CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, June 14, 2021
5:00 PM

MEETING INFORMATION
Please click the link below to join the webinar:
https://us02web.zoom.us/j/86816130440

I. CALL TO ORDER

II. ROLL CALL

III. PRESENTATION - Columbia Gorge Tourism Alliance by Emily Reed

IV. PUBLIC COMMENTS

V. NEW BUSINESS

- **A. Community Development: 2020 Annual Report**
- **B. Finance: 2021 Budget Amendment**

VI. PUBLIC COMMENTS

VII. REPORTS AND COMMUNICATIONS

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

VIII. ADJOURNMENT

UPCOMING MEETINGS: Monday, June 28, 2021 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:
6/14/2021

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:

EXPENDITURE REQUIRED: **BUDGETED:** **APPROPRIATION REQUIRED:**

SUMMARY STATEMENT

RECOMMENDED ACTION

Workshop Coversheet

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:
6/28/2021

SUBJECT:
Finance: 2021 Budget Amendment

DEPT. OF ORIGIN:
Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:
Yes

ATTACHMENTS:

- **2021 Budget Amendment**

EXPENDITURE REQUIRED: **BUDGETED:** **APPROPRIATION REQUIRED:**

SUMMARY STATEMENT

RECOMMENDED ACTION

2021 Budget Amendment

06/14/2021

City of Washougal

Agenda

- 2021 Supplemental Budget
- Utilizing 2020 Surplus
- Clean up items
- Draft 2021-2022 Council Goals to be discussed at a later council meeting

2020 Surplus and 2021 GF Capacity

- 2020 GF Surplus: $885K
- 2021 GF Capacity: $246K
- Total Available: $1.13M

Long Range Forecast

	2018 Year End	2019 Est Actual	2020 Est	2021 Est	2022 Est	2023 Est	2024 Est	2024 Est	2024 Est
Population	15,863	16,101	16,342	16,588	16,836	17,089	17,345	17,605	17,869
Rev/Capita	$ 817	$ 824	$ 921	$ 885	$ 898	$ 911	$ 925	$ 938	$ 952
Exp/Capita	$ 832	$ 819	$ 867	$ 885	$ 898	$ 913	$ 927	$ 942	$ 956
Forecast Revenue % Chg	5.47%	2.36%	13.48%	-2.53%	3.00%	3.00%	3.00%	3.00%	3.00%
Forecast Expense % Chg	6.19%	-0.08%	7.50%	3.53%	3.10%	3.10%	3.10%	3.10%	3.10%

	2018 Year End	2019 Est Actual	2020 Est	2021 Est	2022 Est	2023 Est	2024 Est	2024 Est	2024 Est
Revenue	$ 12,962,204	$ 13,268,699	$ 15,056,910	$ 14,675,692	$ 15,115,963	$ 15,569,442	$ 16,036,525	$ 16,517,621	$ 17,013,149
Expenditure	$ 13,193,461	$ 13,182,904	$ 14,171,660	$ 14,671,833	$ 15,126,660	$ 15,595,586	$ 16,079,049	$ 16,577,500	$ 17,091,402
Surplus/(Deficit)	**$ (231,258)**	**$ 85,795**	**$ 885,250**	**$ 3,859**	**$ (10,697)**	**$ (26,145)**	**$ (42,525)**	**$ (59,879)**	**$ (78,253)**
Ending Cash Reserve	$ 3,424,963	$ 3,510,758	$ 4,396,008	$ 4,399,867	$ 4,389,169	$ 4,363,025	$ 4,320,500	$ 4,260,621	$ 4,182,368
Reserves as % Expense	26.0%	26.6%	31.0%	30.0%	29.0%	28.0%	26.9%	25.7%	24.5%
Reserves as % Revenue	26.4%	26.5%	29.2%	30.0%	29.0%	28.0%	26.9%	25.8%	24.6%
Net Revenue as % Expense	-1.8%	0.7%	6.2%	0.0%	-0.1%	-0.2%	-0.3%	-0.4%	-0.5%
Minimum Reserve at 16%	$ 1,583,628	$ 1,573,157	$ 1,704,605	$ 1,757,385	$ 1,830,157	$ 1,905,186	$ 1,982,540	$ 2,062,292	$ 2,144,516
Additional Reserves	$ 1,841,335	$ 1,937,601	$ 2,691,402	$ 2,642,481	$ 2,559,012	$ 2,457,839	$ 2,337,960	$ 2,198,329	$ 2,037,851

Reserve Status

2020 Ending unrestricted fund balance:	4,396,008.00
2021 Proposed Projects	(1,122,155.00)
Estimated 2021 Ending Balance	3,273,853.00
Less 16%	(1,755,145.12)
Additional Reserves	1,518,707.88

Strategic Pillars

- **COMMUNICATION**

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

- **COMMUNITY ENGAGEMENT**

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

- **CORE SERVICES**

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

- **ECONOMIC DEVELOPMENT**

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

Washougal City Council 2020-2021 Goals

❑ PUBLIC SAFETY

- Fire Partnership(incl. Master Plan and Impact Fees)
- Pursue WASPC Accreditation and Police Program Evaluation

❑ TRANSPORTATION

- Enhance Pavement Management
- 32nd Street Railroad Underpass
- (complete 30% design, pursue funding)
- Sidewalks (identify projects, pursue funding)
- Update Transportation Improvement Plan

❑ PARKS, RECREATION AND TRAILS

- Schmid Fields Enhancements
- Complete Waterfront Trail
- Downtown Park
- Update Parks Plan

Washougal City Council 2020-2021 Goals

LAND USE AND ECONOMIC DEVELOPMENT

- TownCenter Subarea Plan/Planned Action
- Economic Development 2.0 - deferred
- Urban Forestry

COMMUNITY

- Community Aesthetics
- Enhance Code Compliance
- Public Information/Involvement

Filters applied to Department generated one-time expense proposals:

- ➢Communication (Strategic Pillar)
- ➢Community Engagement (Strategic Pillar)
- ➢Core Services (Strategic Pillar) – “mission critical”
- ➢2020-2021 Council Goals
  - ✓WASPC Accreditation
  - ✓TownCenter Sub-area Plan
  - ✓Community Aesthetics
  - ✓Public Information and Involvement
- ➢ARPA eligible?

2021 Supplemental Budget Recommendation:

- Add $885K in GF appropriations
- Identify $1.13M one-time expenses

Item	Amount $1.122M	Community Engagement & Communication	Community Aesthetics	Mission Critical	Council Goals
ER&R vehicles	$375K			X	
Police Evidence Room	$40K			X	X
Police interview recording system	$20K			X	
Speed radar trailer	$10.6K	X		X	
Animal Control equipment	$14.55K			X	
Code Compl position set-up	$20K		X	X	X
Shorelines Master Plan	$50K			X	
2025 Comp Plan update	$350K			X	X
Permit Center sign	$1K	X	X	X	
Class and Comp Study	$10K			X	
Cemetery Fence/Landscaping	$20K	X	X		
PW Exec house repairs	$53K		X	X	
Permit Center repairs	$18K		X	X	
Park Shelters re-paint	$15K	X	X	X	
City Hall new entrance doors	$5K		X		
Campen Creek Bridge	$120K	X	X	X	

Clean Up Items

- Two police donations - $1,600
- Fund 125 appropriation - $60,786
- LID $ Transfer for Fire Station Purchase - $336,195

	Revenues	Expenses
General Fund - 001		
	-	-
Increase to Revenues - Police Donations	1,600.00	
Increase to Revenues - Fund 125 Revenue	60,786.00	
Increase to Expenses - Police Training and Police Ammunition from donations		1,600.00
Increase to Expenses - Shorelines Master Program Update		50,000.00
Increase to Expenses - Code Compliance New Position Needs		20,000.00
Increase to Expenses - 2025 Comprehensive Plan Update		350,000.00
Increase to Expenses - Police and Animal Control Equipment Needs		45,155.00
Increase to Expenses - Human Resources Class Comp Study		10,000.00
TOTAL CHANGES TO GENERAL FUND 001	**62,386.00**	**476,755.00**
Parks Capital Project Fund - 350		
	-	-
Increase to Revenues - Surplus Funds	135,000.00	
Increase to Expenses - Campen Creek Bridge		120,000.00
Increase to Expenses - Repaint Shelters		15,000.00
TOTAL CHANGES TO PARKS CAPITAL PROJECT FUND 350	**135,000.00**	**135,000.00**
Facilities Capital Project Fund - 351		
	-	-
Increase to Revenues - Surplus Funds	117,000.00	
Increase to Revenues - LID Funds	336,195.00	
Increase to Expenses - Fire Station Purchase		336,195.00
Increase to Expenses - Police Evidence Room		40,000.00
Increase to Expenses - Exec House Repairs/Wiring/Roof		53,000.00
Increase to Expenses - Permit Center Painting/Sign		19,000.00
Increase to Expenses - City Hall Entrance Doors		5,000.00
		-
TOTAL CHANGES TO FACILITES CAPITAL PROJECTS FUND 351	**453,195.00**	**453,195.00**
Equipment Repair and Replacement Fund 520		
	-	-
Increase to Revenues - 2020 Surplus	375,000.00	
Increase to Expenses - Vehicle Purchases		375,000.00
		-
TOTAL CHANGES TO EQUIPMENT REPAIR AND REPLACEMENT FUND 520	**375,000.00**	**375,000.00**
Cemetery Fund 103		
	-	-
Increase to Revenues - 2020 Surplus	20,000.00	
Increase to Expenses - Fencing and Landscaping Improvements		20,000.00
		-
TOTAL CHANGES TO CEMETERY FUND 103	**20,000.00**	**20,000.00**
Woodburn LID Fund 211		
	-	-
Increase to Expenses - Fire Station Purchase		336,195.00
		-
TOTAL CHANGES TO WOODBURN FUND 211	**-**	**336,195.00**

Draft 2021-2022 Council Goals

Washougal City Council

2021~~0~~-2022~~1~~ Goals

- Strategic Planning
  - Initiate Update to Strategic Plan
  - Initiate General Facilities Plan Development
  - Pursue Federal and State Funding Opportunities for Capital Projects
- Public Safety
  - Fire Partnership

    (~~incl. Master Plan and Impact Fees~~complete Partnership Analysis and Path Forward)
  - ~~Pursue~~ Finalize WASPC Accreditation ~~and Police Program Evaluation~~
- Transportation
  - ~~Enhance~~ Pavement Management
  - 32nd Street Railroad Underpass

    (~~complete 30% design,~~ pursue funding for design and construction)
  - Sidewalks (identify projects, pursue funding)
  - Complete Update to Transportation Improvement Plan
- Parks, Recreation and Trails
  - Complete Schmid Fields Enhancements
  - ~~Complete Waterfront Trail~~
  - ~~Downtown Park~~
  - Complete Update to Parks Plan
- Land Use and Economic Development
  - ~~Economic Development 2.0~~
  - Urban Forestry
  - Prepare for GMA Update and Towncenter Planning
- Community
  - Community Aesthetics (including enhanced code compliance) - Implement new program
  - ~~Enhance Code Compliance~~
  - Finalize and Implement Community Engagement Plan~~Public Information/Involvement~~

Next Steps

- Budget amendment ordinance will be at the next council meeting
- Draft council goals will be added to a future workshop

Questions