

2020 Quarterly Financial Report

Second Quarter - June 30, 2020

(unaudited)

Welcome to the City of Woodland Park's quarterly financial report. This report presents an analysis of the City's revenue and expenditures by fund. The analysis consists of comparisons of revenue and expenditures to budget and the prior year. The second quarter numbers were dominated by the COVID-19 pandemic which has caused a great deal of disruption and changes to the 2020 budget.

General Fund (100)

Expenditures

EXPENDITURES	2	020 Budget	2020 YTD	% expended	;	2019 YTD	Ş	change	% change
Elected Officials	\$	41,500	\$ 25,773	62%	\$	37,804	\$	(12,031)	-32%
Administration		723,970	303,610	42%		258,481		45,129	17%
Municipal Court		112,898	36,880	33%		45,130		(8,250)	-18%
Planning		506,784	162,191	32%		153,469		8,722	6%
Inter/Non-departmental		490,435	292,546	60%		300,542		(7,996)	-3%
Finance		480,995	209,839	44%		202,614		7,225	4%
Parks, Buildings, Grounds		754,762	254,516	34%		311,444		(56,928)	-18%
Information Technology		453,447	275,449	61%		147,822		127,626	86%
Police		2,731,628	1,195,798	44%		1,296,076		(100,278)	-8%
Public Works Admin		314,973	115,986	37%		117,843		(1,857)	-2%
Fleet Maintenance		445,513	143,765	32%		199,026		(55,261)	-28%
Street Operations		545,941	239,149	44%		232,430		6,719	3%
Community Engagement		207,895	77,736	37%		73,442		4,294	6%
Debt Service		977,188	217,594	22%		224,819		(7,225)	-3%
SUB-TOTAL OPERATING	\$	8,787,929	\$ 3,550,830	40%	\$	3,600,941	\$	(50,111)	-1%
Transfers Out		585,911	280,175	48%		210,000		70,175	33%
School District sales tax		2,432,811	882,450	36%		1,064,406		(181,956)	-17%
TOTAL	\$	11,806,651	\$ 4,713,455	40%	\$	4,875,347	\$	(161,891)	-3%

- Overall: 40% of the total General Fund Budget is expended 50% of the way through the year.
 2020 operating expenditures are 1% below 2019. This is mainly due to a hiring freeze and a freeze on all travel and training budgets due to the COVID-19 pandemic during the second quarter.
- Elected Officials
 - Budget variance: 62% of the budget is expended Community Investment funds are fully expended (\$10,000) and Woodland Park Main Street contributions are also 100% expended (\$15,000).
 - Prior year variance: (\$12,031), (-32%) less than the prior year –Community Investment
 Fund is half what it was in 2019 (\$10,000 in 2020 vs \$20,000 in 2019). Additionally,
 travel and training for second quarter was frozen due to COVID-19 pandemic.

Administration

 Prior year variance: 17% higher than the prior year – HR is included in Administration and HR Generalist did not start until February 2019. Additionally, Administration includes City Clerk budget; 2020 was a municipal election year, whereas 2019 was not.

Planning

 6% higher than 2019 at same time period due to the addition of a full-time (vs. part-time previously) Code Enforcement Officer in 2020.

Information Technology

 Compared to 2019 increase of \$127,626 or 86% higher—this is due to the server CIP project. Purchase of servers and equipment needed for this important project that will result in reduced cost in future.

Police

 Prior year variance (-\$100,278) or (-8%) below 2019 – 2019 Kelsey Berreth case increased the police budget. Additionally, travel and training and hiring freezes in 2020 have added to the decrease in 2020 spending.

Fleet Maintenance

• There is one less full-time employee in 2020, for a total of 2 full-time employees currently, which has resulted in a decrease of (-\$55,261) or (-28%) compared to 2019.

Revenues

- SEE TABLE BELOW
- Overall: 46% of the total General Fund Budget is received 50% of the way through the year. 2020 revenues are 12% above what they were at same time in 2019.
- Property tax
 - Budget variance: 26% or \$304,963 above 2019. This is due to the property tax
 assessments being adjusted every other year in odd years (2019 adjustment) by the
 County Assessor office. And, property taxes assessed in one year are due the following
 year (2019 due in 2020 and so on).

Sales Tax

Sales tax has been trending up this year, and as of Q2 was \$86,343 or 6% above 2019 collections. Much of this has to do with COVID-19 and increased spending at grocery stores, due to restaurant and bar closes in the second quarter due to COVID-19.

Highway User Tax

 There is a (-\$17,986) or (-14%) decrease in this tax passed from the state to municipalities due to the decrease in driving--in particular during the second quarter due to COVID-19 travel restrictions.

Planning Fees

Large fees related to Park Capital Fees received are the reason for the \$105,987 or 463% increase in revenues for that revenue stream.

• Grants/Contributions/Donations

 Part of the \$51,464 or 53% increase in revenues in this category is due to the DDA City Loan principal payment increasing from \$75,000 in 2019 to \$110,000 in 2020. This payment is due to the City in June.

At the end of the second quarter, the fund balance in the General Fund is \$3,613,573. Of this, \$2,484,558 is unrestricted/unassigned.

REVENUE	2020 Budget	2020 YTD	% received	2019 YTD	\$ change	% change
Taxes						
property tax	\$ 2,003,267	\$ 1,491,866	74%	\$ 1,186,902	\$ 304,963	26%
specific ownership tax	248,155	\$ 65,174	26%	88,060	(22,886)	-26%
sales tax - 2%	4,280,825	\$ 1,579,159	37%	1,492,816	86,343	6%
sales tax - school district - 1.09%	2,432,811	\$ 909,345	37%	820,595	88,749	11%
sales tax vendor fee + late fees	152,407	\$ 57,567	38%	63,028	(5,461)	-9%
vehicle use tax	225,145	80,104	36%	51,673	28,431	55%
construction use tax	70,000	40,696	58%	30,027	10,668	36%
franchise/occupation tax	293,660	90,932	31%	162,475	(71,543)	-44%
Total Taxes	9,706,270	4,314,841	44%	3,895,576	419,265	11%
Licenses and Permits						
business licenses	106,600	118,255	111%	99,518	18,738	19%
other licenses/permits	4,500	4,217	94%	3,886	331	9%
Total Licenses and Permits	111,100	122,472	110%	103,403	19,069	18%
Intergovernmental						
highway user tax	292,444	108,574	37%	126,560	(17,986)	-14%
E911 PSAP funding	200,000	100,000	50%	100,000	-	0%
road and bridge	19,000	13,860	73%	14,975	(1,115)	-7%
DOLA grants	55,000	8,500	15%	2,500	6,000	240%
motor vehicle registration	35,711	10,146	28%	14,005	(3,859)	-28%
cigarette tax	17,000	5,206	31%	4,660	546	12%
severance tax	45,756	-	0%	-	-	
drug prevention SRO	24,000	13,200	55%	24,087	(10,887)	-45%
other intergovermental	56,500		0%		-	
Total Intergovernmental	745,411	259,486	35%	318,623	(59,137)	-19%
Charges for Services						
court fees	14,300	4,659	33%	4,504	155	3%
police fees	61,928	7,814	13%	11,382	(3,568)	-31%
planning fees	39,000	128,879	330%	22,892	105,987	463%
building permit fees	20,000	17,016	85%	15,626	1,390	9%
public works fees	2,500	1,213	49%	1,215	(1)	0%
build-a-generation/teen center	7,400	211	3%	1,560	(1,349)	-86%
cemetery fees	11,000	6,955	63%	3,875	3,080	79%
Total Charges for Services	156,128	166,747	107%	61,054	105,693	173%
Fines and Forfeitures	61,200	37,032	61%	22,725	14,307	63%
Other						
investment earnings	25,000	7,639	31%	17,809	(10,171)	-57%
grants/contributions/donations	136,500	147,896	108%	48,941	98,955	202%
miscellaneous	22,300	66,044	296%	56,788	9,256	16%
Total Other	245,000	221,579	90%	142,455	79,124	56%
Transfers In	920,666	399,079	43%	385,996	13,084	3%
Total	\$ 11,884,575	\$ 5,521,237	46%	\$ 4,929,832	\$ 591,405	12%

General Fund Summary	budget	2020 YTD	% received/ expended
beginning fund balance revenue expenditures ending fund balance	\$ 2,805,792 11,884,575 11,806,653 \$ 2,883,714	\$ 2,805,792 5,521,237 4,713,455 \$ 3,613,573	46% 40%
fund balance designations nonspendable restricted for emergencies unrestricted, unassigned ending fund balance	\$ 775,000 354,015 1,589,314 \$ 2,718,329	\$ 775,000 354,015 2,484,558 \$ 3,613,573	- :

Culture and Recreation Fund (220)

CULTURE AND RECREATION FUND	20	20 Budget	2	020 YTD		received/ cpended	2	019 YTD	Ş	change	% change
Revenue											
Parks and Recreation	\$	96,750	\$	27,460		28%	\$	53,218	\$	(25,758)	-48%
Woodland Aquatic Center		417,000		61,892	•	15%		176,924		(115,032)	-65%
Cultural Center		62,000		29,852		48%		30,216		(365)	-1%
Transfer In/Support		660,911		302,836	•	46%		252,251		50,586	20%
Total Revenue	\$	1,236,661	\$	422,040		34%	\$	512,609	\$	(90,569)	-18%
Expenditures											
Parks and Recreation	\$	347,676	\$	114,350		33%	\$	131,533	\$	(17,184)	-13%
Woodland Aquatic Center		749,190		236,560		32%		324,690		(88,130)	-27%
Cultural Center		139,795		51,320		37%		60,382		(9,063)	-15%
Total Expenditures	\$	1,236,661	Ś	402,229		33%	\$	516,606	\$	(114,377)	-22%

The fund most affected by the COVID-19 pandemic and mandatory closures, which affected all departments/divisions, has been the Culture and Recreation fund. Hopefully this fund will at least partially recover during the second half of 2020, as the Aquatic Center was allowed by the state to reopen in mid-June. The trajectory for the Culture and Recreation fund was headed in a positive direction through most of the first quarter 2020; it is disappointing to see the (-65%) drop in revenues for the Aquatic Center compared to 2019. Additionally, an increase of 20%, or \$50,586, in transfers from the General Fund and Conservation Trust Fund was needed to keep the fund solvent through the end of Q2.

- Revenues are 34% received 50% of the way through the year.
- Parks and Recreation is 33% expended with 28% of budgeted revenues received.
- Cultural Center budget is 37% expended with 48% of budgeted revenues received.
- Woodland Aquatic Center budget is 32% expended with only 15% of budgeted revenues received.
 - The following table provides further detail of the financial operations of the Woodland Aquatic Center.
 - Of note is the (-186%) or (-\$115,070) decrease in revenues compared to 2019.
 - Expenditures are down (-64,651) or (-27%) due to the closure of the Aquatic Center and employee furloughs in the second quarter.

WOODLAND AQUATIC CENTER	2020 Budget	2020 YTD	% rec/exp	2019 YTC		\$ change	% change
Revenue							
Learn to Swim Program	\$ 45,000	6,465	14%	\$ 16,67	77	(10,212)	-61%
Fitness Programs	22,000	4,140	19%	8,63	88	(4,497)	-52%
Sports Programs	-	8,157		-		8,157	
Silver Sneakers Program	8,500	1,080	13%	3,47	70	(2,390)	-69%
Daily Use Fees	120,000	14,754	12%	45,30)7	(30,553)	-67%
Pass and Punch Cards	169,000	19,558	12%	62,83	32	(43,275)	-69%
Merchandise Sales	6,000	475	8%	1,46	57	(992)	-68%
Facility Rentals	30,000	7,079	24%	11,11	2	(4,033)	-36%
Special Events	3,500	146	4%	84	19	(703)	-83%
Concecessions	12,000	-	0%	-	74	(74)	-100%
Contributions/Donations	1,000	-	0%	26,50	00	(26,500)	-100%
Total	\$ 417,000	\$ 61,854	15%	- \$ 176,92	4 \$	(115,070)	-186%
Expenditures							
Salary and Benefits	\$ 513,987	\$ 146,126	28%	\$ 206,27	72 \$	(60,145)	-29%
Purchased Services	18,103	13,805	76%	4,92	28 \$	8,876	180%
Operating Expenditures	199,400	74,664	37%	74,65	57 \$	8	0%
Supplies	17,700	1,964	11%	15,35	3 \$	(13,389)	-87%
Total	\$ 749,190	\$ 236,560	32%	\$ 301,21	10 \$	(64,651)	-27%

The fund balance in the Culture and Recreation Fund on June 30 is \$144,496. Of this, \$85,003 is non-spendable inventory leaving \$59,493 unrestricted/unassigned.

Culture and Recreation Fund Summary	budget 2020 YTD			% received/ expended	
beginning fund balance revenue expenditures ending fund balance	\$	124,685 1,236,661 1,236,661 124,685	\$	124,685 422,040 402,229 144,496	34% 33%
fund balance designations nonspendable unrestricted, unassigned ending fund balance	\$	85,003 39,682 124,685	\$	85,003 59,493 144,496	

Street Capital Improvement Fund (410)

STREET CAPITAL IMPROVEMENT FUND	20	20 Budget	2	020 YTD	% received/ expended	2	019 YTD	\$	change	% change
Revenue										
sales tax - 1%	\$	2,140,400	\$	806,730	38%	\$	727,996	\$	78,735	11%
transportation capital fees				76,827	n/a		11,685		65,142	558%
vendor fee & late fee - sales tax		76,000		28,783	38%		25,432		3,350	13%
grant				-	n/a		-		-	
interest		1,500		12,520	835%		21,286		(8,765)	-41%
Total Revenue	\$	2,217,900	\$	924,860	42%	\$	786,398	\$	138,462	18%
Expenditures street paving improvements	\$	1,805,122	Ś	259,711	14%		8,745	Ś	250,966	2870%
street repairs/maintenance	,	24,140	*	1.751	7%		12,779	,	(11,028)	-86%
street restriping		10,000		3,233	32%		3,515		(282)	-8%
trail repairs/maintenance		30,000		-	0%		-		-	
parking lot repair/maintenance		164,533		(31,669)	-19%		-		(31,669)	
drainage improvements		-		-			-		-	
sidewalk improvements		303,511		38,374	13%		-		38,374	
machinery/equipment		596,748		403,774	68%		2,500		401,274	16051%
vehicles		94,161								
street concrete repairs		40,000								
transfers out		147,950		59,180	40%		62,840		(3,660)	-6%
Total Expenditures	\$	3,216,165	\$	734,354	22.8%	\$	90,379	\$	643,975	713%

The Street Capital Improvement Fund ending fund balance as of June 30 is \$2,399,650.

• The main increase compared to 2019 is the machinery and equipment category. There was a new Vac-on truck purchased in 2020, which is the reason behind the \$401,274 increase in that line item.

Street Capital Improvements Fund Summary	budget	2020 YTD	% received/ expended
beginning fund balance revenue expenditures ending fund balance	\$ 2,209,144 2,217,900 3,216,165 \$ 1,210,879	\$ 2,209,144 924,860 734,354 \$ 2,399,650	42% 23%

STORMWATER MANAGEMENT FUND (FORMERLY DRAINAGE DEBT SERVICE FUND) (420)

STORMWATER MANAGEMENT FUND	202	0 Budget	20	020 YTD	% received/ expended	20)19 YTD	\$	change	% change
Revenue drainage user charges drainage capital impact fees interest transfer in Total Revenue	\$ \$	135,000 16,600 500	\$ \$	62,289 14,505 1,329 - 78,123	46% 87% 266% n/a 51%	\$ \$	69,207 16,130 2,140 - 87,477	\$ \$	(6,917) (1,625) (812) - (9,354)	-10% -10% -38%
Expenditures	·	ŕ	·	·			ŕ		,	
debt service	\$	_	\$	_		\$	_	\$	_	
transfers out - to GF	\$	147,950	\$	_		\$	-	,		
drainage improvements		149,072		-	0%		3,220		(3,220)	-100%
Total Expenditures	\$	297,022	\$	-	0%	\$	3,220	\$	(3,220)	-100%

The Stormwater Management Fund ending fund balance as of June 30 is \$227,974.

• There have been no stormwater related infrastructure projects thus far in 2020.

Stormwater Management Fund Summary	budget	2	020 YTD	% received/ expended
beginning fund balance revenue expenditures	\$ 149,851 152,100 297,022	\$	149,851 78,123	51% 0%
ending fund balance	\$ 4,929	\$	227,974	:

Water Utility Fund (510)

WATER UTILITY FUND	20	20 Budget	2	2020 YTD	% received/ expended	2	019 YTD	Ş	change	% change
Revenue										
water operations	\$	1,773,100	\$	784,202	44%	\$	710,668	\$	73,534	10%
investment income	\$	65,000	\$	24,063	37%	\$	47,984	\$	(23,921)	-50%
charges for services - capital		398,900		250,548	63%		315,757	\$	(65,209)	-21%
investment income		1,530		-	0%		-	\$	-	
charges for services - water rights		10,400		9,930	95%		9,930	\$	-	0%
investment income		301		-	0%		-	\$	-	
Total Revenue	\$	2,249,231	\$	1,058,813	47%	\$:	1,204,166	\$	(145,353)	-12%
Expenditures										
administration	\$	138,047	\$	62,372	45%	\$	57,948	\$	4,424	8%
operating expenses	\$	111,309	\$	12,537	11%	\$	8,630	\$	3,907	
water treatment operations		293,400		111,450	38%		115,510	\$	(4,060)	-4%
operating expenses - treatment		511,000		164,259	32%		146,262	\$	17,998	
field services		292,407		81,163	28%		93,232	\$	(12,069)	-13%
utility billing/customer service		98,878		34,950	35%		35,015	\$	(65)	0%
capital outlay		1,751,000		566,313	32%		732,314	\$	(166,002)	
transfers out to GF		193,717		96,959	50%		79,950	\$	17,009	21%
debt service		143,099		141,672	99%		29,655	\$	112,017	378%
water rights		18,000		127,500	708%		225,250	\$	(97,750)	-43%
Total Expenditures	\$	3,550,857	\$	1,399,174	39%	\$:	1,523,765	\$	(124,591)	-8%

The Water Utility Fund ending fund balance as of June 30 is \$4,488,577.

Water Utility Fund Summary	budget	2020 YTD	% received/ expended
beginning funds available revenue expenditures	\$ 4,828,938 2,249,231 3,550,855	\$ 4,828,938 1,058,813 1,399,174	47% 39%
ending funds available	\$ 3,527,314	\$ 4,488,577	

Wastewater Utility Fund (520)

WASTEWATER UTILITY FUND	202	20 Budget	2	2020 YTD	% received/ expended	2	019 YTD	\$	change	% change
Revenue										
wastewater operations + interest	\$	1,139,014	\$	583,062	51%	\$	578,027	\$	5,035	1%
wastewater capital + interest	•	785,082		409,372	52%	•	388,787	•	20,585	5%
Total Revenue	\$	1,924,096	\$	992,434	52%	\$:	1,096,326	\$	(103,892)	-9%
Expenditures										
administration + operating	\$	156,074	\$	42,276	27%	\$	44,713	\$	(2,437)	-5%
wastewater treatment operations		691,787		288,597	42%		275,167		13,430	5%
field services		145,090		58,417	40%		45,952		12,465	27%
utility billing/customer service		40,554		17,725	44%		17,604		121	1%
capital outlay										
treatment plant improvements		81,000		6,629	8%		4,366		2,263	52%
machinery/equipment		52,000		4,203	8%		311		3,892	1251%
debt service		859,163		665,368	77%		241,347		424,021	176%
transfers out to GF		163,249		81,624	50%		68,200			
Total Expenditures	\$	2,188,917	\$	1,164,839	53%	\$	697,660	\$	467,179	67%

The Wastewater Utility Fund ending fund balance as of June 30 is \$3,876,949

Wastewater Utility Fund Summary		budget	2	2020 YTD	% received/ expended		
beginning funds available revenue expenditures	\$	4,049,354 1,924,096 2,186,917	\$	4,049,354 992,434 1,164,839	52% 53%		
ending fund available	\$	3,786,533	\$	3,876,949	•		

Grants Fund (210)

GRANTS FUND	202	0 Budget	20	020 YTD	% received/ expended	20	019 YTD	\$ change	% change
VALE/VOCA grant revenue transfer in	\$	112,900	\$	47,783 -	42% n/a	\$	59,252 -	\$ (11,469)	-19%
revenue	\$	112,900	\$	47,783	42%	\$	59,252	\$ (11,469)	-19%
expenditures	\$	112,900	\$	45,656	40%	\$	40,150	\$ 5,506	14%

Downtown Development Authority (215)

DOWNTOWN DEVELOPMENT AUTHORITY	2020) Budget	2	020 YTD	% received/ expended	2	019 YTD	,	\$ change	% change
Revenue		745 222		205 500	4207		442.274		(425 502)	240/
property tax county tax abatements	\$	715,223 (8,000)	\$	306,690	43% 0%	\$	442,271 -	\$	(135,582) -	-31%
interest		415		841	203%		1,838		(997)	-54%
Total Revenue	\$	707,638	\$	307,531	43%	\$	549,127	\$	(241,596)	-44%
Expenditures										
TIF reimbursement agreements	\$	121,949	\$	61,526	50%	\$	73,715	\$	(12,189)	-17%
beautification		10,000		-	0%		-		-	
Woodland Station improvements		10,000		5,003	50%		10,450		(5,447)	-52%
debt service		471,073		470,932	100%		425,051		45,881	11%
other operating expenditures		57,307		9,627	17%		22,388		(12,761)	-57%
Total Expenditures	\$	670,329	\$	547,088	82%	\$	531,604	\$	15,485	3%

The Downtown Development Authority's ending fund balance as of June 30 is \$922,586. The unrestricted, unassigned fund balance is (-\$137,608). Non-spendable fund balance is land that is held for resale.

Downtown Development Authority Summary	budget	2020 YTD	% received/ expended
beginning fund balance revenue expenditures ending fund balance	\$ 1,162,144 707,638 670,329 \$ 1,199,453	\$ 1,162,144 307,531 547,088 \$ 922,586	43% 82%
fund balance designations nonspendable unrestricted, unassigned ending fund balance	\$ 1,060,194 139,259 \$ 1,199,453	\$ 1,060,194 (137,608) \$ 922,586	