



# MAY MONTHLY REPORT

*FINANCE—The department where everyone counts*

- **Budget FY24-25:** The budget book is ready to be submitted to the national Government Finance Officers Association for consideration of a Distinguished Budget Presentation Award. That process, application, and recognition is a best practice and a performance measurement expectation for the department. Special thanks to everyone for their thoughtful review and feedback, throughout the budget process.
- **Employee Development:** In May, both our Accounts Payable Specialist and Senior Accountant attended Tyler Technology’s annual conference—this year held in Indianapolis, Indiana. This is consistently an invaluable opportunity to network with other organizations, stay up-to-date with recommended best practices, and learn more about exciting new enhancements/things to come. Most notably, one of the spotlights this year, was on ways of further leveraging Artificial Intelligence (AI), and benefits of doing so. For example, (coming soon), ability to leverage AI to auto populate vendor invoice information, enabling us (in some scenarios) to pivot away from data entry, and instead, utilize these resources to REVIEW what populates.
- **Microsoft 365:** The City will be transitioning to Microsoft 365, later this year. This transition will significantly change the way we store files, and allow access. Benefits include, most notably, an increased ability also for collaboration (video calls, shared files, and calendars). In preparation, each department has selected two representatives, to help support their departments through testing, training, and homework items. As a component to this, each department is diligently reviewing their electronic records, per ORS records retention schedules, for those that can be purged.
- **Energy Management:** The City has partnered with the Energy Trust of Oregon to help identify ways the City can reduce its energy consumption footprint. By participating in this program, the City has an opportunity to complete different milestones to receive grant funds. As a component to this, the City’s “Energy Education Squad” (comprised of representatives throughout the various departments), has toured various facilities to assess each location, identifying opportunities for energy savings. Some of these identified opportunities will require a strategic plan, while others (e.g. reminders to staff surrounding turning off lights, and closing the blinds) are considered quick wins. The group has already achieved two key milestones, and is working on a third, which entails the creation of an energy management policy.
- **Attached Financials:** Finance continues to monitor all departments for on-going budget compliance.

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



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 15,090,000	\$ 14,598,321	\$ 491,679	97%
Intergovernmental	4,102,373	3,874,336	228,037	94%
Licenses and permits	242,800	133,708	109,092	55%
Charges for services	413,164	447,829	(34,665)	108%
Fines and forfeitures	250,000	155,197	94,803	62%
Investment revenue	304,600	1,065,108	(760,508)	350%
Other revenues	681,450	827,636	(146,186)	121%
Transfers in	5,604,388	4,911,843	692,545	88%
<b>TOTAL REVENUES</b>	<b>\$ 26,688,775</b>	<b>\$ 26,013,978</b>	<b>\$ 674,797</b>	<b>97%</b>
Personnel services	\$ 12,185,032	\$ 10,160,777	\$ 2,024,255	83%
Materials and services	12,910,094	8,707,444	4,202,650	67%
Capital outlay	311,177	217,626	93,551	70%
Debt service	1,134,284	1,129,631	4,653	100%
Transfers out	10,388,870	4,171,577	6,217,293	40%
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,929,457</b>	<b>\$ 24,387,056</b>	<b>\$ 12,542,401</b>	<b>66%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,722,180	\$ 1,578,665	\$ 143,515	92%
Investment revenue	8,200	49,156	(40,956)	599%
Other revenues	-	4,972	(4,972)	-
<b>TOTAL REVENUES</b>	<b>\$ 1,730,380</b>	<b>\$ 1,632,793</b>	<b>\$ 97,587</b>	<b>94%</b>
Personnel services	\$ 985,470	\$ 805,517	\$ 179,953	82%
Materials and services	801,417	579,975	221,442	72%
Capital outlay	303,800	181,292	122,508	60%
Transfers out	2,400	2,200	200	92%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,093,087</b>	<b>\$ 1,568,984</b>	<b>\$ 524,103</b>	<b>75%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,204,000	\$ 1,636,417	\$ (432,417)	136%
Investment revenue	71,700	146,890	(75,190)	205%
<b>TOTAL REVENUES</b>	<b>\$ 1,275,700</b>	<b>\$ 1,783,307</b>	<b>\$ (507,607)</b>	<b>140%</b>
Personnel services	\$ 1,076,940	\$ 802,907	\$ 274,033	75%
Materials and services	198,774	136,282	62,492	69%
Transfers out	346,058	317,229	28,829	92%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,621,772</b>	<b>\$ 1,256,418</b>	<b>\$ 365,354</b>	<b>77%</b>
<b>231 - Community Development Fund</b>				
Licenses and permits	\$ 852,302	\$ 1,046,017	\$ (193,715)	123%
Charges for services	743,714	406,797	336,917	55%
Intergovernmental	21,713	-	21,713	0%
Investment revenue	44,400	82,694	(38,294)	186%
Other revenues	-	25	(25)	-
Transfers in	3,443,935	2,461,714	982,221	71%
<b>TOTAL REVENUES</b>	<b>\$ 5,106,064</b>	<b>\$ 3,997,247</b>	<b>\$ 1,108,817</b>	<b>78%</b>
Personnel services	\$ 3,685,060	\$ 2,998,766	\$ 686,294	81%
Materials and services	803,584	418,822	384,762	52%
Transfers out	729,639	557,271	172,368	76%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,218,283</b>	<b>\$ 3,974,858</b>	<b>\$ 1,243,425</b>	<b>76%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 2,240,600	\$ 1,610,678	\$ 629,922	72%
Investment revenue	52,200	120,817	(68,617)	231%
Other revenues	-	14,904	(14,904)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,292,800</b>	<b>\$ 1,746,400</b>	<b>\$ 546,400</b>	<b>76%</b>
Personnel services	\$ 524,370	\$ 366,061	\$ 158,309	70%
Materials and services	616,212	540,873	75,339	88%
Capital outlay	300,000	8,950	291,050	3%
Debt service	358,000	356,530	1,470	100%
Transfers out	2,795,962	2,132,197	663,765	76%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,594,544</b>	<b>\$ 3,404,611</b>	<b>\$ 1,189,933</b>	<b>74%</b>

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



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,249,000	\$ 2,250,604	\$ (1,604)	100%
Investment revenue	87,100	133,798	(46,698)	154%
<b>TOTAL REVENUES</b>	<b>\$ 2,336,100</b>	<b>\$ 2,384,401</b>	<b>\$ (48,301)</b>	<b>102%</b>
Transfers out	\$ 4,235,000	\$ 2,618,044	\$ 1,616,956	62%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,235,000</b>	<b>\$ 2,618,044</b>	<b>\$ 1,616,956</b>	<b>62%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 6,000,000	\$ 6,151,239	\$ (151,239)	103%
Intergovernmental	4,174,500	4,342,563	(168,063)	104%
Charges for services	40,000	15,876	24,124	40%
Fines and forfeitures	5,000	7,189	(2,189)	144%
Investment revenue	425,100	645,151	(220,051)	152%
Other revenues	16,000	948	15,053	6%
<b>TOTAL REVENUES</b>	<b>\$ 10,660,600</b>	<b>\$ 11,162,965</b>	<b>\$ (502,365)</b>	<b>105%</b>
Personnel services	\$ 5,058,100	\$ 3,336,473	\$ 1,721,627	66%
Materials and services	3,239,530	2,318,560	920,970	72%
Capital outlay	2,060,000	608,201	1,451,799	30%
Transfers out	1,043,990	807,598	236,393	77%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,401,620</b>	<b>\$ 7,070,831</b>	<b>\$ 4,330,789</b>	<b>62%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 10,104,780	\$ 8,443,644	\$ 1,661,136	84%
Fines and forfeitures	-	15,195	(15,195)	-
Investment revenue	324,500	939,573	(615,073)	290%
Other revenues	1,168,080	1,174,450	(6,370)	101%
<b>TOTAL REVENUES</b>	<b>\$ 11,597,360</b>	<b>\$ 10,572,863</b>	<b>\$ 1,024,497</b>	<b>91%</b>
Personnel services	\$ 687,800	\$ 440,145	\$ 247,655	64%
Materials and services	5,050,863	3,685,584	1,365,279	73%
Capital outlay	695,000	314,981	380,019	45%
Debt service	371,000	370,539	461	100%
Transfers out	13,039,912	4,384,477	8,655,435	34%
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,844,575</b>	<b>\$ 9,195,726</b>	<b>\$ 10,648,849</b>	<b>46%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,477,900	\$ 6,682,716	\$ 1,795,184	79%
Investment revenue	114,900	574,593	(459,693)	500%
Other revenues	31,500	36,978	(5,478)	117%
Transfers in	600,000	600,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,224,300</b>	<b>\$ 7,894,288</b>	<b>\$ 1,330,012</b>	<b>86%</b>
Personnel services	\$ 449,960	\$ 364,938	\$ 85,022	81%
Materials and services	4,121,454	2,981,103	1,140,351	72%
Capital outlay	125,509	125,509	-	100%
Debt service	2,880,000	2,877,779	2,221	100%
Transfers out	12,208,940	2,637,276	9,571,664	22%
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,785,863</b>	<b>\$ 8,986,605</b>	<b>\$ 10,799,258</b>	<b>45%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 540,540	\$ 472,998	\$ 67,542	88%
Investment revenue	17,000	48,476	(31,476)	285%
<b>TOTAL REVENUES</b>	<b>\$ 557,540</b>	<b>\$ 587,891</b>	<b>\$ (30,351)</b>	<b>105%</b>
Materials and services	\$ 366,450	\$ 240,476	\$ 125,974	66%
Transfers out	661,954	46,587	615,367	7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,028,404</b>	<b>\$ 287,063</b>	<b>\$ 741,341</b>	<b>28%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,678,840	\$ 2,972,807	\$ 706,033	81%
Investment revenue	55,100	241,776	(186,676)	439%
<b>TOTAL REVENUES</b>	<b>\$ 3,733,940</b>	<b>\$ 3,214,582</b>	<b>\$ 519,358</b>	<b>86%</b>
Personnel services	\$ 324,810	\$ 322,990	\$ 1,820	99%
Materials and services	830,350	517,266	313,084	62%
Debt service	838,000	836,496	1,504	100%
Transfers out	7,246,822	1,918,846	5,327,976	26%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,239,982</b>	<b>\$ 3,595,598</b>	<b>\$ 5,644,384</b>	<b>39%</b>

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



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits	\$ 2,000,000	\$ 2,717,357	\$ (717,357)	136%
Investment revenue	28,300	180,734	(152,434)	639%
<b>TOTAL REVENUES</b>	<b>\$ 2,028,300</b>	<b>\$ 2,898,091</b>	<b>\$ (869,791)</b>	<b>143%</b>
Materials and services	\$ 36,180	\$ 6,258	\$ 29,922	17%
Transfers out	4,557,454	1,546,435	3,011,019	34%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,593,634</b>	<b>\$ 1,552,693</b>	<b>\$ 3,040,941</b>	<b>34%</b>
<b>348 - Washington County TDT</b>				
Washington County TDT	\$ 250,000	\$ 335,821	\$ (85,821)	134%
Investment revenue	44,700	61,998	(17,298)	139%
<b>TOTAL REVENUES</b>	<b>\$ 294,700</b>	<b>\$ 397,819</b>	<b>\$ (103,119)</b>	<b>135%</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 1,800,000	\$ 2,765,833	\$ (965,833)	154%
Investment revenue	40,000	459,774	(419,774)	1149%
<b>TOTAL REVENUES</b>	<b>\$ 1,840,000</b>	<b>\$ 3,225,607</b>	<b>\$ (1,385,607)</b>	<b>175%</b>
Materials and services	\$ 43,130	\$ 8,224	\$ 34,906	19%
Transfers out	11,449,559	2,063,683	9,385,876	18%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,492,689</b>	<b>\$ 2,071,907</b>	<b>\$ 9,420,782</b>	<b>18%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 550,000	\$ 720,946	\$ (170,946)	131%
Investment revenue	12,000	81,414	(69,414)	678%
<b>TOTAL REVENUES</b>	<b>\$ 562,000</b>	<b>\$ 802,360</b>	<b>\$ (240,360)</b>	<b>143%</b>
Materials and services	\$ 17,570	\$ 1,126	\$ 16,444	6%
Transfers out	1,506,903	78,164	1,428,739	5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,524,473</b>	<b>\$ 79,290</b>	<b>\$ 1,445,183</b>	<b>5%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 1,515,000	\$ 1,815,392	\$ (300,392)	120%
Investment revenue	50,000	397,800	(347,800)	796%
<b>TOTAL REVENUES</b>	<b>\$ 1,565,000</b>	<b>\$ 2,213,192</b>	<b>\$ (648,192)</b>	<b>141%</b>
Materials and services	\$ 26,980	\$ 4,328	\$ 22,652	16%
Debt service	452,000	450,702	1,298	100%
Transfers out	9,515,220	2,746,350	6,768,870	29%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,994,200</b>	<b>\$ 3,201,380</b>	<b>\$ 6,792,820</b>	<b>32%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 725,000	\$ 799,714	\$ (74,714)	110%
Investment revenue	9,900	45,785	(35,885)	462%
<b>TOTAL REVENUES</b>	<b>\$ 734,900</b>	<b>\$ 845,499</b>	<b>\$ (110,599)</b>	<b>115%</b>
Materials and services	\$ 22,930	\$ 1,884	\$ 21,046	8%
Transfers out	1,905,265	834,019	1,071,246	44%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,928,195</b>	<b>\$ 835,903</b>	<b>\$ 1,092,292</b>	<b>43%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 690,000	\$ 501,424	\$ 188,576	73%
Investment revenue	109,700	138,579	(28,879)	126%
<b>TOTAL REVENUES</b>	<b>\$ 799,700</b>	<b>\$ 640,003</b>	<b>\$ 159,697</b>	<b>80%</b>
Materials and services	\$ 5,980	\$ 1,126	\$ 4,854	19%
Transfers out	1,154,332	735,704	418,628	64%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,160,312</b>	<b>\$ 736,830</b>	<b>\$ 423,482</b>	<b>64%</b>

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



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>800 - Year 2000 Program Income</b>				
Investment revenue	\$ 800	\$ 1,289	\$ (489)	161%
Other revenues	-	7,000	(7,000)	-
<b>TOTAL REVENUES</b>	<b>\$ 800</b>	<b>\$ 8,289</b>	<b>\$ (7,489)</b>	<b>1036%</b>
Materials and services	\$ 5,000	\$ 1,183	\$ 3,817	24%
Transfers out	25,000	25,000	-	100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,000</b>	<b>\$ 26,183</b>	<b>\$ 3,817</b>	<b>87%</b>
<b>805 - Year 2000 Capital Projects</b>				
Investment revenue	\$ 476,000	\$ 489,685	\$ (13,685)	103%
<b>TOTAL REVENUES</b>	<b>\$ 476,000</b>	<b>\$ 489,685</b>	<b>\$ (13,685)</b>	<b>103%</b>
Materials and services	\$ 295,572	\$ 171,929	\$ 123,643	58%
Capital outlay	14,410,972	6,354,936	8,056,036	44%
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,706,544</b>	<b>\$ 6,526,865</b>	<b>\$ 8,179,679</b>	<b>44%</b>
<b>810 - Westside Program Income</b>				
Investment revenue	\$ 3,715	\$ 5,193	\$ (1,478)	140%
<b>TOTAL REVENUES</b>	<b>\$ 3,715</b>	<b>\$ 5,193</b>	<b>\$ (1,478)</b>	<b>140%</b>
<b>815 - Westside Capital Projects</b>				
Investment revenue	\$ 165,000	\$ 235,284	\$ (70,284)	143%
<b>TOTAL REVENUES</b>	<b>\$ 165,000</b>	<b>\$ 235,284</b>	<b>\$ (70,284)</b>	<b>143%</b>
Materials and services	\$ 277,178	\$ 115,301	\$ 161,877	42%
Capital outlay	710,000	162	709,838	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 987,178</b>	<b>\$ 115,463</b>	<b>\$ 871,715</b>	<b>12%</b>
<b>817 - Westside Debt Service</b>				
Taxes	\$ 1,672,200	\$ 1,499,124	\$ 173,076	90%
Investment revenue	20,630	95,319	(74,689)	462%
<b>TOTAL REVENUES</b>	<b>\$ 1,692,830</b>	<b>\$ 1,594,443</b>	<b>\$ 98,387</b>	<b>94%</b>
Debt service	\$ 4,702,025	\$ 4,187,519	\$ 514,506	89%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,702,025</b>	<b>\$ 4,187,519</b>	<b>\$ 514,506</b>	<b>89%</b>
<b>825 - Coffee Creek Capital Projects</b>				
Investment revenue	\$ 3,095	\$ 7,256	\$ (4,161)	234%
Transfers in	500,000	500,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 503,095</b>	<b>\$ 507,256</b>	<b>\$ (4,161)</b>	<b>101%</b>
Materials and services	\$ 136,500	\$ 123,000	\$ 13,500	90%
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,500</b>	<b>\$ 123,000</b>	<b>\$ 13,500</b>	<b>90%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 566,800	\$ 662,833	\$ (96,033)	117%
Investment revenue	8,510	19,073	(10,563)	224%
<b>TOTAL REVENUES</b>	<b>\$ 575,310</b>	<b>\$ 681,906</b>	<b>\$ (106,596)</b>	<b>119%</b>
Debt service	\$ 782,000	\$ 639,313	\$ 142,687	82%
<b>TOTAL EXPENDITURES</b>	<b>\$ 782,000</b>	<b>\$ 639,313</b>	<b>\$ 142,687</b>	<b>82%</b>
<b>830 - Wilsonville Investment Now Program</b>				
Taxes	\$ 1,005,000	\$ 912,795	\$ 92,205	91%
Investment revenue	10,300	643	9,657	6%
<b>TOTAL REVENUES</b>	<b>\$ 1,015,300</b>	<b>\$ 913,439</b>	<b>\$ 101,861</b>	<b>90%</b>
Materials and services	\$ 1,005,000	\$ -	\$ 1,005,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,005,000</b>	<b>\$ -</b>	<b>\$ 1,005,000</b>	<b>0%</b>