

2024 Budget Calendar

2023 Date Requirements

Steps in Budget Preparation

Tuesday, August 1	Meeting with Department Leaders to launch 2024 budget process. Satellite Agencies requested to prepare estimates of revenues/expenditures. Six-year capital plans distributed to Dept. Heads.
Friday, August 18	Estimates of revenues/expenditures, initiatives and six-year capital plans due to Finance Dept.
August 23 - 30	Mayor reviews and approves initiatives.
Friday, September 1	Mayors approved initiatives communicated to Departments and Satellites.
Thursday, September 21**	Final budget to be filed with Finance Director.
Friday, September 29**	Final budget presented to Mayor/City Administrator.
Monday, October 2**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2023.
Monday, October 16**	Mayor presents 2024 budget message to Council, and provides the Council with the proposed preliminary budget for 2024.
Wednesdays, October 25 and November 1**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 6 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2024 property tax levy.
Wednesday Nov 8 & Nov 15**	Public notice of hearing setting property tax levy.
Monday, November 20***	Setting property tax levy.
Wednesday, Nov 22 & Nov 29**	Public notice of final hearing for proposed 2024 budget.
Monday, December 4 – 7:00 PM**	Final public hearing on proposed 2024 budget.
Monday, Dec 4– Monday, Dec 18**	Adoption of 2024 budget by City Council.

** Required by RCW, ***Property Tax Levy must be completed prior to November 30, 2023.