

**West Multnomah Soil & Water Conservation District  
Budget Calendar FY2018-19**

Item	Notes	Dates
Confirm budget committee members and solicit new public members if necessary	The budget committee is composed of the elected governing board and an equal number of electors appointed by the governing body.	Now through 1/26/2018
Post notice of Budget Committee openings on website and other media if openings	There is not a specific requirement to publish/post, but it would be helpful for recruiting public members.	1/10/2018
Appoint Budget Officer by resolution at Board Meeting	Required by ORS 294.331. Controller to serve as Budget Officer.	1/10/2018
Prepare Budget Calendar and send copy to TSCC	Budget Officer to prepare.	1/11/2018
Appoint by resolution public members of Budget Committee at Board Meeting	Budget Committee consists of all Board members plus an equal number (7) of public members.	3/14/2018
Publish Notice of Budget Committee Meeting	Local Budget Law allows the notice be published one time in a newspaper (5-30 days prior to meeting date) and posted on our website. The newspaper notice (usually Oregonian) must give the website internet address where the notice is posted.	3/21/2018
Publish 2 <sup>nd</sup> Notice of Budget Committee Meeting	At least 10 days prior to the meeting. The second notice can be published on our website. It does not need to be published in a newspaper a second time.	3/21/2018
Prepare Proposed Budget and Budget Message	To be prepared by Budget Officer.	4/10/2018
<b>Budget Committee Meeting 1</b>	Public Comments taken at this time.	4/11/2018
<b>Budget Committee Meeting 2</b>	Second meeting, if necessary, to approve budget.	4/25/2018
File Approved Budget with TSCC	The sooner of May 15 <sup>th</sup> , or at least 30 days before Budget Hearing.	5/14/2018
Publish Notice of Budget Hearing	To be published in The Oregonian 5 to 30 days before hearing.	5/18/2018
Budget Hearing	For acceptance of Public Comment on the Budget.	6/13/2018
Enact Resolutions	Adopt budget, make appropriations, impose & categorize tax by June 30. These may be adopted the same day as the Budget Hearing, but it's possible to delay adoption if necessary in order to consider any public testimony given at the Hearing and make appropriate adjustments.	6/13/2018
File Adopted Budget with TSCC	Due within 15 days of adoption. Include response, if applicable, to Certification Letter.	6/28/2018
Submit resolutions and tax certification documents to County Assessor's Office	Copies must be sent to Multnomah, Columbia and Washington Counties by July 15.	7/15/2018
File copies of budget with County Clerk	Copies must be sent to TSCC (in lieu of Multnomah County), Columbia and Washington Counties by September 30.	9/30/2018