



BUDGET COMMITTEE AGENDA

May 07, 2025 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@ci.wilsonville.or.us or 503-570-1506
Individuals may submit comments online at: <https://www.ci.wilsonville.or.us/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 2024-25 BUDGET COMMITTEE MINUTES

3. [Minutes of the May 9 and 15, 2024 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 2025-26 PROPOSED BUDGET

7. Citizen Input
8. Budget Message

9. Budget Overview
10. Capital Improvement Project Budget
11. Program Budget: Public Works - PW Admin, Facilities, Roads, Water, Sewer, Storm, Street Lighting
12. Program Budget: Transportation - SMART, Fleet

RECESS MEETING UNTIL MAY 15, 2025

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



BUDGET COMMITTEE MINUTES

May 09, 2024 at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER

Member Fitzgerald called the meeting to order at 6:01 pm.

1. Roll Call

Present: Member Fitzgerald, Member Linville, Member Berry, Member Moulton, Member Russell, Member Traugher, Member Beach, Member Moore. Member Akervall joined via Zoom prior to Item 7 and left during Item 11 due to power issues. Member Traugher left the meeting just prior to Item 10.

Excused: Member Dunwell

Staff Present: Bryan Cosgrove, City Manager; Jeanna Troha, Assistant City Manager; Keith Katko, Finance Director; Katherine Smith, Assistant Finance Director; Amanda Guile-Hinman, City Attorney; Delora Kerber, Public Works Director; Chris Neamtzu, Community Development Director; Zach Weigel, Capital Projects Engineering Manager; Scott Simonton, Fleet Services Manager; Andy Stone, IT Director; Cindy Luxhoj, Associate Planner; Vania Heberlein, Accountant

The Budget Committee members introduced themselves, noting their professional backgrounds, family and personal highlights, and years living in Wilsonville and serving on the Budget Committee.

2. Motion to Approve the Order of the Agenda

Member Berry moved to approve the Order of the Agenda. Member Moulton seconded the motion, which passed by a vote of 8 to 0.

ELECT BUDGET COMMITTEE CHAIR

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

Member Moulton nominated Member Russell for the 2024 Budget Committee Chair.

City Attorney Guile-Hinman confirmed there were no further nominations and declared the nominations closed.

Following a roll call vote, Member Russell was unanimously elected as 2024 Budget Committee Chair. Chair Russell assumed the responsibilities of Committee Chair.

MOTION TO APPROVE FY 2023-24 BUDGET COMMITTEE MINUTES

3. Minutes of the May 17 and 18, 2023 Budget Committee Meetings

Member Linville moved to approve the Minutes of the May 17, and 18, 2023 Budget Committee Meetings. Member Berry seconded the motion, which passed by a vote of 8 to 0.

OPEN PUBLIC HEARING #1 - STATE SHARED REVENUE

Chair Russell called to order the City of Wilsonville Budget Committee public hearing on State Shared Revenue as reflected in the City of Wilsonville's FY 2024-25 proposed budget at 6:17 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)

There were no questions from the Budget Committee.

5. Citizen Input

There was none.

6. Close State Shared Revenue Hearing

Chair Russell closed the public hearing on State Shared Revenue at 6:22 pm.

OPEN PUBLIC HEARING #2 - FY 2024-25 PROPOSED BUDGET

Chair Russell called to order the City of Wilsonville Budget Committee public hearing on the City of Wilsonville Fiscal Year (FY) 2024-25 proposed Budget at 6:22 pm.

Member Akervall joined the meeting via Zoom during the Chair's remarks.

7. Citizen Input

There was none.

8. Budget Message

City Manager Cosgrove reviewed the Budget Message, a copy of which had been distributed to the Budget Committee. The Budget Message included an overview of budget issues, major cost drivers, and highlighted the need to continue making strategic but cautious investments, sustaining current maintenance and program levels, as well as the City's ongoing capital work and funding for future infrastructure.

- He confirmed City Staff would explain where decisions had been made relative to the conditions described in the Budget Message. He noted that viewers at home could call or email questions to him or Finance Director Katko. The questions would be answered in detail and both the question and answer would be distributed to all Committee members.

9. Budget Overview

Finance Director Katko explained that the Budget Message distilled the 400-page budget document of the City's diverse operations, numerous funding streams and expense types down into a 15-page Cliff Notes version. He provided via PowerPoint a high-level overview of the budget process, how the budget operated, and the inner workings of the Fund Accounting Structure, and explained how the budgeted Beginning Fund Balance was the Estimated Ending Fund Balance of June 30, 2024, and that budget changes were made up until its distribution. Tonight's budget included the recent \$500,00 Clackamas County Grant for Housing initiatives and \$550,000 federal grant for the rehabilitation of the Memorial Park playground. He noted the accounting rule to expense items based on delivery dates could be difficult to align to the budget framework.

- He described the Budgeted Resources and Requirements within the FY 2024-25 proposed budget, which totaled \$257.8 million, highlighting key items of note, trends, and year-over-year changes. (Slides 8-25)

Staff addressed key questions from the Committee, noting why the opioid settlement funds remained budgeted, yet still unspent; that the City receives funding from the County's vehicle registration fees, not its own additional gas tax; and why even with property tax rates increasing, property tax revenues would decrease due to the impacts of the closed urban renewal districts. A more thorough explanation of urban renewal and the two closed districts would be provided at the Urban Renewal Area Budget Meeting next week.

10. Capital Improvement Project Budget

Finance Director Katko overviewed the Capital Improvement Program (CIP) Budget via PowerPoint, noting the summary of resources and the top five projects which consume about 58% of the \$65.9 million CIP Budget. (Slides 26-28)

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. (Slides 29-34)

Staff addressed key questions and comments from the Committee regarding the timeline and the City's contribution to the Stafford/65th/Elligsen Roundabout Project; the stream restoration connected to the Boeckman Road Corridor Project, which included the Canyon Creek/Boeckman Road roundabout; providing the Committee the PowerPoint's quadrant maps which differed from maps in the budget; potential federal grant money being used for construction of the I-5 Pedestrian Bridge as the design work was complete; and that the Town Center ballot measure would not impact next year's budget, adding the Town Center Plan relied heavily on urban renewal..

Additional comments from the Committee noted the funding being used from the City's closed or closing urban renewal districts for the Boeckman Dip Bridge and Brown Road Improvements Projects.

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

Public Works Director Kerber described the functions and responsibilities of the Public Works Department, highlighting the work, key activities, and any budget requests within the Department's seven program areas. She noted the Community Service Block Master Plan addressed the future home of the police department and a new community center. She announced the Public Works Complex had been completed and invited the community to its Grand Opening on May 18th, adding the event would kick off National Public Works Week, May 19-25, 2024, with the theme Advancing the Quality of Life for All. (Slides 37-46)

Staff addressed Committee member questions and comments about testing for PFAS and water testing requirements; continued wastewater testing for RSV and COVID; the benefits of hiring third-party vendors like Veolia for water and wastewater; ideas to educate the public about recycling, what should not be flushed or put down drain pipes, etc.; TripCheck and intersection signal cameras, which were operated by ODOT and Clackamas County, and that last year's road repairs between Wilsonville and Sherwood were likely done by Washington County.

Member Akervall left the meeting due to power issues.

Assistant Finance Director Smith presented the Public Works Budget via PowerPoint, including the Current Year-End 2023-24 Budget Estimate and the Proposed 2024-25 Budget, noting all departments had a ten percent increase for health insurance in Personnel Services as well as increases in Material Services, most notably with utilities and liability insurance. She described proposed Baseline Changes and any Add-Packages for each of the seven program areas. (Slides 47-55)

Public Works Director Kerber clarified for Committee members that the increased utility costs were due to the new Public Works Complex building and explained that the energy credits for the solar panels on the warehouse would only be accrued during the first year, then the credits would be applied to the City's utility bill for that specific facility starting in the second year.

Members Akervall and Traughber rejoined the meeting via Zoom.

12. Program Budget: Transportation - SMART, Fleet

Described the functions and responsibilities of the Transportation Department, highlighting the work, key activities, and any budget requests within the Department's seven program areas.

SMART Transit Director Brashear presented the key projects of the Transportation Department via PowerPoint, highlighting the Clackamas Town Center route, Transit Oriented Development (TOD) project, expansion of the facility yard, battery-electric trolley, noting the 2023 Transit Master Plan Update was adopted by City Council. He described how the Statewide Transportation Improvement Fund (STIF) and other grants and subsidies funded SMART's programs and projects. He noted the recent federal audit found only three minor flaws, which had been addressed, and he would post this and last year's audits on the SMART website. He announced that a national survey rated SMART as one of the top ten transit agencies in the country for each of the past seven years. (Slides 57-58)

Staff responded to questions and comments from Committee members, updating on the status of the TOD project, which was expected to be completed in April 2026; describing how the City was able to provide free high-quality transit service and remain in the black, due to STIF funding, funding from employer-transit fees, and SMART's ability to get federal grant; noting employers received top-quality service for the transit payroll tax, which was the lowest in the tri-county area; and confirming individuals being released from Coffee Creek rode SMART free of charge; no reimbursement was received Coffee Creek was part of TriMet's area.

Finance Director Katko presented the Transportation Budget, including the Current Year-End 2023-24 Budget and Proposed 2024-25 Budget, highlighting key items in the Baseline Changes and proposed Add-Packages for SMART and Fleet Services. He noted unique elements within the budget in dealing with grant funding and how Fleet Services covered all City Departments. (Slides 59-60)

Staff addressed questions from Committee members about how the department allocations for Fleet Services worked and noted how warranties on equipment were tracked.

RECESS MEETING UNTIL MAY 15, 2024

Chair Russell noted the public comment received for Parks and Recreation would be read next week.

City Manager Cosgrove stated that Parks and Recreation Director Ammerman would address the matter during his report next week.

Member Beach moved to continue the Budget Committee meeting to May 15, 2024, at 6:00 pm. Member Berry seconded the motion, which passed by a vote of 8 to 0.

Chair Russell recessed the Budget Committee meeting at 8:38 p.m.

Respectfully submitted,

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



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