

City of Florence

Budget Calendar
Fiscal Year 2015-16

Approved by City Council March 1, 2015

Prepared date: February 23, 2015

Description	Parties	Dates
Council Budget Goal Setting	Mayor, Council, City Manager and management team	January/February
Internal management team review of fiscal guidelines and assumptions	Management team	4-Mar
Council work session - review significant budget issues	Mayor, Council, City Manager and management team	18-Mar
Estimate current year-end revenue and expenditures	Management team	20-Mar
Update CIP	Management team	23-Mar
Requested budget prepared and provided to finance	Management team	23-Mar
Updates to five-year financial plan, e.g., staffing and other assumptions provided to finance director	Management team	23-Mar
Budget Committee orientation	Budget Committee, City Manager and management team	30-Mar
Dept meetings with City Manager and Finance Director	Management team	week of April 6
Budget narratives completed	Management team	20-Apr
Finance director review year-end revenue and expenditure estimates - resolve items with management team/City Manager	Finance Director	week of April 13
Provide notice to Siuslaw News	Finance Director	20-Apr
Publish "Notice of Budget Committee Meeting" (ORS 294.426)	Finance Director	22-Apr
Provide Proposed Budget (ORS 294.408) to Budget Committee	City Manager	4-May
First Budget Committee meeting (ORS 294.408 and 294.426)	Budget Committee, City Manager and management team	11-May
Additional Budget Committee meetings (ORS 294.428)	Budget Committee, City Manager and management team	week of May 11
Budget Committee approves budget (ORS 294.428)	Budget Committee	week of May 11
Submit Notice of Budget Hearing to Siuslaw News	Finance Director	18-May
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448)	Finance Director	20-May
City Council holds public hearing; adopts budget; levies taxes (ORS 294.456)	City Council	1-Jun
Adopted Budget goes into effect	City-wide	1-Jul
Adopted Budget submitted to County Assessor and Department of Revenue (ORS 294.558)	Finance Director	2-Jul

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Council and or Budget Committee
Management team
Finance Director