

City of
Sheridan
Proposed Budget
2024-2025

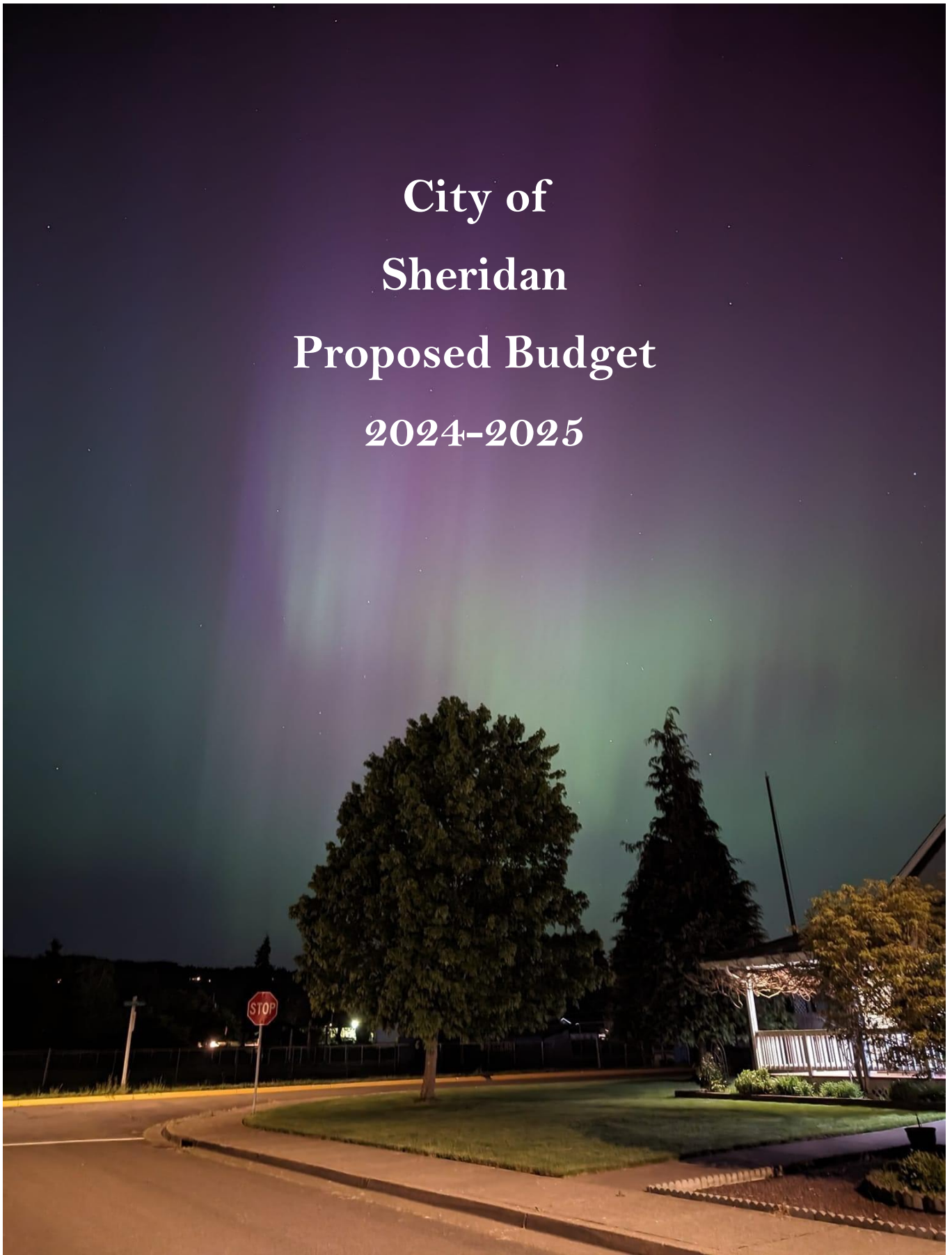
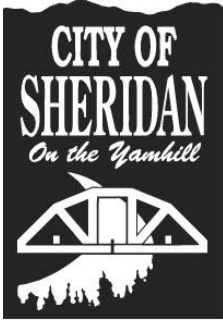


Photo Courtesy of Candice Solis Olsen



CITY OF SHERIDAN

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

Phone 503-843-2347 • Fax 503-843-3661

www.cityofsheridanor.com

2024 Budget Committee Members

City Council Members

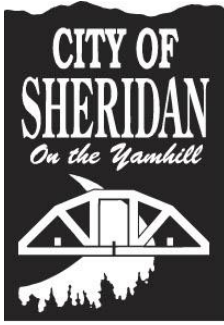
Cale George, Mayor
Roxie Acuff, Councilor
Lucy Hebert, Councilor
Jim Buckles, Councilor
Denny McElroy, Councilor
Liz Hodgins, Councilor
Ian Houston, Councilor

Citizen Members

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Kay Buckles
Judy Adams
Kennedy Amundson
Sandra Walker
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Heidi Bell, City Manager
Yvonne Hamilton, City Recorder
Gary Mathis, Acting Public Works Director
Gwen Gorham, Library Director



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The Budget Message

Fiscal Year 2024-2025

Dear Mayor, City Councilors, Budget Committee Members, and Community Members:

I am pleased to submit to you for your consideration a proposed budget for the fiscal year 2024-2025. The purpose of this budget message is to provide both internal and external partners with a detailed picture regarding the state of the City of Sheridan's finances, as well as guidance for the upcoming fiscal year's needs. Oregon Budget Law states that a local government's budget will be balanced. Staff has proposed a balanced budget for the Budget Committee's review.

As always, I rely heavily on staff input and Council direction to formulate the budget. Through this process, a budget was developed that is centered on economic development, supporting existing programs, becoming self-reliant, improvements to the City's infrastructure, and concentration on preventative maintenance. This proposed budget contains a lot of projects that will require staff coordination and work, and the same from the Council. The budget also relies heavily on grant funding for specific studies and projects.

The Meaning of a Budget

Annually, local government leaders are charged with approving and adopting a budget. This process is typically time-consuming yet thought provoking. The budget is important because it involves a lot of consideration for the next fiscal year, as well as the future. When done well, city budgets can help to keep everyone working harmoniously. Budgets are powerful tools for running an effective and efficient government.

As I see it, this budget document is intended to serve four main purposes:

- To define public policy set forth by the City Council and as seen in their goals.
- To serve as a guide for management to aid in the control of financial resources.
- To outline the City's financial resources allocation plan for the fiscal year, illustrating projected revenues and appropriations that are to be funded.

- To serve as the City’s fundamental communications document for the community of Sheridan, who wish to understand how the City operates and provides its services and the methods and amounts used to finance those operations and services.

Sheridan's Population

The Portland State Population Research Center sets the population for cities. Below is a short chart showing the changes in population over time. We believe that it is at least partly due to the Federal Correction Institution (FCI) reducing the number of inmates due to Covid health measures.

Year	Population
2023	5,987
2022	6,161
2021	6,377

In 2022, about 1,606 of the population were imprisoned at the Federal Correctional Institution. Sheridan's Average Annual Growth Rate between 2000-2010 was just 1.1%, which was on the slower side for cities in Yamhill County. The population is projected to hit 7,232 by 2045 and 8,389 by 2070, which is a less than one percent growth for each 20-year period. This is also slower in comparison to other small Yamhill County cities. The city is currently hampered by land restraints that make it difficult for development and in this budget, there are efforts being made to get the necessary reports for meeting these population projections. Without growth in residential, commercial, or industrial zones there will be little increase in property taxes, perhaps lower than the rate of inflation.

The Local Stats

In 2020, the US Census was completed, although there are some contentions around the accuracy of the stats that were collected due to politics and the restrictions created by the pandemic. The median household income is reported at \$56,989 which is \$75,657 for the State of Oregon, or about 24% lower than the State. The median age in Sheridan is 38.9 years old; compared to 40.5 years old for the State's median age. About 23.8% of the residents have a bachelor's degree, or higher compared to 36.3% of Oregon’s total population has a bachelor’s degree or higher. Also, Sheridan’s disabled population is 23.8%, compared to the State’s disabled population of 15.8%.

Budget Basics

This fiscal year the total of all funds combined is roughly \$19 million, very small change from last year of roughly \$19.2 million. We will continue to see a decline as we spend several large grants. Please note that each fund is separated because there are budget laws, state statutes, and local codes that limit how revenues are collected and expenditures are spent. Each fund operates as its own entity, this means that monies between funds cannot be comingled.

In municipal budgeting, revenues are often called *resources* and expenditures are called *requirements*. Municipal budgeting educational materials can be found on the State of Oregon Department of Revenue's Local Budget Law website:

<https://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>

Discussion of Property Taxes in Relation to Sheridan's Budget

In the 1990s, Measures 5, 47, and 50 established a permanent tax rate on local governments, and this is still in effect today. The *Oregonian* created a helpful short video to help explain Oregon's property tax system's history and complexities. It is nearly four minutes long and can be found at: <https://www.youtube.com/watch?v=gtalhnmxnZU>. Cities cannot change their permanent tax rate. Instead, taxing districts, like the City of Sheridan, have increased the valuation of the city to gain more property taxes, and typically adding businesses or residential homes is the way to boost the biggest value. The City of Sheridan and the City of Willamina partnered to make an Enterprise Zone, which allows certain industrial businesses to alleviate all taxes for between 3 to 5 years. There are many restrictions on this opportunity and the City of Sheridan uses its partnership with SEDCOR to manage and recruit businesses to take advantage of the Enterprise Zone. At the present time there are no businesses using the Enterprise Zone. The City will work with its partners to renew the Enterprise Zone in hopes of recruiting business.

Estimating Sheridan's Property Tax Collection

Sheridan's permanent property tax rate is \$2.1307 per \$1,000 of assessed value. The City's estimated Assessed Value for 2023-2024 was \$289,220,407. However, in 2023-2024 the City has \$18,074,857 worth of properties that are exempt from taxation, like schools or properties owned by a non-profit or government. The taxable value is the amount that *is* taxed, the Assessed Value is the amount that is available for taxing. (Assessed Value – Exempt Value = Taxable Value)

City of Sheridan's Taxable Value		
Fiscal Year Period	Taxable Value	% Change Over Time
2024-2025	TBD	
2023-2024	271,145,550	9.9%
2022-2023	263,083,972	5.2%
2021-2022	250,026,362	1.3%
2020-2021	246,926,348	4.7%
2019-2020	235,840,828	6.5%
2018-2019	221,498,981	X

Yamhill County's tax collection rate is roughly 94%, this means that 6% will not pay their property taxes on time. However, the budget does estimate for a larger portion of uncollectable to remove issues for overbudgeting. Under the General Fund there are lines to collect current property taxes and another line to collect the back taxes. Using these models, we are estimating collecting \$520,000 in current property taxes. Assessed value of $(\$263,083,972 / \$1,000) \times \$2.1307 = \$560,553$; however, it is critical to estimate revenues conservatively, we've estimated for a collection rate of 93%, which should allow for savings for the next fiscal year.

This budget builds in the concept of estimating high for expenses, and low for revenues in all funds. At the close of every fiscal year, all the money is put back into the fund's beginning balance, so overestimation of expenditures works as a “savings” plan.

A Comparison of Other Yamhill County Small Cities

District	2023-2024 Taxable Value	City Permanent Tax Rate
City of Sheridan	271,145,550	\$2.1307
City of Lafayette	301,920,464	\$3.4857
City of Carlton	239,207,461	\$5.3756
City of Amity	102,609,542	\$3.6105
City of Dundee	364,187,465	\$2.8413
City of Dayton	159,743,377	\$1.7057
City of Willamina	84,680,115	\$4.2039

It is my recommendation that the City's leadership focus on adopting policies that increase the City's assessed value. This can be accomplished by recruiting business and/or residential homes. However, before this can occur the City needs to undergo a review of its Development Code and complete updated Master Plans for Water, Sewer, Transportation, Stormwater, and Parks as well

as complete the required plans for an Urban Growth Boundary (UGB) Expansion. This will prepare the City for growth for the next 20 years. This budget tackles the Master Plan for the Water, Sewer, Parks, and Storm Water. It also provides for some of the costs for the UGB required studies. However, the City must continue to search for grants to help offset the costs of these engineered and planning studies.

Estimations, Assumptions, and Using Plans

Being fiscally conservative is *critical* to making Sheridan's budget work. At this point in history, this is especially true due to the reverberating effects the pandemic has had (and is still having) on the world's economy, as we still see expenses high for construction, some supplies, and gas.

The staff got price quotes for projects so that the estimates for supplies, services, and materials are practical. All revenues that the City receives are estimated conservatively, which helps to reduce expenditures, set priorities, and build savings for the future. Staff also estimate the beginning balances of funds conservatively.

The City of Sheridan provides some of the most fundamental services for human survival including clean water and waste removal, as well as safe parks and streets, police protection, and mitigation of storm water and flooding. These critical systems continue to age, and this fiscal year we have funds to engineer deteriorating infrastructure as well as to do some of the repair work. We will also commit ourselves to doing more preventative maintenance. If we don't, we will see higher costs in the future as we will need to fund for full replacement of infrastructure and equipment. In this budget, we are continuing to work on repairs and maintenance of our systems for preservation and to practice conservation of money.

Thoughts on this Year's Budget

Overall, this fiscal year is focused on analyzation. By this I mean that staff and the council will take on in-depth studies for water, sewer, stormwater, transportation and parks with the goal of creating master plans for each. The sewer and stormwater are only available for partial grant funding. The water master plan is funded by a grant from the County. The park master plan will be done mostly in-house. The transportation master plan will only be done if funded by a grant. Additionally, there are anticipated grants to fund more studies/reports. One for a point source water protection plan (drinking water) and the other for brownfield reports (polluted lands in town). Lastly, there are several other plans that are expected to be done including a forest management plan, community buildings plan, and all the necessary reports ramping up for an urban growth boundary expansion in the next few years.

It will take a few years for the City to complete all these studies and reports. Through the course of each report, we will learn more about each system and its needs to support future growth, which will allow for smart growth. Funding for growth will be the largest challenge. As the growth happens it will add to the tax base by increasing houses and buildings; additionally, each new property and utility account will contribute to the investments needed to secure the City's future. The visual changes that we all desire will continue to be incremental changes because having a plan is necessary to have orderly growth. The visual changes will continue to be focused on the parks system and supporting labor the local nonprofit organizations to help encourage downtown revitalization.

Labor costs are always analyzed and scrutinized, as they should be. But a few words of caution about discussion of labor, 1) the City Council is the body that can make adjustments to the budget for labor costs (not the responsibility of the Budget Committee) and 2) be sure you remember that as you talk about labor costs there are real people and real families that depend on the city for a job. Most of our staff live in Sheridan, the West Valley, but all within minutes of Sheridan. We are a part of the community. Our staff are happy to be public servants and do understand that the wage is not comparable to the private sector's wage, which makes recruitment a challenge. We don't want Sheridan to be a "jumping off place" for people to get trained on our dime and then leave for a better paying job. It is important to offer a competitive wage and benefits.

Utility Rate Forecasting

For years, Donovan Enterprises has provided the City with rate studies and forecasting models for the Water, Sewer, and Storm rates. The Council continues to adopt his recommendation and this budget is based on those rates. The recommendations come to the Council annually in August, although the increase for customers doesn't start until January of each year.

System Development Charges

Donovan Enterprises also provides an analysis of the City's System Development Charges (SDCs) for the water, wastewater, storm, transportation, and park systems. Every time the analysis shows that the City of Sheridan's rates are lower than other cities. Although SDCs should not be based alone on a comparison to other cities, it is important to know where a city ranks. SDCs are money that a developer pays to contribute to the growth from their development. Part of the SDC is to pay for their share toward the existing system and the other part for the future infrastructure that is needed to manage the growth. The State requires that cities plan for at least 20 years of growth and provide the infrastructure for this growth, without SDCs that match the cost for future infrastructure the current rate payers are forced to pay for growth. The City of Sheridan's Charter has a restriction that does not allow for rate increases without voter approval.

General Fund – Change is Needed!

The General Fund provides funding for administration, library, parks, court and the municipal court judge, policing, dispatch services, code enforcement, planning/building department, economic development, among other services. This year the most reliable revenues do not cover the basic costs to fund the general fund, by about \$200,000. This is a very raw stripped-down estimate, but it is absolutely necessary when putting this budget together. It is my estimate that this is the last year that the General Fund will balance without cuts to services or labor. The police cost alone is more than the amount of tax revenue that the City brings in. Current tax revenue is estimated to be \$520,000 and the police contracted amount is \$546,147, adding in dispatch increases the total roughly \$65,000. These two services equal an estimated \$611,147, which is about \$91,000 short of the tax revenue that is brought in. The City Council will need to address the cost of the policing and revenues soon.

Note for next year, (caution it may get worse) at this time the police union contract is not negotiated and because of this, the County is only charging the contract cities a 3% increase for this year. The increase may be passed along next year. Meaning there could be larger-than-normal percentage increase in the police cost for the Fiscal Year 2025-2026.

Streets

The Street Fund is tapped out. The only revenue sources for this Fund are the City's proportionate share of gas taxes and its allotment of the ODOT Exchange Fund. We have already received all of the ODOT Exchange Funds for the next year. The gas tax revenue is holding steady. So many are hopeful that Sheridan Road will be completely done in the next year, but it is looking more likely that the City Council will have to consider taking out a loan for this project, if it cannot secure more grant funds. The water repairs are fully funded by a grant, the sewer repairs can be afforded in the Sewer Fund, but the street improvements are about \$2,500,000 short of funding the entire project. The City applied for federal transportation funds through Representative Andrea Salinas' Office, but it is unknown at this time if the project qualified for the initial approval round. It is a longshot to get this funding.

City Budget Fund	Root of Money	Status	Amount
Sewer/Stormwater	City	In hand	\$2,190,549
Water	County ARPA Grant	In hand	\$1,000,000
Street Funding Breakdown			
General Fund	City ARPA	In hand	\$1,300,000
Street	ODOT Federal Surface Transportation Block Grant	In hand	\$1,316,343
Street	ODOT Annual Gas Taxes (FYs 2022-2024)	In hand	\$693,108
Street	ODOT Annual Gas Tax (FY 2025)	FY Budget 2025	\$300,000
Street Fund Total			\$3,547,847
Salinas Requested Grant			\$2,500,000
Project Total			9,238,396

Grants: A complete chart of the funds and levels of spending is included in the Budget.

- **ARPA:** American Rescue Plan Act, this is about \$1.3 million in federal money. The City Council will use the funds for the Sheridan Road project. This money is accounted for in the General Fund in its own resource and expense line.
- **Water Master Plan:** This is a grant that was received from Yamhill County, as part of their ARPA funds. The grant is for \$185,000 and it was budgeted for in the Water Fund. The City does have to contribute some funds, which can happen in the form of labor.
- **Water Loop on Sheridan Road:** The City received \$1 million from Yamhill County from their ARPA funds. This project will connect the water line on Sheridan Road and southeast Jefferson Street, boring under the railroad. It will boost the fire pressure on this road, allowing for growth and bringing higher quality water to the area. This grant is accounted for in the Water Fund. Ultimately, this is a huge potential for economic development on Sheridan Road by bringing a higher water pressure.
- **Southside Park:** The City received a grant from the State of Oregon’s Parks Department for nearly \$650,000 for a variety of improvements to the Southside Park. Items are being

ordered and some installed during the summer season. A match of 40% is required with this grant but can be in the form of labor or donations.

- **Brownfield Studies:** The budget anticipates receiving \$60,000 to do brownfield studies to understand potential contamination of dirt.
- **Point Water Source Protection Grant:** The budget anticipates receiving \$50,000 for outside engineering study to collaboratively work with industrial and commercial businesses that are nearby the Yamhill River to understand any potential contamination into the River that in an emergency would have a detrimental effect on the water quality of the River.
- **Stoney Mountain Facility Plan:** The budget anticipates receiving \$50,000 for an in-depth study of how to transmit water from the Stoney Mountain Reservoir to the city's drinking water system. The Council has ranked this as a high priority. The \$50,000 may not be enough to cover the costs of this study, so the Water Fund engineering contains \$50,000 to ensure that there is enough money to get the study completed this year. This study will help the City leverage federal and state funds for the project in the future.

The Council's Strategic Plan Year 1: The Beginning

Goal 1: Revitalize and Recruit Downtown Businesses

The City of Sheridan staff is charged up and ready to take on the tasks listed in the Sheridan City Council's Strategic Plan, adopted in March 2024. The Staff will become hyper-focused on delivering the Council completed projects by the Target Goal of December 2026. To accomplish these goals, I have taken each one and planned the steps, and estimated the funds needed for completion. Some of the goals will take at least two years to accomplish partly because the funds needed are too great. With this, the Council will need to decide if they ask our voters for funds or apply for grant money. The other option is to continue to save money for the goal and complete it at a later date. Below you will find a simplified version of the Sheridan 2024-2026 Strategic Plan along with tasks to complete for this year with the funds needed for this fiscal year. To see the whole Plan visit the City's website: [Res 2024-E Adopting the Strategic Plan.pdf \(cityofsheridanor.com\)](#)

To begin this goal, it is necessary to start with a Downtown Revitalization Plan (DRP). The funding strategy for this is to apply for a Community Block Development Grant (CDBG) with the Business Oregon for \$50,000. Working through this DRP will layout a process for the Business Recruitment Plan. Contacting businesses does not have a cost but will require Council to determine the purpose of the interaction but there will inevitably be communication with businesses during the DRP. Increase downtown parking will also be addressed during the DRP and it's a high priority to the

Parks and Recreation Committee to establish parking at the north end of Morgan Street for the Riverfront Park area to accommodate downtown commerce and river recreation.

The Metrics for this goal also involve cooperation with our local nonprofits like the Chamber, Rotary, and the Sheridan Revitalization Movement (SRM). During the DRP these groups will be involved, and it will help give the groups direction for their pieces of the revitalization and business recruitment for our downtown; working in tandem we will be more successful.

The City Planner is currently writing a grant to the State for a Transportation Growth Management (TGM) Grant that will fund the City to complete an overhaul of its Development Code. This will hit on all the items that refer to changing zoning whether it be for housing, industrial, and commercial.

It will also help with the desire to complete an urban growth boundary expansion project, bringing in more developable land into the City. The City is also applying for assistance to complete the necessary pre-reports for a UGB like a transportation system plan, housing capacity analysis, economic opportunity analysis, and a buildable lands inventory. These reports could take a few years to complete and a UGB can take many years to complete. Currently the City is completing a water system master plan (grant funded) and in this fiscal year the Sewer fund is providing for the engineering costs for completion of a wastewater facilities plan and a stormwater master plan. All of the utility master/facility plans must be updated quickly so that the City can get going on its Urban Growth Boundary Expansion project.

Sheridan Road is a big priority for the Council and the Staff. The estimate is about \$9.4 million dollars. The funding for the water line improvements is in place and will commence soon. The funding for the surface improvements is short at about \$2.5 million. Most of the funding for the surface improvements is from the City's American Rescue Plan Act (ARPA) money of apx. \$1.3 million, a few years ODOT Exchange money, and a small portion of the City's proportionate share of gas tax dollars will be used. (However, most of the gas tax dollars goes to pay for the regular/fixed street costs, like the electricity for the streetlights. Although the City is converting streetlights to LED, it is also adding new lights to areas that have been without.)

Goal 2: Ensure a Safe and Resilient Community

Stoney Mountain Reservoir was constructed and completed in the early 2000's and is a 30-million-gallon water reservoir (dam) that was designed to remove the City from using the Yamhill River for its summertime drinking water source. The City holds the water rights for this project. The next step is a Facility Plan to study specifically how to bring Stoney Mountain Reservoir "online". This means that engineers work with City Public Works and City Manager to recommend to Council the best plan how to hook up the reservoir to the City's drinking water system. This was analyzed over 20 years ago, but a lot has changed in technology since then. The State of Oregon has indicated

that it would help the City fund this study through a CDBG. So, this budget includes a grant for \$50,000 to pay for this study. The Mayor, Council and Staff will continue communications to the public about the Reservoir and its importance.

In early 2024 the Council approved the City staff working with a forester to do produce a forest management plan for the Stoney Mountain Reservoir area. The City owns over 100 acres around the Reservoir, which is to the NW of the City and surrounded by forestland. With heightened attention in our area about wildfire, the City has prioritized protecting the Stoney Mountain asset and for this reason having a forester do an evaluation is a priority. The forester is extremely familiar with our location and the best practices of working in an active watershed. The budget pays for the forestry management plan. The budget also includes a revenue line for logging, this is in case there is a recommendation to log some of the forest, and the revenue line creates transparency to the public about how much money was generated from the logging. The intent is to have the logging help to fund the Stoney Mountain project, although not a full funding source.

The Budget includes the potential of selling city properties, if this happens the revenue will come into the General Fund under the Community Development line. It is unknown if the Council will go forward with selling any land, and therefore the amount is also unpredictable. For these reasons, there is \$300,000 in the revenue line called Community Development and offset at the same amount in the expense line with the same name. The Council will have to decide how it wants to expend, or save, the funds.

This budget year is highly focused on reports and plans that require a lot of staff working jointly with engineers and planners.

The City did not rank high for a Safe Routes to School Grant for construction and it was denied the engineering grant for Safe Routes to School. These applications are bi-annually and in the meantime the City staff will work to make a more competitive application for the future.

This budget does contain money to complete a Pavement Management Conditions Report, which will provide a street inventory and help the Council, Staff, and public have a baseline understanding of the condition of the city streets. This is another report that will highly involve the City Staff but completed using a contractor. The Council will hear a presentation on the findings and the report will become essential for future budgets.

Code enforcement and compliance continues to be a priority for the Council. This budget allows for a more money dedicated to the program. Dumping old RVs and cars continues to be an expensive battle. The City has partnered with a tow company that can move these vehicles and they've also secured a private contract for local storage. However, the costs for the tows, but especially for the dismantling of RVs, are expensive. Many of the RVs are invested with illegal materials or asbestos which require special licensing, disposable, and equipment; all driving up the costs. The budget also allows for several code-related activities for the year and continues offering

the popular Recycle Station (located at the east end of Sheridan Road). The Recycle Station is only open to Sheridan residents, since it is paid through General Fund money.

Goal 3: Increase Community Livability

Communication with community members is important to any government, but especially with local governments. Increasing the livability of the City is centered on having a better understanding of what is important to all community members. The staff will collaborate with the Council to develop an annual City-Wide Survey that will serve as a gauge for community satisfaction and give direction about community priorities. The advertising budget in the General Fund was increased to enhance communication and the Water, Sewer, and General Funds will contribute to an electronic reader board to get information out to the public. There is also money in the budget to hold a Town Hall regarding a topic(s) of future selection by the Council.

It has become apparent that the city is outgrowing its buildings. The best way to proceed is to determine what services community members value and what services they would like added over the next 20-50 years. The City staff work with the Mid-Willamette Valley Council of Governments (COG) to interact with the public, staff, community groups, City Committees, and the Council to create a plan for future community buildings. The General Fund continues to set aside a small amount of money to fund these future buildings. This year, the goal is to start the engagement with the public to work on a Community Buildings Plan.

The City's central Public Works building is dilapidated and would not be functional in a large-scale emergency event (i.e. earthquake). Starting in Fiscal Year 2022-2023 the City's Budget allotted money toward a new Public Works Building. This year the staff plans to work with the Council to select an architect to begin the drawing of the future Public Works site.

The Sheridan Parks and Recreation Committee (PRC) is an active and hardworking group. Lots of emphasis is being placed on maintaining our current parks and adding services. Parks are a fundamental part of livability, allowing people a space for being outdoors and recreation. The PRC is focused on adding services but also it will update the Parks Master Plan. The Budget allows for money for the PRC to determine how to spend Parks money. There are several subcommittees that are involved in parks and the amount in the budget from all these groups is subpar compared to the requested amount. The General Fund does not provide nearly enough money for parks. This year asks included (but not limited to) resurfacing/improvements to the Skate Park, reconstruction of the Hebert Memorial Plaza, development of the whole Riverfront Park area, adding an additional dog park, planning for an athletic (baseball/softball) complex, rehabbing the kitchen at the City Park, and many other activities. Instead of me recommending a specific activity to be funded, the budget contains the max amount that can be funded to parks without compromising other programs that are funded in the general fund.

This is year one of a three-year period and will lay the groundwork for completion of the goals of the Sheridan Strategic Plan. The Sheridan City Council has placed a high-level of direction of these activities to the City Staff and so the budget addresses getting started and aiming for completion at the end of 2026.

Final Thoughts

This year we should focus on collaboration, which will help us to move forward. These studies must be completed. We need to make decisions and produce results. It is our job to move at just the right speed, balancing a thorough and thoughtful project with progress. This year, I believe will be a year that our hard work will start to become visual especially in our parks system and downtown. Through these efforts, we will see a general boost in the livability factor for our residents and local businesses, which in turn will become a City that has a great standard of living.

It is my wholehearted recommendation that the Council and staff work together, embracing a community spirit that is contagious throughout our community. It takes the full commitment of Councilors, Budget Committee Members, and City leaders to educate yourselves and to educate the public about this budget.

Thank you for taking your time to review this message. Please let me know if you have any questions or comments; I am always happy to be of service.

Respectfully Submitted By:

Heidi Bell, MPA

City Manager

Detail Pages

Fund 10: General

- Department 11: Administration
- Department 13: Legal
- Department 14: Library
- Department 15: Park
- Department 16: Police

Fund 20: Sewer and Stormwater

Fund 30: Streets

Fund 40: Water

General Fund

The General Fund provides funding for several programs including administration, police and dispatch, municipal court, code enforcement, legal services, economic development, and library. The principal sources of revenue are property taxes, franchise fees, and the City's share of State revenues.

Revenue Highlights:

Property Taxes: Sheridan's permanent property tax rate is \$2.1307 per \$1,000 of a property's value. The assessed value of Sheridan for fiscal year 2023-2024 was \$289,220,407. This budget assumes that 8% of the taxes will be uncollected. Total collected is estimated at \$520,000.

ARPA: This fiscal year another significant funding source is the federal American Rescue Plan Act (ARPA). The Council is committed to spending these funds on the surface improvements for Sheridan Road. Remaining ARPA funds are \$1,344,524.

Franchise Fees: Franchise fees are charged for utility companies to use the City's right of way and we are estimating to collect roughly \$392,800 in franchise fees.

Donations: There are lines in the General Fund budget, which allows the City to accept donations. People who reserve the park shelter will have the option of donating their \$20 park key deposit back to the Parks. Also, we added donation lines for Dog Parks and Athletic Complex Park. This will allow individuals to track donations. The other is to allow people to make donations to the Sheridan Library.

Fines: There are library fines and court fines that the City collects. Library fines are not a strong source of revenue and there is a national shift away from charging them.

Sin Taxes: Cities revenue payments from five different shared revenue programs through the State, most are based on population. Four of them contribute to the General Fund, the other is gas tax and is collected in the Street Fund. For details on how these are calculated please reference the League of Oregon Cities *State Revenue Report** on their website.

Sheridan's population that is certified by the Portland State Population Research Center is 5,987. Our population is decreasing. The League of Oregon Cities estimates that cities will receive .71 per person for cigarette taxes, which continues to shrink. State liquor tax is estimated at \$21.24 per person and this year is slightly higher than last year's collection rate. It is important to remember that these are just estimates and to calculate these numbers conservatively.

Marijuana tax revenues are estimated were reduced due to the enactment Measure 110. This measure changed how marijuana taxes are distributed. Currently, cities that opted-in to allow for marijuana in their borders split 10% of the tax. This comes to an estimated \$1.38 per person.

Find the full report here:

<https://www.orcities.org/application/files/7317/0726/5239/2024SSRFullReport.pdf>

The City has several properties that could be sold this year, which are accounted for both as a revenue and expense of \$300,000 in the Community Development line. This allows Council to make the decision if they use the revenue to purchase/do something.

Expenditures:

Personal Services: The City Council is responsible for setting the salary schedule, which is also adopted by the Union Contract. The City Manager salary is adopted by a separate contract. All positions in the City are paid out of a combination of multiple funds.

Materials and Services: It is worth noting that in the 2022-2023 Budget the *City Hall Program* was merged into the *Administration Program*. I am hopeful that this reduces confusion about what costs are incurred at City Hall. *Dues/Memberships* merges together all the outside memberships or dues that the City pays.

Legal Program: The Legal Program pays for the municipal court judge contract. It serves as a pass-through for the court fines that are collected from citations and moved to either the state or county for their share of the fines. It also pays the administration fees for legal services.

Park Program: There is a large emphasis being placed on the park system again this year. With the renewal of the Parks and Recreation Committee, there is a lot of enthusiasm and volunteers pitching in to make a positive difference in our park system. The Park SDCs are being spent down to support the Hebert Memorial Plaza restoration. The Park and Recreation Committee asked for over \$500,000 for park improvements and growth, but instead they are budgeted \$280,000 and will need to decide as a Committee and with the aid of staff to figure out how best to spend it this year.

Police Program: The costs for this program continue to rise, mostly due to the Yamhill County Sheriff's Office union contract. I predict that by next year the cost of the police contract will inhibit the ability for the General Fund to sustain the same level of services for the other programs (see above). The Council will need to address how to offset some of the police contract costs, since they are more than the amount of property taxes received. With the focus of code enforcement, the amount of code abatement money was increased to be used for programming and abatement activities by the new Code Enforcement Officer.

GENERAL FUND
Resources

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
916,251	2,486,872	825,000	Beginning Fund Balance	1,085,155		
498,286	529,648	515,000	10-470 Current Taxes	520,000		
19,466	13,717	10,000	10-471 Previously Levied Taxes	10,000		
			Other Resources			
19,196	14,327	5,000	10-410 Court Fines	12,000		
114		0	10-412 Building Permits	0		
	780	500	10-413 Park Donations	100		
6,085	2,048	2,000	10-415 Land Use Application Fees	2,000		
1,280	369	100	10-416 Library Fines & Fees	500		
		100	10-417 Library Donations	500		
116,291	124,234	110,000	10-420 OLCC	124,000		
5,248	4,650	4,000	10-421 Cigarette Tax	3,800		
150,760	140,345	115,000	10-423 State Revenue Sharing	115,000		
	1,380,056	1,379,668	10-424 ARPA Grant	1,344,524		
17,883	20,089	14,293	10-425 State Library System Income	14,529		
1,035	1,050	1,000	10-426 Library Grants	1,000		
		901,134	10-427 Grants	625,790		
152,991	158,254	155,000	10-430 PGE Franchise	156,000		
15,686	14,756	14,000	10-431 Cable TV Franchise	11,000		
9,322	10,390	9,000	10-432 Telephone Franchise	8,000		
51,398	63,421	62,000	10-433 Natural Gas Franchise	72,000		
21,487	30,679	25,000	10-434 Garbage Franchise	18,000		
		50,000	10-446 Contract Employee Recoup Fees*	40,000		
3,430	2,373	4,500	10-448 Court Assessments Passthrough**	4,500		
98,430	3,273	1,800	10-450 Miscellaneous Income	500		
27		0	10-451 Miscellaneous Interest	40,000		
15,084	3,365	3,500	10-475 Rental Income	5,700		
12,985	23,237	0	10-484 SDC Parks	0		
9,429	9,056	2,000	10-491 Bldg Permits-Building	2,000		
2,183	1,620	1,100	10-498 City Permit Revenue	2,000		
		300,000	10-499 Property Sales	300,000		
			10-500 Dog Park Donations***	500		
			10-501 Athletic Park Donations***	600		
2,144,347	5,038,609	4,510,695	Total Other Resources for Fiscal Year	4,519,698		
			<i>*Renamed: was "Development Recoup Fees"</i>			
			<i>**Renamed: was "State Assessment Passthrough"</i>			
			<i>*** New Lines</i>			
2,144,347	5,038,609	4,510,695	TOTAL RESOURCES	4,519,698	-	

GENERAL FUND

Expenses
Administration

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
			PERSONNEL SERVICES			
550		550	501-11 Mayor & Council Salary	550		
19,964			502-11 City Manager Salary			
6,045			503-11 Finance/HR Specialist			
8,822			504-11 City Recorder Salary			
	45,049	75,000	505-11 City Hall Wages	88,000		
	20,708	42,700	506-11 Payroll Taxes/Benefits	53,000		
4,488			507-11 Assistant Recorder Salary			
13,214			509-11 Clerks/PW Code Coordinator			
			510-11 Code Enforcement Officer			
99			520-11 Overtime Pay			
3,877			550-11 Social Security			
1,106			560-11 Worker's Comp Insurance			
8,030			570-11 Group Insurance			
8,001			580-11 Retirement			
569			590-11 Unemployment Taxes			
74,765	65,757	118,250	TOTAL PERSONAL SERVICES	141,550	-	-
0.5	.05	1.0	FTE EMPLOYEES	1.2		
			MATERIALS & SERVICES			
898	1,999	2,500	602-11 Office Supplies	2,500		
8,664	9,911	12,168	605-11 Insurance			
2,585	0	0	606-11 Telephone	0		
670	604	800	607-11 Postage & Printing	2,500		
0	19,666	18,000	609-11 Utilities	22,000		
5,942	9,942	7,000	614-11 Advertising & Promotions	10,000		
39,868	6,503	2,000	615-11 Miscellaneous Expense	2,000		
0	7,525	102,000	619-11 Outside Services	15,000		
10,912	23743	0	620-11 Legal Service	0		
1,275	1,400	1,550	621-11 Audit Expense	2,000		
3,444	6,368	10,000	626-11 IT and Software**	37,000		
0	14,493	15,000	639-11 Dues/Memberships	16,000		
3,796	0	0	640-11 COG Dues	0		
1,206	0	0	641-11 LGPI Dues	0		
4,844	0	0	642-11 League of OR Cities Dues	0		
	0	1,379,688	643-11 ARPA Funds	1,344,524		
397	1,876	1,500	644-11 Training & Travel & Education	3,000		
3,508	0	0	645-11 Assoc. Dues	0		
		250,000	655-11 Grants	160,787		
2,530	8,929	312,000	656-11 Community Development	312,000		
	14,240	15,000	658-11 Maintenance & Repairs	15,000		
	7,040	13,000	660-11 Custodial Services	8,000		
		50,000	661-11 Contract Employee Recoup Fees*	40,000		
90,539	134,239	2,192,206	TOTAL MATERIALS & SERVICES	1,992,311	-	-
			*Renamed was "Comp Maint & Supplies"			
			** Renamed was "Devlp. Recoup Fee"			
			CAPITAL OUTLAY			
		30,000	721-11 Community Building Reserve	40,100		
		80,000	730-11 Homeless Efforts	-		
-	-	110,000	TOTAL CAPITAL OUTLAY	40,100	-	-
165,304	199,996	2,420,456	TOTAL ADMINISTRATION	2,173,961	-	-

GENERAL FUND

Expenses
City Hall

Historical Data			EXPENSES DESCRIPTION City Hall Dept was moved to the Administration Dept. in Fiscal Year 2022- 2023	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By	Approved by	Adopted By
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24		Budget Officer	Budget Committee	Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	This Year 23-24	EXPENDITURE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			MATERIALS & SERVICES			
100	-	0	601-12 Supplies	0	0	0
717	-	0	608-12 Heat	0	0	0
5,774	-	0	609-12 Utilites*	0	0	0
24,627	-	0	658-12 Maintenance & Repairs*	0	0	0
8,400	-	0	660-12 Custodial Services*	0	0	0
4,549	-	0	662-12 Garbage Service	0	0	0
0	-	0	663-12 Transit Authority	0	0	0
44,167	-	0	TOTAL MATERIALS & SERVICES	0	0	0
44,167	-	0	TOTAL CITY HALL	0	0	0

GENERAL FUND

Expenses

Legal

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By	Approved by	Adopted By
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24		Budget Officer	Budget Committee	Governing Body
			MATERIALS & SERVICES			
3,000	2,750	45,400	620-13 City Attorney	46,500		
3,275	2,144	4,500	648-13 Court Assessments Passthrough	4,500		
3,213	3,600	4,320	651-13 Municipal Judge Contract	4,400		
9,488	8,494	54,220	TOTAL MATERIALS & SERVICES	55,400	-	-
			*Renamed: was "State Assessments"			
9,488	8,494	54,220	TOTAL LEGAL	55,400	-	-

GENERAL FUND

Expenses
Library

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
			PERSONAL SERVICES			
51,423			501-14 Librarian Salary			
	160,988	165,000	505-14 Library Wages	223,000		
	79,530	107,250	506-14 Payroll Taxes/Benefits	175,000		
87,728			507-14 Library Aides			
10,348			550-14 Social Security			
593			560-14 Worker's Comp Insurance			
17,476			570-14 Group Insurance			
32,631			580-14 Retirement			
1,667			590-14 Unemployment Taxes			
201,866	240,518	272,250	TOTAL PERSONAL SERVICES	398,000	-	-
3.0	3.0	3.05	FTE EMPLOYEES	4.05		
			MATERIALS & SERVICES			
112	4,584	3,000	601-14 Supplies	3,000		
1,789	-	0	608-14 Heat	0		
2,812	8,828	12,000	609-14 Utilities	13,000		
4,649	934	1,000	615-14 Miscellaneous Expense	1,000		
	3718	11,000	619-14 Outside Services	15,000		
0	32	2,000	630-14 Training & Travel & Education	2,000		
14,720	58,353	12,000	658-14 Maintenance & Repairs	15,000		
4,372	5,949	8,000	680-14 Books	8,000		
425	252	500	681-14 Magazines	300		
		3,500	682-14 Check Out Materials	3,000		
		5,500	683-14 Furniture*	-		
28,879	82,650	58,500	TOTAL MATERIALS & SERVICES	60,300		
			CAPITAL OUTLAY			
1,095	-	0	711-14 Equipment	0	0	0
			712-14 Furniture	40,000		
1,095	-	0	TOTAL CAPITAL OUTLAY	40,000	0	0
231,840	323,168	330,750	TOTAL LIBRARY	498,300	-	-
			Furniture moved to Capital Outlay*			

GENERAL FUND

Expenses

Parks

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
			MATERIALS & SERVICES			
1,900	3,083	4,000	601-15 Supplies	5,000		
	-	651,134	602-15 Grant Funds	465,003		
13,050	15,958	5,000	604-15 Park Maintenance	20,000		
928	11,985	80,000	605-15 Park Improvements	280,000		
	5,392	5,500	609-15 Utilities	5,500		
			610-15 Dog Park	500		
			611-15 Athletic Complex	600		
15,878	36,418	745,634	TOTAL MATERIALS & SERVICES	776,603	-	-
			CAPITAL OUTLAY			
		216,185	712-15 Park SDC Expenditure	219,397		
		3,533	713-15 Vehicles and Equipment*	-		
-	-	219,718	TOTAL CAPITAL OUTLAY	219,397	-	-
15,878	36,418	965,352	TOTAL PARKS	996,000	-	-

GENERAL FUND

Expenses

Police

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By	Approved by	Adopted By
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24		Budget Officer	Budget Committee	Governing Body
			MATERIALS & SERVICES			
55,823	56,160	62,000	625-16 Dispatch Service	65,000		
496,509	508,599	527,160	651-16 Contract Services/Yamco	546,147		
9,947	9,849	17,000	653-16 Code Abatement	28,200		
562,279	574,608	606,160	TOTAL MATERIALS & SERVICES	639,347	-	-
562,279	574,608	606,160	TOTAL POLICE	639,347	-	-

GENERAL FUND
Expenses

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By	Approved by	Adopted By
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24		Budget Officer	Budget Committee	Governing Body
			DEBT SERVICE			
4,730	1,908	2,000	820-20 Property Taxes:Rental Properties	2,000		
1,488			820-22 Property Flood Insurance	0	0	0
29,953			820-23 Rental Property Bank Pmt	0	0	0
36,171	1,908	2,000	TOTAL DEBT SERVICE	2,000	-	-
			OTHER REQUIREMENTS			
		20,000	901-11 Unapropated Fund Balance	20,000		
		111,757	902-11 Operating Contingency	134,690		
-	-	131,757	TOTAL OTHER REQUIREMENTS	154,690	-	-
36,171	1,908	133,757	TOTAL EXPENDITURES	156,690	-	-
1,065,218	1,144,593	4,512,695	TOTAL GENERAL FUND	4,519,698		

Sewer Fund

The Sewer Fund collects fees for the operation and maintenance of the sewer collection and treatment processes. The Sewer Fund is an enterprise fund, meaning it is self-supported through the collection of customers' sewer bills.

Revenue Highlights: The Sewer Fund's principal revenue source is the collection of monthly sewer bills. There are approximately 1,540 sewer accounts comprised of residential, commercial, and industrial users. In this mix, apartment buildings and the FCI are counted once, although they have multiple sewer units.

Included is grant money for the engineering and design work for a large sewer project that is near the City Park on Yamhill Street. It will upgrade the sewer line, which is a major collector, and reroute the sewer to the Sewer Plant, which is on the opposite side of the Yamhill River. The design and engineering are expected to take the rest of the year and will cost around \$1.8 million. The City received funds for the project at 100%. In the following years will be the construction, and that is believed to also be eligible for grant funding and could be around \$10+ million.

Expense Highlights: Three major expenses this year include improvements to the Sheridan Road sewer line, adding a SCADA system (electronic monitoring), and continuing the infiltration and inflow (I and I program) by relining sewer lines and repairing manholes.

Storm Water

Revenue Highlights: The storm water fee is collected monthly from residents and commercial accounts. For residential accounts it is a flat rate of \$3.50 per month 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.

Expense Highlight: This budget dedicates money for a much-needed Storm Water Master Plan, which will allow an engineer to help determine the importance of each of the storm water issues that continue to be problematic in the City.

SEWER FUND
Resources

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
1,913,229	2,314,072	2,200,000	Beginning Fund Balance:	3,042,798		
			Other Resources			
0		1,887,500	20-440 Grant Revenue	843,618		
1,763	1,332	500	20-450 Miscellaneous Income	500		
0		100	20-451 Interest Income	130,000		
1,530,582	1,610,981	1,500,000	20-480 User Charges	1,500,000		
85,379	86,019	83,000	20-482 Storm Water Surcharges	83,000		
80,835	(1,601)	-	20-484 SDC Sanitary Sewers	-		
5,850	4,296	-	20-485 SDC Storm Water	-		
5,780	938	1,000	20-486 Service Installation	1,000		
			Renamed was: Interest/TCD & Misc			
1,710,189	1,701,965	3,472,100	Total Resources for Fiscal Year	2,558,118	-	-
			* Renamed from "Permits" to "Service Installation"			
3,623,418	4,016,037	5,672,100	TOTAL RESOURCES	5,600,916	-	-

SEWER FUND
Expenses

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
			PERSONNEL SERVICES			
21,802			20-501 On-Call			
89,837			20-502 City Manager Salary			
27,202			20-503 Finance/HR Specialist			
39,701			20-504 City Recorder Salary			
			20-505 Management Assistant			
	540,260	670,000	20-505 PW/SW Wages	760,000		
	307,925	396,000	20-506 PW/SW Payroll Taxes/Benefits	450,000		
20,194			20-507 Assistant Recorder Salary			
14,956			20-508 PW Clerk/Code Coordinator			
11,120			20-509 City Hall Clerk			
45,995			20-510 Public Works Supt Salary			
25,296			20-512 Maintenance Worker			
25,727			20-513 Maintenance Worker			
27,660			20-515 Maintenance Worker			
61,510			20-516 Plant Operator			
55,012			20-517 Plant Operator			
28,320			20-518 Maintenance Worker			
21,769			20-519 Maintenance Worker			
9,320			20-520 Overtime			
			20-525 Accrued Vacation Owed			
38,457			20-550 Social Security			
6,959			20-560 Worker's Comp Insurance			
110,068			20-570 Group Insurance			
101,740			20-580 Retirement			
5,462			20-590 Unemployment Taxes			
788,107	848,185	1,066,000	TOTAL PERSONNEL SERVICES	1,210,000	-	-
7.0	7.0	9.975	FTE EMPLOYEES	8.850		

**SEWER FUND
Expenses**

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
			MATERIALS & SERVICES			
19,423	25,085	45,000	20-601 Supplies	45,000		
6,579	4,563	7,000	20-602 Office Supplies	6,000		
27,238	39,031	45,000	20-603 Chemicals	58,000		
71,271	81,868	225,000	20-604 Plant Maint./Repair	70,000		
38,989	41,627	51,300	20-605 Insurance	56,000		
13,501	-	0	20-606 Telephone	0		
8,645	8,304	8,000	20-607 Postage & Printing	8,500		
4,880	-	0	20-608 Heat	0		
37,752	68,309	75,000	20-609 Utilities	75,000		
45,687	27,196	5,000	20-615 Miscellaneous Expense	5,000		
	27,715	60,000	20-619 Outside Services	60,000		
10,602	42,299	72,000	20-620 Legal Services	72,000		
5,738	6,300	6,975	20-621 Audit Expense	7,500		
	5,086	50,000	20-622 Storm Projects	50,000		
110,813	49,271	370,000	20-624 Engineering	380,000		
16,981	29,790	100,000	20-626 IT and Software*	115,000		
3,481	3,239	100,000	20-630 Training & Travel & Education	25,000		
9,100	16,039	20,000	20-650 Fuel	20,000		
2,849	5,578	5,000	20-655 Testing Services	7,000		
28,744	14,900	20,000	20-656 Equipment Maintenance	30,000		
0	0	2,000	20-659 Equipment Rental/Hire	5,000		
903		15,000	20-671 Rock & Aggregate	15,000		
1,980	5,505	6,903	20-676 Uniforms	7,500		
44,688	36,430	15,000	20-677 Planning	50,000		
2,310	0	0	20-678 Garbage	0		
83,058	66,758	225,000	20-680 Collection System Maint	75,000		
6,990	22,291	40,000	20-681 Wetland/Ditch Maintenance	40,000		
		3,500	20-682 Permits and Fees	3,500		
		1,887,500	20-683 Grant Expenses	843,618		
602,202	627,184	3,460,178	TOTAL MATERIALS & SERVICES	2,129,618	-	-
			* Renamed: was "Computer Services & Supplies"			

SEWER FUND

Expenses

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
			CAPITAL OUTLAY			
659		0	20-701 City Hall Office Equipment	0		
23,937	4,928	200,000	20-711 Sewer Plant Improvement	20,000		
		25,000	20-736 Lagoon Improvement	17,500		
19,991		0	20-744 Ventrac Mower			
0	27,750	247,920	20-745 Vehicles & Equipment	75,000		
8,973		0	20-746 Zero Steer Mower	0		
36,002		0	20-747 Excavator/Trailer	0		
12,591		0	20-748 Tractor/Mower small	0		
		100,000	20-750 New Public Works Building Project	100,000		
			20-751 Sewer Repairs and Install	1,483,377		
		502,372	20-790 SDC - Sanitary Sewer	524,244		
		38,362	20-791 SDC - Storm Drain	41,177		
102,153	32,678	1,113,654	TOTAL CAPITAL OUTLAY	2,261,298	-	-
			DEBT SERVICE			
		0	20-800 SRF Loan Repayment	-	-	-
-	-	-	TOTAL DEBT SERVICE	-	-	-
			OTHER REQUIREMENTS			
			20-901 Unappropriated Fund Balance			
0	0	32,268	20-902 Contingency			
-	-	32,268	TOTAL OTHER REQUIREMENTS	-	-	-
1,492,462	1,508,047	5,672,100	TOTAL EXPENDITURES	5,600,916	-	-

Street Fund Details

The State Highway Tax Apportionment is the sole funding for annual costs for the Street Fund. This money is collected through gasoline sales and DMV fees by the State and then divided up amongst governments in Oregon depending on population size. The Street Fund budgets for repair, maintenance, transportation operation, and lighting of the City's streets, roadways, parks, and parking lots. City Streets do not include Main Street, which is a State road. Also, there are several other smaller streets that are either under the jurisdiction of Yamhill County or in a Homeowners Association and the City does not provide maintenance.

Revenue Highlights: Highway funds can only be expended as per the regulations stated in Oregon Constitution Article IX, Section 3a. The League of Oregon Cities is estimating cities to receive \$79.35 per person. A conservative estimate of \$455,000 is budgeted this year.



City of Sheridan
STREETS FUND
Resources

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
1,281,122	3,110,919	1,300,000	Beginning Fund Balance:	1,417,438		
			Other Resources			
498,254	491,392	450,000	30-422 State Gas Tax	455,000		
5,448	9,646	-	30-425 SDC Streets	-		
	1,141,255	1,316,343	30-427 ODOT Exchange	1,121,727		
			30-430 Grants	100		
672		-	30-450 Miscellaneous Income	500		
504,374	1,642,293	1,766,343	Total Resources for Fiscal Year	1,577,327	-	-
1,785,496	4,753,212	3,066,343	TOTAL RESOURCES	2,994,765	-	-

City of Sheridan
STREETS FUND
Expenses

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
			MATERIALS & SERVICES			
7,472	11,423	27,000	30-601 Supplies	25,000		
60,060	59,169	65,000	30-609 Electricity/Street Lights	60,000		
695	208	5,000	30-615 Miscellaneous Expense	2,500		
	463	50,000	30-619 Outside Services	100,000		
1,098	270	3,000	30-620 Legal Services	3,000		
7,186	29,730	20,000	30-624 Engineering	35,000		
	-	1,000	30-650 Fuel	4,000		
5,633	5,248	4,000	30-656 Equipment Maintenance	3,000		
0	674	1,000	30-659 Equipment Rental/Hire	2,500		
295	980	3,000	30-671 Rock & Aggregate	4,000		
			30-675 Grants	100		
82,439	108,165	179,000	TOTAL MATERIALS & SERVICES	239,100	-	-
			CAPITAL OUTLAY			
47,599	73,473	2,541,529	30-712 Street Improvements	2,627,915		
5,194	-	15,000	30-713 Sidewalks	15,000		
0	-	150,000	30-783 Street Sweeper Purchase	-		
	-	43,667	30-784 Vehicles and Equipment*	-		
0	-	101,883	30-790 SDC - Street	112,750		
52,793	73,473	2,852,079	TOTAL CAPITAL OUTLAY	2,755,665	-	-
			OTHER REQUIREMENTS			
			30-901 Unappropriated Fund Balance			
0	0	35,264	30-902 Contingency	-		
-	-	35,264	TOTAL OTHER REQUIREMENTS	-	-	-
			*Renamed was: "Other Street Improvements"			
135,232	181,638	3,066,343	TOTAL EXPENDITURES	2,994,765	-	-

Water Fund Details

The Water Fund collects fees for the operation and maintenance of the water treatment and distribution processes. The Water Fund is an enterprise fund, meaning it is self-supported through the collection of customers' water bills.

Revenue Highlights: The Water Fund's principal revenue source is the collection of monthly water bills. There are approximately 1,526 water accounts comprised of residential, commercial, and industrial users. In this mix, apartments, manufactured home courts, and the FCI are counted as one account, although they may have multiple water connections and large consumptions.

There are two grants that the City has received that will benefit the Water Fund. The City received \$1,000,000 from Yamhill County for a waterline loop project that will build a water line to connect south Jefferson Street by boring under the railroad track to Sheridan Road. This project will continue through this coming fiscal year. This will bring a higher quality of water to our customers in this area and boost fire flow. The City also received \$185,000 from Yamhill County for a Water Master Plan that will be completed by an engineer and finished this coming fiscal year. The Plan will layout the needed infrastructure (and address other issues like emergency management issues) for the next 20 years to handle growth.

The City applied for a Point Water Source Protection Grant, and this will allow the City to work with commercial and industrial businesses that are near the Yamhill River to study the potential contaminants in the River. The City gets its drinking water for a few summer months from the Yamhill River. Secondly, the City is hopeful of getting a grant to do a Stoney Mountain Facilities Study to cover some of the engineering costs. The grant would be \$50,000 but would not be quite enough, so additional funds are dedicated in the engineering line to pay for what the grant would not cover.



City of Sheridan
WATER FUND
Resources

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By	Approved by	Adopted By
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24		Budget Officer	Budget Committee	Governing Body
3,163,285	4,774,659	3,335,600	Beginning Fund Balance:	2,833,745	-	-
			Other Resources			
0		1,185,000	40-427 Grant Revenue	1,227,748		
1,876,803	(685,866)	500	40-450 Miscellaneous Income	500		
46,375	334,787	40,000	40-451 Interest Income	130,000		
2,018,381	1,887,130	1,700,000	40-480 User Charges	1,700,000		
7,719	12,198	5,000	40-481 Service/Turn On Fees	5,000		
5,199	2,930	2,500	40-482 Late Charges	2,500		
9,450	1,932	1,500	40-483 Service Installation	1,500		
123,973	(2,540)	0	40-484 System Development Chgs	0		
0		1,000	40-486 Permits	-		
			40-888 Logging Stoney Mountain	500		
4,087,900	1,550,571	2,935,500	Total Resources for Fiscal Year	3,067,748	-	-
7,251,185	6,325,230	6,271,100	TOTAL RESOURCES	5,901,493	-	-

City of Sheridan
WATER FUND
Expenses

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
			PERSONNEL SERVICES			
23,539			40-501 On-Call			
89,836			40-502 City Manager Salary			
27,202			40-503 Finance/HR Specialist			
39,701			40-504 City Recorder Salary			
	514,654	647,220	40-505 PW/WT Wages	725,000		
	278,214	383,874	40-506 PW/WT Payroll Taxes/Benefits	465,000		
20,194			40-507 Assistant Recorder Salary			
14,955			40-508 PW Clerk/Code Coordinator			
11,120			40-509 City Hall Clerks			
45,995			40-510 Public Works Supt Salary			
69,818			40-511 Plant Director			
25,296			40-512 Maintenance Worker			
25,727			40-513 Maintenance Worker			
60,658			40-514 Plant Operator			
27,660			40-515 Maintenance Worker			
28,320			40-518 Maintenance Worker			
21,769			40-519 Maintenance Worker			
15,972			40-520 Overtime			
0			40-525 Accrued Vacation Owed			
40,271			40-550 Social Security			
6,958			40-560 Worker's Comp Insurance			
92,212			40-570 Group Insurance			
109,453			40-580 Retirement			
5,515			40-590 Unemployment Taxes			
802,171	792,868	1,031,094	TOTAL PERSONNEL SERVICES	1,190,000	-	-
7.0	7.0	9.975	FTE EMPLOYEES	8.850		

City of Sheridan
WATER FUND
Expenses

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By	Approved by	Adopted By
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24		Budget Officer	Budget Committee	Governing Body
17,498	38,760	47,000		40-601 Supplies	25,000	
6,406	4,397	6,000	40-602 Office Supplies	5,000		
20,012	33,782	40,000	40-603 Chemicals	40,000		
50,337	114,591	187,000	40-604 Plant Maint./Repairs	85,000		
38,989	41,627	51,300	40-605 Insurance	56,000		
13,501	0	0	40-606 Telephone	0		
8,645	8,343	8,000	40-607 Postage & Printing	8,500		
1,706	0	0	40-608 Heat	0		
31,180	69,556	76,790	40-609 Utilities	83,000		
43,609	26,683	5,000	40-615 Miscellaneous Expense	5,000		
	31,287	60,000	40-619 Outside Services	60,000		
10,305	44,715	72,000	40-620 Legal Services	72,000		
5,737	6,300	6,975	40-621 Audit Expense	7,500		
64,424	64,929	70,500	40-624 Engineering	160,000		
16,981	29,762	100,000	40-626 IT and Software**	115,000		
2,856	5,507	15,000	40-630 Training & Travel & Education	20,000		
8,614	16,040	20,000	40-650 Fuel	20,000		
5,624	11,353	19,000	40-655 Testing	20,000		
9,903	14,712	15,000	40-656 Equipment Maintenance	20,000		
	0	5,000	40-659 Equipment Rental/Hire	7,000		
903	371	15,000	40-671 Rock & Aggregate	15,000		
1,591	6,273	6,903	40-676 Uniforms	8,000		
44,538	36,430	15,000	40-677 Planning	50,000		
2,310	0	0	40-678 Garbage Service	0		
25,064	117,211	150,000	40-680 Distribution System Maint	75,000		
		6,000	40-681 Permits and Fees	5,000		
		1,185,000	40-682 Grants	1,237,748		
430,733	722,629	2,182,468	TOTAL MATERIALS & SERVICES	2,199,748	-	
			* Renamed: was "Computer Svcs & Supplies"			

City of Sheridan
WATER FUND
Expenses

Historical Data			EXPENSES DESCRIPTION	Budget for Next Year 2024-2025		
Actuals		Adopted Budget		Proposed By Budget Officer	Approved by Budget Committee	Adopted By Governing Body
Second Preceding Year 21-22	First Preceding Year 22-23	Fiscal Year 23-24				
			CAPITAL OUTLAY			
659		0	40-701 City Hall Office Equipment	-		
	715,558	350,000	40-723 Improvements	350,000		
0		130,000	40-724 New Meters	-		
19,991		0	40-744 Ventrac Mower	17,500		
0	27750	210,000	40-745 Vehicles and Equipment*	75,000		
8,973		0	40-746 Zero Steer Mower	-		
36,002		0	40-747 Excavator/Trailer	-		
12,591		0	40-748 Tractor/Mower small	-		
		750,000	40-750 New Public Works Building Project	850,000		
		20,000	40-751 Stoney Mountain Development	70,000		
		589,770	40-790 SDC - Water	534,660		
78,216	743,308	2,049,770	TOTAL CAPITAL OUTLAY	1,897,160	-	-
			DEBT SERVICE			
175,000	180,000	190,000	40-810 Bond Principal	195,000		
59,824	53,674	46,600	40-820 Bond Interest	37,900		
234,824	233,674	236,600	TOTAL DEBT SERVICE	232,900	-	-
			OTHER REQUIREMENTS			
		62,468	40-901 Unappropriated Fund Balance	50,000		
	-	473,100	40-902 Contingency	96,085		
	-	235,600	40-955 Debt Service Reserve	235,600		
-	-	771,168	TOTAL OTHER REQUIREMENTS	381,685	-	-
1,545,944	2,492,479	6,271,100	TOTAL EXPENDITURES	5,901,493	-	-

Grant Summary 2024-2025

Fund	Status	Where it Came From	Purpose	Budget Line	Grant Total	Spent	Total Carry Forward
GF	In Progress	Federal Govt. ARPA	Sheridan Road	10-424	\$ 1,380,056	\$ 35,532	\$ 1,344,524
GF	In Progress	State of Oregon Parks Dept	South Side Park	10-427	\$ 558,047	\$ 186,116	\$ 371,931
GF	In Progress	CDBG	Grand Sherimina Food Bank	10-427	\$ 250,000	\$ 139,213	\$ 110,787
Sewer	In Progress	CDBG	Engineering Only:Yamhill St/Main St: Wastewater Project	20-683	\$ 1,043,940	\$ 260,322	\$ 783,618
Water	In Progress	Yamhill CO's ARPA	Water Master Plan	40-682	\$ 185,000	\$ 40,783	\$ 144,217
Water	In Progress	Yamhill CO's ARPA	Water Loop/Boring on Sheridan Rd.	40-682	\$ 1,000,000	\$ 16,469	\$ 983,531
Water	Applied For	State of Oregon	Point Source Water Protection	40-682	\$ 60,000	\$ -	\$ -
Water	Applying For	State of Oregon /Business OR	Stoney Mountain Reservoir Facilities Plan	40-682	\$ 50,000	\$ -	\$ -
Sewer	Applying For	State of Oregon /Business OR	Brownsfield Studies	20-683	\$ 60,000	\$ -	\$ -
GF	Applying For	CDBG	Business Oregon: Economic Development CDBG	10-427	\$ 50,000	\$ -	\$ -
Totals					\$ 4,637,043	\$ 678,435	\$ 3,738,608

Budgeted Projects

Fiscal Year 2024-2025

Budget Lines	Project Description	Estimate	Water	Sewer	Storm Water	Street	General Fur	Total
Adv/Prom GF: Supplies W/SW	Electronic readerboard outside of City Hall	\$ 10,000	4,000	4,000			2,000	10,000
Outside Services	UGB Expansion and Supplemental Reports W/SW/STR	\$ 35,000	10,500	10,500		3,500	10,500	35,000
Grants	Point Water Source Protection Plan	\$ 60,000	60,000					60,000
Grants	Stoney Mountain Facilities Plan	\$ 50,000	50,000					50,000
Logging Stoney Mountain (Potential Revenue)	Unclear if there will be any logging completed/Placeholder to received funds/Exp Stoney Mtn.	\$ 500	500					500
Outside Services	Forester - Stoney Mountain Forest Mang.	\$ 3,800	3,800					3,800
Athletic Complex Donatioins	To Track Specific Donations	\$ 600					600	600
Dog Park Donations	To Track Specific Donations	\$ 500					500	500
IT and Software	Agenda Software Builder	\$ 2,000	800	800			400	2,000
Street Improvements	Chip Seal - 160,000 sq ft	\$ 140,364			140,364			140,364
Street Improvements	Downtown Parking Lot Paving: Morgan Street	\$ 50,000			50,000			50,000
Improvements	SCADA: Water Plant (160K last FY) \$140K this year	\$ 300,000	300,000					300,000
Improvements	SCADA: Sewer Plant (60K last FY) \$90K this year	\$ 150,000		150,000				150,000
Grant	Brownfield Location Report	\$ 60,000			60,000			60,000
New Public Works Building Project	Building/Site/Architect Drawings	\$ 1,100,000	900,000	200,000				1,100,000
Supplies	Ancillary items for new billing software	\$ 8,600	4,300	4,300				8,600
Veichles and Equipment	Used fork lift, snow plow attachment, steep incline mower	\$ 105,000	52,500	52,500				105,000
Code Enforcement	Tows: RV and Cats	\$ 20,000					20,000	20,000
Code Enforcement	Community Programs	\$ 1,200					1,200	1,200
Code Enforcement	City Recycling Station Pick Up Costs	\$ 3,500					3,500	3,500
Code Enforcement	Clean Up Day + Advertisements	\$ 3,500					3,500	3,500
Community Building Reserve	Reserve Fund for Community Building Project	\$ 150,000					150,000	150,000
Grants	Remaining Work for Food Bank Grant	\$ 110,787					110,787	110,787
Grants	Remaining Work for South Side Park	\$ 371,931						
Park SDC	Hebert Memorial Plaza and Skate Park	\$ 219,397					219,397	219,397
IT and Software	Replacement for 7 outdated computers	\$ 7,800	3,900	3,900				7,800
Collection System Maintenance	I and I program: Pipe Lining and Manhole Rehab	\$ 150,000		150,000				150,000
Engineering	Wastewater Facility Study + GIS Mapping	\$ 250,000		250,000				250,000
Engineering	Stormwater Facility Study + GIS Mapping	\$ 70,000			70,000			70,000
Supplies	2-Way Radios: Job Site Management	\$ 10,000	5,000	5,000				10,000
Supplies	CB Radios: Public Works	\$ 5,000	2,500	2,500				5,000
Sewer Plant Improvements	Metal covered building	\$ 50,000		50,000				50,000
Sewer Plant Improvements/Wetlands	Fencing around sewer lagoon property + gate	\$ 230,000		230,000				230,000
Veichies and Equipment	Mulching Kit	\$ 5,000	2,500	2,500				5,000
Sewer Plant Improvements	Rerock sewer treatment plant yard	\$ 10,000		10,000				10,000
Engineering	Water Drop Consulting	\$ 30,000	15,000	15,000				30,000
Testing	Lead and Copper Testing - State Requirement	\$ 4,000	4,000					4,000
Grants	Water Master Plan - Complete Engineering Report	\$ 144,217	144,217					144,217
New Public Works Building Project	Year 2 (FY Totals: \$750 Water and \$100 SW)	\$ 1,100,000	200,000	900,000				1,100,000
Supplies	Street Signs	\$ 7,000				7,000		7,000
Outside Services	Street Striping	\$ 30,000				30,000		30,000
Street Improvements	Sheridan Road	\$ 2,309,451				2,309,451		2,309,451
Grants	Sheridan Road: Water Line	\$ 983,531	983,531					983,531
Improvements, SDCs Sewer, Engineering	Sheridan Road: Sewer and Storm Water	\$ 2,190,549		2,190,549				2,190,549
Grants	Business Oregon: Economic Development Grant CDBG	\$ 50,000					50,000	50,000
IT and Software	Tyler Tech - Municipal Software	\$ 150,000	67,500	67,500			15,000	150,000
Community Development	To expense proceed from sale of City Property(ies)	\$ 300,000					300,000	300,000
Community Development	Community Grants Awarded Quarterly By Council							-
Community Development	Downtown Projects	\$ 5,000					5,000	5,000
Outside Services	Pavement Management Conditions Report	\$ 6,500				6,500		6,500
	TOTALS	\$ 11,054,727	2,814,548	4,299,049	130,000	2,546,815	892,384	10,682,796

Fund	Total Revenue	Total Expenses
General	4,519,698	4,519,698
Sewer	5,600,916	5,600,916
Street	2,994,765	2,994,765
Water	5,901,493	5,901,493
Total	19,016,872	19,016,872

