



MARCH

MONTHLY REPORT

From the Director:

The focus in Finance continues to be on the FY2019-20 budget cycle. Staff is now in the process of putting together the actual proposed budget document that will be delivered to the Budget Committee on May 2nd. The first budget committee meeting will be held in the Council Chambers on May 16th. The meeting will begin at 6:00 pm and dinner will be served beginning at 5 pm.

This month our Municipal Court Judge Weinhouse and court clerk Pam Munsterman attended the 2019 Judicial Educational Conference sponsored by the Oregon Department of Transportation for the Oregon Municipal Judges Association. Classes included proposed legislative changes, an update on re-emergence of sovereign citizens and various updates for the Oregon DMV.

During the month of April, Finance staff will join in on the Citywide effort to have all staff members complete the required emergency preparedness training courses. Each member of our staff is required to have two levels of incident command training, ICS 700 and ICS 100. These entry level courses will provide our new staff members the basic information needed to be part of the City's emergency response team.

Lastly, the annual audit has been scheduled with Merina & Co. for FY2018-19. The first visit, scheduled for June will include an extensive review of accounts payable, payroll and other financial related operations. The auditors will return in October for the audit of our financial statements.

Happy Spring!

-Cathy Rodocker

By the Numbers:

Finance Statistics for Quarter 3—July 1, 2018-March 31, 2019

Utility Billing:

Total Monthly Bills	52,640
New Customers	705
New Service Locations	91

Accounts Payable:

Invoices Processed	5514
Payments Processed	3111

Municipal Court:

Total Citations Issued	1,716
Total Suspensions Issued	381
Ticket Revenue	\$258,427

Fund Updates:

Attached please find the fund summaries through March 2019. The following is an update on five of the operating funds.

The General Fund has received 85% of the revenues budgeted through the first three quarters of the fiscal year. Total expenses are being reported at 56% of budget, due primarily to the timing of the Clackamas County Sheriff's contract payments.

The Building Fund revenues increased to 55% of budget through March. Currently, expenses continue to outpace the revenues. Due to the timing of building permit receipts between fiscal years, the excess fund balance will be used to bridge the expense to revenue gap this year. As budgeted, the Building Fund will be using the fund balance that has been built up over the last few years.

While Community Development revenues are lower than anticipated through the first three months of the fiscal year, expenses have also been significantly lower than anticipated. As of March 31st, the total expenses exceed current revenues by a little over \$16K. With an expected busy Spring, the CD Fund should end the fiscal year with the revenues exceeding the expenses.

The Transit Fund's revenues continue to outpace the actual expenditures to date. As typical, bus purchases funded primarily with grant funds are expected to be received by the end of the fiscal that will increase both revenues and expenditures.

As of March 31st, the Water Operating Fund has received 100% of it budgeted water sales with the warmer months yet to come. It is anticipated that the City of Sherwood will purchase over \$2 million in water this fiscal year from the City, which is approximately a 60% increase over last year.

Did you know?

The Finance Department is responsible for processing the monthly bus passes for SMART? Our customers can either order a pass online, by phone or in person. In total, there are six different pass types and each offer discounts for seniors and youth. On average, approximately \$100K in transit pass revenue will be recorded during the fiscal year.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,213,487	9,518,550	85%
Intergovernmental	2,141,825	1,795,726	84%
Licenses and Permits	176,510	148,717	84%
Charges for Services	753,480	517,860	69%
Fines	315,000	254,936	81%
Investment Revenue	206,000	292,849	142%
Other Revenues	3,557,120	3,478,557	98%
Transfers	3,369,303	2,370,913	70%
Total Revenue	21,732,725	18,378,109	85%
Personal Services	8,390,218	5,787,313	69%
Materials and Services	12,441,145	7,343,816	59%
Capital Outlay	129,300	7,407	6%
Transfers	4,502,000	1,135,219	25%
Total Expense	25,462,663	14,273,754	56%
Fund 210 Fleet Fund:			
Charges for Services	1,343,601	1,007,694	75%
Investment Revenue	23,690	24,257	102%
Other Revenues	0	4,200	-%
Total Revenue	1,367,291	1,036,151	76%
Personal Services	750,366	473,016	63%
Materials and Services	613,305	507,687	83%
Capital Outlay	188,000	86,048	46%
Transfers	2,400	1,800	75%
Total Expense	1,554,071	1,068,550	69%
Fund 230 Building Fund:			
Licenses and Permits	588,000	416,369	71%
Licenses and Permits-Villebois	547,000	177,013	32%
Charges for Services	8,600	6,444	75%
Investment Revenue	56,650	56,171	99%
Other Revenues	0	532	-%
Transfers	37,701	28,813	76%
Total Revenue	1,237,951	685,340	55%
Personal Services	1,030,960	683,604	66%
Materials and Services	186,691	106,882	57%
Transfers	900,660	296,893	33%
Total Expense	2,118,311	1,087,379	51%
Fund 235 Community Development Fund:			
Intergovernmental	62,500	0	-%
Licenses and Permits	563,413	628,809	112%
Licenses and Permits-Villebois	45,567	81,452	179%
Charges for Services	974,732	563,096	58%
Investment Revenue	39,140	50,520	129%
Other Revenues	200	803	401%
Transfers	3,225,167	1,283,242	40%
Total Revenue	4,910,719	2,607,922	53%
Personal Services	3,177,336	1,900,858	60%
Materials and Services	703,913	308,239	44%
Capital Outlay	28,000	2,567	9%
Transfers	551,172	413,379	75%
Total Expense	4,460,421	2,625,043	59%
Fund 240 Road Operating Fund:			
Intergovernmental	1,642,800	1,129,389	69%
Investment Revenue	17,510	22,339	128%
Other Revenues	2,000	1,610	81%
Total Revenue	1,662,310	1,153,339	69%
Personal Services	412,651	262,111	64%
Materials and Services	490,632	300,605	61%
Capital Outlay	51,500	73,874	143%
Debt Service	82,000	81,446	99%
Transfers	696,851	206,254	30%
Total Expense	1,733,634	924,290	53%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,792,369	1,386,484	77%
Investment Revenue	27,268	48,400	177%
Total Revenue	1,819,637	1,434,884	79%
Transfers	2,946,935	185,119	6%
Total Expense	2,946,935	185,119	6%
Fund 260 Transit Fund:			
Taxes	5,006,000	3,836,561	77%
Intergovernmental	2,549,740	496,728	19%
Charges for Services	185,000	103,218	56%
Investment Revenue	41,050	50,929	124%
Other Revenues	14,000	13,393	96%
Total Revenue	7,795,790	4,500,829	58%
Personal Services	3,526,766	2,535,376	72%
Materials and Services	1,910,759	1,294,697	68%
Capital Outlay	2,157,569	129,525	6%
Transfers	669,002	408,247	61%
Total Expense	8,264,096	4,367,845	53%
Fund 310 Water Operating Fund:			
Charges for Services	8,384,355	8,392,821	100%
Fines	19,000	14,010	74%
Investment Revenue	100,000	204,928	205%
Other Revenues	195,550	192,908	99%
Transfers	350,000	350,000	100%
Total Revenue	9,048,905	9,154,667	101%
Personal Services	581,820	399,128	69%
Materials and Services	4,220,553	2,343,620	56%
Capital Outlay	690,644	237,469	34%
Debt Service	1,875,000	757,637	40%
Transfers	2,647,753	632,711	24%
Total Expense	10,015,770	4,370,565	44%
Fund 320 Sewer Operating Fund:			
Charges for Services	7,996,145	6,211,610	78%
Fines	0	91,392	-%
Investment Revenue	127,602	212,392	166%
Other Revenues	27,000	14,387	53%
Transfers	600,000	600,000	100%
Total Revenue	8,750,747	7,129,782	81%
Personal Services	383,530	240,563	63%
Materials and Services	3,391,874	1,920,103	57%
Capital Outlay	29,833	18,683	63%
Debt Service	3,030,000	546,131	18%
Transfers	2,714,974	902,304	33%
Total Expense	9,550,211	3,627,783	38%
Fund 350 Street Lighting Fund:			
Charges for Services	518,250	392,179	76%
Investment Revenue	16,789	21,467	128%
Total Revenue	535,039	413,646	77%
Materials and Services	359,651	242,001	67%
Transfers	442,270	610	-%
Total Expense	801,921	242,611	30%
Fund 370 Storm Water Operating Fund:			
Charges for Services	2,928,917	2,195,141	75%
Investment Revenue	30,900	38,480	125%
Total Revenue	2,959,817	2,233,621	75%
Personal Services	259,270	141,625	55%
Materials and Services	473,780	299,944	63%
Capital Outlay	161,964	4,443	3%
Debt Service	508,500	507,827	100%
Transfers	2,169,419	778,913	36%
Total Expense	3,572,933	1,732,751	48%