



CLACKAMAS COUNTY

Soil and Water Conservation District

FY 2015-16 Budget Calendar

Approved at Board meeting on February 17, 2015

Budget Process Item	Notes and Comments	Preferred timeline	Drop dead date
Board meeting Tues, Jan 20 4:00 pm Appoint/confirm Budget Officer. Provide Draft Budget Calendar.	Budget officer: required by ORS 294.331. No action required if Board retains District General Manager as Budget Officer. Budget Officer may ask for suggestions for new members of the Budget Committee.	Jan 20	Jan 20
Solicit community members for Budget Committee, if needed	District to review Budget Committee terms and vacancies, and seek replacements if necessary.	Jan 21-Feb 17	Feb 17: 12pm
Board meeting Tues, Feb 17 4:00 pm 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 General Manager (as Budget Officer).	Feb 17	March 17
Prepare Budget Message and Proposed Budget	Prepared by Budget Officer. Draft procedure for taking public comment at BC meetings & hearing.	Jan 21-Mar 20	Mar 23:12pm
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 2015-16 as a <u>guide</u> .	March 7 or 14 Submit display ad on 2/27 in time for 3/7 Oregonian	March 14
Post notice of <u>both</u> Budget Committee meetings on CCSWCD website in a prominent place.	At least 10 days before the 1 st Budget Committee meeting. See ODR publications for notice requirements, wording. State in the notice that public comment to be taken at 2 nd BC meeting.	March 6-13 Post on website on March 6	March 14
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 March 24.	March 13 or so	Mar 23: 12pm
Prepare Proposed Budget and overview for presentation at the 1 st BC meeting	Proposed Budget will be presented at the March 24 Budget Committee meeting by the Budget Officer.	Jan 21-Mar 23	Mar 23: 12pm
Budget Committee mtg Tues, March 24 3:30 pm 1 st 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 2nd BC meeting. A quorum of the Budget Committee is required.	March 24	March 24

Update notice of 2 nd 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 nd BC meeting. See ODR publications for notice requirements, wording.	April 3-17 Post on website April 10 or 17	April 20
Budget Committee mtg Thurs, April 30 3:30 pm 2 nd (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.	April 30	April 30
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 9 Oregonian; submit in time to proofread it before publication. <u>Must</u> publish on or before May 14.	Submit 5/1 for 5/9 Oregonian	May 9 Oregonian By May 13 to CCSWCD website
Draft LB forms and Board Resolutions	Draft all documents for formal adoption by the Board. Have them available on May 19 so they can be revised after the Hearing if needed and adopted by the Board.	May 1-13	May 14: pm
Public Hearing Tues, May 19 3:30 pm	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.	May 19	May 19
Board meeting Tues, May 19 4:00 pm 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.	May 19	June 16 alternate date for adoption 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 20- June 30	Wed 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 20- June 30	Wed 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**