

2024 Budget Preparation Calendar

Steps in Budget Preparation	Date - 2023	Statutorily Required
Distribution of 2024 budget worksheets to Department Heads to prepare estimates of revenue and expenditures for 2024.	Aug 11	NLT 2nd Monday in September
Estimates are to be filed with the City Treasurer	Sep 5	NLT 4th Monday in September
Proposed department budgets reviewed with the City Administrator and City Treasurer for modification, revision or additions.	Sep 11 thru Sep 15	NLT the first bus. day in October
City Administrator and City Treasurer review budget estimates with Mayor.	by Sep 15	
The Mayor files preliminary budget with the City Clerk. Copies of the Budget Summary to City Council members.	Sep 20	NLT 1st Monday in October
City Administrator, City Treasurer and Department Heads hold final review of budget estimates.	Sep 25 thru Sep 29	
City Council holds a public hearing on revenue sources for coming year's current expense budget, including consideration of possible increases in property tax revenues	Oct 10	Before council votes on property tax levy
Mayor/City Administrator prepares and forwards the preliminary budget and budget message to the City Clerk	Oct 24	At least 60 days before the ensuing fiscal year.
City Clerk publishes notice of filing of preliminary budget and publishes notice of public hearing on it once a week for two consecutive weeks	Nov 1 Nov 8	Published during the first two weeks in November.
City Council adopts W/S/G/I rates for <i>1/1/2024 billing</i>	Nov 14	
City Council sets tax levies for coming year Due to Yakima County on or before Nov 20th	Nov 14	NLT Nov. 30th
City Council holds study sessions on the budget or parts of the budget with the City Administrator and department heads. Study sessions = "hearings"	Oct 2, 9 & 16 Oct 23 & Oct 30	Prior to the final hearing
Copies of the preliminary budget are made available to citizens upon request	Nov 9	NLT six weeks before January 1
Final public hearing on proposed budget	Nov 28	NLT 1st Monday of December
Adoption of budget for next fiscal year. Following final hearing.	Dec 12	NLT 12/31/23

After adoption, send copies to the State Auditor's Office and Municipal Research