



**BUDGET COMMITTEE MEETING MINUTES ~ APPROVED**  
**JANUARY 23, 2019 AT 4:00 PM**  
City Hall ~ 82877 Spruce St., Westlake, OR

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*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](http://www.dunescity.com).*

**1. CALL TO ORDER**

Mayor Robert Forsythe called the Wednesday, January 23, meeting of the Dunes City Budget Committee to order at 4:00 pm.

**2. ROLL CALL**

Roll Call was taken by Budget Officer Jamie Mills.

**Present:** Mayor Robert Forsythe, Council President Sheldon Meyer, Councilor Susan Snow, and Councilor Duke Wells, with citizen members Rory Hammond and Richard Snow.

**Absent:** Councilors Tom Mallen, Alan Montgomery and Robert Orr and citizen member Keith Garvey.

**Also Present:** Administrative Assistant Rapunzel Oberholtzer.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. MOTION TO APPROVE THE AGENDA**

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

**5. ANNOUNCEMENTS**

Budget Officer/City Administrator Mills announced that the Town Hall meeting the Council scheduled for 6:00 pm was cancelled because the City had no new information about shared revenue from Senator Roblan and Representative Mckeown.

**6. APPROVAL OF MEETING MINUTES FOR NOVEMBER 14, 2018**

**Mr. Hammond made a motion to accept the minutes of the November meeting. Council President Meyer seconded the motion. The motion passed by unanimous vote.**

## **7. REVIEW AND DISCUSSION OF BUDGET VS ACTUAL TO DATE**

Budget Officer Mills explained that she was listing the back PERS dollar amounts as legal expense for now. She also explained that total revenue is over budgeted by more than 10%, the 10% overage is what triggers the need for a supplemental budget. The overage is due to the fact that the budget did not include shared revenue, but the City is continuing to receive that money so the budget needs to reflect it.

There was some discussion about whether or not the budget included revised numbers to reflect the new contract for the copier and telecommunications equipment. Budget Officer Mills explained that she did not change the budgeted amounts because the new equipment is not in place and she wanted to make sure that the projected savings pan out.

There was some discussion about the increase in insurance costs over the previous year. Budget Officer Mills offered to look into the reason for the increase and report back.

Mr. Hammond raised a question about the fact that budgeted General Fund revenue of \$231,273 versus actual revenue of \$68,782 seemed to show that the City was receiving roughly \$7,000 a month more than necessary. Budget Officer Mills explained that part of the budgeted revenue amount included monies anticipated from grant funding.

There was some discussion about grant funding for the State Street Fund, which is over budgeted unless more grant money is received. Budget Officer Mills pointed out that \$75,000 was budgeted for the ODOT grant but, so far, only \$50,000 has been spent. She noted that there may still be opportunities to apply for grants before the end of the fiscal year.

Mr. Snow raised a question about the \$25,000 budgeted amount for street lights, noting that in prior years the budgeted amount was \$17,000 and \$18,000. Budget Officer Mills explained that there was a rate increase and the City is on track to spend a little over \$24,000 on street lighting. Discussing street maintenance, Budget Officer Mills explained that the \$71,701 spent to date included the \$50,000 grant funding but there are other major road improvements that may need to be done—she is hoping to postpone some of the work until next fiscal year.

## **8. PRESENTATION OF PROPOSED SUPPLEMENTAL BUDGET FOR FY 2018-2019**

Budget Officer Mills noted that the State Street Fund might be the only fund that needed to be changed to correct the 10% overage.

There was some discussion about the \$40,000 budgeted for county tourism/RTMP marketing in the Motel Tax/Tourism Fund versus the previous year's \$15,000. Budget Officer Mills pointed out that there is some carry over money in the fund that needs to be spent or the City will lose the money and, in this case, the additional money was budgeted in anticipation of grant funding to acquire land for a trail between North Beach and Westlake.

**9. CONSIDERATION OF PROPOSED SUPPLEMENTAL BUDGET FOR FY 2018-2019 AS PRESENTED**

There was some discussion about preparing a supplemental budget for the Committee. Budget Officer Mills suggested preparing a supplemental budget that changed the General Fund and State Street Fund, and the bottom line. There were no objections.

Committee members agreed to review the supplemental budget in a meeting on Tuesday, February 5, at 4:00 pm.

**10. CITIZEN INPUT**

Budget Officer Mills noted that the University of Oregon SCYP representatives will be coming to Dunes City to do a survey about citizens' feedback on the failed ad valorem tax ballot measure. The purpose of the survey is to identify information which could be incorporated into citizen education if the question is on another ballot in the future.

**11. ADJOURNMENT**

**Mr. Hammond made a motion to adjourn. Councilor Meyer seconded the motion. The motion passed by unanimous vote.**

Mayor Forsythe adjourned the meeting at 5:17 pm.

**APPROVED BY THE BUDGET COMMITTEE ON THE 5<sup>th</sup> DAY OF FEBRUARY 2019**

[Signed copy available at City Hall]

Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Budget Officer