

CITY OF
GEARHART

Staff Report

For City Council Meeting - 2/1/2023

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 FY23-2024 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 can also provide clarification and/or answer questions.

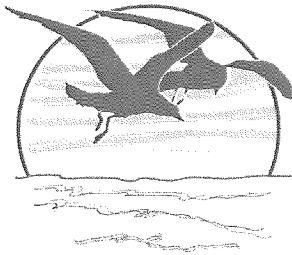
Legal Analysis: N/A

Financial Analysis: N/A

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the name 'Chad', is written over the printed name.

Chad



City of Gearhart

BUDGET CALENDAR

*Calendar for Budget Preparation
Fiscal Year July 1, 2023 - June 30, 2024*

- February 1, 2023** Governing body appoints a Budget Officer, who shall prepare or supervise the preparation of the Budget (ORS 294.331).
- March 21, 2023** 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 294.426). The Regular City of Gearhart Budget Committee members also serve as the Gearhart Road District Budget Committee members.
- ❖ First Budget Committee Meeting at 6:00 pm on Tuesday, April 18, 2023.
 - ❖ Second Budget Committee Meeting at 6:00 pm on Thursday, May 4, 2023.
- April 11, 2023** 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 294.426).
- April 18, 2023** First Meeting of the Budget Committee at 6:00 pm. Presentation of the Budget Message and Budget Document by the Budget Officer (ORS 294.426).
- May 4, 2023** Second Meeting of the Budget Committee and Public Hearing on State Revenue Sharing Funds at 6:00 pm. Target date for approval of Budget Document by Budget Committee. Public comment will be heard (ORS 294.426).
- If subsequent meetings are deemed necessary, all meetings of the Budget Committee will be public and notice will be given.*
- May 19, 2023** Publish “**Notice of Budget Hearing and Financial Summary**” in the local newspaper (ORS 294.438). 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 Wednesday, June 7, 2023.
- June 2, 2023** Publish second “**Notice of Public Hearing**” for the State Revenue Sharing Funds at City Hall and in the local USPS office.
- June 7, 2023** Budget Hearing on the 2023-2024 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.