



BUDGET COMMITTEE MEETING AGENDA

December 15, 2017 at 6:00 p.m.

City Hall

1. Call to order and introductions
2. Approval of September 20, 2016 meeting minutes
3. Review of quarterly financial report for the first quarter ended September 30, 2016 and discussion
4. Meeting schedule
 - a. Second quarter fiscal year 2017 financial report propose scheduling January 25, 2017; will include reviewing proposed supplemental budget
5. Adjourn

CITY OF MILWAUKIE
BUDGET COMMITTEE MEETING
September 20, 2016

Ms. Fish called the meeting to order at 5:05 p.m. She introduced herself to the Committee. Committee members and staff introductions were done.

Members Present: Lisa Batey, Scott Churchill, Milo Denham, Mark Gamba, Michael Osborne, Wilda Parks, Karin Power, Ronn Palmer and Jon Stoll

Excused: Jesse Boumann

Staff Present: Haley Fish and Bill Monahan

Approval of prior meeting minutes

It was moved by Ms. Batey and seconded by Mrs. Power to approve the July 19, 2016 meeting minutes with Mr. Denham's clarification on page 3. Motion passed unanimously.

Review of quarterly financial report for the fourth quarter ended June 30, 2016 and discussion

Ms. Fish began the discussion of the quarterly report by reminding members it is the end of the biennium and the numbers are preliminary; the revenue and payable accruals had not been done when this report was prepared a few weeks after the end of the fiscal year. The final report of compliance will be the CAFR, to be done by end of November. With first review, there does not appear to be any overages within the departments or anything out of compliance with local budget law.

Mrs. Power asked if General Fund revenues will meet current projections.

Ms. Fish responded overall most revenues will be plus or minus 5% of projections. She continued with pointing out a new addition to the report on page 3, an average quarterly FTE count, a request by a Committee member. She will maintain this schedule on a biennium basis, to reflect quarterly numbers.

Mr. Denham acknowledged this is what he had in mind.

Mr. Palmer asked if Information Systems is combined with another section since it does not have an employee count.

Ms. Fish responded Information Systems Technology is two lines and the number flowed to the second line; she will fix the format of the chart.

Chair Stoll asked if a variance column can be added to the chart.

Ms. Fish responded yes.

Chair Stoll asked Mr. Monahan if he tracks the actuals over budget and can provide an explanation if there is such an instance.

Mr. Monahan responded assessments are done every time there is a vacancy to determine if the position will be filled.

Ms. Fish added the decisions are also made based on the personnel services budgeted amounts. She continued with the report and directed members to a section added for the

Library bonds. The City received an interest rate of 2.26%, which nets to an extra \$255,000 for the project.

Mr. Denham suggested this information be included in the Pilot.

Ms. Fish will try to have it added to the October edition, but the deadline might be past. She reiterated the lower interest rate has a lot to do with the City's credit rating and the current market conditions. She continued by mentioning to the citizen Budget Committee members they have in front of them the published budget document, which will be submitted to the GFOA. She invited Mr. Denham to present to the Committee his request related to the quarterly report.

Mr. Denham responded he did not think there was enough time to discuss all of them. One of the items is the organizational chart, sustainability and city attorney do not have budget numbers; can staff carve out money from the other budgets so amounts can be added for these two areas.

Mr. Monahan responded he would leave it up to the new City Manager and the Budget Committee to determine if this could be done.

Ms. Fish added from the local budget law perspective, since the City attorney is not a department nor a program, it would not meet the criteria to have a budget. Sustainability falls under the City Manager's budget.

Mr. Monahan added the sustainability position is a one-year limited term position; a decision will be made in February to determine if the position will continue. Once it is determined the position is sustaining, the organizational chart can be modified.

Ms. Fish clarified there are limitations of creating classifications within a supplemental budget; but it is something that can be looked at during the next budget cycle.

Mr. Osborne asked if the City attorney used on an as-needed basis.

Ms. Fish stated the City attorney has a contract and invoices for actual hours worked; individual departments pay for their attorney services.

Mr. Monahan added the City attorney is not on retainer.

Mr. Denham pointed out the City attorney expenditures are larger than six department budgets.

Mr. Churchill stated the City attorney expenditures are not insignificant, it should forecast a cap.

Ms. Fish mentioned **Mr. Denham** requested a summary chart of this expenditure be included in the report; it could be done on an annual basis.

Chair Stoll clarified the ending reserves are \$19.7 million; it looks good.

Ms. Fish directed the Committee to the project status list at the end of the report. She asked the Committee if there were any questions.

Meeting Schedule

Ms. Fish explained to the Committee in order to keep this meeting to a certain time frame and Committee members' work obligations, she is proposing to move the quarterly meetings to the Thursday night Council study session. The study session begins at 6:00 pm and would accommodate Committee members' schedules. She will bring her request to the new City Manager and asked members if this schedule change is alright with them. The next quarterly meeting is tentatively scheduled for November 17th.

Mr. Monahan clarified the first hour of the study session would be designated for the Budget Committee.

Ms. Fish stated the City is going through a visioning process hosted by the Planning department; there are meetings being held by different groups, including the NDAs. She was wondering if the Budget Committee wanted to host their own meeting or if members wanted to join other scheduled meetings for this discussion. Feedback from these meetings will be presented at a City Hall meeting in early November.

Mr. Osborne asked the objective of the visioning plan.

Ms. Fish responded it is a long-range plan of the overall City.

Mr. Monahan added it is a strategic plan which has not been done for a number of years; the community has changed, population composition has change. Project completion is February 2017.

Ms. Batey added that some of the NDAs are including this in their meetings.

Ms. Fish offered to schedule a joint meeting with the Audit Committee or she can send other scheduled meeting times to the Committee.

Ms. Parks clarified the process asks four questions of the group and responses are being compiled.

Ms. Fish will send the Committee the dates and times of the NDA meetings if they would like to attend and a separate joint meeting will not be scheduled.

Mr. Denham has mixed feelings of doing that since the meetings he attended had different perspectives. It would be a good idea to look at budgets and the Committee's perspective.

Chair Stoll requested Ms. Fish organize a joint meeting between the Audit and Budget Committees.

Ms. Fish will email both Committees and see if there is enough interest for a meeting.

Adjourn

It was moved by **Mayor Gamba** and seconded by **Chair Stoll** adjourn the Budget Committee meeting at 5:30 p.m.

Respectfully submitted,

Judy Serio, Accountant



MILWAUKIE
Dogwood City of the West

QUARTERLY FINANCIAL REPORT

REPORTING FINANCIAL
RESULTS
FOR THE FIRST
QUARTER ENDED
SEPTEMBER 30, 2016

MILWAUKIE
FINANCE

Executive Summary

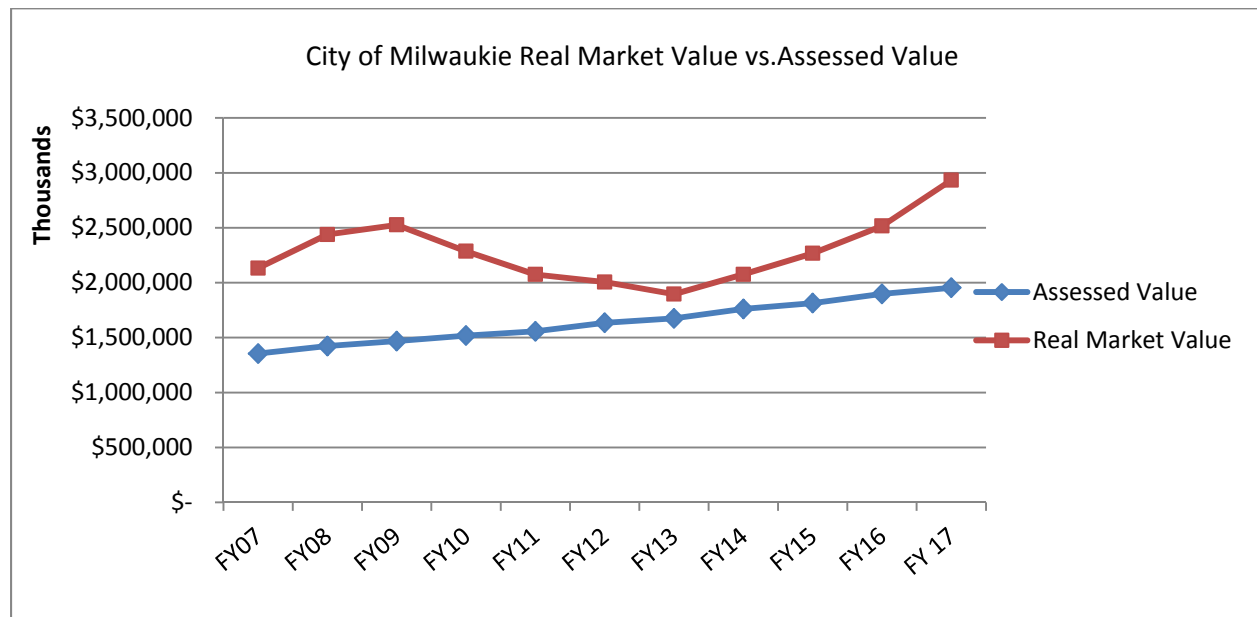
We are pleased to offer this preliminary financial report of City operations for your review. This report covers financial operations through the first quarter ended September 30, 2016 for the fiscal year ending June 30, 2017.

QUARTERLY HIGHLIGHTS

This financial report summarizes the financial results for the first quarter of fiscal year ending September 30, 2016 (year-to-date) and highlights certain topics of interest.

Property Tax Bills Mailed out by County

Clackamas County mailed out property tax bills. Market Values are continuing the recent upward trend totaling \$2,933,407,109 and increase of approximately \$417 million or 17%. Additionally Assessed Value increased from 1,897,526,766 to 1,953,724,522, which is an increase of approximately 56 million or 3%. Therefore the County imposed \$8,081,972 in property taxes per the City's permanent tax rate of 4.1367 per 1000 of assessed value which puts us on track in relation to budget.



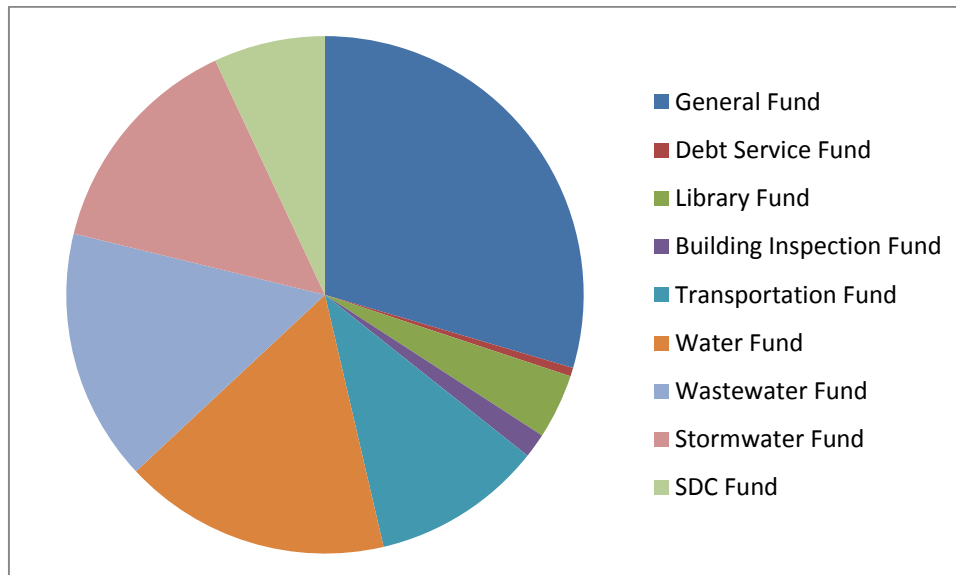
Summary of Beginning Fund Balances

Beginning fund balances represent the amount of funds available to fund capital projects and operations until property taxes begin to be received in November. During the budget process we estimated that beginning fund balances on July 1, 2016 for all funds would total \$19,366,000. In our financial statements for fiscal year ended June 30, 2016, ending fund balances for all funds came in higher at \$20,753,936. See table below which includes the budget and actual balances by fund including the variances and notes.

Beginning Fund Balance				
Fund	Budgeted	Actual	Variance	Notes
General Fund	\$ 5,395,000	\$ 6,134,695	\$ 739,695	2
Debt Service Fund	100,000	110,750	10,750	
Library Fund	954,000	841,724	(112,276)	1
Building Inspection Fund	233,000	317,368	84,368	
Transportation Fund	2,174,000	2,216,827	42,827	
Water Fund	3,100,000	3,462,471	362,471	2
Wastewater Fund	3,274,000	3,271,883	(2,117)	
Stormwater Fund	2,784,000	2,953,385	169,385	
SDC Fund	1,352,000	1,444,833	92,833	
Totals	<u>\$ 19,366,000</u>	<u>\$ 20,753,936</u>	<u>\$ 1,387,936</u>	

Notes

- 1 Primarily due to unanticipated professional services related to the bond measure and issuance.
- 2 Variance due in part to receiving more revenue than expected and in part due to unanticipated cost savings.



Average Quarterly FTE Count

At a previous Budget Committee meeting the committee requested that we provide an actual FTE vs Budget FTE count each quarter. This is the second time a schedule of this kind has been presented in this report. It has been updated to reflect the changes in the budget for the new biennium. The first quarter (Q1) actual presented herein was calculated by taking the total hours paid for the quarter and dividing by 520; overtime and incentive pay were excluded from the calculation. Note actual FTEs may fluctuate from quarter to quarter due to vacancies and seasonal workers; however, personnel service expense over the biennium was within budget.

Department	Budget FY17	Actual Q1 FY17
City Manager	5	4.90
Community Development	5	4.36
Public Works Administration	5	5.55
Engineering	5	5.68
Facilities	2	2.09
Finance	8	8.36
Fleet	3	3.08
Human Resources	2	2.06
Information Systems Technology	3	2.85
Municipal Court	3	3.04
Planning	5	3.93
Code Enforcement	1.5	1.53
Record Information Management	4	2.99
Police Administration	3.25	3.28
Police	34.5	35.44
Police Support	5	4.39
Building	2	2.01
Library	19.76	20.07
Streets	5	5.40
Water	8.2	6.89
Wastewater	5	5.08
Stormwater	8.3	6.65
Total FTE	140.1	139.63

Attorney Fees summarized by department through September 30, 2016

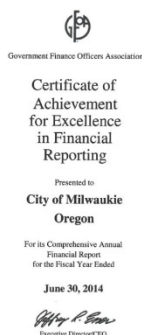
During the last budget committee meeting the committee requested a summary of legal expenses year-to-date (YTD) by department.

Department	Charges through Sept 30, 2016	Budget	YTD 25%
City Manager	\$ 25,505	\$ 48,000	53%
Community Development	3,882	42,000	9%
Public Works Administration	2,631	18,000	15%
Engineering	3,557	6,000	59%
Facilities	-	5,000	0%
Finance	2,808	12,000	23%
Fleet	-	2,000	0%
Human Resources	3,519	10,000	35%
Information Systems Technology	-	57,000	0%
Municipal Court	5,549	30,000	18%
Planning	5,669	42,000	13%
Code Enforcement	3,786	10,000	38%
Records & Information Management	440	5,000	9%
Police Administration	546	12,000	5%
Library	1,496	-	0%
Streets	-	3,000	0%
Water	-	10,000	0%
Wastewater	-	20,000	0%
Stormwater	-	30,000	0%
Total	\$ 59,387	\$ 362,000	16%

FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

The City of Milwaukie Comprehensive Annual Financial Report (CAFR) will be issued in January and will be available for review at www.milwaukieoregon.gov/finance; we will send the committee an email notification once it is posted.

Additionally the City prepares a Popular Annual Financial Report (PAFR) which will also be available online at the aforementioned webpage. The PAFR is specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.



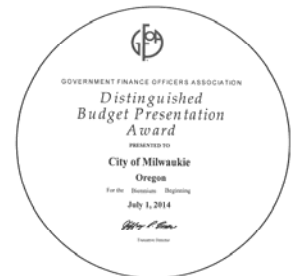
INTERNATIONAL AWARDS RECEIVED FOR FINANCE DOCUMENTS

Comprehensive Annual Financial Reporting Award. For the fifth time since the early nineties, the City received the *Certificate of Achievement for Excellence in Financial Reporting* award from the Government Finance Officers Association (GFOA). In order to receive this award, a government unit must publish an easily readable and efficiently organized CAFR whose contents conform to program

standards and satisfy both accounting principles generally accepted in the United States of America and applicable legal requirements.

Popular Annual Financial Reporting Award. For the fifth time the City received an *Award for Outstanding Achievement in Popular Annual Financial Reporting* from the GFOA. In order to receive this award, a government unit must publish a Popular Annual Financial Report whose contents conform to program standards of creativity, presentation, understandability, and reader appeal.

Distinguished Budget Presentation Award. The City also received the *Distinguished Budget Presentation Award* for its biennium 2015-2016 budget document from the GFOA. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant accomplishment by a governmental entity, its financial staff, and its management. This international award program was established in 1984 to encourage exemplary budgetary practices and to provide peer recognition for government finance officers who prepare budget documents. A budget's proficiency is rated in four major categories: as a policy document, an operations guide, a financial plan, and a communications device.



These awards are prestigious national awards that recognizes conformance with the highest standards for preparation of state and local government financial reports.

We value your trust and promise to ensure fiscal integrity in all that we do. As you review this quarterly report, I welcome your questions, comments, and any suggestions you may have. As always, the best method of contact is by email at: FishH@milwaukieoregon.gov.

Respectfully,

A handwritten signature in blue ink that reads 'Haley F.'.

Haley Fish, CPA, CFE
Finance Director, City of Milwaukie
December 8, 2016

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the first quarter ended September 30, 2016

General Fund

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget	
Revenue							
Property taxes	\$ 14,676,000	\$ 1,834,500	\$ 18,789	\$ 18,789	\$ (1,815,711)	1%	1
Franchise fees	3,345,000	418,125	-	-	(418,125)	-	2
Intergovernmental	4,069,000	508,625	252,310	252,310	(256,315)	50%	3
Licenses and permits	1,035,000	129,375	85,396	85,396	(43,979)	66%	4
Fines and forfeitures	2,659,000	332,375	257,519	257,519	(74,856)	77%	5
Miscellaneous	376,000	47,000	77,639	77,639	30,639	165%	
	26,160,000	3,270,000	691,653	691,653	(2,578,347)	21%	
Transfers	10,380,000	1,297,500	1,290,000	1,290,000	(7,500)	99%	
Total revenue	36,540,000	4,567,500	1,981,653	1,981,653	(2,585,847)	43%	
Expenditures							
City Council	235,000	29,375	21,462	21,462	7,913	73%	
City Manager	2,029,000	253,625	257,642	257,642	(4,017)	102%	
Community Development	3,537,000	442,125	138,273	138,273	303,852	31%	
Public Works Administration	1,303,000	162,875	159,667	159,667	3,208	98%	
Engineering Services	1,284,000	160,500	148,852	148,852	11,648	93%	
Facilities Management	2,463,000	307,875	161,311	161,311	146,564	52%	
Finance	2,239,000	279,875	243,032	243,032	36,843	87%	
Fleet Services	1,424,000	178,000	126,268	126,268	51,732	71%	
Human Resources	690,000	86,250	87,074	87,074	(824)	101%	
Information Technology	2,768,000	346,000	354,624	354,624	(8,624)	102%	
Municipal Court	762,000	95,250	80,665	80,665	14,585	85%	
Planning Services	1,746,000	218,250	159,218	159,218	59,032	73%	
Code Enforcement	365,000	45,625	39,148	39,148	6,477	86%	
Public Access Studio	170,000	21,250	7,620	7,620	13,631	36%	
Records and Information Management	964,000	120,500	105,009	105,009	15,491	87%	
Non-Departmental	1,607,000	200,875	341,100	341,100	(140,225)	170%	6
Police Administration	1,228,000	153,500	150,914	150,914	2,586	98%	
Police Field Services	11,900,000	1,487,500	1,293,665	1,293,665	193,835	87%	
Police Support Services	813,000	101,625	96,557	96,557	5,068	95%	
Total expenditures	37,527,000	4,690,875	3,972,099	3,972,099	718,776	85%	
Revenue over (under) expenditures	(987,000)	(123,375)	(1,990,446)	(1,990,446)	(1,867,071)		
Beginning fund balance	5,395,000	5,395,000	6,134,695	4,144,249	(1,250,751)		
Ending fund balance	\$ 4,408,000	\$ 5,271,625	\$ 4,144,249	\$ 2,153,803	\$ (3,117,822)		
Personnel services			\$ 2,906,821				
Materials and services			1,044,892				
Capital outlay			16,516				
Debt service			3,870				
			<u>\$ 3,972,099</u>				

¹ Property taxes are levied and due in October therefore the city receives a bulk of their distribution from the County in November and December.

² Franchise fee payments are paid quarterly or annually therefore we don't receive our first distributions until subsequent to this reporting period.

³ Intergovernmental revenues are low due to receipt timing from the State (two month lag) and grants which are paid when earned vs consistently throughout the fiscal period.

⁴ Business Registrations are renewed annually in January therefore revenues appear low due to timing of business cycle.

⁵ Photo radar and traffic fines are significantly less than expected due to staffing adaptations and modifications to photo radar van deployment.

⁶ General liability premiums are paid annually at the beginning of the year.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the first quarter ended September 30, 2016

Debt Service Fund

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
Revenue						
Property taxes	\$ 479,000	\$ 59,875	\$ -	\$ -	\$ (59,875)	- ¹
Intergovernmental	174,000	21,750	-	-	(21,750)	-
Proceeds from issuance of debt	-	-	9,480,005	-	-	-
Total revenue	653,000	81,625	9,480,005	-	(81,625)	-
Expenditures						
Debt service	703,000	87,875	-	-	87,875	-
Total expenditures	703,000	87,875	-	-	87,875	-
Revenue over (under) expenditures	(50,000)	(6,250)	9,480,005	-	6,250	
Beginning fund balance	100,000	100,000	110,750	110,750	10,750	
Ending fund balance	\$ 50,000	\$ 93,750	\$ 9,590,755	\$ 110,750	\$ 17,000	

¹ Property taxes will be received for the new tax year beginning in November.

Building Inspection Fund

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
Revenue						
Fees and charges	\$ 965,000	\$ 120,625	\$ 136,738	\$ 136,738	\$ 16,113	113% ²
Intergovernmental	2,000	250	292	292	(2,000)	0%
Miscellaneous	2,000	250	66	66	(184)	26%
Total revenue	969,000	121,125	137,096	137,096	13,929	113%
Expenditures						
Personnel services	511,000	63,875	63,710	63,710	165	100%
Materials and services	166,000	20,750	7,853	7,853	12,897	38%
Transfers	240,000	30,000	30,000	30,000	-	100%
Total expenditures	917,000	114,625	101,563	101,563	13,062	89%
Revenue over (under) expenditures	52,000	6,500	35,533	35,533	26,991	
Beginning fund balance	233,000	233,000	317,368	352,901	119,901	
Ending fund balance	\$ 285,000	\$ 239,500	\$ 352,901	\$ 388,435	\$ 146,893	

² Building permit volume increased more than anticipated in FY2016; fees also increased.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the first quarter ended September 30, 2016

Library Fund

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget	
Revenue							
Intergovernmental revenue	\$ 3,261,000	\$ 407,625	\$ -	\$ -	\$ (407,625)	-	¹
Intergovernmental revenue - capital	1,000,000	125,000	-	-	(125,000)	-	²
Fines	112,000	14,000	13,629	13,629	(372)	97%	
Miscellaneous	30,000	3,750	1,436	1,436	(2,314)	38%	
Allocation of general property taxes	1,703,000	212,875	-	-	(212,875)	-	
Proceeds from issuance of debt	9,200,000	1,150,000					
Total revenue	15,306,000	1,913,250	15,064	15,064	(748,186)	1%	
Expenditures							
Personnel services	3,339,000	417,375	408,131	408,131	9,244	98%	
Materials and services	415,000	51,875	45,110	45,110	6,765	87%	
Transfers	1,460,000	182,500	180,000	180,000	2,500	99%	
Capital outlay	10,445,000	1,305,625	14,617	14,617	1,291,008	100%	²
Total expenditures	15,659,000	1,957,375	647,858	647,858	1,309,517	33%	
Revenue over (under) expenditures	(353,000)	(44,125)	(632,794)	(632,794)	561,331		
Beginning fund balance	954,000	954,000	841,724	208,930	(745,070)		
Ending fund balance	\$ 601,000	\$ 909,875	\$ 208,930	\$ (423,863)	\$ (183,738)		

¹ The District makes two distributions throughout the year; one in January and one in May/June.

² We are in the process of requesting the distribution from the County to fund a portion of the Library expansion which is in the preliminary contracting phase.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the first quarter ended September 30, 2016

Transportation Fund - in Total

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
Revenue						
<i>Dedicated to St/Surf Maintenance Program:</i>						
Fees (from street maintenance fee)	\$ 1,250,000	\$ 156,250	\$ 156,470	\$ 156,470	\$ 220	100%
Franchise fees (from 1.5% privilege tax)	636,000	79,500	-	-	(79,500)	-
Intergovernmental (from local gas tax)	368,000	46,000	29,718	29,718	(16,282)	65%
	2,254,000	281,750	186,188	186,188	(95,562)	66%
<i>Dedicated to State Gas Tax Program:</i>						
Intergovernmental (from state gas tax)	2,466,000	308,250	195,983	195,983	(112,267)	64%
Intergovernmental (other)	4,543,000	567,875	-	-	(567,875)	-
Franchise fees (from utility funds)	1,368,000	208,625	202,000	202,000	(6,625)	97%
Miscellaneous	180,000	22,500	2,436	2,436	(20,064)	11%
Total revenue	10,811,000	1,389,000	586,607	586,607	(802,393)	42%
Expenditures						
Personnel services	949,000	118,625	118,889	118,889	(264)	100%
Materials and services	1,077,000	134,625	74,887	74,887	59,738	56%
Debt service	14,000	1,750	-	-	1,750	-
Transfers	2,090,000	261,250	272,500	272,500	(11,250)	104%
Capital outlay	8,391,000	1,048,875	-	-	1,048,875	-
Total expenditures	12,521,000	1,565,125	466,276	466,276	1,098,849	30%
Revenue over (under) expenditures	(1,710,000)	(176,125)	120,331	120,331	296,456	
Beginning fund balance	2,174,000	2,174,000	2,216,827	2,337,158	163,158	
Ending net available fund balance	<u>\$ 464,000</u>	<u>\$ 1,997,875</u>	<u>\$ 2,337,158</u>	<u>\$ 2,457,490</u>	<u>\$ 459,615</u>	

¹ Intergovernmental revenues are comprised of reimbursement grants. These may not be received uniformly through out the year based on when the related capital project is completed. See project status report for further information.

² Franchise fee payments are paid quarterly or annually therefore we don't receive our first distributions until subsequent to this reporting period.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the first quarter ended September 30, 2016

Street Surface Maintenance Program

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
Revenue						
Fees (from street maintenance fee)	\$ 1,250,000	\$ 156,250	\$ 156,470	\$ 156,470	\$ 220	100%
Franchise fees (from 1.5% privilege tax)	636,000	79,500	-	-	(79,500)	-
Intergovernmental (from local gas tax)	368,000	46,000	29,718	29,718	(16,282)	65%
Fee in lieu of construction	124,000	15,500	-	-	(15,500)	100%
Total revenue	2,378,000	297,250	186,188	186,188	(111,062)	63%
Expenditures						
Materials and services	50,000	6,250	3,484	3,484	2,766	56%
Debt service	-	-	-	-	-	-
Transfers	418,000	52,250	54,500	54,500	(2,250)	104%
Capital outlay	2,895,000	361,875	-	-	361,875	-
Total expenditures	3,363,000	420,375	57,984	57,984	362,391	14%
Revenue over (under) expenditures	(985,000)	(123,125)	128,204	128,204	251,329	
Beginning fund balance	1,238,000	1,238,000	1,456,147	1,584,351	346,351	
Ending net available fund balance	\$ 253,000	\$ 1,114,875	\$ 1,584,351	\$ 1,712,555	\$ 597,680	

State Gas Tax Program

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
Revenue						
Intergovernmental (from state gas tax)	\$ 2,466,000	\$ 308,250	\$ 195,983	\$ 195,983	\$ (112,267)	64%
Intergovernmental (other)	4,543,000	567,875	-	-	(567,875)	-
Franchise fees (from utility funds)	1,669,000	208,625	202,000	202,000	(6,625)	97%
Fee in Lieu of Construction	140,000	17,500	-	-	(17,500)	-
Miscellaneous	40,000	5,000	2,436	2,436	(2,564)	100%
Proceeds from issuance of debt	130,000	16,250	-	-	(16,250)	-
Total revenue	8,988,000	1,107,250	400,419	400,419	(723,081)	36%
Expenditures						
Personnel services	949,000	118,625	118,889	118,889	(264)	100%
Materials and services	1,027,000	128,375	71,403	71,403	56,972	56%
Transfers	1,672,000	209,000	218,000	218,000	(9,000)	104%
Capital outlay	5,496,000	687,000	-	-	687,000	-
Debt service	14,000	1,750	-	-	1,750	-
Total expenditures	9,158,000	1,144,750	408,292	408,292	736,458	36%
Revenue over (under) expenditures	(170,000)	(37,500)	(7,873)	(7,873)	13,377	
Beginning fund balance	936,000	936,000	760,680	752,807	(183,193)	
Ending net available fund balance	\$ 766,000	\$ 898,500	\$ 752,807	\$ 744,935	\$ (169,815)	

¹ Intergovernmental revenues are comprised of reimbursement grants. These may not be received uniformly through out the year based on when the related capital project is completed. See project status report for further information.

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Water Fund

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
Revenue						
Fees and charges	\$ 7,921,000	\$ 990,125	\$ 1,216,984	1,216,984	226,859	123%
Miscellaneous	130,000	16,250	14,309	14,309	(1,941)	88%
Proceeds from issuance of debt	130,000	16,250	-	-	(16,250)	-
Total revenue	8,181,000	1,022,625	1,231,293	1,231,293	208,668	120%
Expenditures						
Personnel services	1,616,000	202,000	171,266	171,266	30,734	85%
Materials and services	1,804,000	225,500	161,154	161,154	64,346	71%
Transfers	2,320,000	290,000	285,000	285,000	5,000	98%
Capital outlay	3,960,000	495,000	-	-	495,000	-
Debt service	14,000	1,750	-	-	1,750	-
Total expenditures	9,714,000	1,214,250	617,420	617,420	596,830	51%
Revenue over (under) expenditures	(1,533,000)	(191,625)	613,873	613,873	805,498	
Beginning fund balance	3,100,000	3,100,000	3,462,471	4,076,344	976,344	
Ending fund balance	\$ 1,567,000	\$ 2,908,375	\$ 4,076,344	\$ 4,690,217	\$ 1,781,842	

¹ The Water Fund experienced higher usage due to the hot summer and dry fall, accompanied with higher rates.

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Wastewater Fund

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget	
Revenue							
Fees and charges	\$ 15,451,000	\$ 1,931,375	\$ 1,973,862	\$ 1,973,862	\$ 42,487	102%	¹
Intergovernmental (grant)	30,000	3,750	-				
Miscellaneous	46,000	5,750	2,742	2,742	(3,008)	48%	
Proceeds from reimbursement district	150,000	18,750	13,899	13,899	(4,851)	74%	
Total revenue	15,677,000	1,959,625	1,990,504	1,990,504	34,629	102%	
Expenditures							
Personnel services	950,000	118,750	101,420	101,420	17,330	85%	
Materials and services	10,321,000	1,290,125	830,510	830,510	459,615	64%	²
Debt service	214,000	26,750	48,229	48,229	(21,479)	180%	
Transfers	2,190,000	273,750	267,500	267,500	6,250	98%	
Capital outlay	2,560,000	320,000	9,957	9,957	310,043	3%	³
Total expenditures	16,235,000	2,029,375	1,257,616	1,257,616	771,759	62%	
Revenue over (under) expenditures	(558,000)	(69,750)	732,888	732,888	806,388		
Beginning fund balance	3,274,000	3,274,000	3,271,883	4,004,771	730,771		
Ending fund balance	\$ 2,716,000	\$ 3,204,250	\$ 4,004,771	\$ 4,737,659	\$ 1,537,159		

¹ Wastewater Fund revenues were higher than anticipated due to usage, accompanied with higher rates.

² Treatment payments to WES are a month behind with actual year-to-date amounts reflecting only two payments.

³ Projects slated for FY2017 have not yet been completed. See project status report for further information.

City of Milwaukie, Oregon
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Stormwater Fund

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
Revenue						
Fees and charges	\$ 7,069,000	\$ 883,625	\$ 839,584	\$ 839,584	\$ (44,041)	95%
Miscellaneous	14,000	1,750	1,037	1,037	(713)	59%
Proceeds from issuance of debt	130,000	-	-	-	-	-
Total revenue	7,213,000	885,375	840,622	840,622	(44,753)	95%
Expenditures						
Personnel services	1,445,000	180,625	145,434	145,434	35,191	81% ¹
Materials and services	1,005,000	125,625	88,548	88,548	37,077	70%
Transfers	2,080,000	260,000	255,000	255,000	5,000	98%
Capital outlay	4,835,000	604,375	7,614	7,614	596,761	1% ²
Debt service	14,000	-	-	-	-	-
Total expenditures	9,379,000	1,170,625	496,596	496,596	674,029	42%
Revenue over (under) expenditures	(2,166,000)	(285,250)	344,026	344,026	629,276	
Beginning fund balance	2,784,000	2,784,000	2,953,385	3,297,411	513,411	
Ending fund balance	\$ 618,000	\$ 2,498,750	\$ 3,297,411	\$ 3,641,437	\$ 1,142,687	

¹ One budgeted position has not been filled.

² Anticipated capital projects have not started. See project status report for further information.

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Systems Development Charges Fund

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
Revenue						
System development charges	\$ 106,000	\$ 13,250	\$ 22,131	\$ 22,131	\$ 8,881	167%
Miscellaneous	2,000	250	82	82	(169)	100%
Total revenue	108,000	13,500	22,213	22,213	8,713	165%
Expenditures						
Materials and services	50,000	6,250	-	-	6,250	-
Capital outlay	623,000	77,875	-	-	77,875	-
Total expenditures	673,000	84,125	-	-	84,125	-
Revenue over (under) expenditures	(565,000)	(70,625)	22,213	22,213	92,838	
Beginning fund balance	1,352,000	1,352,000	1,444,833	1,467,046	115,046	
Ending fund balance	\$ 787,000	\$ 1,281,375	\$ 1,467,046	\$ 1,489,258	\$ 207,883	

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Project Status Report

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General Fund	Project Number	Project Description	FY17 Annual Budget		FY18 Annual Budget		Total BN Budget		FY17 YTD Actual		FY18 YTD Actual		Total BN Actual		Variance	% of Budget	Project Status
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Riverfront Park Repairs Wayfinding	D23		\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	-	-	Currently under design
	D24		40,000	-	40,000	-	40,000	-	-	-	-	-	-	40,000	-	-	Plans and drawing 90% complete; finalizing details after receiving ODOT comments
Adams Street Plaza	D28	Kronberg Park Multi-Use Trail Removal of Oil Tank Bertmann House		20,000	20,000		20,000							20,000	-	-	Not started
	D29		1,700,000	1,700,000		1,700,000								1,700,000	-	-	Pending ODOT authorization to begin
Replace Main Floor Surface at City Hall	F18		-	-	-	-	-	3,775	3,775	3,775	3,775	3,775	3,775	(3,775)	0%	-	Completed
	F21		30,000		30,000		30,000							30,000	-	-	Not started; hiring PM/General Contractor to assist with project
Replace Lighting in Fleet Shop	F22		15,000		15,000		15,000							15,000	-	-	Not started; hiring PM/General Contractor to assist with project
Expand Self-Checkout at Library	F23		10,000		10,000		10,000							10,000	-	-	Not started; hiring PM/General Contractor to assist with project
Install Bullet Resistance Glass at Public Safety Building	F24		60,000		60,000		60,000							60,000	-	-	Not started; hiring PM/General Contractor to assist with project
Improve Customer Interaction Windows at City Hall	F25		40,000		40,000		40,000							40,000	-	-	Not started; hiring PM/General Contractor to assist with project
New Concrete Floor in Pole Barn	F26			30,000	30,000		30,000							30,000	-	-	Not started
	F27		40,000		40,000		40,000							40,000	-	-	Not started
Electronic Door Openers in Fleet Shop	F28		30,000		30,000		30,000		10,150	10,150	10,150	10,150	10,150	19,850	34%	-	Completed
Full Height Walls for Engineering Department	F29		30,000		30,000		30,000							30,000	-	-	Not started
Replace Cabinets at Public Safety Building	F30		25,000		25,000		25,000							25,000	-	-	Not started
Incense Version 10 Upgrade	F15		46,000		46,000		46,000		1,966	1,966	1,966	1,966	1,966	44,034	4%	-	In process; next modules begin 3rd quarter
Automatic Parts Washing Machine for Fleet	K05		14,000		10,000		24,000							24,000	-	-	Not started
Core Infrastructure Upgrade - IT	I09		50,000		50,000		50,000							50,000	-	-	Purchase of software in process. Scope of work for project complete. Logical and physical design will begin January 2017. Scheduled for phase one completion April 2017.
Data Center Consolidation - IT	I12			30,000	30,000		30,000							30,000	-	-	Scope of Work development in process.
VOIP Polycom Device Upgrade - IT	I13			30,000	30,000		30,000							30,000	-	-	not started
Enterprise Security Firewall and Router Upgrades - IT	I10		50,000		50,000		50,000	41,000*						50,000	-	-	Firewalls are purchased. Staff training, current firewall documentation, and firewall configuration in process. *expended in October 2016
Virtual Environment Host Upgrade - IT	I14					65,000	65,000									-	not started
Help Desk System Application Upgrade - IT	I11		50,000		50,000		50,000							50,000	-	-	not started
Public Access Studio Equipment Replacement	V01		40,000		40,000		40,000		625	625	625	625	625	79,375	1%	-	Finishing project that was mostly completed in FY16 along with a few projects identified for FY17
Fleet Vehicle Purchases - Police	Z09		150,000		150,000		300,000							300,000	-	-	Vehicles purchase for FY17 in process
Fleet Vehicle Purchase - Engineering	E02			35,000	35,000		35,000							35,000	-	-	Not started
Fleet Vehicle Purchase - Public Works Administration	G04		45,000		45,000		45,000							45,000	-	-	Not started
Fleet Vehicle Purchase - Community Development	D30		25,000		25,000		25,000							25,000	-	-	Not started
Fleet Vehicle Purchase - Information Technology	I15			35,000	35,000		35,000							35,000	-	-	Not started
Fleet Vehicle Purchase - Non-Departmental (City Hall)	N02		25,000		25,000		25,000							25,000	-	-	Not started
Total General Fund Capital Projects			\$ 715,000	\$ 2,270,000	\$ 2,985,000	\$ -	\$ 16,516	\$ -	\$ 16,516	\$ -	\$ 16,516	\$ -	\$ 16,516	\$ 2,968,484	1%	-	

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Project Status Report

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Project Number	FY17 Annual Budget			FY18 Annual Budget			FY17 YTD Actual			FY18 YTD Actual			Total BN Actual			Variance	% of Budget	Project Status	
Library Fund																			
L03	Library Expansion	\$	-	\$	10,345,000	\$	10,345,000	\$	14,617	\$	-	\$	14,617	\$	14,617	\$	10,330,383	0%	Project manager hired; architectural design team and CM/GC teams will be in place by January 2017
L07	RFID Technology		100,000	-	-	-	100,000	-	-	-	-	-	-	-	-	-	100,000	-	Tagging will begin January 2017; go live by June 2017
		\$	100,000	\$	10,345,000	\$	10,445,000	\$	14,617	\$	-	\$	14,617	\$	14,617	\$	10,430,383	0%	
Transportation Fund																			
State Gas Tax																			
G05	Property Acquisition at Public Works	\$	130,000	\$	-	\$	130,000	\$	-	\$	-	\$	-	\$	-	\$	130,000	-	Nearing completion; purchase agreement being drafted
T39	Vehicle Purchases		45,000		60,000		105,000		-		-		-		-		105,000	-	In process
T05	17th Avenue Multi-Use Trail		3,495,000		-		3,495,000		-		-		-		-		3,495,000	-	Project under construction
D22	Kellogg Creek Bridge		818,000		427,000		1,245,000		-		-		-		-		1,245,000	-	Working with FEMA for project authorization
T38	Monroe Street Greenway		15,000		125,000		140,000		-		-		-		-		140,000	-	Preliminary work underway
T37	21st Avenue and Washington Street Traffic Configuration		131,000		-		131,000		-		-		-		-		131,000	-	Project in design phase
T36	Main Street Crossing Improvements		50,000		-		50,000		-		-		-		-		50,000	-	Project in design phase
T35	ADA Ramp Enhancements (CDBG)		200,000		-		200,000		-		-		-		-		200,000	-	Project under construction
Total State Gas Tax Projects		\$	4,884,000	\$	612,000	\$	5,496,000	\$	-	\$	-	\$	-	\$	-	\$	5,496,000	-	
Street Surface Maintenance Program																			
S14	SSMP Crack Seal	\$	15,000	\$	15,000	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$	30,000	-	Work deferred to FY18
S17	SSMP Slurry Seal		-		100,000		100,000		-		-		-		-		100,000	-	Not started
S15	Bike and Pedestrian Improvements		50,000		-		50,000		-		-		-		-		50,000	-	Project underway
T05	17th Avenue Multi-Use Trail		315,000		315,000		315,000		-		-		-		-		315,000	-	Project under construction
S13	SSMP Paving - 42nd Avenue		1,000,000		1,000,000		1,000,000		-		-		-		-		1,000,000	-	Project in design phase
S16	SSMP Paving - 43rd Avenue		400,000		400,000		400,000		-		-		-		-		400,000	-	Project upcoming
S18	SSMP Paving - Home Avenue		-		600,000		600,000		-		-		-		-		600,000	-	Not started
S19	SSMP Paving - Stanley Avenue		400,000		400,000		400,000		-		-		-		-		400,000	-	Not started
Total Street Surface Maintenance Program Projects		\$	1,780,000	\$	1,115,000	\$	2,895,000	\$	-	\$	-	\$	-	\$	-	\$	2,895,000	-	
Total Transportation Fund Capital Projects																			
		\$	6,664,000	\$	1,727,000	\$	8,391,000	\$	-	\$	-	\$	-	\$	-	\$	8,391,000	-	

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Project Status Report

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Project Number	FY17 Annual Budget			FY18 Annual Budget			FY17 YTD Actual			FY18 YTD Actual			Total BN Actual		Variance	% of Budget	Project Status
Water Fund																	
Property Acquisition at Public Works																	
G05	\$	130,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	-	-	130,000	0%	Nearing completion; purchase agreement being drafted
Vehicle Purchases																	
W42		105,000.00		-		105,000.00		-		-		-	-	-	105,000.00	-	In process
W27				510,000											510,000	-	Project in design phase
W38		160,000		-		160,000		-							160,000	-	Project in design phase
W39		75,000		-		75,000		-							75,000	-	Project upcoming
W40		75,000		-		75,000		-							75,000	-	Project upcoming
W41		50,000		-		50,000		-							50,000	-	Project upcoming
W10		1,255,000		-		1,255,000		-							1,255,000	-	Project underway
W14		-		400,000		400,000		-							400,000	-	Not started
W16		200,000		1,000,000		1,200,000		-							1,200,000	-	Design to begin Spring 2017
Total Water Fund Capital Projects																	
	\$	2,050,000	\$	1,910,000	\$	3,830,000	\$	-	\$	-	\$	-	\$	-	\$	3,960,000	-
Wastewater Fund																	
Property Acquisition at Public Works																	
G05	\$	130,000	\$	-	\$	130,000	\$	-	\$	-	\$	-	-	-	130,000	-	Nearing completion; purchase agreement being drafted
Vehicle Purchases																	
X15		45,000		60,000		105,000		-		-		-	-	-	105,000	-	Purchases to be made in the 2nd and 3rd quarters
X16		190,000		90,000		280,000		9,957					9,957		270,043	4%	Project to begin in 3rd quarter
X07		200,000		200,000		400,000		-				-	-		400,000	-	Project in design phase
X10		485,000		600,000		1,085,000		-				-	-		1,085,000	-	Project upcoming
X17		165,000		165,000		330,000		-				-	-		330,000	-	Project upcoming
X18		-		180,000		180,000		-				-	-		-	-	Not started
X11		50,000		-		50,000		-				-	-		50,000	-	Working with FEMA for project authorization
Total Wastewater Fund Capital Projects																	
	\$	1,265,000	\$	1,295,000	\$	2,560,000	\$	9,957	\$	-	\$	9,957	\$	-	\$	2,040,043	0%

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Project Number	FY17 Annual Budget	FY18 Annual Budget	Total BN Budget	FY17 YTD Actual		FY18 YTD Actual		Total BN Actual	Variance	% of Budget	Project Status
Stormwater Fund											
Property Acquisition at Public Works											
G05	\$ 130,000.00	\$ -	\$ 130,000.00	\$ -	\$ -	-	-	-	130,000	-	Nearing completion; purchase agreement being drafted
Vehicle Purchases											
Y12	295,000	300,000	595,000	-	-	-	-	-	595,000	-	Purchase of sweeper is underway
D22	260,000	-	260,000	-	-	-	-	-	260,000	-	Working with FEMA for project authorization
Y04	-	50,000	50,000	-	-	-	-	-	50,000	-	Not started
36th Avenue Stormwater Improvements											
Y08	105,000	-	105,000	-	-	-	-	-	105,000	-	Project upcoming
47th Avenue and Llewelling Street Stormwater Improvements											
Y09	160,000	-	160,000	-	-	-	-	-	160,000	-	Project upcoming
55th Avenue and Monroe Street Stormwater Improvements											
Y10	25,000	-	25,000	-	-	-	-	-	25,000	-	Project upcoming
Hemlock Street Pipe Replacement											
Y17	-	560,000	560,000	-	-	-	-	-	560,000	-	Not started
Plum Street and Apple Street Pipe Installation											
Y14	180,000	-	180,000	-	-	-	-	-	180,000	-	Design and construction to begin Summer 2017
Washington Street Pipe Replacement											
Y18	-	800,000	800,000	-	-	-	-	-	800,000	-	Not started
Main Street and Milport Street Pipe Replacement											
Y13	250,000	-	250,000	-	-	-	-	-	250,000	-	Project in design phase
Stormwater Main Repair Program											
Y15	150,000	150,000	300,000	-	-	-	-	-	300,000	-	Project upcoming
Water Quality Facility (Washington Street)											
Y16	120,000	-	120,000	-	-	-	-	-	120,000	-	Negotiated IGA with TriMet
Meek Street Pipe Replacement											
Y11	500,000	800,000	1,300,000	7,614	-	-	7,614	-	1,292,386	1%	Project in design phase
Total Stormwater Fund Capital Projects				\$ 2,175,000	\$ 2,660,000	\$ 4,835,000	\$ 7,614	\$ -	\$ 7,614	\$ 4,827,386	1%
SDC Fund											
17th Avenue Multi-Use Trail - Streets											
T05	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	-	-	-	\$ 20,000	-	Project under construction
Kellogg Creek Bridge - Streets											
D22	180,000	-	180,000	-	-	-	-	-	180,000	-	Working with FEMA for project authorization
McBrood Avenue Water System Improvements - Water											
W27	-	90,000	90,000	-	-	-	-	-	90,000	-	Project in design phase
Capacity Building Pipe Replacement - Wastewater											
X18	-	180,000	180,000	-	-	-	-	-	180,000	-	Not started
Kellogg Creek Bridge - Stormwater											
D22	100,000	-	100,000	-	-	-	-	-	100,000	-	Working with FEMA for project authorization
17th Avenue Multi-Use Trail - Stormwater											
T05	53,000	-	53,000	-	-	-	-	-	53,000	-	Project under construction
Total SDC Fund Capital Projects				\$ 353,000	\$ 270,000	\$ 470,000	\$ -	\$ -	\$ 623,000	-	
Total				\$ 13,322,000	\$ 20,477,000	\$ 33,516,000	\$ 48,704	\$ -	\$ 48,704	\$ 33,240,296	

