



BUDGET COMMITTEE MEETING MINUTES

May 19, 2022 at 6:00 PM

City Hall Council Chambers & Remote Video Conferencing

RECONVENE CITY BUDGET COMMITTEE MEETING FROM MAY 18, 2022

1. Roll Call

The Wilsonville Budget Committee meeting was held at the Wilsonville City Hall beginning at 6:00 p.m. on Thursday, May 19, 2022. The Chair reconvened the meeting at 6:00 p.m. followed by roll call.

PRESENT

Member Fitzgerald
Member Akervall
Member Lehan
Member Linville
Member Scull
Member West
Member Moulton
Member O'Neil
Member Hamm
Member Russell

STAFF PRESENT

Andrea Villagrana, Human Resource Manager
Andy Stone, IT Director
Amanda Guile-Hinman, City Attorney
Beth Wolf, Systems Analyst
Bill Evans, Communications & Marketing Manager
Bryan Cosgrove, City Manager
Chris Neamtzu, Community Develop. Director
Cindy Luxhoj, Associate Planner
Cricket Jones, Finance Operations Supervisor
Dan Carlson, Building Official
Dan Pauly, Planning Manager
Delora Kerber, Public Works Director
Dillion Jenkins, Senior Accountant
Dustin Schull, Parks Supervisor
Dwight Brashear, Transit Director
Eric Loomis, Transit Operations Manager

Georgia McAlistar, Assistant Planner

Jeanna Troha, Assistant City Manager

Katherine Smith, Assistant Finance Director

Keith Katko, Finance Director

Kerry Rappold, Natural Resources Manager

Kimberly Rybold, Senior Planner

Kris Ammerman, Parks and Recreation Director

Mark Ottenad, Public/Government Affairs Director

Martin Montalvo, Public Works Ops. Manager

Matt Palmer, Associate Engineer

Mike Nacrelli, Civil Engineer

Miranda Bateschell, Planning Director

Philip Bradford, Associate Planner

Robert Wurpes, Chief of Police

Ryan Adams, Assistant City Attorney

Scott Simonton, Fleet Services Manager

Zach Weigel, Capital Projects Engineering Manager

Zoe Mombert, Assistant to the City Manager

PUBLIC HEARINGS / CITIZEN INPUT

2. Public Hearing for the FY 2022-23 Proposed Budget

Chair Scull reconvened the Public Hearing at 6:00 p.m. and read the conduct of public hearing format.

3. Citizen Input

There were no comments from the public.

FY 2022-23 OPERATING BUDGET

Katherine Smith, Assistant Finance Director, noted the City Departments that would be presenting budgets this evening. (Slide 3)

4. Department Presentation: Policy and Administration

City Manager Cosgrove provided an overview of the department's mission and function. He noted that with all the cyber security issues happening in the world and the broadband packages the City uses, Information Technology (IT) would be highlighted this evening. (Slide 5)

Andy Stone, IT Director, introduced the Staff and described the many functions of the IT Department, as well as four projects that would be done over the next fiscal year, including the new Public Works Complex, retrofitting the Art Tech campus into the City's network, cyber security, expanding City fiber, and updating the IT Strategic Plan. (Slides 6 – 9)

Member O'Neil asked if the IT team was responsible for setting up the electronic payment system, such as for annual business assessments. He appreciated being able to pay his assessment electronically for the first time this past year instead of going to the City offices.

- Mr. Stone replied the IT Department was working to update that process and facilitate some of the backend pieces, working in conjunction with Finance or any other department as necessary.

Member Linville:

- Asked how close the Enterprise Resource Planning (ERP) was to being implemented.
- Mr. Stone replied that three of the modules, Financial, HR/Payroll, and EnerGov, have been completed and are live. Utility billing should go live in early fall.
- Asked if the City still had contract costs and if that was included in the Professional and Technical Services line item in the IT budget.
- Mr. Stone believed the increase in that line item was for the IT Strategic Plan project planned this year. The cost for the ERP was included in a separate CIP project, which also included costs for the software company consultant, who would be paid through the end of the implementation.

Member Russell asked if the updated IT Strategic Plan would be publicly available when completed.

- Mr. Stone replied the current IT Strategic Plan was on the City website with annual updates, and the updated Plan would be available on the website after formal adoption.

Member West asked if there had been any significant or unique changes in the budget due to the pandemic that may not be in next year's budget. With all the tech adjustments made for working from home, some things not going away, like Zoom, how had the shift in the working culture affected IT?

- Mr. Stone replied some of the changes were in last year's budget, such as the increased number of internet lines for resiliency to help with remote work. He did not anticipate any other major updates at this point. The shift in the working culture was handled through laptops already in use or other methods for remote work that had a small annual cost, but large amounts of equipment did not need to be purchased. The City used a lot of what was already on hand.

Member Fitzgerald thanked the IT team for the work they did on the broadband project within a concentrated time to work with other cities and State representatives to get the package together. She asked Mr. Stone to comment about one of the projected benefits of the project, which was to provide an option for more private industry to be able to connect. She also asked if the website would provide updates on the status of the broadband project with the neighboring cities.

- Mr. Stone stated the project is still in the very early stages. IT has worked with King City and Sherwood to expand fiber routes between all of the cities, with Sherwood taking lead on the design. One of the major benefits would be to add diverse pathways for fiber amongst all the communities, so service could be routed in different ways should something happen to one line.
- The City of Sherwood is an ISP, and the City was going to work out a deal with them to provide services to the city, including a public wireless area in some of the parks. During the pandemic, coffee shops and other areas with Wi-Fi were closed and people could not access internet services, so IT would work with the Parks Department to find the best areas to provide broadband access for citizens.

- The team would look at providing updates about the project on the website especially in conjunction with the other entities involved in the process.

Assistant Finance Director Smith presented the Policy and Administration Department budget, including the Current Year-End 2021-2022 Estimate and Proposed 2022-23 Budget, describing the proposed Baseline Changes and Add-Packages for each of the five program areas. (Slides 10–15) Comments and questions regarding these program areas were as follows:

IT Department

Member West asked if the City had a social media budget and if the work was strategic and done through a service.

- City Manager Cosgrove replied the City used social media for events and to get information out to the community, like that done for the Aurora Airport. Posts were boosted when a wide reach was needed. The City's social media was strategic, targeted, and done in house.

Legal- HR/Risk Management

Member O'Neil:

- Noted that as the city has grown and gotten busier, he has seen a lot of strain put on the Legal Department. He asked how the City determines when to hire new legal staff, whether to have another attorney or support staff, from a work quality and performance perspective. For some time, Legal has only slightly increased FTEs by about .7 and he anticipated the legal team would be taking on a lot more moving forward. He added his questions also applied to HR, which has become more complex when working to move diversity, inclusivity, and equity (DEI) forward, putting a lot more strain on HR. He anticipated that these divisions would be made larger overtime.
- City Manager Cosgrove explained there was no distinction between departments. HR has requested it is add package for last four years. Those positions compete with other positions and Staff works to determine the biggest need. HR's request rose to the top this year with all the recruitments being done, as well as the DEI and Risk Management work by the department. The Legal Department added a new legal assistant several years ago and had a city attorney, assistant city attorney, a legal intern, a paralegal, and a legal assistant to help track contracts with all the departments. Any future need for personnel would be discussed with the city attorney and go through the same internal budget deliberations that each department uses.
- Asked how workload was defined, and if the City internally tracked the time each department ~~was~~ used the Legal Department, what department used Legal most, how it was measured, and if it was incorporated into the future needs of expanding the department.
- City Manager Cosgrove explained it was a bit more difficult with the Legal Department. A line item is provided in the budget for outside legal services when the City needs to utilize an outside attorney for some specific expertise, like that used for the Aurora Airport master planning. The metrics in the Legal Department is be tied into land use, development, and litigation, so it was difficult to predict the workload from year to year. Some is known, since the City tracks development activity, but the City never knew when it might be sued, so making that determination was more difficult. In other departments, it took having ongoing conversations with the department heads.

- Commended the City's Legal team, adding he appreciated their work on the Camping World case. He hoped time tracking was being utilized because he anticipated legal issues would develop over time, resulting in the department needing more help.
- Amanda Guile-Hinman, City Attorney, added that one of the Legal Department's work plan items was looking at how Code enforcement is handled and potentially making some Code revisions to include things such as collecting attorney's fees when a Code enforcement action is required.
- Suggested for Code enforcement penalties that are \$10,000 or less, the City should look at creative options, such as suing under breach of contract and property damage statutes. If the ~~xxx~~ penalty is under \$10,000 and they do not timely respond and settle, the City actually get its fees, bringing in some money the City needs to build the department.

5. Department Presentation: Community Development

Chris Neamtzu, Community Development (CD) Director, provided an overview of functions of the department's four divisions, including the Building Fund, which is housed within a separate accounting fund. He highlighted the department's goals and achievements and described the key factors at play in the department's proposed budget. (Slides 16–19)

Keith Katko, Finance Director, presented the Community Department (CD) budget, including the Current Year-End 2021-2022 Estimate and Proposed 2022-23 Budget, noting the proposed Baseline Changes for each of the four program areas and that no Add-Packages were proposed. (Slides 20–23)

Dan Carlson, Building Official, explained StatTracker, which shows development activity and its impact on workload for the entire Community Development department. Wilsonville was named one of the top five fastest-growing cities in the state. The Project Permit Valuation chart is based on the calendar year because that provides the most current numbers through December 2021 and reflected the total project values in each category. He noted the first quarter of 2022 already had projects valued at \$72 million, well surpassing prior first quarter values in 2018 through 2020. He highlighted key projects in progress noting there is a lot of interest by businesses to move to Wilsonville and by existing businesses to make improvements. It was an exciting, yet challenging time with the work, but even with labor and supply chain issues, the budget numbers reflected a conservative, yet cautiously optimistic outlook. (Slides 24–26)

Member Fitzgerald thanked the Community Development Department for its good work, which has led to the increased development activity, adding she assumed the proposed budget supported Staff's best guess of what it will take to continue at that level.

Finance Director Katko presented the Building Fund budget, including the Current Year-End 2021-2022 Estimate and Proposed 2022-23 Budget, describing the proposed Baseline Changes and Add-Packages. He also highlighted the Five-Year forecast. (Slides 27–28)

Kris Ammerman, Parks and Recreation Director, shared a brief anecdote reflecting on the pride and commitment the Park Staff took in serving the community. He provided an overview of the Department's various functions and responsibilities, as well as the recreational programs, events, services, and activities provided in the community. He also highlighted two new amenities; the new skate park and nature play area. He noted Park's day-to-day deliverables help build community, improve health and wellness, connect people to nature, and plant moments so people can harvest memories. (Slides 30–33)

Member Akervall:

- Noted the stats on the number of parks, green space acres, etc., which show that Park facilities are growing, so the number of restrooms and playgrounds being maintained is also increasing.
- She recently learned from a Parks Staff member about the new program she wanted to share with the Committee. She had received a small key chain with a number to text about park issues, such as missing toilet paper in a bathroom or a playground concern, which enabled the Parks and Rec Staff to respond to those needs in more quickly. She asked for more details about the program, adding that as the Park system grows, being able to maintain and keep up with what the City has in an important piece to appropriately serve the community.
 - Mr. Ammerman replied that his team is great with technology and innovation, and when needed IT helped with the technology. That program was implemented not too long ago, streamlining addressing the real, live problem on the ground via text, instead of through the work order system used in the past that might not have addressed the issue until the next working day when people were in the office to check those work orders. Now, issues are reported in real-time, and the response time is much quicker.
- Believed it was an excellent idea and hoped it would be successfully used as everyone got to learn the text number and send messages as needed.

Chair Scull asked if there is an independent website that updates recreation activities.

- Parks Director Ammerman replied the direct link is wilsonvilleparksandrec.com. The site can also be reached by going to the City website and clicking on Parks and Rec under the Departments tab.
- City Manager Cosgrove added the City also sends out an activity guide and an events calendar is published in the Boones Ferry Messenger.

Assistant Finance Director Smith presented the Parks & Recreation budget, including the Current Year-End 2021-2022 Estimate and Proposed 2022-23 Budget, describing the proposed Baseline Changes and Add-Packages for the two program areas. (Slides 34–35)

7. Department Presentation: Library

Shasta Sasser, Library Director, described the many activities and services the library provides, the adjustments made during the pandemic, and the changes implemented in transitioning back to in person services and opportunities. As a result of the recent strategic planning process a brand-new mission was developed, "To enrich and advance the lives of Wilsonville residents, creating opportunities for joyful discovery, lifelong learning, and community connections."

Member O'Neil

- Said the library is wonderful and he has been learning about its programs, especially the SMART program with getting the books out on the bus system.
- Noted the Dolly Parton Imagination Library (DPIL) struggles with outreach to get information to families that could benefit from an early reading program and asked if the DPIL material was on the mobile bus and if a bilingual staff member is available to have some of these conversations when the bus goes to various areas. Families living in the apartment complexes, for example, might be less likely at times to be able to go to the library, so having the DPIL materials on the bus would be a direct way to get that message to them.
- Asked for information about the status of programs directed at teens and pre-teens at the library.
 - Library Director Sasser explained that DPIL is promoted at all Library outreach events. The Friends of the Library Foundation was at the recent egg hunt to represent DPIL, which is largely run through the Foundation. Eight children signed up at the egg hunt.
 - She confirmed Library Staff do take the DPIL materials on the bus, and the signups are in both English and Spanish, noting the Outreach Librarian speaks Spanish and attends all outreach events.
 - Tween and teen programming recently transitioned from online to in-person activities. Teen programs are now being held on Wednesdays after school instead of Friday nights. Staff has seen an increase in teens using the teen area recently. A new young teen book section was just created, pulling various books from the juvenile fiction and teen fiction sections.

Member Hamm asked if the library was moving software for downloading media to Libby, which is what Portland uses.

- Library Director Sasser explained that recently the Library has had two platforms for digital materials like e-audio books and e-books, the Libby app and the Cloud Library app. The Library will migrate the collection on the Cloud Library app over to the Overdrive app. Though the app is countywide, the Library will have its own collection within the Overdrive app, which, as a whole is a State library, so many different libraries in the state contribute to that platform. The wait times were often shorter for Cloud Library. However, the Library will essentially have the same set up with its own Clackamas County collection within that State collection. It would not be integrated in the sense that somebody from Springfield could check out one of Wilsonville's items. Only Clackamas County residents could see Wilsonville's particular collection when they log in with their Clackamas County card. The Library also has Hoopla now.

Assistant Finance Director Smith presented the Library budget, including the Current Year-End 2021-2022 Estimate and Proposed 2022-23 Budget, noting there were no significant Baseline Changes or Add-Packages. (Slide 40)

8. Department Presentation: Public Safety

Robert Wurpes, Chief of Police, provided an overview of the Law Enforcement Department's various functions and three program areas, reviewing the Department's community focused philosophy, priorities, and positive partnership with the City's Code Compliance Department.

- Commented that police officer recruitment was currently tough and asked if Chief Wurpes believed Wilsonville is fully staffed, as he had heard concerns from citizens that they would like to see more patrols or better coverage. Wilsonville is the fastest-growing city in Clackamas County, so was there evidence to show the City is also ready to grow its police presence? Was the shortage of policing impacting Wilsonville?
- Knew Wilsonville is a safe city, but he wanted to make sure they are proactive, too, and firmly believed law enforcement needs to have the resources they required to do a really tough job and asked what that need looked like as far as staffing.
 - Chief Wurpes explained Clackamas County recently paid for a staffing study, which included Wilsonville. Though long and complicated, the study concluded that right now, based on the calls and amount of availability for pro-active policing, the City is on target, at least on paper, but not all positions are filled. He has concerns about supervision, which is something he will address moving forward in future budgets.
 - He added that while it looks great on paper, the real issue is that he just does not have the people. He believed the personnel target number from the study was good and healthy for the City's demand and the proactivity they would like, such as bike patrol. Right now, he simply did not have human bodies to fill those positions but was working very diligently to actually fill those positions.

Member Fitzgerald:

- Stated she was looking forward to having David Valenzuela in the new Code Enforcement position and added the statistics provided in City Manager Cosgrove's monthly report to Council were a good resource for people to compare what the Police Department encounters each month. She appreciated and hoped the Department would continue doing appearances around the city at HOAs, schools, and the community center, so neighbors could be as proactive as they could be in preventing crime.
- Asked if there was any other comment Chief Wurpes could make, in this time of staffing challenges, on what everyone could do to help maintain this safe, clean city everyone wanted.
 - Chief Wurpes responded that National Night Out and Coffee with a Cop were some of the events the Department looks forward to for community connection.
 - He confirmed he would speak at the June 6, 2023, Council meeting to discuss new online data tools the public could use to look at the type of issues that the city is facing and what they look like over time. The tools were already available on the City website and could be found under Policing. The Department also had a new online reporting system.
 - To the question about what folks can do, the Department looks at trends, such as package theft, vehicle break-ins, and catalytic converter thefts, and tries to put information about how not to be a crime victim in the Boones Ferry Messenger and the Department's online portals. As they notice these trends, the Department tries to provide the public with crime prevention tips to offset that as part of its crime prevention strategies.

Member Russell

- Asked what percentage of local law enforcement represent Black, Indigenous, and People of Color (BIPOC) community members and if the budget has any items that reflect money going into training, especially Diversity, Equity and Inclusion (DEI) specific training.

- Chief Wurpes explained the Department did not specifically recruit towards a specific demographic makeup for its personnel because it changes all the time. Based on the nature of the contract with the County, deputies can come to Wilsonville for a minimum of a year, and stay as long as they wish, with some staying in this assignment for up to eight years. Because of that, it is constantly a point-in-time change of what they would see.
- As far as money set aside for DEI specific training, the answer was twofold. First, the Department did have a training budget, which could be used to look for opportunities for that specific training. Second, it was also organic, as he always looks for opportunities to do that training whenever possible. Most recently, an all-staff training was held, which was already accounted for in the standard wages and a bit of overtime, to get training from a member of the Wilsonville DEI Committee who spoke to the whole department about DEI and relationships.
- Noted the Oregon Secretary of State Audits Division, where she worked, conducted a Department of Public Safety Standards & Training (DPSST) audit last year, which included recommendations on what appeared to be a lack of follow-up on training and certification of proper training standards. She asked if the Department had any training practices to address such potential deficits.
 - Chief Wurpes responded that he was not familiar with that specific audit, but noted there had been a lot of audits and changes, which was a chore to keep up with. He asked if there was something specific to Clackamas County Sheriff's Office that had to do with not being responsive in follow-up and training.
- Clarified the audit was more over the DPSST department itself. She was not too familiar with how all of it worked, but understood they were the standard-setting board for the State. If DPSST did not have those standards set for additional follow-up training requirements, then that would be on individual police departments to do that. She asked what Wilsonville or Clackamas County's policy was for maintaining and keeping up on certifications and standards trainings.
 - Chief Wurpes replied those standards were the minimum requirements, so each department can take that and raise it. Clackamas County holds required monthly trainings, covering use of force, use of court ordered reporting, de-escalation, tactics, and training of that nature. This morning, he held a three-hour ethics training, which everybody in the Department was required to attend. These trainings were beyond those minimum qualifications of the Sheriff's office. The Department tries to stay ahead and wants the best people out there working, which happen through support and training. He believed the Sheriff's Office was notches above the minimum standard, so they were doing well and were always looking at where they could improve.

Member O'Neil

- Wanted the community to know about Chief Wurpes' leadership efforts, noting there were community members not only of a different color, but also of different language abilities.
- Asked for an example of the efforts used when approaching a law enforcement need, especially when approaching someone who might have a different language. What interpreters were available to address that or a cultural understanding to help when responding to a call?
 - Chief Wurpes agreed that was a big question. As a small department with only 21 members, personnel changes over time, so the skill sets, background, life experiences, languages, and cultures change over time, which is a good thing, as they provide different perspectives.

- Right now, they have one staff member fluent in Spanish, another fluent in German, and many cultural and religious backgrounds represented. In terms of language, if officers know they are coming to groups that have a specific language or translations, they can plan ahead with in-person translators, which they have access to.
- In emergency situations, such as 911 calls, where things have to get settled and communicated immediately, all officers are issued department phones which have immediate access to language lines using an 800 number where they say what language is needed, and a translator comes on that phone in short order, even in the middle of the night. He has used the service himself a few times. Officers also have access to American Sign Language (ASL) interpreters, including a video sign language interpreter if one is not available in person.
- The Department is very mindful of these things and did its best to meet people where they are to work through the emergency, but it is a different scenario when there is time to prepare for those things.

Member Linville asked about the status of the Behavioral Health Specialist and what the model would be, specifically if that person would be housed at the Clackamas County center or in Wilsonville.

- Chief Wurpes responded the Specialist would be housed in Wilsonville, as it would be one FTE dedicated to Wilsonville. He was excited because when the Behavioral Health Unit (BHU) was first launched many years ago, there was that weird, “Who is this person? What’s going on?” feeling, but relationships quickly developed, and those people became part of the team. They are at roll call, with everyone knowing first names, sharing funny stories, and that communication and building trust was important moving forward. He was excited to have a dedicated person coming to Wilsonville to have that same relationship with officers here.
- As far as status, the job posting went live on the Clackamas County job postings today. A master-level clinician with certification was preferred, but they could work with an uncertified person with the educational background. He asked everyone to help spread the word about the open position.

Member Fitzgerald

- Noted the City contracted for a certain level of service as determined to be appropriate based on call and response levels in Council’s monthly reports. She asked how the City was doing with fulfilling its contracted level of service for police officers, and if the Department was fully staffed or looking for one more person.
 - Chief Wurpes responded the Department was short-staffed, as reflected in the budget numbers. The Sheriff’s Office could not give what it did not have. There was a shortage and the Department was all gears moving forward to address it. In addition to the website, they had cards and QR codes. The School Resource Officer (SRO) had a degree in marketing and had been asked to help them with branding, marketing, and targeted audiences. They were in the process of researching using a marketing team, to a limited degree to help move forward on how to best recruit and get the word out.
- Appreciated his comments, adding she liked his idea of finding ways to articulate how the role of a police officer in a city like Wilsonville could look and be.

- Asked if the pay was competitive compared to surrounding municipalities. Were there any innovations that the City could do to recruit and fill the law enforcement positions; were bonuses given out or were there any nice, strategic “carrots” to offer? How could the City be more competitive? Having a fully staffed, well-funded police force was essential. One reason people move to, and call Wilsonville home was because it was well policed with a professional police force and safe. He wanted to protect that.
- Chief Wurpes responded it was challenging because the Department is bound by the County’s governing rules and could not offer bonuses or pay moving fees. The pay is competitive, and it was difficult paint a picture of the value of the entire benefits package, including medical, fringe, and retirement benefits. They were working through that challenge to give people access and show where they stood comparatively with competing agencies.
- He thanked the City and the Wilsonville community for its support over the last couple of years in some tough times. He believed creating the positive environment that exists in Wilsonville for police officers was one of the critical steps getting people interested in serving the community.
- He noted County fully was engaged with its full-time recruiting team and marketing people. For him, grass-roots efforts were his way forward to do his part.
- Asked if the City tended to draw experienced, well-seasoned officers, officers fresh out of the academy or within the first two to five years of their career.
- Chief Wurpes stated one benefit of the contract was the Department’s detective was one of the best in the State at investigating fraud, identity theft, and things of that nature. All of the sergeants had previously been detectives, worked big cases, and knew what to do in an emergency. At the line level, Julie Fanger, a non-sworn staff member is the most seasoned non-sworn staff person the Department had. The patrol side was mixed, with some very experienced officers having special unit experience, like search and rescue, S.W.A.T or divers, as well as some new officers. So, there was a good mix, which he believed was a healthy balance with more experienced officers mentoring the less experienced personnel.

Member O’Neil:

- Asked if the City’s contract rate was adjusted based on the fact the County is not in a position to fulfill the service needs under the contract since the City does not have the full FTEs under that contract. He assured this was not a criticism, but he was trying to understand how the contract works with the Sheriff’s office and how that fluctuates. If the City had less people, did it pay less, or was it firm and in stone?
- Chief Wurpes assured the contract is flexible; the City did not pay for what it did not get. As he mentioned earlier, analyzing the Department’s budget would reveal it was a bit under budget this year.

Finance Director Katko explained that the Police and Code Enforcement Departments had been combined into the Law Enforcement/Code Enforcement Department. He presented the Public Safety budget, including the Current Year-End 2021-2022 Estimate and Proposed 2021-22 Budget, highlighting the proposed Baseline Changes and Add-Package for the two program areas, noting the Code Compliance Officer was previously in the Administrative Department, so it was a negative out of that department and added into this one.

Member Moulton:

- Noted the Add Package for the Behavioral Health Specialist was at 1.0 FTE for half of the year and asked it that was because the position was just being posted and the person would start in January.
 - Chief Wurpes explained that half position was not actually attached to the mental health position, it was an add from last year. When modeled last year, he and Assistant City Manager Jeanna Troha decided to slowly pay half of the significant start-up costs for a period of time and then take over the full cost.
- Understood the person started last year, so half of their FTE was in last year's budget.
 - Chief Wurpes explained they paid a full year in advance, so half of the position was paid over one year and the rest over six months. The City was really just stretching out that payment over a year-and-a-half instead of just one year.
 - Finance Director Katko noted the position was folded into the police contract.

General Fund 5-Year Forecast

Finance Director Katko presented the General Fund and the 5-Year Forecast for the City's operating funds, noting expenses above revenue were due to one-time charges and that reserves were well above mandated minimums. (Slide 49)

QUESTIONS FROM THE BUDGET COMMITTEE AND STAFF RESPONSES

Chair Scull confirmed there were no additional questions or comments.

City Attorney Guile-Hinman confirmed there was no public testimony.

Chair Scull closed the public hearing at 8:10 p.m.

CONTINUED DELIBERATIONS BY BUDGET COMMITTEE

Member O'Neil asked if there would be a budget adjustment in light of Council President Akervall's suggestion from last night.

- City Attorney Guile-Hinman advised he was referring to the \$30,000 adjustment for the Boones Ferry Messenger printing costs. The simpler way to handle this would be to move to approve the FY 2022-23 proposed budget as amended with a \$30,000 adjustment for Administration for the Boones Ferry Messenger and levying the full amount of the City's general tax rate of \$2.5206.
- Finance Director Katko clarified the \$30,000 was a rough figure based on the projected increase needed.

9. Motion to Approve the FY 2022-23 Proposed Budget

Motion: Moved to approve the FY 2022-23 Proposed Budget in the total amount of \$285,059,238 as adjusted for an additional \$30,000 to address the printing cost associated with the Boones Ferry Messenger and levying the full amount of the City general tax rate of \$2.5206.

10. Discussion

Member Akervall appreciated the careful review and questions over the last two evenings, the effort put into the review, and Staff's responses. It had been an important job to consider if the budget was in alignment with the vision for the City, as there were a lot of details and moving parts in the City, so this was not necessarily a simple task. She also appreciated the honesty and curiosity in looking at what was presented, and she appreciated the investment in Wilsonville.

Member Fitzgerald agreed, adding that it is often heard to use the 300-page budget document to get to sleep at night, but she learned so much from both hearing the questions and the responses, which reveal what people are curious about their city and what was important to them, which makes a big difference. She thanked the Committee and recognized that though this was a gigantic notebook filled with numbers, it was one of the most important things they did for the City. She was proud of the opportunity to work with the Budget Committee on the budget.

Chair Scull thanked the Committee for allowing him to be Chair, as the process was new to him, and he has learned a lot. He thanked Council and Staff for putting together the phenomenal, detailed budget. He appreciated Staff making the presentations and providing background to their numbers. He noted each section now had performance metrics to show a bit more about what was going on in each division or department and what was being done to improve the process.

Member O'Neil stated he enjoyed the City Council President's brief summary of analysis, which helped him with the material. However, the opportunity to watch Staff present what they do is not often focused on, which is disappointing as he was all about community member access, transparency, and openness. In the Development Review Board (DRB) meetings, people show up and have heated conversations and there was community involvement. The Staff presentations explaining the budget should not be missed, as it is a good education, and he learns even more by asking questions and hearing Staff's responses. Community members not signed into the meeting were missing out and he encouraged citizens to show up and hear what is being said.

Member Linville thanked the citizens as well as her colleagues for their work and assured the Committee did not take this lightly; it was serious business involving nearly 400 pages worth of documents and numbers. She believed Staff, under City Manager Cosgrove's leadership, did an excellent job helping the Committee understand how the pieces come to life. She noted the City has received awards for its budget document, and she appreciated the tabs so she did not have to find her way through. She especially thanked the citizens who submitted the photographs included in the document as a result from a photo contest. It was very nice to see them all, especially the little pond by her house.

Member Lehan agreed with Member Linville, adding that the budget document seems to get better and easier to follow every year. She also agreed that the photos were fabulous and suggested taking more advantage of citizen photographs in other City documents on various subjects because there is a lot of talent and citizen's capture the community so well.

Member West completely concurred with everything stated; adding he found this specific budget document the easiest to navigate through and the one he felt has been the best since his tenure on the Committee. He thanked the volunteers on the Budget Committee for their work, noting this was not just a two-day event as there was a lot of information to pour over. He was thankful as a Councilor that when they vote, he could lean on their expertise, as he was not a budget expert. There were some great questions that he literally would not have known to ask no matter how long he looked at the numbers. He thanked everyone, especially Member Russell, the newest Committee member who had been on board for only two days but picked up without missing a beat and jumped right in.

Voting Yea:

Member Fitzgerald, Member Akervall, Member Lehan, Member Linville, Member West, Member Moulton, Member Hamm, Member Russell, Member O'Neil, and Chair Scull.

Voting Nay:

None.

Vote: Motion carried 10-0.

ADJOURN OR RECESS UNTIL MAY 24, 2022

Chair Scull adjourned the Budget Committee meeting at 8:27 p.m.

Respectfully submitted,

DocuSigned by:
Kimberly Veliz
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Paula Pinyerd, ABC Transcription Services, LLC.
for Kimberly Veliz, City Recorder