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## Forest Grove Budget Committee

**BUDGET COMMITTEE**  
**6:00 PM – Informational Meeting**  
**Community Auditorium**

**THURSDAY, APRIL 30, 2020**  
**1915 Main Street**  
**Forest Grove, OR 97116**

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City is limiting in-person contact and social distancing. **The Budget Committee meeting will be conducted remotely by video conferencing.** The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE [Channel 30](#) and Live Streamed on [YouTube Channel 30](#). Written comments on an item not on the Agenda, must be submitted by April 30, 2020, 3:00 p.m. via e-mail to: [bmaughan@forestgrove-or.gov](mailto:bmaughan@forestgrove-or.gov).

David Andersen  
Jeff Boivin  
Tom Cook  
Wolanda Groombridge  
David Maisel  
Debby Roth  
Dale Smith

Kristy Kottkey  
Timothy Rippe  
Peter Truax  
Elena Uhing  
Mariana Valenzuela  
Adolph “Val” Valfre, Jr.  
Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, 503-992-3235, at least 48 hours prior to the meeting.

## A G E N D A

**NOTE: PLEASE BE AWARE THAT THIS IS AN INFORMATIONAL MEETING ONLY. THERE WILL BE NO DISCUSSION OF THE PROPOSED BUDGET FOR FY 2020-21.**

- 6:00**
1. **CALL TO ORDER and INTRODUCTION OF NEW MEMBERS**
  2. **CITIZEN COMMUNICATIONS:** Written comments on an item not on the Agenda, must be submitted by April 30, 2020, 3:00 p.m. via e-mail to: [bmaughan@forestgrove-or.gov](mailto:bmaughan@forestgrove-or.gov)
  3. **ADDITIONS/DELETIONS**
  4. **APPROVAL OF MEETING MINUTES of MAY 2 and MAY 9, 2019**
  5. **INFORMATIONAL DISCUSSION:**
    - Retirement Plan Update
    - City Council Goals and Objectives
    - General Fund Fiscal Reserves Policy
    - General Fund 5-Year Projection
    - Upcoming Capital Improvement Projects
- 9:00**
6. **ADJOURNMENT**                      **Next Meeting, May 28, 2020.**

**Minutes not official until approved by Budget Committee.**

**1. CALLED TO ORDER AND ROLL CALL:**

Council President Johnston called the Budget Committee meeting to order at 6:00 p.m.

**ROLL CALL: PRESENT:** David Andersen, Jeff Boivin, Tom Cook, Thomas Johnston, David Maisel, Timothy Rippe, Debby Roth, Dale Smith, Ron Thompson, Elena Uhing, Adolph "Val" Valfre and Malynda Wenzl. **ABSENT:** Wolanda Groombridge, excused and Peter Truax, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryce Baker, Assistant Finance Director; Colleen Winters, Library Director; Tom Gamble, Parks and Recreation Director; Janie Schutz, Police Chief; Michael Kinkade, Fire Chief; Keith Hormann, Light & Power Director; and Beverly Maughan, Executive Assistant to City Manager.

**2. ELECTION OF CHAIR:**

Johnston asked for nominations. Uhing nominated David Andersen as Chair. The nomination was seconded by Wenzl and, with all those present voting in favor, Andersen was elected.

**3. ADDITIONS/DELETIONS: NONE.**

**4. APPROVAL OF MINUTES FROM APRIL 11, 2019:**

Rippe moved, seconded by Wenzl, to approve the minutes as presented. With all those present voting in favor, motion passed.

**5. BUDGET MESSAGE FOR 2019-20 PROPOSED BUDGET:**

Budget Officer VanderZanden referred to his printed budget message and gave an overview of the proposed budget which he summarized as a responsive, yet responsible approach to fiscal acuity that tries to balance the needs of today with the contingencies of tomorrow. VanderZanden thanked the committee members for their service and time.

**6. REVIEW AND DISCUSSION OF 2019-20 PROPOSED BUDGET:**

Downey distributed handouts and presented a budget overview highlighting the general increases related to wages and benefits, actuarial costs, and insurance rates. He reviewed the general fund resources and changes from last year's budget in the General Fund departments as well as Building Permits, Fire Equipment Replacement, Parks Acquisition & Development and Debt Service Funds highlighted

in the analysis and answered questions from the committee. In response to Uhing's inquiry regarding return on investment from firms hired to research federal grant opportunities, Downey reviewed a list of federal grants received by cities in the area. Rippe and Valfre supported broader research to include consultants who would have knowledge of private grants and foundations. There was consensus to have staff continue researching and bring information back to Council in a work session. In response to a request from Family Justice Center (FJC) for a donation, there was consensus that the contribution to FJC in FY 2017-18 was a one-time donation and there is not a non-profit policy to fairly address requests and funds should not be included in the budget until there is a policy in place. Staff noted they would remove the amount from the budget and prepare examples from other cities and a potential process for discussion to have a recommendation and input from the Committee for Council's review.

**7. PUBLIC HEARING ON STATE SHARED REVENUE:**

Downey noted the City was required to hold two Public Hearings taking comments on the proposed uses of State Shared Revenue with the Budget Committee holding one public hearing and the City Council holding the other. Downey reviewed expected revenue and compared revenue with last year. For budgetary purposes, the Alcohol Tax is allocated to the Police Department, the Cigarette Tax is allocated to the Fire Department, and the State Marijuana Tax and State Shared Revenue are put in General Fund Discretionary Revenue. Andersen opened the public hearing at 7:58 pm, asked for public comments and, there being none, closed the public hearing. Consensus from the Budget Committee was to continue receiving State Shared Revenue for the proposed uses. In response to Uhing's inquiry, Downey indicated that he will bring an update of the marijuana tax laws to Council.

**8. PUBLIC COMMENT ON PROPOSED BUDGET:** Andersen asked for public comment on the proposed budget. None.

**9. ADJOURNMENT:**

Chair Andersen adjourned the meeting at 8:00 pm.  
Respectfully submitted by

Beverly Maughan, Executive Assistant

**Minutes not official until approved by Budget Committee.**

**1. CALLED TO ORDER AND ROLL CALL:**

Chair David Andersen called the Budget Committee meeting to order at 6:00 p.m.

**ROLL CALL: PRESENT:** David Andersen, Jeff Boivin, Tom Cook, Wolanda Groombridge (arrived 7:06), Thomas Johnston, David Maisel, Timothy Rippe, Debby Roth, Dale Smith, Ron Thompson (arrived 6:43), Peter Truax, Elena Uhing, Adolph "Val" Valfre and Malynda Wenzl. **ABSENT:** None.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryce Baker, Assistant Finance Director; Gregory Robertson, Public Works Director; Keith Hormann, Light & Power Director; and Beverly Maughan, Executive Assistant to City Manager.

**2. FOLLOW UP FROM PRIOR MEETING:** Non-Profit Funding follow up included as Item #4 and Economic Development budget will be discussed in the Light & Power Department budget.

**3. REVIEW AND DISCUSSION OF 2019-20 PROPOSED BUDGET:**

Downey continued the review of the highlights for the remaining proposed budget funds as noted in the PowerPoint summary and answered questions from the committee. **Recessed until 7:45 pm.**

**4. DISCUSSION ON NON-PROFIT FUNDING:**

In response to the Budget Committee's request during discussion at the prior meeting, Downey presented the City's history of funding non-profits and gave examples of how other local cities fund non-profits. Staff proposed discussion items to help inform the development of the policy and process such as should City provide non-profit funding from the General Fund in addition to non-profit funding (NPF) from the Community Enhancement Program (CEP) and what is the goal or objective of the funding.

Discussion by members:

Wenzl: CEP is the funding process for NPF and any requests for funds should be directed to the CEP process; however, she felt the Family Justice Center should be given the benefit of the doubt and kept in the FY 2019-20 budget with the directions that further funding would need to be requested during the CEP process.

Uhing: Content with CEP process but not with out-of-cycle requests; felt FJC should have known 2017-18 funds were a one-time donation and applied for CEP grant instead of sending an invoice to the City; requested Council review of CEP and a policy be in place prior to next CEP cycle.

Maisel: City should give clear message to NP and educate that they need to apply

through CEP and supports the need for a clear policy.

Johnston: Recommended that TLT funds could be used when advertising City tourism opportunities exist such as Fiesta of Hope sponsorship request.

Rippe: Does not feel that CEP funds should be given for ongoing operations.

Groombridge: Described experience with City of Albany's NPF funded by businesses advertising at major events May through September.

Boivin: Concurred with Wenzl in funding FJC in FY 2019-20 budget if there was any kind of confusion in the communication at all.

Andersen: Believes CEP process allows adequate funding for NPF and there should not be additional money in the budget for out of cycle requests.

Valfre: Concurred with Wenzl but is concerned that the CEP is connected to a funding source that is diminishing and there is a need for the City to provide a source for NPF in addition to the CEP.

Truax: Stated that the CEP process has changed and expanded since its inception and cautioned that there will continue to be the unique and individual request that may not fit the matrix so sometimes there may be a need to make decisions outside of a policy.

Johnston moved, seconded by Uhing, the recommendation from the Budget Committee is that all future NPF requests follow CEP process.

ROLL CALL VOTE: AYES: David Andersen, Jeff Boivin, Tom Cook, Wolanda Groombridge, Tom Johnston, David Maisel, Dale Smith, Elena Uhing. NOES: Peter Truax, Timothy Rippe, Debby Roth, Ron Thompson, Adolph "Val" Valfre. Abstained: Malynda Wenzl. Motion passed 8 to 5.

5. **PUBLIC COMMENT ON PROPOSED BUDGET:** Andersen asked for public comment on the proposed budget. None.

6. **DISCUSSION AND APPROVAL OF BUDGET:**

Approval of Capital Improvements Program

Wenzl moved, seconded by Roth, to approve the Capital Improvements Program for FY 2019-24. DISCUSSION: None. VOICE VOTE: With all those present voting in favor, the motion passed 14-0.

Approval of Fire Department Funding

Johnston declared a conflict of interest on this line item and did not participate in discussion or vote.

Wenzl moved, seconded by Maisel, to approve expenditures for FY 2019-20 in the amount of \$4,949,795 for the Fire Department expenditures in the General Fund.

DISCUSSION: None.

ROLL CALL VOTE: AYES: David Andersen, Jeff Boivin, Tom Cook, Wolanda Groombridge, David Maisel, Timothy Rippe, Debby Roth, Dale Smith, Ron Thompson, Peter Truax, Elena Uhing, Adolph "Val" Valfre and Malynda Wenzl. NOES: None. Motion passed 13-0.

Approval of Proposed FY 2019-20 Budget

Wenzl moved, seconded by Smith, to approve expenditures for FY 2019-20 Proposed Budget in the amount of \$120,237,091 and to establish the maximum expenditures for each fund as shown on FY 2019-20 Approved Budget Expenditure Summary by Fund.

DISCUSSION:

Amendments to Proposed Budget

Uhing moved, seconded by Valfre, to include expenditure from the CIP Excise Tax Fund of \$6,000 for signage in the Parks Department.

ROLL CALL VOTE: AYES: David Andersen, Jeff Boivin, Tom Cook, Wolanda Groombridge, Tom Johnston, David Maisel, Timothy Rippe, Debby Roth, Dale Smith, Ron Thompson, Elena Uhing, and Adolph "Val" Valfre. NOES: Peter Truax and Malynda Wenzl. Motion passed 12-2.

Approval of Amended Proposed Budget:

ROLL CALL VOTE: AYES: David Andersen, Jeff Boivin, Tom Cook, Wolanda Groombridge, Tom Johnston, David Maisel, Timothy Rippe, Debby Roth, Dale Smith, Ron Thompson, Peter Truax, Elena Uhing, Adolph "Val" Valfre and Malynda Wenzl. NOES: None. Motion passed 14-0.

Approval of Property Tax Rate

Wenzl moved, seconded by Roth, to approve, for fiscal year 2019-20, a property tax rate of \$3.9554 per \$1,000 of assessed value for General Fund property taxes for taxes levied by the City's permanent rate, and a property tax rate of \$1.60 per \$1,000 of assessed value for General Fund property taxes for the second year of the five-year Local Option Levy expiring on June 30, 2023. DISCUSSION: None.

ROLL CALL VOTE: AYES: David Andersen, Jeff Boivin, Tom Cook, Wolanda Groombridge, Tom Johnston, David Maisel, Timothy Rippe, Debby Roth, Dale Smith, Ron Thompson, Peter Truax, Elena Uhing, Adolph "Val" Valfre and Malynda Wenzl. NOES: None. Motion passed 14-0.

**7. ADJOURNMENT:**

Chair Andersen adjourned the meeting at 8:57 pm.

Respectfully submitted by

Beverly Maughan, Executive Assistant