



## **BUDGET COMMITTEE MINUTES**

**May 15, 2024 at 6:00 PM**

**Wilsonville City Hall & Remote Video Conferencing**

---

### **RECONVENE CITY BUDGET COMMITTEE MEETING FROM MAY 9, 2024**

Chair Russell reconvened the meeting at 6:00 p.m.

#### **1. Roll Call**

**Present:** Member Russell, Member Linville, Member Akervall, Member Berry, Member Moulton, Member Beach, Member Moore. Member Fitzgerald joined via Zoom at around 6:30 pm.

**Excused:** Member Dunwell, Member Traughber

**Staff Present:** Bryan Cosgrove, City Manager; Keith Katko, Finance Director; Katherine Smith, Assistant Finance Director; Amanda Guile-Hinman, City Attorney; Chris Neamtzu, Community Development Director; Andrea Villagrana, Human Resource Manager; Miranda Bateschell, Planning Director; Dan Carlson, Building Official; Kris Ammerman, Parks and Recreation Director; Shasta Sasser, Library Director; Matt Lorenzen, Economic Development; Zach Weigel, Capital Projects Engineering Manager; Jeanna Troha, Assistant City Manager; Andy Stone, IT Director; Zoe Mombert, Assistant to the City Manager (via Zoom) Vania Heberlein, Accountant

### **PUBLIC HEARING/CITIZEN INPUT**

#### **2. Public Hearings for the FY 2024-25 Proposed Budget**

Chair Russell reconvened the Public Hearing at 6:01 p.m.

#### **3. Citizen Input**

Chair Russell confirmed there was no public testimony. She noted written public testimony was received from Lee Reece regarding safety netting at the baseball fields which Parks and Recreation would address later.

## **FY 2024-25 Operating Budget**

Assistant Finance Director Smith noted the five City Departments that would present budgets this evening using the same presentation formats as shown at the meeting last week.

### **4. Department Presentation: Policy and Administration**

Assistant Finance Director Smith presented the Policy and Administration Department budget, including the Current Year-End 2023-2024 Estimate and Proposed 2024-25 Budget, describing the proposed Baseline Changes for each of the five program areas and the Add-Packages for Finance and Information Technology (IT). (Slides 4 - 9)

Staff addressed clarifying questions about the additional .10 FTE position and the reclassification of an accounting technician to an accounting specialist in the Finance Department, noting that a description might need to be added to the narrative on Page 79.

### **5. Department Presentation: Community Development**

Community Development (CD) Director Neamtzu presented via PowerPoint an overview of the functions of the CD Department's four divisions, including the Building Fund, which is a separate accounting fund, as well as the department's major achievements, budget story, and forecast. (Slides 10 – 14)

Member Fitzgerald joined the meeting via Zoom at this time.

Staff addressed questions from Committee members about the economic impacts on housing developments, especially multi-family housing, extensive lead times on Capital Projects, and the project timelines for the Brown Road Project, Brisband Road, Boeckman Road Corridor Projects.

Finance Director Katko presented the Community Department (CD) budget, including the Current Year-End 2023-2024 Estimate and Proposed 2024-25 Budget, noting the proposed Baseline Changes for the Administration, Engineering, and Planning program areas. No Add-Packages were proposed. He also overviewed the 5-Year Forecast for the CD Fund, noting development was a key revenue factor for the City. (Slides 15 - 18)

City Manager Cosgrove confirmed that the planning fees for the Charbonneau trail/sidewalk was included in last week's Capital Improvement Program (CIP) presentation.

Finance Director Katko answered questions from Committee members about trends related to increasing expenditures, decreasing revenues, and disappearing reserves with an explanation of the City's forecasting process, which will be done with the help of a consultant next year. The City has a balanced budget for next year. He noted the development opportunities in Wilsonville and addressed clarifying questions about monitoring the CD Fund, its patterns, and the financial policies regulating the CD reserves.

## Building Department

Building Official Carlson presented data on the volume and valuation of the building permits issued within the city, describing key indicators pointing to a healthy level of development and a healthy fund balance and commending tough decisions made last year to significantly increase fees. Updates were also provided on the Building Department's activities and comments from developers about more restricted lending and improved labor and supply chain issues.

Finance Director Katko presented the Building Fund budget, including the Current Year-End 2023-2024 Estimate and Proposed 2024-25 Budget, noting the proposed Baseline Changes. No Add-Packages were proposed. (Slide 22)

Staff answered questions from Committee members about banking interchange rates; the City's staffing approach to maintain expected customer service levels; the decreases in budgeted FTEs in recent years, which included major technological upgrades in permitting and drone use; and the decrease in annual salary and benefits.

### 6. Department Presentation: Parks & Recreation

Parks and Recreation Director Ammerman responded to the public testimony received about the ball fields, noting funds had been reallocated to make safety improvements to Ball Fields 1, 2 and 3 at Memorial Park without an amendment to the current budget. Construction of the improvements was expected to begin in early fall.

- He provided via PowerPoint an overview of the events, programs, and responsibilities of the Department's two program areas, General/Community Services and Parks Maintenance, and highlighted the advisory boards and commissions within the department. (Slides 23 - 28)

Assistant Finance Director Smith presented the Parks & Recreation budget, including the Current Year-End 2023-2024 Estimate and Proposed 2024-25 Budget, describing the proposed Baseline Changes and Add-Packages for the two program areas. (Slides 29 - 30)

Director Ammerman provided details about the community WERK Day scheduled this Saturday, May 18, 2024.

### 7. Department Presentation: Library

Library Director Sasser provided context for the Library's Budget requests via PowerPoint, describing this year's activities, services, and funding partnerships, and highlighting the upcoming needs for increased staffing and materials. (Slides 31 – 35)

She answered questions from Committee members about staffing positions, digital collections, and key changes in the Library's Strategic Plan compared to prior plans.

Assistant Finance Director Smith presented the Library budget, including the Current Year-End 2023-2024 Estimate and Proposed 2024-25 Budget, and the requested Baseline Changes and Add-Packages. (Slide 36)

#### 8. Department Presentation: Public Safety

Chief of Police Wurpes continued the PowerPoint presentation, highlighting the nature and benefits of policing in Wilsonville and emphasizing the Police Department's community-focused philosophy and law enforcement priorities. He noted the addition of a behavioral health clinician and the Department's work with Code Compliance and the Traffic Concerns Team, as well as the benefits of the School Resource Officer. (Slides 37 – 40)

Chief of Police Wurpes responded to questions and comments from Committee members about the benefits of the bicycle program and behavioral health clinician, as well as the work with the Compliance officer in addressing homelessness matters.

- He clarified funding for services, like SWAT or water rescue, was already part of the contract with Clackamas County Sheriff, but additional services like the behavioral health clinician, and K-9 or motorcycle officer positions could be added in the contract.
- He also addressed questions about mutual aid between neighboring jurisdictions, the percentage of female police officers in the Department, the School Resource Officer, and working with the behavioral health clinician.

Assistant City Manager Troha highlighted the functions of Code Compliance via PowerPoint, noting the Compliance Officer's role in educating the community and in serving on the Traffic Concerns Team and describing the functions of the Ask the City website and mobile application. (Slides 41 - 42)

Finance Director Katko presented the Law and Code Enforcement and Municipal Court budgets, including the Current Year-End 2023-2024 Estimate and Proposed 2024-25 Budget, highlighting the proposed Baseline Changes. No Add-Packages were proposed. (Slides 43 – 44)

#### General Fund 5-Year Forecast

Finance Director Katko highlighted the General Fund's 5-Year Forecast, noting that the Fund has historically used housed one-time Capital Improvement Project funding which may need to be reconsidered in three to five years due to the demands on the General Fund and the 3 percent limit on property tax revenue. The City would continue to seek and take advantage of opportunities for federal funding. (Slide 45)

#### **QUESTIONS FROM THE BUDGET COMMITTEE AND STAFF RESPONSES**

Chair Russell confirmed there was no public testimony and no additional questions or comments. She closed the public hearing on the City of Wilsonville FY 2024-25 Proposed Budget at 8:01 p.m.

## **CONTINUED DELIBERATIONS BY BUDGET COMMITTEE**

### **9. Motion to Approve the FY 2024-25 Proposed Budget**

Member Moore moved to approve the FY 2024-25 Proposed Budget, in the total amount of \$257,843,503; and levying the full amount of the City general tax rate of \$2.5206. Member Moulton seconded the motion.

### **10. Discussion**

Committee members thanked Staff, expressed appreciation for the Budget Book, and acknowledged the amount of work and collaboration put into the budget process, noting the importance of being strategic, rather than reactionary, to bring long-term success in the future. The citizen members of the Budget Committee were also encouraged to speak with Staff about the budget throughout the year.

### **11. Final Motion to Approve the FY 2024-25 Proposed Budget**

Ayes: Chair Russell, Members Linville, Akervall, Berry, Moulton, Beach, Moore, and Fitzgerald

Nays: None

Motion Carried: 8 to 0

## **ADJOURN**

Chair Russell adjourned the Budget Committee meeting at 8:10 p.m.

Respectfully submitted,

---

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