

**FINAL East Multnomah SWCD Budget Calendar
FY 11-12 budget preparation**

Fri Jan 21: Budget calendar is sent to TSCC. ("There is no requirement for the governing body to formally approve the budget calendar... " Budget Manual for Local Gov'ts. in Multnomah Co., p. 9.)

Mon Feb 7: Regular District Board meeting, 6:00 PM at 5211 N Williams Ave.
Board appoints budget officer.
Budget calendar is adopted
Board appoints Budget Committee.

Jan 4–Feb 22: Budget officer w/ staff prepares draft budget and budget message for Budget Committee review.

Mon Feb 7: First legal notice is published of Budget Committee's first two meetings. Includes notice that public testimony will be taken at the second meeting but not the first one and other required information listed in Budget Manual for Local Gov'ts. in Multnomah Co., p. 42-43.

Mon Feb 14: Second legal notice is published of Budget Committee's first two meetings. Includes notice that public testimony will be taken at the second meeting but not the first one.

**Tue Feb 22: First meeting of the Budget Committee at 3:00 PM at
5211 N Williams Ave**
Appoint the presiding officer
Receive the budget message and draft budget.
Establish procedures for receiving public testimony.
Review proposed budget and request changes.
No public comment will be taken at this meeting.
Copies of proposed budget will be made available to public at the meeting and thereafter in the District office.

Feb 23-Mar 14: Budget officer works with staff to revise the budget.

Fri Feb 25: Regular newspaper announcement of Budget Committee's second meeting.

**Mon March 14: Second meeting of the Budget Committee at 3:00 PM at
5211 N Williams Ave, Portland**
Public questions and comments will be taken at this meeting.
Review revised budget and request any additional revisions.
Copies of revised budget will be made available to public at the meeting and thereafter in the District office.

Mar 15 Apr 11: Budget officer works with staff to prepare final budget for Budget Committee approval.

Fri April 1: Regular newspaper announcement of Budget Committee's final meeting.

Mon April 11: Final meeting of the Budget Committee at 7:00PM at

5211 N Williams Ave Portland

Review final changes to budget.

Approve budget.

Formal actions required:

- Resolution to approve budget.
- Resolution setting maximum tax levy.

Copies of latest revised budget will be made available to public at the meeting and thereafter in the District office.

Public comment will not be taken at this meeting.

Fri Apr 15: Budget officer will submit approved budget to TSCC. Include all documents outlined in Budget Manual for Local Gov'ts. in Multnomah Co., p. 48.

Apr 4 - 28: Budget officer will draft the legal notice for The Oregonian.

Fri Apr 29: District budget officer publishes legal notice one time announcing the TSCC public hearing and including the budget summary in The Oregonian. Must include the required information listed in Budget Manual for Local Gov'ts. in Multnomah Co., p. 51.

Tue May 17th at 3:30pm: TSCC budget hearing at

5211 N Williams Ave., Portland

The District presents an overview of the budget and responds to questions from the Commissioners and the public.

The Commission receives testimony from any persons present.

May 18-28: TSCC will send certification letter and any concerns to District Board.

Mon June 6: Regular District Board meeting 6:00 PM at 5211 N Williams Ave.

Board considers public testimony given at the TSCC hearing, responds to TSCC certification letter.

Passes formal resolutions to:

- adopt the budget,
- make appropriations, and
- declare and categorize the taxes.

Deadline for Board to adopt the budget is June 30.

June 7-30: Adopted budget is sent to TSCC within 30 days of adoption. Adopted budget is sent to Darlene Rabjohn at Multnomah County Tax Assessor's office.