



CITY OF COOS BAY & URBAN RENEWAL AGENCY FY 2023-2024 BUDGET CALENDAR

**Budget Committee Meetings:
May 4, 2023 and May 11, 2023 (if needed)**

FY 2023/2024 Budget Timeline:

- Dec 2022** **Post Budget Committee Openings:** Advertise Budget Committee openings and make available the committee application in the office and on the website. Open through **January 20, 2023**.
- Jan 2023** **Departmental Personnel Budget Worksheets:** Distribution of personnel budget worksheets for each department to assist in review of Personnel Services category within the budget document, including expenditure projections for PERS, health insurance, and worker's compensation. These projections will be preliminary as the actual PERS impact costs won't be known until the January CPI rates are published in February (affects wages, thus PERS) and the insurance rate are revealed by CIS for the second half of the fiscal year (Jan-Jun 2024). **Return by January 27, 2023.**
- Schedule Budget Committee Applicant Interviews & Committee Appointment:** Schedule the interviews (preliminarily for February 7, 2023), provide copies of the applications for the committee, reserve the conference room for the interviews, place the committee appointment on the advanced agenda and draft a staff agenda sheet for February 7, 2023.
- City Grants:** Publication of notice in the newspaper and send grant applications to non-profits. Noticed published on January 4, 2023, deadline for applications **February 17, 2023**.
- 01/04/23 **Update and Distribute Budget Calendar:** Distribute budget calendar to Budget Committee and Staff, including any additional information such as first budget committee meeting date/time, etc.
- 01/20/23 **Budget Committee applications due.**
- 01/27/23 **Department Heads return Personnel Budget worksheets with notes/changes.**
- Feb 2023** **Departmental Expenditure Budget Worksheets:** Distribution of expenditure budget worksheets for each department which will be due back by **March 13, 2023**. The City Manager will provide the budget preparation philosophy (reduction, hold or build) at the department head meeting. The philosophy will be dictated by a combination of the revenue projections and projections for the embedded personnel costs (PERS, health, worker's compensation, etc.). Preliminary revenue projections are based on history, and will be updated as the final figures and LOC release of state revenues in mid-February is received.
- Department Budget Description & Organizational Chart(s):** Distribution of department budget descriptions and organizational charts to Department Heads. **Return by March 13, 2023.**
- 02/07/23 **Budget Committee interviews.**
- 02/17/23 **City Grant applications due.**
- Mar 2023** **Compilation of Proposed Budget:** Departments will return proposed budgets, descriptions, and organization charts which will be compiled into the master

document. Meetings to review proposed budgets schedule with City Manager and Department Heads.

03/13/23 **Department Budget Description & Organizational Chart Deadline:** Submit department description pages and organization charts to the City Manager for review. City Manager's Office to update table of contents, description pages, acronym list, etc.

03/13/23 **Proposed Departmental Budgets Deadline:** Department Heads return completed proposed department budgets. Finance staff will update budget document as received.

03/23 & 03/24 **Proposed Budget Reviews:**

- Mar 23 Police 9:00 – 10:00
- Mar 23 Fire 10:00 – 11:00
- Mar 23 Library/ESO 11:00 – 12:00
- Mar 24 PW/CD 9:00 – 12:00

Apr 2023

Finalize Proposed Budget: Compile department review changes into proposed budget, update budget document (TOC, appendices, goals, etc.)

Agendas Notice: Email agendas to the Media and Staff. Also, to be posted on the City Hall bulletin board and inserted into the City Hall mail boxes.

Post Proposed City and URA Budget Document: Email budget documents to Unions; upload proposed City and URA budget documents to website; print one copy for posting at City Hall; and email to Library for posting.

04/14/23 **Distribution of the City and URA Budget Document:** Prepare budget packets for posting on Peak/City Website. Budget packets should include the Budget Officer's memo, CC & URA agendas, CC & URA budget document, and city grant document. Distribute Agenda Packet to Budget Committee and Management Staff.

04/24/23 **Public Notice Publication (05/09/23) and Website posting:** Prepare legal notice for publication as required by ORS 294.426 and submits for publication in the newspaper. The notice may be published once in a newspaper, not more than 30 days before the meeting date and not less than five days before the meeting date, and once on the municipal corporation's Internet website, in a prominent manner and maintained on the website for at least 10 days before the meeting date. The newspaper notice must contain the Internet website address at which the notice is posted. The notice required must state:

(a) The purpose, time and place of the meeting or meetings and the place where the budget document is available;

(b) That the meeting is a public meeting where deliberations of the budget committee will take place; and

(c) If the meeting described in the notice is a meeting at which the budget committee will receive questions and comments from members of the public, that any person may ask questions about and comment on the budget document at that time.

Need to include "A Public Hearing will be held giving citizens an opportunity to comment on use of State Revenue Sharing." (Need to include state revenue sharing figures in the notice)

ORS 294.426(b)(A) If the budget committee holds more than one meeting for the purposes described in subsection (1) of this section, the budget officer may publish a combined notice for all the meetings.

If notice is published for a meeting and it is subsequently determined that the meeting is unnecessary, notice of cancellation of the meeting must be published as provided in ORS 294.428 (2).

May 2023

Budget Resolutions: Preparation of resolutions, budget hearing publication, and the corresponding staff agenda reports for the June 7, 2023 URA and City Council meetings. (Timeline may need to be adjusted if additional budget committee meeting(s) is needed)

- 05/02/23 **Public Notice Publication (05/09/23):** Legal meeting notice published as required by ORS 294.426 (notice may be published once in a newspaper, not more than 30 days before the meeting date and not less than five days before the meeting date, and once on the municipal corporation's Internet website, in a prominent manner and maintained on the website for at least 10 days before the meeting date. The newspaper notice must contain the Internet website address at which the notice is posted.
- 05/04/23 **1st Meeting of the Budget Committees:** City Hall Council Chambers at 6:00 pm (also online attendance via Teams). (1) Urban Renewal Agency Budget Committee: Election of officers, presentation of budget message, and review of proposed budget; and (2) City Budget Committee: Election of officers, presentation of the budget message, approved dates for Budget Committee meetings. Public hearing on the use of State Revenue Sharing funds, and begin review of budgets. (At the end of the final meeting the budget committee needs to adopt the tax rate (6.3643) and the amount of bond debt.)
- 05/11/23 **2nd Meeting of the City Budget Committee (if necessary):** (At the end of the final meeting the budget committee needs to adopt the tax rate (6.3643) and the amount of bond debt.)
- 05/15/23 **Preparation of Final Budget: Update columns for Approved (budget committee)**
- 05/22/23 **Publish Legal Notice (05/30/23) for Public Hearing, Resolutions, and LB-50 and UR-50:** Not more than 30 days and not less than five days before the meeting of the governing body of a municipal corporation under ORS 294.453, a notice of the meeting and the LB's and UR's must be published at least once. (Timeline may need to be adjusted if a 4th budget committee meeting is needed)

June 2023

Prepare budget documents, resolutions, LB-50 & UR-50 for Public Hearings.

- 06/06/23 **Public Hearings and Adoption of Approved Budgets:** (1) City Council – Public Hearing on approved budget and state revenue sharing, and adoption of resolutions and (2) Urban Renewal Agency – Public Hearing on the approved budget and adoption of resolution.
- 06/07/23 **Distribute Adopted City and URA Budgets:** Budgets will be placed on the Citywide drive and on the City's website and emailed to: (1) Union Presidents; and (2) copies distributed to the State and County as required; (3) Debt covenants.
- 06/07/23 **File Adopted City and URA Budgets:** File two copies of the adopted City and URA budgets with the County Clerk's Office/Assessor's Office. Includes: Adopted Budget, Resolution, and LB/UR. Fee: \$5 to file each budget and resolutions with County Clerk [documents are not recorded].
- Resolutions and LB summary forms also filed with Assessor's Office. One copy with Dept. of Revenue if no tax is levied. (Timeline may need to be adjusted if additional budget committee meeting(s) is needed).
- 06/08/23 **Follow-up on City Grants.**