



## Budget 2019-2020 Budgetary Time Line & Process

| <u>Date</u> | <u>Action</u>  |
|-------------|--|
| 01.22.2019  | Council authorizes advertisements for Budget Committee business. <ul style="list-style-type: none"><li>▶ Advertisement in <i>The Times</i>; February 27<sup>th</sup> &amp; March 13<sup>th</sup> for members.</li><li>▶ The First Advertisement in <i>The Times</i>; April 10<sup>th</sup><br/>(Oregon law requires published advertisement 5-30 days prior to Meeting.)</li><li>▶ The Second Advertisement in <i>The Times</i>; April 17<sup>th</sup><br/>(Oregon law requires published advertisement at least 5 days after the 1<sup>st</sup> notice, but not less than 5 days before the meeting.)</li><li>▶ Advertise the Possible Uses of State Revenue Sharing Hearing – April 10<sup>th</sup><br/>(Oregon law requires published advertisement at least 5 – 10 days before the meeting)</li><li>▶ The first Budget Committee Meeting set for April 25<sup>th</sup></li></ul> |
| 03.15.2019  | Staff Deadline to forward requests.  |
| 04.25.2019  | Budget Officer Finalizes Draft Budget and forwards to Budget Committee Members for review.   |
| 04.25.2019  | Budget Officer finalizes initial 2019-2020 Budget proposal.  |
| 04.25.2019  | <b>Budget Committee Meeting – 7:00 p.m.</b> <ul style="list-style-type: none"><li>▪ Elect Budget Committee Chair</li><li>▪ Discussion of Budget &amp; Budget Message</li></ul>   |
| 05.01.2019  | Publish Notice of Proposed Uses for State Revenue Sharing; May 9 <sup>th</sup> <b>(Depends on # of meetings)</b>   |
| 05.15.2019  | Publishing of Budget Notice – LB Forms ( <i>Public Hearing</i> )<br>(Oregon law requires published advertisement 5-30 days prior to Meeting)<br><b>Council Meeting to be held:</b> May 28 <sup>th</sup> , 2019.<br>Publish Notice of Proposed Uses for State Revenue Sharing; May 8 <sup>th</sup>  |
| 05.02.2019  | <b>2<sup>nd</sup> Budget Committee Meeting – 7:00 p.m.</b> <ul style="list-style-type: none"><li>▶ Possible Uses for State Revenue Sharing</li><li>▶ Public Comment</li><li>▶ Discussion of Budget Proposal</li></ul>  |
| 05.09.2019  | <b>3<sup>rd</sup> Budget Committee Meeting – 7:00 p.m. (If Necessary)</b> <ul style="list-style-type: none"><li>▶ Discussion of Budget Proposal</li><li>▶ Discussion of Proposed Uses for State Revenue Sharing</li><li>▶ Approve Budget, Tax Rate &amp; Proposed Tax Levy</li></ul>   |
| 05.15.2019  | (If Published on the 15 <sup>th</sup> ) Budget Hearing at the regularly scheduled Council Meeting.   |
| 05.15.2019  | If the Budget is finalized with the Budget Committee, then Publish LB Forms & Public Hearing Information in <i>The Times</i> for May 22 <sup>nd</sup> Council Meeting. (If Necessary.)   |
| 05.16.2019  | <b>4<sup>th</sup> Budget Committee Meeting – 7:00 p.m. (If Necessary)</b> <ul style="list-style-type: none"><li>▶ Discussion of Budget Proposal</li></ul>  |



**Budget 2019-2020**  
*Budgetary Time Line & Process*

- ▶ Discussion of Proposed Uses for State Revenue Sharing
- ▶ Approve Budget, Tax Rate & Proposed Tax Levy
- ▶ Public Hearing Special Council Meeting on June 5<sup>th</sup>

| <b><u>Date</u></b> | <b><u>Action</u></b>  |
|--------------------|---|
| 06.04.2019         | Special Session of Council if Budget is approved on May 16 <sup>th</sup> .  |
| 06.25.2019         | <b>Regular Council Meeting</b><br>Resolutions to Enact: <ol style="list-style-type: none"><li>1. Adopt Budget</li><li>2. Tax Rate</li><li>3. Proposed Tax Levy</li></ol> <ul style="list-style-type: none"><li>▶ Submit Tax Certification Documents to the County Assessor.</li></ul> |
| 07.12.2019         | Deadline for Filing Budget; and Deadline certify necessary Resolutions.   |

**NOTE:** The Budget Committee is required by State Law to consist of the seven members of Council and seven registered voters of Brownsville. Currently the Budget Committee Roster is as follows:

**Council:** Don Ware, Doug Block, Carla Gerber, Lynda Chambers, Mike Neddeau, Tricia Thompson and Dave Hansen.

**Citizens:** Kaye Fox, Don Andrews, Rick Dominguez, Mike McDaniel, Kim Clayton and Gary Shepherd.