



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Tuesday, May 26, 2020
5:00 PM**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENTS**
- IV. NEW BUSINESS**
 - A. Finance: First Quarter Update**
 - B. Administration: COVID-19 Update**
 - C. Administration: Fire and EMS Levy Lid Lift**
- V. PUBLIC COMMENTS**
- VI. REPORTS AND COMMUNICATIONS**
 - A. CITY MANAGER**
 - B. MAYOR**
 - C. CITY COUNCIL**

VII. ADJOURNMENT

UPCOMING MEETINGS: Monday, June 8, 2020 - Workshop at 5:00 pm and Council at 7:00 pm

CITY OF WASHOUGAL CITY COUNCIL WORKSHOP

2020 1st Quarter Review

May 26, 2020



WORKSHOP AGENDA

- 2020 Financial Summary



2020 REVENUES – GENERAL & STREET FUNDS

- 2020 1st quarter revenues are at 16.6% of the budget
- Overall revenue is up 13.4% from 2019



2020 REVENUES – GENERAL & STREET FUNDS

Revenue Source	1Q 2020 Actual	2020 Budget	1Q % of Budget	2019 Actual	1Q 2020 v 1Q 2019
Regular Property Taxes	\$ 451,584	\$ 5,744,792	7.9%	\$ 354,005	27.6%
Retail Sales Taxes/Criminal Justice	\$ 609,925	\$ 2,369,200	25.7%	\$ 559,512	9.0%
Utility Taxes	\$ 724,399	\$ 2,721,259	26.6%	\$ 710,463	2.0%
Leasehold/Gambling Taxes & TBD	\$ 99,184	\$ 411,800	24.1%	\$ 37,198	166.6%
Licenses and Permits	\$ 101,991	\$ 312,250	32.7%	\$ 68,496	48.9%
State and Federal Grants	\$ 8,204	\$ 17,750	46.2%	\$ 3,843	113.5%
State Shared Revenues/Entitlements	\$ 174,781	\$ 814,310	21.5%	\$ 164,948	6.0%
Animal Control Fees	\$ 51,551	\$ 131,500	39.2%	\$ 56,385	-8.6%
General Government Charges	\$ 67,296	\$ 267,974	25.1%	\$ 58,299	15.4%
Sub Division/Zoning/Planning Fees	\$ 14,210	\$ 189,320	7.5%	\$ 29,125	-51.2%
Indirect Cost Recovery	\$ -	\$ 1,121,780	0.0%	\$ -	0.0%
Interest and Rents	\$ 46,134	\$ 76,636	60.2%	\$ 30,089	53.3%
Other Revenue Sources (Transfers)	\$ -	\$ -	0.0%	\$ -	0.0%
Total	\$ 2,349,259	\$ 14,178,571	16.6%	\$ 2,072,363	13.4%



2020 EXPENSES — GENERAL & STREET FUNDS

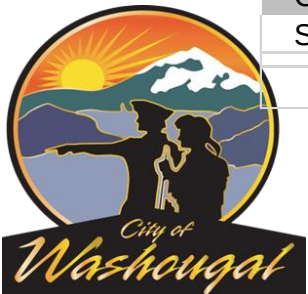
- 2020 1st quarter expenditures are at 21% of the budget
 - This is up 11% from 2019
 - after adjusting for Fire Expenses that were not paid in the first quarter last year



2020 EXPENSES – GENERAL & STREET FUNDS

<u>Department</u>	1Q 2020 Actual	2020 Budget	1Q % of Budget	2019 Actual	1Q 2020 v 1Q 2019
Council	\$ 41,304	\$ 92,556	44.6%	\$ 36,650	12.7%
Judicial	\$ 99,499	\$ 505,500	19.7%	\$ 61,982	60.5%
Mayor & Administrator	\$ 116,885	\$ 460,080	25.4%	\$ 101,633	15.0%
Human Resources	\$ 40,534	\$ 174,732	23.2%	\$ 38,377	5.6%
Finance	\$ 291,688	\$ 1,189,930	24.5%	\$ 293,268	-0.5%
Economic Development	\$ 5,000	\$ 55,000	9.1%	\$ 5,000	0.0%
Legal	\$ 1,014	\$ 20,000	5.1%	\$ 2,136	-52.5%
General Government Services	\$ 229,486	\$ 1,124,840	20.4%	\$ 77,742	195.2%
Police	\$ 829,358	\$ 3,628,365	22.9%	\$ 799,815	3.7%
Fire	\$ 656,805	\$ 3,544,206	18.5%	\$ 103	0.0%
Intergovernment Services	\$ 11,865	\$ 17,000	69.8%	\$ 8,397	41.3%
Community Development/Planning	\$ 234,831	\$ 1,305,545	18.0%	\$ 235,710	-0.4%
Engineering	\$ 40,467	\$ 132,004	30.7%	\$ 29,804	35.8%
Animal Control	\$ 55,720	\$ 245,050	22.7%	\$ 59,200	-5.9%
Parks	\$ 110,746	\$ 563,233	19.7%	\$ 108,520	2.1%
City Building Maintenance	\$ 120,109	\$ 440,663	27.3%	\$ 111,785	7.4%
Street Maintenance	\$ 163,938	\$ 1,054,583	15.5%	\$ 166,805	-1.7%
Total	\$ 3,049,250	\$ 14,553,287	21.0%	\$ 2,136,927	42.7%

After adjusting for fire – an increase of 11%



2020 REVENUE – UTILITY FUNDS

- 2020 1st quarter revenues:
 - Water/sewer revenues are at 22.8% of the budget
 - Stormwater revenues are at 25.9% of the budget



2020 EXPENDITURE – UTILITY FUNDS

- 2020 1st quarter expenses:
 - Water/sewer expenses are at 16.4% of the budgeted amounts
 - Stormwater expenses are at 20.2% of the budgeted amounts



2020 REVENUES & EXPENSES

— UTILITY FUNDS

	1Q 2020	2020 Budget	1Q % of Budget	2019 Actual
<u>Water/Sewer Utility</u>				
Revenues				
Water Sales	\$ 759,189	\$ 4,018,623	18.9%	\$ 729,246
Sewer Sales	\$ 1,202,613	\$ 4,745,511	25.3%	\$ 1,074,606
Other Revenues	\$ 50,165	\$ 67,600	74.2%	\$ 61,241
Total Revenue	\$ 2,011,967	\$ 8,831,734	22.8%	\$ 1,865,093
Total Expenses	\$ 1,441,299	\$ 8,804,390	16.4%	\$ 1,460,290
Total Net Revenue	\$ 570,668	\$ 27,344		\$ 404,803
<u>Storm Water Utility</u>				
Revenues				
Storm Water Sales	\$ 373,066	\$ 1,430,336	26.1%	\$ 349,264
Storm Water Connection Fee	\$ 5,736	\$ 45,000	12.7%	\$ 9,450
Other Revenues	\$ 30,482	\$ 107,000	28.5%	\$ 25,733
Total Revenue	\$ 409,283	\$ 1,582,336	25.9%	\$ 384,447
Total Expenses	\$ 311,569	\$ 1,542,712	20.2%	\$ 233,396
Total Net Revenue	\$ 97,714	\$ 39,624		\$ 151,051



2020 — OTHER FUNDS



2020 REVENUE & EXPENSES – ALL FUNDS

Fund	Fund Description	1Q 2020			2020 Budget			1Q 2019		
		Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)
001/101	General & Street	\$ 2,349,259	\$ 3,049,250	\$ (699,992)	\$ 14,178,571	\$ 14,553,287	\$ (374,716)	\$ 2,072,363	\$ 2,136,928	\$ (64,565)
003	Abatement Fund	\$ 259	\$ -	\$ 259	\$ 1,200	\$ 19,500	\$ (18,300)	\$ 403	\$ -	\$ 403
103	Cemetery Fund	\$ 32,349	\$ 42,881	\$ (10,533)	\$ 213,650	\$ 213,650	\$ -	\$ 37,721	\$ 39,929	\$ (2,208)
104	REET-1st 1/4%	\$ 88,007	\$ -	\$ 88,007	\$ 476,000	\$ 897,300	\$ (421,300)	\$ 64,045	\$ -	\$ 64,045
105	Park Development Fund	\$ 24,463	\$ -	\$ 24,463	\$ 226,000	\$ 828,000	\$ (602,000)	\$ 46,096	\$ -	\$ 46,096
106	REET-2nd 1/4%	\$ 83,499	\$ 7,698	\$ 75,802	\$ 882,190	\$ 907,000	\$ (24,810)	\$ 59,689	\$ 19,365	\$ 40,324
108	Hotel Motel Tax	\$ 17,679	\$ 7,420	\$ 10,260	\$ 91,400	\$ 91,400	\$ -	\$ 15,359	\$ 13,331	\$ 2,028
110	Transportation Development	\$ 44,856	\$ -	\$ 44,856	\$ 262,000	\$ 1,389,489	\$ (1,127,489)	\$ 105,423	\$ -	\$ 105,423
118	PEG Fees	\$ 448	\$ -	\$ 448	\$ 1,600	\$ 131,600	\$ (130,000)	\$ 696	\$ -	\$ 696
125	EMS Restricted	\$ 233	\$ -	\$ 233	\$ -	\$ -	\$ -	\$ 362	\$ -	\$ 362
126	Fire Impact Fee Fund	\$ 6,093	\$ 8,883	\$ (2,790)	\$ 60,500	\$ 53,300	\$ 7,200	\$ 11,505	\$ -	\$ 11,505
141	Drug Seizure Fund	\$ 808	\$ 5,049	\$ (4,240)	\$ 10,300	\$ 19,200	\$ (8,900)	\$ 427	\$ 1,439	\$ (1,012)



2020 REVENUE & EXPENSES – ALL FUNDS

Fund	Fund Description	1Q 2020			2020 Budget			1Q 2019		
		Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)
212	UTGO Bond Redemption Fund	\$ 8,321	\$ -	\$ 8,321	\$ 120,300	\$ 114,300	\$ 6,000	\$ 5,470	\$ -	\$ 5,470
215/315	Downtown Bond Debt Dund	\$ 1	\$ -	\$ 1	\$ 358,300	\$ 358,150	\$ 150	\$ 2	\$ -	\$ 2
350	Capital Projects Fund	\$ 893,388	\$ 65,506	\$ 827,883	\$ 2,692,000	\$ 2,732,000	\$ (40,000)	\$ -	\$ 509,542	\$ (509,542)
351	Facilities Capital Project	\$ 155,525	\$ 245,085	\$ (89,560)	\$ 567,800	\$ 794,800	\$ (227,000)	\$ 345	\$ -	\$ 345
353	Transportation Capital Fund	\$ 88,663	\$ 174,234	\$ (85,571)	\$ 4,049,466	\$ 4,049,039	\$ 427	\$ 692,766	\$ 261,951	\$ 430,815
355	Art Project Fund	\$ 5,000	\$ 333	\$ 4,667	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -



2020 REVENUES & EXPENSES – ALL FUNDS

Fund	Fund Description	1Q 2020			2020 Budget			1Q 2019		
		Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)
401	Water/Sewer Fund	\$ 2,011,967	\$ 1,441,299	\$ 570,668	\$ 8,831,734	\$ 8,804,390	\$ 27,344	\$ 1,865,094	\$ 1,460,290	\$ 404,804
403	Stormwater Utility Fund	\$ 409,283	\$ 311,569	\$ 97,714	\$ 1,582,336	\$ 1,542,712	\$ 39,624	\$ 384,447	\$ 233,396	\$ 151,051
406	Water/Sewer Construction Res.	\$ 174,509	\$ 14,369	\$ 160,140	\$ 1,448,845	\$ 4,707,000	\$ (3,258,155)	\$ 435,008	\$ 34,579	\$ 400,429
408	Water/Sewer Bond Redemption	\$ -	\$ -	\$ -	\$ 3,443	\$ 3,443	\$ -	\$ -	\$ -	\$ -
410	PWTF Loan Redemption	\$ -	\$ -	\$ -	\$ 303,500	\$ 303,473	\$ 27	\$ -	\$ -	\$ -
412	Water/Sewer Bond Redemption	\$ 6	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ 9	\$ -	\$ 9
413	Water/Sewer/Storm Bond	\$ 504,334	\$ 555,223	\$ (50,888)	\$ 7,790,400	\$ 8,987,190	\$ (1,196,790)	\$ 533,039	\$ 573,769	\$ (40,730)
414	Water/Sewer/Storm Bond Res.	\$ 378	\$ -	\$ 378	\$ 1,800	\$ -	\$ 1,800	\$ 587	\$ -	\$ 587



2020 REVENUE & EXPENSES – ALL FUNDS

Fund	Fund Description	1Q 2020			2020 Budget			1Q 2019		
		Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)
510	Employment Security Reserve	\$ 547	\$ 4,606	\$ (4,060)	\$ 3,000	\$ 30,450	\$ (27,450)	\$ 1,002	\$ -	\$ 1,002
520	ER&R - Rolling Stock	\$ 74	\$ 34,369	\$ (34,295)	\$ 92,400	\$ 116,100	\$ (23,700)	\$ 115	\$ -	\$ 115
521	ER&R - IT FUND	\$ 10	\$ 2,024	\$ (2,014)	\$ 31,600	\$ 31,500	\$ 100	\$ 20	\$ 11,287	\$ (11,267)
604	Cemetery Perpetual Care Fund	\$ 1,019	\$ -	\$ 1,019	\$ 9,802	\$ -	\$ 9,802	\$ 1,719	\$ -	\$ 1,719
610	Downtown Bond Guarantee Fund	\$ 4,294	\$ -	\$ 4,294	\$ 20,000	\$ -	\$ 20,000	\$ 6,057	\$ -	\$ 6,057
631	Agency Fund - Low Income	\$ 205	\$ -	\$ 205	\$ 10,300	\$ 14,000	\$ (3,700)	\$ 209	\$ -	\$ 209
	Total All Funds	\$ 6,905,479	\$ 5,969,798	\$ 935,680	\$44,325,437	\$51,697,273	\$ (7,371,836)	\$ 6,339,978	\$ 5,295,806	\$ 1,044,172



LGIP - INVESTMENT UPDATE

January	February	March
33,485.55	30,564.06	25,330.14
1.7230%	1.6787%	1.2926%
April	May	June
-	-	-
0.0000%	0.0000%	0.0000%
July	August	September
-	-	-
0.0000%	0.0000%	0.0000%
October	November	December
-	-	-
0.0000%	0.0000%	0.0000%

Total LGIP

Interest YTD

89,379.75

Note: LGIP investments are liquid



BOND - INVESTMENT UPDATE

Purchasing Fund	Maturity Date	Amount Paid	Maturity Value	Expected Interest
GF/Water/Sewer	4/28/2023	2,002,050.00	2,000,000.00	32,000.00
Water/Sewer	9/10/2021	1,632,108.45	1,605,000.00	38,118.76
		3,634,158.45	3,605,000.00	70,118.76

Earnings Received to Date:

General Fund	\$	-
Other Funds	\$	-
W/S and SW Bond Funds	\$	-
Total Earnings	\$	-



THANK YOU

➤ Questions?



Washougal COVID-19 Response

May 26, 2020 Update to Council



City of Washougal

Washougal COVID-19 Response Update to Council May 26, 2020

What We Will Cover:

- ❖ Status of Emergency Orders
- ❖ Status of State and County Phased Opening
- ❖ City Operational Response
- ❖ CARES/FEMA Funding
- ❖ Council Discussion re: Council Communication with State



Washougal COVID-19 Response Update to Council May 26, 2020

❖ Previous Council Action April 13, 2020

- Extended emergency orders timing to be consistent with Governor Inslee's
- Status to be reviewed at each Council meeting
- Current expiration May 31, 2020, coincident with Governor Inslee's Proclamation
- Expecting an extension by the Governor
- May need CM Emergency Order prior to June 8, 2020 Council Meeting

❖ Clark County in Phase 1 of “Safe Start Washington” (Phase 2 application “on hold”)

❖ Potential timeline for future phases

- Phase 2 (uncertain due to “on hold” status of Phase 2 application)
- Phase 3 (three weeks later at the soonest)
- Phase 4 (three weeks later at the soonest)



WASHINGTON'S PHASED APPROACH

Reopening Business and Modifying Physical Distancing Measures

	1 Phase 1	2 Phase 2	3 Phase 3	4 Phase 4
High-Risk Populations*	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
Recreation	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)	- Outdoor group rec. sports activities (5-50 people) - Recreational facilities at <50% capacity (public pools, etc.)	Resume all recreational activity
Gatherings (social, spiritual)	- None - Drive in spiritual service with one household per vehicle	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
Travel	Only essential travel	Limited non-essential travel within proximity of your home	Resume non-essential travel	Continue non-essential travel
Business/Employers	- Essential businesses open - Existing construction that meet agreed upon criteria - Landscaping - Automobile sales - Retail (curb-side pick-up orders only) - Car washes - Pet walkers	- Remaining manufacturing - New construction - In-home/domestic services (nannies, housecleaning, etc.) - Retail (in-store purchases allowed with restrictions) - Real estate - Professional services/office-based businesses (telework remains strongly encouraged) - Hair and nail salons/Barbers - Housecleaning - Restaurants <50% capacity table size no larger than 5	- Restaurants <75% capacity/ table size no larger than 10 - Bars at <25% capacity - Indoor gyms at <50% capacity - Movie theaters at <50% capacity - Government (telework remains strongly encouraged) - Libraries - Museums - All other business activities not yet listed except for nightclubs and events with greater than 50 people	- Nightclubs - Concert venues - Large sporting events - Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled) including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.



Washougal COVID-19 Response

Update to Council May 26, 2020

❖ Phase 2 (pending “on hold” Phase 2 application)

- No anticipated change to status of city building facilities
 - Offices closed to the public (allowed to open in Phase 3)
 - Telework remains strongly encouraged in office/professional settings
- No significant change to status of city parks facilities (Potentially re-open Steamboat Landing Dock)
 - Outdoor recreation allowed involving 5 or fewer people outside your household
 - No outdoor group sports/recreation activities allowed yet (ballfields, sports courts)
 - No recreation facilities allowed yet (interpreted to include playgrounds)
- Virtual Council meetings continue
- No events
 - Gatherings limited to no more than 5 outside household



Washougal COVID-19 Response Update to Council May 26, 2020

❖ Phase 3 (at least three weeks later)

- City facilities open to the public
 - Modifications to workspaces/workflow for physical distancing, telework strongly encouraged
 - Modifications to customer service interfaces and practices for physical distancing
- All City parks facilities open
 - Outdoor recreation allowed involving 50 or fewer people
 - Outdoor group sports/recreation activities allowed with no more than 50 (ballfields, sports courts)
 - Recreation facilities allowed at max 50% capacity (playgrounds potentially could open)
 - Physical distancing requirements TBD
- Live Council meetings possible
 - Gatherings limited to 50
 - Physical distancing challenges in Council Chambers
- No events (gatherings limited to no more than 50)



Washougal COVID-19 Response

Update to Council May 26, 2020

❖ Phase 4 (at least three weeks later)

- City facilities open to the public
 - Modifications to workspaces/workflow for physical distancing, updated telework policy
 - Modifications to customer service interfaces and practices for physical distancing
- All City parks facilities open
 - All recreation/sports activities allowed
 - Physical distancing requirements TBD
- Live Council meetings possible
 - Physical distancing challenges in Council Chambers
- Events allowed
 - Physical distancing requirements TBD



Washougal COVID-19 Response Update to Council May 26, 2020

- ❖ **Virtual Emergency Operations Center**

- Operations continuing, operational transition plans under development

- ❖ **Close coordination with CRESA, County Public Health, County, other cities**



Washougal COVID-19 Response

Update to Council May 26, 2020

❖ City Facilities and Access to Services

- The City is still open for business, but with limitations and protocols in place to comply with orders and to promote social distancing
- City Hall open Mon-Thursday but closed to the public: Services by appointment with social distancing practices to limit or eliminate public access into the building
- Telework and social distancing protocols in place for employees
- Two public works houses open Mon-Fri with telework and physical distancing protocols
- Police lobby closed to the public
- All departments constantly evaluating work protocols to promote social distancing

❖ ECFR Station Lease

- Lease signed
- Finalizing redeployment of staff (various scenarios for moving teams to ECFR Station)



Washougal COVID-19 Response Update to Council May 26, 2020

❖ FEMA and CARES funding

- City working with FEMA (expecting limited reimbursement)
- City to receive \$495K from State CARES allocation
 - Full scope of allowable city expenditures still being determined
 - Council direction regarding priorities of use for CARES revenue to backfill city budget cuts (\$1.6M GF)
 - Reduce or eliminate furloughs (~\$144K)
 - Restore maintenance activities - general maintenance and pavement management (~\$298K)
 - Remaining (~\$53K)
 - Council direction regarding distribution between city expenditures and community support (pending)



Washougal COVID-19 Response Update to Council May 26, 2020

- ❖ **Council Discussion re: Council communication with State**

