

**CITY OF GRANTS PASS
BUDGET COMMITTEE MEETING MINUTES
May 16, 2023, at 6:00 pm
Council Chambers**

City Councilors

Brian DeLaGrange
Rob Pell - Absent
Valerie Lovelace
Rick Riker
Dwight Faszer - Absent
Dwayne Yunker
Joel King
Vanessa Ogier

Budget Committee

Members

Tom Brandes (Chair)
Tom Bradbeer (Vice Chair)
Curt Collins
Tripp Androy
Josh Balloch
Tammie Schmidt-Kirk -
Absent

City/Staff:

Aaron Cubic, City Manager/Budget Officer
Karen Frerk, City Recorder
Augustus Ogu, City Attorney
J.C. Rowley, Finance Director
Jason Canady, Public Works Director
Warren Hensman, Police Chief
Keith Larkin, Fire Chief
Bradley Clark, Community Development Director

1. Budget Officer convene Committee

- Budget Officer/City Manager, Aaron Cubic opened the meeting and roll was taken.
 - a. Nominations for Budget Chair and Vice Chair
 - b. Election of Budget Chair and Vice Chair

MOTION/VOTE

**Councilor Lovelace moved, and Councilor Riker seconded the motion to appoint Tom Brandes as Budget Chair. The vote resulted as follows: “AYES”: Councilors Lovelace, Riker, King, Ogier, and Yunker, and Committee Members Brandes, Collins, Bradbeer, Androy, and Balloch. “NAYS”: None. Abstain: Councilor DeLaGrange. Absent: Member Schmidt-Kirk, Councilors Faszer and Pell.
The motion passed.**

MOTION/VOTE

**Councilor Riker moved, and Member Collins seconded the motion to appoint Tom Bradbeer as Budget Vice Chair. The vote resulted as follows: “AYES”: Councilors Lovelace, Riker, King, and Ogier, and Committee Members Brandes, Collins, Bradbeer, Androy, and Balloch. “NAYS”: None. Abstain: Councilor DeLaGrange and Yunker. Absent: Member Schmidt-Kirk, Councilors Faszer and Pell.
The motion passed.**

2. Adopt Budget Committee ground rules

MOTION/VOTE

Councilor Lovelace moved, and Member Collins seconded the motion to adopt the Budget Committee ground rules. The vote resulted as follows: “AYES”:

Councilors Lovelace, Riker, King, Ogier, and Yunker, and Committee Members Brandes, Collins, Bradbeer, Androy, and Balloch. “NAYS”: None. Abstain: Councilor DeLaGrange. Absent: Member Schmidt-Kirk, Councilors Faszer and Pell.

The motion passed.

3. Delivery of Budget Message and receive the Budget Document

- Aaron Cubic, City Manager delivered the Budget Message, which included an overview of the budget process, budget summary and a call to action.

4. Overview of Strategic Plan & Capital Projects – Lands & Buildings Capital Projects

- Aaron provided an overview on Lands & Buildings Capital Projects.

5. Police Department Budget presentation

- Police Chief Hensman delivered the budget for the Police Department for FY’24. He discussed Council’s goal of enhanced community safety, gave a summary of the budget, and an agency overview.
- He said they have a deliberate focus on recruitment, retention, and succession planning.
- He explained the FY’24 budget increase of 11.93%, noting that personnel expenses account for 73% of the budget. Almost 9.19% of the budget increase will have offsetting revenues such as grants, forfeiture, GPSD IGR, HIDTA IGR, 911 IGR, Opioid settlement funds, sale of evidence, etc., and will not affect the General Fund.
- He talked about enhancing community safety through maintaining necessary public safety infrastructure, addressing homelessness, mental health, drug addiction and other related issues, and enhance a safe and secure environment.
- He stated that they must remain “forward thinking” to be successful, appropriately manage costs, and continue to deliver the best service the community demands and deserves.

6. Fire Rescue Budget presentation

- Fire Chief Larkin delivered the Fire Rescue proposed budget presentation for FY’24. He talked about the department overview, the organization, Council and departmental goals, and the budget summary.
- He talked about Emergency Operations, noting an increase in calls for service, up 5.8% from the previous year, stating that EMS and Rescue are approximately 37% of their calls. He mentioned that they will be eliminating the SWAT Medics and Student Program for FY’24.
- He discussed the Fire Prevention program, stating that Grants Pass has 2,315 Businesses/Assemblies to inspect with 1,030 required each year. He noted a FY’22 reduction of a Fire Prevention Inspector position. He talked about the Oregon Department of Transportation grant to purchase and install car seats for WIC - Josephine County Health Department.

- He talked about enhancing community safety through stable public safety funding, stating that his primary goal will always be to focus on enhancing community safety while finding ways to improve services.
- He discussed the development of a City of Grants Pass – Wildfire Resiliency Plan.
- He stated that there will be a minimal increase in FY'23 through Contractual/Professional Services, as well as some increase in station operating and maintenance costs, including the funding for the Firewise Coordinator.

7. Community Development Department Budget presentation

- Community Development Director Bradley Clark delivered the budget presentation for his department. Director Clark reviewed the nine divisions in his department.
- He stated that Parks Maintenance is 86% funded by the General Fund, and 14% funded by state grants, facility rents, other revenue, and transfers. The total FY'24 recommended FTEs for Parks is 9.33. He talked about the 21 Parks and amenities, and the Forestry Program. He discussed the contractual and professional services as well as the Aquatic Services and Parks and Recreation Services.
- He talked about the Downtown Development Services, stating that 68% is funded by the General Fund while 29% is funded through Lodging Tax with 3% from other revenue. He discussed Economic Development and Tourism contracted and cooperative programs.
- He talked about Community Development Management and Support. This encompasses Building, Planning, Parks & Recreation, Economic Development, Downtown and Tourism. They collect and distribute Advance Finance District/Reimbursement District, Fee in Lieu, and System Development Charge payment, provide lien search assistance, customer support for Community Development and Public Works, project management for a variety of Land and Building projects, support functions of the Urban Area Planning Commission, Historical Buildings & Sites Commission, Parks Advisory Committee, and Housing Advisory Committee.
- He explained the Planning Divisions current and long-range planning with the Urban Growth Boundary, addressing statewide planning goals, code enforcement assistance, flood management system, and ensuring quality growth.
- He talked about Building & Safety, saying they review plans and issue permits consistent with Oregon Building Codes, performs inspections and issue C of O's, provides information, education, and enforcement of codes, and maintains levels of service to ensure quality and safety of construction.
- He also talked about efficiency measures and future challenges.

8. Ratification of Budget Hearing schedule

MOTION/VOTE

**Member Bradbeer moved, and Member Androy seconded the motion to ratify the Budget Hearing schedule. The vote resulted as follows: “AYES”: Councilors Lovelace, Riker, and King, and Committee Members Brandes, Collins, Bradbeer, Androy, and Balloch. “NAYS”: None. Abstain: None. Absent: Member Schmidt-Kirk, Councilors Faszler, Pell, DeLaGrange, Yunker, and Ogier.
The motion passed.**

9. Receive public comment and/or questions

- None.

10. Vote for tentative Budget approval of programs discussed.

**Member Androy moved, and Councilor Lovelace seconded the motion to vote for tentative Budget approval of programs discussed. The vote resulted as follows: “AYES”: Councilors Lovelace, Riker, and King, and Committee Members Brandes, Collins, Bradbeer, Androy, and Balloch. “NAYS”: None. Abstain: None. Absent: Member Schmidt-Kirk, Councilors Faszler, Pell, DeLaGrange, Yunker, and Ogier.
The motion passed.**

11. Continue Hearing to Tuesday, May 23, 2023

Meeting adjourned by Chair Brandes at 8:53 pm.

Minutes prepared by Karen Frerk, City Recorder.