



# CITY OF SHERIDAN

City Hall • 120 SW Mill Street • Sheridan, OR 97378

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[www.cityofsheridanor.com](http://www.cityofsheridanor.com)

## Budget Committee Meeting Agenda

May 11, 2023, at 6:00 PM

**Sheridan City Hall Council Chambers**

120 SW Mill Street, Sheridan Oregon 97378

**Please Note: capacity is limited, and seats are offered on a first come, first-serve basis. Public attendance is also available via Zoom, either by Telephone or Computer.**

**Join with your computer here:** <https://us06web.zoom.us/j/3873025522>

**Meeting ID: 387 302 5522**

### Join by telephone:

Dial in the US:

1-346-248-7799 or

1-669-900-9128 or

1-253-215-8782

**Meeting ID: 387 302 5522**

- A. Call to Order and Welcome by Mayor Marianne Thomson
- B. Roll Call by City Recorder, Yvonne Hamilton
- C. Additions or Deletions to the Agenda
- D. Self-Introductions of Budget Members
- E. Election of Budget Committee Chairperson
- F. Vote: Adoption of the Budget Committee Operating Rules of Order
- G. Public Hearing on State Shared Revenue
- H. Committee Business Items:
  - 1) Annual Review of City Fees
  - 2) Budget Message Presentation by City Manager Heidi Bell
- I. Public Comment Period: *This is an opportunity for people to comment on any item. State your name and city of residence. Time is limited to three minutes per speaker.*
- J. Votes:
  - 1) Fiscal Year 2023-2024 State Revenue Sharing Funds
  - 2) Fiscal Year 2023-2024 Proposed Budget
- K. Adjournment



To: The Sheridan Budget Committee  
From: Heidi Bell, City Manager  
Date: May 11, 2023  
RE: Item E: Election of Budget Committee Chairperson

The Budget Committee should elect someone to run the meeting. Since Mayor, Councilors, and Budget Committee Members are all equal, the Chairperson can be anyone.

Responsibilities:

- The person keeps the meeting running efficiently.
- They state who the person was that made the first and second for motions.
- Reads the public hearing script.
- Ensures that people are following the meeting rules.

If you are interested in being the Budget Chairperson, please speak up. If no one does, then we will need to go through a nomination process.

Nomination Process:

- Mayor Thomson opens the floor for nominations.
- Someone states: "I motion for Mickey Mouse to be the Budget Committee Chairperson."
- Another person makes a second for Mickey Mouse.
- Mickey says yes/no to the nomination.
- Mayor calls for other nominations.
- Above process continues, as stated above, until no other nominations.
- Mayor Thomson directs City Recorder, Yvonne Hamilton to do either an oral vote with show of hands, or a roll call vote – whichever is needed.
- The person with the most votes becomes the Budget Committee Chairperson and immediately assumes the responsibility of running the meeting.



To: The Sheridan Budget Committee  
From: Heidi Bell, City Manager  
Date: May 11, 2023  
RE: Item F: Adoption of the Budget Committee Operating Rules of Order

## **Budget Committee Operating Rules of Order**

### **Councilors and Budget Committee Members:**

- a. Come prepared, meaning you have read your packets and have your notes/thoughts organized prior.
- b. Raise your hand to be recognized by the Chairperson. You will be recognized in the order that your hands were raised.
- c. Be brief, to the point, and stay on topic.
- d. A break in the meeting requires two or more votes from the membership.

### **Chairperson:**

- a. Promote friendly environment.
- b. Keep issues moving, be brief.
- c. Responsible for maintaining control of the meeting.
- d. Not setting time limits on our meeting.

### **Community Members in Attendance:**

- a. To address the Budget Committee, fill out a Speaker Card and give it to the City Recorder for proper recording into the City's records. The Speaker Card will be used to introduce community members to the Budget Committee. Speakers will be called on in the order that the Speaker Cards are received.
- b. Community Members are given a three-minute time limit to speak; five minutes for the public hearing. Time is monitored. The time limit includes follow-up questions from the Budget Committee.
- c. Be brief and to the point.

Sample Motion:

I motion for the Budget Committee to adopt the Budget Committee Operating Rules of Order.



To: The Sheridan Budget Committee  
From: Heidi Bell, City Manager  
Date: May 11, 2023  
RE: Item G: Public Hearing on State Revenue Sharing

The State requires a public hearing be held for a city to receive *State Revenue Sharing*. This is money that each city receives from the State with no strings attached, except for holding a public hearing. The purpose is to give the public a chance to express how they think the money should be spent, or even for people to say that they do not want a city to accept it. It is my recommendation that the City of Sheridan accept the State Revenue Share. It is already included in the proposed budget.

Chairperson Script:

Budget Chairperson: It is May 11, 2023 at \_\_\_\_\_ pm and I am opening a public hearing regarding the City of Sheridan accepting its portion of State Revenue Sharing.

Are there any members of the Budget Committee that have a bias or conflict interest?

Are there any objections to the jurisdiction to hear this matter?

Are there any objections to the notice that was sent out for the State Revenue Share? Notice was in the *News Register* and posted on the City's website.

Are there any questions for staff at this time regarding this matter?

At this time, if there are any members of the public here to speak in favor please state your name, city of residence, and your statement. *(People have up to five minutes to speak but please be brief and to the point, if you want to reiterate what someone else has already said, it is perfectly fine to simply state that you agree with a certain speaker's statement.)* (People Speak.)

If there are any people who wish to speak in opposition now is the time, please state your name, city of residence, and statement. *(People have up to five minutes to speak but please be brief and to the point, if you want to reiterate what someone else has already said, it is perfectly fine to simply state that you agree with a certain speaker's statement.)* (People speak.)

Lastly, if you wish to speak and are neither in support or opposition but wish to speak regarding State Revenue Sharing, please do so now and state your name, city of residence, and make your statement. (People speak.)

With no further comments, the public hearing in the matter of the City of Sheridan accepting the State Revenue Share is now closed. It is \_\_\_\_\_pm.

This year, the Budget Committee will vote to accept (or not) at the close of the meeting, under Item J1.



To: The Sheridan Budget Committee  
From: Heidi Bell, City Manager and Yvonne Hamilton, City Recorder  
Date: May 11, 2023  
RE: Item H1: Annual Review of City Fees

Sheridan has a Charter rule that does not allow for an increase of fees unless there is voter approval. This does not apply to the water, wastewater, and stormwater user fees since we have obligations to bondholders and loans for repayment.

### **Recommendation**

The Stormwater user fee has not increased in over a decade. It is currently \$3.50 for one EDU. An EDU is an equivalent dwelling unit, an engineered calculation that is based on square footage of impervious surface. Based on this calculation, some commercial and industrial accounts pay more than \$3.50 per month.

If approved in this budget, the City's Stormwater Master Plan will be reviewed and updated by the City's Engineer. Upon completion of the plan, the City's Economist, Donovan enterprises will use the study to make a recommendation on how much to charge users for Stormwater.

### **Users Fees**

Water and wastewater (including stormwater) fees are referred to as user fees and are future forecasted by Donovan enterprises. Sewer is a flat rate that is billed monthly per EDU. Water is billed monthly and is charged per cubic foot (cu. ft.). One cubic foot is equivalent to approximately 7.48 gallons. The City uses Donovan's recommendations in determining user fee rate increases, and those increases typically occur in January of each year.

Below is a look at the info on water, wastewater, and stormwater user fees.

Water	.0803 per cu. ft.
Sewer	\$45.76 per EDU
Stormwater	\$ 3.50 per EDU

### **System Development Charges (SDC fees)**

System Development Charges (SDC fees) are fees that developers pay for the impact development puts on the City's infrastructure. The City Council annually reviews the City's SCD fees for inflationary adjustments.

Below is a chart of System Development Charges for a typical Single Family Residential home

Park	\$1,188.80
Water	\$6,439.13
Sewer	\$4,059.87
Stormwater	\$ 423.96
Street	\$ 554.54

## Land Use and Development Fees

**Resolution 1993-O** established fees for Land Use applications. Due to the above-mentioned Charter rule, the City's Land Use fees have not been increased in 30 years. Below is Exhibit A from Resolution 1993-O.

### Land Use Application Fees:

Annexation	350.00		
Conditional Use	300.00		
Comp. Plan Amend.	500.00		
Development Permit	50.00		
Home Occupation	100.00		
Interpretation (Not part of another application)	100.00		
Interpretations, Similar Use	100.00		
Nonconformity	100.00		
Partition/PLA	225.00		
Subdivision/MH Park	400.00 plus \$10 per lot/space		
Vacation	500.00		
Variance	150.00		
Zone Change	500.00		
Site Development Review	Improvement Value Fee	0 - 9,999	100.00
		10,000 – 99,999	150.00
		100,000 – 499,999	200.00
		500,000 plus	250.00

Plan Check Review All Actual Engineering costs will be charged. Min. \$250.00 + 5.00 per lot

Fees for Multiple Actions:

Full fee for most expensive action required and one-half fee for all subsequent actions.

**Resolution 1997-B** established City fees for contract employees. The resolution allows the City to bill developers for the actual cost of work performed by contract employees; thereby allowing the City to recoup those costs. Following is the list of City contract employees and their current rates.

2022-2023 City of Sheridan Contract Employee Rates:

ENGINEERING

\$160 - \$175 per hour

INSPECTION SERVICES

\$160 - \$175 per hour

PLANNING SERVICES

\$96 per hour

CITY ATTORNEY

\$180 per hour

**Other Fees**

The City does charge for various other fees; however, without voter approval, we cannot add any new fees or increase the current fees in the chart below.

Photocopies	\$.25 per page
Fax	\$1.00 for the first page & \$.25 each add'l. page
NSF/Returned Payment fee	\$30.00
Shut-Off for Non-payment fee	\$50.00
Delinquency fee	\$2.00 or 1.5% of the total balance; whichever is greater
Park Reservation Deposit	\$20.00 (returned upon receipt of keys & Park being left in satisfactory condition)



To: The Sheridan Budget Committee  
From: Heidi Bell, City Manager and Yvonne Hamilton, City Recorder  
Date: May 11, 2023  
RE: Item H2: Budget Presentation

Please read the Budget Message portion of the booklet before the meeting. If you do this, then we can forego me reading it during the meeting. Instead, a Budget Committee Member can just state a motion to forego the annual reading of the Budget Message since it is posted on the City's website.

I will go through the Fund Pages individually. This is usually the meat-and-potatoes of the meeting. As we move through these pages, I am open to suggestions, and I would like to hear your feedback and get comments during this time. I would like to have this part structured so that we are only reviewing one Fund at a time.



To: The Sheridan Budget Committee

From: Heidi Bell, City Manager

Date: May 11, 2023

RE: Item J: Votes

1) Fiscal Year 2023-2024 State Revenue Sharing Fund

I motion for the City of Sheridan to accept the State Revenue Share funds and to appropriate them to the General Fund.

2) Fiscal Year 2023-2024 Proposed Budget

I motion for the City of Sheridan to accept the proposed Fiscal Year 2023-2024 Budget as presented and forward it to the City Council for approval.