



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP
Monday, July 13, 2026
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85708045045>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

A. Clark County Parks & Nature: *Regional Parks Funding Briefing - Ross Hover*

B. Finance: *2026 Supplemental Budget #2 - Update - Daniel Layer*

V. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

B. MAYOR

C. CITY COUNCIL

VI. ADJOURNMENT

UPCOMING MEETINGS: Monday, July 27, 2026 — Workshop at 5:00 PM & Council at 7:00 PM.

Parks: Regional Funding Task Team

Public Works – Parks and Nature Division

May 20, 2026



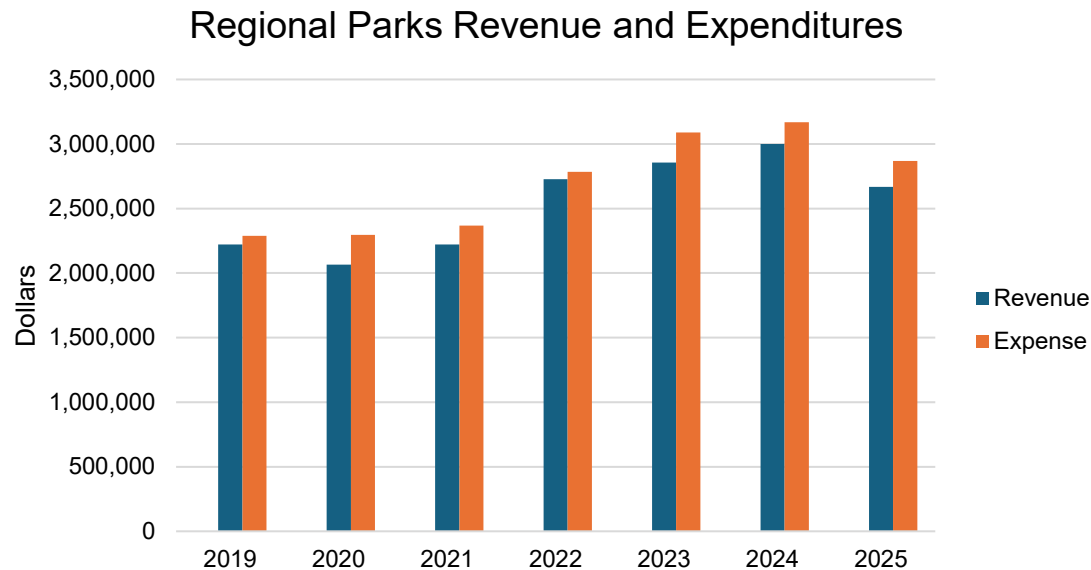
Agenda

- Summary of Needs
- National Benchmarking
- WA State Benchmarking
- Funding Models Comparison
- Recommended Next Steps



Summary of Needs – Clark County

- Clark County parks system is not meeting its existing needs due to a lack of available funding, rising costs, and rapid population growth.
- For the past 5 years, the County has had to use reserve funds just to cover the basic services at our Regional Parks.

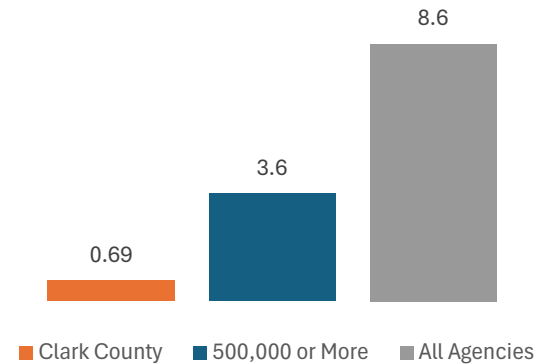


Summary of Needs – Clark County

- With an already lean staff, there are no longer ways to cut costs.
- Park up-keep has suffered.
- Maintenance has been deferred.



FTE per 10,000 residents compared to national median

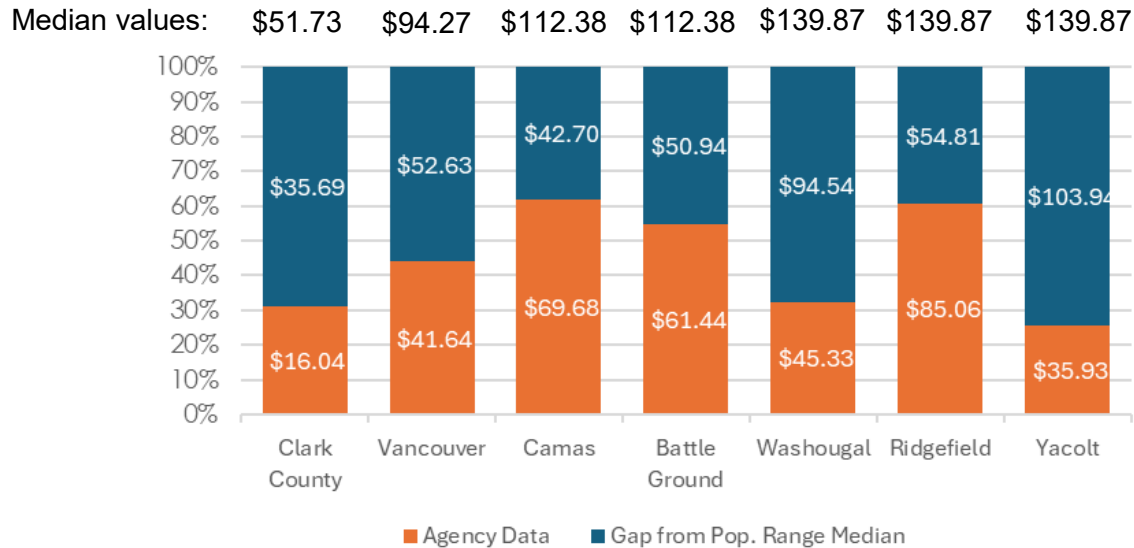


33% of daily tasks assigned are not being completed



National Benchmarking – All regional providers

Parks Operating Expenditures Per Capita



All park systems are below the national median for operating expenditures of similar populations.

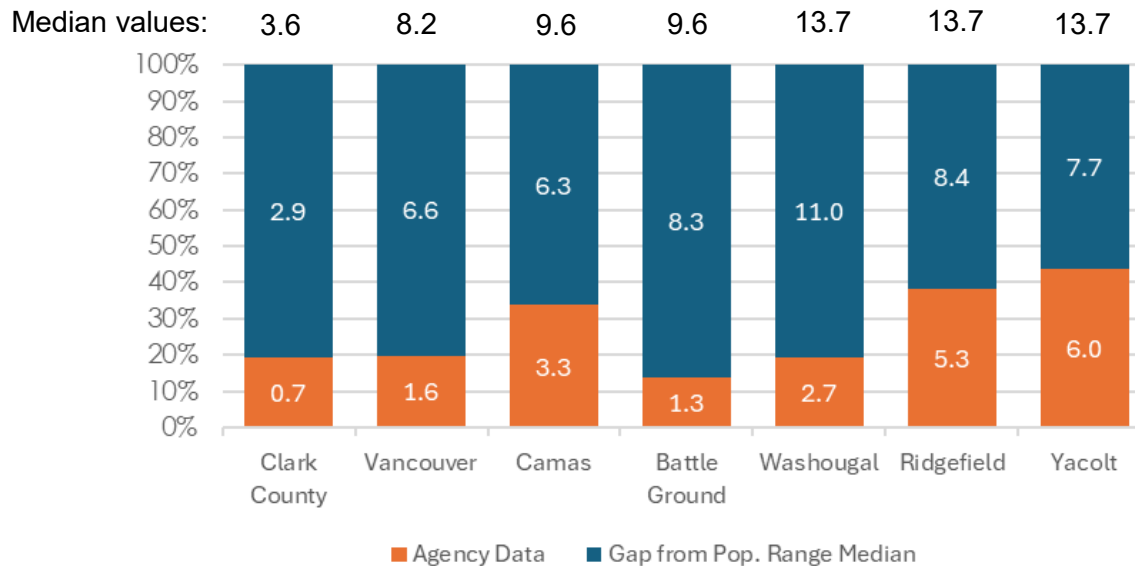


Each park system compared their metrics to the national median for communities of their size. Park system data are plotted in orange and the gap to meet the national median is plotted in navy blue.



National Benchmarking – All regional providers

Full Time Employees per 10,000 residents



All park systems are below the national median for full time employees (FTE) per 10,000.

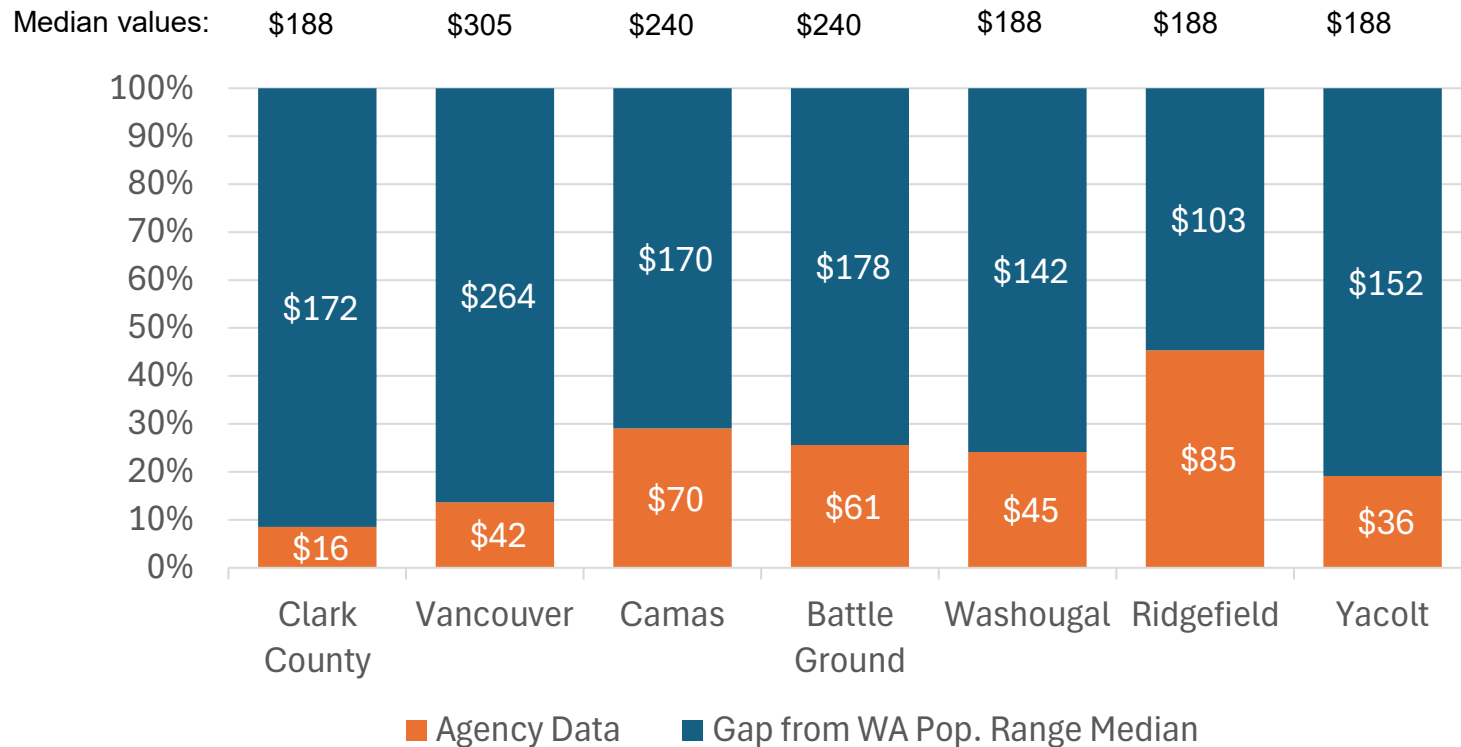


Each park system compared their metrics to the national median for communities of their size. Park system data are plotted in orange and the gap to meet the national median is plotted in navy blue.



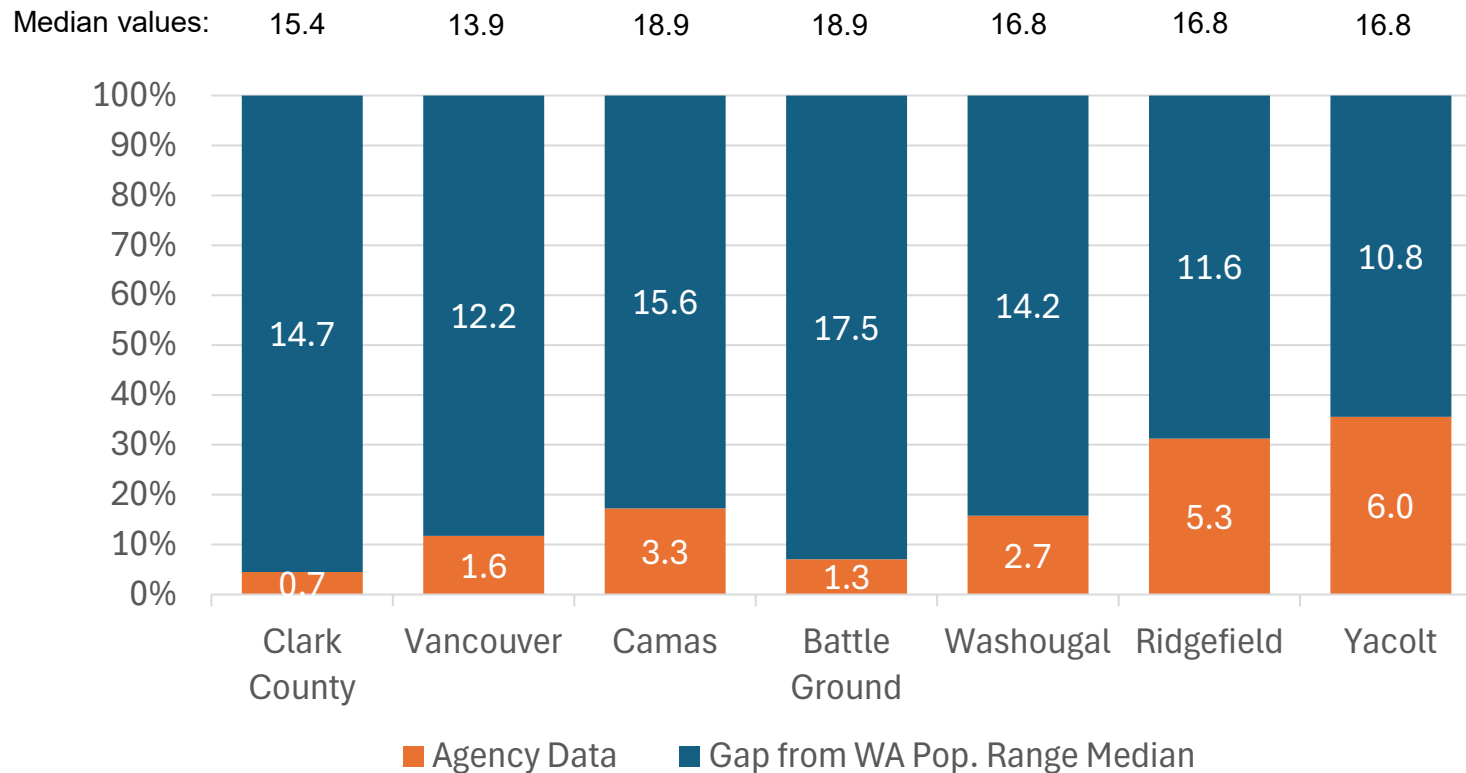
WA State Benchmarking – All regional providers

Parks Operating Expenditures Per Capita



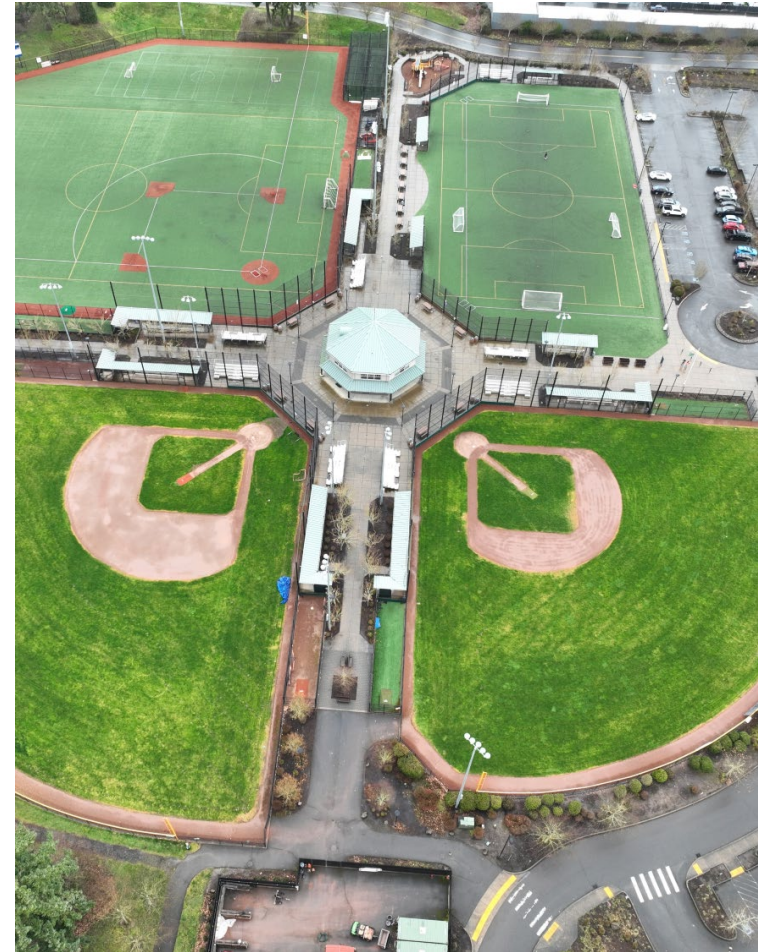
WA State Benchmarking – All regional providers

Full Time Employees per 10,000 residents



Future Needs

- County expected to grow 34% over the next 20 years
- Parks systems need to grow to match these needs

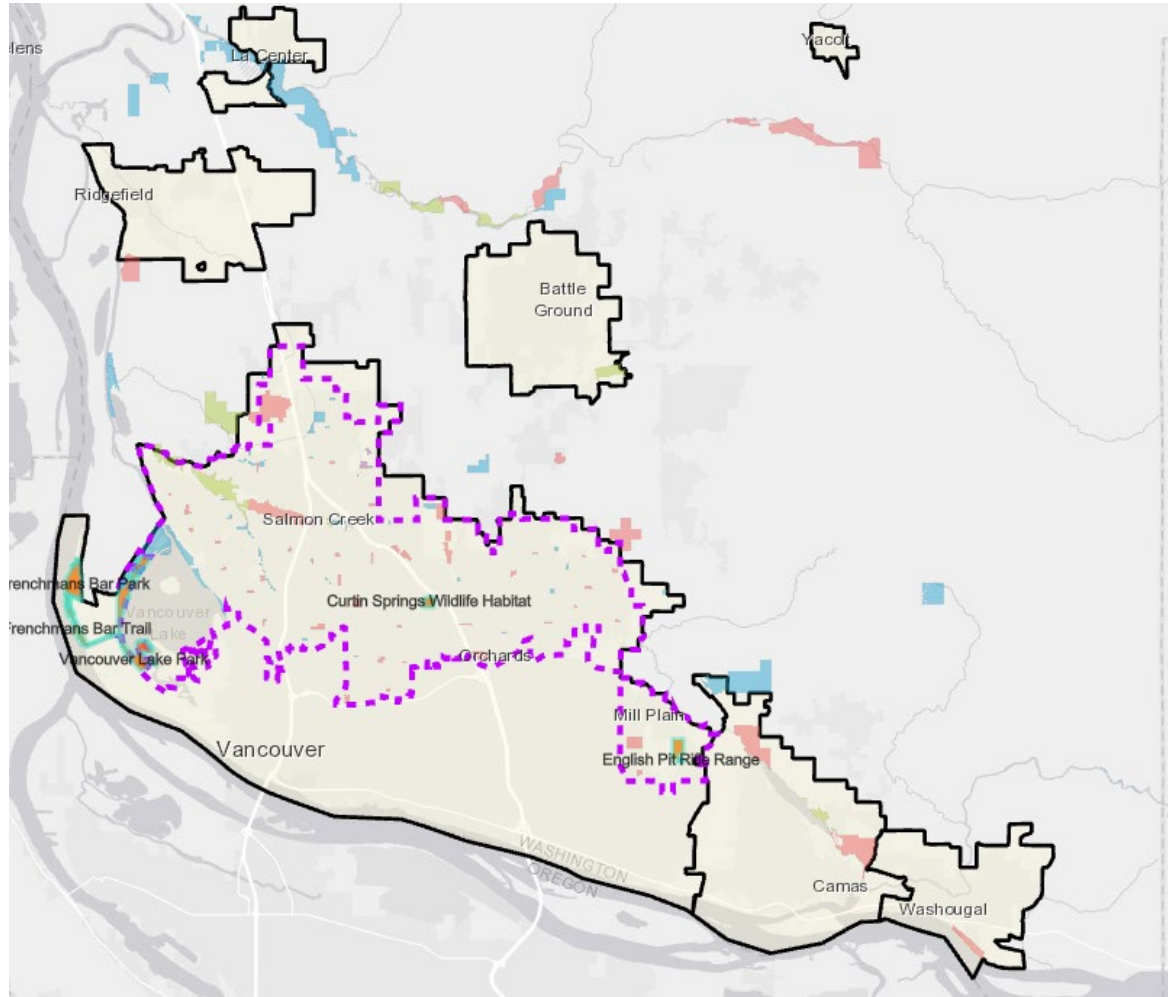


Funding Models Comparison

	Metropolitan Parks District - funding structure	Regional Levy (county-wide)
Requires voter-designated boundary	●	
Funds cannot leave district	●	
Permanent levy	●	Voter renewal required
Board/Council oversight	●	●
Potential for shared revenue	●	●
Potential for shared resources	●	●
Funds can be used for operations (both parks and recreational services) and capital	●	●



Existing MPD: Greater Clark Park District



RECOMMENDED ACTIONS

1. **Conducting market research** to provide the data, feasibility evaluations, and **conducting public education** and other preparatory work needed for County Council to make a decision on a potential future ballot measure.
2. **Determining viability and process** for adopting either funding mechanism by conducting formal legal reviews.
3. **Developing a framework for revenue sharing** by directing county staff to continue to work with city representatives so that city park providers can also benefit from a potential revenue source dedicated to parks.



Market Research

What is it?

- An external agency that provides polling information on potential ballot measures
- Collects statistically valid survey data from County-wide population

What will it provide?

- Feasibility
- Price sensitivity
- Community values and motivations
- Strategic timing
- Accountability benchmarking and baseline data for future evaluations of levy success
- Other preparatory work to establish a ballot measure



Interlocal Agreement (ILA) Development

Interlocal agreements with participating cities to share some of the revenue if a ballot measure is approved

Revenue sharing model development includes:

- Mechanics
- Calculation
- Clarification of intended use of funds
- Articulating autonomy within a shared purpose
- Specific mutual investment (regional parks, regional trails)
- Synchronization with City goals from County investment
- County commitments to cities



Public Education and Outreach

Public Education includes:

- Current under funding challenges
- Impacts of population growth on parks system
- Consequences if new funding is not secured
- Residents, businesses, cities, organizations, partners
- Social media, signage in parks, press releases



Next Steps

- Market Research
- Public Outreach Strategy
 - Assets include signage, flyers, social media costs, etc.
- Staff Costs
- Ballot Costs





Regional Parks Funding

Task Team Report

May 2026



Clark County Public Works - Parks & Nature Division
1300 Franklin Street, Vancouver, WA 98660
www.clark.wa.gov/public-works/clark-county-parks

Acknowledgements – Regional Funding Task Team

The preparation of this report was made possible through the support and direction of the elected officials and staff on the Regional Funding Task Team.

Clark County Councilors:

Glen Yung
Alt: Matt Little

Vancouver City Councilor:

Diana Perez

Camas City Councilor:

Tim Hein

Battle Ground City Councilors:

Jeanie Kuypers
Alt: Victoria Ferrer

Washougal City Councilors:

Michelle Wagner
Alt: David Fritz
Alt: Molly Coston

Ridgefield City Councilor:

Rian Davis

The department also recognizes the contributions of key staff members whose efforts were essential to completing this project, including:

Ross Hoover, Clark County
Evelyn Ives, Clark County
David Perlick, City of Vancouver
Katherine Stokke, City of Vancouver
Corey Crownhart, City of Ridgefield
Chris Witkowski, City of Camas
Joanna Martin, City of Battle Ground
Kris Swanson, City of Battle Ground
Joe Walsh, City of Washougal
Tracy Coleman, City of La Center

Introduction

Clark County Parks and Nature enriches communities by creating and stewarding parks that promote health and wellness, boost economic vitality, preserve natural areas, and ensure access to the outdoors for all. With over 100 parks in its system, Clark County Parks and Nature provides public access to special places, from beaches along the Columbia River, to home plates on little league fields. The parks system also protects public access to nature by acquiring, building, and maintaining trailheads and trails in forests and along rivers that connect people with the outdoors. The County's nine regional parks received an estimated 2 million visits in 2025. Clark County Parks and Nature Division has grown into a large, developed park system over decades. But, as the County population continues to grow, the funding sources for parks operations and maintenance budgets have not kept pace with rising costs and growing community needs. Without a new source for operations and maintenance, the County will not be able to develop new parks and eventually will have to make difficult decisions to close parks where safe and clean conditions cannot be maintained.

In 2025, Clark County Council directed the formation of a regional parks task team to tackle current and future challenges presented by lack of adequate park funding options. The regional task team is made up of city council representatives and staff from: Vancouver, Ridgefield, Battle Ground, Camas, Washougal and La Center as well as representatives from Clark County. The task team set out to understand the needs of each local park system and evaluate dedicated park funding options for the Clark County region based on a review of models in other regions throughout the country. The team convened a total of ten meetings between October 2025 to April 2026 and developed this report summarizing the information discussed during that time.

Clark County's Urgent Need

Clark County's Parks and Nature Division funds park operations and maintenance from three main sources: 1) The Greater Clark Parks District (GCPD); 2) park-generated revenue from paid parking, shelter reservations, and sport field rentals; and 3) the County's general fund. These funding sources have generally not kept pace with expenses. The costs of utilities, labor, materials and supplies are increasing rapidly. This is due to many factors including inflation and changes in the labor market. Additionally, because of constraints on funding sources, some of Clark County's park properties are getting more attention than others, which has caused an imbalance within the system.

Revenue Sources

The Greater Clark Park District (GCPD) is a voter-approved Metropolitan Park District (MPD) created in 2005. The district is not County-wide; rather, it encompasses just the unincorporated urban growth area of Vancouver, which at the time was growing rapidly in population, but had few developed park properties. Generally, funding generated within the park boundary can only be used for parks within the boundary. The formation of the GCPD along with its funding mechanisms enabled the County to build 30 new parks and operate and maintain those parks over the last 20 years. The levy is a stable and parks-dedicated funding source. The main challenge is that these funds cannot be used outside of the GCPD.

There are eight large, regional parks outside of the GCPD that rely only on general funds and park-generated revenue. These regional parks are: Lewisville, Daybreak, Lucia Falls, Moulton Falls, Lacamas, Whipple Creek, Vancouver Lake, and Frenchman's Bar. Not only are these the most heavily used parks in the County system, but they also are some of the oldest, largest, and most remote parks. They require more staff time for operations and maintenance to keep the parks safe and clean. Unfortunately, the funding sources for these parks have become limited over time.

Currently, park-generated revenue covers about 12% of total park operating expenses, and the general fund only covers about 23% (see Figure 1).

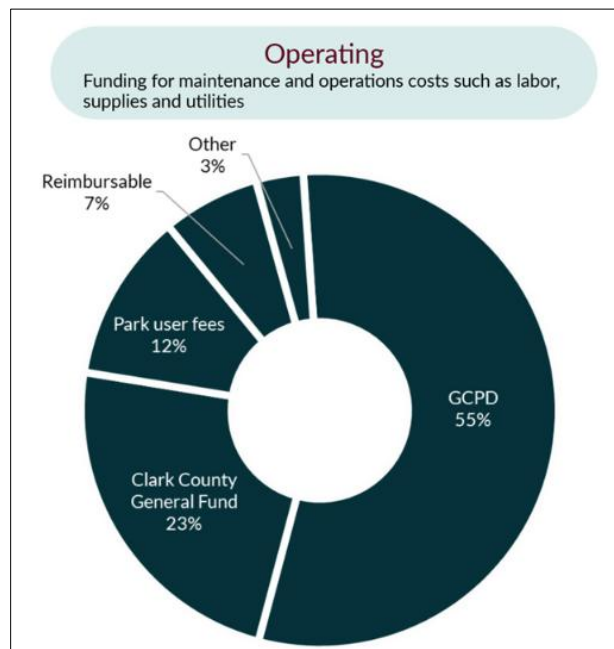


Figure 1: Clark County Parks Operations and Maintenance funding sources.

Expenses

Over the years, Clark County has taken many measures to reduce costs, including reducing staffing levels. Currently, the County employs 37 operations and maintenance staff to maintain 7,166 acres of park land. Compared to other parks agencies of similar size, this level of staffing is 80% less than the national median. Compared to other park agencies, regardless of size, the County's staffing level is 92% less than the national median (see Figure 2). Figure 2 shows the ratio of full-time employees (FTEs) per 10,000 residents based on data collected by the National Recreation and Park Association (NRPA) in 2024.

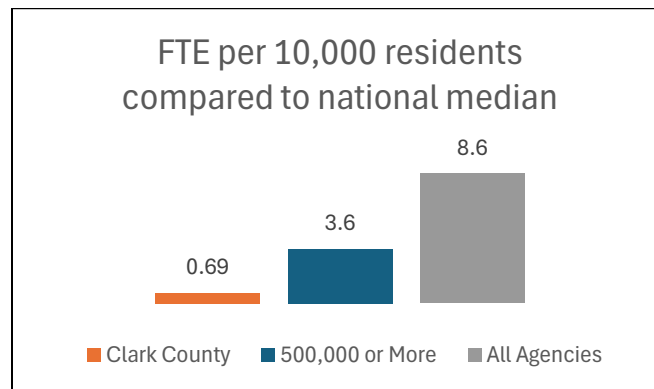


Figure 2: Comparison of staffing ratio to residents for park system reported in the 2024 NRPA Park Metrics database.

Staffing levels are lower, but the usage of County parks has increased with the rapidly expanding residential population. Increased usage means more garbage, more vandalism, and more wear and tear on facilities. Using task tracking software, the County has documented that 33% of daily tasks assigned to staff cannot be completed and only the most urgent maintenance and repairs are being done. Graffiti and vandalism can't be addressed as quickly, if at all. Bathrooms must be closed more frequently due to damage or disrepair. The list of deferred repairs continues to grow and over time becomes more costly to repair.

For the last seven years, the County has had to dip into reserve funds to cover the gap between regional parks' available funding and their actual operational costs (see Figure 3).

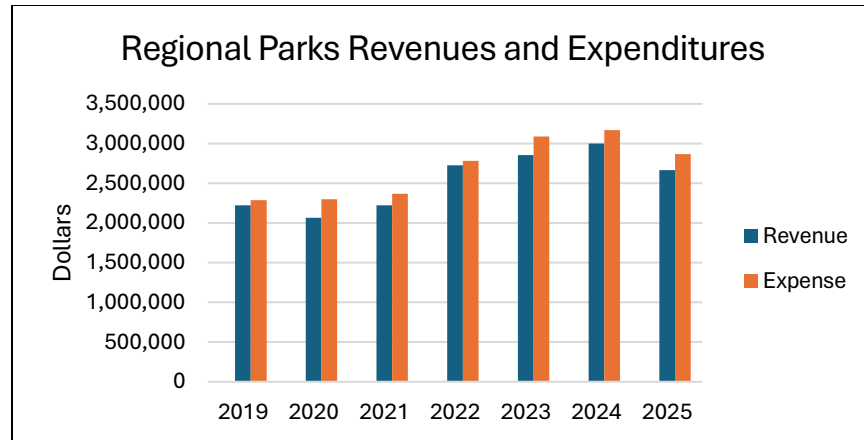


Figure 3: Regional parks revenues and expenditures between 2019 and 2025, without the Council-approved subsidies from reserve funds.

Expense Reductions and Revenue Enhancement Strategies

With an already lean staff, the County has had to turn to other measures to try to reduce the budget deficit. In 2025, County Council approved a resolution to increase park user fees, such as parking and picnic shelter reservations, which had not increased since 2010. Additionally, starting in July 2025, Park Management reduced irrigation of natural turf areas in Clark County-owned and operated parks. The effort reduced water usage by about 40% and saved approximately \$116,000. Furthermore, in 2026, Council also approved the creation of a new partnerships position for the Parks and Nature Division. This position is solely focused on new contracts with park partner organizations to produce revenue and offset operating expenditures.

These measures have helped to reduce the budget deficit in the meantime, but aren't enough to close the level of service gaps and will not be enough to address future needs.

Cities and County Data Evaluation

To better understand the status quo of the other regional park providers in the county, the task team learned about each agency's unique park system. Together, the task team members compiled data from each of their park systems to benchmark against national metrics. Benchmarking metrics were pulled from the NRPA 2024 Annual Report based on data from member agencies across the country. Each park system compared their metrics to the national median for communities of their size.

One shared strength of our region is the amount of open spaces and natural resources. The amount of park-owned properties, including open spaces or natural areas, is high compared to national levels. Figure 4 shows little to no gap existing for the metric of total parkland per 1,000 residents. For Clark County and the City of Camas, their metrics are significantly above national median levels.

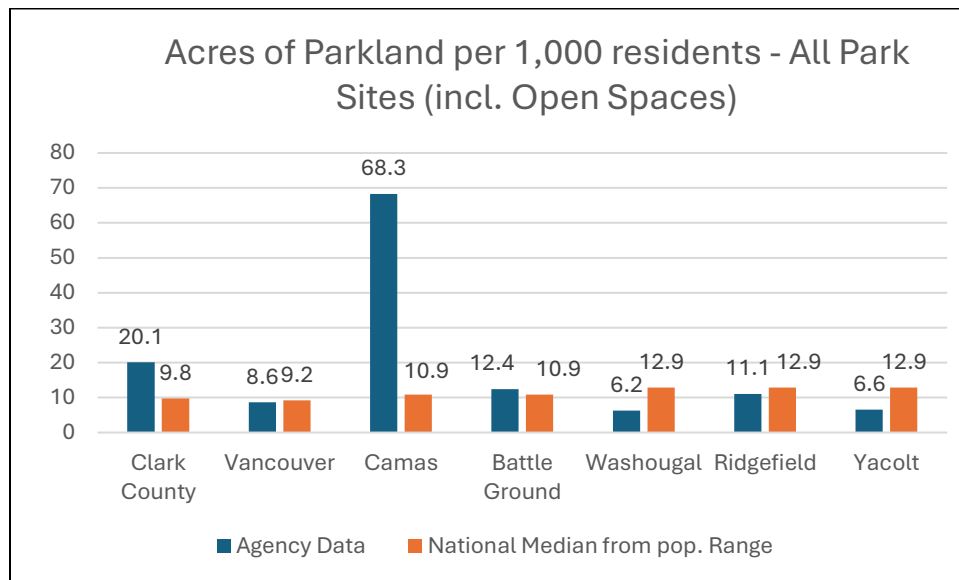


Figure 4: The comparison between agency data and national median data (based on population size) for acres of parkland per 1,000 residents.

Other metrics varied widely between agencies, depending on the size and number of parks each agency maintains and the level of development within the city. One commonality of all the park agencies in Clark County is that they are **funded and staffed below the National Median for agencies of their size.**

The figures prepared below are part of a gap analysis conducted using the national median benchmarking. Park system data are plotted in orange and the gap to meet the national median is plotted in blue. The vertical scale is zero to 100 percent, with 100 percent representing the national median value. For example, if the national median value is 100 parks facilities per agency and the City of Vancouver's count was 60 parks, then the chart would show the City of Vancouver at 60 percent and the gap at 40 percent.

As shown in Figure 5, all the task team's park systems are below national median levels for operating expenditures from regions with similar populations. Since some of the park system providers in Clark County don't provide recreation programming, the Figure 5 comparisons do not include recreational programming costs.

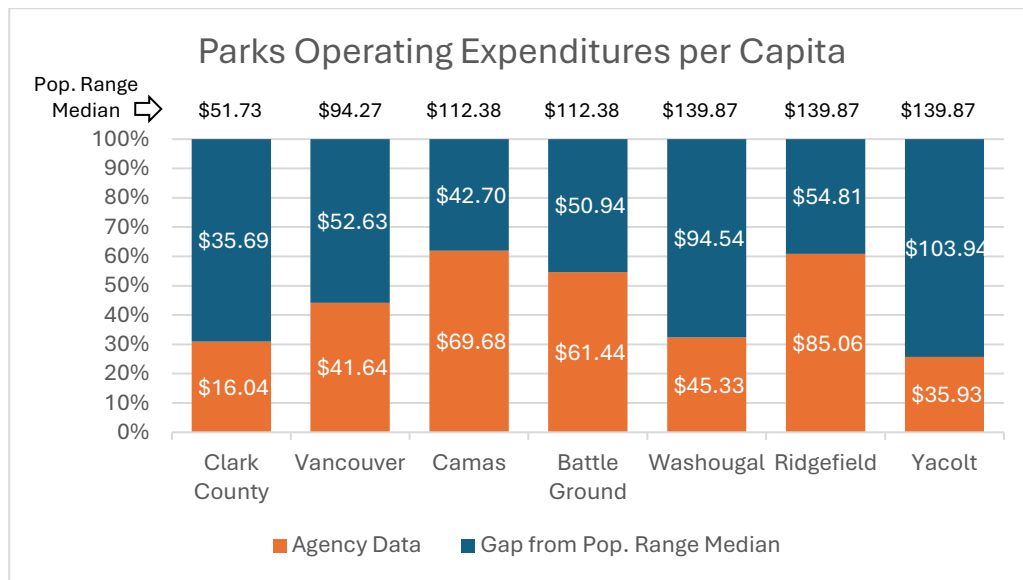


Figure 5: The percentage gap between agency data and the national median data (based on population size) for operating expenditures per capita for parks only (does not include recreation expenses)

In addition to operating expenditures, **staffing levels are also all below national median levels.** As shown in Figure 6, the ratio of full-time park employees (FTE) per 10,000 residents in each agency is below the national median for similar populations. Again, this comparison does not factor recreation programming staff into the comparison.

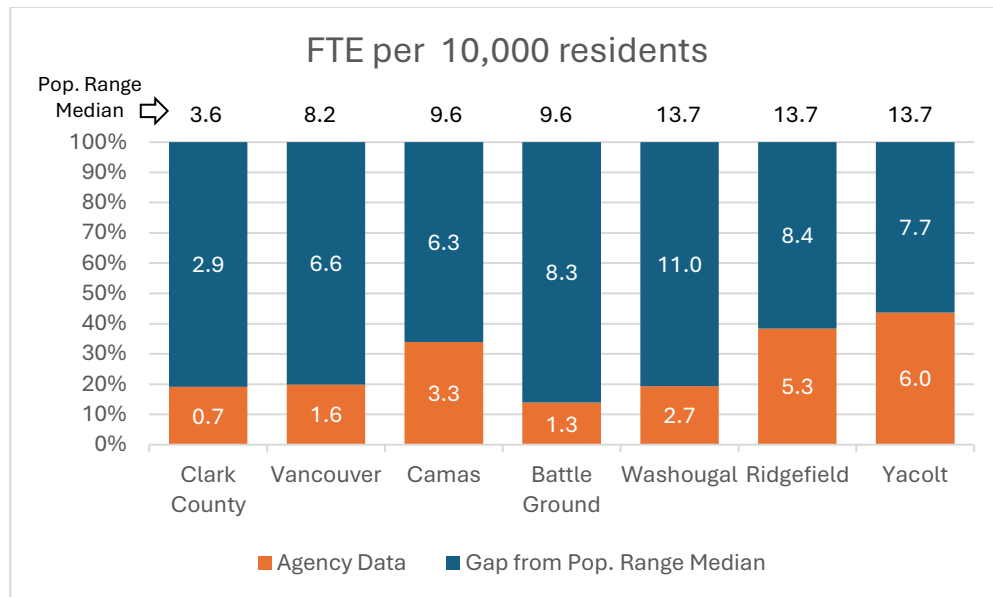


Figure 6: The percentage gap between agency data and the national median data (based on population size) for full-time employees (FTE) per 10,000 residents for parks only (does not include recreational programming staff)

The current data illustrates the realities of rapidly growing communities that will need park and recreation spaces and services. Based on State growth projections, the county will see a projected population growth of 34% over the next 20 years. That equates to about 154,854 more residents by 2045, which is similar to adding another city the size of Vancouver (current population of 202,600) to the County. This massive growth will require investment in park systems or drastic reductions in the level of service and numbers of parks in Clark County.

Given the demand for parks and open space access, each provider agrees that reduction is not a viable path forward. And while each agency has gaps in comparison to the national median, the task team members acknowledge that each system's needs and level of service goals look different. This report will not prescribe the funding needs to meet each agencies' needs or goals. While a shared revenue source for parks would be beneficial to cities that participate, it will likely not be a total solution to filling gaps at all agencies.

Models and Case Studies

The task team narrowed their focus to explore two types of viable funding models: a **Metropolitan Park District (MPD)** and a **Regional Levy**. Either of these models would allow for the County to share part of the tax revenue with cities. This section summarizes

each type of model and discusses the potential implications if either model were implemented for Clark County.

Metropolitan Parks District

An MPD is a special-purpose local government entity established by voter approval under Washington's statute RCW 35.61 to fund a defined district that can cross multiple governmental jurisdictions. The MPD funds can be used to acquire, develop, maintain, and operate parks, trails, recreational facilities and other related amenities or programming. Establishment of an MPD allows for a permanent property tax levy that does not require periodic renewal votes from the public. Once created, the MPD is governed by a board or legislative authority, who would control the property tax levy rate on an annual basis.

Currently, Clark County contains one MPD, the GCPD, which generally has a boundary limited to Vancouver's unincorporated urban growth area (as defined in 2005 when the MPD was formed). The GCPD was established with a property tax levy cap of 27 cents per \$1,000 of assessed home value, and County Council was designated as the governing body. The rate of the levy has decreased over time because, even though housing prices have increased rapidly, Washington State limits the annual revenue growth of local governments to one percent annually (plus new construction). The levy rate is adjusted each year based on total revenue projections. As of 2026, the levy rate is approximately 13 cents.

One viable option would be an expansion of the GCPD boundary into a County-wide district. This would allow money generated by the MPD to be used throughout the county, including regional parks. The County could also share portions of the tax revenue with cities utilizing intergovernmental agreements. At approximately 13 cents per \$1,000 of assessed value, a County-wide MPD would generate an estimated \$15 million dollars annually.

To initiate a ballot measure for expansion of the GCPD, petitions within each jurisdiction must be signed first. In accordance with RCW 35.61.020, a petition for a new city to join an MPD must be signed by 20 percent of the registered voters residing within the territory proposed to be annexed into the MPD. If the petition effort is successful, then annexation requires a simple majority to be approved by voters.

Regional Parks Levy

A county-wide property tax dedicated to parks, if approved by voters, could be levied for a six-year period, per RCW 36.68.525. Washington's statute limits the levy amount to 60

cents or less per thousand dollars of assessed value of property and requires a voter approval rate of at least 60 percent. Levy revenues may be used to acquire, build, operate, maintain, or regulate parks, trails, recreational facilities and other related amenities or programming. The levy would be governed by County Council, who would be allowed to increase the rate up to one percent annually without voter approval.

The levy provides more flexibility to cities that might consider a city-wide MPD in the future. The levy's six-year term limit might be more palatable to tax-sensitive voters but would not provide a permanent solution for the problems facing parks systems. Additionally, levy renewals would likely require some level of investment in public education every six years. If a County-wide levy were established, it would not change the existing GCPD tax rate and boundary. Many task team members brought up an equity concern regarding overlaying a park-levy on top of the GCPD. The GCPD populus would be paying two property taxes dedicated to parks, while the rest of the County population would only be paying one. Without additional benefits within the GCPD, this approach may be seen as inequitable by some taxpayers within the GCPD. Some task team members have concerns about the County-wide levy option, as it would result in a layered park tax for some residents.

Conclusion

Based on the information presented herein, the task team developed the following facts and findings:

Park Systems Value:

- 1) The benefits of parks, trails, natural areas, and recreational facilities extend beyond the land, helping to strengthen the local economy, make our region more desirable for businesses, workers, families, individuals, and visitors, as well as supporting public health and wellness and creating spaces that reflect the needs of all residents.ⁱ
- 2) Community members across our region place high value on parks, trails, and recreation. Parks, natural areas and trails are consistently ranked among the most important public infrastructure in our region.ⁱⁱ

Challenges:

- 1) Every park system in our region is funded below the national median of peer agencies of similar population size.ⁱⁱⁱ
- 2) Communities throughout our region are projected to see continued rapid population growth.^{iv} Current funding sources are limited and insufficient to meet

present needs.^v Due to the continued rapid population growth coupled with existing gaps, agencies across the region will not be able to meet future needs without a new approach and additional funding.

- 3) Clark County has valuable recreational trails, but lacks an interconnected regional trail system, which contributes to our area's health, wellness and future economic development goals.^{vi}

Findings and Next Steps

City- and County- owned parks serve all community members, regardless of their residential location. The Regional Funding Task Team finds that it is important to consider a regional funding source to fund all park and recreation systems in our region. Similar regional funding models are utilized around the country.^{vii} The Task Team acknowledges that ultimately this will be a voter decision, but believe it is important for the cities and county governments to work in concert with one another.

Recommended Actions

The task team reviewed models that might meet this future funding need and identified impacts and implications for proposing each model in Clark County. The task team recommends that County Council take the next steps to further explore these funding models and how revenue could be shared with interested cities, by:

1. **Conducting market research** to provide the data, feasibility evaluations, and **conducting public education** and other preparatory work needed for County Council to make a decision on a potential future ballot measure.
2. **Determining viability and process** for adopting either funding mechanism by conducting formal legal reviews.
3. **Developing a framework for revenue sharing** by directing county staff to continue to work with city representatives so that city park providers can also benefit from a potential revenue source dedicated to parks.

Process for Decision-Making

The potential next steps of this process are outlined below:

- County Council consideration of Recommended Actions
- Present public information on need and benefits of funding dedicated to parks
- Market research prior to potential ballot measure, with the following outcomes:

- Ballot measure feasibility
- Levy price sensitivity
- Community values and motivations toward parks, trails, and recreation
- Strategic timing of a ballot measure
- Accountability benchmarking and baseline data for future evaluations of levy success
- Cities and County staff work to develop a framework for revenue sharing and draft the terms of interlocal agreements (ILAs), including:
 - Mechanics of revenue sharing
 - Calculation of revenue share
 - Clarification of intended use of funds
 - Articulation of autonomy within a shared purpose
 - Specific mutual investment (regional parks, regional trails)
 - Synchronization with City goals from County investment
 - County commitments to cities
- Draft interlocal agreements are presented to City Councils for consideration
- Possible ballot measure in Fall 2027

ⁱ Washington State Parks Economic Impact Report: [Economic Benefits of Parks | Washington State Parks](#)
 Earth Economics Report: [Economic Analysis of Outdoor Recreation in Washington State](#)
 Trust for Public Land Report: [The Power of Parks to Promote Health - Trust for Public Land](#)
 UW Report: <https://rco.wa.gov/wp-content/uploads/2020/01/HealthBenefitsofNature.pdf>

ⁱⁱ City of Camas: [findingsreport_camaswa24120624.pdf](#)

City of Battle Ground: [2025-Battle-Ground-Survey-Findings-Report](#)

ⁱⁱⁱ Regional Funding Task Team, Data Summary Infographic

^{iv} Washington State Office of Financial Management, Growth Projections: [gma_2022_5yr.xlsx](#)

^v Clark County Council Meeting, 3/26/25: [032625-sustainable-future-parks-and-nature_0.pdf](#)

^{vi} Clark County Bicycle and Pedestrian Master Plan: [Clark Cover OCT](#)

Regional Transportation Council, Active Transportation Plan: [RAPT2021-Report.pdf](#)

^{vii} King County Parks Levy: [Parks Levy - King County, Washington](#)

Sonoma County Parks Levy: [Measure M FAQ](#)

2026 Budget Amendment #2

07/13/2026 | Presented by Daniel Layer



City of Washougal

Agenda

- 2026 Supplemental Budget:
 - Supply & Contractual Amendments – General, Hotel/Motel Tax, Water & Sewer Operating, and Stormwater Funds
 - Capital Project Amendments – Parks, Facilities, Transportation, Water & Sewer Capital, Stormwater Funds
 - Transfers Between Funds Amendments – General & Strategic Plan Implementation Fund (SPIF)
- 2026 Supplemental Budget Summary



2026 Supplemental Budget: Supply & Contractual Amendments



City of Washougal

2026 Supplemental Budget: TruNarc Handheld Narcotics Detection Device

➤ Vendor: Thermo Fisher Scientific

<u>2026 Amended Budget:</u>	<u>Amendment</u>
General Fund \$ 0	+\$50,758

Edward Byrne Memorial Justice Assistance Grant (JAG) \$50,758

City of Washougal local match \$0



2026 Supplemental Budget: Police Ammunition

➤ Vendor: San Diego Police Equipment

2026 Amended Budget:

Amendment

General Fund \$9,000 + \$7,500 = \$16,500

Ordered in November 2025, received in 2026.



2026 Supplemental Budget: Police Fleet Acquisition

➤ Vendor: Vancouver Toyota/Wire Works LLC

<u>2026 Amended Budget:</u>		<u>Amendment</u>
General Fund \$0	+	\$59,000 (Transfer to ER&R Fund 520)

Police Salaries/Benefits	(59,000)
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Inc: ER&R Fund 520 Transfers In	59,000
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Inc: ER&R Fund 520 Capital Outlay	59,000
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2026 Supplemental Budget: Parks Board Discretionary Budget

➤ City of Washougal Parks & Cemetery Board

2026 Amended Budget:

Amendment

General Fund \$2,000 + \$4,000 = \$6,000

To recapture unspent appropriations from 2024 & 2025



2026 Supplemental Budget:

2025-2045 Comprehensive Plan & Capital Facilities Plan Update Professional Services Agreement (PSA)

➤ Contractor: DOWL, LLC

<u>2026 Amended Budget:</u>			<u>Amendment</u>
General Fund	\$0	+	\$397,800 (\$182,500 one-time rev.)
Water	0	+	\$ 36,300
Sewer	0	+	\$ 45,900
Stormwater	0	+	\$ 2,000
Total	\$0	+	\$482,000



2026 Supplemental Budget: Washougal Brand Strategy PSA

➤ Contractor: The MODassic Group (CivicBrand)

2026 Amended Budget:

Amendment

General Fund \$ 0 + \$83,100 (transfer from SPIF)



2026 Supplemental Budget: Small Business Education & Networking PILOT PSA

➤ Contractor: Spencer Crandall

2026 Amended Budget:

General Fund \$ 0 + Amendment
\$8,000 (transfer from SPIF)



2026 Supplemental Budget: Clark County Court Interlocal Agreement

➤ Contractor: Clark County

2026 Amended Budget: Amendment

General Fund \$64,000 + \$30,000 = \$94,000

Clark County delayed invoicing of Q3 & Q4 2025.



2026 Supplemental Budget: Stormwater Enhanced Maintenance Plan (EMP)

➤ Contractor: TBD

<u>2026 Amended Budget:</u>			<u>Amendment</u>
Stormwater Fund	\$0	+	\$216,182

Dept. of Ecology grant \$149,898

City of Washougal local match \$66,284



2026 Supplemental Budget: 2025-27 Biennial Stormwater Capacity Grant

➤ Contractor: TBD

2026 Amended Budget: Amendment
Stormwater Fund \$0 + \$120,000

Dept. of Ecology grant \$120,000

City of Washougal local match \$0



2026 Supplemental Budget: Stormwater NPDES MS4 Permit Compliance

➤ Contractor: Otak

2026 Amended Budget:

Stormwater Fund	\$0	+	<u>Amendment</u>
			\$250,000

3-year agreement 2026-2029
Stormwater Operating Fund



2026 Supplemental Budget:

Stormwater: 2025-27 Stormwater Partners PSA

➤ Contractor: PointNorth Consulting Inc.

2026 Amended Budget: Amendment

Stormwater Fund \$0 + \$146,000

2+ year agreement 7/1/25-8/31/27

Stormwater Operating Fund 16.7% \$24,400

ILA Vancouver, Camas, Battle Ground, Ridgefield
and Clark County – 83.3% \$121,600



2026 Supplemental Budget: Hotel/Motel Tax Fund

- The following requests were approved by the Lodging Tax Advisory Committee (LTAC):

3/25/2026			Not to exceed	
Project Name/Event	Project Cost	Requested	Awarded	Event Date
WACA 2026 Art and Music Festival	\$ 6,100.00	\$ 4,600.00	\$ 4,600.00	August 1, 2026
Camas Washougal Historical Society - Director Funding Support	\$ 43,999.92	\$ 10,000.00	\$10,000.00	2026 Annual
Artisan Guild of Camas - HeARTfest Promo Video	\$ 2,959.00	\$ 2,950.00	\$ 2,950.00	January 7, 2026
Columbia Gorge Stewardship Alliance - Stewardship in Action	\$ 7,000.00	\$ 2,500.00	\$ 2,500.00	May 6, 2026
2026 Brew Video – Visit Washougal	\$ 4,040.00	\$ 4,040.00	\$ 4,040.00	2026 Annual
2026 AD Lineup Addition - Visit Washougal	\$ 739.50	\$ 369.75	\$ 369.75	2026 Annual
	\$ 64,838.42	\$ 24,459.75	\$24,459.75	



2026 Supplemental Budget: Hotel/Motel Tax Fund

UPDATE

- The following requests were approved by the Lodging Tax Advisory Committee (LTAC):

6/24/2026			Not to exceed
Project Name/Event	Project Cost	Requested	Awarded
Washougal Arts and Culture Alliance 2026 Art Map	\$ 4,362.00	\$ 3,660.00	\$ 3,660.00
CW Chamber of Commerce Columbia River Gorge Advertisement	\$ 261.00	\$ 261.00	\$ 261.00
CW Chamber of Commerce Washougal Map Update	\$ 5,932.00	\$ 2,966.00	\$ 2,966.00
CW Chamber of Commerce Trick or Treat on Main	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00
2026 Audio Tour - Visit Washougal	\$ 6,100.00	\$ 6,100.00	\$ 6,100.00
2026 Visit Washougal Presence - Branded Booth	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	\$ 21,105.00	\$ 17,437.00	\$ 17,437.00



2026 Supplemental Budget: Hotel/Motel Tax Fund

UPDATE

➤ <u>2026 Amended Budget:</u>	\$131,000.00
Approved by LTAC & Council:	85,069.00
To be approved by Council:	<u>41,896.75</u>
Available for Other Events	\$ 4,034.25

****Budget Amendment not needed at this time.**



2026 Supplemental Budget: Capital Project Amendments



City of Washougal

2026 Supplemental Budget: Capital Project Amendments (Parks)

- Increase the following project expenditures:
 - Hathaway Park Security Lighting Upgrade (Closeout): \$2,725
 - Hartwood Barn Repairs (Closeout): \$2,400
 - Schmid Park Conceptual Design: \$29,500



2026 Supplemental Budget: Capital Project Amendments (Parks)

- Increase the following project expenditures:
 - Sandy Swimming Hole Access Expansion:
\$1,320,000
 - Transfer from PIFs \$660,000
 - RCO Grant \$660,000 (Pending)



2026 Supplemental Budget: Capital Project Amendments (Parks)

- Increase the following project expenditures:
 - Washougal Veterans Memorial: \$292,260
 - DOC Grant \$250,260
 - Transfer from Cemetery Fund \$42,000 (Budgeted)



2026 Supplemental Budget: Capital Project Amendments (Parks)

- **Total Increase to Expenditures: \$1,604,885**
- **Total Increase to Revenues: \$1,570,260**
- **Total Local Match: \$34,625 (Fund Balance)**



2026 Supplemental Budget: Capital Project Amendments (Facilities)

- Increase the following project expenditures:
 - Washougal Towncenter Revitalization Project: \$4,140,000
- Increase the following revenues:
 - Transfer from PIFS: \$932,000
 - Transfer from REET 1: \$1,425,000
 - DOC Grant: \$1,433,000
 - RCO Grant: \$250,000
 - PUD EV Grant: \$100,000

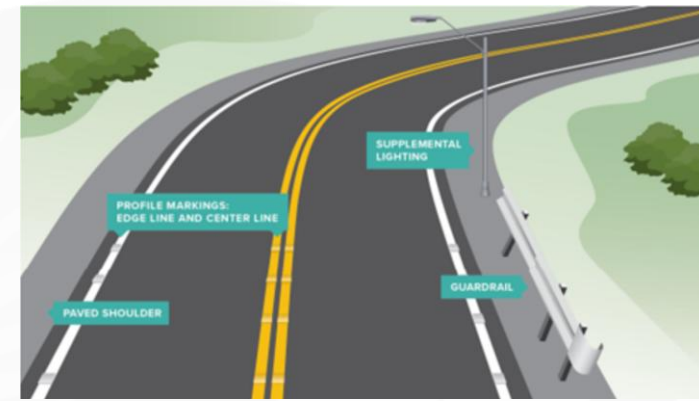


2026 Supplemental Budget: Capital Project Amendments (Facilities)

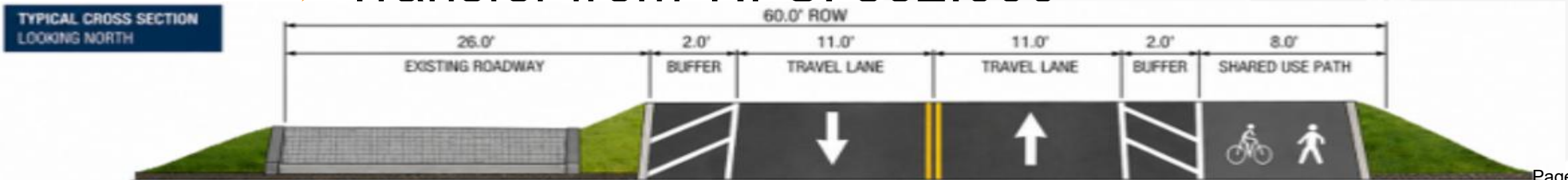
- **Total Increase to Expenditures: \$4,140,000**
- **Total Increase to Revenues: \$4,140,000**
- **Total Local Match: \$0**



2026 Supplemental Budget: Capital Project Amendments (Transportation)



- Increase the following project expenditures:
 - 32nd Street North Safety Improvements: \$751,000
 - RTC Grant: \$751,000
 - 27th Street Shared Use Path: \$336,000
 - WSDOT Grant: \$284,000
 - Transfer from TIFS: \$52,000



2026 Supplemental Budget: Capital Project Amendments (Transportation)

- Increase the following project expenditures:
 - 32nd Street Widening Project: \$995,000
 - RTC Grant: \$396,500
 - Transfer from TIFS: \$598,500
- **Total Increase to Expenditures: \$2,082,000**
- **Total Increase to Revenues: \$2,082,000**
- **Total Local Match: \$0**



2026 Supplemental Budget: Capital Project Amendments (Water/Sewer)

- Increase the following project expenditures:
 - New Service Line – “J” Street, “I” Street, 32nd Street & 1st Street: \$1,500,000
 - System Looping - 4th Street to Shepherd Rd: \$860,000
 - P62 1st Street Waterline: \$156,500
 - “I” Street – 32nd Street to 34th Street: \$481,200



2026 Supplemental Budget: Capital Project Amendments (Water/Sewer)

- **Total Increase to Expenditures: \$2,997,700**
- **Total Increase to Revenues: \$0**
- **Total Local Match: \$2,997,700**



2026 Supplemental Budget: Capital Project Amendments (Stormwater)

➤ Increase the following project expenditures:

➤ Campen Creek Stormwater Improvements (LCEP): \$179,000

➤ DOE Grant: \$179,000

➤ Campen Creek - Kerr Park (LCEP): \$198,000

➤ DOE Grant: \$198,000



2026 Supplemental Budget: Capital Project Amendments (Stormwater)



- Q Street Infiltration Pond: \$219,000
 - DOE Grant: \$197,300
 - Local Match: \$21,700
- **Total Increase to Expenditures: \$596,000**
- **Total Increase to Revenues: \$574,300**
- **Total Local Match: \$21,700**



2026 Supplemental Budget: Transfers Between Funds Amendment



City of Washougal

2026 Supplemental Budget: Transfers Between Funds Amendment

UPDATE

Transfer From	Transfer To	Amount	Reason / Purpose
General Fund 001	ER&R Vehicles 520	\$ 59,000	Reallocation of police salaries/benefits to be used for the acquisition of police fleet
SPIF 002	General Fund 001	91,100	To fund PSAs to implement sections of the Strategic Plan
REET 1st Qtr % 104	Building Contingency 351	1,425,000	To fund Washougal Towncenter Revitalization Project
Park Impact Fees 105	Parks Capital Projects 350	660,000	To fund Sandy Swimming Hole Access Expansion Project
Park Impact Fees 105	Building Contingency 351	932,000	To fund Washougal Towncenter Revitalization Project
Transportation Development 110	Transportation Capital 353	650,500	To fund 27th Street Shared Use Path & 32nd Street Widening Projects
	TOTAL TRANSFERS	3,817,600	



UPDATE

2026 Supplemental Budget: Adjustments to Beginning Fund Balances

Fund	Beginning Fund Balance	Adjusted Beg. Fund Balance	Reason / Purpose
REET 1st Qtr % 104	\$ 345,000	\$ 2,045,000	Reimbursement transfers not needed in 2025 for Washougal Towncenter Revitalization Project
Park Impact Fees 105	\$ 560,000	\$ 1,460,000	Reimbursement transfers not needed in 2025 for Washougal Towncenter Revitalization Project
	\$ 905,000	\$ 3,505,000	DIFFERENCE \$2,600,000



2026 Supplemental Budget Summary



City of Washougal

2026 Supplemental Budget: Summary

Fund Title	Increase to Beg. Fund Balance	Increase to Revenues	Increase to Expenditures
General Fund	\$0	\$324,358	\$581,158
Strategic Plan Implementation Fund	\$0	\$0	\$91,100
REET 1st Qtr % Fund	\$1,700,000	\$0	\$1,425,000
Park Impact Fees Fund	\$900,000	\$0	\$1,592,000
Transportation Development Fund	\$0	\$0	\$650,500
Parks Capital Projects Fund	\$0	\$1,570,260	\$1,604,885
Building Contingency Fund	\$0	\$4,140,000	\$4,140,000
Transportation Capital Fund	\$0	\$2,082,000	\$2,082,000
Water/Sewer Fund	\$0	\$0	\$82,200
Stormwater Fund	\$0	\$965,798	\$1,330,182
Water/Sewer Capital Fund	\$0	\$0	\$2,997,700
ER&R Vehicles Fund	\$0	\$59,000	\$59,000
TOTAL	\$2,600,000	\$9,141,416	\$16,635,725



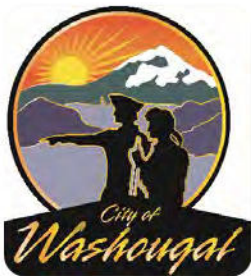
Next Steps

- 7/13/2026 Council Meeting:
 - Approval of 2026 budget amendment ordinance



Questions





City of Washougal Hotel/Motel Tax Application

Finance Department
1701 C Street
Washougal, WA 98671
(360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:

Submit Applications to the Finance Department

About the Organization:

Organization Name: Reed Creative for Visit Washougal (tourism advertising)

Address: 3307 Evergreen Way #707-150 Washougal

Phone: [REDACTED] Fax: n/a Email: lori@reedcreative.com

Contact Person: Lori Reed Title: Tourism Consultant for Washougal

Project name: 2026 AD LINEUP ADDITION Project Date(s): 2026

Please list the Names and Titles of your Board Members (if applicable):

n/a

Has this organization received Hotel/Motel tax funding in the past? ☒ YES ☐ NO

If yes, for which years and project? Brew Pass, Tourism advertising, Postcard, DiscoveryMaps, TasteofGorge, VW video

Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code? ☐ YES ☒ NO

Request for Funding:

Description of Activity, event schedule, and amounts requested:

Opportunity to advertise in the 2026 SKAMANIA LODGE magazine that is distributed in all 260 rooms and and front lobby distribution rack at Ska Lodge for an entire year. This lodge is rated #1 on the Condé Nast list for Top Resorts in the Pacific Northwest by Reader's Choice Awards! 2014 Certificate of Excellence Award winner. Half Page - 7.5" x 4.9" \$986, I negotiated a discounted 25%, and worked with Downtown Camas Association to split cost (half of \$739.50 total, for \$369.75)

please attach additional paper if more space is required

Total Project cost \$739.50 Total Amount Requested \$369.75

Projected Tourism Benefits:

- ☐ Expected number of participants/ Spectators: 260 x 12 = 3120 readers
- ☐ Expected number of out-of-town participants/spectators (traveling more than 50 miles or staying overnight): brand awareness of up to 3120 readers
- ☐ Expected number of room nights generated: 0 (they will be staying at the Skamania Lodge)
- ☐ Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.)

Explain how this project meets the guidelines and criteria for hotel/ motel tax funding.

TOURISM MARKETING/ADVERTISING

We have a solid base for advertising based on prior years however there is an ADDITIONAL LATE BREAKING opportunity to reach the guests at nearby Skamania Lodge informing them of Washougal and Camas as worth a day trip while they stay. All advertising is directly related to outreach and readership of targeted audiences.

Describe the advertising method by name and location of service.

Skamania Lodge Magazine distributed in the 260 rooms and front information rack at Lodge for a year APRIL 26-April 27

Please provide an operational budget for event giving the expected revenues, and expenditures.

CREATIVE DESIGN to be produced under Reed Creative's PSA
APPLICATION IS FOR ADVERTISING COSTS ONLY, and SPLIT WITH DCA
see details on additional page 5-7

*** You may use additional sheets of paper if necessary to complete the application. You may also attach any additional information about your organization or project you think is relevant to this application. ***

I understand the Washington State Limitations placed on use of Hotel/Motel Tax funds, and certify the requested funds will be used only for purposes described in this application or as approved by the City Council. I understand use of the funds is subject to audit by the State of Washington and/or the City of Washougal. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All recipients will be required to note on any advertising material the "tourism support provided by the City of Washougal hotel/motel tax funds" or the event WILL NOT be funded. All funds granted are to be used by the end of the City's fiscal year, which ends December 31, and there will be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name Lori Ann Reed **Title** Owner, tourism consultant **Date** 03/20/26

CITY OF WASHOUGAL USE ONLY

Date Received by Administration: _____

Date Received by Action: _____

Date Approved/Declined by Lodging Tax Committee: _____ Amount Approved: _____

SEE ADDITIONAL PAGE

The City of Washougal receives funds from the lodging tax imposed upon users of hotels and motels located within the City. These funds can be expended for a narrow range of projects and activities established by Washington State Law.

Application proposals for use of a portion of these funds will be considered on an on-going basis by the City of Washougal through application to the Washougal Lodging Tax Committee. To be considered for funding, proposals must meet one of the following criteria as established in state law ([RCW 67.28.1815](#)) and prohibits use of tax receipts for any other purposes. Allowable uses include:

- Tourism marketing
- The marketing and operations of special events and festivals designed to attract tourists
- Supporting the operations of capital expenditures of tourism related facilities owned or operated by a municipality or a public facilities district.
- Supporting the operations of tourism related facilities owned or operated by nonprofit 501 (c)

Tourism promotion is defined in RCW [67.28.080](#) as "... activities, operations and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism, operating tourism promotion agencies and funding the marketing of or the operation of special events and festivals designed to attract tourists.

In addition, this policy requires that proposals comply with the following criteria:

1. Application requests for hotel/motel tax must be received at least two weeks prior to the event in order to qualify for funding.
2. Broad tourism promotion efforts will be given higher priority over the financing of individual festivals, concerts, or shows.
3. Hotel/motel funding requests should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel and camping stays should therefore be favored over smaller and/or single day events.
4. Hotel/motel funding requests should be focused toward sporting, cultural, and leisure events.

All applications will be reviewed by the City Lodging Tax Committee for approval as long as it is within the City's budget. The final funding decision is up to the City. The City Lodging Tax Committee places an emphasis on the following when evaluating each application:

- How many room night rentals will the project generate?
- How reliable is the information provided?
- Does the project promote the City of Washougal outside its borders?
- What is the anticipated overall dollar expenditure within the City as a result of the event?
- Please include an event budget as part of the application for funding.

The City Lodging Tax Committee encourages all events and organizations to work towards self-sufficiency. All recipients will be required to note on any advertising material that "Tourism support provided by City of Washougal hotel/motel tax funds" or the event WILL NOT be funded.

If approved, funding shall be provided on a reimbursement basis. Exceptions to this may be available and is at the discretion of the Lodging Tax Committee and City.

Please use separate applications for each individual project/event.

Applications must be submitted to the City of Washougal, Attn: Finance, 1701 C Street, Washougal, WA 98671.

General Information and Requirements for Qualification

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Skamania Lodge®



2026 Skamania Lodge Guest Magazine

Skamania Lodge is rated #1 on the Condé Nast list for Top Resorts in the Pacific Northwest by Reader's Choice Awards! 2014 Certificate of Excellence Award winner.

- The **ONLY** In-house magazine complimentary to all guests at the Lodge and provided to guests at check-in and front lobby distribution rack.
- Highlighting all Lodge amenities with the highest quality graphic design, photography, artwork and articles.
- A wonderful opportunity to reach a powerful demographic with an effective message highlighting your unique business offering.

The premier destination hotel in the stunning Columbia River Gorge National Scenic Area, Skamania Lodge is comprised of 175 acres of pristine wilderness while still conveniently situated within 45 miles from nearby Portland, OR. Onsite activities include the Waterleaf Spa, an approachable 9-hole golf course and 18-hole putting course, disc golf and fling golf, zip lining, an adventure course, an indoor heated swimming pool, hot tubs, outdoor fire pits, a fitness center, multiple dining concepts, conference spaces, wedding venues, and over 40+ additional recreation options. The Cascadian-style lodge offers a wide variety of accommodations with 263 guest rooms, including nine luxury treehouses, and glamping, cabins, and villas joining the collection in 2024.

ADVERTISING RATES AND SIZES

Cover Pages - \$2150	8.5" x 11" (add .125" bleeds)
Full Page - \$1884	8.5" x 11" (add .125" bleeds)
Half Page - \$986	7.5" x 4.9"
Quarter Page - \$686	3.65" x 4.9"
Eighth Page - \$484	3.65" x 2.36"

Cost includes custom design to your specifications and digital proofs.



Ad Orientations

SPECIFICATIONS FOR ART AND FILES

- Art files must be at least 300 dpi or higher resolution.
- Full page ads with bleeds: keep text and logos at least .25" from edge of page to avoid objects from being trimmed.
- Fonts need to be converted to outlines before files are sent.
- Please build files in Adobe InDesign.
- Please send files as high quality, print-ready pdfs.
- Export pdfs using the Adobe preset [PDF/X-1a:2001].

E-mail completed ads to: proof@pacificcrestimprint.com

For more information call 503.309.1504 or email:
proof@pacificcrestimprint.com

PACIFIC CREST IMPRINT

Print | Design | Marketing

www.facebook.com/pacific.crest.imprint.media

PACIFIC CREST IMPRINT

Print | Design | Marketing

Send payments to:
P.O. Box 35 | Cascade Locks, OR 97014

INVOICE

DCA-SL-488

BILL TO:

Business: Downtown Camas Association

Contact: **Carrie Schulstad**

Address: 216 NE 4th Ave #102, Camas, WA 98607

Phone & Email: director@downtowncamas.com

DATE: 3/20/26

All payments can be made to: Pacific Crest Imprint. Pay via Square or mail checks to PO Box 35, Cascade Locks, OR 97014. Payment due upon receipt.

DESCRIPTION OF SERVICES	PRICE
Half page ad, 2026 Skamamia Lodge Magazine. One year ad.	\$369.75
\$986 discounted 25%, shared with Visit Washougal (half of \$739.50)	
TOTAL	\$369.75

THANK YOU!

PACIFIC CREST IMPRINT

Print | Design | Marketing

Send payments to:
P.O. Box 35 | Cascade Locks, OR 97014

INVOICE

VW-SL-485

BILL TO:

DATE: 3/20/26

Business: City of Washougal

Contact: **Rose Jewell/Kristen Hatten**

Address: 1701 C St, Washougal WA 98671

Phone & Email: Rose.Jewell@cityofwashougal.us / Kristen.Hatten@cityofwashougal.us

All payments can be made to: Pacific Crest Imprint. Pay via Square or mail checks to PO Box 35, Cascade Locks, OR 97014. Payment due upon receipt.

DESCRIPTION OF SERVICES	PRICE
Half page ad, 2026 Skamamia Lodge Magazine. One year ad.	\$369.75
\$986 discounted 25%, shared with Downtown Camas Association (half of \$750)	
TOTAL	\$369.75

THANK YOU!

Discover the delights of CAMAS & WASHOUGAL

as you enter the Columbia River Gorge



*Historic Charm
Awaits You*

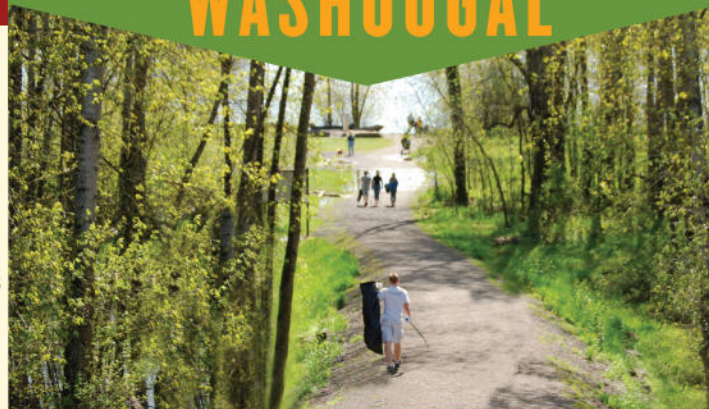
*downtown
Camas*

- ~ Enjoy local food, wine, craft beer and cocktails
- ~ Explore unique shops, antiques, theatre, galleries
- ~ Stroll down beautiful tree-lined streets
- ~ Stay and relax in a luxury boutique hotel

Let our downtown surprise you.
Find out more at DowntownCamas.com

KEEP DISCOVERING

WASHOUGAL

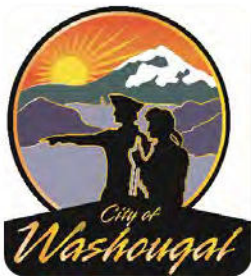


NATURAL BEAUTY AWAITS

in every corner of Washougal. Come for the hiking, birding, history, water sports and more and stick around for great dining, shopping and craft breweries.

VISITWASHOUGAL.COM

Tourism support provided by City of Washougal and City of Camas lodging tax funds



City of Washougal Hotel/Motel Tax Application

Finance Department
1701 C Street
Washougal, WA 98671
(360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:

Submit Applications to the Finance Department

About the Organization:

Organization Name: Reed Creative for Visit Washougal (tourism advertising)

Address: 3307 Evergreen Way #707-150 Washougal

Phone: [REDACTED] Fax: n/a Email: lori@reedcreative.com

Contact Person: Lori Reed Title: Tourism Consultant for Washougal

Project name: 2026 AUDIO TOUR Project Date(s): start fall 2026, live 5 yrs!

Please list the Names and Titles of your Board Members (if applicable):

n/a

Has this organization received Hotel/Motel tax funding in the past? ☒ YES ☐ NO

If yes, for which years and project? Brew Pass, Tourism advertising, Postcard, DiscoveryMaps, TasteofGorge, VW videos

Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code? ☐ YES ☒ NO

Request for Funding:

Description of Activity, event schedule, and amounts requested:

10-15 minute "listen while you walk" audio narration story to share relevant, compelling stories about the land, the city of Washougal and the Columbia River. Features history, culture and ecology of the area, enriching the trail experience to go beyond visual but include audio as a unique experience that is more inclusive. Visitors will be able to access the audio story by scanning a QR code near the entrance(s) to the trail with their phone. Washougal will be part of larger Gorge effort.

please attach additional paper if more space is required

Total Project cost \$6100 Total Amount Requested \$6100

Projected Tourism Benefits:

- ☐ Expected number of participants/ Spectators: 1000/yr scan code x 5 yrs
- ☐ Expected number of out-of-town participants/spectators (traveling more than 50 miles or staying overnight): 100/yr x 5 yrs
- ☐ Expected number of room nights generated: 0 these will be folks already here
- ☐ Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.) review # of hits on monthly basis, tag/post on social

Explain how this project meets the guidelines and criteria for hotel/ motel tax funding.

TOURISM MARKETING/ADVERTISING:

-distributing information for the purpose of attracting and welcoming tourists
-developing strategies to expand tourism, operating tourism promotion agencies
signage on DIKE TRAIL featuring audio along the trail to enhance cultural understanding
and encourage responsible travel and help people feel more at home and welcome in
Washougal in an ACCESSIBLE way

Describe the advertising method by name and location of service.

AUDIO via MOBILE SCANNED QR CODE code printed on a durable sign that invites
listeners to scan the code for a listening experience. No additional phone application
(app) necessary for download, and the stories will be freely accessible to the public.
VISUAL SIGN in KIOSK inviting passing by listeners
SOCIAL MEDIA posts directing listeners to site to listen

Please provide an operational budget for event giving the expected revenues, and expenditures.

PROJECT COORDINATION, DESIGN, WRITING (Reed Creative) \$1500
NARRATION (Blue Turtle Productions/other) \$300-\$500 pending overall length
PRODUCTION (Emily Martin) Story development, interviews, recording, audio
production, and local travel \$3,500
WEBSITE QR codes, file hosting, project oversight, and webpage upkeep* \$450
SIGNAGE PRINTING (QR code on Yard Sign with H-Stakes, flyers) \$150

*** You may use additional sheets of paper if necessary to complete the application. You may also attach any additional information about your organization or project you think is relevant to this application. ***

I understand the Washington State Limitations placed on use of Hotel/Motel Tax funds, and certify the requested funds will be used only for purposes described in this application or as approved by the City Council. I understand use of the funds is subject to audit by the State of Washington and/or the City of Washougal. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All recipients will be required to note on any advertising material the "tourism support provided by the City of Washougal hotel/motel tax funds" or the event WILL NOT be funded. All funds granted are to be used by the end of the City's fiscal year, which ends December 31, and there will be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name Lori Ann Reed Title Owner, tourism consultant Date 06/20/26

CITY OF WASHOUGAL USE ONLY

Date Received by Administration: _____

Date Received by Action: _____

Date Approved/Declined by Lodging Tax Committee: _____ Amount Approved: _____

SEE ADDITIONAL PAGE

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Washougal, WA 98671
(360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:

Submit Applications to the Finance Department

About the Organization:

Organization Name: Reed Creative for Visit Washougal (tourism advertising)

Address: 3307 Evergreen Way #707-150 Washougal

Phone: [REDACTED] Fax: n/a Email: lori@reedcreative.com

Contact Person: Lori Reed Title: Tourism Consultant for Washougal

Project name: 2026 BREW VIDEO Project Date(s): 2026

Please list the Names and Titles of your Board Members (if applicable):

n/a

Has this organization received Hotel/Motel tax funding in the past? ☒ YES ☐ NO

If yes, for which years and project? Brew Pass, Tourism advertising, Postcard, DiscoveryMaps, TasteofGorge, VW videos

Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code? ☐ YES ☒ NO

Request for Funding:

Description of Activity, event schedule, and amounts requested:

Create new video featuring 5 local breweries in our area to market to local, regional and even national audiences in a timely manner in coordination with new brew opening and previously approved brew passport relaunch.

-See recent Post Record write up on newest brewery demonstrating interest in this industry in our area: <https://bit.ly/4rNWUiu>

-See caliber of other videos produced at: <https://visitwashougal.com/191/Video-Gallery>

please attach additional paper if more space is required

Total Project cost \$4040 Total Amount Requested \$4040

Projected Tourism Benefits:

- ☐ Expected number of participants/ Spectators: visibility by up to 66,000 FB/ IG followers
- ☐ Expected number of out-of-town participants/spectators (traveling more than 50 miles or staying overnight): 2000 spread across 5 breweries over course of 2 year video life
- ☐ Expected number of room nights generated: 12-20 for those sipping and staying
- ☐ Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.) BW report of room discount used, social media engagement

Explain how this project meets the guidelines and criteria for hotel/ motel tax funding.

TOURISM MARKETING/ADVERTISING for OUTREACH to BREW LOVERS

From a marketing standpoint, local brew pubs attract visitors from all over the region who spend their time and money in our town. With the upcoming launch of the 2026 Brew Pass, featuring 5 local breweries, including newest Shougs Draft House, we'd produce a fresh new video to keep potential visitors informed of the growing brew scene in Washougal. We'd like to discuss having it featured on tvs at best western for further outreach.

Describe the advertising method by name and location of service.

ONLINE VIDEO to be posted to Visit Washougal website and social, shared with each brewery to distribute to extensive audiences: VW 2.8K FB followers + 705 IG followers; RBW 533 FB followers + 3,800 IG followers; 5440 9.8K FB followers + 5,417 IG followers; TD 17K FB followers + 551 IG followers; SB 748 FB friends + 770 IG followers; GOW 13K FB followers + 10.9K IG followers + 1,796 IG PDX followers = 43.6K FB followers + 23K IG followers = potential outreach to 66,000 PEOPLE interested in beer

Please provide an operational budget for event giving the expected revenues, and expenditures.

CREATIVE COORDINATION by Reed Creative with videographer, breweries and alerting local publications of newsworthiness \$300
APPLICATION IS FOR VIDEO by Blue Turtle Productions \$3740
see details on additional pages

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Name Lori Ann Reed Title Owner, tourism consultant Date 03/20/26

CITY OF WASHOUGAL USE ONLY

Date Received by Administration: _____

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SEE ADDITIONAL PAGE

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Client: City of Washougal Lodging Hotel/Motel Tax Application

Project: Washougal Brews 2026

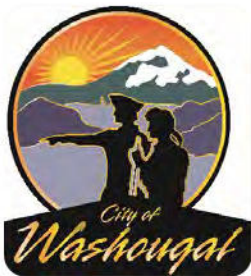
Request for Funding: Some of the best beer in the world comes from the Pacific Northwest. With long standing stalwart award-winning brewers 5440 Brewing, Trap Door Brewing, and Grains of Wrath, Washougal is becoming quite the hub for great libations. One of the newer kids on the block, Recluse Brew Works, which opened up just two years ago, is quickly racking up awards and recognition from all over the country with several national award winning beers. In addition, Washougal's very own Shoug Brewing is opening up their first tap house right in the middle of Washougal. Shoug Brewing features a variety of great beer, all made with locally purchased ingredients of the highest quality. From a marketing standpoint, local brew pubs attract visitors from all over the region who spend their time and money in our town. With that in mind, we would like to produce three or four new video shorts :30-45 in length, that can be used on the Visit Washougal website and its social media as well as other various local social media platforms. These shorts could also be combined as one longer presentation for YouTube and other sources.

How this project meets the guidelines and criteria for hotel/ motel tax funding: With the projected increase in numbers of visitors to SW Washington, this video will help promote our local award winning beers and their brew masters, while enticing tourists to visit their breweries and discover more in Washougal. We will promote our growing industries and attract new visitors to our town by showcasing their establishments.

Featured Breweries: 5440, Trapdoor, Grains of Wrath, Recluse Brew Works and Shoug Brewing. We also have Ashwood Taps that carries regional breweries.

Production Breakdown:

Activity	Qty	Rate	Amount
3 Full Days of Videography	3	800	2400
2 Full Day Edit Sessions	2	500	1000
Pro Music Licensing - 3 songs per video	3	90	270
File Encode: Final video conversion for playback and web	1	70	70
			Total \$3740



City of Washougal Hotel/Motel Tax Application

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Address: 3307 Evergreen Way #707-150 Washougal

Phone: [REDACTED] Fax: n/a Email: lori@reedcreative.com

Contact Person: Lori Reed Title: Tourism Consultant for Washougal

Project name: 2026 VW PRESENCE Project Date(s): launch FALL26 Events

Please list the Names and Titles of your Board Members (if applicable):

n/a

Has this organization received Hotel/Motel tax funding in the past? ☒ YES ☐ NO

If yes, for which years and project? Brew Pass, Tourism advertising, Postcard, DiscoveryMaps, TasteofGorge, VW videos

Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code? ☐ YES ☒ NO

Request for Funding:

Description of Activity, event schedule, and amounts requested:

BRAND AWARENESS: creating a Visit Washougal in person presence by piggybacking on other local events already attracting out of towners to encourage folks already here in town to stick around/come back and experience what else Washougal has to offer
-see next page for expenses for POPUP BOOTH MATERIALS + TIME

please attach additional paper if more space is required

Total Project cost \$2000 Total Amount Requested \$2000

Projected Tourism Benefits:

- ☐ Expected number of participants/ Spectators: depends on other activity population
- ☐ Expected number of out-of-town participants/spectators (traveling more than 50 miles or staying overnight): depends on other activity population
- ☐ Expected number of room nights generated: 0 it's a brand awareness campaign
- ☐ Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.): count # of folks stopping by tent at each event

Explain how this project meets the guidelines and criteria for hotel/ motel tax funding.

TOURISM MARKETING/ADVERTISING/PROMOTION fully complies with definition: -developing STRATEGY to expand tourism & operations and expenditures designed to increase tourism (advertising, publicizing, distributing infor for purpose of attracting and welcoming tourists) AND fulfills PSA task to id regional/local opportunities for ad + promo of VW.com, provides promotional support to local event organizers who've received LTAC Funding to better connect them to Washougal businesses

Describe the advertising method by name and location of service.

IN PERSON PRESENCE at specific events occurring in Washougal (check event lineup to see which may be most appropriate to attend). Event presence is an effective marketing strategy offering exposure/showcasing the VW brand while building meaningful connections with our captive audience at each event. It demonstrates our commitment to making a positive impact within our community. Also provides additional imagery for social media

Please provide an operational budget for event giving the expected revenues, and expenditures.

DESIGN of VW BOOTH by Reed Creative \$500
PRODUCTION of BOOTH by vendor to be identified, sample pricing included; \$1500 includes tax, shipping may be extra if not local
TIME spent at events initially covered under 2026 PSA, and used as guide for request to add to 2027 PSA

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Name Lori Ann Reed Title Owner, tourism consultant Date 06/20/26

CITY OF WASHOUGAL USE ONLY

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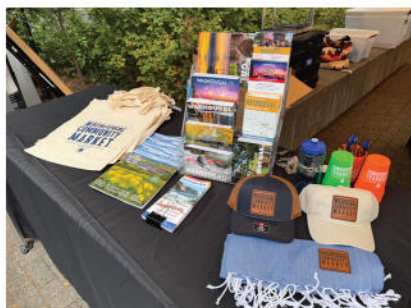
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ES600 Gold Package \$1,399.00

Full Color and Full Custom.

Dye Sublimation (fabric is actually dyed using heat transfer ink, rather than printing on top of the fabric. This results in a much more durable and longer-lasting product.)

The standard 10×10 ES600 model comes with a lightweight, commercial-grade 40mm hexagon FRAME with a LIFETIME WARRANTY.

The water-resistant 600 Denier Polyester FABRIC is heavyweight, exceptionally durable, and hard-wearing, UV coated and treated for fire safety.

Package Includes:

-5x5 - 10×10 Custom Canopy w/ 40mm

Aluminum Frame – Qty: 1

-Double-sided Full Wall – Qty: 1

-Double-sided Half Wall – Qty: 2

-Half Wall Side Rail Kit – Qty: 2

-Fitted Table Cover – Qty: 1

available in 4', 6', and 8' sizes to fit most standard folding plastic tables, strongest on the market, wrinkle-resistant, and machine-washable.

-Canopy Cover – Qty: 1

Turnaround Time: Approximately 7-10 business days after artwork approval





KEEP DISCOVERING fun in WASHOUGAL

MAY-DECEMBER 2026

WASHOUGAL STUDIO ARTISTS HOLIDAY TOUR

Sat-Sun, May 2-3, 2026
10 AM to 4 PM

Throughout Washougal

SUPER MOM 5K

Sunday, May 10 8 AM
Captain William Clark Park

ANNUAL PLANT SALE

Saturday, May 16, 2026
10 AM to 3 PM
Two Rivers Heritage Museum

2026 STUDENT STRIDE 5K

Saturday, May 16, 2026 8 AM
Washougal High School

WHY RACING RELECTION RUN

Sunday, May 17, 2026 8:45 AM
Pendleton Parking Lot

GATEWAY TO SUCCESS WORKSHOP 2

Wednesday, May 20, 2026
10 AM to 12 NOON
Best Western Washougal

WASHOUGAL COMMUNITY MARKET SEASON KICKOFF!

Fridays, June 5-July 31, 2026
2 PM to 6 PM
Reflection Plaza

RUN FOR LIFE

Saturday, June 6, 2026
9 AM
Reflection Plaza

GATEWAY TO SUCCESS WORKSHOP 3

Wednesday, June 10, 2026
10 AM to 12 NOON
Best Western Washougal

WASHOUGAL COMMUNITY MARKET

Friday, June 12, 2026
2 PM to 6 PM
Reflection Plaza

ANNUAL PLANT SALE

Sunday, June 14, 2026
10 AM to 3 PM
Two Rivers Heritage Museum

WASHOUGAL COMMUNITY MARKET

Friday, June 19, 2026
2 PM to 6 PM
Reflection Plaza

WASHOUGAL COMMUNITY MARKET

Friday, June 26, 2026
2 PM to 6 PM
Reflection Plaza

AMERICA'S 250TH KICKOFF

Monday, June 29, 2026
6 PM
Reflection Plaza

WASHOUGAL COMMUNITY MARKET

Friday, July 3, 2026
2 PM to 6 PM
Reflection Plaza

CHRISTMAS IN JULY 5K/10K/HALF

Saturday, July 4, 2026 8 AM
Captain William Clark Park

FOURTH OF JULY KIDS NON MOTORIZED PARADE

Saturday, July 4, 2026
10 AM
Hathaway Park

WASHOUGAL COMMUNITY MARKET

Friday, July 10, 2026
2 PM to 6 PM
Reflection Plaza

WASHOUGAL COMMUNITY MARKET

Friday, July 17, 2026
2 PM to 6 PM
Reflection Plaza

PRO MX NATIONALS

July 23-25, 2026
Times on website
Washougal Motocross Track

WASHOUGAL COMMUNITY MARKET

Fridays, July 24, 2026
2 PM to 6 PM
Reflection Plaza

WASHOUGAL COMMUNITY MARKET CLOSING DAY

Friday, July 31, 2026
2 PM to 6 PM
Reflection Plaza

PARKERSVILLE HERITAGE FAIR

Friday, July 31, 2026
4 PM to 6 PM
Parker's Landing Historical Park

SUMMER CONCERT AT MARINA PARK

Friday, July 31, 2026
7 PM to 10 PM
Port of Camas-Washougal

WASHOUGAL ART & MUSIC FESTIVAL

Saturday, August 1, 2026
9 AM to 3 PM
Reflection Plaza

NATIONAL NIGHT OUT

Tuesday, August 4, 2026
6 PM to 8 PM
Hathaway Park West

NATIONAL MUSEUM DAY

Saturday, August 8, 2026
12 NOON to 4 PM
Two Rivers Heritage Museum

PORT WHEELS & WINGS

Thursday, August 27, 2026
4 PM to DUSK
Grove Field Airport

LIONS OKTOBERFEST 5K/10K FUN RUN/WALK

Saturday, September 12, 2026
9 AM
5440 Beer

Events confirmed at time of printing,
check website for updates.

HIKE ON THE DIKE

Saturday, September 19, 2026
8:30 AM to 11 AM
West Columbia Gorge
Humane Society

RUNNING SCARED 5K/13K

Saturday, October 10, 2026
8 AM
Captain William Clark Park

BREWERY RUNNING SERIES: 5K

Saturday, October 10, 2026
10 AM to 1 PM
5440 Beer

PUMPKIN HARVEST FEST

Saturday, October 17, 2026
12 NOON to 3 PM
Hathaway Park

WHY RACING: SCARY RUN GLOW

Saturday, October 24, 2026
4 PM
Reflection Plaza

WASHOUGAL TRICK OR TREAT

Saturday, October 31, 2026
3 PM to 5 PM
Reflection Plaza

WASHOUGAL STUDIO ARTISTS HOLIDAY TOUR

Sat-Sun, November 14-15, 2026
10 AM to 4 PM
Throughout Washougal

WASHOUGAL LIGHTED CHRISTMAS PARADE & TREE LIGHTING

Thursday, December 3, 2026
5 PM
Downtown Washougal

CHRISTMAS SHIPS

Saturday, December 5, 2026
6 PM
Marina Park / Parker's Landing

HOLIDAY IN THE HILLS

December Weekends
5:30 PM to 10 PM
Washougal MX Park



Scan code
to discover
more about
Washougal, WA

Explain how this project meets the guidelines and criteria for hotel/ motel tax funding.

The Washougal art scene is expanding and HeARTfest 2026 brought hundreds of visitors from all over NW Oregon and SW Washington to Washougal and the Port of Camas Washougal. These art enthusiasts likely visited our local restaurants, bars and establishments while they were here, spending their money in Washougal. This funding would help reimburse Blue Turtle Pro Media, for their time and work on video presentations for our social media and local advertising. We have no doubt that this visual addition to our marketing efforts greatly increased the amount of visitors who came to our event.

Describe the advertising method by name and location of service.

Visit Washougal - website, social media
HeART Fest 2026 - website, social media
Participating Artists' Social Media: Instagram, Facebook,
etc

Please provide an operational budget for event giving the expected revenues, and expenditures.

*** You may use additional sheets of paper if necessary to complete the application. You may also attach any additional information about your organization or project you think is relevant to this application. ***

I understand the Washington State Limitations placed on use of Hotel/ Motel Tax funds, and certify the requested funds will be used only for purposes described in this application or as approved by the City Council. I understand use of the funds is subject to audit by the State of Washington and/ or the City of Washougal. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All recipients will be required to note on any advertising material the "tourism support provided by the City of Washougal hotel/ motel tax funds" or the event WILL NOT be funded. All funds granted are to be used by the end of the City's fiscal year, which ends December 31, and there will be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name _____ Title _____ Date _____

CITY OF WASHOUGAL USE ONLY

Date Received by Administration: _____

Date Received by Action: _____

Date Approved/Declined by Lodging Tax Committee: _____ Amount Approved: _____

Project Budget – Tourism Promotional Video

Vendor: Blue Turtle Pro Media - Russell Stemper

Project: HeART Fest Tourism Promotional Video

Service	Description	Cost
Pre-Production Planning	Project coordination, scheduling, concept planning, and shot list preparation	\$325
On-Site Video Production	3 hours of professional video filming at HeART Fest event, including camera equipment and setup	\$900
Post-Production Editing	5 hours of video editing including sequencing, color correction, and visual refinement	\$1,200
Voiceover Recording & Audio Production	Voiceover recording, audio editing, and sound balancing for final video	\$275
Graphics, Titles & Formatting	Creation of titles, event graphics, and formatting for digital marketing use	\$159
Final Export & Delivery	Final rendering, file preparation, and delivery for social media and online promotion	\$100
Total Project Cost: \$2,959		



HEART FEST



February 7, 2026

10am - 5pm

3rd Annual

FINE ART MARKET

Black Pearl on the Columbia

56 S 1st St, Washougal WA

ARTISANS' GUILD



of Camas

From: noreply@civicplus.com
Sent: Monday, March 9, 2026 2:05 PM
To: Rose Jewell
Subject: Online Form Submittal: City of Washougal Hotel/Motel Tax Application

CAUTION: This email originated from outside the City of Washougal. Do not click links or open attachments unless you recognize the sender and know the content is safe.

City of Washougal Hotel/Motel Tax Application

About the Organization:

Organization Name:	Columba Gorge Stewardship Alliance
Address:	2149 Cascade Ave Ste 106A-74
Phone:	5032888898
Fax:	<i>Field not completed.</i>
Email:	KRISTEN@COLUMBIAGORGETOURISMALLIANCE.ORG
Contact Person:	Kristen Stallman
Title:	Network Coordinator
Project Name:	Stewardship in Action: Discovering the West Gorge
Project Date(s)	May 6, 2026
Please list the Names and Titles of your Board Members (if applicable):	See attached
Has this organization received Hotel/Motel tax funding in the past?	Yes
Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code?	Yes
Request for Funding:	The Columbia Gorge Stewardship Alliance is requesting \$2500 to support an immersive tour of the West Gorge that will

highlight Washougal and West Gorge attractions and communities on May 6, 2026. The Columbia Gorge Stewardship Alliance invites you to step outside the conference room and into the landscape that inspires our work. On May 6, 2026, we will gather for an immersive, day-long exploration of the West Columbia River Gorge—a place where powerful landscapes, vibrant communities, and deep cultural histories meet.

This special event replaces our yearly Tourism Summit with something meaningful: a shared journey through the Gorge itself. Together, we will travel across the bi-state Gorge landscape, visiting places where stewardship is not just a concept, but a daily practice.

Along the way we will experience:

Working agricultural lands that sustain local economies

Recreation infrastructure that connects people with nature

Indigenous cultural perspectives and exchange that deepen understanding of place

Innovative interpretation and storytelling that bring the Gorge's history and future to life.

Each stop will highlight a simple but powerful idea: When tourism is managed collaboratively, it can protect landscapes, honor culture, and strengthen communities.

This Year, the Landscape is Our Meeting Room. Instead of gathering in a conference room, we're taking the conversation into the field—to meet the people who care for and share the Gorge every day. Farmers. Tribal leaders. Land [managers](#). Community advocates. Outdoor recreation partners. Local businesses.

These are the voices shaping the future of the Gorge, and we want to hear from them—and from you.

This event is for everyone who cares about the Gorge and its future:

Members of the Gorge community

Land management agencies

Tribal Nations

Conservation organizations

Trail and recreation advocates

Local businesses and tourism partners

Travel professionals

Outdoor enthusiasts

Anyone who loves the Columbia River Gorge.

We believe that seeing a place together changes how we care for it.

A picture may be worth a thousand words, but standing in a place, hearing its stories, and meeting the people who care for it is worth a million. This day will be about connection:
 Connection to the landscape.
 Connection to each other.
 Connection to the future we are building together.

Total Project Cost:	\$7,000
Total Amount Requested:	\$2,500
Project Budget	BUDGET - Sheet1.pdf
Promotional Materials	<i>Field not completed.</i>
Other	Washougal-Washington-HotelMotel-Tax-Application.pdf
Other	<i>Field not completed.</i>
Projected Tourism Benefits:	
*Expected number of participants/spectators:	70 assumes two coaches that can accomodate 44 passengers each.
*Expected number of out-of-town participants (traveling more than 50 miles or staying overnight):	Hood River
*Expected number of room nights generated:	Unknown. This tour presents a tremendous opportunity to showcase Washougal and all the amazing attractions and how Washougal is serving as a gateway to the Gorge.
*Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.):	We will do a post tour survey.
Explain how this project meets the guidelines and criteria for hotel/motel tax funding:	The tour aligns well with the guidelines and criteria for hotel/motel tax funding which allows activities, operations and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism, operating tourism promotion agencies and funding the marketing of or the

operation of special events and festivals designed to attract tourists. The tour will highlight the great work Washougal has done in recent years to increase tourism and the collaboration with the tourism and stewardship partners will enhance future strategies to expand tourism in sustainable way Gorge-wide.

Describe the advertising method by name and location of service:

The tour will be advertised through e-newsletter and word of mouth. All community members are invited to attend. We will be working with Gorge partners to promote the tour. To date we have had extremely strong response about doing a tour rather a traditional summit in a conference room.

Please provide an operational budget for event giving the expected revenues, and expenditures:

The tour will be funded by a donation from the Stevenson Hotel/Motel Tax \$2500 and will be matched Washougal lodging tax funds (pending LTAC approval). Columbia Gorge Stewardship Alliance is seeking additional funds from Destination Marketing Organizations and Ports to support the tour. Additionally, we will be seeking discounts from the coach company and food vendors.

Expenses: \$7,500 estimate
Coach Costs - \$2500 - \$6000 depending on number of participants (approximately \$70 per person)
Food (coffee, pastries, water, snacks) - \$1000
Miscellaneous expenses (printing, swag, contingencies) \$800

Income: \$9,500 estimate
Sponsorship Washougal Lodging/hotel tax - \$2500 (pending LTAC approval)
Stevenson - \$2500 (secured)
Other sponsorships \$2000 (pending)
Ticket Sales: \$2,500 (pending)

You may attach any additional information about your organization or project you think is relevant to this application below:

Field not completed.

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material the “tourism support provided by the City of Washougal hotel/motel tax funds” or the event WILL NOT be funded. All funds granted are to be used by the end of the City’s fiscal year, which ends December 31, and there will be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name: Kristen Stallman

Title: Network Coordinator

Date: 3/9/2026

General Information and Requirements for Qualification:

The City of Washougal receives funds from the lodging tax imposed upon users of hotels and motels located within the City. These funds can be expended for a narrow range of projects and activities established by Washington State Law.

Application proposals for use of a portion of these funds will be considered on an on-going basis by the City of Washougal through application to the Washougal Lodging Tax Committee. To be considered for funding, proposals must meet one of the following criteria as established in state law (RCW 67.28.1815) and prohibits use of tax receipts for any other purposes. Allowable uses include:

- Tourism marketing*
- The marketing and operations of special events and festivals designed to attract tourists*
- Supporting the operations of capital expenditures of tourism related facilities owned or operated by a municipality or a public facilities district.*
- Supporting the operations of tourism related facilities owned or operated by nonprofit 501 (c)*

Tourism promotion is defined in RCW 67.28.080 as “... activities, operations and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism, operating tourism promotion agencies and funding the marketing of or the operation of special events and festivals designed to attract tourists.

In addition, this policy requires that proposals comply with the following criteria:

- 1. Application requests for hotel/motel tax must be received at least two weeks prior to the event in order to qualify for funding.*
- 2. Broad tourism promotion efforts will be given higher priority over the financing of individual festivals, concerts, or shows.*
- 3. Hotel/motel funding requests should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel and camping stays should therefore be favored over smaller and/or single day events.*
- 4. Hotel/motel funding requests should be focused toward sporting, cultural, and leisure events.*

All applications will be reviewed by the City Lodging Tax Committee for approval as

long as it is within the City's budget. The final funding decision is up to the City. The City Lodging Tax Committee places an emphasis on the following when evaluating each application:

- *How many room night rentals will the project generate?*
- *How reliable is the information provided?*
- *Does the project promote the City of Washougal outside its borders?*
- *What is the anticipated overall dollar expenditure within the City as a result of the event?*
- *Please include an event budget as part of the application for funding.*

The City Lodging Tax Committee encourages all events and organizations to work towards self-sufficiency. All recipients will be required to note on any advertising material that "Tourism support provided by City of Washougal hotel/motel tax funds" or the event WILL NOT be funded.

If approved, funding shall be provided on a reimbursement basis. Exceptions to this may be available and is at the discretion of the Lodging Tax Committee and City.

Please use separate applications for each individual project/event. Applications must be submitted to the City of Washougal, Attn: Finance, 1701 C Street, Washougal, WA 98671.

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COLUMBIA GORGE STEWARDSHIP ALLIANCE TOUR BUDGET 2026								
Stewardship in Action: Discovering the West Gorge								
EXPENSES								
	Coaches	Persons	Hours	Cost per hour	Cost per person	Cost per person	Total cost	NOTES:
Coach/Driver #1	1	40	8	\$350.00	\$70.00	\$81.67	\$2,800.00	Grayline has coach and drivers available in early May
Coach/Driver #2	1	30	8	\$350.00	\$93.33		\$2,800.00	Each bus can hold 40 people.
Coffee/snacks at start		70				\$15.00	\$1,050.00	
Lunch		70					\$0.00	Assumes Lunch on your own? Food Carts
Printing							\$200.00	
T-shirts/SWAG?		70					\$100.00	
Contingency							\$500.00	
TOTAL COST						\$96.67	\$7,450.00	
ESTIMATED INCOME								
Ticket Sales		50				\$50.00	\$2,500.00	Assumes scholarship for board members and other partners/sponsors
Stevenson Sponsorship							\$2,500.00	
Washougal Sponsorship							\$2,500.00	Pending
Experience Mt Hood & The Gorge							\$500.00	Pending
Port of Hood River							\$500.00	Pending
Port of Cascade Locks							\$500.00	Pending
Camas								
The Dalles								
Hood River								
Skamania County							\$500.00	Pending
Cascade Locks								
Mt Adams Chamber								
Troutdale							\$500.00	Pending
Business Sponsors							\$500.00	Pending
TOTAL							\$10,500.00	
NET							\$3,050.00	



COLUMBIA GORGE
STEWARDSHIP
ALLIANCE

Sharing and caring for the Gorge

Stewardship in Action

Gorge Tourism Summit
Workshop and Tour

May 6, 2026

Cascade Locks, OR
8:30 am - 4:00 pm

This year, the landscape is our meeting room.

This day will be about connection.

Connection to the landscape.

Connection to each other.

Connection to the future we are building together.

Event Highlights

- Breakfast & Networking session
- Networking Workshop
- Scenic tour through the Gorge with stops along the way
- Lunch at Wind Mountain Ranch
- Sternwheeler Cruise

Tickets available at [Columbiagorgetourismalliance.org](https://columbiagorgetourismalliance.org)

Rose Jewell

From: noreply@civicplus.com
Sent: Tuesday, June 9, 2026 1:40 PM
To: Rose Jewell
Subject: Online Form Submittal: City of Washougal Hotel/Motel Tax Application

CAUTION: This email originated from outside the City of Washougal. Do not click links or open attachments unless you recognize the sender and know the content is safe.

City of Washougal Hotel/Motel Tax Application

About the Organization:

Organization Name: Camas-Washougal Chamber of Commerce

Address: 422 NE 4TH AVENUE

Phone: [REDACTED]

Fax: *Field not completed.*

Email: JENNIFER@CWCHAMBER.COM

Contact Person: JENNIFER SENESCU

Title: Executive Director

Project Name: Columbia River Gorge Advertisement

Project Date(s) n/a

Please list the Names and Titles of your Board Members (if applicable): Please see attached.

Has this organization received Hotel/Motel tax funding in the past? Yes

Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code? Yes

Request for Funding:	The Chamber advertises in the Columbia River Gorge Magazine to attract tourists to Washougal. Washougal has a dedicated full page ad that the Chamber is a part of.
Total Project Cost:	\$261
Total Amount Requested:	\$261
Project Budget	Columbia River Gorge.pdf
Promotional Materials	<i>Field not completed.</i>
Other	25-26 Roster.doc
Other	<i>Field not completed.</i>
Projected Tourism Benefits:	
*Expected number of participants/spectators:	n/a
*Expected number of out-of-town participants (traveling more than 50 miles or staying overnight):	n/a
*Expected number of room nights generated:	n/a
*Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.):	n/a
Explain how this project meets the guidelines and criteria for hotel/motel tax funding:	Promotes tourism.
Describe the advertising method by name and location of service:	Columbia River Gorge Magazine
Please provide an operational budget for	Please see attached.

event giving the
expected revenues, and
expenditures:

You may attach any additional information about your organization or project you think is relevant to this application below:

Field not completed.

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Name: JENNIFER SENESCU

Title: Executive Director

Date: 6/9/2026

General Information and Requirements for Qualification:

The City of Washougal receives funds from the lodging tax imposed upon users of hotels and motels located within the City. These funds can be expended for a narrow range of projects and activities established by Washington State Law.

Application proposals for use of a portion of these funds will be considered on an on-going basis by the City of Washougal through application to the Washougal Lodging Tax Committee. To be considered for funding, proposals must meet one of the following criteria as established in state law (RCW 67.28.1815) and prohibits use of tax receipts for any other purposes. Allowable uses include:

- *Tourism marketing*
 - *The marketing and operations of special events and festivals designed to attract tourists*
 - *Supporting the operations of capital expenditures of tourism related facilities owned or operated by a municipality or a public facilities district.*
-

- *Supporting the operations of tourism related facilities owned or operated by nonprofit 501 (c)*

Tourism promotion is defined in RCW 67.28.080 as "... activities, operations and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism, operating tourism promotion agencies and funding the marketing of or the operation of special events and festivals designed to attract tourists.

In addition, this policy requires that proposals comply with the following criteria:

- 1. Application requests for hotel/motel tax must be received at least two weeks prior to the event in order to qualify for funding.*
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- 3. Hotel/motel funding requests should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel and camping stays should therefore be favored over smaller and/or single day events.*
- 4. Hotel/motel funding requests should be focused toward sporting, cultural, and leisure events.*

All applications will be reviewed by the City Lodging Tax Committee for approval as long as it is within the City's budget. The final funding decision is up to the City. The City Lodging Tax Committee places an emphasis on the following when evaluating each application:

- *How many room night rentals will the project generate?*
- *How reliable is the information provided?*
- *Does the project promote the City of Washougal outside its borders?*
- *What is the anticipated overall dollar expenditure within the City as a result of the event?*
- *Please include an event budget as part of the application for funding.*

The City Lodging Tax Committee encourages all events and organizations to work towards self-sufficiency. All recipients will be required to note on any advertising material that "Tourism support provided by City of Washougal hotel/motel tax funds" or the event WILL NOT be funded.

If approved, funding shall be provided on a reimbursement basis. Exceptions to this may be available and is at the discretion of the Lodging Tax Committee and City.

Please use separate applications for each individual project/event. Applications must be submitted to the City of Washougal, Attn: Finance, 1701 C Street, Washougal, WA 98671.

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TWO STATES, THREE VOLCANOES & ONE BIG RIVER

COLUMBIA RIVER GORGE

OREGON & WASHINGTON'S PLAYGROUND™

columbiagorgetomthood.com

**FOUR
SEASONS
OF FUN
2026-27**

**MAPS
INSIDE**

Visit Mt. Hood
Mt. Adams &
Mt. St. Helens

Beer, Wine & Spirits
Scenic Drives
Fresh Fruit Paradise

Hidden Gems
Area Attractions
Events Calendar

Water Play
Winter Fun
Hiking/Biking Trails

KEEP DISCOVERING WASHOUGAL



Washougal River



Cape Horn Trail



Public Art

VISITWASHOUGAL.COM

Tourism support provided by the City of Washougal, not a state tax fund.



Camas Washougal CHAMBER

Partners in Business & Commerce

422 NE 4th Avenue
Camas, WA 98607
(360) 834-2472

www.cwchamber.com



Two Rivers Heritage Museum...where history lives

1 Durgan Street, Washougal, WA 98671

Open: March-Oct - See website for days & hours
360 835-8742 | www.2rhm.com



TRAP DOOR

BREWERY + KITCHEN



Award Winning Beer
Seasonal Foods & Spirits
Hand Crafted Excellence

1834 Main St • Washougal, WA

TRAPDOORBREWING.COM

PENDLETON

Shop iconic wool shirts,
USA-made blankets, unique
gifts & more!

FREE DAILY TOURS
of our historic 1912
woolen mill

Please call for availability

2 Pendleton Way, Washougal
360-835-1118



HARTWOOD PARK DISC GOLF COURSE

- 9 scenic holes
- Designed by World Champ Avery Jenkins
- Perfect for families & beginners
- 3 miles north of SR 14

cityofwashougal.us

Wind River Publishing LLC

columbiagorgetomthood .com

windriverpub@gmail.com

Phone 541-806-1436

INVOICE 112525-1

2026 Columbia River Gorge Visitor Magazine

Client: Camas Washougal Chamber

Contact: Jennifer

1/12th co op ad

\$261

Pay by **Dec 24th** apply a 5% prepay discount

Cost would be \$248

Wind River Publishing LLC

714 Cascade Ave Unit 11

Hood River OR 97031

Rose Jewell

From: noreply@civicplus.com
Sent: Tuesday, June 9, 2026 1:28 PM
To: Rose Jewell
Subject: Online Form Submittal: City of Washougal Hotel/Motel Tax Application

CAUTION: This email originated from outside the City of Washougal. Do not click links or open attachments unless you recognize the sender and know the content is safe.

City of Washougal Hotel/Motel Tax Application

About the Organization:

Organization Name:	Camas-Washougal Chamber of Commerce
Address:	422 NE 4TH AVENUE
Phone:	
Fax:	Field not completed.
Email:	JENNIFER@CWCHAMBER.COM
Contact Person:	JENNIFER SENESCU
Title:	Executive Director
Project Name:	Washougal Map
Project Date(s)	n/a
Please list the Names and Titles of your Board Members (if applicable):	See Attached.
Has this organization received Hotel/Motel tax funding in the past?	Yes
Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code?	Yes
Request for Funding:	The Chamber is requesting funding to update the Washougal Map.

Total Project Cost:	\$5,932
Total Amount Requested:	\$2,966
Project Budget	2026 Map Printing.pdf
Promotional Materials	25-26 Roster.doc
Other	2026 Reed Creative Map.pdf
Other	Map Cover 2016.jpg
Projected Tourism Benefits:	
*Expected number of participants/spectators:	n/a
*Expected number of out-of-town participants (traveling more than 50 miles or staying overnight):	n/a
*Expected number of room nights generated:	n/a
*Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.):	n/a
Explain how this project meets the guidelines and criteria for hotel/motel tax funding:	The map promotes tourism and brings visitors from out of the area to Washougal.
Describe the advertising method by name and location of service:	Maps are distributed throughout Clark, Cowlitz, Skamania, and Multnomah County.
Please provide an operational budget for event giving the expected revenues, and expenditures:	Please see attached.

You may attach any additional information about your organization or project you think is relevant to this application below:

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Name: JENNIFER SENESCU

Title: Executive Director

Date: 6/9/2026

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In addition, this policy requires that proposals comply with the following criteria:

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- How many room night rentals will the project generate?*
- How reliable is the information provided?*
- Does the project promote the City of Washougal outside its borders?*
- What is the anticipated overall dollar expenditure within the City as a result of the event?*
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Estimate/Quote

National Color Graphics
25 W Boone Ave
Spokane, WA 99201
509.326.6464
info@ncgprint.com



CAMAS WASHOUGAL CHAMBER OF COMMERCE

Quote ref: 7302/ TS

Date: 4/13/2026

Lori Reed

Thank you for this opportunity to quote on the following job(s).

Title: 2026 CW Chamber Maps
Size: 22 x 24 folds to 4 x 9
Pre-press: NEW - Link Emailed
Proof: PDF Proof
Printing: 4/4
Materials: 70# Dull Text
Finishing: Trim, Accordion & Letter Fold

Quantity	Price \$
4,000	\$2,395.00

Delivery: Local Delivery

Notes:

Terms: All prices exclude tax, are valid for 30 days, and are subject to sight of artwork. Material prices may be subject to change at time of order placement.

If you have any questions regarding this quote, please give me a call.
We look forward to working with you on this project.

Thank you,

Tom Shannon

Camas



Washougal



Events & Fun



Port of CW



**422 NE 4th Avenue
PO Box 919
Camas, WA 98607**

**(360) 834-2472
www.cwchamber.com**

CAMAS-WASHOUGAL MAP

Reed Creative, LLC
3307 Evergreen Way #707-150
Washougal, WA 98671 USA
+15049139123
lori@reedcreative.com
www.reedcreative.com



INVOICE

BILL TO

Jennifer Senescu
Camas-Washougal Chamber
of Commerce
422 NE Fourth Avenue
Camas, WA 98607

INVOICE # 26095.CWCC_MAP

DATE 04/13/2026

DUE DATE 09/01/2026

TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
creative:creative creative work performed by Reed Creative for CWCC map: layout, inclusion of provided ads, (creation of ads available as separate expense to each advertiser), map update & coordination with GIS; edits to CWCC panels, photoshop work to images (if needed), coordinate obtaining updated price quote and artwork submission guideline changes with printer, prepare for press, review digital printer proof	25	130.00	3,250.00T
creative:creative CREATIVE DESIGN FEES INCLUDE: -proof 1 for visual concept of cover (with placeholder content) -proof 2 for content (with content/ads/map in place) -proof 3 for completion/final sign off Additional rounds beyond the above 3 are considered author alterations and will be billed in quarter hour increments at current hourly rate DELIVERABLE: RC DELIVERS: -press ready files set up to meet printer requirements -pdf for website/email distribution -save out each ad as jpg for screen if needed -photo of final printed map for use on social CONTENT: CWCC HANDLES: supplying marked up pdf to existing content from last map OR WORD document with new, approved content artwork CWCC HANDLES: supplying high res quality photography for any new photos along with credit lines if required CONTENT: CWCC HANDLES: securing advertising and supplying press ready ads received from advertisers			0.00

ACTIVITY	QTY	RATE	AMOUNT
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artwork
 RC HANDLES: if advertisers need ads created, will do so under separate job billable direct to advertiser

production coordination
 RC HANDLES: coordinating with GIS on updated maps and map artwork + NCG on printing quote, release, proof, post to social with shoutout for CWCC

schedule
 2026/27 SCHEDULE TBD but roughly:
 September/October: ad selling (by CWCC)
 November/December: designing, proofing and preparing for press (by RC)
 December/January: printing in 2026/7 around holiday closures (by NCG)
 REFERENCE LAST MAP PUSHED to 2024, PRINTING June, ready by Camas Days DELIVERY TO BE WEEK OF JULY 15

artwork ADD PRICE OF UPDATED map artwork by GIS Map Store TOTAL paid directly by CWCC 1300 Franklin (2nd floor) Vancouver, WA 98660 https://gis.clark.wa.gov/gishome/training/ Andrew Cayer, GIS Technician III The Map Store & Technical Support (564) 397-2002 ext. 4652 TheMapStore@clark.wa.gov (REFERENCE 2021 \$103/hr, \$307.04) (REFERENCE 2024 = \$223.92)	1	0.00	0.00
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printing National Color Graphics TOTAL paid directly by CWCC (REFERENCE 2021 \$1989) (REFERENCE 2024 = \$2265) 2026= \$2,395.00	1	0.00	0.00
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+ tax + shipping ~\$200
 Tom Shannon c: 509-217-0441 | e: toms@ncgprint.com
 25 W Boone Ave., Spokane, Washington
www.ncgprint.com
 Quantity: 4000
 Final Size: 22 x 24 (accordian and then letterfolds down to 4x9)
 Colors: 4/4
 Paper: 70# Dull Text

discount estimating based on 2020 hourly rate of \$130/hr as discounted non profit rate (current 2026 rate is \$175)	1	0.00	0.00
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Thank you for collaborating with Reed Creative on your graphic design needs!

Sincerely,
 Reed Creative, LLC

SUBTOTAL	3,250.00
TAX	286.00
TOTAL	3,536.00
BALANCE DUE	\$3,536.00

Pay invoice

Rose Jewell

From: noreply@civicplus.com
Sent: Tuesday, June 9, 2026 1:58 PM
To: Rose Jewell
Subject: Online Form Submittal: City of Washougal Hotel/Motel Tax Application

CAUTION: This email originated from outside the City of Washougal. Do not click links or open attachments unless you recognize the sender and know the content is safe.

City of Washougal Hotel/Motel Tax Application

About the Organization:

Organization Name: Camas-Washougal Chamber of Commerce

Address: 422 NE 4TH AVENUE

Phone:

Fax: *Field not completed.*

Email: JENNIFER@CWCHAMBER.COM

Contact Person: JENNIFER SENESCU

Title: Executive Director

Project Name: Trick or Treat on Main

Project Date(s) Saturday, October 31, 2026

Please list the Names and Titles of your Board Members (if applicable): Please see attached.

Has this organization received Hotel/Motel tax funding in the past? Yes

Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code? Yes

Request for Funding:	The Chamber is requesting funding to advertise and promote this event attracting tourism to the Downtown Washougal Core. It is held in Reflection Plaza.
Total Project Cost:	\$2,450
Total Amount Requested:	\$2,450
Project Budget	LTAC budget.pdf
Promotional Materials	2025 poster.jpg
Other	25-26 Roster.doc
Other	<i>Field not completed.</i>
Projected Tourism Benefits:	
*Expected number of participants/spectators:	600
*Expected number of out-of-town participants (traveling more than 50 miles or staying overnight):	n/a
*Expected number of room nights generated:	n/a
*Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.):	n/a
Explain how this project meets the guidelines and criteria for hotel/motel tax funding:	This event is designed to increase tourism, by attracting and welcoming tourists and showcasing Downtown Washougal. The Chamber is requesting funding for the marketing and operation of this special event.
Describe the advertising method by name and location of service:	Link-It to advertise in Cowlitz County (Longview and Kelso areas), and North Clark County (Ridgefield, Yacolt and Battle Ground areas). River Talk Weekly

Please provide an operational budget for event giving the expected revenues, and expenditures:

Please see attached.

You may attach any additional information about your organization or project you think is relevant to this application below:

Field not completed.

I understand the Washington State Limitations placed on use of Hotel/Motel Tax funds, and certify the requested funds will be used only for purposes described in this application or as approved by the City Council. I understand use of the funds is subject to audit by the State of Washington and/or the City of Washougal. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All recipients will be required to note on any advertising material the "tourism support provided by the City of Washougal hotel/motel tax funds" or the event WILL NOT be funded. All funds granted are to be used by the end of the City's fiscal year, which ends December 31, and there will be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name: JENNIFER SENESCU

Title: Executive Director

Date: 6/9/2026

General Information and Requirements for Qualification:

The City of Washougal receives funds from the lodging tax imposed upon users of hotels and motels located within the City. These funds can be expended for a narrow range of projects and activities established by Washington State Law.

Application proposals for use of a portion of these funds will be considered on an on-going basis by the City of Washougal through application to the Washougal Lodging Tax Committee. To be considered for funding, proposals must meet one of the following criteria as established in state law (RCW 67.28.1815) and prohibits use of tax receipts for any other purposes. Allowable uses include:

- *Tourism marketing*
- *The marketing and operations of special events and festivals designed to attract*

tourists • Supporting the operations of capital expenditures of tourism related facilities owned or operated by a municipality or a public facilities district.

- *Supporting the operations of tourism related facilities owned or operated by nonprofit 501 (c)*

Tourism promotion is defined in RCW 67.28.080 as "... activities, operations and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism, operating tourism promotion agencies and funding the marketing of or the operation of special events and festivals designed to attract tourists.

In addition, this policy requires that proposals comply with the following criteria:

- 1. Application requests for hotel/motel tax must be received at least two weeks prior to the event in order to qualify for funding.*
- 2. Broad tourism promotion efforts will be given higher priority over the financing of individual festivals, concerts, or shows.*
- 3. Hotel/motel funding requests should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel and camping stays should therefore be favored over smaller and/or single day events.*
- 4. Hotel/motel funding requests should be focused toward sporting, cultural, and leisure events.*

All applications will be reviewed by the City Lodging Tax Committee for approval as long as it is within the City's budget. The final funding decision is up to the City. The City Lodging Tax Committee places an emphasis on the following when evaluating each application:

- *How many room night rentals will the project generate?*
- *How reliable is the information provided?*
- *Does the project promote the City of Washougal outside its borders?*
- *What is the anticipated overall dollar expenditure within the City as a result of the event?*
- *Please include an event budget as part of the application for funding.*

The City Lodging Tax Committee encourages all events and organizations to work towards self-sufficiency. All recipients will be required to note on any advertising material that "Tourism support provided by City of Washougal hotel/motel tax funds" or the event WILL NOT be funded.

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2026 Washougal Trick or Treat on Main Hotel Lodging Tax Request

Link It – Advertising	\$350
River Talk Weekly	\$400
Minuteman Press (printing)	\$500
Insurance	\$200
Promotional Bags – Swag	<u>\$1,000</u>
Total	\$2,450
LTAC Request	\$2,450

Washougal



Trick or Treat

ON MAIN STREET

Friday, Oct. 31 • 3-5pm

FREE Event for the Whole Family!

Free Parking at Pendleton Outlet
2 Pendleton Way, Washougal

Free Trick or Treating on Main
Street at Participating Merchants

Fun Activities in Reflection Plaza

**Enter the Raffle for a
Spooktacular Prize at
the C-W Chamber of
Commerce tent in
Reflection Plaza**

**Happy Halloween
from Downtown Washougal!
Merchants!**



Event Sponsors



Another Quality Event Presented by Camas-Washougal Chamber of Commerce



Rose Jewell

From: noreply@civicplus.com
Sent: Monday, March 9, 2026 12:53 AM
To: Rose Jewell
Subject: Online Form Submittal: City of Washougal Hotel/Motel Tax Application

CAUTION: This email originated from outside the City of Washougal. Do not click links or open attachments unless you recognize the sender and know the content is safe.

City of Washougal Hotel/Motel Tax Application

About the Organization:

Organization Name:	Camas-Washougal Historical Society
Address:	1 Durgan St, Washougal, WA 98671
Phone:	360-835-8742
Fax:	<i>Field not completed.</i>
Email:	director@2rhm.com
Contact Person:	Julianne Lawrence
Title:	Museum Director
Project Name:	Director Funding Support
Project Date(s)	2026
Please list the Names and Titles of your Board Members (if applicable):	Richard Lindstrom, Pres; Lois Cobb, VP; Nancy Carroll Sec; Ivar Godtlibsen, Treas.
Has this organization received Hotel/Motel tax funding in the past?	Yes
Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code?	Yes

Request for Funding:	The Two Rivers Heritage Museum is requesting funding support so that we can continue the crucial Director position during the 2026 season.
Total Project Cost:	\$43,999.92
Total Amount Requested:	\$10,000
Project Budget	City of Washougal Hotel Motel Tax Application - Most Recent 2RHM Director Paystub and 2026 Director Cost Totals.pdf
Promotional Materials	<i>Field not completed.</i>
Other	City of Washougal Hotel Motel Tax Application - March 2026 - Most Recent 2RHM Director Report to the CWHS Board.pdf
Other	City of Washougal Hotel Motel Tax Application - May 2025 - First 2RHM Director Report to the CWHS Board - 15 Days After Director Position Began.pdf
Projected Tourism Benefits:	
*Expected number of participants/spectators:	N/A
*Expected number of out-of-town participants (traveling more than 50 miles or staying overnight):	N/A
*Expected number of room nights generated:	N/A
*Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.):	N/A
Explain how this project meets the guidelines and criteria for hotel/motel tax funding:	Two Director's Reports to the Camas-Washougal Historical Society's Board are attached here, the first ever Director's Report (May 2025 Mid-Month Director Update, 15 days after the Director position began, and March 2026, the most recent Board Meeting Director's Report), providing a small peek into how monumental this Director position has been for the Museum. In summary, a paid Director ensures the ability for

the Museum to do community outreach and participate in community events (including ongoing/annual events, such as 2nd Saturdays, Washougal Community Markets, and Hike the Dike, as well as special, one-off events like the Campanile Celebration). Having a Director also means the ability to design special events (such as history talks / classes / tours) to draw tourists to Washougal, to visit the Museum and patronize Washougal stores and restaurants (which we explicitly encourage with every Museum guest). Additionally, a paid Director has meant participation with the efforts of local cultural groups (such as the Northwest Attractions Alliance and Museums of the Gorge), and the ability to liaise with larger tourist organizations (such as American Cruise Lines and the Lewis and Clark Trail Experience), all of which have explicit goals of increasing tourism. And the Director has also been able to build on and expand digital outreach, including Google advertising, website updates, email list, digital newsletters, and all social media accounts, all aimed at bringing tourists into Washougal.

Describe the advertising method by name and location of service:	Community events, Museum events, giving talks / classes (senior living centers, Clark College, etc.), Museum Newsletters, Museum social media, Museum email list, etc.
--	--

Please provide an operational budget for event giving the expected revenues, and expenditures:	2026 Annual Director Gross Pay: \$43,999.92
--	---

You may attach any additional information about your organization or project you think is relevant to this application below:	<i>Field not completed.</i>
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I understand the Washington State Limitations placed on use of Hotel/Motel Tax funds, and certify the requested funds will be used only for purposes described in this application or as approved by the City Council. I understand use of the funds is subject to audit by the State of Washington and/or the City of Washougal. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All recipients will be required to note on any advertising material the "tourism support provided by the City of Washougal hotel/motel tax funds" or the event WILL NOT be funded. All funds granted are to be used by the end of the City's fiscal year, which ends December 31, and there will

be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name: Julianne Lawrence

Title: Museum Director

Date: 3/9/2026

General Information and Requirements for Qualification:

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- Tourism marketing*
- The marketing and operations of special events and festivals designed to attract tourists*
- Supporting the operations of capital expenditures of tourism related facilities owned or operated by a municipality or a public facilities district.*
- Supporting the operations of tourism related facilities owned or operated by nonprofit 501 (c)*

Tourism promotion is defined in RCW 67.28.080 as "... activities, operations and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism, operating tourism promotion agencies and funding the marketing of or the operation of special events and festivals designed to attract tourists.

In addition, this policy requires that proposals comply with the following criteria:

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Julianne <director2rh@gmail.com>

Update for the Board - May

Julianne <director2rh@gmail.com>

Fri, May 16, 2025 at 5:08 PM

To: Ivar Godtlibsen <[REDACTED]>, Karen Johnson <[REDACTED]>, Lois & Jim Cobb <[REDACTED]>, Nancy Carroll <[REDACTED]>, Betty Egger <[REDACTED]>, Madeline Mesplay <[REDACTED]>, Marilyn Brown <[REDACTED]>, Dick Lindstrom <[REDACTED]>, Josh Stahly <[REDACTED]>, Gretchen Hoyt <[REDACTED]>

Hello, Fabulous Board Members!

Since we've got a while until the next Board Meeting, I just wanted to share an update on some of the projects I'm working on, and keep ya'll in the loop of any Director Happenings. :-) I'm thinking I might like to do some kind of update like this monthly, even if it's just a brief one, to help ensure our lines of communication are open and strong, so I'm trying this on for size.

Without further ado, here are some of the happenings and projects on the Director side of things:

- **Press** - We had a *fabulous* write-up from Clark County Today (thanks to René and Marilyn for the excellent press release!), and Doug Flanagan (reporter for the Post Record and Columbian) reached out for some more info on my background because he wanted to write an article as well. It's sounding like he's planning on this being an article for the Post Record, and I'm excited to see it soon!
- **Camas Historic Homes Presentation** - I know you've all heard about it by now, but I just have to sing Madeline's praises once more; this presentation was a huge success! We had around 40 community members there (a few of whom have since recognized me in the wild, and approached me just to tell me how much they enjoyed it!), many of whom were new faces, and many of whom took brochures with them! It was an excellent and educational presentation, and it was an excellent chance to reach out to the Camas community at large. Way to go, Madeline!
- **Field Trips** - The 4th Grade Field Trips were a fabulous success, thanks to both the Field Trip Committee and the amazing team of volunteers who led the various groups through the three stations (Carriage House, Heritage Room, and Weaving Room with Columbia Play Project leading weaving crafts), and I think I speak for all of us when I say we are so looking forward to continuing with the Washougal School District next year! Looking forward, I would love to get Camas involved as well, and while there's a lot that district is dealing with right now, it *did* sound like there's some heavy interest from a member of the Camas District Office who is also on the board of the Camas Educational Foundation. I'm looking forward to working more with him, as well as our Field Trip Committee (who thankfully sound ready and willing to continue in their roles) and seeing what ideas we can come up with!
- **Legacy Planning** - I'm hopeful that no legacy planning for the Director role will be needed for a very long time, but in the unlikely event that I were to suddenly become incapacitated from a freak hot air balloon accident, my goal is to establish smooth systems in order to help whoever needed to carry on in my absence. (This instinct surely comes from my Teaching Experience; more than once those Emergency Substitute Plans I'd so carefully crafted were very helpful, and I was so thankful that I had looked ahead and prepped them long before I needed them!) So, in an effort to streamline as much as possible, I created this **gmail account** which is *not* specific to me individually (as opposed to my personal email), so that I can easily use Google Drive to house all documents I create for the museum, as well as any museum-related photos I take, or anything else that might be useful to keep for the long run for any future Directors. My second aim has been to utilize this gmail as a login for all new accounts made (so far including Amazon Kindle Publishing, Atlas Obscura, Canva, and Instagram) so as to keep all of the digital tools accessible and connected via the simplest method I could come up with. This way I could very easily share access to all of these things for any day-to-day needs, but I could also very easily pass along that gmail login, and everything would be easy breezy for a "substitute" in case of some crazy emergency, or, more likely, for my eventual successor, which will hopefully very far in the future. :-)
- **Downtown Camas Association (DCA)** - This meeting went fabulously! Carrie and Caroline would love to be more involved with the museum, and have the museum be more involved in Downtown Camas events of all kinds. They made it very clear that any and all First Fridays, Farmer's Markets, or other such events that we'd like to be a part of, they will *always* make a place for us.
 - Program Committee - I got to meet with them and share these updates, and they're excited to get some things brewing for some future First Fridays especially! They also have a great plan in place for being a presence for Parkersville Day, and for using both that and some upcoming First Fridays to help promote the soon-to-be available book!
- **Book Committee** - Speaking of The Book, we were able to get an account set up on Amazon Kindle Publishing, and things are chugging along there! I can't wait to get my copy and read it!

- **Camas City Council / CW Chamber of Commerce** - Council Member Jennifer Senescu was very welcoming, and she'd love to see the museum have a float in the Camas Days Parade! (I have a historic truck in the family that would be perfect for this! I'm working on designing ideas for and pricing out a banner we could reuse at every parade, because to my knowledge we don't have one already?) Jennifer also helped get me plugged in to various Chamber of Commerce events coming up, so I'm excited to get to be a face for the museum around town, and to continue making good connections with local figures.
- **Camas Hotel Window Displays** - The Camas Hotel had reached out to Brad Richardson, saying they'd like to give their window display spaces (on either sides of the front door) to a local museum to use, so he connected them to me and we've got the ball rolling!
 - Accessions & Display Committees - I was able to meet with them to brainstorm and figure out next steps, and we've got a lot of great ideas cookin'! We're taking this exciting new opportunity one step at a time, and doing our due diligence (of *course*; these folks are so good at what they do!), and I'm so excited to see these display ideas come to life soon!
- **Washougal Community Services & Strategy** - I got to meet Community Engagement Manager Rose Jewell and, while we only had the time to touch base so far, she was very welcoming, and she's excited to find ways to partner with the museum even more moving forward!
- **Brad Richardson** - We've had two fabulous meetings so far, and have another few agendas already in our queue for future meetings. I've got a lot of great things to learn from Brad in terms of both day-to-day and yearly systems he's put in place to keep everything running smoothly, and we've identified a few areas where he can help to fast-track action plans (Membership and Donor Drives) using his lived successes to guide me through this learning process. I'm so thankful that Brad is so willing to invest his time and expertise, and I'm looking forward to continuing to maintain this strong relationship between Two Rivers and CCHM!
 - Two big things Brad has strongly recommended we look into are becoming members of **PAMA** (Portland Attractions Marketing Alliance) and **NARM** (North American Reciprocal Museum Association), as he's seen the success in using both of those to boost membership interest. I'm researching both, and will have more information to present to the Board on both those and also on Brad's guidance and suggestions thus far!
- **Web Presence** - I've got a few things going at the moment...!
 - Website - I was able to log in, and familiarize myself with our website builder. I'm now working on doing some general sprucing up, just to make everything feel fresh and new, and looking at what other things we might be able to add to make our website even more appealing.
 - Canva - I've opened a Canva account and have been playing with some fun, different ways to create signage including QR codes that would direct folks to our website, or even straight to joining or donating (for signs in shops around town, or for signs in our Camas Hotel Display), as well as interesting designs for posts on social media. I'm excited about getting to use this tool!
 - Atlas Obscura - I posted the museum to this site, which is a huge one in the museum world for travelers, and am still awaiting the editors to approve it. This is a good test in how long this process takes, because, once the museum's page is up and live, I'd like to start adding other Washougal (and Camas) places of interest, so that when someone searches for our general area (even Vancouver or Portland) enough things pop up near us to draw their interest. And I'm excited for us to be live on Atlas Obscura, because when that does happen, I'll be promoting that across all our digital spaces.
 - Google Reviews - I read through all of our reviews, and that was really interesting to do! I'm looking at ways to encourage guests to leave reviews more often, so that the museum will carry more "weight" from a search engine optimization (SEO) standpoint, and we'll pop up higher in the list of things to do in Washougal.
 - Facebook - I now have access to the Facebook account, which is awesome, and I'm just about to be out of the "preliminary" period of having access, which means that I can finally link accounts to Facebook, such as...
 - Instagram - I tried to get a hold of the holder of the past Instagram account (@2rhmuseum), which had only posted once in 2021, but to no avail. So, using this gmail address, I created a new Instagram (@tworiversheritagemuseum), and am posting and slowly working on gaining a following. Building a presence on a new platform takes time, but I'm looking forward to soon being able to cross-post to Facebook as well, and hopefully reach more audiences by using both platforms.
- **General Community Outreach** - I have really enjoyed getting to have a lot of interactions with community members I know while I'm out and about, and who have reached out because they've seen the article from Clark County Today! It's been fun to spread the good word of our museum! I've also had a lot of great interactions with folks working at businesses, and one I want to call out in particular was the gal working at Bookish in Camas. We got to chatting, and when she heard I was the new Director at Two Rivers she absolutely gushed about her experience there! She said she lives in a historic home, and had the most wonderful things to say about all the folks at the museum who helped her learn more about her home (I'm not sure who all was included in that list, but I'm fairly certain it would've included our wonderful Madeline!), and I wanted to share that. The good work that has been done and continues to be done by our incredible volunteers does not go unnoticed! There are already a lot of positive feelings toward Two Rivers, and every time someone lights up with delight because they've been in the museum before, it sparks such joy for me. And hopefully, by raising community awareness, I'll be able to help even more members of our community have that same kind of magical experience there!

- **General Museum Research** - In addition to working with Brad Richardson, I'm working on putting together a document comparing some different ideas across different museums in our immediate and broader area. Brad has loads of great ideas, of course, and he speaks from successful experience, so I'm working on gleaning as much as I can, but I also want to make sure I'm checking out how *all* of our neighboring museums tailor their guest experiences (and especially member experiences!), and finding both the things that we do better and also the things that we might want to try out at some point in our future. This includes scouring websites and brochures, but also making my way to visiting all of our local(ish) museums with this new lens in mind. I'm a firm believer that we have a lot of great resources we can tap into via those other museums, but also that we can become a resource for them as well; after all, the museum community is stronger together!

WHEW, that was a lot! Sorry, that wasn't my best display of brevity. But I'm just so excited about all that's been going on, and I wanted to be sure to share it all with you!

I hope I captured everything that's been going on, but as you can tell it's been busy with a lot of very different types of projects!

Outside of the ongoing projects I've already talked about, things I'm looking forward to diving into include: outreach to the schools in both Camas and Washougal, getting involved with the Rotary Club and the Port, increasing visibility with Camas and Washougal City Councils, and so much more!

Please never hesitate to reach out if there's anything you'd like me to be working on, or any questions you have. We're a team, and I'm so happy to be working together!

Julianne Lawrence

Museum Director

Two Rivers Heritage Museum

1 Durgan St

(PO Box 204)

Washougal WA 98671

director2rhm@gmail.com

Call: 360.835.8742

Text/Call: [REDACTED]

Two Rivers, Two Towns, One History.

Rose Jewell

From: noreply@cityofwashougal.us
Sent: Sunday, October 5, 2025 1:46 PM
To: Rose Jewell
Subject: Online Form Submittal: City of Washougal Hotel/Motel Tax Application

External Email Warning! Use caution before clicking links or opening attachments.

City of Washougal Hotel/Motel Tax Application

About the Organization:

Organization Name:	Washougal Arts and Culture Alliance
Address:	1872 N 8th Street, Washougal, WA 98671
Phone:	[REDACTED]
Fax:	Field not completed.
Email:	[REDACTED]
Contact Person:	Jim Cooper
Title:	Director, Treasurer
Project Name:	2026 Arts and Music Festival
Project Date(s)	August 2026
Please list the Names and Titles of your Board Members (if applicable):	Molly Coston President, Jim Cooper Treasurer, Susan Warford Secretary
Has this organization received Hotel/Motel tax funding in the past?	Yes
Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code?	Yes
Request for Funding:	Annual Arts and Music Festival on a Saturday in August, exact date to be determined. Art sale and music/dance/poetry

performances, primarily by local artists. Festival is aimed to bring people to Washougal for the arts and for their business. Request \$4,600 for publicity and miscellaneous production expenses.

Total Project Cost:	\$6,100
Total Amount Requested:	\$4,600
Project Budget	2026 Festival Budget.pdf
Promotional Materials	<i>Field not completed.</i>
Other	<i>Field not completed.</i>
Other	<i>Field not completed.</i>
Projected Tourism Benefits:	
*Expected number of participants/spectators:	600-800
*Expected number of out-of-town participants (traveling more than 50 miles or staying overnight):	100-150
*Expected number of room nights generated:	10-12
*Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.):	10-12
Explain how this project meets the guidelines and criteria for hotel/motel tax funding:	Each year (2026 will be 12th annual Arts Festival) we have more people attending, many for outside of Camas/Washougal. Attendance/economic Impact estimated from hourly headcounts during festival, zip code collection, and post-festival discussions with Artist vendors, and local hotels and restaurants.
Describe the advertising method by name and location of service:	We desing and print postcards and posters that are distributed or displayed by local businesses. We also design and publish Internet and print advertising in local newspapers and other

publications, and Liberty theatre. Also place signs around area and hang banner on Washougal River Road.

Please provide an operational budget for event giving the expected revenues, and expenditures:

Budget attached (Expenses \$6100, Income from vendors \$1500, income from Tax and Lodging Board \$4600)

You may attach any additional information about your organization or project you think is relevant to this application below:

Field not completed.

I understand the Washington State Limitations placed on use of Hotel/Motel Tax funds, and certify the requested funds will be used only for purposes described in this application or as approved by the City Council. I understand use of the funds is subject to audit by the State of Washington and/or the City of Washougal. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All recipients will be required to note on any advertising material the "tourism support provided by the City of Washougal hotel/motel tax funds" or the event WILL NOT be funded. All funds granted are to be used by the end of the City's fiscal year, which ends December 31, and there will be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name: Jim COoper

Title: Director, Treasurer

Date: 10/5/2025

General Information and Requirements for Qualification:

The City of Washougal receives funds from the lodging tax imposed upon users of hotels and motels located within the City. These funds can be expended for a narrow range of projects and activities established by Washington State Law.

Application proposals for use of a portion of these funds will be considered on an on-going basis by the City of Washougal through application to the Washougal Lodging Tax Committee. To be considered for funding, proposals must meet one of the following criteria as established in state law (RCW 67.28.1815) and prohibits

2026 Festival Budget

EXPENSES		\$6100.00
Festival Insurance	Eventsured	\$250.00
Internet advertising	ArtsWatch Northeast	\$600.00
Internet Advertising	Meta	\$300.00
Newspaper ads	Camas-Washougal Post Record	\$300.00
Newspaper ads	DeVaul Publishing	\$350.00
Newspaper ads	River Talk Weekly	\$600.00
Newspaper ads	Vancouver Family Magazine	\$400.00
Postcard design/printing	Canva	\$650.00
Poster design	Lynder Graphix	\$200.00
Poster Printing	MinuteMan Press	\$450.00
Printing Signs	SignThug (Woodland)	\$620.00
Printing signboards	PrintlabNorthwest	\$400.00
Theatre ads	Liberty Theatre	\$130.00
Portable Toilet(s)	HoneyPot	\$450.00
water, misc "swag"	local vendors	\$400.00
INCOME		\$6100.00
Vendor Fees	20 @ \$75	\$1500.00
Tax and Lodging Board	this application	\$4600.00

Rose Jewell

From: noreply@civicplus.com
Sent: Thursday, June 4, 2026 2:34 PM
To: Rose Jewell
Subject: Online Form Submittal: City of Washougal Hotel/Motel Tax Application

CAUTION: This email originated from outside the City of Washougal. Do not click links or open attachments unless you recognize the sender and know the content is safe.

City of Washougal Hotel/Motel Tax Application

About the Organization:

Organization Name:	Washougal Arts and Culture Alliance
Address:	PO Box 684, Washougal, WA 98671
Phone:	[REDACTED]
Fax:	Field not completed.
Email:	[REDACTED]
Contact Person:	Jim Cooper
Title:	Treasurer
Project Name:	2026 Washougal Art Map
Project Date(s)	June 2-26
Please list the Names and Titles of your Board Members (if applicable):	Janice Ferguson, President, Kathy Huntington, Secretary, Jim Cooper, Treasurer
Has this organization received Hotel/Motel tax funding in the past?	Yes
Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code?	Yes
Request for Funding:	Request funding of the new City Art Map. This years map will be produced on paper, as in past years, as well as digitally.

	Printing run of 2500 maps to be distributed in local hotels and restaurants and at various tabling events throughout the year.
Total Project Cost:	4362
Total Amount Requested:	3660
Project Budget	2026 Art Map budget.pdf
Promotional Materials	<i>Field not completed.</i>
Other	<i>Field not completed.</i>
Other	<i>Field not completed.</i>
Projected Tourism Benefits:	
*Expected number of participants/spectators:	2500
*Expected number of out-of-town participants (traveling more than 50 miles or staying overnight):	100
*Expected number of room nights generated:	unknown
*Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.):	distribution of all 2500 maps.
Explain how this project meets the guidelines and criteria for hotel/motel tax funding:	The WACA Art Map provides an easy walk-about, or drive-about, tour of Washougal public art installations. Past maps have been successful in providing tourists with an introduction to Washougal art pieces, and Washougal Parks, many of which contain pieces of public art.
Describe the advertising method by name and location of service:	Printed maps will be distributed throughout the Camas Washougal community, and at selected art galleries throughout Clark County
Please provide an operational budget for	Art Map will be revised and updated to add new artwork and to improve its usefulness. Map will also include QR code links to

event giving the
expected revenues, and
expenditures:

detailed information regarding each art installation.
Design \$2400, Printing (first 2500copies) \$1562, website
update \$400.
Additional printing (if needed) will be funded by WACA.

You may attach any
additional information
about your organization
or project you think is
relevant to this
application below:

Field not completed.

I understand the Washington State Limitations placed on use of Hotel/Motel Tax funds, and certify the requested funds will be used only for purposes described in this application or as approved by the City Council. I understand use of the funds is subject to audit by the State of Washington and/or the City of Washougal. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All recipients will be required to note on any advertising material the “tourism support provided by the City of Washougal hotel/motel tax funds” or the event WILL NOT be funded. All funds granted are to be used by the end of the City’s fiscal year, which ends December 31, and there will be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name: Jim Cooper

Title: Treasurer

Date: 6/4/2026

General Information and Requirements for Qualification:

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Application proposals for use of a portion of these funds will be considered on an on-going basis by the City of Washougal through application to the Washougal Lodging Tax Committee. To be considered for funding, proposals must meet one of the following criteria as established in state law (RCW 67.28.1815) and prohibits use of tax receipts for any other purposes. Allowable uses include:

- *Tourism marketing*
- *The marketing and operations of special events and festivals designed to attract tourists*
- *Supporting the operations of capital expenditures of tourism related*

facilities owned or operated by a municipality or a public facilities district.

- *Supporting the operations of tourism related facilities owned or operated by nonprofit 501 (c)*

Tourism promotion is defined in RCW 67.28.080 as "... activities, operations and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism, operating tourism promotion agencies and funding the marketing of or the operation of special events and festivals designed to attract tourists.

In addition, this policy requires that proposals comply with the following criteria:

- 1. Application requests for hotel/motel tax must be received at least two weeks prior to the event in order to qualify for funding.*
- 2. Broad tourism promotion efforts will be given higher priority over the financing of individual festivals, concerts, or shows.*
- 3. Hotel/motel funding requests should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel and camping stays should therefore be favored over smaller and/or single day events.*
- 4. Hotel/motel funding requests should be focused toward sporting, cultural, and leisure events.*

All applications will be reviewed by the City Lodging Tax Committee for approval as long as it is within the City's budget. The final funding decision is up to the City. The City Lodging Tax Committee places an emphasis on the following when evaluating each application:

- *How many room night rentals will the project generate?*
- *How reliable is the information provided?*
- *Does the project promote the City of Washougal outside its borders?*
- *What is the anticipated overall dollar expenditure within the City as a result of the event?*
- *Please include an event budget as part of the application for funding.*

The City Lodging Tax Committee encourages all events and organizations to work towards self-sufficiency. All recipients will be required to note on any advertising material that "Tourism support provided by City of Washougal hotel/motel tax funds" or the event WILL NOT be funded.

If approved, funding shall be provided on a reimbursement basis. Exceptions to this may be available and is at the discretion of the Lodging Tax Committee and City.

Please use separate applications for each individual project/event. Applications must be submitted to the City of Washougal, Attn: Finance, 1701 C Street, Washougal, WA 98671.

Email not displaying correctly? [View it in your browser.](#)



2026 WACA Art Map budget

Design (Reed Creative)	\$ 2,400
Printing	\$ 1,562
Website update	\$ 400
 Total Costs	 \$ 4,362
 Total Request	 \$ 3,600