



Thursday, May 28, 2020

Budget Committee Meeting Minutes

6:00 pm, Webex Community Auditorium

Minutes approved by Budget Committee on APRIL 20, 2021.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Truax called the Budget Committee meeting to order at 6:00 p.m. via Webex video conferencing.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City limited in-person contact and social distancing. **The City Budget Committee conducted the meeting remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and Executive Assistant Beverly Maughan and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). The Council accepted written comments on items not on the agenda submitted by May 28, 2020, 3 pm, to the Executive Assistant.

ROLL CALL: PRESENT via Webex video conferencing: David Andersen, Jeff Boivin, Tom Cook, Wolanda Groombridge (late, left at 7:41 pm), David Maisel, Debby Roth, Dale Smith, Kristy Kottkey, Timothy Rippe, Peter Truax, Elena Uhing, Mariana Valenzuela, Adolph "Val" Valfre and Malynda Wenzl.

STAFF PRESENT via Webex video conferencing: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryce Baker, Assistant Finance Director; Bryan Pohl, Community Development Director; Colleen Winters, Library Director; Tom Gamble, Parks and Recreation Director; Henry Reimann, Interim Police Chief; Michael Kinkade, Fire Chief; Gregory Robertson, Public Works Director; and Beverly Maughan, Executive Assistant to City Manager.

2. ELECTION OF CHAIR:

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

3. ADDITIONS/DELETIONS: NONE.

4. APPROVAL OF MINUTES FROM APRIL 30, 2020:

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

5. BUDGET MESSAGE FOR 2020-21 PROPOSED BUDGET:

Budget Officer VanderZanden referred to his printed budget message and gave an overview of the proposed budget indicating the fiscal health of the City overall is stable, reserves are adequate, and our bond rating is strong and unchanged. He noted the City has taken proactive measures over the past several years to assure financial security and these forward leaning policies allow the City to face the current crisis with less risk and a higher assurance that current services can be sustained. He highlighted opportunities departments took during COVID 19 down time to complete projects that seem to get trumped by the trials of the day.

VanderZanden expressed his appreciation to the Budget Committee members, the City Council, Department Directors and staff for their leadership guiding the use of Forest Grove's resources and to Paul Downey, Administrative Services Director, who has constructively applied his experience and knowledge to the budget in a manner that provides for today, considers tomorrow, and ensures a high level of public trust and accountability.

6. REVIEW AND DISCUSSION OF 2020-21 PROPOSED BUDGET:

Downey referred to the PowerPoint presentation and presented a budget overview highlighting the general increases related to wages and benefits, insurance rates, retirement plan changes, and expenses directly related to COVID-19. He reviewed the general fund resources which did not include any proposed fee or rate increases and anticipated changes in revenue from the effects of COVID-19 in three funds: 1) General Fund; 2) Transient Lodging Tax Fund; and 3) Street Fund. Downey noted 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 Rippe's inquiry regarding the transparency of Economic Development funds, Downey indicated that staff would address this and include Economic Development in the budget message. He also noted the new software should be fully searchable and indicated that developers usually focus on the Economic Development webpages rather than the budget to answer their questions regarding new business in the community.

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 noted that, if the State significant reduces the State Shared Revenue, another meeting of the Budget Committee may be needed. 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 8:03 pm, asked for public comments and, there being none, closed the public hearing at 8:06 pm. Consensus from the Budget Committee was to continue receiving State Shared Revenue for the proposed uses.

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

9. **ADJOURNMENT:**
Chair Andersen adjourned the meeting at 8:21 pm.
Respectfully submitted by

Beverly Maughan, Executive Assistant