

**CRFR
2024-25 Budget**

<u>ORS Requirement</u>	<u>Timeline / Due Dates</u>	<u>Calendar</u>	<u>City Process</u>
ORS 294.426 Prepare Proposed Budget	4/1/24		Budget worksheets to Departments.
ORS 294.426 Prepare Proposed Budget	4/16/24		Departments return completed budget request forms to Finance.
ORS 294.331 Appoint Budget Officer	4/16/24		Appoint acting Budget Officer & Budget Committee Members at Board Meeting. (Completed in 2023 Res: 22-23-33)
ORS 294.401 Publish 1st Notice of Budget Committee Meeting	5/15/24		Submit budget committee meeting notice for publication on 5/15/24. The publication date should list the first date of the actual meeting and any additional dates if necessary. Publish <u>no more</u> than 30 days before the meeting. Obtain affidavit of publication from newspaper.
ORS 294.401 Publish 2nd Notice of Budget Committee Meeting	5/31/24		Submit 2nd meeting notice for publication on 5/31/24. The publication date should list the first date of the actual meeting and any additional dates if necessary. Publish <u>no later</u> than 6/7/24 or 5 days before the meeting OR post on website at least 10 days before the meeting. Obtain affidavit of publication from newspaper.
ORS 294.426 Budget Committee Meets	6/12/24 6:00PM		Committee meets to receive the 2024-25 budget message and budget presentation of the proposed budget. Proposed budget will be on file in the office by this date. Budget Committee hears any public comment or testimony at the end of the budget presentation.
ORS 294.428 Approve Budget			When the Budget Committee is satisfied with the budget, including any additions or deletions, it is approved and forwarded to the Board for the adoption process.
ORS 294.448 Publish Budget Summary & Notice of Budget Hearing	6/14/24		LB-1 - Submit newspaper publication of financial summary, notice of budget hearing. Publish <u>no later</u> than 06/21/24 or 5 days before the hearing. Obtain affidavit of publication from newspaper.
ORS 294.453 Public Hearings	6/27/24 6:00PM		Board holds public hearing on the approved budget.
ORS 294.456	6/27/24 6:00PM		Board adopts budget, makes appropriations, impose taxes and categorize taxes.
ORS 294.458 Submit Tax Certification Document to Assessor	6/29/24		Submit LB50 and copies of adopted budget to Assessor's office no later than 7/15 each year. Submit copies to county clerk no later than 9/30 each year.

Updated as of April 1, 2024