

City of Mt. Angel
Budget Process and Schedule
FY 2012-13

ACTION	PROPOSED DATE
City Council appoints Budget Committee Members to fill 3 vacancies	Tuesday, January 17, 2012
City Council approves tentative calendar, designates Budget Officer and affirms goals	Tuesday, January 17, 2012
Department head budget meeting	Tuesday, January 24, 2012
City prepares DRAFT budget	February - April
Budget Committee goals work session	February 23, 2012
Publish legal notice in newsletter, on website, twitter and facebook with key dates and opportunities for public input as part of budget process.	Follow state law requirements for legal ads and as soon as possible for other communication channels
Proposed budget document available at City Hall and posted online	2 weeks prior to first meeting – April 23, 2012
Budget document open house & orientation	Monday, April 30, 2012
Budget Committee meeting #1 – orientation, budget message, and fund review	Thursday, May 10, 2012
Budget Committee meeting #2 – discussion of proposed changes or amendments and recommendation on the budget and tax rate/levy	Monday, May 21, 2012
City Council holds budget hearings/considers adoption	Monday, June 4, 2012
City Council adopts budget, makes appropriations, imposes & categorizes property tax NOTE: Must be completed by June 30, 2012	Monday, June 4, 2012
Staff submits tax certification documents to Assessor	By July 2012