



**CITY OF FITCHBURG  
SCHEDULE FOR ADOPTION (Approved R-89-25)  
2026 BUDGET**

<p><b><u>Budget Adoption Schedule</u></b> Referred at Council Meeting Approved by Council (10-42(a) requires adoption by end of June)</p>	<p>Tuesday Tuesday</p>	<p>May 13 May 27</p>
<p><b><u>Budget Worksheets/First Draft</u></b> Worksheets Distributed to Departments Personnel Budget Proposals &amp; Staffing Worksheets Due to Finance Library Board Approves Library Director Budget to be Submitted (3<sup>rd</sup> Wed) Budget Proposals from Department Heads Due to Finance Director CIP Adopted</p>	<p>Friday Tuesday Wednesday Tuesday Tuesday</p>	<p>June 6 July 15 July 16 July 22 August 12</p>
<p><b><u>Review Process</u></b> Department Head Presentations to Administration Department Head Presentations to Mayor Mayor Decisions on Priorities to Finance Director (when health insurance rates are released)</p>	<p>Monday Tuesday Thursday</p>	<p>August 18 August 26* September 11</p>
<p><b><u>Library Exemption Resolution (Library Director)</u></b> Referred at Council Meeting Approved by Library Board (3<sup>rd</sup> Wednesday) Approved by Council</p>	<p>Tuesday Wednesday Tuesday</p>	<p>September 9 September 17 September 23</p>
<p><b><u>Proposed Budget Document Review</u></b> Committee of the Whole Discussion of Budget Priorities Budget Summary &amp; Notice Sent to Official Newspaper (by 11 am) Publication of Budget Summary; Notice of Public Hearing (15 days prior) Proposed Budget Posted to City's Website Budget Summary &amp; Notice Sent to Public via "Notify Me" Referred at Council Meeting Finance Committee Presentations Day 1 (5:30 pm) Finance Committee Presentations Day 2 (5:30 pm) Fitchrona EMS Annual Meeting and Budget Adoption (2<sup>nd</sup> Thursday) <b>PUBLIC HEARING – Common Council Meeting</b></p>	<p>Wednesday Monday Friday Friday Monday Tuesday Tuesday Wednesday Thursday <b>Tuesday</b></p>	<p>July 23 September 15 September 19 September 19 September 22 September 23 September 30 October 1 October 9 <b>October 14</b></p>
<p><b><u>Council Proposed Amendments/Final Budget Adoption</u></b> Amendments Due to Finance Director (electronic format by 4:30 pm) Summary Report and Amendment Details Shared with Mayor &amp; Council Summary Report and Amendment Details Posted to City's Website Committee of the Whole Discussion of Budget and Amendments (6 pm) <b>PUBLIC HEARING – Common Council Meeting</b> Discussion and Action on Amendments, Adoption of Budget</p>	<p>Thursday Thursday Friday Wednesday <b>Tuesday</b> Tuesday</p>	<p>October 16 October 23 October 24 October 29* <b>November 11</b> November 11</p>
<p><b><u>Miscellaneous Dates – Information Provided by Others</u></b> DOR Releases Preliminary Equalized Value, TID Values, New Construction ETF Releases Health Insurance Rates DOR Releases ERP Budget Limit Notices</p>	<p>Prelim Approximately Final</p>	<p>August 1 September 15 November 1</p>

\*approximate date, actual meeting(s) will be set-up as the Mayor's schedule allows

Differences in the proposed schedule from prior year include:

- 1) CIP adoption is one meeting later than normal so the initial compilation and review of requests is delayed by a week.
- 2) Publication deadlines accelerated by the newspaper.
- 3) Five Wednesdays in October required schedule adjustments to meet COW timelines. \*COW moved to October 29<sup>th</sup> to better accommodate.

Budget Process Guidelines:

- 1) Finance Director and other Department Heads are available to assist with drafting amendments, if the request and information is provided at least three business days prior to the due date.
- 2) Staff will not externally share details about contemplated amendments nor submitted amendments until the information is released per the above schedule. This approach allows staff to ensure the proposed amendments have been properly submitted, the applicable department has had the opportunity to consider the impacts of the proposal, and the complete documentation is available for consideration. Asking staff for earlier access to information could jeopardize these goals and creates access inequity among all members of the voting body. The number of amendments submitted may be disclosed.
- 3) Council proposed amendments will be in the following order:
  - a. Amounts that decrease the property tax levy, by submission order
  - b. Amounts that increase the property tax levy, from largest to smallest
  - c. Non-levy funds, by fund, by submission order
  - d. Capital projects, by CIP #, by submission order