

RESOLUTION NO. 17-1178

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BLACK DIAMOND, KING COUNTY, WASHINGTON,
ADOPTING THE PLANNING CALENDAR FOR THE 2018
BUDGET PROCESS**

WHEREAS, in accordance with Chapter 35A.33 RCW, Black Diamond has adopted an annual budget process; and

WHEREAS, Washington States RCW's provides statutory deadlines for several steps of the budget process; and

WHEREAS, The Mayor and Council of Black Diamond find it in the best interest of the City to establish a 2018 Budget Planning Calendar, and

WHEREAS, a resolution that includes the planned dates for the various budget items, work sessions, public hearings and final adoption of the 2018 Budget will provide the public and council a planned scheduled of dates for each step of the process; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Adoption of Planning Calendar for the 2018 Budget process. The events and dates specified in Exhibit A to this Resolution shall comprise the budget planning calendar. Meetings will be posted in accordance with Washington State Open Public Meetings Act (OPMA).

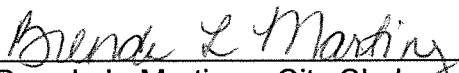
**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON,
AT A REGULAR MEETING THEREOF, THIS 6th DAY OF JULY , 2017.**

CITY OF BLACK DIAMOND:



Carol Benson, Mayor

Attest:



Brenda L. Martinez, City Clerk



CITY OF BLACK DIAMOND

2017 Calendar for 2018 Budget Meetings

	Process	Work Study	City Council	State Law Limitations
1	Budget CALL: Budget requests and instructions go out to all departments			By Sept 11
2	Estimates to be filed with the City Clerk			Before Sept 25
3	<u>Special Meeting</u> Workstudy 6pm - CAO provides Council with current info on Revenue from all sources as adopted in 2017 Budget, provides the Clerk's proposed Prelim 2018 Budget for General Fund and 2018 Budget totals for all funds including debt service.	Sept 28		October 2
4	City Clerk Submits to CAO the proposed prelim budget setting forth the complete financial program			October 2
5	Workstudy Meeting 5:30 – General Fund Budget REV and EXP for Public Safety, Com Dev, Parks etc.	Oct 19		Oct 16 – Nov 15
6	<u>Special Meeting</u> - Workstudy – Public Works Budgets for REV and EXP for Street, Water, Sewer, Stormwater, REET 1&2 and Gen Govt, Utilities, Capital Projects and Debt Service.	Oct 26		Oct 16 – Nov 15
7	Mayor prepares Preliminary Budget and message and files with Council and Clerk		Nov 2	Nov 2
8	City Clerk publishes notice of Public Hearing on 2018 Budget and filing of Preliminary Budget – once a week for 2 consecutive weeks			Nov 2 – Nov 20
9	<u>Special Meeting</u> - Public Hearing on Revenue Sources including possible increases in Property Tax.		Nov 9	Oct 16 – Nov 15
10	Copies of Preliminary Budget made available to the public		Nov 16	Nov 20
11	Preliminary 2018 Budget Document ready. City Council holds 1 st Public Hearing on 2018 Budget		Nov 16	Nov 2 – Nov 29
12	Adopt Property Tax 2018, forward to King County by 11/30/2017		Nov 16	Nov 30
13	<u>Special Meeting</u> - Final Budget Hearing on 2018 Budget		Dec 4	Dec 4
14	File Property tax worksheet and Ordinances with King County			Dec 4
15	City Council adopts Final 2018 Budget and transmits to the State Auditor's Office and Association of WA Cities		Dec 7 or 21	Dec 29

Exhibit A

Municipal Research Service Center Budget Calendar for 2018 Budgets

June-August				
Pre-Budget Items (Recommended) <ul style="list-style-type: none"> • Council retreat. • Adopt financial policies if needed. • Public hearings for capital facility plan updates. • Public forums – community priorities. • Mayor/manager communicate budget objectives to staff. 	September		October	
	September 11 Budget request to all department heads.	Before September 25 Department heads prepare estimates of revenues and expenditures.	October 2 Clerk provides estimates filed by department heads to mayor/manager showing complete financial program.	November
	Clerk prepares estimates for debt service and all other estimates.	October 2 Estimates and projections presented to council.	November 2 Mayor/manager prepares preliminary budget and message and files with council and clerk.	December
	September 25 Estimates filed with clerk.	Mid-October to Mid-November Suggested public hearing on revenue sources including possible increases in property tax.	November 2-20 Publication notice of preliminary budget and final hearing.	December 4 Final budget hearing.
		November 2-29 Public hearings – preliminary.	December 29 Adoption of budget.	
		November 20 Copies of budget available to public.		
		November 30 Property tax levies set and filed with county.		