

**CITY OF SHEBOYGAN
REPORT OF OFFICER ____-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA

June 16, 2025

Submitting for your information the proposed 2026 Budget Schedule and 2026 preliminary budget fiscal factors for guidance prior to departmental budget preparation.

June 16, 2025	City Administrator communicates to department heads the parameters for 2026 budget submittals.
June 23, 2025	City Administrator presents budget parameters to Finance & Personnel Committee.
June 26, 2025	Finance Department provides budget entry training to staff.
July 7, 2025	Aldersperson budget training.
August 4, 2025	Finance Director provides year-to-date 2025 budget update and high-level 2026 budget outlook to Common Council.
August 15, 2025	Department heads submit preliminary departmental operating and capital budget submittals. Finance Department completes salary and benefit projections.
August 25, 2025	Department heads review 2026 preliminary budget requests for all departments.
August 26-29, 2025	Department head one-on-one meetings with Administration and Finance Departments to review budget requests.
September 8, 2025	Department head review of budget as proposed to Council by City Administrator
September 15, 2025	Committee of the Whole Budget Workshop. Full preliminary budget will be posted ahead of this workshop. Workshop will be high-level overview.
September 30, 2025	Staff publishes Notice of Public Hearing on 2026 Proposed Budget.
October 14, 2025	Committee of the Whole reviews and refers final 2026 Proposed Budget and 2026-2030 Capital Plan to Common Council. Public Hearing on 2026 Proposed Budget.
November 3, 2025	Common Council adopt Budget Resolution and 2026-2030 Capital Plan