

CLERK-TREASURER DEPARTMENT – CITY COUNCIL UPDATE

December 9, 2013

Mari Ripp, Clerk-Treasurer

Projects/Work Completed this month & last month:

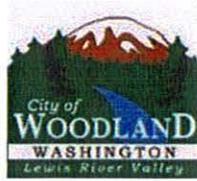
1. Bid award paper products & supplies
2. Kaiser CWCOG insurance renewal for 2014
3. Polestar COBRA Administrator contract renewal for 2014
4. Notice of Quorum for Scott Avenue Reconnection Open House, December 10th 5:30 p.m.
5. Notice of Special meeting/Workshop December 9th 7:00 p.m. with possible action
6. November 15 and 30, 2013 claims and payroll
7. Minutes of November 4, 18, 25, 2013
8. Ordinance No. 1286 and Resolution No. 638 – 2014 Property tax levy
9. WQCC After Hours event
10. Equipment, staff tables, etc. for new council chambers
11. New councilmember orientation (CT & Mayor)
12. Personnel transitions in CT Dept.
13. All City Safety meeting, agenda and minutes

Projects/Work in Progress:

1. 2014 Budget prep
2. iCompass – Agenda management and packets and Civicweb training
3. Final LID Billing Police Chief hiring
4. AV and IT for new council chambers
5. Sonitrol Security updates
6. Ribbon cutting/dedication of new police station
7. WPOA Mediation
8. Teamsters-Public Works and Teamsters-Clerical negotiations
9. Healthcare insurance and open enrollment
10. Prep for 2013 Annual Report and Audit
11. Current Grants monitoring and processing
12. CWCOG Wellness Grant application for 2014 mini-grant
13. AWC Well City Grant
14. Invoice Cloud online payments and accessing Utility ebills
15. Storage / Archives – prep for move of files/boxes
16. Boards & Commissions prepare for upcoming 2014 expiration of terms
17. Oath of office for councilmembers (incoming)

Projects/Work in need of Council direction:

1. 1/15/2014-WQCC (City host) – agenda and planning for event



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Projects/Work set for Council Agenda next meeting/month:

1. 12/9 and 12/16/2013-Ordinance No. 12XX-amending ordinance of time to allow alcohol in the park for special permitted events
2. 12/9 and 12/16/2013-Ordinance No. 1287-2014 Final Budget
3. 12/16/2013-Ordinance No. 12XX-2013 Budget amendments
4. 12/16/2013-Oath of Office for incoming councilmembers (Fredricks, Heffernan, McCall, Swindell)
5. 1/6/2014-Mayor Pro-Tem appointment
6. 12/16/2013-approval of agreements for 2014-Hotel Motel, Humane Society, DWR, etc.
7. Sales Tax report
8. 12/16/2013– Nov 30, 2013 Financial Reports

CITY OF WOODLAND

ORDINANCE No. 1289

AN ORDINANCE AMENDING TITLE 9.26.115 (ORDINANCE 1269) AS IT RELATES TO THE CONSUMPTION OF ALCOHOL AT A CITY APPROVED BEER GARDEN AND/OR WINE TASTING EVENT

FINDINGS OF FACT

The City Council of the City of Woodland finds as follows:

WHEREAS, there has been a requested change in code to allow for the consumption of beer and wine before noon at City approved events;

WHEREAS, the strict time requirement in the current ordinance is not flexible enough to accommodate different types of public events;

AND, WHEREAS, with the deletion of the time requirement in current 9.26.115, the City Council retains discretion to designate stop and start time for the consumption of wine and beer at such events and it remains part of the permitting process.

ORDINANCE

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodland as follows:

1. Section WMC 9.26.115 - City Approved Beer Gardens and/or Wine Tasting Areas

OLD SECTION 9.26.115 - City Approved Beer Gardens and/or Wine Tasting Areas

Subject to approval by the City of a site plan designating areas within Horseshoe Lake Park as a beer garden and/or wine tasting areas submitted by festival organizers as part of a special event permit, and subject to all applicable requirements and regulations of the Washington State Liquor Control Board, win, champagne and beer may be possessed, sold and consumed within such designated areas, provided that such designated areas will not open before 12:00 p.m. (noon) and shall close at or before 1:00 p.m. on each day of the event.

The City of Woodland can only approve a maximum of three special event permits a year allowing beer gardens and/or wine tasting areas at Horseshoe Lake Park.

To receive approval of a special event permit for a beer garden and/or wine tasting area at Horseshoe Lake Park, the applicant must meet the following conditions:

1) The applicant must be a 501-3(c) non-profit organization.

2) The applicant will pay a \$250 non-waivable fee in addition to the regular special event permit fee. This fee is to cover additional costs the City will incur for Police and Public Works Staff time dealing with issues from the beer gardens and/or wine tasting areas.

New code section to be inserted as follows:

NEW SECTION 9.26.115 - City Approved Beer Gardens and/or Wine Tasting Areas

Subject to approval by the City of a site plan designating areas within Horseshoe Lake Park as a beer garden and/or wine tasting areas submitted by festival organizers as part of a special event permit, and subject to all applicable requirements and regulations of the Washington State Liquor Control Board, win, champagne and beer may be possessed, sold and consumed within such designated areas.

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2. Severability

If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or constitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

3. Effective Date

This ordinance shall become effective five (5) days after its publication in the media or paper of record as required by law.

4. Publishing

A summary of this ordinance shall be published.

This ordinance shall be in full force and effect five days after publication as required by law.

ADOPTED IN OPEN MEETING THIS 16th day of December, 2013.

CITY OF WOODLAND, WASHINGTON

Approved:

Grover B. Laseke, Mayor

Attest:

Mari E. Ripp, Clerk/Treasurer

Approved as to form:

William J. Eling, City Attorney

EXHIBIT A -- 2014 Preliminary Budget

12/2/2013 12/2/2013
 FIRST READING FIRST READING

FUND	DESCRIPTION	Revenue	Expenditure	
001	Current Expense	\$4,671,563	\$4,631,620	39,943
002	Petty Cash/Change	\$950	\$950	0
003	Advance Travel	\$2,000	\$2,000	0
101	Park	\$126,898	\$126,898	0
102	Library	\$3,465	\$3,465	0
104	Street	\$1,129,672	\$1,129,672	0
105	Document Recording Fee	\$7,238	\$7,238	0
107	Hotel/Motel Tax	\$43,998	\$43,998	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	\$858,166	\$858,166	0
303	Fire Dept Reserve	\$58,477	\$58,477	0
304	Equipment Acq'n Reserve	\$57,140	\$57,140	0
312	Public Works Shop	\$92,473	\$92,473	0
316	SR503 Improvements	\$0	\$0	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	Scott Avenue Reconnection Project	\$2,050,000	\$2,050,000	0
325	TIB SR503/Scott Intersection	\$320,049	\$320,049	0
326	South Woodland Safe Route to Schools	\$300,000	\$300,000	0
350	Impact Fees-School	\$30,000	\$30,000	0
351	Impact Fees-Fire	\$67,355	\$67,355	0
352	Impact Fees-Park	\$102,854	\$102,854	0
353	Impact Fees-Transportation	\$5,000	\$5,000	0
401	Water	\$1,207,801	\$1,207,801	0
402	Sewer	\$2,275,207	\$2,275,207	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	\$185,902	\$185,902	0
422	CPR: Utilities-Sewer	\$320,256	\$320,256	0
426	CERB Loan - Water	\$34,150	\$34,150	0
427	CERB Loan - Sewer	\$83,766	\$83,766	0
				0
	TOTAL	\$17,628,289	\$17,588,346	39,943
		\$17,628,289	\$17,588,346	39,943

Changes to 2014 Proposed Budget 12/2/2013

2014 Budget / CT V.5 20131202

REVENUE:

Fund	Description	11/5/2013	12/2/2013	Inc/(Decr)
General				
001	Begin Fund Balance (BFB)	78,928	248,730	169,802
				0
				0
Hotel/Motel				
107	Hotel/Motel Tax	26,500	28,700	2,200
		26,500	28,700	2,200
Street				
104	Begin Fund Balance (BFB)	196,895	243,214	46,319
	Contbn to 323 Schur/Guild	121,207	0	(121,207)
		318,102	243,214	(74,888)

EXPENDITURE:

Fund	Description	11/5/2013	12/2/2013	Inc/(Decr)
Planning				
001 558	Salaries	74,598	74,646	48
Building				
001 559	Benefits	34,614	39,565	4,951
	Salaries	70,467	70,516	49
	Benefits	24,887	28,871	3,984
		204,566	213,598	9,032
Hotel/Motel				
107	Tourism	37,435	41,475	4,040
107	Ending Fund Balance (EFB)	4,363	2523	(1,840)
		41,798	43,998	2,200
				0
Park				
101	101 to 001 General	24,141	26,458	2,317
101	Ending Fund Balance (EFB)	12,697	1,280	(11,417)
101	Salaries	45,000	48,000	3,000
101	Benefits	17,000	18,000	1,000
101	C/O: Park	900	0	(900)
101	Operating Supplies/R&M	16,000	22,000	6,000
		115,738	115,738	0
Street				
104	Salaries	165,000	173,000	8,000
104	Benefits	88,000	91,500	3,500
104	Ending Fund Balance (EFB)	262,063	143,090	(118,973)
104	C/O: Street	8,900	8,000	(900)
104	Operating Transfer	41,372	74,857	33,485
		565,335	490,447	(74,888)
Water				
401	Ending Fund Balance (EFB)	10,487	59,401	48,914
401	Salaries	285,000	292,800	7,800
401	Benefits	157,000	160,500	3,500
401	Operating Transfer	209,197	148,983	(60,214)
		661,684	661,684	0
Sewer				
402	Ending Fund Balance (EFB)	346,527	391,751	45,224
402	Salaries	325,000	332,800	7,800
402	Benefits	175,000	178,500	3,500
402	Operating Transfer	296,728	200,313	(96,415)
402	2014 PWTF Interest	0	39,891	39,891
		1,143,255	1,143,255	0

Summary of other fund changes:

Public Works Shop

312	BFB, EFB and Construction	5,105	92,473	87,368
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SR503 Widening

316	Close out fund	44,892	0	(44,892)
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Schurman/Guild Road

323	BFB	127,207	0	(127,207)
	Contbn to 104	127,207	0	(127,207)

TIB/SR503/Scott Intersection

325		190,049	320,049	130,000
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Park Impact Fees

352		65,608	102,854	37,246
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Utility Reserve: Water

421	BFB, EFB	60,439	185,902	125,463
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Utility Reserve: Sewer

422	BFB, EFB	294,340	320,256	25,916
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Estimated Exp'd Summary by Department --- 2012-2014/**CT V.5_20131202**

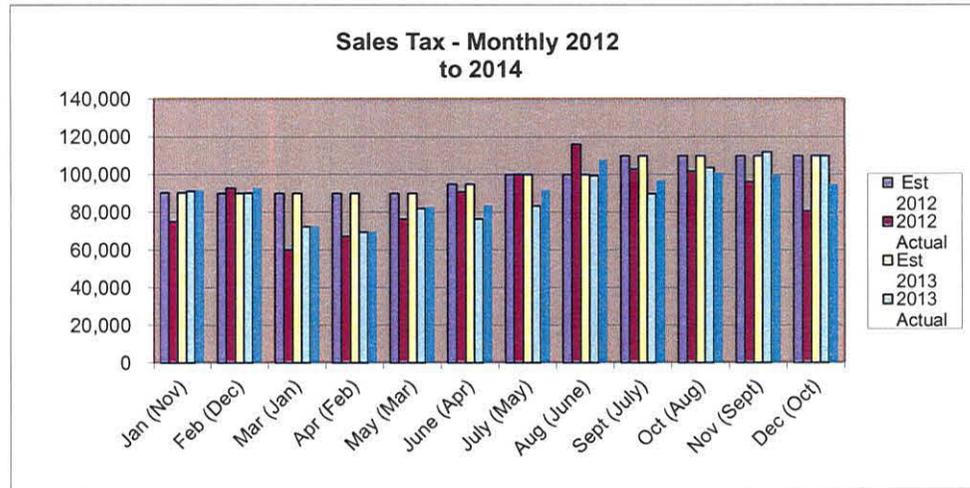
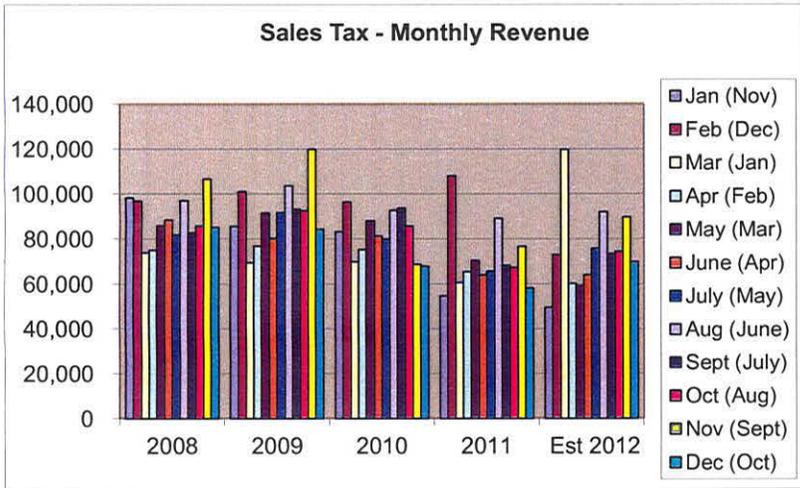
		Budget 2012	Actual 2012	Budget 2013	Actual 9/30/2013	Proposed 2014	Increase (Decrease) 2013 to 2014	% Increase (Decrease)
001 511	Legislative/Publ Svcs	\$40,047	\$41,914	\$46,547	\$36,042	\$49,301	\$2,754	5.9%
001 512	Judicial	\$122,400	\$113,199	\$129,600	\$81,306	\$125,300	(\$4,300)	-3.3%
001 513	Executive-Mayor	\$26,965	\$27,216	\$46,900	\$33,046	\$44,556	(\$2,344)	-5.0%
001 514	Finance/Admin/Clerk	\$496,400	\$445,818	\$567,489	\$438,816	\$622,210	\$54,721	9.6%
001 515	Legal Services	\$92,496	\$89,391	\$92,496	\$70,628	\$92,496	\$0	0.0%
001 516	Personnel	\$8,750	\$7,264	\$11,100	\$6,771	\$11,450	\$350	3.2%
001 518	General Facilities	\$416,714	\$363,466	\$373,815	\$246,785	\$366,415	(\$7,400)	-2.0%
001 558	Planning	\$125,419	\$120,389	\$125,437	\$92,720	\$130,608	\$5,171	4.1%
001 559	Building	\$70,842	\$79,333	\$93,094	\$59,866	\$107,237	\$14,143	15.2%
001 010	General Government	\$39,606	\$39,749	\$41,844	\$31,721	\$44,992	\$3,148	7.5%
001 020 521	Police	\$1,475,552	\$1,504,056	\$1,601,101	\$1,117,690	\$1,588,529	(\$12,572)	-0.8%
001 030 522	Fire	\$800,054	\$727,126	\$879,518	\$948,638	\$1,035,300	\$155,782	17.7%
001 025 524	Code Enforcement	\$22,154	\$18,611	\$24,268	\$14,539	\$27,291	\$3,023	12.5%
	Subtotal Departments	\$3,737,399	\$3,577,530	\$4,033,209	\$3,178,570	\$4,245,685	\$212,476	5.3%
001 040 58X	Non-Expenditures	\$126,000	\$85,909	\$85,940	\$60,144	\$86,555	\$615	0.7%
001 050 594	Capital Outlay-Various Dept (001)	\$146,331	\$146,751	\$69,500	\$81,791	\$45,500	(\$24,000)	-34.5%
001 050 597	Operating Transfers	\$462,484	\$342,810	\$348,439	\$146,278	\$221,980	(\$126,459)	-36.3%
001 051 596	Capital Leases-Copiers (001)	\$6,020	\$5,339	\$6,600	\$4,022	\$6,900	\$300	4.5%
001 05X 599	Council Contingency	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
001 508	Ending Fund Balance	\$13,435	\$19,008	\$178,928	\$0	\$25,000	(\$153,928)	-86.0%
	GRAND TOTAL 001 General Fund	\$4,491,669	\$4,177,347	\$4,722,616	\$3,470,805	\$4,631,620	(\$90,996)	-1.9%
					\$3,470,805	\$4,631,620		

Revenue History to 2014 -- City of Woodland

Items in red are estimated amounts

	TARGET	TARGET	TARGET	TARGET	TARGET	TARGET	TARGET	TARGET	TARGET	TARGET	TARGET		
Sales Tax-Regular R	1,105,000	\$ 1,205,000	1,175,000	861,900	860,000	960,000	1,185,425	1,185,425	1,185,425	1,185,425	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	103,730	101,000	(2,730)
Nov (Sept)	110,442	106,662	120,072	68,821	76,798	89,782	80,990	110,000	96,263	110,000	112,029	100,000	(12,029)
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	1,080,767	1,088,000	7,233
							1,130,000						
							(209,350)						
Est Over/Short		(46,315)	(113,535)	(190,951)	(11,681)	42,495	(39,350)	0	(124,241)	0	(104,658)	0	

2012 estimate does NOT include NEW PSST



12/19
Workbook