

# 2017 Budget Calendar

## City of Clyde Hill, Washington

<i>Statutory Dates</i>	<i>Proposed Dates</i>	<i>Steps in the 2017 Budget Development Process</i>
N/A	Tuesday, 7/12/2016	Review Budget Calendar & Confirm Budget Advisory Committee at Regular City Council Meeting
2nd Monday in September (9/12/16)	Friday, 8/12/2016	Dept Heads are asked to prepare detailed estimates of revenue & expenditure estimates for the 2017 fiscal year Budget along with preliminary 2017 Goals & 2016 Accomplishments.
N/A	Tuesday, 8/30/2016 with Packets Out 08/19/16	<b>BUDGET STUDY SESSION #1</b> - Goal is to facilitate 2017 budget discussions with: 1) good understanding of the City's current financial condition, 2) review of the City's 2015 Dashboard Report & 3) projected best case / worst case / most likely case financial future. Possible 2017 budget discussion items will be identified at this meeting also (Public is Welcome!).
4th Monday in September (9/26/16)	Friday, 8/26/2016	The Department Heads submit their budget requests to the City Administrator and Finance Manager along with their preliminary 2017 Goals and 2016 Accomplishments.
On or before the 1st business day in October	Available on Friday, 9/30/2016	City Administrator (Clerk/Treasurer) provides the Mayor with the 2017 "Draft Budget" for presentation to the City Council at the 2017 Budget Study Session #2.
No later than the 1st Monday in October	Monday, 10/3/2016	Projected 2016 Year End Revenue Data & 2017 "Draft Budget" are shared with the City Council & the Budget Advisory Committee.
Before vote on property tax levy	Tuesday, 10/25/2016 with Packets Out 10/19/16	<b>BUDGET STUDY SESSION #2</b> - The legislative body must hold a public hearing on revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues. (Public is Welcome!).
At least 60 days before the ensuing fiscal year (11/2/16)	Available on Friday, 10/28/2016	The Mayor files the 2017 Preliminary Budget & Budget Message with the City Council, Budget Advisory Committee and the City Clerk (City Administrator).
No later than 1st two weeks in November	Saturdays (11/5/2016 & 11/12/2016)	The City Clerk (City Administrator) publishes notice that the preliminary budget has been filed and publishes notice of public hearing on the final budget once a week for two consecutive weeks.
November 30 for all cities and towns	Tuesday, 11/15/2016	Setting property tax levy as part of the proposed 2017 Preliminary Budget.
On or before 1st Monday of December	Tuesday, 11/15/2016 with Packets Out 11/10/16	<b>BUDGET STUDY SESSION #3 (Final Hearing on Proposed 2017 Budget)</b> - Traditionally, this has been the meeting to decide on the property tax levy and confirm the City's overall financial strategy for the upcoming year (Public is Welcome!).
November 30 for all cities & towns	Tuesday, 11/15/2016 & Ordinance on Tuesday, 12/13/2016	<b>SET THE 2017 PROPERTY TAX LEVY</b> * The 2017 property tax levy decision without certified numbers from the King County Assessor's Office is made at the Budget Study Session #3 meeting on 11/15/16. The ordinance to establish the 2017 Property Tax Levy with certified numbers is passed at the City Council's regular December monthly meeting.
Following the public hearing & prior to the ensuing fiscal year.	Tuesday, 12/13/2016	<b>ADOPTION OF THE 2017 FINAL BUDGET &amp; 2017 Property Tax Levy Ordinance</b> at the regular December City Council monthly meeting.
N/A	After Adoption	Copies of 2017 Budget are available to the public & filed with the Washington State Auditor's Office, the Municipal Research & Service Center, and the City's Web Site.