



CLACKAMAS COUNTY

## Soil and Water Conservation District

### FY 2013-14 Budget Calendar Approved by Board 1/25/13, updated 2/4/13

Budget Process Item	Notes and Comments	Preferred timeline	Drop dead date
<b>Board meeting</b> <b>Tues, Jan 15 1:00 pm</b> Appoint/confirm Budget Officer	Required by ORS 294.331. No action required if Board retains District Manager as Budget Officer. (Note: DM was reappointed by motion at Bd mtg.)	<b>Jan 15</b>	<b>Jan 15</b>
<b>Board meeting</b> <b>Fri, Jan 25 8:00 am</b> Approve Budget Calendar	Budget Officer prepares Budget Calendar. Minutes of Board meeting should reflect receipt of Budget Calendar from District Manager as Budget Officer. Budget Officer may ask for suggestions for new members of the Budget Committee.	<b>Jan 25</b>	<b>Jan 25</b>
Solicit community members for Budget Committee, as needed	District to review Budget Committee terms and vacancies, and seek replacements if necessary.	Jan 15 – Feb 11	Feb 12: am
<b>Board meeting</b> <b>Tues, Feb 12 1:00 pm</b> Appoint Budget Committee	Budget Committee consists of all Board members plus community members, appointed by the Board. Community members serve staggered 3-year terms. May include new appointments and/or existing/last year's members.	<b>Feb 12</b>	<b>March 20</b>
Prepare Budget Message and Proposed Budget	Prepared by Budget Officer. Draft procedure for taking public comment at BC meetings & hearing.	Feb 1-Mar 22	April 2: pm
Publish notice of <u>both</u> Budget Committee meetings in The Oregonian	10 to 30 days prior to the first Budget Committee meeting. Make sure to state which meeting(s) public comments will be accepted, and include CCSWCD website address. Use form in ODR booklet for 2013-14 as a <u>guide</u> .	March 16 or 23 Submit display ad on 3/8 in time for 3/16 paper	March 23
Post notice of <u>both</u> Budget Committee meetings on CCSWCD website in a prominent place.	At least 10 days before the 1 <sup>st</sup> Budget Committee meeting. See ODR publications for notice requirements, wording. State in the notice that public comment to be taken at 2 <sup>nd</sup> BC meeting.	March 22-24 Post on Mar 22	March 23
Send Budget Message to Budget Committee via email or mail	Budget Message provided by Budget Officer, for information only. No deliberation allowed before Budget Committee meeting on April 3.	March 22 or so	April 2: pm
Prepare Proposed Budget and overview for presentation at the 1 <sup>st</sup> BC meeting	Proposed Budget will be presented at the meeting by the Budget Officer.	Feb 1-April 2	April 2: pm
<b>Budget Committee mtg</b> <b>Wed, April 3 9:00 am</b> 1 <sup>st</sup> Meeting	Budget Committee discussion – No public questions or comments taken. Review Budget Message and receive Proposed Budget. Make revisions in Budget if needed. Decide on procedure for taking public comment at 2nd BC meeting. 1 <sup>st</sup> BC meeting is scheduled on the morning of a Board Executive Committee meeting. A quorum of the Budget Committee is required.	<b>April 3</b>	<b>April 3</b>

Update notice of 2 <sup>nd</sup> Budget Committee Meeting on CCSWCD website in a prominent place	At least 10 days prior to the meeting. Make sure to note that public comment will be taken at the 2 <sup>nd</sup> BC meeting. See ODR publications for notice requirements, wording.	April 4-20	April 20
<b>Budget Committee mtg</b>  <b>Wed, May 1 9:00 am</b> 2 <sup>nd</sup> (Final) Meeting	Budget Committee takes questions and comments from the public. BC discusses the Budget; makes revisions if needed. Approve expenditures for each fund, the Budget overall, and the property tax rate or amount to be levied. Forward the Budget and tax rate to the District Board. 2 <sup>nd</sup> BC meeting is scheduled on the morning of a Board Executive Committee meeting. A quorum of the Budget Committee is required.	<b>May 1</b>	<b>May 1</b>
Publish Notice of Tax and Budget Hearing in The Oregonian and on CCSWCD website in a prominent place	Notice of Tax and Notice of Budget Hearing can be combined into single, 1-time public notice 5 to 30 days before hearing. Legal notice: try for May 4 Oregonian; submit in time to proofread it before publication. <u>Must</u> publish on or before May 16.	Submit 4/22 for 5/4 paper or submit 5/3 for 5/11 paper	May 4 or 11 Oregonian By May 15 to CCSWCD website
Draft LB forms and Board Resolutions	Draft all documents for formal adoption by the Board. Have them available on May 21 so they can be revised after the Hearing if needed and adopted by the Board.	May 1-13	May 13: pm
<b>Public Hearing</b>  <b>Tues, May 21 12:30 pm</b>	Board will receive public comment and respond to questions from all interested parties about the Budget and the fiscal policy decisions reflected in the Budget. Hearing is scheduled on the day of a regular Board meeting. A quorum of the Board is required.	<b>May 21</b>	<b>May 21</b>
<b>Board meeting</b>  <b>Tues, May 21 1:00 pm</b> Adopt Budget & Resolutions	Make any final revisions to the Budget. Some revisions can be approved by a vote; others require republishing the Budget and holding another Public Hearing. Resolutions to adopt Budget, make appropriations, impose and categorize tax. All tasks must be finished by June 27. This meeting is scheduled on a Regular Board meeting date and time.	<b>May 21</b>	<b>June 18 alternate date for adoption</b> if major changes are made to the Approved Budget
Submit tax certification documents to the County Tax Assessor by July 15 (12)	2 copies of LB-50 (property tax and certification) form and Board resolutions to County Tax Assessor. Also verify that ODA election certification and boundary maps are still on file with the County.	May 22- June 27	Thurs July 11
Submit complete Budget Document to County Clerk by September 26.  (We need to confirm with ODR or County Clerk exactly what documents are required)	Submit one copy of the following to the County Clerk "the complete budget document": Budget Committee meeting notices (and affidavit of publication in newspaper), notice of Budget Hearing (and affidavit of publication), all budget detail sheets, copy of all Board Resolutions related to adopting budget/making appropriations/imposing tax/categorizing tax. Also Budget Message (optional).	May 22- June 27	Thurs Sept 26

**Note:** No member of the Budget Committee, including Board members, may receive compensation for serving on the Committee. Reimbursement of expenses is permitted.

**All Board meetings, Budget Committee meetings, and the Public Hearing will be held at the District Office, located at:  
221 Molalla Ave., Suite 102, Oregon City, Oregon**