

**CITY OF ANACORTES  
2017-2018 BUDGET CALENDAR**

Event	Department	Due Date	Due Date	Comments
Mid biennial review and modification (MBR)	Finance	9/1/17 -12/31/17	RCW 35A.34.130	<p><b>Budget—Mid-biennial review and modification.</b>  The legislative authority of a city having adopted the provisions of this chapter shall provide by ordinance for a mid-biennial review and modification of the biennial budget. The ordinance shall provide that such review and modification shall occur no sooner than eight months after the start nor later than conclusion of the first year of the fiscal biennium. The <i>chief administrative officer shall prepare the proposed budget modification and shall provide for publication of notice of hearings</i> consistent with publication of notices for adoption of other city ordinances. <i>City ordinances providing for a mid-biennium review and modification shall establish procedures for distribution of the proposed modification to members of the city legislative authority, procedures for making copies available to the public, and shall provide for public hearings on the proposed budget modification</i> . The budget modification shall be by ordinance approved in the same manner as are other ordinances of the city.</p>
Complete September Month end	Finance	13-Oct		
Print Departmental Budget to Actual Reports	Finance	13-Oct		Distributed to Dept Heads prior to meeting
Finance Departmental Meetings	Finance	Oct 16 - Oct 20	Dept head office	Finance Director and Dept Heads will meet individually prior to Mayor's meeting.
Mayor Departmental Meetings	Finance	10/23 - 10/27	Mayor's office	
CFC updated with MBR	Finance	25-Oct	Main floor conference room	5:00 PM
Budget Modification finalized	Finance	31-Oct		
Mayor presents MBR Mod to Council		6-Nov	Council chambers	Dept heads may be required to attend
Public hearing advertised in American		8-Nov		Get notice to newspaper by Friday Nov 3
Public hearing on MBR Mod		13-Nov		Dept heads may be required to attend
Council adopts MBR Mod		20-Nov		Dept heads may be required to attend
Property tax levy submitted to Skagit County		21-Nov		Due to county by Nov 30
Mod input into EDEN budget		29-Dec		Budget adjusted for 2018 to reflect modification

For questions or comments contact Steve Hoglund 293-1906