

city of

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CITY HALL

Toledo

# 2017-2018 Budget

## Work Schedule

## Budget Calendar

<b>January 17</b>	Department Heads receive budget forms and information
<b>February 24</b>	Budget forms and information due back to the City Manager
<b>February 27 – April 14</b>	City Manager reviews proposals, meets with department heads as needed and balances against total projected revenues. Department heads revise budgets if needed and prepare final documentation
<b>April 17</b>	Draft to Printer
<b>April 28</b>	Proposed budget document complete
<b>May 3 5:30 PM</b>	First budget committee meeting

<b>April 14</b>	<b>Publish Notice</b> of Budget Committee hearing (also State Revenue Sharing)
<b>April 17</b>	<b>Draft to Printer</b>
<b>April 26</b>	<b>Publish 2nd Notice:</b> Budget Committee public hearing
<b>May 3 6:30 PM</b>	<b>Public Hearing</b> for Budget Committee to receive budget document, hear budget message and hear public testimony
<b>May 9 5:30 PM</b>	Budget Committee public hearing continued
<b>May 11 5:30 PM</b>	Budget Committee public hearing (if needed)
<b>May 16 5:30 PM</b>	Budget Committee public hearing (if needed)
<b>June 2</b>	<b>Publish or Deliver Notice</b> of Council’s public hearing and summary of approved budget
<b>June 21 7PM</b>	<b>Public Hearing</b> before Council on budget (additional meetings, if required)
<b>June 21</b>	<b>Pass Resolutions</b> to adopt budget, appropriate ate declare levy, and elect to receive State Revenue Sharing
<b>July 15</b>	<b>File Documents</b> with Assessor’s Office and County Clerk
<b>By July 31</b>	<b>Send Letter</b> certifying State Revenue Sharing hearings held and <b>Send Resolution</b> electing to receive State Revenue Sharing to Executive Department