

City of St. Helens Budget Committee

Meeting Minutes

April 2, 2020

Members Present: Leah Tillotson, Committee Member
Claire Catt, Committee Member
Keith Locke, Councilor

Members Absent: Rick Scholl, Mayor
Doug Morten, Council President
Ginny Carlson, Councilor
Stephen R. Topaz, Councilor
Garrett Lines, Committee Member
Bill Eagle, Committee Member

Staff Present: Matt Brown, Assistant City Administrator
John Walsh, City Administrator
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director

*No Quorum Present

7:00 P.M. - Call Meeting to Order

Introductions

Purpose / Role of Budget Committee

Brown discussed the role of the Budget Committee. The Budget Committee is a standing committee that reviews the proposed budget that is created by the Budget Officer (Matt Brown).

Process of Budget Committee

Brown said it starts with staff creating a budget based on goals and objectives for the coming year. Meetings are scheduled and notices are published to the newspaper. The Budget Committee meets and goes through the budget fund by fund. Budget Committee meets again and approves the proposed budget and tax levy. The budget then goes to the City Council where a public hearing is held. The Council will then adopt the budget.

Catt asked if Brown will provide a paper copy of the proposed budget. Yes, the document will be distributed once it is completed. It will be delivered or picked up. It will also be available online. Catt asked if the meetings are public. Yes, they are always public and live streamed.

General overview of Fund Structures

Brown gave a fund structure overview.

Fund Structure Overview



- **Category 1 – General Fund**
 - Administration
 - City Recorder
 - City Council
 - Municipal Court
 - Police
 - Library
 - Police
 - Parks
 - Recreation
 - Building
 - Planning
 - General Services
- **Category 2 – Special Revenue Funds**
 - Community Development
 - Community Enhancement
 - Streets
- **Category 3 – SDC Funds**
 - Water SDC
 - Sewer SDC
 - Storm SDC
 - Streets SDC
 - Parks SDC
- **Category 4 – Enterprise Funds**
 - Water
 - Sewer
 - Storm
- **Category 5 – Internal Service Funds**
 - Major Equipment
 - IT Services
 - Public Works Operations
 - Major Maintenance

Catt, asked if Parks and Trails have their own Committee. She asked if they reviewed the budget before it comes to Budget Committee. Brown said they have access to the document, but the City and Council does not need their approval. Brown said it would be a good recommendation to include the commission members when the budget is released. Locke said they do review plans for parks. It then goes to Sue Nelson. Throughout the year parks commission goes through and prioritizes what they want done. Most of the parks budget is just basic maintenance so that does not change a lot.

Adjournment – 7:55 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary