

1. Agenda

Documents:

[2020-03-25 Finance Committee Agenda.pdf](#)

2. Meeting Materials

Documents:

[2020-02-12 Finance Minutes.pdf](#)



CITY OF YACHATS

Finance Committee Meeting

441 Hwy 101 N., Yachats Commons/ Room 1

March 25, 2020 at 10:00am

AGENDA

- I. Call Meeting to Order
- II. Minutes
 - A. Minutes: February 12, 2020 and February 19, 2020
- III. New Business
 - A. Budget Discussion
- IV. Other Business
 - A. From the Committee
 - B. From the Staff
 - C. From the Floor

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. POSTED February 6, 2020



City of Yachats

FINANCE COMMITTEE

February 12, 2020

Draft Minutes

I. Call to Order

John Moore called the February 12, 2020 meeting of the Finance Commission to order at 10:00 am in Room 1 of the Yachats Commons. Members present: Don Groth (Public Works), Jacqueline Danos (Planning), Craig Berdie (Parks and Commons), Jim Tooke (Council), David Rivinus (Library), and Mayor John Moore. Absent: Shannon Beaucaire. Staff present: Martha Jirovec and Sue Forty. Audience: 3.

II. Minutes December 11, 2019

Tooke moved to approve the December 11, 2019 minutes as presented: Aye – 6; No – 0.

III. New Business

A. Interfund 501 Building Loan Repayment

Groth explained the history of how monies were posted.

Whereas a funds expenditure was made in the amount of \$254,480 for the purchase of the 501 Building from the Water Improvement fund during fiscal year end 6/30/2016 and return of funds was received in the amount of \$20,232 during fiscal year end 6/30/2017, Groth moved to transfer net funds in the amount of \$234,248 from City Hall, General Fund 100-1010 to Water Capital reserves Fund 660-1705 by entry during February 2020 accounting period: Aye – 6; No – 0.

B. South Tank 2019 Fund Balance Transfer to Fund 660-1705

Groth recalled when they received the final funds for the loan, they had already expended the money from elsewhere to purchase land. The South Tank fund was left with a positive balance.

Since the South Tank construction project is completed, Groth moved to transfer the remaining fund balance of \$210,353.77 from loan proceeds be transferred during the February 2020 accounting period to Water Improvement Fund 660-1705: Aye – 6; No – 0.

C. Highway 101 Fund Balance Transfer to Streets Capital Reserves

Groth noted there was a remaining balance in the Highway 101 Fund.

Groth moved to transfer during the February 2020 accounting period the remaining fund balance of \$2951.15 in the Highway 101 Fund to the Streets Capital Reserve fund 150-1040: Aye – 6; No – 0.

1 **D. Food and Beverage Tax Receivables Directly to Debt Service**

2 Martha Jirovec stated the Food and Beverage Tax currently gets deposited into the 150 fund and
3 is later transferred to the 155 Debt Service Fund. She suggested they deposit the funds directly
4 into the 155Debt Service Fund.

5
6 Groth moved to deposit the Food and Beverage Tax revenues directly into Fund 155-1276 for
7 Debt Service: Aye – 6; No – 0.

8
9 **E. Financial Reports Update**

10 Jirovec reported she and Groth have worked on the Capita Improvement Fund balances which
11 will appear on the next financial reports. She stated they were trying to reduce the number of
12 transfers made. Minutes Recorder Anderson noted that the Public Works and Streets
13 Commission had questions the previous day about whether there were seven months of income
14 reported in a six-month period. Groth explained how the accounts were recorded when the
15 transition to the new accounting system was made.

16
17 Jirovec reported she has met with individual groups on reading the financial reports.

18
19 **F. FY21 Budgeting Update**

20 Groth reported Manager Beaucaire had received information from the various Committees and
21 Commissions about next year's budget. Groth and Jirovec discussed how the information will be
22 assimilated.

23
24 Sue Forty explained that as they move forward, the numbers in the budget will be automatically
25 populated and not hand keyed in. Groth added they should compare the numbers already input
26 to the audit sheets.

27
28 **V. Other Business**

29 **A. From the Committee**

30 Berdie asked about the funding for the new heat in the Commons building. Jirovec noted there
31 were funds available from building maintenance line item. Berdie summarized the decision
32 process of the Parks and Commons Commission to go with a single, commercial unit for heat.
33 Groth noted they should treat this work as a capital expense in Fund 150-1020. Berdie indicated
34 the Commission made their recommendation to Finance and City Council to fund the heating
35 unit on January 16, 2020.

36
37 Groth suggested they might need to make a budget amendment for this funding. Forty suggested
38 they simply do a transfer resolution for the funding. Forty noted the procurement requirements.
39 Anderson explained Facilities Manager Hoen has been getting multiple bids and knows the
40 requirements should she not be able to get three firm bids.

41
42 The Committee discussed where they could pull the funds from. Forty indicated they could
43 transfer funds from the maintenance (operations) line item to capital then approve a transfer
44 resolution. Jirovec noted the funds where revenues were above what was budgeted. Forty
45 suggested appropriating the funds in this meeting and addressing the budget later.

1 Groth moved to recommend to Council to revise the budget to transfer \$50,000 from the City
2 Hall General Fund to the Commons Capital Reserves to cover the Commons Building heating
3 upgrade: Aye – 6; No – 0.
4

5 The Committee discussed planning for ongoing maintenance of the Commons building. Jirovec
6 explained how the project management software within Springbrook can work. Forty reported
7 she spoke with Dave Buckwald about the capital projects Public Works are working on.
8

9 Berdie asked why the City was moving from a modified accrual to a full accrual system. Forty
10 explained the reasons for making the change were to provide a truer picture of what the City's
11 financial position was and to make the audits less expensive.
12

13 Tooke asked if there were rebates available for the heating system upgrade. Berdie did not think
14 so but would raise the matter with Parks and Commons.
15

16 **B. From the Staff**

17 Anderson explained there was now a box in the room to leave notes for public records. She
18 explained she could make copies of information people wish to take home.
19

20 **C. From the Floor – none**

21
22 With no further business before the Committee, Moore adjourned meeting at 10:55 am.
23
24
25
26
27

28 _____
29 John Moore
30

Minutes prepared by H.H. Anderson on March 3, 2020.