



RESOLUTION NO. 2016-02

**A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON,  
ADOPTING THE PLANNING CALENDAR FOR THE 2017-2018  
BIENNIAL BUDGET.**

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**WHEREAS**, in accordance with Chapter 35A.34 RCW and Chapter 2.72 LMC, the City has adopted a biennial budget process; and

**WHEREAS**, by January 31<sup>st</sup> of even-numbered years, LMC 2.72.020 calls for the adoption by resolution of a planning calendar for the preparation and adoption of the biennial budget; and

**WHEREAS**, by January 31<sup>st</sup> of odd-numbered years, LMC 2.72.020 calls for the adoption by resolution of a planning calendar for mid-biennial review of the biennial budget; and

**WHEREAS**, with the adoption of Ordinance 3149 on August 10, 2015, the City Council established budget process and schedule provisions that superseded procedures and schedule prescribed by previous Council action; and

**WHEREAS**, the provisions of that Ordinance 3149 were codified as Chapter 2.72 LMC; and

**WHEREAS**, this Resolution complies with Chapter 2.72 LMC and with Washington State Law governing the use of biennial budgets; now therefore

**THE CITY COUNCIL OF THE CITY OF LYNNWOOD DOES RESOLVE AS FOLLOWS:**

**Section 1.** Adoption of Planning Calendar the 2017-2018 Biennial Budget

The events and dates specified by Exhibit A to this Resolution shall comprise the budget planning calendar for the 2017-2018 biennial budget.

**Section 2.** The City Council shall retain its full authority to modify or amend the planning calendar as the Council deems necessary, and in a manner consistent with applicable law, adopted policies, and standard practices.

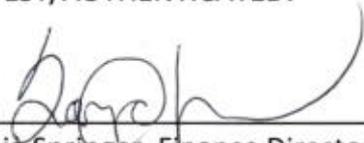
1 This resolution was adopted by the City Council at its meeting held January 30, 2016 at the City  
2 of Lynnwood Civic Center.

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RESOLVED this 30th day of January, 2016.

  
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Nicola Smith, Mayor

ATTEST/AUTHENTICATED:

  
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Sonja Springer, Finance Director

**Exhibit A  
Planning Calendar for 2017-18 Biennial Budget**

<b>Date</b>	<b>Budget Process/Step</b>	<b>Lead</b>
Oct. 19 & 21, 2015	Council retreat regarding budget process.	AS, City Council
Jan. 2016	Departments begin to identify primary programs/services for budgeting purposes.	All
Jan. 2016	Council adopts budget and planning calendar per LMC 2.72.020.	AS, 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.	AS
Apr. 2016	Council review of budget priorities—organized by program/service.	City Council
Sept. 2016	Review of financial policies. Review updated financial forecasts.	AS, City Council
Sept. 6-16, 2016	Preliminary budget delivered to City Council per LMC 2.72.060 and RCW 35.34.080. Overview of Funds' Revenues and Expenditures.	Exec, AS
Sept. 2016	Publish notice of availability of preliminary budget and notice of public hearing regarding fixing the final budget. Notice published for two consecutive weeks per RCW 35A.34.100.	AS
Oct. 10, 2016	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, AS, City Council (BM)
Oct. 17, 2016	Budget presentations: City Council, Executive, Administrative Services, Information Services, Human Resources, Legal	Depts, AS
Oct. 19, 2016	Budget presentations: Public Works, Community Development., Economic Development	Depts, AS
Oct. 24, 2016	Budget presentations: Parks, Recreation and Cultural Arts, Fire, Police, Municipal Court	Depts, AS
Oct. 31, 2016	Review of proposed biennial budget ( <i>if needed</i> ).	City Council (WS)
Nov. 7, 2016	Review of proposed biennial budget.	City Council (WS)
Nov. 14, 2016	Public hearing on proposed 2017-2018 biennial budget. Public hearing on 2017 property tax levy ordinance. Review of proposed biennial budget.	City Council (BM)
Nov. 16, 2016	Review of proposed biennial budget.	City Council (WS)
Nov. 21, 2016	Review of proposed biennial budget ( <i>if needed</i> ).	City Council (WS)
Nov. 28, 2016	Adoption of 2017-2018 Biennial Budget. Adoption of 2017 Property Tax Levy Ordinance.	City Council (BM)
February 2017	Complete Required Documentation and Submit 2017-2018 Adopted Biennial Budget Book to GFOA for Consideration of Distinguished Budget Award.	AS

Subject to change by the City Council.

1/27/16