

Budget Calendar (Fiscal Year 2020-21)

Event	Attendees	Planned Date(s)	Latest Date
Estimate current year-end revenue and expenditures	Dept Heads	Feb 14	Feb 21
Update CIP	City Mgr, Dept heads	Mar 13	Apr 3
Requested budget prepared and provided to finance	Dept heads	Mar 13	Apr 3
Dept meetings with City Manager and Finance	Dept heads, staff, City Mgr	Week of Mar 23	Apr 24
Budget narratives completed	Dept heads	Apr 3	Apr 24
Update year-end revenue and expenditure estimates	Dept heads	Monthly	Monthly
Publish "Notice of Budget Committee Meeting" (ORS 294.426)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
Provide proposed budget (ORS 294.408) and budget message to budget committee	Mayor, City Council, City Mgr, Budget Committee	Apr 13	May 11
First budget committee meeting (ORS 294.408 and 294.426)	Budget Committee, City Mgr, Dept heads	Apr 20	May 18
Additional budget committee meetings (ORS 294.428)	Budget Committee, City Mgr, Dept heads	Apr 21, Apr 22	May 19, May 20
Budget committee approves budget (ORS 294.428)	Budget Committee	Apr 22	May 20
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
City Council hold public hearing; adopts budget; levies taxes (ORS 294.456)	City Council	May 11	Jun 22
Adopted budget goes into effect	City	Jul 1	Jul 1
Adopted budget submitted to County Assessor and Department of Revenue (ORS 294.458)	Finance	Jul 15	Jul 15