



Staff Report

For City Council Meeting - 5/6/2020

Subject - New Business - Adopt New Budget Calendar

Synopsis: The Oregon Department of Revenue recommends that the City prepare a budget calendar. The calendar maps out all of the steps that must occur to legally adopt a budget and allows you to plan for enough time to successfully adopt the budget by June 30th.

The newly proposed budget calendar is attached. While Staff intended to schedule all notices and meetings to accommodate the Council's request to not adopt the budget using the emergency clause, COVID-19 has presented challenges. We'll need to hold Special Council Meetings for Budget Ordinance readings on May 20th and May 27th, 2020 in order to accommodate the 30 days required for the ordinance to take effect.

Council Options:

- 1) Make a motion to approve the new budget calendar;
- 2) Make changes to the budget calendar and motion to approve as amended;
- 3) Do nothing.

Recommendation: Staff recommends the Council approve the new budget calendar.

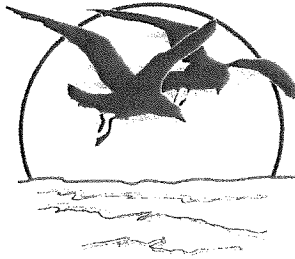
Legal Analysis: N/A

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
AMENDED BUDGET CALENDAR**

CALENDAR FOR BUDGET PREPARATION FISCAL YEAR 2020/2021

- FEBRUARY 5, 2020** GOVERNING BODY APPOINTS BUDGET OFFICER, WHO SHALL PREPARE OR SUPERVISE THE PREPARATION OF THE BUDGET (ORS 294.311)
- MAY 1, 2020** PUBLISH THE HEARING DATE FOR BUDGET COMMITTEE MEETING AT 5:00 P.M. ON MAY 12, 2020
- MAY 1, 2020** PUBLISH THE HEARING DATE FOR GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING AT 5:00 P.M. ON MAY 12, 2020
- MAY 5, 2020** PUBLISH 2ND NOTICE OF BUDGET COMMITTEE MEETING
- MAY 5, 2020** PUBLISH 2ND NOTICE OF GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING
- MAY 12, 2020** *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-HOUR NOTICE MUST BE GIVEN
- MAY 13, 2020** *SECOND BUDGET MEETING* (IF NECESSARY)
DEVELOPMENT AND APPROVAL OF BUDGET BY BUDGET COMMITTEE
- MAY 13, 2020** PUBLICATION OF BUDGET SUMMARY, FINANCIAL SUMMARY, CERTIFICATE OF ACCOUNTING METHOD AND NOTICE OF MEETING & AVAILABILITY OF BUDGET DOCUMENT TO INDICATE THE DOCUMENT WILL BE DISCUSSED MAY 20, 2020
- MAY 13, 2020** PUBLICATION OF PUBLIC HEARING ON STATE REVENUE SHARING AT 7:00 P.M. ON MAY 20, 2020

MAY 20, 2020

THE COUNCIL HOLDS A PUBLIC HEARING AT 7:00 P.M.
ON STATE REVENUE SHARING FUNDS AND THE
2020/2021 BUDGET
SPECIAL COUNCIL MEETING 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 27, 2020

SPECIAL COUNCIL MEETING FOR THE SECOND
READING OF THE BUDGET ORDINANCES