

## **2025 Budget Calendar**

### **2024 Date Requirements**

### **Steps in Budget Preparation**

Tuesday, July 9	Meeting with Department Leaders to launch 2025 budget process. Satellite Agencies requested to prepare estimates of revenues/expenditures. Six-year capital plans distributed to Dept. Heads.
Friday, August 9	Estimates of revenues/expenditures, initiatives and six-year capital plans due to Finance Dept.
August 21 - 28	Mayor reviews and approves initiatives.
Friday, August 30	Mayors approved initiatives communicated to Departments and Satellites.
Thursday, September 19**	Final budget to be filed with Finance Director.
Friday, September 27**	Final budget presented to Mayor/City Administrator.
Monday, October 7**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2024.
Monday, October 21**	Mayor presents 2025 budget message to Council, and provides the Council with the proposed preliminary budget for 2025.
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 2025 property tax levy.
Wednesday Nov 6 & Nov 13**	Public notice of hearing setting property tax levy.
Monday, November 18***	Setting property tax levy.
Wednesday, Nov 20 & Nov 27**	Public notice of final hearing for proposed 2025 budget.
Monday, December 2 – 7:00 PM**	Final public hearing on proposed 2025 budget.
Monday, Dec 2– Monday, Dec 16**	Adoption of 2025 budget by City Council.

\*\* Required by RCW, \*\*\*Property Tax Levy must be completed prior to November 30, 2024.