

CITY OF HUBBARD

2010-2011 Budget Calendar

The process followed in the preparation of this budget complies with the Local Budget Law established by the State of Oregon (ORS Chapter 294). The process and calendar of events leading up to the adoption of this budget are as follows.

ORS Requirement	City Timeline	City Process
ORS 294.331 Appoint Budget Officer		The City Charter establishes the Finance Director as the Budget Officer.
	Feb 9, 2010	Hubbard City Council adopts budget calendar
	Feb 19, 2010	Dept Heads Kick Off Meeting to discuss the upcoming budget process.
	Feb 23, 2010	Budget request forms delivered to department heads.
	Mar 19, 2010	Department Heads to return completed budget request forms to finance director.
	Mar 26, 2010	All other worksheets to be turned into the Finance Department along with detail worksheets.
ORS 294.331 Prepare Proposed Budget	Feb 23 - Mar 26	The Finance Director meets with Department Heads (and staff) to review budget worksheets, and ask questions about program changes, enhancements, and budget variances. Finance projects general City Revenues.
	Mar 29, 2010	Budget Message finalized.
ORS 294.401 Publish 1st Notice of Budget Com. Meeting	Apr 6th	Appropriate public notices are published in the local newspaper (no more than 30 days before the first meeting).
ORS 294.401 Publish 2nd Notice of Budget Com. Meeting	Apr 13th	At least 7 days after the first public notice, but no less than 5 days before the first meeting, the second notice is published in the local newspaper. The proposed budget is finalized and submitted to the Budget Committee Members for review and consideration prior to the first meeting.
ORS 294.401 Budget Committee Meets	MAY 4th	Budget Committee meets to receive the 2010-2011 budget message and budget presentation. Shared Revenue Public Hearing. Supplemental Budget. Can schedule additional meetings if needed before May 19, 2010.
ORS 294.406 Approve Budget	May	When the Budget Committee is satisfied with the budget, including any additions or deletions, it is approved and forwarded to City Council.
ORS 294.421 Publish Budget Summary & Notice of Budget Hearing	Jun 1, 2010	A summary of the recommended budget and notice of the Budget Hearing before Council is published in the local newspaper (five to 30 days before the public hearing and no less than 7 days apart).
ORS 294.430 Hold Budget Hearing	June 8th	A public hearing before the City Council is held to allow citizens to comment on the approved budget. After the public hearing, Council may adopt with no changes or they may make additions and reduction within certain limitations. Adoption occurs through a series of resolutions.
ORS 294.480 Supplemental Budget	June 8th	The governing body of any municipal corporation may make a supplemental budget for the fiscal year for which the regular budget has been prepared.
ORS 294.555 Submit Tax Certification Document to Assessor	July 15th	The adopted budget for 2010-2011 becomes effective July 1, 2011. Certain reports, forms, and documentation are provided to the County Assessor's office by July 15.