



NOVEMBER MONTHLY REPORT

FINANCE—The department where everyone counts

- In the spirit of Thanksgiving, as we reflect back over this last year thus far, our hearts are filled with gratitude and thankfulness for all you do. Happy Holidays from our families to yours.
- **Utility Billing:** In November, we hit a record high for delinquencies, at 1,223. A normal month averages 300 past due notices mailed out. We still continued the delinquency process with the mindset and knowledge that somehow these customers must have missed prior communication of the changes in software and customer portal, and action needed. In response, on the November 22, we sent out warning calls which we now record in-house, versus a robotic voice. By the end of the month, we were down to 400 customers still past due. We skipped shut offs and instead sent out another automated call and a detailed email to those customers that had an email address on file. We now have 46% of our customers registered on the new online portal. Auto-pay enrollment also increased from 1,500 accounts to 2,316.
- **Banking Administration:** Upon review of our current account set-up(s), we've elected to convert the City's general operating account from a "Fully Analyzed" to a "Public Funds Interest Checking" account, thus allowing the City to more fully realize the full potential of an interest bearing checking account.
- **Budget Supplemental:** Coming soon, on December 19, Budget Supplemental #2. This will be a small budget supplemental, comprised mainly of small budgetary increase requirements to account for rising costs.
- **Municipal Court:** Effective February 7, 2023, the Wilsonville Municipal Court will be adjusting our arraignment time from 5:00pm to 2:00pm. The court schedule will be as follows:
 - 2:00pm—Arraignments
 - 3:30pm—Attorney Trials (if needed)
 - 4:00pm—5:00pm—Deputy Trials
 - Our court schedule will remain the first and third Tuesday's of each month and be held at City Hall. With excellent customer service always at the forefront of our mind, by making these adjustments to our court schedule, we look forward also to being more in line with what other courts are doing.
- **Attached Financials:** Finance continues to monitor all departments for on-going budget compliance. A couple items of note:
 - Fiscal year end close (for fiscal year 2022) is now nearly complete. Just a few remaining items to button up in response to our annual financial audit. Thank you so much to Dillon Jenkins, our Senior Accountant, for his work on this!

City of Wilsonville - Fund Summaries
Reporting Month: Nov FY 2023



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
110 - General Fund				
Taxes	\$ 13,243,000	\$ 5,825,415	\$ 7,417,585	44%
Intergovernmental	5,407,399	4,888,051	519,348	90%
Licenses and permits	202,850	127,462	75,388	63%
Charges for services	426,984	171,339	255,645	40%
Fines and forfeitures	230,000	84,111	145,889	37%
Investment revenue	87,000	30,149	56,852	35%
Other revenues	4,143,900	62,522	4,081,378	2%
Transfers in	4,638,461	1,422,935	3,215,526	31%
TOTAL REVENUES	\$ 28,379,594	\$ 12,611,983	\$ 15,767,611	44%
Personnel services	\$ 11,091,674	\$ 3,785,990	\$ 7,305,684	34%
Materials and services	15,033,218	2,732,203	12,301,015	18%
Capital outlay	182,000	-	182,000	0%
Debt service	408,250	-	408,250	0%
Transfers out	6,645,282	590,824	6,054,458	9%
TOTAL EXPENDITURES	\$ 33,360,424	\$ 7,109,017	\$ 26,251,407	21%
610 - Fleet Fund				
Charges for services	\$ 1,640,860	\$ 683,680	\$ 957,180	42%
Investment revenue	6,800	1,580	5,220	23%
TOTAL REVENUES	\$ 1,647,660	\$ 685,260	\$ 962,400	42%
Personnel services	\$ 970,860	\$ 292,166	\$ 678,694	30%
Materials and services	789,340	236,381	552,959	30%
Capital outlay	134,800	65,843	68,957	49%
Transfers out	2,400	1,000	1,400	42%
TOTAL EXPENDITURES	\$ 1,897,400	\$ 595,390	\$ 1,302,010	31%
230 - Building Inspection Fund				
Licenses and permits	\$ 1,442,750	\$ 599,426	\$ 843,324	42%
Charges for services	8,190	3,413	4,778	42%
Investment revenue	14,000	4,116	9,884	29%
Transfers in	46,532	19,385	27,147	42%
TOTAL REVENUES	\$ 1,511,472	\$ 626,339	\$ 885,133	41%
Personnel services	\$ 1,116,250	\$ 328,998	\$ 787,252	29%
Materials and services	228,181	94,076	134,105	41%
Transfers out	391,215	141,396	249,819	36%
TOTAL EXPENDITURES	\$ 1,735,646	\$ 564,469	\$ 1,171,177	33%
231 - Community Development Fund				
Intergovernmental	\$ 339,500	\$ 14,800	\$ 324,700	4%
Licenses and permits	715,389	557,531	157,858	78%
Charges for services	909,369	252,398	656,971	28%
Investment revenue	13,500	3,166	10,334	23%
Other revenues	-	195,840	(195,840)	-
Transfers in	2,651,503	681,394	1,970,109	26%
TOTAL REVENUES	\$ 4,629,261	\$ 1,705,129	\$ 2,924,132	37%
Personnel services	\$ 3,578,090	\$ 1,242,303	\$ 2,335,787	35%
Materials and services	815,548	197,916	617,632	24%
Transfers out	805,368	449,805	355,563	56%
TOTAL EXPENDITURES	\$ 5,199,006	\$ 1,890,025	\$ 3,308,981	36%
240 - Road Operating Fund				
Intergovernmental	\$ 2,051,500	\$ 273,788	\$ 1,777,712	13%
Investment revenue	18,700	9,905	8,795	53%
TOTAL REVENUES	\$ 2,070,200	\$ 284,447	\$ 1,785,753	14%
Personnel services	\$ 440,310	\$ 114,111	\$ 326,199	26%
Materials and services	529,672	232,275	297,397	44%
Capital outlay	105,000	-	105,000	0%
Debt service	359,000	33,715	325,285	9%
Transfers out	6,248,965	118,824	6,130,141	2%
TOTAL EXPENDITURES	\$ 7,682,947	\$ 498,925	\$ 7,184,022	6%

City of Wilsonville - Fund Summaries
Reporting Month: Nov FY 2023



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
241 - Road Maintenance Fund				
Charges for services	\$ 2,192,850	\$ 986,010	\$ 1,206,840	45%
Investment revenue	19,760	3,383	16,377	17%
TOTAL REVENUES	\$ 2,212,610	\$ 989,393	\$ 1,223,217	45%
Transfers out	\$ 1,203,613	\$ 242,179	\$ 961,434	20%
TOTAL EXPENDITURES	\$ 1,203,613	\$ 242,179	\$ 961,434	20%
260 - Transit Fund				
Taxes	\$ 5,600,000	\$ 2,924,176	\$ 2,675,824	52%
Intergovernmental	4,604,416	2,920,061	1,684,355	63%
Charges for services	29,000	20,253	8,747	70%
Fines and forfeitures	5,000	3,020	1,980	60%
Investment revenue	58,000	10,558	47,442	18%
Other revenues	16,800	-	16,800	0%
TOTAL REVENUES	\$ 10,313,216	\$ 5,878,067	\$ 4,435,149	57%
Personnel services	\$ 4,897,540	\$ 1,460,959	\$ 3,436,581	30%
Materials and services	2,795,317	967,581	1,827,736	35%
Capital outlay	1,276,000	12,236	1,263,764	1%
Transfers out	1,757,565	256,730	1,500,835	15%
TOTAL EXPENDITURES	\$ 10,726,422	\$ 2,697,506	\$ 8,028,916	25%
510 - Water Operating Fund				
Charges for services	\$ 9,992,600	\$ 6,005,789	\$ 3,986,811	60%
Fines and forfeitures	-	4,784	(4,784)	-
Investment revenue	108,000	31,225	76,775	29%
Other revenues	30,000	11,317	18,683	38%
TOTAL REVENUES	\$ 10,130,600	\$ 6,053,115	\$ 4,077,485	60%
Personnel services	\$ 667,000	\$ 180,429	\$ 486,571	27%
Materials and services	4,906,612	1,572,939	3,333,673	32%
Capital outlay	1,071,225	61,119	1,010,106	6%
Debt service	372,000	35,068	336,932	9%
Transfers out	15,271,407	445,819	14,825,588	3%
TOTAL EXPENDITURES	\$ 22,288,244	\$ 2,295,374	\$ 19,992,870	10%
520 - Sewer Operating Fund				
Charges for services	\$ 8,434,450	\$ 3,486,431	\$ 4,948,019	41%
Investment revenue	84,700	22,870	61,830	27%
Other revenues	31,500	11,923	19,577	38%
Transfers in	600,000	600,000	-	100%
TOTAL REVENUES	\$ 9,150,650	\$ 4,121,224	\$ 5,029,426	45%
Personnel services	\$ 440,600	\$ 164,710	\$ 275,890	37%
Materials and services	3,803,134	1,190,977	2,612,157	31%
Capital outlay	341,100	221,910	119,190	65%
Debt service	2,881,000	23,871	2,857,129	1%
Transfers out	9,273,781	373,675	8,900,106	4%
TOTAL EXPENDITURES	\$ 16,739,615	\$ 1,975,144	\$ 14,764,471	12%
550 - Street Lighting Fund				
Charges for services	\$ 547,965	\$ 232,853	\$ 315,112	42%
Investment revenue	1,900	1,865	35	98%
TOTAL REVENUES	\$ 549,865	\$ 234,718	\$ 315,147	43%
Materials and services	\$ 401,500	\$ 90,968	\$ 310,532	23%
Transfers out	1,045,000	630,809	414,191	60%
TOTAL EXPENDITURES	\$ 1,446,500	\$ 721,776	\$ 724,724	50%
570 - Stormwater Operating Fund				
Charges for services	\$ 3,609,538	\$ 1,469,012	\$ 2,140,526	41%
Investment revenue	25,900	11,685	14,215	45%
TOTAL REVENUES	\$ 3,635,438	\$ 1,480,697	\$ 2,154,741	41%
Personnel services	\$ 292,810	\$ 88,466	\$ 204,344	30%
Materials and services	818,292	166,964	651,328	20%
Capital outlay	107,000	113,606	(6,606)	106%
Debt service	839,000	30,393	808,607	4%
Transfers out	6,043,755	287,917	5,755,838	5%
TOTAL EXPENDITURES	\$ 8,100,857	\$ 687,344	\$ 7,413,513	8%

City of Wilsonville - SDC Fund Summaries
Reporting Month: Nov FY 2023



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
336 - Frog Pond Development				
Licenses and permits	\$ 1,951,354	\$ 212,337	\$ 1,739,017	11%
Investment revenue	1,100	3,970	(2,870)	361%
TOTAL REVENUES	\$ 1,952,454	\$ 216,307	\$ 1,736,147	11%
Materials and services	\$ 34,790	\$ -	\$ 34,790	0%
Transfers out	5,322,274	114,427	5,207,847	2%
TOTAL EXPENDITURES	\$ 5,357,064	\$ 114,427	\$ 5,242,637	2%
348 - Washington County TDT				
Washington County TDT	\$ -	\$ 715,006	\$ (715,006)	-
Investment revenue	1,800	1,121	679	62%
TOTAL REVENUES	\$ 1,800	\$ 716,127	\$ (714,327)	39785%
346 - Roads SDC				
System Development Charges	\$ 3,960,000	\$ 1,056,768	\$ 2,903,233	27%
Investment revenue	40,300	11,707	28,593	29%
TOTAL REVENUES	\$ 4,000,300	\$ 1,068,475	\$ 2,931,825	27%
Materials and services	\$ 41,470	\$ -	\$ 41,470	0%
Transfers out	12,790,020	130,916	12,659,104	1%
TOTAL EXPENDITURES	\$ 12,831,490	\$ 130,916	\$ 12,700,574	1%
396 - Parks SDC				
System Development Charges	\$ 373,000	\$ 152,894	\$ 220,106	41%
Investment revenue	12,200	4,051	8,149	33%
TOTAL REVENUES	\$ 385,200	\$ 156,945	\$ 228,255	41%
Materials and services	\$ 16,890	\$ -	\$ 16,890	0%
Transfers out	2,743,712	574,680	2,169,032	21%
TOTAL EXPENDITURES	\$ 2,760,602	\$ 574,680	\$ 2,185,922	21%
516 - Water SDC				
System Development Charges	\$ 1,429,000	\$ 1,270,604	\$ 158,396	89%
Investment revenue	21,700	18,006	3,694	83%
TOTAL REVENUES	\$ 1,450,700	\$ 1,288,610	\$ 162,090	89%
Materials and services	\$ 25,940	\$ -	\$ 25,940	0%
Debt service	453,000	87,018	365,982	19%
Transfers out	11,925,558	431,353	11,494,205	4%
TOTAL EXPENDITURES	\$ 12,404,498	\$ 518,371	\$ 11,886,127	4%
526 - Sewer SDC				
System Development Charges	\$ 290,000	\$ 434,467	\$ (144,467)	150%
Investment revenue	3,700	2,215	1,485	60%
TOTAL REVENUES	\$ 293,700	\$ 436,682	\$ (142,982)	149%
Materials and services	\$ 22,050	\$ -	\$ 22,050	0%
Transfers out	1,737,739	839,488	898,251	48%
TOTAL EXPENDITURES	\$ 1,759,789	\$ 839,488	\$ 920,301	48%
576 - Stormwater SDC				
System Development Charges	\$ 990,000	\$ 455,244	\$ 534,756	46%
Investment revenue	14,300	3,936	10,364	28%
TOTAL REVENUES	\$ 1,004,300	\$ 459,180	\$ 545,120	46%
Materials and services	\$ 5,750	\$ -	\$ 5,750	0%
Transfers out	541,017	15,247	525,770	3%
TOTAL EXPENDITURES	\$ 546,767	\$ 15,247	\$ 531,520	3%

City of Wilsonville - URA Fund Summaries
Reporting Month: Nov FY 2023



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
800 - Year 2000 Program Income				
Investment revenue	\$ 8,200	\$ 1,162	\$ 7,038	14%
Other revenues	-	5,312	(5,312)	-
TOTAL REVENUES	\$ 8,200	\$ 6,474	\$ 1,726	79%
Materials and services	\$ 5,000	\$ 4,245	\$ 755	85%
Transfers out	919,094	-	919,094	0%
TOTAL EXPENDITURES	\$ 924,094	\$ 4,245	\$ 919,849	0%
805 - Year 2000 Capital Projects				
Investment revenue	\$ 88,570	\$ 18,527	\$ 70,043	21%
Loan proceeds	4,000,000	-	4,000,000	0%
TOTAL REVENUES	\$ 4,088,570	\$ 18,527	\$ 4,070,043	0%
Materials and services	\$ 467,000	\$ 153,478	\$ 313,522	33%
Capital outlay	17,898,558	2,190,270	15,708,288	12%
TOTAL EXPENDITURES	\$ 18,365,558	\$ 2,343,748	\$ 16,021,810	13%
807 - Year 2000 Debt Service				
Taxes	\$ 3,544,880	\$ 1,903,632	\$ 1,641,248	54%
Investment revenue	999	7,925	(6,926)	793%
TOTAL REVENUES	\$ 3,545,879	\$ 1,911,558	\$ 1,634,321	54%
Debt service	\$ 8,294,525	\$ 4,020,998	\$ 4,273,527	48%
TOTAL EXPENDITURES	\$ 8,294,525	\$ 4,020,998	\$ 4,273,527	48%
810 - Westside Program Income				
Investment revenue	\$ 750	\$ 168	\$ 582	22%
TOTAL REVENUES	\$ 750	\$ 168	\$ 582	22%
815 - Westside Capital Projects				
Investment revenue	\$ 44,502	\$ 7,843	\$ 36,659	18%
TOTAL REVENUES	\$ 44,502	\$ 7,843	\$ 36,659	18%
Materials and services	\$ 280,336	\$ 57,238	\$ 223,099	20%
Capital outlay	710,000	-	710,000	0%
TOTAL EXPENDITURES	\$ 990,336	\$ 57,238	\$ 933,099	6%
817 - Westside Debt Service				
Taxes	\$ 5,084,500	\$ 2,687,046	\$ 2,397,454	53%
Investment revenue	36,000	6,652	29,348	18%
TOTAL REVENUES	\$ 5,120,500	\$ 2,693,698	\$ 2,426,802	53%
Debt service	\$ 6,039,075	\$ -	\$ 6,039,075	0%
TOTAL EXPENDITURES	\$ 6,039,075	\$ -	\$ 6,039,075	0%
825 - Coffee Creek Capital Projects				
Investment revenue	\$ 1,500	\$ 342	\$ 1,158	23%
TOTAL REVENUES	\$ 1,500	\$ 342	\$ 1,158	23%
Materials and services	\$ 149,290	\$ 64,540	\$ 84,750	43%
TOTAL EXPENDITURES	\$ 149,290	\$ 64,540	\$ 84,750	43%
827 - Coffee Creek Debt Service				
Taxes	\$ 385,200	\$ 130,513	\$ 254,687	34%
Investment revenue	1,000	133	867	13%
TOTAL REVENUES	\$ 386,200	\$ 130,646	\$ 255,554	34%
Debt service	\$ 279,500	\$ -	\$ 279,500	0%
TOTAL EXPENDITURES	\$ 279,500	\$ -	\$ 279,500	0%