

# 2024

## CITY OF WASHOUGAL ADOPTED BUDGET



1701 C Street

Washougal, Washington 98671

(360) 835-8501

<http://cityofwashougal.us>

## Table of Contents

<b><u>City Manager's Budget Message</u></b>	iii
<b><u>City Information</u></b>	1
<u>Directory of Officials</u>	2
<u>Distinguished Budget Award</u>	4
<u>Citywide Organizational Chart</u>	5
<u>Washougal Government</u>	6
<u>About the City of Washougal</u>	8
<u>City of Washougal Economics</u>	10
<u>Budget Philosophy and Financial Policies</u>	10
<u>City Priorities and Strategic Plan</u>	11
<u>Budget Process</u>	17
<u>Governmental Cash Basis Accounting</u>	19
<u>Labor Relations</u>	23
<b><u>Budget in Brief</u></b>	25
<u>Budget Overview</u>	26
<b><u>Departmental Budgets</u></b>	34
<u>General Fund</u>	35
<u>Council</u>	39
<u>City Manager's Office</u>	40
<u>Human Resources</u>	42
<u>Finance/Information Technology</u>	43
<u>Economic Development</u>	44
<u>Community Development</u>	45
<u>Legal</u>	47
<u>Central Services</u>	48
<u>Fire and Emergency Aid</u>	49
<u>Animal Control</u>	50
<u>Police/Public Safety</u>	51
<u>Public Works Non-Utilities</u>	52
<u>Parks</u>	52
<u>Engineering</u>	53
<u>Facilities</u>	54
<u>Street Fund</u>	55
<u>Cemetery Fund</u>	58
<u>First Quarter Percent REET Fund</u>	61
<u>Park Development Fund</u>	63
<u>Second Percent REET Fund</u>	65
<u>Strategic Plan Implementation Fund</u>	67
<u>Abatement Fund</u>	69
<u>Hotel Motel Tax Fund</u>	71
<u>Transportation Development Fund</u>	73
<u>Peg Fee Fund</u>	75
<u>National Opioid Settlement Fund</u>	77
<u>EMS Restricted Revenue Fund</u>	79
<u>Fire Impact Fees Fund</u>	81
<u>Affordable Housing Sales Tax Credit Fund</u>	83

<u>Drug Seizure Fund</u>	85
<u>Unlimited General Obligation Debt Fund</u>	87
<u>Downtown Revitalization Bond Fund</u>	89
<u>Park Capital Project Fund</u>	91
<u>Building Contingency Fund</u>	94
<u>Transportation Capital Projects Fund</u>	97
<u>Art Project Fund</u>	100
<u>Water/Sewer Funds</u>	102
<u>Stormwater Fund</u>	109
<u>Employment Security Fund</u>	113
<u>Equipment, Rental, and Repair Fund</u>	115
<u>Perpetual Care Fund</u>	117
<u>Downtown Bond Guarantee Fund</u>	119
<u>Low Income Assistance Fund</u>	121
<b><u>Long-Term Liabilities</u></b>	123
<b><u>Capital Plans &amp; Capital Projects</u></b>	127
<b><u>Utility Financial Policy</u></b>	137
<b><u>Glossary</u></b>	141



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To the Mayor, City Council & Residents of Washougal:

I am pleased to present the proposed City of Washougal 2024 Budget. The proposed 2024 budget is an expression of the Council's priorities, maintains existing services levels and targets key service enhancements and continued capital investments.

Consistent with the broader national and regional economic trends, we are experiencing significant cost pressures in ongoing program operations and escalating costs in delivering capital projects. The 2024 budget maintains our conservative management of on-going expenses, while adapting to the realities of these cost pressures. We are cautiously optimistic that economic conditions will continue to improve, as we anticipate economic growth in our community over the next several years. We remain vigilant in monitoring economic trends and indicators and are prepared to adapt as needed.

When establishing priorities for the 2024 budget, the Council considered and relied on our recently adopted Strategic Plan, as well as our capital facilities plans and community feedback. Within this context, we maintain our current service levels in all program areas, invest in our community engagement efforts, and make strategic investments in economic development and the implementation of our new Strategic Plan. These investments promote enhanced revenues to support ongoing programs and Council and community priorities. We continue to utilize capital project funds to pursue Council and community priorities by investing in important capital facilities projects, enhanced by the addition of ARPA funding and our success in securing state and federal capital project funds.

To ensure that we can maintain our current service levels and make these modest program enhancements, the 2024 general fund operating budget assumes that the Council will adopt a 1% increase in our overall property tax levy and that the current EMS levy will be renewed for 2024.

Highlights from Council's priorities in the 2024 budget and their alignment with our recently adopted 2023-2028 Strategic Plan include:

#### Economic Development and Community Prosperity/Financial Health

- Add a new Strategic Plan Implementation Manager position to champion and coordinate economic development and tourism strategic objectives, oversee implementation of the new Strategic Plan, and pursue capital project funding. This strategic investment is designed to deliver enhanced revenues for ongoing program operations and capital project needs.

#### Core Services

- Begin construction of mandated improvements to the Wastewater Treatment Plant, supported by federal and state low interest loans awarded through a competitive process.
- Continue design and permitting for the new 32<sup>nd</sup> St Underpass, supported by over \$50M in federal and state grants awarded specifically for this project via rail crossing elimination grant programs.

Vibrant Town Center

- Complete design and permitting and begin construction of the Towncenter Revitalization ("Civic Campus") Project, including a new dog park, pocket park with splash pad/water feature, outdoor "living room" for the community center and expanded parking for the proposed new library, towncenter businesses and the civic campus. This project is supported by WA State Capital Budget and ARPA funds.

Smart Growth

- Continue efforts toward the mandated update to our Comprehensive Land Use Plan and related capital facilities plans, including mandated elements related to housing and climate. This project is supported in part by WA State grants.

Redefined Community Identity

- Add a new Community Engagement Program coordinator position to support enhanced community engagement efforts, including an expanded volunteer program, expanded and enhanced community events, development of a new Citizens' Academy to be implemented in early 2025, enhanced recreation programming and community utilization of the community center. This new position is designed to ultimately be supported by new program revenues to offset costs.

I am pleased to propose a balanced baseline operating budget which maintains all existing service levels, provides for modest enhancements to services in response to community and Council priorities and makes strategic investments designed to enhance revenues to support ongoing programs, services, and capital projects. This budget features several significant capital projects, which are made possible by our successful acquisition of state and federal capital project funding. Mandated improvements at our Wastewater Treatment Plant ensure compliance with state clean water requirements and adequate services into the future. We can get started on the design and permitting of the long awaited 32<sup>nd</sup> Street Underpass, which will ultimately transform our transportation system by removing the existing at-grade rail crossing barrier. This project fulfills a decades-old Council priority to eliminate this at-grade crossing. The Towncenter Revitalization Project delivers new community amenities in response to community priorities.

I would like to thank the members of the City Council for their leadership and efforts in identifying priorities and providing policy guidance. I would also like to thank the City staff, who work hard every day to deliver outstanding service. And "thank you" to the many volunteers who serve on our boards and commissions and in support of the various programs that make Washougal a great community.

Respectfully Submitted,



David Scott  
City Manager  
10/23/2023

# City of Washougal

## 2024 Adopted Budget

### **Mission Statement**

Our mission is to provide fiscally responsible services that promote our vision of a safe and beautiful community that can be enjoyed for generations to come.

### **Vision Statement**

Washougal will be a safe, vibrant, and friendly community that successfully balances growth and expanding economic opportunity while preserving the community's natural beauty and the unique amenities of small-town living.

### **Guiding Principles**

#### **People-focused and Responsive**

We are highly responsive, serving the community with respect and kindness.

#### **Bold and Practical**

We are innovative and creative, utilizing pragmatic ideas to proactively address issues and solve challenges.

#### **Trustworthy and Accessible**

Our door is open, and we provide clear and concise communication, serving with the highest ethical standards and professionalism.

#### **Accountable and Fiscally Responsible**

We are responsible for our actions and decisions, carefully managing the city's resources.

#### **Engaged and Collaborative**

We listen to and work with our community to achieve shared goals.

Adopted by the Elected Officials of  
The City of Washougal  
Via the 2023-2028 Strategic Plan on  
May 8, 2023

City of Washougal  
1701 S Street  
Washougal, WA 98671  
(360) 835-8501



## Directory of Officials

### ELECTED OFFICIALS



David Stuebe, Mayor  
Position #1  
Term 2023-2025

### COUNCIL MEMBERS



Tia Robertson  
Position #2  
Term 2024-2027



David Fritz  
Position #3  
Term 2023-2025



Michelle Wagner  
Position #4  
Term 2024-2027



Molly Coston  
Position #5  
Term 2024-2027



Julie Russell  
Position #6  
Term 2022-2025



Ernie Suggs  
Position #7  
Term 2024-2027

APPOINTED OFFICIALS

Position	Name
City Manager	David Scott
Public Works Director	Trevor Evers
Finance Director/City Clerk	Daniel Layer, CPA
Chief of Police	Wendi Steinbronn
Community Development Director	Mitch Kneipp
Human Resources & Risk Director	Teresa Stedman
City Attorney	Robert Zeinemann, Esq. Kenyon Disend, PLLC





## Distinguished Budget Presentation Award

The Government Finance Officers' Association (GFOA) of the United States and Canada presented a Distinguished Budget Presentation Award to the City of Washougal, Washington for its annual budget for the fiscal year beginning January 1, 2023.

To receive this award, a governmental entity must publish a budget document which meets program criteria as a policy document, operations guide, financial plan, and a communication device. This award is valid for one year, at which time the city will submit its budget document for review again.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

## *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Washougal  
Washington**

For the Fiscal Year Beginning

**January 01, 2023**

A handwritten signature in black ink that reads "Christopher P. Morill". The signature is written in a cursive, flowing style.

**Executive Director**

City Organizational Chart



## **Washougal Government: Mayor, Council, Boards, Community and Council Committees**

The City of Washougal is a full-service city operating as a Non-Charter Code City, under the council-manager form of government. The City Manager is appointed by the full council and serves as the City's Chief Executive, assisted by five department directors. The Council is comprised of the Mayor and six members elected at-large on a non-partisan basis for four-year overlapping terms and serves as the City's legislative body. One member of the Council is elected by the Council to serve as Mayor Pro Tem. The Council has the authority to formulate and adopt city policies and the Manager is responsible for carrying them out. The Mayor attends and presides over Council meetings, but also is entitled to vote on the issues. The City Council holds two regular meetings and workshops every month. A Council workshop precedes the regular meetings, which occur at 7:00 pm on the second and fourth Monday of each month. All Council meetings are open to the public and held at City Hall, 1701 C Street.

The City of Washougal has several Boards, Commissions, and Committees. Some of the Boards, Commissions and Committees are required by state law, others were created by the Council to serve as advisory bodies to the Mayor, City Administration, and the Council. The following is a listing of the various Boards, Committees and Commissions:

### **Standing Committees of the Council:**

The City of Washougal has five standing council committees each consisting of three members of the council pursuant to WMC 2.04.050 and Council rules. The standing committees of the Council are as follows:

#### **Administrative Committee**

Provides guidance and recommendations to the City Manager on policies and procedures throughout the City.

#### **Finance Committee**

This committee reviews the documentation supporting any claims to be paid and approves all payments of such claims, thus implementing an effective internal control over the issuance of any vendor payments.

#### **Public Safety Committee**

Provides recommendations and guidance to the City Police Department and reviews the system of reimbursement for reserve police for services referred to in WMC 2.66.030.

#### **Public Works Committee**

Provides recommendations and guidance to the Public Works Department regarding the City's infrastructure projects.

**Community Development Committee**

Makes recommendations to the City Council as to best methods of conservation utilization, planning, and development.

**Commissions and Committees required by state law:****Planning Commission**

The Planning Commission makes recommendations to the City Council on rezone applications and legislative items such as vision statements, comprehensive plan amendments, and code amendments. The Planning Commission consists of nine members; eight members are appointed by the Mayor and confirmed by the City Council; with the Mayor serving as an ex officio member. Members are residents of the City of Washougal; two of the positions may be within the Urban Growth Boundary and serve for six-year terms. Additional information can be found at WMC 2.12.

**Salary Commission**

The Salary Commission reviews the salaries paid by the city to the City's elected officials. The five commission members are residents and registered voters of the City and are appointed by the Mayor with approval of the City Council. Members serve for four-year terms. Additional information can be found at WMC 2.118.

**Civil Service Commission**

The Civil Service Commission makes general rules and regulations implementing the WMC and state laws. The commission is comprised of three appointees designated by the mayor for six-year terms. At the time of appointment not more than two commissioners shall be adherents of the same political party. Additional information can be found at WMC 2.16.

**Lodging Tax Advisory Committee**

This Committee's purpose is to review and recommend local tourism activity applications to be submitted to the City Council for approval. These activities utilize the Hotel/Motel tax received by the city from our two local hotels as well as from short-term home "bed & breakfast" stays. The Committee is represented by one member from each local hotel, a person from a tourism business, a member from the general public, and one City Council appointed official.

**Boards and Committees created by Council:****Board of Park and Cemetery Commissioners**

The Board of Park and Cemetery Commissioners is comprised of seven members appointed by the Mayor, approved by the City Council. Six members shall be residents of the City and one may be a nonresident within the Urban Growth Boundary. The term of office is three years. This volunteer board makes recommendations to the City Council. Additional information can be found at WMC 2.20.

### Shoreline Review Committee

The Shoreline Management Review Committee consists of the Community Development Director, Community Development Committee member, and a member of the Planning Commission. The committee determines if a shoreline substantial development permit application is significant or non-significant and hence the application process. Additional information can be found at WMC 16.16.30.

### Arts Commission

The Arts Commission consists of no fewer than five but no more than nine members, who shall be appointed by the Mayor, with approval of the Council. The commission's primary duty is to identify and actively encourage the development and sustainability of the arts in the city by serving as the City's primary resource in matters of public art and culture. Additional information can be found at WMC 2.120.

## About the City of Washougal

The City of Washougal, known as the "Gateway to the Gorge," is located 15 minutes west of Portland International Airport, which serves major airlines for domestic and international travel. Washougal is located on the banks of the Columbia River and borders the Gorge National Scenic Area to the east and is a popular tourist and adventure sports area. The Washougal River, which joins the Columbia River here, is noted for its excellent fishing, as is the Columbia. The city has a population of approximately 17,490.

### HISTORICAL POPULATION

<u>Year</u>	<u>City of Washougal</u>	<u>Clark County</u>
2023*	17,490	520,970
2022	17,390	516,779
2021	16,950	512,588
2020	16,680	503,311
2019	16,500	489,271
2018	16,020	482,467
2017	15,760	475,238
2016	15,560	465,911
2015	15,170	457,320
2014	14,910	448,505
2013	14,580	441,591
2012	14,340	436,532
2011	14,480	432,388

\*Estimate

Of the 2023 population –

- Largest racial/ethnic groups are White (88.04%) followed by Asian (2.06%).
- Average household income of Washougal residents is \$125,422; however, 12.77% of Washougal residents live in poverty.
- The median age for Washougal residents is 38.8 years.

In 1880, the town of Washougal was platted out by two steamship captains. These captains also built a new dock which had year-round deep water since the landing could not be reached by steamships during low water. A store and post office were also built in 1880. A hotel and bar were added shortly thereafter. By the end of 1881, Washougal was the main settlement in the area, with two stores, a hotel, bar, butcher shop, two blacksmiths, a wharf, and several homes.

In 1897, a flouring mill was built along the Washougal River at River Road. In August of 1898, a bridge replaced the ferry that crossed there. In March of 1899, a Portland industrialist built a creamery. Washougal incorporated in 1908, and currently operates under the Council-Manager form of government.

The town had telephone service and in 1909 a railroad was built through town. Several Washougal businessmen sold stock to bring a woolen mill to town in 1910. By 1912, the mill was failing, and the owners of the successful Pendleton Woolen Mill company bought the failing mill. By 1915, they were making quality products and became profitable. The Washougal Woolen Mill merged with Pendleton Woolen Mill in 1953. The mill is still in operation manufacturing many top products.

Highway 14 to the east was completed in 1927 across the Cape Horn bluffs, opening land to the north and east of Washougal.

Washougal was the home of some of the earliest American settlers and pioneers in the Washington Territory. Washougal is beautifully bordered by the Columbia and Washougal Rivers. The Washougal area is filled with many family-friendly parks, hiking trails, businesses, and neighborhoods.

Visitors can go from downtown Washougal to the Columbia River for fishing at Steamboat Landing or walks down the levee trail to Captain William Clark Park. Steigerwald Lake National Wildlife Refuge features 1,049 acres of former Columbia River floodplain with more than 200 species of birds having been recorded. The Washougal River provides year-round recreation including kayaking, fishing, and swimming. Also, just north of city limits is the Washougal Motocross Park which hosts several large events known nationally and internationally.

In addition to the services listed on the City's organizational chart, located on page three of this document, the City also contracts with the City of Camas for fire protection and emergency medical services. The Cities combined services in May of 2014.

The following are the City of Washougal's major employers and the number of employees:

<b>Employer</b>	<b>Number of Employees</b>
Washougal School District	395
Pendleton Woolen Mills	245
Safeway	110
Exterior Wood	100



## City of Washougal Economics

Though largely a residential community, the City of Washougal is home to approximately 279 businesses. These include Pendleton Woolen Mills, Fitesa, Kemira, Westlie Ford Dealership, and Exterior Wood to name a few. The city has two hotels; Best Western and the Rama Inn, from which the city collects hotel/motel tax revenue.

The City continues to budget for Economic Development and will use the appropriated funds to pursue funding opportunities for capital projects to enhance economic development.

## Budget Philosophy and Financial Policies

The city has a conservative budget approach of maintaining the same level of service for all departments by increasing budgets slightly to account for inflation. Enhancements to services are introduced only when supported by revenues. When infrastructure projects are needed, the City tries to receive alternative funding, such as grants, to fund the capital projects, to reduce pressure on taxes and rates.

The City has several financial policies for the administration of each of the City's major funds. Current financial policies established by City Council include the following:

**General Fund** – The City maintains a General Fund Operating Reserve to provide for adequate cash flow, budget contingencies, and insurance reserves. The cash flow reserve within the General Fund is an amount equal to 16% of budgeted expenditures. For 2024, the reserves are estimated to be at 16.7% of total expenditures including use of reserves and one-time capital expenditures.

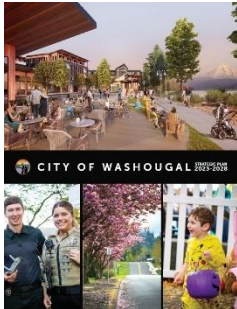
**Water/Sewer and Stormwater Funds** –The operating reserve is designed to provide a liquidity cushion to provide for financial viability of the utilities despite short-term variability in revenues and expenses, primarily caused by seasonal fluctuations in billings and receipts, unanticipated cash operating expenses, or lower than expected revenue collections. The Water/Sewer and Stormwater Funds shall maintain the following operating reserves; water, 60-90 days of operating and maintenance (O&M) expenses; sewer, 45-60 days of O&M; and storm, 30-45 days of O&M. For further discussion, please see the utility financial policy section.

In addition to the operating reserve, the city has a capital contingency. This is an amount of cash set aside in case of an emergency, should a major piece of equipment or a portion of the utility's infrastructure fail unexpectedly. Additionally, the reserve could be used for other unanticipated capital needs or capital cost overruns. The capital account holds debt proceeds, system development charge revenues, system reinvestment funding from rates and any transfers of cash reserves from the operating account. The city will hold a contingency of 1% to 2% of utility fixed assets.

State law requires the city budget to be balanced. Reserves can be used to achieve a balanced budget; however, the city has a more restrictive practice. The City Council seeks to only approve a budget that is operationally balanced. This means operating expenditures may not exceed operating revenues. Fund balances may be approved by City Council to fund one-time capital projects. These are discussed and approved during the budget process. Due to the length of time it takes to plan and execute a capital project, the City has several capital projects which are using fund balances in 2024.

With the increased population growth, state mandates, and increased costs of doing business, it has been a challenge to keep expenditure growth within the limits of revenue growth, due in part to statutory limits on property tax revenues. The city has been aggressive in finding alternative funding methods and keeping costs low. There has also been cost of service studies conducted to ensure we are charging appropriate rates for our utilities, based on customer classes (i.e. residential or commercial). In 2024, the City Council has adopted new rates for utilities based on these studies to fund the operations, maintenance and infrastructure projects deemed necessary based on the City's operating permits with the state. This included a \$30 million wastewater treatment plant expansion to accommodate the increased population.

## City Priorities and Strategic Plan



Starting in 2022, the city began the initiative to update its Strategic Plan, with the goal of developing a roadmap for the future of the community. The city's new 5-year Strategic Plan was built through the extensive involvement of our residents, business leaders, and community groups. The plan strives to ensure that Washougal is moving forward and is constantly improving the city for the betterment of all who call it home. It sets forth the City's priorities, goals, and objectives, and provides a framework for the decisions we make as a city government.

### Mission Statement

Our mission is to provide fiscally responsible services that promote our vision of a safe and beautiful community that can be enjoyed for generations to come.

### Vision Statement

Washougal will be a safe, vibrant, and friendly community that successfully balances growth and expanding economic opportunity while preserving the community's natural beauty and the unique amenities of small-town living.

### Guiding Principles

People-Focused and Responsive – We are highly responsive, serving the community with respect and kindness.

**Bold and Practical** – We are innovative and creative, utilizing pragmatic ideas to proactively address issues and solve challenges.

**Trustworthy and Accessible** – Our door is open, and we provide clear and concise communication, serving with the highest ethical standards and professionalism.

**Accountable and Fiscally Responsible** – We are responsible for our actions and decisions, carefully managing the city's resources.

**Engaged and Collaborative** – We listen to and work with our community to achieve shared goals.

### Strategic Priorities

The Strategic Plan includes five key strategic priorities: Economic Development and Community Prosperity, Financial Health and Core Services, Vibrant Town Center, "Smart Growth", Redefined Community Identity.



**Economic Development and Community Prosperity:** Foster and promote a resilient economy that encourages growth to attract and retain a diversity of businesses and talent, creating opportunities for prosperity and enhanced quality of life in Washougal.

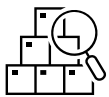
### Strategic Goals

- Establish an economic development manager position to champion and coordinate economic strategic objectives and carry out the tasks associated with the Plan
- Update and streamline permit processing to attract and retain diverse businesses and talent

- Collaborate with the Washougal Business Association to create a welcome program that informs businesses of the assistance available to help them succeed
- Develop a “doing business in Washougal” guide packet to help launch businesses
- Expand recreation-tourism and eco-tourism to increase the number of visitors and provide additional amenities to community members

#### Performance Measures

- 2% increase in median income annually year over year
- Review Community Development procedures to streamline permit review timelines by July 2024
- Complete and implement Community Development procedures to streamline permit review timelines by July 2025
- 95% of land use applications and building permits processed in target timelines
- Develop a “doing business in Washougal” guide packet by July 2025
- 8% increase in number of businesses and business licenses over the life of the Plan, through December 2028
- 8% increase in living wage jobs (paying over 200% of the federal poverty level) over the life of the plan, through December 2028
- Increase in tax revenues:
  - 8% growth for new construction property taxes (excluding single family residences) over the life of the plan, through December 2028
  - 8% growth for sales tax over the life of the plan, through December 2028
  - 8% growth for lodging tax over the life of the plan, through December 2028



**Financial Health and Core Services:** Increase the City’s financial strength to provide a stable foundation that adapts to changes and challenges, providing resources necessary to sustain and expand services in support of the community’s needs.

#### Strategic Goals

- Identify optimum staffing levels for police and implement Phase 2 of the Police Department strategic plan to reduce crime and keep Washougal safe
- Optimize outside funding (grants, federal and state money) and low-interest financing to fund new and updated infrastructure
- Provide funding for enhanced grant writing support
- Create or update Standard Operating Procedures (SOPs) to prepare for staff succession and improve quality and efficiency of services
- Develop a stable model and funding for core services to provide long-term funding and structure to maintain and expand the city’s services and programming:
  - Explore the creation of a Metropolitan Parks District (MPD)
  - Explore the creation of a Regional Fire Authority (RFA)

### Performance Measures

- Identify and explore at least two grants, appropriations, or preferred financing options in each of our programs or infrastructure categories by December 2028
- Complete “Community Funding Options Plan” by March 2024
- Identify preferred option for fire and EMS by December 2024
- Identify preferred option for enhanced parks and recreation services by December 2025
- Complete and implement Phase 2 of the Police Department strategic plan by December 2024
- Maintain police response time of less than five minutes for Priority 1 and 2 calls for service
- Exceed national average for community satisfaction of “Safety in the City” in Community Surveys over the life of the plan, through December 2028
- 8% growth for sales tax over the life of the plan, through December 2028
- 8% growth for lodging tax over the life of the plan, through December 2028



**Vibrant Town Center:** Elevate the quality of life in Washougal through a vibrant downtown that is attractive for people to live, work, learn, gather and play.

### Strategic Goals

- Develop a parking management plan to articulate and achieve a ten-year vision for adequate parking downtown
- Update the City’s codes to enhance the sense of place within downtown
- Establish agreements with significant town center property owners to allow for redevelopment that will result in a vibrant downtown core.
- Improve streetscapes, lighting, business facades and underground facilities to beautify downtown
  - Collaborate with WACA and the Art Commission to establish a program to beautify vacant buildings by December 2023
- Collaborate with town center stakeholders to enhance community events and gatherings

### Performance Measures

- Develop a parking management plan by December 2024
- Finalize an agreement with one of the City’s town center property owners by March 2024
- Update banners with new pole arms and hanging baskets by June 2023
- 50% of vacant storefronts are beautified by December 2025



**“Smart Growth”:** Develop and grow in a sustainable manner while providing a broad array of amenities, job opportunities, housing and transportation options to meet the diverse needs of the community.

#### Strategic Goals

- Update the City’s Comprehensive Plan and development code, incorporating “Smart Growth” objectives as defined by “Smart Growth” America
- Establish an urban forestry ordinance to maintain and improve the City’s tree canopy
- Obtain funding (grants, federal and state money) to invest in planning and enhancements in infrastructure

#### Performance Measures

- Newly adopted Comprehensive Plan by June 2025
- New ordinance for urban forestry completed by December 2025
- 5% increase in blocks of sidewalk infilled (of the total number of blocks requiring it) year-over-year
- Complete “Community Funding Options Plan” by March 2024
- 10% increase in retail establishments by December 2028
- Implementing the Housing for All Planning Tool from the new comprehensive plan
- Two new bike/pedestrian projects completed by December 2028



**Redefined Community Identity:** Establish a distinct and recognizable identity for Washougal that fosters community pride and increases commercial marketability.

#### Strategic Goals

- Develop a new brand identity for Washougal that creates a unique sense of place and generates new interest in and attraction to the City
- Implement a Citizen’s Academy to help students, residents, and business owners learn how their city government functions and what they can do to help improve it
  - Increase neighborhood involvement so that residents are more engaged in keeping their community safe and secure
- Develop and implement a Community Aesthetics Improvement Program to revitalize and enhance the physical appearance of the city
- Coordinate engagement of the city’s boards and commissions and community-based organizations to increase community events and activities



- Establish a formal volunteer program so residents can give back to the community, volunteering to improve the lives of their neighbors and public spaces and support community growth
- Establish funding for new program coordinator position

#### Performance Measures

- Complete a new brand identity for Washougal by December 2026
- 2% Increase of volunteer services hours with Washougal city government annually year-over-year
- Hold a Citizen's Academy each year starting January 2025
- Adopt Community Aesthetics program code changes by September 2023
- Exceed national average for community perception of "appearance of property" in community surveys

Each of these areas is critical to the future success of the city. A copy of the city's 2023-2028 Strategic Plan can be found at <https://cityofwashougal.us/155/1685/Strategic-Planning>.

#### **Performance Measurement**

The City of Washougal has embraced performance measurement across all departments. Performance measurement provides the city with direct feedback about how each department is doing. The data can be used to determine if a particular program is meeting its goal and whether it is improving or declining from the previous year.

Performance measures are collected and presented by department heads at City Council workshops on an annual reporting nature. Each department reports their own performance information, while City Management collects and reports data on the community as a whole. Here are the links to each department's most recent reports:

##### **Police**

<https://www.cityofwashougal.us/708/Documents-Reports-Presentations>

##### **Public Works**

<https://www.cityofwashougal.us/710/Documents-Reports-Presentations>

##### **Community Development**

<https://www.cityofwashougal.us/384/Documents-Reports-Presentations>

##### **Finance and Information Technology**

<https://www.cityofwashougal.us/195/Documents-Reports-Presentations>

## Budget Process

The budget is a guide for City departments and programs. It maps out the City's plans for the year, including level of service, programs, and projects. The City Manager works with Department Heads to come up with a proposed budget to present to City Council for public hearings and adoption by Ordinance, in accordance with state law.

As part of the annual budget planning process, the Council meets in a retreat setting to identify goals and priorities. The Administration then develops department budgets to meet these goals and priorities, presenting preliminary information in a series of council work sessions. In 2014, the City Council formed an Ad Hoc Budget Committee, consisting of all seven members of the Council. The committee was formed to discuss budget issues as a supplement to the regular council work sessions. The committee doesn't meet any more, the full council discussed the budget at various workshop meetings throughout the year. The city posts notices of when the budget meetings are to encourage participation by the Citizens of Washougal.

Per Washington State Law, RCW 43.09, the City reports financial activity using the Cash Basis Budgeting, Accounting and Reporting System (BARS) manual prescribed by the Washington State Auditor's Office. This basis of accounting and reporting is other comprehensive basis of accounting (OCBOA). City Council adopts the budget at the fund level by ordinance to set appropriations for the year.

The City Council receives quarterly financial updates from the city's Finance Director. These reports review budget to actual by each fund for revenues and expenditures, as well as comparing current levels to prior year amounts at same time of year. This information assures the governing body is updated regarding budget performance. Any fluctuations in the budget to actual are explained by the Finance Director. If changes are necessary in the adopted budget, a budget amendment is prepared, and an ordinance is drafted. The drafted ordinance is presented to the City Council at a regular meeting for discussion, citizen input and approval. Department directors work with the City Manager and Finance Director for any detail line-item budget changes within each fund. In addition, Department Directors are responsible for ensuring their expenditures do not exceed the appropriated budget amounts.

Prior to the budgeting process described above, the Finance Department projects revenues for the following year to identify what funds are potentially available for expenditure in the following budget year. This is accomplished by reviewing prior year revenues against inflation factors (provided by consumer price index), expected grant revenues, any approved rate increases, and other revenue trends. Once these projections are completed, they are added to each fund and department's detailed revenue and expenditure information, which is provided to Department directors for their review. In addition to the projected revenues, the Directors receive the prior year actual expenditures, current year to date revenues, and an expected budget for each line item based on the current year's budgeted amount. The expectation is that service levels will be maintained at current levels. Scheduled increases in salaries and benefit costs are accommodated. Programmed capital projects and other expected large purchases are also included.

Salaries and benefits increase each year according to one of the three employee groups' contract/policy, which are approved by City Council. The city has three groups of employees: non-represented employees (directors, mid-managers, and a confidential employee), Police Officers, and remaining staff

(public works maintenance workers and administrative staff). Medical expenses increase depending upon the providers and their costs. The city is notified at the end of the year what this increase will be. The city participates in a Well-City program through the City's primary medical provider, the Association of Washington Cities, which provides a 2% discount on some medical premiums.

The capital projects for the city are included in one of the City's Capital Facility Plans. The city has four plans, including: Parks, Transportation, Water and Sewer. These plans are approved by the City Council and are applicable for a six-year period. These are a long-term planning tool for future growth and the sustainability and improvement of current services.

Any projected large purchases are determined by each program manager and approved by the department's Director to go forward in the proposed budget. Examples of large purchases are equipment, painting of water towers, and tree removal.

For 2024, there were no changes between the proposed budget and adopted budget.

The following is a budget calendar of the process the city undergoes to get to an approved budget:

#### **Calendar for 2024 Budget Development**

<b>Date</b>	
August 1, 2023	Request to department directors for estimated revenue and expenditures
August 28, 2023	2024 budget strategy discussion*
September 11, 2023	Department budget presentations*
September 20, 2023	Estimates filed with City Clerk
September 25, 2023	2024 overall revenue and expenditure estimates and department budget presentations*
October 9, 2023	Department budget presentations*
October 23, 2023	Proposed budget available to the public*
October 26, 2023	1 <sup>st</sup> published notice of public hearing for proposed budget
November 2, 2023	2 <sup>nd</sup> published notice of public hearing for proposed budget
November 13, 2023	Public hearing on 2024 proposed budget *
November 13, 2023	Adoption of 2024 Ad Valorem Property Tax Levy*
November 13, 2023	Adoption of 2024 budget*

\*Presentations were given at either 5:00pm Council Workshops or 7:00pm Council Meetings with at least one opportunity for public comment.

#### **Long-Term Financial Planning**

The city utilizes a rolling five-year projection horizon to ensure it has adequate resources looking into the future. The city utilizes inflation, weighted averages, and trend analysis to determine the high-level percentage increases for both revenues and expenditures for the five-year outlook. The Finance Director works closely with the City Manager throughout both the year and budget preparation period to determine if goals are being met and whether there is capacity to add to projects that have been put on hold for lack of resources. The city has been experiencing growth and has recently been able to plan for a few additional staff members to ensure customer services levels are being maintained but not at a rate that will put the city in the red in the future. For the general and street funds long term projections, the

City considers a slight deficit in future years “manageable” due to the structural deficit issue where the City is limited on increased revenues and therefore can’t match the increase in expenditures.

	<u>2020 Year End</u>	<u>2021 Year End</u>	<u>2022 Year End*</u>	<u>2023 Est</u>	<u>2024 Est</u>	<u>2025 Est</u>	<u>2026 Est</u>	<u>2027 Est</u>	<u>2028 Est</u>
Revenue	\$ 15,056,910	\$ 18,883,056	\$ 20,150,924	\$18,206,858	\$20,141,783	\$21,110,603	\$21,743,921	\$22,396,238	\$23,068,126
Expenditure	\$ 14,171,660	\$ 15,159,106	\$ 17,884,763	\$24,335,883	\$20,926,783	\$20,790,759	\$21,601,599	\$22,444,061	\$23,319,379
<b>Surplus/(Deficit)</b>	<b>\$ 885,250</b>	<b>\$ 3,723,950</b>	<b>\$ 2,266,161</b>	<b>\$ (6,129,025)</b>	<b>\$ (785,000)</b>	<b>\$ 319,844</b>	<b>\$ 142,322</b>	<b>\$ (47,822)</b>	<b>\$ (251,254)</b>
Ending Cash Reserve	\$ 4,413,873	\$ 8,137,823	\$ 10,403,984	\$ 4,274,959	\$ 3,489,959	\$ 3,809,802	\$ 3,952,125	\$ 3,904,302	\$ 3,653,049
Reserves as % Expense	31.1%	53.7%	58.2%	17.6%	16.7%	18.3%	18.3%	17.4%	15.7%
Reserves as % Revenue	29.3%	43.1%	51.6%	23.5%	17.3%	18.0%	18.2%	17.4%	15.8%
Net Revenue as % Expense	6.2%	24.6%	12.7%	-25.2%	-3.8%	1.5%	0.7%	-0.2%	-1.1%
Minimum Reserve at 16%	\$ 1,704,605	\$ 1,835,349	\$ 1,912,275	\$ 2,167,641	\$ 2,361,612	\$ 2,443,563	\$ 2,528,266	\$ 2,615,733	\$ 2,706,043
Additional Reserves	\$ 2,709,267	\$ 6,302,474	\$ 8,491,709	\$ 2,107,318	\$ 1,128,346	\$ 1,366,239	\$ 1,423,858	\$ 1,288,569	\$ 947,006

\*Unaudited

During the budget planning process, the Finance Director and City Manager go through requests from each department to determine if the request is a one-time expense or an ongoing expense. All ongoing expenses are highly scrutinized to ensure the cost is covered not only in the first year, but ongoing years as well. Requests are also reviewed to ensure the Council’s strategic plan goals are being met. In 2020, the city was able to add a new Code Enforcement Officer position to address one of the Council’s top priorities; however, due to COVID, the city chose to defer filling this position to 2023. This position was also rebranded as the Community Aesthetics Program Coordinator. Other projects and additional staffing requests are ranked based on availability of funding and how they fit into the overall goals of the city. They are then added into the budget as the city can afford and sustain them. In 2022, the city added an FTE to the Parks/Facilities public works department due to sustainable expense side reductions in the PW departments. In 2023, a Building Inspector was added to the Community Development Department as some of the department revenues are restricted and must be used within the department. Also, in 2023, the City budgeted for another police officer and an administrative position in the Police Department funded through the approved 0.10% increase in sales tax. These positions were not filled and are carried forward to 2024. In addition, 2 positions were added to the City Manager’s Office, which were identified as necessary for the successful implementation of the city’s 5-year Strategic Plan. These positions are the Strategic Initiatives Manager and Community Engagement Program Coordinator. All other departments will maintain current operating service levels from 2023.

## Governmental Cash Basis Accounting

The City of Washougal follows Washington State Law, RCW 43.09.200, using the accounting and reporting guidelines for local governments prescribed by the Washington State Auditor’s Office. The Auditor’s Office publishes the Budgetary, Accounting, and Reporting System (BARS) manual and financial reporting package for cash basis cities, like Washougal. This is a departure from traditional reporting, GAAP (Generally Accepted Accounting Practices), which is used for full accrual accounting. The basis of budgeting is the same as the basis of accounting for the city. The city uses single-entry accounting cash basis budgeting and reporting procedures which do not conform to GAAP. This departure from GAAP accounting is an approved method of accounting. The difference between full accrual and cash basis is how revenues and expenditures are recognized. In cash basis reporting, expenditures and revenues are recognized as the cash is expended and received. In full accrual, expenditures and revenues are recognized as they are incurred and earned. Purchases of fixed assets are expensed during the year acquired rather than being capitalized and depreciated over future periods.

Government accounting systems are organized on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Each fund is treated as a separate unit. Each fund must meet criteria defined by State Laws as well as by the Auditor's Office. These rules dictate where the revenue comes from and what the revenue may be used for. The types and purposes of each of the City's funds are as follows:

**General Fund**-This fund is used to account for all financial resources except those required to be accounted for in another fund. The City identifies the General Fund as 001. The majority of this fund's revenue is made up of general property, sales, and utility taxes. These revenues are used to support several key services for the City such as: City Administration, City Council and Mayor, General Legal Services, Financial Services, City Building Maintenance, Parks, Engineering, Police Services, Court Services, Fire and Emergency Medical Services, Code Enforcement, Building, Inspection and Planning Services.

The City also has a Strategic Plan Implementation Fund 002 and an Abatement Fund 003, which are classified as general funds. The Strategic Plan Implementation Fund was created and funded by the City Council as a placeholder for the successful implementation of the Plan. The Abatement Fund is used when the City has nuisance properties to handle. Expenditures from this fund support nuisance abatement and associated legal and court costs, which can be added as a lien against the abated properties.

**Special Revenue Funds**-These funds are used to account for proceeds of externally restricted revenues which are only to be used for specific purposes.

**General Capital Project Funds**-These funds are supported by the general fund and are supplemented by other revenues, such as grants and impact fees. They are used to account for capital projects the city undergoes in these service areas.

**Debt Service Funds**-These funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Permanent Funds**-These funds are used to account for and report resources which are restricted to only earnings to be used for the City's program.

**Enterprise Funds**-These funds are used to account for proprietary type activities for which the City charges a fee to operate the service.

**Enterprise Capital Project Funds**-These funds are supported by the enterprise operation funds and are supplemented by other revenues, such as grants, revenue bonds and impact fees. They are used to account for capital projects the city undergoes in the enterprise areas.

**Enterprise Debt Service Funds**-These funds are used to account for the accumulation of resources for, and the payment of, enterprise long-term debt principal and interest.

**Internal Service Funds**-These funds account for activities which provides goods or services to other funds, departments, or agencies of the government, or to other governments, on a cost-reimbursement basis.

Below is a chart showing the City's Funds by type and which departments are within each fund.

All Funds								
Governmental Funds					Proprietary Funds			
General Funds	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Permanent Funds	Enterprise Funds	Enterprise Capital Project Funds	Enterprise Debt Service Funds	Internal Service Funds
General Fund 001 (Departments: Council, Administration, Finance, Human Resources, Community Development, Legal, Police, Fire, Animal Control, Engineering, Parks, Facilities, Economic Development)	Street Fund 101 (Department: Streets)	UTGO Debt Fund 212	REET 1st Quarter % Fund 104	Perpetual Care Fund 604	Water/Sewer Fund 401 (Departments: Water, Sewer)	Water/Sewer Capital Fund 406	Water/Sewer Bond Fund 408	Employment Security Fund 510
Strategic Plan Implementation Fund 002	Cemetery Fund 103 (Department: Cemetery)	Downtown Revitalization Bond Fund 215	Park Development Fund 105		Stormwater Utility Fund 403 (Departments: Stormwater)	Water/Sewer/Stormwater Revenue Bond Fund 413	PW Trust Fund Loan Redemption Fund 410	Equipment Rental and Revolving Vehicles Fund 520
Abatement Fund 003	Hotel/Motel Fund 108	Downtown Bond Guarantee Fund 610	2nd Quarter % REET Fund 106		Low Income Assistance Fund 631		Water/Sewer Long Term Loan Fund 412	Equipment Rental and Revolving Computer Fund 521
	PEG Fee Fund 118		Transportation Development Fund 110				Water/Sewer/Stormwater Revenue Bond Reserve Fund 414	
	National Opioid Settlements 120		Fire Impact Fees Fund 126					
	EMS Restricted Revenue Fund 125		Park Capital Projects Fund 350					
	Affordable Housing Sales Tax Credit Fund 127		Building Contingency Fund 351					
	Drug Seizure Fund 141		Capital Projects Transportation Fund 353					
			Art Project Fund 355					



The following shows the City's major and non-major fund based on the Governmental Accounting Standards Board. If revenues or expenses are ten percent of the total Fund category and if revenues or expenses are five percent of all funds in total, then the fund is major. The City budgets for all funds it reports on its Financial Statements.

Fund	Appropriated	Major Fund	Non-Major Fund
<b>Governmental Funds</b>			
<b>General Funds</b>			
General Fund	X	X	
Strategic Plan Implementation Fund	X		X
Abatement Fund	X		X
<b>Special Revenue Funds</b>			
Street Fund	X		X
Cemetery Fund	X		X
Hotel/Motel Fund	X		X
PEF Fee Fund	X		X
National Opioid Settlements	X		X
EMS Restricted Revenue Fund	X		X
Drug Seizure Fund	X		X
Affordable Housing Sales Tax Credit	X		X
<b>Debt Service Funds</b>			
UTGO Debt Fund	X		X
Downtown Revitalization Bond Fund	X		X
Downtown Guarantee Fund	X		X
<b>Capital Project Funds</b>			
REET 1st Qtr %	X		X
Park Development Fund	X		X
2nd Quarter % REET Fund	X		X
Transportation Development Fund	X		X
Fire Impact Fees Fund	X		X
Park Capital Projects Fund	X		X
Building Contingency Fund	X		X
Capital Projects Transportation Fund	X		X
Art Project Fund	X		X
<b>Permanent Funds</b>			
Perpetual Care	X		X
<b>Proprietary Funds</b>			
<b>Enterprise Funds</b>			
Water/Sewer Fund	X	X	
Stormwater Utility Fund	X		X
Low Income Assistance Fund	X		X
<b>Enterprise Capital Project Funds</b>			
Water/Sewer Capital Fund	X		X
Water/Sewer/Stormwater Revenue Bond Fund	X		X
<b>Enterprise Debt Service Funds</b>			
Water/Sewer Bond Fund	X		X
PW Trust Fund Loan Redemption Fund	X		X
Water/Sewer Long Term Loan Fund	X		X
Water/Sewer/Stormwater Revenue Bond Reserve Fund	X		X
<b>Internal Service Funds</b>			
Employment Security Fund	X		X
Equipment Rental and Revolving Vehicles Fund	X		X
Equipment Rental and Revolving Computer Fund	X		X

## Labor Relations

The city has budgeted for 92 full-time employees in 2024. There are two represented bargaining units within the city: Local 307W and the Washougal Police Officers Association. The Local 307W represents all City staff who are not police officers, managers, confidential employees, or department directors. There will be 48 positions in Washougal represented by this group. The Washougal Police Officers Association represents the City's Police Officers of which there will be 20 covered positions.

The city bargains with each group separately. Both contracts are slated to expire on December 31, 2024. Bargaining items include salaries, vacation, sick leave, medical and dental benefits, grievance procedures, and working conditions. The City endeavors to be fair to employees and consistent with applicable federal and state laws. This is to ensure equity and to promote labor policies beneficial to both employees and management.

Employees of governments in Washington State are provided pensions through the Washington State Department of Retirement Systems. The City's employees who are not law enforcement officers are given the choice between two pensions, PERS II and PERS III. Law enforcement officers are part of the LEOFF II pension. All pensions are cost sharing, multiple-employer public employee retirement systems. The following are the 2023 rates of contribution for the city and employee:

Retirement Plan	City Contribution	Employee Contribution
LEOFF II	5.33%	8.53%
PERS II	10.39%	6.36%
PERS III	10.39%	5.00-15.00%

WSCCCE/Council 2 - Local 307W	Washougal Police Officers Association
PO Box 750	1320 A Street
Everett, WA 98206	Washougal, WA 98671
47 Members	20 Members

The following is a list of regular full-time equivalent (FTE) employees by Department for which the city has budgeted salaries and benefits. It is worth noting that in 2022, the city added an FTE to the Public Works Department and an FTE to the Community Development Department. In 2023, the city added a Building Inspector position to the Community Development Department budget and 2 FTE positions to the Police Department. The 2 police positions, both fully funded by the additional sales tax approved in 2023, were not filled and carried forward into the 2024 budget. Lastly, 2 new FTE positions were identified in the city's 5-year Strategic Plan and are now part of the 2024 City Manager's Office budget. These positions are for the Strategic Initiatives Manager and the Community Engagement Program Coordinator.

Full-Time Employee Equivalent (FTE)			
Department	2022 Budget	2023 Budget	2024 Budget
Council	7.00	7.00	7.00
City Manager's Office	3.00	3.00	5.00
Human Resources	1.00	1.00	1.00
Finance/IT	8.00	8.00	8.00
Community Development	9.00	10.00	10.00
Animal Control	2.00	2.00	2.00
Police/Public Safety	23.00	25.00	25.00
Parks	3.77	3.47	3.77
Engineering	0.85	0.85	0.90
Facilities	2.56	2.01	2.26
Street	4.20	4.25	4.77
Cemetery	0.82	1.02	1.17
Water	8.66	8.49	7.96
Sewer	7.69	7.41	6.92
Stormwater	5.45	6.50	6.25
<b>Total</b>	<b>87.00</b>	<b>90.00</b>	<b>92.00</b>

# City of Washougal



## Budget in Brief

### Budget Overview

The City of Washougal strives to maintain service levels while keeping costs low. Due to this philosophy, the city was able to get through the “Great Recession” without having to make significant reductions in services. The city has continued this philosophy, while trying to anticipate future growth and the needs of the city and services the city provides. Current economic trends and indicators are allowing the city to make some targeted service enhancements. During the “Great Recession”, the city was unable to complete significant infrastructure improvements as well as other significant capital projects. In the past few years, the city has taken an aggressive approach in getting the neglected capital assets up to compliance with industry best management practices. This has had a significant impact on utility rates, as the City had to increase rates to cover bond payments for bonds issued to complete \$36 million worth of capital projects within the Water, Sewer, and Stormwater utilities. In 2016, the city successfully completed the Wastewater Treatment Plant expansion. In addition, there are several large transportation and sewer utility projects included in the 2024 budget, for which the city is hoping to receive grant funding. Below is the 2024 budget, including beginning and ending fund balances; followed by overall revenues and expenditures by type:

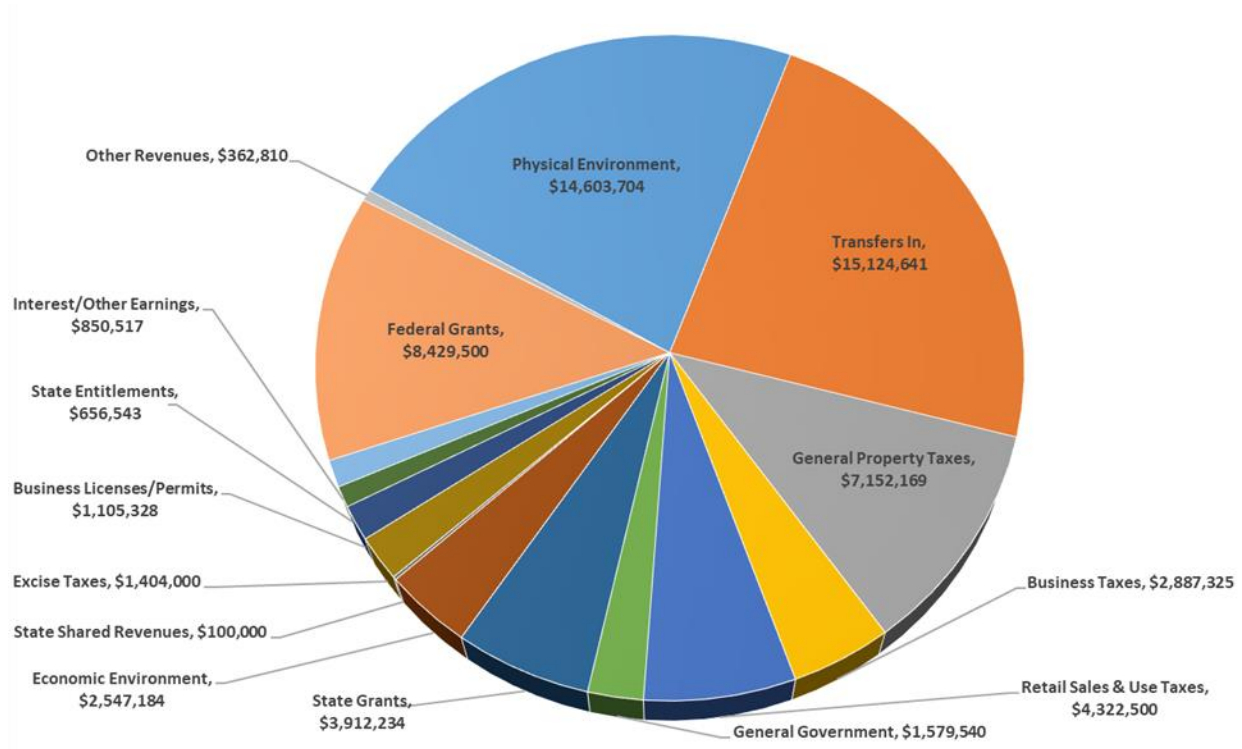
Fund	Fund Title	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
001	General	\$ 4,273,359	\$ 19,395,654	\$ 20,180,654	\$ 3,488,359
002	Strategic Plan Implementation Fund	882,925	38,850	270,400	651,375
003	Abatement	89,017	2,400	10,000	81,417
101	Street	1,600	1,187,121	1,187,121	1,600
103	Cemetery	10,000	232,167	232,167	10,000
104	REET 1st Qtr %	1,410,000	544,400	854,400	1,100,000
105	Park Impact Fees	1,330,000	410,000	110,000	1,630,000
106	REET 2nd Qtr %	1,374,000	966,000	1,240,000	1,100,000
108	Hotel/Motel Tax	100,000	100,500	128,684	71,816
110	Transportation Development	3,075,000	820,000	197,150	3,697,850
120	National Opioid Settlements	31,700	10,500	42,200	-
125	EMS Restricted Revenue	61,900	1,500	-	63,400
126	Fire Impact Fees	770,000	90,000	14,000	846,000
127	Affordable Housing Sales Tax Credit	52,600	15,000	67,600	-
141	Drug Seizure Fund	20,000	5,250	5,250	20,000
212	UTGO Debt	9,322	200	-	9,522
215	Downtown Revitalization Bond	-	354,400	354,400	-
350	Parks Capital Projects	215,000	371,000	361,000	225,000
351	Building Contingency	3,747,628	1,585,000	3,175,000	2,157,628
353	Transportation Capital	99,993	11,243,250	11,243,243	100,000
355	Art Project Fund	19,000	5,000	24,000	-
401	Water/Sewer	8,580,000	11,576,284	17,486,548	2,669,736
403	Stormwater	3,352,347	2,140,620	2,573,854	2,919,113
406	Water/Sewer Capital	11,993,500	9,737,391	16,886,278	4,844,613
410	PW Trust Fund Loan	779	537,080	537,080	779
413	Water/Sewer/Storm Bond	540,000	3,283,138	2,412,850	1,410,288
414	Water/Sewer/Storm Bond Reserve	1,603,400	3,000	-	1,606,400
510	Employment Security	125,190	3,000	30,722	97,468
520	ER&R Vehicles	5,000	126,000	-	131,000
521	ER&R IT	29,500	223,290	182,841	69,949
604	Perpetual Care	395,325	10,000	-	405,325
610	Downtown Bond Guarantee	1,127,500	6,000	-	1,133,500
631	Low Income Assistance	5,636	14,000	14,000	5,636
<b>Grand Total</b>		<b>\$ 45,331,221</b>	<b>\$ 65,037,995</b>	<b>\$ 79,821,442</b>	<b>\$ 30,547,774</b>



## Citywide Revenues

This section summarizes City operating revenues from 2019 through forecasted amounts which support the 2024 budget. Below is a table of the budgeted projected revenues by type for 2024:

**Total Revenues \$65,037,995**



The following tables further detail our largest external revenue sources from the above graph by revenue source. The transfer revenues are revenues from one City fund to another fund which are not external revenue sources providing additional resources to the City, they are already revenues the City has collected.

Physical Environment		
Revenue Source	Budget	Percentage
Sewer Sales	\$ 6,635,203	45.44%
Water Sales	\$ 4,758,681	32.59%
Stormwater Sales	\$ 1,864,820	12.77%
Sewer Development Charges	\$ 700,000	4.79%
Water Development Charges	\$ 500,000	3.42%
Cemetery Services	\$ 55,000	0.38%
Stormwater Connection Fees	\$ 50,000	0.34%
Water Meter Sets	\$ 25,000	0.17%
Water/Sewer Taxes on Connections	\$ 15,000	0.10%
<b>Total Physical Environment</b>	<b>\$ 14,603,704</b>	<b>100.00%</b>

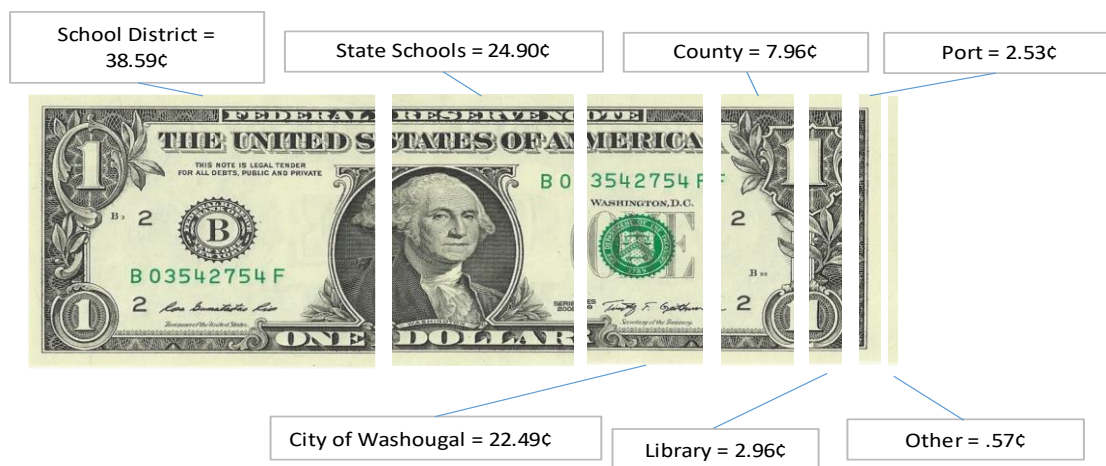


The city has had significant water and sewer infrastructure additions and improvements in the last seven years which have had a direct effect on utility rates. The city utilizes an external consulting firm to analyze rates approximately every five years. In addition, the City has implemented a system reinvestment policy, which sets aside utility rate revenue to save for future capital needs to assist in preventing dramatic future rate increases.

### General Property Taxes

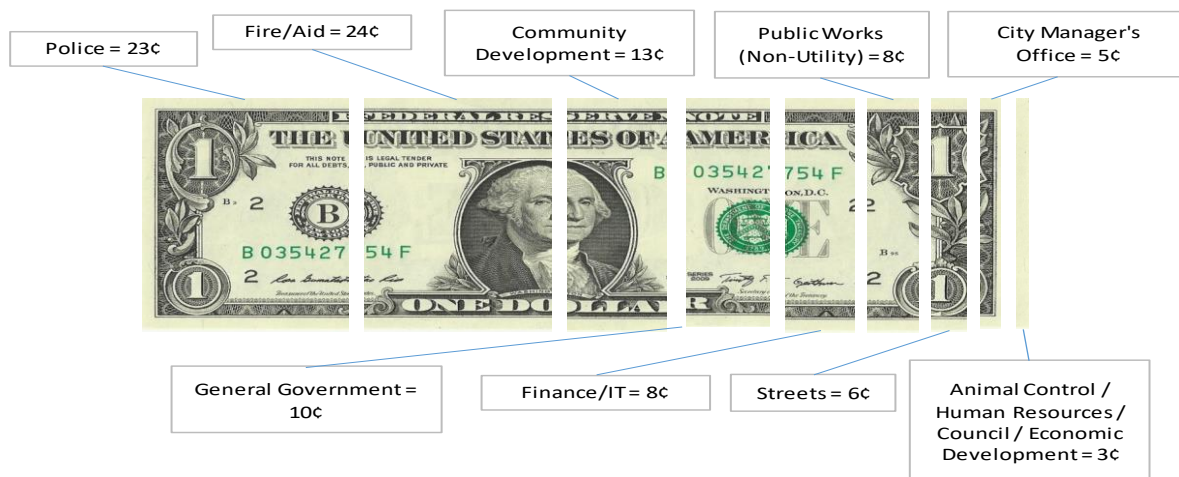
The City collects property taxes from residents residing in the City of Washougal. Of the amount residents pay in property taxes, only a portion of the revenue goes to the City. Below is a graph illustrating the breakdown of 1 dollar collected tax:

2024 Levy Rates for Washougal Residents



For each dollar the City receives in property taxes, it is further divided as follows to pay for City operations based on the 2024 adopted budget.

How every \$1 paid in CITY PROPERTY TAXES is spent:



## Historical Citywide Revenues

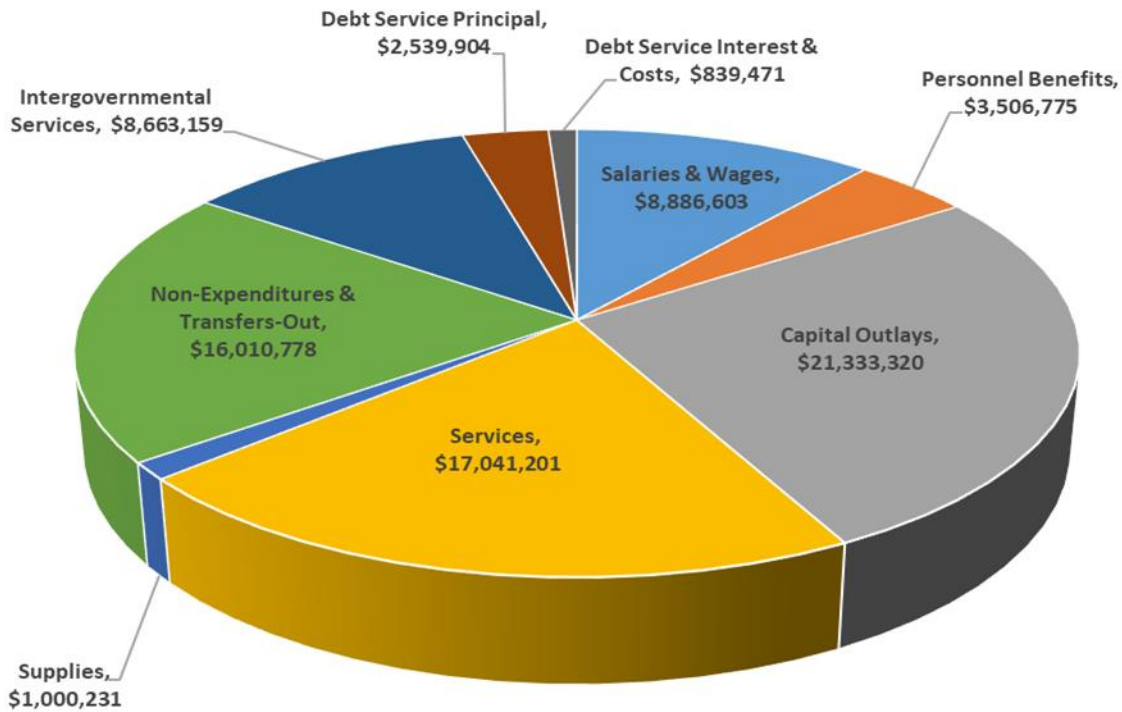
Revenue Type	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Physical Environment	\$ 10,735,972	\$ 11,157,174	\$ 12,723,741	\$ 13,217,326	\$ 13,806,015	\$ 14,603,704
Transfers In	5,469,210	9,452,469	10,300,894	8,129,308	9,193,026	15,124,641
General Property Taxes	5,718,076	5,802,888	5,956,252	6,166,622	6,264,174	7,152,169
Proceeds L/T Debt	-	7,785	-	-	-	-
Business Taxes	2,265,795	2,572,520	2,553,429	2,746,559	2,661,421	2,887,325
Retail Sales & Use Taxes	2,291,034	2,504,847	3,111,226	3,809,820	3,861,500	4,322,500
General Government	1,134,569	1,103,561	1,114,066	1,382,968	1,314,000	1,579,540
State Grants	592,154	369,613	2,112,311	101,340	4,158,636	3,912,234
Economic Environment	595,970	784,284	2,391,205	2,977,556	1,948,900	2,547,184
Indirect Federal Grants	1,477,306	1,080,545	-	138,289	786,000	179,000
Excise Taxes	1,060,173	1,308,348	1,766,108	1,742,029	1,400,000	1,404,000
Business Licenses/Permits	622,905	738,613	844,045	888,150	872,200	1,105,328
State Entitlements	707,361	695,652	756,861	717,669	713,927	656,543
Interest/Other Earnings	368,846	196,421	153,155	272,704	237,950	850,517
Agency Type Deposits	432,422	100	-	-	-	-
Water Rights	52,898	26,449	-	-	-	-
Special Assessments	6,420	3,320	32,239	12,683	5,000	6,000
Other Misc Revenues	67,757	695,264	67,563	96,221	22,900	58,000
State Shared Revenues	87,122	86,396	156,193	90,288	87,000	100,000
Public Safety	16,267	49,010	71,967	122,585	122,200	100,660
Disposition of Cap Assets	18,412	9,596	17,765	73,060	53,000	67,000
Rents/Lease/Concession	42,339	50,987	106,180	100,445	62,300	100,900
Interfund Loan Receipts	1,960	1,823	3,707	-	-	-
Private Contributions/Donation	9,251	19,919	28,528	45,964	54,500	2,250
Other Non Revenues	-	-	157,196	174,171	-	-
Superior Ct Flnty/Mis Pnlt	4,621	2,460	576	3,501	4,000	4,000
Other Incr - Net Cash/Inv	186,129	-	-	-	-	-
Non-Business Lic/Permits	7,901	3,774	4,196	4,375	3,500	5,000
Judgments/Settlements	-	-	-	-	-	10,000
Culture & Recreation	930	521	8,092	11,581	8,700	9,000
Non-Court Fines/Penalties	538	-	-	-	-	-
Direct Federal Grants	-	659,898	2,279,024	2,271,627	1,350,500	8,250,500
<b>Total</b>	<b>\$ 33,974,340</b>	<b>\$ 39,384,238</b>	<b>\$ 46,716,518</b>	<b>\$ 45,296,839</b>	<b>\$ 48,991,349</b>	<b>\$ 65,037,995</b>

Further information on revenues by fund and department is included as part of this budget document.

## Citywide Expenditures

This section is a summary of citywide expenditures from 2019 through the 2024 budget. Below is a table of expenditures by type for the 2024 budget:

**Total Expenditures \$79,821,442**



The City's three major expenditures are Capital Outlays, Services and Employee Salaries. The transfer expenditures are from one City fund to another fund which are not expenditures to external sources. These are the other side to the transfers in the revenue section.

### Capital Outlays

To finance Capital Projects, the city applies for grants to receive funding for the project as a whole or in part. If the City does not receive the funding, then the city typically does not go forward with the project. As the grant award process takes time, the budget includes quite a few projects dependent upon grant funding. In other cases, such as Park Impact Fees and Transportation Impact Fees, funds can only be utilized if the project is included in the capital facility plan. These plans are updated every six years. Thereby, fund balances accumulate until projects are approved to be on the plan. For those funds, fund balance is used to pay for the projects. The 2024 budget continues to include utility tax revenue that will be used to support capital outlays and includes on call contractor agreements for general construction, concrete work, plumbing, electrical work, and vehicle maintenance.

For the water, sewer, and stormwater utilities, the City issued revenue bonds to cover the cost of those projects. The debt service payments are included in the City's utility rate analysis. The following is an overview of the most significant capital projects for the building, park, transportation, and utility bond fund.

Art Capital Projects Fund	Budget
Other Opportunities	\$ 24,000
<b>Total Art Capital</b>	<b>\$ 24,000</b>

Building Capital Projects Fund	Budget
Social Services Building Project	\$ 50,000
PW Operations Center Bldg. Maint. & Repair	1,300,000
Facilities Master Plan	75,000
ADA Transition Plan	150,000
Facilities Major Maintenance	100,000
Downtown Revitalization (Civic Campus)	1,500,000
<b>Total Facilities Capital</b>	<b>\$ 3,175,000</b>

Parks Capital Fund	Budget
Hamlik Park Basketball Court	\$ 259,000
Hathaway Park Security Lighting Upgrades	70,000
Veteran Memorial Design	32,000
<b>Total Parks Capital</b>	<b>\$ 361,000</b>

Transportation Capital	Budget
39th St. & Evergreen Way Intersection Imp.	\$ 7,000
32nd Street Underpass Design & Planning	10,000,000
27th Street Shared Use Path Design Phase	240,243
32nd Street Safety Improvements	669,000
Columbia River Trail Lighting	7,000
Railroad Crossing Improvements	190,000
Advanced Traffic Systems (ATMs)	70,000
Traffic Calming	60,000
<b>Total Transportation Capital</b>	<b>\$ 11,243,243</b>

Water Capital	Budget
Automatic Meter Reading (AMI)	\$ 480,988
Upsize Water Main "J" Street - 32nd-34th St.	420,865
New Service Line 32nd Street - "G" - "K" Street	416,055
System Looping 4th Street - Shepherd Road	607,248
Major Repairs/Pipe Improvements	60,124
Lift Station #1 Relocation (Water)	181,820
Northside Water Improvements	200,000
<b>Total Water Capital</b>	<b>\$ 2,367,100</b>

Sewer Capital	Budget
Truck Replacement	\$ 49,000
Lift Station #1 Relocation (Sewer)	1,835,000
SCADA System upgrade	21,000
Biosolids & Anoxic Selector Management	12,000,000
Lift Station #4, #13, #14 Upgrades	92,750
Northside Sewer Improvements	5,090
<b>Total Sewer Capital</b>	<b>\$ 14,002,840</b>

Stormwater Capital & Maintenance	Budget
Stormwater Masterplan	\$ 67,000
Annual Catch Basins & Drainage Improvements	205,240
Lift Station #1 Relocation (Stormwater)	108,760
Jemtegaard Trail Drainage Repairs	335,000
Chipper (Split with Parks O&M and Street Fund)	25,750
<b>Total Stormwater</b>	<b>\$ 741,750</b>

## Services

Services are broken down into two categories: operations & maintenance (O&M) and capital. For 2024, O&M services total \$5,019,958 and capital services total \$12,021,243.

The City contracts for Fire services with the City of Camas. The City collects the property taxes related to fire services for the City and then uses those revenues to pay for Fire services. The total budget for 2024 is \$5,250,705. The remaining services are for repairs and maintenance, utility services, software maintenance agreements, court services, and consulting fees.

## Salaries and Wages

In 2024, the city approved a 3.60% cost of living increase for police union members, local 307W union members and non-represented employees.

## Historical Citywide Expenditures

Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 6,509,503	\$ 6,454,757	\$ 6,860,572	\$ 7,271,340	\$ 8,197,150	\$ 8,886,603
Personnel Benefits	2,694,986	2,657,671	2,740,361	2,825,335	3,384,404	3,506,775
Capital Outlays	4,147,753	3,449,823	4,120,470	7,458,356	11,557,789	21,333,320
Services	8,187,230	8,171,966	7,271,032	3,936,606	11,484,460	17,041,201
Supplies	625,992	3,002,850	4,777,628	720,314	926,162	1,000,231
Non-Expenditures & Transfers-Out	6,344,455	7,320,951	8,213,979	9,481,836	9,843,986	16,010,778
Intergovernmental Services	2,056,558	2,211,974	1,756,320	7,834,007	2,133,085	8,663,159
Debt Service Principal	2,061,964	2,251,400	2,304,882	2,681,076	2,330,404	2,539,904
Debt Service Interest & Costs	1,123,242	211,359	215,485	971,846	939,598	839,471
<b>Total</b>	<b>\$ 33,751,683</b>	<b>\$ 35,732,751</b>	<b>\$ 38,260,729</b>	<b>\$ 43,180,715</b>	<b>\$ 50,797,038</b>	<b>\$ 79,821,442</b>

Further information on expenditures by fund and department is included as part of this budget document.

### Changes in Fund Balances

The following were the approved changes to Fund balances:

Fund	Fund Title	Beginning Fund Balance	Ending Fund Balance	Dollar Change to Fund Balance	Percent Change to Fund Balance	Reason for Change to Fund Balance (changes greater than 10%)
001	General	\$ 4,273,359	\$ 3,488,359	\$ (785,000)	-18%	Use of fund balance for capital projects
002	Strategic Plan Implementation Fund	882,925	651,375	(231,550)	-26%	Use of fund balance for implementation of strategic plan
003	Abatement	89,017	81,417	(7,600)	-9%	
101	Street	1,600	1,600	-	0%	
103	Cemetery	10,000	10,000	-	0%	
104	REET 1st Qtr %	1,410,000	1,100,000	(310,000)	-22%	Use of fund balance for capital projects
105	Park Impact Fee	1,330,000	1,630,000	300,000	23%	Reserving impact fees for future projects
106	REET 2nd Qtr %	1,374,000	1,100,000	(274,000)	-20%	Use of fund balance for pavement management program
108	Hotel/Motel Tax	100,000	71,816	(28,184)	-28%	Use of fund balance for tourism projects
110	Transportation Development	3,075,000	3,697,850	622,850	20%	Reserving impact fees for future projects
120	National Opioid Settlements	31,700	-	(31,700)	-100%	Fund balance budgeted for opioid treatment contracts
125	EMS Restricted Revenue	61,900	63,400	1,500	2%	
126	Fire Impact Fees	770,000	846,000	76,000	10%	
127	Affordable Housing Sales Tax Credit	52,600	-	(52,600)	-100%	Fund balance budgeted for affordable housing contracts
141	Drug Seizure Fund	20,000	20,000	-	0%	
212	UTGO Debt	9,322	9,522	200	2%	
215	Downtown Revitalization Bond	-	-	-	0%	
350	Parks Capital Projects	215,000	225,000	10,000	5%	
351	Building Contingency	3,747,628	2,157,628	(1,590,000)	-42%	Use of fund balance for capital projects
353	Transportation Capital	99,993	100,000	7	0%	
355	Art Project Fund	19,000	-	(19,000)	-100%	Fund balance budgeted to fund art projects
401	Water/Sewer	8,580,000	2,669,736	(5,910,264)	-69%	Use of fund balance for utility capital projects
403	Stormwater	3,352,347	2,919,113	(433,234)	-13%	Use of fund balance for utility capital projects
406	Water/Sewer Capital	11,993,500	4,844,613	(7,148,887)	-60%	Use of fund balance for utility capital projects
410	PW Trust Fund Loan	779	779	-	0%	
413	Water/Sewer/Storm Bond	540,000	1,410,288	870,288	161%	Funding for debt service payments
414	Water/Sewer/Storm Bond Reserve	1,603,400	1,606,400	3,000	0%	
510	Employment Security	125,190	97,468	(27,722)	-22%	Use of fund balance for unemployment costs
520	ER&R vehicle	5,000	131,000	126,000	2520%	Funding for city's fleet replacement program
521	ER&R IT	29,500	69,949	40,449	137%	Funding for city's IT replacement program
604	Perpetual Care	395,325	405,325	10,000	3%	
610	Downtown Bond Guarantee	1,127,500	1,133,500	6,000	1%	
631	Low Income Assistance	5,636	5,636	-	0%	
<b>Grand Total</b>		<b>\$45,331,221</b>	<b>\$30,547,774</b>	<b>\$ (14,783,447)</b>	<b>-33%</b>	

As part of the budget process, the City reviews current capital needs and then determines if related capital projects will be a good use of excess reserve fund balances. The city also relies on the Capital Improvement Plans to dictate what projects should move forward each year. For 2024, the budget includes multiple projects using fund balances. Funds in these fund balances were intended for use for

capital projects and thereby do not influence the regular operations of City programs. The capital projects will enhance programs and eliminate some repairs and maintenance expenses in future years.

The City's Special Revenue, Debt Service, and Internal Service funds also have some changes to fund balances which do not detract from City programs, but instead enhance them. The City has approved the use of Hotel/Motel Lodging Tax fund balance for funding local tourism events. These events should then increase the revenues coming into the fund. The ER&R funds will be purchasing vehicles, IT software, and equipment for the general fund programs. The Employment Security Reserve Fund is not currently being added to, so the expenses are a direct expense of fund balance without any revenue incoming. The UTGO Bond Redemption Fund is strictly debt service which is a principal payment in addition to the annual interest payment.

### **Budgetary Trends**

Since 2011, the City has seen an increase of property tax, sales tax, and development related revenue within the City. This is a product of an improving economy. However, things have also been costing the city more. In 2024, the city is being conservative and was able to provide targeted increases to budgets to account for the increases each department is experiencing due to inflation. Other service enhancements are programmed in the seasonal line items to enhance maintenance citywide, communications, and the pavement management program.

The following section, Departmental Budgets, details all the City's programs in detail. Program descriptions, major revenue sources, operations and maintenance expenditures, debt payments, and capital projects are detailed in each Department overview. The final two sections of the budget go over the City's long-term liabilities and future capital projects, which have an impact on long-term planning for future needs.



# City of Washougal



## Departmental Budgets





## General Fund Revenue Types

Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
General Property Taxes	\$ 5,632,176	\$ 5,697,415	\$ 5,855,578	\$ 6,027,231	\$ 6,264,174	\$ 7,152,169
Business Taxes	2,265,795	2,572,520	2,553,429	2,746,559	2,661,421	2,887,325
Retail Sales & Use Taxes	2,197,092	2,435,747	2,984,958	3,659,195	3,747,000	4,208,000
General Government	1,134,569	1,103,561	1,114,066	1,382,968	1,314,000	1,579,540
Business Licenses/Permits	475,741	591,126	706,732	722,176	712,200	732,200
Economic Environment	199,839	405,494	1,727,732	1,656,459	1,287,600	1,315,934
State Entitlements	347,305	369,220	415,708	372,094	354,997	290,792
Transfers In	-	-	-	-	61,500	270,400
Excise Taxes	236,332	388,112	396,613	400,372	400,000	404,000
State Shared Revenues	87,122	86,396	156,193	90,288	87,000	100,000
Public Safety	16,267	49,010	71,967	122,585	122,200	100,660
Interest/Other Earnings	68,623	22,367	11,853	56,573	64,000	132,500
Rents/Lease/Concession	12,993	30,657	19,629	33,513	33,500	33,500
State Grants	42,510	17,429	39,096	9,746	9,936	16,134
Other Misc Revenues	15,021	73,083	26,736	42,583	7,000	7,000
Disposition of Cap Assets	3,451	-	-	-	-	-
Non-Business Lic/Permits	7,901	3,774	4,196	4,375	3,500	5,000
Contributions/Donations	8,837	10,465	8,046	11,015	4,500	1,500
Other Non-Revenues	11,309	-	-	-	-	-
Culture & Recreation	767	358	8,092	10,311	8,700	8,500
Other Revenue	538	-	-	-	-	-
Federal Grants	-	659,898	2,279,024	2,271,627	150,500	150,500
<b>Total</b>	<b>\$ 12,764,189</b>	<b>\$ 14,516,633</b>	<b>\$ 18,379,648</b>	<b>\$ 19,619,669</b>	<b>\$ 17,293,728</b>	<b>\$ 19,395,654</b>

### Major General Fund Revenue Descriptions

**General Property Taxes:** Property taxes are levied on 100% of assessed valuation as determined by the Clark County's Assessor's Office. The EMS Levy was approved by the voters in 2023 for collection in 2024 through 2029. The bond levy was discontinued after 2022. The following tables present the City's regular, EMS and bond ad valorem tax levy rates, with associated amounts for tax collection years 2019 through 2024:

Tax Collection Year	Levy Rates (Dollars Per 1,000 of Assessed Value)			
	Regular	EMS	Bond	Total
2024	\$1.53	\$0.50	\$0.00	\$2.03
2023	\$1.60	\$0.34	\$0.00	\$1.94
2022	\$1.83	\$0.39	\$0.05	\$2.27
2021	\$2.01	\$0.43	\$0.04	\$2.48
2020	\$2.05	\$0.44	\$0.05	\$2.53
2019	\$2.15	\$0.46	\$0.04	\$2.65

Tax Collection Year	Levy Amounts in Dollars			
	Regular	EMS	Bond	Total
2024	\$ 5,388,721	\$ 1,758,554	\$ -	\$ 7,147,275
2023	5,154,484	1,106,748	-	6,261,232
2022	4,971,846	1,067,078	138,000	6,176,924
2021	4,847,836	1,035,953	100,000	5,983,789
2020	4,704,708	1,015,169	105,000	5,824,877
2019	4,563,331	983,115	85,000	5,631,446

**Sales Tax:** For 2024, the retail sales tax rate for the City of Washougal is 8.5%. The State of Washington receives 6.5% of collected taxes. The remaining 2.0% is split between Clark County and the City. Of the County portion, a percentage of no more than 0.10% is sent to the city for criminal justice purposes.

**Business and Occupation Tax:** These taxes are charged on utilities provided within City limits, such as telephone, electric, garbage, water, and sewer. The tax is charged to the company operating the utility against gross sales of the utility. The tax rate is set by City ordinance. A portion of the utility taxes will be used for capital purposes in 2024.

**Licenses and Permits:** Licenses and permits consist of building permits, business licenses, franchise permits, animal licenses, and miscellaneous permits. These fees are set by City ordinance.

**Intergovernmental Revenues:** These revenues are those received from the State or County which are not grant funds. These revenues include Liquor Excise Tax and Liquor Board Profits, motor vehicle fuel tax, and City Assistance funds.

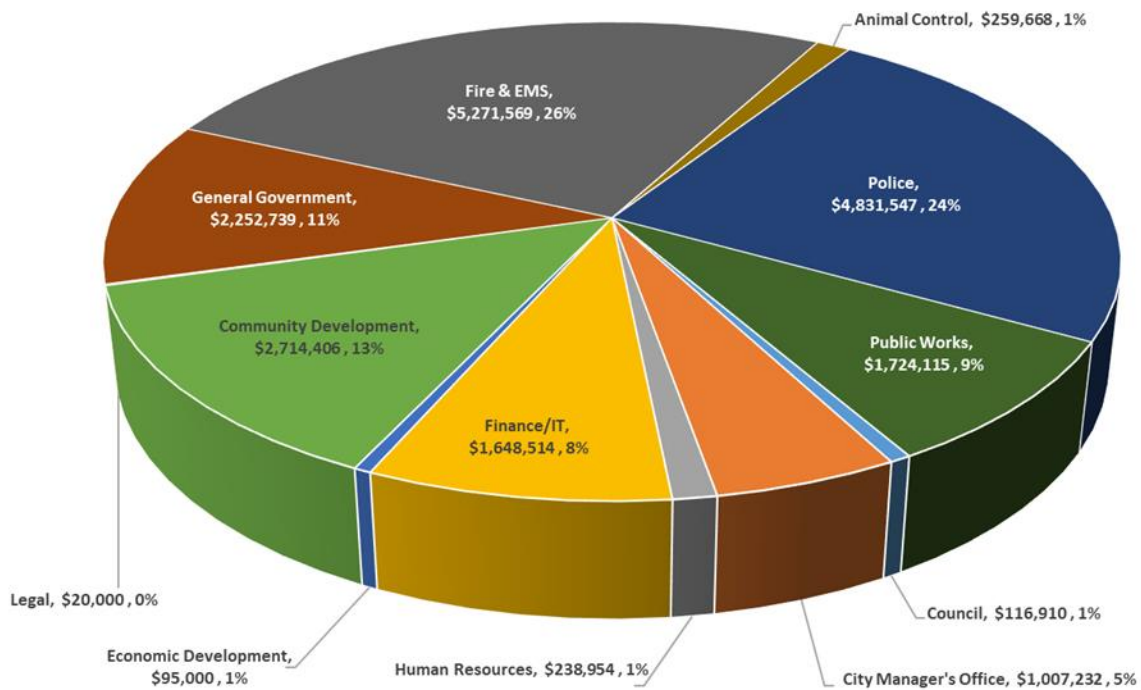
**Charges for Services:** The City recoups costs associated with services such as finger printing, plan reviews, and photocopies.

Interfund Transfers: Since each fund is a unit, when one fund transfers revenues to another fund, it is shown as an interfund transfer. There are strict guidelines for allowable transfers to be in compliance with any restrictions on the funds.

### General Fund Department Expenditures

There are 12 departments within the General Fund to which expenditures are allocated. These Departments are as follows and discussed in detail on the following pages:

#### Total Expenditures \$20,180,654



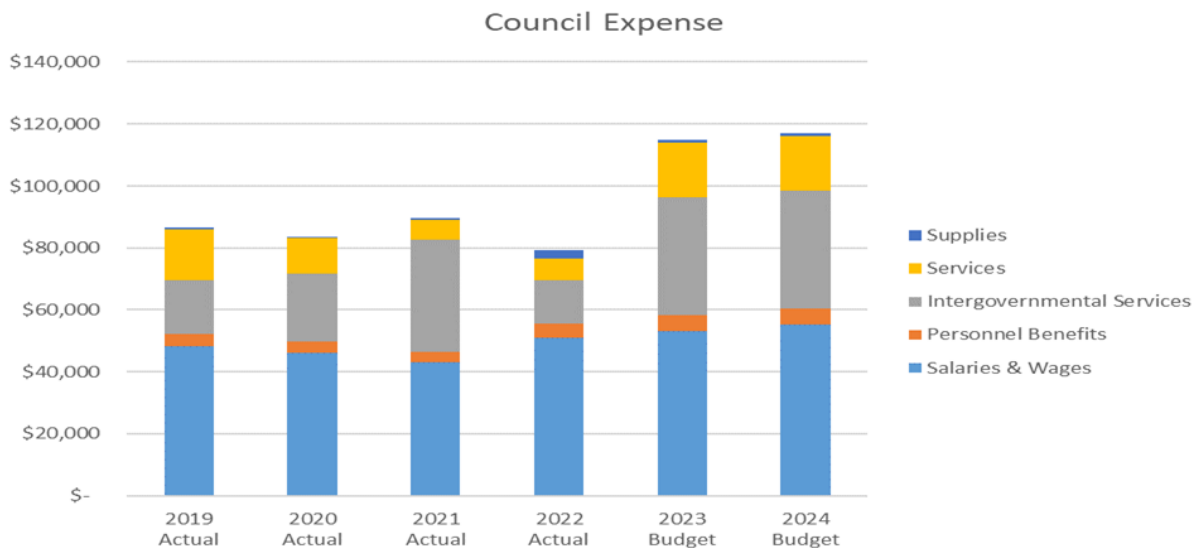
## Council

### Description:

The City Council is responsible for approving City Policies, the Budget, Capital Facility Plans, and providing oversight to City operations as the Legislative Body of the City. They are a seven-member elected council based on a non-partisan basis for four-year overlapping terms. The Mayor is elected as Council Position #1 and one member of the Council serves as Mayor Pro Tem, as appointed by vote of the Council. An election was held in November 2023 for 6 of the 7 members of the Council.

### Primary Expenditures:

Nearly half of this department's expenditures are attributed to salaries and wages. A Salary Commission comprised of citizens is responsible for setting the monthly stipends of the elected officials. For 2024, the Mayor and Councilmembers will receive monthly stipends of \$848.00 and \$624.00, respectively. In addition to the monthly stipends, Councilmembers attend conferences and training, representing the city at the events. This department also pays for voter registration costs to the Clark County Auditor, as well as publishing public meeting notices.



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 48,300	\$ 46,000	\$ 42,976	\$ 50,857	\$ 53,250	\$ 55,115
Personnel Benefits	3,835	3,645	3,348	4,823	5,200	5,275
Intergovernmental Services	17,559	21,911	36,339	13,943	38,000	38,000
Services	16,407	11,726	6,350	7,059	17,620	17,700
Supplies	369	52	512	2,640	820	820
<b>Total</b>	<b>\$ 86,471</b>	<b>\$ 83,334</b>	<b>\$ 89,525</b>	<b>\$ 79,322</b>	<b>\$ 114,890</b>	<b>\$ 116,910</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Council	7.00	7.00	7.00

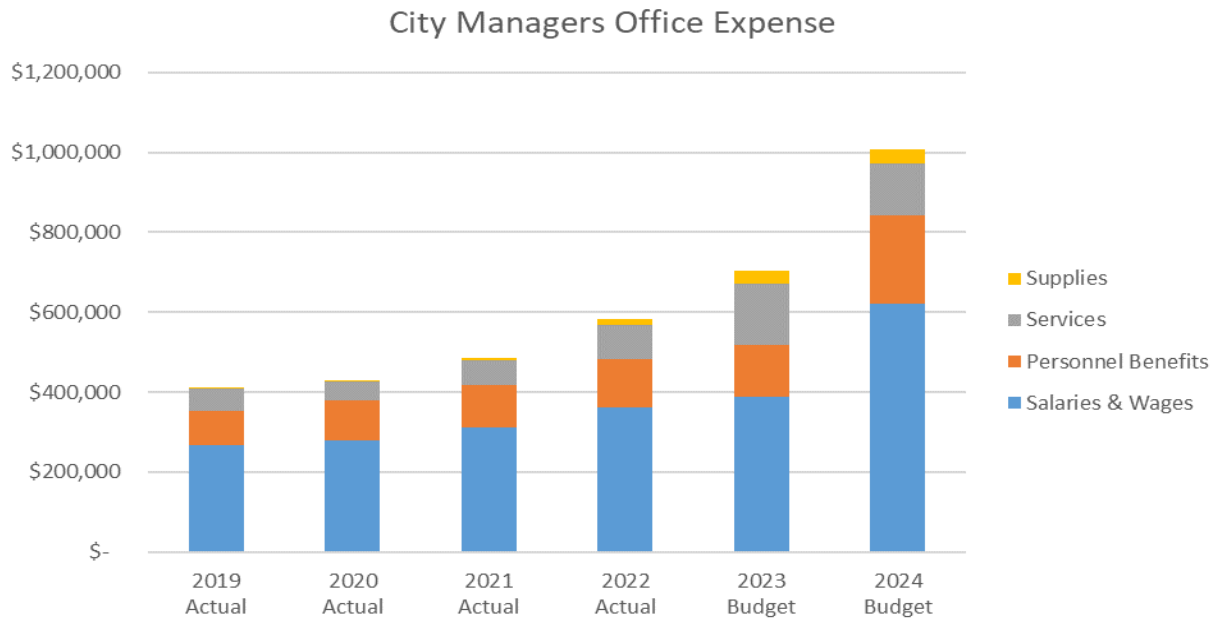
### **City Manager's Office**

The City Manager's Office includes the City Manager, a Communication Engagement Manager, and a Communications Specialist. The City Manager serves as the City's Chief Executive Officer. The city is organized into five operating departments, including: Police, Public Works, Community Development, Finance and Human Resources. Fire and EMS services are provided by the Camas-Washougal Fire Department, administrated by the City of Camas. The Manager appoints directors to each of these departments.

Under the direction of the Manager, the administrative team carries out policies established by the City Council, provides leadership to all City departments, assesses community needs and develops strategies, leads interdepartmental planning efforts, and works collaboratively with regional partners and state government.

#### **Primary Expenditures:**

Up until 2023, this department was staffed by three full-time employees. Starting in 2024, two additional full-time positions were established in response to the City's newly adopted 5-year strategic plan. The cost of the new positions, a Strategic Initiatives Manager, and a Community Engagement Program Coordinator, will be partially offset with a transfer from the Strategic Plan Implementation Fund (SPIF). In addition to salaries and benefits for these employees, this department also has several professional service agreements that further the City's strategic plan, legal services, legislative/infrastructure advocacy, and downtown promotion.



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 268,708	\$ 279,005	\$ 310,436	\$ 362,541	\$ 389,600	\$ 621,795
Personnel Benefits	85,309	100,511	106,288	120,247	128,835	220,930
Services	54,952	47,226	62,280	85,147	153,050	131,207
Supplies	1,644	568	7,343	16,350	33,300	33,300
<b>Total</b>	<b>\$ 410,614</b>	<b>\$ 427,310</b>	<b>\$ 486,348</b>	<b>\$ 584,284</b>	<b>\$ 704,785</b>	<b>\$ 1,007,232</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
City Manager's Office	3.00	3.00	5.00

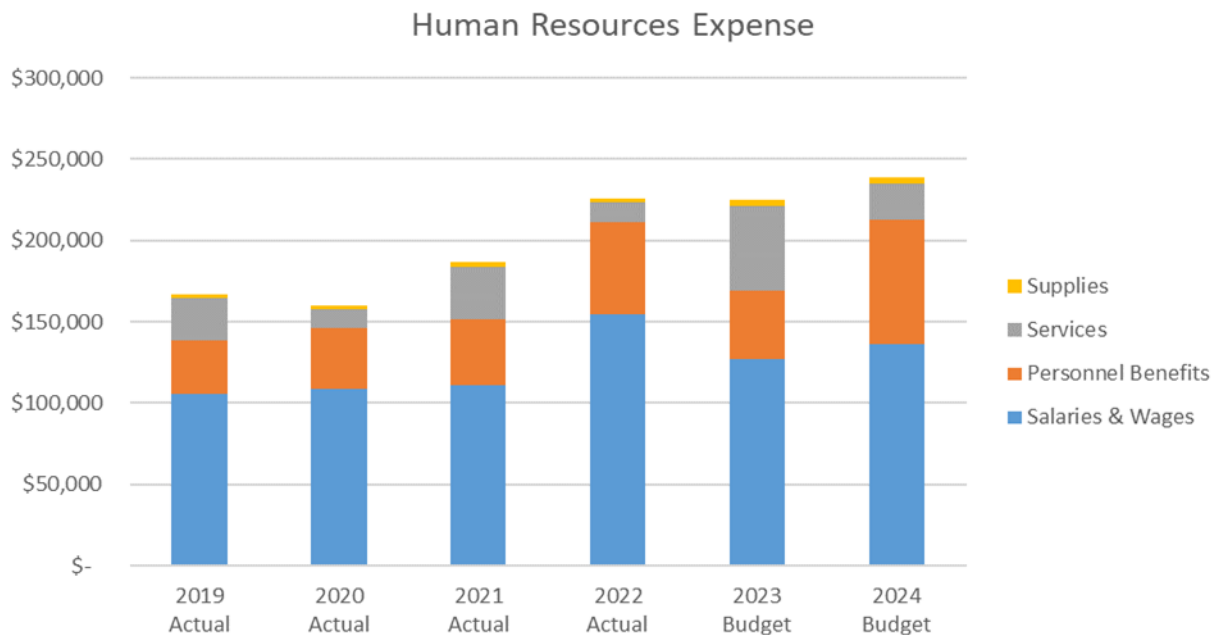


## Human Resources

The Human Resources department provides full-service human resources to the City's workforce, including, labor relations, recruitment and selection, training and development, compensation and classification, safety, employee benefits and retirement, workers compensation and risk management. The primary goal of this department is to attract and retain a highly talented and qualified City workforce which reflects the high standards of the community we serve.

### Primary Expenditures:

This department consists of one full time Human Resource Director, which is the majority of this department's expense. This department also funds our City's Wellness program, which is a program designed to not only receive a health insurance discount, but also promote wellness throughout the City. Both of the City's labor agreements expire at the end of 2024. This budget also includes funding for the tuition reimbursement program.



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 105,906	\$ 108,660	\$ 111,004	\$ 154,949	\$ 126,800	\$ 135,980
Personnel Benefits	32,602	37,733	40,844	56,293	42,360	76,417
Services	26,011	11,541	31,645	12,465	52,100	22,647
Supplies	2,007	2,026	2,921	1,838	3,910	3,910
<b>Total</b>	<b>\$ 166,526</b>	<b>\$ 159,961</b>	<b>\$ 186,413</b>	<b>\$ 225,545</b>	<b>\$ 225,170</b>	<b>\$ 238,954</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Human Resources	1.00	1.00	1.00

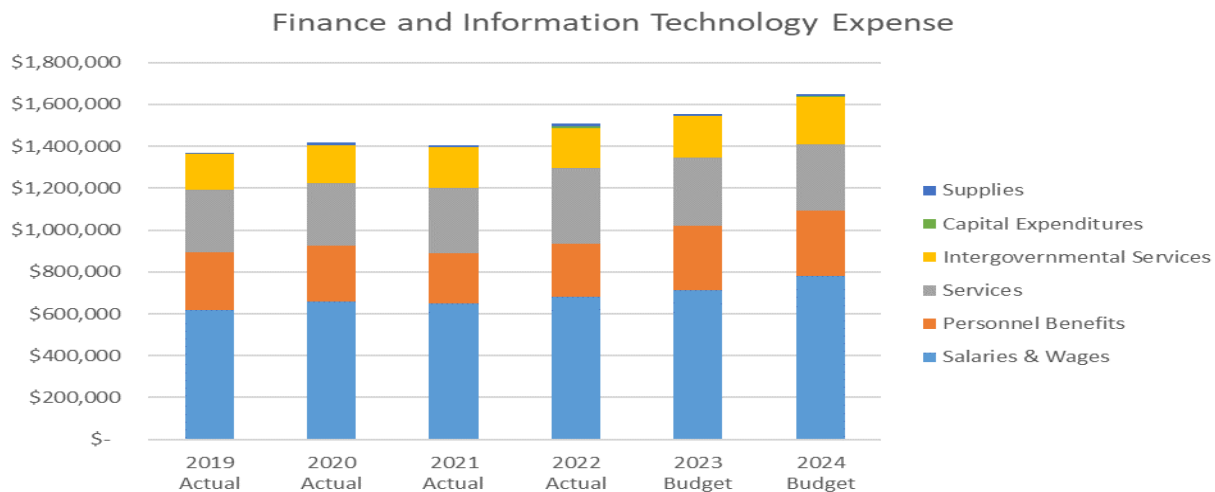
### Finance/Information Technology

The Finance Department directs all finance functions for the city. This includes annual budgeting, financial reporting, investment activities, debt management, general accounting, purchasing, payroll, accounts receivable, grant management, utility billing, information technology, dog licensing and customer service. This department is also responsible for management of the City's official records, municipal code, public information disclosure and contract management.

This department is led by the City Finance Director and two mid managers, the Information Technology Manager, and the Assistant Finance Director. The Information Technology Manager supervises one staff member, and the Assistant Finance Director supervises four staff members.

#### Primary Expenditures:

With eight full-time employees, the majority of this department's expenses are for salaries and benefits. The City's annual maintenance contract payments for the financial operating system, along with City wide internet and phone charges, are charged to this department. In addition, \$160,000 for the City's municipal court and \$54,650 for indigent defense services are budgeted in this department.



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 616,341	\$ 660,168	\$ 647,734	\$ 679,607	\$ 714,600	\$ 779,950
Personnel Benefits	276,662	264,062	242,723	256,193	305,680	314,525
Services	299,279	297,981	309,718	362,086	324,889	315,639
Intergovernmental Services	172,342	184,917	196,897	188,663	200,000	225,000
Capital Expenditures	-	-	-	9,277	-	4,000
Supplies	6,070	9,954	6,305	13,876	9,700	9,400
<b>Total</b>	<b>\$ 1,370,693</b>	<b>\$ 1,417,082</b>	<b>\$ 1,403,376</b>	<b>\$ 1,509,702</b>	<b>\$ 1,554,869</b>	<b>\$ 1,648,514</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Finance/IT	8.00	8.00	8.00

### Economic Development

This department is used to make payments to the Columbia River Economic Development Council (CREDC) and to support economic development initiatives and projects.

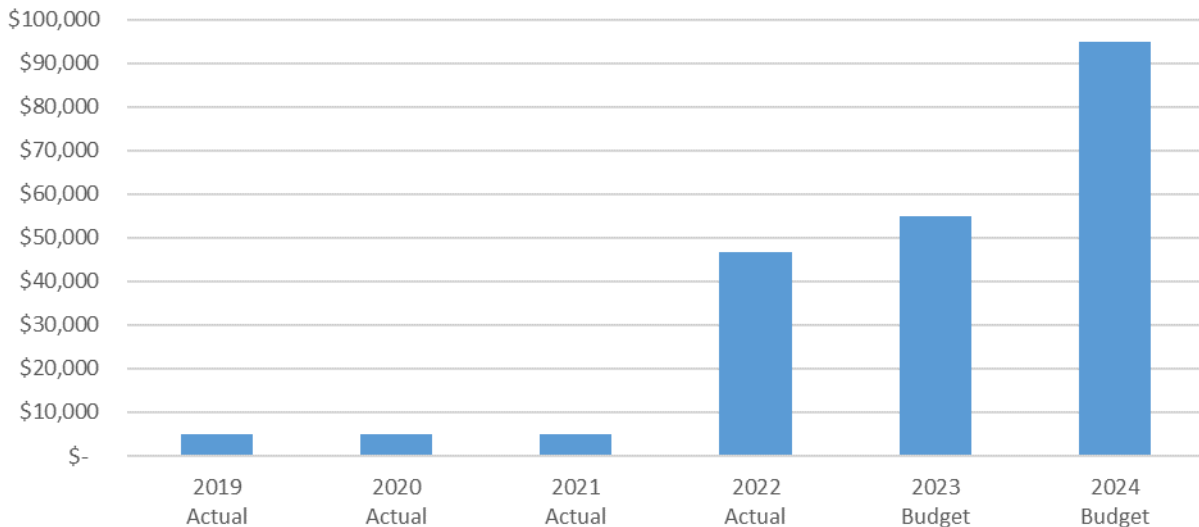
In 2011, the City of Washougal, together with the City of Camas and the Port of Camas-Washougal, formed CWEDA. This quasi-municipal entity was created so the leadership from forming organizations can work together for the economic health of the entire Camas/Washougal area. The primary mission was to support existing businesses and to bring new businesses and jobs into the local area. It provided one contact for the area, allowing for overall growth. CWEDA was disbanded in 2020 but we are keeping the background information in our budget for historical purposes.

The annual payment to CREDC is paid by this department. The CREDC is a private-public partnership of over 130 investors and strategic partners working together to advance the economic vitality of Clark County through business relocation, growth, and innovation. It serves as the formal Economic Development Organization (EDO) for all of Clark County. Other economic development initiatives in 2024 include \$90,000 for the pursuit of infrastructure funding through federal and state advocacy.

#### Primary Expenditures:

The only expenditures from this department are the contributions to CREDC and the federal and state advocacy professional services agreement.

#### Economic Development Expense



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 46,711	\$ 55,000	\$ 95,000
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 46,711</b>	<b>\$ 55,000</b>	<b>\$ 95,000</b>

### Community Development

This Department has two divisions, Building and Planning. The Department is led by the Community Development Director. The Building Division team is responsible for receiving building permit applications, assuring contractors are properly licensed, reviewing plans for compliance with the Washington State Building Code, routing applications to other departments for review, issuing permits, performing inspections, and maintaining construction records. This team consists of the Building Official (manager), Building Inspectors, Permit Technician and Code Compliance Officers.

The Planning Division represents the public interest by promoting systematic deliberation regarding the development of Washougal. This is achieved by: encouraging economic development; designating appropriate land uses within the urban area; implementing design standards for Washougal's physical development and conforming to Washington State's Growth Management Act and the City's Comprehensive Plan. This division offers assistance with zoning, platting, environmental, land use and site plan review. The Division provides both current and long-range planning services to the general public. This work is primarily completed by the City Planner who works under the direction of the Community Development Director.

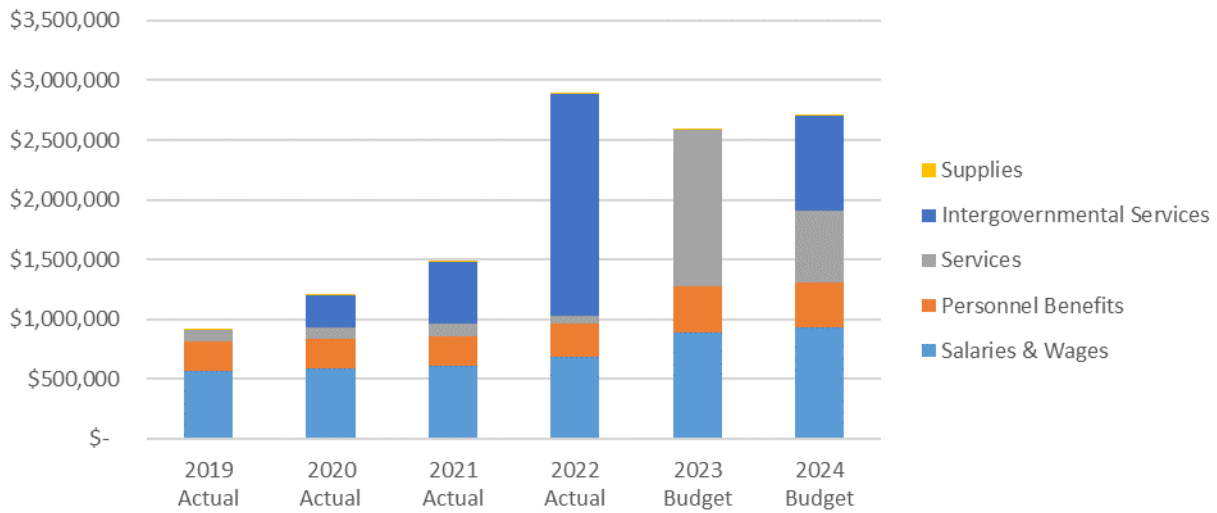
#### Primary Expenditures:

With ten full-time employees, one of this department's primary expenditures is salaries and wages. Since 2021, the department has grown from 8 full-time employees with the addition of a Community Aesthetics Program Coordinator in 2022 and a Building Inspector in 2023. The City also has contracts with an engineering firm for private land use development review. The budget for this professional services agreement for 2024 is \$550,000. The following projects budgeted for 2024:

2025 Comprehensive Plan Update	\$350,000
Shoreline Master Plan	\$125,000
Development Engineering Services	\$50,000
City Attorney Services	\$25,000

Lastly, the passthrough \$800,000 expenditure for School Impact Fees is appropriated in this department's budget.

## Community Development Expense



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 565,950	\$ 585,954	\$ 610,679	\$ 683,150	\$ 888,000	\$ 932,175
Personnel Benefits	244,566	251,248	249,433	274,983	392,275	370,860
Services	98,996	96,363	105,139	65,650	1,308,994	600,921
Intergovernmental Services	-	263,533	518,335	1,863,936	-	800,000
Supplies	3,301	11,774	3,831	6,857	9,050	10,450
<b>Total</b>	<b>\$ 912,813</b>	<b>\$ 1,208,872</b>	<b>\$ 1,487,418</b>	<b>\$ 2,894,576</b>	<b>\$ 2,598,319</b>	<b>\$ 2,714,406</b>

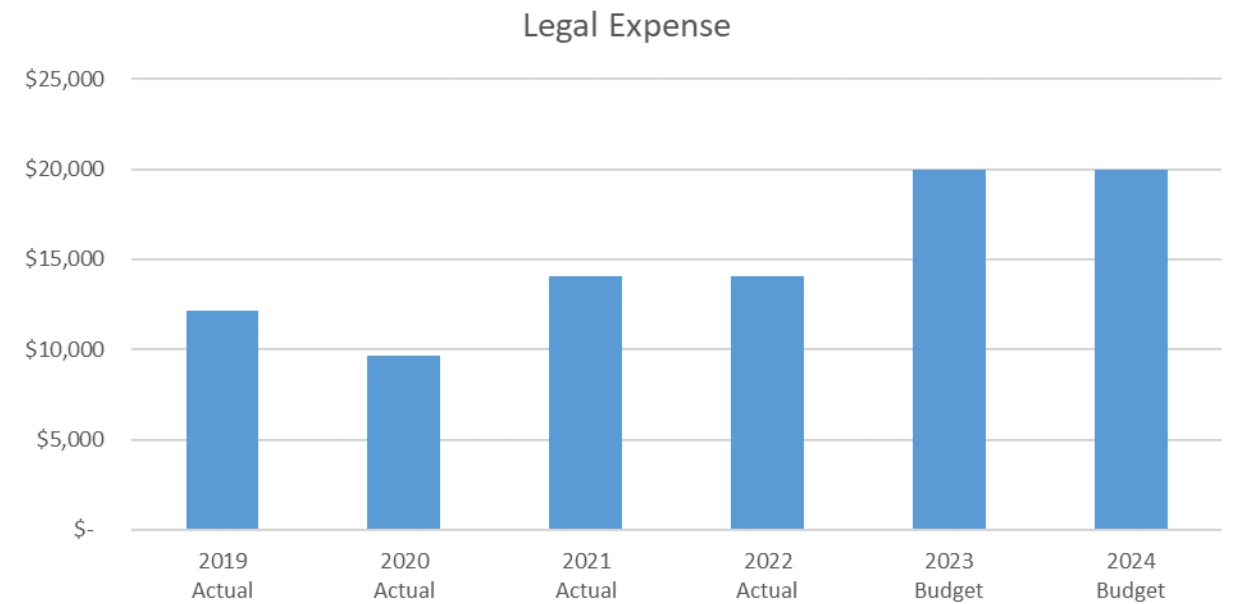
Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Community Development	9.00	10.00	10.00

Legal

The City contracts for all legal services. This department tracks the general legal expenses for the City. Items which are specific to various departments are charged to each department’s professional service line item.

Primary Expenditures:

The City has contracted with Kenyon Disend, PLLC to serve as the City Attorney. Charges specific to individual departments are expensed out of that department’s professional services line item. Expenses in this fund are for the benefit of the City as a whole.



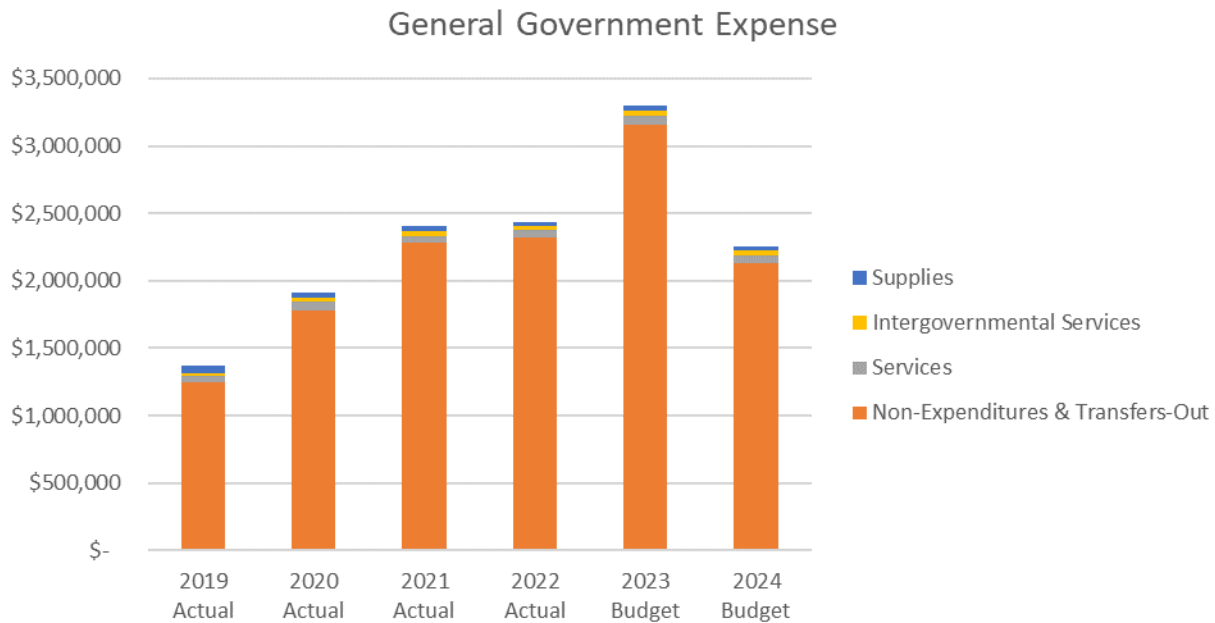
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Services	\$ 12,155	\$ 9,654	\$ 14,090	\$ 14,033	\$ 20,000	\$ 20,000
Total	\$ 12,155	\$ 9,654	\$ 14,090	\$ 14,033	\$ 20,000	\$ 20,000

### Central Services / General Government

This department includes costs not directly associated with another department.

#### Primary Expenditures:

Intergovernmental costs, which include City wide supply purchases, costs for the annual state audit, program support for East County Social Services, Clark County Alcoholism Program, and Refuel Washougal. All transfers from the General fund to other funds come from this department, such as: Equipment Replacement, Cemetery, Street, Transportation Capital, Facilities Capital, Parks Capital, and Real Estate Excise Tax (REET).



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Non-Expenditures & Transfers-Out	\$ 1,246,214	\$ 1,776,092	\$ 2,280,065	\$ 2,320,533	\$ 3,156,828	\$ 2,134,082
Services	47,108	65,363	49,614	53,047	67,203	50,157
Intergovernmental Services	18,492	31,258	40,202	28,536	41,500	41,500
Supplies	55,857	36,354	40,445	29,201	30,000	27,000
<b>Total</b>	<b>\$ 1,367,671</b>	<b>\$ 1,909,067</b>	<b>\$ 2,410,326</b>	<b>\$ 2,431,317</b>	<b>\$ 3,295,531</b>	<b>\$ 2,252,739</b>



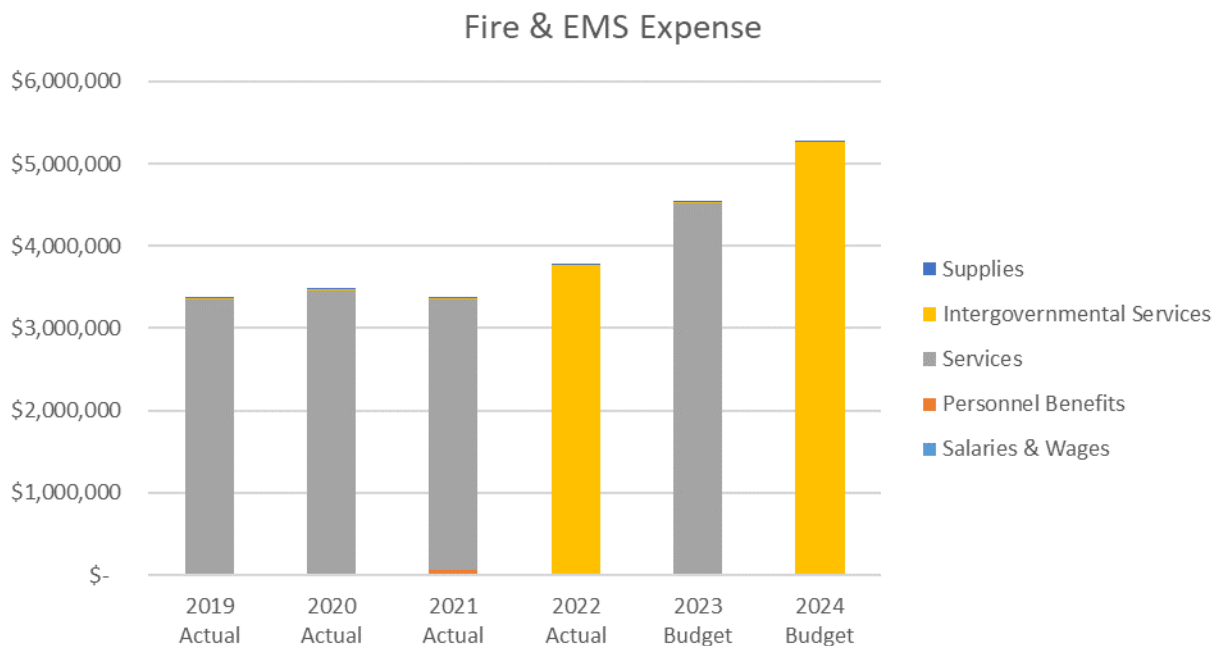
### Fire & Emergency Medical Services

The Camas-Washougal Fire Department (CWFD) provides both fire and emergency medical services to citizens. CWFD personnel also provide emergency medical services to citizens outside the Camas and Washougal City limits, along with mutual aid fire protection to neighboring departments.

In May of 2014, the City of Washougal and the City of Camas combined their services for better coverage across the area. The City of Camas manages the fire services with the City of Washougal paying a monthly fee for fire services to the City of Camas. The fee changes annually based on a combination of structural assessed valuation, calls for service and population. An extension to the agreement has recently been reached.

#### Primary Expenditures:

The primary expenditure for this department is payments to the City of Camas for the City of Washougal's share of the fire service costs. The LEOFF 1 charges have decreased, and per capita emergency management fee has increased, which are both included in this department.



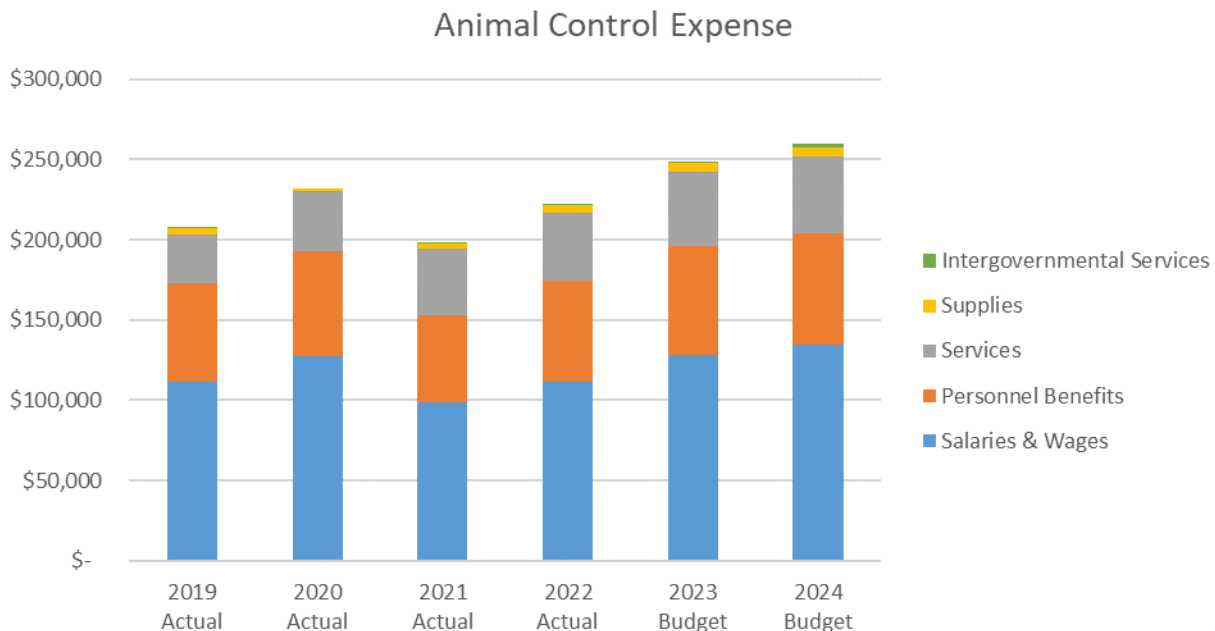
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Benefits	7,009	8,134	67,477	-	-	-
Services	3,348,823	3,447,168	3,275,032	-	4,520,130	-
Intergovernmental Services	13,337	13,736	22,173	3,773,380	19,500	5,270,819
Supplies	1,259	1,224	1,312	1,232	1,250	750
<b>Total</b>	<b>\$ 3,370,428</b>	<b>\$ 3,470,263</b>	<b>\$ 3,365,994</b>	<b>\$ 3,774,612</b>	<b>\$ 4,540,880</b>	<b>\$ 5,271,569</b>

## Animal Control

Animal Control serves both the City of Washougal and the City of Camas. The City of Washougal manages this service. The Animal Control Division works within the community to address neglected, abused, loose and vicious dogs; barking dog complaints; dog bites and lost and found dogs. The City of Camas reimburses the City of Washougal for 50% of the costs of this program. The city changed to a flat fee for service with the Humane Society versus a per dog charge, which accounts for the increase in services.

### Primary Expenditures:

This department has two full time Animal Control Officers, of which the salaries and benefits make up the primary expense for this department. The city also pays for animal impounds at the Humane Societies where abandoned dogs are taken.



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 111,696	\$ 127,148	\$ 98,437	\$ 111,796	\$ 128,400	\$ 134,900
Personnel Benefits	61,122	65,415	54,629	62,519	67,615	69,250
Services	30,076	37,517	41,812	42,165	46,110	47,643
Supplies	4,471	1,882	2,722	5,138	5,875	5,875
Intergovernmental Services	816	-	888	960	1,000	2,000
<b>Total</b>	<b>\$ 208,180</b>	<b>\$ 231,962</b>	<b>\$ 198,488</b>	<b>\$ 222,578</b>	<b>\$ 249,000</b>	<b>\$ 259,668</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Animal Control	2.00	2.00	2.00

### Police/Public Safety

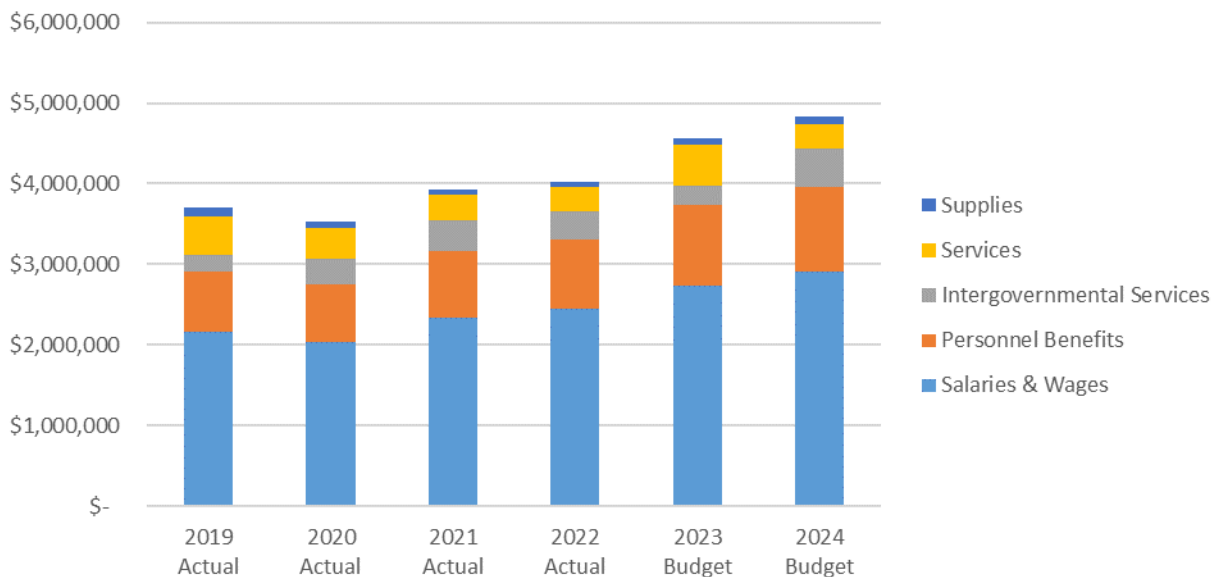
The Police Department enforces the law, protects property, and limits civil disorder. This Department also provides concealed pistol licensing and finger printing.

The Police Chief is the head of the Department, with the assistance of a captain. The Department has four sergeants, one administrative sergeant, one detective, and fourteen patrol officers. The Department is also supported by three Administrative Assistants.

#### Primary Expenditures:

With 25 full-time employees, the primary expense for the police department is employee salaries and benefits. The department also pays for the prosecuting attorney and incarceration costs.

### Police Expense



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 2,159,689	\$ 2,033,265	\$ 2,338,351	\$ 2,447,949	\$ 2,733,190	\$ 2,904,075
Personnel Benefits	748,400	716,578	821,243	854,707	1,007,500	1,057,545
Intergovernmental Services	208,914	315,794	380,616	362,367	230,000	476,275
Services	478,779	389,361	317,096	289,858	515,537	303,652
Supplies	113,926	78,186	65,694	69,578	83,200	90,000
<b>Total</b>	<b>\$ 3,709,707</b>	<b>\$ 3,533,184</b>	<b>\$ 3,923,000</b>	<b>\$ 4,024,458</b>	<b>\$ 4,569,427</b>	<b>\$ 4,831,547</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Police/Public Safety	23.00	25.00	25.00

### Public Works Non-Utilities (Parks, Engineering, Facilities)

This Department accounts for non-capital public works services which are not revenue based (utilities). There are three divisions within this department: Parks, Engineering, and Facilities. The cost of Public Works Administration, such as the Director, Deputy Director, Senior Analyst are allocated across all Public Works divisions, including non-utilities and utilities, on a percentage basis and are included in the salary and benefit line items of those departments.

The Parks Division maintains 21 parks and several acres of undeveloped open space. Washougal strives to augment recreationally deficient parkland and acquire ideal properties for future needs, while maintaining a high level of service for the public.

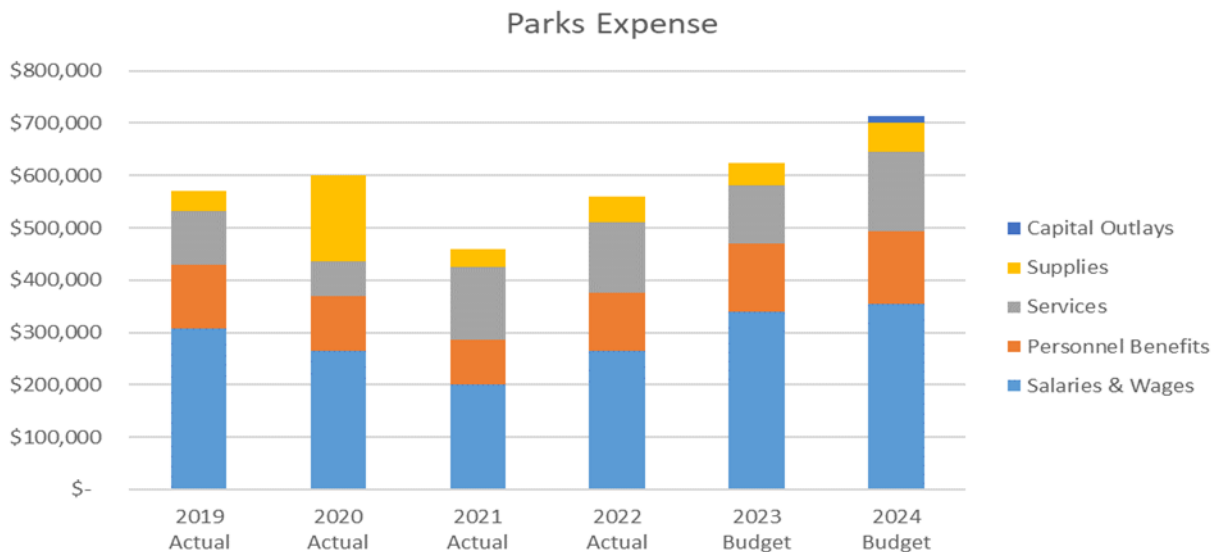
The Engineering Division manages the design and oversees construction of capital projects, as well as quality control to ensure each project meets or exceeds city specifications. Engineering also works closely with the Planning Department on private development projects to ensure these projects meet City standards. Engineering also oversees applications for grants and loans for helping to fund infrastructure projects.

The Facilities Division maintains City offices, maintenance buildings, and parks buildings throughout the city. This includes custodial, landscape, structural, mechanical, cosmetic, accessibility, and repair projects for all general fund operated buildings.

#### Primary Expenditures:

#### ***Parks***

The Parks Division has a manager who oversees the planning aspects of the Parks, as well as oversees the Cemetery operations, under the guidance of the Public Works Director. There is an Administrative Assistant who also supports this Division. The total FTE for this Division will be 3.77 in 2024. In the spring, seasonal maintenance workers are hired for six months to assist with maintenance of the parks. Salaries and benefits are the primary expense for this Division. For 2024, \$11,500 has been budgeted for the acquisition of a chipper. This cost will be shared with the street and the stormwater funds.

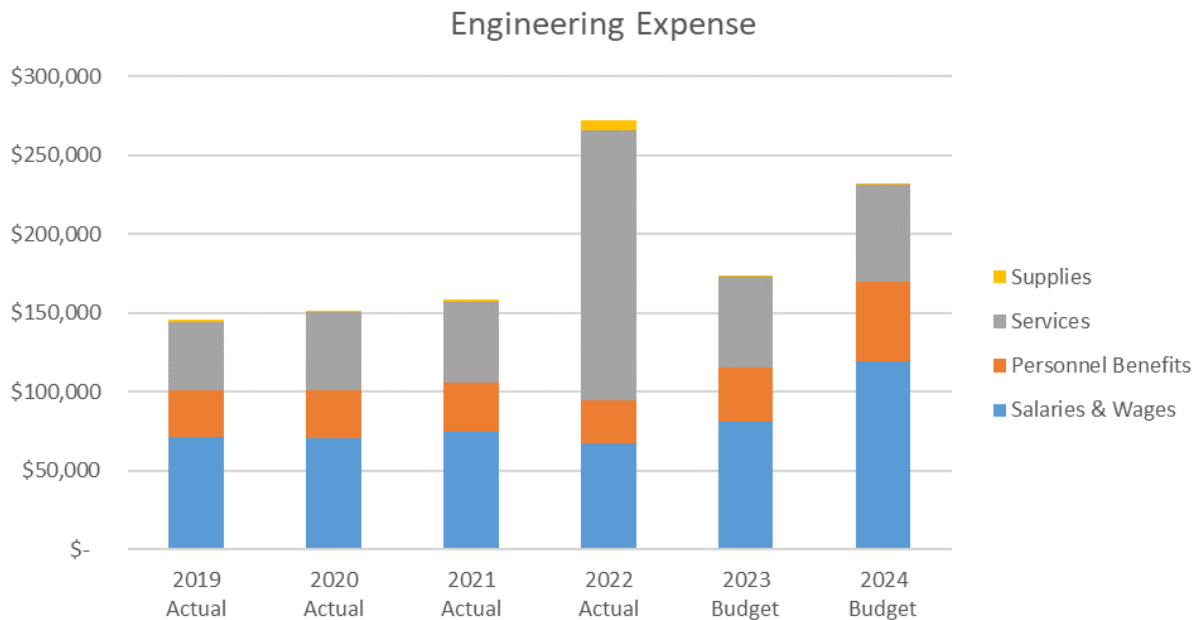


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 308,677	\$ 264,761	\$ 201,181	\$ 263,849	\$ 339,800	\$ 354,125
Personnel Benefits	120,391	105,886	84,635	111,455	130,250	139,140
Services	102,893	64,159	139,630	136,295	111,891	152,524
Supplies	37,588	166,257	33,102	49,147	41,500	55,500
Capital Outlays		-	-	-	-	11,500
<b>Total</b>	<b>\$ 569,549</b>	<b>\$ 601,063</b>	<b>\$ 458,548</b>	<b>\$ 560,747</b>	<b>\$ 623,441</b>	<b>\$ 712,789</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Parks	3.77	3.47	3.77

### Engineering

The Engineering Division has one City Engineer and an Engineering Technician. Both employees have their time allocated to other divisions as well as the General Fund. The total FTE for engineering services is 0.90 for these two staff members. The city uses an on-call engineering firm that is partially budgeted in this department.



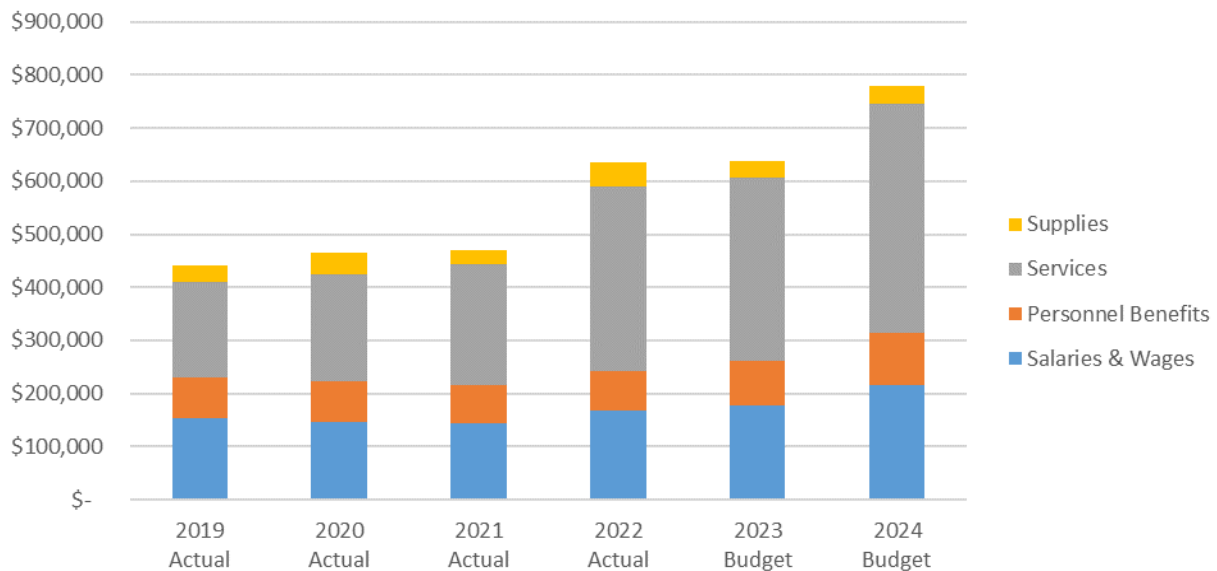
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 71,400	\$ 70,686	\$ 74,502	\$ 67,899	\$ 80,700	\$ 119,330
Personnel Benefits	29,881	30,427	30,998	26,973	35,058	50,158
Services	43,331	49,624	51,332	170,494	57,163	61,831
Supplies	1,492	680	1,627	7,158	700	1,150
<b>Total</b>	<b>\$ 146,105</b>	<b>\$ 151,417</b>	<b>\$ 158,458</b>	<b>\$ 272,524</b>	<b>\$ 173,621</b>	<b>\$ 232,469</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Engineering	0.85	0.85	0.90

### Facilities

The Facilities Division has a manager who also oversees parks operations and the Stormwater Division, under the guidance of the Public Works Director. There are also support staff who perform the maintenance work of the facilities; however, they split their time with other departments. The total FTE for this department is 2.26 in 2024. This department also pays for the City's security system and contracted custodial service.

### Facilities Expense



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 153,118	\$ 146,291	\$ 144,668	\$ 168,643	\$ 178,250	\$ 217,000
Personnel Benefits	78,002	76,423	70,743	74,550	82,550	96,525
Services	179,673	200,691	228,698	347,603	346,195	433,532
Supplies	31,511	42,904	25,192	44,421	30,800	31,800
<b>Total</b>	<b>\$ 442,304</b>	<b>\$ 466,309</b>	<b>\$ 469,301</b>	<b>\$ 635,218</b>	<b>\$ 637,795</b>	<b>\$ 778,857</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Facilities	2.56	2.01	2.26

## Street Fund

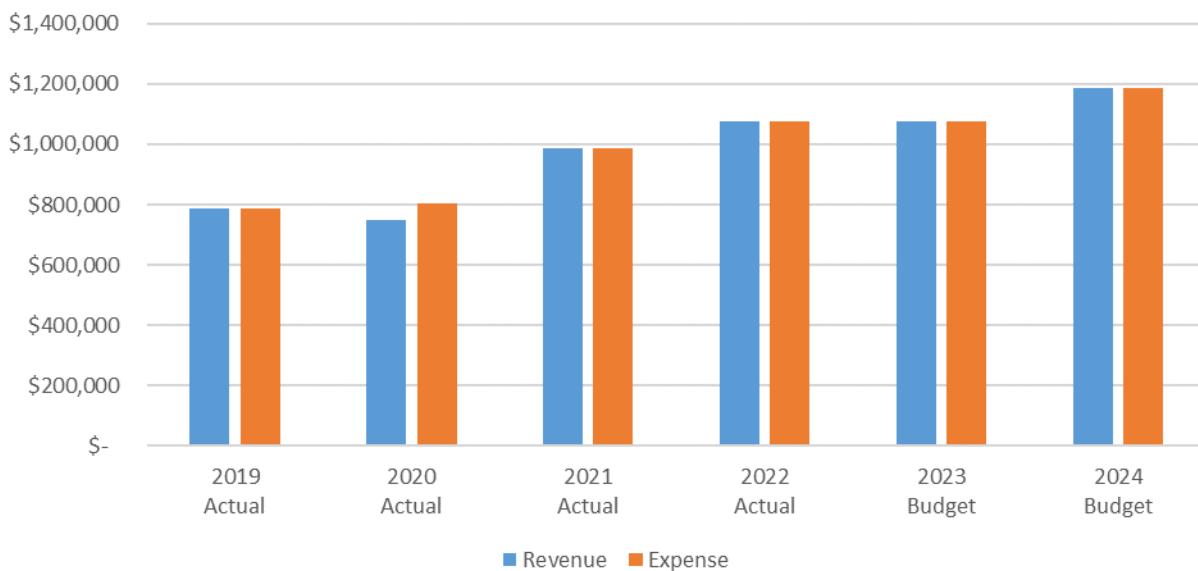
The City's Street Fund preserves and maintains the community's investment in over 150 lane miles of roads, sidewalks, bridges, signs, vegetation, and rights-of-way. Comprised of 4.77 FTEs, this division utilizes seasonal employees to augment its full-time employees, who respond to various emergency situations, including: winter storms, flooding, vehicular accidents, and spills.

Our Street Division schedules and performs maintenance of streets and street signs. The street crew responds to calls regarding hazardous conditions, damaged or missing street signs, and roadside vegetation.

The Street Division works in conjunction with emergency response agencies during inclement weather to remove snow, ice, and storm debris from the roadways. Snowplow, sanding, and de-icing routes have been pre-planned to facilitate a quick response when necessary.

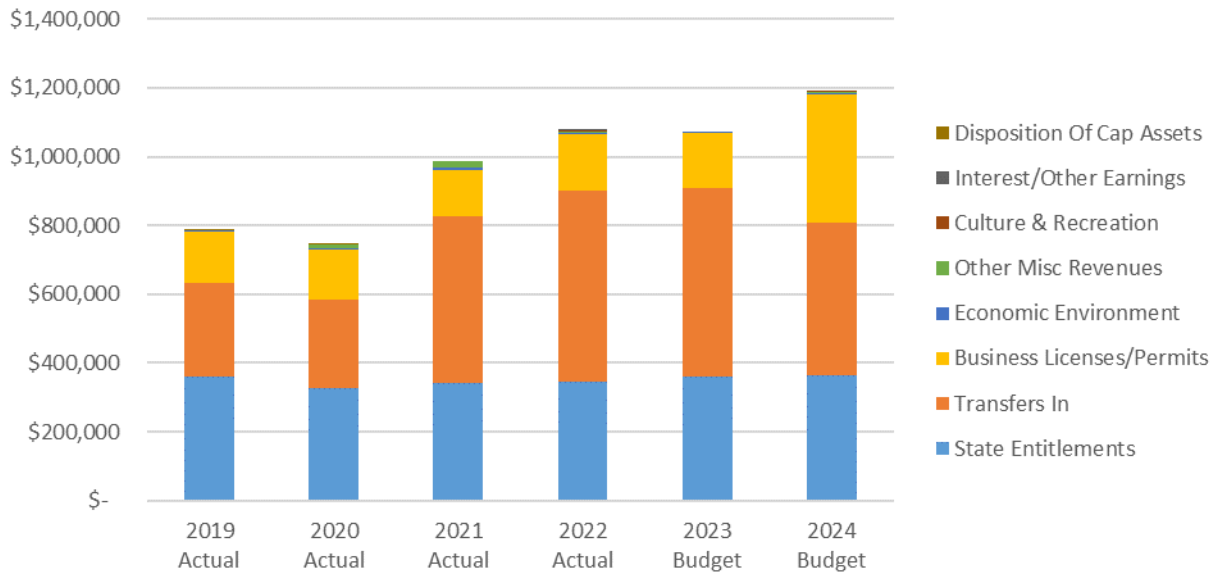
The pavement management program is separate from this operations and maintenance fund and is operated out of the REET Fund 106.

### Street Fund Revenue/Expense History





### Street Revenue



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
State Entitlements	\$ 360,057	\$ 326,432	\$ 341,154	\$ 345,575	\$ 358,930	\$ 365,751
Transfers In	273,410	256,000	484,173	554,000	548,828	440,992
Business Licenses/Permits	147,164	147,488	137,312	165,974	160,000	373,128
Economic Environment	4,526	3,950	5,900	5,350	6,000	6,250
Other Misc Revenues	-	12,311	19,042	3,507	-	500
Culture & Recreation	163	163	-	1,270	-	500
Interest/Other Earnings	2	1	-	1	-	-
Disposition Of Cap Assets	3,260	2,115	-	-	-	-
<b>Total</b>	<b>\$ 788,581</b>	<b>\$ 748,459</b>	<b>\$ 987,582</b>	<b>\$ 1,075,677</b>	<b>\$ 1,073,758</b>	<b>\$ 1,187,121</b>

**State Entitlements:** This is the motor vehicle fuel tax received by the city from the State to be used for city roads.

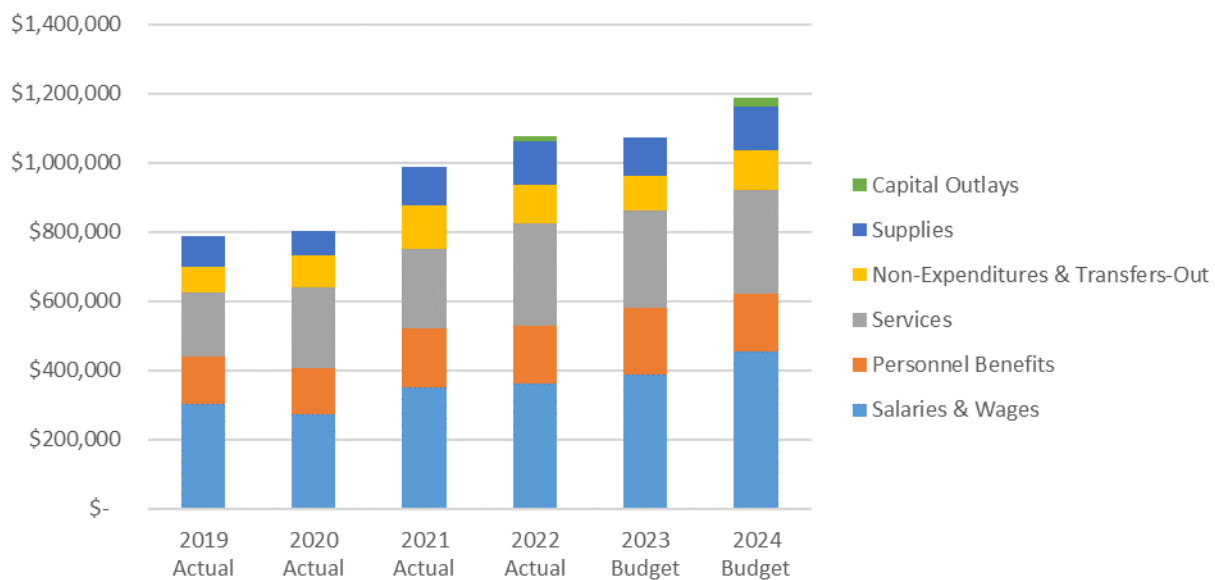
**Business & Occupation Taxes:** The fees charged against electric utilities are dedicated to the Street Fund, per the City Code. The tax rate is set by City ordinance to the company operating the utility.

**Transfers In:** The General Fund subsidizes the operations of the Street Division as other revenues are not sufficient to pay for the operation of this division.

### Street Fund Expenditures

The Street Division is managed by the Street Manager who also manages the Storm, Facilities, and Fleet Divisions, under the guidance of the Public Works Director. There are three full-time maintenance employees in this department. In addition, there are other support staff. In the spring, the city hires seasonal workers to help maintain the roadways. Salaries and benefits are the primary expense for this fund. Another primary expense is repairs to the roadways. The city also pays the Clark County Public Utility District for street light repairs. This fund is just the operations and maintenance fund. For 2024, \$25,750 has been budgeted for the acquisition of a chipper. This cost will be shared with the park's operations & maintenance (O&M) department in the general fund and the stormwater fund.

### Streets Expense

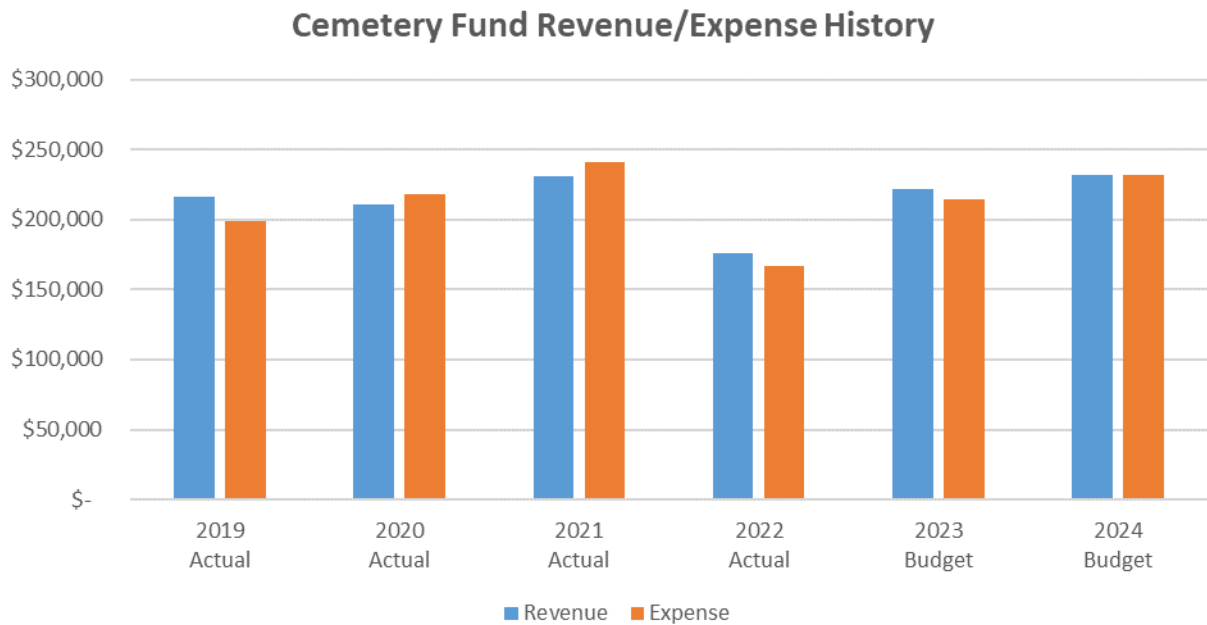


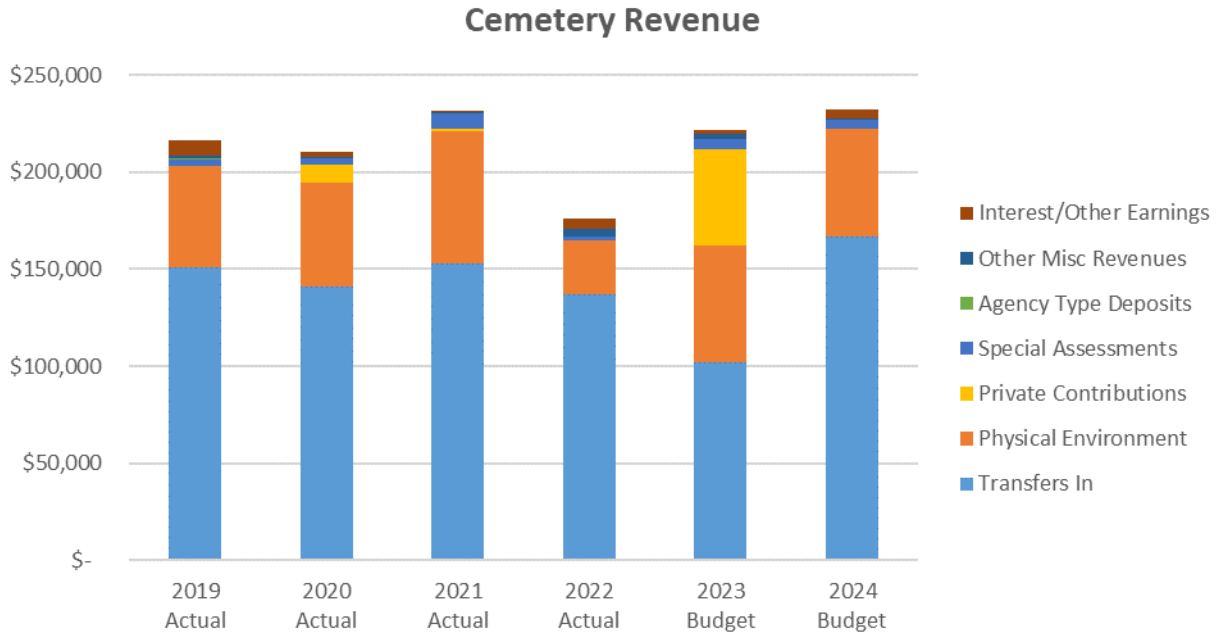
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 303,063	\$ 272,729	\$ 349,327	\$ 362,882	\$ 388,600	\$ 453,625
Personnel Benefits	137,705	133,609	171,290	165,672	190,300	168,400
Services	183,001	234,905	231,168	296,259	282,858	298,523
Non-Expenditures & Transfers-Out	74,645	91,488	125,949	110,372	100,000	114,823
Supplies	90,317	69,918	109,450	127,063	112,000	126,000
Capital Outlays	-	-	-	13,429	-	25,750
<b>Total</b>	<b>\$ 788,730</b>	<b>\$ 802,649</b>	<b>\$ 987,183</b>	<b>\$ 1,075,677</b>	<b>\$ 1,073,758</b>	<b>\$ 1,187,121</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Street	4.20	4.25	4.77

Cemetery Fund

The City of Washougal operates the Washougal Memorial Cemetery, providing the only public burial ground in Washougal, Washington. The city sells cemetery lots, niche wall spots, cemetery services, markers, and other services for burials. In addition, the city maintains the grounds of the Cemetery.





Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ 151,200	\$ 141,000	\$ 153,000	\$ 137,000	\$ 102,000	\$ 167,000
Physical Environment	51,882	53,540	67,740	28,093	60,000	55,000
Private Contributions	214	9,204	1,681	-	50,000	-
Special Assessments	2,920	3,320	8,008	1,925	5,000	5,000
Agency Type Deposits	951	-	-	-	-	-
Other Misc Revenues	1,287	368	275	3,590	2,900	500
Interest/Other Earnings	7,872	2,908	360	5,658	2,000	4,667
<b>Total</b>	<b>\$ 216,326</b>	<b>\$ 210,339</b>	<b>\$ 231,064</b>	<b>\$ 176,266</b>	<b>\$ 221,900</b>	<b>\$ 232,167</b>

Transfers In: The cemetery fund is supported by the General Fund because Cemetery revenues do not cover all expenses. This is received via this revenue source.

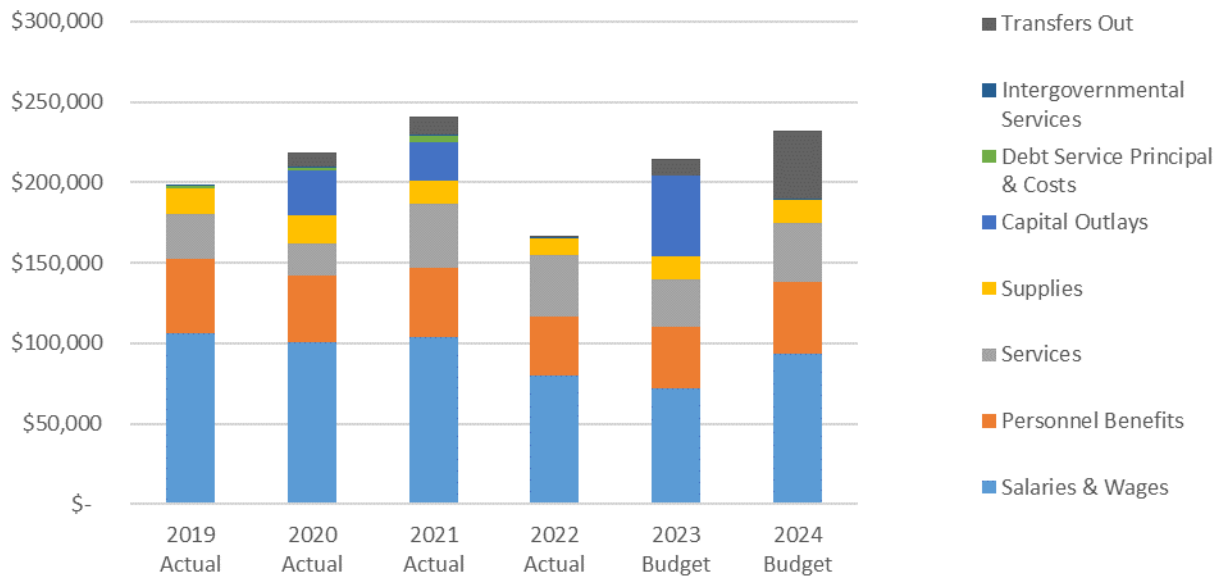
Physical Environment: The Cemetery collects fees for cemetery services including plot sales (65% of the proceeds go to operation of this fund), burials, and niche wall placement.

Special Assessments: The Cemetery sells plots to citizens and a portion of these sales goes towards capital needs of the cemetery at a rate of 10% of the plot sale.

### Cemetery Expenditures

In addition to being overseen by the Public Works Director, the Cemetery Fund is managed by the Parks Planning Manager. In 2020, the State Auditor's Office informed the City that the perpetual care funds must be receipted into this fund and then transferred to the Perpetual Care fund. At that time, a line was established to record this transfer. The Cemetery is refining how it operates between staffing and contracting out burials. Staffing levels have increased from 0.82 in 2022 to 1.17 FTE in 2024, resulting in salaries and benefits being the largest expense to this fund.

### Cemetery Expense



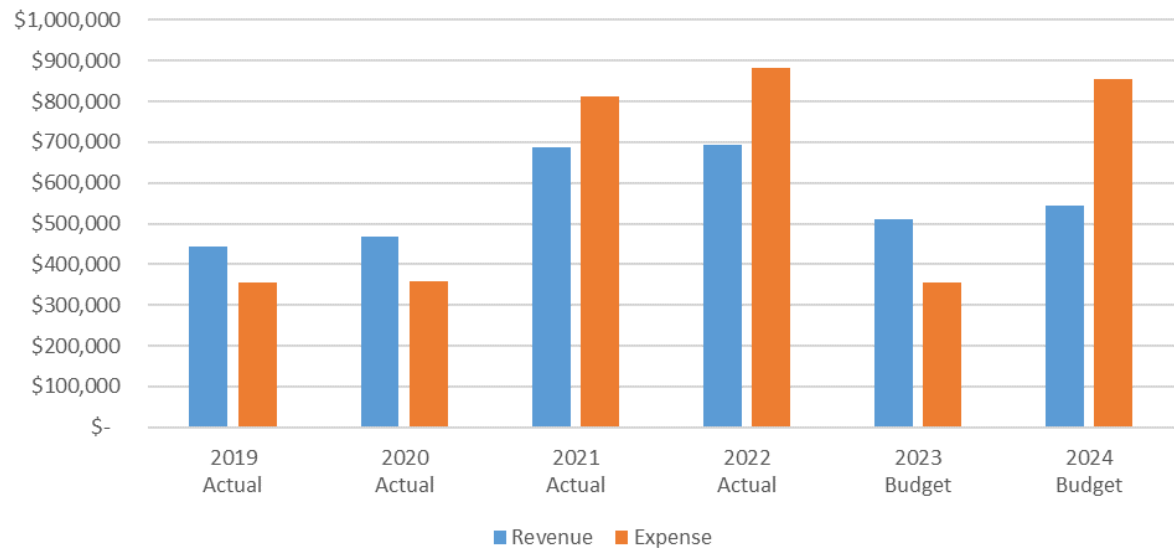
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 106,710	\$ 100,527	\$ 103,702	\$ 79,784	\$ 72,300	\$ 93,700
Personnel Benefits	45,911	41,521	43,408	36,514	37,800	44,735
Services	27,760	19,934	39,362	38,332	30,050	36,482
Supplies	15,852	17,790	14,292	11,043	14,000	14,500
Capital Outlays	-	27,492	24,435	-	50,000	-
Debt Service Principal & Costs	1,960	1,823	3,707	-	-	-
Intergovernmental Services	801	911	1,258	613	450	750
Transfers Out	-	8,453	10,850	450	10,000	42,000
<b>Total</b>	<b>\$ 198,994</b>	<b>\$ 218,451</b>	<b>\$ 241,014</b>	<b>\$ 166,737</b>	<b>\$ 214,600</b>	<b>\$ 232,167</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Cemetery	0.82	1.02	1.17

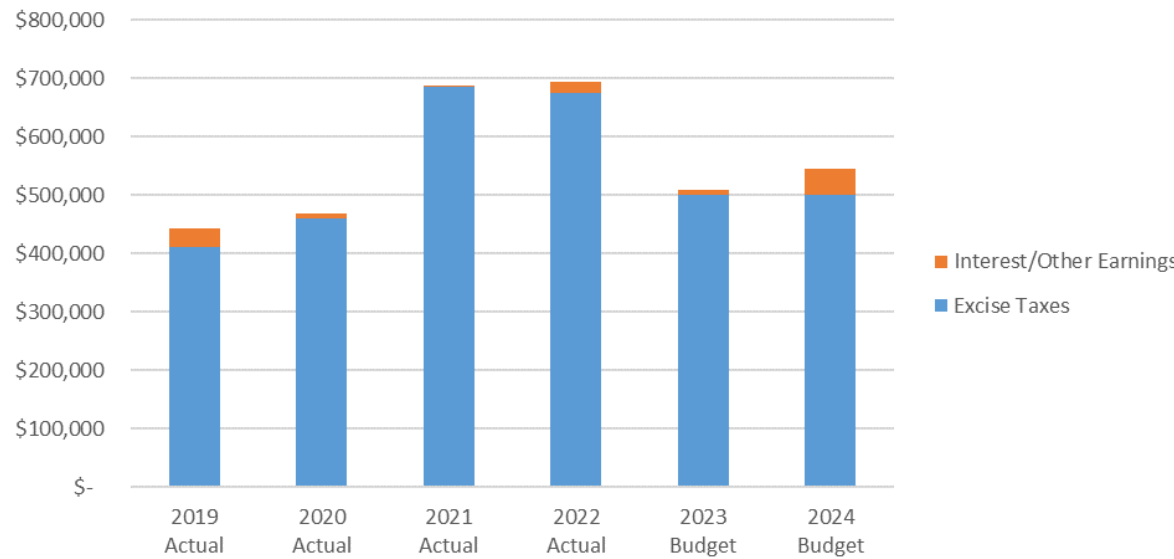
First Quarter Percent REET Fund

The Real Estate Excise Tax (REET) is levied on all sales of real estate. The revenue received is limited by state statute to expenditures for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, sidewalks, parks, trails, and bridges, as specified in a capital facilities plan. These funds are earmarked for future debt payment for the downtown bonds. The first .25 percent of the tax is tracked in this fund as it has different requirements than the second .25 percent, which is tracked in Fund 106.

REET 1 Revenue/Expense History



REET 1 Revenue



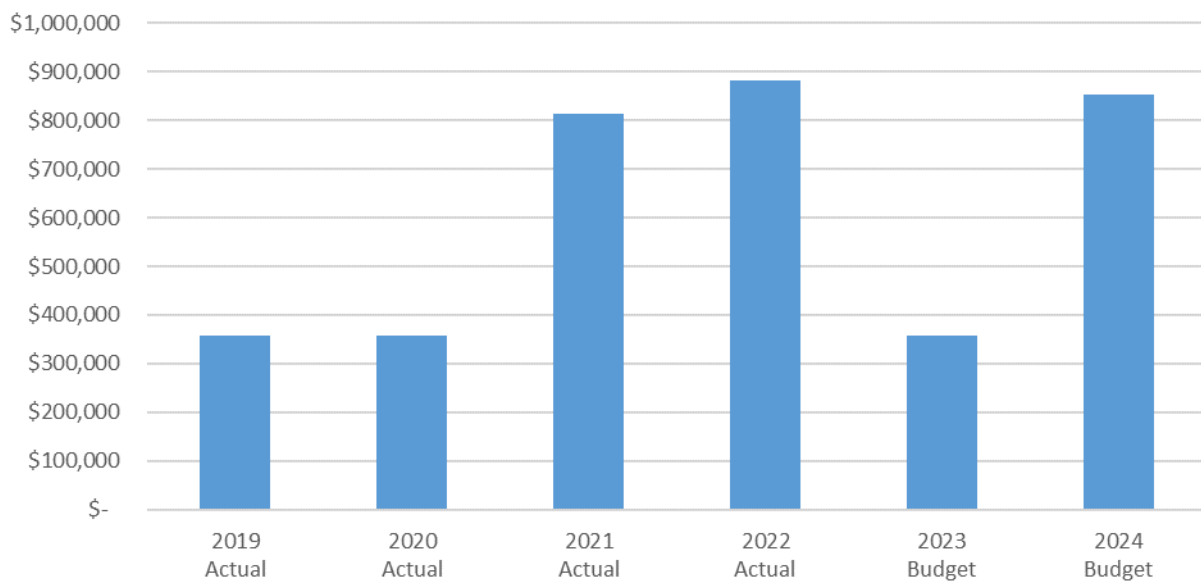
Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Excise Taxes	\$ 411,921	\$ 460,118	\$ 685,247	\$ 676,066	\$ 500,000	\$ 500,000
Interest/Other Earnings	30,786	9,164	1,514	17,540	10,000	44,400
<b>Total</b>	<b>\$ 442,706</b>	<b>\$ 469,282</b>	<b>\$ 686,761</b>	<b>\$ 693,605</b>	<b>\$ 510,000</b>	<b>\$ 544,400</b>

Excise Taxes: These are the first .25% Real Estate Excise Tax which is an excise tax on sale of real property. Proceeds are to be used solely for financing capital projects specified in a capital facilities plan.

### First Quarter Percent REET Fund Expenditures

The proceeds of this fund are used for the payment of the Downtown Improvement Bonds, General Obligation Debt, and capital projects.

### REET 1 Expense



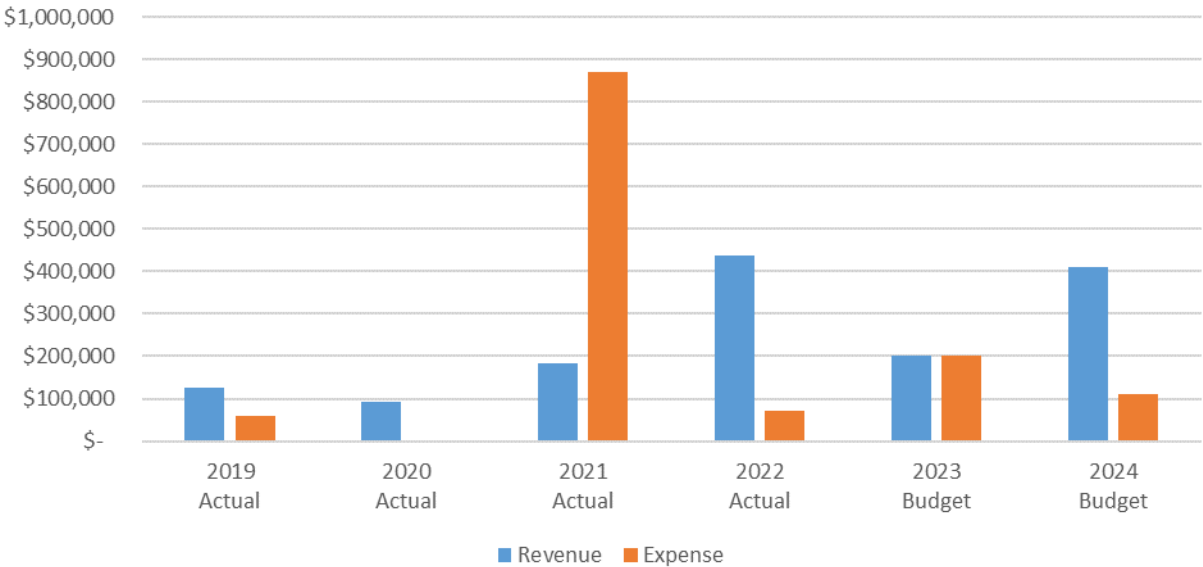
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Non-Expenditures & Transfers-Out	\$ 356,700	\$ 357,850	\$ 812,932	\$ 882,818	\$ 356,600	\$ 854,400
<b>Total</b>	<b>\$ 356,700</b>	<b>\$ 357,850</b>	<b>\$ 812,932</b>	<b>\$ 882,818</b>	<b>\$ 356,600</b>	<b>\$ 854,400</b>



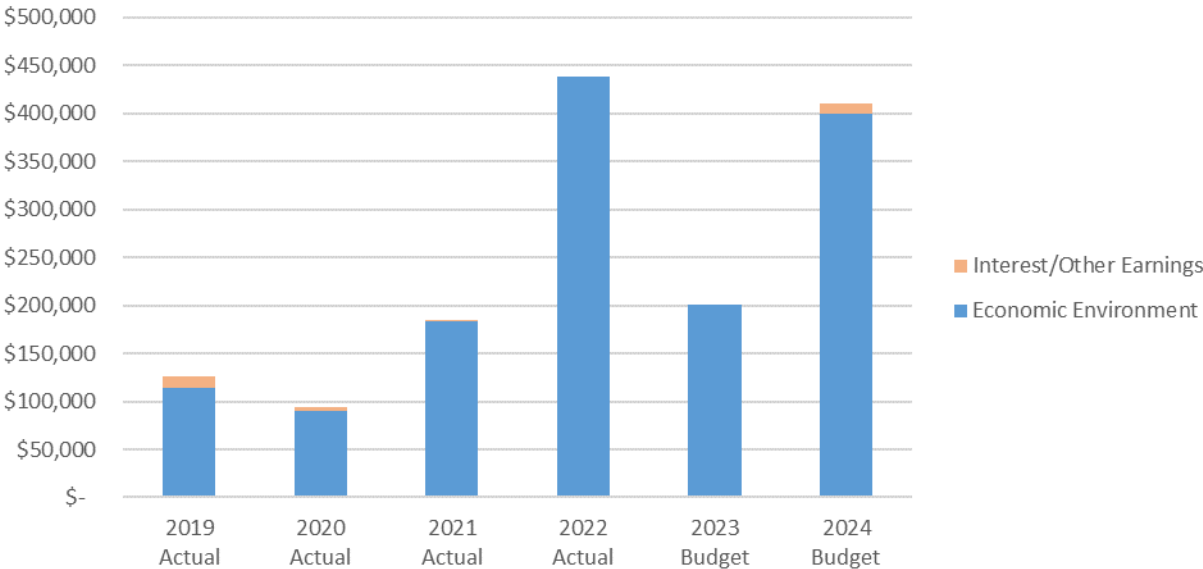
Park Development Fund

Park Impact Fees are collected at the time of building permit issuance and can be used for the acquisition and development of parks, open space, and recreation facilities. This fund tracks those revenues. Operations and maintenance expenses are not allowed. Park Impact Fee revenue also must be spent within a ten-year time from the date they are received. Funds are appropriated for the projects contained in the Parks Capital Facility Plan. All acquisitions require Council approval.

Park Development Fund Revenue/Expense History



Park Development Revenue



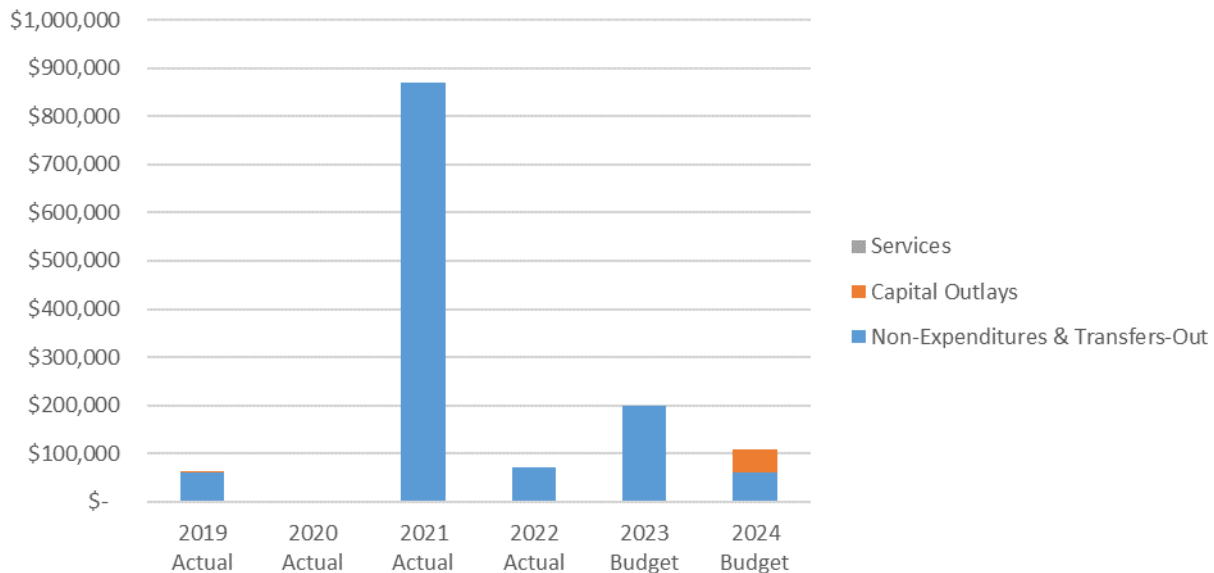
Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Economic Environment	\$ 114,520	\$ 90,240	\$ 183,453	\$ 438,269	\$ 200,300	\$ 400,000
Interest/Other Earnings	11,164	3,114	487	-	-	10,000
<b>Total</b>	<b>\$ 125,684</b>	<b>\$ 93,354</b>	<b>\$ 183,940</b>	<b>\$ 438,269</b>	<b>\$ 200,300</b>	<b>\$ 410,000</b>

**Economic Environment:** These are the Park Impact Fees collected on development activity to be used as a part of financing for public parks.

### Park Development Expenditures

All expenditures out of this fund are for projects contained in the Parks Capital Facility Plan. In 2016, the City created a Park's Capital Fund, in which all park capital improvement projects are tracked. The Park Impact Fee (PIF) revenue will be transferred into the Park Capital Fund 350 to support PIF eligible projects. The projects for 2024 are discussed in the Parks Capital Fund. This began in 2018, which was a change from previous years where all PIF projects were tracked in this fund.

### Park Development Expense

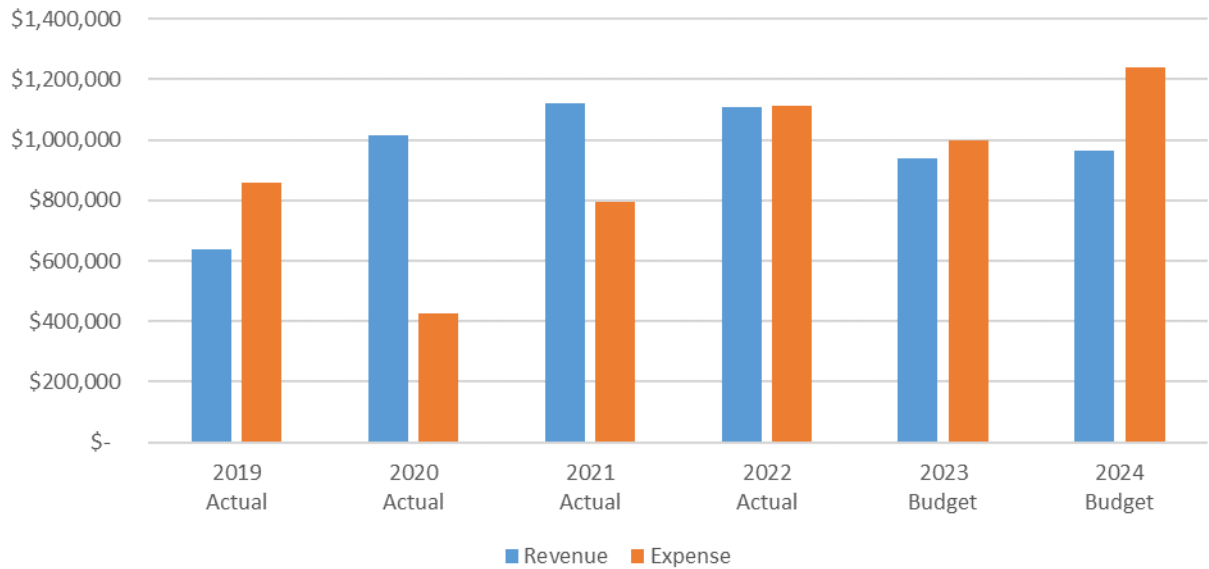


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Non-Expenditures & Transfers-Out	\$ 60,205	\$ -	\$ 869,000	\$ 70,557	\$ 200,300	\$ 60,000
Capital Outlays	195	-	-	-	-	50,000
Services	-	3,100	-	-	-	-
<b>Total</b>	<b>\$ 60,400</b>	<b>\$ 3,100</b>	<b>\$ 869,000</b>	<b>\$ 70,557</b>	<b>\$ 200,300</b>	<b>\$ 110,000</b>

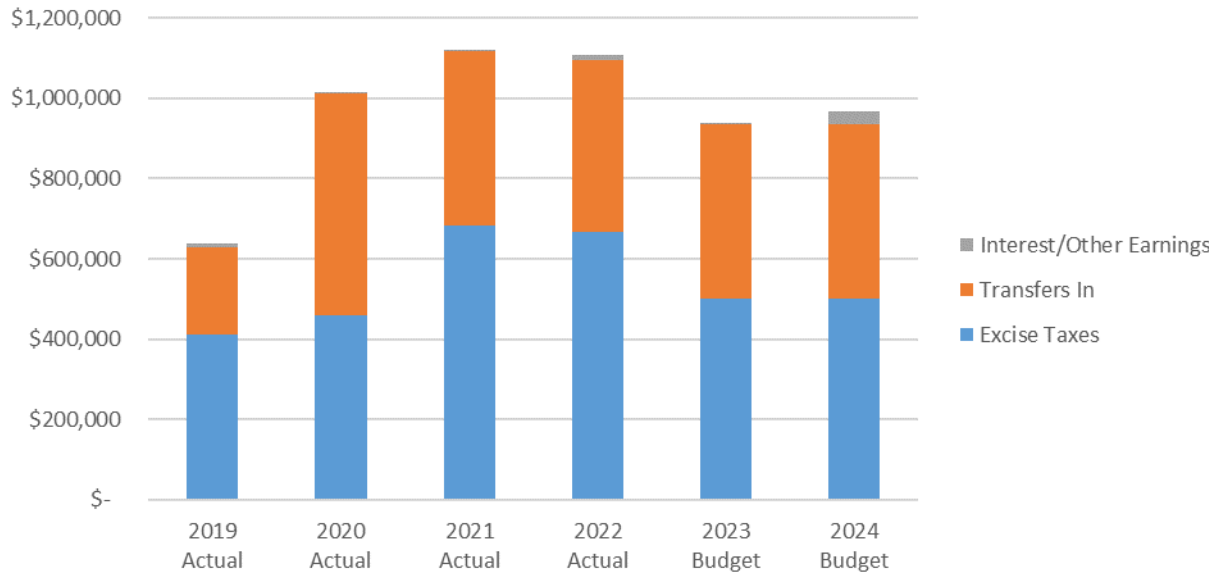
Second Quarter Percent REET Fund

The second quarter percent of Real Estate Excise Tax (REET) may be spent similarly to the first quarter percent of REET, except the planning and acquisition costs are not allowed. The City has historically used this revenue to fund pavement management expenses, which will continue in 2024. In addition, this fund pays debt payments for the downtown bond.

REET 2 Revenue/Expense History



REET 2 Revenue



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Excise Taxes	\$ 411,921	\$ 460,118	\$ 684,247	\$ 665,591	\$ 500,000	\$ 500,000
Transfers In	217,000	552,896	433,394	431,195	434,000	434,000
Interest/Other Earnings	10,217	1,789	2,317	10,215	5,500	32,000
<b>Total</b>	<b>\$ 639,137</b>	<b>\$ 1,014,803</b>	<b>\$ 1,119,959</b>	<b>\$ 1,107,001</b>	<b>\$ 939,500</b>	<b>\$ 966,000</b>

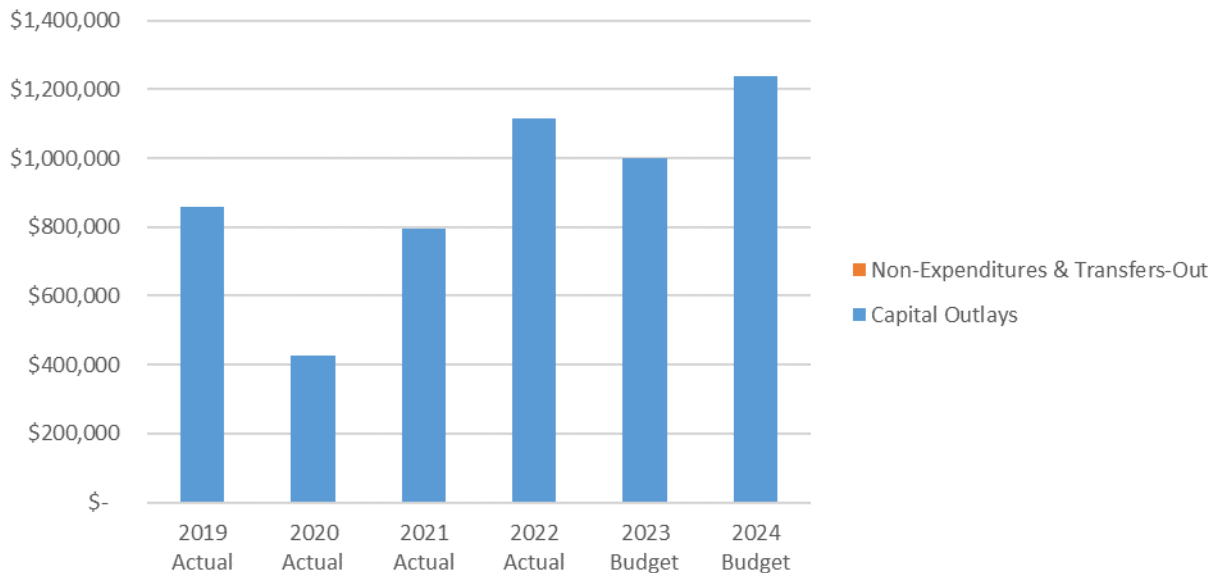
**Excise Taxes:** These are the second .25% Real Estate Excise Tax which is an excise tax on sale of real property. Proceeds are to be used solely for financing capital projects specified in a capital facilities plan.

**Transfers In:** Transportation Benefit District (TBD) fees of \$264,000 are receipted in the General Fund and then transferred to this fund. The General Fund also appropriates an additional \$170,000 from non-TBD funds in support of the Pavement Management Program.

### Second Quarter Percent REET Fund Expenditures

The primary expenditure for this fund is the Pavement Management Program (PMP). The city increased this line item from \$500,000 in 2016 to \$750,000 in 2017, to \$863,000 in 2019 and \$907,000 starting in 2020, as this is the Council's number one priority. The line item was increased again in 2023 to \$1,000,000, then another \$100,000 in 2024, for a total of \$1,100,000. The 2024 budget also includes a carryover of \$120,000 from the 2023 PMP and \$20,000 for a pavement management report. The PMP includes an array of road treatments, including chip, micro, and slurry seals, as well as grind inlay projects to extend the life of city streets.

### Reet 2 Expense



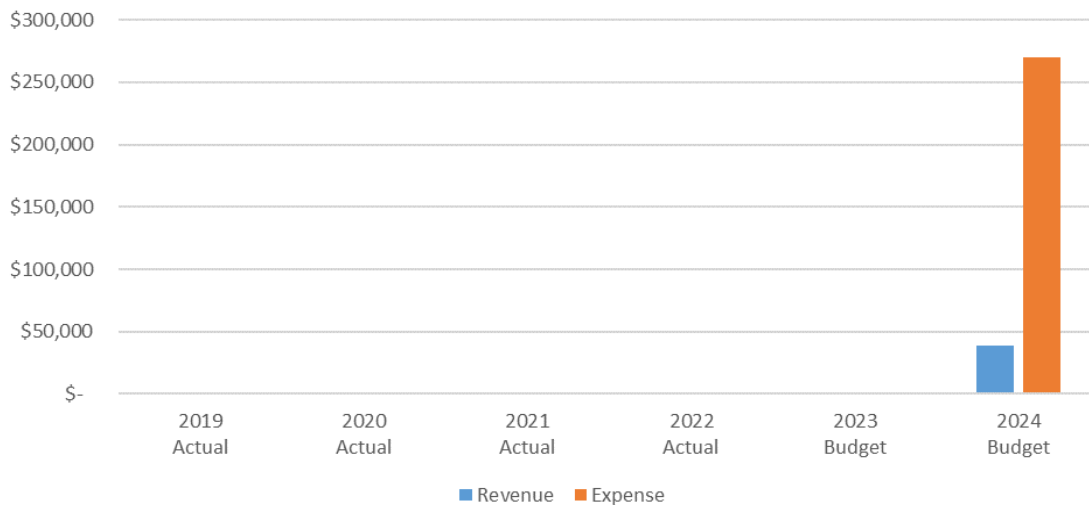
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Capital Outlays	\$ 856,830	\$ 426,260	\$ 794,141	\$ 1,114,071	\$ 1,000,000	\$ 1,240,000
Non-Expenditures & Transfers-Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 856,830</b>	<b>\$ 426,260</b>	<b>\$ 794,141</b>	<b>\$ 1,114,071</b>	<b>\$ 1,000,000</b>	<b>\$ 1,240,000</b>

## Strategic Plan Implementation Fund (SPIF)

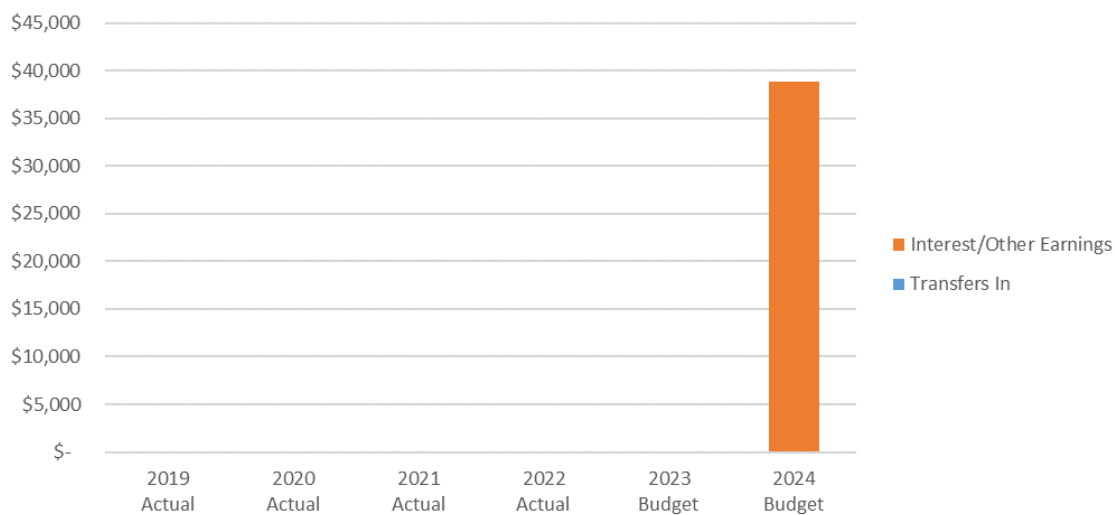
Established in 2023, this fund was set up as a placeholder for investments to facilitate the plan's success. The 2023-2028 City of Washougal Strategic Plan has 5 key strategic priorities: Economic Development and Community Prosperity, Financial Health and Core Services, Vibrant Town Center, "Smart Growth", Redefined Community Identity.

The SPIF's 2024 budget focuses on a number of these priorities by providing funding mechanism needed to establish two new positions within the organization: a Strategic Initiatives Manager and a Community Engagement Program Coordinator. These positions, both full-time, are budgeted within the City Manager's Office.

### Strategic Plan Implementation Fund Revenue/Expense History



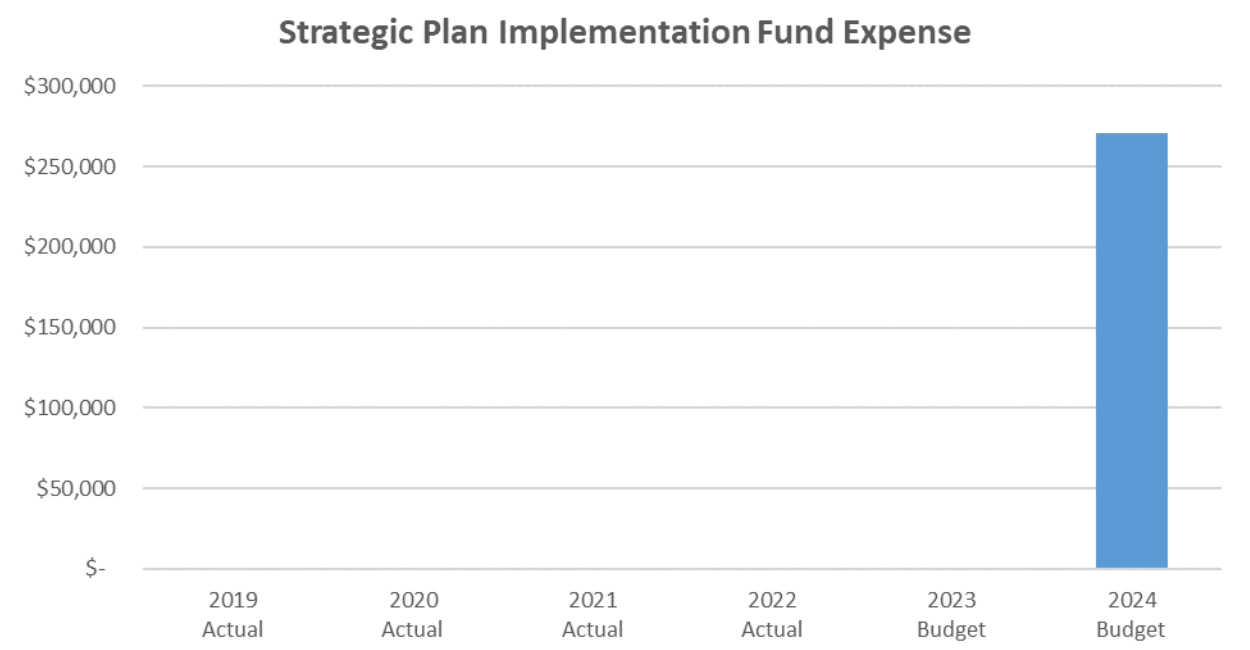
### Strategic Plan Implementation Fund Revenue



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest/Other Earnings	-	-	-	-	-	38,850
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,850

Strategic Plan Implementation Fund Expenditures

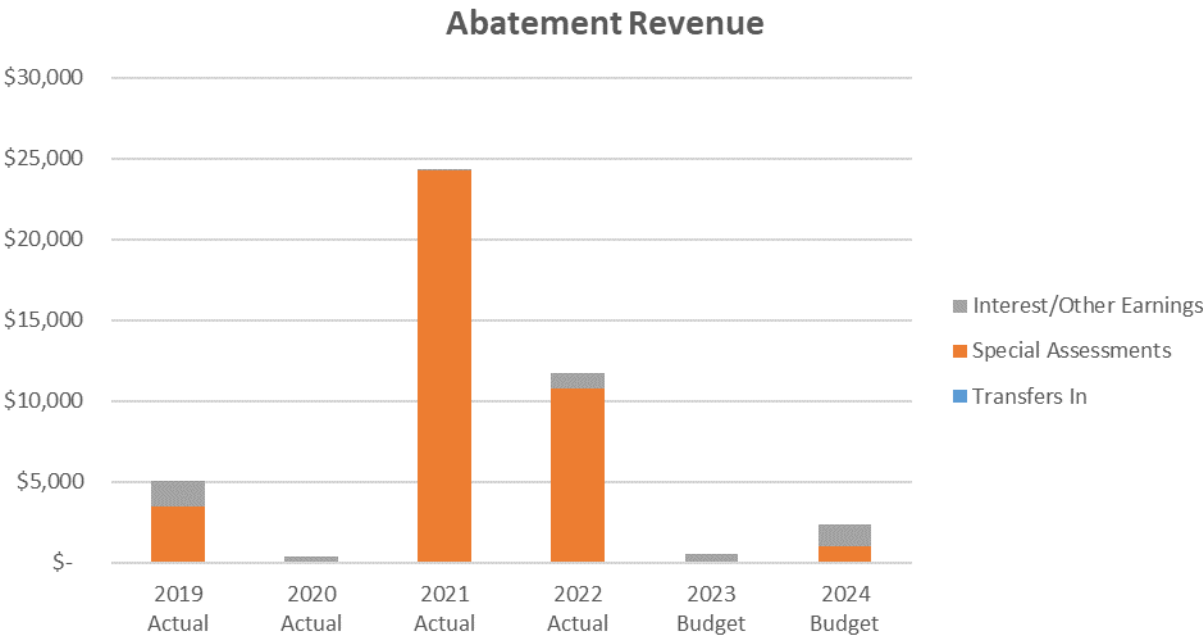
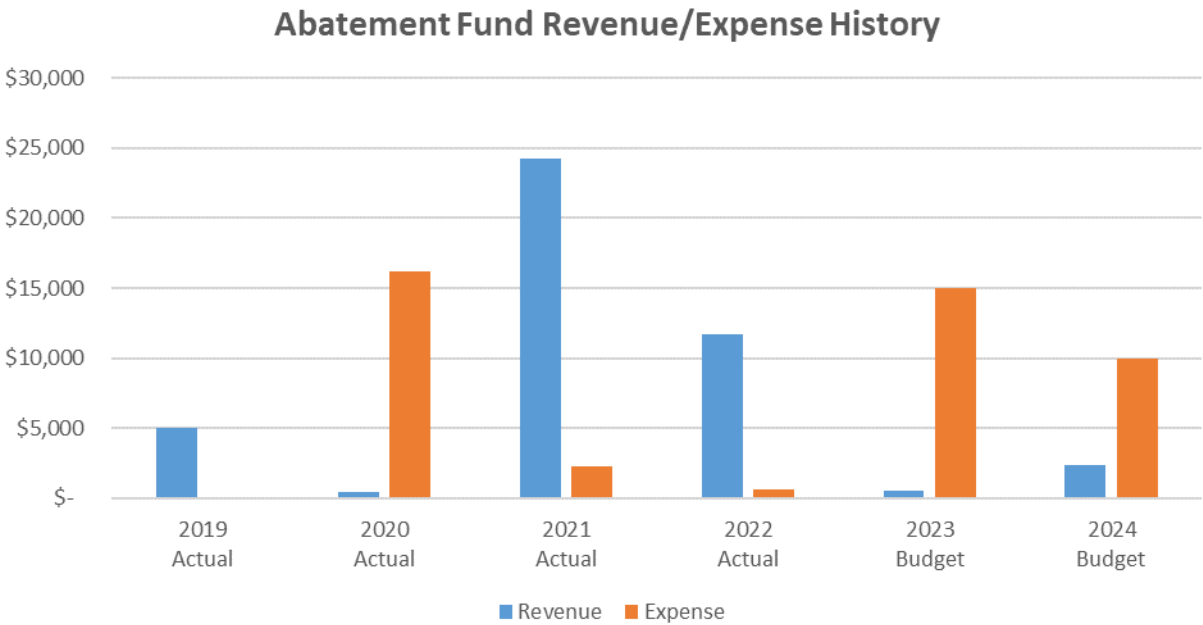
The expenditures of this fund are comprised of transfers to other funds to partially offset the costs of implementing the 2023-2028 Strategic Plan.



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Non-Expenditures & Transfers-Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,400
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,400

### Abatement Fund

Established in 2015, this fund provides for any nuisance property abatements that may be necessary for the City to undertake. Expenditures are proposed in the event abatements are necessary. Costs can be liened against abated properties, generating unknown revenues in the future.



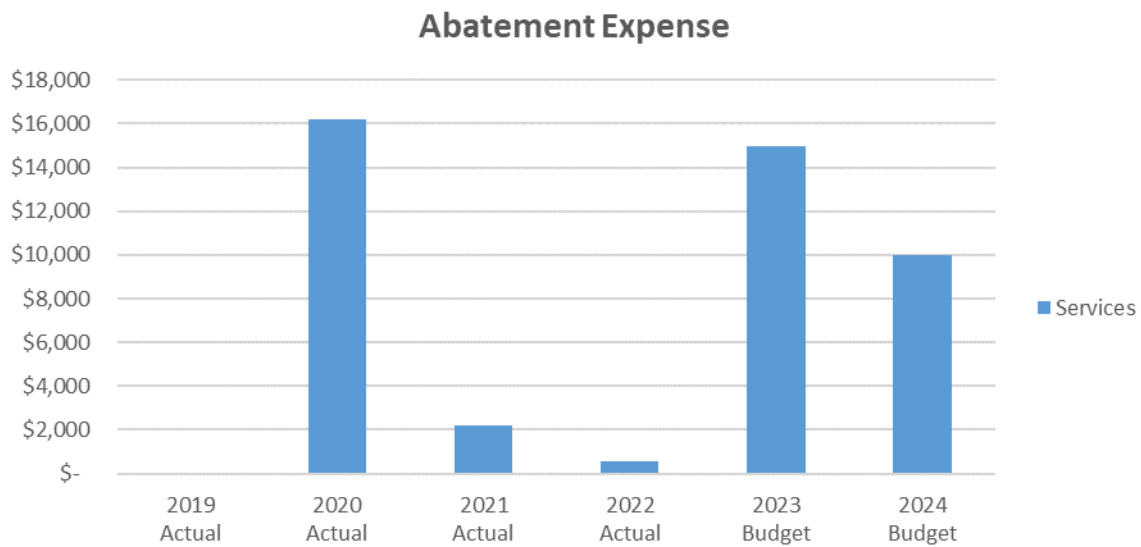


Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assessments	3,500	-	24,231	10,758	-	1,000
Interest/Other Earnings	1,522	401	61	964	500	1,400
<b>Total</b>	<b>\$ 5,022</b>	<b>\$ 401</b>	<b>\$ 24,293</b>	<b>\$ 11,722</b>	<b>\$ 500</b>	<b>\$ 2,400</b>

Transfers In: Council set this fund up for future abatement issues which may arise. The original set up money came from the General Fund.

### Abatement Fund Expenditures

Based on a prior experience with abatement of a property, the City has budgeted for the potential costs of abatement services. Salaries and benefits will only be charged if there is an abatement issue.

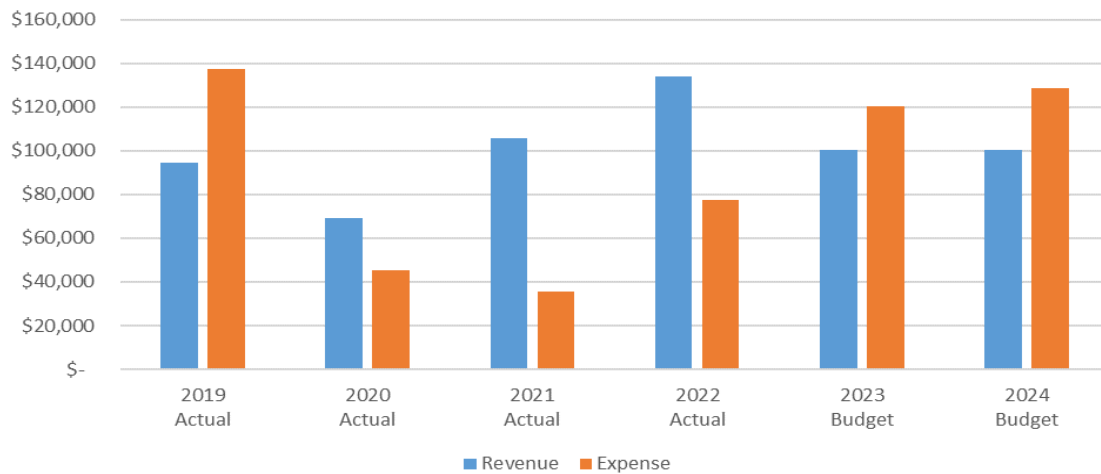


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Services	\$ -	\$ 16,206	\$ 2,228	\$ 570	\$ 15,000	\$ 10,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 16,206</b>	<b>\$ 2,228</b>	<b>\$ 570</b>	<b>\$ 15,000</b>	<b>\$ 10,000</b>

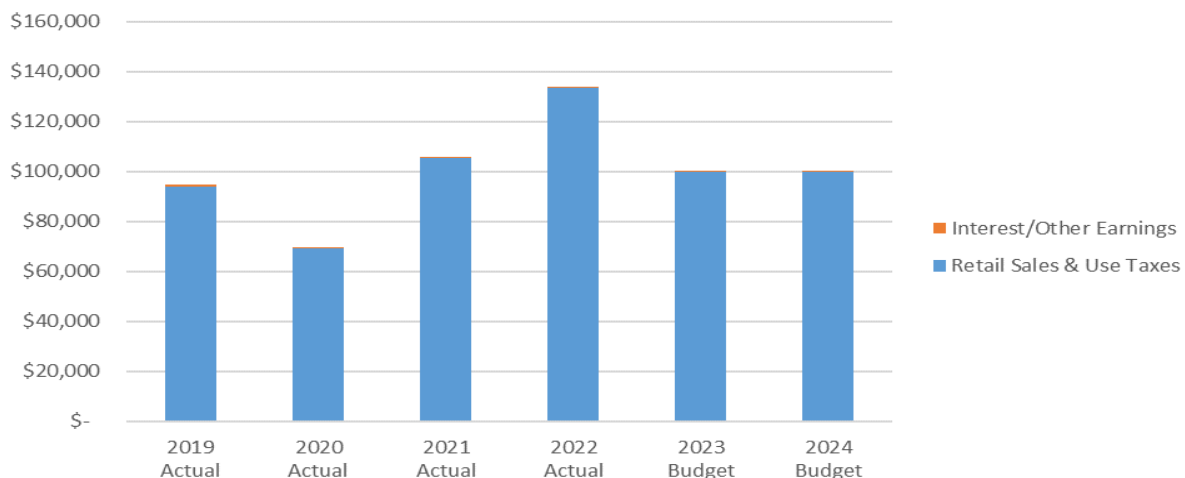
## Hotel Motel Tax Fund

The city receives Hotel/Motel taxes from room stays at local hotels. These funds are restricted by statute to the promotion and operation of tourism, increasing visitors and overnight stays in the City. The city has a Lodging Tax Advisory Committee (LTAC) who approves local applications for event funding, including those of the city. Once the LTAC approves the application, it is then approved through the budget process by the City Council. The council also sets an amount for events that come up throughout the year, which are still subject to review and approval by the LTAC.

### Hotel Motel Fund Revenue/Expense History



### Hotel Motel Revenue



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Retail Sales & Use Taxes	\$ 93,941	\$ 69,099	\$ 105,603	\$ 133,700	\$ 100,000	\$ 100,000
Interest/Other Earnings	749	75	13	215	500	500
<b>Total</b>	<b>\$ 94,691</b>	<b>\$ 69,174</b>	<b>\$ 105,615</b>	<b>\$ 133,915</b>	<b>\$ 100,500</b>	<b>\$ 100,500</b>

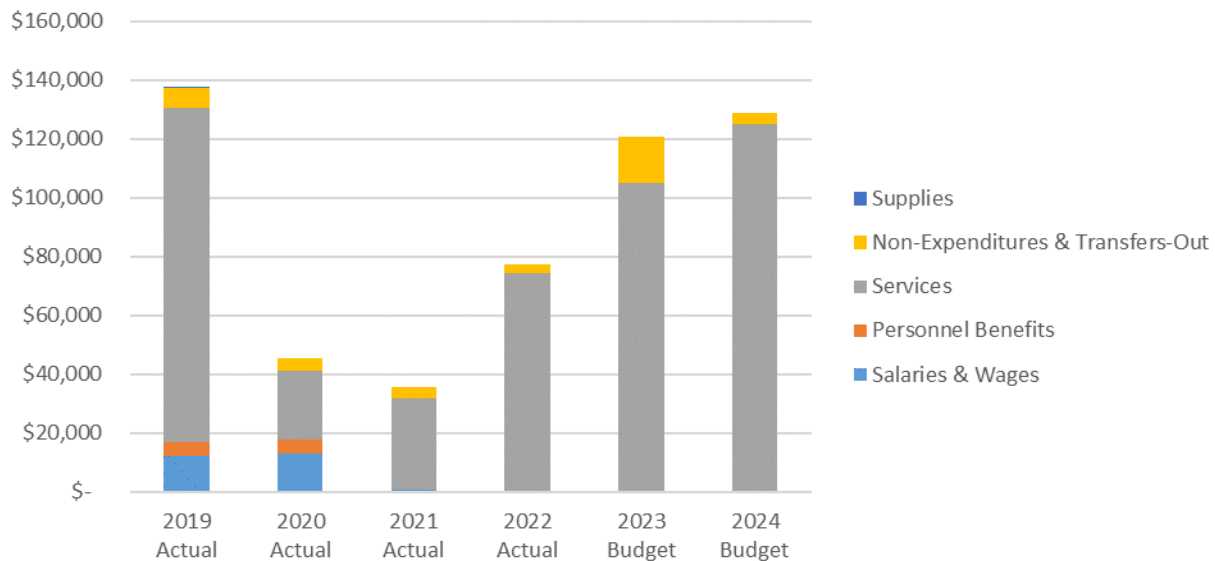
**Retail Sales & Use Taxes:** These are the Hotel Motel taxes received by the city from local hotels generated based on a tax on room stays. The city has two hotels and several air BnB's from which they receive this tax.

### Hotel Motel Tax Fund Expenditures

Expenditures for this fund are for a tourism consultant (\$19,200) as well as tourism events and promotion of the City. The following events/promotions were approved during the 2024 budget process to promote overnight stays in the city during fiscal year:

Requestor	Event / Promotion	Amount
Washougal Arts and Culture Alliance (WACA)	Art Festival	\$3,200
Washougal Studio Artist	Washougal Mother's Day Tour	\$1,200
Reed Creative	Beer Passport	\$8,206
Columbia Gorge Tourism Alliance	Annual Membership	\$2,000
Why Racing Events	Reflection Run	\$13,000
Why Racing Events	Scary Run	\$13,000
Other event support as recommended by the LTAC		\$60,194

### Hotel Motel Expense

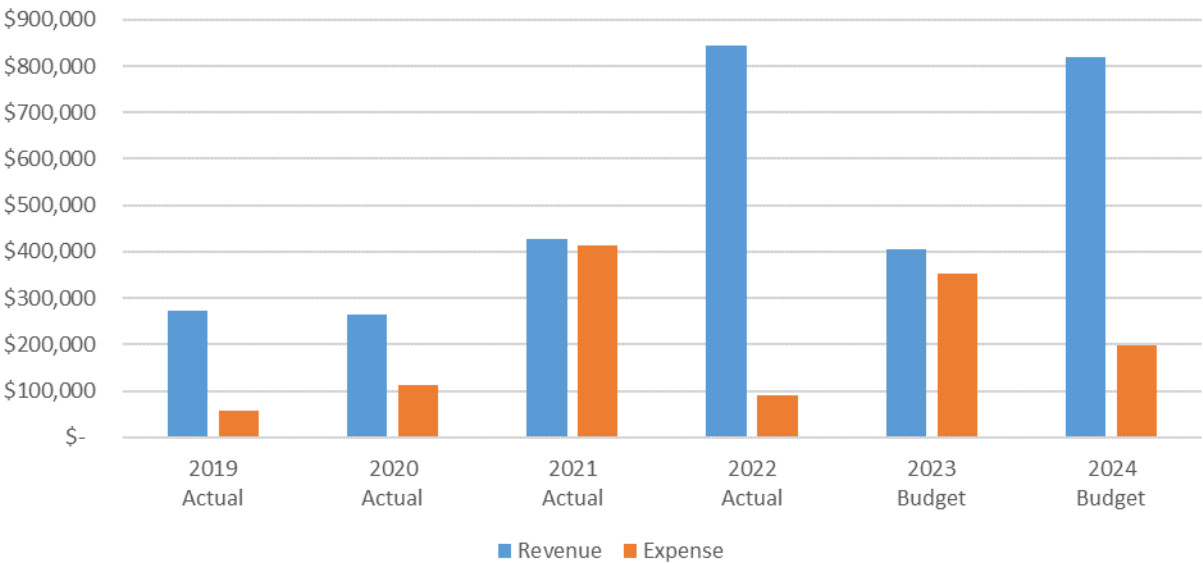


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 12,305	\$ 13,024	\$ 474	\$ -	\$ -	\$ -
Personnel Benefits	4,499	4,646	156	-	-	-
Services	113,700	23,454	31,256	74,477	105,000	125,000
Non-Expenditures & Transfers-Out	6,757	4,345	3,644	2,881	15,500	3,684
Supplies	61	-	-	-	-	-
<b>Total</b>	<b>\$ 137,321</b>	<b>\$ 45,469</b>	<b>\$ 35,530</b>	<b>\$ 77,358</b>	<b>\$ 120,500</b>	<b>\$ 128,684</b>

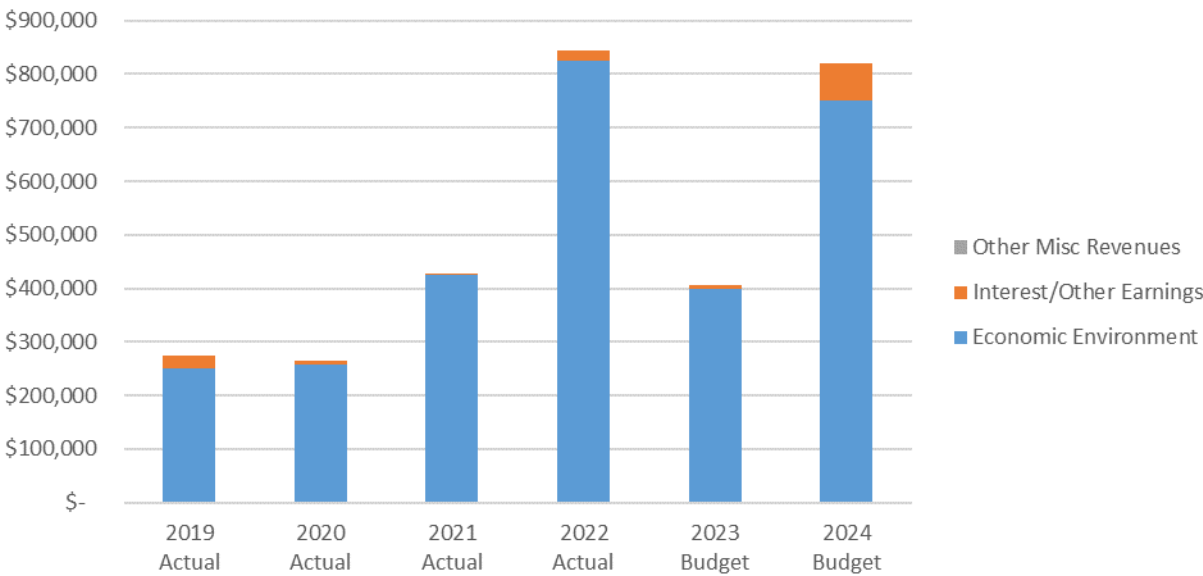
Transportation Development Fund

Traffic Impact Fees (TIF) are collected at the time of building permit issuance and can be used for transportation projects identified in the City’s Transportation Capital Facility Plan. Impact fees must be spent within 10 years of their collection. This fund tracks those revenues.

Transportation Development Fund Revenue/Expense History



Transportation Development Fund Revenue



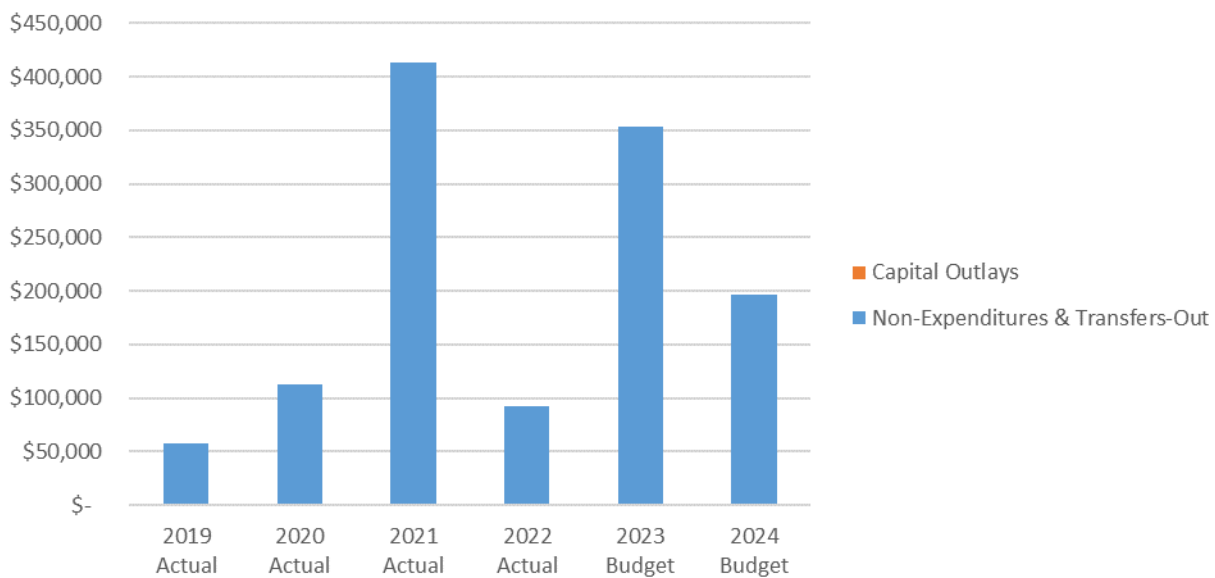
Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Economic Environment	\$ 251,350	\$ 257,272	\$ 424,828	\$ 825,399	\$ 400,000	\$ 750,000
Interest/Other Earnings	\$ 22,668	\$ 6,668	\$ 1,858	\$ 19,663	\$ 6,000	\$ 70,000
Other Misc Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 274,018</b>	<b>\$ 263,940</b>	<b>\$ 426,686</b>	<b>\$ 845,062</b>	<b>\$ 406,000</b>	<b>\$ 820,000</b>

**Economic Environment:** These are the Transportation Impact Fees collected on development activity to be used as a part of financing for public roads.

### Transportation Development Fund Expenditures

The revenues from this fund are used to pay for Capital Transportation Projects which are tracked out of the Transportation Capital Fund 353. The funds are transferred from this fund as a city match to grant proceeds received during the year to improve roadways, sidewalks, and transportation in the City.

### Transportation Development Fund Expense

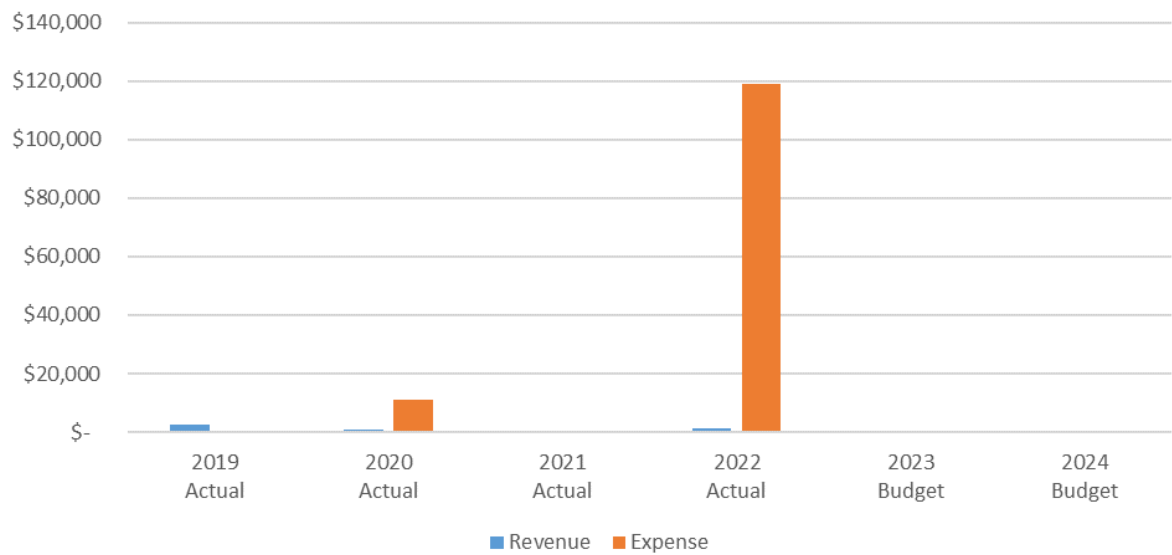


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Non-Expenditures & Transfers-Out	\$ 57,868	\$ 112,759	\$ 413,218	\$ 91,932	\$ 352,900	\$ 197,150
Capital Outlays	-	-	-	-	-	-
<b>Total</b>	<b>\$ 57,868</b>	<b>\$ 112,759</b>	<b>\$ 413,218</b>	<b>\$ 91,932</b>	<b>\$ 352,900</b>	<b>\$ 197,150</b>

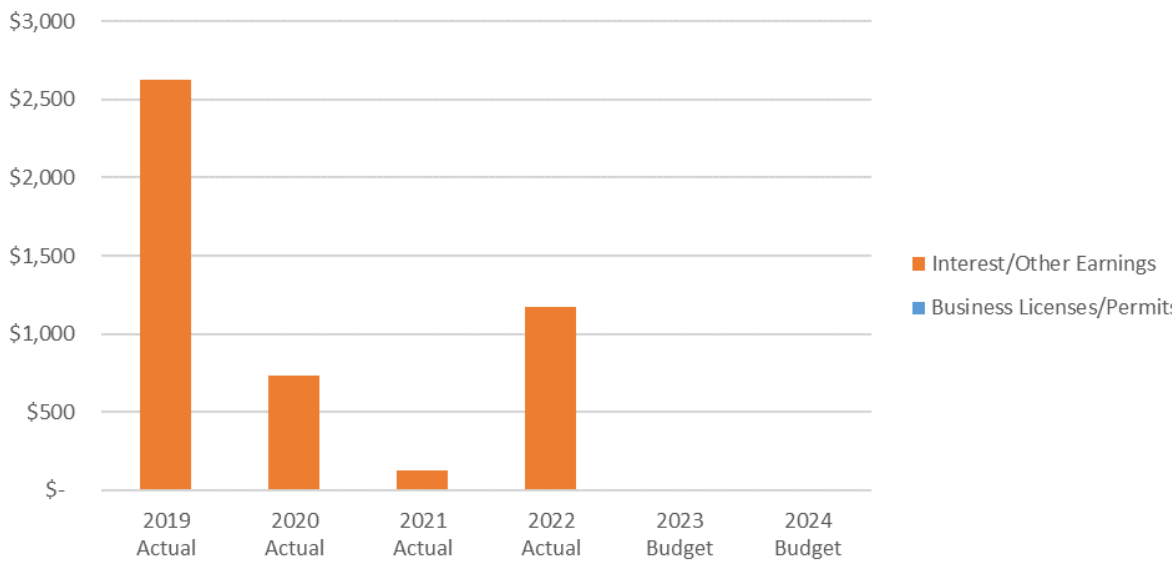
PEG Fee Fund

Public, Educational, and Governmental Access Channels fees are collected from cable subscribers by the cable company and can be used for informational and educational purposes on government and public access channels. Due to the limits on what the funds can be spent for, we are no longer collecting the fee and the fund balance was used to replace capital equipment when it depreciated. The city will reinstate the fee when necessary to ensure recording equipment can be replaced in the future when necessary. The City is not expecting any activity in this fund for 2024.

PEG Fee Fund Revenue/Expense History



PEG Fee Revenue

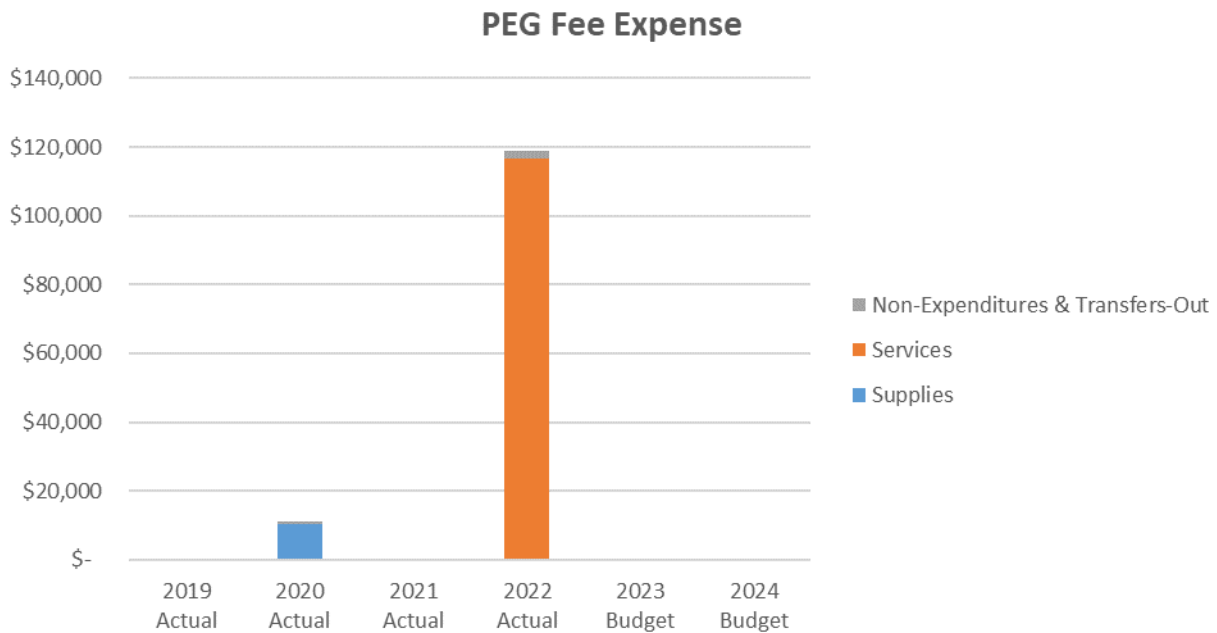


Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Business Licenses/Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest/Other Earnings	2,627	733	124	1,170	-	-
<b>Total</b>	<b>\$ 2,627</b>	<b>\$ 733</b>	<b>\$ 124</b>	<b>\$ 1,170</b>	<b>\$ -</b>	<b>\$ -</b>

**PEG Fee:** Fees collected from cable subscribers for use in broadcasting government on local access channels.

### PEG Fee Fund Expenditures

The primary expenditure for this fund is video server maintenance. In 2022, the city upgraded all the production equipment in the Council Chambers. No expenses are expected for 2024.

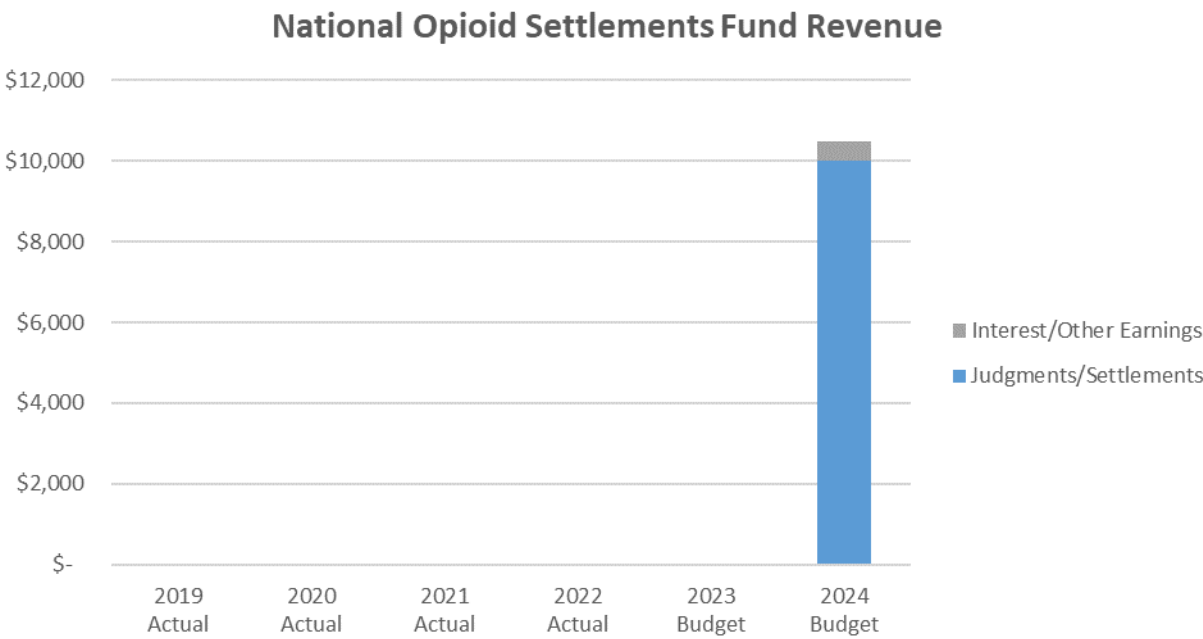
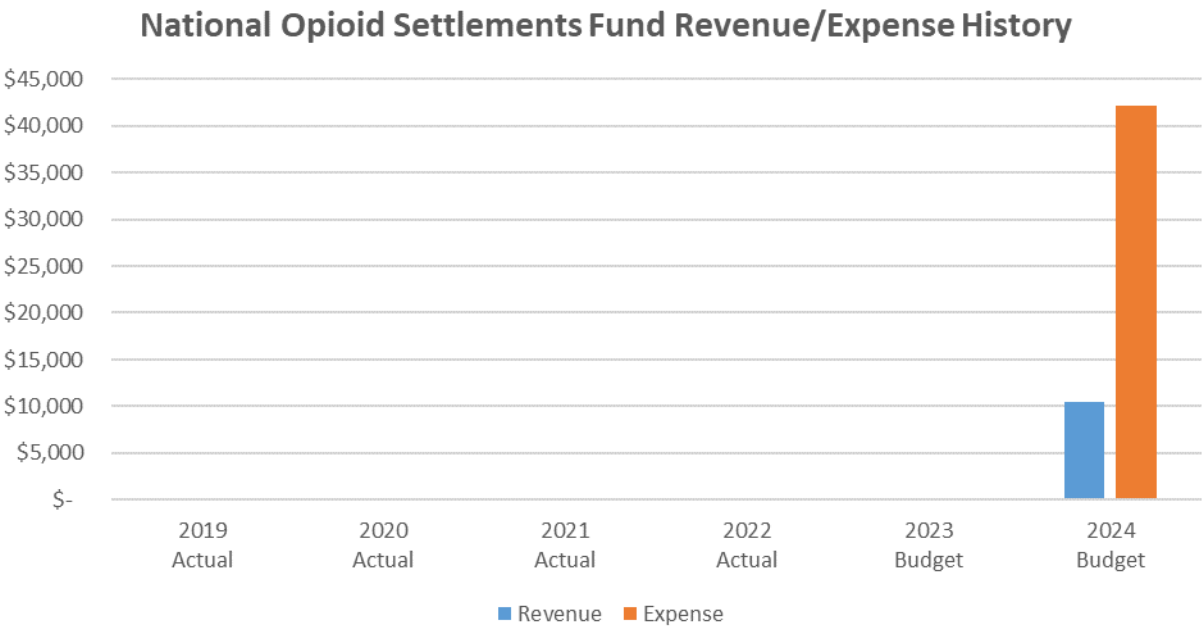


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Supplies	\$ -	\$ 10,504	\$ -	\$ -	\$ -	\$ -
Services	-	-	-	116,533	-	-
Non-Expenditures & Transfers-Out	-	463	-	2,365	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 10,967</b>	<b>\$ -</b>	<b>\$ 118,897</b>	<b>\$ -</b>	<b>\$ -</b>



### National Opioid Settlements Fund

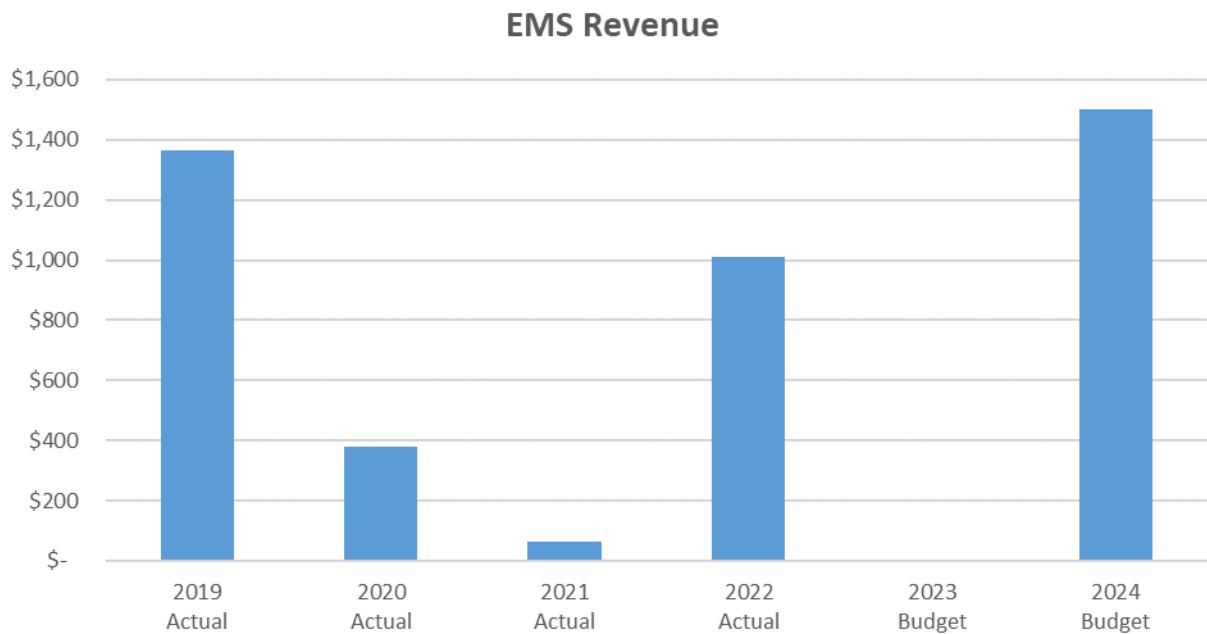
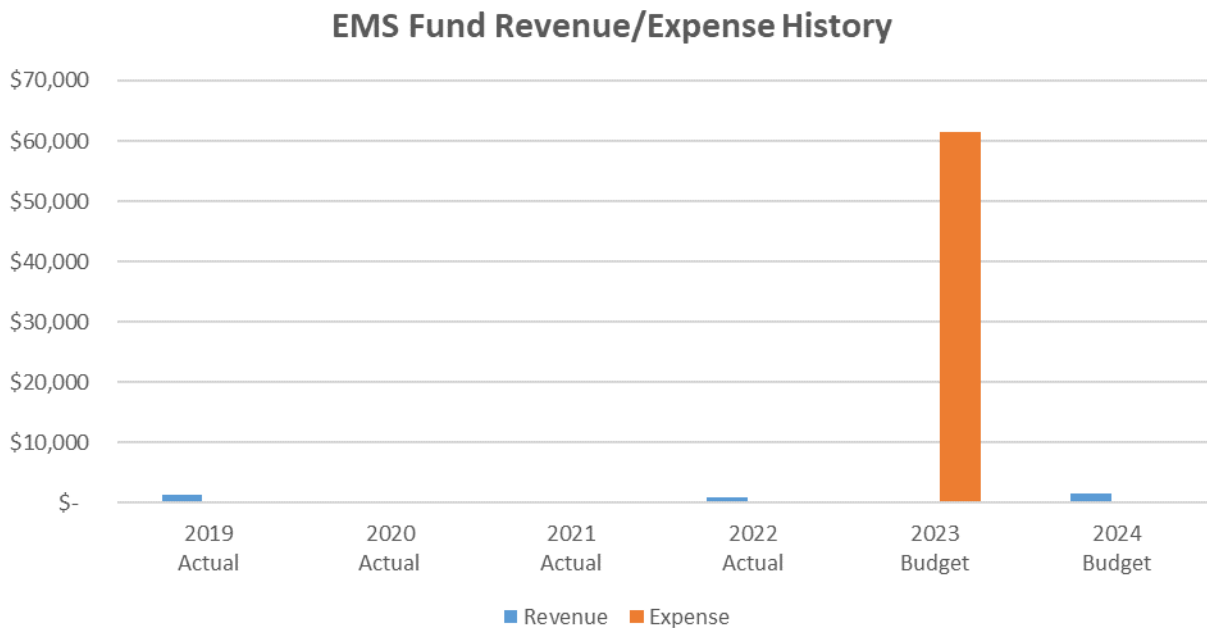
This fund was established in 2023 to track restricted revenues received under a resolution with three opioid manufacturing companies found responsible for fueling the opioid epidemic.





### EMS Restricted Revenue Fund

This fund was established to track restricted Emergency Service revenues from a levy lid lift approved by voters in 2006, which expired at the end of 2012.

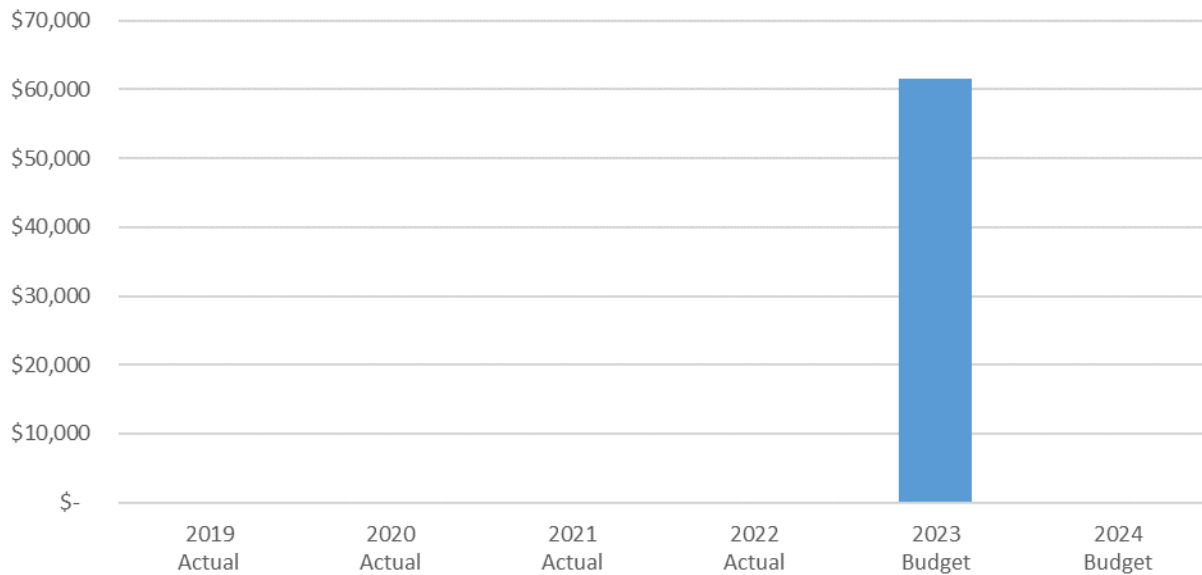


Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Interest/Other Earnings	\$ 1,365	\$ 381	\$ 64	\$ 1,009	\$ -	\$ 1,500
<b>Total</b>	<b>\$ 1,365</b>	<b>\$ 381</b>	<b>\$ 64</b>	<b>\$ 1,009</b>	<b>\$ -</b>	<b>\$ 1,500</b>

### EMS Restricted Revenue Fund Expenditures

The fund balance is available to be transferred to the General Fund in support of the EMS payment to the City of Camas, if needed. However, for 2024, no transfer is budgeted at this time.

### EMS Expense

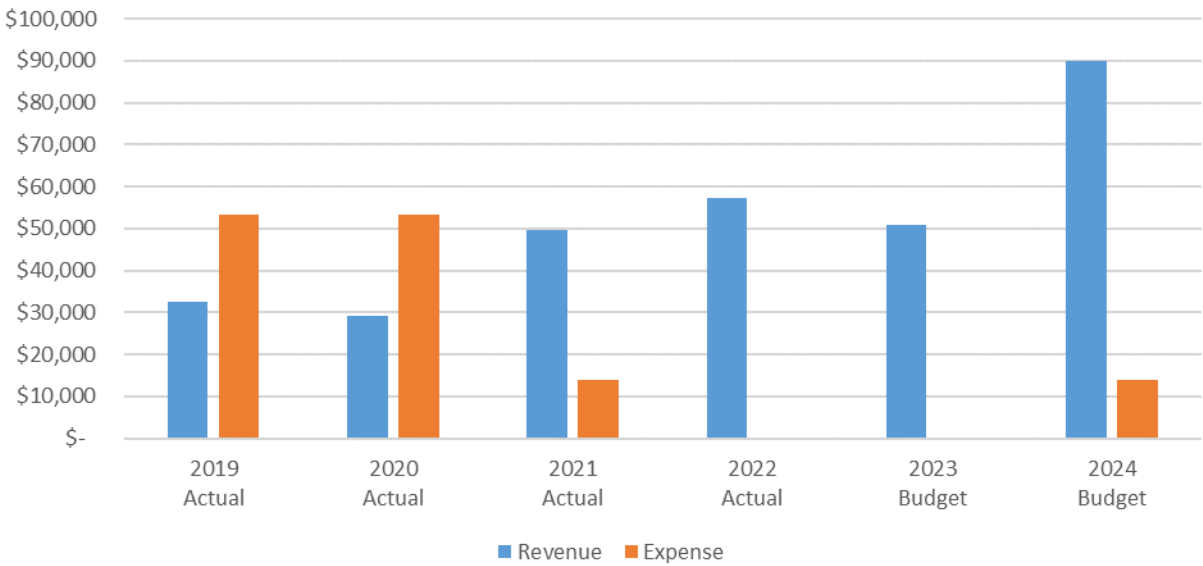


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Non-Expenditures & Transfers-Out	\$ -	\$ -	\$ -	\$ -	\$ 61,500	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,500</b>	<b>\$ -</b>

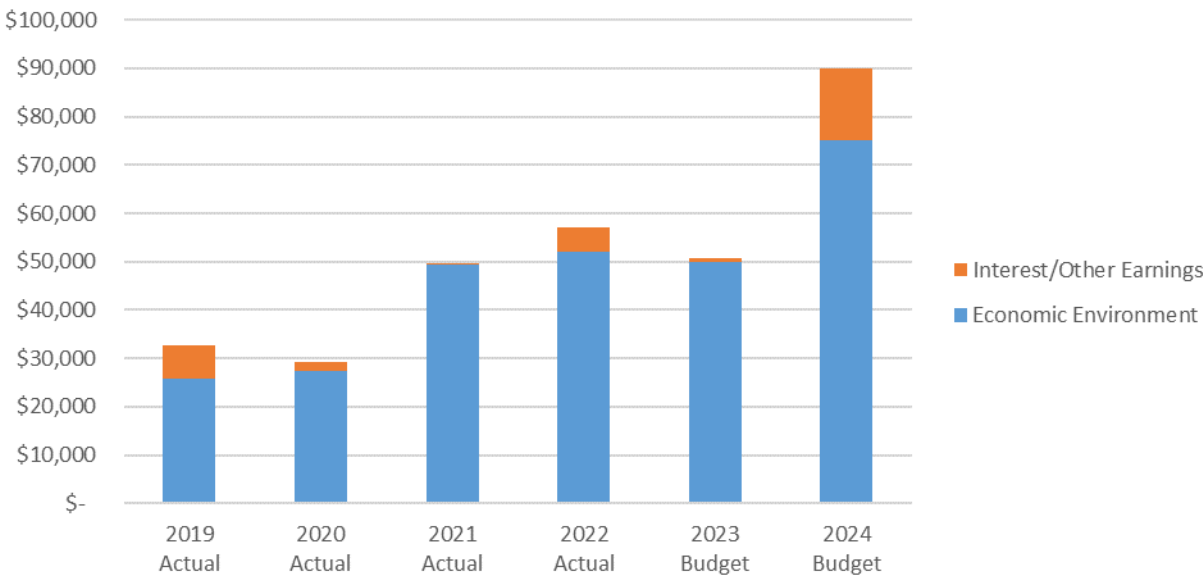
### Fire Impact Fees Fund

Fire Impact Fees are collected at the time of building permit issuance and can be used for fire projects identified in the City’s Capital Facility Plan. Impact fees must be spent within 10 years of collection. This fund tracks the revenues and expenditures for this restricted revenue source.

Fire Impact Fees Fund Revenue/Expense History



Fire Impact Fee Revenue

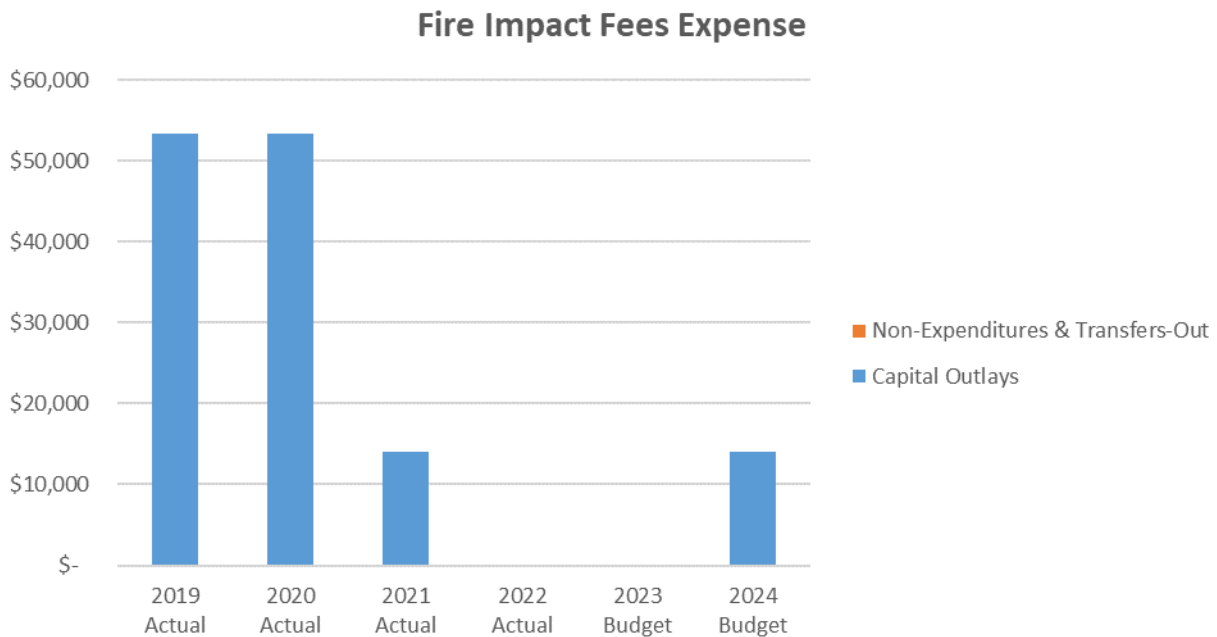


Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Economic Environment	\$ 25,735	\$ 27,328	\$ 49,293	\$ 52,079	\$ 50,000	\$ 75,000
Interest/Other Earnings	6,884	1,920	324	5,086	750	15,000
<b>Total</b>	<b>\$ 32,618</b>	<b>\$ 29,248</b>	<b>\$ 49,616</b>	<b>\$ 57,166</b>	<b>\$ 50,750</b>	<b>\$ 90,000</b>

Economic Environment: These are the Fire Impact Fees collected on development activity to be used as part of financing for fire capital.

### Fire Impact Fees Fund Expenditures

In the past, Fire Impact Fees were utilized to make debt payments to the City of Camas for fire apparatus. Currently, \$14,000 is budgeted for capital outlays and the remainder of the funds are being accumulated for future Fire Department capital facility needs.

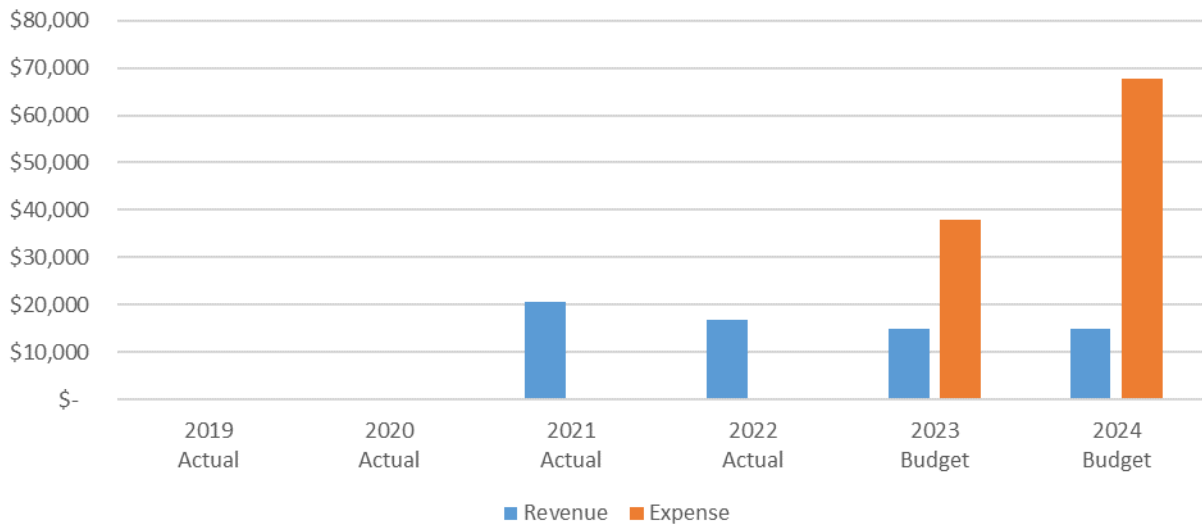


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Capital Outlays	\$ 53,300	\$ 53,300	\$ 14,000	\$ -	\$ -	\$ 14,000
Non-Expenditures & Transfers-Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 53,300</b>	<b>\$ 53,300</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,000</b>

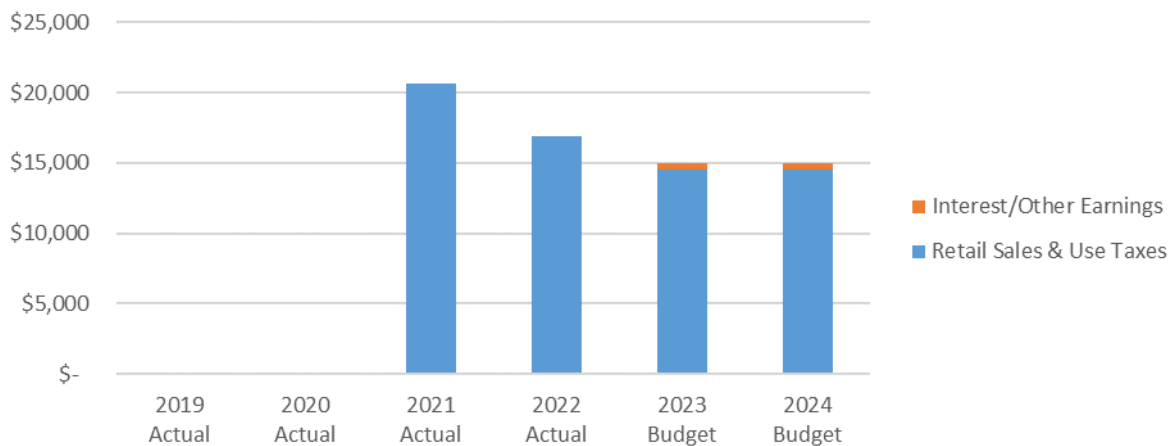
## Affordable Housing Sales Tax Credit Fund

This was a new fund in 2021 as the Washington State Legislature approved Substitute House Bill 1406. This authorized the City Council to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing. This fund tracks the revenues and expenditures for this restricted revenue source.

### Affordable Housing Sales Tax Credit Fund Revenue/Expense History



### Affordable Housing Sales Tax Credit Revenue



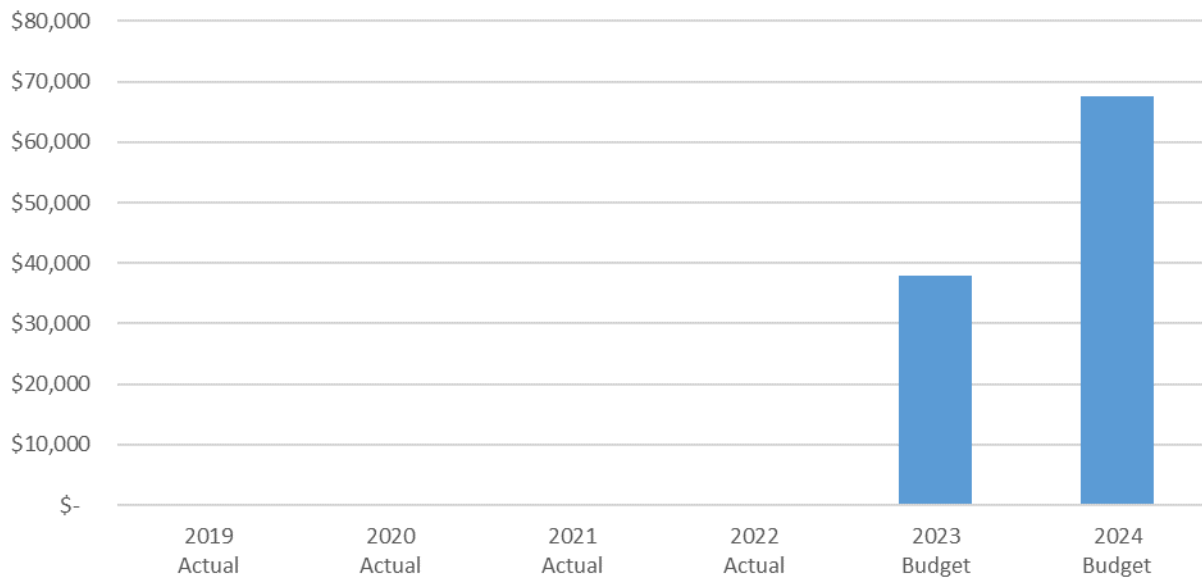
Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Retail Sales & Use Taxes	\$ -	\$ 0	\$ 20,665	\$ 16,925	\$ 14,500	\$ 14,500
Interest/Other Earnings	-	-	-	-	500	500
<b>Total</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 20,665</b>	<b>\$ 16,925</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>

Sales and Use Tax: This is the City's portion of tax that is collected by the state.

### Affordable Housing Sales Tax Credit Fund Expenditures

The City is still determining what the best use of these funds would be for the community. It is anticipated that the City will hire a consultant to utilize these funds, therefore the expenses are all listed as services.

### Affordable Housing Sales Tax Credit Expense



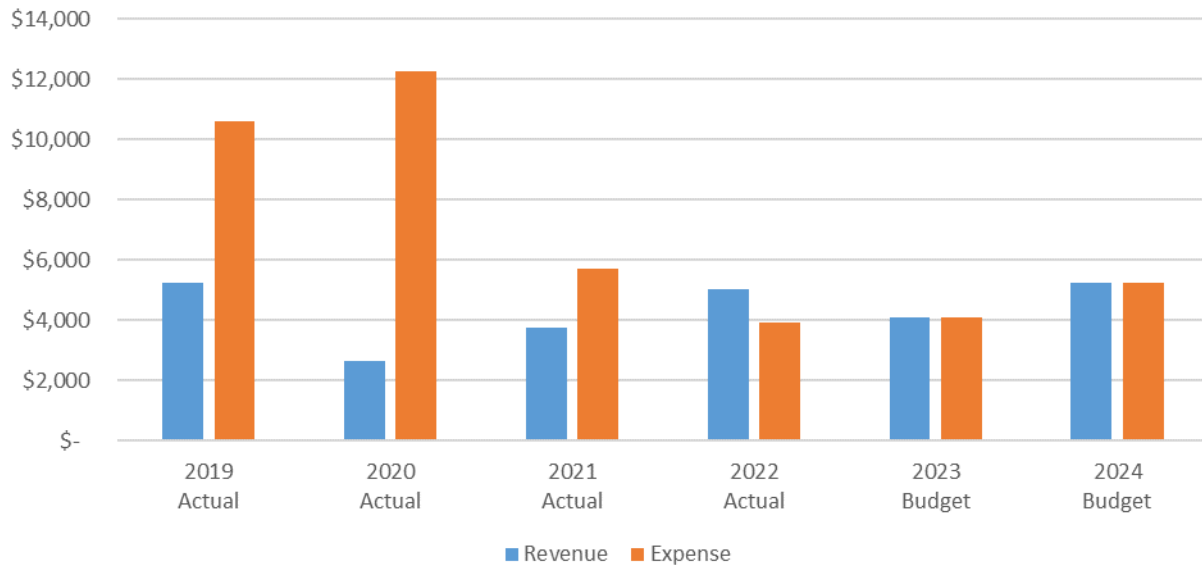
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Services	\$ -	\$ -	\$ -	\$ -	\$ 38,000	\$ 67,600
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,000</b>	<b>\$ 67,600</b>



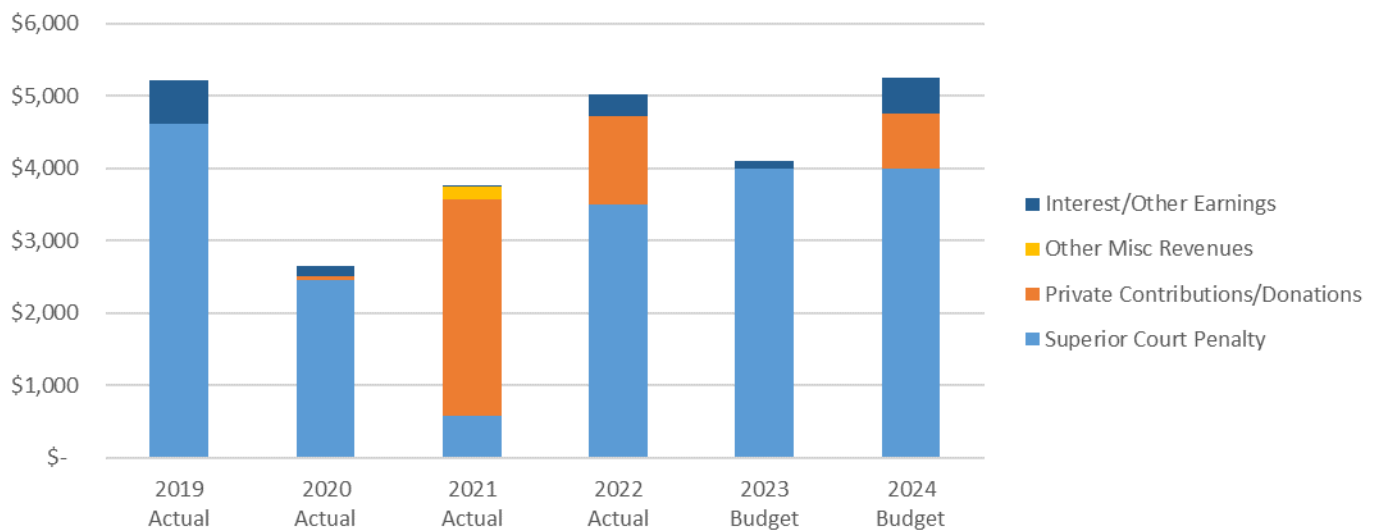
## Drug Seizure Fund

Money retained through drug seizures, which is not required to be submitted to the State, can only be used for the expansion or improvement of controlled substance related law enforcement activity, and cannot supplant pre-existing funding sources. Typically, these funds are used to provide training and other purchases to enhance the City's K-9 program.

### Drug Seizure Fund Revenue/Expense History



### Drug Seizure Fund Revenue



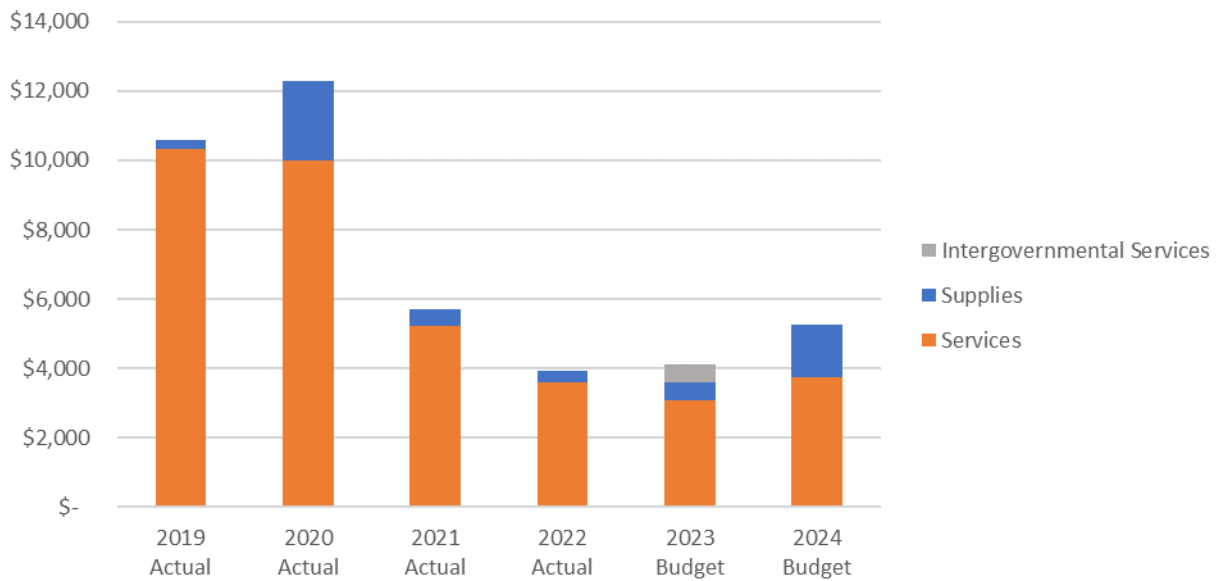
Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Superior Court Penalty	\$ 4,621	\$ 2,460	\$ 576	\$ 3,501	\$ 4,000	\$ 4,000
Private Contributions/Donations	-	50	3,000	1,225	-	750
Other Misc Revenues	-	-	173	-	-	-
Interest/Other Earnings	603	145	19	301	100	500
<b>Total</b>	<b>\$ 5,223</b>	<b>\$ 2,655</b>	<b>\$ 3,768</b>	<b>\$ 5,026</b>	<b>\$ 4,100</b>	<b>\$ 5,250</b>

Superior Court Felony: These are the investigative funds a court orders a defendant to contribute to a local fund for investigations.

### Drug Seizure Fund Expenditures

The city has one K-9 officer. While the overtime associated with drug investigations is charged to the Police operating budget, this fund supports the K-9 program.

### Drug Seizure Fund Expense

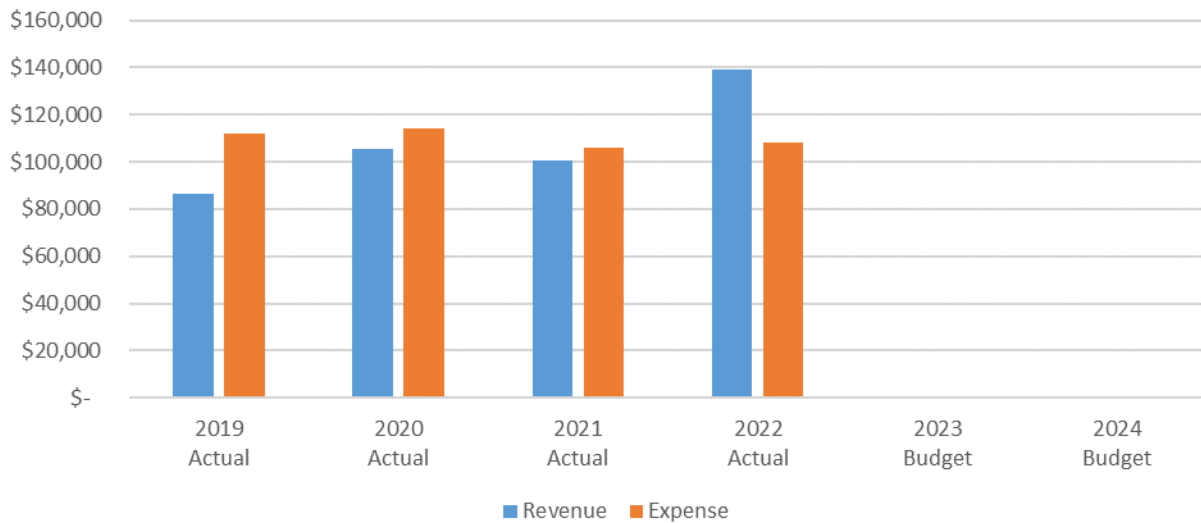


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Services	\$ 10,340	\$ 9,990	\$ 5,241	\$ 3,603	\$ 3,100	\$ 3,750
Supplies	259	2,282	465	318	500	1,500
Intergovernmental Services	-	-	-	-	500	-
<b>Total</b>	<b>\$ 10,600</b>	<b>\$ 12,272</b>	<b>\$ 5,706</b>	<b>\$ 3,921</b>	<b>\$ 4,100</b>	<b>\$ 5,250</b>

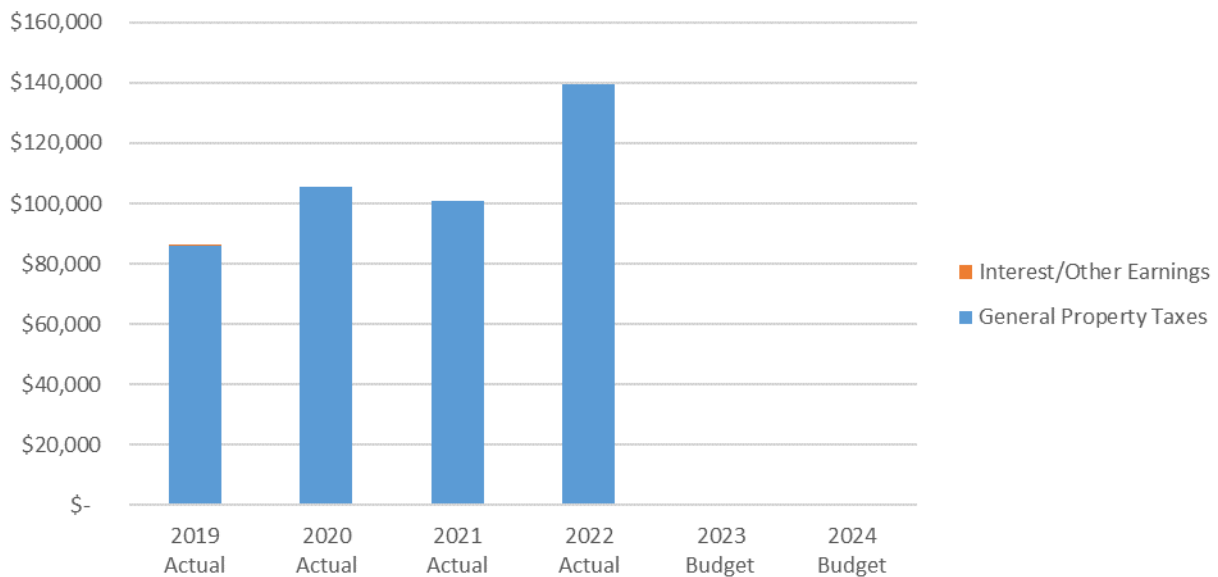
## Unlimited General Obligation Debt Fund

This is a debt service fund which pays for the outstanding General Obligation debt which was used for the City's Police Station building. This was a voted general obligation bond which incurred an additional property tax levy which pays the debt service for this debt. The city refinanced the debt for a lower interest rate in 2012. This bond matured and was paid off in 2022. No activity is expected after 2022.

### Unlimited General Obligation Debt Fund Revenue/Expense History



### Unlimited General Obligation Debt Revenue

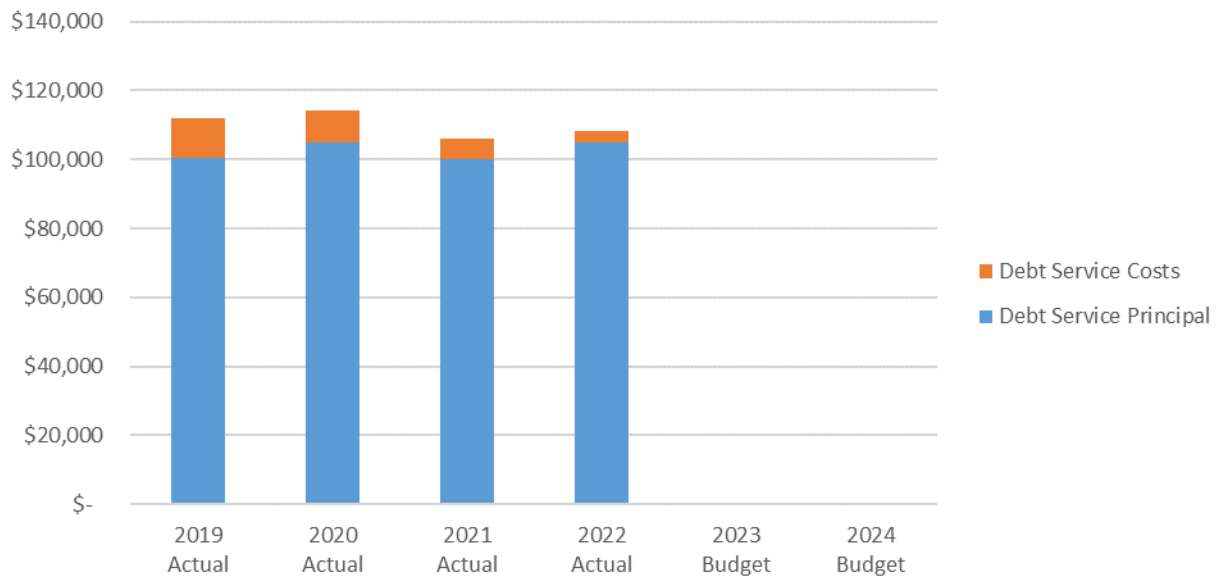


Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
General Property Taxes	\$ 85,901	\$ 105,473	\$ 100,674	\$ 139,391	\$ -	\$ -
Interest/Other Earnings	339	-	-	-	-	200
<b>Total</b>	<b>\$ 86,239</b>	<b>\$ 105,473</b>	<b>\$ 100,674</b>	<b>\$ 139,391</b>	<b>\$ -</b>	<b>\$ 200</b>

### Unlimited General Obligation Debt Fund Expenditures

Expenditures from this fund are for the annual principal and interest payments on the outstanding General Obligation bonds. This bond obligation was paid off in 2022 and no expenses are expected thereafter.

### Unlimited General Obligation Debt Expense

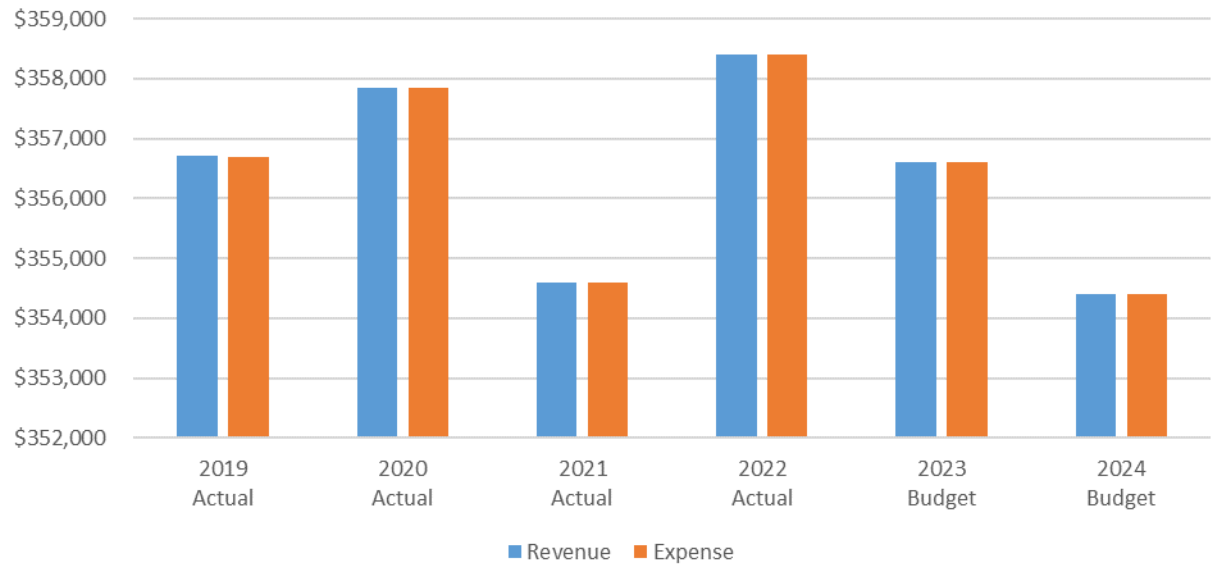


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Debt Service Principal	\$ 100,300	\$ 105,000	\$ 100,000	\$ 105,000	\$ -	\$ -
Debt Service Costs	11,600	9,300	6,150	3,150	-	-
<b>Total</b>	<b>\$ 111,900</b>	<b>\$ 114,300</b>	<b>\$ 106,150</b>	<b>\$ 108,150</b>	<b>\$ -</b>	<b>\$ -</b>

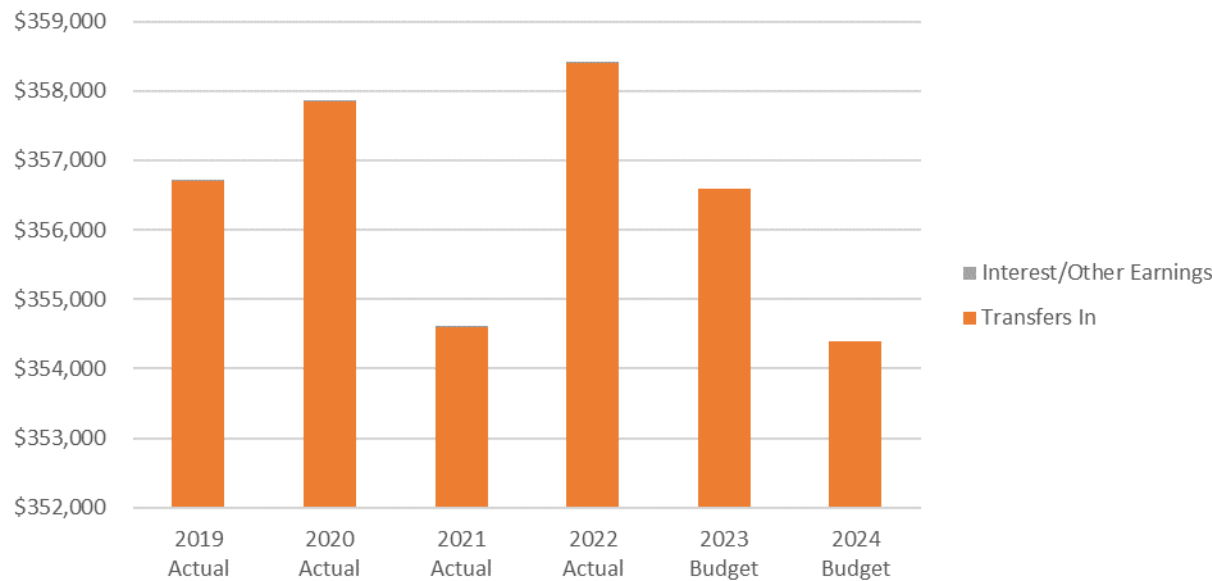
Downtown Revitalization Bond Fund

This is a debt service fund which pays for the outstanding General Obligation debt which was used for the City’s Downtown Revitalization. The debt is paid with monies transferred from the REET Funds. The city refinanced the debt for a lower interest rate in 2014, which is shown as revenue and expenditures in the charts below.

Downtown Revitalization Bond Revenue/Expense History



Downtown Bond Revenue

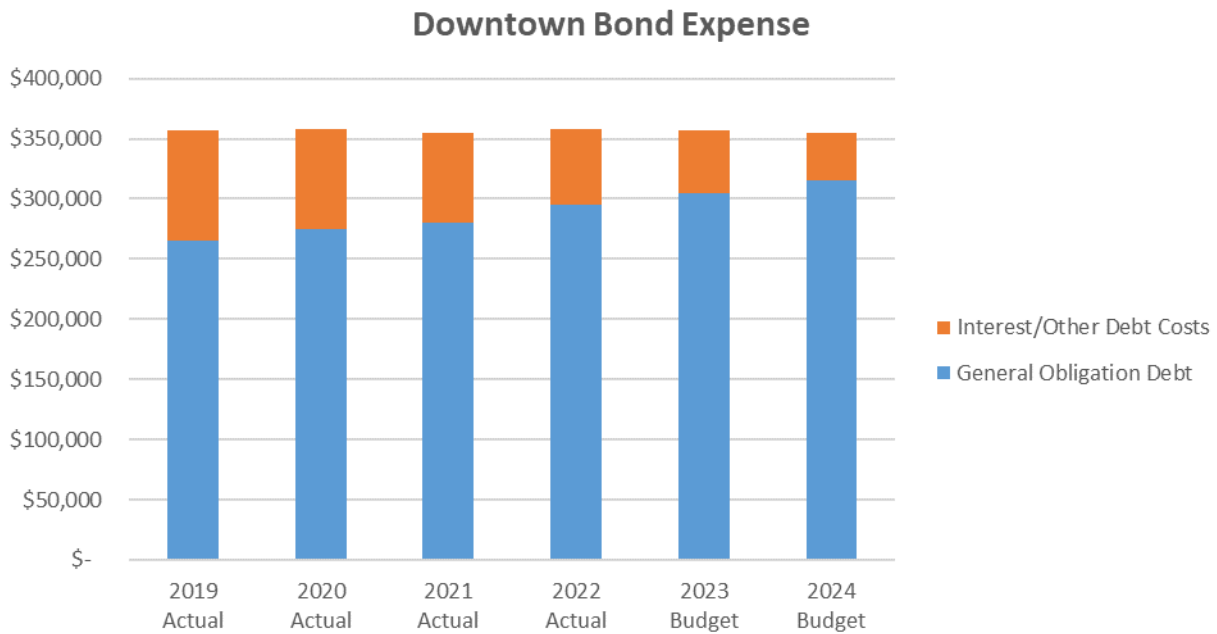


Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ 356,700	\$ 357,850	\$ 354,600	\$ 358,400	\$ 356,600	\$ 354,400
Interest/Other Earnings	8	2	0	6	-	-
<b>Total</b>	<b>\$ 356,708</b>	<b>\$ 357,852</b>	<b>\$ 354,600</b>	<b>\$ 358,406</b>	<b>\$ 356,600</b>	<b>\$ 354,400</b>

Transfer In: The First Quarter Percent REET fund pays for the principal and interest on these bonds through a transfer.

### Downtown Revitalization Bond Fund Expenditures

The expenditures from this fund are principal and interest payments on the General Obligation debt for the downtown revitalization.

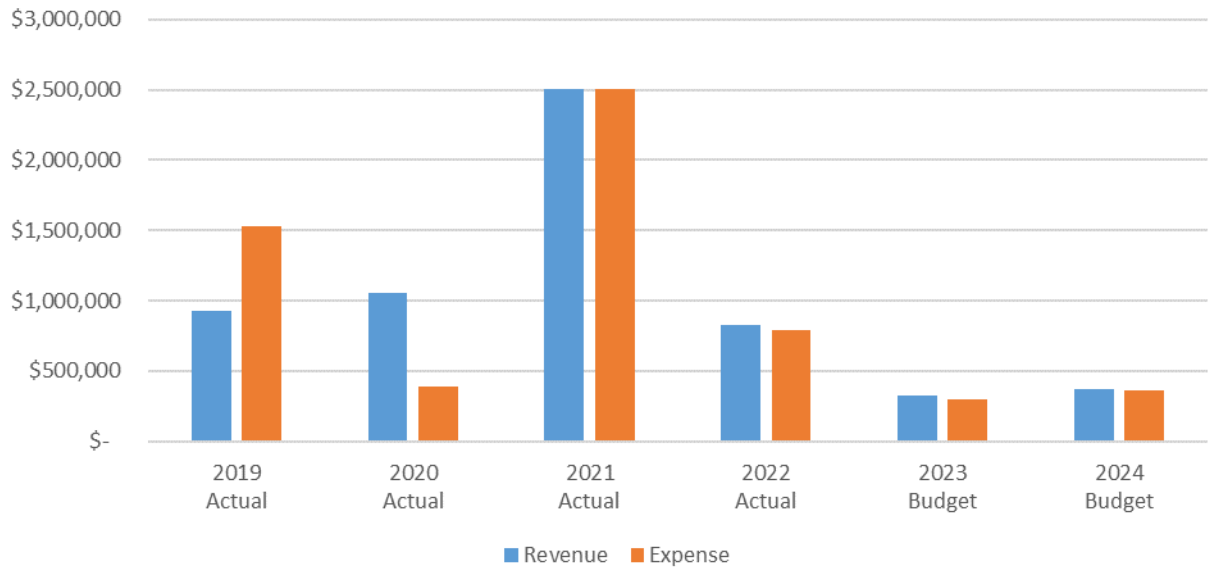


Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
General Obligation Debt	\$ 265,300	\$ 275,000	\$ 280,000	\$ 295,000	\$ 305,000	\$ 315,000
Interest/Other Debt Costs	91,400	82,850	74,600	63,400	51,600	39,400
<b>Total</b>	<b>\$ 356,700</b>	<b>\$ 357,850</b>	<b>\$ 354,600</b>	<b>\$ 358,400</b>	<b>\$ 356,600</b>	<b>\$ 354,400</b>

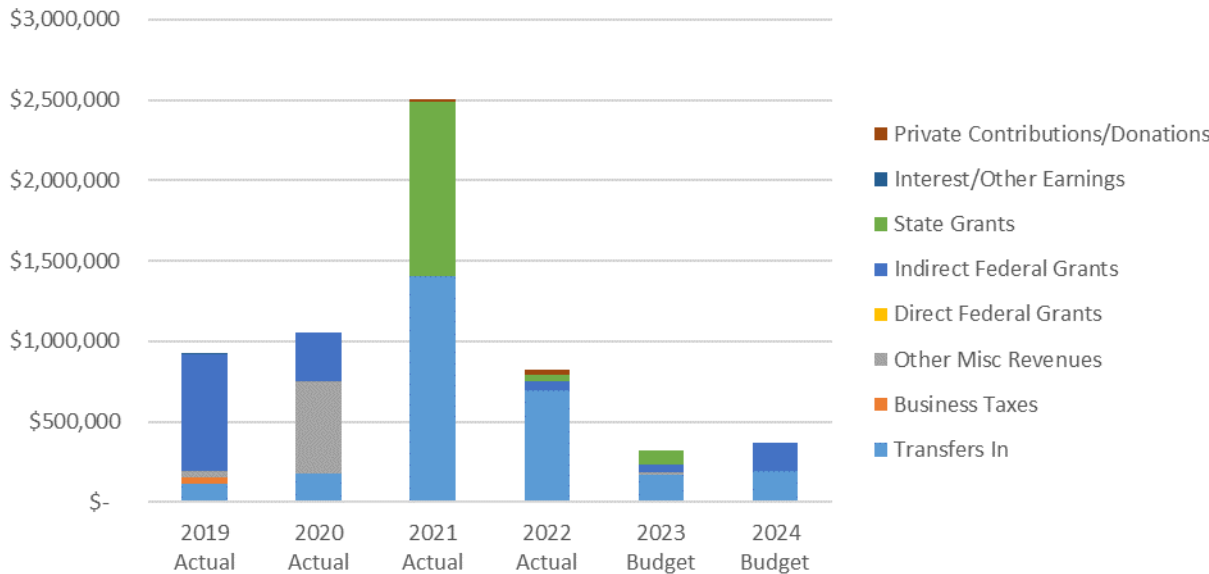
Park Capital Project Fund

This is a Capital Project Fund to track the City’s Park Capital Projects. Funds for the projects come from the General Fund, Park Impact Fees, and grants. In 2019, the City increased several utility taxes to increase the funding available for the Park Capital Project Fund. This Fund was created through a budget amendment in 2016. General Fund reserves were used to seed the fund.

Park Capital Improvement Fund Revenue/Expense History



Park Capital Improvement Fund Revenue



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ 111,292	\$ 176,007	\$ 1,407,964	\$ 697,028	\$ 174,300	\$ 192,000
Business Taxes	\$ 43,719	\$ -	\$ -	\$ -	\$ -	\$ -
Other Misc Revenues	\$ 37,742	\$ 573,202	\$ -	\$ -	\$ 10,000	\$ -
Direct Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Federal Grants	\$ 727,500	\$ 304,744	\$ -	\$ 58,262	\$ 50,000	\$ 179,000
State Grants		\$ -	\$ 1,081,320	\$ 35,000	\$ 89,700	\$ -
Interest/Other Earnings	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Private Contributions/Donation	\$ -	\$ -	\$ 15,800	\$ 33,724	\$ -	\$ -
<b>Total</b>	<b>\$ 925,253</b>	<b>\$ 1,053,954</b>	<b>\$ 2,505,084</b>	<b>\$ 824,014</b>	<b>\$ 324,000</b>	<b>\$ 371,000</b>

Grants: The city was awarded a Community Development Block Grant (CDBG) in anticipation of being awarded several grants during 2024 and will continue to apply as they become available. See the project table below in the expenditure section for more 2024 Parks projects.

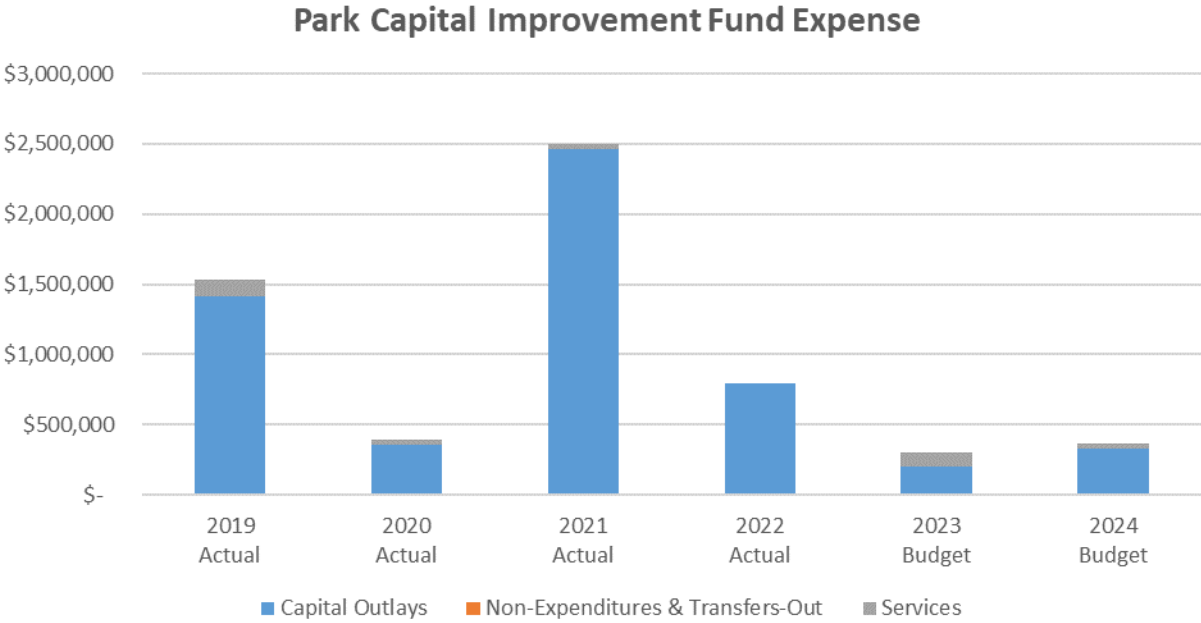
Transfers In: Park Impact Fees totaling \$60,000, \$100,000 from General Fund utility taxes, and \$32,000 from cemetery donations and fees are slated to be transferred into this fund for Parks Capital Projects.

#### Park Capital Fund Expenditures

This fund pays for Capital Projects for the City's Parks. For 2024, the following projects are slated to improve and repair City Parks:

Parks Capital Fund	Budget
Hamlik Park Basketball Court	\$ 259,000
Hathaway Park Security Lighting Upgrades	70,000
Veteran Memorial Design	32,000
<b>Total Parks Capital</b>	<b>\$ 361,000</b>



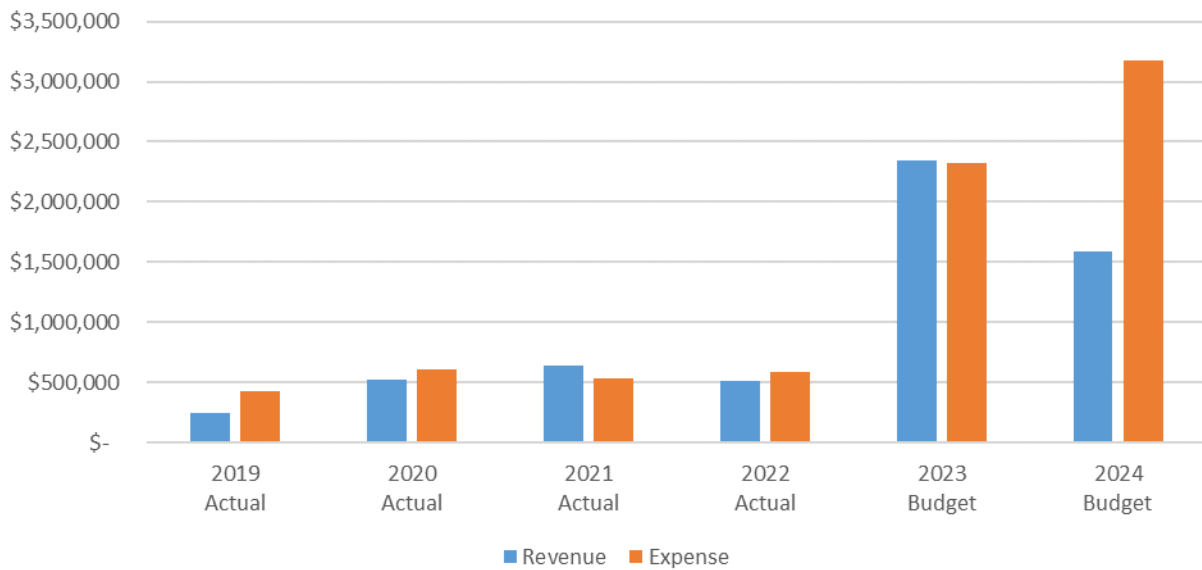


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Capital Outlays	\$ 1,409,457	\$ 351,756	\$ 2,460,271	\$ 794,626	\$ 200,000	\$ 329,000
Non-Expenditures & Transfers-Out	-	-	-	-	-	-
Services	123,534	36,327	42,658	-	100,000	32,000
Total	\$ 1,532,991	\$ 388,083	\$ 2,502,929	\$ 794,626	\$ 300,000	\$ 361,000

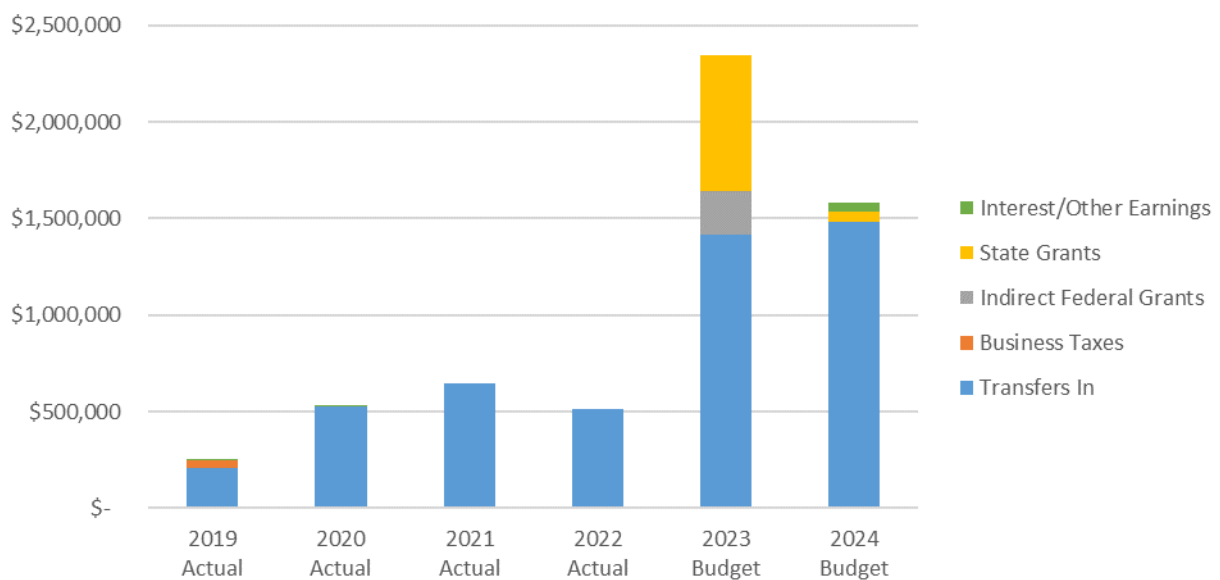
## Building Contingency Fund

This is a Capital Project Fund to track the City's Facility Capital Projects. In 2019, the City increased several utility taxes to increase the funding available for the Building Contingency Fund. Funds for the projects come from the general fund and grants.

### Building Contingency Fund Revenue/Expense History



### Building Contingency Fund Revenue



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ 206,088	\$ 525,248	\$ 647,512	\$ 512,785	\$ 1,417,000	\$ 1,485,000
Business Taxes	43,719	-	-	-	-	-
Indirect Federal Grants	-	-	-	-	227,000	-
State Grants	-	-	-	-	700,000	50,000
Interest/Other Earnings	1,301	83	-	-	-	50,000
<b>Total</b>	<b>\$ 251,108</b>	<b>\$ 525,332</b>	<b>\$ 647,512</b>	<b>\$ 512,785</b>	<b>\$ 2,344,000</b>	<b>\$ 1,585,000</b>

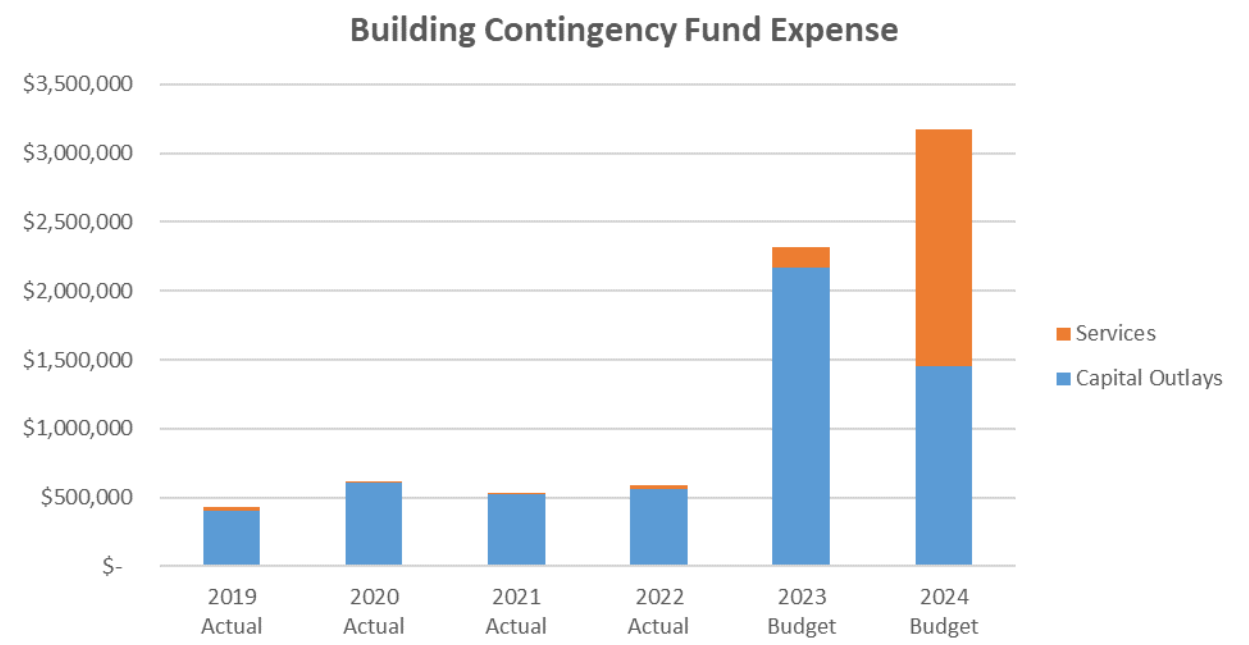
State Grants: The city requested a state appropriation for the City's Social Service Building project.

Transfers In: The City's General Fund transfers funds for the Capital Projects tracked by this fund.

### **Building Contingency Fund Expenditures**

This fund pays for Capital Projects for the City's Facilities. For 2024, the table below highlights the projects to improve and repair City Facilities. Additional operating expenses are not expected with these projects and ongoing facility maintenance is already included in the facilities operations budget.

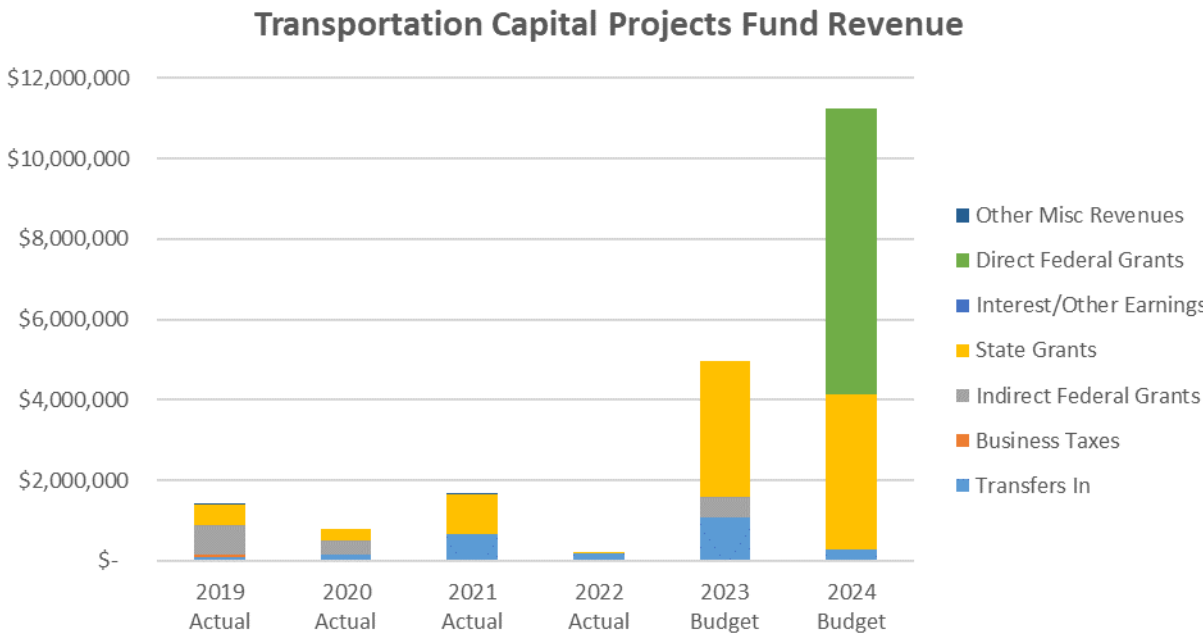
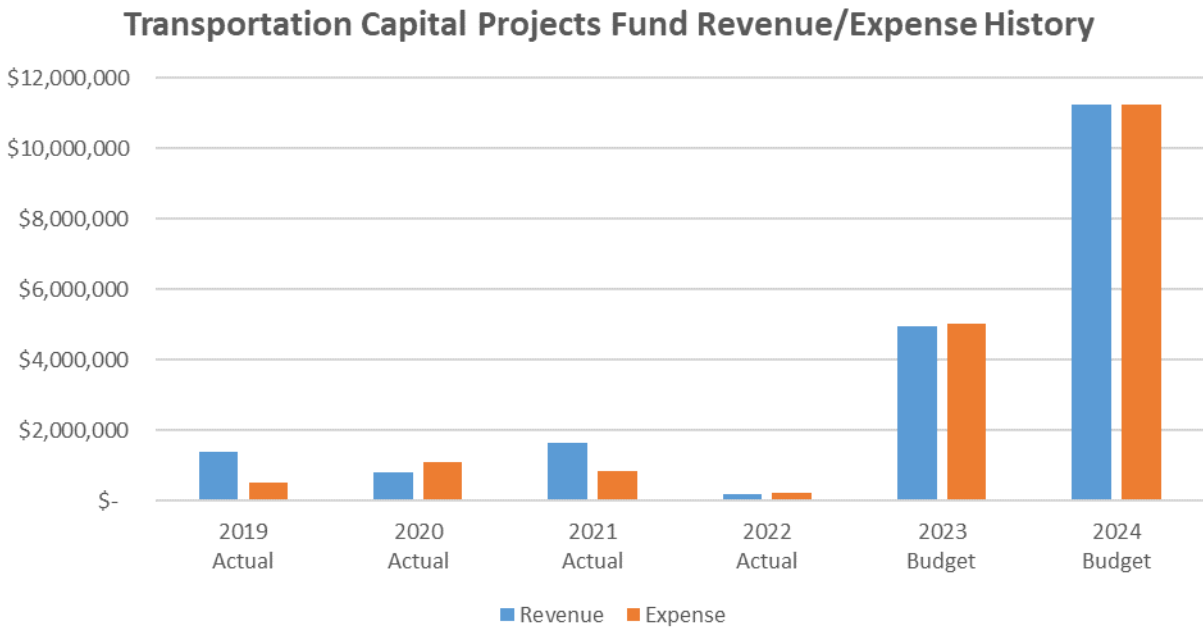
Building Capital Projects Fund	Budget
Social Services Building Project	\$ 50,000
PW Operations Center Bldg. Maint. & Repair	1,300,000
Facilities Master Plan	75,000
ADA Transition Plan	150,000
Facilities Major Maintenance	100,000
Downtown Revitalization (Civic Campus)	1,500,000
<b>Total Facilities Capital</b>	<b>\$ 3,175,000</b>



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Capital Outlays	\$ 407,347	\$ 610,056	\$ 519,649	\$ 565,007	\$ 2,170,000	\$ 1,450,000
Services	23,483	3,790	14,996	20,261	150,000	1,725,000
Total	\$ 430,830	\$ 613,846	\$ 534,645	\$ 585,268	\$ 2,320,000	\$ 3,175,000

### Transportation Capital Projects Fund

This is a Capital Project Fund to track the City’s Transportation Capital Projects. Funds for the projects come from the General Fund, Transportation Development Fund, and grants. In 2019, the City increased several utility taxes to increase the funding available for the Transportation Capital Projects Fund.



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ 108,956	\$ 144,384	\$ 657,220	\$ 193,985	\$ 1,092,900	\$ 297,150
Business Taxes	43,732	-	-	-	-	-
Indirect Federal Grants	749,806	354,515	-	-	509,000	-
State Grants	499,645	300,496	991,894	9,819	3,359,000	3,846,100
Interest/Other Earnings	-	-	-	-	-	-
Direct Federal Grants	-	-	-	-	-	7,100,000
Other Misc Revenues	581	-	1,764	-	-	-
<b>Total</b>	<b>\$ 1,402,719</b>	<b>\$ 799,395</b>	<b>\$ 1,650,878</b>	<b>\$ 203,804</b>	<b>\$ 4,960,900</b>	<b>\$ 11,243,250</b>

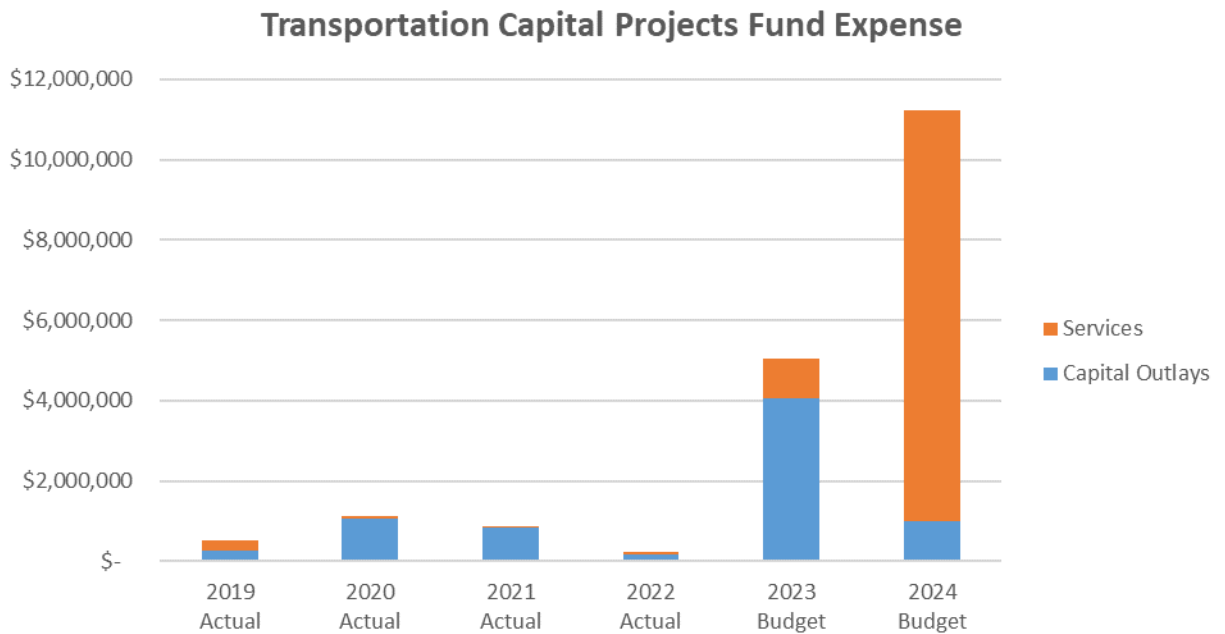
**State and Federal Grants:** The City applies for state and federal grants to help offset the project costs. Typically, if a grant is not awarded, the project does not occur. The city has been awarded several grants for sidewalks, bike paths, shared use paths and the 32<sup>nd</sup> Street Underpass project.

**Transfers In:** The City anticipates transferring \$197,150 of Transportation Impact Fees from the Transportation Development Fund and \$100,000 from the General Fund to assist with local match and project costs.

#### Capital Transportation Projects Fund Expenditures

This fund pays for Capital Projects for the City's Transportation Facilities. For 2024, the following are the projects to improve the roadways, sidewalks, paths, and transportation in the city:

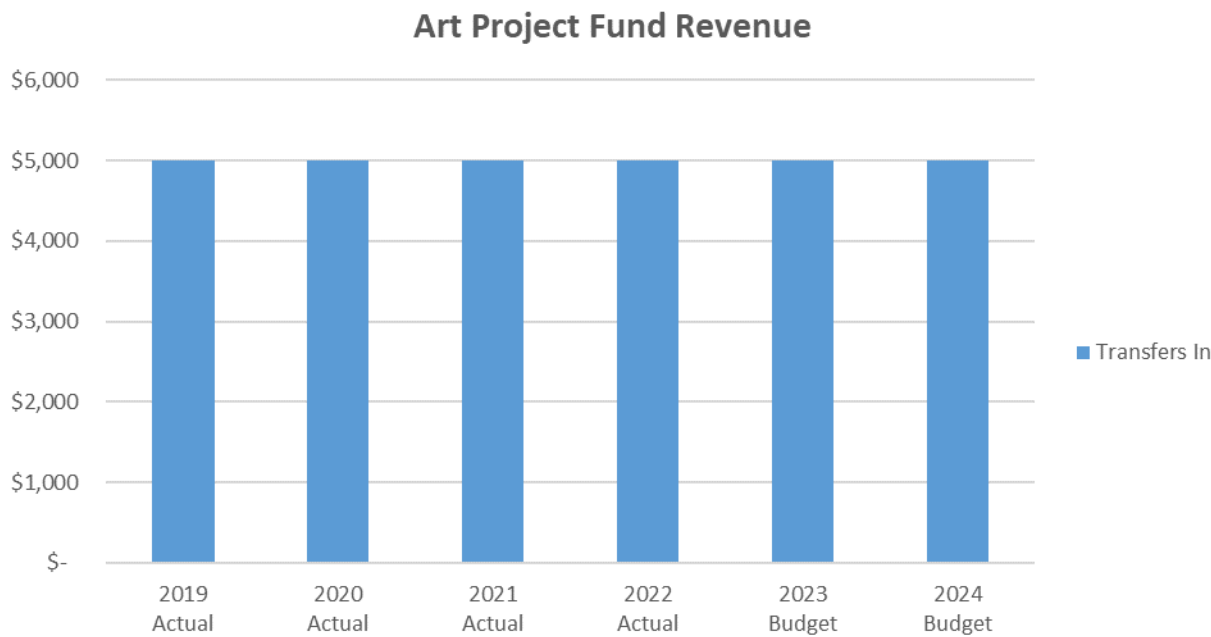
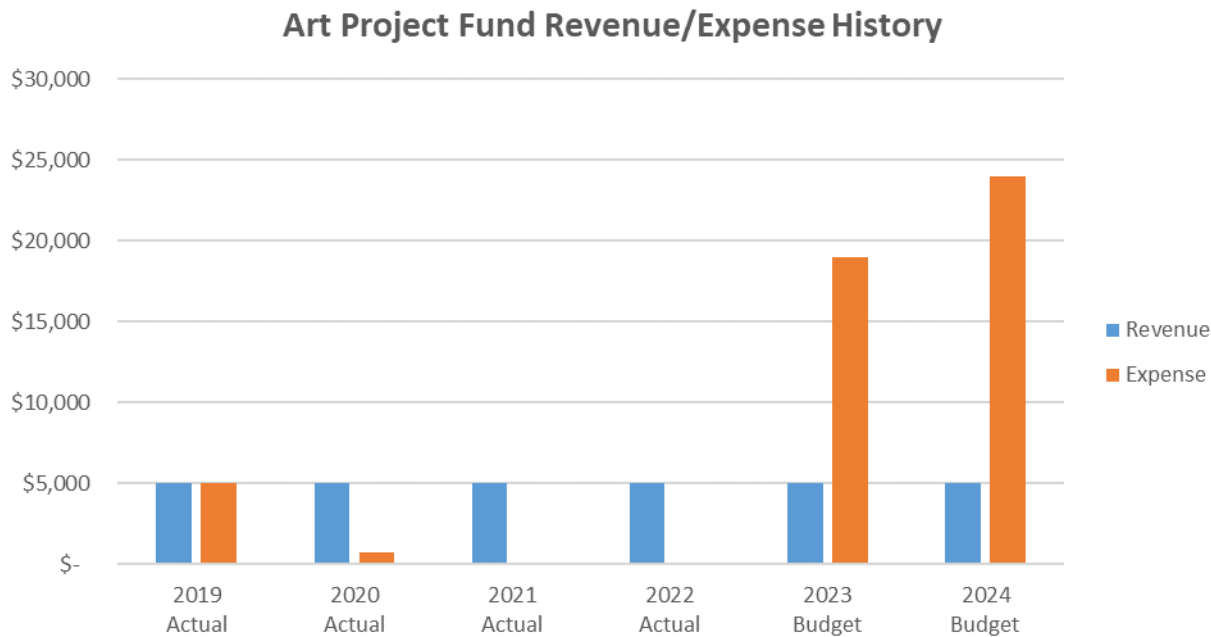
Transportation Capital	Budget
39th St. & Evergreen Way Intersection Imp.	\$ 7,000
32nd Street Underpass Design & Planning	10,000,000
27th Street Shared Use Path Design Phase	240,243
32nd Street Safety Improvements	669,000
Columbia River Trail Lighting	7,000
Railroad Crossing Improvements	190,000
Advanced Traffic Systems (ATMs)	70,000
Traffic Calming	60,000
<b>Total Transportation Capital</b>	<b>\$ 11,243,243</b>



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Capital Outlays	\$ 276,511	\$ 1,052,800	\$ 833,792	\$ 175,493	\$ 4,056,000	\$ 1,003,000
Services	246,971	61,700	117	58,806	980,900	10,240,243
Total	\$ 523,482	\$ 1,114,500	\$ 833,909	\$ 234,299	\$ 5,036,900	\$ 11,243,243

### Art Project Capital Fund

This is a Capital Project Fund to track the City’s Art Projects. Funds for the projects come from the General Fund, grants, or other funding sources.





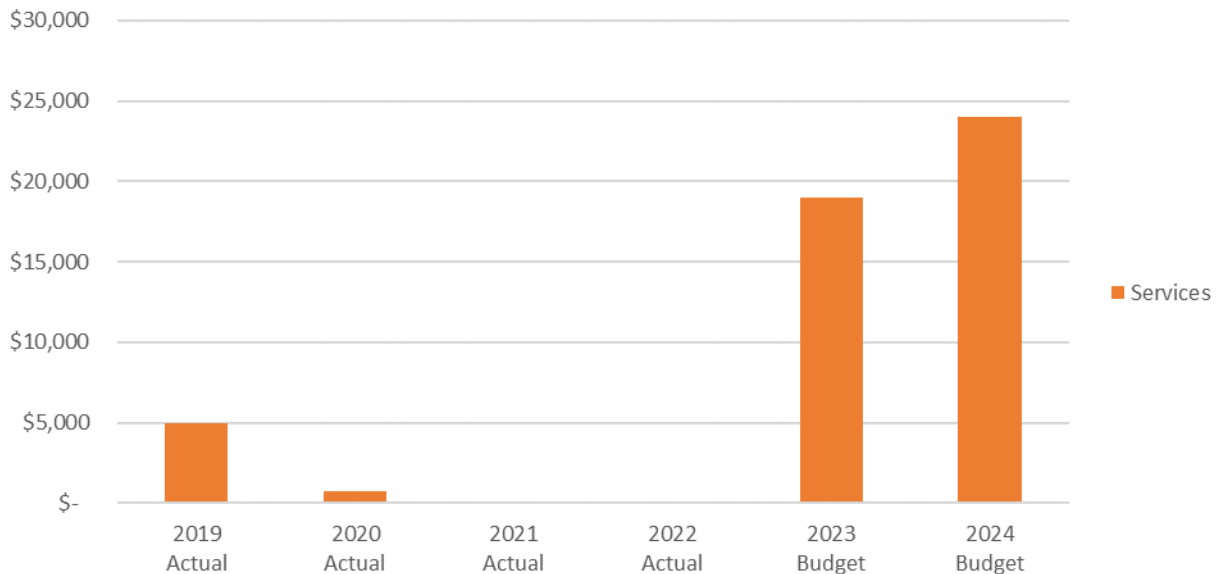
Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

Transfers In: The City transfers funding from the Transportation Development, General, and Park Impact Fee Funds to this fund to assist with local match and project costs.

### Art Project Fund Expenditures

The city recognizes that support for artists and arts organizations, development and stewardship of public art, arts education, and cultural development are public necessities and essential for the continuing growth and development of the City's citizens, economy, and quality of life. This fund will track art project expenditures.

### Art Project Fund Expense



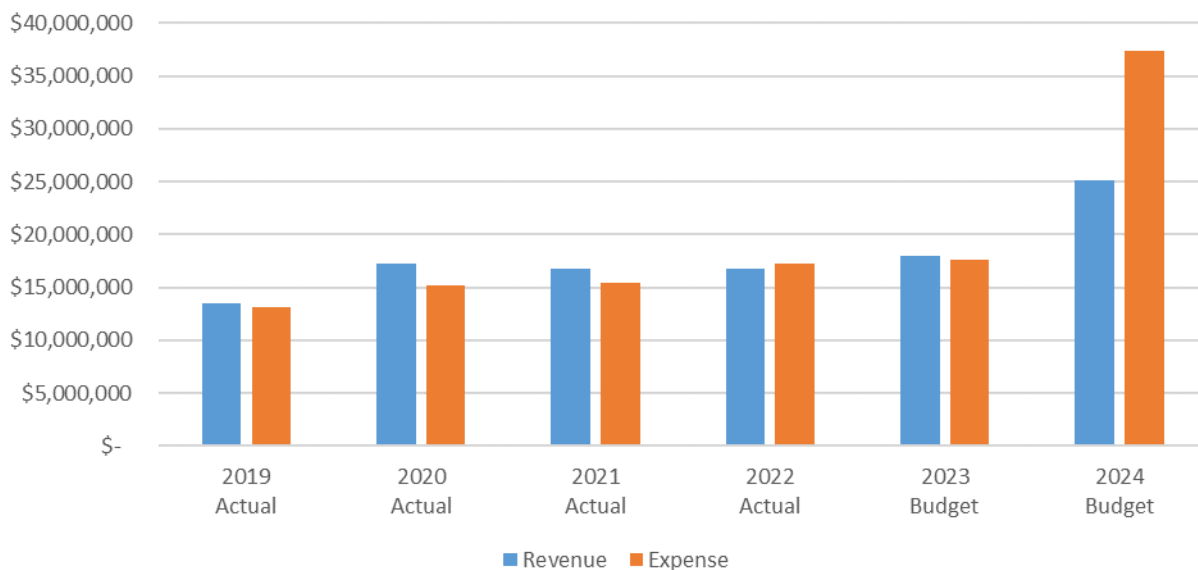
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Services	\$ 4,997	\$ 718	\$ -	\$ -	\$ 19,000	\$ 24,000
<b>Total</b>	<b>\$ 4,997</b>	<b>\$ 718</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,000</b>	<b>\$ 24,000</b>

## Water/Sewer Funds

The City utilizes several funds for tracking of the operation, maintenance, debt service, and capital projects of the City's Water and Sewer utilities. While combined in the same funds, water and sewer operations are tracked and treated as their own restricted sources of revenues. Water revenues support water operations, maintenance, debt, and infrastructure improvements. Sewer revenues support sewer operations, maintenance, debt, and infrastructure improvements.

The City contracts with a third-party contractor, procured through a selective open request for proposals, to set the utility rates for each utility separately. Future infrastructure needs, labor costs, debt service payments, operations and maintenance costs, and cost inflation are all taken into account for each utility separately. The City's 2024-2028 rate study process commenced in 2022 and was completed in 2023. The City Council will approve the proposed rates in early 2024 through a City Ordinance, which will then be codified in the Washougal Municipal Code. For more information on rates, please see the City's website.

### Water/Sewer Funds Revenue/Expense History



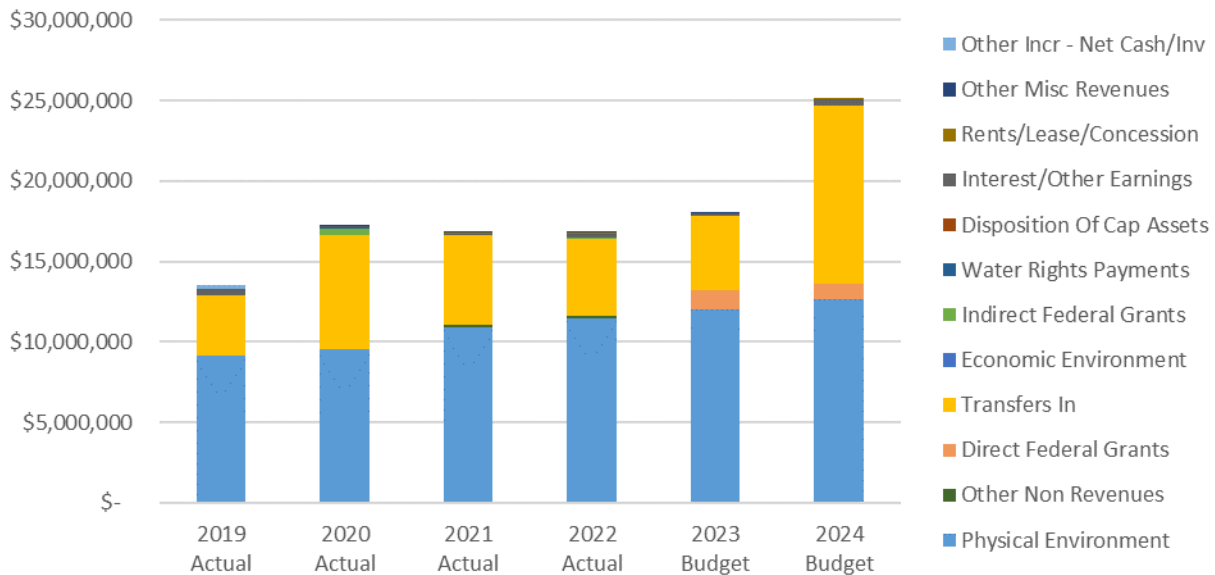
### Water Utility

The Water Division of Public Works is responsible for the daily operation and maintenance of water production, storage, and delivery facilities. The city has specific meters that are needed for its system and has utilized the sole source process for purchasing them. Examples of typical duties in the Water Division include well pump checks, reservoir and pump station inspections, leak repairs, customer calls for service, meter reading and a variety of preventative programs. Both the Water and Wastewater Division perform daily tests and take daily samples to help ensure good quality drinking water is delivered to our customers and clean, safe water is discharged to the Columbia River.

### Sewer Utility

The Wastewater Division of Public Works is responsible for the collection, conveyance, and treatment of sanitary wastewater. The sewer collection system is designed to carry wastewater throughout the City's sewer lines. A vast system of underground sewers collects the wastewater from the homes of the City's residents and businesses and delivers it to the wastewater treatment plant. Wastewater discharged from a home or business enters the sewer system through service lines. These service lines carry the flow of wastewater to the City's trunk lines. Collection systems are built to utilize the natural flow of gravity when possible. When wastewater cannot travel through the lines by gravity, pump stations are utilized. At Washougal's treatment plant sanitary waste is treated through biological treatment. Sanitary waste entering the plant is processed through our headworks and is then pumped to our Oxidation Ditch which is our primary treatment process. From the oxidation ditch the treated waste runs through a clarifier then on to our ultraviolet disinfection process before being discharged as treated effluent to the Columbia River.

### Water & Sewer Revenue



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Physical Environment	\$ 9,117,620	\$ 9,537,804	\$ 10,929,549	\$ 11,476,541	\$ 12,023,788	\$ 12,633,884
Transfers In	3,740,537	7,096,150	5,563,485	4,763,018	4,590,898	11,052,609
Economic Environment	-	-	-	-	5,000	-
Direct Federal Grants	-	-	-	-	1,200,000	1,000,000
Indirect Federal Grants	-	421,286	-	80,027	-	-
Water Rights Payments	52,898	26,449	-	-	-	-
Disposition Of Cap Assets	-	-	-	-	31,000	-
Interest/Other Earnings	354,970	130,684	50,846	234,132	125,500	383,000
Rents/Lease/Concession	29,346	20,330	86,551	66,932	28,800	67,400
Other Misc Revenues	13,126	26,198	18,147	32,657	2,000	-
Other Non Revenues	-	-	157,196	174,171	-	-
Other Incr - Net Cash/Inv	186,129	-	-	-	-	-
<b>Total</b>	<b>\$ 13,494,626</b>	<b>\$ 17,258,900</b>	<b>\$ 16,805,774</b>	<b>\$ 16,827,479</b>	<b>\$ 18,006,986</b>	<b>\$ 25,136,893</b>

Physical Environment: The fees for utility service are the primary source of revenue for these funds. They are the basis for operating the Water/Sewer utilities. For 2024, the city anticipates the following revenue from the Water and Sewer utilities for services:

Water Utility Revenue	\$4,783,681
Sewer Utility Revenue	\$6,635,203

Transfers In: As the graph above is for all Water/Sewer Funds, it includes transfers from the operations and maintenance fund to the capital and debt service funds to pay for current and future capital projects, and debt payments.

Grants: For 2024, the city anticipates a \$1,000,000 grant for upgrades at the Wastewater Treatment Plant.

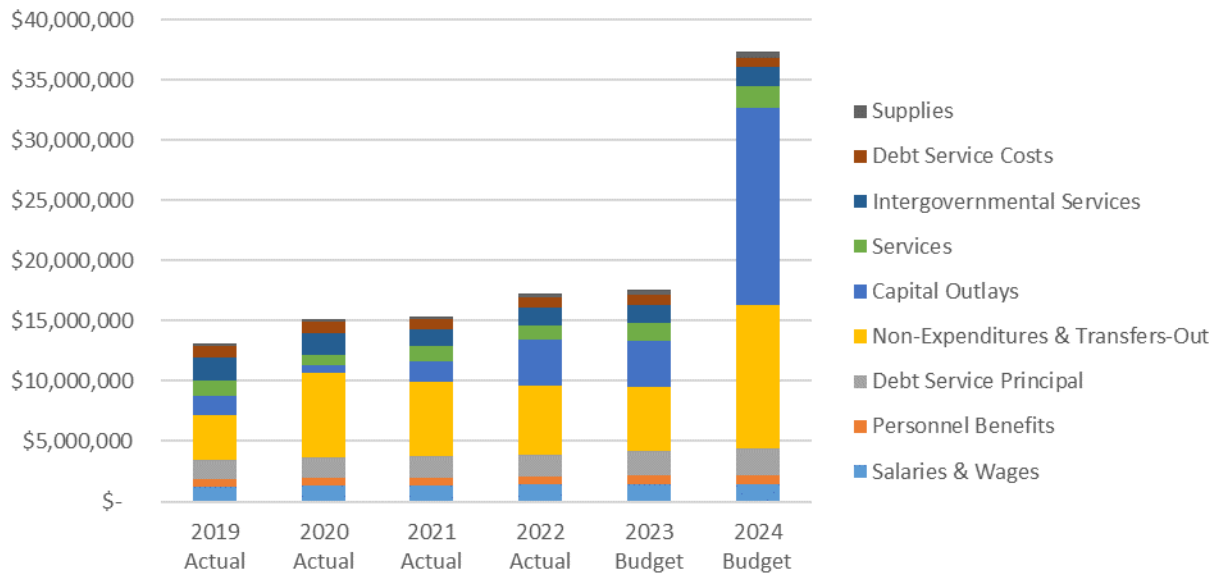
Economic Environment: When developers and residents connect to our Water and Sewer utilities, they pay a system development charge which goes towards the cost of the infrastructure for each utility. This revenue source is dependent on development activity.

Water System Development Charges	\$500,000
Sewer System Development Charges	\$700,000

### Water/Sewer Funds Expenses

The Water and Sewer Utilities have a Utilities Superintendent that oversees operations of both utilities in addition to oversight by the Public Works Director. Like revenues, each utility's expenses are tracked separately for Water and Sewer services. The graph below shows the expenses for all the Water/Sewer Funds rolled up together which includes operations, maintenance, debt service, and capital projects. Also included are the transfers out from the operations and maintenance fund to the capital and debt service funds for capital projects and debt service payments.

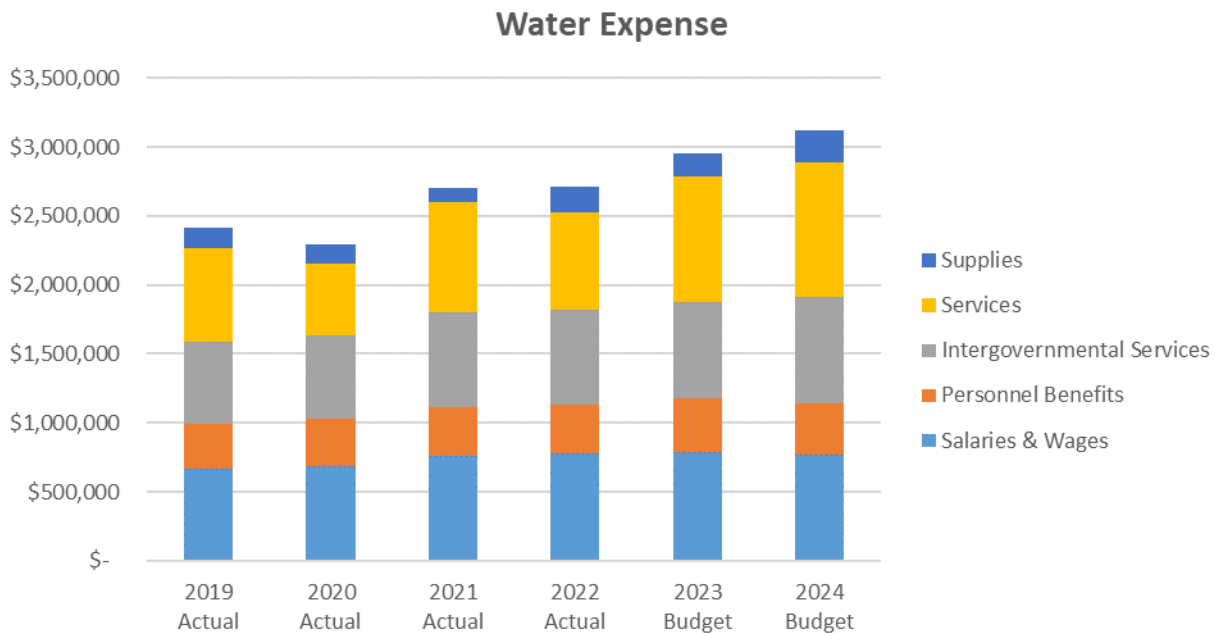
### Water & Sewer Expense



### Water Utility Operation and Maintenance Expenses

The Utilities Superintendent manages six full-time water maintenance workers for the operations of the Utility. In addition, support staff are employed during the spring to assist with water operations, as needed. The total FTEs allocated to this department on a regular basis is 7.96. The support the utility receives from other departments, such as Finance for Utility Billing and Customer Service, are charged through an indirect cost recovery plan. This coupled with transfers-out of the fund is the second largest expense for the Utility. The city assesses a business and occupation tax on all utilities operating in the city, which also includes the City's Water Utility. These funds are paid to the General Fund.

The following are the operations and maintenance expenses for the Water Utility:



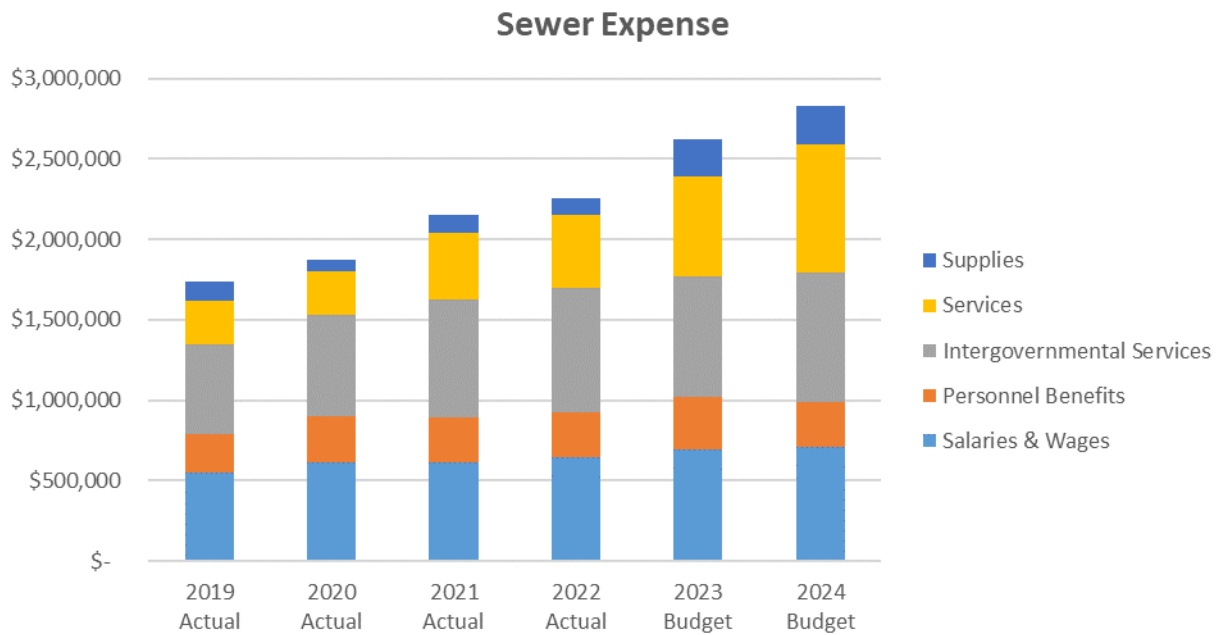
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 670,682	\$ 690,729	\$ 758,774	\$ 780,917	\$ 787,608	\$ 771,228
Personnel Benefits	325,208	337,207	354,493	350,733	388,034	374,691
Intergovernmental Services	594,459	610,227	686,553	689,665	704,494	764,229
Services	677,984	515,605	798,935	702,353	906,433	982,484
Supplies	142,577	143,937	105,281	188,313	170,353	231,581
<b>Total</b>	<b>\$ 2,410,910</b>	<b>\$ 2,297,705</b>	<b>\$ 2,704,036</b>	<b>\$ 2,711,980</b>	<b>\$ 2,956,922</b>	<b>\$ 3,124,213</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Water	8.66	8.49	7.96

### Sewer Utility Operation and Maintenance Expenses

The Utilities Superintendent manages five full-time maintenance workers for the operations of the Utility. Total FTE allocated to this department on a regular basis is 6.92, thereby making salaries and benefits the largest operations and maintenance expense for the Utility. The support the Utility receives from other departments, such as Finance for Utility Billing and Customer Service, are charged through an indirect cost recovery plan. The city assesses a business and occupation tax on all utilities operating in the city which also includes the City's Sewer Utility. These funds are paid to the General Fund.

The following are the operations and maintenance expenses for the Sewer Utility:



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 548,239	\$ 613,258	\$ 617,550	\$ 645,665	\$ 693,428	\$ 711,180
Personnel Benefits	242,048	287,936	275,186	278,383	327,742	276,074
Intergovernmental Services	557,691	631,327	734,174	772,346	745,641	805,806
Services	269,678	271,981	414,055	457,917	628,004	795,408
Supplies	122,494	67,423	110,204	98,725	228,920	240,987
<b>Total</b>	<b>\$ 1,740,150</b>	<b>\$ 1,871,925</b>	<b>\$ 2,151,168</b>	<b>\$ 2,253,037</b>	<b>\$ 2,623,735</b>	<b>\$ 2,829,455</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Sewer	7.69	7.41	6.92

### Water/Sewer Utility Capital Project Expenses

The City has two funds to track Capital Projects for Water/Sewer Utilities. The City has issued \$29,120,000 in Revenue bonds since 2011 to fund infrastructure projects for Water, Sewer, and Storm Utilities, in order to be in compliance with state regulations and maintain the City's operating permit for each utility. The City tracks the bond projects from one fund as they must be approved per the bond covenants. The other Water/Sewer projects funded by system development charges, grants, and system reinvestment funds are tracked out of a separate fund. See below for the list of 2024 Water and Sewer Capital Projects:

*Water Capital Projects:*

<b>Water Capital</b>	<b>Budget</b>
Automatic Meter Reading (AMI)	\$ 480,988
Upsize Water Main "J" Street - 32nd-34th St.	420,865
New Service Line 32nd Street - "G" - "K" Street	416,055
System Looping 4th Street - Shepherd Road	607,248
Major Repairs/Pipe Improvements	60,124
Lift Station #1 Relocation (Water)	181,820
Northside Water Improvements	200,000
<b>Total Water Capital</b>	<b>\$ 2,367,100</b>

*Sewer Capital Projects:*

<b>Sewer Capital</b>	<b>Budget</b>
Truck Replacement	\$ 49,000
Lift Station #1 Relocation (Sewer)	1,835,000
SCADA System upgrade	21,000
Biosolids & Anoxic Selector Management	12,000,000
Lift Station #4, #13, #14 Upgrades	92,750
Northside Sewer Improvements	5,090
<b>Total Sewer Capital</b>	<b>\$ 14,002,840</b>

**Water/Sewer Debt Service**

Currently, the city has \$21,356,070 in outstanding debt for water and sewer infrastructure. Of this amount, \$1,976,550 is from Public Works Trust Fund Loans and \$19,379,520 is from Revenue Bonds. The City makes annual principal and interest payments for these funds based upon amortization schedules as set during the loan and bond issuance. For 2024, the total debt service, comprised of principal and interest, funded by Water/Sewer rate revenues is \$2,928,461.



## Stormwater Fund

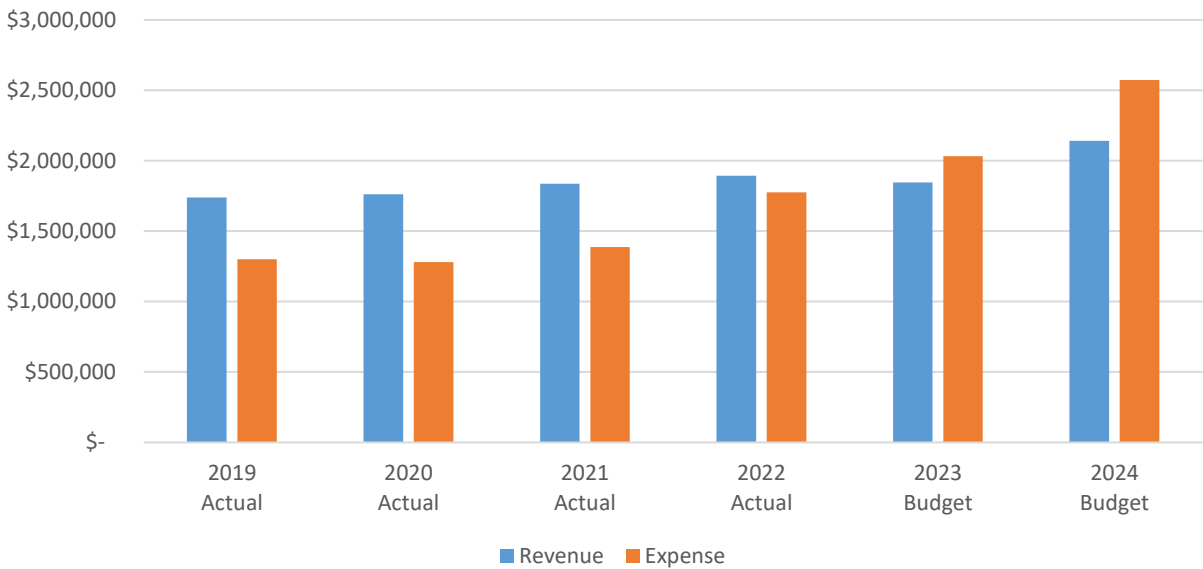
In general terms, Stormwater is rainfall or snowmelt which flows over the ground. Impervious surfaces such as rooftops, driveways, sidewalks, and streets prevent Stormwater runoff from naturally soaking into the ground. Stormwater runoff can pick up pollutants such as fertilizers, pesticides, animal waste, debris, and oil, among other toxins. This untreated runoff flows into storm drains and eventually reaches streams, rivers, lakes, and oceans.

The runoff which enters the Stormwater systems is treated in a Stormwater facility before being released to a local waterway. Stormwater is not piped to the wastewater treatment plant which is why it is important to properly maintain the many independent Stormwater facilities around the city. The city performs this function with its Stormwater Utility.

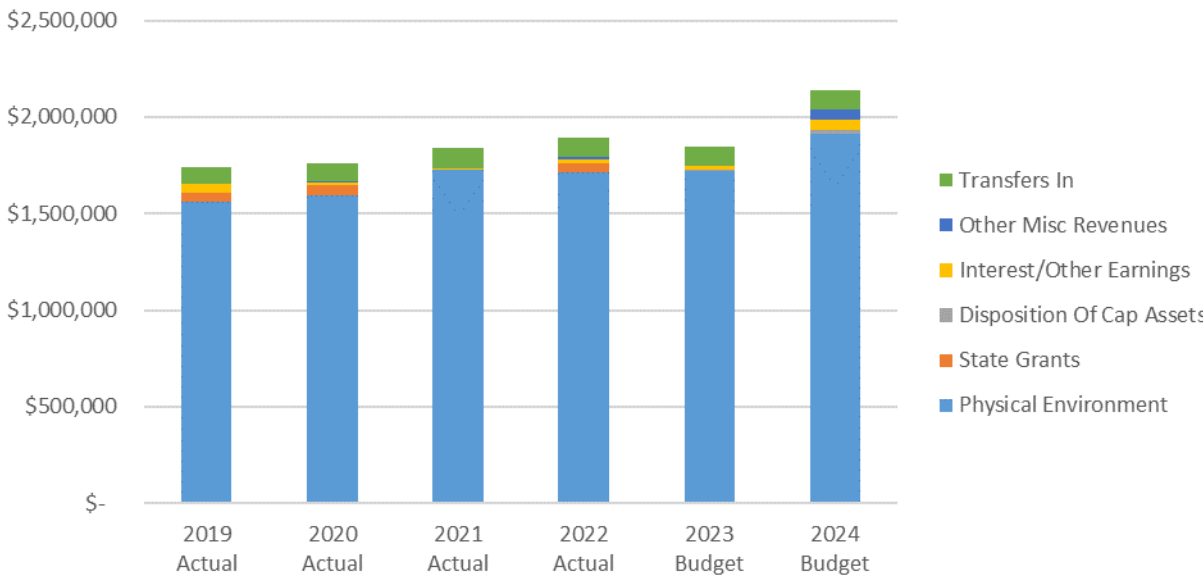
The city has developed a comprehensive Stormwater Management Plan (SWMP), outlining the City's efforts to prevent Stormwater pollution and minimize runoff. Generally, the SWMP has five components: public education, public outreach and involvement, the formation of an illicit dumping elimination program, modified regulations for new development and redevelopment and construction, as well as a pollution prevention program, to be implemented within City operations. Currently, the city is responsible for the maintenance of 1500 catch basins and 25 detention ponds. Washougal's unique location on the banks of the Columbia River makes it extremely important that stormwater runoff be adequately treated and discharged in the cleanest form possible. The Columbia is not only comprised of the water that runs between its banks, but also of all the water that enters from the communities that line its shores. Working together, the City of Washougal and its community can improve the quality of our valuable water resources, ensuring availability to future generations.

The City contracts with a third-party contractor, procured through a selective open request for proposals, to set the utility rates for each utility separately. Future infrastructure needs, labor costs, debt service payments, operations and maintenance costs, and cost inflation are all considered for each utility separately. The City's 2024-2028 rate study process commenced in 2022 and was completed in 2023. The City Council will approve the proposed rates in early 2024 through a City Ordinance, which will then be codified in the Washougal Municipal Code. For more information on rates, please see the City's website.

Stormwater Fund Revenue/Expense History



Stormwater Fund Revenue



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Physical Environment	\$ 1,558,784	\$ 1,593,476	\$ 1,726,452	\$ 1,712,691	\$ 1,722,227	\$ 1,914,820
State Grants	50,000	51,688		46,775	-	-
Disposition Of Cap Assets	-	-	-	-	7,000	17,000
Interest/Other Earnings	43,589	13,124	5,243	19,291	15,000	55,000
Other Misc Revenues	-	10,102	1,425	13,882	1,000	50,000
Transfers In	86,341	94,450	103,695	101,446	100,000	103,800
<b>Total</b>	<b>\$ 1,738,715</b>	<b>\$ 1,762,840</b>	<b>\$ 1,836,815</b>	<b>\$ 1,894,086</b>	<b>\$ 1,845,227</b>	<b>\$ 2,140,620</b>

Physical Environment: The fees for utility service are the primary source of revenue for this fund. They are the basis for operating the Stormwater Utility.

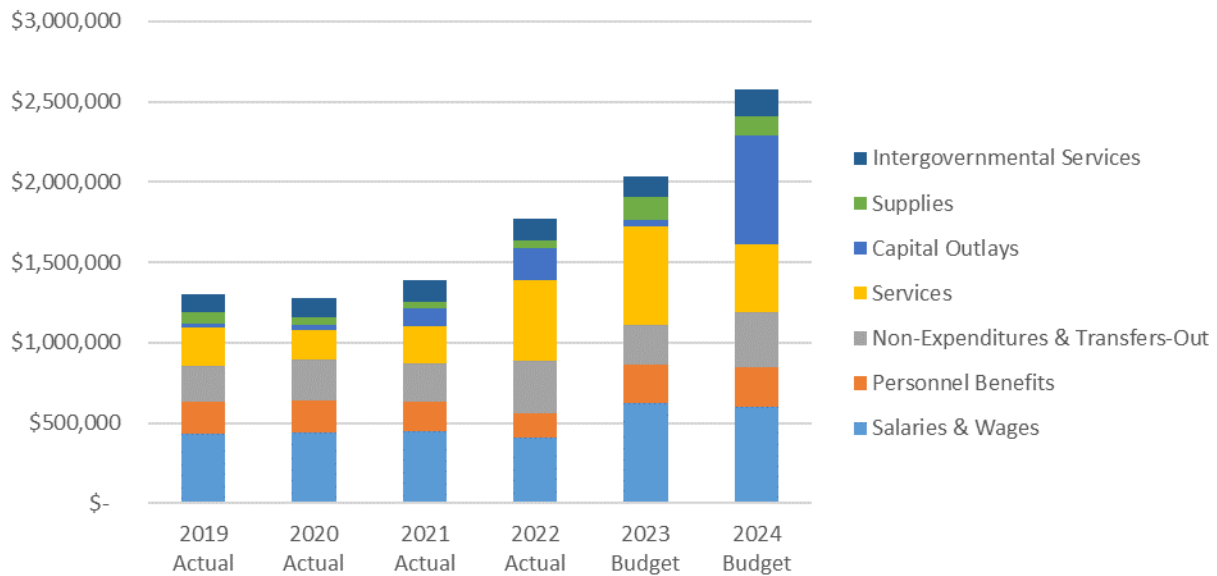
### Stormwater Fund Expenses

The City Engineer/Deputy Public Works Director oversees this fund with oversight by the Public Works Director. Prior to 2024, there was 1 full-time supervisor and 3 maintenance workers who maintained this Utility. A fourth full-time maintenance worker was included in the 2023 budget but was not filled until 2024. The total FTEs allocated to this fund in 2024 is 6.25. In the spring, the city hires additional seasonal workers to assist with the maintenance of the system, as needed. This fund also pays a portion of the outstanding Utility Debt. The portion of Revenue bonds outstanding this fund is \$807,480. This fund transfers funds to the water/sewer utility debt fund from which the payments are made. Total principal and interest for 2024 is \$96,514.

In addition to regular maintenance and operations of the Stormwater fund, the following projects funded by previously issued revenue bonds, grants, and system development fees are included for 2024:

Stormwater Capital & Maintenance	Budget
Stormwater Masterplan	\$ 67,000
Annual Catch Basins & Drainage Improvements	314,000
Jemtegaard Trail Drainage Repairs	335,000
Chipper (Split with Parks O&M and Street Fund)	25,750
<b>Total Stormwater</b>	<b>\$ 741,750</b>

### Stormwater Expense



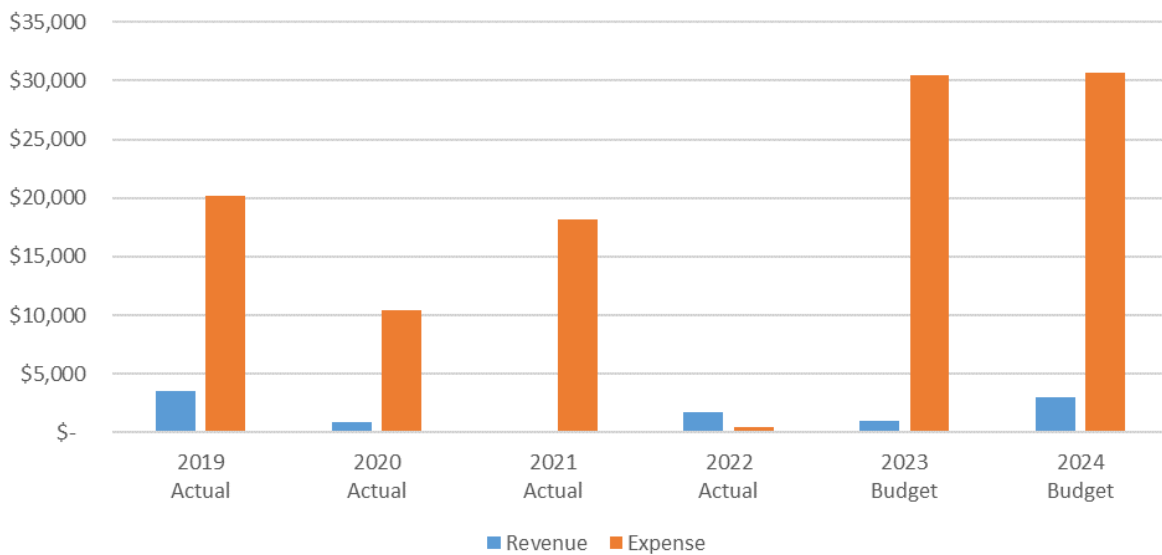
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Salaries & Wages	\$ 435,269	\$ 442,552	\$ 450,777	\$ 410,852	\$ 622,624	\$ 602,425
Personnel Benefits	196,037	202,204	179,204	151,291	243,206	242,250
Non-Expenditures & Transfers-Out	221,519	253,150	244,280	322,711	243,033	345,344
Services	240,107	184,558	229,234	505,472	615,233	426,797
Capital Outlays	24,579	30,980	114,603	198,442	36,500	674,750
Supplies	73,995	48,761	39,644	47,415	150,284	115,708
Intergovernmental Services	109,750	117,853	130,142	139,146	122,000	166,580
<b>Total</b>	<b>\$ 1,301,257</b>	<b>\$ 1,280,058</b>	<b>\$ 1,387,884</b>	<b>\$ 1,775,329</b>	<b>\$ 2,032,880</b>	<b>\$ 2,573,854</b>

Full Time Employee Equivalent			
Department	2022 Budget	2023 Budget	2024 Budget
Stormwater	5.45	6.50	6.25

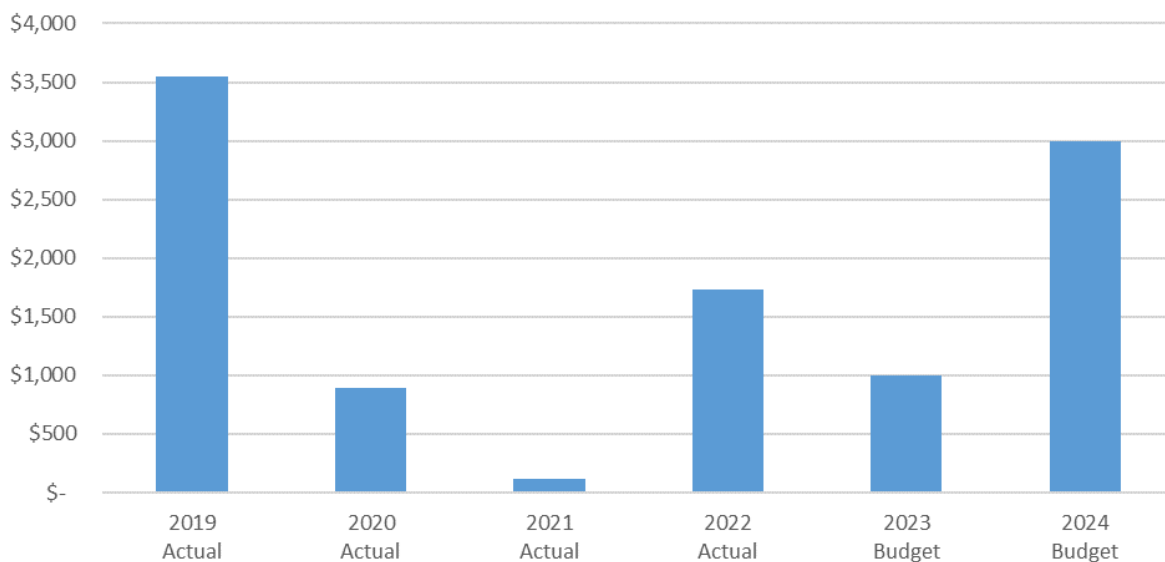
## Employment Security Fund

This fund is used to provide unemployment compensation to City employees and from which reimbursements to the Washington State Department of Employment Security shall be made for these claims. This is an established self-insured fund for unemployment claims for which the City Council passed an ordinance establishing the fund and minimum fund balance requirements. There is sufficient balance in this Fund for 2024, which allows the City to forego continued contributions until such a time the City must begin to make contributions to the fund.

### Employment Security Fund Revenue/Expense History



### Employment Security Fund Revenue



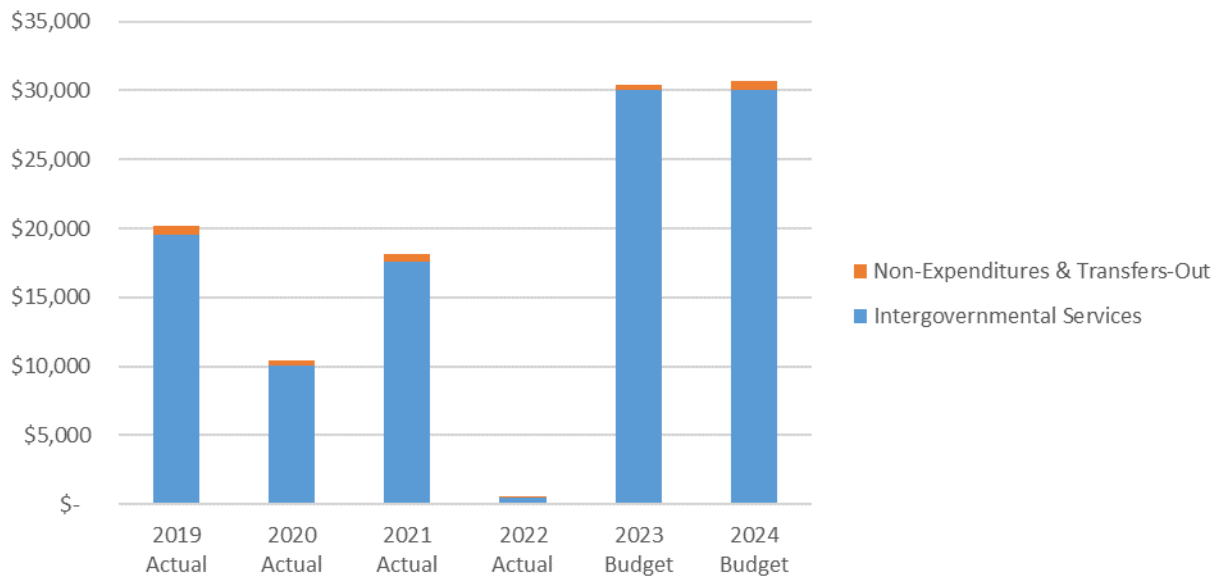
Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Interest/Other Earnings	\$ 3,548	\$ 887	\$ 117	\$ 1,732	\$ 1,000	\$ 3,000
<b>Total</b>	<b>\$ 3,548</b>	<b>\$ 887</b>	<b>\$ 117</b>	<b>\$ 1,732</b>	<b>\$ 1,000</b>	<b>\$ 3,000</b>

Interest Earnings: The fund balance for this fund is earning interest each year.

### Employment Security Fund Expenses

When an employee is terminated, they make a claim to the Washington State Employment Security Department (ESD). Once the claim is processed, the ESD sends the city a bill for the unemployment claim.

### Employment Security Expense

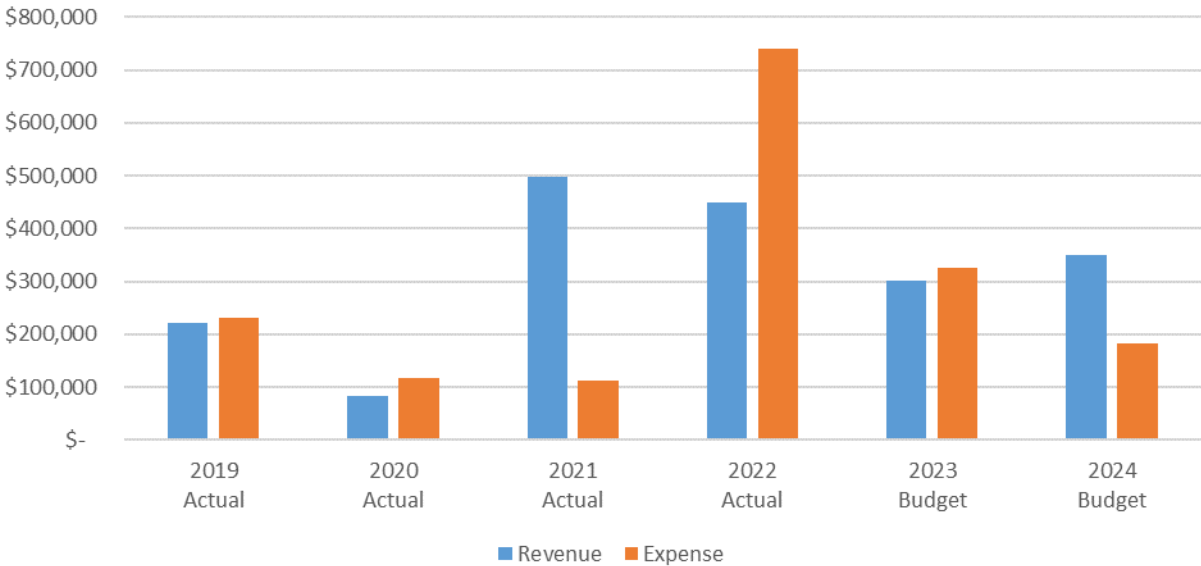


Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Intergovernmental Services	\$ 19,528	\$ 10,020	\$ 17,610	\$ 452	\$ 30,000	\$ 30,000
Non-Expenditures & Transfers-Out	655	450	574	18	450	722
<b>Total</b>	<b>\$ 20,183</b>	<b>\$ 10,470</b>	<b>\$ 18,184</b>	<b>\$ 470</b>	<b>\$ 30,450</b>	<b>\$ 30,722</b>

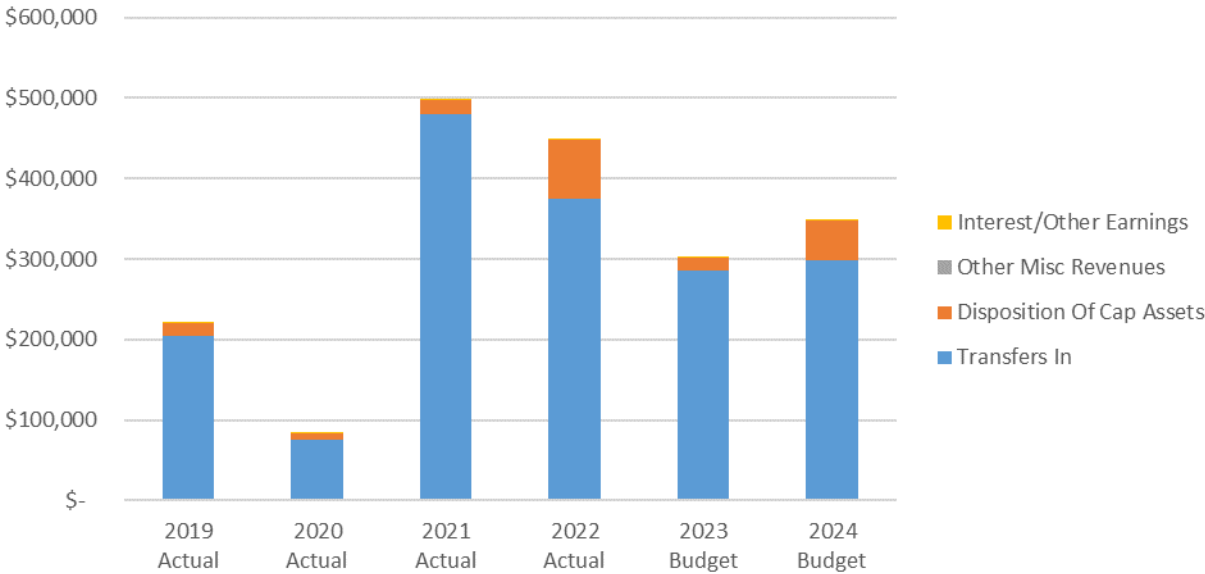
## Equipment Rental and Repair Funds

The City has two Internal Service funds for Vehicles and Information Technology (IT) hardware for departments funded by the General Fund. Rolling stock is replaced from here according to a depreciation schedule. IT resources are also replaced from here according to a replacement schedule.

### Equipment Rental and Repair Funds Revenue/Expense History



### Equipment Rental & Repair Revenue



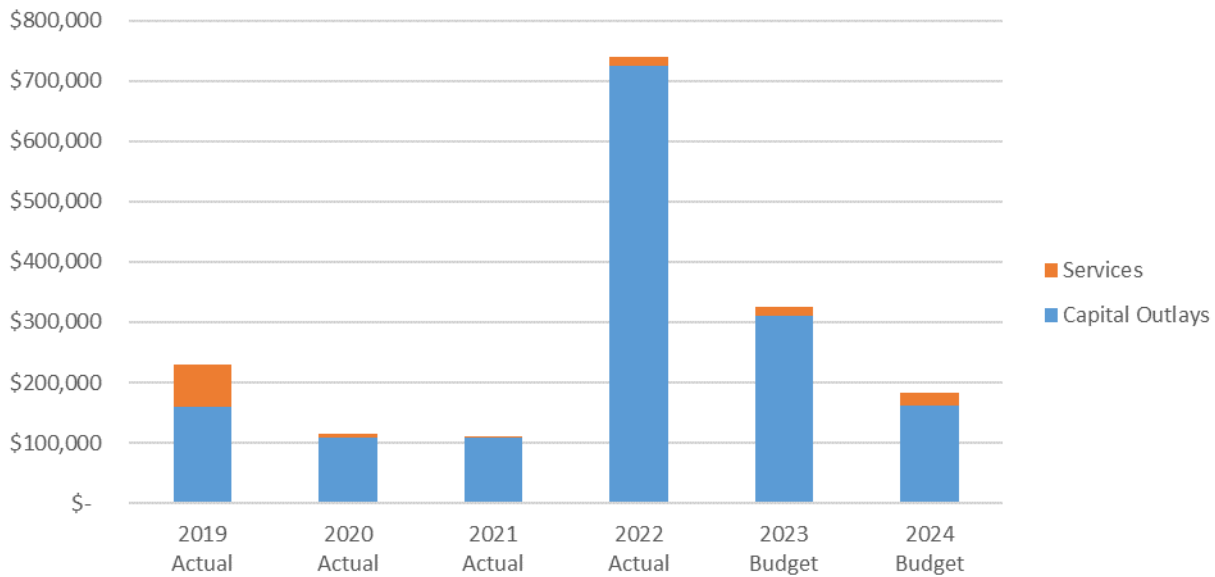
Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ 205,000	\$ 75,720	\$ 480,000	\$ 375,000	\$ 286,000	\$ 298,290
Disposition Of Cap Assets	15,153	7,481	17,765	73,060	15,000	50,000
Other Misc Revenues	-	-	-	-	-	-
Interest/Other Earnings	497	125	15	238	600	1,000
<b>Total</b>	<b>\$ 220,650</b>	<b>\$ 83,326</b>	<b>\$ 497,780</b>	<b>\$ 448,298</b>	<b>\$ 301,600</b>	<b>\$ 349,290</b>

Transfers In: The General Fund pays for all expenditures from this fund. The revenue for the vehicles comes through an interfund transfer.

### Equipment Rental and Repair Funds Expenses

These funds pay for Vehicles and IT resources. For 2024, there are no vehicles scheduled to be replaced.

### Equipment Rental & Repair Expense



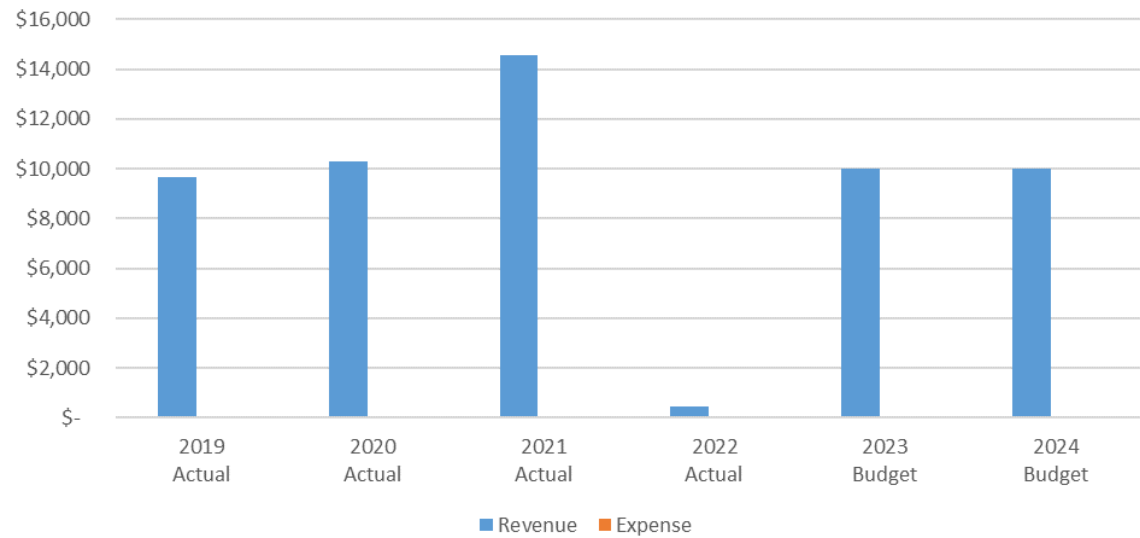
Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Capital Outlays	\$ 160,253	\$ 109,590	\$ 108,831	\$ 725,193	\$ 311,000	\$ 161,380
Services	70,238	6,478	2,617	14,259	15,000	21,461
<b>Total</b>	<b>\$ 230,491</b>	<b>\$ 116,067</b>	<b>\$ 111,448</b>	<b>\$ 739,452</b>	<b>\$ 326,000</b>	<b>\$ 182,841</b>



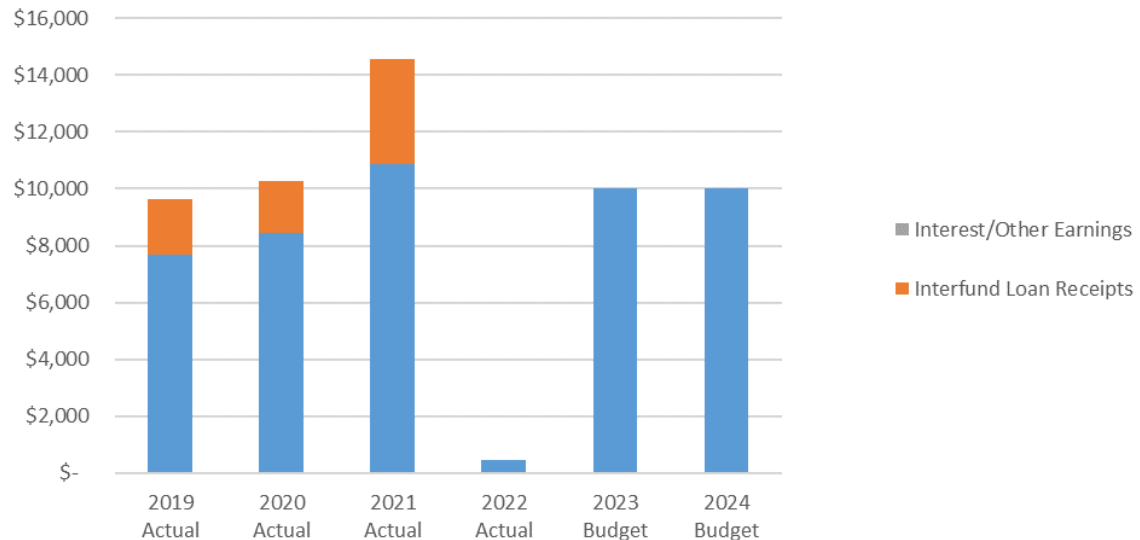
## Perpetual Care Fund

This fund was established by Ordinance to maintain the Cemetery in the future. A portion of the Cemetery lot sales, 25%, shall be deposited in the Cemetery Perpetual Care Trust Fund, until such time as the fund shall be of a sufficient amount that the revenue received therefrom will provide ample funds for the perpetual care and keep of the Cemetery. The principal of the fund shall be kept intact and not diminished. The interest therefrom shall be used for the expenses of operation and any excess may be used for capital improvements and additions to the Cemetery or if not needed for such purposes shall be added to the principal amount.

**Perpetual Care Fund Revenue/Expense History**



**Perpetual Care Fund Revenue**



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Physical Environment/Transfer In	\$ 7,686	\$ 8,453	\$ 10,850	\$ 450	\$ 10,000	\$ 10,000
Interfund Loan Receipts	1,960	1,823	3,707	-	-	-
Interest/Other Earnings	-	-	-	-	-	-
<b>Total</b>	<b>\$ 9,646</b>	<b>\$ 10,276</b>	<b>\$ 14,557</b>	<b>\$ 450</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

Physical Environment: A portion of Cemetery lot sales, 25%, is transferred to this fund.

### Perpetual Care Fund Expenses

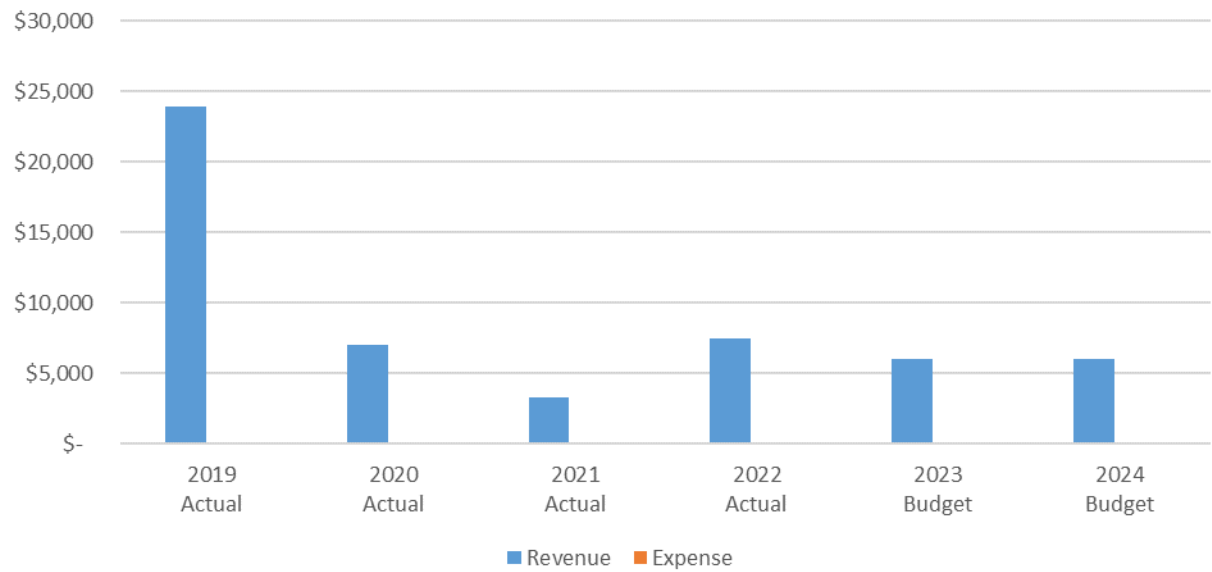
No expenses are budgeted for 2024.

Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

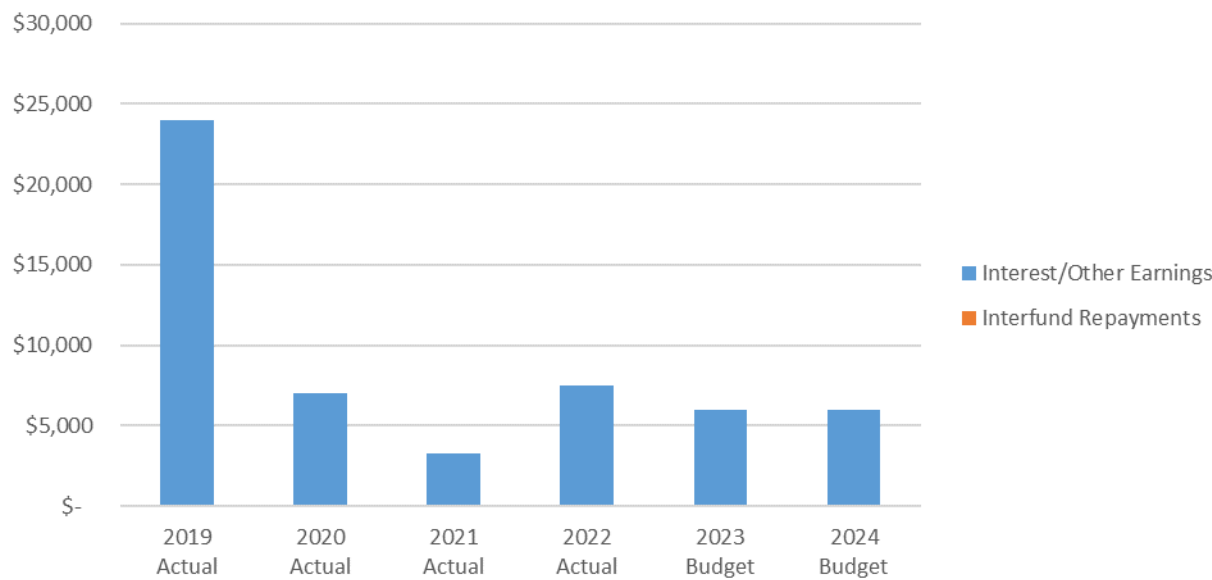
Downtown Bond Guarantee Fund

This is a debt service holding fund for the outstanding General Obligation debt which was used for the City’s Downtown Revitalization. The debt is paid with monies transferred from the REET Funds out of the Downtown Revitalization Fund. This fund will be closed when the bonds are paid off in 2026.

Downtown Bond Guarantee Fund Revenue/Expense History



Downtown Bond Guarantee Fund Revenue



Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Interfund Repayments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest/Other Earnings	23,950	7,026	3,283	7,520	6,000	6,000
<b>Total</b>	<b>\$ 23,950</b>	<b>\$ 7,026</b>	<b>\$ 3,283</b>	<b>\$ 7,520</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>

### Downtown Bond Guarantee Fund Expenses

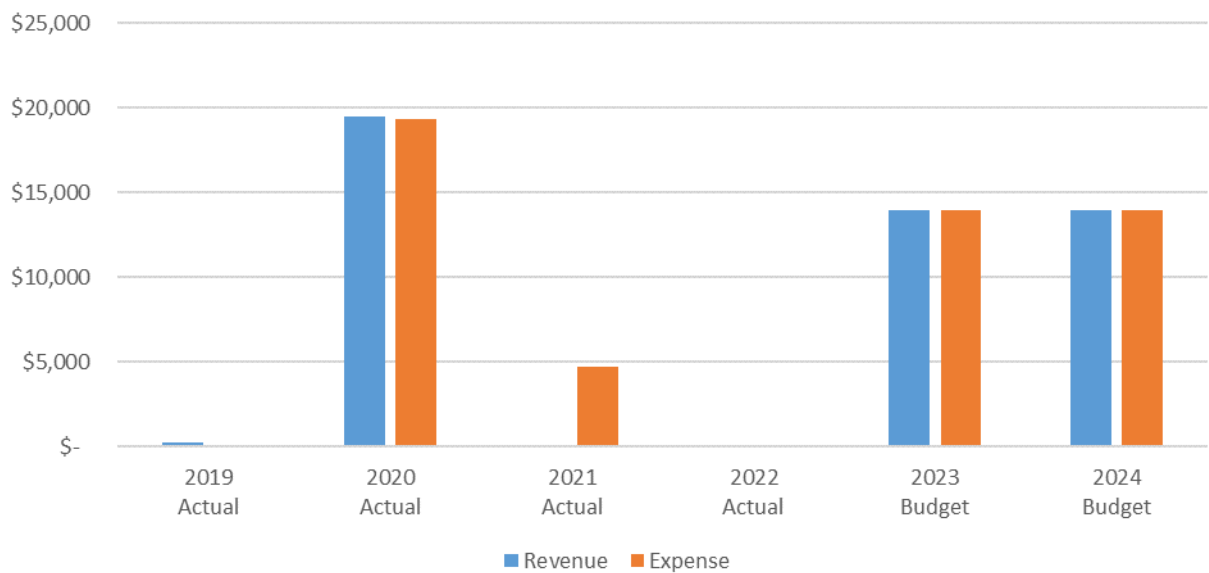
No expenses are budgeted for 2024.

Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Non-Expenditures & Transfers-Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

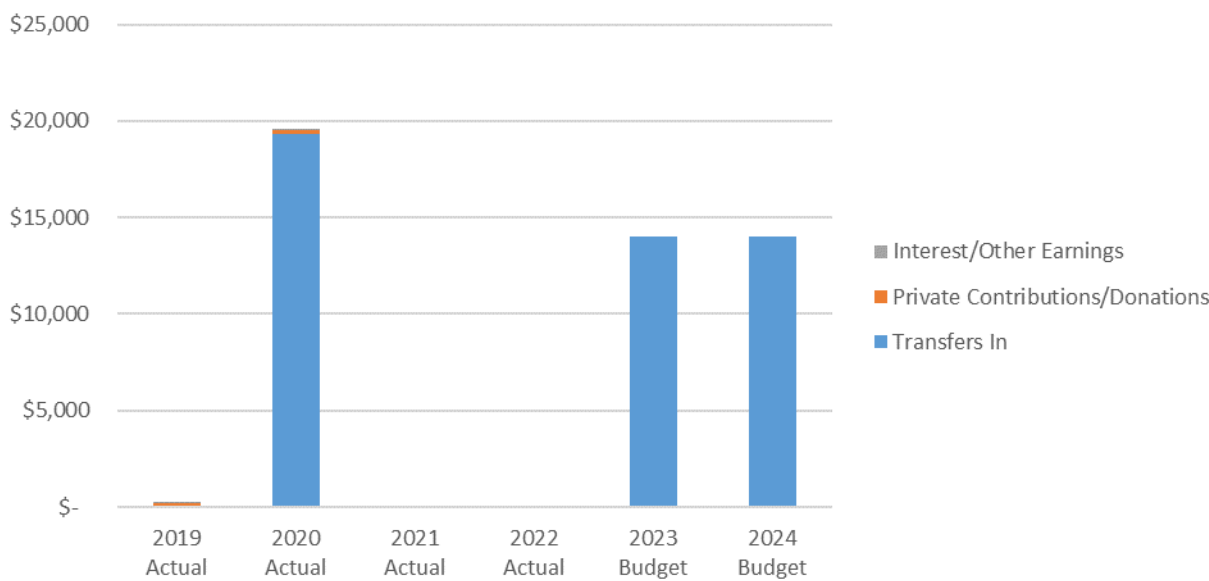
Low Income Assistance Fund

This fund was established in 2013 and is used to assist low-income citizens with their utility bills. The initial seeding money came from the utility reserves in the amount of \$95,000, which represents approximately one year of late fee/penalty revenue. The intent is for citizens to donate funds to keep the program operational; however, in 2016, the Council changed the policy to have 5% of the prior year penalties be transferred into the fund annually to keep the program going.

Low Income Assistance Fund Revenue/Expense History



Low Income Assistance Fund Revenue



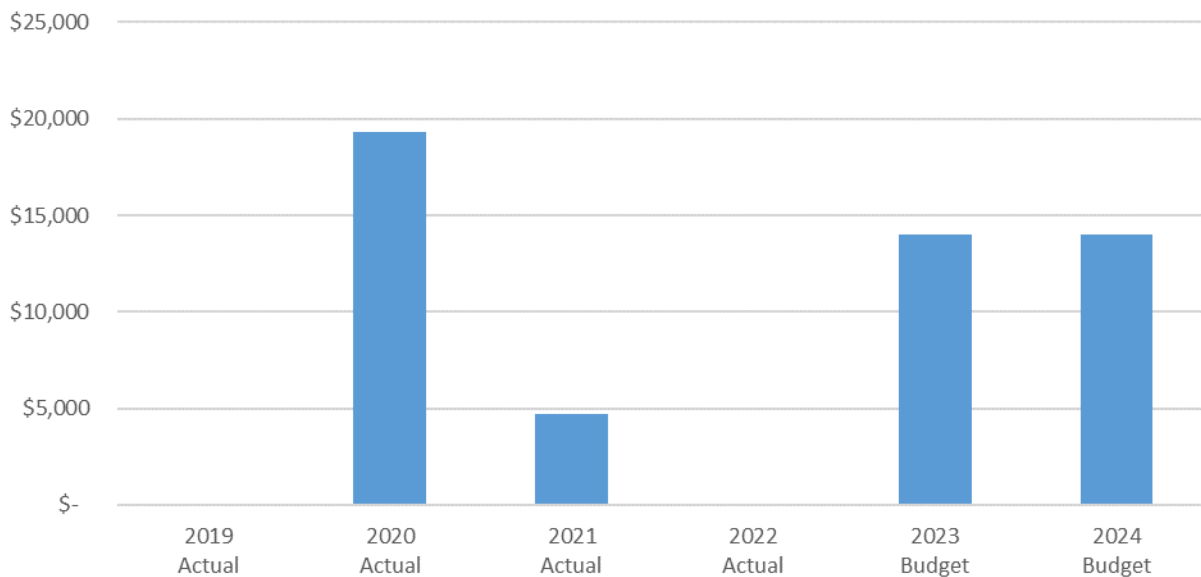
Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Transfers In	\$ -	\$ 19,310	\$ -	\$ -	\$ 14,000	\$ 14,000
Private Contributions/Donations	200	200	1	-	-	-
Interest/Other Earnings	32	9	2	24	-	-
<b>Total</b>	<b>\$ 232</b>	<b>\$ 19,519</b>	<b>\$ 3</b>	<b>\$ 24</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>

Contributions/Private Donations: Citizens make donations to this fund to support low-income customers who cannot afford their utility bill.

### Low Income Assistance Fund Expenses

Utility Customers submit an application for assistance. Once reviewed by staff, it goes to the Finance Committee for approval, and the City Council then has the final approval on the application. There is a maximum of \$250 per customer per year in assistance. In 2016, the City Council approved an annual transfer of five percent of actual utility penalty revenues to this program.

### Low Income Assistance Fund Expense



Expenditure	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Non-Expenditures & Transfers-Out	\$ -	\$ 19,310	\$ 4,728	\$ -	\$ 14,000	\$ 14,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 19,310</b>	<b>\$ 4,728</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>

## City of Washougal



## City Long Term Liabilities

## Long Term Liabilities

The City has several different types of long-term liabilities which have funded City Capital Projects. In addition to principal payments, the City also pays annual interest payments for each of the outstanding liabilities. The City does not have an official debt policy. The city uses each debt's amortization schedule to budget for the debt service payments. Each liability class is described below.

### General Obligation Bonds

General Obligation Bonds are bonds which are backed by the City's tax revenues. If a default occurs, the bond owners have a legal claim on all the general income of the City. Due to the credit backing of these types of bonds, there are restrictions on how much general obligation debt a city can obtain. There are different limits on the debt depending on whether the residents vote to approve the bond or if the City issues the bonds without a vote. When residents approve the issues of General Obligation bonds, an additional levy is set for their property taxes to pay for the bond issuance, including principal and interest. The city currently has an "AA" bond rating. The following is the City's 2023 General Obligation Bonds debt calculation:

CITY OF WASHOUGAL SCHEDULE OF LIMITATION OF INDEBTEDNESS 12/31/2023			
<b>Total Taxable Property Value:</b>			<u><u>\$3,517,107,814</u></u>
<b>I. General Purpose Indebtedness</b> (Legal Limit 2.5% of Taxable Property Value)			<u><u>\$ 87,927,695</u></u>
A. General Purpose Indebtedness <u>Without</u> A Vote (Legal Limit 1.5%)		<u>\$ 52,756,617</u>	
Indebtedness (Liabilities):			
GO Bonds	<u>\$ 985,000</u>		
Others	<u>\$ -</u>		
Less Assets Available	<u>\$ -</u>		
Indebtedness Incurred - Section A		<u>\$ 985,000</u>	
<b>Indebtedness Margin - General Purpose</b>			<u><u>\$ 51,771,617</u></u>
<b>II. Indebtedness for Utility Purposes <u>With</u> 3/5 Vote</b> (Legal Limit 2.5%)		<u>\$ 87,927,695</u>	
Indebtedness (Liabilities):			
GO Bonds	<u>\$ -</u>		
Others	<u>\$ 20,187,000</u>		
Less Assets Available	<u>\$ -</u>		
Indebtedness Incurred - Utility		<u>\$ 20,187,000</u>	
<b>Indebtedness Margin - Utility Purposes</b>			<u><u>\$ 67,740,695</u></u>



The city has one non-voted general obligation bond outstanding for the Downtown Revitalization Project. As of December 31, 2023, the following amount is outstanding:

Bond	Outstanding
General Obligation Bond Non-Voted (Downtown Revitalization Project)	\$985,000
<b>Total General Obligation Bonds Outstanding</b>	<b>\$985,000</b>

The Downtown Revitalization Project is funded by the taxes assessed on the sale of real estate in the City of Washougal (Real Estate Excise Tax, REET). For the 2024 Budget, the following are the total principal and interest payments for General Obligation Bonds:

GO Bonds	
Principal	\$ 315,000
Interest	39,400
<b>Total Debt Service GO Bonds</b>	<b>\$ 354,400</b>

#### Public Works Trust Fund Loans

These are loans through the Washington State Public Works Board. They are low-interest loans for local governments to finance public infrastructure construction and rehabilitation. Eligible projects must improve public health and safety, respond to environmental issues, promote economic development, or upgrade performance. The City has six outstanding Public Works Trust Fund Loans for a total outstanding principal balance of \$1,976,550. These loans are repaid by the Water/Sewer and Stormwater operations fund. The annual debt service payments are integrated into the Utility rates residents pay for services. For the 2024 Budget, the following are the total principal and interest payments for Public Works Trust Fund Loans:

PWTF Loans	
Principal	\$ 526,904
Interest	10,176
<b>Total Debt Service PWTF Loans</b>	<b>\$ 537,080</b>

#### Revenue Bonds

Revenue Bonds are bonds which are guaranteed by the specific revenues generated by the issuer. The revenue stream must be sufficient to support the debt along with debt reserve requirements. The City has issued several series of Revenue Bonds based on the Water, Sewer, and Stormwater Utility's revenue. The City undergoes regular, every five years, rate studies to ensure our rates are sufficient to support the issued debt.

The Revenue Bonds issued by the City were issued to fund priority infrastructure projects to maintain the City's Utility operating permit with the State Department of Ecology. This included a \$16 million

Wastewater Treatment Plant expansion. The City has issued four series of Revenue Bonds. The total principal of revenue bonds outstanding is \$20,187,000 as of December 31, 2023. This debt is repaid by the Water/Sewer and Stormwater operations funds. The annual debt service payments are integrated into the Utility rates residents pay for services. The city has a current "A+" bond rating. For the 2024 Budget the following are the total principal and interest payments for Revenue Bonds:

<b>Revenue Bonds</b>	
Principal	\$ 1,698,000
Interest	714,850
<b>Total Debt Service Revenue Bonds</b>	<b>\$ 2,412,850</b>

#### **Future Debt Payments**

The City's long-term debt will be fully paid in full in 2040. Here are the future projected payments by year for 2024-2027 and then in five-year increments for the remaining totals:

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	2,539,904	764,426	3,304,329
2025	2,622,904	676,518	3,299,422
2026	2,654,257	598,513	3,252,770
2027	2,043,779	522,649	2,566,428
2028-2032	9,172,707	1,640,941	10,813,647
2033-2037	2,705,000	571,800	3,276,800
2038-2040	1,410,000	114,400	1,524,400
<b>Totals</b>	<b>\$ 23,148,550</b>	<b>\$ 4,889,246</b>	<b>\$28,037,796</b>

## City of Washougal



## Capital Plans

## Capital Plans

The city has four different Capital Facility Plans for water, sewer, transportation, and parks. Each plan is completed by a third-party contractor procured through a public request for proposals. These Facility Plans consider the current and future needs of the city and systems. These plans are updated every six years. The city has approximately \$1.5 billion in capital assets. As the City is cash basis, assets are expensed when purchased.

### Water Capital Facility Plan

The city has six reservoirs which serve five pressure zones, which are further divided into sub-zones by pressure reducing valves. Underlying aquifers are the current source of water supply to the city. Water is extracted from two wellfields – the Westside Wellfield and Hathaway Park Wellfield. This plan conducts an analysis of six years and 20 years for the system to operate at current levels. During this review approximately \$24 million of capital projects were found to be needed for 20-year projections to keep the system at current levels. This plan was updated during 2021.

### Sewer Capital Facility Plan

The city operates and maintains approximately 35 miles of sanitary sewer collection lines and mains. The City's current system relies upon an activated sludge treatment plant that discharges to the Columbia River. By state law, sanitary sewer system improvements need to conform to a State-approved General Sewer Plan which is formally adopted by City Council. During this review approximately \$29 million of capital projects were found to be needed for 20-year projects to keep the system at current levels. The six-year projection anticipated \$3 million in projects.

### Transportation Capital Facility Plan

Washougal is located along SR-14 in eastern Clark County, Washington. Traffic on SR-14 is forecasted to nearly double during the evening peak traffic hour in the easterly peak direction. The plan lays the groundwork for a street network which adequately provides a safe and efficient movement of people and goods. The plan grades roads and establishes the priorities of transportation projects. Total projects through 2035 are \$214 million.

### Parks Capital Facility Plan

The Park and Recreation Plan identifies a vision for Washougal's park system and presents recommendations for achieving that vision. The plan identifies and evaluates existing park and recreation areas; assesses the need for additional park land, open space, and recreation facilities; establishes goals and objectives for the City's leisure services; and offers specific policies and recommendations to achieve these goals and objectives. The total parks and open space project total from this review is \$29 million.

## Capital Projects

### Police Facility Master Plan (FA-2023-02)



The city is working on completing the Police Facility Master Plan. This plan will complement the Camas/Washougal Fire Facilities plan this year. The goal is to take these two plans and figure out future facility needs for both Fire and Police.

Budget: \$150,000

Funding: Transfer from General fund

### Fire Station 43 Replacement & Police Station Remodel Design (FA-2024-03)



The city proposes to replace Station 43's building. The new building would be built adjacent to the Police Station and house some police staff and functions, such as a shared break room and fitness facility, which would require a remodel of the Police Station.

Budget: \$236,240

Funding: Fire impact fees

### Downtown Revitalization Project (FA-2023-05)



The Washougal Towncenter Revitalization Project will take place in the heart of the towncenter and will provide passive and active outdoor recreation opportunities for Washougal residents and visitors. All new recreational assets will be ADA compliant, and features will be designed for individuals of all ages and ability levels.

Budget: \$8,252,628

Funding: American Rescue Plan Act (ARPA) funds, Washington Department of Commerce appropriation, Park impact fees, Real Estate Excise Taxes (REET), local gifts/donations

**Hamllik Park Basketball Court (PK-2022-04)**

The city applied for a Community Development Block Grant (CDBG) for 2023 funding for additional improvements at Hamllik Park including construction of a full basketball and ramp and path improvements to be in compliance with the American with Disabilities Act (ADA).

Budget: \$259,000

Funding: CDBG funds, Park impact fees

**American with Disabilities Act (ADA) Transition Plan (FA-2024-01)**

The city will be working on a City-Wide ADA Transition Plan that provides a plan for removal of physical barriers to accessibility in transportation systems and City facilities for people with disabilities. ADA Transition Plans should be updated periodically until the inventory of all accessibility barriers is eliminated.

Budget: \$150,000

Funding: Transfer from General fund

**Hathaway Park Security Lighting Upgrades (PK-2024-01)**

Hathaway Park has seen an increase in vandalism in parks after hours. Vandalism most often occurs when there is a good chance of not being caught. Less public visibility and poor outdoor lighting make a park an easy target for potential vandalism. The city will be upgrading the security lighting at Hathaway Park to try to deter vandalism.

Budget: \$70,000

Funding: Transfer from General fund

**Art Capital Projects (2024-ART FUND)**

This fund supports public art projects. Funds for the projects originate from the General Fund, grants or other funding sources. The Arts Commission advises the Council on use of these funds.

Budget: \$24,000

Funding: Transfer from General fund, grants, donations



**Facilities Major Maintenance (FA-2024-02)**

This project provides repair and maintenance of facilities identified in the Facilities Assessment.

Budget: \$100,000

Funding: Transfer from General fund

**Public Works Renovation (FA-2022-03)**

This project provides repair and maintenance of the Public Works Operations Center that were identified in the Facilities Assessment report completed for the buildings. This also includes facility security improvements on certain identified buildings at the Public Works Operation Center.

Budget: \$1,800,000

Funding: ARPA funds, general fund transfer

**32nd Street Underpass Design and Planning (TP-2023-06)**

The city seeks to design and permit 32nd Street Corridor enhancements, including the separation of the dangerous at-grade rail crossing between Main Street/B Street and Evergreen Way. The city has a bold plan to transform this 0.20-mile segment of 32nd Street into a modern, mixed-use roadway with a below-grade rail crossing that will serve the growth needs of the community, reduce congestion hotspots, increase safety, enhance connectivity, and provide

multi-modal improvements and opportunities for economically struggling and minority neighborhoods. In addition to the new railroad bridge and underpass, roadway improvements will include a roundabout at 32nd and Main Street/B Street south of the rail underpass, a roundabout at 32nd Street and Evergreen Way north of the underpass, intersection improvements at F Place, E Street, and A Street, and a sidewalk and multi-use path. The 32nd Street underpass also will provide the opportunity for a third BNSF track – requested by BNSF – which will boost freight and economic opportunity the rail corridor.

Budget: \$50,647,900

Funding: Washington Department of Transportation (WSDOT) appropriation, Federal Railroad Crossing Elimination (RCE) grant, Move Ahead Washington (MAW) Railroad Crossing Program grant, transportation impact fees

### Railroad Crossing Improvements (TP-2023-07)

The Railroad Crossing Improvement project will improve signing and striping at five railroad crossings in Washougal.

Budget: \$200,000

Funding: ARPA funds

### Veteran Memorial (CM-2023-01)



2024 marks the start of the Washougal Veteran Memorial project for Washougal's Memorial Cemetery. The Washougal Veterans Memorial will be a permanent commemoration to honor local heroes who have served our great country. The memorial project offers an opportunity for appreciative citizens to honor veterans.

Budget: \$32,000

Funding: Cemetery capital fees & donations

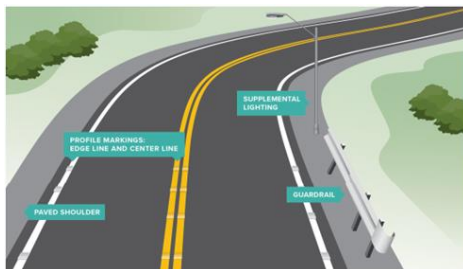
### Traffic Calming (TP-2024-01)

The city will be looking at traffic calming to support the livability and vitality of residential and commercial areas through improvements in non-motorist safety, mobility, and comfort. These objectives are typically achieved by reducing vehicle speeds or volumes on a single street or a street network. Traffic calming measures consist of horizontal and/or vertical lane narrowing, roadside amenities, and other features that use self-enforcing physical or psycho-perception means to produce desired effects.

Budget: \$60,000

Funding: Transfer from General fund

### 32nd Street Safety Improvements (TP-2023-01)



32<sup>nd</sup> Street from Addy Street to Stiles Road Corridor Improvements. Install profiled centerline and edge line pavement markings, widen shoulders, street lighting and guardrails.

Budget: \$896,128

Funding: WSDOT Safety Grant



**Pavement Management Program (PM-2024-01)**

Pavement management is the process of reconstructing, rehabilitating, and maintaining streets to optimize roadway conditions throughout the City's network, as measured by the Pavement Condition Index (PCI). Proper pavement management allows cities to avoid costly, large-scale replacements in the long run.

Budget: \$1,020,000

Funding: Transfer from General fund, REET funds

**Main Street Overlay (TP-2024-02)**

This project will design rehabilitation improvements to Main Street from Washougal River Road to approximately 27th Street.

Budget: \$119,429

Funding: Transfer from General fund, REET funds

**Evergreen Sidewalk Design - 42nd Street to Schmid Ball Fields (TP-2024-03)**

This project will design the sidewalk on the North side of Evergreen Way from 42nd Street to the George Schmid Ball Fields. This will complete sidewalk connectivity on the north side of Evergreen from Evergreen Market Place to Sunset View Road.

Budget: \$63,292

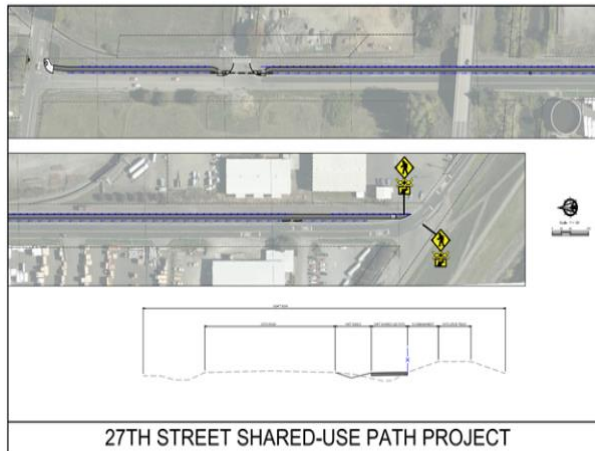
Funding: Transportation impact fees

**Advanced Traffic System (TP-2019-06)**

The Advanced Traffic System will help manage and optimize City traffic by creating a communications link between the City's system and Washington Department of Transportation/Clark County systems.

Budget: \$113,704

Funding: Transfer from General fund

**27th Street Shared Use Path (TP-2023-04)**

This project will provide a dedicated separated shared use path on South 27th Street and will expand the bicycle and pedestrian facility connectivity within Washougal and further a safe and cohesive active transportation network. Proposed complete street improvements will create a more equitable environment for users of all abilities. Planned improvements consist of a paved multi use path on the east side of the road, storm-water improvements, ADA improvements, and a crosswalk with Rectangular Rapid Flashing Beacon (RRFB) for safe crossing of Index Street.

Budget: \$1,059,938

Funding: Regional Transportation Council (RTC) Transportation Alternatives Program (TAP) Grant, Transportation impact fees

**Water Main Replacement and Repairs (WT-2024-01)**

This project replaces the existing aging Water Mains and other water infrastructure, as repairs are needed.

Budget: \$60,124

Funding: Capital portion of water utility rates

**Water Main in J Street 32<sup>nd</sup> Street to 34<sup>th</sup> Street (WT-2024-06)**

Replacement of 1,190 feet of 2" water main with new 8" water main for fire flow improvements.

Budget: \$420,865

Funding: Capital portion of water utility rates

**New Water Service Lines on 32<sup>nd</sup> Street - G Street to K Street (WT-2024-02)**

Replacement of 20 water service lines currently fed from the 3" water main in 32<sup>nd</sup> Street to the 14" water main.

Budget: \$416,055

Funding: Capital portion of water utility rates

**Water System Looping 4<sup>th</sup> Street to Shepherd Road (WT-2024-03)**

Addition of 1,420 feet of new 12" water main to loop the southwest portion of the water system.

Budget: \$607,248

Funding: Capital portion of water utility rates

**Biosolids Handling Facility Construction/Anoxic Selector/Lagoon Decommissioning (SS-2024-02)**

The Biosolids Handling Facility Project will turn solid waste from the wastewater treatment plant into a land-applied, Class B Biosolids (fertilizer). Components of the biosolids handling facility will include an aerobic digester, anoxic selector, rotary drum thickener, and screw press. Also, as part of the project, the existing lagoon cells will be decommissioned. The improvements will also give the City a needed capacity upgrade to handle and future developments to come and provide odor control to the surrounding area.

Budget: \$30,000,000

Funding: Federal Environmental Protection Agency (EPA) grant, capital portion of sewer utility rates

**Jemtegaard Trail Repairs (ST-2023-01)**

The original Jemtegaard Trail Design during Ordinary High-Water Line is over 20' feet away from trail infrastructure. Since 2020, heavy bedload transport has caused the creek channel to shift further East eroding the bank and compromising trail infrastructure. This project will repair this portion of the trail.

Budget: \$335,000

Funding: Capital portion of stormwater utility rates

**Sewer Supervisory Control and Data Acquisition (SCADA) System Upgrade (SS-2022-01)**

SCADA systems are crucial for industrial organizations since they help to maintain efficiency, process data for smarter decisions, and communication system issues to help mitigate downtime. The city is upgrading the Sewer SCADA system in 2024.

Budget: \$228,478

Funding: Capital portion of sewer utility rates

### Wastewater Lift Station No. 1 (SS-2020-01/WT-2024-04/ST-2024-01)



Lift Station 1 was originally constructed in April of 1966 and was rehabilitated in 2008. Operational and access issues have arisen over the last three years. With significant growth forecasted, long-term capacity of the existing station will not meet peak hour demands. This project updates and relocates Lift Station 1, provides new stormwater improvements in the area, installs new water service laterals on C Street, street improvements, and ADA upgrades.

Budget: \$2,651,971

Funding: Capital portion of water, sewer and stormwater utility rates

### Annual Catch Basins & Drainage Improvements (ST-2024-02)

This project replaces the existing aging catch basins & drainage infrastructure at various locations throughout the City.

Budget: \$205,240

Funding: Capital portion of stormwater utility rates

### Stormwater Master Plan (ST-2022-01)



The City of Washougal's Stormwater Master Plan was last updated in 2010. Since then, the Municipal Stormwater Permit, which is renewed on a five-year cycle, has become increasingly onerous at a programmatic scale each passing year. With a new permit coming out in 2024 and the rate analysis planned for 2024, the city plans to develop a Stormwater Master Plan to help prepare for a ten-year horizon. In coordination with City staff, the Master Plan will aim to provide equipment and staffing recommendations for operating and maintaining the storm

system, contemplate different levels of operations & management service, develop recommendations for coordinating work and asset management with other departments, and identify needed stormwater capital improvement projects.

Budget: \$221,618

Funding: Capital portion of stormwater utility rates

## City of Washougal



## Utility Financial Policy



## Utility Financial Policy

The City of Washougal adopted a Utility Financial Policy on February 22, 2011. The purpose of establishing financial policies for the utility enterprises is to promote the financial integrity and stability of the utilities and to provide for the sustainability of essential utility services. These policies form the foundation of utility management and, with routine application, can act as overarching guidelines for consistent decision making.

Some policies are imposed by outside influence, such as minimum debt service coverage, bond reserves and regulatory compliance, while other policies are specific to the city, such as discretionary reserve levels, reinvestment protocols and use of debt.

These policies will assist the City in achieving financial and rate stability from year-to-year.

### A. Fund Accounting

Within each utility, appropriate segregation of monies should be established and maintained to provide adequate controls as to the sources and uses of funds. This will ensure that funds raised through each utility are applied to the appropriate purposes, and that equity attained through rate and charge structure is maintained.

Each utility will operate as a self-supporting enterprise fund. Each utility's rate has been designed to recover the forecasted costs and financial obligations without subsidy from other funds.

#### 1. Operating Reserves

An operating reserve is designed to provide a liquidity cushion to provide for financial viability of the utilities despite short-term variability in revenues and expenses, primarily caused by season fluctuations in billings and receipts, unanticipated cash operating expenses, or lower than expected revenue collections. Target funding levels are generally expressed in number of days' operating and maintenance (O&M) expenses, with the minimum requirement varying with the expected risk of unanticipated needs or revenue volatility. Industry practice ranges from 30 days to 120 days of O&M. The city will maintain the following reserves: water 60-90 days; sewer 45-60 days and storm 30-45 days.

The city will use December 31st of each calendar year as the date to have these reserves on hand, with the balance expected to fluctuate during the year. In any year where operating reserves exceed the maximum target, the City will transfer the excess cash to the capital project fund to pay for capital projects, after considering item 2 below.

#### 2. Capital Contingency Reserves

A capital contingency reserve is an amount of cash set aside in case of an emergency, should a major piece of equipment or a portion of the utility's infrastructure fail unexpectedly. Additionally, the reserve could be used for other unanticipated capital needs or capital cost overruns. The capital account holds debt proceeds, system development charge revenues, system reinvestment funding from rates and any transfers of cash reserves from the operating account.

Industry standard is to maintain a minimum balance in the capital account equal to 1% to 2% of utility fixed assets. The City will establish a target of 1% to 2% of utility fixed assets.

### 3. Restricted Debt Reserves

Restricted debt reserves are typically required through the term of debt repayment to provide a safeguard for bondholders in the event the utilities have insufficient funds to meet annual debt service. This reserve is generally equal to one year's debt service payment for each bond issue. The reserve account can be used to fund the last year's debt service payment for each issue. As an alternative, insurance bonds are sometimes issued in lieu of establishing a bond reserve account. The City will maintain a restricted debt reserve fund throughout the life of each bond issuance with the required level of reserves.

## **B. System Reinvestment Funding**

Utilities generally require high levels of capital investment in infrastructure. As a provider of municipal utility services, the city has an ongoing duty to provide adequate service to its citizens. Therefore, the city realizes the need to provide for replacement of system facilities, many times concurrently.

System reinvestment funding specifically addresses the concept of funding repair and replacements (R&R) through a regular and predictable rate provision. The city will use the "net debt" funding approach. This approach is depreciation funding net of outstanding debt principal, realizing that the utility improves its financial condition through reducing liabilities, such as debt, and augments this through the incremental difference to full depreciation funding. This method most directly relates to a financial "break-even" in terms of profit or loss, mitigates the rate impacts of replacement funding, and avoids overly burdening existing ratepayers with the payment of debt and funding for future asset replacement at the same time.

Annual funding will be transferred from the operating account to the capital account at year-end. The city started to phase in reinvestment funding for all utilities in 2011, with 100% net debt funding achieved in 2015 for water, 2020 for sewer and 2011 for stormwater.

## **C. Debt Service Coverage Requirements**

When revenue bonds are issued, the City agrees to certain terms and conditions related to the repayment of the bonds. Bond coverage is one of those requirements whereby the city agrees to collect enough in annual system revenues to meet all operating expenses and not only pay debt service but collect an additional multiple of that debt service. Coverage ratios typically range from 1.10 to 1.50. The stated coverage in the bond is a minimum requirement and anything less would be a technical default of the bond covenant. The city will maintain coverage of at least 1.25 times its annual revenue bond debt service.

## **D. Use of System Development Charges for Debt Service**

System development charges (SDC) are charges assessed on new development rather than from the existing customer base. The variability in customer growth from year-to-year makes this an unreliable revenue stream and subject to large fluctuations.

SDC revenue will be deposited in the capital account of each utility and made available for capital purposes only. SDC's can legally be used in two ways – they can be applied to capital project costs directly or they can be applied toward annual debt service payments. The City will use SDC revenue to directly fund capital expenses.

#### **E. Capital Program Funding/Debt Management**

A capital-financing plan supports the execution of the utility capital program. The program will incorporate system replacement and rehabilitation, system upgrade and improvement, and system expansion.

##### 1. Capital Funding

Utilities can draw funds for capital projects from a variety of sources such as: grants, developer contributions, system development charges, system reinvestment funding, direct funding from rates, other capital revenues or debt. Grants and developer contributions will be applied to project costs first and the City will evaluate which funding source to use next through use of the debt management policy below.

##### 2. Debt Management

Excessive debt is unfavorable for utilities and can damage the credit rating of the utility, reducing its ability to acquire low-cost debt in the future, while cash “pay-as-you-go” funding might create excessive burdens for existing customers. To find a balance between debt issuance and cash payments, the city will follow the industry practice of maintaining a debt-to-equity ratio of no greater than 50% debt and 50% equity.



## Glossary

**Account** – A record of debit and credit entries to cover transactions involving a particular item or person.

**Accrual** – A charge for work that has been done, but not yet invoiced, for which provision is made at the end of a financial period.

**ADA** – The American with Disabilities Act is a law that protects people with disabilities in many areas of public life.

**Adopted Budget** – Financial program which forms the basis for appropriations, adopted by the governing body.

**Allocate** – To divide a lump-sum appropriation which is designed for expenditure by specific organization units and/or for specific purposes, activities, or objects.

**Amortization** – The process of allocating the cost of an intangible asset over a period of time.

**Appropriation** – An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Specific appropriations are usually made at the fund level and are granted for a one-year period.

**ARPA** – The American Rescue Plan Act of 2021 that was signed into law on March 11, 2021. This Federal act provided an estimated \$1.9 trillion in stimulus to aid in the COVID-19 pandemic.

**Assessed Value** – the value set on real and personal taxable property as a basis for levying taxes.

**Assets** – Resources owned or held by the city which monetary value.

**Audit** – Conducted by the Washington State Auditor's Office, the primary objective of an audit is to determine if the City's financial statement presentation fairly presents the City's financial position.

**Balanced Budget** – A budget in which planned expenditures do not exceed projected funds available.

**BARS** – Stands for Budgeting, Accounting and Reporting System and is prescribed by the State Auditor's Office. It is a manual that dictates how the City records its transactions.

**Bond** – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date, together with periodic interest at a specified rate.

**BNSF** – Burlington Northern Santa Fe Railway is one of North America's leading freight transportation companies, operating a rail network of 32,500 route miles in 28 states and three Canadian provinces.

**Budget** – Written report showing the City's financial plan for one fiscal year. It includes a balanced statement of actual revenues and expenditures during the last year, and estimated revenues and expenditures during the last year, and estimated revenues and expenditures, as budgeted, for the current and upcoming year.

**Capital Outlay/Capital Expenditures** – Items which generally have an item cost of \$5,000 or more and a useful life of more than one year, such as machinery, land, furniture, equipment, or buildings.

**CDBG** – Community Development Block Grant Program are federal funds that support activities to build stronger and more resilient communities.

**Comprehensive Plan** – The plan, or portions thereof, which has been adopted by the City Council. It is a land use policy statement that guides future growth of the City.

**CREDC** – Columbia River Economic Development Council, which is a private-public partnership of over 130 investors and strategic partners working together to advance the economic vitality of Clark County through business relocation, growth, and innovation.

**CWEDA** – The Camas-Washougal Economic Development Association, which was a quasi-municipal entity between the Cities of Camas and Washougal and the Port of Camas-Washougal. The entity's primary mission was to support existing businesses and bring new businesses and jobs to the area. It was disbanded in 2020.

**Debt Service Fund** – A fund used to account for the monies set aside for the payment of interest principal to holders City debt.

**Deficit** – In terms of budgeting, when estimated expenditures exceed estimated revenues. In terms of cash basis fund balance, when expenditures exceed assets.

**Department** – A major organization unit of the city which has been assigned overall management responsibility for an operation or group of related operations within a functional area.

**Depreciation** – A reduction in the value of an asset over time.

**Enterprise Fund** – A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominately self – supporting by user charges and fees. See Proprietary Fund.

**EPA** – The United States Environmental Protection Agency whose mission is to protect human health and the environment.

**Expenditures** – The outflow of funds paid or to be paid for an asset obtained or goods and services obtained.

**FTE** – Full time equivalent – the combination of one or more employees whose work hours equal that of a full-time position, 40 hours a week, 52 weeks a year.

**Fiscal Year** – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of operations. (January 1 through December 31 for the City)

**Fixed Assets** – Assets of a long-term character which are intended to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment that have a value of \$5,000 or more and that have useful life over a year.

**Franchise Fee** – A franchise fee is charged for the privilege of using public right-of-way and property within the City for public or private purposes. The city currently assesses franchise fees on cable TV.

**Fund** – A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

**Fund Balance** – The excess of a funds' total assets over its total expenditures. A negative fund balance is often referred to as a deficit.

**GAAP** – Generally Accepted Accounting Principles refer to a common set of accounting principles, standards and procedures issued by the Financial Accounting Standards Board.

**General Funds** – Financial transactions relating to all governmental activities for which specific types of funds are not required are recorded in a General Fund. This fund is used for all receipts not dedicated for a specific purpose.

**GFOA** – The Government Finance Officers Association, which represents public finance officials throughout the United States and Canada. Its mission is to advance excellence in public finance.

**Governmental Funds** – Funds through most governmental functions are financed. The fund types included in this category are general, special revenue, capital projects, debt service and special assessments funds.

**Grant** – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity of facility.

**Growth Management** – State requirements related to development and its impact on public infrastructure **Growth Management** – State requirements related to development and its impact on public infrastructure.

**Impact Fee** – A fee charged on new development to finance required infrastructure such as roads, parks, schools, and fire facilities.

**Infrastructure** – The portion of a city's assets located at or below ground level, including the water, sewer, street, and storm systems.

**Interfund Transactions** – Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

**Investment Revenue** – Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

**LEOFF I and II** – Law Enforcement Officers retirement system plan.

**Major Fund** – Major funds are funding whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

**MAW** – Move Ahead Washington Railroad Crossing Grant Program funding is to match federal funds for projects which eliminate at-grade highway-rail crossings.

**Non-Major Fund** – Non-major funds are all other funds that do not meet the major fund requirement.

**OCBOA** – Other Comprehensive Basis of Accounting is a non-GAAP accounting protocol used to generate financial statements.

**PCI** – Pavement Conditions Index provides a snapshot of the pavement health of a road on a scale from 0 to 100 (where 100 means a newly paved road).

**Permanent Fund** – A governmental fund that is restricted used to generate and disburse money to those entitled to receive payment. Only the earnings from the resource can be used not the principle.

**PERS** – Public Employees Retirement System.

**Proposed Budget** – Financial program prepared by the City’s administration and submitted to the public and Council for review.

**Proprietary Fund** – A fund that is established to account for business-like activities that have been conducted by the government.

**PWTF** – The Public Works Trust Fund, which is funded through state budget appropriations and provides a source of affordable infrastructure financing to many local Washington governments.

**RCE** – Federal Railroad Crossing Elimination Grant Program which provides funding for highway-rail or pathway-rail grade crossing improvement projects that focus on improving the safety and mobility of people and goods.

**RCW** – Revised Code of Washington which contains all laws of a general and permanent nature enacted by the State.

**REET** – Real Estate Excise Taxes which are levied on all sales of real estate. The revenue received is limited by state statute to expenditures for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, sidewalks, parks, trails, and bridges, as specified in a capital facilities plan.

**Reserve** – An account used to indicate a portion of fund resources is restricted for a specific purpose or is not available for appropriation and subsequent spending.

**Revenues** – All amounts of money received by a government from external sources other than expense refunds, capital contributions, and residual equity transfers.

**RTC** – Southwest Washington Regional Transportation Council which encourages and promotes the development of a balanced, safe, efficient and affordable transportation system to meet the mobility needs of the people and goods and minimize transportation-related air pollution.

**Special Revenue Fund** – Special revenue funds are established only for special tax levies and other dedicated revenues whenever required by statutes, charter provisions, or the terms under which revenue is dedicated.

**System Development Charges (SDC)** – A fee charged on new development to finance require water, sewer, and drainage infrastructure.

**TAP** – Transportation Alternatives Program encompasses smaller-scale transportation projects such as pedestrians and bicycle facilities, historic preservation, and safe routes to school.

**Tax Rate** – A percentage applied to all taxable property to raise general fund revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

**Washington Administrative Code (WAC)** – Laws adopted by State agencies to implement State Legislation.

**WSDOT** – Washington State Department of Transportation that administers the state's multimodal transportation system.