

**City of The Dalles**  
**Budget Process for 2018-2019 Fiscal Year**  
**Budget Schedule**  
**as of February 1, 2019**

<b>Activity</b>	<b>Date</b>
Budget Proposal Spreadsheets to Departments	January 8, 2019
Budget preparation by individual departments	January 8 through February 15, 2019
Draft 5-year Major Expenditures List submitted to City Manager	February 14, 2019
Departmental budgets due in Finance Department	February 15, 2019
Budget Narratives due in Finance Department	February 15, 2019
Finance Director prep spreadsheets of Department Budgets	February 15 through March 5, 2019
First draft of balanced City budget to City Manager	March 5, 2019
City Manager review & discussion with Department Managers	March 6 through March 22, 2019
Finance Director/City Manager Finance Review	March 26 through April 5, 2019
<b>Publish First Notice of Budget Committee Meeting</b> (not more than 30 days prior to the meeting – documents available to public same day as planned distribution to Cmte)	<b>April 14, 2019 (Sunday – submit by Wed)</b>
<b>Post on website Second Notice of Budget Committee Meeting</b> (same notice as published posted on City Website continually until after Budget Meetings are over )	<b>April 15, 2019 (Monday after Published)</b>
Budget Summary to City Manager (expenses categories)	April 8, 2019
Finance Department prepare Budget Books	April 8 through April 12, 2019
Distribute Budget Draft to Budget Committee	April 17, 2019
<b>Budget Committee meetings</b>	<b>April 29 through May 3, 2019</b>
Final Approved budget to Finance Department	May 8, 2019
Final Budget complete for publishing (LB-1 & UR-1)	May 20, 2019
<b>Publish notice of Budget Hearing &amp; LB Forms</b> (not less than 5 or more than 30 days prior to hearing)	<b>May 26, 2019 (Sunday – submit by Wed)</b>
Budget Hearing at regular City Council meeting	June 10, 2019
Budget Adoption at regular City Council meeting	June 10, 2019
Deliver required budget & LB 50 documents to County	July 15, 2019