

city of

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CITY HALL

Toledo

2017-2018 Budget

Work Schedule

Budget Calendar

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| January 17 | Department Heads receive budget forms and information |
| February 24 | Budget forms and information due back to the City Manager |
| February 27 – April 14 | 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 |
| April 17 | Draft to Printer |
| April 28 | Proposed budget document complete |
| May 3 5:30 PM | First budget committee meeting |

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