



**CITY OF CARLTON
BUDGET COMMITTEE MEETING AGENDA
TUESDAY, MAY 14, 2019, 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS, 191 E. MAIN STREET, CARLTON**

The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.

- 1. Call to Order – Roll Call**
 - 1) Changes to the Agenda
- 2. Election of Budget Committee Chairperson**
- 3. Public Hearing: State Revenue Sharing**
- 4. Agenda Items**
 - 1) Minutes Approval – May 1, 2018
 - 2) Presentation of FY20 Proposed Budget – Budget Message
 - 3) Public Comments: FY20 Proposed Budget
 - 4) Set FY20 Tax Rate \$5.0098
 - 5) Approve FY20 Proposed Budget
- 4. Adjournment to City of Carlton Urban Renewal Agency Budget Committee Meeting**



MEMORANDUM

To: The Chair and Members of the Budget Committee
From: Christy Martinez, Budget Officer
Subject: Budget Committee Meeting – Agenda Items
Date: May 13, 2019

2. Election of Budget Committee Chairperson

Each year, at the beginning of the Budget Committee's first meeting, the Committee elects the chairperson to administer the meetings. The elected Carlton Budget Committee chairperson also serves as the Urban Renewal Budget committee chair. Last year, Dean Catherman was elected as the City of Carlton Budget Committee Chairperson on May 1, 2018, and Carlton Urban Renewal Committee Chairperson.

3. Public Hearing: State Revenue Sharing

The committee chair will open the public hearing on the FY20 proposed budget's use of state revenue sharing (SRS) funds. Staff recommends that all state revenue sharing funds be designated to the street fund.

4. Agenda Items

1) Minutes Approval – May 1, 2018

Staff recommends the budget committee approve and authorize the mayor and chair to sign the Carlton Budget Committee meeting minutes from May 1, 2018, as submitted.

2) Presentation of FY20 Proposed Budget – Budget Message

Staff will present an overview of the FY20 proposed budget and respond to questions from Budget Committee Members.

3) Public Comments: FY20 Proposed Budget

The committee chair will open the meeting to public comments on the FY20 proposed budget.

4) Set FY20 Tax Rate \$5.0098

The budget committee must vote to establish the FY20 tax rate. Staff recommends approving the rate of \$5.0098 per thousand of assessed valuation to begin July 1, 2019.

5) Approval FY20 Proposed Budget

The budget committee must vote to approve the FY20 proposed budget.



Budget Committee Minutes

MAY 1, 2018, 6:00 PM

Carlton City Hall, Council Chambers, 191 E. Main Street

1. CALL MEETING TO ORDER & ROLL CALL

Mayor Kathie Oriet called the meeting to order at 6:00 PM. Budget Officer Christy Martinez will note that Agenda item 4.4 department presentations will take place directly after item 4.2 presentation of the budget message and before item 4.3 public comments on the proposed budget.

Council Members Present: Mayor Kathie Oriet, Councilors Carey Rhoads, Shirley Ward-Mullen, and Amy Wilder

Citizen Members Present: Chair Dean Catherman, David Samuel Hill, Sara Meyer, Sandy Schultz, Randy Stapilus, and Pat Swanick

Staff Present: Finance Director/Budget Officer Christy Martinez, City Manager Chad Olsen, Police Chief Kevin Martinez, Public Works Director Bryan Burnham, City Recorder Jennifer Nelson, Accounting Specialist Charmaine Berhorst, and Police Officer Tim Jordan

2. ELECTION OF BUDGET COMMITTEE CHAIRPERSON

6:01 PM

MOTION: Oriet/Rhoads to nominate and appoint Dean Catherman as Chair of the City of Carlton Budget Committee for 2018. Motion carried (10 Yes/0 No/4 Absent [Carl, Chitwood, Jernstedt, Moore]/0 Abstain).

3. PUBLIC HEARING: STATE REVENUE SHARING

6:02 PM

Chair Catherman opened the public hearing at 6:02 PM and asked for the staff report. Christy Martinez reported the city estimates to receive \$26,000 from state shared revenue funds which staff will continue to recommend be allocated to the street fund to offset expenses as they have in the past. Catherman opened and closed the public testimony and hearing at 6:03 PM as no citizens appeared to comment.

4. AGENDA ITEMS

1) Minutes Approval

6:03 PM

- Budget Committee Meeting Minutes – April 20, 2017

MOTION: Meyer/Ward-Mullen to approve the Carlton Budget Committee minutes from April 20, 2017, as submitted. Motion carried (10 Yes/0 No/4 Absent [Carl, Chitwood, Jernstedt, Moore]/0 Abstain).

2) Presentation of the Fiscal Year 2018-19 Proposed Budget – Budget Message 6:03 PM

Christy Martinez presented with the PowerPoint (see official meeting record for full report).

Budget Committee members noted questions about: medical higher than in past, increase to travel and training for degree pursuit by employee relevant to job, vendors for better pricing, janitorial services, Audit fees, review of office supplies, and forms of communications.

4) Department Presentations of Proposed Budgets

6:22 PM

Chief addressed his department presentation. Highlights the need to focus on how conveying information to citizens. Police Department issued a high number of warnings because of community policing philosophy of educating first. If PD is down an employee, usually for that year – takes away how many officers can make arrests.

Bryan Burnham covered Parks – highlight bullet points, discussed WIFI in park, pool attendance,

street projects, Panther Creek Reservoir dredging, water supply line and needed sewer projects. Budget Committee wanted clarification on the quarterly transient tax collection and reporting process. City Manager Olsen covers the capital improvement fund and capital projects. Continues covering SDC fund and GO Bond Fund explanation.

3) Public Comments: Fiscal Year 2018-19 Proposed Budget 8:11 PM

Opened floor to public comments at 8:11pm. None appeared. Close the public comments at 8:12PM.

4) Department Presentations of Proposed Budgets 8:11 PM

This item was heard out of agenda order after item 4.2.

5) Set Fiscal Year 2018-19 Tax Rate \$5.0098 8:12 PM

City Manager read and recommends for approval.

MOTION: Swanick/Meyer to set the Fiscal year 2018-19 tax rate at \$5.0098. Motion carried (10 Yes/0 No/4 Absent [Carl, Chitwood, Jernstedt, Moore]/0 Abstain).

6) Approve Fiscal Year 2018-19 Proposed Budget 8:14 PM

MOTION: Swanick/Stapilus to approve the Fiscal Year 2018-19 Proposed Budget to go to City Council for adoption. Motion carried (10 Yes/0 No/4 Absent [Carl, Chitwood, Jernstedt, Moore]/0 Abstain).

5. ADJOURNMENT TO THE CITY OF CARLTON URBAN RENEWAL AGENCY BUDGET COMMITTEE MEETING

The meeting adjourned at 8:14 PM.

APPROVED by the Budget Committee on this 14th day of May 2019.

ATTEST:

Dean Catherman, Chair

Brian Rake, Mayor

Aimee Amerson, Community Economic Development Coordinator