



**BUDGET COMMITTEE MEETING MINUTES ~ APPROVED**  
**FEBRUARY 5, 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 Tuesday, February 5, 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 Robert Orr, with citizen members Rory Hammond and Richard Snow. Councilor Wells arrived at 4:20 pm.

**Absent:** Councilors Tom Mallen and Alan Montgomery, 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 Orr seconded the motion. The motion passed by unanimous vote.**

**5. ANNOUNCEMENTS**

Budget Officer/City Administrator Mills reminded everyone to register for the February 20 Budget Training class in Florence offered by LOC.

**6. APPROVAL OF MEETING MINUTES FOR JANUARY 23, 2019**

**Councilor Orr made a motion to approve the minutes of the January 23 meeting. The motion was seconded by Mr. Snow. The motion passed by unanimous vote.**

**7. ELECTION OF BUDGET OFFICER FOR 2019-2020 BUDGET YEAR**

**Council President Meyer made a motion to appoint Jamie Mills as Budget Officer. Mr. Hammond seconded the motion. The motion passed by unanimous vote.**

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

Budget Officer Mills pointed out that the Unappropriated Balance in the proposed supplemental budget for the Street Fund was a little low, but not significantly different from the previous year. She also noted that there is \$20,000 budgeted in Emergency Road Fund.

There was some discussion about what would happen in the event of road damage from a natural disaster, such as an earthquake. Budget Officer Mills explained that the City would have to pay for repairs up front and then seek reimbursement from FEMA.

Budget Officer Mills reminded everyone that the reason for creating the proposed supplemental budget for the General Fund was because Liquor Tax and Cigarette Tax shared revenue was not budgeted in the FY 2018-2019 budget already approved, but it needed to be included because the City is receiving that income.

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

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

## **10. CITIZEN INPUT**

Budget Officer Mills explained that in past years payroll expense was allocated to each of the Funds through a formula. She went on to explain that she is looking at a different approach for allocation that should be more accurate. There was some discussion about whether or not Staff should start tracking time for projects. It was generally agreed that it would not be necessary. Budget Officer Mills noted that she hoped to have a better idea of the allocations for the 2019-2020 budget cycle.

Budget Officer Mills noted that she was waiting to hear what the PERS rate would be for the coming fiscal year, but it might be 35-36%.

## **11. ADJOURNMENT**

**Mr. Snow made a motion to adjourn. Mr. Hammond seconded the motion. There was No vote taken.**

Mayor Forsythe adjourned the meeting at 4:28 pm.

## **APPROVED BY THE BUDGET COMMITTEE ON THE 8<sup>th</sup> DAY OF MAY 2019**

[Signed copy available at City Hall]

Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Budget Officer