CITY OF WASHOUGAL
CITY COUNCIL
MINUTES
Monday, April 14, 2025
5:00 PM

MEETING INFORMATION

Please click the link below to join the webinar:
https://us02web.zoom.us/j/81757753831

I. CALL TO ORDER

Mayor Pro Tem David Fritz called the meeting to order at 5:00 pm.

II. ROLL CALL

Present: Councilmembers David Fritz, Molly Coston, Michelle Wagner and Tia Robertson. Councilmembers Ernie Suggs and Mayor Stuebe attended via ZOOM
Absent: Councilmember Julie Russell and Student Representative Emily Bishop

Staff:
Daniel Layer, Finance Director/City Clerk
David Scott, City Manager
Joe Walsh, Community Services and Strategy Director
Zane Freschette, Police Chief
Theo Gomez, IT Manager
Amanda Goulding, Assistant City Clerk & Accounting Specialist

III. PUBLIC COMMENTS

None

IV. NEW BUSINESS

A. Finance: 2024 Annual Report

Finance Director Daniel Layer presented the following summary: Measures, 2024 Accomplishments, and 2025 Goals:

- 2024 Acutal Expenditures
  - Finance Total - $756,608.00
  - Information Technology - Total - $537,945.00
  - Utility Billing Total Payments Applied - $13,359,636
  - General Obligation Bond Rating: AA
  - Water & Sewer Bond Rating: A+
- Information Technology

- Received a total of 455,724 inbound emails, of which 271,953 were legitimate
- 552 Helpdesk Requests

▪ Finance Accomplishments

- Received clean Accountability & Financial Audits for fiscal year 2023 financial statements
- Awarded Government Finance Officers Association (GFOA) Distinguished Budget Award for 2024 budget
- Developed the city's first biennial budget for 2025-2026
- Promoted from within an Assistant City Clerk & Accounting Specialist
- Hired a Utility Billing & Financial Analyst and two Accounting Specialists

▪ Information Technology Accomplishments

- Completed implementation of 3CX, a more modern phone system
- Replaced old pedestrian tunnel cameras with ones that are higher quality and have more capabilities
- Replaced existing antivirus software with a more advanced next-generation product by SentineOne
- Passed the WACIS/NCIC Technical Security Audit - which is done every 3 years
- We ended selecting and implementing Microsoft's Windows Hello for Business to meet this requirement on every system at PD

▪ 2025 Goals

* Finance

- Receive GFOA Budget Award for the 2025-2026 Biennial Budget
- Clean 2024 Financial and Accountability Audit
- Enhanced financial forecasting, reporting and tracking
- Implement new agenda/meeting solution to replace Novus (CivicPlus)

* Information Technology

- Finish network infrastructure equipment upgrade and network re-design
- Expand cameras used in tunnel project to other City facilities
- Expand multi-factor authentication to all staff at the internal computer level, not just externally
- Replace e-mail filter with a more modern solution that utilizes AI to detect more threats that our system currently seems to be accomplishing

B. Finance: 2024 Year End Review

Finance Director Daniel Layer presented the following summary: Financial Summary, Revenues, Expenditures & Fund Balances & 2024 Investments Update

- 2024 Financial Summary: General & Street Funds
  - Amended 2024 budget included: Use of Reserves/General Fund Capacity - $2,807,654

    * Facilities Master Plan 2025-2045
    * Comprehensive Plan Update
    * Shorelines Update
    * Use of ARPA Funds (Columbia River Trail & R/R Crossing Improvements)
    * Public Works (PW) Operations Center Renovations
    * "Public Works Bridge"
    * Programing of 2023 Surplus (Capital Projects & SPIF)

    = Actual Total: $1,151,327

  - Revenues: $19,257,186 & Expenses: ($20,400,859) = Deficit - $1,143,673
  - Long-Term Projections
- 2024 Revenues – General & Street Funds
  - 2024 revenues ended the year at 93.0% of the amended budget:

    * Overall revenues were down 0.4% from 2023
    * Regular property tax collections were up 12.5%
    * Sales/use tax was up approximately 4.2%
    * Utility taxes were down slightly 0.4% and 100.4% of budget
    * Licenses & permits down 32.2% from 2023 but 91.6% of the budget (Timing of building permits)
- 2024 Revenue Sources
  - 2024 Actual Total: $19,257,186
  - Amended Budget Total: $20,703,283

- Percentage of Budget Total: 93.0%
- 2023 Actual Total: $19,332,523
- 2024 v 2023: -0.4%

- 2024 Expenses – General & Street Funds

  - 2024 total expenditures ended the year at 86.8% of the amended budget:

    * Expenditures were down 11.1% from 2023: Programming of $3.57m of ARPA funds to capital projects at the end of 2023
    * Camas-Washougal Fire Department (CWFD) shared services: 2024 shared services increased 11.2% from 2023
    * Judicial expenditures were up nearly 17.4% from 2023: Contractual increases & uptick in incarcerations
    * Animal Control expenditures were up 25.4% from 2023: Increase cost in sheltering contracts and uptick in animals other than canines

- 2024 Expenses – General & Street Funds

  - 2024 Department Actual Total: $20,400,859
  - Amended Budget Total: $23,510,937
  - Percentage of Budget Total: 86.8%
  - 2023 Actual Total: $22,957,198
  - 2024 v 2023: -11.1%

- 2024 Financial Summary: Total Revenues – Utility Funds

  - Water/sewer revenues are at 93.3% of the budget and down 20.8% from 2023
  - Stormwater revenues are at 84.8% of the budget and down 2.1% from 2023

- 2024 Total Expenditures – Utility Funds

  - Water/sewer expenditures are at 57.5% of the budget and up 26.3% from 2023
  - Stormwater expenditures are at 62.5% of the budget and up 4.0% from 2023

- 2024 Revenues and Expenses – Water/Sewer Fund

  - 2024 Actual Revenue Total: $13,135,847
  - Amended Budget Total: $14,084,284
  - Percentage of Budget Total: 93.3%
  - 2023 Actual Total: $16,594,210
  - 2024 v 2023: -20.8%

- 2024 Financial Summary: ARPA Funds Update
  - Programed: $4,500,628
  - Expenditures to Date: $1,380,368

- 2024 Revenues, Expenses & Fund Balances - All Funds
  - General & Street: $5,643,234
  - Strategic Plan Implementation: $823,698
  - Abatement: $68,431
  - Cemetery: $48,651
  - Hotel/Motel Tax: $273,758
  - National Opioid Settlements: $196,727
  - EMS Restricted Revenue: $68,519
  - Fire Impact Fees: $835,600
  - Affordable Housing Sales Tax: $43,694
  - Drug Seizure Fund: $20,072
  - Woodburn/JKL Lid Fund: $356,709
  - Downtown Revitalization Bond: $379

- 2024 Investments Update
  - LGIP - Investment Update: Interest YTD $1,139,530.66
  - Riverview ICS - Investment Update: Interest YTD $186,448.08
  - Bonds/Treasury Notes - Investment Update: Interest $265,126.49

C. Police: 2024 Annual Report

Chief Zane Freschette presented the following summary: 2024 Police Data and Statistical Review & 2025 Goals

- Calls for Service: 4-year Comparison
  - 2021: Total 10056   2022: Total 10574 2023: Total 10873 2024: Total 12742

*The total calls for service increased by 17.18% from 2023 to 2024, while the population increased by 3.77%
*Required Responses: 17564

- Offense Categories on the rise between 2023-2024: 4-year Comparison
  - Forgery at 57.14%
  - Drugs at 23.08%
  - Weapons at 33.33%
  - Animal Cruelty per RCW & WMC at 41.67%
  - Robery at 75%
  - Felony Assaults at 8%

- Kidnapping at 66.67%
- Arson at 50%
- Larceny/Theft at 1.89%

▪ Five Largest Categories of Crime

- Larceny/Theft at 21.41%
- Assaults at 22.63%
- Vadalism at 12.32%
- Violation of Protective Orders at 7.88%
- Fraud at 6.87%

▪ Average Response Times in 2024

- Assault with weapons: 3:41
- Physical Disturbance: 4:57
- Suspicious Vehicle: 26:25
- Audible Alarm: 9:36

▪ Animal Control Calls for Service

- 2023 - Camas: 262 Washougal: 603
- 2024 - Camas: 475 Washougal: 856

▪ Goals 2025

- Prepare department for reaccreditation
- Create ER&R schedule and plan for all major items in the police department (this currently does not exist)
- Meet strategic plan deliverables and track our objectives and indicators
- Complete the PD restructure (division of labor, supervision, and establishment of efficiencies)
- Complete a fleet study and create a multi-year fleet plan

V. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

Deferred

B. MAYOR

Deferred

C. CITY COUNCIL

Deferred

VI. ADJOURNMENT

UPCOMING MEETINGS: Monday, April 28, 2025 - Workshop at 5:00 p.m. and Council at 7:00 p.m.

Meeting ended at 6:50 PM

David Stuebe

Mayor

Daniel Layer

City Clerk