

**CITY OF LEAVENWORTH  
CALENDAR FOR PREPARATION OF 2017-2018 BIENNIAL BUDGET**

<b>March 4, 2016 (Friday)</b>	___ Annual Retreat – Budget Priorities/Planning
<b>June 20, 2016</b>	___ Finance Director Request to Staff for Detailed Budget Estimates
<b>July 8, 2016</b>	___ Staff Requests Due to Finance Director for Budget Development
<b>July 29, 2016</b>	___ Departmental Budgets Submitted to Administrator for Review
<b>Aug 8, 2016</b>	___ Staff Meeting to Review/Finalize Preliminary Budget for Presentation
<b>Aug 23, 2016</b> - 2 <sup>nd</sup> meeting in Aug:	___ Economic Development (4:00) & Finance (5:00) Committees Review
<b>Sept 13, 2016</b> – 1 <sup>st</sup> meeting in Sept:	___ Parks (4:00) & Public Works (5:00) Committees Review ___ Set Public Hearing on Ad Valorem (Property) Tax, <b>Oct 25</b> ___ CAO Presentation Current Year Budget Review/Preliminary Budget Review
<b>Sept 27, 2016</b> – 2:00 PM - 4:00 PM	___ Special Finance Committee Meeting – Priority Review – Conference Room
<b>Sept 23, 2016</b>	___ Preliminary Budget Worksheets Delivered to City Council
<b>Oct 11, 2016</b> – 1 <sup>st</sup> meeting in Oct:	___ Study Session – Priority Review
<b>Oct 25, 2016</b> - 2 <sup>nd</sup> meeting in Oct:	___ Public Hearing on Ad Valorem (Property) Tax ___ Set Public Hearing on Preliminary Budget, <b>Nov 8</b> ___ Set Public Hearing on Final Budget, <b>Nov 22</b>
<b>Nov 4, 2016</b>	___ Preliminary Budget Available to Public w/Administrator’s Budget Message
<b>Nov 8, 2016</b> – 1 <sup>st</sup> meeting in Nov:	___ Public Hearing and Preliminary Budget Review by Administrator ___ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY <b>Nov 30</b> )
<b>Nov 22, 2016</b> – 2 <sup>nd</sup> meeting in Nov:	___ Public Hearing on Final Budget
<b>Dec 13, 2016</b> – 1 <sup>st</sup> meeting in Dec:	___ Resolution for Rate & Fee Schedule ___ 2015-2016 Final Budget Amendment Ordinance ___ Adoption of 2017-2018 Biennial Budget Ordinance
<b>2<sup>nd</sup> Half Biennium Modification (2018 Budget)</b> -----	
<b>Mar 24, 2017 (Friday)</b>	___ Annual Retreat – Budget Priorities/Planning
<b>Sept 11, 2017</b>	___ Staff Meeting to Review 2018 Budget for Modification
<b>Sept 26, 2017</b> - 2 <sup>nd</sup> meeting in Sep:	___ Economic Dev. (4:00) & Finance (5:00) Committees Review (if Necessary) ___ Set Public Hearing on Ad Valorem (Property) Tax, <b>Oct 24</b> ___ Set Public Hearing for Biennial Budget Review/Modification, <b>Oct 24</b>
<b>Oct 10, 2017</b> – 1 <sup>st</sup> meeting in Oct:	___ Parks (4:00) & Public Works (5:00) Committees Review (if Necessary)
<b>Oct 20, 2017</b>	___ Mid-Biennium Budget Updates Available to Public (if Necessary)
<b>Oct 24, 2017</b> – 2 <sup>nd</sup> meeting in Oct:	___ Public Hearing on Ad Valorem (Property) Tax ___ Public Hearing on Biennial Budget Review/Modification
<b>Nov 14, 2017</b> – 1 <sup>st</sup> meeting in Nov:	___ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY <b>Nov 30</b> )
<b>Dec 12, 2017</b>	___ 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 17, 2016**
  - \_\_\_ Notice of public hearing on first year ad valorem tax (once) – **Oct 12, 2016** (Advertisement date)
  - \_\_\_ Notice of public hearing on prelim budget (once) – **Oct 26, 2016** (Advertisement date)
  - \_\_\_ Notice of filing preliminary budget and public hearing on final budget – **Nov 2, 2016 & Nov 16, 2016** (Ad dates)
  - \_\_\_ Ad Valorem tax ordinance (once) – **Nov 16, 2016** (Advertisement date)
  - \_\_\_ Budget ordinance (once) - **Dec 21, 2016** (Advertisement date)
  - \_\_\_ FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 30, 2016**
  - \_\_\_ Upload Budget to MSRB/EMMA by **Dec 30, 2016**
  - \_\_\_ Notice of Annual Retreat - Budget Priorities/Planning – **Feb 15, 2017**
  - \_\_\_ Notice of public hearing on second year ad valorem tax and budget review/modification (once) – **Oct 11, 2017**
  - \_\_\_ Ad Valorem tax ordinance (once) - **Nov 22, 2017**
  - \_\_\_ Resolution for Rate & Fee Schedule and budget modification ordinance if necessary (once) - **Dec 20, 2017**
  - \_\_\_ MID BIENNIUM BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 29, 2017**
  - \_\_\_ Upload Budget to MSRB/EMMA by **Dec 29, 2017**
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### Other Leavenworth Entities Budget and Publication Deadlines

**PRSA = Upper Valley Park & Recreations Service Area**

**TBD = Leavenworth Transportation Benefit District**

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| <p><b>Sept 20, 2016</b></p> <p><b>Oct 7, 2016</b></p> <p><b>Oct 11, 2016</b> – 1<sup>st</sup> meeting in Oct:</p> <p><b>Nov 4, 2016</b></p> <p><b>Nov 8, 2016</b> – 1<sup>st</sup> meeting in Nov:</p> <p><b>Nov 16, 2016</b></p> <p><b>Nov 22, 2016</b> – 2<sup>nd</sup> meeting in Nov:</p> <p><b>Sept 26, 2017</b></p> <p><b>Sept 26, 2017</b> – 2<sup>nd</sup> meeting in Sept:</p> <p><b>Oct 6, 2017</b></p> <p><b>Oct 20, 2017</b></p> <p><b>Oct 24, 2017</b> – 2<sup>nd</sup> meeting in Oct:</p> <p><b>Nov 3, 2017</b></p> <p><b>Nov 15, 2017</b> – 1<sup>st</sup> meeting in Nov:</p> | <p>___ Secretary submits PRSA (2017 only) &amp; TBD (2017-2018) Budgets to CAO</p> <p>___ CAO provides PRSA (2017) &amp; TBD (2017-2018) Budgets to Board's</p> <p>___ TBD Set Public Hearing Dates for Prelim(<b>Nov 8</b>) / Final(<b>Nov 22</b>) Budgets</p> <p>___ PRSA and TBD Budgets Available to Public</p> <p>___ TBD Preliminary Biennial Budget Hearing</p> <p>___ PRSA Public Hearing/Adoption of 2017 Budget &amp; Ad Valorem Tax</p> <p>___ TBD Final Biennial Budget Hearing, Resolution for Adoption</p> <p>___ Secretary submits PRSA 2018 Budget to CAO</p> <p>___ TBD Set Public Hearing for Biennial Budget Review/Modification, <b>Oct 24</b></p> <p>___ CAO provides PRSA 2018 Budget to Board</p> <p>___ TBD Mid-Biennium Budget Updates Available to Public if Necessary</p> <p>___ TBD Public Hearing on Biennial Budget/Res. for Amendment if Necessary</p> <p>___ PRSA Budget Available to Public</p> <p>___ PRSA Public Hearing/Adoption of 2018 Budget &amp; Ad Valorem Tax</p> |
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### Publication Schedule

- \_\_\_ TBD Notice of public hearing on prelim budget (once) – **Oct 26, 2016** (Advertisement date)
- \_\_\_ TBD/PRSA Notice of filing prelim budget and public hearing on final budget – **Nov 2, 2016 & Nov 9, 2016** (Ad dates)
- \_\_\_ PRSA Budget & Ad Valorem tax resolution (once) – **Nov 23, 2016** (Advertisement date)
- \_\_\_ TBD Budget Resolution (once) – **Nov 30, 2016** (Advertisement date)
- \_\_\_ TBD & PRSA FINAL BUDGETS TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 30, 2016**
- \_\_\_ TBD Notice of public hearing on budget review/modification if necessary (once) – **Oct 11, 2017**
- \_\_\_ PRSA Notice of filing prelim budget and public hearing on final budget – **Nov 1 & Nov 8, 2017**
- \_\_\_ PRSA Ad Valorem tax resolution (once) - **Nov 22, 2017**
- \_\_\_ TBD Budget modification resolution if necessary (once) – **Nov 1, 2017**
- \_\_\_ TBD MID BIENNIUM BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 29, 2017**
- \_\_\_ PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 29, 2017**