

**CITY OF LA GRANDE**  
**BUDGET CALENDAR for FY 2024-25**

Appoint Budget Officer	Budget Officer (City Manager) shall serve annually during his tenure or until the City Charter is amended
January 16, 2024	Electronic Budget document sent to all departments
January 16, 2024	Rob will send your electronic <i>Payroll 'estimates' for 23-24 for your review</i> . Follow the instructions that come with these. Finance will enter these numbers into the budget document
January 22, 23 2024	Council Retreat
February 16, 2024	FY 23-24 departmental expense <i>'estimates'</i> completed and submitted to Heather. Rob will enter all estimated payroll numbers into the beginning budget document that will be sent out on <i>2/24/24</i> . <b>At this time you may also submit your 'requested' numbers for entry into the budget document.</b>
February 16, 2024	Letters to taxing jurisdictions notifying them of intent to under levy
February 23, 2024	Beginning budget document sent from Finance to all departments with <b>all 23-24 estimated</b> numbers entered.
February 23, 2024	Rob will send your electronic <i>Payroll 'requested' numbers for FY 24-25 for your review</i> . Follow the instructions that come with these. Your approval with/without comments will be <i>due to Rob by March 8th</i> . Finance will enter these numbers into the budget document.
March 11, 2024	FY 24-25 <b>"Requested"</b> budgets <b>WITH</b> narratives are due to Finance.
March 15, 2024	Heather will supply <b>Draft budgets</b> to Robert and Departments for review
March 22, 2024	Deadline for all corrections to 'Draft Budget' are due to Finance including any narrative and FY 22-23 estimates. <b>No Changes beyond this point</b>
March 29, 2024	Heather will send out Final Draft to departments for departmental meetings next week.
April 1-5, 2024	Department budget reviews with Robert and Finance. Finance will supply Robert with Department copy.
April 12, 2024	Finance will incorporate departmental review revisions into <b>Final Draft</b> budget and return to departments for final review.
April 19, 2024	<b>FINAL Draft</b> budget reviewed by departments for accuracy and any corrections submitted to Finance.
April 24, 2024	Publish 1st Notice of Budget Committee Meetings & Public Hearing on State Shared Revenue (5-30 days prior to Budget Hearings) Notice posted on City website and in the Observer
April 23, 2024	Final Electronic copy returned to Departments. Heather will print all documents for budget books. Departments will print copies for their use
April 24, 2024	Proposed Budgets available to Budget Committee Members
May 2, 2024	Publish 2nd Notice of Budget committee Meeting & Public Hearing on City website and a short notice in the Observer
May 13-15, 2024	<b>Proposed budget Meeting &amp; Public Hearing @6:00 p.m. at Cook Memorial Library</b>
May 20, 2024	Publish Budget Public Hearing Notices and State Revenue Sharing hearing notices for meeting on 6/5/24 including the budget summary. Notice to be published in the Observer on 05/23/2024
June 5, 2024	<b>Conduct Public Hearing &amp; Adopt</b>
June 7, 2024	Revisions of the budget message if necessary to reflect Adopted Budget.
July 15, 2024	Last day for submission of the required budget documents to the Union County Assessor's Office
July 15, 2024	Certificates to be mailed to State regarding State Revenue Sharing. Deadline for State to receive is July 31 (Completed by the City Recorder)
July 26, 2024	Departments are notified the Adopted budget document is available on the website

Budget Committee Meeting Notice:

2 publications, not less then 5 or more then 30 days before Budget Committee Meeting - separated by at least 5 days. Can post one in the newspaper and one on the City website.

Budget Hearing Notice:

1 publication not less then 5 or more than 30 days before the scheduled budget hearing.