



**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