



CITY OF SHERIDAN

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Budget Committee Meeting Minutes

May 23, 2024, at 6:00 PM

Sheridan City Hall

120 SW Mill Street, Sheridan, Oregon 97378

Public Attendance was in person & via Zoom

**A. Call to Order and Welcome by Mayor Cale A. George**

Mayor George called the Budget Committee Meeting to order at 6:02 p.m.

**B. Roll Call by City Recorder, Yvonne Hamilton**

Committee Members Present: Mayor George; Councilors Acuff, Buckles, McElroy, Hodgins, and Houston; Citizen Members Fink, Cox, Walker, Necas, Buckles, Adams, and Amundson. Councilor Hebert arrived at 6:04 p.m.

Absent: None

Staff Present: Heidi Bell, City Manager; Gary Mathis, Operations Director Water & Wastewater; Gwen Gorham, Library Director; Omega Rodela Garces, Deputy City Recorder; and Yvonne Hamilton, City Recorder/Treasurer.

**C. Additions or Deletions to the Agenda: None**

**D. Self-Introductions of Budget Members**

The Budget Committee Members introduced themselves.

**E. Election of Budget Committee Chairperson**

- ✓ Councilor Hodgins motioned to nominate Budget Committee Member Cox for Budget Committee Chairperson. Councilor Buckles seconded the motion. *Discussion:* There was no further discussion. Motion passed unanimously.

**F. Adoption of the Budget Committee Operating Rules of Order**

Chairperson Cox introduced the Budget Committee Operating Rules of Order

- ✓ Budget Committee Member Necas motioned for the Budget Committee to adopt the Budget Committee Operating Rules of Order. Budget Committee Member Amundson seconded the motion. *Discussion:* There was no further discussion. Motion passed unanimously.

**G. Public Hearing on State Shared Revenue**

**OPENING OF HEARING:** Chairperson Cox opened the Public Hearing at 6:12 p.m.

**CALL FOR CONFLICT OF INTEREST AND/OR ABSTENTIONS:** None

**OBJECTIONS TO JURISDICTION:** None

**OBJECTIONS TO NOTICE:** None

**PUBLIC INPUT:** None

**CLOSE OF HEARING:** The Hearing closed at 6:15 p.m.

Staff recommendation is for the City to accept the State Shared Revenue funds and appropriate them to the General Fund.

**H. Committee Business Items:**

1) Annual Review of City Fees

There was a brief discussion regarding fees and fee increase restrictions.

- ✓ Councilor Buckles made a motion to increase the stormwater fee to \$3.75 per month. Councilor McElroy seconded the motion. *Discussion:* Heidi suggested that they wait for Steve Donovan's recommendations for fee increases because he may recommend a different or higher amount. Councilor Buckles amended his motion to recommending a stormwater fee increase to the City Council after they have been presented with Donovan's annual study. Councilor McElroy seconded the motion. *Discussion:* There was no further discussion. Motion passed with a 13 to 0 vote; Councilor Houston abstained.

2) Budget Message Presentation by City Manager, Heidi Bell

- ✓ Budget Committee Member Necas motioned for the Budget Committee to forego the annual reading of the Budget Message. Mayor George seconded the motion. *Discussion:* Councilor Houston noted that he preferred to have the Budget Message read. Motion passed with a 12 to 2 vote; Houston and Fink voted no.

There were questions about the locations of the Enterprise and Opportunity Zones. Heidi noted that the City partners with SEDCOR, Willamina, and Yamhill County. Mayor George commented that he is working with SEDCOR for funding for Sheridan Road. The Council suggested that they write to Senator Merkley's office for funding.

There was discussion about the water looping project and how it will improve water quality.

Heidi made note of the following typos for correction:

- Page 8 of the Budget Message, insert final draft
- Page 10 of the Budget Message, the word "bet" should be "Best".
- Miscellaneous income needs to be added to the Streets fund.

Heidi reported on each of the Funds in the Proposed Budget that were included in the Budget Committee packet and made available on the City's website. She commented on the affects of Measure 110 on the amount of marijuana tax received by the City. The committee discussed each of the funds and the funding sources.

General Fund:

Heidi explained that the funding sources for the General Fund are property taxes, sin taxes, and franchise fees. She noted that a "Park Donation" line was added.

The Committee discussed the Library budget and the request for one additional full-time employee. Heidi noted that Library program and activity participation statistics are up from last year. She added that an additional person is needed to cover during vacations or when someone is out, noting that for safety reasons, there should always be two people in the building.

The Committee discussed the Parks budget. Budget Committee Member Buckles commented that labor costs will only go up if the projects are not completed this year. There was discussion about the Park SDCs. Heidi noted that the Parks and Recreation Committee is tasked with figuring out how the money will be spent between the Hebert Plaza and the skate park, which is estimated to cost \$110,000 for improvements.

Councilor Acuff expressed concern about General Fund expenses and the potential future costs for law enforcement, she suggested that some of the Parks funds be used toward a reserve fund. Mayor George suggested reserving \$50,000. Budget Committee Member Buckles suggested lowering Park Improvements to \$200,000 and adding \$80,000 to the General Fund Operating Contingency.

- ✓ Committee Member Amundson motioned to lower the Park Improvements line to \$200,000 and add \$80,000 to the General Fund Operating Contingency. Councilor Buckles seconded the motion. *Discussion:* Councilor Acuff noted that she would like to see more added to the General Fund Operating Contingency; Councilor Houston agreed with Roxie. Motion failed with a 6 to 8 vote.
- ✓ Mayor George motioned to lower the Park Improvements line to \$180,000 and add \$100,000 to the General Fund Operating Contingency. Councilor Acuff seconded the motion. *Discussion:* There was no further discussion; Motion passed with an 11 to 3 vote.

Recess:

The Budget Committee took a brief recess from 8:20 p.m. to 8:30 p.m.

Sewer/Storm Water Fund:

Heidi noted that the primary expenses for the Sewer fund are SCADA, Sheridan Road, and the Tytler Tech software. She added that the City will be seeking estimates for a new Public Works building. Gary Mathis explained the new SCADA system.

Street Fund:

Heidi commented that the Street expenses include the upcoming Chip Seal project and dust control.

Water Fund:

Heidi noted that expenses for the Water fund include SCADA, Sheridan Road, the Tytler Tech software, and the forest management project.

I. Public Comment Period: None

J. Votes:

- 1) Fiscal Year 2024-2025 State Revenue Sharing Funds

✓ Councilor Jim Buckles motioned for the City of Sheridan to accept the State Shared Revenue funds and to appropriate them to the General Fund. Budget Committee Member Kay Buckles seconded the motion. *Discussion:* There was no further discussion. Motion passed unanimously.

2) Fiscal Year 2024-2025 Proposed Budget

✓ Councilor Acuff motioned for the City of Sheridan Budget Committee to accept the proposed Fiscal Year 2024-2025 Budget with the following changes: \$100,000 from the Parks fund will be moved to the General Fund Operating Contingency; Balance the Grant line in Revenue and Expenditures in the Water fund and reflect in the Budget and forward it to the City Council for approval. Councilor Buckles seconded the motion. *Discussion:* There was no further discussion. Motion passed with an 11 to 0 vote; Mayor George, Councilor Acuff, and Councilor Hodgins abstained.

K. Adjournment

✓ There was a motion for adjournment. The motion was seconded and passed unanimously.

The meeting adjourned at 9:12 p.m.



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Cale A. George, Mayor

Attest:



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Yvonne Hamilton, CMC, City Recorder