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**City Council Work Session Minutes
Levy Needs Assessment**

**Monday, September 13, 2021
5:30 p.m., Zoom Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented September 27, 2021.***

1. ROLL CALL:

Mayor Truax called the work session to order at 5:34 p.m. via Zoom Webinar Video Conference.

The Council conducted the optional work session in a “hybrid” format allowing the public to attend virtually via **Zoom Webinar** and in-person in the Community Auditorium. Members of the public could observe the work session **LIVE on Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming.

ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL ABSENT:** Donna Gustafson and Elena Uhing.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Patrick Fale, Interim Fire Chief; Anne Lane, Parks and Recreation Director; Bryan Pohl, Community Development Director; Henry Reimann, Police Chief; Colleen Winters, Library Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: LEVY NEEDS ASSESSMENT

Downey and VanderZanden facilitated the work session, noting the purpose of the work session was in response to Council Objective 4.2, to conduct a needs assessment for the upcoming levy renewal. Downey presented a PowerPoint presentation overview on the Five-Year General Fund Financial Plan, showing what happens to the General Fund balance assuming no additional staff are added during the levy period and a five-year departmental staffing needs assessment based on commonly accepted metrics and services and potentially additional services through 2029. Downey reported on the General Fund Financial Forecast; Forecasted Revenues and Forecasted Expenditures; Assumptions (Council-approved General Fund reserves – rainy-day fund of 25 percent of Operating Expenditures); What to Expect – Forecast of three levy rate scenarios; Recap – Local Option Levy (LOL) expires June 30, 2023; Tax Comparisons – Forest Grove’s current rate is \$5.56; and Assessed Value as of July 1, 2020. In addition, Fiscal Year 2020-21 General Fund Discretionary Uses; timeline (recommend to submit LOL at least two election cycles prior to expiration); Levy history (November 2002 (\$0.99) to November 2017 (\$1.60)); and General Fund Staffing Levels by Department, explanation of staffing

changes, and Police, Fire, Parks and Recreation and Library staffing metrics and projected staff through 2028.

Discussion:

Mayor Truax opened the floor as roundtable discussion ensued pertaining to levy renewal or replacement, potential levy rates, other funding options and ways to contribute for services provided, i.e., Pacific University; and timing May or November, 2022 election, to which there were concerns voiced pertaining to COVID economy recovery and timing of the levy on the ballot. In addition, Downey explained each Director was asked to provide a five-year staffing needs assessment based on commonly accepted metrics and services through 2028, noting the following three levy scenarios were based on the departmental assessments and were intended for discussion and planning purposes only and intended to highlight fiscal trade-offs, noting staff positions and timing are subject to change based on Council priorities.

Scenario # 1 Levy Renew Rate at \$1.60

- Assumptions: call volume trends continue and park facilities and library services remain the same.
- Allows for 3 additional staff through 2028. The model assumes 2 Police officers and 1 Firefighter.
- Depending upon metrics such as call volume, response time, response reliability, additional park and library demands, and population increases, this may result in a decreased level of service during the levy period.

Scenario # 2 Maintain Service – Levy Rate Increase at \$1.76

- Assumptions: call volume trends continue and park facilities and library services remain the same. Continue to address deficit positions in police and fire.
- Allows for 6 additional staff through 2028. Actual service levels would depend on demand metrics. Model assumes 2 Firefighters and 4 Police officers.
- Approximate levy rate of \$1.76.

Enhanced Service – Levy Rate Increase at \$2.04

- Assumptions: call volume trends continue, 1 additional park facility, implement recreation coordination, and expand library programming.
- Allows for 12 additional staff as follows:
 - 1 FTE Recreation Coordinator
 - .42 Parks maintenance
 - .375 Library Associate
 - 4 Firefighters (total of 21)
 - 6 Police Officers (total of 38)
- Approximate levy rate of \$2.04.

Roundtable discussion ensued as Department Directors responded to various inquiries and scenarios pertaining to fire and police call volume trends; benefits of implementing an in-house parks recreation coordinator versus a third-party contractor who may lose community connection; and working with community partners on ways to contribute for

services provided. In addition, roundtable discussion ensued pertaining to whether to hire a pollster to determine voter support for renewal or replacement, identify what additional services voters would support, and identify facts/messages most useful in determining how voters would vote, to which there was Council consensus to conduct additional research for polling in the fall. In conclusion of the above-noted discussion, VanderZanden advised the intent was to get information out to Council to begin discussions on whether to renew or replace the levy and to highlight fiscal trade-offs and levy preparation timelines for May or November 2022 election, to which there was Council consensus to proceed with the following schedule:

Tentative Work Sessions assuming May 2022 Election

- September 27 What rate and messages to poll.
- November 22 Review poll results.
- December 13 Consensus on timing, rate, message
- January 10 Consensus on timing, rate, message
- January 29 Annual Town Meeting (?)
- February 14 or 28 Approve Levy
- March 2022 Filing deadline
- May 2022 Election

If November 2022, timeline bumps back 6 months.

No formal action nor formal decisions were made during the work session.

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 6:53 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder