

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2023

2022

- December 23 Budget detail worksheets distributed to department heads.
- December 27-
January 31 Finance Department prepares preliminary resource projections.

2023

- January 2 Email Community and Arts and Cultural organizations instructions for the current year.
- January 17 – 20 Distribute budget files to departments
- February 10 Department budget requests due to Finance Director.
- February 13 - 17 Finance Director organizes and reviews department requests.
- February 21 - 28 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 18 Final budget numbers are determined
- March 6 – 10 Arts & Cultural and Community Organization Subcommittee meetings
- March 20-24 Proposed budget is prepared and completed.
- April 5 Budget message completed
- April 11 Notice of Budget Training Meeting April 21, 2023.
- April 11 Notice of first Budget Committee meeting and public hearings on proposed budget and State revenue sharing delivered to Daily Astorian.
- April 13 Notice of Budget Committee meeting published. (Publish 5 to 30 days before the first budget meeting on **April 24, 2023** / 4-13-23 is 11 days.)
Notice will also reference how to join the Budget Committee meeting on the City's website, along with dates/times.
- April 21 Budget Training and Information provided at **6 PM** meeting. Proposed budget will be available for distribution. **(May distribute to Committee before or at first meeting. Document becomes public when distributed)**

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2023 – continued

- April 24** **First meeting of the Budget Committee begins at 6 PM;** public hearing on proposed budget and State Revenue Sharing. When Committee sets future work dates, those meetings must give public meetings law notification.
- April 25** Budget Committee meets to revise and complete the budget. Meetings begin at **6 PM**.
If required, Committee may meet April 26-28, as needed
- By April 28** Budget Committee approves budget as revised and **sets tax levy or rate.**
- April 28 Remind Public Works to send BOLI list **by May 5, 2023.**
- May 1 – May 5 Approved budget prepared for reproduction. Prepare notice for publication of public hearing on approved budget and State revenue sharing.
- May 5 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 5, 2022). (See ORS 279.C305)
- May 12 Internally, send out first notice of year-ending process
- May 12 Approved budget copied and bound in-house.
- May 18 Deliver notice of public hearing on budget and State revenue sharing to Daily Astorian. (It must be delivered to The Astorian 5 days before date of **publication on May 25, 2023.**)
- May 25 Notice of public hearing published in The Astorian. (Notice must be published **5 to 25** days before **June 6, 2023** / **5-25-23** is **10** days.
- May 26 Agenda memo and Resolution must be in Granicus.
- June 5 Public hearing on Budget Resolutions and State Revenue Sharing. City Council **adopts** budget, makes appropriations and levies and categorizes taxes. (By Resolution)
- June 5 - 9 Update adopted budget document.
- June 16 Internal distribution of adopted budget document.
- June 20 Open fiscal new year to prepare for adopted budget upload
- June 20 Adopted budget copied and bound. Notices to Budget Committee and placed on City website
- June 23 Internally, Send out second notice of year-ending process
- July 7 Certify tax levy to County Assessor (send to Assessor and Election Clerk). **LB-50 and UR-50 due to County Clerk & Assessment by No later than July 15th.**
- July 7 Certify State Revenue Sharing to DAS (ORS 221.770 State Rev Sharing). **Must be filed with DAS by No later than July 15th.**