

**City of The Dalles
Budget Process for 2021-22 Fiscal Year
Budget Schedule
as of January 1, 2021**

Activity	Date
Budget Proposal Spreadsheets to Departments	January 8, 2021
Budget preparation by individual departments	January 8 through February 16, 2021
Draft 5-year Major Expenditures List submitted to City Manager	February 12, 2021
Departmental budgets due in Finance Department	February 16, 2021
Budget Narratives due in Finance Department	February 16, 2021
Finance Director prep spreadsheets of Department Budgets	February 16 through March 8, 2021
First draft of balanced City budget to City Manager	March 8, 2021
City Manager review & discussion with Department Managers	March 8 through March 22, 2021
Finance Director/City Manager Finance Review	March 22 through April 12, 2021
Publish First Notice of Budget Committee Meeting (not more than 30 days prior to the meeting – documents available to public same day as planned distribution to Cmte)	April 19, 2021 (Saturday – submit by Wed)
Post on website Second Notice of Budget Committee Meeting (same notice as published posted on City Website continually until after Budget Meetings are over)	April 20, 2021 (Monday after Published)
Budget Summary to City Manager (expenses categories)	April 12, 2021
Finance Department prepare Budget Books	April 12 through April 19, 2021
Distribute Budget Draft to Budget Committee	April 21, 2021
Budget Committee meetings	May 3 through May 7, 2021
Final Approved budget to Finance Department	May 7, 2021
Final Budget complete for publishing (LB-1 & UR-1)	May 21, 2021
Publish notice of Budget Hearing & LB Forms (not less than 5 or more than 30 days prior to hearing)	May 17, 2020 (Saturday – submit by Wed)
Budget Hearing at regular City Council meeting	June 7, 2021
Budget Adoption at regular City Council meeting	June 7, 2021
Deliver required budget & LB 50 documents to County	July 15, 2021