

**CITY OF LEAVENWORTH
CALENDAR FOR PREPARATION OF 2025-2026 BIENNIAL BUDGET**

- April 19, 2024** (Friday) ___ Annual Retreat – Non-Budget Focused this Year
 - June 21, 2024** (Friday) ___ Finance Director Request to Staff – Call for Budget
 - July 19, 2024** (Friday) ___ Staff Requests Due to Finance Director for Budget Development
 - Aug 9, 2024** (Friday) ___ Departmental Budgets Submitted to Administrator for Review
 - Aug 14, 2024** (Wednesday) ___ Staff Meeting to Review/Finalize Preliminary Budget for Presentation
 - Aug 15, 2024-** (Thursday 3:00 PM): ___ Finance Committee Meeting – Review Preliminary Budget
 - Sept 10, 2024** – 1st meeting in Sept: ___ Set Public Hearing on Ad Valorem (Property) Tax, **Oct 22**
 ___ CAO Presentation Current Year & Prelim Budget Review
 - Sept 26, 2024** – (Thursday – 2:00 PM): ___ Finance Committee Meeting – *Priority Review if Necessary*
 - Oct 8, 2024** – 1st meeting in Oct: ___ Study Session – *Council Priority Review if Necessary*
 - Oct 22, 2024** - 2nd meeting in Oct: ___ Public Hearing on Ad Valorem (Property) Tax
 ___ Set Public Hearing on Preliminary Budget, **Nov 12**
 ___ Set Public Hearing on Final Budget, **Nov 26**
 - Nov 8, 2024** (Friday) ___ Preliminary Budget Available to Public w/Admin’s Budget Message
 - Nov 12, 2024** – 1st meeting in Nov: ___ Public Hearing and Preliminary Budget Review by Administrator
 ___ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY **Nov 30**)
 - Nov 26, 2024** – 2nd meeting in Nov: ___ Public Hearing on Final Budget
 - Dec 10, 2024** – 1st meeting in Dec: ___ Resolution for 2025 Rate & Fee Schedule
 ___ 2023-2024 Final Budget Amendment Ordinance
 ___ Adoption of 2025-2026 Biennial Budget Ordinance
- 2nd Half Biennium Modification (2025 Budget Year)** -----
- April 18, 2025** (Friday) ___ Annual Retreat – Budget / Strategic Planning – *Date Subject to Change*
 - Sept 10, 2025** (Wednesday) ___ Staff Meeting to Review 2026 Budget for Modification
 - Sept 23, 2025** - 2nd meeting in Sep: ___ Finance Committees Review *(if Necessary)*
 ___ Set Public Hearing on Ad Valorem (Property) Tax, **Oct 28**
 ___ Set Public Hearing for Biennial Budget Review/Modification, **Oct 28**
 - Oct 24, 2025** (Friday) ___ Mid-Biennium Budget Updates Available to Public *(if Necessary)*
 - Oct 28, 2025** – 2nd meeting in Oct: ___ Public Hearing on Ad Valorem (Property) Tax
 ___ Public Hearing on Biennial Budget Review/Modification
 - Nov 12, 2025** – 1st meeting in Nov (Wed): ___ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY **Nov 30**)
 - Dec 9, 2025** – 1st meeting in Dec: ___ Resolution for 2026 Rate & Fee Schedule
 ___ Ordinance Amending Biennial Budget Review/Modification *(if Necessary)*

CITY OF LEAVENWORTH PUBLICATION SCHEDULE

- ___ Notice of Annual Retreat – **April 10,2024**
 - ___ Notice of public hearing on first year ad valorem tax (once) – **Oct 9,2024** (Advertisement date)
 - ___ Notice of public hearing on prelim budget (once) – **Oct 23, 2024** (Advertisement date)
 - ___ Notice of filing preliminary budget and public hearing on final budget – **Nov 6, 2024 & Nov 13, 2024** (Ad dates)
 - ___ Ad Valorem tax ordinance (once) – **Nov 13, 2024** (Advertisement date)
 - ___ Budget ordinance (once) - **Dec 11, 2024** (Advertisement date)
 - ___ FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2024**
 - ___ Upload Budget to MSRB/EMMA by **Dec 31, 2024**
 - ___ Notice of Annual Retreat - Budget /Strategic Planning – **April 9, 2025**
 - ___ Notice of public hearing on second year ad valorem tax and budget review/modification (once) – **Oct 8, 2025**
 - ___ Ad Valorem tax ordinance (once) - **Nov 19, 2025**
 - ___ Resolution for Rate & Fee Schedule and budget modification ordinance if necessary (once) - **Dec 10, 2025**
 - ___ MID BIENNIUM BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2025**
 - ___ Upload Budget to MSRB/EMMA by **Dec 31, 2025**
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Other Leavenworth Entities Budget and Publication Deadlines

PRSA = Upper Valley Park & Receptions Service Area

Dates Subject to Change Based on Committee Meeting Dates

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|----------------------------------|--|
| Sept 6, 2024 (Friday) | ___ Secretary submits PRSA 2025 Budget to CAO |
| Oct 4, 2024 (Friday) | ___ CAO provides PRSA 2025 Budget to Board |
| Nov 1, 2024 (Friday) | ___ PRSA Budget Available to Public |
| Nov 14, 2024 (Thursday) | ___ PRSA Public Hearing/Adoption of 2025 Budget & Ad Valorem Tax |
| Sept 12, 2025 (Friday) | ___ Secretary submits PRSA 2026 Budget to CAO |
| Oct 10, 2025 (Friday) | ___ CAO provides PRSA 2026 Budget to Board |
| Oct 31, 2025 (Friday) | ___ PRSA Budget Available to Public |
| Nov 13, 2025 – (Thursday) | ___ PRSA Public Hearing/Adoption of 2026 Budget & Ad Valorem Tax |

Publication Schedule

- ___ PRSA Notice of filing prelim budget/public hearing on final budget – **Oct 23, 2024 & Oct 30, 2024** (Ad dates)
- ___ PRSA Budget & Ad Valorem tax resolution (once) – **Nov 20, 2024** (Advertisement date)
- ___ PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2024**
- ___ PRSA Notice of filing prelim budget and public hearing on final budget – **Oct 22, 2025 & Oct 29, 2025**
- ___ PRSA Ad Valorem tax resolution (once) - **Nov 19, 2025**
- ___ PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2025**