



# BUDGET COMMITTEE MEETING

Tuesday, May 7, 2024

Community Auditorium, 1915 Main Street

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**Malynda Wenzl, Mayor**  
**David Andersen/Jennifer Thomas, Chair**

Kaitlin Cecchini  
Tom Cook  
Teresa Galvin  
Wolanda Groombridge  
Donna Gustafson  
David Maisel

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

[Zoom Webinar](#) Meeting ID: 825 3224 7392 Passcode: 20242025

**A. Call to Order**

1. Roll Call

**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](mailto: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 Budget** 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 May 9, 2023
2. Approve Budget Committee Meeting Minutes of May 16, 2023

**D. Additions/Deletions**

**E. Follow-Up From Prior Meeting**

**F. Review and Discussion of FY 2024-25 Proposed Budget (Continued)**

1.
  - Light & Power
  - Sewer & SDC

- Water & SDC
- Surface Water Management & SDC
- Street
- Transportation Development Tax
- Equipment Fund
- Trail Systems Fund
- Information Systems
- Risk Management
- City Transient Lodging Tax
- Community Enhancement Fund
- Facilities Major Maintenance
- Capital Projects
- Capital Improvement Plan Excise Tax

2. **The following funds are not scheduled for discussion unless there are specific questions the Committee would like to address:** Street Trees, Public Arts, Forfeiture Sharing, City Utilities, Bike & Pedestrian Pathways, SPWF Debt Service, Library Endowment Fund, and Transportation Systems.  
Staff:

**G. Public Comment on FY2024-25 Proposed Budget**

**H. Discussion and Approval of FY 2024-25 Budget**

**I. 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](mailto:mwoods@forestgrove-or.gov), at least 48-hours in advance of the meeting.



***Minutes are unofficial until approved by the Budget Committee.***

**1. CALLED TO ORDER:**

The meeting was called to order at 6:01 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, Heidi Ruby, Elena Uhing, Mariana Valenzuela, Malynda Wenzl, Mayor and David Maisel, Chair

**ABSENT:** None.

**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. ELECTION OF CHAIR:**

Rippe moved to close the nomination; Valenzuela seconded. Groombridge voted chair by unanimous vote.

**3. PUBLIC COMMENT:** Lisa Harrington, representing Santos FC Football Club spoke to the Committee regarding the current field rental fee structure.

**4. CONSENT AGENDA:** None.

**5. ADDITIONS/DELETIONS:** None.

**6. BUDGET MESSAGE FOR FY 2023-24 PROPOSED BUDGET:**

VanderZanden presented the proposed budget message with the purpose of providing a broad overview of the fiscal health of the City and the correlation between proposed projects and Council Goals and Objectives for the upcoming fiscal year. Councilor Uhing raised concerns regarding Time, Place and Manner Ordinance.

**7. REVIEW AND DISCUSSION OF FY 2023-24 PROPOSED BUDGET**

Downey presented the proposed budget via PowerPoint. Noting that City revenue streams continue to be strong. Property Tax Revenue is expected to increase due to the passage of the levy and implementation of the \$.035 per one thousand dollars of assessed home value. Transient Lodging Taxes (TLT) are currently at an all time high and the City continues to see an increase in franchise fees, interest revenues, and utility rates. Library Revenue and Marijuana Tax revenue are on the decline.

The proposed budget assumes full employment levels, despite inadvertent vacancies. Long-term high inflation rates continue to be a concern due to the City's limited ability to increase revenues in the General Fund to keep pace. Wage increases are an anticipated outcome of this years bargaining for AFSCME and IBEW. Bargaining continues and exact figures are currently unknown. The City proposed budget reflects health and dental insurance premium increases. These increases are expected to take effect January 1, 2024. Property insurance premiums are projected to increase by 23% and liability insurance premiums by 5%. Increases to General Fund Revenue were discussed in detail and included, total tax rate increases due to the passage of the Local Option Levy and Forest Grove's assessed value increase. Slides detailing Individual General Fund Departments' Proposed Budgets were presented and may be reviewed upon request.

**8. PUBLIC HEARING ON STATE SHARED REVENUE**

Chair Groombridge opened the public hearing on state shared revenue at 9:23 p.m. No comments were heard, and the hearing was closed at 9:24 p.m.

**9. PUBLIC COMMENT ON FY 2023-24 PROPOSED BUDGET**

Chair Groombridge opened the floor for public comment at 9:24 p.m. No comments were heard, and the floor was closed at 9:24 p.m.

**10. ANNOUNCEMENT OF NEXT MEETING:**

Tuesday, May 16, 2023, 6:00 p.m. The meeting will be held in the Community Auditorium.

**11. ADJOURNMENT:**

Chair Groombridge adjourned the meeting at 9:25 p.m.



***Minutes are unofficial until approved by the Budget Committee.***

**1. CALLED TO ORDER:**

The meeting was called to order at 6:02 p.m. by Wolanda Groombridge, Chair.

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

**ABSENT:** Karen Martinez 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:** Leslie Crandell, Master Recycler, representing Trash Bash 2023 spoke to the Committee and requested collaboration and funding for the upcoming cleanup and “trashion” show. Private donations are accepted at shakeandfold.org.

**3. CONSENT AGENDA:** None.

**4. ADDITIONS/DELETIONS:** None.

**5. REVIEW AND DISCUSSION OF FY 2023-24 PROPOSED BUDGET CONTINUED**

Downey presented a continuation of the proposed budget via PowerPoint. Slides highlighting revisions to the previously proposed spending of American Rescue Plan Funds (ARPA) were provided. Updates included the addition of the Fiber Loop Project and the ADA accessibility study. Further research into the Fiber Loop Project were conducted and staff is proposing the elimination of this project. Staff also concluded that the ADA accessibility study and possible accessibility fixes, resulting from the study would not reach completion prior to the fund expiration date. Light and Power transmission line load concerns were addressed, and the Committee reached consensus to set aside \$883,056 for capital projects and the proposed internal transmission line project. Two Capital Improvement Excise Tax Fund transfers were proposed, \$159,660 to the Police Vehicle Equipment Fund and \$194,000 to FERF for Fire Vehicles. Slides further detailing the FY 2023-24 proposed budget were presented in detail and may be reviewed upon request.

6. **PUBLIC COMMENT ON FY 2023-24 PROPOSED BUDGET**

Chair Groombridge opened the floor for public comment at 8:45 p.m.  
No comments were heard, and the floor was closed at 8:46 p.m.

7. **DISCUSSION AND APPROVAL OF FY 2023-24 BUDGET**

Questions regarding TLT money and whether it could be spent for power washing and street sweeping in the downtown area were addressed. Additionally, Rippe inquired about funds budgeted for possible hazmat and debris removal related to Time, Place and Manner.

**MOTION:** Wenzl moved to approve the FY 2023-2028 Capital Improvement Program. Seconded by Gustafson.

**DISCUSSION:** Gustafson inquired whether included items may be modified. Downey confirmed, stating that they may be modified by an adopted motion.

**VOICE VOTE:** **AYES:** David Andersen/Jennifer Thomas, Tom Cook, Donna Gustafson, David Maisel, Michael Marshall, Timothy Rippe, Debby Roth, Heidi Ruby, Mariana Valenzuela, Malynda Wenzl, Mayor and Wolanda Groombridge, Chair. **NOES:** None. **ABSENT:** Karen Martinez and Elena Uhing.

**MOTION CARRIED 7-0.**

**MOTION:** Wenzl moved to approve expenditures for the FY 2023-24 Proposed Budget in the amount of \$155,661,914 and to establish the maximum expenditures for each fund as shown on FY 2023-24 Approved Budget Expenditure Summary by Fund. Seconded by Gustafson.

**DISCUSSION:** None.

**VOICE VOTE:** **AYES:** David Andersen/Jennifer Thomas, Tom Cook, Donna Gustafson, David Maisel, Michael Marshall, Timothy Rippe, Debby Roth, Heidi Ruby, Mariana Valenzuela, Malynda Wenzl, Mayor and Wolanda Groombridge, Chair. **NOES:** None. **ABSENT:** Karen Martinez and Elena Uhing.

**MOTION CARRIED 7-0.**

**MOTION:** Wenzl moved to approve, for fiscal year 2023-24, a property tax rate of \$3.9554 per \$1,000 of assessed value for General Fund property taxes for taxes levied by the City's permanent rate, and a property tax rate of \$1.95 per \$1,000 of assessed value for General Fund property taxes for the first year of the five-year Local Option Levy expiring on June 30, 2028. Seconded by Andersen/Thomas.

**Discussion:** None.

**VOICE VOTE:** **AYES:** David Andersen/Jennifer Thomas, Tom Cook, Donna Gustafson, David Maisel, Michael Marshall, Timothy Rippe, Debby Roth, Heidi Ruby, Mariana Valenzuela, Malynda Wenzl, Mayor and Wolanda Groombridge, Chair. **NOES:** None. **ABSENT:** Karen Martinez and Elena Uhing.

**MOTION CARRIED 7-0.**

8. **ADJOURNMENT:**

Chair Groombridge adjourned the meeting at 9:00 p.m.

**TO:** Budget Committee

**FROM:**

**PROJECT TEAM:**

**MEETING DATE:** May 7, 2024

**SUBJECT TITLE:**

- Light & Power
- Sewer & SDC
- Water & SDC
- Surface Water Management & SDC
- Street
- Transportation Development Tax
- Equipment Fund
- Trail Systems Fund
- Information Systems
- Risk Management
- City Transient Lodging Tax
- Community Enhancement Fund
- Facilities Major Maintenance
- Capital Projects
- Capital Improvement Plan Excise Tax

**ACTION REQUESTED:**

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**ISSUE STATEMENT:**

**BACKGROUND:**

**FISCAL IMPACT:**

**STAFF RECOMMENDATION:**

**ATTACHMENT(S):**

None

**TO:** Budget Committee

**FROM:** Jesse VanderZanden, City Manager

**PROJECT TEAM:**

**MEETING DATE:** May 7, 2024

**SUBJECT TITLE:** **The following funds are not scheduled for discussion unless there are specific questions the Committee would like to address:** Street Trees, Public Arts, Forfeiture Sharing, City Utilities, Bike & Pedestrian Pathways, SPWF Debt Service, Library Endowment Fund, and Transportation Systems.

**ACTION REQUESTED:**

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**ISSUE STATEMENT:**

**BACKGROUND:**

**FISCAL IMPACT:**

**STAFF RECOMMENDATION:**

**ATTACHMENT(S):**

None