

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

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

**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 & Receptions Service Area**

**TBD = Leavenworth Transportation Benefit District**

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