**KITTITAS COUNTY**
**BOARD OF COUNTY COMMISSIONERS**

**RESOLUTION NO. _____**

***IN THE MATTER OF SETTING DATES***
***FOR THE 2012 BUDGET HEARINGS IN KITTITAS COUNTY***

**WHEREAS**, R.C.W. 36.40.010; R.C.W. 36.40.030; R.C.W. 36.40.040; R.C.W. 36.40.050; R.C.W. 36.40.060; R.C.W. 36.40.070 and R.C.W. 36.40.071 provides for establishing dates for the budget process and hearings; and,

**WHEREAS**, the Kittitas County Commissioners on July 5, 2011, elected to establish a budget hearing for **December 5**, **2011 at 2:00 pm**.

**NOW, THEREFORE IT BE RESOLVED** that the following alternate dates be established:

1. Not later than **July 18, 2011**, the County Auditor shall notify each county official in writing requesting a detailed and itemized estimate both of the probable revenues from sources other than taxation, and of all expenditures required by such office for the ensuing year. The budget forms to be completed will be supplied at this time and are to be used exclusively;

2. Each department shall submit an estimated budget to the Auditor no later than **August 15, 2011**. The Kittitas County Fair shall submit an estimated budget to the Auditor no later than **September 9, 2011**. There upon the County Auditor shall prepare the county budget, which sets forth the complete financial program of the county for the ensuing calendar year showing the expected program of revenue by which it is to be financed;

Each such official shall file their estimates within the time and in the manner provided in the notice and form and the auditor shall deduct and withhold as a penalty from the salary of each official failing or refusing to file such estimates as herein provided, the sum of fifty dollars for each day of delay: Provided that the total penalty against any one official shall not exceed two hundred fifty dollars in any one year.

3. The preliminary budget prepared by the Auditor shall be submitted to the Board on or before **September 26, 2011**. The Board shall then review the preliminary budget in detail with the County Auditor and/or Budget & Finance Manager and shall make any revisions and additions it deems advisable;

4. Commencing **September 26, 2011** through **October 21, 2011**, if deemed necessary by the Board, they will request Elected Officials and/or department heads is available to discuss individual budget requests.

5. The preliminary budget will be returned to the Auditor on or before **October 31 2011**, for presentation in final form.

6. Per R.C.W. 84.52.020, It shall be the duty of the city council or other governing body of every city, other than a city having a population of three hundred thousand or more, the board of directors of school districts of the first class, the superintendent of each educational service district for each constituent second-class school district, commissioners of port districts, commissioners of metropolitan park districts, and of all officials or boards of taxing districts within or coextensive with any county required by law to certify to the county legislative authority, for the purpose of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the city or district, through their chair and clerk, or secretary, to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the **thirtieth day of November.**

7. Per R.C.W. 84.52.070, It shall be the duty of the county legislative authority of each county, on or before the **thirtieth day of November** in each year, to certify to the county assessor of the county the amount of taxes levied upon the property in the county for county purposes, and the respective amounts of taxes levied by the board for each taxing district, within or coextensive with the county, for district purposes, and it shall be the duty of the council of each city having a population of three hundred thousand or more, and of the council of each town, and of all officials or boards of taxing districts within or coextensive with the county, authorized by law to levy taxes directly and not through the county legislative authority, on or before the thirtieth day of November in each year, to certify to the county assessor of the county the amount of taxes levied upon the property within the city, town, or district for city, town, or district purposes. If a levy amount is not certified to the county assessor by the thirtieth day of November, the county assessor shall use no more than the certified levy amount for the previous year for the taxing district: PROVIDED, That this shall not apply to the state levy or when the assessor has not certified assessed values as required by RCW 84.48.130 at least twelve working days prior to November 30th.

8. **November 25, 2011** - first publication of county budget hearings;

9. **December 2, 2011** - second publication of county budget hearings.

10. The public hearing to adopt the county budget will commence on **December 5, 2011**, at **2:00 p.m**., and if necessary will continue through December 10, 2011;

The annual 2012 budget will be adopted no later than **December 9, 2011**.

**DATED** this 5th day of July, 2011.

**BOARD OF COUNTY COMMISSIONERS**
**KITTITAS COUNTY, WASHINGTON**

_____
Chairman

_____
Vice Chairman

ATTEST:

_____
Commissioner

_____
Clerk of the Board

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