

2021 Budget Calendar

2020 Deadline Dates

Budget Process Action Items

Friday, June 5	Six-year capital plan worksheets distributed to Department Heads.
Wednesday, June 10	Council budget workshop.
Friday, June 12**	Department Heads requested to prepare estimates of revenues (if applicable) and expenditures. Notification to public for submissions for Lodging Tax. Notification to public for submissions for Organizational Grants.
Wednesday, June 17	First draft of Six-year capital plan due to Finance Department.
June 22-June 26	Department Head meetings with Finance Director and City Administrator regarding capital plan.
Friday, July 10	First draft of estimates of revenues and expenditures (from departments) due to Finance Department. Final Six-year capital plans due to Finance Department.
July 20 – July 24	Department Head meetings with Finance Director regarding first draft of estimates of revenues and expenditures.
Friday, July 31	Applications due for Lodging Tax. Applications due for Organizational Grants.
Month of August	**LTAC meets to review applications.

Friday, September 4**	Final budget estimates from departments to be filed with Finance Director.
	LTAC recommendations to be filed with Finance Director.
	Organizational Grant proposals to be filed with Finance Director.
Monday, September 28**	Budget estimates presented to Mayor/City Administrator for modification, revision, or additions.
Monday, October 5**	Mayor presents 2021 budget message to Council and provides the Council with the proposed preliminary budget for 2021.
	Council budget workshop.
Monday, October 19	Council budget workshop.
Monday, October 26**	Publication notice for public hearing on property tax levy (public hearing Nov. 16).
	Publication notice for public hearing on preliminary budget (public hearing Nov. 16).
Wednesday, October 28	Preliminary budget made available to the public.
Monday, November 2	Council budget workshop.
Monday, November 16**	Public hearing – property tax levy.
	Set property tax levy.
Monday, November 16**	Public hearing – preliminary budget.
	Council budget workshop.
Monday, November 16**	Publication notice for public hearing on final budget (public hearing Dec. 7).
Monday, December 7**	Final public hearing on proposed 2021 budget.
	Adoption of 2021 budget by City Council.

**Required by RCW