

CITY OF ASTORIA  
Budget Preparation Calendar  
For Fiscal Year Beginning July 1, 2019

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**2018**

December 21 Budget detail worksheets distributed to department heads.

December 24-  
January 18 Finance Department prepares preliminary resource projections.

**2019**

January 2 Email Community and Arts and Cultural organizations instructions for the current year.

January 18 Department budget requests due to Finance Director.

January 21-25 Finance Director organizes and reviews department requests.

January 28  
February 15 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 11 – 15 Arts & Cultural and Community Organization Subcommittee meetings

March 18 – 29 Proposed budget is prepared and completed.

April 5 Budget message completed

April 2 Notice of Budget Training Meeting April 18, 2019.

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

April 5 Notice of Budget Committee meeting published. (Publish 5-30 days before the first budget meeting on April 23, 2018 / 4-5-18 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 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 23** **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 22 a Planning Commission meeting is scheduled).**

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April 24	Budget Committee meets to revise and complete the budget. <b>If required, Committee may meet on April 25 – 26, as needed</b>
By April 26	Budget Committee approves budget as revised and <b>sets tax levy or rate.</b>
April 30	Remind Public Works to send BOLI list by May 3, 2019.
May 1 – May 10	Approved budget prepared for reproduction. Prepare notice for publication of public hearing on approved budget and State revenue sharing.
May 3	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 3, 2019). (See ORS 279.C305)
May 17	Approved budget copied and bound in-house.
May 17	<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 <b>publication on May 24, 2019.</b> ) Email can be done in addition to hand delivery so that the publication order will be correct.
May 23	Notice of public hearing published in <u>Daily Astorian</u> . (Notice must be published <b>5-25</b> days before June 3, 2018 / 5-23-18 is 11 days.
May 24	Agenda memo and Resolution must be in to City Manager's office.
June 3	Public hearing on budget and State Revenue Sharing. City Council adopts budget, makes appropriations and levies and categorizes taxes. (By Resolution)
June 4 - 14	Update adopted budget document.
June 21	Adopted budget copied and bound.
June 24	Distribute adopted budget document.
July 5	Certify tax levy to County Assessor.
July 12	Certify State Revenue Sharing to DAS (ORS 221.770 State Rev Sharing).