

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

March 4, 2016 (Friday)	___ Annual Retreat – Budget Priorities/Planning
June 20, 2016	___ Finance Director Request to Staff for Detailed Budget Estimates
July 8, 2016	___ Staff Requests Due to Finance Director for Budget Development
July 29, 2016	___ Departmental Budgets Submitted to Administrator for Review
Aug 8, 2016	___ Staff Meeting to Review/Finalize Preliminary Budget for Presentation
Aug 23, 2016 - 2 nd meeting in Aug:	___ Economic Development (4:00) & Finance (5:00) Committees Review
Sept 13, 2016 – 1st meeting in Sept:	___ Parks (4:00) & Public Works (5:00) Committees Review ___ Set Public Hearing on Ad Valorem (Property) Tax, Oct 25 ___ CAO Presentation Current Year Budget Review/Preliminary Budget Review
Sept 27, 2016 – 2:00 PM - 4:00 PM	___ Special Finance Committee Meeting – Priority Review – Conference Room
Sept 23, 2016	___ Preliminary Budget Worksheets Delivered to City Council
Oct 11, 2016 – 1 st meeting in Oct:	___ Study Session – Priority Review
Oct 25, 2016 - 2nd meeting in Oct:	___ Public Hearing on Ad Valorem (Property) Tax ___ Set Public Hearing on Preliminary Budget, Nov 8 ___ Set Public Hearing on Final Budget, Nov 22
Nov 4, 2016	___ Preliminary Budget Available to Public w/Administrator’s Budget Message
Nov 8, 2016 – 1st meeting in Nov:	___ Public Hearing and Preliminary Budget Review by Administrator ___ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY Nov 30)
Nov 22, 2016 – 2nd meeting in Nov:	___ Public Hearing on Final Budget
Dec 13, 2016 – 1st meeting in Dec:	___ Resolution for Rate & Fee Schedule ___ 2015-2016 Final Budget Amendment Ordinance ___ Adoption of 2017-2018 Biennial Budget Ordinance
2nd Half Biennium Modification (2018 Budget) -----	
Mar 3, 2017 (Friday)	___ Annual Retreat – Budget Priorities/Planning
Sept 11, 2017	___ Staff Meeting to Review 2018 Budget for Modification
Sept 26, 2017 - 2 nd meeting in Sep:	___ Economic Dev. (4:00) & Finance (5:00) Committees Review (if Necessary) ___ Set Public Hearing on Ad Valorem (Property) Tax, Oct 24 ___ Set Public Hearing for Biennial Budget Review/Modification, Oct 24
Oct 10, 2017 – 1st meeting in Oct:	___ Parks (4:00) & Public Works (5:00) Committees Review (if Necessary)
Oct 20, 2017	___ Mid-Biennium Budget Updates Available to Public (if Necessary)
Oct 24, 2017 – 2 nd meeting in Oct:	___ Public Hearing on Ad Valorem (Property) Tax ___ Public Hearing on Biennial Budget Review/Modification
Nov 14, 2017 – 1 st meeting in Nov:	___ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY Nov 30)
Dec 12, 2017	___ 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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| Sept 20, 2016 | ___ Secretary submits PRSA (2017 only) & TBD (2017-2018) Budgets to CAO |
| Oct 7, 2016 | ___ CAO provides PRSA (2017) & TBD (2017-2018) Budgets to Board's |
| Oct 11, 2016 – 1 st meeting in Oct: | ___ TBD Set Public Hearing Dates for Prelim(Nov 8) / Final(Nov 22) Budgets |
| Nov 4, 2016 | ___ PRSA and TBD Budgets Available to Public |
| Nov 8, 2016 – 1 st meeting in Nov: | ___ TBD Preliminary Biennial Budget Hearing |
| Nov 16, 2016 | ___ PRSA Public Hearing/Adoption of 2017 Budget & Ad Valorem Tax |
| Nov 22, 2016 – 2 nd meeting in Nov: | ___ TBD Final Biennial Budget Hearing, Resolution for Adoption |
| Sept 26, 2017 | ___ Secretary submits PRSA 2018 Budget to CAO |
| Sept 26, 2017 – 2 nd meeting in Sept: | ___ TBD Set Public Hearing for Biennial Budget Review/Modification, Oct 24 |
| Oct 6, 2017 | ___ CAO provides PRSA 2018 Budget to Board |
| Oct 20, 2017 | ___ TBD Mid-Biennium Budget Updates Available to Public if Necessary |
| Oct 24, 2017 – 2 nd meeting in Oct: | ___ TBD Public Hearing on Biennial Budget/Res. for Amendment if Necessary |
| Nov 3, 2017 | ___ PRSA Budget Available to Public |
| Nov 15, 2017 – 1 st meeting in Nov: | ___ PRSA Public Hearing/Adoption of 2018 Budget & Ad Valorem Tax |

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**