

CITY OF  
GEARHART

**Staff Report**

For City Council Meeting - 2/5/2020

***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.

The proposed budget calendar is attached. Like last year, staff has scheduled all notices and meetings to accommodate the Council's request to not adopt the budget using the emergency clause. Budget ordinances will be read once on May 6th, 2020. We'll need to hold a Special Council Meeting on May 27th, 2020 for the second reading in order to accommodate the 30 days required for the ordinance to take effect.

***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.

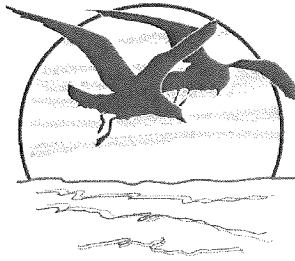
**Legal Analysis:** N/A

**Financial Analysis:** N/A

Respectfully submitted,

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

Chad



**CITY OF GEARHART  
BUDGET CALENDAR**

*SUGGESTED 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)
- MARCH 19, 2020** PUBLISH THE HEARING DATE FOR BUDGET COMMITTEE MEETING AT 5:00 P.M. ON APRIL 2, 2020
- MARCH 19, 2020** PUBLISH THE HEARING DATE FOR GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING AT 5:00 P.M. ON APRIL 2, 2020
- MARCH 26, 2020** PUBLISH 2<sup>ND</sup> NOTICE OF BUDGET COMMITTEE MEETING
- MARCH 26, 2020** PUBLISH 2<sup>ND</sup> NOTICE OF GEARHART ROAD DISTRICT BUDGET COMMITTEE MEETING
- APRIL 2, 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 HOURS NOTICE MUST BE GIVEN
- APRIL 3, 2020** \*SECOND BUDGET MEETING\* (IF NECESSARY)  
DEVELOPMENT AND APPROVAL OF BUDGET BY BUDGET COMMITTEE
- APRIL 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 6, 2020
- APRIL 13, 2020** PUBLICATION OF PUBLIC HEARING ON STATE REVENUE SHARING AT 7:00 P.M. ON MAY 6, 2020

**APRIL 20, 2020**

2<sup>ND</sup> NOTICE OF STATE REVENUE SHARING FUNDS  
PUBLIC HEARING

**MAY 6, 2020**

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

SPECIAL COUNCIL MEETING FOR THE SECOND  
READING OF THE BUDGET ORDINANCES