

2026 Budget Calendar

August 1 – budget worksheets ready for departments to use.

August 18 – clerk sends formal budget request estimate to departments, with September 1st due date.

September 1 – budget numbers due from departments (statutory deadline: Sept 22nd)

September 22 – preliminary budget prepared by staff and submitted to Mayor for review (statutory deadline: October 1st)

Second meeting in September:

- preliminary revenue estimates presented to Council (statutory deadline: October 6th)

Second meeting in October:

- public hearing, revenue sources
- Mayor's budget presented to Council (statutory deadline: November 2nd)

First meeting in November:

- property tax ordinance, first read
- public hearing on preliminary budget (statutory deadline: December 1st)
- budget discussion (if needed)

Second meeting in November:

- property tax ordinance, second read & adoption (statutory deadline: November 30th)
- public hearing on final budget (statutory deadline: December 1st)
- first read of budget ordinance

First meeting in December – second read of budget ordinance & budget adoption (statutory deadline: December 31st)

Statutory Deadlines for Reference:

- On or before the second Monday in September – clerk formally requests estimates from departments. RCW 35A.33.030 **September 8, 2025**
- On or before the fourth Monday in September – departments must submit estimates to the clerk within 14 days of formal request date. RCW 35A.33.030 **September 22, 2025**
- On or before the first business day in October – clerk submits proposed budget to the Mayor. RCW 35A.33.050 **October 1, 2025**
- On or before the first Monday in October – Revenue estimates presented to Council. RCW 35A.33.135 **October 6, 2025**
- At least 60 days before beginning of next fiscal year – Mayor files preliminary proposed budget and budget message with Clerk. RCW 35A.33.052. **November 2, 2025**
- No later than six weeks prior to January 1 – budget proposal must be available to the public. RCW 35A.33.052. **November 21, 2025**
- November 30 – property tax levy must be adopted. RCW 84.55.120 **November 30, 2025**
- On or before first Monday in December – public hearing on preliminary budget. RCW 35A.33.055. **December 1, 2025**
- Before first Monday in December – public hearing on final budget. RCW 35A.33.070 **December 1, 2025**
- By **December 31** – adoption of final budget via ordinance.