

CITY OF ASTORIA  
Budget Preparation Calendar  
For Fiscal Year Beginning July 1, 2022

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**2021**

- December 23            Budget detail worksheets distributed to department heads.
- December 28-  
January 29            Finance Department prepares preliminary resource projections.

**2022**

- January 3            Email Community and Arts and Cultural organizations instructions for the current year.
- January 18 – 21        Distribute budget files to departments
- February 11            Department budget requests due to Finance Director.
- February 14 - 18       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 7 – 11            Arts & Cultural and Community Organization Subcommittee meetings
- March 21-25            Proposed budget is prepared and completed.
- April 4                 Budget message completed
- April 8                 Notice of Budget Training Meeting April 21, 2022.
- April 8                 Notice of first Budget Committee meeting and public hearings on proposed budget and State revenue sharing delivered to Daily Astorian.
- April 14                Notice of Budget Committee meeting published. (Publish 5 to 30 days before the first budget meeting on **April 25, 2022** / 4-14-22 is 12 days.)  
**Notice will also referenced for 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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**2022 – continued**

- April 25**                    **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 26**                    Budget Committee meets to revise and complete the budget. Meetings begin at **6 PM**.  
**If required, Committee may meet April 26-27, as needed**
- By April 27**                Budget Committee approves budget as revised and **sets tax levy or rate.** *(note: Mayor Jones is unavailable April 28-29)*
- April 29                      Remind Public Works to send BOLI list **by May 6, 2022.**
- May 2 – May 6              Approved budget prepared for reproduction. Prepare notice for publication of public hearing on approved budget and State revenue sharing.
- May 6                        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 6, 2022). (See ORS 279.C305)
- May 13                      Internally, send out first notice of year-ending process
- May 13                      Approved budget copied and bound in-house.
- May 20                      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 26, 2022.**)
- May 26                      Notice of public hearing published in The Astorian. (Notice must be published **5 to 25** days before **June 6, 2022** / **5-26-22 is 11 days.**
- May 26                      Agenda memo and Resolution must be in Granicus.
- June 6                        **Public hearing on Budget Resolutions and State Revenue Sharing. City Council **adopts** budget, makes appropriations and levies and categorizes taxes. (By Resolution)**
- June 7 - 10                Update adopted budget document.
- June 14                      Open fiscal new year to prepare for adopted budget upload
- June 17                      Internal distribution of adopted budget document.
- June 20                      Adopted budget copied and bound. Notices to Budget Committee and placed on City website
- June 24                      Internally, Send out second notice of year-ending process
- July 2                        Certify tax levy to County Assessor (send to Assessor and Election Clerk).
- July 9                        Certify State Revenue Sharing to DAS (ORS 221.770 State Rev Sharing).