

**CITY OF WILSONVILLE
BUDGET COMMITTEE MEETING MINUTES**

**WILSONVILLE CITY HALL
29799 SW TOWN CENTER L P E**

January 26, 2021 – 6:00 p.m.

A meeting of the Wilsonville Budget Committee was held at Wilsonville City Hall beginning at 6:00 p.m. on Tuesday, January 26, 2021.

Budget Committee members present:

Julie Fitzgerald, Mayor
Kristin Akervall, Councilor
Joann Linville, Councilor
Ben West, Councilor

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

Budget Committee members absent:

Charlotte Lehan, Councilor

Staff present included:

Cathy Rodocker, Finance Director
Keith Katko, Assistant Finance Director
Andy Stone, IT Director

Bryan Cosgrove, City Manager
Beth Wolf, Senior Systems Analyst
Kimberly Veliz, City Recorder

CALL TO ORDER

Chair Karr called to order the Budget Committee meeting at 6:00 p.m.

The Pledge of Allegiance was recited.

FINANCE INTRODUCTION

Finance Director Cathy Rodocker briefly introduced members of the Finance Department who were present.

FORECAST MODEL PRESENTATION

A. Rob Moody, Merina & Company

Rob Moody and Jordan Henderson walked the Budget Committee through the financial model, which was included on Page 2 the Agenda packet. Mr. Moody said he anticipated the financial model would be updated annually. The model focused on maintenance and replacement of existing infrastructure and did not consider planned new projects or new construction. Therefore, this model would be one of many tools used by staff to make financial projections.

Councilor Akervall understood adjustments and additional data would be necessary in order to have calculations that function. She asked if funds from the big pipe project were included in the Water Fund model.

- City Manager Cosgrove replied no, and explained that money was not restricted to the Water Fund. The funds were General Fund money, so the Council could use it in any way.

Mayor Fitzgerald asked for details on Staff's role in implementing the model and the timeframe needed to fill in the chart.

- Mr. Moody explained it would be up to Ms. Rodocker or Mr. Katko to update the tool or delegate that task. However, there would be a heavy reliance on Engineering, as well as the priorities of the City Council and Budget Committee. Master plans would also contribute to model updates.

Paul Bunn asked if this model had been used by Staff in the past, but not shared with the Budget Committee. He also asked why the modeling had all of a sudden been outsourced and if the modeling would be done annually.

- Director Rodocker stated this financial forecast project had been included in the Finance budget last year because the City believed it was time to have a tool like this to help plan for future funding and borrowings. She would like to see the modeling done annually from now on as a long-range forecasting tool.
- City Manager Cosgrove added that Staff had always done five-year forecasting, but the model was a more sophisticated tool. He confirmed that Staff would continue to share the information with the Budget Committee.

Councilor Linville asked if the model was tested based on previous year's data to see whether the model actually worked. She also wanted to know if the purpose of the modeling was to validate or forecast.

- Mr. Moody explained they were unable to plug in data from previous years because the model was more of a projection tool than a validation tool. The model was meant to forecast costs and compare available resources, which would reveal gaps. The City has never had all of this information in one place, but has always focused on the future.

Councilor West asked if this model was cutting edge or were other cities having success with the tool.

- Mr. Moody stated two other jurisdictions used similar models. The model's success would depend on how sophisticated Staff was at obtaining the necessary information for the model. For most jurisdictions, obtaining just the base data was cost prohibitive; so, Staff would need resources.

Mr. Moody confirmed for Committee Members that the next step was to password protect the data and formulas. Additionally, the model could be expanded to include Parks infrastructure. As long as base data was available, the logic in the model could be easily replicated.

Ms. Rodocker noted that Cartegraph data was used to fill many of the fields.

Chair Karr and Mr. Bunn said they would prefer that the model be in another format besides Excel, like a SQL database with a business intelligence front end to publish it.

Shawn O'Neil asked if Staff had the resources to put the data into the model over the long run and could ensure the data going in was accurate and consistent.

City Manager Cosgrove responded that this model was more robust than Staff had used in the past; however, Staff had been creating a five-year forecast for a long time.

Councilor Akervall suggested snapshots be archived and filed so that issues could be identified.

FY 2020-21 MID-YEAR FINANCIAL REVIEW

A. Cathy Rodocker, Finance Director, Keith Katko Assistant Finance Director

Director Rodocker and Assistant Finance Director Katko presented the FY 2020-21 mid-year financial review via PowerPoint, which was included in the Agenda packet. The review included the budget calendar; COVID-19 impacts, resources and requirements for the Transit Fund, Building Fund, Community Development Fund, General Fund, and Public Works Fund. During the presentation, Staff answered clarifying questions from Committee Members about the budget calendar, the operating funds, and budget laws.

Direction Rodocker also provided an update on implementing Munis, which went live with financials in October doing accounts payable, general ledgers, and project accounting. Staff would work on creating electronic timesheets, which would begin in April. The utility billing kickoff was about to start, and Staff was hoping to go live the first quarter of 2022. Community Development was moving along with their InterGov implementation and the transit tax and business license programs would be transferred over to that system.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:53 p.m.

Respectfully submitted,

DocuSigned by:
Kimberly Veliz
E781DE10276B498...

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