



Home of the Tualatin River National Wildlife Refuge

SHERWOOD BUDGET COMMITTEE MEETING May 13, 2015 MINUTES

- 1. CALL TO ORDER** – Chair Neil Shannon called to order the May 13, 2015 Sherwood Budget Committee Meeting at 6:05 PM.
- 2. COMMITTEE MEMBERS AND COUNCIL PRESENT:** Mayor Clark, Council President Sally Robinson, Councilor Jennifer Harris, Councilor Linda Henderson, Councilor Jennifer Kuiper, Neil Shannon, Andy Jensen, Andrew McConnell, Meerta Meyer and Kurt Studer

COMMITTEE MEMBERS CONFERENCED IN: Susan Claus and Brian Stecher

COMMITTEE MEMBERS ABSENT: Councilor Beth Cook and Councilor Dan King

CITY STAFF PRESENT: City Manager Joe Gall, Finance Director Julie Blums, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Police Chief Jeff Groth, Public Works Director Craig Sheldon, IT Director Brad Crawford

- 3. APPROVAL OF APRIL 23, 2015 MINUTES:** Andy McConnell moved to approve, Mayor Clark seconded and all approved.

4. NEW BUSINESS

A. RECEIVE BUDGET MESSAGE – City Manager, Joseph Gall would like to highlight a couple of points

- a. There is 96 years of experience on our senior management. We are financially healthy; more than a lot of other jurisdictions. This budget is balanced; we with through the revenue that we are projecting.
- b. We have 3 goals
 - Continue the focus on core services
 - Invest in infrastructure (do not differ maintenance)
 - We fund current operations with current revenues and one time revenues are not to be used for funding ongoing operations
- c. Short term issues
 - The stability of Community Development positions
 - Councilor Robinson asked, when the cooling off was anticipated to occur in Community Development and if it would it be during this budget season? Joe stated that we were looking at approximately 2 to 3 years out because of the lack of land to build residential developments. There is plenty of commercial land, but not much residential land. Also the economy is an unforeseen factor.
 - Adding one officer at the Police Department, but there is still an issue with staffing the PD and what the right balance is.
 - Number of additions throughout the organization.
- d. PERS - When the budget was put together the PERS decision had not come through. There is still a tremendous amount of information that is unknown. PERS a major concern, but it is two

years down the road. Joe stated that PERS is an ice berg; we see it coming and we will be working on a plan as we get closer to it.

- e. 1.7% COLA increase that was negotiated with the union and is built into this budget.
- f. Other priorities and issues:
 - The current Comprehensive Plan for Sherwood was approved in 1991 with a 20 to 25 year time horizon. One of the onetime expenditures that is in this proposed budget would be to retain the services of Connie Randle, who is a limited duration employee now working on Sherwood West, so she can help the planning staff jump start the process of getting our comp plan up to date. It is critical that we develop an updated road map to ensure our community retains the high quality of life over the next 20 to 25 year period.
 - The dog park at Snyder Park and Woodhaven Park improvements are proposed to be funded in this budget.
 - The completion of the City's financial software update
- g. Our financial policies require an unrestricted fund balance of at least 10% of fund revenue with a goal of 20%. Our ending fund balance is at 23% which exceeds our financial goal. A recommendation that we will be making to Council, is that instead of having a 10% goal, make it 20% because that seems to be the comfort level.

Chair Shannon stated that in the past we were concerned about ending fund balance, does this stay within that? **Joe** answered, yes.
- h. The total budget is \$29,240,124 this year vs. \$25,929,001 last year.

B. GENERAL FUND PRESENTATION

1. General Fund Budget Overview (Exhibit A) – Julie Blums and Joe Gall

- a. **Review One Time Expenditures** – Julie reviewed the one-time expenditures on page 3 of the packet and noted that more information would be presented by each of the department managers
- b. **Review the Impact of the Proposed Budget on Future Years** – Julie presented the projected General Fund ending fund balance chart showing that staff does project out 5 years to make sure that decisions being made today do not harm us in the long run. Based on this, we are going to be able to maintain at least a 20% ending fund balance through FY19-20.
- c. **Review Requests not included in the Proposed Budget** – Julie reviewed the 3 major items that were not included in the budget this year that were requested: Police Administrative Assistant, Public Works Lead Maintenance Worker and Public Works Seasonal Worker.

Chair Shannon verified that the interfund payment from Telecom was being treated as a onetime income going for one time expenditures. **Councilor Henderson** confirmed that this is the last payment on the interfund loan. Joe explained that the Telecom fund had received a loan from the general fund years ago and over the past few years they have been paying that back slowly and this is the last payment on that interfund loan.

Councilor Kuiper asked about Sherwood's contribution to the Southwest Corridor Project being that's a onetime payment even though it's an ongoing project? **Julie** stated, yes that is my understanding and that Julia can explain more when she comes up.

2. Reports from the Directors (Exhibit B)

a. Community Development Director, Julia Hajduk

The proposed budget includes the following:

- Retaining Connie Randall for another year
- Complete the Sherwood West Preliminary Concept Plan and Housing Needs Analysis
- Design, engineer and permit phase 1 of the Cedar Creek Trail

- An update to the Old Town Design Guidelines
- Begin update of the Comprehensive Plan
- Environmental Review of the tannery site
- Complete re-organization of building permit files, archiving and document retention
- Complete updates to the Sanitary and Storm Master Plans
- Complete a System Development Charge and rate study for transportation, sanitary and storm funds
- Staff time to participate in the following:
 - The county's, streets transportation improvement planning to identify funding for the next cycle; we want to make sure we are positioned to get funding
 - Metro Transportation Improvement Plan

Julia answered Counselor Kuiper's earlier question about the Southwest Corridor Project; that hopefully it is not an ongoing project. It is taking quite a bit longer than was anticipated. They are hoping to wrap up within the next year or so and as part of the extension of the project, to do a little bit more refined work.

Chair Shannon asked if staffing levels would be staying the same? **Julia** said, that is correct; we work hard and we feel comfortable with the staff we have. **Counselor Kuiper** asked if this included the staff member that is funded by the grant? **Julia** stated that Connie is currently grant funded, and there will continue to be grants so that is a part of the revenues we show. While we are budgeting to do the Comprehensive Plan on our own, out of the general fund, we absolutely will be seeking any grant opportunities we can. We just can't assume them in the budget.

Andrew McConnell stated that on page 53 of the budget, it looks like the proposed FTE is 12.8, that's an increase from 10? **Julie** explained that it is the same number of people, their time is just being allocated different. **Joe** clarified that more money is being proposed in next year's budget to come out of the general fund to fund Community Development then this current year? **Julia**- The main reason is because we anticipate a continued up-tick in private development.

Counselor Kuiper- How accurate do you have to be in your projections before you fund a plan? **Julie**- For personal services, we go through a lot of rigger and we look at what projects we are going to do this year and break up their time. Are we ever 100% accurate? No, but we are close enough; it's a dynamic being. **Julia**- We check every few months to make sure that we are on budget.

Counselor Robinson- In your evaluation for the number of staff members you need for your department, did you take into account the potential for a lot of work to be done on recreational marijuana regulations? **Julia**- We take into account that there are going to be long range projects that we are going to need to work on, so yes, but the amount of time we are going to need to spend on that might not be as much as Sherwood West. We will check in to make sure the projects need to be worked are getting attention. We will be working on that and we know it will be something we will have to spend a good amount of time on and we will go to conferences as needed. I feel comfortable with the staff we have.

Meerta Meyer- On page 53 under the revenue detail, one of the line items that I'm hoping you can touch on a little bit is the charges for services. That number has decreased and with the amount of projects and items intended for completion this next fiscal year, I'm surprised by that. **Julia**- It is based on what actually came in. I think what we anticipated coming in last year came in a little bit lower so it's higher than what we actually brought in this year and what we expect to have happen. We do the best we can with the information we have.

Meerta Meyer- I would assume that any potential grants are not included in the budget? **Julie Blums**- We only include them if they have already been awarded.

Susan Claus- What grant money are included in this budget? **Julia**- The two grants that are included are the grant from the Environmental Protection Agency for the Tannery Project and the grant from Metro for the Sherwood West Concept Plan. **Susan Claus**- How much are those? **Julia**- I think about \$190,000 combined. There's also a little bit showing up in there

that's for the administration portion of the construction excise tax that we collect on behalf of the school district. That gets you to the \$202,000 for the intergovernmental. **Susan Claus-** Are these grants continuing from the last budget? And have we had other grants that have stopped? **Julia-** Some are, the EPA grant we did not budget last year because we hadn't been awarded it at the time of the budget. Sherwood West we did, what is not included in here is the Tonkin Employment Area Implantation Plan grant. **Susan Claus-** Did we have FTE appointed towards those grant moneys. **Julia –** Last year, that is how we justified adding the Associate Planner for a one year duration and we are proposing to continue that this year as well. **Susan Claus-** At the end of this year does that position go away? **Julia-** Potentially. We will see if we can find some grant funds to help us with the Comprehensive Plan Update. We will tackle that next budget cycle and a lot of it will depend on where we are at revenue wise and work load wise in the planning department.

Susan Claus- If we are estimating we have some floating staff that you are going to allocate to the different departments (the 10.0 that was talked about earlier in the current budget, up to 12.8 in this budget), where are we pulling those staff from? **Julie-** There is staff that have always been in this department, they were just working in other funds besides the general fund; so they may have been working in the water fund, sanitary fund or street fund. **Susan Claus-** Are any of them funded under the URA? **Julie-** A very small portion.

Susan Claus- In last year's budget we had \$112,000 in infrastructure and development fees, that's where the private development fees come in, is that correct? **Julia-** That is primarily engineering related fees and we budgeted \$112,000. **Susan Claus-** And this year we are budgeting \$335,000? Do we feel comfortable with this number? **Julia-** Yes. We don't for see a downturn in the next fiscal year. **Susan Claus-** Where are the other parts of the fees; planning and building department? **Julia-** Those are under "charges for services."

Meerta Meyer- Do we have any outstanding commitments related to the old Tannery Project? **Julia-** No outstanding commitments. It's owned by Washington County and the EPA grant is helping us do a site assessment to help us decide what the cleanup costs would be and help us decide if we would want to acquire that property. If we do acquire it, we would most likely seek a cleanup grant to help with those costs.

Counselor Robinson- On page 53, "other revenue," what is that? **Julie-** Re-inspection fees.

Chair Shannon- In last year's budget meeting there was a lot of time spent talking about trails. Do you see much of an effect or costs in your department? **Julia-** Within our department we have Cedar Creek Trail, but that is not general fund; it was funded through regional flexible funds. With that said staff goes to Metro and trail meetings so that we are in the loop and at the table when key decision are made or funding opportunities become available.

Counselor Robinson- On page 54, the anticipated code amendment projects expected to be undertaken. Is the one that we expect for the projected fiscal year the code cleanup where there were more policy level decisions that needed to be made to the code or is that some other project like The Comprehensive Plan update. **Julia-** I think that is code cleanup, like you were talking about the recreational marijuana update and Old Town design standards.

Counselor Robinson- Planning came to council with code cleanup, there were several other areas staff recommended we look into, but takes some direction from council because those are more policy decisions. I was wondering if we were going to get to that in the next year.

Julia- We will get to what we can get to. We will do certain things and we will deal with council priorities as they rise. **Andy Jensen-** You've talked about how you shift staff around. If and when development activity drops off, can those positions be absorbed into other work in other areas? **Julie-** We try to move people around before laying off.

Counselor Kuiper – As far as the Comprehensive Plan goes, how long do you anticipate that will take? **Julia-** A Comprehensive Plan usually takes 18 months to 2 years, so it will not be finished in the next fiscal year. We hope to get the foundation well enough established that we can get some grant funds to fund that position longer term. **Counselor Kuiper –** The Associate Planner would we focused on this along with Sherwood West? **Julia-** Right.

Kurt Studer- How far does the plan look out to? **Julia-** Generally they are 20 year planning documents.

b. Community Services Director, Kristen Switzer

The proposed budget includes the following:

- Hire a fulltime Administrative Assistant who will assist with front desk help at the Center for the Arts, process Special Event Permits and provide general administrative support for the department including records management.
- Expand library programming for school-aged children, teens and adults (increase Youth Services Librarian FTE from .65 FTE to full-time).
- Increase volunteer opportunities for teens and adults
- Provide coordination support for Community Garden Program.

Counselor Robinson- Why do we need a FULL TIME Administrative Assistant? Why don't we start out with a part time? Especially since we don't have the retail space leased at the Center for the Arts. **Kristen-** Honestly we could; something is better than nothing. That person will be doing special event permitting, we have about 35 of those per year and staff the Center for the Arts. Right now we are only open over there 11:00-5:00 Monday-Friday, but we would like to expand those hours. We are purchasing an online recreation software program so that people can register for classes online and reserve facilities. In order to do that and implement it, this person would need to be working heavily on it; helping process those reservations and requests. They would also help us manage our website and social media updates (we are really trying to boost that up). We also have our monument and reader board requests, there is about 70 monument requests and 50 reader board requests every year. They would also help support and take minutes for the Parks and Recreation Board and Arts Commission, right now we use other FULL TIME staff to do that. They would also manage records and track grant applications. I'm confident that we can keep this person busy.

Counselor Kuiper – The other people in the department, what do they do? **Kristen-** It's a little bit all over the place right now because we have had some staffing changes. This fiscal year we went from having a part time Volunteer Coordinator to a full Time Volunteer Coordinator and she has worked really hard to grow the program, helping with stuff like community gardens, she is also helping and stepping in to do some of these pieces for me right now. Therefore she hasn't been able to dedicate all of her time to growing the program. We then have a Program Coordinator position, that was Jennifer Ortiz and she left right after the Center for the Arts opened. She worked on many of these duties as well as the special event permits. Looking at her position and the future of the art center, I feel like it's best to have a Program Coordinator that is dedicated to the Center for the Arts who can program the facility, bring rentals in, program classes and activities, and help me with some of the other community wide events. Then there is Maggie who is the Manager at the center. She's done an excellent job, but she's just stretched too thin and she should be out networking and recruiting people for rentals and instead, she and I are setting up chairs and flipping the hall. We are short staffed and we are feeling it.

Counselor Robinson- Are you purposing to have someone monitor the building? **Kristen-** Yes, I think that is a little bit misleading in the budget message. It says that it's a .5 FTE, but really its 4 different people making up that .5 and those people will only be there when the building is being used. We may be budgeting a little high for that, but they are part time, seasonal type of positions as opposed to one regular time person.

Kurt Studer- Is there a forecast for the number of events you are planning to have at the center? **Kristen-** Yes, different types of events, but one of the things we just started doing is having a monthly family series. The different local performing arts groups will have plays there throughout the year. Most of the events will probably be rentals or outside organizations planning them as opposed to the city. The city will be programming more classes. We are projecting a couple events per month and rentals on a weekly bases.

Meerta Meyer- What would you guess the revenue is from the Field House? **Julie-** \$135,000 in revenue. **Meerta Meyer-** Because their scope has increased, is there consideration of taking

it out of Community Services and shift the work load? **Kristen-** It's something that could be considered. There are larger duties that would be better to shift.

Susan Claus- Is this an example of when you would shift an employee from Community Development that had extra time over to Community Services to help out? **Kristen-** No, they are part time seasonal employees that are hired for up to 15 hours a week and may only work on average 100 hours throughout the year and we schedule them as needed. They are hired specifically for that position. **Susan Claus-** Would you have the ability to ask across the departments for employees that could fill in or do you strictly find your own part time on call people? **Kristen-** We strictly find our own. Where we might share is with the Field House, if we find that our peak times are opposite. The people would have to apply for the position if it's something they want to do.

Councilor Henderson- If you bring on the admin person, would they would work 8-5? Does that mean the center will be open 8-5? **Kristen-** We would look at staggering that person's hours with the Program Coordinator or Maggie. We would want to evaluate things; I don't know if we would have a lot of activity between the hours of 8:00-10:00. I would like to get to having a 10:00-6:00 schedule, to be open after work hours and be available to people that are there in the afternoons. We are still playing with it a little bit, but at least we will have the staff to play with it. **Councilor Henderson-** I for one would like to see that building open as much as possible, even if it's just for a tour. I would also like to see Maggie be able to be out there and promoting the building. I fully support bringing in someone full time so we can take advantage of having the Center for the Arts as much as possible.

Andy Jensen- The automated registration software, how much FTE time will that alleviate? **Kristen-** It's a new service that we are offering so, from current work load, it's not going to free up too much. It will free up Public Works time, because you will be able to go on and reserve park shelters. I think that it's about improving services to the community; making things easier and more efficient. We want people to be able to do as much as they can online.

Kurt Studer- What is the percent of occupancy for the Field House? **Kristen-** I do not have that figure. Our leagues bring in about \$60,000 per year and our rentals bring in \$68,000 per year. Of the open times, I can bring that back to you. I'm sure there is still capacity to grow. I know we are looking at adding a 5th night of soccer.

Councilor Harris- Jennifer that left, is the admin replacing her? Or are you replacing here, as well as adding an admin? **Kristen-** We are replacing her with a Program Coordinator which will be the same level as what she was. The Administrative Assistant is a completely new position that is a little bit of a lower level, but they would take some of those responsibilities to free up some of the Program Coordinator to do more programming. **Councilor Harris-** So there will be 3 FTEs housed at the center? **Kristen-** Yes.

Brian Stecher- Is Kristen responsible for running the retail space? Is that going to be done this year? **Kristen-** It falls in the building, but I have not heard I will be managing the leases. **Tom-** The leasing of the space is handled by the Urban Renewal Agency. After the space is leased it will turn over to the operations of the City of Sherwood and the revenue from that will come into the general fund budget. We are working hard on getting the space leased. We have had some applications in and will be meeting again at the beginning of June to hopefully choose someone to start contract negotiations with to lease to one or two tenants. **Kristen-** I believe that we did make some assumptions on revenue that will most likely need to be adjusted at some point next year, depending on when we have tenants in the facility. The intent was that the revenue from the retail space will help offset the operation cost of the center, so that is some of the revenue line you are seeing there.

Susan Claus- On page 59, our different revenue streams that are contemplated for Community Services, the intergovernmental we've got \$778. What kind of percentage break down is that from other funds? I'm assuming that we are pulling from other funds in the city to bring them over to Community Services. **Kristen-** The \$778 that should all be from WCCLS. That is money that comes to the city from WCCLS to offset the operations of the Library. **Susan Claus-** We aren't pulling from any other funds? **Kristen-** No.

Susan Claus- The charges for services, the \$286, how does that breakdown? **Kristen-** The charges of services make up the revenue from the Field House (\$135,000), the projected revenue from the Center for the Arts, a small amount from sponsorships that we are bringing in and field rentals. **Susan Claus-** What are we projecting for the Art Center? **Kristen-** For the Art Center we are projecting, \$117,600. **Susan Claus-** That does not include revenue from the retail space, right? Because that is going into the general fund? **Kristen-** That does include some of those rentals. We have just over \$50,000 projected in retail revenues that would come in. **Julie-** It would be going into the general fund, under Community Services.

Susan Claus- Do you know how much you expect from facility rentals at the Center? And admissions? **Kristen-** Rentals \$29,400 and admissions \$9,850

Susan Claus- What is the "fines, interest and others," what is that? **Julie-** Library fines, retail space rental and any gifts or donations.

Susan Claus- On the FTEs. Last year we had 14.8 and now we are proposing 18.3. What is the break out of those FTEs? **Kristen-** I don't have the specifics for that, but I can tell you in general that would be for the Administrative Assistant, some going towards the part time seasonals, some increase in part time Library hours and upping a few hours for the youth services Librarian. Some of that is better use of the funding that we had and reallocating those funds, but there has also been the addition of those few positions or those hours. **Julie-** I can tell you that the money we get from the WCCLS funds almost all of the Library services. The costs that we are not covering are all the fun things we get to do. There was a choice by prior councils that we aren't going to fund this 100%; we are not going to have a cost recovery, this will have other general money to pay for it. **Susan Claus-** For this budget we are talking about, \$550,000? **Julie-** Yes, and again the goal is, with the revenue in this we are being very conservative because it's brand new. **Kristen-** Traditionally centers like this, do not cover their operation costs, it's something that is for the betterment of the community.

c. Public Works Director, Craig Sheldon

The proposed budget includes the following:

- Maintenance of the new Sherwood Center for the Arts
- Turf replacement at the Fieldhouse
- Replace patio at Senior Center
- Replace HVAC units at Senior Center
- Replace two police vehicles and a 1994 Ford Ranger pickup
- Replace a gator, trailer and zero turn bagging mower
- Replace ten feet of turf around baseball mound at Snyder Park
- Upgrades to observation deck at Stella Olsen Park
- Construct and maintain Dog Park
- Implement recycling program at certain parks and sports fields
- Brick repairs at Cannery Plaza
- Design and construct Community Garden
- Addition of 20 hour/week seasonal mechanic
- Addition of Maintenance Worker II for Parks

Meerta Meyer- When the retail spaces are lease at The Center for the Arts, Craig's group will be maintaining the building. In your projected revenue, are we anticipating reimbursement of a portion of the maintenance costs from the retail spaces? **Tom-** Yes, we need to go back and look exactly where that income got allocated.

Meerta Meyer- The person you are bringing on, where would their specialty be? **Craig-** Parks and mechanic.

Andrew McConnell- Regarding the material and services line, it looks like it has gone up by \$300,000. How much of that is representing the increase for the Center for the Arts and the Dog Park? **Craig-** I think part of the costs in that are part of our asset plan; the observation deck, carpet at Public Works, there are a variety of projects that make up that amount. **Andrew McConnell-** Where are we breaking out the capital outlay of those new projects vs. the

increased maintenance **Julie-** Maintenance would be in the material and services line and in personal services for the staffing. **Andrew McConnell-** I would like to see a breakdown to see what the increase is for the materials and services for maintaining the Art Center and the Dog Park.

Councilor Kuiper – How sure are we that both construction of Woodhaven Park and the Dog Park can we done this year? **Julie-** Based on our projections on the development that we know is coming, we are confident that we will have enough revenue to do both projects. **Councilor Kuiper –** When you construct both parks, do you have to have the funds in place before you start or can you spend the money in anticipation of receiving it? **Julie-** We have to have the funds in place before we start the projects.

Councilor Harris- Your transfers in and out of other sources in both revenue and expenditures. What are those? **Julie-** The transfers in are the other funds portion of the fleet maintenance and fuel. The transfer out is going to general construction to go towards the turf replacement at the Fieldhouse. **Joe-** The turf replacement at the Fieldhouse was going to happen two years from now, but we are having some issues with the turf. We delayed one of the playground replacements at one of the parks. **Councilor Harris-** Can we get that Asset Management Plan? **Julie-** We will get it to you.

Councilor Robinson- The sporting groups that use the fields, do they reimburse the city for the fields they use that the city maintains? **Julie-** The revenue that comes in offsets staff time to run the fields and whatever revenue is left offsets maintenance costs. The remainder of the cost we share with the School District 50/50.

Councilor Robinson- Do we sell the vehicles we are replacing? **Craig-** Yes, it is in the revenue side.

Mayor Clark- We are going to be getting Metro money, how do we account for that? **Julie-** It is in the general administration because we were not sure who all was going to be doing the work. It is in the general fund and then whoever does the work, the expense will be in their department. **Joe-** We will have to report back to METRO what we use it for.

Joe- Speaks about Metro IGA just signed.

Councilor Henderson- Does the money that we collect from the sports teams that use the turf at the Fieldhouse even begin to cover the costs to replace it? **Craig-** It doesn't, but we are funding the Fieldhouse project of \$100,000 from money that Lance has collected

Councilor Henderson- When it comes time to replace the High School turf fields, who is going to bare that cost? **Julie-** We have an IGA with the school district that they are supposed to be putting away a set amount each year to go towards that. My assumption is that they will be paying for it. **Councilor Henderson-** Are we currently doing repairs as needed on those fields? **Craig-** We are doing repairs. We usually split it with them. **Joe-** When is it scheduled to be replaced? **Craig-** 2017 or 2018. It is still in really good condition.

Councilor Kuiper – Where do we get funds to replace our soccer field? **Julie-** That is part of our maintenance plan so that we are putting money away towards that.

Susan Claus- When Linda was talking about the revenue brought in from sports teams, those don't go towards the field replacement cost, right? Those stay in the Community Services funds to offset the FTE expenses, right? **Julie-** It's used just to offset Lance's time to schedule the fields and manage it. Then whatever is left goes towards offsetting maintenance of the fields in Craig's department. **Susan Claus-** Is that apart of the charges for services in Craig's budget on page 64? **Julie-** Yes. That also includes park rentals and there is not a lot left over after we pay for Lance. Most is paid out of our pocket.

Susan Claus- There are two baseball fields over at Edy Ridge that are not being used. What is the status on those? **Craig-** There was a drainage issue out there. The school district paid to fix the issue and we maintain them as well as we prep the fields. **Susan Claus-** those are two assets

that we get zero dollars from because they are not brought up to standards. I would like to see those in production. **Councilor Harris-** Those fields are being used, but they are a mess.

Councilor Harris- When do you prep the fields? **Craig-** If they have not been prepped, it's because we are short staffed. Usually they are prepped just like any other field is prepped starting in the spring. We have had problems getting seasonals to start. I will check on their status tomorrow.

Councilor Robinson- How do you know the drainage problem has been fixed? **Craig-** I can't speak for the school district. What I have been told by my guys is that working out there is a lot better than what it was and they don't have a problem. If we have rain it's going to be soft.

Councilor Robinson- Under the IGA can you tell the district that they need to do more work? **Craig-** No. They put a lot of drainage pipe out there so if it's not draining there are some other issues.

Councilor Kuiper – Under the goals, why are the projects that are listed in general construction in the general fund, that seem to do with parks, not represented on the budget detail list for your goals? **Julie-** What we are trying to do tonight, is keep it to the general fund participation in these projects next meeting we will do the general construction part of the projects. There is some crossover because Craig's staff will be managing it.

Susan Claus- How much are we estimating to replace the turf? **Craig-** \$120,000

Susan Claus- How much are we estimating to maintain The Art Center? **Craig-** I have it, but I would have to go line by line. I think Julie can get it to you in an e-mail.

3. Committee Discussion and Questions – Chair Shannon

Committee would like to see more detailed numbers

C. LONG TERM DEBT REVIEW (Exhibit C) – Julie Blums

General obligation bonds:

- A&B Refunding
- Police Facility

Long-Term Loans for the City:

- YMCA Expansion

Loans for Water Project:

- SDW Water Reservoir
- SDW Water Pipeline
- Water Projects

Long-term Loans on behalf of the URA:

- URA Streets
- URA Cannery & Streets
- URA Cannery Projects
- URA City Hall/Street Refinance

Susan Claus- This is without selling anything right? **Julie-** Right. We don't not need to sell assets in order to pay off the debt

Susan Claus- When we close down Urban Renewal, those funds just get transferred over to the city? **Julie-** Yes.

D. PUBLIC HEARING ON STATE SHARED REVENUE

Public hearing opened at 8:53PM

Eugene Stewart property owner in Sherwood

Eugene Stewart asked what is the amount? **Julie** stated the projection is \$185,000. **Eugene Stewart** asked if the money was already budgeted, and **Julie** replied that it is budgeted in the General fund as a part of unrestricted revenue.

Eugene Stewart requested to have a public hearing before it's decided what to spend the money on and to use some of the money for funding of the Director at Meals on Wheels.

Councilor Kuiper asked for a short explanation of State Shared Funds. **Julie** explained that State Shared Revenue is money that the state collects and then allocates out to the jurisdictions based on population.

Mayor Clark asked what department does The Senior Center fall under? **Julie** stated that the maintenance of the building is in Public Works and the staff time for liaison is in Community Services.

Councilor Robinson requested more information about the cost of the Meals on Wheels Director before a decision is made.

Susan Claus stated that if Meals on Wheels is in danger, she thinks this is a nice way to make sure we are taking care of our elders.

Public hearing closed at 9:03PM

E. PUBLIC HEARING ON THE FY15-16 CITY OF SHERWOOD BUDGET

Public hearing opened at 9:03

- a. Eugene Stewart property owner in Sherwood
 - There seems to be a lack of a frame work and policies on what The City is spending money on.
 - Would like to see The Senior Center be added to the new registration system in Community Services
 - Would like The Senior Center to share their budget with The City
 - Would like The Senior Center to be added to The City's website
 - The Budget Committee website is not up to date on its members
 - Unfunded liability for your pension
- b. Bill Lewis citizen of Sherwood
 - How are documents distributed to public? vs distribution to the Budget Committee
 - Where are FTEs shifted between departments and what positions make up those FTEs?

Julie- Page 87 in your document, does outline the FTE and where they are. It's not by position, but it's by what departments pay for; how much of a position or how many positions.

Chair Shannon- I'm sure that all documents that are distributed to the committee can be put on the website for public review? **Julie-** I can print information that I am going to send to the committee so it is available at the next meeting.

- c. Public hearing closed at 9:13pm

F. RECESS UNTIL WEDNESDAY, MAY 20, 2015 6:00 PM – 9:00 PM, CITY HALL COMMUNITY ROOM

Submitted by: Kelsey Beilstein, Finance Administrative Assistant Minutes approved on: August 13, 2015