

## **2020 Budget Calendar**

### **2019 Date Requirements**

### **Steps in Budget Preparation**

Friday, May 31	Six year capital plans distributed to Dept. Heads.
Friday, June 21	Six year capital plans due to Finance Dept.
Tuesday, June 25	Satellite Agencies requested to prepare estimates of revenues/expenditures.
Tuesday, July 23	Meeting with Department Leaders to launch 2020 Budget process. Satellite budgets due to Finance Dept.
Thursday, July 25	Finance Director presents six year capital plans to Mayor and City Administrator.
Tuesday, August 6	Estimates of revenues/expenditures and initiatives due to Finance Dept.
Thursday, August 22	Initial budget review with Mayor.
August 22 - 29	Mayor reviews and approves initiatives.
Friday, August 30	Mayors approved initiatives sent to Departments and Satellites.
Thursday, September 12**	Final budget to be filed with Finance Director.
Thursday, September 26**	Budget presented to Mayor/City Administrator for modification, revision or additions.
Monday, October 7**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2019.
Monday, October 21**	Mayor presents 2020 budget message to Council, and provides the Council with the proposed preliminary budget for 2020.
Wednesdays, October 23 and October 30**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 4 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2020 property tax levy.

BUDGET CALENDAR - CONTINUED

**2020 Budget Calendar**

**2019 Date Requirements**

**Steps in Budget Preparation**

Wednesday Nov 6 & Nov 13\*\*

Public notice of hearing setting property tax levy.

Monday, November 18\*\*\*

Setting property tax levy.

Wednesdays, Nov 20 & Nov 27\*\*

Public notice of final hearing for proposed 2020 budget.

Monday, December 2– 7:00 PM\*\*

Final public hearing on proposed 2020 budget.

Monday, Dec 2– Monday, Dec 16\*\*

Adoption of 2020 budget by City Council.

\*\* Required by RCW, \*\*\*Property Tax Levy must be completed prior to November 29, 2019.