



Staff Report

For City Council Meeting of 02/01/2017

Subject - New Business - Adopt Budget Calendar

Synopsis - The Oregon Department of Revenue recommends that the city prepare a budget calendar. The calendar maps out all the steps that must occur to legally adopt a budget. It allows you to plan enough time so that the budget is adopted by June 30. The budget calendar is attached.

Council Options:

- 1) Make a motion that the to approve the budget calendar.
- 2) Make changes to the budget calendar and motion to approve.
- 3) Do nothing.

Recommendation: Staff recommends the council approve the budget calendar.

Legal Analysis: N/A

Financial Analysis: N/A

Respectfully submitted,

Chad

chad -

**CITY OF GEARHART
BUDGET CALENDAR**

SUGGESTED CALENDAR FOR BUDGET PREPARATION
FISCAL YEAR 2017/2018

- FEBRUARY 1, 2017** GOVERNING BODY APPOINTS BUDGET OFFICER, WHO SHALL PREPARE OR SUPERVISE THE PREPARATION OF THE BUDGET (ORS 294.311).
- APRIL 6, 2017** PUBLISH THE HEARING DATE FOR BUDGET COMMITTEE MEETING AT 5:00 P.M. ON APRIL 20, 2017.
- APRIL 6, 2017** PUBLISH THE HEARING DATE FOR GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING AT 5:00 P.M. ON APRIL 20, 2017.
- APRIL 13, 2017** PUBLISH 2ND NOTICE OF BUDGET COMMITTEE MEETING
- APRIL 13, 2017** PUBLISH 2ND NOTICE OF GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING
- APRIL 20, 2017** FIRST BUDGET COMMITTEE MEETING.
A PUBLIC HEARING AT 5:00 P.M. ON STATE REVENUE SHARING FUNDS.
BUDGET OFFICER PRESENTS BUDGET MESSAGE AND PREPARED BUDGET. PUBLIC IS HEARD. DEVELOPMENT AND APPROVAL OF BUDGET BY BUDGET COMMITTEE. NOTICE OF SUBSEQUENT MEETINGS, IF ANY, ARE ANNOUNCED. ALL MEETINGS OF THE BUDGET COMMITTEE ARE PUBLIC AND 24 HOURS NOTICE MUST BE GIVEN
- APRIL 27, 2017** SECOND BUDGET MEETING, IF NECESSARY. DEVELOPMENT AND APPROVAL OF BUDGET BY BUDGET COMMITTEE
- MAY 4, 2017** PUBLICATION OF BUDGET SUMMARY, FINANCIAL SUMMARY, CERTIFICATE OF ACCOUNTING METHOD AND NOTICE OF MEETING AND AVAILABILITY OF BUDGET DOCUMENT TO INDICATE THE DOCUMENT WILL BE DISCUSSED JUNE 7, 2017.

MAY 11 2017

PUBLICATION OF HEARING ON STATE REVENUE SHARING AT 7:00 P.M. JUNE 7, 2017

MAY 18, 2017

2ND NOTICE OF STATE REVENUE SHARING FUNDS PUBLIC HEARING

JUNE 7, 2017

THE COUNCIL HOLDS A PUBLIC HEARING AT 7:00 P.M. ON STATE REVENUE SHARING FUNDS AND THE 2017/2018 BUDGET. THE COUNCIL MEETS TO ADOPT THE BUDGET, MAKE APPROPRIATIONS, DETERMINE, MAKE AND DECLARE THE TAX LEVY FOR EACH FUND. THE RESOLUTION OR ORDINANCE ADOPTING THE BUDGET STATES ANY ACTION TAKEN ON OBJECTIONS AND/OR RECOMMENDATIONS OF THE PUBLIC.