

## **2026 Budget Calendar**

### **2025 Date Requirements**

### **Steps in Budget Preparation**

Tuesday, July 8	Meeting with Department Leaders to launch 2026 budget process. Satellite Agencies requested to prepare estimates of revenues/expenditures. Six-year capital plans distributed to Dept. Heads.
Friday, August 8	Estimates of revenues/expenditures, initiatives and six-year capital plans due to Finance Dept.
August 20 - 27	Mayor reviews and approves initiatives.
Friday, August 29	Mayors approved initiatives communicated to Departments and Satellites.
Thursday, September 18**	Final budget to be filed with Finance Director.
Friday, September 26**	Final budget presented to Mayor/City Administrator.
Monday, October 6**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2025.
Monday, October 20**	Mayor presents 2026 budget message to Council, and provides the Council with the proposed preliminary budget for 2026.
Wednesdays, October 22 and October 29**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 3 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2026 property tax levy.
Wednesday Nov 5 & Nov 12**	Public notice of hearing setting property tax levy.
Monday, November 17***	Setting property tax levy.
Wednesday, Nov 19 & Nov 28**	Public notice of final hearing for proposed 2026 budget.
Monday, December 1 – 7:00 PM**	Final public hearing on proposed 2026 budget.
Monday, Dec 1– Monday, Dec 15**	Adoption of 2026 budget by City Council.

\*\* Required by RCW, \*\*\*Property Tax Levy must be completed prior to November 30, 2025.