

Parks & Commons Commission Overview, amended

Directory

- P & C Chair:** John Purcell, johnpurcell49@gmail.com, 760-413-0693
- P & C Directors:** Linda Johnson, coastalcat3@yahoo.com, 541-547-3595
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- City Liaison:** Kimmie Jackson, Clerk II, kimmie@yachatsmail.org
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- City Manager:** Shannon Beauclaire, shannon@yachatsmail.org
- Facility Manager:** Heather Hoen, cityhall@yachatsmail.org, 541-272-4213 (confidential)
- Trails Committee:** Bob Langley, Joanne Kittel, Wally Orchard, Loren Dickenson, Jan Brown
- Little Log Church & Museum:** Mary Crook, President, wedsea@casco.net, 541-547-4547

General

1. The Parks & Commons Commission is made up of a seven member Board with Chair.
2. Prospective Commission members submit applications to the Commission which then makes recommendations to the City Council which has the ultimate responsibility to appoint the Commission.
3. Commission members are requested to serve a four year term.
4. The Chair and Vice Chair positions are elected annually.
5. P & C meets monthly, the third Thursday of each month at 3:00 in the Commons.
6. One member of P & C is responsible to represent the Commission at the Finance Committee meeting that takes place the second Wednesday of each month at 10:00 am in the Commons.
7. The Chair is responsible to attend the Chairs Roundtable the third Friday of each month at 10:00 a.m., Commons.
8. Meeting Minutes are drafted by the City Recorder and distributed to all Directors, typically two weeks prior to the Commission meetings.
9. The agendas are drafted by the Commission Chair and submitted to Kimmie Jackson along with any other documents that need to be included in the meeting packet.
10. The Chair can submit anything of value for discussion and inclusion in the monthly packet.

Responsibilities

With some exceptions, the Parks & Commons Commission is responsible to oversee (sic) the Commons as well as the City owned and managed properties between Highway 101 and Ocean View Drive and 4th Street and 6th Street. Parks & Commons also liaison for two Committees, the Trails Committee and the Little Log Church and Museum (LLC&M). Included in the oversight responsibilities are the annual "Capital" and "Operation" budgets for P & C as well as the two Committees. Both Committees submit their budgets to Parks & Commons which are then forwarded onto the Finance Committee. The status regarding the oversight of the 501 Building, future amenities along Ocean View Drive and other pending projects are in discussion.

The Yachats Facilities Manager and the Trails Committee also submit monthly reports to the Chair which, after a cursory review, get submitted by the Chair to Clerk II as a part of the monthly P & C packet.

P & C is responsible to draft and submit the annual Parks & Commons Capital Improvement Project (CIP) budget to the City Council (Any project equal to or exceeding \$5,000 is viewed as C.I.P.) In December of 2018, Parks & Commons deferred all Capital Projects for FY19 so we won't be examining our capital needs until FY20/21. The P & C Operational Budget is created by the City Council and given to P & C.

Funding

"The Visitor Amenities Fund" (VAF) is the primary funding tool for P & C. It is derived from the Transient Lodging Tax (TLT), a somewhat complicated breakout of a simple tax on lodging and vacation rental fees. In general, the State of Oregon is very restrictive regarding how the City spends VAF funds. There is currently a debate on exactly what constitutes a "visitor amenity" but currently the VAF funds the Little Log Church & Museum which can use up to 100% of the VAF, the Commons Building, the City Library (a separate City Commission that can derive up to 25% of its budget from the VAF), as well as other projects that serve visitors such as public restrooms, visitor parking, and the new entrance signs at the north & south end of the City. The City takes in approximately \$365,000 per year of VAF funds. At the end of FY18, the Fund had \$119,000 remaining but had a carry-over of approximately \$200,000 which would bring the Fund to over \$300k at the beginning of FY19.

John Purcell, February 17, 2019