



Staff Report

For City Council Meeting - 2/3/2021

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 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. Staff has scheduled all notices and meetings to accommodate the Council's request to not adopt the budget using the emergency clause. Additionally, the budget will be approved via resolution instead of adopting through ordinance.

Council Options:

- 1) Make a motion to approve the 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 budget calendar. Using resolutions versus ordinances to approve the budget will save time. Ordinances require a meeting to read once by title only, and an additional meeting for the second title only reading. Both meetings have to be held prior to June 1st to ensure all ordinances take effect 30 days prior to the new fiscal year July 1st. Adopting by resolution happens with only one meeting and takes effect immediately.

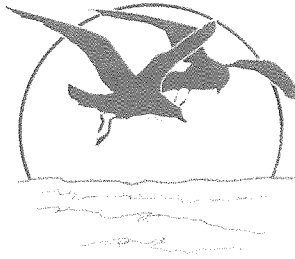
Legal Analysis: Peter Watts may wish to elaborate.

Financial Analysis: N/A

Respectfully submitted,



Chad



**CITY OF GEARHART
BUDGET CALENDAR**

CALENDAR FOR BUDGET PREPARATION FISCAL YEAR 2021/2022

- FEBRUARY 3, 2021** GOVERNING BODY APPOINTS BUDGET OFFICER, WHO SHALL PREPARE OR SUPERVISE THE PREPARATION OF THE BUDGET (ORS 294.311)
- APRIL 22, 2021** PUBLISH THE HEARING DATE FOR BUDGET COMMITTEE MEETING AT 5:00 P.M. ON MAY 6, 2021
- APRIL 22, 2021** PUBLISH THE HEARING DATE FOR GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING AT 5:00 P.M. ON MAY 6, 2021
- APRIL 29, 2021** PUBLISH 2ND NOTICE OF BUDGET COMMITTEE MEETING
- APRIL 29, 2021** PUBLISH 2ND NOTICE OF GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING
- MAY 6, 2021** *BUDGET COMMITTEE MEETING*
A PUBLIC HEARING ON STATE REVENUE SHARING FUNDS AT 5:00 P.M.
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 7, 2021** *2ND BUDGET MEETING* (IF NECESSARY)
DEVELOPMENT AND APPROVAL OF BUDGET BY BUDGET COMMITTEE
- MAY 17, 2021** 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 AT 7:00 P.M. ON JUNE 2, 2021
- MAY 17, 2021** PUBLICATION OF PUBLIC HEARING ON STATE REVENUE SHARING FUNDS AT 7:00 P.M. ON JUNE 2, 2021

MAY 24, 2021

PUBLISH 2ND NOTICE OF STATE REVENUE SHARING FUNDS
PUBLIC HEARING

JUNE 2, 2021

THE COUNCIL HOLDS A PUBLIC HEARING ON STATE
REVENUE SHARING FUNDS AT 7:00 P.M.

2021/2022 BUDGET

THE COUNCIL MEETS TO ADOPT THE BUDGET, MAKE
APPROPRIATIONS, AND DETERMINE, MAKE & DECLARE
THE TAX LEVY FOR EACH FUND

THE RESOLUTIONS ADOPTING THE BUDGET STATE ANY
ACTION TAKEN ON OBJECTIONS AND/OR
RECOMMENDATIONS OF THE PUBLIC