



City of Mt. Angel

City Hall, 5 Garfield St. PO Box 960 Mt. Angel, OR 97362

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~ Inc. April 3, 1893 ~

Budget Process and Schedule FY 2010-2011

STEP	DATE
Department Goal Meeting with City Administrator and Finance Director	January 6, 2010
City Council Budget Goal setting Meeting	January 19, 2010
City Council adoption of budget goals	February 1, 2010
Finance Director prepares and distributes individual department worksheets.	February
Finance Director prepares payroll projections	February
Meet with individual departments to review budget requests.	March 2 nd – 5 th
Publish 1 st Notice of budget committee meeting(ORS294.401)[March19th to paper]	March 24, 2010
Publish 2 nd Notice of budget committee meeting(ORS294.401)[March26st to paper] NOTE: Meeting notices do not have to be published after the first meeting as long as the remaining dates are announced at each meeting.	March 31, 2010
Budget Committee meetings.(ORS294.430)	April 12 – 15, 2010
Budget Committee approves the budget and tax rate/levy.(ORS294.406)	April 12 – 15, 2010
Staff publishes Budget Summary & Notice of Budget Hearings(ORS294.421)[May 21 st to paper]	May 26, 2010
City Council holds Budget Hearings.(ORS294.430)	June 7, 2010
City Council adopts Budget, Makes Appropriations, Imposes & Categorizes Property Tax.(ORS294.435) NOTE: Must be completed by June 30, 2010	June 7, 2010
Staff submits Tax Certification documents to Assessor.(ORS294.555) NOTE: Must be completed by July 15, 2010.	July 15, 2010