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**Budget Committee
Meeting Minutes**

**April 19, 2022
Zoom Community Auditorium**

<i>Minutes Approved as Presented by the Budget Committee 05.17.2022.</i>

1. CALLED TO ORDER:

The meeting was called to order at 6:00 p.m. by David Andersen, Chair.

ROLL CALL MEMBERS ATTENED BY ZOOM WEBINAR: Tom Cook, Wolanda Groombridge, Donna Gustafson, Kristy Kottkey, David Maisel, Timothy Rippe, Debby Roth, 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, Assistant City Manager/Finance Director; Melissa Henderson, Assistant Finance Director; Gregory Robertson, Engineering and Public Works Director (Attendee); Colleen Winters, Library Director (Attendee); Keith Hormann, Light & Power Director (Attendee); Jim Geering, Fire Chief (Attendee); Jaime Zaik, Executive Assistant.
Public Zoom Attendees (3).

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- a) Approve Budget Committee Meeting Minutes of June 1 and June 8, 2021.
Motion to approve Consent Agenda items moved by Wenzl, Seconded by Rippe. **MOTION CARRIED 12-0.**

4. ADDITIONS/DELETIONS: None.

5. INFORMATIONAL DISCUSSION:

A. City Council Goals and Objectives:

Downey provided a detailed overview of the recently adopted Council Goals and Objectives and reviewed the Guiding Values used to drive the goals and objectives process. In response to Chair Andersen's request for additional information regarding the Emerald Necklace Trail, details about the project scope were shared.

B. American Rescue Plan (ARP):

Downey presented a PowerPoint presentation briefing the Budget Committee on the background of the funding program and recently updated requirements on how the money can be spent. Downey reviewed budgeted funds, the remaining balances of these funds, and how funds have been allocated for fiscal year 22-

23. A breakdown was provided as to how monies allocated for Small Business Grants, Forest Grove Foundation HUB, Habitat for Humanity and other City Funded projects during FY 21-22 have been spent. Councilor Rippe requested Staff research whether ARP funds can be used to assist 501C/501C6 Nonprofit organizations who show revenue loss due to the COVID19 pandemic. In response to Chair Andersen's question regarding the probability that allocated funds will be spent during FY 22-23, Downey responded in the negative, noting the deadline to spend ARP funds is December 2024 and an additional reallocation will likely be necessary for the FY 23-24 budget. Discussion of possible projects for FY 22-23 funded by ARP funds ensued. Chair Andersen reiterated the Committee's desire for public input and welcomes ideas from the Forest Grove Community. Ultimately, there was consensus from the Committee that the Budget Subcommittee should be reinstated.

Councilor Rippe moved to reconstitute the former Budget Subcommittee, adding Councilor Kottkey as an alternate. Councilor Valenzuela seconded.

MOTION CARRIED 12-0.

C. Upcoming Capital Improvement Projects: Downey reviewed the PowerPoint presentation to inform the Budget Committee of intended upcoming capital projects and potential funding sources. It was noted that the list is fluid and that this portion of the meeting is intended to provide the opportunity to ask questions and address any concerns Committee members may have. During the review it was noted that many of the projects are being carried over from the current year due to delays created by long lead times and the availability of materials and equipment.

D. General Fund Financial Information: Downey reviewed the PowerPoint presentation on the General Fund Financial Review to help set the stage for upcoming budget meetings. General fund resources and revenues were reviewed in detail.

6. ANNOUNCEMENT OF NEXT MEETING:

Tuesday, May 17, 2022 6:00 p.m. The meeting will be held in the Community Auditorium (in-person with hybrid option).

7. ADJOURNMENT:

Chair Andersen adjourned the meeting at 7:56 p.m.