

**CITY OF LEAVENWORTH  
CALENDAR FOR PREPARATION OF 2023-2024 BIENNIAL BUDGET**

- April 29, 2022** (Friday)                   \_\_\_ Annual Retreat – Non-Budget Focused this Year
- June 24, 2022** (Friday)               \_\_\_ Finance Director Request to Staff for Detailed Budget Estimates
- July 15, 2022** (Friday)               \_\_\_ Staff Requests Due to Finance Director for Budget Development
- July 29, 2022** (Friday)               \_\_\_ Departmental Budgets Submitted to Administrator for Review
- Aug 3, 2022** (Wednesday)           \_\_\_ Staff Meeting to Review/Finalize Preliminary Budget for Presentation
- Aug 23, 2022**- 2<sup>nd</sup> meeting in Aug:   \_\_\_ Finance (5:00) Committee Review Prelim Budget Worksheets
- Sept 13, 2022** – 1<sup>st</sup> meeting in Sept:   \_\_\_ Parks & Public Works Committees Review Prelim  
   \_\_\_ Set Public Hearing on Ad Valorem (Property) Tax, **Oct 25**  
   \_\_\_ CAO Presentation Current Year & Prelim Budget Review
- Sept 27, 2022** – 1:00 PM - 3:00 PM   \_\_\_ Special Finance Committee Meeting – *Priority Review if Necessary*
- Oct 11, 2022** – 1<sup>st</sup> meeting in Oct:   \_\_\_ Study Session – *Priority Review if Necessary*
- Oct 25, 2022** - 2<sup>nd</sup> meeting in Oct:   \_\_\_ Public Hearing on Ad Valorem (Property) Tax  
   \_\_\_ Set Public Hearing on Preliminary Budget, **Nov 8**  
   \_\_\_ Set Public Hearing on Final Budget, **Nov 22**
- Nov 4, 2022** (Friday)               \_\_\_ Preliminary Budget Available to Public w/Admin’s Budget Message
- Nov 8, 2022** – 1<sup>st</sup> meeting in Nov:   \_\_\_ Public Hearing and Preliminary Budget Review by Administrator  
   \_\_\_ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY **Nov 30**)
- Nov 22, 2022** – 2<sup>nd</sup> meeting in Nov:   \_\_\_ Public Hearing on Final Budget
- Dec 13, 2022** – 1<sup>st</sup> meeting in Dec:   \_\_\_ Resolution for 2023 Rate & Fee Schedule  
   \_\_\_ 2021-2022 Final Budget Amendment Ordinance  
   \_\_\_ Adoption of 2023-2024 Biennial Budget Ordinance
  
- 2<sup>nd</sup> Half Biennium Modification (2024 Budget)** -----
- April 28, 2023** (Friday)               \_\_\_ Annual Retreat – Budget Priorities / Strategic Planning – *May Change*
- Sept 6, 2023** (Wednesday)           \_\_\_ Staff Meeting to Review 2024 Budget for Modification
- Sept 26, 2023** - 2<sup>nd</sup> meeting in Sep:   \_\_\_ Finance (5:00) Committees Review *(if Necessary)*  
   \_\_\_ Set Public Hearing on Ad Valorem (Property) Tax, **Oct 24**  
   \_\_\_ Set Public Hearing for Biennial Budget Review/Modification, **Oct 24**
- Oct 10, 2023** – 1<sup>st</sup> meeting in Oct:   \_\_\_ Parks & Public Works Committees Review *(if Necessary)*
- Oct 20, 2023** (Friday)               \_\_\_ Mid-Biennium Budget Updates Available to Public *(if Necessary)*
- Oct 24, 2023** – 2<sup>nd</sup> meeting in Oct:   \_\_\_ Public Hearing on Ad Valorem (Property) Tax  
   \_\_\_ Public Hearing on Biennial Budget Review/Modification
- Nov 14, 2023** – 1<sup>st</sup> meeting in Nov:   \_\_\_ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY **Nov 30**)
- Dec 12, 2023** – 1<sup>st</sup> meeting in Dec:   \_\_\_ Resolution for 2024 Rate & Fee Schedule  
   \_\_\_ Ordinance Amending Biennial Budget Review/Modification *(if Necessary)*

**CITY OF LEAVENWORTH PUBLICATION SCHEDULE**

- \_\_\_ Notice of Annual Retreat - Budget Priorities/Planning – **April 20, 2022**
  - \_\_\_ Notice of public hearing on first year ad valorem tax (once) – **Oct 5, 2022** (Advertisement date)
  - \_\_\_ Notice of public hearing on prelim budget (once) – **Oct 26, 2022** (Advertisement date)
  - \_\_\_ Notice of filing preliminary budget and public hearing on final budget – **Nov 2, 2022 & Nov 9, 2022** (Ad dates)
  - \_\_\_ Ad Valorem tax ordinance (once) – **Nov 16, 2022** (Advertisement date)
  - \_\_\_ Budget ordinance (once) - **Dec 21, 2022** (Advertisement date)
  - \_\_\_ FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 30, 2022**
  - \_\_\_ Upload Budget to MSRB/EMMA by **Dec 30, 2022**
  - \_\_\_ Notice of Annual Retreat - Budget Priorities/Strategic Planning – **April 19, 2023**
  - \_\_\_ Notice of public hearing on second year ad valorem tax and budget review/modification (once) – **Oct 4, 2023**
  - \_\_\_ Ad Valorem tax ordinance (once) - **Nov 22, 2023**
  - \_\_\_ Resolution for Rate & Fee Schedule and budget modification ordinance if necessary (once) - **Dec 20, 2023**
  - \_\_\_ MID BIENNIUM BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 29, 2023**
  - \_\_\_ Upload Budget to MSRB/EMMA by **Dec 29, 2023**
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**Other Leavenworth Entities Budget and Publication Deadlines**

**PRSA = Upper Valley Park & Recreations Service Area**

***Dates Subject to Change Based on Committee Meeting Dates***

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|-------------------------------|--|
| <b>Sept 9, 2022</b> (Friday)  | ___ Secretary submits PRSA 2023 Budget to CAO                    |
| <b>Oct 7, 2022</b> (Friday)   | ___ CAO provides PRSA 2023 Budget to Board                       |
| <b>Oct 27, 2022</b> (Friday)  | ___ PRSA Budget Available to Public                              |
| <b>Nov 3, 2022</b> (Thursday) | ___ PRSA Public Hearing/Adoption of 2023 Budget & Ad Valorem Tax |
| <b>Sept 8, 2023</b> (Friday)  | ___ Secretary submits PRSA 2024 Budget to CAO                    |
| <b>Oct 6, 2023</b> (Friday)   | ___ CAO provides PRSA 2024 Budget to Board                       |
| <b>Oct 27, 2023</b> (Friday)  | ___ PRSA Budget Available to Public                              |
| <b>Nov 2, 2023</b> – (Friday) | ___ PRSA Public Hearing/Adoption of 2024 Budget & Ad Valorem Tax |

**Publication Schedule**

- \_\_\_ PRSA Notice of filing prelim budget/public hearing on final budget – **Oct 19, 2022 & Oct 26, 2022** (Ad dates)
- \_\_\_ PRSA Budget & Ad Valorem tax resolution (once) – **Nov 9, 2022** (Advertisement date)
- \_\_\_ PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 30, 2022**
- \_\_\_ PRSA Notice of filing prelim budget and public hearing on final budget – **Oct 18, 2023 & Oct 25, 2023**
- \_\_\_ PRSA Ad Valorem tax resolution (once) - **Nov 8, 2023**
- \_\_\_ PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 29, 2023**