



## Washington County, Oregon FY 2023-24 Budget Committee Procedures Revised 05.09.23

### 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 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	Paul Lathrop	Fernando Lira	Dan Reid
District 1 Nafisa Fai	Joe Ross	Dick Steinbrugge	Sarah Beachy
District 2 Pam Treece	Joe Everton	Melissa Laird	Alicia Gruber
District 3 Roy Rogers	Karen Bolin	Bruce Dickinson	Mahesh Udata
District 4 Jerry Willey	Steve Pitzel	Vacant	Bruce Young

### 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. The committee 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 although the budget document has been typically made available ahead of the meeting. The budget message explains the proposed budget and significant changes in the County's financial position.

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

After this meeting, the budget committee may meet as many times as needed to revise and approve the budget.

Committee questions can be emailed to the County Budget Office at [finance\\_budget@washingtoncountyor.gov](mailto:finance_budget@washingtoncountyor.gov).

Committee members who wish to offer amendments should use the form provided. Amendments will only be considered if provided to staff and circulated to committee members at least 48 hours prior to a meeting.

These meetings are scheduled during the first two weeks of May.

3. Approve 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 is approved. 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.

These meetings are scheduled at the very end of May and/or beginning of June.

## **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 Budget Committee Meeting

1. At the 1st budget committee meeting, the prior year's Chairperson will facilitate the election of a new Chairperson by a vote of all committee members in attendance. After being elected by the committee, the new Chairperson's duties begin by facilitating the election of a Vice-Chair.
2. After reviewing the budget committee public hearing procedures, the Chairperson is responsible to facilitate a discussion of the procedures and an action to adopt the procedures.
3. At the end of the meeting, the Chairperson will facilitate a motion to adjourn the meeting.

Example for facilitating a committee action and vote:

- The Chairperson starts by asking: *Is there a motion to adopt the budget committee public hearing procedures?*
- After a motion is made by a committee member, the Chairperson will ask: *Is there a second to the motion?*
- After hearing a second to the motion, the Chairperson will ask: *All those in favor say "Aye".*
- After the members in favor cast their votes, the Chairperson will ask: *Anyone oppose?*
- After the members opposing cast their votes, and if not all votes are accounted for, the Chairperson can ask: *Any abstentions?*
- After all members have cast their votes, the Chairperson will summarize the result by saying: *The motion passes (or does not pass).*

## 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.

3. Adjourn the meeting. At the end of the budget committee public hearing, the Chairperson will facilitate a motion to adjourn the meeting.