



Clackamas Soil and Water Conservation District

FY 2017-18 Budget Calendar: Meetings and Tasks *Approved by Board of Directors at February 21, 2017 Board meeting*

Budget Process Item	Notes and Comments	Preferred timeline	Deadline date
<p>Board Meeting</p> <p>Tues, Jan 24 4:00 pm</p> <p>(Meeting was rescheduled from original date of January 17 due to weather)</p> <p>Appoint Budget Committee. Approve Budget Calendar.</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> <p>Budget officer: required by ORS 294.331. No action required. Budget Officer duties are in the District General Manager's job description.</p> <p>Budget Officer prepares Budget Calendar. Minutes of Board meeting should reflect receipt of Budget Calendar from District General Manager (Budget Officer).</p>	<p>Jan 24</p>	<p>Feb 21</p>
<p>Board Meeting</p> <p>Tues, Feb 21 4:00 pm</p> <p>Appoint Budget Committee if not done on Jan 24.</p> <p>Approve Budget Calendar if not done on Jan 24.</p>	<p>If at the January Board meeting the Budget Committee is not appointed and/or the Budget Calendar is not approved, those actions will be scheduled for this meeting.</p>	<p>Feb 21</p>	<p>Feb 21</p>
<p>Prepare Budget Message and Proposed Budget</p>	<p>Prepared by Budget Officer. Also: Draft procedure for taking public comment at BC meetings & hearing.</p>	<p>January 25- March 24</p>	<p>April 3: 12pm</p>
<p>Publish one notice showing <u>both</u> Budget Committee meetings in The Oregonian</p>	<p>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 2017-18 as a <u>guide</u>. Publish in Friday paper preferred (March 17 or March 24) or Wednesday paper as a backup (March 15 or March 22).</p>	<p>March 17 or 24</p> <p>Submit display ad on 3/10 in time for 3/17 Oregonian or on 3/17 for 3/24 Oregonian</p>	<p>March 24</p>

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.	Post on website on March 24 or earlier	March 24
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 4.	March 24 or so	April 2: 12pm
Prepare a Budget overview for presentation at the 1 st BC meeting	Proposed Budget will be presented at the April 4 Budget Committee meeting by the Budget Officer.	Feb 21- March 31	April 3: 12pm
Budget Committee Mtg Tues, April 4 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.	April 4	April 4
Update the notice of 2 nd Budget Committee Meeting on CSWCD 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 1-14 Post on website April 7 or 14	April 14
Budget Committee Mtg Tues, April 25 2:30 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 25	April 25
Draft LB-1 form (Notice of Tax and Budget Hearing). Publish Notice of Tax and Budget Hearing in The Oregonian and on CSWCD website in a prominent place	Notice of Tax and Notice of Budget Hearing can be combined into single, 1-time public notice (LB-1 form) 5 to 30 days before hearing. Legal notice: Publish in The Oregonian on Wednesday, May 17. Submit in time to proofread it before publication. <u>Must</u> publish by May 17 (Wed paper; costs more than a Friday paper). <u>Note:</u> We'd normally try to publish on a Friday but CONNECT schedule put us in a jam this year so Wed 5/17 is our only option.	Submit before Fri 5/12 for the Wed 5/17 Oregonian; CSWCD website betw 5/5-5/17	Wed May 17 Oregonian By May 17 to CSWCD website
Draft Board Resolution to adopt budget, make appropriations, impose tax, categorize tax	Draft all documents for formal adoption by the Board. Have them available on May 23 so they can be revised after the Hearing if needed and adopted by the Board.	April 26-May 17	May 19: am
Public Hearing Tues, May 23 4:00 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 held on the day of a regular Board meeting. A quorum of the Board is required.	May 23	June 20

<p>Board Meeting</p> <p>Tues, May 23 4:10 pm</p> <p>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 held on a Regular Board meeting date and time.</p>	<p>May 23</p>	<p>June 20 alternate date for adoption if major changes are made to the Approved Budget</p>
<p>Develop LB-50 form (Notice of Property Tax & Certification) and submit 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>June 20 - June 30</p>	<p>Thurs July 13</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>June 20 - June 30</p>	<p>Thurs Sept 28</p>

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 97045**