



DECEMBER

# MONTHLY REPORT

## From the Director:

Happy New Years!

It is hard to believe that we are half way through Fiscal Year 2019! The 2nd Quarter Financial Reports will be sent to the Budget Committee by January 31. The report is also published on our website.

At our last Manager's meeting, we had our official Budget Kick-Off for FY2019-20. In addition to preparing their requests for the new fiscal year and providing information for the five-year forecast, the management team must also provide the year end estimates for the current fiscal year.

The Budget Committee meeting dates have been set:

- March 13: Mid Year Review
- May 16: 1st Budget Committee Meeting
- May 28: 2nd Budget Committee Meeting
- May 29: 3rd Budget Committee Meeting, if needed

The Budget will be presented to Council at the June 3, 2019 meeting for adoption.

The Finance Department has welcomed a new member to our staff. Eleesa Aguilar is now one of the City's Accounting Specialists and has already completed her Law Enforcement Data Systems (LEDS) certification. This certification is needed for her work in the Municipal Court area. Welcome, Eleesa!

*-Cathy Rodocker*

## By the Numbers:

Finance Statistics for FYTD: July 1st—November 30, 2018

### Utility Billing:

Total Monthly Bills	33,737
New Customers	504
New Service Locations	76

### Accounts Payable:

Invoices Processed	3,519
Payments Processed	1,870

### Municipal Court:

Total Citations Issued	1,020,
Total Suspensions Issued	223
Ticket Revenue	\$ 139,513

## Fund Updates:

Attached please find the Fund Summaries through December 31st. As expected, the Community Development Fund and the Building Fund operating expenses are exceeding the current operating revenue due to the timing of permit payment. All other funds are meeting their budgeted expectations.

## Investment Updates:

The City's investment portfolio as of December 31 is approximately \$140 million dollars. This last month, the Local Government Investment Pool increased their interest rate to 2.75%. The City maintains a balance in the pool near the maximum allowed. For FY19, the maximum is set at \$49.5 million and is increased every August. The remaining investment portfolio is invested in corporate bonds and government sponsored enterprises.

## Did you know?

Did you know that the City's Utility Billing customers have a number of different ways to pay their monthly utility bills?

- 1) Auto-Pay: Also known as ACH (automated clearing house), is an electronic funds-transfer system between the customers bank and the City. Each month, the amount due on the customer's account (or the limit that has been set by the customer) is directly deposited into the City's bank account.
- 2) By Mail: If the customer mails their payment to the address on their billing statement, the checks are handled by the US Bank Payment Processing Center located in Gresham. Each morning, City staff uploads a data file from US Bank into our utility billing system that records the amount paid to each account.
- 3) By Phone: The City offers a toll free 24-hour phone line that allows a customer to enter their payment information. This payment process provides real time account information directly from the Utility Billing System.
- 4) Website: A customer can establish an online account on the City's website to view their utility billing information and make payments. The customer can pay by month or set up a recurring payment that automatically charges their debit/credit card each month.
- 5) Bill Pay Services: Customers can also use bill pay services to pay their monthly bill. Most of these services are available through the customers own checking accounts. There can be a several day delay in the City receiving the bill-pay payments. For example, if an incorrect account number is entered, the customers bank will have to mail the City a check for payment. The customers utility account cannot be credited for the payment until that check has been received.
- 6) In Person: We accept payments at the 2nd Floor Counter at City Hall or a payment can be dropped into the utility payment box located in the roundabout in front of City Hall.

	Budget	Activity	% Used
<b>Fund 110 General Fund:</b>			
Taxes	11,213,487	7,738,687	69%
Intergovernmental	2,141,825	247,285	12%
Licenses and Permits	176,510	272,030	154%
Charges for Services	753,480	291,999	39%
Fines	315,000	187,863	60%
Investment Revenue	206,000	154,576	75%
Other Revenues	3,557,120	117,653	3%
Transfers	3,369,303	1,574,846	47%
<b>Total Revenue</b>	<b>21,732,725</b>	<b>10,584,940</b>	<b>49%</b>
Personal Services	8,347,532	3,852,247	46%
Materials and Services	12,483,715	1,969,444	16%
Capital Outlay	110,300	0	-%
Transfers	4,445,000	540,148	12%
<b>Total Expense</b>	<b>25,386,547</b>	<b>6,361,838</b>	<b>25%</b>
<b>Fund 210 Fleet Fund:</b>			
Charges for Services	1,343,601	671,796	50%
Investment Revenue	23,690	10,863	46%
Other Revenues	0	4,200	-%
<b>Total Revenue</b>	<b>1,367,291</b>	<b>686,859</b>	<b>50%</b>
Personal Services	750,366	295,617	39%
Materials and Services	616,708	315,091	51%
Capital Outlay	188,000	23,031	12%
Transfers	2,400	1,200	50%
<b>Total Expense</b>	<b>1,557,474</b>	<b>634,939</b>	<b>41%</b>
<b>Fund 230 Building Fund:</b>			
Licenses and Permits	588,000	264,387	45%
Licenses and Permits-Villebois	547,000	111,866	20%
Charges for Services	8,600	4,296	50%
Investment Revenue	56,650	34,554	61%
Transfers	37,701	1,459	4%
<b>Total Revenue</b>	<b>1,237,951</b>	<b>416,562</b>	<b>34%</b>
Personal Services	1,030,960	452,885	44%
Materials and Services	186,691	82,538	44%
Transfers	900,660	213,151	24%
<b>Total Expense</b>	<b>2,118,311</b>	<b>748,573</b>	<b>35%</b>
<b>Fund 235 Community Development Fund:</b>			
Intergovernmental	62,500	0	-%
Licenses and Permits	563,413	414,188	74%
Licenses and Permits-Villebois	45,567	65,352	143%
Charges for Services	909,732	405,318	45%
Investment Revenue	39,140	27,866	71%
Other Revenues	200	687	343%
Transfers	3,208,167	692,104	22%
<b>Total Revenue</b>	<b>4,828,719</b>	<b>1,605,515</b>	<b>33%</b>
Personal Services	3,177,336	1,294,011	41%
Materials and Services	713,323	185,327	26%
Capital Outlay	28,000	2,567	9%
Transfers	551,172	257,350	47%
<b>Total Expense</b>	<b>4,469,831</b>	<b>1,739,255</b>	<b>39%</b>
<b>Fund 240 Road Operating Fund:</b>			
Taxes	0	14,637	-%
Intergovernmental	1,642,800	780,012	47%
Investment Revenue	17,510	13,033	74%
Other Revenues	2,000	1,155	58%
<b>Total Revenue</b>	<b>1,662,310</b>	<b>808,837</b>	<b>49%</b>
Personal Services	412,651	175,311	42%
Materials and Services	490,632	197,711	40%
Capital Outlay	51,500	31,945	62%
Debt Service	82,000	0	-%
Transfers	696,851	125,637	18%
<b>Total Expense</b>	<b>1,733,634</b>	<b>530,605</b>	<b>31%</b>

	Budget	Activity	% Used
<b>Fund 245 Road Maintenance Fund:</b>			
Charges for Services	1,792,369	912,987	51%
Investment Revenue	27,268	26,730	98%
<b>Total Revenue</b>	<b>1,819,637</b>	<b>939,717</b>	<b>52%</b>
Transfers	2,946,935	44,894	2%
<b>Total Expense</b>	<b>2,946,935</b>	<b>44,894</b>	<b>2%</b>
<b>Fund 260 Transit Fund:</b>			
Taxes	5,232,266	2,523,431	48%
Intergovernmental	2,323,474	381,874	16%
Charges for Services	185,000	72,079	39%
Investment Revenue	41,050	28,827	70%
Other Revenues	14,000	12,374	88%
<b>Total Revenue</b>	<b>7,795,790</b>	<b>3,018,584</b>	<b>39%</b>
Personal Services	3,526,766	1,665,088	47%
Materials and Services	1,916,029	829,007	43%
Capital Outlay	2,157,569	100,783	5%
Transfers	669,002	272,284	41%
<b>Total Expense</b>	<b>8,269,366</b>	<b>2,867,163</b>	<b>35%</b>
<b>Fund 310 Water Operating Fund:</b>			
Charges for Services	8,384,355	6,709,162	80%
Fines	19,000	9,334	49%
Investment Revenue	100,000	111,238	111%
Other Revenues	195,550	7,530	4%
Transfers	350,000	0	-%
<b>Total Revenue</b>	<b>9,048,905</b>	<b>6,837,264</b>	<b>76%</b>
Personal Services	581,820	301,565	52%
Materials and Services	4,220,553	1,290,784	31%
Capital Outlay	690,644	47,400	7%
Debt Service	1,875,000	757,637	40%
Transfers	2,647,753	434,632	16%
<b>Total Expense</b>	<b>10,015,770</b>	<b>2,832,018</b>	<b>28%</b>
<b>Fund 320 Sewer Operating Fund:</b>			
Charges for Services	7,996,145	4,214,690	53%
Fines	0	42,840	-%
Investment Revenue	127,602	105,850	83%
Other Revenues	27,000	7,091	26%
Transfers	600,000	0	-%
<b>Total Revenue</b>	<b>8,750,747</b>	<b>4,370,470</b>	<b>50%</b>
Personal Services	383,530	146,673	38%
Materials and Services	3,392,646	1,297,808	38%
Capital Outlay	29,833	14,240	48%
Debt Service	3,030,000	546,131	18%
Transfers	2,714,974	638,029	24%
<b>Total Expense</b>	<b>9,550,983</b>	<b>2,642,882</b>	<b>28%</b>
<b>Fund 350 Street Lighting Fund:</b>			
Charges for Services	518,250	262,594	51%
Investment Revenue	16,789	12,628	75%
<b>Total Revenue</b>	<b>535,039</b>	<b>275,221</b>	<b>51%</b>
Materials and Services	359,651	152,474	42%
Transfers	442,270	208	-%
<b>Total Expense</b>	<b>801,921</b>	<b>152,682</b>	<b>19%</b>
<b>Fund 370 Storm Water Operating Fund:</b>			
Charges for Services	2,928,917	1,441,497	49%
Investment Revenue	30,900	26,039	84%
<b>Total Revenue</b>	<b>2,959,817</b>	<b>1,467,536</b>	<b>50%</b>
Personal Services	259,270	88,593	34%
Materials and Services	474,041	173,882	37%
Capital Outlay	161,964	0	-%
Debt Service	508,500	0	-%
Transfers	2,169,419	221,997	10%
<b>Total Expense</b>	<b>3,573,194</b>	<b>484,472</b>	<b>14%</b>