

CITY OF MANZANITA
MAY 18, 2020
BUDGET COMMITTEE MEETING

CALL MEETING TO ORDER:

The meeting was called to order by Dave Dillon at 4:00 pm via Zoom. Members present were Mike Scott, Linda Kozlowski, Hans Tonjes, Thomas Aschenbrener, Steve Nuttall, David Dillon, Jim Hickey, Jim Dopp, Chip Greening, and Kathryn Stock. Staff present: City Manager Cynthia Alamillo, Assistant City Manager Kristin Grassetth, Finance & Administrative Specialist Nina Jarvis, Police Chief Erik Harth, Public Works Director Dan Weitzel, and FCS Consultant Martin Chaw. There were 9 members of the public present.

PRESENTATION OF MEMO TO BUDGET COMMITTEE BY BUDGET OFFICER:

City Manager Cynthia Alamillo presented a letter to the Budget Committee providing a response to questions asked by the Committee and community members at the previous budget meeting. Alamillo addressed questions from the Committee about how the projected decrease in Short-Term Rental Tax revenue was determined, as well as wage questions regarding the benefits line item of Water, Roads and GF-Parks.

OVERVIEW OF BUDGET BY BUDGET OFFICER AND DEPARTMENT HEADS:

SPECIAL FUND – Public Work Director Dan Weitzel gave an overview of the Road fund with no major changes proposed this fiscal year. There is a proposed increase in Contract Services to provide more engineering services to review special projects, as well as an increase in Maintenance and Supplies to fund repair work for the street sweeper and other street maintenance.

Assistant City Manager Kristin Grassetth gave an overview of the Timber Management, Housing Rehab, Trust and Puffin LID funds, with no major changes proposed. The 19/20 fiscal year saw more revenue than expected from the Timber Management fund, resulting in an increased carry over balance. There are no expenditures as reforestation was completed in the last fiscal year. The Housing Rehab, Trust and Puffin LID Funds had no changes proposed.

City Manager Cynthia Alamillo gave an overview of the Tourism and Promotion fund. Because monies into this fund are from Short-Term rental tax revenue, this fund has a proposed decrease in the Room Tax Collection department. The largest expense for this fund is Contract Services which pays for the Visitors Center Coordinator, Dan Haag.

CAPITAL PROJECTS - Public Works Director Dan Weitzel gave an overview of the Storm Drain Facilities with no major changes proposed. The Public Works Equipment Reserve fund has a proposed increase to the Vehicle/Equipment Purchase department to provide replacements for several pieces of outdated equipment.

Police Chief Erik Harth gave an overview of the Public Safety Reserve fund no major changes proposed. The carry over balance for this fund has a proposed increase due to no new vehicles being purchased in the 19/20 fiscal year. The Vehicle/Equipment Purchase department will only be used towards the purchase of one new vehicle for the 20/21 fiscal year.

City Manager Cynthia Alamillo gave an overview of the City Hall Expansion fund, proposing a decrease in the Transfer In from the General Fund due to the decrease in Short-Term Rental tax revenue. An increase was proposed in Contract Services to move the City Hall relocation project forward.

No changes were proposed.

A Motion was made by Kozlowski, seconded by Aschenbrener to expend the Budget Committee meeting another fifteen minutes. Motion passed unanimously.

The meeting was adjourned at 6:12 p.m.

**MINUTES APPROVED THIS
3rd day of June, 2020**

Mike Scott, Mayor

ATTEST:

Dave Dillon, Budget Committee Chair

Cynthia Alamillo, City Manager/Recorder