

2018 Budget Calendar

City of Clyde Hill, Washington

<i>Statutory Dates</i>	<i>Proposed Dates</i>	<i>Steps in the 2018 Budget Development Process</i>
N/A	Tuesday, 7/11/2017	Review Budget Calendar & Confirm Budget Advisory Committee at Regular City Council Meeting
2nd Monday in September (9/11/17)	Friday, 8/11/2017	The Police and Public Works Department Heads are asked to prepare detailed estimates of revenue & expenditure estimates for the 2018 fiscal year Budget along with preliminary 2018 Goals & 2017 Accomplishments.
N/A	Thursday, 9/14/2017 with Packets Out 09/01/17	BUDGET STUDY SESSION #1 - Goal is to facilitate 2018 budget discussions with: 1) good understanding of the City's current financial condition (i.e. trends), 2) review of the City's 2016 Dashboard Report (i.e. help allocate resources) & 3) projected best case / worst case / most likely case financial future (i.e. financial projections). Possible 2018 budget discussion items are identified for further review at this meeting also (Public is Welcome!).
4th Monday in September (9/25/17)	Friday, 9/1/2017	The Police and Public Works Department Heads submit their budget requests to the City Administrator and Finance Manager along with their preliminary 2018 Goals and 2017 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 2018 "Draft Budget" for presentation to the City Council at the 2018 Budget Study Session #2.
No later than the 1st Monday in October	Monday, 10/2/2017	Estimated 2017 Year End Revenue / Expenditure Data & 2018 projected "Draft Budget" are shared with the City Council & the Budget Advisory Committee.
On or before 1st Monday of December	Tuesday, 10/24/2017 with Packets Out 10/13/17	BUDGET STUDY SESSION #2 (Preliminary Hearing on the Proposed 2018 Budget) - The legislative body must schedule a preliminary hearing on the budget prior to the final budget hearing. (Public is Welcome!).
At least 60 days before the ensuing fiscal year (11/2/17)	Available on Friday, 10/27/2017	The Mayor files the 2018 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 (11/4/2017 & 11/11/2017)	The City Clerk (City Administrator) publishes notice that the final budget proposal has been filed and publishes notice of public hearing on the final budget once a week for two consecutive weeks.
Prior to November 30 for all cities and towns	Tuesday, 11/21/2017 w/packets out 11/17/17	BUDGET STUDY SESSION #3 (Revenue Hearing & Possible Final Hearing on Proposed 2018 Budget) - 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!).
11/30/2017	Thursday, 11/30/2017	Based on the decision made by the City Council at the 11/21/2017 meeting regarding the 2018 property tax levy, the City Administrator (Clerk / Treasurer) will complete the paperwork necessary to formally notify the County Assessor of the City's intention for the 2018 property tax levy.
Following the public hearing & prior to the ensuing fiscal year.	Tuesday, 12/12/2017	ADOPTION OF THE 2018 FINAL BUDGET & THE 2018 PROPERTY TAX LEVY ORDINANCE at the regular December City Council monthly meeting.
N/A	After Adoption	Copies of 2018 Budget are filed with the Washington State Auditor's Office, the Municipal Research & Service Center, and made available on the City's Web Site.