



CLACKAMAS COUNTY

## Soil and Water Conservation District

### FY 2014-15 Budget Calendar Revised by CCSWCD Board of Directors on April 15, 2014

Budget Process Item	Notes and Comments	Preferred timeline	Drop dead date
<b>Board meeting</b>  <b>Tues, Jan 21 1:00 pm</b> Appoint/confirm Budget Officer. Provide Draft Budget Calendar.	Budget officer: required by ORS 294.331. No action required if Board retains District Manager as Budget Officer.  Budget Officer may ask for suggestions for new members of the Budget Committee.	<b>Jan 21</b>	<b>Jan 21</b>
Solicit community members for Budget Committee, as needed	District to review Budget Committee terms and vacancies, and seek replacements if necessary.	Jan 21 – Feb 18	Feb 18: am
<b>Board meeting</b>  <b>Tues, Feb 18 1:00 pm</b> Appoint Budget Committee. Approve Budget Calendar.	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.  Budget Officer prepares Budget Calendar. Minutes of Board meeting should reflect receipt of Budget Calendar from District Manager as Budget Officer.	<b>Feb 18</b>	<b>March 18</b>
Prepare Budget Message and Proposed Budget	Prepared by Budget Officer. Draft procedure for taking public comment at BC meetings & hearing.	Feb 1-Mar 21	April 1: 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 2014-15 as a <u>guide</u> .	March 15 or 22  Submit display ad on 3/7 in time for 3/15 Oregonian	March 22
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 21-23  Post on website on March 21	March 22
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 2.	March 21 or so	April 1: pm
Prepare Proposed Budget and overview for presentation at the 1 <sup>st</sup> BC meeting	Proposed Budget will be presented at the April 2 Budget Committee meeting by the Budget Officer.	Feb 1-April 1	April 1: pm
<b>Budget Committee mtg</b>  <b>Wed, April 2 9:00 am</b> 1 <sup>st</sup> Meeting	Budget Committee discussion – No public questions or comments taken. Appoint Presiding Officer of Budget Committee. Review Budget Message and receive Proposed Budget. Make revisions in Budget if needed. Decide on procedure for taking public comment at 2 <sup>nd</sup> BC meeting. A quorum of the Budget Committee is required.	<b>April 2</b>	<b>April 2</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 3-12 Post on website April 3	April 12
<b>Budget Committee mtg</b> <b>Wed, April 23 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. A quorum of the Budget Committee is required.	<b>April 23</b>	<b>April 23</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 10 Oregonian; submit in time to proofread it before publication. <u>Must</u> publish on or before May 15.	Submit 5/2 for 5/10 Oregonian	May 10 Oregonian By May 14 to CCSWCD website
Draft LB forms and Board Resolutions	Draft all documents for formal adoption by the Board. Have them available on May 20 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 20 3:30 pm</b> (time changed)	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 20</b>	<b>May 20</b>
<b>Board meeting</b> <b>Tues, May 20 4:00 pm</b> (time changed) 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 30. This meeting is scheduled on a Regular Board meeting date and time.	<b>May 20</b>	<b>June 17 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	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 21- June 30	Tues July 15
Submit complete Budget Document to County Clerk by September 30.  (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 21- June 30	Tues Sept 30

**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**