



City of Yamhill
A small taste of Oregon

City Council Work Session/ Special Session

Meeting Packet

November 29, 2023

5:30 pm

City of Yamhill

Proposal for Budget Planning 2024-25
October 29, 2023

Introduction

This proposal is presented by Ross Schultz (Consultant) as an estimate to complete the City of Yamhill's 2024-25 Legal Budget.

Assumptions;

1. Bring the budget process "in house" as much as possible.
2. Use the same process and Spreadsheet as last year's budget.
3. Update the Number and use of funds in the budget
4. Refine Budget accounts used in each fund.
5. Update all text and tables.

The following tasks are accompanied by and estimate of staff activities required and consultant time estimated to accomplish the task,;

November

- Work with Yamhill staff to do an "Actual to Budget" analysis for presentation during goal setting. Include projections for FY 23/24 and estimated fund balance to start 24/25.
- Layout Budget changes we are thinking about
 - Create Stormwater fund (s)
 - Clean up accounts to be used for coming year
 - Define responsibilities / tasks to accomplish budget (Staff vs Consultant)

Estimates

Yamhill Staff – 1 meeting on site for kick off and last years process review this year's goals for the budget process and who is responsible for what...

Ross - 1 trip to Yamhill and 2 hours prep 2 on site (4 total)

December

- Update this document.
- Kick off Meeting with Council. Layout Goal setting and Budget Process (Use this Document)
- Council Comments and instructions for this year's process
- Update this document again

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Estimates

Yamhill Staff – Council Prep as required

Ross - 1 hour prep time, 1 trip to Yamhill 1 hour on site (2 hrs total)

January

- Meet with Council for goal setting January Week 2 (maybe Special Meeting).
 - Present proposed Budget Calendar and take comments.
 - Status Last year's Goals
 - Present Operational Goals by Department
 - Admin
 - PD
 - Public Works
 - Present Forecast of Financials (Actual to Budget)
 - Hear Council goals

Estimates

Yamhill Staff – Prepare operational goals, Metrix, external issues that will be impacting City next 18 months. Help prep Council presentation.

Ross - 1 trip to Yamhill for goal setting meeting and 4 hours prep 2 on site (6 total)

February Council meeting

- Formalize Council Goals and present to Council
- Update “Actual to Budget” through January and fund forecasts.
- Present Budget Calendar
- Appoint Budget Officer

Estimates

Yamhill Staff – Any updates from January meeting help with Council prep.

Ross – Council Prep, Financial analysis 4 hours 2 for meeting (Remote) (6 total)

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March

- Staff / Budget Committee non-mandatory meeting to discuss budget process... Changes to budget document and process from last year, for coming year... no numbers March Week 2

Estimates

Yamhill Staff – Attend Budget Committee meeting.

Ross – 1 Trip on site 4 hours prep 2 hours on site (6 Hours)

April

- Write Budget Message
- Prepare and Present Proposed Budget (This anticipates 2 meetings of budget committee)
- Work with Budget Committee

Estimates

Yamhill Staff – Help with Budget Message attend 2 Budget Meetings prepare budget documents meeting notices

Ross – 2 Trips on site for budget meetings 4 hours, Prepare Budget Message and proposed Budget 10 hours (14 Hours)

May

- Prepare Approved Budget and Hold Approved Budget Hearing at May Council

Estimates

Yamhill Staff – Help with Council meeting prep document preparation meeting notices.

Ross –2 hours prep 1-hour remote meeting (3 Hours)

June

- Prepare and Present Adopted Budget
- Prepare Council appropriations and resolutions
- Prepare LB forms make sure they are delivered to appropriate government
- Prepare and present Supplemental Budget

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Estimates

Yamhill Staff – Help with LB’s final document printing Council Prep

Ross –2 hours prep LB forms, 2 Hour appropriations and Council resolutions 1 hour council meeting (5 Hours)

Costs

Estimate to complete all tasks listed;

Activities onsite and prep	46 hours @ \$120/hr	\$5,520
Travel (IRS)	6 trips on-site 340 miles @ \$.625/mile	<u>1,275</u>
Total*		\$6,795

- *(No charge for travel time, charge for meals and/or lodging as required and pre-authorized by Yamhill)*