



## FY21 (2020-21) Internal Work Schedule & Budget Calendar

1. Advertise for Committee vacancy, if needed	October 1, 2019
2. Email Current text documents to Departments/Commissions for revisions	November 27, 2019
3. Meeting with Senior Staff/Finance Committee to review draft budget process	December 11, 2019
4. Draft FTE Sheets to Departments	December 13, 2019
5. Meet with Departments/Commissions to review Budget numbers	December 16-20, 2019
6. Second meeting with Finance Committee/Departments/Commissions, if needed	January 8 -17, 2020
7. Resolution for Budget Committee Appointments, if needed	January 15, 2020
8. Draft text from Departments/Commissions to City Manager for Review	January 17, 2020
9. Draft numbers to City Manager for review	January 31, 2020
10. Reviewed numbers from City Manager	February 12, 2020
11. Publish Notice of Budget Committee Hearing – publish for 1 <sup>st</sup> notice no earlier than 30 days in advance, 2 <sup>nd</sup> notice at least 5 days apart and no less than 5 days before meeting, requires an affidavit	February 20, 2020
12. Budget #'s finalized for draft & insert into Budget Document	February 21, 2020
13. Budget compiled, finalized, formatted, ready to print	February 28, 2020
14. Printed Budget put into folders, tabbed, etc.	March 6, 2020
15. Mailed in Budget Committee Packet & Available for Public review	March 9, 2020
16. Budget Committee meeting on Draft Budget & Yachats Urban Renewal Agency– Meal Provided	March 19, 2020
17. 2 <sup>nd</sup> Budget Committee Meeting, if needed	March 27, 2020
18. Final Budget #'s (changes from Draft)	April 15, 2020
19. Publish Council Public Hearing on Budget – must include LB-1 with notice & requires an affidavit	April 29, 2020
20. Council Public Hearing on Budget. May Council Meeting to Adopt Budget- Resolution to adopt budget, Making Appropriations, Levying Taxes, and Categorizing Taxes & elect to receive State Revenue Sharing	May 6, 2020
21. File Documents with Assessor's Office & County Clerk	July 5, 2020
22. Send Letter certifying State Revenue Sharing hearings held & Send Resolution electing to receive State Revenue Sharing to Executive Department	By July 31, 2020