



CITY OF LA PINE BUDGET COMMITTEE MEETING MINUTES

Monday, May 1, 2019

5:30 pm Regular Budget Committee Meeting

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

Regular Meeting – 5:30 pm

1. Call to Order

Mayor Richer called the meeting to order at 5:30

2. Establish Quorum

Members Present: Mayor Richer, Councilor Briese, Don Greiner, Councilor Shields, Student Councilor Miller, John Cameron, Colleen Scott, Russ Smith

Members Absent by Prior Arrangement: Michael Harper

Staff Present: City Manager Melissa Bethel, Public Works Director Jake Obrist, Accounting Clerk Tracy Read

3. Pledge of Allegiance

4. Orientation

Melissa provided a brief overview of the budget process, emphasizing the importance of discussion only within a Budget Meeting with an established quorum.

5. Election of Chairperson

Mayor Richer asked requested member interest in serving as chairperson. Councilor Briese offered to serve in that capacity. All in favor. No opposition. Unanimously approved.

6. FY 2019-2020 Budget Message and Review

Melissa provided an update on the revised Community Funding Request process. Requests will be considered after adoption of the budget. She reviewed COLA changes in the Personnel Services line as well as funds budgeted for a job classification consultant. She also reviewed changes to the Economic Development Fund, including the impact of BioGreen's withdrawal of their project. She asked that everyone give consideration to the Streets Fund. There has been a large amount of growth and subsequent demands on those resources; previously the General Fund has supplemented the majority of the funding. She asked everyone to consider other funding mechanisms. Jake stated there will be considerable amounts budgeted in the Streets and Water funds due to interim financing. The goal is to begin construction on those projects in FY 2019-20.

Melissa discussed the formatting changes to the budget document. She also let everyone know the City is the lead contender for the STIF grant.

General Fund: Melissa reviewed the two part-time student positions added and explained the changes to how Motel Tax Revenue will be documented to make the fund lines more realistic and transparent. As a result, the Tourism Fund is made up of restricted dollars exclusively.

Meetings and travel funds have been increased due to increased Council participation in events. Capital Outlay was reviewed to advise committee members of potential purchases including land acquisition.

Cemetery Fund: Jake reviewed this fund. Enhancements will include adding an informational kiosk. A master plan will be compiled for further cemetery projects and enhancements.

Mayor Richer asked about Light Speed Networks franchise fees, we will look into that to see what that is.

Streets Fund: Jake expanded on the Streets Fund. Changes include funding methodology, increase to grading and dust abatement funding. Hwy 97 landscaping was increased. Capital funds include most of the money for the skid-steer or similar piece of equipment being allocated to this fund. The student worker will likely work mostly on streets projects. Also planned are additional chip sealing projects.

Tourism Fund: Melissa continued review of this fund. The unrestricted community fund has been moved to the General Fund. Chamber and Visitor Center funding has been increased. She also stated that the Chamber will be required report on how those funds are spent. Fourth of July marketing, including the rodeo, has been increased. The restricted TRT fund has been increased to meet the needs of qualifying organizations. She explained the beautification project proposed funds as well as Capital Outlay. There was discussion regarding the requirements of restricted funds. The concept of a public arts fund was brought up as a future possibility.

Community Development: Reviewed by Melissa, this fund continues to show increased revenues. The contracted services line is still high due to Retia Consult continuing planning projects. Contingency and General Fund transfer in were reviewed.

Water and Sewer Reserve Fund: Jake provided a review. Sewer design is funded exclusively by grants, whereas water design will need to be funded.

Debt Reserve: Melissa reviewed, no changes to this fund.

Economic Development: Melissa spoke about the BioGreen project not moving forward, as well as an increased funding demand for a SLED employee.

SDC Fund: Jake reviewed new development and that we have budgeted conservatively; as well as the transfer out to the Water Fund. There was discussion regarding a potential SDC for streets infrastructure, and agreement that this is a topic for future consideration.

Water Fund: Jake reviewed. The water design is finishing this year, construction could possibly begin toward the end of FY 2019-20. Additional expenditures include new water meters. Contingency is slightly less. He also reviewed completed projects.

Sewer Fund: Jake reviewed funds budgeted for construction. Other fund items are in line with previous years, with the exception of additional Personnel Services expenditure resulting from an additional staff member. He reviewed completed projects.

Don Greiner was excused at 6:18 p.m.

There was discussion regarding snow plow funds and what the new contract will potentially include and also the possibility of breaking the work into separate, smaller contracts. There was also additional discussion on restricted v. unrestricted community funding.

7. Public Comments and Questions

Kitty Shields stated she is impressed with the proposed budget. She really appreciates the changes in how TRT funds are documented.

8. Adjourn

Meeting adjourned at 6:27 p.m.

Tracy Read, City Recorder