

**Village of Capitan
Budget Workshop
February 20, 2024
114 Lincoln Ave.
6:00 P.M.**

The Village of Capitan Board of Trustees met for a Budget Workshop meeting on Tuesday February 20th, 2024 at the Village Hall in Capitan, New Mexico at 6:00 PM.

Mayor ProTem Cleckler Called the meeting to order at 6:05 PM

Roll Call: Mayor Davalos – Absent, Mayor ProTem Cleckler – Here, Trustee Shearer – Absent, Trustee Hair – Here, Trustee Menix – Here, The Village Clerk Angela Autrey, Finance Officer LeAnne Brasher and Chief Randy Spear were present.

Item #1 Approval of the Agenda

Trustee Hair motioned to approve. Trustee Menix seconded the motion. All in favor

Discussion:

Trustee Hair – I move that we approve.

Trustee Menix- Can I ask a couple of questions before we get started on this? I'm just curious, when is our next years budget due?

Finance Officer Brasher – The interim is due by June 30th. The final is due by July 31st.

Trustee Menix – Have you started on that yet?

Finance Officer Brasher – I've been trying to get to it. I did start. I've already talked to most of the department heads. They need to come in with me because, I think we need to expand our line items. They need to have their input. That's one of the things that I learned at that finance class, that I need to have their input on how they want to see their budget.

Public Francis Traylor – I thought they did that last year.

Finance Officer Brasher – They semi did but, then we ended up having to cut things. They had input in the beginning, but then it was changed.

Public Francis Traylor – Do you think they will have more revenue next year?

Finance Officer Brasher – I'm hoping, because I still have to do that three-year projection.

Trustee Menix – I didn't know you had to do that. I have another question. Can these be forwarded to us?

Village Clerk Autrey – Yes, I have the links that I am going to forward to you all after this. This is just to get us started.

Finance Officer Brasher – You can also go on the NMFAA website. They also have tutorial videos there through YouTube also.

Trustee Menix – My question is. Would it be better if we watch these and came back with questions? Or are you able to stop it and go in case there's a question?

Finance Officer Brasher – This is basically the beginning process of, how you go about putting the budget together. You have to know what fund, you have to know what your budget line items will be.

Trustee Menix – I didn't know if it would be better to watch them at home and then come back with questions. For time factor and what was best for you guys.

Village Clerk Autrey – In the three days that we had to prepare for this one, because I didn't think about us being gone Monday, and LeAnne was gone that day. We just didn't have a lot of time to get everything together.

Trustee Menix- I don't mind watching them at home if that's more valuable for you guys. Or would you rather us sit here. What do you feel Sherry?

Trustee Hair- Personally, I've gone through these because I came in and talked to LeAnne beforehand. Not recently, this has been several months back in October, to get a better understanding. Our school budgets are very similar to this because they are under State regulations as well. In my mind, watch it here, ask some questions as we go through it. Ask them at the end. That would probably be the smoothest thing.

Trustee Menix – Okay, because you have already watched it. Have you watched already Brian?

Trustee Cleckler – No.

Trustee Menix – Okay, I'm just trying to make this simplest, there's not very many people here. Everybody wants to go home, I'll watch this at home and then come back and ask questions.

Public Francis Traylor – Is it better to come in and ask questions, or email them to you?

Finance Officer Brasher – Email is actually probably best. To be able to answer the questions. That way we have it all documented. Personally yes, email is best.

Trustee Menix- What is your opinion Brian?

Trustee Cleckler – Let's go ahead and watch it and see where we are at.

Trustee Menix – Okay, then I second.

Roll Call: Trustee Cleckler – Yes, Trustee Menix – Yes, Trustee Hair – Yes. All in favor

Item #2 Discussion – DFA and LGBMS Budget Training.

Due to the time of the Budget workshop:

Trustee Hair motioned to move the Budget Workshop time to 4:30. Trustee Menix seconded the motion. All in favor.

Discussion:

<https://youtu.be/wOasJyCXOd4?si=RBWnPc4UZkQ-Wrbb>

Finance Officer Brasher – This video is what they call the Crosswalk Tutorial. They are teaching the beginnings of how to start putting a budget together.

(The video was started)

(About 15 mins into the video, it was agreed that it was too difficult to try watching it in the meeting room. Discussion resumed.)

Trustee Menix – Are there accounts that we need to know about? She (referring to the video) was saying there might be special accounts. Are there ones that we have, that we need to know about?

Trustee Cleckler – Do we have a budget that we could look at of ours, so we can see?

Public Francis Traylor – You know what LeAnne. Why don't you take your chart of accounts and start with the revenues, and tell them which one's that you get for revenue. Maybe that will help them out.

Finance Officer Brasher – (Brings out a binder of information) On the general fund, which is no department needed – un restricted cash. That is going to be the money that comes from the previous years budget. That gets reconciled after your 4th quarter has been approved. After the 4th quarter has been approved, those ending numbers has now become...

Trustee Cleckler – The first quarter?

Finance Officer Brasher – 4th quarter doesn't come until after interim. You kind of know where the unrestricted cash is going to come forward but sometimes they change a little bit. That's what your unrestricted cash is. Then you have investments. Those would be added onto the budget. Anything that says, "no department needed", that's income. (going through pages of information) Down here, it's still your general fund but, you are going to 1001 which is your Governing Body. You are going to have your Elected Officials salaries, office supplies, travel, training etc.

Public Francis Traylor – Those are all grouped together, right LeAnne?

Finance Officer Brasher – This is how big the general is. You have general administration, Clerk, Mayor, Governing Council, Finance, Parks and Rec., all departments.

Trustee Cleckler – When we will get the budget it will say 1001 and that is salaries for Governing Body. That's everybody's salary but it's just one-line item because everybody is grouped in there.

Finance Officer Brasher – No, it's completely separated. The Governing Body is 1001, and you do their budget. Here is the Mayor, 1007, then you do their budget.

Public Francis Traylor – LeAnne, you can choose the 11,000 and what is the other number? 1001 and then their code?

Finance Officer Brasher – Your fund is going to be 11000, General Operating fund. Then it goes to your department. Department 1001 is the Governing Body. From there it goes to 51010, which is the salaries of the elected officials. That's all entities.

Trustee Cleckler – I understand. As more detailed you get, it all starts in the same one and then it starts breaking it out.

Finance Officer Brasher – Right, then you have to detail it. Correct. That's why I was talking with the supervisors. We need to have a little more detail than what we've been having in the past. I'm not sure if I'm using the right words, that it breaks it out more by line item.

Trustee Menix – Like with Randy, you want him to break it down into? What's a couple of line items?

Finance Officer Brasher – Office supplies, Field supplies, Uniforms, Utilities.

Trustee Cleckler – So are you wanting them to give you an idea of what that cost is? To help you out?

Finance Officer Brasher – No, I want them to put their budgets together.

Trustee Cleckler – I totally agree with that.

Finance Officer Brasher – And I want to add more line items because we have maintenance and repairs on the buildings. I want to categorize it a little bit more.

Public Francis Traylor – Like program budget-based accounting. Do you have a code? Like Parks and Recs., do they have a code that tells you that its for their supplies.

Finance Officer Brasher – Yes. So, after your general budget comes your corrections budget. Which is pretty much the same thing with the codes. A specific amount has to go back into the Office of the Administrative Courts. They've put it together where judicial and automation fees were separated, now they are making us put them together and send them one check. We don't get to keep that money.

Village Clerk Autrey – They are about to take all of that away.

Trustee Menix – Take away?

Village Clerk Autrey – We won't get to charge it any more.

Finance Officer Brasher – We will not get to charge the person that comes to court. On corrections, automations, and judicial right?

Village Clerk Autrey – They are trying to get rid of Municipal Courts.

Trustee Menix – Would they go to District Court?

Trustee Cleckler – Magistrate. That's what they told us.

Finance Officer Brasher – So, after corrections, we have the fire fund. The fire fund is strictly money that comes from Home Land Security. Each municipality, I think it depends on how many volunteer's you have or actual employees that you have with the Fire Department, you get a certain percentage. The Fire Martial Allotment, is what it's called. The Fire Department have their own moneys that they receive from the State, and that's what we work that budget off of. That money does not belong to the Village of Capitan, only to the Fire Department. They do get donations once in a while. What fire did they recently fight? Well, Keven put's in his time, and we get a little stipend back from that which all goes to the Fire Fund. Then you have the LEPPF. Which is the Law Enforcement Protection Fund. That money comes from the State. That money can only be used for specific items.

Trustee Cleckler – Is this the one for Phil?

Chief of Police Spear – No, this is a different one. This one is for like the units I bought and all of the stuff that goes inside of them. It's not really supplies. It's equipment. I can buy anything except a building and office furniture and stuff like that. Computers I can buy, equipment, travel and training can go to it.

Finance Officer Brasher – Unfortunately I don't have a copy right now, but what you were talking about is called the Law Enforcement Recruitment and Retention. That's a three-year grant. We've already done the first year which was \$78,000? 22-23, 23-24 is \$37,000, 24-25 will be \$18,500. So, it's split each year.

Chief of Police Spear – It will be coming up again whenever the DFA gets the rules put out here pretty quick because there was, if I remember right, \$27,000,000 put back into that fund.

Trustee Cleckler – That's just to recruit a new officer, right?

Finance Officer Brasher – Recruitment and retention. So, Phillip was recruited and now we get to use that to retain him.

Chief of Police Spear – Last year they kept changing the rules mid-stream on that thing. I knew it was going to be a nightmare for LeAnne, trying to keep up with it, because they were changing the rules every week. They couldn't make up their mind on how we could spend this money.

Trustee Menix – Now do we know how to spend it?

Finance Officer Brasher – They had changed it after we had already done the budget and finalized it. They were like, "Oh, no. We don't want it to go here anymore. You have to do your adjustments and now we want it over here."

Chief of Police Spear – She had put in for a bunch of equipment for Phil, that it said we could do. Then they came back and said, you can not do that.

Finance Officer Brasher – We spoke to Giovanna and she said, you've already done it. Just leave it the way it is. So, we did.

Trustee Hair – I am finding that there is liquidity in the numbers. You've got the State always shifting around what they are doing. At the same time, you have to know where to allocate things. It takes time for input to go in, and then be reflected on the next budget.

Finance Officer Brasher- Then there is Lodgers Tax. (she signals to Trustee Cleckler). You know about Lodgers Tax. The money that comes in from Lodgers Tax, has to stay with Lodgers Tax. What ever is collected, has to be disbursed within two years or the State wants it. It doesn't make a lot. They have not said anything about wanting the last year.

Trustee Cleckler – And you can only use it a certain way.

Finance Officer Brasher- If it has anything to do with advertising, there is a quote that has to go on to every add, "Sponsored by the Village of Capitan's Lodgers Tax."

Trustee Menix- That's used a lot.

Finance Officer Brasher – They've done a lot this past fiscal year.

Trustee Menix – A gal said something to me, and said they are doing something in Ruidoso and she said, "Well, I'm going to go to the Lodgers Tax and ask for advertising money."

Trustee Cleckler – Basically, the money that the Lodgers bring in, what ever you advertise has to bring people into the community that can stay at the lodging facilities so you can get their tax. You can't just be coming to eat lunch at Oso Grill. If you are not staying here then...

Finance Officer Brasher – Prosper for the community. Then you have the Street Department. This one is a little tricky. The Street department gets a percentage of gross receipts tax. That money goes to the Street Department. The Street Department can not make money. In the Street Department, they will have a small income because they do culvert work. All he can charge for is the actual cost for the culvert and the cost of what it's going to be for their salary. If it takes them 2 hours, they will charge 2 hours plus the cost of the culvert.

Trustee Hair – And any kind of base rock?

Finance Officer Brasher- Yes, if they have extra materials for it.

Trustee Cleckler – Basically, it can't cost the Village money, but the Village can't make any money off of it.

Finance Officer Brasher – Right, we can't make money off of it. Out of that money is for their field supplies, their salaries, etc. There are cases where the general account can transfer money

into the street department because they can not make money. On occasion, like when they bought the backhoes, the Street Department does not have that kind of money, so in the American Rescue Fund (with COVID), I can't remember what that was called. It had money, so we got the money to pay for the Street Department backhoe.

Public Francis Trailer – LeAnne, I remember the general fund loaned money to the water department or something like that last year. I remember it on your sheet, remember when we were working on it. It was like \$40,000.

Finance Officer Brasher- That's what Bobbi wanted to budget. So, that the gross receipts tax was not going into the water and the sewer fund. Remember when we were doing that? I have her paperwork in my book. She wanted to allocate more of the gross receipts into the general account, but we can't do that unless the ordinance gets changed regarding our gross receipts tax.

Public Francis Trailer- I remember asking, when you do your loans, are they permanent loans?

Finance Officer Brasher – No, it has to be paid back.

Public Francis Trailer – So, like on Smokey Bear, the money that's put into that. Do they pay it back?

Finance Officer Brasher- No, Smokey Bear is different. Thank God for Peggy, because she has really brought that store way up. I know that one month it didn't really profit, but when you look at the overall. The unrestricted cash, what the income was and what the expenses were. It was still in a positive number.

Public Francis Trailer – You guys are doing that like a supplement.

Finance Officer Brasher- We shouldn't have to supplement that anymore because they are doing that well. The previous year they loaned them....

Village Clerk Autrey- \$20,000 or something like that. They didn't even touch some of that.

Trustee Hair – I know that we had \$10,000 that we put in at one point in time.

Finance Officer Brasher – Over the last several years they probably have given them like, \$55,000. Now we don't have to.

Trustee Cleckler – That was a question that I had because, the one meeting before the election or maybe it was after, they did the improvements to the Smokey Bear. Al said that the money set aside, Smokey Bear did so good that they didn't even need to use that.

Finance Officer Brasher – It was already budgeted. So, that money for those repairs, already came out of the budget.

Trustee Cleckler – I thought he said that, I could be wrong, that Smokey Bear was doing so good that they didn't have to use that money.

Finance Officer Brasher – The previous year they wanted to transfer \$20,000 and we did not end up transferring that money.

Trustee Cleckler – It was never transferred. It was just there just in case.

Finance Officer Brasher- They never needed it. Then you have your Capital projects. Which is going to be anywhere from Streets, Water, Sewer, etc.

Trustee Menix – I know it's not exactly capital but maybe, just a question that come up. When we get ready to do Smokey Bear, and Tiger Drive. And we have a \$72,000 match, is that going to be like the one for the Depot? Or are we actually going to have to come up with the \$72,000.

Finance Officer Brasher – We have to come up with the \$72,000. So, Tiger Dr., that's going to be part of the Street Department but it's going to have to be supplemented through general fund because we don't have any in kind on it. I'm going to use the Street Department. So, in kind is where the Street Department can come in and use their equipment and hours and that becomes part of the in kind. This is not an in kind. This is a match. A match means that we have to come up with the \$72,500. We did get over a million dollars for it.

Trustee Menix – Can we get a copy of that grant, so that we can read it. So, we can know what's going on? You can get it to us later.

Finance Officer Brasher – Yes

Trustee Cleckler- This is a project that is getting ready to start?

Finance Officer Brasher – We can't start it until school is out. But we already have the money from the State.

Trustee Cleckler- We budget the \$72,000 already...

Finance Officer Brasher – We have not. This is brand new. Because you are not supposed to budget your projects until you actually receive the funds.

Trustee Cleckler – So, will this be in this year's budget or next year's budget?

Finance Officer Brasher- If they start in May, it will be this year's budget. But, if they don't start until July, it will be next years budget.

Trustee Cleckler- The fiscal year. I didn't know if the grant was this year, we already had to have that money there.

Finance Officer Brasher- I'll have to report the money if we've already received it.

Trustee Cleckler – We are going to have to have our match. So, does that money have to be there before the grant has started or when the project is finished?

Finance Officer Brasher – I still have to budget for the match also.

Trustee Menix – So, even if you have to budget for the match, can you budget into next year?

Finance Officer Brasher- It depends on when they start.

Trustee Menix – I know you said that, but who determines when it starts? Maybe that's how I should have asked that question.

Finance Officer Brasher- It's the State right or is it Dennis Engineering?

Chief of Police Spear – Dennis Engineering is doing it but I think it went through the State.

Trustee Hair – The state has the contractor go in and do the projects. The State will regulate how we are doing things. They never start on time.

Trustee Menix- So, it's not up to us to determine when it starts. Okay, we don't get to have a say.

Finance Officer Brasher – Now we have your water funds. The water fund has to stand alone. It can make money. Again, you have unrestricted cash, income, and expenses. We break down the water administration fees, new taps, new lines and then you have your expenses. The water has to stand on it own. It can't loan money, or It can but it has to be paid back.

Village Clerk Autrey – Honestly, I don't think they can. Maybe to sewer I would think.

Finance Officer Brasher- I don't think it can loan to the general account.

Village Clerk Autrey- I think the general can loan to the water.

Trustee Cleckler- Can the general give to the water? Does it have to be a loan?

Finance Officer Brasher – It would have to be a loan.

Trustee Cleckler- But general can give money to streets?

Finance Officer Brasher- Yes, right because the water, sewer and the trash are their own entity's, I think would be the best way to explain it. In an entity, the money is supposed to stay there in that particular entity. The solid waste, the sewer, is all basically the same. Then you have the Cemetery, which is separate. The Cemetery has money that is collected from plots, opening and closing of graves. That's their basic income. Then there are expenses such as paying for water and miscellaneous things like a new garbage can.

Trustee Cleckler – Who pays for the upkeep of the Cemetery? Parks and Rec., does it right?

Finance Officer Brasher – Parks and Rec and the Street Department.

Trustee Cleckler- But that doesn't come out of the Cemetery budget, that comes out of the Street.

Finance Officer Brasher – Out of the Street Department or the Parks and Rec. Parks and Recs used to take care of it, now its back to the Street Department taking care of it. They go and they mow.

Trustee Hair- Isn't it the Water Department who goes in and digs the graves?

Finance Officer Brasher – No, the Street Department is doing it now. They use to.

Trustee Hair – Can we circle back to the Water? One of the things we need as a board to consider, the Water Department can make money. Steve Brought up in an earlier meeting, that our water tap fees are way out of line to similar municipalities. So, we need to gage, do we go in and increase those water taps? Or do we charge for what's an empty lot, but there is water available to them? Most municipalities charge water to that particular. We just need to stay on top of it, is the point that I am trying to make. We are going in and not going forward and not circling back to it because it was a proposal.

Trustee Cleckler – I was at that meeting.

Trustee Menix- I was at that meeting and they said no, you can not charge for unused lots.

Trustee Cleckler- I thought that on raising the fees, there were going to come back on a later date.

Trustee Hair- That's what I'm saying.

Trustee Menix- I think that we need to do that, but I think that it needs to be a gradual increase. I don't know the prices, but it should be this much of a raise and then after so long.... That way some people don't get sticker shock.

Trustee Cleckler- I agree. It was there and then it was gone.

Trustee Hair- That's where, looking at the future for what can happen for these different departments. Not only do they need to be responsible for their own budget, but they need to go in and list things on a project list. As an example, with the water department, they have a project where they have to go in and replace the lining of the lagoons we have because they

deteriorate. They need to project so that we know that's coming up. There needs to be project management.

Trustee Cleckler- On the budget needs to be a list of what they need, and if the linings only last three years, and it's the third year this year. And even have a wish list that they would like.

Trustee Menix- You can't go from \$500 to \$1,500. It's sticker shock.

Trustee Cleckler- Well, you guys approved the raises. But if you approve the raises and we have the cost of everything else, and then we are paying the employees more. The cost has to go up. Simple as that. If not, it's just costing the Village more money.

Trustee Hair- When we saw the initial information on the water rates, it was like, "Woah, wait we can't do that because that's going to be a shock." That's how we got the suggestion from Doc Fraley to go in and look at 10%. At least that brings us back into alignment because, if we didn't get aligned we wouldn't get funding from the State.

Trustee Menix- I don't know if this is being done, but at one time the water bill went up \$.50 every year or whatever, so we were staying in that. Is that in the ordinance?

Village Clerk Autrey – It was.

Finance Officer Brasher – According to our ordinances, every fiscal year, it's supposed to be raised by the CPI rate. But over I don't know how many years....

Village Clerk Autrey- The last two that I know of.

Finance Officer Brasher – The council has denied it. Not to raise it.

Trustee Menix- Do we have any idea what the CPI rates are?

Finance Officer Brasher- Yes, Charlene gets the CPI rates based on the size of the pipe.

Trustee Menix – How often?

Finance Officer Brasher- Once a year.

Trustee Menix – So, can you get us that kind of information?

Finance Officer Brasher - I think she gets that either May or June.

Village Clerk Autrey – Most all of the Municipalities around the State do it that way.

Trustee Menix- I know that it's something that we need to look at so, it's not the sticker shock of, we are going to raise your bill \$25.

Finance Officer Brasher – We haven't raised it in so many years.

Trustee Menix- Trust me I sat through all of those meetings. I'm just saying that we need to be looking at that.

Finance Officer Brasher- When that does come out. Charlene does a presentation on that. She has at printout and everything. It's been quite a few years.

Trustee Menix – If it's something we can get and look at, then we can say what's doable.

Trustee Hair – In a municipality we know that there are certain things we need to do at certain times. We know we've got the budget but there are things we need to be looking at on an annual basis.

Trustee Menix – If we had a list that says, this comes up in June, this comes up in July, this comes up in August. We can look at it and know what is coming up and we need to start thinking about it. Have a budget workshop to discuss it and find out how we are going to do it. That would be so helpful.

Trustee Hair- The problem we have right now. This budget workshops are very good. The complications with it, is that it takes up their time, and we are paying them overtime.

Trustee Menix – Maybe if it's just a hand-written thing, and when we've got it done....

Village Clerk Autrey- It's not a problem. We used to have one in the office.

Trustee Menix- I know lots of places do that. They have a yearly list of what to do at what times so that you are looking at that ahead of time.

Finance Officer Brasher – There is a sheet that I have to go off of. Because, I've got to do payroll taxes, I've got to do the information for you guys for the power point. There is a list of everything that I have to do a report every month.

Trustee Menix- I guess my thing is, every year that have to be done at a certain time no matter what. You don't even have to put the year. Just say yearly June, this is due, July, this is due, August, this is due. Then we know, those are the things we need to be looking at.

Finance Officer Brasher – Sure, like the interim is due by June 30th, 4th quarter is due July 31st, 1st quarter is due by the end of October.

Trustee Menix- Right, those are every year, you don't have to put the year on it. Like this CPI is due in June.

Public Francis Trailer – You can have contracts that have to be renewed. That's what we used to have.

Trustee Cleckler- That would be good because, like on the last meeting, I didn't realize until the next day, our lawyer contracts weren't up until July. If I would have known that, I would have made a motion to postpone it. In a meeting if we have a deadline in front of me when it's supposed to be. We could say, let's discuss this a little more.

Finance Officer Brasher - Like in May. We have a 3-year contract with an auditor, we have to start the process of sending out letters.

Trustee Cleckler – You mean like, Pam Rice.

Finance Officer Brasher – Well yes, there is a list the Office of the State Auditor has and we have to go by that list. We can't go find somebody.

Trustee Cleckler- Is she up in May?

Finance Officer Brasher - No, we did 3 years with her.

Public Francis Trailer- Most of the auditors are multi year.

Village Clerk Autrey- We can use them up to 8 years. We have to get another one after that.

Trustee Cleckler- Have you heard anything on the audit?

Village Clerk Autrey- She is supposed to be getting us a list. If there is anything she's needing.

Trustee Cleckler- So, she's looked at it at least?

Village Clerk Autrey- Yea, she's looking at it. She hasn't got us a list yet. So, we are hoping that maybe that's a good thing.

Finance Officer Brasher – We are keeping our fingers crossed.

Trustee Cleckler – I know, once it leaves you guys, you know. It's out of your hands

Finance Officer Brasher- So now what you have is your other enterprises. All of the budget items and line items, I want to re iterate, each one of these, I have to use their numbers. I can't just go willy nilly deciding what numbers. In one of the meetings I said, with Carr Riggs and

Ingram, for the 22 and 23 also, they are going to have somebody come in to help me. That we are going to structure QuickBooks with this so that it will make it so much easier to put the information in and it won't take so much time to break down the information. There are like 200 to 400-line items. Which one should I really be choosing? They are going to help out with that once everything is done. It will make the reporting so much easier. Smokey Bear Enterprises, the same structure. The unrestricted cash, the income, the expenses and so forth. Yes, they can receive loans but they can't give loans. The very last one is what they call the trust and agency. Which is the security deposits of the water customers. This money does not belong to us. This money belongs to the customer. When a customer leaves and they are in good standing and they don't owe any money. They get their deposit back. If a customer leaves and they owe money, we have that security deposit and deduct it from that security deposit. Home owners have \$100, if you are renter it's \$250. We keep the individual's money for 3 years. After three years, if they are in good standing we return the deposit.

Trustee Cleckler- I need to see if I have any money coming back.

Finance Officer Brasher- I don't know what else to explain.

Trustee Menix – That was great for tonight. I got a lot.

Trustee Cleckler- Where are we looking at for the next meeting? What are your ideas?

Finance Officer Brasher- I'm working on January now. To get that going, I don't think I'll have February ready. I'm going to try.

Trustee Cleckler – Can we have some stuff to start looking at where we are going on next years budgets. Even if you could crop a page. I understand it's a huge process. Even if you can give us an update on, (Street department has this and that, or I haven't heard from Randy) just an update on where the departments are so that we know where to look.

Finance Officer Brasher – For the next budget. The 24-25? I haven't had the time to sit down with each individual supervisor. When you go to build your budget, and you can watch some of those YouTube trainings, they will tell you that you will need to get a 3-year projection. When you get that 3-year projection, you can go and start building your budget.

Trustee Hair- It a strategic plan what you are initially talking about. One of the things as the department heads become more responsible for their own budget. Then what really should happen is they are defending what is on the budget. Not necessarily you, because they are knowing where things need to be spent. I think that that would be where we need to direct ourselves to. In addition to, once we get an agenda and if we have questions, rather than waiting until the meeting occurs. Why not send questions like hey, during the meeting I would like to see this and this? That way, they are better prepared, rather than trying to pull a rabbit out of a hat. And you know, I don't have the budget right there in front of me.

Trustee Menix – That's where when we get the budgets, if we can meet before. Then we can eliminate a lot of questions before, that would be perfect.

Trustee Cleckler – If I ask what's going on. Then you know if I ask it in a meeting, then you'll have it right there.

Finance Officer Brasher – If we do budget workshops, it actually eliminates the budget overview during the meetings.

Trustee Hair- If a trustee has a question about something, it seems to me more fair to the staff and clearer to the public, if that question is prepared for. If it's something that is in the budget, say we meet 30 minutes, it's still not clear, or still have problems, you still bring it up because it's an agenda item. However, it will make the meetings more effective.

Public Francis Trailer – Anytime you can give LeAnne a heads up like in an email. A lot of the time's there is just too much going on. Give her an email that way she could have it ready and be able to explain it before. Then she has time to research things.

Trustee Hair – Tiffany may come up with a question, and I haven't looked at it that way before, it's something we can address and answer hey, I've never looked at it that way. It makes it more effective.

Public Francis Trailer – Something I want to suggest LeAnne. When you work with the departments, you can have them project their people. How many people they have to project their salaries.

Trustee Hair- I'm going to circle back to the Street department. When you said that they get a percentage of the GRT. Is that consistent?

Finance Officer Brasher – It's only the percentage of the Gross Receipts.

Trustee Hair- Is it like a 10%?

Finance Officer Brasher – If you look at the ordinances, it's in the ordinances.

Trustee Hair – If it meets the ordinances, you could go in and say, we may have a bad spring. We are going to have lots of roads that are going to be washed out. So, we need to consider increasing that percentage maybe.

Finance Officer Brasher- You have to go through the ordinances.

Trustee Cleckler – You are talking about raising the percentage of the gross receipts. But if we do that, then we are taking away from other departments right?

Trustee Menix – Where else do the gross receipts go?

Finance Officer Brasher- The gross receipts go to the general account, the street department, the water, and the sewer department. Remember, I showed you the book with the break down.

Trustee Menix- Are the percentages divided up differently then?

Finance Officer Brasher – Yes

Public Francis Trailer – You guys were asking about the small city's assistance.

Finance Officer Brasher- That cheat sheet I gave you. That explains what it is. It's not a grant. It's a fund.

Trustee Cleckler – This goes into the general fund?

Finance Officer Brasher- That goes into the general account.

Trustee Menix – Are you good for tonight? (asking the other trustees)

Village Clerk Autrey – One thing that I would like to request, and I understand if you don't want to but, Randy, LeAnne and I are, I don't know how it got changed but, we're salary. We're not doing overtime, we are flexing our time out. We are going to go back to salaried.

Trustee Cleckler – That has to go through us, right?

Village Clerk Autrey – Like I said, I don't know how it got changed in the first place. I'm just kind of letting you know that we will bring it up. But in order for us to do some of these meetings, to cut down on the overtime, if we could do them a little earlier. That would help a lot.

Trustee Cleckler – That's fine.

Trustee Menix – So, we can do them at 5:00 or 4:30?

Village Clerk Autrey- For the workshops at least. So, the guys can come.

Trustee Menix- Will you put that on the agenda, for us to change the times?

Village Clerk Autrey- We have two more.

Trustee Menix – Well we have one more before the meeting. Can we change it to 4:30 now?

Village Clerk Autrey- If you don't mind because we haven't put the agenda out.

Trustee Cleckler- Do we need to make a motion?

Trustee Hair – Let's make it as normal as possible. We need a motion. I think we need a second, and I think we need to vote. That way it's in the minutes.

Trustee Menix- It wasn't on the agenda that's why I'm asking.

Village Clerk Autrey- Being that this is referring to the workshop, it should be fine.

Trustee Hair- I would like to motion that we move the budget meetings to 4:30.

Trustee Menix – I second.

Trustee Cleckler – Any discussion?

Roll Call: Trustee Cleckler – Yes, Trustee Minex – Yes, Trustee Hair – Yes. All in favor.

ADJOURNMENT

Trustee Hair - I motion to adjourn the meeting.

Trustee Menix – I second.

Trustee Cleckler- I adjourn the meeting.

Trustee Cleckler adjourned the meeting at 7:21 p.m.


Minerva Davalos, Mayor

Attest:


Angela Autrey, Village Clerk