

City of Shorewood
2026 Budget Preparation Calendar
 (Subject to Change)

Date	Event
Tuesday, February 18, 2025	City Council Retreat (Goals/Vision, Citizen Survey, LTFMP)
Monday, April 14, 2025	Roll Out Citizen Community Survey
Monday, May 5, 2025	Departments' Budget roll out. Departments receive electronic access to the 2026 Budget Entry Instructions and Budget Calendar. Review use of Extended Budget module in Springbrook software. Administrator provides budget instructions and outlines City goals and challenges.
Friday, May 23, 2025	Close Citizen Community Survey
Friday, May 30, 2025	Personnel Requests due to Finance Department with City Administrator approval.
Friday, June 13, 2025	Fee Schedule revisions due to Finance Department.
Monday, June 9, 2025	REVIEW CITIZEN COMMUNITY SURVEY RESULTS City Council Budget Work Session #1: Goal Setting Session - Schedule, Process, Council provide direction on initiatives and expectations for the 2026 budget. (City Administrator)
Friday, June 20, 2025	Budget Requests due to Finance Department via Extended Budgeting. Capital Improvement Plan (CIP) Requests due to Finance Department (2026-2035).
Monday, June 23, 2025	City Council Budget Work Session #2: Presentation of the Long-Term Financial Management Plan.
Friday, June 27, 2025	Updated Budget Book Information (Dept. Descriptions, Budget Goals & Objectives , Dept. Statistics , Staffing Levels, and Budget Summary) due to Finance Department.
Monday, July 7, 2025	Directors Meet with City Administrator and Finance Director to review budget goals, issues, personnel, and CIP requests.
Monday, July 7, 2025	Obtain preliminary property valuations/net tax capacity from Hennepin County.
Monday, July 28, 2025	City Council Budget Work Session #3: Personnel, Fee Schedule, and Franchise Fees.
Thursday, July 31, 2025	Last day for Department of Revenue to notify City of Local Government Aid amounts.
Friday, August 1, 2025	Finalize 2026 budget entries into Extended Budgeting in Springbrook.
Monday, August 11, 2025	City Council Budget Work Session #4: General Fund, Levies, and Tax Impact.
Monday, August 25, 2025	City Council Budget Work Session #5: Special Revenue & Enterprise Funds.
Friday, September 5, 2025	Obtain preliminary property valuations/net tax capacity from Hennepin County.
Monday, September 8, 2025	Moved to Monday, September 22, 2025
Monday, September 22, 2025	City Council Meeting - 7:00 p.m. City Council approves preliminary 2026 Budget, sets proposed 2026 Tax Levy, and establishes Budget Hearing Date. Adopt 2026 fee ordinances and fee schedule.
Tuesday, September 30, 2025	Last day to certify proposed 2026 levy and budget hearing date to the County Auditor. Special for to State, if necessary.
Tuesday, October 14, 2025	City Council Budget Work Session #6: 2026-2035 Capital Improvement Plan & Debt Service Funds.
Monday, October 27, 2025	City Council Budget Work Session #X: If necessary
Monday, November 10, 2025	City Council Budget Work Session #X: If necessary
Monday, November 24, 2025	City Council Budget Work Session #7: Final Review - All Funds/Levies/Fees.
Monday, December 8, 2025	City Council Meeting - 7:00 p.m. Budget Hearing - City Council approves final 2026 Budget, Tax Levies, and CIP.
Friday, December 26, 2025	Cities must certify the final property tax levy to the county auditor on or before December 28, 2025 (5 working days after December 20).