
AGENDA

ASTORIA BUDGET COMMITTEE MEETING

July 1, 2013

7:00 P.M.

2nd Floor Council Chambers
1095 Duane Street
Astoria OR 97103

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CONSENT CALENDAR**
 - (a) ADC Budget Committee Minutes of 4/25/13
 - (b) Budget Committee Minutes of 4/24/13
 - (c) Budget Committee Minutes of 4/25/13

4. **REGULAR AGENDA ITEMS**
 - (a) Tourism Promotion Program

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE LAMPI, CITY MANAGER'S OFFICE, 503-325-5824.



CITY OF ASTORIA

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June 28, 2013

MEMORANDUM

TO: ASTORIA BUDGET COMMITTEE

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA BUDGET COMMITTEE MEETING OF JULY 1, 2013

CONSENT CALENDAR

Item 3(a): ADC Budget Committee Minutes of 4/25/13

The minutes of the ADC Budget Committee meeting of April 25, 2013 are enclosed for review. Unless there are any corrections, it is recommended that the Budget Committee approve these minutes.

Item 3(b): Budget Committee Minutes of 4/24/13

The minutes of the Budget Committee meeting of April 24, 2013 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 3(c): Budget Committee Minutes of 4/25/13

The minutes of the Budget Committee meeting of April 25, 2013 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

REGULAR AGENDA ITEMS

Item 4(a): Tourism Promotion Program (Finance)

During the FY 2013-14 budget process, a recommendation was put forward to create a Tourism Promotion Program to support tourism development and promotion projects in the City. (To review Budget Committee discussion regarding this recommendation, please see "Item 3(c) Budget Committee Meeting Minutes of 6/25/13", on page 3 under "Promote Astoria Fund".) Funding for the program would come from the Promote Astoria Fund which receives its funding from Transient Lodging Taxes. As a result of this recommendation, the budget for the 2013-14 fiscal year was amended to include a line item for Tourism Promotion in the Promote Astoria Fund for \$30,000. This amendment was later adopted by the City Council on June 3, 2013. Attached are a set of draft guidelines that staff have developed to govern

the award of these funds. Staff is asking the Committee to review the guidelines for the allocation of the funds and offer comments or suggestions to the City Council for improvement.

MANAGER\AGENDA\BUDGET MEMO 7-1-13.DOC

A meeting of the 2013-14 East and West Urban Renewal Districts Budget Committee was held in City Council Chambers at 9:08 p.m.

Committee Members Present: Mayor Van Dusen, City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan and Laura Leebrick.

Staff Present: City Manager Benoit, Finance Director Carlson, Community Development Director Estes, Public Works Director Ken Cook, Public Works Superintendent Ken Nelson.

The meeting was called to order by Mayor Van Dusen.

Election of Officers

Mayor Van Dusen called for nominations for Chairperson. Motion made by Councilor Warr, seconded by Councilor LaMear to nominate Laura Leebrick as Chair of the East and West Urban Renewal Districts Budget Committee. (Motion carried by unanimous vote.)

Chair Leebrick called for nominations for Secretary. Motion made by Councilor LaMear, seconded by Mayor Van Dusen to nominate Drew Herzig as Secretary of the East and West Urban Renewal Districts Budget Committee. (Motion carried by unanimous vote.)

BUDGET MESSAGE

- a. City Manager's Opening Comments and Budget Message

Councilor Warr declared that he owns property in the Astor West Urban Renewal District.

City Manager Benoit noted his Budget Message was included in the packet. He briefly presented an overview of the East and West Urban Renewal Districts. He noted the Urban Renewal Bond Fund and Urban Renewal Bond Reserve Fund had been retired in the Astoria East District after refinancing the Astor East Liberty Theatre. No specific projects were currently identified in the Astoria West District. Staff would be presenting information regarding City Council's goal regarding rehabilitation work in Uniontown neighborhood. He addressed questions from the Committee about the hospital, Garden of Surging Waves and the impacts to the Astor East District should the Maritime Museum be taken off the tax rolls, which he would also discuss with the City Attorney.

PUBLIC HEARING ON ASTORIA EAST AND ASTORIA WEST URBAN RENEWAL DISTRICT BUDGETS AS PROPOSED

Chair Leebrick opened the public hearing on Astoria East and Astoria West Urban Renewal District Budgets. There being no one in the audience, she closed the public hearing.

INDIVIDUAL BUDGET CONSIDERATION

- a. Astoria East Urban Renewal District General Fund

Committee Action: Motion made by Loran Mathews, seconded by Councilor Warr to tentatively approve the Astor East Urban Renewal District Budget. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

- b. Astoria West Urban Renewal District General Fund

Committee Action: Motion made by Mayor Van Dusen, seconded by Councilor Mellin to tentatively approve the Astor West Urban Renewal District Budget. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

MOTION TO APPROVE ASTOR EAST URBAN RENEWAL DISTRICT BUDGETS

a. General Fund

Committee Action: Motion made by Councilor Warr, seconded by Loran Mathews to approve both the Astor East Urban Renewal District Budget. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

MOTION TO APPROVE MAXIMUM TAX AMOUNT AVAILABLE FOR ASTORIA EAST URBAN RENEWAL DISTRICT

Committee Action: Motion made by Councilor Warr, seconded by Mayor Van Dusen to approve the maximum tax amount available for the Astor East Urban Renewal District. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

APPROVE ASTOR WEST URBAN RENEWAL DISTRICT BUDGET

a. General Fund

Committee Action: Motion made by Mayor Van Dusen, seconded by Richard Hurley to approve the Astor West Urban Renewal District General Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

MOTION TO APPROVE MAXIMUM TAX AMOUNT AVAILABLE FOR ASTORIA WEST URBAN RENEWAL DISTRICT

Committee Action: Motion made by Councilor Warr, seconded by Councilor LaMear to approve the maximum tax amount available for the Astor West Urban Renewal District. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

The Committee confirmed the draft policy regarding festival and event applicants for the \$30,000 in the Promote Astoria Fund would be presented by Staff and discussed in work session at a future date.

MOTION TO ADJOURN THE EAST AND WEST URBAN RENEWAL DISTRICTS BUDGET COMMITTEE MEETING:

Committee Action: Motion made by Councilor Warr, seconded by Unknown to adjourn the East and West Urban Renewal Districts Budget Committee meeting. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:24 p.m.

ATTEST:

Secretary

The first meeting of the City of Astoria 2013-14 Budget Committee was held at the above place at the hour of 7:00 p.m.

Committee Members Present: Mayor Van Dusen, City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Kera Huber, Kathleen Sullivan and Laura Leebrick. Loran Mathews was excused.

Staff Present: City Manager Benoit, Finance Director Carlson, Director Estes, Police Chief Curzon, Fire Chief Ames, Park Director Cosby, Interim Parks Director Moss.

The meeting was called to order by Chair Leebrick.

Budget Committee Review Schedule
Review of City of Astoria Departments/Funds for FYE 6/30/14

BUDGET MESSAGE

- a. City Manager's Opening Comments and Budget Message

[Audio recording begins here]

City Manager Benoit presented a brief overview of the proposed 2013-2014 Budget and its key funds, noting that last year's balanced budget resulted from a reduction in spending and drawing about \$69,000 from the City's reserves. For Fiscal Year (FY) 2013-14, expenses again exceed revenue; however the deficit is approximately \$220,000. PERS rates have increased significantly, by about 20 percent, resulting in about \$130,000 in added expense. Other factors include medical insurance costs, property tax revenues increasing at lower rate, and the increased cost of materials. Looking forward, the City will continue to see expenses exceeding revenue. Maintaining a healthy reserve fund balance is critical to cover expenses in the interim before property taxes come in and for the City to address emergencies. Through a combination of reductions, the proposed balanced budget does not draw down the City's reserves. Key reductions include replacing three full-time employee positions in the fire, finance and building departments with part-time positions, making no cost-of-living adjustment for employees, and reducing the overtime forecasted for the police department. He explained that PERS rates are set by the State of Oregon for the entire population of public employees, both retired and retiring. Income needs are calculated and the rates set according to the projected interest earnings from investments. This rate does not change what current employees get or what their retirement will look like, but the rates are established to keep the entire system solid. With the adjustments made this year and PERS rates not being adjusted until FY 2016-17, the City will be well positioned for the 2014-15 budget with a projected contingency of \$1.4 million, approximately 18 percent of the City's budgeted expenses. Generally, a 12 to 20 percent contingency is desired.

City Manager Benoit and Finance Director Carlson responded to clarifying questions from the Budget Committee regarding property tax collections and projections, the Landfill Reserve Fund and Promote Astoria Fund, as well as the City's current long term debt.

PUBLIC HEARING ON CITY OF ASTORIA BUDGET AS PROPOSED

Chair Leebrick opened the public hearing on the proposed City of Astoria 2013-2014 Budget at approximately 7:42 p.m. and called for public comment. There being none, she closed the public hearing at approximately 7:43 p.m.

INDIVIDUAL BUDGET CONSIDERATION

General Fund:
City Council

City Manager Benoit described the purpose for the fund and provided a brief overview of the \$13,220 budget, which covers travel, training and conferences. Travel expenses to Germany were in the Promote Astoria Fund for

the current, not the proposed budget. Mayor Van Dusen described the trip being taken to Waldorf, Germany, Astoria's Sister City. Discussion regarded questions about why the prior year's budget was higher and Council's travel commitments.

Committee Action: Motion made by Richard Hurley, seconded by Councilor LaMear to tentatively approve the City Council Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan and Laura Leebrick voted yes.

City Manager Administration

City Manager Benoit noted no changes were proposed to the \$269,820 budget from last year. Finance Director Carlson agreed to provide details regarding City Manager Benoit's and Julie Lampi's salaries. City Manager Benoit responded to inquiries about line items for Extra Help, Employee Recognition,

Committee Action: Motion made by Councilor LaMear, seconded by Councilor Warr to tentatively approve the City Manager Administrative Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

Human Resources Division

This fund is now included under Professional Services within the Non and Interdepartmental Fund.

Municipal Court

City Manager Benoit briefly reviewed the budget, describing increases in personnel and professional services. He clarified that balances for Technology Services and Miscellaneous were transposed and would be corrected. He and Finance Director Carlson addressed questions regarding Miscellaneous and Fines/Forfeitures/Fees line items. Discussion regarded the relationship between revenue and expenditures of the individual fund budgets and where revenues are shown or distributed.

Committee Action: Motion made by Councilor Mellin, seconded by Mayor Van Dusen to tentatively approve the Municipal Court Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

Finance

City Manager Benoit overviewed the budget, noting reductions this year total \$27,100. Finance Carlson answered questions about auditing costs.

Committee Action: Motion made by Councilor Warr, seconded by Councilor LaMear to tentatively approve the Finance Department Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

City Attorney

City Manager Benoit noted no changes were proposed to the contract with Blair Henningsgaard. He clarified that this fund was only for contracted services, items like additional personnel expenses and the money due for the district attorney lawsuit would be paid from Non and Interdepartmental Fund found under Professional Services.

Committee Action: Motion made by Councilor Warr, seconded by Richard Hurley to tentatively approve the City Attorney Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

Community Development

City Manager Benoit stated that overall the department's budget was decreasing by \$3,540. Community Development Director Estes responded to questions regarding line items for CREST, CZM Assistance, Historic Preservation Fee, and Postage, which is now budgeted in the Non and Interdepartmental Fund.

Committee Action: Motion made by Councilor LaMear, seconded by Kera Huber to tentatively approve the Community Development Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

City Hall

City Manager Benoit briefly reviewed the budget, noting an increase of approximately \$5,000. He and Finance Director Carlson responded to questions about Inter Fund Wages, cost efficiencies experienced in the remodeled building, the adjustments in Retirement Contributions, operating Supplies, and Public Utility Services.

Committee Action: Motion made by Councilor Herzig, seconded by Richard Hurley to tentatively approve the City Hall Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

Non and Interdepartmental

City Manager Benoit described the items contained in the budget, including Postage, Professional Services, IT, and Memberships and Dues. Human Resources is now also included under Professional Services and currently contracted with Xenium. Questions were addressed regarding items related to Transcription and Website Services, Community Organizations, the City's telephone and internet systems, and General Miscellaneous, which includes funds for the recruitment of department heads.

Committee Action: Motion made by Mayor Van Dusen, seconded by Councilor Warr to tentatively approve the Non and Interdepartmental Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

Fire

City Manager Benoit reviewed the budget, describing the impacts of personnel changes. Staff responded to several clarifying questions about Overtime, PERS rates, Annual Turnout Purchases, Volunteer Services and Capital Outlay/Improvement Fund. Discussion also referenced some items in the Police Budget.

Committee Action: Motion made by Councilor Herzig, seconded by Kathleen Sullivan to tentatively approve the Fire Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

Police

City Manager Benoit presented the budget, highlighting changes in Personnel Services and Materials & Services. Chief Curzon addressed questions from the Committee regarding Extra Help, Vehicles, and work done by the State police officer to address trucking issues.

Committee Action: Motion made by Mayor Van Dusen, seconded by Councilor Warr to tentatively approve the Police Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

Library

City Manager Benoit reviewed the budget, noting that expenses related to architectural services and exploration of renovating the library would be budgeted from the Logan Memorial Trust Fund. Questions from the Committee regarded the ODLC Library-to-Go consortium and decrease in book purchases. [mostly inaudible]

Committee Action: Motion made by Councilor LaMear, seconded by Councilor Herzig to tentatively approve the Library Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes.

Capital Improvement Fund

City Manager Benoit presented the budget, noting the projects funded by grants. Staff addressed clarifying questions regarding the City's communication systems and related federal requirements. The Committee discussed suggested changes regarding smaller Capital Improvement Fund items which seemed to be duplicated in the budget.

Committee Action: Motion made by Mayor Van Dusen, seconded by Councilor Warr to tentatively approve the Police Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes

End of recording; static at 1:57:03 to end of file.

Parks Operation Fund

City Manager Benoit presented the parks budget. Finance Director Carlson presented some historical information on past parks budgets. Parks Director Cosby and Interim Director Moss answered question of committee members.

Committee Action: Motion made by Mayor Van Dusen, seconded by Councilor Warr to tentatively approve the Police Budget. (Motion carried.) Mayor Van Dusen, City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, and Laura Leebrick voted yes

Chair Leebrick adjourned the meeting at 9:15.

ATTEST:

Secretary

The second meeting of the City of Astoria 2013-14 Budget Committee was held at the above place at the hour of 7:00 p.m., which was a continuation from the meeting held on April 25, 2013.

Committee Members Present: Mayor Van Dusen, City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan and Laura Leebrick.

Staff Present: City Manager Benoit, Finance Director Carlson, Community Development Director Estes, Public Works Director Ken Cook, Public Works Superintendent Ken Nelson.

The meeting was called to order by Chair Leebrick.

Budget Committee Review Schedule
Review of City of Astoria Departments/Funds for FYE 6/30/14

INDIVIDUAL BUDGET CONSIDERATION

General Fund:

Public Works Improvement Fund

City Manager Benoit presented the budget, describing the purpose of the fund and noting key projects, expenditures and funding sources. City Manager Benoit, Public Works Director Ken Cook and Public Works Superintendent Ken Nelson addressed questions regarding the 14-year old vactor machine and Bear Creek Dam Site Project.

Committee Action: Motion made by Kathleen Sullivan seconded by Unknown to tentatively approve the Public Works Improvement Fund Budget. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Public Works Capital Reserve Fund

City Manager Benoit noted this new fund was established last year, specifically to segregate funds being accumulated for future projects, in this case, the slow sand filter.

Committee Action: Motion made by Mayor Van Dusen, seconded by Loran Mathews to tentatively approve the Public Works Capital Reserve Fund Budget. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Combined Sewer Overflow (CSO) Funds

City Manager Benoit described the purpose of the fund, noting two funds had no appropriation money because the projects were completed, for example, the Denver Street Project. State law requires that the fund be carried forward in the budget for three years. He noted the funds related to a few key projects and responded to comments/questions from the Committee. Regarding the figures not matching up on Page 44, Finance Director Carlson explained the prior year's numbers and totals were correct; it seemed the numbers needed to be shifted down one line. He and City Manager Benoit responded to clarifying questions from the Committee regarding Professional Services, the Contingency and how it functions within the budget.

Committee Action: Motion made by Councilor Herzig, seconded by Councilor LaMear to tentatively approve the Combined Sewer Overflow (CSO) Maintenance Fund No. 180. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

The Committee commended the Public Works Department for the beautiful work done on the 8th Street and Commercial Street project.

Combined Sewer Overflow (CSO) Debt Service Fund

Financial Director Carlson described the fund and reviewed the budget.

Committee Action: Motion made by Loran Mathews, seconded by Councilor Warr to tentatively approve the Combined Sewer Overflow (CSO) Debt Service Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Public Works Fund

City Manager Benoit presented the budget and addressed clarifying questions, including those regarding drug and alcohol testing and the differences in Personal Services and salary figures. He noted no changes were made in personnel in the Engineering Division.

Committee Action: Motion made by Councilor LaMear, seconded by Loran Mathews to tentatively approve the Public Works Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

CONSENT CALENDAR

Committee Action: Motion made by Councilor Mellin, seconded by Councilor Warr to tentatively approve the Consent Calendar with the Revolving Loan Fund, Community Policing Fund, Astoria Road District Fund, Landfill Reserve Fund, Cemetery Fund, Cemetery Irreducible Fund, Promote Astoria Fund, and Logan Memorial Library Trust Fund pulled for further discussion. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Revolving Loan Fund

City Staff addressed questions and provided background information regarding Miscellaneous Derelict Program Support line item within the Revolving Loan Fund.

Committee Action: Motion made by Councilor Herzig, seconded by Councilor Warr to tentatively approve the Revolving Loan Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Community Policing Fund

Financial Director Carlson and City Manager Benoit explained the purpose of the Gifts and Bequests line item, noting further research would be done regarding how the fund originated. The change in the Resources line item amount was also discussed.

Committee Action: Motion made by Councilor LaMear, seconded by Loran Mathews to tentatively approve the Community Policing Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Astoria Road District Fund

City Manager Benoit addressed questions regarding Improvements Other Than Buildings under Capital Outlay.

Committee Action: Motion made by Councilor Herzig, seconded by Unknown to tentatively approve the Astoria Road District Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Landfill Reserve Fund

City Manager described the purpose of the funds for Professional Services and explained how some contingencies are built into certain line items throughout the budget, excluding the need for a separate line item and additional process.

Committee Action: Motion made by Councilor Herzig, seconded by Loran Mathews to tentatively approve the Landfill Reserve Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Cemetery Fund

City Manager Benoit described the purpose of and key projects under Improvements Other Than Buildings.

Committee Action: Motion made by Councilor Herzig, seconded by Councilor LaMear to tentatively approve the Cemetery Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Cemetery Irreducible Fund

Councilor Warr reviewed the history and purpose of the fund, adding that the regulations could be changed to allow the monies to be used for other purposes but that was unlikely.

Committee Action: Motion made by Councilor LaMear, seconded by Councilor Mellin to tentatively approve the Cemetery Irreducible Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Promote Astoria Fund

City Manager Benoit described other projects that the fund has supported. Mayor Van Dusen and Loran Mathews described the fund's background and purpose. The Committee discussed concerns that other festivals/events that also promote tourism in Astoria had no process to request funding. A process should be created similar to that used for allocating funds to community service organizations. Comment was made by Loran Mathews that the City should not be funding any festivals because they should be self-sufficient.

Cheryl Silverblatt, Astoria, agreed it is challenging to request funds for various cultural and events in town. While there was a strong history of the Chamber of Commerce receiving Promote Astoria funds, she stated that the Chamber has done a good job. Ms. Silverblatt went on to state that State law mandates that the funding be devoted to tourism, not to the Chamber. The big question is who decides or determines what promotes tourism in Astoria. More discussion was needed about what everyone could do to promote Astoria or tourism.

Discussion continued regarding how fledgling festivals and events, like the new art tours and events, could be supported, and when the \$30,000 would be available as well as the timing of the budget process. City Manager Benoit stated Staff would develop a draft policy using the 501C.3 model and circulate it to Committee.

Committee Action: Motion made by Richard Hurley, seconded by Councilor LaMear to allocate \$30,000 within the Promote Astoria Fund under Tourism Promotion for festivals and events and to develop a policy for determining how those funds are distributed similar to the process used for 501C.3 community service organizations. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Committee Action: Motion made by Mayor Van Dusen, seconded by Councilor Warr to tentatively approve the Promote Astoria Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

Logan Memorial Library Trust Fund

City Manager Benoit said he would research the original amount of the fund. Mayor Van Dusen briefly described the background regarding the fund and why the amount was not more substantial.

Committee Action: Motion made by Councilor Mellin, seconded by Councilor Herzig to tentatively approve the Logan Memorial Library Trust Fund. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

COMMUNITY ORGANIZATION CONSIDERATION

City Manager Benoit noted that copies of the funding requests were distributed to the Committee as well as the suggested allocation amounts for each organization. The Committee's lengthy discussion included the Christmas Basket Program and Clatsop Community Action Food Program, as well as the work of the Clatsop County Women's Resource Center; Hutchins House Safe Home, Helping Hands; and Lower Columbia Hispanic Center and to what extent each organization benefitted the great community.

Committee Action: Motion made by Councilor Warr, seconded by Councilor Herzig that the Committee approve the requests for funding as recommended, adjusting the amounts to \$6,500 to Hutchins House Safe Home and \$7,500 to Helping Hands. (Motion carried.) City Councilors Mellin, LaMear, Warr and Herzig, Richard Hurley, Loran Mathews, Karen Huber, Kathleen Sullivan, Laura Leebrick, voted yes; Mayor Van Dusen voted no.

Mayor Van Dusen explained his no vote regarded how the Lower Columbia Hispanic Center had treated Norma. He supported the concept of the organization and its work as a whole, but it was currently in disarray. He noted only two businesses are members of the organization.

FINAL REVIEW AND MOTION TO APPROVE THE CITY OF ASTORIA BUDGET AS A WHOLE

Committee Action: Motion made by Councilor Warr, seconded by Kathleen Sullivan that the Budget Committee approve the City of Astoria 2013-14 Budget as a whole. (Motion carried.) (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

MOTION TO SET TAX RATE FOR GENERAL FUND AT 8.1738 PER \$1,000 OF VALUATION

Committee Action: Motion made by Councilor Warr, seconded by Richard Hurley that the Committee set the Tax Rate for General Fund at 8.1738 per \$1,000 of Valuation. (Motion carried.) City Councilors Mellin, LaMear, Warr, and Herzig, Richard Hurley, Loran Mathews, Kera Huber, Kathleen Sullivan, Laura Leebrick, and Mayor Van Dusen voted yes.

MOTION TO ADJOURN CITY OF ASTORIA BUDGET COMMITTEE MEETING

The meeting was adjourned at 9:08 p.m. to the Astoria East and West Urban Renewal Districts Budget Committee meeting.

ATTEST:

Secretary



CITY OF ASTORIA
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June 19, 2013

MEMORANDUM

TO: ASTORIA BUDGET COMMITTEE
FROM:  PAUL BENOIT, CITY MANAGER
SUBJECT: Tourism Promotion Program

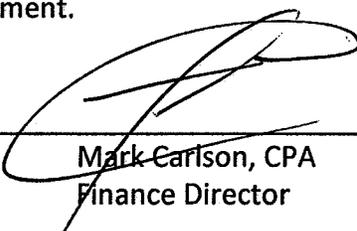
Discussion

During the FY 13-14 budget process, a recommendation was put forward to create a Tourism Promotion Program to support tourism development and promotion projects in the City. Funding for the program would come from the Promote Astoria Fund which receives its funding from Transient Lodging Taxes. As a result of this recommendation the budget for the 13-14 fiscal year was amended to include a line item for Tourism Promotion in the Promote Astoria Fund for \$30,000. This amendment was later adopted by the City Council on June 3. Attached are a set of draft guidelines that staff have developed to govern the award of these funds.

Recommendation

Staff is asking Council to review the attached guidelines for the allocation of the funds and offer comments or suggestions for improvement.

By: _____


Mark Carlson, CPA
Finance Director



CITY OF ASTORIA

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TOURISM PROMOTION PROGRAM

The City of Astoria established a Tourism Promotion Program to support tourism development and promotion projects in the City. Funding for this program comes from the Promote Astoria Funds which receives its funding from Transient Lodging taxes. By an action of the City Council in June 2013, the total amount available was set at \$30,000 per fiscal year. These funds provide matching grants, up to \$3,000, to organizations or groups for specific projects that promote tourism in the community.

Who May Apply?

The program accepts applications from any non-profit organization with the demonstrated ability to accomplish the proposed project. These include arts, cultural, historical, heritage, educational, community, and entertainment organizations. Eligibility of sponsors and projects is defined broadly to encourage wide participation and innovative proposals.

Eligibility Criteria

- Applicant must be an IRS recognized Non-Profit Organization. (documentation will be required)
- The funding must be used for promoting or conducting an actual event.
- The applicant must demonstrate how this event will benefit the residents of Astoria.
- Funding is granted for no more than a one year period of time per application.
- The maximum amount available is \$3,000 per organization per fiscal year.
- The event must be open to anyone who wishes to attend and cannot be restrictive in any way (alcohol restrictions may apply).
- An application must be completed.
- The following are ineligible for funding:
 - Events that are primarily political or religious in nature;
 - Events that have already occurred or will occur prior to the start of the new fiscal year;
 - Facility development or items that are capital in nature;
 - Elimination of prior debts or debt servicing;
 - Expenditures that are not tied to promotion, marketing or conducting the event;
- Funds must be used for the purpose specified in the application.
- An annual report of the organization must be filed with the City as well as results of the use of funds granted no later than 3 months after the completion of the event.
- Applications must be submitted no later than February 28th in order to be considered in the spring budget process.
- Funding will typically be granted for new or expanded programs, projects or events.
- Funding is not intended as an ongoing subsidy and, but for unusual circumstances, will not be for greater than a three year period.

City of Astoria

Community Promotion Funds Application

Date Submitted:	Date Received:
Applicant Organization:	Event Title:
Event Dates:	Address:
Contact Number:	Contact Person & Title:
Amount Requested:	Type of Organization:
Federal ID#:	Email:

Please provide answers to the following questions.

1. How long has this organization been in existence?
2. How many people participate in this organization?
3. List board of directors.
4. Explain the event that is being proposed, including history, prior attendance, funding sources, location and purpose
5. What will the City funds accomplish for the event?
6. Are these funds being matched or leveraged?
7. How will you promote this event?
8. Provide the current year budget for this event/organization.
9. Provide prior year financial statements.
10. Have you received City funding in previous years?
11. Is this event open to the general public?
12. Will an admission fee be charged? If yes, how much?
13. Will you be paying any speakers an honorarium or fee to speak at this event? If yes, who will be speaking and who are they affiliated with?
14. List other agencies that have been solicited for this event.
15. Is this a political or partisan event?
16. If this funding event is denied, will the event still take place?