

BUDGET SCHEDULE

Created 3/16/2017 | Updated 9/15/17

MAY- JUNE

City Council Study Session

- Review 2016 Actuals
- Review 2017 Q1 Forecast/Actuals

All Staff Meeting

- Review 2017 Q1 Forecast/Actuals

City Council Finance Committee - Develop priorities, plan, and timeline for creating Budget-Policy Framework in June, July, August, and September:

- **Reserve Funds**
- **Equipment, Replacement, and Reserve (ER&R) Program**
- Transportation Benefit District
- Biennial Budget
- Parks Use Fees
- Metropolitan Parks District
- Public Safety/Tourism Sales Tax
- **REET 2**

Bold options represent the recommendations of the Committee to advance in 2017 for 2018.

JULY

- Finance Department prepares 2018 salary and benefits
- City Council Study Session - Review 2017 Q2 Forecast/Actuals
- City Council Finance Committee - Budget-Policy Framework

AUGUST

Finance Department Prepares Preliminary Budget

Department Budget Review

- Baseline Budgets
- Prepare Operating & Capital Budget Requests, due to City Administrator September 1

City Council Finance Committee

- Reviews Revenue Assumptions for long-term forecast
- Union Negotiations update and negotiations framework

City Council Finance Committee discusses Budget-Policy Framework

SEPTEMBER

City Council Finance Committee

- Review Revenue Assumptions
- Review Council Finance Committee's progress developing Budget-Policy Framework
- Union Negotiations Update

File official notice for Public Hearing on 2017 Budget and publish public hearings with local newspaper

OCTOBER

City Council Study Session (Budget 101 Presentation) **October 3**

- Mayor Foster's Budget Presentation, official budget filing per RCW
- Budget Overview and Revenue Projections
- Long-Term Financial Projections and Staffing Plan Mayor's Budget Presentation

Regular City Council Meeting, adjourn to Budget Workshop **October 10**

- Public Hearing on Preliminary Budget, 2018 Budget Ordinance, 1st reading
- Public hearing on Revenue
- City Council shares input and proposes amendments to Finance Committee
- Public Works Presentation, including operations, water, stormwater, streets and facilities
- Infrastructure Projects Presentation
- City Council provides input to Finance Committee

Special City Council Meeting, adjourn to Budget Workshop **October 17**

- Public Safety Presentation, Police and Municipal Court
- Council Finance Committee reports on proposed amendments
- City Council provides input to Finance Committee

Regular City Council Meeting **October 24**

- Public Hearing on Preliminary Budget, 2018 Budget Ordinance, 2nd reading
- Personnel Presentation
- Council Finance Committee reports on proposed amendments
- City Council provides input to Finance Committee
- Council may adopt Final 2018 Budget

Special City Council Special Meeting (if needed) **October 31**

- Council Finance Committee reports on proposed amendments
- Adopt Final 2018 Budget (if needed)