



MARCH MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

A lot of things have been changing during the month of March. We have stepped back from MUNIS while they build the databases with our test data. We will begin testing next week and also will be starting our user training on the Project Accounting and Contracts Management modules.

We are all hands on deck for the Budget document process. We will be creating the document this year in house with several members of the Finance team and Beth Wolf from IS. The team has been meeting for a while as they first had to teach themselves learn how to use the 'In-Design' software program! With the budget nearing completion, each team member will be assigned a section to enter into the program. So far...so good!

While most of our staff is continuing to work from City Hall, we have two members working remotely. The staff that are working from City Hall have created different schedules to help with social distancing in our area. We have staff coming in early, others staying later and using their leave to take days off as they can. Not only is the change helping with our social distancing but the staff is also enjoying an alternate schedule for a couple of weeks.

We are officially on baby watch as little Miss Maya Katko should be joining us very soon. Keith, your typical proud papa, is certain she will save the world!

Stay Safe!

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2019-March 31, 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	53,878	Invoices Processed	5,467	Total Citations Issued	1,883
New Customers	677	Payments Processed	2,778	Total Suspensions Issued	60
New Service Locations	69			Ticket Revenue	\$215,548

FY20 Financial Update:

Attached please find the financial reports through March 2020.

General Fund: As of the end of March, we are still seeing revenues come in as expected. The one notable reduction is in Fines, our court revenues. We have had to cancel court through the month of April. Other revenues appear to be coming in as expected.

Building Fund: The Finance Department continues to watch the Building Funds closely. Council did approve a 30% rate increase that will help with the continuing use of fund balance to maintain the current level of service. As of March 31, the Fund has used over \$770K of their fund balance to meet the ongoing expenses.

Community Development Fund: The Community Development Fund is also experiencing financial issues this fiscal year. Through March, the fund has used over \$900K of their fund balance to meet ongoing expenses. The Community Development department plans to work with a consultant to help determine what steps will need to be taken in the future to provide stability to the various programs.

Road Operating Fund: Due to the timing of receiving the gas tax receipts, the current revenues show a one month lag of in intergovernmental line item. We do not expect to see a drop in the gas tax revenues for another month or so. We are continuing to see an uptick in the Clackamas County Vehicle License Fee and are averaging about \$30K a month.

Transit Fund: We will begin to receive Transit Tax revenues in April as the third quarter tax payments are due. As with our utilities, we will not be levying fines on delinquent payments and we have already had a few requests for extensions. SMART and other transit agencies are seeking legislative assistance with the current restrictions on spending STIF monies. This change could be a tremendous help as the disruption to the business community will most likely have an affect future Transit Tax revenues.

Water, Sewer and Stormwater Funds: Overall, revenues continue to meet expected projections for all of the utility funds. Delayed construction on CIPS have reduced anticipated expenditures in all three funds.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,655,250	9,947,835	85%
Intergovernmental	2,265,804	2,013,417	89%
Licenses and Permits	177,750	127,828	72%
Charges for Services	747,100	536,706	72%
Fines	320,000	215,548	67%
Investment Revenue	300,900	369,712	123%
Other Revenues	9,569,070	9,516,136	99%
Transfers	3,767,812	2,478,362	66%
Total Revenue	28,803,686	25,205,543	88%
Personal Services	9,289,445	6,424,563	69%
Materials and Services	20,522,072	15,358,494	75%
Capital Outlay	311,604	29,318	9%
Transfers	4,896,602	1,541,941	31%
Total Expense	35,019,723	23,354,317	67%
Fund 210 Fleet Fund:			
Charges for Services	1,373,975	1,030,481	75%
Investment Revenue	23,069	20,988	91%
Other Revenues	0	25,131	-%
Total Revenue	1,397,044	1,076,601	77%
Personal Services	781,630	549,450	70%
Materials and Services	800,055	618,276	77%
Capital Outlay	149,000	22,373	15%
Transfers	2,400	1,800	75%
Total Expense	1,733,085	1,191,900	69%
Fund 230 Building Fund:			
Licenses and Permits	548,000	458,286	84%
Licenses and Permits-Villebois	254,000	101,122	40%
Charges for Services	9,000	6,750	75%
Investment Revenue	70,210	60,091	86%
Transfers	41,986	28,630	68%
Total Revenue	923,196	654,878	71%
Personal Services	1,056,480	714,224	68%
Materials and Services	385,469	298,575	77%
Transfers	936,604	413,187	44%
Total Expense	2,378,553	1,425,986	60%
Fund 235 Community Development Fund:			
Intergovernmental	0	49,500	-%
Licenses and Permits	352,440	551,700	157%
Licenses and Permits-Villebois	203,305	25,618	13%
Charges for Services	1,076,328	431,350	40%
Investment Revenue	55,165	63,677	115%
Other Revenues	400	16,482	4,121%
Transfers	3,201,704	1,209,639	38%
Total Revenue	4,889,342	2,347,967	48%
Personal Services	3,273,480	1,946,722	59%
Materials and Services	1,183,618	873,114	74%
Capital Outlay	0	2,015	-%
Transfers	581,628	432,917	74%
Total Expense	5,038,726	3,254,768	65%
Fund 240 Road Operating Fund:			
Intergovernmental	1,800,100	1,141,101	63%
Investment Revenue	25,075	42,419	169%
Other Revenues	2,000	54,694	2,735%
Total Revenue	1,827,175	1,238,214	68%
Personal Services	373,970	269,951	72%
Materials and Services	586,851	354,872	60%
Debt Service	82,000	81,446	99%
Transfers	1,537,030	457,646	30%
Total Expense	2,579,851	1,163,915	45%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,899,000	1,472,849	78%
Investment Revenue	60,180	67,503	112%
Total Revenue	1,959,180	1,540,353	79%
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	3,586,431	70%
Intergovernmental	4,217,893	1,226,260	29%
Charges for Services	185,000	117,021	63%
Investment Revenue	55,150	91,231	165%
Other Revenues	14,000	1,228	9%
Total Revenue	9,623,043	5,022,171	52%
Personal Services	4,146,860	2,726,077	66%
Materials and Services	2,902,150	1,967,945	68%
Capital Outlay	2,451,655	56,475	2%
Transfers	637,912	434,352	68%
Total Expense	10,138,577	5,184,849	51%
Fund 310 Water Operating Fund:			
Intergovernmental	0	50,000	-%
Charges for Services	9,217,000	7,208,940	78%
Fines	19,000	11,729	62%
Investment Revenue	270,810	273,148	101%
Other Revenues	195,550	209,078	107%
Total Revenue	9,702,360	7,752,895	80%
Personal Services	629,168	376,433	60%
Materials and Services	4,295,104	2,468,590	57%
Capital Outlay	679,000	68,655	10%
Debt Service	1,870,000	764,045	41%
Transfers	4,344,613	797,228	18%
Total Expense	11,817,885	4,474,950	38%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,239,145	6,070,948	74%
Fines	0	27,738	-%
Investment Revenue	270,810	285,374	105%
Other Revenues	18,000	23,466	130%
Transfers	600,000	600,000	100%
Total Revenue	9,127,955	7,007,526	77%
Personal Services	402,546	224,609	56%
Materials and Services	3,574,439	2,168,012	61%
Capital Outlay	24,000	28,173	117%
Debt Service	3,000,000	509,131	17%
Transfers	4,162,436	468,460	11%
Total Expense	11,163,421	3,398,386	30%
Fund 350 Street Lighting Fund:			
Charges for Services	545,500	394,184	72%
Investment Revenue	25,075	26,394	105%
Total Revenue	570,575	420,577	74%
Materials and Services	373,843	229,626	61%
Transfers	430,103	13,528	3%
Total Expense	803,946	243,155	30%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,175,000	2,353,943	74%
Investment Revenue	50,150	42,748	85%
Total Revenue	3,225,150	2,396,691	74%
Personal Services	274,796	163,037	59%
Materials and Services	659,037	304,316	46%
Debt Service	508,000	507,827	100%
Transfers	4,040,765	1,287,096	32%
Total Expense	5,482,598	2,262,277	41%