



Staff Report

For City Council Meeting of 02/06/2019

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.

This year staff has scheduled all notices and meetings to accommodate the council's request to not adopt the budget using the emergency clause. This year the budget ordinances will be read once on May 1st, 2019, and we'll need to hold a special council meeting on May 29th, 2019 for the second reading. The reason for the special council meeting is to accommodate the 30 days required for the ordinance to become effective.

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,

A handwritten signature in black ink, appearing to be the name "Chad", written in a cursive style.

Chad

**CITY OF GEARHART
BUDGET CALENDAR**

SUGGESTED CALENDAR FOR BUDGET PREPARATION
FISCAL YEAR 2019/2020

- FEBRUARY 6, 2019** GOVERNING BODY APPOINTS BUDGET OFFICER, WHO SHALL PREPARE OR SUPERVISE THE PREPARATION OF THE BUDGET (ORS 294.311).
- MARCH 14, 2019** PUBLISH THE HEARING DATE FOR BUDGET COMMITTEE MEETING AT 5:00 P.M. ON MARCH 28, 2019.
- MARCH 14, 2019** PUBLISH THE HEARING DATE FOR GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING AT 5:00 P.M. ON MARCH 28, 2019.
- MARCH 21, 2019** PUBLISH 2ND NOTICE OF BUDGET COMMITTEE MEETING
- MARCH 21, 2019** PUBLISH 2ND NOTICE OF GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING
- MARCH 28, 2019** 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
- MARCH 29, 2019** SECOND BUDGET MEETING, IF NECESSARY. DEVELOPMENT AND APPROVAL OF BUDGET BY BUDGET COMMITTEE
- APRIL 8, 2019** 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 MAY 1, 2019.

APRIL 8, 2019 PUBLICATION OF HEARING ON STATE REVENUE SHARING AT 7:00 P.M. MAY 1, 2019

APRIL 15, 2019 2ND NOTICE OF STATE REVENUE SHARING FUNDS PUBLIC HEARING

MAY 1, 2019 THE COUNCIL HOLDS A PUBLIC HEARING AT 7:00 P.M. ON STATE REVENUE SHARING FUNDS AND THE 2019/2020 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.

MAY 29, 2019 SPECIAL COUNCIL MEETING FOR THE SECOND READING OF THE BUDGET ORDINANCES