



**City Council Workshop Meeting
Cherry Conference Room
January 28, 2026 | 5:30 PM**

This City Council Workshop meeting is taking place virtually and at Woodbury City Hall in the Cherry Conference Room. Members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone and accessing the virtual meeting link at woodburymn.gov/VirtualMeetings.

[Watch the Live Meeting](#)

Public comments will be accepted during the meeting both in person and virtually. Virtual questions should be submitted via the online Q&A feature within the virtual meeting link.

Questions regarding the meeting will be taken between the hours of 8:00 a.m. to 4:30 p.m. at 651-714-3524 or at council@woodburymn.gov. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Please note that all agenda times are estimates. Unfinished workshop items will be carried over to the end of the Council meeting.

5:00 p.m. Dinner – Cherry Conference Room

The intent of the workshop session is to provide a forum for City Council and City staff to discuss more in-depth Council items, exchanging viewpoints and visions prior to the item being set for Council action at a regular meeting of the City Council. Workshop sessions are neither a public hearing nor an open microphone session. No formal votes will be taken and any direction from Council will be in consensus format. The workshop session is not recorded.

Workshop Agenda

1. Workshop Discussion Items
 - 1 2027 Budget Process Discussion 26-11
 - 1 Council Strength Finders Assessment Discussion 26-12
2. Administrator Comments and Updates*
3. Mayor and City Council Comments and Commission Liaison Updates*
4. Adjournment

Woodbury City Council Agenda

January 28, 2026 | 5:30

PM

* Items under comments and updates are intended to be informational or of brief inquiry. More substantial discussion of matters under comments and updates should be scheduled for a future agenda.

The City of Woodbury is subject to Title II of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provisions of the Americans with Disabilities Act is available from the Administration office at 651-714-3500. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator at 651-714-3500 (TDD 731-5796) to make arrangements.

City of Woodbury, Minnesota
Office of City Administrator

Council Workshop Letter 26-11

January 28,
2026

To: The Honorable Mayor and Members of the City Council

From: Jeffrey J. Dahl, City Administrator

Subject: Discussion of 2027 Budget Process

Summary

The budget process for the City is a year-round effort involving staff making proposals and evaluating needs, vetting and reviewing requests by managers, strategic and longer-term planning and analysis by leadership and finance, several Council updates and discussion sessions, as well as opportunities for public engagement throughout. Annually in January, staff complete an after-action review of the previous year to review what went well, what could have been improved, and if any changes are recommended for the upcoming year. Provided are recommended updates to our process per our after-action review that are more notable. Staff is looking for recommendations from Council on these changes and if Council has any further recommendations to our processes.

The following is a preliminary schedule of meetings planned with City Council in 2026 for the review and development of the 2027-2031 Capital Improvement Plan and 2027 Budget. Most notably, staff are tentatively planning for additional Council workshop sessions to focus more on long-term budget planning and to reduce the volume of information at the planned September 9 budget workshop.

January 28, Council Workshop	Review 2027 Budget process
April 22, Council Meeting	2025 Budget Carryovers approved by City Council
May 27, Council Workshop	Capital Improvement Plan review
June 24, Council Meeting	Adoption of Capital Improvement Plan
July 8, Council Workshop	Budget Check-In: (as feasible) Update on staffing plan and long-term financial planning
August 12, Council Workshop	Budget Check-In: Key budget items review, Enterprise Funds review
September 9, Council Workshop	Budget Workshop Meeting
September 23, Council Meeting	Adoption of the Proposed Property Tax Levy including the HRA Levy and set Truth-in-Taxation Public Meeting Date

November 4, Council Workshop	Final Budget review/update with Council prior to Truth-in-Taxation Meeting
December 9, Council Meeting	Truth-in-Taxation Public Meeting; Adoption of the Final Property Tax Levy (City & HRA) and Budget (City, HRA & EDA)

The following are additional changes staff are evaluating and planning to further implement as capacity allows:

- Long-term (five year) staffing plan: The budget has included this section for many years; however, it has not been a particular area of focus or review with Council. Staff will be working with departments to more deeply review and analyze this planning and is seeking to review more specifically with Council. The goal being that staff requests are well planned, ideally years in advance, with any questions or review occurring earlier and reducing time spent on such review in the funding year. In other words, planning for staffing in a similar manner as we plan for capital projects in our five-year CIP.
- Long-term financial plan: Steps will be initiated in 2026 to develop a more robust and comprehensive plan as compared to what is currently provided in the budget document. Utilization of our new auditor, Abdo, for assistance on this work is currently being reviewed. Determining the scope and deliverables of a long-term plan can vary significantly depending upon the resources applied to the planning, therefore staff is currently reviewing such options against available capacity of the finance team and departments that would be asked to provide estimates, assumptions, etc. for the plan.
- Quarterly financial reporting: Currently this reporting is provided to Council via I Annotate. For 2026, staff intends to provide reporting via the consent agenda to further increase visibility on this reporting, support our AAA bond rating, and allow for questions from Council in a meeting setting as may be needed.
- Detailed reviews and analysis are currently planned for our EMS Fire Fund and the Risk Management Fund to be completed by staff, as capacity allows.

As approved in the 2026 Budget, a market study compensation review process is underway for our non-represented employees. It is anticipated that this project may take approximately four months to complete. Staff are still determining how this work will be incorporated into the budget process.

Recommendation

Staff is seeking direction from Council on any further recommended changes to our budget processes during 2026.

Governance Mode¹

- Fiduciary - Stewardship of tangible assets, oversees operations and ensures efficient and appropriate use of resources, legal compliance and fiscal accountability.

¹ Items marked “fiduciary” are primarily business-oriented topics; “strategic” items are primarily related to longterm strategies or goals; and “generative” items are primarily meant to produce new thoughts or ideas.

Fiscal Implications

There are no fiscal implications currently planned for adjustments to the budget process. Potential use of consultants as needed is being further reviewed and would be planned within current available budget allocations.

Policy

In accordance with the obligations set forth in Section 2-45 (a) (5) of the City of Woodbury Code of Ordinances, the City Administrator shall prepare an annual fiscal budget and capital improvement plan for City Council and maintain financial guidelines for the City within the scope of the approved budget and capital program.

Public Process

The public process is planned to be generally consistent to the previous year with the exception of two additional workshops. In 2025, for the first time City communicated its proposed budget within the County's preliminary tax statement mailings. Staff plans to continue with this communication as well as be open to additional public engagement and communications as needed.

Background

The annual budget development process utilized by the City includes an extensive internal calendar detailing all major deadlines and tasks to be accomplished to see the successful adoption of a Capital Improvement Plan and an annual budget. Making adjustments to the process require careful review and evaluation of staff capacity, Council availability, potential consultant/advisor utilization, ROI, etc. After such review then any new deadlines or tasks would be added to the calendar.

As the budget document is arguably considered the most significant policy document of the City, its development requires a considerable amount of dedicated staff time and experience as well as significant time of the City Council to review and ultimately adopt. As it has been the City's best practice for many years, an after-action review is completed annually by staff with the City Administrator.

Written By: Angela Gorall, Deputy City Administrator
Approved Through: Jeffrey Dahl, City Administrator
Attachment: None

City of Woodbury, Minnesota
Office of City Administrator

Council Workshop Letter 26-12

Date of Council Meeting

To: The Honorable Mayor and Members of the City Council
From: Jeffrey J. Dahl, City Administrator
Subject: Discussion of Council StrengthFinders Assessment

Summary

Brent Hafele, from Vibrancy Unlocked, will be in attendance to summarize, discuss, and get feedback on both individual strengths and group dynamics among the City Council and City Administrator based on each member completing the StrengthFinders assessment.

Recommendation

Not Applicable

Governance Mode¹

- Generative - Identifying key questions, anticipating future challenges, framing of issues, development of options. Problem-framing. What to pay attention to, what it means, and what to do about it. How does it fit with our mission, vision and values?

Fiscal Implications

Not Applicable

Policy

Not Applicable

Public Process

When there has been turnover on the Council, past practice has been for the Council to have team building exercises with the “new Council.” Learning more about each other and personality styles helps to foster good working relationships. This discussion is open to the public.

¹ Items marked “fiduciary” are primarily business-oriented topics; “strategic” items are primarily related to longterm strategies or goals; and “generative” items are primarily meant to produce new thoughts or ideas.

Background

The City Council is a “team” that represents its constituents and sets policy and direction for the organization. For any team to be the most successful, where we can agree to disagree, have constructive dialogue and mutual respect, and work to build consensus and clear direction, a deeper understanding of the team, and how we complement each other, is needed.

Written By:	Jeffrey J. Dahl, City, Administrator
Approved Through:	Not Applicable
Attachment:	None