



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MINUTES
Monday, October 26, 2020
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/81527614361>

I. CALL TO ORDER

Mayor Molly Coston called the meeting to order at 5:00 pm.

II. ROLL CALL

Present: Mayor Molly Coston and Councilmembers Brent Boger, Michelle Wagner, Paul Greenlee, Alex Yost, Julie Russell, Ernie Suggs and Student Representative Mariah Moran

Staff:

David Scott, City Manager

Trevor Evers, Director of Public Works

Jennifer Forsberg, City Clerk/Finance Director

Mitch Kneipp, Community Development Director

Wendi Steinbronn, Police Chief

Michelle Wright, Interim Assistant Public Works Director

Rose Jewell, Assistant to the City Manager

III. PUBLIC COMMENTS

IV. NEW BUSINESS

A. Public Works: Cell Tower Lease with T-Mobile West LLC

Michelle Wright reviewed the proposal and offered to ask questions.

B. Community Development: 2020 Misc Code Amendments

Mitch Kneipp presented the nine proposed amendments to WMC Titles 15, 16, and 18

1. 15.12.090 International Fire Code
2. 16.04.055 CAO Fish and Wildlife Habitat Conservation Area
3. 18.38.040(1) Woodburn Hill Manufactured Homes
4. 18.44.020 Institutional and Public Districts
5. 18.46.020 Accessory Dwelling Unit (ADU)
6. 18.46.020 ADU Parking Space
7. 18.46.020 ADU Impact Fees
8. 18.60.040(13) Sign Regulations
9. 18.94-1 Procedures

The next step is to set the public hearings for November 9th. The ADU items will be

work shopped on November 2nd.

C. Finance: 2020 3rd Quarter Update and 2021 City Manager's Preliminary Budget presentation

Jennifer Forsberg presented the following:

3rd Quarter Budget

- 2020 Revenue and Expenses - General & Street Funds
- 2020 Revenue and Expenses Utility Funds
- 2020 Revenue Impact Fees
- All Funds - ER & R Funds
- Bond - Investment Update
- LGIP - Investment Update

2021 Budget Update

- Key Assumptions
- Baseline Budget
- Four FTE vacancy
- Two Fire FTE's being funded
- Revenue Assumptions
 - Property tax substantial need resolution
 - LID Lift
- Expense Assumption
- Council Priorities
- Pavement Management
- Council Manager's Office Reorganization
- Public Work's Reorganization
- Key Assumption Utilities
- Budget Highlights
 - Art Funds
 - Facilities Capital Project
 - Transportation Capital Projects
 - Parks Capital Projects
 - Water/Sewer Capital Projects
 - Stormwater Capital Projects
 - Affordable Housing Sales Tax Credit per Substitute House Bill 1406
 - Community Support
- General and Street Fund Revenues
- Utility Funds - Sewer, Water, and Stormwater
- REET Funds
- Other Funds
- City Manager's message
- Budget Ordinance Review
- Public Hearing to be set through the consent agenda

Discussion ensued on health insurance cost, SR-14 traffic signs, automatic meter reader installation timeline, and additional budget information forthcoming.

D. Human Resources: Update to Personnel Policy 2021 Non-represented Employees' Salary Schedule

David Scott presented the proposed non rep salary schedule. This item will be on the November 2 agenda.

E. City Manager: Amendment to Interlocal Agreement with Camas for Fire/EMS

David Scott presented the Interlocal agreement and reviewed the amendments.

- Program evaluation as noted in the Master Plan
- Covid 19 and leadership transitions in Camas deferred program discussions
- Fire / EMS Levey lid lift
- Agreement to re-engage project evaluation in 2021

V. PUBLIC COMMENTS

None

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

Dave Scott gave an update on COVID related items.

- Kindergarten kids returning to school
- Covid numbers on the rise in Clark County
- CARES small business grant program timeline
 - 10 application received to date
- Forgiveness of utility delinquent fees - rate relief
 - 15 application received to date

B. MAYOR

Deferred to council meeting.

C. CITY COUNCIL

Deferred to council meeting.

VII. ADJOURNMENT

Meeting ended at 6:11.

Mayor

City Clerk

OPTION AND TOWER LEASE AGREEMENT

This Option and Tower Lease Agreement ("Lease"), dated as of _____, 2020 is between **THE CITY OF WASHOUGAL**, a Washington Municipal Corporation ("City") and **T-MOBILE WEST LLC**, a Delaware limited liability company ("Lessee").

RECITALS

WHEREAS, City owns property (the "Land Space") in a location apparently suitable to operate a communications facility and related facilities, in a fenced area on the Premises described in Section 1, below, as described on the attached legal description (Exhibit "A"), and as depicted on the map (Exhibit "B") in the City of Washougal, State of Washington; and

WHEREAS, Lessee desires to obtain an option to lease a portion of said Land Space, together with the non-exclusive right ("the Right of Way") for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along a twelve (12') foot wide right-of-way extending from the nearest public right-of-way, 45th Street, to the Land Space; and together with any further rights of way (the "Further Rights of Way") over and through the Property between the Land Space and the Tower Space for the installation and maintenance of utility wires, poles, cables, conduits, and pipes. The Tower Space, Land Space, Right of Way and Further Rights of Way, if any, are substantially described in Exhibit "A", attached hereto and made a part hereof demised premises and are collectively referred to hereinafter as the "Premises".

OPTION AGREEMENT

NOW THEREFORE, , in consideration of the sum of \$3,000.00, to be paid by Lessee to the City, the City hereby grants to Lessee the right and option to lease said Premises, for the term and in accordance with the covenants and conditions set forth herein. The foregoing payment shall be made by Lessee within forty-five (45) days of execution of this Agreement or of receipt by Lessee from City of the Rental Documentation, as defined in and in accordance with Paragraph 3a of the Agreement below, whichever occurs later. The providing by City of Rental Documentation to Lessee shall be a prerequisite for the payment of the foregoing amount or any other option or rental payment, if applicable, by Lessee, and notwithstanding anything to the contrary herein, Lessee shall have no obligation to make any payment(s) until Rental Documentation has been supplied to Lessee.

The option may be exercised at any time on or prior to twelve (12) months after the date of this Agreement. The time during which the option may be exercised may be further extended by mutual agreement in writing. If during said option period, or during the term of the lease, if the option is exercised, the City decides to subdivide, sell or change the status of the Property or his property contiguous thereto he shall immediately notify Lessee in writing so that Lessee can take steps necessary to protect Lessee's interest in the Premises.

This option may be sold, assigned or transferred by the Lessee without any approval or consent of the City to the Lessee's principal, affiliates, subsidiaries of its principal; to any entity which acquires all or substantially all of Lessee's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization; or to any entity which acquires or receives an interest in the majority of communication towers of the Lessee in the market defined by the Federal Communications Commission in which the Property is located. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the City, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of Lessee or transfer upon partnership or corporate dissolution of Lessee shall constitute an assignment hereunder.

Should Lessee fail to exercise this option or any extension thereof within the time herein limited, all rights and privileges granted hereunder shall be deemed completely surrendered, this option terminated, and City shall retain all money paid for the option, and no additional money shall be payable by either Party to the other.

City shall cooperate with Lessee in its effort to obtain all certificates, permits and other approvals that may be required by any Federal, State or Local authorities which will permit Lessee use of the Premises. City shall take no action which would adversely affect the status of the Property with respect to the proposed use by Lessee.

The City shall permit Lessee, during the option period, free ingress and egress to the Premises to conduct such surveys, inspections, structural strength analysis, subsurface soil tests, and other activities of a similar nature as Lessee may deem necessary, at the sole cost of Lessee.

City agrees to execute a Memorandum of this Option to Lease Agreement which Lessee may record with the appropriate Recording Officer. The date set forth in the Memorandum of Option to Lease is for recording purposes only and bears no reference to commencement of either term or rent payments.

Notice of the exercise of the option shall be given by Lessee to the City in writing by certified mail, return receipt requested. Notice shall be deemed effective on the date it is posted and thereupon the following agreement shall take effect (hereinafter the "Effective Date").

TOWER LEASE AGREEMENT

Effective upon the Effective Date described in the preceding paragraph, and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. PREMISES: City hereby leases to the Lessee a portion of that certain space ("the Tower Space") on the City's tower, hereinafter referred to as the "Tower", located at 3141 44th Street, Washougal, County of Clark, State of Washington, as shown on Exhibit "A"

attached hereto and made a part hereof (the entirety of City's property is referred to hereinafter as the "Property"), together with a parcel of land (the "Land Space") sufficient for the installation of Lessee's equipment building; together with the non-exclusive right ("the Right of Way") for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along a twelve (12') foot wide right-of-way extending from the nearest public right-of-way, 45th Street, to the Land Space; and together with any further rights of way (the "Further Rights of Way") over and through the Property between the Land Space and the Tower Space for the installation and maintenance of utility wires, poles, cables, conduits, and pipes. The Tower Space, Land Space, Right of Way and Further Rights of Way, if any, are substantially described in Exhibit "A", attached hereto and made a part hereof demised premises and are collectively referred to hereinafter as the "Premises".

In the event any utility is unable to use the Right of Way or Further Rights of Way, the City hereby agrees to grant an additional right-of-way(s) either to the Lessee or to the utility at no cost to the Lessee.

City hereby grants permission to Lessee to install, maintain and operate the radio communications equipment, antennas and appurtenances described in Exhibit "B" attached hereto.

Lessee reserves the right to replace the aforementioned equipment with similar and comparable equipment provided said replacement does not increase tower loading of said

1. Use: Lessee is hereby granted a lease to construct, maintain, and operate a communications facility, attached to the water reservoir at 3141 44th Street (collectively the "Antenna Facilities"). It is the intent of the parties that Lessee's wireless communications facility shall not constitute a fixture.

2. Termination: Except as otherwise provided herein, this Lease may be terminated, without any penalty or further liability, as follows: (a) by either party on thirty (30) days' written notice upon a default of any covenant or term hereof by the other which is not cured within sixty (60) days of receipt of written notice of default (without, however, limiting any other rights available to the parties at law, in equity or pursuant to any other provisions hereof); (b) by Lessee on thirty (30) days' written notice if it is unable to obtain or maintain any license, permit or other approval necessary to the construction and/or operation of the Lessee's Antenna Facilities; (c) by Lessee on thirty (30) days' written notice if the Premises are or become unacceptable under Lessee's design or engineering specifications for its Antenna Facilities or the communications system to which the Antenna Facilities belong; or (d) by City on two (2) years' written notice if the Premises occupied by Lessee is at any future time required for street or utility use or any other reason required by the City. Upon termination, Lessee shall remove its equipment from the City's tower, equipment shelter and

all other related appurtenances at no cost to the City, its successors and assigns. Such removal shall be completed within ninety (90) days after the effective date of termination.

3. Transfers. This Lease is issued to the Lessee and is nontransferable, except as provided below. Notwithstanding the immediately preceding sentence, Lessee may assign its interest under this Lease without City's consent but upon prior written notice to City to (a) one or more entities which shall control, be controlled by, or be under common control with, Lessee, or (b) any entity acquiring all or substantially all of the stock or assets of Lessee, including, without limitation, in connection with any merger, consolidation or reorganization of Lessee. Lessee has the right to sublease or license use of the Premises without City's consent. If the Lessee sells this facility during the term of the Lease in violation of this provision, this permit and Lease may be revoked and the Lessee will have one year to move this facility from the Premises. The City reserves the right to issue a new lease at a revised rent amount to a new or successor lessee.

4. Maintenance: Lessee shall properly maintain the Antenna Facilities and repair any damage it causes to the reservoir, equipment shelter, fence and other appurtenances, including the alley pavement, at no expense to the City. This shall include prompt removal of any markings or graffiti on the Land Space promptly upon receipt of written notice thereof from City.

5. Indemnification / Hold Harmless. Lessee shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Lessee's use of Premises, or from the conduct of Lessee's business, or from any activity, work or thing done, permitted, or suffered by Lessee in or about the Premises, except to the extent such injury or damage shall have been occasioned by the negligence of the City.

A. Insurance Term. The Lessee shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Lessee's operation and use of the leased Premises.

B. No Limitation. Lessee's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Lessee to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. Lessee shall obtain insurance of the types and coverage described below:

- i. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The City shall be included as additional an insured on

Lessee's Commercial General Liability insurance policy using ISO Additional Insured-Managers or City's of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.

ii. Property insurance shall be written on an all risk basis.

D. Minimum Amounts of Insurance. Lessee shall maintain the following insurance limits:

i. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

ii. Property insurance shall be written covering the full value of Lessee's property and improvements with no coinsurance provisions.

E. Other Insurance Provisions. The Lessee's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City as to Lessee's negligence. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Lessee's insurance and shall not contribute with it.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-:VII.

G. Verification of Coverage. Lessee shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Lessee.

H. Waiver of Subrogation. Lessee and City hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

I. City's Property Insurance. City shall purchase and maintain during the term of the lease all-risk property insurance covering the Building for its full replacement value without any coinsurance provisions.

J. Notice of Cancellation. The Lessee shall provide the City with written notice of any policy cancellation within ten business days of their receipt of such notice.

K. Failure to Maintain Insurance. Failure on the part of the Lessee to maintain the insurance as required shall constitute a material breach of lease, upon which the City may, after giving five business days' notice to the Lessee to correct the breach, terminate the Lease or, at its discretion, procure or renew such insurance and pay any

and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand.

6. Permits. Lessee shall be responsible to obtain any building permits that may be required by the City code for any work within the Premises.

7. Approvals: Lessee shall obtain and maintain all necessary permits to operate and maintain the Antenna Facilities throughout the term of the Lease. Lessee shall also be responsible for obtaining and continuing all other governmental and other regulatory agency approvals, including but not limited to, all Federal Communication Commission and Federal Aviation Administration approvals.

8. Rental Agreement: Commencing on the date that Lessee commences construction of its facilities, Lessee agrees to pay City the following monthly rent amount ("Rent"), with increases as noted in the following table:

Year 1 – Effective Date to First anniversary date:	<u>\$1,392.56 per month</u>
Year 2 – First anniversary date to Second Anniversary date:	<u>\$1,448.26 per month</u>
Year 3 – Second to Third Anniversary date:	<u>\$1,506.19 per month</u>
Year 4 – Third to Fourth Anniversary date:	<u>\$1,566.44 per month</u>
Year 5 – Fourth to Fifth Anniversary date:	<u>\$1,629.10 per month</u>

If this Lease is terminated at a time other than on the last day of a month, Rent shall be prorated as of the date of termination, and, in the event of termination for any reason other than nonpayment of Rent, all prepaid Rents shall be refunded to Lessee.

9. Interference. Lessee shall not use the city right-of-way in any way which materially interferes with the use of the Property by City, or lessees or licensees of City, with rights to the property prior in time to the existing Lease (subject to Lessee's rights under this Lease, including non-interference). Similarly, City shall not use, nor shall City permit its lessees, licensees, employees, invitees or agents to use, any portion of City's properties in any way which interferes with the operations of Lessee. Such interference shall be deemed a material breach by the interfering party, who shall, upon notice from the other, be responsible for terminating said interference.

10. Lease Term. Subject to the other terms and conditions contained herein, the term of this Lease is intended to be for a period of five (5) years. Therefore, the commencement date of this Lease shall be on the Effective Date and the expiration date shall be on the last day prior to the fifth anniversary of the Effective Date.

i. After expiration of the initial term, Lessee may renew the lease for three (3) subsequent five (5) year terms under same terms and conditions contained

herein except rent (each a “Renewal Term”). The Lease will automatically extend for each Renewal Term, unless Lessee notifies City of its intention not to renew at least thirty (30) days prior to the expiration of the then current term. Rental rate for each Renewal Term shall begin at a rate four percent (4%) higher than the last rental amount paid.

11. Notice. All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows.

If to Lessee:

T-Mobile USA, Inc.
12920 SE 38th Street
Bellevue, WA 98006
Attn: Lease Compliance/PO02011D

And if to City:

City of Washougal
1705 “C” Street
Washougal, WA 98671

12. IRS Form W-9: City agrees to provide Lessee with a completed IRS Form W-9, or its equivalent, upon execution of this Lease and at such other times as may be reasonably requested by Lessee. In the event the Property is transferred, the succeeding City shall have a duty at the time of such transfer to provide Lessee with a completed IRS Form W-9, or its equivalent, and other related paper work to effect a transfer in the rent to the new City. City’s failure to provide the IRS Form W-9 within thirty (30) days after Lessee’s request shall be considered a default and Lessee may take any reasonable action necessary to comply with IRS regulations including, but not limited to, withholding applicable taxes from rent payments.

13. Counterparts: This Lease may be executed in separate and multiple counterparts, each of which shall be deemed an original but all of which taken together shall be deemed to constitute one and the same instrument.

14. Consideration: In consideration of City’s execution and delivery of the Lease Lessee will pay City a one-time amount of Twenty-Five Thousand and 00/100 Dollars (\$25,000.00) plus Washington State Leasehold excise tax of 12.84% within sixty (60) days of full execution of the Lease. Lessee shall pay Lessor an administrative fee of Five Thousand and 00/100 Dollars (\$5,000) plus Washington State Leasehold excise tax of 12.84% if applicable for execution of any future amendments requested by Lessee.

[Execution pages follow]

CITY OF WASHOUGAL

Attest:

Approved as to form:

MUNICIPALITY

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that said person signed this Amended and Restated Lease Agreement, on oath stated that said person was authorized to execute the instrument and acknowledged it as the _____ of CITY OF WASHOUGAL, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Notary Seal

My appointment expires: _____

LESSEE:

T-MOBILE WEST LLC

By _____
Its _____
Dated: _____, 2020

LIMITED LIABILITY COMPANY

STATE OF _____)
)SS.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that said person signed this Amended and Restated Lease Agreement, on oath stated that said person was authorized to execute the instrument and acknowledged it as the _____ of T-MOBILE WEST LLC, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____.

Notary Seal	_____
	(Signature of Notary)

	(Legibly Print or Stamp Name of Notary)
	Notary Public in and for the State of _____
	My appointment expires: _____

EXHIBIT A

Legal Description

LESSOR'S LEGAL DESCRIPTION

BEGINNING AT THE INTERSECTION OF CENTERLINE OF LEHR ROAD WITH THE CENTERLINE OF COUNTY ROAD #11 (SE 34TH STREET) PER COUNTY ROAD PLAN (CRP) 55-40 TITLED RECONSTRUCTING LEHR ROAD, SAID INTERSECTION BEING STATION 37+99.0 POINT BEING THE POINT OF TANGENCY WITH AN ARC OF AN 8' CURVE TO THE RIGHT; THENCE EASTERLY AT THE RIGHT ANGLES TO SAID CENTERLINE TANGENT 30 FEET TO THE TRUE POINT OF BEGINNING, BEING A POINT IN THE EASTERLY RIGHT OF WAY LINE OF LEHR ROAD; THENCE CONTINUING EASTERLY ALONG SAID COURSE 157.33 FEET; THENCE NORTHERLY AT RIGHT ANGLES 100 FEET; THENCE WESTERLY AT RIGHT ANGLES 150 FEET TO A POINT IN SAID EASTERLY RIGHT OF WAY LINE OF LEHR ROAD, BEING ALSO A PORTION ON THE ARC OF A 686.20 FOOT RADIUS CURVE; THENCE SOUTHERLY ALONG SAID ARC AND RIGHT OF WAY LINE 100.36 FEET THROUGH A CENTRAL ANGLE OF 08°22'46", THE LONG CHORD BEARS SOUTHWESTERLY 100.27 FEET, TO THE TRUE POINT OF BEGINNING. EXCEPT THAT PORTION, IF ANY, LYING WITHIN MOUNT MORWAY VILLAGE PHASE 1 RECORDED UNDER BOOK 311, PAGE 548, RECORDS OF CLARK COUNTY, WASHINGTON.

LEASE AREA LEGAL DESCRIPTION

ALL THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 1 NORTH, RANGE 4 EAST, WILLAMETTE MERIDIAN, CLARK COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE CENTERLINE OF 45TH STREET AS SHOWN ON THE SHORT PLAT FOR MOUNT NORWAY PHASE 1, RECORDED IN BOOK 311 OF SHORT PLATS, PAGE 548, RECORDS OF SAID CLARK COUNTY, SAID POINT BEING A POINT OF TANGENCY AND THE NORTHERLY TERMINUS OF A 165.00 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY AND AN ARC LENGTH OF 73.32 FEET PER SAID SHORT PLAT, FROM WHICH POINT THE CENTERLINE OF SAID 45TH STREET AND FIR STREET BEARS NORTH 01° 21' 22" EAST, 465.68 FEET;

THENCE ALONG SAID CENTERLINE OF 45TH STREET, NORTH 01° 21' 22" EAST, 148.70 FEET;
THENCE DEPARTING SAID CENTERLINE, NORTH 88° 38' 38" WEST, 322.39 FEET TO THE POINT OF BEGINNING;

THENCE NORTH 89° 43' 28" WEST, 20.00 FEET;
THENCE NORTH 00° 16' 32" EAST, 15.00 FEET;
THENCE SOUTH 89° 43' 28" EAST, 20.00 FEET;
THENCE SOUTH 00° 16' 32" WEST, 15.00 FEET TO THE POINT OF BEGINNING.

RESERVING NONEXCLUSIVE RIGHT OF USE ACROSS LESSOR'S PROPERTY FOR NECESSARY APPURTENANCES TO CONSTRUCT, OPERATE, AND MAINTAIN A COMMUNICATION FACILITY FOR ITEMS SUCH AS, BUT NOT LIMITED TO INGRESS, EGRESS, PARKING, VEHICULAR MANEUVERING, EQUIPMENT, AND UTILITIES.

CONTAINING 300 SQ. FT., OR 0.007 ACRES, MORE OR LESS.

UTILITY EASEMENT LEGAL DESCRIPTION

ALL THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 1 NORTH, RANGE 4 EAST, WILLAMETTE MERIDIAN, CLARK COUNTY, WASHINGTON, BEING A 2.00 FOOT WIDE STRIP, LYING 2.00 FEET NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT A POINT IN THE CENTERLINE OF 45TH STREET AS SHOWN ON THE SHORT PLAT FOR MOUNT NORWAY PHASE 1, RECORDED IN BOOK 311 OF SHORT PLATS, PAGE 548, RECORDS OF SAID CLARK COUNTY, SAID POINT BEING A POINT OF TANGENCY AND THE NORTHERLY TERMINUS OF A 165.00 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY AND AN ARC LENGTH OF 73.32 FEET PER SAID SHORT PLAT, FROM WHICH POINT THE CENTERLINE OF SAID 45TH STREET AND FIR STREET BEARS NORTH 01° 21' 22" EAST, 465.68 FEET;

THENCE ALONG SAID CENTERLINE OF 45TH STREET, NORTH 01° 21' 22" EAST, 148.70 FEET;
THENCE DEPARTING SAID CENTERLINE, NORTH 88° 38' 38" WEST, 322.39 FEET;
THENCE NORTH 00° 16' 32" EAST, 0.38 FEET TO THE POINT OF BEGINNING;

THENCE NORTH 87° 49' 43" EAST, 25.04 FEET TO THE POINT OF TERMINUS ON THE WEST LINE OF TRACT "E" OF SAID MOUNT NORWAY PHASE 1.

THE NORTH LINE OF SAID STRIP IS TO TERMINATE AT THE WEST LINE OF TRACT "E".

EXHIBIT B (Page 1 of 3) **Site Plan & Final Equipment Inventory**

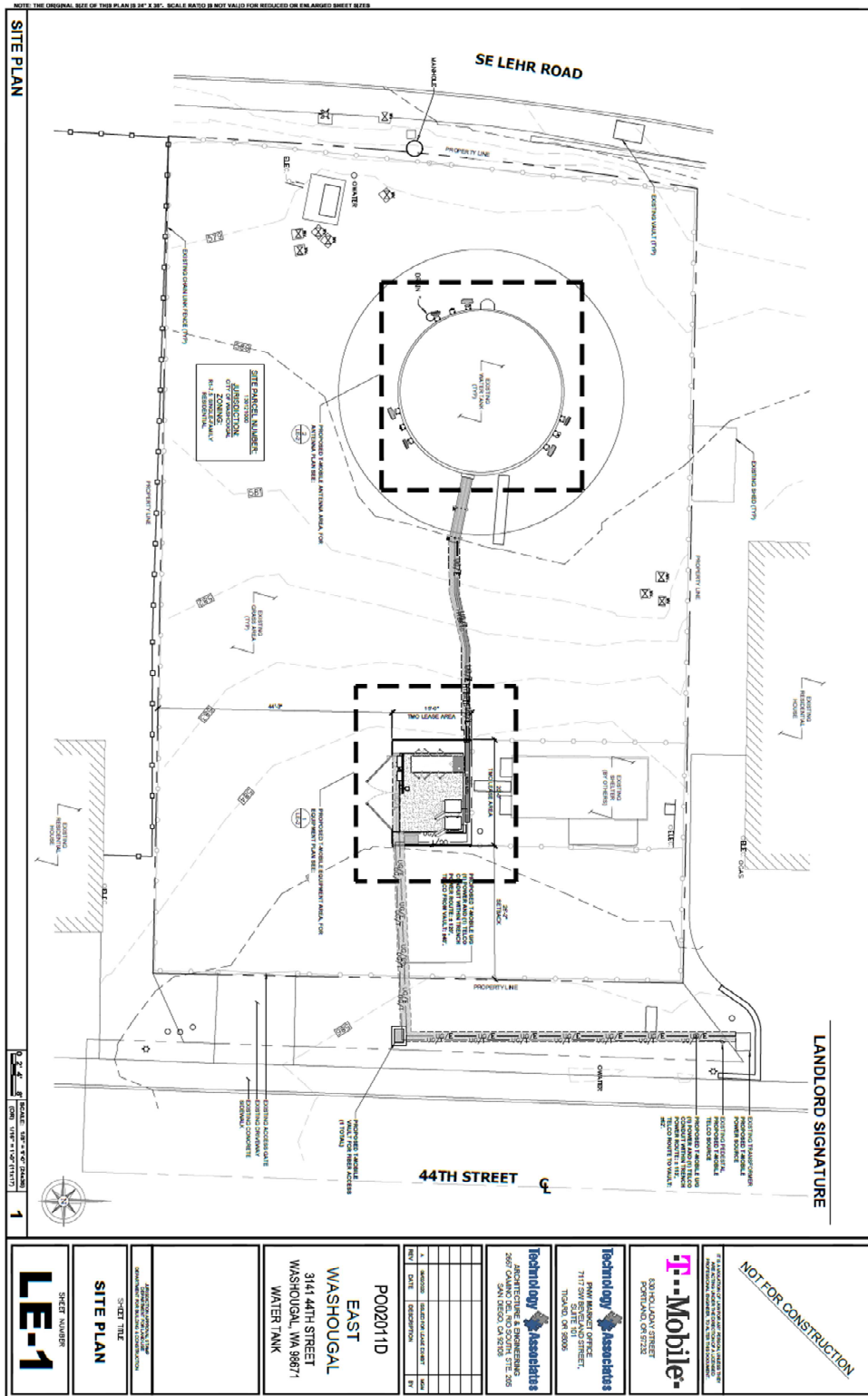


EXHIBIT B (Page 2 of 3) **Site Plan & Final Equipment Inventory**

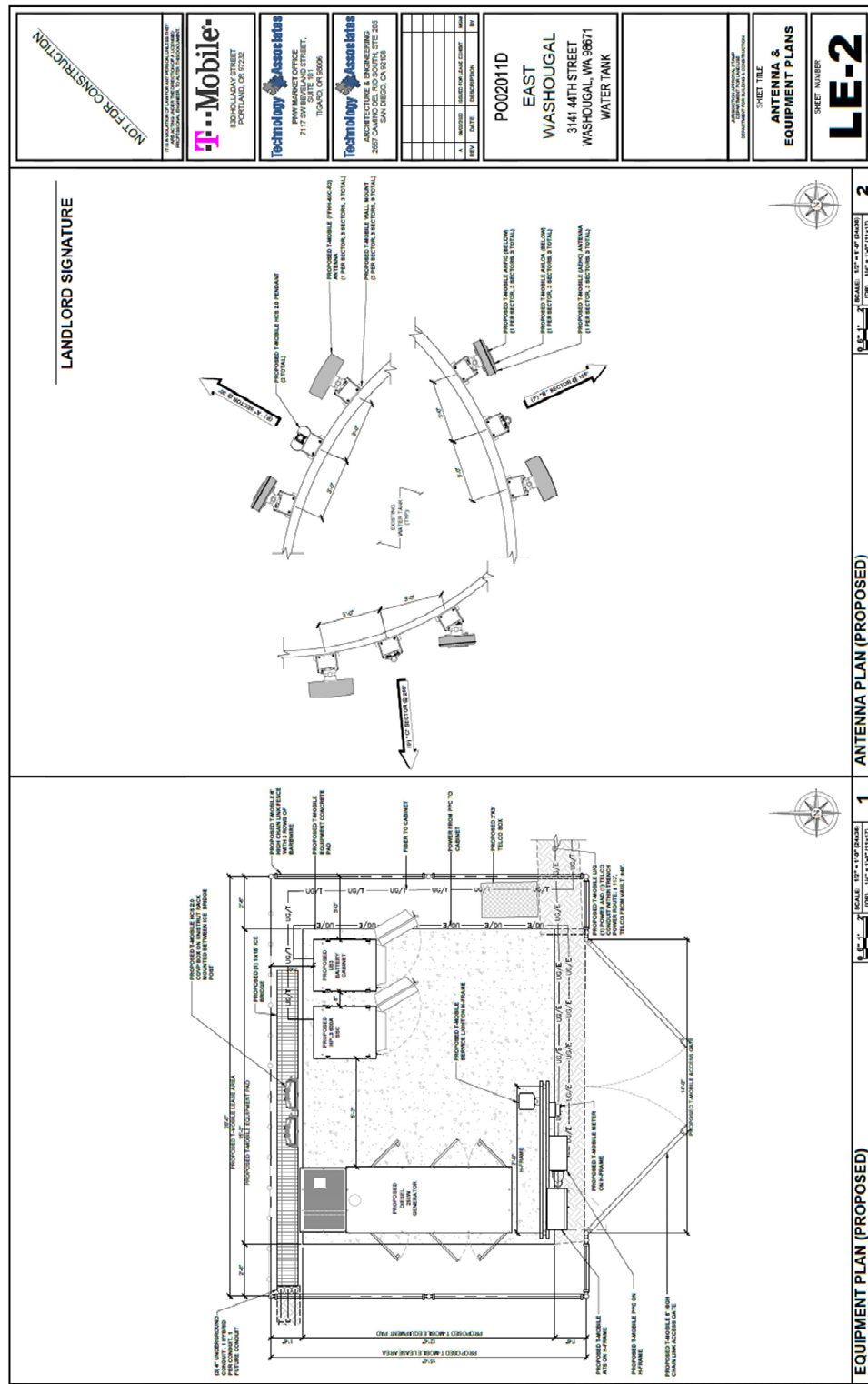


EXHIBIT B (Page 3 of 3)
Site Plan & Final Equipment Inventory

TOWER: FINAL EQUIPMENT INVENTORY						
SCOPE OF WORK	QUANTITY	TECHNOLOGY	MANUFACTURER	MODEL	DIMENSIONS (LxWxD)	WEIGHT (LBS)
ADD NEW	(3)	ANTENNA	COMMScope	FFHH-65C-R3	95" x 25.2" x 9.3"	127.6
ADD NEW	(3)	ANTENNA	NOKIA	AEHC	38.2" x 21.5" x 5.9"	108.0
ADD NEW	(3)	RRU	NOKIA	AHLOA	22.05" x 12.13" x 7.44"	83.78
ADD NEW	(3)	RRU	NOKIA	AHFIG	27.6" x 5.6" x 13.4"	79.4
ADD NEW	(2)	PENDANT	COMMScope	PENDANT BREAKOUT	6.7" x 16.9" x 4.7"	0.970 LB/FT
ADD NEW	(9)	WALL MOUNT	VALMONT SITEPRO1	SBWM	14-1/2" x 10-1/2"	53.48

GROUND: FINAL EQUIPMENT INVENTORY								
SCOPE OF WORK	QUANTITY	TECHNOLOGY	MANUFACTURER	EQUIPMENT MODEL	DIMENSIONS (LxWxD)	WEIGHT (LBS)	CABINET TYPE (LOCATION OF EQUIPMENT)	CABINET QUANTITY
ADD NEW	(1)	CABINET	DELTA	ESOA600-HCU01 600A SSC	72" x 30" x 41"	551		
ADD NEW	(1)	CABINET	DELTA	ESOF015-ECV03 LB3	72" x 30" x 41"	509		
ADD NEW	(1)	GENERATOR	GENERAC	SD025	94.8" x 38" x 86.5"	2060		
ADD NEW	(1)	ATS	GENERAC	100-400AMS, 600 VAC ATS	36" x 24" x 10"	185	H-FRAME	-
ADD NEW	(1)	METER	MSFDS	MSF-LLCM-E16S	8" x 12" x 6"	-	H-FRAME	-
ADD NEW	(1)	PPC	EMERSON	PPC AC MODEL	59" x 24" x 10"	150	H-FRAME	-
ADD NEW	(1)	JUNCTION BOX	COMMScope	FE-16148-OVP-B12	8.0" x 16.0" x 14.0"	15.21	H-FRAME	-
ADD NEW	(3)	VOLTAGE BOOSTER	RAYCAP	POWERPLUS 103-1-1U	17.6" x 13.5" x 1.7"	2.1	HPL3 600A SSC	1
ADD NEW	(1)	ROUTER	NOKIA	7250 IXR-e	1.75" x 17.25" x 10.0"	8.5	HPL3 600A SSC	1
ADD NEW	(2)	BASEBAND	NOKIA	AMIA	5.1" x 15.7" x 17.6"	11.2	HPL3 600A SSC	1
ADD NEW	(2)	BASEBAND	NOKIA	ASIB	1.8" x 8.6" x 14.8"	6.61	HPL3 600A SSC	1
ADD NEW	(2)	BASEBAND	NOKIA	ASIK	-	-	HPL3 600A SSC	1
ADD NEW	(1)	BASEBAND	NOKIA	FSMF	5.2" x 11.76" x 16.6"	41.9	HPL3 600A SSC	1
ADD NEW	(3)	BASEBAND	NOKIA	ABIA	14.2" x 8.6" x 1.1"	4.41	HPL3 600A SSC	1
ADD NEW	(4)	BASEBAND	NOKIA	ABIL	-	-	HPL3 600A SSC	1
ADD NEW	(3)	BASEBAND	NOKIA	ABIC	0.98" x 8.62" x 14.33"	5.84	HPL3 600A SSC	1

Misc. Code Amendments 2020**1. Amend 15.12.090 to have appeals from fire chief's decision go to the HE:**

Whenever the fire chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the fire chief pursuant to 18.94.140 to the city council within 30 days from the date of the decision appealed.

2. Amend 16.04.055(12)(b) clarify buffer width reductions may be one-half of the established base buffer:

(12) Vegetative Buffer Enhancement. Where the city permits the use of buffer reduction opportunity described in this section, the following enhancement standards shall apply:

(b) Buffer shall not be reduced to less than one-half the base buffer width listed in Tables 16.04.055(6)(a) and (6)(b) or the base buffer width as established by a qualified habitat professional utilizing the best available science.

3. Amend 18.38.040(1) to remove prohibition against manufactured homes:

Residential Uses. ~~Manufactured housing shall not be permitted within the subarea.~~ The following residential uses shall be permitted within the subarea in accordance with the density provisions of this section:

4. Amend IP Districts Permitted Uses (18.44.020) to note the need for site plan review:

The following list of permitted uses is illustrative and not exclusionary; and are allowed only in accordance with the provisions of Chapter 18.88 WMC:

5. Amend 18.46.020(f) & (k) to clarify lot coverage requirements for ADU's:

(f) Setbacks and Lot Coverage. Additions to existing structures, or the construction of new detached structures, associated with the establishment of an ADU shall not ~~exceed the allowable lot coverage or~~ encroach into required setbacks as prescribed in the underlying zone. The applicable setbacks shall be the same as those prescribed for the primary structure, not those prescribed for detached accessory structures. An ADU shall not be included in the maximum lot coverage calculation.

~~(k) Lot Coverage. An ADU shall not be included in the maximum lot coverage calculation.~~

6. **Amend 18.46.020(h) to clarify parking requirements for ADU's:**

(h) Parking. One (1) Additional on-site parking of one space is required in conjunction with the establishment of an ADU. The two (2) required off-street parking spaces requirements provided for the primary residence shall be maintained.

7. **Amend 18.46.020(4) to reduce impact fees for ADU's**

Impact fees for ADUs shall be calculated at 10% of the single-multifamily rate.

8. **Add language to WMC 18.60.040(13) to allow for Subdivision Monument Signs:**

For the purpose of advertising a real estate subdivision, a temporary sign is permitted at each entrance of an officially recorded plat; provided, the sign does not exceed 32 square feet in area and does not create any sight distance issues; said sign(s) shall be allowed to remain for six months or once until construction on the last lot within the development occurs or a permanent sign is constructed, whichever comes first. Permanent signs shall also be a maximum of 32 square feet and not create any sight distance issues. In addition, they shall be a monument sign and not exceed five (5) feet in height and building permits, if necessary, shall be obtained.

9. **Amend Table 18.94-1 to add title, correct errors and provide clarity:**

Table 18.94-1 Land Use Application Types & Approval Authority

<u>Application-Land Use</u>	<u>Type</u>				<u>Approval Authority</u>				<u>Appeal to Hearing Examiner (HE) or Superior Court (SC⁵)</u>
	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>Director or Staff</u>	<u>Hearing Examiner HE</u>	<u>Planning Commission PC</u>	<u>City Council CC</u>	
Administrative Variance (ADV)	X				X				HE/SC
Administrative Interpretation	X				X				HE/SC
Appeal (APL) Community Development Director Determination, SEPA			X		X ¹	X	X	X	HE/SC

Table 18.94-1 Land Use Application Types & Approval Authority

<u>Application Land Use</u>	<u>Type</u>				<u>Approval Authority</u>				<u>Appeal to Hearing Examiner (HE) or Superior Court (SC⁵)</u>
	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>Director or Staff</u>	<u>Hearing Examiner HE</u>	<u>Planning Commission PC</u>	<u>City Council CC</u>	
Appeal (APL) Road Modification			X		X ¹	X		X	SC
Boundary Line Adjustment (BLA)	X				X				HE/SC
Binding Site Plan Review		X			X				HE/SC
Building Permit Reviews (New construction or expansions of existing construction which do not exceed: a. 6,000 square feet of new floor area b. 20 new parking spaces c. Six new multifamily residential units)	X				X				HE/SC
Code Interpretation (CI) WMC Titles 15, 16, 17, and 18	X ⁴				X ¹				HE/SC
Conditional Use Permit (CUP)			X		X ¹	X ³			SC
<u>Critical Areas Permit</u>		<u>X</u>			<u>X</u>				<u>HE/SC</u>
Full Variance (VAR)			X		X ¹	X ³			SC

Table 18.94-1 Land Use Application Types & Approval Authority

<u>Application Land Use</u>	<u>Type</u>				<u>Approval Authority</u>				<u>Appeal to Hearing Examiner (HE) or Superior Court (SC⁵)</u>
	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>Director or Staff</u>	<u>Hearing Examiner HE</u>	<u>Planning Commission PC</u>	<u>City Council CC</u>	
Home Occupation	X				X				HE/SC
<u>Legal Lot Determination</u>	<u>X</u>				<u>X</u>				<u>HE/SC</u>
Master Plan			X		X¹	X³			SG
Multifamily Development		X			X				HE
<u>Plan and Zoning Code Text Amendment</u>				<u>X</u>	<u>X¹</u>		X	<u>X²</u>	<u>SC⁵</u>
Planned Unit Development (PUD)			X		X ¹	X ³			SC
Plat Alteration Minor	X				X				HE/SC
Major			X		<u>X¹</u>	X			SC
<u>Post Decision Review</u> <u>Type I</u>	<u>X</u>	<u>X</u>			<u>X</u>				<u>HE/SC</u>
<u>Type II</u>					<u>X</u>				<u>HE/SC</u>
<u>Type III</u>			<u>X</u>		<u>X¹</u>	<u>X</u>			<u>SC</u>
Road Modification	X				X				HE/SC
Preapplication Conference (PAC)	X				X				HE
Rezone (REZ)/Plan Amendment				X	X ¹		X²	X ²	SC ⁵ or LUPA
<u>Road Modification</u>	<u>X</u>				<u>X</u>				<u>HE/SC</u>

Table 18.94-1 Land Use Application Types & Approval Authority

<u>Application Land Use</u>	<u>Type</u>				<u>Approval Authority</u>				Appeal to <u>Hearing Examiner</u> (HE) or Superior Court (SC ⁵)
	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>Director or Staff</u>	<u>Hearing Examiner HE</u>	<u>Planning Commission PG</u>	<u>City Council CC</u>	
Plan and Zoning Code Text Amendment				X	X ¹		X	X	SC
SEPA/Environmental Review (ENV)	X				X		X	X	HE/SC
Shoreline Permit (SHP) Nonsignificant Significant Note: Review includes Shoreline Committee action		X	X X		X X X ¹	X X		X	HE/SC ² Department of Ecology ²
Short Plat (SP)		X			X				HE/SC
Sign Site Plan Review	X				X				HE/SC
Site Plan Review (Type II) a. Any development which is not listed as a Type I or listed as exempt under WMC 18.88.025 b. Any development subject to SEPA		X			X				HE/SC

Table 18.94-1 Land Use Application Types & Approval Authority

<u>Application Land Use</u>	<u>Type</u>				<u>Approval Authority</u>				Appeal to <u>Hearing Examiner</u> (HE) or Superior Court (SC ⁵)
	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>Director or Staff</u>	<u>Hearing Examiner HE</u>	<u>Planning Commission PC</u>	<u>City Council CC</u>	
c. Any development subject to concurrency d. Any development located on a parcel which abuts a contrasting zone, such as any multifamily which abuts a single family designation, any industrial designation which abuts any commercial designation, or vice versa, and any commercial zone which abuts any residential zone									
Site Plan Review (<u>Type I</u>)	X				X				HE/SC
Subdivision (SUB)			X		X ¹	X ³			SC or LUPA
Temporary Use (TU)	X				X				HE/SC
Wetland Permit (WTP)		X			X				HE/SC

1 ¹ Department reviews and recommends to hearing body

- 1 ² Planning commission recommends to council for final determination
- 2 ³ Hearing examiner makes final decision
- 3 ⁴ The director makes initial interpretations when making Type I and II decisions; the examiner does so when
- 4 making Type III decisions
- 5 ⁵ Based on the facts of the case, an appeal may be to an administrative hearings body prior to Superior Court.

2020 Miscellaneous Code Amendments

10/26/2020 – City Council Workshop Presentation | Presented by Mitch Kneipp, Community Development Director



City of Washougal

2020 Misc. Code Amendments

AMENDMENTS TO:

- Title 15 (Buildings and Construction)
- Title 16 (Environmental Regulations)
- Title 18 (Zoning)



2020 Misc. Code Amendments (CA#20090078) Code Recommendation Table

Item #	Title/Chapter/ Section	CHAPTER NAME	PROPOSED LANGUAGE CHANGES	DISCUSSION / COMMENTS	PC DIRECTION
1	15.12.090	International Fire Code	Whenever the fire chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the fire chief pursuant to 18.94.140. to the city council within 30 days from the date of the decision appealed.	Amend code to have appeals of fire chief's decision go the Hearings Examiner as opposed to City Council.	Recommend Approval
2	16.04.055(12)(b)	CAO - Fish and wildlife habitat conservation areas	Buffer shall not be reduced to less than one-half the base buffer width listed in Tables 16.04.055(6)(a) and (6)(b) <u>or the base buffer width as established by a qualified habitat professional utilizing the best available science.</u>	Amend to clarify buffer width reductions may be one-half of base buffer as established by a qualified habitat professional utilizing BAS.	Recommend Approval
3	18.38.040(1)	Woodburn Hill Subarea	Manufactured housing shall not be permitted within the subarea. The following residential uses shall be permitted within the subarea in accordance with the density provisions of this section:	Remove prohibition of manufactured homes that is in violation of state law.	Recommend Approval
4	18.44.020	Institutional and Public Districts	The following list of permitted uses is illustrative and not exclusionary- <u>and are allowed only in accordance with the provisions of Chapter 18.88 WMC:</u>	Amend to note the need for site plan review.	Recommend Approval
5	18.46.020(1)(f)	Accessory Dwelling Unit (ADU)	Setbacks and Lot Coverage. Additions to existing structures, or the construction of new detached structures, associated with the establishment of an ADU shall not exceed the allowable lot coverage or encroach into required setbacks as prescribed in the underlying zone. The applicable setbacks shall be the same as those prescribed for the primary structure, not those prescribed for detached accessory structures. <u>An ADU shall not be included in the maximum lot coverage calculation.</u>	Amend code to clarify that ADU's are exempt from lot coverage calculations.	Recommend Approval



2020 Misc. Code Amendments (CA#20090078) Code Recommendation Table

Item #	Title/Chapter/ Section	CHAPTER NAME	PROPOSED LANGUAGE CHANGES	DISCUSSION / COMMENTS	PC DIRECTION
(5)	18.46.020(1)(k)	Accessory Dwelling Unit (ADU)	(k) Lot Coverage. An ADU shall not be included in the maximum lot coverage calculation.	Amend code to clarify that ADU's are exempt from lot coverage calculations.	Recommend Approval
6	18.46.020(1)(n)	Accessory Dwelling Unit (ADU)	Parking. One (1) Additional on-site parking or one space is required in conjunction with the establishment of an ADU. The two (2) required off-street parking spaces requirements provided for the primary residence shall be maintained.	Clarify that only additional parking space is required for an ADU beyond the two required spaces for the primary residence.	Recommend Approval
7	18.46.020(4)	Accessory Dwelling Unit (ADU)	Impact fees for ADUs shall be calculated at <u>10% of the single-multifamily rate.</u>	Amend code to reduce the required amount of impact fees for ADU's to 10% of those required for new single-family residences.	Recommend fee be set at 10% of SFR
8	18.60.040(13)	Sign Regulations	For the purpose of advertising a real estate subdivision, a temporary sign is permitted at each entrance of an officially recorded plat; provided, the sign does not exceed 32 square feet in area and <u>does not create any sight distance issues</u> ; said sign(s) shall be allowed to remain for six months or once <u>until construction on the last lot within the development occurs or a permanent sign is constructed</u> , whichever comes first. <u>Permanent signs shall also be a maximum of 32 square feet and not create any sight distance issues. In addition, they shall be a monument sign and not exceed five (5) feet in height and building permits, if necessary, shall be obtained.</u>	Amend code to allow for temporary subdivision monument signs to remain until construction is completed or a permanent sign is constructed. Also makes provisions for permanent subdivision monument signs.	Recommend Approval
9	Table 18.94-1	Procedures	Table 19-94-1 <u>Land Use Application Types & Approval Authority</u>	Amend table to correct errors, add missing applications and provide clarity.	Recommend approval with modifications as shown



2020 Misc. Code Amendments

Recommended Action

- Set a public hearing for November 9, 2020 at 7:00pm to take public testimony on the proposed amendments.



2020 Miscellaneous Code Amendments

10/26/2020 – City Council Workshop Presentation | Presented by Mitch Kneipp, Community Development Director



City of Washougal

CITY OF WASHOUGAL CITY COUNCIL WORKSHOP

2020 3rd Quarter Review

October 26, 2020



WORKSHOP AGENDA

- 2020 Financial Summary



2020 REVENUES – GENERAL & STREET FUNDS

- 2020 3rd quarter revenues are at 67.8% of the budget
- Overall revenue is up 8.9% from 2019



2020 REVENUES – GENERAL & STREET FUNDS

Revenue Source	3Q 2020 Actual	2020 Budget	3Q % of Budget	2019 Actual	3Q 2020 v 3Q 2019
Regular Property Taxes	\$ 3,306,165	\$ 5,744,792	57.6%	\$ 3,276,758	0.9%
Retail Sales Taxes/Criminal Justice	\$ 1,745,893	\$ 2,369,200	73.7%	\$ 1,610,758	8.4%
Utility Taxes	\$ 2,089,695	\$ 2,721,259	76.8%	\$ 1,882,992	11.0%
Leasehold and Gambling Taxes	\$ 307,065	\$ 411,800	74.6%	\$ 179,558	71.0%
Licenses and Permits	\$ 313,941	\$ 312,250	100.5%	\$ 228,436	37.4%
State and Federal Grants	\$ 342,021	\$ 17,750	1926.9%	\$ 30,886	1007.4%
State Shared Revenues/Entitlements	\$ 579,510	\$ 814,310	71.2%	\$ 607,623	-4.6%
Animal Control Fees	\$ 104,235	\$ 131,500	79.3%	\$ 112,089	-7.0%
General Government Charges	\$ 194,174	\$ 267,974	72.5%	\$ 183,925	5.6%
Sub Division/Zoning/Planning Fees	\$ 31,389	\$ 189,320	16.6%	\$ 82,249	-61.8%
Indirect Cost Recovery	\$ 467,190	\$ 1,121,780	41.6%	\$ 430,058	8.6%
Interest and Rents	\$ 137,441	\$ 76,636	179.3%	\$ 60,494	127.2%
Other Revenue Sources (Transfers)	\$ -	\$ -	0.0%	\$ 149,907	0.0%
Total	\$ 9,618,719	\$ 14,178,571	67.8%	\$ 8,835,733	8.9%

NOTE: Leasehold is where the TBD revenue is being recorded and 2020 includes the full year YTD while 2019 didn't start until 3rd Quarter. Also, CARES money is included in the State and Federal Grant line.

10/26/2020



2020 EXPENSES — GENERAL & STREET FUNDS

- 2020 3rd quarter expenditures are at 61.6% of the budget
 - This is up 3.4% from 2019



2020 EXPENSES — GENERAL & STREET FUNDS

<u>Department</u>	3Q 2020 Actual	2020 Budget	3Q % of Budget	2019 Actual	3Q 2020 v 3Q 2019
Council	\$ 70,768	\$ 92,556	76.5%	\$ 71,218	-0.6%
Judicial	\$ 401,127	\$ 505,500	79.4%	\$ 260,389	54.0%
City Manager's Office	\$ 329,396	\$ 460,080	71.6%	\$ 303,293	8.6%
Human Resources	\$ 121,332	\$ 174,732	69.4%	\$ 114,963	5.5%
Finance	\$ 841,907	\$ 1,189,930	70.8%	\$ 862,813	-2.4%
Economic Development	\$ 5,000	\$ 55,000	9.1%	\$ 5,000	0.0%
Legal	\$ 6,774	\$ 20,000	33.9%	\$ 7,442	-9.0%
General Government Services	\$ 515,352	\$ 1,124,840	45.8%	\$ 710,607	-27.5%
Police	\$ 2,283,239	\$ 3,628,365	62.9%	\$ 2,481,038	-8.0%
Fire	\$ 2,310,260	\$ 3,544,206	65.2%	\$ 1,653,477	39.7%
Intergovernment Services	\$ 11,865	\$ 17,000	69.8%	\$ 8,397	41.3%
Community Development/Planning	\$ 675,968	\$ 1,305,545	51.8%	\$ 689,958	-2.0%
Engineering	\$ 79,598	\$ 132,004	60.3%	\$ 98,937	-19.5%
Animal Control	\$ 163,672	\$ 245,050	66.8%	\$ 153,753	6.5%
Parks	\$ 325,126	\$ 563,233	57.7%	\$ 413,718	-21.4%
City Building Maintenance	\$ 320,697	\$ 440,663	72.8%	\$ 317,739	0.9%
Street Maintenance	\$ 503,475	\$ 1,054,583	47.7%	\$ 521,958	-3.5%
Total	\$ 8,965,555	\$ 14,553,287	61.6%	\$ 8,674,700	3.4%



2020 REVENUE – UTILITY FUNDS

- 2020 3rd quarter revenues:
 - Water/sewer revenues are at 71.3% of the budget
 - Stormwater revenues are at 80.7% of the budget



2020 EXPENDITURE – UTILITY FUNDS

- 2020 3rd quarter expenses:
 - Water/sewer expenses are at 65% of the budgeted amounts
 - Stormwater expenses are at 60.3% of the budgeted amounts



2020 REVENUES & EXPENSES – UTILITY FUNDS

<u>Water/Sewer Utility</u>	<u>3Q 2020</u>	<u>2020 Budget</u>	<u>3Q % of Budget</u>	<u>2019 Actual</u>
Revenues				
Water Sales	\$ 2,543,502	\$ 4,018,623	63.3%	\$ 2,697,322
Sewer Sales	\$ 3,674,061	\$ 4,745,511	77.4%	\$ 3,409,815
Other Revenues	\$ 80,374	\$ 67,600	118.9%	\$ 169,464
Total Revenue	\$ 6,297,937	\$ 8,831,734	71.3%	\$ 6,276,601
Total Expenses	\$ 5,721,575	\$ 8,804,390	65.0%	\$ 5,841,221
Total Net Revenue	\$ 576,362	\$ 27,344		\$ 435,380
 <u>Storm Water Utility</u>	 <u>3Q 2020</u>	 <u>2020 Budget</u>	 <u>3Q % of Budget</u>	 <u>2019 Actual</u>
Revenues				
Storm Water Sales	\$ 1,152,625	\$ 1,430,336	80.6%	\$ 1,135,500
Storm Water Connection Fee	\$ 16,730	\$ 45,000	37.2%	\$ 24,764
Other Revenues	\$ 107,376	\$ 107,000	100.4%	\$ 147,187
Total Revenue	\$ 1,276,731	\$ 1,582,336	80.7%	\$ 1,307,451
Total Expenses	\$ 930,865	\$ 1,542,712	60.3%	\$ 909,115
Total Net Revenue	\$ 345,866	\$ 39,624		\$ 398,336



2020 — OTHER FUNDS



2020 REVENUE & EXPENSES – ALL FUNDS

Fund	Fund Description	3Q 2020			2020 Budget			3Q 2019		
		Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)
001/101	General & Street	\$ 9,618,719	\$ 8,965,555	\$ 653,164	\$14,178,571	\$14,553,287	\$ (374,716)	\$ 8,835,732	\$ 8,674,699	\$ 161,033
003	Abatement Fund	\$ 367	\$ 16,206	\$ (15,839)	\$ 1,200	\$ 19,500	\$ (18,300)	\$ 1,205	\$ -	\$ 1,205
103	Cemetery Fund	\$ 126,297	\$ 140,882	\$ (14,584)	\$ 213,650	\$ 213,650	\$ -	\$ 165,108	\$ 140,741	\$ 24,367
104	REET-1st 1/4%	\$ 304,746	\$ 41,425	\$ 263,321	\$ 476,000	\$ 897,300	\$ (421,300)	\$ 335,053	\$ 51,650	\$ 283,403
105	Park Development Fund	\$ 66,743	\$ -	\$ 66,743	\$ 226,000	\$ 828,000	\$ (602,000)	\$ 113,961	\$ 60,205	\$ 53,756
106	REET-2nd 1/4%	\$ 298,059	\$ 33,356	\$ 264,703	\$ 882,190	\$ 907,000	\$ (24,810)	\$ 320,110	\$ 568,850	\$ (248,740)
108	Hotel Motel Tax	\$ 47,680	\$ 27,284	\$ 20,395	\$ 91,400	\$ 91,400	\$ -	\$ 65,697	\$ 85,525	\$ (19,828)
110	Transportation Development	\$ 212,341	\$ 104,000	\$ 108,341	\$ 262,000	\$ 1,389,489	\$ (1,127,489)	\$ 229,730	\$ 57,868	\$ 171,862
118	PEG Fees	\$ 664	\$ 8,636	\$ (7,972)	\$ 1,600	\$ 131,600	\$ (130,000)	\$ 2,081	\$ -	\$ 2,081
125	EMS Restricted	\$ 345	\$ -	\$ 345	\$ -	\$ -	\$ -	\$ 1,081	\$ -	\$ 1,081
126	Fire Impact Fee Fund	\$ 21,165	\$ 35,533	\$ (14,369)	\$ 60,500	\$ 53,300	\$ 7,200	\$ 28,955	\$ 26,650	\$ 2,305
141	Drug Seizure Fund	\$ 2,151	\$ 3,137	\$ (986)	\$ 10,300	\$ 19,200	\$ (8,900)	\$ 2,219	\$ 10,293	\$ (8,074)



2020 REVENUE & EXPENSES – ALL FUNDS

Fund	Fund Description	3Q 2020			2020 Budget			3Q 2019		
		Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)
212	UTGO Bond Redemption Fund	\$ 61,188	\$ 4,650	\$ 56,538	\$ 120,300	\$ 114,300	\$ 6,000	\$ 50,284	\$ 5,650	\$ 44,634
215/315	Downtown Bond Debt Dund	\$ 41,427	\$ 41,425	\$ 2	\$ 358,300	\$ 358,150	\$ 150	\$ 51,656	\$ 46,000	\$ 5,656
350	Capital Projects Fund	\$ 925,019	\$ 241,161	\$ 683,859	\$ 2,692,000	\$ 2,732,000	\$ (40,000)	\$ 900,251	\$ 1,474,934	\$ (574,683)
351	Facilities Capital Project	\$ 222,156	\$ 304,377	\$ (82,221)	\$ 567,800	\$ 794,800	\$ (227,000)	\$ 230,835	\$ 187,222	\$ 43,613
353	Transportation Capital Fund	\$ 577,546	\$ 649,628	\$ (72,082)	\$ 4,049,466	\$ 4,049,039	\$ 427	\$ 1,120,549	\$ 507,136	\$ 613,413
355	Art Project Fund	\$ 5,000	\$ 718	\$ 4,282	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -



2020 REVENUES & EXPENSES – ALL FUNDS

Fund	Fund Description	3Q 2020			2020 Budget			3Q 2019		
		Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)
401	Water/Sewer Fund	\$ 6,297,937	\$ 5,721,575	\$ 576,362	\$ 8,831,734	\$ 8,804,390	\$ 27,344	\$ 6,276,601	\$ 5,841,221	\$ 435,380
403	Stormwater Utility Fund	\$ 1,276,731	\$ 930,865	\$ 345,866	\$ 1,582,336	\$ 1,542,712	\$ 39,624	\$ 1,307,451	\$ 909,115	\$ 398,336
406	Water/Sewer Construction Res.	\$ 539,110	\$ 53,024	\$ 486,086	\$ 1,448,845	\$ 4,707,000	\$ (3,258,155)	\$ 914,656	\$ 160,447	\$ 754,209
408	Water/Sewer Bond Redemption	\$ -	\$ -	\$ -	\$ 3,443	\$ 3,443	\$ -	\$ -	\$ -	\$ -
410	PWTF Loan Redemption	\$ 303,472	\$ 303,472	\$ -	\$ 303,500	\$ 303,473	\$ 27	\$ 305,282	\$ 305,282	\$ -
412	Water/Sewer Bond Redemption	\$ 9	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ 27	\$ -	\$ 27
413	Water/Sewer/Storm Bond	\$ 2,852,945	\$ 1,055,809	\$ 1,797,136	\$ 7,790,400	\$ 8,987,190	\$ (1,196,790)	\$ 2,442,320	\$ 1,073,521	\$ 1,368,799
414	Water/Sewer/Storm Bond Res.	\$ 560	\$ -	\$ 560	\$ 1,800	\$ -	\$ 1,800	\$ 1,754	\$ -	\$ 1,754



2020 REVENUE & EXPENSES – ALL FUNDS

Fund	Fund Description	3Q 2020			2020 Budget			3Q 2019		
		Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)	Rev	Exp	Surplus/ (Def.)
510	Employment Security Reserve	\$ 807	\$ 7,278	\$ (6,471)	\$ 3,000	\$ 30,450	\$ (27,450)	\$ 2,857	\$ 12,249	\$ (9,392)
520	ER&R - Rolling Stock	\$ 7,188	\$ 34,369	\$ (27,181)	\$ 92,400	\$ 116,100	\$ (23,700)	\$ 135,496	\$ 137,142	\$ (1,646)
521	ER&R - IT FUND	\$ 15	\$ 2,024	\$ (2,009)	\$ 31,600	\$ 31,500	\$ 100	\$ 50,051	\$ 56,466	\$ (6,415)
604	Cemetery Perpetual Care Fund	\$ 5,866	\$ -	\$ 5,866	\$ 9,802	\$ -	\$ 9,802	\$ 6,217	\$ -	\$ 6,217
610	Downtown Bond Guarantee Fund	\$ 6,370	\$ -	\$ 6,370	\$ 20,000	\$ -	\$ 20,000	\$ 18,708	\$ -	\$ 18,708
631	Agency Fund - Low Income	\$ 209	\$ -	\$ 209	\$ 10,300	\$ 14,000	\$ (3,700)	\$ 225	\$ -	\$ 225
	Total All Funds	\$23,822,833	\$18,726,390	\$ 5,096,442	\$44,325,437	\$51,697,273	\$ (7,371,836)	\$23,916,152	\$20,392,866	\$ 3,523,286



LGIP - INVESTMENT UPDATE

January	February	March
33,485.55	30,564.06	25,191.18
1.7230%	1.6787%	1.2926%
April	May	June
15,364.16	9,717.42	6,988.90
0.8138%	0.4977%	0.3698%
July	August	September
6,068.17	5,006.68	3,892.62
0.3106%	0.2562%	0.2058%
October	November	December
-	-	-
0.0000%	0.0000%	0.0000%

**Total LGIP
Interest YTD**
136,278.74



BOND - INVESTMENT UPDATE

Purchasing Fund	Maturity Date	Amount Paid	Maturity Value	Expected Interest
Water/Sewer	9/10/2021	1,632,108.45	1,605,000.00	38,118.76
		1,632,108.45	1,605,000.00	38,118.76

Earnings Received to Date:

General Fund	\$ 10,739.45
Other Funds	\$ -
W/S and SW Bond Funds	\$ 29,798.83
Total Earnings	\$ 40,538.28



THANK YOU

➤ Questions?



2021 City Manager's Proposed Budget

10/26/2020 | Presented by Jen Forsberg



City of Washougal

Agenda

- Key assumptions
- Budget highlights
- Presentation of the City Manager's 2021 Proposed Budget
- Budget message and proposed ordinance
- Next steps



Key Assumptions – General and Street

- Baseline Budget - Maintain service levels
- Assume economic indicators and revenues will ultimately provide ability to maintain services and restore cuts due to COVID
 - ✓ Monitor economic conditions
- Hedge against economic downturn by holding four existing vacancies until there is more economic certainty
 - ✓ Police Officer, administrative position in Public Works, Accounting Specialist, Code Compliance position
- Continue to fund the two fire FTE in 2021
 - ✓ Continued use of portion of utility tax revenue earmarked for capital, or fire reserves
- Monitor legislative session



Key Assumptions – General and Street

Revenue Assumptions:

- 1% councilmanic property tax increase + 1.3% new construction
 - IPD is under 1% so a substantial need resolution will be needed
- Lid lift passes
- Known utility increases
- 0.8% overall increase for remaining revenues



Key Assumptions – General and Street

Expense assumptions

- Maintain service levels
 - ✓ Fill three vacancies (hold vacant until more economic certainty)
- Fill new Code Compliance Position (hold vacant until more economic certainty)
- COLAs per contracts – 2% 307/non-reps and 2.5% police
- Medical costs per AWC estimates – 5% increase



Key Assumptions – Council Priorities

➤ **Council's #1 priority: Pavement Management Program** – use TBD funds

- ✓ \$906.8K estimated funding (increased from \$863K in 2019)
 - ❑ 2021 funding will be \$261.8K TBD, \$170K GF and \$475K REET
 - ❑ 2020 program truncated due to COVID
 - ❑ 2019 funding was \$171K TBD, \$217K GF and \$475K REET
 - ❑ 2018 funding was \$275K GF and \$475K REET

➤ **Current Plan - hire additional code compliance position utilizing the general fund PMP savings above**

- ✓ Holding until more economic certainty



Key Assumptions – Council Priorities

➤ **Strategic Plan and Council Goal – Enhance community engagement and communications**

➤ Administration/Finance Re-organization with emphasis on this goal (cost neutral)

✓ **Before:**

- ❑ Administration Department (budget department)
- ❑ Assistant to City Manager in Administration
- ❑ Vacant Accounting Specialist in Finance
- ❑ Communications Specialist reports in IT
- ❑ Salary savings from change in form of government used for consulting

✓ **After:**

- ❑ City Manager's Office, CMO (budget department)
- ❑ Community Engagement Manager in CMO (title TBD)
- ❑ Finance/City Clerk Specialist in Finance (title TBD) – hold vacancy hold until more economic certainty
- ❑ Communications Specialist Reports to Community Engagement Manager in CMO
- ❑ Reduced use of salary savings from change in form of government used for consulting



Key Assumptions – Council Priorities

➤ Public Works Re-organization (cost neutral)

✓ Before:

- ❑ Senior Analyst, Parks and Cemetery Program Manager

✓ After:

- ❑ Analyst, Public Works Business Manager (titles TBD)
- ❑ Analyst position vacancy - hold until more economic certainty



Key Assumptions – Utilities

- Overall water revenue increase 3%
- Overall sewer revenue increase 5%
- Storm water revenue increase 3%



Key Assumptions – Utilities

- Following FCS rate study
- Following capital facilities plan



Budget Highlights ~ Art Capital Projects

Total Budget \$9,000

- Other projects ~ \$9K
 - Beginning balance \$4K



Budget Highlights ~ Facilities Capital Projects

Total Budget \$999,000

- Social Service Building Maintenance and Repair Project ~ \$950K
 - \$227K CDBG
 - \$700K Legislative Request – has not been awarded yet
 - \$23K fund balance
- Other projects ~ \$49K
 - Will follow the facilities plan
 - **NOTE: If the \$700K is not received – the CDBG Social Services siding project will still move forward**



Budget Highlights ~ Transportation Capital Projects

Total Budget \$3,955,335

- Columbia River Trail ~ \$1.9M
 - \$1M State Appropriation
 - \$900K TIF
- 32nd Street Underpass ~ \$761K
 - \$761K Grant
- 39th Street/Evergreen Blvd Realignment ~ \$120K
 - \$120K TIF



Budget Highlights ~ Transportation Capital Projects

Total Budget \$3,955,335

- Advanced Traffic Management System ~ \$110K
 - \$71,520 Grant
 - \$38,480 Fund Balance
- Jemtegaard Trail ~ \$200K
 - \$200K REET
- Traveler Information Sign ~ \$180K
 - \$135K Grant
 - \$45,000 Fund Balance



Budget Highlights ~ Transportation Capital Projects

Total Budget \$3,955,335

- Other Opportunities ~ \$684,335
 - TIF Eligible ~ \$530K
 - Non TIF Eligible ~ \$154,335



Budget Highlights ~ Parks Capital Projects

Total Available Budget \$2,997,000

- Schmid Ball Fields Phase 3 ~ \$2.9M (latest estimate)
 - \$584K State Appropriation
 - \$350K Youth Athletic Foundation Grant
 - \$869K Park Impact Fees
 - \$539K REET
 - \$547K LID Funds
- General Projects ~ \$97K
 - \$50K – Parks Master Plan and Impact Fee Study
 - \$32K – Hamllik Park Improvements – match for potential grant of \$151,788
 - \$15K – Capital Repairs – various parks



Budget Highlights ~ Water/Sewer Capital Projects

Total Budget \$9,906,981

- Water ~ \$2,289,256
 - Woodburn Transmission Improvements ~ \$569,087
 - Zone 6 Reservoir ~ \$330,000
 - Automatic Meter Reading – AMI ~ \$1,105,889
 - Water Main Installation – 32/34th St / “J” St ~ \$284,280
- Sewer ~ \$5,090,436
 - Anoxic Selector ~ \$100,000
 - Biosolids Management ~ \$3,845,661
 - Pump Stations – relocation and upgrades ~ \$1,144,775
- Debt Payments (revenue transferred in from O&M accounts) ~ \$2,407,289
- Indirect Costs ~ \$120,000



Budget Highlights ~ Stormwater Capital Projects

Total Budget \$83,027

- Jemtegaard Trail ~ \$12,000
- Point Repairs ~ \$27,318
- Stormwater Master Plan ~ \$43,709



Budget Highlights – Affordable Housing Sales Tax Credit per Substitute House Bill 1406

- On July 13, 2020, Council adopted Ordinance 1925, implementing SHB 1406 and authorizing the City to receive a credit from the existing state sales tax of approximately \$14,500 annually
- This is not a new tax to the customer; it is a credit against the existing sales tax
- Revenue can be used for a variety of affordable housing purposes
- Anticipated use in Washougal is for rental assistance (working with a partner)
- A new fund 127 Affordable Housing Sales Tax Credit was added to the 2021 budget and has revenues and expenses of \$14,500



Budget Highlights – Community Support

- Children's Home Society - \$7.5K
- Community events - \$9K
- Refuel Washougal - \$5.2K
- School District Community Education - \$5K
- Senior Exercise Class - \$2.6K



City Manager's Proposed 2021 Budget



City of Washougal

General and Street Fund Revenues

	2019 Actual	2020 Budget	2021 Proposed	\$ Change	% Change
Regular Property Taxes	\$ 5,632,176	\$ 5,744,792	\$ 5,833,158.00	\$ 88,366.00	1.54%
Retail Sales Taxes/Criminal Justice	\$ 2,197,092	\$ 2,369,200	\$ 2,419,000.00	\$ 49,800.00	2.10%
Utility Taxes	\$ 2,554,507	\$ 2,721,260	\$ 2,918,715.00	\$ 197,455.00	7.26%
Leasehold and Gambling Taxes	\$ 275,280	\$ 411,800	\$ 421,800.00	\$ 10,000.00	2.43%
Licenses and Permits	\$ 302,797	\$ 312,250	\$ 397,200.00	\$ 84,950.00	27.21%
State and Federal Grants	\$ 42,510	\$ 17,750	\$ 37,750.00	\$ 20,000.00	112.68%
State Shared Revenues/Entitlements	\$ 794,483	\$ 814,310	\$ 822,770.00	\$ 8,460.00	1.04%
Animal Control Fees	\$ 112,953	\$ 131,500	\$ 133,075.00	\$ 1,575.00	1.20%
General Government Charges	\$ 231,052	\$ 266,441	\$ 296,441.00	\$ 30,000.00	11.26%
Sub Division/Zoning/Planning Fees	\$ 91,410	\$ 189,320	\$ 194,320.00	\$ 5,000.00	2.64%
Indirect Cost Recovery	\$ 921,253	\$ 1,121,780	\$ 1,121,780.00	\$ -	0.00%
Interest and Rents	\$ 113,187	\$ 78,169	\$ 79,683.00	\$ 1,514.00	1.94%
Other Revenue - Transfers etc	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenue	\$13,268,700	\$14,178,572	\$ 14,675,692	\$ 497,120.00	3.51%



General and Street Fund Expenses

	2019 Actual	2020 Budget	2021 Proposed	\$ Change	% Change
Council	\$ 86,471	\$ 92,556	\$ 106,306.00	\$ 13,750.00	14.86%
Judicial	\$ 404,611	\$ 505,500	\$ 510,500.00	\$ 5,000.00	0.99%
City Managers Office	\$ 410,614	\$ 460,080	\$ 531,580.00	\$ 71,500.00	15.54%
Human Resources	\$ 166,526	\$ 174,732	\$ 190,032.00	\$ 15,300.00	8.76%
Finance	\$ 1,101,919	\$ 1,189,930	\$ 1,134,280.00	\$ (55,650.00)	-4.68%
Economic Development	\$ 5,000	\$ 55,000	\$ 55,000.00	\$ -	0.00%
Legal	\$ 12,155	\$ 20,000	\$ 20,000.00	\$ -	0.00%
General Government Services	\$ 1,094,277	\$ 999,840	\$ 1,105,050.00	\$ 105,210.00	10.52%
Police	\$ 3,460,330	\$ 3,628,365	\$ 3,689,794.00	\$ 61,429.00	1.69%
Fire	\$ 3,370,488	\$ 3,544,206	\$ 3,716,426.00	\$ 172,220.00	4.86%
Intergovernment Services	\$ -	\$ 17,000	\$ 17,000.00	\$ -	0.00%
Community Development/Planning	\$ 912,786	\$ 1,305,545	\$ 1,080,445.00	\$ (225,100.00)	-17.24%
Engineering	\$ 146,105	\$ 132,004	\$ 163,704.00	\$ 31,700.00	24.01%
Animal Control	\$ 209,091	\$ 245,050	\$ 251,150.00	\$ 6,100.00	2.49%
Parks	\$ 572,721	\$ 563,233	\$ 552,833.00	\$ (10,400.00)	-1.85%
City Building Maintenance	\$ 442,707	\$ 440,663	\$ 473,950.00	\$ 33,287.00	7.55%
Street Maintenance	\$ 787,103	\$ 1,054,583	\$ 1,073,783.00	\$ 19,200.00	1.82%
Total Expenses	\$13,182,904	\$14,428,287	\$ 14,671,833	\$ 243,546	2%



Long Range Forecast

	<u>2018 Year End</u>	<u>2019 Est Actual</u>	<u>2020 Est</u>	<u>2021 Est</u>	<u>2022 Est</u>	<u>2023 Est</u>	<u>2024 Est</u>	<u>2024 Est</u>	<u>2024 Est</u>
Population	15,863	16,101	16,342	16,588	16,836	17,089	17,345	17,605	17,869
Rev/Capita	\$ 817	\$ 824	\$ 868	\$ 885	\$ 898	\$ 911	\$ 925	\$ 938	\$ 952
Exp/Capita	\$ 832	\$ 819	\$ 875	\$ 885	\$ 898	\$ 913	\$ 927	\$ 942	\$ 956
Forecast Revenue % Chg	5.47%	2.36%	6.86%	3.51%	3.00%	3.00%	3.00%	3.00%	3.00%
Forecast Expense % Chg	6.19%	-0.08%	8.50%	2.58%	3.10%	3.10%	3.10%	3.10%	3.10%

	<u>2018 Year End</u>	<u>2019 Est Actual</u>	<u>2020 Est</u>	<u>2021 Est</u>	<u>2022 Est</u>	<u>2023 Est</u>	<u>2024 Est</u>	<u>2024 Est</u>	<u>2024 Est</u>
Revenue	\$ 12,962,204	\$ 13,268,699	\$ 14,178,571	\$ 14,675,692	\$ 15,115,963	\$ 15,569,442	\$ 16,036,525	\$ 16,517,621	\$ 17,013,149
Expenditure	\$ 13,193,461	\$ 13,182,904	\$ 14,303,287	\$ 14,671,833	\$ 15,126,660	\$ 15,595,586	\$ 16,079,049	\$ 16,577,500	\$ 17,091,402
Surplus/(Deficit)	\$ (231,258)	\$ 85,795	\$ (124,716)	\$ 3,859	\$ (10,697)	\$ (26,145)	\$ (42,525)	\$ (59,879)	\$ (78,253)
Ending Cash Reserve	\$ 3,424,963	\$ 3,510,758	\$ 3,386,042	\$ 3,389,901	\$ 3,379,204	\$ 3,353,059	\$ 3,310,534	\$ 3,250,655	\$ 3,172,402
Reserves as % Expense	26.0%	26.6%	23.7%	23.1%	22.3%	21.5%	20.6%	19.6%	18.6%
Reserves as % Revenue	26.4%	26.5%	23.9%	23.1%	22.4%	21.5%	20.6%	19.7%	18.6%
Net Revenue as % Expense	-1.8%	0.7%	-0.9%	0.0%	-0.1%	-0.2%	-0.3%	-0.4%	-0.5%
Minimum Reserve at 16%	\$ 1,583,628	\$ 1,573,157	\$ 1,725,666	\$ 1,757,385	\$ 1,830,157	\$ 1,905,186	\$ 1,982,540	\$ 2,062,292	\$ 2,144,516
Additional Reserves	\$ 1,841,335	\$ 1,937,601	\$ 1,660,376	\$ 1,632,515	\$ 1,549,046	\$ 1,447,873	\$ 1,327,995	\$ 1,188,363	\$ 1,027,886



Utility Funds

Section Title



City of Washougal

Utility Fund – Water/Sewer

<u>Water/Sewer Utility</u>	2021				
	2019 Actual	2020 Budget	Proposed	\$ Change	% Change
Revenues					
Water Sales	\$ 3,920,541	\$ 4,018,623	\$ 4,038,252	\$ 19,629	0.49%
Sewer Sales	\$ 4,234,762	\$ 4,745,511	\$ 4,758,864	\$ 13,353	0.28%
Other Revenues	\$ 176,996	\$ 67,600	\$ 80,800	\$ 13,200	19.53%
Total Revenue	\$ 8,332,299	\$ 8,831,734	\$ 8,877,916	\$ 46,182	0.52%
Total Expenses	\$ 7,663,934	\$ 8,804,390	\$ 13,792,348	\$ 4,987,958	56.65%
Total Net Revenue	\$ 668,365	\$ 27,344	\$ (4,914,432)	\$ (4,941,776)	18072.62%



Utility Fund – Stormwater

<u>Storm Water Utility</u>	2021			<u>\$ Change</u>	<u>% Change</u>
	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>Proposed</u>		
Revenues					
Storm Water Sales	\$ 1,361,850	\$ 1,430,336	\$ 1,437,350	\$ 7,014	0.49%
Storm Water Connection Fee	\$ 32,513	\$ 45,000	\$ 45,000	\$ -	0.00%
Other Revenues	\$ 73,445	\$ 107,000	\$ 106,000	\$ (1,000)	-0.93%
Total Revenue	\$ 1,467,808	\$ 1,582,336	\$ 1,588,350	\$ 6,014	0.38%
Total Expenses	\$ 1,301,957	\$ 1,542,712	\$ 1,645,751	\$ 103,039	6.68%
Total Net Revenue	\$ 165,851	\$ 39,624	\$ (57,401)	\$ (97,025)	-244.86%



Other Funds



City of Washougal

Other Funds – REET 1 & 2

- Use restricted funds for:
 - Support the Capital Programs
 - Schmid Ballfields
 - Jemtegaard Trail
 - Bond Payments on Downtown debt
 - Pavement Management Program – Councils #1 priority
 - \$906.8K - \$261.8 TBD, \$170K general fund & \$475K REET



Other Funds

Fund	Description	Beginning Fund				Ending Fund	
		Balance	Revenues	Expenditures		Balance	
001	General Fund	\$ 2,779,362	\$ 14,139,939	\$ 14,136,080		\$ 2,783,221	
003	Abatement Fund	\$ 68,332	\$ 1,200	\$ 19,500		\$ 50,032	
101	Street Fund	\$ -	\$ 1,073,783	\$ 1,073,783		\$ -	
103	Cemetery Services Fund	\$ 35,000	\$ 203,150	\$ 223,150		\$ 15,000	
104	REET Fund - 1st 1/4%	\$ 1,467,997	\$ 360,000	\$ 1,094,600		\$ 733,397	
105	Park Impact Fee Fund	\$ 713,000	\$ 156,000	\$ 869,000		\$ -	
106	REET Fun -2nd 1/4%	\$ 392,000	\$ 781,800	\$ 907,000		\$ 266,800	
108	Hotel Motel Tax Fund	\$ 30,000	\$ 61,400	\$ 60,000		\$ 31,400	
110	Transportation Impact Fee Fund	\$ 1,288,000	\$ 262,000	\$ 1,550,000		\$ -	
118	PEG Fee Fund	\$ 100,000	\$ 1,600	\$ 101,600		\$ -	
125	EMS Restricted Fund	\$ -	\$ -			\$ -	
126	Fire Impact Fee Fund	\$ 379,525	\$ 30,500	\$ 14,000		\$ 396,025	
127	Affordable Housing Sales Tax Credit Fund	\$ -	\$ 15,000	\$ 14,500		\$ 500	
141	Drug Seizure Fund	\$ 24,000	\$ 28,300	\$ 37,200		\$ 15,100	
212	UTGO Bond Redemption Fund	\$ 6,000	\$ 100,200	\$ 106,150		\$ 50	
215	Downtown Debt Service Bond	\$ -	\$ 354,600	\$ 354,600		\$ -	
350	Capital Projects Fund	\$ 36,000	\$ 2,961,000	\$ 2,997,000		\$ -	
351	Facilities Capital Projects	\$ -	\$ 999,000	\$ 999,000		\$ -	
353	Transportation Capital Projects	\$ 165,815	\$ 3,789,520	\$ 3,955,335		\$ -	
355	Art Project Fund	\$ 4,000.00	\$ 5,000.00	\$ 9,000.00		\$ -	



Other Funds

		Beginning Fund			Ending Fund	
Fund	Description	Balance	Revenues	Expenditures	Balance	
401	Water/Sewer	\$ 6,449,511	\$ 8,877,916	\$ 13,792,348	\$ 1,535,079	
403	Stormwater	\$ 1,767,815	\$ 1,588,350	\$ 1,645,751	\$ 1,710,414	
406	Water/Sewer Construction	\$ 6,965,000	\$ 3,674,029	\$ 3,666,737	\$ 6,972,292	
408	Water/Sewer Bond Redemption	\$ -	\$ 3,443	\$ 3,443	\$ -	
410	PWTF Loan Redemption	\$ 779	\$ 301,663	\$ 301,662	\$ 780	
412	Water/Sewer Bond Redemption	\$ -	\$ -		\$ -	
413	Water/Sewer Revenue Bond	\$ 2,700,000	\$ 7,279,738	\$ 9,906,982	\$ 72,756	
414	Water/Sewer Bond Reserve Fund	\$ 1,596,416	\$ 1,800	\$ -	\$ 1,598,216	
510	Empl. Security Reserve Fund	\$ 85,100	\$ 3,000	\$ 30,450	\$ 57,650	
520	ER&R Rolling Stock	\$ -	\$ 62,400	\$ 55,000	\$ 7,400	
521	ER&R IT Fund	\$ 5,100	\$ 50,100	\$ 50,000	\$ 5,200	
604	Cemetery Perpetual Care Fund	\$ 371,640	\$ 9,802	\$ -	\$ 381,442	
610	Downtown Bond	\$ 1,108,800	\$ 6,000	\$ -	\$ 1,114,800	
631	Agency Fund - Low Income	\$ 5,300	\$ 10,300	\$ 14,000	\$ 1,600	



Budget Message and Ordinance



City of Washougal

City Manager's Budget Message



To the Mayor, City Council & Residents of Washougal:

I am pleased to present the proposed City of Washougal 2021 Budget. The proposed 2021 budget allows us to maintain existing services levels and implements the Council's priorities to maintain service levels and make targeted investments to enhance services and amenities in our community.

The ongoing COVID-19 pandemic caused us to pause initiatives and projects as we refocused our efforts on response to the public health emergency. As we look to 2021, we are planning to resume these initiatives and projects, some of which are already underway now in late 2020. We will approach these efforts in 2021 conservatively, moving cautiously as we emerge from the social and economic uncertainty we are currently facing.

With this underpinning approach, we can maintain our current service levels in all program areas in 2021. We remain conservative in our revenue estimates and in our expenditure control. In addition to maintaining current service levels, the proposed 2021 budget addresses important Council and community priorities by investing in important capital facilities projects and enhancing community livability.

In determining its priorities for the 2021 budget, the Council considered and was guided by our Strategic Plan, our capital facilities plans, the input from the community reflected in the 2018 and 2020 Community Surveys and other feedback received by the City. Several priorities have emerged from Council's consideration of the budget: maintaining core services, continuing our enhanced Pavement Management Program, increased attention to community aesthetics, enhanced community engagement and investment in our parks, facilities, street and utility systems and infrastructure. To ensure that we can maintain our current service levels, provide these important service enhancements and make additional investments, the 2021 operating budget assumes that the Council will adopt a 1% increase in our overall property tax levy and that voters will support the renewal of the levy lid lift for Fire and Emergency Medical Services.

Construction of the Schmid Ballfields Phase 3 project and the Washougal Waterfront Trail, which will extend the Waterfront Trail from the Washougal Waterfront Park at the Port to our downtown, via Steamboat Landing and the Pedestrian Tunnel, are the highlights of our Capital Budget this year. We were able to secure critical funding to assist in advancing these and other important projects thanks to our partners in the State Legislature and our recent success in receiving grant funding and state appropriations.

Highlights from the 2021 budget and their alignment with the Priority Pillars in our Strategic Plan include:

Pillar #1: Communication and Pillar #2: Community Engagement

- Continuing emphasis on communications, including implementation of staffing adjustments intended to enhance our efforts in communicating and engaging with our community
- On-going community events (consistent with COVID-19 guidelines)

Pillar #3 Core Services – Transportation and Public Infrastructure, Parks and Open Space

- Continued enhanced Pavement Management Program
- Update to Transportation Improvement Plan
- Evergreen/39th Street realignment
- 30% design for 32nd St. railroad underpass
- Updates to Utility Master Plans
- Water, Wastewater and Storm Drainage system improvements
- Update to Parks Comprehensive Plan
- Schmid Ballfields Phase 3 Improvements construction
- Waterfront Trail construction completion (construction currently underway)
- Jemtegaard Trail construction completion (construction currently underway)
- Hamlik Park Improvements (scope pending grant application)

Pillar #3 Core Services – Community Livability and Services

- Maintain existing service levels across all programs
- Focus on enhanced efforts in community aesthetics and code compliance
- Building Repairs to Social Services Building (scope pending grant application)
- Support for East County Family Resource Center, ReFuel Washougal, and Community Education

Pillar #4 Economic Development

- Continued partnership with CREDC
- Tourism promotion

Under the leadership of the Mayor and Council, we can propose a balanced baseline operating budget which maintains all existing service levels for 2021. Enhanced services in response to community and Council priorities are contemplated depending upon how we emerge from the economic uncertainty we are experiencing. The 2021 budget also allows us to continue advancing our capital facilities efforts, delivering important projects.

I would like to thank the Council for their leadership and efforts in identifying priorities and providing policy guidance. I would also like to thank the men and women of the City staff, who work hard every day to deliver outstanding customer service. I am especially grateful for the initiative and innovation shown by Team Washougal during this past year in the face of a global pandemic unprecedented in our lifetimes. And, thank you to the many volunteers who serve on our boards and commissions and in support of the various programs that make Washougal a great community.

Respectfully Submitted,


David Scott
City Manager

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DEPARTMENT
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City of Washougal

Budget Ordinance



Fund	Fund Title	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
001	General	2,779,362	14,139,939	14,136,080	2,783,221
003	Abatement	68,332	1,200	19,500	50,032
101	Street	-	1,073,783	1,073,783	-
103	Cemetery	35,000	203,150	223,150	15,000
104	REET 1st Qtr %	1,467,997	360,000	1,094,600	733,397
105	Park Impact Fee	713,000	156,000	869,000	-
106	REET 2nd Qtr %	392,000	781,800	907,000	266,800
108	Hotel/Motel Tax	30,000	61,400	60,000	31,400
110	Transportation Development	1,288,000	262,000	1,550,000	-
118	PEG Fee	100,000	1,600	101,600	-
125	EMS Restricted Revenue	-	-	-	-
126	Fire impact Fee	379,525	30,500	14,000	396,025
127	Affordable Housing Sales Tax Credit	-	15,000	14,500	500
141	Drug Seizure Fund	24,000	28,300	37,200	15,100
212	UTGO Debt	6,000	100,200	106,150	50
215	Downtown Revitalization Bond	-	354,600	354,600	-
350	Parks Capital Projects	36,000	2,961,000	2,997,000	-
351	Building Contingency	-	999,000	999,000	-
353	Transportation Capital	165,815	3,789,520	3,955,335	-
355	Art Project Fund	4,000	5,000	9,000	-
401	Water/Sewer	6,449,511	8,877,916	13,792,348	1,535,079
403	Stormwater	1,767,815	1,588,350	1,645,751	1,710,414
406	Water/Sewer Capital	6,965,000	3,674,029	3,666,737	6,972,292
408	Water/Sewer Bond	-	3,443	3,443	-
410	PW Trust Fund Loan	779	301,663	301,662	780
412	Water/Sewer Loan	-	-	-	-
413	Water/Sewer/Storm Bond	2,700,000	7,279,738	9,906,982	72,756
414	Water/Sewer/Storm Bond Reserve	1,596,416	1,800	-	1,598,216
510	Employment Security	85,100	3,000	30,450	57,650
520	ER&R vehicle	-	62,400	55,000	7,400
521	ER&R IT	5,100	50,100	50,000	5,200
604	Perpetual Care	371,640	9,802	-	381,442
610	Downtown Bond Guarantee	1,108,800	6,000	-	1,114,800
631	Low Income Assistance	5,300	10,300	14,000	1,600
Grand Total		28,544,492	47,192,533	57,987,871	17,749,154

2021 Budget Next Steps



City of Washougal

Formal Budget Calendar

- October 26th – set hearings for ad valorem taxes and budget (to be held 11/9)
- November 9th – Public Hearings, adopt Ad Valorem, first opportunity to adopt budget
- November 16th (3rd Monday due to Thanksgiving), December 7, December 14, and December 21 – remaining dates for budget adoption



Questions

➤ Thank you!



Resolution No._____

A RESOLUTION amending Exhibit “A” of Chapter 2A of the City’s Personnel Policy Manual with reference to the non-represented employees.

WHEREAS, the 2021 Budget includes a 2.0% COLA salary adjustment for non-represented employees;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WASHOUGAL as follows:

Section I

That Exhibit “A” of Chapter 2A of our Personnel Policies that addresses the Compensation for Department Heads and other Non-Represented Employees be amended to increase the salary schedule by 2.0% for a COLA adjustment for 2021. A copy of the amended salary schedule showing those resulting adjustments is attached hereto, marked as Exhibit “1” and by this reference incorporated herein.

PASSED by the Council of the City of Washougal at regular meeting on the 2nd day of November, 2020

City of Washougal, Washington

Mayor

ATTEST:

Finance Director / City Clerk

APPROVED AS TO FORM:

City Attorney

City of Washougal
2021 Salary Table-Schedule A
2% COLA

Exhibit A

1.02

Directors	1	2	3	4	5	6	7	8	9	10
City Manager	PER CONTRACT									
Community Development Dir.	7,887.23	8,163.28	8,449.00	8,744.71	9,050.78	9,367.55	9,695.42	10,034.76	10,385.98	10,749.48
Finance Director	8,353.02	8,645.37	8,947.96	9,261.14	9,585.28	9,920.76	10,267.99	10,627.37	10,999.33	11,384.30
HR Director	6,693.15	6,927.41	7,169.87	7,420.81	7,680.54	7,949.36	8,227.59	8,515.55	8,813.60	9,122.07
Police Chief	8,869.26	9,180.07	9,501.36	9,834.15	10,178.45	10,534.27	10,902.65	11,284.63	11,679.16	12,088.35
Public Works Director	8,460.44	8,756.55	9,063.03	9,380.24	9,708.54	10,048.34	10,400.04	10,764.04	11,140.78	11,530.71
Managers and Supervisors										
Assistant Finance Director	6,849.47	7,089.20	7,337.33	7,594.13	7,859.93	8,135.02	8,419.75	8,714.44	9,019.45	9,335.13
Accounting Supervisor	5,907.45	6,114.22	6,328.21	6,549.70	6,778.94	7,016.20	7,261.77	7,515.93	7,778.99	8,051.25
Building Official/Manager	6,387.88	6,611.45	6,842.86	7,082.36	7,330.24	7,586.80	7,852.33	8,127.17	8,411.62	8,706.02
City Engineer	7,054.70	7,301.62	7,557.17	7,821.68	8,095.43	8,378.77	8,672.03	8,975.55	9,289.70	9,614.84
IT Manager	6,143.94	6,358.98	6,581.55	6,811.90	7,050.32	7,297.08	7,552.47	7,816.81	8,090.40	8,373.56
General Services Operations Mgr.	5,784.89	5,987.36	6,196.92	6,413.81	6,638.29	6,870.63	7,111.11	7,360.00	7,617.60	7,884.21
Parks and Cemetery Program Mgr.	5,784.89	5,987.36	6,196.92	6,413.81	6,638.29	6,870.63	7,111.11	7,360.00	7,617.60	7,884.21
Water/Wastewater Superintendent	6,643.57	6,876.10	7,116.77	7,365.85	7,623.66	7,890.48	8,166.64	8,452.48	8,748.31	9,054.49
Police Captain	7,158.99	7,409.56	7,668.89	7,937.30	8,215.11	8,502.64	8,800.23	9,108.23	9,427.02	9,756.97
Senior Analyst	6,047.87	6,259.55	6,478.63	6,705.38	6,940.07	7,182.98	7,434.38	7,694.58	7,963.89	8,242.63
Non-Exempt										
Assistant to the City Manager	4,674.03	4,837.62	5,006.94	5,182.18	5,363.55	5,551.28	5,745.57	5,946.67	6,154.80	6,370.22

**AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN THE CITIES OF CAMAS
AND WASHOUGAL FOR THE FORMATION AND OPERATION OF THE CAMAS-
WASHOUGAL FIRE DEPARTMENT DATED DECEMBER 4, 2013**

This Amendment made pursuant to Section 30.1 of the Interlocal Agreement between the Cities of Camas and Washougal for the Formation and Operation of the Camas-Washougal Fire Department dated December 4, 2013, hereinafter “Agreement”, by and between the City of Washougal, a municipal corporation organized and existing under the laws of the State of Washington, hereinafter referred to as “Washougal”, and the City of Camas, a municipal corporation organized and existing under the laws of the State of Washington, hereinafter referred to as “Camas”:

WITNESSETH

WHEREAS, Camas determined that it is appropriate to increase the staffing profile provided in Section 6 of the Agreement to add two firefighters and one deputy fire marshal, and such staffing increases occurred in 2019 and [2020 and](#) will continue into 2021~~0~~.

WHEREAS, Washougal had not determined that the increased staffing profile is appropriate for 2019 and [2020 and](#) was therefore not prepared to fully participate in the ongoing funding of the additional positions in 2019 [and 2020](#), and whereas Washougal continues to hold this position for 2021~~0~~.

WHEREAS, Washougal has determined that it will continue [to](#) participate in funding the salary and benefits costs of two new firefighter positions in 2021~~0~~, at an estimated Washougal cost of \$80,000 for 2021~~0~~.

WHEREAS, Washougal has not committed to the ongoing funding of these two new firefighter positions beyond 2021~~0~~.

WHEREAS, Camas has further determined to independently fund one deputy fire marshal position outside of the formulaic cost sharing identified in the Agreement.

WHEREAS, Camas will further incur expenses relating to the acquisition of associated equipment.

WHEREAS, Camas and Washougal previously agreed to work on program evaluation toward a mutually agreeable determination regarding staffing levels, funding and cost sharing, and received a Master Plan from ESCI in 2019 to inform this process, with the intent of pursuing this goal in 2020.

WHEREAS, Camas and Washougal experienced the unprecedented impact of the COVID-19 pandemic beginning in early 2020, causing the program evaluation effort to be delayed and bringing economic uncertainty to funding considerations for both Camas and Washougal.

WHEREAS, due to the economic uncertainty, Washougal has determined to ask voters to renew the expiring Fire/EMS levy lid lift at the current rate of ten cents per \$1,000 of assessed value, a funding level that can maintain pre-2019 service levels but cannot support the additional two positions contemplated in this amendment, nor any further program expansion.

WHEREAS, Camas and Washougal intend to re-engage the mutual program evaluation work in late 2020 and into 2021 with the mutual goal of reaching a determination regarding possible service delivery alternatives, staffing, funding, cost sharing and other program parameters.

WHEREAS, Camas and Washougal have stipulated to amend Section 16, by adding a new Subsection 16.17, to clarify the respective responsibilities associated with the funding and cost allocation provision of the Agreement.

WHEREAS, Section 16 of the Agreement shall be amended to include a new subsection 16.17, as follows:

16.17 The provisions of this Section relating to the funding and cost allocation shall remain in full force and effect, with the exception that the addition of two firefighters and deputy fire marshal to occur in

2019 and 2020 and be continued into 202~~10~~ shall be partially funded by Washougal (two firefighters) and the remaining new position (one deputy fire marshal) independently funded by Camas, and Washougal is not bound to participate in the full funding of these additional positions in 2019, 2020 and 202~~10~~, under the following conditions:

16.17.1 Washougal will fund its share of the salaries and benefits of two new firefighter positions in 202~~01~~, said share estimated to be \$80,000 in 202~~10~~.

16.17.2 Washougal's funding of its share of two new firefighter positions in 202~~01~~ is not a commitment to the ongoing funding of these positions beyond 202~~10~~.

16.17.3 Camas and Washougal will work together with best efforts and good faith to review the staffing profile for the Agreement to seek mutual agreement on staffing levels and staffing needs, alternatives to increased staffing such as the enhanced use of volunteers, alternative service delivery models, funding and ability to pay, and efforts to contain and control program costs. Camas and Washougal further agree that they will mutually review all other provisions of the Agreement as may be appropriate for amendment, including but not limited to capital facilities planning and funding, cost sharing and ECFR payments. This review will include consideration of the Master Plan completed in 2019 by ESCI.

16.17.4 The parties agree that good faith and best efforts will be made to reach mutual agreement regarding the additional staffing and related cost sharing and the other review items described herein in time to implement any adjustments in the 202~~20~~ budget, but in any event no later than in time for the 202~~31~~ budget.

16.17.5 Failure to negotiate future funding allocation shall not constitute cause under Section 19. Termination shall require twenty-four months' notice pursuant to section 19.2 unless some other grounds exist under Sections 19.3 or 19.4 permitting a shorter termination period. Any termination shall be expressly subject to Section 19.8 relating to reimbursement of net costs to include the additional funding assumption by Camas as described in this Section. Such termination notice shall not prevent the Parties from reaching mutual agreement during the pendency of the twenty-four months' notice period.

16.17.6 Additional expenses assumed by Camas relating to the acquisition of equipment shall be reimbursed by Washougal concurrently with an agreement on staffing levels as described in

Subsection 16.17.3 herein, but in no event later than December 31, 2020.

16.17.7 The terms of Attachment D shall be amended as necessary to reflect the provisions of this Subsection 16.17.

IN WITNESS WHEREOF the parties have caused this Amendment of Interlocal Agreement to be executed in their respective names by their duly authorized officers and have caused this Amendment of Interlocal Agreement to be dated as of the ~~13th~~ ##th day of ~~January~~ Month, 2020.

CITY OF CAMAS, a municipal corporation

By: Barry McDonnell
Title: Mayor, City of Camas

Attest:

Camas City Clerk

Approved as to form:

Shawn R. MacPherson, City Attorney

CITY OF WASHOUGAL, a municipal corporation

By: David Scott
Title: City Manager, City of Washougal

Attest:

Washougal City Clerk

Approved as to form:

Kenneth Woodrich, City Attorney