Created May 26, 2016

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- 2nd 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 20, 2016 – 11am-1pm Lunch	____Special Finance Committee Meeting – Priority Review – Conference Room
Sept 23, 2016	____Preliminary Budget Worksheets Delivered to City Council
Oct 11, 2016 – 1st 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** - 2nd 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 – 2nd meeting in Oct:	____Public Hearing on Ad Valorem (Property) Tax ____Public Hearing on Biennial Budget Review/Modification
Nov 14, 2017 – 1st 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**

Other Leavenworth Entities Budget and Publication Deadlines

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

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 – 1st 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 – 1st meeting in Nov:	____ TBD Preliminary Biennial Budget Hearing
Nov 16, 2016	____ PRSA Public Hearing/Adoption of 2017 Budget & Ad Valorem Tax
Nov 22, 2016 – 2nd meeting in Nov:	____ TBD Final Biennial Budget Hearing, Resolution for Adoption
Sept 26, 2017	____ Secretary submits PRSA 2018 Budget to CAO
Sept 26, 2017 – 2nd 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 – 2nd 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 – 1st 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**