

**West Multnomah Soil & Water Conservation District
Budget Calendar FY2019-20**

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.	December through 1/25/2019
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.	1/7/2019
Appoint Budget Officer by resolution at Board Meeting	Required by ORS 294.331. Controller to serve as Budget Officer.	1/9/2019
Prepare Budget Calendar and send copy to TSCC	Budget Officer to prepare.	1/16/2019
Appoint new public members of Budget Committee at Board Meeting	Budget Committee consists of all Board members plus an equal number (7) of public members.	3/13/2019
Publish Notice of Budget Committee Meeting	In accordance with Local Budget Law, the first notice is published in a newspaper (5-30 days prior to meeting date); if second notice will be posted on District website, the newspaper notice must give the website address where the notice will be posted.	3/22/2019
Publish 2 nd 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.	3/22/2019
Prepare Proposed Budget and Budget Message	Prepared by Budget Officer. Post on Website and send link to Budget Committee Members.	4/15/2019
Budget Committee Meeting 1	Public Comments taken at this time.	4/17/2019
Budget Committee Meeting 2	Second meeting, if necessary, to approve budget.	4/24/2019
File Approved Budget with TSCC	The sooner of May 15 th , or at least 30 days before Budget Hearing; TSCC reviews and prepares Certification Letter.	5/13/2019
Publish Notice of Budget Hearing	To be published in widely-distributed newspaper 5 to 30 days before hearing.	5/22/2019
Budget Hearing	For acceptance of Public Comment on the Budget.	6/12/2019
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.	6/12/2019
File Adopted Budget with TSCC	Due within 15 days of adoption. Include response, if applicable, to Certification Letter.	6/27/2019
Submit resolutions and tax certification documents to County Assessor's Office	Copies must be sent to Multnomah, Columbia and Washington Counties by July 15.	7/15/2019
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.	9/30/2019