



JANUARY

MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

Happy January!

January has been a very busy month with the budget process underway. All of the year end estimates have been completed and managers are now working on the text portion of their budget for the document. Next week the Finance Budget team will meet with each Manager and Director to go over their requested budgets. The last week of the month the departments meet with City Manager Bryan Cosgrove to present their budgets and any add packages requested.

The MUNIS HR/Payroll implementation is in high gear with parallel payrolls being ran in both systems to help identity setup issues. Last week they worked directly with the MUNIS implementer and this week Kathryn Smith and Shelly Marcotte will continue to work through the parallel testing.

With Pam Munsterrman's retirement official, we have promoted Amanda Bryant to the Accounting Specialist—Court position. Amanda has been with the City for approximately 18 months and has learned the Court area quite well in a relatively short period of time. She also handles our business licenses and transit tax processes. We are having second interviews for a replacement to Accounting Technician position that Amanda held prior to her promotion. Finance should be back to full staff by the end of February!

Stay safe.

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2020-January 31, 2021

Please Note: Utility Billing is reported with a one month lag.

Utility Billing:

Total Monthly Bills 40,886
New Customers 582
New Service Locations 65

Accounts Payable:

December AP Pymts
Payments Processed

Municipal Court:

\$3.7M Total Citations Issued 671
260 Total Suspensions Issued 207
Ticket Revenue \$106,741

FY21 Financial Update:

General Fund:

The General Fund continues to be on track with the revenues through January. We will start to receive franchise fees/privilege taxes during this quarter which will increase the Taxes revenue line item significantly. The Library will also receive the Library District property tax allocation during this quarter as well. The material and services line item looks extremely low due in part to the lack of invoicing from Clackamas County Sheriff's office. Once the County catches up on the billing, this line item will be more in line with year end estimates.

Building Inspection Fund:

Permit revenue through January are now at 55% of budget and expenditures are at 49% of budget. To date, the expenses have outpaced revenues by \$239K-which was a planned decrease to the fund balance.

Community Development Fund:

With only 40% of permit revenue in through January, the fund is relying on other resources including program management fees and the subsidy from the General Fund. To date, program managements fees collected total nearly \$1.1M. As of the end of the January, revenues for the CD Fund are outpacing the expenditures by approximately \$506K.

Road Operating Fund:

Gas Tax and Vehicle Registration Fee revenues have started to come in nearer to the 'normal' as more drivers are taking to the road. As of January, the fund has receive 49% of the amount budgeted. Public Works continues to closely monitor the fund's operating expenditures.

Utility Funds:

As of January, the utility operating funds are meeting expectations.

City of Wilsonville - Fund Summaries
Reporting Month: JAN FY 2021

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
110 - General Fund				
Taxes	\$ 11,954,800	\$ 8,788,394	\$ 3,166,406	26%
Intergovernmental	2,415,495	669,661	1,745,834	72%
Licenses and permits	182,750	162,779	19,971	11%
Charges for services	672,610	247,000	425,610	63%
Fines and forfeitures	320,000	106,741	213,259	67%
Investment revenue	163,900	72,566	91,334	56%
Other revenues	665,250	552,802	112,448	17%
Transfers in	4,151,876	2,562,129	1,589,748	38%
TOTAL REVENUES	\$ 20,526,681	\$ 13,162,071	\$ 7,364,610	36%
Personnel services	\$ 9,334,432	\$ 4,392,898	\$ 4,941,534	53%
Materials and services	10,448,382	2,943,107	7,505,275	72%
Capital outlay	20,000	25,473	(5,473)	-27%
Transfers out	6,373,062	3,763,664	2,609,398	41%
TOTAL EXPENDITURES	\$ 26,175,876	\$ 11,125,143	\$ 15,050,733	57%
610 - Fleet Fund				
Charges for services	\$ 1,411,703	\$ 823,740	\$ 587,963	42%
Investment revenue	9,600	7,391	2,209	23%
Other revenues	18,000	2,390	15,610	87%
TOTAL REVENUES	\$ 1,439,303	\$ 833,520	\$ 605,783	42%
Personnel services	\$ 788,700	\$ 340,342	\$ 448,358	57%
Materials and services	676,906	284,806	392,100	58%
Capital outlay	65,000	-	65,000	100%
Transfers out	2,400	1,400	1,000	42%
TOTAL EXPENDITURES	\$ 1,533,006	\$ 626,547	\$ 906,459	59%
230 - Building Inspection Fund				
Licenses and permits	\$ 950,565	\$ 519,098	\$ 431,467	45%
Charges for services	9,600	5,600	4,000	42%
Investment revenue	22,800	25,984	(3,184)	-14%
Transfers in	40,883	23,849	17,034	42%
TOTAL REVENUES	\$ 1,023,848	\$ 574,530	\$ 449,318	44%
Personnel services	\$ 1,081,750	\$ 508,624	\$ 573,126	53%
Materials and services	165,347	95,794	69,553	42%
Transfers out	405,321	209,306	196,016	48%
TOTAL EXPENDITURES	\$ 1,652,418	\$ 813,723	\$ 838,695	51%
231 - Community Development Fund				
Intergovernmental	\$ 63,000	\$ -	\$ 63,000	100%
Licenses and permits	709,723	281,701	428,022	60%
Charges for services	619,450	288,762	330,688	53%
Investment revenue	12,500	23,041	(10,541)	-84%
Other revenues	250	140	110	44%
Transfers in	3,119,134	1,866,623	1,252,511	40%
TOTAL REVENUES	\$ 4,524,057	\$ 2,460,267	\$ 2,063,790	46%
Personnel services	\$ 3,215,620	\$ 1,453,796	\$ 1,761,824	55%
Materials and services	712,625	159,058	553,567	78%
Transfers out	584,243	340,809	243,434	42%
TOTAL EXPENDITURES	\$ 4,512,488	\$ 1,953,663	\$ 2,558,825	57%
240 - Road Operating Fund				
Intergovernmental	\$ 2,382,151	\$ 928,737	\$ 1,453,414	61%
Investment revenue	2,000	9,440	(7,440)	-372%
Other revenues	2,000	2,418	(418)	-21%
TOTAL REVENUES	\$ 2,386,151	\$ 940,596	\$ 1,445,555	61%
Personnel services	\$ 382,270	\$ 162,573	\$ 219,697	57%
Materials and services	514,578	202,507	312,071	61%
Capital outlay	13,000	10,246	2,754	21%
Debt service	82,000	81,446	554	1%
Transfers out	1,525,765	222,432	1,303,333	85%
TOTAL EXPENDITURES	\$ 2,517,613	\$ 679,203	\$ 1,838,410	73%

City of Wilsonville - Fund Summaries
Reporting Month: JAN FY 2021

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
241 - Road Maintenance Fund				
Charges for services	\$ 2,065,000	\$ 1,231,224	\$ 833,776	40%
Investment revenue	3,100	21,403	(18,303)	-590%
TOTAL REVENUES	\$ 2,068,100	\$ 1,252,626	\$ 815,474	39%
Transfers out	\$ 4,092,922	\$ 1,099,092	\$ 2,993,830	73%
TOTAL EXPENDITURES	\$ 4,092,922	\$ 1,099,092	\$ 2,993,830	73%
260 - Transit Fund				
Taxes	\$ 5,050,000	\$ 2,905,111	\$ 2,144,889	42%
Intergovernmental	5,296,588	928,811	4,367,777	82%
Charges for services	170,000	-	170,000	100%
Fines and forfeitures	5,000	145,236	(140,236)	-2805%
Investment revenue	31,100	27,427	3,673	12%
Other revenues	16,000	-	16,000	100%
TOTAL REVENUES	\$ 10,568,688	\$ 4,006,584	\$ 6,562,104	62%
Personnel services	\$ 4,106,110	\$ 1,859,355	\$ 2,246,755	55%
Materials and services	2,268,268	873,334	1,394,934	61%
Capital outlay	2,629,941	383,124	2,246,817	85%
Transfers out	808,863	346,717	462,146	57%
TOTAL EXPENDITURES	\$ 9,813,182	\$ 3,462,531	\$ 6,350,651	65%
510 - Water Operating Fund				
Charges for services	\$ 9,006,000	\$ 6,335,327	\$ 2,670,673	30%
Fines and forfeitures	19,000	(5)	19,005	100%
Investment revenue	195,000	140,947	54,053	28%
Other revenues	12,000	24,329	(12,329)	-103%
Transfers in	183,270	183,253	17	0%
TOTAL REVENUES	\$ 9,415,270	\$ 6,683,852	\$ 2,731,418	29%
Personnel services	\$ 615,190	\$ 256,973	\$ 358,217	58%
Materials and services	4,405,491	2,059,863	2,345,628	53%
Capital outlay	426,000	107,205	318,795	75%
Transfers out	4,003,411	739,009	3,264,402	82%
TOTAL EXPENDITURES	\$ 9,450,092	\$ 3,163,051	\$ 6,287,041	67%
520 - Sewer Operating Fund				
Charges for services	\$ 8,147,000	\$ 4,656,505	\$ 3,490,495	43%
Investment revenue	196,200	156,412	39,788	20%
Other revenues	18,000	17,919	81	0%
Transfers in	600,000	-	600,000	100%
TOTAL REVENUES	\$ 8,961,200	\$ 4,830,836	\$ 4,130,364	46%
Personnel services	\$ 365,500	\$ 179,624	\$ 185,876	51%
Materials and services	3,577,813	1,621,330	1,956,483	55%
Debt service	2,960,000	480,256	2,479,744	84%
Transfers out	4,617,870	1,429,723	3,188,147	69%
TOTAL EXPENDITURES	\$ 11,521,183	\$ 3,710,933	\$ 7,810,250	68%
550 - Street Lighting Fund				
Charges for services	\$ 524,150	\$ 311,881	\$ 212,269	40%
Investment revenue	12,500	6,652	5,848	47%
TOTAL REVENUES	\$ 536,650	\$ 318,533	\$ 218,117	41%
Materials and services	\$ 381,320	\$ 170,695	\$ 210,625	55%
Transfers out	1,305,247	91,147	1,214,100	93%
TOTAL EXPENDITURES	\$ 1,686,567	\$ 261,842	\$ 1,424,725	84%
570 - Stormwater Operating Fund				
Charges for services	\$ 3,370,000	\$ 1,922,982	\$ 1,447,018	43%
Investment revenue	15,300	16,618	(1,318)	-9%
Transfers in	2,500,000	2,500,000	-	0%
TOTAL REVENUES	\$ 5,885,300	\$ 4,439,600	\$ 1,445,700	25%
Personnel services	\$ 270,080	\$ 126,582	\$ 143,498	53%
Materials and services	782,453	299,361	483,092	62%
Capital outlay	13,000	9,950	3,050	23%
Debt service	679,200	616,907	62,293	9%
Transfers out	3,569,567	1,414,551	2,155,016	60%
TOTAL EXPENDITURES	\$ 5,314,300	\$ 2,467,351	\$ 2,846,949	54%

City of Wilsonville - SDC Fund Summaries
Reporting Month: JAN FY 2021

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
336 - Frog Pond Development				
Licenses and permits-West Hills	\$ 594,839	\$ 566,814	\$ 28,025	5%
Licenses and permits-Pahlisch	714,270	-	714,270	100%
Investment revenue	9,000	4,747	4,253	47%
TOTAL REVENUES	\$ 1,318,109	\$ 571,560	\$ 746,549	57%
Materials and services	\$ 9,240	\$ 884	\$ 8,356	90%
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 9,240	\$ 884	\$ 8,356	90%
346 - Roads SDC				
System Development Charges	\$ 2,493,198	\$ 848,488	\$ 1,644,710	66%
Investment revenue	85,500	37,290	48,210	56%
TOTAL REVENUES	\$ 2,578,698	\$ 885,777	\$ 1,692,921	66%
Materials and services	\$ 40,260	\$ 16,411	\$ 23,849	59%
Transfers out	8,130,655	336,445	7,794,210	96%
TOTAL EXPENDITURES	\$ 8,170,915	\$ 352,857	\$ 7,818,058	96%
396 - Parks SDC				
System Development Charges	\$ 683,311	\$ 297,826	\$ 385,485	56%
Investment revenue	46,000	21,868	24,132	52%
TOTAL REVENUES	\$ 729,311	\$ 319,694	\$ 409,617	56%
Materials and services	\$ 16,400	\$ 7,404	\$ 8,996	55%
Transfers out	4,415,206	2,500,234	1,914,972	43%
TOTAL EXPENDITURES	\$ 4,431,606	\$ 2,507,638	\$ 1,923,968	43%
516 - Water SDC				
System Development Charges	\$ 1,040,811	\$ 1,094,895	\$ (54,084)	-5%
Investment revenue	64,500	30,223	34,277	53%
TOTAL REVENUES	\$ 1,105,311	\$ 1,125,118	\$ (19,807)	-2%
Materials and services	\$ 25,180	\$ 10,047	\$ 15,133	60%
Transfers out	3,747,702	494,838	3,252,864	87%
TOTAL EXPENDITURES	\$ 3,772,882	\$ 504,885	\$ 3,267,997	87%
526 - Sewer SDC				
System Development Charges	\$ 884,015	\$ 239,696	\$ 644,319	73%
Investment revenue	56,200	48,050	8,150	15%
TOTAL REVENUES	\$ 940,215	\$ 287,746	\$ 652,469	69%
Materials and services	\$ 21,410	\$ 7,440	\$ 13,970	65%
Transfers out	7,380,605	1,170,041	6,210,564	84%
TOTAL EXPENDITURES	\$ 7,402,015	\$ 1,177,481	\$ 6,224,534	84%
576 - Stormwater SDC				
System Development Charges	\$ 591,623	\$ 103,095	\$ 488,528	83%
Investment revenue	27,800	14,326	13,474	48%
TOTAL REVENUES	\$ 619,423	\$ 117,421	\$ 502,002	81%
Materials and services	\$ 5,580	\$ 2,273	\$ 3,307	59%
Transfers out	361,697	21,348	340,349	94%
TOTAL EXPENDITURES	\$ 367,277	\$ 23,621	\$ 343,656	94%

City of Wilsonville - URA Fund Summaries
Reporting Month: JAN FY 2021

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
800 - Year 2000 Program Income				
Investment revenue	\$ 8,600	\$ 3,610	\$ 4,990	58%
Other revenues	150,000	101,796	48,204	32%
Transfers in	-	-	-	-
TOTAL REVENUES	\$ 158,600	\$ 105,406	\$ 53,194	34%
Materials and services	\$ 50,000	\$ 14,444	\$ 35,556	71%
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 50,000	\$ 14,444	\$ 35,556	71%
805 - Year 2000 Capital Projects				
Investment revenue	\$ 89,600	\$ 57,205	\$ 32,395	36%
Other revenues	-	-	-	-
Transfers in	-	-	-	-
TOTAL REVENUES	\$ 89,600	\$ 57,205	\$ 32,395	36%
Materials and services	\$ 631,260	\$ 269,936	\$ 361,324	57%
Capital outlay	9,435,473	71,411	9,364,062	99%
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 10,066,733	\$ 341,348	\$ 9,725,385	97%
807 - Year 2000 Debt Service				
Taxes	\$ 4,074,200	\$ 3,671,143	\$ 403,057	10%
Investment revenue	132,200	35,877	96,323	73%
Other revenues	-	-	-	-
Transfers in	-	-	-	-
TOTAL REVENUES	\$ 4,206,400	\$ 3,707,020	\$ 499,380	12%
Materials and services	\$ -	\$ -	\$ -	-
Debt service	597,500	101,681	495,819	83%
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 597,500	\$ 101,681	\$ 495,819	83%
810 - Westside Program Income				
Investment revenue	\$ 1,800	\$ 873	\$ 927	51%
Other revenues	-	-	-	-
Transfers in	-	-	-	-
TOTAL REVENUES	\$ 1,800	\$ 873	\$ 927	51%
Materials and services	\$ -	\$ -	\$ -	-
Capital outlay	-	-	-	-
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	-

City of Wilsonville - URA Fund Summaries
Reporting Month: JAN FY 2021

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
815 - Westside Capital Projects				
Investment revenue	\$ 17,700	\$ 3,706	\$ 13,994	79%
Other revenues	-	-	-	-
Transfers in	-	-	-	-
TOTAL REVENUES	\$ 17,700	\$ 3,706	\$ 13,994	79%
Materials and services	\$ 1,000,970	\$ 733,258	\$ 267,712	27%
Capital outlay	-	-	-	-
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 1,000,970	\$ 733,258	\$ 267,712	27%
817 - Westside Debt Service				
Taxes	\$ 5,084,500	\$ 4,575,281	\$ 509,219	10%
Intergovernmental	-	-	-	-
Investment revenue	115,000	69,639	45,361	39%
Other revenues	-	-	-	-
Transfers in	-	-	-	-
TOTAL REVENUES	\$ 5,199,500	\$ 4,644,920	\$ 554,580	11%
Materials and services	\$ -	\$ -	\$ -	-
Debt service	2,725,000	1,152,191	1,572,809	58%
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 2,725,000	\$ 1,152,191	\$ 1,572,809	58%
825 - Coffee Creek Capital Projects				
Investment revenue	\$ 17,900	\$ 1,544	\$ 16,356	91%
Other revenues	-	-	-	-
Transfers in	500,000	500,000	-	0%
TOTAL REVENUES	\$ 517,900	\$ 501,544	\$ 16,356	3%
Materials and services	\$ 102,000	\$ 25,873	\$ 76,127	75%
Capital outlay	2,658,737	187,503	2,471,234	93%
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 2,760,737	\$ 213,376	\$ 2,547,361	92%
827 - Coffee Creek Debt Service				
Taxes	\$ 318,700	\$ 287,491	\$ 31,209	10%
Investment revenue	7,400	1,616	5,784	78%
Other revenues	-	-	-	-
Transfers in	-	-	-	-
TOTAL REVENUES	\$ 326,100	\$ 289,107	\$ 36,993	11%
Materials and services	\$ -	\$ -	\$ -	-
Debt service	778,000	639,382	138,618	18%
Transfers out	-	-	-	-
TOTAL EXPENDITURES	\$ 778,000	\$ 639,382	\$ 138,618	18%