

**THE FOLLOWING MINUTES WERE ADOPTED AT THE APRIL 22, 2015 MEETING  
OF THE MANDEVILLE FINANCIAL OVERSIGHT MEETING.  
MANDEVILLE FINANCIAL OVERSIGHT COMMITTEE  
SUBCOMMITTEE OF THE MANDEVILLE CITY COUNCIL  
MINUTES FOR THE MEETING OF MARCH 18, 2015**

The meeting of the Financial Oversight Committee was called to order by Councilman Clay Madden at 5:30 p.m.

**PRESENT:** Clay Madden, Leonard Rohrbough, Vince Talazac, Ernest Burguieres (arrived at 5:50), Marilyn Osborne

**ABSENT:**

**1. Adoption of the February 25, 2015 Minutes**

A motion was made by Ms. Osborne and seconded by Mr. Rohrbough for the adoption of the February 25, 2015 minutes. The motion passed 4-0.

**2. Announcements**

Mr. Madden wanted to review the two recommendations he presented to the City Council at the March 12, 2015 meeting. First, the committee was recommending the city revert back to preparing the operating budget first and then proceed with the capital budget. The mayor does not want to change their process. The Council and administration agreed to look at issues sooner than later in the budgeting process, but will keep the same procedures. The second issue discussed was the 5 year forecast. The Mayor will comply with the ordinance and should have something to the committee by late May. Also, discussed was the possibility of having forecasting workshops before the council meetings in early May/June.

**3. Operating and Capital Budget**

Mr. Talazac expressed his concern for keeping the budget process the same as last year. Last year, items were presented at the last minute and decisions were made under pressure. Capital is more discretionary than operational. He would like the administration to consider changing their process if it seems to be going down the same path, put capital on hold and start with operational. This could also prevent having extra workshops and last minute meetings.

The City Council commissioned The Mandeville Financial Oversight Committee, under Resolution No. 15-01, to research, discuss with the Administration, and recommend a list of items back to the City Council for inclusion or possible exclusion in the operating and capital budget. The Committee discussed the following ideas:

Ordinance No. 13-24 states that forecasts shall be conducted under methods contained in the forecasting best practices published by the National Advisory Council on State and Local Government. These are minimum standards and the City can always add to the minimum.

Important components of the budget are the executive summary portions and how they are presented. Key points should be up front and the supporting documentation are behind and referenced. The biggest concern is the readability of the budget to prevent any misunderstandings.

Mr. Burguieres discussed the Employee Retired Health Trust Fund. This fund is growing approximately 200K /year and is currently unfunded. When the sales tax was rededicated into the general fund last year, he would like to set aside some of that money to the ERHTF. He would like the City to establish an earmark and start funding this trust in the budget by making it a line item in the budget.

Mr. Talazac questioned when the Economic Development study will be available to see if we have any revenue problems. The timing of this report is key to preparing a budget effectively.

#### **4. Recommendations to the Council:**

A motion was made by Mr. Talazac and seconded by Mr. Burguieres to create a recommendation such that a portion of the approved transfer of the sales tax revenue goes toward funding the deferred employee retirement health trust and to have a line item that accounts for this annual unfunded account. This will be presented for introduction at the April 9, 2015 Council meeting. The motion passed 5-0.

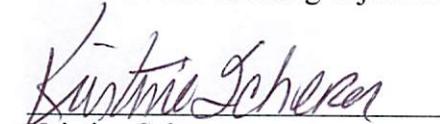
A motion was made by Mr. Talazac and seconded by Mr. Rohrbough to reurge the Council, starting with this budget fiscal year and moving forward, take up the operating budget before the capital budget during the budget public hearings to improve the process. This would be a discussion item. The motion passed 4-0. (Mr. Burguires left 6:15pm)

5.-Agenda for April will basically remain the same with a few additions to be made at a later date.

**6. Next Meeting: Wednesday, April 22, 2015, 5:30 pm**

#### **ADJOURNMENT:**

A motion was made by Mr. Talazac to adjourn the meeting, seconded by Ms. Osborne. All in favor 4-0. The meeting adjourned at 6:20 p.m.

  
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Kristine Scherer  
Council Clerk

  
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Clay Madden  
Chairman