

Budget 2024-2025 Timeline & Process

<u>Date</u>	<u>Action</u>
4/4/24	Council Confirms Budget Officer
4/5-4/17/24	City Staff Prepares Budget by Fund. Instructional materials sent to council and budget committee for education by Sarah Johnson, CPA as to processes and legal requirements.
4/9/24	"Notice of Budget Committee Meeting" Posted on City Website and Front Door of City Hall. Notice delivered for publishing to Woodburn Independent, closest to City of Gervais. Notice contains date, time, and location of meeting. Committee will receive budget, hear budget message, and take questions and comments from the public.
4/11/24	Educational session with Sarah Johnson, CPA to review Oregon Budgeting Law and the City of Gervais timeline and processes. The meeting will be at 6:30PM Gervais City Hall. Council and Committee Appointees The first Budget Committee Meeting is set for 5/16/24
5/1/24	First Budget Committee Meeting – 6:30 p.m. at Gervais City Hall 592 4 th St Gervais, OR Requires Public meeting notice. <ul style="list-style-type: none"> ▪ Elect Budget Committee Chair ▪ Discussion of Budget & Budget Message ▪ Public Hearing. Chair Sarah Johnson CPA as advisor. ▪ Discussion of Budget Proposal ▪ Possible Uses for State Revenue Sharing ▪ Public Comment on State Revenue Sharing ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Budget Committee Certifies Final Budget Document to Council
5/9/24	Budget Officer finalizes Draft Budget Document and forwards it to Budget Committee Members for review.
5/16/24	Third Budget Committee Meeting – – 6:30 PM at 592 4 th St. Gervais, OR Council Chambers.-only if necessary, TBD <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Discussion of Proposed Uses for State Revenue Sharing ▪ Budget Committee Certifies Final Budget Document to Council
5/25/24	Approved Budget Published & Available to Public
5/30/24	Meeting Notice for 6/6/24 Regular City Council meeting. Posted to City Website and posted on front window of City Hall. Notice contains Date, Time, and Location of meeting and how to receive a copy of the Budget. Council will receive budget document recommendation from Budget Committee and take questions and comments from the public as part of the agenda items on the schedule.
6/6/24	Budget Public Hearing at the regularly scheduled Council Meeting <ul style="list-style-type: none"> ▪ Resolutions to Enact: <ol style="list-style-type: none"> 1. Adopt Budget & State Revenue Sharing 2. Tax Rate 3. Proposed Tax Levy Submit Tax Certification Documents to the County Assessor
Mid June TBD	Special City Council Meeting, if necessary, to complete required work
Late June TBD	Deadline for Filing Budget; and deadline to certify certain Resolutions