

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2018

2017

December 19 Budget detail worksheets distributed to departments.

December 19-
January 12 Finance Department prepares preliminary resource projections.

2018

January 2 Email community and arts organizations funding instructions to those agencies funded for the current year.

January 19 Department budget requests due to Finance Director.

January 22-26 Finance Director organizes and reviews department requests.

January 29
February 16 City Manager and Finance Director meet with department heads to review proposed budgets.

February 28 Community organization and Arts and Cultural to promote tourism funding applications due.

March 16 Final budget numbers are determined

March 12 – 16 Arts & Cultural and Community Organization Subcommittee meetings

March 19 – 30 Proposed budget is prepared and completed.

March 31 Budget message completed

April 2 Notice of Budget Training Meeting April 19, 2018.

April 3 Notice of first Budget Committee meeting and public hearings on proposed budget and State revenue sharing delivered to Daily Astorian.

April 6 Notice of Budget Committee meeting published. (Publish 5-30 days before the first budget meeting on April 24, 2018 / 4-6-18 is 17 days.) Notice will also reference that the Budget Committee meeting time is available on the City's website, along with the website address.

April 19 Budget Training and Information provided. Proposed budget will be available for distribution. **(May distribute to Committee before or at first meeting. Document becomes public when distributed)**

April 24 **First meeting of the Budget Committee**; public hearing on proposed budget and State revenue sharing. When Committee sets future work dates, those meetings must give public meetings law notification. **(Please note on April 24 a Planning Commission meeting is scheduled).**

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April 25	Budget Committee meets to revise and complete the budget. If required, Committee may meet on April 26 – 27, as needed
By April 27	Budget Committee approves budget as revised and sets tax levy or rate.
May 1	Remind Public Works to send BOLI list by May 4, 2018.
May 1 – May 11	Approved budget prepared for reproduction. Prepare notice for publication of public hearing on approved budget and State revenue sharing.
May 4	Send list of approved public works projects to Bureau of Labor and Industries. (Must be sent not less than 30 days before budget is adopted. (June 4, 2018). (See ORS 279.C305)
May 18	Approved budget copied and bound in-house.
May 18	<u>Deliver</u> notice of public hearing on budget and State revenue sharing to <u>Daily Astorian</u> . (It must be delivered to the <u>Daily Astorian</u> 5 days before date of publication on May 25, 2018.) Email can be done in addition to hand delivery so that the publication order will be correct.
May 25	Notice of public hearing published in <u>Daily Astorian</u> . (Notice must be published 5-25 days before June 4, 2018 / 5-25-18 is 11 days.
May 25	Agenda memo and Resolution must be in to City Manager's office.
June 4	Public hearing on budget and State Revenue Sharing. City Council adopts budget, makes appropriations and levies and categorizes taxes. (By Resolution)
June 5 - 15	Complete adopted budget document.
June 22	Adopted budget copied and bound.
June 25	Distribute adopted budget document.
July 6	Certify tax levy to County Assessor.
July 13	Certify State Revenue Sharing to DAS (ORS 221.770 State Rev Sharing).