



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, June 24, 2024
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/89376900886>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

- A. Police: Ordinance amending WMC 8.08 DOGS increasing license fees and moving license fees to the City's fee schedule**
- B. Police: Resolution amending WMC 8.08 DOGS moving the dog licensing fees to the City's Master Fee Schedule**
- C. Human Resources: Memorandum of Understanding (MOU) with AFSCME Local 307W regarding Utility Billing and Finance Analyst salary range**
- D. Finance: 2024 Quarter 1 Update**

V. REPORTS AND COMMUNICATIONS

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

VI. ADJOURNMENT

UPCOMING MEETINGS: Monday, July 8, 2024 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

6/24/2024

SUBJECT:

MEETING INFORMATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89376900886>

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:

6/24/2024

SUBJECT:

Ordinance amending WMC 8.08 DOGS increasing license fees and moving license fees to the City's fee schedule.

DEPT. OF ORIGIN:

Police

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

📎 **ORD - 2024 Amendments to WMC 8.08 updating dog licensing fees DRAFT.docx**

EXPENDITURE REQUIRED:

0

BUDGETED:

N/A

APPROPRIATION REQUIRED:

\$0

SUMMARY STATEMENT

Ordinance will be on the July 8, 2024 council agenda.

RECOMMENDED ACTION

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WASHOUGAL,
WASHINGTON, AMENDING WASHOUGAL
MUNICIPAL CODE CHAPTER 8.08, DOGS.**

WHEREAS, the City of Washougal (“City”) charges fees for certain functions to enable the City to recover costs where the City service is for the benefit or due to the actions of members of the public and not for the greater good; and

WHEREAS, the City Council wishes to provide flexibility to periodically adjust fees to account for internal cost changes and inflation, and

WHEREAS, the City Council wishes to provide flexibility for the public to purchase either a lifetime dog license or an annual dog license.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WASHOUGAL,
WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:**

Section 1. WMC Chapter 8.08, Dogs, Amended. That Washougal Municipal Code Section 8.08.020 is hereby amended as set forth in Exhibit A which is hereby incorporated by reference into this Ordinance.

Section 2. Severability. That if any clause, section, or other part of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby but shall remain in full force and effect.

Section 3. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This Ordinance shall be effective five (5) days after publication according to law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WASHOUGAL,
WASHINGTON, AT A REGULAR MEETING THIS ____ DAY OF _____, 2024.**

CITY OF WASHOUGAL

David Stuebe, Mayor

ATTEST:

Daniel Layer, Finance Director / City Clerk

APPROVED AS TO FORM:

Robert D. Zeinemann, City Attorney

DRAFT

Exhibit "A"

Key: New language = underlined

Old language – ~~strikethrough~~

Chapter 8.08 DOGS

Sections:

- 8.08.010 License – Required.
- 8.08.020 License – Tag – Fee.
- 8.08.025 License – Exemptions.
- 8.08.030 License – Record kept by clerk.
- 8.08.040 Impoundment – Required when.
- 8.08.050 Nuisances declared – Pack defined.
- 8.08.060 Impoundment – Redemption procedure.
- 8.08.070 Impoundment – Notice requirements.
- 8.08.080 Impoundment – Hearing.
- 8.08.090 Impoundment – Fees, charges.
- 8.08.100 Poundmaster – Contract – Bond required.
- 8.08.110 Impoundment – Release to other than owner.
- 8.08.120 Impoundment – Record to be kept by poundmaster.
- 8.08.130 Interference with impoundment authorities prohibited.
- 8.08.140 Care of animals required.
- 8.08.150 Harming animals prohibited.
- 8.08.160 Beating, killing animal prohibited.
- 8.08.165 Livestock running at large.
- 8.08.170 Penalties for violation.
- 8.08.180 Failure to respond.

8.08.010 License – Required.

It is unlawful for any person, firm or corporation to own, keep, harbor or maintain any dog, male or female, in the city without paying the license fee, obtaining the license from the city clerk and keeping the license attached to the dog. (Ord. 221 § 1, 1957)

8.08.020 License – Tag – Fee.

(1) Dog licenses shall be required of all dogs housed within the city. ~~Said license shall be a one-time license which is specific to that animal and that owner.~~ The fee for each new dog license shall be in

~~accordance with the most recently adopted master fee schedule of the city.~~ Change in ownership of the animal shall require that a new license be purchased. No license shall be issued by the city without proof of a current rabies vaccination. ~~license fees to be charged by the city are as follows:~~

Fertile animal ————— \$25.00

Spayed/neutered animal with proof — 15.00
of procedure

Optional pet license ————— 10.00

Lost/replacement tag ————— 10.00

~~(2) That the fees outlined in subsection (1) of this section shall be due and a~~ A dog license must be obtained on or before the first day of March, 1995, or within 30 days after acquiring the dog, or within 30 days after moving into the city with the dog. (Ord. 1152 § 1, 1994; Ord. 776 § 1, 1981; Ord. 561 § 4, 1975; Ord. 221 § 2, 1957)

8.08.025 License – Exemptions.

Licensing requirements of WMC [8.08.010](#) and [8.08.020](#) do not apply to veterinary clinics, animal pounds and shelters, pet stores, dog grooming establishments or commercial kennels that are in compliance with applicable city codes, including but not limited to health, safety and zoning requirements. (Ord. 1739 § 1 (Exh. A), 2013)

8.08.030 License – Record kept by clerk.

The city clerk shall keep a record of all dog licenses showing the number of each license, the name and address of the applicant or owner, the sex and general description of each dog so licensed. (Ord. 221 § 3, 1957)

8.08.040 Impoundment – Required when.

(1) Running at Large. It is unlawful for any person, firm or corporation being the owner or custodian of any dog to permit any such dog to run loose or to be at large upon any public street, highway or public place or upon private property owned by a person or persons other than the owner or custodian of the dog, within the corporate limits of the city.

(2) Exceptions. All dogs found upon any public streets, highways or public places in the city shall be deemed to be running loose or to be at large within the meaning of this chapter, except such dogs as may be under control by means of chain or leash or may be in or upon any vehicle and while therein or thereon shall be deemed to be under the personal control of the owner or custodian thereof. Dogs in designated off-leash areas must be accompanied by the owner or custodian, be under the owner's or

custodian's control, not cause a public nuisance or a safety hazard, including the harassment of people, other dogs, or wildlife.

(3) Impounding. Any person employed by the city as dog catcher or any city police officer is authorized to impound any dog found running loose or at large as defined in this chapter and also any dog which has bitten any person; and further, shall have the authority to issue notice and citation to appear for any violations of this chapter. The notice and citation shall contain substantially the same information as the uniform traffic ticket and complaint and shall include:

- (a) The name of the court and a space for the court's docket, case or file number;
- (b) The name of the person, his address, date of birth and sex;
- (c) The date, time, place and description of the offense charged, the date on which the citation was issued and the name of the citing officer;
- (d) The time and place at which the person is to appear in court, which need not be a time certain, but may be within 72 hours or within a greater period of time not to exceed 15 days after the date of the citation;
- (e) A place for the person to sign a promise to appear.

To secure his release, the person must give his written promise to appear in court as required by the citation and notice served. (Ord. 1668 § 1 (Exh. A), 2010; Ord. 544 § 1, 1975; Ord. 407 § 1, 1969; Ord. 310 §§ 1, 2, 1964; Ord. 221 § 4, 1957)

8.08.050 Nuisances declared – Pack defined.

The following specific acts, omissions, places, conditions and things are declared to be nuisances, but said enumeration shall not be deemed to be exclusive, namely:

(1) Any three or more dogs running at large in a pack upon any public street, highway or public place, or upon private property owned by a person or persons other than the owner of or custodian of such dogs, within the corporate limits of the city. "Pack," as used herein, means three or more dogs congregating, flocking or grouping together;

(2) Animal Noise. It is unlawful for any person to cause, or for any person in possession of real or personal property to allow to originate from the property, frequent, repetitive, or continuous howling, barking, squawking or other noises made by any animal which unreasonably disturb or interfere with the peace, comfort and repose of any property owner or possessor; except such sounds made by livestock,

other than potbellied pigs, whether from commercial or noncommercial activities on land which is properly zoned to keeping of livestock, and such sounds made in pet shops, grooming parlors, animal shelters, kennels, and dog day care. It is unlawful for any person, firm or corporation being the owner or custodian of any dog to permit such dog to bark, bay, cry, howl or make any other noise continuously for a period of 10 minutes or more or bark intermittently for one-half hour (30 minutes) or more to the reasonable disturbance of any person at any time of the day or night regardless of whether the dog is physically situated on property under the control of the owner or custodian of the dog; provided, however, that it is an affirmative defense under this subsection that the dog was intentionally provoked to bark or make any other noise by the injured person or any other person; provided, that enactment of this provision shall in no way abrogate any other provision of this code concerning animal noise;

(3) The keeping of rabbits, chickens, goats, cats, pigs, bees, mules, horses, mink, dogs, muskrats or any other animals within the city limits of the city of Washougal that are of such a nature as to create offensive smells, noises and conditions in the vicinity in which they are kept;

(4) The riding or walking of horses on the sidewalks of the city, or in any manner, allowing a horse or horses to use the sidewalks of the city. (Ord. 1830 § 1 (Exh. A), 2017; Ord. 1739 § 1 (Exh. A), 2013; Ord. 765 § 1, 1981; Ord. 531 § 1, 1974; Ord. 310 § 4, 1964)

8.08.060 Impoundment – Redemption procedure.

Whenever a dog is impounded under authority of this chapter, a written notice shall be sent to the owner or custodian of such dog if such person is known. The owner or custodian shall have three days after notice issuance to reclaim the dog, and if he fails to claim the dog within such time and pay the fees provided for herein, the dog shall be sold or humanely killed at the expiration of such period. All dogs impounded for having bitten a person shall not be released until expiration of a 14-day period to allow an appropriate health check. (Ord. 221 § 5, 1957)

8.08.070 Impoundment – Notice requirements.

Whenever a dog is impounded and the owner or custodian thereof is unknown, a notice shall be forthwith posted in a conspicuous place on a bulletin board at the police station. The notice shall contain a general description of the impounded dog showing breed, sex, color and markings, and shall designate the date upon which the described dog shall be sold or otherwise disposed of unless sooner claimed and redeemed. Such date shall be not less than three days after impounding of the dog. If no claim or redemption by the owner or custodian of the described dog be made within the time fixed by the notice, such dog shall be sold or humanely killed at the expiration of such period. (Ord. 221 § 6, 1957)

8.08.080 Impoundment – Hearing.

In all cases where the owner or custodian of any impounded dog shall file with the chief of police a written notice or demand for hearing before the expiration of the time herein provided for the disposing of such dog, such person shall be entitled to a hearing before the police judge upon the question of the rightful impounding of the dog. Upon receipt of such notice the chief of police shall forward the demand or notice forthwith to the police judge who shall proceed to a trial of the question of the right of the city to impound the dog under the terms of this chapter, and upon the completion of such hearing shall enter a judgment sustaining such impounding or directing the release of the impounded dog as the evidence submitted shall warrant. Upon the entry of judgment sustaining the city in such impounding, the dog shall be sold or killed in the manner hereinafter provided unless the owner or custodian shall redeem the dog. (Ord. 221 § 7, 1957)

8.08.090 Impoundment – Fees, charges.

(1) Any dog impounded under the authority of this chapter may be released to the owner or custodian thereof upon payment of the following fees and charges:

(a) A boarding fee of \$20.00 per day, veterinarian fees and other direct expenses incurred during and in connection with the impoundment and the following:

First impoundment	\$25.00
Second impoundment	\$75.00
Third and subsequent impoundment	\$150.00

(2) For dogs impounded in the city of Camas the animal control facility fees shall be as follows: Impound fees shall be the sum of \$15.00 per day for each impoundment. (Ord. 1683 § 1 (Exh. A), 2010; Ord. 1661 § 1 (Exh. A), 2010; Ord. 1355 § 1, 1999; Ord. 1152 § 1, 1994; Ord. 949 § 1, 1989; Ord. 826 § 1, 1984; Ord. 776 § 2, 1981; Ord. 605 § 1, 1976; Ord. 531 § 2, 1974; Ord. 495 § 1, 1973; Ord. 221 § 8, 1957)

8.08.100 Poundmaster – Contract – Bond required.

The city manager and city clerk are authorized to enter into a contract from year to year with any person, firm or corporation within the limits of Clark County, Washington, who shall provide a place for and care for impounded dogs. Such contract shall require the person, firm or corporation, hereinafter designated as poundmaster, to comply with the terms of this chapter, and to furnish a bond in a sum of not less than \$1,000 to guarantee proper compliance with this chapter and with the contract. The poundmaster and/or agents are authorized to impound the dogs in the name of the city and to retain and/or dispose of same until and/or unless all fees and expenses as provided in WMC [8.08.090](#) shall have been paid in full. (Ord. 1917 § 1 (Exh. A), 2020; Ord. 221 § 9, 1957)

8.08.110 Impoundment – Release to other than owner.

If an impounded dog is not claimed by its owner or custodian within the time limits fixed above, it may be released to any person upon payment of the fees and charges fixed in WMC [8.08.090](#) and by resolution, subject to claim of the owner of such dog upon reimbursement of the fees and charges so paid; and provided, that the claim of such owner is made within one month after the date of impounding. Upon releasing any dog to a person other than its owner, the poundmaster shall obtain and keep a written receipt from such person acknowledging that such person holds the dog subject to the claim of the owner upon reimbursement of the fees and charges paid. (Ord. 221 § 10, 1957)

8.08.120 Impoundment – Record to be kept by poundmaster.

The poundmaster shall make in triplicate a detailed record of each dog impounded showing the date and time impounded, description of the dog, name and address of the owner or custodian, name and address of person to whom dog is released, date released or the date and method of other disposal. The original of such record shall be retained by the poundmaster, the duplicate copy shall be delivered to the city clerk and the triplicate copy shall be filed monthly with the city treasurer. (Ord. 221 § 11, 1957)

8.08.130 Interference with impoundment authorities prohibited.

It is unlawful for any person to interfere in any way with any police officer or person employed as a dog-catcher engaged in seizing or impounding any dog under the authority of this chapter. (Ord. 221 § 12, 1957)

8.08.140 Care of animals required.

It is unlawful for any owner or custodian of any dog or other animal to fail to provide proper food, water, shelter, light, air or exercise facilities for the animal. Any person in violation of this section may be cited for violation thereof. Whenever it appears that a dog or other animal is being kept in violation of the above provision or it appears that the dog has been abandoned or left in violation of WMC [8.08.040](#)(1) and (2), it may be impounded pursuant to WMC [8.08.040](#)(3). (Ord. 531 § III, 1974)

8.08.150 Harming animals prohibited.

It is unlawful for any person to wilfully and/or maliciously poison any dog or other domestic animal or to lay out or expose on the premises of another, or in any unenclosed place, any kind of poison or to leave exposed any poisoned food or drink harmful or fatal to man or domestic animals or any substances or fluid whatever, whereon or wherein there has been deposited or mingled any kind of poison or poisonous or deadly substance or fluid, or to aid or abet any person in so doing; provided, this shall not make for criminal liability any person using any kind of standard fertilizer or insecticide on his own property. (Ord. 531 § IV, 1974)

8.08.160 Beating, killing animal prohibited.

It is unlawful for any person to wilfully and cruelly beat or cruelly injure any animal, or to kill any animal owned by another, or to kill any animal he himself owns by any mode or means which cause it unnecessary fright or pain. It further is unlawful for any person by neglect or otherwise, to cause or allow any animal to endure unnecessary pain, suffering or injury. (Ord. 531 § V, 1974)

8.08.165 Livestock running at large.

It is unlawful for the owner of any livestock to allow same to run at large within the corporate limits of the city, or to stake, tie or herd the same on any city street in the city or on the premises of which the owner of such livestock is not the owner, or entitled to the possession of the premises. (Ord. 1236 § 1, 1997)

8.08.170 Penalties for violation.

Violation of any of the provisions of this chapter shall be deemed a nontraffic infraction for which a notice of infraction shall be issued. The notice of infraction shall be in the same form and shall contain the same information as prescribed for a notice of traffic infraction as specified in WMC [10.08.010](#) and RCW [46.63.060](#). The procedures for responding to a notice of infraction issued pursuant to this chapter shall be the same as required for traffic infractions by the WMC [10.08.010](#) and RCW [46.63.070](#). Hearing on notices of infraction issued pursuant to this section shall be conducted in the same manner as traffic infraction hearings, the procedures for which are set forth in WMC [10.08.010](#) and RCW [46.63.080](#) through [46.63.100](#) and RCW [46.63.120](#). Any person found to have committed a violation of this chapter shall be assessed a monetary penalty not to exceed \$250.00. (Ord. 794 § 1, 1982; Ord. 605 § 2, 1976; Ord. 531 § IV, 1974; Ord. 481 § 1, 1972)

8.08.180 Failure to respond.

Any person failing to respond to a notice of infraction issued pursuant to this chapter in one of the ways provided for by WMC [8.08.170](#) shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine not exceeding \$500.00 or by imprisonment for a period of not more than 30 days, or by both such fine and imprisonment. (Ord. 794 § 2, 1982)



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

FOR AGENDA OF:

6/24/2024

SUBJECT:

Resolution amending WMC 8.08 DOGS moving the dog licensing fees to the City's Master Fee Schedule

DEPT. OF ORIGIN:

Police

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

📎 **FEE RESOLUTION- 2024 WMC 8.08 Dogs DRAFT.docx**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Resolution Number ____

A Resolution of the City of Washougal, Washington, modifying Exhibit A City Fees to add dog license fees.

Whereas City rates and charges require periodic adjustments to account for changes in City costs and inflation; and

Whereas the City believes it is helpful to place as many of the City's fees and charges in one location to facilitate public reference and;

Now, therefore, be it resolved, the City Council of Washougal, Washington, hereby modifies Exhibit A City Fees as set forth below. It directs staff to include these rates as part of the City's current fees and rates.

PASSED by the Council of the City of Washougal on the ____ day of ____ **2024.**

David Stuebe, Mayor

ATTEST:

Daniel Layer, Finance Director / City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

Exhibit A

Key: New language = **bold**

City Fees (addendum to current City fees and rates) Effective

_____2024

Code/RCW section	Description	New Fee
WMC 3.88.020	Copies of printed materials per page (black and white)*	\$0.15
WMC 3.88.025	Scans of materials per page	\$0.10
WMC 3.88.030	Wage rate for billing purposes	\$33.82 per hour
WMC 3.88.040	Data or audio/video recordings	\$10.00
WMC 3.88.050	Community garden plot annual fee	\$15.00 \$12.00 (seniors or low-income**) \$5.00 (disabled)
RCW 42.56.120	Electronic (files/attachments)	\$0.05/four files
RCW 42.56.120	Customized Service Charge***	Actual Costs
RCW 42.56.120	Mailing Container/Envelope	Actual Costs
RCW 42.56.120	Postage/delivery charges	Actual Costs
RCW 42.56.120	Outside Vendor fees****	Actual Costs
RCW 42.56.120	Digital Storage Media/Device (e.g. cd/dvd/flash drive)	Actual Costs

WMC 3.88.010	Fingerprint charges	\$16.00
WMC 8.08.020	Annual Dog License (Fertile)	\$30.00
WMC 8.08.020	Annual Dog License (Neutered/Spayed w/proof)	\$20.00
WMC 8.08.020	Lifetime Dog License (Neutered/Spayed only w/proof)	\$50.00
WMC 8.08.020	Lost/Replacement Dog License	\$10.00
WMC 9.28.040	Pistol License Issuance Fee (original CPL)	\$49.25
RCW 46.52.085	Copy of Collision Report (min/first 5 pages)	\$1.50
RCW 46.52.085	Copy of Collision Report - Additional pages	\$0.15/page
RCW 42.56.240(14)	Staff redaction time for body-worn camera footage*****	\$0.58/minute
RCW 10.97.100	Criminal History Record	\$12.00

Fee Schedule Notes:

*The fees for copying may be combined to the extent more than one applies to a particular request. The City may enter into alternative fee agreements with requestors as provided in RCW 42.56.120(4). Fees for copies will be as provided above if the total amount due (inclusive of multiple installments) is more than \$1.50; any charges where the total amount due is under \$1.50 will be waived. The City will also waive any fees for copies of case reports when the requestor is the victim of a crime documented in the requested report.

** The threshold for qualifying for the low-income fee shall be the same as the Low-Income Home Energy Assistance Program

***The City may charge actual costs of obtaining specialized information technology expertise should a request require the use of these services to prepare data compilations or provide customized electronic

access services (when not used for other City purposes) pursuant to RCW 42.56.120(3).

*****The City will provide copies of paper records up to 11" X 17" at the fees listed above; for any copies of paper records requested at a size larger than 11" X 17", copies of records in a format that the City is not able to produce in-house, or copies that can be made more efficiently and/or less expensively at an outside vendor, records may be sent to a secure outside vendor for scanning/copying/reproducing through arrangement with the City, and the requestor shall arrange payment directly with the vendor for these services.*

******The City will charge all requestors requesting body-worn camera footage except those listed in RCW 42.56.240(e)(i) for the time it takes the City to redact the footage, See RCW 42.56.240(14)(f)(1). These charges are based on the average per-minute salaries of the City employees responsible for video redaction. For the purposes of providing requestors estimated costs of a request under RCW 42.56.120(2)(f), the City estimates that redaction takes ten minutes of staff time per minute of raw footage for targeted video redaction (with or without audio redaction); five minutes of staff time per minute of raw footage for targeted audio redaction alone; and one minute total per video for complete screen blur and audio removal.*

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

FOR AGENDA OF:

6/24/2024

SUBJECT:

Memorandum of Understanding (MOU) with AFSCME Local 307W regarding Utility Billing and Finance Analyst salary range

DEPT. OF ORIGIN:

Human Resources

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

- ▯ **307-W 2024 Salary Schedule (002).pdf**
- ▯ **MOU Utility Billing and Finance Analyst June 2024.docx**
- ▯ **Utility Billing and Financial Analyst (003).pdf**

EXPENDITURE REQUIRED:

Yes

BUDGETED:

Yes

APPROPRIATION REQUIRED:

No

SUMMARY STATEMENT

There is currently a vacant Accounting Specialist position in Finance. This position is at Range 10 on the AFSCME salary schedule. A review was conducted to evaluate whether the vacancy should be filled at the current classification or whether a different role was needed. It was determined that the scope of the position should be enhanced. It is proposed to add a new position of Utility Billing and Finance Analyst to the AFSCME 307 salary schedule at Range 14. The attached MOU with AFSCME 307 will implement this change to the AFSCME 307 salary schedule, effective July 1, 2024. This will not add an FTE. Rather, the vacancy will be filled with this new classification. This action will be cost neutral based on the anticipated salary step for the new hire.

RECOMMENDED ACTION

To approve this item through council consent agenda this evening.

Exhibit A

2024 307-W SALARY SCHEDULE (3.6% COLA) updated June 24, 2024

1.036

		STEPS	1	2	3	4	5	6	7	8	9
(3.5% between Steps)											
CLASSIFICATIONS	RANGES										
	1	3,383.96	3,502.38	3,624.96	3,751.86	3,883.17	4,019.06	4,159.72	4,305.31	4,456.03	
	2	3,502.38	3,624.96	3,751.86	3,883.17	4,019.06	4,159.72	4,305.31	4,456.03	4,611.99	
	3	3,624.96	3,751.86	3,883.17	4,019.06	4,159.72	4,305.31	4,456.03	4,611.99	4,773.41	
	4	3,751.86	3,883.17	4,019.06	4,159.72	4,305.31	4,456.03	4,611.99	4,773.41	4,940.48	
	5	3,883.17	4,019.06	4,159.72	4,305.31	4,456.03	4,611.99	4,773.41	4,940.48	5,113.39	
	6	4,019.06	4,159.72	4,305.31	4,456.03	4,611.99	4,773.41	4,940.48	5,113.39	5,292.36	
Accounting Clerk	7	4,159.72	4,305.31	4,456.03	4,611.99	4,773.41	4,940.48	5,113.39	5,292.36	5,477.60	
	8	4,305.31	4,456.03	4,611.99	4,773.41	4,940.48	5,113.39	5,292.36	5,477.60	5,669.30	
	9	4,456.03	4,611.99	4,773.41	4,940.48	5,113.39	5,292.36	5,477.60	5,669.30	5,867.73	
Administrative Assistant	10	4,611.99	4,773.41	4,940.48	5,113.39	5,292.36	5,477.60	5,669.30	5,867.73	6,073.09	
Accounting Specialist											
Animal Control Officer											
Maintenance Worker I											
Sr. Admin. Asst.	11	4,773.41	4,940.48	5,113.39	5,292.36	5,477.60	5,669.30	5,867.73	6,073.09	6,285.66	
Police Admin Support Specialist											
Permit Technician											
Utility Maintenance Worker I											
Asst. City Clerk & Accounting Specialist	12	4,940.48	5,113.39	5,292.36	5,477.60	5,669.30	5,867.73	6,073.09	6,285.66	6,505.66	
Maintenance Worker II	13	5,113.39	5,292.36	5,477.60	5,669.30	5,867.73	6,073.09	6,285.66	6,505.66	6,733.36	
Executive Assistant											
Community Engagement Coordinator											
Utility Maintenance Worker II	14	5,292.36	5,477.60	5,669.30	5,867.73	6,073.09	6,285.66	6,505.66	6,733.36	6,969.03	
Mechanic											
Finance & Payroll Analyst											
Utility Billing & Finance Analyst											
Program Procurement Spec.	15	5,477.60	5,669.30	5,867.73	6,073.09	6,285.66	6,505.66	6,733.36	6,969.03	7,212.94	
Code Enforcement Officer											
Lead Maintenance Worker	16	5,669.30	5,867.73	6,073.09	6,285.66	6,505.66	6,733.36	6,969.03	7,212.94	7,465.38	
Communications Specialist											
Stormwater Program Coordinator											
Engineering Technician I											
Community Aesthetics Program Coordinator											
Building Inspector	17	5,867.73	6,073.09	6,285.66	6,505.66	6,733.36	6,969.03	7,212.94	7,465.38	7,726.67	

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STEPS

RANGES

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MEMORANDUM OF UNDERSTANDING

BETWEEN

**LOCAL 307-W OF THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES AND THE
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES AFL-CIO**

AND

THE CITY OF WASHOUGAL, WA

A new position was approved for a Utility Billing and Finance Analyst. This position is being placed on the Salary Schedule at Range 14. This position will be effective July 1, 2024 and will be placed on the salary schedule accordingly.

David Scott, City Manager

Date

AFSCME Local 307-W Representative

Date

Utility Billing and Finance Analyst Classification/Compensation and Recruitment

June 24, 2024 | Presented by Teresa Stedman



City of Washougal

Background

- ❑ There is currently a vacant Accounting Specialist position in Finance. This position is at Range 10 on the AFSCME salary schedule.
- ❑ Pursuant to our personnel policies, Human Resources will review the classification of a vacancy.
- ❑ A review was conducted to evaluate whether the vacancy should be filled at the current classification or whether a different role is needed. It was determined that the scope of the position should be enhanced.
- ❑ The new classification proposed is Utility Billing and Finance Analyst at Range 14.
- ❑ The salary range for the proposed position was determined based upon an internal equity analysis.
- ❑ This will not add an FTE. Rather, the vacancy will be filled with this new classification.
- ❑ This action will be cost neutral based on the anticipated salary step for the new hire.
 - Range 10: \$4,611.99 - \$6,073.09 monthly
 - Range 14: \$5,292.36 - \$6,969.03 monthly



Recommended Action

- ❑ The proposed MOU with AFSCME 307 will implement this change to the AFSCME 307 salary schedule.
- ❑ On Council's agenda this evening is a resolution to authorize the City Manager to sign the MOU with AFSCME 307-W.

Questions?

Thank you!



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

FOR AGENDA OF:

6/24/2024

SUBJECT:

Finance: 2024 Quarter 1 Update

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

▯ **2024 Quarter 1 Update Presentation**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

2024 1st Quarter Review

6/24/2024 | Presented by Daniel Layer



City of Washougal

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Agenda

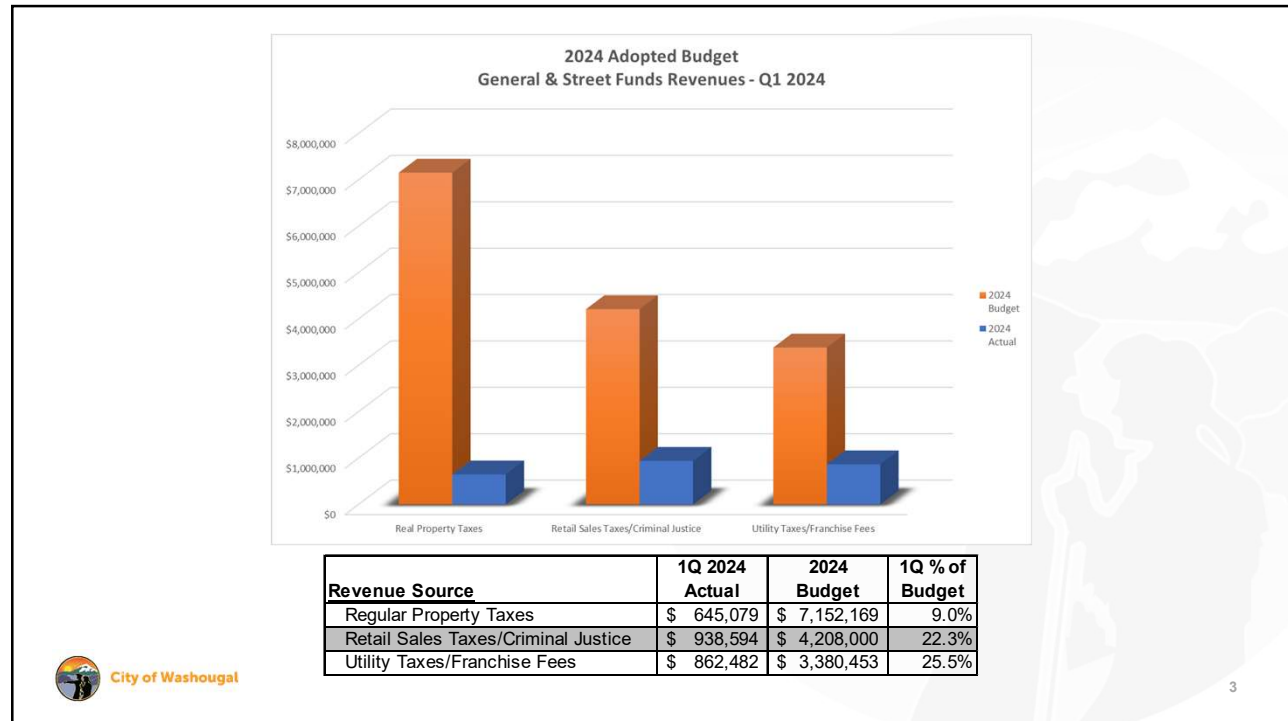
- 2024 Quarter 1 Financial Summary
 - General & Street Funds
 - Utility Funds
 - All Funds
- Investments Update
 - LGIP
 - Riverview ICS
 - Bonds/Treasury Notes
- Questions



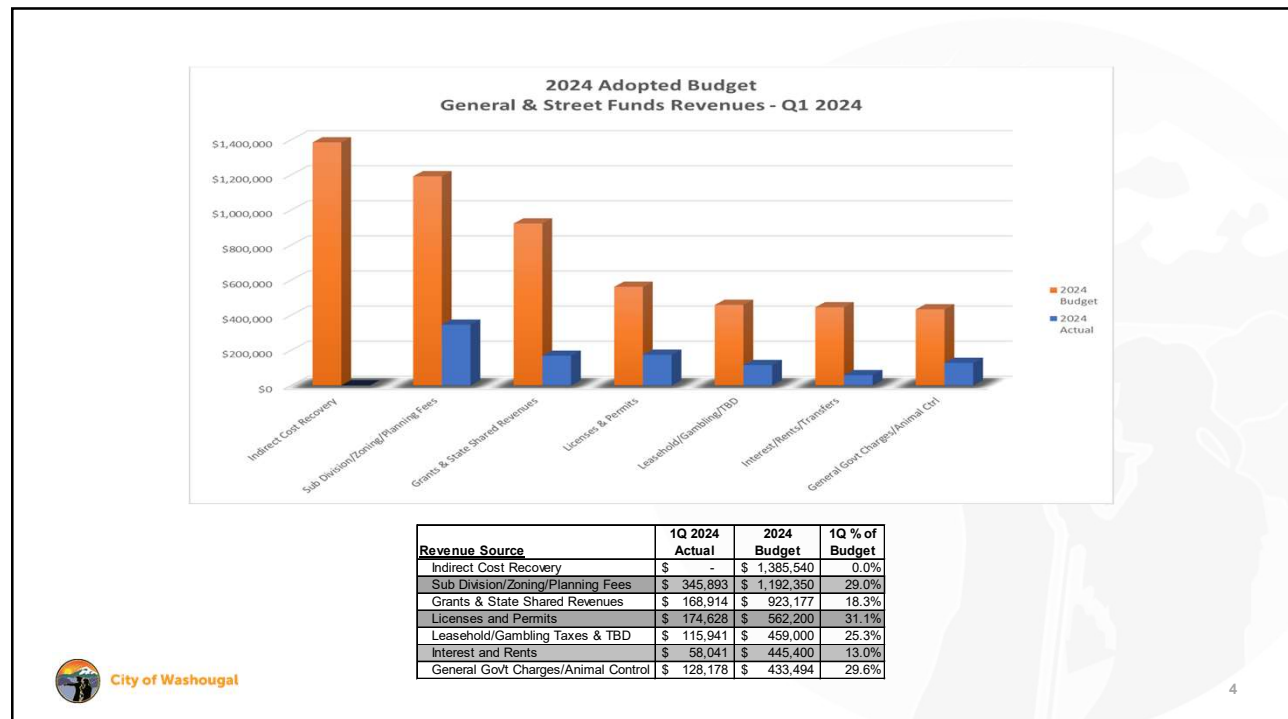
City of Washougal

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2024 Revenues – General & Street Funds

2024 1st quarter revenues are at **17.1%** of the adopted budget:

- Overall revenue is up (13.3%) from 1st quarter 2023:
 - Sales/use taxes & criminal justice/public safety is up 1.1% from Q1 '23; however, slightly below expectations for 2024 at 22.3% of the budget
 - Utility taxes & franchise fees are flat at 0.02% compared to Q1 2023
 - Licenses & Permits and Sub Division/Zoning/Planning Fees are exceeding Q1 2024 expectations and are up 75.0% from Q1 2023
 - Investment Interest & Rents revenue are up 18.6% from Q1 2023



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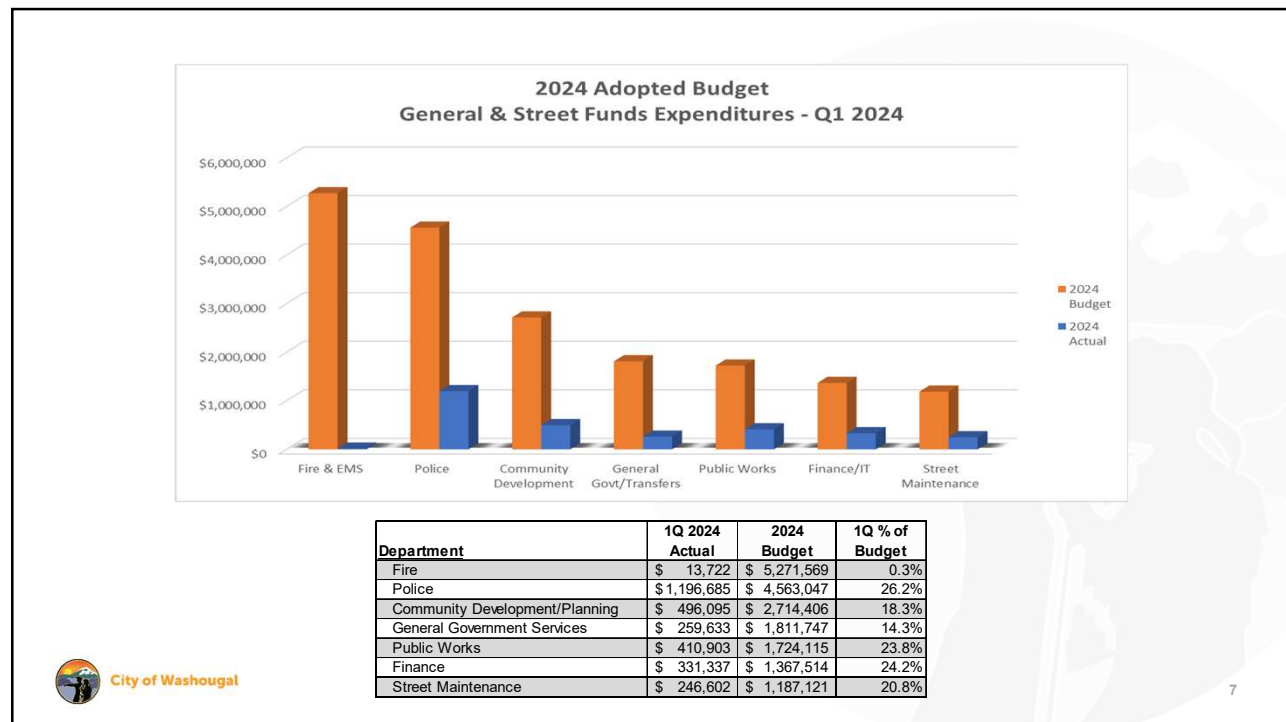
2024 Revenues - General & Street Funds

Revenue Source	1Q 2024 Actual	2024 Budget	1Q % of Budget	Q1 2023 Actual	1Q 2024 v 1Q 2023
Regular Property Taxes	\$ 645,079	\$ 7,152,169	9.0%	\$ 474,178	36.0%
Retail Sales Taxes/Criminal Justice	\$ 938,594	\$ 4,208,000	22.3%	\$ 928,009	1.1%
Utility Taxes/Franchise Fees	\$ 862,482	\$ 3,380,453	25.5%	\$ 860,974	0.2%
Leasehold/Gambling Taxes & TBD	\$ 115,941	\$ 459,000	25.3%	\$ 108,671	6.7%
Licenses and Permits	\$ 174,628	\$ 562,200	31.1%	\$ 104,142	67.7%
State and Federal Grants	\$ 20,889	\$ 166,634	12.5%	\$ 29,191	-28.4%
State Shared Revenues/Entitlements	\$ 148,025	\$ 756,543	19.6%	\$ 148,418	-0.3%
Animal Control Fees	\$ 58,847	\$ 129,834	45.3%	\$ 61,838	-4.8%
General Government Charges	\$ 69,331	\$ 303,660	22.8%	\$ 77,274	-10.3%
Sub Division/Zoning/Planning Fees	\$ 345,893	\$ 1,192,350	29.0%	\$ 193,280	79.0%
Indirect Cost Recovery	\$ -	\$ 1,385,540	0.0%	\$ -	0.0%
Interest and Rents	\$ 58,041	\$ 175,000	33.2%	\$ 48,939	18.6%
Other Revenue Sources (Transfers)	\$ -	\$ 270,400	0.0%	\$ -	0.0%
Total	\$ 3,437,750	\$ 20,141,783	17.1%	\$ 3,034,914	13.3%

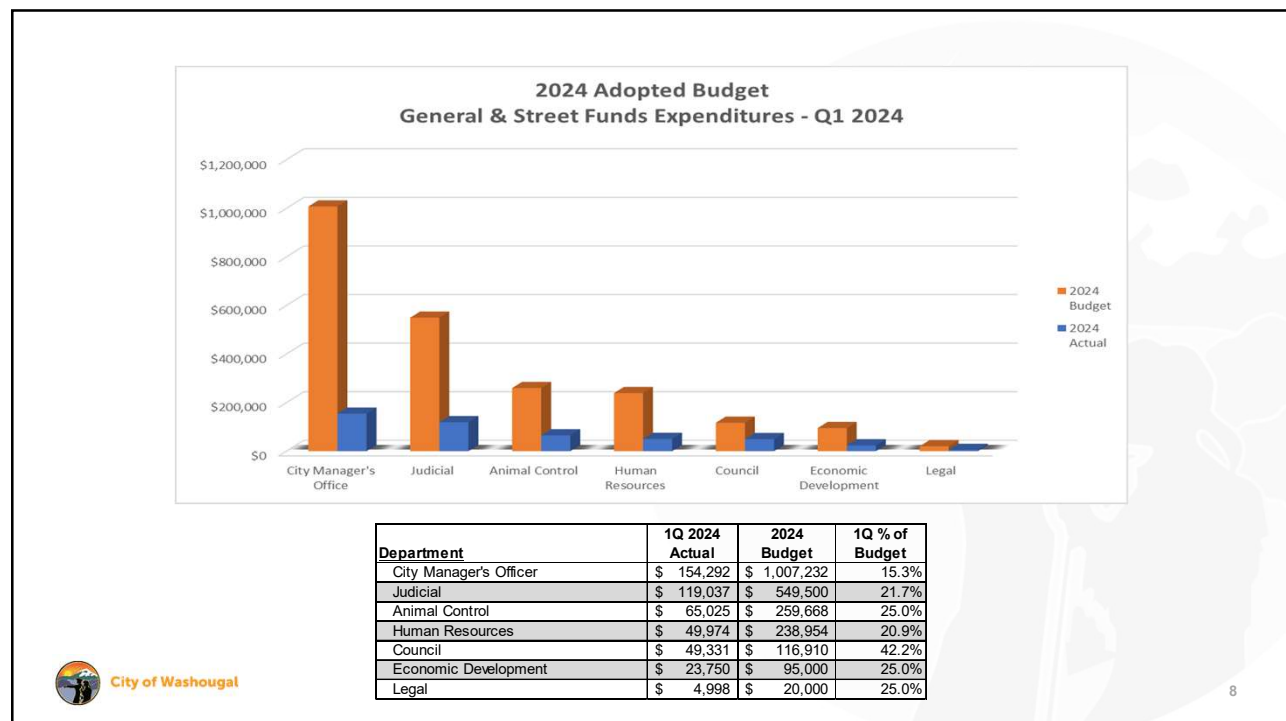


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2024 Expenses – General & Street Funds

2024 1st quarter expenses are at **16.3%** of the adopted budget:

- Overall expenditures are up 14.7% from the 1st quarter 2023:
 - Shared judicial costs are up 149.8% from Q1 2023 due to timing, an increase in incarcerations and an increase costs associated with the C/W Municipal Court
 - Total Public Works expenditures are up 21.1% from Q1 2023 due to a new janitorial contract and additional utility and maintenance costs
 - Insurance premiums (property, liability, vehicle) have increased 35.6% from 2023



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2024 Expenses – General & Street Funds

Department	1Q 2024 Actual	2024 Budget	1Q % of Budget	Q1 2023 Actual	1Q 2024 v 1Q 2023
Council	\$ 49,331	\$ 116,910	42.2%	\$ 38,191	29.2%
Judicial	\$ 119,037	\$ 549,500	21.7%	\$ 47,650	149.8%
City Manager's Officer	\$ 154,292	\$ 1,007,232	15.3%	\$ 194,607	-20.7%
Human Resources	\$ 49,974	\$ 238,954	20.9%	\$ 47,933	4.3%
Finance	\$ 331,337	\$ 1,367,514	24.2%	\$ 299,791	10.5%
Economic Development	\$ 23,750	\$ 95,000	25.0%	\$ 10,000	137.5%
Legal	\$ 4,998	\$ 20,000	25.0%	\$ 3,600	38.8%
General Government Services	\$ 247,034	\$ 1,798,747	13.7%	\$ 152,194	62.3%
Police	\$ 1,196,685	\$ 4,563,047	26.2%	\$ 1,134,171	5.5%
Fire	\$ 13,722	\$ 5,271,569	0.3%	\$ 142	9563.4%
Intergovernment Services	\$ 12,600	\$ 13,000	96.9%	\$ 5,100	147.0%
Community Development/Planning	\$ 496,095	\$ 2,714,406	18.3%	\$ 424,327	16.9%
Engineering	\$ 40,252	\$ 232,469	17.3%	\$ 63,546	-36.7%
Animal Control	\$ 65,025	\$ 259,668	25.0%	\$ 64,014	1.6%
Parks	\$ 174,501	\$ 712,789	24.5%	\$ 122,069	43.0%
City Building Maintenance	\$ 196,151	\$ 778,857	25.2%	\$ 153,626	27.7%
Street Maintenance	\$ 246,602	\$ 1,187,121	20.8%	\$ 222,864	10.7%
Total	\$ 3,421,384	\$ 20,926,783	16.3%	\$ 2,983,826	14.7%



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2024 Revenues – Utility Funds

2024 1st quarter revenues:

- Water/sewer revenues are at **22.8%** of the budget and up 3.5% from 1st quarter 2023
- Storm water revenues are at **22.6%** of the budget and down 27.6% from 1st quarter 2023
 - Storm water sold \$95,000 of capital assets in Q1 2023 that did not occur in Q1 2024
 - Storm water received two (2) one-time grants totaling \$87,000 in the 1st quarter of 2023



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2024 Expenses – Utility Funds

2024 1st quarter expenses:

- Water/sewer expenses are at **9.3%** of the budget and flat (0.1%) compared to 1st qtr. 2023
- Storm water expenses are at **13.9%** of the budget and down 4.6% from 1st quarter 2023



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2024 Revenues and Expenses – Utility Funds

<u>Water/Sewer Utility</u>	<u>Q1 YTD 2024</u>	<u>2024 Adopted Budget</u>	<u>1Q % of Budget</u>	<u>Q1 YTD 2023</u>	<u>1Q 2024 v 1Q 2023</u>
Revenues					
Water Sales	\$ 945,128	\$ 4,783,681	19.8%	\$ 948,821	-0.4%
Sewer Sales	\$ 1,600,321	\$ 6,635,203	24.1%	\$ 1,530,468	4.6%
Other Revenues	\$ 97,740	\$ 157,400	62.1%	\$ 73,765	32.5%
Total Revenue	\$ 2,643,190	\$ 11,576,284	22.8%	\$ 2,553,053	3.5%
Total Expenses	\$ 1,620,564	\$ 17,486,548	9.3%	\$ 1,618,870	0.1%
Total Net Revenue	\$ 1,022,626	\$ (5,910,264)		\$ 934,183	8.7%



City of Washougal

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2024 Revenues and Expenses – Utility Funds

<u>Storm Water Utility</u>	<u>Q1 YTD 2024</u>	<u>2024 Adopted Budget</u>	<u>1Q % of Budget</u>	<u>Q1 YTD 2023</u>	<u>1Q 2024 v 1Q 2023</u>
Revenues					
Storm Water Sales	\$ 453,917	\$ 1,864,820	24.3%	\$ 445,467	1.9%
Storm Water Connection Fee	\$ 10,038	\$ 50,000	20.1%	\$ 2,390	320.0%
Other Revenues	\$ 19,478	\$ 225,800	8.6%	\$ 220,242	-91.2%
Total Revenue	\$ 483,433	\$ 2,140,620	22.6%	\$ 668,099	-27.6%
Total Expenses	\$ 358,048	\$ 2,573,854	13.9%	\$ 375,228	-4.6%
Total Net Revenue	\$ 125,385	\$ (433,234)		\$ 292,871	-57.2%



City of Washougal

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2024 Revenues, Expenses & Fund Balances: All Funds



City of Washougal

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2024 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2024 Estimated Revenues	2024 Revenues	2024 Estimated Expenditures	2024 Expenditures	Ending 2024 Fund Balance
001/101	General & Street	\$ 6,786,907	\$ 20,141,783	\$ 3,437,750	\$ 20,926,783	\$ 3,421,384	\$ 6,803,273
002	Strategic Plan Implementation	\$ 890,834	\$ 38,850	\$ 12,078	\$ 231,550	\$ -	\$ 902,912
003	Abatement	\$ 79,488	\$ 2,400	\$ 965	\$ 10,000	\$ 1,702	\$ 78,751
103	Cemetery	\$ 10,050	\$ 232,167	\$ 47,359	\$ 232,167	\$ 44,419	\$ 12,991



City of Washougal

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2024 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2024 Estimated Revenues	2024 Revenues	2024 Estimated Expenditures	2024 Expenditures	Ending 2024 Fund Balance
104	REET 1st Qtr %	\$ 1,406,539	\$ 544,400	\$ 120,730	\$ 854,400	\$ -	\$ 1,527,268
105	Park Impact Fees	\$ 1,393,808	\$ 410,000	\$ 185,622	\$ 110,000	\$ -	\$ 1,579,430
106	REET 2nd Qtr %	\$ 1,509,188	\$ 966,000	\$ 104,372	\$ 1,240,000	\$ 2,319	\$ 1,611,241
108	Hotel/Motel Tax	\$ 191,479	\$ 100,500	\$ 24,277	\$ 128,684	\$ 4,237	\$ 211,518
110	Transportation Development	\$ 3,151,634	\$ 820,000	\$ 613,215	\$ 197,150	\$ -	\$ 3,764,850



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2024 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2024 Estimated Revenues	2024 Revenues	2024 Estimated Expenditures	2024 Expenditures	Ending 2024 Fund Balance
120	National Opioid Settlements	\$ 32,305	\$ 10,500	\$ 60,408	\$ 42,200	\$ -	\$ 92,713
125	EMS Restricted Revenue	\$ 65,039	\$ 1,500	\$ 879	\$ -	\$ -	\$ 65,917
126	Fire Impact Fees	\$ 834,141	\$ 90,000	\$ 91,598	\$ 14,000	\$ -	\$ 925,738
127	Affordable Housing Sales Tax	\$ 52,873	\$ 15,000	\$ 1,155	\$ 67,600	\$ 7,641	\$ 46,388
141	Drug Seizure Fund	\$ 19,967	\$ 5,250	\$ 444	\$ 5,250	\$ -	\$ 20,410
215	Downtown Revitalization Bond	\$ 360	\$ 354,400	\$ 5	\$ 354,400	\$ -	\$ 365



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2024 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2024 Estimated Revenues	2024 Revenues	2024 Estimated Expenditures	2024 Expenditures	Ending 2024 Fund Balance
350	Parks Capital Projects	\$ 206,581	\$ 371,000	\$ 53,713	\$ 361,000	\$ 42,116	\$ 218,178
351	Building Contingency	\$ 3,617,514	\$ 1,585,000	\$ 105,170	\$ 3,175,000	\$ 409,996	\$ 3,312,688
353	Transportation Capital	\$ 81,823	\$ 11,243,250	\$ 74,422	\$ 11,243,243	\$ 92,350	\$ 63,896
355	Art Project Fund	\$ 19,284	\$ 5,000	\$ -	\$ 24,000	\$ -	\$ 19,284



City of Washougal

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2024 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2024 Estimated Revenues	2024 Revenues	2024 Estimated Expenditures	2024 Expenditures	Ending 2024 Fund Balance
401	Water/Sewer (All Funds)	\$ 23,809,879	\$ 14,180,798	\$ 3,030,227	\$ 26,366,661	\$ 2,621,013	\$ 24,219,094
403	Stormwater	\$ 3,758,877	\$ 2,140,620	\$ 483,433	\$ 2,573,854	\$ 358,048	\$ 3,884,262



City of Washougal

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2024 Revenues, Expenses & Fund Balances

Fund	Fund Title	Beginning Fund Balance	2024 Estimated Revenues	2024 Revenues	2024 Estimated Expenditures	2024 Expenditures	Ending 2024 Fund Balance
510	Employment Security	\$ 125,216	\$ 3,000	\$ 1,927	\$ 30,722	\$ -	\$ 127,142
520	ER&R Vehicles	\$ 53,317	\$ 126,000	\$ 55,455	\$ -	\$ -	\$ 108,772
521	ER&R IT	\$ 30,088	\$ 223,290	\$ -	\$ 182,841	\$ 164,988	\$ (134,901)
604	Perpetual Care	\$ 395,575	\$ 10,000	\$ -	\$ -	\$ -	\$ 395,575
610	Downtown Bond Guarantee	\$ 1,127,574	\$ 6,000	\$ 3,720	\$ -	\$ -	\$ 1,131,294
	Grand Total	\$ 49,650,340	\$ 53,626,708	\$ 8,508,922	\$ 68,371,505	\$ 7,170,214	\$ 50,989,048

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Investments Update

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LGIP - Investment Update

January	February	March
\$ 97,727.26	\$ 91,693.45	\$ 98,319.16
5.4220%	5.4132%	5.4066%
April	May	June
\$ -	\$ -	\$ -
0.00%	0.00%	0.00%
July	August	September
\$ -	\$ -	\$ -
0.00%	0.00%	0.00%
October	November	December
\$ -	\$ -	\$ -
0.00%	0.00%	0.00%
Total LGIP Interest YTD \$ 287,739.87		



Note: LGIP investments are liquid

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Riverview ICS - Investment Update

January	February	March
\$ 20,225.14	\$ 17,176.60	\$ 18,414.01
3.56%	3.56%	3.56%
April	May	June
\$ -	\$ -	\$ -
0.00%	0.00%	0.00%
July	August	September
\$ -	\$ -	\$ -
0.00%	0.00%	0.00%
October	November	December
\$ -	\$ -	\$ -
0.00%	0.00%	0.00%
Total Riverview ICS Interest YTD \$ 55,815.75		



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Bonds/Treasury Notes - Investment Update

Purchasing Fund	Rate	Maturity Date	Amount Paid	Maturity Value	Expected Interest
Water/Sewer*	0.550%	9/30/2025	\$ 1,677,769.92	\$ 1,698,000.00	\$ 39,332.58
Water/Sewer/Storm/Downtown Bond Fund	0.660%	3/17/2025	2,003,148.00	2,000,000.00	56,000.00
Water/Sewer/Storm	0.430%	6/10/2024	1,997,436.00	2,000,000.00	18,000.00
Water/Sewer 401 and 406	0.310%	7/2/2024	2,094,082.00	2,000,000.00	105,000.00
Water/Sewer/TIF/REET	0.750%	10/8/2027	999,564.53	1,120,000.00	33,600.00
General Fund/Downtown Bond Fund	0.850%	1/28/2026	1,978,500.00	2,000,000.00	62,500.00
General Fund	0.460%	2/24/2026	1,001,940.00	1,000,000.00	25,000.00
Water/Sewer	0.260%	2/10/2025	1,002,374.00	1,000,000.00	12,800.00
General Fund	0.260%	2/10/2025	501,187.00	500,000.00	6,400.00
Water/Sewer/General Fund	0.460%	2/24/2026	500,970.00	500,000.00	12,500.00
ARPA Downtown Revitalization Project*	4.000%	12/15/2025	1,297,067.51	1,310,000.00	104,800.00
Water/Sewer/Stormwater*	1.500%	1/31/2027	750,146.79	807,000.00	54,472.50
General Fund*	0.750%	11/15/2024	997,862.16	1,050,000.00	15,750.00
General Fund/Water/Sewer*	0.250%	6/30/2025	999,961.41	1,083,000.00	5,415.00
PIF/TIF*	0.875%	6/30/2026	998,013.48	1,075,000.00	23,515.63
General Fund/Water/Sewer/Stormwater*	1.625%	9/30/2026	996,864.31	1,055,000.00	51,431.25
Water/Sewer Capital*	2.750%	7/31/2027	999,557.83	1,040,000.00	100,100.00
GF/REET/TIF/WS/Storm/WS Cap/ WS Bond/Dtwn*	1.250%	12/31/2026	249,893.17	275,000.00	12,031.25

\$21,046,338.11 \$21,513,000.00 \$ 738,648.21

*Treasury Note

Earnings Received to Date:	Interest	Gain/(Loss) Maturity
General Fund	\$ 8,117.04	\$ -
Other Funds	\$ 7,920.68	\$ (21,400.00)
W/S and SW Bond Funds	\$ 57,987.28	\$ (108,742.00)
Total Earnings	\$ 74,025.00	\$ (130,142.00)



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Questions

Thank You!



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