

2015 Budget Calendar

City of Clyde Hill, Washington

<i>Statutory Dates</i>	<i>Proposed Dates</i>	<i>Steps in the 2015 Budget Development Process</i>
N/A	Tuesday, 7/8/2014	Review Budget Calendar & Confirm Budget Advisory Committee at Regular City Council Meeting
2nd Monday in September (9/8/14)	Friday, 8/15/2014	Dept Heads are asked to prepare detailed estimates of revenue & expenditure estimates for the 2015 fiscal year Budget along with tentative 2015 Goals & 2014 Accomplishments.
N/A	Tuesday, 8/19/2014 with Packets Out 08/15/14	BUDGET STUDY SESSION #1 - Goal is to facilitate 2015 budget discussions with a good understanding of the City's current financial condition & projected best case / worst case / most likely case financial future. Possible 2015 budget discussion items will be identified at this meeting also (Public is Welcome!).
4th Monday in September (9/22/14)	Friday, 8/29/2014	The Department Heads submit their budget requests to the City Administrator and Finance Manager along with their tentative 2015 Goals and 2014 Accomplishments.
On or before the 1st business day in October	Available on Tuesday, 9/30/2014	City Administrator (Clerk/Treasurer) provides the Mayor with the 2015 "Draft Budget" for presentation to the City Council at the 2015 Budget Study Session #2.
No later than the 1st Monday in October	Monday, 10/6/2014	Projected 2014 Year End Revenue Data & 2015 "Draft Budget" are shared with the City Council & the Budget Advisory Committee.
Before vote on property tax levy	Tuesday, 10/28/2014 with Packets Out 10/17/14	BUDGET STUDY SESSION #2 - 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 (11/2/13)	Available on Friday, 10/31/2013	The Mayor files the 2014 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 (11/8/2014 & 11/15/2014)	The City Clerk (City Administrator) publishes notice that preliminary budget has been filed and publishes notice of public hearing on final budget once a week for two consecutive weeks.
November 30 for all cities and towns	Tuesday, 11/18/2014	Setting property tax levy as part of the proposed 2015 Preliminary Budget.
On or before 1st Monday of December	Tuesday, 11/18/2014 with Packets Out 11/12/14	BUDGET STUDY SESSION #3 (Final Hearing on Proposed 2015 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!).
November 30 for all cities & towns	Tuesday, 11/18/2014 & Ordinance on Tuesday, 12/9/2014	SET THE 2015 PROPERTY TAX LEVY * The 2014 property tax levy decision without certified numbers from the King County Assessor's Office is made at the Budget Study Session #3 meeting on 11/14/14. The ordinance to establish the 2015 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, 12/9/2014	ADOPTION OF THE 2015 FINAL BUDGET & 2015 Property Tax Levy Ordinance at the regular December City Council monthly meeting.
N/A	After Adoption	Copies of 2015 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.