



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### FY24 Budget Calendar

Date / Time	Action	Deadline Date
<b>Board Meeting</b> <b>Tues, Dec 13, 2022</b> <b>3: 00 pm</b>	1. Appoint Budget Officer <ul style="list-style-type: none"> <li>• Appoint Fiscal Manager as Budget Officer</li> </ul>	February 14
<b>Board Meeting</b> <b>Tues, Jan 10, 2023</b> <b>3: 00 pm</b>	2. Approve Budget Calendar <ul style="list-style-type: none"> <li>• Prepared by Budget Officer. Minutes of January board meeting should reflect receipt of Budget Calendar from Budget Officer</li> </ul>	February 14
<b>Board Meeting</b> <b>Tues, Feb 14, 2023</b> <b>12:00 pm</b>	3. Appoint Budget Committee (BC) <ul style="list-style-type: none"> <li>• Review Budget Committee recommendations from Budget Officer</li> <li>• Budget Committee consists of all elected Board members plus community members appointed by the Board. Community members serve a 3-year staggered term</li> </ul>	February 14
<b>Feb – Mar 2023</b>  <b>March 10<sup>th</sup> - Budget posted online</b>	4. Prepare proposed budget <ul style="list-style-type: none"> <li>• Budget Officer works with District Manager to prepare FY24 proposed budget</li> <li>• Must be posted on website by March 10th</li> </ul>	March 10
<b>March 6, 2023</b>	5. Publish notice of BC meeting <ul style="list-style-type: none"> <li>• Publish in Eugene Weekly and on District website</li> <li>• Newspaper notice must be published 5-30 days before first meeting, and must include website address</li> <li>• Website notice must be published at least 10 days before first meeting</li> </ul>	March 10
<b>Budget Committee Meeting</b> <b>Wed, March 22, 2023</b> <b>5:30 pm</b>	6. Budget Committee meeting 1 <ul style="list-style-type: none"> <li>• No public questions or comments taken at this meeting</li> <li>• A quorum of the Budget Committee is required</li> <li>• Appoint Presiding Officer of Budget Committee</li> <li>• Review budget message and make revisions in budget if needed</li> </ul>	March 31

<b>Budget Committee Meeting</b> <b>Wed, April 5, 2023</b> <b>5:30 pm</b>	7. Budget Committee meeting 2 <ul style="list-style-type: none"> <li>• A quorum of the Budget Committee is required</li> <li>• Public questions and comments welcome</li> <li>• Final discussion and revisions to budget if needed</li> <li>• Approve expenditures for each fund</li> <li>• Approve overall budget</li> <li>• Approve property tax rate to be levied</li> <li>• Forward the budget and tax rate to the District Board</li> </ul>	April 28
<b>April 24, 2023</b>	8. Publish notice of budget hearing <ul style="list-style-type: none"> <li>• Publish in Eugene Weekly and on District website</li> </ul>	May 4
<b>Public Hearing</b> <b>Tues, May 9, 2023</b> <b>11:45 am</b>	9. Hold budget hearing <ul style="list-style-type: none"> <li>• Board will receive public comment and respond to questions about the budget and the fiscal policy decisions reflected in the budget</li> <li>• A quorum of the Board is required</li> <li>• Hearing will be held prior to monthly BOD meeting</li> </ul>	May 9
<b>Board Meeting</b> <b>Tues, May 9, 2023</b> <b>12:00 pm</b>	10. Enact Resolutions to adopt, etc <ul style="list-style-type: none"> <li>• Make final revisions to Budget if needed. Some revisions can be approved by a vote; others require republishing the Budget and holding another Public Hearing.</li> <li>• Resolutions to adopt budget, make appropriations, impose and categorize tax</li> <li>• All tasks must be finished by June 30</li> </ul>	June 30
<b>July 3, 2023</b>	11. Submit tax certification documents <ul style="list-style-type: none"> <li>• LB-50</li> <li>• Budget Resolution</li> </ul>	July 15*
<b>Aug 14, 2023</b>	12. Send complete budget document to county clerk <ul style="list-style-type: none"> <li>• Complete budget document (pg 64 of LBM)</li> </ul>	Sept 30*

*\*ORS 305.820(2) states that if any deadline that needs to be filed to tax collector or county falls on a weekend or holiday, then the deadline is extended to the next business day.*

**NOTE:** No member of the Budget Committee, including Board members, may receive compensation for serving on the Committee.

All board meetings, Budget Committee meetings, and the Public Hearing will be held virtually as well as in person. For information, meeting times and login information email [admin@uwsxcd.org](mailto:admin@uwsxcd.org) at least four hours prior to meeting.