

BUDGET COMMITTEE MEETING MINUTES

TUESDAY, APRIL 20, 2021
Community Auditorium /ZOOM

Minutes approved by the Budget Committee on June 8, 2021.

1. CALLED TO ORDER:

David Andersen, Chair, called the meeting to order at 6:00 p.m. and introduced the new members of the Budget Committee: Donna Gustafson, Robert Moats, and Heidi Ruby.

ROLL CALL MEMBERS ATTENDED BY ZOOM WEBINAR: Tom Cook, Wolanda Groombridge, Kristy Kottkey, David Maisel, Timothy Rippe, Debby Roth (by phone), Heidi Ruby, Mariana Valenzuela, Malynda Wenzl, Peter Truax, Mayor, and David Andersen, Chair.

ABSENT: Robert Moats, EXCUSED, and Elena Uhing, EXCUSED

STAFF PRESENT ATTENDED BY ZOOM WEBINAR:: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryce Baker, Senior Financial Analyst; Colleen Winters, Library Director (Attendee); Keith Hormann, Light & Power Director (Attendee); Anne Lane, Parks & Recreation Director (Attendee). Zoom Attendees (2).

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

A. Approve Budget Committee Meeting Minutes of May 28 and June 4, 2020.

MOTION: Truax moved, seconded by Wenzl, to approve the Consent Agenda as presented. MOTION CARRIED 12-0.

4. ADDITIONS/DELETIONS: None.

5. INFORMATIONAL DISCUSSION:

A. City Council Goals and Objectives: Downey gave a brief overview of the recently adopted Council Goals and Objectives which set the basis for the budget process. In response to Councilor Wenzl's inquiry as to the process for adding a recreation supervisor to the Parks budget, Downey noted that feedback from the Committee/ Council would be requested in discussion under Item 5C. Levy Renewal Process.

B. American Rescue Plan (ARP): Downey presented a PowerPoint presentation to brief the Budget Committee on the City's funding from the American Rescue Plan (ARP) and reviewed the actions City staff have taken. In response to Andersen's inquiry as to using the ARP funds to help essential workers in the community, Downey replied the Council would make any policy decisions regarding use of ARP funds. Wenzl noted that an ad hoc group should be

established to help explore options on how to spend funds in the community and that a flow chart be available to explain available funds, how to access them and how the funds were spent. Gustafson concurred with the ad hoc group and she would like the City to be open-minded as to premium pay for essential workers to include workers in the community and not just City employees. Truax noted that businesses have access to other funds from Small Business Administration, etc., for recovery purposes and the City and Chamber could promote those options to help small businesses. Valenzuela concurred with the flow chart idea to help businesses and organizations understand where they can go for assistance.

C. Levy Renewal Process: Downey reviewed the PowerPoint presentation to begin discussion with the Budget Committee to determine the process and timing of asking the voters to renew or replace the Local Option Levy (LOL) which expires on June 30, 2023. **FEEDBACK:** Wenzl felt the timeline needed to include a process for all departments to determine long-term needs and the City needs to educate the community on the levy prior to the survey polling to help Council with the decision of whether to replace or renew the levy. In response to her inquiry regarding the need to know a decision about Fire Services before the Levy is put out to the voters, Downey indicated the timing is very tight and, realistically, the LOL will come before the voters before any Fire Services ballot measure. In response to her inquiry as to how Pacific University pays for public safety services, Downey says a negotiated in-lieu-of tax is an option. In response to Gustafson's preference for general polling rather than targeted polling for the LOL and her inquiry regarding checks and balances for public safety expenditures, Downey assured her there were controls in place so budgets are not overspent and the methodology of polling is to target the population that is most likely to vote in elections. In response to Rippe's inquiry of other bond measures that may be on the ballot at the same time, Downey noted staff would research that information later this summer with the School District, county and Metro.

D. Upcoming Capital Improvement Projects: Downey reviewed the PowerPoint presentation to inform the Budget Committee of intended upcoming capital projects and potential funding sources. In response to Andersen's inquiry regarding seismic upgrades to City Hall and Police facilities and the City's plan for disaster recovery, Downey noted City Hall staff would be relocated to temporary trailers or at assignments in the Emergency Operations Center in the Fire Department. In response to Gustafson's inquiry regarding locating the disaster recovery server in a different city, Downey noted the cost of doing so has been researched and is an objective for the IT Department. In response to Wenzl's inquiry regarding whether ARP funds could be used for the Emergency Water Intertie, Downey confirmed that this project could potentially qualify for the ARP relief funds.

E. General Fund Financial Information: Downey reviewed the PowerPoint presentation on the General Fund Financial Review to help set the stage for upcoming budget meetings. In responses to Wenzl's inquiry as to the process to

start reviewing compensation for Council in order to be in compliance with the Council DEI goal and to pay people for their time and service, Downey noted that staff begins compensation studies by reviewing same positions in cities that are comparable to Forest Grove. Truax concurred with Wenzl's suggestion and commented that he would advocate for a higher pay scale for elected officials in Forest Grove with one election cycle before it goes into effect. In response to Andersen's suggestion that the citizen members of the Budget Committee work on the Council compensation review, Downey stated the Council could recommend at a regular Council meeting to appoint the citizen members of the Budget Committee as a compensation review committee to research Council compensation or it can be an action taken at the next Budget Committee Meeting.

6. **ANNOUNCEMENT OF NEXT MEETING:** Tuesday, May 18, 2021, with proposed budget/CIP documents delivered on Tuesday, May 11, 2021.
7. **ADJOURNMENT:** Chair Andersen adjourned the meeting at 8:19 p.m.

Respectfully submitted

Beverly Maughan, Exec. Assistant to the City Manager