



FEBRUARY MONTHLY REPORT

FINANCE—The department where everyone counts

- **Budget FY 2024-25:** Our annual budget process continues! Throughout the month of February, the City Manager and Finance met with each of the departments to discuss their operating budget requests for the upcoming fiscal year.

As a next step, departments are sharpening their pencils as it relates to capital improvement project (CIP) requests, in preparation for those meetings with the City Manager and Finance, in March. As a component to this, we continue to review/update the City's five year financial forecasts, of which we will dive further into in the upcoming fiscal year 2024-25 budget presentations to the Budget Committee on May 9, May 15, and May 16 (if needed).

- **Mid-Year Review:** This year we transitioned the City's Mid-Year Financial Report for Fiscal Year 2023-24 to a report format. The purpose of this report is to provide the Budget Committee and City Council with a projection of where the City will land financially at fiscal year end on June 30, 2024. This projection is necessary for each City fund as this Estimation of Ending Fund Balance is used as the Budgeted Beginning Fund Balance for our upcoming fiscal year 2024-2025 budget.
- **Municipal Court:** Last February, we transitioned from "Night Court" with arraignments at 5:00pm to "Day Court" starting at 2:00pm. Our court schedule remained the first and third Tuesday of each month; however, during normal business hours, instead of after standard business hours. Initially there were some concerns about how this might impact normal business workflow and any potential burden for defendants that work during the day. In contrast, the transition appears to have been very well received. Further, it is consistent with what other courts are doing. Defendants continue to have the opportunity to resolve many of these matters directly with the Court Clerks, prior to their court date.
- **Utility Billing:** We recently received notification from our contracted meter readers of a price increase to perform this service. The primary factor driving this increase is the rising cost of insurance. Unfortunately, their current provider no longer covers scooters, and alternative insurance providers are quoting a staggering increase of over 1000%. Consequently, they are proposing a \$0.37 per meter rate increase, from \$0.73 to \$1.10, which equates to a 51% increase over the current contract. As the sole source provider of meter reading services in the area, the only other viable option would be to bring this in-house.



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- **Utility Billing (continued):**

Meanwhile, the City is interested in exploring the feasibility of transitioning to Advanced Metering Infrastructure (AMI), as it relates to meter reads. This technology would enable the City to obtain meter reads with ease, simply by clicking a mouse, rather than dispatching a technician to each meter location. Additionally, AMI would empower us to detect usage spikes, often indicative of water leaks, at an early stage. While there are numerous advantages to adopting AMI, it does entail a significant cost.

In the upcoming months, we'd like to delve into this further and explore the possibility of engaging a consultant to assist us in delineating the scope of work and estimating the associated costs of implementing AMI.

Several neighboring entities have recently gone through this transition/implementation process, as well. The key benefits consistently being: Water Conservation and Customer Service.

- **Attached Financials:** Finance continues to monitor all departments for on-going budget compliance.

City of Wilsonville - Fund Summaries
Reporting Month: Feb FY 2024



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
110 - General Fund				
Taxes	\$ 15,090,000	\$ 11,271,003	\$ 3,818,997	75%
Intergovernmental	2,715,173	547,102	2,168,071	20%
Licenses and permits	242,800	113,126	129,674	47%
Charges for services	413,164	275,504	137,660	67%
Fines and forfeitures	250,000	113,542	136,458	45%
Investment revenue	304,600	373,842	(69,242)	123%
Other revenues	681,450	664,376	17,074	97%
Transfers in	5,572,496	3,526,284	2,046,212	63%
TOTAL REVENUES	\$ 25,269,683	\$ 16,884,780	\$ 8,384,903	67%
Personnel services	\$ 12,185,032	\$ 7,035,426	\$ 5,149,606	58%
Materials and services	12,860,094	3,697,614	9,162,480	29%
Capital outlay	311,177	217,577	93,600	70%
Debt service	1,134,284	1,129,631	4,653	100%
Transfers out	8,777,843	2,069,150	6,708,693	24%
TOTAL EXPENDITURES	\$ 35,268,430	\$ 14,149,399	\$ 21,119,031	40%
610 - Fleet Fund				
Charges for services	\$ 1,722,180	\$ 1,148,120	\$ 574,060	67%
Investment revenue	8,200	21,045	(12,845)	257%
Other revenues	-	4,972	(4,972)	-
TOTAL REVENUES	\$ 1,730,380	\$ 1,174,137	\$ 556,243	68%
Personnel services	\$ 985,470	\$ 555,849	\$ 429,621	56%
Materials and services	801,417	409,357	392,060	51%
Capital outlay	303,800	181,292	122,508	60%
Transfers out	2,400	1,600	800	67%
TOTAL EXPENDITURES	\$ 2,093,087	\$ 1,148,098	\$ 944,989	55%
230 - Building Inspection Fund				
Licenses and permits	\$ 1,204,000	\$ 1,165,958	\$ 38,042	97%
Investment revenue	71,700	63,541	8,159	89%
TOTAL REVENUES	\$ 1,275,700	\$ 1,229,499	\$ 46,201	96%
Personnel services	\$ 1,076,940	\$ 563,643	\$ 513,297	52%
Materials and services	198,774	112,372	86,402	57%
Transfers out	346,058	230,712	115,346	67%
TOTAL EXPENDITURES	\$ 1,621,772	\$ 906,728	\$ 715,044	56%
231 - Community Development Fund				
Licenses and permits	\$ 852,302	\$ 671,138	\$ 181,164	79%
Charges for services	743,714	315,355	428,359	42%
Intergovernmental	21,713	-	21,713	0%
Investment revenue	44,400	33,843	10,557	76%
Other revenues	-	25	(25)	-
Transfers in	3,335,385	1,608,517	1,726,868	48%
TOTAL REVENUES	\$ 4,997,514	\$ 2,628,878	\$ 2,368,636	53%
Personnel services	\$ 3,685,060	\$ 2,076,240	\$ 1,608,820	56%
Materials and services	803,584	332,522	471,062	41%
Transfers out	729,639	405,288	324,351	56%
TOTAL EXPENDITURES	\$ 5,218,283	\$ 2,814,049	\$ 2,404,234	54%
240 - Road Operating Fund				
Intergovernmental	\$ 2,240,600	\$ 882,419	\$ 1,358,181	39%
Investment revenue	52,200	64,513	(12,313)	124%
Other revenues	-	14,520	(14,520)	-
TOTAL REVENUES	\$ 2,292,800	\$ 961,452	\$ 1,331,348	42%
Personnel services	\$ 524,370	\$ 259,756	\$ 264,614	50%
Materials and services	616,212	420,201	196,011	68%
Capital outlay	300,000	8,950	291,050	3%
Debt service	358,000	356,448	1,552	100%
Transfers out	2,708,462	1,951,746	756,716	72%
TOTAL EXPENDITURES	\$ 4,507,044	\$ 2,997,102	\$ 1,509,942	66%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
241 - Road Maintenance Fund				
Charges for services	\$ 2,249,000	\$ 1,571,977	\$ 677,023	70%
Investment revenue	87,100	63,472	23,628	73%
TOTAL REVENUES	\$ 2,336,100	\$ 1,635,449	\$ 700,651	70%
Transfers out	\$ 4,235,000	\$ 2,474,025	\$ 1,760,975	58%
TOTAL EXPENDITURES	\$ 4,235,000	\$ 2,474,025	\$ 1,760,975	58%
260 - Transit Fund				
Taxes	\$ 6,000,000	\$ 4,499,359	\$ 1,500,641	75%
Intergovernmental	4,174,500	2,576,866	1,597,634	62%
Charges for services	40,000	5,382	34,618	13%
Fines and forfeitures	5,000	3,012	1,988	60%
Investment revenue	425,100	260,923	164,177	61%
Other revenues	16,000	948	15,053	6%
TOTAL REVENUES	\$ 10,660,600	\$ 7,346,489	\$ 3,314,111	69%
Personnel services	\$ 5,058,100	\$ 2,294,105	\$ 2,763,995	45%
Materials and services	3,239,530	1,634,295	1,605,235	50%
Capital outlay	2,060,000	608,201	1,451,799	30%
Transfers out	1,043,990	574,834	469,156	55%
TOTAL EXPENDITURES	\$ 11,401,620	\$ 5,111,435	\$ 6,290,185	45%
510 - Water Operating Fund				
Charges for services	\$ 10,104,780	\$ 7,075,405	\$ 3,029,375	70%
Fines and forfeitures	-	10,560	(10,560)	-
Investment revenue	324,500	400,004	(75,504)	123%
Other revenues	1,168,080	1,169,565	(1,485)	100%
TOTAL REVENUES	\$ 11,597,360	\$ 8,655,534	\$ 2,941,826	75%
Personnel services	\$ 687,800	\$ 339,206	\$ 348,594	49%
Materials and services	5,050,863	2,668,034	2,382,829	53%
Capital outlay	695,000	74,037	620,963	11%
Debt service	371,000	370,454	546	100%
Transfers out	12,343,417	2,653,447	9,689,970	21%
TOTAL EXPENDITURES	\$ 19,148,080	\$ 6,105,178	\$ 13,042,902	32%
520 - Sewer Operating Fund				
Charges for services	\$ 8,477,900	\$ 4,793,769	\$ 3,684,131	57%
Investment revenue	114,900	244,435	(129,535)	213%
Other revenues	31,500	23,453	8,047	74%
Transfers in	600,000	600,000	-	100%
TOTAL REVENUES	\$ 9,224,300	\$ 5,661,658	\$ 3,562,642	61%
Personnel services	\$ 449,960	\$ 263,163	\$ 186,797	58%
Materials and services	4,121,454	2,074,482	2,046,972	50%
Capital outlay	125,509	125,509	-	100%
Debt service	2,880,000	393,199	2,486,801	14%
Transfers out	10,828,059	1,687,861	9,140,198	16%
TOTAL EXPENDITURES	\$ 18,404,982	\$ 4,544,214	\$ 13,860,768	25%
550 - Street Lighting Fund				
Charges for services	\$ 540,540	\$ 330,837	\$ 209,703	61%
Investment revenue	17,000	19,586	(2,586)	115%
TOTAL REVENUES	\$ 557,540	\$ 416,840	\$ 140,700	75%
Materials and services	\$ 366,450	\$ 138,590	\$ 227,860	38%
Transfers out	661,954	23,728	638,226	4%
TOTAL EXPENDITURES	\$ 1,028,404	\$ 162,318	\$ 866,086	16%
570 - Stormwater Operating Fund				
Charges for services	\$ 3,678,840	\$ 2,079,764	\$ 1,599,076	57%
Investment revenue	55,100	110,767	(55,667)	201%
TOTAL REVENUES	\$ 3,733,940	\$ 2,190,530	\$ 1,543,410	59%
Personnel services	\$ 324,810	\$ 223,352	\$ 101,458	69%
Materials and services	830,350	371,595	458,755	45%
Debt service	838,000	836,422	1,578	100%
Transfers out	7,145,858	1,594,675	5,551,183	22%
TOTAL EXPENDITURES	\$ 9,139,018	\$ 3,026,044	\$ 6,112,974	33%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
336 - Frog Pond Development				
Licenses and permits	\$ 2,000,000	\$ 1,815,417	\$ 184,583	91%
Investment revenue	28,300	77,071	(48,771)	272%
TOTAL REVENUES	\$ 2,028,300	\$ 1,892,487	\$ 135,813	93%
Materials and services	\$ 36,180	\$ 6,258	\$ 29,922	17%
Transfers out	4,447,454	1,920,194	2,527,260	43%
TOTAL EXPENDITURES	\$ 4,483,634	\$ 1,926,452	\$ 2,557,182	43%
348 - Washington County TDT				
Washington County TDT	\$ 250,000	\$ -	\$ 250,000	0%
Investment revenue	44,700	26,418	18,282	59%
TOTAL REVENUES	\$ 294,700	\$ 26,418	\$ 268,282	9%
346 - Roads SDC				
System Development Charges	\$ 1,800,000	\$ 2,219,084	\$ (419,084)	123%
Investment revenue	40,000	194,734	(154,734)	487%
TOTAL REVENUES	\$ 1,840,000	\$ 2,413,818	\$ (573,818)	131%
Materials and services	\$ 43,130	\$ 8,224	\$ 34,906	19%
Transfers out	11,449,559	946,155	10,503,404	8%
TOTAL EXPENDITURES	\$ 11,492,689	\$ 954,379	\$ 10,538,310	8%
396 - Parks SDC				
System Development Charges	\$ 550,000	\$ 357,176	\$ 192,824	65%
Investment revenue	12,000	33,947	(21,947)	283%
TOTAL REVENUES	\$ 562,000	\$ 391,122	\$ 170,878	70%
Materials and services	\$ 17,570	\$ 1,126	\$ 16,444	6%
Transfers out	1,506,903	49,204	1,457,699	3%
TOTAL EXPENDITURES	\$ 1,524,473	\$ 50,330	\$ 1,474,144	3%
516 - Water SDC				
System Development Charges	\$ 1,515,000	\$ 1,221,309	\$ 293,691	81%
Investment revenue	50,000	180,494	(130,494)	361%
TOTAL REVENUES	\$ 1,565,000	\$ 1,401,803	\$ 163,197	90%
Materials and services	\$ 26,980	\$ 4,328	\$ 22,652	16%
Debt service	452,000	450,702	1,298	100%
Transfers out	9,487,826	1,438,846	8,048,980	15%
TOTAL EXPENDITURES	\$ 9,966,806	\$ 1,893,876	\$ 8,072,930	19%
526 - Sewer SDC				
System Development Charges	\$ 725,000	\$ 538,499	\$ 186,501	74%
Investment revenue	9,900	21,871	(11,971)	221%
TOTAL REVENUES	\$ 734,900	\$ 560,370	\$ 174,530	76%
Materials and services	\$ 22,930	\$ 1,884	\$ 21,046	8%
Transfers out	1,905,265	812,524	1,092,741	43%
TOTAL EXPENDITURES	\$ 1,928,195	\$ 814,408	\$ 1,113,787	42%
576 - Stormwater SDC				
System Development Charges	\$ 690,000	\$ 307,808	\$ 382,192	45%
Investment revenue	109,700	61,528	48,172	56%
TOTAL REVENUES	\$ 799,700	\$ 369,335	\$ 430,365	46%
Materials and services	\$ 5,980	\$ 1,126	\$ 4,854	19%
Transfers out	1,140,868	701,645	439,223	62%
TOTAL EXPENDITURES	\$ 1,146,848	\$ 702,771	\$ 444,077	61%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
800 - Year 2000 Program Income				
Investment revenue	\$ 800	\$ 1,289	\$ (489)	161%
Other revenues	-	7,000	(7,000)	-
TOTAL REVENUES	\$ 800	\$ 8,289	\$ (7,489)	1036%
Materials and services	\$ 5,000	\$ 1,183	\$ 3,817	24%
Transfers out	25,000	25,000	-	100%
TOTAL EXPENDITURES	\$ 30,000	\$ 26,183	\$ 3,817	87%
805 - Year 2000 Capital Projects				
Investment revenue	\$ 262,000	\$ 227,291	\$ 34,709	87%
TOTAL REVENUES	\$ 262,000	\$ 227,291	\$ 34,709	87%
Materials and services	\$ 295,572	\$ 139,440	\$ 156,132	47%
Capital outlay	10,940,556	3,084,525	7,856,031	28%
TOTAL EXPENDITURES	\$ 11,236,128	\$ 3,223,966	\$ 8,012,162	29%
810 - Westside Program Income				
Investment revenue	\$ 3,715	\$ 2,213	\$ 1,502	60%
TOTAL REVENUES	\$ 3,715	\$ 2,213	\$ 1,502	60%
815 - Westside Capital Projects				
Investment revenue	\$ 165,000	\$ 100,678	\$ 64,322	61%
TOTAL REVENUES	\$ 165,000	\$ 100,678	\$ 64,322	61%
Materials and services	\$ 277,178	\$ 74,576	\$ 202,602	27%
Capital outlay	710,000	-	710,000	0%
TOTAL EXPENDITURES	\$ 987,178	\$ 74,576	\$ 912,602	8%
817 - Westside Debt Service				
Taxes	\$ 1,672,200	\$ 1,354,007	\$ 318,193	81%
Investment revenue	20,630	58,394	(37,764)	283%
TOTAL REVENUES	\$ 1,692,830	\$ 1,412,401	\$ 280,429	83%
Debt service	\$ 4,702,025	\$ 4,187,519	\$ 514,506	89%
TOTAL EXPENDITURES	\$ 4,702,025	\$ 4,187,519	\$ 514,506	89%
825 - Coffee Creek Capital Projects				
Investment revenue	\$ 3,095	\$ 1,596	\$ 1,499	52%
Transfers in	500,000	500,000	-	100%
TOTAL REVENUES	\$ 503,095	\$ 501,596	\$ 1,499	100%
Materials and services	\$ 136,500	\$ 90,000	\$ 46,500	66%
TOTAL EXPENDITURES	\$ 136,500	\$ 90,000	\$ 46,500	66%
827 - Coffee Creek Debt Service				
Taxes	\$ 566,800	\$ 617,765	\$ (50,965)	109%
Investment revenue	8,510	6,047	2,463	71%
TOTAL REVENUES	\$ 575,310	\$ 623,812	\$ (48,502)	108%
Debt service	\$ 782,000	\$ 639,313	\$ 142,687	82%
TOTAL EXPENDITURES	\$ 782,000	\$ 639,313	\$ 142,687	82%
830 - Wilsonville Investment Now Program				
Taxes	\$ 750,000	\$ 825,438	\$ (75,438)	110%
Investment revenue	10,300	-	10,300	0%
TOTAL REVENUES	\$ 760,300	\$ 825,438	\$ (65,138)	109%
Materials and services	\$ 750,000	\$ -	\$ 750,000	0%
TOTAL EXPENDITURES	\$ 750,000	\$ -	\$ 750,000	0%