

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2024

2023

December 21 Budget detail worksheets distributed to department heads.

December 26-
January 31 Finance Department prepares preliminary resource projections.

2024

January 3 Email Community and Arts and Cultural organizations instructions for the current year.

January 15 – 19 Additional information and minor funds to departments

February 9 Department budget requests due to Finance Director.

February 12-16 Finance Director organizes and reviews department requests.

February 19-23 City Manager and Finance Director meet with department heads to review proposed budgets.

February 28 Community organization and Arts and Cultural to promote tourism funding applications due by 5:00 pm.

March 4-8 Arts & Cultural and Community Organization Subcommittee meetings

April 5 Proposed Budget prepared

April 9 Notice of Budget Training Meeting **April 18, 2024**

April 9 Notice of first Budget Committee meeting and public hearings on proposed budget and State revenue sharing delivered to [Daily Astorian](#).

April 11 Notice of Budget Committee meeting published in the [Daily Astorian](#) and on the website. **Publish 5 to 30 days before the first budget meeting on **April 22, 2024**. Notice will also reference how to join the Budget Committee meeting on the City's website.*

April 12 Budget message prepared

April 18 [**Proposed message and budget available to the public in the meeting or on the website and at City Hall after the meeting.**](#)

April 18 [**Budget Training and Information provided at 6:00 pm meeting**](#)

April 19 Budget presentation prepared.

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April 22	First meeting of the Budget Committee begins at 6:00 pm Public hearing on proposed budget and State Revenue Sharing
April 23	Budget Committee meets to revise and complete the budget at 6:00 pm. <i>*Committee may meet April 24-26, as needed</i>
April 26	Budget Committee approves budget as revised and sets tax levy or rate on or before April 26th
April 26	Remind Public Works to send BOLI list by May 3, 2024.
April 29-May 3	Approved budget prepared for reproduction. Prepare notice for publication of public hearing on approved budget and State revenue sharing
May 3	Send list of approved public works projects to Bureau of Labor and Industries. <i>*Must be sent not less than 30 days before budget is adopted on June 3, 2024</i>
May 10	First notice of fiscal year end process to departments
May 16	Deliver notice of public hearing on budget and state revenue sharing to <u>Daily Astorian</u> .
May 17	Approved budget copied and bound in-house
May 23	Notice of public hearing published in <u>Daily Astorian</u> <i>*Publish 5 to 25 days before June 3, 2024</i>
May 24	Agenda memo and Resolution entered in Granicus
June 3	Budget presented to City Council at 6:00 pm. Public hearing on Budget Resolutions and State Revenue Sharing <i>City Council adopts budget, makes appropriations, and levies and categorizes taxes</i>
June 4-7	Update adopted budget document.
June 10	Internal distribution of adopted budget document.
June 21	Adopted budget copied and bound. Notices placed on City website
June 24	Send out second notice of year-ending process to departments
July 10	Certify tax levy to County Assessor and Election Clerk <i>*LB-50 and UR-50 due to County no later than July 15th</i>
July 10	Certify State Revenue Sharing to DAS <i>*Must be filed with DAS no later than July 15th</i>