

2024 Budget Preparation and Approval Process Schedule

August '23							September '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

October '23							November '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

- August 2– Distribution of 5 Year Capital Improvement Project CIP to Department Managers
- August 7 – Distribution of Budget Worksheets to Department Managers
- September 1 – Review CIP Internally with Department Heads
- September 8 – Non –Personnel Budgets Due
- September 18 – through 22 – Administrative Budget Round Table (Discuss Budget Items) as an Aggregate
- September 19 – Present 5-year Capital Improvement CIP to Council for Feedback
- October 3 – Present Non-Personnel Items and Tax Rate to Council for feedback
- October 17 – Present Personnel items to Council for feedback
- *Week of October 23rd – Print Budget Books and Distribute*
- **October 26 – Submit Public Hearing Notice to Clerk for Class 1 posting at least 15 days prior to Hearing**
- November 1 – Proposed Budget Presentation to Committee of the Whole at 6pm
- November 21 – Public Hearing and Budget Adoption