

Minutes of the
CITY OF CANNON BEACH
BUDGET COMMITTEE

Wednesday May 5, 2010
Council Chambers

Present: Budget Committee Members Chair Sharon Clyde, Sally Stevens, Nancy Littell, Herb Florer and Marty Schwab Harris; Mayor Mike Morgan; Council President Sam Steidel; Councilors Nancy Giasson, Melissa Cadwallader and Wendy Higgins.

Excused: None.

Staff: City Manager Rich Mays, Police Chief Gene Halliburton, Finance Director Renée Sinclair, City Planner Rainmar Bartl, Public Works Director Mark See, Haystack Rock Awareness Program Coordinator Nala Cardillo and Administrative Specialist Alisha Smith

CALL TO ORDER

Chair Clyde called the meeting to order at 5:15 p.m.

Motion: Littell moved to approve the agenda; Higgins seconded the motion.

Vote: Higgins, Stevens, Schwab Harris, Giasson, Steidel, Clyde, Littell, Florer, Morgan and Cadwallader voted AYE; the vote was 10/0 in favor and the motion passes unanimously.

(1) Approval of the Minutes of the Budget Committee Meeting of April 27, 2010.

Clyde noted that Giasson moved to approve the agenda. Clyde also noted a typographical error on page two, paragraph four, 'lodging tax increase' should be 'utility bill increase'.

Motion: Littell moved to approve the Budget Committee minutes as corrected; Higgins seconded the motion.

Vote: Higgins, Stevens, Schwab Harris, Giasson, Steidel, Clyde, Littell and Cadwallader voted AYE; the vote was 8/0 in favor and the motion passes unanimously. Florer and Morgan abstained from the vote since they were not present.

DISCUSSION ITEMS

(2) General Fund

Mays reviewed the first ten pages of the proposed budget.

In response to a discussion by the Committee, Mays reviewed that the Administrative Services Fund has decreased.

Mays summarized the General Fund.

Mays reviewed the one percent (1%) transient lodging tax increase and noted that accounts have been set up in four categories to accurately capture the one percent (1%) transient lodging tax increase.

Schwab Harris noted that the Committee may want to consider decreasing the funds budgeted for line 19, page 12, Interest Income.

In response to a question from Morgan, Sinclair noted a typographical error on line 16, page 12, Land Leases. '\$14,500' should be '\$27,940'.

Mays noted that staff will be reevaluating the lodging tax revenue in the third quarter and report back to the Committee.

Morgan requested additional funds for Tolovana Club Maintenance. The Committee discussed improvements needed and agreed to review a possible increase.

Police Chief Gene Haliburton reviewed the Police Department budget. Mays noted a title change on line 11 and 14, page 30, 'Emergency Shelters' should be 'Emergency Cache Site'.

Mays read an email from Fire Chief Cleve Rooper requesting funds from the City to assist with maintenance of the Coastal Warning System. In response to Committee discussion, Mays stated that he will request additional information from the fire department and revisit this request at the next budget meeting.

Public Works Director Mark See reviewed the Parks Department budget. See reviewed that the City has applied for an \$83,000 grant from the Oregon Parks and Recreation for the pedestrian trail. A discussion followed.

The Committee discussed increasing funds for the maintenance of City parks. In response to a question by Morgan, Mays reviewed that personnel services have not decreased, the monies are tracked more accurately than in previous years. The Committee agreed to discuss additional funds for the City parks at the next budget meeting.

Committee members discussed allocating funds to improve drainage in City Park and agreed to discuss this further at the next budget meeting. In response to a question by Clyde, See reviewed that he will provide information on engineering cost of possible improvements at the next meeting.

City Planner Rainmar Bartl reviewed the Planning Department budget. He summarized previous, current and future Planning projects.

Haystack Rock Awareness Coordinator Nala Cardilla reviewed the Haystack Rock Awareness Program and budget.

Mays reviewed the Community Grants. In response to a question from Steidel, Mays reviewed that the Community Grant budget was developed before the 1% transient lodging tax increase and forming of the Tourism and Arts Fund (TAF). Therefore not accounting that some grants may be possible through the TAF.

Morgan led a discussion regarding the bus shelter located at the R.V. Park. Committee members agreed to continue discussing this matter at the next budget meeting.

In response to a question from Clyde, Sinclair noted that the net cost of the Sculpture Without Walls programs is reflected in the budget.

The Committee reviewed and discussed the Farmer's Market budget.

Mays reviewed transfers.

Mays concluded by reviewing the budget by division, page 32, Recap by Division.

(3) Other Funds

Committee members agreed to continue discussion at the May 5, 2010 budget meeting.

PUBLIC COMMENT ON PROPOSED BUDGET

There was none.

Minutes, City of Cannon Beach Budget Committee, May 5, 2010

INFORMATIONAL ITEMS

(5) Good of the Order

There was none.

Meeting was adjourned at 8:45 p.m.

ATTEST:

Alisha Smith, Administrative Specialist

Sharon Clyde, Chair