



BUDGET COMMITTEE ORIENTATION WORKSHOP

Thursday, January 11, 2024 at 6:00 PM

HYBRID: City Hall Council Chambers, 265 Strand Street & Zoom (details below)

AGENDA

CALL TO ORDER

WELCOME & INTRODUCTIONS

GROUND RULES

- [1.](#) Local Budget Pre-Meeting

PROCESS OVERVIEW

- [2.](#) Citizens Guide to Budget Law

PRESENTATION

OVERVIEW OF CURRENT FY2024 BUDGET

ADJOURNMENT

VIRTUAL MEETING NOTICE

Join Zoom Meeting

<https://zoom.us/j/95514175802pwd=TTV1cVB6WVAvTXcvYkZXQWdwSUxHQT09>

Meeting ID: 955 1417 5802

Passcode: 416979

Call in: +1 253 215 8782 US (Tacoma)

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

Pre-meeting Topics for Budget Committee Discussions

We are sometimes asked whether the budget committee can be called together for “preliminary” discussions prior to their first “official” meeting under ORS 294.426 at which the budget message is delivered and for which notice must be published.

Following is a list of the types or topics of discussion that can be conducted prior to that first official meeting:

- Training on the budget committee process, calendar, expectations for committee members, etc.
- Committee members’ preferences for ground rules, rules of order, conduct of meetings, voting / reaching consensus, fact finding process, etc.
- Orientation on the organization and its various departments, programs, staffing, etc., and on the activities or services provided by each.
- Orientation on the budget document, the fund structure and the types of activities or programs and expenditures made from each fund in the budget.
- General discussion of vision and goals, spending priorities, or philosophy on how to allocate scarce resources or make trade-off decisions as to which programs get funded and which don’t.
- General economic projections by the finance officer of possible changes in resources or requirements expected next year.
- Any and all discussion of the current year budget or prior year budgets, including what, in general, might be done differently next year.

What cannot be discussed before the formally “noticed” meeting?

ORS 294.426(6): “The budget committee may not deliberate on the budget document as a body before the first meeting.” So, we recommend that you do not talk about:

- Specific estimates or appropriation amounts associated with any fund or line item, resource or requirement.
- The question of whether to fund specific programs or expenditures.
- The question of whether to impose any tax levy, or the amount of any levy.

Why do we have local budget laws?

Local budget law is designed to:

- Establish standard procedures for preparing, presenting, and administering the budgets of Oregon's local governments.
- Encourage citizen involvement in the preparation of the budget before its final adoption.
- Provide a method of estimating revenues, expenditures, and proposed taxes.
- Institute a method for control of revenues and expenditures that promotes efficiency and economy when using public funds.
- Encourage citizen involvement. Public policy decisions are to be made openly in public meetings because the people have the right to be there and know what their local government intends to do.

Do all local governments have to comply?

Schools, counties, cities, rural fire protection districts, urban renewal agencies, and most special districts are subject to the same budgeting provisions. Some special districts are not. Contact us, or your county assessor, if you are unsure if the law applies to your local government.

What can citizens expect from the process?

- Notification of all budget meetings. These generally occur between January and June, and notice is often posted in the newspaper. Check with your local district for more information.
- You can ask questions and make comments at the budget committee meeting designated for public input.
- You can submit written or verbal testimony at the budget hearing.
- You can review the budget document. You can request a copy from your local government. There may be associated with your request.
- You can vote on any temporary property tax measures.
- You can challenge the tax levy of the district in tax court if you think it violates the law.

What are local governments required to do?

There are many steps in the development and final adoption of the annual budget:

1. The budget officer prepares a proposed budget.
2. Notice of the budget committee meeting is published.
3. The budget document is made available at or before the meeting.
4. The budget committee conducts at least one public meeting for questions or comments.
5. The budget committee approves the budget.
6. Notice of the public hearing and a summary of the approved budget are published.
7. The governing body conducts a public hearing on the approved budget.

8. The governing body, after public comment and deliberations, adopts the budget and enacts resolutions or ordinances by June 30.
9. The government body certifies the district's tax, if any, to the county assessor y July 15.

How can I participate in the process?

- Volunteer to become a budget committee member.
- Attend the budget committee and governing body budget meetings and the public hearing.
- Review a copy of the budget when it's available.
- Vote on ballot measures for when the government proposes additional funding.
- Provide written or oral testimony to the budget committee or the governing body.
- Respectfully challenge irregularities observed in the budget process.