



# Budget Calendar

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| 1. Council to appoint Budget Officer   | January 12        |
| 2. Budget proposals due  | February 1        |
| 3. Budget Calendar submitted to Council for review   | February 9        |
| 4. Prepare Proposed Budget   | March – May       |
| 5. Budget Committee Applications Due   | March 4 by 4:00pm |
| 6. Council to appoint Budget Committee Members   | March 9           |
| 7. Send Budget Committee Meeting notice to Pamplin Media   | April 30          |
| 8. Publication date:<br>1 <sup>st</sup> Notice of Budget Committee Meeting on City website         | April 30          |
| 9. Publication date:<br>2 <sup>nd</sup> Notice of Budget Committee Meeting in Woodburn Independent | May 5             |
| 10. Budget Training Class – for those needing a refresher course                                   | May 13 at 6:00pm  |
| 11. Proposed Budget delivered to Committee Members and posted on website                           | May 14            |
| 12. Budget Committee Meeting (schedule subsequent meetings if needed)                              | May 18 at 6:00pm  |
| 13. Send Notice of Budget Hearing (LB-1) to Pamplin Media for publishing                           | May 20            |
| 14. Publication date: Notice of Budget Hearing in the Woodburn Independent                         | May 26            |
| 15. Budget Hearing<br>Enact resolutions to adopt budget, make appropriations and impose tax        | June 8 at 6:45pm  |
| 16. Submit resolution and LB-50 to Marion County   | by July 15        |
| 17. Submit State Share Revenue documents to Dept. of Administrative Services                       | by July 30        |
| 18. Send copy of Adopted Budget to Marion County   | by September 30   |

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