



SHERWOOD BUDGET COMMITTEE MEETING May 20, 2015 MINUTES

- 1. CALL TO ORDER** – Chair Neil Shannon called to order the May 20, 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, Brian Stecher and Kurt Studer

COMMITTEE MEMBERS CONFERENCED IN: Susan Claus

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. OLD BUSINESS – Questions and follow-up from the prior meeting (attachment A)**

A. QUESTIONS FROM STAFF'S E-MAIL OR FROM THE LAST MEETING?

Susan Claus- PERS, are we going to be talking about PERS or does the Budget Committee need to request it? **Chair Shannon-** We don't not have control over PERS unless it's planning for the following year. **Susan Claus-** My point is that we need to plan now so we don't need to rob the contingency budget for something that is going to be an ongoing budget issue. **Chair Shannon-** The PERS issues, which have occurred over the last few weeks, have little effect on FY15-16 budget. Is that correct? **Joe-** That is correct, it has no effect on the budget you are reviewing or next year's budget. **Chair Shannon-** Susan, if you have a motion we can move forward and discuss or determine if there is a second. **Susan Claus-** If we know that our savings are not going to be in PERS, is there any kind of analysis that we will be doing and what kind of time frame is that for this PERS question? **Julie-** Once we have more information, I will be forecasting for it and if we need to take more time to talk about it we will do it then. We don't want to make decisions on things we don't have information on. **Susan Claus-** Ok.

4. NEW BUSINESS

A. GENERAL FUND PRESENTATION – Continued from 5/13/15 Meeting

1. Police Chief, Jeff Groth (pg. 57-58)

The proposed budget includes the following:

- Adding 1 police officer position to strengthen patrol scheduling
- Includes contribution to Washington County Emergency Management Cooperative

Councilor Robinson- How much have we been paying in overtime? **Chief Groth-** \$85,000 has been budgeted. We have spent more this fiscal year than in the past. It's mostly made up of

court and shift coverage. The new position will not eliminate it, but it will help. **Councilor Robinson-** How much of this position will be used to address the increase in patrols for the marijuana regulations? **Chief Groth-** There is still so many moving parts on that that it is too early to say what it's going to look like. Any resources that go towards patrol could address that. We really want to look more at educating our kids that are under 21. **Councilor Robinson-** There was an officer that recently was hired on. We are talking about adding on an officer in addition to him, correct? **Chief Groth-** Correct. The officer that just got sworn in is a replacement officer.

Councilor Kuiper- How much does time does the SRO spend in the school? Will this additional officer effect that at all? **Chief Groth-** 85% of his time in the schools, may not be in the school, but it is school related work. This position will strengthen the patrol schedule and where we are weakest is on day shift and our SRO, at times, has to help cover those. If we strengthen that schedule, our SRO will have more time to spend with the schools.

Councilor Kuiper- I was doing some research and a city of about 19-20 thousand typically has 33 officers. Have you heard what statistics are on that? **Chief Groth-** That is a population based staffing model, which most experts will tell you that is not a way a community should plan on how they should staff their community. Based on comparing our department to other like sized cities around us, we are staffed lower. Every community is different, and we need to decide what is right for us.

Andy Jensen- \$10,000 in "other equipment," is that the Washington County co-op? What are the benefits of that co-op? **Chief Groth-** That \$10,000 is capital outlay and is for a radar trailer that will have solar panels. From joining the co-op we get economy of scale.

Meerta Meyer- Within the staffing study, will there be a conversation about a volunteer officer? **Chief Groth-** Sherwood had a reserve program, but they all have gone away. My worry with them is that they need to be managed well and we need to be in a position to manage them how they should be before it is brought on again.

Councilor Robinson- Do we have a volunteer that will be helping with emergency management and get the community more involved? **Chief Groth-** Yes, Mr. Stone. He is as close to an expert as you can get and he has already helped us a tremendous amount.

Chair Shannon- Has there been any problems with the new retail outlets? **Chief Groth-** We have a great relationship with them and their loss prevention management. They are our biggest users of our services. **Chair Shannon-** Do you feel like you have the man power to deal with them? **Chief Groth-** We have enough people on the streets to cover the calls; we need more Officers to have a sustainable schedule and to have a work/life balance.

Chair Shannon- We only have a half time Code Compliance Officer. Is that enough? **Chief Groth-** We have a position that is a Code Compliance/Evidence Technician. We will probably retitle that position to Community Services Officer to better capture the things that he is doing. On the books it is a half time position, but the reality of his job, is that he answers the demand. There are certain times in the season that code compliance is a big deal and there are other times when the demand is not as great so he is dealing more with evidence.

Mayor Clark- You said that the Staffing Study is budgeted and then, later on in the discussion, you said that the Police Advisory Board was going to be talking about the Staffing Study and deciding whether you were going for the Staffing Study or you were going to recommend a number of other things. Which one is it? **Chief Groth-** There is \$23,000 in this budget that is titled "Staffing Study", the Police Advisory Board is going to decide what to do with it. I look at them as the group that is tasked with deciding on how we want to move forward in getting community engagement. **Mayor Clark-** The recommendation will come to Council? **Chief Groth-** Yes.

Mayor Clark- We had \$85,000 budgeted this year for overtime. In the last 4 years what was the average? **Julie-** \$85,000 per year. **Mayor Clark-** How much will the proposed fulltime Officer cost? **Julie-** \$93,000. **Mayor Clark-** Are we still budgeting for overtime this year on top of that?

Julie- Yes, \$85,000. **Chief Groth-** Overtime covers things that are uncontrollable. We are hoping that the additional officer will reduce that, but it is unpredictable.

Brian Stecher- Turnover is costly. Are we a pass through or a destination department? **Chief Groth-** It's my belief that we are a destination. We have had little turn over.

Susan Claus- Is the K9 spending time in the schools? **Chief Groth-** We have been having many conversations with the school districts regarding the K9. We are hoping that the K9 will go to school next fall.

Susan Claus- The \$65,000 the school pays towards to the Police budget, does it cover the SRO? **Chief Groth-** It covers 50% shared costs.

Councilor Harris- Do officers have to sign something that says they will stay with us for a period of time after we train them? **Chief Groth-** Those are unenforceable so we don't, but, there is a state statute that was passed called the Poaching Law. By state statute, if an Officer comes to work at an agency and leaves within 36 months, their costs are to be reimbursed by the agency they go to work for.

Susan Claus- The red light program, do we keep statistics on the accidents that it is preventing? **Chief Groth-** Yes, it is making a difference. We track our accidents and none of the intersections that have the red light cameras were in the top 10 locations.

2. Administration

a) IT - Brad Crawford, IT Director (pg. 50)

The proposed budget includes the following:

- Complete the replacement of the remaining Audio/Video equipment
- Implement live broadcasts of City Council and Planning Commission meetings
- Continue security improvements and preform a security audit

Andrew McConnell- Is moving to an Office subscription model cheaper? **Brad-** We will evaluate it as it gets closer, but as of today it is cheaper.

Councilor Robinson- Under the 2014-2015 highlights, it says "continue working with School District to develop their new Video Program", is that within the City budget? **Brad-** There is no impact on the budget; it is a coordination effort. They will be producing some content for the cable access channel.

b) Finance/Court - Julie Blums, Finance Director (pg. 51-52)

The proposed budget includes the following:

- Complete the implementation of the new Finance Software System
- Provide an Amnesty opportunity for Municipal Court

Andrew McConnell- How does the amnesty effect the budget? **Julie-** last time we did it, it brought the budget up because we collected revenue we wouldn't have seen otherwise.

Chair Shannon- Court and fines wise, have you been staying on budget? **Julie-** We have.

Councilor Robinson- It says we added Pro Tem Judges. I thought we only had one? **Julie-** We now have three that we can choose from, because they are not always available. **Councilor Robinson-** Does that increase our budget? **Julie-** No, they just stand in for our regular Judge when he is on vacation.

Councilor Robinson- Is there a goal to switch over to a 2 year budget? **Julie-** Yes. I would like the same biannual schedule that the State has.

c) City Manager's Office and City Recorder/Council - Joe Gall, City Manager (pg. 46-49)

The proposed budget for City Council includes the following:

- More training and travel for City Council

Meerta Meyer- Will the training result in more income for the city? **Joe-** Yes. As an example the Mayor went to DC and made some inroads on some potential grant opportunities.

Chair Shannon- The Charter Review Committee had some concerns over control of Councilors submitting expense reimbursements. Has that been implemented? **Joe-** No, we have not had the conversation with Council about reporting that back. We will be able to track that better now that we are budgeting Council separately from the City Recorder.

Councilor Robinson- Under City Manager there is \$10,500 for community support and promotion and \$1,000 for special projects. What are those? **Joe-** We aren't there yet, but \$10,000 of that is the City's contribution to the Robin Hood Festival. The other \$500 is for sponsorships. The \$1,000 for special projects is for unforeseen things that come up; entering a float in the Grand Floral Parade.

The proposed budget for City Recorder includes the following:

- Travel and training opportunities

Susan Clause- FTE for the City Recorder is it 1 or 1.5? **Joe-** Its 1.5, Colleen is a .5 assistant.

The proposed budget for City Recorder includes the following:

- Complete the City's first-ever 5 year Strategic Plan
- Development of a Citizen Academy Program to increase citizen understanding of city government

Councilor Kuiper- The Citizen Academy Program could be an annual program if it goes well. Is the person working on this in the budget? **Joe-** Yes, but not a line item; it is in the personal costs.

Susan Claus- What is the FTEs? Julie- There are 2.65; Joe, Tina, Intern and part of Tom.

d) HR- Tom Pessemier

The proposed budget includes the following:

- Implement enhancements to City intranet to ensure efficient sharing of important information to employees

Andrew McConnell- When do union contracts get renewed? **Tom-** Just this year we renegotiated with the Sherwood Police Officers Association and that is a 2 year contract. The AFSCME Contract has been rolling over for the last 3 years, but if they want to renegotiate, that would happen around May.

Meerta Meyer- How often are we reviewing insurance rates? **Tom-** Not often, we have very competitive rates from CIS. For workers compensation we have SAIF. We will probably go out and check rates this year, just to make sure.

Joe- I want to highlight the City Attorney. In previous years the costs have been spread over all the departments; we had a contract Attorney. We are transitioning to an in-house Attorney, so we will track those costs in a new department. Costs will be slightly more because of initial investments. We budgeted a full year for the City Attorney and 9 months for the Assistant.

Councilor Robinson- There is no cost with licenses and permits and for a City Attorney there will be dues, fees and education. **Joe-** In the expenditure side we did put together some estimates for some of those costs.

Councilor Harris- Is it necessary to have \$1,444 for the City Attorney's cell phone? **Julie-** It is a stipend for both the Attorney and his/her Assistant.

B. STREET OPERATIONS FUND REVIEW – Craig Sheldon, Public Works Director (pg. 70-71)

The proposed budget includes the following:

- Start a wooden light pole program
- Pavement Management Program projects/slurry seal
- Replace ¼ of City's street name signs
- Sidewalk Replacement Program

Councilor Henderson- Where is the flashing light going? **Craig-** Crosswalk from Willamette to Fair Oaks. **Councilor Henderson-** What is the cost of that? **Craig-** \$20,000 total.

Andrew McConnell- What are calsense? **Craig-** It is our Water Irrigation Management System.

Kurt Studer- Budget being less than last year, do you feel like you have enough to maintain the infrastructure? **Craig-** We were behind with our pavement management from the start and we still are, but we are keeping it at an 80 PCI citywide.

Meerta Meyer- Have we considered flashing stop signs by parks and schools? **Craig-** We have looked into it, but we have never had budget to do that because we have been putting our money towards Pavement Management Program. We have put up radar signs by the schools. In the future it is something that we need to look at.

Councilor Kuiper- What is the range for PCI in Sherwood? **Craig-** We just paved Lincoln Street and it was down to 14. We want to try to do our slurry seals when they are at 78 so we can save the road. The section at Sunset that we will be doing is in the low 40s.

Chair Shannon- What year are we in the Sidewalk Program? **Craig-** We are getting close, it was a 5 year program. **Chair Shannon-** Is that funded by fees on the water bill? **Craig-** Yes. **Chair Shannon-** Is it getting close to completion? **Craig-** We will be rating them again and bringing that to council within the next year or so. We have had some other spots come up since we started the program, so that will have to be something that council needs to decide.

Councilor Robinson- Is the removal of monuments in the budget? **Craig-** Not to my knowledge. **Councilor Robinson-** What would the cost be? **Craig-** I don't have a cost for that. That is something that we could look into. **Councilor Robinson-** I would like to see that. **Julie-** Engineering is working on that and are looking into it now.

Councilor Robinson- Does the replacement of the street signs have to do with fire code? **Craig-** It is a federal law. **Councilor Robinson-** Are we going to be done with the replacement soon? **Craig-** After replacing the 1/4th we will just be left with replacing vandalized signs or maintenance.

Meerta Meyer- Can we defer a portion of the sign replacements and look at putting it into flashing stop signs instead? **Craig-** The cost of the signs do not cover the costs of flashing stop signs.

C. REVIEW ENTERPRISE OPERATIONS FUNDS

1. Water Operations – Craig Sheldon, Public Works Director (pg. 74-75)

The proposed budget includes the following:

- Maintain ground water wells as "emergency status"
- Complete AMI metering system installation
- Perform preventative maintenance on ½ our public fire hydrants
- All backflow assembly tested annually
- Provide Uni-directional Flushing Program
- Implement recommended CIP program
- Water right transfer and decommission well #4 project
- Rise in water costs

Councilor Kuiper- Where is the amount to decommission of the well? **Craig-** “Professional and other services”; in the \$132,525.

Meerta Meyer- Is there any revenue brought in from fines for illegal dumping? **Craig-** It is a different fund through code compliance.

Councilor Robinson- You are requesting 2 seasonal workers. How many FTEs is that? **Craig-** We have a hard time getting seasonal workers for a full 6 months. The FTE that we are asking for in parks, we gave up 2 seasonal workers to get. **Julie-** There at 8.5 FTEs in the water operations.

Susan Claus- The 4% increase in water that is being asked for in this budget. Is this where we talk about it? **Julie-** We did a work session with City Council about this, with our consultants, to go over proposed changes and the rates. These will be coming forward in the fee schedule in June and there will be a public hearing at that point. We are proposing the 4% increase. **Councilor Harris-** Is that 4% in the budget? **Julie-** It is not; it would be in addition. **Mayor Clark-** Will you be amending page 6, because it says “A water rate increase of 4% and a 20% reduction in SDC’s are included in this proposed budget.” **Julie-** Yes.

2. Sanitary Operations – Craig Sheldon, Public Works Director (pg. 78-79)

The proposed budget includes the following:

- Meet CWS performance measures
- 1/3 of the sanitary collections system to be NASSCO rated
- Increase public awareness of FOG
- No sanitary sewer overflows
- Mann hole rehabilitation program
- Emergency repairs
- Small equipment replacement

Meerta Meyer- Is a 7 year scope normal? **Craig-** It depends. In CWS requirements, it is 7 years. It’s not that you wait 7 years to do all of them at once; you are required to do so many per year.

Meerta Meyer- In budgeting scopes, in terms of preventative measures for the city, so you propose additional scopes in areas that have more mature tree growth? **Craig-** We have certain hot spots throughout The City that get it more than every 4 years, we also have monthlies and stuff that gets done every 2 weeks.

Councilor Henderson- If the water rate increase isn’t in the budget then the CWS increase is not. What do you think we expense just to maintain our system vs what we get reimbursed from CWS?

Julie- We do get a percentage of the charge and we have our own surcharge as well. It is enough to cover our annual expenses, not much more. If we have big projects to do, this is a fund where we run really tight. We are going to update our Storm and Sanitary Master Plans this year and in the process of that will be updating the SDC’s and the rates as well. At that point we will evaluate if our surcharge is appropriate.

Councilor Harris- Are we stuck with CWS? **Craig-** Unless we want to get into water treatment business, yes.

Chair Shannon- How does the rate increases effect the budget? **Julie-** Water revenue will increase a little but, it will be saved for future years.

3. Storm Operations – Craig Sheldon, Public Works Director (pg. 82-83)

The proposed budget includes the following:

- Meet CWS performance standards
- All private water quality facilities are operational
- Perform monthly street sweeping
- Retro-fit 4 unsumped catch basins to sumped
- Rehabilitate 4 public WQF’s, continue to increase % of functional facilities

Councilor Robinson- Does the City do street sweeping or do we contract it out? **Craig-** Currently CWS is contracted out to do it. We are in the middle of purchasing a used street sweeper from them and the plan is, once the AMI project is complete, that staff person will be taking over street sweeping. In this budget it is under contracted services because we did not know where we were going to be with it. It will be cheaper once we take over the street sweeping.

Councilor Kuiper- How much is a street sweeper? **Craig-** A new one is about \$180,000, but we are purchasing this one for \$25,000. It is about 5 years old. **Councilor Robinson-** Is that the “other operating materials and supplies”? **Craig-** The \$25,000 line item is dump fees.

4. Telecommunications – Brad Crawford, IT Director (pg. 85-86)

The proposed budget includes the following:

- Maintain current revenue stream
- Renew several customer contracts expiring this year and next
- Revise the Sherwood Broadband Business Plan
- Other purchased services increase related to new revenue
- Other professional technical services increase due to contracting services out

Councilor Kuiper- How much is leased right now and what is the potential to lease more? **Brad-** There is a lot of capacity. We will not run out.

Joe- Council has an upcoming work session about broadband.

Chair Shannon- Is this is the last year for the debt payment? **Brad-** Correct. Revenue and expense will look a lot better next year.

Councilor Robinson- Why do we pay \$88,000 for internet access? **Brad-** It is a lot of different lines. We have data center space that the core of the network sits in and that is like leasing retail space from another property owner. It is internet, it is backup internet, but it's not just internet; it's leasing of data space.

Susan Claus- Do we have a current business plan you are working off of? **Brad-** Yes, we have one from 2011-2012 and we are looking to revise that. **Susan Claus-** Are you expecting a lot of increases or is it a stabilized enterprise for the city? **Brad-** Everything is on the table as to what we do next.

D. REVIEW CAPITAL PROJECTS FUNDS AND CIP – Julie Blums and Julia Hajduk, Community Development Director (pg. 35-38)

This is a projection for the next 5 years of what our capital projects are going to be. The only year that is somewhat certain is next year. Most likely the out years will change once we have the Master Plans; we are going to do sanitary, storm and parks. We will also have a new Capital Improvement Plan that will be brought before Council on June 16th.

We get these projects on this list because they are all identified in existing plans or Council goals that have been set. The first priority is projects that we are already working on like Woodhaven Park. Then we look at projects that are in the Master Plan update. The projects that are in the 15/16 year are primarily projects that we have already started and are going to finish.

Julie Blums- In the street capital fund there is a project on page 72 that was double counted. In the motion that is made later there will be an adjustment to reduce the street capital budget by that dollar amount.

Chair Shannon- I have heard that there is going to be some major construction on Tualatin Sherwood highway as Washington County puts in their water infrastructure. Is there opportunity for the city to use on programs or improvements that they have in that area? **Julia-** That is actually a county facility. They are already working on the Tualatin Sherwood Road Widening Project and there will certainly be opportunities to coordinate that project and leverage the work that is being done there, but that is not something that we put into our Capital Improvement Program because it is not our project to fund.

Councilor Henderson- What I don't see in the next 5 years is Upper Pine. **Julia-** Based on Council need and funding that may change in future years.

Julie- Capital is the area where we come back with the most supplementals and transfers, because we try to get the projects done before July 1, but it's a timing thing with weather. It doesn't mean that we are spending more money, it just changing the time of when we spend the money. **Joe-** A two year budget would help this out.

Councilor Robinson- In my opinion The Oregon St/Tonquin Rd pre design \$25,000 and the Tonquin Employment Area Sanitary Upgrade, seems less of a priority than other projects we could be doing. They appear to be more anticipatory of future development when there is more of a need in other areas. **Julia-** The Tonquin Employment Area Sanitary Upgrade is 99% done. The Oregon St/Tonquin Rd is really to try to get a better estimate of what the cost will be so that when we are advocating to Washington County and METRO we have better and more information to get outside funding. **Councilor Kuiper-** I support that. We need to be ready for when we get the Tonquin Employment Area running. **Councilor Robinson-** My major concern is that we are updating all of our master plans with anticipating future projects because they are so far behind in their current status. I don't want to see a bunch of tax increases and rate increases for all of these different plans that we are updating when we can manage the money a little better internally. **Julia-** We need to go through the process of making the plans to identify what we need and for the most part, what we would be dealing with is the system development charges that would be attributed to development when it comes in and not tax papers.

Susan Claus- When we were talking about the SDC's and the rate study, we put those out for RFP's, is that right? **Julie-** That is a component of the master plan contract that was put out for an RFP; it's not a separate contract.

Susan Claus- Are the same people doing the master plan or does it go out to bid? **Julie-** We do a RFP process and anyone who wants to respond, can. Our water master plan was done by MSA and the contracts for storm and sanitary plans are also through MSA. We have not done a RFP yet for parks, I don't imagine MSA will be the contractor because they don't do parks. **Susan Claus-** If we have cost savings, what do we do with that? **Julie-** It stays in the fund and is available for future use on other projects. We frequently have a larger beginning balance then what we projected. We can't move money between the enterprise funds.

Susan Claus- When we have annexations into our town, are they responsible for completing their own infrastructure? **Julia-** Development basically pays for itself through the system development charges and/or through the requirements of that development. That's why we want to do the rate study; to make sure we are charging the correct amount so that the development pays for itself.

E. PUBLIC COMMENT – Opened at 8:48pm

- a. Bill Middleton citizen of Sherwood
 - Would like to see the staff say that they can make do with what they have.
 - Would like to see the Police Department Staffing Study done before we bring on another Officer and the decision should be in Council's hands
 - FTE's are needed in parks because we continue to add parks, but others are not needed
 - We elected a new Council because people wanted change
 - We need to streamline our departments
 - Monuments need to be removed
- b. Eugene Stewart property owner in Sherwood
 - Would like to see the seniors discussed
 - Would like more talk about unfunded liabilities; PERS
 - Business license fees should go towards helping businesses that are already here
 - Would like more discussion about what we are going to do about transportation problems
 - How do we bring more jobs to this area
- c. William Lewis citizen of Sherwood
 - How Finance Department FTE's get charged out
 - The overhead amount seems high

- Would like a description of that the \$682,00 is in the water fund under “other expenses”
- Surprised about franchise fees; our utility bills do not separate them out
- Would like to see more documentation to make sure that funds are allocated properly

Public comment closed at 9:00pm

F. COMMITTEE DISCUSSION

Mayor Clark moves to recess till next Wednesday, **Susan Claus** seconds
Discussion about the motion and who can/cannot be at the meeting next Wednesday
Mayor Clark removes her motion. **Susan Claus** withdraws her second

Councilor Robinson moves to continue to 9:30 to give staff feedback, **Meerta Meyer** seconds
Councilor Henderson, Councilor Harris, Brian Stecher and **Kurt Studer** nay, all others approve
Motion passes

Councilor Henderson- Would like to discuss some items about the Urban Renewal, but we are not there yet. We have gotten some feedback about some items that might be able to be covered by Urban Renewal money. **Chair Shannon-** Maybe someone can carry your proposals to the next meeting.

Councilor Harris- For the Chief. You mentioned in your presentation that your Officers on days are really where you are trying to increase your patrols, right? Not nights? **Chief Groth-** Correct.

Councilor Robinson- My feeling is that we should only add halftime staff for The Art Center. I know there seems to be a need, but given that we do not have the retail space leased and it's taking a large deficit to run The Center, I think a halftime position would be best for the time being. I would like to have a cost estimate from Craig to remove the monuments. I wanted to point out that there should be no cell phone charge to city council. I am surprised that we donate \$10,000 to the Robin Hood Festival. What if we donate \$5,000 and use the extra \$5,000 for removing monuments?
Councilor Kuiper- I would also like to see the cost to remove the monuments because it is a safety concern. **Julie-** It would not be something that is put together by Craig. It is in the Engineering Department. I know that they have started looking into different options because we will have to replace them with something. I do not know if we can get you a cost estimate by next week. **Joe-** The Council cell phone is for the Mayor, who is on her phone working all of the time. It is a tool. About Robin Hood, we have proposed cutting it in the past but it has always been restored. We can certainly try it again. **Mayor Clark-** I have advocated for Robin Hood in the past when it was proposed to be cut and the reason is this: The Robin Hood Festival is the Sherwood Festival that is run by volunteers. If we do not fund it we will not have the Festival and then the city will have to run it and the city running it would cost a lot more. **Councilor Kuiper-** The work that the volunteers do is way beyond the \$10,000 that we provide and the perception is worth the \$10,000. I recommend that we stay with it. **Mayor Clark-** I like the cost cutting idea and I'm interested to hear about The Art Center. If we cut that position to halftime, will we still be able to program that facility? **Joe-** There is more than enough work to keep a full time employee busy. It is not just for The Center, it's providing an Assistant to Kristen for her department. **Kristen-** I can't say that the position will effect programs. It may affect operating hours and if it was a part-time position I would just keep them at City Hall to support me. We would probably use more seasonals, so that budget would be increased so that our full time employees could program the facility. Part time is a lot better then what I have, but I feel like we would come back next year and ask for the full time employee again. This is a creative way of dealing with two issues; giving me an Assistant and staffing the front desk. **Councilor Kuiper-** If there was a halftime staff, how would that effect Maggie? **Kristen-** If there was a halftime staff, Leah and Maggie would also have to be coving the front desk and Maggie would be more tied to the facility.

Meerta Meyer- Can Kristen talk about why we need the halftime Building Monitor? **Kristen-** That is the combination of several Building Monitors that make up a halftime position in hours. They will be there on an as needed basis; if we have a rental or program. We can also call them in if we have sick staff. They are there to protect our asset. **Meerta Meyer-** Why would we not consider contracting out that position until we have more consistency? **Kristen-** It would cost more for the city. **Meerta Meyer-** I support Kristen getting the full time Administrative Assistant because they will be supporting Kristen with her whole department and not just at The Center for the Arts.

Councilor Robinson- What does the \$10,000 go towards when we give it to the Robin Hood Festival? **Joe-** We don't know exact numbers, they use it for marketing, bands.... **Chair Shannon-** From a past presentation, I remember they use it a lot for storage costs. It is also the Christmas Festival, not just Robin Hood. **Joe-** I will follow up to get more details as to what that \$10,000 goes towards. They are greatly appreciative of it. **Councilor Henderson-** I would like to know if they are ever going to be self-sustaining. Are there other ways we can help them, like grants. **Meerta Meyer-** Would you proposing cutting funding to the Robin Hood Festival? **Councilor Henderson-** I would just like to help them become more self-sustaining, not just pull their money. **Councilor Kuiper-** I think that we should start them on a transition plan over a couple years. I think we need more information. **Julie-** We have been saying we are going to do that for the past 5 year. **Mayor Clark-** I don't think that the Budget Committee is the committee that should come up with the plan.

Councilor Henderson- Do we have any Urban Renewal money that can go towards removing the monuments? **Tom-** We will look into it. We may not be able to use it, because it's more of a maintenance item now.

G. RECESS UNTIL WEDNESDAY, MAY 27, 2015 6:00 PM – 9:00 PM, CITY HALL COMMUNITY ROOM

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