City of
WOODLAND
WASHINGTON
Lewis River Valley

2014 PROPOSED Preliminary Budget

Presented to the City Council on October 7, 2013

City of WOODLAND
WASHINGTON
Lewis River Valley

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(360) 225-6965

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Clerk-Treasurer
(360) 225-8281

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(360) 225-7299

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(360) 225-1048

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Public Works
(360) 225-7999

October 7, 2013

To: Woodland City Council

RE: 2014 Proposed Budget

Enclosed is the 2014 Proposed Budget for the City of Woodland. The department heads and I have put together this budget utilizing input from the City Council, reviewing revenue & expense forecasts, and taking a hard line on expenses. We have done our very best to cut costs at every corner and make revenue and expenditure estimates as accurate as possible. Also shown are the budget enhancements which are listed separately.

The budget is in the same format as last year, which I feel is a simple and easy to read document. I hope that you will find it useful as we start our budget workshops. Please be aware that this is an unbalanced budget and according to preliminary estimates we are $180K short of meeting the budget being presented.

Please see the table of contents to help you find a specific area of information. Behind this letter you will find the budget timeline/calendar, a summary of the 2014 budget, and the estimated expenditure summary by department. I am optimistic that we can finalize a budget with fewer workshops than we initially planned for.

Finally, the final budget document that we present to the public will be concise but practical. We plan to have a final document that is understandable for the average person who has little or no budget knowledge.

I look forward to working with you to finalize this budget over the next couple of months. We are ready and willing to make adjustments to the process to improve it for future budget years. So please share your comments. Should there be any questions, please don't hesitate to contact me.

Sincerely,

Grover B. Laseke, Mayor

City of Woodland
2014 Budget Timeline

07/15/2013

2013	City Timeline	State law time limitations		
June	06/17/2013		Mayor - verbal request **"Call for 2014 Budget"** to Dept Heads. Mayor requests baseline budget and any requests for new items including capital purchases, new expenditures and proposed new staffing. Include funding sources to pay for capital purchases.	
June – Sept			Clerk-Treasurer begins the preparation for the budget. A review of salary, salary allocations, benefits, expenditures, and general revenue forecasts is conducted.	
July	7/9/2013		Clerk-Treasurer prepares baseline budget template for the ensuing year. Baseline budget includes projected ongoing revenues and expenditures with the initial focus on the operating budgets.	
July	7/15/2013		Clerk-Treasurer issues **"Call for 2014 Budget"** to Dept Heads and Agency requests – in writing; **Due Friday, August 30, 2013**	
July/ August			Conduct Revenue forecast. Mayor & CT meet with department heads to determine projected revenues for the following year. Including discussion of anticipated development activity, permits, fees and any rate increases. Dept Heads review the capital projects and propose the projects to complete, including the revenue source to fund the project.	
August	8/5/2013		**CC regular meeting**	
August	8/19/2013		**CC regular meeting**	
August	8/26/2013		**CC-Special Workshop** Committee Reports ➢ Council to comment on 2014 "wish list and/or priorities requested"	
August	**8/30/2013**	By 9/XX/2013	**2014 Department Budget estimates & Agency Requests DUE to Mayor & Clerk-Treasurer** The overall budget proposal, including new requests and capital projects, is presented to the Clerk-Treasurer & Mayor for modifications, revisions or additions.	
September	Tuesday 9/3/2013		**CC regular Meeting**	
September	Week of 9/9		Departments meet with Mayor and CT re: 2014 budget requests	
September	9/16/2013		**CC regular meeting**	
September	Week of 9/16 to 10/7/2013		Mayor and CT meet and review Dept. 2014 Budget requests of 2014 PRELIM budget (make modifications)	
September	9/23/2013		**CC-Special Workshop** Committee Reports & 2013 Revenues/2014 Revenue Estimates (Summary) ➢ Council comments on 2014 budget for "wish list and/or priorities requested" ➢ DH's will provide PRELIM Summaries by type for General Fund, Water Sewer, Street	

City of Woodland
2014 Budget Timeline

07/15/2013

2013	City Timeline	State law time limitations		
October	By 10/7/2013	By 10/7/2013	Clerk-Treasurer files 2014 Estimated PRELIM Budget with Mayor with any detailed changes approved or requested by the Mayor	
October	10/7/2013	10/X/2013	**Mayor provides proposed 2014 Budget to council as requested by each department (Revenue & Expenditure)**	
October	10/7/2013		**CC regular meeting**	
October	10/14/2013		**CC-Special Workshop**/ 2014 Budget – Dept presentations	
October	10/16/2013		**CC Special-WQCC** hosted by Port of Woodland	
October	10/21/2013		**CC regular meeting**	
October	10/28/2013		**CC-Special Workshop** / 2014 Budget, continue Dept. presentations	
October	10/23/2013	10/18 to paper	City Clerk publishes notice of public hearing for property tax levy 11/4	
Nov	11/4/2013	Before legislative body votes on property tax levy	**CC regular meeting**: Public Hearing on 2014 Property Tax Levy and Ordinance on Property Tax Levy (First Reading)	
Nov	11/13/2013	Nov XX - XX	City Clerk publishes notice of filing of 2014 Preliminary Budget and Notice of public hearing once a week for two consecutive weeks	
Nov	11/XX/2013	11/XX/2013	Prelim Budget made available to the Public	
Nov	11/11/2013		Veteran's Day Holiday	
Nov	11/18/2013	By 11/30/2013	**CC regular meeting**: 2014 Property Tax Levy Ord (Final Reading); and Public Hearing on 2014 Preliminary/Final Budget and Ordinance for 2014 Prelim Budget (First Reading)	
Nov	11/25/2013		**CC Workshop** (4th Monday) Committee Reports & Special Meeting: 2014 Budget Workshop (Council comments)	
Nov	11/28&29/2013		Thanksgiving Holidays	
Dec	12/2/2013	Adopt by 12/31/2013	**CC regular meeting: Adopt** Ordinance for 2014 Budget (Final Reading)	
Dec	12/9/2013**		*CC-Special Budget workshop**if needed*	
Dec	12/16/2013		**CC regular meeting**-Final meeting for the year (authorize 2014 contracts, etc. as needed)	

EXHIBIT A -- 2014 Preliminary Budget

FUND	DESCRIPTION	Revenue	Expenditure	
001	Current Expense	$4,331,474	$4,520,022	(188,548)
002	Petty Cash/Change	$950	$950	0
003	Advance Travel	$2,000	$2,000	0
101	Park	$139,862	$139,862	0
102	Library	$3,465	$3,465	0
104	Street	$1,094,169	$1,094,169	(0)
105	Document Recording Fee	$7,238	$7,238	0
107	Hotel/Motel Tax	$41,798	$41,798	0
108	Criminal Justice	$19,180	$19,180	0
224	94 PWTF Loans	$121,886	$121,886	0
225	CLID #94-01/94-02	$0	$0	0
300	Park Acquisition/Impvmt	$9,992	$9,992	0
301	CPR: General	$855,421	$855,421	0
303	Fire Dept Reserve	$58,477	$58,477	0
304	Equipment Acq'n Reserve	$61,422	$61,422	0
312	Public Works Shop	$5,105	$5,105	0
316	SR503 Improvements	$44,892	$44,892	0
319	Public Safety Facility	$1,516,113	$1,516,113	0
320	TIB Sidewalk Project-CLOSE???	$0	$0	0
321	Horseshoe Lake Park Trail	$100,073	$100,073	0
323	Schurman & Guild Rd Project-CLOSE??	$0	$0	0
324	South Woodland Safe Route to Schools	$300,000	$300,000	0
325	TIB SR503/Scott Intersection	$197,332	$197,332	0
350	Impact Fees-School	$30,000	$30,000	0
351	Impact Fees-Fire	$67,355	$67,355	0
352	Impact Fees-Park	$65,608	$65,608	0
353	Impact Fees-Transportation	$5,000	$5,000	0
401	Water	$1,201,401	$1,201,401	0
402	Sewer	$2,095,002	$2,095,002	0
403	Garbage	$662,875	$662,875	0
408	Water Pumping Treatment	$1,062,075	$1,062,075	0
411	Water/Sewer Refurb Project-CLOSE	$0	$0	0
412	Utility Deposits	$101,715	$101,715	0
421	CPR: Utilities-Water	$60,439	$60,439	0
422	CPR: Utilities-Sewer	$296,124	$296,124	0
426	CERB Loan - Water	$68,300	$68,300	0
427	CERB Loan - Sewer	$83,766	$83,766	0
				0
	TOTAL	**$14,710,509**	**$14,899,057**	(188,548)
		$14,710,509	$14,899,057	(188,548)

Estimated Exp'd Summary by Department --- 2012-2014/CT V. 2_20130908

		Budget 2012	Actual 2012	Budget 2013	Actual 7/31/2013	Proposed 2014	Increase (Decrease) 2013 to 2014
001 511	Legislative/Publ Svcs	$40,047	$41,914	$46,547	$30,799	$49,301	$2,754
001 512	Judicial	$122,400	$113,199	$129,600	$74,420	$125,300	($4,300)
001 513	Executive-Mayor	$26,965	$27,216	$46,900	$25,789	$44,556	($2,344)
001 514	Finance/Admin/Clerk	$496,400	$445,818	$567,489	$342,260	$622,210	$54,721
001 515	Legal Services	$92,496	$89,391	$92,496	$61,145	$92,496	$0
001 516	Personnel	$8,750	$7,264	$11,100	$4,069	$11,450	$350
001 518	General Facilities	$416,714	$363,466	$373,815	$87,221	$377,015	$3,200
001 558	Planning	$125,419	$120,389	$125,437	$79,707	$125,609	$172
001 559	Building	$70,842	$79,333	$93,094	$47,612	$103,204	$10,110
001 010	General Government	$39,606	$39,749	$41,844	$27,870	$44,992	$3,148
001 020 521	Police	$1,475,552	$1,504,056	$1,601,101	$885,211	$1,588,529	($12,572)
001 030 522	Fire	$800,054	$727,126	$879,518	$839,119	$840,834	($38,684)
001 025 524	Code Enforcement	$22,154	$18,611	$24,268	$11,398	$27,291	$3,023
	Subtotal Departments	**$3,737,399**	**$3,577,530**	**$4,033,209**	**$2,516,619**	**$4,052,787**	**$19,578**
001 040 58X	Non-Expenditures	$126,000	$85,909	$85,940	$52,112	$86,555	$615
001 050 594	Capital Outlay-Various Dept (001)	$146,331	$146,751	$69,500	$80,005	$8,000	($61,500)
001 050 597	Operating Transfers	$462,484	$342,810	$348,439	$126,057	$340,780	($7,659)
001 051 596	Capital Leases-Copiers (001)	$6,020	$5,339	$6,600	$4,022	$6,900	$300
001 05X 599	Council Contingency	$0	$0	$0	$0	$0	$0
001 508	Ending Fund Balance	$13,435	$19,008	$178,928	$0	$25,000	($153,928)
	GRAND TOTAL 001 General Fund	**$4,491,669**	**$4,177,347**	**$4,722,616**	**$2,778,816**	**$4,520,022**	**($202,594)**

Estimated Revenue Summary 2012-2014 / CT V.2 20130908

Account Number	Description	12/31/2012 Actual	2013 Estimated	2014 Estimated	Increase or (Decrease)
001-000-000-308 Total	Beginning Fund Balance	$13,231.21	$19,008.00	$78,928	$59,920.00
001-000-000-311 Total	Property Taxes (001 portion)	$670,737.14	$746,816.00	$690,835	($55,981.00)
001-000-000-313 Total	Sales & Use Tax	$1,061,184.49	$1,185,425.00	$1,088,000	($97,425.00)
001-000-000-313-60-00-00	Brokered Natural Gas Use Tax	$12,672.87	$4,082.00	$14,800	$10,718.00
001-000-000-313-61-00-00	Natural Gas	$0.00	$20,000.00	$66,230	$46,230.00
001-000-000-313-71-00-00	Sales Tax: Criminal Justice	$68,405.57	$69,000.00	$71,300	$2,300.00
001-000-000-316-41-00-00	Electric Tax	$505,783.41	$522,000.00	$548,100	$26,100.00
~~001-000-000-316-43-00-00~~	~~Natural Gas Tax~~	$69,103.73	$88,000.00	~~$0~~	($88,000.00)
001-000-000-316-47-00-00	Telephone Tax	$62,484.59	$64,200.00	$64,700	$500.00
001-000-000-316-47-00-01	Cell Phone Tax	$99,293.03	$101,000.00	$101,180	$180.00
001-000-000-316-47-00-02	Pager Tax	$4.93	$40.00	$10	($30.00)
001-000-000-316-72-00-00	Water Public Utility Tax	$1,890.76	$65,612.00	$63,700	($1,912.00)
001-000-000-316-74-00-00	Sewer Public Utility Tax	$1,307.63	$104,000.00	$104,000	$0.00
001-000-000-316-75-00-00	Garbage Public Utility Tax	$624.70	$32,630.00	$33,020	$390.00
001-000-000-316-79-00-00	Recycling Public Utility Tax	$187.42	$8,212.00	$8,645	$433.00
001-000-000-317-20-00-00	Leasehold Excise Tax	$22,722.76	$19,600.00	$23,300	$3,700.00
001-000-000-317-51-00-00	Gambling - Punch Board & Pull	$4,847.56	$12,560.00	$8,500	($4,060.00)
001-000-000-317-52-00-00	Gambling - Bingo & Raffles	$58.18	$1,440.00	$400	($1,040.00)
001-000-000-317-53-00-00	Gambling - Amusements	$830.81	$1,000.00	$400	($600.00)
001-000-000-317-54-00-00	Card Games - House Banked	$63,342.37	$87,000.00	$0	($87,000.00)
001-000-000-317-54-10-00	Card Games - Social	$1,073.78	$0.00	$0	$0.00
001-000-000-319-80-00-00	Penalties & Interest On Taxes	$250.00	$3,000.00	$0	($3,000.00)
001-000-000-321-90-00-00	Business Licenses/Permits	$64,991.43	$81,000.00	$83,000	$2,000.00
001-000-000-321-91-00-00	Cable Franchise Fees	$52,434.17	$60,000.00	$52,000	($8,000.00)
001-000-000-322-10-00-00	Building Permits	$96,613.11	$92,330.00	$75,000	($17,330.00)
001-000-000-322-10-10-00	Fire/Life Safety	$5,862.95	$2,222.00	$500	($1,722.00)
001-000-000-322-10-20-00	Plan Review	$58,557.99	$141,601.00	$48,000	($93,601.00)

001-000-000-322-90-00-00	Non-Business Licenses/Permits	$1,656.00	$1,300.00	$1,600	$300.00
001-000-000-331-16-60-00	Bullet Proof Vest Partnership	$0.00	$2,000.00	$0	($2,000.00)
001-000-000-331-97-04-00	FEMA Fire Grant	$114,693.00	$34,000.00	$0	($34,000.00)
001-000-000-333-20-60-00	WASPC Traffic Safety Grant	$1,687.27	$7,500.00	$0	($7,500.00)
001-000-000-333-84-00-00	Safe & Drug Free Schools Grant	$9,000.00	$9,000.00	$0	($9,000.00)
001-000-000-333-97-03-00	FEMA - Disaster Assistance	$100.00	$0.00	$0	$0.00
001-000-000-334-03-50-00	WASPC Traffic Safety Grant	$561.74	$0.00	$0	$0.00
001-000-000-334-03-52-00	WASPC RSO Address	$2,809.26	$1,900.00	$1,900	$0.00
001-000-000-334-04-90-00	DOH: EMS Prehosp Participation	$2,470.48	$0.00	$0	$0.00
001-000-000-335-00-91-00	PUD Privilege Tax	$55,487.03	$63,600.00	$65,000	$1,400.00
001-000-000-336-00-99-00	Streamlined Sales Tax Mitigation	$1,585.18	$322.00	$0	($322.00)
001-000-000-336-06-94-00	Liquor Excise Tax	$20,441.68	$4,696.00	$6,694	$1,997.75
001-000-000-336-06-95-00	Liquor Profits	$55,361.57	$50,142.00	$50,006	($135.75)
001-000-000-337-10-00-00	In-Lieu of Taxes	$0.00	$100.00	$0	($100.00)
001-000-000-338-22-00-00	Clark County Fire & Rescue	$50,000.00	$154,100.00	$154,100	$0.00
001-000-000-341 Total	General Fees & Charges	$6,776.63	$8,036.00	$7,576	($460.00)
001-000-000-342 Total	Court fees	$3,087.61	$3,755.00	$2,040	($1,715.00)
001-000-000-345 Total	Planning fees	$25,401.80	$45,894.00	$36,000	($9,894.00)
001-000-000-350-00-00-00	Court Fines And Forfeits	$77,048.96	$76,000.00	$76,000	$0.00
001-000-000-359-90-00-00	False Alarm Penalties	$800.00	$1,000.00	$100	($900.00)
001-000-000-361 Total	Investment/Sales Tax/Court	$13,145.35	$13,680.00	$10,850	($2,830.00)
001-000-000-362-50-00-00	Facilities Rental	$0.00	$1,200.00	$500	($700.00)
001-000-000-363-00-00-00	Insurance Recoveries	$0.00	$5,710.00	$0	($5,710.00)
001-000-000-367-11-00-00	Donations: Police/Fire	$5,765.00	$0.00	$0	$0.00
001-000-000-367-11-20-00	Wellness Grants	$1,546.73	$2,639.00	$2,200	($439.00)
001-000-000-369 Total	Misc Revenue	$56,107.61	$10,195.00	$3,000	($7,195.00)
001-000-000-386 Total	Non-revenues	$83,264.53	$80,570.00	$84,605	$4,035.00
001-000-000-389 Total	Misc Non-Revenue & Deposits	$4,431.00	$3,500.00	$5,000	$1,500.00
001-000-000-395-10-00-00	Sale of Fixed Assets	$13,445.00	$0.00	$2,000	$2,000.00
001-000-000-397 Total	Operating Transfers In	$632,838.99	$609,999.00	$597,755	($12,244.00)
	001 General Fund Total	**$4,178,009.00**	**$4,722,616**	**$4,331,474**	**($391,142.00)**

Revenue History to 2014 -- City of Woodland

Summary:

2014 General Fund Revenues are estimated to be slightly lower than the 2013 estimates. This is based on the current trend of actual 2013 revenues. The 2013 Revenues and Expenditures are running at a near equal pace with only a .10% margin. Revenues are calculated using analysis of historical trends, current year analysis and projected increase and/or decreases that are known and unique to Woodland. We also take into consideration the current economic conditions and whether those conditions are short term or long term. Some of the decrease is related to 001-General Fund grants and also revenues related to the Fire Department. The City contracted for services with Clark Co. Fire Rescue in March, 2013 and so some of the previous year revenues and grants are now received by CCFR vs. the City of Woodland.

The budget method used is a "fixed" budget which is a comprehensive budget and is typically adopted by smaller cities and towns. This form sets an absolute maxium on the expenditures of a particular fund or department. The appropriated budget historically is used to set the property tax levy, in anticipation of the projected expenditures. A fixed budget is used to assure that expenses do not exceed revenues (also known as a "balanced" budget.) The City of Woodland adopts the budget at the fund level.

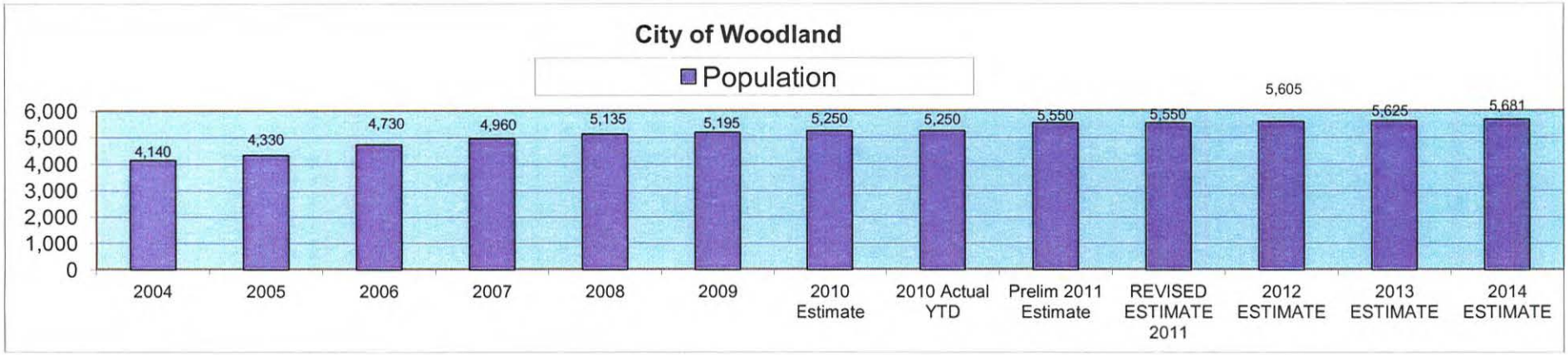
A formally adopted budget is an essential part of the financial planning and monitoring of local government. This budget planning process determines the types and levels of services that can and will be provided by the City of Woodland given the resources available. Consideration is given to the various departments, progams and services provided by the City and whether or not there are sufficient resources to continue, maintain, expand or reduce services.

RCW 35A.33 provides the authority and the requirement to adopt a comprehensive budget for the City prior to the start of each fiscal year (on or before December 31st). After the budget is adopted, it is carefully monitored throughout the year. If modifications are needed, then budget amendments are prepared for council consideration and approval.

The following show the historical revenues for the 001-General Fund:

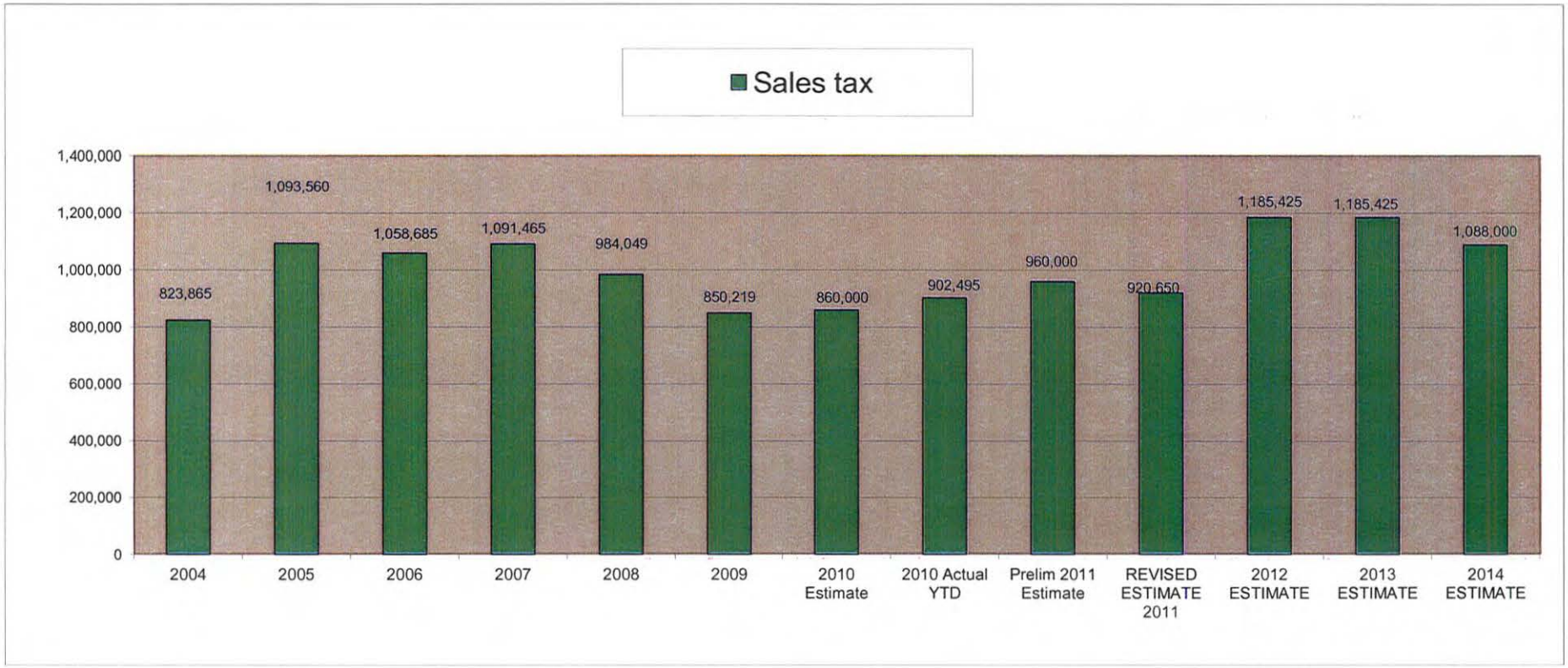
	2004	2005	2006	2007	2008	2009	2010 Estimate	2010 Actual YTD	Prelim 2011 Estimate	REVISED ESTIMATE 2011	2012 ESTIMATE	2013 ESTIMATE	2014 ESTIMATE	2014 Est to 2013 Inc/(Decr)
Sales tax	823,865	1,093,560	1,058,685	1,091,465	984,049	850,219	860,000	902,495	960,000	920,650	1,185,425	1,185,425	1,088,000	(97,425)
Sales tax-Criminal Justice New-2005	for comparison purposes	15,004	60,635	71,177	68,444	63,778	65,000	78,527	69,000	69,439	68,406	69,000	71,300	2,300
Brokered Natural Gas Tax	16,831	21,672	31,387	26,799	37,648	21,145	9,539	13,569	18,217	18,217	12,673	24,082	14,800	(9,282)
Electric Tax	276,553	330,909	351,382	308,792	297,926	294,115	359,808	350,391	412,250	412,250	505,783	522,000	548,100	26,100
Natural Gas Tax	41,577	56,423	82,914	80,834	93,185	90,732	128,400	80,101	77,160	77,160	69,104	88,000	66,230	(21,770)
Cable Franchise Fee	18,432	17,949	20,478	25,860	36,706	42,374	40,000	46,154	47,637	47,637	52,434	60,000	52,000	(8,000)
Telephone Tax	59,801	75,563	95,919	74,920	74,506	73,694	94,560	67,667	63,910	63,910	62,486	64,200	64,700	500
Cellular Phone Tax New-2005	0	27,595	49,404	54,098	90,032	87,016	108,120	104,652	99,600	99,600	99,293	101,000	101,180	180
Leasehold Excise Tax	13,470	11,409	18,226	13,186	19,811	22,984	18,100	19,001	19,600	19,600	22,723	19,600	23,300	3,700
Gambling Taxes	23,084	18,491	13,116	9,084	8,129	20,007	4,900	12,216	7,760	7,760	5,737	15,000	9,300	(5,700)
TOTALS	**1,273,613**	**1,668,575**	**1,782,145**	**1,756,215**	**1,710,436**	**1,566,064**	**1,688,427**	**1,674,774**	**1,775,134**	**1,736,224**	**2,084,063**	**2,148,307**	**2,038,910**	(109,397)
*Telephone tax 2002 changed to put revenue in correct months vs. received.														
Population	**4,140**	**4,330**	**4,730**	**4,960**	**5,135**	**5,195**	**5,250**	**5,250**	**5,550**	**5,550**	**5,605**	**5,625**	**5,681**	
% increase growth	2.3%	4.6%	9.2%	4.9%	3.5%	1.2%	1.1%	1.1%	5.7%	5.7%	1.0%	0.4%	1.0%	
Annual $ per capita	$ 308	$ 385	$ 377	$ 354	$ 333	$ 301	$ 322	$ 319	$ 320	$ 313	$ 372	$ 382	$ 359 EST	

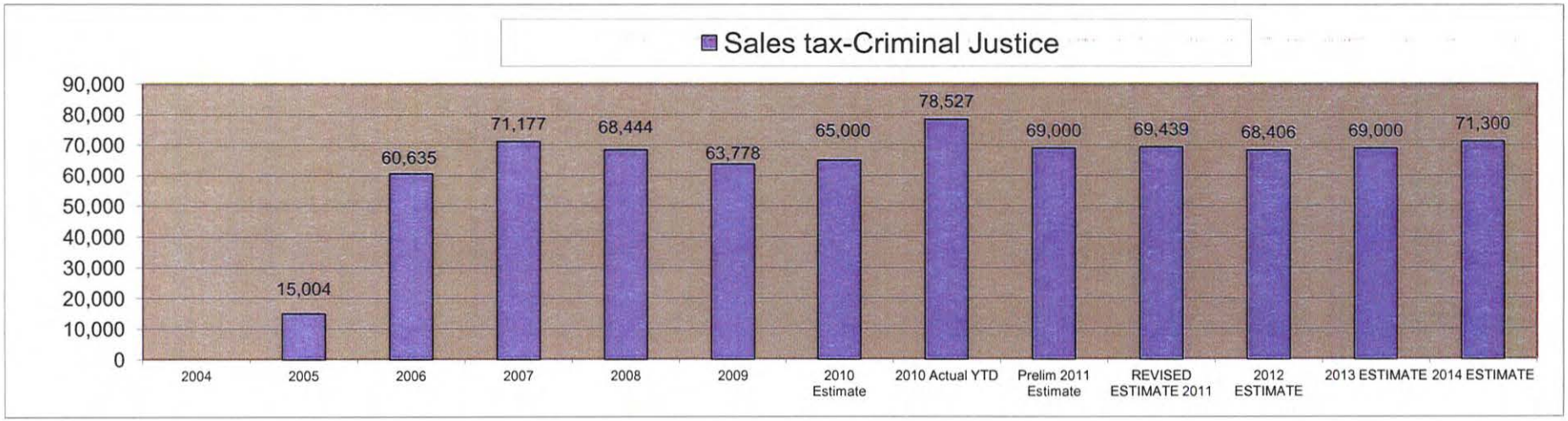
g: CT/Budget/Revenue History 1994to2014_20130927.xls



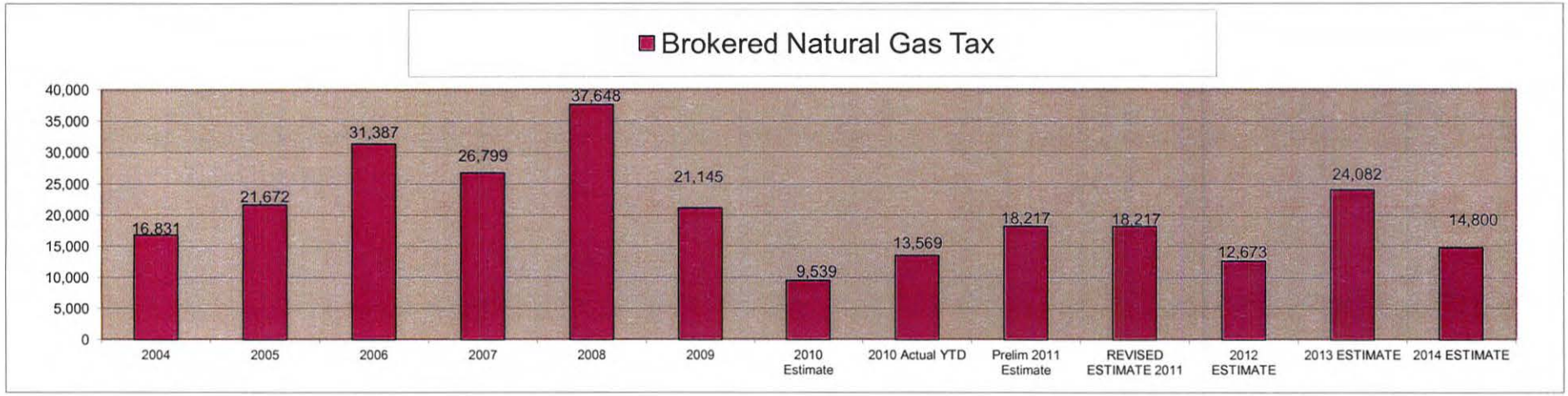
Population for the City of Woodland is still increasing. From 2009 to 2011 the population went from 5,195 to 5,550 or 6.9% growth. From 2010 to 2011 which was 5.250 to 5,550 is 5.8% growth. Revenues and Expenditures have not kept pace with growth, but the City continues to operate on a tight budget & is fiscally conservative. Estimate for 2014 is conservative growth at 1% or population of 5,681. This is an estimated $359 per capita, a decrease of $23 from 2013.

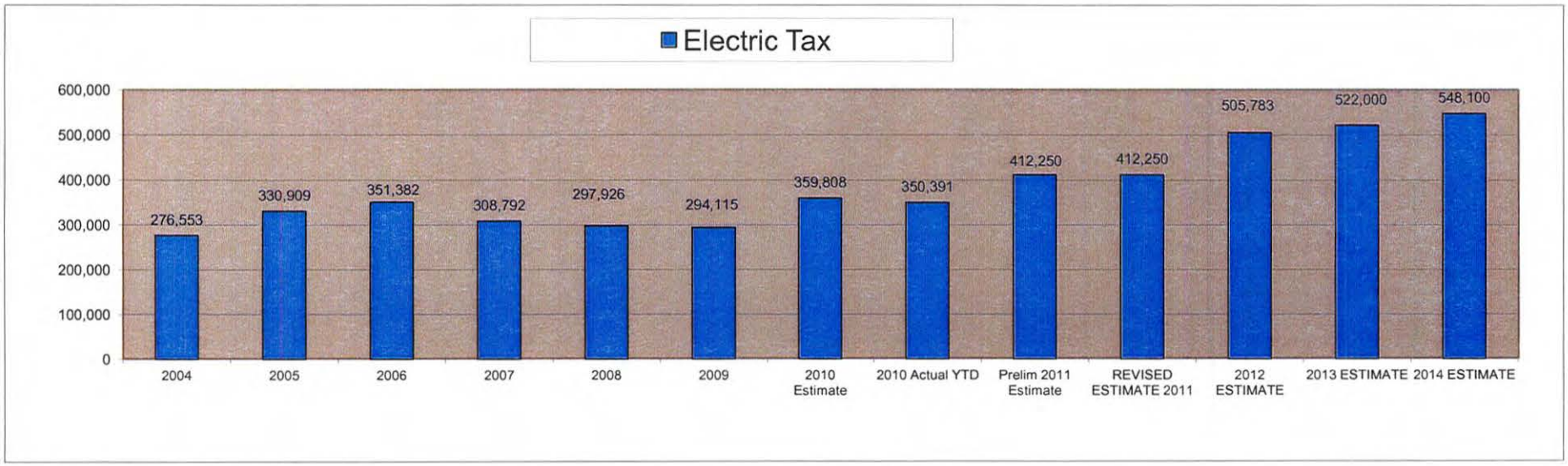
City of Woodland - Revenue Tax History



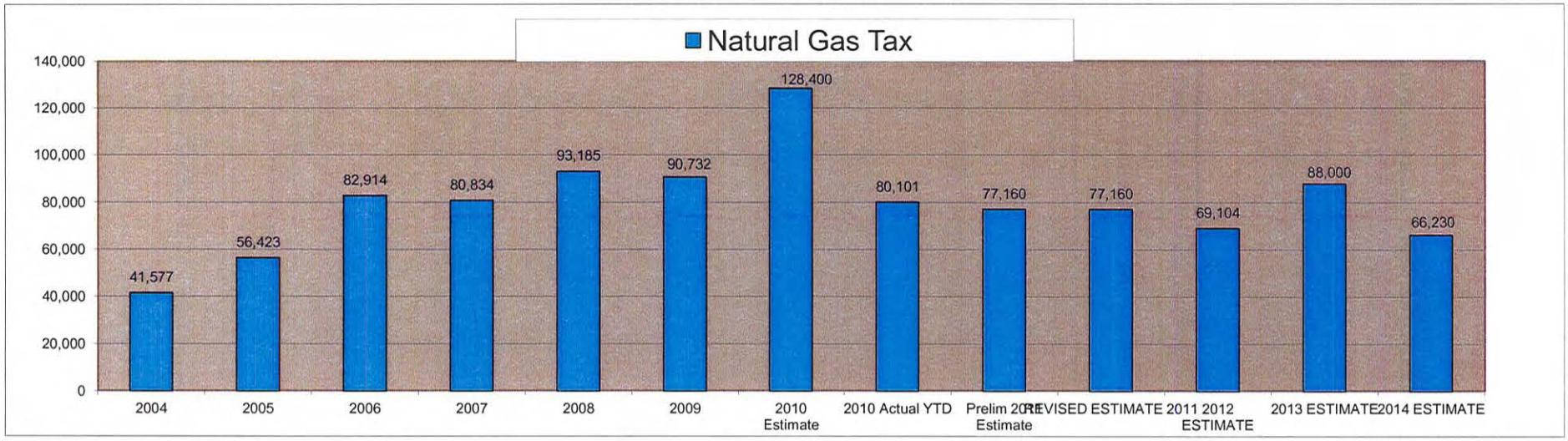


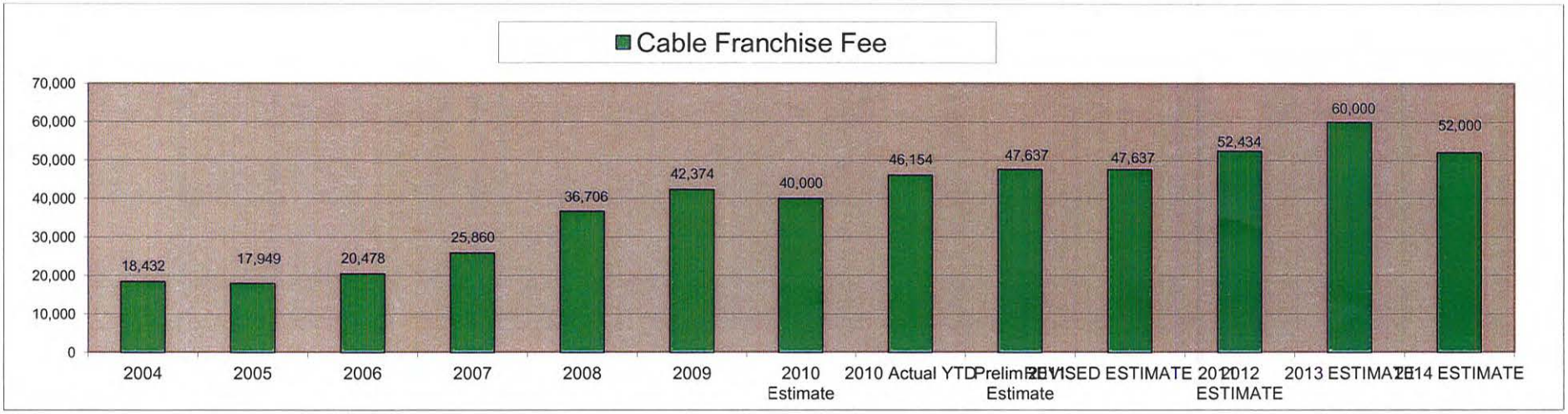
City of Woodland - Revenue Tax History



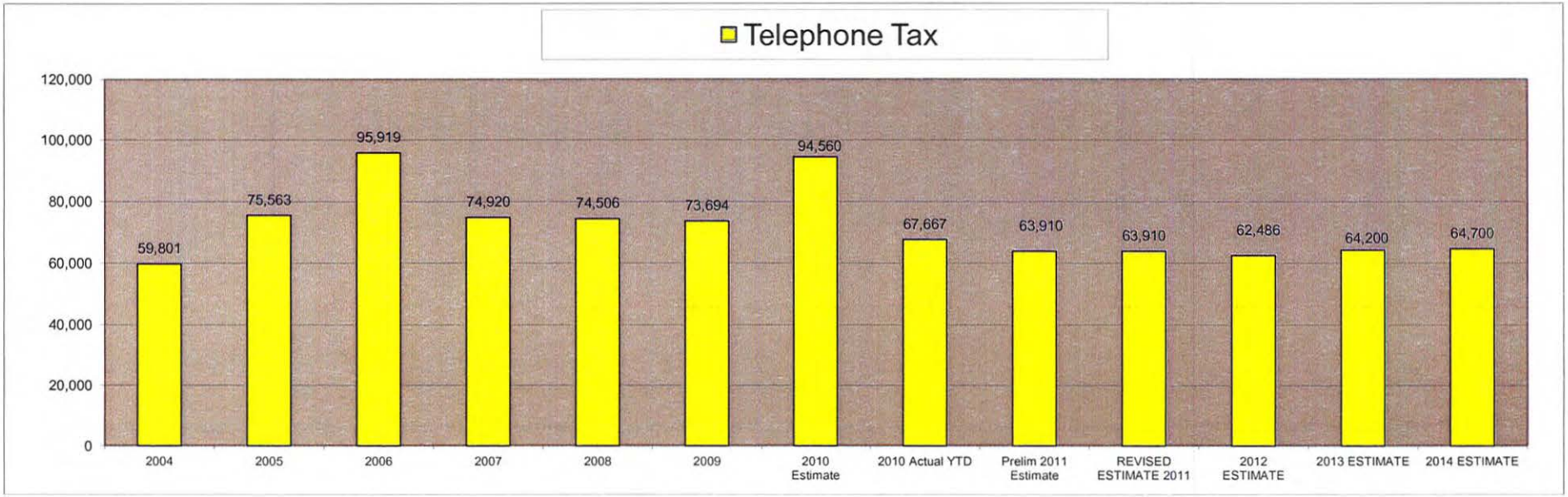


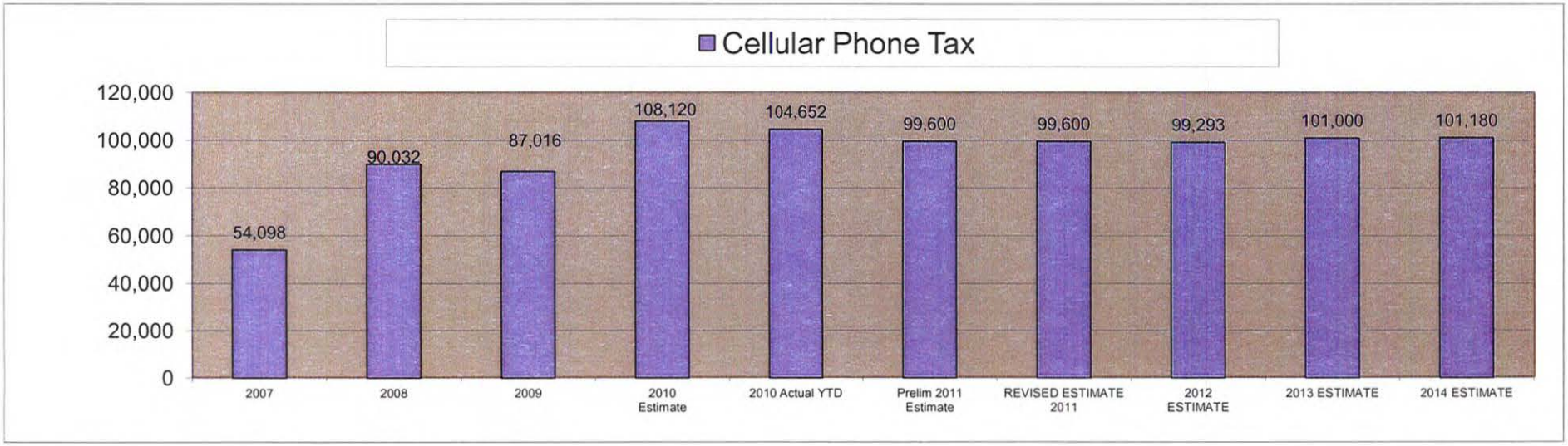
City of Woodland - Revenue Tax History



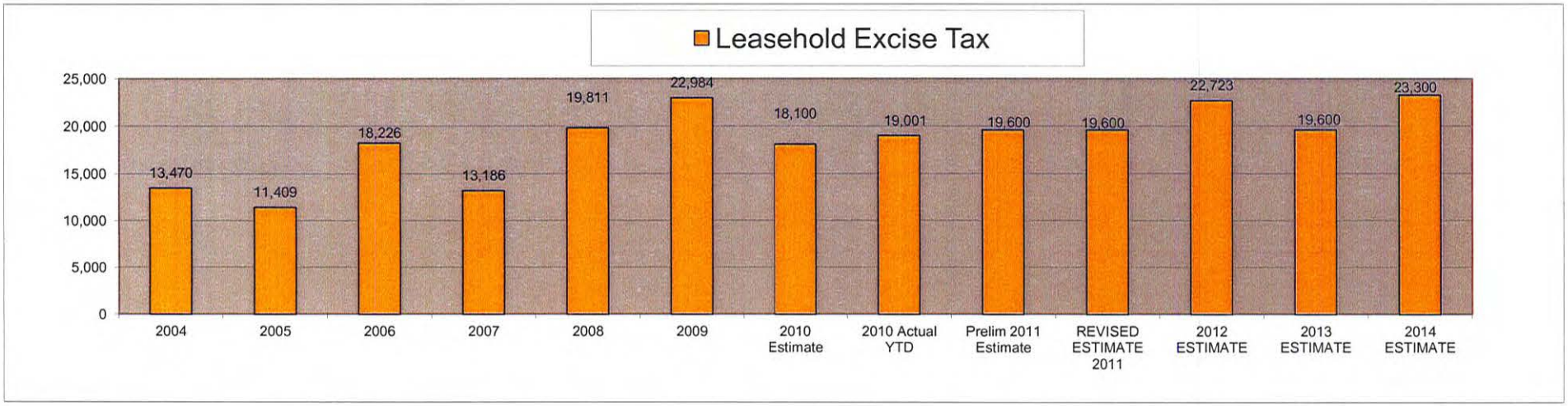


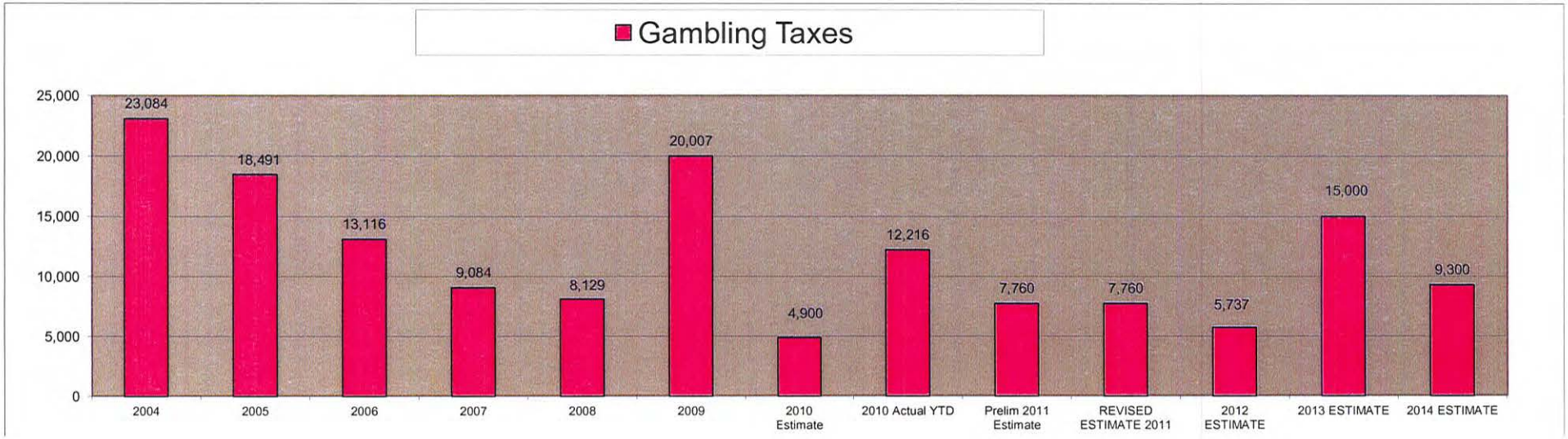
City of Woodland - Revenue Tax History





City of Woodland - Revenue Tax History





CITY OF WOODLAND
2014 TAX LEVY COMPUTATION (Estimated)
PROPERTY TAXES

101% Calculation
ESTIMATED

Updated: 10/01/2013

	2014 To be Collected *101% Estimate** **includes New Const'n*	2014 *Assessed Value Estimated*	A.V. Incr or (Decr) 2014 to 2013	2014 Taxes to be Levied Actual	2014 Assessed Value Actual	Est less actual		2013 Taxes to be Levied Actual	2012 for 2013 Assessed Value Actual
Cowlitz	1,253,238	553,720,282					Cowlitz	$1,221,818	547,574,230
New Constn	1,791	798,960						$5,481	
Annex/State AssessValue	0	0				0.00		$0	
SUBTOTAL	**1,255,029**	**554,519,242**	6,945,012	**$0**	**0**	**(1,255,028.74)**	**SUBTOTAL**	**$1,227,300**	**547,574,230**
Clark	13,530	6,036,432	0				Clark	$13,530	6,036,432
New Constn	0	0							
SUBTOTAL	**13,530**	**6,036,432**	0	**$0**	**0**	**(13,530.00)**	**SUBTOTAL**	**$13,530**	**6,036,432**
Totals	**1,268,559**	**560,555,674**	$2.263038	**$0**	**0**	**(1,268,558.74)**	**Totals**	**$1,240,829**	**553,610,662**

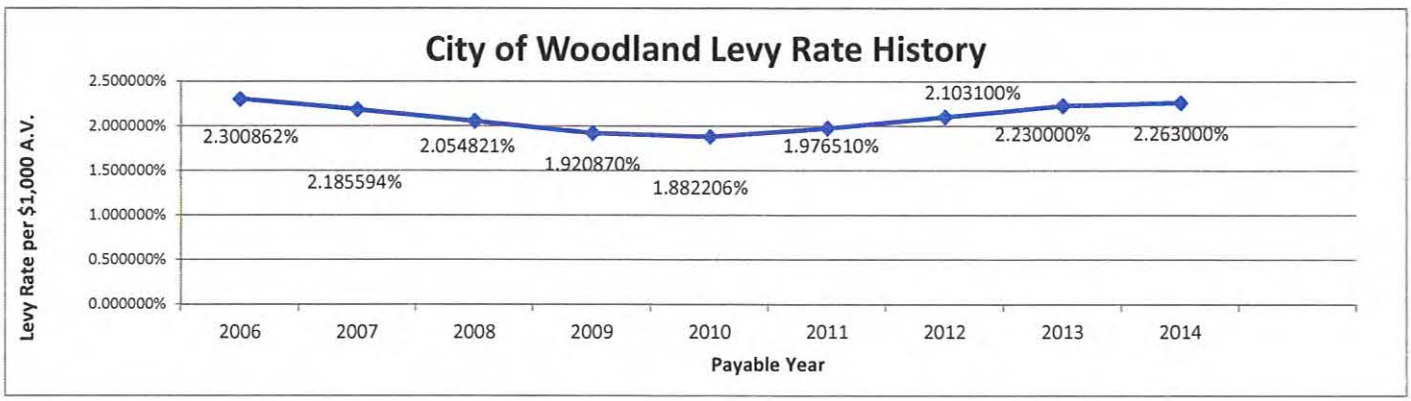
		6,945,012	1,268,558.74 -:-	0.00
2013 Actual Levy Rate=	**$2.441339**		560,555,674	0
2014 Actual Levy Rate=			**2.263038%**	**#DIV/0!**
			Estimated levy	**Actual Levy**

2014 Estimated Levy Rate= $2.2630

2014 Estimated Revenue Calc's by Fund			**2014 Actual**	**2013 Est Rev Calc's**		Diff Actual	**2014 Estimated Increase**	
	$1,268,558.74		0	**$1,252,693**		$15,865.74	**$15,866**	**Total Est Inc**
	($117,000)	Fund 224	0	**($58,000)**	Fund 224		**New Constn=**	**$1,791**
	$0	Fund 102	0	$0			**Annexations=**	**$0**
	$1,151,558.74	Subtotal	0	$1,194,693.00	Distb'n		**Estimated utilities=$TBD**	**0**
General	0.60000				Fund 001			
Fund 001	**$690,935**		0	$746,816		-$690,935.24	**($55,881)**	Fund 001 General
Street	0.3000				Fund 104			
Fund 104	**$345,468**		0	$335,908		-$345,467.62	**$9,560**	Fund 104 Street
Park	0.1000				Fund 101			
Fund 101	**$115,156**		0	$111,969		-$115,155.87	**$3,187**	Fund 101 Park
Library	0.0000		0		Fund 102		**$0**	Fund 102 Library
Fund 102	**$0**			$0				
Lt Ind Area	**$117,000**	FINAL	0	**$58,000**	Fund 224 to to 001	-$117,000	**$59,000**	Fund 224 Lt Ind Area
	$1,268,559	**Total**	**0**	**$1,252,693**	**Total**	-$1,268,558.74	**$15,866**	**TOTAL**
			($1,268,559)					
	1.00000							

2.263038	**Year 2013**
2.441339	Year 2012
-0.178301	
x 200,000	
($35.66)	**Increase**
Estimated Annual Increase on a house valued at $200,000	

10 year levy rate	**2006**	**2007**	**2008**	**2009**	**2010**	**2011**	**2012**	**2013**
City of Woodland	2.300862%	2.185594%	2.054821%	1.920870%	1.882206%	1.976510%	2.103100%	2.230000%



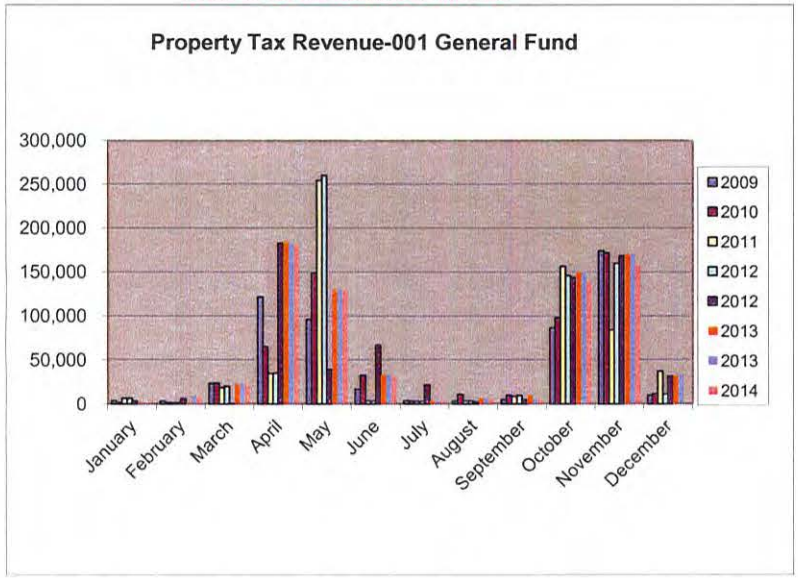
Revenue History to 2014 -- City of Woodland

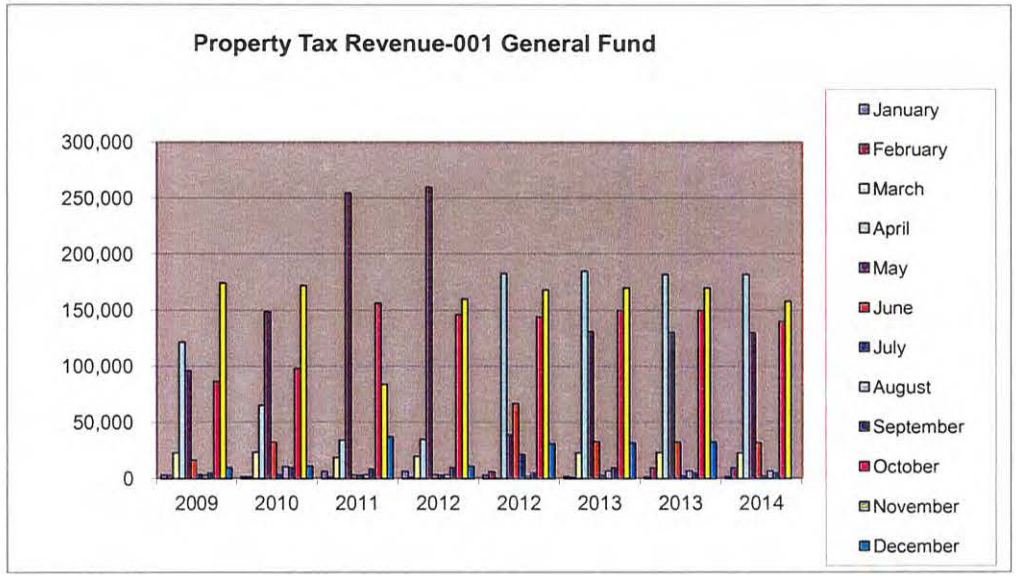
Property Tax-001

*General Fund portion only

					TARGET	TARGET	TARGET	TARGET	TARGET	TARGET	TARGET	TARGET	TARGET	
	365,685	413,786	447,122	494,653	**578,686**	**590,245**	**612,042**	**659,497**		**746,816**		**690,935**		
	Actual **2005**	Actual **2006**	Actual **2007**	Actual **2008**	Actual **2009**	Actual **2010**	Est **2011**	Est **2012**	Actual **2012**	Est **2013**	Actual **2013**	Est **2014**	Actual **2014**	Inc (Decr) 2014 to 2013
January	4,909	3,276	1,217	2,654	3,370	1,510	6,382	6,500	3,084	2,000	1,641	2,000		359
February	651	3,111	830	3,825	3,058	1,644	1,260	1,300	6,119	1,000	9,602	9,600		(2)
March	6,527	9,593	5,596	20,683	23,121	23,440	18,594	20,000	208	23,000	23,332	23,000		(332)
April	54,391	47,412	157,078	94,204	121,557	65,201	34,411	35,000	182,742	185,000	182,124	182,000		(124)
May	109,294	119,236	47,033	98,655	96,169	148,641	254,438	260,000	39,342	131,000	130,670	130,000		(670)
June	0	7,655	5,255	7,577	16,669	32,435	3,420	3,500	66,675	33,000	32,449	32,000		(449)
July	2,404	5,034	3,815	5,733	3,919	3,616	3,007	3,000	21,615	3,000	2,413	2,400		(13)
August	1,013	6,678	1,784	3,721	3,055	10,710	3,465	3,500	2,465	7,000	6,813	6,800		(13)
September	3,787	4,038	4,637	2,265	5,064	9,733	8,439	9,800	4,978	10,000	5,155	5,200		45
October	81,871	96,213	93,546	71,969	86,646	97,853	156,379	145,897	143,980	150,000	150,000	140,000		(10,000)
November	95,380	106,001	119,148	150,112	174,300	171,933	84,201	160,000	168,371	170,000	170,000	157,935		(12,065)
December	5,459	5,538	7,183	8,717	9,838	11,379	37,199	11,000	31,158	31,816	32,616	0		(32,616)
Actual Revenue	**365,685**	**413,786**	**447,122**	**470,114**	**546,766**	**578,095**	**611,197**	**659,497**	**670,737**	**746,816**	**746,816**	**690,935**	**0**	(55,881)
Est Over/Short	0	0	0	(24,539)	(31,920)	(12,150)	(845)		11,240	0	(0)	0	(690,935)	

Items in red are estimated amounts



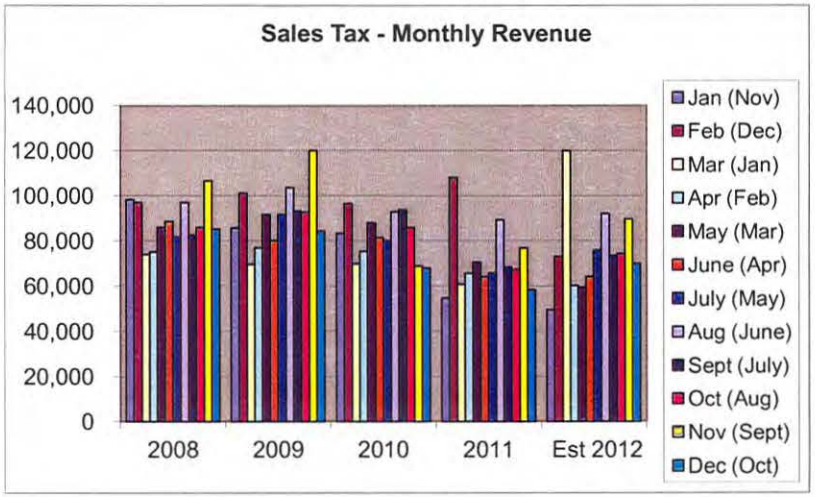


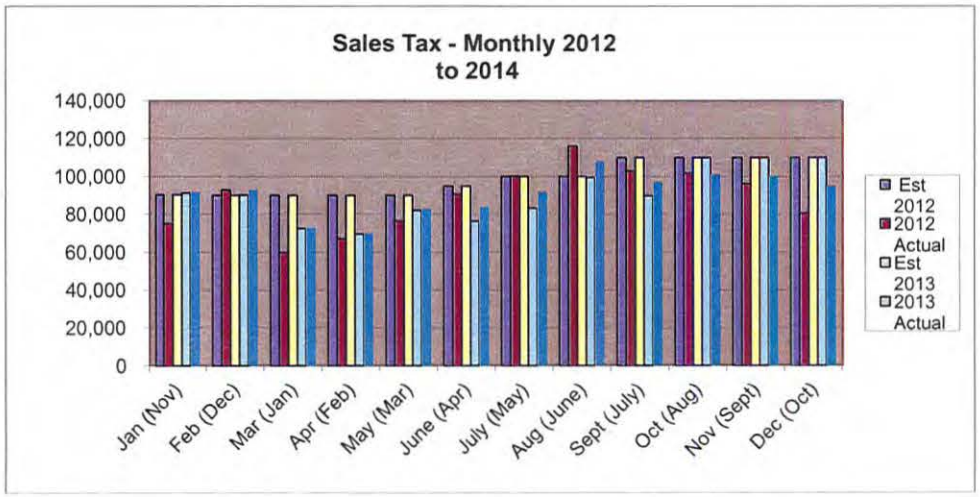
Revenue History to 2014 -- City of Woodland

Items in red are estimated amounts

Sales Tax-Regular R	1,105,000	$ 1,205,000	TARGET 1,175,000	TARGET 861,900	TARGET 860,000	TARGET 960,000	TARGET 1,185,425	TARGET 1,185,425	TARGET 1,185,425	TARGET 1,185,425	TARGET 1,088,000	
Mo. (rc'd for)	2005	Actual 2006	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Est 2012	2012 Actual	Est 2013	2013 Actual	Est 2014	Inc (Decr) 2014 to 2013
Jan (Nov)	75,192	98,288	85,777	83,301	54,752	49,643	66,199	90,425	75,172	90,425	91,276	92,000	724
Feb (Dec)	90,519	96,986	101,236	96,482	108,210	73,135	75,169	90,000	92,909	90,000	90,204	93,000	2,796
Mar (Jan)	58,352	74,020	69,533	69,947	60,795	119,915	79,817	90,000	60,062	90,000	72,439	73,000	561
Apr (Feb)	74,931	75,157	77,001	75,417	65,612	60,298	59,551	90,000	67,313	90,000	69,643	70,000	357
May (Mar)	93,872	86,051	91,673	88,081	70,616	59,386	75,401	90,000	76,572	90,000	82,152	83,000	848
June (Apr)	90,541	88,564	80,302	81,503	64,231	64,193	65,410	95,000	90,818	95,000	76,462	84,000	7,538
July (May)	97,245	81,923	91,771	80,050	65,808	75,881	79,618	100,000	100,195	100,000	83,371	92,000	8,629
Aug (June)	119,068	97,039	103,683	92,808	89,245	92,135	91,285	100,000	116,183	100,000	99,518	108,000	8,482
Sept (July)	101,733	82,825	93,346	93,752	68,459	73,594	79,791	110,000	103,080	110,000	89,943	97,000	7,057
Oct (Aug)	102,732	85,843	92,656	85,877	67,371	74,508	82,362	110,000	101,858	110,000	110,000	101,000	(9,000)
Nov (Sept)	110,442	106,662	120,072	68,821	76,798	89,782	80,990	110,000	96,263	110,000	110,000	100,000	(10,000)
Dec (Oct)	78,934	85,327	84,415	68,011	58,320	70,025	85,058	110,000	80,760	110,000	110,000	95,000	(15,000)
Actual Revenue	**1,093,560**	**1,058,685**	**1,091,465**	**984,049**	**850,219**	**902,495**	**920,650**	**1,185,425**	**1,061,184**	**1,185,425**	**1,085,008**	**1,088,000**	2,992
							1,130,000						
							(209,350)						
Est Over/Short		(46,315)	(113,535)	(190,951)	(11,681)	42,495	(39,350)	0	(124,241)	0	(100,417)	0	

2012 estimate does NOT include NEW PSST

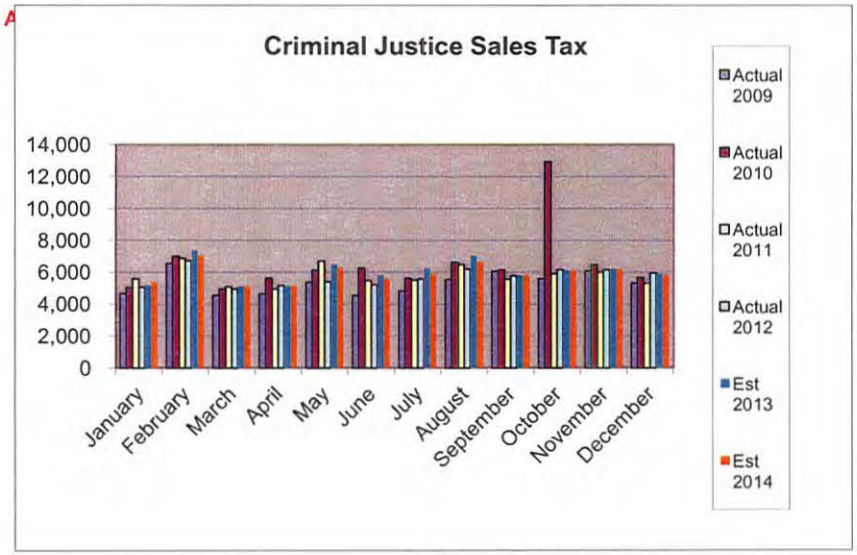


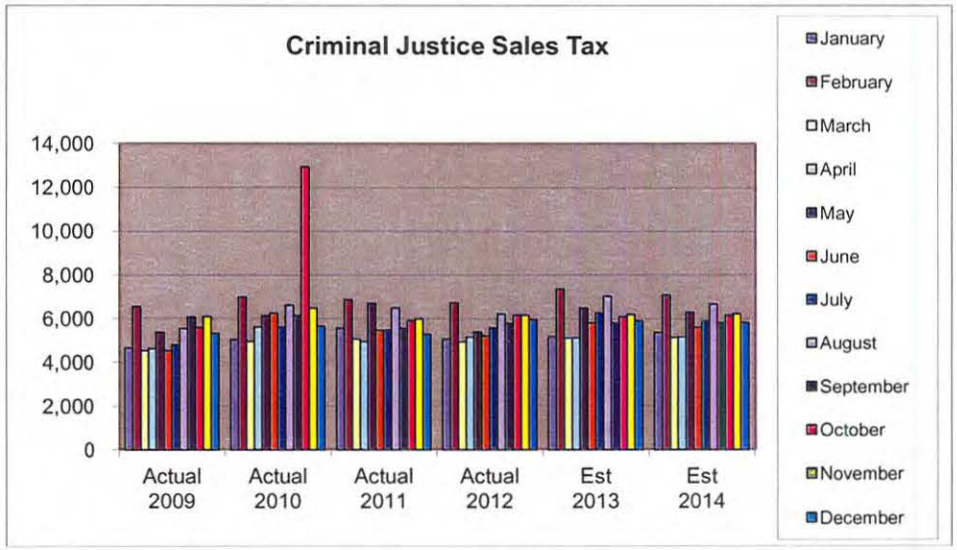


Revenue History to 2014 -- City of Woodland
Sales Tax-Criminal Justice

Items in red are estimated amounts

				Target	Target	Target	Target	Target	Target	Target	Target	
				74,000	78,000	63,600	65,000	69,000	69,000	69,000	71,300	
		2005	2006	2007	2008	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Est 2013	Est 2014	Inc (Decr) 2014 to 2013
January		73	4,500	5,428	5,634	4,660	5,041	5,578	5,074	5,178	5,377	199
February		98	6,107	7,115	6,501	6,548	6,986	6,865	6,722	7,370	7,086	(285)
March		69	4,017	4,961	5,128	4,536	4,956	5,078	4,941	5,121	5,147	25
April		67	4,312	4,985	5,164	4,640	5,633	4,953	5,162	5,130	5,182	52
May		88	5,269	6,124	5,978	5,381	6,135	6,706	5,403	6,495	6,301	(194)
June		4,325	4,872	5,767	5,712	4,548	6,258	5,489	5,228	5,825	5,614	(211)
July		4,657	4,894	6,062	5,571	4,816	5,635	5,498	5,583	6,276	5,886	(390)
August		98	5,762	6,700	6,498	5,554	6,619	6,497	6,206	7,024	6,675	(349)
September		87	4,995	5,661	5,665	6,077	6,153	5,574	5,789	5,800	5,821	21
October		87	5,219	6,150	5,435	5,609	12,946	5,901	6,163	6,100	6,155	55
November		5,273	5,699	6,294	5,893	6,090	6,495	6,000	6,171	6,200	6,224	24
December		81	4,989	5,930	5,265	5,319	5,670	5,300	5,963	5,900	5,833	(67)
	0	**15,004**	**60,635**	**71,177**	**68,444**	**63,778**	**78,527**	**69,439**	**68,406**	**72,419**	**71,300**	(1,119)
Est Over/Short	0			(2,823)	(9,556)	178	13,527	439	(594)	3,419	(0)	

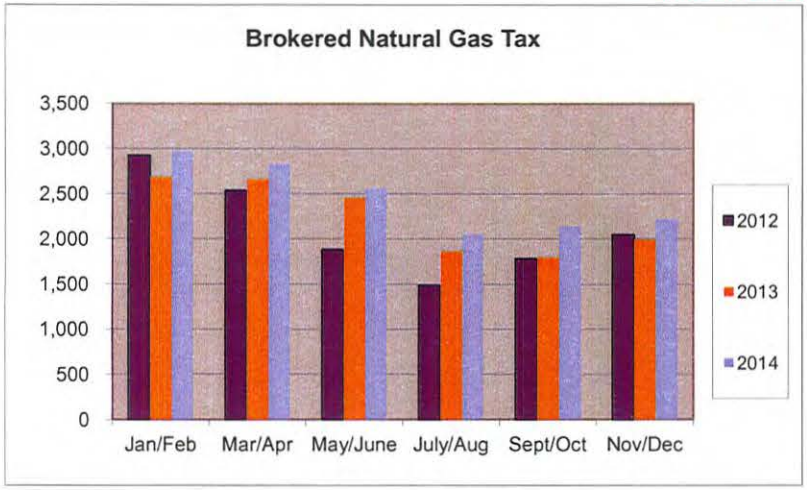


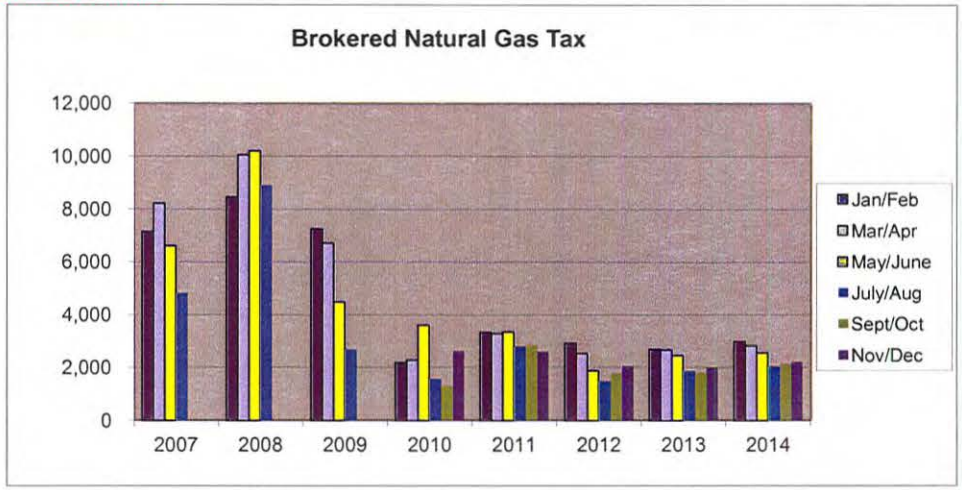


Revenue History to 2014 -- City of Woodland
Brokered Natural Gas Tax

					Target	Target	Target	Target	Target	Target	Target	
				40,000	41,000	28,600	0	18,217	18,200	24,082	14,800	
								REVISED				
		2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Inc (Decr) 2014 to 2013
~~January~~	2010-11											
~~February~~	Jan/Feb	5,491	10,915	7,142	8,468	7,256	2,186	3,332	2,926	2,690	2,983	293
~~May~~	Mar/Apr	5,613	9,522	8,226	10,064	6,722	2,283	3,286	2,540	2,666	2,831	165
~~August~~	May/June	4,645	5,613	6,613	10,203	4,480	3,601	3,348	1,883	2,460	2,564	104
~~Oct/Dec~~	July/Aug	5,923	5,337	4,818	8,913	2,687	1,575	2,804	1,490	1,870	2,055	185
	Sept/Oct	0	0	0	0	0	1,305	2,848	1,784	1,800	2,144	344
	Nov/Dec	0	0	0	0	0	2,619	2,600	2,050	2,000	2,225	225
Actual	Actual	**21,672**	**31,387**	**26,799**	**37,648**	**21,145**	**13,569**	**18,217**	**12,673**	**13,486**	**14,800**	1,314
Estimated	Estimated	17,500	18,000	40,000	41,000	33,700		12,000				
Est Over/Short	**Est Over/Short**			(13,201)	(3,352)	(7,455)	13,569	0	(5,527)	(10,596)	0	

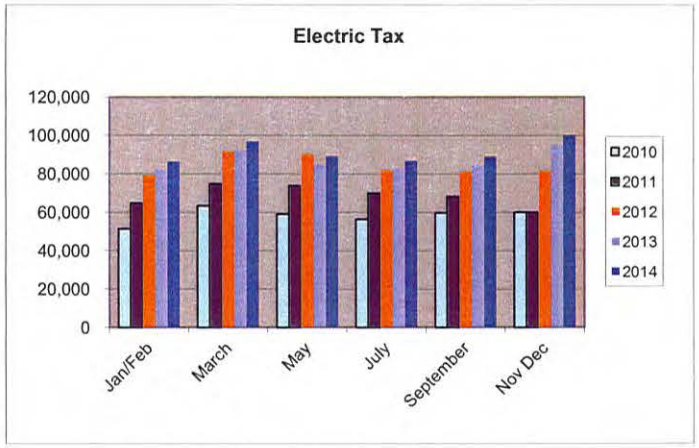
Items in red are estimated amounts

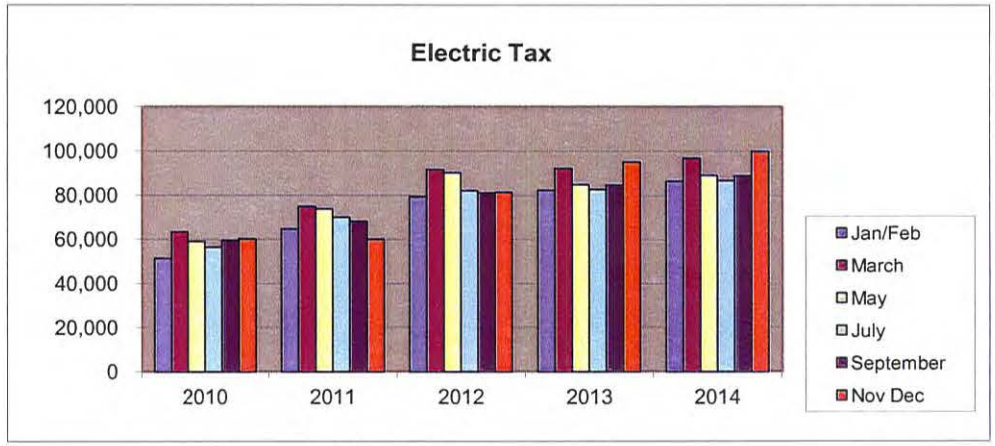




Revenue History to 2014 -- City of Woodland
Electric Tax

									Target	Target	Target	Target	Target	Target	Target	Target	
									317,000	325,000	300,700	359,808	412,250	450,000	522,000	548,100	
												1% inc	REVISED				
									2007	2008	2009	2010	2011	2012	2013	2014	Inc (Decr) 2014 to 2013
Jan/Feb									60,940	51,080	50,037	51,457	64,741	79,364	82,381	86,500	4,119
March									60,533	55,648	55,024	63,459	75,046	91,674	92,268	96,882	4,613
May									49,984	51,279	52,086	59,075	73,921	90,230	84,870	89,114	4,244
July									45,152	46,651	44,838	56,489	70,069	82,039	82,665	86,799	4,133
September									47,042	46,258	47,421	59,713	68,283	81,068	84,662	88,896	4,233
Nov Dec									45,141	47,010	44,710	60,198	60,191	81,408	95,152	99,910	4,758
									308,792	**297,926**	**294,115**	**350,391**	**412,250**	**505,783**	**522,000**	**548,100**	26,100
Estimated													359,800				
Over/Short									(8,208)	(27,074)	(6,585)	(9,417)	0	55,783	(0)	(0)	
																1.05	



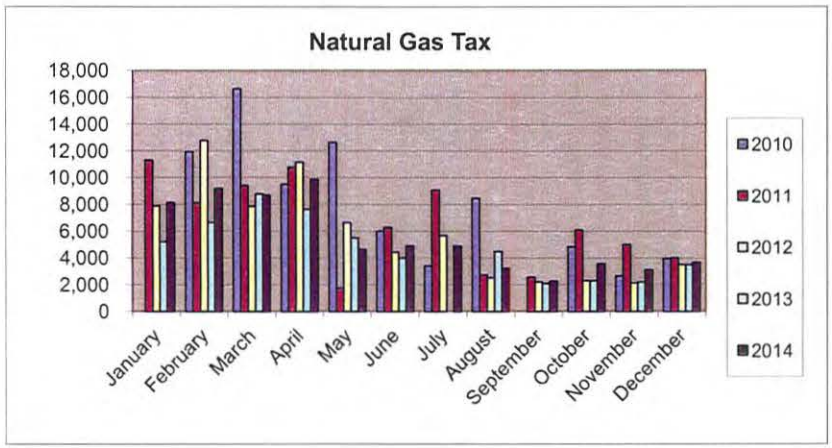


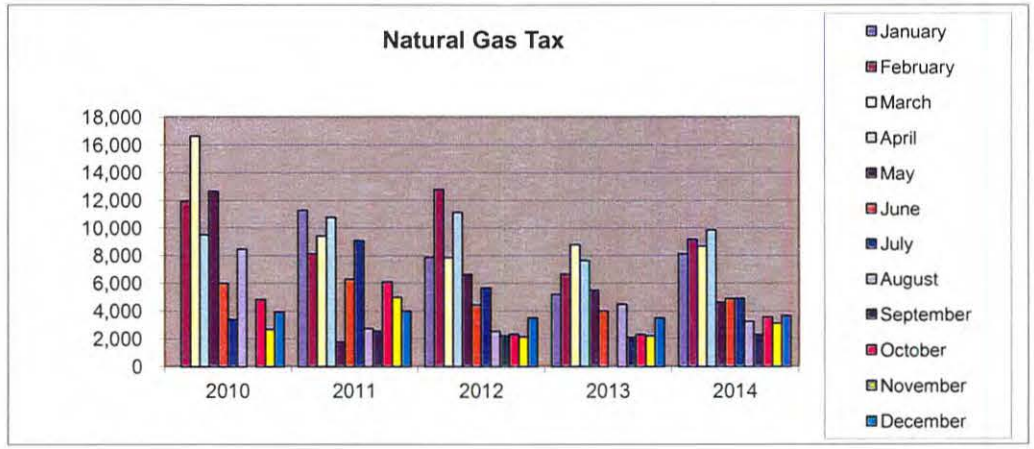
Revenue History to 2014 -- City of Woodland
Natural Gas Tax

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Inc (Decr) 2014 to 2013
			Target 90,000	Target 95,000	Target 87,940	Target 128,400	Target 77,160	Target 77,200	Target 88,000	Target 66,230	
						Actual 1% inc	REVISED	Est	Est	Est	
January	5,740	0	9,264	6,378	6,162	0	11,300	7,884	5,212	8,132	2,920
February	7,739	22,930	13,044	18,446	18,818	11,953	8,120	12,782	6,680	9,194	2,514
March	8,235	11,201	14,082	8,850	11,936	16,645	9,414	7,865	8,806	8,695	(111)
April	7,315	11,650	10,225	6,881	8,820	9,522	10,780	11,164	7,653	9,866	2,212
May	5,707	9,680	8,596	14,903	6,343	12,650	1,764	6,645	5,504	4,638	(867)
June	5,114	6,287	5,429	5,341	14,990	6,007	6,304	4,433	4,003	4,914	910
July	2,906	4,279	3,918	11,880	7,262	3,401	9,095	5,662	0	4,919	4,919
August	2,580	2,900	5,398	0	2,677	8,470	2,728	2,519	4,478	3,241	(1,236)
September	2,152	2,796	2,405	2,432	2,310	0	2,561	2,212	2,088	2,287	199
October	2,327	2,653	2,823	12,142	2,722	4,844	6,094	2,312	2,300	3,569	1,269
November	2,690	3,258	4,971	0	5,036	2,666	5,000	2,134	2,200	3,111	911
December	3,918	5,280	679	5,932	3,656	3,943	4,000	3,493	3,500	3,664	164
	56,423	**82,914**	**80,834**	**93,185**	**90,732**	**80,101**	**77,160**	**69,104**	**52,425**	**66,230**	13,805
Over/Short			(9,166)	(1,815)	2,792	(48,299)	128,400 0	(8,096)	(35,575)	(0)	
Avg	4,702	6,909	6,736	7,765	7,561	6,675	6,430	5,759		1.03	

Items in red are estimated amounts

Feb has 2007 overages $4,585

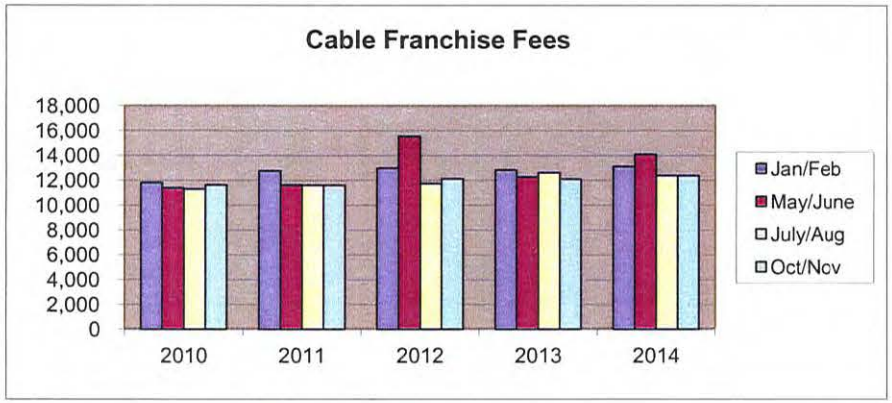


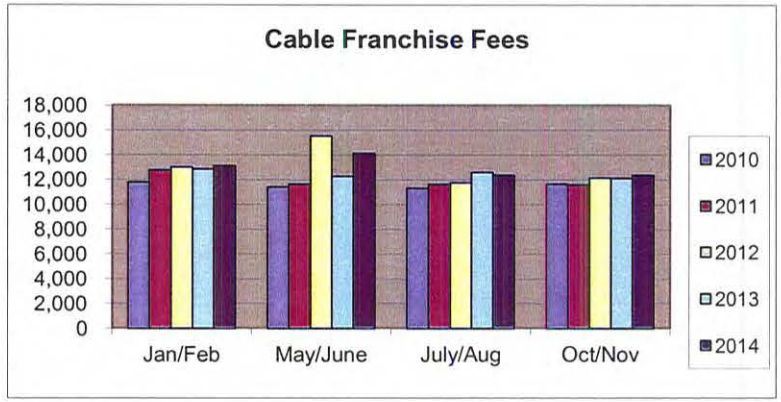


Revenue History to 2014 -- City of Woodland
Cable Franchise Fee

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Inc (Decr) 2014 to 2013
			Target 25,900	Target 27,000	Target 42,600	Target 40,000	Target 47,637	Target 43,000	Target 60,000	Target 52,000	
							REVISED				
Jan/Feb	4,703	4,637	5,794	8,620	10,602	11,810	12,780	13,018	12,857	13,137	280
May/June	4,316	4,884	6,272	8,568	9,980	11,408	11,640	15,544	12,276	14,110	1,834
July/Aug	4,428	5,200	6,532	9,293	11,012	11,300	11,610	11,744	12,610	12,377	(233)
Oct/Nov	4,502	5,756	7,262	10,225	10,781	11,636	11,607	12,128	12,100	12,375	275
											0
	17,949	**20,478**	**25,860**	**36,706**	**42,374**	**46,154**	**47,637**	**52,434**	**49,843**	**52,000**	2,157
							43,000				
Over/Short			(40)	9,706	(226)	6,154	(0)	9,434	(10,157)	(0)	

Items in red are estimated amounts



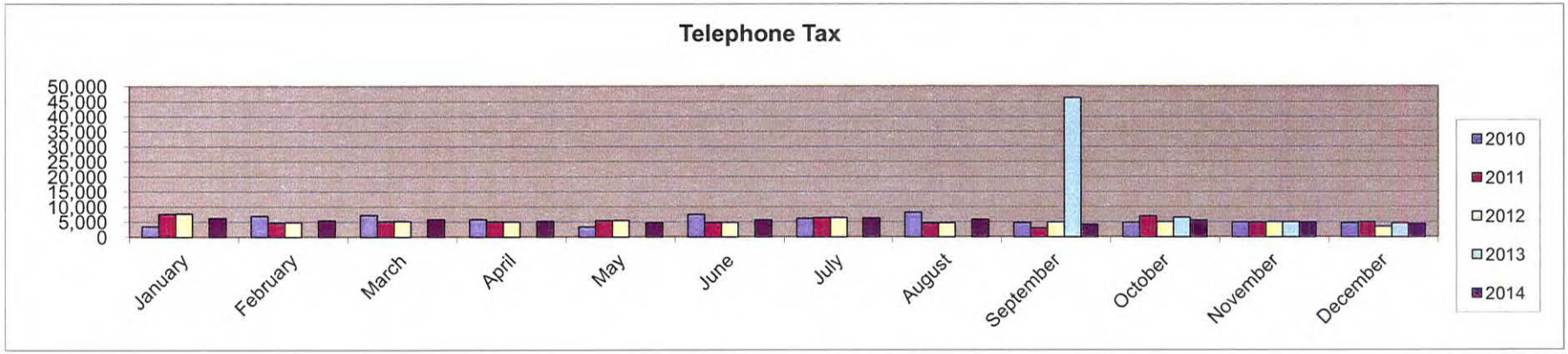


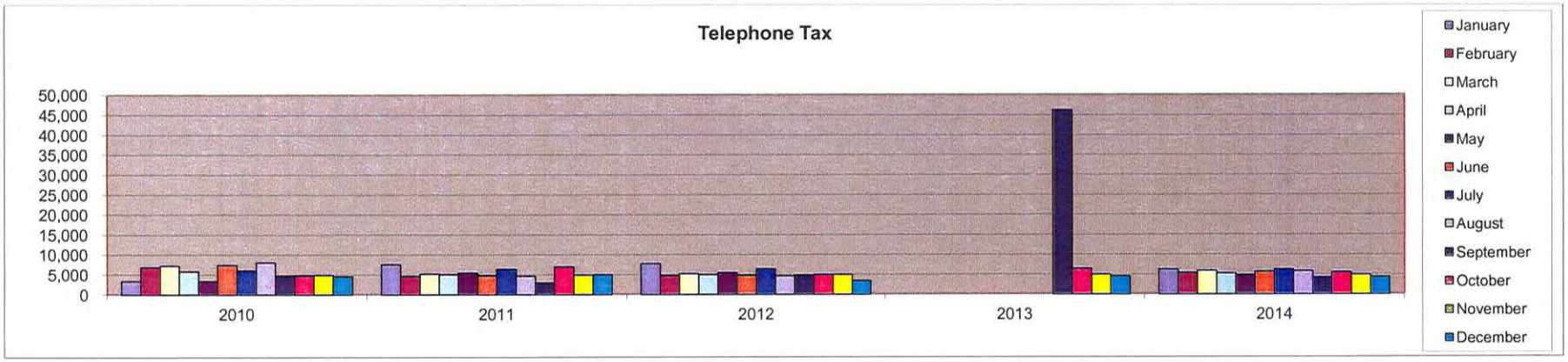
Revenue History to 2014 -- City of Woodland
Telephone Tax

City of Woodland

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Inc (Decr) 2014 to 2013
												Target 79,000	Target 82,000	Target 76,200	Target 94,560 1% Inc	Target 63,910 REVISED	Target 64,000	Target 64,200	Target 64,700	
January									7,937	7,371	7,285	13,885	9,388	8,326	3,422	7,620	7,700		6,247	6,247
February									4,157	4,716	8,647	3,842	5,107	4,669	6,915	4,668	4,800		5,461	5,461
March									4,452	5,688	7,523	7,843	10,832	10,935	7,255	5,223	5,200		5,893	5,893
April									4,755	5,784	5,998	11,403	4,682	5,643	5,837	5,090	5,000		5,309	5,309
May									4,337	6,320	6,569	4,405	3,102	4,292	3,403	5,494	5,500		4,799	4,799
June									4,238	7,557	6,219	4,278	4,239	7,025	7,472	4,837	4,800		5,703	5,703
July									8,030	6,784	8,811	3,502	7,671	7,345	6,118	6,378	6,400		6,299	6,299
August									4,373	6,062	6,118	7,124	5,855	5,941	8,109	4,699	4,700		5,836	5,836
September									4,060	6,333	9,315	3,985	5,843	5,274	4,746	3,002	4,900	46,239	4,216	(42,023)
October									4,767	6,429	10,391	5,092	5,954	4,946	4,815	6,932	5,000	6,500	5,582	(918)
November									4,428	6,291	9,578	3,951	4,485	4,661	4,953	4,966	5,000	5,000	4,973	(27)
December									4,266	6,229	9,464	5,610	7,349	4,639	4,622	5,000	3,486	4,600	4,381	(219)
				0	0	0	0	0	59,801	75,563	95,919	74,920	74,506	73,694	67,667	63,910	62,486	62,339	64,700	2,361
								62,741	67,000							94,560				
Over/Short												(4,080)	(7,494)	(2,506)	(26,893)	(0)	(1,514)	(1,861)	(0)	

Items in red are estimated amounts

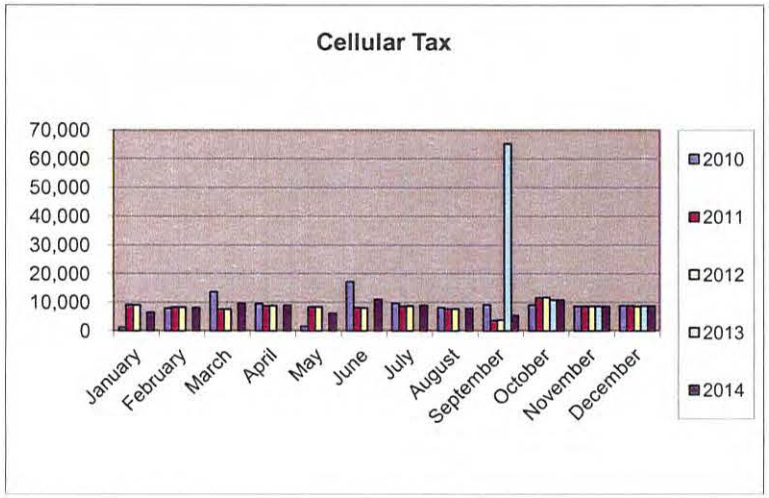


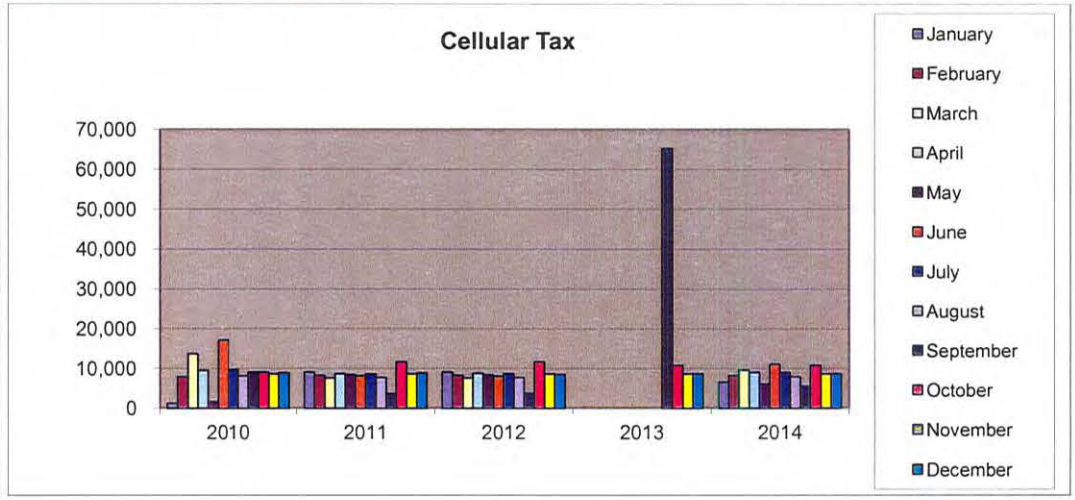


Revenue History to 2014 -- City of Woodland
Cellular Tax

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Inc (Decr) 2014 to 2013
			Target 57,000	Target 60,000	Target 85,500	Target 108,120	Target 99,600	Target 99,600	Target 101,000	Target 101,180	
						1% inc	REVISED				
January	0	1,991	2,041	11,570	5,450	1,260	9,131	9,100		6,497	6,497
February	0	6,417	958	601	3,565	7,913	8,330	8,300		8,181	8,181
March	428	6,776	2,271	8,566	8,883	13,667	7,595	7,600		9,621	9,621
April	1,865	2,061	1,670	1,499	3,810	9,501	8,722	8,800		9,008	9,008
May	1,299	8,517	5,061	14,851	5,308	1,636	8,428	8,400		6,155	6,155
June	1,364	5,238	4,972	2,946	13,036	17,152	8,128	8,100		11,127	11,127
July	4,078	5,120	1,510	13,459	7,659	9,695	8,638	8,700		9,011	9,011
August	4,456	5,715	14,791	7,056	7,651	8,147	7,754	7,700		7,867	7,867
September	3,621	1,286	1,541	7,358	7,824	9,130	3,747	3,800	65,268	5,559	(59,709)
October	3,547	2,491	11,737	7,478	7,926	9,091	11,675	11,700	10,822	10,822	0
November	3,275	1,800	1,291	1,759	7,972	8,637	8,629	8,600	8,622	8,622	0
December	3,663	1,992	6,255	12,889	7,932	8,823	8,823	8,493	8,713	8,713	0
											0
											0
	27,595	**49,404**	**54,098**	**90,032**	**87,016**	**104,652**	**99,600**	**99,293**	**93,425**	**101,182**	7,757
							108,210				
Over/short			(2,902)	30,032	1,516	(3,468)	0	(307)	(7,575)	2	

Items in red are estimated amounts

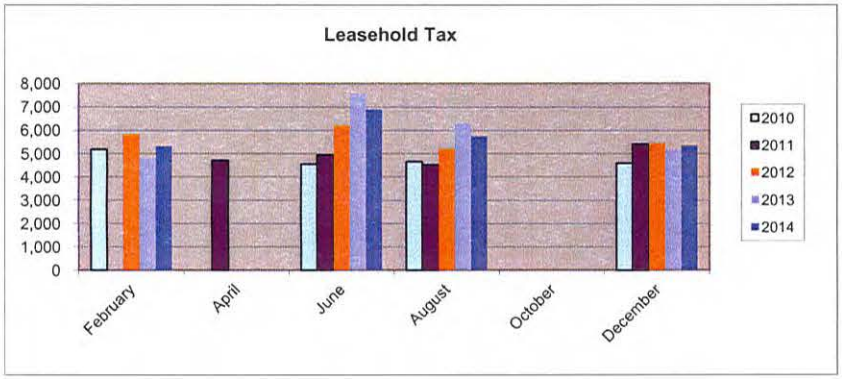


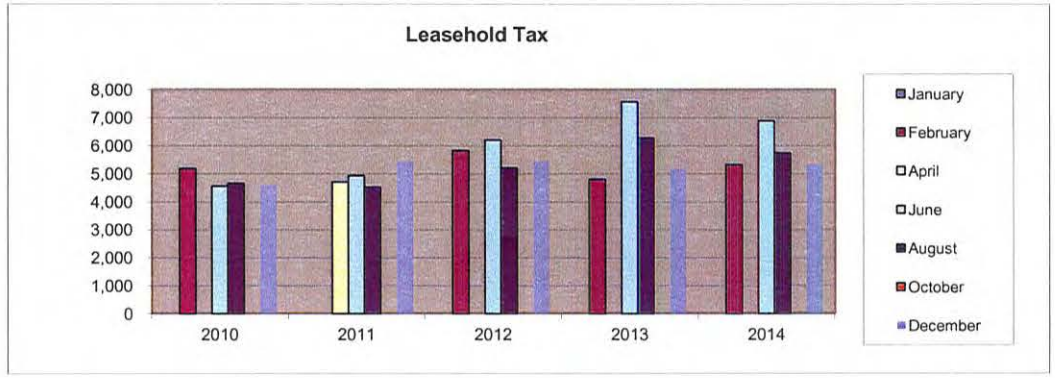


Revenue History to 2014 -- City of Woodland
Leasehold Excise

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Inc (Decr) 2013 to 2014
			Target 15,000	Target 18,000	Target 22,900	Target 18,100	Target 19,600	Target 19,600	Target 19,600	Target 23,300	
January											
February	3,540	4,152	3,936	4,557	0	5,189	0	5,841	4,807	5,324	517
April				68	8,703	0	4,713	0	0	0	0
June	24	4,430	77	4,726	4,653	4,557	4,937	6,211	7,576	6,894	(682)
August	3,465	5,052	4,431	5,444	4,763	4,659	4,528	5,208	6,290	5,749	(541)
October	125	0	94	38	0	0	0	0	0	0	0
December	4,255	4,592	4,648	4,978	4,864	4,596	5,422	5,462	5,160	5,334	174
	11,409	**18,226**	**13,186**	**19,811**	**22,984**	**19,001**	**19,600**	**22,723**	**23,832**	**23,300**	(532)
Over/Short			(1,814)	1,811	84	901	0	3,123	4,232	0	(4,232)

Items in red are estimated amounts





Revenue History to 2014 -- City of Woodland

Gambling Tax (Pull tabs, Bingo, Amusements)

						Target	Target	Target	Target	Target	Target	Target	Target		
						11,600	9,100	14,870	4,900	7,760	9,000	15,000	9,300		
										REVISED					Inc (Decr)
					2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2013 to 2014
January					5,096	3,755	2,011	970	2,247	2,016	612	1,811	884	1,102	218
February					25	1,136	12	0	0	935	1,205	108	117	477	359
March					0	1,052	722	0	1,000	423	0	0	660	220	(440)
April					2,870	1,929	901	527	3,080	2,138	1,693	367	101	720	619
May					21	906	10	0	0	0	0	0	20	7	(13)
June					121	1,186	914	0	1,000	688	0	0	0	0	0
July					3,772	745	1,319	882	2,017	1,066	367	1,296	10,103	3,922	(6,181)
August					1,427	0	0	0	1,166	2,194	1,395	1,207	327	977	649
September					1,383	0	0	0	0	0	818	0	273	364	91
October					2,740	1,424	3,195	987	6,134	1,953	762	948	1,221	977	(244)
November					1,036	983	0	4,763	0	803	802	0	535	446	(89)
December					0	0	0	0	1,377	0	0	0	0	0	0
Penalties									1,986	0	106	0	35	47	12
															0
															0
															0
					18,491	13,116	9,084	8,129	20,007	12,216	7,760	5,737	14,277	9,258	(5,019)
											6,900				
Over/short							(2,516)	(971)	5,137	7,316	(0)	(3,263)	(723)	(42)	

Items in red are estimated amounts

	Jan-Dec	Jan-Aug	
Pulltabs	4847.56	11,656.00	8500
Bingo	58.18	424.90	400
Amusemt	830.81	131.86	400
	5736.55	12,212.76	9300
		1,526.60	
		18,319.14	

Clerk-Treasurer 2014 Budget Overview

General Fund Departments:

Fund 001 511 – Legislative / Council
Fund 001 512 – Judicial
Fund 001 513 – Executive/Mayor
Fund 001 515 – Legal Services
Fund 001 518 – General Facilities
Fund 001 010 5XX – General Government
Fund 001 030 522 – Fire
Fund 001 040 58X – Non-Expenditures
Fund 001 050 594 – Capital Outlay (All Departments)
Fund 001 051 594 – Capital Expenditures (Copiers)
Fund 001 000 508 – Ending Fund Balance

Fund 001 511 – Legislative / Council

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)
Official Publication Services	$10,060.41	$16,000.00	$16,000	$0.00
Salaries	$18,875.00	$16,870.00	$18,900	$2,030.00
Personnel Benefits	$1,536.94	$1,785.00	$1,701	($84.00)
Travel And Training	$3,049.45	$3,500.00	$3,500	$0.00
Election Costs	$8,275.08	$8,275.00	$9,000	$725.00
Voter Registration Costs	$116.64	$117.00	$200	$83.00
001-000-000-511 Total	**$41,913.52**	**$46,547.00**	**$49,301**	**$2,754.00**

There are 7 elected councilmembers who serve 4 year staggered terms. There are 2 regular meetings per month and 1 special meeting/workshop per month for a total of 36 meetings per year. Other meetings are scheduled as called. Councilmembers are paid $150/month plus $25/meeting up to a maximum of $250/month. Payment is not received for committee or other meetings. This department budget also includes travel/training, official publication services, election costs share per Cowlitz County, and voter registration costs.

Fund 001 512 – Judicial

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)
Witness/Jury/Paper Serv Fees	$476.84	$5,000.00	$2,000	($3,000.00)
Interpreter Fees	$7,295.38	$6,300.00	$2,500	($3,800.00)
Intergovernmental Professional Services	$45,431.24	$60,000.00	$61,800	$1,800.00
Counsel For Indigent Defense	$59,995.25	$58,300.00	$59,000	$700.00
001-000-000-512 Total	**$113,198.71**	**$129,600.00**	**$125,300**	**($4,300.00)**

The Judicial Department is for Woodland Municipal Court who contracts with Cowlitz County District Court for services. The 2014 proposed budget shows slight decrease in based on 8/31/2013 year-to-date in which Witness/Jury/Interpreter costs are only at $2,004 spent of $11,300. A 3% cola was budgeted for the contract services with Cowlitz County. There is a slight increase for Indigent Defense Attorney Services for conflict case appointments. It also includes the contract services for regular appointments.

Fund 001 513 – Executive/Mayor

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)
Salaries/Mayor	$24,142.75	$39,960.00	$39,960	$0.00
Personnel Benefits	$1,953.79	$5,940.00	$3,596	($2,344.00)
Travel	$449.11	$500.00	$500	$0.00
Training	$670.00	$500.00	$500	$0.00
001-000-000-513 Total	**$27,215.65**	**$46,900.00**	**$44,556**	**($2,344.00)**

The Mayor is elected and serves a 4 year term of office. This budget for Executive / Mayor shows a slight decrease from 2013 as Personnel Benefits (payroll taxes) were trued up and show at 9% of salary based on 2013 actuals. The salary is $3,300/month and the mayor is currently serving in a full-time position. There is also a monthly $30 reimbursement for cell phone use for city business. The travel and training budget is no increase.

Fund 001 515 – Legal Services

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)	%
Legal Services	$92,496.00	$92,496	$92,496	$0	0%

This is contracted legal services for City Attorney (William Eling), Prosecuting Attorney (Fred Johnson) and Labor Relations (Allied Employers, Jennifer Montgomery). There is a 0% increase projected for this department for 2014 when the preliminary budget was written, however, we will confirm that again with the legal providers.

Fund 001 518 – General Facilities

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)	%
Salaries	$2,065.60	$17,332.00	$14,277.00	($3,055.00)	-17.6%
Personnel Benefits	$863.37	$6,883.00	$7,138.00	$255.00	3.7%
Operations	$181,778.40	$154,500.00	$162,500.00	$8,000.00	5.2%
Computers, Software & Licenses	$10,838.78	$14,000.00	$14,000.00	$0.00	0.0%
Professional Services	$8,555.00	$23,100.00	$16,100.00	($7,000.00)	-30.3%
Insurance	$159,364.62	$158,000.00	$163,000.00	$5,000.00	3.2%
001-000-000-518 Total	**$363,465.77**	**$373,815.00**	**$377,015**	**$3,200.00**	**0.9%**

This department covers all City Facilities that are General Fund in nature (excluding Water, Sewer). Salaries/Benefits are for Public Works to maintain city facilities. The decrease is slight as a "true up" was completed for the 2014 estimates. The General Facilities budget includes communications, utilities, repairs & maintenance, computer, software & licenses (replacements and upgrades). Professional services covers the Janitorial Contract and prior year 2013, included budgeted funds for department assessments. Insurance includes the Cities Insurance Association of WA (CIAW), final year of the pool assessment $4,173 and broker services. There is a total 0.9% projected increase in this budget.

Fund 001 010 5XX – General Government

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)	%
Association of WA Cities	$3,415.00	$3,615.00	$3,750	$135.00	3.7%
Emergency Services	$12,755.00	$13,500.00	$13,500	$0.00	0.0%
Cowlitz EMS Council	$1,490.00	$1,550.00	$1,550	$0.00	0.0%
Diking Assessment	$7,848.78	$8,450.00	$8,450	$0.00	0.0%
Air Pollution Control	$1,732.50	$1,832.00	$1,845	$13.00	0.7%
Animal Control	$7,800.00	$7,800.00	$7,800	$0.00	0.0%
LCCAC	$1,000.00	$1,000.00	$1,000	$0.00	0.0%
Downtown Woodland Revitalization	$0.00	$1,000.00	$4,000	$3,000.00	300.0%
Cowlitz Economic Development Council	$2,261.41	$2,000.00	$2,000	$0.00	0.0%
Substance Abuse	$1,445.86	$1,097.00	$1,097	$0.00	0.0%
001-000-010-5XX Total	**$39,748.55**	**$41,844.00**	**$44,992**	**$3,148.00**	**7.5%**

These are other General Government Services provided or contracted with the City of Woodland. There is a projected 7.5% increase in the 2014 budget.

Fund 001 030 522 – Fire

	Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)
001-000-030-522-10-10-00	Salaries	$418,734.08	$0.00	$0	$0.00
001-000-030-522-10-20-00	Personnel Benefits	$172,901.67	$0.00	$0	$0.00
001-000-030-522-10-22-00	Personnel Bene - Uniforms	$2,858.51	$0.00	$0	$0.00
001-000-030-522-10-24-00	Personnel Bene - Pension/Dis	$5,734.00	$0.00	$0	$0.00
001-000-030-522-10-26-00	Personnel Bene - Safety Tests	$1,431.00	$0.00	$0	$0.00
001-000-030-522-10-41-10	Contract-Clark Co Fire & Rescue	$0.00	$879,518.00	$840,834	($38,684.00)
	Assessed Value Estimate 2014 =560,555,674 x $1.50=$840,834				
001-000-030-522-10-43-00	Travel	$1,531.10	$0.00	$0	$0.00
001-000-030-522-20-31-00	Operating Supplies	$12,203.01	$0.00	$0	$0.00
001-000-030-522-20-31-01	Personal Protective Equipment	$2,445.55	$0.00	$0	$0.00
001-000-030-522-20-31-02	Operating Supplies Fire Prevention	$536.83	$0.00	$0	$0.00
001-000-030-522-20-32-00	Fuel Consumed	$13,643.16	$0.00	$0	$0.00
001-000-030-522-20-38-00	R & M: Supplies	$5,444.44	$0.00	$0	$0.00
001-000-030-522-20-38-01	R & M: Supplies - SCBA	$5,766.46	$0.00	$0	$0.00
001-000-030-522-20-48-00	R & M: Vehicles	$23,748.76	$0.00	$0	$0.00
001-000-030-522-20-48-01	R & M: Radios	$1,876.04	$0.00	$0	$0.00
001-000-030-522-20-48-02	R & M: Hose Testing	$2,171.00	$0.00	$0	$0.00
001-000-030-522-20-49-00	Miscellaneous	$2,500.66	$0.00	$0	$0.00
001-000-030-522-20-49-10	Clark County Fire District 2	$0.00	$0.00	$0	$0.00
001-000-030-522-30-49-00	Fire Prevention	$633.28	$0.00	$0	$0.00
001-000-030-522-40-31-00	Operating Supplies	$177.17	$0.00	$0	$0.00
001-000-030-522-40-49-00	Training	$4,708.17	$0.00	$0	$0.00
	001-000-030-522 Total	**$679,044.89**	**$879,518.00**	**$840,834**	**($38,684.00)**
001-000-030-526-20-49-00	EMS: Ambulance Reimbursement	$883.40	$0.00	$0	$0.00
001-000-030-526-90-31-00	First Aid Supplies	$10,958.72	$0.00	$0	$0.00
001-000-030-526-90-49-00	Training	$4,572.94	$0.00	$0	$0.00
	001-000-030-526 Total	**$16,415.06**	**$0.00**	**$0**	**$0.00**
001-000-030-528-10-51-00	Dispatching Service	$31,665.68	$0.00	$0	$0.00
	001-000-030-528 Total	**$31,665.68**	**$0.00**	**$0**	**$0.00**
	Total Fire Department	**$727,125.63**	**$879,518.00**	**$840,834**	**($38,684.00)**

For 2014 the budget only includes the contracted services with Clark County Fire Rescue. In March 2013, the City contracted with CCFR for all City Fire Services. The contract includes a reimbursement for facility expenses that are fire related.

Fund 001 040 58X – Non-Expenditures

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)	%
Clark County Fire Marshal	$0.00	$0.00	$0.00	$0.00	0.0%
Weapons Permits To WSP & DOL	$2,092.75	$1,300.00	$2,000.00	$700.00	53.8%
Crime Victims Services	$82,266.28	$82,140.00	$81,555.00	($585.00)	-0.7%
Refund of Deposits	$1,550.00	$2,500.00	$3,000.00	$500.00	20.0%
Misc Non-Expenditure	$0.00	$0.00	$0.00	$615.00	0.0%
001-000-040-589 Total	**$85,909.03**	**$85,940.00**	**$86,555**	**$1,230.00**	**0.7%**

Non-revenues and Non-expenditures are amounts that are collected and the portion that is due to other agencies, deposits, etc.

Fund 001 050 594 – Capital Outlay (All Departments)

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)	%
C/O Equip - Clerk/Treasurer	$3,967.39	$3,000.00	$5,000	$2,000.00	66.7%
C/O Equip - Gen City Hall	$15,418.74	$1,500.00	$3,000	$1,500.00	100.0%
C/O Equip - Police	$60,664.40	$60,000.00	$0	($60,000.00)	-100.0%
2014:See 304 for police vehicles					
C/O Equip - Fire	$66,700.26	$5,000.00	$0	($5,000.00)	-100.0%
C/O Equip - Building	$0.00	$0.00	$0	$0.00	0.0%
001-000-050-594 Total	**$146,750.79**	**$69,500.00**	**$8,000**	**($61,500.00)**	**-88.5%**

General Fund Capital Outlay for 2014:

Clerk-Treasurer: To replace the currently outdated recording software for council, planning commission and other meetings that are audio recorded. This will also include the audio files to be linked to the city website for meetings.

General City Hall: This is the budget for the city postage meter/machine for all departments.

Police Department: Replacement of police vehicles. For 2014, see fund 304 for the expenditure and details in Police narrative.

Fund 001 050 597 – Operating Transfers Out

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)	%
Contribution To 104/Sales Tax (20%)	$212,236.94	$237,085.00	$217,600	($19,485.00)	-8.2%
Contribution To 301/Sales Tax (10%)	$106,418.50	$87,000.00	$108,800	$21,800.00	25.1%
~~Contbn To 305/Downtown (see 001 2014)~~	$1,000.00	$0.00	$0	$0.00	0.0%
Contribution To 101/Park	$9,045.00	$9,000.00	$0	($9,000.00)	-100.0%
Contribution To 304/Sales Tax (1%)	$10,609.89	$11,854.00	$10,880	($974.00)	-8.2%
Contribution To 401/Hydrants	$3,500.00	$3,500.00	$3,500	$0.00	0.0%
001-000-050-597 Total	**$342,810.33**	**$348,439.00**	**$340,780**	**($7,659.00)**	**-2.2%**

These are operating transfers out to other funds including percentage for sales tax (69% remains in 001 General Fund; 20% to 104 Street; 10% to 301 Capital Reserve: General; and 1% to 304 Equipment Acquisition Reserve) and general fund use of fire hydrants (fire) to fund 401 water department. For 2013, the budget did not include the transfer to 301 CPR: General. It was used to cover General Fund Capital Outlay/Improvements listed in the 2013 Enhancements.

Fund 001 051 594 – Capital Expenditures (Copiers)

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)	%
C/O Mayor: Copier	$507.36	$600.00	$685	$85.00	14.2%
C/O Fin/Admin: Copier	$507.36	$600.00	$685	$85.00	14.2%
C/O General Facilities: Copier	$507.36	$600.00	$685	$85.00	14.2%
C/O Police: Copier	$1,147.33	$1,500.00	$2,790	$1,290.00	86.0%
C/O Fire: Copier	$1,147.33	$1,500.00	$0	($1,500.00)	-100.0%
C/O Code Enforcement: Copier	$507.36	$600.00	$685	$85.00	14.2%
C/O Planning: Copier	$507.36	$600.00	$685	$85.00	14.2%
C/O Building: Copier	$507.36	$600.00	$685	$85.00	14.2%
001-000-051-594 Total	**$5,338.82**	**$6,600.00**	**$6,900**	**$300.00**	**4.5%**

This is the department for the Annex, City Hall (Police) Copier costs. The Public Works copier is shown under 104 Street, 401 Water and 402 Sewer.

Fund 001 000 508 – Ending Fund Balance Reserved & Unreserved

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)	%
EFB -Reserved	$0.00	$0.00	$0	$0.00	0.0%
EFB - Unreserved	$19,007.78	$78,928.00	$25,000	($53,928.00)	-68.3
001-000-000-508 Total	**$19,007.78**	**$78,928.00**	**$25,000**	**($53,928.00)**	**-68.3%**

Ending fund balance for 2013 is expected to be amended from the current $178,928 based on current trends for revenues and expenditures, to $78,928. The 001 fund balance is low, but most of the fund balance or the larger portion is in fund 301 General Reserve.

Clerk-Treasurer 2014 Budget Overview:
Fund 001 514 23 – Finance / Treasurer
Fund 001 514 30 – Record Services / Clerk
Fund 001 516 – Personnel / Civil Service

Personnel Summary	2009	2010	2011	2012	2013	2014
Clerk-Treasurer	1	1	1	1	1	1
Deputy Clerk-Treasurer	1	1	1	1	1	1
Admin Clerk IV (Payroll)	1	1	1	1	1	1
Admin Clerk IV (Utilities)	1	1	1	1	1	1
Admin Clerk III (Acct, Customer Service)	1	1	1	1	1	1
Admin Clerk III (Acct, Website, Wellness, etc)	1	1	1	1	1	1
Admin Clerk I-Journey (Records, Acct)	.5	.5	.5	.5	.5	.5
Total Clerk-Treasurer FTE Summary	**6.5**	**6.5**	**6.5**	**6.5**	**6.5**	**6.5**

The Clerk-Treasurer Department provides services for the public, council, mayor, other departments to include services for finance (accounting, budgeting, cash management), payroll, business licenses, clerk (customer service, records management and retention, minutes, ordinances, resolutions, contracts, and other public records), risk management/safety, website and information technology, and other various services. There are 6.5 FTE's in the department.

Clerk-Treasurer Dept continued:

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase or (Decrease)	
Salaries	$245,924.26	$347,848.00	$342,853.00	(4,995)	-1.4%
Personnel Benefits	$121,432.03	$128,341.00	$180,507.00	52,166	40.6%
Audit/State Examiners	$12,973.60	$31,000.00	$31,000.00	0	0.0%
Operations	$14,930.88	$15,200.00	$18,400.00	3,200	21.1%
Prof Services/Code/Website	$57,820.88	$52,000.00	$56,700.00	4,700	9.0%
Judgments/Claims/Damages	$0.00	$4,200.00	$4,200.00	0	0.0%
Total	**$453,081.65**	**$578,589.00**	**$633,660.00**	**55,071**	9.5%

This department budget includes mandatory expenditures for Finance/ Accounting/ Treasurer, Record Services/Clerk, Personnel / Civil Service Commission & Secretary. There are 6.5 FTE's. It includes State Auditor services, IT services, Woodland Municipal

Code codification services, travel, training, judgments/ claims/ damages (including some deductibles for all General Fund Department claims), business licensing services, Wellness Program, Employee Volunteer Recognition Program (EVRP), the General Fund portion of Utility Billing processing services and Civil Service Commission.

The 2014 proposed budget is a 9.5% increase or $55,071. There are changes to salary & benefits, some of which are attributed to benefit increases (cola's, step increases and health benefits). There was also a period in 2012 in which the part-time Clerk I position was unfilled and additional personnel change in 2013. There were also changes in the demographics relating to benefit coverage in 2013 and more changes are forthcoming for 2014. We will have a personnel change in the Clerk III (Accounting, A/R, Contracts, Facility & Special Events Coordinator, Customer Service) position due to maternity leave who may return to a different part-time position. Through a promotion, this will then create a vacancy in the Part-Time Clerk position. *See the details in the Enhancement Description.*

The City of Woodland has achieved the "Well City" designation again in 2013 which gives the City a 2% discount on the AWC Regence health insurance premiums in 2014. This is part of the Wellness program results. Our coordinator has done an excellent job in promoting the program and participation which is shown in the results of 0% increases in 2014 AWC Health Insurance Premiums as well as them moving to a Self-Insurance program. The Kaiser renewal pool with CWCOG has an estimated 5%-6% increase in medical. Administration is currently reviewing plan designs, rates and other cost saving measures. Open enrollment begins November 1st. Union negotiations are also underway with WPOA (Police), Teamsters-Public Works and Teamsters-Clerical.

The discretionary item in the proposed Clerk-Treasurer Department budget is $2,350 for the Employee Volunteer Recognition Program. This program includes awards for service and an annual picnic. We have continued to implement cost-saving measures for the EVRP program. It is an important program and recognizes employees and volunteers for their service to the City and community.

REQUEST FOR PROGRAM ENHANCEMENT – Explanation as follows:

1. **Program Title**: Replacement coverage for the Clerk III position in the front office Clerk-Treasurer Dept. for 12 weeks maternity leave.

2. **Department Priority**: First Priority

3. **FY**: 2014

4. **Status**: Enhancement of existing position

5. **Establishing:** This request is to authorize up to 12 weeks coverage in the CT Dept. while our full-time Clerk III goes on maternity leave. See o*ther details below.*

6. **Total Cost**: $12,480 (maximum for 12 weeks)

7. **Responsible Lead Person**: Mari Ripp, Clerk-Treasurer

8. **Dept**: Clerk-Treasurer Department

9. **Description of Enhancement**: The current department has a Clerk III that performs accounting (accounts receivable, cashier, daily deposits), contract management, facility rentals and special events coordinator, reception (phones, counter), mail, safety committee secretary, customer service, etc. This is a front office position and there are 2 employees that cover the front office and coordinate lunches and coverage. The front office requires 2 clerks to cover the workload for their assigned duties. One clerk will be leaving on maternity leave for 12 weeks (approximately January 9, 2014 to April 3, 2014) and we need to cover this position during her absence.

   It is the employees desire to return to a permanent part-time position with the city after the 12 weeks maternity leave. We are recommending a transfer/promotion of a current part-time Clerk I (in CT Dept.) employee to this Clerk III full-time position. There is also going to be a vacancy in the Bldg./Planning Dept. for a 2014 part-time Clerk II /Permit Technician position (previously a full-time position in 2013). This is the position the current full-time clerk wishes to return to.

10. **Alternatives**: The City could choose not to authorize coverage for 12 weeks and cover it with existing employees, but this would create a severe impact on the department and ability to complete their assigned duties.

11. **Advantages of Enhancement**: This enhancement is necessary to keep the Clerk-Treasurer department functioning in a proficient manner and to keep up with current workload.

12. **Implications of Denial**: The department would be severely under-staffed, workload would be extreme for the other staff to assume the duties which would have a negative impact on their duties. This time frame (January – early April) is a busy time with processing of 2014 business licenses, utility bill receipting period, special event and facility rentals, as well as all other daily duties.

13. **Resources Required**:

Current Clerk III	**Estimated 2014**				
			Salary	**Benefits**	**Total Salary & Benefits**
	Hourly rate	**12 wks x 40 hrs/wk**			
*12 weeks	$19.59	480	$9,403	$4,702	**$14,105**
if paid	Step 3				
7 weeks	Paid leave	285	$5,583	$2,792	**$8,375**
5 weeks	Unpaid leave	195	0	0	**$0**
		480			
Sick/Vac/Comp as of 9/30/2013		232.81	7 weeks x 40 hrs/wk=		280.00
Accrual for Oct, Nov, Dec		51.99	final balance		4.80
		284.80			284.80
Replacement Clerk III to full time with benefits					
	18.44	480	$8,851	$3,629	**$12,480**
	Step 1				

14. **Source of Funds:** This position is funded by 50% General Fund (Treasurer, Clerk, Park, Street, Garbage) and 50% Public Works (Water/Sewer). Also there will be cost savings in 2014 when the position is filled at Step 1 by the promotion vs. Step 3/Step 4 where the current clerk is. Also the benefits will decrease since it will go from family coverage to single coverage for 2014.

City of Woodland 2014 Proposed Budget
Building & Planning Department

Building and Planning are part of the Public Works Department but present their budget separately. Department revenues are anticipated to decrease from 2013 and remain more on par with 2012. This is because 2013 revenues were higher due to the high school. There will be a continued increased workload and the current staffing level for the Building Official position (30-34 hours per week) will not keep pace with demand for building permits, reviews and inspections.

Building and Planning Department

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase (Decrease)	% Incr (Decr)
Salaries and Wages	$130,600.42	$147,134.00	$145,065.00	($2,069)	(1.41%)
Personnel Benefits	$42,250.25	$58,333.00	$59,501.00	$1,168	2%
Intergovernmental	$11,090.00	$11,897.00	$16,897.00	$5,000	42.03%
Services	$12,664.39	$2,000.00	$2,000.00	$0	0%
Operations	$2,728.43	$4,650.00	$4,750.00	$100	2.15%
Capital Outlay	$1,110.00	$1,110.00	$1,200.00	$90	8.11%
Total	**$189,443.49**	**$225,124.00**	**$229,413.00**	**$4,289.00**	**1.91%**

Revenues	2012 Actual	2013 Estimated	2014 Proposed	Increase (Decrease)	% Incr (Decr)
Zoning and Subdivision	$6,750.00	$23,800.00	$12,000.00	($11,800)	(49.58%)
Site Plan Review	$8,751.80	$13,040.00	$13,000.00	($40)	(.31%)
Other Planning & Development	$6,050.00	$8,143.00	$7,500.00	($643)	(7.9%)
Pre-applications	$3,850.00	$4,000.00	$3,500.00	($500)	(12.5%)
Building Permits	$73,864.00	$92,330.00	$75,000.00	($17,330)	(18.77%)
Fire/Life Safety	$542.00	$889.00	$500.00	($389)	(43.76%)
Plan Review	$42,606.00	$141,601.00	$48,000.00	($93,601)	(66.10%)
Total	**$142,413.80**	**$283,803.00**	**$159,500.00**	**($124,303.00)**	**(43.80%)**

BUILDING

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase (Decrease)	% Incr (Decr)
Salaries	$58,973.41	$69,684.00	$70,467.00	$783	1.12%
Personnel Benefits	$18,790.47	$20,560.00	$24,887.00	$4,327	21.05%
Intergovernmental	$0	$0	$5,000.00	$5,000	
Operating	$1,180.84	$2,250.00	$2,250.00	$0	0%
Capital Outlay	$570.00	$570.00	$600.00	$30	5.26%
Total	**$79,514.72**	**$93,064**	**$102,232**	**$9,168**	**9.85%**

Revenues	2012 Actual	2013 Estimated	2014 Proposed	Increase (Decrease)	% Incr (Decr)
Building Permits	$73,864.00	$92,330.00	$75,000.00	($17,330)	(18.77%)
Fire/Life Safety	$542.00	$889.00	$500.00	($389)	(43.76%)
Plan review	$42,606.00	$141,601.00	$48,000.00	($93,601)	(66.10%)
Total	**$117,012.00**	**$234,820.00**	**$123,500.00**	**($111,320)**	**(47.41%)**

PLANNING

Expenditures	2012 Actual	2013 Estimated	2014 Proposed	Increase (Decrease)	% Incr (Decr)
Salaries	$71,627.01	$77,450.00	$74,598.00	($2,852)	(3.68%)
Personnel Benefits	$23,459.78	$37,773.00	$34,614.00	($3,159)	(8.36%)
Intergovernmental	$11,090.00	$11,897.00	$11,897.00	$0	0%
Services	$12,664.39	$2,000.00	$2,000.00	$0	0%
Operating	$1,547.59	$2,400.00	$2,500.00	$100	4.17%
Capital Outlay	$540.00	$540.00	$600.00	$60	11.11%
Total	**$120,928.77**	**$132,060.00**	**$126,209.00**	**($5,851)**	**(4.43%)**

Revenues	2012 Actual	2013 Estimated	2014 Proposed	Increase (Decrease)	% Incr (Decr)
Zoning and Subdivision	$6,750.00	$23,800.00	$12,000.00	($11,800)	(49.58%)
Site Plan Review	$8,751.80	$13,040.00	$13,000.00	($40)	(.31%)
Other Planning & Development	$6,050.00	$8,143.00	$7,500.00	($643)	(7.9%)
Pre-Applications	$3,850.00	$4,000.00	$3,500.00	($500)	(12.50%)
Total	**$25,401.80**	**$48,983.00**	**$33,000.00**	**($15,983)**	**(26.51%)**

REVENUE - Year 2014 Proposed Budget:	PLANNING	2012	2013	2014	Increase (Decrease)	
Description	Narrative Summary	Actual	Current Year (Estimate)	Proposed Budget		
Zoning and Subdivision	2014 estimate includes hearing examiner fees that can be passed through to applicants. Assuming roughly 150% of 2012's revenues, based on 2013's revenues	$6,750.00	$23,800	$12,000	($11,800)	-49.58%
Site Plan Review	2014 estimates assumes the same level as 2013.	$8,751.80	$13,040	$13,000	($40)	-0.31%
Other Planning + Development	2014 estimate assumes the department will see activity like that in 2012 and 2013.	$6,050.00	$8,143	$7,500	($643)	-7.90%
Pre-Applications	2014 estimate assumes 10 pre-application conferences.	$3,850.00	$4,000	$3,500	($500)	-12.50%
Total Proposed Revenue Budget for 2014		**$25,401.80**	**$48,983**	**$36,000**	($12,983)	-26.51%

EXPENSE - Year 2014 Proposed Budget:	PLANNING (BASE)	2012	2013	2014	Increase (Decrease)	
Description	Narrative Summary	Actual	Current Year	Proposed Budget		
Salaries	Full-time Community Development Planner (with step increase) and 1/2 Part-Time Permit Technician	$71,627.01	$77,450	$74,598	($2,852)	-3.68%
Personnel Benefits	Increases in current employee benefits.	$23,459.78	$37,773	$34,614	($3,159)	-8.36%
Services	Plan review services (pass through only), zoning administration, professional services (pass through).	$12,664.39	$2,000	$2,000	$0	0.00%
Operations	Memberships, trainings, travel expenses, and publications.	$1,547.59	$2,400	$2,500	$100	4.17%
Intergovernmental	CWCOG membership fee.	$11,090.00	$11,897	$11,897	$0	0.00%
Capital Outlay	% of copier cost	$540.00	$540	$600	$60	11.11%
Total Proposed Expense Budget for 2014		**$120,928.77**	**$132,060**	**$126,209**	**($5,851)**	-4.43%
				$125,609		

City of Woodland
2014 Budget

REVENUE - Year 2014 Proposed Budget:	BUILDING	2012	2013	2014	Increase (Decrease)	
Description	Narrative Summary	Actual	Current Year (Estimate)	Proposed Budget		
Building Permits	Estimate assumes 125% of 2012 revenue for same category. While the City collected higher permit fees in 2013, this was mainly due to known larger projects including the high school, police station, and O'Reilly's Auto Parts. As of now, the City is not anticipating overly large projects for 2014, other than the possibility of two commercial expansions, which had pre-application conferences in 2013, and apartment/duplex complexes that received Site Plan Approval in 2013.	$73,864	$92,330	$75,000	($17,330)	-18.77%
Fire/Life Safety	Based on the new Clark County Fire Marshal contract, the City will receive less revenue in this category.	$542	$889	$500	($389)	-43.76%
Plan Review	Estimate assumes 125% of 2012 revenue for the category. 2013 projections were significantly higher due to the high school and police station reviews.	$42,606	$141,601	$48,000	($93,601)	-66.10%
Total Proposed Revenue Budget for 2014		**$117,012**	**$234,820**	**$123,500**	**($111,320)**	-47.41%

EXPENSE - Year 2014 Proposed Budget:	BUILDING (BASE)	2012	2013	2014	Increase (Decrease)	
Description	Narrative Summary	Actual	Current Year	Proposed Budget		
Salaries	Current: 30 hours Building Official, full time Permit Technician, 10% PW Director	$58,973.41	$69,684	$70,467	$783	1.12%
Personnel Benefits	Increase in benefits for current staff.	$18,790.47	$20,560	$24,887	$4,327	21.05%
Intergovernmental	Though Woodland has a Building Official, occassional assistance is necessary from the La Center Building Official. Woodland's Building Official also assists La Center's Building Official as well.	$0.00	$0	$5,000	$5,000	#DIV/0!
Operating	Fuel, travel, training, published materials, and advertising.	$1,180.84	$2,250	$2,250	$0	0.00%
Capital Outlay	% of copier cost	$570.00	$570	$600	$30	5.26%
Total Proposed Expense Budget for 2014		**$79,514.72**	**$93,064**	**$103,204**	**$10,140**	10.90%

City of Woodland
2014 Budget

REVENUE - Year 2014 Proposed Budget: BUILDING		2012	2013	2014	Increase (Decrease)	
Description	**Narrative Summary**	**Actual**	**Current Year (Estimate)**	**Proposed Budget**		
Building Permits	Estimate assumes 125% of 2012 revenue for same category. While the City collected higher permit fees in 2013, this was mainly due to known larger projects including the high school, police station, and O'Reilly's Auto Parts. As of now, the City is not anticipating overly large projects for 2014, other than the possibility of two commercial expansions, which had pre-application conferences in 2013, and apartment/duplex complexes that received Site Plan Approval in 2013.	$73,864	$92,330	$75,000	($17,330)	-18.77%
Fire/Life Safety	Based on the new Clark County Fire Marshal contract, the City will receive less revenue in this category.	$542	$889	$500	($389)	-43.76%
Plan Review	Estimate assumes 125% of 2012 revenue for the category. 2013 projections were significantly higher due to the high school and police station reviews.	$42,606	$141,601	$48,000	($93,601)	-66.10%
Total Proposed Revenue Budget for 2014		**$117,012**	**$234,820**	**$123,500**	**($111,320)**	-47.41%

EXPENSE - Year 2014 Proposed Budget: BUILDING (BASE)		2012	2013	2014	Increase (Decrease)
Description	**Narrative Summary**	**Actual**	**Current Year**	**Proposed Budget**	

City of Woodland
2014 Budget

Salaries	Current: 30 hours Building Official, full time Permit Technician, 10% PW Director	$58,973.41	$69,684	$70,467	$783	1.12%
Personnel Benefits	Increase in benefits for current staff.	$18,790.47	$20,560	$24,887	$4,327	21.05%
Intergovernmental	Though Woodland has a Building Official, occassional assistance is necessary from the La Center Building Official. Woodland's Building Official also assists La Center's Building Official as well.	$0.00	$0	$5,000	$5,000	#DIV/0!
Operating	Fuel, travel, training, published materials, and advertising.	$1,180.84	$2,250	$2,250	$0	0.00%
Capital Outlay	% of copier cost	$570.00	$570	$600	$30	5.26%
Total Proposed Expense Budget for 2014		**$79,514.72**	**$93,064**	**$103,204**	**$10,140**	10.90%

City of Woodland 2014 Budget

Police Department

The police department is an all-inclusive department that consists of 4 internal branches…Administration, Support, Investigations, and Operations. Administration is staffed by the Chief of Police, Support is staffed by two Police Clerk IV's, Investigation by one detective/police Officer, and Operations by six police officers and two sergeants.

The department budget increases each year, mainly due to personnel costs and benefits (driven by labor agreements and outside benefit costs) and intergovernmental services (outside un-controllable costs).

Since the City is currently in labor negotiations with the police officer's association, I have assumed a 10% across the board increase in salaries and benefits for 2014. I also have increased the vehicle replacement program by $15k to $75,000, due to increased vehicle costs and uncertainty of vehicle choices.

Expenditures	**2012**	**2013**	**2014**
Salaries and Wages	833,850	917,235	1,008,959
Personnel Benefits	386,000	424,600	467,060
Operations	62,970	64,050	66,050
Intergovernmental	186,600	209,193	214,479
Capital Outlay	60,000	60,000	75,000
Total	1,529,420	1,675,078	1,831,548

WPD Staffing 2008 thru 2013			
Year	Officers	Support	Total
2009	10	2	12
2010	10	2	12
2011	10	2	12
2012	10	2	12
2013	10	2	12
2014	10	2	12

City of Woodland
2014 Budget

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Version 1
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REVENUE - Year 2014 Proposed Budget:	[Police - 001.020.521]	2013	2014	Increase (Decrease)
Description	Narrative Summary	Current Year Estimated	Proposed Budget	
	The police department is funded by the General Fund Taxes, Fees,. Some funding does come in in the form of various grant and the City is reimbursed for specific purposes, i.e. traffic safety patrols.			
	List Grants and Description here by EACH			
Total Proposed Revenue Budget for 2013		**$0**	**$0**	**$0**

EXPENSE - Year 2014 Proposed Budget:	[Police - 001.020.521]	2013	2014	Increase (Decrease)
Description	Narrative Summary	Current Year Estimated	Proposed Budget	
Salaries	Increased 10% preliminary increase. (Steps, cola's, labor negotiations)	917,235	1,008,959	$91,724
Personnel Benefits	Same as salaries	424,600	467,060	$42,460
Operations	Daily local operations costs for stuff like fuel, ammunition, misc. supplies, training and travel, Spillman, Lexipol, etc. Slight increase to cover underfunded line items. (Added $2k for reserve officer uniforms, etc. - not originally included in 2013.)	64,050	66,050	$2,000
Intergovernmental	Primarily 911 Dispatch, Jail (+3%), Probation, etc. Increase in dispatch costs (+$2,686). These costs are really un-controllable for us.	209,193	214,479	$5,286
Capital Outlay	New yearly recurring cost to replace 2 police cars. Occasionally, maybe every 3 to 4 years, only one car might be needed. Uexpended funds would roll-over to following years.	60,000	$75,000	$15,000
Total Proposed Expense Budget for 2014		**$1,675,078**	**$1,831,548**	**$156,470**

REQUEST FOR PROGRAM ENHANCEMENT – Explanation as follows:

1. **Program Title**: Police Vehicles

2. **Department Priority**: 3rd, after personnel costs

3. **FY**: 2014

4. **Status**: Enhancement of existing program

5. **Establishing:** This request is to establish an on-going enhancement of the police car replacement program.

6. **Total Cost**: $15,000 above 2013 base budget. ($75,000 total)

7. **Responsible Lead Person**: Rob Stephenson, Police Chief

8. **Dept**: Police

   Description of Enhancement: The police department vehicle replacement program provides, when possible, for the replacement of two police cars each year, on average. Occasionally, only one car may be needed in any given year. For the past several years, we have purchased Chevrolet Impala police package vehicles which have worked well for us and have been the lowest cost state contract police vehicle. However, Chevrolet has redesigned the Impala civilian version and the future of the police package Impala is uncertain. Currently, police Impala's are not listed as a purchase option on state contracts. Several other vehicles are listed which include: Chevrolet Caprice, Dodge Charger, and Ford PPV (police pursuit vehicle) in both a sedan and SUV format. Of these options, the Fords seem to be the best selection. The Caprice's are high priced and the Chargers have their own negative issues, a main one being small trunks. Rumors are beginning to surface that the Ford could end up having only the SUV version since, apparently, they are selling them in vastly greater numbers than the sedans. The price point is less than $2,000 more and the interior room gained appears to be the big selling point. In any event, all of these vehicles cost more than the Impala's have been running.

9. **Alternatives**: There really are no alternatives since we purchase our police cars from state contracts and what is offered is what we have to choose from.

10. **Advantages of Enhancement**: Simply said, it keeps us current with vehicle purchase costs and selections.

11. **Implications of Denial**: Inability to replace vehicles as needed.

12. **Resources Required**: Normal and usual costs of maintenance, fuel, upkeep.

Source of Funds: General Fund.

Fund 001 – Code Enforcement

Our half time code enforcement officer is paid through the general fund. No changes are budgeted for this position as it will remain a half time position. This budget has no funding for the City to enforce violations by completing abatement and then liening property owners.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Salaries	$16,433	$20,220	$22,862
Benefits	$1,579	$3,033	$3,429
Fuel	$599	$600	$600
Miscellaneous	$0	$200	$400
Total	$18,611	$24,053	$27,291

PERSONNEL

The number of personnel in Public Works has not changed since 2012. Under enhancements it is proposed to upgrade the engineering aide to an engineering tech, the laborer to a utility service worker I, and a Utility Service Worker II to Assistant Leadman. An enhancement also proposes to add a water/wastewater worker in 2014.

Personnel Summary	2009	2010	2011	2012	2013	2014
Director	1	1	1	1	1	1
Senior Leadman	1	1	1	1	1	1
Senior Engineering Tech	1	0	0	0	0	0
Engineering Tech	0	1	1	1	1	1
Clerk (III / I)	1	0	0	0	0	0
Engineering Aide I	0	1	1	1	1	1
Wastewater Plant Superintendent	1	1	1	1	1	1
Wastewater Operator	1	1	1	1	1	1
Water Plant Superintendent	1	1	1	1	1	1
Utility Service Worker II (1 vacancy)	6	3	4	3	3	3
Mechanic	1	1	1	1	1	1
Laborer (1 vacancy)	0	1	2	1	1	1
Parks Laborers (2 in summer)	0	1	1	.8	.8	.8
Code Enforcement	.5	.5	.5	.5	.5	.5
Total	14.5	13.5	15.5	13.3	13.3	13.3

City of Woodland 2014 Parks Budget – Fund 101

Fund 101 is used to pay expenses for the operation and maintenance of the City Parks. The City Parks consist of Horseshoe Lake Park, Hoffman Park, Goerig Park, Bjur Park, Eagle Park, Floodway Green Space, and Embassy Park Wetland. The budget for 2014 is 8% less than the budget for 2013. The budget also leaves the ending fund balance at less than $100. This budget includes no watering of Parks in 2014. The City will hire two summer laborers for 800 hours instead of 900 hours like 2013. Hours by other staff for park duties will be cut back. Maintenance of park facilities will be deferred or eliminated in 2014. In 2013 the City had several acts of vandalism to playground equipment which the City repaired for around $5,000 total. If that type of damage occurs again the City may need to remove the equipment rather than replace or repair it. Below is a summation of the proposed Parks budget.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Salaries and Wages	$55,825	$50,000	$48,000
Personnel Benefits	$22,955	$20,000	$20,000
Community Center	$6,272	$6,365	$6,365
Operations	$33,052	$25,916	$17,000
Services	$4,360	$4,500	$4,500
Horseshoe Lake	$540	$2,400	$2,400
Capital Outlay	$2,617	$2,500	$1,000
Transfers Out	$37,344	$37,344	$37,344
Total	$162,965	$149,025	$136,609

The discretionary items in this budget are $2,400 for testing in Horseshoe Lake. In 2013 the City budgeted $1,200 for Horseshoe Lake Testing and received $1,800 each from Clark and Cowlitz Counties for testing. It appears the City will only spend about $2,400 of that money in 2013. All leftover money will be transferred to 2014. Testing will continue until those funds are gone.

City of Woodland 2014 Street Budget – Fund 104

Fund 104 is used to pay expenses for the operation and maintenance of the City Transportation System. The budget for 2014 is 7% less than the budget for 2013. Staffing will remain the same. Capital projects include the Park and Buckeye Overlay from a TIB Grant and a $40,000 sealing project. Below is a summation of the proposed Street budget.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Salaries and Wages	$168,835	$155,325	$165,000
Personnel Benefits	$85,682	$81,000	$88,000
Operations	$341,291	$403,645	$524,900
Services	$75,011	$22,853	$33,500
SR 503 Project	$0	$290,000	$0
Capital Outlay	$2,013	$6,500	$9,000
Transfers Out	$172,488	$182,127	$242,127
Total	$845,320	$1,141,450	$1,062,527

The following discretionary items are in this budget:

1. $40,000 for a slurry seal project of residential streets.
2. $290,000 to pay for the Park and Buckeye overlay project. This assumes the City receives the TIB grant in the amount of $260,000 to complete this project.
3. $50,000 will be transferred to Fund 325 to be used as the grant match for the TIB SR 503/Scott Intersection Project.
4. $30,000 will be transferred to Fund 324 to be used as the grant match for the South Woodland Safe Routes to School Project.

City of Woodland 2014 Water Budget – Fund 401

Fund 401 is used to pay expenses for the operation and maintenance of the City Water System. The budget for 2014 is 15% less than the budget for 2013. Staffing will remain the same although there is an enhancement that requests an additional water/wastewater operator that would be half time for the water fund. Below is a summation of the proposed Water budget.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Salaries and Wages	$285,012	$275,000	$285,000
Personnel Benefits	$137,787	$147,400	$157,000
Operations	$204,700	$332,802	$315,700
Services	$40,167	$37,300	$42,300
Tax	$47,989	$50,000	$51,600
Loan Repayments	$112,223	$109,370	$109,370
Intergovernmental	$3,529	$10,000	$10,000
Capital Outlay	$4,986	$17,363	$20,000
Transfers Out	$137,544	$324,238	$122,038
Total	$973,937	$1,303,473	$1,113,008

There are no discretionary items in this budget.

City of Woodland 2014 Sewer Budget – Fund 402

Fund 402 is used to pay expenses for the operation and maintenance of the City Water System. The budget for 2014 is 15% more than the estimated budget for 2013. $50,000 budgeted in 2013 for a used vactor truck but will not be used. Staff could not find any suitable equipment within that price range so no equipment was purchased. The City will continue to use Clark Regional Wastewater and Cowlitz County to clean out lift stations and catch basins. Staffing will remain the same although enhancement requests for staffing upgrades would increase salary and benefit costs. No sewer reserve funds are anticipated to be needed for Fund 402 in 2014. Below is a summation of the proposed Sewer budget.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Salaries and Wages	$318,438	$318,000	$325,000
Personnel Benefits	$140,775	$154,734	$175,000
Operations	$399,163	$536,000	$610,500
Services	$45,093	$36,800	$145,800
Tax	$36,751	$41,618	$41,618
Loan Repayments	$285,704	$283,870	$321,925
Intergovernmental	$7,624	$8,000	$8,000
Capital Outlay	$39,746	$52,000	$44,000
Transfers Out	$283,218	$177,780	$177,780
Total	$1,556,512	$1,608,802	$1,849,623

The following discretionary items are in this budget:

1. $110,000 to hire a consultant to complete a general sewer plan. The last General Sewer Plan was completed in 1999. The Department of Ecology does not require the City to update general sewer plans every few years like the Department of Health does for Water System Plans, but a plan is needed as part of our Comprehensive Plan Update. GMA Municipalities are required to show how they will provide urban services (streets, water, sewer, police, fire, etc.) within their growth boundaries. Due to the significant growth in our City since 1999 the General Sewer Plan does not provide a plan on how the City will serve our newer undeveloped areas and any future growth areas. This plan will also update the Capital Facilities Plan for the sewer system which will identify and prioritize needed improvement projects.

City of Woodland 2014 Reserve Fund Budgets

Fund 300 – Park Acquisition and Improvement

Fund 300 is the Park Acquisition and Improvement Fund. In 2012 this fund was used to disburse the funds from the sale of the Scott Hill House to pay for the Interfund Loan and 2012 Park Expenses. In 2013 it was proposed to sell the Goerig Park Property but research into the deed indicates that the property is supposed to revert back to descendants of the original property owners. In 2014 it is proposed to use the remaining funds to help pay for Horseshoe Lake Park Path Project.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Interfund Loan	$48,538	$0	$0
Miscellaneous	$0	$0	$0
Transfers Out	$46,192	$0	$9,992
Total	$94,730	$0	$9,992

Fund 302 - Capital Project Reserve

Fund 302 was the reserve fund for the Water and Sewer Utilities. In 2013 these funds were split into 421 and 422 to separate the reserve funds from water and sewer. In 2012 an interfund loan was used to pay for SR 503 right-of-way, to pay for a CERB loan payment, to fund the Ranney Well Project, and the Westside Sewer Project. This fund will be closed out in 2014 after interfund loans to Fund 316 and 226 are repaid and forwarded to Funds 421 and 422.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Interfund Loan	$153,500	$0	$0
Transfers Out	$230,000	$198,442	$0
Total	$383,500	$198,442	$0

City of Woodland 2014 Reserve Fund Budgets

Fund 421 – Water Utility Reserves

Fund 421 is the Water Utility Reserve Fund and was created in 2013. Water Service Assessments go into this fund and are used to pay for capital improvements to the water system. In 2014 $50,000 will be transferred to Fund 408 to help pay for the Ranney Well Improvement Project.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Interfund Loan	$0	$0	$0
Miscellaneous	$0	$0	$0
Transfers Out	$0	$60,000	$50,000
Total	$0	$60,000	$50,000

Fund 422 – Sewer Utility Reserves

Fund 422 is the Sewer Utility Reserve Fund and was created in 2013. Sewer Service Assessments go into this fund and are used to pay for capital improvements to the sewer system. In 2014 no expenses are anticipated from this fund.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Interfund Loan	$0	$41,879	$0
Transfers Out	$0	$20,000	$0
Total	$0	$61,879	$0

City of Woodland 2014 Impact Fee Fund Budgets

Fund 352 – Park Impact Fee Fund

Fund 352 is the Park Impact Fee Fund. Park Impact Fees received when single family and multi-family residential projects are built go into this fund to pay for capital improvements to the park system. No funds were spent in 2012 or 2013 as the fund was depleted in 2011 to purchase the Scott Hill Park Property. In 2014 $40,000 will be transferred to Fund 321 to help with paying for the match for the Horseshoe Lake Park Trail CDBG Project.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Interfund Loan	$0	$0	$0
Miscellaneous	$0	$0	$0
Transfers Out	$0	$0	$40,000
Total	$0	$0	$40,000

Fund 353? – Traffic Impact Fee Fund

Fund 353 is a new fund in 2014 and is used for Traffic Impact Fees. These funds will be used to help pay for Street Improvements. In 2014 no expenses are anticipated from this fund.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Interfund Loan	$0	$0	$0
Transfers Out	$0	$0	$0
Total	$0	$0	$0

City of Woodland 2014 Capital Project Funds Budgets

Fund 312 – Public Works Shop

Fund 312 was established to fund a new shop expansion for the Public Works Shop. This is budgeted to be completed in 2013 but due to scheduling issues the project may end in 2014. There are no expenditures shown for 2014 but the budgeted funds in 2013 will just be rolled over into 2014 if needed to complete the project.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Professional Services	$0	$5,000	$0
Construction	$0	$92,473	$0
Total	$0	$97,473	$0

Fund 316 – SR 503 Improvements

Fund 316 is the SR 503 Improvements Project. Construction has been completed but paperwork and all expenditures may not be done by the end of 2013. The 2013 budget shows all the necessary expenditures for the project. Expenditures budgeted for 2013 but not completed in 2013 will be forwarded to 2014. The transfer outs in 2013 and 2014 are to Fund 104/Street.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Land Acquisition	$118,558	$0	$0
Professional Services	$9,469	$75,000	$0
Construction	$519	$560,000	$0
Interfund Loan	$17,280	$110,000	$0
Transfer Out	$0	$50,000	$44,892
Total	$145,826	$795,000	$44,892

City of Woodland 2014 Capital Project Fund Budgets

Fund 319 – Public Safety/Capital Facility Bond Fund

Fund 319 is the fund used to pay for the new police station and to repay the land and police station bonds. In 2013 with the additional Capital Facility Bond it will be used to pay for a City Hall and improvements to Fire Station 1.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Utilities/Maintenance	$20,975	$17,565	$17,500
Bond Redemption	$731,931	$192,189	$251,370
Bond Costs	$25,290	$6,150	$0
Leasehold Tax	$2,825	$3,489	$3,489
Professional Services	$1,610	$217,809	$40,000
Police Construction	$269	$2,500,000	$0
Property Acquisition	$0	$0	$380,000
Capital Construction	$0	$0	$741,500
Transfer Out	$5,000	$5,000	$0
Total	$787,900	$2,942,202	$1,433,859

Fund 321 – Horseshoe Lake Park Trail (CDBG)

In the 2013 Woodland was awarded $42,528 in CDBG Funds for the Horseshoe Lake Park Trail Project, but the City was eligible for additional funds if higher ranked projects came in under budget. CDBG has indicated there will be around $50,000 available for the project by December 1, 2013. By using $9,992 from Fund 300 and $40,000 from Fund 352 the City can complete this project in 2014. If the project comes under budget the City will reduce the amount of Park Impact Fees used for this project.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Professional Services	$0	$0	$15,000
Construction	$0	$0	$85,000
Transfer Out	$0	$0	$0
Total	$0	$0	$100,000

City of Woodland 2014 Capital Project Fund Budgets

Fund 323 – Schurman Way and Guild Road Project

The Guild Road Project was completed in 2013. This fund should be closed in 2014 and all remaining funds transferred to 104/Street. The original agreement with EDA required a 31% match from the City. Due to the overall project costs being lower than originally estimated there are unspent grant funds that are available. The City has requested the match be lowered to 20% which is the lowest allowable match by EDA. If EDA allows the lowering of the match there will be additional funds transferred to 104.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Transfer Out	$99,900	$103,856	$0
Professional Services	$221,293	$20,000	$0
Construction	$1,361,142	$194,842	$0
Project Administration	$9,353	$10,000	$0
Total	$1,691,688	$328,698	$0

Fund 324 – South Woodland Safe Routes to School

This is a new fund created in 2013 for the Safe Routes to School Grant approved and obligated by WSDOT. Design and construction will occur in 2014. $30,000 will be transferred from Fund 104 as the grant match for this project. The remaining funds will be WSDOT grant funds.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Professional Services	$0	$0	$35,000
Construction	$0	$0	$265,000
Project Administration	$0	$0	$0
Total	$0	$0	$300,000

City of Woodland 2014 Capital Project Fund Budgets

Fund 325 – TIB SR 503/Scott Intersection Project

This fund was created in 2013. Land acquisition was completed in 2013. Design will occur in 2014 and construction in 2015. Transfers from Fund 104 to pay for the grant match will be $20,000 in 2013, $50,000 in 2014, and $163,000 in 2015. The TIB grant will pay for the rest of the project. If the City receives the TIB Sidewalk Grant applied for in 2013 those grant monies will be added to this fund and the City will have an additional $5,400 match in 2014 and $38,200 match in 2015.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Land Acquisition	$0	$131,668	
Professional Services	$0	$0	$150,000
Construction	$0	$0	$0
Project Administration	$0	$0	$0
Loan Repayment	$0	$126,000	$0
Total	$0	$257,668	$150,000

Fund 408 – Water Treatment Pumping Project

Fund 408 is for the Ranney Well Improvement Project. Gibbs and Olson was hired in 2013 to complete design services. Construction will occur in early 2014. A $973,000 PWTF loan will be used as well as a $218,000 match from the City to pay for the project.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Land Acquisition	$0	$0	$0
Professional Services	$0	$125,000	$30,000
Construction	$0	$0	$1,025,000
Project Administration	$0	$5,000	$5,000
Total	$0	$130,000	$1,060,000

City of Woodland 2014 Capital Project Fund Budgets

Fund 411 – Westside Sewer Project

Fund 411 is the fund for the Westside Sewer Project. A $1,000,000 PWTF Loan and City match of $210,000 was originally budgeted to complete the project but the project is now expected to come in at a total cost of around $770,000. Any remaining funds in 411 will be transferred to 402 at the completion of the project and the fund closed out. The loan repayments in future years starting in 2014 will come out of fund 402/Sewer.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Professional Services	$0	$40,000	$0
Construction	$0	$770,000	$0
Transfer Out	$0	$69,196	$0
Total	$0	$879,196	$0

EXPENSE - Year 2014 Proposed Budget:	Code Enforcement - 001 (General Fund)	2012	2013	2014	Increase (Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Salaries	20 HRs/Wk for Code Enforcement Officer	$16,433	$20,220	$22,862	$2,642
Benefits	15% of Salary	$1,579	$3,033	$3,429	$396
Fuel		$599	$600	$600	$0
Miscellaneous	Travel, Training, Dues, Copier	$0	$200	$400	$200
Total Proposed Expense Budget for 2014		**$18,611**	**$24,053**	**$27,291**	**$3,238**

REVENUE - Year 2014 Proposed Budget:	Park - 101	2012	2013	2014	Increase (Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$6,282	$21,962	$6,706	-$15,256
Property Tax	Increase from % of distribution from 001 General Fund for 1% tax increase	$111,754	$111,969	$111,969	$0
Investment Interest	No interest expected in 2013	$25	$0	$0	$0
Rentals/Comm. Center	Slight Increase	$2,186	$2,000	$2,000	$0
Rentals/HSL Shelter	No change	$1,330	$2,000	$2,000	$0
Comm. Garden Rent	Community Garden Closed	$100	$0	$0	$0
Miscellaneous	Horseshoe Lake Funds from Counties	$63	$3,800	$0	($3,800)
Comm. Center Deposits	No change	$2,400	$3,000	$3,000	$0
HSL Shelter Deposits	No change	$1,550	$2,000	$2,000	$0
Contribution from 300	Scott Hill House in 2012	$46,192	$0	$0	$0
Transfers In	Fund 301 in 2012	$4,000	$0	$0	$0
Contribution from 001	General Fund Contribution	$9,045	$9,000	$9,000	$0
Total Proposed Revenue Budget for 2014		**$184,927**	**$155,731**	**$136,675**	**($19,056)**

EXPENSE - Year 2014 Proposed Budget:	Park - 101	2012	2013	2014	Increase (Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Salaries	2 temp employees 800 hours; fewer hours by full time employees.	$55,825	$50,000	$48,000	($2,000)
Personnel Benefits	Increased benefit costs.	$22,955	$20,000	$20,000	$0
Community Center	Supplies, Utilities, Repairs	$6,272	$6,365	$6,365	$0
Operating/Repairs	No Park Watering in 2013 or 2014	$33,052	$25,916	$17,000	($8,916)
Capital Outlay	$2K in 2013 for electronic bathroom locks.	$2,617	$2,500	$1,000	($1,500)
Transfers Out	Contribution to 001	$37,344	$37,344	$37,344	$0
Training/Travel	Eliminated	$0	$0	$0	$0
Deposit Refunds	Comm. Center, HSL Shelter	$4,360	$4,500	$4,500	$0
Horseshoe Lake	Testing in 2012 and 2013	$540	$2,400	$2,400	$0
Ending Fund Balance		$21,962	$6,706	$66	($6,640)
Total Proposed Expense Budget for 2014		**$184,927**	**$155,731**	**$136,675**	**($19,056)**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

REVENUE - Year 2014 Proposed Budget:					Increase
	Library - 102	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginnning Balance		$5,966	$4,966	$3,466	($1,500)
Investment Interest	No interest in 2013	$0	$0	$0	$0
Total Proposed Revenue Budget for 2014		**$5,966**	**$4,966**	**$3,466**	**($1,500)**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Library - 102	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Repairs and Maint.		$0	$500	$500	$0
Transfers Out	Contribution to General Fund 001	$1,000	$1,000	$0	($1,000)
Ending Fund Balance		$4,966	$3,466	$2,966	($500)
Total Proposed Expense Budget for 2014		**$5,966**	**$4,966**	**$3,466**	**($1,500)**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

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REVENUE - Year 2014 Proposed Budget:					Increase
	Street - 104	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$69,333	$190,886	$63,774	-$127,112
Property Tax	Increase from % of distribution from 001 General Fund for 101% Ad Valorem tax increase	$335,405	$335,000	$336,000	$1,000
Roadway Access	Street/Curb Permits	$2,153	$2,700	$2,500	-$200
Gas Tax	Increase from per capita 5,590 x $20.64 (2013 vs. 5,550 (2012 x $20.44) from State remittance	$113,401	$115,000	$115,000	$0
Inspection fees (pass through)	Pass through for project billings	$76,394	$20,000	$25,000	$5,000
Investment Interest	No change	($62)	$0	$0	$0
Miscellaneous	No change	$2,418	$1,822	$700	($1,122)
TIB Grant	East Scott Overlay	$0	$157,000	$0	($157,000)
TIB Grant	Park and Buckeye Overlay	$0	$0	$260,000	$260,000
Sales Tax Contribution		$212,237	$225,000	$237,085	$12,085
Contribution from 320	Sidewalk Project	$125,027	$0	$0	$0
Contribution from 323	Schurman Way and Guild Road	$99,900	$103,856	$0	($103,856)
Contribution from 305	Downtown Revitalization Fund Closeout	$0	$0	$0	$0
Contribution from 307	Dike Road	$0	$0	$0	$0
Contribution from 316	SR 503 Widening Project	$0	$50,000	$44,892	($5,108)
Cowlitz PUD Rebate	Rebate for installing LED Streetlights	$0	$3,960	$0	($3,960)
Total Proposed Revenue Budget for 2014		**$1,036,206**	**$1,205,224**	**$1,084,951**	**($120,273)**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Street - 104	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Salaries	Step and Colas for Existing Employees	$168,835	$155,325	$165,000	$9,675
Personnel Benefits	Increased health and welfare benefits costs.	$85,682	$81,000	$88,000	$7,000
Operations /Maintenance		$341,291	$403,645	$524,900	$121,255
Professional Services	Pass Through and Consultant Services	$71,923	$19,353	$30,000	$10,647
SR 503 Project	Funding for project cash flow and ROW Purchase	$0	$290,000	$0	($290,000)
Capital Outlay	Small Equipment Purchases	$2,013	$6,500	$9,000	$2,500
Transfers Out	001, 305, 312, and 319 in 2012, 001 in 2013	$172,488	$182,127	$242,127	$60,000
Training/Travel	No Change	$3,088	$3,500	$3,500	$0
Ending Fund Balance		$190,886	$63,774	$22,424	($41,350)
Total Proposed Expense Budget for 2014		**$1,036,206**	**$1,205,224**	**$1,084,951**	**($120,273)**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

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REVENUE - Year 2014 Proposed Budget:					Increase
	Park Acquisition and Improvement - 300	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$0	$9,992	$9,992	$0
Investment Interest		$35	$0	$0	$0
Interfund Loan	From 301/General Reserves	$0	$0	$0	
Sale of Scott Hill House	To pay for Interfund Loan and 2012 Park	$104,687	$0	$0	$0
Total Proposed Revenue Budget for 2014		**$104,722**	**$9,992**	**$9,992**	**$0**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Park Acquisition and Improvement - 300	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Loan Repay to 301	Interfund loan for park property purchase	$48,538	$0	$0	$0
Miscellaneous	Land Purchase in 2011	$0	$0	$0	$0
Transfers Out	Contribution to 101 for park exp.	$46,192	$0	$0	$0
Contribution to 321	Grant Match for Horseshoe Lake Path	$0	$0	$9,992	
Ending Fund Balance		$9,992	$9,992	$0	($9,992)
Total Proposed Expense Budget for 2014		**$104,722**	**$9,992**	**$9,992**	**($9,992)**

REVENUE - Year 2014 Proposed Budget:					Increase
	Capital Project Reserve - Utilities 302	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$266,183	$88,442	$0	-$88,442
Investment Interest		$96	$0	$0	$0
Loan Repayments	From Funds 226 and 227	$54,087	$0	$0	$0
Sewer Assessments		$75,500	$0	$0	$0
Water Assessments		$57,800	$0	$0	$0
Loan Repayment	From Fund 316	$13,276	$110,000	$0	($110,000)
Loan Repayment	From Fund 401	$5,000	$0	$0	$0
Total Proposed Revenue Budget for 2014		**$471,942**	**$198,442**	**$0**	**($198,442)**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Capital Project Reserve - Utilities 302	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Interfund Loan	To 226	$32,300	$0	$0	$0
Transfer to 401	For Ranney Well Project	$150,000	$0	$0	$0
Transfer to 402	For PWTF Debt	$80,000	$0	$0	$0
Interfund Loan	To 316/SR 503 Project	$121,200	$0	$0	$0
Transfer to 421	Closeout 302	$0	$439	$0	($439)
Transfer to 422	Closeout 302	$0	$198,003	$0	($198,003)
Ending Fund Balance		$88,442	$0	$0	$0
Total Proposed Expense Budget for 2014		**$471,942**	**$198,442**	**$0**	**($198,442)**

This fund split into 421 and 422 in 2013.

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

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REVENUE - Year 2014 Proposed Budget:					Increase
	Public Works Shop - 312	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$37,369	$97,473	$0	-$97,473
Investment Interest		$104	$0	$0	$0
Contribution from 104	Street Fund Contribution	$20,000	$0	$0	$0
Contribution from 401	Water Fund Contribution	$20,000	$0	$0	$0
Contribution from 402	Sewer Fund Contribution	$20,000	$0	$0	$0
Total Proposed Revenue Budget for 2014		**$97,473**	**$97,473**	**$0**	**($97,473)**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Public Works Shop - 312	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Repairs/Maintenance	Shop Repairs	$0	$0	$0	$0
Professional Services	Design of Shop Building	$0	$5,000	$0	($5,000)
Construction	Shop Building Construction	$0	$92,473	$0	($92,473)
Ending Fund Balance		$97,473	$0	$0	$0
Total Proposed Expense Budget for 2014		**$97,473**	**$97,473**	**$0**	**($97,473)**

Shop construction may finish in 2014.

Closeout Fund in 2014.

REVENUE - Year 2014 Proposed Budget:					Increase
	SR 503 Improvements - 316	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$213	$1,691	$44,892	$43,201
Federal Grant	HPP Grant	$26,098	$517,000	$0	($517,000)
Federal Grant	STP-R Grant	$0	$31,201	$0	($31,201)
Investment Interest		$6	$0	$0	$0
Interfund Loan	302 in 2012	$121,200	$0	$0	$0
Contribution from 104	Street Fund Contribution	$0	$290,000	$0	-$290,000
Total Proposed Revenue Budget for 2014		**$147,517**	**$839,892**	**$44,892**	**($795,000)**

EXPENSE - Year 2014 Proposed Budget:					Increase
	SR 503 Improvements - 316	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Land Acquisition		$118,558	$0	$0	$0
Professional Services	Engineering and ROW Services	$9,469	$75,000	$0	($75,000)
Transfer to 104		$0	$50,000	$44,892	
Construction		$519	$560,000	$0	($560,000)
Interfund Loan	Repay Funds 301 and 302	$17,280	$110,000	$0	($110,000)
Ending Fund Balance		$1,691	$44,892	$0	($44,892)
Total Proposed Expense Budget for 2014		**$147,517**	**$839,892**	**$44,892**	**($789,892)**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

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REVENUE - Year 2014 Proposed Budget:					Increase
	Public Safety/ Capital Facility Bond - 319	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$5,147	$2,038,835	$1,244,645	-$794,190
Sales Tax	Public Safety Sales Tax	$65,567	$100,000	$100,000	$0
Leasehold Tax		$2,946	$3,489	$3,489	$0
Investment Interest		($777)	($1)	$0	$1
Rental Income	Lease and Deposits	$24,277	$29,078	$29,078	$0
Bond Proceeds	2005 and 2012 Bonds	$2,664,451	$1,951,802	$0	($1,951,802)
Fund Contributions	301/CPR, 351, 104, 401, and 402	$65,124	$63,644	$63,644	$0
Contribution from 001	Debt Payment on 2013 Bond	$0	$0	$86,960	$86,960
Total Proposed Revenue Budget for 2014		**$2,826,735**	**$4,186,847**	**$1,527,816**	**($2,659,031)**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Public Safety/Capital Facility Bond - 319	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Repairs/Maintenance	Utilities and Repairs	$20,975	$17,565	$17,500	($65)
Bond Redemption	2005 and 2012 Bond	$731,931	$192,189	$251,370	$59,181
Bond Costs	Bond Redemption, Interest, Debt Costs	$25,290	$6,150	$0	($6,150)
Leasehold Tax/Rentals		$2,825	$3,489	$3,489	$0
Professional Services	Police Station Design and Permit Fees	$1,610	$217,809	$40,000	($177,809)
Construction	Police Station Construction	$269	$2,500,000	$0	($2,500,000)
Property Acquisition	New City Hall Property	$0	$0	$380,000	$380,000
Capital Construction	City Hall and Fire Station Construction	$0	$0	$741,500	$741,500
Contribution to 001	General Fund Contribution	$5,000	$5,000	$0	($5,000)
Ending Fund Balance		$2,038,835	$1,244,645	$93,957	($1,150,688)
Total Proposed Expense Budget for 2014		**$2,826,735**	**$4,186,847**	**$1,527,816**	**($2,659,031)**

REVENUE - Year 2014 Proposed Budget:					Increase
	Horseshoe Lake Park Trail (CDBG) - 321	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Balance		$81	$81	$81	$0
CDBG Grant		$0	$0	$50,000	$50,000
Contribution from 300	Park Improvement Fund	$0	$0	$9,992	$9,992
Contribution from 352	Park SDC Fund	$0	$0	$40,000	
Total Proposed Revenue Budget for 2014		**$81**	**$81**	**$100,073**	**$59,992**

EXPENSE - Year 2013 Proposed Budget:					Increase
	Horseshoe Lake Park Trail (CDBG) - 321	2011	2012	2013	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Professional Services		$0	$0	$15,000	
Construction		$0	$0	$85,000	
Contribution	Contribution to Street/104	$0	$0	$0	$0
Ending Fund Balance		$81	$81	$73	($8)
Total Proposed Expense Budget for 2014		**$81**	**$81**	**$73**	**($8)**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

REVENUE - Year 2014 Proposed Budget:					Increase
	Schurman Way and Guild Road Project - 323	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$223,239	$49,308	$0	-$49,308
EDA Grant	Schurman Way and Guild Road	$1,039,005	$218,989	$0	-$218,989
TIB	Small City Grant	$79,816	$0	$0	$0
Cowlitz County Grant	Roundabout	$0	$0	$0	$0
Investment Interest		$62	$0	$0	$0
Traffic Mitigation Fees		$0	$0	$0	$0
Port of Woodland	Contribution for Guild Road	$398,874	$60,401	$0	($60,401)
Total Proposed Revenue Budget for 2014		**$1,740,996**	**$328,698**	**$0**	**($328,698)**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Schurman Way and Guild Road Project - 323	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Transfer Out	Transfer to 104/ Street	$99,900	$103,856	$0	($103,856)
Professional Services	Design and Construction Administration	$221,293	$20,000	$0	($20,000)
Construction	Schurman Way & Guild Road Construction	$1,361,142	$194,842	$0	($194,842)
Project Administration		$9,353	$10,000	$0	($10,000)
Ending Fund Balance		$49,308	$0	$0	$0
Total Proposed Expense Budget for 2014		**$1,740,996**	**$328,698**	**$0**	**($328,698)**

Fund closed out in 2013 after construction is done and all payments have been completed.

REVENUE - Year 2014 Proposed Budget:					Increase
	South Woodland SRTS - 324	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund		$0	$0	$0	$0
SRTS Grant	WSDOT State Grant	$0	$0	$270,000	$270,000
Contribution from 104	Grant Match	$0	$0	$30,000	$30,000
Total Proposed Revenue Budget for 2014		**$0**	**$0**	**$300,000**	**$300,000**

EXPENSE - Year 2014 Proposed Budget:					Increase
	South Woodland SRTS - 324	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Professional Services	Surveying and Engineering	$0	$0	$35,000	$35,000
Construction		$0	$0	$265,000	$265,000
Ending Fund Balance		$0	$0	$0	$0
Total Proposed Expense Budget for 2014		**$0**	**$0**	**$300,000**	**$300,000**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

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REVENUE - Year 2014 Proposed Budget:					Increase
	TIB SR 503/Scott Intersection - 325	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Balance		$0	$0	$7,332	$7,332
TIB Grant	$2,000,000 Grant	$0	$120,000	$140,000	$20,000
Contribution from 104	City Grant Match	$0	$20,000	$50,000	$30,000
Interfund Loan	Fund 301/General Reserve	$0	$125,000	$0	($125,000)
Total Proposed Revenue Budget for 2014		**$0**	**$265,000**	**$197,332**	**$57,332**

EXPENSE - Year 2014 Proposed Budget:					Increase
	TIB SR 503/Scott Intersection - 325	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Land Acquisition	Purchase 3 Parcels at Intersection	$0	$131,668	$0	($131,668)
Professional Services	Surveying and Designing Services	$0	$0	$150,000	$150,000
Construction	Construction scheduled for 2015	$0	$0	$0	$0
Repayment of Loan	Fund 301	$0	$126,000	$0	($126,000)
Ending Fund Balance		$3,847	$7,332	$47,332	$40,000
Total Proposed Expense Budget for 2014		**$3,847**	**$265,000**	**$197,332**	**($67,668)**

REVENUE - Year 2014 Proposed Budget:					Increase
	Park Impact Fees - 352	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Balance		$3,848	$20,608	$40,608	$20,000
Park Impact Fees		$16,740	$20,000	$25,000	$5,000
Investment Interest		$20	$0	$0	$0
Total Proposed Revenue Budget for 2014		**$20,608**	**$40,608**	**$65,608**	**$25,000**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Park Impact Fees - 352	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Interfund Loan		$0	$0	$0	$0
Contribution to 321	Ctiy Match for Horseshoe Lake Park Path	$0	$0	$40,000	
Ending Fund Balance		$20,608	$40,608	$25,608	($15,000)
Total Proposed Expense Budget for 2014		**$20,608**	**$40,608**	**$65,608**	**($15,000)**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

REVENUE - Year 2014 Proposed Budget:					Increase
	Traffic Impact Fees - 353	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Balance		$0	$0	$0	$0
Traffic Impact Fees		$0	$0	$5,000	$5,000
Investment Interest		$0	$0	$0	$0
Total Proposed Revenue Budget for 2014		**$0**	**$0**	**$5,000**	**$5,000**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Traffic Impact Fees - 353	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Interfund Loan		$0	$0	$0	$0
Contribution to 325	Fees to be used as part of match in 2015.	$0	$0	$0	
Ending Fund Balance		$0	$0	$5,000	$5,000
Total Proposed Expense Budget for 2014		**$0**	**$0**	**$5,000**	**$5,000**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

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REVENUE - Year 2014 Proposed Budget:					Increase
	Water - 401	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$133,856	$318,874	$103,126	-$215,748
USDA Forest Service	Arbor Day	$200	$0	$0	$0
Cowlitz Co. Agreement	Fire District	$225	$225	$225	$0
Water Sales		$906,589	$945,000	$980,000	$35,000
Water Sales Tax		$47,989	$50,000	$51,600	$1,600
Installation Sales		$3,523	$5,000	$3,800	($1,200)
Investment Interest	No change	$956	$0	$0	$0
Turn on/Off Fees	No change	$10,677	$9,000	$10,000	$1,000
Deposits		$12,750	$15,000	$15,000	$0
Contribution from 001	Hydrant Rental	$3,500	$3,500	$3,500	$0
Contribution from 404	Davidson Project	$10,546	$0	$0	$0
Contribution from 302	Utility Reserve	$150,000	$0	$0	$0
Contribution from 421	Water Reserve	$0	$60,000	$0	($60,000)
Contribution from 426	CERB Loan Repayment	$0	$0	$0	$0
Rural County Funds	Ranney Well Grant	$12,000	$0	$0	$0
Total Proposed Revenue Budget for 2014		**$1,292,811**	**$1,406,599**	**$1,167,251**	**($239,348)**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Water - 401	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Salaries	Increases for current employee salaries.	$285,012	$275,000	$285,000	$10,000
Personnel Benefits	Increased health and welfare benefits costs.	$137,787	$147,400	$157,000	$9,600
O & M	Treatment Plant and Distribution System	$204,700	$332,802	$315,700	($17,102)
Professional Services	Plans, Meter Reading, Bill Processing	$30,691	$15,000	$20,000	$5,000
Tax on Water Sales		$47,989	$50,000	$51,600	$1,600
Training/Travel	No Change	$4,526	$7,300	$7,300	$0
Loan Repayments	97 PWTF Loan	$112,223	$109,370	$109,370	$0
Intergovernmental	DOE and DOH Operating Permits	$3,529	$10,000	$10,000	$0
Deposit Refunds		$4,950	$15,000	$15,000	$0
Capital Outlays	Easements, Hydrants, Treatment Plant	$4,986	$17,363	$20,000	$2,637
Contribution to 312	PW Shop	$20,000	$0	$0	$0
Contribution to 001	General Fund	$110,944	$122,038	$122,038	$0
Contribution to 319	PW Office	$1,600	$0	$0	$0
Contribution to 408	Ranney Well Project	$0	$168,000	$0	($168,000)
Contribution to 426	CERB Loan	$0	$34,200	$0	($34,200)
Contribution to 302	Repay Reserve Fund for overdraw	$5,000			
Ending Fund Balance		$318,874	$103,126	$54,243	($48,883)
Total Proposed Expense Budget for 2014		**$1,292,811**	**$1,406,599**	**$1,167,251**	**($239,348)**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

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REVENUE - Year 2014 Proposed Budget:					Increase
	Sewer - 402	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$230,416	$249,372	$385,184	$135,812
Sewage Sales		$1,290,310	$1,500,000	$1,500,000	$0
Industrial Sales		$105,761	$110,000	$100,000	-$10,000
Sewer Tax		$36,751	$41,618	$41,618	$0
Bill Interest/Penalty		$40,895	$45,000	$45,000	$0
Investment Interest		$1,315	$100	$500	$400
Miscellaneous		$1,389	$2,200	$1,500	($700)
Inpsections		$400	$1,500	$1,200	($300)
Testing	Industrial Users	$18,647	$20,000	$20,000	$0
Contribution from 411	Westside Sewer Project	$0	$4,196	$0	($4,196)
Contribution from 422	Sewer Utility Reserve	$0	$20,000	$0	($20,000)
Contribution from 302	Utility Reserve	$80,000	$0	$0	$0
Total Proposed Revenue Budget for 2013		**$1,805,884**	**$1,993,986**	**$2,095,002**	**$101,016**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Sewer - 402	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Salaries	Increases for current employee salaries.	$318,438	$318,000	$325,000	$7,000
Personnel Benefits	Increased health and welfare benefits costs.	$140,775	$154,734	$175,000	$20,266
O & M	Treatment Plant and Distribution System	$399,163	$536,000	$610,500	$74,500
Professional Services	Bill Processing, Design Services	$18,004	$6,800	$115,800	$109,000
Sewer Taxes		$36,751	$41,618	$41,618	$0
Training/Travel	No Change	$3,146	$5,000	$5,000	$0
Loan Repayments	99 PWTF Loan and 2001 DOE Loan	$285,704	$283,870	$321,925	$38,055
Intergovernmental	DOE Permits and Lab Certification	$7,624	$8,000	$8,000	$0
Testing	Industrial User Testing	$23,943	$25,000	$25,000	$0
Capital Outlays	Easements, Collection System, Treatment Plant	$39,746	$52,000	$44,000	($8,000)
Contribution to 312	PW Shop	$19,167	$0	$0	$0
Contribution to 001	General Fund	$162,451	$177,780	$177,780	$0
Contribution to 319	PW Office	$1,600	$0	$0	$0
Contribution to 411	Westside Sewer Project	$100,000	$0	$0	$0
Ending Fund Balance		$249,372	$385,184	$245,379	**($139,805)**
Total Proposed Expense Budget for 2014		**$1,805,884**	**$1,993,986**	**$2,095,002**	**$101,016**

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

REVENUE - Year 2014 Proposed Budget:					Increase
	Water Treatment Pumping Project - 408	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$1,075	$1,075	$179,075	$178,000
Investment Interest		$0	$0	$0	$0
PWTF Loan	$973,000 Approved Loan	$0	$140,000	$833,000	$693,000
Contribution from 401	Water Fund	$0	$168,000	$0	($168,000)
Contribution from 421	Water Reserve Contribution	$0	$0	$50,000	$50,000
Total Proposed Revenue Budget for 2014		**$1,075**	**$309,075**	**$1,062,075**	**$753,000**

EXPENSE - Year 2013 Proposed Budget:					Increase
	Water Treatment Pumping Project - 408	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Professional Services	Engineering Design and Construction Administration	$0	$125,000	$30,000	($95,000)
Construction	Ranney Well Improvement Project	$0	$0	$1,025,000	$1,025,000
Project Administration		$0	$5,000	$5,000	$0
Ending Fund Balance		$1,075	$179,075	$2,075	($177,000)
Total Proposed Expense Budget for 2014		**$1,075**	**$309,075**	**$1,062,075**	**$930,000**

REVENUE - Year 2014 Proposed Budget:					Increase
	Sewer Refurbishment Project - 411	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$119,154	$219,196	$0	-$219,196
Investment Interest		$42	$0	$0	$0
Contribution from 402	Sewer Fund	$100,000	$0	$0	$0
PWTF Loan	Westside Sewer Project Loan	$0	$660,000	$0	($660,000)
Total Proposed Revenue Budget for 2014		**$219,196**	**$879,196**	**$0**	**($879,196)**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Sewer Refurbishment Project - 411	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Transfer Out	Transfer to 402/Sewer Fund	$0	$69,196	$0	($69,196)
Professional Services	Design and Project Administration	$0	$40,000	$0	($40,000)
Construction	Sewer Relining and Lateral Repair	$0	$770,000	$0	($770,000)
Project Administration		$0	$0	$0	$0
Ending Fund Balance		$219,196	$0	$0	$0
Total Proposed Expense Budget for 2014		**$219,196**	**$879,196**	**$0**	**($879,196)**

Fund closed out in 2013 after construction is done and all payments have been completed.

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

REVENUE - Year 2014 Proposed Budget:					Increase
	Water Utility Reserves - 421	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$0	$439	$439	$0
Water Assessments		$0	$60,000	$60,000	$0
Investment Interest		$0	$0	$0	$0
Contribution from 401	Water Fund	$0	$0	$0	$0
Total Proposed Revenue Budget for 2014		**$0**	**$60,439**	**$60,439**	**$0**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Water Utility Reserves - 421	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Contribution to 401		$0	$60,000	$0	($60,000)
Contribution to 408	Ranney Well Improvement Project	$0	$0	$50,000	$50,000
Ending Fund Balance		$0	$439	$10,439	$10,000
Total Proposed Expense Budget for 2014		**$0**	**$60,439**	**$60,439**	**($10,000)**

REVENUE - Year 2014 Proposed Budget:					Increase
	Sewer Utility Reserves - 422	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Beginning Fund Balance		$0	$88,003	$216,124	$128,121
Sewer Assessments		$0	$80,000	$80,000	$0
Conribution from 302	Repayment of Interfund Loan for SR 503	$0	$110,000	$0	-$110,000
Contribution from 402		$0	$0	$0	$0
Total Proposed Revenue Budget for 2014		**$0**	**$278,003**	**$296,124**	**$18,121**

EXPENSE - Year 2014 Proposed Budget:					Increase
	Sewer Utility Reserves - 422	2012	2013	2014	(Decrease)
Description	**Narrative Summary**	**Actual**	**Estimated**	**Proposed**	
Transfer to 427	CERB Loan	$0	$41,879	$0	($41,879)
Contribution to 402	Sewer Fund	$0	$20,000	$0	($20,000)
Ending Fund Balance		$0	$216,124	$296,124	$80,000
Total Proposed Expense Budget for 2014		**$0**	**$278,003**	**$296,124**	**$18,121**

Fund closed out in 2013 after construction is done and all payments have been completed.

2013 numbers represent Public Works Director's estimate based on actuals to date and remaining expenditures in 2013.

REQUEST FOR PROGRAM ENHANCEMENT – Explanation as follows:

1. **Program Title**: Upgrade 3 Existing Employees to new Job Titles

2. **Department Priority**: First Priority

3. **FY**: 2014

4. **Status**: Enhancement of existing positions

5. **Establishing:** This request is to upgrade the job titles of three existing employees. Mike Peterson would go from Utility Service Worker II to Assistant Leadman. Tonya Ingle would go from Engineering Aide to Engineering Technician. Tyler Lee would go from Laborer to Utility Service Worker I.

6. **Total Cost**: $34,200 above the 2014 base budget. This would be spread out evenly between the street (104), water (401), and sewer (402) funds ($11,400 each).

7. **Responsible Lead Person**: Bart Stepp, Public Works Director

8. **Dept**: Public Works Department

9. **Description of Enhancement**: The current organization of the operations crew does not identify a backup to Dennis Ripp. Mike Peterson typically takes on these duties when Dennis is gone but he has the same job title of Utility Service Worker II as Mark Cook and Scott Summers. Mike is the most experienced Utility Service Worker II. This enhancement would create a position of assistant leadman with a job description that identifies him as the person in charge when the leadman is not around. Several years ago Mike Peterson had the title of Senior Engineering Technician but was demoted to Utility Service Worker II. I believe the demotion was not appropriate.

   Tonya Ingle has been the Engineering Aide for a little over 2 years. In 2012 she was selected as the employee of the year by her fellow employees. She has a structural engineering degree and the technical skills she provides to the City are far above the stature and pay of an Engineering Aide. The Water Treatment and Wastewater Treatment Superintendents rely heavily on her to ensure the City maintains permit compliance with the state. She completed the design of the ramp and deck for the Public Works Office which was required for the building permits. I would not have been able to complete the Water System Plan without her help. She deserves the promotion.

Tyler Lee has also been with the City full time for a little over two years. Previously he worked for Woodland as a summer helper. Tyler was selected as the employee of the year in 2013. He has a great attitude and is a tireless worker. Since Tyler has been an employee he has obtained the following certifications:

1. Flagging and Traffic Control
2. First Aid/CPR Card
3. Water Distribution Specialist I
4. Wastewater Collection
5. Has received CDL Permit, needs to complete training hours to get license.

The laborer position is the City's entry level position for public works employees. As employees get experience and the required certifications they should be able to move up to the Utility Service Worker I and Utility Service Worker II positions.

10. **Alternatives**: The City could choose not to upgrade these employees. But the City would not be appropriately recognizing their skills or the effort they put out for the City.

11. **Advantages of Enhancement**: This enhancement is necessary to recognize and appropriately pay three quality employees. Adequately compensating these employees will also help keep them from moving to other jobs.

12. **Implications of Denial**: Employee satisfaction would decrease. Employees may leave for better jobs. At least two of the employees under consideration have applied for other jobs since I have been here.

13. **Resources Required**:
    - Salary Increases - $23,600 above base 2014 budget
    - Personnel Benefits – $10,600 above base 2014 budget

14. **Source of Funds:** All three employees are paid through a combination of the water, sewer, and street funds. Percentages vary for Mike and Tyler due to what they happen to be working on at that time. Tonya's time is paid evenly between the funds. It is expected the costs would be split evenly between water, sewer, and street funds. All three funds have sufficient fund balances to pay for the enhancements.

CITY OF WOODLAND
ENGINEERING TECHNICIAN

Department: Public Works
Approved: xxx xx, 2013

Nature of Work:

Performs a variety of responsible and proficient technical duties, regularly and independently, which require a board scope of knowledge and technical practices and procedures including the latest technology. Under the direction of the director plans, organizes, coordinates, and directs the development and maintenance of contracts, permits, reports, and mapping. Researches and designs databases; collects and inputs data; and provides information using technology like Geographic Information Systems, spreadsheets, AutoCAD, or other computer programs. Build and maintain productive and collaborative relationships, and participate in developing department budgets, goals, objectives and priorities.

Supervision Received and Exercised:

This position receives general supervision from the Public Works Director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

Essential Functions:

- Represent the City of Woodland in a courteous and professional manner at all times;
- Review and monitor city contracts for public works projects to assure, prevailing wage compliance, documentation and data collection for final and progress payments. Review responses to requests for proposals and makes selection recommendations for projects;
- Process permit applications for such things as use of public right-of-way, availability of public utilities, utility connections, and make recommendations for approval;
- Digitalize/convert scanned documents and AutoCAD drawings for use in the City's GIS system;
- Use the GIS system to prepare maps and graphics as required for City or other use;
- Use AutoCAD to design and modify City construction standards;
- Research records, maps and other sources to obtain typical engineering data for use in planning and implementing projects, such as gathering utility, right-of-way, and property data;
- Catalog and analyze video of City sewer lines, document location points and organize retrieval system for easy access of information;
- Maintain construction meter rental agreements and monitoring of unmetered water use;

- Maintain database for the tracking of complaints; including type, location, and resolution; and
- Respond to questions and public inquires from contractors, engineering professionals and the general public regarding property descriptions, utility locations and related information in a courteous manner, and resolve complaints in an efficient and timely manner.
- Monitor City NPDES and DOH permits paperwork and provide technical assistance to ensure compliance.
- Operate and maintain the City Backflow Management Software.
- Review reports by other City Staff and Contractors and provide corrections and recommendations.
- Record and track work completed by Public Works Crews.
- Assist in the completion of quarterly reports.
- Provide assistance to Public Works Director in the development of budgets.
- Assist in the inspection and review of City construction contracts.

Additional Job Functions:

- Devise and adapt tools, work aids or improved work methods, and program procedures to accomplish work assignments as necessary.
- Preserves data integrity of the information contained in the GIS databases.
- Maintain city databases as needed.
- Ability to broaden education by attending seminars, classes and training as budget and time allows.
- Perform related duties and responsibilities as required, and other duties as assigned. *

Knowledge, Skills and Abilities:

A. Knowledge of structure and operation of municipal government principles, practices, procedures and legal requirements;
B. Knowledge of principles and practices of record keeping and organization; methods/techniques for collection, compilation and analysis of data;
C. Knowledge of principles and practices of GIS;
D. Knowledge of database design and maintenance, including Access and other common databases;
E. Ability to listen and ascertain the needs of customers; ability to find and communicate accurate information concerning process, policies and procedures to customers; ability to respond to customers tactfully and courteously.
F. Ability to interpret, explain, verify compliance, and enforce department and city policies and procedures;
G. Ability to design, develop and maintain GIS databases; provide information and support GIS users;
H. Ability to read and interpret codes, regulations, maps, construction drawings and standards;

I. Ability to apply good judgment and practical knowledge to resolve unusual or irregular problems; and

J. Ability to establish and maintain cooperative working relations with those contacted in the course of work.

Education and Experience:

A. College level course work or graduation from an accredited two-year college or university with a certification or degree in drafting, engineering or a related field, or two or more years of responsible related experience in civil engineering technician or drafting related work, or any equivalent combination of education, experience or training that provides the required knowledge skills, and abilities.

B. Familiarity with relational databases, GIS development and implementation;

C. Possess a valid Washington State Driver's License;

D. Possess and maintain a current First Aid/CPR card; and

E. Possess and maintain a Flagging and Traffic Control Card.

SPECIAL REQUIREMENTS:

- As a condition of employment, direct deposit of payroll to a bank of employees choice, is required;
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and City policies relating to this.
- The City supports uniformity and fairness, without discrimination, in the selection and treatment of all City employees and provides for the development and retention of a knowledgeable, capable and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.
- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and the work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus).

- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of a

maintenance instruments; physically capable of moving about on work sites and under adverse field conditions.

- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squatting, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.

- **Environmental Factors:**

  A small percentage of employee's time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*

Dated this Xth day of xxx, 2013
Engineering Technician

Reviewed by the City Council and
Approved by the Mayor this Xth day of xxx, 2013.

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Grover B. Laseke, Mayor

CITY OF WOODLAND

PUBLIC WORKS UTILITY SERVICE WORKER I

NATURE OF WORK:

To assist in performing semi-skilled and unskilled labor in the maintenance and related service activities related to street, park, facility, and utility maintenance.

DISTINGUISHING CHARACTERISTICS:

This is the intermediate level class in the Utility Service Worker series. This class is distinguished from the Utility Service Worker II class by the performance of the more routine tasks and duties assigned to positions within the series. This position may be required to support mechanical maintenance and operations tasks for sewer lift stations, treatment plants, vehicles and equipment, and facilities. Since this is the intermediate level in the series, employees may have only limited related work experience.

SUPERVISION RECEIVED AND EXERCISED:

A Utility Service Works receives general supervision from the Public Works Senior Leadman, with possible day to day technical supervision by more experienced Utility Service Workers or Treatment Plant Supervisors.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Assist in the installation and repair of water and sewer mains; installs and connects pipe in ditches; attaches valves and fittings to pipe.
- Assists in making service taps and connections and installation of water meters.
- Assists in the installation and maintenance of fire hydrants.
- Operates vehicles and equipment, including backhoe and grader.
- Assists in maintenance and repair of city buildings and facilities.
- Assists in cleaning of reservoirs.
- Assists in street maintenance such as oiling, patching, and sweeping.
- Assists in sanding and snow removal, cleaning of drains and ditches.
- Perform maintenance of tools and equipment.
- Performs assigned duties as required.

Marginal Functions:

- Ability to read and interpret maps and utility plans.
- Perform related duties and responsibilities as required.
- Individuals may perform other duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

MINIMUM REQUIREMENTS:

Work Experience and Training:

A. High school graduate or G.E.D. equivalent, and
B. Possess and maintain a valid Washington State Driver's License.
C. Possess and maintain a valid Washington State Class B Commercial Driver's License within a year of employment
D. Certification as a Water Distribution Specialist I or Wastewater Collection Certification within a year of employment.
E. Maintain First Aid/CPR card.
F. Maintain Flagging and Traffic Control card.

Knowledge, Skills, and Abilities:

A. Knowledge of the methods, materials, practices, procedures, and equipment used in the construction and maintenance of public works facilities.
B. Knowledge of pump and electrical system repair and maintenance.
C. Mechanical aptitude suitable to understanding operation of public works systems.
D. Knowledge of safety procedures and regulations.
E. Ability to understand and follow oral and written instructions.
F. Ability to perform strenuous physical work.
G. Ability to cooperate and work with others.
H. A willingness to learn and progress, through self-study, water and sewer short courses, and on-the-job training for advancement to higher positions.

SPECIAL REQUIREMENTS:

- As a condition of employment, direct deposit of payroll to a bank of employees choice, is required;
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and City policies relating to this.
- The City supports uniformity and fairness, without discrimination, in the selection and treatment of all City employees and provides for the development and retention of a knowledgeable, capable and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.

- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and the work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus).

- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of a maintenance instruments; physically capable of moving about on work sites and under adverse field conditions.

- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squatting, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.

- **Environmental Factors:**

  A small percentage of employee's time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*

Dated this Xth day of xxx, 2013
Utility Service Worker I

Reviewed by the City Council and
Approved by the Mayor this Xth day of xxx, 2013.

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Grover B. Laseke, Mayor

CITY OF WOODLAND

PUBLIC WORKS ASSISTANT LEADMAN

Nature of Work:

Maintenance and improvement activities related to street, water, sewer, and park facilities. Provide mentoring and supervision to other operations employees. Build and maintain productive and collaborative relationships, and participate in developing department budgets, goals, objectives and priorities.

Supervision Received and Exercised:

Position receives general supervision from the Public Works Senior Leadman.

Position acts as the crew supervisor in the absence of the Senior Leadman. Position provides limited supervision and review of the work of assigned staff, reviewing work for completeness and accuracy, proper work methods, and compliance with City codes, policies and procedures.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

Essential Functions:

- Represent the City of Woodland in a courteous and professional manner at all times.
- Utilize and ensure proper safety precautions related to all work performed.
- Respond to public inquiries in a courteous manner, provide information within the area of assignment, and resolve complaints in an efficient and timely manner.
- Perform a full range of repair and maintenance duties in assigned area of work.
- As required for completion of public works or city projects, supervise the use of and at times operate construction equipment and power tools including dump trucks, concrete saws, backhoes, mowers, ensuring proper maintenance of all assigned equipment.
- Perform related duties and responsibilities as required, and other duties as assigned.
- Perform utility locate services.
- Assign work to junior workers when Senior Leadman is not present.

Marginal Functions:

- Devise and adapt tools, work aids or improved work methods, and program procedures to accomplish work assignments as necessary.
- Inspect work of private contractors, verify project completion, and make recommendation of acceptance of construction work by private contractors, whether preformed for Small Works, City capital projects, or private developer projects.

- Review and monitor city contracts under construction by private contractors for public works projects to assure proper materials and workmanship.
- Monitor Traffic Control Plans for construction projects or events.
- Receive work assignments and allocate work to appropriate staff in the areas of work assigned; instruct staff on technical aspects of work and sufficient information for the work to be accomplished efficiently and to the appropriate specifications.

MINIMUM REQUIREMENTS:

Work Experience and Training:

A. Qualifying experience to provide the required knowledge and ability;
B. Possess a valid Washington State Driver's License;
C. Possess a certification as a Washington State Certified CESCL (Certified Erosion and Sediment Control Lead);
D. Certification as a Water Distribution Manager I or higher;
E. Possess a current First Aid/CPR card;
F. Possess a Flagging and Traffic Control Card;
G. Five years of increasingly responsible experience performing inspection of contractors, development project review, and performing related project field duties within the area of responsibility;

Knowledge, Skills and Abilities:

A. Knowledge of principles of organizing and managing project teams;
B. Ability to lead, organize, and review the work of construction and/or maintenance staff in the area of work assigned;
C. Ability to interpret, explain, verify compliance, and enforce department and city policies and procedures;
D. Ability to apply good judgement and practical knowledge to resolve unusual or irregular problems for all public works maintenance and operations functions;
E. Ability to establish and maintain cooperative working relations with those contacted in the course of work;
F. Knowledge of operations and construction practices of a public works maintenance program;
G. Knowledge of principles and practices of record keeping;
H. Ability to read and interpret maps, construction drawings and standards;
I. Knowledge of occupational hazards and standard safety precautions necessary for all public works functions;
J. Ability to operate a variety of vehicular and stationary equipment, hand tools, mechanical equipment and power tools as for required for the work, in a safe and effective manner.

SPECIAL REQUIREMENTS:

- As a condition of employment, direct deposit of payroll to a bank of employees choice, is required;
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and City policies relating to this.
- The City supports uniformity and fairness, without discrimination, in the selection and treatment of all City employees and provides for the development and retention of a knowledgeable, capable and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.
- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and the work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus).

- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of a maintenance instruments; physically capable of moving about on work sites and under adverse field conditions.

- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squatting, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.

- **Environmental Factors:**

  A small percentage of employee's time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*

Dated this Xth day of xxx, 2013
Assistant Leadman

Reviewed by the City Council and
Approved by the Mayor this Xth day of xxx, 2013.

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Grover B. Laseke, Mayor

REQUEST FOR PROGRAM ENHANCEMENT – Explanation as follows:

1. **Program Title**: New Water/Wastewater Operator

2. **Department Priority**: Second Priority

3. **FY**: 2014

4. **Status**: Enhancement of water and wastewater staffing

5. **Establishing:** This request is to add an employee to the Public Works Department. The job would be a new position titled water/wastewater operator.

6. **Total Cost**: $65,000 above the 2014 base budget. This would be spread out evenly between the water (401) and sewer (402) funds ($32,500 each).

7. **Responsible Lead Person**: Bart Stepp, Public Works Director

8. **Dept**: Public Works Department

9. **Description of Enhancement**: We currently have only one full-time operator at the water treatment plant and two full time operators at the wastewater treatment plant. This leaves very little backup support at the facilities. When Bob Choate is out or is in training Mike Peterson operates the plant, which then leaves the operations crew short staffed. Bob Choate also alternates weekends at the Wastewater Plant with the two wastewater operators Mark Morgan and Derrek Amburgey. Derrek does have a Water Treatment Plant Operator In Training (OIT) certificate and has started to work a few hours a week at the Water Treatment Plant to get experience.

   This position would be an entry level operator position with the requirement that the operator have a Water OIT certificate. They would be hired at the same pay grade as a Utility Service Worker I. This position would split time between the water treatment plant, wastewater treatment plant, and helping out with the operations crew. He would only help out with water or wastewater tasks with the operations crew like meter turn on and offs, lift station maintenance, or water service repairs. The operator would not do street or park work since all of their salary would come from the water or sewer fund.

   The intent would be for the operator to get trained and fully certified for both the water and wastewater plant. If Bob, Mark, or Derrek take another job or retire we would have a trained operator ready to take their place.

10. **Alternatives**: The City could choose not to hire a new employee. The City would then need to hire a fully certified operator when somebody leaves. This means hiring somebody at a higher pay rate and not giving them the in-house training that an entry level operator would receive from existing staff.

11. **Advantages of Enhancement**: This employee would provide needed backup at our water and wastewater treatment facilities and provide assistance with our operations crew which was downsized a few years ago. The City could accomplish more maintenance work. Once the employee is fully certified the number of weekends the current operators have to work would decrease which would reduce burnout and fatigue.

12. **Implications of Denial**: With our current level of staffing we have limited backup for plant operations. An operator that leaves, retires, or gets injured would put a large strain on the remaining operators until another one is hired.

13. **Resources Required**:
    - Salary Increases - $45,000 above base 2014 budget
    - Personnel Benefits – $20,000 above base 2014 budget

14. **Source of Funds:** The Water (401) and Sewer (402) Funds would pay for the position. No other funds would be used. Both funds have sufficient balance to pay for this position without altering their budget.

CITY OF WOODLAND

WATER/WASTEWATER OPERATOR

Department: Public Works
Date: September 9, 2013

Nature of Work:
The Water/Wastewater Operator assists in the operation and maintenance of the municipal Water Treatment Plant, Wastewater Treatment Plant, Water Distribution System, and Wastewater Collection System. Work involves the operation, maintenance and repair of the water and wastewater treatment plants, water distribution system, and wastewater collection system.

Supervision Received and Exercised:
The position works under the general supervision of the Water Treatment Plant Superintendent. The position will be regularly assigned work under the direction of the Wastewater Treatment Plant Superintendent and Public Works Senior Leadman.

ESSENTIAL AND MARGINAL FUNCTIONS STATEMENT: Essential and other important responsibilities and duties may include, but not limited to, the following:

Essential Functions:

- Represent the City of Woodland in a courteous and professional manner at all times.
- Respond to public inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner.
- Ability to work weekends and holidays.
- Participates in the collection and testing of waste water samples to assure adequate treatment process and compliance with regulatory standards.
- Assure the proper operation of pumps, motors, blowers and other plant equipment.
- Maintain gauges, meters and other plant testing and measuring devices to assure proper functioning of equipment.
- Maintains records and prepares periodic reports on plant operations.
- Conducts operations and maintenance for the water filtration/treatment plant, Ranney intake pump station, and water distribution system.
- Assure that all work is performed in accordance with sound safety practices and procedures.

- Routine cleaning and maintenance functions including shoveling grit, washing tanks, and other duties.
- Performance of duties indoors and outdoors, under a variety of weather conditions, both individually, and as part of a work team.

Marginal Functions:

- Physically able to stand for extended periods, climb ladders, work in confined spaces, bend, stoop and lift in excess of 50 pounds.
- Perform special projects or tasks as assigned by Water Treatment Plant Superintendent, Wastewater Treatment Plant Superintendent, and Senior Leadman.
- Respond as necessary to inquiries from the public including tours of plant facilities.
- Other related duties as assigned.

Minimum Requirements

Education and Experience:

A. High School graduate or G.E.D. equivalent, and
B. One (1) year of operation experience at Water Treatment Plant or equivalent.
C. Equivalent combination of work experience, education and training.
D. Must be a certified Washington Water Treatment Plant Operator-In-Training (OIT).
E. Possess and maintain a Washington State Driver's license.
F. Required to obtain First Aid and CPR Certification within one (1) year of employment.

Knowledge, Skills and Abilities*:

- Knowledge of the principles, practices, machines, equipment, materials and operating procedures of a municipal Water Treatment Plant.
- Knowledge of the principles, practices, machines, equipment, materials and operating procedures of a municipal Wastewater Treatment Plant.
- Knowledge of laboratory techniques and procedures as related to water and wastewater treatment analysis.
- Proficiency in the use of computer productivity programs like Word, Excel, Outlook, etc.
- Ability to read charts and meters accurately and maintain accurate records of plant operations.
- Knowledge of mechanic, hydraulics and electricity associated with necessary maintenance and operation of plant equipment.
- Skill in the use of hand tools used in making adjustments and repairs to equipment and machinery.

- Ability to function out-of-doors under all types of weather conditions.
- Ability to deal courteously and tactfully with the public and other city employees.
- Ability to communicate effectively with co-workers and complete paperwork accurately and efficiently.
- A high level of time management skills, as the position dictates frequent interruptions.

SPECIAL REQUIREMENTS:

- As a condition of employment, direct deposit of payroll to a bank of employees choice, is required;
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and City policies relating to this.
- The City supports uniformity and fairness, without discrimination, in the selection and treatment of all City employees and provides for the development and retention of a knowledgeable, capable and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.
- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and the work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus).
- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of a maintenance instruments; physically capable of moving about on work sites and under adverse field conditions.
- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squatting, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.
- **Environmental Factors:**
  A small percentage of employee's time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*

REQUEST FOR PROGRAM ENHANCEMENT – Explanation as follows:

1. **Program Title**: Park Budget Enhancement

2. **Department Priority**: Third Priority

3. **FY**: 2014

4. **Status**: Enhancement of park budget to increase level of service

5. **Establishing:** This request is to use general reserve funds to boost the park budget to upgrade the level of service our parks receive for maintenance similar to what there was in 2011.

6. **Total Cost**: $39,200 above the 2014 base budget. This would come from the general fund.

7. **Responsible Lead Person**: Bart Stepp, Public Works Director

8. **Dept**: Public Works Department

9. **Description of Enhancement**: To get a balanced budget the 2014 park budget includes a reduction in hours of the two seasonal park laborers from 900 hours in 2013 to 800 hours in 2014, no watering of the parks, and significant cuts in operating supplies and repair and maintenance funds.

   This enhancement would raise the levels of service similar to that of 2011. The two summer laborers would have their hours increased from 800 to 1,000 hours. Two student laborers would be hired to work the summer. Watering would be done at all parks with irrigation systems. The large field at Horseshoe Lake Park would not be watered. Additional funds would be put in the repair and maintenance budget for repair of facilities that are damaged or need replaced.

   This enhancement would require an increase in general fund money to support the parks. To continue this level of service in 2015 and beyond the increased level of general fund money would need to be required every year as significant increases in funding from property taxes are not expected.

10. **Alternatives**: A budget that requires the same amount of general fund money that was received in 2013 has been submitted. It includes only 800 hours for two summer laborers, no watering of parks, no student workers, and insufficient repair and maintenance funds. Council could also approve reserve funds in varying amounts and the City could match the services as needed. Below is a prioritized list of services and estimated additional costs:

1. Increase Repair and Maintenance Funds - $7,000.
2. Increase Operating Supplies Costs - $2,200.
3. Increase the Two Park Laborer hours from 800 to 1,000 hours - $7,000
4. Water parks with irrigation systems, do not water HSL Field - $15,000
5. Hire two student laborers for 320 hours - $8,000

11. **Advantages of Enhancement**: Provides increased level of service for parks. Maintenance on facilities would increase and grass would be greener through the summer in most places.

12. **Implications of Denial**: Park service would remain at a minimum level. There would be fewer hours next year for the summer laborers. Maintenance items like painting and repair of facilities would be less.

13. **Resources Required**:

- Operation Supplies and Repair and Maintenance Costs - $9,200
- Salary and Benefit Increases - $15,000
- Increased Utility Costs – $15,000

14. **Source of Funds:** All funding would come from the general fund. The proposed 2014 budget has a transfer of $9,000 to the park fund from the general fund. This would be increased to $48,200.

Clerk-Treasurer 2014 Budget Overview

Other Funds:

Fund 105 Document Recording Fee
Fund 107 Hotel/Motel Tax
Fund 108 Criminal Justice
Fund 224 '94 PWTF Loans-Industrial Area
Fund 225 CLID #94-01/94-02 Light Industrial Area
Fund 301 Capital Project Reserve: General
Fund 303 Fire Dept Reserve
Fund 304 Equipment Acquisition Reserve
Fund 350 Impact Fees-School
Fund 351 Impact Fees-Fire
Fund 403 Garbage & Recycling
Fund 412 Utility Deposits
Fund 426 CERB Loan-Water
Fund 427-CERB Loan-Sewer

OTHER FUNDS:

The proposed budget for 2014 calls for a flat budget very similar to 2013, however there are additional requests in the enhancement budget. Below is a summation of the proposed budget.

These are various other funds such as Special Revenue Funds (105, 107, 108), Debt Service (224, 225, 426, 427), Capital Reserve (301, 303, 304), Impact Fees (350, 351) and Proprietary Funds (403, 412). There are other funds reported in other Department summaries.

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
105	Document Recording Fee	$6,038	$11,238	$7,238	($4,000)	-35.6%
107	Hotel/Motel Tax	$39,443	$45,838	$41,798	($4,040)	-8.8%
108	Criminal Justice	$7,379	$14,409	$19,180	$4,771	33.1%
224	94 PWTF Loans	$187,880	$124,285	$121,886	($2,399)	-1.9%
225	CLID #94-01/94-02	$49,148	$41,000	$0	($41,000)	-100.0%
301	CPR: General	$550,225	$744,969	$855,421	$110,452	14.8%
303	Fire Dept Reserve	$53,399	$58,317	$58,477	$160	0.3%
304	Equipment Acq'n Reserve	$46,927	$50,542	$61,422	$10,880	21.5%
350	Impact Fees-School	$41,250	$57,750	$30,000	($27,750)	-48.1%
351	Impact Fees-Fire	$111,035	$67,830	$67,355	($475)	-0.7%
403	Garbage	$648,883	$656,317	$662,875	$6,558	1.0%
412	Utility Deposits	$79,625	$94,085	$101,715	$7,630	8.1%
426	CERB Loan - Water	$74,948	$68,350	$68,300	($50)	-0.1%
427	CERB Loan - Sewer	$13,330	$83,762	$83,766	$4	0.0%

Fund 105 Document Recording Fee

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
105	Document Recording Fee	$6,038	$11,238	$7,238	($4,000)	-35.6%

Fund 105 is the Document Recording fees from real estate transactions. 2013 there was a distribution per the contract with Longview Housing Authority/Woodland Community Service Center. 2014 has $6,000 budgeted for LHA/WCSC expenditure.

Fund 107 Hotel/Motel Tax

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
107	Hotel/Motel Tax	$39,443	$45,838	$41,798	($4,040)	-8.8%

Fund 107 is funded by Hotel/Motel taxes. There is projected revenue of $10,935 from the Big Idea (for the Tourist Information Center) and $26,500 from Tourism / Lodging Tax. While there is another hotel that began operating again in 2013, we are conservative in revenue projections leaving it flat. There are funding requests for from Tourist Information Center/Chamber, Lilac Gardens, Planters Days, Downtown Woodland Revitalization/Hot Summer Nights and Woodland Historical Museum. The Lodging Tax Advisory Committee will be meeting in October and have a recommendation on funding awards for the council to approve. The Expenditure budget for distribution is $37,435 and $4,363 to Ending Fund Balance. The total 2014 proposed budget is $41,798.

Fund 108 Criminal Justice

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
108	Criminal Justice	$7,379	$14,409	$19,180	$4,771	33.1%

Fund 108 Revenues are from Criminal Justice taxes based on per capita for Low Population, Innovative Law Enforcement Strategies, and Emergency Support Shelter. Expenditures are used for Special programs, crime prevention and Emergency Support Shelter, Reserve PD Uniforms/Equip, Operating transfer to 001 General Fund.

Fund 224 '94 PWTF Loans-Industrial Area

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
224	94 PWTF Loans	$187,880	$124,285	$121,886	($2,399)	-1.9%

Fund 224 is the debt payment is for the PWTF loan payments for Water, Sewer, Road Improvements in the Light Industrial Area. The Contribution from 001 Property Taxes - decrease in 2013 on distribution as fund balance was higher than needed, from $133k annually to $58k = ($75k) which remained in the General Fund; also includes

investment interest. For 2014 the 001 Property Tax distribution is $117,000 and this debt is paid off in 2014. The funds have been reallocated thereafter to the Capital Improvements related to the LTGO Bond issue of 2013 for completion of the Police Station/Community Meeting Room and also the other Capital Improvements for acquisition of a new city hall, improvements to Station 1 for Fire and other improvements.

Fund 225 CLID #94-01/94-02 Light Industrial Area

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
225	CLID #94-01/94-02	$49,148	$41,000	$0	($41,000)	-100.0%

Fund 225 is the Consolidated Local Improvement District (CLID 1994) for the Water/Sewer/Road Improvements in the Light Industrial Area. Revenue: Property Assessment debt was due in February annually for Principal & Interest and also included some investment interest. This debt was retired by an early call for the bonds and was prepaid and is now $0, but the final property assessments are still being collected will be paid in full in 2013/2014 depending on when received.

Fund 301 Capital Project Reserve: General

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
301	CPR: General	$550,225	$744,969	$855,421	$110,452	14.8%

Fund 301 - Revenues: are from Real Estate Excise Tax REET- 1st quarter percent and second quarter percent and interest. It is restricted to specific expenditures per RCW. Projections for 2014 are for REET to continue with a slight increase due to current year trend and economy. Contribution from 001 from 2013 Gambling card room tax was $87,000 and 10% Sales Tax distribution for 2013 $118k remained in 001 General Fund for Capital items. Also the Gambling tax was estimated for 2012 at $200k, but was adjusted to a lower amount based on actual with the closure of the Oak Tree Casino. It has now been re-opened in 2013 and is under new ownership. It is unknown what revenues will be generated by gambling card room taxes, so a budget amendment will be required in 2013 and 2014 based on actuals. This revenue will be deposited to this fund 301 CPR: General and allocated by the council after receipt.

Expenditures: Contribution to 303 Fire Reserve for 38% of ALF Pumper Truck debt payment #9 of 10 in 2014 $20,691. Contribution to 319 Public Safety Facility land payment 50% share $30,854 and the other 50% from Fire Impact Fees. Contribution To Fund 319 for the newly issued 2013 LTGO Bond Payment (% Police Station & % to other capital improvements) $86,960. Ending Fund Balance is projected at $716,916.

Fund 303 Fire Dept Reserve

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
303	Fire Dept Reserve	$53,399	$58,317	$58,477	$160	0.3%

Fund 303 Revenues: Investment Interest; Contribution from 301 General Reserve 38% $20,691 (2014); Contribution from 351 Fire Impact fees 62% $ 30,854 (2014); Expenditures: Debt payment #9 of 10 on ALF Pumper truck with maturity in 2015; Land payment 50% with maturity in 2020. Ending Fund Balance $4,027.

Fund 304 Equipment Acquisition Reserve

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
304	Equipment Acq'n Reserve	$46,927	$50,542	$61,422	$10,880	21.5%

Fund 304 Revenue: is projected Beginning Fund Balance of $50,542; the Contribution from 001-General Fund for Sales Tax 1% portion $10,880. Expenditure: Building Dept. vehicle reserve $12,000 for future acquisition; Police Dept. vehicle(s) allocated $49,000 of $75,000 requested. And Ending Fund Balance $422.

Fund 350 Impact Fees-School

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
350	Impact Fees-School	$41,250	$57,750	$30,000	($27,750)	-48.1%

Fund 350 is the amount collected and distributed to the school for impact fees. A 2% administrative fee is retained in the General Fund.

Fund 351 Impact Fees-Fire

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
351	Impact Fees-Fire	$111,035	$67,830	$67,355	($475)	-0.7%

Fund 351 Revenue estimated at $15,810. An interfund loan from 301 will be necessary in the amount of $51,545 as Fire Impact Fees are estimated at:

7 Single family $1530	$10,710.00
0 Multi family $1426	
Commercial/Industrial $51 sq ft	$5,100.00

Expenditures are for debt for ALF Pumper 62% of $415,674 with the 2014 payment $33,759 and 50% land payment of $30,854. Interfund loan payment of $2,752 leaving a $0 Ending Fund Balance.

Fund 403 Garbage & Recycling

REVENUE:	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
Garbage Collection	$490,402.44	$501,967.00	$508,000	$6,033.00	1.2%
Recycling	$124,755.76	$126,374.00	$133,000	$6,626.00	5.2%
Investment Interest	$332.23	$200.00	$0	($200.00)	-100.0%
State Tax Garbage Collection 4.3%	$16,096.94	$18,071.00	$21,844	$3,773.00	20.9%
Revenue Fund Total	**$631,587.37**	**$646,612.00**	**$662,844**	**$16,232.00**	**2.5%**

EXPENDITURE:	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
Garbage Contract 85% of receipts	$524,279.13	$534,090.00	$544,850	$10,760.00	2.0%
State Tax on Garbage Collection 4.3%	$17,133.12	$18,071.00	$21,844	$3,773.00	20.9%
B & O Tax/Garbage Collection .015	$13,184.44	$9,425.00	$9,615	$190.00	2.0%
Contribution TO 001/Current	$94,189.00	$94,700.00	$86,466	($8,234.00)	-8.7%
Expd Fund Total	**$648,882.61**	**$656,317.00**	**$662,775**	**$6,458.00**	**1.0%**

Fund 403 is the contract with Waste Control for Garbage and Recycling Services. The 2012 actuals and 2013 year-to-date were reviewed and the 2014 projection is for a slight increase of 1.2% for garbage collection and 5.2% for recycling. The Contract is 85% of receipts to Waste Control and 15% retained by the City for administration.

Fund 412 Utility Deposits

FUND	DESCRIPTION	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
412	Utility Deposits	$79,625	$94,085	$101,715	$7,630	8.1%

Fund 412 are Utility Deposits collected for Utility accounts. They are refunded after 1 year if the account is in good standing. The 2014 revenue is estimated at $30,000 and refund of deposits at $36,715 with an ending fund balance of $65,000.

Fund 426 CERB Loan-Water

Revenue:	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
BFB - Reserved	$0.00	$0.00	$34,150	$34,150.00	#DIV/0!
BFB - Unreserved	$40,347.12	$0.00	$0	$0.00	0.0%
Investment Interest	($8.70)	$0.00	$0	$0.00	0.0%
Water System Development Charges	$2,310.05	$34,150.00	$34,150	$0.00	0.0%
Special Assessment: ($34,150 BFB 2013 Pymt + $34,150 2014 pymt)					
Interfund Loan from 302: CPR	$32,300.00	$0.00	$0	$0.00	0.0%
Interfund Loan From 401: Water	$0.00	$34,200.00	$0	($34,200.00)	- 100.0%
Fund Total	**$74,948.47**	**$68,350.00**	**$68,300**	($50.00)	-0.1%

Expenditure:	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
EFB - Unreserved	$36.81	$0.00	$0	$0.00	0.0%
EFB - Reserved	$0.00	$0.00	$0	$0.00	0.0%
IF Loan Repaymnt to 302	$40,761.70	$0.00	~~$0~~	$0.00	0.0%
IF Loan Repaymnt To 401	$0.00	$34,200.00	$34,150	($50.00)	-0.1%
CERB-Principal	$30,341.80	$31,252.00	$31,252	$0.00	0.0%
Loan $407,680; Term 15 years-Final in 2015; 3%					0.0%
Payment due July 1					0.0%
CERB-Interest	$3,808.16	$2,898.00	$2,898	$0.00	0.0%
Fund Total	**$74,948.47**	**$68,350.00**	**$68,300**	($50.00)	-0.1%

Fund 426 was for improvements in the Light Industrial Area. Revenue is from System Development Charges which have been low in the past couple of years. A special assessment of the SDC Pre-Annexation customers was done in 2012 and again in 2013 to repay the interfund loans and pay the debt. This loan is set to be paid in full and retired in 2015.

Fund 427-CERB Loan-Sewer

Revenue:	2012 Actual	2013 Budget	2014 Proposed	Increase (Decrease)	%
BFB - Reserved	$0.00	$0.00	$41,883.00	$41,883.00	0.0%
BFB - Unreserved	$12,005.95	$0.00	$0.00	$0.00	0.0%
Investment Interest	($4.03)	$0.00	$0.00	$0.00	0.0%
Sewer System Devel Charges	$1,327.64	$41,883.00	$41,883.00	$0.00	0.0%
Special Assessment: ($41,883 BFB 2013 Pymt + $41,883 2014 pymt)					
					-
Interfund Loan From 422: CPU	$0.00	$41,879.00	$0.00	($41,879.00)	100.0%
Sewer SDC - DO NOT USE	$0.00	$0.00	$0.00	$0.00	0.0%
Fund Total	**$13,329.56**	**$83,762.00**	**$83,766.00**	**$4.00**	**0.0%**

Expenditure:	$2,012.00 Actual	$2,013.00 Budget	$2,014.00 Proposed	Increase (Decrease)	%
EFB - Reserved	$0.00	$0.00	$4.00	$4.00	#DIV/0!
EFB - Unreserved	$4.43	$0.00	$0.00	$0.00	0.0%
IF Loan Repayment to 302	$13,325.13	$0.00	$0.00	$0.00	0.0%
IF Loan Repaymnt to 422	$0.00	$40,729.00	$41,879.00	$1,150.00	2.8%
Principal	$0.00	$39,479.00	$38,329.00	($1,150.00)	-2.9%
Loan $500,000; Term 15 years-Final in 2015; 3% Payment due January 1 (paid in December prior year)					
Interest	$0.00	$3,554.00	$3,554.00	$0.00	0.0%
Fund Total	**$13,329.56**	**$83,762.00**	**$83,766.00**	**$4.00**	**0.0%**

Fund 427 was for improvements in the Light Industrial Area. Revenue is from System Development Charges which have been low in the past couple of years. A special assessment of the SDC Pre-Annexation customers was done in 2012 and again in 2013 to repay the interfund loans and pay the debt. This loan is set to be paid in full and retired in 2015.