

2023-2024 Budget Calendar

2022-2023 Budget Calendar	Target Date	RCW Requirements/Notes
Council Review of Goals & Objectives		
Call letter issued to Departments with budget priorities	Tuesday July 19, 2022	By 2nd Monday in September RCW 35A.34.050
2022 estimated expenditures report distributed to Departments	Tuesday August 9, 2022	Actuals through July, estimates Aug-Dec
Publish notice of 1st Budget Public Hearing on 9/7/2022	Monday August 29, 2022	RCW 35A.34.100
Budget requests from Departments due to Finance; BIAS closed to input with subsequent edits completed by Finance	Tuesday August 30, 2022	To be filed with City Clerk by 4th Monday in September RCW 35A.34.050
City Council worksession - Finance presents City Council 2022 revenues, expenditures, budget comparison, and estimate of ending fund balance. Presentation of 2023-2024 preliminary revenues and expenditures requests by department (unbalanced). 1st public hearing: 2022-2032 Budget-Projected Revenues	Wednesday September 7, 2022	By 1st business day in October. Completes Projected Revenue Public Hearing for property taxes
Proposed preliminary budget (unbalanced) with detail, due to City Administrator	Friday 9/9/2022 September 9, 2022	Due by 1st business day in October
City Administrator meets with Departments to review budget requests	Last three weeks of September	
Request publishing of notice of 2nd budget public hearing on 10/26/2022	by Monday October 3, 2022	Published on Monday October 17 + 24, 2022
City Management Team budget discussions	October 3 - 7, 2022	
Finance, Personnel, & Risk Management Committee: Discuss 2022 YTD information and preliminary budget	Wednesday October 12, 2022	
City Administrator & Finance Director meeting Council members to discuss budget and answer questions	October 17 - 21, 2022	Meet individually or in groups of three or less
Mayor's Preliminary Budget and budget message presented to City Council; available to public. 2nd budget public hearing; 1st read of property tax ordinance	Wednesday October 26, 2022	Due by November 1st (no later than 60 days before ensuing fiscal year)
Request publishing of notice of 3rd budget public hearing on 11/9/2022	Wednesday November 2, 2022	2 publications. No later than 1st two weeks of November
Council worksession - Budget follow-up	Wednesday November 2, 2022	
1st read of budget ordinance; 2nd read of property tax ordinance; 3rd budget public hearing	Wednesday November 9, 2022	
2nd read of budget ordinance and adoption; if not yet adopted 3rd read of property tax ordinance	Tuesday November 20, 2022	No later than last day of December
Final budget transmitted to SAO and MRSC	Wednesday December 14, 2022	
Department budget narratives including 2022 accomplishments and 2023-2024 goals and objectives due to Finance Director	Monday January 30, 2023	
Mid-biennium budget review and adjustment	Sept 1-Dec 31 2023	Must occur sometime between Sept 1 & Dec 31 of the first year of the biennium Chapter 35A.34 RCW
Lodging Tax Advisory Committee	Timeframe	RCW Requirements/Notes
Council refer changes in Lodging Tax to LTAC	Wednesday August 24, 2022	
Call issued for Lodging Tax letters of request	Thursday September 22, 2022	Starts 45-day period RCW 67.28.1817(2)
City Council Review/Resolution appointing members to the LTAC	Wednesday October 12, 2022	Completes annual review of LTAC membership RCW 67.28.1817(1)
Lodging Tax applications due to Finance Department	Wednesday October 26, 2022	
45-day LTAC comment period expires	Monday October 28, 2022	
Lodging Tax Advisory Committee deliberates requests	Wednesday November 2, 2022	RCW 67.28.1817
Proposed uses of Lodging Tax funds presented to City Council for approval	Wednesday November 9, 2022	RCW 67.28.1816
Award Letters and Contracts finalized and signed	By Friday November 18, 2022	
Instructions for JLARC reporting sent to awardees	By Friday November 18, 2022	
JLARC reporting deadline	TBD - See website	RCW 67.28.1816
Property Tax	Timeframe	RCW Requirements/Notes
Public hearing	Wednesday October 26, 2022	
1st read of property tax ordinance	Wednesday October 26, 2022	
2nd read of property tax ordinance	Wednesday November 9, 2022	
if needed 3rd read of property tax ordinance	Tuesday November 20, 2022	
File property tax information with County	Before 11/30/2022	Due November 30, 2022