

# CITY OF PILOT ROCK

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## Budget Committee Meeting

April 12, 2017

7:00 PM

### A. Called to Order

Having a quorum, the Budget Committee meeting was called to order by Mayor Carnes at 7:00 PM. Council members present were Raymond Doherty, Rindy Watson, and Jim Hinkle. Budget Committee members present were Linda Hill, Teresa LaChapelle, Robbie Young, Ray Corwin and George Ficene. Also present were Teri Porter and Steve Draper. Also present was Mary Lue Slabick.

### B Election of Budget Committee Officer

**On a motion by Linda Hill and seconded by Teresa LaChapelle, the Committee appointed Ray Corwin as Budget Committee Chairman. All present voted yes.**

### C Set Time Limits for the Meetings.

Mayor Carnes stated historically we have tried to limit these meeting to two hours. There was no objection to a two-hour time limit.

Before proceeding Mayor Carnes asked for introductions of the Budget Committee members. It was also explained that Chief Caldera was called away on an emergency called and will be joining us later.

### D Explanation of the Budget Process

Mayor Carnes turned it over to Teri Porter who stated the following:

The City of Pilot Rock has a total of 9 separate stand-alone budgets.

1. General Fund
2. State Tax Street Fund
3. Sewer Fund
4. Water Fund
5. Economic Development Fund
6. Library Fund
7. Sewer Utility Reserve Fund
8. Water Utility Reserve Fund
9. Waste Water Lagoon Upgrade Fund

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Each fund has its own revenue sources which must be allocated. Each budget serves as a financial plan or an outline for how the City should best use the revenue it receives. The budget is not an accounting document; it is a management and planning tool. Because the city is limited to the amount of revenue available, the Budget aids in determining which objectives have the highest priority and will produce the greatest positive impact for our community.

The Department Heads met to discuss the City's priorities and forecast revenue and expenses for the coming year. The Department Heads then set to putting the numbers down on paper. After several meetings of crunching numbers the proposed budget was developed which we offer to the committee for review.

We anticipate that covering all 9 budgets will take two meetings. After all budgets, have been reviewed the committee will be asked to approve the set tax rate and budget. The approved budget will then be summarized and posted in the EO with the notice of a public hearing to be held on May 16, 2017. If there are no objections during that hearing, the 2017-2018 budget may be adopted at the June 20, 2017, Council meeting.

### **E Receive the Budget Message**

Budget Officer, Teri Porter, read the Budget Message, which was included in each of the folders provided to each budget committee member, Councilor, Staff and Citizen. Steve Draper stated that there are now 7 full time employees.

### **F Review the Proposed Budget**

Since Chief could not be present, the committee agreed to review the General Fund at the next meeting and start with the State Tax Street Fund etc. tonight.

1. Sewer Fund: Steve Draper expressed concern that the bank fees are not divided based on the different funds band usage. 48% out of sewer and 48% out of water and 4% out of Police Dept. He would like to see that divided up more fairly. Teri stated she would look at a breakdown that would be more equitable and present at the next meeting.
2. Any changes made to the budget will be reflected in the amended budget to be presented at the next meeting.
3. Teri presented the committee with a survey of sewer and water rates of other cities of similar size and median income. (see attached).
4. There was discussion regarding the various water testing required throughout the year.

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5. Economic Development: Materials and Supplies took a jump due to the increase in the cost of weed spray.
6. Economic Development: Legal and Audit increased anticipating needs due to the City wide clean up as well as possible leases etc.

### **G. Public Comments**

Mrs. Slabik asked where money to clean up the city would be coming from. It was explained that it has been budgeted to come out of economic development fund, because cleaning up the city would help economic development.

### **H. ADJOURNMENT**

Council agreed to adjourn at 8:47 PM.

**APPROVED** \_\_\_\_\_

**ATTEST** \_\_\_\_\_

Disbursement