

# CITY OF LYNNWOOD BUDGET PROCESS

LMC Chapter 2.72 & RCW 35A.34 - Biennial budgets

City of Lynnwood, WA  
Lorenzo Hines Jr.

# CITY OF LYNNWOOD - BUDGET PROCESS

Major Steps in Budget Preparation	LMC/State Law Time Limitations	Actual 2012 Date
1. Biennial Budget and Planning Calendar	LMC 2.72.020	Resolution passed on January 23, 2012
2. Early Budget Public Hearing - The primary purpose of this hearing is to hear from citizens, members of city advisory bodies, or others, about suggestions and proposals for consideration early in the city budgeting process	LMC 2.72.030	June 11, 2012
3. City Council Suggestions & Proposals - The primary purpose of this council activity is for the administration to receive suggestions and proposals for consideration early in the city budgeting process.	LMC 2.72.040	July 2, 2012

# CITY OF LYNNWOOD - BUDGET PROCESS

Major Steps in Budget Preparation	LMC/State Law Time Limitations	Actual 2012 Date
<p>4. Mid-Year Financial Review - On or before August 1st of each year commencing in 2000, the finance director shall present to the council a “mid-year” financial report, together with such other additional information or factors as may be needed (such as recent state, county or federal legislative action), to clearly assess:</p> <ul style="list-style-type: none"> <li>• The financial condition of the city;</li> <li>• The financial status of the current budget year;</li> <li>• What appears to be the financial projections for the next fiscal year; and</li> <li>• What, if any, substantial impact(s) on revenue and/or expenditures may be foreseen. (Ord. 2418 § 4, 2002)</li> </ul>	LMC 2.72.050	July 18, 2012 or July 25, 2012
5. Review of Budget Hearing & Work Session Dates	LMC 2.72.070	Sept. 4, 2012

# CITY OF LYNNWOOD - BUDGET PROCESS

Major Steps in Budget Preparation	LMC/State Law Time Limitations	Actual 2012 Date
<p>6. Proposed Preliminary Budget – The department requests which comprise the preliminary budget do not need to be balanced into one budget because they are expressions of various estimates and projections of programs and service of each department for the next budget year.</p>	<p>LMC 2.72.060, RCW 35A.34.070</p>	<p>Sept. 10, 2012</p>
<p>7. Revised &amp; Updated 2013-2014 Biennial Budget Calendar, as needed</p>	<p>LMC 2.72.080</p>	<p>Sept. 10, 2012</p>
<p>8. October Hearings and Considerations of Dept. Budget Submissions - Dept. Budget Presentations &amp; Hearings on Prop. Prelim. Budget</p>	<p>LMC 2.72.090</p>	<p>Oct. 1, 2012</p>
<p>9. October Budget Estimates – Revenue &amp; Expenditure</p>	<p>LMC 2.72.100</p>	<p>Oct. 17, 2012</p>

# CITY OF LYNNWOOD - BUDGET PROCESS

Major Steps in Budget Preparation	LMC/State Law Time Limitations	Actual 2012 Date
<p>10. Mayor's Preliminary Budget, Ordinance and Message; Filed - The mayor shall prepare and deliver to the city council inserts or such other documentation as necessary to explain and show in detail the mayor's recommendations contained in the preliminary budget.</p>	<p>LMC 2.72.110, RCW 35A.34.080</p>	<p>Nov. 1, 2012</p>
<p>11. Mayor's Presentation of Budget and Message (Spec. Bus. Mtg.)</p>	<p>LMC 2.72.110, RCW 35A.34.090</p>	<p>Nov. 5, 2012</p>
<p>12. Motion to Adopt the Preliminary Budget</p>	<p>LMC 2.72.120</p>	<p>Nov. 13, 2012</p>
<p>13. Clerk publishes notice that the preliminary budget has been filed and publishes a notice of public hearing on final budget once a week for two consecutive weeks.</p>	<p>No later than the first two weeks in November. RCW 35A.34.100</p>	<p>Nov. 2 through 15</p>

# CITY OF LYNNWOOD - BUDGET PROCESS

Major Steps in Budget Preparation	State Law Time Limitations	Actual 2012 Date
<p>14. November-December hearings and work sessions on the preliminary budget</p> <ul style="list-style-type: none"> <li>• Preliminary Budget hearing</li> <li>• Revenue Sources hearing</li> <li>• Capital Facilities Plan</li> </ul>	<p>LMC 2.72.130, RCW 35A.34.110</p>	<p>Nov. 13, 2012</p>
<p>15. Setting Property tax levy</p>	<p>RCW 84.52.070</p>	<p>Nov. 30 for <b><i>all cities and towns.</i></b></p>
<p>16. November budget estimates – Revenue and Expenditures</p>	<p>LMC 2.72.140</p>	<p>Nov. 13, 2012</p>
<p>17. Council Work Session – Review of Budget</p>	<p>LMC 2.72.130</p>	<p>Nov. 19, 2012</p>

# CITY OF LYNNWOOD - BUDGET PROCESS

Major Steps in Budget Preparation	LMC/State Law Time Limitations	Actual 2012 Date
18. Due Date for Mayor's "New Amendments"	LMC 2.72.150	Nov. 19, 2012
19. Due Date for Councilmember Amendments	LMC 2.72.160	Nov. 26, 2012
20. Final hearing on proposed budget.	On or <u>before</u> first Monday of December, and may be continued from day-to-day but no later than the 25th day prior to next fiscal year (December 7).	Nov. 26, 2012
21. Administration analysis and response to Councilmember Proposed Amendments	LMC 2.72.170	Dec. 3, 2012
22. Start Final Consideration of the Biennial Budget	LMC 2.72.180	Dec. 10, 2012

# CITY OF LYNNWOOD - BUDGET PROCESS

Major Steps in Budget Preparation	LMC/State Law Time Limitations	Actual 2012 Date
23. Adoption of budget for 2013.	Following the public hearing and prior to beginning of the ensuing fiscal year. RCW 35A.34.120	Day of your public hearing through December 31
24. Copies of final budget to be transmitted to the State Auditor's Office and to MRSC.		After adoption