

THE CITY OF  
**PORT ANGELES**  
WASHINGTON



2026 BUDGET



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*The City's 2026 Budget can also be viewed interactively in the Open Budget platform found on the City's website at [www.cityofpa.us](http://www.cityofpa.us) by clicking on the Open Data icon, or at <https://openbudget.cityofpa.us>.*



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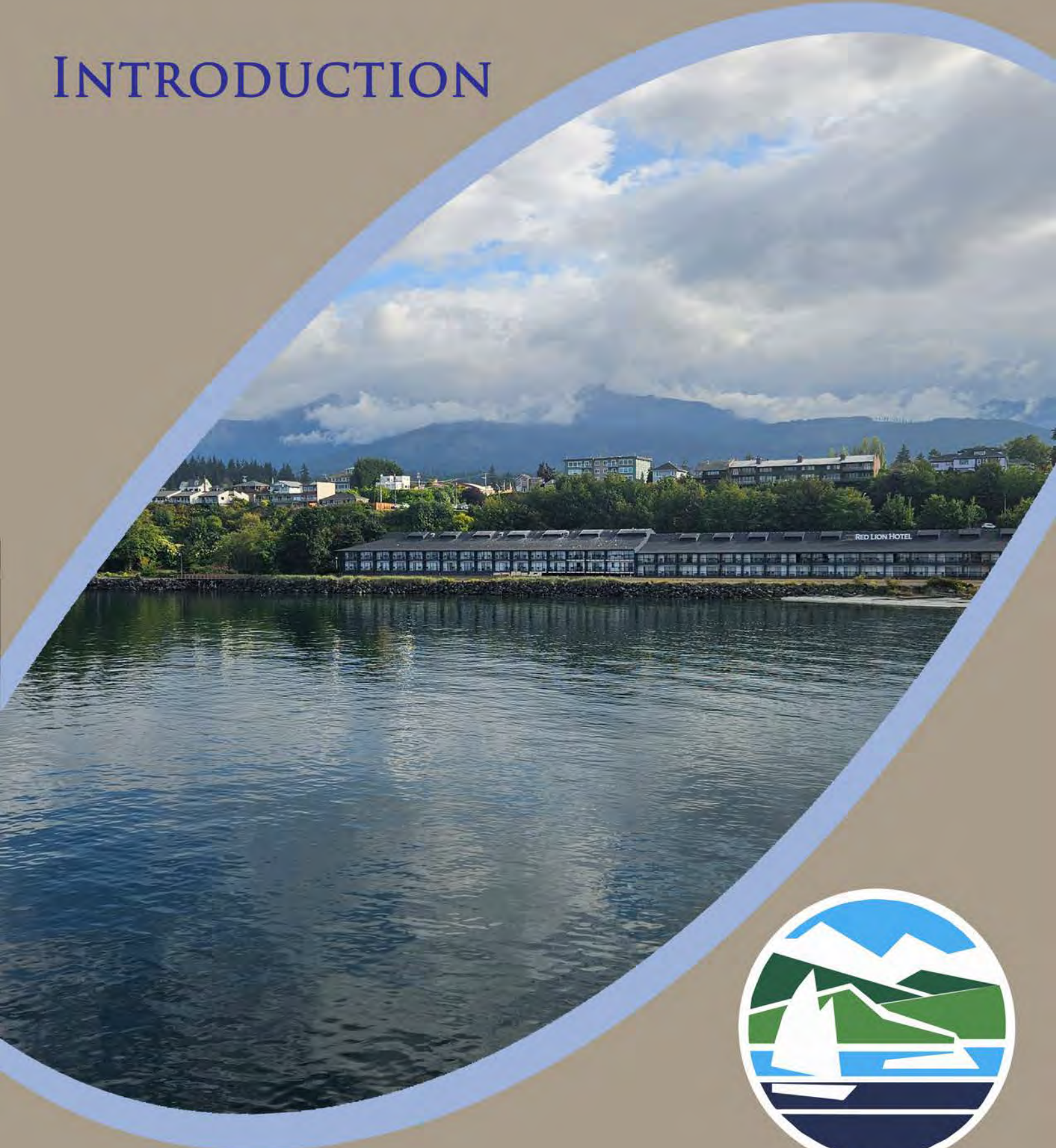
CITY OF PORT ANGELES



2026 BUDGET



# INTRODUCTION



# VISION STATEMENT

“THE CITY OF PORT ANGELES IS VIBRANT AND PROSPERING,  
NURTURING A BALANCE OF INNOVATION AND TRADITION  
TO CREATE AN ENVIRONMENTALLY, ECONOMICALLY,  
AND FISCALLY SUSTAINABLE COMMUNITY, ACCEPTING  
AND CHERISHING ITS SOCIAL DIVERSITY, SMALL-TOWN  
CHARACTER AND NATURAL SETTING.”

~ PORT ANGELES CITY COUNCIL 2021 ~





**March 2, 2026**

**Honorable Mayor, City Council and Citizens of the City of Port Angeles, Washington,**

The Budget allows the City to present our community with a detailed and open view to our financial commitments, considerations and constraints that are apparent within the City's finances. The document highlights the dedication, innovation and care that is encompassed in the budget. Vital and meaningful services have been diligently considered when balancing the budget each year. A conscientious effort is undertaken to ensure that the City is investing our limited resources into the needs of our residents, businesses and visitors without overextending the ability of our community to afford needed services. City Staff take very seriously our fiscal stewardship and value the foundation of trust and transparency that has characterized the budget without which the 2026 budget could not have been balanced.

At the start of the budget process, it was apparent that the work and policy direction from City Council would be instrumental to protecting the financial foundation built over the last decade when planning the 2026 Budget as the City initially faced a \$2.2 million shortfall in the General Fund during a year that illustrates financial hardship for many families and businesses in Port Angeles. The City noticed a tightening of the local economy that demonstrated a slowing trend in contrast to multiple years of strong revenue growth. Unlike recent years revenue trends dictated no capacity to grow staff resources or City programs. Additionally, substantial impacts from the threat of loss and actual loss of multiple federal grants. Despite these challenges, staff immediately went to work looking for efficiencies and funding sources that did not place further burden on the Port Angeles community allowing support to those in need without sacrificing core services built over the last several years. The ability to move past this funding gap was achieved through a deliberate approach to hold the budget projections in line with the 2025 Budget whenever possible, consistently higher than anticipated tax collection citywide and re-examining planned increases within the Budget. I am pleased to share the result of this guided and disciplined approach successfully balanced the General Fund at \$27,816,100 and the Citywide 2026 Budget in the amount of \$199,842,000.

The coming fiscal year will hold many uncertainties that may impact the City's Budget and ability to continue providing the high level of services that are currently available, however, the fiscally sound and responsible leadership from City Council will afford the greatest opportunity for Port Angeles to thrive for many generations to come. The 2026 Budget further strengthened this direction by continuing to build the elements of community resilience, optimization of resources, housing and infrastructure development, maintenance and connectivity outlined in the Strategic Plan. Each of these aspects are critically important to the vitality and fiscal conservancy of the budget.

### **Community Resilience**

Resilience was at the forefront of the City's decision-making process when balancing the 2026 budget. Though the City has been faced with challenges, City staff has worked tirelessly to ensure the essential core services and critical planned projects remain in the budget to allowing the Port Angeles community to prosper. As we are faced with significant budget impacts that resulted from expected revenue reductions, ensuring stability for our community it will be essential to operate City services more efficiently. It will also be critical that we are better prepared should an emergency arise. In addition, funds to address aging infrastructure and public safety have been maintained in the 2026 Budget despite the financial constraints, including the expected loss of grant funding, anticipated in the coming year.

For several years the City has worked to strengthen our core foundations for services in the budget. Through this process the City has carefully weighed and considered the needs of the community and expressed our

commitment to providing and pursuing the essential services that our community requires. Without this dedication to maintaining and growing services at an affordable level, the 2026 Budget would not have been balanced. The conservative budget approach built into the Council approved Financial Policies is the cornerstone that has afforded the City the ability to move past the funding challenges expected in 2026.

Though growth is not planned in the 2026 Budget, our ability to continue full-service operations in a time of economic uncertainty is attributed to the resiliency that exists in all areas of the City. It is paramount to the success of our future endeavors. Highlights of these efforts include emphasizing safety and compassion through the Operation Shielding Hope program, continuing to prioritize transparency and communication through the implementation of the Enterprise Resource Planning (ERP) system. The ERP system will enable efficient interactions with community members and businesses. An additional focus is to continue our trends in resolving debt. In 2026, the City's General Fund and Electric Utility will no longer carry debt. These savings were directly passed on to our community by offsetting increases or service reductions that would have otherwise occurred.

### **Citywide Resource Optimization**

In the last several years, the City has gradually pushed the boundaries of available funds for essential programs. The 2026 Budget continues this push to optimizing programs and spending in the budget without sacrificing the fiscal sustainability of the City. This was never more prominent than in the 2026 Budget, when revenue estimates from State and grant funding saw significant projected decreases while projects and services increased at rates higher than projected revenue increases. Without a diversity of revenue sources in the budget, our ability to persevere and meet the expectations of our community would not be possible. The 2026 Budget deepens our continued approach to diversifying our revenue options without burdening our community and businesses. In coordination with these efforts, every year the City's budget process identifies areas of the Budget that could operate more efficiently. The ability to provide services as proficiently as possible allows our valuable resources to be allocated in the most impactful and thoughtful manner that will ensure the success of the entire community. Further, City staff has taken the direction of Council during the 2026 Budget Goals work session and prioritized funding in the Budget for maintaining operational services, preserving funding and staffing levels in public safety, and exploring options for future preservation and growth in the budget through additional revenue options.

In 2026, the City also performed a cost-of-service analysis of the Electric, Solid Waste Transfer Station, and Collections and Medic 1 utilities to determine affordable rates that meet the growing needs and inflationary costs of these utilities. Staff worked diligently to keep these rates as affordable as possible, however, rate increases were needed to keep the solvency of the utilities. The resulting rate increases will provide stability in the future and prevent larger and more costly increases in later years.

### **Housing**

Promotion of housing needs across the City remains a key component in the 2026 Budget. The City has already taken many steps to provide safe and healthy housing options by partnering with agencies and contractors in the City and incentivizing building affordable housing units through permit fee waivers and the use of Affordable Housing tax collection. The 2026 Budget furthers these efforts with continued dedication to planning and promoting the availability of Affordable Housing Sales Tax collection to fund projects, as well as retaining the Housing Administrator position to work with community partners to offer solutions to this critical issue. The Housing Pipeline project and the new Housing Action Plan are also essential to the long-term success and vision for housing needs in Port Angeles.

### **Infrastructure Development, Maintenance and Connectivity**

The City has committed to fully fund projects identified in the Capital Facilities Plan (CFP) in the 2026 Budget, despite the potential for economic changes that could significantly impact the financial security of these projects. Continuing funding for the planned projects in 2026 is fiscally responsible to prevent more costly maintenance and emergency repairs in the future. Completion of projects also promotes community safety and well-being and is one of the most significant priorities in the City's Budget. This is demonstrated by the \$64.3 million planned in the City's 2026 Budget for capital projects in all areas of the City. Projects range from support and increased capacity



of utilities, public safety, park improvements, street repairs, and pedestrian enhancements. These projects not only enhance our community but also provide safer walking routes and increased connectivity between neighborhoods and commercial districts, allowing all who live, work, and visit Port Angeles to enjoy our City to its fullest. These projects also reflect the City's environmental stewardship and commitment to the vitalization of our City. The projects planned in 2026 include \$33.8 million in utility capital projects, \$22.1 million in transportation projects, and \$8.4 million in governmental projects as outlined in the approved Capital Facilities Plan. A few highlights of these projects in 2026 include:

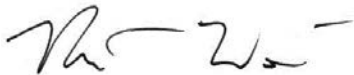
- Ennis Creek Fish Barrier Removal
- Restroom Improvement Program
- Truck Route at Highway 101 Intersection
- Laurel Street Stairs Replacement
- Peabody Creek/Lincoln Creek Culvert Repair
- Light Operations Building
- Electric Vehicle Charging Stations
- Ground Water Resiliency Program
- Transmission Main Replacement at the Water Treatment Plant
- Pump Station #3 Force Main Replacement

### **Securing Port Angeles' Future**

Our commitment to a successful and prosperous vision for Port Angeles remains stronger than ever and is evident in the 2026 Budget. The Budget represents the realities of our ability to move carefully laid plans for the City's growth, health and safety forward. Although the direction forward is expected to include challenges, City Staff and Council remain committed to delivering essential long-term solutions through the work outlined in Council-approved policies, including the Strategic Plan, Housing Action Plan, Climate Resiliency Plan, and Comprehensive Plan. This guidance and thoughtful planning will be necessary to overcome any continued challenges faced by the City and will be at the forefront of City fiscal planning. Through collective efforts, I am confident the future opportunities faced by the City will be met with innovation, collaboration, creativity and genuine well-being for our community.

In conclusion, I would like to thank City Council for their direction and foresight in planning for the City's future. Additionally, I wish to thank the citizens of Port Angeles for setting expectations that allow our City to prosper, and City Staff for their continued time, commitment, and fiscal stewardship to the City's Budget. It is through the collective efforts of all of you that Port Angeles will continue to build on our foundation and take action to strengthen our community for decades to come.

Respectfully submitted,



Nathan A. West  
City Manager





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Port Angeles  
Washington**

For the Fiscal Year Beginning

**January 01, 2025**

*Christopher P. Morill*

Executive Director



# YOUR LOCAL GOVERNMENT

The City of Port Angeles' City Council has seven members. Each member of the City Council is elected at large and serve four year terms. The City Council also elects a Mayor and Deputy Mayor from within the Council. Both the Deputy Mayor and the Mayor serve two year terms. Council Members do not keep regular office hours at City Hall, but are always available through email or letters sent to City Hall.

Community members may also attend regular City Council meetings and Work Sessions to better understand what your local government does and the current issues that are facing it. There is also a public comment section of each meeting that allows

citizens to speak directly to the City Council about any concerns or recommendations they may have regarding the City of Port Angeles and its policies. These meetings take place as follows:

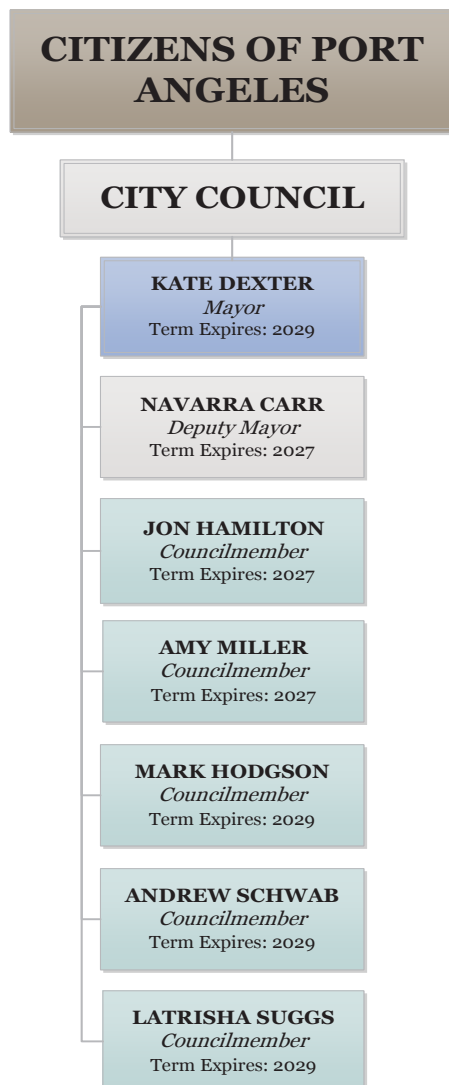
## Regular Council Meetings:

The first and third Tuesday of each month at 6:00pm in the City Council Chambers at City Hall; 321 E. Fifth Street; Port Angeles, Washington 98362. For information regarding virtual Council meetings, please visit: <https://www.cityofpa.us/984/Live-Virtual-Meetings>

## Work Session Meetings:

The fourth Tuesday of each month at 5:00pm in the City Council Chambers in City Hall; 321 East Fifth Street; Port Angeles, Washington 98362. For information regarding virtual Council meetings, please visit: <https://www.cityofpa.us/984/Live-Virtual-Meetings>

Additionally, the City of Port Angeles has a variety of advisory boards, commissions and committees appointed by the City Council. Members of the community may volunteer their time to serve the community by joining one of these advisory groups.



\*When the 2026 Budget was adopted in December 2025, the City Council was comprised as follows: Mayor Kate Dexter, Deputy Mayor Navarra Carr, and Councilmembers Jon Hamilton, Amy Miller, Andrew Schwab, LaTrisha Suggs and Lindsey Schromen-Wawrin.

## CITIZEN ADVISORY BOARDS & COMMISSIONS:

- Civil Service Commission
- Lodging Tax Advisory Committee
- Parks, Recreation & Beautification Commission
- Utility Advisory Committee
- Public Safety Advisory Board
- Planning Commission



THE CITY OF  
**PORT ANGELES**  
WASHINGTON

## STATEMENT OF VALUES

WE THE EMPLOYEES OF THE CITY OF PORT ANGELES SHARE A DEDICATION AND COMMITMENT TO PROVIDING **QUALITY CUSTOMER SERVICE** WITH **HONESTY, INTEGRITY, AND FLEXIBILITY.**

WORKING AS A TEAM, WE TAKE **PRIDE** IN PROVIDING **EFFICIENT** AND **EFFECTIVE** SERVICES FOR WHICH WE ARE **RESPONSIBLE** AND **FISCALLY ACCOUNTABLE.**

WE VALUE A **POSITIVE ATTITUDE, TRUST, INITIATIVE, AND COMPASSION** WITH A HIGH STANDARD OF **PROFESSIONALISM** AND **OPEN COMMUNICATION.** WE RESPECT **DIVERSITY** AND FOSTER A **SAFE** ENVIRONMENT.

IN **PARTNERSHIP** WITH THE COMMUNITY, WE ARE **STEWARDS** OF OUR UNIQUE ENVIRONMENT AND **QUALITY OF LIFE.**



# CITIZENS OF PORT ANGELES

## CITY COUNCIL

**KATE DEXTER**  
*Mayor*

**JON HAMILTON**  
**AMY MILLER**  
**MARK HODGSON**  
**ANDREW SCHWAB**  
**LATRISHA SUGGS**  
*Councilmembers*

**NAVARRA CARR**  
*Deputy Mayor*

**KARI MARTINEZ-BAILEY**  
*City Clerk*

**NATHAN A. WEST**  
*City Manager*

**CALVIN W. GOINGS**  
*Deputy City Manager/  
Community Services  
Department*

**PERMITTING/  
CUSTOMER  
SERVICE**

**HOUSING**

**LONG RANGE  
PLANNING &  
POLICY**

**INFORMATION  
TECHNOLOGY**

**COREY DELIKAT**  
*Parks &  
Recreation  
Department*

**WILLIAM BLOOR**  
*Legal  
Department*

**SARINA CARRIZOSA**  
*Finance  
Department*

**DERRELL SHARP**  
*Fire Department*

**BRIAN SMITH**  
*Police  
Department*

**SCOTT CURTIN**  
*Public Works &  
Utilities  
Department*

**ABBIGAIL FOUNTAIN**  
*Human  
Resources  
Department*

**SENIOR  
CENTER**

**GENERAL  
LEGAL  
SERVICES**

**ACCOUNTING**

**SUPPRESSION**

**INVESTIGATION**

**ENGINEERING**

**RISK  
MANAGEMENT**

**OCEAN VIEW  
CEMETERY**

**CUSTOMER  
SERVICE**

**VOLUNTEERS**

**PATROL**

**STREETS**

**PERSONNEL  
ACTIONS &  
LABOR  
RELATIONS**

**PARKS  
MAINTENANCE**

**REPROGRAPHICS**

**SPECIAL  
OPERATIONS**

**VOLUNTEERS**

**UTILITIES**

**RECRUITMENT**

**FACILITY  
MAINTENANCE**

**MEDIC I**

**RECORDS**

**UTILITY  
CAPITAL  
PROJECTS**

**INSURANCE &  
BENEFIT  
PROGRAMS**

**RECREATION**

**EMERGENCY  
MANAGEMENT**

**FACILITIES**

**EQUIPMENT  
SERVICES**

**SAFETY &  
WELLNESS  
PROGRAMS**

**PENCOM**



# THE PORT ANGELES COMMUNITY

The City of Port Angeles has long been the primary urban center of the North Olympic Peninsula. The earliest residents of the area were sustained by the region's abundant natural resources. These same natural resources, the naturally protected deep water harbor, abundant coniferous forests, prolific wildlife and marine resources, and an overall natural beauty also attracted the first non-natives to the area and continue today to encourage visitors and new residents alike from all walks of life.



The first official non-native sighting of the Peninsula was made by an explorer named Juan Perez on August 10, 1774, and the first confirmed report of the Strait of Juan de Fuca was made by Captain Charles Barkley in 1787. A Greek named Apostolos Valerianos, who had a reputation for "tall tales", claimed to find the Strait in 1592, but it was Captain Charles Barkley, master of the Austrian East India Company ship, *Imperial Eagle*, who named the Strait in 1787. Port Angeles has had several different names since its "discovery". In 1791, Lt. Francisco Eliza, a Spanish explorer, called it "El Puerto de Nuestra Señora de los Angeles" as it provided a haven from the stormy passage through the Strait. A year later, it was shortened to Porto de los Angeles. Later it was called "False Dungeness" because of the similarities between Ediz Hook and the Dungeness Spit. Then it was called "Cherbourg" as someone who had been to France hoped it would become the "Cherbourg of America". Finally, on June 6, 1862, the City was officially named Port Angeles.

Settlers from the east began to make Port Angeles their home beginning in the 1850s following the establishment of the boundary between Canada and the United States in 1846. However, it is Victor Smith who is referred to as the Founder of Port Angeles. Mr. Smith arrived in Port Townsend as a Customs Collector in 1861. But it appears he really had his eye on moving the Port of Entry, and therefore the Customs House, to Port Angeles where he

happened to have an interest in some land. According to *Port Angeles, Washington: A History- Volume I* by Paul J. Martin, there are 13 coincidences that point to a plot conceived by "Smith and some men in Washington, D.C. to grab power, money and land on the Olympic Peninsula." Through the auspices of Mr. Smith, on June 18, 1862, the Customs House was moved from Port Townsend to Port Angeles conveniently close to the land Smith had already purchased. Coincidentally, the very next day Abraham Lincoln signed an order setting aside more than 3,500 acres of land at Port Angeles as a military and lighthouse reservation; this area is now known as Lincoln Park.



PORT ANGELES BAY

Unfortunately, with the passing of Mr. Smith in 1865, the Port of Entry was returned to Port Townsend, and Port Angeles became little more than a ghost town until the 1880s. It was the railroad that brought Port Angeles back to life. The railroad opened up the Pacific Northwest, and all those choosing to move west found a little bit of paradise.

The Puget Sound Cooperative Colony was founded in May of 1887, just east of town at the mouth of Ennis Creek. The colony was founded on the principle that people could improve themselves and their lot in life through cooperation and unity. They issued their own money and distributed it to the colonists every few months.

At the start of 1890 the population of Port Angeles was less than 50, but by mid-year the population was over 1,000. In June of 1890, a public assembly of townspeople chose their first Mayor, John Dyke, and City Council. Incorporation occurred on June 11, 1890, and in December 1890, the first regular election was held. Willard Brumfield was elected Mayor over John Dyke, and for many years the City Council meetings were often brought to a



premature close by brawls and fist fights as the council members fought over the town's development plans.

An election held on November 4, 1890, named Port Angeles as the county seat. The colony quickly grew, earning revenue from logging, dairy and crop farming, and a saw mill. The colonists built the first school, church, and Opera House. While at its peak, the colony was home to more than a thousand members. Unfortunately, it slowly deteriorated and went bankrupt in 1894.



PORT ANGELES CITY HALL IN 1910

Logging and timber have long been important industries, and in 1912 Port Angeles was home to the world's largest sawmill. In 1920, a large pulp and paper mill was built by Washington Pulp and Paper Company. Purchased a few years later and operated by Crown Zellerbach for over 60 years, the mill is now owned by McKinley Paper Company.

In 1922, the Port of Port Angeles was formed. The natural deep-water harbor has always attracted shipping and both commercial and sports fishing. The Port operates a marina, boat haven, and international airport. The City hosts a Coast Guard Station for search and rescue activities in area waters as well as a pilot station where all inbound vessels pick up a pilot to guide the vessels through the inland waters to other Puget Sound ports.

Port Angeles has at various times been a stopping point for Naval ships. In the 1920s and early 1930s significant portions of the Pacific Fleet visited every summer. Naval visits slowly dropped off until they were stopped in the 1980s.

The first Coast Guard air station on the Pacific Coast was established at Ediz Hook on June 1, 1935. It is the oldest United States Coast Guard Station in the country. The piece of land occupied by the Coast Guard Station is the one remaining part of the military reservation that once included all of what is now Port Angeles. The first plane arrived on June 1; the plane, a Douglas RD-4 amphibian, was to perform its first rescue just two months later on August 9.



PAPER MILL IN PORT ANGELES

The station officially became Coast Guard Group Port Angeles in September of 1944 and received its first helicopter in 1946. Coast Guard Group Port Angeles now includes the stations at Quillayute River and Neah Bay and the cutter Point Bennet based in Port Townsend.



PRESENT DAY COAST GUARD STATION IN PORT ANGELES

The town grew steadily through the ensuing decades. Norman Smith, the son of Victor Smith, served as Mayor in the early 1890s. By far, the largest civic project was the regarding of the downtown streets, which occurred in 1914. The Olympic Power Company was formed in 1911 to construct the Lower Elwha Dam. The county Courthouse was built on Lincoln St. in 1915. A new fire station was built in 1931, a new Police station and jail were built in 1954, and a new city hall in 1987. In 1953, Port Angeles received the All American City Award, thereby rewarding all her efforts to grow and improve.

Today Port Angeles continues to grow and thrive. The City's waterfront received a revitalization update. This is a multi-phased approach, with Phase II complete. In 2014 the National Park Service completed the Elwha Dam Removal. The City recently finished some of the largest projects in its



history including the Landfill Bluff Stabilization project and the Combined Sewer Overflow project that prevented over 40 million gallons of overflow from entering the harbor. Both projects continue the City's approach to be good stewards of our environment.



THE FEIRO MARINE LIFE CENTER

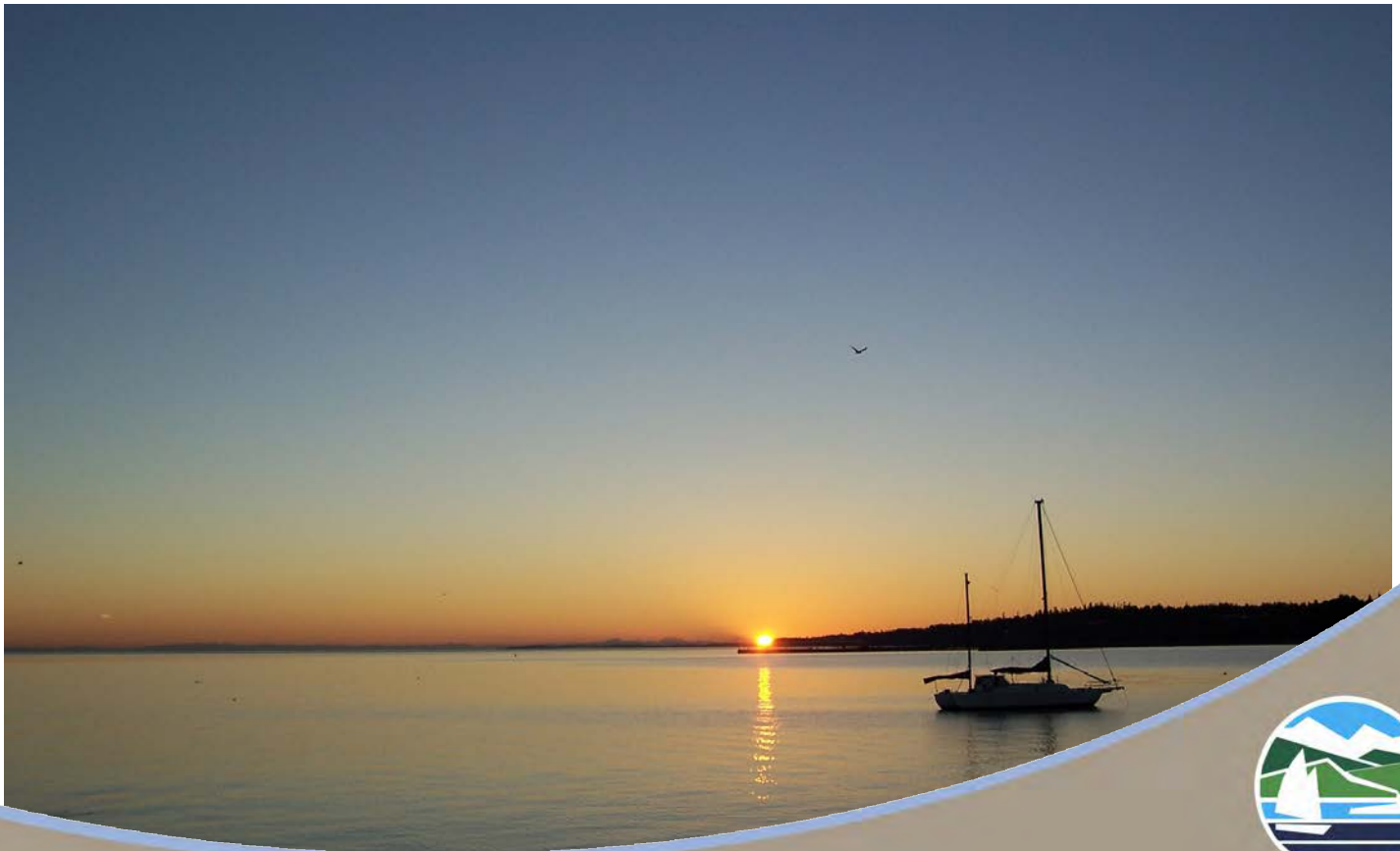
There are a wealth of recreational opportunities available in Port Angeles. The Port Angeles City Pier is one of the focal points of the Port Angeles waterfront. The pier is located alongside Hollywood Beach and a few steps away from the Waterfront Trail. The Arthur D. Feiro Marine Laboratory is located right on the pier, and children

of all ages are encouraged to actually touch marine life. During the summer, the pier hosts live music concerts in its amphitheater every Wednesday evening. The pier also boasts a watch tower with excellent views of the town, mountains, harbor, Ediz Hook, and Vancouver Island. Fishing and crabbing are also allowed on the pier.

For boaters, Port Angeles has a marina, where fishing and pleasure boats are moored. The marina is located alongside the waterfront trail, allowing boaters the opportunity to stretch their legs. Boat repairs and a refueling station are also available.

Port Angeles, nestled at the foot of the Olympic Mountains, is the largest city on the North Olympic Peninsula and is bordered by the Olympic National Park to the north and surrounded by several major watersheds. We have beaches, the pier, and 23 parks located within the City limits. Residents and visitors both enjoy hiking, biking, fishing, community theater and light opera, a wonderful symphony orchestra, and of course, skiing at Hurricane Ridge. Victoria, British Columbia is a ferry ride away across the Strait of Juan de Fuca and the ferry runs year round.

Port Angeles has experienced many growing pains in the past 100+ years, but thanks to the determination of those who have chosen her as their home she continues to overcome her burdens and move upward, onward, and ready to move into the future.



# PORT ANGELES AT A GLANCE

## GENERAL DATA

Date Incorporated	June 11, 1890
Area	10.7 square miles, plus 3.8 miles of harbor
Population	20,410
Number of Households	10,466
Average Commute Time	17.8 minutes
Number of Parks	23

## CITY SERVICES

Full service, including: police, fire, electric, water, wastewater, solid waste collections and transfer station, stormwater, street maintenance, medic I, parks and recreation.

## SERVICES PROVIDED TO AREAS OUTSIDE THE CITY

Mutual aid pacts with outlying areas for police, fire, emergency medical, and emergency dispatch services.



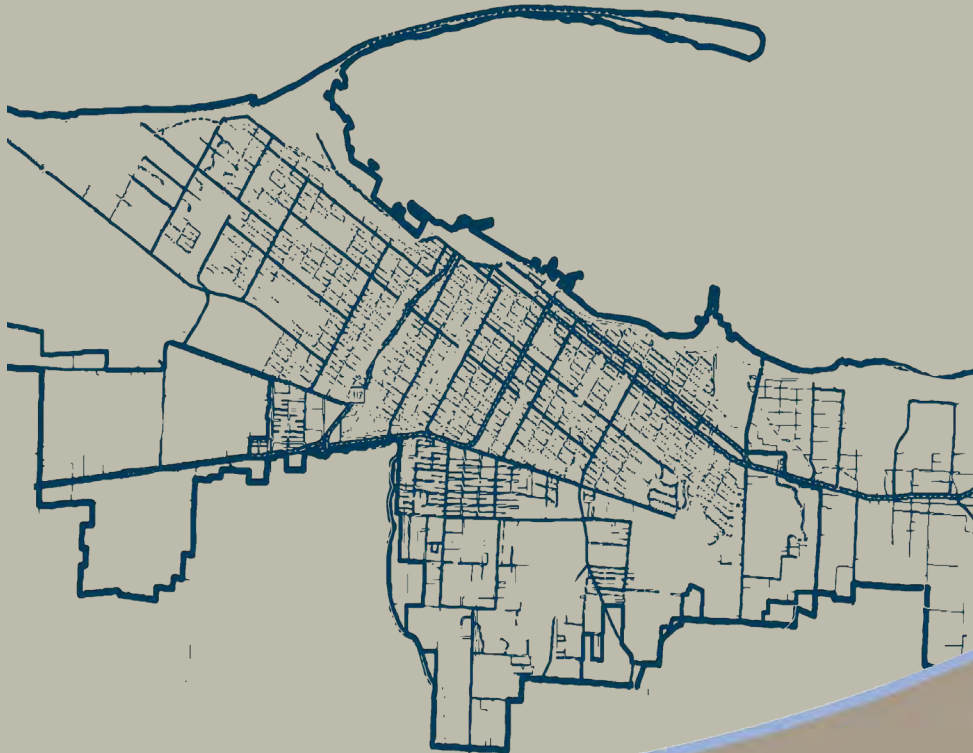
# PORT ANGELES AT A GLANCE

## POLICE PROTECTION

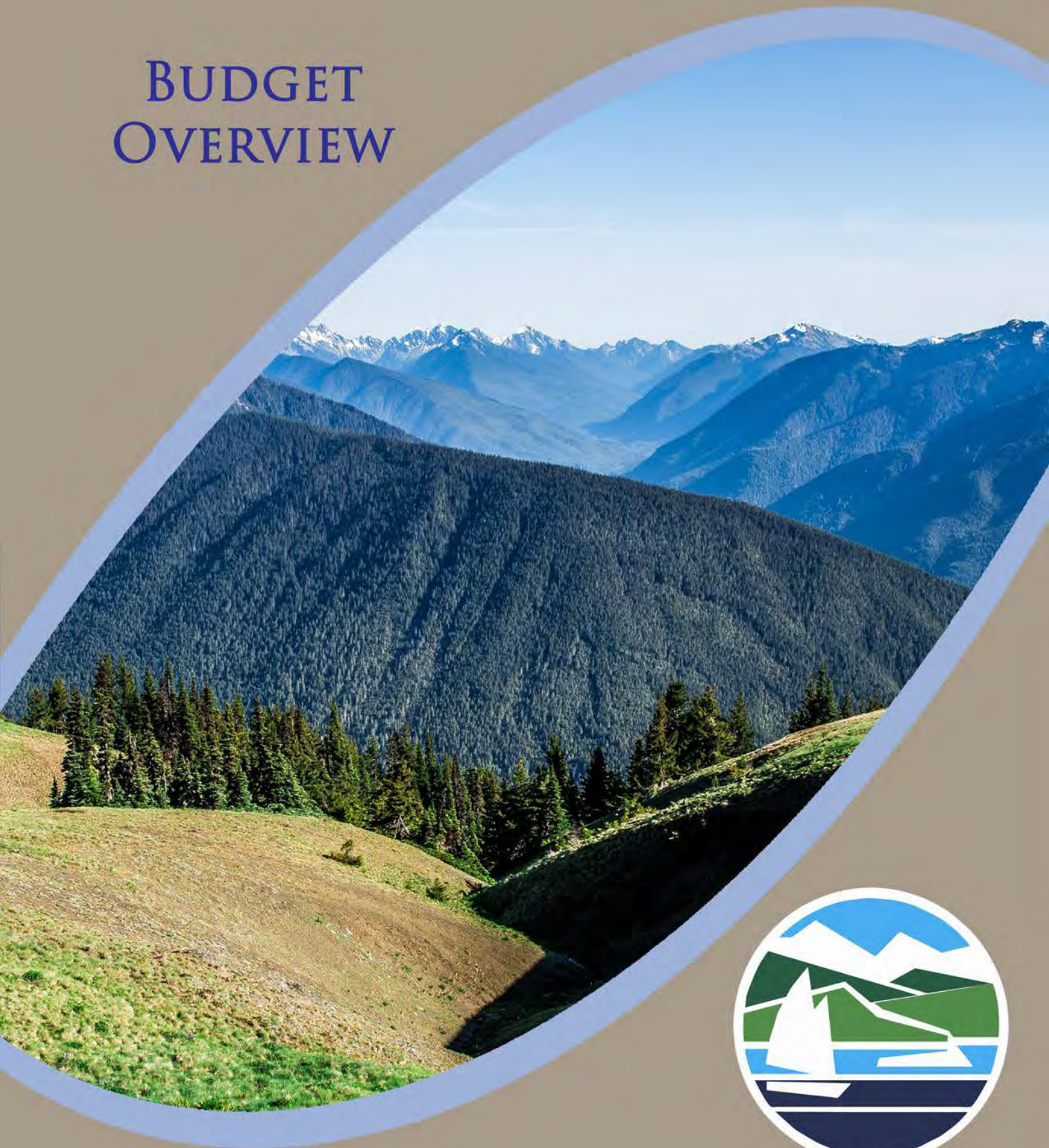
Commissioned Full Time Officers (includes Code Enforcement)	35
Volunteer Police Officers	2
Police Stations	1

## FIRE PROTECTION

Career Officers	30
Volunteer Firefighters	10
Community Paramedics	2
Fire Stations	1



# BUDGET OVERVIEW



# THE BUDGET PROCESS

## What is included in the Budget?

The budget includes the financial planning and legal authority to obligate public funds. Additionally, the budget provides significant policy direction by the City Council to the staff and the community. As a result, the City Council, staff, and public are involved in establishing the budget for the City of Port Angeles.

## The budget provides four functions:

### 1. A Policy Document

The budget functions as a policy document because decisions made within the budget will "reflect the general principles or plans that guide the actions taken for the future." As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the City staff.

### 2. An Operational Tool

The budget of the City reflects its operation. Activities of each City function and organization have been planned, debated, formalized, and described in the following sections. This process will help to maintain an understanding of the various operations of the City and how they relate to each other and to attain the policy issues and goals of the City Council. In this effort, the budget addresses areas which may not be traditional budget document topics. These include current and future debt management, staffing levels, long-range planning, capital spending plans, and the tax base and its relationship to the provision of services.

### 3. Communication Tool/Link to Public

The budget provides a unique opportunity to allow and encourage public review of City operations. The budget describes the activities of the City, the reason or cause for those activities, future implications, and the direct relationship to the citizenry. An introduction summary section is included for this purpose.

### 4. A Legally Required Financial Planning Tool

Traditionally a financial planning tool, the budget is also a State law requirement of all cities as stated in Title 35A RCW. The budget must be adopted as a balanced budget and must be in place prior to the expenditure of any City funds. The budget is the legal authority to expend public monies and controls those expenditures by limiting the amount of the appropriation at either the fund or department level. The revenues of the City are estimated, along with available cash carry-forward, to indicate funds

available. The staff requests for appropriations comprise the disbursement side of the budget.

## How Does the Budget Compare to the Annual Report?

The City prepares an annual comprehensive financial report in conformance with generally accepted accounting principles (GAAP). Since the budget is not prepared using the same basis of accounting, it cannot in all cases be compared directly to information depicted in the annual report. The Governmental Fund types are budgeted on a modified accrual basis and can be directly compared to the operating statements in the City annual report. The Proprietary Fund types are budgeted on a modified accrual basis and depicted in the annual report using a full accrual basis. These funds, therefore, cannot be compared between the two reports.

## Why does the City prepare the Budget?

The budget is a requirement of State law. The budget, as adopted, constitutes the legal authority for expenditures. The City's budget is adopted at the fund level, so expenditures may not legally exceed appropriations at that level. The City's budget is generally amended three to four times a year. All appropriations, except operating grants and capital projects, lapse at year end. Unexpended resources must be re-appropriated in the subsequent period.

In addition, the budget process affords both an interesting and challenging opportunity to reassess plans, overall goals, and the means for accomplishing them. It is through this effort that the budget is the single most important policy document produced each year. Much effort is expended to ensure the budget plan will achieve the goals and objectives of the City Council.

## How is the Budget prepared?

### Determining Policies and Goals:

The Budget process for the City of Port Angeles is, in some respects, an ongoing, year-round activity. The formal budget planning begins in the summer with discussions between the City Manager, departments, and City Council about the status of ongoing programs, new goals, and objectives for the future.

### Reporting and Monitoring

The budget and its policies are implemented through the individual departments and the accounting controls of the



Finance Department. The budget is monitored by a reporting system consisting of monthly reports to department heads and divisional managers. Financial reports are issued by the Finance Department comparing actual expenditures and revenues with the budget. In these reports, financial data is presented at the same level of detail as the final budget.

### **Staff Planning and Preparation**

Budget preparation begins in March with the projection of City reserves, revenues, expenditures, and financial capacity. It is with this groundwork that departmental expenditure requests are made and subsequently reviewed.

### **Components of the Budget**

There are three components of the budget: operating/base, capital improvements and supplemental requests.

**Operating/Base:** The operating/base consists of budget proposals which will be sufficient to maintain the operation of programs which have been authorized in earlier budgets.

**Capital Improvements:** The budget includes capital projects scheduled for construction. The City's approach to capital budgeting is financial in character. This process starts in March with the Capital Facilities Plan. The Council works with City staff to approve specific projects. Once a final plan is adopted, the budget authorizes approved projects to have spending authority. If more funds become available or third party funding can be arranged, a budget amendment is considered.

The City's capital program is funded primarily through the use of reserves, the issuance of general obligation bonds, revenue bonds, real estate excise tax funds, and federal and state loan and grant programs.

**Supplemental Requests:** Departments may request funding above the base budget amount in order to maintain current levels of service, to provide for the expansion of existing programs, or to enable the implementation of new services or programs. Requests can be made for new personnel, equipment, technology or capital. All supplemental funding requests must be adequately described and include an explanation of the impacts the request will have on public service; including the expected benefit if approved, or consequence if not approved. The effects on operating costs and how the request relates to the City's strategic plan must also be explained. Consideration of reasonable alternatives must be provided, particularly if the request involves an addition of permanent personnel.

### **Preliminary Budget**

The budget is ready for the City Manager's review in August. The City Manager and the Finance Director meet with each Department Director to discuss revisions. The proposed budget is available for City Council and citizen review before November 1st each year. The Council holds a formal hearing on revenue sources considered in the preliminary budget and conducts a series of work sessions to examine the budget in detail. A preliminary budget hearing is conducted before acting formally on the budget as modified during work session hearings. Final action on the budget usually occurs in early December.

### **Final Budget**

The final budget is issued as a formal published document in the same format as the preliminary budget, but as modified by the City Council. The actual appropriations implementing and amending the budget are contained in the budget ordinance adopted by the City Council. Public hearings are scheduled for the first and third City Council meeting in November, with the final public hearing and budget adopted at the first meeting in December.

### **Amending the Budget**

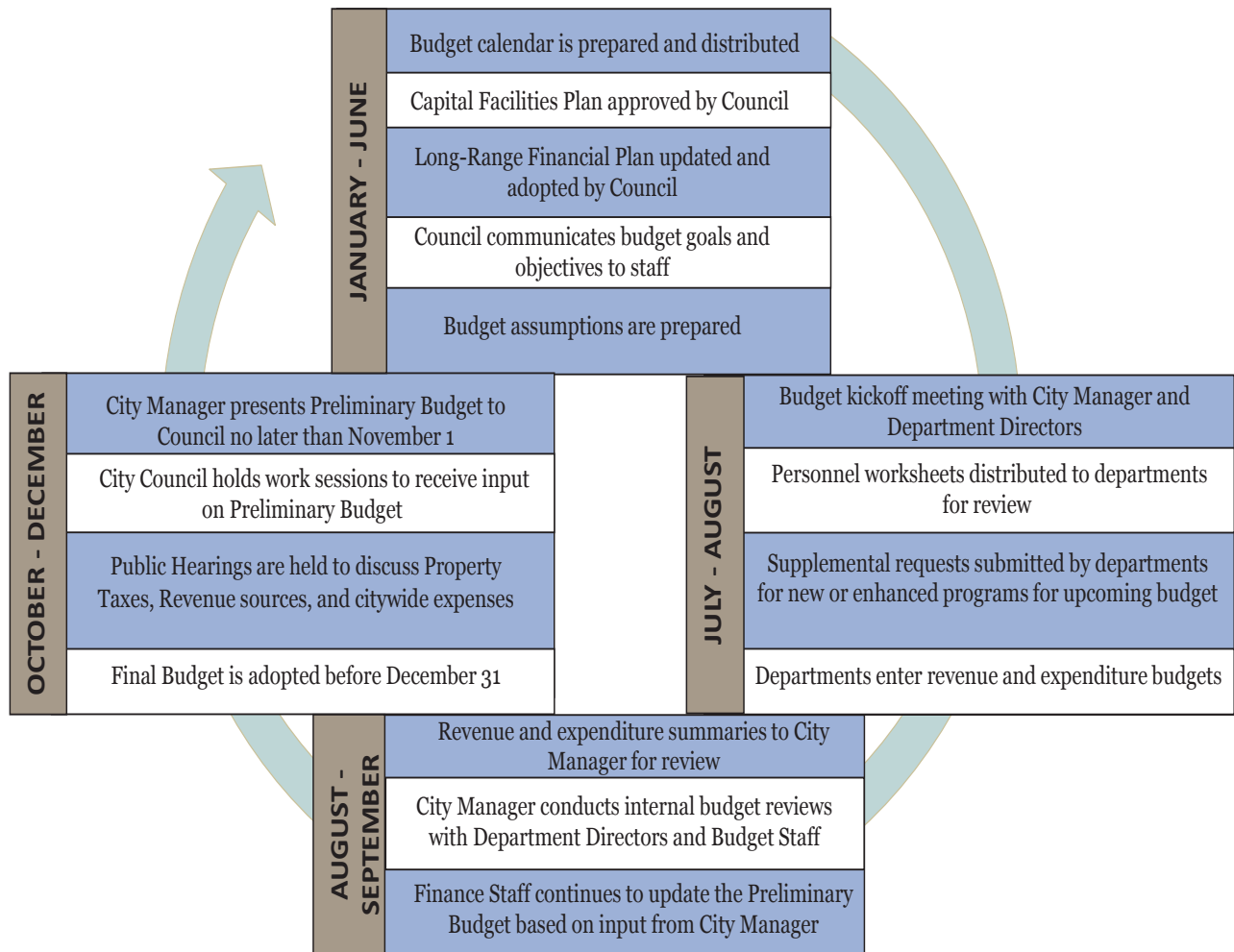
The City Manager is authorized to transfer budgeted amounts between departments within any fund. However, any revisions that alter the total expenditures, revenues, or reserves of a fund, or that effect the number of permanently authorized employee positions, salary ranges, or other conditions of employment, must be approved by the City Council.

The City Council determines whether it is in the best interest of the City to increase or decrease the appropriation of a particular fund. This can be accomplished by adoption of a budget amendment ordinance.

The status of the budget is comprehensively reviewed throughout the year, to identify any needed adjustments. All requests for amendments should first be filed with the Finance Director. The Finance Director and City Manager, after careful review of the process, make a recommendation to the City Council for budget amendments. The City Council usually amends the current budget three to four times during the fiscal year.






# THE BUDGET PROCESS - CALENDAR



## THE COMPREHENSIVE PLAN & THE BUDGET

The City’s Comprehensive Plan lays the foundation for the future of Port Angeles. This plan includes guidelines for several key elements from Land Management to the institution of a Capital and Transportation Improvement Plan. These guidelines and visions are interconnected into the Budget because the Budget authorizes and facilitates the spending of funds that relate to the items included in the Comprehensive Plan. Equally the goals in the Comprehensive Plan are taken into consideration while going through the budget process and when balancing the Budget. Items indicated by Council to be of a higher priority will remain in the budget whereas items of a lower priority may be removed if needed to balance the budget.

In some instances Council has indicated very specific goals in the Comprehensive Plan and in others the vision is more

generic. Throughout the Budget document these goals and visions will be indicated with a specific measurable number that ties into the Comprehensive Plan, or with the element met. Goals included in the Budget from the Comprehensive Plan will be indicated by the element symbols as discussed below (    ).

Addressed within the Comprehensive Plan are nine elements. While the elements most impacted in the Budget are the Capital Facilities and Transportation elements, the remaining seven are also touched on in several areas of the budget. The Comprehensive elements and a brief description of each element follows:

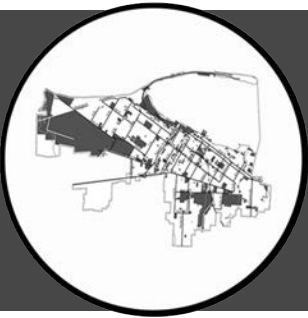


GROWTH  
MANAGEMENT



The Comprehensive Plan has been developed in accordance with the requirements of the State Growth Management Act (GMA). The City participated with Clallam County, the City of Forks, the City of Sequim, area Tribes and other agencies in the development of a county-wide Planning Policy. The City also agreed to work with the County on a joint Comprehensive Plan for the Urban Growth Area (UGA). In 2005 the City entered into a phased annexation plan for the Eastern UGA. A similar agreement was reached regarding the Western UGA. At that time, the City established the intended zones that would be applied to areas annexed to the City from the Eastern UGA.

LAND USE



The Land Use element establishes City policy regarding how land may be developed. This element and its Future Land Use Map establishes the following six comprehensive plan land use categories:

- Low Density Residential;
- Medium Density Residential;
- High Density Residential;
- Commercial;
- Industrial, and;
- Open Space.

TRANSPORTATION



The intent of the Transportation Element is to define in a comprehensive manner how vehicular traffic and non-motorized modes of travel are to be routed in the most efficient, economical, and compatible manner. This Circulation Plan is a means of intercity commuting, a way to promote economic development, a means to promote healthy lifestyle, and a way to provide future utility right-of-way.

The goals provide direction for a strong community, creating walkable, people friendly environments, and improving health and quality of life for all residents.

UTILITIES &  
PUBLIC SERVICES



The Utilities and Public Services element identifies and addresses the various services that make a community a safe and desirable place to live. It also establishes policies that define which services are the responsibility of the City to provide and which should be provided by the community as a whole.

This policy will help Port Angeles realize many long-range goals including:

- Sustaining the natural environment;
- Supporting economic growth and opportunity; and
- Helping keep services efficient and cost effective.

HOUSING



The City recognizes the extreme importance of available clean, safe, and affordable housing in the community. Beyond improving the quality, affordability, and availability of housing for residents, this element is seen to support community objectives related to economic development downtown growth, neighborhood character, and service-efficient, more cost effective development patterns.



CONSERVATION



The Conservation Element establishes the importance of quality of life to the people of Port Angeles. A clean, healthy, and diverse natural environment along with a variety of historical and cultural amenities are critical elements of a high quality community.

This element supports Port Angeles’ long-range vision related to conservation through goals, policies and objective framework such as optimizing the city’s relationship with its setting; supporting safe, attractive, character-rich neighborhoods; creating a more dynamic, successful downtown; and supporting a wide range of recreation opportunities for the entire community.

CAPITAL FACILITIES



The Capital Facilities Element consists of two parts. The first is the listing of goals and policies regarding the provision of urban services and its planning of capital improvements. The second is the annual six year Capital Facilities Plan that establishes how, where, and when the City will develop the facilities necessary to provide its various services.

Capital Facility policies provide guidance on how services should be provided and the establishment of minimum levels of service standards for each service. They also call for individual comprehensive service and facility plans that take an in-depth look at current services and the projected future demands for services including financial feasibility analysis.

ECONOMIC DEVELOPMENT



The intent of the Economic Development Element is to guide decision-making and investments that diversify and strengthen the local economy. Together, the framework presented in the element provides direction in realizing Port Angeles’ long-range vision regarding economic development - including:

- Optimizing the city’s relationship with its natural setting;
- Supporting safe, attractive and character-rich neighborhoods;
- Creating a more dynamic, successful downtown; and
- Improving Port Angeles’ standing as a regional hub for business & port related enterprises.

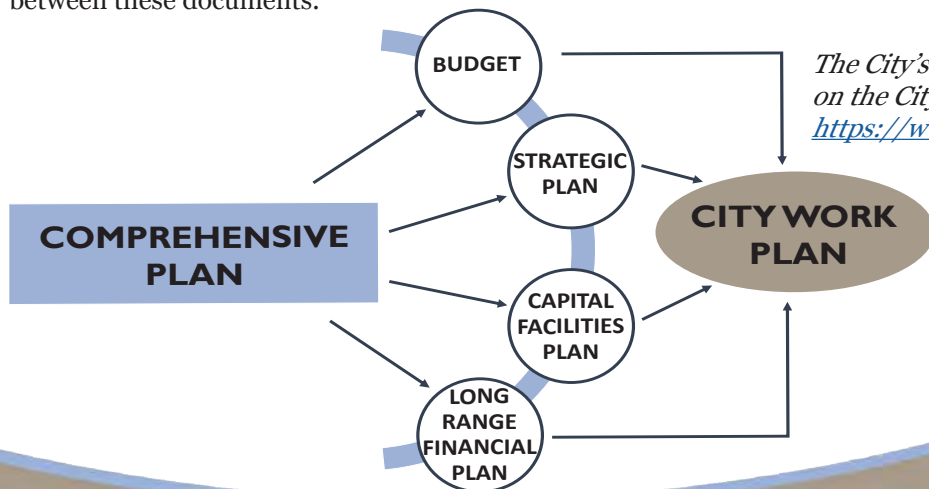
PARKS & RECREATION



The intent of the Park Element is to provide a guide for the development and management of City parks in Port Angeles. The goals and policy framework that provide direction in realizing this vision include:

- Optimizing the city’s relationship with its remarkable natural setting;
- Supporting a wide range of recreational opportunities available to all;
- Creating vibrant, well-valued neighborhoods with access to parks, trails and natural areas;
- Sustaining Port Angeles’ rich arts, cultural heritage and overall sense of community.

There are many documents that link to the Comprehensive Plan; including the City’s Strategic Plan, the Long-Range Financial Plan, the Capital Facilities Plan, and the City’s Budget. Though the Comprehensive Plan has broad goals and objectives these other documents have more specific goals and in some instances provide the funding authority to accomplish the goals and projects that stem out of the Comprehensive Plan. The image that follows shows the relationship between these documents.



*The City’s Comprehensive Plan can also be viewed on the City’s website at: <https://www.cityofpa.us/937/Comprehensive-Plan>.*



# THE STRATEGIC PLAN

Every two years Council meets to discuss and plan the future of the City. During this planning process specific goals and objectives are identified as a priority by Council. The Strategic Plan drives many projects and goals within the Budget as well because the Budget provides the spending authority to complete these tasks. In October of 2024 City Council adopted the 2025-2026 Strategic Plan. Shown below are the City Council's Issues of Critical

Importance (ICI) outlined during the Strategic Planning sessions. Many of these items appear throughout the Budget and will be referenced by this symbol.



## IMPLEMENTATION PRINCIPLES

Environment

Budget

Equity

Relationships



## STRATEGIC FOCUS AREAS

Community Resilience

Citywide Resource Optimization

Housing

Infrastructure Development,  
Maintenance, and Connectivity





Strategic Focus Area	Goals	Measures	Impacted Groups
Community Resilience	<ul style="list-style-type: none"> <li>Increase community engagement outreach with the public and local businesses.</li> </ul>	<ul style="list-style-type: none"> <li>Neighborhood Association proposal is presented to Council by 12/31/2024 for action.</li> <li>Evaluate community response to efforts to establish baseline number of communications by 6/30/2025.</li> <li>Determine innovations to improve communication effectiveness by 6/30/2026.</li> <li>Evaluate National Night Out program and present to Council by 12/31/2026</li> </ul>	<p><b>Internal City Departments:</b></p> <ul style="list-style-type: none"> <li>All City Departments</li> </ul> <p><b>External Impacted Groups:</b></p> <ul style="list-style-type: none"> <li>Service organizations</li> <li>Advocacy groups</li> <li>Local businesses</li> <li>Government agencies</li> <li>Private citizens</li> <li>Vulnerable populations</li> </ul>
	<ul style="list-style-type: none"> <li>Reinforce environmental stewardship by leading change and investing in achievable solutions in alignment with the Climate Action Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Identify Legislative priorities for Elwha Watershed Protection by 12/31/2024.</li> <li>Integrate environmental stewardship policy considerations to be incorporated into Council memos by 6/30/2025.</li> <li>Address equitable sustainable long-term stewardship of city properties in Elwha River Valley.</li> </ul>	
	<ul style="list-style-type: none"> <li>Improve public safety and peace of mind in our community while promoting policies that create efficient practices.</li> </ul>	<ul style="list-style-type: none"> <li>Increase # of users of City Emergency notification system to 90% or higher by 12/31/2026.</li> <li>Include public safety funding/revenue sources in Legislative priorities annually.</li> <li>Reduce unfunded mandates/barriers for state funding through annual adoption of legislative priorities.</li> </ul>	
	<ul style="list-style-type: none"> <li>Expand application of disaster preparedness and emergency response practices.</li> </ul>	<ul style="list-style-type: none"> <li>Solidify extreme weather preparedness plan by 6/30/2025.</li> <li>Complete capital improvements to senior center, fire hall, and Vern Burton for emergency facility use by 12/31/2026.</li> <li>Effective March 31, 2025, ensure battery backup systems are incorporated in all new municipal buildings and renovations to existing buildings.</li> <li>Update and deliver the Comprehensive Emergency Management Plan to Council by 12/31/2025.</li> </ul>	
	<ul style="list-style-type: none"> <li>Develop plans to maintain economic stability for unexpected events.</li> </ul>	<ul style="list-style-type: none"> <li>Review reserve fund policy and emergency fund capability by 06/30/2025</li> <li>Develop new policy and approve by 06/30/2026</li> <li>Evaluate needs and measures based on past events and case studies complete by 12/31/2026 to include resident impacts and business impacts.</li> </ul>	
	<ul style="list-style-type: none"> <li>Improve community health and wellness or community resilience</li> </ul>	<ul style="list-style-type: none"> <li>Develop a community health and wellness plan by 12/31/2025.</li> <li>Communicate policy and plan with community partners and residents by 12/31/2026.</li> <li>Define measures for increased public health and wellness indicators by 12/31/2026.</li> <li>Explore new partnerships with local sport and activity-based organization to promote wellness – ongoing.</li> <li>Invest in upgrades to youth field facilities ex: Girls Softball Fields and Soccer fields.</li> </ul>	





Strategic Focus Area	Goals	Measures	Impacted Groups
<b>Citywide Resource Optimization</b>	<ul style="list-style-type: none"> <li>Maintain fiscal health</li> </ul>	<ul style="list-style-type: none"> <li>Maintain fund balance requirements – ongoing.</li> <li>Maintain affordability index – ongoing.</li> </ul>	<p><b>Internal City Departments:</b></p> <ul style="list-style-type: none"> <li>All City Departments</li> </ul> <p><b>External Impacted Groups:</b></p> <ul style="list-style-type: none"> <li>Washington State</li> <li>Community partners (advocacy support)</li> <li>Community colleges and professional associations</li> </ul>
	<ul style="list-style-type: none"> <li>Grow staff capacity</li> </ul>	<ul style="list-style-type: none"> <li>Identify programs and services where staff capacity must be enhanced to implement Strategic Plan by 12/31/2025.</li> <li>Develop succession planning strategies for Council, Boards and Staff by 12/31/2026 including recruitment and staff retention.</li> <li>Increase # of completed continuing education courses, certifications, or endorsements by 12/31/2026.</li> </ul>	
	<ul style="list-style-type: none"> <li>Maximize grant funding/Support for State Funding</li> </ul>	<ul style="list-style-type: none"> <li>Seek grant funds with the goal of 50% of the Capital Budget to be funded through grants.</li> <li>Report annually on dollars leveraged through community partnerships.</li> <li>Report annually on dollars contributed towards community partnerships.</li> </ul>	
	<ul style="list-style-type: none"> <li>Promote policies that create efficient practices</li> </ul>	<ul style="list-style-type: none"> <li>Perform gap analysis on policies and practices by 12/31/2026.</li> </ul>	
	<ul style="list-style-type: none"> <li>Advocate for adequate and non-regressive state revenue</li> </ul>	<ul style="list-style-type: none"> <li>Increase the City's advocacy capacity to address priority issues including funding for Hwy 101/Truck Route interchange</li> </ul>	
	<ul style="list-style-type: none"> <li>Stabilize utility resources for changing environments</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate water storage and/or source alternatives to the Elwha River by 12/31/2026.</li> <li>Evaluate &amp; develop a phased in path for using alternative energy sources for Electric Utility annually.</li> <li>Develop funding-ready community solar project by 12/31/2026</li> <li>Identify City owned properties and infrastructure endangered by changing environments by 12/31/2026.</li> </ul>	

Strategic Focus Area	Goals	Measures	Impacted Groups
<b>Housing</b>	<ul style="list-style-type: none"> <li>Complete comprehensive plan that meets housing needs of PA</li> <li>Update the City Housing Action Plan from 2019.</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive plan updated by 6/30/2025</li> <li>Housing Action Plan Update by December 2025.</li> </ul>	<p><b>Internal City Departments:</b></p> <ul style="list-style-type: none"> <li>Community &amp; Economic Development</li> <li>Public Works &amp; Utilities</li> <li>Legal Department</li> <li>Fire Department</li> <li>Finance Department</li> <li>City Manager's Office</li> </ul> <p><b>External Impacted Groups</b></p> <ul style="list-style-type: none"> <li>Low-income residents</li> <li>Workforce</li> <li>Tenants</li> <li>Advocacy groups</li> <li>Service organizations</li> <li>Government agencies</li> <li>Community colleges and other educational organizations</li> <li>Builders and developers</li> </ul>
	<ul style="list-style-type: none"> <li>Continue multi-family housing pilot project in Capital Facilities Plan</li> </ul>	<ul style="list-style-type: none"> <li>Pilot project plan finished (site/layout) by 9/30/2026</li> </ul>	
	<ul style="list-style-type: none"> <li>Recruit, attract, or facilitate new construction of an apartment complex by private developer</li> </ul>	<ul style="list-style-type: none"> <li>Build local contractor/building knowledge - ongoing</li> <li>Apartment complex in process with plan for completion by 9/30/2026</li> <li>Establish business license ordinance identifying number of local contractors by 12/31/2025</li> </ul>	
	<ul style="list-style-type: none"> <li>Incentivize Development and Vacant Land Conversion               <ul style="list-style-type: none"> <li>Implement fair and adequate base for buildings served by Utilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Vacant housing base rate into COSA by 12/31/2024</li> <li>Identify number of Vacant business spaces by 12/31/2025 and annually thereafter</li> <li>Establish underdeveloped parcel fee by 12/31/2026</li> <li>Establish Unoccupied residence fee by 12/31/2026</li> </ul>	

Strategic Focus Area	Goals	Measures	Impacted Groups
<b>Infrastructure Development, Maintenance, and Connectivity</b>	<ul style="list-style-type: none"> <li>Ensure adequate wastewater capacity is available for housing and commercial opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>100% A Street Basin design complete by January 2026</li> <li>100% A Street Basin construction funded by 12/31/2026</li> <li>Fund top 20% failure rated sewer by 12/31/2026</li> </ul>	<p><b>Internal City Departments:</b></p> <ul style="list-style-type: none"> <li>Public Works &amp; Utilities</li> <li>Parks &amp; Recreation</li> <li>Community &amp; Economic Development</li> </ul> <p><b>External Impacted Groups:</b></p> <ul style="list-style-type: none"> <li>Government agencies</li> <li>Trade associations</li> <li>Users of sidewalks and stairs</li> </ul>
	<ul style="list-style-type: none"> <li>Improve connectivity between neighborhoods</li> </ul>	<ul style="list-style-type: none"> <li>Identify priority areas for sidewalk expansion - ongoing</li> <li>Update School Walking Routes Map in Comprehensive Plan 6/30/2025</li> <li>Explore policies to improve connectivity between neighborhoods – by 6/30/2025</li> </ul>	
	<ul style="list-style-type: none"> <li>Improve pedestrian access to downtown</li> </ul>	<ul style="list-style-type: none"> <li>Laurel Street stairs project funded 12/31/2025</li> <li>Laurel Street stairs project completed 6/30/2026</li> <li>Develop a snow plan for improving sidewalk safety and maintaining access in high use areas such as Laurel Street Stairs, Oak Street Ramp, and Eighth Street Bridges by 12/2025</li> </ul>	



# BUDGETING BY FUND

## **Fund Accounting Structure**

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. The funds utilized by the City are grouped into generic fund types (Governmental, Proprietary, and Fiduciary). Governmental funds are largely supported by general taxes. Proprietary funds are business type funds that recover the costs of operation through charges for services. Fiduciary funds are typically where the City acts in a trustee capacity. The categories within these fund types are summarized below:

**The General Fund** is the general operating fund of the City. It is used to account for all financial resources traditionally associated with governments which are not required to be accounted for in another fund.

**Special Revenue Funds** are used to account for the proceeds of specific revenue sources that are restricted by law or administrative action to expenditures for specified purposes.

**Capital Project Funds** are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed through proprietary funds or fiduciary funds).

**Debt Service Funds** are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs other than capitalized leases and compensated absences which are paid from the governmental funds.

**Enterprise Funds** are used to account for operations that are financed and operated in a manner similar to a private business enterprise. The intent of the City in using this type of fund is to determine that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**Internal Service Funds** are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost reimbursement basis.

**Trust and Custodial Funds** are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, and other governments.

Since activities recorded within these funds are outside the control of the City Council, these funds are not included within this budget document.

## **Budgetary Basis and Basis of Accounting**

The budget constitutes the legal authority for expenditures. The annual budget is adopted with budgetary control at the fund level so expenditures may not legally exceed appropriations at that level of detail. Budgetary controls are maintained to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City Council. Transfers or revision within funds are allowed, but only the City Council has the legal authority to increase or decrease a given fund's annual budget. The Annual Comprehensive Financial Report (ACFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP) and on a budgetary basis. In most cases, this conforms to the way the City prepares its budget.

Governmental fund types (General Fund, Special Revenue Funds, etc.) utilize the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available. Expenditures are recognized when the liability has been incurred, with the exception that principal and interest payments on general long-term debt are recognized when due. Budgets for governmental fund types are adopted on a basis consistent with GAAP.

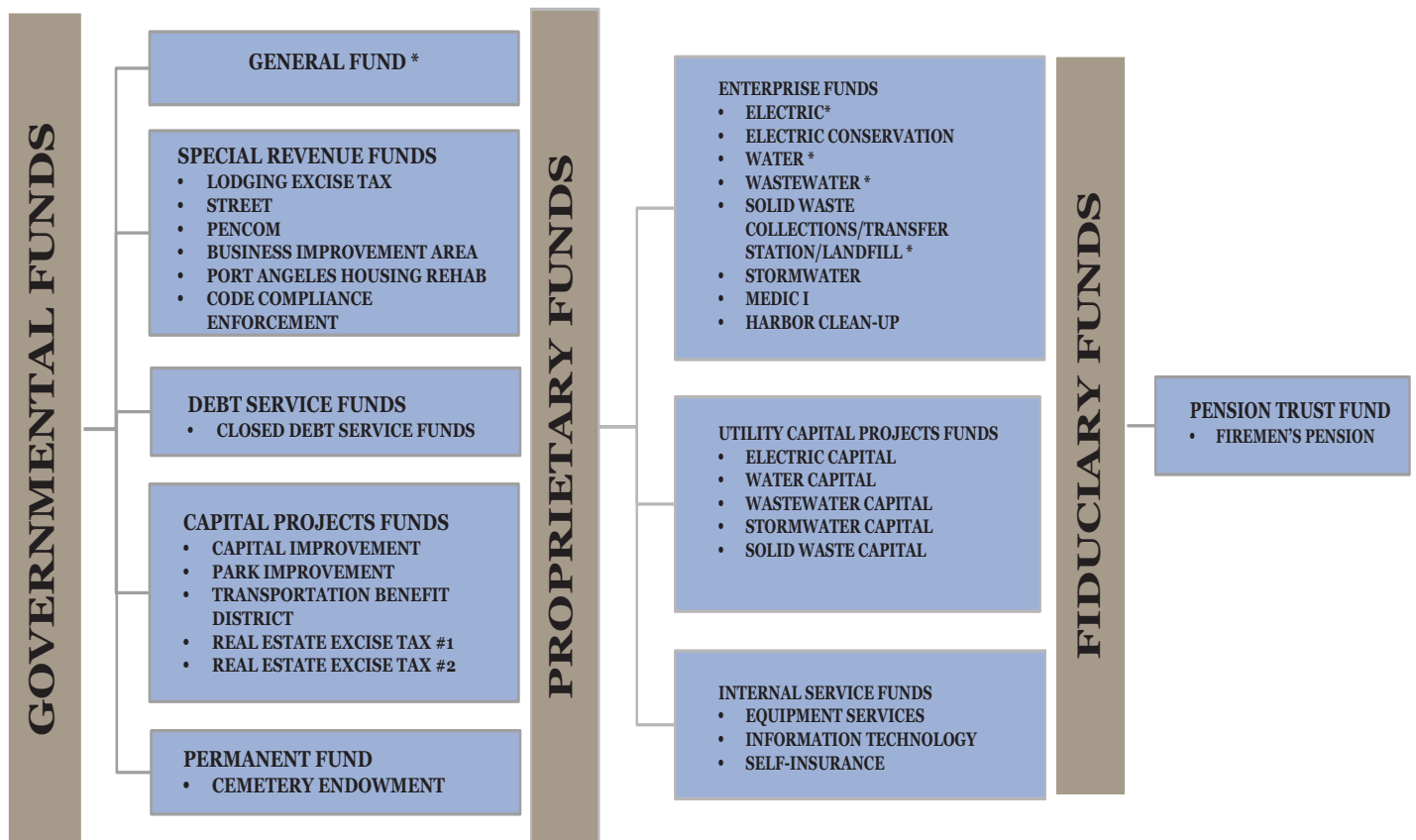
Proprietary fund types, including Enterprise (Electric, Wastewater, etc.) and Internal Services Funds (Information Services, Equipment Services, etc.), are operated in a manner similar to private business enterprise. These funds use the accrual basis of accounting where revenues are recognized when earned and expenses are recognized when incurred. These funds are budgeted based on Net Working Capital to provide a more accurate picture of whether there is sufficient funding to cover the cost of current operations. Net Working Capital is essentially current assets minus current liabilities with capital assets excluded from the calculation. Exceptions from GAAP are as follows:

- Compensated absences liabilities, in Enterprise and Internal Services Funds, that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).



- Principal payments on long-term debt within Enterprise and Internal Service Funds are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a budget basis.
- Capital outlay within the Enterprise Funds are recorded as assets on a GAAP basis and expended on a Budget basis.

The following tables provide a summary of the various funds of the City of Port Angeles and include both major and non-major funds as reported in the City’s Annual Comprehensive Financial Report. Additional information on each fund is available in various sections of this annual budget.



\* Recognized as a major fund in the City’s Annual Comprehensive Financial Report. Major funds represent the significant activities of the City and basically include any fund in which revenues or expenditures, excluding “Other Financing Sources or Uses,” constitute more than 10% of the City’s total revenues or expenditures.

Note: For financial reporting the Harbor Clean-up Fund and Capital Funds report under Enterprise funds.



# UNDERSTANDING THE BUDGET

Revenues and expenditures are reported in the Budget on a category level. Each category includes certain types of revenues and expenditures grouped according to the mandated Budgeting, Accounting and Reporting System (BARS). An explanation of each type of revenues or expenses are included in the categories listed below.

## REVENUES

**Taxes:** The City's main tax sources include property tax, sales tax and utility tax. The City also collects a portion of many state shared taxes.

**Licenses and Permits:** Charges for the issuance of licenses and permits. License fees include the cost for administration, inspection and continuing services. Permits can include public control over private activity or they can regulate the private use of public property. Examples include business licenses and building permits.

**Intergovernmental Revenue:** These types of revenues include grants, entitlements, shared revenues and payments for goods and services provided by one government to another.

**Charges for Goods and Services:** Charges for services can include services provided from any fund within the City. Primarily these are comprised of charges collected from utility funds for service.

**Fines and Penalties:** Include all revenues collected for infractions related to civil or criminal offenses. Examples of this revenue source include parking tickets and fines.

**Miscellaneous Revenue:** Revenues derived from sources not otherwise provided for. These are monies collected from interest, rentals and leases, donations, sale of scrap and junk and internal service fund charges including vehicle use and information services.

**Property/Trust Income:** These sources of revenue are for the segregation of special transactions that affect the income of enterprise, internal service and fiduciary funds, including capital contributions.

**Non-Revenues:** Receipts which do not meet revenue criteria. Including proceeds from long-term debt and sales of investments.

**Other Financing Sources:** Revenue sources include bond proceeds, sale of capital assets, transfers in from

other funds for operations, capital and debt, and insurance recoveries.

**Use of Reserves:** When expenditures are expected to exceed revenues in a budget cycle funds are pulled from reserves to balance the budget. This is planned if the reserves have exceeded the Council directed fund balance amount for use on one-time projects.

## EXPENDITURES

**Salaries and Wages:** Amounts paid for services rendered by employees in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This includes overtime, full and part-time employment and specialized pay; such as holiday pay.

**Personnel Benefits:** Benefits paid by the employer as part of the conditions of current or past employment. This includes medical insurance, pension contributions, workers compensation, uniform reimbursements, and unemployment compensation.

**Supplies:** Items purchased directly by operating departments for consumption or resale, office and operating supplies, fuel consumed, power, water, or gas purchased for resale, supplies purchased for inventory or resale and small tools.

**Other Services and Charges:** Services, other than personal services, which are needed by the government. Such services may be provided by a governmental agency or by private business organizations. These expenses can include professional services, communication charges, employee travel and training, advertising, operating rentals/leases, insurance, utility services, repairs and maintenance and miscellaneous items.

**Intergovernmental/Interfund Services:** Payments made to other governmental entities for services rendered limited to those functions normally provided by governments and not by private businesses. These expenses include transfers for debt or capital.

**Capital Outlay:** Expenditures resulting in acquisition of, rights to, or additions to capital assets, including incidental costs such as legal, appraisal and brokerage fees, land, preparation,



# UNDERSTANDING THE BUDGET (CONT'D)

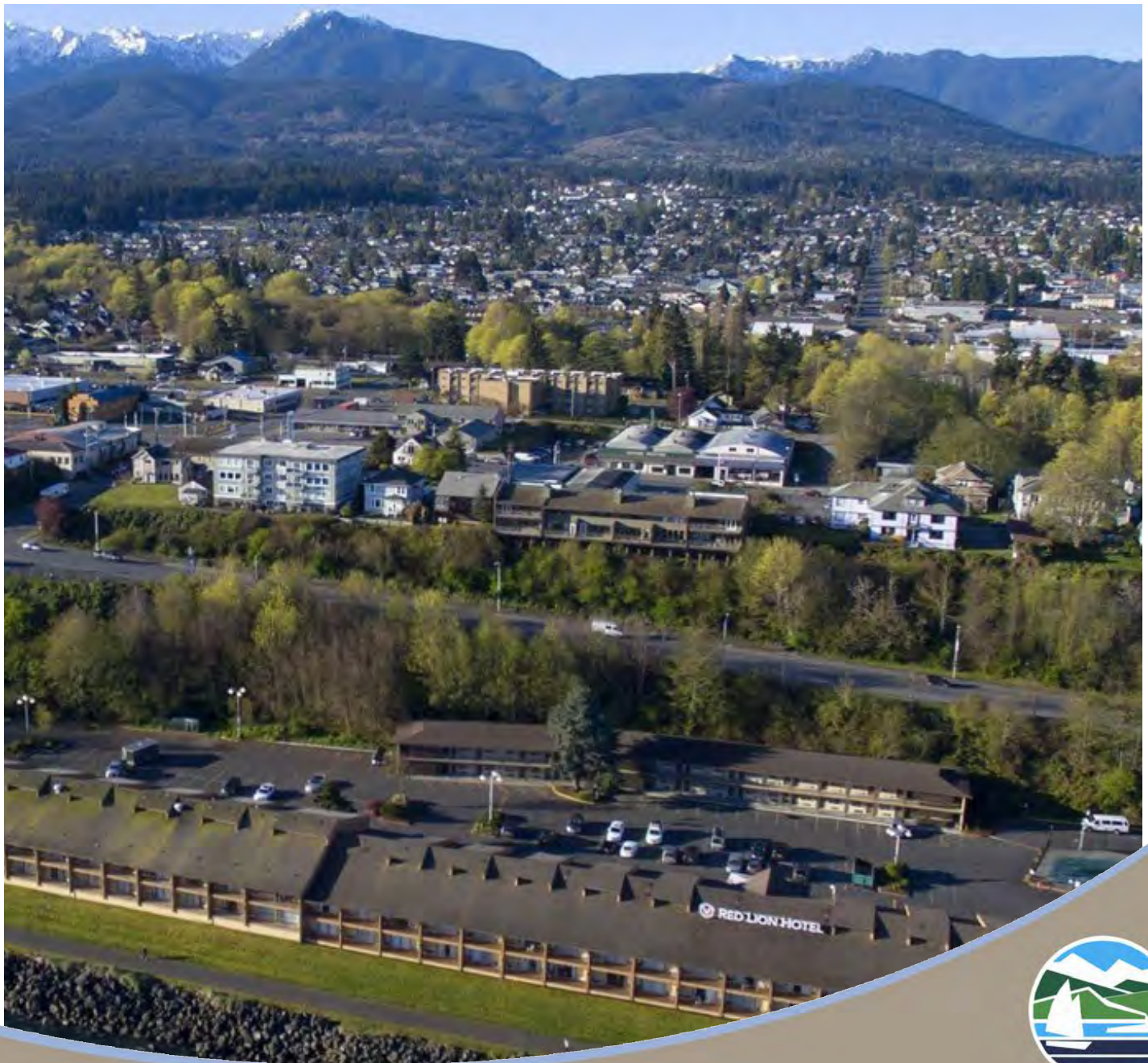
demolishing of buildings, fixtures and delivery costs. Also included in this category are the City's costs for equipment and vehicles.

**Debt Service: Principal:** Principal payments on outstanding debt for general obligation and revenue bonds, loans, leases and other debt.

**Debt Service: Interest:** Interest payments on outstanding debt for general obligation and revenue bonds, loans, leases and other debt.

**Interfund Payments for Services:** Charges for work done by another fund. For example work done by the Street department for the Solid Waste Fund.

**Designated for Reserves:** When revenues are expected to exceed expenditures in a budget cycle the excess funds are designated for reserves. Sometimes this can occur to achieve revenue coverage requirements for bonds and loans.



CITY OF PORT ANGELES



2026 BUDGET



# CITYWIDE SUMMARY

*The **2026 Budget** is a policy document, an operations guide, a financial plan, and a communications device. The Budget includes the financial planning and legal authority to obligate public funds. This section provides a financial summary for the entire City and budget totals for each City fund.*



# ALL FUNDS SUMMARY

**Revenues:** The City utilizes a conservative approach when forecasting revenue for the coming year. This helps ensure that the City will not project more revenue for programs than will be collected at the end of the year, keeping the City's budget sustainable. The City is anticipating an increase in its primary revenue sources in 2026, however a cautious approach is taken due to economic uncertainty particularly when considering the effects of high inflation. The net projected increase of Citywide revenues in 2026 is \$38.2 million, or 23.7% primarily due to one-time transfers from operating reserves for capital as well as increases in tax and permit revenue.

The majority of Citywide revenues are received from utility charges for services rendered. Charges for goods and services are projected to increase by \$5.3 million, or 6.6% from 2025, primarily due to expected increases to the Solid Waste, Electric, and Medic 1 rates as part of the cost of services analysis review. These rate adjustments include an estimated 13.5% increase to Electric rates, an 8.3% increase to Solid Waste Transfer Station utility rates, a 14.4% increase to Solid Waste Collection rates, and an 18.5% increase to Medic 1 rates.

The City's second largest source of Citywide revenues are taxes. Sales tax collection has seen an increase as compared to the 2025 Budget as collection remains higher than anticipated. In 2026, an overall increase of \$976,000, a 4.8% increase, is anticipated as compared to the 2025 projected total tax revenue. An increase to license and permit fees is also anticipated based on permit collection to-date and anticipated increases to the fee schedule to cover increased costs of providing services. The increase in 2026 is estimated at \$173,800.

Revenue increases are forecasted in the intergovernmental revenue category by \$9.6 million dollars. Most of this increase is attributed to grant revenue that is expected in 2026 for capital projects. Since these revenues are related to grants, they are expected to fluctuate yearly based on the availability of grants, capital projects planned for the year and programs that may be reimbursed.

The use of reserves is not considered a revenue source; however, it is included in revenue to clearly show the process by which the City transfers funds for future capital projects and equipment replacements each year. These funds are pulled from reserves to complete projects and replacements. The use of reserves in the amount of \$37.2 million dollars is shown on the citywide summary to reflect this.

**Expenditures:** There are several changes to the projected expenditures in the 2026 Budget when compared to the 2025 Budget. One of the largest increases is in salary and wages of \$1.2 million. These changes are attributed to scheduled cost of living adjustments (COLA) of 2.7% for each of the collective bargaining groups and the management/non-represented staff. There is also a budgeted increase of 10.0% for medical and 10.0%

for dental and vision benefits.

The 2026 Budget demonstrates an overall increase in costs for supplies and services caused by inflation. The largest contributor to the increase in supplies is power purchased from Bonneville Power Association (BPA), with an increase of \$1.7 million due to rate increases by BPA expected in 2026. The increase in services is attributed to costs for equipment replacements and repairs and maintenance costs and liability insurance premiums.

Capital outlay increased by 135.0% compared to the 2025 budget due to planned capital in the Council approved 2026-2031 Capital Facility Plan (CFP) and Transportation Improvement Plan (TIP) for the 2026 budget year. Capital projects approved in the CFP/TIP are directly translated into the City's budget as well as unfinished projects that carried into the 2026 Budget at the end of the 2025 fiscal year. A related increase in intergovernmental services is the result of one-time transfers for capital needs that did not occur in the 2025 budget. Debt service decreased due to changes in varying interest rates on bonds as certain bonds and loans become closer to maturity, as well as the general government and electric utility debt maturity that occurred in 2025.

CityStaff carefully considered our community's expectations when building the 2026 Budget. These include continued partnerships and work toward providing solutions to affordable housing for residents as well as prioritizing public safety programs. The 2026 Budget will enhance and develop partnerships, promote resilience, optimize resources and provide needed infrastructure maintenance and repairs while working toward building a safer and more vibrant community.

**Challenges:** In the 2026 Budget challenges continue to be a lack of resources to sustain the City's operations and capital projects. Every year City staff is diligent in identifying cost savings, however, many of the costs cannot be offset with savings and often increased costs are not able to be offset with revenue expectations. As personnel and benefits costs rise along with supplies and services, it is becoming increasingly difficult to find savings and keep the level of services that citizens have come to rely upon. City Council and Staff have taken steps to review additional revenue options that can assist in balancing the budget in the future while maintaining affordability to our community.

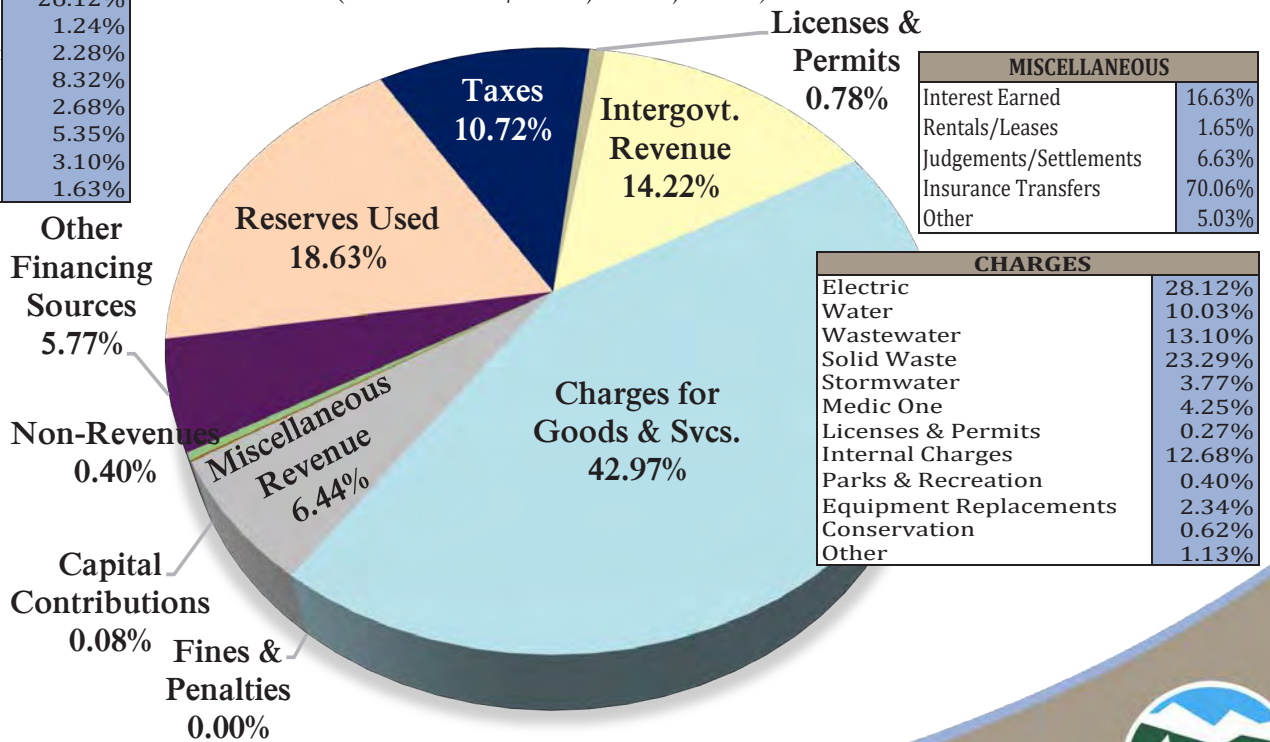


# ALL FUNDS SUMMARY REVENUES BY CATEGORY

REVENUE	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$	%
Taxes	\$18,844,104	\$20,166,622	\$20,858,846	\$20,436,600	\$21,413,200	976,600	4.78%
Licenses & Permits	651,530	585,057	1,353,762	1,380,000	1,553,800	173,800	12.59%
Intergovt. Revenue	7,456,902	12,591,033	16,579,394	18,842,500	28,410,500	9,568,000	50.78%
Charges for Goods & Svcs.	73,355,711	75,610,703	79,965,290	80,538,000	85,881,400	5,343,400	6.63%
Fines & Penalties	596	1,435	1,336	1,500	1,500	-	0.00%
Miscellaneous Revenue	(38,793)	13,228,382	14,786,970	12,710,200	12,876,400	166,200	1.31%
Capital Contributions	111,806	248,169	1,320,864	231,300	150,000	(81,300)	-35.15%
Non-Revenues	2,000,000	400,000	1,500,000	791,600	791,600	-	0.00%
Other Financing Sources	7,278,582	11,521,747	17,950,954	10,815,100	11,528,200	713,100	6.59%
Reserves Used	-	-	-	15,854,100	37,235,400	21,381,300	134.86%
<b>TOTAL REVENUE</b>	<b>\$109,660,438</b>	<b>\$134,353,148</b>	<b>\$154,317,416</b>	<b>\$161,600,900</b>	<b>\$199,842,000</b>	<b>38,241,100</b>	<b>23.66%</b>
<i>Change from Prior Yr. \$\$</i>	<i>(\$7,881,090)</i>	<i>\$24,692,710</i>	<i>\$19,964,268</i>	<i>\$7,283,484</i>			
<i>Change from Prior Year %</i>	<i>-6.70%</i>	<i>22.52%</i>	<i>14.86%</i>	<i>4.72%</i>			

TAXES	
Property	24.55%
Sales	24.73%
Utility	26.12%
Phone	1.24%
Criminal Just	2.28%
TBD	8.32%
Housing	2.68%
Lodging	5.35%
REET I & II	3.10%
Other	1.63%

## CITYWIDE REVENUES BY CATEGORY (TOTAL \$199,842,000)



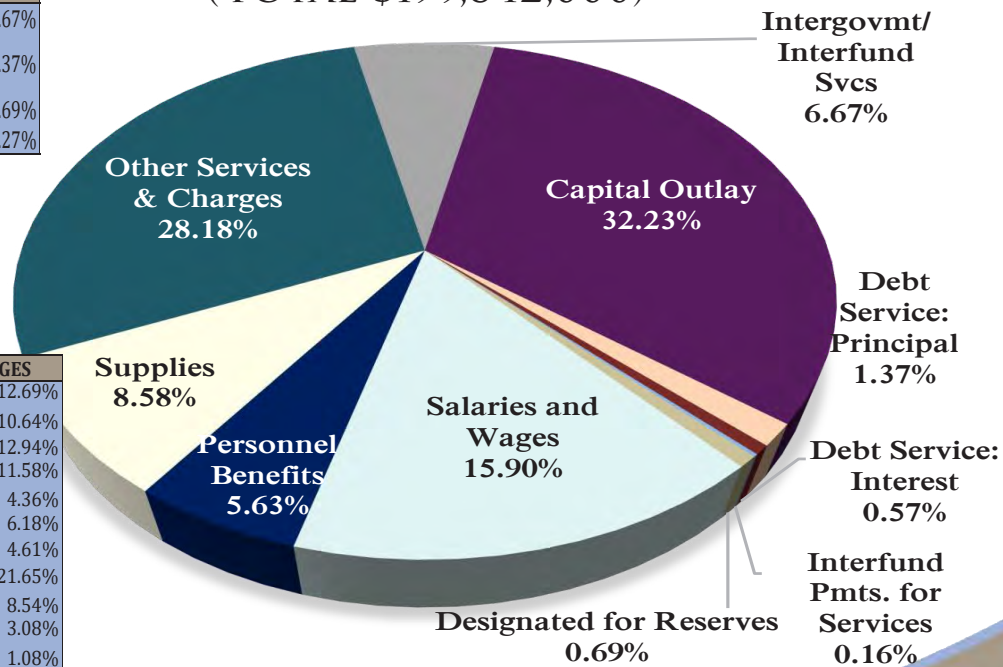
# ALL FUNDS SUMMARY EXPENDITURES BY CATEGORY

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$	%
Salaries and Wages	\$24,359,884	\$32,033,353	\$29,647,967	\$30,541,800	\$31,783,400	1,241,600	4.07%
Personnel Benefits	8,079,087	9,487,617	10,008,048	11,288,200	11,258,700	(29,500)	-0.26%
Supplies	18,669,858	16,468,877	16,717,255	15,481,800	17,154,100	1,672,300	10.80%
Other Services & Charges	42,174,735	44,125,258	49,493,054	55,072,400	56,315,400	1,243,000	2.26%
Intergovmt/Interfund Svcs	8,528,681	13,433,101	19,299,037	12,814,400	13,327,600	513,200	4.00%
Capital Outlay	8,890,649	15,213,147	22,040,796	27,404,100	64,405,800	37,001,700	135.02%
Debt Service: Principal	6,669,747	4,579,074	3,455,166	3,028,600	2,746,700	(281,900)	-9.31%
Debt Service: Interest	1,635,105	1,497,911	1,645,886	1,320,600	1,144,200	(176,400)	-13.36%
Interfund Pmts. for Services	348,395	407,894	410,788	357,300	321,200	(36,100)	-10.10%
Designated for Reserves	-	-	-	4,291,700	1,384,900	(2,906,800)	-67.73%
<b>TOTAL EXPENDITURES</b>	<b>\$119,356,141</b>	<b>\$137,246,232</b>	<b>\$152,717,997</b>	<b>\$161,600,900</b>	<b>\$199,842,000</b>	<b>38,241,100</b>	<b>23.66%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$5,283,203</i>	<i>\$17,890,091</i>	<i>\$15,471,765</i>	<i>\$8,882,903</i>			
<i>Change from Prior Year %</i>	<i>4.63%</i>	<i>14.99%</i>	<i>11.27%</i>	<i>5.82%</i>			

## CITYWIDE EXPENDITURES BY CATEGORY (TOTAL \$199,842,000)

INTERFUND SERVICES	
Capital	74.67%
Street/Medic 1/Code	13.37%
Enforcement Transfers	8.69%
Contract for Jail Services	3.27%
Other	

OTHER SERVICES AND CHARGES	
Professional Services	12.69%
Medical & Benefit Premiums	10.64%
Taxes	12.94%
Allocations	11.58%
Repairs & Maintenance	4.36%
Equipment Services	6.18%
IT Allocations	4.61%
Other	21.65%
Liability Insurance	8.54%
Utilities	3.08%
Communication	1.08%
Travel & Training	0.93%
Conservation Incentives	0.65%
PenCom User Fees	1.07%



# BUDGET COMPARISON BY FUND CHANGE IN FUND BALANCE

	EST. BEGINNING BALANCE	2026 REVENUES	2026 EXPENSES	ENDING BALANCE	CHANGE IN FUND BALANCE	% CHANGE
<b>General Fund <sup>1</sup></b>	6,252,810	27,391,900	27,816,100	5,828,610	(424,200)	-6.8%
<b>Special Revenue Funds</b>						
Lodging Excise Tax	1,206,149	1,172,800	1,760,900	618,049	(588,100)	-48.8%
Street	712,027	2,106,600	2,253,400	565,227	(146,800)	-20.6%
PenCom	705,906	4,380,300	4,547,100	539,106	(166,800)	-23.6%
Business Improvement Area	19,897	43,600	43,600	19,897	-	0.0%
Affordable Housing	2,878,927	689,300	1,001,100	2,567,127	(311,800)	-10.8%
Code Enforcement	56,838	334,700	334,700	56,838	-	0.0%
<b>Enterprise Funds <sup>2</sup></b>						
Electric	12,835,791	25,480,900	26,396,800	11,919,891	(915,900)	-7.1%
Electric Conservation	132,552	538,400	567,300	103,652	(28,900)	-21.8%
Water	7,765,242	9,772,300	12,135,900	5,401,642	(2,363,600)	-30.4%
Wastewater	1,721,653	9,061,100	9,675,200	1,107,553	(614,100)	-35.7%
Solid Waste	(1,572,226)	18,640,200	18,753,900	(1,685,926)	(113,700)	7.2%
Stormwater	1,699,286	3,471,500	4,149,000	1,021,786	(677,500)	-39.9%
Medic I	1,521,669	4,622,300	4,702,300	1,441,669	(80,000)	-5.3%
Harbor Clean-up	116,633	2,050,600	2,050,600	116,633	-	0.0%
<b>Internal Service Funds <sup>2</sup></b>						
Equipment Services	1,533,133	3,356,700	2,867,600	2,022,233	489,100	31.9%
Information Technology	1,270,838	3,173,900	3,942,900	501,838	(769,000)	-60.5%
Self-Insurance	1,131,784	9,021,200	9,021,200	1,131,784	-	0.0%
<b>Fiduciary Funds</b>						
Firemen's Pension	154,193	200	42,400	111,993	(42,200)	-27.4%
<b>Permanent Funds</b>						
Cemetery Endowment	428,770	6,600	-	435,370	6,600	1.5%
<b>Capital Funds</b>						
Transportation Projects	7,267,661	19,189,800	22,100,600	4,356,861	(2,910,800)	-40.1%
Real Estate Excise Tax #1	20,482	340,000	300,000	60,482	40,000	195.3%
Real Estate Excise Tax #2	513,261	341,000	829,300	24,961	(488,300)	-95.1%
Utility Projects	37,512,699	13,296,000	36,833,700	13,974,999	(23,537,700)	-62.7%
Governmental Projects	4,031,544	4,124,700	6,331,500	1,824,744	(2,206,800)	-54.7%
<b>Total Reserves Designated/Used</b>		<b>37,235,400</b>	<b>1,384,900</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 89,939,129</b>	<b>\$ 199,842,000</b>	<b>\$ 199,842,000</b>	<b>\$ 54,088,629</b>	<b>\$(35,850,500)</b>	<b>-39.9%</b>

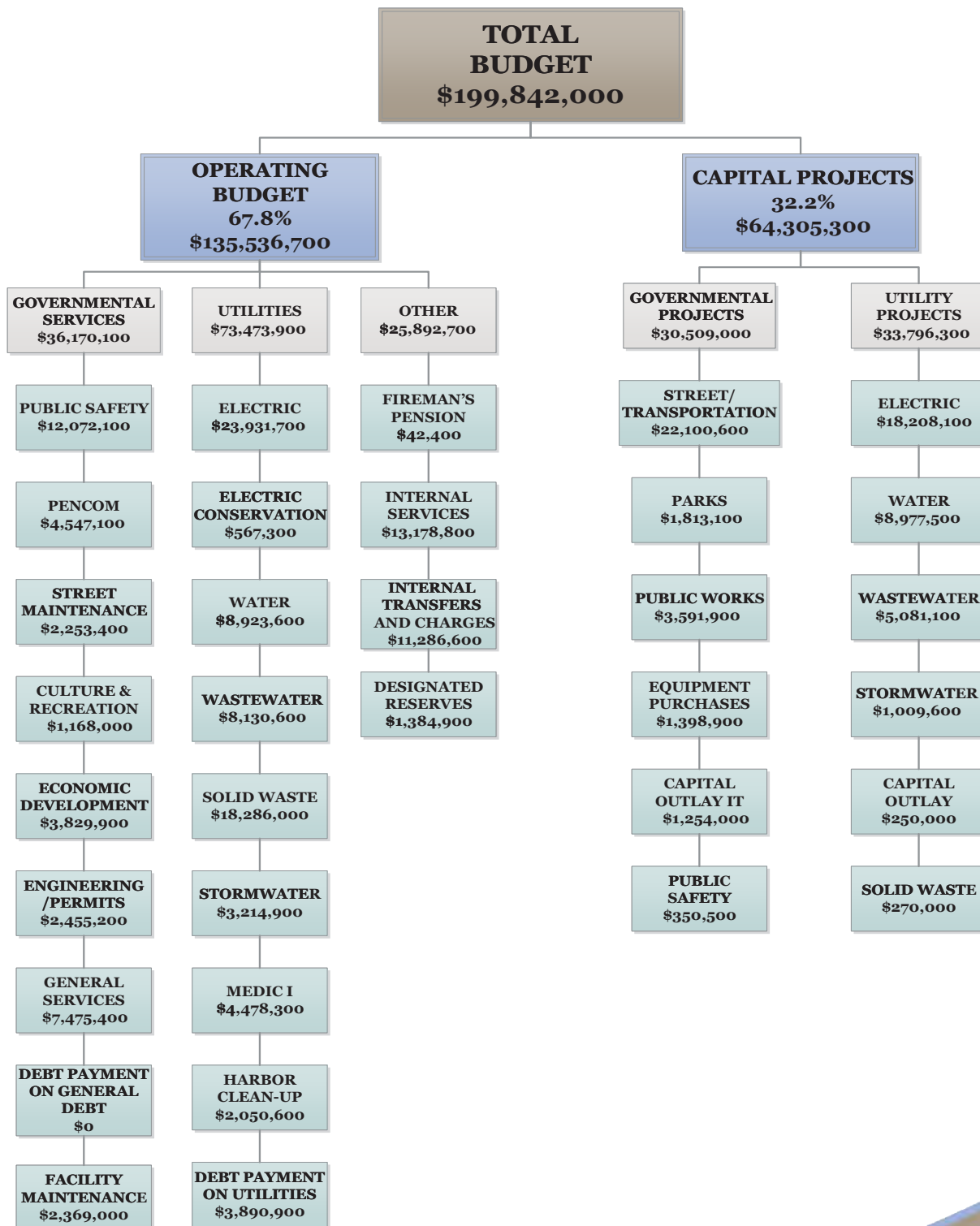
1 For the General Fund the balance reported is the Unassigned Fund Balance.

2 For the Enterprise Funds and Internal Service Funds, excluding the Harbor Cleanup Fund, the balance reported is the Unrestricted Cash Balance.



# OPERATING VS. CAPITAL BUDGET SUMMARY

## EXPENDITURES BY CATEGORY



# TOTAL CITYWIDE CAPITAL PROJECTS

Capital projects are defined as installations, builds, equipment or major assets, including land purchases, that have a useful life of more than one year and exceed \$30,000 in cost. This includes streets, trails, bridges, buildings, and infrastructure for utilities, including electrical, water and wastewater lines. Capital projects scheduled in 2026 are listed below.

PROJECT EXPENDITURE LISTING BY YEAR	PROJECT TOTAL	ADOPTED 2026
<b>TRANSPORATION CAPITAL</b>		
TR1118 Revolving Street Improvements	344,500	30,000
TR0325 Crosswalk Enhancement Program	150,000	25,000
TR1799 Truck Route at Hwy 101 Intersection *	13,675,000	3,233,600
TR1109 Marine Drive Bulkhead Repairs	3,000,000	50,000
TR0125 16th/18th Pavement E to L	810,000	60,000
TR0124 N Street Construction*	3,979,000	100,000
TR0620 2026 Pavement Preservation	400,000	400,000
TR0915 Park Avenue Paving Overlay (Race to Liberty Streets)	1,000,000	1,000,000
TR0117 Liberty Street Reconstruction	790,000	15,000
TR0419 Lauridsen Blvd Reconstruction (L St to City Limits)*	1,475,000	50,000
TR0405 Alley Paving Revolving Funding	2,405,000	440,000
TR0621 Waterfront Trail Repairs	803,000	100,000
TR0225 Streetlight Program	150,000	25,000
TR0101 Laurel Street Stairs Replacement	835,300	3,282,000
TR0222 First/Front Pedestrian Enhancements *	1,280,000	945,200
TR0414 Peabody Creek/Lincoln Street Culvert Repair *	4,107,600	4,002,600
TR1399 Traffic Signal Interconnect/Preemption	860,000	500,000
TR0318 8th/10th Street Bike Lanes *	1,959,000	1,788,100
TR0416 1st/2nd/Valley/Oak Green Alley *	1,742,200	234,000
TR0618 Stevens Middle School Walking Routes *	930,000	30,000
TR0122 First/Front Paving (Lincoln to Tumwater Street) *	3,383,000	3,249,000
TR0220 Traffic Circle Program *	1,700,000	325,000
TR0909 Wayfinding & ODT Signage	400,000	159,400



# TOTAL CITYWIDE CAPITAL PROJECTS

TR1324 Klallam Language Street Signs	30,000	30,000
TR0421 Valley Street Culvert Crossing	50,000	50,000
TR0619 Race Street Complete Construction Phase I & II *	6,120,000	1,200,000
TR1018 Zig Zag at Oak Street	600,000	50,000
TR0721 Gales Addition Connector Planning *	600,000	200,000
TR1124 Waterfront Trail Renovation & Sustainability Study *	1,000,000	150,000
TR1120 Complete Streets Revolving Fund	1,000,000	300,000
TR1116 School Area Speed Signs (near Franklin)*	50,000	26,700
TR0824 Downtown Streets Study	50,000	50,000
<b>TRANSPORTATION TOTAL</b>	<b>55,678,600</b>	<b>22,100,600</b>

PROJECT EXPENDITURE LISTING BY YEAR	PROJECT TOTAL	ADOPTED 2026
<b>GENERAL GOVERNMENT</b>		
GG0303 NICE Funds	1,950,000	281,900
GG1113 Facility Security Projects	586,000	30,000
GG0119 Ennis Creek Fish Barrier Removal	3,030,000	2,985,000
GG0123 Housing Pipeline Pilot Project	50,000	50,000
GG0416 City Hall Fire Detection System	150,000	150,000
GG0516 Senior Center Fire Detection System	125,000	125,000
<b>PUBLIC SAFETY</b>		
FD0615 Fire Hoses	106,500	31,400
PD0307 Police Regional Training & Gun Range Facility	279,800	16,300
PD0116 Mobile Data Terminal Replacements	308,300	20,000
PD0122 Police Radio Replacement	160,000	20,000
PD0223 Police Body Worn Cameras	450,000	62,700
FD0124 Mobile Data Terminal Replacements	60,000	20,000
FD0224 PAFD Portable Radio Replacements	300,000	50,000
FD0318 Emergency Management Pods	158,000	130,100



# TOTAL CITYWIDE CAPITAL PROJECTS

PARKS AND FACILITIES			
PK0216	Facility Improvement Revolving Fund	160,000	95,300
PK0205	Restroom Improvement Program	1,890,000	553,000
PK0418	Civic Field Upgrades	835,200	11,000
PK0223	Aluminum Bleacher Upgrades	73,500	7,000
PK0316	Locomotive #4 Refurbishment	250,000	191,200
PK0420	Ediz Hook Boat Launch Repairs	1,500,000	50,000
PK0222	OVC Columbarium Expansion	50,000	50,000
PK0719	Parks Maintenance Building	1,000,000	825,600
<b>GOVERNMENTAL TOTAL</b>		<b>13,472,300</b>	<b>5,755,500</b>

PROJECT EXPENDITURE LISTING BY YEAR	PROJECT TOTAL	ADOPTED 2026	
<b>ELECTRIC CAPITAL</b>			
CL0325	Vandalism Repairs	700,000	100,000
CL0414	Construct New Light Operations Building	10,099,900	10,541,100
CL0623	Community Solar Study	20,000	20,000
CL0322	Electric Vehicle Charging Station	2,630,000	1,200,000
CL0222	Advanced Metering & Outage Management	3,000,000	3,000,000
CL0624	Traffic Signal LED Conversion	400,000	150,000
CL0120	"F" Street Transformer Replacement	2,000,000	2,000,000
CL0320	"F" Street Load Tap Changer Replacement	200,000	200,000
CL0224	Substation SPCC Containment Installation	400,000	72,000
CL0323	Overhead Reconductoring- 2026	150,000	150,000
CL0221	Underground Cable Replacement- 2026	100,000	100,000
CL0124	SPCC Civil Engineer	25,000	25,000
CL0216	City/PUD Agreement	400,000	400,000
CL0223	Overhead Reconductor- 2025	150,000	150,000
CL1019	Underground Cable Replacement- 2025	100,000	100,000
<b>ELECTRIC TOTAL</b>		<b>20,374,900</b>	<b>18,208,100</b>



# TOTAL CITYWIDE CAPITAL PROJECTS

PROJECT EXPENDITURE LISTING BY YEAR	PROJECT TOTAL	ADOPTED 2026
<b>WATER CAPITAL</b>		
WT0121 White Creek & 3rd Street Main Crossing	720,000	600,000
WT0421 Race Street Water Main Replacement North	1,780,000	200,000
WT0219 Peabody Heights Floating Cover Replacement	530,000	50,000
WT0319 Ground Water Resiliency Program	1,700,000	1,700,000
WT0124 Transmission Main Replacement WTP to D Street	5,000,000	4,100,000
WT0122 Elwha - Fish Screen Facility Improvements	549,000	614,000
WT0624 Analysis of the Industrial Water Line Site	50,000	50,000
WT0120 Water System SCADA Upgrade	660,000	100,000
WT0225 Jones Street Reservoir Fence	200,000	200,000
WT0111 Liberty Street Water Main	800,000	34,300
WT0522 Elwha Facility Surplus	50,000	50,000
WT0525 Elwha Flow Metering and Reporting	50,000	50,000
WT0125 Jones St Reservoir Valve Replacement	300,000	300,000
WT0325 Elwha Surface Water Intake Hydraulics	325,000	325,000
WT0420 Ennis Creek Water Main Relocate	175,000	171,300
WT0424 Elwha- River Ranney Reach Habitat Restoration	250,000	250,000
WT0519 Water Treatment Plant Repairs	300,000	182,900
<b>WATER TOTAL</b>	<b>13,439,000</b>	<b>8,977,500</b>

PROJECT EXPENDITURE LISTING BY YEAR	PROJECT TOTAL	ADOPTED 2026
<b>WASTEWATER &amp; CSO CAPITAL</b>		
WW0122 Anaerobic Digester Roof Improvements	4,657,400	100,000
WW0419 WWTP HVAC Replacement	251,700	150,000
WW0124 WWTP Gas Flare System Replacement	350,000	350,000
WW0120 Pump Station #3 Force Main Replacement	5,135,000	3,593,100
WW0322 Gravity Thickener Rehabilitation	1,300,000	25,000
WW0217 Ennis Creek Force Main Removal	493,000	53,000
WW1018 2026 Neighborhood Sewer Rehabilitation	750,000	750,000
WW0715 Oak Street Sewer Separation	750,000	30,000
WW0815 Laurel Street Sewer Separation	750,000	30,000
<b>WASTEWATER &amp; CSO TOTAL</b>	<b>14,437,100</b>	<b>5,081,100</b>



# TOTAL CITYWIDE CAPITAL PROJECTS

PROJECT EXPENDITURE LISTING BY YEAR	PROJECT TOTAL	ADOPTED 2026
<b>SOLID WASTE CAPITAL</b>		
SW0121 Landfill Access Road Repair	934,500	60,000
SW0124 West Stormwater Pond Repair	210,000	210,000
<b>SOLID WASTE TOTAL</b>	<b>1,144,500</b>	<b>270,000</b>

PROJECT EXPENDITURE LISTING BY YEAR	PROJECT TOTAL	ADOPTED 2026
<b>STORMWATER CAPITAL</b>		
DR0213 H Street Stormwater Outfall	817,500	32,000
DR0215 Francis Street Outfall Repair	150,000	112,500
DR0404 Stormwater at Canyon Edge & Ahlvers	2,090,000	89,100
DR0324 Valley Creek Stormwater Park	10,637,300	100,000
DR0123 Land Acquisition Program for Water Quality	2,470,000	600,000
DR0222 Chase Street Stormwater Improvements	262,000	76,000
<b>STORMWATER TOTAL</b>	<b>16,426,800</b>	<b>1,009,600</b>

PROJECT EXPENDITURE LISTING BY YEAR	PROJECT TOTAL	ADOPTED 2026
<b>EQUIPMENT SERVICES CAPITAL</b>		
Police	-	267,000
Parks & Recreation	2,860,234	212,000
Light Operations	-	42,500
Water	2,327,100	325,900
Stormwater	-	107,700
Equipment Services	1,795,700	375,000
Streets	-	68,800
<b>EQUIPMENT SERVICES TOTAL</b>	<b>6,983,034</b>	<b>1,398,900</b>



# TOTAL CITYWIDE CAPITAL PROJECTS

PROJECT EXPENDITURE LISTING BY YEAR	PROJECT TOTAL	ADOPTED 2026
<b>INFORMATION SERVICES CAPITAL</b>		
IT0618 Virtual Server Replacements	750,000	273,500
IT0214 Records Management System	180,500	73,100
IT0323 SCADA Server Replacements	550,000	300,000
IT1018 UPS Replacement - Disaster Recovery Data Center	300,000	119,400
IT0119 Redundant Internet Connections	60,000	41,000
IT0423 Building Access Control and Cameras	1,200,000	20,000
IT0424 Audio/Video Equipment Refresh	70,000	70,000
IT0224 Primary Data Center Fiber Switch Replacement	30,000	30,000
IT0319 Network Refresh	560,000	280,000
IT0324 Primary Data Center Backup Tape Storage Safe	22,000	22,000
IT0523 City Owned Fiber Optics	1,500,000	25,000
<b>INFORMATION SERVICES TOTAL</b>	<b>5,222,500</b>	<b>1,254,000</b>
<b>TOTAL 2026 CITYWIDE CAPITAL PROJECTS</b>	<b>147,178,734</b>	<b>64,055,300</b>



# BUDGET ORDINANCE 3757

ORDINANCE NO. 3757

AN ORDINANCE of the City of Port Angeles, Washington, adopting the 2026 budget for the fiscal year ending December 31, 2026.

WHEREAS, the City Manager of the City of Port Angeles completed and placed on file with the City Clerk an estimate of the amount of the moneys required to meet the public expenses, reserve funds, requirements and expenses of government of the City included in the 2026 City Manager's recommended budget for the fiscal year ending December 31, 2026, as attached hereto as Exhibit "A"; and

WHEREAS, a notice was published that the City Council would hold public hearings at the hour of 6:30 p.m., in the Council Chambers of Port Angeles City Hall, on Tuesday, November 18, 2025, and Tuesday, December 2, 2025, for the purpose of making and adopting a budget for fiscal year 2026 and giving taxpayers within the limits of the City of Port Angeles an opportunity to be heard upon said budget; and

WHEREAS, the City Council did meet at said times and place, did conduct public hearings, and did then consider the matter of said proposed budget,

NOW, THEREFORE, the City Council of the City of Port Angeles, Washington, do ordain as follows:

Section 1. The budget for the City of Port Angeles, Washington, for the year 2026 is hereby adopted at the fund level in its form and content as set forth in the document entitled "City of Port Angeles, Washington 2026, Budget," a copy of which is on file in the Office of the City Clerk, and which is incorporated herein by this reference.




Section 2. Estimated resources for each separate fund of the City of Port Angeles, and aggregate expenditures for all such funds for the year 2026 are set forth in summary form in Exhibit A that is attached hereto, and are hereby appropriated for expenditure by fund.

Section 3. The City Clerk is hereby directed to keep on file the budget referred to in Section 2 above and to transmit a complete copy of the final budget to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

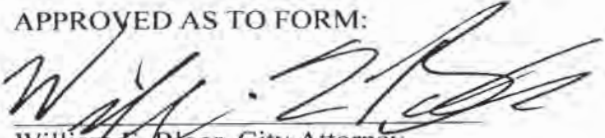
Section 4. The City Clerk and the codifiers of this ordinance are authorized to correct scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. This Ordinance exercises authority granted exclusively to the City Council and is not subject to referendum. It shall be in force and take effect 5 (five) days after publication according to law.

PASSED by the City Council of the City of Port Angeles, Washington, at a regular meeting of said Council on the 2<sup>nd</sup> day of December, 2025.

  
\_\_\_\_\_  
Kate Dexter, Mayor

ATTEST:  
  
Kari Martinez-Bailey, City Clerk

APPROVED AS TO FORM:  
  
William E. Bloor, City Attorney

PUBLISHED: December 5, 2025  
By Summary



**2026 Budget Ordinance -  
Exhibit A**

Funds			2026 Budget			
Fund	Div.	Name / Description	Beginning	Revenue	Expenditures	Ending
			Balance Est.			Balance - Est.

**GENERAL FUND** (Note: Divisional totals for reference only)

		<b>Fund Balance:</b>	6,252,810			5,828,610
001.	1160	City Council		73,300	127,900	
001.	1210	City Manager		315,500	627,300	
001.	1211	Customer Commitment		-	2,500	
001.	1220	Human Resources		229,400	451,800	
001.	1230	City Clerk		138,200	367,300	
001.	2001	Finance - Revenue		17,675,600	-	
001.	2020	Finance Administration		179,900	1,226,800	
001.	2023	Accounting		890,200	1,244,600	
001.	2025	Customer Service		1,572,900	1,518,400	
001.	2070	Reprographics		40,100	42,000	
001.	3030	City Attorney		182,600	695,100	
001.	3012	Jail Contributions		-	1,157,600	
001.	4060	Planning		847,600	1,032,400	
001.	4050	Building		871,900	502,700	
001.	4071	Economic Development		50,000	121,700	
001.	5010	Police Administration		900	1,013,600	
001.	5012	PenCom/Capital Transfers		488,600	775,200	
001.	5021	Police Investigation		-	1,383,300	
001.	5022	Police Patrol		242,900	4,448,900	
001.	5026	Police Reserves & Volunteers		-	11,000	
001.	5029	Police Records		9,500	620,800	
001.	5050	Police Facilities Maintenance		16,100	11,400	
001.	6010	Fire Administration		80,400	301,200	
001.	6012	PenCom/Medic I Support		-	504,200	
001.	6020	Fire Suppression		-	1,669,900	
001.	6030	Fire Prevention		235,000	306,900	
001.	6045	Fire Training		-	132,300	
001.	6050	Fire Facilities Maintenance		-	72,100	
001.	7010	Public Works Administration		2,267,500	2,500,500	
001.	7012	Public Works Engineering & CIP		-	266,300	
001.	7032	Public Works Telecommunications		32,800	32,800	
001.	8010	Parks Administration		-	511,900	
001.	8012	Senior Center		39,000	179,900	
001.	8050	Ocean View Cemetery		210,000	214,900	
001.	8080	Park Facilities		-	2,369,000	
001.	8112	Senior Center Facilities		-	30,700	
001.	8131	Central Services Facilities		605,500	621,700	
001.	8155	Facility Rentals		96,500	97,400	
001.	9029	General Unspecified		-	622,100	
001	<b>TOTAL General Fund</b>		<b>6,252,810</b>	<b>27,391,900</b>	<b>27,816,100</b>	<b>5,828,610</b>



**CITY of PORT ANGELES  
2026 Budget Ordinance -**

Funds				2026 Budget			
Fund	Div.	Name / Description	Beginning	Revenue	Expenditures	Ending	
			Balance Est.				Balance - Est.
<b>SPECIAL REVENUE FUNDS</b>							
101		Lodging Excise Tax Fund	1,206,149	1,172,800	1,760,900	618,049	
102		Street Fund	712,027	2,106,600	2,253,400	565,227	
107		PenCom Fund	705,906	4,380,300	4,547,100	539,106	
165		Business Improvement Area	19,897	43,600	43,600.00	19,897	
172		Port Angeles Housing Rehab. Fund	2,878,927	689,300	1,001,100	2,567,127	
175		Code Compliance Fund	56,838	334,700	334,700	56,838	
<b>TOTAL Special Revenue Funds</b>			<b>5,579,744</b>	<b>8,727,300</b>	<b>9,940,800</b>	<b>4,366,244</b>	
<b>ENTERPRISE / UTILITY FUNDS</b>							
401		Electric Utility Fund	12,835,791	25,480,900	26,396,800	11,919,891	
402		Water Utility Fund	7,765,242	9,772,300	12,135,900	5,401,642	
403		Wastewater Utility Fund	1,721,653	9,061,100	9,675,200	1,107,553	
404		Solid Waste Utility Fund	(2,006,126)	18,640,200	18,753,900	(1,620,526)	
406		Stormwater Utility Fund	1,699,286	3,471,500	4,149,000	1,021,786	
409		Medic 1 Utility Fund	1,521,669	4,622,300	4,702,300	1,441,669	
413		Harbor Clean-up Fund	116,633	2,050,600	2,050,600	116,633	
421		Conservation Fund	132,552	538,400	567,300	103,652	
<b>TOTAL Enterprise / Utility Funds</b>			<b>23,786,700</b>	<b>73,637,300</b>	<b>78,431,000</b>	<b>19,492,300</b>	
<b>INTERNAL SERVICE FUNDS</b>							
501		Equipment Services	1,533,133	3,356,700	2,867,600	2,022,233	
502		Information Technology	1,270,838	3,173,900	3,942,900	501,838	
503		Self-Insurance	1,131,784	9,021,200	9,021,200	1,131,784	
<b>TOTAL Internal Service Funds</b>			<b>3,935,755</b>	<b>15,551,800</b>	<b>15,831,700</b>	<b>3,655,855</b>	
<b>FIDUCIARY FUNDS</b>							
602		Firemen's Pension Fund	154,193	200	42,400	111,993	
<b>TOTAL Fiduciary Funds</b>			<b>154,193</b>	<b>200</b>	<b>42,400</b>	<b>111,993</b>	
<b>PERMANENT FUNDS</b>							
601		Cemetery Endowment Fund	428,770	6,600	-	435,370	
<b>TOTAL Permanent Funds</b>			<b>428,770</b>	<b>6,600</b>	<b>-</b>	<b>435,370</b>	
<b>CAPITAL FUNDS</b>							
310		Governmental Capital Improvement Fund	3,677,432	4,106,700	6,331,500	1,452,632	
312		Transportation Capital	7,267,661	19,189,800	22,100,600	4,356,861	
316		Governmental Park Improvement Fund	354,112	18,000	-	372,112	
320		Real Estate Excise Tax-1 (REET-1) Fund	20,482	340,000	300,000	60,482	
322		Real Estate Excise Tax-2 (REET-2) Fund	513,261	341,000	829,300	24,961	
451		Electric Capital Fund	19,867,957	3,300,000	18,208,100	4,959,857	
452		Water Capital Fund	7,933,372	2,864,000	8,977,500	1,819,872	
453		Wastewater Capital Fund	3,521,393	4,127,700	7,173,900	475,193	
454		Solid Waste Capital Fund	3,124,776	1,827,300	1,464,600	3,487,476	
456		Stormwater Capital Fund	3,065,201	1,177,000	1,009,600	3,232,601	
<b>TOTAL Capital Funds</b>			<b>49,345,647</b>	<b>37,291,500</b>	<b>66,395,100</b>	<b>20,242,047</b>	
<b>SUB-TOTAL ALL FUNDS</b>			<b>89,483,619</b>	<b>162,606,600</b>	<b>198,457,100</b>	<b>54,132,419</b>	
Reserves - Designated					1,384,900		
Reserves Used				37,235,400			
<b>TOTAL CITYWIDE ALL FUNDS</b>			<b>89,483,619</b>	<b>199,842,000</b>	<b>199,842,000</b>	<b>54,132,419</b>	



# CHANGES FROM PRELIMINARY TO ADOPTED BUDGET

## APPROVED DECEMBER 2, 2025

2026 BUDGET - CHANGES FOR FINAL							
ACCOUNT				REVENUE	EXPENSE	CHANGES FOR FINAL BUDGET	
105	7840	318	3400	(332,400)	-	Tax Revenue - Transfer to 320 Fund	
105	7840	361	1100	(7,600)	-	Interest Earnings - Transfer to 320 Fund	
105	7840	597	5991	-	(300,000)	Capital Transfers - Transfer to 320 Fund	
<b>TOTAL REET I FUND</b>				<b>(340,000)</b>	<b>(300,000)</b>		
160	7841	318	3400	(332,400)	-	Tax Revenue - Transfer to 322 Fund	
160	7841	361	1100	(8,600)	-	Interest Earnings - Transfer to 322 Fund	
160	7841	597	5991	-	(829,300)	Capital Transfers - Transfer to 322 Fund	
<b>TOTAL REET II FUND</b>				<b>(341,000)</b>	<b>(829,300)</b>		
310	5950	594	6510	-	10,000	FD0124 Mobile Data Terminal Replacements	
310	5950	594	6510	-	130,100	FD0318 Emergency Mgmt Pods	
310	5950	594	6510	-	16,400	FD0615 Fire Hoses	
310	7910	594	6510	-	50,000	GG0123 Housing Pipeline Pilot Project	
310	7910	594	6510	-	281,900	GG0303 NICE program	
310	7910	594	6510	-	255,000	GG0119 Ennis Crk Culvert Removal	
310	7910	594	6510	-	150,000	GG0416 City Hall Fire Detection	
310	7910	594	6510	-	125,000	GG0516 Sr Center Fire Detection System	
310	8985	594	6510	-	403,000	PK0205 Restroom Replacement Program	
310	8985	594	6510	-	80,300	PK0216 Facility Revolving Fund	
310	8985	594	6510	-	50,000	PK0222 OVC Columbarium Expansion	
310	8985	594	6510	-	191,200	PK0316 Locomotive #4 Refurbishment	
310	8985	594	6510	-	50,000	PK0420 Ediz Hook Boat Launch Repairs	
310	8985	594	6510	-	825,600	PK0719 Parks Maintenance Building	
<b>TOTAL CAPITAL IMPROVEM</b>				<b>-</b>	<b>2,618,500</b>		
312	7930	595	6510	-	60,000	TR0414 Peabody Creek/Lincoln Street	
312	7930	595	6510	-	600,000	TR0619 Race Street Complete Construction Phase II	
312	7930	595	6510	-	50,000	TR0824 Downtown Streets Study	
312	7930	595	6510	-	36,000	TR0915 Park Avenue Paving Overlay (Race to Liberty Streets)	
312	7930	595	6510	-	26,700	TR1116 School Area Speed Signs (Near Franklin) *	
312	7930	595	6510	-	300,000	TR1120 Complete Streets Revolving Fund	
312	7930	595	6510	-	108,600	TR1799 Truck Route and Hiway 101 Intersection	
<b>TOTAL TRANSPORTATION BE</b>				<b>-</b>	<b>1,181,300</b>		
320	2040	318	3400	332,400	-	Tax Revenue - Transfer from 105 Fund	
320	2040	361	1100	7,600	-	Interest Earnings - Transfer from 105 Fund	
320	2040	597	5991	-	300,000	Capital Transfers - Transfer from 105 Fund	
<b>TOTAL REET I CAPITAL FUND</b>				<b>340,000</b>	<b>300,000</b>		
322	2041	318	3400	332,400	-	Tax Revenue - Transfer from 160 Fund	
322	2041	361	1100	8,600	-	Interest Earnings - Transfer from 160 Fund	
322	2041	597	5991	-	829,300	Capital Transfers - Transfer from 160 Fund	
<b>TOTAL REET II CAPITAL FUNC</b>				<b>341,000</b>	<b>829,300</b>		



# CHANGES FROM PRELIMINARY TO ADOPTED BUDGET

## APPROVED DECEMBER 2, 2025

451	7188	594	6510	-	200,000	CL0120 "F" Street Transformer Replacement
451	7188	594	6510	-	25,000	CL0124 SPCC Civil Engineering for Substations
451	7188	594	6510	-	400,000	CL0216 City/PUD Agreement (Svc Area)
451	7188	594	6510	-	1,100,000	CL0222 Advanced Metering & Outage Management
451	7188	594	6510	-	150,000	CL0223 Overhead Reconductoring - 2025
451	7188	594	6510	-	3,041,100	CL0414 Light Ops Building
451	7188	594	6510	-	10,000	CL0623 Community Solar Study
451	7188	594	6510	-	100,000	CL1019 Underground Cable Replacement - 2025
<b>TOTAL ELECTRIC UTILITY CAP</b>				-	<b>5,026,100</b>	
452	7388	594	6510	-	100,000	WT0124 Transmission Main Replacement WTP to D Street
452	7388	594	6510	-	300,000	WT0125 Jones St Reservoir Valve Replacement
452	7388	594	6510	-	300,000	WT0319 Ground Water Resiliency Program
452	7388	594	6510	-	325,000	WT0325 Elwha Surface Water Intake Hydraulics
452	7388	594	6510	-	171,300	WT0420 Ennis Creek Water Main Relocate
452	7388	594	6510	-	250,000	WT0424 Elwha - River Ranney Reach Habitat Restoration
452	7388	594	6510	-	182,900	WT0519 Water Treatment Plant Repairs
<b>TOTAL WATER CAPITAL FUNI</b>				-	<b>1,629,200</b>	
453	7488	594	6510	-	50,000	WW0124 WWTP Gas Flare System Replacement
453	7488	594	6510	-	15,000	WW0217 Ennis Creek Force Main Removal
453	7488	594	6510	-	50,000	WW0419 WWTP HVAC Replacement
<b>TOTAL WASTEWATER CAPIT/</b>				-	<b>115,000</b>	
502	2082	594	6510	-	36,000	IT0119 Wireless Bridge
502	2082	594	6510	-	43,100	IT0214 Record Mgmt System
502	2082	594	6510	-	30,000	IT0224 Primary Data Center Fiber Switch Replacement
502	2082	594	6510	-	280,000	IT0319 Network Refresh
502	2082	594	6510	-	150,000	IT0323 SCADA Server Replacements
502	2082	594	6510	-	22,000	IT0324 Primary Data Backup Tape Storage Safe
502	2082	594	6510	-	25,000	IT0523 City Owned Fiber Optics
502	2082	594	6510	-	123,500	IT0618 Virtual Server Replacements
502	2082	594	6510	-	79,400	IT1018 UPS Replacement - Disaster Recovery Data Center
<b>TOTAL IT CAPITAL FUND</b>				-	<b>789,000</b>	
<b>TOTAL ALL FUNDS</b>				-	<b>11,359,100</b>	



# GENERAL FUND SUMMARY

*The **General Fund** is the main operating fund of the City. This fund accounts for all financial activities associated with the provision of traditional City services such as general administration, finance, legal, planning, building, police, fire, public works, and parks and recreation. This fund is used to account for all resources not accounted for in another fund. Taxes are the main revenue source.*



# GENERAL FUND SUMMARY

## REVENUE AND EXPENDITURE SUMMARY

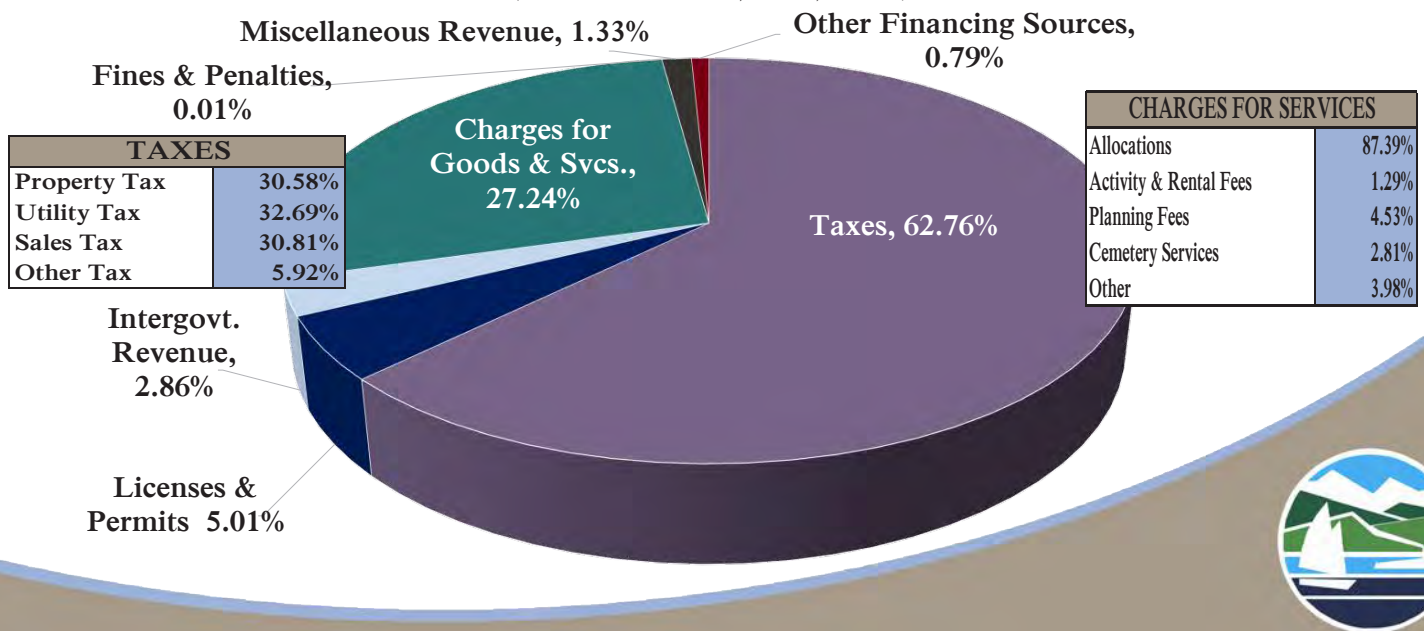
**Description:** The General Fund is the primary operating fund of the City of Port Angeles and is used to account for all financial resources except those that are required to be accounted for in another fund.

**Funding Source:** Revenues are generated from taxes, including property, sales, and utility taxes, charges for services, permits, fees, investment earnings, and other intergovernmental revenues, such as grants and state shared revenues.

**Fund Balance:** Fund balance is comprised of non-spendable, restricted, committed, assigned, and unassigned assets. Per City policy the General Fund Balance should not fall below 25% of budgeted operating expenditures and reserves should only be used for one-time expenses. In 2026, the General Fund unassigned operational fund balance is estimated at 23.2%. Rebuilding the fund balance to the 25% requirement will be a priority over the next 60 months in accordance with City Financial Policies.

REVENUES							
REVENUE	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Taxes	\$ 15,023,317	\$ 16,274,551	\$ 16,378,943	\$ 16,521,400	\$ 17,190,100	668,700	4.05%
Licenses & Permits	509,223	474,339	1,185,423	1,166,800	1,373,100	206,300	17.68%
Intergovt. Revenue	2,155,272	2,527,702	3,160,834	2,127,100	782,400	(1,344,700)	-63.22%
Charges for Goods & Svcs.	4,927,960	5,737,412	6,289,527	7,188,300	7,461,500	273,200	3.80%
Fines & Penalties	596	1,435	1,336	1,500	1,500	-	0.00%
Miscellaneous Revenue	(578,670)	696,753	1,033,963	816,600	367,400	(449,200)	-55.01%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	121,889	88,000	167,502	204,900	215,900	11,000	5.37%
<b>TOTAL REVENUE</b>	<b>\$ 22,159,587</b>	<b>\$ 25,800,192</b>	<b>\$ 28,217,528</b>	<b>\$ 28,026,600</b>	<b>\$ 27,391,900</b>	<b>(634,700)</b>	<b>-2.26%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (388,643)</i>	<i>\$ 3,640,605</i>	<i>\$ 2,417,336</i>	<i>\$ (190,928)</i>			
<i>Change from Prior Year %</i>	<i>-1.72%</i>	<i>16.43%</i>	<i>9.37%</i>	<i>-0.68%</i>			

### GENERAL FUND REVENUES BY CATEGORY (TOTAL \$27,391,900)



# EXPENDITURES

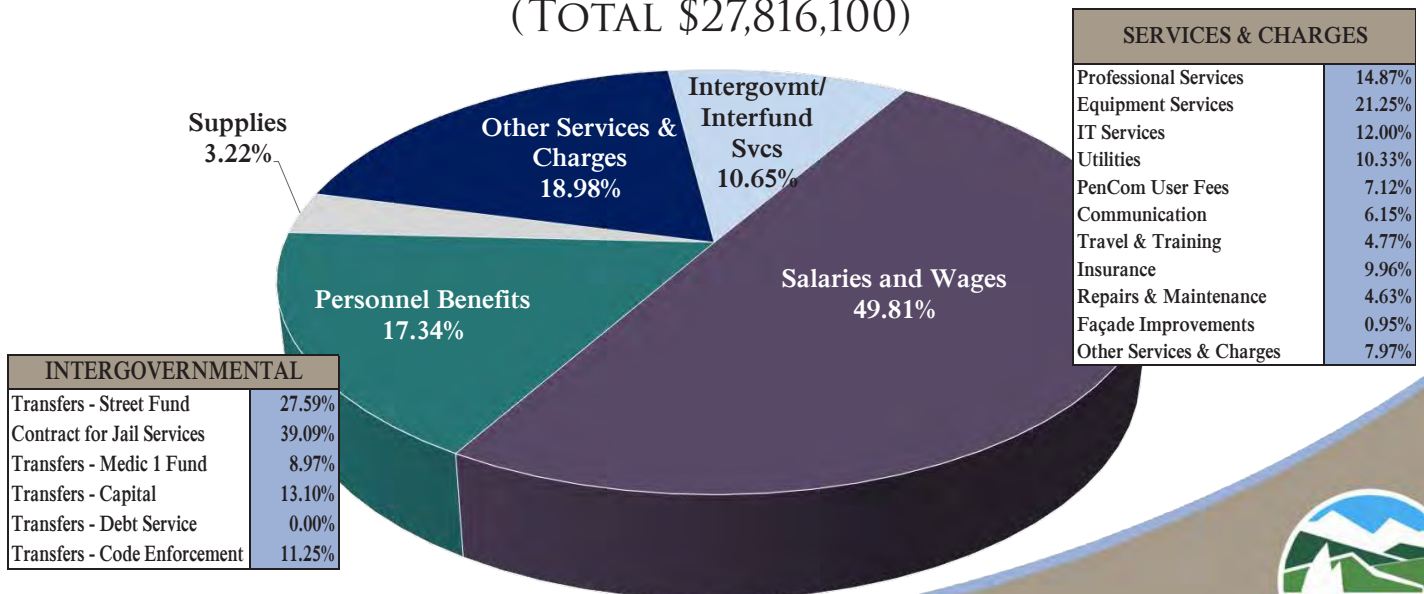
In 2026, a planned use of excess reserves in the amount of \$424,200 has been included in the budget. The planned use of reserves includes:

- \$353,300 for Code Enforcement and the Downtown Resource Officer from opioid settlement funds held to support services supported by Operation Shielding Hope.
- \$60,000 from reserves held for Economic Development for contract needs in the Community Services Division and the City Shade Program.
- \$10,900 for K9 expenses from donated funds held for this purpose.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$	%
Salaries and Wages	\$ 10,123,753	\$ 10,970,041	\$ 12,494,993	\$ 13,681,200	\$ 13,853,900	172,700	1.26%
Personnel Benefits	3,800,904	4,078,872	4,437,245	4,800,300	4,824,100	23,800	0.50%
Supplies	878,667	914,943	1,013,434	927,400	896,700	(30,700)	-3.31%
Other Services & Charges	5,284,183	5,815,320	5,845,032	5,577,600	5,280,300	(297,300)	-5.33%
Intergovmt/Interfund Svcs	2,996,612	3,624,807	4,934,670	3,083,100	2,961,100	(122,000)	-3.96%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	5,909	-	-	-	-	N/A
Debt Service: Interest	3	93	-	-	-	-	N/A
Interfund Pmts. for Services	12,991	13,033	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,097,113</b>	<b>\$ 25,423,018</b>	<b>\$ 28,725,374</b>	<b>\$ 28,069,600</b>	<b>\$27,816,100</b>	<b>(253,500)</b>	<b>-0.90%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 94,934</i>	<i>\$ 2,325,905</i>	<i>\$ 3,302,356</i>	<i>\$ (655,774)</i>			
<i>Change from Prior Year %</i>	<i>0.41%</i>	<i>10.07%</i>	<i>12.99%</i>	<i>-2.28%</i>			

FUND BALANCE	\$6,723,372	\$7,045,960	\$6,295,810	\$6,366,810	\$6,366,810
USE OF ASSIGNED FUNDING	\$16,300	\$16,300	\$86,300	\$114,000	\$424,200
<i>Change from Prior Yr. \$\$</i>	<i>(\$1,015,093)</i>	<i>\$322,588</i>	<i>(\$750,150)</i>	<i>\$71,000</i>	<i>\$0</i>
<i>Change from Prior Year %</i>	<i>-13.12%</i>	<i>4.80%</i>	<i>-10.65%</i>	<i>1.13%</i>	<i>0.00%</i>

## GENERAL FUND EXPENDITURES BY CATEGORY (TOTAL \$27,816,100)



# GENERAL FUND SUMMARY

## PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
City Council	7.00	7.00	7.00	7.00	7.00	0.00	0.00%
City Manager's Office	5.50	7.50	7.50	7.50	8.00	0.50	6.67%
Finance	20.80	20.80	20.80	20.80	20.80	0.00	0.00%
City Attorney	4.00	4.00	4.00	4.00	4.00	0.00	0.00%
Community & Economic Develop.	6.00	6.00	9.00	9.00	9.00	0.00	0.00%
Police	37.50	37.50	38.50	38.50	38.50	0.00	0.00%
Fire	10.05	10.05	11.87	11.87	11.87	0.00	0.00%
Public Works	18.00	21.00	27.00	28.00	28.00	0.00	0.00%
Parks & Recreation	25.30	25.30	25.30	25.30	25.30	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>134.15</b>	<b>139.15</b>	<b>150.97</b>	<b>151.97</b>	<b>152.47</b>	<b>0.50</b>	<b>0.33%</b>
<i>Change from Prior Yr. #</i>	<i>(0.67)</i>	<i>5.00</i>	<i>11.82</i>	<i>1.00</i>	<i>0.50</i>		
<i>Change from Prior Year %</i>	<i>-0.50%</i>	<i>3.73%</i>	<i>8.49%</i>	<i>0.66%</i>	<i>0.33%</i>		

**Significant Changes:** In 2026, changes in the City Manager's Office will include promoting the part-time HR Specialist position to full-time in the budget. Additionally, in this department a re-organization will occur to reclassify the City Hall Attendant position as an HR & Records Assistant. There will be no resulting overall change to the amount, or overall positions, in the budget as a result of this re-organization.



# GENERAL FUND SUMMARY

## REVENUES BY CATEGORY

REVENUE DESCRIPTION	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND #3	2026 ADOPTED BUDGET	% VARIANCE FROM 2025
Property Taxes	4,833,542	5,073,829	5,100,524	5,245,500	5,257,500	0.2%
Sales Taxes	5,012,180	5,199,241	5,082,420	5,041,000	5,296,000	5.0%
Utility Taxes - City Utilities	4,197,344	4,995,599	5,167,616	5,221,400	5,593,000	7.2%
Utility Taxes - Non-City Utilities	18,089	26,378	23,349	21,100	26,700	24.0%
Criminal Justice Taxes	455,469	465,323	476,788	476,800	488,600	2.5%
Leasehold Taxes	174,822	200,828	202,467	188,400	201,900	6.7%
Gambling Taxes	24,770	22,995	32,620	25,600	23,100	-7.7%
Telephone Taxes	276,301	247,133	251,992	264,700	264,700	0.0%
Other Taxes	30,800	43,225	41,167	36,900	38,600	4.1%
<b>Total Taxes</b>	<b>15,023,317</b>	<b>16,274,551</b>	<b>16,378,943</b>	<b>16,521,400</b>	<b>17,190,100</b>	<b>4.0%</b>
Telecable Franchise Fees	147,911	135,423	154,857	135,400	125,900	-6.1%
Planning Licenses & Permits	2,400	6,400	253,700	138,200	111,700	-10.4%
Building Licenses & Permits	224,985	208,192	494,481	602,000	612,200	2.1%
Public Works Licenses & Permits	30,951	23,624	170,820	126,700	269,900	83.8%
Police Licenses & Permits	102,406	100,289	111,001	116,400	118,400	1.8%
Business Licenses & Permits	570	411	565	48,100	135,000	15380.5%
<b>Total Licenses &amp; Permits</b>	<b>509,223</b>	<b>474,339</b>	<b>1,185,423</b>	<b>1,166,800</b>	<b>1,373,100</b>	<b>17.7%</b>
Liquor Excise Taxes	142,470	181,356	138,198	133,900	142,900	6.7%
Liquor Board Profits	158,461	118,250	155,206	152,800	152,200	-1.9%
Criminal Justice/High Crime	134,325	191,543	119,686	189,900	122,600	2.4%
Proceeds from Grants (State & Fed)	1,514,828	1,965,296	2,565,029	954,000	255,800	-90.0%
Service Revenues	-	31,081	53,500	56,000	5,000	-90.7%
Other Intergovernmental	205,188	40,176	129,215	640,500	103,900	-19.6%
<b>Total Intergovernmental</b>	<b>2,155,272</b>	<b>2,527,702</b>	<b>3,160,834</b>	<b>2,127,100</b>	<b>782,400</b>	<b>-69.0%</b>
Interfund Charges	4,536,524	5,235,444	5,642,617	6,237,100	6,520,800	15.6%
Planning	10,800	4,375	29,220	18,400	78,600	169.0%
Building	85,531	173,378	197,166	300,200	259,700	31.7%
Police	19,793	22,777	21,392	22,300	22,300	4.2%
Public Works	47,774	54,266	47,135	57,800	57,600	22.2%
Parks & Recreation	209,903	232,023	268,404	316,500	286,500	6.7%
Fire	16,694	6,306	82,191	235,000	235,000	185.9%
Finance	941	1,112	1,402	1,000	1,000	-28.7%
<b>Total Charges for Services</b>	<b>4,927,960</b>	<b>5,729,681</b>	<b>6,289,527</b>	<b>7,188,300</b>	<b>7,461,500</b>	<b>30.2%</b>
Parking Tickets	596	1,435	1,336	1,500	1,500	12.3%
<b>Total Fines &amp; Penalties</b>	<b>596</b>	<b>1,435</b>	<b>1,336</b>	<b>1,500</b>	<b>1,500</b>	<b>4.5%</b>
Interest on Investments	(702,126)	453,076	380,622	175,500	180,300	-52.6%
Rents & Leases	39,989	75,804	73,145	70,900	96,400	31.8%
Contributions & Donations	4,594	28,505	9,800	100,000	-	-100.0%
Opioid Settlement Funds	-	-	384,100	-	-	100.0%
Other Miscellaneous	78,873	147,099	186,296	470,200	90,700	-51.3%
<b>Total Miscellaneous</b>	<b>(578,670)</b>	<b>704,484</b>	<b>1,033,963</b>	<b>816,600</b>	<b>367,400</b>	<b>-47.8%</b>
Transfer from Other Funds	121,889	88,000	167,502	204,900	215,900	28.9%
One-time transfers to close funds	-	-	-	-	-	N/A
<b>Total Transfers from Other Funds</b>	<b>121,889</b>	<b>88,000</b>	<b>167,502</b>	<b>204,900</b>	<b>215,900</b>	<b>145.3%</b>
<b>Total Operating Revenues</b>	<b>\$ 22,159,587</b>	<b>\$ 25,800,192</b>	<b>\$ 28,217,528</b>	<b>\$ 28,026,600</b>	<b>\$ 27,391,900</b>	<b>6.2%</b>



# GENERAL FUND SUMMARY

## REVENUE SOURCES

### PROPERTY TAX

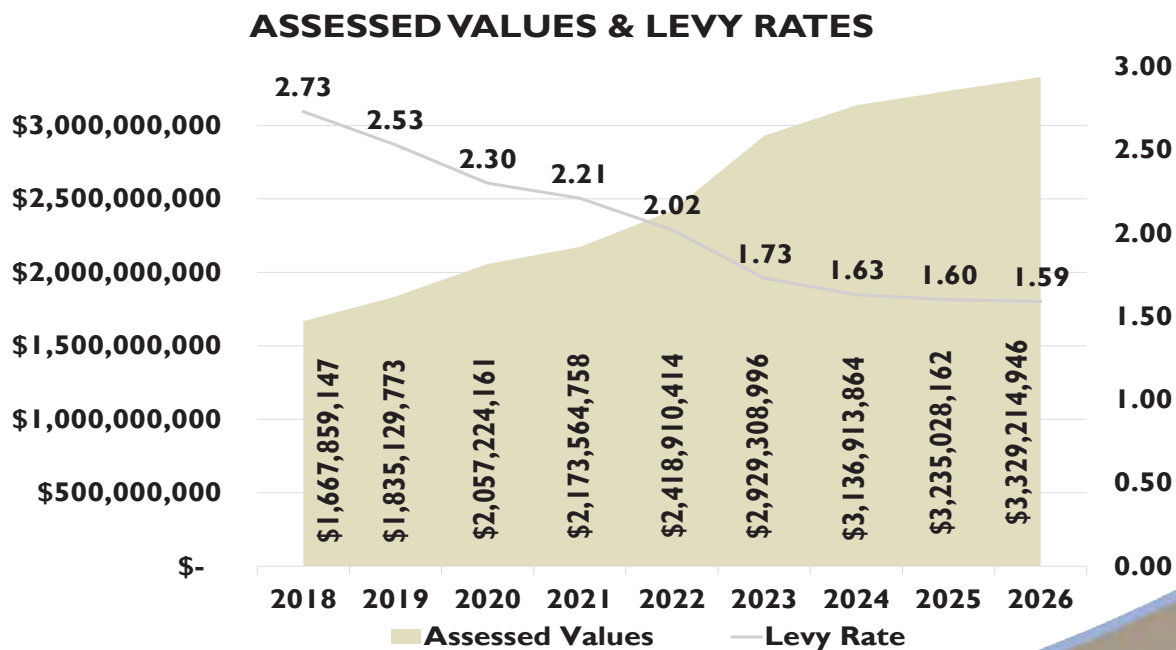
Property tax is the city's fourth largest source of funding for general city services. In 2026, the city expects to receive \$5.3 million in property tax revenue, an increase of the maximum allowed amount of 1.0% plus new construction amounts. All real and personal property (except where exempt by law) is assessed by the Clallam County Assessor at 100% of the property's fair market value. Real property includes land, buildings and improvements attached to the land. Taxable personal property includes property which is used for commercial business purposes, such as machinery, equipment, furniture and fixtures. Assessed values are adjusted each year based on market value changes. Although property taxes represent one of the City's major sources of revenue in the general fund at 18.9%, the City receives approximately 17.8% of the property owner's total bill.

### CALCULATING LEVY RATES

State law limits the tax increase on property to the lesser of 1% or the current rate of the Implicit Price Deflator (IPD) for personal consumption published by the Bureau of Economic Analysis. Currently, City policy directs increasing tax by the maximum allowed of 1%. This is accomplished by Council approving a resolution and ordinance declaring the intent to collect the maximum increase of 1%. In situations where the IPD is less than 1% an additional resolution would need to be adopted declaring a substantial need to collect over the IPD rate.

The City's levy rate cannot exceed a shared \$10.00 for every \$1,000 of assessed value. The City's portion of this shared value cannot exceed \$3.163 plus an additional \$0.225 for Fireman's pension. The City currently does not levy for Fireman's Pension. In 2026, the levy rate in the City of Port Angeles will be \$1.59. There are many considerations and factors included in the calculation of the levy rate; however, a simplistic way to determine the rate is to take the total amount authorized by resolution plus any refunds, divide it by the assessed value and multiply by \$1,000.

The assessed value and the levy rate are directly connected. As the assessed value goes up the levy rate comes down. Likewise, as the assessed value goes down the levy rate comes up. This relationship keeps the levy rate from exceeding the maximum 1% increase allowed by state law. The chart below shows historical and current assessed values and levy rates.



Once the levy rate is determined, the amount of tax the City will collect can be determined through a simple formula.  
 Assessed value per every \$1,000 x the levy rate

As an example when applying the 2026 levy rate of \$1.59 to a home in the City with an assessed value of \$350,000 would mean the property tax collected by the City would be \$556.50.

$$350 \times 1.59 = \$556.50$$

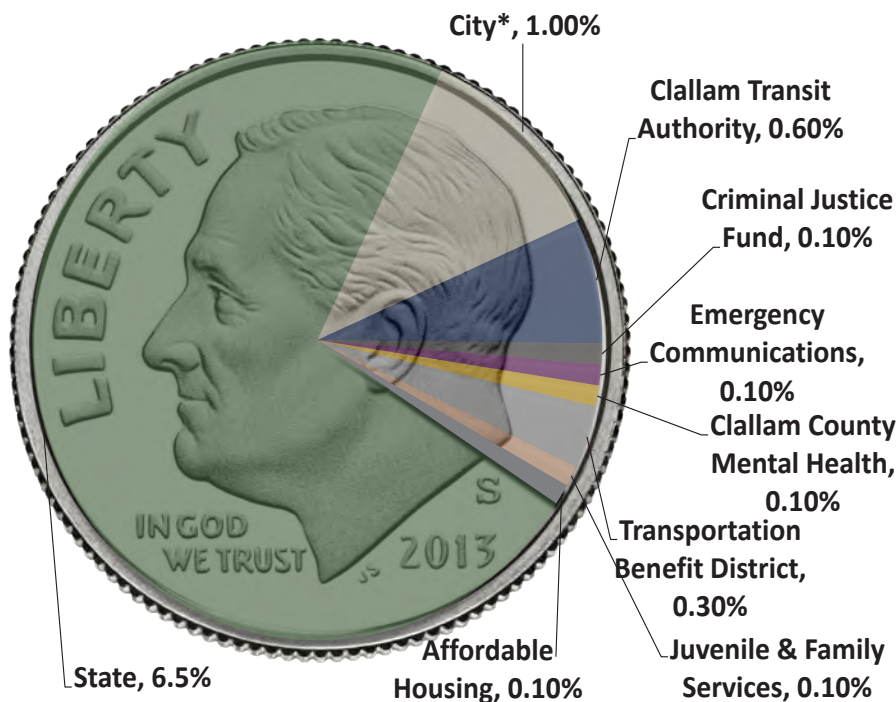
The following charts show the historical levy rates and the taxes generated on a range of homes.

TAX YEAR	REGULAR LEVY	EXCESS LEVY	TOTAL LEVY	TAXES ON A \$250,000 HOME	TAXES ON A \$300,000 HOME	TAXES ON A \$350,000 HOME
2021	2.21	0.00	2.21	\$ 552.50	\$ 663.00	\$ 773.50
2022	2.02	0.00	2.02	\$ 505.00	\$ 606.00	\$ 707.00
2023	1.73	0.00	1.73	\$ 432.50	\$ 519.00	\$ 605.50
2024	1.63	0.00	1.63	\$ 407.50	\$ 489.00	\$ 570.50
2025	1.60	0.00	1.60	\$ 400.00	\$ 480.00	\$ 560.00
2026	1.59	0.00	1.59	\$ 397.50	\$ 477.00	\$ 556.50

### SALES TAX

Sales tax is the third largest source of general fund revenue for the City of Port Angeles. In 2026, the City expects to receive \$5.3 million in sales tax revenue. Sales tax is levied on the sale of consumer goods, except for prescription drugs and food products consumed off the premises.

The total sales tax rate in Port Angeles is 8.90%, with only 1.44% returning to the City of Port Angeles, 0.3% of which is exclusively for the Transportation Benefit District and 0.1% going toward Affordable Housing. This means that the City receives 16% of the total sales tax collected and the state and other public agencies receive the remaining 84%.

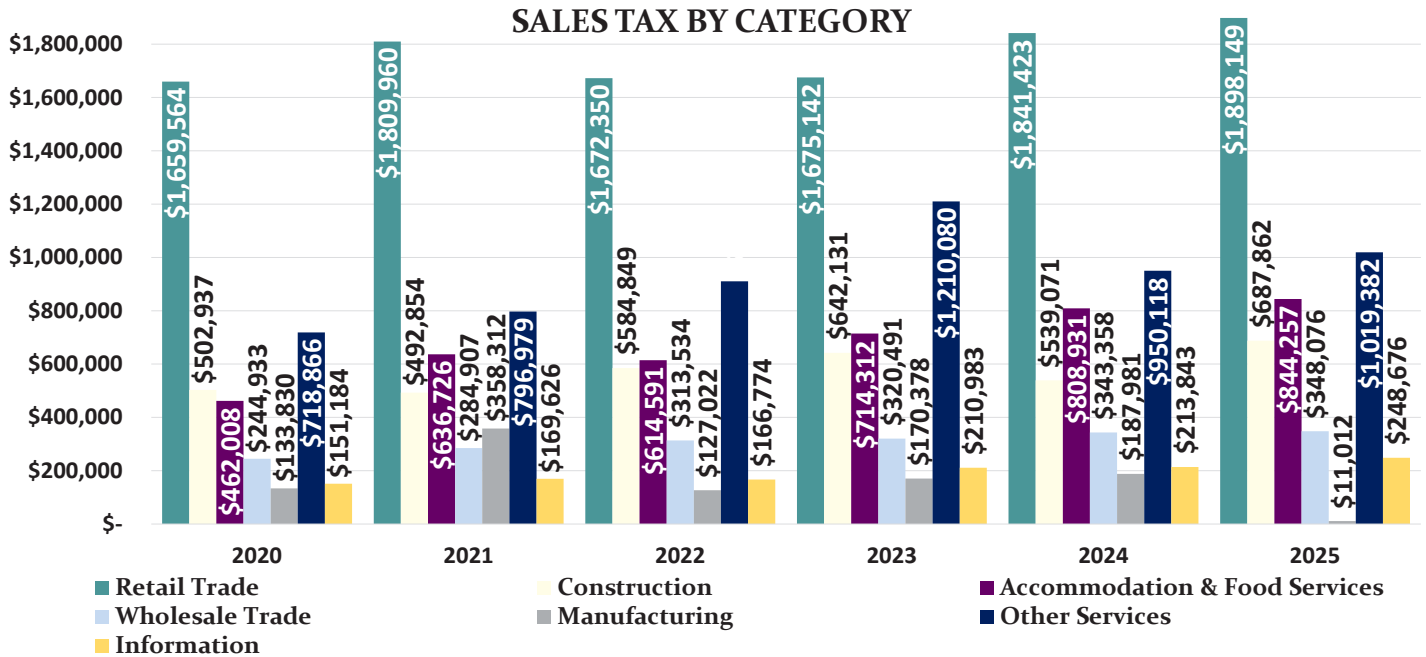


\* The City receives 0.84% of the 1%, the County receives 0.15% and 0.01% pays for State administrative charges.



## SALES TAX REVENUE PROJECTION

Based on prior year results, revenue collection in 2025 and current collection trends including present economic and inflationary conditions, projected tax collections for the 2026 Budget reflect a 5.1% increase of \$255,000 over the prior budgeted amount. This change considers one-time major construction related projects completed in 2025, or that are anticipated in 2026. Historically, sales tax has grown in three major categories; Retail Trade, Construction and Accommodation and Food Services. However, in recent years the City has seen a shift in spending across certain categories. Online sales have seen a drastic increase in collection since the start of the 2020 year. This increase is partially the result of the ruling in *South Dakota v. Wayfair* that determined States could charge tax on purchases made outside of the State. Tax reporting to the City for online sales have seen growth each year since this ruling. In addition, as a result of continued large construction projects in the City sales tax revenue collection in this category has remained high. The graph that follows shows a historical analysis of sales tax by major category.



## UTILITY TAX

Utility tax is the city's second largest source of funding for general city services. Utilities charge taxes on gross operating revenues at the following rates:

UTILITY	PERCENTAGE OF REVENUES
Electric	6.00%
Water	10.00%
Wastewater	10.00%
Solid Waste Collection	10.00%
Solid Waste Transfer Station	8.00%
Stormwater	8.00%

These rates are set by City Council with the exception of the electric utility tax rate which is set by State regulations.



## UTILITY TAX REVENUE PROJECTION

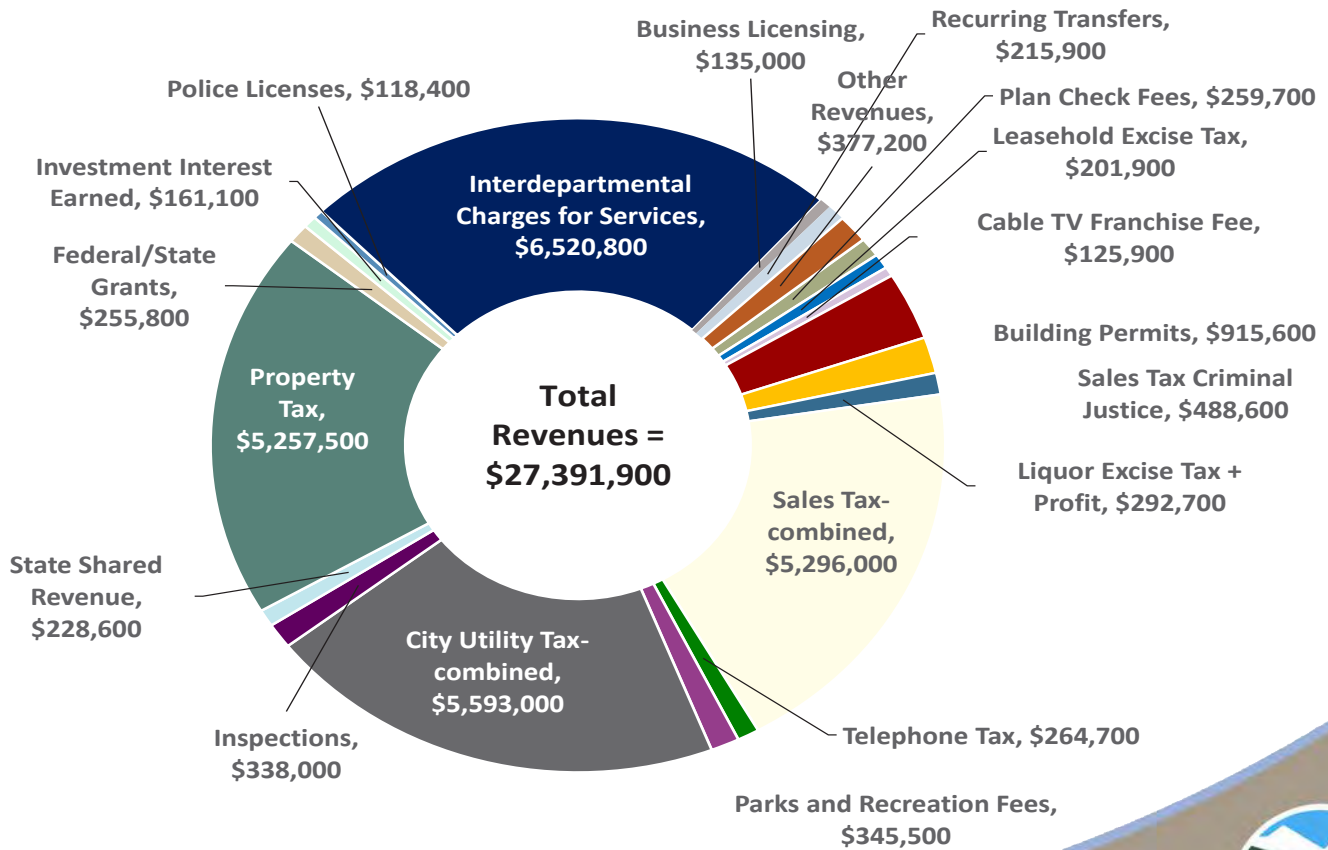
Utility tax revenue collections are anticipated to be \$5.6 million, or a 8.1% increase from the 2025 amended budget. This was primarily the result of multi-year rates proposed for approval in the Electric and Solid Waste Collection and Transfer Station utilities. The 2026 Budget includes a 13.5% increase in the Electric residential rate, a 14.4% increase in Collections and 8.3% increase to the Transfer Station rate. With commercial users seeing similar increases. These increases were the result of increased costs to the City to operate these funds, particularly in the personnel, professional service, capital and supplies categories.

The following chart shows a historical comparison of utility tax collection in the General Fund:

YEAR	ELECTRIC UTILITY	WATER UTILITY	WASTEWATER UTILITY	SOLID WASTE COLLECTIONS	SOLID WASTE LANDFILL	STORMWATER UTILITY
2026 Budget	\$1,588,300	\$894,600	\$1,156,000	\$631,000	\$1,041,400	\$281,700
2025 Budget	\$1,407,600	\$894,600	\$1,156,000	\$541,400	\$940,100	\$281,700
2024	\$1,605,891	\$771,718	\$1,031,579	\$557,662	\$933,458	\$267,309
2023	\$1,738,878	\$829,780	\$1,063,724	\$417,585	\$699,346	\$246,286
2022	\$1,628,729	\$512,044	\$686,150	\$265,491	\$740,924	\$141,247
2021	\$1,471,100	\$680,600	\$985,300	\$325,600	\$720,100	\$208,800
2020	\$1,442,939	\$681,019	\$963,805	\$324,918	\$728,012	\$202,931
<b>% Change 2026 vs. 2025</b>	<b>12.84%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>16.55%</b>	<b>10.78%</b>	<b>0.00%</b>

## OTHER MAJOR REVENUE SOURCES

There are several other revenue sources in the General Fund. Some of these include fees for permits and licenses, and charges from one fund to another, or interdepartmental charges for work performed by departments in the General Fund. All estimated revenues in the General Fund are shown below.



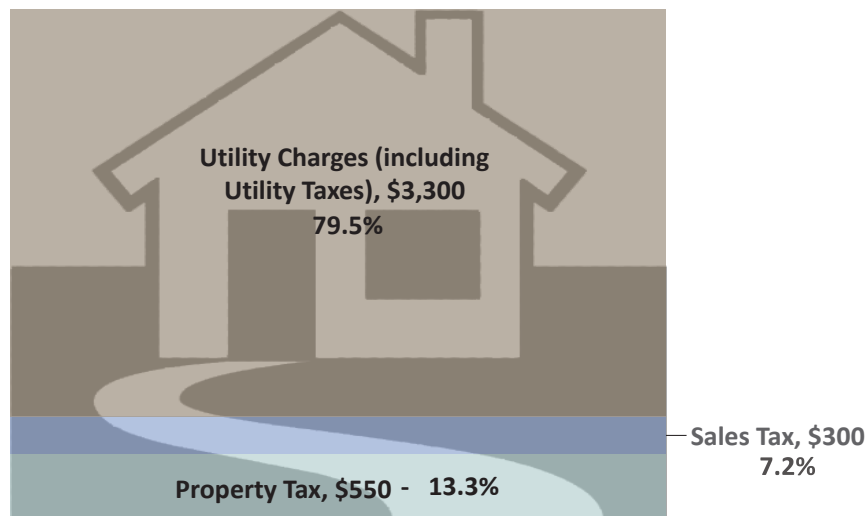
## CHARGES FOR SERVICES

Charges for services make up 23.5% of the General Fund’s revenues and are the primary source of General Fund revenue. Within the General Fund departments charge other funds for work performed specifically for them. For example, a Customer Service Representative (CSR) resides within the General Fund. However, the majority of the tasks performed by a CSR are for the City’s utility funds; including posting, processing and answering questions about utility payments. As a result, a portion of the CSR’s salary is charged back to each utility based on the volume of the billing and cash postings for each individual utility. Each department and division in the General Fund has its own methodology for how these charges are applied to the utility funds. Allocated amounts are updated each year as part of the budget process by updating data used for the calculations with the previous years actuals and applying this to the budget projections for the new year.

## WHAT DOES THIS MEAN TO THE AVERAGE HOUSEHOLD?

Taxes collected by the City are distributed throughout the General Fund. The major taxes seen by most households are sales tax, utility tax and property tax. Other items that households pay that do not go into the General Fund include payments for utilities, however, a portion of the utility payment comes back to the City’s General Fund in the form of utility taxes on gross operating revenues. This is discussed further in the utility tax section. The images below show what an average household in Port Angeles pays to the City in taxes and costs for utility services, as well as what these taxes support within the General Fund. On average households pay \$4,100 in major taxes and utility services to the City annually. All amounts shown are rounded estimates.

### TOTAL ANNUAL HOUSEHOLD CHARGES

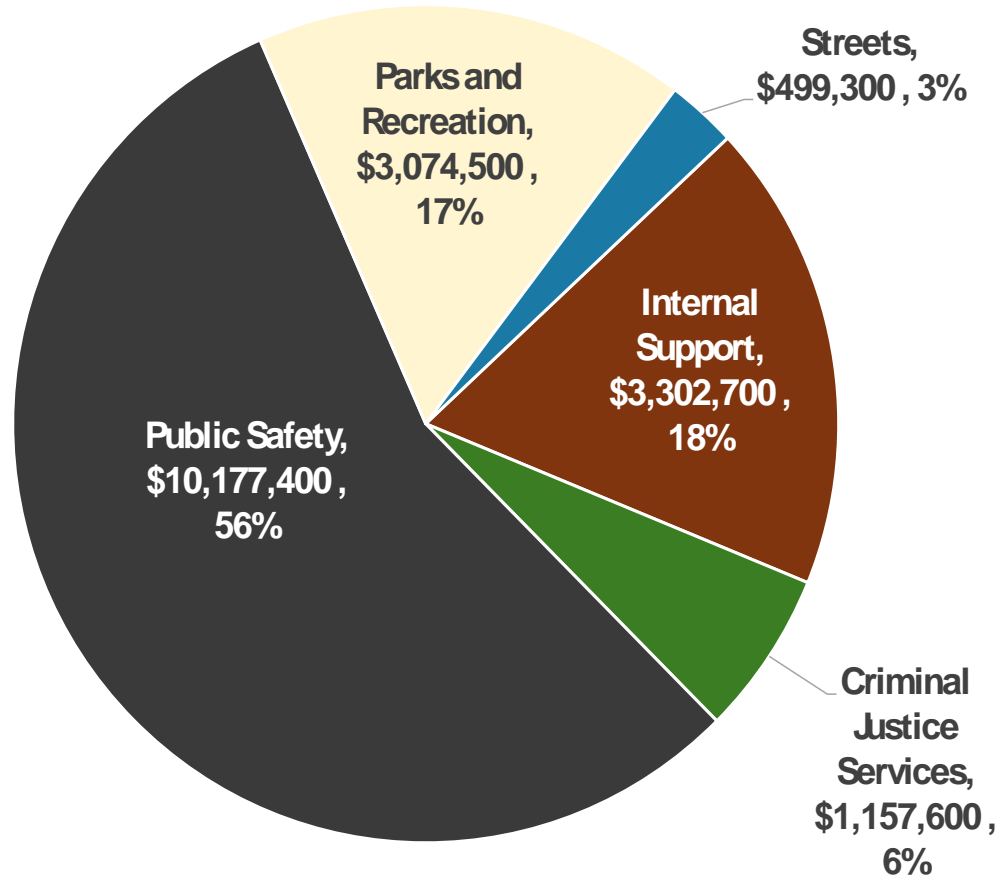


ASSUMPTIONS	
Property Tax	\$330,400 Assessed Value
Sales Tax	\$61,600 Median Income and \$20,600 taxable purchases
Electric	1,300 KWH per month
Water	450 Cubic feet of consumption per month
Wastewater	450 cubic feet per month
Solid Waste	Every other week
Stormwater	One residential unit



## WHERE DO TAXES GO?

Many taxes have specific requirements for spending as directed in State law, however, some taxes such as property, sales and utility taxes may be utilized for any purpose. These taxes are tracked in the City's General Fund to offset costs for governmental services. In 2026, taxes will be distributed to departments in the General Fund as follows in the chart below:



Internal support includes the following departments; Finance, Legal, City Manager's Office, Human Resources, Non-Departmental and City Council.



# GENERAL FUND SUMMARY

## EXPENDITURES BY CATEGORY

EXPENDITURE DESCRIPTION	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	% VARIANCE FROM 2025
Full-Time	9,120,044	9,784,565	11,345,455	12,602,800	12,979,200	3.0%
Part-Time	344,889	519,292	388,098	460,900	473,200	2.7%
Overtime	656,467	665,228	678,575	614,900	398,900	-35.1%
Other Salaries & Wages	2,353	956	82,866	2,600	2,600	0.0%
<b>Total Salaries &amp; Wages</b>	<b>10,123,753</b>	<b>10,970,041</b>	<b>12,494,993</b>	<b>13,681,200</b>	<b>13,853,900</b>	<b>1.3%</b>
Retirement - LEOFF	492,587	507,323	519,024	523,500	552,200	5.5%
Retirement - PERS	540,797	581,434	639,303	744,500	449,800	-39.6%
Workers Compensation	157,877	212,390	245,810	242,800	289,300	19.2%
Medical Insurance	1,749,123	1,840,518	1,980,781	2,155,800	2,272,100	5.4%
Other Benefits	860,520	937,207	1,052,326	1,133,700	1,260,700	11.2%
<b>Total Benefits</b>	<b>3,800,904</b>	<b>4,078,872</b>	<b>4,437,245</b>	<b>4,800,300</b>	<b>4,824,100</b>	<b>0.5%</b>
Office & Operating Supplies	606,909	683,006	695,493	672,500	655,100	-2.6%
Fuel	146,856	145,468	140,356	133,200	144,500	8.5%
Other Supplies	124,902	86,469	177,586	121,700	97,100	-20.2%
<b>Total Supplies</b>	<b>878,667</b>	<b>914,943</b>	<b>1,013,434</b>	<b>927,400</b>	<b>896,700</b>	<b>-3.3%</b>
Professional Services	1,960,610	1,818,554	1,885,810	1,029,800	785,100	-23.8%
Communication	167,709	215,161	297,149	344,900	324,800	-5.8%
Travel & Training	190,260	163,591	242,550	236,500	252,100	6.6%
Utilities	495,801	510,087	788,791	544,500	545,300	0.1%
Equipment Svcs - Operating/Repl.	764,542	871,588	1,100,469	1,085,400	1,122,200	3.4%
PenCom User Fees	294,600	318,300	296,300	330,400	376,000	13.8%
IT Services	510,442	637,170	630,643	689,600	633,700	-8.1%
Facility Insurance	302,300	368,000	388,000	459,200	526,000	14.5%
Repairs & Maintenance	157,683	137,059	118,277	238,400	244,400	2.5%
Façade Improvements	30,000	35,704	30,562	10,000	50,000	N/A
Other Charges for Services	410,236	740,106	66,481	608,900	420,700	-30.9%
<b>Total Charges for Services</b>	<b>5,284,183</b>	<b>5,815,320</b>	<b>5,845,032</b>	<b>5,577,600</b>	<b>5,280,300</b>	<b>-5.3%</b>
Contracted Jail Services	950,742	1,041,063	1,087,910	1,127,100	1,157,600	2.7%
Transfers - Capital	720,400	935,000	2,405,500	546,000	387,800	-29.0%
Transfers - Debt Service	42,000	42,000	42,400	42,200	-	-100.0%
Transfers - Medic I Support	265,500	265,500	265,500	265,500	265,500	0.0%
Transfers - Street Operations	899,800	1,134,640	906,900	845,800	817,100	-3.4%
Transfers - Code Enforcement	118,170	206,444	199,659	256,500	333,100	29.9%
Other Intergovernmental	-	160	132	-	-	N/A
<b>Total Intergovernmental</b>	<b>2,996,612</b>	<b>3,624,807</b>	<b>4,908,001</b>	<b>3,083,100</b>	<b>2,961,100</b>	<b>-4.0%</b>
Debt Service	3	6,002	-	-	-	N/A
<b>Total Debt Service</b>	<b>3</b>	<b>6,002</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
Capital Outlay	-	-	-	-	-	N/A
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
Interdepartmental Expense	12,991	13,033	26,669	-	-	N/A
<b>Total Interfund Payments for Services</b>	<b>12,991</b>	<b>13,033</b>	<b>26,669</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Total Operating Expenditures</b>	<b>\$ 23,097,113</b>	<b>\$ 25,423,018</b>	<b>\$ 28,725,374</b>	<b>\$ 28,069,600</b>	<b>\$ 27,816,100</b>	<b>9.4%</b>



# GENERAL FUND SUMMARY

## EXPENDITURES BY DEPARTMENT

EXPENDITURE DESCRIPTION	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	% VARIANCE FROM 2024
City Council	60,046	67,685	161,639	106,500	127,900	20.1%
<b>Total City Council</b>	<b>60,046</b>	<b>67,685</b>	<b>161,639</b>	<b>106,500</b>	<b>127,900</b>	<b>20.1%</b>
Administration	360,082	576,718	700,982	728,200	629,800	-13.5%
Human Resources	287,035	293,312	307,220	436,500	451,800	3.5%
City Clerk	333,319	329,310	374,907	357,400	367,300	2.8%
<b>Total City Manager</b>	<b>980,436</b>	<b>1,199,340</b>	<b>1,383,108</b>	<b>1,522,100</b>	<b>1,448,900</b>	<b>-4.8%</b>
Planning	528,046	811,747	1,048,981	1,067,500	1,032,400	-3.3%
Building	260,918	266,732	483,448	608,100	502,700	-17.3%
Economic Development	50,923	80,063	77,685	81,900	121,700	48.6%
<b>Total Community &amp; Economic Dev.</b>	<b>839,887</b>	<b>1,158,542</b>	<b>1,610,115</b>	<b>1,757,500</b>	<b>1,656,800</b>	<b>-5.7%</b>
Administration	867,176	997,971	1,089,787	1,196,500	1,226,800	2.5%
Accounting	968,818	998,093	1,191,694	1,229,800	1,244,600	1.2%
Customer Service	1,303,421	1,385,243	1,450,788	1,475,000	1,518,400	2.9%
Reprographics	14,877	42,262	45,243	49,500	42,000	-15.2%
<b>Total Finance</b>	<b>3,154,292</b>	<b>3,423,569</b>	<b>3,777,513</b>	<b>3,950,800</b>	<b>4,031,800</b>	<b>2.1%</b>
Administration	250,420	243,746	289,792	319,200	301,200	-5.6%
Intergovernmental	351,300	378,900	350,200	418,100	504,200	20.6%
Fire Suppression	1,529,941	1,550,624	1,839,007	1,797,600	1,669,900	-7.1%
Fire Prevention	74,475	112,329	122,049	195,300	306,900	57.1%
Training	85,673	116,941	138,611	117,300	132,300	12.8%
Facilities	72,944	69,882	110,287	70,300	72,100	2.6%
<b>Total Fire</b>	<b>2,364,753</b>	<b>2,472,422</b>	<b>2,849,947</b>	<b>2,917,800</b>	<b>2,986,600</b>	<b>2.4%</b>
General Legal Services	589,771	565,858	620,178	668,000	695,100	4.1%
Jail	950,742	1,041,063	1,087,910	1,127,100	1,157,600	2.7%
<b>Total Legal</b>	<b>1,540,513</b>	<b>1,606,921</b>	<b>1,708,089</b>	<b>1,795,100</b>	<b>1,852,700</b>	<b>3.2%</b>
Administration	295,527	464,520	496,062	486,800	511,900	5.2%
Senior Center	161,984	155,252	166,532	174,100	179,900	3.3%
Cemetery	195,910	153,465	188,192	203,600	214,900	5.6%
Parks Maintenance	2,293,229	2,558,324	2,221,610	2,264,600	2,399,700	6.0%
Facility Maintenance	485,004	563,369	639,540	749,800	719,100	-4.1%
Recreation	185,161	217	-	-	-	N/A
<b>Total Parks &amp; Recreation</b>	<b>3,616,815</b>	<b>3,895,147</b>	<b>3,711,935</b>	<b>3,878,900</b>	<b>4,025,500</b>	<b>3.8%</b>



# GENERAL FUND SUMMARY

## EXPENDITURES BY DEPARTMENT (CONT'D)

EXPENDITURE DESCRIPTION	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	% VARIANCE FROM 2024
Administration	718,204	673,849	749,353	931,200	1,013,600	8.8%
Intergovernmental	447,720	648,544	680,589	679,400	775,200	14.1%
Investigation	1,146,979	1,291,841	1,344,380	1,316,500	1,383,300	5.1%
Patrol	4,116,290	4,496,584	4,612,718	4,431,400	4,448,900	0.4%
Volunteers	4,628	3,541	2,317	11,000	11,000	0.0%
Records	479,061	511,467	502,311	619,200	620,800	0.3%
Facilities	8,433	8,279	6,490	19,200	11,400	-40.6%
<b>Total Police</b>	<b>6,921,315</b>	<b>7,634,105</b>	<b>7,898,158</b>	<b>8,007,900</b>	<b>8,264,200</b>	<b>3.2%</b>
Administration	2,080,229	2,666,931	2,622,008	3,004,800	2,500,500	-16.8%
Support for CIP	71,000	161,000	129,000	30,000	266,300	787.7%
Telecommunications	28,712	26,401	24,456	32,800	32,800	0.0%
<b>Total Public Works &amp; Utilities</b>	<b>2,179,941</b>	<b>2,854,332</b>	<b>2,775,464</b>	<b>3,067,600</b>	<b>2,799,600</b>	<b>-8.7%</b>
Community Services	827,252	636,451	462,952	250,000	-	N/A
Property Management	435,963	432,504	484,055	555,300	622,100	12.0%
Debt Service	42,000	42,000	42,400	42,200	-	-100.0%
Transfers	133,900	-	1,860,000	217,900	-	N/A
<b>Total Non-Departmental</b>	<b>1,439,115</b>	<b>1,110,955</b>	<b>2,849,407</b>	<b>1,065,400</b>	<b>622,100</b>	<b>-41.6%</b>
<b>Total Expenditures by Department</b>	<b>\$ 23,097,113</b>	<b>\$ 25,423,018</b>	<b>\$ 28,725,374</b>	<b>\$ 28,069,600</b>	<b>\$ 27,816,100</b>	<b>9.4%</b>



# GENERAL FUND DEPARTMENTS



*The Departments that make up the General Fund are:*

- *The City Council*
- *City Manager's Office*
- *Finance*
- *Legal*
- *Community and Economic Development*
- *Police*
- *Fire*
- *Public Works & Utilities*
- *Parks & Recreation*
- *Non-Departmental*

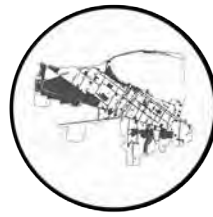


# LEGEND

Items that include these symbols display the link to the City's Comprehensive Plan, or the Strategic plan. Elements of the Comprehensive Plan are shown here and displayed in each departments key goals and accomplishments section thereby linking these plans to budget priorities.



GROWTH  
MANAGEMENT



LAND  
USE



TRANSPORTATION



UTILITIES &  
PUBLIC SERVICE



HOUSING



CONSERVATION



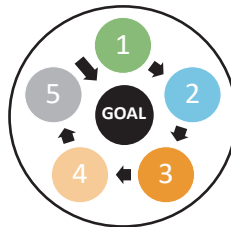
CAPITAL  
FACILITIES



ECONOMIC  
DEVELOPMENT



PARKS &  
RECREATION



STRATEGIC  
PLAN

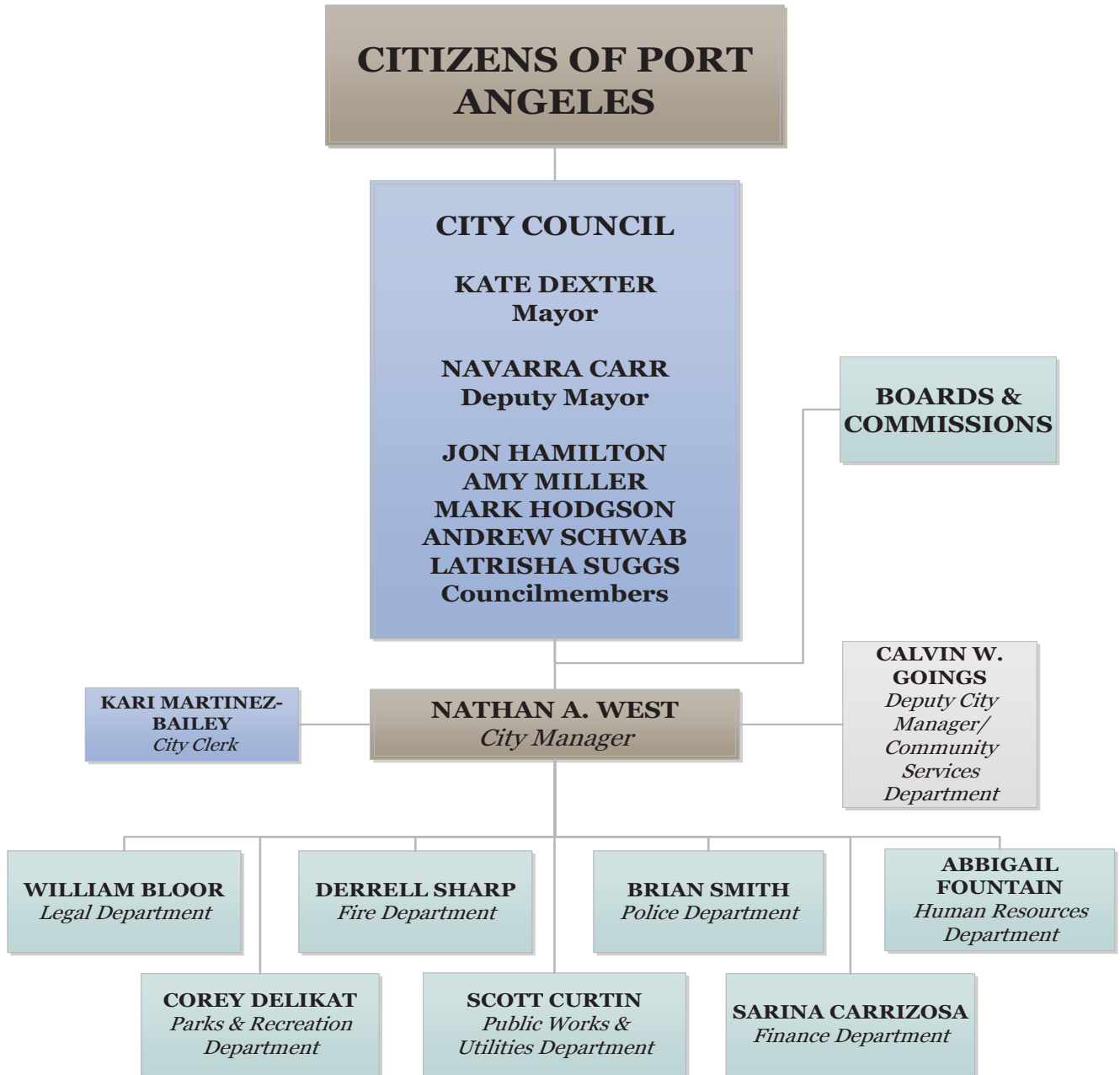


# CITY COUNCIL

*The **Council** shall work to enrich the quality of life in Port Angeles; to build and maintain an inviting and secure community. We will reflect the priorities of our citizens and plan for the future while protecting our natural environment. We will be stewards of community resources, utilize sustainable practices, and work diligently to enhance the livability of Port Angeles.*



# CITY COUNCIL



# CITY COUNCIL DEPARTMENT SUMMARY



Mayor Kate Dexter



Deputy Mayor Navarra Carr



Jon Hamilton



Amy Miller



Mark Hodgson



Andrew Schwab



LaTrisha Suggs

























## Major Accomplishments in 2025

- Adopted the 2025 Comprehensive Plan and City Housing Action Plan.
- Passed utility rates that disincentivize unoccupied residential and commercial buildings.
- Implemented a new revenue plan for staff to pursue incorporating 6 new revenue measures.
- Initiated new fee waivers to promote housing.
- Developed a 2025 list of legislative priorities and successful outreach to legislative bodies.
- Continued to partner with Clallam County to create a Joint Public Safety Facility.
- Approved various appointments to Boards, Committees and Commissions so that each have full complement of members.
- Adopted the 2026-2031 Capital Facilities Plan and Transportation Improvement Plan.
- Accepted numerous grants to further City dollars.
- Adopted legislation for Mobile and Itinerant Vendor operations in the City.
- Attended AWC City Action Days and AWC Annual Conference.
- Successfully filled vacant Position #7.



## Key Initiatives for 2026

-  Continue to ensure that everything we do considers strategic implementation principles including: Environment, Budget, Equity and Relationships.
-   Continue to work on facilitating the development of new housing units and preserve existing units.
-  Continue to support the City's Climate Resiliency efforts.
-   Focused on implementing and enhancing multi-modal transportation.
-  Prioritize focus on high-performing relationships and partnerships.
-  Build capacity of the city to better meet the community's needs, invest in improvements, focus on improving economic outcomes and maintain what we have.
-  Enhance public safety and peace of mind in our community while promoting policies that create efficient practices.
-  Improve community health, wellness and resilience.
-  Continued successful actions of the REDisCOVERY Program and Paramedicine Program.
-  Continued efforts to work through Port Angeles Municipal Code changes.
-   Stabilize utility resources for changing environments.
-  Continue to improve the hybrid meeting approach to reach more residents.
-   Adopt the 2027-2032 Capital Facilities Plan and Transportation Improvement Plan.
-   Continue to partner with Clallam County to create a Joint Public Safety Facility.
-  Continue the implementation of new revenue measures.
-  Build capacity of the city to better meet the community's needs, invest in improvements, focus on improving economic outcomes and maintain what we have.
-  Adopt a new two-year strategic plan for 2027-2028.

CITY COUNCIL GOALS	METRIC	2022	2023	2024	2025	2026 Forecast
Dollars Leveraged through Community Partnerships	<b>770,000</b>	925,005	2,070,005	1,097,906	1,097,901	945,000
Dollars Contributed toward Community Partnerships	<b>2,820,000</b>	2,978,009	3,966,320	2,990,000	2,990,000	2,970,000
Percent of Family Income Spent on Housing and Utilities	<b>30.0%</b>	43.0%	Unavailable	43.0%	Unavailable	30.0%
Percent Change Average Household Income	<b>6.0%</b>	17.2%	5.9%	26.9	1.6%	6.0%



# CITY COUNCIL PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Mayor	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Council Members	6.00	6.00	6.00	6.00	6.00	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>		

# CITY COUNCIL REVENUE AND EXPENDITURE SUMMARY

## REVENUES

City Council revenues are received as an allocation of services rendered, or charges for services to other funds/departments. These charges are based on Council agenda items per department and will fluctuate from year to year.

REVENUE	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	20,207	39,129	110,110	80,900	73,300	(7,600)	-9.39%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	-	-	493	-	-	-	N/A
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 20,207</b>	<b>\$ 39,129</b>	<b>\$ 110,602</b>	<b>\$ 80,900</b>	<b>\$73,300</b>	<b>(7,600)</b>	<b>-9.39%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 2,938</i>	<i>\$ 18,922</i>	<i>\$ 71,473</i>	<i>\$ (29,702)</i>			
<i>Change from Prior Year %</i>	<i>17.01%</i>	<i>93.64%</i>	<i>182.66%</i>	<i>-26.86%</i>			



## EXPENDITURES

In May 2023, City Council passed an ordinance to increase City Council’s monthly compensation as follows: Mayor; \$1,300, Deputy Mayor; \$1,200, and Council Members \$1,100 effective January 1, 2024. The new rates will apply to newly elected members. In 2026, four remaining council positions include this new rate.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	\$	%
Salaries and Wages	\$ 48,000	\$ 47,450	\$ 68,400	\$ 68,400	\$ 96,000	27,600	40.35%
Personnel Benefits	6,708	7,290	7,390	9,300	12,600	3,300	35.48%
Supplies	574	945	251	3,400	2,700	(700)	-20.59%
Other Services & Charges	4,764	12,000	85,598	25,400	16,600	(8,800)	-34.65%
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,046</b>	<b>\$ 67,685</b>	<b>\$ 161,639</b>	<b>\$ 106,500</b>	<b>\$127,900</b>	<b>21,400</b>	<b>20.09%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 2,556</i>	<i>\$ 7,639</i>	<i>\$ 93,954</i>	<i>\$ (55,139)</i>			
<i>Change from Prior Year %</i>	<i>4.45%</i>	<i>12.72%</i>	<i>138.81%</i>	<i>-34.11%</i>			

## CITY COUNCIL COMMON EXPENDITURES COMPARISON



Professional Services include facilitation for strategic planning.

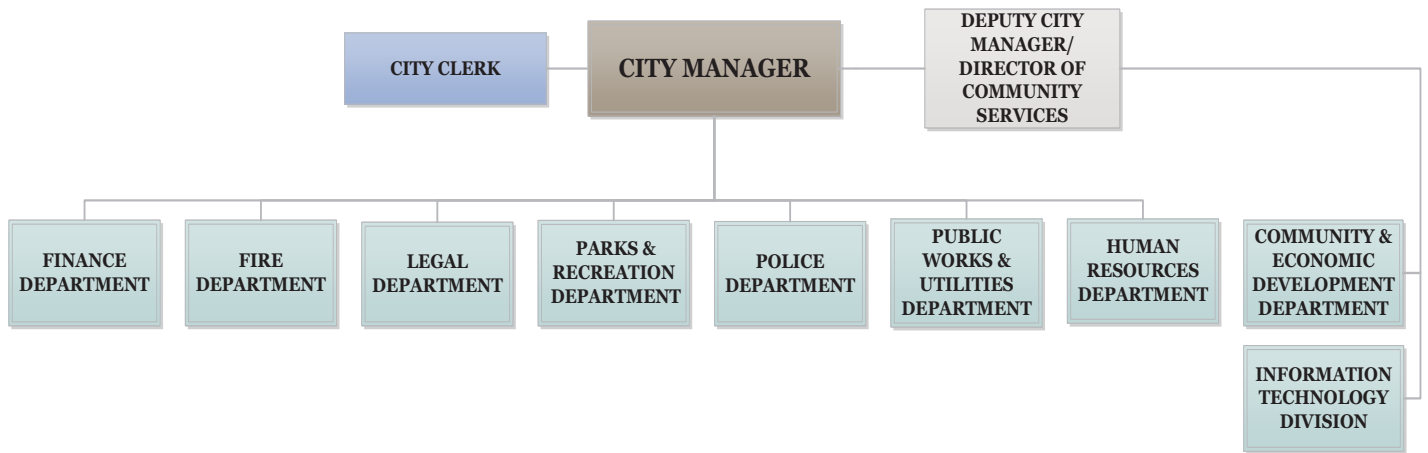


# CITY MANAGER'S OFFICE



















*The **City Manager's Office** exists to uphold public trust, provide fiscal accountability and implement directives and policies at the direction of the City Council. Our mission is to build confidence among citizens and employees by providing support, leadership, and participatory government that enhances the quality of life and sense of community for all who live in Port Angeles.*








# CITY MANAGER'S OFFICE


























## Major Accomplishments in 2025

-  Delivered to Council a balanced 2026 Budget.
-  Completed over 113 casework items to ensure responsiveness to all complaints.
-  Facilitated the implementation of a new two-year Strategic Plan.
-  Fulfilled approximately 206 requests for public records.
-  Added 4 New positions to City staff.
-  Filled 23 positions city-wide.
-  Facilitated early recruitment efforts for City Boards, Committees, and Commission advisory groups.
-  Continued a comprehensive review of the City's municipal code.
-  Participated on the City's Emergency Management Team, coordinating with local and regional media and providing communications to both an internal and external audience.
-  Supported City departments by coordinating, developing, writing and/or proofreading messaging, correspondence, flyers, graphics, and other content for print, web, and broadcast.
-  Continued to maintain the City's social media presence, with a 31% increase in LinkedIn followers and 19% increase in followers across the City's Facebook pages followers.
-  Supported internal communications with regular intranet updates and monthly newsletters for both City Council and staff.
-  Continued to support cost savings by assisting with branding, design work and public engagement efforts for projects such as the Comprehensive Plan Periodic Update, City Shade Street Tree Program and National Night Out.
-  Developed an administrative internal organizational-wide Standard Operating Procedure (SOP).
-  Enhanced website by facilitating content updates and improving organization and visual presentation for multiple departments.
-  Implemented records management improvements, training, documentation, and governance to create efficiencies and reduce risk to the City.
-  HR in coordination with Finance continued to build the Payroll and Human Capital Management platforms for the Tyler/Munis Enterprise Resource Planning (ERP).
-  Supported the successful development and coordination of a large-scale, multi-speaker presentation event.



-  Collaborated with City staff and to enhance the City's emergency communications and, in a joint effort with Clallam County Emergency Management, grew our Everbridge subscribers to 90,683 contacts.
-  Identified and reviewed the feasibility of multiple properties for the Housing Pipeline Pilot Project.
-  Collaborated with the IT Division to implement Standard Operating Procedures for Email and Electronic Message Retention and Electronic Records and develop training guides to ensure consistency.
-  Strategized and developed monthly local media advertisements to enhance visibility and engagement.
-  HR worked with the Teamsters Local 589 Sworn and Non-Sworn on a new collective bargaining agreement.

## Key Initiatives for 2026

-  Establish a constant demonstration of innovation in all City work products and outcomes.
-  Provide ample opportunity for internal professional development and prepare all levels of the organization for succession.
-  Present Council with a balanced Budget for 2027.
-  Continue to develop high-performing and consistent communication with State and Federal delegations on the City's Legislative Priorities.
-  Prioritize the facilitation of new housing units and long-term solutions to end homelessness.
-  Continue support for the successful enhancement of Commercial Districts including Downtown, Uptown, and west Port Angeles.
-  Focus on building City capacity by stabilizing revenue and reducing Capital backlog.
-  Continue to work on filling vacant positions within the City and strategize on how to recruit and retain candidates for difficult-to-fill positions.
-  Continue with the City's Wellness Program and meet AWC participation goals.
-  Continue to write and publish newsletters for an internal audience.
-  Introduce an opt-in email newsletter program to the community.
-  Continue to support City departments by assisting in the design, developing and publishing messaging, correspondence, and other content for print, web, and broadcast.
-  Continue to enhance the City's website and social media content with a particular focus on ADA compliance in order to support a diverse audience and meet upcoming DOJ requirements.
-  Rollout Standard Operating Procedure for social media use and continue to improve and expand the City's social media presence.
-  Continue to build relationships with local and Seattle-area press/media.
-  Refine a Public Record Request training for all staff.
-  Work with departments to establish records retention schedules.
-  Maintain a constant focus on improving employee morale and organizational culture.
-  Implement contract routing process for improved record retention.
-  Continue to implement records management improvements training, documentation, and governance to create efficiencies and reduce risk to the City.
-  Implement cost savings and service upgrades to the city's current records software system.
-  Improve public trust and city transparency by upgrading website/records repository and providing public access to more city records.
-  Continue Elwha Watershed Protection.
-  Continue to refine the City's emergency communication program.
-  Permit Integration and Transparency Efforts.
-  Staff capacity assessment.
-  Street Naming Conventions in Klallam Language.
-  Negotiate successor agreement with IBEW Local 997.
-  Foster a successful paradigm shift and a renewed strategy within the Parks and Recreation Department.
-  Initiate the implementation of the City's Housing Pipeline Pilot.
-  Research and implement disincentives for vacant properties.



## Performance Measures for 2026

CITY MANAGER'S OFFICE GOALS	METRIC	2022	2023	2024	2025	2026 Forecast
Number of Staffing Vacancies	-	14	34	17	8	8
Number of Employees Citywide	300	271.50	280.50	297.00	299.50	301.50
Number of Completed Education Courses, Certifications or Endorsements	250	275	266	281	331	282

## CITY MANAGER'S OFFICE SERVICES

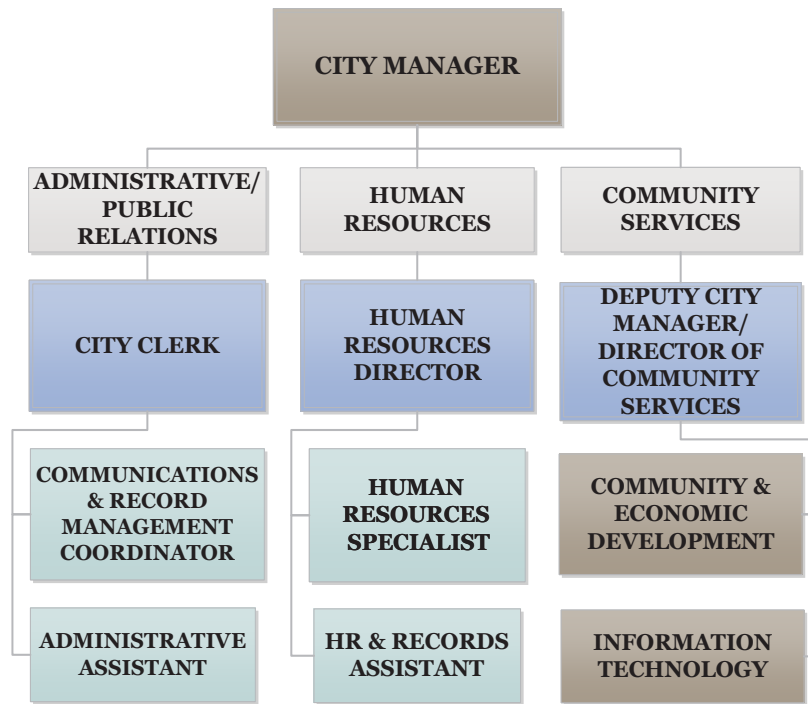
The **City Manager** ensures that all Council policies and directives are carried out and coordinates the work of all City departments and employees. Duties include acting as liaison between the City Council, advisory boards/committees, and City staff; preparing regular and special management reports; processing citizen inquiries and service requests; working with media for public relations and information purposes; working with other governmental agencies; representing the City at meetings and conferences; and serving on committees.

The **Human Resources division** handles all personnel issues including labor relations, classification of positions, recruitment, and testing for vacancies. This division also manages the City's self-insurance program which includes medical, dental and visions insurance; life and disability insurance; workers' compensation; liability and property

insurance; safety and wellness programs; and claims investigation. The insurance programs are funded through the Self Insurance Internal Service Fund.

The **City Clerk** manages the statutory provisions of the office of the City Clerk and serves as the City Records Manager and Public Records Officer. Duties include implementing records management requirements as specified by State law; maintaining legislative history and permanent City documents; providing official City information and records to the public and other agencies; preparing the Council agenda and materials for Council meetings; recording and preparation of City Council and other committee minutes; monitoring compliance with various regulations; administering business licenses; and providing administrative support to the City Manager.





## CITY MANAGER'S OFFICE PERSONNEL SUMMARY

	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	\$\$	%
<b>AUTHORIZED POSITIONS</b>							
City Manager	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Deputy City Manager	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Communications Specialist	0.00	1.00	1.00	1.00	1.00	0.00	0.00%
City Hall Front Desk Attendant	0.00	1.00	1.00	1.00	-	(1.00)	-100.00%
HR & Records Assistant	0.00	0.00	0.00	0.00	1.00	1.00	100.00%
Human Resources Manager	1.00	1.00	1.00	0.00	0.00	0.00	N/A
Human Resources Director	0.00	0.00	0.00	1.00	1.00	0.00	0.00%
City Clerk	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Human Resources Specialist	0.50	0.50	0.50	0.50	1.00	0.50	100.00%
<b>TOTAL Authorized Positions</b>	<b>5.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>8.00</b>	<b>0.50</b>	<b>6.67%</b>
<i>Change from Prior Yr. #</i>	<i>1.00</i>	<i>2.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.50</i>		
<i>Change from Prior Year %</i>	<i>22.22%</i>	<i>36.36%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>6.67%</i>		

**Significant Changes:** In 2026, changes in the City Manager's Office will include promoting the part-time HR Specialist position to full-time in the budget. Additionally, in this department a re-organization will occur to reclassify the City Hall Attendant position as an HR & Records Assistant. There will be no resulting overall change to the amount, or overall positions, in the budget as a result of this re-organization.

**Note:** The Information Technology Division and the Community and Economic Development Department are tracked in a separate fund and as a result personnel, revenue and expenses from this division are not shown here.



# CITY MANAGER'S OFFICE REVENUE & EXPENDITURES SUMMARY

## REVENUES

The City Manager's Office receives revenues as an allocation of services rendered, or charges for services to other funds/ departments. Examples of methods used to determine this allocation include; the number of City employees, the amount of public records requests processed for each fund and time spent related to projects and services of the City.

REVENUE	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	19,600	-	-	-	-	-	N/A
Charges for Goods & Svcs.	437,257	599,762	603,901	670,600	683,100	12,500	1.86%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	144	-	-	-	-	-	N/A
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	38,400	-	(38,400)	100.00%
<b>TOTAL REVENUE</b>	<b>\$ 457,001</b>	<b>\$ 599,762</b>	<b>\$ 603,901</b>	<b>\$ 709,000</b>	<b>\$683,100</b>	<b>(25,900)</b>	<b>-3.65%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (114,739)</i>	<i>\$ 142,761</i>	<i>\$ 4,139</i>	<i>\$ 105,099</i>			
<i>Change from Prior Year %</i>	<i>-20.07%</i>	<i>31.24%</i>	<i>0.69%</i>	<i>17.40%</i>			

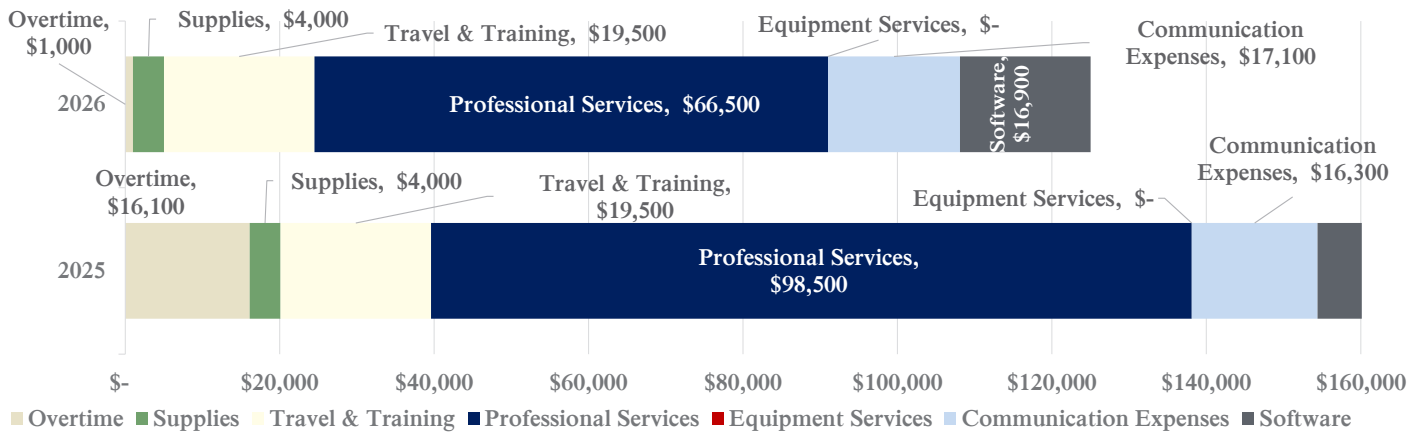
## EXPENDITURES

Decreased expenses in the City Manager's Office include services and charges attributed to one-time professional service fees for City code updates that are not planned for in the 2026 Budget, however any unspent funding for the code re-envisioning project will be carried into the 2026 Budget in the first quarter of the year. Additionally, changes in personnel costs are expected resulting from increasing the part-time HR Specialist to a full-time position in 2026.

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$	%
Salaries and Wages	\$ 567,127	\$ 746,352	\$ 835,973	\$ 987,300	\$989,400	2,100	0.21%
Personnel Benefits	200,204	241,522	262,916	320,300	280,100	(40,200)	-12.55%
Supplies	17,029	27,367	23,874	18,500	16,600	(1,900)	-10.27%
Other Services & Charges	196,076	184,099	260,344	196,000	162,800	(33,200)	-16.94%
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 980,436</b>	<b>\$ 1,199,340</b>	<b>\$ 1,383,108</b>	<b>\$ 1,522,100</b>	<b>\$1,448,900</b>	<b>(73,200)</b>	<b>-4.81%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 100,402</i>	<i>\$ 218,904</i>	<i>\$ 183,768</i>	<i>\$ 138,992</i>			
<i>Change from Prior Year %</i>	<i>11.41%</i>	<i>22.33%</i>	<i>15.32%</i>	<i>10.05%</i>			



# CITY MANAGER'S OFFICE COMMON EXPENDITURES COMPARISON



Professional Services include consultants for significant code changes.

Repairs and Maintenance include yearly maintenance for the City's website services and public records platform.



CITY OF PORT ANGELES



2026 BUDGET

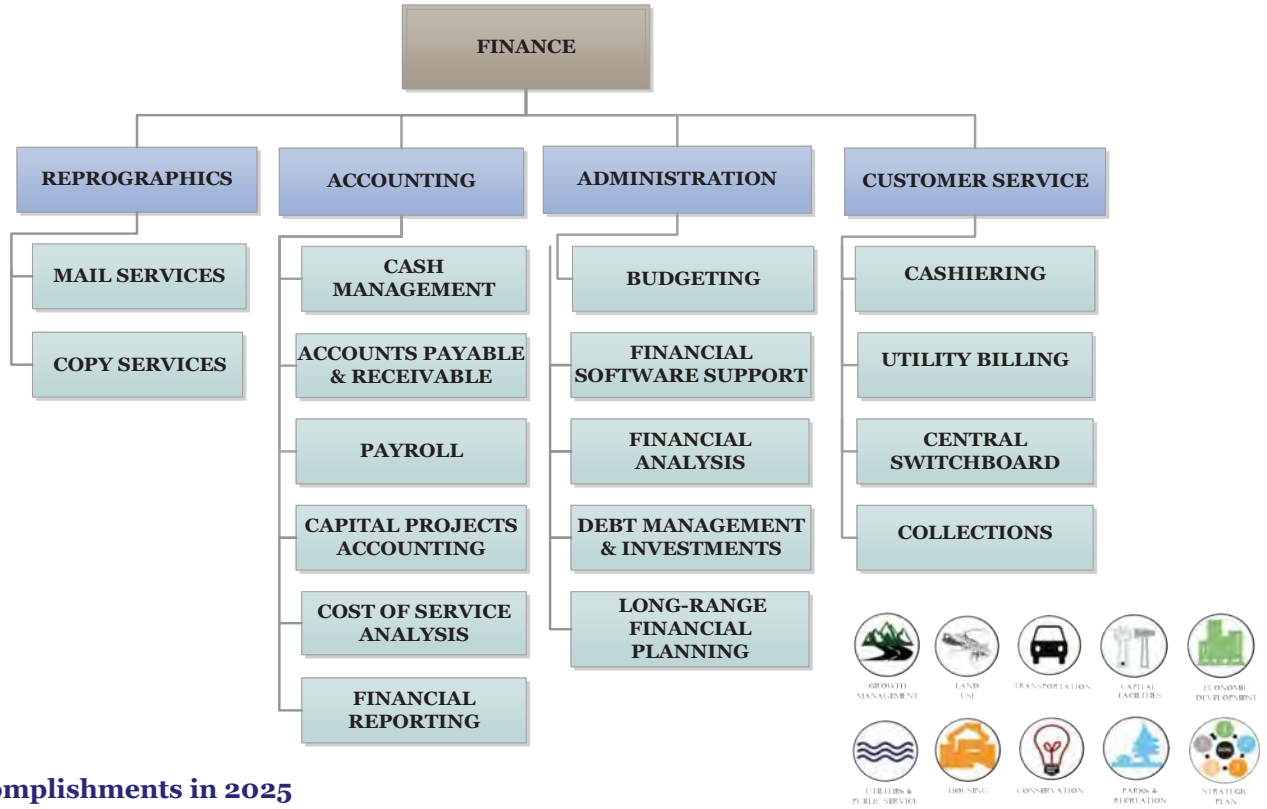


# FINANCE DEPARTMENT


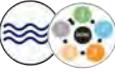


*The goal of the **Finance Department** is to manage the City's financial affairs and provide professional, knowledgeable, and courteous service to City employees and customers.*








# FINANCE DEPARTMENT



## Major Accomplishments in 2025

- 
 Prepared the 2024 Annual Comprehensive Financial Report (ACFR), 2026 Budget and 2026 – 2031 Capital Facilities Plan (CFP) and Transportation Improvement Plan (TIP) documents.
  - Processed 5,217 journal entries, 123,683 customer transactions, 26 payroll cycles for over 280 employees, 4,657 accounts payable transactions, and \$2,734,778 in billing requests to -date.
- 
 Updated the Electric, Solid Waste Collections and Transfer Station Cost of Service Analysis (COSA) to present rates for adoption for a two-year period 2026 – 2027, and the Medic 1 COSA for rates for adoption for a three-year period 2026-2028.
  - Submitted the 2024 Annual Reports to the Government Finance Officer’s Association (GFOA) for consideration of an award for excellence in reporting.
- 
 Continued to work with all City departments to implement replacement of the City’s aging Enterprise Reporting System (ERP) with a system that will meet current staffing, security and customer needs.
  - Received a GFOA award for excellence in reporting on the City’s 2023 Annual Financial Report.
  - Received a GFOA award for excellence in budgeting on the City’s 2025 Budget.
- 
 Provided past due utility relief for residents and businesses, including distributing \$250,000 in utility assistance. Administered, tracked and reported American Rescue Plan Act (ARPA) grants to community partners. Implemented utility rate policy to promote fairness and housing.

## Key Initiatives for 2026

- 
 Review the City’s Financial policies to incorporate changing governmental standards and best practices and provide recommendations to Council for consideration of approval, including the addition of an economic development and emergency policy in the Financial policies.
- 
 Prepare the 2027 Budget, the 2027 – 2032 Capital Facilities plan and Transportation Improvement plan and the 2025 Annual Report documents and submit them for approval by City Council.
- 
 Submit the 2025 Annual Comprehensive Financial Report and 2026 Budget for the GFOA award.
- 
 Work with all City departments to complete the implementation for Phases 1 - Financials, 2- HR/Payroll, 3- Cashiering, 4- Utility Billing and 5 - Asset Management of the City’s ERP system.
- 
 Update the Long-Range Financial Plan.





Update the Affordability Index

Update the Water and Wastewater Cost of Service Analysis to present rates for adoption for a two-year period 2027 – 2028 as well as the three year rates for the 2027-2029 Stormwater utility rates.

## Performance Measures for 2026

FINANCE DEPARTMENT GOALS	METRIC	2022	2023	2024	2025 Forecast	2026 Forecast
Number of Grants Reported in the Comprehensive Annual Financial Reports	30	27	26	48	33	30
Number of Funds Meeting Fund Balance Requirements	31	30	30	30	28	31
Number of Customer Service Calls Answered	63,500	63,429	63,279	63,872	63,500	63,500
Number of Funds Meeting Budget Expectations	31	30	30	30	31	31

# FINANCE DEPARTMENT SERVICES

The **administration division** in the finance department oversees and directs all finance functions, including budgeting, accounting, debt and cash management, financial planning, and customer services. This division also includes finance software support, and budget preparation and publication.

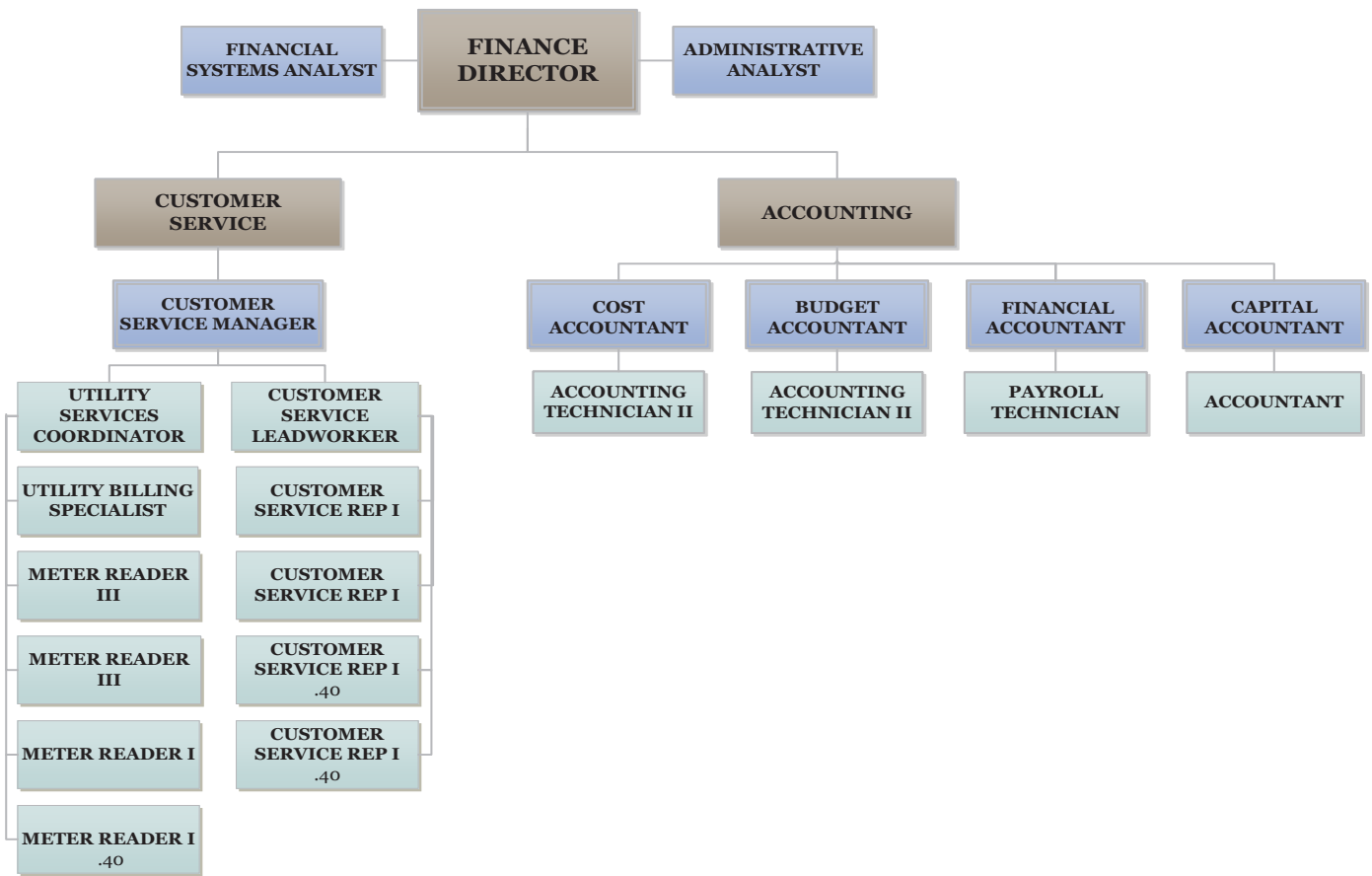
The **accounting division** provides financial services including accounting, accounts payable, accounts receivable, payroll, utility billing, general ledger, investments, capital projects accounting, debt management, and cash management. This division provides financial and budgetary reports and is responsible for the preparation of the budget, the annual

comprehensive financial report, cost of service studies used to set rates and capital planning and budgeting.

**Customer service** provides centralized cashing, meter reading, utility billing, credit and collection and customer service in support of the City’s utilities. Additionally, central switchboard operations are the responsibility of this division.

The **reprographics division** provides assistance in running large copy jobs, delivering packages, picking up and dropping off mail to the post office. Additionally, this division assists in preparing various mailings by folding and stuffing envelopes and posts the daily mail.





## FINANCE DEPARTMENT PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	\$\$	%
Finance Director	1.00	1.00	1.00	1.00	1.00	-	0.00%
Financial Systems Analyst	1.00	1.00	1.00	1.00	1.00	-	0.00%
Capital Accountant	1.00	1.00	1.00	1.00	1.00	-	0.00%
Cost Accountant	1.00	1.00	1.00	1.00	1.00	-	0.00%
Budget Officer	1.00	1.00	1.00	1.00	1.00	-	0.00%
Financial Accountant	1.00	1.00	1.00	1.00	1.00	-	0.00%
Administrative Analyst	1.00	1.00	1.00	1.00	1.00	-	0.00%
Accountant	1.00	1.00	1.00	1.00	1.00	-	0.00%
Accounting Technician II	2.00	2.00	2.00	2.00	2.00	-	0.00%
Payroll Technician	1.00	1.00	1.00	1.00	1.00	-	0.00%
Customer Services Manager	1.00	1.00	1.00	1.00	1.00	-	0.00%
Customer Services Leadworker	1.00	1.00	1.00	1.00	1.00	-	0.00%
Customer Services Representative	2.00	2.00	2.00	2.00	2.00	-	0.00%
Meter Reader I, II & III	3.00	3.00	3.00	3.00	3.00	-	0.00%
Utility Services Coordinator	1.00	1.00	1.00	1.00	1.00	-	0.00%
Utility Billing Specialist	1.00	1.00	1.00	1.00	1.00	-	0.00%
Part time Customer Services Rep.	0.80	0.80	0.80	0.80	0.80	-	0.00%
<b>TOTAL Authorized Positions</b>	<b>20.80</b>	<b>20.80</b>	<b>20.80</b>	<b>20.80</b>	<b>20.80</b>	<b>-</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>		



# FINANCE DEPARTMENT REVENUES & EXPENDITURES SUMMARY

## REVENUES

All major tax revenues and state-shared revenues within the General Fund are tracked and monitored in the Finance department. The Finance department also receives revenues as an allocation of services rendered, or charges for services to other funds/departments as well as revenue on investment interest. Changes in this area are highlighted in detail in the General Fund Summary section of the budget. Allocation charge examples include the number of cash transactions, the number of accounts payable items processed, the number of utility and accounts receivable billings and the number of pay periods and employees.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Taxes	\$ 14,567,848	\$ 15,809,228	\$ 15,902,155	\$ 16,044,600	\$ 16,701,500	656,900	4.09%
Licenses & Permits	148,481	135,817	155,422	183,500	260,900	77,400	42.18%
Intergovt. Revenue	472,289	355,607	349,014	395,000	404,900	9,900	2.51%
Charges for Goods & Svcs.	2,021,931	2,310,059	2,629,437	2,608,400	2,684,100	75,700	2.90%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(665,907)	593,317	908,393	283,100	307,300	24,200	7.88%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 16,544,642</b>	<b>\$ 19,204,028</b>	<b>\$ 19,944,422</b>	<b>\$ 19,514,600</b>	<b>\$20,358,700</b>	<b>844,100</b>	<b>4.33%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (613,728)</i>	<i>\$ 2,659,386</i>	<i>\$ 740,394</i>	<i>\$ (429,822)</i>			
<i>Change from Prior Year %</i>	<i>-3.58%</i>	<i>16.07%</i>	<i>3.86%</i>	<i>-2.16%</i>			

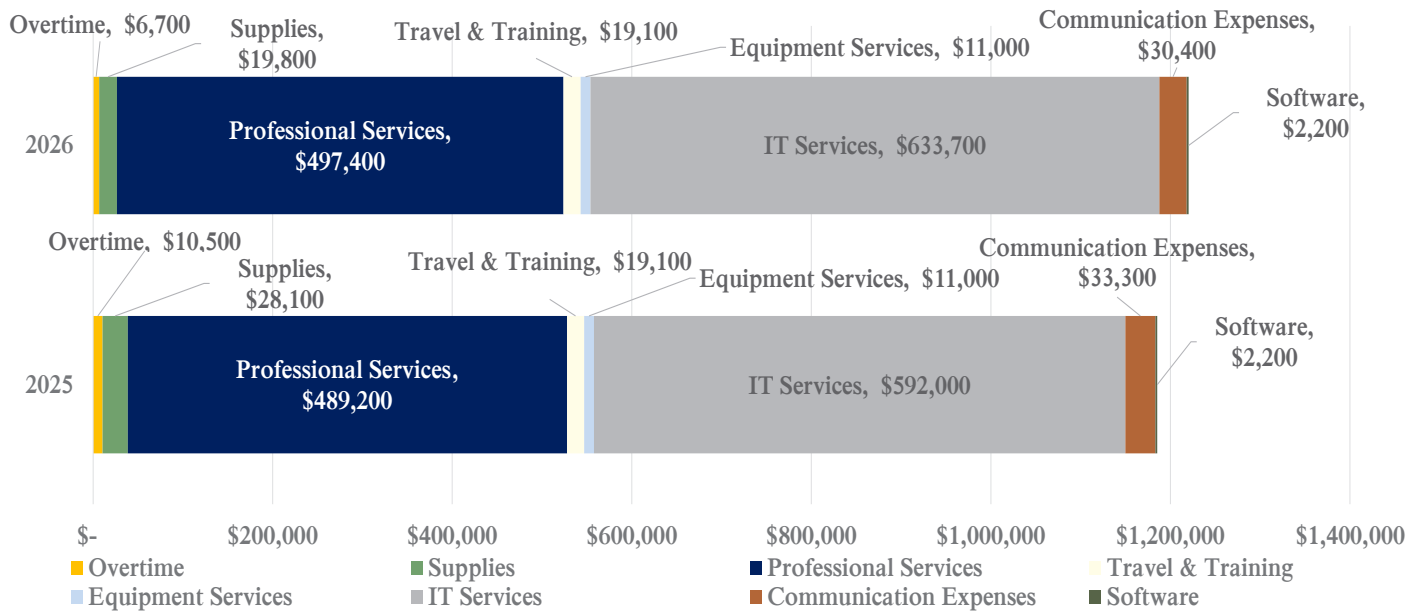
## EXPENDITURES

Changes in the 2026 Budget as compared to 2025 include increases for charges from the IT Department for all General Fund services and IT capital needs, expected increased expenses for the City's yearly audit and merchant fees as well as increases for personnel costs in alignment with collective bargaining agreements.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Salaries and Wages	\$ 1,500,221	\$ 1,520,131	\$ 1,776,573	\$ 1,859,800	\$ 1,927,600	67,800	3.65%
Personnel Benefits	632,086	642,420	754,766	772,900	751,700	(21,200)	-2.74%
Supplies	37,456	97,800	51,973	50,400	42,100	(8,300)	-16.47%
Other Services & Charges	984,526	1,157,056	1,193,369	1,267,700	1,310,400	42,700	3.37%
Intergovmt/Interfund Svcs	-	160	132	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	5,909	-	-	-	-	N/A
Debt Service: Interest	3	93	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	699	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,154,292</b>	<b>\$ 3,423,569</b>	<b>\$ 3,777,513</b>	<b>\$ 3,950,800</b>	<b>\$ 4,031,800</b>	<b>81,000</b>	<b>2.05%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 255,184</i>	<i>\$ 269,277</i>	<i>\$ 353,944</i>	<i>\$ 173,287</i>			
<i>Change from Prior Year %</i>	<i>8.80%</i>	<i>8.54%</i>	<i>10.34%</i>	<i>4.59%</i>			



# FINANCE DEPARTMENT COMMON EXPENDITURES COMPARISON



Professional Services include merchant costs for a third party to mail utility billings, fees paid for credit card charges and fees paid to the State Auditor’s Office for the City’s annual audit.



# LEGAL DEPARTMENT

*The **Legal Department** is a full service law firm. Our mission is to provide to the City the best professional legal service and resources available to supply legal services in an efficient, timely and effective manner; to deliver to all City departments comprehensive, prompt, competent legal advice; and to provide legal counsel in a manner that accomplishes the City's objectives while at the same time minimizes the City's liability exposure.*






# LEGAL DEPARTMENT






## Major Accomplishments for 2025

Provided substantial time, assistance, and advice with regard to projects of major importance to the City, including:

- Harbor cleanup process.
- 
 Municipal Code Re-envisioning project, including the following:
  - o Short Term Rental Code
  - o Title 5 Business License updates
  - o Title 2 Boards and Commissions updates
- 
 Labor Negotiations.
  - Senior Center Trespass Hearing.
- 
 Complex Permit Analysis and Hearing.

## Key Initiatives for 2026

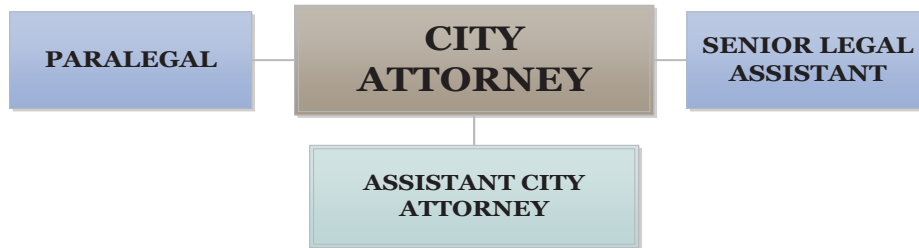
- Harbor cleanup.
- 
 Continuing legal actions regarding complex permitting issues.
- 
 The project to update, re-envision, and modernize the City’s entire municipal code.
  - Renegotiating the Criminal Justice contract with the County.
- 
 Labor Negotiations.



# LEGAL DEPARTMENT SERVICES

The **Legal Department** is a full service law firm with the Client as "the City". The office serves as the legal advisor to the City Manager, the City Council and all departments and officials of the City. Staff drafts and reviews contracts, prepares legal opinions, and compiles and presents legal

research, prepares ordinances and resolutions, initiates or defends lawsuits on behalf of the City, and manages transactions involving the City's various interests in real property.



## LEGAL DEPARTMENT PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
City Attorney	1.00	1.00	1.00	1.00	1.00	-	0.00%
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00	-	0.00%
Legal Administrative Assistant	1.00	1.00	0.00	0.00	0.00	-	N/A
Senior Legal Assistant	1.00	1.00	1.00	1.00	1.00	-	0.00%
Paralegal	0.00	0.00	1.00	1.00	1.00	-	0.00%
<b>TOTAL Authorized Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>		



# LEGAL DEPARTMENT

## REVENUES & EXPENDITURES DEPARTMENT SUMMARY

### REVENUES

The Legal Department's revenues are received as an allocation of services rendered, or charges for services to other funds/departments. This allocation is calculated on time spent performing tasks for projects and services.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	170,983	209,158	211,404	199,700	182,600	(17,100)	-8.56%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	2,395	17,887	(88)	-	-	-	N/A
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 173,378</b>	<b>\$ 227,045</b>	<b>\$ 211,317</b>	<b>\$ 199,700</b>	<b>\$ 182,600</b>	<b>(17,100)</b>	<b>-8.56%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (182,528)</i>	<i>\$ 53,667</i>	<i>\$ (15,728)</i>	<i>\$ (11,617)</i>			
<i>Change from Prior Year %</i>	<i>-51.29%</i>	<i>30.95%</i>	<i>-6.93%</i>	<i>-5.50%</i>			

### EXPENDITURES

As part of the City's agreement for prosecution services with the county the cost of prosecution fees increase per the CPI index. In 2026, the CPI index for the Seattle/Tacoma/Bellevue area was 2.7%. This resulted in an increase of \$30,500 to the Legal Department's 2026 Budget.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Salaries and Wages	\$ 440,406	\$ 413,402	\$ 460,933	\$ 498,700	\$ 533,000	34,300	6.88%
Personnel Benefits	124,350	129,771	140,925	145,600	138,900	(6,700)	-4.60%
Supplies	6,119	7,581	3,233	4,500	4,500	-	0.00%
Other Services & Charges	18,896	15,104	15,088	19,200	18,700	(500)	-2.60%
Intergovmt/Interfund Svcs	950,742	1,041,063	1,087,910	1,127,100	1,157,600	30,500	2.71%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,540,513</b>	<b>\$ 1,606,921</b>	<b>\$ 1,708,089</b>	<b>\$ 1,795,100</b>	<b>\$ 1,852,700</b>	<b>57,600</b>	<b>3.21%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 113,925</i>	<i>\$ 66,408</i>	<i>\$ 101,168</i>	<i>\$ 87,011</i>			
<i>Change from Prior Year %</i>	<i>7.99%</i>	<i>4.31%</i>	<i>6.30%</i>	<i>5.09%</i>			



# LEGAL DEPARTMENT COMMON EXPENDITURES COMPARISON



CITY OF PORT ANGELES



2026 BUDGET

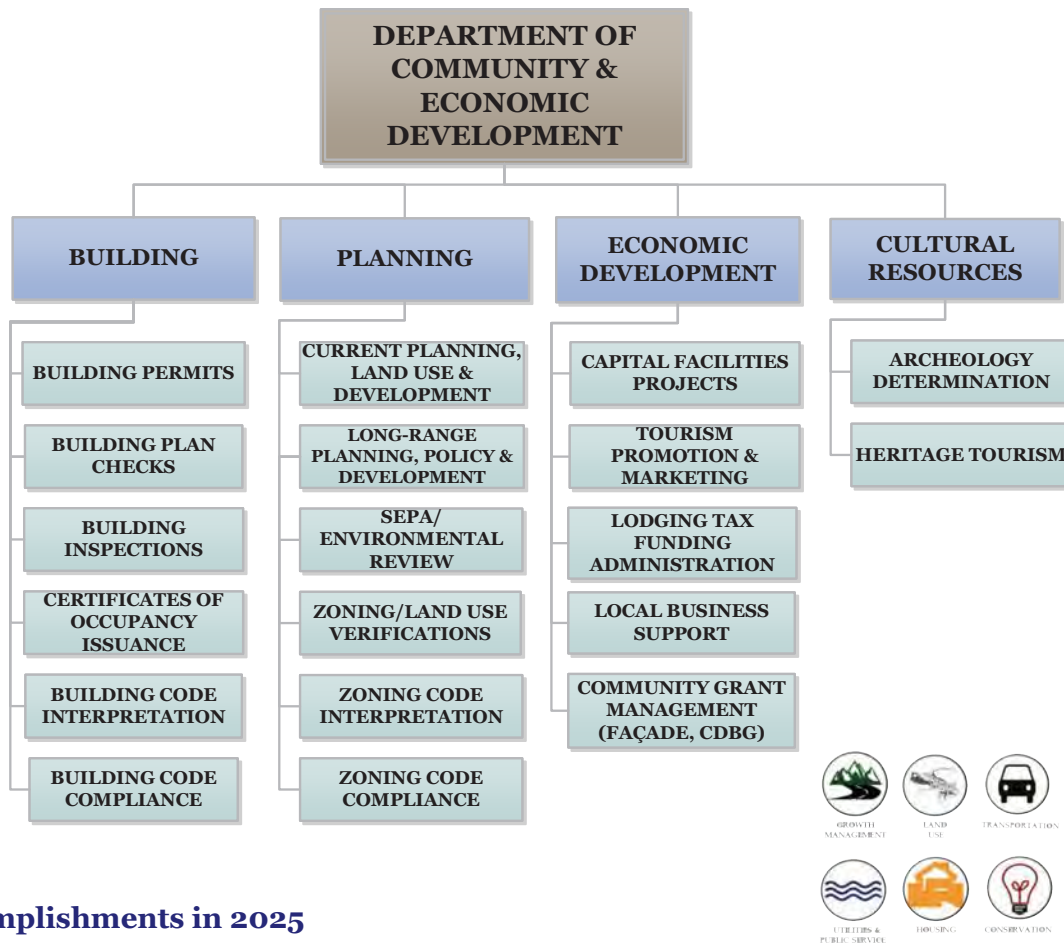


# COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

*The focus of **Community and Economic Development** is to serve public interests and protect individual rights through the planned and orderly development of the lands and environs of Port Angeles.*






# COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT









## Major Accomplishments in 2025

### Permitting:

-  Issued 529 building permits of various types in 2025.
-  Processed a total construction valuation of \$83,146,796 in 2025.
-  Created a permanent Community Development Technician II position in September 2025.

### Natural Resource & Environment:

-  Enhanced the City Shade Street Tree Program for the third year with a Tree Distribution and Community Planting Event held on 10/25/2025.
  -  Coordinated the City's response to the Department of Ecology for the Rayonier Mill Site Clean-up.
-  Monitored and commented on any WA Department of Natural Resources timber sales occurring and potentially affecting the Elwha River Watershed, the City's main source of drinking water.
-  Participated in the Green Link Advisory Committee to address long-term management of Valley Creek and collaborated with environmental advocates around potential future projects specific to the urban stream corridors.
-  Participated in the North Olympic Peninsula Lead Entity for Salmon (NOPLA) meetings and further strengthened our relationships with the Lower Elwha Klallam Tribe, as well as other environmental advocates in our region.
-  Attended meeting with DNR Commissioner of State Lands to discuss the timber harvesting slated for the Elwha River Valley and the impact that it has on the City's drinking water supply.





Contributed to the NOAA Transformational Habitat Restoration & Coastal Resilience grant in coordination with Public Works.  
Applied for and received a \$109,000 grant from the Washington Department of Commerce to integrate salmon recovery efforts into local planning documents.



Managed nearly \$2.1 million in outgoing and incoming grants in 2025, including:

- o Executed \$1,437,556 in lodging tax grants.
- o Granted \$20,000 to the Clallam County EDC to support economic development efforts.
- o Funded the APEX Small Business Accelerator Program with \$10,000 to enhance job creation.
- o Closed out Department of Commerce Grants for the 2025 Comprehensive Plan Update of \$275,000.
- o Approved \$28,000 in Façade Grants to bolster commercial revitalization.
- o Funded the Port Angeles Waterfront District with \$46,096.37 to strengthen and revitalize commerce in the waterfront district.

**Housing:**



Contributed to the potential development of 46 dwelling units. Many developments have qualified for more than one housing support program.  
Processed four Multifamily Tax Exemption requests.  
Waived \$115,118.30 in permitting costs utilizing the fee waiver program.  
Processed 10 requests for dwelling units utilizing the City’s Permit-Ready-Plans.  
Granted \$46,750 in NICE grants.  
Granted \$50,000 in Sales and Use Tax grants.

**Short-Term Lodging:**



Processed licenses/renewals for 194 Type II Short-Term Rentals, 18 Type I Short-Term Rentals, and seven Bed and Breakfasts as of 12/31/2025.  
Expect to reach 200 Type II Short-Term Rental licenses, 20 Type I Short-Term Rental licenses, and remain at 7 Bed and Breakfasts for 2026.

**Key Initiatives for 2026**

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**Timelier and Transparent Permits:**



Design and implement the Enterprise Permitting and Licensing software (EPL).  
Establish clear retention policies, customer use, and EPL integration with Laserfiche.  
Prepare for a successful and smooth transition to EPL to implement a transparent citizen portal at the end of implementation.  
Establish an expanded over-the-counter permit program.  
Implement EPL KPIs for the City.

**Natural Resource & Environmental:**



Address equitable, sustainable, long-term stewardship of city properties in the Elwha River Valley.  
Expand application of disaster preparedness and emergency response practices.  
Carry out the deliverables outlined in the salmon recovery efforts into the local planning grant and begin the process of developing an Urban Forestry Program to assist with local salmon recovery and ecosystem management.  
Continue the City Shade Street Tree Program into its fourth year.  
Update the Critical Areas Ordinance in accordance with state and federal requirements.

**Comprehensive Plan Implementation:**



Complete City-wide analysis and potential rezone consistent with the December 2025 updated Comprehensive Plan.  
Complete a thorough review of all development codes and ensure they are consistent with the December 2025 updated Comprehensive Plan, Washington State Regulations, and best practices. Update codes as necessary.



## Key Initiatives for 2026 (Continued)

### Housing Action Plan Implementation:



Complete numerous premier affordable housing projects and begin implementation of any new or updated goals and policies per the December 2025 updated Housing Action Plan.

- Adding new permit-ready plans to the online library to increase housing accessibility and availability.
- Implementing the multifamily housing pilot project and starting the design process.
- Creating a multifamily builders training series.
- Exploring the creation of a Housing Instability Program Manager.



Increase housing unit production from last year.

Partner with the North Olympic Builders Association, Port Angeles Realtors Association, and Peninsula College to facilitate/co-host training and workshops.

### Multi-Family Housing Pilot:



Develop conceptual design and prepare preliminary site layout plans for feasible multifamily development by 3/31/2027.

Facilitate a competitive process to lease or sell the site to a qualified development partner by 6/30/2027.

### Municipal Development Code Updates:



Complete Phase 1 updates to municipal codes related to certificate of occupancy, including procedures for certificates of occupancy, the annual Fire and Life Safety Inspection Program, and updates to the Building move code.



Complete Phase 2 updates to municipal codes related to the state-mandated 2025 Comprehensive Plan Periodic Update critical areas ordinance and urban forestry regulations based upon state guidance and best available science and practices.



Begin Phase 3 updates to the municipal codes related to the Comprehensive Plan, adopted policies on zoning and development guidance.



## Performance Measures for 2026

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT GOALS	METRIC	2022	2023	2024	2025 Forecast	2026 Forecast
Increase the total construction value of permits issued by the City	1.0%	\$ 33,075,992	\$ 22,054,711	\$ 59,740,056	\$ 83,146,796	\$ 60,000,000
Increase the total number of residential dwelling units approved	1.0%	43	66	95	52	55
Increase the number of Sales and Use Tax and NICE Grants Issued	17.0%	-	-	6	1	2
Increase the number of Fee Waivers Granted, MFTE Contracts Executed, and Permit Ready Plans Distributed	1.0%	-	2	44	46	47
Increase the number of competitive grants applied for and awarded to the City	30.0%	2	1	3	3	4

## COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT SERVICES

The **Department of Community & Economic Development** includes four focus areas that help analyze and facilitate development within the community. The Staff within this Department serve the community by managing the day-to-day operations of the City's Permit Counter, which is where the intake of all planning, building, and engineering permits occurs. Additionally, Staff assists the community by answering questions pertaining to development and building within the City of Port Angeles.

**Planning** is responsible for reviewing all current and long-range planning applications, such as Conditional Use Permits, Substantial Shoreline Development Permits, Short Plats, Subdivisions, Municipal Code Amendments, etc. It is also responsible for ensuring the City upholds the regulations of the State Environmental Protection Act (SEPA) by reviewing environmental checklists and ensuring environmentally sensitive areas are protected and any permits are obtained when development occurs within or in close proximity. Planning is the lead on City issues related to environmental challenges and issues facing the City. The annual update of the City's Comprehensive Plan, a growth management document that determines policies and regulations governing land use, transportation, park and recreation and housing, is overseen by the Planning team. Planning also provides guidance with all scales of development by providing pre-application meetings or zoning code interpretations for development.

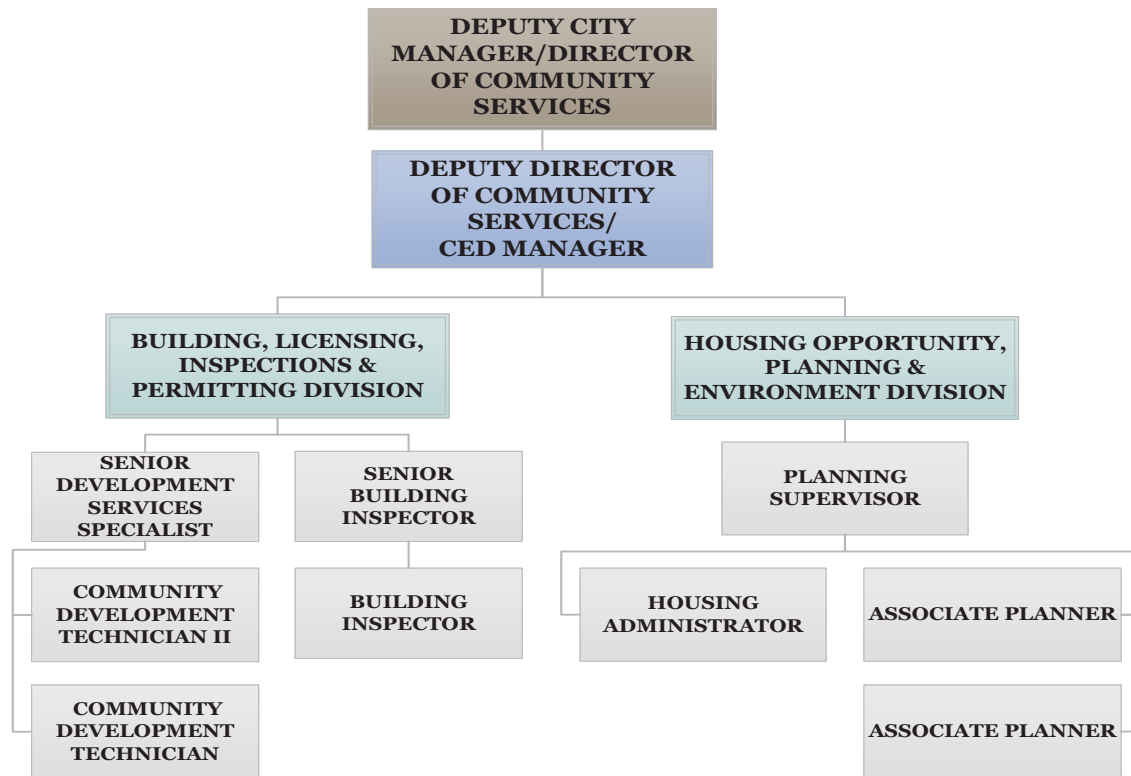
**Building** is responsible for reviewing all residential and commercial building permits, performing all permit plan checks and conducting all necessary building inspections

during the various stages of construction projects. This team also processes Certificates of Occupancy requests that are required with a change in business or a change in use within a building. Building documents all building permit approvals, as required by law, to ensure public health and safety. This team also provides pre-construction meetings and building code interpretations for development.

**Economic Development** oversees the economic development efforts of the Department, including tourism marketing, local business support, promotion and retention and lodging and tourism promotion funding. This team helps to enhance investment, employment and development opportunities within the City of Port Angeles through collaborations with State and Federal resources, the Clallam County Economic Development Council, Port of Port Angeles, Chamber of Commerce and Peninsula College. Additionally, this team takes the lead on Capital Facilities Projects that promote local economic development efforts. Lastly, Economic Development administers the City's Community Development Block Grant Program and processes building façade and event grant applications that offer financial assistance to community projects.

**Cultural Resources** ensures that development occurring within the community is providing adequate protection of the community's cultural resources, primarily archaeological resources. Protection and review of historic buildings and properties within the City are also part of the team's purview. This team analyzes mapping documents of the Port Angeles shoreline to assist promotion of predictable and respectful developments.





# COMMUNITY & ECONOMIC DEVELOPMENT PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Deputy Director of Community Devel.	1.00	1.00	1.00	1.00	1.00	-	0.00%
Planning Supervisor	0.00	0.00	1.00	1.00	1.00	-	0.00%
Senior Development Services Specialist	0.00	0.00	1.00	1.00	1.00	-	0.00%
Development Services Specialist	1.00	1.00	0.00	0.00	0.00	-	N/A
Senior Planner	1.00	1.00	0.00	0.00	0.00	-	N/A
Assistant Planner	1.00	1.00	0.00	0.00	0.00	-	N/A
Associate Planner	0.00	0.00	2.00	2.00	2.00	-	0.00%
Senior Building Inspector	0.00	0.00	1.00	1.00	1.00	-	0.00%
Building Inspector	1.00	1.00	1.00	1.00	1.00	-	0.00%
Housing Administrator	0.00	0.00	1.00	1.00	1.00	-	0.00%
Community Development Tech. I, II, III	1.00	1.00	1.00	2.00	2.00	-	0.00%
<b>TOTAL Authorized Positions</b>	<b>6.00</b>	<b>6.00</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>-</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>1.00</i>	<i>0.00</i>	<i>3.00</i>	<i>1.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>20.00%</i>	<i>0.00%</i>	<i>50.00%</i>	<i>11.11%</i>	<i>0.00%</i>		



# COMMUNITY & ECONOMIC DEVELOPMENT REVENUES AND EXPENDITURES SUMMARY

## REVENUES

The Community and Economic Development (CED) department collects revenues for building permits and fees, such as building inspection fees. This department also collects revenues from transfers by other funds for work done by staff. An example includes the administrative fee from the Lodging Tax fund to offset time spent by staff on tasks for this fund. Revenue also includes a transfer from the Affordable Housing fund to offset the Housing Administrator position. The decrease in intergovernmental revenue is attributed to a Department of Commerce grant for the Comprehensive Plan that will not occur in 2026 as well as adjustments to permit revenue collection.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	227,385	214,592	748,181	740,200	723,900	(16,300)	-2.20%
Intergovt. Revenue	-	100,000	175,621	124,600	-	(124,600)	-100.00%
Charges for Goods & Svcs.	345,262	479,945	564,714	694,500	829,700	135,200	19.47%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	465	186	55,551	-	-	-	N/A
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	88,000	88,000	167,502	166,500	215,900	49,400	29.67%
<b>TOTAL REVENUE</b>	<b>\$ 661,112</b>	<b>\$ 882,723</b>	<b>\$ 1,711,568</b>	<b>\$ 1,725,800</b>	<b>\$ 1,769,500</b>	<b>43,700</b>	<b>2.53%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (137,179)</i>	<i>\$ 221,611</i>	<i>\$ 828,845</i>	<i>\$ 14,232</i>			
<i>Change from Prior Year %</i>	<i>-17.18%</i>	<i>33.52%</i>	<i>93.90%</i>	<i>0.83%</i>			

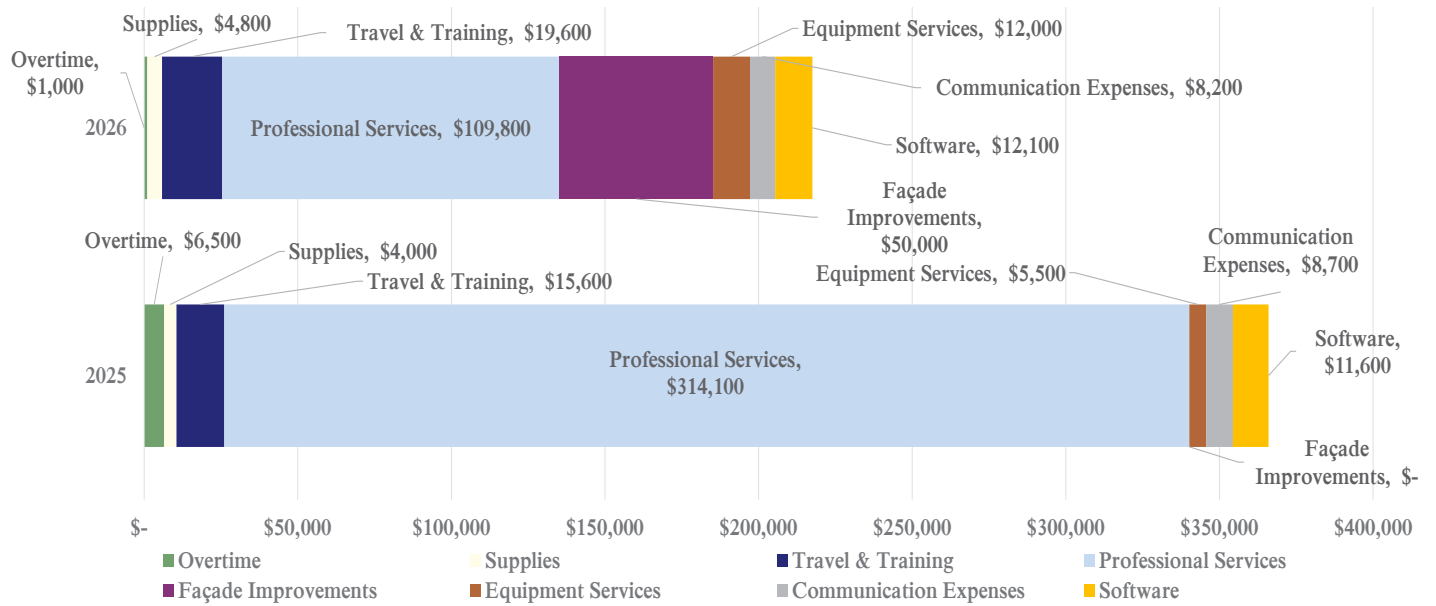
## EXPENDITURES

In 2026, an increase in salaries and personnel benefits is planned for salary adjustments per approved collective bargaining agreements. The reduction in other services and charges is the result of reduced spending planned for the Comprehensive Plan that is not an ongoing expense in 2026. Additionally, funds for the facade program have been included in the 2026 Budget, this funding occurs biennially.

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Salaries and Wages	\$ 441,118	\$ 577,754	\$ 865,435	\$ 1,020,800	\$ 1,051,500	30,700	3.01%
Personnel Benefits	183,827	216,362	292,677	330,300	353,800	23,500	7.11%
Supplies	9,677	32,570	57,264	20,400	17,700	(2,700)	-13.24%
Other Services & Charges	204,988	331,856	394,739	386,000	233,800	(152,200)	-39.43%
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	277	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 839,887</b>	<b>\$ 1,158,542</b>	<b>\$ 1,610,115</b>	<b>\$ 1,757,500</b>	<b>\$ 1,656,800</b>	<b>(100,700)</b>	<b>-5.73%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (644,913)</i>	<i>\$ 318,655</i>	<i>\$ 451,573</i>	<i>\$ 147,385</i>			
<i>Change from Prior Year %</i>	<i>-43.43%</i>	<i>37.94%</i>	<i>38.98%</i>	<i>9.15%</i>			



# COMMUNITY & ECONOMIC DEVELOPMENT COMMON EXPENDITURES COMPARISON



The 2025 Budget included funding in Professional Services for one-time costs for phase one of the Comprehensive Plan update, fees paid to the Hearings Examiner and Economic Development.



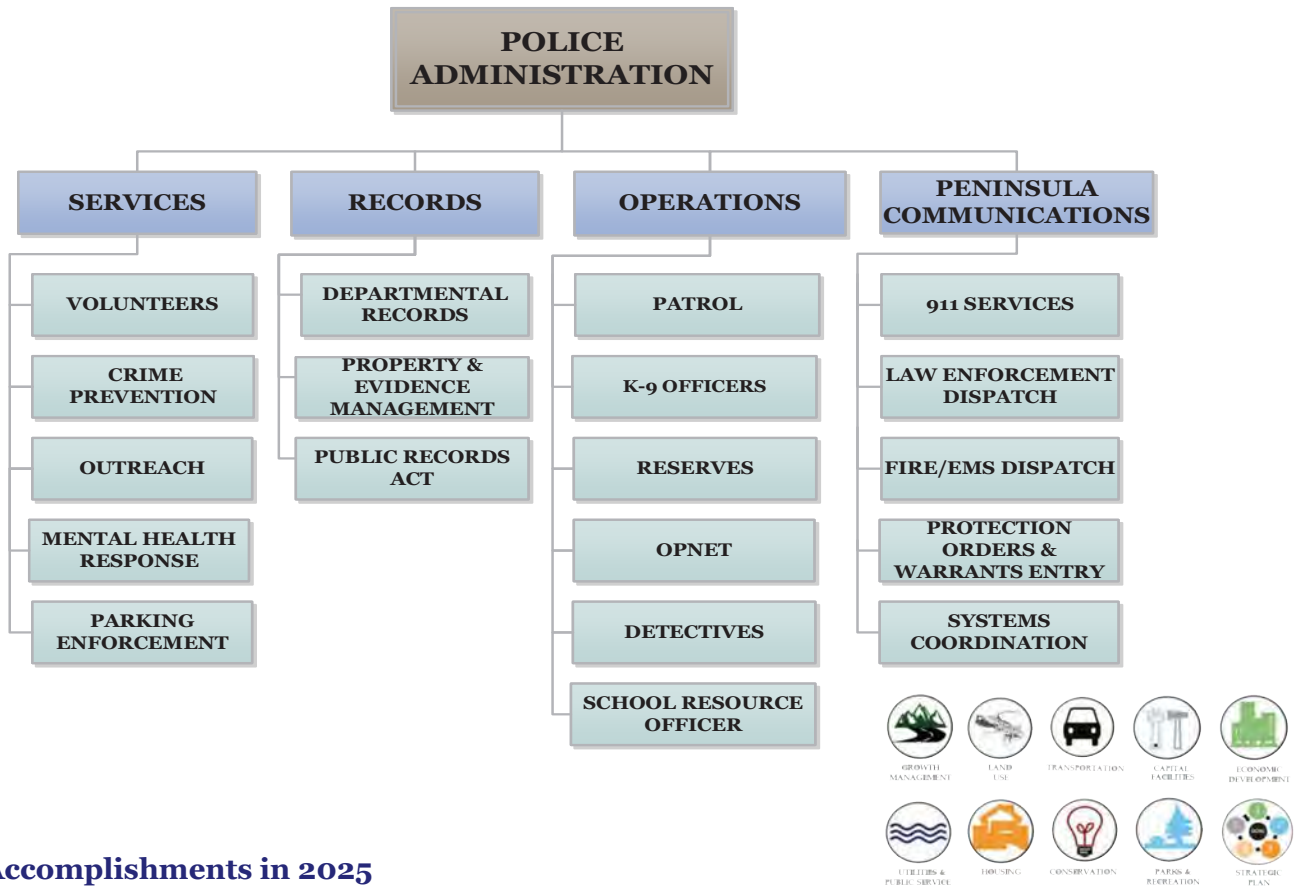
# POLICE DEPARTMENT















*In partnership with the community, the **Port Angeles Police Department** recognizes its mission to serve in a compassionate, courteous, and professional manner, to promote freedom and peace of mind, pride in our neighborhoods and safety of our families.*



# POLICE DEPARTMENT



## Major Accomplishments in 2025

-  Full operation and deployment of body worn cameras by the end of the 2nd Quarter of 2025.
-  Full operation and deployment of the automated license plate readers by the end of the 2nd Quarter.
-  Improved and worked toward full Operations staffing for early 2026 (2 new Officers hired in 2024 completed their training by 2nd Quarter, 3 new Officers hired- last Officer to complete training 3rd Quarter 2026).
-  Hired, trained and deployed a second fully Commissioned Code Enforcement Officer (training completed by 3rd Quarter 2025).
-  Promoted 2 new Sergeants and 3 new Corporals in 2025.
-  Selected, trained and deployed 2 new Detectives, a new School Resource Officer and a new Downtown Resource Officer.
-  Improved and worked toward full PenCom staffing. (5 new Communications Officers hired and trained in 2025- last trainee to complete 1st Quarter of 2026).
-  Maintained and improved our Independent Investigative Team (IIT) capability, our Crisis Negotiation Team (CNT) and added 4 personnel to the interagency Crisis Response Team (CRT- SWAT).
-  Ready to receive additional Legislative and /or grant funding for additional staffing and to cover new Legislative mandates. 100% compliant with the known requirements for 2025 Legislative grant funding.
-  Trained 2 new De-escalation Training Instructors to comply with WA mandated LETACSA requirements for all commissioned staff.
-  Completed the training and compliance for the mandated WADEPS use of force reporting requirements that go live during the 3rd Quarter of 2025.
-  Completed the detailed design and scheduled the construction for the combined EOC/9-1-1. Center (secure and award a bidder and begin construction 4th Quarter 2025).
-  Improved employee wellness and retention.
-  Through the CFP continued the Interagency Range improvements and Taser and mobile data computer replacements.





Through grant funding replaced one PAPD K-9 team, expanded to three PAPD K-9 teams by the end of the 2nd Quarter and carried out an area new Officer/ basic K9 Officer training program.  
 Through the CFP replaced 3 aged police vehicles with 2025 Police Interceptors.

## Key Initiatives for 2026



Recruit, hire and train 2 new Commissioned Officers for expected vacancies and 3 new PenCom Communications Officers for current and expected vacancies.



Recruit, hire, equip and train new Legislative grant funded Commissioned Officers should funding be available.



Secure additional grant funding for salaries, vehicles and equipment.



Maintain WASPC accreditation and prepare for 2027 WASPC re-accreditation.



Ensure all 35 Commissioned Officers meet the mandated 24-hour WA mandated LETACSA “de-escalation” training requirement.



Through the CFP replace 3 aged police vehicles with 2025 Police Interceptors or Dodge Chargers.



Maintain our commitment to and participation in the Independent Investigative Team (IIT), our Crisis Negotiation Team (CNT) and the interagency Crisis Response Team (CRT- SWAT).

- Complete the transition to the Sig Sauer 9 mm handgun for Commissioned staff (4th Quarter 2027).



Prepare PenCom staff and operation for a 1st Quarter 2027 move to the new Joint Public Safety Facility (JPSF).

Maintain agency representation on the JPSF construction project.

## Performance Measures for 2026

POLICE DEPARTMENT GOALS	METRIC	2022	2023	2024	2025	2026 Forecast
Number of RedisCOVERY contacts	6,500	4,979	7,485	7,354	6,500	6,500
Number of Calls for Service	22,000	22,867	23,711	22,742	29,196	22,000
Number of Arrests	620	719	455	789	534	620
Number of Records Processed	3,300	3,186	3,507	3,336	3,300	3,300



# POLICE DEPARTMENT SERVICES

**The Administration Division** is comprised of the Police Chief, Deputy Chief, Operations Sergeant, Code Enforcement Officers (one full time and one part time), and Administrative Supervisor (shared with PenCom). The division is responsible for strategic planning and research, program development, training, recruitment, and crime analysis. Budget preparation and management, once a task confined primarily to this division is a responsibility shared by supervisors and department members with program responsibility. The Deputy Chief serves as the operations commander for all the sworn officers. The Operations Sergeant serves as the Department training manager and supervises the Code Enforcement Officers and the Police Volunteers.

**The Investigations Division** includes two Sergeants, one Corporal, and three detectives. One sergeant is assigned to OPNET, the multi-agency drug task force. In addition, the School Resource Officer is assigned to this division. The Detective Division is responsible for most felony investigations.

**The Patrol Division** is comprised of two 11 officer squads for a total of 22 officers (the Red Team and the Purple Team). There are 17 Patrol Officers, 3 Corporals, and 2 Sergeants. Each squad has a K-9 team. The Patrol Division work 11-hour shifts with 4 days on duty followed by 4 days off duty. Officers rotate every six months from a day shift to a night shift. In addition, a uniformed School Resource Officer (assigned to the Detective Division), a uniformed Downtown Resource Officer, and a uniformed Operations Sergeant (assigned to the Administration division) support Patrol's regular activities.

Patrol service includes all of the traditional duties while allowing officers the opportunity to serve in many specialty assignments. Specialty assignments include K-9 handler, Field Training Officer, Hostage Negotiation Officer, and Downtown Resource Officer, to name a few.

**The Volunteer Division** has become a key provider of auxiliary police services offered to the citizens of Port Angeles. Reserve Police Officers have been a part of PAPD since the early 1970s. The availability of Reserve Police Officers depends upon having interested and trained personnel. Police Reserve Officers are trained, commissioned and uniformed volunteer police officers.

They assist and back up patrol officers and are required to meet all the WA standards for police reserve officer training and certification. They wear the same uniform and are equipped in the same manner as our patrol officers. They are typically assigned to work patrol shifts with a field training officer and are supervised by a Patrol Sergeant.

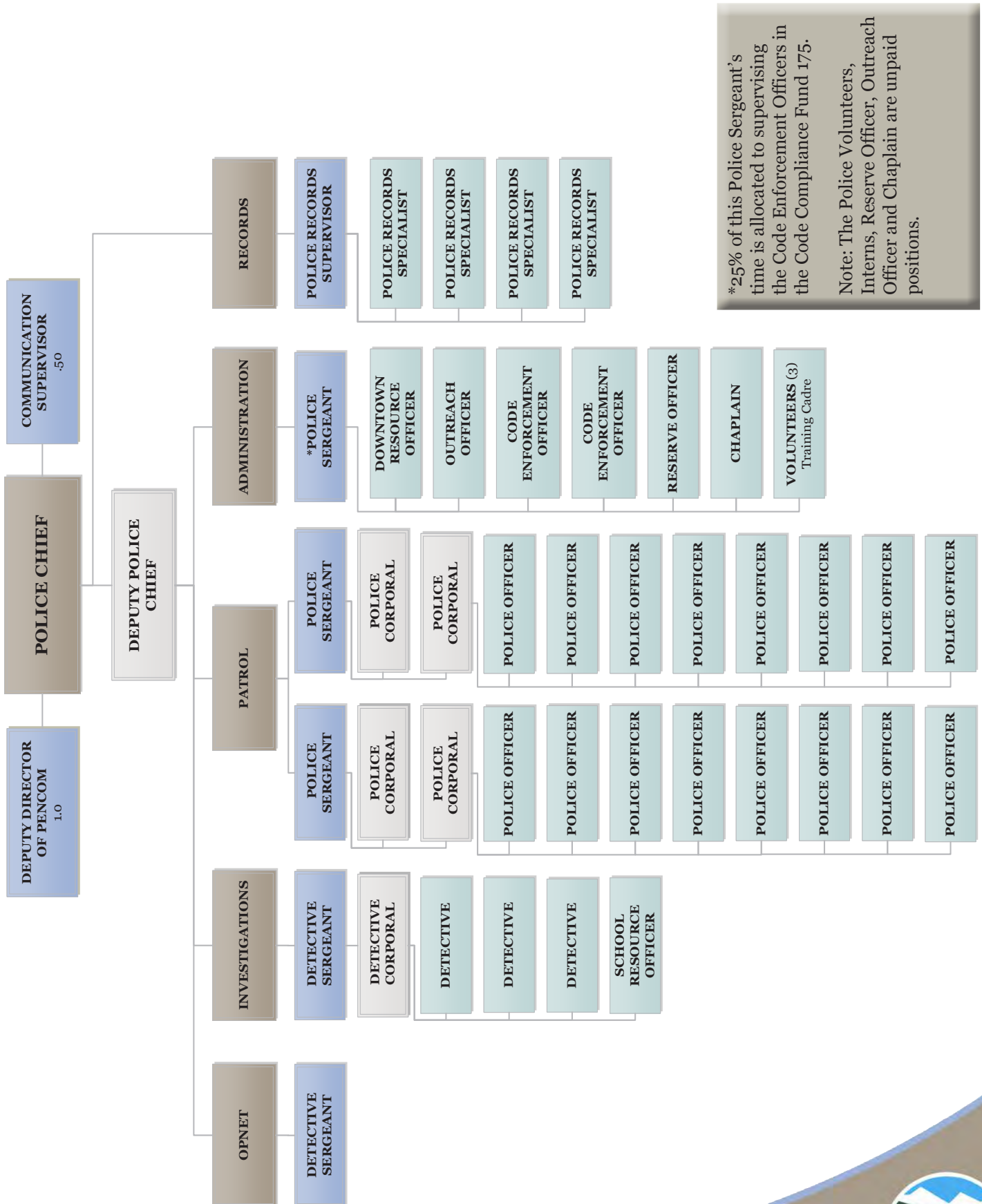
The Police Volunteer Program began in 1997 with a small group of citizens performing only limited services. In 1998, the program gained momentum and now provides a range of "community policing" and support services to the Department and community. Since 1998 our Police Volunteers have contributed over 18,000 hours and provided a wide variety of services. The non-uniformed, non-commissioned Police Volunteers provide services including: clerical work, vacation house checks, home security surveys, special parking enforcement, Radar Speed Watch, public safety presentations, crime victim assistance and distribution of public notices. The Police Volunteers wear a uniform unique to their membership. They are equipped with a Volunteer patrol vehicle, phones and radios. Several local businesses and student programs at the Port Angeles High School contributed to supply the volunteers with a portable radar utility trailer used to conduct Radar Speed Watches in local problem areas. Post COVID the Police Department has a greatly reduced number of Police Volunteers.

**The Records Division** is responsible for the maintenance, retention, and dissemination of law enforcement records; evidence and found property storage, processing, and disposal; production of department reports; crime statistics; and other support services provided to the City Attorney and county prosecutor's offices. Records staff also provide a variety of services to citizens such as fingerprinting, criminal history searches, parking ticket processing, and response to public records requests.

One member of the Records staff is assigned full time to Property and Evidence to support the commissioned officers of the Police Department and the citizens of Port Angeles with their property/evidence needs.

**The Facilities Maintenance Division** includes revenues and expenditures primarily related to maintenance and operation of the Firearms Range.





\*25% of this Police Sergeant's time is allocated to supervising the Code Enforcement Officers in the Code Compliance Fund 175.

Note: The Police Volunteers, Interns, Reserve Officer, Outreach Officer and Chaplain are unpaid positions.





## POLICE DEPARTMENT PERSONNEL SUMMARY

	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
<b>AUTHORIZED POSITIONS (FTE)</b>							
Police Chief	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Deputy Chief	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Police Sergeant	5.00	5.00	5.00	5.00	5.00	0.00	0.00%
Police Officer	20.00	20.00	20.00	20.00	20.00	0.00	0.00%
Downtown Resource Officer	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
Corporal	5.00	5.00	5.00	5.00	5.00	0.00	0.00%
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Records Specialist	4.00	4.00	4.00	4.00	4.00	0.00	0.00%
Communication Supervisor	0.50	0.50	0.50	0.50	0.50	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>37.50</b>	<b>37.50</b>	<b>38.50</b>	<b>38.50</b>	<b>38.50</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>(0.90)</i>	<i>0.00</i>	<i>1.00</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>-2.34%</i>	<i>0.00%</i>	<i>2.67%</i>	<i>0.00%</i>	<i>0.00%</i>		



# POLICE DEPARTMENT REVENUES & EXPENDITURES SUMMARY

## REVENUES

Revenues within the Police Department include criminal justice sales tax, grant revenue and fines and penalties. It is not uncommon for revenues in this department to fluctuate slightly due to changes in grant revenue expected. In 2026, lower grant revenue that offsets overtime costs is expected, as well as changes to funds from the Opioid Settlement.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Taxes	\$ 455,469	\$ 465,323	\$ 476,788	\$ 476,800	\$ 488,600	11,800	2.47%
Licenses & Permits	102,406	100,289	111,001	116,400	118,400	2,000	1.72%
Intergovt. Revenue	421,061	879,419	503,213	414,100	126,700	(287,400)	-69.40%
Charges for Goods & Svcs.	19,793	22,777	21,392	22,300	22,300	-	0.00%
Fines & Penalties	596	1,435	1,336	1,500	1,500	-	0.00%
Miscellaneous Revenue	4,789	29,301	13,350	484,900	500	(484,400)	-99.90%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 1,004,114</b>	<b>\$ 1,498,544</b>	<b>\$ 1,127,081</b>	<b>\$ 1,516,000</b>	<b>\$758,000</b>	<b>(758,000)</b>	<b>-50.00%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (144,209)</i>	<i>\$ 494,430</i>	<i>\$ (371,463)</i>	<i>\$ 388,919</i>			
<i>Change from Prior Year %</i>	<i>-12.56%</i>	<i>49.24%</i>	<i>-24.79%</i>	<i>34.51%</i>			

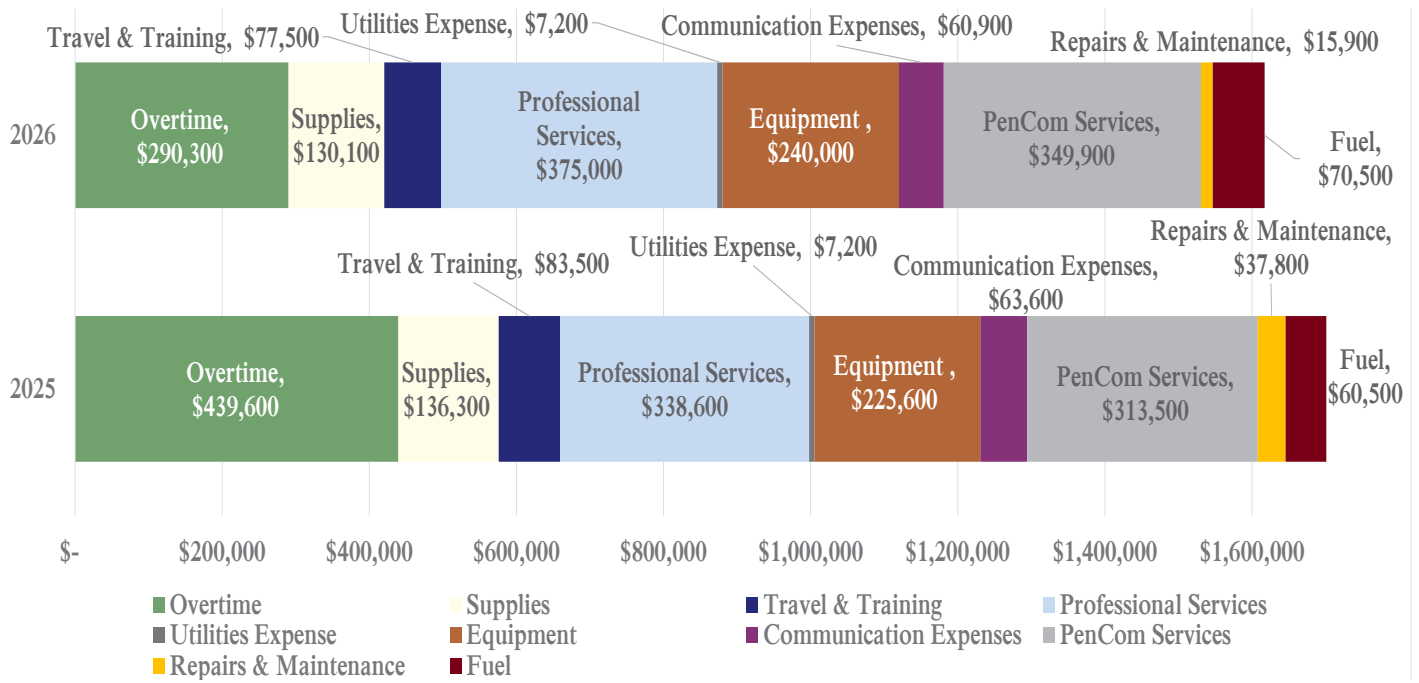
## EXPENDITURES

Increases in salaries and personnel costs are due to planned cost of living adjustments in 2026. Increases are also planned for the transfer to the Code Enforcement fund due to increased personnel costs in this fund as well as increases for equipment replacements that resulted from inflation.

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Salaries and Wages	\$ 3,957,539	\$ 4,159,293	\$ 4,441,594	\$ 4,651,900	\$ 4,756,100	104,200	2.24%
Personnel Benefits	1,419,054	1,472,960	1,560,526	1,626,300	1,752,400	126,100	7.75%
Supplies	298,535	268,092	279,093	215,400	218,900	3,500	1.62%
Other Services & Charges	1,081,517	1,441,816	1,265,986	1,158,400	1,121,500	(36,900)	-3.19%
Intergovmt/Interfund Svcs	164,670	291,944	350,959	355,900	415,300	59,400	16.69%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,921,315</b>	<b>\$ 7,634,105</b>	<b>\$ 7,898,158</b>	<b>\$ 8,007,900</b>	<b>\$8,264,200</b>	<b>256,300</b>	<b>3.20%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 563,689</i>	<i>\$ 712,790</i>	<i>\$ 264,053</i>	<i>\$ 109,742</i>			
<i>Change from Prior Year %</i>	<i>8.87%</i>	<i>10.30%</i>	<i>3.46%</i>	<i>1.39%</i>			



# POLICE DEPARTMENT COMMON EXPENDITURES COMPARISON

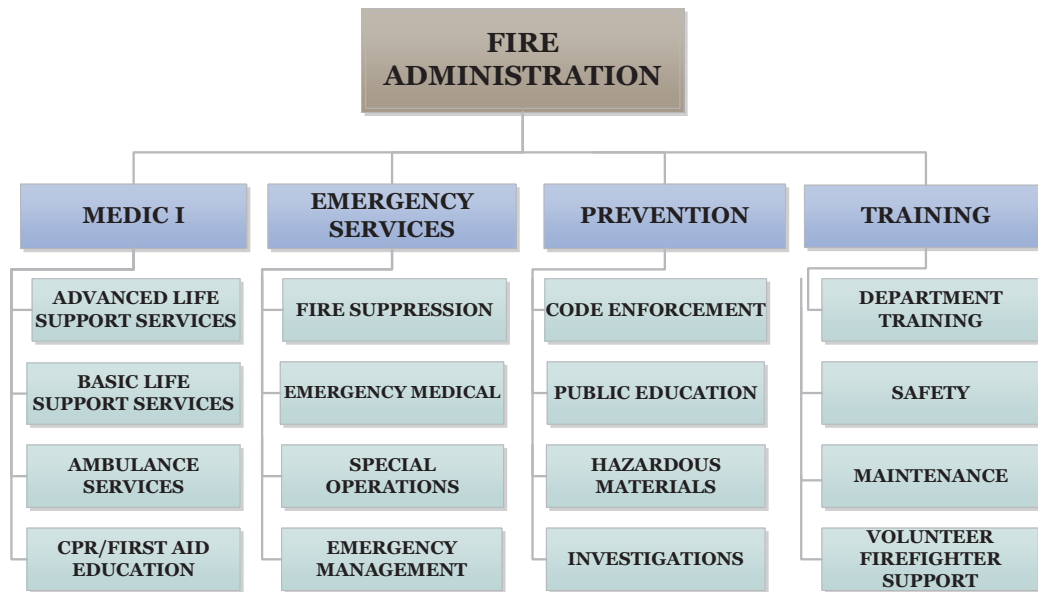


# FIRE DEPARTMENT













*It is the purpose of the **Port Angeles Fire Department** to improve the quality of life for the citizens and visitors of the City while providing a broad range of services designed to save lives and property.*




# FIRE DEPARTMENT



## Major Accomplishments in 2025

-  Celebrated the promotion of Lieutenant Michael Ingraham to shift Captain.
-  Celebrated Deputy Chief Joel McKeen obtaining ICC Fire Marshal Designation.
-  Added a full time Fire Inspector to the department roster and implemented an annual Fire and Life Safety Inspection Program.
-  Celebrated Fire Prevention Specialist Thomas Feik obtaining ICC Inspector I and II certification.
  - Implemented a Peak Hour ALS Medic Unit to enhance emergency medical services (EMS) during high-demand periods by providing Advanced Life Support (ALS) coverage with a dedicated unit.
-  Added two Community EMT's to the Community Paramedic Office through a \$350,000 innovation grant from the University of Washington and the Co-Responder Outreach Alliance program for field administration of Medications for Substance Use Disorder.
-  Initiated weekly Community Paramedic outreach activities with people experiencing homelessness.
-  Successfully graduated two department members from the Community Emergency Response Team (CERT) train-the-trainer instructor development.
-  Acquired two 20-foot CERT Connex boxes and strategically placed them within the city for access by CERT members during emergency response.
-  Implemented a Post Overdose Response Team that successfully connected greater than 70% of overdose survivors with referral services.
-  Implemented a patient satisfaction survey and Everbridge sign-up initiative for all PAFD patient encounters. Hosted two Behavioral Health Crisis Outreach Response and Education (BHCORE) seminar for First Responders.
-  Participated in a Washington State L&I Firefighter Injury and Illness Reduction (FIIRE) Program for the fourth year with the goal of reducing firefighter injuries and illnesses through proactive risk management and implementation of best practices.
-  Received a \$25,000 grant through the L&I Firefighter Injury and Illness Reduction (FIIRE) program.



 Received a \$25,000 grant from the First Fed Foundation to support the implementation of a Rescue Task Force (RTF) response model in accordance with the 2024 edition of NFPA 3000: Standard for an Active Shooter/Hostile Event Response (ASHER) Program. The funding enabled the acquisition of ballistic protective equipment (BPE), trauma kits and incident command kits to enhance response capabilities to high-risk, violent incidents.

 Graduated five paramedics from NMETC Paramedic Training Institute.

Graduated two firefighters from the Washington State Fire Academy.

Successfully conducted EOC functional exercises each quarter throughout 2025.

Acquired a Wildland Fire Engine through Washington Department of Equipment Services Surplus program.

Acquired grant funded Cargo Trailer for UTV-11 deployment and Mobil Command Trailer.

Acquired a new Type 1 Ambulance as budgeted in the City's Capital Facilities Plan (CFP).

Initiated functional consolidation discussions with neighboring fire districts to identify opportunities for increased operational efficiencies.

Developed a COPA Extreme Weather Response Plan and Shelter Manager Guide.

Logged over 15,000 hours of firefighting, technical rescue, emergency medical and wildland fire training.

Increased joint training opportunities with neighboring fire district career and volunteer personnel.

Implemented an Acting Officer Task Book and professional development program.

### Key Initiatives for 2026

 Investigate the feasibility of establishing a Marine response unit to enhance fire and emergency medical services along the Port of Port Angeles.

Host a multi-disciplinary interagency training event in quarter 1 of 2026.

Receive Engine 11 replacement fire engine as budgeted in the City's Capital Facilities Plan (CFP).

Pursue grant funding opportunities to retain two Community EMT's to maintain the Post Overdose Response Team program.

Continue quarterly Emergency Operations Center (EOC) training and functional exercises.

Establish Community Emergency Response Teams (CERT) throughout the City of Port Angeles by the end of 2026.

Continue to strengthen relationships with neighboring fire districts and explore opportunities to strengthen operational efficiencies that would enhance and improve fire and life safety emergency responses.

Work with Washington Survey and Rating Bureau to renew the City's Protection Class.

Increase annual fire and life safety inspections by 50% in 2026.

Collaborate with local law enforcement and neighboring fire districts to establish a regional fire and arson investigation task force.

Through the Acting Officer Task Book and professional development train up two qualified Acting Officers per shift by the end of 2026.

### Performance Measures for 2026

FIRE DEPARTMENT GOALS	METRIC	2022	2023	2024	2025	2026 Forecast
Number of Emergency Notification (Everbridge) Users	90%	Unavailable	Unavailable	Unavailable	45%	45%
Number of Emergency Management Training Exercises	4	1	1	1	4	4
Number of Community Paramedic Contacts Encounters	2000	1,496	2,454	2,526	2,590	2,000
Number of Transports	1700	1,088	1,323	1,675	1,907	1,700
Number of Community Outreach Programs Engagements	75	-	60	41	120	75
Number of Community Paramedic Overdose Responses	40	-	-	19	16	40
Number of Community Paramedic Overdose Referrals	50	-	-	75	70	50
Number of Fire and Life Safety Inspections	750	223	164	76	492	500
Number of 911 Emergency Response Requests for Service	6615	5,834	5,789	6,043	6,217	6,300
Number of Training Hours	10500	7,116	8,474	7,798	15,292	8,500



# FIRE DEPARTMENT SERVICES

**The Administration Division** sets department policy, oversees each of the department's operating divisions, conducts planning and research activities, develops programs, manages public relations and public information requests, conducts recruitments, directs City emergency management functions, and develops and manages departmental budgets.

**The Suppression Division** responds to all types of emergency calls, stabilizes and transports patients to medical facilities and protects life and property from fires and other hazards. Personnel from this division are involved in extensive ongoing training and also assist with fire and life safety inspections for local businesses.

**The Volunteer Division** manages the volunteer firefighter pool that is shared with Clallam County Fire District #2. The division actively recruits, interviews, tests, selects and trains citizens who are interested in volunteering for their community. Volunteers are trained to become an integral part of the department.

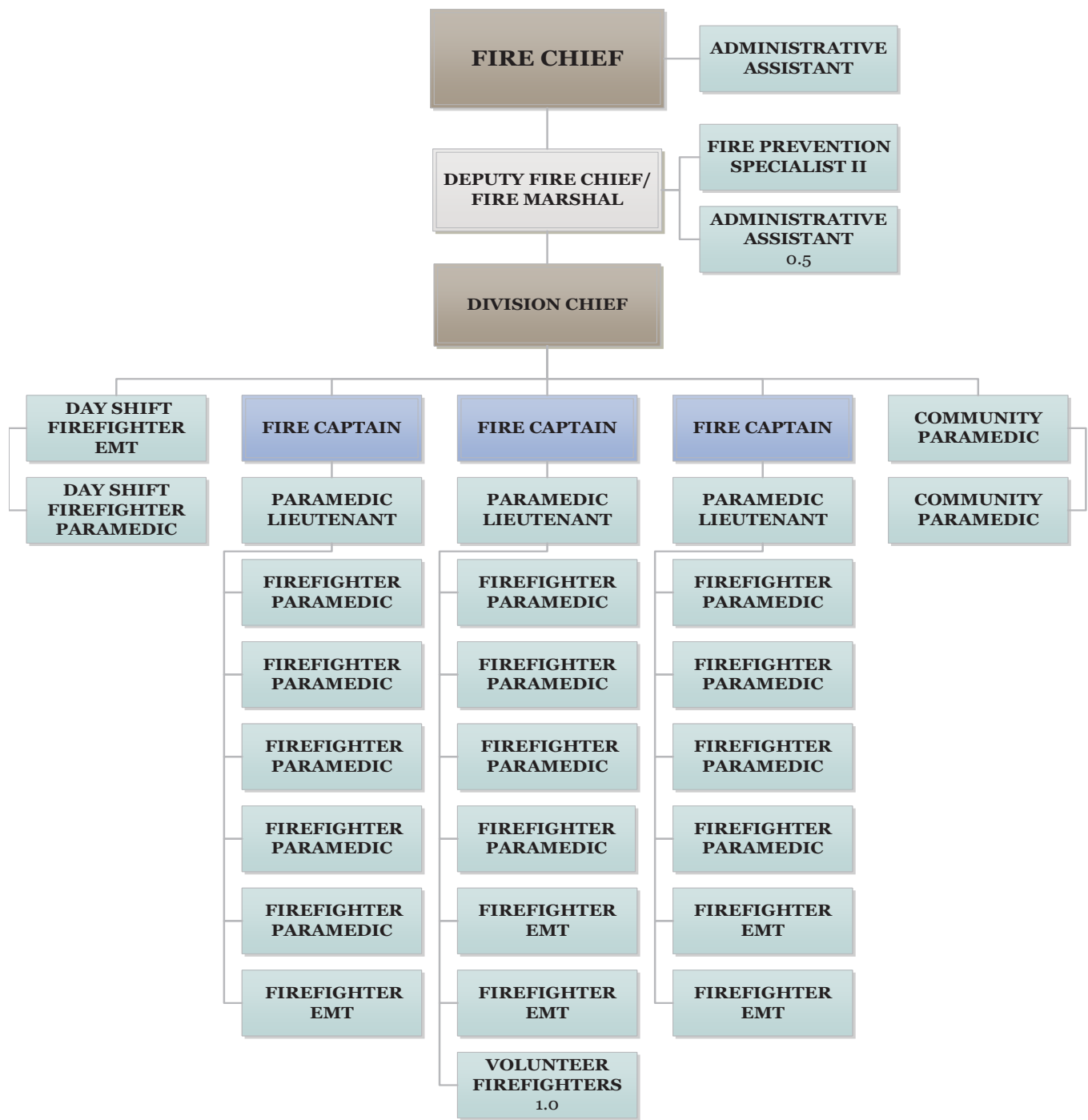
**The Special Operations Division** is responsible for providing training and support for those personnel who actively participate in the Clallam County Technical Rescue Team. This team provides technical rescue capability for trench rescue, confined space rescue, rope rescue and white water rescue.

**The Fire Prevention Division** works to prevent and reduce the impact of a variety of emergencies by providing fire and life safety services to the public. Firefighters carry out regular fire and life safety inspections in all existing commercial occupancies within the City. This division works with developers and contractors to maximize life safety through the building design and construction process. The prevention division is also responsible for investigating all fires and for coordinating public education activities.

**The Training Division** provides career and volunteer Fire Department personnel with the training necessary to competently, effectively, efficiently and safely respond to a broad range of emergencies. The Training Division is also responsible for vehicle and facility maintenance.

**The Emergency Management Division** is responsible for maintaining the City Comprehensive Emergency Management Plan (CEMP) and ensuring that all City Departments are familiar with the plan. This division will set up and start staffing the City Emergency Operations Center in response to a large scale emergency event. This division also works with FEMA and various City departments to coordinate aid following large scale events.





There are 10 Volunteer Firefighters currently employed by the City. These Volunteers are called in on an as-needed basis. The equivalent of one position is included in the budget for these instances. Community Paramedic FTE's are not allocated between the General Fund and the Medic 1 fund. Rather than are funded from grants tracked in the Medic 1 fund, but are shown here to demonstrate the complete Fire Department staffing.



# FIRE DEPARTMENT PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Fire Chief	0.35	0.35	0.35	0.35	0.30	(0.05)	-14.29%
Division Chief	0.00	0.00	0.35	0.35	0.30	(0.05)	-14.29%
Assistant Chief of Operations	0.35	0.35	0.00	0.00	0.00	0.00	N/A
Deputy Chief/Fire Marshal	0.00	0.00	0.60	0.60	0.60	0.00	0.00%
Fire Marshal	0.60	0.60	0.00	0.00	0.00	0.00	N/A
Fire Captain	1.05	1.05	1.05	1.05	0.90	(0.15)	-14.29%
Administrative Assistant	0.35	0.35	0.68	0.68	0.45	(0.23)	-33.82%
Fire Prevention Specialist II	0.00	0.00	0.75	0.75	1.00	0.25	33.33%
Lieutenant - FF/EMT	1.05	1.05	1.05	1.05	0.90	(0.15)	-14.29%
Firefighters - EMT	1.05	1.05	1.40	1.40	1.20	(0.20)	-14.29%
Firefighters - Paramedic	5.25	5.25	5.64	5.64	5.10	(0.54)	-9.57%
<b>TOTAL Authorized Positions</b>	<b>10.05</b>	<b>10.05</b>	<b>11.87</b>	<b>11.87</b>	<b>10.75</b>	<b>(1.12)</b>	<b>-9.44%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.00</i>	<i>1.82</i>	<i>0.00</i>	<i>(1.12)</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>0.00%</i>	<i>18.11%</i>	<i>0.00%</i>	<i>6.97%</i>		

In 2026, a change will occur to staffing allocation in this department. Fire Department personnel are split 30% in the General Fund and 70% in the Medic 1 utility based on hours worked for each fund. The personnel shown above are reflective of this allocation.



# FIRE DEPARTMENT REVENUES & EXPENDITURES SUMMARY

## REVENUES

Fire Department revenues are received as an allocation of services rendered, or charges for services to other funds/ departments as well as permit revenue and a fire insurance premium collected to offset insurance costs for retirees as well as Fire Inspection Fees.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	42,795	43,913	60,869	45,800	52,100	6,300	13.76%
Charges for Goods & Svcs.	44,394	41,737	109,891	262,700	262,700	-	0.00%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	12,002	-	5,000	600	600	-	0.00%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 99,191</b>	<b>\$ 85,650</b>	<b>\$ 175,760</b>	<b>\$ 309,100</b>	<b>\$ 315,400</b>	<b>6,300</b>	<b>2.04%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 27,425</i>	<i>\$ (13,541)</i>	<i>\$ 90,110</i>	<i>\$ 133,340</i>			
<i>Change from Prior Year %</i>	<i>38.21%</i>	<i>-13.65%</i>	<i>105.21%</i>	<i>75.86%</i>			

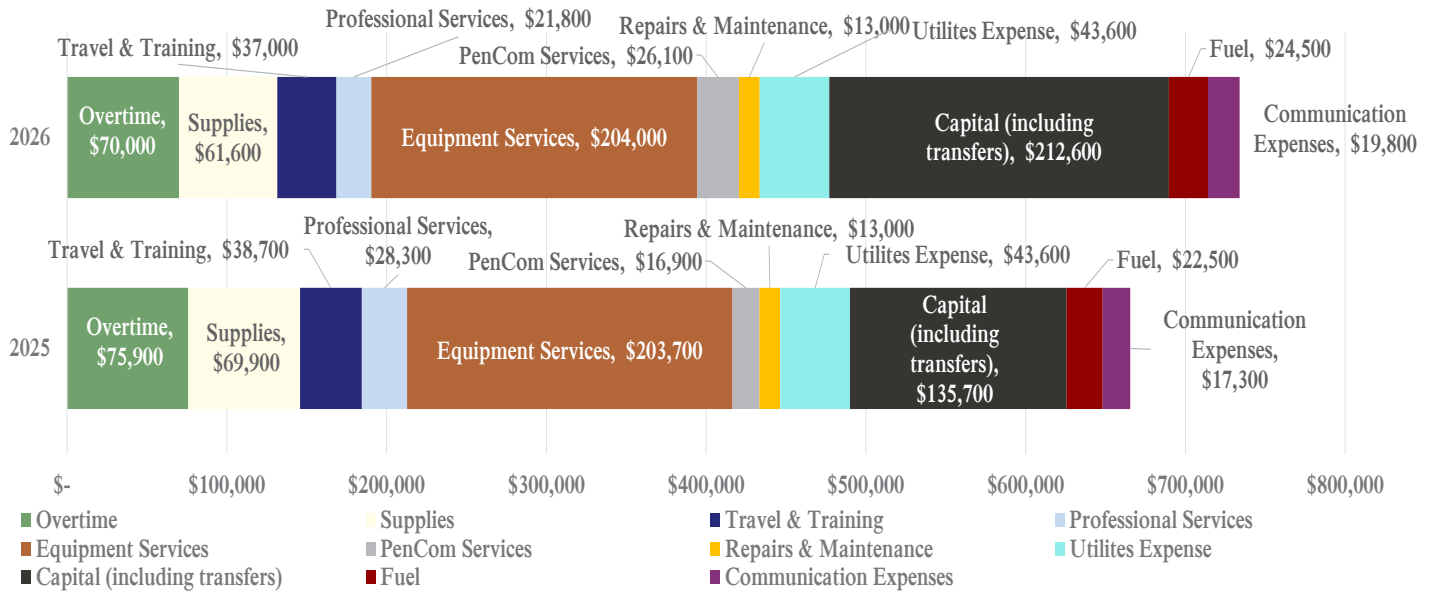
## EXPENDITURES

Planned changes in salaries and wages are the result of changes to the staffing allocation between the Fire Department and the Medic 1 Division based on services provided. This change reduced personnel cost by reducing the allocation to the General Fund. In addition, increases in interfund services resulted from changes to capital projects as compared to 2025 as outlined in the Capital Facilities Plan and additional costs in the other services and charges category are due to increased charges for the use of the Countywide radio network.

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Salaries and Wages	\$ 1,104,553	\$ 1,128,181	\$ 1,369,832	\$ 1,413,400	\$ 1,366,800	(46,600)	-3.30%
Personnel Benefits	394,650	437,604	449,328	478,200	519,400	41,200	8.62%
Supplies	95,782	105,021	178,191	128,700	116,700	(12,000)	-9.32%
Other Services & Charges	446,268	447,575	517,282	496,300	505,600	9,300	1.87%
Intergovmt/Interfund Svcs	323,500	352,200	334,700	401,200	478,100	76,900	19.17%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	1,841	614	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,364,753</b>	<b>\$ 2,472,422</b>	<b>\$ 2,849,947</b>	<b>\$ 2,917,800</b>	<b>\$ 2,986,600</b>	<b>68,800</b>	<b>2.36%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 19,853</i>	<i>\$ 107,669</i>	<i>\$ 377,525</i>	<i>\$ 67,853</i>			
<i>Change from Prior Year %</i>	<i>0.85%</i>	<i>4.55%</i>	<i>15.27%</i>	<i>2.38%</i>			



# FIRE DEPARTMENT COMMON EXPENDITURES COMPARISON

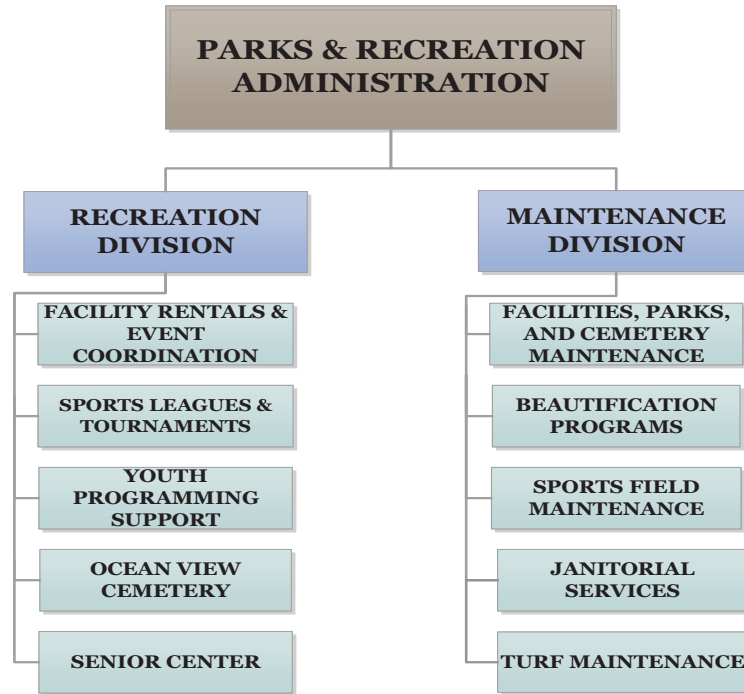


# PARKS & RECREATION DEPARTMENT













*It is the continuing mission of the **Port Angeles Parks & Recreation Department** to develop and maintain exemplary parks and recreational facilities while providing programs that effectively enrich the quality of life for all citizens.*










# PARKS & RECREATION DEPARTMENT












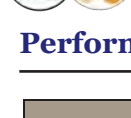

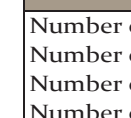
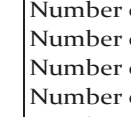
## Major Accomplishments in 2025

-  Implemented and integrated new Cemetery Software program at Ocean View Cemetery (CemSites).
-  Partnered with Dream Playground Foundation and Lincoln Park BMX on purchasing and installing five picnic tables (two ADA) at Erickson Playfield.
-  Worked with the Lincoln Park BMX Track on renewing their Facility Use Agreement at Lincoln Park for an additional 5 years.
-  Working with TRANE Technologies, Inc. on finishing the installation of HVAC, solar and battery storage project at the Port Angeles Senior Center and Port Angeles Fire Hall.
-  Working with TRANE Technologies, Inc. on Commerce Grant for City Hall HVAC Compliance Study.
-  Continue to work with stakeholders, FEMA, and the community on the future replacement of the Ediz Hook Boat Launch and Docks.
-  Continue to work with FEMA and Public Works on the future repairs of the Olympic Discovery Trail after damage from a winter storm.
-  Continue to work with Lower Elwha Tribe to identify and mitigate ecological issues on Ediz Hook.
-  Working with multiple partnerships on the refurbishment of Locomotive #4 with the “Restore the #4” campaign with construction starting Q4 of 2025.
-  Installed the new Videoboard at Civic Field and closed out Commerce Grant.
-  Removed irreparable and unsafe Tennis Courts at Shane Park, restoring portions of the area to natural grass, and working with Port Angeles Fire Department on enclosing the Emergency Management Pod.
-  Working with Public Works on design and scope of work for adding an additional 24-hour restroom at Erickson Playfield.
-  Hosted successful State Tournament in partnership with North Olympic Softball and Baseball at Lincoln Park Ballfields and Volunteer Field.
-  Completed first phase of the Bleacher Replacement Program at Shane Park and Elks Playfield.



-  Working with Public Works on the Laurel Street Stair Replacement project process.
-  In partnership with Public Works, Clallam County, Port of Port Angeles, and the Washington State Department of Natural Resources, regraded and resurfaced Lincoln Park road and parking lots. Also added protection around perimeter of road to protect trees and prevent vehicle intrusion. Improved and performed maintenance on trails and around surrounding ponds. Also installed additional lighting for increased security and visibility, along with improving the entrance to the Lincoln Park Softball section of the park.
-  In partnership with North Olympic Softball and Baseball, converted Lincoln Park public restroom to allow ADA accessibility.
-  Launched new online rental forms and reservations on the City’s website for Cabin Rentals including the Lincoln Park Loomis Building, Clubhouse, and Campfire Clubhouse.
-  To promote and assist with health and wellness, the Port Angeles Senior and Community Center had over 30 outreach programs, posted presentations, and information fairs.
-  Developed Parks and Recreation Road Snow Removal Plan/Policy.
-  Completed successful 5th annual Day of Play involving several community partners.

### Key Initiatives for 2026

-  Continue data migration for Ocean View Cemetery CemSites Software and identify possible improvements for user interface.
-  Do upgrades to the inside of the “Campfire Clubhouse” at Webster Park.
-  Build two new Columbarium’s at Ocean View Cemetery to increase revenues.
-  Continue to build Parks and Recreation structure in Tyler Solutions software.
-  Work with Waterfront District community members and CED to implement 10yr Urban Forest Management plan at Haynes Viewpoint and Port Angeles Welcoming Vista.
-  Finish working with TRANE Technologies, Inc. on finishing the installation of HVAC, solar and battery storage project at the Port Angeles Senior Center and Port Angeles Fire Hall.
-  Finish working work with TRANE Technologies, Inc. on Commerce Grant for City Hall HVAC Compliance Study and look for grant opportunities for upgrades.
-  Continue to work with stakeholders, FEMA, and the community on the future replacement of the Ediz Hook Boat Launch and Docks.
-  Continue to work with FEMA and Public Works on the future repairs of the Olympic Discovery Trail after severe damage during a winter storm occurred during the last winter storms.
-  Finish the refurbishment and shelter of Locomotive #4 on Lauridsen Blvd.
-  Start construction of an additional 24-hour restroom at Erickson Playfield.
-  Work with Clallam County Parks on the development of a Loop Trail of the Vern Samuelson Trail along Valley Creek.
-  Work with the City Security Team on a City Hall Facility Assessment of use of space.

### Performance Measures for 2026

PARKS & RECREATION DEPARTMENT GOALS	METRIC	2022	2023	2024	2025	2026 Forecast
Number of Upgrades at Youth Facilities	520	519	519	519	519	519
Number of Partnerships that Promote Wellness	50	50	50	50	50	50
Number of Capital Facilities Plan Projects Completed	4	2	4	4	4	4
Number of Senior Center Members	1,300	656	984	1150	1,300	1,300
Number of Senior Meals Served	30,000	28,737	19,601	25,336	30,000	30,000
Number of Cemetery Burials	50	59	45	41	50	50
Number of Facility Rentals	300	225	250	290	300	300



# PARKS & RECREATION DEPARTMENT SERVICES

The **Administration Division** provides management of parks facilities and recreation services, administers strategic policy planning, budget planning, preparation, and monitoring. In addition, conducts strategic and long-range planning for parks and recreation, development of the parks master plan and facility design, land acquisition, capital facility planning, grant preparation, and staff support to the Parks, Recreation and Beautification Commission.

**Parks Maintenance** is responsible for grounds and structural maintenance of 23 parks including a municipal cemetery and a community center totaling nearly 270 acres. In addition, this division maintains the grounds and facility maintenance of the Fine Arts Center, Marine Lab, Carnegie Library, City Hall, Vern Burton Community Center, Civic Field, City Pier, The Gateway, Senior Community Center, and Ocean View Cemetery. They also maintain public restrooms, playgrounds, pickleball courts, baseball/softball fields, over 8.5 miles of trails and over 60,000 square feet of indoor recreation space along with support of various public events.

The **Recreation Division** provides year-round recreation programs and activities for youth, adults, families, and senior citizens with a balance of recreation facilities and programs that meet the needs of diverse age groups, abilities, and interests. Plan and coordinate special events for local residents as well as attract visitors to enhance the local economy. Operate the Vern Burton

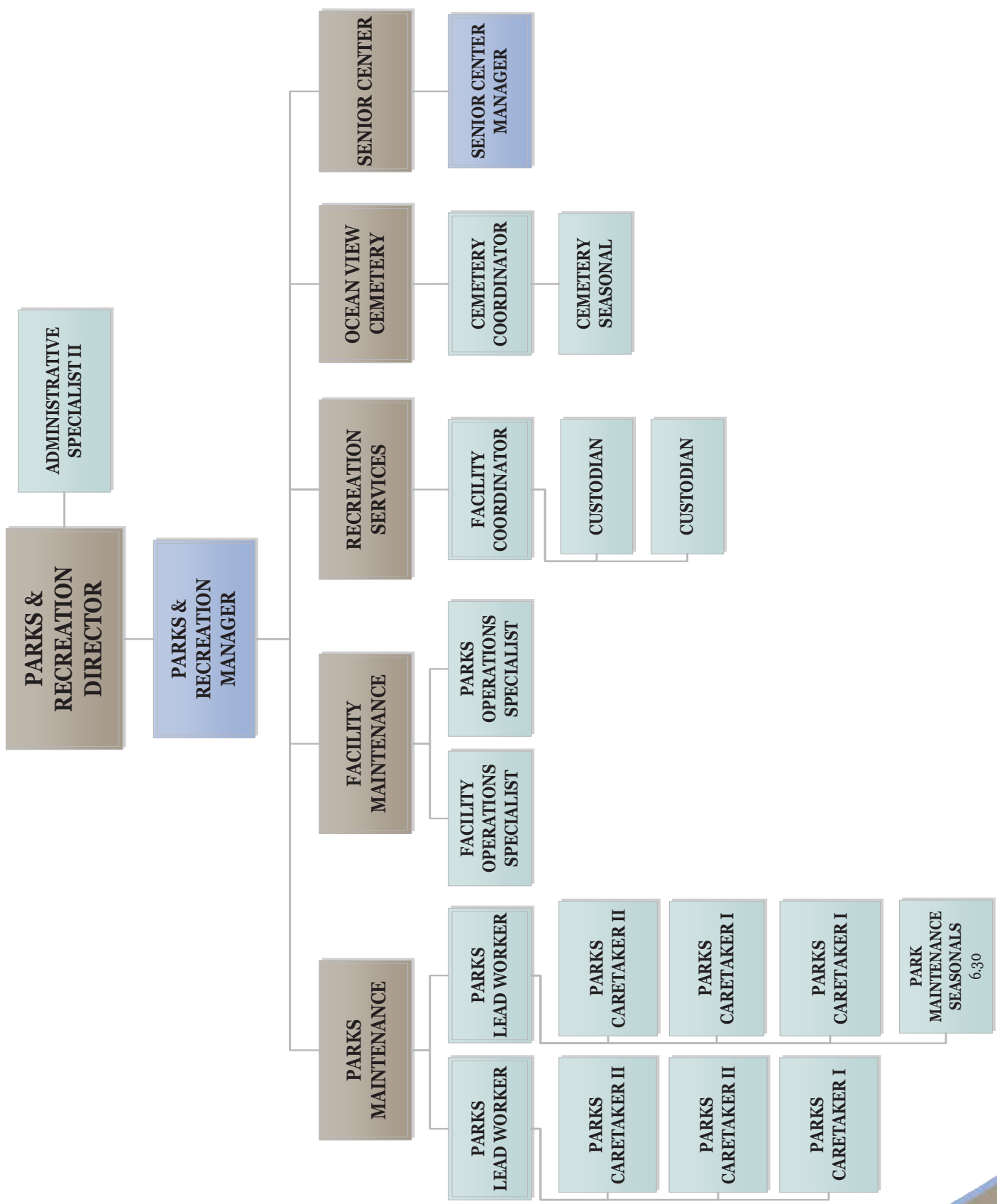
Community Center and schedule the use of all city parks and facilities.

The **Facilities Division** is responsible for the facility maintenance of the Fine Art Center, Senior Center, Marine Lab, Vern Burton Community Center, City Hall, Police Department, Carnegie Library, and other City owned Facilities. Facility maintenance includes janitorial, HVAC systems, plumbing, carpentry, roofing, painting, masonry, minor electrical, and completion of yearly inspections.

The **Port Angeles Senior and Community Center** is a multipurpose Senior Center that offers recreation, education, social interaction and services to people 45 years old and above. The PASCC mission is to promote the physical, emotional, and economic well being of older adults and to encourage their participation in all aspects of community life.

The land for **Ocean View Cemetery** was acquired from the Federal Government in early 1890s. A resolution was passed by the City Council requesting a patent conveying title to said lands to the city. It was signed on June 24, 1895, by President Grover Cleveland's secretary. In 1895, the 54-acre cemetery was ready for business. With spectacular views of the Strait of Juan De Fuca, Victoria, and Mount Baker, this old cemetery provides a detailed look at the social, ethnic, cultural and economic style of the past.





# PARKS & RECREATION DEPARTMENT PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Administrative Specialist II	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
Administrative Specialist I	1.00	1.00	0.00	0.00	0.00	0.00	N/A
Administrative Support & Scheduler Asst	0.50	0.50	0.00	0.00	0.00	0.00	N/A
Senior Center Manager	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Parks Leadworker	2.00	2.00	2.00	2.00	2.00	0.00	0.00%
Parks Operations Specialist	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
Facilities Operations Specialist	2.00	2.00	1.00	1.00	1.00	0.00	0.00%
Parks Caretaker II	5.00	5.00	3.00	3.00	3.00	0.00	0.00%
Parks Caretaker I	1.00	1.00	3.00	3.00	3.00	0.00	0.00%
Cemetery Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Custodian	2.00	2.00	2.00	2.00	2.00	0.00	0.00%
Facility Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Parks & Recreation Manager	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
Parks & Rec. Project Coordinator	1.00	1.00	0.00	0.00	0.00	0.00	N/A
Temporary/Part Time	6.80	6.80	7.30	7.30	7.30	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>25.30</b>	<b>25.30</b>	<b>25.30</b>	<b>25.30</b>	<b>25.30</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>		



# PARKS & RECREATION DEPARTMENT REVENUES & EXPENDITURES SUMMARY

## REVENUES

Revenues are generated in the Parks & Recreation Department by the rental of City facilities, Senior Center membership fees, charges for services rendered at the cemetery, and charges for services to other funds/departments for custodial and maintenance services. The decrease for collection in the charges and services category is anticipated from reduced allocated charges for services rendered and services at the cemetery.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	17	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	629,728	711,408	734,865	949,200	892,000	(57,200)	-6.03%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	67,442	56,062	51,263	48,000	59,000	11,000	22.92%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	33,889	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 731,059</b>	<b>\$ 767,487</b>	<b>\$ 786,128</b>	<b>\$ 997,200</b>	<b>\$ 951,000</b>	<b>(46,200)</b>	<b>-4.63%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 81,251</i>	<i>\$ 36,428</i>	<i>\$ 18,641</i>	<i>\$ 211,072</i>			
<i>Change from Prior Year %</i>	<i>12.50%</i>	<i>4.98%</i>	<i>2.43%</i>	<i>26.85%</i>			

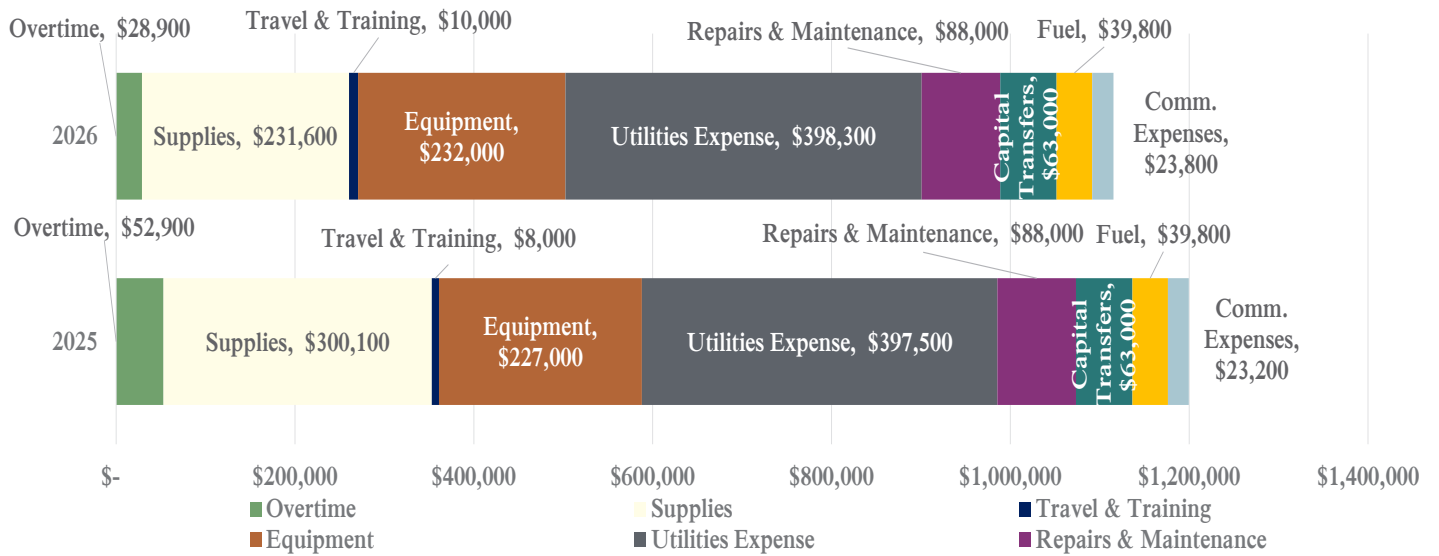
## EXPENDITURES

Changes in the expenditure budget within the Parks department as compared to the 2025 Budget include increases for transfers to the equipment services fund for vehicle replacements and personnel cost increases aligned with Collective Bargaining Agreements.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	\$\$	%
Salaries and Wages	\$ 1,433,287	\$ 1,517,755	\$ 1,601,690	\$ 1,807,600	\$ 1,937,700	130,100	7.20%
Personnel Benefits	584,952	594,979	585,763	610,500	621,500	11,000	1.80%
Supplies	339,309	301,564	356,834	404,900	401,700	(3,200)	-0.79%
Other Services & Charges	835,553	867,857	946,292	992,900	1,001,600	8,700	0.88%
Intergovmt/Interfund Svcs	411,000	601,800	196,000	63,000	63,000	-	0.00%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	12,714	11,192	25,357	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,616,815</b>	<b>\$ 3,895,147</b>	<b>\$ 3,711,935</b>	<b>\$ 3,878,900</b>	<b>\$ 4,025,500</b>	<b>146,600</b>	<b>3.78%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 272,978</i>	<i>\$ 278,332</i>	<i>\$ (183,212)</i>	<i>\$ 166,965</i>			
<i>Change from Prior Year %</i>	<i>8.16%</i>	<i>7.70%</i>	<i>-4.70%</i>	<i>4.50%</i>			



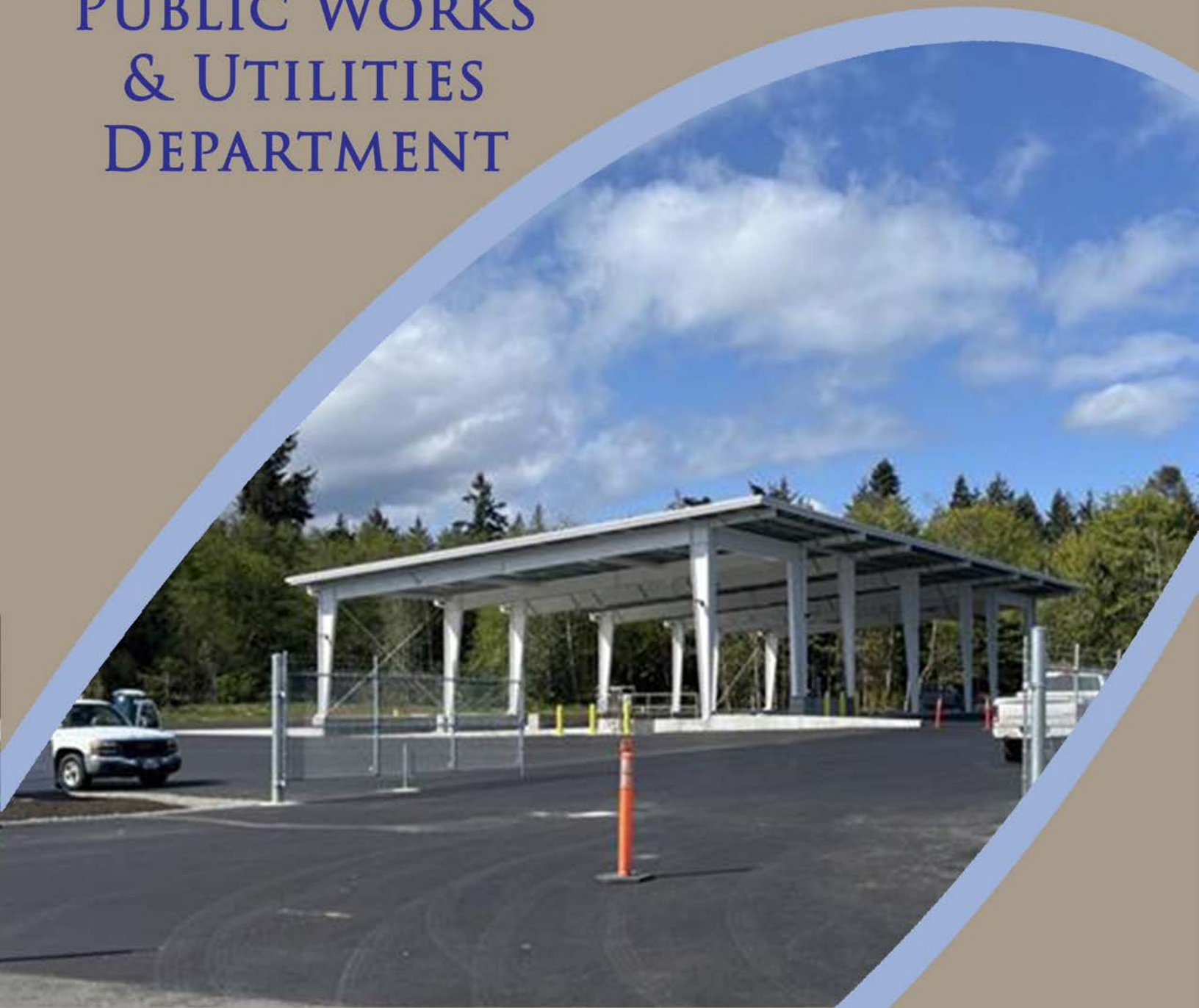
# PARKS & RECREATION COMMON EXPENDITURES COMPARISON



Supplies include items for building and ground maintenance or replacement; such as paint, concrete, playground parts and grass seed.



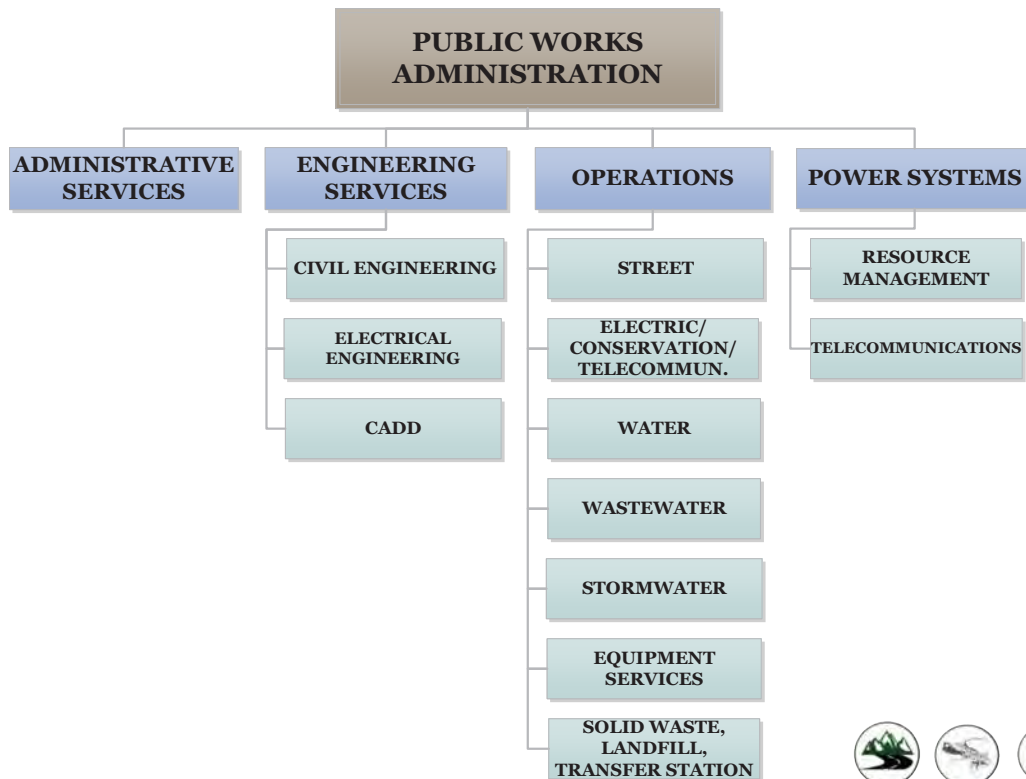
# PUBLIC WORKS & UTILITIES DEPARTMENT



*It is the mission of the **Public Works and Utilities Department** to provide responsive and courteous service and to plan, design, construct, operate, and maintain the City facilities assigned to Public Works in a safe, efficient, and professional manner.*



# PUBLIC WORKS & UTILITIES DEPARTMENT



## Major Accomplishments in 2025



### External Community Support

Public Works provided on-going services to maintain and enhance our community's quality of life. A few highlights are listed below:



Provided Department-wide support to ongoing Capital projects throughout the City. This included reviewing stormwater plans, issuing permits, reviewing change plans, inspections etc.

### Internal Collaboration

Throughout the year, Public Works staff partnered with other City Departments to achieve the goals and Strategic Plan Objectives of the City. For example, the Public Works Staff:



Launched a new unified permit routing system collaboratively with Planning and Building by maneuvering multiple pieces of software to work adequately to accomplish the tasks needed.



Started the Tyler Implementation collaboration in anticipation of going live in 2026.



Executed 57 contracts for professional services, contracts, and equipment.

Provided support to CED by reviewing:

- o 2 Planning/Zoning/Land Use applications
- o 74 Building Permits

- Ensured the on-going operations for the 19 stationary and 3 portable emergency generators located in Departments throughout the City.





## Electrical Engineering

Reviewed electrical system impacts for Port of Port Angeles future plans; provided one-on-one customer education on electrical project requirements; reviewed electrical plan permits and net metering applications for issue; was onsite for inspections.

- Created 132 maintenance and improvement work sketches for Light Operations.
- Submitted for NEPA approval on the Federal EV charger grant for the 47 charger ports throughout the City of Port Angeles.
- Engineered Power system upgrade design and cost estimates for “Project Peninsula” (Amazon) by Extreme Sports Park.
- Worked hand in hand with Port Angeles Schools to design and coordinate the wreck out and rebuild of the electrical services for the new Stevens Middle School.
- Completed 2 CFP projects to directional bore and replace 2,100+ feet of aged underground primary cabling at William R. Fairchild International Airport.
  - This also supports extending 3 phase services and capacity to the Western UGA for future large loads.
- Accomplished 10 Customer solar net metering applications reviewed and approved.
- Both Electrical Engineering Specialists completed Staking Engineering Certification Program.



## Power Systems and Conservation

In 2025, the Power Systems Division continued to maintain the power grid through regular tree trimming, pole testing and upgrading of the power distribution system. Throughout the year, Energy Conservation and GIS staff partnered with other City Departments to provide Department-wide energy conservation and GIS support for projects and special projects to achieve the goals of the City.

- ESRI software upgraded to newest versions providing new tools and better performance.
- Continued clean-up and reconfiguring of data to utilize the upgraded features available with the new ESRI software.



Provided continuing representation to the Energy Northwest and the Northwest Public Power Association Board of Directors.



Continue to meet regulatory requirements of the Clean Energy Transformation Act (CETA) and the Climate Commitment Act (CCA).

- Part of team working with other departments on solar + battery storage for the Senior Center, Fire Station and City Hall. Work to continue through 2026.



Continuing project work to install 47 Electric Vehicle (EV) charging stations around Port Angeles, including a mixture of Type 2 and Fast Charge units.



Participated in many workshops and meetings on BPA’s next 20-year power purchase agreement negotiations. Responding to service calls and customer requests.



The Conservation Program provided rebates for products to Low Income, Residential, Water and Commercial customers. This included:

- OMC lighting and heating upgrades paying a \$13,250 incentive and resulting in energy savings of 39,728 kWh.
- Residential measures paying \$541,000 incentives and 545,000 kWh in savings.
- Commercial and industrial measures paying \$174,504 incentives and energy savings of 925,000 kWh.
- 25 ductless heat pumps were installed.
- 7 heat pump installations.
- Residents installed 14,449 sq. ft of insulation under the program.
- 3,669 sq. ft. of efficient windows were achieved.
- 43 ductless heat pumps to the low-income population were installed.

## Engineering



Completed 100% construction for the Signal Controller Upgrades project TR0120.



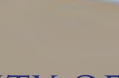
Completed 100% design for Wastewater Treatment Plant UST tank replacement.



Initial development of the City’s 10-year Water System Plan update.



Completed 100% construction for 8th Street Paving Project TR0119.



Completed 100% PAWTP Pump Bypass at EDS WT0222.



















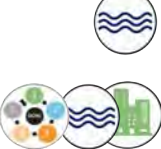






Completed 100% construction for Decant Facility Project SW0112 including change order to complete fencing around entire facility.



Provided Shoreline Environmental permitting for Olympic Discovery Trail Repairs.



-  Water Treatment Plant Asset assessment and review.
-  Completed 100% Construction for Marine Drive Paving (Hill to Mill) TR0324.
-  Completed 100% Design and Construction Manual for 16th Street Stormwater Retrofit TR0715.
-  Completed 100% ODT FEMA (2024 Winter Storm Event) Repairs CON-2024-44.
-  16th Street LID Project TR0715 contracted and construction underway.
-  Completed 100% L Street Pavement Repairs.
-  Completed 100% Chip Seal for Lauridsen Boulevard from Tumwater Truck Route to Lincoln Park and L Street from Lauridsen Boulevard to 16th Street.
-  Completed 100% Olympic Discovery Trail Repairs from 2024 Winter Storm Event.
-  Completed 100% Jones Street Reservoir Valve Replacement repairs.
-  Completed 100% Anaerobic Digest Improvements 2025 Cleaning and Inspection WW0122.
-  Completed 30% Design review of Park Avenue Outfall to Peabody Creek DR0322.
-  Completed 100% Study Report Lincoln Park/Big Boy Pond DR0804.
-  Ennis Creek Fish Barrier Removal GGO119.
  - o Worksite 1, Culvert Replacement – PSA for final design in development (Bid-ready design by Spring 2026).
  - o Worksite 2, Force Main Removal – RFP for design in development (Bid-ready design by Summer 2026).
-  Provided community support and outreach:
  - o 11 Clearing and Grading Permits.
  - o 20+ Public Records Requests.
  - o 31 Right of Way Use Permits.
  - o 61 Right of Way Construction Permits.
-  Currently secured \$40,672,382 in grant funding.  
300+ hours inspecting private development projects.
-  Stormwater Planning:
  - o Stormwater Management Plan – 2025 Updated.
  - o Stormwater Permit Coordination and Planning Group – Quarterly Meetings.
-  Stormwater source control Inspection Program:
  - o Online business portal using ArcGIS Hub.
  - o 83 Source Control Inspections.
  - o 135 Pollution Prevention Assistance Visits.
  - o Electronic inspection forms, reports, and analytics using ESRI Survey123.
  - o Extended PPA Interagency Agreement through 2027 (\$245,000 - \$16,000 increase from previous IAA).
  - o Continuing assistance to Clallam County Streamkeepers (water quality monitoring, sampling).
  - o Continued maintenance for Stormwater HUB and Survey123 inspection forms.
-  Survey123 field survey developed and launched to staff city-wide with trainings scheduled.
  - o 15 illicit discharge incidents addresses.
  - o Basin 8, Dry Creek and Downtown screening inspection complete.
-  Public Education and outreach events:
  - o West Sound Stormwater Outreach Group (WSSOG)
    - 2025 material order received.
    - Inter-Local Agreement draft review for 2026-2028.
    - Dumpster Lid Campaign RFP underway.
  - o Peninsula College City Stormwater Facilities Tour – January 1st
  - o KONP Home Show – March 8-9th
    - Distributed 115 bare root native plants.
  - o Stevens Middle School STEM like ME – April 15th.
  - o Clallam County Fair – August 14-17th.
-  Streamkeepers:
  - o 2024 Water Quality Report submitted for review.
  - o 20-Year Report submitted for review.
  - o City joint inspection conducted.
-  Stormwater Operation and Maintenance
  - o 25 Operation and Maintenance annual inspections completed.
  - o Successfully operated program using ArcGIS Hub and Survey123 Software.
-  Sidewalk Fee-in-Lieu Program adopted.
-  Completed 100% construction for Neighborhood Sewer Rehab WW0918 (Francis Street CON-2025-08).





- Completed 100% Senior center walk-in cooler repair.
- Completed 100% Design for First/Front Pedestrian Enhancements TRO222.
- 75% design complete for Peabody ADA TRO716.
- 60% design/plans/specifications completed for A Street sewer basin including: updated WW model for the A Street Basin, updated WUGA & city-wide growth projection and executed Clallam County Opportunity Fund Program Grant in the amount of \$1,393,167.00.
- Ground Water Resiliency Program RFQ draft complete WTO319. (Strategic Plan)
- Transmission Main Replacement WTP to D Street RFQ draft complete WTO124.
- Installation of level 2 fleet chargers at the transformer yard.
- 2025 Tree Trimming Contract - Services 100% complete.
- 2025 Pole Testing Contract - Services 100% complete.

## Key Initiatives for 2026



We will cultivate the professional growth, morale and safety of our Public Works employees to ensure we continue to provide a safe and healthy environment for our City residents and business community.



To accomplish these goals, we will focus on the following objectives:

### Employees

- Provide training for key personnel to ensure safety and compliance with regulations and standards.
- Recognize and build a means to award excellence in the workforce.
- Whenever possible provide opportunities to promote from within.
- Ensure training, development and mentoring opportunities are offered throughout the Department.
- Initiate the use of innovative technological solutions.
- Identify opportunities for workflow and project planning improvements.

### City Residents and Business Community



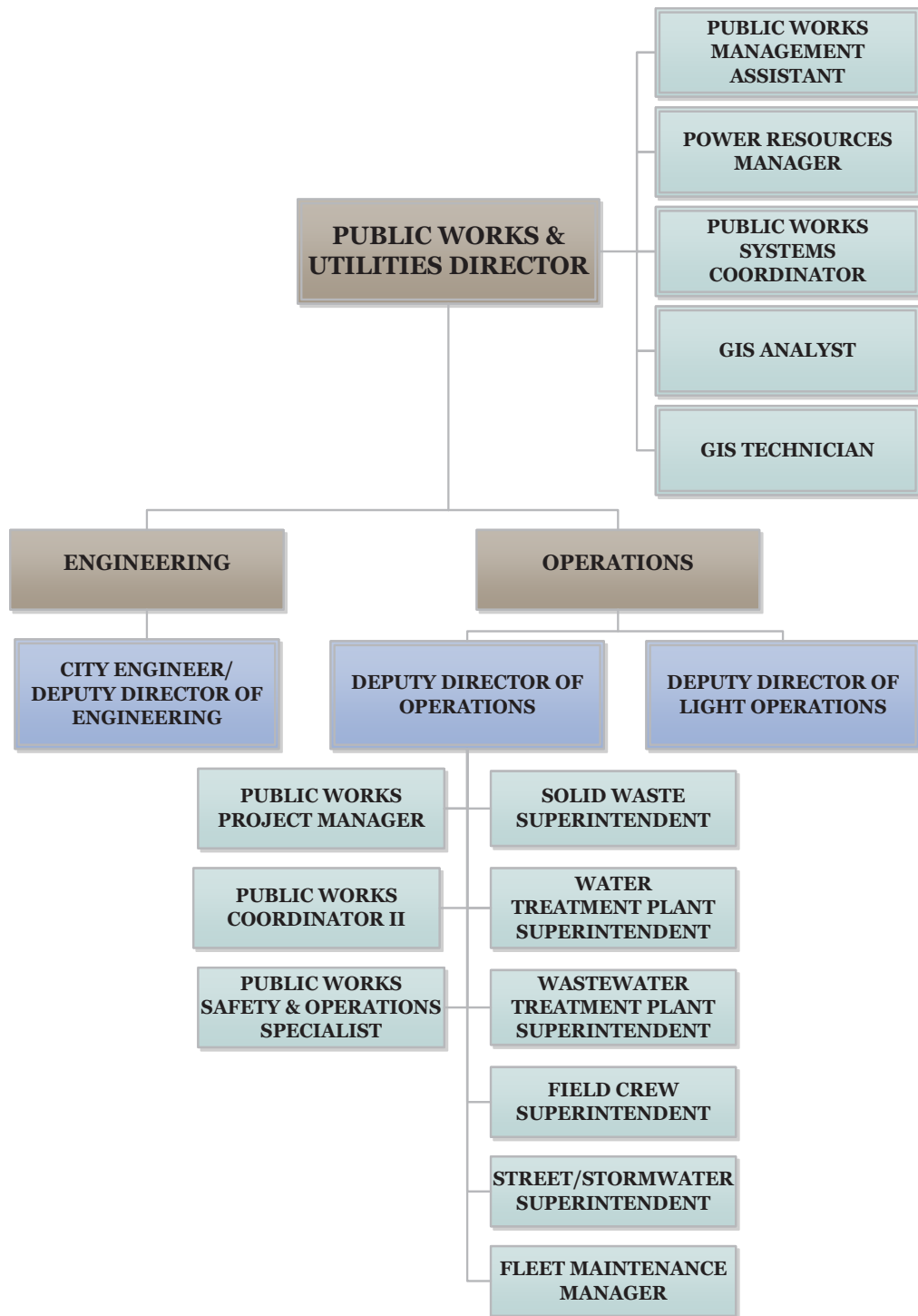
- Continue to support public outreach through enhanced communication tools.
- Respond to emergency callouts and non-routine residential requests.
- Seek opportunities to enhance communication, safety and on-going quality of life for our community.
- Provide focused services to internal customers supporting the community.
- Continue to support, maintain and upgrade when possible, City infrastructure.
- Develop opportunities to leverage the Comprehensive Facilities Plan infrastructure improvements.
- Deliver Capital projects on-time and within budget.
- Implement the approved Capital Facilities Plan/Transportation Improvement Plan.
- Identify and leverage external funding sources for City improvements:
  - o Transportation Benefit District
  - o Grants
- Work with internal and external partners to encourage residential, commercial/industrial development.
- Evaluate permitting processes and streamline workflows by leveraging technology and focusing on critical path efficiencies.

## Performance Measures for 2026

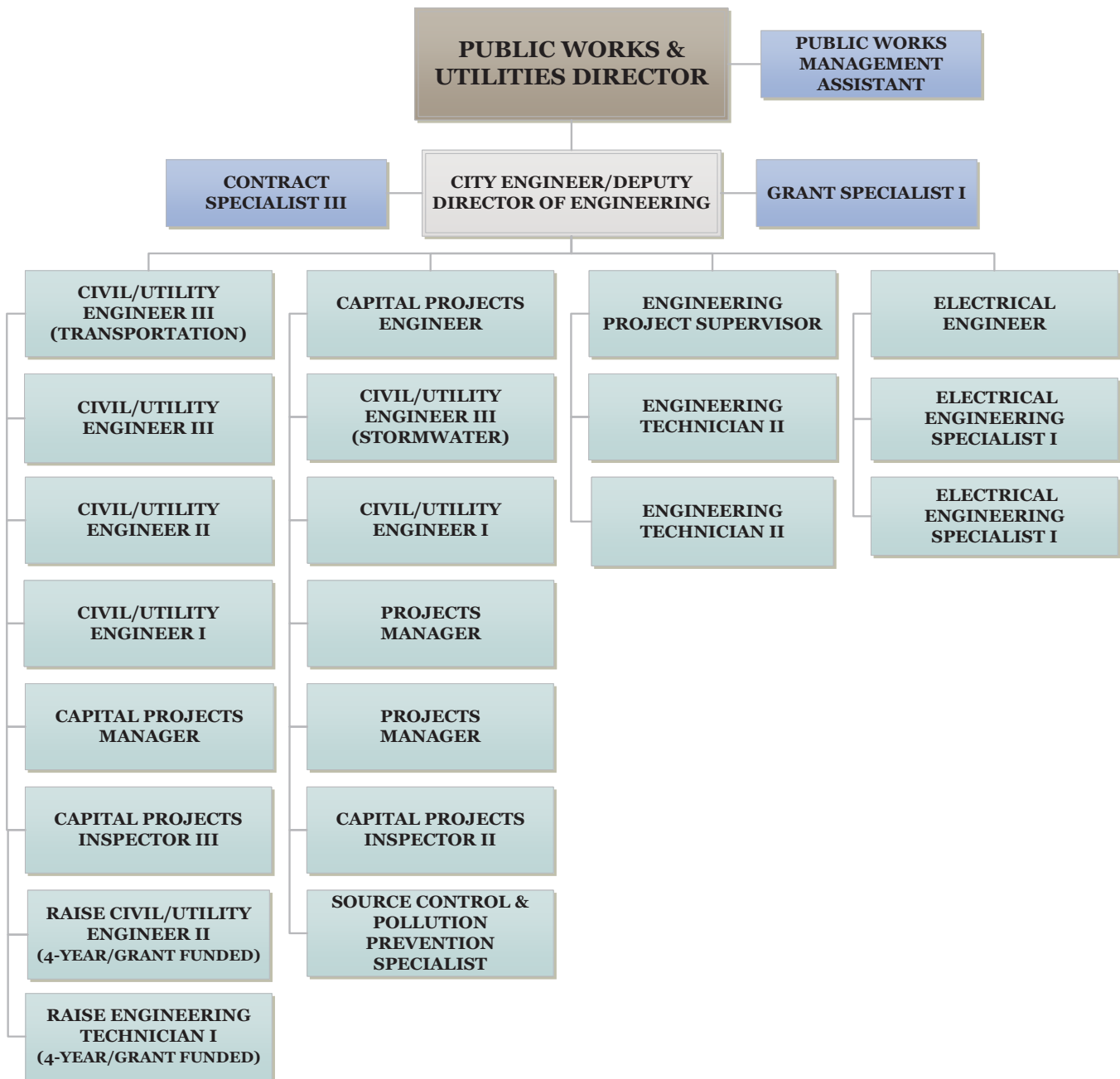
PUBLIC WORKS AND UTILITIES GOALS	METRIC	2022	2023	2024	2025	2026 Forecast
Number of Planned Capital Facility Plan (CFP) Projects	90	87	101	59	64	92
Number of Complete CFP Projects	25	27	25	20	21	25
Percent of CFP funded with Grants	40.0%	33.8%	21.5%	46.0%	42.5%	58.5%
Number of Projects that Improve Pedestrian Access to Downtown	18	10	6	10	16	22
Number of Projects that Improve Connectivity Between Neighborhoods	10	5	4	8	8	14



# ADMINISTRATIVE DIVISION



# ENGINEERING DIVISION



The Electrical Engineering Specialist's, the Power Resources Manager, and the Electrical Engineer positions are funded out of the Electric Utility Fund. The Comm/Industrial Analyst is funded from the Electric Conservation fund. All other engineering staff are charged to the utility or fund in accordance to tasks assigned.



# PUBLIC WORKS & UTILITIES DEPARTMENT PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Public Works Director	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Assistant Director of Public Works	1.00	0.00	0.00	0.00	0.00	0.00	N/A
Public Works Mangement Assistant	0.00	1.00	1.00	1.00	1.00	0.00	0.00%
Deputy Director of Operations	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Deputy Director of Engineering	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Contracts Specialist II	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Project Manager	0.00	2.00	3.00	1.00	1.00	0.00	0.00%
Public Works Coordinator I	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Public Works Safety & Operations Specialist	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Engineering Projects Supervisor	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Grant Specialist	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
GIS Analyst	2.00	2.00	1.00	1.00	1.00	0.00	0.00%
GIS Technician	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
Senior Engineer	0.00	1.00	1.00	1.00	1.00	0.00	0.00%
Civil/Utility Engineer III	0.00	1.00	1.00	3.00	3.00	0.00	0.00%
Civil/Utility Engineer II	3.00	1.00	2.00	0.00	0.00	0.00	N/A
Civil/Utility Engineer I	1.00	1.00	1.00	3.00	3.00	0.00	0.00%
Capital Project Engineer	0.00	1.00	1.00	1.00	1.00	0.00	0.00%
Capital Projects Inspector	0.00	1.00	1.00	2.00	2.00	0.00	0.00%
Capital Projects Manager	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
Engineering Technician III	2.00	2.00	1.00	3.00	3.00	0.00	0.00%
Engineering Technician II	1.00	1.00	2.00	0.00	0.00	0.00	N/A
System Coordinator	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
SCADA Technician	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>18.00</b>	<b>21.00</b>	<b>27.00</b>	<b>28.00</b>	<b>28.00</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>(0.77)</i>	<i>3.00</i>	<i>6.00</i>	<i>1.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>-4.10%</i>	<i>16.67%</i>	<i>28.57%</i>	<i>3.70%</i>	<i>0.00%</i>		



# PUBLIC WORKS & UTILITIES DEPARTMENT REVENUES & EXPENDITURES SUMMARY

## REVENUES

Revenues within the Public Works & Utilities Department are received as an allocation of services rendered, or charges for services to other funds/departments calculated based on time spent on capital projects, and number of employees per utility as well as collection of permit fees. These charges are expected to increase in the 2026 Budget. The decrease in interdepartmental revenue is anticipated from grant revenue to offset personnel costs that are not expected in 2026. Finally, an increase in planned revenue in this division is expected for permit fees in 2026.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	30,951	23,624	170,820	126,700	269,900	143,200	113.02%
Intergovt. Revenue	-	-	-	679,700	198,700	(481,000)	-70.77%
Charges for Goods & Svcs.	1,238,405	1,323,437	1,303,813	1,700,000	1,831,700	131,700	7.75%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	-	-	-	-	-	-	N/A
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 1,269,356</b>	<b>\$ 1,347,061</b>	<b>\$ 1,474,632</b>	<b>\$ 2,506,400</b>	<b>\$ 2,300,300</b>	<b>(206,100)</b>	<b>-8.22%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 320,211</i>	<i>\$ 77,705</i>	<i>\$ 127,571</i>	<i>\$ 1,031,768</i>			
<i>Change from Prior Year %</i>	<i>33.74%</i>	<i>6.12%</i>	<i>9.47%</i>	<i>69.97%</i>			

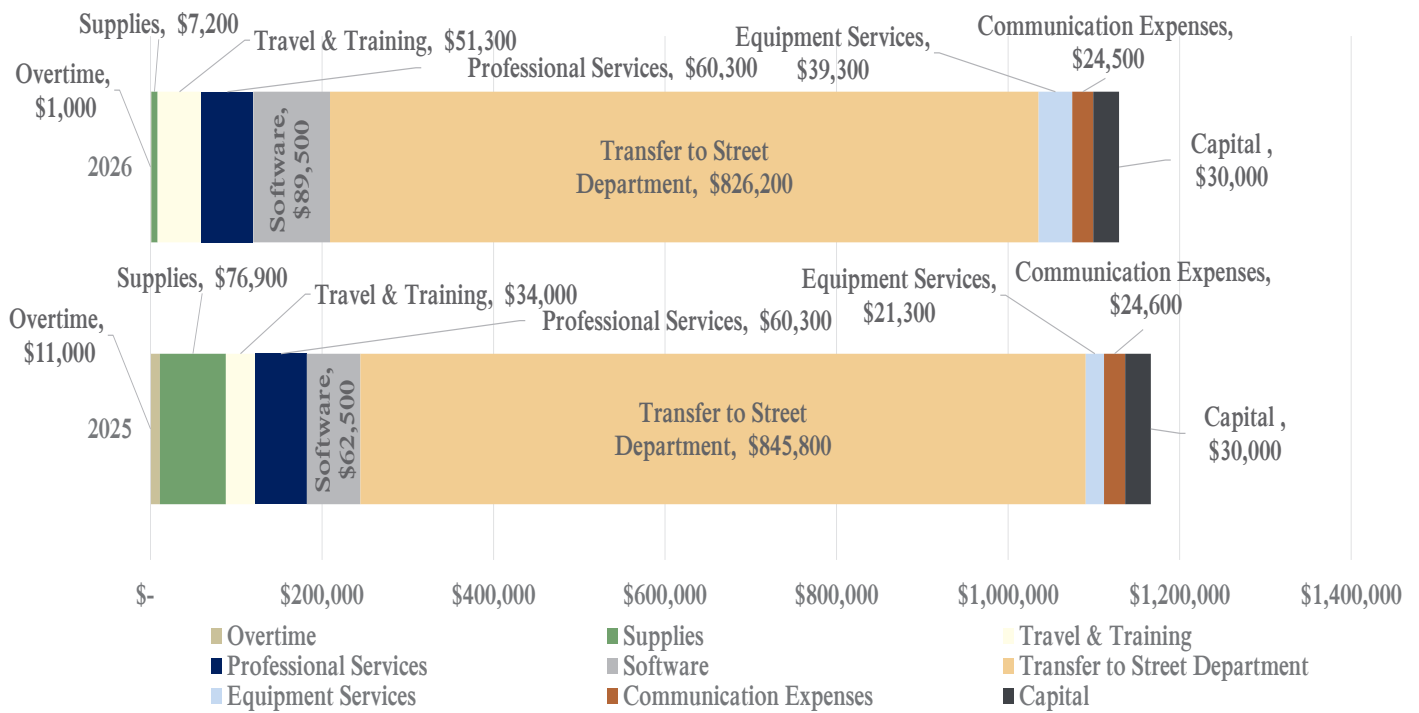
## EXPENDITURES

In 2026, the Public Works budget includes a reduction to the salaries and personnel benefits categories in this department resulting from grant funded positions that are not expected in 2026. The decrease in interfund services resulted from a reduction to the transfer to the Street fund for operations that was made possible by the additional 0.1% increase to transportation benefit district tax included in the Street fund. Additionally, increased costs also occurred as a result of centralizing operational spending for the City's Engineers into this department from corresponding utilities for better tracking and reporting of these expenses.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	BUDGET AMEND. #3	
						\$\$	%
Salaries and Wages	\$ 631,502	\$ 859,723	\$ 1,074,563	\$ 1,373,300	\$ 1,195,800	(177,500)	-12.93%
Personnel Benefits	255,073	335,964	382,953	506,900	393,700	(113,200)	-22.33%
Supplies	74,186	74,003	62,722	81,200	75,800	(5,400)	-6.65%
Other Services & Charges	248,380	289,002	219,326	230,400	287,200	56,800	24.65%
Intergovmt/Interfund Svcs	970,800	1,295,640	1,035,900	875,800	847,100	(28,700)	-3.28%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,179,941</b>	<b>\$ 2,854,332</b>	<b>\$ 2,775,464</b>	<b>\$ 3,067,600</b>	<b>\$ 2,799,600</b>	<b>(268,000)</b>	<b>-8.74%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 138,654</i>	<i>\$ 674,391</i>	<i>\$ (78,868)</i>	<i>\$ 292,136</i>			
<i>Change from Prior Year %</i>	<i>6.79%</i>	<i>30.94%</i>	<i>-2.76%</i>	<i>10.53%</i>			



# PUBLIC WORKS & UTILITIES COMMON EXPENDITURES COMPARISON



Professional Services include support for Auto CAD software and payments for Public Education and Government (PEG) Access fees for local stations.

Supplies include OSHA compliant gear and computer replacements.



# NON-DEPARTMENTAL SERVICES

The Non-Departmental section of the General Fund covers expenditures that cannot be linked to any specific department.

The following programs are included in this division:

- **Property Management:** This program includes expenditures (professional services, utility costs, insurance and taxes) related to unoccupied City-owned properties.
- **Debt Management:** This includes a transfer for principal and interest to the Debt Service fund for the Western Urban Growth Area.
- **Citywide Funding:** Funding received that is not specific to any one department or that is available for any purpose. Examples include grants received from the American Rescue Plan Act (ARPA) and remaining balances transferred from closed funds.

## NON-DEPARTMENTAL REVENUES & EXPENDITURES SUMMARY

### REVENUES

Revenue in the non-departmental division is generally one-time in nature that is also not specific to one City department. Examples include transfers of remaining balances that resulted from closed funds, grants that benefit Citywide budgets such as the American Rescue Plan Act (ARPA) funding received in 2021 through 2023. The City received a total of \$5.6 million in ARPA funding. ARPA funds are currently held in a liability account and will be transferred to this division when spending occurs. In 2026, ARPA funding is not planned in the budget, however, unspent obligated funds will carry from 2025 in the first amendment.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. #3	ADOPTED BUDGET	\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	1,199,527	1,148,763	2,072,117	467,900	-	(467,900)	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	-	-	-	-	-	-	N/A
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 1,199,527</b>	<b>\$ 1,148,763</b>	<b>\$ 2,072,117</b>	<b>\$ 467,900</b>	<b>\$ -</b>	<b>(467,900)</b>	<b>N/A</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 371,915</i>	<i>\$ (50,764)</i>	<i>\$ 923,354</i>	<i>\$ (1,604,217)</i>			
<i>Change from Prior Year %</i>	<i>44.94%</i>	<i>-4.23%</i>	<i>80.38%</i>	<i>-77.42%</i>			



## EXPENDITURES

The budgeted expenditures for 2026 are for liability insurance, utilities, and stormwater fees. The significant reduction in spending in 2026 will also occur due to reduced ARPA grant spending and the maturity of the City's LTGO bonds that were in support of utility improvements in the western urban growth area (WUGA) in 2025. In 2026, the General Fund will no longer carry debt.

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. #3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. #3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	1,263,215	1,068,955	947,007	805,300	622,100	(183,200)	-29.45%
Intergovmt/Interfund Svcs	175,900	42,000	1,902,400	260,100	-	(260,100)	-100.00%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,439,115</b>	<b>\$ 1,110,955</b>	<b>\$ 2,849,407</b>	<b>\$ 1,065,400</b>	<b>\$ 622,100</b>	<b>(443,300)</b>	<b>-71.26%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (727,394)</i>	<i>\$ (328,160)</i>	<i>\$ 1,738,452</i>	<i>\$ (1,784,007)</i>			
<i>Change from Prior Year %</i>	<i>-33.57%</i>	<i>-22.80%</i>	<i>156.48%</i>	<i>-62.61%</i>			



# SPECIAL REVENUE FUNDS

*Special Revenue Funds are governmental fund types used to account for and report the proceeds of specific resources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.*



# LODGING TAX FUND #101

## REVENUE & EXPENDITURE SUMMARY

**Description:** The Lodging Tax Fund accounts for 4% excise tax on lodging establishments to be used for tourism promotion, events, capital improvement or operations.

**Funding Source:** Revenues are generated from a 4% tax on all charges at hotels, motels, and similar lodging establishments. The total tax that local lodging establishments pay in combined retail sales tax is 10.6%. Over the last several years total revenue collection has increased year over year, with approximately \$1.4 million collected in 2025. Looking forward into 2026, the City has budgeted revenue collection in this fund conservatively in order to ensure the fund is not overburdened should reduced travel to the area occur as a result of changing economic conditions.

**Major Expenditures:** This fund provides support to agencies promoting Port Angeles as a tourism and destination area. The Lodging Tax resolution and policy amended in 2025 specifies that 20% of Lodging Tax expenditures must be related to capital projects, in addition to 5% held to build a capital reserve. City Council approved the amended Lodging Tax resolution to include the remaining 75% of estimated expenses must be utilized for tourism-related marketing and marketing and operations of tourism-related facilities owned or operated by non-profit organizations. This policy also states that the Lodging Tax fund balance will be maintained at 25% of planned expenses, that excess fund balance will be included in the budget for the following year and that \$200,000 in additional excess reserve will be held for emergency purposes for use upon recommendation of the committee.

Per State law a Lodging Tax Advisory Committee (LTAC) meets to recommend to Council how available revenue in this fund will be allocated. The LTAC met in November, 2025 and recommended spending to Council for the 2026 budget year. These recommendations were approved by City Council in December, 2025. The Lodging Tax budget will be updated to align with the approved recommendations in the first quarter of 2026.

### REVENUES

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ 1,146,408	\$ 1,327,203	\$ 1,358,360	\$ 1,030,000	\$ 1,145,400	115,400	11.20%
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(61,689)	67,046	78,022	30,500	27,400	(3,100)	-10.16%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 1,084,719</b>	<b>\$ 1,394,249</b>	<b>\$ 1,436,382</b>	<b>\$ 1,060,500</b>	<b>\$ 1,172,800</b>	<b>112,300</b>	<b>10.59%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 27,912</i>	<i>\$ 309,530</i>	<i>\$ 42,133</i>	<i>\$ (375,882)</i>			
<i>Change from Prior Year %</i>	<i>2.64%</i>	<i>28.54%</i>	<i>3.02%</i>	<i>-26.17%</i>			



## EXPENDITURES

Expenditures are directly linked to expected revenues and are allocated according to Council guidelines for each category. Individual or specific budget amounts are considered and recommended to Council for final approval by the Lodging Tax Advisory Committee each year. In the 2026 Budget reserves in excess of the 25% requirement in Financial Policies have also been included.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	483,808	638,590	1,066,650	1,262,200	1,470,500	208,300	16.50%
Intergovmt/Interfund Svcs	117,600	57,500	791,900	175,800	290,400	114,600	65.19%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	93	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 601,408</b>	<b>\$ 696,183</b>	<b>\$ 1,858,550</b>	<b>\$ 1,438,000</b>	<b>\$ 1,760,900</b>	<b>322,900</b>	<b>22.45%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 73,175</i>	<i>\$ 94,775</i>	<i>\$ 1,162,367</i>	<i>\$ (420,550)</i>			
<i>Change from Prior Year %</i>	<i>13.85%</i>	<i>15.76%</i>	<i>166.96%</i>	<i>-22.63%</i>			
<b>FUND BALANCE</b>	<b>\$1,307,750</b>	<b>\$2,005,816</b>	<b>\$1,583,649</b>	<b>\$1,206,149</b>	<b>\$618,049</b>		
<i>Change from Prior Yr. \$\$</i>	<i>\$483,311</i>	<i>\$698,066</i>	<i>(\$422,167)</i>	<i>(\$377,500)</i>	<i>(\$588,100)</i>		
<i>Change from Prior Year %</i>	<i>58.62%</i>	<i>53.38%</i>	<i>-21.05%</i>	<i>-23.84%</i>	<i>-48.76%</i>		



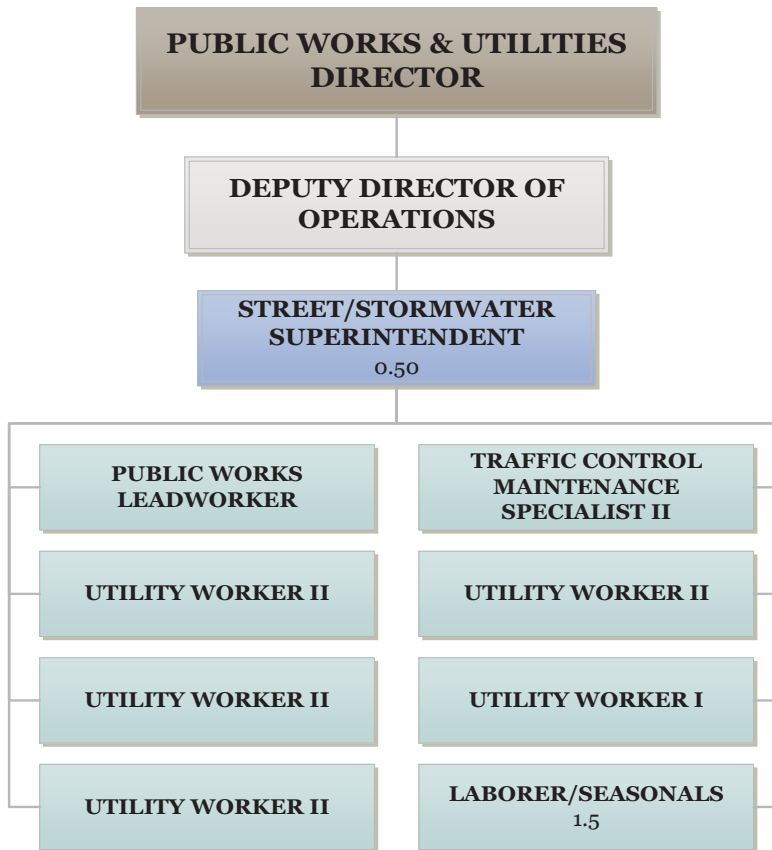
# STREET FUND SUMMARY #102

**Description:** The Street Fund is a special revenue fund that accounts for revenues and expenditures related to the operation and maintenance of all street facilities and infrastructure.

**Funding Source:** The primary revenue sources are state-levied gasoline taxes, as well as operational support from the General Fund. In addition, the Water, Wastewater, Stormwater, and Solid Waste Collection utilities are charged for work performed by the Street crews in support of those utilities. This includes work for brush clearing and pavement patches.

In September 2023, City Council passed an ordinance allowing the City to collect an additional 1/10 of 1% in Transportation Benefit District sales tax effective January 1, 2024. The additional tax will be used to offset the Street fund's operational and maintenance costs and is estimated to collect \$593,600 in 2026.

The remaining 2/10 of 1% of the Transportation Benefit District sales tax can only be used for capital projects in the City's Transportation Improvement Plan. As a result, these funds are tracked in a separate capital fund to ensure these revenues are used exclusively on capital street projects.



# STREET DIVISION



## Major Accomplishments in 2025

- During the 2024/2025 winter storm season we spread approximately 300 tons of sand and 40 tons of salt during a two shift around the clock storm response effort.
- Replaced over 192 Warning signs due to lack of retro-reflectivity or vehicle knockdowns.
- Painted countless crosswalk and curbs throughout the city.
- Performed approximately 40 asphalt and concrete repairs for the Water and Wastewater Divisions – Along with repaving Lincoln Park Loop for Parks Department.
- Performed an additional 275 tons of asphalt repairs to City streets and alleys.



# STREET FUND #102 PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	\$\$	%
Street/Stormwater Superintendent	0.50	0.50	0.50	0.50	0.50	0.00	0.00%
Leadworker	0.00	1.00	1.00	1.00	1.00	0.00	0.00%
Traffic Control Specialist II	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Utility Worker I/II	6.00	5.00	5.00	5.00	5.00	0.00	0.00%
Temporary/Seasonal	1.50	1.50	1.50	1.50	1.50	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>		



# STREET FUND #102 REVENUE & EXPENDITURE SUMMARY

## REVENUES

Revenue collection for the 0.1% transportation benefit district tax is expected to increase in 2026. Motor vehicle excise tax and interdepartmental revenue for work performed by the Street Department for utility funds are expected to be consistent with the 2025 budget. Additionally, as in prior years, the General Fund will continue to transfer funds to support streets in order to keep the fund balance at 25%. In 2026, this transfer will be \$817,100 which is a 2.3% decrease from the 2025 Budget.

REVENUE	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ 573,501	\$ 548,300	\$ 593,600	45,300	8.26%
Licenses & Permits	4,550	7,700	-	-	-	-	N/A
Intergovt. Revenue	398,222	400,046	384,564	397,000	400,300	3,300	0.83%
Charges for Goods & Svcs.	2,050	1,095	3,350	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	195,627	198,902	192,466	207,800	145,600	(62,200)	-29.93%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	1,024,800	1,259,640	1,056,900	995,800	967,100	(28,700)	-2.88%
<b>TOTAL REVENUE</b>	<b>\$ 1,625,249</b>	<b>\$ 1,867,383</b>	<b>\$ 2,210,781</b>	<b>\$ 2,148,900</b>	<b>\$ 2,106,600</b>	<b>(42,300)</b>	<b>-1.97%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (95,550)</i>	<i>\$ 242,134</i>	<i>\$ 343,398</i>	<i>\$ (61,881)</i>			
<i>Change from Prior Year %</i>	<i>-5.55%</i>	<i>14.90%</i>	<i>18.39%</i>	<i>-2.80%</i>			

## EXPENDITURES

Changes in expenditures resulted from increased employee costs in line with the approved bargaining agreements, equipment replacement costs and increases to update outdated sign manufacturing.

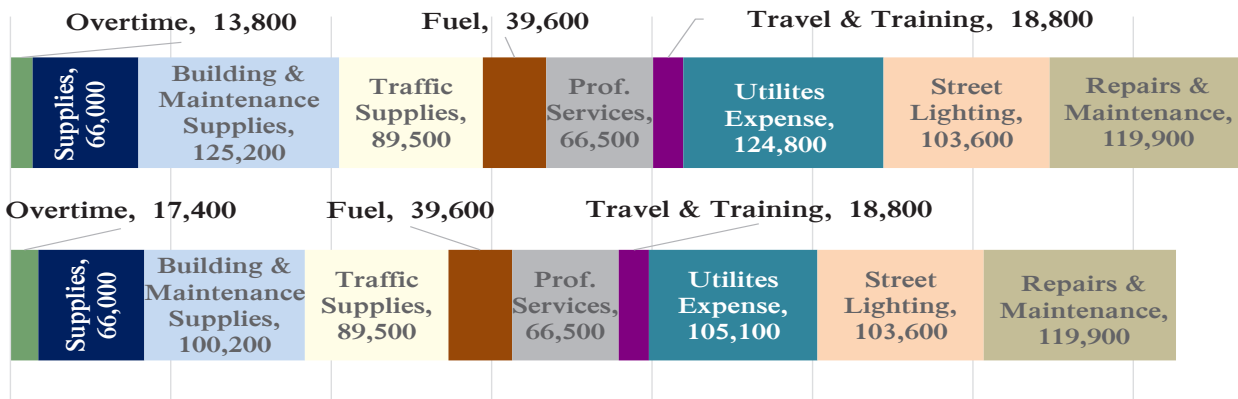
EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 651,966	\$ 677,117	\$ 720,572	\$ 825,600	\$ 841,900	16,300	1.97%
Personnel Benefits	196,095	225,245	238,536	243,600	228,900	(14,700)	-6.03%
Supplies	250,757	288,604	347,311	310,800	335,200	24,400	7.85%
Other Services & Charges	586,385	636,271	602,844	788,300	805,500	17,200	2.18%
Intergovmt/Interfund Svcs	25,000	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	26,010	67,923	67,420	41,900	41,900	-	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,736,213</b>	<b>\$ 1,895,160</b>	<b>\$ 1,976,683</b>	<b>\$ 2,210,200</b>	<b>\$ 2,253,400</b>	<b>43,200</b>	<b>1.95%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 261,820</i>	<i>\$ 238,775</i>	<i>\$ 240,470</i>	<i>\$ 315,040</i>			
<i>Change from Prior Year %</i>	<i>17.76%</i>	<i>14.42%</i>	<i>13.85%</i>	<i>16.62%</i>			

<b>FUND BALANCE</b>	<b>\$566,386</b>	<b>\$538,612</b>	<b>\$773,327</b>	<b>\$712,027</b>	<b>\$565,227</b>		
<i>Change from Prior Yr. \$\$</i>	<i>(\$110,962)</i>	<i>(\$27,774)</i>	<i>\$234,715</i>	<i>(\$61,300)</i>	<i>(\$146,800)</i>		
<i>Change from Prior Year %</i>	<i>-16.38%</i>	<i>-4.90%</i>	<i>43.58%</i>	<i>-7.93%</i>	<i>-20.62%</i>		



# STREET DIVISION COMMON EXPENDITURES COMPARISON



- Overtime
- Supplies
- Building & Maintenance Supplies
- Traffic Supplies
- Fuel
- Prof. Services
- Travel & Training
- Utilites Expense
- Street Lighting
- Repairs & Maintenance

Professional Services include budget to contract for bridge inspections and engineering assistance.



# PENCOM FUND #107 PERSONNEL SUMMARY

**Description:** The Peninsula Communications (PenCom) Fund was established in 1992 to account for revenues and expenditures related to emergency dispatch and records management services. The City is responsible for PenCom's operations and currently provides dispatch services for 17 agencies in Clallam County.

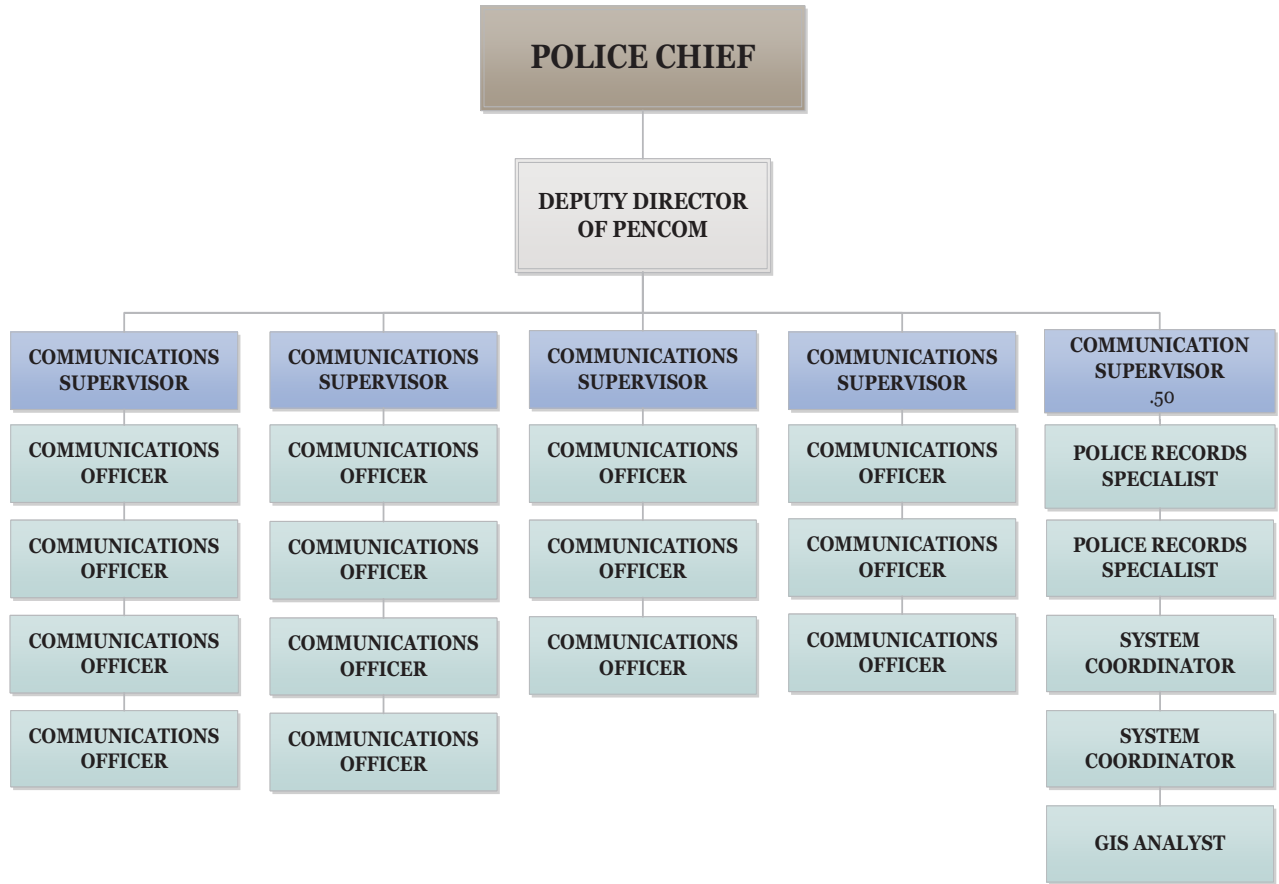
**Funding Sources:** Revenues include sales tax, a 911 phone tax, user fees from member agencies (including City user fees for Police and Fire), grants and interest income. In the years that PenCom makes capital purchases, sales tax revenue that is collected and held is used specifically for these purposes.

**Major Expenditures:** Salaries and benefits make up the majority of spending, along with maintenance contracts related to PenCom's software and hardware.

AUTHORIZED POSITIONS (FTE)	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Deputy Director of PenCom	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Communications Supervisor	4.50	4.50	4.50	4.50	4.50	0.00	0.00%
Communications Officer	16.00	16.00	14.00	14.00	14.00	0.00	0.00%
System Coordinator	2.00	2.00	2.00	2.00	2.00	0.00	0.00%
Police Records Specialist	1.00	1.00	2.00	2.00	2.00	0.00	0.00%
GIS Analyst	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>24.50</b>	<b>24.50</b>	<b>24.50</b>	<b>24.50</b>	<b>24.50</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	0.00	0.00	0.00	0.00	0.00		
<i>Change from Prior Year %</i>	0.00	0.00	0.00	0.00	0.00		



# PENCOM



# PENCOM FUND #107

## REVENUE & EXPENDITURES SUMMARY

### REVENUES

Revenue in this fund includes county-wide 911 sales tax, a 9-1-1 telephone tax as well as collection of user fees from all agencies that utilize the 911 system. The increase in revenue as compared to the 2025 Budget is due to anticipated user fee charges and expected increases for 911 sales and telephone tax collection. Changes also occurred to the categorization of certain revenues.

REVENUE	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	3,419,380	3,812,455	3,560,503	3,840,100	2,553,100	(1,287,000)	-33.51%
Charges for Goods & Svcs.	426,100	478,300	457,400	513,900	1,825,700	1,311,800	255.26%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(101,314)	54,883	58,354	25,700	1,500	(24,200)	-94.16%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 3,744,166</b>	<b>\$ 4,345,638</b>	<b>\$ 4,076,257</b>	<b>\$ 4,379,700</b>	<b>\$ 4,380,300</b>	<b>600</b>	<b>0.01%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 222,673</i>	<i>\$ 601,472</i>	<i>\$ (269,381)</i>	<i>\$ 303,443</i>			
<i>Change from Prior Year %</i>	<i>6.32%</i>	<i>16.06%</i>	<i>-6.20%</i>	<i>7.44%</i>			

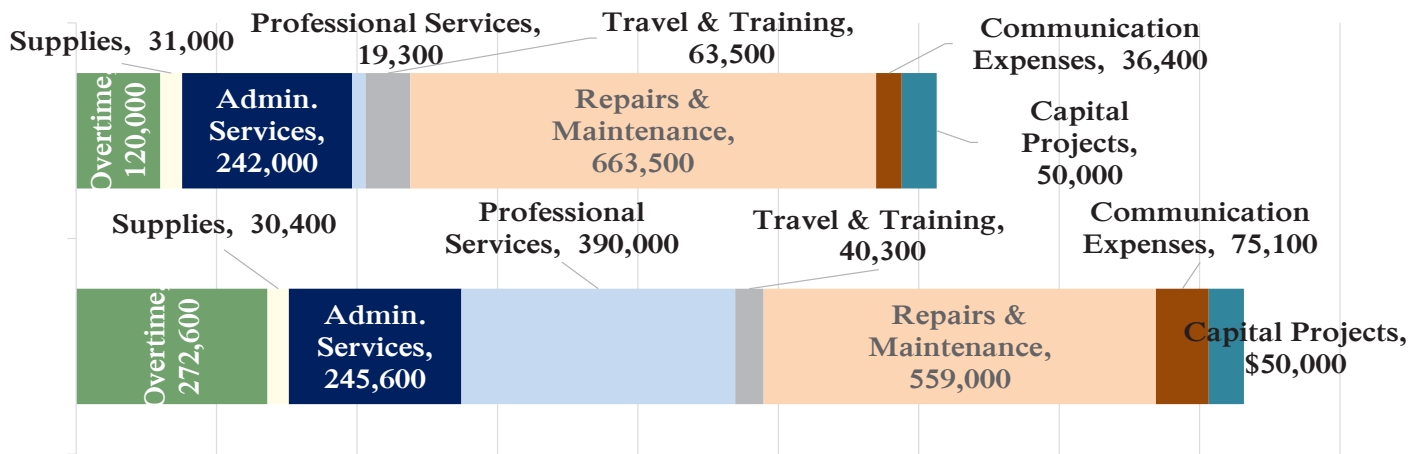
### EXPENDITURES

The changes in expenditures in the 2026 Budget are due to spending that occurred in 2025 for overtime, software and equipment needs and temporary staffing due to extremely low staffing levels in this fund that are not expected in 2026.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 2,118,886	\$ 2,354,286	\$ 2,357,956	\$ 2,487,600	\$ 2,427,900	(59,700)	-2.40%
Personnel Benefits	707,695	810,127	806,819	940,100	896,300	(43,800)	-4.66%
Supplies	27,320	36,629	38,306	30,400	31,000	600	1.97%
Other Services & Charges	875,717	966,649	928,007	1,419,300	1,141,900	(277,400)	-19.54%
Intergovmt/Interfund Svcs	54,900	440,000	163,098	325,500	-	(325,500)	N/A
Capital Outlay	-	-	-	50,000	50,000	-	0.00%
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	(21)	11,152	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,784,497</b>	<b>\$ 4,618,843</b>	<b>\$ 4,294,186</b>	<b>\$ 5,252,900</b>	<b>\$ 4,547,100</b>	<b>(705,800)</b>	<b>-13.44%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 597,968</i>	<i>\$ 834,346</i>	<i>\$ (324,657)</i>	<i>\$ 958,714</i>			
<i>Change from Prior Year %</i>	<i>18.77%</i>	<i>22.05%</i>	<i>-7.03%</i>	<i>22.33%</i>			
<b>FUND BALANCE</b>	<b>\$2,070,242</b>	<b>\$1,797,033</b>	<b>\$1,579,106</b>	<b>\$705,906</b>	<b>\$539,106</b>		
<i>Change from Prior Yr. \$\$</i>	<i>\$83,420</i>	<i>(\$273,209)</i>	<i>(\$217,927)</i>	<i>(\$873,200)</i>	<i>(\$166,800)</i>		
<i>Change from Prior Year %</i>	<i>4.20%</i>	<i>-13.20%</i>	<i>-12.13%</i>	<i>-55.30%</i>	<i>-23.63%</i>		



# PENCOM FUND COMMON EXPENDITURES COMPARISON



- Overtime
- Admin. Services
- Professional Services
- Travel & Training
- Repairs & Maintenance
- Communication Expenses
- Capital Projects
- Supplies

- Administrative Services include costs associated with work performed on behalf of PenCom by General Fund and Information Services staff.
- Professional Services include contracts for testing associated with hiring.
- Repairs and Maintenance include payments for the dispatch systems and operating computer yearly maintenance.



# BUSINESS IMPROVEMENT AREA FUND #165 REVENUE & EXPENDITURES SUMMARY

**Description:** The Business Improvement Area Fund tracks and records revenues collected from billing businesses in the downtown district for parking and downtown improvements.

**Funding Sources:** Revenues received from businesses in the downtown district.

**Major Expenditures:** In 2024, City Council approved a contract with the Downtown Waterfront District for administration of these funds. Expected revenues will be passed to the District for enhancements in the business improvement area.

## REVENUES

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	235	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	32,380	31,196	32,303	44,300	43,600	(700)	-1.58%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 32,615</b>	<b>\$ 31,196</b>	<b>\$ 32,303</b>	<b>\$ 44,300</b>	<b>\$ 43,600</b>	<b>(700)</b>	<b>-1.58%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 16,205</i>	<i>\$ (1,419)</i>	<i>\$ 1,107</i>	<i>\$ 11,997</i>			
<i>Change from Prior Year %</i>	<i>98.75%</i>	<i>-4.35%</i>	<i>3.55%</i>	<i>37.14%</i>			

## EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	9,000	17,573	3,000	132,000	43,600	(88,400)	-66.97%
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,000</b>	<b>\$ 17,573</b>	<b>\$ 3,000</b>	<b>\$ 132,000</b>	<b>\$ 43,600</b>	<b>(88,400)</b>	<b>-66.97%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 5,000</i>	<i>\$ 8,573</i>	<i>\$ (14,573)</i>	<i>\$ 129,000</i>			
<i>Change from Prior Year %</i>	<i>125.00%</i>	<i>95.26%</i>	<i>-82.93%</i>	<i>4300.00%</i>			
<b>FUND BALANCE</b>	<b>\$64,671</b>	<b>\$78,294</b>	<b>\$107,597</b>	<b>\$19,897</b>	<b>\$19,897</b>		
<i>Change from Prior Yr. \$\$</i>	<i>\$23,616</i>	<i>\$13,623</i>	<i>\$29,303</i>	<i>(\$87,700)</i>	<i>\$0</i>		
<i>Change from Prior Year %</i>	<i>57.52%</i>	<i>21.07%</i>	<i>37.43%</i>	<i>-81.51%</i>	<i>0.00%</i>		



# PORT ANGELES HOUSING REHABILITATION FUND #172

## REVENUE & EXPENDITURE SUMMARY

**Description:** The Port Angeles Housing Rehabilitation Fund administers home improvement loans for low-income individuals. These funds are from a Community Development Block Grant (CDBG) and are used to rehabilitate and build low income housing in the City. This fund is also used to track and administer funding received for Affordable Housing.

**Funding Source:** Revenue collected includes repayment of low-income housing loans and an Affordable Housing tax of 0.10% that took effect April 1, 2020, as well as a sales tax credit to be used for affordable housing. Major changes as compared to 2025 include expected increases to affordable housing tax collection.

**Major Expenditures:** Major changes in expenditures as compared to 2025, include increases for grants that are provided in support of increased affordable housing. Additionally, there is a budgeted transfer of \$110,100 to fund the Housing Administrator position in the Community & Economic Development Department utilizing the Affordable Housing tax collection and a \$50,000 transfer to the General Fund for facade grants offset by the re-payment of CDBG loans.

### REVENUES

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ 627,404	\$ 639,034	\$ 632,134	\$ 588,500	\$ 632,200	43,700	7.43%
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	372,199	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	291,574	80,797	110,657	49,900	57,100	7,200	14.43%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 918,978</b>	<b>\$ 1,092,030</b>	<b>\$ 742,791</b>	<b>\$ 638,400</b>	<b>\$ 689,300</b>	<b>50,900</b>	<b>7.97%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 219,766</i>	<i>\$ 173,052</i>	<i>\$ (349,239)</i>	<i>\$ (104,391)</i>			
<i>Change from Prior Year %</i>	<i>31.43%</i>	<i>18.83%</i>	<i>-31.98%</i>	<i>-14.05%</i>			

### EXPENDITURES

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	106,104	495,000	841,000	346,000	69.90%
Intergovmt/Interfund Svcs	200,000	545,608	179,502	110,700	160,100	49,400	44.63%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 200,000</b>	<b>\$ 545,608</b>	<b>\$ 285,606</b>	<b>\$ 605,700</b>	<b>\$ 1,001,100</b>	<b>395,400</b>	<b>65.28%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (312,641)</i>	<i>\$ 345,608</i>	<i>\$ (260,002)</i>	<i>\$ 320,094</i>			
<i>Change from Prior Year %</i>	<i>-60.99%</i>	<i>172.80%</i>	<i>-47.65%</i>	<i>112.08%</i>			
<b>FUND BALANCE</b>	<b>\$1,842,620</b>	<b>\$2,389,043</b>	<b>\$2,846,227</b>	<b>\$2,878,927</b>	<b>\$2,567,127</b>	<b>(\$311,800)</b>	<b>-10.83%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$718,980</i>	<i>\$546,423</i>	<i>\$457,184</i>	<i>\$32,700</i>			
<i>Change from Prior Year %</i>	<i>63.99%</i>	<i>29.65%</i>	<i>19.14%</i>	<i>1.15%</i>			

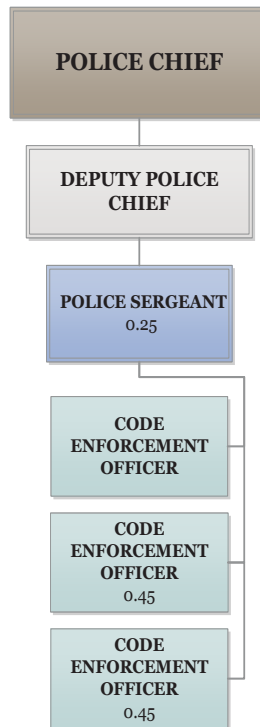


# CODE COMPLIANCE FUND SUMMARY #175

**Description:** The Code Compliance Fund accounts for costs associated with enforcing City Code; including administration, operations and other expenses incurred as part of compliance efforts. This fund also accounts for blighted property acquisition.

**Funding Source:** For transparency and ease of tracking, the Code Compliance Fund includes all costs associated with Code Enforcement as well as those costs associated with the purchase and sale of blighted properties. Initial funding for blighted properties was transferred from the General Fund in the amount of \$50,000. Transfers from the General Fund will continue to occur to support the cost of Officers and other code enforcement needs. Additionally, fines, fees or penalties collected from Code Enforcement processes will also be tracked in this fund.

**Major Expenditures:** Expenses in this fund include costs associated with citywide code enforcement, including personnel costs. This fund also tracks property purchased or expenses related to blighted properties.



## CODE COMPLIANCE FUND #175 PERSONNEL SUMMARY

AUTHORIZED POSITIONS (FTE)	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	\$\$	%
Code Enforcement Officer	1.90	1.90	1.90	2.00	2.00	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>1.90</b>	<b>1.90</b>	<b>1.90</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	0.00	0.00	0.00	0.10	0.00		
<i>Change from Prior Year %</i>	0.0%	0.0%	0.0%	5.3%	0.0%		



# CODE COMPLIANCE FUND #175 REVENUE & EXPENDITURE SUMMARY

## REVENUES

Revenues include a transfer from the General Fund.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	1,750	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(326)	131	155	600	1,600	1,000	166.67%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	145,793	206,444	199,659	256,500	333,100	76,600	29.86%
<b>TOTAL REVENUE</b>	<b>\$ 145,467</b>	<b>\$ 206,575</b>	<b>\$ 201,564</b>	<b>\$ 257,100</b>	<b>\$ 334,700</b>	<b>77,600</b>	<b>30.18%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 145,782</i>	<i>\$ 61,108</i>	<i>\$ (5,011)</i>	<i>\$ 55,536</i>			
<i>Change from Prior Year %</i>	<i>-46280.00%</i>	<i>42.01%</i>	<i>-2.43%</i>	<i>27.55%</i>			

## EXPENDITURES

The Code Enforcement personnel costs include 25% of one Police Sergeant that supervises the Code Enforcement Officers. The 2026 Budget also includes two full-time Code Enforcement Officers as well as supplies and vehicle expenses for this division.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 81,888	\$ 127,382	\$ 124,100	\$ 148,000	\$ 187,300	39,300	26.55%
Personnel Benefits	41,812	60,905	55,140	53,000	87,500	34,500	65.09%
Supplies	-	400	1,327	5,400	6,900	1,500	27.78%
Other Services & Charges	4,903	17,758	18,975	52,300	53,000	700	1.34%
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 128,603</b>	<b>\$ 206,445</b>	<b>\$ 199,542</b>	<b>\$ 258,700</b>	<b>\$ 334,700</b>	<b>76,000</b>	<b>29.38%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 128,277</i>	<i>\$ 77,842</i>	<i>\$ (6,903)</i>	<i>\$ 59,158</i>			
<i>Change from Prior Year %</i>	<i>39348.77%</i>	<i>60.53%</i>	<i>-3.34%</i>	<i>29.65%</i>			
<b>FUND BALANCE</b>	<b>\$56,285</b>	<b>\$56,416</b>	<b>\$58,438</b>	<b>\$56,838</b>	<b>\$56,838</b>		
<i>Change from Prior Yr. \$\$</i>	<i>\$16,864</i>	<i>\$131</i>	<i>\$2,022</i>	<i>(\$1,600)</i>	<i>\$0</i>		
<i>Change from Prior Year %</i>	<i>42.78%</i>	<i>0.23%</i>	<i>3.58%</i>	<i>-2.74%</i>	<i>0.00%</i>		



# CLOSED SPECIAL REVENUE FUNDS REAL ESTATE EXCISE TAX #1 FUND #105 REVENUE & EXPENDITURE SUMMARY

**Description:** The Real Estate Excise Tax (REET) #1 Fund accounts for the proceeds of the first of two 0.25% real estate excise taxes distributed to the City. According to state law, REET funds shall be used solely for financing capital projects specified in a capital facilities plan (CFP) element of the Comprehensive Plan. In 2025, this fund was re-classified as a Capital fund and was closed. All funds were moved to fund #320 Real Estate Excise Tax.

**Funding Source:** The real estate excise tax is levied on all sales of real estate within the City limits.

## REVENUES

REVENUE	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ 463,575	\$ 380,887	\$ 384,453	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(74,550)	34,058	25,108	-	-	-	N/S
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 389,025</b>	<b>\$ 414,945</b>	<b>\$ 409,561</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>N/A</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (166,692)</i>	<i>\$ 25,920</i>	<i>\$ (5,384)</i>	<i>\$ (409,561)</i>			
<i>Change from Prior Year %</i>	<i>-30.00%</i>	<i>6.66%</i>	<i>-1.30%</i>	<i>-100.00%</i>			

## EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	355,200	900,600	742,800	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 355,200</b>	<b>\$ 900,600</b>	<b>\$ 742,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>N/A</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (262,600)</i>	<i>\$ 545,400</i>	<i>\$ (157,800)</i>	<i>\$ (742,800)</i>			
<i>Change from Prior Year %</i>	<i>-42.51%</i>	<i>153.55%</i>	<i>-17.52%</i>	<i>-100.00%</i>			
<b>FUND BALANCE</b>	<b>\$1,082,076</b>	<b>\$596,421</b>	<b>\$263,182</b>	<b>\$263,182</b>	<b>\$263,182</b>		
<i>Change from Prior Yr. \$\$</i>	<i>\$33,825</i>	<i>(\$485,655)</i>	<i>(\$333,239)</i>	<i>\$0</i>	<i>\$0</i>		
<i>Change from Prior Year %</i>	<i>3.23%</i>	<i>-44.88%</i>	<i>-55.87%</i>	<i>0.00%</i>	<i>0.00%</i>		



# CLOSED SPECIAL REVENUE FUNDS REAL ESTATE EXCISE TAX #2 FUND #160 REVENUE & EXPENDITURE SUMMARY

**Description:** The Real Estate Excise Tax (REET) #2 Fund accounts for the proceeds of the second of two 0.25% real estate excise taxes distributed to the City. REET #2 funds are more restrictive and can only be used for public works projects related to transportation, water systems, storm and sanitary sewer systems, and park improvements. Projects must be specified in a Capital Facilities Plan (CFP). In 2025, this fund was re-classified as a Capital fund and was closed. All funds were moved to fund #322 Real Estate Excise Tax.

**Funding Source:** The real estate excise tax is levied on all sales of real estate within the City limits.

## REVENUES

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ 463,575	\$ 380,887	\$ 384,453	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(61,779)	16,189	8,609	-	-	-	N/A
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 401,796</b>	<b>\$ 397,076</b>	<b>\$ 393,062</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>N/A</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (153,829)</i>	<i>\$ (4,720)</i>	<i>\$ (4,014)</i>	<i>\$ (393,062)</i>			
<i>Change from Prior Year %</i>	<i>-27.69%</i>	<i>-1.17%</i>	<i>-1.01%</i>	<i>-100.00%</i>			

## EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	512,000	1,076,300	180,000	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 512,000</b>	<b>\$ 1,076,300</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>N/A</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (408,422)</i>	<i>\$ 564,300</i>	<i>\$ (896,300)</i>	<i>\$ (180,000)</i>			
<i>Change from Prior Year %</i>	<i>-44.37%</i>	<i>110.21%</i>	<i>-83.28%</i>	<i>-100.00%</i>			
<b>FUND BALANCE</b>	<b>\$773,723</b>	<b>\$94,499</b>	<b>\$307,561</b>	<b>\$307,561</b>	<b>\$307,561</b>		
<i>Change from Prior Yr. \$\$</i>	<i>(\$110,204)</i>	<i>(\$679,224)</i>	<i>\$213,062</i>	<i>\$0</i>	<i>\$0</i>		
<i>Change from Prior Year %</i>	<i>-12.47%</i>	<i>-87.79%</i>	<i>225.46%</i>	<i>0.00%</i>	<i>0.00%</i>		



# DEBT SERVICE FUNDS

*Debt Service Funds* are governmental fund types used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

*General obligation (G.O.) bonds* are those for which the full faith and credit of the City are pledged. They are payable from taxes or other revenue sources.

*Debt service funds include unlimited (voted) and limited (councilmanic) tax obligation bonds.*



# DEBT SERVICE FUNDS REVENUE & EXPENDITURE SUMMARY

## Debt Service Funds

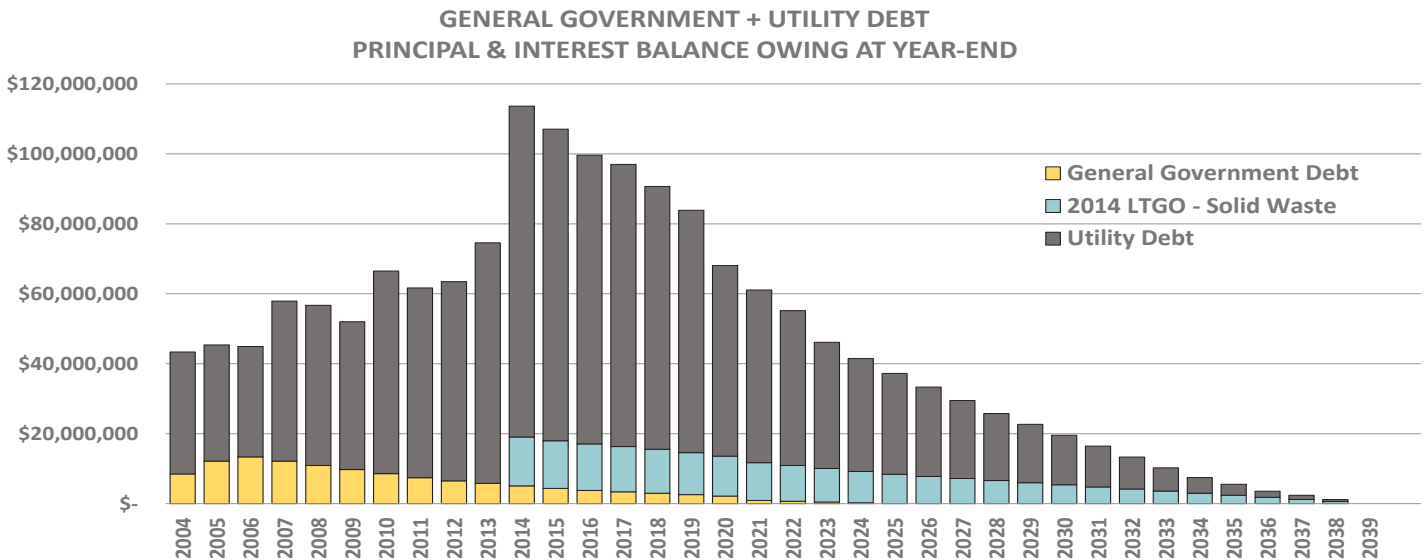
The City's remaining councilmanic General Obligation Bonds reported in debt service funds matured in 2025 and are reported as closed debt service funds.

Under RCW 39.36.020(2), the public may vote to approve bond issues for general government in an amount not to exceed 2.5% of the assessed valuation. Within this 2.5% limit, the City Council may approve bond issues not to exceed 1.5% of the City's assessed valuation. The City's remaining debt capacity for general purposes within the 2.5% limit is projected at \$80.9 million (as of January 1, 2025). All voted bonds require a 60% majority approval and to validate the election, the total votes cast must equal at least 40% of the total votes cast in the last general election.

Debt service for voted bond issues are funded with special property tax levies. Currently there are no outstanding voted bond issues. Debt Service for Councilmanic bond issues are funded through regular property taxes and by interfund transfers.

The City's current General Obligation bond rating with Moody's Investors Service is Aa3. A bond rating is a letter-based credit scoring system used to judge the quality and credit worthiness of a bond. The higher a bond's rating, the lower the interest rate it will carry. The City's current rating is considered high quality and subject to low credit risk.

This section of the budget only shows debt associated with General Obligation Bonds. However, the City also carries debt in each of its utility funds. This debt is in the form of bonds and loans. The image shown below demonstrates the total amount that the City carries by type and maturity date. If no new debt is issued, the City will be debt free in 2039.



# CLOSED DEBT

## 2014 L.T.G.O. BOND FUND #216 & 2015 L.T.G.O. BOND FUND #217

**Description:** The 2014 LTGO bonds were issued to finance a portion of the costs associated with improving and stabilizing the Port Angeles Landfill Bluff. This \$8,275,000 bond was issued in 2014 and will mature in 2039. Payment of this debt has been moved directly to Solid Waste Utility Fund.

The 2015 LTGO bonds were the result of the refunding of the 2005 LTGO bonds and were for the installation of utilities in the Western Urban Growth Area (WUGA), an area designated for annexation into the City. These bonds matured in 2025. Remaining fund balance will be transferred to the General Fund, and the Electric, Water and Wastewater funds.

### REVENUES

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET		ADOPTED	BUDGET AMEND. 3
					BUDGET	\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(21,539)	2,110	2,152	2,000	-	(2,000)	-100.00%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	828,800	232,200	234,100	233,000	-	(233,000)	-100.00%
<b>TOTAL REVENUE</b>	<b>\$ 807,261</b>	<b>\$ 234,310</b>	<b>\$ 236,252</b>	<b>\$ 235,000</b>	<b>\$ -</b>	<b>(235,000)</b>	<b>-100.00%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 572,223</i>	<i>\$ (572,951)</i>	<i>\$ 1,942</i>	<i>\$ (1,252)</i>			
<i>Change from Prior Year %</i>	<i>243.46%</i>	<i>-70.97%</i>	<i>0.83%</i>	<i>-0.53%</i>			

### EXPENDITURES

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET		ADOPTED	BUDGET AMEND. 3
					BUDGET	\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	300	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	156,692	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	494,000	215,000	222,000	227,000	-	(227,000)	-100.00%
Debt Service: Interest	334,510	17,198	11,629	5,900	-	(5,900)	-100.00%
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 828,810</b>	<b>\$ 388,890</b>	<b>\$ 233,629</b>	<b>\$ 232,900</b>	<b>\$ -</b>	<b>(232,900)</b>	<b>-100.00%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 593,838</i>	<i>\$ (439,920)</i>	<i>\$ (155,261)</i>	<i>\$ (729)</i>			
<i>Change from Prior Year %</i>	<i>252.73%</i>	<i>-53.08%</i>	<i>-39.92%</i>	<i>-0.31%</i>			
<b>FUND BALANCE</b>	<b>\$ 149,496</b>	<b>\$ 16,888</b>	<b>\$ 19,510</b>	<b>\$ 21,610</b>	<b>\$ -</b>		
<i>Change from Prior Yr. \$\$</i>	<i>\$ 135,143</i>	<i>\$ (132,608)</i>	<i>\$ 2,622</i>	<i>\$ 2,100</i>	<i>\$ (21,610)</i>		
<i>Change from Prior Year %</i>	<i>941.57%</i>	<i>-88.70%</i>	<i>15.53%</i>	<i>10.76%</i>	<i>-100.00%</i>		





# ENTERPRISE FUNDS

*Enterprise Funds are proprietary fund types used to account for activities for which a fee is charged to external users for goods or services. The fees charged recover the full cost of providing goods and services. The activities are financed in a manner similar to private business enterprise.*



# UTILITIES AT A GLANCE

## GENERAL DATA

Number of Households Served	10,466
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## ELECTRIC

Number of Substations	7
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## WATER

Ranney Well System minimum yield	11 million gallons
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Customers outside of City limits	58
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## WASTEWATER

Number of Pump Stations	17
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Acres sewer system serves	3,700
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Number of gallons rated per day	10.8 million
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Number of gallons the peak flow storage tank holds	4.9 million
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## SOLID WASTE

Collection offered	Weekly/Bi-weekly
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Recycling Program participation	80%
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Curbside yardwaste participation	50%
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Regional Transfer Stations	2
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## STORMWATER

Natural Acting systems; including the use of rain gardens.	
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# ENTERPRISE FUNDS

## Description

Enterprise Funds are used to account for the acquisition, operation, and maintenance of City facilities and services that are intended to be entirely or predominately self-supported from user charges. Operations are accounted for in such a manner as to show a profit or loss on a basis comparable with industries in the private sector. The City operates seven funds in this manner: Electric, Electric Conservation, Water, Wastewater, Solid Waste, Stormwater, and Medic I.

## Budget Basis of Accounting

The City uses the modified accrual basis in preparing Enterprise Fund budgets. This allows budgets for debt service and capital expenditures to be included on the income and expense part of the budget. For financial reporting, the City is using the accrual basis of accounting and both capital and debt are reported on the Statement of Net Position.

Revenues and expenses are recognized at the time they occur. For example, when homeowners use electricity or water, the City records the revenue when the meters are read and consumption is calculated, not when the customer pays the utility bill. Similarly, the City reports expenses when a service is performed or an item is purchased, not when the City pays the invoice.

## Cash Balances

Enterprise Funds are managed differently than general governmental services. The management of these funds is not focused on line items of revenue and expenses, but rather the "bottom line" of whether expenses are supported by revenues. Instead of fund balance, the City is using cash balance and working capital to evaluate these funds. By including capital expenditures and debt service payments in the reconciliation of these funds, both cash balance and working capital are more meaningful than the fund balance.

A City, unlike private sector enterprises, cannot make a profit. Expenses and revenues should balance. However, cash reserves should accumulate to a level sufficient for three purposes:

1. To provide a cushion, or a contingency, for unforeseen needs and emergencies (similar to fund balances in governmental funds);

2. To provide adequate security for long-term debt; and
3. To allow for a capital development program that reduces the need for borrowing.

## Allocations Definitions

All allocations are calculated based on personnel hours provided by various departments for utility activities. Allocated staff hours are either tracked through work orders or are calculated based on actual activities, for example:

- Accounts Payable/Receivable - number of invoices for accounts
- Management function - number of employees
- Treasury function - utility cash balances
- Customer Service - number of accounts/utility rates.

**Administrative Charges** - Services provided by City Council, City Manager, Finance Administration, Accounting, Customer Service, Legal, postage, and Facility Maintenance divisions are included in administrative charges and calculated through the allocation process.

**Equipment Services** - Equipment Services are internal charges to various departments and divisions based on equipment replacement needs and equipment repairs. Fuel usage is charged directly to departments. There are five components to the departmental charges:

1. **Monthly usage fee** - a fee based on the vehicle type.
2. **Fuel charges** - the inventory cost plus overhead for fuel pumped on site at the City's Corporation Yard and/or actual cost plus overhead for fuel pumped off site.
3. **Repair charges** - parts inventory costs and a set rate for labor hours, including overhead on both.
4. **Outside repair charges** - the actual cost of the repairs plus a handling percentage.
5. **Replacement charges** - calculated based on each department/division's regularly used equipment, the life of the equipment, replacement value and available reserves.



Additional charges may occur if equipment purchases are made outside of the equipment replacement schedule. Replacement reserves are monitored regularly.

**Public Works Administrative Charges** - based on the number of employees and tasks in each fund supported by Engineering.

**Information Services Charges** - Departments/divisions are charged by Information Services, an Internal Service Fund, based on a number of different factors including telephone usage, server usage and storage, help desk requests, system and equipment maintenance, computers, devices, and other information services.

### **Salary and benefit changes**

In the 2026 Budget, the following changes were assumed:

- A cost of living adjustment (COLA) of 2.7% is included for represented employees in accordance with each bargaining groups contract. Additionally, two of these contracts also included salary adjustments to align positions with comparable cities as part of a salary survey completed in 2024. Additionally, a 2.7% COLA has been anticipated for one collective bargaining group that has not yet completed negotiations for the 2026 year.
- A 10.0% increase of medical coverage which includes a 2.0% discount for participation in the Wellness Program.
- A 10.0% increase for dental and vision coverage.

### **Utility Rates**

Enterprise funds represent more than half of the City's budget. The most significant issue affecting Enterprise Funds is to ensure that these funds are self-supporting and maintain adequate cash balances to cover operating costs, debt service, capital transfers, repairs and replacements. While most of the enterprise funds are self-supporting and maintain adequate cash reserves, rate adjustments are needed periodically to ensure this condition continues. Medic I requires General Fund support to operate.

Early in 2019, City Council, staff, citizens, and the Utility Advisory Committee spent several months reviewing the City's methodologies for all utilities. These methodologies were then approved by Council for use in the rate setting. These methodologies were designed to set rates that were fair, equitable and affordable.

The rates for the Electric, Solid Waste Transfer Station and Collections, and Medic 1 utilities expired on December 31, 2025. Rate proposals for each of these utilities were presented to the Utility Advisory Committee (UAC) and City Council in the fall of 2025 for consideration and approval effective January 1, 2026 for all utilities except Electric. The electric rates will change effective June 1, 2026. Adjustments in 2026 include a 13.5% increase to Electric residential rates and an average of 12.2% for commercial rates. Solid Waste Collection rates will increase 14.4% for residential customers and an average increase of 16.2% for commercial customers. Solid Waste Transfer Station rates will increase 8.3% for residential customers and an average increase of 12.2% for commercial customers. No changes are planned to the transfer station surcharge rate in 2026. Finally, the Medic 1 utility will see an 18.5% increase for residential customers and a 17.0% increase for commercial customers.

Additionally, in an effort to keep rates as affordable as possible for citizens all utility fund budgets are given a high level of scrutiny to ensure costs are as efficient as possible.

### **Affordability Index**

The City updated its Affordability Index in 2024 to determine whether rates charged in Port Angeles are affordable to our citizens when compared to cities similar in size and structure to Port Angeles. Sixteen cities were selected and compared to Port Angeles. The results of which showed that on average annual household costs in Port Angeles were the third lowest of the sixteen comparable cities, however the median household income level in Port Angeles is 33.3% lower than in comparable cities. This showed that while Port Angeles rates are low, residents have a very limited ability to support increases based on income levels.

Please refer to Appendix B to view the complete 2024 Affordability Index.



# ELECTRIC UTILITY FUND #401

**Description:** The Electric Fund accounts for activities related to the provision of electric services to City residents and businesses and industrial customers. All activities necessary to provide such services, including administration, operations and maintenance, capital improvements, financing, and related debt service are accounted for in this fund.

**The Power Resources** division negotiates contracts with Bonneville Power Association (BPA), and the City’s industrial customer, and oversees conservation efforts although conservation revenues and expenditures are tracked in the Conservation fund.

**The Electric Engineering** division works to streamline permitting and oversees projects and other distribution upgrades, replacements and repairs.

**Services:**

- Electric delivery and transmission for Commercial, Industrial, and Residential customers
- Meter installations and repairs
- Emergency response

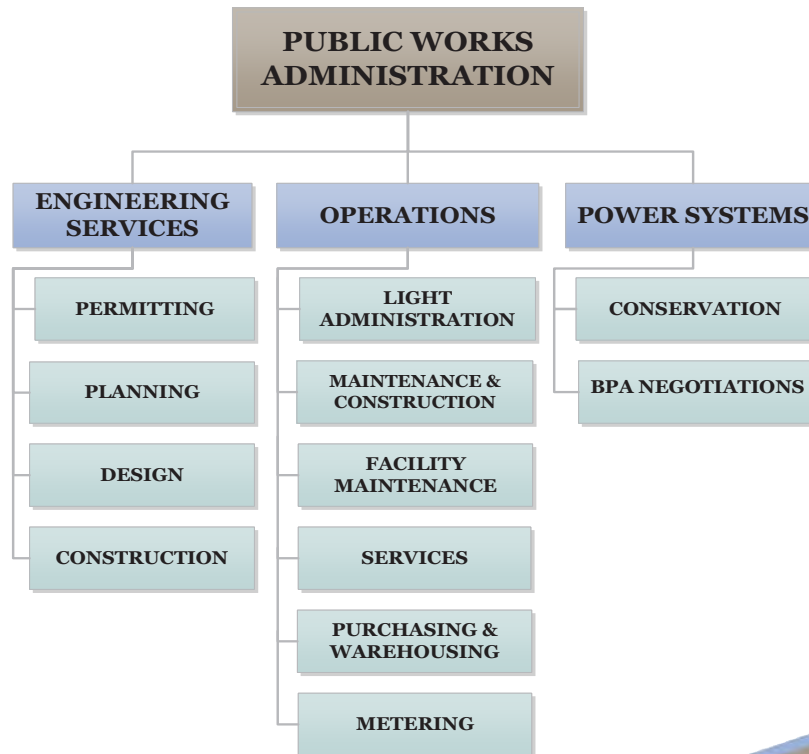
**Challenges:** Major challenges include keeping rates stable, and at an affordable level, while maintaining cash flow and infrastructure. The City’s rates will be based on cost recovery needed to provide adequate electrical power for residents and businesses. Carefully considered plans can be affected by litigation and legislation, all of which can make long-term planning the most significant challenge.

**Debt Payments: None**

- In 2026, the Electric Fund will no longer carry debt.

**Transfers Out: \$2,315,100**

- Capital Fund: \$15,000 in support of the NICE program and \$100 for emergency management pods, and \$2,300,000 transfer to capital fund for electric projects in the Capital Facilities Plan (CFP).



# LIGHT OPERATIONS DIVISION



## Major Accomplishments in 2025



### Metering & Dispatch:

- Over 360 meter installs/exchanges.
- Over 300 work orders.
- Kickoff Meter Pilot
  - o 1 Collector installed at College Substation.
  - o 1 Repeater installed on Ediz Hook.
  - o Over 450 meters installed and successfully communicating despite expected communication limitations of one collector and one repeater to reach all corners of the City Limits.
  - o 2 meters installed and not communicating due to limitations of being located out of range from existing infrastructure -expected to remedy as additional meters are added to the network.
  - o 7 meters installed with future compatible communication abilities.



### Dispatch Coordination Required

- Switching for scheduled outages.
- Emergency Outage Events – Multiple Storms, Wind, Trees, Car vs. Poles.
- Abnormal Conditions reports.
- Feeder Book/Electrical System Updates.
- Tyler Project
  - o Representing Light Operations for Electric Metering and Utility Billing coordination for conversion.



### Inspections, Traffic Signals & City Electric:

- Traffic Signal Upgrade Project was completed.

### Distribution System:



- Airport Underground 3-phase Rebuild complete, increasing reliability and versatility.
- New Stevens Middle School 3-phase build project complete.
- Critchfield Road upgrades for Amazon project have been engineered and partially completed.



### Management/Administration – Strategy – Training:

- Continuing education for Light Ops employees in many positions.
- City Lights Apprenticeship Program is going well after we hired an Apprentice Lineman from 160 applicants. Our apprentice is currently in his Second Step.
- Community Outreach with Linemen and trucks at schools during Public Works Week.
- 2nd consecutive year with electrical demonstrations and education at Clallam County Fair.

## Key Initiatives for 2026



Continue with the Pole Testing program.



Bid for a Tree Trimmer Contract for 2026.



Complete another section of our Cable Replacement program.



Continue with our Overhead wire replacement/pole replacement to ensure system reliability.



Go out to bid for an AMI metering solution that works with our existing meters.

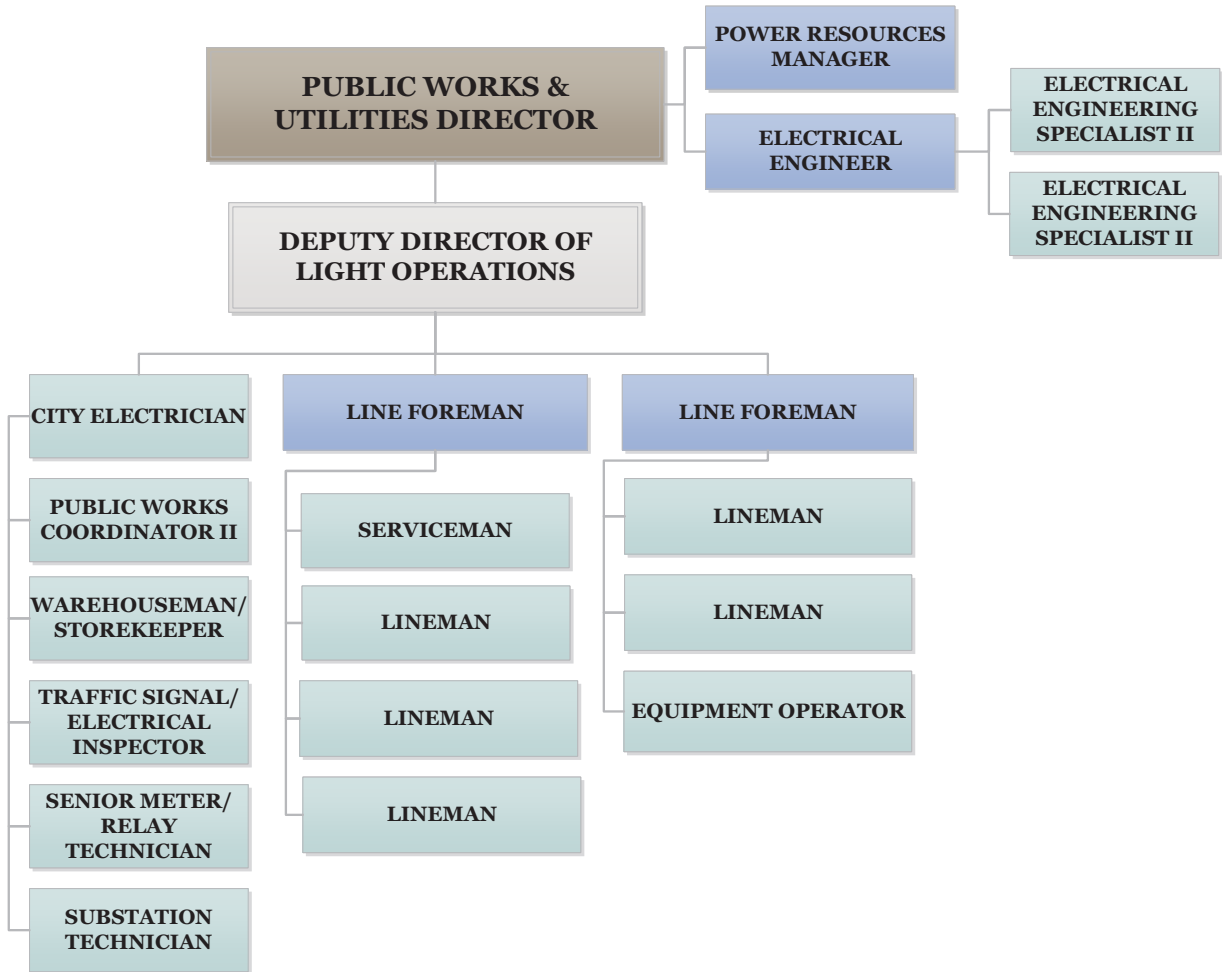


Start the engineering and drafting for a City-Owned dark fiber optic line for use at our Substations/SCADA system.

- Install security cameras at our substations and other critical security locations.
- Implement an Outage Management Software program to assist with managing outages as well as public sharing of outage map.
- Complete 3-phase infrastructure upgrades from Fairchild Airport, West to Critchfield to feed new Amazon facility.
- Purchase new Excavator for Light Operations that was budgeted for 2025.
- Purchase new Digger Derrick for Light Operations that was budgeted for 2025.



# LIGHT OPERATIONS DIVISION



# ELECTRIC UTILITY FUND #401 PERSONNEL SUMMARY

AUTHORIZED POSITIONS	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Operations Manager	1.00	1.00	0.00	0.00	0.00	0.00	N/A
Deputy Director of Light Operations	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
Line Foreman	2.00	2.00	2.00	2.00	2.00	0.00	0.00%
General Foreman	1.00	0.00	0.00	0.00	0.00	0.00	N/A
Public Works Coordinator	0.00	1.00	1.00	1.00	1.00	0.00	0.00%
Lineman	5.00	5.00	5.00	5.00	5.00	0.00	0.00%
Substation Technician	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Equipment Operator	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Warehouseman/Purchasing Agent	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Serviceman	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Senior Meter Relay Technician	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
SCADA Technician	1.00	1.00	0.00	0.00	0.00	0.00	N/A
City Electrician	0.00	0.00	1.00	1.00	1.00	0.00	0.00%
Electrical Inspector	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Power Resource Manager	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Electrical Engineer	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Electrical Engineering Specialist	2.00	2.00	2.00	2.00	2.00	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>		



# ELECTRIC UTILITY FUND #401 REVENUE & EXPENDITURE SUMMARY

## REVENUES

Electric utility revenues are comprised primarily from charges for service. However, the electric utility also collects revenue for electrical permits, pole rentals, interest and settlements. In 2026, increases are expected for charges resulting from updates to the utility fee schedule in line with the cost-of-service-analysis (COSA). Expected increases are approximately 13.5% for residential customers and an average of 12.2% for commercial customers. Additional increases are planned for investment earnings resulting from more favorable market conditions.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3		ADOPTED BUDGET	BUDGET AMEND. 3
						\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	117,370	90,135	140,546	137,700	143,200	5,500	3.99%
Intergovt. Revenue	-	-	439,600	-	-	-	N/A
Charges for Goods & Svcs.	27,908,883	27,316,685	25,170,691	22,270,000	24,150,600	1,880,600	8.44%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(1,562,092)	1,676,283	1,871,378	828,400	1,037,100	208,700	25.19%
Prop./Trust Income	111,806	239,577	374,866	231,300	150,000	(81,300)	-35.15%
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 26,575,967</b>	<b>\$ 29,322,680</b>	<b>\$ 27,997,081</b>	<b>\$ 23,467,400</b>	<b>\$ 25,480,900</b>	<b>2,013,500</b>	<b>8.58%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (1,648,293)</i>	<i>\$ 2,746,713</i>	<i>\$ (1,325,599)</i>	<i>\$ (4,529,681)</i>			
<i>Change from Prior Year %</i>	<i>-5.84%</i>	<i>10.34%</i>	<i>-4.52%</i>	<i>-16.18%</i>			

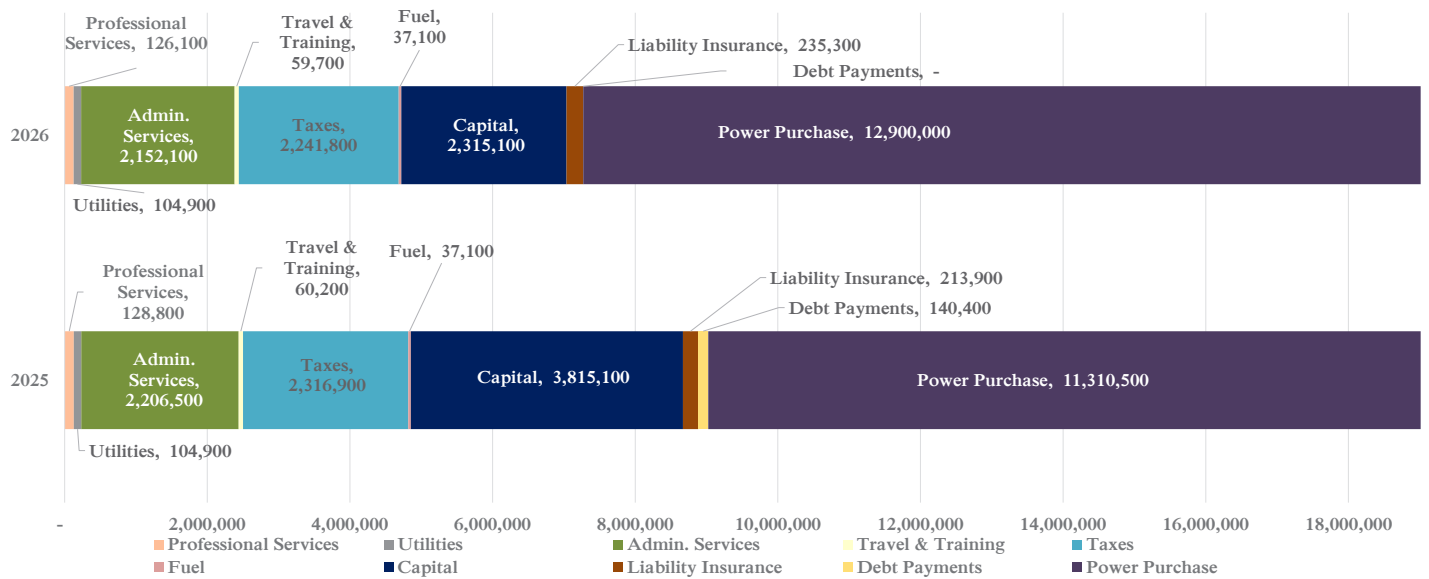
## EXPENDITURES

The 2026 Budget reflects a change in the cost of power purchased from Bonneville Power Association (BPA) to reflect the 4.78% increase from BPA starting in 2026. The 2025 Budget also includes an decrease in transfers for equipment needs resulting from a one-time vehicle purchase in 2025 and transfers for capital in support of the light operations building that will not occur in 2026, as well as an increase to the transfer from operations in support of capital. Additionally, in 2026 this fund will no longer carry debt.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3		ADOPTED BUDGET	BUDGET AMEND. 3
						\$	%
Salaries and Wages	\$ 1,803,362	\$ 2,396,939	\$ 3,012,263	\$ 2,935,300	\$ 3,010,000	74,700	2.54%
Personnel Benefits	589,897	756,491	929,623	924,700	904,100	(20,600)	-2.23%
Supplies	16,144,305	13,833,000	13,976,345	12,306,300	13,852,500	1,546,200	12.56%
Other Services & Charges	5,873,100	5,696,094	6,203,792	6,532,200	6,073,100	(459,100)	-7.03%
Intergovmt/Interfund Svcs	836,700	931,352	4,630,699	3,905,100	2,383,400	(1,521,700)	-38.97%
Capital Outlay	-	-	-	150,000	150,000	-	0.00%
Debt Service: Principal	350,000	190,000	335,000	135,000	-	(135,000)	-100.00%
Debt Service: Interest & Other	30,338	18,462	15,005	5,400	-	(5,400)	-100.00%
Interfund Pmts. for Services	34,806	24,318	14,745	15,900	23,700	7,800	49.06%
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,662,508</b>	<b>\$ 23,846,656</b>	<b>\$ 29,117,472</b>	<b>\$ 26,909,900</b>	<b>\$ 26,396,800</b>	<b>(513,100)</b>	<b>-1.91%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (157,778)</i>	<i>\$ (1,815,852)</i>	<i>\$ 5,270,816</i>	<i>\$ (2,207,572)</i>			
<i>Change from Prior Year %</i>	<i>-0.61%</i>	<i>-7.08%</i>	<i>22.10%</i>	<i>-7.58%</i>			
Reclassification of Capital/Debt	\$325,002	\$488,651	\$1,036,139	\$702,831			
<b>UNRESTRICTED CASH BALANCE</b>	<b>\$ 11,855,385</b>	<b>\$ 16,715,722</b>	<b>\$ 16,278,291</b>	<b>\$ 12,835,791</b>	<b>\$ 11,919,891</b>	<b>\$ (915,900)</b>	<b>-7.14%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 411,728</i>	<i>\$ 4,860,337</i>	<i>\$ (437,431)</i>	<i>\$ (3,442,500)</i>			
<i>Change from Prior Year %</i>	<i>3.60%</i>	<i>41.00%</i>	<i>-2.62%</i>	<i>-21.15%</i>			



# ELECTRIC UTILITY COMMON EXPENDITURES COMPARISON



Administrative Services include transfers to the General Fund and Information Services for work performed, such as Human Resources, Accounting, Information Services, etc., on behalf of the utility.



# ELECTRIC CONSERVATION UTILITY FUND #421

**Description:** The **Electric Conservation Fund** accounts for activities related to the provision of energy conservation programs for City residents and businesses. All activities necessary to provide such services, including administration, operations, and loan programs are accounted for in this fund. Additionally, this fund provides education and customer assistance in the area of electric conservation, using funding from Bonneville Power Administration (BPA) grants.

**Services:**

- Energy analysis of individual and commercial usage providing energy savings alternatives.
- Marketing of energy savings devices.
- Inspections and approval of conservation improvements for residential and commercial areas.



# ELECTRIC CONSERVATION UTILITY FUND #421 PERSONNEL SUMMARY

	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
<b>AUTHORIZED POSITIONS</b>							
Commercial Energy Analyst	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
<b>TOTAL Authorized Positions</b>	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
<i>Change from Prior Yr. #</i>	0.00	0.00	0.00	0.00	0.00		
<i>Change from Prior Year %</i>	0.00%	0.00%	0.00%	0.00%	0.00%		

# ELECTRIC CONSERVATION UTILITY FUND #421 REVENUE & EXPENDITURE SUMMARY

## REVENUES

Electric Conservation revenues are almost entirely driven by incentive funds which are proportionate to power purchased.

	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
<b>REVENUES</b>							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	417,650	279,310	386,358	536,500	536,500	-	0.00%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(30,838)	16,076	9,011	3,700	1,900	(1,800)	-48.65%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	\$ 386,812	\$ 295,386	\$ 395,369	\$ 540,200	\$ 538,400	(1,800)	-0.33%
<i>Change from Prior Yr. \$\$</i>	\$ 111,647	\$ (91,426)	\$ 99,983	\$ 144,831			
<i>Change from Prior Year %</i>	40.57%	-23.64%	33.85%	36.63%			



## EXPENDITURES

Conservation incentives are based on a percentage of reduced power purchased for the electric utility. The 2026 incentives are based on projections from the BPA.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$	%
Salaries and Wages	\$ 92,266	\$ 101,392	\$ 103,594	\$ 104,600	\$ 107,600	3,000	2.87%
Personnel Benefits	43,350	47,400	49,100	51,000	49,900	(1,100)	-2.16%
Supplies	300	658	878	2,600	2,600	-	0.00%
Other Services & Charges	367,413	305,480	409,989	382,000	407,200	25,200	6.60%
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest & Other	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 503,329</b>	<b>\$ 454,930</b>	<b>\$ 563,561</b>	<b>\$ 540,200</b>	<b>\$ 567,300</b>	<b>27,100</b>	<b>5.02%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 141,756</i>	<i>\$ (48,399)</i>	<i>\$ 108,631</i>	<i>\$ (23,361)</i>			
<i>Change from Prior Year %</i>	<i>39.21%</i>	<i>-9.62%</i>	<i>23.88%</i>	<i>-4.15%</i>			
Unrestricted Cash Balance	\$ 273,286	\$ 306,325	\$ 132,552	\$ 132,552	\$ 103,652		
<i>Change from Prior Yr. \$\$</i>	<i>\$ (302,066)</i>	<i>\$ 33,039</i>	<i>\$ (173,773)</i>	<i>\$ -</i>	<i>\$ (28,900)</i>		
<i>Change from Prior Year %</i>	<i>-52.50%</i>	<i>12.09%</i>	<i>-56.73%</i>	<i>0.00%</i>	<i>-43.61%</i>		

## ELECTRIC CONSERVATION UTILITY COMMON EXPENDITURES COMPARISON



Administrative Services include transfers to the General Fund and Information Services for work performed, such as Human Resources, Accounting, Information Services, etc., on behalf of the utility.



# WATER UTILITY FUND #402

**Description:** The **Water Fund** accounts for activities related to the provision of water services to City residents and businesses. All activities necessary to provide such services, including administration, operations and maintenance, capital improvements, financing, and related debt service are accounted for in this fund. Additionally, costs associated with the protection of water rights are included in this fund. The Water Fund is responsible for the operation, maintenance and delivery of all water facilities, including the Ranney Well, Port Angeles Water Treatment Plant, and the Industrial Water Plant.

**Services:**

- Distribution systems operation
- Water quality testing
- Well operation and maintenance
- Service installations including meter maintenance

**Challenges:** Rising costs associated with the water treatment plant and aging distribution pumping systems continue to be a major challenge. Meters for residents and commercial customers are on a scheduled replacement plan. Additionally, with the acquisition of the Industrial Water Plant the City will have challenges in repairing, maintaining and operating the plant.

**Debt Payments: \$283,200**

- 2020 Revenue Bond, \$194,600 plus \$88,600 for interest; matures 2036.

**Transfers Out: \$2,879,100**

- Capital Fund: \$15,000 in support of the NICE program and \$100 for emergency management pods, and \$2,864,000 for Water Capital fund for water projects in the Capital Facilities Plan.



# WATER DIVISION



## Major Accomplishments in 2025

- 2 fire hydrants were repaired or replaced.
- 79 new water service installations were accomplished.
- 67 Water main repairs were accomplished.
- Completed 40 Water service leak repairs/replacements.
- Accomplished 80 Water meter replacements.
- Completed 136 Meter reader requests (replace meter box lids, leak requests, investigations, etc.).
- Performed 923 Utility Locates for construction activity.



## Water Treatment Plant (WTP)

- 837,566,000 gallons of drinking water produced and distributed.
- Provided Industrial Water users with a continuous supply of Elwha River water.
- 481 Coliform water samples were collected and tested.
- 30 lead and copper samples collected, analyzed and reported.
- 16 THM & HAA5 Quarterly samples (Total Trihalomethanes, Haloacetic acids) collected, analyzed and reported to the Department of Health (DOH).
- 40 Conductivity, Alkalinity, Calcium, Iron, Manganese, pH, collected, analyzed, and reported to DOH.
- 4 PFAS samples (Per – and Polyfluoroalkyl Substances) collected, analyzed, and reported to DOH.
- 10 VOC samples (Volatile Organic Compounds) collected, analyzed, and reported to DOH.



## Key Initiatives for 2026

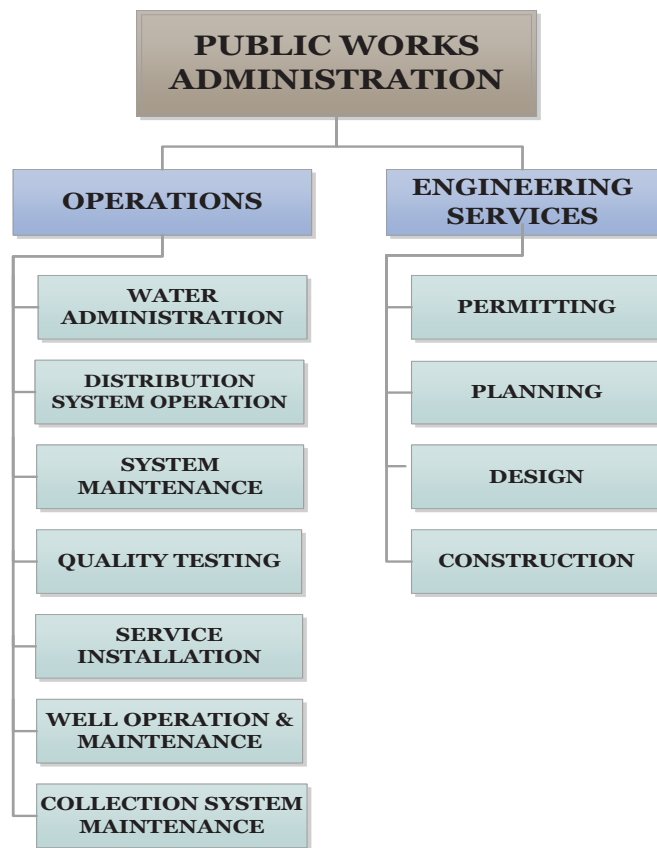
- Continue to provide prompt and efficient system repair service to our customers at all times of the day or night.
- Support the City's goals of promoting new housing by providing new service connections when requested.
- Continue to practice safe work methods and procedures to reduce the possibility of injury.



## Water Treatment Plant (WTP)

- Continue to operate the plant well within regulation to insure the health and safety of our customers.
- Continue to provide prompt and efficient Plant system maintenance and repair service to insure healthy and safe water service for our customers to consume throughout the year.





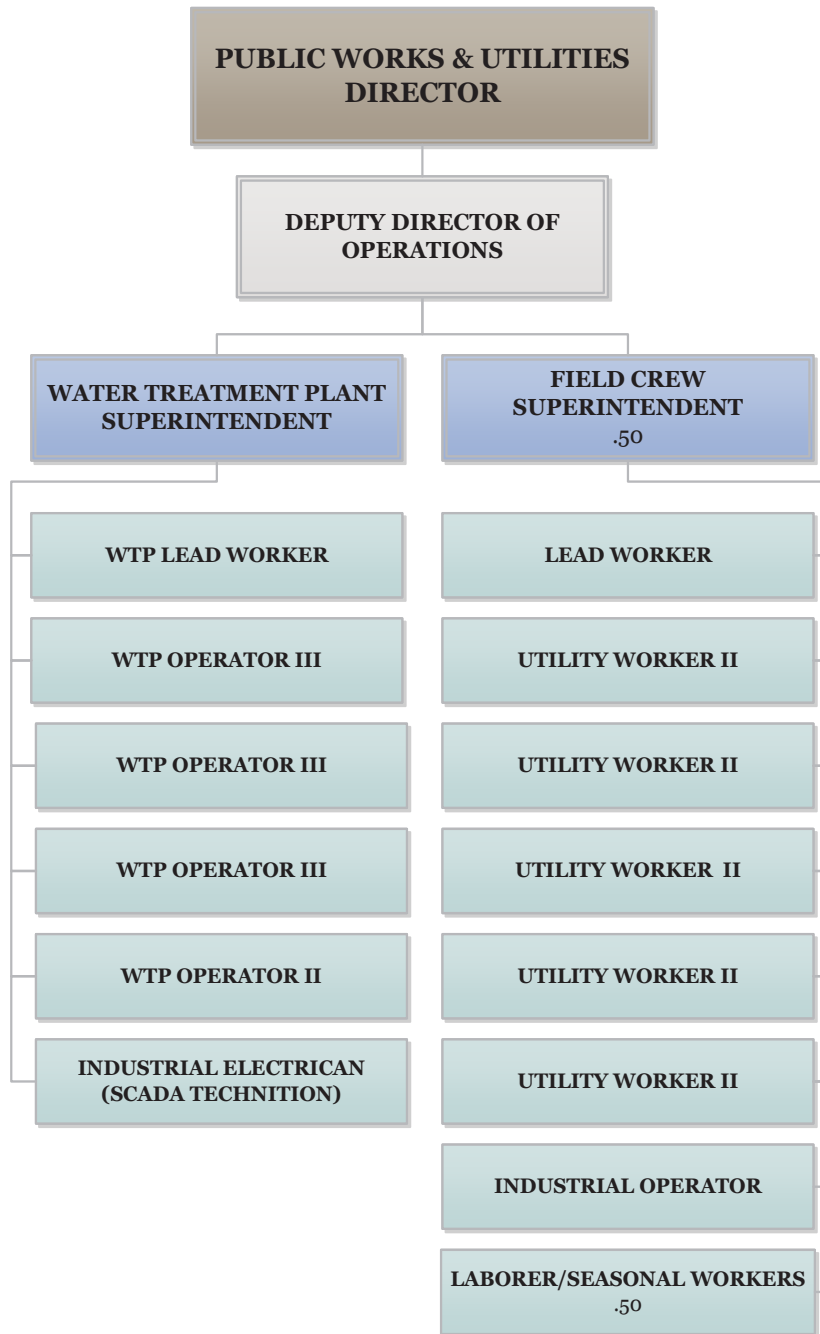
## WATER UTILITY FUND #402 PERSONNEL SUMMARY

AUTHORIZED POSITIONS	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Water Superintendent	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Wastewater/Water Field Superintendent	0.34	0.50	0.50	0.50	0.50	0.00	0.00%
WTP Operator II	0.00	0.00	0.00	1.00	1.00	0.00	0.00%
WTP Lead Worker	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
WTP Operator III	3.00	4.00	4.00	3.00	3.00	0.00	0.00%
Leadworker	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Utility Worker I/II	5.00	5.00	5.00	6.00	6.00	0.00	0.00%
Part time/Seasonal	0.50	0.50	0.50	0.50	0.50	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>11.84</b>	<b>13.00</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>1.16</i>	<i>0.00</i>	<i>1.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>9.80%</i>	<i>0.00%</i>	<i>7.69%</i>	<i>0.00%</i>		

For administrative purposes all City Engineers are shown in the General Fund. However, they are charged directly to the utilities they are assigned.



# WATER DIVISION



# WATER UTILITY FUND #402 REVENUE & EXPENDITURE SUMMARY

## REVENUES

Water utility revenues are comprised from charges for services. Changes in revenues as compared to 2025 are attributed to expected increases from investment interest earnings.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3		ADOPTED BUDGET	BUDGET AMEND. 3
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	6,623,312	7,387,262	7,461,416	8,631,500	8,616,000	(15,500)	-0.18%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(1,382,368)	857,078	813,519	361,700	364,700	3,000	0.83%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	400,000	-	791,600	791,600	-	0.00%
Other Financing Sources	37,300	37,100	36,900	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 5,278,244</b>	<b>\$ 8,681,440</b>	<b>\$ 8,311,835</b>	<b>\$ 9,784,800</b>	<b>\$ 9,772,300</b>	<b>(12,500)</b>	<b>-0.13%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (1,294,512)</i>	<i>\$ 3,403,196</i>	<i>\$ (369,605)</i>	<i>\$ 1,472,965</i>			
<i>Change from Prior Year %</i>	<i>-19.70%</i>	<i>64.48%</i>	<i>-4.26%</i>	<i>17.72%</i>			

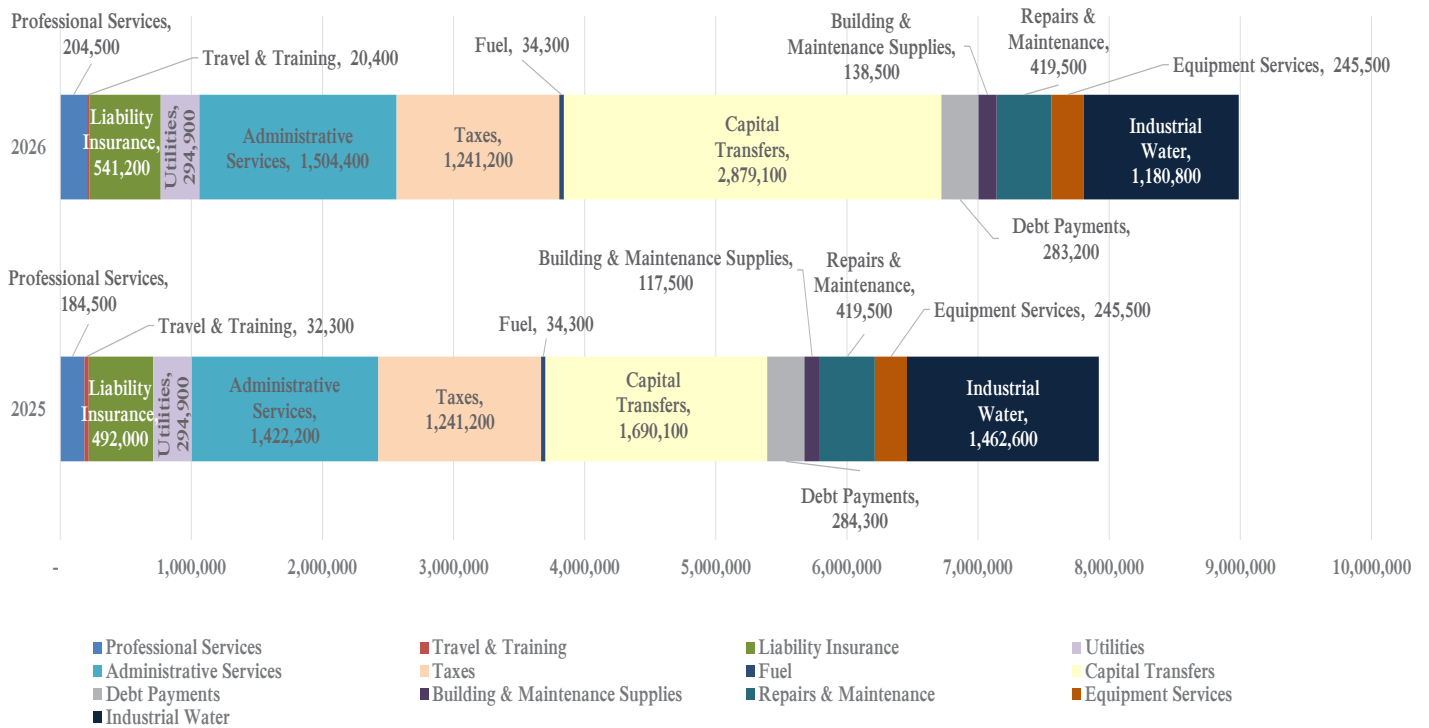
## EXPENDITURES

Expenditure changes are attributed to increases to liability insurance premiums, administrative charges for services provided by other departments. There is also a planned use of \$1,944,800 from the National Park Service settlement funds for costs and capital needs at the industrial water treatment plant as well as a one-time \$1,000,000 transfer in support of capital projects in 2026.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3		ADOPTED BUDGET	BUDGET AMEND. 3
						\$\$	%
Salaries and Wages	\$ 1,136,191	\$ 1,384,143	\$ 3,034,757	\$ 1,668,300	\$ 1,852,500	184,200	11.04%
Personnel Benefits	482,100	550,022	721,111	611,800	647,500	35,700	5.84%
Supplies	260,328	372,274	296,835	559,500	550,800	(8,700)	-1.55%
Other Services & Charges	3,043,564	4,270,074	4,521,247	5,853,000	5,692,200	(160,800)	-2.75%
Intergovmt/Interfund Svcs	2,857,800	931,571	3,495,597	1,834,900	2,890,500	1,055,600	57.53%
Capital Outlay	-	-	22,195	237,400	50,000	(187,400)	-78.94%
Debt Service: Principal	466,192	1,284,757	332,360	186,400	194,600	8,200	4.40%
Debt Service: Interest	170,994	149,456	124,848	97,900	88,600	(9,300)	-9.50%
Interfund Pmts. for Services	105,662	167,855	161,189	154,100	169,200	15,100	9.80%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,522,831</b>	<b>\$ 9,110,152</b>	<b>\$ 12,710,139</b>	<b>\$ 11,203,300</b>	<b>\$ 12,135,900</b>	<b>932,600</b>	<b>8.32%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 1,760,376</i>	<i>\$ 587,321</i>	<i>\$ 3,599,987</i>	<i>\$ (1,506,839)</i>			
<i>Change from Prior Year %</i>	<i>26.03%</i>	<i>6.89%</i>	<i>39.52%</i>	<i>-11.86%</i>			
Reclassification of Capital/Debt	\$140,511	\$1,091,679	\$1,074,113	\$726,814			
Unrestricted Cash Balance	\$ 13,606,411	\$ 13,682,958	\$ 10,259,742	\$ 11,417,242	\$ 10,998,442		
NPS Rate Stabilization Reserves	\$ -	\$ -	\$ 1,076,000	\$ 2,576,000	\$ 1,944,800		
<i>Change from Prior Yr. \$\$</i>	<i>\$ (3,301,260)</i>	<i>\$ 76,547</i>	<i>\$ (3,423,216)</i>	<i>\$ 1,157,500</i>	<i>\$ 1,526,000</i>		
<i>Change from Prior Year %</i>	<i>-19.53%</i>	<i>0.56%</i>	<i>-25.02%</i>	<i>11.28%</i>	<i>-3.67%</i>		



# WATER UTILITY COMMON EXPENDITURES COMPARISON



Administrative Services include transfers to the General Fund and Information Services for work performed, such as Human Resources, Accounting, Information Services, etc., on behalf of the utility.



# WASTEWATER UTILITY FUND #403

**Description:** The **Wastewater Fund** accounts for activities related to the provision of sewer services to City residents and businesses. All activities necessary to provide such services, including administration, operations and maintenance, capital improvements, financing, harbor clean-up, and related debt service are accounted for in this fund.

**Services:**

- Operation of the Wastewater Treatment Facility
- Sewer transmission lines

**Challenges:** Payment of debt service for the Combined Sewer Outflow (CSO) project, a \$46 million project will continue to be a challenge for years to come. Additionally, costs for mandated clean up of the harbor related to historical outfall have yet to be fully identified. It is an ongoing challenge to continue to make necessary improvements to capital infrastructure while maintaining affordable rates for City residents.

**Debt Payments: \$279,500**

- 2020 Revenue Bond, \$192,100 plus \$87,400 in interest; matures 2026.

**Transfers Out: \$1,215,100**

- Capital Fund: \$15,000 in support of the NICE program and \$100 for emergency management pods and \$1,200,000 to the Wastewater Capital fund for wastewater projects in the Capital Facilities Plan.



# WASTEWATER DIVISION



## Major Accomplishments in 2025

- 74,277 ft of sanitary sewer main were flushed and cleaned.
- 50,877 ft of sanitary sewer were video inspected.
- 2,248 ft of sanitary sewer were treated for root control.
- 174 manholes were inspected.
- 30 cure-in-place pipe patches were installed.
- 12 sewer excavation repairs were accomplished.



## Wastewater Treatment Plant (WWTP)

- 790 million gallons of wastewater was successfully and environmentally safely treated.
- 3,170,500 gallons of septage processed from surrounding area contractors.
- 370 dry tons of biosolids generated and disposed of for beneficial use.
- Maintained and operated 16 sewer lift stations successfully.
- Received WA State Ecology accreditation for the WWTP Laboratory.
- Managed permits for 11 industrial dischargers to the sewer system.



## Key Initiatives for 2026

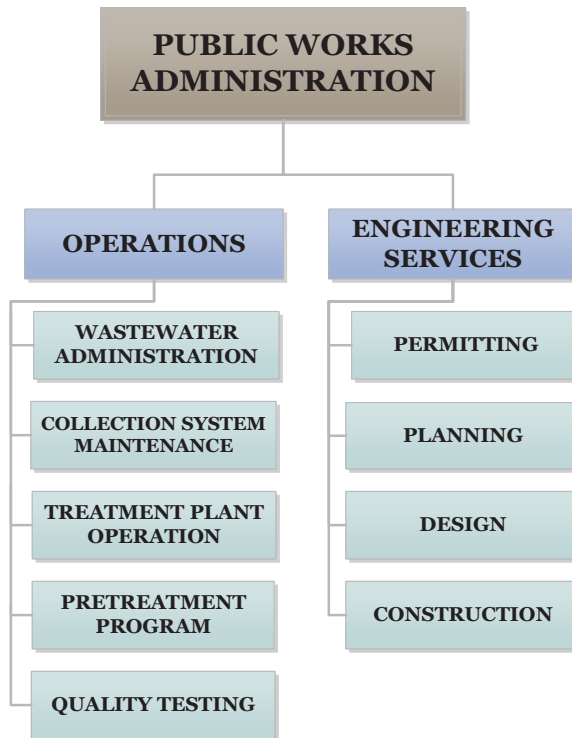
- Clean 105,00 feet of sanitary sewer.
- Video inspect 25,00 feet of sanitary sewer.



## Wastewater Treatment Plant (WWTP)

- Continue to operate the plant well within regulation to insure the health and safety of our customers.
- Continue to provide prompt and efficient Plant system maintenance and repair service.
- Support the city goals of promoting new housing by providing sufficient wastewater services for new development.
- Continue to practice safe work methods and procedures to reduce the possibility of injury.





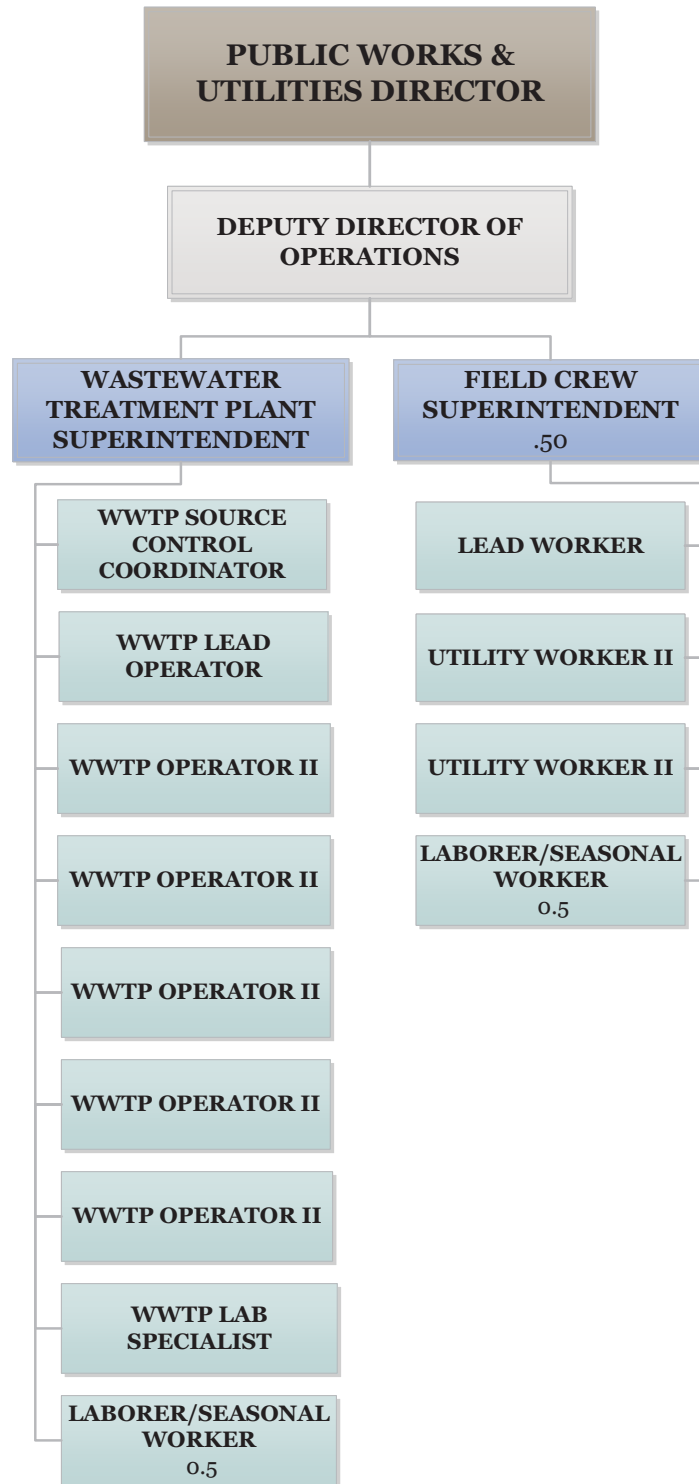
## WASTEWATER UTILITY FUND #403 PERSONNEL SUMMARY

AUTHORIZED POSITIONS	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	\$\$	%
Wastewater Division Superintendent	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Wastewater/Water Field Superintendent	0.33	0.50	0.50	0.50	0.50	0.00	0.00%
Source Control Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Leadworker	2.00	2.00	2.00	2.00	2.00	0.00	0.00%
Laboratory Specialist	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Treatment Plant Operator III	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Treatment Plant Operator I/II	3.00	3.00	3.00	3.00	3.00	0.00	0.00%
Utility Worker I/II	2.00	2.00	2.00	2.00	2.00	0.00	0.00%
Pollution Prevention Specialist	1.00	1.00	0.00	0.00	0.00	0.00	N/A
Temporary/Seasonal	0.50	1.00	1.00	1.00	1.00	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>12.83</b>	<b>13.50</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.67</i>	<i>(1.00)</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>5.22%</i>	<i>-7.41%</i>	<i>0.00%</i>	<i>0.00%</i>		

For administrative purposes all City Engineers are shown in the General Fund. However, they are charged directly to the utilities they are assigned to.



# WASTEWATER DIVISION



# WASTEWATER UTILITY FUND #403 REVENUE & EXPENDITURE SUMMARY

## REVENUES

Wastewater utility revenues are comprised from charges for services. Changes in revenues as compared to 2025 are attributed to grant funding expected for Source Control services.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	20,387	12,883	27,793	75,500	37,500	(38,000)	-50.33%
Intergovt. Revenue	3,588	80,853	3,192	-	70,000	70,000	100.00%
Charges for Goods & Svcs.	7,190,932	7,717,383	7,770,141	8,843,300	8,888,700	45,400	0.51%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(490,548)	313,469	281,054	112,500	64,900	(47,600)	-42.31%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 6,724,359</b>	<b>\$ 8,124,588</b>	<b>\$ 8,082,180</b>	<b>\$ 9,031,300</b>	<b>\$ 9,061,100</b>	<b>29,800</b>	<b>0.33%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (524,978)</i>	<i>\$ 1,400,229</i>	<i>\$ (42,408)</i>	<i>\$ 949,120</i>			
<i>Change from Prior Year %</i>	<i>-7.24%</i>	<i>20.82%</i>	<i>-0.52%</i>	<i>11.74%</i>			

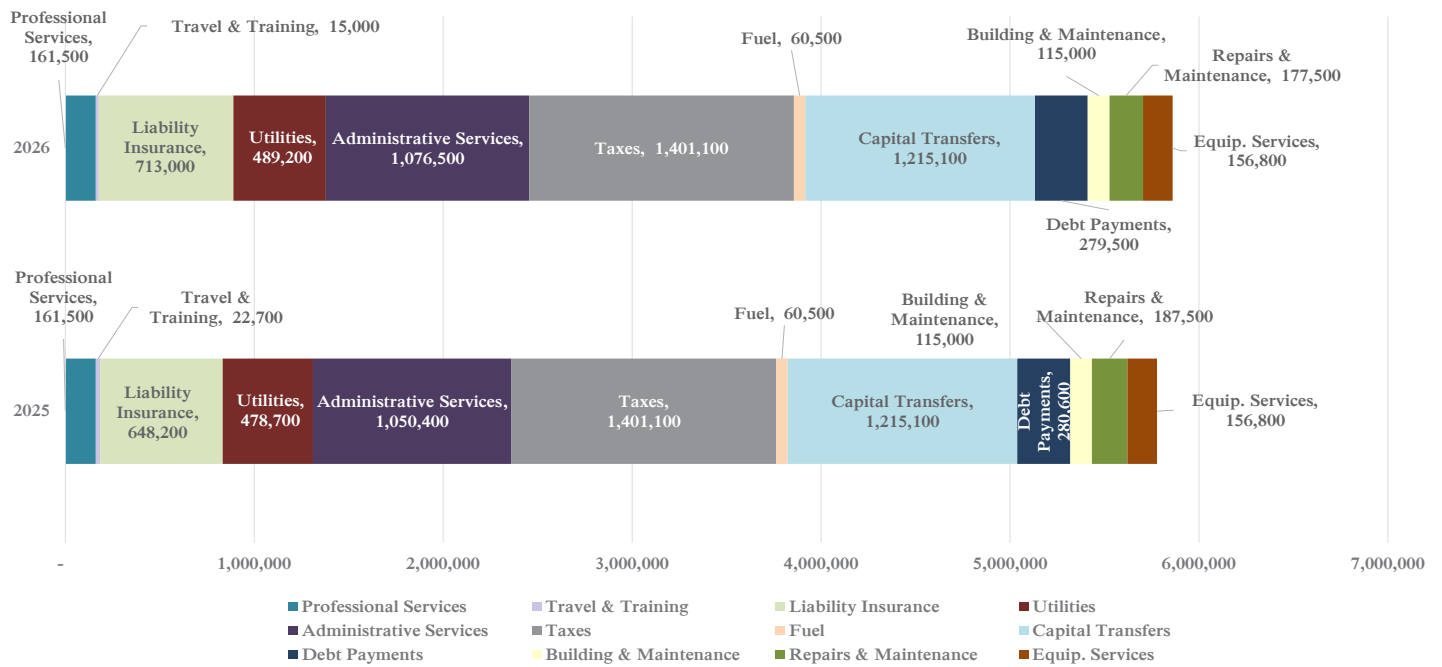
## EXPENDITURES

In the 2026 Budget there are expected increases to expenditures for personnel costs in line with collective bargaining agreements, liability insurance premiums and administrative charges for services provided by other departments. Reductions include one-time expenditures for maintenance that will not occur in 2026.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	\$\$	%
Salaries and Wages	\$ 1,217,967	\$ 1,343,224	\$ 1,502,729	\$ 1,766,700	\$ 2,086,300	319,600	18.09%
Personnel Benefits	478,024	526,560	584,919	632,600	675,200	42,600	6.73%
Supplies	320,353	323,268	327,834	428,700	440,500	11,800	2.75%
Other Services & Charges	3,484,491	3,773,000	4,152,002	4,682,200	4,832,100	149,900	3.20%
Intergovmt/Interfund Svcs	1,015,600	1,375,952	2,135,056	1,293,100	1,242,300	(50,800)	-3.93%
Capital Outlay	52,675	47,269	24,160	82,000	50,000	(32,000)	-39.02%
Debt Service: Principal	252,978	586,462	203,041	184,000	192,100	8,100	4.40%
Debt Service: Interest	142,225	127,966	122,625	96,600	87,400	(9,200)	-9.52%
Interfund Pmts. for Services	31,270	74,094	92,781	69,300	69,300	-	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,995,583</b>	<b>\$ 8,177,795</b>	<b>\$ 9,145,147</b>	<b>\$ 9,235,200</b>	<b>\$ 9,675,200</b>	<b>440,000</b>	<b>4.76%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 156,167</i>	<i>\$ 1,182,212</i>	<i>\$ 967,352</i>	<i>\$ 90,053</i>			
<i>Change from Prior Year %</i>	<i>2.28%</i>	<i>16.90%</i>	<i>11.83%</i>	<i>0.98%</i>			
Reclassification of Capital/Debt	\$854,854	\$4,571,229	\$2,926,561	\$1,942,722			
Unrestricted Cash Balance	\$ 3,109,707	\$ 3,014,026	\$ 1,925,553	\$ 1,721,653	\$ 1,107,553		
<i>Change from Prior Yr. \$\$</i>	<i>\$ (270,706)</i>	<i>\$ (95,681)</i>	<i>\$ (1,088,473)</i>	<i>\$ (203,900)</i>	<i>\$ (614,100)</i>		
<i>Change from Prior Year %</i>	<i>-8.01%</i>	<i>-3.08%</i>	<i>-36.11%</i>	<i>-10.59%</i>	<i>-35.67%</i>		



# WASTEWATER UTILITY COMMON EXPENDITURES COMPARISON



Administrative Services include transfers to the General Fund and Information Services Fund for work performed, such as Human Resources, Accounting, Information Services, etc., on behalf of the utility.



# SOLID WASTE UTILITY FUND #404

**Description:** The **Solid Waste Fund** accounts for activities related to the provision of solid waste collection services to City residents and businesses, and for activities related to the operation of the county-wide transfer stations, waste disposal, and closure/post-closure of the landfill. All activities necessary to provide such services, including administration, operations and maintenance, capital improvements, financing, and related debt service are accounted for in this fund. The Collection and Transfer Station functions were combined into one fund. However, the City develops a separate cost of service analysis (COSA) for each division for more accuracy and accountability between divisions.

**Services:**

- Collection of City yard waste, trash, and recycling.
- Operations of county-wide Transfer Station and Blue Mountain Transfer Station.
- Provide landfill post-closure care and monitoring.

**Challenges:** The cost of the Landfill Bluff project was over \$21 million, funded by LTGO and Revenue bonds amortized over the next 14 years. Increased governmental mandates from both state and federal agencies are also an ongoing concern. In addition, in 2022 the City terminated its collections service contract with Waste Connections and will now provide services with City staff and City owned equipment. The challenge will be to keep the costs as low as possible to maintain stable customer rates.

Major expenses were incurred for personnel and equipment as part of this transition to ensure seamless operations for our customers. As a result of the increased costs, the reserves of the Solid Waste fund have been depleted. Moving forward it is expected that costs will stabilize and reserves will begin to rebuild in this fund.

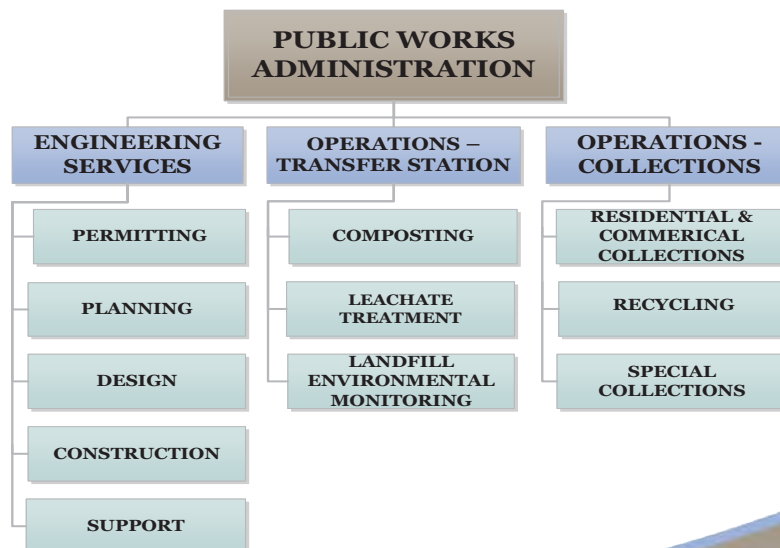
**Debt Payments: \$517,800**

- Interfund Water Utility Loan; \$500,000 with an interest payment of \$17,800; matures in 2033.
- Principal payment for landfill bluff project resides in the Capital/Debt Fund 454.

**Transfers Out: \$450,100**

- Capital Fund: \$100 for emergency management pods and \$300,000 to the Solid Waste capital fund for solid waste projects in the Capital Facilities Plan.
- Street Fund for street maintenance; \$150,000.

## SOLID WASTE DIVISION



# SOLID WASTE DIVISION



## Major Accomplishments in 2025

- Provided scheduled garbage collection service to 7,685 residential and 1,854 commercial customers without missing a day of schedule.
- Provided on-time scheduled collection service to 6,814 residential recycling customers, 157 commercial recycling customers, 3,625-yard waste customers, 36 commercial yard waste customers, and 314 OCC customers.
- The Regional Transfer Station processed 108,125 successful financial transactions reflecting:
  - o 55,705 tons of municipal solid waste.
  - o 1,838 tons of yard waste.
  - o 2,598 tons of mixed recycling.
  - o 1,521 tons of biosolids received and diverted for beneficial use.
  - o 620 customers served at the Moderate Risk Waste Facility.
- Blue Mountain Transfer Station was staffed successfully and was well maintained servicing 29,339 customers and collecting 1,442 tons of municipal solid waste and 493 tons of mixed recycling.

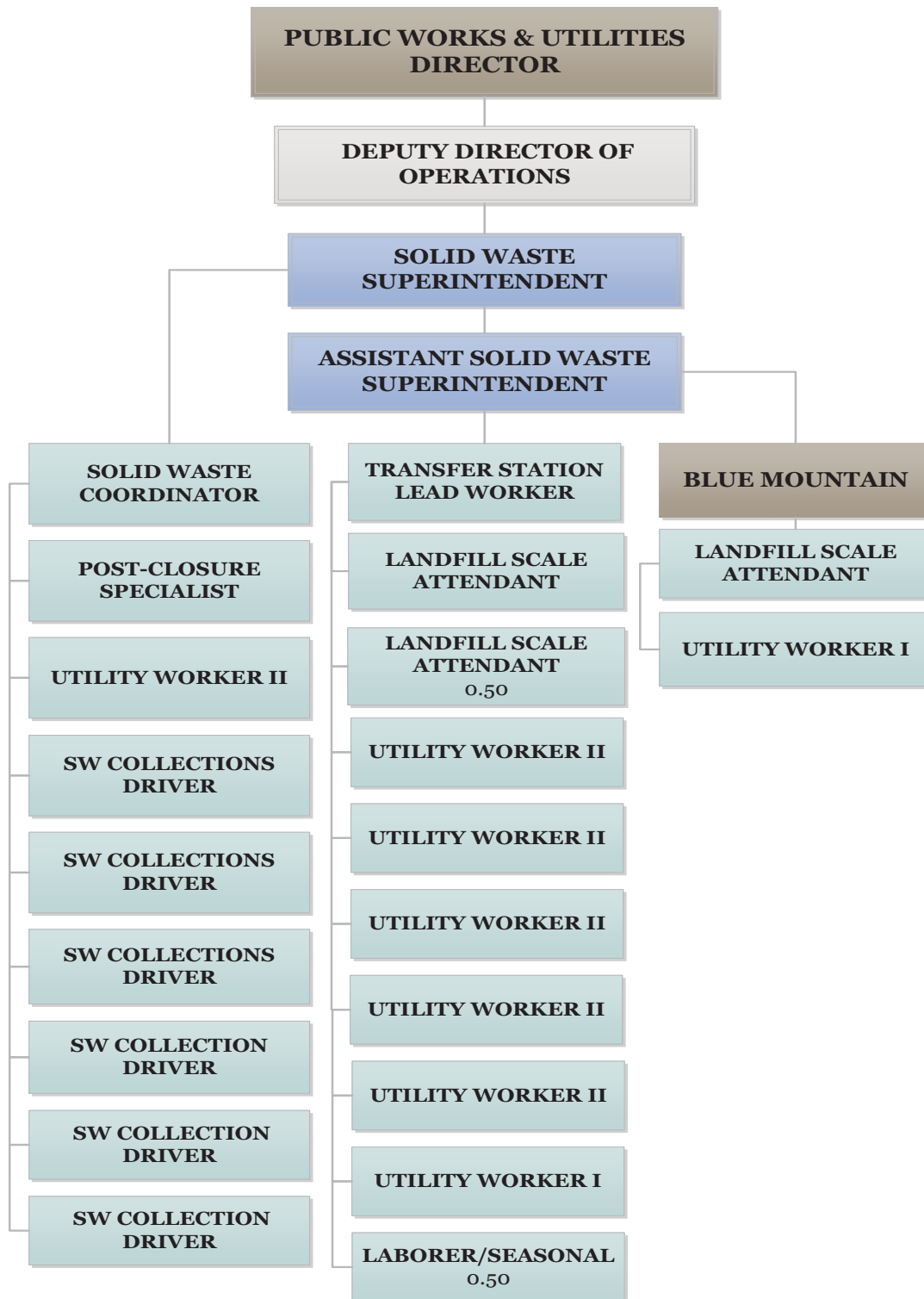


## Key Initiatives for 2026

- Acquire a compactor/baler to substantially reduce recycling costs.
- Review and analyze ways toward a more customer effective and economically sound way of disposing of Moderate Hazardous Waste.
- Take delivery of replacement collection equipment.



# SOLID WASTE DIVISION



# SOLID WASTE UTILITY FUND #404 PERSONNEL SUMMARY

AUTHORIZED POSITIONS	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Solid Waste Superintendent	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Assistant Superintendent	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Transfer Station Supervisor	1.00	1.00	0.00	0.00	0.00	0.00	N/A
Post-Closure Specialist	0.00	0.00	0.00	1.00	1.00	0.00	0.00%
Transfer Station Leadworker	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Utility Worker I & II	9.00	9.00	9.00	8.00	8.00	0.00	0.00%
Solid Waste Collections Driver	6.00	6.00	6.00	6.00	6.00	0.00	0.00%
Solid Waste Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Landfill Scale Attendant	2.00	2.50	2.50	2.50	2.50	0.00	0.00%
Part time/seasonal	0.50	0.50	0.50	0.50	0.50	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>22.50</b>	<b>23.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>13.50</i>	<i>0.50</i>	<i>(1.00)</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>150.00%</i>	<i>2.22%</i>	<i>-4.35%</i>	<i>0.00%</i>	<i>0.00%</i>		

For administrative purpose all City Engineers are shown in the General Fund. However, they are charged directly to the utilities they are assigned to.



# SOLID WASTE UTILITY FUND #404 REVENUE & EXPENDITURE SUMMARY

## REVENUES

The primary revenue source in the Solid Waste utility are charges for services. The overall increase in revenue is attributed to the rate adjustments in both the transfer station and collections divisions ranging from 4.8% to 22.4% dependant on customer category. Additionally, a reduction in grant revenue is expected in 2026 as compared to the 2025 Budget.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	50,655	85,542	78,755	100,000	20,000	(80,000)	-80.00%
Charges for Goods & Svcs.	12,886,058	12,706,568	16,013,624	16,026,200	18,533,700	2,507,500	15.65%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(435,416)	256,486	253,927	75,100	86,500	11,400	15.18%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	1,500,000	-	-	-	N/A
Other Financing Sources	2,000,000	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 14,501,297</b>	<b>\$ 13,048,596</b>	<b>\$ 17,846,306</b>	<b>\$ 16,201,300</b>	<b>\$ 18,640,200</b>	<b>2,438,900</b>	<b>15.05%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 1,707,416</i>	<i>\$ (1,452,701)</i>	<i>\$ 4,797,710</i>	<i>\$ (1,645,006)</i>			
<i>Change from Prior Year %</i>	<i>13.35%</i>	<i>-10.02%</i>	<i>36.77%</i>	<i>-9.22%</i>			

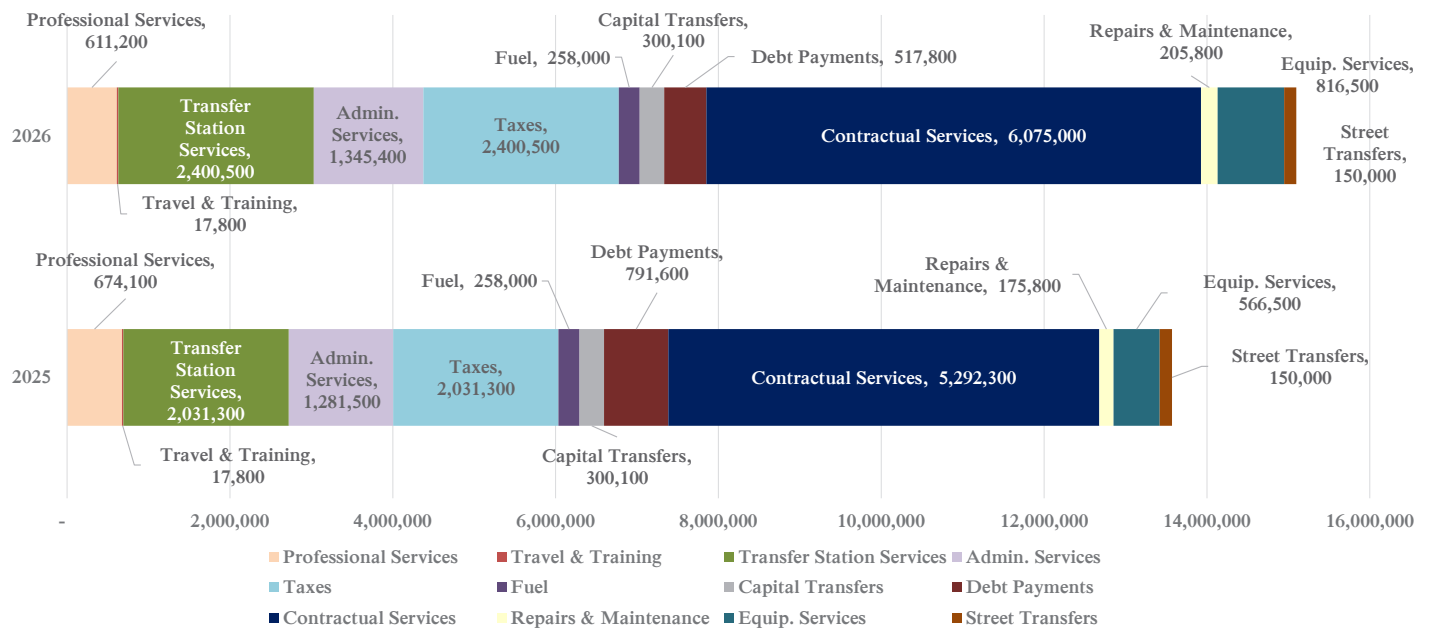
## EXPENDITURES

The increases in expenditures are primarily due to contractual services for waste transport that are increasing significantly in 2026 as well as additional tax payments that resulted from rate adjustments. Other cost increases include personnel costs and charges for administrative services with reductions occurring to debt resulting from the restructuring of the interfund loan with the Water division. Finally, \$433,900 is planned in spending for post closure in 2026. These costs are not built into rates, rather they are offset by reserves held for this purpose.

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 1,463,477	\$ 1,675,028	\$ 1,775,117	\$ 1,918,000	\$ 2,111,200	193,200	10.07%
Personnel Benefits	628,771	736,766	755,564	781,400	809,600	28,200	3.61%
Supplies	501,489	373,979	318,128	416,900	410,100	(6,800)	-1.63%
Other Services & Charges	13,427,133	10,804,837	13,255,487	13,008,200	14,418,000	1,409,800	10.84%
Intergovmt/Interfund Svcs	300,100	324,152	572,966	470,800	470,800	-	0.00%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	3,107,582	400,000	-	700,000	500,000	(200,000)	-28.57%
Debt Service: Interest & Other	38,317	25,200	20,160	91,600	17,800	(73,800)	-80.57%
Interfund Pmts. for Services	89,538	27,231	29,823	44,200	16,400	(27,800)	-62.90%
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,556,407</b>	<b>\$ 14,367,193</b>	<b>\$ 16,727,245</b>	<b>\$ 17,431,100</b>	<b>\$ 18,753,900</b>	<b>1,322,800</b>	<b>7.59%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 3,974,153</i>	<i>\$ (5,189,214)</i>	<i>\$ 2,360,052</i>	<i>\$ 703,855</i>			
<i>Change from Prior Year %</i>	<i>25.50%</i>	<i>-26.53%</i>	<i>16.43%</i>	<i>4.21%</i>			
Reclassification of Capital/Debt	\$1,051,735	\$113,672	\$794,598	\$191,249			
Unrestricted Cash Balance	\$ (227,935)	\$ (2,511,625)	\$ (1,354,826)	\$ (2,006,126)	\$ (1,685,926)		
Use of Post Closure Restricted Funds	\$ 314,824	\$ 325,209	\$ 456,367	\$ 578,500	\$ 433,900		
<i>Change from Prior Yr. \$\$</i>	<i>\$ (3,028,807)</i>	<i>\$ (2,283,690)</i>	<i>\$ 1,156,799</i>	<i>\$ (651,300)</i>	<i>\$ 320,200</i>		
<i>Change from Prior Year %</i>	<i>-108.14%</i>	<i>1001.90%</i>	<i>-46.06%</i>	<i>48.07%</i>	<i>-15.96%</i>		



# SOLID WASTE UTILITY COMMON EXPENDITURES COMPARISON



Contractual Services include costs associated with waste transport.

Administrative Services include transfers to the General Fund and Information Services for work performed, such as Human Resources, Accounting, Information Services, etc., on behalf of the utility.



# STORMWATER UTILITY FUND #406

**Description:** The **Stormwater Fund** accounts for activities related to the construction of stormwater facilities to reduce erosion and flooding caused by water runoff. This fund also accounts for the separation of storm and waste drainage as mandated by the National Pollutant Discharge Elimination System (NPDES) permit.

**Services:**

- Repair of culverts and catch basins.
- Illicit discharge clean up.
- Permitting costs associated with the City's NPDES permit.
- Department of Ecology compliance for outflows to marine and stream.

**Challenges:** Increased costs as additional Stormwater requirements continue to be identified. Funding major projects is heavily dependent on grants from state and federal agencies. An enormous effort is made by senior staff and engineers to pursue grant opportunities. Additionally, the State requires that our staff participate in certain trainings and certifications.

**Debt Payments: \$23,000**

- 2020 Revenue Bond, \$15,800 plus \$7,200 in interest; matures 2036.

**Transfers Out: \$911,100**

- Capital Fund: \$15,000 in support of the NICE program, \$100 for emergency management pods, \$435,000 for the Peabody Creek/Lincoln Street culvert repair and \$461,000 to the Stormwater capital fund for stormwater projects in the Capital Facilities Plan.

# STORMWATER DIVISION



## Major Accomplishments in 2025

- Spent over 352 hours maintaining City-wide rain gardens.
- Spent over 674 hours cleaning and inspecting 2,067 stormwater catch basins City-wide.
- Sweeper activity resulted in 2,597 hours and 10,945 miles of streets being swept in order to reduce stormwater contaminates and maintain a healthy and attractive community for our residents and visitors to enjoy.
- Pressure washed sidewalks along 1st and Front Streets in the Downtown Corridor.





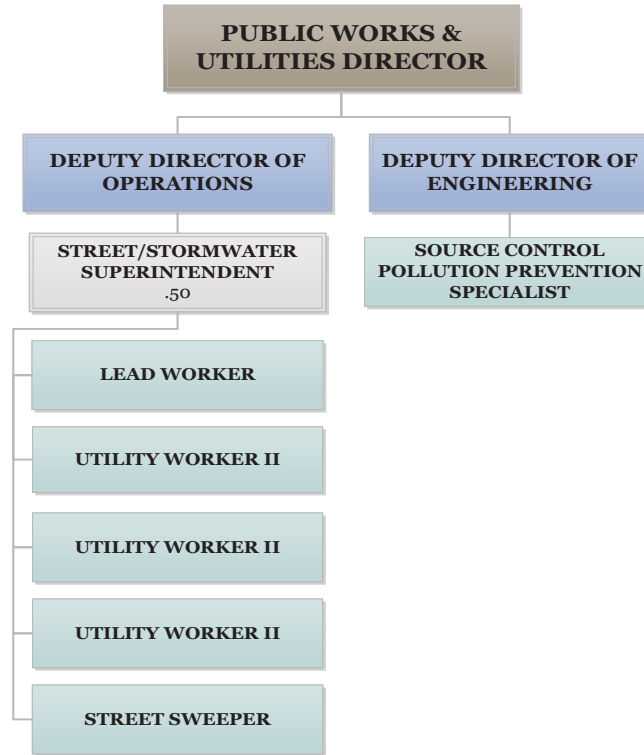
## STORMWATER UTILITY FUND #406 PERSONNEL SUMMARY

AUTHORIZED POSITIONS	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Street/Stormwater Superintendent	0.50	0.50	0.50	0.50	0.50	0.00	0.00%
Field Crew Superintendent	0.33	0.00	0.00	0.00	0.00	0.00	N/A
Leadworker	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Utility Worker I/II	2.00	2.00	3.00	3.00	3.00	0.00	0.00%
Source Control & Pollution Prevention	0.00	0.00	1.00	1.00	1.00	0.00	100.00%
Street Sweeper	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>4.83</b>	<b>4.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>(0.33)</i>	<i>2.00</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>-6.83%</i>	<i>44.44%</i>	<i>0.00%</i>	<i>0.00%</i>		

For administrative purposes all City Engineers are shown in the General Fund. However, they are charged directly to the utilities they are assigned to.



# STORMWATER DIVISION



## STORMWATER UTILITY FUND #406 REVENUE & EXPENDITURE SUMMARY

### REVENUES

Stormwater utility revenues are comprised primarily from charges for services. The decrease to revenue planned in 2026 from the 2025 year is the result of a grant from Department of Ecology received in 2025 that will not occur in 2026.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	204,808	164,432	93,392	184,700	122,700	(62,000)	-33.57%
Charges for Goods & Svcs.	2,633,808	2,677,990	3,271,348	3,233,100	3,233,100	-	0.00%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(334,493)	231,690	232,739	94,300	115,700	21,400	22.69%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 2,504,123</b>	<b>\$ 3,074,112</b>	<b>\$ 3,597,479</b>	<b>\$ 3,512,100</b>	<b>\$ 3,471,500</b>	<b>(40,600)</b>	<b>-1.16%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 3,622</i>	<i>\$ 569,989</i>	<i>\$ 523,367</i>	<i>\$ (85,379)</i>			
<i>Change from Prior Year %</i>	<i>0.14%</i>	<i>22.76%</i>	<i>17.02%</i>	<i>-2.37%</i>			

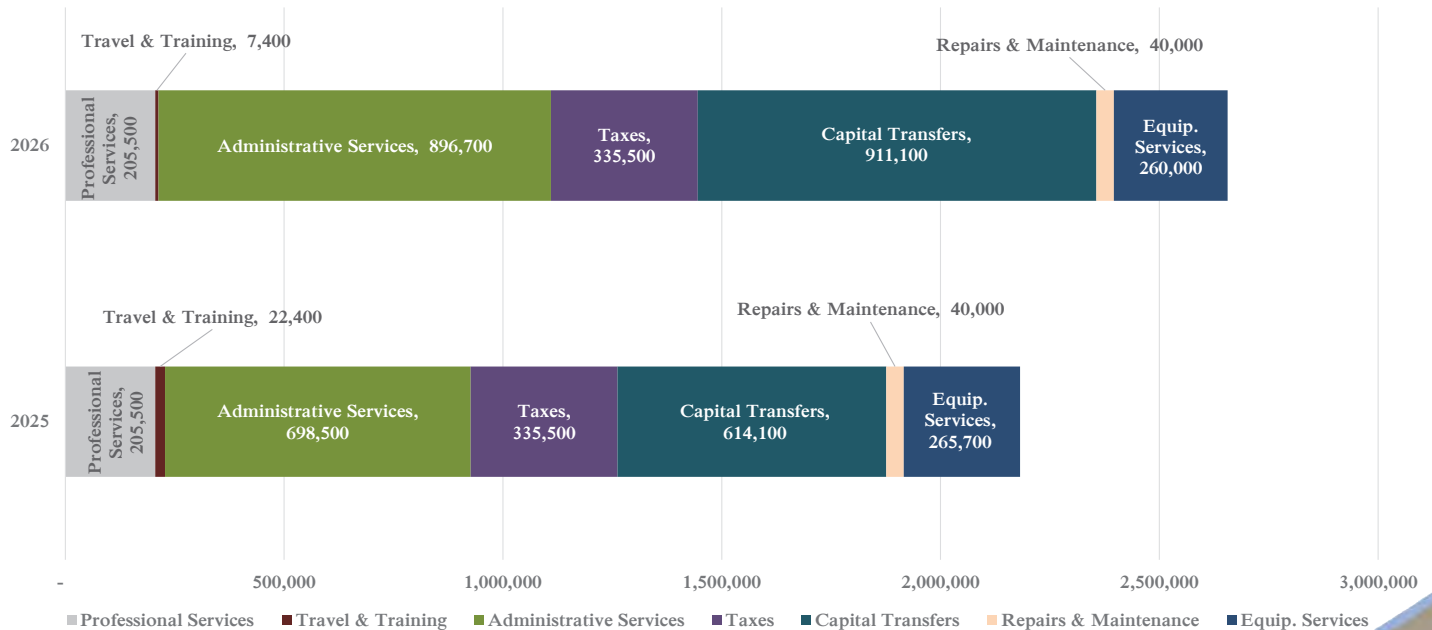


# EXPENDITURES

Increased expenditures planned in 2026 are attributed to personnel costs, charges for services from other departments and capital transfers for projects identified in the Capital Facilities Plan.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 545,598	\$ 615,135	\$ 815,423	\$ 858,600	\$ 889,300	30,700	3.58%
Personnel Benefits	227,226	256,524	307,976	315,500	316,300	800	0.25%
Supplies	76,626	73,073	59,844	106,000	101,700	(4,300)	-4.06%
Other Services & Charges	1,133,747	1,285,221	1,536,667	1,444,800	1,612,500	167,700	11.61%
Intergovmt/Interfund Svcs	644,109	818,986	956,809	893,400	1,190,400	297,000	33.24%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	15,960	15,840	16,620	15,100	15,800	700	4.64%
Debt Service: Interest & Other	10,197	9,400	10,038	7,900	7,200	(700)	-8.86%
Interfund Pmts. for Services	46,938	16,938	14,867	31,900	15,800	(16,100)	-50.47%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,700,401</b>	<b>\$ 3,091,117</b>	<b>\$ 3,718,244</b>	<b>\$ 3,673,200</b>	<b>\$ 4,149,000</b>	<b>475,800</b>	<b>12.95%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 138,521</i>	<i>\$ 390,716</i>	<i>\$ 627,127</i>	<i>\$ (45,044)</i>			
<i>Change from Prior Year %</i>	<i>5.41%</i>	<i>14.47%</i>	<i>20.29%</i>	<i>-1.21%</i>			
Reclassification of Capital/Debt	\$25,003	\$113,672	\$847,679	\$445,811			
Unrestricted Cash Balance	\$ 2,013,649	\$ 1,993,261	\$ 1,860,386	\$ 1,699,286	\$ 1,021,786		
<i>Change from Prior Yr. \$\$</i>	<i>\$ (197,838)</i>	<i>\$ (20,388)</i>	<i>\$ (132,875)</i>	<i>\$ (161,100)</i>	<i>\$ (677,500)</i>		
<i>Change from Prior Year %</i>	<i>-8.95%</i>	<i>-1.01%</i>	<i>-6.67%</i>	<i>-8.66%</i>	<i>-39.87%</i>		

## STORMWATER UTILITY COMMON EXPENDITURES COMPARISON



Professional services include costs for the three year Stormwater Management Program, water testing and public outreach. Administrative Services include transfers to the General Fund and Information Services for work performed, such as Human Resources, Accounting, Information Services, etc., on behalf of the utility.



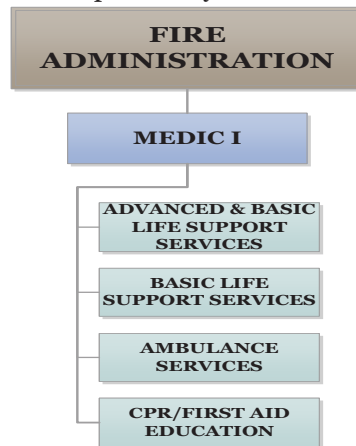
# MEDIC I UTILITY FUND #409

**Description:** The **Medic I Fund** accounts for all activities related to the provision of ambulance and emergency medical services to City residents. Medic 1 is the primary ambulance and medical response team in the City of Port Angeles. Medics and Firefighters respond to all fire and medical emergencies and are supported by a monthly charge to citizens and businesses.

**Services:**

- Medical transportation both emergency and scheduled.
- Assistance with fire calls.
- CPR and first aid classes.

**Challenges:** Increasing call volume with limited staffing is the most significant challenge faced by the Medic 1 utility. Another challenge to the utility is the ability to keep the Community Paramedic program operational. Since it's inception in 2020 Medic 1 has received grant funding from healthcare entities within the community. In 2026, some of the grant funding is no longer available or contracts have expired. City staff continues to apply for grants for this program.



## MEDIC I UTILITY FUND #409 PERSONNEL SUMMARY

AUTHORIZED POSITIONS	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$	%
Fire Chief	0.65	0.65	0.65	0.65	0.70	0.05	7.69%
Deputy Chief/Fire Marshal	0.40	0.40	0.40	0.40	0.40	0.00	0.00%
Division Chief/Training Officer	0.00	0.00	0.65	0.65	0.70	0.05	7.69%
Fire Captain	1.95	1.95	1.95	1.95	2.10	0.15	7.69%
Fire Prevention Specialist	0.00	0.00	0.25	0.25	0.00	(0.25)	-100.00%
Training Officer	0.65	0.65	0.00	0.00	0.00	0.00	N/A
Community Paramedic	3.00	3.00	2.00	2.00	2.00	0.00	0.00%
Administrative Assistant	0.65	0.65	0.82	0.82	1.05	0.23	28.05%
Lieutenant - FF/EMT	1.95	1.95	1.95	1.95	2.10	0.15	7.69%
Firefighters - EMT	1.95	1.95	2.60	2.60	2.80	0.20	7.69%
Firefighters - Paramedic	9.75	9.75	11.36	11.36	11.90	0.54	4.75%
<b>TOTAL Authorized Positions</b>	<b>20.95</b>	<b>20.95</b>	<b>22.63</b>	<b>22.63</b>	<b>23.75</b>	<b>1.12</b>	<b>4.95%</b>
<i>Change from Prior Yr. #</i>	<i>2.00</i>	<i>0.00</i>	<i>1.68</i>	<i>0.00</i>	<i>1.12</i>		
<i>Change from Prior Year %</i>	<i>10.55%</i>	<i>0.00%</i>	<i>8.02%</i>	<i>0.00%</i>	<i>4.95%</i>		

The Medic 1 FTEs include 2.0 full-time Community Paramedics that are funded by local community grants. All other positions are split between the General Fund and Medic 1 utility 30%/70% respectively. This change occurred in the 2026 Budget. There will be no resulting budgetary increase as a result of this change.



# MEDIC I UTILITY FUND #409 REVENUE & EXPENDITURE SUMMARY

## REVENUES

Medic 1 revenues include a monthly charge to citizens and businesses for services as well as a transfer from the General Fund. In 2026, the utility rate will increase 18.5% for residential and 17.0% for commercial customers. Revenue also includes increased ambulance service fees that are resulting from higher-than-expected transports as compared to the 2025 Budget. Decreased grant funding is also expected for the Community Paramedic program.

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	428,332	672,349	829,092	1,067,900	645,500	(422,400)	-39.55%
Charges for Goods & Svcs.	2,127,628	2,865,023	3,340,344	3,284,400	3,653,900	369,500	11.25%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	233,328	103,877	180,558	61,500	57,400	(4,100)	-6.67%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	265,500	265,500	265,500	265,500	265,500	-	0.00%
<b>TOTAL REVENUE</b>	<b>\$ 3,054,788</b>	<b>\$ 3,906,749</b>	<b>\$ 4,615,494</b>	<b>\$ 4,679,300</b>	<b>\$ 4,622,300</b>	<b>(57,000)</b>	<b>-1.22%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 35,887</i>	<i>\$ 851,961</i>	<i>\$ 708,745</i>	<i>\$ 63,806</i>			
<i>Change from Prior Year %</i>	<i>1.19%</i>	<i>27.89%</i>	<i>18.14%</i>	<i>1.38%</i>			

## EXPENDITURES

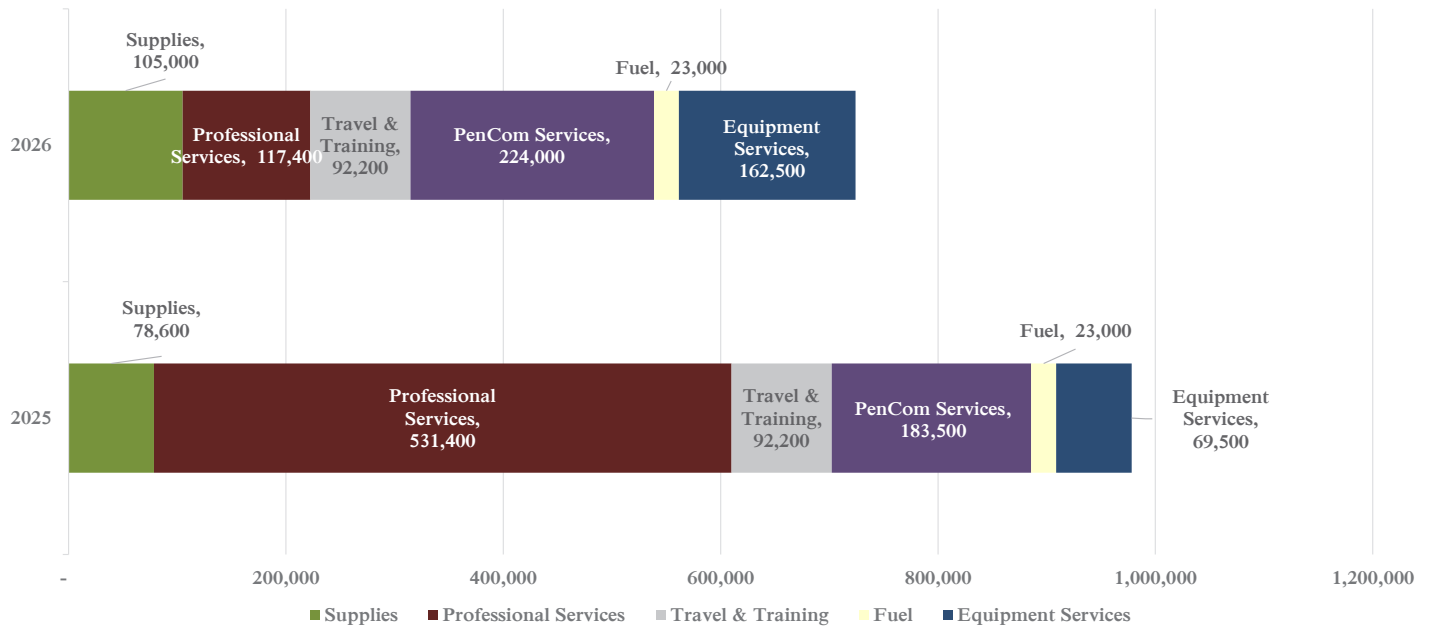
An increase in expenditures is expected for personnel costs in line with collective bargaining as well as for pharmaceutical needs. Decreases resulted from pass through grant funding to community partners and grant funded equipment for the community paramedic program.

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 2,065,191	\$ 2,057,535	\$ 2,517,552	\$ 2,815,400	\$ 2,965,000	149,600	5.31%
Personnel Benefits	515,915	629,872	698,157	736,000	839,900	103,900	14.12%
Supplies	123,691	182,193	166,161	164,900	196,200	31,300	18.98%
Other Services & Charges	347,372	816,314	793,894	914,600	632,500	(282,100)	-30.84%
Intergovmt/Interfund Svcs	15,860	21,314	30,559	18,200	18,200	-	0.00%
Capital Outlay	87,317	-	-	75,500	50,500	(25,000)	-33.11%
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,155,346</b>	<b>\$ 3,707,228</b>	<b>\$ 4,206,323</b>	<b>\$ 4,724,600</b>	<b>\$ 4,702,300</b>	<b>(22,300)</b>	<b>-0.47%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 159,915</i>	<i>\$ 551,882</i>	<i>\$ 499,095</i>	<i>\$ 518,277</i>			
<i>Change from Prior Year %</i>	<i>5.34%</i>	<i>17.49%</i>	<i>13.46%</i>	<i>12.32%</i>			

Unrestricted Cash Balance	\$ 1,209,657	\$ 1,454,891	\$ 1,566,969	\$ 1,521,669	\$ 1,441,669
<i>Change from Prior Yr. \$\$</i>	<i>\$ (197,797)</i>	<i>\$ 245,234</i>	<i>\$ 112,078</i>	<i>\$ (45,300)</i>	<i>\$ (80,000)</i>
<i>Change from Prior Year %</i>	<i>-14.05%</i>	<i>20.27%</i>	<i>7.70%</i>	<i>-2.89%</i>	<i>-5.26%</i>



# MEDIC 1 UTILITY COMMON EXPENDITURES COMPARISON



Professional Services include payments for third party billing of services.

PenCom Services are fees transferred to the City’s PenCom 911 fund for dispatch services rendered.

Administrative Services include transfers to the General Fund and Information Services for work performed, such as Human Resources, Accounting, Information Services, etc., on behalf of the utility.



# HARBOR CLEAN-UP FUND #413

## REVENUE & EXPENDITURE SUMMARY

**Description:** The Harbor Clean-up Fund accounts for mitigation and legal consultation related to outfall clean-up of the Harbor. Much of the costs associated with the Harbor Clean-up are reimbursable by insurance, or grant funding.

### REVENUES

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	9,158	1,200,000	1,200,000	-	0.00%
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	165,059	113,771	63,983	850,600	850,600	-	0.00%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 165,059</b>	<b>\$ 113,771</b>	<b>\$ 73,141</b>	<b>\$ 2,050,600</b>	<b>\$ 2,050,600</b>	<b>-</b>	<b>0.00%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (987,617)</i>	<i>\$ (51,288)</i>	<i>\$ (40,630)</i>	<i>\$ 1,977,459</i>			
<i>Change from Prior Year %</i>	<i>-85.68%</i>	<i>-31.07%</i>	<i>-35.71%</i>	<i>2703.63%</i>			

### EXPENDITURES

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	207,653	149,570	101,234	2,050,600	2,050,600	-	0.00%
Intergovmt/Interfund Svcs	-	-	9	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 207,653</b>	<b>\$ 149,570</b>	<b>\$ 101,243</b>	<b>\$ 2,050,600</b>	<b>\$ 2,050,600</b>	<b>-</b>	<b>0.00%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (1,044,322)</i>	<i>\$ (58,083)</i>	<i>\$ (48,327)</i>	<i>\$ 1,949,357</i>			
<i>Change from Prior Year %</i>	<i>-83.41%</i>	<i>-27.97%</i>	<i>-32.31%</i>	<i>1925.42%</i>			
<b>FUND BALANCE</b>	<b>\$ (381,971)</b>	<b>\$ (398,622)</b>	<b>\$ 116,633</b>	<b>\$ 116,633</b>	<b>\$ 116,633</b>		
<i>Change from Prior Yr. \$\$</i>	<i>\$ (229,604)</i>	<i>\$ (16,651)</i>	<i>\$ 515,255</i>	<i>\$ -</i>	<i>\$ -</i>		
<i>Change from Prior Year %</i>	<i>150.69%</i>	<i>4.36%</i>	<i>-129.26%</i>	<i>0.00%</i>	<i>0.00%</i>		





# INTERNAL SERVICE FUNDS

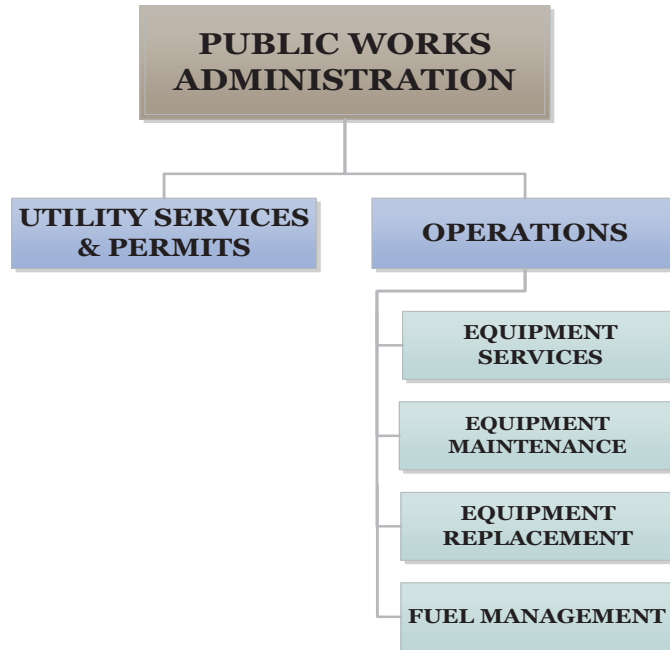
*Internal Service Funds are proprietary fund types used to account for activities related to the provision of goods or services from one fund, department or agency to other funds, departments or agencies of the primary government on a cost-reimbursement basis.*



# EQUIPMENT SERVICES FUND #501

**Description:** The Equipment Services Fund accounts for revenues and expenditures related to maintaining and replacing all City vehicles and construction equipment. All costs including salaries, maintenance, replacement, and depreciation are included in rates charged to each department for services rendered.

**Replacement Policy:** The City’s equipment replacement and vehicle use policy states that similar vehicles and equipment are grouped by department and division based on percentage of reserves and their target level. Therefore, departments/divisions only pay replacement costs when they fall below their reserve target level.



## Major Accomplishments in 2025



Designed and ordered 17 new vehicle replacements to be delivered in 2025/2026 at a cost of \$2,572,000.00. Completed 795 repair and maintenance projects.

- Completed 432 scheduled vehicle and equipment service requests.
- Responded to 65 emergency service calls.

## Key Initiatives for 2026

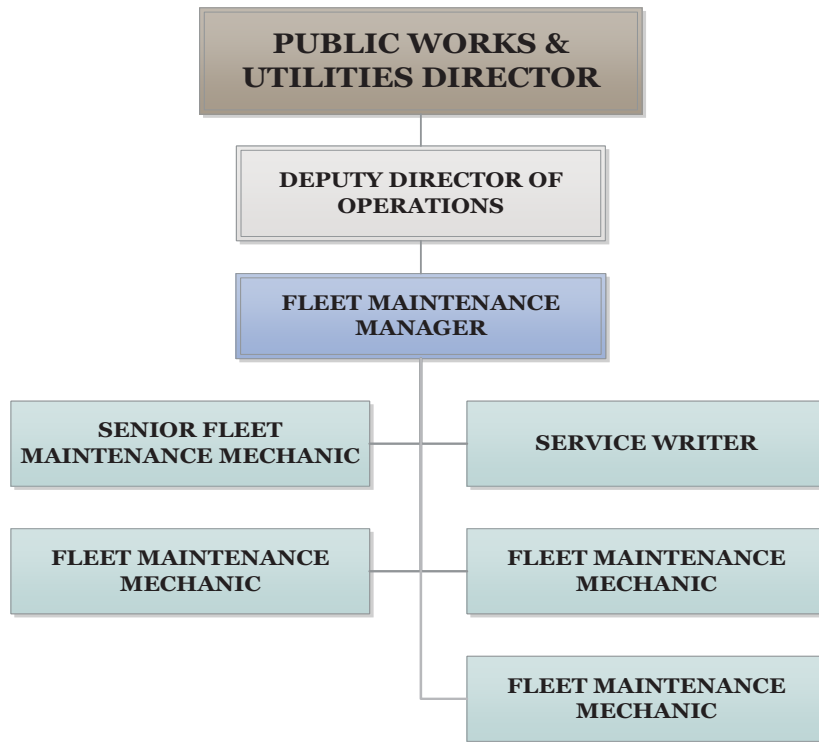


Continue implementation of new fleet maintenance software to improve efficiency, cost control and maintenance records.

- Incorporate City emergency generators into the fleet, to provide timely, cost-effective maintenance and repairs. The addition of the generators to the fleet will have the added benefit of also adding them to the CFP, thus starting the process of accumulating replacement funds and providing a replacement schedule.



# EQUIPMENT SERVICES DIVISION



## EQUIPMENT SERVICES FUND #501 PERSONNEL SUMMARY

AUTHORIZED POSITIONS	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Fleet Maintenance Manager	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Sr. Fleet Maintenance Mechanic	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Fleet Maintenance Mechanic	2.00	2.00	3.00	3.00	3.00	0.00	0.00%
Service Writer	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.00</i>	<i>1.00</i>	<i>0.00</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>0.00%</i>	<i>20.00%</i>	<i>0.00%</i>	<i>0.00%</i>		



# EQUIPMENT SERVICES FUND #501

VEHICLE EXPENDITURE LISTING BY YEAR EQUIPMENT SERVICES CAPITAL	2025 REPLA BEG. CASH	BUDGET 2025	ADOPTED 2026
Police	82,688	261,900	267,000
Fire & Medic 1	1,200,331	1,061,100	-
Parks & Recreation	205,846	131,800	212,000
Engineering	55,691	109,300	-
Light Operations	437,408	709,600	42,500
Water	318,925	70,000	325,900
Wastewater	229,252	330,500	-
Solid Waste	1,018,371	892,800	-
Stormwater	459,895	674,900	107,700
Equipment Services	694,423	298,900	375,000
Streets	460,227	666,500	68,800
<b>EQUIPMENT SERVICES TOTAL</b>	<b>5,321,664</b>	<b>5,207,300</b>	<b>1,398,900</b>

# EQUIPMENT SERVICES FUND #501 REVENUE & EXPENDITURE SUMMARY

## REVENUES

Equipment Services revenues include funds that are collected from other departments and divisions for services rendered as well as interest paid on investments. Revenues also include yearly transfers from other funds for vehicle replacements.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	1,979,141	2,242,428	3,044,223	3,215,800	3,263,800	48,000	1.49%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(416,077)	228,285	218,226	85,000	92,900	7,900	9.29%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	25,000	76,671	222,195	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 1,588,064</b>	<b>\$ 2,547,384</b>	<b>\$ 3,484,644</b>	<b>\$ 3,300,800</b>	<b>\$ 3,356,700</b>	<b>55,900</b>	<b>1.69%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (2,867,565)</i>	<i>\$ 959,320</i>	<i>\$ 937,260</i>	<i>\$ (183,844)</i>			
<i>Change from Prior Year %</i>	<i>-64.36%</i>	<i>60.41%</i>	<i>36.79%</i>	<i>-5.28%</i>			



## EXPENDITURES

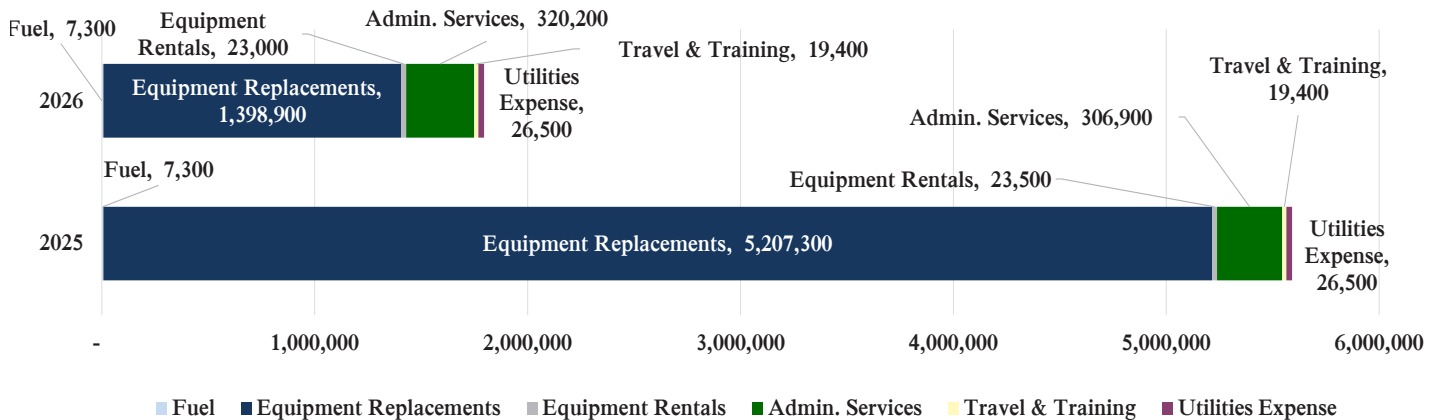
The 2026 Budget includes reductions for capital outlay spending for vehicle replacements planned in 2026 as outlined in the Capital Facilities Plan. There was also an increase in charges for allocated services.

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 487,721	\$ 525,161	\$ 553,505	\$ 685,700	\$ 714,400	28,700	4.19%
Personnel Benefits	174,891	201,874	212,820	267,900	247,100	(20,800)	-7.76%
Supplies	44,496	50,587	121,115	57,000	56,900	(100)	-0.18%
Other Services & Charges	232,550	371,702	424,266	426,400	450,300	23,900	5.61%
Intergovmt/Interfund Svcs		-	-	-	-	-	N/A
Capital Outlay	3,489,681	1,736,914	2,062,924	5,207,300	1,398,900	(3,808,400)	-73.14%
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	1,201	1,987	1,891	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,430,540</b>	<b>\$ 2,888,225</b>	<b>\$ 3,376,521</b>	<b>\$ 6,644,300</b>	<b>\$ 2,867,600</b>	<b>(3,776,700)</b>	<b>-56.84%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 2,596,704</i>	<i>\$ (1,542,315)</i>	<i>\$ 488,296</i>	<i>\$ 3,267,779</i>			
<i>Change from Prior Year %</i>	<i>141.60%</i>	<i>-34.81%</i>	<i>16.91%</i>	<i>96.78%</i>			

Unrestricted Cash Balance	\$4,958,858	\$4,350,293	\$4,876,633	\$1,533,133	\$2,022,233
<i>Change from Prior Yr. \$\$</i>	<i>\$2,381,153</i>	<i>(\$608,565)</i>	<i>\$526,340</i>	<i>(\$3,343,500)</i>	<i>\$489,100</i>
<i>Change from Prior Year %</i>	<i>92.37%</i>	<i>-12.27%</i>	<i>12.10%</i>	<i>-68.56%</i>	<i>31.90%</i>

## EQUIPMENT SERVICES COMMON EXPENDITURES COMPARISON



Administrative Services include transfers to the General Fund and Information Services for work performed, such as Human Resources, Accounting, Information Services, etc., on behalf of Equipment Services.



# INFORMATION SERVICES FUND #502




**Description:** The **Information Services Fund** accounts for the cost of providing information services to all City departments. All costs including hardware, software, maintenance, labor, capital improvements, and supplies are included in rates charged to each department.

The IT Division is charged with the design, planning, implementation, maintenance, upgrade and on-going support of the City technology needs. This includes everything from desktop and phone support, to network maintenance and security, to tracking and maintaining all software tools, to database backup and recovery. Ensuring the smooth functioning of City technology makes the IT division one of the most critical internal support operations within the City.







## Major Accomplishments in 2025

### Customer Service Accomplishments

-  Deployed 51 mobile devices including new devices and replacement.
-  Deployed 57 workstations including new workstations and replacements. Completed 64 “in place” upgrades from Windows 10 to Windows 11.
  - Supported over 340 hours of hybrid meetings.
  - Onboarded over 23 new employees.
  - Continued to provide quality customer service experience with over 1,500 tickets closed with average time to resolution of 8 hours..
-  Supported City Clerk’s office with establishment of data management and retention plan to allow for better data storage, server management and backup capacity management.
  - Collaborated with PenCom via regular check-in meetings to collaborate on common goals and projects.
  - Completed the move of Peninsula Area Public Access (PAPA) servers and channel to City Hall from old Firehouse building.
  - Completed inventory and updates for loaner laptop program including implementation of new loaner laptop tracking system.
  - Completed implementation of SharePoint, OneDrive, Email and Teams backup system for M365.

### Extreme Weather and Incident Preparedness Accomplishments

-  Completed State and Local Cybersecurity Grant Program (SLCGP) grant security systems enhancement project approval and purchase phase with reimbursement request submitted.
-  Participated in monthly Community Cybersecurity Preparedness Working Group meetings.
-  Implemented network connection for Fire Department HVAC system and software upgrade.
-  Completed implementation of new IDS/IDPS for perimeter network defense.

### Citywide Resource Optimization Accomplishments

-  Assisted with Tyler Enterprise Resource Planning and Enterprise Permitting & Licensing deployment assistance and support.
  - Used ServiceDesk Portal metrics to support departmental allocations and service level agreements.
-  Provided technical guidance on Astound network contract negotiations monthly billing audit, decommissioning unnecessary network circuits resulting in thousands of dollars in monthly savings.
-  Submitted FY25 State and Local Cybersecurity Grant Program grant application for additional cybersecurity enhancement purchases.
  - Migrated Windows Domain controllers and implemented new DHCP servers prepping for final stage of domain upgrade.
-  Implemented WIFI at Water Treatment Plant.
  - Facilitated the Technology Governance Board with regular monthly meetings and the creating of 7 new technology standard operating procedures.



- Implemented asset tracking for all IT assets using existing software tools.







#### Continuing Education Accomplishments

- Supported 2 ITD staff members Laserfiche training with 30 hours of focused technical training.
- Ensured Media Tech staff member completed CompTIA Network + certification and associate degree in IT Systems Administration.



#### Key Initiatives for 2026

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##### Customer Service Goals

-  Support records retention training and onboarding work for new employees with Clerk's office.
-  Complete domain upgrade project achieving latest domain forest functional level.
-  Support Safety Committee work by investigating modern (touchless) HID door locks and access control security. Completion dependent on CFP funding.
-  Replace core network switch at City Hall
-  Provide excellent customer service to staff and users of IT infrastructure by keeping pace with mobile device deployments, workstation deployments, hybrid meeting support and employee onboarding/change/offboarding support.
-  Conduct annual end-user security training.


##### Extreme Weather and Incident Preparedness Accomplishments

-  Submit State and Local Cybersecurity Grant Program grant application for additional cybersecurity enhancement purchases.
-  Complete draft ITD incident response plan for cybersecurity incidents with focus on business continuity. Conduct review and testing with CISA using available free services provided.

##### Citywide Resource Optimization Goals

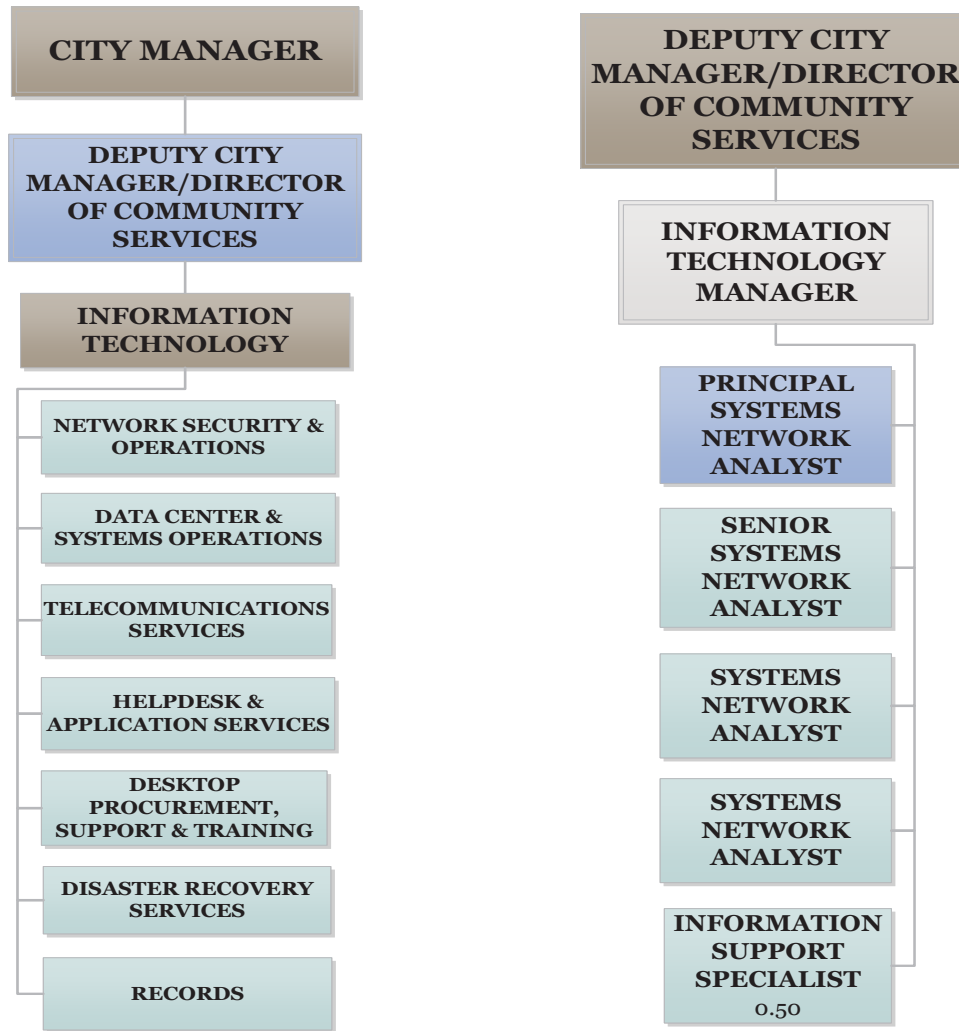
- Implement electronic records retention for staff email to decrease staff time and expertise required when fulfilling public records requests.
-  Support Tyler Technologies projects including Enterprise Resource Planning, Enterprise Permitting and Licensing, Asset Management, Customer Service, Utility Billing and Human Resource Management “go live.”
- Complete contract negotiations for new voice and data circuits for City of Port Angeles.
- Migrate data from file servers to SharePoint/OneDrive for all departments and users.

##### Continuing Education Goals

- Continue facilitating the technology governance board.
-  Complete prerequisite FEMA training for O0305 – All Hazards Incident Management Team Training. Staff complete all internal required trainings and trainings available for new IDS/IDPS.



# INFORMATION SERVICES FUND #502



## INFORMATION SERVICES FUND #502 PERSONNEL SUMMARY

AUTHORIZED POSITIONS	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	\$\$	%
IT Manager	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Senior Systems Network Analyst	2.00	2.00	2.00	2.00	2.00	0.00	0.00%
Systems Network Analyst	2.00	2.00	2.00	2.00	2.00	0.00	0.00%
Information Support Specialist	0.00	0.00	0.00	0.50	0.50	0.00	0.00%
<b>TOTAL Authorized Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.50</b>	<b>5.50</b>	<b>0.00</b>	<b>0.00%</b>
<i>Change from Prior Yr. #</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.50</i>	<i>0.00</i>		
<i>Change from Prior Year %</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>10.00%</i>	<i>0.00%</i>		



# INFORMATION SERVICES FUND #502 REVENUE & EXPENDITURE SUMMARY

## REVENUES

Revenues in the Information Services fund are collected from funds for services rendered, capital projects and computer replacements, and as a result will vary each year dependant on the needs of the City.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	70,000	-	-	-	N/A
Charges for Goods & Svcs.	2,568,782	2,575,033	2,670,228	2,973,600	3,122,200	148,600	5.00%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(189,163)	131,096	114,773	44,900	51,700	6,800	15.14%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	133,900	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 2,513,519</b>	<b>\$ 2,706,129</b>	<b>\$ 2,855,001</b>	<b>\$ 3,018,500</b>	<b>\$ 3,173,900</b>	<b>155,400</b>	<b>5.15%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (232,515)</i>	<i>\$ 192,610</i>	<i>\$ 148,872</i>	<i>\$ 163,499</i>			
<i>Change from Prior Year %</i>	<i>-8.47%</i>	<i>7.66%</i>	<i>5.50%</i>	<i>5.73%</i>			

## EXPENDITURES

Changes in expenditures compared to 2025 include increases for software services and computer replacements citywide. Additionally, in 2026, the IT Department will have fewer planned capital projects as outlined in the Capital Facilities Plan.

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 493,919	\$ 540,929	\$ 549,612	\$ 627,400	\$ 706,800	79,400	12.66%
Personnel Benefits	192,407	206,959	223,163	230,300	232,300	2,000	0.87%
Supplies	41,526	19,269	49,738	165,900	\$273,000	107,100	64.56%
Other Services & Charges	1,191,192	1,475,133	1,364,883	1,361,500	1,476,800	115,300	8.47%
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	159,342	589,851	1,035,286	1,827,800	1,254,000	(573,800)	-31.39%
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	3,270	1,402	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,078,386</b>	<b>\$ 2,835,411</b>	<b>\$ 3,224,084</b>	<b>\$ 4,212,900</b>	<b>\$ 3,942,900</b>	<b>(270,000)</b>	<b>-6.41%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 87,037</i>	<i>\$ 757,025</i>	<i>\$ 388,673</i>	<i>\$ 988,816</i>			
<i>Change from Prior Year %</i>	<i>4.37%</i>	<i>36.42%</i>	<i>13.71%</i>	<i>30.67%</i>			
Unrestricted Cash Balance	\$2,879,365	\$3,067,982	\$2,465,238	\$ 1,270,838	\$ 501,838		
<i>Change from Prior Yr. \$\$</i>	<i>\$303,007</i>	<i>\$188,617</i>	<i>(\$602,744)</i>	<i>\$ (1,194,400)</i>	<i>(\$769,000)</i>		
<i>Change from Prior Year %</i>	<i>11.76%</i>	<i>6.55%</i>	<i>-19.65%</i>	<i>-48.45%</i>	<i>-60.51%</i>		

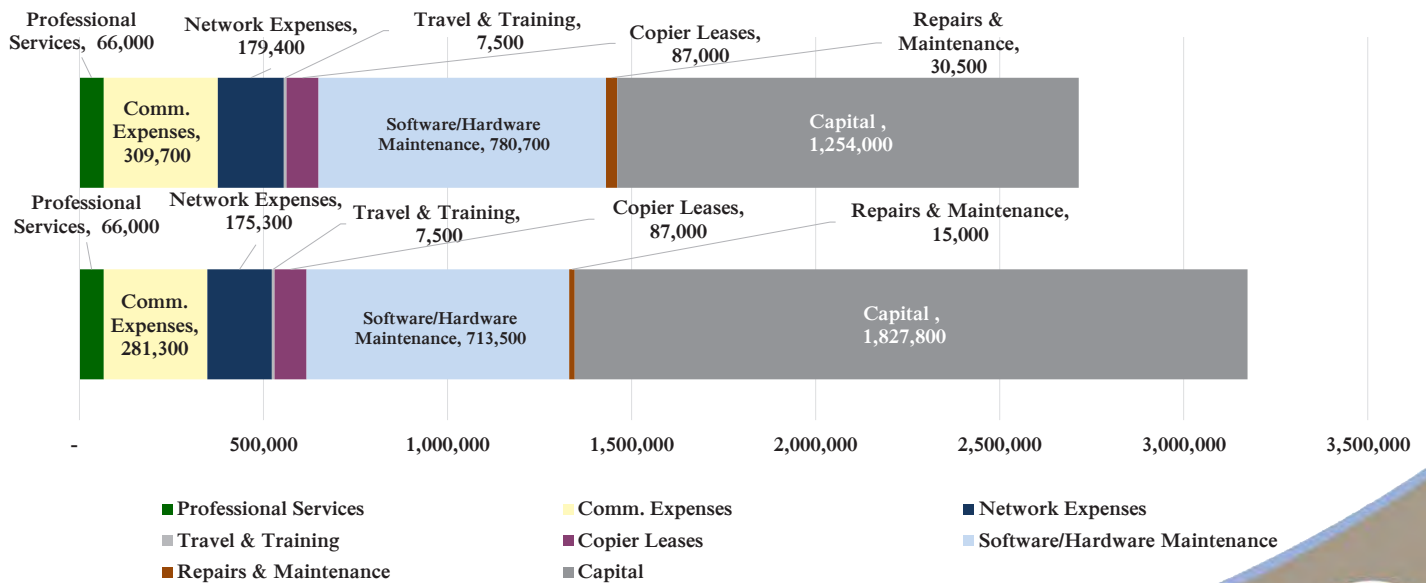


# INFORMATION SERVICES PROJECTS

IT EXPENDITURE LISTING BY YEAR		PROJECT TOTAL	BUDGET 2025	ADOPTED 2026
<b>INFORMATION SERVICES CAPITAL</b>				
IT0319	Network Refresh	560,000	-	280,000
IT0618	Virtual Server Replacements	750,000	-	273,500
IT0214	Records Management System	180,500	-	73,100
IT0323	SCADA Server Replacements	550,000	-	300,000
IT1018	UPS Replacement - Disaster Recovery Data Center	300,000	-	119,400
IT0124	Primary Data Backup Systems Replacement	500,000	250,000	-
IT0119	Redundant Internet Connections	60,000	-	41,000
IT0716	ERP Road Map & Replacement	2,454,900	1,389,300	-
IT0324	Primary Data Backup Tape Storage Safe	22,000	-	22,000
IT0123	Intrusion Detection and Prevention	200,000	128,500	-
IT0224	Primary Data Center Fiber Switch Replacement	30,000	-	30,000
IT0423	Building Access Control and Cameras	1,200,000	60,000	20,000
IT0523	City Owned Fiber Optics	1,500,000	-	25,000
IT0424	Audio/Video Equipment Refresh	70,000	-	70,000
<b>INFORMATION SERVICES TOTAL</b>		<b>8,507,400</b>	<b>1,827,800</b>	<b>1,254,000</b>



## INFORMATION SERVICES COMMON EXPENDITURES COMPARISON

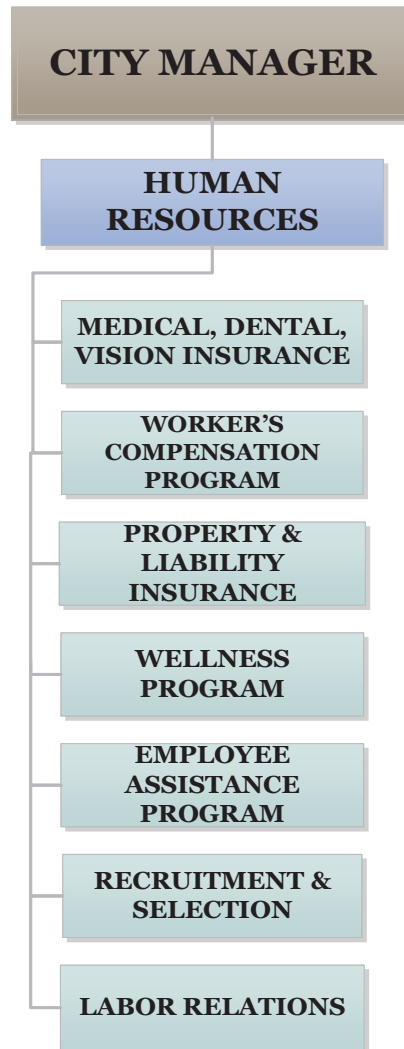


Professional services include funds for consultant work on the City's network.



# SELF-INSURANCE FUND #503

**Description:** The **Self-Insurance Fund** accounts for the payment of all City insurance premiums and claims for which each department is charged. The City is self-insured for medical and workers' compensation, and self-insures for property and casualty deductibles. Each City department is charged for these services. These charges are transferred into this fund for payment.



# SELF INSURANCE FUND #503 REVENUE & EXPENDITURE SUMMARY

## REVENUES

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	5,641,558	7,319,152	8,288,886	8,676,400	9,021,200	344,800	3.97%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 5,641,558</b>	<b>\$ 7,319,152</b>	<b>\$ 8,288,886</b>	<b>\$ 8,676,400</b>	<b>\$ 9,021,200</b>	<b>344,800</b>	<b>3.97%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 394,531</i>	<i>\$ 1,677,594</i>	<i>\$ 969,734</i>	<i>\$ 387,514</i>			
<i>Change from Prior Year %</i>	<i>7.52%</i>	<i>29.74%</i>	<i>13.25%</i>	<i>4.68%</i>			

## EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 49,228	\$ 48,791	\$ 41,435	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	5,622,224	7,078,954	8,153,798	8,667,100	9,021,200	354,100	4.09%
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmnts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,671,452</b>	<b>\$ 7,127,745</b>	<b>\$ 8,195,233</b>	<b>\$ 8,667,100</b>	<b>\$ 9,021,200</b>	<b>354,100</b>	<b>4.09%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 317,326</i>	<i>\$ 1,456,293</i>	<i>\$ 1,067,488</i>	<i>\$ 471,867</i>			
<i>Change from Prior Year %</i>	<i>5.93%</i>	<i>25.68%</i>	<i>14.98%</i>	<i>5.76%</i>			
Unrestricted Cash Balance	\$708,766	\$1,079,447	\$1,122,484	\$1,131,784	\$1,131,784		
<i>Change from Prior Yr. \$\$</i>	<i>\$22,888</i>	<i>\$370,681</i>	<i>\$43,037</i>	<i>\$9,300</i>	<i>\$0</i>		
<i>Change from Prior Year %</i>	<i>3.34%</i>	<i>52.30%</i>	<i>3.99%</i>	<i>0.83%</i>	<i>0.00%</i>		



# FIDUCIARY FUNDS

***Fiduciary Funds** are fund types used to account for assets held by the government as a trustee or agent and cannot be used to support the government's own programs. There are four types of fiduciary funds: pension trust funds, investment trust funds, private purpose trust funds, and custodial funds.*



# FIREMAN'S PENSION FUND #602

## REVENUE & EXPENDITURE SUMMARY

**Description:** The **Firemen's Pension Fund** is a pension trust fund established to provide a pension system and related benefits for retired firefighters and surviving spouses that were hired prior to March 1, 1970. Two surviving spouses currently participate in this pension plan.

**Funding Source:** Revenue sources include interest on investments and in prior years fire insurance premiums distributed by the State. Fire insurance premiums are now recorded in the General Fund due to accounting standard changes issued by the Governmental Accounting Standards Board (GASB).

**Major Expenditures:** Expenses for salary, medical and long-term care have continued to exceed revenues causing significant reductions in the fund balance. Salary increases are the result of the difference between amounts paid by the state to these pensions and the change to the City's bargaining contract for the Firefighter's group. Medical premiums were also moved to the General Fund as a result of GASB accounting requirement changes for pension and other post-employment benefits. The General Fund will be responsible for any expenses this fund is unable to accommodate.

### REVENUES

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(85,894)	29,000	20,036	200	200	-	0.00%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ (85,894)</b>	<b>\$ 29,000</b>	<b>\$ 20,036</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>-</b>	<b>0.00%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (155,043)</i>	<i>\$ 114,894</i>	<i>\$ (8,964)</i>	<i>\$ (19,836)</i>			
<i>Change from Prior Year %</i>	<i>-224.22%</i>	<i>-133.76%</i>	<i>-30.91%</i>	<i>99.00%</i>			

### EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ 28,471	\$ 21,250	\$ 32,236	\$ 19,400	\$ 29,300	9,900	51.03%
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	6,668	5,176	23,100	13,100	(10,000)	-43.29%
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,471</b>	<b>\$ 27,918</b>	<b>\$ 37,412</b>	<b>\$ 42,500</b>	<b>\$ 42,400</b>	<b>(100)</b>	<b>-0.24%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (5,265)</i>	<i>\$ (553)</i>	<i>\$ 9,494</i>	<i>\$ 5,088</i>			
<i>Change from Prior Year %</i>	<i>-15.61%</i>	<i>-1.94%</i>	<i>34.01%</i>	<i>13.60%</i>			

<b>FUND BALANCE</b>	<b>\$212,811</b>	<b>\$213,893</b>	<b>\$196,517</b>	<b>\$154,217</b>	<b>\$112,017</b>
<i>Change from Prior Yr. \$\$</i>	<i>(\$114,365)</i>	<i>\$1,082</i>	<i>(\$17,376)</i>	<i>(\$42,300)</i>	<i>(\$42,200)</i>
<i>Change from Prior Year %</i>	<i>-34.96%</i>	<i>0.51%</i>	<i>-8.12%</i>	<i>-21.52%</i>	<i>-27.36%</i>



# PERMANENT FUNDS

*Permanent Funds* are governmental fund types used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs (i.e. for the benefit of the government or its citizenry).



# CEMETERY ENDOWMENT FUND #601

## REVENUE & EXPENDITURE SUMMARY

**Description:** The **Cemetery Endowment Fund** accounts for the receipts from the sale of Ocean View Cemetery lots, tracts, parcels, donations, bequests, or grants received prior to April 1, 1981. The principal is invested and cannot be used for cemetery maintenance until the cemetery reaches full capacity.

### REVENUES

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(20,911)	13,449	12,725	4,900	6,600	1,700	34.69%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ (20,911)</b>	<b>\$ 13,449</b>	<b>\$ 12,725</b>	<b>\$ 4,900</b>	<b>\$ 6,600</b>	<b>1,700</b>	<b>34.69%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (18,458)</i>	<i>\$ 34,360</i>	<i>\$ (724)</i>	<i>\$ (7,825)</i>			
<i>Change from Prior Year %</i>	<i>752.47%</i>	<i>-164.32%</i>	<i>-5.38%</i>	<i>-61.49%</i>			

### EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest & Other	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>N/A</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>			
<i>Change from Prior Year %</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>			

<b>FUND BALANCE</b>	<b>\$397,696</b>	<b>\$411,145</b>	<b>\$423,870</b>	<b>\$428,770</b>	<b>\$435,370</b>
<i>Change from Prior Yr. \$\$</i>	<i>(\$20,910)</i>	<i>\$13,449</i>	<i>\$12,725</i>	<i>\$4,900</i>	<i>\$6,600</i>
<i>Change from Prior Year %</i>	<i>-5.00%</i>	<i>3.38%</i>	<i>3.10%</i>	<i>1.16%</i>	<i>1.54%</i>



# CAPITAL FACILITIES BUDGET

*Governmental, Transportation Benefit District and Capital Projects Funds are used to account for the financial resources to be used for the acquisition or construction of major utility capital facilities, general City infrastructure and City Street projects.*



# THE CAPITAL FACILITIES PLAN & THE COMPREHENSIVE PLAN

Two of the key elements discussed in the Comprehensive Plan are the Capital Facilities Plan (CFP) and the Transportation Improvement Plan (TIP). Both of these plans are included in brief in this section of the Budget showing only projects scheduled for 2025 and 2026. Each year the City reviews the City's CFP and TIP in detail. This process also sets the capital budget for the upcoming budget year as approved project spending is directly included in the budget each year. The CFP and TIP are approved in June of each year, with projects approved on a six year cycle. Only projects approved in the CFP and TIP are included in the capital budget each year. Often times capital project spending rolls from year to year. The spending for these ongoing projects is included as part of the budget amendment process.

Capital Funds are split into three types of funds:

- **General Governmental:** The Capital Improvement Fund (#310) accounts for monies related to the acquisition, construction, or replacement of major governmental facilities. These projects are funded through the transfers of funds from the City's General Fund, Lodging Tax Fund and/or Real Estate Excise Tax (REET) I & II Funds as well as grant funds and utility reserves. REET funds (#320 and #322) are also tracked in the Capital Section of the budget as collections is solely utilized for capital project spending. General governmental projects include those in the Park Improvement fund (#316). Monies held in this fund are dedicated to the City's parks. Funds received for a specific park are restricted for this use only. All other funds may be used for any park improvement.
- **Transportation:** The Transportation Benefit District Fund (#312) accounts for monies collected from the Transportation Benefit District (TBD). The additional 0.2% increase to sales tax for the TBD will fund capital projects included in the TIP; and has been included in a separate fund to more easily show and track activity. These funds can only be used exclusively for projects related to the improvement of streets and sidewalks. Additionally, revenue for transportation related projects also is received in transfers from the General Fund and the Real Estate Excise Tax fund as well as grant funding.
- **Utility Capital Projects:** All utility capital fund projects are directly related to the maintenance, improvement and replacement of items used by a specific utility. These projects are funded by transfers from the applicable utility and are included in the Cost of Service Analysis. It is normal for project costs in these funds to differ from amounts received as revenue from the utility funds as these transfers are adjusted based on the six-year CFP cycle that has been averaged to keep rates stable. Each utility has its own corresponding capital account (#451-#456).

For more detailed information about the Capital Facilities Plan, or the Transportation Improvement Plan, please visit the City's website at [www.cityofpa.us](http://www.cityofpa.us), or the Capital Facilities Plan page directly at <https://wa-portangeles.civicplus.com/774/Capital-Facilities-Plan>.



# CAPITAL IMPROVEMENT FUND #310 REVENUE & EXPENDITURE SUMMARY

In 2026, revenues reflect an increase in planned grant funds for the Ennis Creek Fish Barrier project and expenditures reflect an increase for projects planned in 2025 that were carried into the 2026 Budget. These are multi-year projects and amounts remaining in 2025 will carry into the 2026 Budget in the first quarter.

## REVENUES




























	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
<b>REVENUES</b>							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	350,000	350,000	725,694	1,827,700	2,696,800	869,100	47.55%
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(180,202)	322,322	405,820	116,400	133,600	17,200	14.78%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	1,107,900	1,732,500	3,602,598	1,026,600	1,276,300	249,700	24.32%
<b>TOTAL REVENUE</b>	<b>\$ 1,277,698</b>	<b>\$ 2,404,822</b>	<b>\$ 4,734,111</b>	<b>\$ 2,970,700</b>	<b>\$ 4,106,700</b>	<b>1,136,000</b>	<b>38.24%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 128,611</i>	<i>\$ 1,127,124</i>	<i>\$ 2,329,289</i>	<i>\$ 565,878</i>			
<i>Change from Prior Year %</i>	<i>11.19%</i>	<i>88.22%</i>	<i>96.86%</i>	<i>23.53%</i>			

## EXPENDITURES

	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
<b>EXPENDITURES</b>							
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	1,811,617	2,454,017	3,927,610	3,034,300	3,713,000	678,700	22.37%
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,811,617</b>	<b>\$ 2,454,017</b>	<b>\$ 3,927,610</b>	<b>\$ 3,034,300</b>	<b>\$ 3,713,000</b>	<b>678,700</b>	<b>22.37%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 1,440,298</i>	<i>\$ 642,400</i>	<i>\$ 1,473,593</i>	<i>\$ (893,310)</i>			
<i>Change from Prior Year %</i>	<i>387.89%</i>	<i>35.46%</i>	<i>60.05%</i>	<i>-22.74%</i>			
<b>FUND BALANCE</b>	<b>\$2,943,726</b>	<b>\$2,894,831</b>	<b>\$3,701,032</b>	<b>\$3,637,432</b>	<b>\$4,031,132</b>		
<i>Change from Prior Yr. \$\$</i>	<i>(\$533,918)</i>	<i>(\$48,895)</i>	<i>\$806,201</i>	<i>(\$63,600)</i>	<i>\$393,700</i>		
<i>Change from Prior Year %</i>	<i>-15.35%</i>	<i>-1.66%</i>	<i>27.85%</i>	<i>-1.72%</i>	<i>10.82%</i>		



# GOVERNMENTAL CAPITAL PROJECTS FUND

PROJECT EXPENDITURE LISTING BY YEAR GOVERNMENTAL CAPITAL	PROJECT TOTAL	BUDGET 2025	ADOPTED 2026
<b>GENERAL GOVERNMENT</b>			
GG0303 NICE Funds 	1,950,000	-	281,900
GG1113 Facility Security Projects 	586,000	323,500	30,000
GG0123 Housing Pipeline Pilot Project 	50,000	-	50,000
GG0516 Senior Center Fire Detection System 	125,000	-	125,000
GG0416 City Hall Fire Detection System 	150,000	-	150,000
GG0121 Broadband Improvement Feasibility Study 	50,000	34,000	-
GG0119 Ennis Creek Fish Barrier Removal 	3,030,000	-	2,985,000
<b>PUBLIC SAFETY</b>			
FD0415 Fire Department Turn-Out Gear 	546,500	116,000	-
FD0615 Fire Hoses 	106,500	-	31,400
PD0307 Police Regional Training & Gun Range Facility 	279,800	16,300	16,300
PD0116 Mobile Data Terminal Replacements 	308,300	43,200	20,000
PD0122 Police Radio Replacement 	160,000	20,100	20,000
PD0223 Police Body Worn Cameras 	450,000	77,200	62,700
FD0124 Mobile Data Terminal Replacements 	60,000	-	20,000
FD0224 PAFD Portable Radio Replacements 	300,000	50,000	50,000
PD0120 Police Taser Replacements 	296,600	42,000	-
PD0121 EOC/911 Dispatch (PenCom center) 	10,150,000	325,500	-
FD0318 Emergency Management Pods 	158,000	-	130,100
<b>PARKS AND FACILITIES</b>			
PK0216 Facility Improvement Revolving Fund 	160,000	-	95,300
PK0205 Restroom Improvement Program 	1,890,000	-	553,000
PK0418 Civic Field Upgrades 	835,200	279,800	11,000
PK0223 Aluminum Bleacher Upgrades 	73,500	18,300	7,000
PK0719 Parks Maintenance Building 	706,500	-	825,600
PK0316 Locomotive #4 Refurbishment 	190,800	-	191,200
PK0320 HVAC Upgrades at City Facilities 	2,150,000	1,688,400	-
PK0222 OVC Columbarium Expansion 	50,000	-	50,000
PK0420 Ediz Hook Boat Launch Repairs 	1,500,000	-	50,000
PK0802 Neighborhood Park Development, Lincoln Road *	Unknown	34,000	-
<b>GOVERNMENTAL TOTAL</b>	<b>29,258,600</b>	<b>3,068,300</b>	<b>5,755,500</b>



\*PK0802 - Neighborhood Park Development - Lincoln Park is funded from the Park Improvement fund but is shown in the Governmental project listing.



# PARK IMPROVEMENT FUND #316 REVENUE & EXPENDITURE SUMMARY

## REVENUES

REVENUES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(23)	34,848	40,331	12,500	\$18,000	5,500	44.00%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ (23)</b>	<b>\$ 34,848</b>	<b>\$ 40,331</b>	<b>\$ 12,500</b>	<b>\$ 18,000</b>	<b>5,500</b>	<b>44.00%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (15,712)</i>	<i>\$ 34,871</i>	<i>\$ 5,483</i>	<i>\$ (27,831)</i>			
<i>Change from Prior Year %</i>	<i>-100.15%</i>	<i>-151613.04%</i>	<i>15.73%</i>	<i>-69.01%</i>			

## EXPENDITURES

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	-	-	7,473	34,000	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,473</b>	<b>\$ 34,000</b>	<b>\$ -</b>	<b>(34,000)</b>	<b>N/A</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 7,473</i>	<i>\$ 26,527</i>			
<i>Change from Prior Year %</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>354.99%</i>			

<b>FUND BALANCE</b>	<b>\$307,906</b>	<b>\$342,753</b>	<b>\$375,612</b>	<b>\$354,112</b>	<b>\$372,112</b>
<i>Change from Prior Yr. \$\$</i>	<i>(\$22)</i>	<i>\$34,847</i>	<i>\$32,859</i>	<i>(\$21,500)</i>	<i>\$18,000</i>
<i>Change from Prior Year %</i>	<i>-0.01%</i>	<i>11.32%</i>	<i>9.59%</i>	<i>-5.72%</i>	<i>5.08%</i>



# TRANSPORTATION BENEFIT DISTRICT FUND #312

## REVENUE & EXPENDITURE SUMMARY

Changes in the 2026 Budget include increased funding and spending for several large grant funded projects, including the First/Front Paving, 8th/10th Street Bike Lanes, Peabody Creek/Lincoln Street Culvert Repair, Laurel Street Stairs Replacement and the Truck Route at Highway 101 Intersection projects.

### REVENUES























REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ 1,119,825	\$ 1,164,060	\$ 1,147,001	\$ 1,096,600	\$ 1,187,100	90,500	8.25%
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	388,917	4,118,627	6,977,155	6,811,100	\$17,069,000	10,257,900	150.61%
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(273,271)	202,733	220,672	87,900	179,400	91,500	104.10%
Prop./Trust Income	-	8,592	945,998	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	628,500	1,912,500	1,056,700	291,800	754,300	462,500	158.50%
<b>TOTAL REVENUE</b>	<b>\$ 1,863,971</b>	<b>\$ 7,406,512</b>	<b>\$ 10,347,526</b>	<b>\$ 8,287,400</b>	<b>\$ 19,189,800</b>	<b>10,902,400</b>	<b>131.55%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (2,133,925)</i>	<i>\$ 5,542,541</i>	<i>\$ 2,941,014</i>	<i>\$ (2,060,126)</i>			
<i>Change from Prior Year %</i>	<i>-53.38%</i>	<i>297.35%</i>	<i>39.71%</i>	<i>-19.91%</i>			

### EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	1,373,010	5,040,893	8,529,678	10,111,000	20,919,300	10,808,300	106.90%
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,373,010</b>	<b>\$ 5,040,893</b>	<b>\$ 8,529,678</b>	<b>\$ 10,111,000</b>	<b>\$ 20,919,300</b>	<b>10,808,300</b>	<b>106.90%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (1,485,378)</i>	<i>\$ 3,667,883</i>	<i>\$ 3,488,785</i>	<i>\$ 1,581,322</i>			
<i>Change from Prior Year %</i>	<i>-51.97%</i>	<i>267.14%</i>	<i>69.21%</i>	<i>18.54%</i>			
<b>FUND BALANCE</b>	<b>\$4,866,614</b>	<b>\$7,273,413</b>	<b>\$9,091,261</b>	<b>\$7,267,661</b>	<b>\$5,538,161</b>		
<i>Change from Prior Yr. \$\$</i>	<i>\$490,962</i>	<i>\$2,406,799</i>	<i>\$1,817,848</i>	<i>(\$1,823,600)</i>	<i>(\$1,729,500)</i>		
<i>Change from Prior Year %</i>	<i>11.22%</i>	<i>49.46%</i>	<i>24.99%</i>	<i>-20.06%</i>	<i>-23.80%</i>		



# TRANSPORTATION BENEFIT DISTRICT FUND #312 PROJECTS SUMMARY


























PROJECT EXPENDITURE LISTING BY YEAR TRANSPORTATION CAPITAL		PROJECT TOTAL	BUDGET 2025	ADOPTED 2026
TR1118	Revolving Street Improvements 	344,500	180,000	30,000
TR1120	Complete Streets Revolving Fund 	900,000	-	300,000
TR0325	Crosswalk Enhancement Program 	150,000	-	25,000
TR0121	Pavement Management Plan 	200,000	200,000	-
TR0119	8th Street Paving (Lincoln to A Streets) * 	2,364,000	2,351,700	-
TR1799	Truck Route at Hwy 101 Intersection * 	13,675,000	-	3,233,600
TR0420	2023 Pavement Preservation 	400,000	93,800	-
TR0716	ADA - Peabody Street * 	701,000	701,000	-
TR1109	Marine Drive Bulkhead Repairs 	3,000,000	-	50,000
TR0125	16th/18th Pavement E to L 	810,000	-	60,000
TR0124	N Street Construction* 	3,979,000	-	100,000
TR0620	2026 Pavement Preservation 	400,000	-	400,000
TR0915	Park Avenue Paving Overlay (Race to Liberty Streets) 	700,000	-	1,000,000
TR0324	Marine Drive Paving Hill Street to Mill Bridge* 	700,000	732,000	-
TR0624	Lauridsen - Tumwater Truck Route to L Street Chip Seal 	300,000	300,000	-
TR0117	Liberty Street Reconstruction 	790,000	-	15,000
TR0419	Lauridsen Blvd Reconstruction (L St to City Limits)* 	1,475,000	-	50,000
TR0405	Alley Paving Revolving Funding 	2,405,000	1,164,900	440,000
TR0621	Waterfront Trail Repairs 	803,000	257,800	100,000
TR0321	Speed Feedback Sign Program 	120,000	60,000	-
TR0225	Streetlight Program 	150,000	-	25,000
TR0209	Race Street Complete Design & Construct 	5,251,800	55,200	-
TR0101	Laurel Street Stairs Replacement	835,300	354,800	3,282,000
TR0120	Signal Controller Upgrades 1st/Front *	5,677,000	678,400	-
TR0222	First/Front Pedestrian Enhancements *	1,280,000	329,500	945,200
TR0414	Peabody Creek/Lincoln Street Culvert Repair *	4,107,600	-	4,002,600



\*Projects are funded by Transportation Benefit District taxes.



# TRANSPORTATION BENEFIT DISTRICT FUND #312 PROJECTS SUMMARY

PROJECT EXPENDITURE LISTING BY YEAR TRANSPORTATION CAPITAL	PROJECT TOTAL	BUDGET 2025	ADOPTED 2026
TR1399 Traffic Signal Interconnect/Preemption 	860,000	199,700	500,000
TR0224 Tumwater Bridge Repair 	125,000	125,000	-
TR0715 16th Street LID (C to L Streets) * 	1,990,900	1,772,300	-
TR0318 8th/10th Street Bike Lanes *  	1,959,000	170,900	1,788,100
TR1116 School Area Speed Signs (Near Franklin) * 	50,000	-	26,700
TR0416 1st/2nd/Valley/Oak Green Alley *  	1,742,200	-	234,000
TR0618 Stevens Middle School Walking Routes *  	930,000	-	30,000
TR0122 First/Front Paving (Lincoln to Tumwater Street) * 	3,383,000	134,000	3,249,000
TR0322 Intersection Control Study 	50,000	50,000	-
TR0220 Traffic Circle Program * 	1,700,000	-	325,000
TR0909 Wayfinding & ODT Signage  	400,000	-	159,400
TR1324 Klallam Language Street Signs 	30,000	-	30,000
TR0421 Valley Street Culvert Crossing 	50,000	-	50,000
TR0619 Race Street Complete Construction Phas  	6,120,000	200,000	1,200,000
TR1018 Zig Zag at Oak Street 	600,000	-	50,000
TR0919 Traffic Safety Camera Program 	35,000	-	-
TR0721 Gales Addition Connector Planning * 	600,000	-	200,000
TR1124 Waterfront Trail Renovation & Sustainability Study *  	1,000,000	-	150,000
TR0824 Downtown Streets Study 	50,000	-	50,000
<b>TRANSPORTATION TOTAL</b>	<b>86,857,100</b>	<b>10,111,000</b>	<b>22,100,600</b>



\*Projects are funded by Transportation Benefit District taxes.



# REAL ESTATE EXCISE TAX #1 FUND #320

## REVENUE & EXPENDITURE SUMMARY

**Description:** The Real Estate Excise Tax (REET) #1 Fund accounts for the proceeds of the first of two 0.25% real estate excise taxes distributed to the City. According to state law, REET funds shall be used solely for financing capital projects specified in a capital facilities plan (CFP) element of the Comprehensive Plan. These funds were re-classified in 2025 from special revenue funds.

**Funding Source:** The real estate excise tax is levied on all sales of real estate within the City limits.

**Major Expenditures:** Expenditures in REET #1 for 2026 include \$150,000 for the Restroom Replacement Program, \$100,000 for the Ennis Creek Fish Barrier and \$50,000 for the Valley Street Culvert projects as approved in the 2026-2031 Capital Facilities Plan.

### REVENUES

REVENUE	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ 463,575	\$ 380,887	\$ 384,453	\$ 325,900	\$ 332,400	6,500	1.99%
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(74,550)	34,058	25,108	11,400	7,600	(3,800)	-33.33%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 389,025</b>	<b>\$ 414,945</b>	<b>\$ 409,561</b>	<b>\$ 337,300</b>	<b>\$ 340,000</b>	<b>2,700</b>	<b>0.80%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (166,692)</i>	<i>\$ 25,920</i>	<i>\$ (5,384)</i>	<i>\$ (72,261)</i>			
<i>Change from Prior Year %</i>	<i>-30.00%</i>	<i>6.66%</i>	<i>-1.30%</i>	<i>-17.64%</i>			

### EXPENDITURES

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	355,200	900,600	742,800	580,000	300,000	(280,000)	-48.28%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 355,200</b>	<b>\$ 900,600</b>	<b>\$ 742,800</b>	<b>\$ 580,000</b>	<b>\$ 300,000</b>	<b>(280,000)</b>	<b>-48.28%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (262,600)</i>	<i>\$ 545,400</i>	<i>\$ (157,800)</i>	<i>\$ (162,800)</i>			
<i>Change from Prior Year %</i>	<i>-42.51%</i>	<i>153.55%</i>	<i>-17.52%</i>	<i>-21.92%</i>			
<b>FUND BALANCE</b>	<b>\$1,082,076</b>	<b>\$596,421</b>	<b>\$263,182</b>	<b>\$20,482</b>	<b>\$60,482</b>		
<i>Change from Prior Yr. \$\$</i>	<i>\$33,825</i>	<i>(\$485,655)</i>	<i>(\$333,239)</i>	<i>(\$242,700)</i>	<i>\$40,000</i>		
<i>Change from Prior Year %</i>	<i>3.23%</i>	<i>-44.88%</i>	<i>-55.87%</i>	<i>-92.22%</i>	<i>195.29%</i>		



# REAL ESTATE EXCISE TAX #2 FUND #322

## REVENUE & EXPENDITURE SUMMARY

**Description:** The Real Estate Excise Tax (REET) #2 Fund accounts for the proceeds of the second of two 0.25% real estate excise taxes distributed to the City. REET #2 funds are more restrictive and can only be used for public works projects related to transportation, water systems, storm and sanitary sewer systems, and park improvements. Projects must be specified in a Capital Facilities Plan (CFP). These funds were re-classified in 2025 from special revenue funds.

**Funding Source:** The real estate excise tax is levied on all sales of real estate within the City limits.

**Major Expenditures:** The expenditures for 2026 include \$114,300 for 1st/2nd/Valley/Oak Green Alley, \$100,000 for Waterfront Trail repairs, \$25,000 for the Streetlight Program, \$30,000 for Stevens Middle School Walking routes and \$560,000 for the Joint Public Safety Facility. These projects were approved in the 2026-2031 Capital Facilities Plan.

### REVENUES

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ 463,575	\$ 380,887	\$ 384,453	\$ 325,900	\$ 332,400	6,500	1.99%
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(61,779)	16,189	8,609	3,600	8,600	5,000	138.89%
Prop./Trust Income	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 401,796</b>	<b>\$ 397,076</b>	<b>\$ 393,062</b>	<b>\$ 329,500</b>	<b>\$ 341,000</b>	<b>11,500</b>	<b>3.49%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (153,829)</i>	<i>\$ (4,720)</i>	<i>\$ (4,014)</i>	<i>\$ (63,562)</i>			
<i>Change from Prior Year %</i>	<i>-27.69%</i>	<i>-1.17%</i>	<i>-1.01%</i>	<i>-16.17%</i>			

### EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	512,000	1,076,300	180,000	123,800	829,300	705,500	569.87%
Capital Outlay	-	-	-	-	-	-	N/A
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 512,000</b>	<b>\$ 1,076,300</b>	<b>\$ 180,000</b>	<b>\$ 123,800</b>	<b>\$ 829,300</b>	<b>705,500</b>	<b>569.87%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (408,422)</i>	<i>\$ 564,300</i>	<i>\$ (896,300)</i>	<i>\$ (56,200)</i>			
<i>Change from Prior Year %</i>	<i>-44.37%</i>	<i>110.21%</i>	<i>-83.28%</i>	<i>-31.22%</i>			
<b>FUND BALANCE</b>	<b>\$773,723</b>	<b>\$94,499</b>	<b>\$307,561</b>	<b>\$513,261</b>	<b>\$24,961</b>		
<i>Change from Prior Yr. \$\$</i>	<i>(\$110,204)</i>	<i>(\$679,224)</i>	<i>\$213,062</i>	<i>\$205,700</i>	<i>(\$488,300)</i>		
<i>Change from Prior Year %</i>	<i>-12.47%</i>	<i>-87.79%</i>	<i>225.46%</i>	<i>66.88%</i>	<i>-95.14%</i>		



# ELECTRIC CAPITAL FUND #451 REVENUE & EXPENDITURE SUMMARY

## REVENUES

A one-time transfer occurred in 2025 in the amount of \$1.5 million from Electric Operations for completion of the Light Operations building that did not occur in 2025 as well as reduced grant funding for electric vehicle charging stations. Additionally, increased expenses include project costs for the Light Operations Building, Electric Vehicle Charging Stations, Advanced Metering and Outage Management and 'F' Street Transformer Replacement projects.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	19,249	5,237	-	1,104,000	1,000,000	(104,000)	-9.42%
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	-	-	-	-	-	-	N/A
Proprietary Funds Revenue	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	800,000	800,000	4,500,000	3,800,000	2,300,000	(1,500,000)	-39.47%
<b>TOTAL REVENUE</b>	<b>\$ 819,249</b>	<b>\$ 805,237</b>	<b>\$ 4,500,000</b>	<b>\$ 4,904,000</b>	<b>\$ 3,300,000</b>	<b>(1,604,000)</b>	<b>-32.71%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 19,249</i>	<i>\$ (14,012)</i>	<i>\$ 3,694,763</i>	<i>\$ 404,000</i>			
<i>Change from Prior Year %</i>	<i>2.41%</i>	<i>-1.71%</i>	<i>458.84%</i>	<i>8.98%</i>			

## EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	213,964	424,066	836,933	2,123,000	18,208,100	16,085,100	757.66%
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 213,964</b>	<b>\$ 424,066</b>	<b>\$ 836,933</b>	<b>\$ 2,123,000</b>	<b>\$ 18,208,100</b>	<b>16,085,100</b>	<b>757.66%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (761,972)</i>	<i>\$ 210,102</i>	<i>\$ 412,867</i>	<i>\$ 1,698,934</i>			
<i>Change from Prior Year %</i>	<i>-78.08%</i>	<i>98.20%</i>	<i>97.36%</i>	<i>400.63%</i>			

Unrestricted Cash Balance	\$13,022,083	\$13,523,181	\$17,086,957	\$19,867,957	\$4,959,857		
<i>Change from Prior Yr. \$\$</i>	<i>\$591,305</i>	<i>\$501,098</i>	<i>\$3,563,776</i>	<i>\$2,781,000</i>	<i>(\$14,908,100)</i>		
<i>Change from Prior Year %</i>	<i>4.76%</i>	<i>3.85%</i>	<i>26.35%</i>	<i>16.28%</i>	<i>-75.04%</i>		



# ELECTRIC CAPITAL FUND #451 PROJECTS SUMMARY

PROJECT EXPENDITURE LISTING BY YEAR ELECTRIC CAPITAL		PROJECT TOTAL	BUDGET 2025	ADOPTED 2026
CL0325	Vandalism Repairs	700,000	100,000	100,000
CL0414	Construct New Light Operations Building	10,099,900	-	10,541,100
CL0216	City/PUD Service Area Capital Needs	400,000	-	400,000
CL0623	Community Solar Study	10,000	-	20,000
CL0322	Electric Vehicle Charging Station	2,630,000	1,430,000	1,200,000
CL0222	Advanced Metering & Outage Management	3,000,000	-	3,000,000
CL0624	Traffic Signal LED Conversion	400,000	243,000	150,000
CL0724	West Airport Hangar Cable Replacement	150,000	150,000	-
CL0824	East Airport Cable Replacement	200,000	200,000	-
CL0223	Overhead Reconductoring - 2026	150,000	-	150,000
CL1019	Underground Cable Replacement - 2026	100,000	-	100,000
CL0120	"F" Street Transformer Replacement	2,000,000	-	2,000,000
CL0320	"F" Street Load Tap Changer Replacement	200,000	-	200,000
CL0124	SPCC Civil Engineering for Substations	25,000	-	25,000
CL0224	Substation SPCC Containment Installation	400,000	-	72,000
CL0323	Overhead Reconductoring- 2026	150,000	-	150,000
CL0221	Underground Cable Replacement- 2026	100,000	-	100,000
<b>ELECTRIC TOTAL</b>		<b>21,164,900</b>	<b>2,123,000</b>	<b>18,208,100</b>



# WATER CAPITAL FUND #452 REVENUE & EXPENDITURE SUMMARY

## REVENUES

In 2026, a transfer of \$1.0 million will occur to offset anticipated large projects as well as a transfer of \$764,000 from reserves held for the Industrial Water Facility for projects planned in the 2026 Budget. Significant increases for project spending are the result of large projects planned for the Transmission Main Replacement at the Water Treatment Plant and the Ground Water Resiliency Program.

	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
<b>REVENUES</b>							
Taxes	\$ -	\$ -	\$ -	\$ -		-	N/A
Licenses & Permits	-	-	-	-		-	N/A
Intergovt. Revenue	-	-	-	-		-	N/A
Charges for Goods & Svcs.	-	-	-	-		-	N/A
Fines & Penalties	-	-	-	-		-	N/A
Miscellaneous Revenue	-	-	-	-		-	N/A
Proprietary Funds Revenue	-	-	-	-		-	N/A
Non-Revenues	-	-	-	-		-	N/A
Other Financing Sources	725,000	765,000	3,334,000	1,675,000	2,864,000	1,189,000	70.99%
<b>TOTAL REVENUE</b>	<b>\$ 725,000</b>	<b>\$ 765,000</b>	<b>\$ 3,334,000</b>	<b>\$ 1,675,000</b>	<b>\$ 2,864,000</b>	<b>1,189,000</b>	<b>70.99%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 75,000</i>	<i>\$ 40,000</i>	<i>\$ 2,569,000</i>	<i>\$ (1,659,000)</i>			
<i>Change from Prior Year %</i>	<i>11.54%</i>	<i>5.52%</i>	<i>335.82%</i>	<i>-49.76%</i>			

## EXPENDITURES

	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
<b>EXPENDITURES</b>							
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	136,352	1,064,531	1,027,168	1,169,800	8,977,500	7,807,700	667.44%
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,352</b>	<b>\$ 1,064,531</b>	<b>\$ 1,027,168</b>	<b>\$ 1,169,800</b>	<b>\$ 8,977,500</b>	<b>7,807,700</b>	<b>667.44%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (69,915)</i>	<i>\$ 928,179</i>	<i>\$ (37,363)</i>	<i>\$ 142,632</i>			
<i>Change from Prior Year %</i>	<i>-33.90%</i>	<i>680.72%</i>	<i>-3.51%</i>	<i>13.89%</i>			
Unrestricted Cash Balance	\$5,346,683	\$5,048,589	\$7,428,172	\$7,933,372	\$1,819,872		
<i>Change from Prior Yr. \$\$</i>	<i>\$577,572</i>	<i>(\$298,094)</i>	<i>\$2,379,583</i>	<i>\$505,200</i>	<i>(\$6,113,500)</i>		
<i>Change from Prior Year %</i>	<i>12.11%</i>	<i>-5.58%</i>	<i>47.13%</i>	<i>6.80%</i>	<i>-77.06%</i>		



# WATER CAPITAL FUND #452 PROJECTS SUMMARY

PROJECT EXPENDITURE LISTING BY YEAR WATER CAPITAL	PROJECT TOTAL	BUDGET 2025	ADOPTED 2026
WT0419 Decant Facility at Transfer Station - Water Softening	880,000	224,100	-
WT0218 Reservoir Instrumentation Upgrades	290,000	265,700	-
WT0420 Ennis Creek Water Main Relocate	175,000	-	171,300
WT0519 Water Treatment Plant Repairs	300,000	-	182,900
WT0121 White Creek & 3rd Street Main Crossing	720,000	120,000	600,000
WT0320 Morse Creek Transmission Main Eval/Design	440,000	440,000	-
WT0123 11th Street ROW Tumwater Creek Crossing	60,000	60,000	-
WT0223 14th Street ROW Tumwater Creek Crossing	60,000	60,000	-
WT0125 Jones Street Reservoir Valve Replacement	300,000	-	300,000
WT0421 Race Street Water Main Replacement North	1,780,000	-	200,000
WT0219 Peabody Heights Floating Cover Replacement	530,000	-	50,000
WT0319 Ground Water Resiliency Program	1,700,000	-	1,700,000
WT0124 Transmission Main Replacement WTP to D Street	5,000,000	-	4,100,000
WT0122 Elwha - Fish Screen Facility Improvements	549,000	-	614,000
WT0424 Elwha - River Ranney Reach Habitat Restoration	250,000	-	250,000
WT0624 Analysis of the Industrial Water Line Site	50,000	-	50,000
WT0325 Elwha Surface Water Intake Hydraulics	325,000	-	325,000
WT0120 Water System SCADA Upgrade	660,000	-	100,000
WT0225 Jones Street Reservoir Fence	200,000	-	200,000
WT0111 Liberty Street Water Main	800,000	-	34,300
WT0522 Elwha Facility Surplus	50,000	-	50,000
WT0525 Elwha Flow Metering and Reporting	50,000	-	50,000
<b>WATER TOTAL</b>	<b>17,285,800</b>	<b>1,169,800</b>	<b>8,977,500</b>



# WASTEWATER CAPITAL FUND #453 REVENUE & EXPENDITURE SUMMARY

## REVENUES

The 2026 Budget includes the use of funds from New Improvements for Community Enhancement (NICE) funds to complete the A Street Improvements project.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	-	-	2,348,975	2,357,800	2,357,800	-	0.00%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	-	-	109,497	65,800	69,900	4,100	6.23%
Proprietary Funds Revenue	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	950,000	978,500	2,357,900	1,200,000	1,700,000	500,000	41.67%
<b>TOTAL REVENUE</b>	<b>\$ 950,000</b>	<b>\$ 978,500</b>	<b>\$ 4,816,373</b>	<b>\$ 3,623,600</b>	<b>\$ 4,127,700</b>	<b>504,100</b>	<b>13.91%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 50,000</i>	<i>\$ 28,500</i>	<i>\$ 3,837,873</i>	<i>\$ (1,192,773)</i>			
<i>Change from Prior Year %</i>	<i>5.56%</i>	<i>3.00%</i>	<i>392.22%</i>	<i>-24.76%</i>			

## EXPENDITURES

















The Interfund service payment is for the debt service payment on the 2020 Revenue Bonds and loans for the CSO project, which is not a Capital Project expense in the CFP, but is an expense of the Wastewater Capital Fund. \$2,092,800 in principal and interest is expected for this debt in 2026. In addition, increased spending is attributed to the Pump Station #3 Force Main Replacement project planned in 2026.

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	-	12,041	-	-	-	N/A
Capital Outlay	120,941	588,334	3,001,811	2,230,100	5,081,100	2,851,000	127.84%
Debt Service: Principal	-	-	1,721,145	1,631,100	1,669,200	38,100	2.34%
Debt Service: Interest	-	-	606,794	470,900	423,600	(47,300)	-10.04%
Interfund Pmts. for Services	-	2,218,000	500,000	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 120,941</b>	<b>\$ 2,806,334</b>	<b>\$ 5,841,792</b>	<b>\$ 4,332,100</b>	<b>\$ 7,173,900</b>	<b>2,841,800</b>	<b>65.60%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (860,304)</i>	<i>\$ 2,685,393</i>	<i>\$ 3,035,458</i>	<i>\$ (1,509,692)</i>			
<i>Change from Prior Year %</i>	<i>-87.67%</i>	<i>2220.42%</i>	<i>108.16%</i>	<i>-25.84%</i>			

Unrestricted Cash Balance	\$4,376,875	\$5,229,739	\$4,229,893	\$3,521,393	\$475,193
<i>Change from Prior Yr. \$\$</i>	<i>\$758,023</i>	<i>\$852,864</i>	<i>(\$999,846)</i>	<i>(\$708,500)</i>	<i>(\$3,046,200)</i>
<i>Change from Prior Year %</i>	<i>20.95%</i>	<i>19.49%</i>	<i>-19.12%</i>	<i>-16.75%</i>	<i>-86.51%</i>



# WASTEWATER CAPITAL FUND #453 PROJECTS SUMMARY

PROJECT EXPENDITURE LISTING BY YEAR WASTEWATER & CSO CAPITAL	PROJECT TOTAL	BUDGET 2025	ADOPTED 2026
WW0519 Decant Facility at Transfer Station - Wastewater S 	880,000	210,100	-
WW0520 Sanitary Force Main Relocate (Lees Creek) 	160,000	156,300	-
WW0122 Anaerobic Digester Roof Improvements 	4,657,400	300,000	100,000
WW0523 WWTP UST Tank Replacement 	300,000	300,000	-
WW0419 WWTP HVAC Replacement 	251,700	-	150,000
WW0518 Francis Street Sewer Trestle Repair 	230,000	230,000	-
WW0124 WWTP Gas Flare System Replacement 	350,000	-	350,000
WW0222 "A" Street Improvements 	4,290,000	120,000	-
WW0120 Pump Station #3 Force Main Replacement 	5,135,000	-	3,593,100
WW0918 2025 Neighborhood Sewer Rehabilitation 	750,000	850,000	-
WW0322 Gravity Thickener Rehabilitation 	1,300,000	-	25,000
WW0217 Ennis Creek Force Main Removal 	493,000	-	53,000
WW1018 2026 Neighborhood Sewer Rehabilitation 	750,000	-	750,000
WW0715 Oak Street Sewer Separation 	750,000	-	30,000
WW0815 Laurel Street Sewer Separation 	750,000	-	30,000
WW0110 Aeration Blower Replacement 	665,500	63,700	-
<b>WASTEWATER &amp; CSO TOTAL</b>	<b>24,001,400</b>	<b>2,230,100</b>	<b>5,081,100</b>



# SOLID WASTE CAPITAL FUND #454 REVENUE & EXPENDITURE SUMMARY

## REVENUES

In 2025, the City received a grant to fund the Decant Facility project that is not expected in the 2026 Budget. Additionally, a transfer station surcharge is collected and tracked in this fund for the debt service payment on the Landfill Stabilization project.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	38,479	1,591	247,453	82,900	-	(82,900)	-100.00%
Charges for Goods & Svcs.	1,297,713	1,268,038	1,735,917	1,463,600	1,463,600	-	0.00%
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(168,363)	87,810	108,045	36,000	63,700	27,700	76.94%
Proprietary Funds Revenue	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	50,000	206,692	250,000	300,000	300,000	-	0.00%
<b>TOTAL REVENUE</b>	<b>\$ 1,217,829</b>	<b>\$ 1,564,131</b>	<b>\$ 2,341,415</b>	<b>\$ 1,882,500</b>	<b>\$ 1,827,300</b>	<b>(55,200)</b>	<b>-2.93%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (101,942)</i>	<i>\$ 346,302</i>	<i>\$ 777,284</i>	<i>\$ (458,915)</i>			
<i>Change from Prior Year %</i>	<i>-7.72%</i>	<i>28.44%</i>	<i>49.69%</i>	<i>-19.60%</i>			

## EXPENDITURES

The Interfund service payment is for the debt service payment on the 2014 LTGO Bond, which is not a Capital Project expense in the CFP, but is an expense of the Solid Waste Capital Fund. The debt service fund has been closed, and these payments are now directly reflected within the Debt Service Principal and Interest line items in this fund. \$1,194,600 in principal and interest is expected for this bond.




EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ 7,195,000	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	50	-	-	-	-	N/A
Intergovmt/Interfund Svcs	597,200	71	-	-	-	-	N/A
Capital Outlay	1,043,500	82,413	725,240	113,100	270,000	156,900	138.73%
Debt Service: Principal	300,000	605,000	625,000	650,000	675,000	25,000	3.85%
Debt Service: Interest	295,921	587,396	734,787	544,400	519,600	(24,800)	-4.56%
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,236,621</b>	<b>\$ 8,469,930</b>	<b>\$ 2,085,027</b>	<b>\$ 1,307,500</b>	<b>\$ 1,464,600</b>	<b>157,100</b>	<b>-87.98%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 107,120</i>	<i>\$ 6,233,309</i>	<i>\$ (6,384,903)</i>	<i>\$ (777,527)</i>			
<i>Change from Prior Year %</i>	<i>5.03%</i>	<i>278.69%</i>	<i>-75.38%</i>	<i>-37.29%</i>			

Unrestricted Cash Balance	\$1,262,431	\$1,395,734	\$2,549,776	\$3,124,776	\$3,487,476
<i>Change from Prior Yr. \$\$</i>	<i>(\$1,007,829)</i>	<i>\$133,303</i>	<i>\$1,154,042</i>	<i>\$575,000</i>	<i>\$362,700</i>
<i>Change from Prior Year %</i>	<i>-44.39%</i>	<i>10.56%</i>	<i>82.68%</i>	<i>22.55%</i>	<i>11.61%</i>



# SOLID WASTE CAPITAL FUND #454 PROJECTS SUMMARY

PROJECT EXPENDITURE LISTING BY YEAR SOLID WASTE CAPITAL	PROJECT TOTAL	BUDGET 2025	ADOPTED 2026
SW0112 Decant Facility at Transfer Station 	1,040,400	113,100	-
SW0121 Landfill Access Road Repair 	934,500	-	60,000
SW0124 West Stormwater Pond Repair 	210,000	-	210,000
<b>SOLID WASTE TOTAL</b>	<b>2,194,900</b>	<b>113,100</b>	<b>270,000</b>



# STORMWATER CAPITAL FUND #456 REVENUE & EXPENDITURE SUMMARY

## REVENUES

In 2026, a \$100,000 grant is planned for the Valley Creek Stormwater Park project as well as a \$525,000 grant for the Land Acquisition program.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	100,000	625,000	525,000	525.00%
Charges for Goods & Svcs.	-	-	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	-	-	-	-	-	-	N/A
Proprietary Funds Revenue	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	434,000	443,000	667,000	526,000	552,000	26,000	4.94%
<b>TOTAL REVENUE</b>	<b>\$ 434,000</b>	<b>\$ 443,000</b>	<b>\$ 667,000</b>	<b>\$ 626,000</b>	<b>\$ 1,177,000</b>	<b>551,000</b>	<b>88.02%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (111,000)</i>	<i>\$ 9,000</i>	<i>\$ 224,000</i>	<i>\$ (41,000)</i>			
<i>Change from Prior Year %</i>	<i>-20.37%</i>	<i>2.07%</i>	<i>50.56%</i>	<i>-6.15%</i>			










## EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	-	-	-	-	-	N/A
Capital Outlay	22,186	29,694	840,318	958,800	1,009,600	50,800	5.30%
Debt Service: Principal	-	-	-	-	-	-	N/A
Debt Service: Interest & Other	-	-	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 22,186</b>	<b>\$ 29,694</b>	<b>\$ 840,318</b>	<b>\$ 958,800</b>	<b>\$ 1,009,600</b>	<b>50,800</b>	<b>5.30%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (417,540)</i>	<i>\$ 7,508</i>	<i>\$ 810,624</i>	<i>\$ 118,482</i>			
<i>Change from Prior Year %</i>	<i>-94.95%</i>	<i>33.84%</i>	<i>2729.92%</i>	<i>-885.90%</i>			

Unrestricted Cash Balance	\$3,089,060	\$3,530,272	\$3,398,001	\$3,065,201	\$3,232,601
<i>Change from Prior Yr. \$\$</i>	<i>\$228,718</i>	<i>\$441,212</i>	<i>(\$132,271)</i>	<i>(\$332,800)</i>	<i>\$167,400</i>
<i>Change from Prior Year %</i>	<i>8.00%</i>	<i>14.28%</i>	<i>-3.75%</i>	<i>-9.79%</i>	<i>5.46%</i>



# STORMWATER CAPITAL FUND #456 PROJECTS SUMMARY

PROJECT EXPENDITURE LISTING BY YEAR STORMWATER CAPITAL	PROJECT TOTAL	BUDGET 2025	ADOPTED 2026
DR0120 Decant Facility at Transfer Station - Stormwater Soils D 	1,121,100	341,800	-
DR0804 Lincoln Park/Big Boy Pond Study 	151,600	47,500	-
DR0213 H Street Stormwater Outfall 	817,500	-	32,000
DR0322 Park Ave. Outfall to Peabody Creek 	512,000	512,000	-
DR0215 Francis Street Outfall Repair 	150,000	37,500	112,500
DR0404 Stormwater at Canyon Edge & Ahlvers 	2,090,000	20,000	89,100
DR0324 Valley Creek Stormwater Park 	10,637,300	-	100,000
DR0123 Land Acquisition Program for Water Quality 	2,470,000	-	600,000
DR0222 Chase Street Stormwater Improvements 	262,000	-	76,000
<b>STORMWATER TOTAL</b>	<b>18,221,500</b>	<b>958,800</b>	<b>1,009,600</b>



# CLOSED CAPITAL FUNDS COMBINED SEWER OVERFLOW CAPITAL FUND

## REVENUES

**Description:** The Combined Sewer Overflow (CSO) fund accounted for the debt associated with the \$46 million CSO project that occurred in 2014. A surcharge for this project is collected on City wastewater utility bills for repayment. In 2024, this fund was closed and the surcharge and debt were transferred to the Wastewater Capital fund for tracking purposes.

REVENUES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Licenses & Permits	-	-	-	-	-	-	N/A
Intergovt. Revenue	-	-	-	-	-	-	N/A
Charges for Goods & Svcs.	2,365,459	2,358,176	-	-	-	-	N/A
Fines & Penalties	-	-	-	-	-	-	N/A
Miscellaneous Revenue	(128,794)	108,892	-	-	-	-	N/A
Proprietary Funds Revenue	-	-	-	-	-	-	N/A
Non-Revenues	-	-	-	-	-	-	N/A
Other Financing Sources	-	2,518,000	-	-	-	-	N/A
<b>TOTAL REVENUE</b>	<b>\$ 2,236,665</b>	<b>\$ 4,985,068</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>N/A</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ (119,850)</i>	<i>\$ 2,748,403</i>	<i>\$ (4,985,068)</i>	<i>\$ -</i>			
<i>Change from Prior Year %</i>	<i>-5.09%</i>	<i>122.88%</i>	<i>-100.00%</i>	<i>N/A</i>			

## EXPENDITURES

EXPENDITURES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-	N/A
Personnel Benefits	-	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	-	N/A
Other Services & Charges	-	-	-	-	-	-	N/A
Intergovmt/Interfund Svcs	-	10,196	-	-	-	-	N/A
Capital Outlay	380,064	3,155,165	-	-	-	-	N/A
Debt Service: Principal	1,683,035	1,676,106	-	-	-	-	N/A
Debt Service: Interest & Other	612,599	562,770	-	-	-	-	N/A
Interfund Pmts. for Services	-	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,675,698</b>	<b>\$ 5,404,237</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>N/A</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 273,232</i>	<i>\$ 2,728,539</i>	<i>\$ (5,404,237)</i>	<i>\$ -</i>			
<i>Change from Prior Year %</i>	<i>11.37%</i>	<i>101.97%</i>	<i>-100.00%</i>	<i>0.00%</i>			
Unrestricted Cash Balance	\$3,117,330	\$2,659,536	\$0	\$0	\$0		
<i>Change from Prior Yr. \$\$</i>	<i>\$1,548,072</i>	<i>(\$457,794)</i>	<i>(\$2,659,536)</i>	<i>\$0</i>	<i>\$0</i>		
<i>Change from Prior Year %</i>	<i>98.65%</i>	<i>-14.69%</i>	<i>-100.00%</i>	<i>N/A</i>	<i>N/A</i>		





# CITYWIDE PERSONNEL SUMMARY BY FUND

AUTHORIZED POSITIONS - DEPARTMENT	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET AMEND. 3	2026 ADOPTED BUDGET	VARIANCE FROM 2025 BUDGET AMEND. 3	
						\$\$	%
City Council	7.00	7.00	7.00	7.00	7.00	0.00	0.00%
City Manager	5.50	7.50	7.50	7.50	8.00	0.50	6.67%
Community Services Division	11.00	11.00	14.00	15.50	15.50	0.00	0.00%
Finance	20.80	20.80	20.80	20.80	20.80	0.00	0.00%
Fire	31.00	31.00	34.50	34.50	34.50	0.00	0.00%
Legal	4.00	4.00	4.00	4.00	4.00	0.00	0.00%
Parks & Recreation	25.30	25.30	25.30	25.30	25.30	0.00	0.00%
Police	61.90	63.90	64.90	65.00	65.00	0.00	0.00%
Public Works & Utilities	105.00	110.00	119.00	121.00	121.00	0.00	0.00%
<b>TOTAL AUTHORIZED POSITIONS</b>	<b>271.50</b>	<b>280.50</b>	<b>297.00</b>	<b>300.60</b>	<b>301.10</b>	<b>0.50</b>	<b>0.17%</b>
<i>Change from Prior Yr. #</i>	<i>16.73</i>	<i>9.00</i>	<i>16.50</i>	<i>3.60</i>	<i>0.50</i>		
<i>Change from Prior Year %</i>	<i>6.57%</i>	<i>3.31%</i>	<i>5.88%</i>	<i>1.21%</i>	<i>0.17%</i>		

**Significant Changes:** In 2026, changes in the City Manager’s Office will include promoting the part-time HR Specialist position to full-time in the budget. Additionally, in this department a re-organization will occur to reclassify the City Hall Attendant position as an HR & Records Assistant. There will be no resulting overall change to the amount, or overall positions, in the budget as a result of this re-organization.



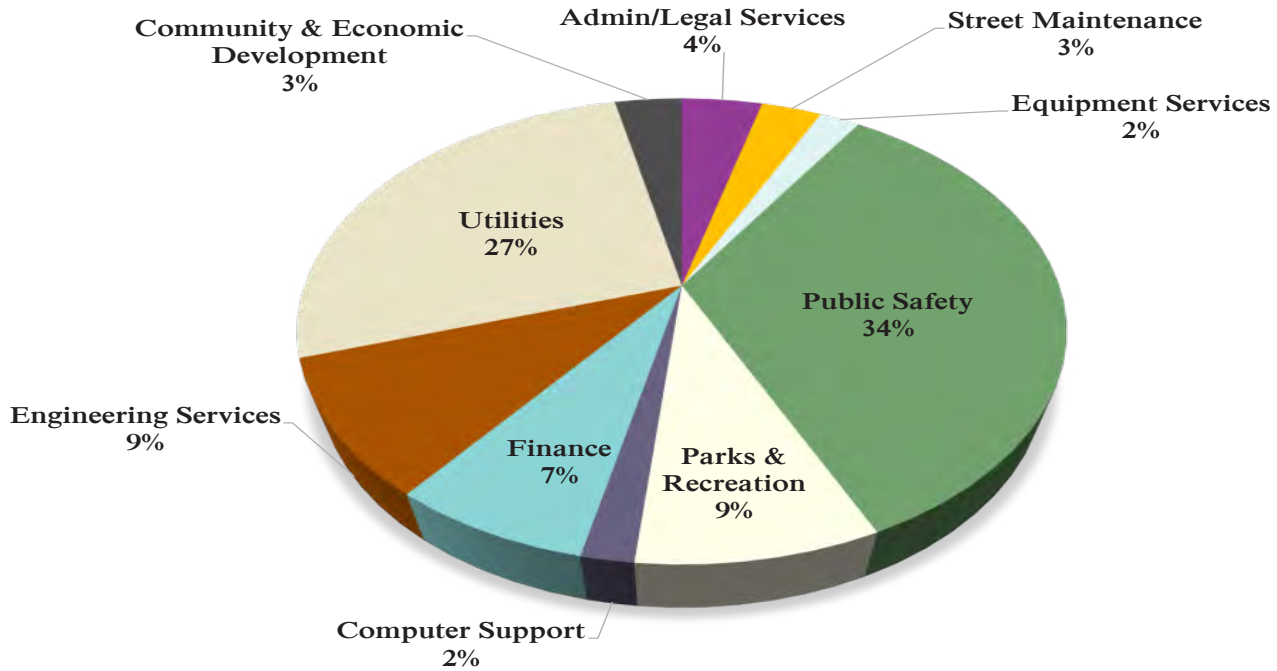
# CITYWIDE PERSONNEL SUMMARY (CONTINUED)

PERMANENT POSITIONS - BY FUND	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	BUDGET AMEND. 3	
						\$	%
<b>General Fund</b>							
City Council	7.00	7.00	7.00	7.00	7.00	0.00	0.00%
City Manager	5.50	7.50	7.50	7.50	8.00	0.50	6.67%
Community & Economic Development	6.00	6.00	9.00	10.00	10.00	0.00	0.00%
Finance	20.80	20.80	20.80	20.80	20.80	0.00	0.00%
Fire	10.05	10.05	11.87	11.87	10.75	(1.12)	-9.44%
Legal	4.00	4.00	4.00	4.00	4.00	0.00	0.00%
Parks & Recreation	18.50	18.50	18.00	18.00	18.00	0.00	0.00%
Police	37.50	37.50	38.50	38.50	38.50	0.00	0.00%
Public Works & Utilities	18.00	21.00	27.00	28.00	28.00	0.00	0.00%
<b>Sub-Total General Fund</b>	<b>127.35</b>	<b>132.35</b>	<b>143.67</b>	<b>145.67</b>	<b>145.05</b>	<b>(0.62)</b>	<b>-0.43%</b>
<b>OTHER FUNDS</b>							
Street	7.50	7.50	7.50	7.50	7.50	0.00	0.00%
PenCom	22.50	24.50	24.50	24.50	24.50	0.00	0.00%
Code Compliance	1.90	1.90	1.90	2.00	2.00	0.00	0.00%
Electric	20.00	20.00	20.00	20.00	20.00	0.00	0.00%
Electric Conservation	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Water	11.34	12.50	12.50	13.50	13.50	0.00	0.00%
Wastewater	12.33	12.50	12.50	12.50	12.50	0.00	0.00%
Solid Waste	22.00	22.50	22.50	22.50	22.50	0.00	0.00%
Stormwater	4.83	4.50	6.50	6.50	6.50	0.00	0.00%
Medic I	20.95	20.95	22.63	22.63	23.75	1.12	4.95%
Equipment Services	5.00	5.00	6.00	6.00	6.00	0.00	0.00%
Information Technology	5.00	5.00	5.00	5.50	5.50	0.00	0.00%
<b>Sub-Total Other Funds</b>	<b>134.35</b>	<b>137.85</b>	<b>142.53</b>	<b>144.13</b>	<b>145.25</b>	<b>1.12</b>	<b>0.78%</b>
<b>Total Permanent Positions</b>	<b>261.70</b>	<b>270.20</b>	<b>286.20</b>	<b>289.80</b>	<b>290.30</b>	<b>0.50</b>	<b>0.17%</b>
<b>SEASONAL POSITIONS - BY FUND</b>							
<b>General Fund</b>							
Parks & Recreation	6.80	6.80	7.30	7.30	7.30	0.00	0.00%
Public Works & Utilities	-	-	-	-	-	0.00	N/A
<b>OTHER FUNDS</b>							
Street	1.50	1.50	1.50	1.50	1.50	0.00	0.00%
Water	0.50	0.50	0.50	0.50	0.50	0.00	0.00%
Wastewater	0.50	1.00	1.00	1.00	1.00	0.00	0.00%
Solid Waste	0.50	0.50	0.50	0.50	0.50	0.00	0.00%
<b>Total Seasonal Positions</b>	<b>9.80</b>	<b>10.30</b>	<b>10.80</b>	<b>10.80</b>	<b>10.80</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL PERMANENT &amp; SEASONAL POSITIONS</b>	<b>271.50</b>	<b>280.50</b>	<b>297.00</b>	<b>300.60</b>	<b>301.10</b>	<b>0.50</b>	<b>0.17%</b>
<i>Change from Prior Yr. #</i>	<i>16.73</i>	<i>9.00</i>	<i>16.50</i>	<i>3.60</i>	<i>0.50</i>		
<i>Change from Prior Yr. %</i>	<i>6.57%</i>	<i>3.31%</i>	<i>5.88%</i>	<i>1.21%</i>	<i>0.17%</i>		



# CITYWIDE PERSONNEL SUMMARY

## PERSONNEL BY FUNCTION



## TOTAL CITYWIDE PERSONNEL EXPENDITURES

EXPENDITURES	2022	2023	2024	2025	2026	VARIANCE FROM 2025	
	ACTUAL	ACTUAL	ACTUAL	BUDGET AMEND. 3	ADOPTED BUDGET	\$\$	%
Full time Salaries	\$ 19,973,677	\$ 22,385,591	\$ 25,520,757	\$ 28,324,800	\$ 30,151,200	1,826,400	6.45%
Part Time Salaries	517,467	517,065	447,460	656,500	321,200	(335,300)	-51.07%
Seasonal/Temporary Salaries	204,528	233,476	267,729	431,700	474,200	42,500	9.84%
Overtime	1,473,231	1,502,764	1,680,884	1,256,500	842,600	(413,900)	-32.94%
Benefits	8,152,491	9,847,429	7,825,758	11,288,200	10,680,100	(608,100)	-5.39%
Travel & Training	322,273	415,475	448,343	591,000	560,900	(30,100)	-5.09%
Memberships & Subscriptions	116,006	173,908	190,809	188,900	205,700	16,800	8.89%
Uniforms	77,907	70,160	140,158	70,100	98,900	28,800	41.08%
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,837,580</b>	<b>\$ 35,145,868</b>	<b>\$ 39,375,900</b>	<b>\$ 42,807,700</b>	<b>\$ 43,334,800</b>	<b>527,100</b>	<b>1.23%</b>
<i>Change from Prior Yr. \$\$</i>	<i>\$ 2,673,814</i>	<i>\$ 4,308,288</i>	<i>\$ 4,230,032</i>	<i>\$ 3,431,800</i>			
<i>Change from Prior Year %</i>	<i>9.49%</i>	<i>13.97%</i>	<i>12.04%</i>	<i>8.72%</i>			



CITY OF PORT ANGELES



2026 BUDGET



# AFSCME LOCAL #1619

<b>City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement</b>					
<b>Salary &amp; Classification Schedule effective January 1, 2026 2.7% COLA</b>					
Salary Range	Step	Hourly Rate <i>based on 2,080 work hours</i>	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
<b>RANGE 36</b> Civil Engineer III Senior Engineer	1	\$55.008	\$4,400.66	\$9,534.76	\$114,417.13
	2	\$56.658	\$4,532.67	\$9,820.79	\$117,849.51
	3	\$58.358	\$4,668.67	\$10,115.44	\$121,385.31
	4	\$60.111	\$4,808.89	\$10,419.26	\$125,031.11
	5	\$61.913	\$4,953.00	\$10,731.51	\$128,778.13
	6	\$63.770	\$5,101.61	\$11,053.48	\$132,641.76
	7	\$65.684	\$5,254.69	\$11,385.17	\$136,622.00
<b>RANGE 35</b> Senior Engineering Project Supervisor	1	\$53.406	\$4,272.48	\$9,257.04	\$111,084.48
	2	\$55.008	\$4,400.64	\$9,534.72	\$114,416.64
	3	\$56.659	\$4,532.72	\$9,820.89	\$117,850.72
	4	\$58.360	\$4,668.80	\$10,115.73	\$121,388.80
	5	\$60.109	\$4,808.72	\$10,418.89	\$125,026.72
	6	\$61.913	\$4,953.04	\$10,731.59	\$128,779.04
	7	\$63.771	\$5,101.68	\$11,053.64	\$132,643.68
<b>RANGE 34</b>	1	\$51.851	\$4,148.08	\$8,987.51	\$107,850.08
	2	\$53.406	\$4,272.48	\$9,257.04	\$111,084.48
	3	\$55.008	\$4,400.64	\$9,534.72	\$114,416.64
	4	\$56.659	\$4,532.72	\$9,820.89	\$117,850.72
	5	\$58.360	\$4,668.80	\$10,115.73	\$121,388.80
	6	\$60.109	\$4,808.72	\$10,418.89	\$125,026.72
	7	\$61.913	\$4,953.04	\$10,731.59	\$128,779.04
<b>RANGE 33</b> Parks & Recreation Manager Principal Systems Network Analyst Principle Planner	1	\$50.341	\$4,027.28	\$8,725.77	\$104,709.28
	2	\$51.851	\$4,148.08	\$8,987.51	\$107,850.08
	3	\$53.406	\$4,272.48	\$9,257.04	\$111,084.48
	4	\$55.008	\$4,400.64	\$9,534.72	\$114,416.64
	5	\$56.659	\$4,532.72	\$9,820.89	\$117,850.72
	6	\$58.359	\$4,668.72	\$10,115.56	\$121,386.72
	7	\$60.109	\$4,808.72	\$10,418.89	\$125,026.72
<b>RANGE 32</b> Civil/Utility Engineer II Engineering Project Supervisor	1	\$48.877	\$3,910.16	\$8,472.01	\$101,664.16
	2	\$50.341	\$4,027.28	\$8,725.77	\$104,709.28
	3	\$51.851	\$4,148.08	\$8,987.51	\$107,850.08
	4	\$53.409	\$4,272.72	\$9,257.56	\$111,090.72
	5	\$55.017	\$4,401.36	\$9,536.28	\$114,435.36
	6	\$56.671	\$4,533.68	\$9,822.97	\$117,875.68
	7	\$58.371	\$4,669.68	\$10,117.64	\$121,411.68



**City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement**

**Salary & Classification Schedule effective January 1, 2026 2.7% COLA**

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
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	1	\$47.456	\$3,796.48	\$8,225.71	\$98,708.48
<b>RANGE 31</b>	2	\$48.877	\$3,910.16	\$8,472.01	\$101,664.16
Senior Systems Network Analyst	3	\$50.341	\$4,027.28	\$8,725.77	\$104,709.28
	4	\$51.851	\$4,148.08	\$8,987.51	\$107,850.08
	5	\$53.409	\$4,272.72	\$9,257.56	\$111,090.72
	6	\$55.017	\$4,401.36	\$9,536.28	\$114,435.36
	7	\$56.671	\$4,533.68	\$9,822.97	\$117,875.68

	1	\$46.077	\$3,686.16	\$7,986.68	\$95,840.16
<b>RANGE 30</b>	2	\$47.456	\$3,796.48	\$8,225.71	\$98,708.48
Civil/Utility Engineer I Senior Planner Water Treatment Plant Lead Operator	3	\$48.877	\$3,910.16	\$8,472.01	\$101,664.16
	4	\$50.341	\$4,027.28	\$8,725.77	\$104,709.28
	5	\$51.851	\$4,148.08	\$8,987.51	\$107,850.08
	6	\$53.409	\$4,272.72	\$9,257.56	\$111,090.72
	7	\$55.017	\$4,401.36	\$9,536.28	\$114,435.36

	1	\$44.738	\$3,579.04	\$7,754.59	\$93,055.04
<b>RANGE 29</b>	2	\$46.077	\$3,686.16	\$7,986.68	\$95,840.16
Systems Coordinator - PenCom Systems Coordinator - Public Works	3	\$47.456	\$3,796.48	\$8,225.71	\$98,708.48
	4	\$48.877	\$3,910.16	\$8,472.01	\$101,664.16
	5	\$50.341	\$4,027.28	\$8,725.77	\$104,709.28
	6	\$51.851	\$4,148.08	\$8,987.51	\$107,850.08
	7	\$53.409	\$4,272.72	\$9,257.56	\$111,090.72

	1	\$43.436	\$3,474.88	\$7,528.91	\$90,346.88
<b>RANGE 28</b>	2	\$44.738	\$3,579.04	\$7,754.59	\$93,055.04
Capital Project Manager Project Manager WWTPO Lead Operator	3	\$46.077	\$3,686.16	\$7,986.68	\$95,840.16
	4	\$47.456	\$3,796.48	\$8,225.71	\$98,708.48
	5	\$48.877	\$3,910.16	\$8,472.01	\$101,664.16
	6	\$50.341	\$4,027.28	\$8,725.77	\$104,709.28
	7	\$51.851	\$4,148.08	\$8,987.51	\$107,850.08

	1	\$42.170	\$3,373.60	\$7,309.47	\$87,713.60
<b>RANGE 27</b>	2	\$43.436	\$3,474.88	\$7,528.91	\$90,346.88
Transfer Station Supervisor Water Treatment Plant Operator III WWTP Operator III	3	\$44.738	\$3,579.04	\$7,754.59	\$93,055.04
	4	\$46.077	\$3,686.16	\$7,986.68	\$95,840.16
	5	\$47.456	\$3,796.48	\$8,225.71	\$98,708.48
	6	\$48.877	\$3,910.16	\$8,472.01	\$101,664.16
	7	\$50.341	\$4,027.28	\$8,725.77	\$104,709.28



**City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement**

Salary & Classification Schedule effective January 1, 2026 2.7% COLA

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
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	1	\$40.935	\$3,274.80	\$7,095.40	\$85,144.80
<b>RANGE 26</b>	2	\$42.170	\$3,373.60	\$7,309.47	\$87,713.60
Associate Planner	3	\$43.436	\$3,474.88	\$7,528.91	\$90,346.88
Capital Project Inspector III	4	\$44.738	\$3,579.04	\$7,754.59	\$93,055.04
Engineering Technician III	5	\$46.077	\$3,686.16	\$7,986.68	\$95,840.16
Street/Traffic Supervisor	6	\$47.456	\$3,796.48	\$8,225.71	\$98,708.48
WWTP Lab Technician	7	\$48.877	\$3,910.16	\$8,472.01	\$101,664.16
WWTP Source Control Specialist					

	1	\$39.738	\$3,179.04	\$6,887.92	\$82,655.04
<b>RANGE 25</b>	2	\$40.935	\$3,274.80	\$7,095.40	\$85,144.80
Contract Specialist III	3	\$42.170	\$3,373.60	\$7,309.47	\$87,713.60
Electrical Engineering Specialist II	4	\$43.436	\$3,474.88	\$7,528.91	\$90,346.88
Senior Building Inspector	5	\$44.738	\$3,579.04	\$7,754.59	\$93,055.04
Senior Development Services Specialist	6	\$46.077	\$3,686.16	\$7,986.68	\$95,840.16
Systems Network Analyst	7	\$47.456	\$3,796.48	\$8,225.71	\$98,708.48
WTP Operator II					
WWTP Operator II					

	1	\$38.581	\$3,086.48	\$6,687.37	\$80,248.48
<b>RANGE 24</b>	2	\$39.738	\$3,179.04	\$6,887.92	\$82,655.04
Backflow Prevention Specialist	3	\$40.935	\$3,274.80	\$7,095.40	\$85,144.80
Cemetery Coordinator	4	\$42.170	\$3,373.60	\$7,309.47	\$87,713.60
Facilities Operations Specialist	5	\$43.436	\$3,474.88	\$7,528.91	\$90,346.88
GIS Analyst	6	\$44.738	\$3,579.04	\$7,754.59	\$93,055.04
GIS Analyst - PenCom	7	\$46.077	\$3,686.16	\$7,986.68	\$95,840.16
Parks Leadworker					
Parks Operations Specialist					
Post Closure Specialist					
PW&U Leadworker					
Solid Waste Coordinator					
Traffic Control Maintenance Specialist II					
Transfer Station Leadworker					

	1	\$37.459	\$2,996.72	\$6,492.89	\$77,914.72
<b>RANGE 23</b>	2	\$38.581	\$3,086.48	\$6,687.37	\$80,248.48
Building Inspector	3	\$39.738	\$3,179.04	\$6,887.92	\$82,655.04
Contract Specialist II	4	\$40.935	\$3,274.80	\$7,095.40	\$85,144.80
Development Services Specialist	5	\$42.170	\$3,373.60	\$7,309.47	\$87,713.60
Electrical Engineering Specialist I	6	\$43.436	\$3,474.88	\$7,528.91	\$90,346.88
	7	\$44.738	\$3,579.04	\$7,754.59	\$93,055.04



**City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement**

**Salary & Classification Schedule effective January 1, 2026 2.7% COLA**

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
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	1	\$36.371	\$2,909.68	\$6,304.31	\$75,651.68
<b>RANGE 22</b>	2	\$37.459	\$2,996.72	\$6,492.89	\$77,914.72
Assistant Planner	3	\$38.581	\$3,086.48	\$6,687.37	\$80,248.48
Capital Projects Inspector II	4	\$39.738	\$3,179.04	\$6,887.92	\$82,655.04
Engineering Technician II	5	\$40.935	\$3,274.80	\$7,095.40	\$85,144.80
Grant Specialist II	6	\$42.170	\$3,373.60	\$7,309.47	\$87,713.60
	7	\$43.436	\$3,474.88	\$7,528.91	\$90,346.88

	1	\$35.305	\$2,824.40	\$6,119.53	\$73,434.40
<b>RANGE 21</b>	2	\$36.371	\$2,909.68	\$6,304.31	\$75,651.68
CD Technician III	3	\$37.459	\$2,996.72	\$6,492.89	\$77,914.72
Information Support Specialist	4	\$38.581	\$3,086.48	\$6,687.37	\$80,248.48
Lead Scale Attendant	5	\$39.738	\$3,179.04	\$6,887.92	\$82,655.04
Source Control Pollution Prevention Specialist	6	\$40.935	\$3,274.80	\$7,095.40	\$85,144.80
	7	\$42.170	\$3,373.60	\$7,309.47	\$87,713.60

	1	\$34.283	\$2,742.64	\$5,942.39	\$71,308.64
<b>RANGE 20</b>	2	\$35.305	\$2,824.40	\$6,119.53	\$73,434.40
Contract Specialist I	3	\$36.371	\$2,909.68	\$6,304.31	\$75,651.68
Customer Service Lead	4	\$37.459	\$2,996.72	\$6,492.89	\$77,914.72
GIS Technician	5	\$38.581	\$3,086.48	\$6,687.37	\$80,248.48
WTP Operator I/OIT	6	\$39.738	\$3,179.04	\$6,887.92	\$82,655.04
WWTP Operator I/OIT	7	\$40.935	\$3,274.80	\$7,095.40	\$85,144.80

	1	\$33.280	\$2,662.40	\$5,768.53	\$69,222.40
<b>RANGE 19</b>	2	\$34.283	\$2,742.64	\$5,942.39	\$71,308.64
Industrial WTP Operator	3	\$35.305	\$2,824.40	\$6,119.53	\$73,434.40
CD Technician II	4	\$36.371	\$2,909.68	\$6,304.31	\$75,651.68
Parks Facility Caretaker II	5	\$37.459	\$2,996.72	\$6,492.89	\$77,914.72
Solid Waste Collections Driver	6	\$38.581	\$3,086.48	\$6,687.37	\$80,248.48
Street Sweeper	7	\$39.738	\$3,179.04	\$6,887.92	\$82,655.04
Utility Worker II					



**City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement**

**Salary & Classification Schedule effective January 1, 2026 2.7% COLA**

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
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	1	\$32.317	\$2,585.36	\$5,601.61	\$67,219.36
<b>RANGE 18</b>	2	\$33.280	\$2,662.40	\$5,768.53	\$69,222.40
Capital Projects Inspector I	3	\$34.283	\$2,742.64	\$5,942.39	\$71,308.64
Engineering Technician I	4	\$35.305	\$2,824.40	\$6,119.53	\$73,434.40
Grant Specialist I	5	\$36.371	\$2,909.68	\$6,304.31	\$75,651.68
Traffic Control Maintenance Spec I	6	\$37.459	\$2,996.72	\$6,492.89	\$77,914.72
Utility Billing Specialist	7	\$38.581	\$3,086.48	\$6,687.37	\$80,248.48
Utility Services Coordinator					

	1	\$31.371	\$2,509.68	\$5,437.64	\$65,251.68
<b>RANGE 17</b>	2	\$32.317	\$2,585.36	\$5,601.61	\$67,219.36
CD Technician I	3	\$33.280	\$2,662.40	\$5,768.53	\$69,222.40
Planning Technician	4	\$34.283	\$2,742.64	\$5,942.39	\$71,308.64
	5	\$35.305	\$2,824.40	\$6,119.53	\$73,434.40
	6	\$36.371	\$2,909.68	\$6,304.31	\$75,651.68
	7	\$37.459	\$2,996.72	\$6,492.89	\$77,914.72

	1	\$30.455	\$2,436.40	\$5,278.87	\$63,346.40
<b>RANGE 16</b>	2	\$31.371	\$2,509.68	\$5,437.64	\$65,251.68
Accounting Technician II	3	\$32.317	\$2,585.36	\$5,601.61	\$67,219.36
Facility Rental Coordinator	4	\$33.280	\$2,662.40	\$5,768.53	\$69,222.40
Meter Reader III	5	\$34.283	\$2,742.64	\$5,942.39	\$71,308.64
Parks Facility Caretaker I	6	\$35.305	\$2,824.40	\$6,119.53	\$73,434.40
Scale Attendant II	7	\$36.371	\$2,909.68	\$6,304.31	\$75,651.68
Utility Worker I					

	1	\$29.570	\$2,365.60	\$5,125.47	\$61,505.60
<b>RANGE 15</b>	2	\$30.455	\$2,436.40	\$5,278.87	\$63,346.40
Administrative Specialist II	3	\$31.371	\$2,509.68	\$5,437.64	\$65,251.68
Public Works Coordinator II	4	\$32.317	\$2,585.36	\$5,601.61	\$67,219.36
	5	\$33.280	\$2,662.40	\$5,768.53	\$69,222.40
	6	\$34.283	\$2,742.64	\$5,942.39	\$71,308.64
	7	\$35.305	\$2,824.40	\$6,119.53	\$73,434.40

	1	\$28.713	\$2,297.04	\$4,976.92	\$59,723.04
<b>RANGE 14</b>	2	\$29.570	\$2,365.60	\$5,125.47	\$61,505.60
Accounting Technician I	3	\$30.455	\$2,436.40	\$5,278.87	\$63,346.40
Meter Reader II	4	\$31.371	\$2,509.68	\$5,437.64	\$65,251.68
	5	\$32.317	\$2,585.36	\$5,601.61	\$67,219.36
	6	\$33.281	\$2,662.48	\$5,768.71	\$69,224.48
	7	\$34.283	\$2,742.64	\$5,942.39	\$71,308.64



**City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement**

**Salary & Classification Schedule effective January 1, 2026 2.7% COLA**

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
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	1	\$27.879	\$2,230.32	\$4,832.36	\$57,988.32
<b>RANGE 13</b>	2	\$28.713	\$2,297.04	\$4,976.92	\$59,723.04
Landfill Scale Attendant	3	\$29.570	\$2,365.60	\$5,125.47	\$61,505.60
	4	\$30.455	\$2,436.40	\$5,278.87	\$63,346.40
	5	\$31.371	\$2,509.68	\$5,437.64	\$65,251.68
	6	\$32.317	\$2,585.36	\$5,601.61	\$67,219.36
	7	\$33.280	\$2,662.40	\$5,768.53	\$69,222.40

	1	\$27.075	\$2,166.00	\$4,693.00	\$56,316.00
<b>RANGE 12</b>	2	\$27.879	\$2,230.32	\$4,832.36	\$57,988.32
Administrative Specialist I Customer Service Representative Meter Reader I Public Works Coordinator I	3	\$28.713	\$2,297.04	\$4,976.92	\$59,723.04
	4	\$29.570	\$2,365.60	\$5,125.47	\$61,505.60
	5	\$30.455	\$2,436.40	\$5,278.87	\$63,346.40
	6	\$31.371	\$2,509.68	\$5,437.64	\$65,251.68
	7	\$32.317	\$2,585.36	\$5,601.61	\$67,219.36

	1	\$26.286	\$2,102.88	\$4,556.24	\$54,674.88
<b>RANGE 11</b>	2	\$27.075	\$2,166.00	\$4,693.00	\$56,316.00
Custodian	3	\$27.879	\$2,230.32	\$4,832.36	\$57,988.32
	4	\$28.713	\$2,297.04	\$4,976.92	\$59,723.04
	5	\$29.570	\$2,365.60	\$5,125.47	\$61,505.60
	6	\$30.455	\$2,436.40	\$5,278.87	\$63,346.40
	7	\$31.371	\$2,509.68	\$5,437.64	\$65,251.68

	1	\$25.530	\$2,042.40	\$4,425.20	\$53,102.40
<b>RANGE 10</b>	2	\$26.286	\$2,102.88	\$4,556.24	\$54,674.88
Administrative Specialist Trainee Administrative Support & Scheduling Asst	3	\$27.075	\$2,166.00	\$4,693.00	\$56,316.00
	4	\$27.879	\$2,230.32	\$4,832.36	\$57,988.32
	5	\$28.713	\$2,297.04	\$4,976.92	\$59,723.04
	6	\$29.570	\$2,365.60	\$5,125.47	\$61,505.60
	7	\$30.455	\$2,436.40	\$5,278.87	\$63,346.40

	1	\$24.781	\$1,982.48	\$4,295.37	\$51,544.48
<b>RANGE 9</b>	2	\$25.530	\$2,042.40	\$4,425.20	\$53,102.40
	3	\$26.286	\$2,102.88	\$4,556.24	\$54,674.88
	4	\$27.075	\$2,166.00	\$4,693.00	\$56,316.00
	5	\$27.879	\$2,230.32	\$4,832.36	\$57,988.32
	6	\$28.713	\$2,297.04	\$4,976.92	\$59,723.04
	7	\$29.570	\$2,365.60	\$5,125.47	\$61,505.60



**City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement**

Salary & Classification Schedule effective January 1, 2026 2.7% COLA

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
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	1	\$24.054	\$1,924.32	\$4,169.36	\$50,032.32
<b>RANGE 8</b>	2	\$24.781	\$1,982.48	\$4,295.37	\$51,544.48
PW & U Seasonal Laborer	3	\$25.530	\$2,042.40	\$4,425.20	\$53,102.40
	4	\$26.286	\$2,102.88	\$4,556.24	\$54,674.88
	5	\$27.075	\$2,166.00	\$4,693.00	\$56,316.00
	6	\$27.879	\$2,230.32	\$4,832.36	\$57,988.32
	7	\$28.713	\$2,297.04	\$4,976.92	\$59,723.04

	1	\$23.350	\$1,868.00	\$4,047.33	\$48,568.00
<b>RANGE 7</b>	2	\$24.054	\$1,924.32	\$4,169.36	\$50,032.32
	3	\$24.781	\$1,982.48	\$4,295.37	\$51,544.48
	4	\$25.530	\$2,042.40	\$4,425.20	\$53,102.40
	5	\$26.286	\$2,102.88	\$4,556.24	\$54,674.88
	6	\$27.075	\$2,166.00	\$4,693.00	\$56,316.00
	7	\$27.879	\$2,230.32	\$4,832.36	\$57,988.32

	1	\$22.679	\$1,814.32	\$3,931.03	\$47,172.32
<b>RANGE 6</b>	2	\$23.350	\$1,868.00	\$4,047.33	\$48,568.00
	3	\$24.055	\$1,924.40	\$4,169.53	\$50,034.40
	4	\$24.781	\$1,982.48	\$4,295.37	\$51,544.48
	5	\$25.530	\$2,042.40	\$4,425.20	\$53,102.40
	6	\$26.286	\$2,102.88	\$4,556.24	\$54,674.88
	7	\$27.074	\$2,165.92	\$4,692.83	\$56,313.92

	1	\$22.015	\$1,761.20	\$3,815.93	\$45,791.20
<b>RANGE 5</b>	2	\$22.679	\$1,814.32	\$3,931.03	\$47,172.32
	3	\$23.350	\$1,868.00	\$4,047.33	\$48,568.00
	4	\$24.054	\$1,924.32	\$4,169.36	\$50,032.32
	5	\$24.781	\$1,982.48	\$4,295.37	\$51,544.48
	6	\$25.530	\$2,042.40	\$4,425.20	\$53,102.40
	7	\$26.286	\$2,102.88	\$4,556.24	\$54,674.88

	1	\$21.376	\$1,710.08	\$3,705.17	\$44,462.08
<b>RANGE 4</b>	2	\$22.015	\$1,761.20	\$3,815.93	\$45,791.20
	3	\$22.679	\$1,814.32	\$3,931.03	\$47,172.32
	4	\$23.350	\$1,868.00	\$4,047.33	\$48,568.00
	5	\$24.054	\$1,924.32	\$4,169.36	\$50,032.32
	6	\$24.781	\$1,982.48	\$4,295.37	\$51,544.48
	7	\$25.530	\$2,042.40	\$4,425.20	\$53,102.40



**City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement**  
**Salary & Classification Schedule effective January 1, 2026 2.7% COLA**

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
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	1	\$20.744	\$1,659.52	\$3,595.63	\$43,147.52
<b>RANGE 3</b>	2	\$21.376	\$1,710.08	\$3,705.17	\$44,462.08
Seasonal Parks Laborer	3	\$22.015	\$1,761.20	\$3,815.93	\$45,791.20
	4	\$22.679	\$1,814.32	\$3,931.03	\$47,172.32
	5	\$23.350	\$1,868.00	\$4,047.33	\$48,568.00
	6	\$24.054	\$1,924.32	\$4,169.36	\$50,032.32
	7	\$24.781	\$1,982.48	\$4,295.37	\$51,544.48

	1	\$20.142	\$1,611.32	\$3,491.20	\$41,894.36
<b>RANGE 2</b>	2	\$20.744	\$1,659.52	\$3,595.63	\$43,147.52
Youth Parks Seasonal	3	\$21.376	\$1,710.08	\$3,705.17	\$44,462.08
	4	\$22.015	\$1,761.20	\$3,815.93	\$45,791.20
	5	\$22.679	\$1,814.32	\$3,931.03	\$47,172.32
	6	\$23.350	\$1,868.00	\$4,047.33	\$48,568.00
	7	\$24.054	\$1,924.32	\$4,169.36	\$50,032.32

	1	\$19.547	\$1,563.76	\$3,388.15	\$40,657.76
<b>RANGE 1</b>	2	\$20.142	\$1,611.36	\$3,491.28	\$41,895.36
	3	\$20.744	\$1,659.52	\$3,595.63	\$43,147.52
	4	\$21.376	\$1,710.08	\$3,705.17	\$44,462.08
	5	\$22.015	\$1,761.20	\$3,815.93	\$45,791.20
	6	\$22.679	\$1,814.36	\$3,931.11	\$47,173.32
	7	\$23.350	\$1,868.00	\$4,047.33	\$48,568.00

	1	\$17.305	\$692.20	\$1,499.77	\$17,997.20
<b>RANGE 0</b>	2	\$17.841	\$713.64	\$1,546.22	\$18,554.64
	3	\$18.394	\$735.76	\$1,594.15	\$19,129.76
	4	\$18.959	\$758.36	\$1,643.11	\$19,717.36

Note: The annual salary is adjusted in Central Square by the COLA amount of 2.7% effective 1/1/2026.

Due to differences in rounding between Excel and Central Square some salaries may vary within a few cents.



# IAFF LOCAL #656 - FIRE DEPARTMENT

## City of Port Angeles -- IAFF Local #656 Collective Bargaining Agreement

Salary & Classification Schedule effective January 1, 2026 --3.0% COLA & 2.5% Wage Adjustment

Occup. Code, Range, & Classification	Steps	Annual Work Hours	Hourly	Bi-Weekly	Monthly	Annual
<b>RANGE 01</b> Occup. Code 3000 <b>FIREFIGHTER</b>	1	2,588	\$ 33.8750	\$ 3,371.86	\$ 7,305.72	\$ 87,668.47
	2	2,588	\$ 36.5821	\$ 3,641.32	\$ 7,889.53	\$ 94,674.38
	3	2,588	\$ 39.5055	\$ 3,932.31	\$ 8,520.00	\$ 102,240.13
	4	2,588	\$ 42.6625	\$ 4,246.56	\$ 9,200.88	\$ 110,410.55
	5	2,588	\$ 46.0718	\$ 4,585.92	\$ 9,936.15	\$ 119,233.82
<b>RANGE 02</b> Occup. Code 3001 <b>FIREFIGHTER/PARAMEDIC</b>	1	2,588	\$ 36.1739	\$ 3,600.70	\$ 7,801.52	\$ 93,618.09
	2	2,588	\$ 39.0647	\$ 3,888.45	\$ 8,424.96	\$ 101,099.47
	3	2,588	\$ 42.1865	\$ 4,199.18	\$ 9,098.23	\$ 109,178.70
	4	2,588	\$ 45.5578	\$ 4,534.75	\$ 9,825.30	\$ 117,903.55
	5	2,588	\$ 49.1985	\$ 4,897.13	\$ 10,610.46	\$ 127,325.67
<b>RANGE 02-F</b> Occup. Code 3000 <b>PARAMEDIC - Floater</b> Authorized by Section J of the CBA	1	2,588	\$ 33.7371	\$ 3,358.14	\$ 7,275.97	\$ 87,311.66
	2	2,588	\$ 35.4219	\$ 3,525.84	\$ 7,639.33	\$ 91,671.93
	3	2,588	\$ 37.1925	\$ 3,702.08	\$ 8,021.18	\$ 96,254.20
	4	2,588	\$ 39.0335	\$ 3,885.33	\$ 8,418.23	\$ 101,018.70
	5	2,588	\$ 40.9603	\$ 4,077.12	\$ 8,833.77	\$ 106,005.19
<b>RANGE 03</b> Occup. Code 3002 <b>FIRE CAPTAIN</b>	1	2,588	\$ 48.4667	\$ 4,824.30	\$ 10,452.64	\$ 125,431.79
	2	2,588	\$ 50.3056	\$ 5,007.33	\$ 10,849.24	\$ 130,190.96
	3	2,588	\$ 52.2128	\$ 5,197.18	\$ 11,260.55	\$ 135,126.77
	4	2,588	\$ 54.1945	\$ 5,394.44	\$ 11,687.94	\$ 140,255.31
<b>RANGE 04</b> Occup. Code 3004 <b>Fire Prev. Spec. I</b> Class Not In Use	1	2,080	\$ 42.9205	\$ 3,433.64	\$ 7,439.56	\$ 89,274.69
	2	2,080	\$ 46.3536	\$ 3,708.29	\$ 8,034.62	\$ 96,415.47
	3	2,080	\$ 50.0627	\$ 4,005.01	\$ 8,677.54	\$ 104,130.44
	4	2,080	\$ 54.0694	\$ 4,325.55	\$ 9,372.02	\$ 112,464.33
	5	2,080	\$ 58.4850	\$ 4,678.79	\$ 10,137.40	\$ 121,648.89
<b>RANGE 05</b> Occup. Code 3006 <b>Fire Prev. Spec. II</b> Class Not In Use	1	2,080	\$ 43.4261	\$ 3,474.09	\$ 7,527.19	\$ 90,326.23
	2	2,080	\$ 46.8968	\$ 3,751.75	\$ 8,128.78	\$ 97,545.37
	3	2,080	\$ 50.6440	\$ 4,051.53	\$ 8,778.30	\$ 105,339.49
	4	2,080	\$ 54.6922	\$ 4,375.38	\$ 9,479.98	\$ 113,759.75
	5	2,080	\$ 59.0239	\$ 4,721.91	\$ 10,230.82	\$ 122,769.78



RANGE 06 Occup. Code 3007 Medical Officer (no position)	1	2,588	\$ 48.4667	\$ 4,824.30	\$ 10,452.65	\$ 125,431.79
	2	2,588	\$ 50.3056	\$ 5,007.34	\$ 10,849.25	\$ 130,190.96
	3	2,588	\$ 52.2128	\$ 5,197.18	\$ 11,260.56	\$ 135,126.77
	4	2,588	\$ 54.1945	\$ 5,394.43	\$ 11,687.93	\$ 140,255.31
RANGE 07 Occup. Code 3008 Paramedic Prev.Spec.I Class Not In Use	1	2,080	\$ 45.9538	\$ 3,676.29	\$ 7,965.32	\$ 95,583.85
	2	2,080	\$ 49.6060	\$ 3,968.48	\$ 8,598.38	\$ 103,180.46
	3	2,080	\$ 53.5504	\$ 4,284.03	\$ 9,282.06	\$ 111,384.80
	4	2,080	\$ 57.8096	\$ 4,624.76	\$ 10,020.34	\$ 120,244.07
	5	2,080	\$ 62.3895	\$ 4,991.16	\$ 10,814.17	\$ 129,770.06
RANGE 08 Occup. Code 3009 Paramedic Prev.Spec.II Class Not In Use	1	2,080	\$ 46.4486	\$ 3,715.88	\$ 8,051.09	\$ 96,613.10
	2	2,080	\$ 50.1354	\$ 4,010.83	\$ 8,690.13	\$ 104,281.55
	3	2,080	\$ 54.0798	\$ 4,326.38	\$ 9,373.83	\$ 112,485.91
	4	2,080	\$ 58.3286	\$ 4,666.29	\$ 10,110.29	\$ 121,323.57
	5	2,080	\$ 62.9284	\$ 5,034.27	\$ 10,907.58	\$ 130,890.98
RANGE 09 Occup. Code 3003 TRAINING OFFICER	1	2,340	\$ 58.8137	\$ 5,293.23	\$ 11,468.67	\$ 137,624.01
	2	2,340	\$ 61.0459	\$ 5,494.13	\$ 11,903.96	\$ 142,847.35
	3	2,340	\$ 63.3606	\$ 5,702.44	\$ 12,355.30	\$ 148,263.77
	4	2,340	\$ 65.7607	\$ 5,918.46	\$ 12,823.33	\$ 153,880.03
RANGE 10 Occup. Code 3010 FIRE LIEUTENANT	1	2,588	\$ 43.8941	\$ 4,369.15	\$ 9,466.49	\$ 113,597.94
	2	2,588	\$ 45.5951	\$ 4,538.46	\$ 9,833.34	\$ 118,000.20
	3	2,588	\$ 47.3659	\$ 4,714.74	\$ 10,215.27	\$ 122,583.06
	4	2,588	\$ 49.2065	\$ 4,897.95	\$ 10,612.21	\$ 127,346.42
RANGE 10-F Occup. Code 3010 FIRE LIEUTENANT-Floater	1	2,080	\$ 56.5977	\$ 4,527.81	\$ 9,810.27	\$ 117,723.12
	2	2,080	\$ 58.7923	\$ 4,703.37	\$ 10,190.65	\$ 122,287.95
	3	2,080	\$ 61.0739	\$ 4,885.91	\$ 10,586.14	\$ 127,033.69
	4	2,080	\$ 63.4425	\$ 5,075.40	\$ 10,996.69	\$ 131,960.33
RANGE 11 Occup. Code 3011 PARAMEDIC LIEUTENANT	1	2,588	\$ 46.7679	\$ 4,655.20	\$ 10,086.27	\$ 121,035.20
	2	2,588	\$ 48.6190	\$ 4,839.46	\$ 10,485.50	\$ 125,825.97
	3	2,588	\$ 50.5433	\$ 5,031.01	\$ 10,900.51	\$ 130,806.17
	4	2,588	\$ 52.5453	\$ 5,230.28	\$ 11,332.26	\$ 135,987.25
RANGE 11-F Occup. Code 3011 PARAMEDIC LT-Floater	1	2,588	\$ 48.1707	\$ 4,794.82	\$ 10,388.79	\$ 124,665.65
	2	2,588	\$ 50.0790	\$ 4,984.78	\$ 10,800.37	\$ 129,604.39
	3	2,588	\$ 52.0628	\$ 5,182.25	\$ 11,228.22	\$ 134,738.62
	4	2,588	\$ 54.1223	\$ 5,387.25	\$ 11,672.38	\$ 140,068.39

Note: This Salary Table is an approximation using MS Excel for calculating the 3.0% COLA and 2.5% Wage Adjustment for 2026. Final calculations will be made after the COLA & Wage Adjustment have been entered into the payroll system in Central Square and Tyler Munis.



# IBEW LOCAL #997

The following salary schedule is in effect through April 30, 2026. The union group will commence contract negotiations in early 2026 for any Cost of Living Adjustments (COLA) for the remainder of the year.

<b>City of Port Angeles -- IBEW Local #997 Collective Bargaining Agreement</b>							
<b>Salary &amp; Classification Schedule effective May 1, 2025 with 3.0% COLA</b>							
<b>% of Lineman Position</b>	<b>% of Fleet Maint. Mechanic Position</b>	<b>Salary Range</b>	<b>Step</b>	<b>Hourly Rate based on 2,080 work hours</b>	<b>Bi-weekly Salary Amount</b>	<b>MONTHLY SALARY</b>	<b>Annual Salary</b>
115.0%		<b>Range #400</b> General Foreman	1	\$78.625	\$6,290.00	\$13,628.34	\$163,540.10
112.5%		<b>Range #401</b> Line Foreman	1	\$76.916	\$6,153.30	\$13,332.16	\$159,985.86
100.0%		<b>Range #402</b> Lineman	1	\$68.369	\$5,469.55	\$11,850.69	\$142,208.23
75.0%		<b>Range #403</b> Apprentice Lineman/Meterman	1	\$51.278	\$4,102.20	\$8,888.10	\$106,657.24
78.0%	2		\$53.328	\$4,266.26	\$9,243.56	\$110,922.76	
81.0%	3		\$55.379	\$4,430.32	\$9,599.02	\$115,188.28	
84.0%	4		\$57.431	\$4,594.46	\$9,954.66	\$119,455.94	
87.0%	5		\$59.481	\$4,758.52	\$10,310.12	\$123,721.46	
90.0%	6		\$61.533	\$4,922.66	\$10,665.76	\$127,989.12	
95.0%	7		\$64.952	\$5,196.14	\$11,258.31	\$135,099.74	
89.5%		<b>Range #404</b> Equipment Operator	1	\$61.190	\$4,895.22	\$10,606.31	\$127,275.70
82.5%		<b>Range #405</b> Head Groundman	1	\$56.405	\$4,512.39	\$9,776.84	\$117,322.11
69.0%		<b>Range #406</b> Groundman/Meterman Helper	1	\$47.175	\$3,774.00	\$8,177.01	\$98,124.06
100.0%		<b>Range #407</b> Electrical Inspector	1	\$68.369	\$5,469.55	\$11,850.69	\$142,208.23
112.5%		<b>Range #408</b> Shop Foreman	1	\$76.916	\$6,153.30	\$13,332.16	\$159,985.86
100.0%		<b>Range #409</b> Meter Relay Technician	1	\$68.369	\$5,469.55	\$11,850.69	\$142,208.23
87.0%		<b>Range #410</b> Warehouse/Storekeeper	1	\$59.481	\$4,758.52	\$10,310.12	\$123,721.46
100.0%		<b>Range #411</b> Fleet Maintenance Mechanic	1	\$47.095	\$3,767.58	\$8,163.08	\$97,956.96



**City of Port Angeles -- IBEW Local #997 Collective Bargaining Agreement**

**Salary & Classification Schedule effective May 1, 2025 with 3.0% COLA**

<b>% of Lineman Position</b>	<b>% of Fleet Maint. Mechanic Position</b>	<b>Salary Range</b>	<b>Step</b>	<b>Hourly Rate based on 2,080 work hours</b>	<b>Bi-weekly Salary Amount</b>	<b>MONTHLY SALARY</b>	<b>Annual Salary</b>
	106.0%	<b>Range #412</b> Sr. Fleet Maintenance Mechanic	1	\$49.920	\$3,993.60	\$8,652.80	\$103,833.56
		<b>Range #413</b> Maintenance Technician	1	\$68.369	\$5,469.55	\$11,850.69	\$142,208.23
		<b>Range #414</b> Senior Electrical Inspector	1	\$71.788	\$5,743.03	\$12,443.24	\$149,318.85
		<b>Range #415</b> Commercial/Industrial Analyst	1	\$43.232	\$3,458.58	\$7,493.58	\$89,922.96
			2	\$44.339	\$3,547.16	\$7,685.50	\$92,226.04
			3	\$45.457	\$3,636.56	\$7,879.21	\$94,550.54
			4	\$46.593	\$3,727.45	\$8,076.13	\$96,913.61
			5	\$47.667	\$3,813.39	\$8,262.34	\$99,148.13
			6	\$48.821	\$3,905.68	\$8,462.30	\$101,547.62
			7	\$50.093	\$4,007.44	\$8,682.79	\$104,193.48
	87.5%	<b>Range #416</b> Service Writer	1	\$41.207	\$3,296.58	\$7,142.58	\$85,711.00
		<b>Range #417</b> City Electrician	1	\$68.369	\$5,469.55	\$11,850.69	\$142,208.23
		<b>Range #418</b> Serviceman	1	\$71.788	\$5,743.03	\$12,443.24	\$149,318.85
		<b>Range #419</b> Substation Technician	1	\$71.788	\$5,743.03	\$12,443.24	\$149,318.85
		<b>Range #420</b> Senior Meter-Relay Technician	1	\$71.788	\$5,743.03	\$12,443.24	\$149,318.85
		<b>Range #421</b> Industrial Electrician/SCADA Technician	1	\$71.788	\$5,743.03	\$12,443.24	\$149,318.85

Note: On 5/1/2025, the following increases will be implemented: Lineman 3.0% COLA, Fleet & Conservation 3.0% COLA.

Due to rounding differences between Central Square and Excel, some salaries may vary within a few cents.



# MANAGEMENT & NON-REPRESENTED EMPLOYEES

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 19.8492	\$ 1,587.93	\$ 3,440.53	\$ 41,286.30
<i>Grade M-01</i>	2	\$ 20.4501	\$ 1,636.01	\$ 3,544.69	\$ 42,536.25
	3	\$ 21.0651	\$ 1,685.21	\$ 3,651.28	\$ 43,815.35
	4	\$ 21.6940	\$ 1,735.52	\$ 3,760.30	\$ 45,123.56
	5	\$ 21.9098	\$ 1,752.78	\$ 3,797.69	\$ 45,572.30
	6	\$ 22.1325	\$ 1,770.60	\$ 3,836.30	\$ 46,035.57
	7	\$ 22.3510	\$ 1,788.08	\$ 3,874.17	\$ 46,490.08
	8	\$ 22.5779	\$ 1,806.23	\$ 3,913.51	\$ 46,962.10
	9	\$ 22.8021	\$ 1,824.16	\$ 3,952.36	\$ 47,428.28
	10	\$ 23.0318	\$ 1,842.54	\$ 3,992.18	\$ 47,906.13
	11	\$ 23.2601	\$ 1,860.81	\$ 4,031.75	\$ 48,381.03
	12	\$ 23.4954	\$ 1,879.64	\$ 4,072.54	\$ 48,870.52
	13	\$ 23.7266	\$ 1,898.13	\$ 4,112.61	\$ 49,351.30
<b>MANAGEMENT RANGE</b>	1	\$ 20.4501	\$ 1,636.01	\$ 3,544.69	\$ 42,536.25
<i>Grade M-02</i>	2	\$ 21.0651	\$ 1,685.21	\$ 3,651.28	\$ 43,815.35
	3	\$ 21.6940	\$ 1,735.52	\$ 3,760.30	\$ 45,123.56
	4	\$ 22.3468	\$ 1,787.74	\$ 3,873.45	\$ 46,481.35
	5	\$ 22.5709	\$ 1,805.67	\$ 3,912.29	\$ 46,947.53
	6	\$ 22.7964	\$ 1,823.72	\$ 3,951.38	\$ 47,416.60
	7	\$ 23.0234	\$ 1,841.87	\$ 3,990.72	\$ 47,888.61
	8	\$ 23.2545	\$ 1,860.36	\$ 4,030.78	\$ 48,369.37
	9	\$ 23.4870	\$ 1,878.96	\$ 4,071.09	\$ 48,853.06
	10	\$ 23.7210	\$ 1,897.68	\$ 4,111.63	\$ 49,339.60
	11	\$ 23.9591	\$ 1,916.73	\$ 4,152.91	\$ 49,834.96
	12	\$ 24.1944	\$ 1,935.56	\$ 4,193.70	\$ 50,324.45
	13	\$ 24.4424	\$ 1,955.39	\$ 4,236.68	\$ 50,840.14
<b>MANAGEMENT RANGE</b>	1	\$ 21.0651	\$ 1,685.21	\$ 3,651.28	\$ 43,815.35
<i>Grade M-03</i>	2	\$ 21.6940	\$ 1,735.52	\$ 3,760.30	\$ 45,123.56
	3	\$ 22.3468	\$ 1,787.74	\$ 3,873.45	\$ 46,481.35
	4	\$ 23.0150	\$ 1,841.20	\$ 3,989.26	\$ 47,871.17
	5	\$ 23.2475	\$ 1,859.80	\$ 4,029.57	\$ 48,354.81
	6	\$ 23.4800	\$ 1,878.40	\$ 4,069.87	\$ 48,838.49
	7	\$ 23.7154	\$ 1,897.23	\$ 4,110.67	\$ 49,327.99
	8	\$ 23.9535	\$ 1,916.28	\$ 4,151.94	\$ 49,823.31
	9	\$ 24.1888	\$ 1,935.11	\$ 4,192.73	\$ 50,312.79
	10	\$ 24.4340	\$ 1,954.72	\$ 4,235.22	\$ 50,822.69
	11	\$ 24.6763	\$ 1,974.11	\$ 4,277.23	\$ 51,326.73
	12	\$ 24.9215	\$ 1,993.72	\$ 4,319.72	\$ 51,836.63
	13	\$ 25.1722	\$ 2,013.78	\$ 4,363.18	\$ 52,358.17
<b>MANAGEMENT RANGE</b>	1	\$ 21.6940	\$ 1,735.52	\$ 3,760.30	\$ 45,123.56
<i>Grade M-04</i>	2	\$ 22.3468	\$ 1,787.74	\$ 3,873.45	\$ 46,481.35
	3	\$ 23.0150	\$ 1,841.20	\$ 3,989.26	\$ 47,871.17
	4	\$ 23.7098	\$ 1,896.78	\$ 4,109.69	\$ 49,316.33
	5	\$ 23.9437	\$ 1,915.50	\$ 4,150.24	\$ 49,802.92
	6	\$ 24.1832	\$ 1,934.66	\$ 4,191.76	\$ 50,301.15
	7	\$ 24.4256	\$ 1,954.05	\$ 4,233.77	\$ 50,805.20
	8	\$ 24.6679	\$ 1,973.43	\$ 4,275.77	\$ 51,309.25
	9	\$ 24.9145	\$ 1,993.16	\$ 4,318.51	\$ 51,822.06
	10	\$ 25.1680	\$ 2,013.44	\$ 4,362.45	\$ 52,349.41
	11	\$ 25.4173	\$ 2,033.39	\$ 4,405.67	\$ 52,868.07
	12	\$ 25.6723	\$ 2,053.78	\$ 4,449.86	\$ 53,398.36
	13	\$ 25.9272	\$ 2,074.18	\$ 4,494.05	\$ 53,928.61



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 22.3468	\$ 1,787.74	\$ 3,873.45	\$ 46,481.35
<i>Grade M-05</i>	2	\$ 23.0150	\$ 1,841.20	\$ 3,989.26	\$ 47,871.17
	3	\$ 23.7098	\$ 1,896.78	\$ 4,109.69	\$ 49,316.33
	4	\$ 24.4186	\$ 1,953.49	\$ 4,232.55	\$ 50,790.63
	5	\$ 24.6609	\$ 1,972.87	\$ 4,274.56	\$ 51,294.71
	6	\$ 24.9074	\$ 1,992.60	\$ 4,317.29	\$ 51,807.49
	7	\$ 25.1582	\$ 2,012.65	\$ 4,360.75	\$ 52,329.01
	8	\$ 25.4103	\$ 2,032.83	\$ 4,404.46	\$ 52,853.49
	9	\$ 25.6653	\$ 2,053.22	\$ 4,448.65	\$ 53,383.75
	10	\$ 25.9188	\$ 2,073.51	\$ 4,492.60	\$ 53,911.15
	11	\$ 26.1780	\$ 2,094.24	\$ 4,537.51	\$ 54,450.17
	12	\$ 26.4399	\$ 2,115.19	\$ 4,582.92	\$ 54,995.03
	13	\$ 26.7061	\$ 2,136.49	\$ 4,629.05	\$ 55,548.61

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 23.0150	\$ 1,841.20	\$ 3,989.26	\$ 47,871.17
<i>Grade M-06</i>	2	\$ 23.7098	\$ 1,896.78	\$ 4,109.69	\$ 49,316.33
	3	\$ 24.4186	\$ 1,953.49	\$ 4,232.55	\$ 50,790.63
	4	\$ 25.1526	\$ 2,012.21	\$ 4,359.78	\$ 52,317.38
	5	\$ 25.4033	\$ 2,032.27	\$ 4,403.24	\$ 52,838.92
	6	\$ 25.6555	\$ 2,052.44	\$ 4,446.95	\$ 53,363.39
	7	\$ 25.9104	\$ 2,072.83	\$ 4,491.14	\$ 53,893.64
	8	\$ 26.1724	\$ 2,093.79	\$ 4,536.54	\$ 54,438.52
	9	\$ 26.4315	\$ 2,114.52	\$ 4,581.46	\$ 54,977.52
	10	\$ 26.6977	\$ 2,135.81	\$ 4,627.59	\$ 55,531.12
	11	\$ 26.9638	\$ 2,157.11	\$ 4,673.73	\$ 56,084.73
	12	\$ 27.2342	\$ 2,178.73	\$ 4,720.59	\$ 56,647.05
	13	\$ 27.5059	\$ 2,200.47	\$ 4,767.69	\$ 57,212.31

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 23.7098	\$ 1,896.78	\$ 4,109.69	\$ 49,316.33
<i>Grade M-07</i>	2	\$ 24.4186	\$ 1,953.49	\$ 4,232.55	\$ 50,790.63
	3	\$ 25.1526	\$ 2,012.21	\$ 4,359.78	\$ 52,317.38
	4	\$ 25.9048	\$ 2,072.39	\$ 4,490.17	\$ 53,882.02
	5	\$ 26.1668	\$ 2,093.34	\$ 4,535.57	\$ 54,426.86
	6	\$ 26.4245	\$ 2,113.96	\$ 4,580.25	\$ 54,962.95
	7	\$ 26.6921	\$ 2,135.36	\$ 4,626.62	\$ 55,519.47
	8	\$ 26.9568	\$ 2,156.54	\$ 4,672.51	\$ 56,070.15
	9	\$ 27.2286	\$ 2,178.29	\$ 4,719.62	\$ 56,635.42
	10	\$ 27.4989	\$ 2,199.91	\$ 4,766.48	\$ 57,197.74
	11	\$ 27.7735	\$ 2,221.88	\$ 4,814.07	\$ 57,768.84
	12	\$ 28.0508	\$ 2,244.07	\$ 4,862.14	\$ 58,345.71
	13	\$ 28.3324	\$ 2,266.59	\$ 4,910.95	\$ 58,931.36

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 24.4186	\$ 1,953.49	\$ 4,232.55	\$ 50,790.63
<i>Grade M-08</i>	2	\$ 25.1526	\$ 2,012.21	\$ 4,359.78	\$ 52,317.38
<b>City Hall Attendant</b>	3	\$ 25.9048	\$ 2,072.39	\$ 4,490.17	\$ 53,882.02
	4	\$ 26.6556	\$ 2,132.45	\$ 4,620.31	\$ 55,443.74
	5	\$ 26.9246	\$ 2,153.97	\$ 4,666.93	\$ 56,003.15
	6	\$ 27.1949	\$ 2,175.60	\$ 4,713.79	\$ 56,565.47
	7	\$ 27.4667	\$ 2,197.34	\$ 4,760.89	\$ 57,130.72
	8	\$ 27.7426	\$ 2,219.41	\$ 4,808.73	\$ 57,704.70
	9	\$ 28.0172	\$ 2,241.38	\$ 4,856.32	\$ 58,275.82
	10	\$ 28.2988	\$ 2,263.90	\$ 4,905.12	\$ 58,861.43
	11	\$ 28.5789	\$ 2,286.31	\$ 4,953.68	\$ 59,444.16
	12	\$ 28.8647	\$ 2,309.17	\$ 5,003.21	\$ 60,038.54
	13	\$ 29.1532	\$ 2,332.26	\$ 5,053.23	\$ 60,638.74



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 25.6541	\$ 2,052.33	\$ 4,446.71	\$ 53,360.46
<i>Grade M-09</i>	2	\$ 26.4231	\$ 2,113.85	\$ 4,580.01	\$ 54,960.07
	3	\$ 27.1893	\$ 2,175.15	\$ 4,712.82	\$ 56,553.82
	4	\$ 28.0074	\$ 2,240.59	\$ 4,854.62	\$ 58,255.40
	5	\$ 28.2904	\$ 2,263.23	\$ 4,903.66	\$ 58,843.95
	6	\$ 28.5719	\$ 2,285.75	\$ 4,952.47	\$ 59,429.61
	7	\$ 28.8563	\$ 2,308.50	\$ 5,001.76	\$ 60,021.06
	8	\$ 29.1463	\$ 2,331.70	\$ 5,052.02	\$ 60,624.20
	9	\$ 29.4348	\$ 2,354.78	\$ 5,102.03	\$ 61,224.38
	10	\$ 29.7290	\$ 2,378.32	\$ 5,153.02	\$ 61,836.25
	11	\$ 30.0245	\$ 2,401.96	\$ 5,204.26	\$ 62,451.06
	12	\$ 30.3271	\$ 2,426.17	\$ 5,256.70	\$ 63,080.42
	13	\$ 30.6311	\$ 2,450.49	\$ 5,309.39	\$ 63,712.65
<b>MANAGEMENT RANGE</b>	1	\$ 26.4231	\$ 2,113.85	\$ 4,580.01	\$ 54,960.07
<i>Grade M-10</i>	2	\$ 27.1893	\$ 2,175.15	\$ 4,712.82	\$ 56,553.82
	3	\$ 28.0074	\$ 2,240.59	\$ 4,854.62	\$ 58,255.40
	4	\$ 28.8465	\$ 2,307.72	\$ 5,000.06	\$ 60,000.66
	5	\$ 29.1378	\$ 2,331.03	\$ 5,050.56	\$ 60,606.72
	6	\$ 29.4264	\$ 2,354.11	\$ 5,100.58	\$ 61,206.93
	7	\$ 29.7206	\$ 2,377.65	\$ 5,151.57	\$ 61,818.79
	8	\$ 30.0189	\$ 2,401.52	\$ 5,203.28	\$ 62,439.41
	9	\$ 30.3173	\$ 2,425.38	\$ 5,255.00	\$ 63,060.00
	10	\$ 30.6199	\$ 2,449.59	\$ 5,307.44	\$ 63,689.33
	11	\$ 30.9295	\$ 2,474.36	\$ 5,361.11	\$ 64,333.27
	12	\$ 31.2334	\$ 2,498.67	\$ 5,413.80	\$ 64,965.54
	13	\$ 31.5486	\$ 2,523.89	\$ 5,468.42	\$ 65,621.09
<b>MANAGEMENT RANGE</b>	1	\$ 27.1893	\$ 2,175.15	\$ 4,712.82	\$ 56,553.82
<i>Grade M-11</i>	2	\$ 28.0074	\$ 2,240.59	\$ 4,854.62	\$ 58,255.40
	3	\$ 28.8465	\$ 2,307.72	\$ 5,000.06	\$ 60,000.66
	4	\$ 29.7122	\$ 2,376.97	\$ 5,150.11	\$ 61,801.31
	5	\$ 30.0105	\$ 2,400.84	\$ 5,201.83	\$ 62,421.91
	6	\$ 30.3089	\$ 2,424.71	\$ 5,253.54	\$ 63,042.52
	7	\$ 30.6101	\$ 2,448.81	\$ 5,305.75	\$ 63,668.96
	8	\$ 30.9196	\$ 2,473.57	\$ 5,359.41	\$ 64,312.87
	9	\$ 31.2264	\$ 2,498.11	\$ 5,412.58	\$ 64,950.97
	10	\$ 31.5416	\$ 2,523.33	\$ 5,467.21	\$ 65,606.51
	11	\$ 31.8554	\$ 2,548.43	\$ 5,521.60	\$ 66,259.19
	12	\$ 32.1734	\$ 2,573.87	\$ 5,576.72	\$ 66,920.60
	13	\$ 32.4927	\$ 2,599.42	\$ 5,632.07	\$ 67,584.89
<b>MANAGEMENT RANGE</b>	1	\$ 27.4583	\$ 2,196.66	\$ 4,759.44	\$ 57,113.23
<i>Grade M-12</i>	2	\$ 28.2792	\$ 2,262.33	\$ 4,901.72	\$ 58,820.66
	3	\$ 29.1308	\$ 2,330.47	\$ 5,049.34	\$ 60,592.12
	4	\$ 30.0035	\$ 2,400.28	\$ 5,200.61	\$ 62,407.35
	5	\$ 30.3019	\$ 2,424.15	\$ 5,252.33	\$ 63,027.96
	6	\$ 30.6059	\$ 2,448.47	\$ 5,305.02	\$ 63,660.20
	7	\$ 30.9126	\$ 2,473.01	\$ 5,358.19	\$ 64,298.29
	8	\$ 31.2208	\$ 2,497.67	\$ 5,411.61	\$ 64,939.31
	9	\$ 31.5318	\$ 2,522.54	\$ 5,465.51	\$ 65,586.13
	10	\$ 31.8470	\$ 2,547.76	\$ 5,520.14	\$ 66,241.70
	11	\$ 32.1692	\$ 2,573.53	\$ 5,575.99	\$ 66,911.84
	12	\$ 32.4871	\$ 2,598.97	\$ 5,631.11	\$ 67,573.26
	13	\$ 32.8163	\$ 2,625.31	\$ 5,688.16	\$ 68,257.95



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 28.2792	\$ 2,262.33	\$ 4,901.72	\$ 58,820.66
<i>Grade M-13</i>	2	\$ 29.1308	\$ 2,330.47	\$ 5,049.34	\$ 60,592.12
	3	\$ 30.0035	\$ 2,400.28	\$ 5,200.61	\$ 62,407.35
	4	\$ 30.9042	\$ 2,472.34	\$ 5,356.73	\$ 64,280.80
	5	\$ 31.2138	\$ 2,497.11	\$ 5,410.39	\$ 64,924.73
	6	\$ 31.5234	\$ 2,521.87	\$ 5,464.06	\$ 65,568.66
	7	\$ 31.8386	\$ 2,547.09	\$ 5,518.69	\$ 66,224.25
	8	\$ 32.1566	\$ 2,572.52	\$ 5,573.80	\$ 66,885.63
	9	\$ 32.4801	\$ 2,598.41	\$ 5,629.89	\$ 67,558.66
	10	\$ 32.8023	\$ 2,624.19	\$ 5,685.74	\$ 68,228.83
	11	\$ 33.1301	\$ 2,650.41	\$ 5,742.55	\$ 68,910.61
	12	\$ 33.4649	\$ 2,677.19	\$ 5,800.58	\$ 69,606.97
	13	\$ 33.7941	\$ 2,703.53	\$ 5,857.64	\$ 70,291.67

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 29.1308	\$ 2,330.47	\$ 5,049.34	\$ 60,592.12
<i>Grade M-14</i>	2	\$ 30.0035	\$ 2,400.28	\$ 5,200.61	\$ 62,407.35
	3	\$ 30.9042	\$ 2,472.34	\$ 5,356.73	\$ 64,280.80
	4	\$ 31.8288	\$ 2,546.30	\$ 5,516.99	\$ 66,203.83
	5	\$ 32.1467	\$ 2,571.74	\$ 5,572.10	\$ 66,865.23
	6	\$ 32.4717	\$ 2,597.74	\$ 5,628.43	\$ 67,541.19
	7	\$ 32.7939	\$ 2,623.51	\$ 5,684.28	\$ 68,211.32
	8	\$ 33.1231	\$ 2,649.85	\$ 5,741.34	\$ 68,896.05
	9	\$ 33.4537	\$ 2,676.29	\$ 5,798.64	\$ 69,583.64
	10	\$ 33.7857	\$ 2,702.85	\$ 5,856.19	\$ 70,274.22
	11	\$ 34.1261	\$ 2,730.08	\$ 5,915.18	\$ 70,982.19
	12	\$ 34.4679	\$ 2,757.43	\$ 5,974.43	\$ 71,693.16
	13	\$ 34.8138	\$ 2,785.11	\$ 6,034.40	\$ 72,412.80

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 30.0035	\$ 2,400.28	\$ 5,200.61	\$ 62,407.35
<i>Grade M-15</i>	2	\$ 30.9042	\$ 2,472.34	\$ 5,356.73	\$ 64,280.80
	3	\$ 31.8288	\$ 2,546.30	\$ 5,516.99	\$ 66,203.83
	4	\$ 32.7995	\$ 2,623.96	\$ 5,685.25	\$ 68,223.00
	5	\$ 33.1273	\$ 2,650.18	\$ 5,742.07	\$ 68,904.78
	6	\$ 33.4635	\$ 2,677.08	\$ 5,800.34	\$ 69,604.06
	7	\$ 33.7927	\$ 2,703.41	\$ 5,857.40	\$ 70,288.75
	8	\$ 34.1331	\$ 2,730.65	\$ 5,916.40	\$ 70,996.78
	9	\$ 34.4749	\$ 2,757.99	\$ 5,975.64	\$ 71,707.69
	10	\$ 34.8209	\$ 2,785.67	\$ 6,035.62	\$ 72,427.38
	11	\$ 35.1696	\$ 2,813.57	\$ 6,096.07	\$ 73,152.86
	12	\$ 35.5199	\$ 2,841.59	\$ 6,156.77	\$ 73,881.29
	13	\$ 35.8729	\$ 2,869.83	\$ 6,217.96	\$ 74,615.53

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 30.9042	\$ 2,472.34	\$ 5,356.73	\$ 64,280.80
<i>Grade M-16</i>	2	\$ 31.8288	\$ 2,546.30	\$ 5,516.99	\$ 66,203.83
	3	\$ 32.7995	\$ 2,623.96	\$ 5,685.25	\$ 68,223.00
	4	\$ 33.7773	\$ 2,702.18	\$ 5,854.73	\$ 70,256.72
	5	\$ 34.1149	\$ 2,729.19	\$ 5,913.24	\$ 70,958.91
	6	\$ 34.4552	\$ 2,756.42	\$ 5,972.24	\$ 71,666.89
	7	\$ 34.8013	\$ 2,784.10	\$ 6,032.22	\$ 72,386.60
	8	\$ 35.1472	\$ 2,811.78	\$ 6,092.19	\$ 73,106.27
	9	\$ 35.4988	\$ 2,839.91	\$ 6,153.13	\$ 73,837.59
	10	\$ 35.8518	\$ 2,868.15	\$ 6,214.32	\$ 74,571.81
	11	\$ 36.2118	\$ 2,896.95	\$ 6,276.72	\$ 75,320.62
	12	\$ 36.5760	\$ 2,926.08	\$ 6,339.85	\$ 76,078.16
	13	\$ 36.9389	\$ 2,955.11	\$ 6,402.74	\$ 76,832.82



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 31.8288	\$ 2,546.30	\$ 5,516.99	\$ 66,203.83
<i>Grade M-17</i>	2	\$ 32.7995	\$ 2,623.96	\$ 5,685.25	\$ 68,223.00
	3	\$ 33.7773	\$ 2,702.18	\$ 5,854.73	\$ 70,256.72
	4	\$ 34.7998	\$ 2,783.99	\$ 6,031.97	\$ 72,383.67
	5	\$ 35.1486	\$ 2,811.89	\$ 6,092.43	\$ 73,109.18
	6	\$ 35.5016	\$ 2,840.13	\$ 6,153.62	\$ 73,843.41
	7	\$ 35.8588	\$ 2,868.71	\$ 6,215.53	\$ 74,586.37
	8	\$ 36.2132	\$ 2,897.06	\$ 6,276.96	\$ 75,323.54
	9	\$ 36.5775	\$ 2,926.20	\$ 6,340.09	\$ 76,081.10
	10	\$ 36.9402	\$ 2,955.22	\$ 6,402.98	\$ 76,835.71
	11	\$ 37.3115	\$ 2,984.92	\$ 6,467.32	\$ 77,607.84
	12	\$ 37.6827	\$ 3,014.61	\$ 6,531.66	\$ 78,379.97
	13	\$ 38.0623	\$ 3,044.98	\$ 6,597.46	\$ 79,169.54

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 32.7995	\$ 2,623.96	\$ 5,685.25	\$ 68,223.00
<i>Grade M-18</i>	2	\$ 33.7773	\$ 2,702.18	\$ 5,854.73	\$ 70,256.72
<b>Payroll Technician</b>	3	\$ 34.7998	\$ 2,783.99	\$ 6,031.97	\$ 72,383.67
	4	\$ 35.8406	\$ 2,867.25	\$ 6,212.38	\$ 74,548.52
	5	\$ 36.2006	\$ 2,896.05	\$ 6,274.78	\$ 75,297.31
	6	\$ 36.5620	\$ 2,924.96	\$ 6,337.42	\$ 76,049.03
	7	\$ 36.9276	\$ 2,954.21	\$ 6,400.79	\$ 76,809.48
	8	\$ 37.2961	\$ 2,983.68	\$ 6,464.65	\$ 77,575.79
	9	\$ 37.6673	\$ 3,013.38	\$ 6,529.00	\$ 78,347.94
	10	\$ 38.0455	\$ 3,043.64	\$ 6,594.55	\$ 79,134.58
	11	\$ 38.4279	\$ 3,074.23	\$ 6,660.84	\$ 79,930.03
	12	\$ 38.8103	\$ 3,104.83	\$ 6,727.12	\$ 80,725.45
	13	\$ 39.2011	\$ 3,136.09	\$ 6,794.86	\$ 81,538.35

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 33.7773	\$ 2,702.18	\$ 5,854.73	\$ 70,256.72
<i>Grade M-19</i>	2	\$ 34.7998	\$ 2,783.99	\$ 6,031.97	\$ 72,383.67
<b>Administrative Assistant</b>	3	\$ 35.8406	\$ 2,867.25	\$ 6,212.38	\$ 74,548.52
	4	\$ 36.9178	\$ 2,953.43	\$ 6,399.09	\$ 76,789.08
	5	\$ 37.2863	\$ 2,982.90	\$ 6,462.95	\$ 77,555.40
	6	\$ 37.6588	\$ 3,012.71	\$ 6,527.53	\$ 78,330.40
	7	\$ 38.0371	\$ 3,042.97	\$ 6,593.09	\$ 79,117.12
	8	\$ 38.4181	\$ 3,073.45	\$ 6,659.14	\$ 79,909.63
	9	\$ 38.7977	\$ 3,103.82	\$ 6,724.94	\$ 80,699.23
	10	\$ 39.1843	\$ 3,134.75	\$ 6,791.95	\$ 81,503.39
	11	\$ 39.5793	\$ 3,166.35	\$ 6,860.42	\$ 82,325.04
	12	\$ 39.9744	\$ 3,197.95	\$ 6,928.89	\$ 83,146.71
	13	\$ 40.3736	\$ 3,229.89	\$ 6,998.09	\$ 83,977.09

GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 34.7998	\$ 2,783.99	\$ 6,031.97	\$ 72,383.67
<i>Grade M-20</i>	2	\$ 35.8406	\$ 2,867.25	\$ 6,212.38	\$ 74,548.52
<b>Administrative Analyst</b>	3	\$ 36.9178	\$ 2,953.43	\$ 6,399.09	\$ 76,789.08
	4	\$ 38.0245	\$ 3,041.96	\$ 6,590.91	\$ 79,090.89
	5	\$ 38.4027	\$ 3,072.21	\$ 6,656.47	\$ 79,877.58
	6	\$ 38.7893	\$ 3,103.14	\$ 6,723.48	\$ 80,681.74
	7	\$ 39.1731	\$ 3,133.85	\$ 6,790.01	\$ 81,480.07
	8	\$ 39.5695	\$ 3,165.56	\$ 6,858.72	\$ 82,304.65
	9	\$ 39.9632	\$ 3,197.05	\$ 6,926.95	\$ 83,123.39
	10	\$ 40.3596	\$ 3,228.77	\$ 6,995.66	\$ 83,947.95
	11	\$ 40.7658	\$ 3,261.27	\$ 7,066.08	\$ 84,792.90
	12	\$ 41.1735	\$ 3,293.88	\$ 7,136.73	\$ 85,640.78
	13	\$ 41.5853	\$ 3,326.82	\$ 7,208.11	\$ 86,497.37



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 35.8406	\$ 2,867.25	\$ 6,212.38	\$ 74,548.52
<i>Grade M-21</i>	2	\$ 36.9178	\$ 2,953.43	\$ 6,399.09	\$ 76,789.08
	3	\$ 38.0245	\$ 3,041.96	\$ 6,590.91	\$ 79,090.89
	4	\$ 39.1647	\$ 3,133.18	\$ 6,788.55	\$ 81,462.59
	5	\$ 39.5569	\$ 3,164.55	\$ 6,856.53	\$ 82,278.41
	6	\$ 39.9534	\$ 3,196.27	\$ 6,925.25	\$ 83,103.00
	7	\$ 40.3512	\$ 3,228.09	\$ 6,994.20	\$ 83,930.45
	8	\$ 40.7560	\$ 3,260.48	\$ 7,064.38	\$ 84,772.52
	9	\$ 41.1622	\$ 3,292.98	\$ 7,134.79	\$ 85,617.46
	10	\$ 41.5741	\$ 3,325.93	\$ 7,206.17	\$ 86,474.06
	11	\$ 41.9901	\$ 3,359.21	\$ 7,278.29	\$ 87,339.45
	12	\$ 42.4103	\$ 3,392.83	\$ 7,351.13	\$ 88,213.50
	13	\$ 42.8334	\$ 3,426.67	\$ 7,424.45	\$ 89,093.44
<b>MANAGEMENT RANGE</b>	1	\$ 36.9178	\$ 2,953.43	\$ 6,399.09	\$ 76,789.08
<i>Grade M-22</i>	2	\$ 38.0245	\$ 3,041.96	\$ 6,590.91	\$ 79,090.89
Legal Assistant/Paralegal	3	\$ 39.1647	\$ 3,133.18	\$ 6,788.55	\$ 81,462.59
Public Works Safety & Operations Specialist	4	\$ 40.3372	\$ 3,226.97	\$ 6,991.78	\$ 83,901.32
	5	\$ 40.7434	\$ 3,259.47	\$ 7,062.19	\$ 84,746.27
	6	\$ 41.1482	\$ 3,291.86	\$ 7,132.36	\$ 85,588.34
	7	\$ 41.5615	\$ 3,324.92	\$ 7,203.99	\$ 86,447.84
	8	\$ 41.9775	\$ 3,358.20	\$ 7,276.10	\$ 87,313.19
	9	\$ 42.3964	\$ 3,391.71	\$ 7,348.70	\$ 88,184.41
	10	\$ 42.8194	\$ 3,425.55	\$ 7,422.03	\$ 89,064.31
	11	\$ 43.2522	\$ 3,460.18	\$ 7,497.05	\$ 89,964.64
	12	\$ 43.6837	\$ 3,494.69	\$ 7,571.83	\$ 90,862.01
	13	\$ 44.1165	\$ 3,529.32	\$ 7,646.86	\$ 91,762.35
<b>MANAGEMENT RANGE</b>	1	\$ 38.0245	\$ 3,041.96	\$ 6,590.91	\$ 79,090.89
<i>Grade M-23</i>	2	\$ 39.1647	\$ 3,133.18	\$ 6,788.55	\$ 81,462.59
Communications & Records Management Coordinator	3	\$ 40.3372	\$ 3,226.97	\$ 6,991.78	\$ 83,901.32
	4	\$ 41.5573	\$ 3,324.58	\$ 7,203.26	\$ 86,439.10
	5	\$ 41.9649	\$ 3,357.19	\$ 7,273.92	\$ 87,286.98
	6	\$ 42.3851	\$ 3,390.81	\$ 7,346.76	\$ 88,161.09
	7	\$ 42.8082	\$ 3,424.65	\$ 7,420.08	\$ 89,040.98
	8	\$ 43.2340	\$ 3,458.72	\$ 7,493.89	\$ 89,926.73
	9	\$ 43.6697	\$ 3,493.57	\$ 7,569.41	\$ 90,832.90
	10	\$ 44.1039	\$ 3,528.31	\$ 7,644.68	\$ 91,736.12
	11	\$ 44.5438	\$ 3,563.50	\$ 7,720.92	\$ 92,651.01
	12	\$ 44.9934	\$ 3,599.47	\$ 7,798.86	\$ 93,586.29
	13	\$ 45.4389	\$ 3,635.11	\$ 7,876.07	\$ 94,512.83
<b>MANAGEMENT RANGE</b>	1	\$ 39.1647	\$ 3,133.18	\$ 6,788.55	\$ 81,462.59
<i>Grade M-24</i>	2	\$ 40.3442	\$ 3,227.54	\$ 6,992.99	\$ 83,915.91
Human Resources Specialist	3	\$ 41.5573	\$ 3,324.58	\$ 7,203.26	\$ 86,439.10
Public Works Management Assistant	4	\$ 42.8054	\$ 3,424.43	\$ 7,419.60	\$ 89,035.17
Senior Center Manager	5	\$ 43.2312	\$ 3,458.50	\$ 7,493.41	\$ 89,920.91
	6	\$ 43.6655	\$ 3,493.24	\$ 7,568.68	\$ 90,824.16
	7	\$ 44.1011	\$ 3,528.09	\$ 7,644.19	\$ 91,730.28
	8	\$ 44.5409	\$ 3,563.28	\$ 7,720.43	\$ 92,645.17
	9	\$ 44.9892	\$ 3,599.14	\$ 7,798.13	\$ 93,577.54
	10	\$ 45.4318	\$ 3,634.55	\$ 7,874.85	\$ 94,498.24
	11	\$ 45.8899	\$ 3,671.19	\$ 7,954.25	\$ 95,451.02
	12	\$ 46.3480	\$ 3,707.84	\$ 8,033.65	\$ 96,403.79
	13	\$ 46.8116	\$ 3,744.93	\$ 8,114.02	\$ 97,368.23



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 40.3442	\$ 3,227.54	\$ 6,992.99	\$ 83,915.91
<i>Grade M-25</i>	2	\$ 41.5573	\$ 3,324.58	\$ 7,203.26	\$ 86,439.10
	3	\$ 42.8054	\$ 3,424.43	\$ 7,419.60	\$ 89,035.17
	4	\$ 44.0899	\$ 3,527.19	\$ 7,642.25	\$ 91,706.98
	5	\$ 44.5325	\$ 3,562.60	\$ 7,718.97	\$ 92,627.69
	6	\$ 44.9710	\$ 3,597.68	\$ 7,794.97	\$ 93,539.68
	7	\$ 45.4235	\$ 3,633.88	\$ 7,873.40	\$ 94,480.79
	8	\$ 45.8759	\$ 3,670.07	\$ 7,951.82	\$ 95,421.88
	9	\$ 46.3382	\$ 3,707.05	\$ 8,031.95	\$ 96,383.38
	10	\$ 46.8004	\$ 3,744.03	\$ 8,112.07	\$ 97,344.89
	11	\$ 47.2655	\$ 3,781.24	\$ 8,192.69	\$ 98,312.22
	12	\$ 47.7460	\$ 3,819.68	\$ 8,275.97	\$ 99,311.61
	13	\$ 48.2180	\$ 3,857.44	\$ 8,357.79	\$ 100,293.51
<b>MANAGEMENT RANGE</b>	1	\$ 41.5573	\$ 3,324.58	\$ 7,203.26	\$ 86,439.10
<i>Grade M-26</i>	2	\$ 42.8054	\$ 3,424.43	\$ 7,419.60	\$ 89,035.17
<b>Assistant City Attorney</b>	3	\$ 44.0899	\$ 3,527.19	\$ 7,642.25	\$ 91,706.98
	4	\$ 45.4136	\$ 3,633.09	\$ 7,871.70	\$ 94,460.39
	5	\$ 45.8689	\$ 3,669.51	\$ 7,950.61	\$ 95,407.32
	6	\$ 46.3298	\$ 3,706.38	\$ 8,030.49	\$ 96,365.89
	7	\$ 46.7920	\$ 3,743.36	\$ 8,110.62	\$ 97,327.43
	8	\$ 47.2571	\$ 3,780.57	\$ 8,191.23	\$ 98,294.76
	9	\$ 47.7305	\$ 3,818.44	\$ 8,273.30	\$ 99,279.54
	10	\$ 48.2096	\$ 3,856.77	\$ 8,356.34	\$ 100,276.02
	11	\$ 48.6929	\$ 3,895.43	\$ 8,440.10	\$ 101,281.23
	12	\$ 49.1776	\$ 3,934.21	\$ 8,524.11	\$ 102,289.34
	13	\$ 49.6692	\$ 3,973.54	\$ 8,609.34	\$ 103,312.02
<b>MANAGEMENT RANGE</b>	1	\$ 42.8054	\$ 3,424.43	\$ 7,419.60	\$ 89,035.17
<i>Grade M-27</i>	2	\$ 44.0899	\$ 3,527.19	\$ 7,642.25	\$ 91,706.98
	3	\$ 45.4136	\$ 3,633.09	\$ 7,871.70	\$ 94,460.39
	4	\$ 46.7780	\$ 3,742.24	\$ 8,108.19	\$ 97,298.28
	5	\$ 47.2473	\$ 3,779.78	\$ 8,189.53	\$ 98,274.36
	6	\$ 47.7166	\$ 3,817.32	\$ 8,270.87	\$ 99,250.44
	7	\$ 48.1942	\$ 3,855.54	\$ 8,353.67	\$ 100,243.98
	8	\$ 48.6775	\$ 3,894.20	\$ 8,437.43	\$ 101,249.19
	9	\$ 49.1650	\$ 3,933.20	\$ 8,521.93	\$ 102,263.13
	10	\$ 49.6594	\$ 3,972.76	\$ 8,607.64	\$ 103,291.64
	11	\$ 50.1511	\$ 4,012.09	\$ 8,692.86	\$ 104,314.34
	12	\$ 50.6526	\$ 4,052.21	\$ 8,779.79	\$ 105,357.42
	13	\$ 51.1611	\$ 4,092.89	\$ 8,867.93	\$ 106,415.11
<b>MANAGEMENT RANGE</b>	1	\$ 44.0899	\$ 3,527.19	\$ 7,642.25	\$ 91,706.98
<i>Grade M-28</i>	2	\$ 45.4136	\$ 3,633.09	\$ 7,871.70	\$ 94,460.39
	3	\$ 46.7780	\$ 3,742.24	\$ 8,108.19	\$ 97,298.28
	4	\$ 48.1844	\$ 3,854.75	\$ 8,351.96	\$ 100,223.55
	5	\$ 48.6621	\$ 3,892.97	\$ 8,434.76	\$ 101,217.13
	6	\$ 49.1510	\$ 3,932.08	\$ 8,519.50	\$ 102,233.98
	7	\$ 49.6426	\$ 3,971.41	\$ 8,604.72	\$ 103,256.68
	8	\$ 50.1357	\$ 4,010.86	\$ 8,690.19	\$ 104,282.28
	9	\$ 50.6414	\$ 4,051.31	\$ 8,777.84	\$ 105,334.13
	10	\$ 51.1457	\$ 4,091.65	\$ 8,865.25	\$ 106,383.01
	11	\$ 51.6584	\$ 4,132.67	\$ 8,954.12	\$ 107,449.42
	12	\$ 52.1753	\$ 4,174.02	\$ 9,043.71	\$ 108,524.54
	13	\$ 52.6964	\$ 4,215.71	\$ 9,134.03	\$ 109,608.41



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 45.4136	\$ 3,633.09	\$ 7,871.70	\$ 94,460.39
<i>Grade M-29</i>	2	\$ 46.7780	\$ 3,742.24	\$ 8,108.19	\$ 97,298.28
	3	\$ 48.1844	\$ 3,854.75	\$ 8,351.96	\$ 100,223.55
	4	\$ 49.6272	\$ 3,970.18	\$ 8,602.05	\$ 103,224.65
	5	\$ 50.1259	\$ 4,010.07	\$ 8,688.49	\$ 104,261.89
	6	\$ 50.6260	\$ 4,050.08	\$ 8,775.17	\$ 105,302.07
	7	\$ 51.1331	\$ 4,090.65	\$ 8,863.07	\$ 106,356.83
	8	\$ 51.6430	\$ 4,131.44	\$ 8,951.45	\$ 107,417.38
	9	\$ 52.1584	\$ 4,172.68	\$ 9,040.80	\$ 108,489.57
	10	\$ 52.6796	\$ 4,214.36	\$ 9,131.12	\$ 109,573.47
	11	\$ 53.2076	\$ 4,256.61	\$ 9,222.66	\$ 110,671.91
	12	\$ 53.7399	\$ 4,299.20	\$ 9,314.92	\$ 111,779.09
	13	\$ 54.2779	\$ 4,342.23	\$ 9,408.16	\$ 112,897.94
<b>MANAGEMENT RANGE</b>	1	\$ 46.7780	\$ 3,742.24	\$ 8,108.19	\$ 97,298.28
<i>Grade M-30</i>	2	\$ 48.1844	\$ 3,854.75	\$ 8,351.96	\$ 100,223.55
City Clerk	3	\$ 49.6272	\$ 3,970.18	\$ 8,602.05	\$ 103,224.65
Customer Service Manager	4	\$ 51.1163	\$ 4,089.30	\$ 8,860.15	\$ 106,321.84
Financial Systems Analyst	5	\$ 51.6304	\$ 4,130.43	\$ 8,949.26	\$ 107,391.15
	6	\$ 52.1430	\$ 4,171.44	\$ 9,038.13	\$ 108,457.54
	7	\$ 52.6669	\$ 4,213.36	\$ 9,128.94	\$ 109,547.24
	8	\$ 53.1909	\$ 4,255.27	\$ 9,219.75	\$ 110,636.97
	9	\$ 53.7260	\$ 4,298.08	\$ 9,312.50	\$ 111,749.98
	10	\$ 54.2639	\$ 4,341.11	\$ 9,405.74	\$ 112,868.84
	11	\$ 54.8032	\$ 4,384.25	\$ 9,499.21	\$ 113,990.57
	12	\$ 55.3509	\$ 4,428.07	\$ 9,594.15	\$ 115,129.81
	13	\$ 55.9070	\$ 4,472.56	\$ 9,690.54	\$ 116,286.52
<b>MANAGEMENT RANGE</b>	1	\$ 48.1844	\$ 3,854.75	\$ 8,351.96	\$ 100,223.55
<i>Grade M-31</i>	2	\$ 49.6272	\$ 3,970.18	\$ 8,602.05	\$ 103,224.65
Assistant Solid Waste Superintendent	3	\$ 51.1163	\$ 4,089.30	\$ 8,860.15	\$ 106,321.84
	4	\$ 52.6487	\$ 4,211.90	\$ 9,125.78	\$ 109,509.36
	5	\$ 53.1768	\$ 4,254.15	\$ 9,217.32	\$ 110,607.82
	6	\$ 53.7077	\$ 4,296.62	\$ 9,309.34	\$ 111,712.08
	7	\$ 54.2484	\$ 4,339.88	\$ 9,403.06	\$ 112,836.77
	8	\$ 54.7906	\$ 4,383.25	\$ 9,497.03	\$ 113,964.38
	9	\$ 55.3369	\$ 4,426.95	\$ 9,591.72	\$ 115,100.67
	10	\$ 55.8930	\$ 4,471.44	\$ 9,688.12	\$ 116,257.39
	11	\$ 56.4477	\$ 4,515.81	\$ 9,784.26	\$ 117,411.17
	12	\$ 57.0150	\$ 4,561.20	\$ 9,882.60	\$ 118,591.24
	13	\$ 57.5809	\$ 4,606.47	\$ 9,980.69	\$ 119,768.30
<b>MANAGEMENT RANGE</b>	1	\$ 49.6272	\$ 3,970.18	\$ 8,602.05	\$ 103,224.65
<i>Grade M-32</i>	2	\$ 51.1163	\$ 4,089.30	\$ 8,860.15	\$ 106,321.84
Budget Accountant	3	\$ 52.6487	\$ 4,211.90	\$ 9,125.78	\$ 109,509.36
Capital Accountant	4	\$ 54.2288	\$ 4,338.31	\$ 9,399.67	\$ 112,795.98
Cost Accountant	5	\$ 54.7681	\$ 4,381.45	\$ 9,493.14	\$ 113,917.72
Financial Accountant	6	\$ 55.3186	\$ 4,425.49	\$ 9,588.56	\$ 115,062.77
Planning Supervisor	7	\$ 55.8692	\$ 4,469.53	\$ 9,683.99	\$ 116,207.84
	8	\$ 56.4323	\$ 4,514.58	\$ 9,781.59	\$ 117,379.12
	9	\$ 56.9954	\$ 4,559.63	\$ 9,879.20	\$ 118,550.43
	10	\$ 57.5655	\$ 4,605.24	\$ 9,978.02	\$ 119,736.27
	11	\$ 58.1426	\$ 4,651.41	\$ 10,078.06	\$ 120,936.68
	12	\$ 58.7240	\$ 4,697.92	\$ 10,178.82	\$ 122,145.88
	13	\$ 59.3109	\$ 4,744.87	\$ 10,280.56	\$ 123,366.68



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 51.1163	\$ 4,089.30	\$ 8,860.15	\$ 106,321.84
<i>Grade M-33</i>	2	\$ 52.6487	\$ 4,211.90	\$ 9,125.78	\$ 109,509.36
<b>Power Resources Manager</b>	3	\$ 54.2288	\$ 4,338.31	\$ 9,399.67	\$ 112,795.98
	4	\$ 55.8538	\$ 4,468.30	\$ 9,681.32	\$ 116,175.80
	5	\$ 56.4141	\$ 4,513.13	\$ 9,778.44	\$ 117,341.27
	6	\$ 56.9772	\$ 4,558.18	\$ 9,876.05	\$ 118,512.56
	7	\$ 57.5515	\$ 4,604.12	\$ 9,975.60	\$ 119,707.14
	8	\$ 58.1258	\$ 4,650.07	\$ 10,075.14	\$ 120,901.73
	9	\$ 58.7058	\$ 4,696.46	\$ 10,175.66	\$ 122,107.97
	10	\$ 59.2899	\$ 4,743.19	\$ 10,276.92	\$ 123,322.99
	11	\$ 59.8852	\$ 4,790.82	\$ 10,380.11	\$ 124,561.27
	12	\$ 60.4820	\$ 4,838.56	\$ 10,483.54	\$ 125,802.48
	13	\$ 61.0899	\$ 4,887.19	\$ 10,588.92	\$ 127,067.01
<b>MANAGEMENT RANGE</b>	1	\$ 52.6487	\$ 4,211.90	\$ 9,125.78	\$ 109,509.36
<i>Grade M-34</i>	2	\$ 54.2288	\$ 4,338.31	\$ 9,399.67	\$ 112,795.98
<b>Field Crew Superintendent</b>	3	\$ 55.8538	\$ 4,468.30	\$ 9,681.32	\$ 116,175.80
<b>Fleet Manager</b>	4	\$ 57.5333	\$ 4,602.66	\$ 9,972.44	\$ 119,669.27
<b>Solid Waste Superintendent</b>	5	\$ 58.1090	\$ 4,648.72	\$ 10,072.23	\$ 120,866.74
<b>Street/Stormwater Superintendent</b>	6	\$ 58.6889	\$ 4,695.12	\$ 10,172.75	\$ 122,073.00
	7	\$ 59.2759	\$ 4,742.07	\$ 10,274.49	\$ 123,293.85
	8	\$ 59.8698	\$ 4,789.59	\$ 10,377.43	\$ 124,529.21
	9	\$ 60.4666	\$ 4,837.33	\$ 10,480.87	\$ 125,770.46
	10	\$ 61.0717	\$ 4,885.74	\$ 10,585.76	\$ 127,029.13
	11	\$ 61.6853	\$ 4,934.82	\$ 10,692.11	\$ 128,305.32
	12	\$ 62.3002	\$ 4,984.02	\$ 10,798.70	\$ 129,584.42
	13	\$ 62.9221	\$ 5,033.77	\$ 10,906.51	\$ 130,878.07
<b>MANAGEMENT RANGE</b>	1	\$ 54.2288	\$ 4,338.31	\$ 9,399.67	\$ 112,795.98
<i>Grade M-35</i>	2	\$ 55.8538	\$ 4,468.30	\$ 9,681.32	\$ 116,175.80
<b>Water Superintendent</b>	3	\$ 57.5333	\$ 4,602.66	\$ 9,972.44	\$ 119,669.27
<b>Wastewater Superintendent</b>	4	\$ 59.2591	\$ 4,740.73	\$ 10,271.57	\$ 123,258.88
	5	\$ 59.8516	\$ 4,788.13	\$ 10,374.28	\$ 124,491.35
	6	\$ 60.4498	\$ 4,835.98	\$ 10,477.96	\$ 125,735.48
	7	\$ 61.0535	\$ 4,884.28	\$ 10,582.61	\$ 126,991.27
	8	\$ 61.6642	\$ 4,933.14	\$ 10,688.47	\$ 128,261.60
	9	\$ 62.2792	\$ 4,982.33	\$ 10,795.06	\$ 129,540.68
	10	\$ 62.9039	\$ 5,032.32	\$ 10,903.35	\$ 130,840.20
	11	\$ 63.5343	\$ 5,082.74	\$ 11,012.61	\$ 132,151.33
	12	\$ 64.1647	\$ 5,133.17	\$ 11,121.87	\$ 133,462.49
	13	\$ 64.8076	\$ 5,184.61	\$ 11,233.32	\$ 134,799.86
<b>MANAGEMENT RANGE</b>	1	\$ 56.9198	\$ 4,553.58	\$ 9,866.09	\$ 118,393.08
<i>Grade M-36</i>	2	\$ 58.6273	\$ 4,690.19	\$ 10,162.07	\$ 121,944.81
	3	\$ 60.3881	\$ 4,831.05	\$ 10,467.27	\$ 125,607.27
	4	\$ 62.1993	\$ 4,975.95	\$ 10,781.22	\$ 129,374.63
	5	\$ 62.8213	\$ 5,025.70	\$ 10,889.02	\$ 130,668.29
	6	\$ 63.4502	\$ 5,076.02	\$ 10,998.04	\$ 131,976.50
	7	\$ 64.0820	\$ 5,126.56	\$ 11,107.55	\$ 133,290.56
	8	\$ 64.7236	\$ 5,177.89	\$ 11,218.75	\$ 134,625.01
	9	\$ 65.3721	\$ 5,229.77	\$ 11,331.17	\$ 135,974.04
	10	\$ 66.0263	\$ 5,282.10	\$ 11,444.56	\$ 137,334.70
	11	\$ 66.6847	\$ 5,334.77	\$ 11,558.68	\$ 138,704.14
	12	\$ 67.3515	\$ 5,388.12	\$ 11,674.25	\$ 140,091.02
	13	\$ 68.0266	\$ 5,442.13	\$ 11,791.29	\$ 141,495.42



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 58.6273	\$ 4,690.19	\$ 10,162.07	\$ 121,944.81
<i>Grade M-37</i>	2	\$ 60.3881	\$ 4,831.05	\$ 10,467.27	\$ 125,607.27
Capital Projects Engineer	3	\$ 62.1993	\$ 4,975.95	\$ 10,781.22	\$ 129,374.63
Electrical Engineer	4	\$ 64.0652	\$ 5,125.22	\$ 11,104.63	\$ 133,255.60
IT Manager	5	\$ 64.7054	\$ 5,176.43	\$ 11,215.59	\$ 134,587.13
	6	\$ 65.3525	\$ 5,228.20	\$ 11,327.77	\$ 135,933.23
	7	\$ 66.0039	\$ 5,280.31	\$ 11,440.68	\$ 137,288.10
	8	\$ 66.6679	\$ 5,333.43	\$ 11,555.76	\$ 138,669.16
	9	\$ 67.3332	\$ 5,386.66	\$ 11,671.10	\$ 140,053.15
	10	\$ 68.0070	\$ 5,440.56	\$ 11,787.89	\$ 141,454.62
	11	\$ 68.6836	\$ 5,494.69	\$ 11,905.16	\$ 142,861.88
	12	\$ 69.3742	\$ 5,549.94	\$ 12,024.86	\$ 144,298.34
	13	\$ 70.0634	\$ 5,605.07	\$ 12,144.32	\$ 145,731.85
<b>MANAGEMENT RANGE</b>	1	\$ 60.3881	\$ 4,831.05	\$ 10,467.27	\$ 125,607.27
<i>Grade M-38</i>	2	\$ 62.1993	\$ 4,975.95	\$ 10,781.22	\$ 129,374.63
Division Chief	3	\$ 64.0652	\$ 5,125.22	\$ 11,104.63	\$ 133,255.60
	4	\$ 65.9871	\$ 5,278.97	\$ 11,437.76	\$ 137,253.12
	5	\$ 66.6482	\$ 5,331.86	\$ 11,552.36	\$ 138,628.35
	6	\$ 67.3122	\$ 5,384.98	\$ 11,667.46	\$ 140,009.46
	7	\$ 67.9874	\$ 5,438.99	\$ 11,784.49	\$ 141,413.83
	8	\$ 68.6682	\$ 5,493.46	\$ 11,902.49	\$ 142,829.87
	9	\$ 69.3490	\$ 5,547.92	\$ 12,020.49	\$ 144,245.88
	10	\$ 70.0466	\$ 5,603.73	\$ 12,141.41	\$ 145,696.89
	11	\$ 70.7484	\$ 5,659.87	\$ 12,263.05	\$ 147,156.64
	12	\$ 71.4544	\$ 5,716.35	\$ 12,385.43	\$ 148,625.12
	13	\$ 72.1688	\$ 5,773.50	\$ 12,509.25	\$ 150,111.05
<b>MANAGEMENT RANGE</b>	1	\$ 62.1993	\$ 4,975.95	\$ 10,781.22	\$ 129,374.63
<i>Grade M-39</i>	2	\$ 64.0652	\$ 5,125.22	\$ 11,104.63	\$ 133,255.60
	3	\$ 65.9871	\$ 5,278.97	\$ 11,437.76	\$ 137,253.12
	4	\$ 67.9650	\$ 5,437.20	\$ 11,780.60	\$ 141,367.18
	5	\$ 68.6458	\$ 5,491.66	\$ 11,898.60	\$ 142,783.23
	6	\$ 69.3336	\$ 5,546.69	\$ 12,017.82	\$ 144,213.83
	7	\$ 70.0298	\$ 5,602.38	\$ 12,138.49	\$ 145,661.92
	8	\$ 70.7260	\$ 5,658.08	\$ 12,259.17	\$ 147,110.01
	9	\$ 71.4334	\$ 5,714.67	\$ 12,381.78	\$ 148,581.37
	10	\$ 72.1464	\$ 5,771.71	\$ 12,505.37	\$ 150,064.45
	11	\$ 72.8706	\$ 5,829.65	\$ 12,630.90	\$ 151,570.81
	12	\$ 73.5962	\$ 5,887.70	\$ 12,756.67	\$ 153,080.08
	13	\$ 74.3330	\$ 5,946.64	\$ 12,884.39	\$ 154,612.63
<b>MANAGEMENT RANGE</b>	1	\$ 64.0652	\$ 5,125.22	\$ 11,104.63	\$ 133,255.60
<i>Grade M-40</i>	2	\$ 65.9871	\$ 5,278.97	\$ 11,437.76	\$ 137,253.12
Senior Assistant City Attorney	3	\$ 67.9650	\$ 5,437.20	\$ 11,780.60	\$ 141,367.18
Community Services Deputy/CED Manager	4	\$ 70.0172	\$ 5,601.37	\$ 12,136.31	\$ 145,635.68
Deputy Director of PenCom	5	\$ 70.7049	\$ 5,656.40	\$ 12,255.52	\$ 147,066.29
	6	\$ 71.4137	\$ 5,713.10	\$ 12,378.38	\$ 148,540.57
	7	\$ 72.1282	\$ 5,770.25	\$ 12,502.21	\$ 150,026.56
	8	\$ 72.8454	\$ 5,827.63	\$ 12,626.53	\$ 151,518.34
	9	\$ 73.5752	\$ 5,886.01	\$ 12,753.03	\$ 153,036.37
	10	\$ 74.3134	\$ 5,945.07	\$ 12,880.99	\$ 154,571.87
	11	\$ 75.0530	\$ 6,004.24	\$ 13,009.19	\$ 156,110.27
	12	\$ 75.8080	\$ 6,064.64	\$ 13,140.06	\$ 157,680.72
	13	\$ 76.5617	\$ 6,124.93	\$ 13,270.69	\$ 159,248.24



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>	1	\$ 65.9871	\$ 5,278.97	\$ 11,437.76	\$ 137,253.12
<i>Grade M-41</i>	2	\$ 67.9650	\$ 5,437.20	\$ 11,780.60	\$ 141,367.18
<b>Deputy Police Chief</b>	3	\$ 70.0172	\$ 5,601.37	\$ 12,136.31	\$ 145,635.68
	4	\$ 72.1141	\$ 5,769.13	\$ 12,499.79	\$ 149,997.42
	5	\$ 72.8257	\$ 5,826.06	\$ 12,623.13	\$ 151,477.54
	6	\$ 73.5528	\$ 5,884.22	\$ 12,749.15	\$ 152,989.75
	7	\$ 74.2910	\$ 5,943.28	\$ 12,877.10	\$ 154,525.25
	8	\$ 75.0320	\$ 6,002.56	\$ 13,005.55	\$ 156,066.56
	9	\$ 75.7828	\$ 6,062.63	\$ 13,135.69	\$ 157,628.28
	10	\$ 76.5435	\$ 6,123.48	\$ 13,267.53	\$ 159,210.38
	11	\$ 77.3055	\$ 6,184.44	\$ 13,399.62	\$ 160,795.39
	12	\$ 78.0801	\$ 6,246.41	\$ 13,533.89	\$ 162,406.65
	13	\$ 78.8618	\$ 6,308.94	\$ 13,669.37	\$ 164,032.45
<b>MANAGEMENT RANGE</b>	1	\$ 67.9650	\$ 5,437.20	\$ 11,780.60	\$ 141,367.18
<i>Grade M-42</i>	2	\$ 70.0172	\$ 5,601.37	\$ 12,136.31	\$ 145,635.68
<b>City Engineer/Deputy Director of Engineering</b>	3	\$ 72.1141	\$ 5,769.13	\$ 12,499.79	\$ 149,997.42
<b>Deputy Director of Light Operations</b>	4	\$ 74.2826	\$ 5,942.61	\$ 12,875.65	\$ 154,507.76
<b>Deputy Director of Operations</b>	5	\$ 75.0222	\$ 6,001.78	\$ 13,003.85	\$ 156,046.15
<b>Deputy Fire Chief</b>	6	\$ 75.7730	\$ 6,061.84	\$ 13,133.99	\$ 157,607.89
	7	\$ 76.5323	\$ 6,122.58	\$ 13,265.59	\$ 159,187.08
	8	\$ 77.2929	\$ 6,183.43	\$ 13,397.43	\$ 160,769.18
	9	\$ 78.0689	\$ 6,245.51	\$ 13,531.94	\$ 162,383.33
	10	\$ 78.8477	\$ 6,307.82	\$ 13,666.94	\$ 164,003.31
	11	\$ 79.6378	\$ 6,371.02	\$ 13,803.89	\$ 165,646.62
	12	\$ 80.4335	\$ 6,434.68	\$ 13,941.80	\$ 167,301.58
	13	\$ 81.2389	\$ 6,499.11	\$ 14,081.41	\$ 168,976.92
<b>MANAGEMENT RANGE</b>	1	\$ 70.0172	\$ 5,601.37	\$ 12,136.31	\$ 145,635.68
<i>Grade M-43</i>	2	\$ 72.1141	\$ 5,769.13	\$ 12,499.79	\$ 149,997.42
	3	\$ 74.2826	\$ 5,942.61	\$ 12,875.65	\$ 154,507.76
	4	\$ 76.5084	\$ 6,120.68	\$ 13,261.46	\$ 159,137.56
	5	\$ 77.2719	\$ 6,181.75	\$ 13,393.79	\$ 160,725.47
	6	\$ 78.0493	\$ 6,243.94	\$ 13,528.55	\$ 162,342.56
	7	\$ 78.8239	\$ 6,305.92	\$ 13,662.82	\$ 163,953.80
	8	\$ 79.6182	\$ 6,369.46	\$ 13,800.49	\$ 165,605.84
	9	\$ 80.4082	\$ 6,432.66	\$ 13,937.43	\$ 167,249.13
	10	\$ 81.2165	\$ 6,497.32	\$ 14,077.53	\$ 168,930.32
	11	\$ 82.0290	\$ 6,562.32	\$ 14,218.35	\$ 170,620.25
	12	\$ 82.8512	\$ 6,628.10	\$ 14,360.88	\$ 172,330.52
	13	\$ 83.6791	\$ 6,694.33	\$ 14,504.38	\$ 174,052.50
<b>MANAGEMENT RANGE</b>	1	\$ 72.1197	\$ 5,769.58	\$ 12,500.76	\$ 150,009.07
<i>Grade M-44</i>	2	\$ 74.2756	\$ 5,942.05	\$ 12,874.43	\$ 154,493.17
<b>Finance Director</b>	3	\$ 76.5084	\$ 6,120.68	\$ 13,261.46	\$ 159,137.56
<b>Fire Chief</b>	4	\$ 78.8071	\$ 6,304.57	\$ 13,659.90	\$ 163,918.83
<b>Human Resources Director</b>	5	\$ 79.5888	\$ 6,367.10	\$ 13,795.39	\$ 165,544.65
<b>Parks &amp; Recreation Director</b>	6	\$ 80.3872	\$ 6,430.98	\$ 13,933.79	\$ 167,205.42
<b>Police Chief</b>	7	\$ 81.1913	\$ 6,495.30	\$ 14,073.15	\$ 168,877.84
	8	\$ 82.0037	\$ 6,560.30	\$ 14,213.98	\$ 170,567.78
	9	\$ 82.8204	\$ 6,625.63	\$ 14,355.54	\$ 172,266.42
	10	\$ 83.6525	\$ 6,692.20	\$ 14,499.76	\$ 173,997.15
	11	\$ 84.4901	\$ 6,759.21	\$ 14,644.96	\$ 175,739.50
	12	\$ 85.3376	\$ 6,827.01	\$ 14,791.86	\$ 177,502.26
	13	\$ 86.1879	\$ 6,895.03	\$ 14,939.24	\$ 179,270.87



GRADE DESCRIPTION	Step	Hourly Rate	Bi-Weekly Amount	Monthly Salary	Annual
<b>MANAGEMENT RANGE</b>					
<i>Grade M-45</i>					
	1	\$ 74.2826	\$ 5,942.61	\$ 12,875.65	\$ 154,507.76
	2	\$ 76.5056	\$ 6,120.45	\$ 13,260.98	\$ 159,131.73
	3	\$ 78.8071	\$ 6,304.57	\$ 13,659.90	\$ 163,918.83
	4	\$ 81.1689	\$ 6,493.51	\$ 14,069.27	\$ 168,831.25
	5	\$ 81.9771	\$ 6,558.17	\$ 14,209.37	\$ 170,512.40
	6	\$ 82.8008	\$ 6,624.06	\$ 14,352.14	\$ 172,225.64
	7	\$ 83.6259	\$ 6,690.07	\$ 14,495.15	\$ 173,941.77
	8	\$ 84.4649	\$ 6,757.19	\$ 14,640.59	\$ 175,687.04
	9	\$ 85.3054	\$ 6,824.43	\$ 14,786.27	\$ 177,435.25
	10	\$ 86.1627	\$ 6,893.02	\$ 14,934.87	\$ 179,218.40
	11	\$ 87.0214	\$ 6,961.71	\$ 15,083.71	\$ 181,004.47
	12	\$ 87.8941	\$ 7,031.53	\$ 15,234.97	\$ 182,819.65
	13	\$ 88.7724	\$ 7,101.79	\$ 15,387.21	\$ 184,646.51
<b>MANAGEMENT RANGE</b>					
<i>Grade M-46</i>					
City Attorney					
Public Works & Utilities Director					
	1	\$ 76.5084	\$ 6,120.68	\$ 13,261.46	\$ 159,137.56
	2	\$ 78.8043	\$ 6,304.35	\$ 13,659.42	\$ 163,913.02
	3	\$ 81.1689	\$ 6,493.51	\$ 14,069.27	\$ 168,831.25
	4	\$ 83.6048	\$ 6,688.39	\$ 14,491.51	\$ 173,898.07
	5	\$ 84.4355	\$ 6,754.84	\$ 14,635.49	\$ 175,625.87
	6	\$ 85.2844	\$ 6,822.75	\$ 14,782.63	\$ 177,391.57
	7	\$ 86.1347	\$ 6,890.77	\$ 14,930.01	\$ 179,160.13
	8	\$ 86.9976	\$ 6,959.81	\$ 15,079.58	\$ 180,954.94
	9	\$ 87.8675	\$ 7,029.40	\$ 15,230.36	\$ 182,764.32
	10	\$ 88.7472	\$ 7,099.77	\$ 15,382.84	\$ 184,594.08
	11	\$ 89.6353	\$ 7,170.82	\$ 15,536.78	\$ 186,441.34
	12	\$ 90.5318	\$ 7,242.54	\$ 15,692.17	\$ 188,306.08
	13	\$ 91.4339	\$ 7,314.71	\$ 15,848.54	\$ 190,182.46
<b>MANAGEMENT RANGE</b>					
<i>Grade M-47</i>					
Deputy City Manager/Director of Community Service					
	1	\$ 78.8071	\$ 6,304.57	\$ 13,659.90	\$ 163,918.83
	2	\$ 81.1661	\$ 6,493.29	\$ 14,068.79	\$ 168,825.42
	3	\$ 83.6048	\$ 6,688.39	\$ 14,491.51	\$ 173,898.07
	4	\$ 86.1123	\$ 6,888.98	\$ 14,926.13	\$ 179,113.51
	5	\$ 86.9695	\$ 6,957.56	\$ 15,074.72	\$ 180,896.64
	6	\$ 87.8436	\$ 7,027.49	\$ 15,226.23	\$ 182,714.79
	7	\$ 88.7205	\$ 7,097.64	\$ 15,378.23	\$ 184,538.71
	8	\$ 89.6100	\$ 7,168.80	\$ 15,532.41	\$ 186,388.89
	9	\$ 90.5023	\$ 7,240.19	\$ 15,687.07	\$ 188,244.87
	10	\$ 91.4101	\$ 7,312.80	\$ 15,844.41	\$ 190,132.92
	11	\$ 92.3248	\$ 7,385.98	\$ 16,002.96	\$ 192,035.55
	12	\$ 93.2479	\$ 7,459.83	\$ 16,162.97	\$ 193,955.63
	13	\$ 94.1794	\$ 7,534.35	\$ 16,324.43	\$ 195,893.20
<b>MANAGEMENT RANGE</b>					
<i>Grade M-48</i>					
	1	\$ 91.138	\$ 7,291.05	\$ 15,797.30	\$ 189,567.55
<b>MANAGEMENT RANGE</b>					
<i>Grade M-49</i>					
	1	\$ 93.872	\$ 7,509.78	\$ 16,271.22	\$ 195,254.58
<b>MANAGEMENT RANGE</b>					
<i>Grade M-50</i>					
	1	\$ 96.689	\$ 7,735.08	\$ 16,759.35	\$ 201,112.22
<b>MANAGEMENT RANGE</b>					
<i>Grade M-51</i>					
City Manager					
	1	\$ 99.589	\$ 7,967.13	\$ 17,262.13	\$ 207,145.60
<b>MANAGEMENT RANGE</b>					
<i>Grade M-52</i>					
	1	\$ 102.577	\$ 8,206.14	\$ 17,780.00	\$ 213,359.97

\*\*Includes 1/1/2026 COLA of 2.7%.

Note: Due to differences in rounding between Excel and Central Square some salaries may vary within a few cents.



# POLICE DEPARTMENT NON-SWORN

## City of Port Angeles -- TEAMSTERS Local #589 Communications & Support Unit

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
<b>RANGE 1</b> Communications Officer	1	\$32.387	\$2,590.96	\$5,613.75	\$67,364.96
	2	\$33.994	\$2,719.52	\$5,892.29	\$70,707.52
	3	\$35.701	\$2,856.08	\$6,188.17	\$74,258.08
	4	\$37.460	\$2,996.80	\$6,493.07	\$77,916.80
	5	\$39.341	\$3,147.28	\$6,819.11	\$81,829.28
	6	\$41.312	\$3,304.96	\$7,160.75	\$85,928.96
	7	\$43.378	\$3,470.24	\$7,518.85	\$90,226.24
	8	\$45.547	\$3,643.76	\$7,894.81	\$94,737.76
<b>RANGE 2</b> Communications Supervisor	1	\$41.525	\$3,322.00	\$7,197.67	\$86,372.00
	2	\$43.579	\$3,486.32	\$7,553.69	\$90,644.32
	3	\$45.785	\$3,662.80	\$7,936.07	\$95,232.80
	4	\$48.089	\$3,847.12	\$8,335.43	\$100,025.12
	5	\$50.495	\$4,039.60	\$8,752.47	\$105,029.60
	6	\$53.020	\$4,241.60	\$9,190.13	\$110,281.60
<b>RANGE 3</b> Police Records Supervisor	1	\$37.239	\$2,979.12	\$6,454.76	\$77,457.12
	2	\$39.083	\$3,126.64	\$6,774.39	\$81,292.64
	3	\$41.063	\$3,285.04	\$7,117.59	\$85,411.04
	4	\$43.128	\$3,450.24	\$7,475.52	\$89,706.24
	5	\$45.284	\$3,622.72	\$7,849.23	\$94,190.72
<b>RANGE 4</b> Police Records Specialist	1	\$27.197	\$2,175.76	\$4,714.15	\$56,569.76
	2	\$28.559	\$2,284.72	\$4,950.23	\$59,402.72
	3	\$29.987	\$2,398.96	\$5,197.75	\$62,372.96
	4	\$31.479	\$2,518.32	\$5,456.36	\$65,476.32
	5	\$33.049	\$2,643.92	\$5,728.49	\$68,741.92
	6	\$34.701	\$2,776.08	\$6,014.84	\$72,178.08
<b>RANGE 6</b> Parking Control Officer	1	\$21.153	\$1,692.24	\$3,666.52	\$43,998.19
	2	\$22.334	\$1,786.68	\$3,871.15	\$46,453.79
	3	\$23.643	\$1,891.44	\$4,098.12	\$49,177.39
	4	\$24.677	\$1,974.15	\$4,277.33	\$51,327.95
	5	\$25.783	\$2,062.65	\$4,469.07	\$53,628.85
	6	\$27.090	\$2,167.23	\$4,695.67	\$56,348.10
<b>RANGE 7</b> Warrant Entry Clerk	1	\$23.603	\$1,888.25	\$4,091.22	\$49,094.60
	2	\$24.787	\$1,982.95	\$4,296.39	\$51,556.73
	3	\$26.022	\$2,081.76	\$4,510.47	\$54,125.64
	4	\$27.323	\$2,185.84	\$4,735.98	\$56,831.81
	5	\$28.691	\$2,295.29	\$4,973.12	\$59,677.43



Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
	1	\$25.294	\$2,023.52	\$4,384.29	\$52,611.52
<b>Range 8</b>	2	\$26.558	\$2,124.64	\$4,603.39	\$55,240.64
Code Enforcement Officer	3	\$27.887	\$2,230.96	\$4,833.75	\$58,004.96
	4	\$29.281	\$2,342.48	\$5,075.37	\$60,904.48
	5	\$30.746	\$2,459.68	\$5,329.31	\$63,951.68
	6	\$32.283	\$2,582.64	\$5,595.72	\$67,148.64
	1	\$31.275	\$2,502.00	\$5,421.00	\$65,052.00
<b>Range 9</b>	2	\$32.797	\$2,623.76	\$5,684.81	\$68,217.76
Property/Evidence Officer Lead	3	\$34.484	\$2,758.72	\$5,977.23	\$71,726.72
Body Worn Camera/Digital Evidence Records Lead	4	\$36.202	\$2,896.16	\$6,275.01	\$75,300.16
	5	\$38.006	\$3,040.48	\$6,587.71	\$79,052.48
	6	\$39.907	\$3,192.56	\$6,917.21	\$83,006.56

Note: Effective 1/1/2026, the annual salary is adjusted by the COLA amount 2.7%, a Wage Adjustment was also applied (2.0% to 2.5%) depending on the job classification. Due to rounding differences between Central Square and Excel, some salaries may differ within a few cents.



# TEAMSTERS LOCAL #589 - POLICE DEPARTMENT

City of Port Angeles -- TEAMSTERS Local #589 Sworn Officers Unit					
Salary & Classification Schedule effective January 1, 2026 -- 2.7% COLA and 2.5% Wage Adjustment					
Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
<b>RANGE 1</b> Police Officer	1	\$44.7410	\$3,579.26	\$7,755.07	\$93,060.85
	2	\$46.755	\$3,740.36	\$8,104.12	\$97,249.49
	3	\$48.878	\$3,910.22	\$8,472.15	\$101,665.84
	4	\$51.078	\$4,086.23	\$8,853.50	\$106,242.02
	5	\$53.279	\$4,262.33	\$9,235.03	\$110,820.40
<b>RANGE 2</b> Police Sergeant	1	\$59.407	\$4,752.53	\$10,297.15	\$123,565.85
	2	\$61.418	\$4,913.55	\$10,646.03	\$127,752.30
<b>RANGE 3</b> Police Corporal	1	\$49.446	\$3,955.70	\$8,570.68	\$102,848.20
	2	\$50.778	\$4,062.23	\$8,801.50	\$105,618.00
	3	\$53.655	\$4,292.39	\$9,300.17	\$111,602.08
	4	\$54.849	\$4,387.90	\$9,507.09	\$114,085.04
	5	\$57.050	\$4,563.98	\$9,888.62	\$118,663.42
<b>RANGE 4</b> Training	1	\$41.259	\$3,300.72	\$7,151.56	\$85,818.69
<b>RANGE 5</b> Code Enforcement Sworn Officer	1	\$27.099	\$2,167.92	\$4,697.16	\$56,365.95
	2	\$28.452	\$2,276.14	\$4,931.63	\$59,179.54
	3	\$29.876	\$2,390.08	\$5,178.50	\$62,142.02
	4	\$31.369	\$2,509.49	\$5,437.23	\$65,246.82
	5	\$32.936	\$2,634.89	\$5,708.92	\$68,507.08
	6	\$34.584	\$2,766.68	\$5,994.48	\$71,933.75
<b>RANGE 6</b> Lead Code Enforcement Sworn Officer	1	\$31.162	\$2,492.99	\$5,401.47	\$64,817.66
	2	\$32.720	\$2,617.62	\$5,671.52	\$68,058.22
	3	\$34.357	\$2,748.58	\$5,955.25	\$71,462.99
	4	\$36.073	\$2,885.85	\$6,252.66	\$75,031.98
	5	\$37.878	\$3,030.27	\$6,565.59	\$78,787.08
	6	\$39.770	\$3,181.60	\$6,893.48	\$82,721.73

Note: Due to rounding differences between Central Square and Excel, some salaries may differ within a few cents.



CITY OF PORT ANGELES



2026 BUDGET



# FINANCIAL POLICIES

## 1. FINANCIAL POLICIES

### 1.1. Goals & Objectives:

1.1.1. The Financial Policies assemble all of the City's key financial policies in one document. This comprehensive document provides the guidelines to ensure that the City is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and internal financial management of the City.

### 1.2. Fiduciary Responsibility:

1.2.1. The City of Port Angeles is accountable to its citizens for the use of public funds. Municipal resources must be used prudently to ensure adequate funding for the services, public facilities, and infrastructure to meet the present and future needs of the community. These policies safeguard the fiscal stability required to achieve the City's goals and objectives.

### 1.3. Annual Review and Recommendations for Changes to Financial Policies:

1.3.1. The Chief Financial Officer shall, on an annual basis, prepare and deliver a report to the City Council and City Manager detailing the results of the review of the City of Port Angeles Financial Policies. In the report, the Chief Financial Officer shall make recommendations for revisions to existing policies, addition of new policies or the deletion of existing policies to accommodate any changes in generally accepted accounting principles (GAAP), changes in state regulations and laws or changes in federal regulations and laws.

1.3.2. Should a change be required in the City's Financial Policies as a result of a court decision or changes in state or federal laws before the City Council can review and take any action, the City Manager, upon recommendation by the Chief Financial Officer, is empowered to make any revisions to existing policies, creation of new policies or deletion of existing policies to allow the City of Port Angeles to be in compliance with governing authorities.

1.3.2.1. Provided that when the City Manager makes such change, the Chief Financial Officer shall immediately inform the City Council in writing of the change, the reason necessitating the change and the anticipated date the proposed revision will come before Council for their consideration.



## 2. LONG-RANGE FINANCIAL POLICIES

### 2.1. Resolution of Conflict between Policies:

- 2.1.1. If there is any conflict between the Long-Range Financial Policies and an individual financial policy contained elsewhere in this document, the Long-Range Financial Policy shall govern. In such case, the Chief Financial Officer shall notify the City Council and the City Manager in writing of the conflict together with recommendations that will correct any conflict going forward.

### 2.2. Ability to Pay:

- 2.2.1. Council shall consider the overall impact on the community and its “ability to pay” against the need to enact any tax, utility rate or fee/charge increase.

### 2.3. Use of Reserves:

- 2.3.1. Council shall not use reserves/fund balance as a funding source for on-going operations except on an emergency, short-term basis.
  - 2.3.1.1. The use of rate stabilization reserves to provide for a “phase-in” of a larger utility rate increase shall be permitted provided that Council has adopted a scheduled plan for the utility rate increases as well as a plan to replenish the rate stabilization reserve account for funds previously advanced.

### 2.4. Unassigned Fund Balance:

- 2.4.1. Council shall direct that General Fund unassigned fund balance (“reserves”) be increased from its current minimum level of 10% of the current year General Fund expenditures to 25% of the current year General Fund expenditures.
  - 2.4.1.1. To meet the additional funding requirement, Council shall consider the following actions in rank priority:
    - 2.4.1.1.1. Allocation of any savings generated from prior year operations in the General Fund;
    - 2.4.1.1.2. Allocation of additional utility excise tax revenues as a result of Council-adopted utility rate increases;
    - 2.4.1.1.3. Allocation of new revenues to the General Fund resulting from levying the 1.0% increase in property tax as allowed by state law;
    - 2.4.1.1.4. Allocation of any new sales tax revenue projected in the subsequent year operating budget for the General Fund; and
    - 2.4.1.1.5. Reduction in overall spending in the General Fund necessary to generate the resources to be allocated to the General Fund unassigned fund balance as authorized by Council.
  - 2.4.2. Council recognizes that the actions required to achieve a 25% unassigned fund balance in the General Fund may take an extended period to achieve. Therefore, the Council shall target a five-year horizon to achieve the desired funding level and Council shall review the target funding level on an annual basis as part of its deliberations for the next year’s operating budget.



**2.5. General Fund Subsidy to Street Fund and Medic I Utility Fund:**

- 2.5.1. Council shall consider implementing a “phase-out” of General Fund subsidy for the Street Fund (Fund #102) and the Medic 1 Utility Fund (Fund #409).
- 2.5.2. The phase-out shall be over a period of not less than three (3) years nor more than five (5) years.
- 2.5.3. Consideration of replacing funding currently provided by the General Fund for the Street Fund shall include the option of the creation and implementation of a Transportation Benefit District (TBD).
- 2.5.4. Prior to consideration of either a Council-approved TBD or placement on the ballot for voter-approval, the Chief Financial Officer together with the Director of Public Works and Utilities shall prepare a report for consideration by the City Council and City Manager that:
  - 2.5.4.1. Analyzes the proposed method of funding for the TBD, provide an estimate of the revenue for the next six (6) years to be generated if the TBD is approved, and provide a specific list of projects to be funded along with a timeline for completion of the identified projects.
- 2.5.5. Replacement funding for the Medic I Utility subsidy currently provided by General Fund for the Medic I Utility Fund shall be coordinated with an upward adjustment to applicable Medic I utility rates as provided in a Cost of Service Analysis (COSA). The COSA shall also include a time-line for the utility rate increases intended to replace funding support from the General Fund.

**2.6. Issuance of New Debt and Ability to Pay:**

- 2.6.1. Council shall consider, prior to the issuance of any new general government or utility debt, the overall impact of the City’s ability to repay the debt obligation from existing taxes or utility rates.
- 2.6.2. If new taxes and/or increases in utility rates are necessary to generate revenue for the new debt service, the Chief Financial Officer shall provide the City Council and the City Manager a report detailing the annual and total estimated costs of the debt repayment and the plan or schedule for future tax and/or utility rate increases required to pay for the new debt.

**2.7. Considerations for Debt Financing:**

- 2.7.1. Council shall require the following for consideration of debt financing for projects:
  - 2.7.1.1. If long-term debt financing is proposed, a financial analysis shall be required prior to any approval of the project that analyzes the long-term sustainability of funding from City resources, as well as the overall impact to the City’s total debt obligation.
  - 2.7.1.2. Any maintenance and operation (M&O) costs associated with the completed project must be identified along with the proposed source of funding for the M&O costs prior to seeking Council approval of the capital project.

**2.8. Disposition of Unused Property:**

- 2.8.1. Council shall consider selling of the Niichel property and other unused City properties to allow the City to have the resources to meet the debt service obligations of the 2005 Limited Term General Obligation Bond and its \$1,000,000 balloon payment in 2021.



**2.9. Use of Highly Volatile Funding Sources:**

2.9.1. Council shall prohibit the use of highly volatile funding sources such as Lodging Tax (“hotel-motel tax”), Real Estate Excise Tax I (REET-I), or Real Estate Excise Tax II (REET-II) for debt service or other long-term commitments. Preference for use of such volatile funding sources should be given to one-time capital expense, short-term funding commitments for a capital expense or saving to create a funding pool that can “cash-out” a capital project.

**2.10. Consideration for Smaller Scale Public Works Projects:**

2.10.1. Council shall require that the Department of Public Works and Utilities examine its proposed public works construction schedule to identify any opportunities to encourage local contractors to bid on projects that are in line with their company’s economic resources and/or bonding capabilities.

**2.11. Capital Funding Priorities:**

2.11.1. Council shall require that first priority for funding of capital projects should be given to those projects designed to preserve and maintain existing infrastructure.

2.11.1.1. Council has established the following rank order:

2.11.1.1.1. Legal and statutory requirements and mandates provided *realistic and affordable* sources of funding are available to the City.

2.11.1.1.2. Continuation of multi-year projects provided *realistic and affordable* sources of funding are available to the City.

2.11.1.1.3. Capital funding shall be given to those projects that leverage City funding with grants from the State and/or federal agencies.

2.11.1.1.4. Capital funding shall be given to public-private partnership projects, whereby the City can leverage its contribution with private dollars to enable a more economically diverse project where the primary risk for the long-term financing is transferred to a private partner.

**2.12. Use of One-time Revenues:**

2.12.1. Council shall require that one-time revenues or revenues significantly above the budgeted revenue target be used for one-time expenses and not be utilized to fund recurring expenses such as salaries and wages or debt service.

**2.13. Property Tax and Future Budgets:**

2.13.1. Council shall require that in the development of all preliminary annual operating budgets, the Chief Financial Officer should include a 1.0% property tax revenue increase for consideration by Council.

2.13.2. The Chief Financial Officer shall forward to the City Council and City Manager prior to any approval from Council for the 1.0% property tax increase a report that details the estimated revenue that may be generated if the 1.0% increase would be approved by Council. In addition, the report shall also include an analysis of the potential long-term impact on the General Fund if Council decided not to levy the 1.0% increase.

**2.14. Use of Banked Property Tax Capacity:**

2.14.1. Council shall not consider levying of any “banked” property tax levy capacity unless the following conditions exist:



- 2.14.1.1. The Council is considering adopting an annual budget that requires a reduction in core services as identified by Council; and
- 2.14.1.2. Council has voted to authorize the implementation of the 1.0% in property tax collections.

**2.15. Utility Excise Tax Rates:**

- 2.15.1. Council shall not consider any increase to the City's utility excise tax rates through at least the end of the 2019 fiscal year.
- 2.15.2. Prior to any proposal to Council for an increase in a utility excise tax rate, the Chief Financial Officer shall prepare a report for the City Council and the City Manager, noting the amount of the proposed tax increase, an estimate of new or additional annual revenues for the next six (6), years and the need for the additional funding to be derived from the increased utility excise tax rate.

**2.16. Setting of Fees and Charges for Building Permits:**

- 2.16.1. Council shall consider that the fees and charges for building permits shall include a total cost recovery of direct and indirect costs.
- 2.16.2. Council may consider a potential reduction in the fees and charges for a building permit; only if a project creates long-term family wage jobs and/or an identifiable long-term revenue increase in sales tax as a result of the project's construction.
- 2.16.3. The Chief Financial Officer, together with the Director of Community and Economic Development, shall prepare a report to the City Council and City Manager every three (3) years and prior to consideration of the next annual operating budget that compares the City's building permit fee and charges in comparison to fees and charges from other comparable cities, together with an analysis of the net subsidy required of the General Fund to off-set any shortfall in revenues associated with the total building permit operating costs.

**2.17. Setting of Fees and Charges for Parks and Recreation Programs and Services:**

- 2.17.1. Council shall require that fees and charges imposed for parks and recreation shall be based on a cost recovery hierarchy.
- 2.17.2. The cost recovery hierarchy shall give consideration for potential subsidy from other parks and recreation fees and/or the General Fund for programs based on targeted audiences such as children and youth, special populations or broad-based community programs.

**2.18. Utility Rate Design:**

- 2.18.1. Council shall require that utility rates be designed to reflect the underlying nature of the costs for each respective utility.
- 2.18.2. Council may consider establishing differential utility rates for specified utility classes to achieve specific, identifiable goals such as reduced rates to encourage recycling of used tires or construction materials.

**2.19. Economic Development Fund:**

- 2.19.1. Council shall consider creation and/or identification of a long-term, dedicated funding source for the Economic Development Fund (Fund #103) which allows for funding of a reserve fund for the collection of resources that could be used as a grant match and/or source of local government direct project funding.



**2.20. Implementation of Utility Rate Increases:**

- 2.20.1. Council shall give preference to more frequent, but smaller, incremental increases to rates, fees, and charges rather than less frequent but larger increases.
- 2.20.2. In all cost of service analysis (COSA) efforts, preference shall be given to utilizing a “phased-in” approach for all future rate increases, even if it may be necessary to slow-down or delay planned capital project implementation as part of an overall “ability to pay” analysis within the COSA.

**2.21. Annexation and Cost of Service Analysis:**

- 2.21.1. Council shall require a Cost of Service Analysis (COSA) prior to any consideration of a potential annexation. Included in the COSA will be an estimation of costs associated with providing the current level of City services to an area under consideration for annexation as well as an estimate of all revenue that may be derived from the area included in the proposed annexation.

**2.22. Employee Salaries and Benefits:**

- 2.22.1. Council shall require a salary and benefit survey to assess the comparability of salaries, wages, and benefits paid by the City of Port Angeles in comparison to the market place for prospective City employees. Included in that analysis shall be the following:
  - 2.22.1.1. The survey shall be done no more often than every three (3) years nor less often than every five (5) years.
  - 2.22.1.2. The survey shall take into account internal comparability for responsibility and critical importance to the City for short and long-term decision-making.
  - 2.22.1.3. The survey shall take into account external factors including comparable cities, private-sector jobs, and other factors that influence the City’s ability to recruit and retain qualified employees.
  - 2.22.1.4. The Chief Financial Officer shall prepare and deliver a report in writing to the City Council and City Manager prior to any consideration of a change in salary, wages, or benefit levels for unionized and/or non-represented employees that details the estimated costs of any proposals that are under consideration for approval by Council.
  - 2.22.1.5. The Mayor, with approval of the Council, may appoint a special, ad hoc Council Committee to work with the City Manager in the development of any proposals regarding salaries, wages, and benefits for employees of the City.

**2.23. Employee Contributions for Health Insurance:**

- 2.23.1. Council shall require that all employees contribute to the cost of their health insurance coverage for both the employee as well as any family coverage that may be required.
- 2.23.2. Council recognizes that implementation of this policy statement may require amendments to collective bargaining agreements covering various groups of City employees and will need to be negotiated as part of a collective bargaining process.

**2.24. Payments by the City to Vendors and Employees:**

- 2.24.1. Council shall require that all payments made by the City be accomplished via electronic funds transfer wherever possible, as a means of reducing costs to the City.



### 3. OPERATING POLICIES

#### 3.1. Goals

- 3.1.1. To ensure delivery of an exceptional level of municipal services by assuring reliance on ongoing resources and by maintaining a stable financial base.
- 3.1.2. To ensure that the City is in a position to respond to changes in the economy or new service requirements without an undue amount of financial stress.
- 3.1.3. To maintain an excellent credit rating in the financial community and assure taxpayers that the City is well managed financially and maintained in sound fiscal condition.
- 3.1.4. To adhere to the highest accounting and management policies as set by the Government Finance Officers' Association (GFOA), the Governmental Accounting Standards Board (GASB), and other professional standards for financial reporting and budgeting.
- 3.1.5. To ensure the legal use of financial resources through an effective system of internal controls.

#### 3.2. Revenue Policies

- 3.2.1. The City will strive to maintain a diversified mix of revenues in order to maintain needed services during periods of declining economic activity.
- 3.2.2. General Fund revenue estimates should be prepared on a conservative basis in order to minimize fluctuations in service levels during periods of economic downturn.
- 3.2.3. As much as is reasonably possible, City services that provide private benefit shall be supported by fees and charges in order to provide maximum flexibility in the use of general revenues to meet the cost of services of broader public benefit. The City shall establish user charges as follows:
  - 3.2.3.1. **Building Permits:** Fees shall be based on total cost recovery of direct and indirect expenses.
  - 3.2.3.2. **Parks & Recreation:** Fees shall be based on a cost recovery hierarchy whereby adult programs help to subsidize programs for children, youth, and special populations.
  - 3.2.3.3. **Rental of City Facilities:** Fees shall be based on 100% of total direct and indirect costs, plus an amount to be reserved for future major maintenance of assets utilized by the rental if the rental is for private business purposes. As a general requirement, the rental fees shall, at a minimum, cover the direct expenses associated with permitting and facilitating the rental unless the event is sponsored by the City of Port Angeles.
  - 3.2.3.4. In the event that fees and charges do not achieve their targeted cost recovery benchmarks, the City Manager shall recommend a plan for consideration by Council that either reduces programs and services to be offered or provides for a one-time subsidy from the General Fund for the current fiscal year's operation.
  - 3.2.3.5. Consideration of any future subsidy from the General Fund shall be included in discussions by Council prior to the adoption of the next fiscal year's budget.
- 3.2.4. The City shall systematically review user fees and rates and consider adjustments as necessary to take into account the effects of additional service costs and inflation. Rate studies shall take into account direct and indirect costs of operations, administration, plant



- 3.2.5. Proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes will be accounted for in separate special revenue funds, unless the Chief Financial Officer issues a finding that directs the revenue to be accounted for in a different fund for a specific reason. Budgeted special revenue funds will be included and reviewed in the City's annual budget process.
- 3.2.6. The City will follow an aggressive policy of collecting all monies due, to the extent that the collection efforts are cost effective.
  - 3.2.6.1. The City may elect to not collect minor amounts due the City if the costs of collection equal or exceed the amount of money to be collected. The Chief Financial Officer shall determine on an annual basis what constitutes a minor amount referenced above and shall inform the Council and City Manager as to the determination of what constitutes a minor amount.
- 3.2.7. Economic downturns and anticipated funding shortfalls will be analyzed by the Chief Financial Officer and City Manager for potential solutions. Deficit financing and borrowing to support on-going expenditures is not the policy of the City as a response to long-term revenue shortfalls. Revenue forecasts will be revised and expenditures will be reduced to conform to the revised forecast.
- 3.2.8. All potential grants shall be carefully examined for matching requirements and other City obligations prior to grant acceptance. Some grants may not be accepted if local matching funds cannot be justified. Grants may also be rejected if programs must be continued with local resources after grant funds are exhausted or if they place an unacceptable strain on local resources.
- 3.2.9. Significant preference shall be given to rate and fee increases that are smaller and applied more frequently than intermittent but significantly larger rate increases.

**3.3. Expenditure Policies**

- 3.3.1. The City will only propose operating expenditures that can be supported from on-going operating revenues. Before the City undertakes any agreements that would create fixed on-going expenses, the cost implications of such agreement will be fully determined for current and future years. Capital expenditures may be funded from one-time revenues, but the operating budget expenditure impacts of capital purchases will be reviewed for compliance with this policy provision.
- 3.3.2. Department directors are responsible for managing their budgets within the total appropriation for their department.
- 3.3.3. The City will assess charges for services provided internally by other funds. The estimated direct and indirect costs of service will be budgeted and charged to the fund receiving the service. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund. The allocation method will be reviewed annually.
- 3.3.4. Emphasis is placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need of such positions has been demonstrated and documented.
- 3.3.5. All compensation planning and collective bargaining will focus on the total costs of compensation, including direct salary, healthcare benefits, pension contributions, educational and longevity pay, and other non-salary benefits which are a cost to the City.



### 3.4. Capital Improvement Policies

- 3.4.1. It is the City's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction or acquisition of public facilities or major equipment.
- 3.4.2. The City will develop a multi-year Capital Facilities Plan (CFP) to identify and coordinate infrastructure, facility, and equipment needs in a way that maximizes the return to the community. All capital improvements will be made according to the adopted CFP.
- 3.4.3. The Capital Facilities Plan will be formulated using an analysis of long-term, overall resources and will include projected funding sources and ongoing operations and maintenance costs. Future changes in economic or demographic factors identified in the financial forecasting process will be incorporated in the capital budget projections. The plan will be updated annually. Any planned use of debt financing shall include an analysis of debt service costs and funding resources available to pay the associated debt.
- 3.4.4. The first year of the Capital Facilities Plan will constitute the capital budget for the ensuing budget year. The capital budget and the base operating budget will be reviewed at the same time to assure that the City's capital and operating needs are evaluated in a balanced manner.
- 3.4.5. A long-range Transportation Improvement Plan (TIP) will provide the framework for the City's future investment in transportation related infrastructure. This ensures that infrastructure projects incorporated into the Capital Facilities Plan (CFP) will be the embodiment of the officially stated direction of the City's Comprehensive Plan and supporting documents.
- 3.4.6. The City may administer a Local Improvement District (LID) program. For capital projects whose financing depends in part or wholly on an LID, interim financing may be issued to support the LID's portion of the project budget. The amount of the interim financing shall be the current estimate of the final assessment roll as determined by the administering department.
- 3.4.7. The City will determine the most cost effective financing method for all new projects. Whenever possible, the City will use intergovernmental assistance and other outside resources to fund capital projects. Additional funding may come from designated surpluses in the General Fund and certain special revenue funds as outlined in the operating budget policy.
- 3.4.8. An operating cost projection, including all funding sources, will be required for all projects proposed for funding within six (6) years.



### 3.5. Reserve Fund Policies

- 3.5.1. Part of financial stability is to maintain adequate reserves and fund balances. The definition of Fund Balance is the net worth of a fund, measured by total assets minus total liabilities.
- 3.5.2. In the governmental funds, the City recognizes the following hierarchy of fund balance classifications, which are based primarily on the extent to which the City is bound by constraints placed on resources:
  - 3.5.2.1. **Nonspendable** -- Amounts that cannot be spent due to form (such as inventories and pre-paid amounts), and amounts that must be maintained intact legally or contractually (including the corpus or principal of a permanent fund). In addition, long-term loan and notes receivables, and property held for resale would be reported here unless the proceeds are restricted, committed, or assigned.
  - 3.5.2.2. **Restricted** -- Amounts constrained for a specific purpose by external parties, constitutional provision, or enabling legislation.
  - 3.5.2.3. **Committed** -- Amounts constrained for a specific purpose as authorized by the City Council. Additional action by the Council is required in order to remove or change the constraints placed on the resources. The action to constrain resources must occur prior to year-end; however, the amount can be determined in the subsequent period.
  - 3.5.2.4. **Assigned** -- For all governmental funds other than the general fund, any remaining positive amounts not classified as nonspendable, restricted, or committed. For the general fund, the City Manager has been delegated authority to assign amounts intended to be used for a specific purpose. All assigned fund balance requests from departments must be approved in writing by the City Manager and provided to the Finance Department by year-end in order to be officially considered assigned. Amounts reported as assigned should not result in a deficit in unassigned fund balance.
  - 3.5.2.5. **Unassigned** -- For the general fund, amounts not classified as nonspendable, restricted, committed, or assigned and are available to use for any purpose. The general fund is the only fund that would report a positive amount in unassigned fund balance. For all other governmental funds, unassigned fund balance is the amount expended in excess of resources that are nonspendable, restricted, committed, or assigned. If this results in a deficit in unassigned fund balance, then assigned fund balance shall be reduced.
- 3.5.3. Special Revenue Funds will maintain sufficient fund balances to provide adequate cash flow and to withstand downturns in the economy. These fund balances will be analyzed annually.
- 3.5.4. The General Fund's targeted unassigned fund balance will be a minimum of 25% of expenditures, excluding capital expenditures. This fund balance will be established and maintained to:
  - 3.5.4.1. Offset unanticipated economic downturns;
  - 3.5.4.2. Provide a sufficient cash flow for daily financial needs at all times;
  - 3.5.4.3. Establish an adequate level of reserves to provide for the timely replacement of equipment; and



- 3.5.4.4. Sustain City services in the event of a catastrophic event such as a natural/manmade disaster or a major downturn in the economy.
- 3.5.4.5. If unassigned fund balance falls below the required minimum level, the City Manager shall notify the Council immediately. The Council must adopt a plan to restore this balance to the target level within 60 months.
- 3.5.5. In addition, the general fund will maintain a committed fund balance to be used as a contingency as specified in PAMC 3.04.040. There are no minimum requirements on the level of contingency fund balance.
- 3.5.6. There are no specific requirements on the level of assigned fund balance in the general fund, unless future revenue streams are specified by the donor or source of funding.
- 3.5.7. The City will maintain the following reserves for the proprietary funds identified below:
  - 3.5.7.1. An operating reserve will be established and maintained to provide sufficient cash flow to meet daily financial needs as recommended by the City's financial advisor. The reserve requirements will be reviewed every three years and will be based upon:
    - 3.5.7.2. 60 days operating expenses: Electric, Water, and Wastewater Funds.
    - 3.5.7.3. 90 days operating expenses: Solid Waste and Stormwater Funds.
    - 3.5.7.4. Operating expenses exclude ending fund balances, capital purchases, construction costs, debt service payments, and transfers.
      - 3.5.7.4.1. A rate stabilization reserve will be established and maintained for the Electric Fund to provide a means to mitigate wholesale power purchase cost increases. A rate stabilization reserve will be established and maintained for the Wastewater Fund to provide a means to mitigate retail rate increases based on unforeseen cost increases. These accounts will be analyzed annually to ensure an adequate amount is placed in reserves.
      - 3.5.7.4.2. A post-closure maintenance reserve within the Solid Waste fund will be established and maintained to provide sufficient cash flow to meet the anticipated cost of maintenance in accordance with State law. This reserve requirement will be reviewed annually.
      - 3.5.7.4.3. Bond reserves will be created and maintained as required in utility funds in accordance with the provisions set forth in the bond covenants.
      - 3.5.7.4.4. A contingencies and replacement reserve for the Electric fund will be established and maintained in accordance with bond covenants.
      - 3.5.7.4.5. The City will maintain reserve funds to meet requirements for the guarantee of debt service in compliance with bond indenture agreements.
      - 3.5.7.4.6. The City will maintain the self-insurance funds at a sufficient level to provide health care and workers' compensation benefits and avoid catastrophic loss.
      - 3.5.7.4.7. The City will maintain equipment replacement reserves as specified in the City's Equipment Replacement and Vehicle Use Policy.



3.5.7.4.8. The City will maintain adequate reserves in the Information Technology Fund to ensure timely replacement, upgrade, and/or additions to the City's technology infrastructure.

3.5.8. The City will maintain a Firemen's Pension Fund. Any amounts placed in this fund will be used solely for the payment of Firemen's Pension Fund liabilities as determined by the agreement between the Firemen's Pension Fund members, and/or spouses and the City. Once the fund has been exhausted the General fund will be responsible for any ongoing liabilities, which will be paid in a timely manner.

#### **4. ACCOUNTING & REPORTING POLICIES**

##### **4.1. Accounting Requirements:**

4.1.1. The City's accounting and financial reporting systems will be maintained in conformance with current accepted principles and standards of the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), and the Government Finance Officers Association (GFOA). As a commitment to this policy, the Finance Department will periodically submit its Comprehensive Annual Financial Report (CAFR) for the GFOA Certificate of Achievement for Excellence in Financial Reporting.

##### **4.2. BARS – Budgeting, Accounting and Reporting System:**

4.2.1. The State Auditor's Office provides a standard account classification system through its Budgeting, Accounting and Reporting System (BARS). The City will maintain its records on a basis consistent with BARS and current BARS manuals will be maintained in the Finance Department.

##### **4.3. Requirements of the Finance Department:**

4.3.1. The Finance Department will maintain financial systems to monitor expenditures, revenue, and performance of all municipal programs on an ongoing basis. Regular monthly financial reports will present a summary of financial activity for the period and the cumulative data for the budget year.

4.3.2. All applicable standard governmental accounting practices will be used to maintain the City's financial records, including the appropriate uses of accrual and modified accrual methods of accounting, encumbrance accounting, current financial resources and economic resources focus for statement presentation, and the proper classification of funds.

4.3.3. The Finance Department will maintain fixed asset and depreciation records for all capital assets owned by the City. The threshold for capitalization of non-infrastructure assets is \$7,500.

4.3.4. Under GASB Statement No. 34, infrastructure will be included as capital assets in the financial reports. The City will develop and follow a methodology of maintaining infrastructure records, including appropriate depreciation, under the guidelines of the statement.

##### **4.4. External Auditing Requirement:**

4.4.1. The State Auditor's Office will annually perform a financial and compliance audit and issue an audit report. Results of the annual audit will be provided to the City Council and public.



5. **GRANT COMPLIANCE**

5.1 **Grant Management:**

- 5.1.1 Each department of the City manages their own grants and assigns a Grant Manager (grant official), subject to City Manager, or the City Managers' designee, approval. The Grant Manager is responsible for performing a financial analysis to review whether the grant is cost effective, with approval by the Department Director to go forward with the request.
- 5.1.2 The Grant Manager forwards the signed grant agreement to the Finance Department for inclusion in the Budget and also the Capital Facilities Plan if the grant is funding a capital project. Finance staff are responsible for setting up a work order with a separate job order for each grant task listed. If the grant is funding a capital project, Finance will provide the project and work order numbers in existence for that capital project. Operating and capital grant work orders are set up in relation to the reporting requirements of the grant, typically listed as tasks.
- 5.1.3 Grant spending is contingent on meeting a fair bidding process, providing full and open competition consistent with the standards of purchasing set forth in this Financial Policy, and State and Federal regulations. As defined by OMB Guidance § 200.318 General procurement standards.
  - 5.1.3.1 The City cannot place unreasonable requirement on firms in order for them to qualify to do business;
  - 5.1.3.2 The City cannot require unnecessary experience or excessive bonding;
  - 5.1.3.3 The City cannot consider noncompetitive pricing practices between firms or affiliated companies;
  - 5.1.3.4 The City cannot consider noncompetitive contracts to consultants that are on retainer contracts;
  - 5.1.3.5 The City cannot specify only "name brand" products, thus eliminating "an equal" product to be offered; or describe the product or performance or other relevant requirements of the procurement such to exclude those products;
  - 5.1.3.6 The City cannot require procurement in a manner that prohibits the use of products or statutorily or administratively imposes a state or local geographical preference in the evaluation of bids, except in the case where the grant or Federal statutes mandate or encourage such an action.
- 5.1.4 The Grant Manager is responsible for maintaining the official, permanent grant file of record, and ensures that all requirements of the grant agreement, State laws, State archives record retention, City policies, and the Federal Super Circular are followed, as applicable. Grant funds used for capital require keeping all records for at least 10 years before transferring to the State archives for appraisal value, with most having a much longer retention period due to the length of the asset life. The City Clerk can assist in determining the record retention requirements.
- 5.1.5 The Grant Manager submits payment requests on a timely basis and sends a copy to the Finance Department. The Finance Department ensures that grant funds are requested and received on a timely basis and are spent on the intended program or project and have proper documentation.
- 5.1.6 The Grant Manager is responsible for meeting bid requirements and checking for debarment on all project vendors prior to signing a contract with those vendors. The



debarment check includes keeping a written record on file of the page researched online, noting the date checked and initialing the information. This written record should remain in the project file for access by the State auditors. If the grant covers multiple years, the debarment checks need to be completed annually. Please refer to Section 9 Purchasing Policies.

- 5.1.7 The Finance Department is responsible for the preparation of the Schedules of Expenditures of Federal and State Awards as part of the annual Financial Statements.
- 5.1.8 Failure of City staff to comply with grant requirements may adversely affect the City and as such disciplinary action may be taken per the City of Port Angeles Personnel Policy & Procedures Manual, and/or the Employee Union Contract.
- 5.1.9 Grant Managers and all employees shall be responsible to maintain arms-length transactions (non-related or not in self-interest) transactions when accepting bids and making payment or using grant related monies.
  - 5.1.9.1 Disciplinary action for non-compliance of this sections shall include up to termination as defined by each employees' Union contract or the City of Port Angeles Personnel Policy & Procedures Manual.
    - 5.1.9.1.1 Employees are any person receiving a check from the City for work completed where the City withholds employment taxes.
  - 5.1.9.2 Conflicts of interest or financial interest by an employee shall fall into this section.
- 5.1.10 Council accepts and authorizes all grants with the exception of those grants assigned to City employees by the City Council , and those grants under \$25,000.

## **5.2 Federal Funds – Sub-Recipients and Vendors**

- 5.2.1 Sub-recipients and Vendors – The City Official in the department responsible for the contract is responsible to ensure that awards and/or payments are not made to any party who is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs. Prior to signing a contract with a sub-recipient or vendor the City Official responsible for administration of the contract is responsible to ensure that sub-recipient or vendors are eligible to receive federal funds.
- 5.2.2 Contract Requirements for sub-recipient – When the City contracts with a sub-recipient who distributes federal funds, the sub-recipient is subject to the Single Audit Act. Contracts with sub-recipient will include the language addressing the following:
  - 5.2.2.1 The secondary recipient of the federal funds should be referred to in the contract as a "sub-recipient" once it is determined that they are a sub-recipient, not a vendor.
  - 5.2.2.2 Single Audit requirements should be defined for sub-recipient as follows:
    - 5.2.2.2.1 The sub-recipient must comply with the Single Audit Act of 1984 as amended.
    - 5.2.2.2.2 The sub-recipient must permit the City and/or independent auditors access to their financial records.
    - 5.2.2.2.3 The sub-recipient maintain accounting records that will enable identification of all federal funds received and expended by catalog of federal domestic assistance number (CFDA#).



- 5.2.2.2.4 If a Single Audit is required, a copy of the audit report is submitted to the City, within the time limit set forth in the Single Audit Act.
- 5.2.2.2.5 If a Single Audit is not required, the City is allowed to perform a fiscal review of the sub-recipient's financial records.
- 5.2.2.2.6 If a sub-recipient is debarred or suspended from participation in federal programs during the contract period, the contract is voided.
- 5.2.2.2.7 The sub-recipient check the "List of Parties Excluded from Federal Procurement and Non-procurement Programs," prior to awarding sub-grants.

## **6. BUDGET POLICIES**

### **6.1. Primary Budget Responsibility**

- 6.1.1. The City Manager is responsible for preparing and submitting to the Council a tentative budget for the fiscal year. The City Manager is also responsible for keeping the Council fully advised of the financial condition of the City and its future needs.
- 6.1.2. The City Council has final responsibility for approving the annual Operating Budget and Capital Budget.
- 6.1.3. Department directors, under the direction of the City Manager, are responsible for proposing programs, recommending funding levels, and formulating budget proposals for implementing service programs in accordance with established goals and directives.
- 6.1.4. The Finance Department is responsible for coordinating the overall preparation and administration of the City's budget in compliance with applicable State of Washington statutes governing local government budgeting practices.
- 6.1.5. The Finance Department provides revenue budget estimates, assists department staff in identifying budget problems and formulating alternative solutions, and prepares and distributes the final budget document.
- 6.1.6. To facilitate and implement the budget process, the Chief Financial Officer will provide the Council with an annual budget calendar in accordance with State law.

### **6.2. Operating Budget**

- 6.2.1. The operating budget will define the City's annual financial plan as developed by the City Council in establishing goals and objectives for the ensuing year.
- 6.2.2. Ongoing revenues should be equal to or greater than ongoing expenditures. Each City fund budget shall identify ongoing resources that at least match expected ongoing annual requirements. One-time cash transfers and non-recurring ending fund balances will be applied to reserves or to fund one-time expenditures; they will not be used to fund ongoing programs.
- 6.2.3. In accordance with State law, the City Manager is authorized to transfer budgeted amounts within any fund; however, any revisions that alter the total expenditure authority (appropriation) of a fund must be approved by the City Council.
- 6.2.4. Additional staff positions should be recommended only after the need has been fully substantiated. An increase in the number of full-time equivalent position must be approved by the City Council. The City Manager has the authority to approve additions and/or changes to temporary, seasonal, and part-time positions. Nothing in this paragraph is



intended to diminish or interfere with the City Manager's right to control the appointment and removal of City employees.

- 6.2.4.1. Only the City Council can authorize an increase in the authorized City career staffing complement. Such approval is accomplished through the adoption of the annual operating budget or through subsequent budget amendments approved by the City Council.
- 6.2.5. The City will maintain a level of expenditures, which will provide for the public well-being and safety of the residents of the community.
- 6.2.6. The operating budget will provide for appropriate design, construction, maintenance and replacement of the City's capital infrastructure, plant, and equipment.
- 6.2.7. A multi-year vehicle and equipment maintenance and replacement schedule will be developed based on the City's projections of its future replacement and maintenance needs. The projections will be updated and the schedule revised on an annual basis.
- 6.2.8. The budget will provide sufficient levels of maintenance and replacement funding to ensure that all capital facilities and equipment are properly maintained and that such future costs will be minimized.
- 6.2.9. The following criteria must be met to qualify any portion of the year-end General Fund surplus for one-time operations, nonrecurring emergency capital expenditures, or dedicated to the Capital Facilities Plan:
  - 6.2.9.1. There are surplus balances remaining after all reserve requirements and current expenditure obligations are met.
  - 6.2.9.2. An analysis has occurred assuring that the City has an adequate level of short and long-term resources to support the proposed use of surplus balances.
  - 6.2.9.3. The funds are specifically appropriated by the City Council.
- 6.2.10. Year-end surplus in the Street Fund shall be designated for use in the Capital Facilities Plan or be used for one-time capital expenditures for street and parks projects. Use of surplus for these purposes must be approved by the Council.

### **6.3. Budgetary Control**

- 6.3.1. The budget will be developed and administered in compliance with applicable State of Washington budgetary statutes.
- 6.3.2. The Finance Department will maintain a system for monitoring the City's budget performance. The system will include provisions for amending the budget during the year in order to address unanticipated needs or emergencies.
- 6.3.3. Appropriations requested after the original budget is adopted will be approved only after consideration of the availability of current and future revenues. Such appropriations must be approved by City Council.
- 6.3.4. Accounting and reporting practices will be maintained to provide accurate and timely monitoring of the City's budget performance.
- 6.3.5. Monthly budget reports will be issued by the Finance Department to Department Heads regarding the department's actual performance compared to budget estimates. The department also assists in implementing any needed corrective action approved by the City Manager.



- 6.3.6. Current revenues and operating expenditures will be reviewed quarterly by the City Council, and the Chief Financial Officer will prepare a mid-year assessment of the City's financial position for presentation to the Council.

## **7. DEBT MANAGEMENT POLICIES**

### **7.1. Goals**

- 7.1.1. All borrowing is subject to approval by the City Council. The basic objectives of the City's debt management policy are:
  - 7.1.1.1. To achieve the lowest possible cost for borrowing.
  - 7.1.1.2. To ensure access to the bond market to adequately provide the capital needed to finance public improvement and other long-term development objectives.
  - 7.1.1.3. To maintain strong and sound credit, demonstrated by its commitment to meet all obligations in a timely fashion.
  - 7.1.1.4. To maintain a level and structure of outstanding indebtedness that does not lead to excessive debt service requirements, thereby avoiding unnecessary strains on the operating budget.
  - 7.1.1.5. To maintain the confidence of lending markets and the taxpayers.

### **7.2. Short-Term Debt**

- 7.2.1. Short-term debt covers a period of one (1) year or less. With careful monitoring and planning of cash inflow and outflow requirements, it is intended that the City will avoid the use of short-term indebtedness to the maximum extent possible.
- 7.2.2. The City may use short-term debt to cover temporary cash flow shortages resulting from delay in receipting tax revenues or issuing long-term debt or to finance capital construction.
- 7.2.3. Interfund loans with a repayment period of three years or less, may be used to meet short-term cash flow needs as an alternative to outside debt instruments. Interfund loans will be permitted only if an analysis of the lending fund indicates excess funds are available and that the use of these funds will not adversely affect current operations.

### **7.3. Long-Term Debt**

- 7.3.1. Long-term debt is defined as debt that exceeds three years. The City will confine long-term borrowing to capital improvements that cannot be financed from current revenues.
- 7.3.2. Acceptable uses of bond proceeds will include items that can be capitalized and depreciated. Refunding bond issues designed to restructure current outstanding debt is an acceptable use of bond proceeds, provided an analysis is done that determines the net present value (NPV) of savings is favorable for the City.
- 7.3.3. Where possible, the City will use special assessment revenue, or other self-supporting bonds, instead of general obligation bonds.
- 7.3.4. The City will not use long-term debt for current operations.
- 7.3.5. The City will maintain communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure on financial reports and bond prospectuses including proactive compliance with disclosure to the Electronic Municipal Market Access (EMMA) according to guidelines established by the Municipal Securities Rulemaking Board (MSRB).



#### **7.4. General Obligation Bond Policy**

- 7.4.1. Before general obligation bond propositions are placed before the voters, projects proposed for financing through general obligation debt should be included in the Capital Facilities Program and be accompanied by an analysis of the future operating and maintenance costs associated with the project.
- 7.4.2. Bonds will not be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed.
- 7.4.3. Limited Tax General Obligation (LTGO) Bond Policy:
  - 7.4.3.1. As a precondition to the issuance of limited tax general obligation bonds, alternative methods of financing should also be examined.
  - 7.4.3.2. Limited tax general obligation bonds will be issued under certain conditions:
    - 7.4.3.2.1. A project in progress which requires monies not available from alternative sources;
    - 7.4.3.2.2. Matching fund monies are available which may be lost if not applied for in a timely manner; or
    - 7.4.3.2.3. Catastrophic or emergency conditions exist.
    - 7.4.3.2.4. A clearly identified need that helps achieve Council's desired vision for the City and is in line with the priorities approved by the City Council.
- 7.4.4. Unlimited Tax General Obligation (UTGO) Bonds and Legal Debt Limits:
  - 7.4.4.1. Under RCW 39.36.020(2), the public may vote to approve UTGO bond issues for general government purposes in an amount not to exceed 2.5% of assessed valuation. Within the 2.5% limit, the Port Angeles City Council may approve LTGO bond issues and/or lease purchases up to 1.5% of the City's total assessed value (RCW 39.36.020(2) and RCW 35.42.200). In addition, state law provides for an additional 2.5% of assessed valuation for parks and open space purposes with a vote of the people.



## **8. INVESTMENT POLICIES**

### **8.1. Introduction**

- 8.1.1. The Investment Policy defines the parameters within which funds are to be invested by the City of Port Angeles (“City”). Part of the City’s overall Financial Policies and Procedures, this policy formalizes the framework to provide the authority and constraints for effective and judicious management of City funds.
- 8.1.2. These policies are intended to be broad enough to allow the Chief Financial Officer, City Treasurer or designated investment officer, to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

### **8.2. Governing Authority**

- 8.2.1. The investment authority for the City is derived from Chapter 35A.40.050 RCW. Investing activities shall be operated in conformance with Washington Revised Statutes and applicable Federal Law. The policy outlines investments scope, objectives, delegation of authority, reporting requirements, internal control, investment limitations, safeguarding requirements, liquidity, performance expectation, quality, and maturity.
- 8.2.2. The goal of the policy is to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands and conforming to all Washington statutes governing the investment of public funds.

### **8.3. Scope**

- 8.3.1. This policy applies to activities of the City with regard to investing the financial assets of all funds as defined and reported in the City’s Comprehensive Annual Financial Report (CAFR). All funds within the scope of this policy are subject to regulations established by the state of Washington.
- 8.3.2. Except for funds in certain restricted or special funds, the City commingles its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income is allocated to the various funds based on average daily cash balances.

### **8.4. Objective**

- 8.4.1. All funds will be invested in a manner that is in conformance with federal, state and other legal requirements. The primary objectives, in priority order, of the City’s investment activities shall be as follows:
  - 8.4.1.1. Safety: Safety of principal is the foremost objective of the City. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, investments will be diversified among highly rated securities and with various securities and financial institutions.
  - 8.4.1.2. Liquidity: The City’s investment portfolio shall remain sufficiently liquid to enable the City to meet all cash requirements which might be reasonably anticipated. Therefore, the investments shall be managed to maintain a balance to meet daily obligations.
  - 8.4.1.3. Return on Investment (Yield): Yield should become a consideration only after the basic requirements of safety and liquidity have been met. The City’s investment portfolio shall be managed in a manner to attain a market rate of



return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

- 8.4.1.4. Legal Considerations: Investments will be placed in accordance with RCW statutes and legal requirements of the City.

## 8.5. Standards of Care

### 8.5.1. Delegation of Authority

- 8.5.1.1. **Governing Body:** The ultimate responsibility and authority for the investment of City funds resides with the governing body, or the City Council.
- 8.5.1.2. **Investment Officers:** Authority to manage the investment program is granted to the City Manager, Chief Financial Officer, City Treasurer or designee as designated by the City Council within the Investment Policy.
- 8.5.1.3. Responsibility for the operation of the investment program is hereby delegated to the Chief Financial Officer, City Treasurer, or designee, who shall act in accordance with established written procedures and internal controls for management of the investment program consistent with this Investment Policy. Officers will prepare investment reports to the City Council as may be deemed necessary.
- 8.5.1.4. **Investment Adviser:** The City may engage the services of an external investment manager to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives. Such advisors shall provide recommendation and advice regarding the City investment program including but not limited to advice related to the purchase and sale of investments in accordance with this Investment Policy.

### 8.5.2. Prudence

- 8.5.2.1. The standard of prudence to be used by investment officials shall be the "prudent person" standard, which states *"...investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."*
- 8.5.2.2. In determining whether an Investment official has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the official had responsibility rather than a consideration as to the prudence of a single investment, and, whether the investment decision was consistent with the written investment policy.
- 8.5.2.3. The Investment officer, or designee, acting in accordance with written procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.



8.5.3. Ethics and Conflicts of Interest

8.5.3.1. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to performance of the investment portfolio.

**8.6. Authorized Financial Institutions, Depositories, and Broker/Dealers**

8.6.1. Broker/Dealers and Financial Institutions

8.6.1.1. The City Treasurer will maintain a list of authorized financial institutions and broker/dealers that are selected by credit worthiness. These may include dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). Additions and deletions to the list will be made at the City's discretion.

8.6.1.2. Authorized broker/dealers and financial institutions will be limited to those that meet one or more of the following:

8.6.1.2.1. Financial institutions approved by the Washington Public Deposit Protection Commission; or

8.6.1.2.2. Primary dealers recognized by the Federal Reserve Bank; or

8.6.1.2.3. Non-primary dealers or institutions qualified under U.S. Securities and Exchange Commission Rule 15c3-1, the Uniform Net Capital Rule, and a certified member of the Financial Industry Regulatory Authority (FINRA).

8.6.2. To maintain approved status for investment transactions with the City, broker/dealers are required to provide a current audited financial statement demonstrating compliance with state and federal capital adequacy guidelines. A periodic review of the financial condition and registration of all qualified broker/dealers will be conducted by the City Treasurer.

8.6.3. The City will only place funds exceeding the current FDIC insurance limits with banks who are currently authorized by the Washington State Public Deposit Protection Commission (PDPC) in accordance with RCW 39.58.240. The City Treasurer or designated investment officer will verify the eligibility of banking institutions utilizing the Washington State Treasurer's websites: <http://www.tre.wa.gov/documents/pdpc/publicDepositoriesBanks-Thrifts.shtml> and <http://www.tre.wa.gov/documents/pdpc/publicDepositoriesCreditUnions.shtml>.

8.6.4. Investment Advisers

8.6.4.1. The City may hire an investment adviser to provide investment management services in a non-discretionary capacity, requiring approval from the City prior to all transactions.

8.6.5. Competitive Transactions

8.6.5.1. The City Treasurer or designated investment officer shall obtain competitive bid information on investment instruments purchased on the secondary market.



**8.7. Safekeeping, Custody and Controls**

8.7.1. Delivery vs. Payment

8.7.1.1. All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds.

8.7.2. Third Party Safekeeping

8.7.2.1. Securities will be held by an independent third-party safekeeping institution selected by the City. The safekeeping institution shall be required to provide confirmation of investing transactions and a monthly investment ledger to the City listing each specific security. The investment ledger should itemize and describe each investment to include: specific security, CUSIP number, par value, purchase date, maturity date and market value.

8.7.2.2. All collateral securities pledged to the City for certificates of deposit shall be held in a segregated account at the issuing financial institution that reports to the state's Public Deposit Protection Commission (PDPC).

8.7.3. Internal Controls

8.7.3.1. The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The investment portfolio and related investment transactions shall be reviewed and verified by staff members other than the investment officer originating the transaction.

8.7.3.2. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. At a minimum, the internal controls shall address the following points:

8.7.3.2.1. Control of collusion

8.7.3.2.2. Separation of transaction authority from accounting and recordkeeping

8.7.3.2.3. Custodial safekeeping

8.7.3.2.4. Avoidance of physical delivery securities

8.7.3.2.5. Clear delegation of authority to subordinate staff members

8.7.3.2.6. Written confirmation of transactions for investments and wire transfers

8.7.3.2.7. Dual authorizations of wire transfers

8.7.3.2.8. Staff training and

8.7.3.2.9. Review, maintenance and monitoring of security procedures both manual and automated.

8.7.3.3. The Washington State Auditor shall provide an annual independent review to assure compliance with state law, policies and procedures.

**8.8. Authorized Investments and Investment Parameters**

8.8.1. Authorized Investments

8.8.1.1. Any local government in the state of Washington, as outlined in RCW 39.59 may invest in:



- 8.8.1.1.1. Bonds of the state of Washington and any local government in the state of Washington;
- 8.8.1.1.2. General obligation bonds of a state and general obligation bonds of a local government of a state, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency;
- 8.8.1.1.3. Subject to compliance with RCW 39.56.030, registered warrants of a local government in the same county as the government making the investment;
- 8.8.1.1.4. Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States; or United States dollar denominated bonds, notes, or other obligations that are issued or guaranteed by supranational institutions, provided that, at the time of investment, the institution has the United States government as its largest shareholder;
- 8.8.1.1.5. Federal home loan bank notes and bonds, federal land bank bonds and federal national mortgage association notes, debentures and guaranteed certificates of participation, or the obligations of any other government sponsored corporation whose obligations are or may become eligible as collateral for advances to member banks as determined by the board of governors of the federal reserve system;
- 8.8.1.1.6. Bankers' acceptances purchased on the secondary market;
- 8.8.1.1.7. Commercial paper purchased in the secondary market, provided that any local government of the state of Washington that invests in such commercial paper must adhere to the investment policies and procedures adopted by the state investment board; and
- 8.8.1.1.8. Corporate notes purchased on the secondary market, provided that any local government of the state of Washington that invests in such notes must adhere to the investment policies and procedures adopted by the state investment board.
- 8.8.1.1.9. Certificates of Deposit of financial institutions which are qualified public depositories (RCW 39.58.010)
- 8.8.1.1.10. Local Government Investment Pool managed by the Washington State Treasury (RCW 43.250)

8.8.2. Suitable Investments and Diversification

8.8.2.1. Suitable investments for the City were selected due to the lower level of credit risk exposure and ongoing resources required for oversight of credit risk. To ensure diversification within the investment portfolio, limits have been placed on each class of securities. To eliminate risk of loss resulting from over-concentration of assets in a specific maturity, issuer, or class of securities, assets in all City funds shall be diversified by maturity, issuer, and class of security. Diversification strategies shall be determined and revised periodically by the investment officers.

INVESTMENT TYPE	DEFINITION	MAXIMUM % OF PORTFOLIO
<b>U.S. Treasury Obligation</b>	Direct obligations of the United States Treasury	100%
<b>GSE – Agency Obligations</b>	Government Sponsored Enterprises (GSEs) – Federal Instrumentality Securities include, but are not limited to Federal National Mortgage Association (FNMA), the	100%



	Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Bureau (FFCB). Although 100% of the portfolio may be allocated to agencies, no more than 30% of the portfolio should be allocated to any one agency to ensure diversification among agency securities.	
<b>Local Government Investment Pool (LGIP)</b>	Investment Pool managed by the Washington State Treasury office. RCW 43.250	100%
<b>Certificates of Deposit</b>	Non-negotiable Certificates of Deposit of financial institutions which are qualified public depositories as defined by RCW 39.58 and in accordance with restrictions therein.	25%
<b>Municipal Debt Obligations</b>	Bonds of the state of Washington and any local government in the state of Washington; at the time of investment the bonds must have one of the three highest ratings of a national rating agency. Debt of the City is not required to be rated.	25%

8.8.2.2 Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase of a particular issuer or investment type. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

8.8.3 Maturities and Mitigating Market Risk in the Portfolio

8.8.3.1 Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term/core portfolios have the potential to achieve higher returns with a higher volatility of return. The City shall provide adequate liquidity for short-term cash needs and make longer-term investments only with funds that are not needed for current cash flow purposes. The City adopts the following strategies to provide adequate liquidity and to mitigate its exposure to market risk.

MATURITY CONSTRAINTS	DEFINITION	MINIMUM % OF PORTFOLIO
<b>Under 30 days</b>	<b>Liquidity Funds - Readily Available Funds:</b> Local Government Investment Pool Bank deposits Certificates of deposits	10%
<b>Under 1 year</b>	<b>Cash Flow Requirements for Operating Budget</b> Includes short-term liquid funds and short-term maturities maturing within one year.	25%
<b>Under 5.50 years</b>	<b>Funds in Excess of Liquidity Requirements</b> Those funds not required for immediate use or to meet operating budget requirements may be invested in longer-term maturities. The long-term portion of the portfolio includes higher quality and liquid securities such as treasuries, agencies and municipal	100%



	bonds. Maturities longer than 5.50 years must have approval of the Chief Financial Officer.	
<b>WAM (weighted average maturity)</b>	To ensure liquidity needs are met, the weighted average maturity and effective duration of the overall portfolio shall not exceed three years without the approval of the Chief Financial Officer.	3.0 years
<b>Bond Proceeds for Capital Improvement Projects</b>	Bond proceeds should be placed in the Local Government Investment Pool to be readily available for capital project payments. Exceptions for investment of bond proceeds may be made should a capital improvement project exceed one year construction duration and with prior approval of the Chief Financial Officer.	100% of Bond Proceeds

**8.8.4 Continuing Evaluation of Market Risk and Liquidity**

8.8.4.1 As a general practice securities will be purchased with the intent to hold to maturity. However, it is acceptable for securities to be sold under the following circumstances:

- 8.8.4.1.1 A security with a declining credit may be sold early to protect the principal value of the portfolio.
- 8.8.4.1.2 The portfolio duration or maturity ladder needs to be adjusted to better reflect the structure of the underlying portfolio benchmark.
- 8.8.4.1.3 A security exchange that would improve the quality, yield and target maturity of the portfolio based on market conditions.
- 8.8.4.1.4 A sell of a security to provide for unforeseen liquidity needs.

**8.9 Performance Standards**

8.9.1 The market return performance will be considered after compliance with state and local laws, and after safety of principal and cash flow requirements are met. The investment portfolio shall be designed to attain a market-average rate of return throughout economic cycles using the Local Government Investment Pool and the 12-month moving average of the two-year Treasury as benchmarks.

**8.10 Reporting Requirements**

8.10.1 The City Treasurer is charged with the responsibility of preparing a quarterly report to the City Council and City Manager on investment activity including securities holdings, cash balances, market values in the investment portfolio and distribution by type of investment. The report will be prepared in a manner which will allow the governing body to ascertain whether investment activities during the reporting period have conformed to the investment policy and that the portfolio performance meets the appropriate benchmarks.

**8.11 Distribution of Income**

8.11.1 Interest income received shall be distributed monthly based on average daily cash balances within each participating fund.

**8.12 Investment Policy Adoption**

8.12.1 The investment policy shall be reviewed at a minimum every two years to ensure its consistency with current law, financial and economic trends and overall investing objectives. The policy should be adopted by resolution of the City Council.



<b>City Treasury Function Responsibilities</b>	
Function	Employee(s) Responsible
1. Authorization of investment transactions a. Formal investment policy	
- Prepared by	Accounting Staff
- Adopted by	City Council
2. Execution of investment transactions	Chief Financial Officer/Treasurer/Investment designee
3. Timely recording investment transactions a. Recording of investment transactions in Treasurer's records	Treasurer/Investment designee
4. Verification of investment a. Receipt of broker confirmation b. Receipt of safekeeping confirmation	Accounting Staff
5. Safeguarding of Assets and Records	Treasurer
Reconciliation of Treasurer's records to accounting records	Accounting Staff
Reconciliation of Treasurer's records to bank statement and safekeeping records	Accounting Staff
Review of Portfolio a. Financial institution's financial condition b. Safety, liquidity, and yields of investments	Chief Financial Officer
Maintaining complete and current financial institution and brokerage company files	Accounting Staff
Periodic reviews of authorized public depositories	City Treasurer
6. Management's periodic review of the investment portfolio in conformance to stated investment policy	
- Monthly	City Treasurer
- Quarterly	Chief Financial Officer/City Manager/City Council
7. Annual review of the Investment Policy and Investment Program	Treasurer/Chief Financial Officer
8. Changes in the Investment Policy	
- Prepared by	Accounting Staff
- Adopted by	City Council



## 9. PURCHASING POLICIES

### 9.1. **Goal**

9.1.1. This document establishes guidelines and clarifies the policies for purchasing supplies and materials, and contracting for services by the City of Port Angeles. The City of Port Angeles dedicates itself to purchasing goods and services seeking maximum operational value thereby assuring the prudent and economical use of public monies. The purpose of this policy is to ensure that authorized personnel approve purchases in advance whenever possible, that expenditures are recorded electronically as soon as possible, to maximize internal controls without sacrificing efficiency, and to provide management with the ability to analyze purchasing patterns and cash flow requirements. It is not the intent of this policy to limit or prohibit contracting procedures or options authorized by State law.

### 9.2. **Interpretation of this Policy**

9.2.1. The Chief Financial Officer shall be responsible for interpretation of this Policy.

### 9.3. **Financial Information Provided to Council**

9.3.1. Prior to any consideration for approval of a motion, resolution, or ordinance for City Council authorization to purchase or acquire any goods or services, including professional services and construction contracts, for the City of Port Angeles, the Council shall be provided with a Fiscal Note prepared by the Chief Financial Officer or designee that details the source and amount(s) of revenues proposed to pay for the purchase together with a budget for the acquisition.

9.3.1.1. The Fiscal Note is required to be included in the Agenda packet delivered to the Council prior to the meeting as well as the packet posted on the City's website.

9.3.1.2. No proposed acquisition of goods or services may be considered by the Council without the inclusion of a Fiscal Note designed to allow the City Council to make an informed decision on the particular issue at hand.

9.3.1.3. If the proposed acquisition of goods or services is part of a larger project, the Fiscal Note shall include the total budget for the project, the source of funding and a summary of all expenditures made prior to the proposed acquisition.

9.3.2. On a quarterly basis, the Chief Financial Officer shall provide Council with a written report and analysis of the City's Operating and Capital budgets. The report shall be provided by the 25<sup>th</sup> day following the end of the quarter unless the Chief Financial Officer has informed the City Council and City Manager of the need for a delay in the delivery of the report. In the message from the Chief Financial Officer informing the City Council and City Manager of the delay in providing the quarterly report, the Chief Financial Officer shall provide the reason for the delay together with the projected date for the delivery of the quarterly report.

9.3.2.1. The quarterly report shall be posted to the City website following delivery to the City Council.



**9.4. Purchasing Policy Definitions**

9.4.1. Approval Levels: Set by City Council, these are specific dollar levels of authorization for the approval of purchases and payments made on behalf of the City of Port Angeles as noted below.

<u>Purchase Amount</u>	<u>Authorizing Official/Entity</u>
\$0.01 - \$4,999.99	Department Director
\$5,000.00 - \$14,999.99	Department Director & Chief Financial Officer
\$15,000.00 – 24,999.99	City Manager, Department Director & Chief Financial Officer
\$25,000.00 or greater	City Council + City Manager, Department Director & Chief Financial Officer

9.4.2. Any contract or agreement for the purchase of goods or services shall require authorizing signatures:

**Purchases of Less than \$5,000:**

<u>Purpose</u>	<u>Authorizing Official/Entity</u>
Approval to purchase	Department Director

**Purchases of Greater than \$5,000 but less than \$14,999.99:**

<u>Purpose</u>	<u>Authorizing Official/Entity</u>
Approval to Purchase	Department Director
Availability of Funds	Department Director, Chief Financial Officer

**Purchases of Greater than \$15,000:**

<u>Purpose</u>	<u>Authorizing Official/Entity</u>
Approval to Purchase	City Manager
Department Approval	Department Director
Availability of Funds	Chief Financial Officer
Approval as to Form	City Attorney

9.4.3. **Blanket Purchase Order (BPO):** Otherwise known as an “Open Purchase Order,” a BPO is a purchase order used for purchases with local vendors or frequently utilized vendors. BPOs are created with a set dollar amount and are received and invoiced as purchases are made. BPOs are generally for items that are needed daily, but not always anticipated. BPOs are also used for annual agreements such as copier charges, maintenance agreements, etc.

9.4.4. **Emergency Purchases:** An emergency purchase is created by an urgent need affecting the health and safety of citizens, which requires immediate action, and where the occurrence or condition is “unforeseen.” Lack of anticipation or planning cannot be deemed as a cause for declaring an emergency.

9.4.5. **Field Purchase Order (FPO):** FPOs can be used as a quick way to obtain goods or services. An FPO can also be used to request advance payments for legitimate business expenses such as travel, food, lodging, and conference fees. FPO’s should not be used for purchases over \$1,000 unless as specified in policy.

9.4.6. **Purchase Order (PO):** Computer generated numbered document used to authorize a vendor to ship merchandise or to perform services for a proposed price. POs are generated by a requisition, or documentation that has been approved at all required approval levels.



With regular purchase orders, you must add the line item information describing the merchandise or services when you create them. With blanket purchase orders, you can add the line items when you receive or invoice them.

- 9.4.7. **Requisition:** A request to order goods that must be processed through approval levels before a purchase order can be generated. Funds are then pre-encumbered at this requisition phase of purchasing. Buyers then process items from approved requisitions onto purchase orders to selected vendors.
- 9.4.8. **Sole Source & Single Source:** A sole source can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering an “equal” product or service. A single source could be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others.

## 9.5. Policy Requirements

- 9.5.1. All employees making purchases on behalf of the City of Port Angeles shall maintain effective and professional public, vendor and customer relationships. Opportunity will be provided to all responsible suppliers to do business with the City of Port Angeles unless this purchase is required from a sole source. No official or employee will be interested financially in contracts or purchases entered into by the City of Port Angeles.
- 9.5.2. Most purchases will be processed with one of these options:
  - 9.5.2.1. Requisitioned Purchase Orders (PO)
  - 9.5.2.2. Blanket Purchase Order (BPO)
  - 9.5.2.3. Field Purchase Order (FPO)
- 9.5.3. Finance will administer travel, credit card purchases, utility bills, phone charges, and petty cash in accordance with City policies and statutory requirements.
- 9.5.4. Authorization levels of purchases \$5,000 and under will be determined by the Department Director. Each Department Director shall supply the Chief Financial Officer with departmental policy for individual authorization. Individuals authorized to approve requisitions for purchase orders will only have security set up for their level of approval and with those accounts as authorized.

## 9.6. Requisitioned Purchase Orders (PO)

- 9.6.1. Purchase Orders are created from an authorized requisition. Purchase Orders are for all purchases other than those authorized by blanket purchase orders and field purchase orders. All purchases for capital items, contracts that are subject to retainage, and inventory items need to be made with a purchase order. The requisition for purchase is processed and approved before the purchase is physically made, however this may not be the case in emergency purchases. With regular purchase orders, the line item must be added describing the merchandise or services from the authorized requisition. An authorized person creates the purchase orders, that includes: purchase order information, such as purchase order date, type, and buyer name; vendor information, such as vendor number, name, and terms; quantities of items ordered; unit cost of each item ordered; and inventory information for each item on the purchase order.

## 9.7. Blanket Purchase Order (BPO)

- 9.7.1. Approval levels established by policy are required as signatures on the Blanket Purchase Order (BPO) request form to authorize creation of a BPO.



9.7.2. BPOs are used for frequently purchased items from a frequently utilized vendor. BPOs are usually created at the beginning of the year with an annual anticipated dollar amount of expected purchases. Some department heads or directors may indicate the maximum dollar amount of a single purchase to be entered on a BPO. When a purchase exceeds the authorized maximum, a requisition/purchase order will need to be created for that purchase. The BPO request form includes a section to be completed authorizing the increase on a BPO when the initial balance requested is expended. On BPOs, line items are added as the items are received.

**9.8. Receipt of Goods**

9.8.1. When items are received from a vendor, the receipt is recorded against an open purchase order. Open purchase orders are purchase orders that are not canceled and still have items that are not fully received, invoiced, or both. All items on a purchase order can be received at once or individual items or quantities of an item received separately. The department that created the original purchase order is responsible to receipt all items on the purchase order.

**9.9. FPO (Field Purchase Order)**

9.9.1. An FPO can be used for smaller purchases that may be under \$1,000, such as subscriptions, registrations, and routine budgeted transactions. All items previously posted to an account other than an expense account will be paid using an FPO. FPOs may also be used for larger transactions, insurance payments, debt redemption, other liabilities previously approved, and to request advance payments for legitimate business expenses. Contracts having retainage need to be processed using purchase orders.

**9.10. Invoicing**

9.10.1. Claims shall be processed for payment by the Finance Department after proper processing and receiving is completed at the department level. Invoices should be sent directly to the Finance Department from the vendor. All invoices should be complete with the following: (1) City purchase order number; (2) complete description of goods or service provided; (3) quantity; (4) unit prices and extensions; (5) discount terms; and (6) invoice number.

9.10.2. Adequate documentation will be attached to City payment vouchers to assure that it supports a valid, legally authorized purchase. Payments will be made only on original invoices. Properly prepared and approved requisitions, purchase orders, and receiving reports will be attached when applicable.

9.10.3. All City claims approved by the Departments are certifying that the materials have been furnished, the services rendered or the labor performed, and that the claim is a just, due and unpaid obligation against the City, prior to submitting the claim to the Finance Department for payment.

9.10.4. The department initiating the claim will be responsible for compliance and documentation for bid requirements, prevailing wages, approved change orders, and any additional statutory consideration related to the transaction.

**9.11. Check Signing**

9.11.1. To be valid, all checks in payment of claims must be signed by both the City Manager and the Chief Financial Officer.



**9.12. Approval of Payment Claims**

9.12.1. It shall be the duty of the Chief Financial Officer to present at each regularly scheduled meeting of the City Council, a list showing all claims paid and the date of payment to enable the City Council to make inquiry on any item appearing thereon. Upon satisfaction of such inquiry, if any, the City Council shall by motion approve the report of claims paid as a permanent record.

**9.13. Contracts**

9.13.1. The City Manager or his designee may sign contracts of less than \$25,000.

9.13.2. The City Manager or his designee is authorized to enter into lease or rental agreements, provided the agreement does not obligate the City of Port Angeles in excess of \$25,000 and the agreement is for a period that does not exceed one year.

9.13.3.

9.13.4.

**9.14. Authority to Enter into Contracts, Leases or Rental Agreements**

9.14.1. The City Manager or his designee is hereby authorized to enter into contracts and leases or rental agreements provided that the following conditions are met:

9.14.1.1. The contract does not obligate the City to expend in excess of \$25,000.

9.14.1.2. The particular expenditure of City funds has been approved in the City Budget as approved by the City Council.

9.14.1.3. The lease or rental agreement is for a period that does not exceed one year and involves a total rental amount or value that does not exceed \$25,000. As deemed appropriate by the City Manager, the City Council's Real Estate Committee may be consulted prior to executing any such lease or rental agreement.

9.14.1.4. The City Manager or his designee shall notify the Council in writing of contracts entered into pursuant to this section.

9.14.2.

**9.15. Change orders on construction contracts and amendments to professional service agreements**

9.15.1. Upon subsequent approval by the City Council of a single or collective series of change orders requiring Council approval, the approval threshold shall be re-set based on the most recent Council-approved contract amount as the starting point.

9.15.2. When approval occurs by the City Manager or respective department head for change orders or professional services agreement amendments according to the conditions stated above, they shall notify the City Council of the change order or amendment in the next bi-monthly contract status report submitted to City Council.

**9.16. Definition of credit card**

9.16.1. As used in this chapter, "credit card" means a card or device issued under an arrangement pursuant to which the issuer gives to a cardholder the privilege of obtaining credit from the issuer.

**9.17. Issuance, use and control of credit cards**



- 9.17.1. The City Council hereby adopts the following system for the issuance, use and control of credit cards by City officials and employees:
  - 9.17.1.1. The Finance Department shall implement the following system for the distribution, authorization, control, credit limits and payment of bills related to the use of credit cards by City officials and employees:
    - 9.17.1.1.1. Distribution. Credit cards will be distributed to those City officials and employees who have job responsibilities which would be facilitated by the use of a credit card and the credit card use would benefit the City. This shall include the City Council, City Manager, Department Heads, Division Managers, and other officials and employees as determined by the City Manager.
    - 9.17.1.1.2. Authorization and control. The Finance Department shall develop the implementation guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds.
    - 9.17.1.1.3. Credit limits. The Finance Department shall set credit limits on each credit card issued. The credit limit shall not exceed \$2,500 without written approval of the City Manager.
    - 9.17.1.1.4. Payment of bills. The Finance Department shall establish and implement a written procedure for the payment of all credit card bills.
    - 9.17.1.1.5. Unauthorized charges. No employee shall use the City-issued credit card for non-City business use. Any employee who violates this policy by using a City-issued credit card for non-City business shall be subject to disciplinary action and shall be billed for all charges on the credit card. The City Manager or his/her designee is authorized and directed to make payroll deductions to recover any unauthorized charges.
    - 9.17.1.1.6. Cash advances. Cash advances on credit cards are prohibited.
- 9.17.2. The Finance Department is authorized to adopt any additional procedures or policies necessary to implement the provisions of this section.



**10. POST ISSUANCE COMPLIANCE FOR GOVERNMENTAL BONDS**

**10.1. Scope:**

10.1.1. This Post Issuance Compliance Policy addresses the City of Port Angeles, Washington’s (the “City”) compliance with federal tax, federal securities and state law requirements and contractual obligations applicable to the City’s tax-advantaged governmental bond issues. The Post Issuance Compliance Policy applies generally to all of the City’s tax-exempt governmental bonds, and other bonds subject to comparable requirements, such as taxable direct-pay bonds. As used in this Post Issuance Compliance Policy, references to “bonds” include bonds, lines of credit, bond anticipation notes, and equipment and other financing leases.

**10.2. Purpose:**

10.2.1. This Post Issuance Compliance Policy is intended to improve the City’s ability to:

- 10.2.1.1. Prevent violations in bond requirements from occurring in the first place,
- 10.2.1.2. Timely identify potential violations, and
- 10.2.1.3. Correct identified violations through appropriate remedial steps.

**10.3. Schedule of Review:**

10.3.1. The Post Issuance Compliance Policy is to be reviewed at least annually and upon each issuance of new bonds, including refunding bonds. In connection with this periodic review, the Chief Financial Officer will consider whether the Post Issuance Compliance Policy should be amended or supplemented:

- 10.3.1.1. To address any particular requirements associated with the new bond issue, or
- 10.3.1.2. To reflect general changes in requirements since the prior bond issue.

**10.4. Requirements at Bond Closing:**

10.4.1. Numerous federal tax, federal securities, and state law requirements must be met in connection with a bond issue. In some circumstances (e.g., revenue bonds) rate and other covenant requirements will also need to be satisfied. These requirements are addressed in the bond transcript completed at bond closing, and confirmed in certain respects by the legal opinions included in the bond transcript.

**10.5. Requirements after Bond Closing:**

10.5.1. Other federal tax, federal securities law, and state law requirements and contractual obligations require on-going monitoring after the issuance of the bonds.

**10.6. Officials or Employees Responsible for Review:**

10.6.1. The following officers and employees of the City are identified as the responsible persons for reviewing compliance with the City’s post-issuance obligations. Each responsible individual is to institute a calendaring system to track compliance with tasks in a timely manner.

- 10.6.1.1. Federal tax requirements, including arbitrage, use of proceeds, use of facilities and IRS filings:
- 10.6.1.2. Arbitrage, IRS Filings: Chief Financial Officer or as designated by Chief Financial Officer



- 10.6.1.3. Use of Proceeds: Chief Financial Officer or as designated by Chief Financial Officer
- 10.6.1.4. Use of Facilities: Department Director as designated by City Manager
- 10.6.2. Continuing disclosure requirements:
  - 10.6.2.1. Annual Filing: Chief Financial Officer or as designated in writing by the Chief Financial Officer
  - 10.6.2.2. Material Event Notices: Chief Financial Officer or as designated by Chief Financial Officer
  - 10.6.2.3. Prior to filing each annual filing or material event notice, the Chief Financial Officer is to circulate the draft filing or notice to bond counsel or to the City Attorney for review.
- 10.6.3. The Chief Financial Officer is responsible for reviewing the other requirements under this policy.
- 10.6.4. The responsible persons identified above may need to confer, from time to time, with the City's bond counsel and/or financial advisor (if any) to confirm the applicability and scope of the requirements outlined in this policy. For reference, the contact information for these advisors is provided below:
  - 10.6.4.1. Pacifica Law Group LLP, as bond counsel
    - 10.6.4.1.1. Deanna Gregory at 206-245-1716 or Deanna.gregory@pacificallawgroup.com, or
    - 10.6.4.1.2. Stacey Crawshaw-Lewis at 206-245-1714 or Stacey.Lewis@pacificallawgroup.com
    - 10.6.4.1.3. Edward McCullough at 206-245-1727 or Edward.mccullough@pacificallawgroup.com
- 10.6.5. Training of the responsible official/employee. The City provides opportunities for training to the responsible individuals, specifically including the following training opportunities:
  - 10.6.5.1. At or after bond closing, a conference call or meeting with bond counsel to review the requirements applicable to a new bond issue.
  - 10.6.5.2. Identify other training activities, if applicable – such as participation in in-house training sessions, CPE seminars, or seminars conducted by professional organizations (e.g., GFOA, WFOA, WMTA)
- 10.6.6. Records to be Maintained. The following documents are maintained in connection with each bond issue. The goal is to retain adequate records to substantiate compliance with federal tax, securities law, state law and other contractual requirements applicable to the City's bonds. Generally, records should be maintained for the term of the bonds (plus any refunding) plus four years. Unless otherwise specified, the following records are to be maintained in the office of the Chief Financial Officer.
  - 10.6.6.1. Complete bond transcript (provided by bond counsel) in CD or hard copy.
  - 10.6.6.2. Records of investment of bond proceeds in a format showing the date and amount of each investment, its interest rate and/or yield, the date any earnings are received and the amount earned, and the date each investment matures and if sold prior to maturity, the sale date and sale price.



- 10.6.6.3. Records of expenditure of bond proceeds in a format showing the amount, timing, and the type of expenditure.
- 10.6.6.4. Records of invoices or requisitions, together with supporting documentation showing payee, payment amount, and type of expenditure, particularly for projects involving multiple sources of funds.
- 10.6.6.5. Records necessary to document the allocation of bond proceeds and other sources of funds to particular projects or portions of projects.
- 10.6.6.6. Records documenting the final allocation of bond proceeds to projects, including any reallocations of bond proceeds, in a format showing the timing and substance of the reallocation, if applicable.
- 10.6.6.7. Records demonstrating compliance with arbitrage and rebate requirements, including arbitrage calculations, documentation of spending exceptions to rebate, rebate reports and IRS filings and payments.
- 10.6.6.8. Copies of contracts relating to the use of the bond-financed facility, including leases, concession agreements, management agreements and other agreements that give usage rights or legal entitlements with respect to the facility to nongovernmental persons (e.g., advertising displays, cell tower leases, and naming rights agreements).
- 10.6.6.9. Copies of contracts relating to ongoing compliance with respect to the bonds.
- 10.6.6.10. Copies of any filings or correspondence with the IRS, the SEC or other regulatory body.

**10.7. Investment of Bond Proceeds:**

10.7.1. In general, bond proceeds and certain other funds can only be invested at a rate that exceeds the yield on the bonds under limited circumstances. Furthermore, amounts earned by investing above the bond yield must be rebated to the IRS, unless the City qualifies as a small issuer or a spending exception is met. The arbitrage and rebate requirements for each bond issue are detailed in the federal tax certificate. The Chief Financial Officer (or the City Treasurer if assigned the responsibility in writing by the Chief Financial Officer) will monitor the investment and expenditure of the funds and accounts listed below. The Chief Financial Officer (or the City Treasurer if assigned the responsibility in writing by the Chief Financial Officer) determines whether the bond issue meets the requirement for one of the expenditure exceptions to arbitrage rebate. The Chief Financial Officer (or the City Treasurer if assigned the responsibility in writing by the Chief Financial Officer) in consultation with bond counsel will determine whether a rebate calculation is necessary and, if so, will perform the calculation or engage a rebate consultant. The Chief Financial Officer (or the City Treasurer if assigned the responsibility in writing by the Chief Financial Officer) will arrange for the payment of any required rebate to the IRS together with the appropriate IRS form on the dates described below.

10.7.1.1. Funds to Monitor.

- 10.7.1.1.1. Bond or debt service funds/accounts
- 10.7.1.1.2. Project or construction funds/accounts
- 10.7.1.1.3. Debt service reserve funds/accounts
- 10.7.1.1.4. Other accounts with bond proceeds or amounts pledged to pay bonds



- 10.7.1.2. Arbitrage Reports; Rebate May Be Due.
  - 10.7.1.2.1. During construction, monitor expenditures to confirm satisfaction of expected exception to rebate (such as six month exception, 18 month exception, 24 month exception)
  - 10.7.1.2.2. The first rebate payment is due five years after date of issue plus 60 days
  - 10.7.1.2.3. Rebate is due every succeeding five years if there are unspent gross proceeds of the bonds
  - 10.7.1.2.4. Final rebate payment is due 60 days after early redemption or retirement of the bonds
- 10.7.1.3. Limitations on Type of Investments. Bond proceeds must be invested as permitted under state law. In addition, the bond ordinance or any bond insurance agreement may further limit the permitted investments. To monitor compliance with these investment restrictions, the City invests bond proceeds in the State Local Government Investment Pool as well as other investments authorized by the City's Investment Policy and Washington State law.
- 10.7.1.4. Use of Bond Proceeds During the Construction Period.
  - 10.7.1.4.1. Monitoring the expenditure of bond proceeds is necessary to assure that the required amount of bond proceeds are expended for capital expenditures and that not more than 10% of the bond proceeds are expended for projects that will be used for in a private trade or business (including by the federal government and nonprofit entities).
- 10.7.1.5. The Chief Financial Officer is responsible for reviewing the transcript for the bonds, and in particular, the authorizing documents and the federal tax certificate, as well as invoices and other expenditure records to monitor that the bond proceeds are spent on authorized project costs.
- 10.7.1.6. If, at the completion of the project, there are unspent bond proceeds, the Chief Financial Officer, conferring with bond counsel, will direct application of the excess proceeds for permitted uses under federal tax law, state law, and bond authorization documents.
- 10.7.1.7. If the project involves bond proceeds and other sources of funds and included both governmental and nongovernmental use of the financed facilities, the Chief Financial Officer will undertake a final reconciliation of bond proceeds expenditures with project costs no later than 18 months after the later of the date of expenditure or the date that the project is placed in service (but in no event more than five years after the date of issue).



**10.8. Use of Bond-Financed Facilities:**

- 10.8.1. Monitoring (and limiting) any private use of the bond-financed facility is important to maintaining the federal tax treatment of governmental bonds. In general, no more than 10% of the bond-financed facility can be used in a private trade or business (including by the federal government and nonprofit entities). Private use can arise through any of the following arrangements, either directly or indirectly.
- 10.8.2. Types of Private Use
  - 10.8.2.1. Selling all or a portion of the facility
  - 10.8.2.2. Leasing all or a portion of the facility
  - 10.8.2.3. Entering into a management contract for the facility (except for qualified management contracts under IRS Rev. Proc. 97-13)
  - 10.8.2.4. Use of all or a portion of the facility for research purposes under a research contract (except for qualified research contracts under IRS Rev. Proc. 97-14)
  - 10.8.2.5. Entering into contracts giving “special legal entitlement” to the facility (for example, selling advertising space or naming rights)
- 10.8.3. Procedures for monitoring private use; procedures reasonably expected to timely identify noncompliance.
  - 10.8.3.1. All leases and other contracts involving bond-financed property will be sent prior to execution to the Chief Financial Officer for review.
- 10.8.4. Procedures ensuring that the City will take steps to timely correct noncompliance.
  - 10.8.4.1. If the City takes official action to sell, lease or otherwise change the use of bond-financed facilities to private use, action should be taken under Treas. Reg. § 1.141-12 within 90 days to apply net proceeds of the sale or lease of the facility to other qualifying capital expenditures or to redeem or defease bonds. Upon a determination that there has been or could be a change in use of a bond-financed facility under the monitoring procedures described above, the Chief Financial Officer shall consult with bond counsel and apply net proceeds of the change in use as required.

**10.9. Continuing Disclosure:**

- 10.9.1. The City is required to make annual filings with the Municipal Securities Rulemaking Board (“MSRB”) as described in the continuing disclosure undertaking for each bond issue (which may include tax-exempt or taxable bonds), and to file notice of certain material events.
  - 10.9.1.1. Submissions will be made in electronic form through the MSRB’s web-based system known as Electronic Municipal Market Access (“EMMA”), currently available at <http://www.emma.msrb.org>. Submissions will be made in word-searchable PDF.
  - 10.9.1.2. Annual filings to be made:
    - 10.9.1.2.1. Financial information and operating data about the City included in the Official Statement for the bonds
    - 10.9.1.2.2. Change in fiscal year; other information described in the continuing disclosure undertaking
    - 10.9.1.2.3. Audited financial statements



- 10.9.1.2.4. These reports must be filed no later than nine months (e.g. September 30) for the majority of the City's bonds, and seven months (e.g. July 31) with respect to one issue, after the end of the City's fiscal year (the City's fiscal year currently ends December 31)

**10.10. Material event notices:**

- 10.10.1. The City is required to provide or cause to be provided to the MSRB, in a timely manner, notice of certain events with respect to the bonds. Amendments to SEC Rule 15c2-12 (the "Rule") in 2010 expanded the list of events requiring disclosure and added a 10-day compliance period for undertakings effective after December 1, 2010.
- 10.10.2. Generally, if any of the following events occur, the City shall provide, or cause to be provided, to the MSRB, in a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of the any of the following events with respect to the bonds:
  - 10.10.2.1. Principal and interest payment delinquencies
  - 10.10.2.2. Non-payment related defaults, if material
  - 10.10.2.3. Unscheduled draws on debt service reserves reflecting financial difficulties
  - 10.10.2.4. Unscheduled draws on credit enhancements reflecting financial difficulties
  - 10.10.2.5. Substitution of credit or liquidity providers, or their failure to perform
  - 10.10.2.6. Adverse tax opinions, the issuance by the IRS of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the bonds, or other material events affecting the tax status of the bonds
  - 10.10.2.7. Modifications to the rights of bondholders, if material
  - 10.10.2.8. Bond calls, if material, and tender offers
  - 10.10.2.9. Defeasances
  - 10.10.2.10. Release, substitution, or sale of property securing repayment of the Bonds, if material
  - 10.10.2.11. Rating changes (both upgrades and downgrades)
  - 10.10.2.12. Bankruptcy, insolvency, receivership or similar event of the City
  - 10.10.2.13. The consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material
  - 10.10.2.14. Appointment of a successor or additional trustee or the change of name of a trustee, if material
- 10.10.3. Procedure for ensuring that notice of the above events is provided to the responsible individual(s) identified above: Chief Financial Officer (or the City Treasurer if assigned the responsibility in writing by the Chief Financial Officer)



10.10.4. Periodic check of information regarding bonds on EMMA. Periodically and at least prior to each new bond issue, the City will search EMMA for its continuing disclosure filings to confirm proper filings have been made.

**10.11. Compliance with Bond Covenants:**

10.11.1. Particularly for revenue bond issues, the City has made rate and other covenants for the benefit of bond owners. The City monitors compliance with these bond covenants on an annual basis, as part of its annual audit process. These covenants are summarized below:

Covenant	Requirement	Document; Section	Timing
Rates			
Insurance			
Sale or disposition of property			
Debt Service Reserve Fund Balance			

10.11.2. Other Reports. Under the terms of bond insurance policies, letter of credit reimbursement agreements, debt service reserve surety agreements, financing agreements, loan agreements, and remarketing agreements, the City may be required to send copies of budget, disclosure and other documents as well as notice of the issuance of additional bonds, events of default, redemptions or defeasances, or amendments to the bond documents. The following entities are required to receive copies of the following documents or notices.

Entity Type	Name/Contact	Document; Section	Requirement	Timing
Bond Insurer				
Letter of Credit Bank				
Underwriter/Remarketing Agent				
Bank				







# PORT ANGELES

## AFFORDABILITY INDEX AND COST COMPARISON

### Methodology and Comparison Criteria

The purpose of this study is to determine the affordability of utilities, housing and living costs in Port Angeles by residents. This study further compares similar cities to Port Angeles in terms of cost of utilities, employment rate, housing costs and median income levels. This study was last conducted in 2022, this index is an update to that study. Selection criteria for comparable cities is as follows:

- Population size within 20% of the Port Angeles
- Population density
- National Pollution Discharge Elimination System (NPDES) Permit Requirement
- Location West of the Cascades

Based on the above criteria the following cities were selected as comparisons for this study:

- |                |               |             |
|----------------|---------------|-------------|
| ▪ Aberdeen     | ▪ Anacortes   | ▪ Arlington |
| ▪ Battleground | ▪ Bonney Lake | ▪ Camas     |
| ▪ Centralia    | ▪ Covington   | ▪ Kenmore   |
| ▪ Mill Creek   | ▪ Monroe      | ▪ Mukilteo  |
| ▪ Oak Harbor   | ▪ Tukwila     | ▪ Tumwater  |

The data contained in this study was gathered from the US census, county assessor data, Department of Revenue data, and utility cost research performed by the City of Port Angeles Finance Department. In all comparisons the average household usage in Port Angeles was used whenever possible to keep data consistent. These averages include 1,300 kw per hour for electric utility usage, 450 cubic yards of water and wastewater and weekly garbage pickup.

### Findings

Exhibit 1 below indicates that Port Angeles annual household costs for utilities, housing, property tax and sales tax are \$19,081 which is 43.7% less than the average of \$23,032 for all comparable cities. Total costs to Port Angeles residents are 30.4% less than the average of \$27,411 for all comparable cities. However, when comparing the total annual costs to residents against the median household income for each comparable city the affordability of these services to Port Angeles residents is considerably lower than that of 14 of the other comparable cities making Port Angeles the fourth highest in terms of utility and tax related household income used as compared to median household income. This is demonstrated in exhibit 4 below. Indicating that while utility rates in Port Angeles are among the lowest in regard to comparable cities they are also one of the least affordable in terms of household income. exhibit 2 below. Indicating that while utility rates in Port Angeles are among the lowest in comparable cities they are also one of the least affordable in terms of household income.

Additionally, unemployment rates in Port Angeles have remained the same since 2022 at the sixth highest at 5.7%. Food stamp usage increased slightly, approximately 1.4% since 2022, however the percentage of the Port Angeles population receiving public assistance remained largely the same as compared to 2022 going from 5<sup>th</sup> highest of the 16 cities to the 9<sup>th</sup> highest, a 0.5% decrease and 5.3% lower than the average comparable cities in 2024.



Exhibit 1:

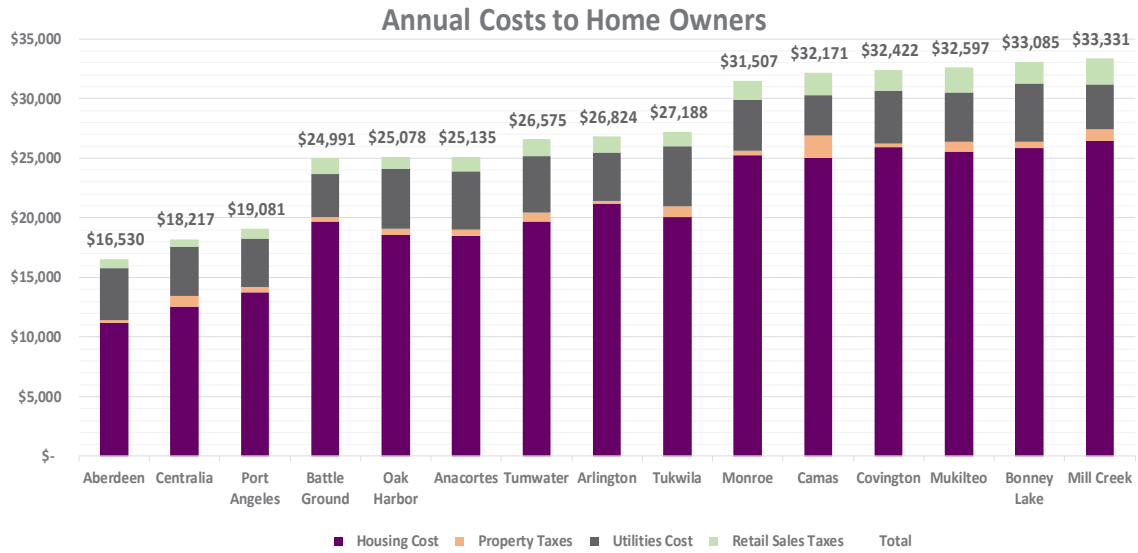


Exhibit 2:

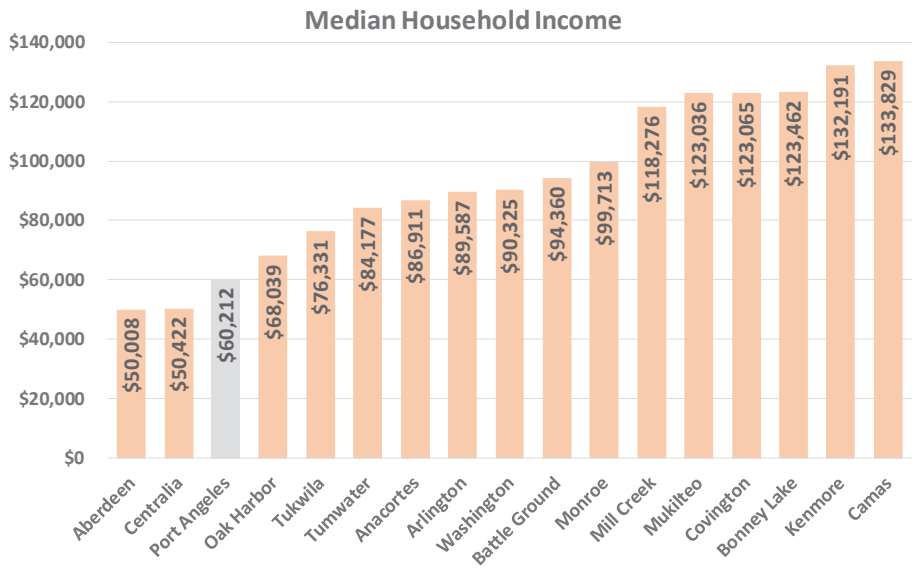


Exhibit 3:

### Average Yearly Housing Costs

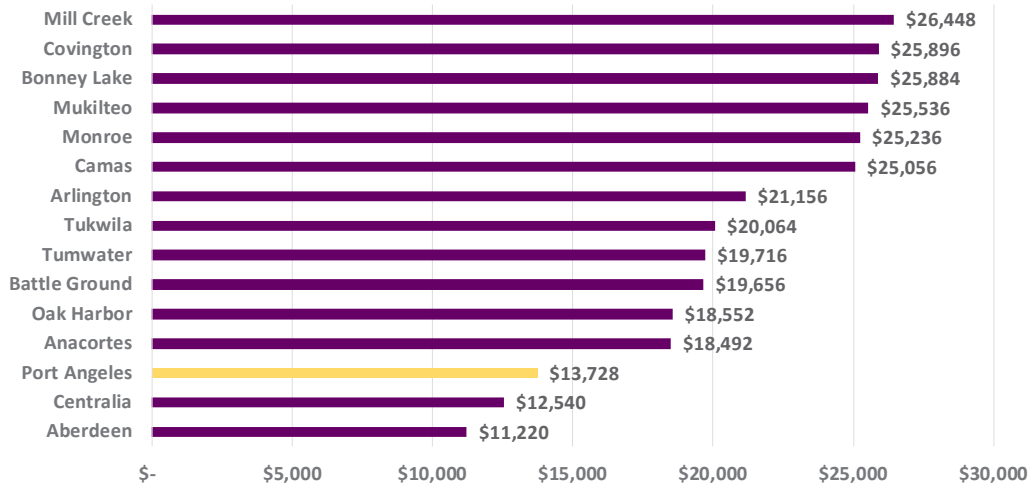


Exhibit 4:

### Total Cost as % of Median Household Income

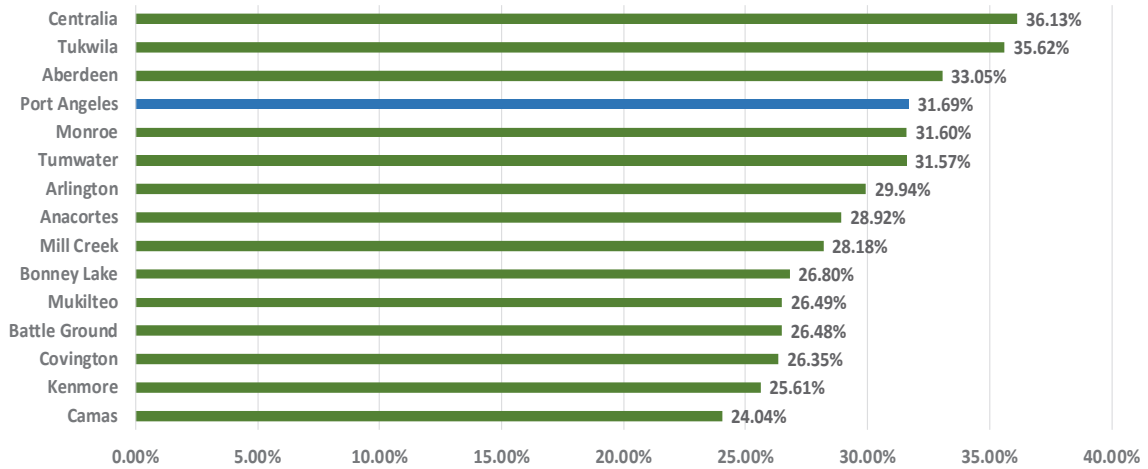


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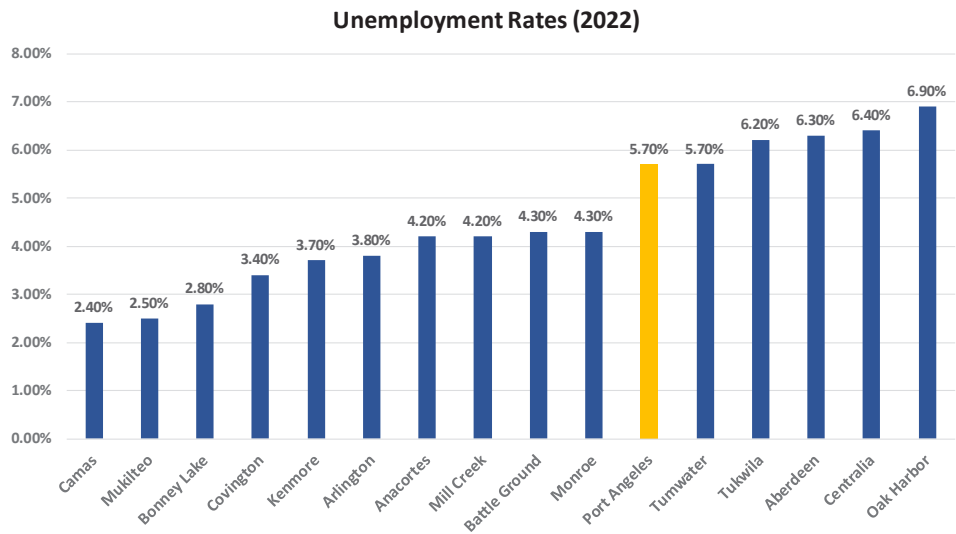


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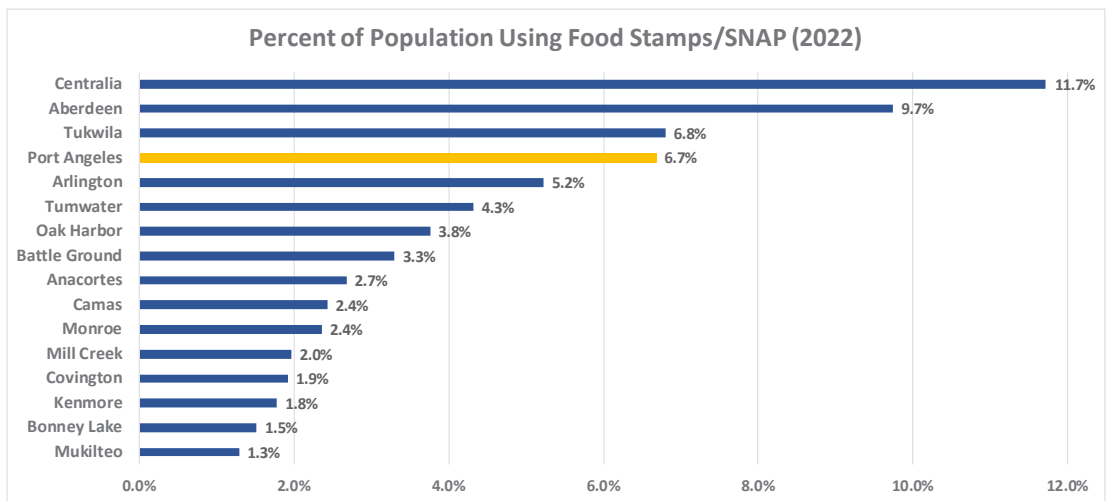
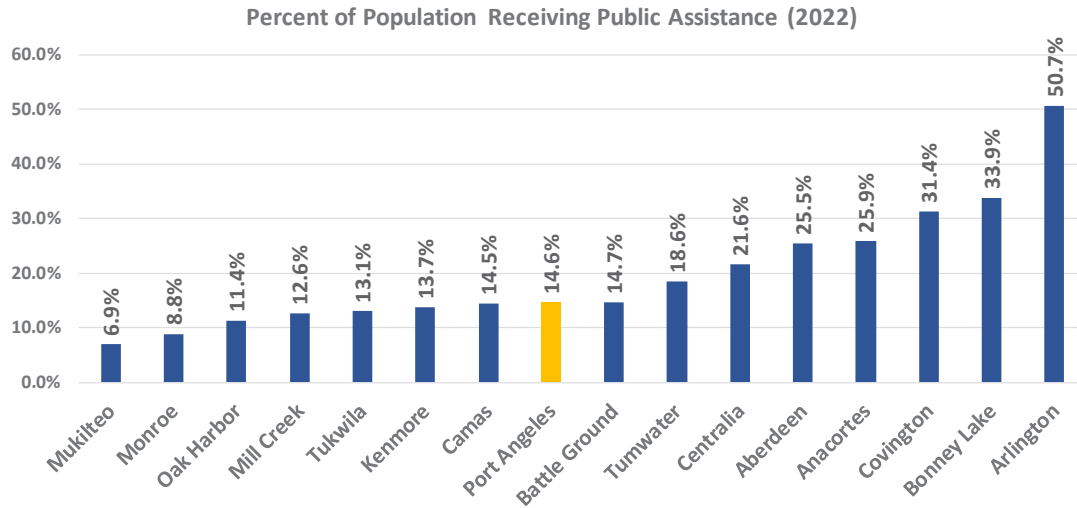


Exhibit 7:



In terms of utility rate comparisons Port Angeles' total average utility bill is the lower third of the comparable cities, or 6.0% lower than the average of the 16 comparable cities as demonstrated in Exhibit 8 and 9 below. The overall change to a Port Angeles residents utility bill as compared to 2022 is estimated at an increase of \$16.65 per month or \$199.80. This estimation and comparison includes the CSO and Landfill surcharges which make up approximately 5.6% of resident's overall utility bills.

Exhibit 8:

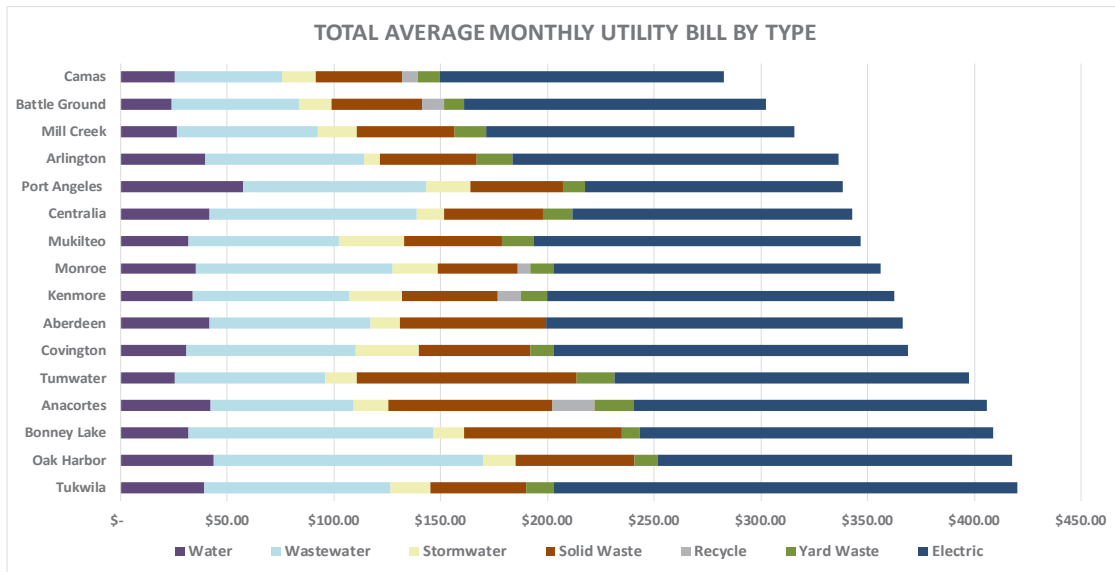
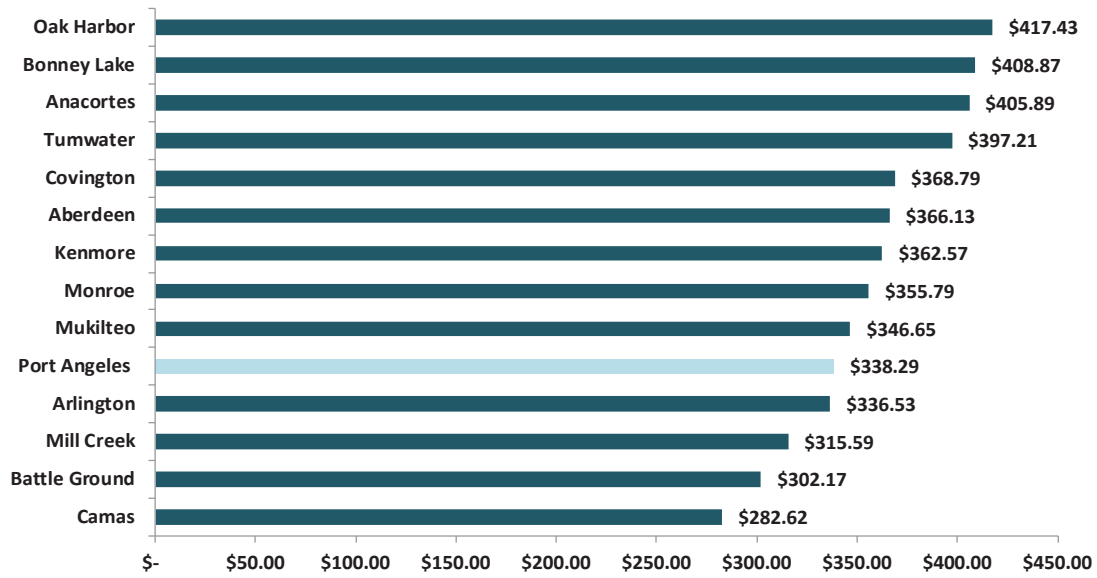


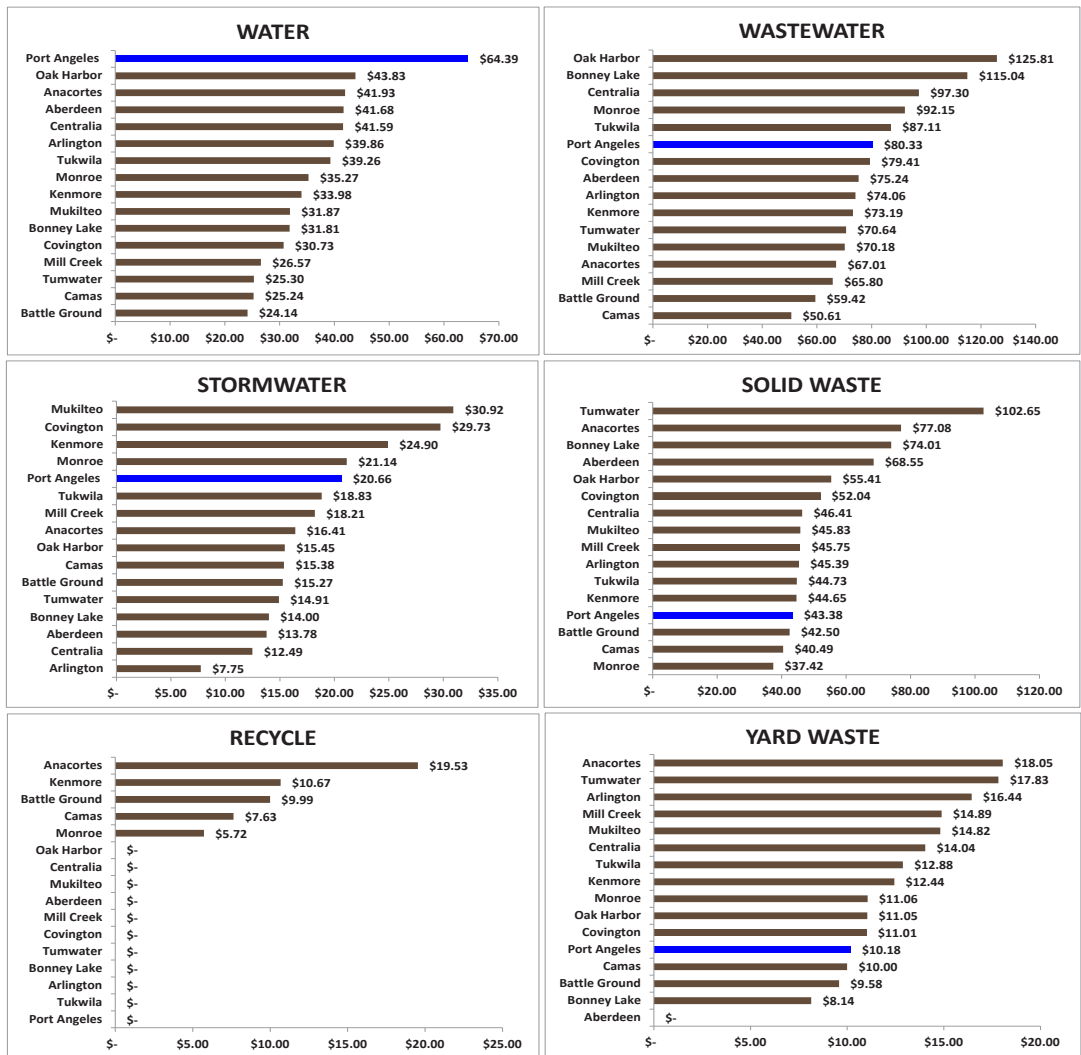
Exhibit 9:

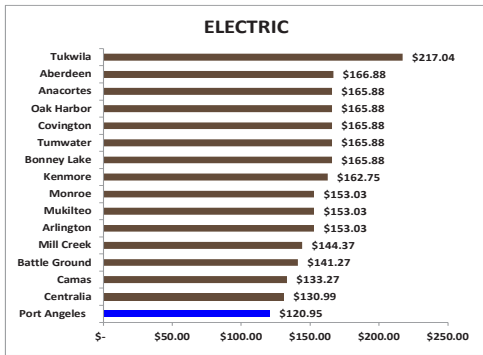


When comparing individual utilities Port Angeles' water, wastewater and stormwater rates are amid the highest in the comparable cities. This is largely due to debt resulting from mandated projects, such as the combined sewer overflow. However, Port Angeles' electric and solid waste utility rates are one of the lowest.



Exhibit 10:





## Conclusion

The results of the Affordability Index show that while overall annual costs to homeowners are low when compared to other similar cities, due to a lower than average median household income Port Angeles residents pay more for services and taxes as a percentage of their annual income. This is particularly problematic in terms of affordability of the utility to meet demands and expectations of customers as the Port Angeles utilities have the same need for capital, debt, maintenance and personnel as other similar utilities. Additionally, due to recent mandates Port Angeles has undertaken some very large capital projects that have resulted in high amounts of debt to the utilities that have been incorporated into the rates. The reduction of just one of these additional charges, in this example the combined sewer overflow, results in a 4.5% reduction in utility bill costs and changes the rank of Port Angeles in terms of wastewater utility costs from the highest to average when compared to other cities of the same size.

Also of consideration is the impact of less family wage jobs in the Port Angeles area contributing to the difficulty of residents to afford all of the household costs for services despite being one of the lowest in terms of overall costs. The Port Angeles median income is 33.3% less than the average for comparable cities in this study and the average household costs for services are 7.1% less, leaving about a 25% gap between the average costs of cities of comparison. This difference is the source of what is driving the ability of Port Angeles residents to afford household services and should be heavily weighed when considering any rate or tax increases.



# BUDGET GLOSSARY

**Accrual Basis** - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent. Used in proprietary and non-expendable types of funds.

**Agency Fund** - One of four types of fiduciary funds. Agency funds are used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

**Appropriation** - The legal spending level authorized by an ordinance of the City Council. Spending should not exceed this level without approval by the Council.

**Arbitrage** – The simultaneous purchase and sale of the same asset in different markets in order to profit from differences in the asset’s listed price.

**Assessed Valuation** – The value assigned to properties within the City which is used in computing the property taxes to be paid by property owners.

**Asset** - Resources owned or held by a government which have monetary value.

**Association of Washington Cities (AWC)** - A nonprofit, non-partisan organization funded through service fees paid by its member cities.

**Audit** - The examination of financial records to determine if funds were handled properly and all required records and filings are accurate. The City is audited by the Washington State Auditor’s Office (SAO) annually.

**Available (Undesignated Fund Balance)** - Refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

**Balanced Budget** - A budget wherein revenues equal expenditures.

**BARS** - The state of Washington Budgeting, Accounting and Reporting System required for all governmental entities in the State.

**Benefits** - Benefits provided for employees, such as Social Security, retirement, worker’s compensation, life

insurance, and medical insurance.

**Bond** - A written promise to pay a sum of money at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation, revenue bonds, and special improvement district bonds. These are most frequently used to finance capital projects.

**Bond Refinancing** - The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

**Budget** - The financial plan for the operation of a program or organization for the year (or other fiscal period).

**Budget Calendar** - The schedule of key dates which a government follows in the preparation and adoption of the budget.

**Budgetary Basis** - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**Budgetary Control** - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Budgeting for Priorities** - Priority driven budget process to allocate resources to programs or services that achieve the goals and objectives that are the greatest value to the community.

**Capital Expenditures** - Expenditures for capital assets including land, buildings, equipment, infrastructure or improvements thereof, which will have a useful life greater than one year. Routine capital expenditures range from \$7,500 to \$30,000 and have no significant impact on the operating budget. Non-routine capital expenditures in excess of \$30,000 are those that will have a significant impact on the operating budget.

**Capital Facilities Plan (CFP)** - The six-year plan or schedule of project expenditures for public facilities, equipment, and infrastructure.



**Capital Improvement Program (CIP)** - The one-year plan or schedule of project expenditures for public facilities, equipment, and infrastructure, that is incorporated into the Budget.

**Capital Outlay** - Expenditures for furnishings, equipment, vehicles, or machinery that results in the acquisition of assets with a useful life of more than one year. These expenditures are routine in nature.

**Capital Project** - The largely one-time cost for acquisition, construction, improvement, replacement, or renovation of land, structures, and improvements thereon. Capital project budgets are adopted at the time the project is authorized and continue until completion. These expenditures are non-routine in nature.

**Cash Basis** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**CDBG** - Community Development Block Grant. Grants issued by the Washington State Department of Community, Trade and Economic Development, for the purpose of funding low income housing rehabilitation and health related community projects.

**(COLA) Cost-of-Living Adjustment** - An increase in salaries to offset the adverse effect of inflation on compensation.

**Consumer Price Index (CPI)** - The measure of changes in prices of all goods and services purchased for consumption by urban households.

**Contingency** - The appropriation of reserve funds for future allocation in the event specific budget allotments have expired and additional funds are needed.

**COSA** - Cost of Service Analysis. An analysis of costs associated with providing services, in an effort to determine revenue requirements to recover those costs.

**Cost Allocation** - Assignment of applicable costs and charges from one fund to another required by treating each fund as an independent entity.

**Coverage** - Percent of revenues which covers expenditures.

**COVID-19** - A respiratory disease caused by a corona virus discovered in 2019 that generated a global pandemic in 2020 through present day.

**CSO** - Combined Sewer Overflow. The overflow of stormwater into the City's sewer system.

**Debt Service** - The annual payment of principal and

interest on the City's bonded indebtedness. Bonds are issued to finance the construction of capital projects such as utility facilities and expansion.

**Debt Service Coverage Ratio** - The ratio of pledged revenues to related debt service payments.

**Debt Service Funds** - One of five governmental fund types. Debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Department** - The basic organizational unit of government which is functionally unique in its delivery of services.

**Depreciation** - The periodic transfer of cost to expense.

**Distinguished Budget Presentation Awards Program** - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Division** - A group of homogeneous cost centers within a department, i.e. Accounting Division within the Finance Department.

**Employee Benefits** - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

**Encumbrances** - The amount of funds committed to vendors for goods or services received or to be received by the City as specified in a City purchase order.

**Enterprise Funds** - One of two proprietary fund types. Enterprise funds are used to report activities for which a fee is charged to external users for goods or services. The City budgets seven such funds, the Electric, Electric Conservation, Water, Wastewater, Solid Waste Collection, and Transfer Station/Landfill, Stormwater and Medic I Funds.

**Estimated Revenue** - The amount of projected revenue to be collected during the fiscal year.

**EUGA** - Eastern Urban Growth Area. The geographical area east of current City limits, proposed for urban development within the next twenty years, as required by the Growth Management Act.



**Expenditure** - Funds spent in accordance with budgeted appropriations on assets or goods and services obtained.

**Expense** - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

**Fees** - A general term for any charge levied by the City associated with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business licenses, fines, and user charges.

**Fiduciary Funds** - Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

**Fiscal Policy** - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

**Full Faith and Credit** - A pledge of a government's taxing power to repay debt obligations.

**Full-Time Equivalent Position (FTE)** - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time employee working 20 hours per week would be the equivalent to 0.5 of a full-time position.

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance** - The excess of the assets of a fund over its liabilities, reserves, and carry-over.

**Fund Type** - One of eleven classifications into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital project funds, and permanent funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and

agency funds.

**GAAP** - Generally Accepted Accounting Principles are standards used for accounting and reporting for both private industry and governments. Government GAAP is currently set by the Governmental Accounting Standards Board.

**GASB** - Governmental Accountant Standards Board established in 1985 is the current standards-setting board for governmental GAAP.

**General Fund** - One of five governmental fund types. The general fund typically serves as the chief operating fund of a government. The general fund is used to account for all financial activities except those that are required to be accounted for in another fund.

**General Obligation (G. O.) Bond** - This type of bond is backed by the full faith, credit and taxing power of the government.

**GFOA** - Government Finance Officers Association of the United States and Canada. A professional association of state/provincial and local finance officers in the United States and Canada, founded in 1906. This association plays a major role in the development and promotion of GAAP for state and local governments.

**Goal** - A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

**Governmental Capital Projects Funds** - One of five governmental fund types. Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**Governmental Funds** - Funds used to account for tax supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, governmental capital projects funds, and permanent funds.

**Grants** - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

**Growth Management Act (GMA)** - Passed in 1990 by the Washington State Legislature & later amended in 1991, 1993, and 1995. The Act provides a growth strategy that



protects property rights and the environment, encourages economic development, and gives local cities and counties experiencing rapid population growth, the tools to better manage the development that accompanies it.

**Implicit Price Deflator (IPD)** - An index of inflation for personal consumption expenditures for the previous 12 months, as published in September of each year by the Bureau of Economic Analysis.

**Interfund Transfers** - The movement of monies between funds of the same governmental entity.

**Intergovernmental Revenue** - Revenue from other governments, primarily shared State revenue from auto excise tax, and liquor profits and tax.

**Internal Control** - The system of controls established by the City to protect the assets from misappropriation and ensure accurate reporting of financial transactions.

**Internal Service Funds** - One of two proprietary fund types. Internal service funds are used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost reimbursement basis. The City budgets three such funds, Equipment Services, Information Services and Self Insurance Funds.

**LEOFF** - Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.

**Levy Rate** - The rate of tax to be imposed on the assessed value of real property for the computation of property tax revenues.

**Licenses and Permits** - Revenue category that includes building permits, business licenses, and any other miscellaneous licenses.

**LID** -Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**Long-term Debt** - Debt with a maturity of more than one year after the date of issuance.

**LTGO** -Limited Tax General Obligation Bond. Non-voted or councilmanic debt payable from regular tax levies or general revenues.

**Major Fund** - A fund where total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least ten percent

of the corresponding element total, for all funds of that category or type, and is at least five percent of the corresponding element total for all governmental and enterprise funds combined.

**Metropolitan Park District** - A park district created for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities.

**Miscellaneous Revenue** - The account which provides for accumulation of revenues not specifically identified in other accounts. This includes interest, rents, and incidentals.

**Modified Accrual** - Basis of accounting according to which revenues are recognized when available and measurable, and expenditures are recognized when the underlying liability is incurred.

**NICE Program** - Neighborhood Improvement Community Enhancement program. A revolving program for infrastructure improvements that enhance economic development.

**NPDES** -National Pollutant Discharge Elimination System. Used in reference to the waste discharge permit that is required to operate a wastewater treatment plant.

**Non-Major Fund** - A fund that does not meet the requirements of a major fund. Please see the definition of major fund for more details.

**Non-Operating Expense** - Expenses of enterprise funds that are incidental to the main purpose of the fund.

**Objective** - A strategy that when carried out results in the accomplishment of a goal. An objective is specific, measurable, achievable, realistic, and time bound.

**Operating Budget** - An operation plan, expressed in financial terms, by which a program is funded. It should include: (1) the mission; (2) the services provided; (3) impact on future years; and (4) current year operations.

**Operating Expense** - Those costs including expenditures for salaries and wages, benefits, supplies, services, and charges which are necessary to support the primary services of the organization.

**Operating Revenue** - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings,



and grant revenues. Operating revenues are used to pay for day-to-day services.

**PDA** - Public Development Authority. A public corporation established under RCW 35.21. 730 to develop and oversee a specific area or venue. Used in reference to the Port Angeles Harbor Works PDA, which was established to assist in the redevelopment of the former Rayonier Mill site.

**Pension Trust Funds** - One of four fiduciary fund types. Pension trust funds are used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other post-employment benefit plans, or other employee benefit plans. The City budgets one such fund, the Firemen's Pension Fund.

**Permanent Fund** – Funds required to be used to report resources that are legally restricted to the extent that only earnings may be used for purposes that support the reporting government programs.

**Proprietary Fund** – A fund that accounts for activities that involve business-like interactions.

**Reserve** - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resources** - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue** - Sources of income financing the operations of government.

**Revenue Bonds** - A municipal bond issued to provide funding for utility or other projects that serve the public. Future revenues from the projects are pledged for payment of debt service on the bonds.

**Service Level** - Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

**Source of Revenue** - Revenues are classified according to their source or point of origin.

**Self-Supporting Bonds** - General obligation or revenue bonds whose principal and interest are payable primarily or solely from the non-tax earnings of the municipality.

**Special Revenue Funds** - One of five governmental

fund types. Special revenue funds are used to account for the proceeds of resources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.

**Standard Work Year** - 2080 hours, or 260 working days.

**Tax Levy** - The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**TBD** - Transportation Benefit District. Additional 0.2% sales tax collection to be used solely for capital transportation projects as listed in the Capital Facilities Plan.

**TIP** - Transportation Improvement Program. A six-year specific program of transportation improvements for roadways, transit, and other transportation infrastructure, including non-motorized improvements.

**Transfers In/Out** - See Interfund Transfers.

**TSFP** - Transportation Services and Facilities Plan. This plan supplements and expands the goals and policies stated in the Comprehensive Plan for the City. It addresses the City's transportation standards, existing deficiencies, traffic forecasting, future transportation system needs and funding.

**Unreserved Fund Balance** - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**UTGO** - Unlimited Tax General Obligation Bond. Voter approved debt payable from a specific excess bond levy.

**WFOA** - Washington Finance Officers Association. A Washington State nonprofit association of public finance professionals and governmental officials founded in 1956, whose mission is "To promote excellence in governmental finance through leadership, education and communication for the public benefit."



**Working Capital** - The excess of current assets over current liabilities representing the capital immediately available for continued operation of business-type activities in Enterprise and Internal Service Funds.

**Workload Indicator** - A unit of work to be done (e.g., number of permit applications received, the number of households receiving refuse collection service, or the number of burglaries to be investigated).

**WUGA** - Western Urban Growth Area. The geographical area west of current City limits, proposed for urban development within the next twenty years, as required by the Growth Management Act.

