



# Budget Committee Orientation #1

THE BUDGET COMMITTEE AND BUDGET  
PROCESS

| April 20, 2023

[washingtoncountyor.gov](http://washingtoncountyor.gov)

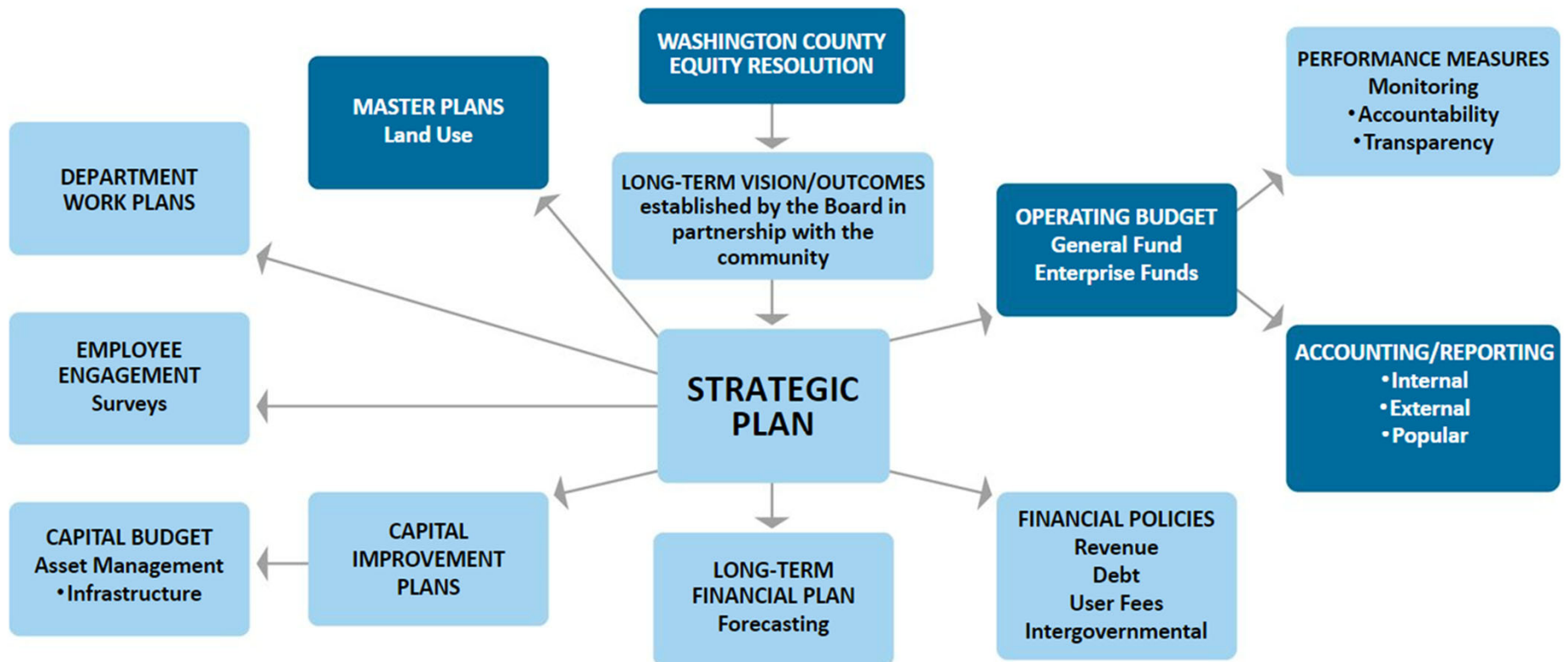
# → Agenda

- Welcome and Introductions
- County Management Structure
- The Budget Committee
- Budget Process
- Next Steps



# → County Management Structure

Light blue boxes indicate a management structure/system that needs to be developed or reviewed



# → What is a Budget Committee?

- Established by state law (ORS 294.414)
- Composed of the governing body and an equal number of electors appointed by the governing body (10)
- Members serve staggered three-year terms
- Equal authority
- Develop general understanding of the County budget
- Local Budgeting in Oregon

**294.414 Budget committee.** (1) Except as provided in ORS 294.423, the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

The logo for 'Local Budgeting in Oregon' is a blue rectangular box with a white diagonal swoosh. The text 'Local Budgeting in Oregon' is written in white, bold, sans-serif font, positioned in the upper left corner of the box.

**Local  
Budgeting  
in Oregon**

## → Purpose of The Budget Committee

**By involving community members in the budgeting process, the County can ensure that community needs and priorities are reflected in the budget and that the budget aligns with the County's overall goals and objectives**

- Provide oversight and input on the budgeting process
- Review the proposed budget, identify priorities, analyze revenue and expenditure trends, and make recommendations to the local government for the adoption of a final budget
- Play role in communicating with the public about the budgeting process, addressing community concerns and ensuring transparency



## → Areas of Focus

- **An understanding of the budget process**
- **Analyzing the budget**
- **Identification of priorities**
- **An understanding of revenue sources**
- **Identification of cost drivers**
- **How to communicate with stakeholders**
- **Monitoring performance**
- **Addressing challenges**
- **Ensuring transparency**
- **Ensuring compliance**

## → Duties and Responsibilities

- Meet publicly to receive proposed budget and budget message from budget officer
- Hold at least one meeting for public input
- Elect presiding officer
- Receive and analyze proposed budget and budget message
- Revise the proposed budget if necessary
- Approve budget and ad valorem tax rate for each levy



# → Budget Development Schedule

Month	Budget Development Activities	Communication Activities
August	Develop budget calendar	
September	Budget system training begins	
October	Requests for internal capital requirements	
November	Board provides priorities and strategic initiatives	All county staff budget update email.
December	Budget development begins	Budget update to Washington County mayors. All county staff budget update email.
January		Budget planning update - Board of Commissioners Roundtable. Information sessions - county employees. All county staff budget update email.
February	Requested budgets due	Information sessions - Advisory Council on Racial Equity, cities, special districts and community-based organizations. Media briefing. Board of Commissioners Town Hall meeting on budget development.
March	Proposed budget drafted	All county staff budget update email.
April	Budget Committee orientation Proposed budget document published and available to public	Media release and briefing. Information sessions - cities, special districts and community-based organizations, employees. State of the County address. All county staff budget update email.
May	Budget Committee meetings - public comment opportunity Budget Committee approves budget - public comment opportunity	Information session - city & special district elected boards. All county staff budget update email. Media release updated.
June	Board of Commissioners adopt budget - public comment opportunity	Media release updated. All county staff budget update email. Information sessions for county employees.



## → Next Steps

- Budget Committee Orientation #2 April 27
- FY 2023-24 Proposed Budget published April 27 (web/print)
- Budget Committee Presentations:
  - Washington County – May 8 (meeting #1)
  - Washington County & Service District for Lighting #1 – May 11 (meeting #2)
  - ESPD-URMD – May 15
  - North Bethany CSDR– May 18
- Budget Approvals:
  - ESPD-URMD, North Bethany CSDR – May 31
  - Washington County & SDL #1 – June 1





# More Information [www.washingtoncountyor.gov/finance/budget](http://www.washingtoncountyor.gov/finance/budget)

The screenshot shows the Washington County Oregon website. At the top left is the Washington County Oregon logo. To its right is the text "Washington County Oregon". Further right are navigation links: "Español" and "Translate". Below these are menu items: "Community", "Businesses", "Departments", "Priorities", "Government", and "Search Q".

Below the navigation is a breadcrumb trail: "Home > Finance".

## Budget

Overview for County Budget pages

### Budget Process

The Washington County annual budget process is guided by the State of Oregon's Local Budget Law. The law establishes standard procedures for preparing, presenting and administering the budget, and provides for citizen involvement in preparing the budget and public exposure of the budget before its formal adoption.

[County Budget Process Overview](#) (PDF 1.23 MB)

### Budget Committees:

- Washington County Budget Committee
- Service District for Lighting Budget Committee
- ESPD/URMD Budget Committee (Enhanced Sheriff Patrol District/Urban Road Maintenance District)
- North Bethany CSDR Budget Committee (County Service District for Roads)
  - [North Bethany CSDR Subcommittee](#)

A red arrow points from the "North Bethany CSDR Subcommittee" link to a dropdown menu on the right side of the page.

Budget
Cost Allocation Plans
County Budget Dashboards
Current Year Budget Overview
Fee Schedules
Financial Data Visualized
How to Testify at the Budget Hearing
Notice of Budget Committee Meeting
2022-23 County Budget Reports

Q&A

You have

Questions

We have

Answers



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