

Lynden 2017 Budget Calendar

2016 Date Requirements

Steps in Budget Preparation

Monday, April 25	Six year capital plans distributed to Dept. Heads.
Friday, May 6	First draft of six year capital plan due to Finance Dept.
May 11 – 13	Dept. Head meetings with Finance Director regarding capital plan.
Friday, May 20	Six year capital plans due back to Finance Dept.
May 25 – 27	Finance Director presents six year capital plans to Mayor and City Administrator.
Monday, June 6	Dept. Heads/Satellite Agencies requested to prepare estimates of revenues/expenditures.
Friday, July 8	First draft of estimates of revenues/expenditures due to Finance Dept.
July 18 – 29	Dept. Head meetings with Finance Director regarding first draft of estimates of revenues/expenditures.
Month of August	Preliminary budget discussions with appropriate Council Committee.
August - September**	Dept. Heads and Satellite Agencies will present proposed 2017 budgets to the appropriate Council Committee.
Friday, September 9**	Budget estimates to be filed with Finance Director.
Tuesday, September 27**	Estimates presented to Mayor/City Administrator for modification, revision or additions.
Monday, October 3**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2016.
Monday, October 17**	Mayor presents 2017 budget message to Council, and provides the Council with the proposed preliminary budget for 2017.
Wednesdays, October 19 and October 26**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 7 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2017 property tax levy.

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Monday, November 14

Council holds budget work session.

Monday, November 21***

Setting property tax levy.

Wednesdays, Nov 16 & Nov 23**

Public notice of final hearing for proposed 2017 budget.

Monday, December 5– 7:00 PM**

Final public hearing on proposed 2017 budget.

Monday, Dec 5– Monday, Dec 19**

Adoption of 2017 budget by City Council.

** Required by RCW, ***Property Tax Levy must be completed prior to November 30, 2016.