



**1. CALL TO ORDER**

Mayor Ruede called the meeting of the Dunes City Budget Committee to order at 4:03 pm.

**2. ROLL CALL**

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

**Present:** Mayor Rebecca Ruede, Councilor Dick Anderson, Councilor Maurice Sanders, Councilor Duke Wells, April Dumas, George Burke, Paul Floto, and City Recorder/Budget Officer Fred Hilden.

**Absent & Excused:** Council President Jamie Mills and Councilor Ed Scarberry.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**Paul Floto made a motion to approve the Agenda. Councilor Sanders seconded the motion. The motion passed by unanimous vote.**

**5. APPROVAL OF THE MEETING MINUTES FOR MAY 7, 2013**

**Councilor Sanders made a motion to approve the May 7, 2013 meeting minutes as presented. Paul Floto seconded the motion. The motion passed by unanimous vote.**

**6. REVIEW OF 2013-2014 BUDGET VS. ACTUAL (7/2013-9/2013)**

Budget Officer Fred Hilden noted that the Revenue and Expense Budget vs. Actual report presented to the Committee represented 25% of the year's budget and, with a few exceptions such as in the collection of fees, current line items should reflect close to 25% of the budgeted dollar amounts. Among the exceptions, he explained were primarily annual fee collections such as the telephone franchise fee in the General Fund which is paid annually and will not appear as revenue until the payment is received. Another notable item, Mr. Hilden explained, was the lien search fee. Staff has been able to catch up with past due billing and has received a payment which puts the current amount considerably over budget; additional billing is expected to bring in more income later in the year.

Budget Officer Hilden went on to note that the \$100 in donations was profit from Dunes City's Paddle Only Poker Run event held in August.

Looking at the Building Codes Fund, Budget Officer Hilden pointed out that the Preliminary and Final Plat Application income was higher than budget but should level out later in the year. It is, he explained, a pass through expense where the City collects a deposit upfront from property owners for anticipated LCOG fees; as the deposit is depleted the City collects more money from owners to cover expenses.

Reviewing the Street Fund Revenue, Budget Officer Hilden noted that although the City failed to secure a \$90,000 grant from the state for repairs, working on the grant was a great learning opportunity. From the grant application process, the City identified another grant prospect that would, if the City is awarded the grant, provide funding for a University of Oregon graduate student intern to help create a Bicycle and Pedestrian Path Plan.

Highlighting some of the expenses, Budget Officer Hilden pointed out that Personal Services is tracking at about 23% and the audit expense will hit in February—staff's audit work is ahead of schedule. Legal expenses are at about 38%, higher than budgeted due to work on the City's Comprehensive Plan and Chapter 155, but should taper off the latter part of the year. Councilor Sanders pointed out that about \$2,500 additional expenditure would hit the Road Emergency Fund line item later in the year due to work on Ocean Boulevard—the expense would have been considerably higher if not for the volunteer work by Richard Palmer. A question was raised about the Office Supplies and Postage expense and Councilor Sanders explained that a substantial portion of that was due to the fact that the City unexpectedly had to assume the cost of mailing Oregon Dunes Triathlon and Duathlon T-Shirts and participant medals. Budget Officer Hilden noted that part of that expense could appropriately be reallocated to the RTMP fund.

Looking at Motel Tax Fund Revenue, Budget Officer Hilden pointed out that the RTMP grant income would be slightly higher than budgeted because tourism is slightly up, and the money would be put to good use for the benefit of the City—improvements to the Community Center, for example. Water Right Fund Revenue would also be higher after staff catches up with billing for administrative fees.

There was some discussion about the Oregon Dunes Triathlon and Duathlon and the cost benefit to the City. There was also some discussion about the cost to perform water meter readings and how that was going to be done.

Paul Floto stated that he'd like to see fund balances. He noted that the budget shows income and expense, but not the fund balance. Showing the fund balance would make it clear that no money was being transferred from one fund to another inappropriately. Mr. Floto asked Budget Officer Hilden if that would possible be to do. Budget Officer Hilden replied that it would be and that he would include the balances on the next quarterly report.

There were no additional questions for Budget Officer Hilden and no further discussion about the budget as presented. Mayor Ruede suggested that those present try to recruit people to participate in City budget discussion and fill the four vacant seats on the Committee.

It was tentatively agreed to hold the next Budget Review Meeting Tuesday, January 28<sup>th</sup>, 2014 at 4:00 pm.

**7. ADJOURNMENT**

**Paul Floto made a motion to adjourn the meeting. Councilor Wells seconded the motion. The motion passed by unanimous vote.**

Mayor Ruede adjourned the Dunes City Budget Committee meeting at 4:47 pm.

The proceedings of the Dunes City Budget Committee meeting were recorded digitally, 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 25<sup>th</sup> DAY OF FEBRUARY 2014**

[Signed copy available at City Hall]

Rebecca Ruede, Mayor

ATTEST:

[Signed copy available at City Hall]

Fred Hilden, City Recorder/Budget Officer