

WORK SESSION  
MEETING MINUTES  
City Hall  
November 30, 2023

**Mayor Hunt** called the meeting to order 6:00 P.M.

**Council Present:** Cindy Burlingame, Carol MacInnes, Chad Macomber, Julie Knox-Lyon

**Staff Present:** Lea Moyer.

**Community Present:** None.

The purpose of this work session was to discuss the City of Fossil's Financial Procedures and Public Records/agendas.

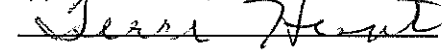
The City of Fossil discussed during the meeting was understanding a budget. A budget is based off of a revenue and an expense fund. Each Revenue/expense fund has a budgeted amount to spend within a fiscal period. During a year a resolution/supplemental budget can be adopted for unanticipated revenue/expenses. However; If the funding could be spent in the next fiscal year it should be budgeted then. In behalf of the city it does not look good to be doing multiple resolutions/supplemental budgets. If the City of Fossil is receiving either reimbursement or proceeding with a project and a payment could be directed to the original requestor it should be sent to the original requestor. This leaves the city out of pass-through money and will hope to avoid creating additional resolutions. City staff are allotted to spend a max of \$500 per purchase unless approved by City Council. City Council/Mayor have zero spending authorities; therefore, a request for purchase with a quote will need to be brought to City Council for approval. The City of Fossil also discussed mileage reimbursement. Councilor Burlingame previously requested reimbursement after attending the LOC Conference. The city has been operating whereas the staff fill up prior to leaving for an event and depending the distance on the way back as well. The cost of filling up is a whole lot cheaper than paying the states mileage rate.

The City of Fossil also discussed Public Records/agendas. A public record is any document is any document relating to public's business. During City Council meetings if you are reading, writing on a document, or have brought a document to the City Council meeting please provide Lea with a copy of the document for the proper filing. Regarding Agendas the City of Fossil needs to be transparent to the public about what we are discussing during a meeting. If it is something that will need to be voted on it should be added into old business, new business, or action items.

Meeting adjourned at 7:30 PM.

December 12<sup>th</sup>, 2023

Approved



Terri Hunt, Mayor

  
Lea Moyer, City Recorder

