



BUDGET COMMITTEE MEETING MINUTES ~ APPROVED
APRIL 24, 2018 AT 5:00 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 Tuesday, April 24, 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: Mayor Robert Forsythe, Councilor Susan Snow, Councilor Robert Orr, Councilor Duke Wells, and Council President Sheldon Meyer, and citizen members Rory Hammond, Craig Zolezzi and Ric Ziegler. Citizen member Linda John arrived at 5:05 pm.

Absent and Excused: Councilors Alan Montgomery and Tom Mallen, and citizen members Keith Garvey and Brett McKnight.

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

Councilor Orr made a motion to approve the agenda. Mr. Hammond seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF MEETING MINUTES

A. Meeting Minutes for May 18, 2017

Councilor Orr made a motion to approve the minutes of the May 18, 2017, meeting. Mr. Hammond seconded the motion. The motion passed by unanimous vote.

B. Meeting Minutes for October 18, 2017

Mr. Hammond made a motion to approve the minutes of the October 18, 2017, meeting as published. Councilor Orr seconded the motion. The motion passed by unanimous vote.

6. REVIEW AND DISCUSSION OF BUDGET VS. ACTUAL TO MARCH 30, 2018

Budget Officer Mills explained that the percentage of budget amount should be 75%, three quarters of the fiscal year, so if the percentage is significantly higher, some discussion of the reason why might be appropriate. She referred committee members to a copy of her April 24, 2018, memorandum that explained the reasons why some line items were more than 75%.

There was a question about why General Fund Revenue was 141% over budget and Budget Officer Mills explained that the overage was likely due to unexpected income from the marijuana tax and from higher than anticipated franchise fees. She went on to explain that the Miscellaneous line item was significantly over because she had to record a bank error related to the City's purchase of property. She also explained that Other City Fees was over budget due to an unexpected increase in requests for public information, for which the City charges a small fee.

Committee Members reviewed notable line items, page by page:

Page 2 – Gross Profit of \$204,585 is overstated due to the \$100,000 bank error.

Page 3 – There was no budgeted amount for Petty Cash because it was not tracked in prior years, but it will be going forward.

Page 4 – The \$89,686 Capital Outlay was the actual amount that the bank erroneously transferred. Line item Bank Service Charges will be added to the FY 2018-2019 budget to show the bank fees associated with credit card processing.

Page 6 – Budget Officer Mills explained that the City is not allowed to make money on its building program. She went on to explain that the State Building Codes Division is planning to initiate requirements for cities to hire Building Officials, Building Inspectors and Electrical Inspectors, which will impact the FY 2018-2019 budget. There was some discussion about the fiscal and logistical impact during which it was noted that the matter is still under discussion at state and local levels. The City's options should become more clear in the near future.

Page 7 – Budget Officer Mills explained that the \$850 in line item 43105 (Permits and Fines – Other) should be going into the State Street Fund.

Page 9 – Budget Officer Mills explained that Refunds were higher than budget due to over charges for some permits that required refunds.

Page 12 – Budget Officer Mills noted that the State Hwy Apportionment for Dunes City was up from last year.

Page 14 – Budget Officer Mills explained that the \$40,000 under Capital Outlay was allocated to the Street Fund because the property that was purchased will be used to store road maintenance equipment.

Page 17 – Budget Officer Mills noted that the increase in Lane County Motel Tax revenue was likely due to last summer's solar eclipse that brought tourists to the County. She noted also that the \$10,000 in Parks and Recreation was a reserve for potential development of a bike and hiking trail and would carry over to next year.

Page 24 – Budget Officer Mills pointed out that the \$5.00 Bank Service Charge was for a check that was written to pay the Water Admin fee but was returned by the bank. In prior years there was no budget allotment for returned checks but there will be going forward.

Page 31 – Budget Officer Mills explained that the Building Surcharge line item is a percentage of fees for permits that the City collects to cover administrative costs.

7. DISCUSSION OF BUDGET ITEMS FOR NEXT FY BUDGET

Budget Officer Mills suggested that Councilors and Citizen Members think about projects that will need to be done, or that they would like to see done, in FY 2018-2019 and give her their ideas so that she can budget for them. She suggested that ideas should be submitted to her by April 30 so she can include them in the proposed budget. Among the suggestions made during discussion were funding to construct a storage facility on the City's property across from City Hall and publishing the City newsletter on a regular basis. There was some discussion about allocating funds for potential legal fees associated with suing the State or trying to obtain a stay of State actions regarding the Building Codes Division's actions.

8. REVIEW OF PROPOSED BUDGET SCHEDULE

Budget Officer Mills presented a proposed Budget Committee meeting schedule and explained that the Committee usually meets every two weeks until the budget is finalized and ready for presentation to the City Council. She encouraged everyone to attend.

9. CITIZEN INPUT

There was none.

8. ADJOURNMENT

Councilor Orr made a motion to adjourn. Council President Meyer seconded the motion. The motion passed by unanimous vote.

Mayor Forsythe adjourned the meeting at 6:10 pm.

APPROVED BY THE BUDGET COMMITTEE ON THE 15th DAY OF MAY 2018.

[Signed copy available at City Hall]

Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Budget Officer