

# CITY OF DE PERE

## 2026 BUDGET CALENDAR

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To: Mayor, City Council Members, Municipal Judge and Department Heads  
From: Kim Flom, City Manager  
Pam Manley, Finance Director  
Date: May 14, 2025

RE: 2026 Budget Calendar

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### Here is the schedule for the 2026 Budget Preparation and Approval Process:

<b>June 27</b>	Human Resources provides Payroll with COLA and Insurance Rates
<b>July 14</b>	Budget preparation materials distributed to Department Heads
<b>Jul. 14 to Aug. 15</b>	Department Head preparation of Proposed Budgets
<b>August 12</b>	2026 Budget status discussion with Finance & Personnel Committee
<b>August 15</b>	Proposed Budgets due to Finance Department
<b>Aug. 25 – Sept. 12</b>	Mayor & City Manager budget review sessions with Department Heads
<b>September 9</b>	2026 Budget status discussion with Finance & Personnel Committee
<b>Sept. 12 – Sept. 19</b>	Preparation of Executive Budget by Mayor, City Manager & Finance <b>Director</b>
<b>September 24</b>	Draft Executive Budget provided to Council
<b>Wed. October 8</b>	Finance and Personnel Committee budget review meeting (REQUIRED ATTENDANCE FOR DEPARTMENT HEADS)
<b>October 31</b>	Publication of budget hearing notice in Press Times
<b>November 18</b>	Budget hearing before Common Council meeting. Council action on the budget during the 7:30PM meeting (REQUIRED ATTENDANCE FOR DEPARTMENT HEADS)