

DRAFT Budget Schedule

2018 Preliminary Operating Budget schedule with 2018-2022 CIP plan

	Commission Meetings (bold)	Activity
June 13, 2017	Commission Regular Meeting	Commission update on 2016 CIP status & discuss initiatives for budget
June 14, 2017		CIP instructions & project proposal forms available
July/August 2017		CIP's Reviewed by Engineering and Planning and Finance
July 11, 2017	Commission Regular Meeting	Commission worksession on financing options
July 13, 2017		CEO/CFO establish preliminary guidelines for Operating Budget
July 17, 2017		Chiefs review guidelines for Operating Budget
July 19, 2017		Departments Turn in CIP Projects
July 20, 2017		E&P and Finance Review Capital Worksheets
July 24, 2017		Operating Budget assumptions distributed
July 24, 2017		Operating Budget worksheets open to staff
July 31, 2017		CIP worksession with Chief's
August 1, 2017	Commission Regular Meeting	CFO provide commission with 2nd qtr Financial Report
August 1, 2017	Commission Regular Meeting	Commissioners review broad assumptions for Operating & Capital Budgets
August 2, 2017		E&P and Finance Further Review Capital Worksheets
August 4, 2017		Dept. CIP Presentations - Internal first draft
August 7, 2017		Departments prepare 2017 Operating Budgets
August 28-31, 2017		Department budget meetings with CEO/Finance
September 11, 2017		Departments turn in proposed Operating Budgets
September 11, 2017		Departments modifications to CIP due.
September 12, 2017	Commission Regular Meeting	Commission meeting Preliminary CIP introduction
September 19-21, 2017		Commissioners receive one on one briefing on CIP proposals
September 21, 2017		CFO meet with CEO to go over 1st draft-2018 budget and develop financing plan
September 25-29, 2017		Chief's meet individually with CEO on Depart. Budget and rec. direction on changes
October 3, 2017	Commission Regular Meeting	Commission update on budget process
October 4, 2017		Chief's refined preliminary budget due
October 6, 2017		Draft Preliminary budget reviewed with ED
October 10, 2017	Commission Regular Meeting	Preliminary operating budget discussion with Commission
October 16, 2017		Staff work session attendees to be determined
October 16-20, 2017		Chief's Review/ Finalize Consolidated Budget
October 23, 2017		Preliminary budget document reviewed with Chief's

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October 24, 2017		Commissioners receive instructions for proposing budget amendments
October 24-31, 2017		Commissioners receive one on one briefing on Consolidated budget
October 27, 2017		Summary Preliminary Budget published on website
October 27, 2017		Post to website draft Budget Resolutions
October 27, 2017		Citizen Budget Guide available
October 27, 2017		Release Summary Preliminary Budget to Public
October 27, 2017		Copies of detailed budget available to public if requested.
October 27, 2017		Publish 1st notice of Public hearing
October 31, 2017		Commissioner proposed budget amendments due
November 3, 2017		Publish 2nd notice of Public Hearing and draft Budget Resolutions
November 7, 2017	Commission Regular Meeting	Budget presentation to Commission, take public comment, open public hearing
November 14, 2017	Commission Regular Meeting	Budget & Tax Resolutions presented for approval, take public comment, close public hearing
November 21, 2017	Commission Special Meeting	Additional Commissioner deliberation on budget if necessary
November 28, 2017	Commission Special Meeting	Final meeting to approve budget if necessary
December 4, 2017		Deadline to File Budget & Tax Levy with Snohomish Co.