

ADOPTED: FEBRUARY 1, 2013

REVISED: DECEMBER 16, 2025

A. COMPLIANCE WITH LOCAL BUDGET LAW

Compliance with Oregon's Local Budget Law (ORS 294.305 - 294.565), is required prior to the expenditure of any monies or the levy of any tax upon property located within the District. ORS 294.326. The District shall comply with the provisions of the Local Budget Law, and with the instructions and requirements of the Department of Revenue, which has been charged by the Legislature with responsibility to interpret and administer the Local Budget Law. In preparing and adopting its Budget, the District shall be guided by the Budget Manual for Municipal Corporations, published by the Department of Revenue, and the Department's various forms and instructions.

B. APPOINTMENT OF BUDGET OFFICER

Pursuant to ORS 294.331, the District Board of Directors shall designate a Budget Officer to prepare or supervise the preparation of the District's Budget. The Budget Officer shall fully acquaint himself/herself with the Local Budget Law and the budget preparation process. The Budget Officer shall act under the direction of the Board. Normally the Fire Chief will be appointed as the budget officer.

C. PREPARATION OF THE PROPOSED BUDGET

The Budget Officer shall prepare or supervise preparation of the proposed Budget. The Budget Officer shall then publish a "Notice of Budget Committee Meeting" as set forth in ORS 294.426.

D. BUDGET COMMITTEE 294.414

Pursuant to ORS 294.414, the budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

The members of the budget committee shall receive no compensation for their services as members of such committee.

Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.

Appointive members for a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one third of the terms of the appointive members end year.

If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members.

All meetings of the Budget Committee are subject to Oregon's Public Meetings Law.

1. The responsibilities of the Budget Committee are:
 - a. Approve the level of expenditures and set the corresponding tax levy requirements to balance each fund requiring a tax levy.
 - b. Review and, if necessary, revise the proposed budget.
 - c. Be aware of the legal constraints imposed upon the District.
 - d. Be familiar with the Budget Document and what it means.

2. Fiscal powers of the Budget Committee include the authority to:
 - a. Limit the amount of tax which may be levied.
 - b. Establish a tentative maximum for total permissible expenditures for each fund.
 - c. Approve the budget.
 - d. Be involved in the same capacity

E. BUDGET COMMITTEE MEETING; NOTICE; RECEIPT OF BUDGET MESSAGE

After the budget has been approved by the Budget Committee, a budget hearing shall be held by the Board of Directors of the District. This meeting shall allow for the receiving of the budget message and the budget document. Provide members of the public with an opportunity to ask questions about and comment on the budget document. If more than one meeting is held the budget message and budget document must be received at the first meeting.

1. Budget Calendar shall be presented and approved by the board at the February board meeting.
2. Publishing notice of budget committee meeting:

After the proposed budget is prepared, the budget officer publishes a “Notice of Budget Committee Meeting.” The notice must contain the date, place, and time of the budget committee’s first formal meeting, and of the meeting in which public comment will be heard. It may contain notice of several meetings, if the budget officer anticipates that more than one meeting will be needed.

 - a. If the sole form of the notice is publication in a newspaper, it must be published at least twice, five to 30 days before the scheduled budget committee meeting date.
 - b. If the notice is published both in newspaper and online, it need only be published once in the newspaper, but the publication must include the website address for the online publication, and it must be published online for at least 10 days before the meeting.
 - c. If the notice is hand delivered or mailed, only one notice is required, not later than 10 days before the meeting.

F. BUDGET HEARING:

1. Publish Budget Summary and Notice of Budget Hearing:

After the budget is approved, the governing body of the local government must hold a budget hearing. The governing body must publish a “Notice of Budget Hearing and Financial Summary” 5 to 30 days before the scheduled hearing. This

- information must either appear in a newspaper of general circulation, be mailed or hand delivered.
2. Holding Budget Hearing:
The governing body must hold the budget hearing on the date specified in the public notice. The purpose of the hearing is to listen to citizens' testimony on the approved budget. Additional hearings may be held. All hearings must be open to the public.
 3. BUDGET ADOPTION, APPROPRIATIONS, AND TAX LEVY
The District's Board of Directors may make changes in the approved Budget before it is adopted, subject to the limitations set forth in ORS 294.456 . These limitations cannot be exceeded without first publishing a revised Financial Summary and holding another budget hearing. Once all budget hearings have been concluded, and upon consideration of relevant testimony received at such hearings, the District's Board of Directors shall adopt the Budget. The District's Board of Directors shall prepare a resolution or ordinance formally adopting the Budget; making appropriations; and determining, making and declaring the ad valorem tax levy for each fund.
 4. CERTIFICATION OF TAXES
The District shall send a certified copy of the ordinance or resolution to the County Commission within 15 days after its adoption. The following shall be submitted to the County Assessor's office by July 15 of each year:
 1. Two copies of the notice of levy and the categorization certification (Form LB-50, ED-50 or UR-50). This form authorizes the assessor to place the district's taxes on the property tax roll.
 2. Two copies of the resolution statements that adopt the budget, make appropriations, and impose and categorize taxes; and
 3. Two copies of any successful tax ballot measures for new taxes being imposed for the first time.
 4. Two copies of the resolution adopting the Budget and of the resolution making appropriations.
- On or before July 15 of each year the District shall forward the following to the Department of Revenue:
1. A true copy of the Budget as finally adopted;
 2. A copy of the notice of publication;
 3. A copy of the resolution adopting the Budget and of the resolution making appropriations; and

4. Copies of any notices pursuant to ORS 294.421(4), (5) or (6).

5. POST-ADOPTION CHANGES TO THE BUDGET

After the preceding steps have been completed, changes to the budget are restricted by statute:

- ORS 294.338 authorizes certain appropriations as an exception to the budget process.
- ORS 294.463 governs the transfer of appropriations within a fund or from the general fund to another fund.
- ORS 294.481 provides for the expenditure of funds to repair or replace property that has been damaged or destroyed. It also allows funds to be expended because of a civil disturbance or natural disaster.
- ORS 294.468 authorizes loans from one fund to another.
- ORS 294.471 and 294.473 specifies the conditions under which a local government may adopt a supplemental budget, and explains the process.
- ORS 294.338 provides exceptions to the budget process for certain debt service expenditures.

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ORS 294.463 governs the transfer of appropriations within a fund or from one fund to another.

ORS 294.468 governs loans from one fund to another.

ORS 294.471 specifies the conditions under which the District shall adopt a supplemental budget.

6. ADOPTED BUDGET

The adopted Budget Document shall serve as the financial plan of operation and provide guidelines for carrying out the goals and objectives of the District.