



CITY OF YACHATS
BUDGET COMMITTEE
MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Tuesday, May 15, 2025 at 4:00 PM

I. Call to Order

II. Roll Call

| Committee Members | P/A |
|--|------------|
| Bobbi Price, City Manager | P |
| Craig Berdie, Mayor & Chair | P |
| Mary Ellen O’Shaughnessey, Council President | P |
| Catherine Whitten-Carey | P |
| Nicole Hedlund | P |
| Barry Collins | P |
| Brad Webb | P |
| Don Groth | P |
| Rick Sant | P |
| Marc Sakamoto | P |
| Julie Ekdorn | P |

| Staff Members | |
|---|--------------------------------|
| Kimie Jackson, Recorder | Rick McClung, Water Lead |
| Neal Morphis, City Infrastructure Clerk | Dave Buckwald, Wastewater Lead |
| | |

| Audience |
|-----------------|
| 18 |

III. Announcements and Correspondence

a. None

IV. Citizens’ Concerns

V. [Elect Budget Chair](#)

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|----------------|--|------------|--------------|---------------|
| Motion: | A motion was made to elect Mayor Craig Berdie as Chair: | | | |
| Ayes: | O'Shaughnessy, Whitten-Carey, Hedlund, Collins, Webb, Groth, Sant, Sakamoto, Ekdome, and Berdie | Nays: 0 | Absent: 0 | Recused: 0 |
| Passed: | 10/0 | | | |

VI. City Budget Review for FY25- 26 Fiscal Year

a. [Budget Message](#) and Budget at a Glance read into the record.

b. [Revenue Forecasting](#) - City Manager Bobbi Price led the discussion on the city's budget review, focusing on revenue forecasting. The team discussed the fund accounting overview, the city's primary use funds, enterprise funds, revenue forecasting, rolling and planned revenue, transient lodging tax, food and beverage tax, and water and wastewater revenue.

c. [Personnel](#) - City Manager Price provided an overview of the personnel budget, stating that the city is fully staffed for the first time in recent memory. The budget includes a 5% cost-of-living increase and employee step raises based on tenure. The city uses full-time equivalents (FTEs) to count staff, with each position's salary distributed across different funds based on estimated work percentages. Also, a breakdown of personnel costs, including benefits and PERS (Public Employees Retirement System), which accounts for a significant portion of non-salary expenses, and the importance of cross-training and productivity measurement in managing staff.

Review personnel allocations for public works staff on capital projects.

d. [Capital Improvement Budget](#) -Water Improvements: potential land purchase for a new reservoir; I/I rehabilitation; funds allocated for street and Storm Drain Improvements; city hall upgrades; Library Development; Little Log Church Museum renovations; Estuary Boardwalk, with a grant applied for.

Budget Changes - Addition for new water reservoir land; placeholder amount; wastewater outfall pipeline engineering, deferred from complete project; City Hall trolley purchase; master plan funds of postponed until next year. Including an additional \$75,000 for the pavilion, making it a \$160,000.

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| Motion: | The motion was called to approve the additional \$75,000 for the pavilion. |
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|----------------|---|-----------------|-----------|-----------------|
| Ayes: | Sant, Groth, Eksom Sakamoto, Collins, O'Shaughnessey, Hedlund, Whitten-Carey, and Berdie | Nays: 1 Webb | Absent: 0 | Abstained: 0 |
| Passed: | 9/1 | | | |

e. [General Fund](#) - Anticipated stable revenue from the transient lodging tax, the largest revenue source. Infrastructure Investment allocated for rehabilitating city-owned facilities, including the little log church and the new library.

\$350,000 capital outlay was discussed, which is related to preparation for the estuary and a transfer from visitor amenities. The project includes \$250,000 for boardwalk construction and \$100,000 for underground utilities; the estimated total cost for the estuary boardwalk project is around \$915,000, with a grant application for \$735,000 in progress; View the Future is contributing \$70,000 from their 804 trail fund, along with an applied \$10,000 grant from the 3 Rivers Casino tribe for the project. \$400,000 transfer from visitor amenities was noted to cover city contributions to the project's construction and utilities.

Other items for staff:

- Staff to develop fiscal policies, including 60-day operating expense reserve requirements for next year's budget document
- Evaluate computer needs and Windows 10 replacements with the IT team, given the upcoming Windows 10 end-of-support
- Transfer an additional fund from the Visitor Amenities fund to the Little Log Church Museum fund to address the negative balance.
- Increase the capital outlay for the pavilion from \$85,000 to \$160,000 and adjust the beginning balance based on updated figures.
- Transfer \$50,000 from visitor amenities to support the museum's launch; increase the materials and services budget for Little Log Church Museum from \$1,000 to \$10,000 for displays and setup needs; review and correct the library fund transfers to ensure accurate accounting between city services and library operations; add a new line item for custodial services to the Little Log Church budget.

Adjourn Budget Committee Meeting 8:20 pm
Minutes prepared by: Kimmie Jackson, Recorder