

CITY OF SHERIDAN

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Budget Committee Meeting Minutes

May 11, 2023, 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 Marianne Thomson

Mayor Thomson called the Budget Committee Meeting to order at 6:00 p.m.

B. Roll Call by City Recorder, Yvonne Hamilton

Committee Members Present: Mayor Thomson; Councilors Acuff, Hebert, Buckles, McElroy, George, and Hodgins; Citizen Members Fink, Nuorala, Necas, Buckles, Adams, and Amundson.

Absent: Citizen Member Davis

Staff Present: Heidi Bell, City Manager; Marissa Matias, Finance/HR Specialist; Kie Cottam, Public Works Director; Gwen Gorham, Library Director; and Yvonne Hamilton, City Recorder.

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 Acuff motioned to nominate Budget Committee Member Amundson for Budget Committee Chairperson. Councilor McElroy seconded the motion. *Discussion:* Amundson commented that she would accept the position if elected. There were no other nominations and no further discussion. Motion passed unanimously.

F. Adoption of the Budget Committee Operating Rules of Order

Chairperson Amundson introduced the Budget Committee Operating Rules of Order

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

G. Public Hearing on State Shared Revenue

Chairperson Amundson opened the Public Hearing.

OPENING OF HEARING: The Hearing opened at 6:12 p.m.

CALL FOR CONFLICT OF INTEREST AND/OR ABSTENTIONS: Councilor George noted that he is married to a Sheridan Library employee. Councilor Acuff noted that she does receive money from the City for a storage unit rental.

OBJECTIONS TO JURISDICTION: None

OBJECTIONS TO NOTICE: None

PUBLIC INPUT: None

CLOSE OF HEARING: The Hearing closed at 6:14 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 fee increase restrictions, except for water, sewer, and storm user fees.

2) Budget Message Presentation by City Manager, Heidi Bell

- ✓ Councilor McElroy motioned for the Budget Committee to forego the annual reading of the Budget Message. Committee Member Necas seconded the motion.

Discussion: The following corrections were made to the Budget Message: 1) Page 7, the cost of the new PW Building should read \$750,000 and 2) Page 7, strike through the last sentence of the second paragraph.

There was a question on why it is important to boost the library's patronage. Gwen explained if there are more library patrons, then the Sheridan Library receives more money from CCRLS. There were questions on what the City is doing regarding the development of parks and if it is known what will be installed. Heidi listed some of the projects and items to be installed:

- picnic tables
- disc golf
- BBQs
- restrooms
- dog park (s)
- Southside Park walking path bridge and signage
- Pond aerator

There was discussion regarding the outside consultant, Healthy Sustainable Communities LLC and their work on transitional housing for those experiencing homelessness. Mayor Thomson explained that some of the consultant costs will be covered by grant money Heidi briefly gave some background on the U.S. 9th Circuit Court decision which lead to HB 3115. She added that the Sheridan City Council decided to go with low barrier sheltering.

There was discussion regarding Section 50 of the City Charter, and questions on how the City would go about increasing fees. Heidi explained the ballot process for changing the City Charter.

Motion passed unanimously.

Heidi reported on each of the Funds in the Proposed Budget that was included in the Budget Committee packet and made available on the City's website. 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 the City's share of property taxes is approximately \$515,000, and the cost for police is \$527,000.

Heidi reported that interest earned from money invested in the Local Government Investment Pool is currently going into the Water Fund; however, the City is looking into reallocating it to the General Fund or Sewer Fund.

There was a question regarding "Development Recoup Fees". Heidi explained that Resolution 1997-B allows the City to recoup costs from developers for the actual cost of work performed by contract employees.

Heidi provided explanation for how SDCs are reflected within the different funds in the City Budget. She also noted that, because City properties have been listed for sale, there is \$300,000 under "Property Sales"; however, it is uncertain how much those properties will actually sell for.

Heidi commented on some of the items included in the Library Budget, including an interactive game board, a Cricut machine, and children's tables and chairs.

Additionally, Heidi gave high-lights on the Park Budget, which includes \$50,000 for the Hebert Memorial Plaza and \$30,000 for the dog park. Councilor Hodgins gave a brief update on the dog park.

There was follow-up discussion regarding preventative maintenance concerns. It was noted that more money is being put into park improvements. Kie added that the City now has a full Public Works crew, and we are also able to take advantage of inmate work crews.

There were clarifying questions asked regarding police services and code abatement.

Sewer/Storm Water Fund:

Heidi explained CDBG grants and how they are awarded to communities experiencing poverty. She added that the City is interested in also obtaining a CDBG grant for storm water. Heidi noted that the City received \$1.8 million for a large sewer project; Kie briefly gave some background on that sewer project, which is located in the area of the City Park and NE Yamhill.

Street Fund:

Heidi reported that the City has budgeted for the purchase of a new street sweeper.

She noted an error on Page 31; \$11,529 under "SDC Street" should be under "Street Improvements".

Water Fund:

Heidi reported that the water treatment plant chemical injectors and pumps have been replaced; however, there was a last-minute request to budget \$12,000 to purchase back-up pumps for redundancy. She noted that the \$12,000 would be moved from the "Water Contingency" line.

There was discussion regarding preventative maintenance, repairs, and Stoney Mountain maintenance.

- ✓ Councilor Acuff motioned for the creation of a new Water Fund Budget Line, "Stoney Mountain Development," under "Capital Outlay" and move \$20,000 from the "Water Contingency" line to the new line. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed with a 13 to 0 vote; Budget Committee Member Fink abstained.

I. Public Comment Period: None

J. Votes:

- 1) Fiscal Year 2023-2024 State Revenue Sharing Funds
 - ✓ Budget Committee Member Necas motioned for the City of Sheridan to accept the State Shared Revenue funds and to appropriate them to the General Fund. Councilor Buckles seconded the motion. *Discussion:* No further discussion. Motion passed with a 13 to 0 vote; Councilor George abstained.
- 2) Fiscal Year 2023-2024 Proposed Budget
 - ✓ Councilor Buckles motioned for the City of Sheridan Budget Committee to accept the proposed Fiscal Year 2023-2024 Budget with the following changes: move \$11,529 under "SDC Street" to "Street Improvements"; move \$12,000 from "Water Contingency" to purchase back-up pumps for redundancy; and create of a new Water Fund Budget Line, "Stoney Mountain Development," under "Capital Outlay" and move \$20,000 from the "Water Contingency" line to the new line, and forward it to the City Council for approval. Budget Committee Member Necas seconded the motion. *Discussion:* No further discussion. Motion passed with a 13 to 0 vote; Councilor George abstained.

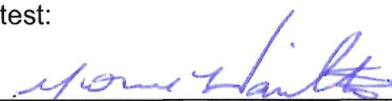
K. Adjournment

- ✓ Councilor Hodgins motioned for adjournment. The motion was seconded and passed unanimously.

The meeting adjourned at 8:35 p.m.


Marianne Thomson, Mayor

Attest:


Yvonne Hamilton, CMC, City Recorder