

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2017

2016

December 20 Budget detail worksheets distributed to departments.

December 20-
January 13 Finance Director prepares preliminary resource projections.

2017

January 3 Email community and arts organizations funding instructions to those agencies funded for the current year.

January 17 Department budget requests due to Finance Director.

January 17-24 Finance Director organizes and reviews department requests.

January 25
February 8 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 15 Final budget numbers are determined

March 9 – 15 Arts & Cultural and Community Organization Subcommittee meetings

March 16 – 31 Proposed budget is prepared and completed.

March 31 Budget message completed

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

April 7 Notice of Budget Committee meeting published. (Publish 5-30 days before the first budget meeting on April 25, 2017 / 4-7-16 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 18 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 25 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 25 a Planning Commission meeting is scheduled).**

April 26 Budget Committee meets to revise and complete the budget.
If required, Committee may meet on April 27 – 28, as needed

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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 15, 2016.
May 4 – May 12	Approved budget prepared for reproduction. Prepare notice for publication of public hearing on approved budget and State revenue sharing.
May 19	<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 24, 2017.) Email can be done in addition to hand delivery so that the publication order will be correct.
May 15	Send list of approved public works projects to Bureau of Labor and Industries. (Must be sent no sooner than 30 days before budget is adopted. (June 5, 2017). (See ORS 279.023)
May 18	Approved budget copied and bound in-house.
May 24	Notice of public hearing published in <u>Daily Astorian</u> . (Notice must be published 5-25 days before June 5, 2017 / 5-24-17 is 11 days.
June 5	Public hearing on budget and State revenue sharing. City Council adopts budget, makes appropriations and levies and categorizes taxes. (By Resolution)
June 6 - 16	Complete adopted budget document.
June 21	Adopted budget copied and bound.
June 26	Distribute adopted budget document.
July 7	Certify tax levy to County Assessor.