

CITY OF WILSONVILLE

BUDGET COMMITTEE MEETING MINUTES

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,

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

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URBAN RENEWAL BUDGET COMMITTEE MEETING MINUTES

A meeting of the Wilsonville Urban Renewal Budget Committee was held at Wilsonville City Hall following the Wilsonville Budget Committee meeting on Wednesday, May 20, 2021. Chair Karr called the meeting to order at 8:11 p.m., followed by roll call.

Budget Committee members present:

Julie Fitzgerald, Mayor

Kristin Akervall, Council President

Charlotte Lehan, Councilor

Joann Linville, Councilor

Ben West, Councilor

Andrew Karr, Member

Paul Bunn, Member

Katie Hamm, Member

Daphnee Legarza, Member

Shawn O'Neil, Member

Staff present included:

Cathy Rodocker, Finance Director

Keith Katko, Assistant Finance Director

Andy Stone, IT Director

Jeanna Troha, Assistant City Manager

Chris Neamtzu, Community Development Director

Bryan Cosgrove, City Manager

Beth Wolf, Senior Systems Analyst

Kimberly Veliz, City Recorder

Zach Weigel, Capital Projects Eng. Mngr.

Chair Karr explained there would be a change in the agenda, noting that the Public Hearing would be opened for citizen input prior to the Budget Message and Budget Presentation.

APPROVE URBAN RENEWAL BUDGET COMMITTEE MINUTES

A. Minutes of May 21, 2020 Urban Renewal

Motion: Chair Karr moved to approve the minutes of May 21, 2020. Councilor Linville seconded the motion.

Vote: Motion carried 9-0-1

SUMMARY OF VOTES

Mayor Fitzgerald Yes

Council President Akervall Yes

Councilor Lehan Yes

Councilor West Yes

Councilor Linville Yes

Member Karr Yes

Member Bunn Yes

Member Hamm Yes

Member Legarza Yes

Member O'Neil Abstain

PUBLIC HEARING/CITIZEN INPUT

Chair Karr read the conduct of hearing format into the record and opened the public hearing at 8:12 p.m.

There were no public comments.

FY 2021-22 OPERATING BUDGET

CITY OF WILSONVILLE
URBAN RENEWAL BUDGET COMMITTEE MEETING MINUTES

A. Department Presentations

URBAN RENEWAL BUDGET MESSAGE

URBAN RENEWAL BUDGET PRESENTATION

Keith Katko, Assistant Finance Director explained that the Urban Renewal Budget Message and Presentation were combined. He described the function and structure of the Urban Renewal Agency (URA) and its three plans along with the total requirements and Ending Fund balances via Power Point.

Chair Karr stated the City's URA had been wildly successful. The West Side and Year 2000 provided tremendous investment and expansion to the city that he did not believe the City could have found funding for otherwise. He was encouraged to see what would happen with the Coffee Creek Plan given the success of the other two urban renewal funds.

City Manager Cosgrove shared that at the City Council goal setting retreat, one goal discussed was an update to the Strategic Plan for the Urban Renewal Program, which would include the WIN Program, Coffee Creek, the East Side Plan, West Side Plan, Year 2000 Plan, as well as Basalt Creek, and possibly Town Center to consider how urban renewal might play a part in planning for the infrastructure and creating the community everyone desired. The return on investment for the Year 2000 and West Side Plan had been incredible and Council discussed celebrating with overlapping taxing districts to show the significant growth and value that had been created over the many years of the programs. The update would allow for a more strategic look at the urban renewal program going forward.

Mayor Fitzgerald asked the City Manager to highlight two of the paragraphs in his URA letter that was included in the budget proposal.

City Manager Cosgrove highlighted the following excerpts from his letter as follows:

The Year 2000 Plan District was formed in 1992 with a frozen tax base assessed value of \$44 million. In tax year 2020-21, the total assessed valuation of the area is estimated at approximately \$528 million, an increase of over 12 times the original amount. The Westside Plan District was formed in 2003 with a frozen tax base assessed value of \$16.5 million. In tax year 2020-21, the total assessed valuation of the area is estimated to be approximately \$715 million, nearly 43 times the frozen amount."

- He noted that arguments were often made about whether urban renewal was a good tool, but urban renewal was the only tool Wilsonville had available to create the community citizens desired. Some cities in Oregon have Enterprise Zones and other options based on their demographics. Urban renewal had been a very successful tool for the City, but it needed to be used responsibly, and Wilsonville had a great story to tell.

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Councilor West stated he had been critical of urban renewal, but in his two years on the Council, he had also come to see urban renewal as a useful tool. Urban renewal had a reputation for a reason but applying that reputation on all municipalities was not fair. He was impressed with how surgically and responsibly the City had used the program. He was glad the program was available and looked forward to voting to approve the proposed budget.

Chair Karr confirmed there were no other questions or comments and closed the public hearing at 8:30 p.m.

URBAN RENEWAL COMMITTEE DELIBERATIONS

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

Motion: Member O’Neil moved for approval of the 2021-22 Proposed Budget for the Urban Renewal Agency in the amount of \$62,266,300 and set the Increment Assessed Value in the West Side Plan District to approximately \$401,210,000 which will generate an estimated levy of \$5,000,000 and set the Increment Assessed Value in the Year 2000 Plan District to approximately \$322,000,000 which will generate an estimated levy of \$4,200,000; and levy the full amount of the “divide-the-taxes” amount for the Coffee Creek District. Member Bunn moved seconded the motion.

Councilor Lehan commented that years ago when she was testifying in Salem about potentially serious limitations being put on urban renewal, Former TVF&R Chief, Jeff Johnson, had testified that if every city handled urban renewal the way Wilsonville did, there would never be a problem with urban renewal, and TVF&R was one of Wilsonville’s overlapping taxing entities.

Chair Karr restated the motion.

Vote: Motion carried 10-0.

SUMMARY OF VOTES

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

Councilor Akervall expressed her appreciation to the Budget Committee for carefully digesting all the budget information and to Staff for creating the documents, noting the excellence in each City department.

Councilor Lehan added there were excellent photos throughout the budget binder.

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Councilor Linville echoed the comments of Councilor Akervall, adding she appreciated Chair Karr for doing an excellent job in guiding the Committee through the budget approval process over the years.

Mayor Fitzgerald acknowledged Chair Karr for his long service on the Budget Committee and for being an involved citizen, which she appreciated. She appreciated each citizen member of the Committee for being part of the budget process. She thanked Ms. Rodocker for her leadership at the City, and thanked the Council, Mr. Cosgrove, Mr. Katko, and Staff as well.

Chair Karr said he appreciated the comments, noting that after four years as chair, this was his last year as chair.

Mr. Cosgrove thanked Chair Karr and the citizen members of the Budget Committee, adding he appreciated all their time and the questions that were submitted.

ADJOURNMENT OR RECESS MEETING UNTIL MAY 25, 2021

The meeting was adjourned at 8:41 p.m.

Respectfully submitted,

DocuSigned by:
Kimberly Veliz
E781DE10276B498...

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