

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Budget Retreat - 1
DATE: June 20, 2009
SUBJECT: Budget Calendar
CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The City of Sultan is a “code” city and operates under the budget requirements of Chapter 35A.33 RCW (Revised Code of Washington). State law sets out specific deadlines and requirements the City of Sultan must follow in preparing and adopting its annual budget.

A copy of the city’s 2010 budget calendar is attached. The mandatory actions and deadlines are identified by the letter “M”.

2010 Budget Timeline

Wednesday, June 17, 2009	All Staff Budget Meeting 8:30-10:30										
Saturday, June 20, 2009	Council budget retreat 9:00am-2pm										
Monday, June 28, 2009	Distribute department budget worksheets										
July 1 – August 1	Departments prepare draft budgets, 2008 accomplishments and 2009 goals										
August 2-August 31	Department meetings with Mayor/City Administrator										
	<table border="0" style="margin-left: 40px;"> <tr> <td>Economic Development</td> <td>Wednesday, Aug. 12</td> </tr> <tr> <td>Police</td> <td>Wednesday, Aug. 12</td> </tr> <tr> <td>Community Development</td> <td>Friday, August 14</td> </tr> <tr> <td>Finance/Admin/Legislative</td> <td>Wednesday, Aug 26</td> </tr> <tr> <td>Public Works</td> <td>Friday, August 28</td> </tr> </table>	Economic Development	Wednesday, Aug. 12	Police	Wednesday, Aug. 12	Community Development	Friday, August 14	Finance/Admin/Legislative	Wednesday, Aug 26	Public Works	Friday, August 28
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Finance/Admin/Legislative	Wednesday, Aug 26										
Public Works	Friday, August 28										
Friday, Sept 4, 2009	Final draft budgets, accomplishments and goals due to City Administrator (M)										
Friday, Sept 25, 2009	Management Team meeting with Mayor/City Administrator										
Friday, October 2, 2009	Mayor's budget message due										
Monday, October 5, 2009	Final Draft Budget to City Council for budget workshop (M)										
Saturday, October 10	Council Budget Retreat										
Thursday, October 22	Overview of revenue sources and forecast assumptions Department presentations to City Council										
Friday, October 30	Mayor transmits Final Budget proposal to Council (M)										
Tuesday, November 3	Election Day										
Thursday, November 12	Budget hearing (M)										
<u>Tuesday</u> , November 24	Budget hearing (M)										
Thursday, November 26	Thanksgiving										
Thursday, December 10	Budget action items (property taxes, pay plan)										
Tuesday, December 24	Adopt 2008 budget (M)										
Thursday, December 25	Christmas										