

**Budget Calendar**  
FY 2009-2010

**City Administrator and Finance Director. (ORS294.331)**

Prepare individual departmental documents.

Feb 2009

Prepare Payroll Projections.

Feb 2009

Meet with individual departments to review budget requests.

March 4<sup>th</sup> – 6<sup>th</sup>

**Goal setting for 2009 – 2010**

Goal setting for Staff.

Jan 2009

Community goal setting for Council

Jan 26<sup>th</sup> Feb 19<sup>th</sup>

Council adoption of goals at regular meeting of Council

March 2, 2009

**Approve formal Budget Calendar**

Feb. 2, 2009

Publish 1<sup>st</sup> notice of budget committee meeting (ORS294.401)[March 13<sup>th</sup> to paper]

March 18, 2009

Publish 2<sup>nd</sup> Notice of Budget committee meeting (ORS294.401) [Publish 2<sup>nd</sup> notice 5-30 days after 1<sup>st</sup>.]

March 25, 2009

NOTE: Meeting notices do not have to be published after the first meeting as long as the remaining dates are announced at each meeting.

Budget Committee meetings.(ORS294.401)

April 7-13, 2009

Budget Committee approves the budget and tax rate/levy.(ORS294.406)

April 13, 2009

Staff publishes Budget Summary & Notice of Budget Hearings (ORS294.421) [April 17<sup>th</sup> to paper]

April 22, 2009

City Council holds Budget Hearings.(ORS294.430)

May 4, 2009

City Council adopts Budget, Makes Appropriations, Imposes & Categorizes Property Tax.(ORS 294.435)

June 1, 2009

NOTE: Must be completed by June 30.

Staff submits Tax Certification documents to Assessor.(ORS294.555)

July 15, 2009

NOTE: Must be completed by July 15.