

CITY OF GEARHART

Staff Report

For City Council Meeting - 2/4/2026

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 legally occur to adopt a budget and allows you enough time to successfully adopt the budget by June 30, 2026. City Treasurer Justine Hill has prepared the attached calendar for your consideration. The FY2026-2027 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.

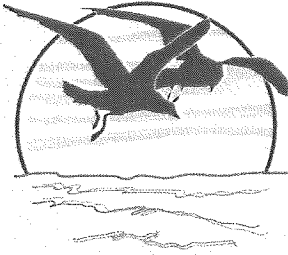
Recommendation: Staff recommends the Council approve the budget calendar. City Treasurer Justine Hill can also provide clarification and/or answer questions.

Legal Analysis: N/A

Financial Analysis: N/A

Respectfully Submitted,

Chad



City of Gearhart

BUDGET CALENDAR

*Calendar for Budget Preparation
Fiscal Year July 1, 2026 - June 30, 2027*

- February 4, 2026** Governing body appoints a Budget Officer, who shall prepare or supervise the preparation of the Budget (ORS 294.331).
- April 2, 2026** Publish "***Notice of Budget Committee Meeting***" of the City of Gearhart Budget Committee and the Gearhart Road District Budget Committee in the newspaper and online (ORS 294.401). The 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 Wednesday, April 15, 2026.
 - ❖ Second Budget Committee Meeting at 6:00 pm on Wednesday, May 13, 2026.
 - ❖ If subsequent meeting is necessary, Third Budget Committee Meeting at 6:00 pm on Wednesday, May 20, 2026.
- April 15, 2026** 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 13, 2026** 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 (ORS 294.428). Public comment will be heard.
- May 20, 2026** If subsequent meeting is necessary, Third Meeting of the Budget Committee at 6:00 pm.
- May 26, 2026** Publish "***Notice of Budget Hearing and Financial Summary***" in the newspaper (ORS 294.448). Publish "***Notice of Public Hearing***" for the State Revenue Sharing Funds (ORS 221.770) at City Hall and online.
- ❖ Both hearings will be during the Regular City Council Meeting at 6:00 pm on Wednesday, June 3, 2026.
- June 3, 2026** Budget Hearing on the 2026-2027 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 6:00 pm.