

**CITY OF LYONS**  
**Budget Calendar**  
**Fiscal Year 2024 – 2025**

The City Manager is designated as the Budget Officer for the City of Lyons, as provided for by job description. The City Manager shall prepare the budget document and shall act under the direction of the Lyons City Council.

Jan 2024	Confirm Budget Committee Members and Recruit
Jan 23	Council Meeting; Appoint/Re-appoint Budget Committee Members
Feb 27	Council Meeting; Budget Requests, Additional Appointments, if needed
March 6	Attend OR Dept of Revenue Budget Workshop/Training in Albany
March 26	Council Meeting; Budget Requests, Budget Pre-Planning & Goal Setting
April 23	Council Meeting; Final Budget Requests Due
April 29	Budget Committee meeting notice to paper/website <b><u>by 5pm</u></b>
May 3	Budget Committee Meeting Notice Published in paper – The Canyon Weekly
<b>May 14</b>	<b>Budget Committee Meeting; 1<sup>st</sup> State Revenue Sharing Hearing</b>
June 5	Second Budget Committee Meeting, if needed (Wednesday)
June 10	Notice of Budget/SRS Hearing & summary to paper <b><u>by 5pm</u></b>
June 14	Notice of Budget/SRS Hearing & summary published.
<b>June 25</b>	<b>City Council Meeting/Hearing/Adopt Budget &amp; State Revenue Sharing</b>
July 15	Submit Adopted Budget to Linn County to arrive by this date.