



2025 Preliminary Budget Calendar City of Medina, Washington

Statutory Dates	Planned/Actual Dates	2024 Budget Process
July 1, 2024	June 10, 2024	Council holds Public Hearing on 6 year Capital Improvement Plan (CIP/TIB/Non-TIB)
July 1, 2024	June 10, 2024	Council approves 6 year Capital Improvement Plan, file w/ Sec of Transp. by 7/31
No legal requirement	July 22, 2024	Staff and Council will participate in a budget retreat to make sure community needs are heard prior to the preliminary budget being put together.
Sept 11, 2024	July 23, 2024	Department Directors begin preparing 2024 Budget Requests.
Sept 24, 2024	August 20, 2024	Department Directors 2025 Budget requests submitted to Finance Director. RCW 35.33.031 and RCW 35A.33.030.
Oct 2, 2024	August 27, 2024	2025 Preliminary Budget estimates are presented to the City Manager by Finance Director for modification, revision or addition. RCW 35.33.031 and RCW 35A.33.030.
No legal requirement	September 9, 2024	Council holds Public Hearing to gather input on 2024 Preliminary Budget.
Oct 2, 2024	September 9, 2024	City Manager provides City Council with 2024 Revenue projections for the current year. City Manager provides a 2025 Preliminary Budget showing 2025 Revenue and Expenditures by Department.
No legal requirement	Sept 23, 2024	City Council holds a study session on 2025 Preliminary Budget. <i>Balancing decisions made if necessary.</i>
Nov 2, 2024	October 14, 2024	City Manager files 2024 Updated Preliminary Budget & Budget Message with the City Clerk and the City Council.
Prior to November 25, 2024	October 14, 2024	City Council holds Preliminary Public Hearing on 2025 Budget & Revenue Sources (Property Tax Levy)
No later than Nov 2, through Nov 20, 2024	Dates as needed prior to Nov 11 th meeting	City Clerk publishes notice of filing of 2025 Budget and publishes notice of public hearing on final budget once a week for two consecutive weeks.
Nov 21, 2024	Nov 11, 2024	Copies of 2025 proposed final budget are made available to the public at the Regular City Council meeting.
Nov 30, 2024 (KC due date) (Hearing due date 12/4/24)	Nov 11, 2024	Council holds Final Public Hearing and sets the 2025 Property Tax Levy to certify property tax levy to King County Assessor's Office



Dec. 31, 2024	Nov 11, 2024	Council adopts Final 2025 Budget at the Regular Monthly City Council meeting.
After Adoption	After Adoption	Copies of 2025 Final Budget Ordinance are filed with the Washington State Auditor's Office, MRSC and AWC.