

RESOLUTION NO. 2021-32

**RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR
COMMENCING JULY 1, 2021, AND ENDING JUNE 30, 2022**

WHEREAS, the Budget Committee of the City of Forest Grove has approved a budget for the City for the Fiscal Year commencing July 1, 2021, pursuant to the provisions of Oregon Local Budget Law; and

WHEREAS, changes have been proposed to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the City Council as required by law and it appears to the Council that the Approved Budget as changed by the City Council should be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the City Council hereby adopts the FY 2021-22 Budget approved by the Budget Committee of the City of Forest Grove in the amount of \$143,991,570.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of June, 2021.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2021.



Peter B. Truax, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #:	6. 1., 6.2. & 6.3.
MEETING DATE:	06/28/2021
FINAL ACTION:	RESO 2021-32 RESO 2021-33 RESO 2021-34

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 28, 2021*

PROJECT TEAM: *Paul Downey, Administrative Service Director*

SUBJECT TITLE: *Resolutions to Adopt FY 2021-22 Budget, Make Appropriations for FY 2021-22, and Levy Property Taxes for FY 2021-22*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	X	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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X all that apply

ISSUE STATEMENT: The Budget Committee approved the Proposed FY 2021-22 Budget with changes on June 1, 2021, in the amount of \$143,982,570. The City Council now needs to adopt the FY 2021-22 Approved Budget with any changes approved by the City Council, levy the property taxes for FY 2021-22, and make the appropriations that set the legal expenditure levels in each fund for FY 2021-22.

BACKGROUND: Staff is proposing the following three changes to the Approved Budget:

- Increase Professional Services in the General Fund Administrative Services Department by \$30,000 to fund polling services for the renewal or replacement of the City’s current Local Option Levy. General Fund Reserves will be reduced to fund this expenditure. The Total Budget does not change due to this change as one expenditure category is being increased by the same amount another expenditure category is being decreased.
- In the Fire Equipment Replacement Fund, \$9,000 will be carried over to complete the outfitting of a command vehicle which has been delayed by equipment shortages. Beginning Fund Balance Revenue will be increased by \$4,500, Payments from the Forest Grove Rural Fire District will be increased by \$4,500, and Capital Outlay will be increased by total of \$9,000 to allow for the expenditure of funds to purchase the equipment.

The Adopted Budget increased by \$9,000 to \$143,991,570 after the above changes. Staff has prepared the necessary resolutions, which incorporate the changes in this memorandum for Council’s consideration.

FISCAL IMPACT: The fiscal impact of the changes has been discussed above.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolutions to adopt the FY 2021-22 Budget, levy the taxes approved by the Budget Committee for FY 2021-22, and establish the legal appropriations for FY 2021-22.

ATTACHMENT(s):

1. Resolutions Adopting Budget for Fiscal Year Commencing July 1, 2021, and Ending June 30, 2022;
2. Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2021, and Ending June 30, 2022; and
3. Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2021, and Ending June 30, 2022.

A public meeting of the City of Forest Grove will be held on June 28, 2021, at 7:00 PM at the Community Auditorium, 1915 Main Street, Forest Grove, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021, as approved by the City of Forest Grove Budget Committee. The public may attend and observe in the Community Auditorium, 1915 Main Street, as space allows (no more than 25 persons total at one time). However, the public is encouraged to observe the meetings through Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE on Channel 21 or through the ZOOM link listed on the agenda. Comments may be submitted in writing by 3 pm on June 28, 2021, via email to bmaughan@forestgrove-or.gov or in person if attending the meeting in the Community Auditorium. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 1924 Council Street, Forest Grove, Oregon, between the hours of 9:00 a.m. and 5:00 p.m. or online at www.forestgrove-or.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Paul Downey, Director of Administrative Services Telephone: 503-992-3200 Email: pdowney@forestgrove-or.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2019-2020	Adopted Budget This Year 2020-21	Approved Budget Next Year 2021-22
Beginning Fund Balance/Net Working Capital	70,921,680	65,101,939	72,821,429
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	39,382,501	36,084,585	37,954,825
Federal, State & all Other Grants, Gifts, Allocations & Donations	6,346,161	10,603,571	11,008,059
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	4,461,946	4,173,127	8,401,362
All Other Resources Except Current Year Property Taxes	3,560,196	4,388,746	3,492,935
Current Year Property Taxes Estimated to be Received	9,334,091	8,688,207	10,303,960
Total Resources	134,006,575	129,040,175	143,982,570

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	23,384,577	24,997,758	25,735,147
Materials and Services	25,472,401	27,172,375	29,041,962
Capital Outlay	7,101,695	31,858,841	35,730,578
Debt Service	740,237	861,533	1,002,413
Interfund Transfers	2,626,644	2,277,435	6,429,675
Contingencies	0	4,697,397	4,517,266
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	74,681,021	37,174,836	41,525,529
Total Requirements	134,006,575	129,040,175	143,982,570

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	13,437,529	13,414,321	16,318,336
FTE	31.55	31.55	32.05
Public Safety	13,017,975	13,030,378	14,152,678
FTE	59.00	60.00	61.00
Community Services	3,426,385	3,893,455	3,950,805
FTE	31.30	31.30	31.80
Public Works	69,983,958	66,710,367	74,861,568
FTE	29.89	29.89	29.89
Light & Power	26,141,648	25,777,341	24,982,579
FTE	23.66	23.66	23.66
Name			
FTE			
Name			
FTE			
Not Allocated to Organizational Unit or Program	7,999,080	6,214,313	9,716,604
FTE	0.00	0.00	0.00
Total Requirements	134,006,575	129,040,175	143,982,570
Total FTE	175.40	176.40	178.40

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The Proposed FY 2021-22 is increasing by approximately \$19.2 million due to the funding from the American Rescue Plan, increased SDC collection from development, increase in property taxes, higher interfund transfers due to moving funds for a new office building and City Hall remodel paid for by internal funding, and higher beginning fund balances due to several capital projects being delayed.

Modest staffing increases are proposed in the coming year: 1) an additional police officer for mental health call responses; 2) increasing a 0.5 FTE Parks Utility Worker to full-time, and 3) increasing a 0.5 FTE Administrative to full-time in the Building Permits Fund.

Major capital projects next year include construction of a new Development Services Annex to replace the Engineering office building, remodel of City Hall, reconstruction a portion of 26th Street, and participation in the construction of a roundabout at the intersection of Martin Road and Highway 47.

For more detailed information, please go to the FY 2020-21 Proposed Budget document for the City of Forest Grove on the City's website at www.forestgrove-or.gov.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2018-19	Rate or Amount Imposed This Year 2019-20	Rate or Amount Approved Next Year 2021-22
Permanent Rate Levy (rate limit \$3,9554 er \$1,000)	3.9554	3.9554	3.9554
Local Option Levy	1.6	1.6	1.6
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$4,224,776	
Total	\$4,224,776	

Date: June 28, 2021

Agenda Item: 6.

Subject: **PUBLIC HEARING ADOPTING CITY OF FOREST GROVE BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2021, AND ENDING JUNE 30, 2022**

CITY COUNCIL MEETING

Request to Testify at Public Hearing

Public Hearings: Hearings are held on each matter required by state law or City policy. Sign in before the meeting on the Public Hearing form posted in the foyer. The presiding officer will review the hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Council, please use the witness table (center front of the room), provide your full name and please limit your remarks to three (3) minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action. All testimony is electronically recorded. Written testimony may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Please sign-in below to testify:

PROPONENTS: *(Please print legibly)*

First & Last Name:
Michael Moore, Applicant

Address: **City, State & Zip Code:**

OPPONENTS: *(Please print legibly)*

First & Last Name:

Address: **City, State & Zip Code:**

OTHERS: *(Please print legibly)*

First & Last Name:

Address: **City, State & Zip Code:**

Please continue on Page 2: