

2023 Budget Calendar

2022 Date Requirements

Steps in Budget Preparation

Tuesday, August 2	Meeting with Department Leaders to launch 2023 budget process. Satellite Agencies requested to prepare estimates of revenues/expenditures. Six-year capital plans distributed to Dept. Heads.
Friday, August 19	Estimates of revenues/expenditures, initiatives and six-year capital plans due to Finance Dept.
August 24 - 31	Mayor reviews and approves initiatives.
Friday, September 2	Mayors approved initiatives communicated to Departments and Satellites.
Thursday, September 22**	Final budget to be filed with Finance Director.
Friday, September 30**	Final budget presented to Mayor/City Administrator.
Monday, October 3**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2022.
Monday, October 17**	Mayor presents 2023 budget message to Council, and provides the Council with the proposed preliminary budget for 2023.
Wednesdays, October 26 and November 2**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 7 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2023 property tax levy.
Wednesday Nov 9 & Nov 16**	Public notice of hearing setting property tax levy.
Monday, November 21***	Setting property tax levy.
Wednesday, Nov 23 & Nov 30**	Public notice of final hearing for proposed 2023 budget.
Monday, December 5 – 7:00 PM**	Final public hearing on proposed 2023 budget.
Monday, Dec 5– Monday, Dec 19**	Adoption of 2023 budget by City Council.

** Required by RCW, ***Property Tax Levy must be completed prior to November 30, 2022.