

2020

CITY OF WASHOUGAL ADOPTED BUDGET



1701 C Street

Washougal, Washington 98671

(360) 835-8501

<http://cityofwashougal.us>

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CITY HALL

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Washougal, WA
98671

(360) 835-8501
Fax (360) 835-8808

POLICE DEPARTMENT

1320 A Street
Washougal, WA
98671

(360) 835-8701
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FIRE & RESCUE

1400 A Street
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Fax (360) 699-4859

To the Mayor and City Council & Residents of Washougal:

I am pleased to present the proposed City of Washougal 2020 Budget. This is the first budget proposal submitted to Council under the Council-Manager form of government. The proposed 2020 budget implements the Council's priorities to maintain service levels and make targeted investments to enhance services and amenities in our community.

We are able to maintain our current service levels in all program areas in 2020. We remain conservative in our estimates and in our expenditure control. To ensure current service levels can be maintained, we have had to eliminate inflationary adjustments for departments' operational supplies and services for the second year in a row, reducing our buying power for the things we need to provide services. Our teams have been successful in making this work; however, this approach will be unsustainable in the future as the cost of supplies and services necessary to deliver services continues to rise. In addition to maintaining current service levels, the proposed 2020 budget builds on our momentum to address important Council and community priorities by investing in important capital facilities projects and enhancing community livability.

In determining their priorities for the 2020 budget, the Council considered and was guided by our capital facilities plans and the input from the community reflected in the 2018 Community Survey. Several priorities have emerged from Council's consideration of the budget: maintaining core services, continuing our enhanced Pavement Management Program, increased attention to community aesthetics and investment in our parks, facilities, street and utility systems and infrastructure. To ensure that we can maintain our current service levels, provide these important service enhancements and make additional investments, the 2020 operating budget assumes that the Council will adopt a 1% increase in our overall property tax levy.

Construction of the Schmid Ballfields Phase 3 project and the Washougal Waterfront Trail, which will extend the Waterfront Trail from the Washougal Waterfront Park at the Port to our downtown, via Steamboat Landing and the Pedestrian Tunnel, are the highlights of our Capital Budget this year. We were able to secure critical funding to assist in advancing these and other important projects thanks to our partners in the State Legislature and our recent success in receiving grant funding and state appropriations.

Highlights from the 2020 budget and their alignment with the Priority Pillars in our Strategic Plan include:

Pillar #1 - Communication

- Continuing emphasis on communications, including implementation of our updated web-site with new constituent engagement tools
- Community Survey (third biennial)

Pillar #2 - Community Engagement

- On-going community events

Pillar #3 Core Services – Transportation and Public Infrastructure, Parks and Open Space

- Continued enhanced Pavement Management Program
- Water, Wastewater and Storm Drainage system improvements

- Evergreen/39th Street realignment
- 30% design for 32nd St. railroad underpass
- Update to Transportation Improvement Plan
- Schmid Ballfields Phase 3 Improvements construction
- Waterfront Trail construction
- Jemtegaard Trail construction
- Update to Parks Comprehensive Plan

Pillar #3 Core Services – Community Livability and Services

- Focus on community aesthetics and code compliance
- Hathaway sidewalk project construction
- Support for East County Family Resource Center, ReFuel Washougal, and Community Education

Pillar #4 Economic Development

- Continued partnership with CWEDA and CREDC
- Tourism promotion
- Town Center Sub-area Plan and Planned Action

Under the leadership of the Mayor and Council, for 2020 we are able to propose a balanced baseline operating budget which maintains all services, enhance services in response to community and Council priorities and continue advancing our capital facilities efforts, delivering important projects.

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

Respectfully Submitted,



David Scott

City Manager

City of Washougal

2020 Proposed Budget

Vision Statement

Washougal will be a safe and economically vibrant community that successfully balances growth and expanding opportunity with fiscally responsible services while preserving the best qualities of small-town living.

Values – Community and Organizational

Community	Organizational
Community involvement	Strong leadership
Quality education	Accountability
Safe community	Customer orientation
Small-town feel	Excellent services
Strong economy	Integrity

Mission Statement

Our mission is to provide leadership and effective, fiscally responsible services that achieves our community's vision.

Vision, Values, and Mission Statements

Adopted by the Elected Officials of

The City of Washougal

Via the Strategic Plan on

February 4, 2013

(Resolution 1063)

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

Directory of Officials

ELECTED OFFICIALS

TERM

Mayor

Molly Coston

2018-2021

Council Members

Position #1: Brent Boger

2012-2021

Position #2: Michelle Wagner

2020-2023

Position #3: Paul Greenlee

2007-2021

Position #4: Alex Yost

2020-2023

Position #5: Ray Kutch

2020-2023

Position #6: Julie Russell

2018-2021

Position #7: Ernie Suggs

2020-2023

APPOINTED OFFICIALS

Position

Name

City Manager

David Scott

Public Works Director

Trevor Evers

Finance Director/City Clerk

Jennifer Forsberg

Chief of Police

Wendi Steinbronn

Community Development Director

Mitch Kneipp

Human Resource Director

Jeanette Cefalo

City Attorney

Kenneth Woodrich

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, 2019.

In order 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**

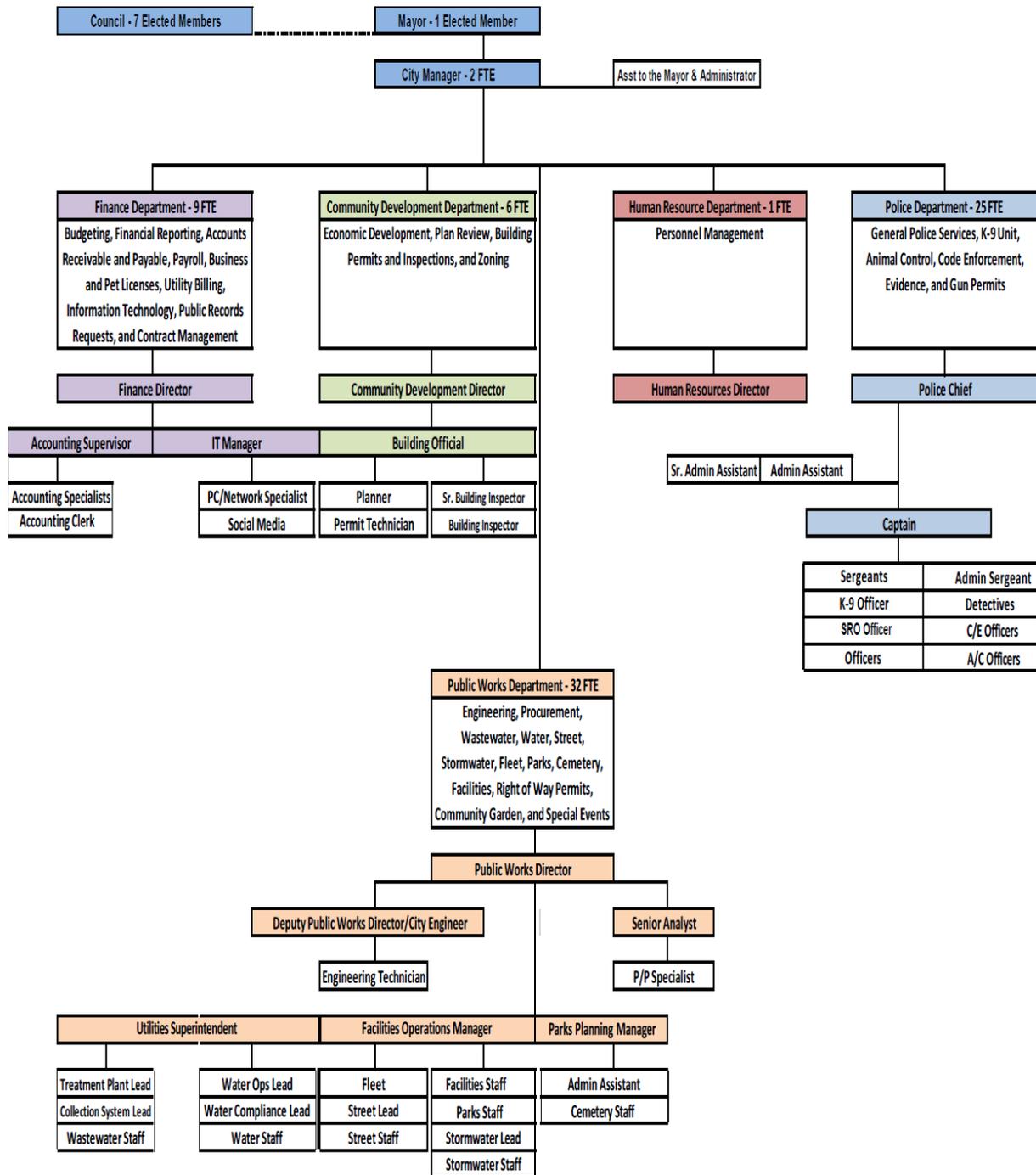
For the Fiscal Year Beginning

January 1, 2019

Christopher P. Morill

Executive Director

2020 City Organizational Chart



*FTE - Full time employee

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 six department directors. The Council is comprised of seven members elected at-large on a non-partisan basis for four-year overlapping terms, and serves as the City's legislative body. Two members of the Council are elected by the Council to serve as Mayor and 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 voting 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 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:

Finance Committee

The Finance Committee approves all City expenditures in detail prior to accounts payable going to City Council for final approval to Council pursuant to WMC 2.04.050.

Public Safety Committee

The Public Safety Committee is one of four standing council committees each consisting of three members of the council pursuant to WMC 2.04.050.

Public Works Committee

The Public Works Committee is one of four standing council committees each consisting of three members of the council pursuant to WMC 2.04.050.

Community Development Committee

The Community Development Committee is one of four standing Council committees each consisting of three members of the Council pursuant to WMC 2.04.050.

Ad Hoc Budget Committee

The Ad Hoc Budget Committee consisting of all seven members of the Council was formed in 2014. The Committee was formed to discuss budget line items in detail without dominating City Council Workshops, leaving adequate time for other important City business.

Transportation Benefit District No. 1 Board

On April 13, 2014, the Washougal City Council adopted Ordinance 1776 establishing the Washougal Transportation Benefit District No. 1 and specifying the boundaries of the district to coincide with the City boundaries. The board is comprised of the Washougal City Council with the Mayor acting in an ex officio capacity. Additional information can be found at WMC 3.99. On August 8th, 2016 the Council assumed the rights, powers, functions and obligations of the TBD pursuant to RCW 36.73. Therefore, the TDB No. 1 Board has been dissolved and is being shown for historical purposes between years and will be removed from this section for the 2018 budget.

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 is for the purpose of approving local tourism activity applications utilizing the Hotel/Motel tax received by the City from our two local hotels. The Committee is represented by one member from each local hotel, a person from a tourism business, general public member, and one City Council appointed official.

Boards and Committees created by Council:

Parks Board

The Park Board of Commissioners is comprised of seven members appointed by the Mayor, approved by the City Council. Six 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.

Cemetery Board

The Cemetery Board is appointed by the Mayor and consists of five members plus a nonvoting council liaison; four members shall be residents of the City and one member may be a nonresident. Appointments for this board shall be ratified by the City Council. Seats are filled for an unexpired term. This volunteer board makes recommendations to the City Council. Additional information can be found at WMC 2.44.

Shoreline Review Committee

The Shorelines 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 the 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. 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 15,711.

HISTORICAL POPULATION

<u>Year</u>	<u>City of Washougal</u>	<u>Clark County</u>
2019	16,107	488,241
2018	16,049	481,857
2017	15,711	474,643
2016	15,560	461,010
2015	15,170	451,820
2014	14,910	442,800
2013	14,580	435,500
2012	14,340	431,250
2011	14,210	428,000
2010	14,095	425,363

*Of the 2019 population –

- Largest racial/ethnic groups are White (89.5%) followed by Hispanic (4.7%).
- Median household income of Washougal residents is \$87,283; however, 7.6% of Washougal residents live in poverty.
- Median age for Washougal residents is 39.7 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 Mayor-Council 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. Still operating in 2016, the mill manufactures many top products.

Highway 14 to the east was completed in 1927 across the Cape Horn bluffs, opening up 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:

Employer	Number of Employees
Washougal School District	484
Pendleton Woolen Mills	240
Safeway	110
Exterior Wood	100
Fitesa Non-woven	48

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.

In 2011, the City of Washougal, in conjunction with the City of Camas and the Port of Camas-Washougal, formed the Camas-Washougal Economic Development Association (CWEDA). This quasi-municipal entity was created so the leadership from forming organizations were able to work together for the economic health of the entire area. The primary mission is to support existing business and to bring new businesses and jobs into the local area.

Budget Philosophy and Financial Policies

Due to the great recession, the City of Washougal faced an on-going structural deficit starting in 2009. In 2010, the City took an aggressive approach and cut spending where possible. In conjunction with increased revenues from City growth, the ongoing deficit was reduced by 2011. The City now 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, in an effort 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.

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.

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 a number of capital projects which are using fund balances in 2019.

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 have 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). 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 \$16 million wastewater treatment plant expansion to accommodate the increased population.

City Priorities and Strategic Plan

In 2013, the City began implementation of the 2013-2023 Washougal Strategic Plan, including the incorporation of our strategic pillars into budget decision making and project planning. Starting in 2015 Public Works kicked off the implementation of performance metrics inspired by the strategic plan, in mid-2016 performance metrics were developed across city departments. Starting in 2017 departments began providing official annual reports based on these performance metrics. These metrics are used to inform the citizens of Washougal on how the department is moving towards the goals and standards set out in our strategic plan to achieve our mission and vision. Departments will continue to provide these annual reports in 2020.

Vision for Washougal - Washougal will be a safe and economically vibrant community that successfully balances growth and expanding opportunity with fiscally responsible services while preserving the best qualities of small-town living.

Mission - Our Mission is to provide leadership and effective, fiscally responsible services that achieves our community's vision.

Strategic Pillars - The Pillars of the strategic plan layout the foundation for how we are to achieve our Vision. Each Pillar includes a strategic goal along with goals to monitor progress towards attain the goal.

Pillar #1 Communication -

Strategic Goal - Provide open and accountable city government through effective communication to foster active citizen participation.

Goals -

- ✓ Increased number of "hits" to the city of Washougal's website

- ✓ Annual strategic goals status “report card” to the community
- ✓ “Clean” audit reports
- ✓ Survey results from periodic citizen and business surveys
- ✓ Increased number of partnerships
- ✓ Increased number of responses to periodic surveys

Pillar #2 Community Engagement -

Strategic Goal - Support and promote opportunities for community engagement to build a sense of community and preserve our small town feel.

Goals -

- ✓ Increased amount of volunteer hours in the community
- ✓ Increased number of attendees at city-sponsored community events
- ✓ increased percentage of citizens who report in citizen survey that “Washougal is a welcoming and friendly community”
- ✓ Increased number of partnerships to sponsor community events

Pillar #3 Core Services -

Strategic Goal - Provide effective leadership to ensure that Washougal residents receive quality, cost-effective municipal services.

Goals -

- ✓ Continuous annual decline/improvement as appropriate in all standard statistics used to gauge crime and public safety
- ✓ “Clean” annual audit
- ✓ AAA bond rating
- ✓ Continuous improvement in each successive citizen and business survey in all categories overall
- ✓ Core services in cost, efficiency and quality compared to other cities of similar size within Washington state
- ✓ Annual progress towards infrastructure maintenance, improvement and replacement
- ✓ Emergency preparedness
- ✓ Percentage of time that police, fire and EMT responses are within targeted standards
- ✓ Percentage of citizens who report in periodic surveys that they feel safe and secure in the community

Pillar #4 Economic Development -

Strategic Goal - Build a solid economic foundation to ensure a strong, diverse and sustainable local economy.

Goals -

- ✓ Retail sales/sales tax revenue gains/losses
- ✓ Employment gains/losses within the community
- ✓ Establish a time for completing residential, commercial and industrial building permits to track and measure effective service delivery
- ✓ Visitor/traveler data from visitors bureaus, AAA, etc.
- ✓ New or renewed Washington State Business License data
- ✓ Average wage/benefits for full time employees working within the community
- ✓ Return on investment on marketing and promotion efforts

Performance Measurement

The City of Washougal has recently 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. 2017 was the first year of citywide department annual reporting presentations and they will continue annually. Each department reports their own performance information, while City Administration collects and reports data on the community as a whole.

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 Mayor works with the City Administrator and 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.

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 another 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 of the City 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 completed by ordinance with approval of City Council. Department directors work with the Mayor and City Administrator for any detail line item budget changes within each fund.

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.

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

Calendar for 2020 Budget Development

Date	
May 9 & 10, 2019	Council's Annual Planning Session to identify goals and priorities
August 12, 2019	Request to department directors for estimated revenue and expenditures
August 12 & 26, 2019	Department budget presentations
September 2, 2019	Estimates filed with City Clerk
September 9, 2019	Department budget presentations
September 23, 2019	Council budget work session, overall revenue and expenditure estimates
October 28, 2019	Proposed budget available to the public
November 1, 2019	1 st published notice of public hearing for proposed budget
November 8, 2019	2 nd published notice of public hearing for proposed budget

November 12, 2019	Public hearing on proposed budget
November 12, 2019	Adoption of 2020 Ad Valorem Property and EMS Tax Levies
December 9, 2019	Adoption of 2020 budget

As the year progresses, Department Directors are responsible for ensuring their expenditures do not exceed the appropriated amount. If something unexpected arises which cannot be absorbed in the budget, a budget amendment is brought forward to the City Finance Director, who then takes the amendment to Council for approval.

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 Mayor and City Administer throughout both the year and budget preparation period to determine if goals are being met and whether or not there is capacity to add in 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.

During the budget planning process, the Finance Director and City Administrator 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. 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. All other departments will maintain current operating service levels from 2020.

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 has to 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 an Abatement Fund 003 that is classified as a general fund. This 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 under goes 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 under goes 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
Abatement Fund 003	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
	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	
	EMS Restricted Revenue Fund 125		Fire Impact Fees Fund 126					
	Drug Seizure Fund 141		Park Capital Projects Fund 350					
			Building Contingency Fund 351					
			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
Governmental Funds			
General Funds			
General Fund	X	X	
Abatement Fund	X		X
Special Revenue Funds			
Street Fund	X		X
Cemetery Fund	X		X
Hotel/Motel Fund	X		X
PEF Fee Fund	X		X
EMS Restricted Revenue Fund	X		X
Drug Seizure Fund	X		X
Debt Service Funds			
UTGO Debt Fund	X		X
Downtown Revitalization Bond Fund	X		X
Downtown Guarantee Fund	X		X
Capital Project Funds			
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
Permanent Funds			
Perpetual Care	X		X
Proprietary Funds			
Enterprise Funds			
Water/Sewer Fund	X	X	
Stormwater Utility Fund	X		X
Low Income Assistance Fund	X		X
Enterprise Capital Project Funds			
Water/Sewer Capital Fund	X		X
Water/Sewer/Stormwater Revenue Bond Fund	X	X	
Enterprise Debt Service Funds			
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
Internal Service Funds			
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 85 full time employees. 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 a police officer, manager, confidential employee or Department Director. There are 42 positions in Washougal represented by this group. The Washougal Police Officers Association represents the City's Police Officers of which there are 20 covered positions.

The City bargains with each of these groups separately and currently the groups are on different contract end dates. 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 government 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 2020 rates of contribution for the City and employee:

Retirement Plan	City Contribution	Employee Contribution
LEOFF II	5.43%	8.59%
PERS II	12.86%	7.90%
PERS III	12.86%	5-15%

WSCCCE/Council 2 - Local 307W	Washougal Police Officers Association
PO Box 750	1320 A Street
Everett, WA 98206	Washougal, WA 98671
40 Members	18 Members

The following is a list of regular full time equivalent employees by each Department for which the City has budgeted salaries and benefits. The most notable change in 2016 was the addition of one police officer and Public Works Senior Analyst. In 2017, one new Building Inspector is added in Community Development, and a new full-time Communication Specialist is added in Finance (replacing an existing part-time temporary position). The 2018 budget included one new police sergeant position. The 2019 budget includes a new Code Enforcement position that will be filled part way through the year. The Water and Sewer Manager positions were combined into one Utility Manager Position and a new Sewer Maintenance Worker is scheduled in the rate plan for 2019. 2020 will not have any new positions added, however, the Code Enforcement position has not been hired yet, so it will roll to 2020.

Full Time Employee Equivalent			
Department	2018 Actual	2019 Budget	2020 Budget
Council	7.00	7.00	7.00
Administration	3.00	3.00	3.00
Human Resources	1.00	1.00	1.00
Finance	9.00	9.00	9.00
Community Development	6.00	6.00	6.00
Animal Control	2.00	2.00	2.00
Police/Public Safety	24.00	25.00	25.00
Parks	3.35	3.35	3.35
Engineering	0.85	0.85	0.85
Facilities	1.40	1.40	1.40
Street	4.55	4.55	4.55
Cemetery	1.30	1.30	1.30
Water	8.67	8.17	8.17
Sewer	6.58	7.08	7.08
Stormwater	5.30	5.30	5.30
Total	84.00	85.00	85.00

City of Washougal



Budget in Brief

Budget Overview

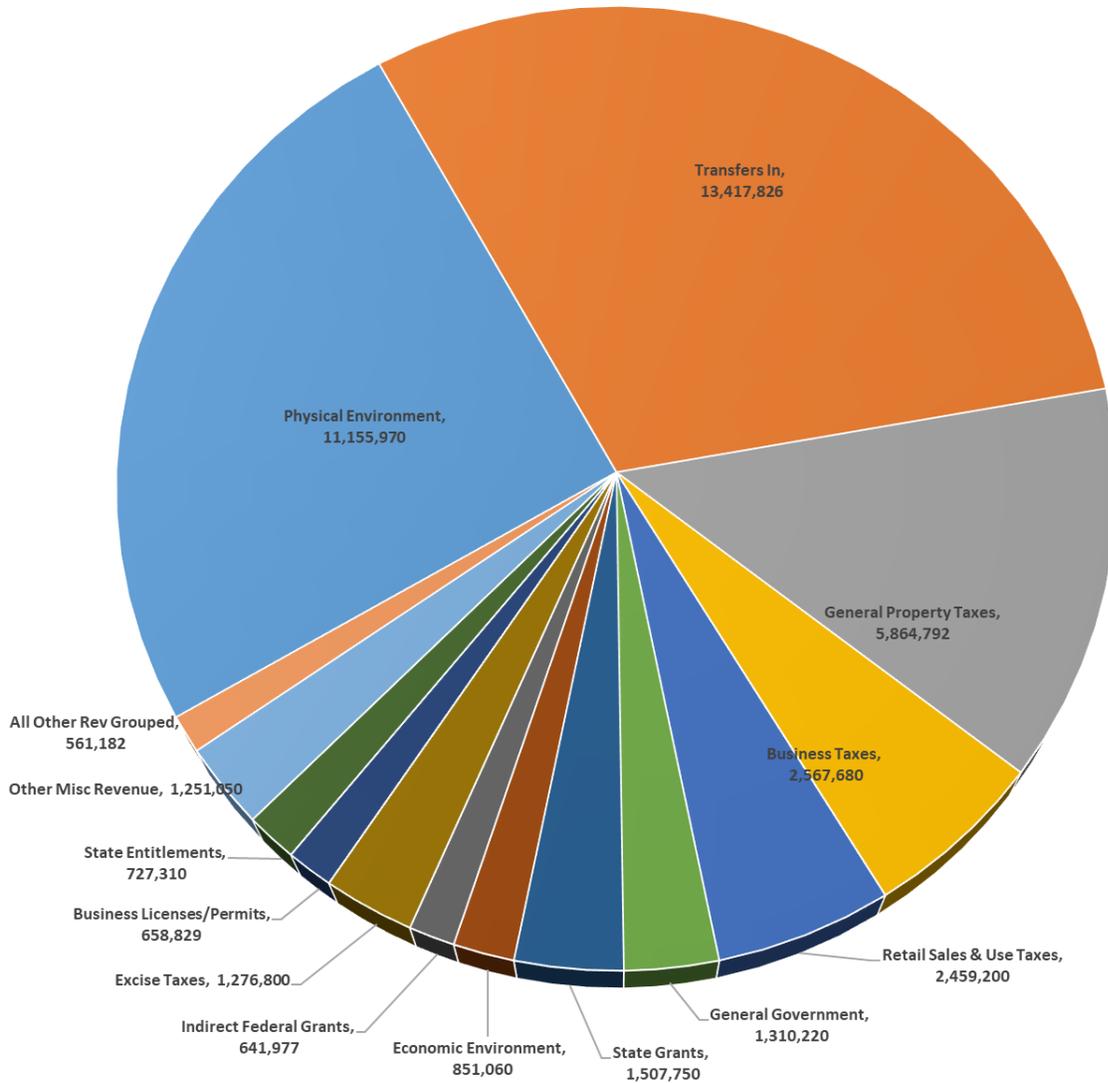
The City of Washougal strives to maintain service levels while keeping costs low. Due to this philosophy, the City was able to get through the “Great Recession” without having to make significant reductions in services. The City has continued this philosophy, while trying to anticipate future growth and 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 projects included in the 2020 budget, for which the City is hoping to receive grant funding. Below is the 2020 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	3,158,237	13,646,038	14,024,913	2,779,362
003	Abatement	69,532	1,200	19,500	51,232
101	Street	91	1,058,742	1,054,583	4,250
103	Cemetery	6,525	213,650	213,650	6,525
104	REET 1st Qtr %	1,481,479	476,000	897,300	1,060,179
105	Park Impact Fee	602,000	226,000	828,000	-
106	REET 2nd Qtr %	334,000	882,190	907,000	309,190
108	Hotel/Motel Tax	-	91,400	91,400	-
110	Transportation Development	1,127,489	262,000	1,389,489	-
118	PEG Fee	130,000	1,600	131,600	-
125	EMS Restricted Revenue	-	-	-	-
126	Fire impact Fee	386,725	60,500	53,300	393,925
141	Drug Seizure Fund	24,000	10,300	19,200	15,100
212	UTGO Debt	5,600	120,300	114,300	11,600
215	Downtown Revitalization Bond	-	358,300	358,150	150
350	Parks Capital Projects	40,000	2,692,000	2,732,000	-
351	Building Contingency	227,000	567,800	794,800	-
353	Transportation Capital	-	4,049,466	4,049,039	427
355	Art Project Fund	-	5,000	5,000	-
401	Water/Sewer	4,296,457	8,831,734	8,804,390	4,323,801
403	Stormwater	1,728,191	1,582,336	1,542,712	1,767,815
406	Water/Sewer Capital	5,960,135	1,448,846	4,707,000	2,701,981
408	Water/Sewer Bond	-	3,443	3,443	-
410	PW Trust Fund Loan	752	303,500	303,473	779
412	Water/Sewer Loan	-	-	-	-
413	Water/Sewer/Storm Bond	1,196,800	7,190,400	8,387,190	10
414	Water/Sewer/Storm Bond Reserve	1,594,616	1,800	-	1,596,416
510	Employment Security	112,550	3,000	30,450	85,100
520	ER&R vehicle	24,000	92,400	116,100	300
521	ER&R IT	5,000	31,600	31,500	5,100
604	Perpetual Care	361,838	9,802	-	371,640
610	Downtown Bond Guarantee	1,125,807	20,000	-	1,145,807
631	Low Income Assistance	9,000	10,300	14,000	5,300
Grand Total		24,007,824	44,251,647	51,623,482	16,635,989

Citywide Revenues

This section summarizes City operating revenues from 2015 through forecasted amounts which support the 2020 budget. Below is a table of the budgeted projected revenues by type for 2020.

Total Revenues \$44,251,647



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	4,745,511	42.54%
Water Sales	3,993,623	35.80%
Stormwater Sales	1,430,336	12.82%
Sewer Development Charges	520,000	4.66%
Water Development Charges	330,000	2.96%
Stormwater Connection Fees	45,000	0.40%
Cemetery Services	51,500	0.46%
Water Meter Sets	25,000	0.22%
Water/Sewer Taxes on Connection	15,000	0.13%
Total Physical Environment	11,155,970	100%

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

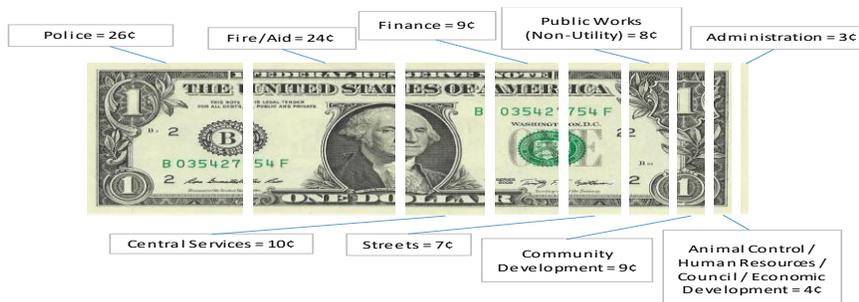
The City collects property taxes from residents residing in the City of Washougal. Of the amount residents pay in property taxes, only a portion of the revenue goes to the City. Below is a graph illustrating where each dollar a residents pays goes.

2020 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 2020 adopted budget.

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



Historical Citywide Revenues

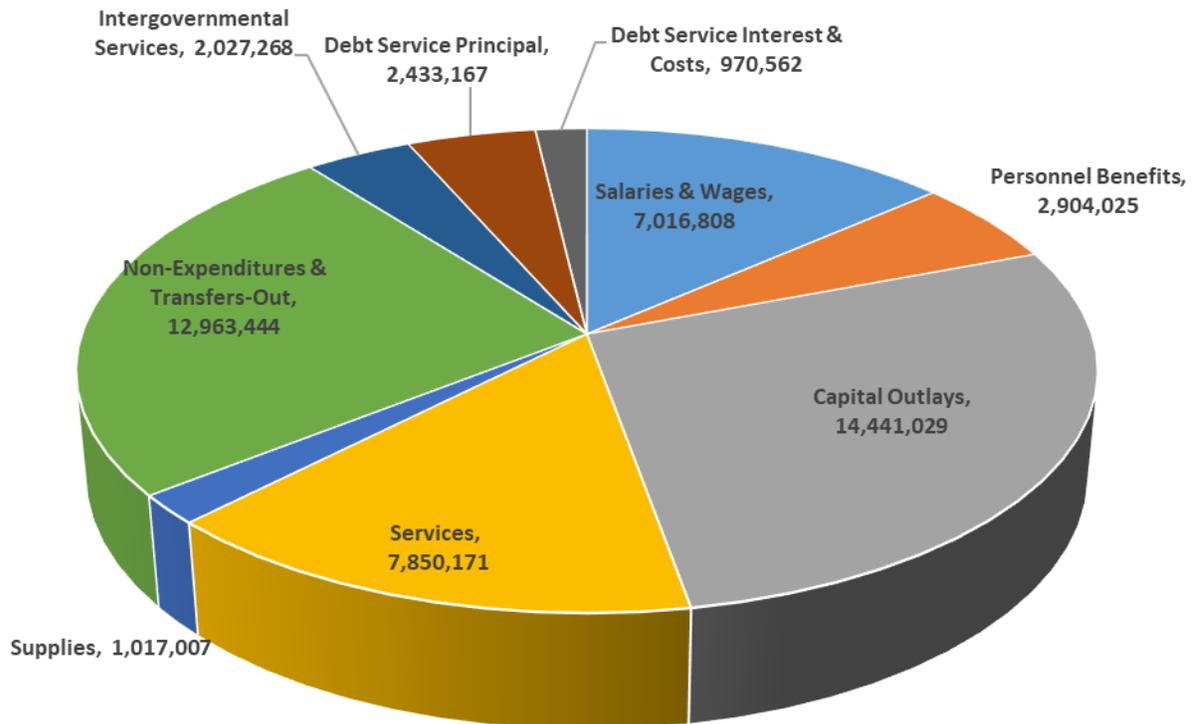
Revenue Type	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Physical Environment	10,068,338	10,127,537	10,230,357	10,559,813	11,093,225	11,155,970
Transfers In	5,296,378	4,521,013	5,560,611	6,207,336	9,318,967	13,417,826
General Property Taxes	4,806,500	4,920,754	4,355,624	5,421,892	5,617,705	5,864,792
Proceeds L/T Debt	10,030,000	-	10,165,567	-	-	-
Business Taxes	2,197,926	2,140,511	2,177,045	2,212,381	2,702,221	2,567,680
Retail Sales & Use Taxes	1,766,316	1,948,250	2,049,463	2,279,271	2,297,630	2,459,200
General Government	1,214,388	699,215	1,137,525	1,172,396	1,299,995	1,310,220
State Grants	47,040	1,488,984	741,704	752,497	2,395,750	1,507,750
Economic Environment	1,029,175	975,338	1,264,496	918,163	901,060	851,060
Indirect Federal Grants	50,702	199,621	14,099	951,782	507,520	641,977
Excise Taxes	840,914	1,113,303	1,032,945	1,105,543	1,169,610	1,276,800
Business Licenses/Permits	593,880	684,196	720,998	546,944	655,002	658,829
State Entitlements	620,115	683,100	696,839	712,321	716,111	727,310
Interest/Other Earnings	117,429	447,522	265,206	480,301	158,800	267,400
Agency Type Deposits	350,777	464,452	671,039	443,025	800	800
Water Rights	704,678	52,898	55,499	53,084	88,163	53,000
Special Assessments	79,325	462,850	43,541	13,362	2,500	2,500
Other Misc Revenues	53,536	58,370	267,619	39,975	2,267,092	1,251,050
State Shared Revenues	87,725	86,884	87,552	88,996	87,000	87,000
Public Safety	61,911	61,595	66,819	53,943	82,561	82,561
Disposition of Cap Assets	63,048	33,647	55,546	573,555	15,000	16,000
Local Grants	-	299,500	308,750	10,575	-	-
Rents/Lease/Concession	36,293	34,106	35,780	48,318	40,286	27,086
Interfund Loan Receipts	-	-	53,462	53,929	53,292	2,802
Private Contributions/Donations	10,086	15,172	13,398	60,214	300	300
Other Non Revenues	22,634	63,854	308,696	88,919	-	-
Superior Ct Flny/Mis Pnlt	4,425	6,838	7,497	5,458	10,000	10,000
Other Incr - Net Cash/Inv	-	-	-	-	-	-
Non-Business Lic/Permits	6,581	10,184	7,166	8,236	10,000	10,000
Interlocal Entitlements	-	-	-	-	-	-
Fed Entitlements	-	14,351	1,749	-	-	-
Culture & Recreation	2,033	1,761	1,514	1,848	1,733	1,733
Non-Court Fines/Penalties	2,366	87	1,716	71	-	-
Direct Federal Grants	-	-	-	-	-	-
Total	40,164,519	31,615,893	42,399,822	34,864,149	41,492,323	44,251,646

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

Citywide Expenditures

This section is a summary of citywide expenditures from 2015 through the 2020 budget. Below is a table of expenditures by type for the 2020 budget.

Total Expenditures \$51,623,481



The City's three largest 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

In order 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 2020 budget continues to include utility tax revenue that will be used to support capital outlays.

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.

Building Contingency Fund	Budget
City Hall Siding/Restrooms Project	352,000
Purchase Fire Station Building	350,000
Other Opportunities	92,800
Total Facilities Capital	794,800
Parks Capital Fund	Budget
Schmid Family Fields Phase 3	2,600,000
Hamlik Park Pump Track	32,000
Other Park Acquisition/Development	100,000
Total Parks Capital	2,732,000
Transportation Capital	Budget
Waterfront Trail	1,900,000
39th/Evergreen Realignment	120,000
SRTS - Jemtegaard Trail	750,000
Hathaway Sidewalks	242,550
Grade Separated Alt Analysis 27th/32nd	500,000
Advanced Traffic System	100,000
Other Transportation Opportunities	436,489
Total Transportation Capital	4,049,039
Water Capital	Budget
Water Service Line & Meter Replacement	1,044,540
Woodburn Hill Transmission Line Design	899,087
Water Master Plan Update	30,000
Total Water Capital	1,973,627
Sewer Capital	Budget
Biosolids Facility	2,400,000
Anoxic Selector	952,328
Pump Station #1, 2, 4 & 5 Upgrades	320,000
Total Sewer Capital	3,672,328
Stormwater Capital & Maintenance	Budget
Jemtegaard Trail Stormwater Utility Work	12,000
Lawnmower	34,000
NPDES Compliance	85,000
Point Repairs	50,000
Total Stormwater	181,000

Services

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 budgeted for 2020 is \$3,517,786. The remaining services are for repairs and maintenance, utility services, software maintenance agreements, court services, and consulting fees.

Salaries and Wages

In 2020, the City approved a 2.6% cost of living increase for 307W union members and non-represented employees. Per the new police union contract, the police members received a 4% increase in 2020. The City approved 3% incentive pay for specialty positions.

Historical Citywide Expenditures

Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	5,568,991	5,722,235	6,058,453	10,042,377	6,706,280	7,016,808
Personnel Benefits	2,209,972	2,406,900	2,528,094	2,779,935	2,779,935	2,904,025
Capital Outlays	9,264,310	6,993,958	5,376,698	8,284,691	4,477,181	14,441,029
Services	6,710,155	6,790,723	6,899,269	6,887,480	11,222,552	7,850,171
Supplies	506,488	547,963	673,173	882,142	882,142	1,017,007
Non-Expenditures & Transfers-Out	6,340,013	5,094,001	6,364,690	9,332,530	10,346,917	12,963,444
Intergovernmental Services	1,940,141	1,793,360	2,068,905	2,157,233	2,157,233	2,027,268
Debt Service Principal	3,661,354	1,869,479	12,059,248	4,867,302	5,874,004	2,433,167
Debt Service Interest & Costs	1,466,773	1,390,203	1,521,916	1,117,057	1,117,057	970,562
Total	37,668,197	32,608,822	43,550,446	46,350,747	45,563,301	51,623,481

Further information on expenditures by fund and department are 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	3,158,237	2,779,362	(378,875)	-12%	Fund balance budgeted to capital projects and a study.
003	Abatement	69,532	51,232	(18,300)	-26%	Fund balance budgeted to fund potential abatement.
101	Street	91	4,250	4,159	4570%	Minimal dollar amount - strive for net zero.
103	Cemetery	6,525	6,525	-	0%	
104	REET 1st Qtr %	1,481,479	1,060,179	(421,300)	-28%	Fund balance for capital projects.
105	Park Impact Fee	602,000	-	(602,000)	-100%	Move fund balance to Fund 350 to fund capital projects.
106	REET 2nd Qtr %	334,000	309,190	(24,810)	-7%	
108	Hotel/Motel Tax	-	-	-	0%	
110	Transportation Development	1,127,489	-	(1,127,489)	-100%	Move fund balance to Fund 353 to fund capital projects.
118	PEG Fee	130,000	-	(130,000)	-100%	Capital project to close out the fund.
125	EMS Restricted Revenue	-	-	-	0%	
126	Fire impact Fee	386,725	393,925	7,200	2%	
141	Drug Seizure Fund	24,000	15,100	(8,900)	-37%	Use of fund balance to pay for training.
212	UTGO Debt	5,600	11,600	6,000	107%	Use of fund balance to pay bond payments.
215	Downtown Revitalization Bond	-	150	150	0%	
350	Parks Capital Projects	40,000	-	(40,000)	-100%	Fund balance budgeted to fund Capital Projects.
351	Building Contingency	227,000	-	(227,000)	-100%	Fund balance budgeted to fund Capital Projects.
353	Transportation Capital	-	427	427	0%	Fund balance budgeted to fund Capital Projects.
355	Art Project Fund	-	-	-	0%	
401	Water/Sewer	4,296,457	4,323,801	27,344	1%	
403	Stormwater	1,728,191	1,767,815	39,624	2%	
406	Water/Sewer Capital	5,960,135	2,701,981	(3,258,154)	-55%	Fund increase from utility operating fund for future capital costs (system reinvestment).
408	Water/Sewer Bond	-	-	-	0%	
410	PW Trust Fund Loan	752	779	27	4%	
412	Water/Sewer Loan	-	-	-	0%	
413	Water/Sewer/Storm Bond	1,196,800	10	(1,196,790)	-100%	Fund balance budgeted to fund Capital Projects.
414	Water/Sewer/Storm Bond Reserve	1,594,616	1,596,416	1,800	0%	
510	Employment Security	112,550	85,100	(27,450)	-24%	Fund balance budgeted to fund unemployment costs.
520	ER&R vehicle	24,000	300	(23,700)	-99%	Fund balance budgeted to fund vehicle purchases.
521	ER&R IT	5,000	5,100	100	2%	
604	Perpetual Care	361,838	371,640	9,802	3%	
610	Downtown Bond Guarantee	1,125,807	1,145,807	20,000	2%	
631	Low Income Assistance	9,000	5,300	(3,700)	-41%	Fund balance budgeted to fund Assistance Program.
	Grand Total	24,007,824	16,635,989	(7,371,835)	-31%	Accumulation of the changes noted above.

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. For 2020, the budget includes multiple projects using fund balances. Funds in these fund balances were intended for use for capital projects and thereby do not have an effect on 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 EMS Restricted Fund is budgeted to be used to pay the City of Camas for EMS services. 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 2020, the City is being conservative and was unable to provide any increases to budgets to account for the increases each department is experiencing due to inflation. Other service enhancements are programmed in the seasonal line item to enhance maintenance citywide, communications, and the pavement management program.

The following section, Departmental Budgets, details all of 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	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
General Property Taxes	4,675,311	4,849,321	4,285,074	5,341,732	5,532,705	5,744,792
Business Taxes	2,032,957	1,952,652	1,969,063	2,212,381	2,465,221	2,399,680
Retail Sales & Use Taxes	1,693,379	1,863,547	1,956,034	2,175,195	2,207,630	2,369,200
General Government	1,211,971	693,297	1,132,542	1,170,139	1,295,235	1,305,460
Business Licenses/Permits	499,641	555,234	591,684	415,306	507,807	507,807
Economic Environment	346,532	391,859	366,251	404,532	313,600	313,600
State Entitlements	305,920	340,063	343,138	344,369	342,685	353,552
Agency Type Deposits	349,037	461,407	-	-	-	-
Transfers In	-	1,256	596,307	-	-	-
Excise Taxes	86,463	93,639	98,638	104,771	269,610	376,800
State Shared Revenues	87,725	86,884	87,552	88,996	87,000	87,000
Public Safety	61,911	61,595	66,819	53,943	82,561	82,561
Interest/Other Earnings	26,874	15,371	35,378	58,765	36,500	65,000
Rents/Lease/Concession	14,893	7,506	6,980	11,052	11,486	11,486
State Grants	8,568	10,862	15,187	34,599	7,750	7,750
Other Misc Revenues	8,430	9,323	6,948	11,266	150	150
Disposition of Cap Assets	-	22,323	-	-	-	-
Non-Business Lic/Permits	6,581	10,184	7,166	8,236	10,000	10,000
Contributions/Donations	4,152	3,007	7,343	15,058	-	-
Other Non-Revenues	22,300	(5,970)	-	-	-	-
Culture & Recreation	847	778	982	741	1,200	1,200
Other Revenue	1,050	2,100	-	-	-	-
Indirect Federal Grants	-	-	5,096	-	10,000	10,000
Civil Parking Penalties	-	-	-	-	-	-
Criminal Costs	-	-	-	-	-	-
Total	11,444,542	11,426,238	11,578,182	12,451,079	13,181,140	13,646,038

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 expired at the end of 2016 and was approved by the voters during 2017 for collection in 2018. The following tables present the City's regular, EMS and bond ad valorem tax levy rates, with associated amounts for tax collection years 2015 through 2020:

Tax Collection Year	Levy Rates (Dollars Per \$1,000 of Assessed Value)			
	Regular	EMS	Bond	Total
2020	2.08	0.44	0.05	2.56
2019	2.15	0.46	0.04	2.85
2018	2.31	0.50	0.04	2.85
2017	2.47	0.00	0.04	2.51
2016	2.67	0.44	0.05	3.16
2015	2.74	0.45	0.09	3.28

Tax Collection Year	Levy Amounts in Dollars			
	Regular	EMS	Bond	Total
2020	4,704,708	1,015,169	105,000	5,824,876
2019	4,563,331	983,115	85,000	5,631,446
2018	4,425,585	956,424	80,000	5,462,009
2017	4,292,669	-	70,000	4,362,669
2016	4,117,450	677,065	70,000	4,864,515
2015	4,022,520	658,665	130,000	4,811,185

Sales Tax: The retail sales tax rate for the City of Washougal is 8.4%, of which the City receives .7%. The remainder goes to the State (6.5%) and Clark County (1.2%). Of the County's portion, .09% comes to the City of Washougal 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. The increases to utility tax will be used for capital purposes in 2020.

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.

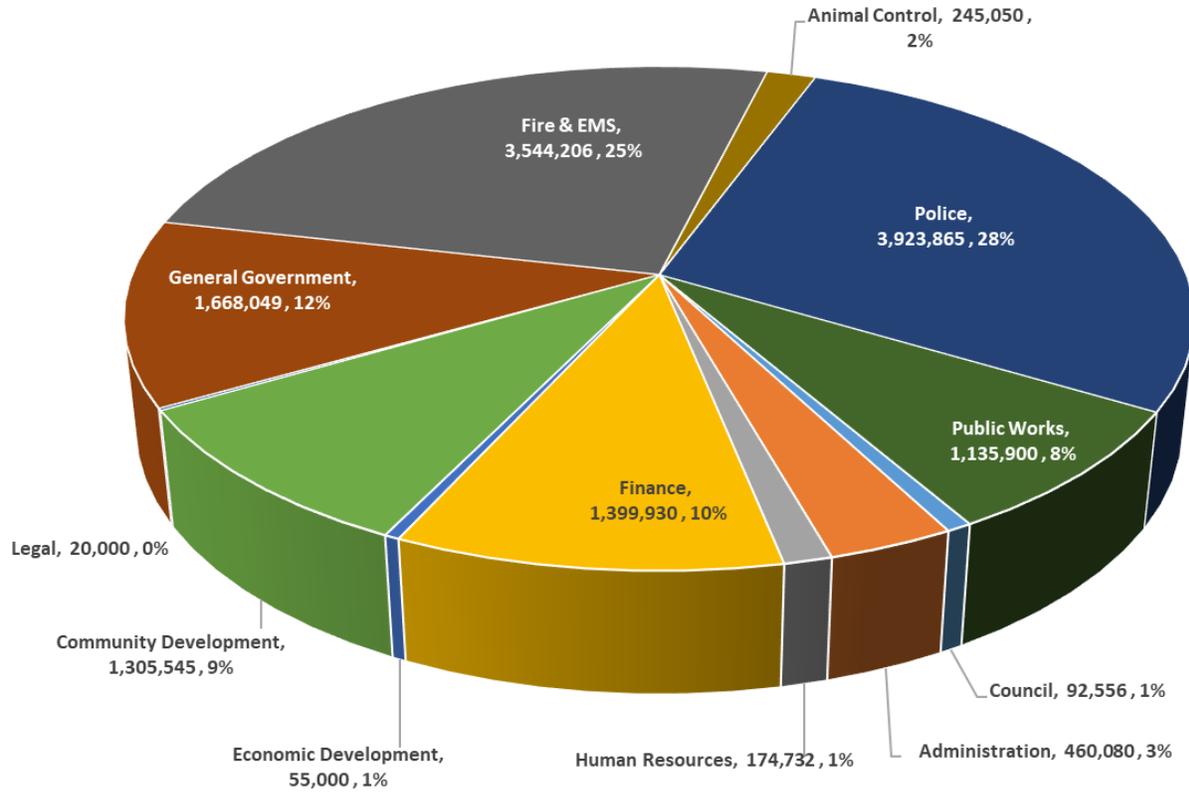
Intergovernmental Revenues: These revenues are those received from the State or County which are not grant funds. These revenues include Liquor Excise Tax and Liquor Board Profits, motor vehicle fuel tax, and City Assistance funds.

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

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 in which expenditures are allocated. These Departments are as follows and discussed in detail on the following pages:



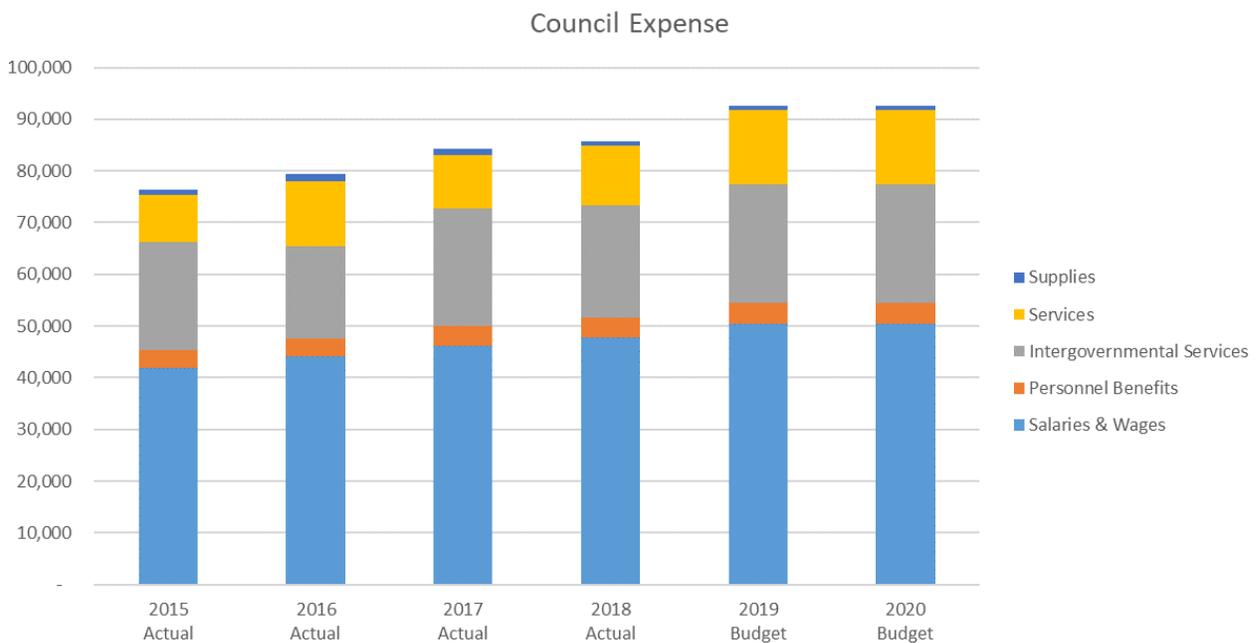
Council

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. One member of the Council serves as Mayor Pro Tem, as appointed by vote of the Council. 2020 is not an election year for any members of the Council.

Primary Expenditures:

Each Council member receives a monthly stipend that is set by the Salary Commission, which is comprised of citizens of Washougal, appointed by the Mayor with approval of the City Council. This is the majority of this department's expenses. In addition to the monthly stipend, Council members 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	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	42,000	44,100	46,200	47,725	50,400	50,400
Personnel Benefits	3,342	3,527	3,730	3,813	4,000	4,000
Intergovernmental Services	20,904	17,772	22,894	21,804	23,000	23,000
Services	9,192	12,574	10,296	11,568	14,336	14,336
Supplies	946	1,372	1,233	872	820	820
Total	76,384	79,345	84,353	85,782	92,556	92,556

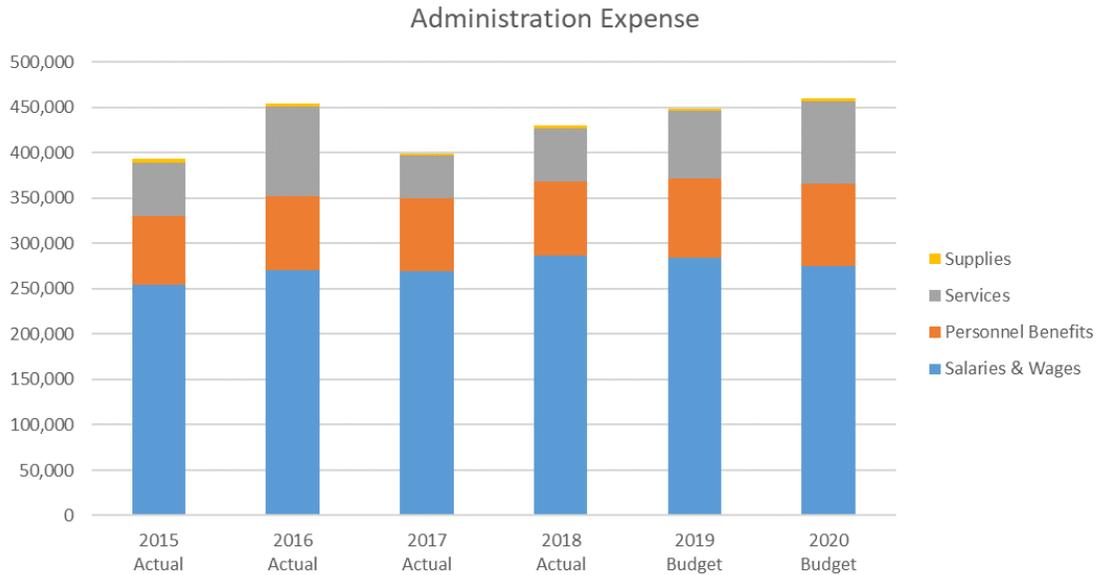
Administration

The Administration Department includes the Mayor, City Manager, and an Executive Assistant. 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, administered 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:

The Mayor receives a monthly stipend that is set by the Salary Commission which, is comprised of citizens of Washougal, appointed by the Mayor with approval of the City Council. In addition to salaries and benefits for two full time employees and salary for one mayor, this department also has several professional service agreements that further the City’s strategic plan, legal services, legislative/infrastructure advocacy, and downtown promotion.



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	254,570	270,115	269,770	287,021	284,000	275,100
Personnel Benefits	75,240	81,555	79,960	81,039	87,400	91,000
Services	59,511	99,494	46,982	58,275	74,920	91,220
Supplies	4,039	3,689	2,687	4,514	2,760	2,760
Total	393,360	454,853	399,399	430,849	449,080	460,080

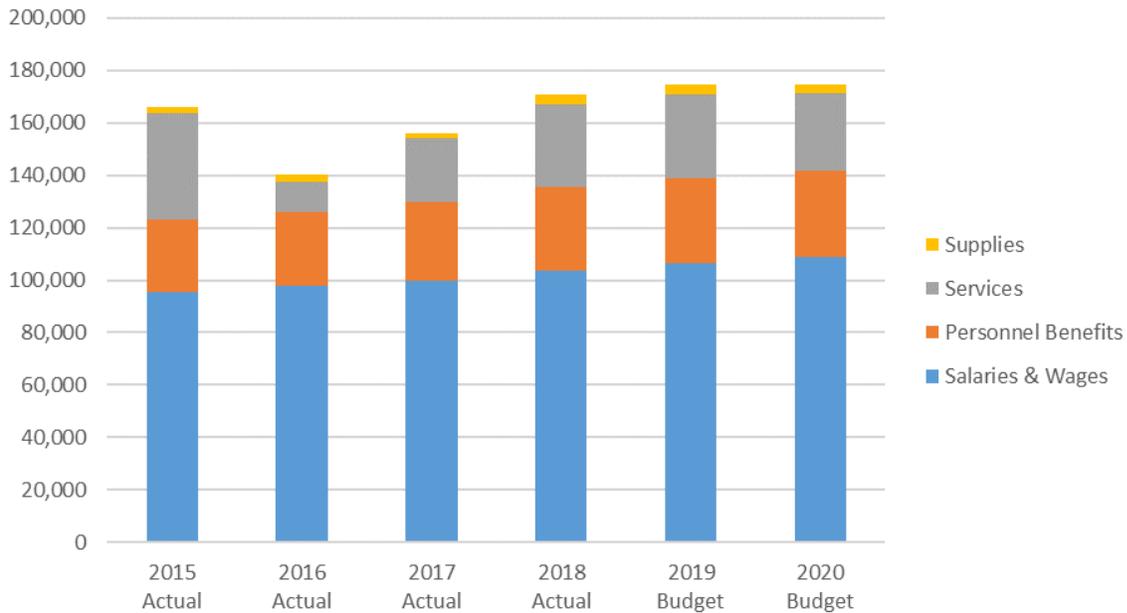
Human Resources

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. The City went through arbitration with the Police group in 2014, which required the use of a labor attorney, thereby increasing the services line item. This contract expired at the end of 2016 and the 2017 budget included an additional \$30,000 in the event arbitration was necessary again; however, it was not fully utilized as the contract was settled. 2020 includes funding for the tuition reimbursement program.

Human Resources Expense



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	95,702	97,755	99,827	103,722	106,300	108,800
Personnel Benefits	27,447	28,292	29,905	31,611	32,652	33,100
Services	40,420	11,189	24,260	31,564	31,785	29,172
Supplies	2,304	3,013	1,819	3,704	3,910	3,660
Total	165,873	140,249	155,811	170,600	174,647	174,732

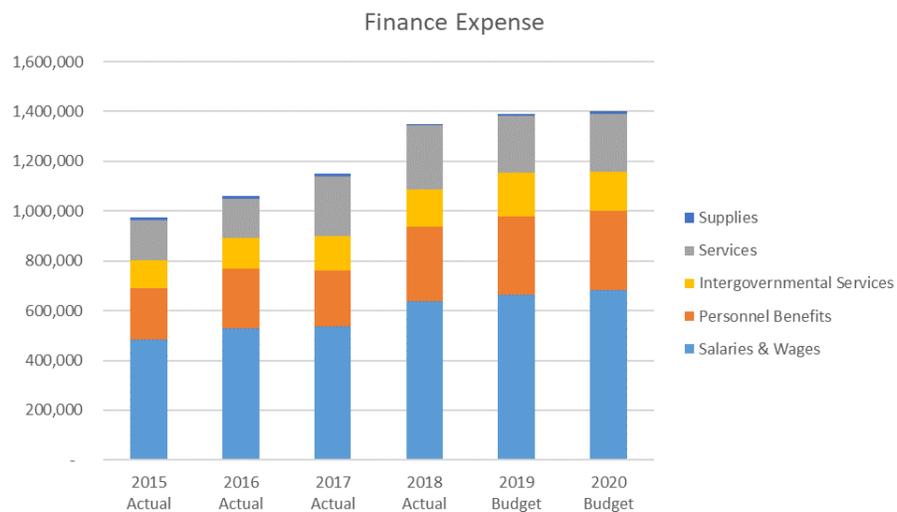
Finance/Information Technology

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 Accounting Supervisor. The City added a new communications position to enhance communications with the community (replacing a part-time temporary position). This position will report to the Information Technology Manager and will be split 80/20 with the hotel/motel lodging tax fund. The Information Technology Manager supervises two staff members. The Accounting Supervisor supervises four staff members.

Primary Expenditures:

With nine full time employees, the majority of this department's expense 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, the City's Municipal Court and indigent defense services were moved from the Police budget to this department in 2015 to avoid any conflicts between the courts and Police Department. The increase in salary and benefits in 2017 is due to the addition of a Communications Specialist. There were no staffing changes for 2020.



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	485,630	530,304	536,000	638,015	664,200	682,600
Personnel Benefits	204,416	239,338	226,419	299,656	312,630	318,900
Services	162,377	158,800	242,841	258,162	228,900	234,930
Intergovernmental Services	112,987	122,321	136,212	149,114	178,000	155,000
Supplies	9,571	9,735	8,717	4,154	8,500	8,500
Total	974,981	1,060,498	1,150,189	1,349,101	1,392,230	1,399,930

Economic Development

This department is used to make payments to the Camas-Washougal Economic Development Association (CWEDA) and Columbia River Economic Development Council (CREDC).

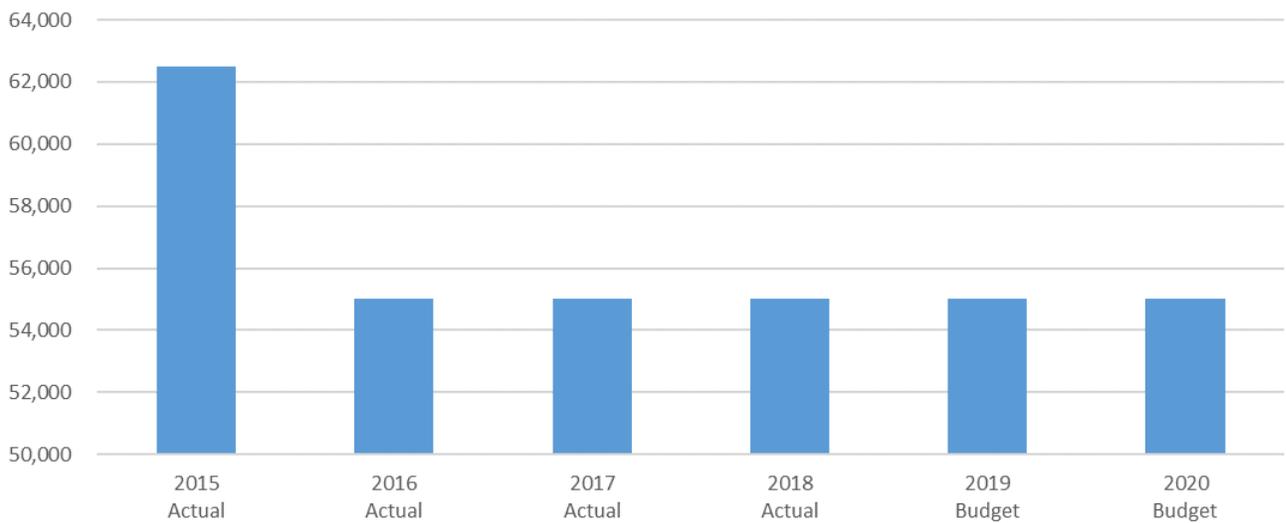
In 2011, the City of Washougal, together with the City of Camas and the Port of Camas-Washougal, formed CWEDA. This quasi-municipal entity was created so the leadership from forming organizations can work together for the economic health of the entire Camas/Washougal area. The primary mission is to support existing business and to bring new businesses and jobs into the local area. It provides one contact for the area, allowing for overall growth.

The annual payment to CREDC is also paid out of 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.

Primary Expenditures:

The only expenditures from this department are the contributions to CWEDA and CREDC and are listed as services.

Economic Development Expense



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Services	62,500	55,000	55,000	55,000	55,000	55,000
Total	62,500	55,000	55,000	55,000	55,000	55,000

Community Development

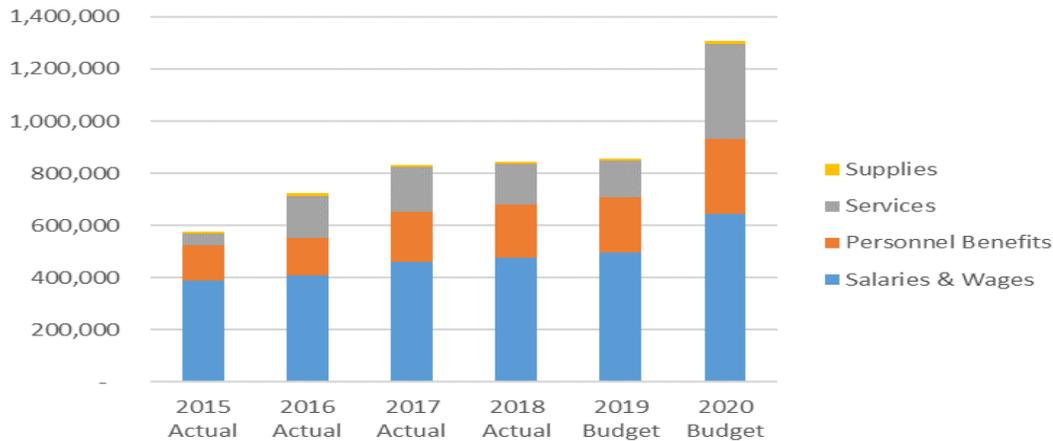
This Department has two divisions, Building and Planning. The Department is led by the Community Development Director. The Building Division team is responsible for receiving building permit applications, assuring contractors are properly licensed, reviewing plans for compliance with the Washington State 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 Inspector, Permit Technician and Code Compliance Officer.

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 on 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 seven full time employees, this department’s primary expenditures are salaries and wages. The City also contracts with an engineering firm for private land use development review. Development has been increasing in the City. To maintain service levels, in 2017 an additional full time employee was added to conduct building inspections. Increased fee revenue will cover the cost of the new employee. 2020 contains the use of reserves for a land use study.

Community Development Expense



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	389,489	407,827	460,250	475,848	495,500	645,015
Personnel Benefits	135,551	144,799	192,833	204,786	211,490	288,185
Services	45,113	161,583	172,364	154,700	140,870	360,660
Supplies	7,161	8,782	6,671	10,450	7,450	11,685
Total	577,314	722,991	832,118	845,784	855,310	1,305,545

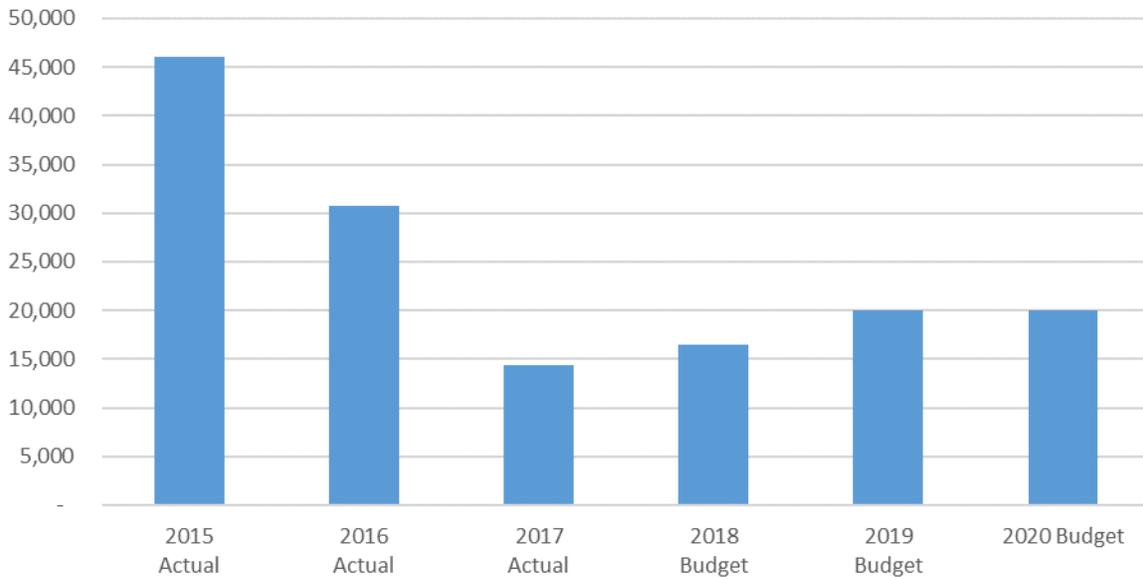
Legal

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 Kenneth B. Woodrich PC on retainer to serve as the City’s Attorney. Expenses beyond the monthly retainer vary depending on legal issues which arise during the year. 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.

Legal Expense



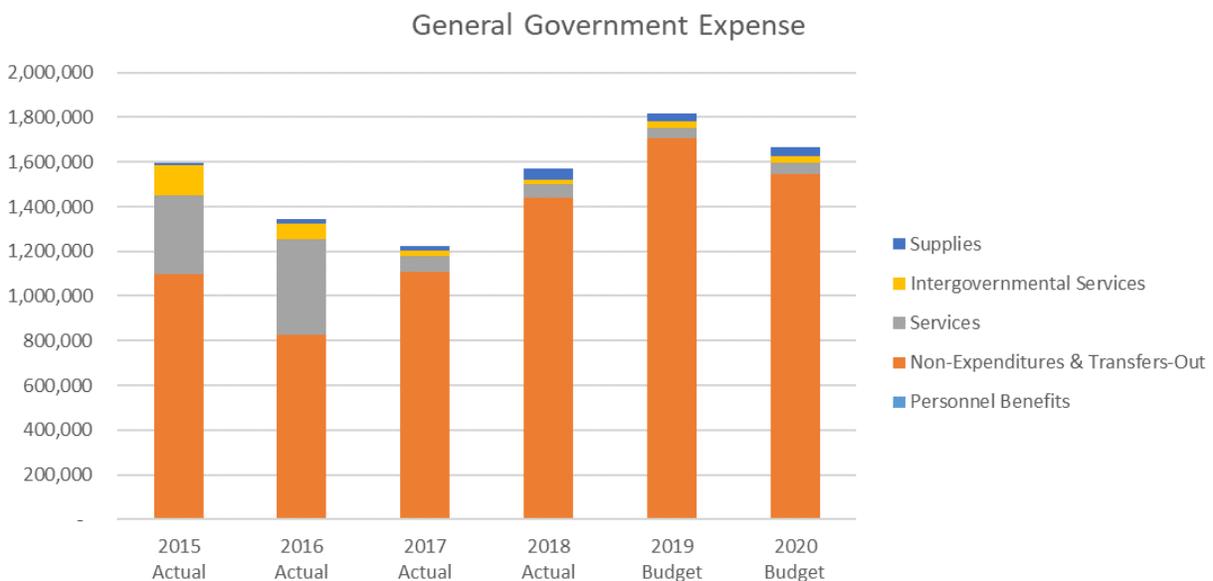
Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Services	46,064	30,748	14,383	16,500	20,000	20,000
Total	46,064	30,748	14,383	16,500	20,000	20,000

Central Services / General Government

This department includes costs not directly associated with another department.

Primary Expenditures:

Intergovernmental costs, which include: costs for the annual state audit and program support for East County Social Services, Clark County Alcoholism, and Community Education. All transfers from the General fund to other funds come from this department, such as: Equipment Replacement, Cemetery, Street, Transportation Capital, Facilities Capital, and REET. All agency type disbursements are paid out of this department, such as: School Impact Fees, State Court Remittances, Building Code Fee, and Excise Tax.



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Personnel Benefits	-	-	-	-	-	-
Non-Expenditures & Transfers-Out	1,099,000	828,714	1,107,700	1,439,500	1,704,851	1,544,849
Services	351,410	424,744	69,386.90	59,581	48,100	53,500
Intergovernmental Services	133,531	72,906	24,517	22,301	27,500	29,500
Supplies	9,688	17,101	22,945	49,960	37,200	40,200
Total	1,593,629	1,343,465	1,224,549	1,571,342	1,817,651	1,668,049

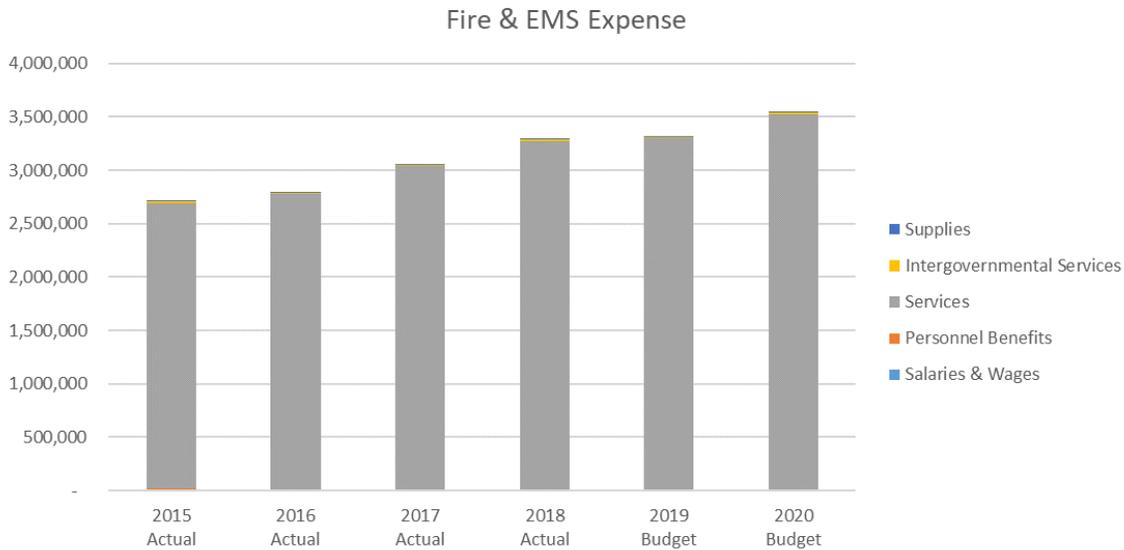
Fire & Emergency Medical Services

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. In 2020, Washougal will be responsible for 39.2% of the overall cost of the program, which is the same as 2019.

Primary Expenditures:

The primary expenditures for this department are payments to the City of Camas for the City of Washougal’s share of the fire service costs. The LEOFF 1 charges and per capita emergency management fee remained the responsibility of the City and are included in this department.



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	-	-	-	-	-	-
Personnel Benefits	20,818	10,851	6,476	5,419	10,000	10,000
Services	2,674,756	2,765,298	3,033,641	3,268,588	3,286,674	3,517,876
Intergovernmental Services	12,758	12,981	13,315	15,130	15,130	15,130
Supplies	1,467	1,055	1,260	1,216	1,200	1,200
Total	2,709,799	2,790,185	3,054,691	3,290,353	3,313,004	3,544,206

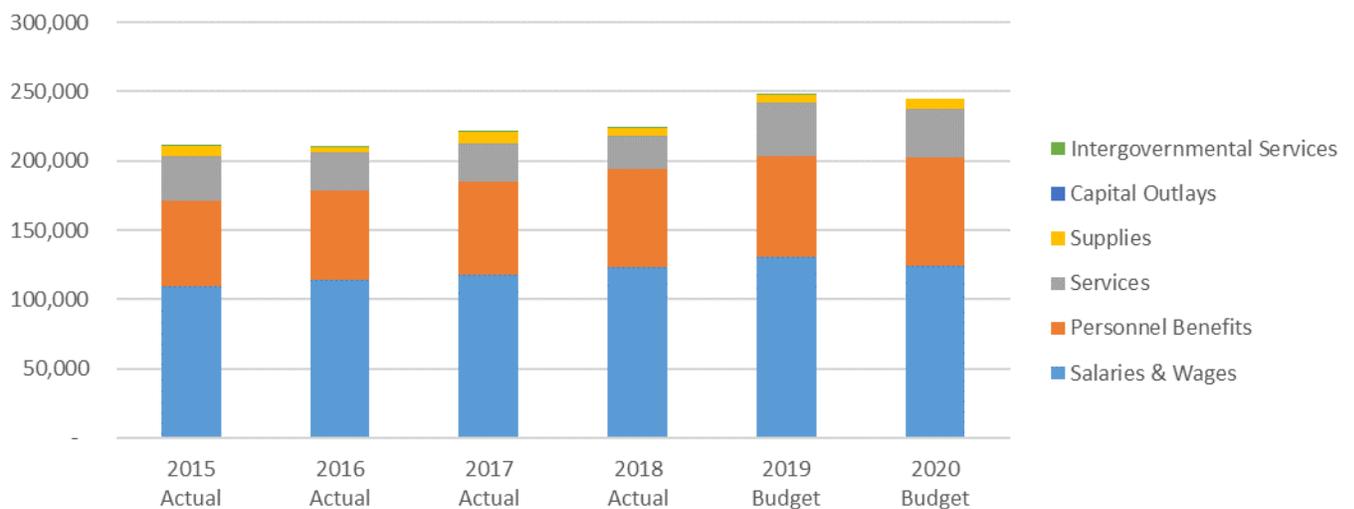
Animal Control

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, excluding impound charges, which are assessed on a per dog basis.

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.

Animal Control Expense



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	109,154	113,929	118,152	123,167	130,500	124,400
Personnel Benefits	61,856	64,654	67,213	70,948	73,350	78,000
Services	32,630	27,675	27,685	23,855	38,225	35,425
Supplies	6,797	3,157	7,471	5,709	5,875	7,225
Capital Outlays	-	-	-	-	-	-
Intergovernmental Services	820	820	816	816	1,000	-
Total	211,257	210,235	221,336	224,496	248,950	245,050

Police/Public Safety

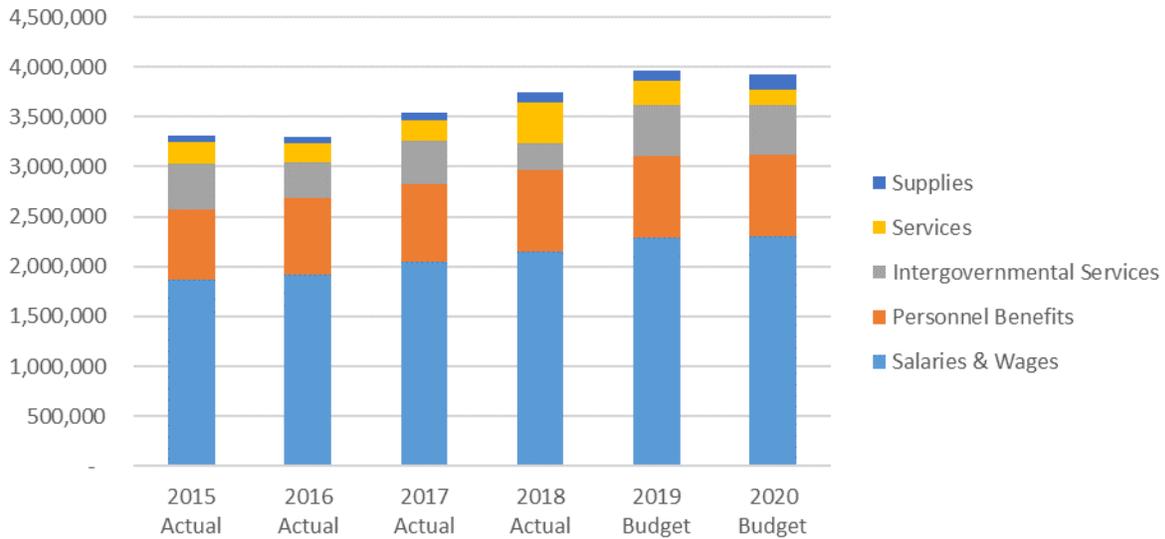
The Police Department enforces the law, protects property, and limits civil disorder. This Department also provides concealed pistol licensing, and finger printing.

The Police Chief is the head of the Department, with the assistance of a Captain. The Department has five Sergeants, an Administrative Sergeant was added in 2018, two Detectives, one School Resource Officer, one K-9 officer and ten Patrol Officers. The Department also is supported by two 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	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	1,871,984	1,925,880	2,049,265	2,145,675	2,286,500	2,298,500
Personnel Benefits	702,966	755,515	777,696	818,342	821,535	817,000
Intergovernmental Services	453,204	366,572	435,163	267,629	505,204	499,675
Services	217,061	190,602	207,413	406,276	249,560	159,510
Supplies	65,351	60,597	74,512	109,580	95,430	149,180
Total	3,310,566	3,299,166	3,544,048	3,747,502	3,958,229	3,923,865

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.

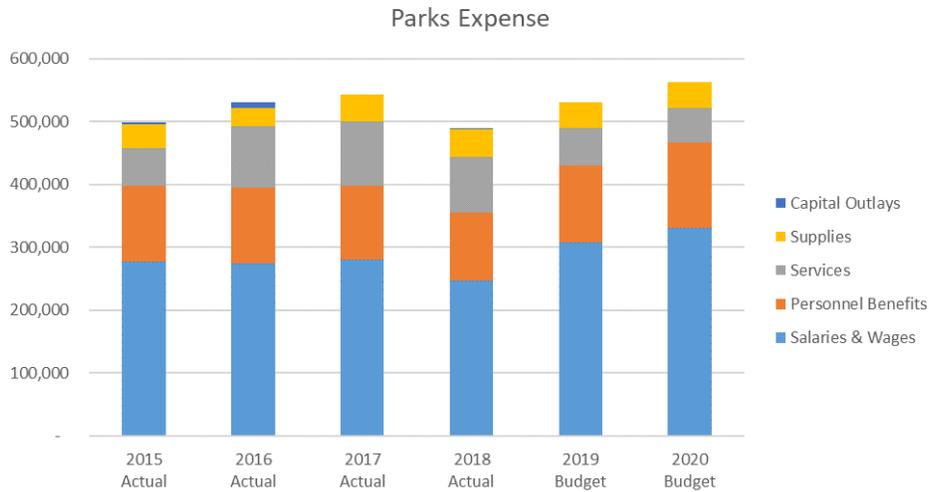
The Engineering Division manages the design and oversees construction of capital projects, as well as quality control to ensure each project meets or exceeds city specifications. Engineering also works closely with the Planning Department on private development projects to ensure these projects meet 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 General Fund FTE for this Division is 3.05. 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. In 2017, the amount of funds available for seasonal workers was increased by \$26,000 to enhance services in our parks. This has been maintained in 2020.

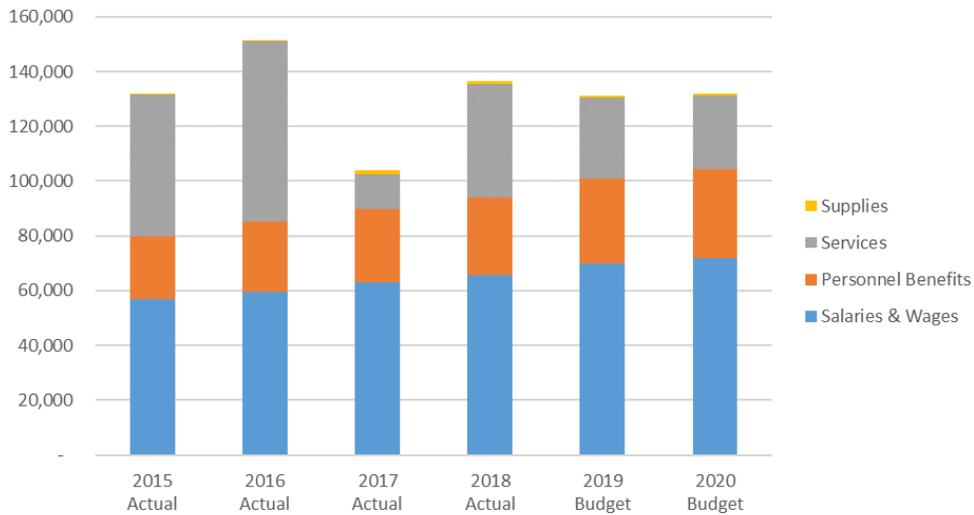


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	277,866	273,921	280,896	247,232	307,800	331,300
Personnel Benefits	119,813	120,892	116,351	108,640	122,200	134,800
Services	60,364	97,480	103,353	87,881	59,633	56,033
Supplies	37,993	29,507	42,262	43,616	41,500	41,100
Capital Outlays	3,000	9,200	-	2,715	-	-
Total	499,036	531,000	542,863	490,084	531,133	563,233

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 General Fund FTE for engineering services is .85 for these two staff members. The City uses an engineering firm for the services provided to Community Development for contract engineering plan review services.

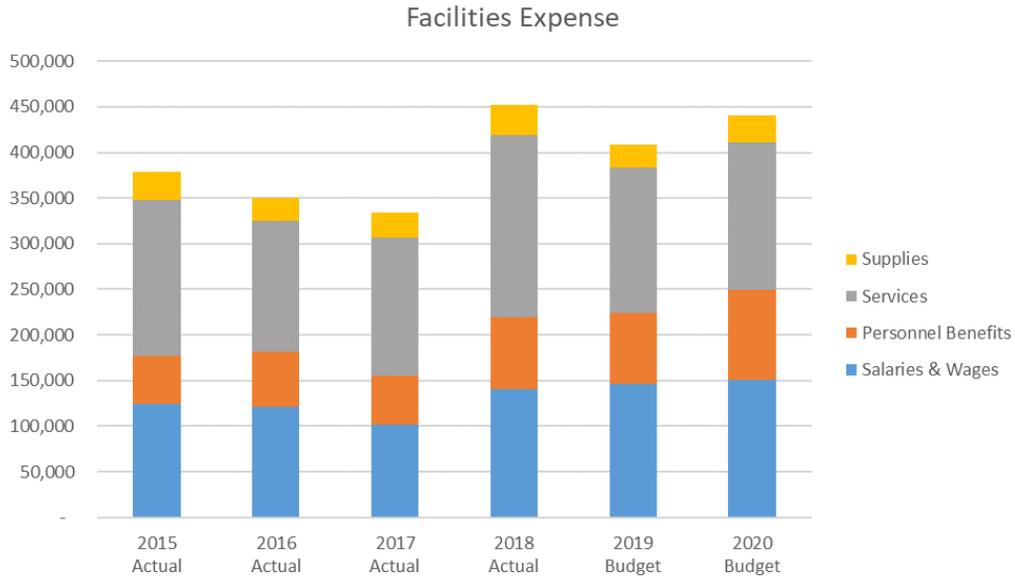
Engineering Expense



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	57,025	59,739	62,936	65,632	70,000	71,700
Personnel Benefits	22,815	25,433	26,984	28,470	30,758	32,540
Services	51,632	65,834	12,589	41,120	29,546	27,031
Supplies	125	536	1,396	1,335	700	733
Total	131,597	151,542	103,904	136,557	131,004	132,004

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 General Fund FTE for this department is 1.8 FTE. This department also pays for the City’s security system and contracted custodial service.



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	124,634	120,564	101,263	140,780	146,600	150,700
Personnel Benefits	52,654	61,517	53,848	78,408	77,800	98,500
Services	171,132	143,464	151,614	199,569	158,963	161,713
Supplies	30,380	24,130	27,416	33,004	25,800	29,750
Total	378,800	349,675	334,141	451,762	409,163	440,663

Street Fund

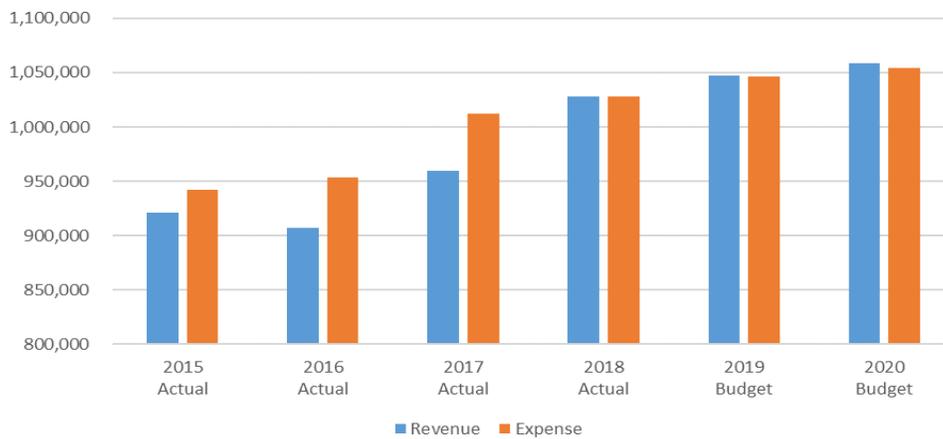
The City’s Street Fund preserves and maintains the community’s investment in over 150 lane miles of roads, sidewalks, bridges, signs, vegetation and rights-of-way. It utilizes summer-temporary employees to augment its four full-time employees, who respond to various emergency situations, including: winter 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.

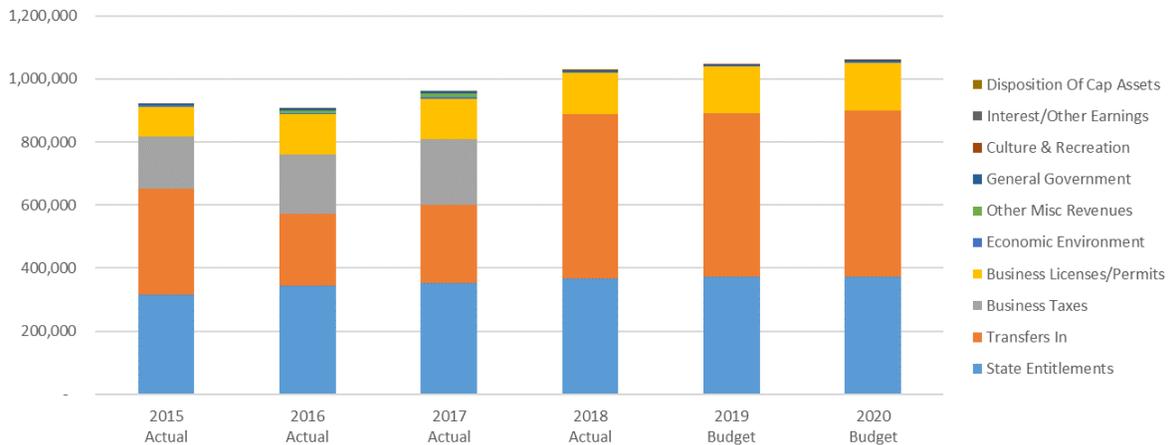
The Street Division works in conjunction with emergency response agencies during inclement weather to remove snow, ice and storm debris from the roadways. Snowplow, sanding, and de-icing routes have been pre-planned in order to facilitate a quick response when necessary.

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	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
State Entitlements	314,183	343,036	353,700	367,953	373,426	373,758
Transfers In	339,000	230,000	247,700	520,000	518,500	526,209
Business Taxes	164,969	187,859	207,981	-	-	-
Business Licenses/Permits	91,796	126,434	127,579	131,638	147,195	151,022
Economic Environment	6,550	5,250	4,650	2,258	2,460	2,460
Other Misc Revenues	856	7,410	12,711	1,519	-	-
General Government	2,416	5,918	5,515	3,105	4,760	4,760
Culture & Recreation	1,186	983	-	-	533	533
Interest/Other Earnings	5	180	94	762	-	-
Disposition Of Cap Assets	-	-	-	1,186	-	-
Total	920,961	907,070	959,931	1,028,420	1,046,874	1,058,742

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

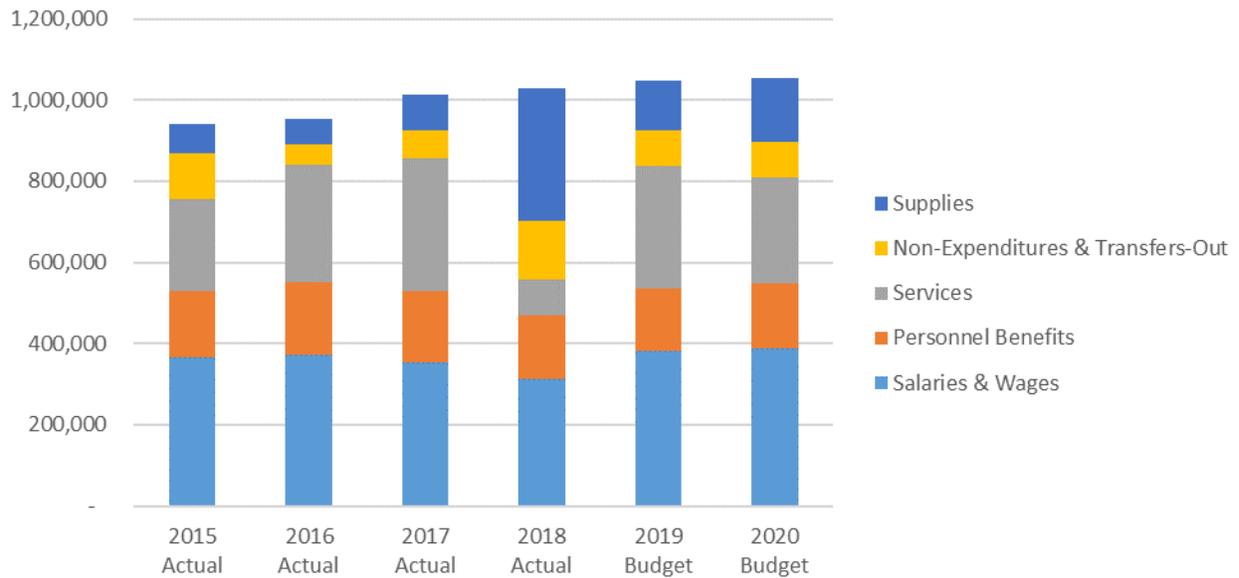
Business & Occupation Taxes: The fees charged against electric utilities are dedicated to the Street Fund, per City Code. The tax rate is set by City ordinance to the company operating the utility.

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. Total FTE for this department is 4.25. In the spring time the City hires seasonal workers to help maintain the roadways. In 2017 the seasonal budget was increased by \$23,000 to enhance services in our streets division. Salaries and benefits are the primary expense for this fund. Another primary expense for this fund 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. The pavement management program is operated out of the REET Fund 106.

Streets Expense

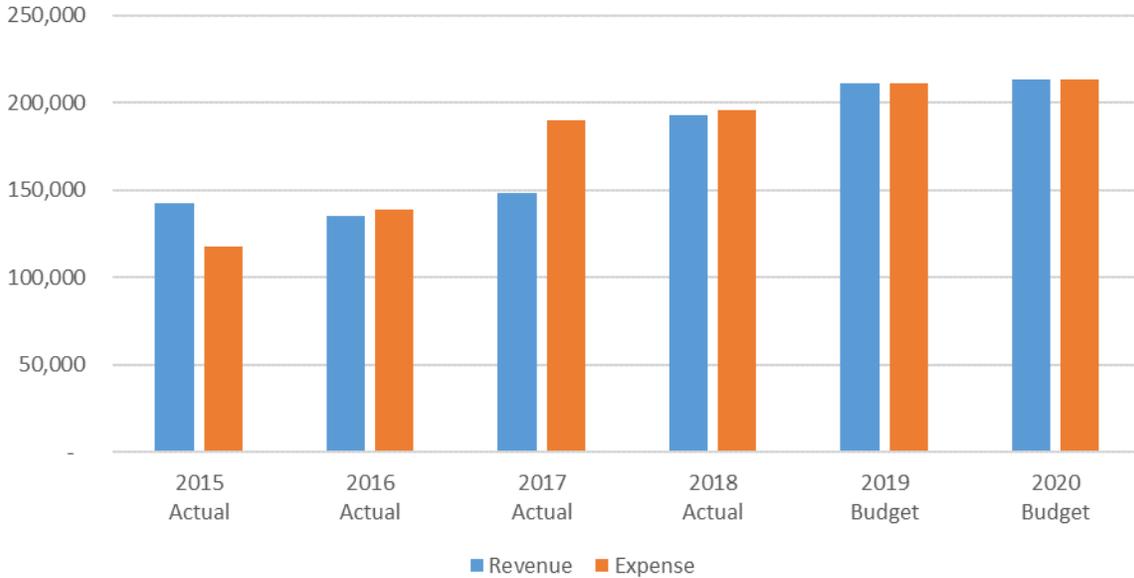


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	367,516	373,757	354,812	314,193	382,000	387,800
Personnel Benefits	163,094	177,603	175,690	154,969	154,200	162,000
Services	223,866	290,419	326,378	89,800	299,950	258,000
Non-Expenditures & Transfers-Out	113,162	50,377	69,317	142,533	90,000	90,000
Supplies	74,301	61,801	85,628	326,731	120,633	156,783
Total	941,939	953,957	1,011,826	1,028,226	1,046,783	1,054,583

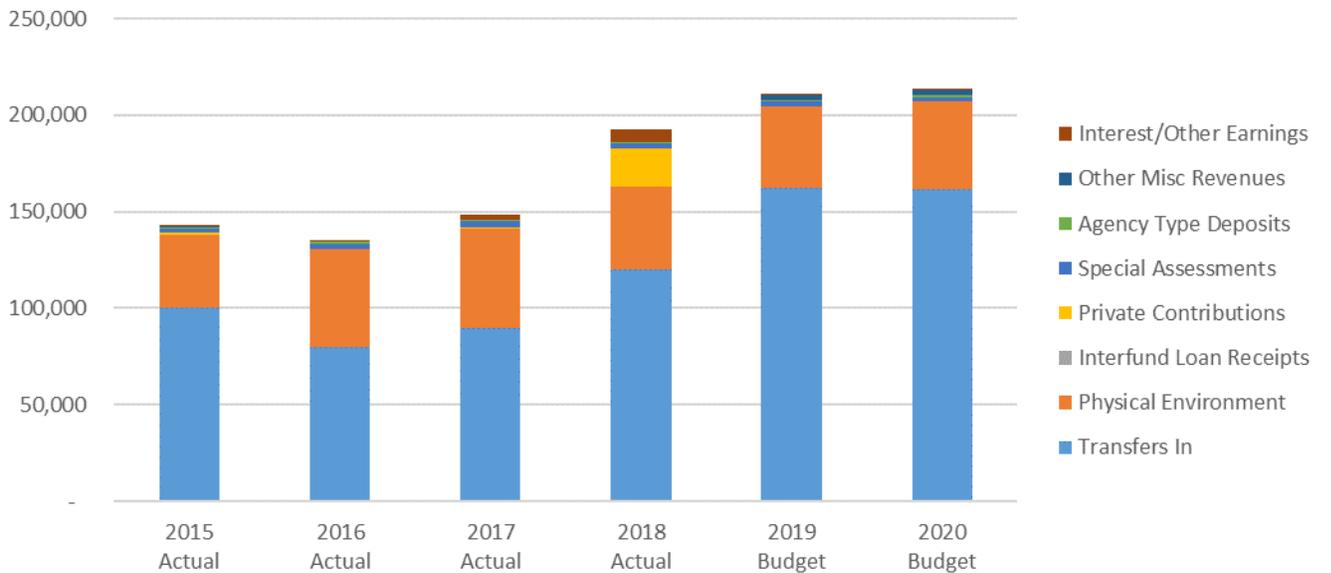
Cemetery Fund

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 a burial. In addition, the City maintains the grounds of the Cemetery.

Cemetery Fund Revenue/Expense History



Cemetery Revenue



Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Transfers In	100,000	80,000	90,000	120,000	162,600	161,950
Physical Environment	38,159	50,580	51,485	42,649	42,000	45,000
Interfund Loan Receipts	-	-	-	-	-	-
Private Contributions	853	106	72	20,108	-	-
Special Assessments	2,244	2,735	3,305	2,575	2,500	2,500
Agency Type Deposits	690	945	995	797	800	800
Other Misc Revenues	720	24	23	27	2,900	2,900
Interest/Other Earnings	41	1,192	2,732	6,452	500	500
Total	142,707	135,582	148,612	192,608	211,300	213,650

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.

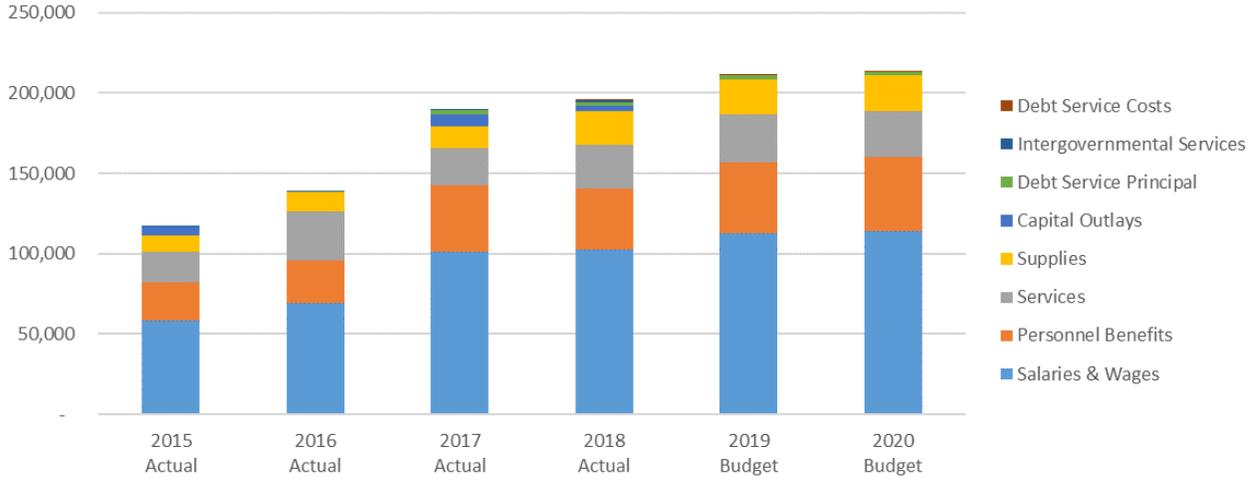
Physical Environment: The Cemetery collects fees for cemetery services including plot sales (65% of the proceeds go to operation of this fund), burials, and niche wall placement.

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. For 2020, the Cemetery has one full time staff with additional part time help from other maintenance workers. Total FTE for this fund is 1.5 making salaries and benefits the largest expense to this fund.

Cemetery Expense

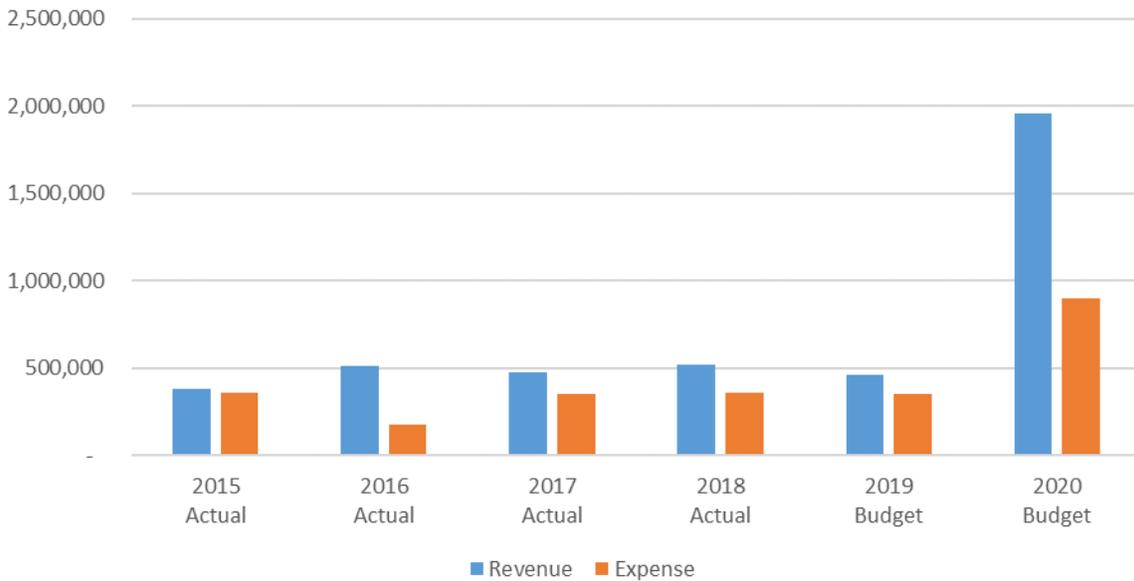


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	58,173	69,205	100,966	102,526	113,002	114,000
Personnel Benefits	24,063	26,170	41,821	38,249	43,900	45,900
Services	19,235	30,696	23,122	26,853	30,100	28,800
Supplies	10,161	12,144	13,433	21,081	21,450	22,150
Capital Outlays	5,246	-	7,122	3,132	-	-
Debt Service Principal	-	-	2,824	2,600	2,600	2,600
Intergovernmental Services	702	821	1,020	736	-	-
Debt Service Costs	-	-	-	379	200	200
Total	117,580	139,036	190,307	195,556	211,252	213,650

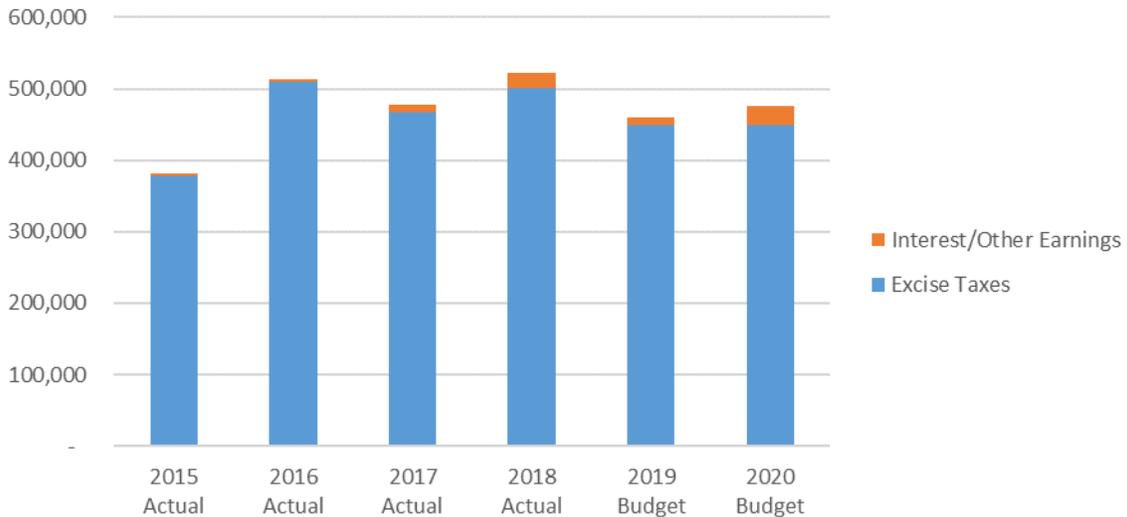
First Quarter Percent REET Fund

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



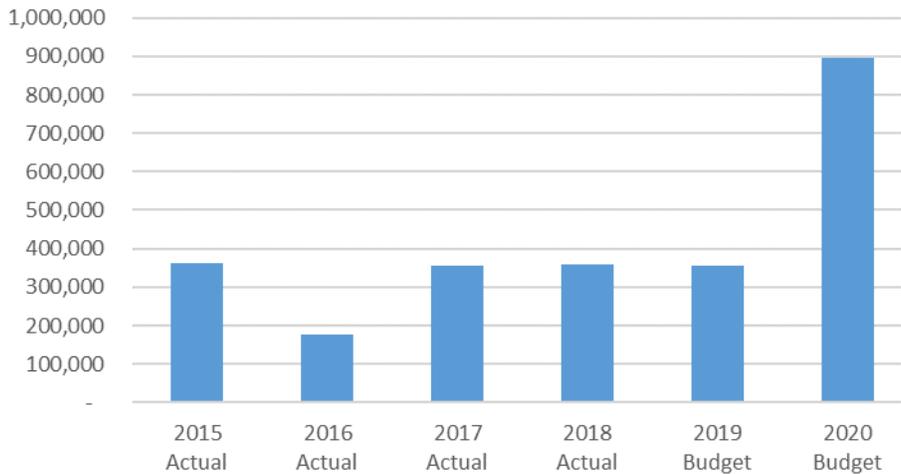
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Excise Taxes	377,226	509,832	467,153	500,386	450,000	450,000
Interest/Other Earnings	5,162	3,747	10,984	22,839	10,000	26,000
Total	382,388	513,579	478,137	523,226	460,000	476,000

Other 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.

REET 1 Expense

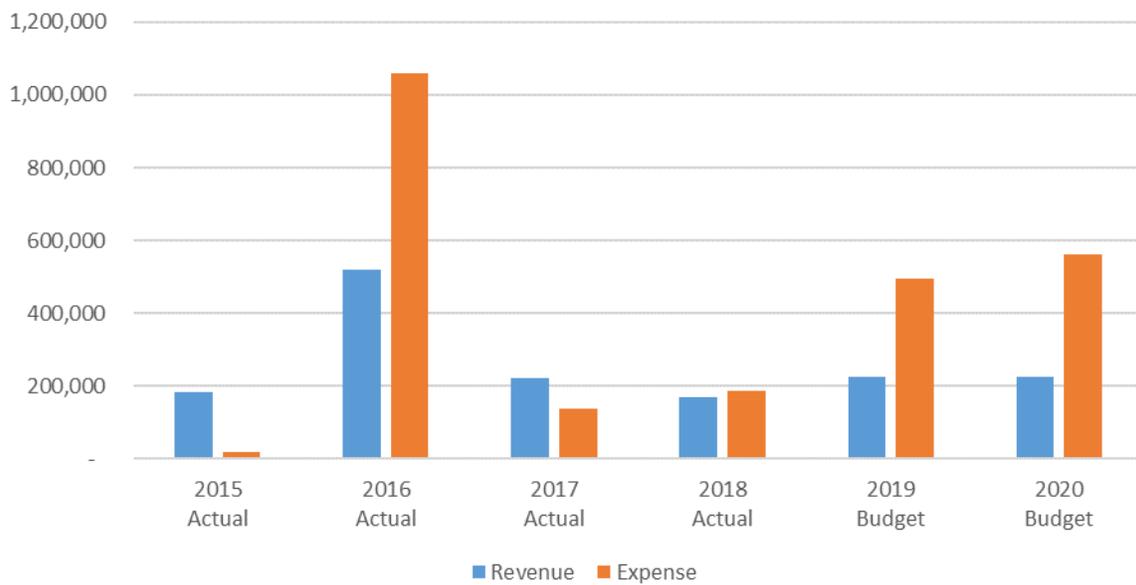


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Non-Expenditures & Transfers-Out	361,611	177,610	356,400	358,600	356,100	897,300
Total	361,611	177,610	356,400	358,600	356,100	897,300

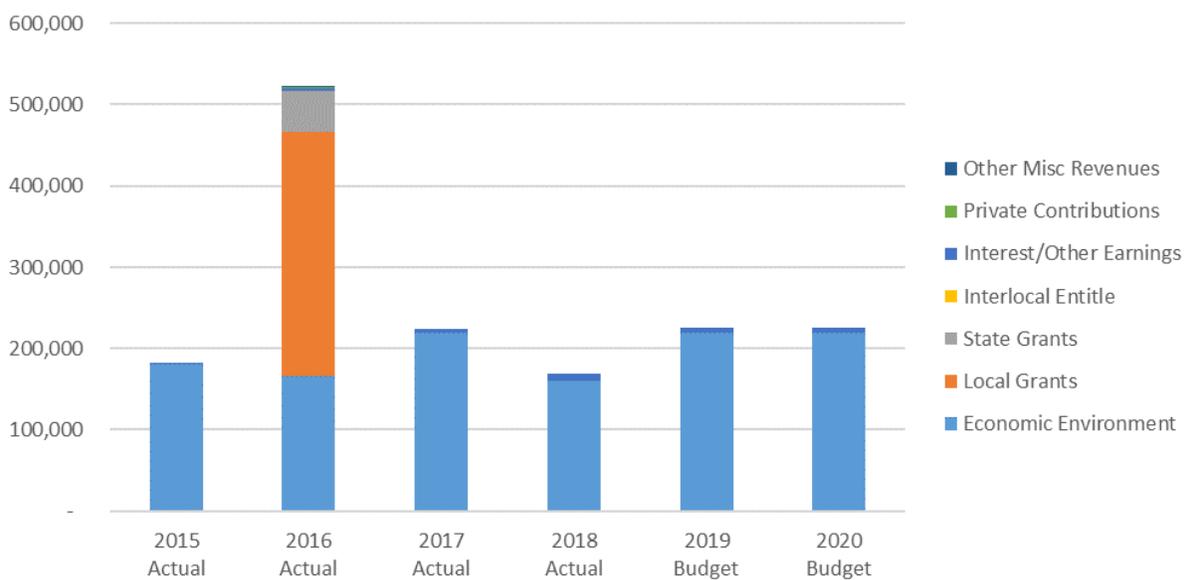
Park Development Fund

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



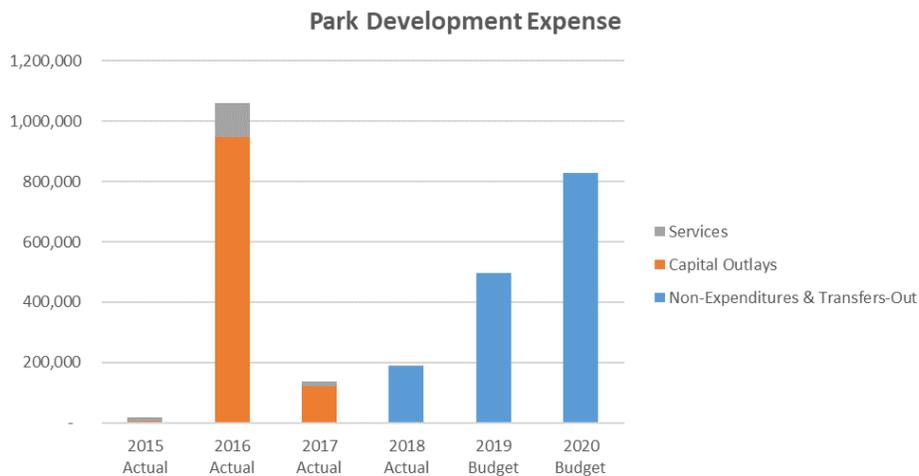
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Economic Environment	181,080	166,720	219,220	160,350	220,000	220,000
Local Grants	-	299,500	-	-	-	-
State Grants	-	51,046	598	-	-	-
Interlocal Entitle	-	-	-	-	-	-
Interest/Other Earnings	1,563	2,804	3,839	8,846	6,000	6,000
Private Contributions	-	1,000	-	-	-	-
Other Misc Revenues	-	88	-	-	-	-
Total	182,643	521,158	223,657	169,196	226,000	226,000

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

State Grants: Grants are awarded by the state after an application process is completed on a project basis.

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 2019 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.

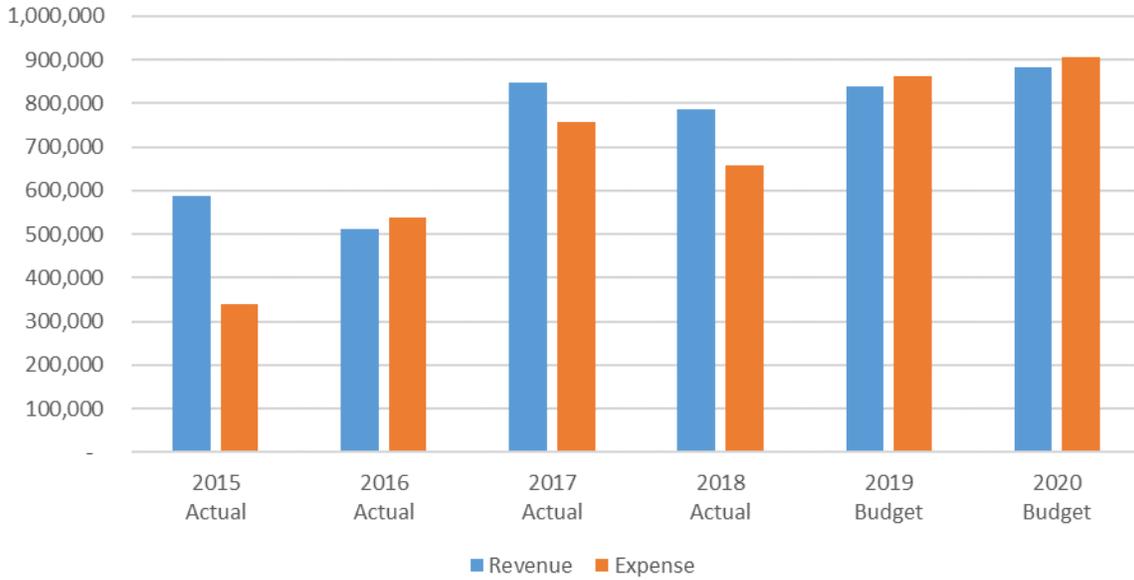


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Non-Expenditures & Transfers-Out	-	-	-	186,338	495,360	828,000
Capital Outlays	4,693	947,972	122,517	110	-	-
Services	12,861	110,813	15,622	108	-	-
Total	17,554	1,058,785	138,139	186,556	495,360	828,000

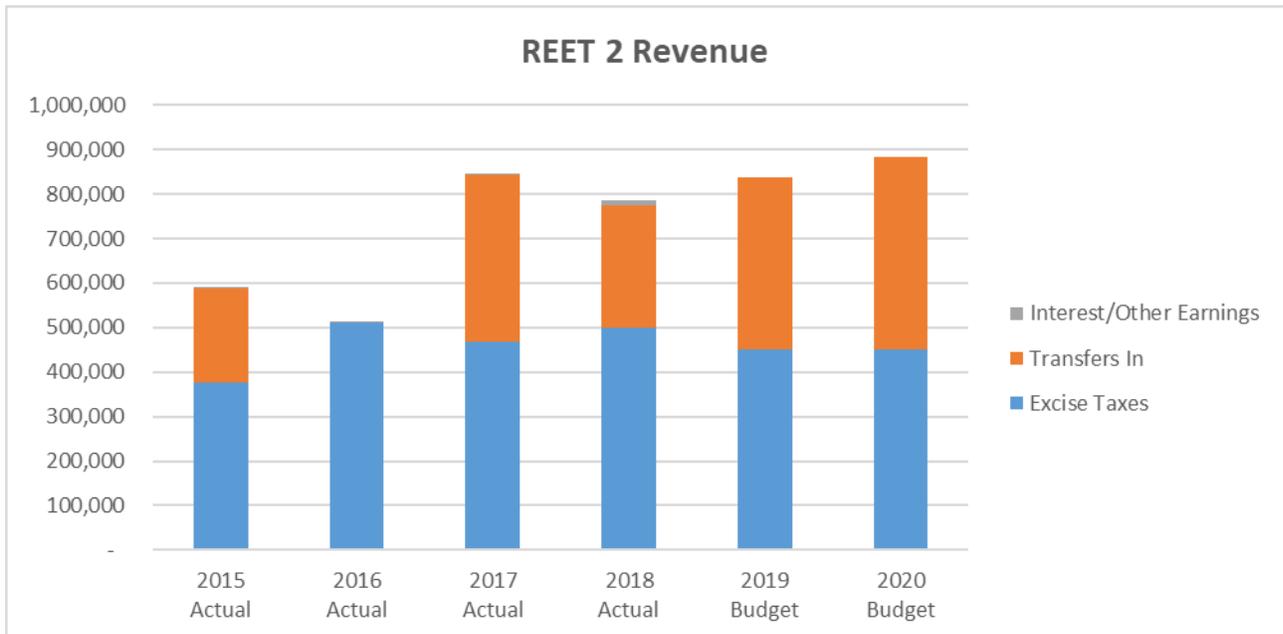
Second Quarter Percent REET Fund

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 2020. In addition, this fund pays debt payments for the downtown bond.

REET 2 Revenue/Expense History



REET 2 Revenue



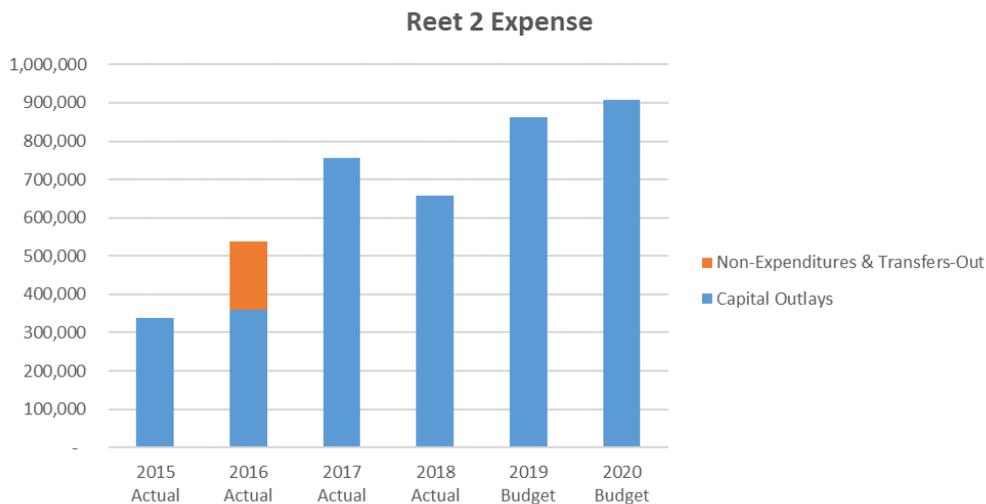
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Excise Taxes	377,226	509,832	467,153	500,386	450,000	450,000
Transfers In	210,000	-	375,000	275,000	388,000	432,190
Interest/Other Earnings	104	1,528	4,095	9,633	-	-
Total	587,330	511,360	846,248	785,019	838,000	882,190

Other 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: The transfers into this fund are from the General Fund in the amount of \$170,000 for non TBD funds and TBD funds of \$262,190 in support of the Pavement Management Program.

Second Quarter Percent REET Fund Expenditures

The primary expenditure for this fund is the Pavement Management Program. The City increased this line item from \$500,000 in 2016 to \$750,000 in 2017, to \$863,000 in 2019 and \$907,000 in 2020, as this is the Council’s number one priority. The Pavement Management Program 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. Upcoming projects include Washougal River Road grind inlay, Evergreen Way and 39th Street improvements, as well as 32nd Street improvements north of K Street. Also included in the 2020 budget is a new License Tab Fee that will be collected in the general fund and transferred in total to this fund to support the Pavement Management Program.

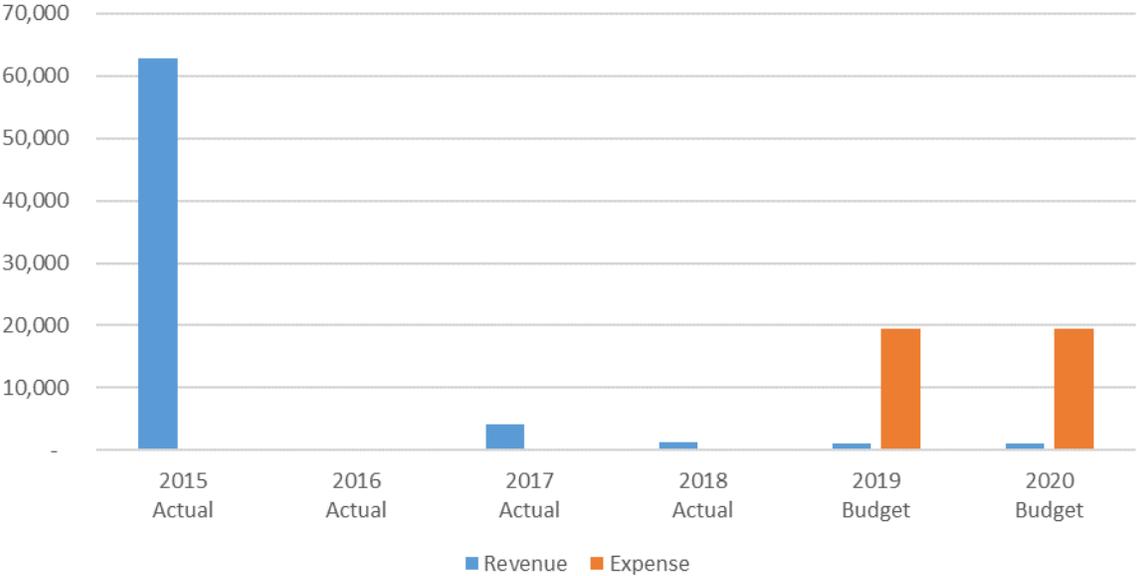


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Capital Outlays	338,968	360,643	756,289	656,736	863,000	907,000
Non-Expenditures & Transfers-Out	-	177,610	-	-	-	-
Total	338,968	538,253	756,289	656,736	863,000	907,000

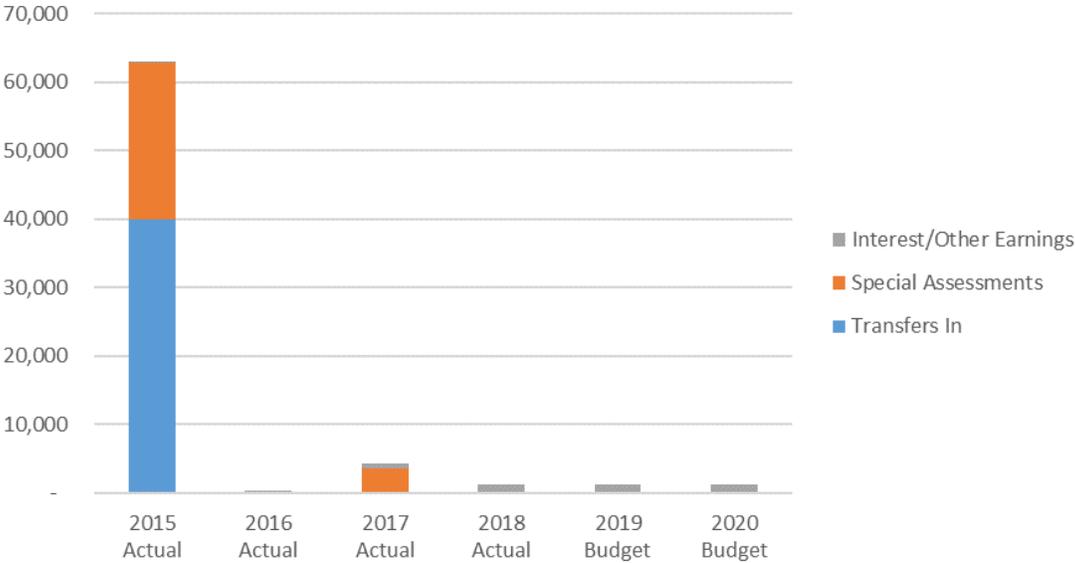
Abatement Fund

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.

Abatement Fund Revenue/Expense History



Abatement Revenue



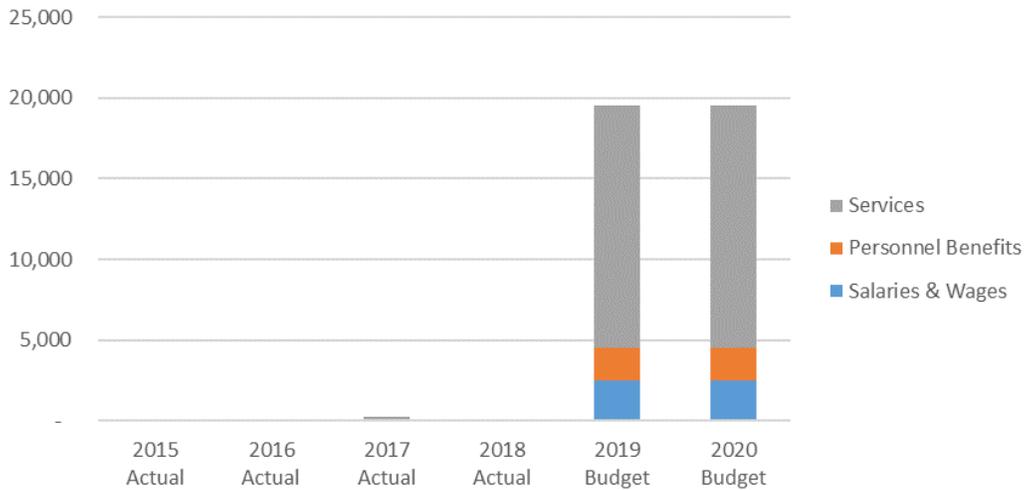
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Transfers In	40,000	-	-	-	-	-
Special Assessments	22,848	-	3,617	-	-	-
Interest/Other Earnings	13	265	612	1,222	1,200	1,200
Total	62,861	265	4,229	1,222	1,200	1,200

Transfers In: Council set this fund up for future abatement issues which may arise. 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. There are no regular FTEs working in this department.

Abatement Expense

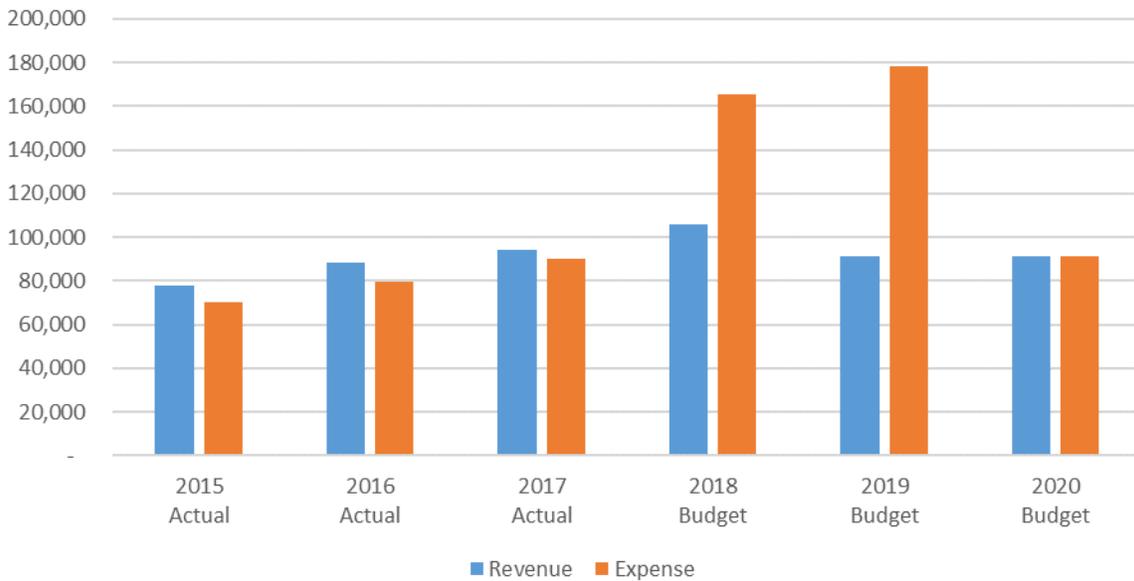


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	-	-	-	-	2,500	2,500
Personnel Benefits	-	-	-	-	2,000	2,000
Services	-	-	278	-	15,000	15,000
Total	0	0	278	0	19,500	19,500

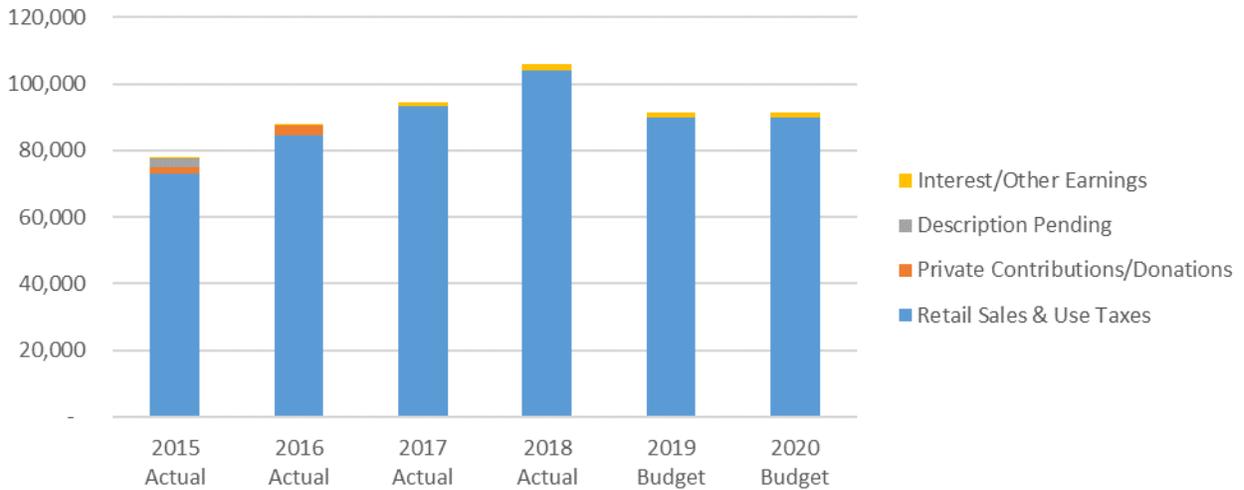
Hotel Motel Tax Fund

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 to the City. The City has a Lodging Tax Committee whom approves local applications for event funding, including those of the City. Once the Committee approves the application, it is then approved through the budget process by City Council. Council also sets an amount for events as they come up throughout the year at the discretion of the Lodging Tax Committee.

Hotel Motel Fund Revenue/Expense History



Hotel Motel Revenue



Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Retail Sales & Use Taxes	72,937	84,704	93,429	104,076	90,000	90,000
Private Contributions/Donations	2,000	3,000	-	-	-	-
Description Pending	2,841	-	-	-	-	-
Interest/Other Earnings	186	458	1,016	1,805	1,400	1,400
Total	77,964	88,162	94,445	105,881	91,400	91,400

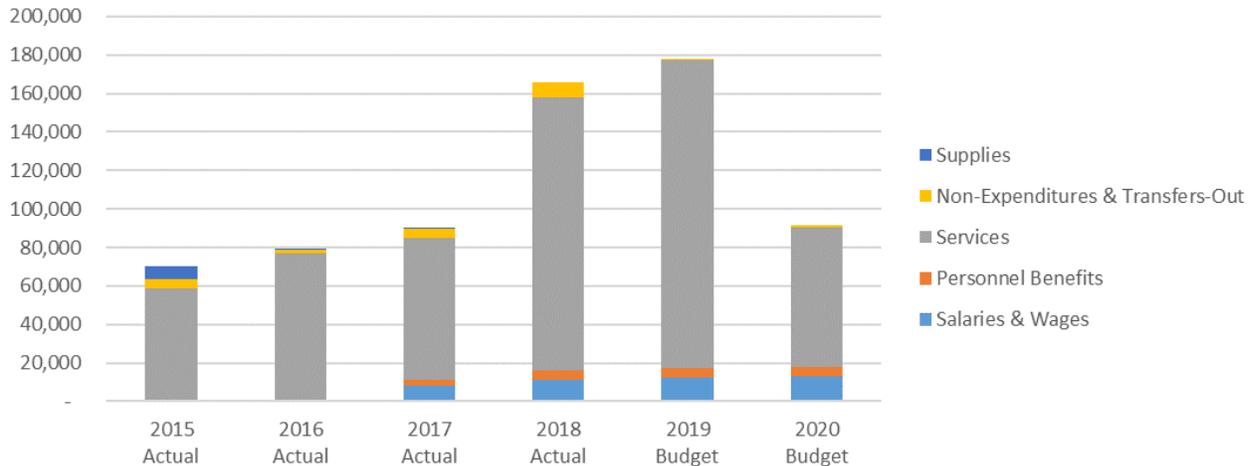
Retail Sales & Use Taxes: These are the Hotel Motel taxes received by the City from local hotels generated based on a tax on room stays. The City has two hotels and several air BnB’s from which they receive this tax.

Hotel Motel Tax Fund Expenditures

Expenditures for this fund are for tourism events and promotion of the City. The following events were approved in 2019 during the 2020 budget process to promote overnight stays in the City during 2020:

Tourism Consultant	18,000
20% of Communications Specialist	17,500
Runs/Sports Festivals	13,600
Art Festival/Artist Tour/Mural/Map	10,300
Firework Show	19,000
Advertising	10,460
Food/Beer Festivals	1,750

Hotel Motel Expense

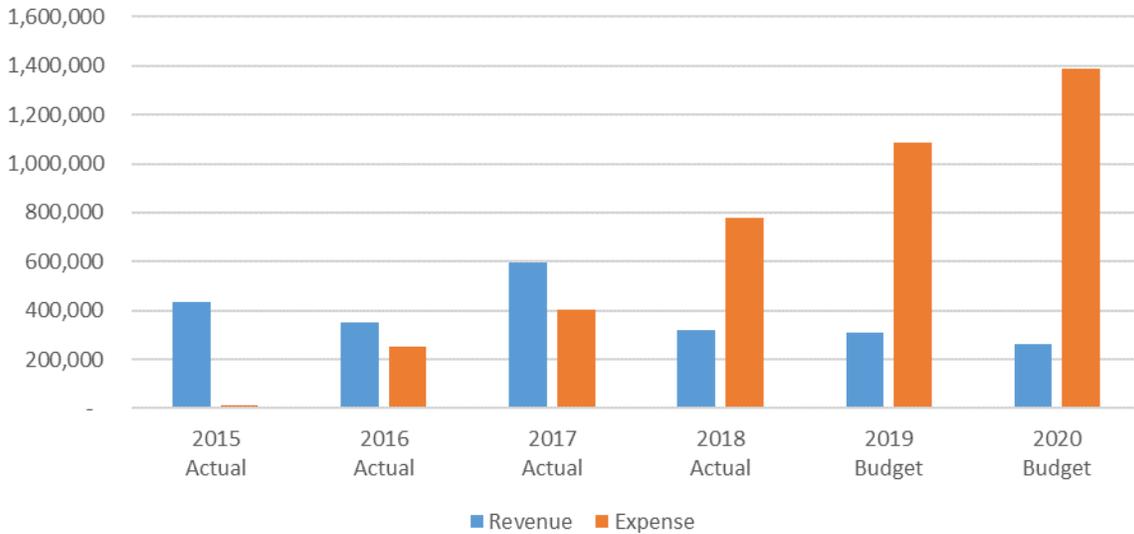


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	-	-	8,331	11,504	12,400	13,100
Personnel Benefits	-	-	3,167	4,273	4,800	5,000
Services	58,549	76,662	73,095	142,263	160,000	72,300
Non-Expenditures & Transfers-Out	5,211	2,149	5,320	7,617	1,000	1,000
Supplies	6,702	721	8	-	-	-
Total	70,462	79,532	89,921	165,657	178,200	91,400

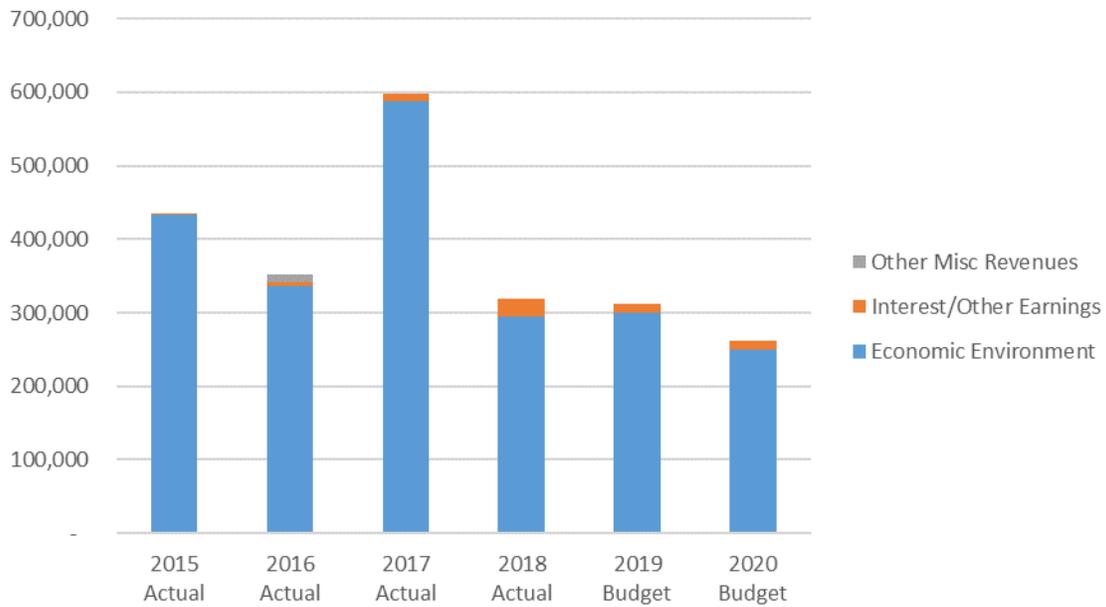
Transportation Development Fund

Traffic Impact Fees 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



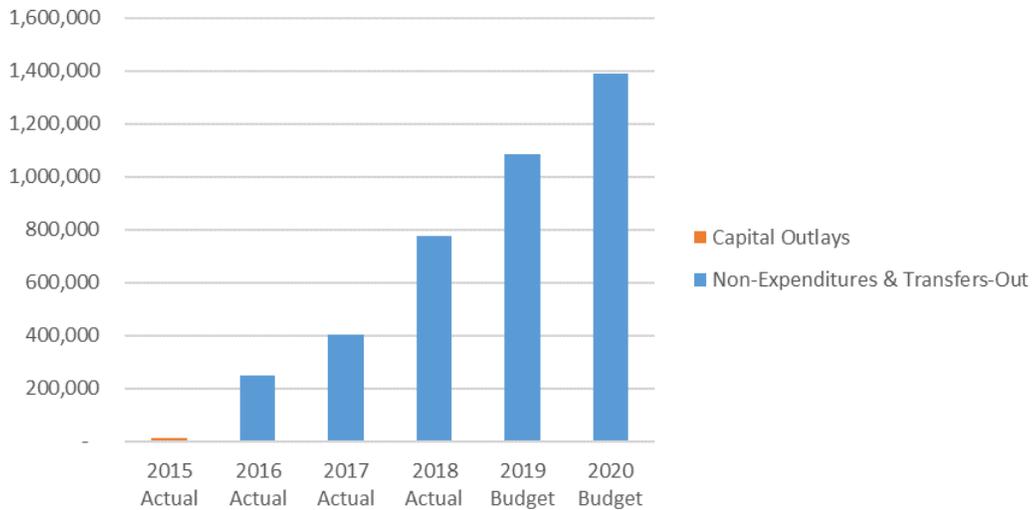
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Economic Environment	433,848	335,793	588,033	295,584	300,000	250,000
Interest/Other Earnings	1,382	4,914	10,596	24,051	12,000	12,000
Other Misc Revenues	-	11,174	-	-	-	-
Total	435,230	351,881	598,630	319,635	312,000	262,000

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

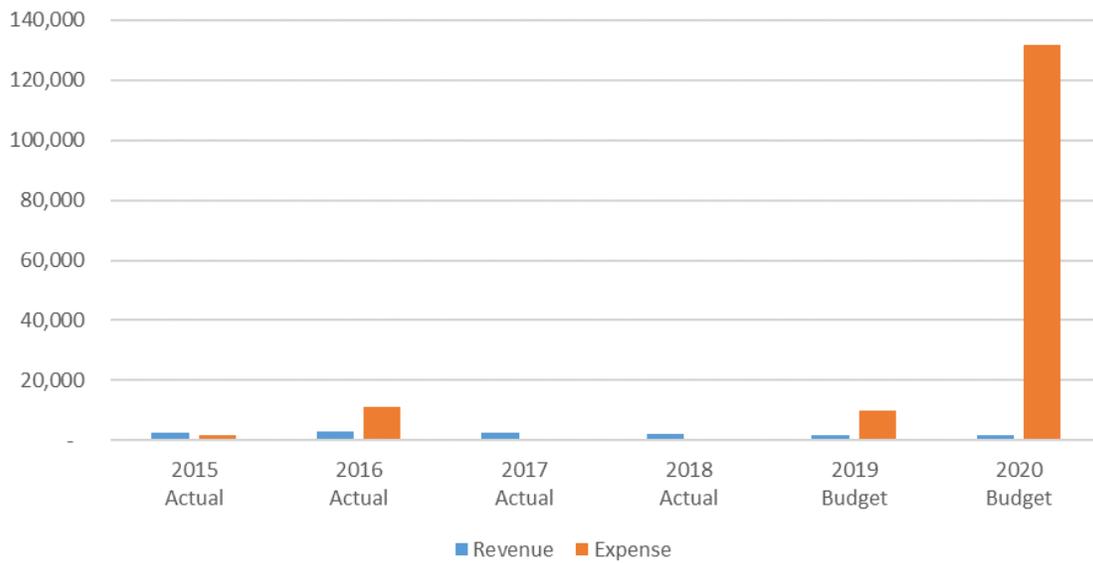


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Non-Expenditures & Transfers-Out	-	250,000	402,676	778,189	1,085,399	1,389,489
Capital Outlays	11,174	-	-	-	-	-
Total	11,174	250,000	402,676	778,189	1,085,399	1,389,489

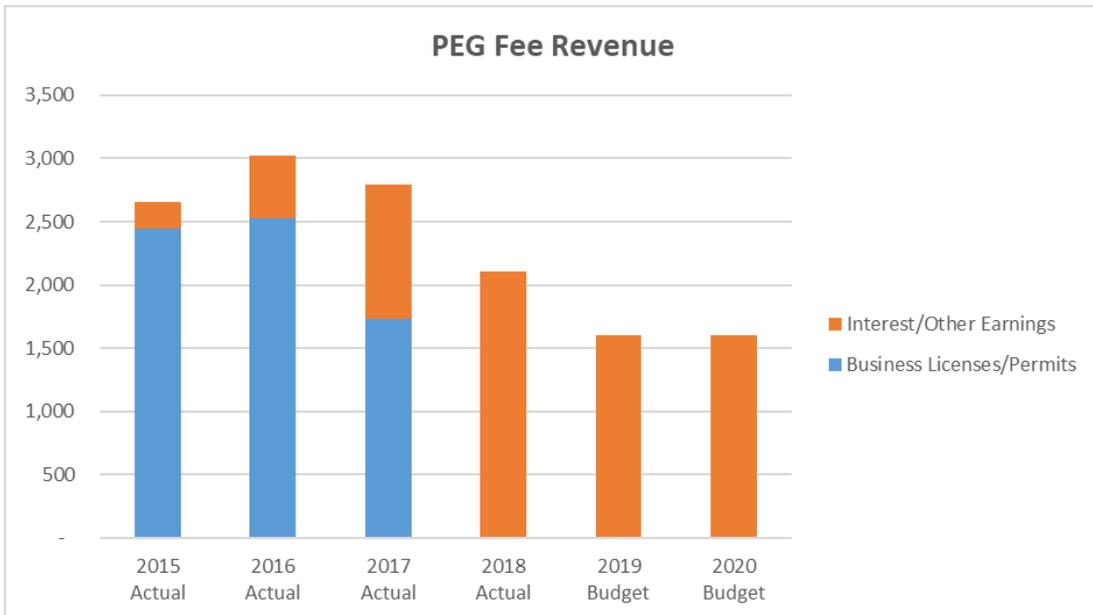
PEG Fee Fund

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 will be used to replace capital equipment when depreciated. The City will reinstate the fee when necessary to ensure recording equipment can be replaced in the future when necessary.

PEG Fee Fund Revenue/Expense History



PEG Fee Revenue

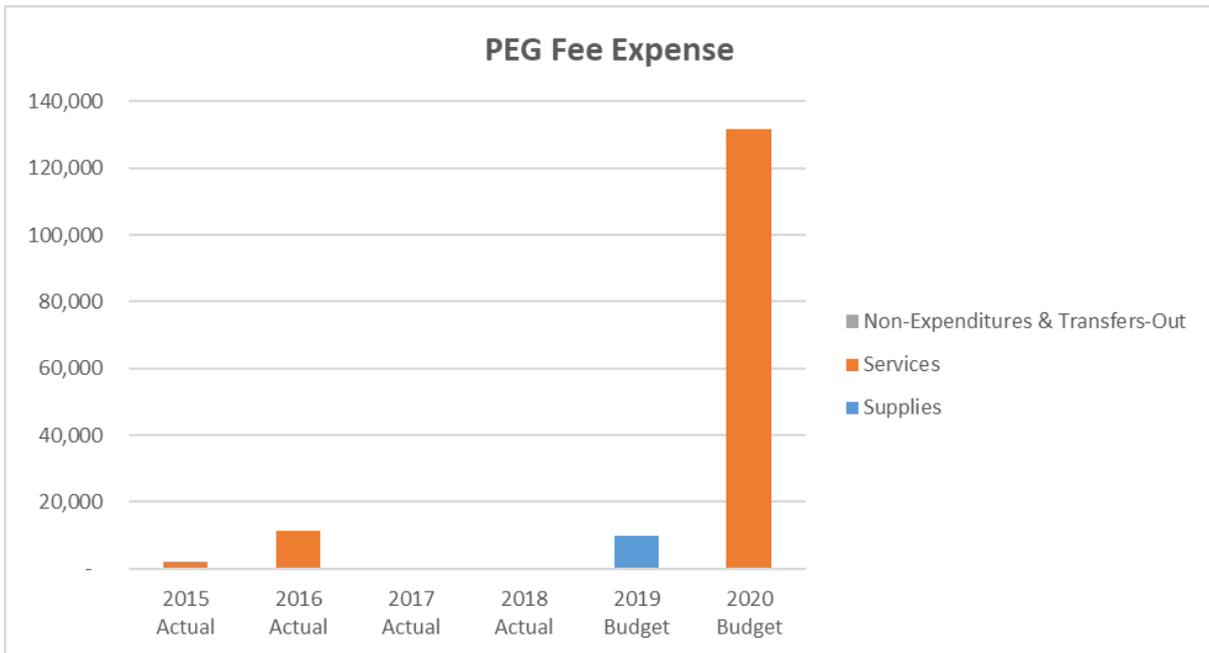


Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Business Licenses/Permits	2,443	2,527	1,736	-	-	-
Interest/Other Earnings	215	499	1,057	2,109	1,600	1,600
Total	2,658	3,026	2,793	2,109	1,600	1,600

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.

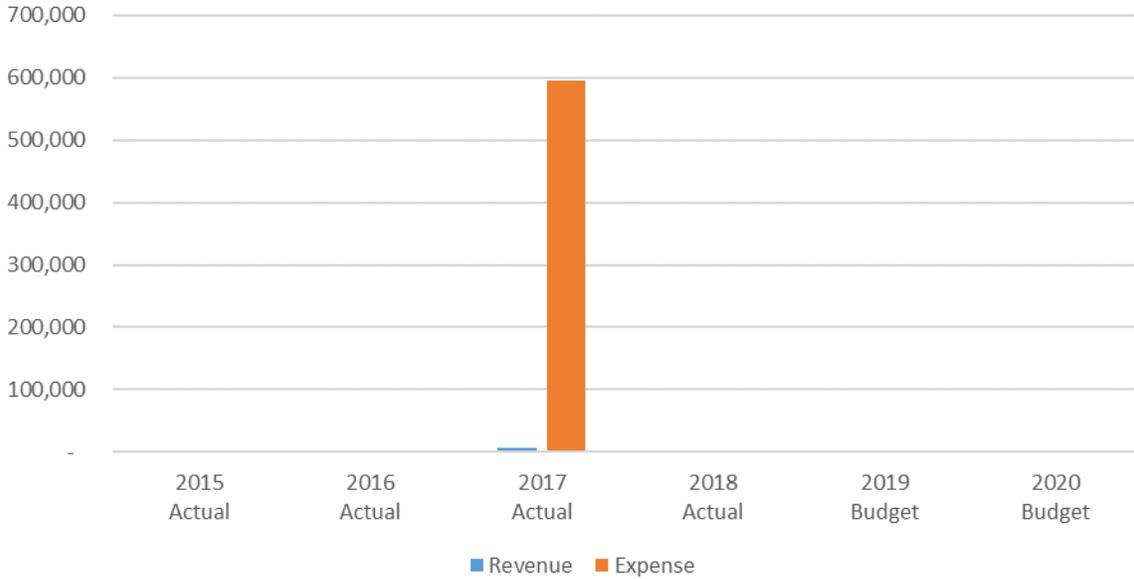


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Supplies	179	-	-	-	10,000	-
Services	1,436	11,306	-	-	-	131,600
Non-Expenditures & Transfers-Out	38	-	-	-	-	-
Total	1,653	11,306	0	0	10,000	131,600

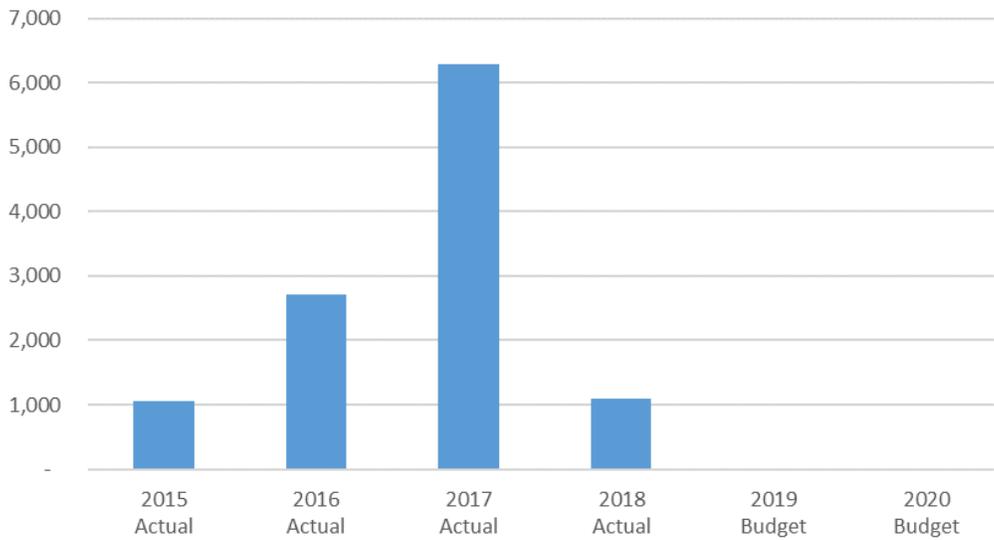
EMS Restricted Revenue Fund

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.

EMS Fund Revenue/Expense History



EMS Revenue

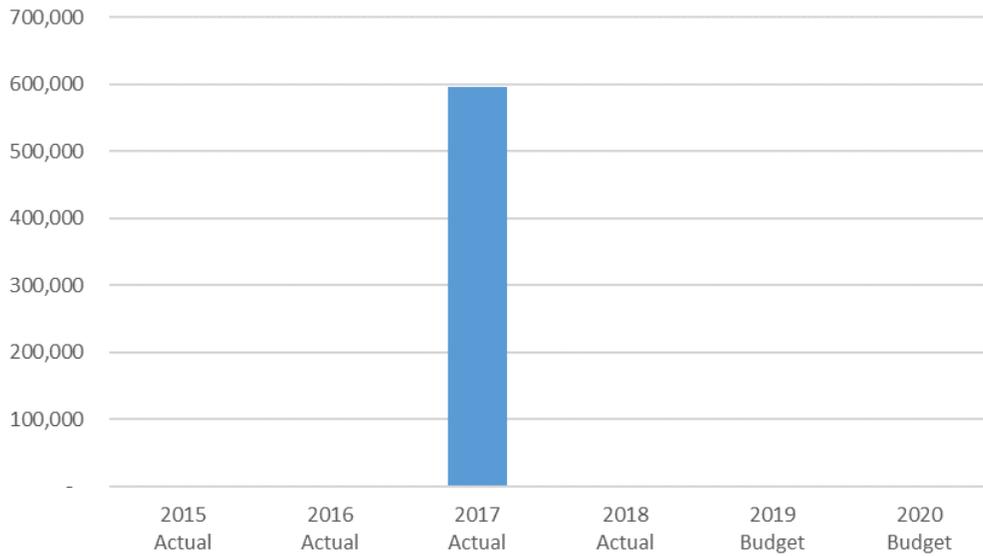


Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Interest/Other Earnings	1,065	2,718	6,281	1,096	-	-
Total	1,065	2,718	6,281	1,096	0	0

EMS Restricted Revenue Fund Expenditures

The fund balance will be transferred to the General Fund in support of the EMS payment to the City of Camas, who operates those services for the City of Washougal.

EMS Expense

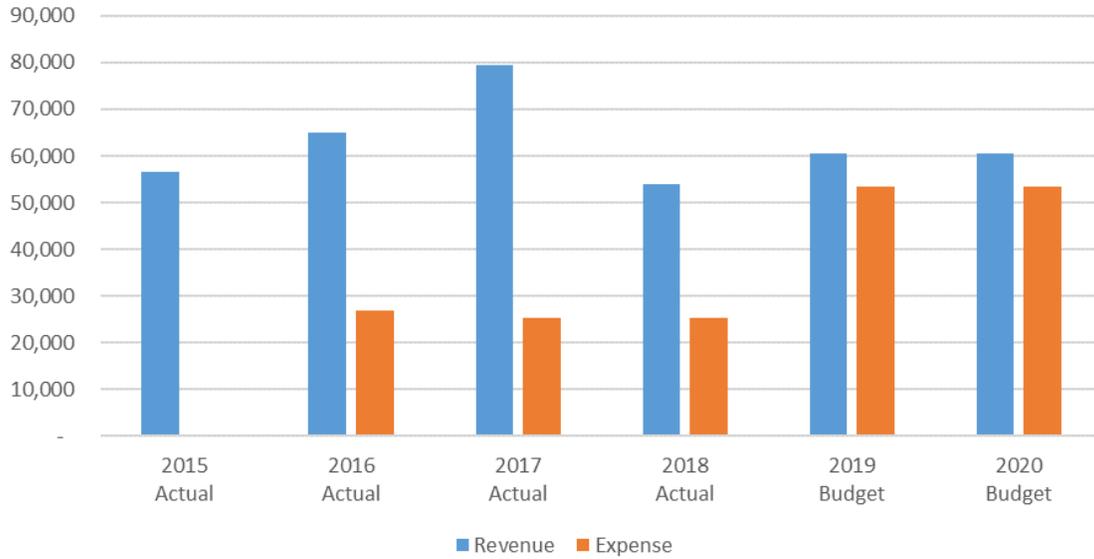


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Non-Expenditures & Transfers-Out	-	-	596,307	-	-	-
Total	0	0	596,307	0	0	0

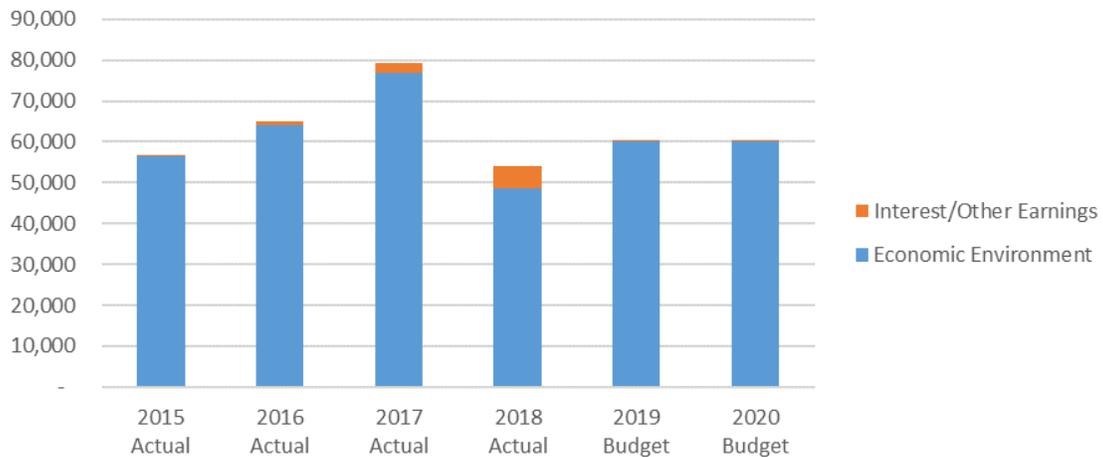
Fire Impact Fees Fund

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



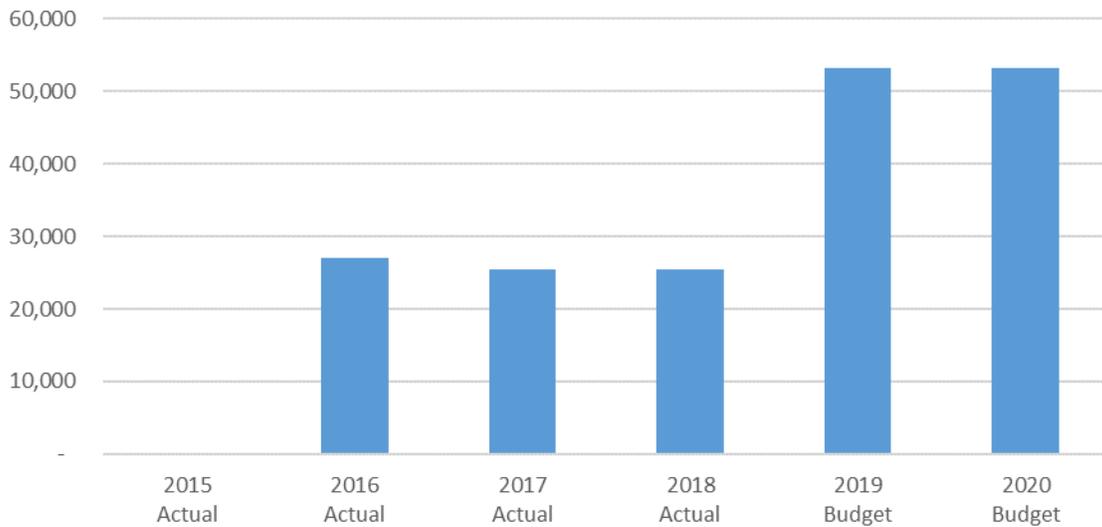
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Economic Environment	56,333	64,093	76,715	48,447	60,000	60,000
Interest/Other Earnings	336	926	2,671	5,526	500	500
Total	56,669	65,019	79,386	53,973	60,500	60,500

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

Fire Impact Fees are utilized to make debt payments to the City of Camas for fire apparatus. In addition, funds are being accumulated for future capital facilities needs for the Fire Department.

Fire Impact Fees Expense

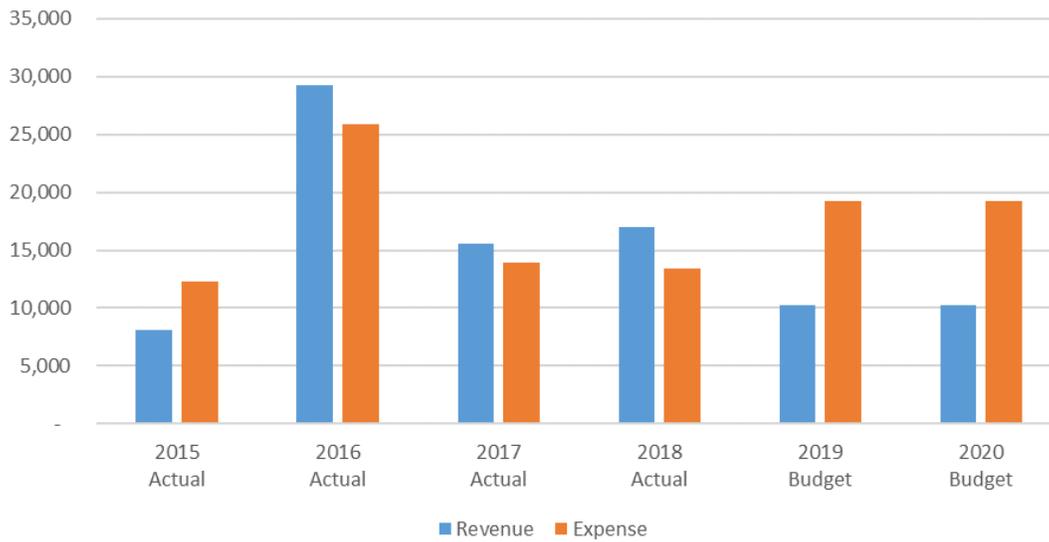


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Capital Outlays	-	27,013	25,411	25,411	53,300	53,300
Total	0	27,013	25,411	25,411	53,300	53,300

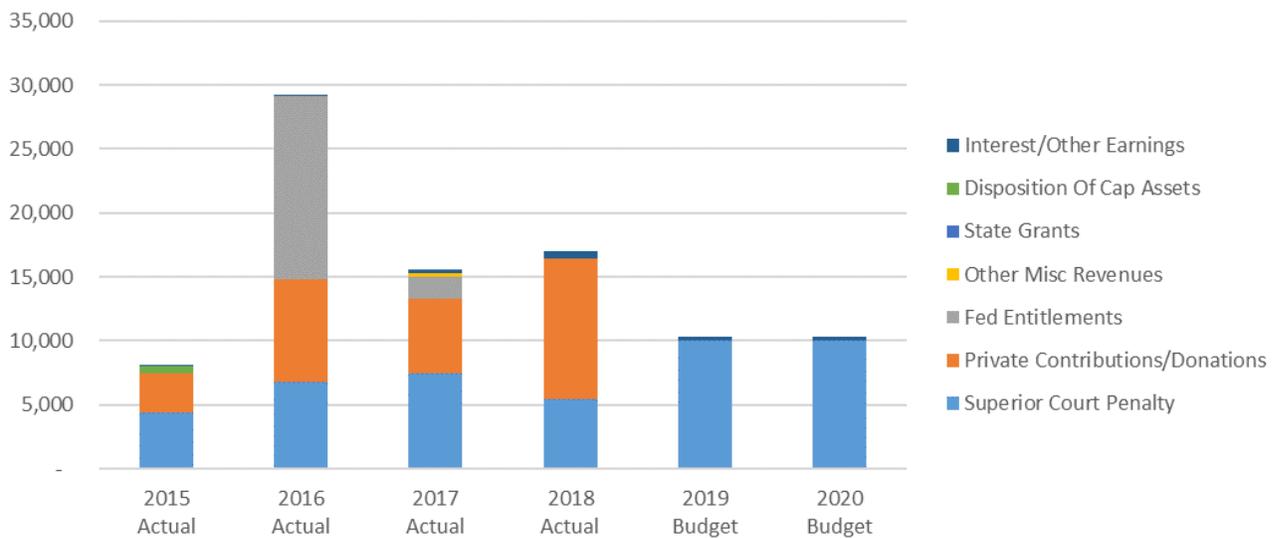
Drug Seizure Fund

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

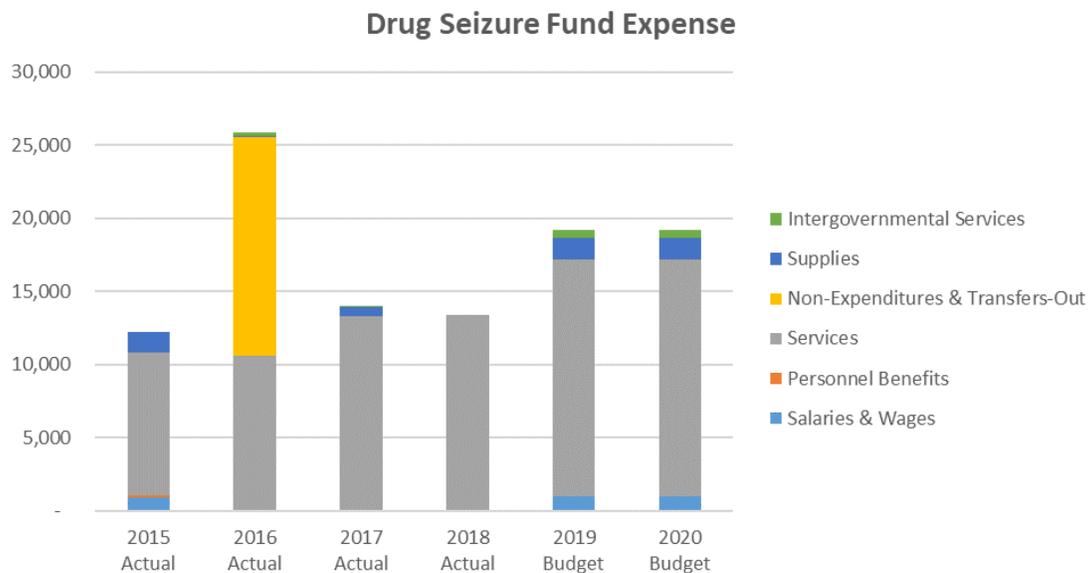


Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Superior Court Penalty	4,425	6,838	7,497	5,458	10,000	10,000
Private Contributions/Donations	3,000	8,002	5,780	11,000	-	-
Fed Entitlements	-	14,351	1,749	-	-	-
Other Misc Revenues	-	-	288	-	-	-
State Grants	-	-	-	-	-	-
Disposition Of Cap Assets	648	-	-	-	-	-
Interest/Other Earnings	65	89	256	510	300	300
Total	8,138	29,280	15,570	16,968	10,300	10,300

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. These funds pay for overtime associated with drug investigations. This fund also supports the K-9 program. The spike in expenditures for 2016 was due to the purchase of a new K-9 vehicle.

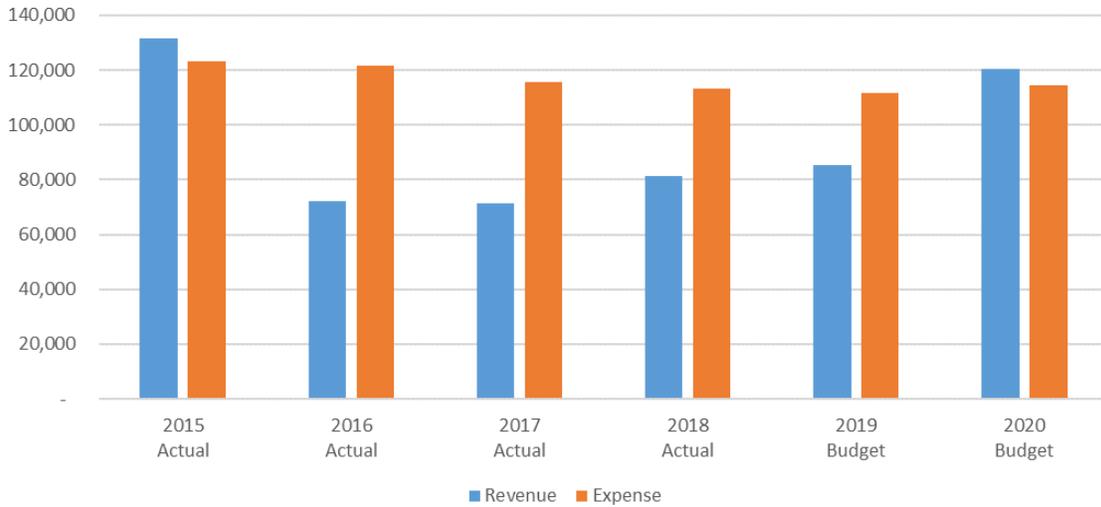


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	891	-	-	-	1,000	1,000
Personnel Benefits	133	-	-	-	-	-
Services	9,776	10,596	13,344	13,397	16,200	16,200
Non-Expenditures & Transfers-Out	-	15,000	-	-	-	-
Supplies	1,448	52	585	-	1,500	1,500
Intergovernmental Services	-	250	40	-	500	500
Total	12,248	25,898	13,969	13,397	19,200	19,200

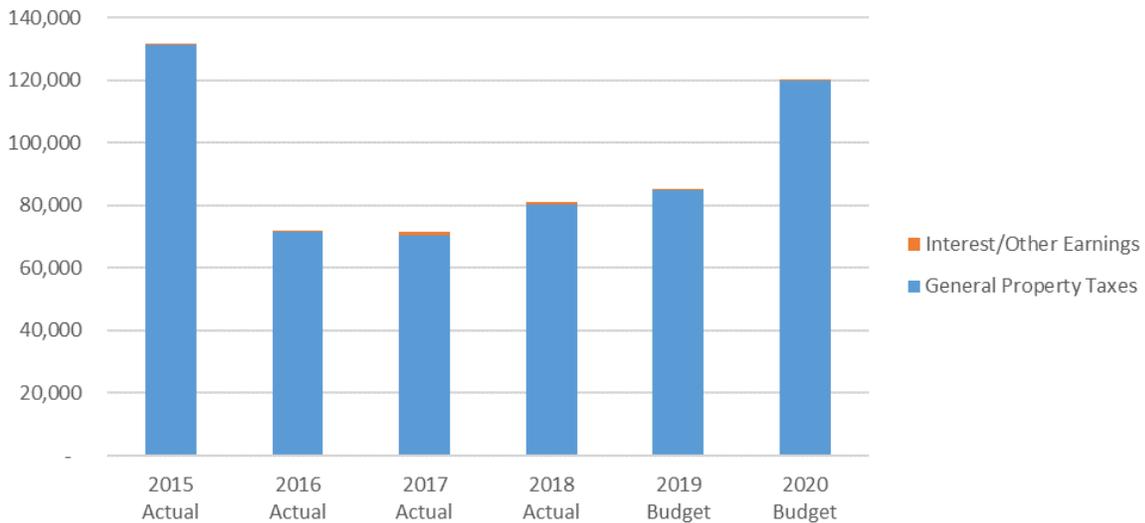
Unlimited General Obligation Debt Fund

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, which shows as revenue and expenditures in the charts below.

Unlimited General Obligation Debt Fund Revenue/Expense History



Unlimited General Obligation Debt Revenue



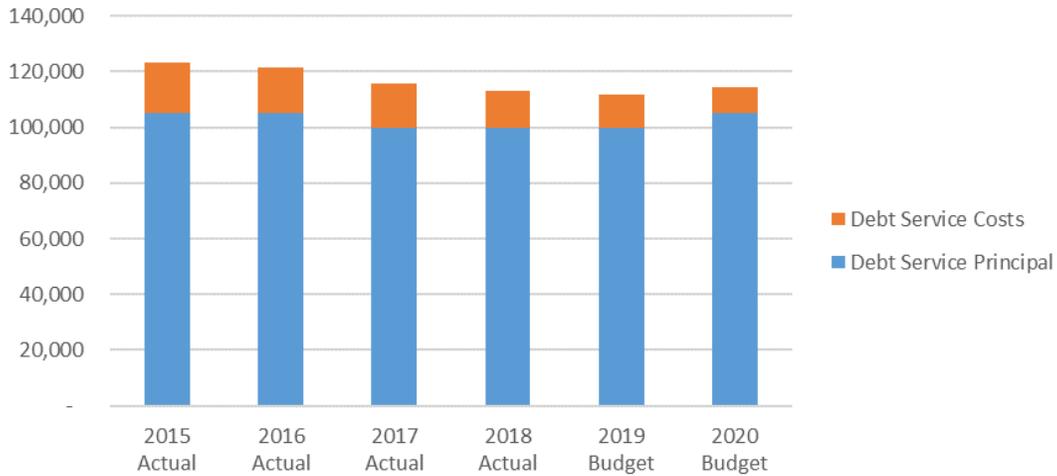
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
General Property Taxes	131,189	71,432	70,550	80,160	85,000	120,000
Interest/Other Earnings	301	645	818	1,018	200	300
Total	131,490	72,077	71,369	81,178	85,200	120,300

General Property Taxes: As part of a voted levy, a portion of property taxes goes to this fund to support the debt payments on the City’s Police Station building.

Unlimited General Obligation Debt Fund Expenditures

Expenditures from this fund are for the annual principal and interest payments on the outstanding General Obligation bonds.

Unlimited General Obligation Debt Expense

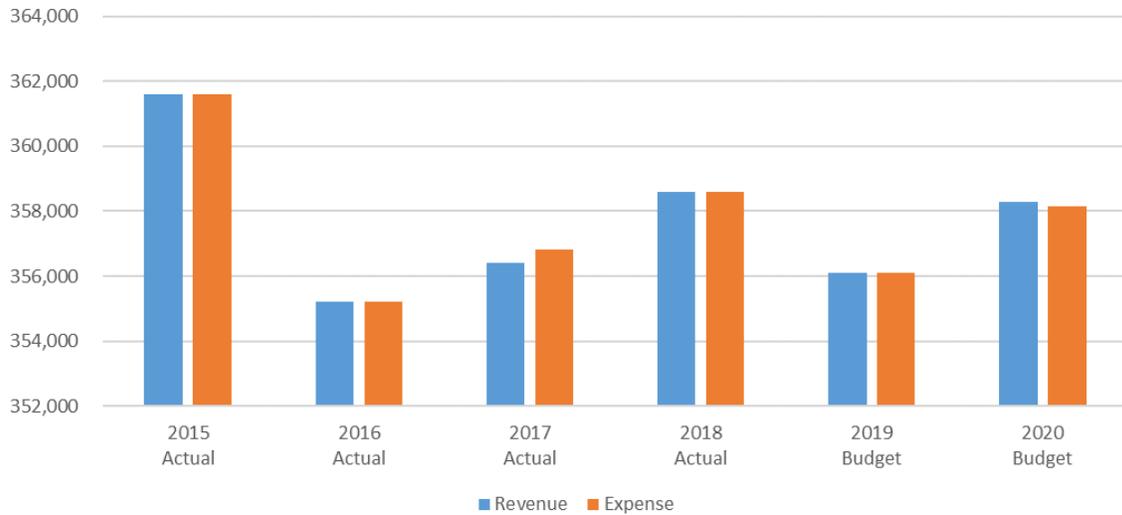


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Debt Service Principal	105,000	105,000	100,000	100,000	100,000	105,000
Debt Service Costs	18,298	16,718	15,600	13,300	11,600	9,300
Total	123,298	121,718	115,600	113,300	111,600	114,300

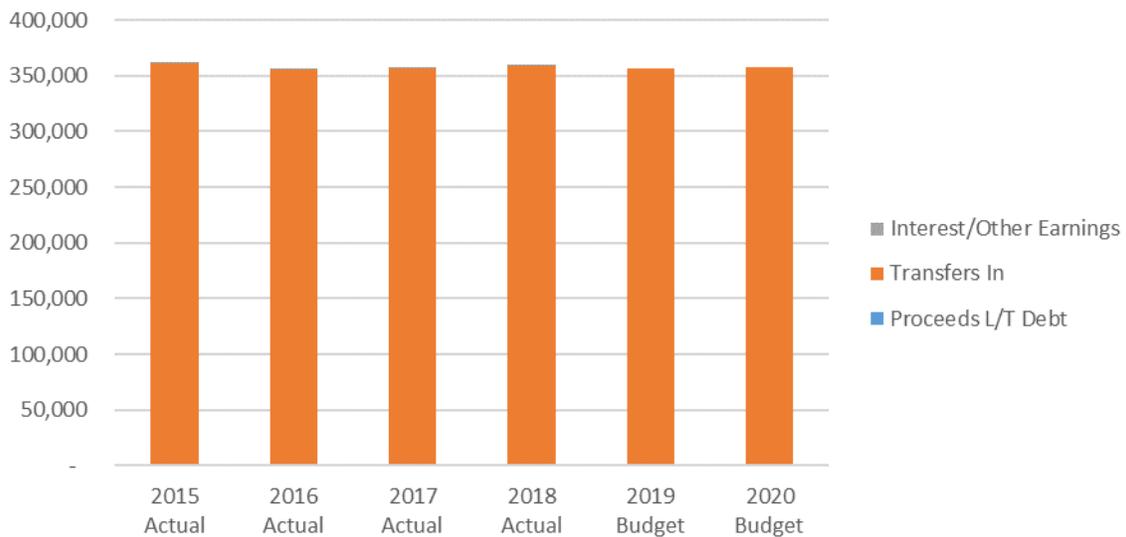
Downtown Revitalization Bond Fund

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 shows as revenue and expenditures in the charts below.

Downtown Revitalization Bond Revenue/Expense History



Downtown Bond Revenue



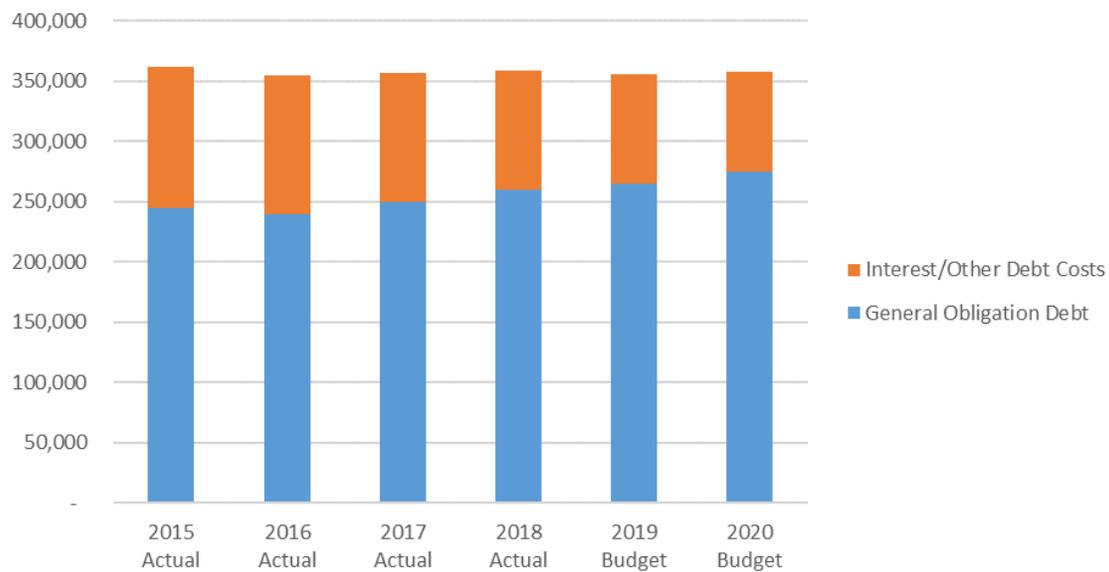
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Proceeds L/T Debt	-	-	-	-		
Transfers In	361,611	355,220	356,400	358,600	356,100	358,300
Interest/Other Earnings	1	3	4	6	-	-
Total	361,612	355,223	356,404	358,606	356,100	358,300

Transfer In: The two REET Funds pay 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.

Downtown Bond Expense

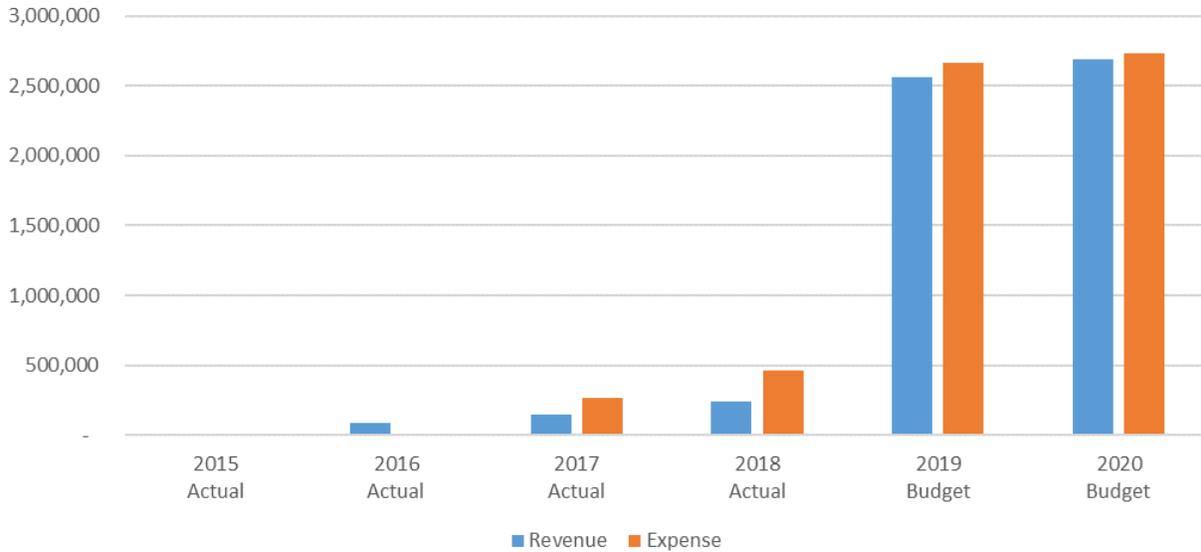


Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
General Obligation Debt	245,000	240,000	250,000	260,000	265,000	275,000
Interest/Other Debt Costs	116,611	115,220	106,827	98,600	91,100	83,150
Total	361,611	355,220	356,827	358,600	356,100	358,150

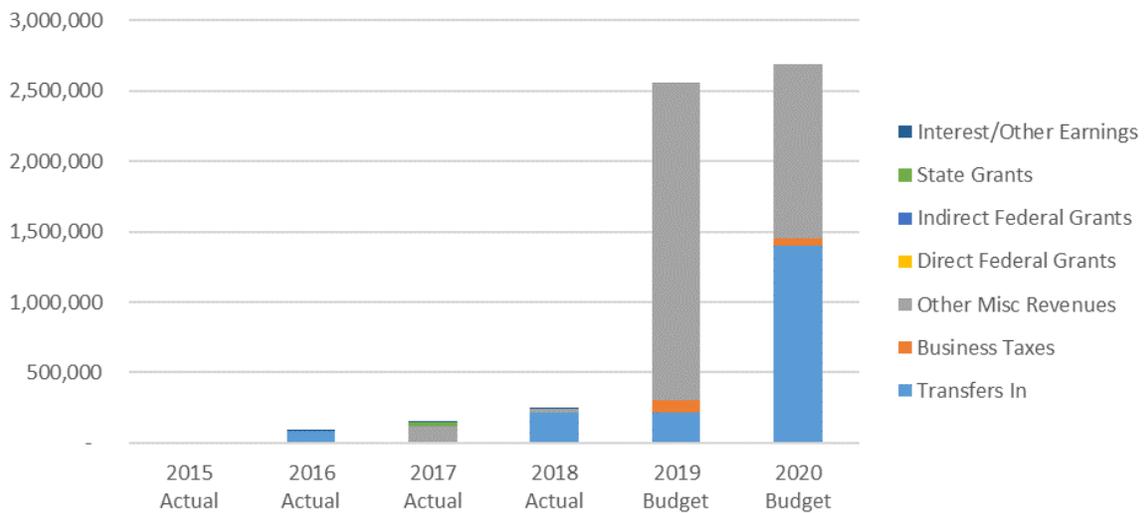
Park Capital Project Fund

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 during 2016. General Fund reserves were used to seed the fund.

Park Capital Improvement Fund Revenue/Expense History



Park Capital Improvement Fund Revenue



Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Transfers In	-	89,714	-	216,338	220,667	1,397,000
Business Taxes	-	-	-	-	79,000	56,000
Other Misc Revenues	-	-	120,000	23,740	2,261,042	1,239,000
Direct Federal Grants	-	-	-	-	-	-
Indirect Federal Grants	-	-	-	-	-	-
State Grants	-	-	27,303	-	-	-
Interest/Other Earnings	-	862	2,089	1,562	-	-
Total	0	90,576	149,392	241,640	2,560,709	2,692,000

Grants: The City is anticipating a few grants for Parks projects in 2020, included is a Youth Athletic Facilities grant for \$350,000 and a Washington Wildlife and Recreation Program Grant for \$500,000 for the Schmid Family Fields Phase 3 project. See project table below in the expenditure section for more 2020 Parks projects.

Transfers In: The City's General and Park Impact Fee Funds both transfer funds for the Park Capital Projects tracked by this fund.

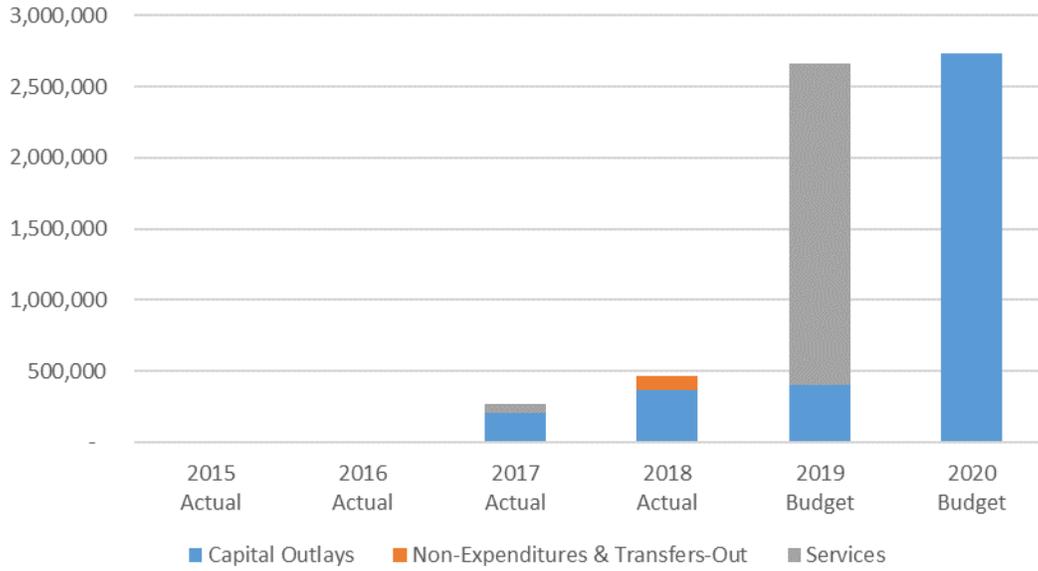
Park Capital Fund Expenditures

This fund pays for Capital Projects for the City's Parks. For 2020, we are anticipating the following projects to acquire, improve, and repair City Parks:

Parks Capital Fund	Budget
Schmid Family Fields Phase 3	2,600,000
Hamllik Park Pump Track	32,000
Other Park Acquisition/Development	100,000
Total Parks Capital	2,732,000

The construction outcome for the Schmid Family Fields Phase 3 project is based on whether grant revenue is received or not. With that being the case, the impact of capital improvements on the operating budget is somewhat undetermined; however, the maintenance of the smaller projects is already included in the parks operations budget.

Park Capital Improvement Fund Expense

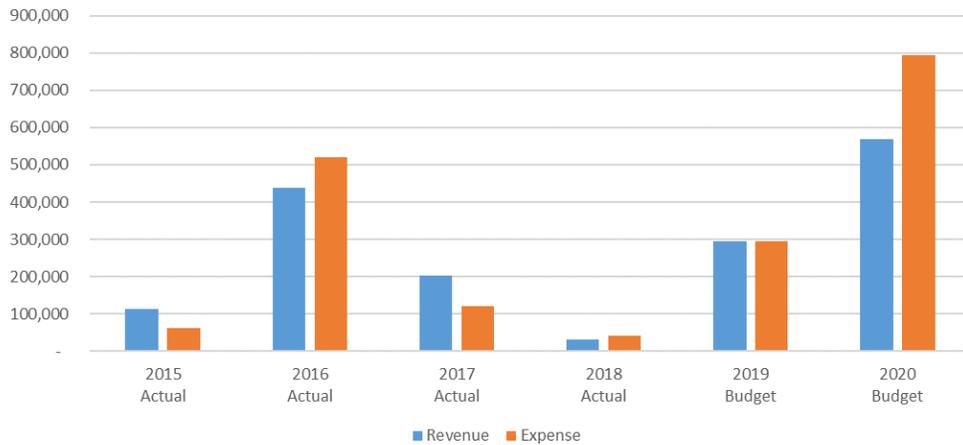


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Capital Outlays	-	-	205,590	363,591	404,667	2,732,000
Non-Expenditures & Transfers-Out	-	-	-	98,000	-	-
Services	-	2,051	57,287	-	2,261,042	-
Total	0	2,051	262,877	461,591	2,665,709	2,732,000

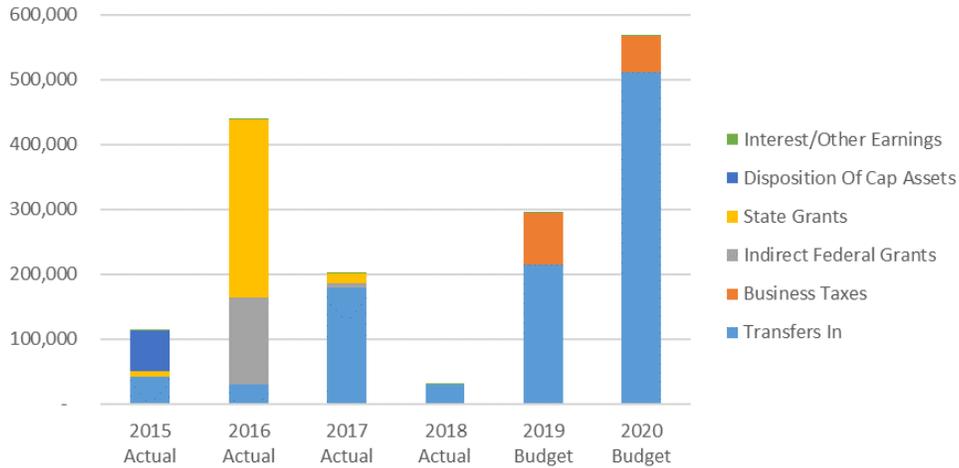
Building Contingency Fund

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	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Transfers In	42,000	30,000	180,000	30,000	215,666	511,000
Business Taxes	-	-	-	-	79,000	56,000
Indirect Federal Grants	-	134,431	6,041	-	-	-
State Grants	8,806	273,967	15,515	-	-	-
Disposition Of Cap Assets	62,400	-	-	-	-	-
Interest/Other Earnings	444	149	372	1,045	800	800
Total	113,650	438,547	201,928	31,045	295,466	567,800

Indirect Federal Grants: The City received an award for CDBG funds to pay for the City’s Community Center Kitchen Remodel in 2016. There are no anticipated grants for 2020.

State Grants: The City received an award for the Community Center HVAC and Re-roof project from the Department of Commerce in 2016. There are no anticipated grants for 2020.

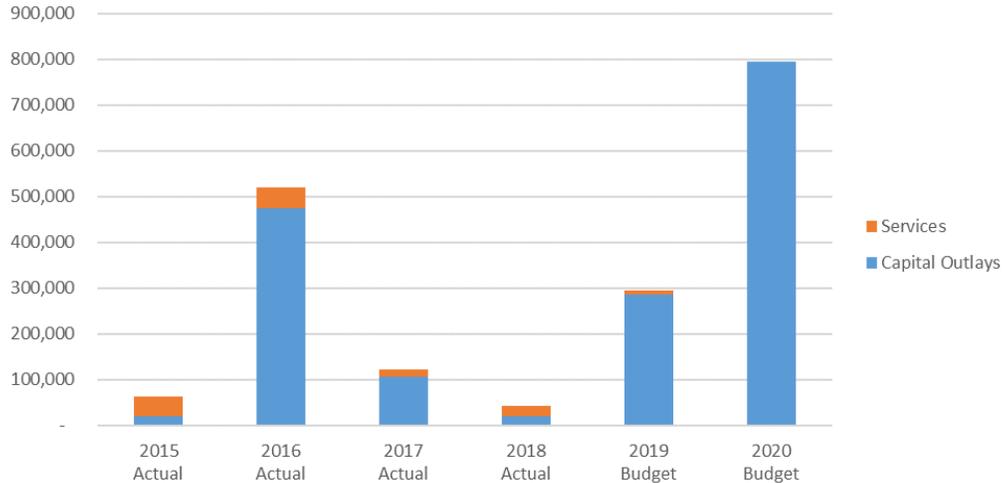
Transfers In: The City’s General Fund transfers funds for the Capital Projects tracked by this fund.

Building Contingency Fund Expenditures

This fund pays for Capital Projects for the City’s Facilities. For 2020, 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 Contingency Fund	Budget
City Hall Siding/Restrooms Project	352,000
Purchase Fire Station Building	350,000
Other Opportunities	92,800
Total Facilities Capital	794,800

Building Contingency Fund Expense

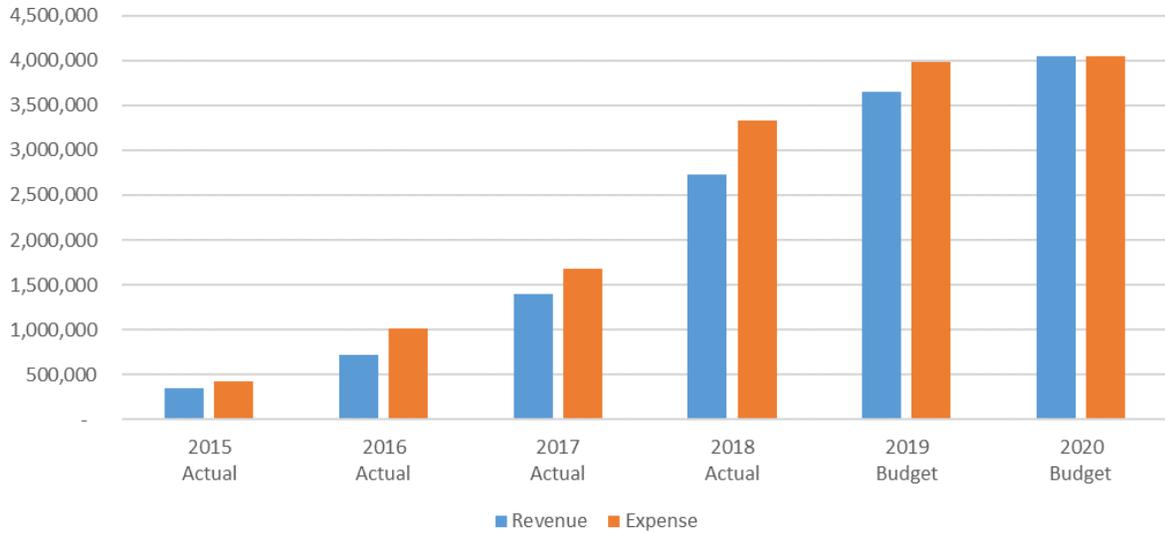


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Capital Outlays	19,604	475,467	105,512	19,951	284,666	794,800
Services	42,608	44,193	16,362	21,534	10,000	-
Total	62,212	519,660	121,873	41,484	294,666	794,800

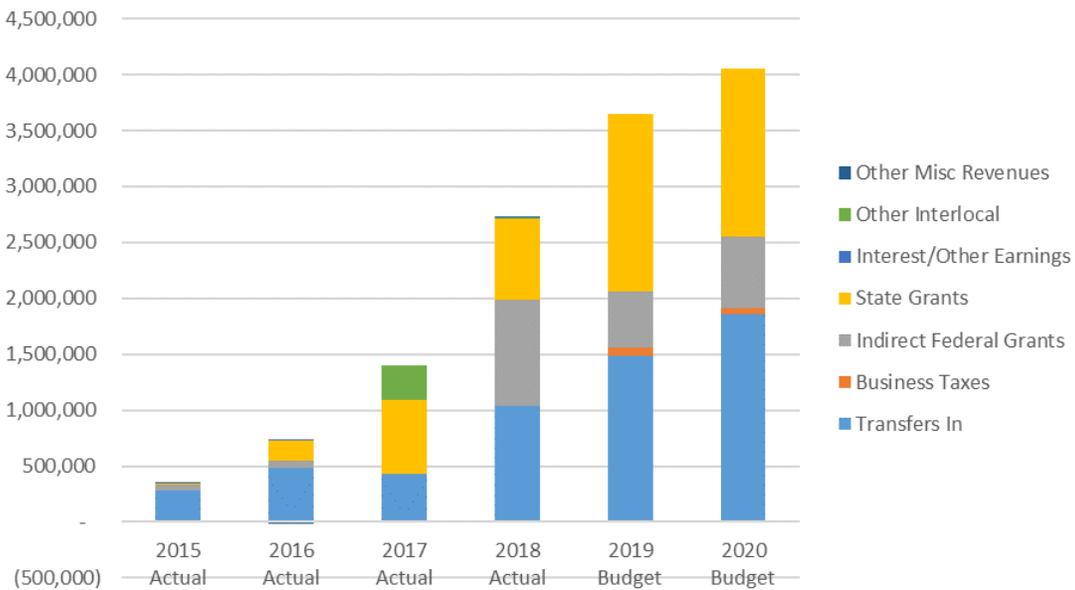
Transportation Capital Projects Fund

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.

Transportation Capital Projects Fund Revenue/Expense History



Transportation Capital Projects Fund Revenue



Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Transfers In	280,000	484,000	432,676	1,037,689	1,481,426	1,861,489
Business Taxes	-	-	-	-	79,000	56,000
Indirect Federal Grants	50,702	65,190	2,962	951,782	497,520	631,977
State Grants	11,067	183,109	658,101	717,898	1,588,000	1,500,000
Interest/Other Earnings	574	1,711		-	-	-
Other Interlocal	-	-	308,750	10,575	-	-
Other Misc Revenues	10,700	(11,174)		10,400	-	-
Total	353,043	722,836	1,402,489	2,728,345	3,645,946	4,049,466

State and Federal Grants: The City applies for state and federal grants to help fund projects. Typically if a grant is not awarded, the project does not occur. The City has several grants applications in for 2020, which include:

State Appropriation	1,000,000
Indirect Federal Grants	631,977
State Grants	500,000

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.

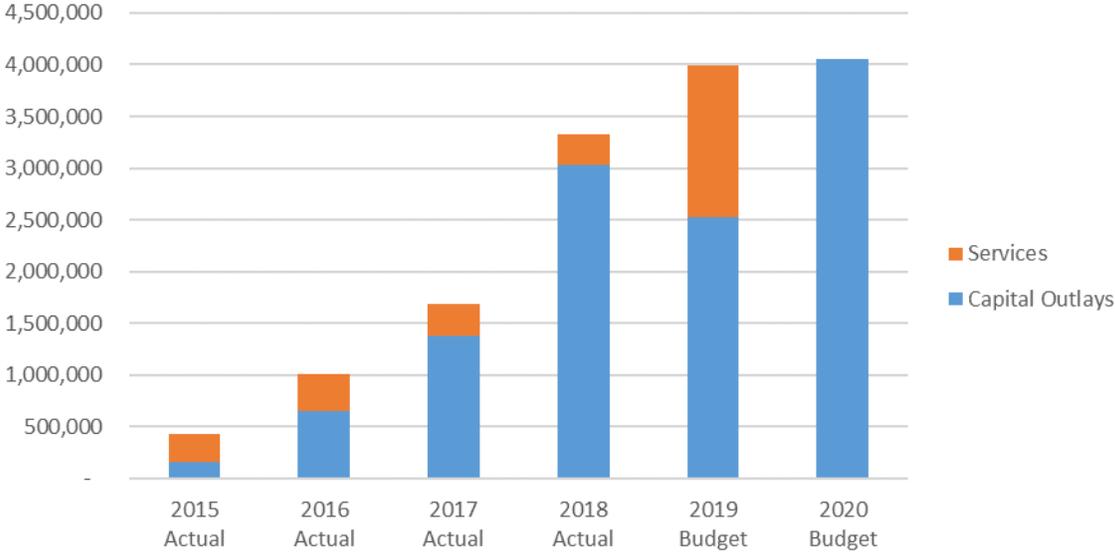
Capital Transportation Projects Fund Expenditures

This fund pays for Capital Projects for the City's Transportation Facilities. For 2020, the following are the projects to improve the roadways, sidewalks, and transportation in the City:

Transportation Capital	Budget
Waterfront Trail	1,900,000
39th/Evergreen Realignment	120,000
SRTS - Jemtegaard Trail	750,000
Hathaway Sidewalks	242,550
Grade Separated Alt Analysis 27th/32nd	500,000
Advanced Traffic System	100,000
Other Transportation Opportunities	436,489
Total Transportation Capital	4,049,039

The construction for the Waterfront Trail may continue into 2020; due to this, the impact of the capital improvements on the operating budget is somewhat undetermined at this point. The maintenance of the smaller transportation projects is already included in the streets operations budget.

Transportation Capital Projects Fund Expense

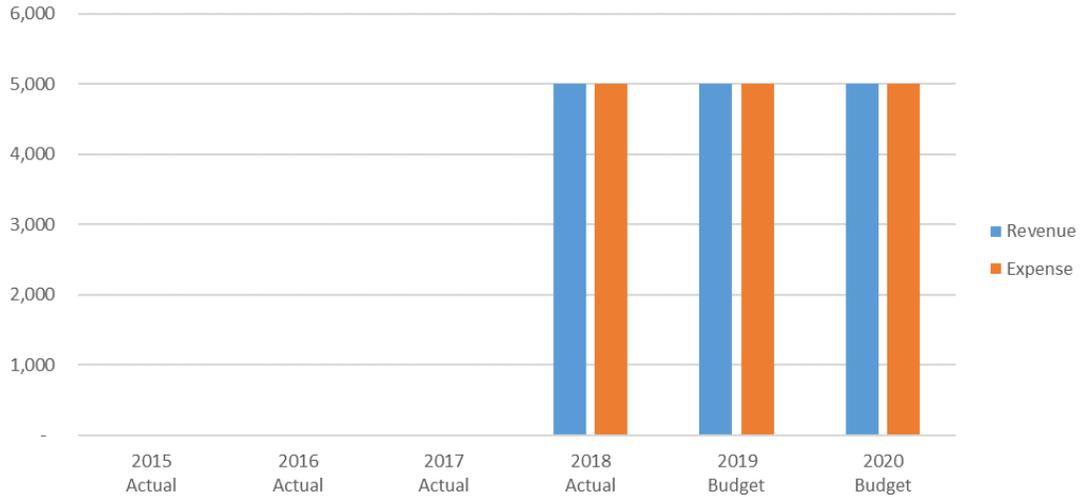


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Capital Outlays	154,904	650,886	1,375,237	3,030,897	2,520,000	4,049,039
Services	274,693	363,234	309,684	294,495	1,468,846	-
Total	429,597	1,014,120	1,684,921	3,325,392	3,988,846	4,049,039

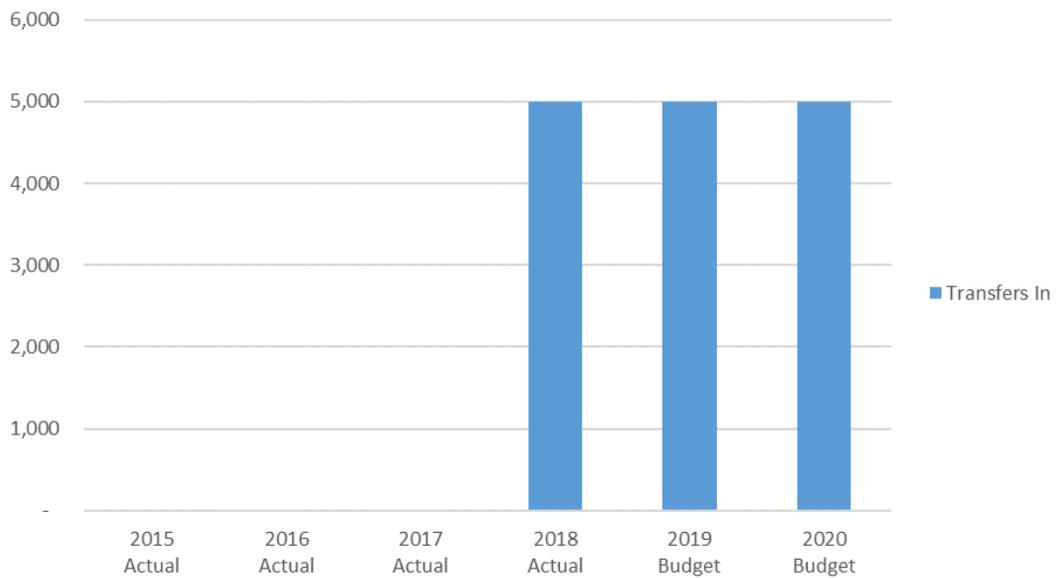
Art Project Capital Fund

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.

Art Project Fund Revenue/Expense History



Art Project Fund Revenue



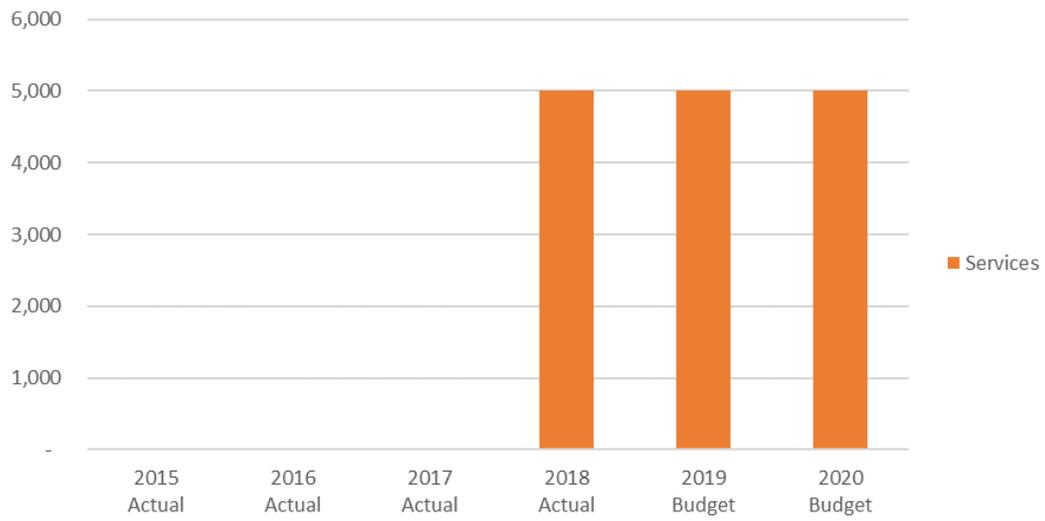
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Transfers In	-	-	-	5,000	5,000	5,000
Total	0	0	0	5,000	5,000	5,000

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



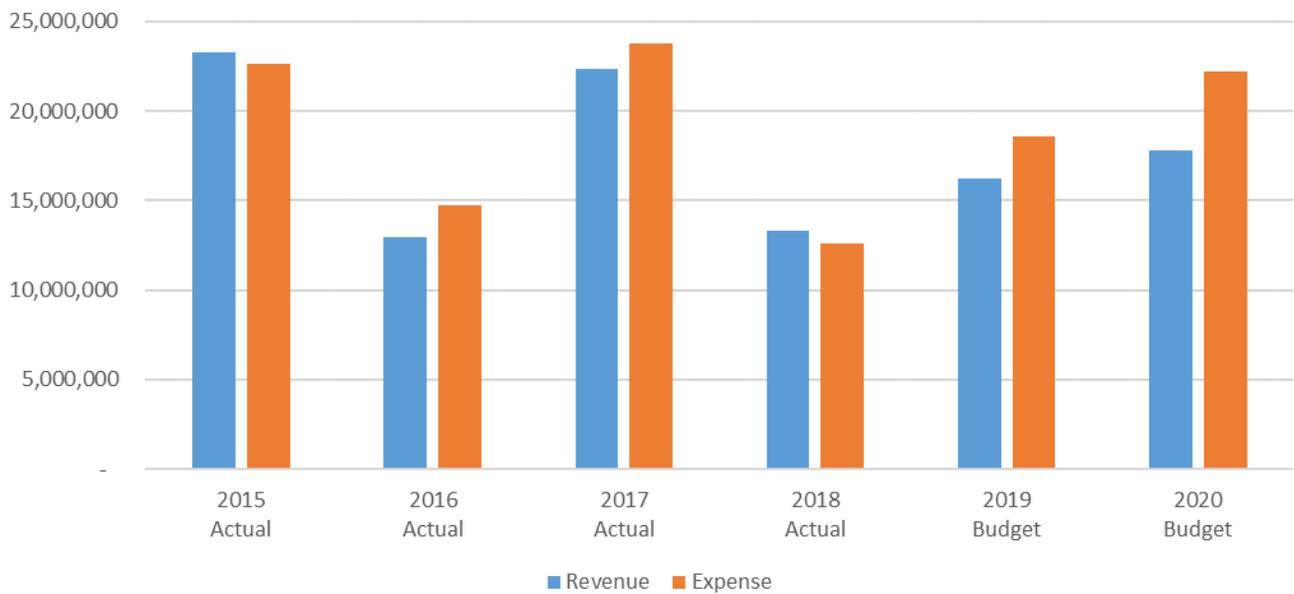
Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Services	-	-	-	5,000	5,000	5,000
Total	0	0	0	5,000	5,000	5,000

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 is recently completed a rate study to establish rates for the years 2019 to 2023. City Council approved the proposed rates through a City Ordinance which was then codified in the Washougal Municipal Code. For more information on rates, please see the City’s website.

Water/Sewer Funds Revenue/Expense History



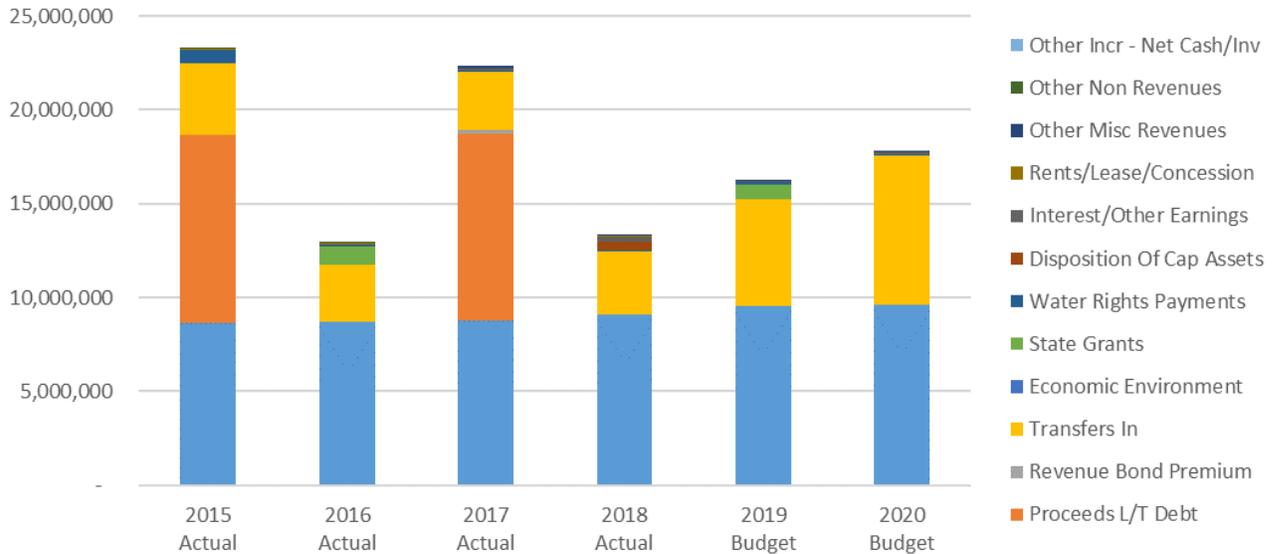
Water Utility

The Water Division of Public Works is responsible for the daily operation and maintenance of water production, storage and delivery facilities. 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 sewer. 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 ultra violet disinfection process before being discharged as treated effluent to the Columbia River.

Water & Sewer Revenue



Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Physical Environment	8,655,110	8,681,604	8,758,439	9,115,855	9,576,368	9,629,134
Proceeds L/T Debt	10,030,000	-	9,997,000	-		
Revenue Bond Premium	-	-	168,567			
Transfers In	3,793,163	3,060,162	3,095,833	3,339,433	5,662,257	7,963,188
Economic Environment	4,833	11,623	9,626	6,145	5,000	5,000
State Grants	-	970,000	-	-	800,000	-
Water Rights Payments	701,837	52,898	55,499	53,084	88,163	53,000
Disposition Of Cap Assets	-	11,324	-	484,320		
Interest/Other Earnings	39,629	73,879	123,237	254,009	61,800	111,800
Rents/Lease/Concession	21,400	26,600	27,500	37,265	28,800	15,600
Other Misc Revenues	30,337	32,548	126,803	4,922	2,000	2,000
Other Non Revenues	334	69,824	-	-	-	-
Other Incr - Net Cash/Inv	-	-	-	-	-	-
Total	23,276,643	12,990,462	22,362,504	13,295,035	16,224,388	17,779,722

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 2020, the City anticipates the following revenue from the Water and Sewer utilities for services:

Water Utility Revenue	4,018,623
Sewer Utility Revenue	4,745,511

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.

State Grants: For 2016, the State appropriated 1,000,000 to the City for the construction of the Wastewater Treatment Plant expansion. The City has also submitted a grant application for 1,000,000 for an automated water meter reading system. There are no anticipated State grants in 2020.

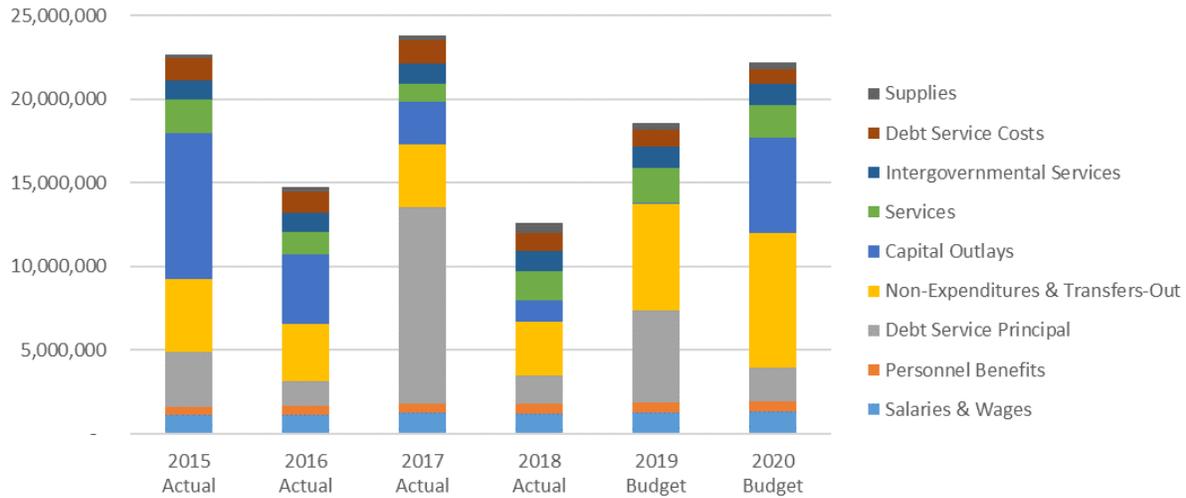
Economic Environment: When developers and residents connect to our Water and Sewer utilities, they pay a system development charge which goes towards the cost of the infrastructure for each utility. This revenue source is dependent on development activity.

Water System Development Charges	330,000
Sewer System Development Charges	520,000

Water/Sewer Funds Expenses

The Water and Sewer Utilities have a Utilities Superintendent that oversee 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



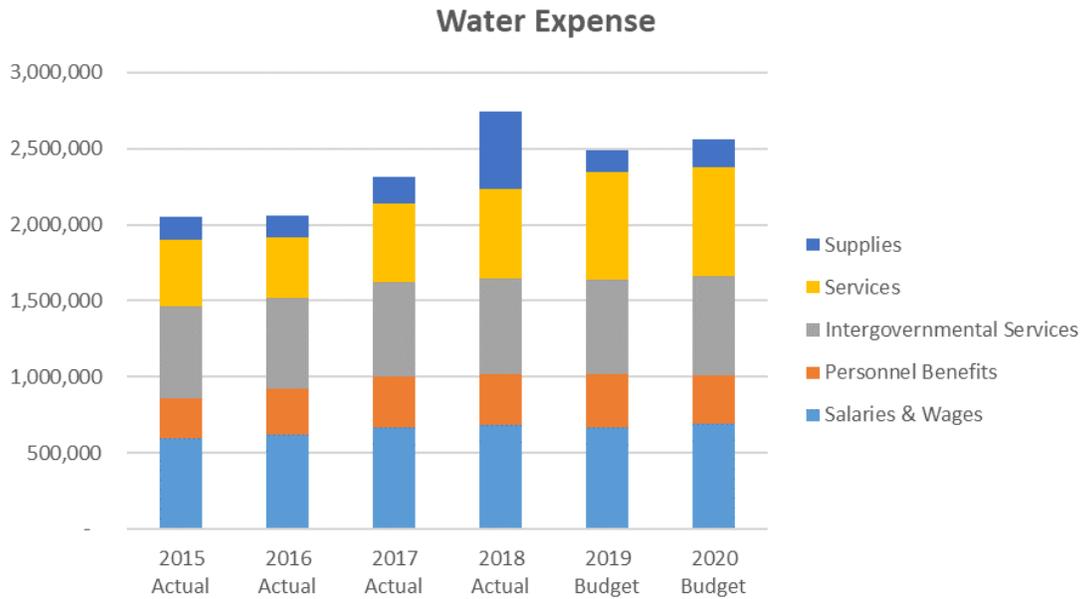
Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	1,088,098	1,110,888	1,219,092	1,201,151	1,219,500	1,310,143
Personnel Benefits	466,322	525,728	572,806	565,030	617,720	599,100
Debt Service Principal	3,300,875	1,474,404	11,706,085	1,677,404	5,506,404	2,050,567
Non-Expenditures & Transfers-Out	4,413,136	3,457,202	3,801,772	3,248,237	6,358,094	7,999,956
Capital Outlays	8,697,080	4,120,499	2,504,370	1,289,691	99,448	5,733,790
Services	1,982,578	1,368,230	1,117,795	1,725,268	2,104,182	1,972,903
Intergovernmental Services	1,165,352	1,163,407	1,179,381	1,232,677	1,273,112	1,254,327
Debt Service Costs	1,315,189	1,242,042	1,395,790	1,054,424	1,014,157	877,912
Supplies	200,193	247,187	291,456	575,284	356,614	406,797
Total	22,628,823	14,709,587	23,788,546	12,569,166	18,549,231	22,205,495

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. Total FTE charged to this department on a regular basis is 8.17, 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. This 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. In addition, for 2020, some repairs/maintenance were included for the Water Utility as follows:

Pump & Motor Services/SCADA Maintenance	120,000
Hydrant/Reservoir/Valve Maintenance	80,000
Meter Replacements/Maintenance	90,000
Service Line Improvements	50,000
Chemical/Inventory Supplies/Services	75,000

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



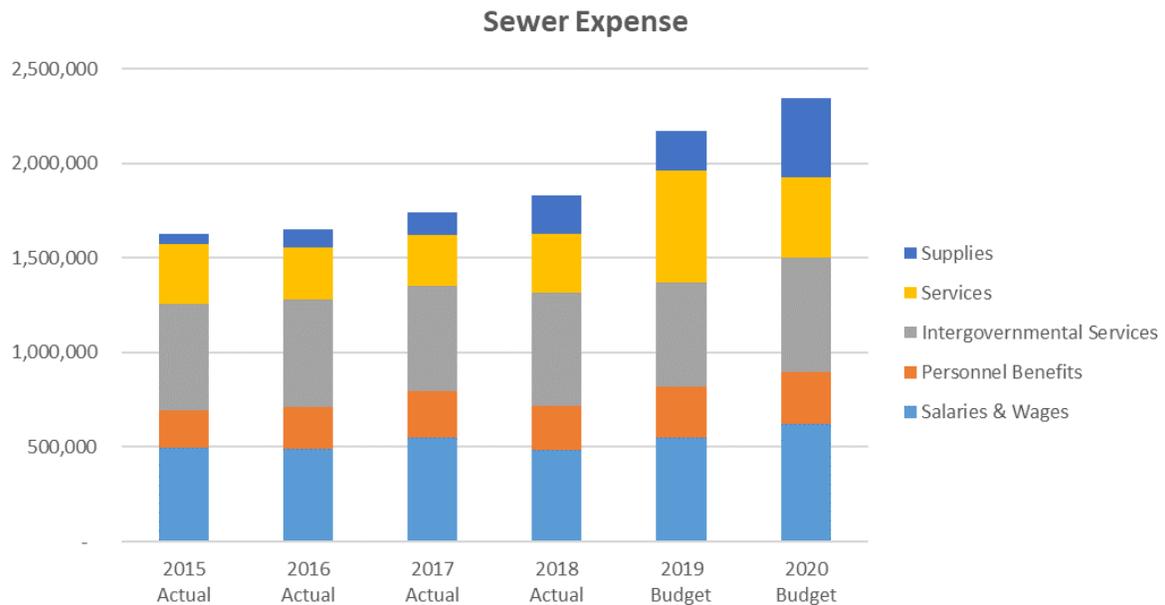
Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	592,846	618,493	670,853	680,881	667,700	690,345
Personnel Benefits	268,611	303,542	327,605	332,613	351,500	323,000
Intergovernmental Services	598,755	598,312	621,690	632,591	615,685	646,574
Services	444,173	392,616	518,838	590,712	708,636	717,930
Supplies	150,823	148,157	172,087	507,299	146,874	181,030
Total	2,055,208	2,061,120	2,311,073	2,744,096	2,490,395	2,558,879

Sewer Utility Operation and Maintenance Expenses

The Utilities Superintendent manages five full-time maintenance workers for the operations of the Utility. Total FTE charged to this department on a regular basis is 7.08, 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, this is the second largest expense for the Utility. The City assess 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. In addition, for 2020 the sewer utility will be making some repairs such as:

SCADA maintenance	60,000
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The following are the operations and maintenance expenses for the Sewer Utility:



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	495,253	492,395	548,239	485,042	551,800	619,798
Personnel Benefits	197,711	222,186	245,201	232,418	266,220	276,100
Intergovernmental Services	566,597	565,095	557,691	600,086	552,427	607,753
Services	317,248	274,051	269,650	307,709	595,546	421,650
Supplies	49,370	99,030	119,369	208,328	209,740	423,700
Total	1,626,179	1,652,757	1,740,150	1,833,583	2,175,733	2,349,001

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 have to 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 2020 Water and Sewer Capital Projects:

Water Capital Projects:

Water Capital	Budget
Water Service Line & Meter Replacement	1,044,540
Woodburn Hill Transmission Line Design	899,087
Water Master Plan Update	30,000
Total Water Capital	1,973,627

Sewer Capital Projects:

Sewer Capital	Budget
Biosolids Facility	2,400,000
Anoxic Selector	952,328
Pump Station #1, 2, 4 & 5 Upgrades	320,000
Total Sewer Capital	3,672,328

Water/Sewer Debt Service

As of 2020, the City has \$29,187,944 in outstanding debt for water, sewer, and storm infrastructure. Of this amount, \$2,421,665 is from Public Works Trust Fund Loans and \$26,766,279 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 2020, the total debt service, principal and interest, funded by Water/Sewer rate revenues is \$2,869,203.

Stormwater Fund

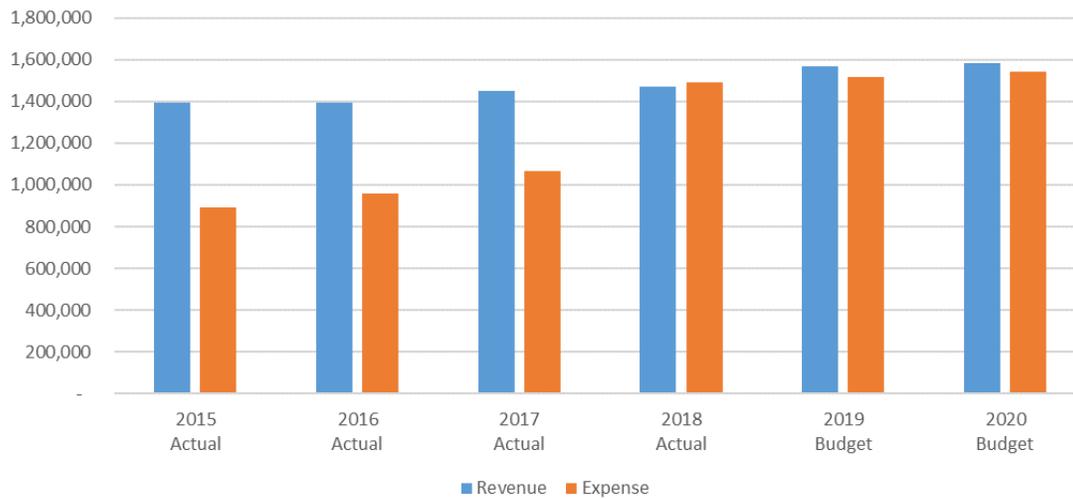
In general terms, Stormwater is rainfall or snowmelt which flows over the ground. Impervious surfaces such as rooftops, driveways, sidewalks, and streets prevent Stormwater runoff from naturally soaking into the ground. Stormwater runoff can pick up pollutants such as fertilizers, pesticides, animal 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.

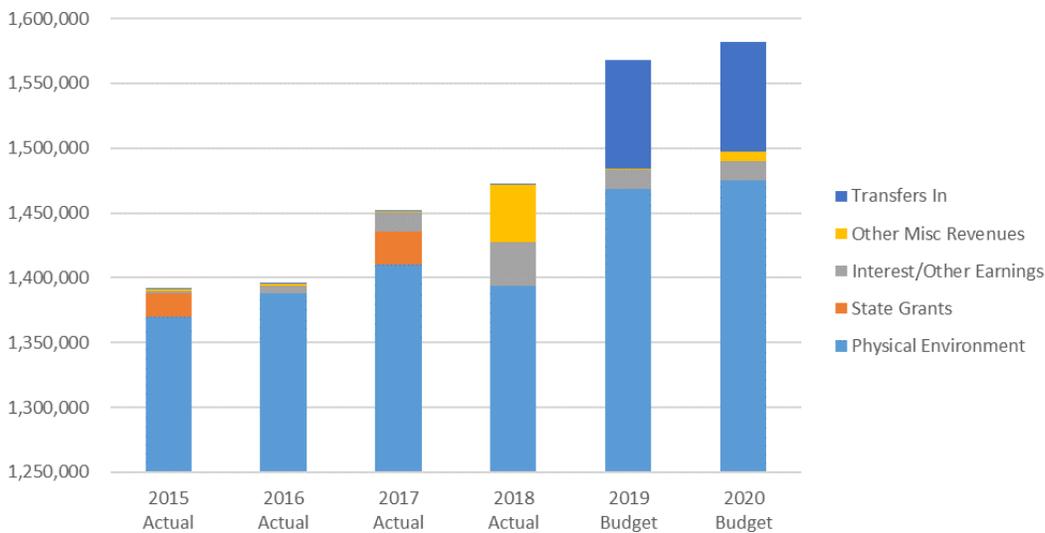
The City has developed a comprehensive Stormwater Management Plan (SWMP), outlining the City's efforts to prevent Stormwater pollution and minimize runoff. Generally, the SWMP has five components: public education, public outreach and involvement, the formation of an illicit dumping elimination program, 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 taken into account for each utility separately. The City is currently undergoing a rate study to set rates for the 2019-2023 horizon.

Stormwater Fund Revenue/Expense History



Stormwater Fund Revenue



Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Physical Environment	1,369,772	1,388,219	1,410,577	1,393,966	1,468,357	1,475,336
State Grants	18,599	-	25,000	-	-	-
Interest/Other Earnings	1,588	5,602	14,920	33,225	15,000	15,000
Other Misc Revenues	1,662	1,423	847	44,348	1,000	7,000
Transfers In	603	661	437	275	83,751	85,000
Total	1,392,224	1,395,905	1,451,780	1,471,814	1,568,108	1,582,336

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.

State Grant: The City does not anticipate any state grants for 2019.

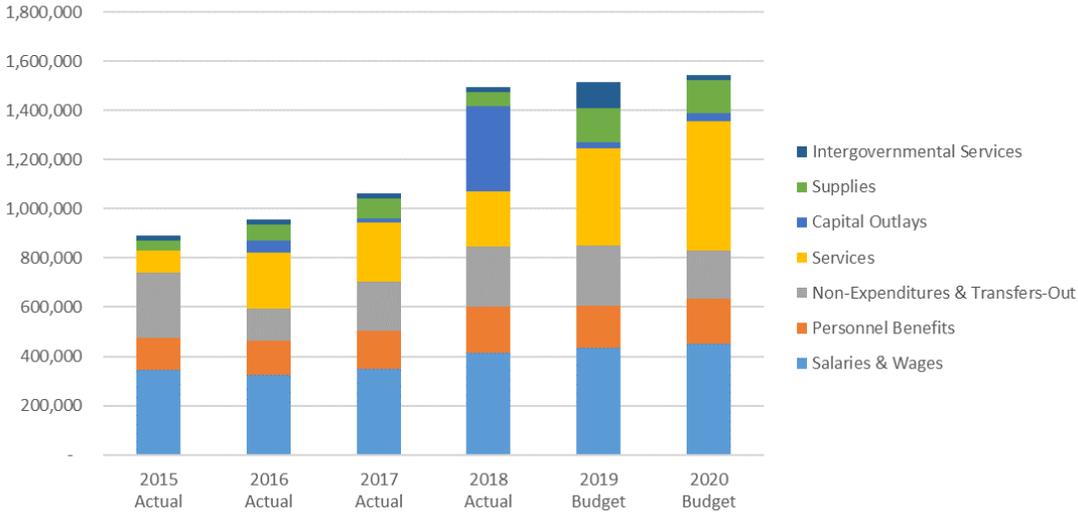
Stormwater Fund Expenses

The Facilities Operations Manager oversees this fund with oversight by the Public Works Director. There are four full-time maintenance workers who maintain this Utility. Total FTE regularly charging to this fund is 5.30. 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 responsible for is \$1,105,960. This fund transfers funds to a Utility debt fund from which the payments are made. Total principal and interest for 2020 is \$101,400.

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 2020:

Jemtegaard Trail Stormwater Utility Work	12,000
NPDES Compliance	85,000
Point Repairs	50,000
Lawnmower	34,000

Stormwater Expense

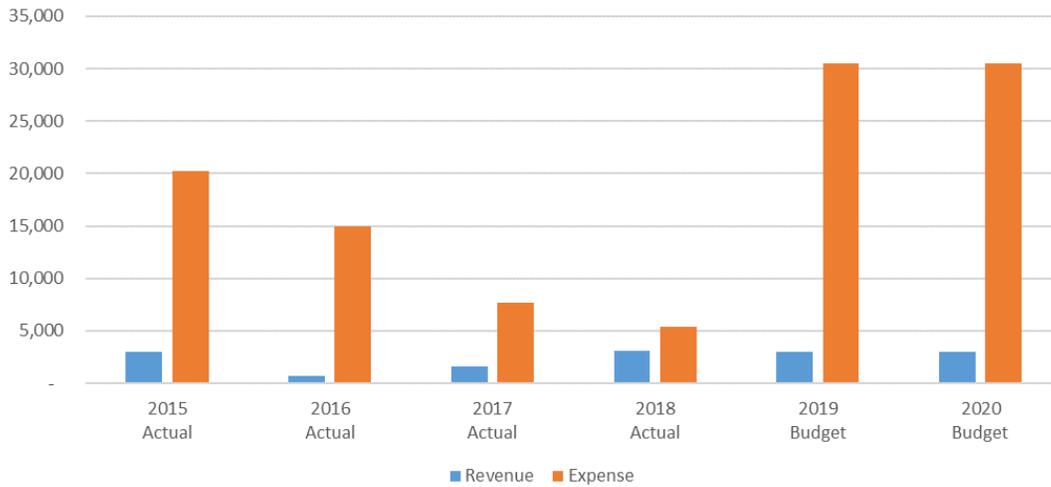


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	346,259	324,251	350,695	414,858	434,078	449,750
Personnel Benefits	129,442	141,025	153,195	186,183	173,500	184,000
Non-Expenditures & Transfers-Out	264,250	128,942	200,863	247,126	241,663	198,400
Services	92,417	228,071	238,679	220,881	395,720	523,962
Capital Outlays	-	50,328	15,648	347,771	25,000	33,500
Supplies	38,700	63,383	84,007	55,888	140,800	132,964
Intergovernmental Services	20,149	20,884	21,140	20,651	103,787	20,136
Total	891,217	956,884	1,064,228	1,493,358	1,514,548	1,542,712

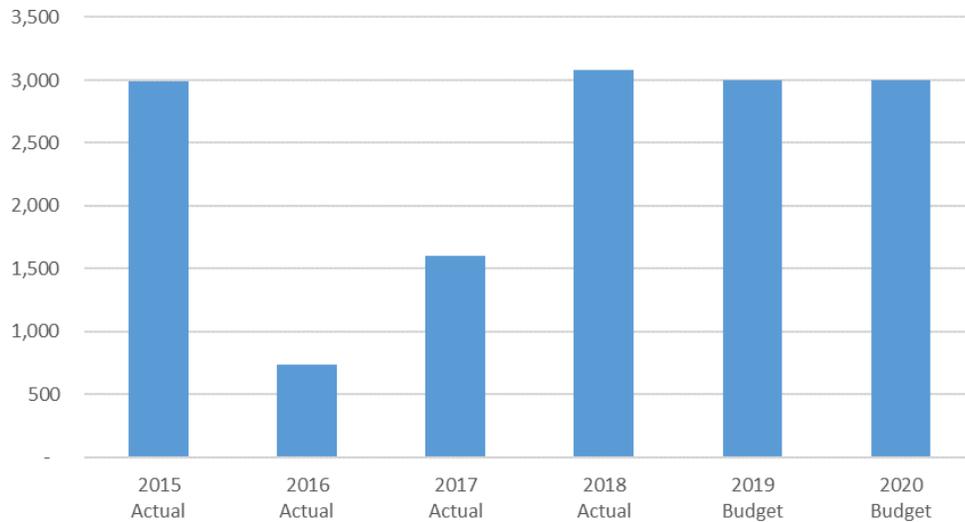
Employment Security Fund

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 2020 which allows the City to forego continued contributions until such time the City must begin to make contributions to the fund.

Employment Security Fund Revenue/Expense History



Employment Security Fund Revenue

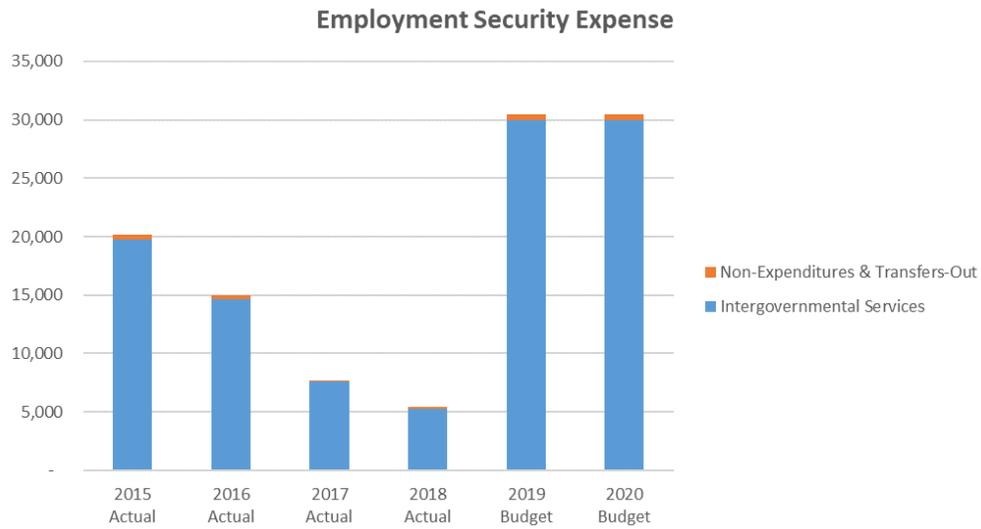


Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Interest/Other Earnings	2,992	738	1,598	3,078	3,000	3,000
Total	2,992	738	1,598	3,078	3,000	3,000

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.

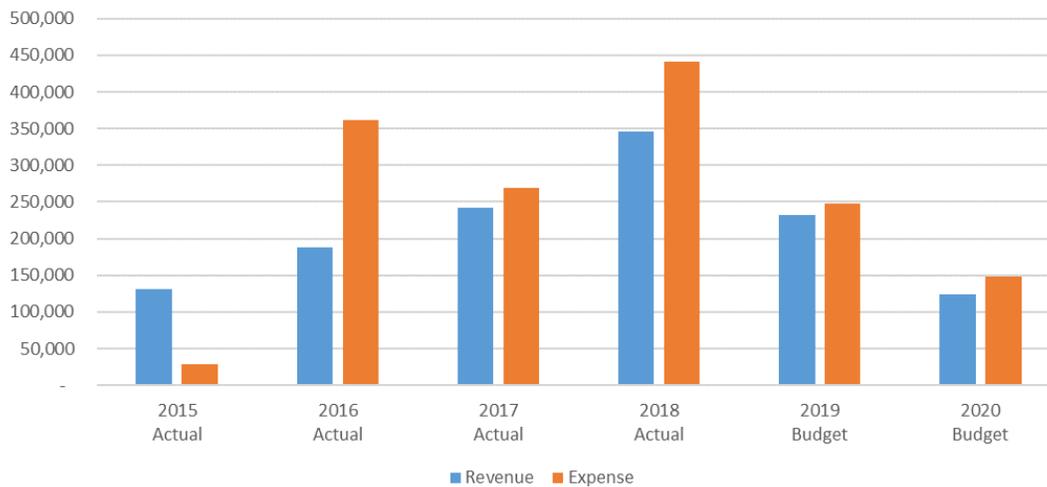


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Intergovernmental Services	19,734	14,627	7,567	5,223	30,000	30,000
Non-Expenditures & Transfers-Out	473	312	162	171	450	450
Total	20,207	14,939	7,728	5,394	30,450	30,450

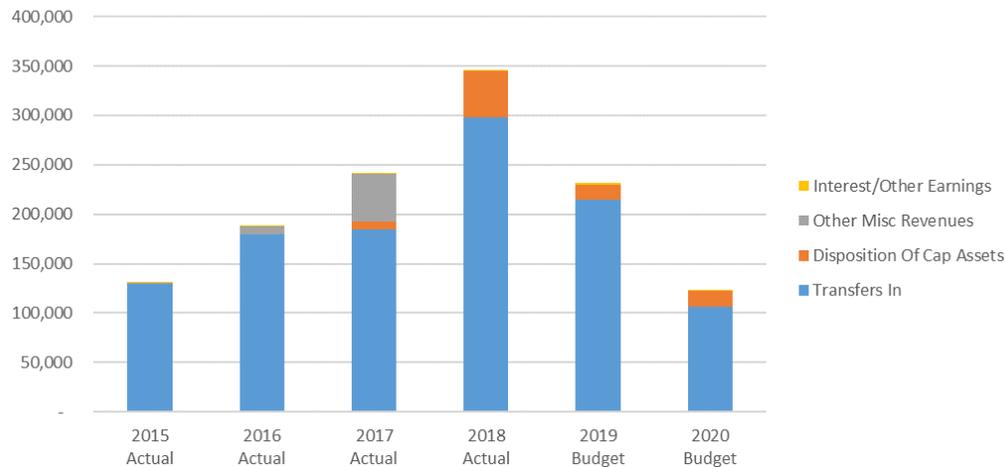
Equipment Rental and Repair Funds

The City has two Internal Service funds for Vehicles and 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



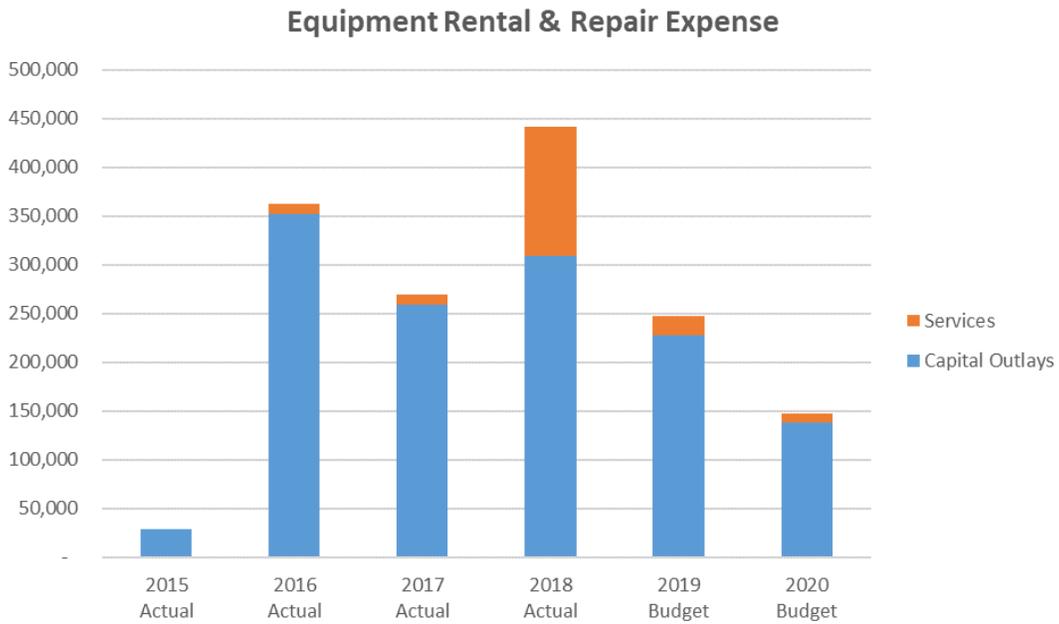
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Transfers In	130,000	180,000	185,000	298,000	215,000	106,500
Disposition Of Cap Assets	-	-	7,191	46,959	15,000	16,000
Other Misc Revenues	831	7,553	48,355	-	-	-
Interest/Other Earnings	562	948	1,021	1,101	1,500	1,500
Total	131,393	188,501	241,567	346,060	231,500	124,000

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 2020, the following are included for replacement:

Police SUV	57,600
Parks Lawn Mower	35,500
Lawn Mower	23,000

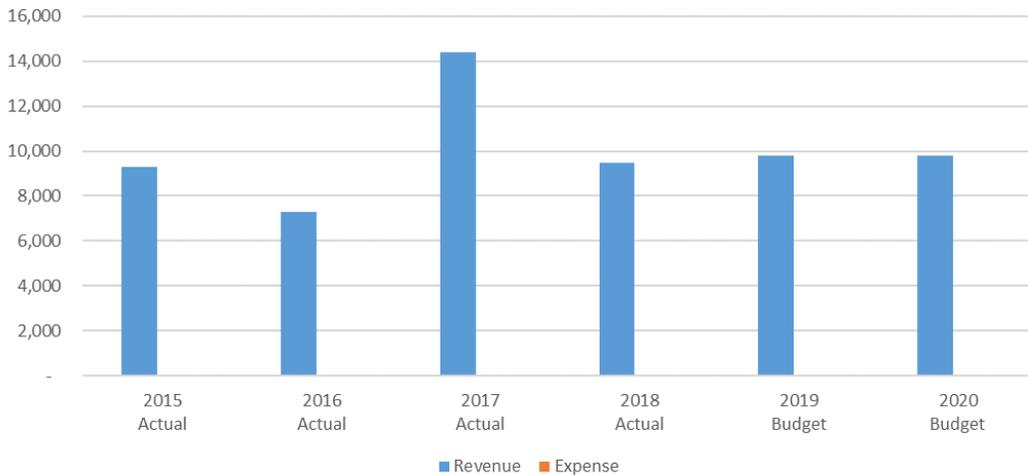


Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Capital Outlays	28,622	351,949	259,217	308,669	227,100	137,600
Services	-	9,967	9,757	132,634	20,000	10,000
Total	28,622	361,916	268,974	441,303	247,100	147,600

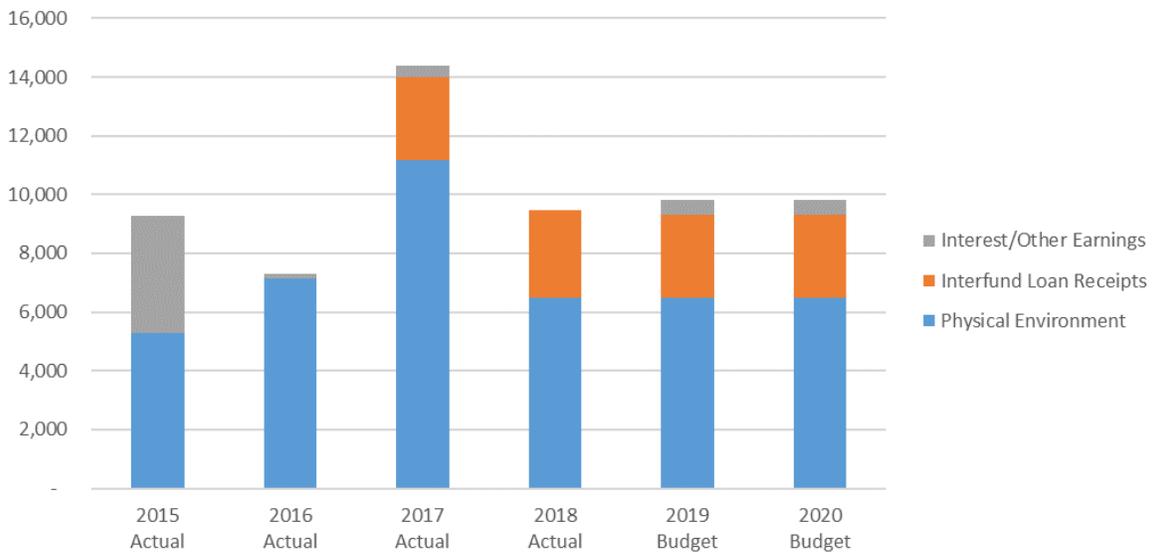
Perpetual Care Fund

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



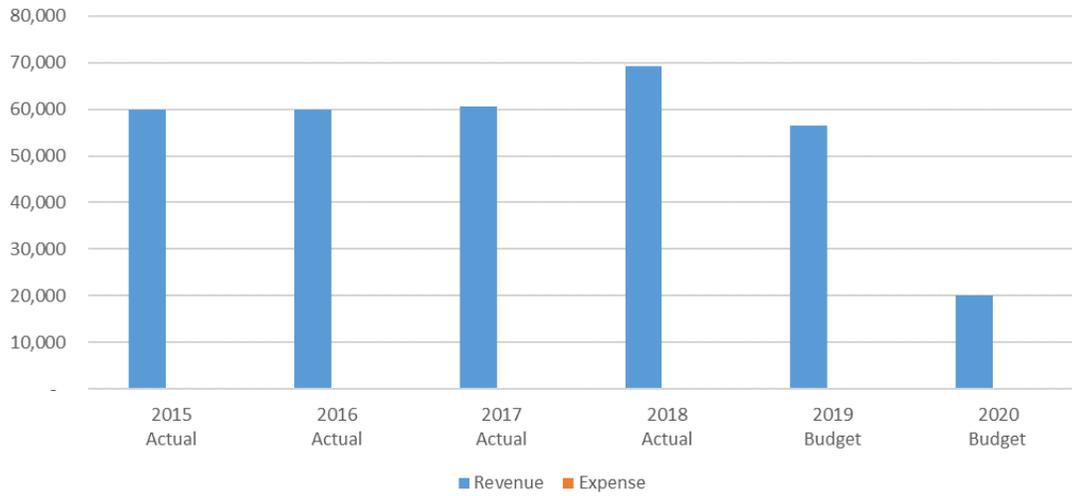
Perpetual Care Fund Revenue



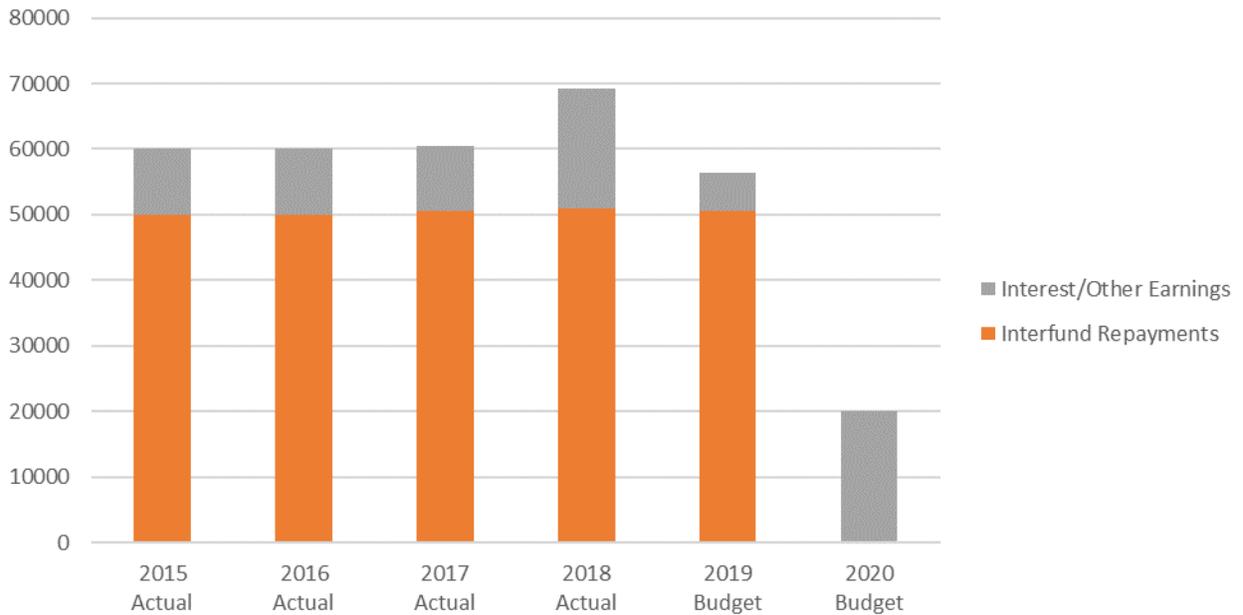
Downtown Bond Guarantee Fund

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



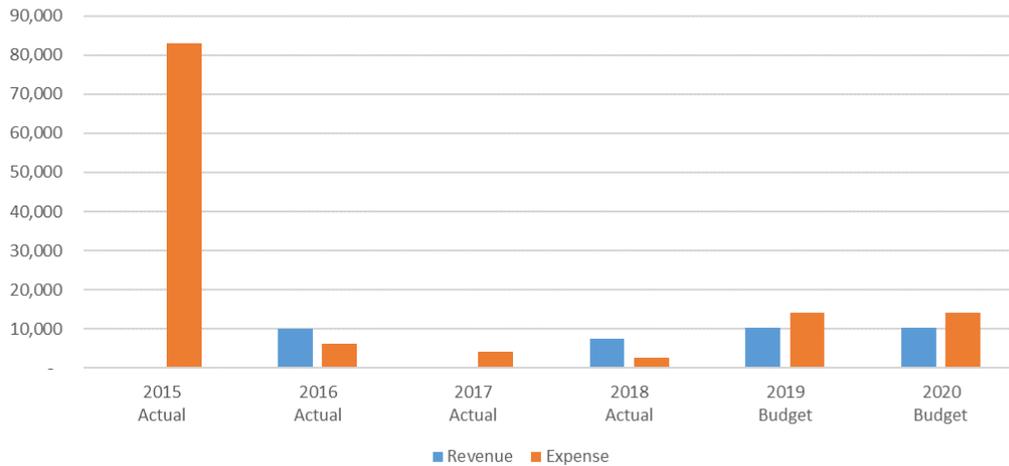
Downtown Bond Guarantee Fund Revenue



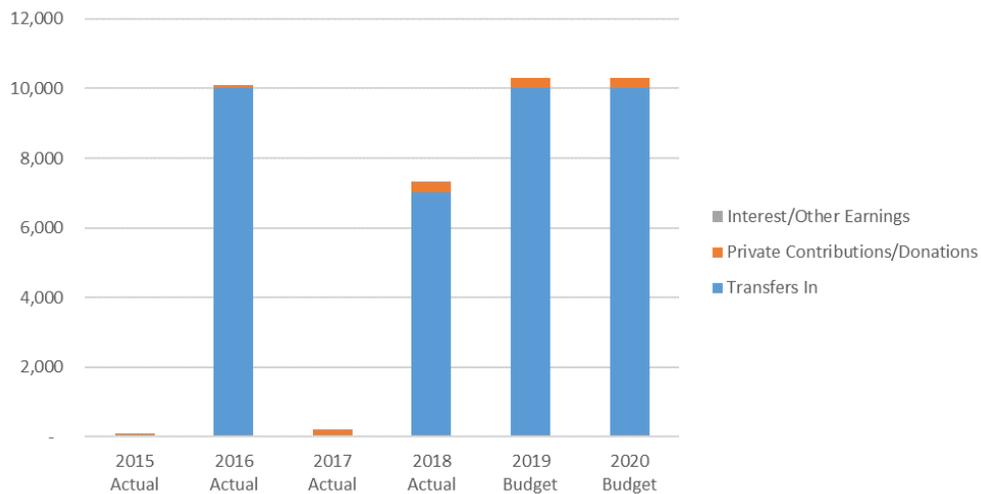
Low Income Assistance Fund

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



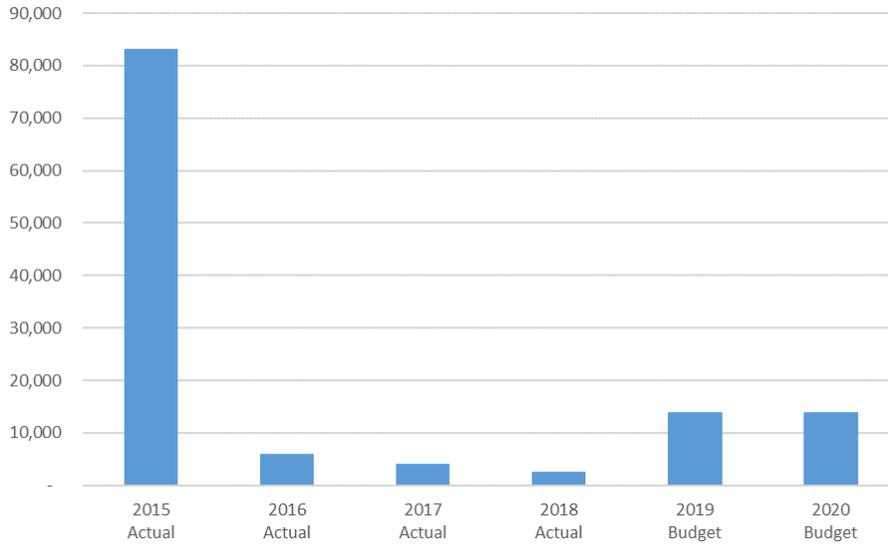
Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Transfers In	-	10,000	-	7,000	10,000	10,000
Private Contributions/Donations	80	57	202	309	300	300
Interest/Other Earnings	19	10	13	26	-	-
Total	99	10,067	215	7,335	10,300	10,300

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 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	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Non-Expenditures & Transfers-Out	83,131	6,084	4,173	2,520	14,000	14,000
Total	83,131	6,084	4,173	2,520	14,000	14,000

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 type 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 in order to pay for the bond issuance, including principal and interest. The following is the City's 2020 General Obligation Bonds debt calculation:

**CITY OF WASHOUGAL
SCHEDULE OF LIMITATION OF INDEBTEDNESS
As of December 31, 2019**

Total Taxable Property Value (2019 Assessment for 2020 Revenue)	<u>\$ 2,299,517,871</u>	
		<u>Remaining Debt Capacity</u>
<u>FOR GENERAL PURPOSES</u>		
<u>NON-VOTED DEBT LIMITS</u>		
(1) 2.5% general purposes limit is allocated between:	\$ 57,487,947	
(2) <i>Up to 1.5% debt without a vote (councilmanic)</i>	\$ 34,492,768	
(3) Less: Outstanding Debt	\$ (2,140,000)	
(4) Less: Contracts Payable	\$ -	
(5) Less: Excess of debt with a vote	\$ -	
(6) Add: Available Assets	\$ -	
(7) Equals: Remaining debt capacity without a vote		<u>\$ 32,352,768</u>
<u>VOTED DEBT LIMITS:</u>		
(8) <i>1% general purposes debt with a vote</i>	\$ 22,995,179	
(9) Less: Outstanding Debt	\$ (310,000)	
(10) Less: Contracts Payable	\$ -	
(11) Add: Available Assets	\$ -	
(12) Equals: Remaining debt capacity with a vote		<u>\$ 22,685,179</u>

The City has two general obligation bonds outstanding. One was voted on to fund the construction of a new Police Station. The other was a non-voted bond for the downtown revitalization project. The following are the outstanding General Obligation Bonds as of December 31, 2019:

Bond	Outstanding
General Obligation Bonds Voted (Police Station)	310,000
General Obligation Bond Non-Voted (Downtown Revitalization Project)	2,140,000
Total General Obligation Bonds Outstanding	2,450,000

The Police Station Bond is funded by a levy on property taxes. 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 2020 Budget the following are the total principal and interest payments for General Obligation Bonds:

Principle	380,000.00
Interest	92,150.00
Total Debt Service GO Bonds	472,150.00

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 five outstanding Public Works Trust Fund Loans for a total outstanding principal balance of \$2,421,665. 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 2020 Budget the following are the total principal and interest payments for Public Works Trust Fund Loans:

Principle	289,403.75
Interest	14,069.00
Total Debt Service PWTF Loans	303,472.75

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 in order to maintain the City's Utility operating permit with the State Department of Ecology. This included a \$16 million dollar Wastewater Treatment Plant expansion. The City has issued four series of Revenue Bonds. The total principal of revenue bonds outstanding is \$26,766,279 as of December 31, 2019. 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 2020 Budget the following are the total principal and interest payments for Revenue Bonds:

Principle	1,673,000.00
Interest	948,819.60
Total Debt Service Revenue Bonds	2,621,819.60

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 take into account 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. The six year projection anticipated \$7 million in projects.

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.

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 enterprise, 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 rate has been designed to recover the forecasted costs and financial obligations of each individual utility, without subsidy.

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 exceeds the maximum target, the City will transfer the excess cash to the capital project fund to pay for capital projects, after taking into account 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. In order to find a balance between debt issuance and cash payments, the City will follow 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.

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.

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 present the City's financial position.

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

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.

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.

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.

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

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.

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.

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.

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.

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.

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 funds 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.

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

PERS – Public Employees Retirement System.

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

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

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.

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.

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.