

CITY OF NEWPORT
EMERGENCY ORDER NO. 2020-07

WHEREAS, the Governor of the State of Oregon declared a state of emergency for the state on March 8, 2020, finding that COVID-19 created a threat to the public health and safety and constituted a statewide emergency; and

WHEREAS, the City of Newport staff began meeting in early March regarding planning for a response to the COVID-19 emergency in Newport; and

WHEREAS, due to the amount of staff time expended in working on issues associated with COVID-19, staff has been unable to allocate appropriate time to the development of the 2020/2021 Fiscal Year budget; and

WHEREAS, due to the delay in budget development, staff will be able to utilize more accurate and contemporary information in the budget development process; and

WHEREAS, Newport staff took actions in an effort to “flatten the curve” of the COVID-19 virus, and by this Order, document those actions that include:

I, Spencer R. Nebel, City Manager, hereby order:

March 30, 2020 A revised 2020/2021 budget calendar is attached to this Order.



Spencer R. Nebel, City Manager

Dated: March 31, 2020

CITY OF NEWPORT
Budget Calendar - Detailed For Fiscal Year 2020-2021

City Manager: Notice of Goals to Departments and Advisory Committees	10/15/19
Finance: Distribute Capital Project Request Form to Department Heads	11/25/19
<i>CM/Finance: Director Meeting for Capital Project Discussion.....</i>	<i>10am, 12/02/19</i>
Finance: Distribute Fee Schedule to Department Heads.....	12/06/19
<i>CM/Finance: Director Meeting for Budget Discussion.....</i>	<i>10am, 12/06/19</i>
CM/City Clerk: Notice for Budget Committee Appointments.....	12/09/19
CM: Preliminary Fee Schedule Review	12/09/19
CM: Develop and Distribute Department Goals Fact Sheets to Department Heads	12/13/19
Finance: Distribute Preliminary Personnel Schedule to Department Heads for Personnel Request Changes (Additions, Eliminations, or Modifications)	12/15/19
<i>CM/Finance: Director Meeting to Review Fee Schedule.....</i>	<i>2:00pm to 4:00pm, 12/17/19</i>
<i>Department Heads: Capital Project Request Forms Due to Finance.....</i>	<i>12/23/19</i>
<i>Departmental Heads/Advisory Committees: Goals Due to CM</i>	<i>12/27/19</i>
<i>Department Heads: Preliminary Personnel Schedule with Requested Changes Due to Finance.....</i>	<i>01/03/20</i>
City Council: Appoint Budget Committee Members	01/06/20
Finance: Distribute Received Capital Project Requests to Public Works	01/06/20
<i>Department Heads: Department Goals Fact Sheets Due to CM</i>	<i>01/07/20</i>
<i>Department Heads: Submit any Corrections to Fee Schedules to Finance.....</i>	<i>01/10/20</i>
City Council: Goal Setting Meeting	9am to 3pm, 01/13/20
Finance: Distribute Preliminary Budget Worksheets (Six Months Actuals) to Department Heads for Review Only- Nothing to be Returned	01/21/20
City Council: Present Draft Report to Council on Council Goals and Objectives.....	01/21/20
<i>CM: Preliminary Council Report Distributed to Department Heads with a Request to Update the Status of 2019-20 Goals, and Submit Goals for 2020-21, Including a Response to Council Goals</i>	<i>01/22/20</i>
<i>CM/Finance: Director Meeting for General Budget Discussion and Projects/Equipment Outlay Discussion (Review of Requests and Prioritizing Projects).....</i>	<i>10am, 01/27/20</i>
<i>CM/Department Heads: Goal Setting Meeting.....</i>	<i>1pm, 01/27/20</i>
<i>Public Works: Distribute Reviewed Capital Project Requests to Finance</i>	<i>02/03/20</i>
<i>Department Heads: Equipment Requests (\$5,000 and up) Due to Finance.....</i>	<i>02/03/20</i>
<i>Department Heads: Departmental and Advisory Committee Goals, Including Responses to Council Goals are Due. Update on the 2019-20 Goals are Due.....</i>	<i>02/17/20</i>
2040 Advisory Committee: Review of Draft Goals to Provide Comments to the Council on City Goals.....	02/24/20
<i>Department Heads: Submit Fee Schedule with Additions, Eliminations, or Modifications to Finance</i>	<i>02/28/20</i>
<i>CM/Department Heads: Work Session to Reconcile Goals.....</i>	<i>03/02/20</i>
Budget Committee: Preliminary Budget Meeting.....	6pm, 03/03/20
<i>Appoint/Elect Presiding Officer</i>	
Finance: Distribute Preliminary Budget Worksheets (Eight-Months Actuals) to Department Heads to fill out Budget Requests.....	03/05/20
<i>Department Heads: Submit Budget Requests and Narratives to Finance</i>	<i>03/13/20</i>
City Council: Public Hearing and approval of Proposed Council Goals for 2020-21	6pm, 03/16/20

Finance: Submit Preliminary Budgets to Budget Officer 03/20/20
CM/Finance: Department Heads' Meetings with Budget Officer to Review, Revise and Balance Budgets 03/30/20 thru 04/03/20
CM/Finance: Final (Wrap-Up) Meeting on Capital Projects 04/10/20
CM/Finance: Director Meeting for Budget Discussion 9am, 04/10/20
Finance: Publish First Notice of Budget Committee Meetings (City and NURA).....04/15/20
(Finance Only: To Paper on 04/08/20)
CM: Budget Officer Completes Budget Message 04/22/20
Finance: Publish Second Notice of Budget Committee Meetings (City & NURA)..... 04/22/20
(Finance Only: City Website on 04/15/20)
Finance: Completed Proposed Budget to Printer 05/01/20
Finance: Distribute Proposed Budgets to Budget Committee & Department Heads..... 05/05/20
Budget Committee: First Budget Committee Meeting 5pm, 05/12/20
Receive City and NURA Budgets and Budget Message
Public Hearing on Possible Uses of State Shared Revenues
Review Budget Documents and Discuss Relevant changes
Respond to Questions from the Budget Committee
Provides for Members of the Public time for Input, Questions and Comments
Present Report on Financial Policy of UEFBs and Contingencies
Finance: Budget Committee Agenda Package Available by 5pm, 05/27/20
Budget Committee: Second Budget Committee Meeting5pm, 06/02/20
Budget Committee Deliberations
Respond to Questions from First Meeting
Budget Committee: Third Budget Committee Meeting 6pm, 06/09/20
Respond to Questions from Second Meeting
Budget Committee Approval of the Budget Documents (City and NURA)
Approval of Ad Valorem Property Tax Amount or Rate
for City General Fund, City Debt Service Funds and the NURA
Finance: Publish Notice of Budget Hearing (One Notice Required) (City and NURA)..... 06/03/20
(Finance Only.... To paper on 05/28/20)
Publish Financial Summaries (Separate City and NURA)
City Council: City Budget Public Hearing 6pm, 06/29/20
NURA Council: NURA Budget Public Hearing..... 5:45pm, 06/29/20
Public Hearing on Proposed Uses of State Shared Revenues
Separate Public Hearings on City Budget and NURA Budget
Adopt Budgets and Make Appropriations (City and NURA)
Impose and Categorize Taxes for City and NURA
Finance: Transmit Tax Certification Documents..... 07/10/20
To County Assessor by 07/15/20
Finance: File Budget Document with County Recorder and Designate