



BUDGET COMMITTEE MEETING MINUTES ~ APPROVED
OCTOBER 18, 2017 AT 3:00 PM
City Hall ~ 82877 Spruce St., Westlake, OR

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.

1. CALL TO ORDER

Mayor Robert Forsythe called the Wednesday, October 18, meeting of the Dunes City Budget Committee to order at 3:05 pm.

2. ROLL CALL

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

Present: Mayor Robert Forsythe, Councilor Tom Mallen, Councilor Duke Wells, and Council President Sheldon Meyer. Councilor Robert Orr arrived at 3:14 pm.

Absent and Excused: Councilor Alan Montgomery and citizen member Ken Pesnell.

Absent: Citizen members Linda John, Keith Garvey, Brett McKnight, and Ric Ziegler.

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

Mayor Forsythe announced that due to lack of a quorum, there would be no actions taken during the meeting but those present could discuss the budget and ask questions.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. MOTION TO APPROVE THE AGENDA

There was no action, due to lack of a quorum.

5. APPROVAL OF MEETING MINUTES FOR MAY 18, 2017

There was no action, due to lack of a quorum.

6. REVIEW AND DISCUSSION OF BUDGET VS. ACTUAL TO DATE

Budget Officer Mills pointed out that the column entitled *% of Budget* is helpful for determining whether or not the various line items are on track for the year—they should be at about 25%.

Budget Officer Mills explained that the \$40,000 on page 15 from the Street Fund was part of the money used to acquire the property across the street, and \$51,000 on page 7 from the General Fund was the balance of the purchase price.

Budget Officer Mills went on to review other notable line items, page by page:

Page 1 – Interest in the General Fund at 100% will be spread among the other Funds later.

Page 2 – Resources in the Building Codes Fund are a little high.

Page 4 – Payroll expenses are at 100%, a result of how Quickbooks shows payroll.

Page 5 – Fiduciary Bond and Insurance at 93.7% is the City's insurance premium, paid once per year. Budget Officer Mills will look into Miscellaneous line item at 199.8%, it may be donations for the septic hardship cases.

Page 7 – Utilities at 32% are a little high, but can be distributed among other funds later.

Page 9 – Driveway permit \$400 should be allocated elsewhere, but Quickbooks doesn't allow it.

Page 13 – Building Repair and Maintenance at 42.5% can be spread among other funds later.

Page 14 – Some of the \$75,000 in Street Maintenance will be used for repairs to Kiechle Arm.

Page 15 – The \$40,000 expenditure from Road Equipment was for acquisition of the property across the street from City Hall.

Page 19 – Interest in the Motel Fund is higher than expected. There are limitations on how the City can use the money in the Motel Fund.

Page 21 - \$5,000 in the Motel Fund's City Hall Visitor Center line item could be used to allocate some of the expenses for Building Repair and Maintenance.

Budget Officer Mills noted that the auditor's review of fiscal year 2016-2017 is complete. The auditor is writing the report, which should be available soon.

7. CITIZEN INPUT

There no discussion.

8. ADJOURNMENT

Mayor Forsythe reminded attendees that since there was no quorum present, there could be no actions taken or decisions made.

Mayor Forsythe adjourned the meeting at 3:30 pm.

APPROVED BY THE BUDGET COMMITTEE ON THE 24th DAY OF APRIL 2017.

[Signed copy available at City Hall]

Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Budget Officer