



# FEBRUARY MONTHLY REPORT

*FINANCE—The department where everyone counts*

- **New Auditor Selection:** The City has evaluated all the proposals received in regards to outside independent Certified Public Accountant (CPA) auditing services and intends to award the contract, subject to upcoming City Council action, to Grove, Mueller, Swank P.C. Council action on awarding the contract is anticipated for March 21, 2022. The Auditor will be responsible for performing auditing services for the City and the Wilsonville Urban Renewal Agency for each of fiscal years 2022, 2023, and 2024 pursuant to Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and Governmental Auditing Standards (GAS), and in compliance with federal, state, and local laws and regulations.
- **Accounting Specialist/Municipal Court:** A big thank you to the City's Accounting Specialist/Municipal Court (Amanda Bryant) for all her hard work on the EnerGov implementation! We are LIVE! EnerGov is the City's Enterprise Resource Planning (ERP) for building, engineering, and planning permits. The City also uses the software system for transit tax collections and business licensing. Amanda has been our Finance Department point person and has been invaluable in the transit tax collection and business licensing functionality set up which of course are handled in Finance. Most exciting is the upcoming online functionality that will streamline the process and give our customers a more efficient process.
- **Utilities:** The City's migration to a new utility billing system (**MUNIS**) continues. This of course is an ongoing process demanding significant department attention. Estimated go live date for the switchover to the new utility billing system is May 2022. We are excited to be partnering with INVOICE Cloud in conjunction with the ERP implementation. INVOICE Cloud provides a complete, simple, and secure electronic bill presentment and payment solution. We are anticipating a great customer experience and a reduction in credit card fee expenses incurred by the City with this partnership.
- **Debt Management:** This has been a busy fiscal year for debt activity in terms of paying it off and incurring additional debt. The City has paid three outstanding urban renewal bonds early, totaling \$10.2 million. There is one remaining bond outstanding in the Year 2000 Plan which will be paid off next year and two remaining bonds in the West Side District which will be fully paid off by FY 2023-24. In February, the City received \$7M in debt proceeds for the Water Treatment Plant expansion project with a 2.47% interest rate and is preparing for an additional \$16.4M in proceeds at a rate of 2.24% for the construction of the public works complex. The Finance Department ensures the City complies all regulations and IRS requirements of debt issuance, including any related arbitrage issues. The general rule for arbitrage is that the investment earnings on our bond proceeds can't exceed the interest we are paying on our debt. If we do, and interest rates are slightly ticking up, we could owe money to the IRS. This is not the end of the world, but just entails more back end requirements and reporting.
- **ATTACHED Monthly (FEBRUARY) FINANCIALS:** FINANCE continues to monitor all departments for on-going budget compliance.

**City of Wilsonville - Fund Summaries**  
**Reporting Month: Feb FY 2022**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 12,450,940	\$ 9,828,988	\$ 2,621,952	79%
Intergovernmental	2,685,330	4,781,956	(2,096,626)	178%
Licenses and permits	169,850	152,166	17,684	90%
Charges for services	699,990	396,357	303,633	57%
Fines and forfeitures	315,000	91,528	223,472	29%
Investment revenue	91,000	4,004	86,996	4%
Other revenues	16,349,824	16,412,397	(62,573)	100%
Transfers in	4,637,855	2,793,825	1,844,030	60%
<b>TOTAL REVENUES</b>	<b>\$ 37,399,789</b>	<b>\$ 34,461,222</b>	<b>\$ 2,938,567</b>	<b>92%</b>
Personnel services	\$ 10,076,512	\$ 5,462,912	\$ 4,613,600	54%
Materials and services	26,678,542	21,197,405	5,481,137	79%
Capital outlay	20,000	-	20,000	0%
Transfers out	3,766,077	878,209	2,887,868	23%
<b>TOTAL EXPENDITURES</b>	<b>\$ 40,541,131</b>	<b>\$ 27,538,526</b>	<b>\$ 13,002,605</b>	<b>68%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,489,124	\$ 992,740	\$ 496,384	67%
Investment revenue	7,500	2,276	5,224	30%
<b>TOTAL REVENUES</b>	<b>\$ 1,496,624</b>	<b>\$ 1,064,973</b>	<b>\$ 431,651</b>	<b>71%</b>
Personnel services	\$ 826,900	\$ 485,207	\$ 341,693	59%
Materials and services	671,135	470,128	201,007	70%
Transfers out	2,400	1,600	800	67%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,543,435</b>	<b>\$ 999,843</b>	<b>\$ 543,592</b>	<b>65%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,060,463	\$ 1,623,910	\$ (563,447)	153%
Charges for services	11,700	7,800	3,900	67%
Investment revenue	12,000	4,963	7,037	41%
Transfers in	41,545	27,696	13,849	67%
<b>TOTAL REVENUES</b>	<b>\$ 1,125,708</b>	<b>\$ 1,664,369</b>	<b>\$ (538,661)</b>	<b>148%</b>
Personnel services	\$ 1,132,650	\$ 552,215	\$ 580,435	49%
Materials and services	176,948	160,433	16,515	91%
Transfers out	522,520	234,816	287,704	45%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,832,118</b>	<b>\$ 947,464</b>	<b>\$ 884,654</b>	<b>52%</b>
<b>231 - Community Development Fund</b>				
Intergovernmental	\$ 161,200	\$ 101,265	\$ 59,935	63%
Licenses and permits	593,446	816,265	(222,819)	138%
Charges for services	787,080	538,687	248,393	68%
Investment revenue	8,500	6,883	1,617	81%
Other revenues	250	1,540	(1,290)	616%
Transfers in	2,684,204	1,156,656	1,527,548	43%
<b>TOTAL REVENUES</b>	<b>\$ 4,234,680</b>	<b>\$ 2,621,296</b>	<b>\$ 1,613,384</b>	<b>62%</b>
Personnel services	\$ 3,379,050	\$ 1,623,182	\$ 1,755,868	48%
Materials and services	783,614	431,816	351,798	55%
Transfers out	676,038	397,829	278,209	59%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,838,702</b>	<b>\$ 2,452,826</b>	<b>\$ 2,385,876</b>	<b>51%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 1,995,223	\$ 1,066,241	\$ 928,982	53%
Investment revenue	12,500	5,070	7,430	41%
Other revenues	-	4,922	(4,922)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,007,723</b>	<b>\$ 1,076,233</b>	<b>\$ 931,490</b>	<b>54%</b>
Personnel services	\$ 434,340	\$ 189,010	\$ 245,330	44%
Materials and services	495,930	252,566	243,364	51%
Capital outlay	13,000	-	13,000	0%
Transfers out	900,602	358,838	541,764	40%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,843,872</b>	<b>\$ 800,415</b>	<b>\$ 1,043,457</b>	<b>43%</b>

**City of Wilsonville - Fund Summaries**  
**Reporting Month: Feb FY 2022**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,150,000	\$ 1,515,117	\$ 634,883	70%
Investment revenue	20,000	11,401	8,599	57%
<b>TOTAL REVENUES</b>	<b>\$ 2,170,000</b>	<b>\$ 1,526,519</b>	<b>\$ 643,481</b>	<b>70%</b>
Transfers out	\$ 3,443,559	\$ 2,599,313	\$ 844,246	75%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,443,559</b>	<b>\$ 2,599,313</b>	<b>\$ 844,246</b>	<b>75%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 5,000,000	\$ 4,590,414	\$ 409,586	92%
Intergovernmental	3,964,104	1,886,229	2,077,875	48%
Charges for services	-	25,444	(25,444)	-
Fines and forfeitures	5,000	96,425	(91,425)	1929%
Investment revenue	75,000	9,855	65,145	13%
Other revenues	16,000	-	16,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,060,104</b>	<b>\$ 6,608,366</b>	<b>\$ 2,451,738</b>	<b>73%</b>
Personnel services	\$ 4,386,050	\$ 2,380,815	\$ 2,005,235	54%
Materials and services	2,153,188	1,317,855	835,333	61%
Capital outlay	2,012,500	1,366,759	645,741	68%
Transfers out	669,447	390,443	279,004	58%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,221,185</b>	<b>\$ 5,455,872</b>	<b>\$ 3,765,313</b>	<b>59%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 9,411,000	\$ 7,592,185	\$ 1,818,815	81%
Investment revenue	150,000	36,475	113,525	24%
Other revenues	12,000	35,153	(23,153)	293%
<b>TOTAL REVENUES</b>	<b>\$ 9,573,000</b>	<b>\$ 7,663,812</b>	<b>\$ 1,909,188</b>	<b>80%</b>
Personnel services	\$ 647,150	\$ 276,669	\$ 370,481	43%
Materials and services	4,566,421	2,293,737	2,272,684	50%
Capital outlay	311,400	-	311,400	0%
Transfers out	10,858,541	1,221,604	9,636,937	11%
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,383,512</b>	<b>\$ 3,792,010</b>	<b>\$ 12,591,502</b>	<b>23%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,275,000	\$ 5,390,723	\$ 2,884,277	65%
Fines and forfeitures	-	47,716	(47,716)	-
Investment revenue	160,000	31,410	128,590	20%
Other revenues	30,000	16,991	13,009	57%
Transfers in	600,000	600,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,065,000</b>	<b>\$ 6,086,840</b>	<b>\$ 2,978,160</b>	<b>67%</b>
Personnel services	\$ 394,580	\$ 138,787	\$ 255,793	35%
Materials and services	3,818,830	2,088,189	1,730,641	55%
Capital outlay	291,100	-	291,100	0%
Debt service	2,623,500	173,603	2,449,897	7%
Transfers out	3,711,762	929,011	2,782,751	25%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,839,772</b>	<b>\$ 3,329,591</b>	<b>\$ 7,510,181</b>	<b>31%</b>
<b>550 - Street Lighting Fund</b>				
Intergovernmental	\$ -	\$ 65,812	\$ (65,812)	-
Charges for services	536,650	369,436	167,214	69%
Investment revenue	8,500	2,865	5,635	34%
<b>TOTAL REVENUES</b>	<b>\$ 545,150</b>	<b>\$ 438,113</b>	<b>\$ 107,037</b>	<b>80%</b>
Materials and services	\$ 384,030	\$ 166,202	\$ 217,828	43%
Transfers out	1,045,000	53,223	991,777	5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,429,030</b>	<b>\$ 219,425</b>	<b>\$ 1,209,605</b>	<b>15%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,440,000	\$ 2,340,164	\$ 1,099,836	68%
Investment revenue	15,000	9,890	5,110	66%
<b>TOTAL REVENUES</b>	<b>\$ 3,455,000</b>	<b>\$ 2,350,054</b>	<b>\$ 1,104,946</b>	<b>68%</b>
Personnel services	\$ 283,420	\$ 151,845	\$ 131,575	54%
Materials and services	788,536	343,488	445,048	44%
Capital outlay	107,000	-	107,000	0%
Debt service	518,000	515,100	2,901	99%
Transfers out	2,337,434	1,208,161	1,129,273	52%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,034,390</b>	<b>\$ 2,218,593</b>	<b>\$ 1,815,797</b>	<b>55%</b>

**City of Wilsonville - SDC Fund Summaries**  
**Reporting Month: Feb FY 2022**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits	\$ 3,058,188	\$ 905,298	\$ 2,152,890	30%
Investment revenue	3,000	3,257	(257)	109%
<b>TOTAL REVENUES</b>	<b>\$ 3,061,188</b>	<b>\$ 908,555</b>	<b>\$ 2,152,633</b>	<b>30%</b>
Materials and services	\$ 8,320	\$ 16,084	\$ (7,764)	193%
Transfers out	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,320</b>	<b>\$ 16,084</b>	<b>\$ (7,764)</b>	<b>193%</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 1,202,131	\$ 907,349	\$ 294,782	75%
Investment revenue	43,500	18,792	24,708	43%
<b>TOTAL REVENUES</b>	<b>\$ 1,245,631</b>	<b>\$ 926,141</b>	<b>\$ 319,490</b>	<b>74%</b>
Materials and services	\$ 41,470	\$ 11,091	\$ 30,380	27%
Transfers out	8,566,934	768,190	7,798,744	9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,608,404</b>	<b>\$ 779,280</b>	<b>\$ 7,829,124</b>	<b>9%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 554,418	\$ 285,508	\$ 268,910	51%
Investment revenue	35,000	6,936	28,064	20%
<b>TOTAL REVENUES</b>	<b>\$ 589,418</b>	<b>\$ 292,444</b>	<b>\$ 296,974</b>	<b>50%</b>
Materials and services	\$ 16,890	\$ 2,825	\$ 14,065	17%
Transfers out	2,097,960	362,259	1,735,701	17%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,114,850</b>	<b>\$ 365,084</b>	<b>\$ 1,749,766</b>	<b>17%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 873,600	\$ 556,498	\$ 317,102	64%
Investment revenue	37,500	15,176	22,324	40%
Other revenues	7,000,000	46,000	6,954,000	1%
<b>TOTAL REVENUES</b>	<b>\$ 7,911,100</b>	<b>\$ 617,674</b>	<b>\$ 7,293,426</b>	<b>8%</b>
Materials and services	\$ 25,940	\$ 7,971	\$ 17,969	31%
Debt Service	485,000	26,000	459,000	5%
Transfers out	10,022,053	558,024	9,464,029	6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,532,993</b>	<b>\$ 591,995</b>	<b>\$ 9,940,998</b>	<b>6%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 506,270	\$ 456,949	\$ 49,321	90%
Investment revenue	50,000	8,317	41,683	17%
<b>TOTAL REVENUES</b>	<b>\$ 556,270</b>	<b>\$ 465,266</b>	<b>\$ 91,004</b>	<b>84%</b>
Materials and services	\$ 22,050	\$ 4,541	\$ 17,509	21%
Transfers out	3,175,646	1,385,824	1,789,822	44%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,197,696</b>	<b>\$ 1,390,365</b>	<b>\$ 1,807,331</b>	<b>43%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 213,310	\$ 232,825	\$ (19,515)	109%
Investment revenue	15,000	5,850	9,150	39%
<b>TOTAL REVENUES</b>	<b>\$ 228,310</b>	<b>\$ 238,675</b>	<b>\$ (10,365)</b>	<b>105%</b>
Materials and services	\$ 5,750	\$ 1,534	\$ 4,216	27%
Transfers out	366,224	95,386	270,838	26%
<b>TOTAL EXPENDITURES</b>	<b>\$ 371,974</b>	<b>\$ 96,921</b>	<b>\$ 275,053</b>	<b>26%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>800 - Year 2000 Program Income</b>				
Investment revenue	\$ 6,500	\$ 2,004	\$ 4,496	31%
Other revenues	150,000	26,399	123,601	18%
<b>TOTAL REVENUES</b>	<b>\$ 156,500</b>	<b>\$ 28,403</b>	<b>\$ 128,097</b>	<b>18%</b>
Materials and services	\$ 90,200	\$ 46,304	\$ 43,896	51%
<b>TOTAL EXPENDITURES</b>	<b>\$ 90,200</b>	<b>\$ 46,304</b>	<b>\$ 43,896</b>	<b>51%</b>
<b>805 - Year 2000 Capital Projects</b>				
Investment revenue	\$ 75,000	\$ 34,519	\$ 40,481	46%
Other revenues	9,811,524	9,811,524	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,886,524</b>	<b>\$ 9,846,043</b>	<b>\$ 40,481</b>	<b>100%</b>
Materials and services	\$ 690,160	\$ 412,159	\$ 278,001	60%
Capital outlay	11,762,798	1,578,784	10,184,014	13%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,452,958</b>	<b>\$ 1,990,942</b>	<b>\$ 10,462,016</b>	<b>16%</b>
<b>807 - Year 2000 Debt Service</b>				
Taxes	\$ 4,074,200	\$ 3,766,024	\$ 308,176	92%
Investment revenue	40,000	(1,552)	41,552	-4%
<b>TOTAL REVENUES</b>	<b>\$ 4,114,200</b>	<b>\$ 3,764,472</b>	<b>\$ 349,728</b>	<b>91%</b>
Debt service	\$ 10,412,524	\$ 9,905,079	\$ 507,445	95%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,412,524</b>	<b>\$ 9,905,079</b>	<b>\$ 507,445</b>	<b>95%</b>
<b>810 - Westside Program Income</b>				
Investment revenue	\$ 1,000	\$ 52	\$ 948	5%
<b>TOTAL REVENUES</b>	<b>\$ 1,000</b>	<b>\$ 52</b>	<b>\$ 948</b>	<b>5%</b>
<b>815 - Westside Capital Projects</b>				
Investment revenue	\$ 6,500	\$ 9,714	\$ (3,214)	149%
Other revenues	6,400,000	6,400,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 6,406,500</b>	<b>\$ 6,409,714</b>	<b>\$ (3,214)</b>	<b>100%</b>
Materials and services	\$ 368,780	\$ 205,092	\$ 163,688	56%
Capital outlay	470,000	-	470,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 838,780</b>	<b>\$ 205,092</b>	<b>\$ 633,688</b>	<b>24%</b>
<b>817 - Westside Debt Service</b>				
Taxes	\$ 5,084,500	\$ 4,693,347	\$ 391,153	92%
Investment revenue	77,500	33,594	43,906	43%
<b>TOTAL REVENUES</b>	<b>\$ 5,162,000</b>	<b>\$ 4,726,941</b>	<b>\$ 435,059</b>	<b>92%</b>
Debt service	\$ 18,809,044	\$ 17,035,583	\$ 1,773,461	91%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,809,044</b>	<b>\$ 17,035,583</b>	<b>\$ 1,773,461</b>	<b>91%</b>
<b>825 - Coffee Creek Capital Projects</b>				
Investment revenue	\$ 13,500	\$ 1,056	\$ 12,444	8%
<b>TOTAL REVENUES</b>	<b>\$ 13,500</b>	<b>\$ 1,056</b>	<b>\$ 12,444</b>	<b>8%</b>
Materials and services	\$ 173,880	\$ 132,639	\$ 41,241	76%
<b>TOTAL EXPENDITURES</b>	<b>\$ 348,880</b>	<b>\$ 137,439</b>	<b>\$ 211,441</b>	<b>39%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 350,700	\$ 299,809	\$ 50,891	85%
Investment revenue	1,000	(345)	1,345	-34%
<b>TOTAL REVENUES</b>	<b>\$ 351,700</b>	<b>\$ 299,464</b>	<b>\$ 52,236</b>	<b>85%</b>
Debt service	\$ 280,000	\$ 139,335	\$ 140,665	50%
<b>TOTAL EXPENDITURES</b>	<b>\$ 280,000</b>	<b>\$ 139,335</b>	<b>\$ 140,665</b>	<b>50%</b>