

City of The Dalles
Budget Process for 2023-24 Fiscal Year
Budget Schedule
as of January 1, 2023

Activity	Date
Budget Proposal Spreadsheets to Departments	January 6, 2023
Budget preparation by individual departments	January 6 through February 17, 2023
Draft 5-year Major Expenditures List submitted to City Manager	February 10, 2023
Departmental budgets due in Finance Department	February 17, 2023
Budget Narratives due in Finance Department	February 17, 2023
Finance Director prep spreadsheets of Department Budgets	February 17 through March 9, 2023
First draft of balanced City budget to City Manager	March 10, 2023
City Manager review & discussion with Department Managers	March 10 through March 23, 2023
Finance Director/City Manager Finance Review	March 23 through April 12, 2023
Publish First Notice of Budget Committee Meeting (not more than 30 days prior to the meeting – documents available to public same day as planned distribution to Cmte)	April 19, 2023(Saturday – submit by Wed)
Post on website Second Notice of Budget Committee Meeting (same notice as published posted on City Website continually until after Budget Meetings are over)	April 21, 2023(Monday after Published)
Budget Summary to City Manager (expenses categories)	April 12, 2023
Finance Department prepare Budget Books	April 12 through April 19, 2023
Distribute Budget Draft to Budget Committee	April 24, 2023
Budget Committee meetings	May 1 through May 5, 2023
Final Approved budget to Finance Department	May 8, 2023
Final Budget complete for publishing (LB-1 & UR-1)	May 17, 2023
Publish notice of Budget Hearing & LB Forms (not less than 5 or more than 30 days prior to hearing)	May 17, 2023 (Saturday – submit by Wed)
Budget Hearing at regular City Council meeting	June 12, 2023
Budget Adoption at regular City Council meeting	June 12, 2023
Deliver required budget & LB 50 documents to County	July 15, 2023