



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP
Monday, October 13, 2025
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81906780979>

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENTS**
- IV. NEW BUSINESS**
 - A. Community Services and Strategy: *Schmid Family Park Master Plan Preferred Concepts Presentation* — Corinthia Barnhart**
 - B. Human Resources: *Personnel Policies Update* — Teresa Stedman**
 - C. Finance: *2025 Supplemental Budget #1* — Daniel Layer**
- V. REPORTS AND COMMUNICATIONS**
 - A. CITY MANAGER**
 - B. MAYOR**
 - C. CITY COUNCIL**
- VI. ADJOURNMENT**

EXEMPT MEETING: Monday, October 13, 2025 following this meeting
UPCOMING MEETINGS: Monday, October 27, 2025 - Workshop at 5 PM &
Council at 7 PM

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

10/13/2025

SUBJECT:

Community Services and Strategy: ***Schmid Family Park Master Plan Preferred Concepts Presentation*** — Corinthia Barnhart

DEPT. OF ORIGIN:

Community Services & Strategy

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. Schmid Family Park Master Plan Council Presentation

EXPENDITURE REQUIRED:

Type Here

BUDGETED:

Type Here

APPROPRIATION REQ'D:

Type Here

SUMMARY STATEMENT

RECOMMENDED ACTION

Schmid Family Park Master Plan Update

10/13/2025 | Presented by Corinthia Barnhart



City of Washougal

MISSION STATEMENT

Our mission is to provide fiscally responsible services that promote our vision of a safe and beautiful community that can be enjoyed for generations to come.

Project Purpose

- **Create a Park That Reflects Washougal's Identity**
 - A rare opportunity to design a public space that blends natural beauty, heritage, and community use
 - Reflects Washougal's long-standing connection to the river, land, and ecological values
- **Serve the Growing Needs of the Community**
 - Increase access to recreational and educational spaces in an underserved area
 - Design for inclusivity: all ages, abilities, and cultural backgrounds
- **Honor the Land While Making It Accessible**
 - Restore and protect sensitive habitats in the floodplain
 - Create trails, overlooks, and interpretive elements that invite people to learn and explore
- **Leverage Partnerships and Public Support**
 - Funded in part through Clark County Conservation Futures and Washington RCO
 - Aligned with Washougal's Parks System Plan and long-term community goals



Project Vision

***Schmid Family Park** will be a vibrant, inclusive destination that deepens Washougal's connection to its **people**, its **landscape**, and its **heritage**. By thoughtfully blending nature, art, and history, the park will provide welcoming spaces for **play**, **gathering**, and **quiet reflection**.*

*Designed for all ages and abilities, it will be a place to learn, explore, and celebrate—fostering creativity, community, and **meaningful experiences** for generations to come.*

Guiding Principles

Celebrate Washougal's Heritage

- Honor the cultural, ecological, and historical significance of the land while creating a park that serves as a living legacy.

Design for All

- Ensure the park is welcoming, inclusive, and accessible to people of all ages, backgrounds, and abilities.

Connect People to the River & Landscape

- Inspire curiosity and stewardship through opportunities to experience the Washougal River, native landscapes, and local wildlife.

Foster Creativity, Play & Community

- Create flexible, engaging spaces that support play, arts, education, and community gathering.

Protect and Enhance the Land

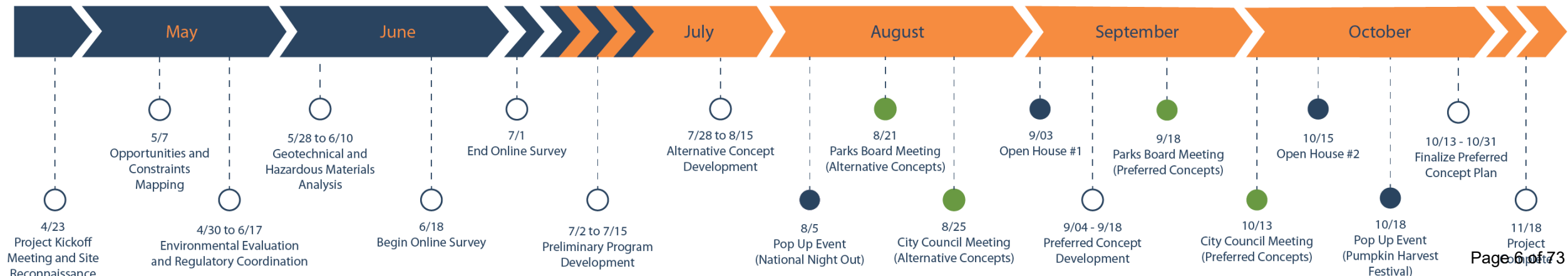
- Restore natural systems, support habitat, and embrace sustainable practices that preserve the park's beauty and function over time.



Community Engagement

- **Online Community Survey**
 - 451 Respondents
- **Popup Events**
 - August 5th National Night Outside
 - October 18th Pumpkin Harvest Festival
- **Project Website and Social Media**
- **Community Flyers**
 - Posted in Key Locations in the Community
- **Open Houses**
 - September 3rd Open House #1
 - 40+ Attendees
 - October 15th Open house #2
- **Stakeholder Interviews**
 - City Operations and Planning Departments
 - Community Partners
 - Cultural and Environmental Groups
 - Schmid Family Representatives

Schmid Family Park Project Timeline



What We Heard – Priorities

- **What should the park focus on?**
 - Wildlife habitat and natural access
 - River viewpoints and trails
 - Nature play and open lawn space
 - Events: music, movies, cultural celebrations
 - Preference for amenities not available in other Washougal parks
- **Design Opportunities**
 - Lower park: habitat restoration, river access, nature trails
 - Upper park: flexible gathering space, nature play, informal recreation
 - Connections to nearby neighborhoods and parks
 - Respecting floodplain, views, and sensitive features
 - Integrated stormwater management



WHAT THE COMMUNITY VALUES



UPPER PARK PROGRAMMING

Prioritizing both passive and active use areas



Traditional Playground



Nature Play



Gathering Spaces



Display Garden



Terraced Seating

LOWER PARK PROGRAMMING

Prioritizing nature and habitat restoration



Nature Restoration



Scenic Viewpoints



Draft Preferred Concept

LEGEND

- | | |
|--|---------------------------|
| 1 Grand Lawn | 12 Water Access |
| 2 Decking Overlook | 13 Gravel Access Road |
| 3 Protected Oaks With Split-Rail Fencing | 14 Nature Trail |
| 4 Nature Play Area | 15 Picnic Table |
| 5 Workout Stations | 16 Interpretative Signage |
| 6 Parking (62 Stalls) | 17 Buffer Planting |
| 7 Picnic Shelter | 18 Maintenance Building |
| 8 Restrooms | 19 Entry Sign |
| 9 Stone Steps | 20 Water Quality Planting |
| 10 Natural Meadow | 21 Boardwalk |
| 11 Tribute Garden | 22 Wetland Area |
| | 23 Bench With Uplighting |



City of Washougal



Upper Park



Upper Park



Upper Park



Upper Park



Upper Park



Upper Park



Lower Park



Lower Park



Lower Park



City of Washougal



Lower Park



Next Steps

- **City Council Briefing – 10/13**
 - Draft Concept Plan
- **Open House #2 – 10/15**
 - Draft Concept Plan
- **Pop Up Event (Harvest Festival) – 10/18**
 - Draft Concept Plan
- **Finalize Preferred Concept Development**
 - October 13th - Oct 31st
 - Incorporate feedback from the community
- **Project Complete – 11/18**



Open Discussion



City of Washougal

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

10/13/2025

SUBJECT:

Human Resources: ***Personnel Policies Update*** — Teresa Stedman

DEPT. OF ORIGIN:

Human Resources

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. Personnel Policies Updates 2025

SUMMARY STATEMENT

RECOMMENDED ACTION

PERSONNEL POLICIES UPDATE

October 13, 2025 | Presented by Teresa Stedman, HR & Risk Director



City of Washougal

Personnel Policies Updates

What we will cover:

Updates to the Personnel Policies due to:

- Legal updates
- Compliance
- Inaccurate/out-dated information
- Clarification & Consistency
- Redundancy

For efficiency and time, only the changes to a section are included in the presentation. The remainder of any section with an update remains unchanged.



Chapter 2 (Compensation, Classification and Pay Administration)

2.12.03.02 MARKET ANALYSIS:

To achieve pay range competitiveness, the City seeks to establish pay ranges that are within +/- 5% of the median of pay ranges of similar positions in comparable Washington cities.

Human Resources will typically survey Washington cities that have a population within +/-50% of the City of Washougal and which are located in Western Washington. Other agencies, not meeting the population or geographic criteria, may be added as necessary to provide a better market picture for various hard-to-recruit or difficult to match occupations, or to provide an adequate number of comparables within the relevant labor market. Similarly, other factors, such as assessed valuation per capita, will be used to include or exclude an agency. The survey will be completed for benchmark positions, every five years; however more frequent assessments may be done to ensure market competitiveness. Benchmark positions will be determined by the Human Resources Director as part of each survey process.

Add the following sentence: The City may adjust these limits during the conduct or update of a classification and compensation analysis or at other times to meet the business needs of the City.



Chapter 2 (Compensation, Classification and Pay Administration) Continued

2.12.05 (RECLASSIFICATION):

At the request of the department director to the City Manager a request can be made to reclassify an incumbent's position. When an employee moves from a lower paid position/classification to a higher paid position/classification with increased authority and responsibility (e.g. moving from a Maintenance Worker I to a Maintenance Worker II) or through reorganization and/or update of the job description, the employee's salary will be placed on the new pay range that provides a minimum one-step, **or three and one-half percent (3.5%) increase after the annual performance appraisal and merit increases have been given.** This type of advancement does not create a new vacancy or reset an employee's anniversary date for performance evaluation purposes and pay range step increases.

The added terminology reflects the terminology in the 307-W CBA.



Chapter 2A: Compensation (Department Heads and other Non-Represented Employees)

2.A.04 (SICK LEAVE):

Regular full-time employees affected by this chapter will accrue one day (8 hours) of sick leave per month. Regular part-time employees accrue sick leave in proportion to the number of hours worked per week. Sick leave accruals during months when an employee works less than the standard workweek are prorated based on the number of hours actually worked. At the end of the calendar sick leave accrual year unused paid sick leave balances of ~~120 days (960 hours)~~ **130 days (1040 hours)** or less will carry over to the following year. Sick leave may be used once accumulated by **but** cannot be used in advance of the accrual. Employees affected by this chapter who have accrued in excess of sixty days (480 hours) of sick leave may annually in January trade four (4) hours of sick leave for one (1) hour of vacation in excess of the 480 hours of sick leave. The employee must maintain a minimum of 480 hours of sick leave at the time of the trade request. Employees hired on or before July 6, 2010 with five or more years of service will be paid 25% for any unused sick leave balance upon leaving City employment. Those employees hired after July 6, 2010 will not be eligible for the 25% payout of unused sick leave.

The was not updated in previous policies update in 2018.



Chapter 2A: Compensation (Department Heads and other Non-Represented Employees) Continued

2. A.05 Paid Family and Medical Leave

Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, which ~~begins~~ **began** January 2, 2020, is established by Washington Law. Premiums for benefits are established by law and may **change over time due to annual legislative action**. ~~for the period ending December 31, 2020, will total four tenths of one percent (0.4%) of employees' wages (unless otherwise limited by action of the State).~~ Employees will pay through payroll deduction ~~the full cost of the premiums associated with family leave benefits and forty-five percent (45%)~~ **a** portion of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115. The City will pay the remaining premium amounts. ~~The net contribution for the employee will be 63% of the .4% and for the city the remaining 37%.~~



CHAPTER 3: HOURS OF WORK

3.02 Exempt Employees:

Exempt employees are not covered by the **Fair Labor Standards Act (FLSA)** and **Washington Minimum Wage Act (WMWA)** overtime provisions and do not receive overtime pay or comp time. An exempt employee is paid to perform a job which may not necessarily be completed in a normal work week. In recognition of the extra time demands of certain exempt positions, administrative paid leave may be granted by the City Manager and taken, as mutually agreed upon by the exempt employee and the City Manager

3.06 Compensatory Time: (updated May, 2016)

Upon approval of the department director or the department director's appointed representative, an employee may choose to receive compensatory time at one and one-half (1½) hours for each FLSA overtime hour worked in excess of ~~sixty~~ **forty** (40) hours per week. The maximum accrual of compensatory time shall not exceed eighty (80) hours at any given time. Unused compensatory time shall be paid at the employee's regular rate of pay at the time of termination, promotion, or transfer to another department.



CHAPTER 3: HOURS OF WORK

Continued

3.08 Paid Holidays:

Holidays shall be in increments of eight (8) hours for regular full-time employees and pro-rated for regular part-time employees. During the Thanksgiving and Christmas holiday weeks, employees working an alternate work schedule will revert to an eight (8) hour workday schedule. During other observed holiday weeks, employees may choose to revert to the eight (8) hour daily schedule during the holiday week, or maintain their alternate work schedule and receive full pay for the period by charging additional leave as follows:

- Employees working a 9/80 schedule must use one (1) hour of vacation to cover the remaining one hour beyond the 8 hours of the holiday.
- Employees working a 4/10 schedule must use two (2) hours of vacation time to cover the remaining two hours beyond the 8 hours of the holiday.

An employee eligible for holidays shall not receive holiday pay if they are on unpaid leave of absence or leave without pay, immediately prior to or immediately following the observed holiday. If an employee is on paid FMLA, PFML, or Workers' Compensation, they will receive holiday pay for the holiday.



CHAPTER 3: HOURS OF WORK

Continued

Floating Holiday:

Non-represented employees will receive three (3) floating holidays.*

Advance approval from the employee's immediate supervisor must be received prior to use. Floating holidays (defined as eight hours **days**) are used during the calendar year. Floating holidays are not considered as part of separation pay if they have not been used at the time of termination and do not carry over from year to year.

- Employees working a 9/80 schedule must use one (1) hour of vacation to cover the remaining one hour beyond the 8 hours of the floating holiday.
- Employees working a 4/10 schedule must use two (2) hours of vacation time to cover the remaining two hours beyond the 8 hours of the floating holiday.



Chapter 4: Employment

4.12 EMPLOYMENT OF RELATIVES **AND DATING RELATIONSHIPS:**

Dating Relationship, Defined:

A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved. If a dating relationship is established by a supervisor (or higher position of authority) with another employee, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management **and Human Resources**. **If a dating relationship is established between non-supervisory position employees, it is the responsibility and obligation of the employees involved in the relationship to disclose the existence of the relationship to management and Human Resources. Should the dating relationship terminate, the employees involved in the relationship shall disclose such to management and Human Resources.** Employees in a dating or family relationship should refrain from public workplace displays of affection or excessive personal conversation.



Chapter 4: Employment Continued

4.15 Internal Movement Frequency:

An employee who successfully transfers or achieves a promotion through recruitment for an existing vacancy should serve at least one year in the new position before the same employee is eligible to transfer or pursue another internal vacancy. **New employees must serve at least one year in the new position before they are eligible to transfer or pursue another internal vacancy.** Exceptions may be granted in writing by the City Manager in consultation with the affected department heads.

Similar terminology in the 307-W CBA

4.17 Hiring PERS 1 Retirees: (added May, 2009)

PERS 1 was closed to new members in 1977 - remove this section.



Chapter 5: Termination of Employment

5.02 RESIGNATION PROCESS:

Resignation Process for **Department Directors** and Managers:

A department director **or manager**, to be considered as having resigned in good standing, must submit a written notice of resignation to the City Manager at least thirty (30) calendar days before the effective date of the resignation. The City Manager may authorize a resignation in good standing upon shorter notice for sufficient cause.

Separation Date:

In order to minimize the City's liability, the separation date is generally the last workday of an employee's employment. However, in the case the employee notifies the City in writing of their intent to **resign** ~~retire~~, elects to work through the end of the given month, and the last day of that work month is a recognized holiday, the employee will be eligible to receive holiday pay for their last official day of employment with the City. No vacation or sick leave is accrued from that date forward. Accumulative leave (**sick, vacation, floating holiday**) may not be used to extend the effective date of termination without the written authorization by the City Manager.



Chapter 5: Termination of Employment Continued

5.04 Retirement:

All regular full-time and regular part-time employees in City service who retire under the provisions of any present or subsequent retirement policy or plan are treated as having been separated from City service in good standing. In order to minimize the City's liability, the separation date is the last workday of an employee's employment. However, in the case the employee notifies the City in writing of their intent to retire, elects to work through the end of the given month, and the last day of that work month is a recognized holiday, the employee will be eligible to receive holiday pay for their last official day of employment with the City. No vacation or sick leave is accrued from that date forward. Accumulated leave (sick leave, vacation, floating holiday) may not be used to extend the effective date of termination without written authorization by the City Manager.



CHAPTER 6: PROBATIONARY TRIAL SERVICE PERIOD

6.01 Purpose of Probationary Trial Service Period:

The **probationary** trial service period is a continuation of the testing and orientation process during which the employee is on trial to demonstrate their ability to perform the requirements of the appointed position at a level that meets City and departmental expectations and standards. The period is a time to observe closely the employee's performance in order to achieve an effective match and/or adjustment of a trial service employee to their position, or to determine that a trial service employee's performance does not meet the acceptable standards of the position.

The addition of the word probationary creates consistency with the reference to probation in the 307-W and WPOA CBA's.



CHAPTER 7: SICK LEAVE

7.01 Use of Sick Leave:

Sick leave may be requested for the following reasons:

- An employee's mental or physical illness, injury or health condition;
- Preventative care such as medical, dental or optical appointments and/or treatment;
- Care of a family member with an illness, injury, health condition and/or preventative care such as a medical/dental/or optical appointments;
- Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons;
- If the employee or the employee's family is a victim of domestic violence, sexual assault, or stalking. <https://www.lni.wa.gov/workers-rights/leave/domestic-violence-leave>
- Preparing or participating in a judicial or administrative immigration proceeding involving the employee or their family member. This includes activities such as attending court hearings or consulting with legal counsel. Effective July 27, 2025.



CHAPTER 10A: PAID FAMILY AND MEDICAL LEAVE

10A.02 Payroll Deductions:

The PFML program is funded through premiums collected by ESD via payroll deductions and City contributions. The premium rate is established by law which determines the contribution rate for both employees and employers. ~~employees are currently responsible for two-thirds of the total premium amount.~~ Should the State in the future modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, the City will modify payroll practices to reflect those statutory changes.



CHAPTER 19: EMPLOYEE TRAINING, DEVELOPMENT AND EDUCATIONAL PROGRAMS

Eligibility Requirements:

1. Employee ~~is a~~ **must be in good standing** and a regular post-probationary employee of the City of Washougal. Part-time employees (greater than 20 hours per week) receive tuition reimbursement pro-rated, based on the number of hours in their regularly scheduled workweek;
2. The employee has applied for the Tuition Reimbursement Program as outlined in this policy, and has been approved;
3. The employee submits for this tuition refund no later than sixty (60) days following the issuance by the institution of a qualifying final grade updating the student's transcript;
4. The employee successfully completed the course with a grade of C (2.0) or better for undergraduate courses; or B (3.0) or better for graduate courses, or pass (P) in pass-fail classes.

Add the following:

The City's tuition reimbursement policy complies with the IRS Internal Code, Section 127 Educational Assistance Program.



CHAPTER 20: SUBSTANCE ABUSE AND PHYSICAL EXAMINATION POLICY

Drug and Alcohol Testing

Purpose: This section of the chapter sets forth the alcohol and drug testing program which is intended to apply the same testing and reporting requirements, with the exception of random testing, to all employees as required by Federal regulations as stated in this section. The purpose of this chapter is to support the drug free work-place and establish compliance with the Federal Highway Administration regulations for Commercial Driver's License holders. Regulations issued by the United States Department of Transportation mandate urine drug and evidential breath alcohol testing for employees in safety-sensitive positions, including those who are required to hold a Commercial Driver's License.

The FMCSA Clearinghouse Rule: The Clearinghouse rule required by FMCSA-regulated employers, medical review officers (MROs), substance abuse professionals (SAPs), consortia/third-party administrators (C/TPAs), and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, Parts 40 and 382 by current and prospective employees. This final rule became effective January 6, 2020.

Drivers should be aware the City is required to collect, maintain, and report certain information to the Clearinghouse as required:



CHAPTER 20: SUBSTANCE ABUSE AND PHYSICAL EXAMINATION POLICY

Continued

- ❖ A verified positive, adulterated, or substituted drug test result;
- ❖ An alcohol confirmation test with a concentration of 0.04 or higher;
- ❖ A refusal to submit to any test required by subpart C of this part;
- ❖ An employer's report of actual knowledge, as defined at §382.107:
 - On duty alcohol use pursuant to §382.205;
 - Pre-duty alcohol use pursuant to §382.207;
 - Alcohol use following an accident pursuant to §382.209; and
 - Controlled substance use pursuant to §382.213;
- ❖ A substance abuse professional (SAP as defined in §40.3 of this title) report of the successful completion of the return-to-duty process;
- ❖ A negative return-to-duty test; and
- ❖ An employer's report of completion of follow-up testing.



CHAPTER 21: EMPLOYEE ETHICS, STANDARDS OF CONDUCT, AND PERSONAL ACTIVITIES

21.01 Purpose of Policy:

The City expects its employees to subscribe to the highest set of ethics, values, and principles that guide all employees in our provision of services to our customers who are both inside and outside of City employment. The City expects employees to be fair, honest, consistent, and committed to high levels of customer service and professionalism. Anyone who fails to live up to such ethical standards reflects negatively on the entire City work force.

21.02 General Principles:

Employees shall apply the following principles in determining whether their professional ethics and conduct is proper.

a – c remain unchanged

d. Employees shall not, except as permitted by law, regulation, or policy, solicit or accept gifts or other items of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the City, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties; **except this prohibition shall not apply to:**



CHAPTER 21: EMPLOYEE ETHICS, STANDARDS OF CONDUCT, AND PERSONAL ACTIVITIES Continued

1. Attendance of a City officer or employee at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business or where official attendance by the City officer or employee as a City representative is appropriate;
2. An award publicly presented in recognition of public service; or
3. Nominal promotional items including, but not limited to, items such as pens, calendars, wearing apparel, or food/beverage items which cannot be reasonably be presumed to influence the vote, action, or judgment of the City Official or be considered as part of a reward for action or inaction.

The remainder of section 21.02 remains unchanged.



CHAPTER 21: EMPLOYEE ETHICS, STANDARDS OF CONDUCT, AND PERSONAL ACTIVITIES Continued

21.03 Incompatible Personal Activities of City Employees:

An employee will not engage in any off-duty employment or activity that is inconsistent, incompatible or in conflict with the employee's duties in City service. The department director determines which activities are inconsistent, incompatible, or in conflict with duties in City service. Examples of prohibited activities include, but are not limited to:

- a. The use of City time, facilities, equipment, or supplies for private gain or advantage;
- b. The use of the badge, **identification card**, uniform, prestige, or influence of an employee's position for private gain or advantage **or to obtain privileges not otherwise available to them;**
- ~~c. The direct or indirect solicitation or acceptance of any gratuities, loans, gifts, merchandise, meals, beverages, or any other thing of tangible value in connection with or resulting from an employee's official position. Nor will employees use their official position, badges, or identification cards to obtain privileges not otherwise available to them;~~
- d. The performance of an act when an employee is off duty that may later be subject to direct or indirect control, inspection, review, audit, or enforcement by that employee of the City in the exercise of their City duties.



Recommended Action

- ❑ On Council's agenda of October 27, 2025, will be a resolution to amend the Personnel Policies as proposed.



Personnel Policies Updates

Questions?

Thank you!



BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

10/13/2025

SUBJECT:

Finance: ***2025 Supplemental Budget #1*** — Daniel Layer

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. 2025 Budget Amendment Presentation 10-13-2025

SUMMARY STATEMENT

RECOMMENDED ACTION

2025 Budget Amendment #1

10/13/2025 | Presented by Daniel Layer



City of Washougal

Agenda

➤ 2025 Supplemental Budget:

- Supply & Contractual Amendments – General, Hotel/Motel Tax, Affordable Housing Sales Tax Credit, Water & Sewer, Stormwater Funds
- Capital Project Amendments – Parks, Facilities, Transportation, Water & Sewer Capital, Stormwater Funds
- Transfers Between Funds Amendments – Strategic Plan Implementation Fund (SPIF), Transportation Impact Fees (TIFs), and National Opioid Settlement Fund

➤ 2025 Supplemental Budget Summary



2025 Supplemental Budget: Supply & Contractual Amendments



City of Washougal

2025 Supplemental Budget: First Responder Supplies – Automated External Defibrillators (AEDs)

- Increase the following small supplies & equipment lines:
 - Fire Department: \$101,200
 - Police Department: \$ 30,900
- Increase Transfer Revenue from National Opioid Settlement Fund: \$132,100



2025 Supplemental Budget:

2025-2045 Comprehensive Plan & Capital Facilities Plan

Update Professional Services Agreement (PSA)

➤ Contractor: DOWL, LLC

<u>2025 Adopted Budget:</u>	<u>Amendment</u>	
General Fund	\$ 996,990 + \$337,500	(\$250,250 one-time rev.)
Water	39,800 + \$ 33,000	
Sewer	30,100 + \$ 14,110	
Stormwater	9,000 + \$ 735	
Total	\$1,075,890 + \$385,345	= <u>\$1,461,235</u>

\$760,000
Grants offset



2025 Supplemental Budget: 2025 On-Call Engineering PSA

➤ Contractor: Wallis Engineering

2025 Adopted Budget: Amendment

General Fund \$ 50,000 + \$35,000 (one-time rev.)

Total: \$85,000



2025 Supplemental Budget: Small Business Education & Networking PILOT PSA

➤ Contractor: Spencer Crandall

2025 Adopted Budget:

General Fund \$ 0 + Amendment
\$7,000 (transfer from SPIF)

Total: \$7,000



2025 Supplemental Budget: Parking Management Analysis PSA

➤ Contractor: ROP Consulting, Inc.

2025 Adopted Budget:

General Fund \$ 0 + Amendment
\$36,650 (transfer from SPIF)

Total: \$36,650



2025 Supplemental Budget: Hotel/Motel Tax Fund

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

Project Name/Event: 3/26/2025	Project Cost	Requested	Awarded
Washougal Studio Artists / Holiday Studio Tour November 16-17, 2024 (reimbursement	\$ 2,475.00	\$ 1,200.00	\$ 1,200.00
Washougal Studio Artists / Holiday Studio Tour 2025	\$ 2,475.00	\$ 1,200.00	\$ 1,200.00
Camas Washougal Historical Society - 2025 Rack Card	\$ 456.35	\$ 357.00	\$ 357.00
Camas Washougal Historical Society - Director \$50-\$90K	\$ 50,000.00	\$ 5,000.00	\$ 5,000.00
Washougal Songcraft Festival	\$ 9,050.00	\$ 3,200.00	\$ 3,200.00
Metropolitan Productions, Inc./ Grains of Wrath Brewing	\$ 47,000.00	\$ 5,000.00	\$ 5,000.00
Metropolitan Productions, Inc. / 2025 Washougal Harvest Fest	\$ 50,000.00	\$ 15,000.00	\$ 15,000.00
Camas-Washougal Chamber of Commerce - Trick or Treat 2025	\$ 2,205.00	\$ 2,205.00	\$ 2,205.00
Reed Creative for City of Washougal - Advertizing Ad Renewel	\$ 1,988.00	\$ 1,988.00	\$ 1,988.00
Reed Creative for City of Washougal - 2025 Washington State Visitor Guide (Payment for 2025 publication for 1/24 ad made in 2024)	\$ 8,898.00	\$ 1,000.00	\$ 1,000.00
Reed Creative for City of Washougal - 2025 Visit Washougal Calendar	\$ 4,133.14	\$ 4,133.14	\$ 4,133.14
Reed Creative for City of Washougal - 2025-2026 Swag	\$ 3,869.62	\$ 3,869.62	\$ 3,869.62
Reed Creative for City of Washougal - Video Update "A Day in the Shoug"	\$ 5,050.00	\$ 5,050.00	\$ 5,050.00
	\$ 187,600.11	\$ 49,202.76	\$ 49,202.76



2025 Supplemental Budget: Hotel/Motel Tax Fund

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

Project Name/Event : 6/25/2025	Project Cost	Requested	Awarded
Zombie Fest presented by Doomsday Brewing Co	\$ 9,107.00	\$ 6,000.00	\$ 6,000.00
Washougal Beer Passport and Profile for Brewers: 5440, Trapdoor, Grains of Wrath, and Recluse	\$ 7,366.00	\$ 7,366.00	\$ 7,366.00
Washougal Community Market Support - by Lori Reed and City of Washougal	\$ 12,478.82	\$ 12,478.82	\$ 12,478.82
Washougal Challenge Coins 2025	\$ 645.00	\$ 645.00	\$ 645.00
	\$ 29,596.82	\$ 26,489.82	\$ 26,489.82

Project Name/Event: 9/24/2025	Project Cost	Requested	Awarded
Washougal Studio Artist / Blue Turtle Pro Media Video	\$ 2,950.00	\$ 2,950.00	\$ 2,950.00
C/W Chamber of Commerce Tourism Promotion Canopy	\$ 985.00	\$ 985.00	\$ 985.00
COW - Tourism Fall Winter 2025/2026 Video	\$ 3,950.00	\$ 3,950.00	\$ 3,950.00
COW - Dining map additional reprint for 2025	\$ 526.87	\$ 526.87	\$ 526.87
	\$ 8,411.87	\$ 8,411.87	\$ 8,411.87



2025 Supplemental Budget: Hotel/Motel Tax Fund

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

➤ 2025 Adopted Budget:

Other Events: \$47,303

Approved by LTAC &
to be approved by Council: \$84,105

Budget Amendment **\$36,802**



2025 Supplemental Budget: ILA Administer Rent Assistance Funds

➤ Vendor: Vancouver Housing Authority

2025 Adopted Budget:

Amendment

General Fund \$30,000 + \$15,000 (Sales tax credit)

Total: \$45,000



2025 Supplemental Budget: Capital Project Amendments



City of Washougal

2025 Supplemental Budget: Capital Project Amendments (Parks)

- Increase the following project expenditures:
 - Hamlik Park Basketball Court (Closeout): \$55,000
 - Community Development Block Grant \$55,000
 - Steamboat Landing Conceptual Design: \$50,000
 - Fund Balance
- **Total Increase to Expenditures: \$105,000**
- **Total Increase to Revenues: \$55,000**



2025 Supplemental Budget: Capital Project Amendments (Facilities)

- Decrease the following project expenditures:
 - Public Works Operations Center Bldg. Maint. & Repair: **\$549,846**
 - Transfer from General Fund Decrease: **\$549,846**
 - Expenses are being reallocated to utility funds based on utilized square footage of the building
- **Total Decrease to Expenditures: \$549,846**
- **Total Decrease to Revenues: \$549,846**



2025 Supplemental Budget: Capital Project Amendments (Transportation)

- Increase the following project expenditures:
 - 32nd Street Safety Improvements: \$55,000
 - Transfer from TIFs: \$55,000
 - Main Street Overlay (Closeout): \$16,250
 - \$8,746 from TIB & balance from TIFs transfer
 - Evergreen Way Sidewalks (Closeout): \$2,400
 - \$2,040 from TIB & balance from TIFs transfer



2025 Supplemental Budget: Capital Project Amendments (Transportation)

- Increase the following project expenditures:
 - Washougal River Road Improvements: \$30,000
 - Transfer from General Fund: \$30,000 (concurrency \$\$)
 - Shepherd Road Pedestrian Connection: \$350,000
 - \$280,000 from TIB & balance from TIFs Transfer
- **Total Increase to Expenditures: \$453,650**
- **Total Increase to Revenues: \$453,650**



2025 Supplemental Budget: Capital Project Amendments (Water/Sewer)

- Increase the following project expenditures:
 - Automated Meter Reading (Closeout): \$165,000
 - Lift Station #1 Improvements (Closeout):
 - Water \$70,000
 - Sewer \$500,000
 - Public Works Operations Center Bldg. Maint. & Repair (Closeout & Re-allocation):
 - Water \$243,500
 - Sewer \$244,500



2025 Supplemental Budget: Capital Project Amendments (Water/Sewer)

- Increase the following project expenditures:
 - Biosolids & Anoxic Selector Management: \$3,584,330
 - EPA Grant \$959,752; DOE Loan \$2,624,578
- **Total Increase to Expenditures: \$4,807,330**
- **Total Increase to Revenues: \$2,624,578**



2025 Supplemental Budget: Capital Project Amendments (Stormwater)

- Increase the following project expenditures:
 - Lift Station #1 Improvements (Closeout): \$75,000
 - Stormwater Capacity Upgrades: \$16,000
 - DOE Grant: \$16,000
 - Public Works Operations Center Bldg. Maint. & Repair (Closeout & Re-allocation): \$374,500
 - Washougal TownCenter Revitalization: \$6,775



2025 Supplemental Budget: Capital Project Amendments (Stormwater)

- Increase the following project expenditures:
 - Schmid Family Park Conceptual Design (Stormwater): \$25,000
 - Evergreen Way Sidewalks – Catch Basins: \$38,500
- **Total Increase to Expenditures: \$536,510**
- **Total Increase to Revenues: \$16,000**



2025 Supplemental Budget: Transfers Between Funds Amendment



City of Washougal

2025 Supplemental Budget: Transfers Between Funds Amendment

Transfer From	Transfer To	Amount	Reason / Purpose
General Fund 001	Facilities Capital Fund 351	\$ (549,846)	Reallocation of project expenditures by utilized square footage
General Fund 001	Transportation Capital Fund 353	30,000	Concurrency Dollars for Washougal River Road Improvements
SPIF 002	General Fund 001	43,650	To fund PSAs to implement sections of the Strategic Plan
Transportation Impact Fees 110	Transportation Capital Fund 353	132,864	Local Match for Transportation Capital Projects
National Opioid Settlements Fund 120	General Fund 001	132,100	To reimburse AEDs purchased for the Fire & Police Departments (first responders)
	TOTAL TRANSFERS	(343,332)	



2025 Supplemental Budget Summary



City of Washougal

2025 Supplemental Budget: Summary

Fund Title	Increase to Beg. Fund Balance	Increase to Revenues	Increase to Expenditures
General Fund	\$0	\$461,000	\$28,404
Strategic Plan Implementation Fund	\$0	\$0	\$43,650
Transportation Development Fund	\$0	\$0	\$132,864
National Opioid Settlements Fund	\$0	\$0	\$132,100
Affordable Housing Sales Tax Credit Fund	\$0	\$0	\$15,000
Parks Capital Project Fund	\$0	\$55,000	\$105,000
Facilities Capital Project Fund	\$0	(\$549,846)	(\$549,846)
Transportation Capital Projects Fund	\$0	\$453,650	\$453,650
Water/Sewer Fund	\$0	\$0	\$47,110
Stormwater Fund	\$0	\$16,000	\$536,510
Water/Sewer Capital Fund	\$0	\$2,624,578	\$4,807,330
TOTAL	\$0	\$3,060,382	\$5,751,772



Next Steps

- 11/3/2025 Workshop & Council Meeting:
 - Budget Amendment #1 Update (if needed)
 - 2026 Mid-Biennium Budget Review & set public hearings for property tax levies & amended budget (11/17/2025)
 - Approval of 2025 budget amendment ordinance
- December 2025 – Supplemental Budget #2 (if needed)



Questions

