

Minutes approved by the Budget Committee on May 22, 2014.

1. **ROLL CALL:** The meeting was called to order by Mayor Peter Truax at 7:01 pm. The following members were present: Tom Beck, Meredith Bliss, Rod Fuiten, Tom Johnston, Richard Kidd, Victoria Lowe, David Maisel, Debby Roth, Chere Sandusky, Dale Smith, Ron Thompson, Peter Truax, and Elena Uhing. Excused: Camille Miller. Staff present: Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Jeff King, Economic Development Coordinator; Michael Kinkade, Fire Chief; Janie Schutz, Police Chief; Tom Gamble, Parks & Recreation Director; Jon Holan, Community Development Director; George Cress, Light & Power Director, Rob Foster, Public Works Director; Colleen Winters, Library Director; and Bev Maughan, Executive Assistant to City Manager.
2. **ELECTION OF CHAIR:** Kidd nominated, seconded by Sandusky, that Rod Fuiten be named Chair. There were no other nominations and with all those present voting in favor, Fuiten was elected.
3. **ADDITIONS/DELETIONS:** None.
4. **APPROVAL OF THE MINUTES FROM BUDGET COMMITTEE MEETINGS ON APRIL 24, 2013:** Smith moved, seconded by Bliss, to approve the minutes as presented. With all those present voting in favor, the motion was approved.
5. **BUDGET MESSAGE FOR 2013-14 ANNUAL BUDGET:** Sykes reviewed the budget message as presented in the Proposed Budget document and highlighted that this budget continued to strategically target City resources with a primary mission of maintaining full-city services while continuing to address long-term infrastructure needs which are critical to the long-term success of the City.
6. **REVIEW AND DISCUSSION OF 2012-13 ANNUAL BUDGET:**
 - **General Fund Overview:** Cole distributed and explained the updated General Fund Financial Plan projections as a planning tool to show impact of the proposed budget on future year forecasts. Cole also distributed and explained the sources of the General Fund, the assigned revenues to departments and the GF discretionary uses by departments. Downey confirmed the Oregon Municipal Finance Officers Association (OMFOA) recommended 16% cash reserves on hand as a minimum balance.
 - **General Fund Resources:** Downey reviewed the changes in revenue in property taxes, local option levy amounts, and recreation user fees.
 - Downey and Cole highlighted changes in the General Fund and Light & Power departments from last year's budget and answered questions from the committee. Committee members asked staff to break out mandated certification training from professional training for clarification of costs.
7. **DISCUSSION ON STATE SHARED REVENUE:** Downey noted that the three sources of state shared revenue and the allocated purposes are: Alcoholic Beverages – Police, Cigarette – Fire, and State Revenue Sharing – General Fund discretionary revenue. Fuiten opened the public hearing to discuss the proposed use of the state-shared revenue. There was no comment from the public and the

consensus from the committee was to continue receiving state-shared revenue with the proposed allocation. The public hearing was closed.

8. PUBLIC COMMENT ON PROPOSED BUDGET:

Jeff Duyck, representing the Forest Grove Senior and Community Center Board of Directors, distributed a letter requesting funds for the FGS&CC budget.

There was no other public comment at this time.

9. ADJOURNMENT: The meeting was adjourned at 10:00 p.m. The next meeting is scheduled for May 30, 2013, for the review of the remaining funds and approval of the proposed budget.

Respectfully submitted,

Beverly Maughan
Executive Assistant to City Manager