

BUDGET HEARING NOTICING



After the Budget Committee approves the budget, Oregon Revised Statutes require a public hearing on the approved budget before it goes to the governing board for adoption.

[\(ORS 294.453\)](#)

PUBLICATION METHODS [\(ORS 294.311 \(35\)\)](#)

**Publish at least
once 5 to 30
days before the
hearing**

Publication in one or more newspapers of general circulation within the jurisdictional boundaries of the municipal corporation.

Hand delivery to each street address within the jurisdictional boundaries of the municipal corporation.

Posting through the United States Postal Service by first class mail, postage prepaid, to each street address within the jurisdictional boundaries of the municipal corporation and to each post office box and rural route number belonging to a resident within the jurisdictional boundaries of the municipal corporation.

Budget hearings must be noticed per [ORS 294.438](#), which requires a financial summary of the budget as approved by the budget committee and a notice of the hearing.

Exact publishing requirements differ for districts depending on if they hold their own hearings or if TSCC holds the hearing.

BUDGET HEARING NOTICE FORMAT

Districts that hold their own budget hearing ([ORS 294.438](#))

Districts serving populations under 200,000 hold their own hearing (unless they request that TSCC hold the hearing for them).

The Oregon Department of Revenue has created forms that fulfill all the format requirements in [ORS 294.438](#) (districts may make their own as long as all information is included).

General Government: [Form LB-1, Notice of Budget Hearing](#)

Community College Districts: [Form CC-1, Notice of Budget Hearing](#)

K-12 Education Districts: [Form ED-1, Notice of Budget Hearing](#)

Urban Renewal Agencies: [Form UR-1, Notice of Budget Hearing](#)

Districts where TSCC holds the budget hearing ([ORS 294.448](#))

Per [ORS 294.453](#), districts serving populations over 200,000 in Multnomah County have their hearing held by TSCC and must include the following information when noticing:

- a) The date, time and place of the meeting required under [ORS 294.453](#) (the budget hearing);
- b) The place where the complete budget document is available during regular business hours for inspection by the general public;
- c) Total budget requirements and taxes to be levied;
- d) Changes in the amount or rate of proposed ad valorem property taxes; and,
- e) The place where copies of the complete budget or parts of the complete budget may be obtained.

Although TSCC conducts the hearing, districts are responsible for the noticing requirements.

