

Finance Team Meeting Minutes: May 11, 2016; 12:00 noon

Present: Jim Baker, Jim Bockelman, Amy Fealko, and Ken Hill.

Concerning the budget, Amy reported she has met with the Department Heads. They have all their paperwork to move forward with their budgets. Amy plans to compile the draft budget during the week of May 23 thru 27 and get that to Council by the end of the May, first of June. Work sessions could be scheduled each week in June. The team feels that the sessions should be scheduled during the normal work day and not evenings, Monday thru Thursday. The first two sessions can be set at the May 18 Council meeting. Amy distributed a schedule for the budget season.

The team discussed big dollar items that the Council should remember to budget for or at least consider during the budget process. For the Department Heads, Amy has put together a template to come up with a City wide Capital Expenditure list for multiple years. The team also discussed the possible need to have on staff or on contract an engineer/consultant for future projects. Amy stated that after the current projects are completed that the need may not be as necessary.

The bad check fee was discussed and the need to at least recover the expense the City is charged to deal with bad checks. The fee will be discussed and handled during the budget process.

The delinquent Local Option Tax payment issue is moving forward with payments and back returns being received by the City.

There is a thought process that the City property owners are being taxed double; the County levy at 0.00395 and the City levy 0.00763, as it relates to when the City and the County are working together on projects or on issues that the City and the County are both supporting financially. The team feels that Council should keep this in mind during the budget process as well as when the City and the County are working together.

The City owns a piece of residential property on Idaho St. Real estate is moving again in Salmon and the team feels the property should be listed with a local realtor and that the issue should be discussed at Council.

The team discussed the possible purchase of lap top computers for the Council members. Although a good idea, the current system of paper works fine. The team likes that City Clerk Mary Benton is putting the Council Packets out via email so the information can be accessed prior to picking up the hard copy. The proposal should be discussed again at Council.

Next Finance Team Meeting: June 8; 11am; City Hall Meeting Room

BUDGET SCHEDULE FOR FY 2017

04/30/2016	Notice to County Clerk of the date, location and time of budget hearing
04/30/2016 – 06/01/2016	Development of revenue estimates and all economic assumptions Council Priorities/Goal Setting?
05/1/2016	Distribution of worksheets, instructions and guidelines to all department heads
05/19/2016	Worksheets due from all department heads
06/01/2016	Receipt of new construction roll from the County Assessor (no later than the first Monday in June)
05/9/2016 – 05/20/2016	Meet with department heads to discuss budget requests
05/23/2016 – 05/27/2016	Compilation of draft budget
06/1/2016	Review of draft budget by staff & council
06/1/2016 – 06/2/2016	Review of budget by the Council and Mayor – Budget Work Session #1
06/13/2016 – 06/23/2015	Council Budget Work Session #2
06/27/2016 – 06/30/2016	Council Budget Work Session #3 (if needed)
07/6/2016	Council adoption of the tentative budget
07/20/2016	Public budget hearing
08/3/2016	Budget – 2 nd Reading
08/17/2016	Budget – 3 rd Reading
08/17/2016	Passage of the appropriations ordinance
08/25/2016	Publish budget ordinance
09/8/2016	Certification of the city's tax levy to the County Commissioner (not later than the Thursday prior to the 2 nd Monday in September)