



**BUDGET COMMITTEE MEETING MINUTES ~ APPROVED  
MAY 1, 2012 AT 5:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

**1. CALL TO ORDER**

Council President Mills called the meeting of the Dunes City Budget Committee to order at 5:00 pm.

**2. ROLL CALL**

Roll Call was taken by City Recorder/Budget Officer Fred Hilden.

**Present:** Council President Jamie Mills, Councilor Richard Koehler, Councilor Troy Sathe, Councilor Ed Scarberry, Councilor Duke Wells, April Dumas, Robert Read, Jo Owen, Darlene Beckman, Maurice Sanders, Paul Floto and City Recorder/Budget Officer Fred Hilden.

**Absent and Excused:** Mayor Rebecca Ruede, Councilor Dick Anderson and Jackie Crave.

**Also Present:** Jerry Curran and Ron Tucker

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**Robert Read made a motion to approve the Agenda as Amended. Paul Floto seconded the motion. The motion was withdrawn. Maurice Sanders made a motion to approve the Agenda as presented. Councilor Troy Sathe seconded the motion. The motion passed by unanimous vote.**

**5. ANNOUNCEMENTS (Council President Mills) - NONE**

**6. PRESENTATION / REVIEW OF 2012-2013 BUDGET**

Council President Jamie Mills asked Budget Officer Fred Hilden if he checked the bond and insurance number question from the last budget meeting.

Budget Officer Hilden stated that it is covered on page two, line item number 11.

Council President Mills asked if Budget Officer Hilden recalculated the Audit number line item 25 on page two.

Budget Officer Hilden stated that he had not and would have that ready for the next meeting. He went on to validate and re-review the numbers for the General Fund that were discussed at the last budget meeting to make sure everyone had the same numbers.

Councilor Sathe asked how negative the Building Code Fund is.

Budget Officer Hilden stated that in the second column line item 1 that it shows a negative of \$1,369.

Councilor Sathe asked with the new restructuring if that is going to help this?

Budget Officer Hilden stated that it would help but we will still have to watch this area.

Maurice Sanders asked about line item 21 CUP/Vegetation Removal. The budget adopted was \$400 and the proposal is \$1,000. Is this a realistic number?

Budget Officer Hilden stated that he felt that it was.

Council President Mills asked about line item 18 and the proposal is for \$15,000 in Planning Grants. Is this a possibility that we can receive that amount this next cycle?

Budget Officer Hilden stated that he felt it was. This is not the DLCDC grant that is handled under line item 15.

Councilor Richard Koehler stated that he had a question on line item 8. You have more than doubled that proposal. Do you project the Final Plat Applications number to go up that much?

Budget Officer Hilden stated that he has one Partition now and expects maybe one other and these are done on a cost basis.

Maurice Sanders stated that we should back down the number for the School Tax (line 22).

Budget Officer Hilden stated that when we met last year we intentionally inflated that number and the expense associated with that. If you if you backed out the \$4,191 school tax multiplied by 1.333 the base line number is \$43,875. The figure you would need to modify there is the school tax and we intentionally budgeted a large number last year because we got into trouble with having five homes built instead of four and the cost to do a budget amendment. We don't want to go through that if we can avoid it. Therefore, I propose that we plug in \$20,000 and that ends up being \$63,875. If taking out the Planning Grant concerns everyone maybe what we need to do is leave it in the resources but make sure the available revenue fund balance reflects it and we put the \$15,000 dollars on the expense side as a contingency. That way the budget isn't being built on overstated revenue.

The Committee reached a consensus on the Budget Officer's proposal.

Council President Mills stated that on page 5 line item 22, Audit, that number will also change slightly. Budget Officer Hilden confirmed this.

Darlene Beckman asked the question if line item 25 (Building Department Services) would be changing with the new contract?

Budget Officer Hilden stated that is a true statement and the number is based on the actual revenue associated with the permit fees that we have been paid.

Councilor Sathe stated that he had a question on line item 21 (Contract Services). Do you really project \$5,000 for our Contract Planner to verify what our Planning Secretary has done?

Budget Officer Hilden stated most of our Contract Planner expense will be the code work for Title 15, Chapter 155 and Chapter 154.

Council President Mills stated we will be looking at this next week with the new numbers.

Budget Officer Hilden explained how the State Street Fund budget was prepared. In December, Chairman Sathe had identified certain streets for each of the Commissioners and then they identified each street they felt needed maintenance, along with the help of Gary Baker. We made a project list and approximate costs associated with that. In February, I presented the preliminary budget and looked at it again in March and as you can see this was approved by the Road Commission as of March 19<sup>th</sup>.

The Committee discussed some of the road projects. Councilor Sathe stated we should change line item 9, page 6 (Other Grant), to Ocean Blvd Grant and change the number to \$250,000.

The Committee asked Budget Officer Hilden to budget \$250,000 for the Ocean Blvd Grant and \$50,000 for the Woahink Drive Grant, for a total of \$300,000 and match that up with the requirements side of the budget. The total resource number increased from \$411,240 to \$611,240.

Councilor Sathe stated that there will need to be an adjustment to line item 27, page 7 (Engineering) because the construction management number increased. The Committee changed this line item from \$12,000 to \$18,000.

Budget Officer Hilden stated in 2010-2011 for the City/County Road Partner Fund we budgeted to transfer \$50,000 but it ended up being \$43,416 and that account is now zero.

Budget Officer Hilden explained the Motel Tax/Tourism Fund budget. The Committee reached consensus on reducing line item 29, Capital Outlay to zero and moving the Unappropriated Ending Fund Balance (line 32) to General Operating Contingency (line 28).

Budget Officer Hilden stated that when looking at Tourism/RTMP Marketing (line 23), he did not take into account carry over and that he will go back and make that adjustment.

The Committee also reached a consensus on increasing City Hall/Visitors Center (line 24) from \$400 to \$4000.

Councilor Sathe stated that Jerry Curran and Ron Tucker were here to discuss the payroll allocation because at the Road Commission level we weren't given these percentages and the Administrative Secretary, the Road Commission made a motion not to pay any of her wages. Fred was there and where it says 10%...

Budget Officer Hilden interrupted stating that he did not recall that.

Councilor Sathe stated that it is on the tape.

Budget Officer Hilden stated that we can re-visit that.

Council President Mills stated that we are going to have to look at Personal Services anyway.

**7. CITIZEN INPUT ON BUDGET - None**

**8. CONFIRM NEXT MEETING DATE**

The next meeting date was confirmed for Tuesday, May 8, 2012 at 5:00 pm.

**9. ADJOURNMENT**

Council President Mills asked for a motion for adjournment.

**Maurice Sanders made a motion to adjourn the meeting. Paul Floto seconded the motion. The motion passed by a unanimous vote. Council President Mills adjourned the Dunes City Budget Committee meeting at 6:58 pm.**

The proceedings of the Dunes City Budget Committee meeting were recorded on tape, 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](http://www.dunescity.com)

**APPROVED BY THE BUDGET COMMITTEE ON THE 29<sup>th</sup> DAY OF MAY 2012.**

[ Signed copy available at City Hall ]

Rebecca Ruede, Mayor

ATTEST:

[ Signed copy available at City Hall ]

Fred Hilden, City Recorder/Budget Officer