

FY 2026 Finance Department Work Plan

(last revised by Finance Director Dahlstrand - 01/14/2026)

INTRODUCTION

The Finance Department consists of five (5) full-time positions, and one (1) full-time position shared with COMMUNITY DEVELOPMENT, responsible for Accounts Payable, Accounts Receivable, Cashiering, Customer Service, General Ledger, Payroll, Utility Billing, Financial Management, Budget, and Audit. The Work Plan does not provide details on the normal activities staff performs. Rather, it identifies those special projects or assignments in which staff is involved in addition to normal activities.

TIER ONE INITIATIVES					
Item	Project / Program / Activity	Expected Completion Date	Status	Strategic Plan Focus	City Plan
Proposed New Projects and Initiatives					
	Identify funding mechanisms to implement facility improvements identified as top priority in the Facilities and Space Needs study	04/30/2026	Cannot begin until Study is undertaken and completed	Energetic and Healthy Economy	Strategic Plan
	TAC to evaluate the overall grant program, for possible revisions to how grants are awarded (i.e. the breakdowns by category) as well as stronger emphasis on grants that foster additional hotel stays“. And whether the annually funded events would occur without the TAC Grant funding (Summer Daze, AoTP, etc.)	04/30/2026	In progress - Issue promoted at 07/25 TAC FY27 application session	Engaged and Connected Community	Strategic Plan
	TAC to encourage grant funding for events in areas of the community not-contiguous to the Civic Center or Cerny park areas of the community	04/30/2026	In progress - Issue promoted at 07/25 TAC FY27 application session	Engaged and Connected Community	Strategic Plan
	With the completion of the ERP, provide quarterly financial updates on revenue performance and expense allocations compared to budget	04/30/2026	Implementation Completed - Updates occurring with budget process	Quality City Services	Strategic Plan
	Establish a mechanism to forecast City fiscal performance on a five-year trend and consider multi-year budget cycle	04/30/2026	In process with the FY27 Budget Process	Quality City Services	Strategic Plan
	Conduct a water and sanitary sewer rate study	04/30/2026	RFP document has been issued	Quality City Services	Strategic Plan
TIER TWO INITIATIVES					
Item	Project Description	Expected Completion Date		Strategic Plan Focus	Other City Plans
Proposed New Projects and Initiatives					
TIER THREE INITIATIVES					
Item	Project Description	Expected Completion Date		Strategic Plan Focus	Other City Plans
Proposed New Initiatives					

*Completion date for tier three items will be determined when items are moved to tier two or one.

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One – These are the highest priority initiatives that staff feels must be advanced. In many cases, these are ongoing or time sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expected to be accomplished with existing and budgeted resources.

Tier Two – These are important initiatives staff feels should be advanced but may be delayed pending completion of Tier One initiatives. Staff expects to accomplish/advance these priorities with existing and budgeted resources. Delaying progress on these initiatives and projects may result in undesirable impacts.

Tier Three – These are desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in the upcoming fiscal year. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in the upcoming fiscal year. However, if work is not initiated or suspended on High or Important priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

Italic font = Initiative or project for which a new FY 2026 Decision Package has been submitted.

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2026 WORK PLAN

- 1 Proposed FY 2026 Work Plan does not account for impact of staff turnover.
- 2 Does not account for emergencies or unexpected issues that may take priority throughout the year.
- 3 Does not include normal everyday tasks.