



FEBRUARY

MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

Munis, Munis and Munis! The Accountants team continues to spend time working on the implementation of the new financial software programs. We ended February and began March with three consecutive weeks of power user training for the accounts payable, purchasing, and contracting modules. We will be responsible for training other staff members throughout the City to use these programs as well so this is a very important phase of the implementation.

On the budget side of things, the CIP budgets are in and Finance will begin entering each project into our system. With the final touches to the estimated revenues scheduled to be entered in this week, we are just about at the phase where we can start to put the overall budget together for Bryan Cosgrove's review.

Keith Katko and I presented "Finance 101" to the Citizen's Academy in February. The group of individuals were highly engaged and asked several great questions. It was exciting to be able to interact with the City's future leaders in this academy!

Here's to a great spring!

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2019-February 29, 2020

Please Note: Utility Billing is reported with a one month lag-the numbers reported reflect the first month of the new fiscal year.

<u>Utility Billing:</u>		<u>Accounts Payable:</u>		<u>Municipal Court:</u>	
Total Monthly Bills	47,106	Invoices Processed	4,741	Total Citations Issued	1,769
New Customers	612	Payments Processed	2,778	Total Suspensions Issued	55
New Service Locations	67			Ticket Revenue	\$201,783

FY20 Financial Update:

Attached please find the financial reports through February 2020.

General Fund: As of the end of February, the General Fund has received 81% of the projected revenues. We are expecting an influx of annual franchise fee revenues during the month of March. Materials and Services are slightly higher than the anticipated percentage of budget, however, this is due primarily to the \$9.0M overnight loan to the Year 2000 Urban Renewal Fund.

Building Fund: The Finance Department continues to watch the Building Funds closely. During the month of March, Dan Carlson, Building Official, will be bringing a proposed rate increase to Council for various building permits fees. The fees have not been reviewed in several years and the increase will help to stabilize the fund in future years.

Community Development Fund: Due to unforeseen circumstances, the Community Development Fund is currently facing significantly higher expenses than actual revenues received. While it was originally planned to use a portion of the fund balance during the fiscal year; with revenues coming in much lower than anticipated the fund will end up using more of its fund balance than anticipated. The fund is currently being reviewed by the Finance and Community Development management staff.

Road Operating Fund: The City has been notified that the first Clackamas County Vehicle Registration Fees will be received this month. Since the fee is newly implemented, the first payment is slated to be minimal. However, the County forecasts that the City of Wilsonville should receive over \$440K next fiscal year. This year, the funds collected to date from the Washington County Vehicle License Fee were used for repairs to Day Rd.

All of our other funds including Transit and all of our utility related operating funds are on track to meet their budgeted expectations.

Did you know?

That each year the Finance Staff must complete a survey for the United States Census Bureau? We provide detailed information on the type of revenues the City receives as well as the year's expenditures broken down into Capital Projects, Capital Outlay, and Operating Expenses.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,655,250	8,887,305	76%
Intergovernmental	2,265,804	2,012,845	89%
Licenses and Permits	177,750	126,251	71%
Charges for Services	747,100	433,022	58%
Fines	320,000	201,783	63%
Investment Revenue	300,900	347,652	116%
Other Revenues	9,569,070	9,514,219	99%
Transfers	3,767,812	2,195,949	58%
Total Revenue	28,803,686	23,719,026	82%
Personal Services	9,289,445	5,745,597	62%
Materials and Services	20,522,072	15,101,159	74%
Capital Outlay	311,604	15,000	5%
Transfers	4,896,602	1,028,921	21%
Total Expense	35,019,723	21,890,677	63%
Fund 210 Fleet Fund:			
Charges for Services	1,373,975	915,983	67%
Investment Revenue	23,069	16,138	70%
Other Revenues	0	25,131	-%
Total Revenue	1,397,044	957,253	69%
Personal Services	781,630	486,506	62%
Materials and Services	800,055	564,803	71%
Capital Outlay	149,000	22,373	15%
Transfers	2,400	1,600	67%
Total Expense	1,733,085	1,075,282	62%
Fund 230 Building Fund:			
Licenses and Permits	548,000	442,194	81%
Licenses and Permits-Villebois	254,000	99,634	39%
Charges for Services	9,000	4,500	50%
Investment Revenue	70,210	60,091	86%
Transfers	41,986	25,449	61%
Total Revenue	923,196	631,867	68%
Personal Services	1,056,480	636,241	60%
Materials and Services	385,469	290,006	75%
Transfers	936,604	388,333	41%
Total Expense	2,378,553	1,314,580	55%
Fund 235 Community Development Fund:			
Intergovernmental	0	19,500	-%
Licenses and Permits	352,440	544,384	154%
Licenses and Permits-Villebois	203,305	25,618	13%
Charges for Services	1,076,328	272,879	25%
Investment Revenue	55,165	58,827	107%
Other Revenues	400	16,482	4,121%
Transfers	3,201,704	985,067	31%
Total Revenue	4,889,342	1,922,757	39%
Personal Services	3,273,480	1,723,037	53%
Materials and Services	1,183,618	833,435	70%
Capital Outlay	0	2,015	-%
Transfers	581,628	384,815	66%
Total Expense	5,038,726	2,943,302	58%
Fund 240 Road Operating Fund:			
Intergovernmental	1,800,100	1,137,299	63%
Investment Revenue	25,075	42,419	169%
Other Revenues	2,000	54,467	2,723%
Total Revenue	1,827,175	1,234,185	68%
Personal Services	373,970	250,358	67%
Materials and Services	586,851	320,519	55%
Debt Service	82,000	81,446	99%
Transfers	1,537,030	438,520	29%
Total Expense	2,579,851	1,090,843	42%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,899,000	1,299,658	68%
Investment Revenue	60,180	67,503	112%
Total Revenue	1,959,180	1,367,161	70%
Transfers	4,113,962	2,415,671	59%
Total Expense	4,113,962	2,415,671	59%
Fund 260 Transit Fund:			
Taxes	5,151,000	3,581,353	70%
Intergovernmental	4,217,893	1,220,115	29%
Charges for Services	185,000	114,286	62%
Investment Revenue	55,150	90,672	164%
Other Revenues	14,000	1,228	9%
Total Revenue	9,623,043	5,007,653	52%
Personal Services	4,146,860	2,416,844	58%
Materials and Services	2,902,150	1,813,940	63%
Capital Outlay	2,451,655	53,141	2%
Transfers	637,912	387,076	61%
Total Expense	10,138,577	4,671,002	46%
Fund 310 Water Operating Fund:			
Intergovernmental	0	50,000	-%
Charges for Services	9,217,000	6,668,928	72%
Fines	19,000	11,764	62%
Investment Revenue	270,810	273,148	101%
Other Revenues	195,550	208,050	106%
Total Revenue	9,702,360	7,211,890	74%
Personal Services	629,168	333,932	53%
Materials and Services	4,295,104	2,198,809	51%
Capital Outlay	679,000	0	-%
Debt Service	1,870,000	764,045	41%
Transfers	4,344,613	735,136	17%
Total Expense	11,817,885	4,031,922	34%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,239,145	5,354,427	65%
Fines	0	27,738	-%
Investment Revenue	270,810	274,225	101%
Other Revenues	18,000	20,025	111%
Transfers	600,000	600,000	100%
Total Revenue	9,127,955	6,276,415	69%
Personal Services	402,546	198,593	49%
Materials and Services	3,574,439	1,945,529	54%
Capital Outlay	24,000	28,173	117%
Debt Service	3,000,000	509,131	17%
Transfers	4,162,436	423,502	10%
Total Expense	11,163,421	3,104,928	28%
Fund 350 Street Lighting Fund:			
Charges for Services	545,500	350,228	64%
Investment Revenue	25,075	26,394	105%
Total Revenue	570,575	376,622	66%
Materials and Services	373,843	200,891	54%
Transfers	430,103	13,528	3%
Total Expense	803,946	214,419	27%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,175,000	2,079,151	65%
Investment Revenue	50,150	42,748	85%
Total Revenue	3,225,150	2,121,900	66%
Personal Services	274,796	144,620	53%
Materials and Services	659,037	257,210	39%
Debt Service	508,000	507,827	100%
Transfers	4,040,765	1,244,932	31%
Total Expense	5,482,598	2,154,590	39%