

**CITY OF LEAVENWORTH  
CALENDAR FOR PREPARATION OF 2021-2022 BIENNIAL BUDGET**

<b>June 26, 2020</b> (Friday)	___ Finance Director Request to Staff for Detailed Budget Estimates
<b>July 17, 2020</b> (Friday)	___ Staff Requests Due to Finance Director for Budget Development
<b>July 31, 2020</b> (Friday)	___ Departmental Budgets Submitted to Administrator for Review
<b>July 31, 2020</b> (Friday)	___ Annual Retreat – Budget Priorities/Planning <i>(Postponed from Mar/Apr)</i>
<b>Aug 5, 2020</b> (Wednesday)	___ Staff Meeting to Review/Finalize Preliminary Budget for Presentation
<b>Aug 25, 2020</b> - 2 <sup>nd</sup> meeting in Aug:	___ Finance (5:00) Committee Review Prelim Budget Worksheets
<b>Sept 8, 2020</b> – 1 <sup>st</sup> meeting in Sept:	___ Economic Dev (3:00) & Public Works (5:00) Committees Review Prelim ___ Set Public Hearing on Ad Valorem (Property) Tax, <b>Oct 27</b> ___ CAO Presentation Current Year & Prelim Budget Review
<b>Sept 22, 2020</b> – 1:00 PM - 3:00 PM	___ Special Finance Committee Meeting – <i>Priority Review if Necessary</i>
<b>Oct 13, 2020</b> – 1 <sup>st</sup> meeting in Oct:	___ Study Session – <i>Priority Review if Necessary</i>
<b>Oct 27, 2020</b> - 2 <sup>nd</sup> meeting in Oct:	___ Public Hearing on Ad Valorem (Property) Tax ___ Set Public Hearing on Preliminary Budget, <b>Nov 10</b> ___ Set Public Hearing on Final Budget, <b>Nov 24</b>
<b>Nov 6, 2020</b> (Friday)	___ Preliminary Budget Available to Public w/Admin’s Budget Message
<b>Nov 10, 2020</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 24, 2020</b> – 2 <sup>nd</sup> meeting in Nov:	___ Public Hearing on Final Budget
<b>Dec 8, 2020</b> – 1 <sup>st</sup> meeting in Dec:	___ Resolution for Rate & Fee Schedule ___ 2019-2020 Final Budget Amendment Ordinance ___ Adoption of 2021-2022 Biennial Budget Ordinance
<b>2<sup>nd</sup> Half Biennium Modification (2022 Budget)</b> -----	
<b>April 9, 2021</b> (Friday)	___ Annual Retreat – Budget Priorities/Planning
<b>Sept 8, 2021</b> (Monday)	___ Staff Meeting to Review 2022 Budget for Modification
<b>Sept 28, 2021</b> - 2 <sup>nd</sup> meeting in Sep:	___ Finance (5:00) Committees Review <i>(if Necessary)</i> ___ Set Public Hearing on Ad Valorem (Property) Tax, <b>Oct 26</b> ___ Set Public Hearing for Biennial Budget Review/Modification, <b>Oct 26</b>
<b>Oct 12, 2021</b> – 1 <sup>st</sup> meeting in Oct:	___ Econ (3:00) & Public Works (5:00) Committees Review <i>(if Necessary)</i>
<b>Oct 22, 2021</b> (Friday)	___ Mid-Biennium Budget Updates Available to Public <i>(if Necessary)</i>
<b>Oct 26, 2021</b> – 2 <sup>nd</sup> meeting in Oct:	___ Public Hearing on Ad Valorem (Property) Tax ___ Public Hearing on Biennial Budget Review/Modification
<b>Nov 9, 2021</b> – 1 <sup>st</sup> meeting in Nov:	___ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY <b>Nov 30</b> )
<b>Dec 14, 2021</b> – 1 <sup>st</sup> meeting in Dec:	___ Resolution for Rate & Fee Schedule ___ Ordinance Amending Biennial Budget Review/Modification <i>(if Necessary)</i>

## CITY OF LEAVENWORTH PUBLICATION SCHEDULE

- \_\_\_ Notice of Annual Retreat - Budget Priorities/Planning – **July 8, 2020**
  - \_\_\_ Notice of public hearing on first year ad valorem tax (once) – **Oct 7, 2020** (Advertisement date)
  - \_\_\_ Notice of public hearing on prelim budget (once) – **Oct 28, 2020** (Advertisement date)
  - \_\_\_ Notice of filing preliminary budget and public hearing on final budget – **Nov 4, 2020 & Nov 11, 2020** (Ad dates)
  - \_\_\_ Ad Valorem tax ordinance (once) – **Nov 18, 2020** (Advertisement date)
  - \_\_\_ Budget ordinance (once) - **Dec 16, 2020** (Advertisement date)
  - \_\_\_ FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2020**
  - \_\_\_ Upload Budget to MSRB/EMMA by **Dec 31, 2020**
  - \_\_\_ Notice of Annual Retreat - Budget Priorities/Planning – **Mar 3, 2021**
  - \_\_\_ Notice of public hearing on second year ad valorem tax and budget review/modification (once) – **Oct 6, 2021**
  - \_\_\_ Ad Valorem tax ordinance (once) - **Nov 17, 2021**
  - \_\_\_ Resolution for Rate & Fee Schedule and budget modification ordinance if necessary (once) - **Dec 22, 2021**
  - \_\_\_ MID BIENNIUM BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2021**
  - \_\_\_ Upload Budget to MSRB/EMMA by **Dec 31, 2021**
- 

### Other Leavenworth Entities Budget and Publication Deadlines

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

- |  |  |
|--|--|
| <b>Sept 11, 2020</b> (Friday)                  | ___ Secretary submits PRSA 2021 Budget to CAO                    |
| <b>Oct 9, 2020</b> (Friday)                    | ___ CAO provides PRSA 2021 Budget to Board                       |
| <b>Nov 6, 2020</b> (Friday)                    | ___ PRSA Budget Available to Public                              |
| <b>Nov 12, 2020</b> (Thursday)                 | ___ PRSA Public Hearing/Adoption of 2021 Budget & Ad Valorem Tax |
| <b>Sept 10, 2021</b> (Friday)                  | ___ Secretary submits PRSA 2022 Budget to CAO                    |
| <b>Oct 8, 2021</b> (Friday)                    | ___ CAO provides PRSA 2022 Budget to Board                       |
| <b>Nov 5, 2021</b> (Friday)                    | ___ PRSA Budget Available to Public                              |
| <b>Nov 12, 2021</b> – (Friday (Thurs Holiday)) | ___ PRSA Public Hearing/Adoption of 2022 Budget & Ad Valorem Tax |

### Publication Schedule

- \_\_\_ PRSA Notice of filing prelim budget/public hearing on final budget – **Oct 28, 2020 & Nov 4, 2020** (Ad dates)
- \_\_\_ PRSA Budget & Ad Valorem tax resolution (once) – **Nov 18, 2020** (Advertisement date)
- \_\_\_ PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2020**
- \_\_\_ PRSA Notice of filing prelim budget and public hearing on final budget – **Oct 27 & Nov 3, 2021**
- \_\_\_ PRSA Ad Valorem tax resolution (once) - **Nov 24, 2021**
- \_\_\_ PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2021**