

2021 Budget Calendar

2020 Date Requirements

Steps in Budget Preparation

Friday, June 12	Six-year capital plans distributed to Dept. Heads.
Friday, June 26	Six-year capital plans due to Finance Dept.
Tuesday, July 21	Meeting with Department Leaders to launch 2021 budget process. Satellite Agencies requested to prepare estimates of revenues/expenditures.
Thursday, July 23	Finance Director presents six-year capital plans to Mayor and City Administrator.
Thursday, August 6	Estimates of revenues/expenditures and initiatives due to Finance Dept.
Thursday, August 20	Initial budget review with Mayor.
August 20 - 27	Mayor reviews and approves initiatives.
Friday, August 28	Mayors approved initiatives sent to Departments and Satellites.
Thursday, September 10**	Final budget to be filed with Finance Director.
Thursday, September 24**	Final budget presented to Mayor/City Administrator.
Monday, October 5**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2020.
Monday, October 19**	Mayor presents 2021 budget message to Council, and provides the Council with the proposed preliminary budget for 2021.
Wednesdays, October 21 and October 28**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 2 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2021 property tax levy.

BUDGET CALENDAR - CONTINUED

2021 Budget Calendar

2020 Date Requirements

Steps in Budget Preparation

Wednesday Nov 4 & Nov 11**

Public notice of hearing setting property tax levy.

Monday, November 16***

Setting property tax levy.

Wednesday, Nov 25 & Dec 2**

Public notice of final hearing for proposed 2021 budget.

Monday, December 7 – 7:00 PM**

Final public hearing on proposed 2021 budget.

Monday, Dec 7– Monday, Dec 21**

Adoption of 2021 budget by City Council.

** Required by RCW, ***Property Tax Levy must be completed prior to November 30, 2020.