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Budget Committee Meeting Minutes

Tuesday, May 13, 2025
Light and Power
1818 B Street, Forest Grove

Minutes approved as presented by the Budget Committee 05.20.2025.

A. Call to Order

Mayor Wenzl called the regular Budget Committee meeting to order at 6:02 p.m. via in-person and Zoom Video Conference. The meeting was held in a “hybrid” format allowing the public to attend both virtually and in-person in the Conference Room located at Light and Power.

1. **ROLL CALL: COUNCIL PRESENT:** Angel Falconer; Donna Gustafson; Michael Marshall; Karen Martinez; Brian Schimmel; Mariana Valenzuela; Malynda Wenzl, Mayor.

COMMISSION PRESENT: David Andersen, Chair; Teresa Galvan; Mallory Hiefield; Carla Kimzey.

COMMISSION ABSENT: Rachael Bateman; Tom Cook.

2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Jaime Zaik, Executive Assistant.

B. Election of Chair:

MOTION: Councilor Falconer moved, seconded by Councilor Valenzuela, to elect David Andersen as Budget Committee Chair. **VOICE VOTE:** AYES: All in Attendance NOES: None. **ABSENT:** Rachael Bateman; Tom Cook. **MOTION CARRIED 11-0.**

C. Public Comment:

1. No written comments were received.
2. In-Person:
 - a. Councilor Schimmel thanked both Council and Staff for their hard work and efforts in preparation of the City’s first biennial budget.

D. Consent Agenda:

1. None.

E. Additions/Deletions:

1. City Manager: None

Proposed by Councilors or Commissioners: None.

F. Budget Message for FY 2025-27 Proposed Budget:

Opening comments were provided by Jesse VanderZanden, City Manager.

G. Review and Discussion of FY 2025-27 Budget:

Downey began the review of the PowerPoint presentation at approximately 6:25 p.m., opening with general comments on the budget. Key highlights and questions raised by the Commission are summarized below:

Resources

Chair Andersen inquired whether the City receives franchise fees from internet providers. Downey clarified that the State of Oregon does not allow cities to collect franchise fees from internet providers, except for those that utilize the public right-of-way solely for broadband services.

Administrative Services Position Updates

VanderZanden and Downey discussed the reorganization of leadership roles, noting that the responsibilities of the Assistant City Manager and Finance Director are now being split into two full-time equivalent (FTE) positions.

Changes in IT Services

Councilor Falconer asked whether the scope of quotes received for IT services included desktop support. Downey responded that it did not. Consultants recommended retaining day-to-day PC support services in-house to avoid excessive costs.

Sale of the Ladder Truck

Questions were raised regarding the City's ladder truck. Fire Chief Jim Geering explained that the truck is currently not in use due to staffing limitations. When a platform or ladder truck is needed, mutual aid is provided by surrounding agencies. The City anticipates that selling the truck would result in full cost recovery.

Building Permits Fund

Due to the late hour the presentation was paused at the review of the Building Permits Fund.

H. Public Hearing on State Shared Revenue

Chair Andersen opened the meeting for a public hearing on State Shared Revenue at 8:58 p.m. No public comment was heard. Chair Andersen closed the floor at 8:59 p.m.

I. Public Comment on FY 2025-27 Proposed Budget

Chair Andersen opened the meeting for public comment on the FY2025-27 Proposed Budget at 8:59 p.m. No public comment was heard. Chair Andersen closed the floor at 9:00 p.m.

H. Adjournment

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