

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

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

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