

LA PINE BUDGET COMMITTEE MEETING AGENDA

February 20, 2008 6 pm

51340 Hwy. 97 La Pine, Oregon 97739
SOUTH COUNTY BUILDING MEETING ROOM

1. Call to Order
2. Establish Quorum
3. Added Agenda Items
4. Budget Committee Membership
 - a. New Budget Officer
 - b. Term End Date
 - c. Application and Selection Process
5. Mid-year Budget Review
 - a. Financial Reports Review
 1. Projected vs. Actual Revenue and Expenditures Comparison
 2. Projected Staff Costs
 - b. Auditor Bid Request
 - c. Other discussion items
6. Next Budget
 - a. Current Fiscal Year vs. Calendar Year Budget Cycle
 - b. Funds and Line Items
 1. Added or Modified
 2. Removed
 - c. TRT Funds
 1. Criteria
 2. Sub-Committee
 - d. Process for Review and Adoption
 1. Time Line
 2. Roles and Responsibilities
 3. Meeting schedule
7. Other Budget Committee Business & Information
 - Free “2008 Basic Local Budget Law Workshop” in Prineville on March 6th
8. Adjourn

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above referenced meetings. This notice does not limit the ability of the Budget Committee to consider or discuss additional subjects. Meetings are subject to cancellation without notice. The Budget Committee meetings are open to the public and interested citizens are invited to attend. The meetings are public meetings not a community forum; audience participation is at the discretion of the Council. 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 Luana Damerval at (541) 536-1432.

LA PINE BUDGET COMMITTEE MEETING MINUTES
February 20, 2008

1. Call to Order

The meeting was called to order at 6:02 by Budget Chairman Ginny Woodruff.

2. Establish Quorum

Present were:

Budget Chair Ginny Woodruff

Budget member Ken Kendall

Budget member Doug Ward

Budget member Randy Rhoades

Councilor Kitty Shields

Councilor Linda Maggard

City Manager Christine Nelson

City Recorder Luana Damerval

Chairman Woodruff made it clear that a quorum is not required, but it was established anyway.

3. Added Agenda Items

This item was moved to # 8, and adjourn was changed to #9.

4. Budget Committee Membership

a. New Budget Officer

Christine went over the requirements to be a Budget Officer, as Jayne Benner no longer wants that position. Christine clarified that it could be an employee of the City, or a citizen of the area. The consensus was to advertise in the Frontier Advertiser and the Eagle Newspaper and to post this at the Senior Center, Community Kitchen, and at the Banks, stating they do not need to be a City resident and it is non-paying. They also suggested using the same format as the committee member applications.

b. Term End Date

The Council gave their input at a previous Council meeting that they want committee member terms to end July 1, 2008.

c. Application and Selection Process

The consensus of this committee was to advertise in May for a committee member, and advertise now for the budget officer.

5. Mid-year Budget Review

a. Financial Reports Review

1. Projected vs. Actual Revenue and Expenditures Comparison

Some of the line items were over and some under their budgeted amounts, and Christine went through some of these. A few of the items in the Street Revenue and Expenditure report were input incorrectly and needed to be redone. The City Recorder will re-do and send these out to the Budget Committee. The committee agreed to have a corrected report sent out to the committee, and if there were any issues, another meeting would be called.

2. Projected Staff Costs

Unemployment would be \$11-12,000 per employee for the City to pay because of default on a form that did not get sent in to the state on time. Retirement has not been decided yet.

b. Auditor Bid Request

Christine stated that we have a list of auditors and will need to pull an audit this year. She estimated it will be between \$6-10,000 and we will need to do the bid process. An audit is due by December 31. An informal bid can be done by a phone call.

c. Other discussion items

Doug Ward questioned why there were late fees on the credit card. It was explained that with waiting for Council approval to pay that bill, the meetings were too late in the month to make the payments on time. The City Recorder is now paying those bills on time, and getting Council approval at a the next meeting.

6. Next Budget

a. Current Fiscal Year vs. Calendar Year Budget Cycle

It was reported this cannot be done due to state regulations.

b. Funds and Line Items

1. Added or Modified

There was some discussion that line items will be added as time gets closer to budget time.

2. Removed

This will be discussed later.

c. TRT Funds

1. Criteria

There was some discussion about disbursement of TRT funds in the next budget year. Maybe to have an application process.

2. Sub-Committee

A sub-committee could review those proposals for use of TRT funds and how that could be reviewed.

d. Process for Review and Adoption

1. Time Line

The committee discussed setting up dates for review of the next budget. This led to trying to start the process by May this year, depending on when we can get a new budget officer on board.

2. Roles and Responsibilities

This was not addressed.

3. Meeting schedule

Ken Kendall proposed that after the class in March, he felt the Chairman of the budget committee should set a date for the first budget meeting for 2008-2009.

Consensus was to try to begin the first of May for our preliminary meeting.

7. **Other Budget Committee Business & Information**

- Free “2008 Basic Local Budget Law Workshop” in Prineville on March 6th

Ginny noted that Christine, Luana and Ken Kendall were planning on going. Ginny stated she would try to go also.

8. **Added Agenda Items**

Christine took this opportunity to remind everyone of the ODOT Wickiup Jct. community meeting next Tuesday.

9. **Adjourn**

The meeting was adjourned at 7:43 pm

attest: _____
City Recorder

Mayor