



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MINUTES
Monday, October 12, 2020
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/87494864411>

I. CALL TO ORDER

Mayor Pro Tem Julie Russell called the meeting to order at 5:00 pm.

II. ROLL CALL

Present: Councilmembers Brent Boger, Michelle Wagner, Paul Greenlee, Alex Yost, Molly Coston, Julie Russell, and Ernie Suggs

Staff:

David Scott, City Manager
Jennifer Forsberg, City Clerk/Finance Director
Trevor Evers, Public Works Director
Mitch Kneipp, Community Development Director
Jeanette Cefalo, Human Resources Director
Wendi Steinbronn, Police Chief
Michelle Wright, Interim Assist. Public Works Director
Rob Charles, City Engineer
Rose Jewell, Assistant to the City Manager

III. PUBLIC COMMENTS

Micki Mulder introduced herself as the Cemetery Board President and offered to answer questions following the presentation.

IV. NEW BUSINESS

A. Public Works: Cemetery Ordinance, Master Plan, and Rate Schedule

Michelle Wright presented the following:

- Cemetery Master Plan Update
 - Goals
 - Current business model
 - Proposed business model
 - Perpetual Care Trust Fund
 - Cemetery rates
 - Distribution of fees
 - Draft ordinance
 - Next Steps
 - adopt ordinance on October 26

- adopt agreements w/funeral homes
 - Staff/Cemetery Board Recommendations
- Discussion ensued regarding mausoleums, staffing, and memorial day.

B. Finance: 2021 Budget Presentations – Public Works O&M and Capital

Jennifer Forsberg presented the following:

- Public Works reorganization
- Facilities Budget
- Parks Budget - increase due to inclusion of cemetery
- Engineering Budget
- Streets Budget - status quo
- Cemetery Budget - decrease for Park Fund migration
- Water/Sewer Budget and highlights
- Stormwater Budget and highlights

Capital Budgets

- Art Projects 9k with 4k rollover
- Facilities
 - Social service: grants, legislative request, and fund balance
 - Other projects
- Transportation
 - Columbia River Trail
 - 32nd Street Underpass
 - 39th/Evergreen Blvd Realignment
 - Advanced Traffic Management System
 - Jemtegaard Trail
 - Traveler Information Sign
 - Other opportunities
- Parks
 - Schmid Ball Fields Phase 3
 - General Projects
 - Equipment Replacement 2021
- Water/Sewer
- Stormwater

Discussion ensued regarding timeline, paving costs, covid budget implications, vacant positions, and status of car tab fee.

C. Administration: COVID-19 Update

David Scott presented the following:

- Emergency Declaration Order status
- Clark County remains in Phase 2 of Safe Start Washington
- Potential timeline for future phases
- Virus currently in high category
- Cares Funding \$742,500
 - General Fund \$400K
 - Utilities \$342K
 - County CDBG Program
 - Small Business - public health communications and PPE supplies
 - Reopened and Ready Campaign
 - Small Business Support - possible enhancements
 - Direct grants
 - Shop local customer utility rebate program
 - Reimbursement for eligible costs

- Residential Utility Bill Support Program

Discussion ensued: current balance of past due accounts, utility assistance needs, program eligibility, intent of CARES funding, grant programs for small business, timeline for expending funds, staffing required to administer programs, and draft resolution. Due to time constraints discussion was deferred to the regular meeting.

V. PUBLIC COMMENTS

None

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

Deferred to the regular meeting.

B. MAYOR

Deferred to the regular meeting.

C. CITY COUNCIL

Deferred to the regular meeting.

VII. ADJOURNMENT

Meeting ended at 6:50.

Mayor

City Clerk

Cemetery Update

10/12/2020| Presented by Michelle Wright



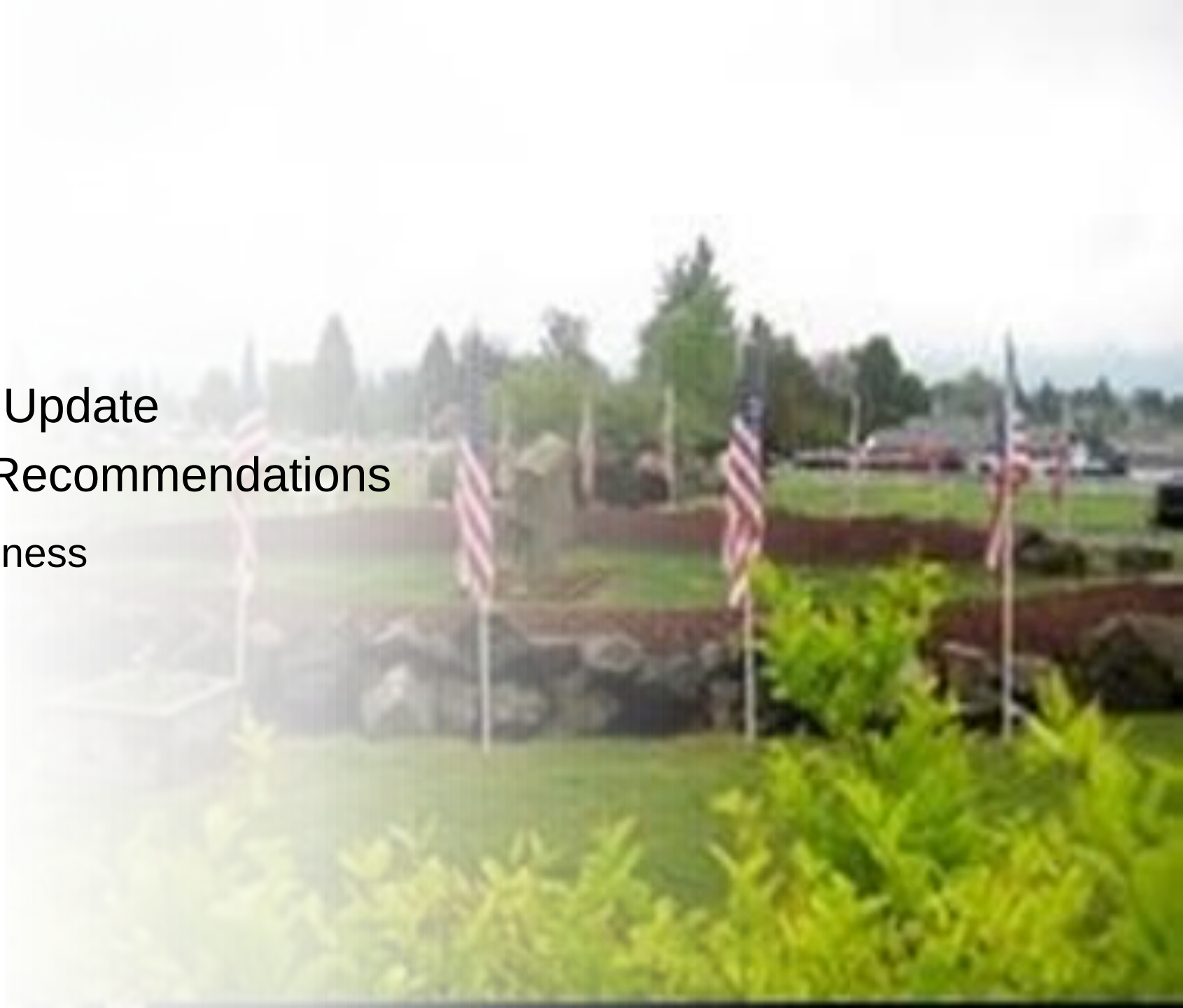
City of Washougal

Our objectives are to ensure the proper preservation of all Cemetery records; keep existing facilities in prime condition; recommend facility upgrades and support all crucial obligations required to maintain the ongoing performance, care, improvement and solemnity of the Washougal Memorial Cemetery grounds.



Agenda

- Cemetery Master Plan Update
- Staff/Cemetery Board Recommendations
 - ✓ New way of doing business
 - ✓ Perpetual Care Fund
 - ✓ Rate Adjustments
 - ✓ Draft Ordinance
- Next Steps



Cemetery Master Plan: Goals

- Make the Cemetery financially stable to reduce dependency on the General Fund
- Maximize the Cemetery property for future burial needs and trends
- Change the way we currently do business for burials and markers
- Develop a strong volunteer/donation program



Current Business Model

- 1 FTE at Cemetery
- 0.25 FTE Administrative Assistant
- Supplemented by Parks and Facilities Team for grave digging and burials
- Seasonal employees and corrections crew in summer
- City provides all grave digging and marker placement services
- The General Fund support for the cemetery was \$162,600 in 2019, a 77% subsidy



Proposed New Business Model

- Adopt a burial and marker placement service delivery model similar to the City of Vancouver and City of Camas models
- Funeral homes provide burial and marker placement services under a license agreement with the City
- The costs for these services are paid directly by the family to the funeral home and do not pass through the City
- Staff involvement is limited to inspection after closing



Proposed New Business Model

- 0.75 FTE at Cemetery
- 0.25 FTE available to assist Parks and Facilities
- 0.25 FTE Administrative Assistant
- No seasonal employees, corrections crew or supplemental assistance from Parks and Facilities Team needed generally (some assistance needed for Memorial Day)
- Reduced seasonal and corrections crew expenses, or re-deployment to Parks and Facilities
- Reduced General Fund subsidy of Cemetery
- Software improvements have made our process more cost effective and streamlined



Perpetual Care Trust Fund

CURRENT:

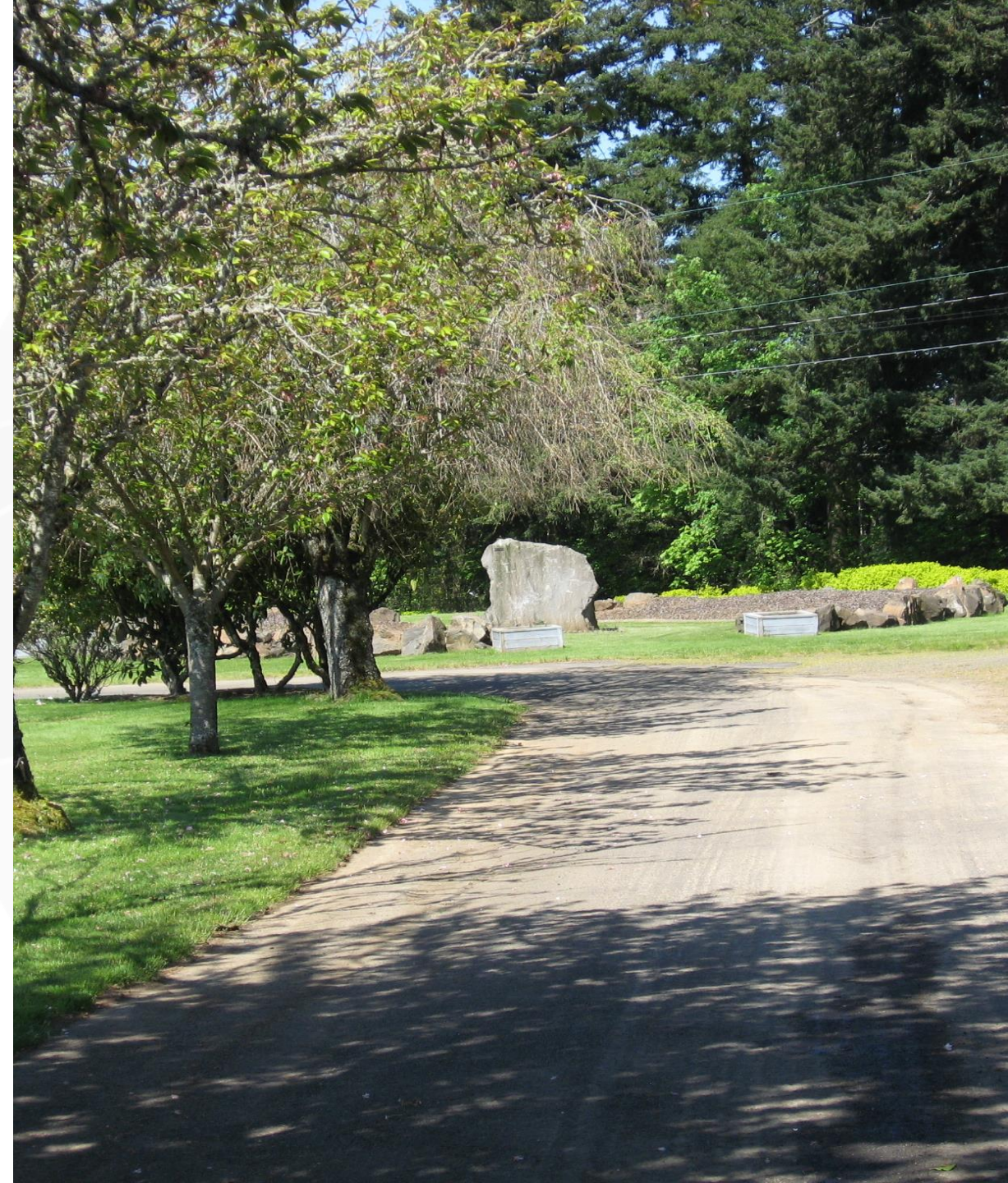
25% of the funds received from the sale of interment rights to lots shall be deposited in the cemetery perpetual care trust fund

PROPOSED:

New Perpetual Care Fee provides funding for the perpetual care trust fund



City of Washougal



Cemetery Rates

Fee	Washougal Current	Washougal Proposed	Camas
Adult Flat Marker	\$900	\$900	\$1,000
Perpetual Care or Maintenance Fee	\$0	\$225	\$200
Total	\$900	\$1,125	\$1,200



Cemetery Rates:

Distribution of Fees

	WASHOUGAL CURRENT	WASHOUGAL PROPOSED
Total fee	\$900	\$1,125
Perpetual Care Trust Fund	\$225 (25%)	\$225
Cemetery Operations	\$675	\$765
Cemetery Capital	\$0	\$135



Draft Ordinance

- Draft Ordinance in Packet
- Implements program and rate changes



Next Steps

- Adopt Ordinance at 10/26/2020 Council meeting
- License Agreements with Funeral Homes



Questions and Discussion



City of Washougal

2020 CEMETERY MASTER PLAN



City of Washougal

Mission Statement:

Our objectives are to ensure the proper preservation of all Cemetery records; keep existing facilities in prime condition; recommend facility upgrades and support all crucial obligations required to maintain the ongoing performance, care, improvement and solemnity of the Washougal Memorial Cemetery grounds.

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ACKNOWLEDGEMENT

City Council

Molly Coston, Mayor

Brent Boger

Paul Greenlee

Ray Kutch

Julie Russell

Ernie Suggs

Michelle Wagner

Alex Yost

Cemetery Board

Micki Mulder, President

Janet Alder

Diane English

Shirley Frosh

Mark Rohr

Staff

Kelly Brown

Dean Porter

Michelle Wright



MISSION STATEMENT

Our objectives are to ensure the proper preservation of all Cemetery records; keep existing facilities in prime condition; recommend facility upgrades and support all crucial obligations required to maintain the ongoing performance, care, improvement and solemnity of the Washougal Memorial Cemetery grounds.

INTRODUCTION

This 10-year Washougal Memorial Cemetery Operational Plan provides a long-term summation for improvements and phased projects that streamline customer service and enhance aesthetics. The plan also attempts to address current trends in environmental awareness for maintenance methods and burial options.

WASHOUGAL MEMORIAL CEMETERY HISTORY

The Washougal Memorial Cemetery provides the largest public burial grounds in Washougal. The Sons of David Shepherd operated and maintained the earliest graves, known as the “Pioneer Cemetery” – now referred to as “Section A”. New management by Lodge Number 194 of the Independent Order of Odd Fellows (IOOF) reflected this name change and expanded the grounds to add “Section B”. A successful petition by citizens resulted in the City of Washougal assuming ownership of the IOOF cemetery in December of 1944. The City of Washougal added five “open” sections for interment with expanded burial options and looks toward future expansion opportunities. To this day, the City of Washougal Clerk’s Office and Public Works Department perform all functions of management, development, and operations of the Washougal Memorial Cemetery.

The earliest recorded grave belongs to Jacob Gibbons (1837-1858), located in Section IOOF-A, Lot 31.

John Meier, reputed as a survivor of the 1876 Battle at Little Big Horn, rests in Lot 99 of Section IOOF-B. Historical reports reveal very little information about this man; however, records strongly indicate Private John Meier survived “Custer’s Last Stand” to find his final resting place in the Washougal Memorial Cemetery in 1917.

WASHOUGAL MEMORIAL CEMETERY



EXECUTIVE SUMMARY

The Washougal Cemetery is an important historic site in Washougal. The Cemetery is in a beautiful area of Washougal overlooking mountains and trees. It is a peaceful resting place for loved ones and has a majestic quiet place for reflection.

The 2020 Master Plan will provide the City of Washougal with direction for the continued operation of the Cemetery for years to come. The issues facing the Cemetery are finding stable funding sources that will allow for maintenance and operations, and the needed capital improvements.

The Washougal Memorial Cemetery consists of approximately 12.9 acres. When fully utilized, the Cemetery will contain nearly 8,000 full burial locations. Both one full burial and three cremain burials OR four cremain burials are allowed on each adult lot, providing an economical burial option for families. Cremain niches, individual cremain lots, and a Cremain Memorial Garden meet the needs for those who select an alternative to full burial. The Washougal Memorial Cemetery also offers child and infant burial lots.

Funding for the Cemetery comes from private donations and fees paid for services. 85% of monies from the sale of lots goes into the Cemetery Operations & Maintenance Fund, the remaining 15% goes into a capital expenditures and future maintenance fund, which is called the perpetual fund.

The City of Washougal Cemetery currently generates approximately \$42,000 in revenues annually. The general fund support for the cemetery was \$162,600 in 2019, which is a 77% subsidy. The Cemetery competes with other general fund department like Police, Fire/EMS, and Parks/Facilities so containing cost is important.

The plan will identify three major goals:

- Change the way we currently do business of the contracting out of burials and markers
- Make the Cemetery financially stable to reduce dependency on the General Fund
- Maximize the Cemetery property for future burial needs and trends
- Develop a strong volunteer/donation program

Cemetery Board

The Cemetery Board is appointed by the Mayor and consists of five members plus a nonvoting council liaison; four members shall be residents of the City and one member may be a nonresident. Appointments for this board shall be ratified by the City Council. Seats are filled for an unexpired term. This volunteer board makes recommendations to the City Council. Additional information can be found at WMC 2.44.

CURRENT OPERATION

The City of Washougal is looking to move to the City of Vancouver and City of Camas cemetery service model. Currently it takes a full-time employee and ¼ time Administrative Assistant, augmented with parks and facility crew, correction crews, and seasonals to maintain all the services Washougal provides at the cemetery. The City's goal is to have the funeral homes provide the service, burials, headstone and markers. The goal will be to provide a license (revocable grave digging permit) for contractors to dig graves and place markers under the supervision and authority of the funeral home. The costs for these services are paid directly by the family to the funeral home and do not pass through the City. Staff involvement is limited to marking the grave site for the contractor and inspection after closing.

The City has a revocable grave digging and marker installation permit with the funeral homes that service the Washougal Memorial Cemetery. The funeral home shall contract for the services of a grave digger and marker installation whose service fee shall be set by funeral home. The grave digger shall be an independent contractor, not a city employee, the city will provide standard operating procedures to the funeral home for this service.

The new model will have a City Grounds Maintenance worker maintain the grounds, mark out the grave site, inspect the site after service, mark out and inspect marker installations, and provide interment of cremains in a grave plot or niche wall with delivery only service, and administer lot sales along with the Public Works Department.

The new plan will be to have a Grounds Maintenance worker provide mowing/edging, irrigation, fertilizing, weed control, landscape, tree trimming, asphalt maintenance, mole control, hardscape (benches, fence, walkways, flagpole area) and general grounds repair.

Staff mows grass on a weekly schedule and attempts to mow the section where a service is scheduled. The current budget allows for moderate irrigation, some weed fertilizer application, and staff overtime to prepare for Memorial Day. The goal is to utilize .75 full time equivalent maintenance worker to oversee the maintenance of the cemetery.

Maintenance of headstones is the responsibility of the family. Maintenance includes damage from vandalism or general weathering and lawn edging. Repairs and maintenance by family members must meet current City Standards. The City does provide for volunteer groups and the Offender work crew to do some edging of headstones along with headstone cleaning in preparation for Memorial Day.

CEMETERY SERVICES

Cemetery services are coordinated by the funeral home under family direction. The only City involvement is what was listed above.

The City has purchased new software that will help citizens find existing grave locations, but the grounds staff can also help assist families. Current staffing levels do not allow for a full-time presence at the cemetery but contact information will be posted at the office. Staff makes every effort to respond to calls that day or arrange an alternate time to meet.

FUNDING

The Public Works Department interacts with families purchasing plots, funeral home coordination for services and general citizen requests. Public Works also maintains all data and accounting for the Cemetery. The Public Works Department just finished updating and installing a new software database that should improve data retrieval and tracking.

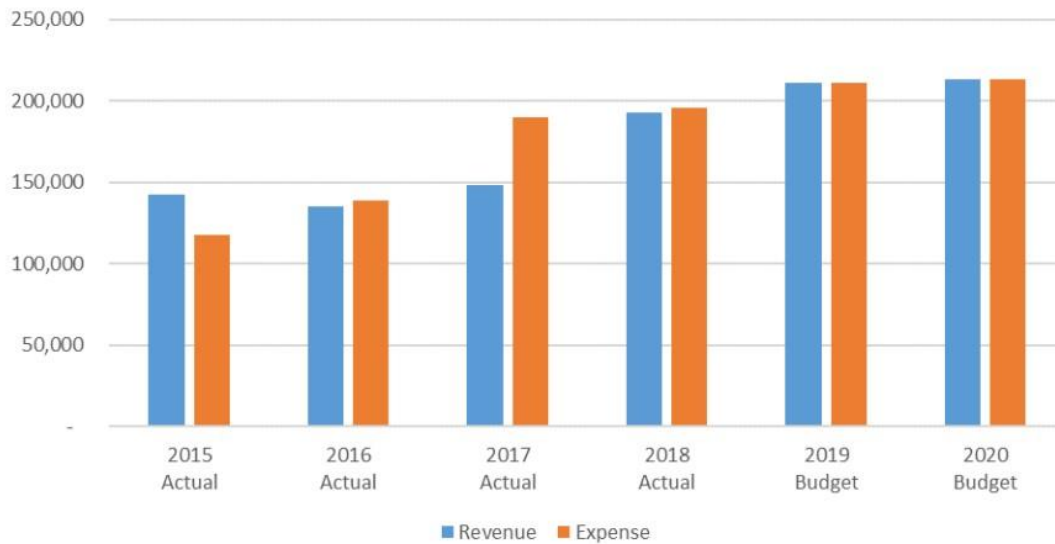
Public Works handles all sales. The family selects and pays for the lots then the department issues a payment receipt, mails out a conveyance to the family, and the database map is updated. When a sale is associated with a burial service, the Public Works Department charges either the family or the funeral home and appropriate fees based on the current fee schedule. After the service is complete, Public Works is required to send the Department of Health a Burial-Transit Permit signed by Grounds staff to Clark County Public Health-Vital Records Department within three days of receiving the permit.

Table 1: Cemetery Fund

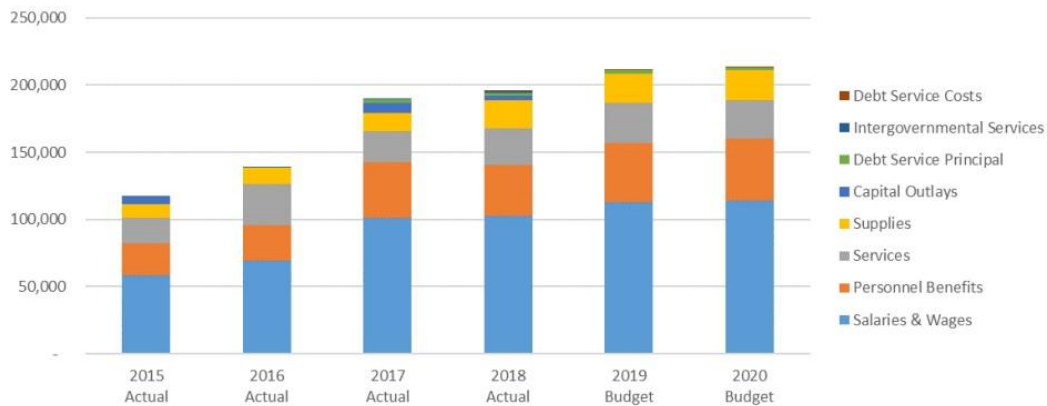
Cemetery Fund

The City of Washougal operates the Washougal Memorial Cemetery, providing the only public burial ground in Washougal, Washington. The City sells cemetery lots, niche wall spots, cemetery services, markers, and other services for a burial. In addition, the City maintains the grounds of the Cemetery.

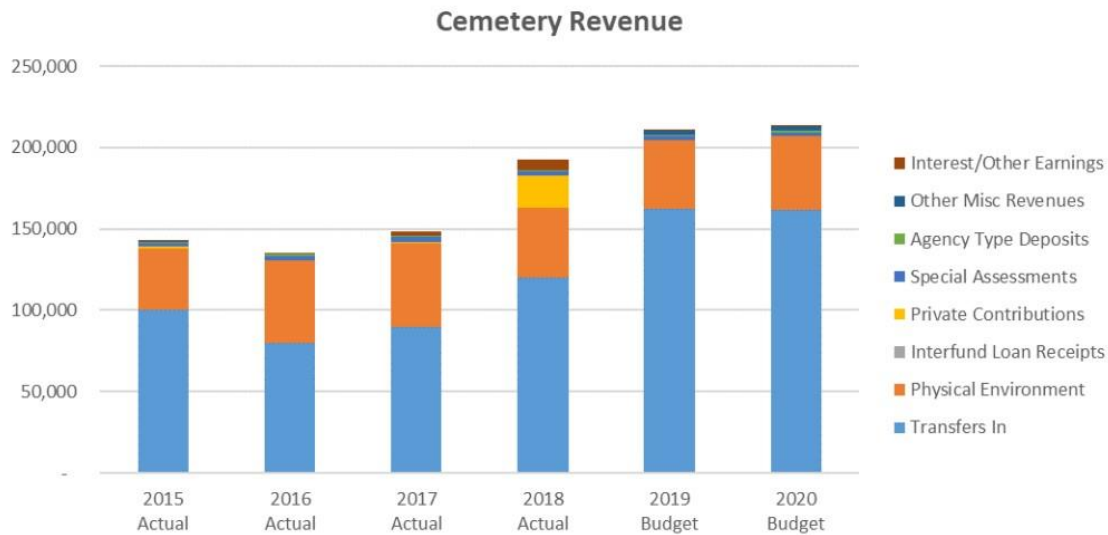
Cemetery Fund Revenue/Expense History



Cemetery Expense



Expenditure	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Salaries & Wages	58,173	69,205	100,966	102,526	113,002	114,000
Personnel Benefits	24,063	26,170	41,821	38,249	43,900	45,900
Services	19,235	30,696	23,122	26,853	30,100	28,800
Supplies	10,161	12,144	13,433	21,081	21,450	22,150
Capital Outlays	5,246	-	7,122	3,132	-	-
Debt Service Principal	-	-	2,824	2,600	2,600	2,600
Intergovernmental Services	702	821	1,020	736	-	-
Debt Service Costs	-	-	-	379	200	200
Total	117,580	139,036	190,307	195,556	211,252	213,650

Table 2: Cemetery Revenue

Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Transfers In	100,000	80,000	90,000	120,000	162,600	161,950
Physical Environment	38,159	50,580	51,485	42,649	42,000	45,000
Interfund Loan Receipts	-	-	-	-	-	-
Private Contributions	853	106	72	20,108	-	-
Special Assessments	2,244	2,735	3,305	2,575	2,500	2,500
Agency Type Deposits	690	945	995	797	800	800
Other Misc Revenues	720	24	23	27	2,900	2,900
Interest/Other Earnings	41	1,192	2,732	6,452	500	500
Total	142,707	135,582	148,612	192,608	211,300	213,650

PERPETUAL CARE PLANNING

This fund was established by ordinance 2.44.060 to maintain the Cemetery in the future. A portion of the Cemetery lot sales, 15%, shall be deposited in the Cemetery Perpetual Care Trust Fund, until such time as the fund shall be of a sufficient amount that the revenue received therefrom will provide ample funds for the perpetual care and keep of the Cemetery. The principal of the fund shall be kept intact and not diminished. The interest therefrom shall be used for the expenses capital improvement for additions to the Cemetery or if not needed for such purposes shall be added to the principal amount.

Table 3: Cemetery Perpetual Care Fund Revenue/Expense History

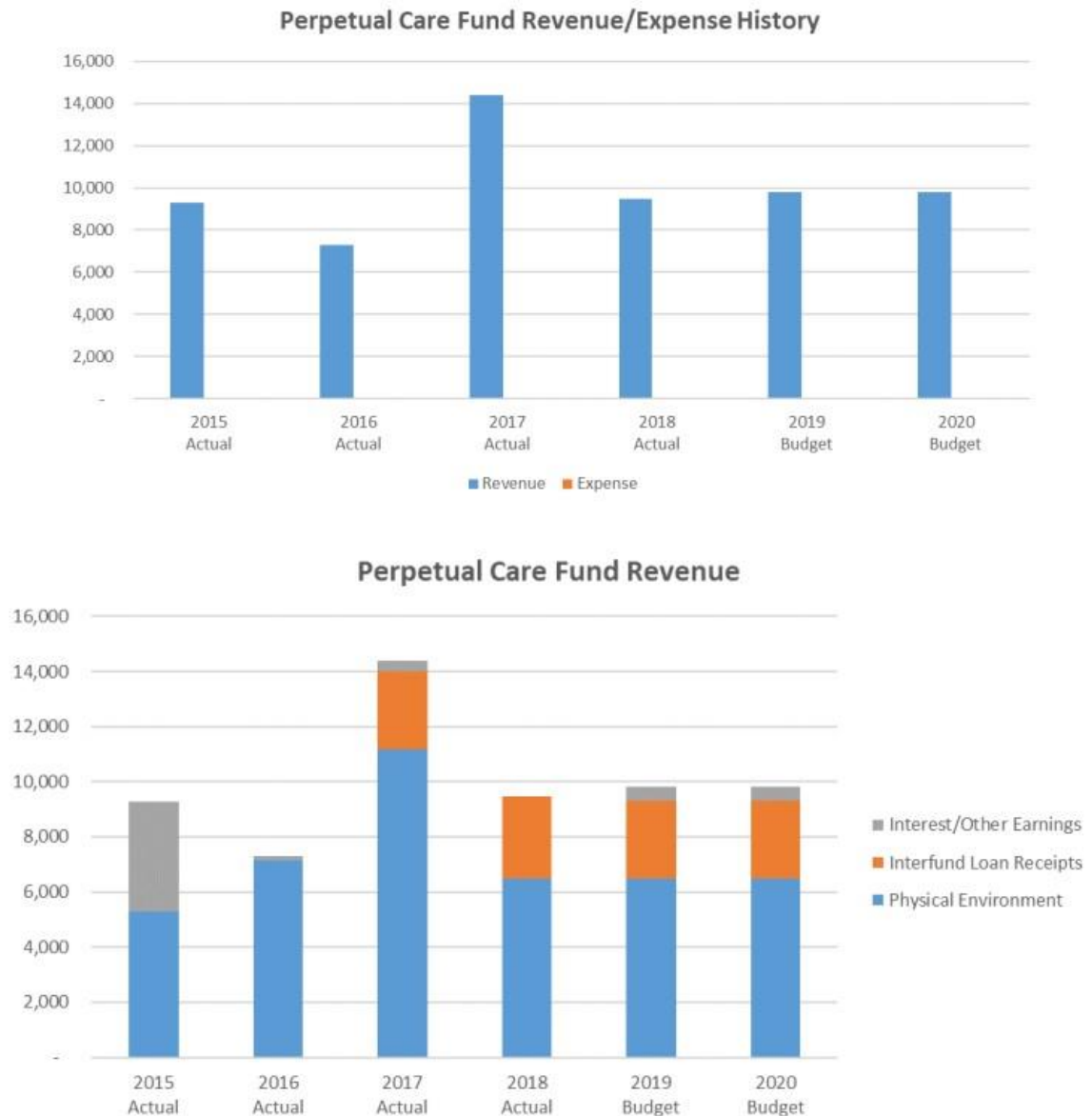


Table 5: Cemetery Rates (updated 2020)

LOT & NICHE	FEE	ADDITIONAL INFORMATION
ADULT LOT	\$900	WILL ACCOMMODATE 1 CASKET + 3 CREMAINS OR 4 CREMAIN BURIALS PER LOT
CHILD LOT	\$300	
INFANT LOT	\$200	
UPRIGHT MONUMENT LOTS	\$2,300	THIS PRICE IS FOR 2 LOTS - ALWAYS SOLD IN PAIRS
CREMAIN LOT	\$200	ONE CREMAIN PER SINGLE CREMAIN LOT
OLD NICHE WALL - SINGLE NICHE	\$800	SILVER STAR / ST. HELEN'S / MT. ADAM'S WALLS
OLD NICHE WALL - DOUBLE NICHE	\$1,300	SILVER STAR / ST. HELEN'S / MT. ADAM'S WALLS
NEW 2013 NICHE WALL - SINGLE NICHE	\$950	OLYMPIC & MT. HOOD WALLS
NEW 2013 NICHE WALL - DOUBLE NICHE	\$1,500	OLYMPIC & MT. HOOD WALLS
CREMAIN GARDEN	\$500	ALL-IN-ONE FEE INCLUDES BURIAL & PLAQUE
PERPETUAL CARE FEE - IN-GROUND LOTS	\$225	ONE TIME FEE ADDED TO THE PURCHASE OF THE LOT
PERPETUAL CARE FEE - NICHE & CREMAIN LOTS	\$200	ONE TIME FEE ADDED TO THE PURCHASE OF THE NICHE OR CREMAIN LOT
PERPETUAL CARE FEE - CREMAIN GARDEN	\$100	ONE TIME FEE ADDED TO THE PURCHASE OF THE CREMAIN GARDEN BURIAL
SERVICE	FEE	ADDITIONAL INFORMATION
ADULT CASKET BURIAL	Funeral Home	
CHILD CASKET BURIAL	Funeral Home	
INFANT CASKET BURIAL	Funeral Home	
NICHE WALL INURNMENT	\$300	
CREMAIN (IN GROUND) BURIAL	\$345	
ADULT CASKET LINER (POLYPROPYLENE ONLY)	Funeral Home	
CREMAIN LINER (POLYPROPYLENE ONLY)	\$200	REQUIRED FOR ALL DEGRADABLE-COLLAPSIBLE URNS & CONTAINERS
CANVAS TENT SET-UP-15'x15'	\$60	ROYAL BLUE CANVAS TENT
POP-UP TENT SET-UP - 10'x10' (EACH)	\$25	WHITE CANVAS POP-UPS WITH METAL FRAMES
SATURDAY - CASKET BURIAL	\$460	THESE CHARGES ARE IN ADDITION TO REGULAR BURIAL FEES
SATURDAY - CREMAIN OR NICHE BURIAL	\$275	THESE CHARGES ARE IN ADDITION TO REGULAR BURIAL FEES
SUNDAY/HOLIDAY - CASKET BURIAL	\$690	THESE CHARGES ARE IN ADDITION TO REGULAR BURIAL FEES
COMBINED BURIALS - WMC 2.44.095: APPROVED MAY OF 2014 (MAXIMUM OF TWO BURIALS)		When two burials occur together such as when two cremation urns are inurned together in a double niche at the same time, or when two cremation urns are ground-buried in a single liner at the same time in a full grave, or when the ashes from two single urns are combined in one uni-vault for ground burial in a full grave, or when a casket contains cremated remains of a second individual, the burial with the higher rate will be charged the full respective rate and the burial with the lower rate will be charged for half of its respective rate. A maximum of two cremated remains per burial discount is allowed. <u>The discounted rate does not apply to single cremation lots or the Cremain Garden.</u>

DISINTERMENT	CITY CHARGES 3 TIMES THE COST OF THE TYPE OF BURIAL - STATE DISINTERMENT PERMIT IS REQUIRED - RELOCATION WILL INCUR ADDITIONAL BURIAL AND MARKER FEES. REMOVAL OF UN-CREMATED REMAINS FROM WMC WILL REQUIRE STATE TRANSIT PERMIT	
MARKER SETTINGS & MONUMENT BASE POURS:	FEE	ADDITIONAL INFORMATION
ALL MEASUREMENTS NOTED IN INCHES- 1 MARKER PER LOT PERMITTED		
12 X 24 OR 12 X 16.5 FLAT MARKER	Funeral Home	ONLY A 12 X 16.5 MARKER IS PERMITTED ON CREMAIN LOTS
12 X 36 FLAT MARKER	Funeral Home	
12 X 48 FLAT MARKER	Funeral Home	PERMITTED ONLY BETWEEN 2 ADULT LOTS
12 X 24 UPRIGHT MONUMENT BASE	Funeral Home	FOR UPRIGHT MONUMENT SECTIONS A, B, 1, AND 6
12 X 36 UPRIGHT MONUMENT BASE	Funeral Home	FOR UPRIGHT MONUMENT SECTIONS A, B, 1, AND 6
12 X 48 UPRIGHT MONUMENT BASE	Funeral Home	PERMITTED ONLY BETWEEN 2 OR MORE ADULT LOTS. FOR UPRIGHT MONUMENT SECTIONS A, B, 1, AND 6
ADDITIONAL SERVICES:	FEE	
VASE SETTING	\$12	PER VASE SET IN CONCRETE WITH MARKER
VASE BLOCK SETTING	\$120	INCLUDES VASE, HOUSING, & REDUCED CONCRETE SURROUND
PURCHASE OF VASE FOR SETTING	\$85	VASE & VASE HOUSING ONLY
NICHE INSCRIPTION - SINGLE	Actual Cost	PER INSTANCE OF PANEL REMOVAL FOR WORK. HOLD HARMLESS REQUIRED
NICHE INSCRIPTION - DOUBLE	Actual Cost	PER INSTANCE OF PANEL REMOVAL FOR WORK. HOLD HARMLESS REQUIRED
MARKER CLEANING	\$36	PER EACH MARKER. HOLD HARMLESS REQUIRED
MARKER REMOVAL	\$138	HOLD HARMLESS REQUIRED
SAND/PAINT VASES & HOUSING	\$60	
STAKING GROUND LOTS (WITHOUT A SERVICE)	Actual Cost	ACTUAL TIME CHARGED AT CURRENT SHOP RATE
GENEALOGICAL SEARCHES	Actual Cost	ACTUAL TIME CHARGED AT CURRENT SHOP RATE

Goal 1: Change the way we currently do business by contracting out burials and markers

The City of Washougal is looking to move to the City of Vancouver and City of Camas cemetery service model. Currently it takes a full-time employee and ¼ time Manager, augmented with parks and facility crew, correction crews, and seasonals to maintain all the service Washougal provides at the cemetery. The City's goal is to have the funeral homes provide the service, burials, headstone and markers. The goal will be to provide a license (revocable grave digging permit) for contractors to dig graves and place markers under the supervision and authority of the funeral home. The costs for these services are paid directly by the family to the funeral home and do not pass through the City. Staff involvement is limited to marking the grave site for the contractor and inspection after closing.

The new model will have a City Grounds Maintenance worker maintain the grounds, mark out the grave site, inspect the site after service, mark out and inspect marker installations. They will provide interment of cremains in a grave plot or niche wall without a service and administer lot sales along with the Public Works Department.

The new plan will be to have a Grounds Maintenance worker provide mowing/edging, irrigation, fertilizing, weed control, landscape, tree trimming, asphalt maintenance, mole control, hardscape (benches, fence, walkways, flagpole area) and general grounds repair.

Goal 2: Make the Cemetery financially stable

Part of the process of making the Cemetery more financially stable is to annually update the Cemetery pricing to make sure it reflects market conditions. Development of a marketing strategy for sales and continuing to review burial options (green burial, web services, etc.) will aide in this effort. Exploration of the implementation of a Cemetery District to secure separate funding sources and implementation of Goal 1 to change the way the City is currently doing business.

Goal 3: Develop a strong volunteer/donation program

Many of the goals listed above show that there is a need for volunteers and donations to help bridge the gap between current funding levels and service level expectations. To meet these goals the City must have a defined and aggressive plan to recruit, retain and provide real opportunities and direction for volunteer services along with viable projects for donations.

The Board proposes an increase in fund raising activities to assist with capital improvements of the Washougal Memorial Cemetery. Several ideas have been presented and the Board is considering the implementation of one or more activities over the course of the upcoming years.

Activities suggested at this time:

- Virtual Silent Auction.
- Holding a fundraising pancake breakfast, lunch, tea or dinner in the Community Center.
- Halloween (“Gravedigger’s”) Ball.
- Sell Washougal Calendars featuring photos from around the City. A contest for photo submittals has been recommended in conjunction with this idea.
- Operating a booth at the Summer Farmer’s Market to collect donations and provide family burial location information, (like the assistance provided by the Board Members over the Memorial Day Weekend).
- Hold a “Yard” Sale
- Adopt-a-Lot program for those interred that no longer have descendants in the area to maintain headstones and markers in the older sections of the Cemetery. This topic will require further legal research prior to implementation.

The Board has chosen to hold these events on a smaller scale first in order to determine the viability of each prospect. Also, the Board intends to ensure that these events focus is on the project the money is being raised for rather than general maintenance and upkeep. Funding for Operations & Maintenance is determined by the City Council and Staff annually through the regular budget process.

Goal 4: Maximize the Cemetery property for the future

The Cemetery Board goal is to maximize the cemetery property for the future. One of the best ways to do this is to continue to invest in niche walls. It is estimated that niche availability in the existing niche walls will be exhausted by 2025. future niche units will contain 48 additional niches per face (north & south) or 96 units per wall. Construction of two additional niche walls will provide another 192 niches. The City hopes to add these projects to future capital improvement plan.

IMPLEMENTATION

Staff will work with the Board in setting priorities and goals each budget year. Staff will monitor pricing and track changes in market conditions that may affect the decision process and report back to the Board regularly.

APPENDIX A-CEMETERY FACILITIES

The Washougal Cemetery is located at 3329 Q Street, Washougal, Washington for a total of 12.9 acres.

Location:	OFFICE, MAINTENANCE SHOP, AND YARD North of Section 2 and East of Section 3 Upper Area
Established	1975
Capacity/Usage:	Office area, workshop area, marker setting area, equipment & tool storage, flag, vase & liner storage, public restroom.
Site Photo:	

Location:	SECTION 100F-A-PIONEER CEMETERY
Established	In the 1850's by the Sons of David Shepherd. Later maintained and operated by the Independent Order of Odd Fellows #194.
Capacity/Usage:	91 LOTS (Family plots ranging from 1-20 burials per site) Total current burials in Section: 268 known This Section is closed to sales. However, some families are still maintaining markers and conducting burials in family plots.
Features:	Historical upright monuments, Pioneer Memorial stone tribute, Camperdown Elm Tree. The earliest grave belongs to Jacob Gibbons (1837-1858).
Landscaping:	Flower bed, trees, automatic sprinkler system.
Site Photo:	

Location:	SECTION 100F-B
Established	Originally operated by Independent Order of Odd Fellows #194.
Capacity/Usage:	199 LOTS (2 casket, 4 casket & 8 casket capacity lots) Total current burials in Section: 743 known While this section is closed to lot sales, burials continue in previously established family plots. Legal opinion determined that the insertion of additional lots in aisles is not to be possible due to the inability to confirm the location of some of existing burials.
Features:	Upright monuments, second oldest section of cemetery.
Landscaping:	Trees, automatic sprinkler system.
Site Photo:	

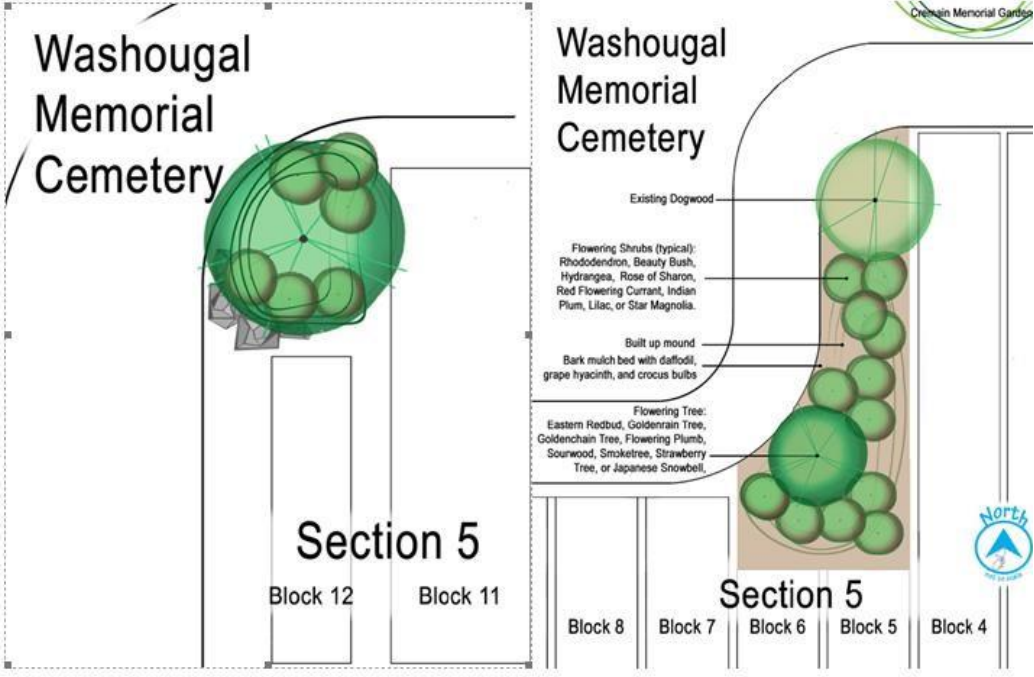
Location:	SECTION 1
Established	1945 – when the City officially assumed the operations and maintenance of the Cemetery.
Capacity/Usage:	780 LOTS (39 for cremain or infant burial only) Total possible burials in Section: 3003
Features:	Upright monuments and flat markers allowed.
Landscaping:	Trees, automatic sprinkler system.
Site Photo:	

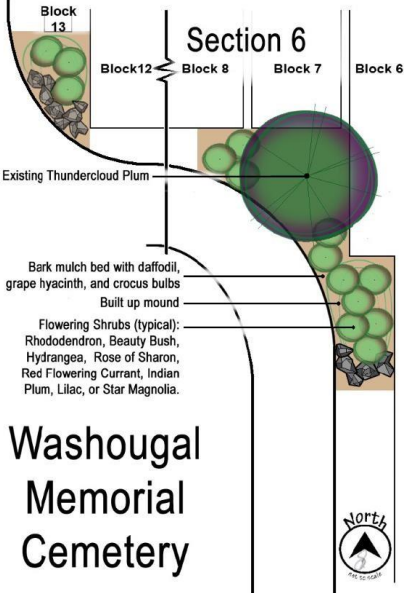
Location:	SECTION 2
Established	1945 – when the City officially assumed the operations and maintenance of the Cemetery.
Capacity/Usage:	949 LOTS (55 for cremain burial only) Total possible burials in Section: 3631
Features:	Flat markers only.
Landscaping:	Granite cemetery sign, trees, shrubs, flower beds, sprinkler system, fencing on southern border along “Q” Street.
Site Photo:	

Location:	SECTION 3 – UPPER AREA
Established	1982
Capacity/Uses:	766 LOTS (140 for cremain burial only) Total possible burials in Section: 2644
Features:	Veteran’s Memorial with benches
Landscaping:	Rhododendrons, automatic sprinkler system.
Site Photo:	

Location:	SECTION 3 – LOWER AREA
Established	1982
Capacity/Usage:	1249 LOTS (42 for child or infant burial only) Total possible burials in Section: 4870 (not including niches)
Features:	Five Columbarium Niche Walls, flat markers, upright monuments allowed only in one of four designated areas, IOOF & Rebekah’s Memorial at the Flagpole, and ADA accessible gazebo available for funeral services and the annual Memorial Day ceremony.
Landscaping:	Trees, shrubs, annual flower beds, automatic sprinkler system, planter boxes and benches at the four Upright Monument areas.
Site Photo:	

Location:	SECTION 4 (Cremain memorial Garden)
Established	2006
Capacity/Usage:	INFINITE CREMATION BURIAL CAPACITY.
Features:	Cremain Memorial Garden and stone monument for name plaques, planter box seating, surrounding flag poles, arbor with interlocking brick.
Landscaping:	Planter boxes at Cremain Memorial Garden.
Site Photo:	

Location:	SECTION 5
Established	1999
Capacity/Usage:	436 LOTS (8 for cremain or child burial only) Total possible burials in Section: 1720
Features:	Flat markers only.
Landscaping:	Automatic sprinkler system, trees. Fencing along "Q" Street.
Site Photo:	 

Location:	SECTION 6
Established	1999
Capacity/Usage:	548 LOTS (8 for cremain or child burial only) Total possible burials in Section: 2168
Features:	Flat markers and upright markers allowed.
Landscaping:	Automatic sprinkler system. Fencing along "Q" Street.
Site Photo:	  Section 6 Block 13, Block 12, Block 8, Block 7, Block 6 Existing Thundercloud Plum Bark mulch bed with daffodil, grape hyacinth, and crocus bulbs Built up mound Flowering Shrubs (typical): Rhododendron, Beauty Bush, Hydrangea, Rose of Sharon, Red Flowering Currant, Indian Plum, Lilac, or Star Magnolia. Washougal Memorial Cemetery North

Location:	SECTION 7
Established	Not yet open for sales.
Capacity/Usage:	UNDETERMINED CAPACITY
Features:	Currently holds the granite entrance sign at “Q” Street.
Landscaping:	Trees, shrubs, and flower bed surrounding sign at entrance.
Site Photo:	 An aerial photograph from Google Earth showing a cemetery section. The area is mostly grassy with some bare patches. A paved road curves around the right side of the section. A small, dark structure, likely the granite entrance sign mentioned in the text, is visible on the left side of the road. The Google Earth logo is in the bottom right corner of the image.

APPENDIX B-CAPITAL DESIGN & IMPROVEMENTS

Location	Future Design	Estimate Cost	PRIORITY
Maintenance Shop	Insulate shop workspace have a spot to meet with Customers.		1
SECTION 100F- APIONEER CEMETERY	This Section is closed to sales. However, some families are still maintaining markers and conducting burials in family plots. Ground penetrating Radar throughout section to find lost graves; unmarked/unknown graves to receive medallion; marker for Betsey Ough (Permitted by Ough Family); Tree addition/replacement; new curb at pioneer monument; interior roadway improvement; entry improvement; marker restoration according to Historical guidelines.		2
SECTION 100F-B	While this section is closed to lot sales, burials continue in previously established family plots. Legal has determined that the insertion of additional lots between the established graves is not to be possible due to the difficulty of confirming the location of some of the original burials. Ground penetrating radar certain questionable areas depending upon budget, possible infill according to RCW 68.36 for abandoned lots; tree addition/replacement/ broken/abandoned/veteran marker restoration according to historical guidelines; interior road improvements; and entry improvements.		2
SECTION 1	Possible infill according to RCW 68.36 for abandoned lots; tree additional/replacement as necessary; veteran marker restoration; marker maintenance improvements; and landscaping improvements in southeast corner.		7
SECTION 2	Infill according to RCW 68.36 for abandoned graves possible, but not likely here; tree addition/replacement as necessary; Veteran marker restoration; marker maintenance improvements; landscaping improvements in southeast corner at sign; possible conversion of child lots to cremain lots; Q street roadside improvements with curb and sidewalk, which eliminates the need for high maintenance fencing; Interior road improvements with concrete at-grade border.		4
SECTION 3 –UPPER AREA	Interior road improvements with parking/passing pullouts; replacement of existing rhododendrons with trees (at lesser frequency); adjustment of property line approximately 15' to the north to compensate for property borrowed in section 4.		3
SECTION 3 – LOWER AREA	Phase 4 of the Cremain Niche Walls plans for two additional units and improvements to Niche landscaping area. This is the last phase of columbarium's in section 3; interior road improvements with parking/passing pullouts and at-grade concrete borders; replacement of existing rhododendrons; with trees (at lesser frequency); Q street roadside improvements with curb and sidewalk, requires adjustment of current ADA ramp and removal of all existing cherry trees; tree addition/replacement; gutters on gazebo; lighting at gazebo.		TBD

SECTION 4 (Cremain memorial Garden)	Concrete benches in cremain memorial garden, establish development plan, and schedule for natural burial (green burial): Marker policies, Planting plan, Order of burial, and SOP and rates. Sidewalk improvements on 32nd street and q street; interior roadside improvements including at-grade concrete border; adjustment of property line to the south.		5
SECTION 5	Complete Improvements in areas have been set aside for landscaping (shrubs, flowers, trees); Q street roadside improvements with curb and sidewalk, which eliminates the need for high maintenance fencing; interior road improvements with concrete at-grade border; improve landscaping bed at east border to allow for accessible passage; develop cremation lots		7
SECTION 6	Complete improvements in areas have been set aside for landscaping (shrubs, flowers, trees); Q street roadside improvements with curb and sidewalk, which eliminates the need for high maintenance fencing; interior road improvements with concrete at-grade border; develop cremation lots - biodegradable containers allowed		7
SECTION 7	Complete improvements in area Q street roadside improvements with curb and sidewalk; interior road improvements with concrete at-grade border; design section with city owned columbarium's; establish policies, development plan, and schedule for above ground burial, if so chosen: (planting plan, endowment (10% of the entire project including lot acquisition). Maintenance ("cleaning") is taken from interest only as needed, SOP's, rates, size limitation; develop cremation lots.		6
NICHE WALLS	Phase 4 installation of the final two walls in this design.		TBD

Niche Wall Additions – It is estimated that niche availability in the existing niche walls will be exhausted by 2025. Design of Phase 3 was completed with the Phase 2 East & West Niche Walls and includes two additional walls using the same 3-niche by 8-niche configuration. The Board has researched the cost of installing these two additional walls. Due to changes in the niche construction industry, the walls are now constructed, shipped and installed as one unit, not in sectional pieces. At this time, the purchase cost of each wall will be approximately \$20,000 plus the cost of the installation. Concrete costs will be reduced due to this new niche unit design.

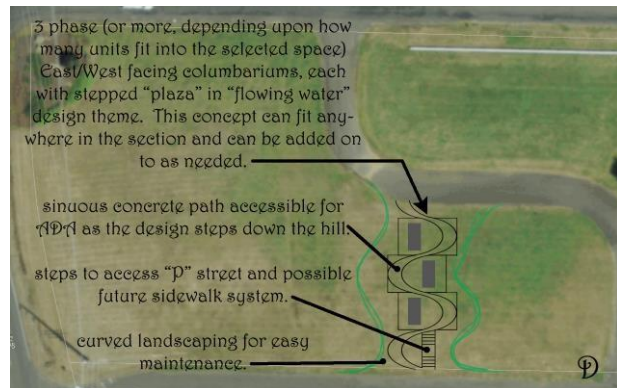
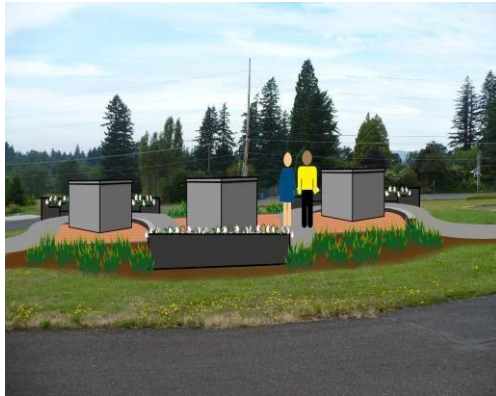
The installation will require the use of a crane which adds approximately \$2,100 to the cost of the walls. Should the City decide to install both units at the same time, the cost for the use of the crane will be a one-time only charge for both units. Should the City decide to install one wall at a time over the course of a couple of years, it will incur the unit cost and an additional installation cost at later market rates.

These proposed niche units will contain 48 additional niches per face (north & south) or 96 units per wall. Construction of two additional niche walls will provide another 192 niches.

Future Niche Wall Construction in Section 7 – The Board has suggested that a future Niche area be in Section 7, where it will be visible from 32nd Street as people drive past the Cemetery.

Conceptual drawings of proposed ideas were vetted by the Board in July of 2011 and a square, 360unit comprised of 96 -192 niches was chosen.

The approved plan provides for erecting the 3 niche units in a “flowing water” or meandering design that will wind safely toward “P” Street providing for ADA accessibility and easy maintenance. This design will fit at any location within Section 7 and can be “phased” with units and additional pavers being added as needed. Currently the cost of each of this style of niche units is approximately \$50,000.00.



Flagpole and Entrance Sign Alterations – In order to improve the Cemetery’s visibility, the Board has discussed several different options for the installation of a new flagpole and lighting near the 32nd Street entrance to the Cemetery. In conjunction with these discussions, it has been agreed that the current small, granite signage is easily missed by drivers as they travel past and that a larger, more visible sign might be optimal.

The Board acknowledges that any design decisions on these matters will need to take into account the future widening of 32nd Street before final determinations are made.

1. A Columbarium path and planter improvements around the walls with provisions for flowers to be planted between the walls. This will eliminate the current problem of visitors needing to walk through a dirt flower bed to place flowers at the base of the niche wall.

APPENDIX C-ORDINANCE

Chapter 2.44

MEMORIAL CEMETERY

Sections:

- 2.44.005 Definitions.
- 2.44.010 Establishment of Memorial Cemetery.
- 2.44.020 Maintenance and improvement.
- 2.44.030 Cemetery board.
- 2.44.040 Duties of the cemetery board.
- 2.44.045 Regulations for cemetery vases and/or containers – Grave decorations.
- 2.44.050 Sale of interment rights and burial permits.
- 2.44.056 Burial of cremains on graves.
- 2.44.060 Trust fund for perpetual care established.
- 2.44.070 Interment rights procedures for lots.
- 2.44.075 *Repealed.*
- 2.44.077 *Repealed.*
- 2.44.080 City cemetery fund.
- 2.44.090 Charges for interment rights and services.
- 2.44.095 Combined burials.
- 2.44.100 Violations.
- 2.44.120 Multiple headstones prohibited.
- 2.44.123 Allowable marker sizes and guidelines.
- 2.44.125 Temporary markers required.
- 2.44.135 Marker settings.
- 2.44.140 Cremain memorial garden (scatter garden).

2.44.010 Establishment of Memorial Cemetery.

There is established the Washougal Memorial Cemetery, the site thereof to be the property purchased by the city adjoining the present IOOF Cemetery, and such other property or properties as may be hereafter acquired. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 119 § 1, 1945)

2.44.020 Maintenance and improvement.

The policy of the city council shall be to maintain the Memorial Cemetery as a public burial grounds with perpetual care and keep as permanent burial tract with grass, shrubs and trees, as shall be provided by the city council through the agency of the cemetery board. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 119 § 2,

2.44.030 Cemetery board.

There is created a cemetery board, who shall be appointed by the mayor, which board shall consist of five members plus a nonvoting council liaison; four members shall be residents of the city; and one member may be a nonresident of the city. Appointments for this board shall be ratified by the city council. Vacancies caused by resignation, removal or otherwise shall be appointed by the mayor for the unexpired term. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1243 § 1, 1997; Ord. 1169 § 1, 1995; Ord. 904 § 1, 1988; Ord. 119 § 3, 1945)

2.44.040 Duties of the cemetery board.

The duties of the cemetery board are enumerated as follows:

- (1) To provide that the city clerk, or some other party, be appointed to keep records of accounts and lots registered, and books for the proper identity of the burial place;
- (2) To provide for the issuance of burial permits by the city clerk or some other person designated;
- (3) To recommend to council rules and regulations or amendments relative to cemetery operations that shall be permitted on the burial ground;
- (4) To submit annually to the city council an estimate of funds needed to carry on the cemetery prior to the time fixed by statute for the filing of the preliminary budget;
- (5) To do other matters necessary to complete performance and maintenance of the care, improvement and solemnity of the grounds. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1105 § 1 (Exh. A), 1993; Ord. 914 § 1, 1988; Ord. 119 § 4, 1945)

2.44.045 Regulations for cemetery vases and/or containers – Grave decorations.

No glass containers are allowed. Only cut flowers are allowed on graves. Decorations other than cut flowers are prohibited and will be placed by the dumpster and disposed of after one week. Decorations other than cut flowers, including artificial flowers, will be allowed from November 1st through March 1st and one week before and after Memorial Day. No breakable decorations are allowed, e.g., terra cotta, ceramic, etc. Further, the city will not be held responsible for broken or stolen grave decorations and has the authority to remove any unauthorized decorations. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1320 § 1 (Exh. A), 1998; Ord. 1105 § 1 (Exh. A), 1993; Ord. 922 § 1, 1988)

2.44.050 Sale of interment rights and burial permits.

(1 Family of the deceased, friends, or licensed funeral director in the absence of family, taking responsibility for the funeral arrangements, shall contact City of Washougal in order to authorize the interment, make necessary arrangement and payment thereof.

(2) Persons owning interment rights to lots in the cemetery will not be permitted to sell those rights, except to the city, for the original purchase price. The city treasurer will take one-half of the money from the cemetery operating fund and one-half of the money from the perpetual care fund to buy back such interment rights to lots.

(3) Burial permits will be issued by the city through the office of the city clerk, or other city officials as the council may direct.

(4) Funds received from the sale of interment rights to lots or burial permits will be paid to the city treasurer, who will keep a record thereof; such portion shall be deposited in the cemetery fund, with 10 percent being deposited into a capital fund for future cemetery needs.

(5) Except as provided herein, no person or persons shall be interred in any cemetery lot except a person or persons who appear in the records of Washougal Memorial Cemetery as the holder or holders of the interment right or the designee or designees of such holder or holders of the interment right; provided, that such designation must be in writing and recorded in the official records of Washougal Memorial Cemetery or a beneficial interest in the interment right is specifically granted in a will or trust pursuant to Washington law. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1802 § 1 (Exh. A), 2016; Ord. 1304 § 1, 1998; Ord. 1311 § 1, 1994; Ord. 1105 § 1 (Exh. A), 1993; Ord. 119 § 5, 1945)

(6) All funerals will take place during the regular business hours of the cemetery, Monday through Friday, except by special permission and will be subject to overtime rates.

2.44.050 Grave digger and Marker Installation Permit.

(1) The City has a revocable grave digging and marker installation permit with the funeral homes that service the Washougal Memorial Cemetery.

(2) The funeral home shall contract for the services of a grave digger and marker installation whose service fee shall be set by funeral home. The grave digger shall be an independent contractor, not a city employee, the city will provide standard operating procedures to the funeral home for this service.

2.44.056 Burial of cremains on graves.

(1) No more than three cremains shall be buried on top of a casket, and no more than four cremains shall be buried without a casket in any adult grave lot.

(2) Cremains to be buried prior to a casket burial shall be buried at the top of the grave where the headstone is to be located. In the case whereby the headstone has been set, the cremains shall not be buried until after

the casket burial. The city will not be responsible for holding cremains. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1320 § 1 (Exh. C), 1998)

2.44.060 Trust fund for perpetual care established.

(1) There is established a cemetery perpetual care trust fund.

(2) At least 15 percent of the funds received from the sale of interment rights to lots shall be deposited in the cemetery perpetual care trust fund, until such time as the fund shall be of sufficient amount that the revenue received therefrom will provide ample funds for the perpetual care and keep of the cemetery.

(3) It shall be the duty of the council to provide sufficient funds from taxation or otherwise to provide for the care and maintenance of the cemetery, if there is not sufficient income received from the trust fund for that purpose.

(4) Public donations, and other funds received by the city for that purpose, shall be deposited in the cemetery cumulative fund.

(5) The trust fund shall be kept by the city treasurer, and shall be open for public inspection, and audited by such committee as the council shall, from time to time, direct.

(6) The trust fund shall be invested by the city treasurer only in the same type of bonds and investments as the city treasurer is authorized by law to invest or deposit general municipal funds.

(7) The principal of the fund shall be kept intact and not diminished. The interest therefrom shall be used for the expenses of operation, and any excess may be used for capital improvements and additions to the cemetery, or if not needed for such purposes shall be added to the principal amount.

(8) The expenditure of interest from the trust fund shall be made only on claims filed with the city clerk, and approved by the city council, and vouchers drawn by the city clerk and paid by the city treasurer. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1802 § 1 (Exh. A), 2016; Ord. 1105 § 1 (Exh. A), 1993; Ord. 255 § 6, 1960; Ord. 119 § 6, 1945)

2.44.070 Interment rights procedures for lots.

Upon the payment of the proper fee for the purchase of any interment rights to a lot or lots in the Memorial Cemetery, the city clerk is authorized to execute and issue on behalf of the city interment rights to a lot or lots, and no other signature shall be required on such interment rights other than a proper acknowledgment and the corporate seal of the city. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 126 § 1, 1947)

2.44.075 Promissory note issuance to secure interment.

Repealed by Ord. 1717. (Ord. 875 § 1(1), 1987; Ord. 126 § 1, 1947)

2.44.077 Time payment purchase.

Repealed by Ord. 1717. (Ord. 888 § 1, 1987)

2.44.080 City cemetery fund.

There is established and created a fund designated “city cemetery fund.” All moneys to be used in the care and maintenance of the Memorial Cemetery, other than the perpetual trust fund, shall be placed in the “city cemetery fund.” There shall be separate warrants prepared and used for the withdrawal of these funds. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 149 § 1, 1949)

2.44.090 Charges for interment rights and services.

LOT & NICHE	FEE	ADDITIONAL INFORMATION
ADULT LOT	\$900	WILL ACCOMMODATE 1 CASKET + 3 CREMAINS OR 4 CREMAIN BURIALS PER LOT
CHILD LOT	\$300	
INFANT LOT	\$200	
UPRIGHT MONUMENT LOTS	\$2,300	THIS PRICE IS FOR 2 LOTS - ALWAYS SOLD IN PAIRS
CREMAIN LOT	\$200	ONE CREMAIN PER SINGLE CREMAIN LOT
OLD NICHE WALL - SINGLE NICHE	\$800	SILVER STAR / ST. HELEN'S / MT. ADAM'S WALLS
OLD NICHE WALL - DOUBLE NICHE	\$1,300	SILVER STAR / ST. HELEN'S / MT. ADAM'S WALLS
NEW 2013 NICHE WALL - SINGLE NICHE	\$950	OLYMPIC & MT. HOOD WALLS
NEW 2013 NICHE WALL - DOUBLE NICHE	\$1,500	OLYMPIC & MT. HOOD WALLS
CREMAIN GARDEN	\$500	ALL-IN-ONE FEE INCLUDES BURIAL & PLAQUE
PERPETUAL CARE FEE - IN-GROUND LOTS	\$225	ONE TIME FEE ADDED TO THE PURCHASE OF THE LOT
PERPETUAL CARE FEE - NICHE & CREMAIN LOTS	\$200	ONE TIME FEE ADDED TO THE PURCHASE OF THE NICHE OR CREMAIN LOT
PERPETUAL CARE FEE - CREMAIN GARDEN	\$100	ONE TIME FEE ADDED TO THE PURCHASE OF THE CREMAIN GARDEN BURIAL
SERVICE	FEE	ADDITIONAL INFORMATION
ADULT CASKET BURIAL	Funeral Home	
CHILD CASKET BURIAL	Funeral Home	
INFANT CASKET BURIAL	Funeral Home	
NICHE WALL INURNMENT	\$300	
CREMAIN (IN GROUND) BURIAL	\$345	

ADULT CASKET LINER (POLYPROPYLENE ONLY)	Funeral Home	
CREMAIN LINER (POLYPROPYLENE ONLY)	\$200	REQUIRED FOR ALL DEGRADABLE-COLLAPSIBLE URNS & CONTAINERS
CANVAS TENT SET-UP-15'x15'	\$60	ROYAL BLUE CANVAS TENT
POP-UP TENT SET-UP - 10'x10' (EACH)	\$25	WHITE CANVAS POP-UPS WITH METAL FRAMES
SATURDAY - CASKET BURIAL	\$460	THESE CHARGES ARE IN ADDITION TO REGULAR BURIAL FEES
SATURDAY - CREMAIN OR NICHE BURIAL	\$275	THESE CHARGES ARE IN ADDITION TO REGULAR BURIAL FEES
SUNDAY/HOLIDAY - CASKET BURIAL	\$690	THESE CHARGES ARE IN ADDITION TO REGULAR BURIAL FEES
COMBINED BURIALS - WMC 2.44.095: APPROVED MAY OF 2014 (MAXIMUM OF TWO BURIALS)	When two burials occur together such as when two cremation urns are inurned together in a double niche at the same time, or when two cremation urns are ground-buried in a single liner at the same time in a full grave, or when the ashes from two single urns are combined in one uni-vault for ground burial in a full grave, or when a casket contains cremated remains of a second individual, the burial with the higher rate will be charged the full respective rate and the burial with the lower rate will be charged for half of its respective rate. A maximum of two cremated remains per burial discount is allowed. <u>The discounted rate does not apply to single cremation lots or the Cremain Garden.</u>	
DISINTERMENT	CITY CHARGES 3 TIMES THE COST OF THE <u>TYPE OF BURIAL</u> - STATE DISINTERMENT PERMIT IS REQUIRED - RELOCATION WILL INCUR ADDITIONAL BURIAL AND MARKER FEES. REMOVAL OF UN-CREMATED REMAINS FROM WMC WILL REQUIRE STATE TRANSIT PERMIT	
MARKER SETTINGS & MONUMENT BASE POURS:		ADDITIONAL INFORMATION
ALL MEASUREMENTS NOTED IN INCHES- 1 MARKER PER LOT PERMITTED		
12 X 24 OR 12 X 16.5 FLAT MARKER	Funeral Home	ONLY A 12 X 16.5 MARKER IS PERMITTED ON CREMAIN LOTS
12 X 36 FLAT MARKER	Funeral Home	
12 X 48 FLAT MARKER	Funeral Home	PERMITTED ONLY BETWEEN 2 ADULT LOTS
12 X 24 UPRIGHT MONUMENT BASE	Funeral Home	FOR UPRIGHT MONUMENT SECTIONS A, B, 1, AND 6
12 X 36 UPRIGHT MONUMENT BASE	Funeral Home	FOR UPRIGHT MONUMENT SECTIONS A, B, 1, AND 6
12 X 48 UPRIGHT MONUMENT BASE	Funeral Home	PERMITTED ONLY BETWEEN 2 OR MORE ADULT LOTS. FOR UPRIGHT MONUMENT SECTIONS A, B, 1, AND 6
ADDITIONAL SERVICES:		FEE
VASE SETTING	\$12	PER VASE SET IN CONCRETE WITH MARKER
VASE BLOCK SETTING	\$120	INCLUDES VASE, HOUSING, & REDUCED CONCRETE SURROUND
PURCHASE OF VASE FOR SETTING	\$85	VASE & VASE HOUSING ONLY
NICHE INSCRIPTION - SINGLE	Actual Cost	PER INSTANCE OF PANEL REMOVAL FOR WORK. HOLD HARMLESS REQUIRED

NICHE INSCRIPTION - DOUBLE	Actual Cost	PER INSTANCE OF PANEL REMOVAL FOR WORK. HOLD HARMLESS REQUIRED
MARKER CLEANING	\$36	PER EACH MARKER. HOLD HARMLESS REQUIRED
MARKER REMOVAL	\$138	HOLD HARMLESS REQUIRED
SAND/PAINT VASES & HOUSING	\$60	
STAKING GROUND LOTS (WITHOUT A SERVICE)	Actual Cost	ACTUAL TIME CHARGED AT CURRENT SHOP RATE
GENEALOGICAL SEARCHES	Actual Cost	ACTUAL TIME CHARGED AT CURRENT SHOP RATE

(Ord. 1839 § 1 (Exh. A), 2018; Ord. 1802 § 1 (Exh. A), 2016; Ord. 1781 § 1 (Exh. A), 2015; Ord. 1744 § 1 (Exh. A), 2013; Ord. 1643 § 1 (Exh. A), 2009; Ord. 1593 § 1, 2007; Ord. 1548 § 1 (Exh. A), 2006; Ord. 1505 § 1, 2005; Ord. 1443 § 1, 2002; Ord. 1348 § 1, 1999; Ord. 1320 § 1 (Exh. F), 1998; Ord. 1231 § 1, 1997; Ord. 1205 § 1, 1996; Ord. 1143 § 1, 1994; Ord. 1134 § 1, 1994; Ord. 1105 § 1 (Exh. A), 1993; Ord. 1050 § 1, 1991; Ord. 1009 § 1, 1990; Ord. 991 § 1, 1990; Ord. 953 § 1, 1989; Ord. 882 § 1, 1987; Ord. 860 § 1, 1986; Ord. 845 § 1, 1985; Ord. 805 § 1, 1982; Ord. 772 § 1, 1981; Ord. 731 § 1, 1979; Ord. 710 § 1, 1979; Ord. 698 § 1, 1979; Ord. 604 § 1, 1976; Ord. 543 § 1, 1975; Ord. 519 § 1, 1974; Ord. 444 § 1, 1971; Ord. 119 § 10, 1945)

2.44.095 Combined burials.

When two burials occur together such as when two cremain urns are inurned in a double niche at the same time, or when two cremation urns are ground-buried in a single liner at the same time in a full grave, or when the ashes from two single urns are combined in one uni-vault for ground burial in a full grave, or when a casket contains cremated remains of a second individual, the burial with the higher rate will be charged the full respective rate and the burial with the lower rate will be charged for half of its respective rate. A maximum of two cremated remains per burial discount is allowed. The discounted rate does not apply to single cremation lots or the cremain garden. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1762 § 1 (Exh. A), 2014)

2.44.100 Violations.

It is unlawful:

- (1) For any person, firm or corporation to violate any of the provisions of this chapter;
- (2) To violate any of the rules and regulations adopted by the cemetery board for the beautification, maintenance and upkeep of the cemetery;
- (3) To wilfully damage any tombstone, monument, or marker or to wilfully destroy any cemetery property;

(4) To permit any livestock within the cemetery grounds;

(5) Any person violating any portion of this chapter shall be punished according to the provisions set forth in WMC [1.04.010](#);

(6) To permit any pets within the cemetery grounds. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1105 § 1 (Exh. A), 1993; Ord. 119 § 7, 1945)

2.44.120 Multiple headstones prohibited.

It is specifically prohibited to place more than one headstone on any grave lot in any section in the Washougal Cemetery. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 916 § 3, 1988)

2.44.123 Allowable marker sizes and guidelines.

Borderless markers are prohibited. The raw stone of a permanent flat marker may not exceed the following sizes:

Flat Markers*	
For a Single Grave (One 4' x 10' Lot)	
Maximum length	3' 0"
Maximum width	1' 0"
(One 2' x 2' Cremain Lot)	
Maximum length	1' 4-1/2"
Maximum width	1' 0"

* There shall be a two-inch flexibility variance due to stone cutting procedures. Markers greater than the limits and variance above will be rejected. The city will be held harmless for the costs of removal from the premises and replacement of rejected headstones.

For a Double Grave (Two 4' x 10' Lots)	
Maximum length	4' 0"
Maximum width	1' 0"

(Two 2' x 2' Cremain Lots)	
Maximum length	3' 0"
Maximum width	1' 0"
Double Upright Monuments (Two 4' x 10' Lots)	
Base Length	
Minimum	3' 0"
Maximum*	6' 0"
*Exception: 5' 6" for Block 11, Lots 68 – 77 and Block 10, Lots 10 – 19	
Base Width	
Maximum	2' 0"
Overall Height	
Minimum	2' 0"
Maximum	5' 0"

(Ord. 1839 § 1 (Exh. A), 2018; Ord. 1320 § 1 (Exh. D), 1998)

2.44.125 Temporary markers required.

All burials must be marked by a minimum of a temporary marker at the time of interment. This shall be the sole responsibility of the funeral director involved. In the case of no funeral director, the city shall provide such marker. Temporary markers shall include the name of the deceased, year of birth and year of death. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1105 § 1 (Exh. A), 1993)

2.44.140 Cremain memorial garden (scatter garden).

(1) Placement.

- (a) Only cremated remains may be placed in the scatter garden.
- (b) Cremated remains buried in the scatter garden may be buried without a container or may be buried in a biodegradable cremain urn. Cremated remains must be delivered to the city already sealed in the biodegradable urn. The city staff will not transfer cremated remains from one container to another.
- (c) Cremated remains are scattered in a common area and may be commingled with other cremated remains previously placed.
- (d) Cremated remains scattered in the scatter garden are not recoverable.
- (e) The city may dispose of cremain urns/containers as it wishes unless deceased's authorized representative had made other arrangements in writing.
- (f) Unless specific instructions in writing are provided, scattering will be performed by and at the discretion and convenience of the cemetery staff.
- (g) A hold harmless authorization form must be completed and signed by the deceased's authorized representative and city staff before issuance of a burial permit.

(2) Memorial Plaques.

- (a) Only people who have purchased space in the scatter garden may have a plaque on the memorial monument. A plaque will be placed for each person laid to rest in the scatter garden.
- (b) Plaques may not be removed once placed.
- (c) All plaques will conform to a standard size and design approved by the Washougal cemetery board.
- (d) Cemetery staff will place the plaques in a specific order. Plaques will be placed in the next available space in the order the memorial monument is being filled. Special requests for plaque placement will not be allowed except for placeholder plaques.

(3) Placement Plaques.

- (a) Additional placement plaques may be purchased in order to reserve adjacent space on the memorial monument.
- (b) All current ordinances regarding the purchase and sale of cemetery property apply.

(c) The cost of purchasing a placeholder plaque will be determined at the current market cost of installation on the memorial monument.

(d) The purchase of a placeholder plaque is separate from the scatter garden package.

(4) Decorations.

(a) Planting of flowers, shrubs, trees or any other plant within the scatter garden will not be allowed except by city staff or those authorized by city staff.

(b) No statues, fencing, monuments or other decorations, other than cut flowers, may be placed in the scatter garden, except as noted in WMC [2.44.045](#).

(c) Refer to WMC [2.44.045](#) for general cemetery decoration regulations. (Ord. 1839 § 1 (Exh. A), 2018; Ord. 1711 § 1 (Exh. A), 2011; Ord. 1548 § 2 (Exh. B), 2006)

APPENDIX D-CEMETERY OPERATING POLICY

HOURS OF OPERATION : Open Monday – Friday from 8:00 a.m. to 4:30 p.m.

The Cemetery is closed for the following Federal Holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day *
Independence Day

Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

We know that occasionally scheduled services can continue past our normal hours of operation. Please understand that if the service creates overtime for cemetery staff, there will be an invoice outlining the charges incurred for any overtime labor. Overtime labor during the workweek will be charged at the current staff overtime wage rates plus materials and equipment used.

**Memorial Day Weekend is an annual holiday in which many activities are scheduled at our cemetery over the course of the three-day holiday. Due to the extensive nature of these activities and the large number of visitors and concessions, no funerals will be scheduled on these three days. Staff has no means to ensure privacy for the grieving families during a graveside service and an open grave during such activities presents considerable safety liability concerns.*

WASHOUGAL MEMORIAL CEMETERY-POLICY ON PRIOR NOTICE OF A SERVICE

A minimum twelve (12) working hour's notice (**WMC 2.44.045**) shall be required when a funeral service is scheduled in the Washougal Memorial Cemetery. For example, if a request is received at 10:00 a.m. on Monday, the earliest a service could be scheduled is at 2:00 p.m. on Tuesday. This enables the cemetery crew to have enough time to plan and prioritize their work schedules for funeral services as well as prep the gravesite.

Summer Schedule is as follows:

April 1st – October 31st:

Graveside services will be scheduled until 2:30 p.m.
Deliveries only will be accepted until 3:00 p.m.

Winter Schedule is as follows:

November 1st – March 31st:

Graveside services will be scheduled until 1:30 p.m.
Deliveries only will be accepted until 2:00 p.m.

WASHOUGAL MEMORIAL CEMETERY-POLICY ON ANY REQUEST OF CHANGE TO A SERVICE

Three (3) working hours notice are required for any change in a service. Examples of changes include requesting a graveside service, changing from a vault to a liner, etc. This allows cemetery staff enough time to plan and prioritize their work schedules for such a change.

WASHOUGAL MEMORIAL CEMETERY POLICY ON UPRIGHT MONUMENTS: SECTIONS I.O.O.F. A & B, AND SECTION 1

The following guidelines apply to upright markers in Sections IOOF A & B and Section 1.

- A base that is set in or on the ground cannot exceed 2'-0" long. For example, a standard grave in the Washougal Memorial Cemetery is 10'-0" long: 2'-0" is designated at the head of the grave for the marker; the remaining 8'-0" is for burial. Infringement of a marker into the 8'-0" burial space is not allowed.
- A base that is set in or on the ground cannot exceed the width of the grave. The exact measurement of a grave is 3'-0" wide with a 0'-6" buffer area on either side of each grave. Thus, the actual space allowed for one grave is 4'-0". 4'-0" is the maximum width for a marker on a single grave. 8'-0" is the maximum width for a marker on two graves. 12'-0" is the maximum width for a marker covering three graves, etc.

WASHOUGAL MEMORIAL CEMETERY MARKER SETTING POLICY

I. MARKER TYPES

1. Upright monuments are allowed in the following sections:
 - IOOF A and B
 - Section 1
 - Section 3 – in designated area only
 - Section 6
2. Flat markers must be flush to ground level, insuring no obstructions for mowers or other equipment. Flat markers must be installed in the following sections, no upright markers are permitted:
 - Section 2
 - Section 3 – except in designated area
 - Section 5

****Sizes & Dimensions are outlined in Washougal Municipal Code 2.44.123***

II. GRAVE LOCATION & MARKER PLACEMENT

1. Location pegs

- Pegs are 2" x 2" and must be found to insure the proper alignment of the marker. They are at ground level and can be difficult to find. For Sections 1, 2, 3, 5 and 6 they are on the top of each block and are 16" apart.
- A string must be drawn from peg to peg to ensure proper alignment and the top edge of the concrete must be flush with the string.
- The pegs must be staked on the east side for measurements for Sections 1, 2, 5 and 6.
- The pegs must be staked on the west side for measurements for Section 3.

2. Equipment Usage for Placement

- A plywood road must be laid before trucks, trailers or motorized equipment are allowed on the grass. The minimum size of the plywood road must be ¾" x 4' x 8'. A minimum of 4" overlap is required when laid out.
- Usage of wheelbarrows with rubber tires and hand tools is allowed on the grass.

3. Cleaning of Area

- All sod, dirt, and leftover concrete is to be removed from the cemetery property. No dirt is to remain on the grass or roadways.
- If plywood is used, all grass is to be raked back to standing position.
- The headstone is to be cleaned off and all foreign matter removed.
- Any framing used for pouring the marker is to be removed from cemetery within seven (7) days of marker setting.

4. Quality of Finished Product

- If the standards for installation are not met, the marker must be reset within thirty (30) days of notice.
- If the marker sinks or the concrete cracks within one year, the stone must be reset by the original installer at his expense.

WASHOUGAL MEMORIAL CEMETERY-POLICY ON NICHE WALL INSCRIPTIONS

Three lines of text are allowed for niche wall inscriptions.

The last name will be inscribed on the first line, the first name and middle name or middle initial will be inscribed underneath the last name on the second line, and the years of birth and death will be inscribed on the third line. Thirteen spaces are allowed for the first name and middle name or initial. If space allows military service can be identified, with approval of the Cemetery Board, on the second line after the first name.

Lettering is **Monument Condensed Roman** and measurements are as follows:

Double Niche:

Last name: 1/14" high

First name: 1" high

Dates: 3/4" high

Single Niche:

Last name: 1" high

First name: 1" high

Dates: 3/4" high.

Only lettering as formatted will be allowed on the niche wall. No emblems, plaques or decorations of any kind will be allowed on the niche wall. This formatting will apply to all niche walls, existing and future, in the Washougal Memorial Cemetery.

WASHOUGAL MEMORIAL CEMETERY POLICY ON RESALE OF NICHES

The panels of the original Columbarium cover eight niches with four squares for inscription. The panels on the Phase II East and West niche walls cover twelve niches with six squares for inscription. When niches are purchased, buyers have the option at that time of inscribing niches.

Niches can be sold back to the city for the original price paid if the niche or niches have not been inscribed.

However, if the niche or niches have been inscribed, the following must be accomplished prior to selling the niche or transferring it to another person or persons:

The person(s) selling or transferring the niche must replace the panel, including all engraving of other names, prior to sale or transfer of the niche or niches. They will be responsible for the cost of the panel, and for re-inscribing the panel, at the current cemetery rates.

Once the panel is replaced, and all other inscriptions restored, the niche can be sold back to the city or transferred to another owner.

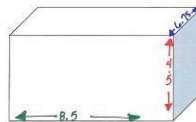
Example: If the niche panel in question has two double niche inscriptions and one single niche inscription, in addition to the inscription to be removed, the person(s) would be responsible for replacing the panel and for paying the inscription fee for five additional inscriptions.

NICHE WALL CREMAIN BOX DIMENSIONS

Boxes holding cremated remains for placement in the Niche Walls can be no larger than:

- 4 ½ Inches High
- 6 ¾ Inches Wide
- 8 ½ Inches Deep (long)

NICHE WALL CREMAIN BOX DIMENSIONS
CAN BE NO LARGER THAN:
4 ½ inches High
6 ¾ inches Wide
8 ½ inches Deep (Long)



WASHOUGAL MEMORIAL CEMETERY CREMAIN MEMORIAL GARDEN POLICIES - BURIALS

A “cremain garden” is a special area set aside in the cemetery in which uncontained cremated remains may be placed in the ground.

Authorized Representative(s) must certify and represent that the cremated remains delivered to the Cemetery are those of the named deceased and that the Authorized Representative(s) has the legal right to control disposition of the cremated remains of the deceased. Authorized Representative(s) must authorize the Cemetery to make disposition of the cremated remains of the deceased by scattering in a common scattering garden named the Cremain Memorial Garden in Section Four at the Washougal Memorial Cemetery.

Scattering includes disposition of the cremated remains within the Cemetery in the designated Cremain Memorial Garden. The cremated remains will be buried in an opening in the ground that is prepared and covered by City staff only. The Authorized Representative(s) must acknowledge that once the cremated remains of the deceased are buried, they are not recoverable.

Authorized Representative(s) must acknowledge and expressly authorize that with scattering being performed in a common area, particles of cremated remains of the deceased may be comingled with particles of other cremated remains which have been previously scattered, and subsequently will be scattered in said common area.

Biodegradable urns are now permitted in the Cremain Memorial Garden as of September of 2011. The container must be no greater than 12 inches in any dimension; must be designed to decompose fully within a 12-month period once buried; and must be made of uncoated, nontoxic plant fibers or cast paper. No wood, metal, or salt-based containers will be permitted. No plastic components will be permitted.

Unless otherwise specifically provided herein, or directed by the Authorized Representative(s), the Cemetery reserves the right to make disposition of the container that held the cremated remains of the deceased, once scattering of the cremated remains has been performed.

If specific instructions are not provided, scattering will be performed by and at the discretion and convenience of the cemetery staff.

The obligation of the Cemetery shall be limited to the disposition of the cremated remains of the deceased as directed. The Authorized Representative(s) must agree to release from liability and hold the Cemetery, its affiliates and their agents, employees, and assigns harmless from any and all loss, damages, liability or causes of action (including attorney fees and litigation expenses) in connection with the disposition of the cremated remains of the deceased as authorized herein or with respect to the identification of the cremated remains of the deceased as being those of the deceased.

WASHOUGAL MEMORIAL CEMETERY CREMAIN MEMORIAL GARDEN POLICIES – PLACEMENT PLAQUES

In order to allow loved ones' names to be placed adjacent to one another on the scatter garden memorial stone, the City of Washougal will allow for the purchase (at current market cost through the City's plaque vendor) of placeholder plaques to be placed at the time the loved one's plaque is placed.

At the time the person for whom space is being held is interred, a new name plaque will need to be purchased (this is part of the burial package cost). There will be no credit for the placeholder plaque toward the new name plaque. The family may choose to either keep the placeholder plaque once it is no longer in use or let the Washougal Memorial Cemetery retain it.

All placeholder plaques will conform to a standard size and design approved by the Washougal Cemetery Board.

Name plaques in the Cremain Memorial Garden may not be removed once placed.

Each plaque will be a lasting memorial to those placed within the garden.

A plaque will be placed for each person laid to rest in the garden, as it is included in the package price for placement.

Only people who have purchased space in the scatter garden may have a plaque placed on the memorial wall.

All plaques will conform to a standard size and design approved by the Washougal Cemetery Board.

No symbols, emblems or sentiments will be added to plaques.

Each plaque will include the first and last names and middle initial (*or name if space allows*) of the deceased and the years of birth and death.

Cemetery staff will place the plaques in a specific order. Plaques will be placed in the next available space in the order the memorial wall is being filled. Special requests for plaque location will not be entertained.

WASHOUGAL MEMORIAL CEMETERY POLICY ON RECOGNITION (OR MEMORIAL) PLAQUES AND STATUES

No freestanding, decorative statues will be allowed in the Washougal Memorial Cemetery unless the proposed work is in one of the two Upright Monument Areas and is incorporated as a part of the design of the headstone.

Plaques can be placed only on approved donations in designated areas. Plaques and donations must comply with the general cemetery plan.

Placement of plaques shall be pre-approved by the Cemetery Board.

**WASHOUGAL MEMORIAL CEMETERY POLICY ON FLAG SERVICE PROVIDED THROUGH THE
GENEROSITY OF THE WASHOUGAL CEMETERY BOARD**

The Washougal Cemetery Board, for many years, has provided a “flag service” during funerals. Flags are flown in the closest “pins” or holders to the location of the graveside service. These flags are placed out only in the event of clement weather. The flags put out at the graveside service are:

The American Flag

The Washington State Flag

The Washougal City Flag

The Branch of Service (*if applicable*)

The State Flag of the Deceased’s Origin (*birthplace*)

Time and weather permitting, the Board will also put flags out near the Veteran’s Memorial Stone, located in the center of the northernmost area of Section 3 on the following Holidays:

MAY: MEMORIAL DAY

JUNE: FLAG DAY

JULY: 4TH OF JULY

APPENDIX E-DOCUMENT DEFINITIONS

2.44.005 Definitions.

“Biodegradable cremain urn” means a container measuring no greater than 12 inches in any dimension, designed to decompose fully within 12 months after burial in the ground. A biodegradable cremain urn must be made of only uncoated, nontoxic plant fibers or recycled cast paper. Wood and salt-based containers are not allowed.

“Burial permit” means a document that authorizes city staff to dig a grave and bury human remains in the Washougal Memorial Cemetery. Issuance of this permit by the city clerk cannot occur until the interment rights to a lot and the applicable service(s) are paid in full.

“Cremain memorial garden” or **“scatter garden”** means a specifically designated area in Section 4 of the Washougal Memorial Cemetery designated for burial of cremated remains in biodegradable cremain urns or loose ashes.

“Cremains” or **“ashes”** means the cremated remains of a human body.

“Disinterment” means exhumation of a casket from a grave.

“Disinurnment” means exhumation of a cremated remain from a grave or removal from a niche wall.

“Grave” or **“lot”** means a place of burial for a human body or cremated remains and marked by a monument.

“Headstone,” **“marker,”** or **“monument”** means a memorial set at the head of a grave to identify the location of buried remains and the name, birth, and death of the deceased.

“Interment” means to bury a casket holding human remains.

“Interment right” means the right to bury human remains in a particular lot in the cemetery.

“Inurnment” means to bury an urn holding cremated human remains.

“Liner” means a secondary container for buried or cremated remains made of sturdy, lightweight materials, such as polypropylene or unlined concrete that provides structural support to protect the casket or urn from collapse.

“Niche inscription” means the etching of a name, birth and death dates on a niche wall panel.

“Niche wall” or “columbarium” means a double-sided and double-depth upright structure that holds cremated human remains behind granite panels or shutters. Niches can be sold in singles or doubles.

“Panel” or “shutter” means the granite exterior to a niche wall where names of deceased are etched.

“Scatter” means the method by which city staff disburse cremated remains in the scatter garden by digging an opening in the ground and burying a biodegradable cremain urn or directly pouring ashes into the opening.

“Urn” means the container that holds cremated human remains. These can be “inurned” directly into the niche wall or buried in a liner in the ground.

“Urn vault” means a double reinforced urn for cremated remains that does not require a liner for ground burial.

“Vault” means a secondary container for buried human remains. Heavyweight materials provide structural support to safeguard the casket from collapse. A sealed, watertight lid protects the casket from the effects of ground water. (Ord. 1839 § 1 (Exh. A), 2018)

Ordinance No. ____

**AN ORDINANCE AMENDING WMC CH. 2.44 MEMORIAL CEMETERY
CLARIFYING PROVISIONS AND CHARGES**

WHEREAS, from time-to-time the Council revisits code sections and charges relating to the City's memorial cemetery; and

WHEREAS, the Council wishes to update code provisions and charges relating to the memorial cemetery.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WASHOUGAL,
WASHINGTON DO HEREBY ORDAIN as follows:**

Section I

WMC Ch. 2.44 is hereby amended as identified in Exhibit A attached hereto and by this reference incorporated herein.

Section II

This ordinance shall take effect five (5) days after its publication according to law.

PASSED by the Council for the City of Washougal at a regular meeting this ____ day of
October, 2020.

Molly Coston, Mayor of Washougal

ATTEST:

Finance Director / City Clerk

APPROVED AS TO FORM:

City Attorney

Amending WMC Ch. 2.44 as follows:

Key: New language: Underlined

Deleted language: ~~Strikethrough~~

Chapter 2.44 MEMORIAL CEMETERY

Sections:

- 2.44.005 Definitions.**
- 2.44.010 Establishment of Memorial Cemetery.**
- 2.44.020 Maintenance and improvement.**
- 2.44.030 Cemetery board.**
- 2.44.040 Duties of the cemetery board.**
- 2.44.045 Regulations for cemetery vases and/or containers – Grave decorations.**
- 2.44.050 Sale of interment rights and burial permits.**
- 2.44.052 Grave digger and Marker Installation Permit.**
- 2.44.056 Burial of cremains on graves.**
- 2.44.060 Trust fund for perpetual care established.**
- 2.44.070 Interment rights procedures for lots.**
- 2.44.075 *Repealed.***
- 2.44.077 *Repealed.***
- 2.44.080 City cemetery fund.**
- 2.44.090 Charges for interment rights and services.**
- 2.44.095 Combined burials.**
- 2.44.100 Violations.**
- 2.44.120 Multiple headstones prohibited.**
- 2.44.123 Allowable marker sizes and guidelines.**
- 2.44.125 Temporary markers required.**
- ~~2.44.135 Marker settings.~~**
- 2.44.140 Cremain memorial garden (scatter garden).**

2.44.005 Definitions.

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“Burial permit” means a document that authorizes city staff to dig a grave and bury human remains in the

Washougal Memorial Cemetery. Issuance of this permit by the city clerk cannot occur until the interment rights to a lot and the applicable service(s) are paid in full.

“Cremain memorial garden” or “scatter garden” means a specifically designated area in Section 4 of the Washougal Memorial Cemetery designated for burial of cremated remains in biodegradable cremain urns or loose ashes.

“Cremains” or “ashes” means the cremated remains of a human body.

“Disinterment” means exhumation of a casket from a grave.

“Disinurnment” means exhumation of a cremated remain from a grave or removal from a niche wall.

“Grave” or “lot” means a place of burial for a human body or cremated remains and marked by a monument.

“Headstone,” “marker,” or “monument” means a memorial set at the head of a grave to identify the location of buried remains and the name, birth, and death of the deceased.

“Interment” means to bury a casket holding human remains.

“Interment right” means the right to bury human remains in a particular lot in the cemetery.

“Inurnment” means to bury an urn holding cremated human remains.

“Liner” means a secondary container for buried or cremated remains made of sturdy, lightweight materials, such as polypropylene or unlined concrete that provides structural support to protect the casket or urn from collapse.

“Niche inscription” means the etching of a name, birth and death dates on a niche wall panel.

“Niche wall” or “columbarium” means a double-sided and double-depth upright structure that holds cremated human remains behind granite panels or shutters. Niches can be sold in singles or doubles.

“Panel” or “shutter” means the granite exterior to a niche wall where names of deceased are etched.

“Scatter” means the method by which city staff disburse cremated remains in the scatter garden by digging an opening in the ground and burying a biodegradable cremain urn or directly pouring ashes into the opening.

“Urn” means the container that holds cremated human remains. These can be “inurned” directly into the niche wall or buried in a liner in the ground.

“Urn vault” means a double reinforced urn for cremated remains that does not require a liner for ground burial.

“Vault” means a secondary container for buried human remains. Heavyweight materials provide structural support to safeguard the casket from collapse. A sealed, watertight lid protects the casket from the effects of ground water.

2.44.010 Establishment of Memorial Cemetery.

There is established the Washougal Memorial Cemetery, the site thereof to be the property purchased by the city adjoining the present IOOF Cemetery, and such other property or properties as may be hereafter acquired.

2.44.020 Maintenance and improvement.

The policy of the city council shall be to maintain the Memorial Cemetery as a public burial grounds with perpetual care and keep as permanent burial tract with grass, shrubs and trees, as shall be provided by the city council through the agency of the cemetery board.

2.44.030 Cemetery board.

There is created a cemetery board, who shall be appointed by the mayor, which board shall consist of five members plus a nonvoting council liaison; four members shall be residents of the city; and one member may be a nonresident of the city. Appointments for this board shall be ratified by the city council. Vacancies caused by resignation, removal or otherwise shall be appointed by the mayor for the unexpired term.

2.44.040 Duties of the cemetery board.

The duties of the cemetery board are enumerated as follows:

- (1) To provide that the city clerk, or some other party, be appointed to keep records of accounts and lots registered, and books for the proper identity of the burial place;
- (2) To provide for the issuance of burial permits by the city clerk or some other person designated;
- (3) To recommend to council rules and regulations or amendments relative to cemetery operations that shall be permitted on the burial ground;
- (4) To submit annually to the city council an estimate of funds needed to carry on the cemetery prior to the time fixed by statute for the filing of the preliminary budget;

(5) To do other matters necessary to complete performance and maintenance of the care, improvement and solemnity of the grounds.

2.44.045 Regulations for cemetery vases and/or containers – Grave decorations.

No glass containers are allowed. Only cut flowers are allowed on graves. Decorations other than cut flowers are prohibited and will be placed by the dumpster and disposed of after one week. Decorations other than cut flowers, including artificial flowers, will be allowed from November 1st through March 1st and one week before and after Memorial Day. No breakable decorations are allowed, e.g., terra cotta, ceramic, etc. Further, the city will not be held responsible for broken or stolen grave decorations and has the authority to remove any unauthorized decorations.

2.44.050 Sale of interment rights and burial permits.

~~(1) No burial will be permitted in the cemetery grounds without the issuance of a burial permit. Burial permits will be delivered to the sexton at least 12 working hours prior to burial. Family of the deceased, or, in the absence of family, friends, or a licensed funeral director in the absence of family, taking responsibility for the funeral arrangements, shall contact the City of Washougal in order to authorize the interment, make necessary arrangements and make payment therefor.~~

(2) Persons owning interment rights to lots in the cemetery will not be permitted to sell those rights, except to the city, for the original purchase price. The city treasurer will take one-half of the money from the cemetery operating fund and one-half of the money from the perpetual care fund to buy back such interment rights to lots.

(3) Burial permits will be issued by the city through the office of the city clerk, or other city officials as the council may direct.

(4) Funds received from the sale of interment rights to lots or burial permits will be paid to the city treasurer, who will keep a record thereof; such portion shall be deposited in the cemetery fund, with 10 percent being deposited into a capital fund for future cemetery needs.

(5) Except as provided herein, no person or persons shall be interred in any cemetery lot except a person or persons who appear in the records of Washougal Memorial Cemetery as the holder or holders of the interment right or the designee or designees of such holder or holders of the interment right; provided, that such designation must be in writing and recorded in the official records of Washougal Memorial Cemetery or a beneficial interest in the interment right is specifically granted in a will or trust pursuant to Washington law.

(6) All funerals will take place during the regular business hours of the cemetery, Monday through Friday, except by special permission and will be subject to overtime rates.

2.44.052 Grave digger and Marker Installation Permit.

(1) The City shall maintain a revocable grave digging and marker installation permit with any funeral home that services the Washougal Memorial Cemetery.

(2) A funeral home shall contract for the services of a grave digger and marker installation whose service fee shall be set by funeral home. The grave digger shall be an independent contractor, not a city employee. The city will provide standard operating procedures to the funeral home for this service, and the funeral home shall supervise and conduct all such operations consistent with the City's procedures.

2.44.056 Burial of cremains on graves.

(1) No more than three cremains shall be buried on top of a casket, and no more than four cremains shall be buried without a casket in any adult grave lot.

(2) Cremains to be buried prior to a casket burial shall be buried at the top of the grave where the headstone is to be located. In the case whereby the headstone has been set, the cremains shall not be buried until after the casket burial. The city will not be responsible for holding cremains.

2.44.060 Trust fund for perpetual care established.

(1) There is established a cemetery perpetual care trust fund.

(2) ~~At least 25 percent of the funds received~~ The Perpetual Care Fee from the sale of interment rights to lots shall be deposited in the cemetery perpetual care trust fund, until such time as the fund shall be of sufficient amount that the revenue received therefrom will provide ample funds for the perpetual care and keep of the cemetery.

(3) It shall be the duty of the council to provide sufficient funds from taxation or otherwise to provide for the care and maintenance of the cemetery, if there is not sufficient income received from the trust fund for that purpose.

(4) Public donations, and other funds received by the city for that purpose, shall be deposited in the cemetery cumulative fund.

(5) The trust fund shall be kept by the city treasurer, and shall be open for public inspection, and audited by such committee as the council shall, from time to time, direct.

(6) The trust fund shall be invested by the city treasurer only in the same type of bonds and investments

as the city treasurer is authorized by law to invest or deposit general municipal funds.

(7) The principal of the fund shall be kept intact and not diminished. The interest therefrom shall be used for the expenses of operation, and any excess may be used for capital improvements and additions to the cemetery, or if not needed for such purposes shall be added to the principal amount.

(8) The expenditure of interest from the trust fund shall be made only on claims filed with the city clerk, and approved by the city council, and vouchers drawn by the city clerk and paid by the city treasurer.

2.44.070 Interment rights procedures for lots.

Upon the payment of the proper fee for the purchase of any interment rights to a lot or lots in the Memorial Cemetery, the city clerk is authorized to execute and issue on behalf of the city interment rights to a lot or lots, and no other signature shall be required on such interment rights other than a proper acknowledgment and the corporate seal of the city.

2.44.075 Promissory note issuance to secure interment.

Repealed by Ord. 1717.

2.44.077 Time payment purchase.

Repealed by Ord. 1717.

2.44.080 City cemetery fund.

There is established and created a fund designated "city cemetery fund." All moneys to be used in the care and maintenance of the Memorial Cemetery, other than the perpetual trust fund, shall be placed in the "city cemetery fund." There shall be separate warrants prepared and used for the withdrawal of these funds.

2.44.090 Charges for interment rights and services.

LOT & NICHE	FEE	ADDITIONAL INFORMATION
ADULT LOT	\$900	WILL ACCOMMODATE 1 CASKET + 3 CREMAINS OR 4 CREMAIN BURIALS PER LOT
CHILD LOT	\$300	
INFANT LOT	\$200	
UPRIGHT MONUMENT LOTS	\$2,300	THIS PRICE IS FOR 2 LOTS - ALWAYS SOLD IN PAIRS
CREMAIN LOT	\$200	ONE CREMAIN PER SINGLE CREMAIN LOT
OLD NICHE WALL - SINGLE NICHE	\$700	SILVER STAR / ST. HELEN'S / MT. ADAM'S WALLS
OLD NICHE WALL - DOUBLE NICHE	\$1,200	SILVER STAR / ST. HELEN'S / MT. ADAM'S WALLS
NEW 2013 NICHE WALL - SINGLE NICHE	\$750	OLYMPIC & MT. HOOD WALLS
NEW 2013 NICHE WALL - DOUBLE NICHE	\$1,300	OLYMPIC & MT. HOOD WALLS
CREMAIN GARDEN	\$500	ALL-IN-ONE FEE INCLUDES BURIAL & PLAQUE
PERPETUAL CARE FEE - IN-GROUND LOTS	\$225	ONE TIME FEE ADDED TO THE PURCHASE OF THE LOT
PERPETUAL CARE FEE - NICHE	\$200	ONE TIME FEE ADDED TO THE PURCHASE OF THE NICHE
PERPETUAL CARE FEE-CREMAIN LOT	\$50	ONE TIME FEE ADDED TO THE PURCHASE OF CREMAIN LOT
PERPETUAL CARE FEE - CREMAIN GARDEN	\$100	ONE TIME FEE ADDED TO THE PURCHASE OF THE CREMAIN GARDEN BURIAL

ADULT CASKET BURIAL	Funeral Home	
CHILD CASKET BURIAL	Funeral Home	
INFANT CASKET BURIAL	Funeral Home	
NICHE WALL INURNMENT	\$300	
CREMAIN (IN GROUND) BURIAL	\$345	
ADULT CASKET LINER (POLYPROPYLENE ONLY)	Funeral Home	
CREMAIN LINER (POLYPROPYLENE ONLY)	\$200	REQUIRED FOR ALL DEGRADABLE-COLLAPSIBLE URNS & CONTAINERS
CANVAS TENT SET-UP-15'x15'	\$60	ROYAL BLUE CANVAS TENT
POP-UP TENT SET-UP - 10'x10' (EACH)	\$25	WHITE CANVAS POP-UPS WITH METAL FRAMES
WEEKEND/HOLIDAY CASKET BURIAL, CREMAIN OR NICHE	Actual Cost	
COMBINED BURIALS - WMC 2.44.095: APPROVED MAY OF 2014 (MAXIMUM OF TWO BURIALS)	When two burials occur together such as when two cremation urns are inurned together in a double niche at the same time, or when two cremation urns are ground-buried in a single liner at the same time in a full grave, or when the ashes from two single urns are combined in one uni-vault for ground burial in a full grave, or when a casket contains cremated remains of a second individual, the burial with the higher rate will be charged the full respective rate and the burial with the lower rate will be charged for half of its respective rate. A maximum of two cremated remains per burial discount is allowed. <u>The discounted rate does not apply to single cremation lots or the Cremain Garden.</u>	
DISINTERMENT	CITY CHARGES 3 TIMES THE COST OF THE <u>TYPE</u> OF BURIAL - STATE DISINTERMENT PERMIT IS REQUIRED - RELOCATION WILL INCUR ADDITIONAL BURIAL AND MARKER FEES. REMOVAL OF UN-CREMATED REMAINS FROM WMC WILL REQUIRE STATE TRANSIT PERMIT	

MARKER SETTINGS & MONUMENT BASE POURS: FEE		ADDITIONAL INFORMATION
ALL MEASUREMENTS NOTED IN INCHES- 1 MARKER PER LOT PERMITTED		
12 X 24 OR 12 X 16.5 FLAT MARKER	Funeral Home	ONLY A 12 X 16.5 MARKER IS PERMITTED ON CREMAIN LOTS
12 X 36 FLAT MARKER	Funeral Home	
12 X 48 FLAT MARKER	Funeral Home	PERMITTED ONLY BETWEEN 2 ADULT LOTS
12 X 24 UPRIGHT MONUMENT BASE	Funeral Home	FOR UPRIGHT MONUMENT SECTIONS A, B, 1, AND 6
12 X 36 UPRIGHT MONUMENT BASE	Funeral Home	FOR UPRIGHT MONUMENT SECTIONS A, B, 1, AND 6
12 X 48 UPRIGHT MONUMENT BASE	Funeral Home	PERMITTED ONLY BETWEEN 2 OR MORE ADULT LOTS. FOR UPRIGHT MONUMENT SECTIONS A, B, 1, AND 6
ADDITIONAL SERVICES:	FEE	
VASE SETTING	\$12	PER VASE SET IN CONCRETE WITH MARKER
VASE BLOCK SETTING	\$120	INCLUDES VASE, HOUSING, & REDUCED CONCRETE SURROUND
PURCHASE OF VASE FOR SETTING	\$85	VASE & VASE HOUSING ONLY
NICHE INSCRIPTION - SINGLE	Actual Cost	PER INSTANCE OF PANEL REMOVAL FOR WORK. HOLD HARMLESS REQUIRED
NICHE INSCRIPTION - DOUBLE	Actual Cost	PER INSTANCE OF PANEL REMOVAL FOR WORK. HOLD HARMLESS REQUIRED
MARKER CLEANING	\$36	PER EACH MARKER. HOLD HARMLESS REQUIRED
MARKER REMOVAL	\$138	HOLD HARMLESS REQUIRED
SAND/PAINT VASES & HOUSING	\$60	
STAKING GROUND LOTS (WITHOUT A SERVICE)	Actual Cost	ACTUAL TIME CHARGED AT CURRENT SHOP RATE
GENEALOGICAL SEARCHES	Actual Cost	ACTUAL TIME CHARGED AT CURRENT SHOP RATE

2.44.095 Combined burials.

When two burials occur together such as when two cremain urns are inurned in a double niche at the same time, or when two cremation urns are ground-buried in a single liner at the same time in a full grave, or when the ashes from two single urns are combined in one uni-vault for ground burial in a full grave, or when a casket contains cremated remains of a second individual, the burial with the higher rate will be charged the full respective rate and the burial with the lower rate will be charged for half of its respective rate. A maximum of two cremated remains per burial discount is allowed. The discounted rate does not apply to single cremation lots or the cremain garden.

2.44.100 Violations.

It is unlawful:

- (1) For any person, firm or corporation to violate any of the provisions of this chapter;
- (2) To violate any of the rules and regulations adopted by the cemetery board for the beautification, maintenance and upkeep of the cemetery;
- (3) To willfully damage any tombstone, monument, or marker or to willfully destroy any cemetery property;
- (4) To permit any livestock within the cemetery grounds;
- (5) Any person violating any portion of this chapter shall be punished according to the provisions

set forth
in WMC [1.04.010](#);

(6) To permit any pets within the cemetery grounds.

2.44.120 Multiple headstones prohibited.

It is specifically prohibited to place more than one headstone on any grave lot in any section in the Washougal Cemetery.

2.44.123 Allowable marker sizes and guidelines.

Borderless markers are prohibited. The raw stone of a permanent flat marker may not exceed the following sizes:

Flat Markers*	
For a Single Grave	(One 4' x 10' Lot)
Maximum length	3' 0"
Maximum width	1' 0"
	(One 2' x 2' Cremain Lot)
Maximum length	1' 4-1/2"
Maximum width	1' 0"

*There shall be a two-inch flexibility variance due to stone cutting procedures. Markers greater than the limits and variance above will be rejected. The city will be held harmless for the costs of removal from the premises and replacement of rejected headstones.

For a Double Grave	(Two 4' x 10' Lots)
Maximum length	4' 0"
Maximum width	1' 0"

	(Two 2' x 2' Cremain Lots)
Maximum length	3' 0"

Maximum width	1' 0"
Double Upright	ents (Two 4' x 10' Lots)
Base Length	
Minimum	3' 0"
Maximum*	6' 0"
	ck 11, Lots 68 – 77 and
Block 10, Lots 10 – 19	
Base Width	
Maximum	2' 0"
Overall Height	
Minimum	2' 0"
Maximum	5' 0"

*Exception: 5' 6" for BI

2.44.125 Temporary markers required.

All burials must be marked by a minimum of a temporary marker at the time of interment. This shall be the sole responsibility of the funeral director involved. In the case of no funeral director, the city shall provide such marker. Temporary markers shall include the name of the deceased, year of birth and year of death.

~~2.44.135 Marker settings.~~

~~No one other than a staff member of the city shall be allowed to set markers within the Washougal Memorial Cemetery with the exception of upright monuments.~~

2.44.140 Cremain memorial garden (scatter garden).

- (1) Placement.

- (a) Only cremated remains may be placed in the scatter garden.
- (b) Cremated remains buried in the scatter garden may be buried without a container or may be buried in a biodegradable cremain urn. Cremated remains must be delivered to the city already sealed in the biodegradable urn. The city staff will not transfer cremated remains from one container to another.
- (c) Cremated remains are scattered in a common area and may be commingled with other cremated remains previously placed.
- (d) Cremated remains scattered in the scatter garden are not recoverable.
- (e) The city may dispose of cremain urns/containers as it wishes unless deceased's authorized representative had made other arrangements in writing.
- (f) Unless specific instructions in writing are provided, scattering will be performed by and at the discretion and convenience of the cemetery staff.
- (g) A hold harmless authorization form must be completed and signed by the deceased's authorized representative and city staff before issuance of a burial permit.

(2) Memorial Plaques.

- (a) Only people who have purchased space in the scatter garden may have a plaque on the memorial monument. A plaque will be placed for each person laid to rest in the scatter garden.
- (b) Plaques may not be removed once placed.
- (c) All plaques will conform to a standard size and design approved by the Washougal cemetery board.
- (d) Cemetery staff will place the plaques in a specific order. Plaques will be placed in the next available space in the order the memorial monument is being filled. Special requests for plaque placement will not be allowed except for placeholder plaques.

(3) Placement Plaques.

- (a) Additional placement plaques may be purchased in order to reserve adjacent space

on the memorial monument.

(b) All current ordinances regarding the purchase and sale of cemetery property apply.

(c) The cost of purchasing a placeholder plaque will be determined at the current market cost of installation on the memorial monument.

(d) The purchase of a placeholder plaque is separate from the scatter garden package.

(4) Decorations.

(a) Planting of flowers, shrubs, trees or any other plant within the scatter garden will not be allowed except by city staff or those authorized by city staff.

(b) No statues, fencing, monuments or other decorations, other than cut flowers, may be placed in the scatter garden, except as noted in WMC 2.44.045.

(c) Refer to WMC 2.44.045 for general cemetery decoration regulations.

Public Works Department ~ 2021 Budgets

10/12/2020 | Presented by Jen Forsberg



City of Washougal

Agenda

- Highlights
 - General Fund Departments
 - Facilities, Parks, Engineering
 - Streets Department
 - Cemetery Department
 - Water/Sewer Department
 - Stormwater Department



2021 ~ Preliminary Budget Strategy

➤ 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



Facilities ~ 2021 (2020) Budgets

Total Budget \$473,950 (\$440,663)

- Salary/Benefits ~ \$232,500 (\$229,200)
- Professional Services ~ \$115,700 (\$95,713)
 - Janitorial increase
- Operations/Maintenance ~ \$125,750 (\$115,750)
 - Increased costs with new facility



Parks ~ 2021 (2020) Budgets

Total Budget \$552,833 (\$563,233)

- Salary/Benefits ~ \$372,100 (\$397,700)
- Seasonal Costs ~ \$74,600 (\$60,600)
 - Moved \$14K from Cemetery
- Professional Services ~ \$18,633 (\$17,633)
 - Moved \$1K from Cemetery
- Operations/Maintenance ~ \$87,500 (\$87,300)



Engineering ~ 2021 (2020) Budgets

Total Budget \$163,704 (\$132,004)

- Salary/Benefits ~ \$104,400 (\$102,700)
- Professional Services ~ \$51,031 (\$21,031)
 - Increased \$30K for pass through engineering costs with offsetting revenue
- Operations/Maintenance ~ \$8,273 (\$8,273)



Streets ~ 2021 (2020) Budgets

Total Budget \$1,073,783 (\$1,054,583)

- Salary/Benefits ~ \$505,600 (\$486,900)
- Seasonal Costs ~ \$53,400 (\$53,400)
- Professional Services ~ \$95,000 (\$95,000)
- Operations/Maintenance ~ \$199,783 (\$199,283)
- Street Lights and Indirects ~ \$220,000 (\$220,000)



Cemetery ~ 2021 (2020) Budgets

Total Budget \$223,150 (\$233,650)

- Salary/Benefits ~ \$149,100 (\$143,300)
- Professional Services ~ \$4,000 (\$5,000)
 - Transferred \$1K to the Parks Department
- Operations/Maintenance ~ \$50,050 (\$51,350)
- Use of Donation ~ \$20,000 (\$20,000)
 - Rolling from 2020
- Seasonal Support ~ \$0 (\$14,000)
 - Transferred to the Parks Department



Water/Sewer ~ 2021 (2020) Budgets

Total Budget \$13,792,348 (\$9,383,148)

- Salary/Benefits ~ \$1,888,500 (\$1,830,300)
- Professional Services ~ \$650,705 (\$465,345)
 - Included \$100K for Water Resilience and Emergency Plan
- Operations/Maintenance ~ \$0 (\$1,384,958)
- Intergovernmental Services ~ \$25,000 (\$1,134,277)
- ERR/System Reinvestment ~ \$2,844,029 (\$1,105,511)
- Debt Payments ~ \$2,612,661 (\$2,869,203)
- Transfer to the Capital Fund ~ \$2,667,448 (\$0)
- Indirect Costs ~ \$611,361 (\$593,554)



Water/Sewer O&M Highlights

- Water Resilience and Emergency Plan
- Supervisory Control and Data Acquisition (SCADA)
- Point Repairs
- Hydrant Maintenance
- Reservoir Maintenance
- Valve Maintenance
- Large Meter Maintenance



Stormwater ~ 2021 (2020) Budgets

Total Budget \$1,645,751 (\$1,542,712)

- Salary/Benefits ~ \$563,500 (\$535,000)
- Seasonal Costs ~ \$74,558 (\$72,141)
- Operations/Maintenance ~ \$668,661 (\$565,698)
- Capital Purchases ~ \$12,000 (\$45,500)
- Interfund Taxes (washes with GF transfer) ~ \$90,000 (\$85,000)
- Debt Payments ~ \$96,300 (\$101,400)
- Indirect Costs ~ \$140,732 (\$137,973)



Stormwater O&M Highlights

- Point Repairs ~ \$27,318
- Stormwater Master Plan ~ \$43,709
- National Pollution Discharge Elimination System Compliance



Questions

Thank You!



Capital Projects 2021 Budget

10/12/2020 | Presented by Jen Forsberg



City of Washougal

Agenda

- Highlights
 - Art
 - Facilities
 - Transportation
 - Parks
 - Equipment Replacement
 - Water/Sewer
 - Stormwater



Art Capital Projects ~ 2021 Budget

Total Budget \$9,000

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



Facilities Capital Projects ~ 2021 Budget

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**



Transportation Capital Projects ~ 2021 Budget

Total Budget \$3,694,335

- Columbia River Trail ~ \$1.9M
 - \$1M State Appropriation
 - \$900K TIF
- 32nd Street Underpass ~ \$500K
 - \$500K Grant
- 39th Street/Evergreen Blvd Realignment ~ \$120K
 - \$120K TIF



Transportation Capital Projects ~ 2021 Budget

Total Budget \$3,694,335

- 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



Transportation Capital Projects ~ 2021 Budget

Total Budget \$3,694,335

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



Parks Capital Project ~ 2021 Budget

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



Schmid Fields Phase 3 Project Components

Completion of 3rd field

Parking lot and west driveway

Restroom and concessions building

Plaza area

Batting cage(s)

Picnic Area

Future Play structure area

Lighting



Schmid Ball Fields Phase 3



Equipment Replacement 2021 Budget

Total Budget \$62,400

- Cemetery Mower - \$22K
- Parks Mower - \$33K



Water/Sewer Capital Projects ~ 2021 Budget

Total Budget \$9,906,981

- Water ~ \$2,289,256
 - Woodburn Transmission Improvements ~ \$899,087
 - 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



Stormwater Capital Projects ~ 2021 Budget

Total Budget \$83,027

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



Questions

Thank You!



Washougal COVID-19 Response

October 12, 2020 Update to Council



City of Washougal

Washougal COVID-19 Response: October 12, 2020 Update

What We Will Cover:

- ❖ Overall Status
- ❖ CARES Funding Options



Washougal COVID-19 Response: October 12, 2020 Update

❖ Status of Emergency Orders

- Emergency Declaration 2020-01 in place - status to be reviewed at each Council meeting
- Council Emergency Order 2020-06 (adopted June 8, 2020)
 - ✓ Modifies Emergency Orders 2020-02, 2020-03, 2020-04 and 2020-05 (simplified approach)
 - ✓ Directs administration to follow the Governor's proclamations (covers facilities, programs, meetings, events)
 - ✓ Extends Emergency Leave until Phase 4
 - ✓ Extends private mortgage foreclosure, commercial eviction and residential inspection limitations until Phase 3
 - ✓ Duration of Order tied to Governor's proclamations
- Council Emergency Order 2020-07 (adopted September 28, 2020) – modifications to Emergency Leave

❖ Clark County in Phase 2 of “Safe Start Washington” (effective June 5, 2020)

- Virus activity in “High” category

❖ Potential timeline for future phases

- Phase 3 (On “Pause” indefinitely)
- Phase 4 (three weeks later at the soonest, but Governor has indicated likely not until there is a vaccine or effective treatment)



Washougal COVID-19 Response: October 12, 2020 Update

CARES Funding

- City to receive \$742.5K CARES allocation (\$495K original + \$247.5K)
 - ✓ Eligible city expenditures can use full allocation
 - ✓ Estimates:
 - GF - \$742.5K
 - GF - \$400K, Utilities \$342.5K
- Use CARES funds only internally, or internally and for small business and community support



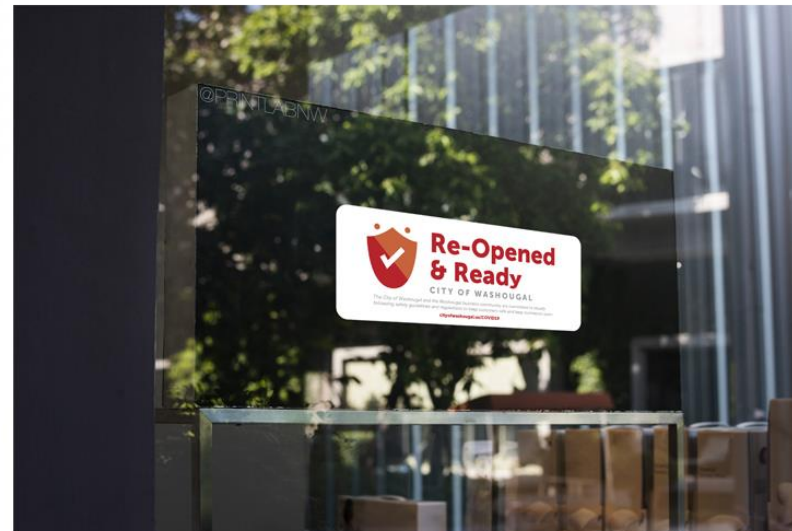
Washougal COVID-19 Response: October 12, 2020 Update

❖ Small Business Support – current direction

- County CDBG Program using CARES Funds for a small business grant program
- CARES small business support program (estimated cost range ~\$5,500 to \$10,300)
 - ✓ Assistance communicating public health information (signs, banners, table tents, floor decals, etc.)
 - ✓ Provide PPE (branded face masks for employees, face masks for customers, other)



Washougal COVID-19 Response: October 12, 2020 Update



Washougal COVID-19 Response: October 12, 2020 Update

❖ Small Business Support – possible enhancements

- Direct grants to small businesses
 - ✓ Small business eligibility TBD (# of employees, store front, no franchises or national chains, affected by Governor's orders)
 - ✓ Grants up to \$3,000 per business
 - ✓ Reimbursement for eligible costs (rent, utilities, payroll, PPE, similar)
 - ✓ Total \$\$ amount of program TBD
 - ✓ First come – first served, until program \$\$ exhausted (estimate ~ 65 eligible businesses, depends upon eligibility criteria)
- Shop Local Customer Utility Rebate Program
 - ✓ Customers receive rebate on utility bill for shopping at eligible small businesses (up to \$75)
 - ✓ Small business eligibility TBD (# of employees, store front, no franchises or national chains, affected by Governor's orders)
 - ✓ Total \$\$ amount of program TBD
 - ✓ First come – first served, until program \$\$ exhausted



Washougal COVID-19 Response: October 12, 2020 Update

Community Support

➤ Residential Utility Bill Support Program

- ✓ Eligibility = current low-income guidelines similar to what we use for existing Utility Assistance Program
- ✓ Current \$\$ amount of past-due accounts (not all accounts eligible)

+1 month	= \$63,260
+2 months	= \$23,975
+3 months	= \$16,045
<u>+4 months</u>	<u>= \$19,866</u>
Total:	= \$123,146

- ✓ Program \$\$ TBD
- ✓ First come - first served until program \$\$ exhausted



Washougal COVID-19 Response: October 12, 2020 Update

❖ Questions/Discussion

