



1st Quarter

2018 REPORT

Presented to the council

April 2, 2018

Reserved for TOC



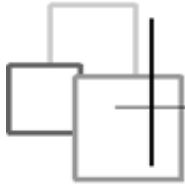
Finance

2018 REPORT

Presented to the Finance Committee

May 14, 2018

- **Cash & Investments**
 - **03/31/2018**
- **Revenue**
 - **03/31/2018**
- **Expenditure**
 - **03/31/2018**



Cash and Investment Activity

Period: 2018 - March

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
001 Current Expense	(\$36,943.56)	\$181,446.27	\$438,993.06	\$322,778.57	\$79,270.93	\$163,325.59	\$242,596.52
002 Petty Cash/Change Funds	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00	\$0.00	\$950.00
003 Advance Travel Revolving Fund	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
101 Park	\$3,708.97	\$0.00	\$14,318.85	\$17,925.84	\$101.98	\$0.00	\$101.98
104 Street	(\$25,767.06)	\$189,850.00	\$141,271.85	\$61,186.71	\$54,318.08	\$100,850.00	\$155,168.08
105 Document Recording Fee	\$6,019.84	\$0.00	\$0.00	\$0.00	\$6,019.84	\$0.00	\$6,019.84
107 Hotel/Motel Tax	\$18,673.06	\$24,750.00	\$2,907.91	\$2,540.00	\$19,040.97	\$24,750.00	\$43,790.97
228 LTGO 2012	\$91,518.84	\$154,000.00	\$24,215.36	\$0.00	\$115,734.20	\$154,000.00	\$269,734.20
229 LTGO 2013	(\$47,933.58)	\$50,000.00	\$51,057.30	\$0.00	\$3,123.72	\$0.00	\$3,123.72
230 LTGO 2017 (Fire Station)	\$31,164.27	\$0.00	\$3,628.87	\$0.00	\$34,793.14	\$0.00	\$34,793.14
300 Park Acquisition/Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
301 Capital Project Reserve: General	\$136,057.49	\$871,849.97	\$41,212.62	\$32,892.73	\$144,377.38	\$871,849.97	\$1,016,227.35
304 Equipment Acquisition Reserve	\$11,092.44	\$24,000.00	\$1,092.37	\$3,700.87	\$8,483.94	\$24,000.00	\$32,483.94
319 Public Safety Fund	(\$936,003.23)	\$936,226.86	\$2,136.78	\$2,234.22	(\$936,100.67)	\$936,226.86	\$126.19
320 Sidewalk Project	\$29,163.71	\$0.00	\$0.00	\$0.00	\$29,163.71	\$0.00	\$29,163.71
324 Scott Avenue Reconnection	\$32,339.85	\$0.00	\$0.00	\$0.00	\$32,339.85	\$0.00	\$32,339.85
325 SR 503/Scott Avenue Intersection	\$45.35	\$0.00	\$0.00	\$0.00	\$45.35	\$0.00	\$45.35
326 South Woodland SRTS	(\$2,478.96)	\$19,000.00	\$6,002.78	\$1,645.24	\$1,878.58	\$13,000.00	\$14,878.58
327 SR503 / CC Street Project	\$537.34	\$82,000.00	\$11.98	\$4,219.24	(\$3,669.92)	\$82,000.00	\$78,330.08
351 Impact Fees: Fire	\$71,993.29	\$169,000.00	\$24.69	\$7,004.74	\$65,013.24	\$169,000.00	\$234,013.24
352 Impact Fees: Park	\$43,216.81	\$100,000.00	\$14.61	\$4,185.32	\$39,046.10	\$100,000.00	\$139,046.10
353 Impact Fees: Transportation	\$55,579.06	\$144,000.00	\$21.04	\$0.00	\$55,600.10	\$144,000.00	\$199,600.10
401 Water	\$173,446.52	\$757,000.00	\$230,912.61	\$137,503.62	\$266,855.51	\$757,000.00	\$1,023,855.51

402	Sewer	\$246,198.67	\$1,170,850.00	\$519,697.29	\$330,532.95	\$237,973.01	\$1,368,240.00	\$1,606,213.01
403	Garbage Collection	\$89,744.62	\$0.00	\$141,834.40	\$130,186.99	\$101,392.03	\$0.00	\$101,392.03
413	Booster Pump Station/WTP	\$130,545.76	\$10,000.00	\$62,001.46	\$0.00	\$192,547.22	\$10,000.00	\$202,547.22
421	Water Utility Reserves	\$140,140.61	\$255,800.00	\$37.37	\$0.00	\$140,177.98	\$255,800.00	\$395,977.98
422	Sewer Utility Reserves	(\$375,542.38)	\$692,900.00	\$101.23	\$31,776.55	(\$407,217.70)	\$692,900.00	\$285,682.30
631	Payroll Clearing Fund	\$147,107.80	\$0.00	\$315,409.37	\$294,926.62	\$167,590.55	\$0.00	\$167,590.55
632	Claims Clearing Fund	\$122,940.59	\$0.00	\$380,878.09	\$377,076.69	\$126,741.99	\$0.00	\$126,741.99
640	Utility Deposits	\$32,982.64	\$96,811.00	\$15,441.33	\$173.57	\$48,250.40	\$96,811.00	\$145,061.40
650	Impact Fees: School	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00
		\$207,498.76	\$5,929,484.10	\$2,393,223.22	\$1,777,490.47	\$625,841.51	\$5,963,753.42	\$6,589,594.93

Totals By Fund - March 31, 2018 Revenue Report

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-000-00-00-00	Current Expense	\$419,086.13	\$1,502,245.34	\$5,610,071.00	26.78%	\$4,107,825.66
002-000-000-000-00-00-00	Petty Cash/Change Funds	\$0.00	\$950.00	\$1,150.00	82.61%	\$200.00
003-000-000-000-00-00-00	Advance Travel Revolving Fund	\$0.00	\$2,000.00	\$2,000.00	100.00%	\$0.00
101-000-000-000-00-00-00	Park	\$14,308.33	\$41,269.12	\$190,788.00	21.63%	\$149,518.88
104-000-000-000-00-00-00	Street	\$52,233.97	\$318,271.30	\$790,734.00	40.25%	\$472,462.70
105-000-000-000-00-00-00	Document Recording Fee	\$0.00	\$6,019.84	\$6,009.00	100.18%	(\$10.84)
107-000-000-000-00-00-00	Hotel/Motel Tax	\$2,907.91	\$63,870.97	\$93,761.00	68.12%	\$29,890.03
228-000-000-300-00-00-00	LTGO 2012	\$24,215.36	\$270,034.20	\$478,636.00	56.42%	\$208,601.80
229-000-000-300-00-00-00	LTGO 2013	\$1,057.30	\$3,423.72	\$129,726.00	2.64%	\$126,302.28
230-000-000-000-00-00-00	LTGO 2017 (Fire Station)	\$3,628.87	\$35,000.87	\$43,546.00	80.38%	\$8,545.13
301-000-000-000-00-00-00	Capital Project Reserve: General	\$41,212.62	\$1,145,956.66	\$1,397,475.00	82.00%	\$251,518.34
304-000-000-000-00-00-00	Equipment Acquisition Reserve	\$1,092.37	\$43,586.55	\$51,555.00	84.54%	\$7,968.45
319-000-000-000-00-00-00	Public Safety Fund	\$2,136.78	\$46,649.50	\$0.00		(\$46,649.50)
320-000-000-000-00-00-00	Sidewalk Project	\$0.00	\$138,500.00	\$0.00		(\$138,500.00)
324-000-000-000-00-00-00	Scott Avenue Reconnection	\$0.00	\$32,339.85	\$0.00		(\$32,339.85)
325-000-000-000-00-00-00	SR 503/Scott Avenue Intersection	\$0.00	\$45.35	\$0.00		(\$45.35)
326-000-000-300-00-00-00	Revenue	\$2.78	\$19,814.30	\$19,742.00	100.37%	(\$72.30)
327-000-000-000-00-00-00	Revenue	\$11.98	\$90,987.80	\$90,630.00	100.39%	(\$357.80)
351-000-000-000-00-00-00	Impact Fees: Fire	\$24.69	\$255,027.46	\$294,824.00	86.50%	\$39,796.54
352-000-000-000-00-00-00	Impact Fees: Park	\$14.61	\$143,231.42	\$139,839.00	102.43%	(\$3,392.42)
353-000-000-300-00-00-00	Impact Fees: Transportation	\$21.04	\$199,600.10	\$226,365.00	88.18%	\$26,764.90
401-000-000-000-00-00-00	Water	\$231,748.73	\$1,458,780.07	\$2,787,131.00	52.34%	\$1,328,350.93
402-000-000-000-00-00-00	Sewer	\$322,233.65	\$1,994,571.22	\$3,746,256.00	53.24%	\$1,751,684.78
403-000-000-000-00-00-00	Garbage Collection	\$141,834.40	\$284,989.88	\$920,100.00	30.97%	\$635,110.12
413-000-000-000-00-00-00	Booster Pump Station/WTP Improvements	\$62,001.46	\$202,547.22	\$758,992.00	26.69%	\$556,444.78
421-000-000-000-00-00-00	Water Utility Reserves	\$37.37	\$395,977.98	\$422,350.00	93.76%	\$26,372.02
422-000-000-000-00-00-00	Sewer Utility Reserves	\$101.23	\$373,728.70	\$292,353.00	127.83%	(\$81,375.70)
640-000-000-000-00-00-00	Revenue	\$17,802.88	\$152,549.25	\$115,539.00	132.03%	(\$37,010.25)
650-000-000-000-00-00-00	Impact Fees: School	\$0.00	\$55,000.00	\$200,000.00	27.50%	\$145,000.00
Grand Totals		\$1,337,714.46	\$9,276,968.67	\$18,809,572.00	49.32%	\$9,532,603.33

Totals By Fund - March 31, 2018 Expenditure Report

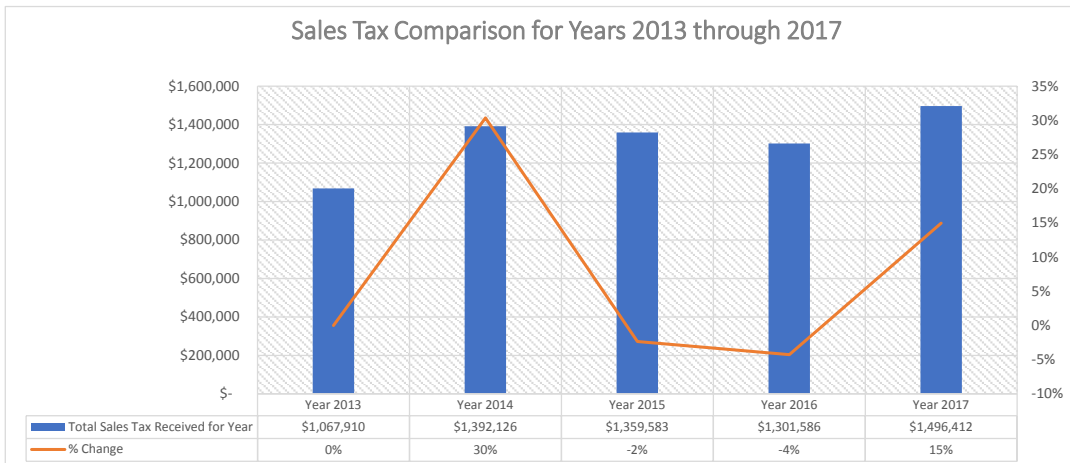
Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-000-00-00-00	Current Expense	\$320,992.32	\$1,259,648.82	\$5,610,071.00	22.45%	\$4,350,422.18
002-000-000-000-00-00-00	Petty Cash/Change Funds	\$0.00	\$0.00	\$1,150.00	0.00%	\$1,150.00
003-000-000-000-00-00-00	Advance Travel Revolving Fund	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
101-000-000-000-00-00-00	Park	\$17,915.32	\$41,167.14	\$190,788.00	21.58%	\$149,620.86
104-000-000-000-00-00-00	Street	\$61,148.83	\$163,103.22	\$790,734.00	20.63%	\$627,630.78
105-000-000-000-00-00-00	Document Recording Fee	\$0.00	\$0.00	\$6,009.00	0.00%	\$6,009.00
107-000-000-000-00-00-00	Hotel/Motel Tax	\$2,540.00	\$20,080.00	\$93,761.00	21.42%	\$73,681.00
228-000-000-500-00-00-00	LTGO 2012 (Land, Fire Truck, Police Station)	\$0.00	\$300.00	\$478,636.00	0.06%	\$478,336.00
229-000-000-000-00-00-00	LTGO 2013 (Police Station/General Capital Facilities)	\$0.00	\$300.00	\$129,726.00	0.23%	\$129,426.00
230-000-000-500-00-00-00	LTGO 2017 (Fire Station)	\$0.00	\$207.73	\$43,546.00	0.48%	\$43,338.27
301-000-000-000-00-00-00	Capital Project Reserve: General	\$32,892.73	\$129,729.31	\$1,397,475.00	9.28%	\$1,267,745.69
304-000-000-000-00-00-00	Equipment Acquisition Reserve	\$3,700.87	\$11,102.61	\$51,555.00	21.54%	\$40,452.39
319-000-000-000-00-00-00	Public Safety Fund	\$2,234.22	\$46,523.31	\$0.00		(\$46,523.31)
320-000-000-000-00-00-00	Sidewalk Project	\$0.00	\$109,336.29	\$0.00		(\$109,336.29)
326-000-000-500-00-00-00	South Woodland SRTS	\$1,645.24	\$4,935.72	\$19,742.00	25.00%	\$14,806.28
327-000-000-500-00-00-00	SR503/CC Street Project	\$4,219.24	\$12,657.72	\$90,630.00	13.97%	\$77,972.28
351-000-000-000-00-00-00	Impact Fees: Fire	\$7,004.74	\$21,014.22	\$294,824.00	7.13%	\$273,809.78
352-000-000-000-00-00-00	Impact Fees: Park	\$4,185.32	\$4,185.32	\$139,839.00	2.99%	\$135,653.68
353-000-000-500-00-00-00	Impact Fees: Transportation	\$0.00	\$0.00	\$226,365.00	0.00%	\$226,365.00
401-000-000-000-00-00-00	Water	\$138,339.74	\$434,924.56	\$2,787,131.00	15.60%	\$2,352,206.44
402-000-000-000-00-00-00	Sewer	\$133,069.31	\$388,358.21	\$3,746,256.00	10.37%	\$3,357,897.79
403-000-000-000-00-00-00	Garbage Collection	\$130,186.99	\$183,597.85	\$920,100.00	19.95%	\$736,502.15
413-000-000-500-00-00-00	Booster Pump Station/WTP Improvements	\$0.00	\$0.00	\$758,992.00	0.00%	\$758,992.00
421-000-000-000-00-00-00	Water Utility Reserves	\$0.00	\$0.00	\$422,350.00	0.00%	\$422,350.00
422-000-000-000-00-00-00	Sewer Utility Reserves	\$31,776.55	\$88,046.40	\$292,353.00	30.12%	\$204,306.60
640-000-000-500-00-00-00	Utility Deposits	\$2,535.12	\$7,487.85	\$115,539.00	6.48%	\$108,051.15
650-000-000-000-00-00-00	Impact Fees: School	\$15,000.00	\$55,000.00	\$200,000.00	27.50%	\$145,000.00
Grand Totals		\$909,386.54	\$2,981,706.28	\$18,809,572.00	15.85%	\$15,827,865.72

CITY OF WOODLAND

Sales Tax Analysis - Quarterly Review

As of 1st through 4th Quarter 2017: Distribution Months of January 2017 through December 2017

	All Quarters			1st Qtr	2016 1Q	2017 1Q
	Year 2015	Year 2016	Year 2017	Year 2015	Year 2016	Year 2017
Total Sales Tax Received for Quarter	\$ 1,359,583	\$ 1,301,586	\$ 1,496,412	\$ 332,544	\$ 279,457	\$ 346,864
Change in Sales Tax		\$ (57,997)	\$ 194,826		\$ (53,086)	\$ 67,407
As a Result of:						
New Businesses Reported during the Quarters		\$ 83,505	\$ 110,318		\$ 12,704	\$ 8,768
Change From Existing Businesses		\$ (141,502)	\$ 84,508		\$ (65,790)	\$ 58,640
Check Total		\$ (57,997)	\$ 194,826		\$ (53,086)	\$ 67,407
Percentage Change		-4.3%	15.0%		-16.0%	24.1%
	0.00	0.00	0.00			



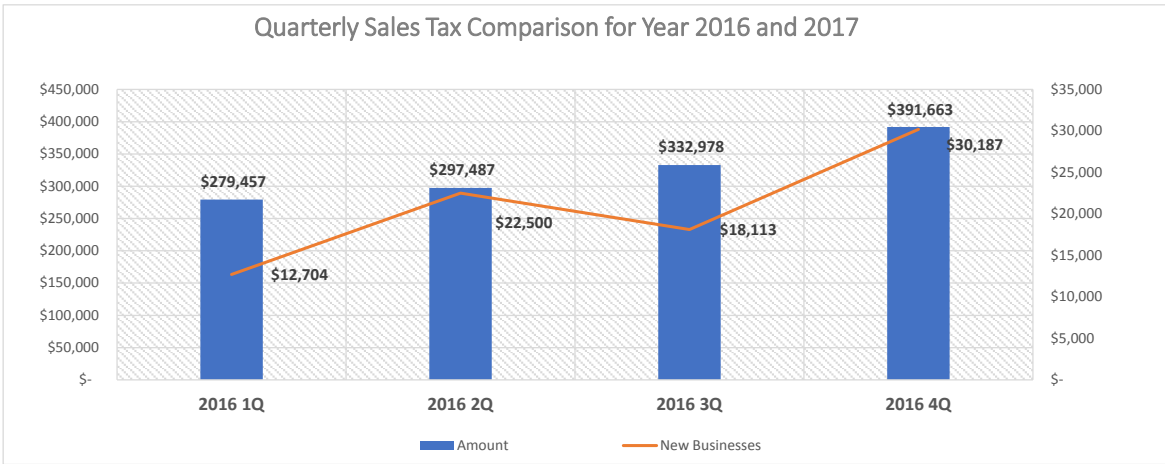
Sales Tax Graph Data

Comparisons Between Year 2014 and Year 2017

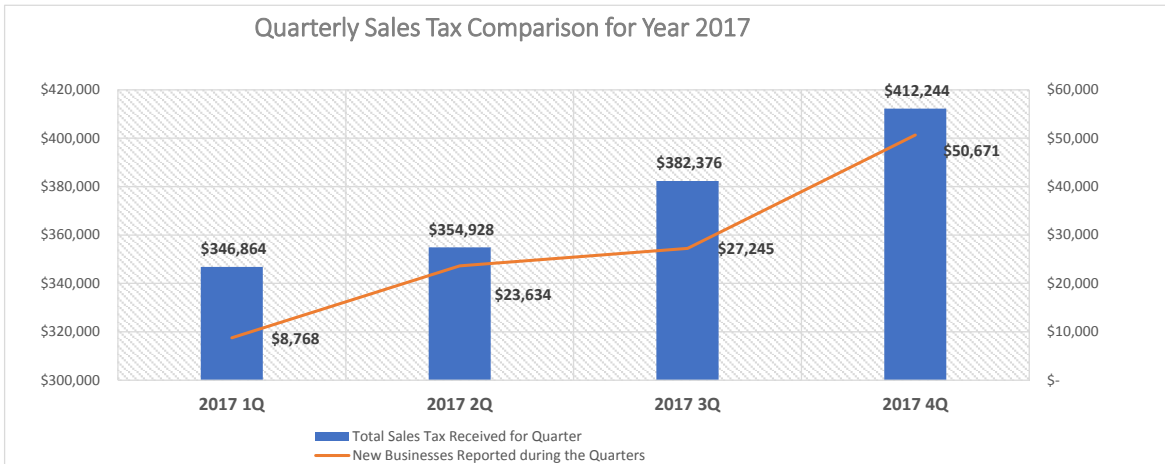
	Year 2013	Year 2014	Year 2015	Year 2016	Year 2017
	Total Sales Tax Received for Year	\$ 1,067,910	\$ 1,392,126	\$ 1,359,583	\$ 1,301,586
Change in Sales Tax		\$ 324,217	\$ (32,543)	\$ (57,997)	\$ 194,826
% Change		30%	-2%	-4%	15%

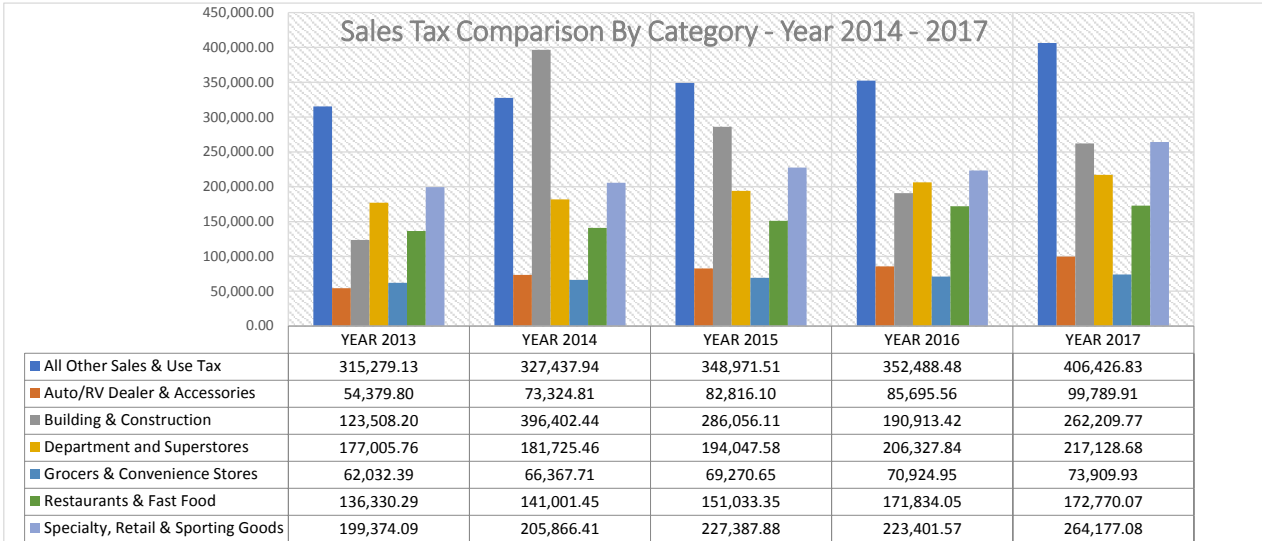
2nd Qtr			3rd Qtr			4th Qtr		
Year 2015	Year 2016	Year 2017	Year 2015	Year 2016	Year 2017	Year 2015	Year 2016	Year 2017
\$ 318,150	\$ 297,487	\$ 354,928	\$ 391,313	\$ 332,978	\$ 382,376	\$ 317,577	\$ 391,663	\$ 412,244
	\$ (20,663)	\$ 57,440		\$ (58,334)	\$ 49,398		\$ 74,087	\$ 20,581
	\$ 22,500	\$ 23,634		\$ 18,113	\$ 27,245		\$ 30,187	\$ 50,671
	\$ (43,163)	\$ 33,806		\$ (76,447)	\$ 22,153		\$ 43,900	\$ (30,090)
	\$ (20,663)	\$ 57,440		\$ (58,334)	\$ 49,398		\$ 74,087	\$ 20,581
	-6.5%	19.3%		-14.9%	14.8%		23.3%	5.3%

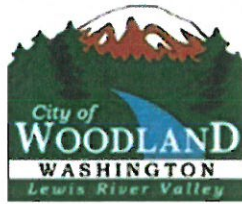
Quarterly Sales Tax Comparison for Year 2016 and 2017



Quarterly Sales Tax Comparison for Year 2017







What's happening in the City in the Clerk-Treasurer's Office

January 16, 2018

by **Mari Ripp, Clerk-Treasurer**

Audit. The State Auditors have completed their audit for the period 2014 to 2016. We had successful results for Financials (2015-2016) and Accountability (2104-2016). The report will be published and released soon. The next audit will begin later in 2018 for the 2017 period (and go to a one-year cycle.)

Mosquito Control District – Voter's approved including the City of Woodland into the District. Woodland will have representation on the Board beginning 2018. Mayor will appoint the rep at the February 5th council meeting.

AWC Retro Refund for Worker's Comp Program. The City received a refund for the Worker's Comp Program which offsets premiums paid. This is due to the excellent performance of employees in the city safety program.

2018 Tax Levy. The City has received the 2018 certified tax levy for Woodland.

2018 Certified Tax Levy:		
\$727,411,584 Cowlitz AV	\$1.930410 Levy rate -:- 1,000	\$1,404,202 Cowlitz Co. Levy
\$ 8,464,018 Clark AV	\$1.930410 Levy rate -:- 1,000	\$ 16,339 Clark Co. Levy
\$735,875,602 Total District AV	\$1.930410 Levy rate -:- 1,000	\$1,420,541 TOTAL Levy
2017 Certified Tax Levy:		
\$663,912,001 total District AV	\$2.062642 Levy rate -:- 1,000	\$1,369,413 TOTAL Levy
Increase 2017 to 2018:		
\$72,063,601	(\$0.132232) Decrease	\$51,128 Total Levy*

*100% of the 2018 increase is allocated to fund Clark Co. Fire Rescue who collect \$1.50/1,000 of AV.

CCFR 2018	\$	1,103,813.40
CCFR 2017	\$	995,718.00
Increase	\$	108,095.40

2018 Projects upcoming. City Hall Server replacement. Upgrade to various software systems including Payroll, Utility Billing, Fixed Assets, Backflow and Cash Management. This will increase efficiencies and add needed upgrades.

Bids. We will advertising for bids for Janitorial Services, bids for paper of record/legal ads and Request for Proposals for a new City website and Utility Rate Study.



What's happening in the City in the Clerk-Treasurer's Office

February 5, 2018

by Mari Ripp, Clerk-Treasurer

Accomplishments:

Audit. The State Auditors have completed their audit for the period January 1, 2014 to December 31, 2016. We had successful results for Financials (2015-2016) and Accountability (2014-2016) Reports. They will be published and available on the [city website at the Document Center / Clerk-Treasurer this week](#). The next audit will begin mid- 2018 for the 2017 period. We are moving to an annual / one-year audit cycle per BARS guidance.

Mosquito Control District – Voter's approved the City of Woodland joining into the Cowlitz Mosquito Control District. Woodland will have representation on the Board beginning in 2018. Mayor Finn is recommending appointment of a city rep which is on tonight's agenda.

2018 Tax Levy. The City has received the 2018 certified tax levy for Woodland. This information will be available on the [city website at the Document Center / Clerk-Treasurer this week](#).

AWC Retro Refund for Worker's Comp Program. Good News! The City received a refund (\$1,613) for the Worker's Comp Program which offsets premiums & service paid \$1,377. This is due to the excellent performance of employees in the city safety program.

Secretary of State – Local Records Grant Application.

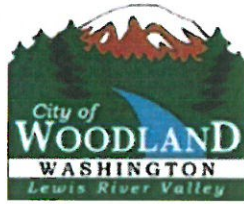
We have applied for a Local Records Grant for funding to complete a large records and archives project in 2018-2019. These are related to records left by the Fire Department and also old city hall records from 1940's to 1960's that are stored under the stairs at the old city hall / fire station.

Seamless Docs. We've created 125 forms for use by staff and the public. It is estimated we've saved 386 hours by internal staff and \$7,720 in reduced labor from lowering processing time. The newest is a Utility Service form that is being used electronically with Public Works crew and CT Dept. staff. This is a newly implemented efficiency.

Copiers. New copiers were installed at Public Works and Police Station. These are replacement leases for 5 year old machines.

Kudo's:

- Thank you to staff and elected officials for their sponsorship in the Annual Chamber Installation banquet.



What's happening in the City in the Clerk-Treasurer's Office

- Thank you from utility customer to Utility Clerk Thomas for outstanding customer service related to resolving their online payment issue.
- Thank you to Lori Cash for her expertise in preparing awards for the various departments that have been awarded recently.

2018 Projects upcoming. City Hall Server replacement is underway. Upgrade to various software systems including Payroll, Utility Billing, Fixed Assets, Backflow and Cash Management. This will increase efficiencies and add needed upgrades.

Bids upcoming. We will advertising for bids for Janitorial Services, bids for paper of record/legal ads and Request for Proposals for a new City website and Utility Rate Study.

INFO ONLY :

2018 Certified Tax Levy:		
\$727,411,584 Cowlitz AV	\$1.930410 Levy rate -:- 1,000	\$1,404,202 Cowlitz Co. Levy
\$ 8,464,018 Clark AV	\$1.930410 Levy rate -:- 1,000	\$ 16,339 Clark Co. Levy
\$735,875,602 Total District AV	\$1.930410 Levy rate -:- 1,000	\$1,420,541 TOTAL Levy
2017 Certified Tax Levy:		
\$663,912,001 total District AV	\$2.062642 Levy rate -:- 1,000	\$1,369,413 TOTAL Levy
Increase 2017 to 2018:		
\$72,063,601*	(\$0.132232) Decrease	\$51,128 Total Levy*

*100% of the 2018 increase is allocated to fund Clark Co. Fire Rescue who collect \$1.50/1,000 of AV.

CCFR 2018	\$	1,103,813.40
CCFR 2017	\$	995,718.00
Increase	\$	108,095.40

Humane Society of Cowlitz County

PO Box 172 Longview WA, 98632

City of Woodland Quarterly Activity 2018

RECEIVED
MAY 23 04 2018
CITY OF WOODLAND

Type of Call	January	February	March	Quarterly	YTD
Incoming Phone Calls	23	13	21	57	57
Complaints	1	0	7	8	8
Rescue	0	0	0	0	0
Cruelty	0	0	0	0	0
Field Return To Owner	0	0	0	0	0
Gone on Arrival	0	0	0	0	0
Patrol Hours	0	3	12	15	15
Notice-Warning	0	0	0	0	0
Citations Issued	0	0	0	0	0
Number of Licenses Sold	80	19	7	106	106
Revenue from Above Number Sold	\$970.00	\$370.00	\$90.00	\$1,430.00	\$1,430.00
Court Time	0	0	0	0	0
DOA	0	0	1	1	1
After-Hours Calls	1	3	0	4	4
After-Hours Responses	1	2	0	3	3
Door Tags	0	0	0	0	0
Bites	0	0	0	0	0
Low Income S/N Program	0	0	0	0	0
Officers Impound in Field	1	4	1	6	6
Shelter Intake Front Desk	7	2	2	11	11
Total Woodland Animal Intake	8	6	3	17	17

CITY OF WOODLAND
2018 - Monthly Recap

RESIDENTIAL CONSTRUCTION PERMITS

month	permits issued	valuation	fees
January	19	2,330,669.25	156,972.66
February	26	\$481,571.00	\$66,072.91
March	13	81,597.00	2,550.44
April	0		
May	0		
June	0		
July	0		
August	0		
September	0		
October	0		
November	0		
December	0		
totals	58	\$2,893,837.25	\$225,596.01

link to month tab

NON-RESIDENTIAL CONSTRUCTION PERMITS

month	permits issued	valuation	fees
January	5	758,370.15	2,370.15
February	15	\$217,953.00	\$3,650.07
March	10	879,608.00	4,545.18
April	0		
May	0		
June	0		
July	0		
August	0		
September	0		
October	0		
November	0		
December	0		
totals	30	\$1,855,931.15	\$10,565.40

month	permits issued	total project valuation	building		public works		impact fees		total permit amount
			fees	YTD revenue	fees	YTD revenue	fees	YTD revenue	
January	24	\$3,089,039.40	\$26,894.81		\$73,504.00		\$58,944.00		\$159,342.81
February	41	\$699,524.00	\$16,136.98		\$28,134.00		\$25,452.00		\$69,722.98
March	23	\$961,205.00	\$7,095.62		\$0.00		\$0.00		\$7,095.62
April	0	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
May	0	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
June	0	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
July	0	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
August	0	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
September	0	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
October	0	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
November	0	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
December	0	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
totals	88	\$ 4,749,768.40	\$ 50,127.41		\$ 101,638.00		\$ 84,396.00		\$ 236,161.41

2018

Total Permit Breakdown

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Totals</u>
Building	10	7	4										21
Plumbing/Mechanical	10	25	10										45
Plumbing w/backflow dev	0	0	0										0
Fill & Grade	1	2	0										3
Fire/Life Safety	1	2	1										4
Other-Re-roof/Signs	2	5	8										15
Totals	24	41	23	0	0	0	0	0	0	0	0	0	88

Residential Building Permit Breakdown

	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Totals</u>
SFD	9	3	0										12
Manufactured Homes	0	0	0										0
Multi-Family Units	0	0	0										0
Remodel/Add/Accessory	0	2	1										3
Roof/Deck/Fence	0	3	1										4
Demolition	0	1	3										4
Other-Revise/Approach	10	17	8										35
Totals	19	26	13	0	0	0	0	0	0	0	0	0	58

CITY OF WOODBURY
March 2018

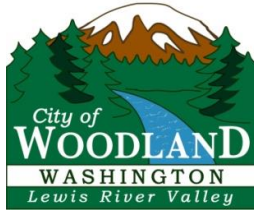
Permit #	Parcel No.	Project Description	Issued	Project Address	Owner
CME-18-007	5-0273	install heat pump	3/2/18	770 Park Street	Fort Vancouver Regional Library
RME-18-004	5-0245003	replace heat pump and AC	3/5/18	2023 Rhododendron	Gordon Aubert
RRM-18-001	5-02359003	repair single family dwelling (water)	3/5/18	91C River Rock Lane	Scott Lesieur
FLS-18-002	5-04219102	move sprinkler heads (remodel)	3/5/18	1601 Pacific Avenue	McDonalds
RME-16-043	5-04217000	install heat pump	3/7/18	201 Valley Way	Lesa Brown
CTI-18-002	5-0531	remodel existing space	3/7/18	1365 Lewis River Road	Heather Malone
CNC-18-001	5-0735	new pilings and foundations	3/12/18	300 N Pekin Road	Columbia River Carbonates
RME-18-005	5-0378	replace furnace	3/12/18	516 CC Street	Mark Shank
SIG-18-001	5-0088	replace signs	3/15/18	1141 Lewis River Road	Powell Distribution
CME-18-008	5-0458	gas lines	3/15/18	1243 N Goerig	Mel Cearly
RME-17-028	5-08070128	install A/C	3/19/18	1710 Chinook Avenue	Monique Nelson
RNC-18-002	5-06800151	deposit only	3/19/18	106 S Pekin Road	William Dunlap
FEN-17-001	5-08090185	fence	3/20/18	166 Mable Lane	Victor Aldaz
DEM-18-002	5-07350157	demolish dwelling	3/20/18	1005 Goerig Road	McDowell/Schultz
DEM-18-003	5-07350157	demolish dwelling	3/20/18	1001 Goerig Road	McDowell/Schultz
SIG-18-002	5-0235018	new signs	3/22/18	1797 Lewis River Road	Ginn Development
RNC-18-003	5-06800144	deposit only	3/23/18	455 Lilac Lane	Firth / Rimer
CRM-18-001	5-0171005	remodel existing space	3/27/18	430 Bozarth	St. Philip Catholic Church
CME-18-009	5-07350106	install Type I hood	3/28/18	906 Caples Road	Ryan Wright
DEM-18-004	5-07370	demolish shed	3/28/18	342 N Pekin Road	Steve Kwak / Yong Smith

CPL-18-003	5-0531	add plumbing	3/29/18	1365 Lewis River Road	HSP Properties
RME-18-008	5-034101	install heat pump	3/29/18	478 Washington Street	Michael Schultz
RME-18-009	5-04214002	replace heat pump	3/30/18	1990 Rhododendron Drive	Adalyne Kelley

ODLAND
018

Contractor	Type	Project Value	Bldg. Fees	P.W. Fees	Impact Fees	Total Fees
Entek		\$11,600.00	\$85.00			\$85.00
Twin City Service Co.		\$7,747.00	\$85.00			\$85.00
Cornerstone Disaster Repair		\$ 50,000.00	\$740.44			\$740.44
Brimstone Fire Safety			\$95.85			\$95.85
Wolfer's, Inc.		\$5,550.00	\$65.00			\$65.00
Robertson & Olson		\$100,000.00	\$1,885.64			\$1,885.64
		\$725,000.00	\$1,482.59			\$1,482.59
Carlson's Heating		\$3,868.00	\$55.00			\$55.00
Ramsay Signs		\$22,000.00	\$395.00			\$395.00
J & M Services			\$85.00			\$85.00
Comfort Air		\$3,914.00	\$55.00			\$55.00
Quintrell Construction			\$600.00			\$600.00
		\$150.00	\$55.00			\$55.00
PIC			\$55.00			\$55.00
PIC			\$55.00			\$55.00
Sign of the Times		\$470.00	\$145.00			\$145.00
Pacific Lifestyle Homes			\$600.00			\$600.00
		\$4,538.00	\$211.10			\$211.10
Cameron's Installations		\$5,000.00	\$50.00			\$50.00
		\$700.00	\$55.00			\$55.00

Paul Edwin LLC		\$11,000.00	\$110.00			\$110.00
The Heat Pump Store		\$3,368.00	\$65.00			\$65.00
Felton's Heating & Cooling		\$6,300.00	\$65.00			\$65.00
		\$961,205.00	\$7,095.62	\$0.00	\$0.00	\$7,095.62



1st Quarter 2018 - Public Works Department

Presented to the Woodland City Council and Mayor Finn

During 1st quarter of 2018, the Public Works Department accomplished the following:

WATER TREATMENT PLANT

- Bruce Sloniker candidate for WTP operator come to tour the water plant.
- Cross Connection Program - We are continuing with sending out reminder letter and following up as necessary.
- Tracy Coleman, Mike Peterson & Dennis Ripp participated in WTP interviews.
- New pallet jack was purchased for the WTP.
- Hach Tech recalibration of online meters, done quarterly.
- Triangle Pump & Equipment looking at ranney well pump #2 oil leak.
- Gray and Osborne met at the Public Works office to discuss maintenance at the WTP.

WATER

- Crew performed 16 water turn off and 8 water turn on.
- Cedars Laundromat - crew performed a 1" water tap.
- New water service at 1839 Lewis River Road installed a 1" tap on 6" main.
- Water service for Ron Wills on Lakeshore Drive was reduced from 1" to ¾".
- Tracy Coleman, Dennis Ripp and Mike Peterson conducted Water Treatment Plant Operator interviews.
- Cedars Laundromat requested to increase their water service from a 1" to 1 ½ "tapped for a 2" service.

SEWER

- Installed new antenna for the scadda system for lift stations.
- Public Restroom – Sewer lateral repair on plugged line.
- Public Works crew completed a confined space permit for Lift Station #4 the pump was bad.
- Power outage at Lift Station #10 connected to generator.
- Crew installed new #1 pump on lift station #4.
- Gary Oliver & Tyler Lee worked with Whitney Equipment on pump change over on Lift

Station #11.

- Sewer lateral inspection completed at Platt Electric
- Both pumps were plugged at Lift Station #2 crew pulled and cleaned.



WASTE WATER TREATMENT PLANT

- Dewatering Process/Screw Press project - Startup testing began and completed on January 12, 2018.
- The Discharge Monitoring report for December, 2017 was submitted to the Department of Ecology.
- Dewatering building was inspected by the City Building Inspector.
- General Sewer Plan (7-10 yr. cycle) – it was submitted in 2016, still waiting DOE's final approval.
- Biosolids – The updated sampling plan was approved by the Department of Ecology.
- National Pollution Discharge Elimination System (NPDES) Permit Renewal (5 year cycle) submitted the permit to DOE in December 2016 for review. DOE is waiting for completion of mixing zone study.
- Biosolids – The annual Biosolids report was submitted to the Washington State Department of Ecology.
- Paving in front of the solids pad was completed at WWTP.
- Annual maintenance and load testing on the WWTP generator was completed by Pacific Power Group.
- The level transmitter in SBR #2 failed and was replaced.
- National Pollution Discharge Elimination System (NPDES) O & M manual update was submitted to the Washington State Department of Ecology.

- The effluent building sump pump failed and a temporary back up pump from Public Works was put online. One February 12, 2018 a new sump pump was installed.
- The annual WWTP Waste load assessment was submitted to the Washington State Department of Ecology.
- Siding was installed on the dumpster pad cover at WWTP.
- The National Pollution Discharge Elimination Systems (NPDES) Industrial User Survey was submitted to the Department of Ecology.
- Biosolids – Two hauling containers were delivered.
- Blower #2 motor shaft failure.
- Grease Trap Program – Inspections are being performed as scheduled.



CREW WORKING ON NEW WATER TAP ON GUN CLUB ROAD

STREET

- Public works crew assisted Advanced Signs taking down Christmas lights.
- Sink hole repair at 735 Buckeye.
- Sink hole repair on the 100 block of Hoffman Street
- Tree trimming on Goerig & Davidson Avenue completed.
- Deicer was applied to City streets two days in February.

- Public Works crew worked with Jail crew cleaning up the shoulder on Pacific Ave.
- Street light inspections on Shurman Way in front of the Weekender Storage.
- Public Works crew worked with WSDOT & the Jail crew to start cleanup on Atlantic Avenue.
- Crew mowed right of ways & bio swells.



CHRISTMAS TREE CHIPPING WITH JAIL CREW

PARKS

Horseshoe Lake Management

- Lake testing has been suspended until spring 2018.
- The committee continues to be pleased with the results of the Milfoil treatment.
- Lake Pump screens washed down twice a month.
- Lake Valve completely opened.
- WSDOT has a plan to install a new pump with a proposed completion date of 2019.
- Paul Trice returned to parks on March 26, 2018.

Horseshoe Lake

- Jail crew worked with public works chipping Christmas trees.
- Planted three trees at the park

Goerig Park

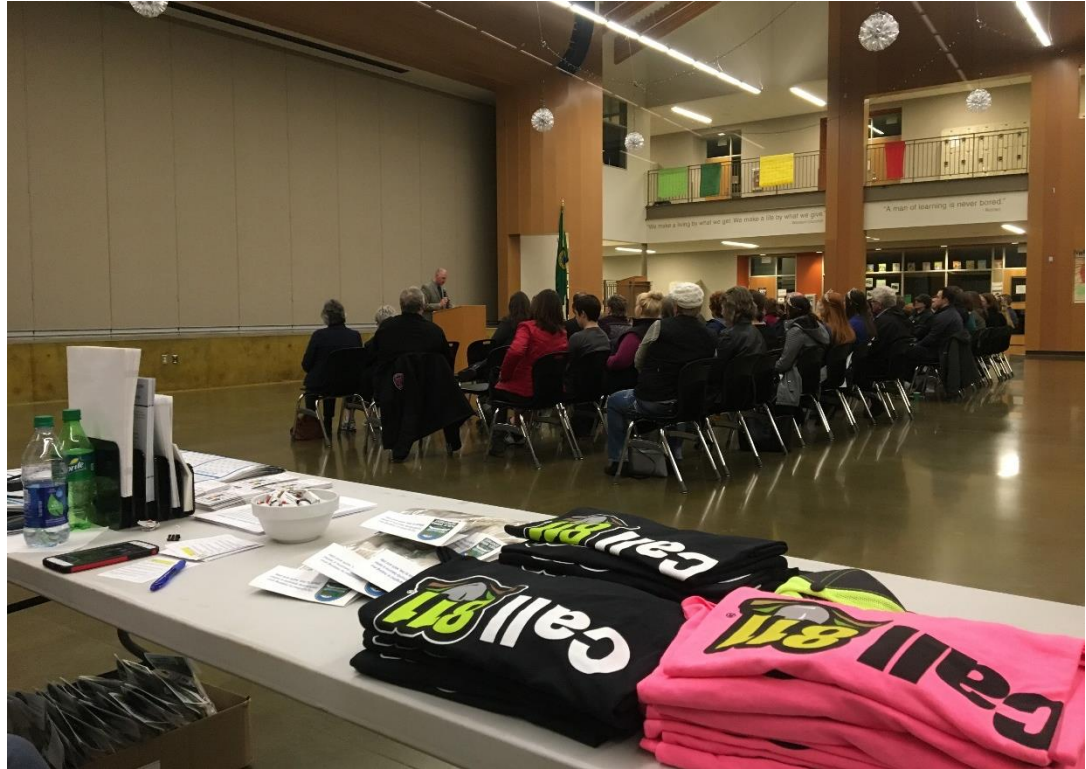
- Mark Morgan, Mark Cook & Scott Summers removed trees due to safety concerns.
- Crew working on cleaning up Goerig Park.
- Jail crew did weed eating and limb pickup.



DENNIS RIPP & MARK MORGAN

FACILITIES

- Police Station – Crew worked with contractor on roof repair.
- Public Works – Tracy Coleman and Dennis Ripp worked with the Industrial Hygienist with safety inspections. The crew followed up with repairs and upgrades per Hygienist requests.
- City Shop Painting –Finished painting project.
- Police Station – Torch down in the back parking lot for vehicle parking.
- City Hall – Crew traveled to Tumwater to state surplus to pick up new office furniture. They then removed old furniture and installed new.
- Continuing monthly yard maintenance at City facilities; PW office, Police Station, WTP, and WWTP.



MAYOR STATE OF THE CITY ADDRESS

OTHER

- Tracy Coleman and Dennis Ripp met with Industrial Hygienist.
- Performed 121 locates from January, 2018 – March, 2018.
- Jail crew worked with public works on seawall cleanup.
- Public Works set up for the Mayor's State of the City Address at the High School.
- Mark Morgan retirement party.
- Tracy Coleman & Dennis Ripp reviewed Park & Crew applications
- We had a power outage on March 27, 2018 on the east side of town, the crew put out signage at intersections and generators on Lift Station #4 & #6.
- Mari Ripp, Tracy Coleman & Dennis Ripp competed Park & Public Works crew interviews.



MARK MORGAN & TRACY COLEMAN SURPRISE

Training:

- Mike Peterson & Dennis Ripp completed pesticide recertification training in Tumwater, WA
- Tyler Lee, Scott Summers & Dean Boone completed pesticide recertification training at WSU Vancouver.
- Tracy Coleman and Dennis Ripp attended a water & sewer line training class in Kelso, WA.
- Jody Herz & Kathy Morrison attended grant training class in Camas.
- Kathy Morrison attended Jurassic Parliament class in Battle Ground.
- Mike Peterson, Gary Oliver, Mark Cook & Dennis Ripp attended recertification flagging class at LCC.
- Kathy Morrison attended flagging class at LCC.



Code Enforcement 2018 1st Quarter Report

Complaints

Total 2018, 1st Quarter Complaints:

Received:	43
Resolved:	45
Pending:	2
Resolved from 4th Quarter 2017:	4
Pending from 4th Quarter 2017:	5
Total Pending 4 th Quarter 2017 and 1 st Quarter 2018:	7

Civil Infractions

Resolved:
Pending:

Projects Accomplished:

DATE:	CASE NU	VIOLATION LOCATION:	COMPLAINT TYPE:
1/9/2018	18-001	1441 Guild Rd Woodland, WA	NUISANCE HEALTH AND SAFET
1/14/2018	18-002	758 3rd Street Woodland, WA	OBSTRUCTION
1/17/2018	18-003	7105 Green Mountain Road W	DUMPING
1/16/2018	18-004	1360 Lewis River Road Woodla	BUSINESS VIOLATION
1/21/2018	18-005	near Wal-Mart and freeway, W	POSTINGS/SIGNS
1/22/2018	18-006	1215 Pacific Ave Woodland, W	GARBAGE/JUNK
1/26/2018	18-007	Gold Valley Log Homes Ariel, W	ZONING
2/1/2018	18-008	226 Davidson Ave Woodland,	GARBAGE/JUNK
2/6/2018	18-009	7053 Green Mountain Road W	LAND USE VIOLATION
1/15/2018	18-010	Moses Lake, WA	PARKING VIOLATION/ZONING
2/22/2018	18-011	Woodland, WA	PARKING VIOLATION
2/7/2018	18-012	91 River Rock Lane #C Woodlan	PERMIT VIOLATION
2/26/2018	18-013	569 Goerig Street Woodland,	ANIMAL VIOLATION
2/27/2018	18-014	406 Insel Road Woodland, WA	ACCESSORY STRUCTURE
2/28/2018	18-015	226 Davidson Ave Woodland,	GARBAGE/JUNK
2/28/2018	18-016	747 Goerig Street Woodland,	ZONING
2/28/2018	18-017	1085 B Street Woodland, WA	NUISANCE HEALTH AND SAFET
3/2/2018	18-018	403 Duhman Ave Woodland, W	ANIMAL VIOLATION
2/21/2018	18-019	1400 Woodside Street Woodla	SIDEWALKS
3/2/2018	18-020	9530 Old Pacific Hwy Woodlan	BUSINESS VIOLATION
2/28/2018	18-021	509 Woodside Terrace Woodla	OBSTRUCTION
2/28/2018	18-022	519 Woodside Terrace Woodla	OBSTRUCTION
2/28/2018	18-023	501 Beechwood Street Woodla	PARKING
3/6/2018	18-024	River Mist Developement Woo	PARKING NOT A CITY STREET
3/6/2018	18-025	1243 Goerig Street Woodland,	BUSINESS VIOLATION
3/8/2018	18-026	Various	OBSTRUCTION
3/13/2018	18-027	9553 Old Pacific Hwy Woodlan	PROVIDE INFORMATION
3/12/2018	18-028	3700 Sandpiper Drive Woodlan	ZONING
3/13/2018	18-029	486 Buckeye Street Woodland,	PERMIT VIOLATION
3/15/2018	18-030	Washington Street Woodland,	ANIMAL INQUIRY
3/15/2018	18-031	1958 Hawthorne Court Woodla	GARBAGE/JUNK/STORM DRAI
3/15/2018	18-032	Robbins Street Woodland, WA	GARBAGE/JUNK
3/15/2018	18-033	909 Caples Road Woodland, W	OTHER
3/13/2018	18-034	Various	POSTINGS/SIGNS
3/21/2018	18-035	532 Duhman Ave Woodland, W	Illegal Burning
3/21/2018	18-036	315 Madrona Ave Woodland,	ANIMAL VIOLATION
3/27/2018	18-037	325 Madrona Ave Woodland,	ANIMAL VIOLATION
3/27/2018	18-038	331 Loves Ave Woodland, WA	NOISE
3/28/2018	18-039	S. Pekin Road Woodland, WA	GARBAGE/JUNK
3/28/2018	18-040	501 Beechwood Street Woodla	OBSTRUCTION
3/29/2018	18-041	3011 Spruce Ave Woodland, W	ANIMAL VIOLATION
3/28/2018	18-042	535 Park Street Woodland, WA	ZONING

DATE:	CASE NU	VIOLATION LOCATION:	COMPLAINT TYPE:
3/28/2018	18-043	503 Beechwood Street Woodla	OBSTRUCTION