

City of The Dalles
 Budget Process for 2024-25 Fiscal Year
 Budget Schedule
 As of January 1, 2024

Activity	Date
Budget Proposal Spreadsheets to Departments	January 1, 2024
Budget preparation by individual departments	January 1 through February 17, 2024
Draft 5-year Major Expenditures List submitted to City Manager	February 9, 2024
Departmental budgets due in Finance Department	February 16, 2024
Budget Narratives due in Finance Department	February 16, 2024
Finance Director prep spreadsheets of Department Budgets	February 16 through March 8, 2024
First draft of balanced City budget to City Manager	March 11, 2024
City Manager review & discussion with Department Managers	March 11 through March 21, 2024
Pre-budget meeting in council chambers	March 19, 2024
Finance Director/City Manager Finance Review	March 21 through April 12, 2024
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(Wed – submit by Fri)
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 26, 2024(Friday after Published)
Budget Summary to City Manager (expenses categories)	April 12, 2024
Finance Department prepare Budget Books	April 12 through April 19, 2024
Distribute Budget Draft to Budget Committee	April 29, 2024
Budget Committee meetings	May 13 through May 16, 2024
Final Approved budget to Finance Department	May 17, 2024
Final Budget complete for publishing (LB-1 & UR-1)	May 19, 2024
Publish notice of Budget Hearing & LB Forms (not less than 5 or more than 30 days prior to hearing)	May 22, 2024 (Wed – submit by Fri)
Budget Hearing at regular City Council meeting	June 10, 2024
Budget Adoption at regular City Council meeting	June 10, 2024
Deliver required budget & LB 50 documents to County	July 15, 2024