

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Budget Retreat
DATE: June 5, 2010
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 2011 budget calendar is attached. The mandatory actions and deadlines are identified by the letter “M”.

2011 Budget Timeline

Saturday, June 5, 2010	Council budget retreat 9:00am-2pm
Monday, June 28, 2010	Distribute department budget worksheets
Wednesday, July 14	All Staff Budget Meeting 8:30-10:30 2008 accomplishments and 2009 goals
August 2-August 31	Department meetings with Mayor/City Administrator Grants/Econ Dev Wednesday, Aug. 4 Police Wednesday, Aug. 11 Community Development Wednesday, August 18 Public Works Wednesday, Aug 25 Finance/Admin/Legislative Tuesday, Aug 31
Friday, Sept 3, 2010	Final draft budgets, accomplishments and goals due to City Administrator (M)
Friday, Sept 24, 2010	Management Team meeting with Mayor/City Administrator
Friday, October 1, 2010	Mayor's budget message due
Monday, October 4,	Final Draft Budget to City Council for budget workshop (M)
Saturday, October 9	Council Budget Retreat
Thursday, October 21	Overview of revenue sources and forecast assumptions Department presentations to City Council
Friday, October 29	Mayor transmits Final Budget proposal to Council (M)
Thursday, November 11	Veteran's Day Budget hearing (M)
<u>Tuesday</u> , November 23	Budget hearing (M)
Thursday, November 26	Thanksgiving
Thursday, December 9	Budget action items (property taxes, pay plan)
Thursday, December 23	Adopt 2008 budget (M)
Saturday, December 25	Christmas