

Planning Calendar for 2017-18 Biennial Budget

Date	Budget Process/Step	Lead
Oct. 19 & 21, 2015 Work Session	Council retreat regarding budget priorities and policies.	Adm. Svcs., City Council
Jan. 2016	Departments begin to identify primary programs/services for budgeting purposes.	All
Jan. 2016 Business Mtg.	Council adopts budget and planning calendar per LMC 2.72.020.	Adm. Svcs., City Council
Mar. 2016	Outreach begins to the public, boards, and commissions regarding budget priorities, with possible citizens' summit.	All
Mar. 2016	Review of financial forecasts: Ongoing revenues and expenses. One-time revenues and expenses.	Adm. Svcs.
Apr. 2016	Council review of budget priorities—organized by program/service.	City Council
Sept. 2016	Review of financial policies. Review updated financial forecasts.	Adm. Svcs., City Council
Sept. 12, 2016 Business Mtg.	Preliminary budget delivered to City Council per LMC 2.72.060 and RCW 35A.34.080. Overview of Funds' Revenues and Expenditures.	Exec, Adm. Svcs.
Oct. 10, 2016 Business Mtg.	Preliminary budget and budget message presented to City Council per LMC 2.72.040. Council receives Proposed 2017-2018 Budget Books. Council schedules public hearing(s) per RCW 35A.34.090.	Exec, Adm. Svcs., City Council
Oct. 11, 2016	Publish notice of availability of proposed budget and notice of public hearings on proposed budget, property tax levy, and public hearing on final budget. Notice published for two consecutive weeks per RCW 35A.34.100.	Adm. Svcs.
Oct. 17, 2016 Work Session	Budget presentations: Executive, Administrative Services, Information Services, Human Resources, Legal	Depts, Adm. Svcs.
Oct. 19, 2016 Work Session	Budget presentations: Parks, Recreation and Cultural Arts, Public Works, Capital Funds	Depts, Adm. Svcs.
Oct. 24, 2016 Business Mtg.	Budget presentations: Fire, Police, Municipal Court	Depts, Adm. Svcs.
Oct. 31, 2016 Work Session	Budget presentations: Community Development, Economic Development, City Council	Depts, Adm. Svcs.
Nov. 7, 2016 Work Session	Review of alternatives for revenues and expenditures, and the proposed biennial budget.	Adm. Svcs., City Council
Nov. 14, 2016 Business Mtg.	Public hearing on 2017 property tax ordinance. Public hearing on proposed 2017-2018 biennial budget. Review of proposed biennial budget.	City Council
Nov. 16, 2016 Work Session	Review of proposed biennial budget.	City Council
Nov. 21, 2016 Work Session	Review of proposed biennial budget (<i>if needed</i>).	City Council
Nov. 28, 2016 Business Mtg.	Public hearing on final 2017-2018 biennial budget. Adoption of 2017-2018 Biennial Budget. Adoption of 2017 Property Tax Levy Ordinance.	City Council
February 2017	Complete Required Documentation and Submit Adopted Budget Book to GFOA for Consideration of Distinguished Budget Award.	Adm. Svcs.