



JANUARY 2019

MONTHLY REPORT

From the Director:

January was another busy month in the Finance Department! January included a site visit and audit of records by the Clackamas County compliance department for the County's Area Agency on Aging grant. In addition to reviewing accounting records, the County also visited the Community Center and interviewed staff. The City receives approximately \$50K a year from the grant which helps to fund our senior programming. A letter of compliance was received from the County at the end of January stating that the City had met the requirements of the grant.

The Finance and Human Resources Departments have started the process of migrating from the current monthly payroll cycle to a bi-weekly pay cycle. The new financial software, which will be implemented over the next several years, does not support our current pay method. It was decided to move ahead with the conversion while still on our current system rather than making the change at the time of the Munis software implementation. The last monthly pay cycle will end on July 20th and the first bi-weekly payroll check will be issued August 16th. A number of meetings were held this month to discuss the upcoming changes with employees throughout the City; and staff is currently working on an implementation plan.

The first month of the budget process has been completed with year-end estimates and requests for next year received from the various programs. The accounting staff is now in the process of analyzing the data submitted and will begin the preliminary work for the FY2019-20 Budget during the month of February.

-Cathy Rodocker

By the Numbers:

Finance Statistics for FYTD: July 1st—December 31, 2018

Utility Billing:

Total Monthly Bills	40,544
New Customers	593
New Service Locations	78

Accounts Payable:

Invoices Processed	4,158
Payments Processed	2,187

Municipal Court:

Total Citations Issued	1,276,
Total Suspensions Issued	223
Ticket Revenue	\$ 187,863

Municipal Court Software Conversion Complete

In January the Court went through a software migration to Incode Version 10, an upgrade from our previous Version 9. This has been an extensive process as the software is quite different from the previous version; going from a windows version to more of a web based software. Staff spent a lot of time over the past few months making sure that the data all came over correctly and to make sure the transition would go smoothly. Incode had their staff on site in early January to provide training and assist with the “go live” for the new system. The transition was very good and was in place for the first court setting in January. This is a much more user friendly version which allows for easier training and more versatility.

The functionality of the new system provides more options to search for and dispose of cases, provides the court the ability to email receipts directly to customers in one step and to receipt payments in an easier manner. The new system provides a more expansive number of reporting options, which results in clearer court dockets for the officers when they come in for trials. The new system is heavily dependent on macros which allow court staff to update cases and print necessary forms and documents within one step instead of multiple steps required in the previous version. It provides for a courtroom docket check in which has already proven to make court settings run easier and allow for a quicker more efficient check in process. Additionally, it provides for easier tracking of diversion programs and community service as well. While municipal court does not routinely offer community service, it was a requirement in a recent trial (a careless driving charge that resulted in vulnerable user death/injury).

Incode 10 is being used by many courts throughout our area, including Lake Oswego, Happy Valley, Milwaukie, West Linn and Clackamas County Justice Court. The new software allows for each of these courts to import and share forms and other documents, which saves each court from “recreating” similar documents and forms. In addition, it provides community based resources for questions and/or ideas on how to best work in the new system.

Many thanks to Pam Munsterman, our Court Accounting Specialist, for handling the migration and training the rest of staff on the how to use the new software.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,213,487	7,964,904	71%
Intergovernmental	2,141,825	466,121	22%
Licenses and Permits	176,510	143,570	81%
Charges for Services	753,480	360,268	48%
Fines	315,000	208,508	66%
Investment Revenue	206,000	196,406	95%
Other Revenues	3,557,120	3,475,582	98%
Transfers	3,369,303	1,825,118	54%
Total Revenue	21,732,725	14,640,476	67%
Personal Services	8,347,532	4,515,639	54%
Materials and Services	12,483,715	5,798,937	46%
Capital Outlay	110,300	0	-%
Transfers	4,445,000	707,072	16%
Total Expense	25,386,547	11,021,648	43%
Fund 210 Fleet Fund:			
Charges for Services	1,343,601	783,762	58%
Investment Revenue	23,690	14,702	62%
Other Revenues	0	4,200	-%
Total Revenue	1,367,291	802,664	59%
Personal Services	750,366	353,118	47%
Materials and Services	616,708	371,013	60%
Capital Outlay	188,000	46,754	25%
Transfers	2,400	1,200	50%
Total Expense	1,557,474	772,084	50%
Fund 230 Building Fund:			
Licenses and Permits	588,000	285,985	49%
Licenses and Permits-Villebois	547,000	138,366	25%
Charges for Services	8,600	5,012	58%
Investment Revenue	56,650	42,288	75%
Other Revenues	0	532	-%
Transfers	37,701	1,459	4%
Total Revenue	1,237,951	473,642	38%
Personal Services	1,030,960	529,251	51%
Materials and Services	186,691	90,574	49%
Transfers	900,660	237,817	26%
Total Expense	2,118,311	857,642	40%
Fund 235 Community Development Fund:			
Intergovernmental	62,500	0	-%
Licenses and Permits	563,413	436,849	78%
Licenses and Permits-Villebois	45,567	72,352	159%
Charges for Services	909,732	442,699	49%
Investment Revenue	39,140	32,266	82%
Other Revenues	200	737	368%
Transfers	3,208,167	726,127	23%
Total Revenue	4,828,719	1,711,030	35%
Personal Services	3,177,336	1,490,760	47%
Materials and Services	713,323	210,900	30%
Capital Outlay	28,000	2,567	9%
Transfers	551,172	300,242	54%
Total Expense	4,469,831	2,004,468	45%
Fund 240 Road Operating Fund:			
Taxes	0	14,637	-%
Intergovernmental	1,642,800	780,012	47%
Investment Revenue	17,510	15,527	89%
Other Revenues	2,000	1,459	73%
Total Revenue	1,662,310	811,635	49%
Personal Services	412,651	204,440	50%
Materials and Services	490,632	236,865	48%
Capital Outlay	51,500	73,874	143%
Debt Service	82,000	81,446	99%
Transfers	696,851	144,915	21%
Total Expense	1,733,634	741,539	43%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,792,369	1,070,052	60%
Investment Revenue	27,268	36,249	133%
Total Revenue	1,819,637	1,106,301	61%
Transfers	2,946,935	74,678	3%
Total Expense	2,946,935	74,678	3%
Fund 260 Transit Fund:			
Taxes	5,232,266	2,882,074	55%
Intergovernmental	2,323,474	418,217	18%
Charges for Services	185,000	82,882	45%
Investment Revenue	41,050	35,994	88%
Other Revenues	14,000	13,393	96%
Total Revenue	7,795,790	3,432,558	44%
Personal Services	3,526,766	1,947,742	55%
Materials and Services	1,916,029	1,057,706	55%
Capital Outlay	2,157,569	100,783	5%
Transfers	669,002	317,555	47%
Total Expense	8,269,366	3,423,787	41%
Fund 310 Water Operating Fund:			
Charges for Services	8,384,355	7,324,338	87%
Fines	19,000	10,724	56%
Investment Revenue	100,000	160,202	160%
Other Revenues	195,550	190,783	98%
Transfers	350,000	350,000	100%
Total Revenue	9,048,905	8,036,047	89%
Personal Services	581,820	323,914	56%
Materials and Services	4,220,553	1,662,462	39%
Capital Outlay	690,644	49,000	7%
Debt Service	1,875,000	757,637	40%
Transfers	2,647,753	503,600	19%
Total Expense	10,015,770	3,296,614	33%
Fund 320 Sewer Operating Fund:			
Charges for Services	7,996,145	4,882,982	61%
Fines	0	91,392	-%
Investment Revenue	127,602	158,573	124%
Other Revenues	27,000	8,423	31%
Transfers	600,000	600,000	100%
Total Revenue	8,750,747	5,741,370	66%
Personal Services	383,530	187,287	49%
Materials and Services	3,392,646	1,448,530	43%
Capital Outlay	29,833	18,683	63%
Debt Service	3,030,000	546,131	18%
Transfers	2,714,974	697,228	26%
Total Expense	9,550,983	2,897,859	30%
Fund 350 Street Lighting Fund:			
Charges for Services	518,250	305,503	59%
Investment Revenue	16,789	15,526	92%
Total Revenue	535,039	321,029	60%
Materials and Services	359,651	182,135	51%
Transfers	442,270	208	-%
Total Expense	801,921	182,343	23%
Fund 370 Storm Water Operating Fund:			
Charges for Services	2,928,917	1,681,848	57%
Investment Revenue	30,900	30,756	100%
Total Revenue	2,959,817	1,712,605	58%
Personal Services	259,270	106,189	41%
Materials and Services	474,041	227,403	48%
Capital Outlay	161,964	4,443	3%
Debt Service	508,500	507,827	100%
Transfers	2,169,419	292,662	13%
Total Expense	3,573,194	1,138,523	32%