

2019 Budget Calendar

2018 Date Requirements

Steps in Budget Preparation

Tuesday, May 22	Six year capital plans distributed to Dept. Heads.
Friday, June 8	Six year capital plans due to Finance Dept.
Thursday, June 14	Finance Director presents six year capital plans to Mayor and City Administrator.
Monday, June 25	Satellite Agencies requested to prepare estimates of revenues/expenditures.
Tuesday, June 26	Meeting with Department Leaders to launch 2019 Budget process. Departments requested to prepare estimates of revenues and expenditures.
Monday, July 23	Estimates of revenues/expenditures and initiatives due to Finance Dept.
July 30 – August 3	Dept. Head meetings with Finance Director for budget review.
Thursday, August 9	Initial budget review with Mayor.
August 10 - 31	Mayor reviews and approves initiatives.
August - September**	Dept. Heads and Satellite Agencies will present proposed 2019 budgets to the appropriate Council Committee.
Monday, September 24**	Final budget to be filed with Finance Director.
Thursday, September 27**	Budget presented to Mayor/City Administrator for modification, revision or additions.
Monday, October 1**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2018.
Monday, October 15**	Mayor presents 2019 budget message to Council, and provides the Council with the proposed preliminary budget for 2019.
Wednesdays, October 24 and October 31**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 5 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2019 property tax levy.

BUDGET CALENDAR - CONTINUED

2019 Budget Calendar

2018 Date Requirements

Steps in Budget Preparation

Monday, November 19***

Setting property tax levy.

Wednesdays, Nov 21 & Nov 28**

Public notice of final hearing for proposed 2019 budget.

Monday, December 3– 7:00 PM**

Final public hearing on proposed 2019 budget.

Monday, Dec 3– Monday, Dec 17**

Adoption of 2019 budget by City Council.

** Required by RCW, ***Property Tax Levy must be completed prior to November 30, 2018.