

MINUTES OF BUDGET COMMITTEE MEETING  
FOR THE CITY OF MAYWOOD PARK  
20 APRIL, 2020 7:00-8:00 PM

**- BUDGET COMMITTEE MEETING -**

In Attendance: Budget Officer Ms. Wendy Irwin, Mayor Matthew Castor, Council President Art Winslow, Councilor Jim Akers, Councilor Michelle Montross, Councilor Chris Williams, Mr. Bob Burrow, Ms. Bonnie Davey, Mr. Ron Dickson, Ms. Lalena Dolby, Mr. Nathan Montross  
Absent: None  
Staff Present: City Recorder Rene' Sanders,  
Residents present: Kevin Bussema, Linda Hardin, Miriam Berman, Kim Hutchinson, Marianne West, anonymous

The Budget Committee Meeting was called to order at 7:15 pm.

**BUDGET MESSAGE**

City Recorder Sanders called the meeting to order and took roll call. City Treasurer/Budget Officer Irwin explained the budget committee process. She then turned the meeting over to Mayor Castor to deliver the budget message. Mayor Castor presented the message. The text is included in the agenda packet for this meeting. Mayor Castor mentioned that our recently solicited Community Engagement Survey had some responses in regards to the use of Maywood Commons, which he will go into further detail later in the meeting. In summary, citizens are indicating that further improvements to Maywood Commons are desirable, such as benches, play structures, movies, etc. Mayor Castor returned the meeting back to Ms. Irwin.

**ELECTION OF BUDGET COMMITTEE OFFICERS**

Ms. Irwin opened the floor for nominations for Committee Chair. This person would be responsible for facilitating the meeting. Mr. Burrow was nominated by Mr. Nathan Montross. The committee passed the nomination. Ms. Irwin then opened nominations for Committee Secretary. This person would be responsible for taking notes on any budget changes and also reviewing the meeting minutes prepared by the City Recorder. Councilor Akers nominated Nathan Montross. Mr. Burrow asked if they could elect Ms. Irwin. Ms. Irwin replied that the secretary must be a member of the committee. The committee passed the nomination for Mr. Montross. Ms. Irwin turned the meeting over to Mr. Burrow with the suggestion that the meeting be conducted by having the committee deliberate on the budget fund by fund then opening up for public comment and questions after each fund.

**BUDGET COMMITTEE DELIBERATION ON PROPOSED BUDGET**

**General Fund (Pages 1-3):**

Mr. Burrow began by asking if there were any questions on Page 1. He said that he has one regarding revenue sharing (Page 1, Line 20). He fears that the amount will diminish, but felt that there was no reason to do anything today. Mr. Burrow asked if there were other questions. There were none.

Mr. Burrow moved on to Page 2 of the proposed budget. Mr. Burrow questioned whether the consultant/grant writer budget for \$10,000 (Page 2, Line 5) should be moved from that line item and added to legal/professional services line (Page 2, Line 16). He felt that it is more appropriate for a contract position and that it saves payroll taxes. Ms. Dolby commented that a consultant hired as an independent contractor and not as a W-2 employee would not be subject to payroll tax. Mr. Burrow explained his position again. Ms. Irwin reported that she put the amount in this line to have flexibility to hire as an employee for administrative support or as an independent contractor for a consultant/grant writer. Keeping the budget under personnel services would provide more flexibility to hire either one. If office support is needed, that may be a W-2 person and the funds would be available to use for that position as well. Ms. Davey said that's the way she read that item. Council President Winslow agreed. Mr. Burrow said that he liked the idea of

separating professional fees from wages. Councilor Montross asked if the budget for grant writer can go under professional services. Mr. Burrow asked for a motion. Council President Winslow moved and Councilor Montross seconded the motion to move the \$10,000 budget from Page 2, Line 5 to Line 16. Mayor Castor asked if the \$10,000 line item would remain on the budget in personnel. Ms. Irwin reported that if we wanted to hire a temporary admin person, we wouldn't have any budget to do that. Moving the amount from line 5 to line 16 results in no budget for additional W-2 employees. Ms. Irwin recommended leaving the funds where they are for flexibility. Ms. Davey asked Ms. Irwin to describe what has been allocated out of Line 16 in the past. Ms. Irwin reported that it was primarily attorney fees. Ms. Davey stated it was her preference to keep line item 5 the same as proposed. Council President Winslow agreed. Mr. Burrow asked for a vote. The motion was defeated; so, Page 1, Line 5 remains unchanged.

Mr. Burrow stated that the rest of the budget line items on Page 2, Line 14 down are straight forward. Ms. Irwin agreed that those line items are consistent with current year's budget. The only one to note is the line item for codification of city ordinance/records management (Page 2, Line 17). The \$5,000 on this line item is a subscription fee with ORMS to have the City's records stored online. Currently, we have all of our permanent records printed and stored in a fire-proof cabinet in the office.

Mr. Burrow clarified that 4<sup>th</sup> of July expenses are included in the budget line item for public relations (Page 2, Line 27).

Ms. Davey, affirmed that ORMS is a good system for online electronic storage, but wondered if there were other options with less cost since we are such a small city. City Recorder Sanders replied that in order to be compliant with state retention requirements that would allow us to destroy paper copies of permanent records such as meeting minutes, agenda packets, agendas, and such documents, this is the most reasonable option.

Mr. Burrow asked how much of the \$10,000 from Line 17 has been spent for this current fiscal year. Ms. Irwin reported that about \$8,000 has currently been spent for the electronic codification of city ordinances project. Mr. Burrow asked if the proposed budget line item is for the same project. Ms. Irwin answered that it is not, the proposed budget line item is for the online storage of City records. Ms. Dolby asked if volunteers could be used to scan our older documents into a new electronic filing system, or if it was sensitive information. Ms. Irwin replied that they are public records and not sensitive information so volunteers could be used to help.

Next, Mr. Burrow addressed Page 3 of the proposed budget. He noted that we have an \$11,000 increase from the current budget for public safety services (Page 3, Line 8), which includes \$2,000 for the sheriff, a new item of \$5,000 for homeless cleanup, and \$5,000 for CERT/training materials. Ms. Davey asked about the budget for homeless camp cleanup, what does it look like, how do the services work, and what are we doing with that money. Mayor Castor answered, saying that Multnomah County Sheriff's Department gave us resource to contact regarding homeless camp cleanup. If belongings are left behind, the sheriff's department said that we can call the HOPE team and they will come out to retrieve, inventory, and store the items. If trash has been left, we can contact Rapid Response to clean up the camp. The budget item would be used in relationship with these resources.

Mr. Burrow asked for information on the \$4,000 for office and computer equipment (Page 3, Line 12). Mayor Castor asked Ms. Irwin if that amount includes rolling over the current budgeted amount for Chromebooks that Councilor Williams was working on purchasing. Ms. Irwin reported that the amount would cover the Chromebooks if not purchased in the current year. The budget also covers the purchase of another fire-proof file cabinet for the office or new computers for staff if needed. This year we purchased new desks and furniture for the office.

Next, Mr. Burrow pointed out Page 3, Line 17, Transfer to Other Funds. Mayor Castor reported that current feedback from our Community Engagement Survey indicates that residents want some development at the Commons. He suggested that we publicize an RFQ (Request for Quotation) for design proposals. He also mentioned that Maywood Place berm area needs repairs on the irrigation system, and the potential cost will probably be more than proposed budget. Mayor Castor proposed moving the \$10,000 transfer to Failing St fund (Page 3, Line 21) to line 19, transfer

to street fund. Mr. Burrow asked if we are going to spend the money budgeted for the street fund in the coming year. Mayor Castor answered yes. Councilor Montross noted that she just got the layout for the irrigation system from the county and that the money will be spent easily. Mr. Burrow was in favor of the increase to Line 19. Ms. Davey asked if the \$10,000 to the Failing St. fund was allocated with the survey in mind. Mayor Castor answered no. We're trying to be responsible with how we allocate to that fund. Before we set aside additional budget, he thinks it's prudent to put out an RFQ for design, have residents vote on it, and then use it to move forward with allocating budget. Originally, we allocated \$10,000 to the Failing St. fund as we have in the past, but there is a more pressing need for that money this year in the street fund. Mr. Burrow mentioned that there could be grant funds available. Mayor Castor said that that is a possibility. If we get some designs that look prudent, it's probably worthwhile to look into getting some grant funds.

Mr. Burrow moved the discussion on to Page 4. Ms. Irwin requested that before we move on, we should make a motion to move the \$10,000 from transfer to Failing St. Fund, Page 3, Line 21 to transfer to street fund, Line 19, increasing it to \$70,000. Councilor Akers made the motion, Councilor Montross seconded. The motion carried.

Discussion was then opened to public comment. Councilor Williams explained the process for the public to comment via Zoom. Mr. Dickson noted that if we have budgeted for a specific line item/project such as sprinklers then we can't ask for grant funding. He also had a question on the budget item on Page 2, Line 18, noise/nuisance control, for \$1,500. He wondered why we are budgeting money for this line item since nothing is getting done. He mentioned a certain issue with a neighbor. Mayor Castor reported that we are going through the code violation process with this issue and that they've been cited. Mr. Dickson said okay. He then asked about the budget for park watch, Page 3, Line 5, for \$500. He mentioned that he and a neighbor have three adjoining cameras that track activity at the Commons. Councilor Montross clarified that park watch budget is not just for the Commons but for the entire city. Funds are spent on training, national night out, and other supplies. Mr. Dickson said that that was all the questions he had. Ms. Irwin reported that it didn't look like there were any other public comments, so we could move on to the street fund.

#### **State Tax Street Fund (Pages 4-6):**

Mr. Burrow moved the discussion to Page 4, street fund resources. He commented that it was pretty self-explanatory. Ms. Irwin reported that the biggest increase in resources is on Line 5, transferred in from the general fund. Also, based on the previous motion, this line item will be increased by \$10,000 to \$70,000. Mr. Burrow asked if the \$59,000 (Page 4, Line 11) is gas tax. Ms. Irwin explained the formula used to calculate our ODOT tax apportionment.

Mr. Burrow moved on to Page 5. He asked if there were any questions or comments on maintenance/repair for streets and signs. He noted that the actual amounts went from \$17,000 (2017-2018) down to \$1,500 (2018-2019). The proposed budget is \$20,000 for this section. Ms. Irwin reported that we have not done many repairs or maintenance on our streets over the last two years, except for street sweeping in the current year. Included in streets/diverters proposed budget (Page 5, Line 2) is street repairs as well as street sweeping two times during the year. Mr. Burrow asked about proposed budget for street signs, Line 3. Ms. Irwin reported that expenses vary from year to year. For the current year, so far, we have spent about \$1,000 for street sign repair. Mayor Castor reported that Councilor Akers and Councilor Montross are trying to get the county out to do some street sign repair/additions, but due to the current pandemic and other priorities they haven't gotten to us yet. Mr. Burrow mentioned the capital outlay of \$15,000 for street signs (Page 5, Line 22), and asked if that is for replacement of signs because of a possible reduction in the speed limit. Mayor Castor replied yes. Mr. Burrow suggested that lowering the speed limit doesn't slow anyone down. Mayor Castor reported that it gives our law enforcement more leverage to work with. Residents, per the survey, have commented in favor of it.

Mr. Burrow asked if we are through with speed bumps for now, and questioned the \$10,000 proposed budget (Line 23). Mayor Castor replied that the proposed budget is for bringing the Mason Street bumps into code. Councilor Montross reported that it will cost about \$7,000 just to bring the grinder in to remove the bumps so they could be re-done. Councilor Akers reported that it will cost more than \$10,000 to reconfigure the speed bumps to code, which includes the \$7,000 for grinder plus re-surfacing. Councilor Montross provided costs that worked out to about \$2,500

to \$3,000 per speed bump. Mayor Castor proposed increasing this line item to \$20,000 to ensure that we get the speed bumps corrected. Councilor Akers asked about a budget for the possibility of residents' petitioning for additional speed bumps. Mayor Castor reported that we can't budget for speed bumps without a specific request.

Ms. Irwin noted that total resources need to equal total expenditures in the street fund, so with the previous motion of increasing the street fund resources by \$10,000, we have an additional \$10,000 we can add to another line item for street fund expenditures. Ms. Davey asked if the proposed budget of \$27,000 berm irrigation upgrade (Page 5, Line 27) is in addition to the money transferred previously, the \$60,000 being increased to \$70,000. Ms. Irwin explained that it is separate line item.

Mayor Castor asked if we can transfer funds by resolution between line items within the street fund. Ms. Irwin reported that we can, but the funds have to be in the same capital outlay category. Mayor Castor noted that the proposed budget for street speed bumps (Line 23) and the berm irrigation upgrade (Line 27) both fall within capital outlay. Ms. Irwin said yes, we can move budgeted amounts if needed between these line items by resolution. Mayor Castor suggested that we add the \$10,000 to the proposed budget for street speed bumps (Line 23). Ms. Irwin asked if there was any other discussion. There was none. A motion was made by Councilor Akers to increase the proposed budget for street speed bumps (Line 23) from \$10,000 to \$20,000. Councilor Montross seconded. The motion carried.

Mr. Burrow moved the discussion to Page 6. Ms. Irwin pointed out that Page 6, Line 2, Transfer to General Fund for Admin Costs is calculated on Attachment 1. Ms. Irwin asked if there were any public comments on the street fund.

Mr. Dickson felt that the \$7,000 estimate for the grinding of the speed bumps was better spent to remove the bumps, rather than grind them down and rebuild. Mr. Dickson said that if they're not pinned, they should be more easily removed. Councilor Montross reported that since there are four speed bumps, it's easier to grind them down rather than bust them out. Resident Dickson disagreed with grinding them down. Councilor Montross said that we could get some more bids. Ms. Dolby asked about the process for getting bids. Mayor Castor reported that generally we get three. He summarized the process of acquiring bids for the speed bumps.

Ms. Dolby suggested, regarding the irrigation upgrade and landscaping, if we could be looking for native plants that might take less water than grass. She hoped that we could look for efficient and sustainable plants to reduce our irrigation needs. Councilor Montross reported that the layout she received from the County includes a variety of plants.

There being no other comments, Ms. Irwin stated that we are ready to move on to the Storm Drain Fund.

**Storm Drain Reserves Fund (Page 7):**

Moving onto Page 7, Mr. Burrow asked if we have \$136,000 in the fund (Line 1) and we might only spend \$30,000, why should we transfer in another \$20,000 from the general fund (Line 5). Ms. Irwin reported that we spent \$20,000 this year to clean out all of the City's dry wells and storm drains. This transfer is needed to build back our reserves in this fund. Mayor Castor noted that reserves are required to be set aside to cover the cost in case a storm drain should fail and need replacement or repair. It is DEQ mandated. Ms. Irwin agreed. Mr. Burrow asked if there were any other questions or public comment on this fund. There was none.

**Wastewater System Reserves Fund (Page 8):**

Mr. Burrow then moved on to Page 8. He asked what the time schedule is regarding presenting the wastewater plan to the residents. Mayor Castor reported that the Council needs a work session to go over the completed report, and that should occur in the next month to month and a half. We may still be under social distancing guidelines at that time. We'll make a presentation with FCS and PACE Engineering to answer questions and then open it up for public comment. Per our Community Engagement Survey, currently we're showing over 50% in favor of public sewer. Mr. Burrow asked what physical materials will be available. Mayor Castor reported that we have the wastewater facilities plan as a digital document. It will be available for everyone to download from the website. Mr. Burrow suggested that

we have a summary of the plan. It's a big decision. Mr. Burrow asked if the Wastewater System Reserve Fund is a dead item because we've transferred all the money out of it. Ms. Irwin said that's correct.

### **Failing Street Property Development Reserves Fund (Page 9):**

Mr. Burrow moved on to Page 9. Conversation resumed regarding Maywood Commons. Ms. Irwin stated that we need to put money in the budget if we want to do any projects such as benches or other improvements. Mr. Burrow noted that we have a maintenance budget for the Commons in the general fund. Mayor Castor reported that we need to go through the RFQ before we put those dollars into the budget. Councilor Montross reported that the maintenance budget will cover the needed maintenance and repair costs to go toward fencing, fixing the street light, upkeep of the Commons, and safety issues. Mayor Castor agreed. There is \$6,500 in the proposed budget for Commons maintenance (Page 2, Line 31). Councilor Montross said that amount would be sufficient. Mayor Castor noted that fencing would be a capital expense, but stump grinding would be landscaping. Ms. Irwin agreed. The \$6,500 should be sufficient so we can leave the capital improvements in this fund at zero.

### **PUBLIC COMMENT**

Ms. Irwin opened the meeting to public comment on the budget document. She reported that we received one email from a resident, Mr. Kevin Bussema, with some written comments/questions on the proposed budget. Ms. Irwin read through the questions from Mr. Bussema as follows:

(1) I noticed an FTE job title was adjusted to include grant writing. Does the city intend to pursue grants? If so, what grants or types of grants does the city intend to pursue? This question was answered by Council President Winslow who stated that the main focus is just to do some research to see what types of grants are out there and how they may apply to our city, but initially, for improvement to the site on Failing or do some of the work for the sewer. Ms. Dolby, who helped get a grant for Maywood Commons, commented that there may be matching grants out there as well. Council President Winslow mentioned that sometimes there are offers for help from other entities in the state.;

(2) Why is the stipend for council members so low? I can only imagine the amount of time each council member puts into their role. The stipend doesn't seem adequate. Thank you for all you do on behalf of the Maywood Park residents. Mayor Castor responded with a thank you;

(3) Why is so much money earmarked for street signs? What work is planned to be accomplished related to street signs in 20/21 other than the maintenance of stop signs? The street fund has capital outlay requirements of \$15,000 for street signs. Ms. Irwin commented that these questions were addressed in the previous discussion regarding the possible addition of new signs lowering the speed limit and additional stop signs;

(4) Were the fountain repairs not completed in 19/20? I see the repair funds again in this 20/21 budget. If the repairs were not completed in 19/20, what changes in approach will be made to ensure the work is completed in 20/21? Mayor Castor reported that the contractor that was recommended for sculptured art never got back to him and basically flaked out. He's checking with some other contractors. The repairs will be hopefully completed by summer when the weather gets warmer.;

(5) The 19/20 budget allocated funds to fix the speed bumps and I see the Mayor's budget message calls this expenditure out again for 20/21. Was the 19/20 scope of work insufficient or otherwise not completed? What changes will be made to ensure the work is complete in 20/21? Ms. Irwin noted that the speed bump budget was previously discussed and that this question has been addressed.;

(6) In reference to the Mayor's Budget Message, \$17,500 to upgrade the streetlights on the bike path to LED. If this decision is already made, why take a poll about this change on the recent community survey? Soliciting input when an outcome is already determined sends an unfortunate message to residents. Mayor Castor reported that the amount was put in the proposed budget before the survey as a possible project and that if the poll had come back with no public support, he would have asked to have the money moved and allocated elsewhere. However, given the cost savings for maintenance and public support, he recommends that we move forward with the project.

(7) Last question, why is the storm drain reserve fund maintaining such a high reserve? What future expenditures is the city anticipating? Ms. Irwin noted that this question was addressed in the previous discussion.

## **APPROVAL OF BUDGET ATTACHMENT 1**

Mr. Burrow then moved to review Attachment 1 to the budget. He asked about how the staff salaries were authorized. Ms. Irwin replied that the salaries are authorized by the budget process and by council resolution by contract with job descriptions and salary rates.

Mr. Burrow called for a motion to approve the Budget Attachment 1: Salary and Payroll Cash Expense Allocations: 2020-2021 as presented. Councilor Montross so moved. Councilor Akers seconded. The motion carried.

## **ADDITIONAL PUBLIC COMMENT**

Ms. Irwin then asked if there was any more public comment or discussion items.

Mr. Dickson said that he had cameras facing streets and the Commons. Some of the cameras picked up activity at the back of the Commons, where it is not well lighted. There appeared to be prostitution activity. Mr. Dickson said that they have pictures of people in the back of the Commons. Ms. Dolby asked Mr. Dickson what he was proposing. Mr. Dickson said that lighting issues in the Commons have been discussed for light shining toward the front of park, but not toward the back end of the park. However, we're getting traffic all night long with people who are in the back end of the park, with no light there. Mayor Castor asked Mr. Dickson if he could give a ballpark on what it would cost to install a light in the back. Mr. Dickson said that it would probably be just the cost of the light itself. He thinks he can get the rest donated. Mayor Castor asked if we could we do this for less than \$500. Mr. Dickson said yes. Mayor Castor asked if we have that money currently allocated in the proposed budget. Ms. Irwin said yes. Mr. Nathan Montross asked if we should put notices out that we are videotaping the Commons. Mayor Castor reported that the City isn't videotaping or monitoring the Commons. Ms. Dolby asked that if the city takes action based on evidence brought forth from resident cameras, could that be an issue? She also asked if there are other locations that need lighting so that all residents feel like their needs are being addressed. Mayor Castor reported that this lighting issue of the Commons has been an ongoing discussion for about a year and a half. It is not a new issue brought up from Mr. Dickson's comment tonight. Also, Mr. Dickson has driven around the city and made a list of each street light and any areas of darkness that need additional lighting within the city so that we can address the needs.

There was no further public comment.

## **APPROVAL OF TAX RATE LEVY**

Mr. Burrow called for a motion to approve a budget that had very few changes. He called for approval of a property tax levy of \$135,400. Ms. Irwin corrected him, reporting that the actual motion needing to be made is to approve the setting of the tax levy at the permanent rate of 1.95, estimated to be \$135,400, which is \$141,883 times 95.5% collectible, rounded.

Therefore, Ms. Irwin asked for the following motion to be made by the Budget Committee: to set the 2020-2021 property tax levy at the permanent rate of \$1.95 per \$1,000 AV. Councilor Montross made the motion. Ms. Davey seconded it. The motion carried.

Budget committee members who approved the motion: Mayor Matthew Castor, Council President Art Winslow, Councilor Jim Akers, Councilor Michelle Montross, Councilor Chris Williams, Bonnie Davey, Ron Dickson, Lalena Dolby, and Nathan Montross.

Budget committee member who opposed the motion: Bob Burrow.

## **APPROVAL OF BUDGET**

Ms. Irwin asked for the following motions to be made by the Budget Committee:

That a motion be made to approve the 2020-2021 General Fund Budget with approved changes noted above for total expenditures of \$301,700 and unappropriated ending fund balance of \$20,500 for total requirements of \$322,200. Councilor Montross moved and Council President Winslow seconded. The motion carried.

That a motion be made to approve the 2020-2021 State Tax Street Fund Budget with approved changes noted above for total expenditures of \$185,000. Councilor Akers made the motion. Councilor Montross seconded. Motion Carried.

That a motion be made to approve the 2020-2021 Storm Drain Reserves Fund Budget as submitted by Budget Officer for total expenditures of \$30,000 and reserved for future expenditures of \$128,000 for total requirements of \$158,000. Councilor Akers made the motion. Councilor Montross seconded. Motion Carried.

That a motion be made to approve the 2020-2021 Wastewater Systems Reserves Fund Budget as submitted by Budget Officer for total expenditures of \$64,000. Councilor Akers made the motion. Councilor Montross seconded. Motion Carried.

That a motion be made to approve the 2020-2021 Failing Street Property Development Reserves Fund Budget with approved changes noted above for total reserved for future expenditure of \$119,800. Councilor Akers made the motion. Councilor Montross seconded. Motion Carried.

**MOTION TO ADJOURN MEETING**

Ms. Irwin requested that a motion be made to adjourn the Budget Committee Meeting. Councilor Akers made the motion. Councilor Montross seconded. Motion Carried.

**Meeting was adjourned at 9:33 pm.**