

**CITY OF WILSONVILLE**  
**BUDGET COMMITTEE MEETING MINUTES**

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A meeting of the Wilsonville Budget Committee was reconvened at Wilsonville City Hall beginning at 6:00 p.m. on Wednesday, May 20, 2021. Chair Karr called the meeting to order at 6:01 p.m., followed by roll call and the Pledge of Allegiance.

Budget Committee members present:

Julie Fitzgerald, Mayor  
Kristin Akervall, Council President  
Charlotte Lehan, Councilor  
Joann Linville, Councilor  
Ben West, Councilor

Andrew Karr, Chair  
Paul Bunn, Committee Member  
Katie Hamm, Committee Member  
Daphnee Legarza, Committee Member  
Shawn O'Neil, Committee Member

Staff present included:

Cathy Rodocker, Finance Director  
Keith Katko, Assistant Finance Director  
Andy Stone, IT Director  
Jeanna Troha, Assistant City Manager  
Zoe Monahan, Assistant to the City Manager  
Rob Wurpes, Chief of Police  
Miranda Bateschell, Planning Director  
Carlson, Building Official  
Kerry Rappold, Natural Resources Manager  
Chris Neamtzu, Community Development Dir.

Bryan Cosgrove, City Manager  
Beth Wolf, Senior Systems Analyst  
Kimberly Veliz, City Recorder  
Dan Pauly, Planning Manager  
Dustin Schull, Parks Maint. Supervisor  
Pat Duke, Library Director  
Zach Weigel, Capital Projects Eng. Mgr. Dan  
Brian Stevenson, Program Manager  
Khoi Le, Development Eng. Manager

## **PUBLIC HEARINGS/CITIZEN INPUT**

### **A. Public Hearing for the Proposed Fiscal Year 2021-22 City of Wilsonville Budget**

Chair Karr reconvened the Public Hearing at 6:02 p.m.

### **B. Citizen Input**

There were no comments from the public.

## **FY 2021-22 OPERATING BUDGET**

### **A. Department Presentations**

Cathy Rodocker, Finance Director, announced that the Budget Committee would now receive the staff reports and supporting documents related to any budget supplementals submitted to City Council throughout the year.

#### **1. Policy and Administration**

Zoe Monahan, Assistant to the City Manager, provided an overview of the department's mission, and function, as well as the engagement and accomplishments achieved over the last fiscal year. (Slides 5–10)

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Ms. Rodocker presented the Policy and Administration Department budget, Current Year-End 2020-2021 Estimate and Proposed 2021-22 Budget, describing the proposed Baseline Changes and Add-Packages for each of the five program areas. (Slides 11–15) Comments regarding the following program area were as follows:

Finance

Councilor Lehan noted a question was asked yesterday about why utilities had increased so much and she believed the increase might be related to the Green Tariff Program the City signed up for within the last year, which was noted as a Baseline change. (Slide 12)

2. Community Development

Chris Neamtzu, Community Development Director, provided an overview of functions of the department's four divisions, including the Building Fund, and reviewed the goals and key adjustments Staff made throughout the pandemic. He also noted key factors at play in the department's proposed budget. (Slides 16–19)

Councilor Linville noted the budget book indicated the Economic Development Manager position was reduced to half time during the current fiscal year, but she had not seen any comments about the position for the next fiscal year.

- Mr. Neamtzu explained he had tried to keep Jordan Vance onboard after he had announced his resignation due to the number of projects in process, including the Wilsonville Investment Now Zones. Mr. Vance was currently employed part-time with the City on a contract basis and that contract would expire next fiscal year. Mr. Vance would not be returning to the City and he anticipated recruiting a full-time Economic Development Manager replacement by the middle of summer.

Member Bunn commended City Staff for going beyond in response to the ice storm.

Chair Karr noted that several Significant Resource Overlay Zones (SROZ) were drastically affected by the storm and asked what could be done to reduce the fire danger in those areas in the future.

- Kerry Rappold, Natural Resources Manager, explained that SROZ lands were primarily privately owned, but some were located in City parks and City-owned open spaces. He had been working with the Planning Division and members of the community, looking at sites where trees were an issue due to the storm. Some of the wood laying on the ground needed to be removed, but some would have a positive impact on habitats and was critical to the needs of the species that use it. Wood that remains would be placed where it would not have as much of an impact on fire danger.

Member O'Neil said there had been some communication suggesting the trees that the City planned to plant were not the right trees. He asked if an evaluation was done on the trees being planted and if a change was anticipated in the type of trees the City plants.

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- Mr. Neamtzu stated Staff was in the midst of creating the first Urban Forestry Management Plan for Wilsonville when the ice storm occurred. Urban foresters hired to develop the master plan would present the findings to the Planning Commission and City Council in a couple months, as well as survey results from Let's Talk Wilsonville.
- A citywide tree inventory had been completed and was added to the Cartograph asset management system. The inventory database included size, DBH, height, and general species, for City trees in the entire city. Additionally, two interns were recently hired to collect more inventory data this summer to determine which tree species failed the most. Largely, flowering trees had failed most, and the shape of a tree was a factor. Staff would continually consider which tree species to recommend in light of climate change, and no longer plant species that were known to fail.

Keith Katko, Assistant Finance Director, presented the Community Department (CD) budget, Current Year-End 2020-2021 Estimate and Proposed 2021-22 Budget, describing the proposed Baseline Changes and Add-Packages for each of the four program areas. (Slides 20–22, 26)

Ms. Rodocker reviewed the department's Five-Year Forecast, noting similar shocking graphs had been seen in other departments over the years. The General Fund currently subsidized CD to cover future planning costs, which did not involve a fee-based service. She noted all revenues, expenses, and ideas would need to be considered to determine what changes could be made to change the trajectory; however, the numbers were beginning to move in the right direction, and she expected next year to look much different. (Slide 23)

Dan Carlson, Building Official, reviewed the number of building permits by calendar year, noting the increases in the number of new single-family dwellings and the upward trend seen in valuation. Understanding permit trends was important because building permit revenue was primarily based on project value. The Building Fund had started to become more stable than last year due to the 30 percent fee increase passed by City Council for building permits as well as implementing an annual cost of living adjustment, which would be 1.9 percent in July. (Slides 24–25)

Ms. Rodocker reviewed the Building Fund's Five-Year Forecast, noting the positive changes resulting from the permit fee rate increases.

Mayor Fitzgerald commented on the significant activity in the Building and Planning Departments in response to House Bill 2001. Keeping up with the additional work without increasing Staff had been a big challenge and she thanked Staff for making it work.

### 3. Parks & Recreation

Jeanna Troha, Assistant City Manager, noted Parks and Recreation Director, Mike McCarty had retired, and a new director was being recruited. She provided an overview of the department's function and highlighted the recreation, community center, and parks maintenance activities, as well as several new park amenities. She noted the two, full-time janitorial positions were requested to handle the significant hours now required to clean restrooms and free Parks Maintenance employees to perform more park maintenance work. (Slides 29–32)

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Chair Karr congratulated everyone involved with preparing and the sports fields in Memorial Park, which looked spectacular.

Chair Karr appreciated staff for their work on and maintaining the sports fields at Memorial Park

Mr. Katko presented the Parks & Recreation budget, Current Year-End 2020-2021 Estimate and Proposed 2021-22 Budget, describing the proposed Baseline Changes and Add-Packages for the two program areas. (Slides 33–34)

4. Library

Pat Duke, Library Director, highlighted the Library's activities over the last fiscal year, noting the significant differences in the level of library statistics and the changes made to operations due to the pandemic. He also reported on the services provided once the library building reopened in June 2021. (Slides 36)

Member Bunn asked when children's programs would start again and whether any programming could occur outside.

- Mr. Duke responded he did not know when the children's programs could begin again because that would depend on the State's guidelines. He would work with the City's EOC and Administration to determine what was safe, but programs with 100 to 120 parents and children together would be the last to return. Some summer reading programs would be outside, starting in June; however, the Library was in a transition and some programs could not be held outside at this time.

President Akervall asked if the Library of Things and other activities had been used more during the pandemic, and if Staff planned to permanently implement any new programs or services found to be successful during the pandemic. She believed figuring out how to provide both in-person and online services, which required more effort and resources was a new challenge for Staff.

- Mr. Duke responded the Library of Things was just as popular, if not more that it was before and more titles would continue to be added to the collection. Story time and toddler time resources allow people to connect with the Library's online programs, which have been successful as well. Online programs developed during the pandemic would become a permanent part of the Library's services, and Staff was working to find ways to do both in-person and online programs. Over next several months, Staff would be filming in-person programs, so people could enjoy them from home on their own schedule. Other things would also be permanent, such as the children's book bundles, which had become a great benefit for busy parents.

Member O'Neil asked for an update on how the bilingual outreach librarian position had been impacted.

- Mr. Duke replied the position was ongoing. It had been more difficult to reach out to people face-to-face, but the librarian had continued to connect with people throughout the community. He expected her to be able to expand her abilities for outreach as the pandemic wound down.

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Mr. Katko presented the Library budget, Current Year-End 2020-2021 Estimate and Proposed 2021-22 Budget, noting the proposed Baseline Changes and no Add-Packages. (Slides 37)

5. Public Safety Law Enforcement

Public Safety

Rob Wurpes, Chief of Police, stated the last year was full of challenges for law enforcement with the pandemic, wildfires, and ice storms and he reminded that Public Safety/Law Enforcement Staff continued working in person all year. He updated on the activities and services that were returning more to normal and highlighted the department's partnerships with other City departments, which included Parks & Recreation, Public Works, Planning, as well as community health facilities, State agencies, local businesses and hotel and apartment management teams. He also described the key functions and priorities of the department and described a staffing study currently underway. He highlighted the background and need to add one full-time officer, describing the extended process required for bringing a new, fully functioning, self-sustaining officer and the advantages provided to the City from a cost and program perspective. (Slides 39–42)

Councilor Lehan asked if City or County law enforcement officers kept in regular contact with staff at the supportive mental health housing facilities in Villebois in order to proactively address any issues. The Villebois neighborhood had been supportive of that population, so having support from Public Safety is important.

- Chief Wurpes confirmed such contact was part of his department's relationship with community partnerships, noting he regularly met with Rain Garden personnel to discuss issues, case reviews of actions taken, communication, etc. Staff also met with other facilities with more controlled environments.

Councilor West asked if the department was experiencing any difficulty retaining Staff during the current unrest and climate with law enforcement in the metro area and if the budget would be impacted in any way.

- Chief Wurpes responded he had never seen so many resignations, adding people were going into other professions. Recruiting was much slower as the number of applicants was lower. Despite all the challenges, the applicants have been good with a recent applicant having completed the Citizens Academy. A lot of good work was happening, which was often overshadowed by the bad things. Another challenge was that the department's employment model was based on overtime backfill, so vacations, comp time, military leave, etc. were all staffed with overtime, creating some burnout amongst the Staff.

Mayor Fitzgerald said she appreciated her conversations with Chief Wurpes and Public Safety Staff on walks around Wilsonville, which provided a good opportunity to develop relationships between people in the community and those in Public Safety working on their behalf. Everyone had an opportunity to help develop those community relationships with the City's law enforcement. She looked forward to being able to get out more in the community to that and welcomed other ideas about how to do facilitate those relationships.

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Ms. Rodocker apologized for displaying the Public Safety PowerPoint slides from last year's meeting.

Member Hamm asked for details about any interaction between the schools and law enforcement.

- Chief Wurpes said his department had participated in some diversity, equity, and inclusion forums sponsored by the school, and it was interesting to hear from the high schoolers' perspective. The school district was excited about having a school resource officer and he was very approachable and has positive energy. The department also participates in quarterly meetings with other government officials and school board members about school safety.

Ms. Rodocker presented the Public Safety budget, Current Year-End 2020-2021 Estimate and Proposed 2021-22 Budget, describing the proposed Baseline Changes and Add-Package. (Slides 43)

#### Municipal Court

Ms. Rodocker updated that in person court nights had resumed in May, noting that during the essential shutdown due to the pandemic, all the municipal court and utility forms had been updated, as well as the court's signage, which was now in both English and Spanish.

Ms. Rodocker highlighted the Municipal Court budget, Current Year-End 2020-2021 Estimate, Proposed 2021-22 Budget, and proposed Baseline Changes. No Add-Packages were proposed. (Slides 44)

#### General Fund 5-Year Forecast

Ms. Rodocker reviewed the General Fund 5-Year Forecast and explained how she reviewed each of the nine programs and considered the background and circumstances involved, which was a different approach than running it through a forecasting program, and how proper planning created reserves for known upcoming expenses. Some creative would be needed regarding subsidies to Community Development and CIP projects, namely on Parks projects. (Slide 45)

Chair Karr confirmed there was no public testimony.

#### B. Questions and Comments from the Budget Committee

Chair Karr confirmed there were no additional questions or comments.

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

There was none.

### **CONTINUED DELIBERATIONS BY BUDGET COMMITTEE**

#### A. Motion to approve the FY 2021-22 Proposed Budget



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**Motion:** Member Legarza moved for approval of the FY2021-22 proposed budget, in the total amount of \$241,832,266; and levying the full amount of the city general tax rate of \$2.5206. Member O'Neil moved seconded the motion.

**B. Discussion**

Member Bunn explained he would abstain from voting given his concerns expressed at the prior meeting about the salary information not being included.

Mayor Fitzgerald:

- Stated an effort had been made to address the situation as best as possible. The Committee needed to honor the situation and the need to negotiate the salaries. The information that was lacking was the incremental change in the salaries.
  - Mr. Cosgrove added that the City has dealt with this timing issue in previous budgets before. Theoretically, a placeholder could be put in the budget, but that was not something one would want to do from a negotiating standpoint. He noted Staff would update the Budget Committee with the information and Committee members could testify during the public hearing.
- Reminded the negotiation was necessary and she was committed to getting all of the information to the Budget Committee. City Council would address any changes that might be necessary and respond appropriately to the negotiations in service to the citizens.

Mr. O'Neil noted it would be against the City's interest to disclose a placeholder in the budget during negotiations. The labor negotiator would pick the top number, as a starting point, and then the budget would be off the charts. He respected Mr. Bunn's position and believed having the information from Staff in the future would be helpful, but he did not see any reason to refrain from voting on the budget.

Councilor Linville asked if there were any statutory requirements for approving the budget by a certain time.

- Mr. Cosgrove replied the budget must be approved by June 30.

Chair Karr asked when labor negotiations would begin.

- Mr. Cosgrove said there were too many variables to answer that question. It was not uncommon for negotiations to extend into August or September. There were two bargaining units, and both were independent. Staff's goal was to complete the negotiations by the end of the current fiscal year.

Member O'Neil noted it would also be against the City's interest to publish timing and a deadline because labor could hold the City hostage during the negotiations. Staff and the labor organizations would negotiate in good faith, and it made sense to approve the budget as it was and Council could address the incremental change when it had the information.

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Mr. Cosgrove added that Staff examines the City's resources and ability to pay during the negotiations. The increases must be sustained over time, as both contracts had three-year terms. Some ARA funds might also come into play as well. He agreed Member Bunn's concerns were legitimate, but there was no other way to address the matter at this time.

C. Final motion to approve the FY 2021-22 Proposed Budget

**Vote:** Motion carried 9-0-1.

**SUMMARY OF VOTES**

Mayor Fitzgerald	Yes	Member Karr	Yes
Council President Akervall	Yes	Member Bunn	Abstain
Councilor Lehan	Yes	Member Hamm	Yes
Councilor West	Yes	Member Legarza	Yes
Councilor Linville	Yes	Member O'Neil	Yes

**ADJOURNMENT OR RECESS MEETING UNTIL MAY 25, 2021**

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

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