



**Clackamas**  
**Soil and Water Conservation District**

**FY 2019-20 Budget Calendar: Meetings Summary**  
**APPROVED at February 12, 2019 Board meeting**

Budget Process Item	Notes and Comments	Preferred timeline	Deadline date
<p><b>Board Meeting</b></p> <p><b>Tues, Feb 12 9:00 am</b></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><b>Feb 12</b></p>	<p><b>March 19</b></p>
<p><b>Board Meeting</b></p> <p><b>Tues, March 12 9:00 am</b></p> <p>Appoint Budget Committee if not done on Feb 12.</p> <p>Approve Budget Calendar if not done on Feb 12.</p>	<p>If at the February 12 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><b>March 12</b></p>	<p><b>March 19</b></p>
<p><b>Budget Committee Mtg</b></p> <p><b>Tues, April 2 2:30 pm</b></p> <p>1<sup>st</sup> 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><b>April 2</b></p>	<p><b>April 2</b></p>
<p><b>Budget Committee Mtg</b></p> <p><b>Tues, April 30 2:30 pm</b></p> <p>2<sup>nd</sup> (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><b>April 30</b></p>	<p><b>April 30</b></p>

<p><b>Public Hearing</b>  <b>Tues, May 21</b>      <b>4:00 pm</b></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 held on the day of a regular Board meeting. A quorum of the Board is required.</p>	<p><b>May 21</b></p>	<p><b>June 18</b></p>
<p><b>Board Meeting</b>  <b>Tues, May 21</b>      <b>4:15 pm</b>                  Adopt Budget &amp; 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><b>May 21</b></p>	<p><b>June 18</b>  <b>alternate date for adoption</b>                  if major changes are made to the Approved Budget</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**