CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, November 6, 2023
5:00 PM

MEETING INFORMATION
Please click the link below to join the webinar:
https://us02web.zoom.us/j/86119709861

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

- **A. Finance: 2023 Quarter 3 Update**

V. PUBLIC COMMENTS

VI. REPORTS AND COMMUNICATIONS

- **A. CITY MANAGER**
- **B. MAYOR**
- **C. CITY COUNCIL**

VII. ADJOURNMENT

UPCOMING MEETINGS: Monday, November 13, 2023 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:
11/6/2023

SUBJECT:

MEETING INFORMATION

Please click the link below to join the webinar:

https://us02web.zoom.us/j/86119709861

DEPT. OF ORIGIN:
Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

EXPENDITURE REQUIRED: **BUDGETED:** **APPROPRIATION REQUIRED:**

SUMMARY STATEMENT

RECOMMENDED ACTION

Workshop Coversheet

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:
11/6/2023

SUBJECT:
2023 Quarter 3 Update

DEPT. OF ORIGIN:
Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:
No

ATTACHMENTS:

- **2023 3rd Q Presentation**

EXPENDITURE REQUIRED: **BUDGETED:** **APPROPRIATION REQUIRED:**

SUMMARY STATEMENT

RECOMMENDED ACTION

2023 3rd Quarter Review

11/06/2023 | Presented by Daniel Layer

City of Washougal

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Agenda

- 2023 Quarter 3 Financial Summary
  - General & Street Funds
  - Utility Funds
  - All Funds
- Capital Projects Update
- Investments Update
  - LGIP
  - Riverview ICS
  - Bonds/Treasury Notes

City of Washougal

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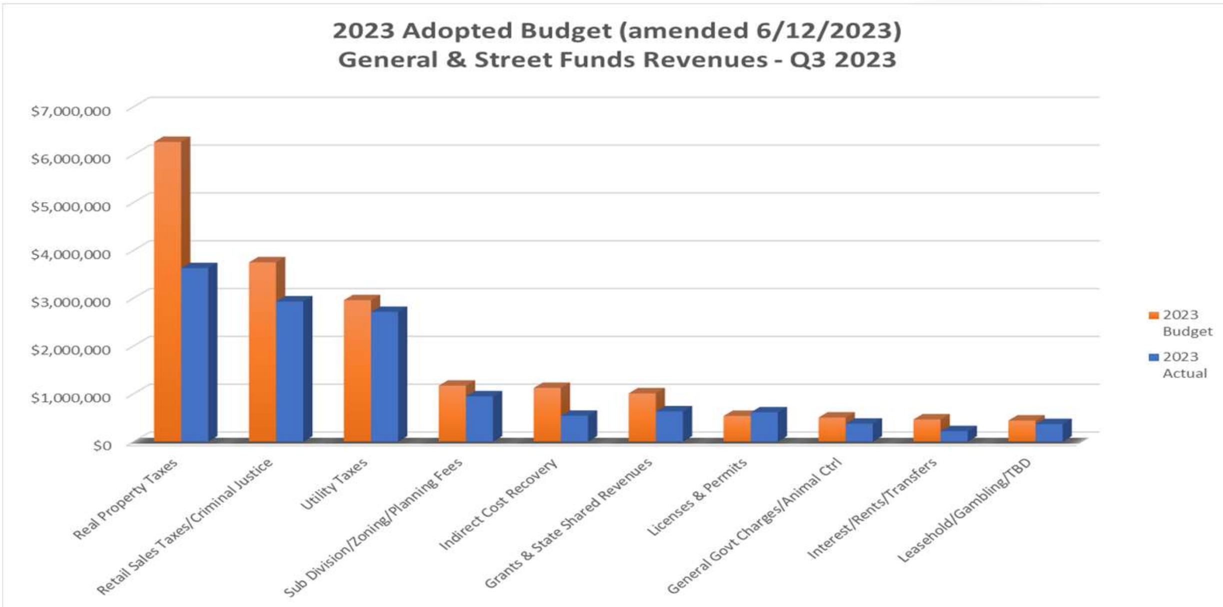

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2023 Revenues – General & Street Funds

2023 3rd quarter revenues are at **71.1%** of the amended budget:

- Overall revenue is down (11.4%) from 3rd quarter 2022
  - Excluding $2.25m American Rescue Plan Act (ARPA) funds – revenue is up 4.7% from 2022
- Sales/use taxes & criminal justice/public safety is up 11.8% from Q3 '22
- Utility taxes & franchise fees are up 16.5% from 3rd quarter 2022

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2023 Revenues - General & Street Funds

Revenue Source	3Q 2023 Actual	2023 Amended Budget	3Q % of Budget	Q3 2022 Actual	3Q 2023 v 3Q 2022
Regular Property Taxes	$ 3,626,575	$ 6,264,174	57.9%	$ 3,572,983	1.5%
Retail Sales Taxes/Criminal Justice	$ 2,929,203	$ 3,747,000	78.2%	$ 2,620,686	11.8%
Utility Taxes/Franchise Fees	$ 2,710,308	$ 2,956,421	91.7%	$ 2,327,284	16.5%
Leasehold/Gambling Taxes & TBD	$ 365,236	$ 440,000	83.0%	$ 348,277	4.9%
Licenses and Permits	$ 610,992	$ 535,700	114.1%	$ 436,497	40.0%
State and Federal Grants	$ 64,136	$ 206,636	31.0%	$ 2,271,625	-97.2%
State Shared Revenues/Entitlements	$ 566,369	$ 800,927	70.7%	$ 648,635	-12.7%
Animal Control Fees	$ 121,885	$ 124,500	97.9%	$ 93,662	30.1%
General Government Charges	$ 250,915	$ 377,900	66.4%	$ 240,617	4.3%
Sub Division/Zoning/Planning Fees	$ 946,163	$ 1,169,100	80.9%	$ 1,311,168	-27.8%
Indirect Cost Recovery	$ 538,508	$ 1,122,000	48.0%	$ 655,735	0.0%
Interest, Rents and Settlements	$ 216,941	$ 401,000	54.1%	$ 84,483	156.8%
Other Revenue Sources (Transfers)	$ -	$ 61,500	0.0%	$ -	0.0%
Total	**$ 12,947,230**	**$ 18,206,858**	**71.1%**	**$ 14,611,650**	**-11.4%**

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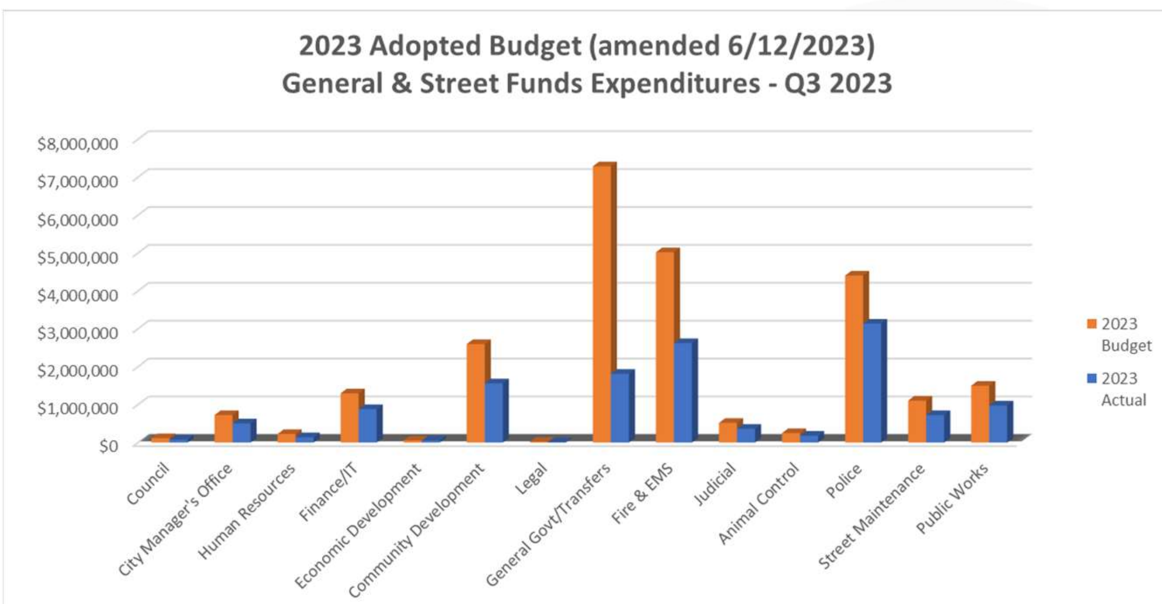

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2023 Expenses – General & Street Funds

2023 3rd quarter expenses are at **51.9%** of the amended budget

- Overall expenditures are up 15.8% from 2022
  - Excluding the 2023 $863k transfer to the Strategic Plan Implementation Fund – expenditures are up 8.2% from 3rd quarter 2022

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2023 Expenses – General & Street Funds

Department	3Q 2023 Actual	2023 Amended Budget	3Q % of Budget	Q3 2022 Actual	3Q 2023 v 3Q 2022
Council	$ 74,248	$ 114,890	64.6%	$ 62,689	18.4%
Judicial	$ 363,085	$ 518,000	70.1%	$ 282,950	28.3%
City Manager's Officer	$ 505,229	$ 724,785	69.7%	$ 409,598	23.3%
Human Resources	$ 140,076	$ 225,170	62.2%	$ 166,716	-16.0%
Finance	$ 881,199	$ 1,297,869	67.9%	$ 948,675	-7.1%
Economic Development	$ 54,999	$ 55,000	100.0%	$ 29,211	88.3%
Legal	$ 8,760	$ 20,000	43.8%	$ 10,433	-16.0%
General Government Services	$ 1,807,800	$ 7,275,831	24.8%	$ 1,151,542	57.0%
Police	$ 3,137,440	$ 4,404,627	71.2%	$ 2,737,338	14.6%
Fire	$ 2,623,118	$ 5,019,880	52.3%	$ 953,117	175.2%
Intergovernment Services	$ 5,100	$ 13,000	39.2%	$ 12,478	-59.1%
Community Development/Planning	$ 1,562,217	$ 2,598,319	60.1%	$ 2,522,079	-38.1%
Engineering	$ 141,326	$ 173,621	81.4%	$ 187,989	-24.8%
Animal Control	$ 181,157	$ 249,000	72.8%	$ 163,557	10.8%
Parks	$ 402,460	$ 642,941	62.6%	$ 411,655	-2.2%
City Building Maintenance	$ 433,622	$ 681,695	63.6%	$ 464,414	-6.6%
Street Maintenance	$ 722,762	$ 1,106,258	65.3%	$ 746,540	-3.2%
Total	**$ 13,044,598**	**$ 25,120,886**	**51.9%**	**$ 11,260,980**	**15.8%**

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2023 Revenues – Utility Funds

2023 3rd quarter revenues:

- Water/sewer revenues are at **76.7%** of the budget and up 13.9% from 3rd quarter 2022
- Stormwater revenues are at **90.8%** of the budget and up 27.9% from 3rd quarter 2022

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2023 Expenses – Utility Funds

2023 3rd quarter expenses:

- Water/sewer expenses are at **62.7%** of the budget and down 1.6% from 3rd quarter 2022
- Stormwater expenses are at **53.6%** of the budget and up 7.5% from 3rd quarter 2022

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2023 Revenues and Expenses – Utility Funds

Water/Sewer Utility	Q3 YTD 2023	2023 Amended Budget	2Q % of Budget	2022 Q3 Actual	Q3 2023 v Q3 2022
Revenues					
Water Sales	$ 3,356,603	$ 4,534,806	74.0%	$ 2,818,279	19.1%
Sewer Sales	$ 4,750,969	$ 6,273,982	75.7%	$ 4,374,949	8.6%
Other Revenues	$ 267,921	$ 110,800	241.8%	$ 160,195	67.2%
Total Revenue	**$ 8,375,493**	**$ 10,919,588**	**76.7%**	**$ 7,353,423**	**13.9%**
Total Expenses	$ 6,881,240	$ 10,979,987	62.7%	$ 6,996,508	-1.6%
Total Net Revenue	**$ 1,494,253**	**$ (60,399)**		**$ 356,915**	**8.7%**

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2023 Revenues and Expenses – Utility Funds

Storm Water Utility	Q3 YTD 2023	2023 Amended Budget	2Q % of Budget	2022 Q3 Actual	Q3 2023 v Q3 2022
Revenues					
Storm Water Sales	$ 1,343,895	$ 1,677,227	80.1%	$ 1,230,628	9.2%
Storm Water Connection Fee	$ 43,020	$ 45,000	95.6%	$ 24,378	76.5%
Other Revenues	$ 390,222	$ 236,000	165.3%	$ 134,545	190.0%
Total Revenue	**$ 1,777,136**	**$ 1,958,227**	**90.8%**	**$ 1,389,552**	**27.9%**
Total Expenses	$ 1,194,633	$ 2,226,880	53.6%	$ 1,111,101	7.5%
Total Net Revenue	**$ 582,503**	**$ (268,653)**		**$ 278,451**	**109.2%**

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2023 Revenues, Expenses & Fund Balances: All Funds

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2023 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2023 Estimated Revenues	Q3 2023 YTD Revenues	2023 Estimated Expenditures	Q3 2023 YTD Expenditures	Ending Q3 2023 Fund Balance
001/101	General & Street	$ 10,403,984	*$ 18,206,858*	$ 12,947,230	*$ 25,120,886*	$ 13,044,598	$ 10,306,616
002	Strategic Plan Implementation	$ -	*$ 863,500*	$ 878,872	*$ 200,000*	$ -	$ 878,872
003	Abatement	$ 90,759	*$ 500*	$ 3,815	*$ 15,000*	$ 1,743	$ 92,831
103	Cemetery	$ 13,312	*$ 238,900*	$ 124,094	*$ 231,600*	$ 109,816	$ 27,590

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2023 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2023 Estimated Revenues	Q3 2023 YTD Revenues	2023 Estimated Expenditures	Q3 2023 YTD Expenditures	Ending Q3 2023 Fund Balance
104	REET 1st Qtr %	$ 1,230,714	$ 510,000	$ 484,467	$ 425,700	$ 94,872	$ 1,620,309
105	Park Impact Fees	$ 397,282	$ 200,300	$ 1,394,548	$ 247,300	$ 622,343	$ 1,169,486
106	REET 2nd Qtr %	$ 1,379,598	$ 939,500	$ 472,439	$ 1,046,000	$ 107,681	$ 1,744,356
108	Hotel/Motel Tax	$ 163,742	$ 100,500	$ 103,399	$ 120,500	$ 56,795	$ 210,346
110	Transportation Development	$ 2,027,973	$ 406,000	$ 1,309,515	$ 352,900	$ 430,684	$ 2,906,804
120	National Opioid Settlements	$ -	$ -	$ 31,871	$ -	$ -	$ 31,871

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2023 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2023 Estimated Revenues	Q3 2023 YTD Revenues	2023 Estimated Expenditures	Q3 2023 YTD Expenditures	Ending Q3 2023 Fund Balance
125	EMS Restricted Revenue	$ 61,839	$ -	$ 2,330	$ 61,500	$ -	$ 64,169
126	Fire Impact Fees	$ 398,182	$ 50,750	$ 353,527	$ -	$ -	$ 751,709
127	Affordable Housing Sales Tax	$ 37,591	$ 15,000	$ 7,842	$ 38,000	$ -	$ 45,433
141	Drug Seizure Fund	$ 21,942	$ 4,100	$ 1,551	$ 4,100	$ 3,766	$ 19,727
215	Downtown Revitalization Bond	$ 342	$ 356,600	$ 25,813	$ 356,600	$ 25,800	$ 355

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2023 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2023 Estimated Revenues	Q3 2023 YTD Revenues	2023 Estimated Expenditures	Q3 2023 YTD Expenditures	Ending Q3 2023 Fund Balance
350	Parks Capital Projects	$ 49,533	$ 569,100	$ 179,645	$ 545,100	$ 69,072	$ 160,107
351	Building Contingency	$ 43,201	$ 6,321,628	$ 833,457	$ 6,324,628	$ 1,068,387	$ (191,729)
353	Transportation Capital	$ 80,015	$ 4,960,900	$ 244,625	$ 5,106,900	$ 254,201	$ 70,440
355	Art Project Fund	$ 14,284	$ 5,000	$ 5,000	$ 19,000	$ -	$ 19,284

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2023 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2023 Estimated Revenues	Q3 2023 YTD Revenues	2023 Estimated Expenditures	Q3 2023 YTD Expenditures	Ending Q3 2023 Fund Balance
401	Water/Sewer	$ 8,204,996	$ 10,919,588	$ 8,375,493	$ 10,979,987	$ 6,881,240	$ 9,699,249
403	Stormwater	$ 3,488,687	$ 1,958,227	$ 1,777,136	$ 2,226,880	$ 1,194,633	$ 4,071,190
406	Water/Sewer Capital	$ 8,648,426	$ 3,168,496	$ 3,666,668	$ 477,670	$ 1,502,571	$ 10,812,523
410	PW Trust Fund Loan	$ -	$ 536,566	$ 536,565	$ 536,566	$ 536,565	$ -
413	Water/Sewer/Storm Bond	$ 941,369	$ 4,620,360	$ 3,386,942	$ 7,187,649	$ 4,066,482	$ 261,829
414	Water/Sewer/Storm Bond Res	$ 1,598,255	$ 500	$ 3,769	$ -	$ -	$ 1,602,025

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2023 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2023 Estimated Revenues	Q3 2023 YTD Revenues	2023 Estimated Expenditures	Q3 2023 YTD Expenditures	Ending Q3 2023 Fund Balance
510	Employment Security	$ 119,229	$ 1,000	$ 4,305	$ 30,450	$ -	$ 123,534
520	ER&R Vehicles	$ 100,173	$ 138,500	$ 118,297	$ 233,000	$ 123,829	$ 94,641
521	ER&R IT	$ 17,619	$ 211,100	$ 60,004	$ 211,000	$ 53,817	$ 23,806
604	Perpetual Care	$ 390,325	$ 10,000	$ -	$ -	$ -	$ 390,325
610	Downtown Bond Guarantee	$ 1,120,341	$ 6,000	$ 7,219	$ -	$ -	$ 1,127,560
631	Low Income Assistance	$ 5,564	$ 14,000	$ 88	$ 14,000	$ -	$ 5,652

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Capital Projects Update

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Pavement Management Program

Project #	Project Name	Project Budget	Q3 2023 YTD Expenditures	Total Project Expenditures	Available Project Budget
PM-2021-01	Pavement Management Program 2021	$ 907,000	$ 7,424	$ 813,158	$ 93,842
PM-2022-01	Pavement Management Program 2022	$ 1,157,000	$ 26,927	$ 1,100,065	$ 56,935
PM-2023-01	Pavement Management Program 2023	$ 1,115,000	$ 73,330	$ 73,330	$ 1,041,670

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Parks Capital Projects

Project #	Project Name	Project Budget	Q3 2023 YTD Expenditures	Total Project Expenditures	Available Project Budget
PK-2019-09	Schmid Baseball Field Phase 3	$ 2,900,000	$ 69,072	$ 2,581,856	$ 318,144
PK-2022-01	Pickleball Court	$ 110,000	$ -	$ 102,663	$ 7,337
PK-2022-04	Hamllik Park Basketball Court	$ 246,000	$ -	$ -	$ 246,000
~~PK-2022-05~~	~~Lower Hathaway Playground~~	~~$ 55,000~~	~~$~~	~~$~~	~~$ 55,000~~
~~PK-2023-01~~	~~Dog Park - Phase #1 / Civic Campus~~	~~$ 75,000~~	~~$ -~~	~~$ -~~	~~$ 75,000~~
~~PK-2023-02~~	~~Schmid Park Conceptual Design~~	~~$ 100,000~~	~~$ -~~	~~$ -~~	~~$ 100,000~~

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Facilities Capital Projects

Project #	Project Name	Project Budget		Q3 2023 YTD Expenditures		Total Project Expenditures	Available Project Budget
FA-2021-01	Social Services Building Project	$ 965,580		$ 711,695		$ 873,059	$ 92,521
FA-2022-03	PW Operations Center Bldg. Maint. & Repair	$ 1,800,000		$ 192,324		$ 198,328	$ 1,601,672
FA-2023-01	Facilities Master Plan	$ 150,000		$ 45,211		$ 45,211	$ 104,789
FA-2023-02	2023 Facilities Major Maintainance	$ 100,000		$ 10,087		$ 10,087	$ 89,913
FA-2023-04	Permit Center Walls	$ 20,000		$ 12,509		$ 12,509	$ 7,491
FA-2023-03	Keyless Entry / Security Wall	$ 143,000		$ 96,561		$ 107,104	$ 35,896
FA-2023-05	Downtown Revitilization/Civic Campus	$ 6,700,000		$ -		$ -	$ 6,700,000

City of Washougal

Transportation Capital Projects

Project #	Project Name	Project Budget		Q3 2023 YTD Expenditures		Total Project Expenditures	Available Project Budget
TP-2019-05	Grade Separated Underpass At 27Th Street	$ 300,000		$ 8,345		$ 172,308	$ 127,692
TP-2019-06	Advanced Traffic System	$ 113,705		$ 5,903		$ 37,458	$ 76,247
TP-2020-03	39th St Reallignment (Fire Station 95)	$ 172,040		$ 99,724		$ 164,027	$ 8,013
TP-2023-01	32nd Street Safety Improvements	$ 896,000		$ -		$ -	$ 896,000
TP-2023-02	Evergreen Way Sidewalks 39th-42nd	$ 300,000		$ 42,383		$ 54,674	$ 245,326
TP-2023-03	Downtown Sidewalk Project	$ 100,000		$ 96,401		$ 96,401	$ 3,599

City of Washougal

Transportation Capital Projects (cont.)

Project #	Project Name	Project Budget	Q3 2023 YTD Expenditures	Total Project Expenditures	Available Project Budget
TP-2023-04	27th Street Shared Use Path	$ 224,000	$ 1,445	$ 1,445	$ 222,555
TP-2023-05	Columbia River Trail Lighting	$ 200,000	$ -	$ -	$ 200,000
TP-2023-06	Grade Separated Underpass At 32nd Street	$ 50,647,900	$ -	$ -	$ 50,647,900
TP-2023-07	Railroad Crossing Improvements	$ 200,000	$ -	$ -	$ 200,000
~~TP-2023-08~~	~~Evergreen Way Bike Path~~	~~$ 1,100,000~~	~~$ -~~	~~$ -~~	~~$ 1,100,000~~
~~TP-2023-09~~	~~39th Street Sidewalk: Everg To J St~~	~~$ 1,340,000~~	~~$ -~~	~~$ -~~	~~$ 1,340,000~~

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Water/Sewer Capital Projects

Project #	Project Name	Project Budget	Q3 2023 YTD Expenditures	Total Project Expenditures	Available Project Budget
WT-2019-05	Automatic Meter Reading 2023	$ 409,383	$ 389,022	$ 389,022	$ 20,361
WT-2019-03	Water Main Install 32nd/34th/J St	$ 420,865	$ -	$ -	$ 420,865
WT-2023-01	Major Water Pipe Repairs 2023	$ 53,045	$ -	$ -	$ 53,045
~~WT-2023-02~~	~~Water Scada System Upgrades~~	~~$ 112,551~~	~~$ -~~	~~$ -~~	~~$ 112,551~~
SS-2019-01	Biosolids Contract / Anoxic Selector	$ 34,000,000	$ 1,164,227	$ 2,663,080	$ 31,336,920
SS-2020-01	Sewer Pump Station #1 Relocation	$ 2,657,100	$ 40,832	$ 272,774	$ 2,384,326
SS-2021-02	Northside Lift Station No 8 Completion	$ 279,738	$ -	$ -	$ 279,738
SS-2022-01	Scada System Upgrades	$ 228,478	$ 61,554	$ 61,554	$ 166,924

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Stormwater Capital Projects

Project #	Project Name	Project Budget	Q3 2023 YTD Expenditures	Total Project Expenditures	Available Project Budget
ST-2022-01	Stormwater Master Plan (SMP)	$ 221,618	$ 61,298	$ 61,298	$ 160,320
ST-2023-01	Jemtegaard Trail Improvements	$ 335,000	$ -	$ -	$ 335,000
~~ST-2023-02~~	~~Point Repairs~~	~~$ 30,000~~	~~$ -~~	~~$ -~~	~~$ 30,000~~
ST-2023-03	Catch Basin & Drainage	$ 313,000	$ -	$ -	$ 313,000
~~ST-2023-04~~	~~Z Street Drainage~~	~~$ 42,000~~	~~$ -~~	~~$ -~~	~~$ 42,000~~
~~ST-2023-05~~	~~Dogwood Drainage~~	~~$ 42,000~~	~~$ -~~	~~$ -~~	~~$ 42,000~~
ST-2023-06	Mowers (2)	$ 36,500	$ 34,030	$ 34,030	$ 2,470

Investments Update

LGIP - Investment Update

January	February	March
$ 57,107.49	$ 54,292.43	$ 62,265.54
4.3952%	4.6091%	4.7576%
April	**May**	**June**
$ 62,659.38	$ 80,246.94	$ 79,552.73
4.9273%	5.1515%	5.1996%
July	**August**	**September**
$ 83,160.34	$ 85,164.29	$ 83,493.18
5.2376%	5.3401%	5.3854%
October	**November**	**December**

Total LGIP Interest YTD
$ 647,942.32

City of Washougal

Note: LGIP investments are liquid

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Riverview ICS - Investment Update

January	February	March
$ -	$ -	$ -
0.00%	0.00%	0.00%
April	**May**	**June**
$ -	$ -	$ 4,315.59
0.00%	0.00%	3.50%
July	**August**	**September**
$ 25,365.08	$ 23,903.14	$ 23,199.87
3.50%	3.50%	3.50%
October	**November**	**December**

Total Riverview ICS Interest YTD
$ 76,783.68

City of Washougal

Note: Account opened late June 2023

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Bonds/Treasury Notes - Investment Update

Purchasing Fund	Rate	Maturity Date	Amount Paid	Maturity Value	Expected Interest
Water/Sewer*	0.550%	9/30/2025	$ 1,677,769.92	$ 1,698,000.00	$ 39,332.58
Water/Sewer/Storm/Downtown Bond Fund	0.660%	3/17/2025	2,003,148.00	2,000,000.00	56,000.00
Water/Sewer/Storm	0.430%	6/10/2024	1,997,436.00	2,000,000.00	18,000.00
Water/Sewer 401 and 406	0.310%	7/2/2024	2,094,082.00	2,000,000.00	105,000.00
Water/Sewer/TIF/REET	0.230%	2/5/2024	2,130,142.00	2,000,000.00	150,000.00
General Fund/Downtown Bond Fund	0.850%	1/28/2026	1,978,500.00	2,000,000.00	62,500.00
General Fund	0.460%	2/24/2026	1,001,940.00	1,000,000.00	25,000.00
Water/Sewer	0.260%	2/10/2025	1,002,374.00	1,000,000.00	12,800.00
General Fund	0.260%	2/10/2025	501,187.00	500,000.00	6,400.00
Water/Sewer/General Fund	0.460%	2/24/2026	500,970.00	500,000.00	12,500.00
General Fund*	0.125%	12/15/2023	1,250,339.84	1,300,000.00	1,625.00
Water/Sewer/Stormwater*	1.500%	1/31/2027	750,146.79	807,000.00	54,472.50
General Fund*	0.750%	11/15/2024	997,862.16	1,050,000.00	15,750.00
General Fund/Water/Sewer*	0.250%	6/30/2025	999,961.41	1,083,000.00	5,415.00
GF/REET/TIF/WS/Storm/WS Cap/ WS Bond/Dtwn*	1.250%	12/31/2026	249,893.17	275,000.00	12,031.25
			$ 19,135,752.29	**$ 19,213,000.00**	**$ 576,826.33**

*Treasury Note

Earnings Received to Date:	
General Fund	$ 15,467.57
Other Funds	$ 15,394.32
W/S and SW Bond Funds	$ 108,114.87
Total Earnings	**$ 138,976.76**

Questions

Thank You!

City of Washougal