



Clackamas Soil and Water Conservation District

FY 2016-17 Budget Calendar Approved by Board of Directors on February 16, 2016

Budget Process Item	Notes and Comments	Preferred timeline	Drop dead date
<p>Board meeting</p> <p>Tues, Jan 19 9:10 am</p> <p>Appoint Budget Committee.</p>	<p>District to review Budget Committee terms and vacancies, and seek replacements if necessary. Budget Officer/General Manager may ask for suggestions for new members of the Budget Committee.</p> <p>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.</p>	Jan 19	Feb 16
<p>Board meeting</p> <p>Tues, Feb 16 4:00 pm</p> <p>Appoint/confirm Budget Officer. Approve Budget Calendar.</p>	<p>Budget officer: required by ORS 294.331. No action required if Board retains District General Manager as Budget Officer.</p> <p>Budget Officer prepares Budget Calendar. Minutes of Board meeting should reflect receipt of Budget Calendar from District General Manager (as Budget Officer).</p> <p>(If the Budget Committee is not appointed at the January Board meeting, that action will be scheduled for this meeting.)</p>	Feb 16	March 15
Prepare Budget Message and Proposed Budget	Prepared by Budget Officer. Draft procedure for taking public comment at BC meetings & hearing.	Feb 16-Mar 15	Mar 21:12pm
Publish one notice showing <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 CSWCD website address. Use form in ODR booklet for 2016-17 as a <u>guide</u> .	March 4 or 11	March 11
Post notice of <u>both</u> Budget Committee meetings on CSWCD 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 4-11	March 11
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 22.	March 11 or so	Mar 21: 12pm
Prepare Proposed Budget and overview for presentation at the 1 st BC meeting	Proposed Budget will be presented at the March 22 Budget Committee meeting by the Budget Officer.	Feb 16-Mar 21	Mar 21: 12pm

<p>Budget Committee mtg Tues, March 22 3:30 pm 1st Meeting</p>	<p>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.</p>	<p>March 22</p>	<p>March 22</p>
<p>Update notice of 2nd Budget Committee Meeting on CSWCD website in a prominent place</p>	<p>At least 10 days prior to the meeting. Make sure to note that public comment will be taken at the 2nd BC meeting. See ODR publications for notice requirements, wording.</p>	<p>April 1-15 Post on website April 8 or 15</p>	<p>April 16</p>
<p>Budget Committee mtg Tues, April 26 2:30 pm 2nd (Final) Meeting</p>	<p>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.</p>	<p>April 26</p>	<p>April 26</p>
<p>Publish Notice of Tax and Budget Hearing in The Oregonian and on CSWCD website in a prominent place</p>	<p>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: Publish in May 6 Oregonian; submit in time to proofread it before publication. <u>Must</u> publish on May 6.</p>	<p>Submit 4/29 for 5/6 Oregonian</p>	<p>May 6 Oregonian By May 11 to CSWCD website</p>
<p>Draft LB forms and Board Resolutions</p>	<p>Draft all documents for formal adoption by the Board. Have them available on May 17 so they can be revised after the Hearing if needed and adopted by the Board.</p>	<p>May 1-11</p>	<p>May 11: pm</p>
<p>Public Hearing Tues, May 17 3:30 pm</p>	<p>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.</p>	<p>May 17</p>	<p>May 17</p>
<p>Board meeting Tues, May 17 4:00 pm Adopt Budget & Resolutions</p>	<p>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.</p>	<p>May 17</p>	<p>June 21 alternate date for adoption if major changes are made to the Approved Budget</p>
<p>Submit tax certification documents to the County Tax Assessor by July 15</p>	<p>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.</p>	<p>May 23- June 30</p>	<p>Fri July 15</p>

<p>Submit complete Budget Document to County Clerk by September 30.</p> <p>(Confirm with ODR or County Clerk exactly what documents are required)</p>	<p>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).</p>	<p>May 23- June 30</p>	<p>Thurs Sept 29</p>
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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**