



BUDGET COMMITTEE MEETING

Tuesday, April 2, 2024

Community Auditorium, 1915 Main Street

Wolanda Groombridge, Chair
Malynda Wenzl, Mayor

David Andersen/Jennifer Thomas
Kaitlin Cecchini
Tom Cook
Teresa Galvin
Donna Gustafson
David Maisel

Michael Marshall
Karen Martinez
Timothy Rippe
Debby Roth
Elena Uhing
Mariana Valenzuela

Zoom: <https://us06web.zoom.us/j/82532247392?pwd=ABJe1S8wCd2L8R6SE4ofQCCYPXDRz0ZJ.GMc9JN9vIhwmgKEx>

Meeting ID: 825 3224 7392 **Passcode:** 20242025

A. Call to Order

1. Roll Call
2. New Member Introductions

B. Public Comment Budget Time provided for anyone wishing to speak to the Budget Committee on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Commission members present vote to extend the time. Written comments must be submitted to jzaik@forestgrove-or.gov by 9 a.m. the day of the meeting. Zoom attendees may use the "Raise Hand" option to be called on.

C. Consent Agenda Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Committee members who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. Approve Budget Committee Meeting Minutes of April 4, 2023

D. Additions/Deletions

E. Discussion Items

1. Biennial Budget Process Discussion
2. Navigating the Online Budget Document

3. City Council Goals and Objectives
4. American Rescue Plan Update
5. Upcoming Capital Improvement Projects
6. Revenue and Cost Factors Affecting FY2024/25 Budget
7. General Fund Financial Projection

F. Adjournment

Americans with Disabilities Act (ADA) Notice: The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, mwoods@forestgrove-or.gov, at least 48-hours in advance of the meeting.



A place where families and businesses thrive.

**Budget Committee
Meeting Minutes**

**April 04, 2023
Zoom Community Auditorium**

Minutes are unofficial until approved by the Budget Committee.

1. CALLED TO ORDER:

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

ROLL CALL MEMBERS IN ATTENDANCE: David Andersen/Jennifer Thomas, Tom Cook, Wolanda Groombridge, Donna Gustafson, Karen Martinez, Michael Marshall, Timothy Rippe, Debby Roth, Mariana Valenzuela, Malynda Wenzl, Mayor and David Maisel, Chair

ABSENT: Heidi Ruby and Elena Uhing

STAFF PRESENT IN ATTENDANCE: Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Melissa Henderson, Assistant Finance Director; Jaime Zaik, Executive Assistant.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

a) Approve Budget Committee Meeting Minutes of April 26, 2022. May 17, 2022, May 24, 2022, June 2, 2022, August 18, 2022, and December 5, 2022 Motion to approve Consent Agenda items moved by Mayor Wenzl, Seconded by Timothy Rippe. **MOTION CARRIED 11-0.**

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. Additional details regarding the expanded recreation program funding were provided by request of the Chair.

B. American Rescue Plan (ARP):

Downey presented a PowerPoint presentation updating the Budget Committee on the status of FY 22-23 budgeted and funds and the potential allocation of remaining funds. Funds must be spent prior to December 31, 2024, or unused funds must be returned to the federal treasury. Downey reviewed budgeted funds, the remaining balances of these funds, and how funds have been allocated for FY 23-24. A breakdown was provided as to how monies allocated for Forest Grove Senior and Community Center upgrades, Summer Recreation programming, and other City funded community projects during FY 22-23 have

been spent. Councilor Rippe asked for a status update on the recruitment and hiring of two ARP funded positions, Economic Development Coordinator and Communications and Programs Manager. Downey stated that both vacancies were recently filled. Downey noted that remaining funds budgeted for completed projects (i.e.: Cedar Street Sewer) would be reallocated to projects requiring additional funding (i.e.: City Hall/DSA Remodel). In response to Chair Maisel's question regarding whether funds must be spent or simply allocated for projects prior to December 31, 2024, Downey stated that funds must be spent, noting that the only exception is if a city has an ongoing Public Works project, the funds need only be committed. The deadline to spend the funds allocated to the project then extends an additional 18 months.

C. Retirement Fund Update: Downey reviewed the PowerPoint presentation to provide the Budget Committee with updates on the City's 3 different retirement plans and discuss potential effects poor market performance may have on upcoming budgets for each plan. The move to PERS retirement for law enforcement was discussed in detail.

D. 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.

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. General fund resources and revenues were reviewed in detail.

6. ANNOUNCEMENT OF NEXT MEETING:

Tuesday, May 9, 2023, 6:00 p.m. The meeting will be held in the Community Auditorium.

7. ADJOURNMENT:

Chair Maisel adjourned the meeting at 8:08 p.m.

Values

Financial Stewardship

We will be responsible stewards of the City's financial resources.

Community Engagement

We will invite members of the community in developing City policies and programs.

Equity, Diversity and Inclusion

We are committed to fair inclusion where diverse members of our community can participate and thrive.

Strategic Planning

We are dedicated to proactive long-term planning that anticipates evolving political, economic, and environmental conditions.



Goals and Objectives 2024

GOAL	#	OBJECTIVES	LEAD	YRS	B+C
ADDRESS LONG-TERM GROWTH AND SUPPORT HOUSING STABILTY Outcomes: - Proactive and strategic planning that meets community needs. - Equitable distribution of state, county, and regional funds.	1	Develop an urban reserve concept plan to evaluate a growth strategy.	CD	2	PC
	2	Lobby the State, County and Metro to develop a small city policy that ensures the equitable distribution of funds and resources.	ADM	1	
	3	Update the Economic Opportunities Analysis.	CD	1	EDC
	4	Update the Economic Development Strategic Plan.	CD	1	EDC
	5	Update the Comprehensive Plan.	CD	3	PC

GOAL	#	OBJECTIVES	DEPT	YRS	B+C
PLAN AN INCLUSIVE AND SUSTAINABLE COMMUNITY	6	Complete the City Charter review process.	CA	1	CRC
Outcomes: • Updated governance policies to meet current community needs. • Robust business community. • Community growth and enhancement that considers the needs of the diverse community. • Environmentally sustainable policies and programs.	7	Develop a 2040 Vision and Action Plan.	CD	2	CCE
	8	Develop a diversity, equity, and inclusion toolkit/lens to evaluate policies and programs.	ADM	1	
	9	Evaluate funding options to clarify and implement the Urban Renewal Plan.	CD	1	EDC
	10	Develop a climate action plan.	ADM	2	
	11	Explore a biennial budget and Council retreat process.	ADM	2	BC
GOAL	#	OBJECTIVES	DEPT	YRS	B+C
IMPROVE COMMUNITY SAFETY	12	Update and approve the Emergency Operations Plan.	FIRE	1	
Outcomes: • Increased public safety. • Plans that support consistent community safety services that align with projected City growth.	13	Make a decision regarding fire district governance.	FIRE	1	
	14	Complete alternatives analysis for a northern fire station and select a preferred alternative.	FIRE	1	PC
GOAL	#	OBJECTIVES	DEPT	YRS	B+C
ENHANCE RECREATION OPPORTUNITIES FOR ALL	15	Complete the Parks and Recreation Fee Study and develop a long-term funding structure for the "fun for all" fund.	P&R	1	PRC
Outcomes: • Increased quality of life for a happy and healthy community. • Fiscal sustainability for maintenance and operations. • Accessible recreation opportunities for all ages and abilities.	16	Complete the concept plan for an Eastside Park.	P&R	1	PRC
	17	Update the Parks, Recreation, and Open Space Master Plan.	P&R	3	PRC
	18	Complete the concept plan for Kyle Park.	P&R	2	PRC
	19	Develop the Forest Grove Loop Trail Master Plan.	P&R	3	PRC