



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, September 11, 2023
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/87312131250>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

- A. Finance: 2024 Department Budget Presentations - CMO, Council, HR, and Finance/IT**

V. PUBLIC COMMENTS

VI. REPORTS AND COMMUNICATIONS

- A. CITY MANAGER**
- B. MAYOR**
- C. CITY COUNCIL**

VII. ADJOURNMENT

UPCOMING MEETINGS: Monday, September 25, 2023 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

9/11/2023

SUBJECT:

MEETING INFORMATION

Please click the link below to join the webinar:

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DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

9/11/2023

SUBJECT:

2024 Department Budget Presentations - CMO, Council, HR, and Finance/IT

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

▢ **2024 Budget 09-11-2023 departments**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

City Manager's Office 2024 Budget

9/11/2023 | Presented by Daniel Layer



City of Washougal

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City Manager's Office (CMO) 2024 Budget

Expenditure	2022 Actual (Unaudited)	2023 Adopted Budget	2023 Year To Date	2024 Proposed Budget	% Increase / (Decrease) from 2023
Salaries & Wages	\$362,541	\$389,600	\$254,134	\$621,795	59.60%
Personnel Benefits	\$120,247	\$128,835	\$85,307	\$223,300	73.32%
Services	\$85,146	\$153,050	\$110,446	\$131,320	(14.20%)
Supplies	\$16,350	\$33,300	\$8,151	\$33,300	0.00%
TOTAL	\$584,283	\$704,785	\$458,038	\$1,009,715	43.27%



City of Washougal

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CMO Full-Time Equivalent (FTE) Count

Department / Fund	2022	2023	2024
City Manager's Office	1.00	1.00	3.00
Community Engagement	2.00	2.00	2.00
Total	3.00	3.00	5.00



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CMO 2024 Budget Highlights

- Salaries & Wages / Personnel Benefits ~ \$288.3K
 - Establishment of Strategic Initiatives Manager position
 - Establishment of Community Engagement Program Coordinator position
 - To be partially offset with transfer from Strategic Plan Implementation Fund (SPIF)
- Professional Services ~ \$53.3K
 - Legal services
 - Continued legislative and infrastructure advocacy and support
- Administrative Initiatives ~ \$25K
 - Council and administrative initiatives and support
 - Community Survey



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CMO 2024 Budget Highlights (continued)

- Community Engagement ~ \$58.6K
 - Refine/enhance community events
 - State of the City
 - Hometown Heroes
 - Hello Spring
 - Movies in the Park
 - National Night Out
 - Pumpkin Festival
 - Christmas Parade
 - Kindness 911
 - Shelters



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City Council 2024 Budget

9/11/2023 | Presented by Daniel Layer



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City Council 2024 Budget

Expenditure	2022 Actual (Unaudited)	2023 Adopted Budget	2023 Year To Date	2024 Proposed Budget	% Increase / (Decrease) from 2023
Salaries & Wages	\$50,857	\$53,250	\$35,488	\$55,115	3.50%
Personnel Benefits	\$4,823	\$5,200	\$3,103	\$5,275	1.44%
Intergovernmental Services	\$13,943	\$38,000	\$18,279	\$38,000	0.00%
Services	\$7,059	\$17,620	\$9,943	\$17,713	0.53%
Supplies	\$2,640	\$820	\$171	\$820	0.00%
TOTAL	\$79,322	\$114,890	\$66,984	\$116,923	1.77%

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City Council 2024 Budget Highlights

- Elections ~ \$38K
 - 2023 General Election (invoiced in 2024)
 - Other potential ballot items

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Human Resources 2024 Budget

9/11/2023 | Presented by Daniel Layer



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Human Resources 2024 Budget

Expenditure	2022 Actual (Unaudited)	2023 Adopted Budget	2023 Year To Date	2024 Proposed Budget	% Increase / (Decrease) from 2023
Salaries & Wages	\$154,949	\$126,800	\$84,545	\$135,980	7.24%
Personnel Benefits	\$56,293	\$42,360	\$33,983	\$76,892	81.52%
Services	\$12,465	\$52,100	\$7,397	\$22,670	(56.49%)
Supplies	\$1,838	\$3,910	\$0	\$3,910	0.00%
TOTAL	\$225,545	\$225,170	\$125,925	\$239,452	6.34%



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Human Resources FTE Count

Department / Fund	2022	2023	2024
Human Resources	1.00	1.00	1.00
Total	1.00	1.00	1.00

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Human Resources 2024 Budget Highlights

- Wellness Program ~ \$5K
 - 2024 “Passport to Wellness” Program
- Tuition Reimbursement ~ \$30K

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Finance/ Information Technology (IT) 2024 Budget

9/11/2023 | Presented by Daniel Layer



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Finance/IT 2024 Budget

Expenditure	2022 Actual (Unaudited)	2023 Adopted Budget	2023 Year To Date	2024 Proposed Budget	% Increase / (Decrease) from 2023
Salaries & Wages	\$679,607	\$714,600	\$425,736	\$779,950	9.14%
Personnel Benefits	\$256,193	\$305,680	\$177,567	\$317,840	3.98%
Intergovernmental Services	\$188,663	\$200,000	\$176,980	\$225,000	12.50%
Services	\$371,363	\$324,889	\$205,679	\$315,615	(2.85%)
Supplies	\$13,876	\$9,700	\$1,239	\$9,400	(3.10%)
TOTAL	\$1,509,702	\$1,554,869	\$987,201	\$1,647,805	5.98%



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Equipment Rental & Repairs Fund (ER&R) 2024 Budget – Fund 521

Expenditure	2022 Actual (Unaudited)	2023 Adopted Budget	2023 Year To Date	2024 Proposed Budget	% Increase / (Decrease) from 2023
Capital Outlays	\$33,015	\$196,000	\$49,766	\$136,380	(30.42%)
Services	\$14,259	\$15,000	\$2,865	\$26,461	76.41%
TOTAL	\$47,274	\$211,000	\$52,631	\$162,841	(22.82%)

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Finance/IT FTE Count

Department / Fund	2022	2023	2024
Finance	6.00	6.00	6.00
Information Technology	2.00	2.00	2.00
Total	8.00	8.00	8.00

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Finance/IT 2024 Budget Highlights

- **Salaries & Wages / Personnel Benefits:**
 - Includes Part-Time Clerk position ~ \$28,750 (partially offset by savings realized in supplies and services)
- **Services:**
 - Communications ~ \$35K
 - Dues/Subscriptions/Memberships ~ \$188K
 - Implementation of GASB 96: Subscription-Based Information Technology Arrangements (SBITAs)
- **Court Costs:**
 - Intergovernmental:
 - Camas Washougal Municipal Court ~\$160K
 - Clark County District Court ~ \$64K
 - Indigent Defense Services Contract ~ \$54.6K



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ER&R 2024 Budget Highlights

- **IT Hardware & Professional Services ~ \$50k**
 - Restore to 2022 budget level of funding
- **Police Body-Worn Camera (BWC) Agreement ~ \$112.8K remaining**
 - COPS Technology & Equipment Program Grant ~ \$131K



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Other Departments 2024 Budget

9/11/2023 | Presented by Daniel Layer



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Legal 2024 Budget

Expenditure	2022 Actual (Unaudited)	2023 Adopted Budget	2023 Year To Date	2024 Proposed Budget	% Increase / (Decrease) from 2023
Services	\$14,033	\$20,000	\$8,760	\$20,000	0.00%
TOTAL	\$14,033	\$20,000	\$8,760	\$20,000	0.00%



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Economic Development 2024 Budget

Expenditure	2022 Actual (Unaudited)	2023 Adopted Budget	2023 Year To Date	2024 Proposed Budget	% Increase / (Decrease) from 2023
Services	\$46,711	\$55,000	\$54,999	\$95,000	72.73%
TOTAL	\$46,711	\$55,000	\$54,999	\$95,000	72.73%

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Legal 2024 Budget Highlights

- Professional Services ~ \$20K
 - City Attorney Contract
 - Other department or project specific legal charges are posted to those individual department budgets

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Economic Development 2024 Budget Highlights

- Professional Services ~ \$95K
 - Columbia River Economic Development Council (CREDC) ~ \$5K
 - Economic Development Initiatives ~ \$90K
 - Pursuit of infrastructure funding
 - Promote economic development
 - Partially offset by transfer from Strategic Plan Implementation Fund (SPIF)



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Summary

Department	2023 Adopted Budget	2024 Proposed Budget	% Increase / (Decrease) from 2023
City Manager's Office	\$704,785	\$1,009,715	43.27%
City Council	\$114,890	\$116,923	1.77%
Human Resources	\$225,170	\$239,452	6.34%
Finance/IT	\$1,554,869	\$1,647,805	5.98%
ER&R – Fund 521	\$211,000	\$162,841	(22.82%)
Legal	\$20,000	\$20,000	0.00%
Economic Development	\$55,000	\$95,000	72.73%



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FTE Summary

Department	2022	2023	2024
City Manager's Office	3.00	3.00	5.00
City Council	7.00	7.00	7.00
Human Resources	1.00	1.00	1.00
Finance/IT	8.00	8.00	8.00



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Formal Budget Calendar

- ~~August 28th: Budget Strategy~~
- ~~September 11th: Department Budgets:~~
 - ❑ ~~City Manager's Office, Human Resources, Council, Finance/Information Technology~~
- **September 25th: Department Budgets:**
 - ❑ **Police/Animal Control, Community Development, Court, and Other**
- **September 25th: "high level" revenue/expenditure estimates all funds**
- October 9th: Department Budgets:
 - ❑ Public Works O&M, Public Works Capital Projects, Fire & EMS
- October 23rd: 3rd Quarter 2023 Update and 2024 City Manager's Proposed Budget
- October 23rd: Set hearings for Ad Valorem taxes and budget (to be held 11/13/2023)
- November 13th: Public Hearings, adopt Ad Valorem taxes, possibly adopt budget
- November 27th (20th), December 4th, December 11th & December 18th: remaining dates for budget adoption



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Questions

Thank You!



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