



# OCTOBER MONTHLY REPORT

*FINANCE—The department where everyone counts*

- **Anniversaries:** Please join us in celebrating the following five year anniversaries! Dillon Jenkins, Senior Accountant (in October), Christie Dalberg, Accounting Technician (in November), and Eleesa Aguilar, Accounting Specialist (in December).
- **Continuing Education:** Earlier this year, we purchased several Tyler Planned Annual Continuing Education (PACE) days. This program is designed for Enterprise Resource Planning (ERP) clients who are committed to adopting new features and technical enhancements, may need a refresher training, and/or resources to ensure we're effectively utilizing the system to its fullest potential. With this, comes also a few registrations to Tyler's annual user conference, which is additional value add. In response, we have ten training dates lined up, through the end of December, as well as a couple additional dates in the works, for January. Areas include: Accounts Payable, Accounts Receivable (Cashiering and Utility Billing), Financial Reporting, Payroll, and Position Budgeting. As an example, in Accounts Payable, this is a great opportunity to revisit best practices surrounding invoice entry and coinciding workflows, to ensure we're utilizing the system to its fullest, and eliminating any potential redundancies.
- **Musical Chairs:** As you come into City Hall you may notice that our Utility Billing team has temporarily transitioned downstairs. In response to growth, this provided room to be able to most effectively train our two new hires (for Court and Utility Billing), as well as meeting as many of our customers needs right as they come in the front door. In December, after a three month trial, we will revisit this configuration, to ensure it best meets our needs/objectives.
- **Year End Closing:** The week of Oct 30, our auditors, Grove, Mueller & Swank were on site performing final fieldwork for: the City and URA's annual audit, for period ending June 30, 2023 (which includes also a review of the drafted Annual Comprehensive Financial Report (ACFR)), single audit (related to Federal funds), and Statewide Transportation Improvement Funds (STIF) audit. Once this is complete, we'll be able to close the prior fiscal year.
- **Halloween:** Team Finance did it again! Each year we welcome the opportunity to collaborate and work as a team on various city-wide projects/contests. The City's annual Costume Contest is no exception! This year our theme was "Jurassic Park", for which we won "Best Overall"! (A coveted prize, especially since the competition is tough!) To accomplish this, a team of 10 volunteers came in over the weekend to decorate. Additionally, one of our staff, Mari Mendez, was crowned "Best Decorated Pumpkin Racer" (shown far right on next page, in the City's first annual pumpkin race).
- **Attached Financials:** Finance continues to monitor all departments for on-going budget compliance.

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**City of Wilsonville - Fund Summaries**  
**Reporting Month: October FY 2024**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 15,090,000	\$ 207,462	\$ 14,882,538	1%
Intergovernmental	2,715,173	97,113	2,618,060	4%
Licenses and permits	242,800	106,468	136,332	44%
Charges for services	413,164	128,138	285,026	31%
Fines and forfeitures	250,000	62,069	187,931	25%
Investment revenue	304,600	185,929	118,671	61%
Other revenues	681,450	89,468	591,982	13%
Transfers in	5,572,496	1,620,914	3,951,582	29%
<b>TOTAL REVENUES</b>	<b>\$ 25,269,683</b>	<b>\$ 2,497,561</b>	<b>\$ 22,772,122</b>	<b>10%</b>
Personnel services	\$ 12,185,032	\$ 3,507,334	\$ 8,677,698	29%
Materials and services	12,860,094	2,259,732	10,600,362	18%
Capital outlay	311,177	164,072	147,105	53%
Debt service	1,134,284	1,129,631	4,653	100%
Transfers out	8,777,843	618,619	8,159,224	7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,268,430</b>	<b>\$ 7,679,389</b>	<b>\$ 27,589,041</b>	<b>22%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,722,180	\$ 574,060	\$ 1,148,120	33%
Investment revenue	8,200	10,913	(2,713)	133%
<b>TOTAL REVENUES</b>	<b>\$ 1,730,380</b>	<b>\$ 585,749</b>	<b>\$ 1,144,631</b>	<b>34%</b>
Personnel services	\$ 985,470	\$ 276,867	\$ 708,603	28%
Materials and services	801,417	231,858	569,559	29%
Capital outlay	303,800	102,560	201,240	34%
Transfers out	2,400	800	1,600	33%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,093,087</b>	<b>\$ 612,085</b>	<b>\$ 1,481,002</b>	<b>29%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,204,000	\$ 522,230	\$ 681,770	43%
Investment revenue	71,700	32,946	38,754	46%
<b>TOTAL REVENUES</b>	<b>\$ 1,275,700</b>	<b>\$ 555,176</b>	<b>\$ 720,524</b>	<b>44%</b>
Personnel services	\$ 1,076,940	\$ 287,340	\$ 789,600	27%
Materials and services	198,774	92,150	106,624	46%
Transfers out	346,058	115,356	230,702	33%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,621,772</b>	<b>\$ 494,846</b>	<b>\$ 1,126,926</b>	<b>31%</b>
<b>231 - Community Development Fund</b>				
Licenses and permits	\$ 852,302	\$ 343,915	\$ 508,387	40%
Charges for services	743,714	147,698	596,016	20%
Investment revenue	44,400	17,097	27,303	39%
Transfers in	3,335,385	732,345	2,603,040	22%
<b>TOTAL REVENUES</b>	<b>\$ 4,997,514</b>	<b>\$ 1,241,080</b>	<b>\$ 3,756,434</b>	<b>25%</b>
Personnel services	\$ 3,685,060	\$ 1,040,123	\$ 2,644,937	28%
Materials and services	803,584	165,703	637,881	21%
Transfers out	729,639	202,644	526,995	28%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,218,283</b>	<b>\$ 1,408,470</b>	<b>\$ 3,809,813</b>	<b>27%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 2,240,600	\$ 308,924	\$ 1,931,676	14%
Investment revenue	52,200	32,455	19,745	62%
Other revenues	-	409	(409)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,292,800</b>	<b>\$ 341,787</b>	<b>\$ 1,951,013</b>	<b>15%</b>
Personnel services	\$ 524,370	\$ 132,749	\$ 391,621	25%
Materials and services	616,212	236,911	379,301	38%
Capital outlay	300,000	8,950	291,050	3%
Debt service	358,000	47,524	310,476	13%
Transfers out	2,708,462	379,207	2,329,255	14%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,507,044</b>	<b>\$ 805,341</b>	<b>\$ 3,701,703</b>	<b>18%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,249,000	\$ 670,921	\$ 1,578,079	30%
Investment revenue	87,100	36,788	50,312	42%
<b>TOTAL REVENUES</b>	<b>\$ 2,336,100</b>	<b>\$ 707,709</b>	<b>\$ 1,628,391</b>	<b>30%</b>
Transfers out	\$ 4,235,000	\$ 1,544,508	\$ 2,690,492	36%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,235,000</b>	<b>\$ 1,544,508</b>	<b>\$ 2,690,492</b>	<b>36%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 6,000,000	\$ 1,903,900	\$ 4,096,100	32%
Intergovernmental	4,174,500	6,145	4,168,355	0%
Charges for services	40,000	4,167	35,833	10%
Fines and forfeitures	5,000	1,822	3,178	36%
Investment revenue	425,100	134,221	290,879	32%
Other revenues	16,000	423	15,578	3%
<b>TOTAL REVENUES</b>	<b>\$ 10,660,600</b>	<b>\$ 2,050,679</b>	<b>\$ 8,609,921</b>	<b>19%</b>
Personnel services	\$ 5,058,100	\$ 1,166,881	\$ 3,891,219	23%
Materials and services	3,239,530	767,401	2,472,129	24%
Capital outlay	2,060,000	601,959	1,458,041	29%
Transfers out	1,043,990	235,740	808,250	23%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,401,620</b>	<b>\$ 2,771,979</b>	<b>\$ 8,629,641</b>	<b>24%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 10,104,780	\$ 4,762,975	\$ 5,341,805	47%
Fines and forfeitures	-	4,405	(4,405)	-
Investment revenue	324,500	199,978	124,522	62%
Other revenues	1,168,080	1,138,213	29,867	97%
<b>TOTAL REVENUES</b>	<b>\$ 11,597,360</b>	<b>\$ 6,105,571</b>	<b>\$ 5,491,789</b>	<b>53%</b>
Personnel services	\$ 687,800	\$ 182,486	\$ 505,314	27%
Materials and services	5,050,863	918,315	4,132,548	18%
Capital outlay	695,000	52,960	642,040	8%
Debt service	371,000	49,432	321,568	13%
Transfers out	12,343,417	1,471,164	10,872,253	12%
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,148,080</b>	<b>\$ 2,674,357</b>	<b>\$ 16,473,723</b>	<b>14%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,477,900	\$ 2,074,316	\$ 6,403,584	24%
Investment revenue	114,900	119,502	(4,602)	104%
Other revenues	31,500	8,257	23,243	26%
Transfers in	600,000	-	600,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,224,300</b>	<b>\$ 2,202,076</b>	<b>\$ 7,022,224</b>	<b>24%</b>
Personnel services	\$ 449,960	\$ 133,576	\$ 316,384	30%
Materials and services	4,121,454	835,650	3,285,804	20%
Capital outlay	125,509	-	125,509	0%
Debt service	2,880,000	33,648	2,846,352	1%
Transfers out	10,828,059	666,974	10,161,085	6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,404,982</b>	<b>\$ 1,669,849</b>	<b>\$ 16,735,133</b>	<b>9%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 540,540	\$ 141,746	\$ 398,794	26%
Investment revenue	17,000	9,658	7,342	57%
<b>TOTAL REVENUES</b>	<b>\$ 557,540</b>	<b>\$ 151,404</b>	<b>\$ 406,136</b>	<b>27%</b>
Materials and services	\$ 366,450	\$ 55,751	\$ 310,699	15%
Transfers out	661,954	2,779	659,175	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,028,404</b>	<b>\$ 58,530</b>	<b>\$ 969,874</b>	<b>6%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,678,840	\$ 890,877	\$ 2,787,963	24%
Investment revenue	55,100	54,557	543	99%
<b>TOTAL REVENUES</b>	<b>\$ 3,733,940</b>	<b>\$ 945,434</b>	<b>\$ 2,788,506</b>	<b>25%</b>
Personnel services	\$ 324,810	\$ 108,766	\$ 216,044	33%
Materials and services	830,350	130,570	699,780	16%
Debt service	838,000	42,841	795,159	5%
Transfers out	7,145,858	518,442	6,627,416	7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,139,018</b>	<b>\$ 800,619</b>	<b>\$ 8,338,399</b>	<b>9%</b>

**City of Wilsonville - SDC Fund Summaries**  
**Reporting Month: October FY 2024**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits	\$ 2,000,000	\$ 1,305,302	\$ 694,698	65%
Investment revenue	28,300	38,899	(10,599)	137%
<b>TOTAL REVENUES</b>	<b>\$ 2,028,300</b>	<b>\$ 1,344,201</b>	<b>\$ 684,099</b>	<b>66%</b>
Materials and services	\$ 36,180	\$ -	\$ 36,180	0%
Transfers out	4,447,454	26,885	4,420,569	1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,483,634</b>	<b>\$ 26,885</b>	<b>\$ 4,456,749</b>	<b>1%</b>
<b>348 - Washington County TDT</b>				
Washington County TDT	\$ 250,000	\$ -	\$ 250,000	0%
Investment revenue	44,700	13,500	31,200	30%
<b>TOTAL REVENUES</b>	<b>\$ 294,700</b>	<b>\$ 13,500</b>	<b>\$ 281,200</b>	<b>5%</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 1,800,000	\$ 1,779,190	\$ 20,810	99%
Investment revenue	40,000	98,984	(58,984)	247%
<b>TOTAL REVENUES</b>	<b>\$ 1,840,000</b>	<b>\$ 1,878,174</b>	<b>\$ (38,174)</b>	<b>102%</b>
Materials and services	\$ 43,130	\$ -	\$ 43,130	0%
Transfers out	11,449,559	31,686	11,417,873	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,492,689</b>	<b>\$ 31,686</b>	<b>\$ 11,461,003</b>	<b>0%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 550,000	\$ 159,768	\$ 390,232	29%
Investment revenue	12,000	16,667	(4,667)	139%
<b>TOTAL REVENUES</b>	<b>\$ 562,000</b>	<b>\$ 176,435</b>	<b>\$ 385,565</b>	<b>31%</b>
Materials and services	\$ 17,570	\$ -	\$ 17,570	0%
Transfers out	1,506,903	8,303	1,498,600	1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,524,473</b>	<b>\$ 8,303</b>	<b>\$ 1,516,170</b>	<b>1%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 1,515,000	\$ 744,908	\$ 770,092	49%
Investment revenue	50,000	92,288	(42,288)	185%
<b>TOTAL REVENUES</b>	<b>\$ 1,565,000</b>	<b>\$ 837,196</b>	<b>\$ 727,804</b>	<b>53%</b>
Materials and services	\$ 26,980	\$ -	\$ 26,980	0%
Debt service	452,000	83,601	368,399	18%
Transfers out	9,487,826	943,255	8,544,571	10%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,966,806</b>	<b>\$ 1,026,856</b>	<b>\$ 8,939,950</b>	<b>10%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 725,000	\$ 339,223	\$ 385,777	47%
Investment revenue	9,900	13,049	(3,149)	132%
<b>TOTAL REVENUES</b>	<b>\$ 734,900</b>	<b>\$ 352,272</b>	<b>\$ 382,628</b>	<b>48%</b>
Materials and services	\$ 22,930	\$ -	\$ 22,930	0%
Transfers out	1,905,265	46,221	1,859,044	2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,928,195</b>	<b>\$ 46,221</b>	<b>\$ 1,881,974</b>	<b>2%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 690,000	\$ 242,805	\$ 447,195	35%
Investment revenue	109,700	31,423	78,277	29%
<b>TOTAL REVENUES</b>	<b>\$ 799,700</b>	<b>\$ 274,228</b>	<b>\$ 525,472</b>	<b>34%</b>
Materials and services	\$ 5,980	\$ -	\$ 5,980	0%
Transfers out	1,140,868	37,851	1,103,017	3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,146,848</b>	<b>\$ 37,851</b>	<b>\$ 1,108,997</b>	<b>3%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>800 - Year 2000 Program Income</b>				
Investment revenue	\$ 800	\$ 184	\$ 616	23%
Other revenues	-	4,000	(4,000)	-
<b>TOTAL REVENUES</b>	<b>\$ 800</b>	<b>\$ 4,184</b>	<b>\$ (3,384)</b>	<b>523%</b>
Materials and services	\$ 5,000	\$ 715	\$ 4,285	14%
Transfers out	25,000	-	25,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,000</b>	<b>\$ 715</b>	<b>\$ 29,285</b>	<b>2%</b>
<b>805 - Year 2000 Capital Projects</b>				
Investment revenue	\$ 262,000	\$ 119,278	\$ 142,722	46%
<b>TOTAL REVENUES</b>	<b>\$ 262,000</b>	<b>\$ 119,278</b>	<b>\$ 142,722</b>	<b>46%</b>
Materials and services	\$ 295,572	\$ 64,331	\$ 231,241	22%
Capital outlay	10,940,566	546,729	10,393,827	5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,236,128</b>	<b>\$ 611,060</b>	<b>\$ 10,625,068</b>	<b>5%</b>
<b>810 - Westside Program Income</b>				
Investment revenue	\$ 3,715	\$ 1,131	\$ 2,584	30%
<b>TOTAL REVENUES</b>	<b>\$ 3,715</b>	<b>\$ 1,131</b>	<b>\$ 2,584</b>	<b>30%</b>
<b>815 - Westside Capital Projects</b>				
Investment revenue	\$ 165,000	\$ 51,465	\$ 113,535	31%
<b>TOTAL REVENUES</b>	<b>\$ 165,000</b>	<b>\$ 51,465</b>	<b>\$ 113,535</b>	<b>31%</b>
Materials and services	\$ 277,178	\$ 36,288	\$ 240,890	13%
Capital outlay	710,000	-	710,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 987,178</b>	<b>\$ 36,288</b>	<b>\$ 950,890</b>	<b>4%</b>
<b>817 - Westside Debt Service</b>				
Taxes	\$ 1,672,200	\$ 19,497	\$ 1,652,703	1%
Investment revenue	20,630	30,428	(9,798)	147%
<b>TOTAL REVENUES</b>	<b>\$ 1,692,830</b>	<b>\$ 49,925</b>	<b>\$ 1,642,905</b>	<b>3%</b>
Debt service	\$ 4,702,025	\$ -	\$ 4,702,025	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,702,025</b>	<b>\$ -</b>	<b>\$ 4,702,025</b>	<b>0%</b>
<b>825 - Coffee Creek Capital Projects</b>				
Investment revenue	\$ 3,095	\$ 848	\$ 2,247	27%
Transfers in	500,000	-	500,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 503,095</b>	<b>\$ 848</b>	<b>\$ 502,247</b>	<b>0%</b>
Materials and services	\$ 136,500	\$ 44,000	\$ 92,500	32%
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,500</b>	<b>\$ 44,000</b>	<b>\$ 92,500</b>	<b>32%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 566,800	\$ 1,876	\$ 564,924	0%
Investment revenue	8,510	2,645	5,865	31%
<b>TOTAL REVENUES</b>	<b>\$ 575,310</b>	<b>\$ 4,521</b>	<b>\$ 570,789</b>	<b>1%</b>
Debt service	\$ 782,000	\$ -	\$ 782,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 782,000</b>	<b>\$ -</b>	<b>\$ 782,000</b>	<b>0%</b>
<b>830 - Wilsonville Investment Now Program</b>				
Taxes	\$ 750,000	\$ -	\$ 750,000	0%
Investment revenue	10,300	-	10,300	0%
<b>TOTAL REVENUES</b>	<b>\$ 760,300</b>	<b>\$ -</b>	<b>\$ 760,300</b>	<b>0%</b>
Materials and services	\$ 750,000	\$ -	\$ 750,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>0%</b>