

# City of Rockaway Beach Budget Committee Minutes



**Date:** Wednesday, April 7, 2021  
**Time:** 5:00 P.M.  
**Location:** Rockaway Beach City Hall, 276 HWY 101 – Civic Facility

CALL TO ORDER – Sue Wilson- Mayor

## ROLL CALL

Mayor - Sue Wilson: Present  
Position #1 - Keith Cantrell: Present  
Position #3 - Kristine Hayes: Present  
Position #4 - Terry Walhood: Present  
Position #2 - Janet McIntire: Present  
Position #4 - Mary McGinnis: Present  
Position #5 - Penelope Cheek: Present  
Position #5 - Patrick McIntire: Present  
Position #4 - Dave May: Absent  
Position #2 - Tom Martine: Present  
Position # 2- Stephanie Winchester : Present  
Position # 1- David Elkins: Present

Also present City Manager Luke Shepard

## APPOINT BUDGET COMMITTEE CHAIR

Walhood made a motion, seconded by Martine, to appoint Janet McIntire as Budget Committee Chair; motion carried.

Position #4 - Terry Walhood: Motion  
Position #2 - Tom Martine: 2nd  
Position #1 - Keith Cantrell: Approve  
Position #3 - Kristine Hayes: Approve  
Position #4 - Terry Walhood: Approve  
Position #2 - Janet McIntire: Approve  
Position #4 - Mary McGinnis: Approve  
Position #5 - Penelope Cheek: Approve  
Position #1 – David Elkins: Approve  
Position #5 - Patrick McIntire: Approve  
Position #4 - Dave May: Absent  
Position #2 - Tom Martine: Approve  
Position #2- Stephanie Winchester: Approve

# City of Rockaway Beach Budget Committee Minutes



## APPROVE MINUTES

McGinnis made a motion, seconded by Cheek, to approve May 27, 2020 Regular Budget Committee Minutes: motion carried.

[Position #4 - Mary McGinnis: Motion](#)

[Position #5 - Penelope Cheek: 2nd](#)

[Position #1 - Keith Cantrell: Approve](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Terry Walhood: Approve](#)

[Position #2 - Janet McIntire: Approve](#)

[Position #4 - Mary McGinnis: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #1 - Mary Daugherty: Approve](#)

[Position #9 - Linda Olson: Approve](#)

[Position #5 - Patrick McIntire: Approve](#)

[Position #4 - Dave May: Absent](#)

[Position #2 - Tom Martine: Approve](#)

[Position #2 - Stephanie Winchester: Approve](#)

## PRESENTATION OF BUDGET MESSAGE

McIntire read the following: The City Manager would present the Budget Message for Fiscal Year 2021/2022. He would also make opening administrative remarks and direct the Committee's attention to background information included in each Member's Budget package.

Shepard presented the following: Honorable Mayor, City Council, Budget Committee and Citizens of Rockaway Beach: staff is pleased to present to you the proposed operating budget for Fiscal Year 2021/2022. Oregon budget law (ORS294.403) requires a Budget Message to be prepared by the Budget Officer and delivered at the first meeting of the Budget Committee. As required by law, the budget is balanced and proposes a spending plan for the coming year which is based upon projected resources and the operational needs of the City. As always, restrictions imposed by revenues and fund balances would govern what expenditures can be made, staffing levels, and projects that can be funded. This year had placed the City, along with many other municipalities, in an unusual position subject to influences beyond our control. The COVID-19 pandemic is still with us, but its expected negative impact on City revenue had yet to materialize. The same cannot be said for some of our local businesses. While our current budget was developed on expected revenue shortfalls, this proposed budget looks to build back essential services and to continue to develop revenue streams where core services remain underfunded. Shepard covered the Key Issues or Trends, Assumptions, Resources, and Expenditures.

Elkins had questions related to the Budget Message.

Hayes addressed questions related to the Salmonberry Trail grant program.

# City of Rockaway Beach Budget Committee Minutes



## PUBLIC HEARING DISCUSSING THE POSSIBLE USES OF STATE REVENUE SHARING FUNDS

McIntire read the following: this Public Hearing allows citizen input to suggest possible uses of the State Revenue Sharing Funds received by the City.

McIntire Opened the Public Hearing at 5:18 PM.

A Citizen asked about the Meals for Seniors grant applications.

McIntire Closed the Public Hearing at 5:20 PM.

## DISCUSSION OF BUDGET FOR FISCAL YEAR 2021/2022

McIntire read the following: The Budget Officer would present the proposed budget to the Budget Committee. The Budget Committee shall discuss the proposed Budget. General Fund discussion would occur at the April 21, 2021 Budget Committee Meeting. Approval and Adoption would not occur at tonight's meeting.

Shepard went over the following funds in detail:

Fund 140, Fire Equipment Reserve on Page 18.

Fund 150, Donation Reserve on Page 19.

Elkins had a question regarding Capital Outlay.

McGinnis had a question regarding Donation Reserve Fund.

Winchester asked if the Donation Funds were tied to a current expenditure.

Fund 160, Debt Service Reserve Fund on Page 20.

Elkins questioned Line 1 on the Debt Serve Fund.

Fund 210, Project and Equipment Reserve on Page 21.

Fund 300, Roads and Streets on Page 22.

Elkins had questions regarding Line 45 on the Roads and Streets Fund.

Hayes questioned the savings on Engineering fees.

Fund 390, Transportation Systems Development Charge on Page 23.

Fund 400, Water Operating on Page 25.

Elkins questioned Line 20,21,23,24,57.

McGinnis asked about SDC fees regarding new developments.

Public Works Director Rob Morris answered questions regarding Water Operations.

# City of Rockaway Beach Budget Committee Minutes



Fund 420, Water Master Plan Reserve on Page 26.  
Fund 430, 1981 Water Revenue Bond and 1998 Refunding Water Revenue on Page 27.  
Fund 470, Water Improvement's Debt Service on Page 28.  
Fund 490, Water System Development Charge on Page 29.

Fund 500, Sewer Operating on Page 31.  
McGinnis asked about future sewer increases.  
Elkins asked questions referring to line 15.

Fund 520, Sewer Master Plan Reserve on Page 32.  
Fund 560, Sewer Improvement's Debt Service on Page 33.

Fund 590, Sewer System Development Charge on Page 34.  
Hayes asked if the Water Master Plan was online.

## ADJOURN

Hayes made a motion, seconded by Cantrell, to Adjourn at 6:09 PM; motion carried.

Position #3 - Kristine Hayes: Motion  
Position #1 - Keith Cantrell: 2nd  
Position #1 - Keith Cantrell: Approve  
Position #3 - Kristine Hayes: Approve  
Position #4 - Terry Walhood: Approve  
Position #2 - Janet McIntire: Approve  
Position #4 - Mary McGinnis: Approve  
Position #5 - Penelope Cheek: Approve  
Position #1 - David Elkins: Approve  
Position #5 - Patrick McIntire: Approve  
Position #4 - Dave May: Absent  
Position #2 - Tom Martine: Approve  
Position #2 - Stephanie Winchester: Approve

MINUTES APPROVED ON THIS  
21<sup>ST</sup> DAY OF APRIL 2021

  
Luke Shepard, City Manager

  
Janet McIntire, Committee Chair