



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MINUTES
Monday, September 14, 2020
5:00 PM**

I. CALL TO ORDER

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

II. ROLL CALL

Present: Councilmembers Brent Boger, Michelle Wagner, Paul Greenlee, Alex Yost, Julie Russell, and Ernie Suggs and Student Representatives Mariah Moran. Councilmembers Ray Kutch resigned effective September 11, 2020

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

III. PUBLIC COMMENTS

Larry Keister gave an updated on the Port of Camas/Washougal Waterfront Development project.

IV. NEW BUSINESS

A. Finance: 2021 Budget Presentations

Jennifer Forsberg presented the budget information for the following departments:

- City Managers
 - 2020-2021 budget comparison
 - Highlights
- Finance/IT
 - 2020-2021 budget comparison
 - Information Technology ER&R
- Community Development
 - 2020-2021 budget comparison
 - Highlights
- Police Department
 - 2020-2021 budget comparison
 - Police
 - Animal Control
 - Drug Fund
 - Judicial
- Other Departments
 - Economic Development
 - Legal
- Fire Department
 - Fire contract information for 2021

- Budgets
- IPD is estimated to be 0.60152
- Substantial Need Declaration

V. PUBLIC COMMENTS

Martha Martin reiterated that firefighters turnouts needs to be replaced every ten years.

Alicia and Jason expressed concerns regarding activities in their neighborhoods including: drug distribution, explosion, fire, luring of children, and harassment.

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott provided an explanation of council position status and options for filling recently vacated council seat 5.

Council discussion ensued regarding processes, cost savings, allowing public comments, and appointments vs. elections. Council concurred to defer a decision on this matter to September 28th.

Dave brought forward concerns due to the hazardous air quality index, noted the monthly Clark County Covid update, and the additional CARES Act Funding.

I. Council Positions Status and Position 5 Vacancy Options

B. MAYOR

Mayor Coston reflected on recent conversations with Dr. Melnick and CREDC. She reminded everyone of the Exempt and Regular Council Meetings following workshop.

C. CITY COUNCIL

Councilmember Yost shared Body Bliss's efforts to help those impacted by the fires and thanked those fighting the fires.

Councilmember Wagner compliment staff for their efforts to address construction issues and apply for grant funds.

VII. ADJOURNMENT

Meeting ended at 6:13.

Mayor

City Clerk

City Managers Office 2021 Budget

09/14/2020 | Presented by Jen Forsberg



City of Washougal

Agenda

- CMO Highlights



Overall 2021 (2020) Budgets

Total Budget \$531,580 (\$460,080)

- Salary/Benefits ~ \$451,700 (\$366,100) *position transferred in from IT
- Professional Services ~ \$29,300 (\$29,300)
- Operations/Maintenance ~ \$25,580 (\$25,580)
- Administrative Initiatives and Support ~ \$25,000 (\$39,100)



Highlights

- Professional Services ~ \$29K
 - Legal services
 - Continued legislative and infrastructure advocacy and support
- Administrative Initiatives ~ \$25K
 - Council and administrative initiatives and support
- Staffing
 - Performance Management Intern – continued
 - Communications Specialist – transferred in from Finance



Highlights

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

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

✓ **Before:**

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

✓ **After:**

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



Questions

Thank You!



Finance/IT 2021 Budget

09/14/2020 | Presented by Jen Forsberg



City of Washougal

Agenda

- Finance/IT Highlights



Overall 2021 (2020) Budgets

Total Budget \$1,134,280 (\$1,192,430)

- Salary/Benefits ~ \$916,600 (\$1,004,000) *position moved to CMO
- Professional Services ~ \$9,000 (\$9,000)
- Operations/Maintenance ~ \$57,680 (\$56,730)
 - Citywide insurance increase
- Dues/Subscriptions/Memberships ~ \$151,150 (\$122,700)
 - Citywide subscriptions increased



Overall 2021 (2020) Budget Information Technology ERR

Total Budget \$50,000 (\$40,000)

- Professional Services ~ \$10,000 (\$10,000)
- Equipment ~ \$40,000 (\$30,000)



Questions

Thank You!



Community Development 2021 Budget

09/14/2020 | Presented by Jen Forsberg



City of Washougal

Agenda

- Community Development Highlights



Overall 2021 (2020) Budgets

Total Budget \$1,080,445 (\$1,306,745)

- Salary/Benefits ~ \$960,600 (\$937,000)
- Professional Services ~ \$80,500 (\$80,500)
- Operations/Maintenance ~ \$39,345 (\$39,245)
- Subarea Plan/Planned Action Ordinance ~ \$0 (\$250K)



Questions

Thank You!



Police Department 2021 Budget

09/14/2020 | Presented by Jen Forsberg



City of Washougal

Agenda

- Police, Animal Control, Drug Fund and Judicial Highlights



Overall 2021 (2020) Budget: Police

Total Police Budget \$3,689,794 (\$3,628,365)

- Salary/Benefits ~ \$3,131,600 (\$3,046,200)
- Operations/Maintenance ~ \$364,165 (\$362,665)
- Intergovernmental Services ~ \$194,029 (\$219,500)
 - Includes CRESA and SWAT



Overall 2021 (2020) Budget: Animal Control

Total Animal Control Budget \$251,150 (\$245,050)

- Salary/Benefits ~ \$193,500 (\$198,400)
- Professional Services ~ \$36,000 (\$25,000)
- Operations/Maintenance ~ \$21,650 (\$21,650)



Overall 2021 (2020) Budget: Drug Fund

Total Drug Fund Budget \$37,200 (\$19,200)

- Overtime/Training ~ \$21,200 (\$3,200)
- Professional Services ~ \$10,000 (\$10,000)
- Operations/Maintenance ~ \$6,000 (\$6,000)



Overall 2021 (2020) Budget: Judicial

Total Judicial Budget \$510,500 (\$505,500)

- Court Costs ~ \$285,500 (\$280,500)
- Monitoring/Work Crew ~ \$65,000 (\$65,000)
- Incarceration Costs ~ \$160,000 (\$160,000)



Questions

Thank You!



Other Departments 2021 Budget

09/14/2020 | Presented by Jen Forsberg



City of Washougal

Agenda

- ❑ Other Dept Highlights
 - Economic Development
 - Legal



Overall 2021 (2020) Budget: Economic Development

Total Economic Development Budget \$55,000 (\$55,000)

- Professional Services ~ \$55,000 (\$55,000)
 - \$5K for CREDC and \$50K for CWEDA 2.0 options



Overall 2021 (2020) Budget: Legal

Total Legal Budget \$20,000 (\$20,000)

- Professional Services ~ \$20,000 (\$20,000)
 - Retainer and misc payments – other department or project specific legal charges are posted to those individual department budgets.



Questions

Thank You!



Fire Department 2021 Budget

09/14/2020 | Presented by Jen Forsberg



City of Washougal

Agenda

- Fire contract information for 2021



Overall 2021 (2020) Budgets

Total Fire Budget \$3,730,454 (\$3,597,506)

- Fire Contract ~ \$3,702,204 (\$3,571,176)
 - Operational Costs \$3,564,600 (\$3,357,876)
 - Two positions ~ \$85K (\$85K)
 - Includes continued support of two new positions
 - Will use 2019 new tax revenue to pay for them
 - True up ~ \$38.6K (\$75K)
 - Debt payments ~ \$14,000 (\$53,300)
- LEOFF 1 payments ~ \$10,550 (\$11,200)
- Professional Services ~ \$17,700 (\$15,130)



Questions

Thank You!



Council Positions Status:

Pos #	Incumbent	Term Expires	Comments
1	Brent Boger	12/31/21	Nov 2021 ballot: 4-year term (for Mayor if Prop 9 passes)
2	Michelle Wagner	12/31/23	Nov 2023 ballot: 4-year term
3	Paul Greenlee	12/31/21	Nov 2021 ballot: 4-year term
4	Alex Yost	12/31/23	Nov 2023 ballot: 4-year term
5	Vacant	12/31/23	Nov 2021/2023 ballot: remainder of unexpired term – 2 years (due to vacancy)
6	Julie Russell	12/31/21	Nov 2021 ballot: 4-year term
7	Ernie Suggs	12/31/23	Nov 2023 ballot: 4-year term
8	Molly Coston (Mayor - Council selection)	12/31/21	After expiration (or upon vacancy if sooner) the position terminates

***Note: Need to appoint Mayor Pro-Tem for remainder of 2020**

Comments if Prop 9 Passes:

- Incumbent councilmember at mid-term runs for Mayor, their council seat is safe if they lose
- Incumbent councilmember at end-of-term cannot run for both Mayor and their current seat

Options for Position 5 Vacancy:

	Description	Comments
1	• Suspend Council rules re: filling vacancies • Appoint Mayor Coston to Position 5 • Mayor Coston immediately resigns Position 8 • Council can reaffirm Mayor Coston as Mayor for remainder of biennial term (through 2021)	• Council membership reverts to the standard number of 7 • Mayor Coston can be re-affirmed as Mayor • Position 5 on Nov 2021 ballot • Winner of election assumes Position 5 upon certification of election results in late Nov 2021 (if not Mayor Coston, Mayor Pro-Tem would fill Mayor role until Council selects a Mayor at first meeting in January 2021) • Position 5 on Nov 2023 ballot
2	• Follow process as prescribed in rules • Advertise for applicants to fill Position 5 • Soonest timing ▪ 9/15 - Solicit applications (3 weeks) ▪ 10/6 – application period closes ▪ 10/12 – Applicant interviews and Council appointment at regular Council meeting	• Council membership stays at 8 until 12/31/2021 • Position 5 on Nov 2021 ballot • Winner of election assumes position upon certification of election results in late Nov 2021 • Position 5 on Nov 2023 ballot

Recommendation:

- Consider and discuss options at worksession 9/14
- Place consideration of vacancy in Position 5 at regular meeting 9/28
- If Option 1 chosen, make appointment that evening
- If Option 2 chosen, schedule is:
 - 9/29 - Solicit applications (3 weeks)
 - 10/20 – application period closes
 - 10/26 – Applicant interviews and Council appointment at regular Council meeting