

**CITY OF LEAVENWORTH  
CALENDAR FOR PREPARATION OF 2019-2020 BIENNIAL BUDGET**

- March 23, 2018** (Friday)                     Annual Retreat – Budget Priorities/Planning
- June 18, 2018** (Monday)                 Finance Director Request to Staff for Detailed Budget Estimates
- July 6, 2018** (Friday)                     Staff Requests Due to Finance Director for Budget Development
- July 27, 2018** (Friday)                 Departmental Budgets Submitted to Administrator for Review
- Aug 6, 2018** (Monday)                  Staff Meeting to Review/Finalize Preliminary Budget for Presentation
- Aug 28, 2018**- 2<sup>nd</sup> meeting in Aug:     Finance (5:00) Committee Review Prelim Budget Worksheets
- Sept 11, 2018** – 1<sup>st</sup> meeting in Sept:    Economic Dev (3:00) & Parks (4:00) Committees Review Prelim Budget Worksheets  
 Set Public Hearing on Ad Valorem (Property) Tax, **Oct 23**  
 CAO Presentation Current Year Budget Review/Preliminary Budget Review
- Sept 25, 2018** – 1:00 PM - 3:00 PM     Special Finance Committee Meeting – *Priority Review if Necessary*
- Oct 9, 2018** – 1<sup>st</sup> meeting in Oct:        Study Session – *Priority Review if Necessary*
- Oct 23, 2018** - 2<sup>nd</sup> meeting in Oct:     Public Hearing on Ad Valorem (Property) Tax  
 Set Public Hearing on Preliminary Budget, **Nov 13**  
 Set Public Hearing on Final Budget, **Nov 27**
- Nov 9, 2018** (Friday)                     Preliminary Budget Available to Public w/Administrator’s Budget Message
- Nov 13, 2018** – 1<sup>st</sup> meeting in Nov:     Public Hearing and Preliminary Budget Review by Administrator  
 Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY **Nov 30**)
- Nov 27, 2018** – 2<sup>nd</sup> meeting in Nov:     Public Hearing on Final Budget
- Dec 11, 2018** – 1<sup>st</sup> meeting in Dec:     Resolution for Rate & Fee Schedule  
 2017-2018 Final Budget Amendment Ordinance  
 Adoption of 2019-2020 Biennial Budget Ordinance
- 2<sup>nd</sup> Half Biennium Modification (2020 Budget)** -----
- Apr 12, 2019** (Friday)                     Annual Retreat – Budget Priorities/Planning
- Sept 9, 2019** (Monday)                  Staff Meeting to Review 2020 Budget for Modification
- Sept 24, 2019** - 2<sup>nd</sup> meeting in Sep:     Finance (5:00) Committees Review *(if Necessary)*  
 Set Public Hearing on Ad Valorem (Property) Tax, **Oct 22**  
 Set Public Hearing for Biennial Budget Review/Modification, **Oct 22**
- Oct 8, 2019** – 1<sup>st</sup> meeting in Oct:        Economic Dev (3:00) & Parks (4:00) Committees Review *(if Necessary)*
- Oct 18, 2019** (Friday)                  Mid-Biennium Budget Updates Available to Public *(if Necessary)*
- Oct 22, 2019** – 2<sup>nd</sup> meeting in Oct:     Public Hearing on Ad Valorem (Property) Tax  
 Public Hearing on Biennial Budget Review/Modification
- Nov 12, 2019** – 1<sup>st</sup> meeting in Nov:     Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY **Nov 30**)
- Dec 10, 2019** – 1<sup>st</sup> meeting in Dec:     Resolution for Rate & Fee Schedule  
 Ordinance Amending Biennial Budget Review/Modification *(if Necessary)*

**CITY OF LEAVENWORTH PUBLICATION SCHEDULE**

- Notice of Annual Retreat - Budget Priorities/Planning – **Feb 28, 2018**
- Notice of public hearing on first year ad valorem tax (once) – **Oct 10, 2018** (Advertisement date)
- Notice of public hearing on prelim budget (once) – **Oct 24, 2018** (Advertisement date)
- Notice of filing preliminary budget and public hearing on final budget – **Oct 31, 2018 & Nov 7, 2018** (Ad dates)
- Ad Valorem tax ordinance (once) – **Nov 21, 2018** (Advertisement date)
- Budget ordinance (once) - **Dec 19, 2018** (Advertisement date)
- FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2018**
- Upload Budget to MSRB/EMMA by **Dec 31, 2018**
- Notice of Annual Retreat - Budget Priorities/Planning – **Feb 27, 2019**
- Notice of public hearing on second year ad valorem tax and budget review/modification (once) – **Oct 9, 2019**
- Ad Valorem tax ordinance (once) - **Nov 20, 2019**
- Resolution for Rate & Fee Schedule and budget modification ordinance if necessary (once) - **Dec 18, 2019**
- MID BIENNIUM BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2019**
- Upload Budget to MSRB/EMMA by **Dec 31, 2019**

**Other Leavenworth Entities Budget and Publication Deadlines**

**PRSA = Upper Valley Park & Recreations Service Area  
TBD = Leavenworth Transportation Benefit District**

- Sept 14, 2018** (Friday)  Secretary submits PRSA (2019 only) & TBD (2019-2020) Budgets to CAO
- Oct 5, 2018** (Friday)  CAO provides PRSA (2019) & TBD (2019-2020) Budgets to Board's
- Oct 23, 2018** – 2<sup>nd</sup> meeting in Oct:  TBD Set Public Hearing Dates for Prelim (**Nov 13**) / Final (**Nov 27**) Budgets
- Nov 9, 2018** (Friday)  PRSA and TBD Budgets Available to Public
- Nov 13, 2018** – 1<sup>st</sup> meeting in Nov:  TBD Preliminary Biennial Budget Hearing
- Nov 21, 2018** (Wednesday)  PRSA Public Hearing/Adoption of 2019 Budget & Ad Valorem Tax
- Nov 27, 2018** – 2<sup>nd</sup> meeting in Nov:  TBD Final Biennial Budget Hearing, Resolution for Adoption
- Sept 13, 2019** (Friday)  Secretary submits PRSA 2020 Budget to CAO
- Sept 24, 2019** – 2<sup>nd</sup> meeting in Sept:  TBD Set Public Hearing for Biennial Budget Review/Modification, **Oct 22**
- Oct 4, 2019** (Friday)  CAO provides PRSA 2020 Budget to Board
- Oct 18, 2019** (Friday)  TBD Mid-Biennium Budget Updates Available to Public if Necessary
- Oct 22, 2019** – 2<sup>nd</sup> meeting in Oct:  TBD Public Hearing on Biennial Budget/Res. for Amendment if Necessary
- Nov 8, 2019** (Friday)  PRSA Budget Available to Public
- Nov 20, 2019** – (Wednesday)  PRSA Public Hearing/Adoption of 2018 Budget & Ad Valorem Tax

**Publication Schedule**

- TBD Notice of public hearing on prelim budget (once) – **Oct 24, 2018** (Advertisement date)
- TBD/PRSA Notice of filing prelim budget/public hearing on final budget – **Oct 31, 2018 & Nov 7, 2018** (Ad dates)
- PRSA Budget & Ad Valorem tax resolution (once) – **Nov 28, 2018** (Advertisement date)
- TBD Budget Resolution (once) – **Dec 5, 2018** (Advertisement date)
- TBD & PRSA FINAL BUDGETS TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2018**
- TBD Notice of public hearing on budget review/modification if necessary (once) – **Oct 9, 2019**
- TBD Budget modification resolution if necessary (once) – **Oct 30, 2019**
- PRSA Notice of filing prelim budget and public hearing on final budget – **Oct 30 & Nov 6, 2019**
- PRSA Ad Valorem tax resolution (once) - **Nov 27, 2019**
- TBD MID BIENNIUM BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2019**
- PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2019**