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Budget Committee Meeting Minutes

Wednesday, May 28, 2025
Light and Power
1818 B Street, Forest Grove

Minutes approved as presented by the Budget Committee 05.12.2026.

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.

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

COMMISSION PRESENT: Jennifer Thomas, Chair; Rachael Bateman, Tom Cook; Teresa Galvan; Mallory Hiefield; Carla Kimzey.

COMMISSION ABSENT: None.

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

B. Public Comment:

1. **Written Comments:** None.

2. **In-Person Comments:** None.

C. Consent Agenda:

1. Approve Budget Committee Meeting Minutes of May 20, 2025

MOTION: Mayor Wenzl moved, seconded by Councilor Valenzuela, to approve the Consent Agenda. **VOICE VOTE:** AYES: All in Attendance NOES: None. ABSENT: None. **MOTION CARRIED 13-0.**

D. Additions/Deletions:

1. City Manager: None.

2. Proposed by Councilors or Commissioners: None.

E. Discussion

Item E was carried over from the May 20, 2025 meeting, during which Chair Thomas proposed a discussion to determine whether the Budget Committee has received adequate tools and documentation to effectively review the proposed biennial budget. Chair Thomas opened the discussion and provided feedback on ways to simplify the review process, offering the following suggestions:

- Include a 3–5 year historical perspective for each fund.
- Clearly highlight and identify ending fund balances to allow for straightforward gap analysis.
- Link relevant portions of the budget message to the above data so the narrative aligns with the numbers.
- Update and include the comparative taxation rate slide for all cities—including special districts—for an “apples to apples” comparison of Washington County cities.
- Make the budget message available in PDF format so members can annotate directly on the document.

Multiple Commissioners also requested the ability to download or export the proposed budget from OpenGov into a PDF format to allow for individual review and note-taking.

F. Review and Discussion of FY 2025-27 Proposed Budget Continued

Downey continued Item F by reviewing the remaining funds not addressed in the previous two budget meetings. Councilor Schimmel asked whether a Community Impact Grant would be available to grantees this spring and summer, noting the program operates on a two-year grant cycle. Downey confirmed that it would. Mayor Wenzl inquired if the City had scheduled the grant process. The Communications Team has established a schedule, and a work session is tentatively planned for June 2025. Chair Thomas asked if the Public Arts Commission receives funding from the General Fund. Downey responded that it does not, explaining that the Commission is funded through gifts and “Meet the Artist Dinner” ticket sales. Mayor Wenzl confirmed that the recently passed resolution related to the Public Arts Commission allows fundraising through these sales.

G. Public Comment on FY 2025-27 Proposed Budget

Chair Thomas opened the floor for Public Comment.

Public Comment was received by Councilor Schimmel

H. Approval of FY 2025-27 Budget

Downey briefly explained the approval process to the Committee and provided a schedule of approval motions, beginning with consideration of the proposed FY 2025-30 Capital Improvements Program (CIP).

MOTION: Mayor Wenzl moved, seconded by Councilor Falconer, to approve the Capital Improvements Program for FY 2025-30. **ROLL CALL VOTE:** AYES: All in Attendance NOES: None. ABSENT: None. **MOTION CARRIED 13-0.**

Downey then presented proposed amendments to the FY 2025–27 Proposed Biennial Budget in detail to the Committee before Mayor Wenzl called for a motion. No additional amendments to the FY 2025–27 Budget were presented, and Chair Thomas called for a roll call vote.

MOTION: Mayor Wenzl moved, seconded by Councilor Valenzuela, to approve expenditures for the FY 2025-27 Proposed Biennial Budget in the amount of \$255,001,742 and to establish the maximum expenditures for each fund as shown on FY 2025-27 Approved Biennial Budget Expenditure Summary by Fund. **ROLL CALL VOTE:** AYES: All in Attendance NOES: None. ABSENT: None. **MOTION CARRIED 13-0.**

Mayor Wenzl then moved to approve the FY 2025–26 and FY 2026–27 tax rates. No additional discussion followed.

MOTION: Mayor Wenzl moved, seconded by Councilor Gustafson, Move to approve, for fiscal year 2025-26 and fiscal year 2026-27, 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 third and fourth years of the five-year Local Option Levy expiring on June 30, 2028. **ROLL CALL VOTE:** AYES: All in Attendance NOES: None. ABSENT: None. **MOTION CARRIED 13-0.**

I. Adjournment

Chair Thomas adjourned the meeting at 7:08 p.m.