



Washington County, Oregon FY 2025-26 Budget Committee Procedures

Revised 03.18.25

County Budget Committees

The Board of County Commissioners oversee the following five separate taxing districts: Washington County, Service District for Lighting #1 (SDL #1), Enhanced Sheriff's Patrol District (ESPD), Urban Road Maintenance District (URMD) and North Bethany County Service District for Roads (North Bethany CSDR).

For budget review and approval purposes these five districts are grouped together under the following three budget committees:

1. Washington County and SDL #1
2. ESPD and URMD
3. North Bethany CSDR

Budget Committee Members

Each budget committee consists of the members of the county's governing body, the five members of the Washington County Board of Commissioners and an equal number of community members. The community members are appointed to staggered three-year terms.

Governing Body	Community Members		
Board of County Commissioners	Washington County & SDL #1	ESPD - URMD	North Bethany CSDR
Chair Kathryn Harrington	Joe Everton	Richard Steinbrugge	Daniel Reid
District 1 Nafisa Fai	Karen Bolin	Pradnya Patil	Mahesh Udata
District 2 Pam Treece	Melissa Laird	Scott Hartranft	Bruce Young
District 3 Jason Snider	Sig Unander	Bob Zahrowski	Sarah Beachy
District 4 Jerry Willey	Jeff Sarafa	Anthony Mills	Vacant

Budget Committee Purpose

Budget committees are the County's fiscal planning advisory committees. The budget committee reviews and, if a majority of the committee feels it is necessary, revises the proposed budget submitted by the Budget Officer (County Administrator). The committees must ultimately balance each fund and approve the budget. Committee members may not meet as a quorum to discuss or deliberate on budgets outside of a public meeting.

Regulatory Guidance

The County budget processes are guided by Local Budget Law, Oregon Revised Statutes (ORS) 294.305 to 294.565, the County Charter and County Budget Policy 404.

Budget Committee Meetings

Generally, the budget committees will meet for the following three reasons during the year:

1. Orientation. Committee members will meet to review Oregon budget law and the role of the budget committee, and, as necessary, conduct additional meetings to familiarize committee members with the County's fiscal condition and budget highlights and challenges. These meetings are typically held in April.
2. Receive the Budget Message and Document. At this meeting, the Budget Officer delivers the budget message and provides a copy of the proposed budget to each member. The budget message explains the proposed budget and significant changes in the County's financial position. This first meeting of the budget committees will be held April 28, 2025 at 6 pm.

After this meeting, the budget committees will have approximately two weeks to review the budget document. Committee questions can be emailed to the County Budget Office at finance_budget@washingtoncountyor.gov. Questions and answers will be shared with all budget committee members.

3. Approve the Budget. The budget committee will meet to hear staff presentations and deliberate the budget. When the budget committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the Budget Officer, the budget committee approves the budget. The committee must also approve an amount or rate of total ad valorem property taxes to be certified to the assessor.

At this meeting, members of the public are provided the opportunity to ask questions about or comment on the budget.

This second meeting of the budget committees is scheduled for May 14 – 15, 2025. The budget committees may meet as many times as needed to revise and approve the budget.

Guidance for the Budget Committee Chairperson

The following serves as a guide for the budget committee Chairperson regarding public meeting processes. The Chairperson is the presiding officer on the County's budget committee. The duties of the budget committee Chairperson are to chair the committee meetings and facilitate committee discussions and actions. All members of the budget committee have the same degree of authority and responsibility.

Facilitating the Public Hearing

1. The Chairperson will offer opportunities for budget committee questions and discussion and then offer opportunities for public testimonies. Following is an example of the Chairperson's facilitation language:
 - *Do any committee members have any questions or requests for discussion?*
 - *Are there any public members signed up to testify?*
 - *Are there any public members not signed up, but in attendance today that would like to testify?*
2. During the public hearing to approve the budget, the Chairperson facilitates a committee action and vote to approve the proposed budget and levy taxes. The following is an example of language for a motion that any committee member can use to make a motion:

I move to approve the total countywide budget as proposed and approve levying the following property taxes: the County's permanent property tax rate of \$2.2484 per \$1,000 of assessed value; the Public Safety Local Option Levy tax rate of \$0.4700 per \$1,000 of assessed value; the Library Local Option Levy tax rate of \$0.2200 per \$1,000 of assessed value; and the General Obligation bond amount of \$5,000,000.

Note that specific language will be provided for each district prior to approval.