

CITY OF
GEARHART

Staff Report

For City Council Meeting - 3/2/2022

Subject - New Business - Approve 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. The FY22-2023 budget will be approved via resolution.

Council Options:

- 1) Make a motion to approve the budget calendar;
- 2) Make changes to the budget calendar and motion to approve as amended.

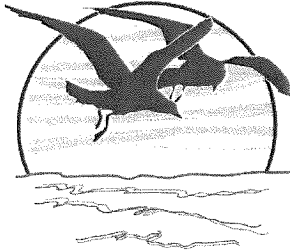
Recommendation: Staff recommends the Council approve the budget calendar. City Treasurer Justine Hill has already been appointed as Budget Officer. Adopting by resolution happens with only one meeting and takes effect immediately.

Legal Analysis: City Attorney Peter Watts may wish to comment.

Financial Analysis: N/A

Respectfully submitted,


Chad



City of Gearhart

2022-2023 BUDGET CALENDAR

*Calendar for Budget Preparation
Fiscal Year July 1, 2022 - June 30, 2023*

- February 2, 2022** Governing body appoints a Budget Officer, who shall prepare or supervise the preparation of the Budget (ORS 294.331).
- April 14, 2022** Publish ***“Notice of Budget Committee Meeting”*** of the Regular City of Gearhart Budget Committee and the Gearhart Road District Budget Committee in the local newspaper (ORS 294.401). Budget Committee Meeting at 5:00 pm on May 5, 2022.
- The Regular City of Gearhart Budget Committee members also serve as the Gearhart Road District Budget Committee members.
- April 28, 2022** Publish second ***“Notice of Budget Committee Meeting”*** of the Regular City of Gearhart Budget Committee and the Gearhart Road District Budget Committee in the local newspaper (ORS 294.401).
- May 5, 2022** Meeting of the Budget Committee and Public Hearing on State Revenue Sharing Funds at 5:00 pm. Presentation of the Budget Message and Budget Document by the Budget Officer. Public comment will be heard (ORS 294.426).
- Deliberation and action to approve the Regular City of Gearhart Budget and the Gearhart Road District Budget by the Budget Committee (ORS 294.428). If subsequent meetings are deemed necessary, all meetings of the Budget Committee will be public and notice will be given.
- May 6, 2022** Second Meeting of the Budget Committee (*if necessary*).
- May 19, 2022** Publish ***“Notice of Budget Hearing and Financial Summary”*** in the local newspaper (ORS 294.448). Publish ***“Notice of Public Hearing”*** for the State Revenue Sharing Funds at City Hall and in the local USPS office (ORS 221.770). Both hearings will be during the Regular City Council Meeting at 7:00 pm on June 1, 2022.
- May 24, 2022** Publish second ***“Notice of Public Hearing”*** for the State Revenue Sharing Funds at City Hall and in the local USPS office.
- June 1, 2022** Budget Hearing on the 2022-2023 Budget as approved by the Budget Committee (ORS 294.453). Enact resolutions to adopt the Budget, make appropriations, impose taxes and categorize taxes (ORS 294.456). Regular City Council Meeting at 7:00 pm.