

***Rainier Economic Development Council
Work Session Minutes
April 9, 2008
5:30 p.m. Rainier City Hall***

Present

Mike Avent David Qualman Terry Deaton
 Dearl Taylor Terry Grice Tim Navaro

Absent

Paul Rice

Others Present

Lars Gare, City Administrator Darliss Hyke, Recorder

Budget Guidelines

Have to be complete by end of June

Budget Proposals.

There was some discussion regarding several options/prioritizing the project list for the 2008 budget committee to review. Due to the tight flow of money (\$120,000 shortfall), there were several options.

1. A Special levy. See attached chart, *Special Levy Amounts Available*.
 - a. County funds will decrease according to the amount of the special levy.
 - i. (Grice will check with Hyde to see how it will be calculated.)
 - b. City of Rainier could make up \$101,000 shortfall since they will be receiving over 600,000 USG tax dollars.
 - ii (Lars is to request formally at the next City Council Meeting).
 - b. Attorney may have an option.
 - i. (Deaton is to ask Williams).
2. Cutting operation expenses.
 - a. Lars said Sewer funds can wait to be transferred, \$200,000.
 - i. There was some discussion, if the funds were actually committed to the Sewer Construction.
3. Community Grant and Small Business Grants may be cut or omitted completely.
 - a. Have an open window to submit all grants at one time for review.
 - b. Cut funding for Community Grants to \$2500 per year.

4. Possibility of Projects carried forward funds

- a. Projects not started
 - i. 2 Plazas
- b. Qualman said he preferred that the Past Projects Carry Forward Funds (Spread Sheet, Special Levy Amounts Available) should not be touched.
- c. Projects not moving and no outlook.
 - i. Grocery Store funds

Staffing

The discussion regarding staffing included these options:

- 1. 15-20 hours a week
- 2. Duration of hire
 - a. Contract services
 - i. Grice brought up the point, if someone is contracted they have to provide their own bond and taxes.
 - b. Temp Service
 - i. They are the employee of the Temp Service on a daily basis.
 - c. Hire Terry Deaton
 - i. May have to give up her seat on the Council
 - d. Give all of the M&S fees to the City to hire a part time staff person
 - i. City is cutting staff to three full time positions.
 - e. Keep all records in house.
- 3. If the work load is diminished do we actually need a staff person
 - a. Cut grants
 - b. No city PR work
 - c. Limited amount of checks to be written
- 4. Qualman asked Darliss to cover some of the staff needs
 - a. Filing system needs to be put in order.
 - i. Two temps hired for City filing since January, and they have taken a block of Bobby Jo's time.
 - 1. One temporary took a job and had to train another person.
 - 2. Had to find documents and could not locate them.
 - 3. Some filing was cut off due to the lack of document knowledge and Bobby Jo not having time to guide the person.
 - b. Get Bank accounts reconciled and know where your accounts are located.
 - i. Had to call the county to find out when and where the tax funds were deposited.
 - c. Project funds availability

- i. Make sure you have the funds and which account the funds are in for your Past Projects(carried forward).
 - 1. Sewer funds should be in Debt Service Reserve Fund.
- ii. You should be able to find that information within five minutes.
- d. Original documents with original signatures and contracts are in banker boxes, they should be archived or in safe keeping.
- e. Suggest the need for the Council to put files in order
 - i. Best way and opportunity to educate yourselves.

Deaton is to speak to Attorney regarding the need for REDCO to staff and options for REDCO to recoup some funding. If there are no options, there is no need for an attorney.

Grice, meet with Hyde to get a hard number if there is a special levy.

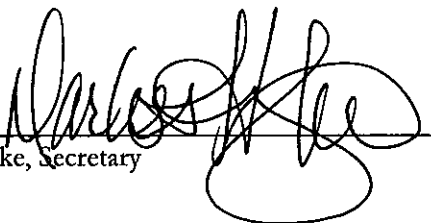
Council is to look at the options and decide what they will live with as far as budget guideline options.

Lars asked if there was any description ever written out for the City Administration guidelines?

Meeting adjourned at 7:35 p.m.



Chair, Mike Avent

Attested: 

Darliss Hyke, Secretary