



BUDGET COMMITTEE AGENDA

May 06, 2026 at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon
YouTube: <https://www.youtube.com/user/CityofWilsonville/featured>
Zoom: <https://us02web.zoom.us/j/88653337091>
Telephone: 1-312-626-6799, Webinar ID # 886 5333 7091

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with the City Recorder:
CityRecorder@wilsonvilleoregon.gov or 503-570-1506
Individuals may submit comments online at: <https://www.wilsonvilleoregon.gov/SpeakerCard>,
via email to the address above, or may mail written comments to:
City Recorder – Wilsonville City Hall
29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER

1. Roll Call
2. Motion to Approve the Order of the Agenda

ELECT BUDGET COMMITTEE CHAIR

MOTION TO APPROVE FY 2025-26 BUDGET COMMITTEE MINUTES

3. [Minutes of the May 7 and 13, 2025 Budget Committee Meetings. \(City Recorder\)](#)

OPEN PUBLIC HEARING #1 - STATE SHARED REVENUE

4. Presentation ORS 221.770
5. Citizen Input
6. Close State Shared Revenue Hearing

OPEN PUBLIC HEARING #2 - FY 2026-27 PROPOSED BUDGET

7. Citizen Input
8. Budget Message

9. Budget Overview
10. Department Presentation: Policy and Administration
11. Department Presentation: Parks & Recreation
12. Department Presentation: Library
13. Department Presentation: Public Safety
14. Department Presentation: Transportation

RECESS MEETING UNTIL MAY 12, 2026

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the City Recorder at 503-570-1506 or CityRecorder@wilsonvilleoregon.gov: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1506.



Wilsonville Budget Committee

Regular Meeting Minutes

May 7, 2025

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER

Chair Russell called the meeting to order at 6:05 pm.

1. Roll Call

Present: Member Berry, Member Russell, Member Traughber, Member Beach, Member Moore, Member Dunwell, Member Cunningham, Member O'Neil, Member Shevlin, and Member Byers

Excused: None.

Staff Present: Bryan Cosgrove, City Manager; Keith Katko, Finance Director; Katherine Smith, Assistant Finance Director; Amanda Guile-Hinman, City Attorney; Dwight Brashear, SMART Transit Director; Delora Kerber, Public Works Director; Zach Weigel, Capital Projects Engineering Manager

2. Motion to Approve the Order of the Agenda

Member O'Neil moved to approve the Order of the Agenda. Member Berry seconded the motion, which passed by a 10 to 0 vote. (Ayes: Berry, Russell, Traughber, Beach, Moore, Dunwell, Cunningham, O'Neil, Shevlin, and Byers. Nays: None.)

Citizen members briefly introduced themselves, noting when their tenure on the Budget Committee began.

ELECT BUDGET COMMITTEE CHAIR

City Attorney Guile-Hinman reviewed the rules for nominating and electing the Chair.

Member Dunwell nominated Member Moore for 2025 Budget Committee Chair.

No other nominations were made.

Following a roll call vote, Member Moore was unanimously elected as 2025 Budget Committee Chair.

Member Moore assumed the responsibilities of Committee Chair.

MOTION TO APPROVE FY 2024-25 BUDGET COMMITTEE MINUTES

3. Minutes of the May 9 and 15, 2024 Budget Committee Meetings

Member Dunwell moved to approve the minutes of the May 9, and May 15, 2024 Budget Committee Meetings. Member O’Neil seconded the motion, which passed by a 10 to 0 vote. (Ayes: Berry, Russell, Traugher, Beach, Moore, Dunwell, Cunningham, O’Neil, Shevlin, and Byers. Nays: None.)

OPEN PUBLIC HEARING #1 - STATE SHARED REVENUE

Chair Moore called to order the City of Wilsonville Budget Committee public hearing on State Shared Revenue as reflected in the City of Wilsonville’s Fiscal Year (FY) 2025-26 proposed budget at 6:14 pm.

4. Presentation ORS 221.770

Assistant Finance Director Smith presented the Staff report on the proposed State Shared Revenues via PowerPoint, reviewing how the City met the State requirements and the revenues the City received. (Slide 4)

5. Citizen Input

There was none.

6. Close State Shared Revenue Hearing

Chair Moore closed the public hearing on State Shared Revenue at 6:18 pm.

OPEN PUBLIC HEARING #2 - FY 2025-26 PROPOSED BUDGET

Chair Moore called to order the City of Wilsonville Budget Committee public hearing on the City of Wilsonville FY 2025-26 proposed Budget at 6:18 pm.

7. Citizen Input

There was none.

8. Budget Message

City Manager Cosgrove reviewed the Budget Message, explaining recent budget constraints and highlighting the City's fiscal prudence.

Member Dunwell appreciated that the Budget Message addressed the need to make difficult decisions in order to avoid potential issues and remain fiscally responsible.

9. Budget Overview

Finance Director Katko presented the Budget Overview via PowerPoint with a high-level summary of the financial structure of the City and the budget process, as well as a comparison of the budgeted resources and budgeted requirements for Fiscal Year Ending (FYE)25 and FYE26. (Slides 8-27) During the presentation, questions from Committee members about the budgeted resources were addressed.

10. Capital Improvement Project Budget

Finance Director Katko presented the proposed FY 25-26 Capital Improvement Program (CIP) Budget via PowerPoint, noting the fund's purpose, resources, and top five CIP projects, which included the Brown Road Improvements Project, the last project in the Westside Urban Renewal District before it is closed. (Slides 28-30)

City Engineer Weigel continued the PowerPoint, reviewing how CIP projects get on the CIP list, and highlighting the significant CIP projects planned within each quadrant of the city, as well as those related to Master Plans and Studies. He noted the Day Road Sewer Extension was not included on the Northwest Quadrant slide. (Slides 31-36)

During the presentation, Staff answered questions from the Committee about the Willamette Water Supply Project, Miley Road Storm Improvements, the Vuela TOD Project, Brown Road Improvements Project, and the I-5 Pedestrian Bridge.

Member Dunwell moved to recess for 10 minutes. Member O'Neil seconded the motion, which passed by a 10 to 0 vote. (Ayes: Berry, Russell, Traughber, Beach, Moore, Dunwell, Cunningham, O'Neil, Shevlin, and Byers. Nays: None.)

Chair Moore called for a recess at 7:39 pm and reconvened the meeting at 7:51 pm.

11. Program Budget: Public Works - PW Admin, Facilities, Roads, Water, Sewer, Storm, Street Lighting

Assistant Finance Director Smith explained that for all City Departments, 5% and 3% increases were included for Personal Services and Materials and Services, respectively; otherwise, the proposed FY 25-26 Budgets for each department were essentially status quo budgets with only a handful of Add Packages included.

Public Works Director Kerber described the functions and responsibilities of the eight program areas of the Public Works Department, and **Assistant Finance Director Smith** presented the proposed FY 25-26 Budget for each program area via PowerPoint, reviewing the proposed Baseline Changes and any Add-Packages. (Slides 37-60)

During the presentation, Staff responded to questions from Committee members about staffing levels, road and tree maintenance, LED street light conversions, drivers' insurance payments for damaging street/utility light poles, and wastewater treatment plant tours.

Staff confirmed the City's Public Works standards were being updated and that requiring bioswales was one option depending on what developers were trying to do.

12. Program Budget: Transportation - SMART, Fleet

SMART Transit Director Brashear described the structure and functions of the Transportation Department, highlighting key projects and funding resources, and **Finance Director Katko** presented the proposed FY 24-25 Budget via PowerPoint, noting the proposed Baseline Changes and any Add-Packages for both program areas. (Slides 61-65)

During the presentation, Staff addressed questions and comments from Committee members with key responses regarding the efficiencies and financial benefits of the new automated bus wash; funding resources for additional FTEs; safety issues, routes, and the contract related to the new Clackamas Town Center route; existing and potential SMART routes; Vuela's early 2026 completion; the trolley and its potential service ideas; concerns about TOD welcome center; the professionalism of SMART bus drivers; and the shared cost and additional duties of the Regional Customer Service Representatives.

RECESS MEETING UNTIL MAY 13, 2025

Chair Moore confirmed there were no public comments.

Member O'Neil moved to continue the Budget Committee meeting to May 13, 2025, at 6:00 pm. **Member Dunwell** seconded the motion, which passed by a vote of 10 to 0. (Ayes: Berry, Russell, Traugher, Beach, Moore, Dunwell, Cunningham, O'Neil, Shevlin, and Byers. Nays: None.)

RECESSED

Chair Moore recessed the Budget Committee meeting at 9:16 pm.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, LLC
For Kimberly Veliz, City Recorder, MMC

ABC Transcription DRAFT



Wilsonville Budget Committee

Regular Meeting Minutes

May 13, 2025

Wilsonville City Hall & Remote Video Conferencing

RECONVENE CITY BUDGET COMMITTEE MEETING FROM MAY 7, 2025

Chair Moore reconvened the meeting at 6:01 pm.

1. Roll Call

Present: Member Moore, Member Beach, Member Byers, Member Russell, Member Traugher, Member O’Neil, Member Berry, Member Dunwell, Member Cunningham, Member Shevlin.

Excused: None.

Staff Present: Bryan Cosgrove, City Manager; Keith Katko, Finance Director; Katherine Smith, Assistant Finance Director; Amanda Guile-Hinman, City Attorney; 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; Brian Stevenson, Parks & Recreation Program Manager

PUBLIC HEARING/CITIZEN INPUT

2. Public Hearings for the FY 2025-26 Proposed Budget

Chair Moore reconvened the Public Hearing at 6:01 pm.

3. Citizen Input

Chair Moore noted two written public testimony pieces were received after the submission deadline.

Roger Fontes, spoke about the likelihood of an earthquake destroying the Boones Bridge, suggested more funding for emergency response, and encouraged practicing emergency response.

Susan Reep expressed excitement about the proposed changes to SMART and responded to the safety concerns about TriMet shared by Committee members at the May 17, 2025, meeting, noting that polite drivers and clean buses would elicit good behavior from passengers.

Julie Fitzgerald, stated she submitted written testimony and described her husband's submitted written testimony regarding his experience riding the WES bus. She also spoke about her experience riding the train and bus, listing several benefits of using public mass transportation and the reasons she supported SMART's Bus on Shoulder Program and advocated for taxpayer funded cell phone chargers in the Vuela building.

Kirstin Akervall, talked about how SMART and pedestrian connections serve the youth in the community.

FY 2025-26 Operating Budget

Assistant Finance Director Smith noted the five remaining City Departments that would present budgets via PowerPoint.

4. Department Presentation: Policy and Administration

Assistant Finance Director Smith presented an overview of the five program areas within the Policy and Administration Department budget, the Current Year-End 2024-25 Estimate and Proposed 2025-26 Budget, noting with no large changes were proposed, reflecting status quo budgets overall. She highlighted the proposed Baseline Changes for each program area and the Add-Packages for Information Technology (IT). (Slides 4 - 9)

Staff agreed to provide via email the total cost for printing the Boones Ferry Messenger. The continuous GFOA and ACFRA awards the City received for good reporting were acknowledged.

5. Department Presentation: Community Development

Interim Community Development (CD) Director Troha, Building Official Carlson, and Economic Development Manager Lorenzen provided an overview of the program areas and financial structure within the CD and Building Funds; explained how keeping three FTE positions vacant would improve the City's financial state; presented building permit statistics over the last 18 years, noting the current activity and pace of development showed a healthy balance; described Building's revenue forecasting methods, noting several key commercial projects in process; and overviewed economic development in the city, describing factors contributing to Wilsonville's current commercial/industrial vacancies, which were highlighted as investment opportunities. (Slides 10 - 21)

Staff responded to questions and comments from Committee, clarifying Wilsonville's 2.5% vacancy rate included only industrial vacancies, not commercial properties, which would include warehousing, distribution, and manufacturing (Slide 16), and noting the approximately nine months of budgeted savings from not filling the vacant FTE CD Director position and how the CD Director responsibilities were distributed amongst Staff. The new City Manager would determine how to fill the vacant CD Director position.

Finance Director Katko presented the Building and CD Department program budgets, including the Current Year-End 2024-25 Estimate and Proposed 2025-26 Budget, noting the Baseline Changes and Add-Packages proposed, and reviewing the Five-Year Forecast for the CD Fund, noting the economic uncertainty and unpredictable nature of future development that resulted in budgeting 2025-26 development revenue very conservatively. (Slide 22 - 26)

Staff addressed questions and comments regarding the Five-Year Forecast, explaining that the point where CD Fund Reserves drop below the Financial Policy Minimum keeps getting pushed out into the future because development continues to materialize, and adding the City is well positioned for development, but depended upon the alignment of the economy, interest rates and other economic variables. Staff assured that internal discussions about personnel cuts happen throughout the year.

6. Department Presentation: Parks & Recreation

Parks and Recreation Director Ammerman presented an overview of the programs, events, and responsibilities of the Department's two program areas, General Services and Parks Maintenance, and highlighted the work and activities of the advisory boards and commission within the Department. (Slides 27 - 32)

Staff responded to questions noting the Many Cultures One Heart Project statues would be auctioned off to fund future art installations (Slide 32) and that details regarding the financial forecast for Parks Maintenance would be provided to the Committee.

Committee members appreciated the new park signs and the Memorial Park dog parks, which were very popular.

Assistant Finance Director Smith presented the Parks & Recreation budget, including the Current Year-End 2024-25 Estimate and Proposed 2025-26 Budget, describing the proposed Baseline Changes and Add-Packages for the two program areas. (Slides 33 - 34)

Member Cunningham moved to take a ten-minute break. Member O'Neil seconded the motion, which passed by a 10 to 0 vote. (Ayes: Berry, Russell, Traughber, Beach, Moore, Dunwell, Cunningham, O'Neil, Shevlin, and Byers. Nays: None.)

Chair Moore recessed the meeting at 7:27 pm.

Chair Moore reconvened the meeting at 7:39 pm.

7. Department Presentation: Library

Library Director Sasser presented via PowerPoint, information about the Library's activities, services, funding partnerships, and the Department's goals and plans for implementing its Strategic Plan, along with the story behind the Library's budget Baseline Changes and Add-Package. (Slides 35 - 38)

Assistant Finance Director Smith presented the Library budget, including the Current Year-End 2024-25 Estimate and Proposed 2025-26 Budget, and the requested Baseline Changes and Add-Packages. (Slide 39) She confirmed the Library Foundation's brick fundraiser was still happening, though the brick costs had increased due to a change in vendors.

8. Department Presentation: Public Safety

Chief of Police Wurpes presented details about the Department's program areas, partnerships with other departments, community outreach, and priorities. He also recognized Deputy O'Connor and Sergeant Ritter, highlighting their advocacy and leadership in the community, as well as Code Compliance Coordinator Valenzuela for his approach to gaining compliance. (Slides 40 - 45)

Assistant City Manager Troha shared information about the Ask the City public reporting tool. (Slide 46)

City Manager Cosgrove and **Chief of Police Wurpes** responded to questions noting that while no formal study had been done, anecdotally, the cost of having a police department would cost much more than paying for County sheriff services, which included specialized services, and reduced both overtime and overhead costs related to having a modern police facility. Questions were also addressed about officer rotations between the Sheriff's Office and those serving the City of Wilsonville and bicycles for police officers, noting e-bikes were being explored.

Finance Director Katko presented the Law and Code Enforcement and Municipal Court budgets, including the Current Year-End 2024-25 Estimate and Proposed 2025-26 Budget, highlighting the proposed Baseline Changes. No Add-Packages were proposed. (Slides 47 -48)

General Fund 5-Year Forecast

Finance Director Katko highlighted the General Fund's Five-Year Forecast, which indicated projected expenses were expected to outpace anticipated revenues in and after 2027-28, noting that ultimately, new revenue sources and/or cost saving strategies were necessary to keep the General Fund balance sustainable. (Slide 49)

Staff addressed questions and comments, describing examples of operational efficiencies that could lower expenses and alternative income sources that could increase revenue; for example, reducing Staff's work hours and/or customer service levels in each department; however, any recommended changes would be presented to City Council.

QUESTIONS FROM THE BUDGET COMMITTEE AND STAFF RESPONSES

Chair Moore confirmed there was no public testimony and no additional questions or comments from Committee members or Staff. He closed the public hearing on the City of Wilsonville FY 2025-26 Proposed Budget at 8:10 pm.

CONTINUED DELIBERATIONS BY BUDGET COMMITTEE

9. Motion to Approve the FY 2025-26 Proposed Budget

Member Russell moved to approve the FY 2025-26 Proposed Budget, in the total amount of \$228,927,800; and levying the full amount of the city general tax rate of \$2.5206. Member Shevlin seconded the motion.

10. Discussion

Committee members discussed concerns expressed about the Transit Department's request for 5 FTEs despite its declining fund verses the status quo budgets of other departments and emailing Staff questions in advance of the meeting for clarification and background information; and deliberated on whether criminals from other areas would ride free public transit into the city to commit crimes. While SMART used outside funding resources, like STIF, the City's financial situation could lead to increased payroll taxes, which would impact local businesses and SMART.

11. Final Motion to Approve the FY 2025-26 Proposed Budget

Chair Moore called for a vote on the proposed motion.

The motion passed by a 9 to 1 vote. (Ayes: Berry, Russell, Traugher, Beach, Moore, Dunwell, O'Neil, Shevlin, and Byers. Nays: Cunningham.)

ADJOURN OR RECESS UNTIL MAY 22, 2025

Chair Moore adjourned the Budget Committee meeting at 8:36 pm.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, LLC
For Kimberly Veliz, City Recorder, MMC

ABC Transcription DRAFT