

**RESOLUTION NO. 18-1253**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON,  
ADOPTING THE PLANNING CALENDAR FOR THE 2019  
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 2019 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 2019 Budget will provide the public and council a planned scheduled of dates for each step of the process;

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


**Section 1.** Adoption of Planning Calendar for the 2019 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 SPECIAL MEETING THEREOF, THIS 25TH DAY OF JUNE 2018.**

CITY OF BLACK DIAMOND:

  
\_\_\_\_\_  
Carol Benson, Mayor

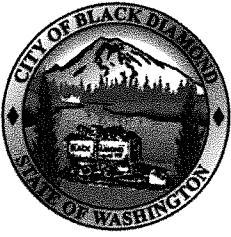
Attest:

  
\_\_\_\_\_  
Brenda L. Martinez, City Clerk

## Exhibit A

### MRSC Municipal Research Service Center Budget Calendar for the 2019 Budget

2019 Budget Calendar for Cities and Towns	
March–August	<b>Pre-Budget Items</b> Council retreat Update and/or adopt financial policies Public hearings for capital facility plan updates Public forums or community outreach (ex: community priorities) Mayor/Manager communicate budget objectives to staff
September	<b>Sept 10</b> Budget request to all department heads <b>Sept 10–23</b> Department heads prepare estimates of revenues and expenditures Clerk prepares estimates for debt service and all other estimates <b>Sept 24</b> Budget estimates from department heads filed with clerk
October	<b>Oct 1</b> Clerk provides estimates filed by department heads to Mayor/Manager showing complete financial program Mayor/Manager provides Council with estimates of revenues from all sources including estimates prepared by clerk for consideration of setting property tax levy <b>Mid-October to Mid-November</b> Suggested public hearing on revenue sources including possible increases in property tax
November	<b>Nov 2</b> Mayor/Manager prepares preliminary budget and budget message, files with clerk and Council <b>Nov 2–20</b> Publication notice of preliminary budget and final hearing <b>Nov 2–29</b> Public hearing(s) on preliminary budget Public hearing on revenue sources for levy setting <b>Nov 19</b> Copies of budget available to public <b>Nov 30</b> Property tax levies set by ordinance and filed with the County
December	<b>Dec 3</b> Final budget hearing <b>Dec 31</b> Budget adoption



# CITY OF BLACK DIAMOND

## 2018 Calendar for 2019 Budget Meetings

	Process	Work Study	City Council	State Law Limitations
1	<b>Budget CALL: Budget requests and instructions go out to all departments</b>			By Sept 10
2	<b>Estimates to be filed with Finance/ City Clerk</b>			By Sept 24
3	<b><u>Special Meeting</u> Workstudy 6pm - CAO provides Council with current info on Revenue from all sources as adopted in 2018 Budget, provides the Clerk's proposed Prelim 2019 Budget for General Fund and 2019 Budget totals for all funds including debt service.</b>	Sept 27		October 1
4	<b>City Clerk Submits to CAO the proposed prelim budget setting forth the complete financial program</b>			October 1
5	<b>Workstudy Meeting 5:30 – General Fund Budget REV and EXP for Public Safety, Community Development, Parks etc.</b>	Oct 18		Oct 16 – Nov 15
6	<b><u>Special Meeting</u> - Workstudy – Public Works Budgets for REV and EXP for Street, Water, Sewer, Stormwater, REET I&amp;II and Gen Govt, Utilities, Capital Projects and Debt Service.</b>	Oct 25		Oct 16 – Nov 15
7	<b>Mayor prepares Preliminary Budget and message and files with Council and Clerk</b>		Nov 1	Nov 1
8	<b>City Clerk publishes notice of Public Hearing on 2019 Budget and filing of Preliminary Budget – once a week for two consecutive weeks</b>			Nov 1 – Nov 20
9	<b><u>Special Meeting</u> - Public Hearing on Revenue Sources including possible increases in Property Tax.</b>		Nov 8	Oct 16 – Nov 15
10	<b>Copies of Preliminary Budget made available to the public</b>		Nov 15	Nov 15
11	<b>Preliminary 2019 Budget Document ready. City Council holds 1<sup>st</sup> Public Hearing on 2019 Budget</b>		Nov 15	Nov 1 – Nov 30
12	<b>Adopt Property Tax 2019, forward to King County by 11/30/2018</b>		Nov 15	Nov 30
13	<b><u>Special Meeting</u> - Final Budget Hearing on 2019 Budget</b>		Dec 3	Dec 3
14	<b>File Final Property tax worksheet and Ordinances with King County</b>			Dec 3
15	<b>City Council adopts Final 2019 Budget and submits to State Auditor and Association of Washington Cities</b>		Dec 3 or 6	Dec 31