

BUDGET COMMITTEE MEETING MINUTES ~ APPROVED
OCTOBER 25, 2016 AT 5:00 PM
City Hall ~ 82877 Spruce St., Westlake, OR

1. CALL TO ORDER

Council President Maurice Sanders called the Tuesday, October 25th meeting of the Dunes City Budget Committee to order at 5:00 pm.

2. ROLL CALL

Roll Call was taken by City Administrator/Budget Officer Jamie Mills.

Present: Council President Maurice Sanders, Councilor Tom Mallen, Councilor Ed Scarberry, Councilor Duke Wells, Councilor Sheldon Meyer, and citizen member Ric Ziegler.

Absent and Excused: Mayor Rebecca Ruede and citizen member Brett McKnight.

Absent: Citizen members Larry Overman and Jim Ryan.

Also Present: Budget Officer Jamie Mills and Administrative Assistant Rapunzel Oberholtzer.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. MOTION TO APPROVE THE AGENDA

There being no quorum present at the time, Council President Sanders suggested that the Agenda be used as a guideline for discussion, without any motion, second and vote to approve it. There were no objections.

5. ANNOUNCEMENTS

Budget Officer Mills reminded everyone that there would be an Emergency Expo at the FEC on Saturday, November 5th.

6. APPROVAL OF THE MEETING MINUTES FOR AUGUST 11, 2016

Councilor Ken Platt and citizen member Ken Pesnell arrived at about 5:04 pm. Council President Sanders declared a quorum present and requested a motion to approve the Agenda.

Councilor Mallen made a motion to approve the Agenda. Councilor Wells seconded the motion. The motion passed by unanimous vote.

Councilor Meyer made a motion to approve the August 11, 2016 Budget Committee meeting minutes as submitted. Councilor Scarberry seconded the motion. The motion passed by unanimous vote.

7. REVIEW OF BUDGET VS ACTUAL 2016-2017 FIRST QUARTER

Budget Officer Mills explained that at the end of the Fiscal Year's First Quarter, budget line items should be at approximately 25% of the budget, but noted that there are some exceptions. The first significant exception is the Garbage License Fee at 500% of budget due to the fact that the license fees were raised this year but an increase in fees was not budgeted as revenue. The second exception is the Insurance at 100% over budgeted amount; this was due to a typographical error that under-represented the original budget expense amount.

Budget Officer Mills went on to explain that she will make recommendations to add new expense line items for such things as specific office expenses or other costs that are now being allocated in general line items such as Office Supplies and Postage. This would help break down and clarify the actual expenses more accurately.

While Committee Members reviewed the Budget document, Council President Sanders had questions for Budget Officer Mills. He noted that under Building Codes Fund Revenue, there were two line items with the same account number but slightly different titles, 42120 – Excavating/Grading Fees and 42120 – Excavating/Grading Fees Other, and it was confusing. Budget Officer Mills explained that she couldn't eliminate the duplicate in Quickbooks. There was some further discussion about other line items that appeared on the printout, but likely should not. Budget Officer Mills explained that the City's auditor planned to come to Dunes City to help clean up the accounts.

It was noted that the General Fund Revenue showed \$48,000 in Other and there was some discussion about what that amount was; it was generally agreed that most, if not all, of the money was from an anticipated grant that did not materialize but, overall, General Fund Revenue was tracking about on schedule. Reviewing the General Fund Expenses, Budget Officer Mills pointed out that the Building Repair and Maintenance line item was over budget but there may be some individual entries in that category that could be moved to other more appropriate line items. Council President Sanders noted that the Budget document did not show any General Fund Contingency line item although, pointed out by Budget Officer Mills, \$10,000 was allocated for contingency. There was further discussion about the format of the Budget document and Budget Officer Mills offered to look into why the correct line items are not appearing.

Revenue vs. Expense for the Building Code Fund was discussed. Budget Officer Mills noted that the City should anticipate more revenue this year than was budgeted due to, for example, the revised IGA with the School District that allows Dunes City to keep a larger percentage of building permit fees.

Revenue vs. Expense for the State Street Fund was discussed. Budget Officer Mills clarified that the \$172,722 in Revenue - Other was a balance forward. There were no concerns about the State Street Fund line items to date.

Revenue vs. Expense for the Motel Tax Fund was discussed. There was a question about the \$102,100 RTMP County Tourism Grant line item. Budget Officer Mills explained that the amount was a combination of transfers from other funds and grants and a transfer from the

RTMP Fund. It was noted that the transfers have not yet occurred and the grant monies have not yet been received.

During discussion it was noted that percentages might make more sense at the six month mark. Council President Sanders suggested that the Budget Committee as a body work on cleaning up the reporting format to eliminate excess line items. He mentioned that the City of Florence uses a reporting system designed for municipalities and that Budget Officer Mills might find out more about it.

Council President Sanders suggested that the Budget Committee think about setting a date for the next meeting, which would include new City Councilors.

8. DISCUSSION OF LED LIGHTING

Budget Officer Mills referred Committee Members to their meeting packets that included a copy of an email from a Dunes City resident and an attached article regarding high-intensity LED street lighting.

Budget Officer Mills explained that if Dunes City opted to switch to LED street lights the cost savings are projected to be significant, almost half of what the City currently pays. She went on to explain that she has talked to PUD representatives and they are not convinced that LED lights are practical for the Coast because of their susceptibility to moisture. She noted also that the City of Florence is interested in changing to LED lighting and, if it did, then the PUD would likely require Dunes City to switch.

Following some discussion about the cost savings, the effects of high-intensity lighting and the nature of the resident's email comments, it was generally agreed to table any further discussion until such time that the matter becomes a real concern for the City.

9. CITIZEN INPUT ON BUDGET

There was none.

10. ADJOURNMENT

Council President Sanders reiterated his suggestion to involve the new City Council in the Budget and cleaning up the reporting as soon as possible after new Councilors are sworn in.

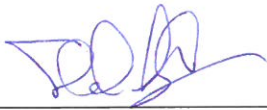
Following discussion, it was agreed that the next Budget Committee meeting would be on Thursday, January 19, 2017, at 5:30 pm.

Council President Sanders adjourned the meeting. There was no motion, no second and no vote taken.

Council President Sanders adjourned the Dunes City Budget Committee meeting at 5:54 pm.

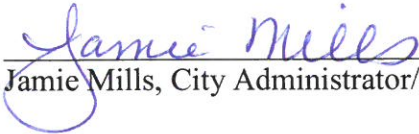
The proceedings of the Dunes City Budget Committee meeting were recorded, and are on file at Dunes City Hall. Upon approval by the Dunes City Budget Committee, these minutes will be available at Dunes City Hall and online at www.dunescity.com.

APPROVED BY THE BUDGET COMMITTEE ON THE 30th DAY OF MARCH 2017.



Sheldon Meyer, Council President

ATTEST:



Jamie Mills, City Administrator/Budget Officer