CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, June 13, 2022
5:00 PM

MEETING INFORMATION
Please click on link below to join webinar:
https://us02web.zoom.us/j/88545066229

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

- **A. City Manager's Office: Fire Partnership Analysis Report**
- **B. Public Works: Naming of park at the Ninebark Development**
- **C. Human Resources: Amending the 2022 Non-Represented Employees Salary Schedule**

V. PUBLIC COMMENTS

VI. REPORTS AND COMMUNICATIONS

- **A. CITY MANAGER**
- **B. MAYOR**
- **C. CITY COUNCIL**

VII. ADJOURNMENT

UPCOMING MEETINGS: Monday, June 27, 2022 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:
6/13/2022

SUBJECT:
MEETING INFORMATION
Please click on link below to join webinar:
https://us02web.zoom.us/j/88545066229

DEPT. OF ORIGIN:
Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:
No

EXPENDITURE REQUIRED: **BUDGETED:** **APPROPRIATION REQUIRED:**

SUMMARY STATEMENT

RECOMMENDED ACTION

Workshop Coversheet

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:
6/19/2022

SUBJECT:

DEPT. OF ORIGIN:
Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:
Yes

ATTACHMENTS:

- **Park Naming Council Workshop.pdf**

EXPENDITURE REQUIRED: **BUDGETED:** **APPROPRIATION REQUIRED:**

SUMMARY STATEMENT

RECOMMENDED ACTION

Camas-Washougal Fire Department Partnership Analysis Summary

June 2022

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- **PROCESS: HOW WE GOT HERE**
- **DEFINING SUCCESS**
- **EXISTING PARTNERSHIP GAPS**
- **POTENTIAL ALTERNATIVES**
- **ALTERNATIVES ANALYSIS**
- **NEXT STEPS**

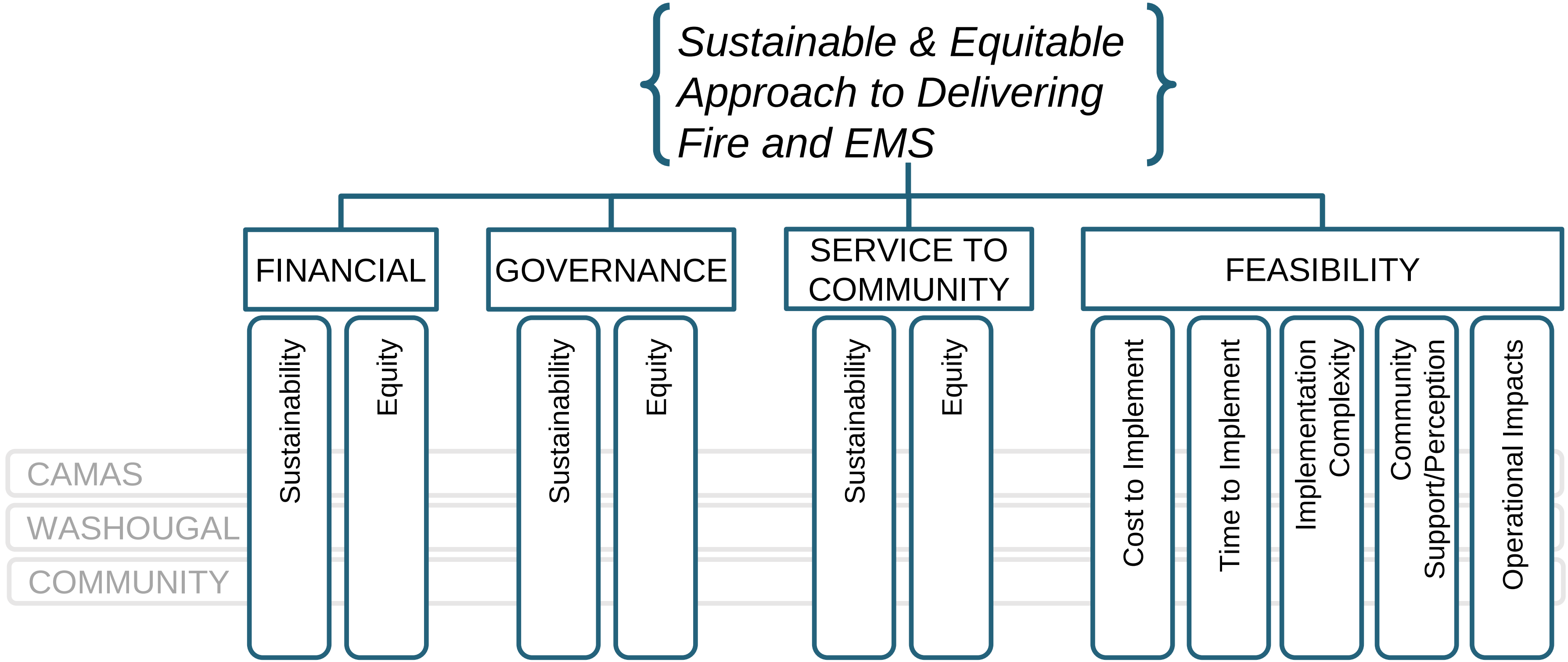
PROCESS

ROADMAP

Information Gathering	+ Listen to understand the wants, needs, and concerns of the Camas and Washougal Councils and staff, CWFD, IAFF, and ECF&R
Define Success Criteria	+ Develop list of specific criteria for "sustainability" and "equity" based on what we heard + Validated the success criteria with each of the Councils, City staff, CWFD Leadership, and IAFF through an online survey
Evaluate Current Partnership	+ Provide qualitative and quantitative analysis to evaluate current partnership model against the success criteria + Build consensus among both Cities and CWFD in determination of "gaps" in current partnership model
Evaluate Alternatives	+ Provide qualitative and quantitative analysis to evaluate potential partnership models to assess if and how current "gaps" will be addressed
Provide Recommendation	+ Build consensus among both Cities and CWFD in determination of optimal solution moving forward

DEFINING SUCCESS

SUCCESS CRITERIA



EXISTING PARTNERSHIP ANALYSIS RESULTS

EXISITING PARTNERSHIP GAP ANALYSIS

	Governance		Financial		Service to Community	
	Sustainability	Equity	Sustainability	Equity	Sustainability	Equity
IMPROVE	Unified, long-term vision Decision-making model Continuity of governance – mitigate impacts of high turnover Process for development and accountability over budget	Equity of representation in governance Alignment of governance expectations and responsibilities/authority Visibility to and understanding of complex operational issues/data to inform decision-making	Planning for capital and operational expenditures Ability to minimize reliance on general fund revenues while funding Department's capital/operational needs	Methodology for distributing equipment replacement and repair costs Equitable distribution of cost burden among community members	Plan to address operational needs to keep up with increasing demand while maintaining current service levels Plan for forecasted capital facilities expenditures Enhanced communication Alignment of long-term vision and operational strategies	Clarified communication channel to address community voice
ENHANCE			Economies of scale Operational efficiencies	Allocation of operational costs (Demand vs. Availability)	Maintain high-levels of service	Continue to provide the same services and level of service to all community members

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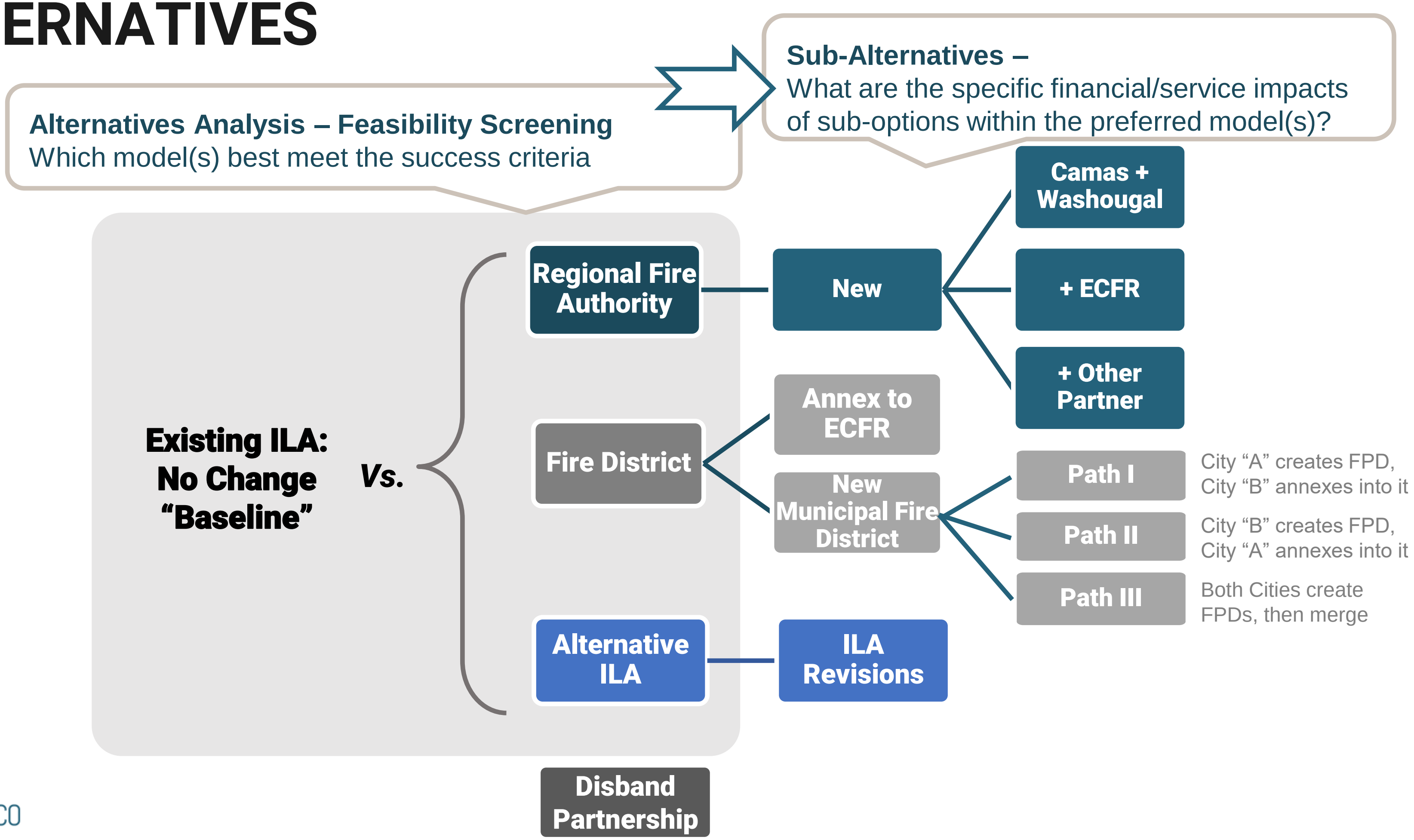
ALTERNATIVES CONSIDERED

ALTERNATIVES



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ALTERNATIVES ANALYSIS
Governance

GOVERNANCE

RFA	District	Revised ILA
One dedicated governing body: • Opportunity for streamlined decision-making • Direct accountability over budget/operations • Continuity • Clear roles and responsibilities • Opportunity to provide equitable representation RFA Planning Process establishes: • Unified vision • Plan for funding • Organizational design	One, dedicated governing body: • Opportunity for unified vision, streamlined decision-making (depends on new district vs. annexation) • Direct accountability over budget/operations • Continuity • Clear roles and responsibilities • Opportunity to provide equitable representation Implementation paths require annexations or mergers into existing Districts which may have pre-established vision.	Some opportunities exist to update the ILA to accommodate the gaps identified in existing partnership analysis: • Create unified, long-term vision • Establish a decision making model • Implement requirements for improved communications and availability of data • Provide active representation in governance to Washougal

Existing Gap

GOVERNANCE SUSTAINABILITY		RFA	District	Alternative ILA	Existing "Baseline"
GS1	Establishes a unified and long-term vision for Fire and EMS.	✓	⚠	⚠	✗
GS2	Provides for efficient decision-making regarding Fire and EMS operations.	✓	✓	⚠	✗
GS3	Provides for effective and informed decision-making regarding Fire and EMS operations.	✓	✓	⚠	⚠
GS4	Establishes accountability over Fire and EMS budget.	✓	✓	⚠	✗
GS5	Establishes continuity in governance of Fire and EMS services.	✓	✓	⚠	✗

Existing Gap

GOVERNANCE EQUITY		RFA	District	Alternative ILA	Existing "Baseline"
GE1	Provides representation in governance for all community members.	✓	⚠	⚠	✗
GE2	Establishes clear governance roles and responsibilities.	✓	✓	⚠	⚠
GE3	Distributes governance responsibilities between partners according to objective metrics e.g. population, service volume, other.	✓	✓	⚠	✗
GE4	Ensures consensus over Fire and EMS policy-making and strategies.	✓	⚠	⚠	✗
GE5	Establishes transparency in policy and operational decision-making.	✓	⚠	⚠	⚠

ALTERNATIVES ANALYSIS
Financial

FINANCIAL SUSTAINABILITY

RFA	District	Revised ILA
Revenue Sources • Fire Levy – Max $1.50 • EMS Levy – Max $0.50 • Excess Levy or M&O Levy • Utility Fees • Fire Benefit Charge • Capital Bonds • May not recommend or impose Fire Impact Fees Participating cities may retain current levy rates unless required to reduce per RFA Plan (subject to Property Tax Limits)	*Revenue Sources* • Fire Levy – Max $1.50 • EMS Levy – Max $0.50 • Excess Levy or M&O Levy • Utility Fees • Fire Benefit Charge • Capital Bonds • May not recommend or impose Fire Impact Fees ***Formation of New District:*** **Requires city to reduce GF levy by FPD levy** ***Annexation:*** **Requires annexed entities to adopt current district levy rates** **Annexed city may retain current levy rates (subject to Property Tax Limits)**	*Revenue Sources* Remain consistent with current revenue streams. *Potential:* Pending legislation allowing cities to take advantage of fire benefit charge.

Existing Gap

FINANCIAL SUSTAINABILITY		RFA	District	Alternative ILA	Existing "Baseline"
FS1	Ensures financial stewardship and responsibility of the Fire Department.	✓	✓	⚠	⚠
FS2	Establishes a predictable cost sharing mechanism.	✓	✓	⚠	⚠
FS3	Provides long-term, dedicated revenue sources.	✓	✓	✗	✗
FS4	Creates opportunities for new revenue sources.	✓	✓	✗	✗
FS5	Minimizes reliance on general purpose revenues to fund Fire and EMS.	✓	✓	✗	✗
FS6	Minimizes the financial impact to other City services not related to Fire and EMS.	⚠	⚠	✗	✗

Existing Gap

FINANCIAL EQUITY		RFA	District	Alternative ILA	Existing "Baseline"
FE1	Transparently allocates costs based on objective data and metrics.	✓	✓	⚠	⚠
FE2	Demonstrates a correlation between the cost of service and the services provided.	✓	✓	✓	✓
FE3	Addresses all costs associated with delivery of Fire and EMS services e.g. direct service, stand-by, and indirect costs.	✓	✓	⚠	✗
FE4	Equally distributes cost burden among community members.	✓	✓	⚠	✗

ALTERNATIVES ANALYSIS
Service

SERVICE

- Continued partnership is essential to maintaining current levels of service
- Regardless of partnership model, transparency and communication must be improved among all levels of the organization

RFA	District	Revised ILA
• Long-term vision enhances sustainability of combined service • Provides central communication channel and representation for community members		• The current partnership or any changes to the ILA can not address needs for increased service due to community growth

Existing Gap

SERVICE SUSTAINABILITY		RFA	District	Alternative ILA	Existing “Baseline”
SS1	Provides a long-term operating structure for consistent and reliable service.	✓	✓	✓	✓
SS2	Builds long-term capacity to meet increased service demands in line with community needs and priorities.	✓	✓	✗	✗
SS3	Provides transparency and communication at all levels of the Department.	⚠	⚠	⚠	⚠
SS4	Provides transparency and communication between partners.	✓	✓	⚠	⚠
SS5	Provides clear linkage of governance vision and direction to Department operations and service delivery.	✓	⚠	⚠	✗

Existing Gap

SERVICE EQUITY		RFA	District	Alternative ILA	Existing "Baseline"
SE1	Provides the same lines of service (i.e. Fire and EMS) to all community members.	✓	✓	✓	✓
SE2	Provides the same level of service to all community members.	✓	✓	✓	✓
SE3	Provides a central communication channel to effectively address community concerns.	✓	✓	⚠	⚠

ALTERNATIVES ANALYSIS
Implementation

IMPLEMENTATION / FEASIBILITY		RFA	District (Annex – Option A)	District (New – Option B)	Alternative ILA
F1	Cost to Implement	**Costs associated with developing RFA Plan** • Costs for messaging/ election • Cost for establishing support services	• Cost for messaging/election	• Costs associated with multiple elections • Cost for establishing support services	• Fees for revising ILA
F2	Time to Implement	**Time-intensive planning process**	• Requires one election, involving all entities	**Requires multiple elections** • Financing plan required	• Time required to establish vision for revised ILA
F3	Complexity of Legal and Statutory Procedures & Requirements	• Planning process has requirements for Council adoption, financing plans, etc. • One election	• Annexation process is well established	**New statute and no prior examples** • Requires multiple elections	• Ranges from simple to complex depending on revisions
F4	Community Support/Perception	• Requires majority vote for combined service area	**Requires support of annexing entity and entity being annexed**	**Requires support of annexing entity and entity being annexed**	• No formal requirement for public input
F5	Operational Impacts	• **Requires establishment of new org structure with support services** • Transfer of employees and assets	• May require additional support services	• **Requires establishment of new org structure with support services** • Transfer of employees and assets	• Minimal

SUMMARY

CRITERIA - GAPS			RFA	District	Alternative ILA	Existing “Baseline”
Governance	Sustainability	GS1	✓	⚠	⚠	✗
		GS2	✓	✓	⚠	✗
		GS3	✓	✓	⚠	⚠
		GS4	✓	✓	⚠	✗
		GS5	✓	✓	⚠	✗
	Equity	GE1	✓	⚠	⚠	✗
		GE2	✓	✓	⚠	⚠
		GE3	✓	✓	⚠	✗
		GE4	✓	⚠	⚠	✗
		GE5	✓	⚠	⚠	⚠
Finance	Sustainability	FS3	✓	✓	✗	✗
		FS4	✓	✓	✗	✗
		FS5	✓	✓	✗	✗
		FS6	⚠	⚠	✗	✗
	Equity	FE3	✓	✓	⚠	✗
		FE4	✓	✓	⚠	✗
Service	Sustainability	SS2	✓	✓	✗	✗
		SS3	⚠	⚠	⚠	⚠
		SS4	✓	✓	⚠	⚠
		SS5	✓	⚠	⚠	✗
	Equity	SE4	✓	✓	⚠	⚠

Workshop Coversheet

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:
6/13/2022

SUBJECT:
Naming of park at the Ninebark Development

DEPT. OF ORIGIN:
Public Works

REVIEWED AT:

TO BE RETURNED TO COUNCIL:
Yes

ATTACHMENTS:

- **Park Naming Presentation**

EXPENDITURE REQUIRED: **BUDGETED:** **APPROPRIATION REQUIRED:**

SUMMARY STATEMENT

RECOMMENDED ACTION

Council Workshop-
Park Name

Presented by Michelle Wright

City of Washougal

Our mission is to provide leadership and effective, fiscally responsible services that achieve our community's vision.

PROPOSED PARK *site plan*






Overall Park Size: 1.2 acres

Park Length at Waterfront Trail: 1,085 linear feet

DISCOVERY GARDEN – Garden Center

Naming our New Park

- Eagle View
- Washougal-Rushing Water
- The Waterfront Parker’s Landing
- Washougal Gateway
- Chinook Park
- Waterfront Park
- Princess White Wing

Park Board Vote

- Eagle View

Thank you and any questions!!

City of Washougal

Workshop Coversheet

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:
6/13/2021

SUBJECT:
Amending the 2022 Non-Represented Employees Salary Schedule

DEPT. OF ORIGIN:
Human Resources

REVIEWED AT:

TO BE RETURNED TO COUNCIL:
Yes

ATTACHMENTS:

- City Engineer and Finance Director Class Comp June 2022.pdf
- Resolution_adjusting_salary_range_for_Finance_Director_and_City_Engineer_June_13_2022.pdf
- Exhibit_A_2022_Non_Represented_Salary_Table (1).pdf

EXPENDITURE REQUIRED: **BUDGETED:** **APPROPRIATION REQUIRED:**

SUMMARY STATEMENT

RECOMMENDED ACTION

City Engineer and Finance Director Classification/Compensation and Recruitment

June 13, 2022 | Presented by Teresa Stedman

City of Washougal

Classification/Compensation Policy

Requires review of all classifications every five years

- Last reviewed August 2021

Pursuant to our personnel policies, Human Resources will review the classification of a vacancy. Consistent with steps we took for the Human Resources and Risk Director in September 2021.

Specific criteria outlined in policy dictates the selection of comparable cities using size of city population and assessed valuation per capita.

Pending Recruitment

Due to these current vacancies, we would like to use an amended salary range for recruitment purposes based on current analysis.

- The current analysis is based on removing 5 towns used the 2021 analysis.
- The towns removed were Centralia, Ferndale, Lynden, Port Angeles and Sedro-Woolley.
- All the towns are more than 50 miles from a metropolitan area
- Current analysis shows that the pay ranges are below the median range:
  - City Engineer is 12.33% behind the median
  - Finance Director is 6.78% behind the median
  - Both below +/-5% of the median per current policy

Next Steps

On Council's agenda this evening is a resolution to amend the salary ranges for the vacant positions to match the median per current analysis as follows:

- Finance Director
  - Current top of range: $11,896.60
  - Proposed top of range: $12,156.48
- City Engineer
  - Current top of range: $10,047,50
  - Proposed top of range: $10,800.08

Resolution No.______________

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

WHERAS, Exhibit A of Chapter 2A must be amended to reflect the competitive salary ranges proposed for the positions of Finance Director and City Engineer;

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

Section I

That Exhibit "A" of Chapter 2A of the Personnel Policies addressing the compensation for department heads and other non-represented employees be amended to adjust the salary range for the Finance Director and City Engineer. Exhibit "A" of Chapter 2A of the Personnel Policies is attached hereto, marked as Exhibit "A" and by this reference incorporated herein.

PASSED by the Council of the City of Washougal at regular meeting on the 13th day of June, 2022.

City of Washougal, Washington

____
Mayor

ATTEST:

____
Finance Director / City Clerk

APPROVED AS TO FORM:

____
City Attorney

City of Washougal

2022 Salary Table-Schedule A

4.5% COLA January 2022

June 2022 adjustments

Exhibit A

1.045

	1	2	3	4	5	6	7	8	9	10
City Manager	PER CONTRACT									
Directors										
Community Development Dir.	8,705.90	9,010.60	9,325.98	9,652.38	9,990.21	10,308.52	10,701.77	11,076.33	11,464.01	11,865.24
Finance Director (Current)	8,728.90	9,034.41	9,350.62	9,677.89	10,016.61	10,367.20	10,730.05	11,105.60	11,494.30	11,896.60
Finance Director (Proposed)	8,919.59	9,231.77	9,554.88	9,889.30	10,235.43	10,593.67	10,964.45	11,348.20	11,745.39	12,156.48
HR Director	7,456.08	7,717.04	7,987.13	8,266.68	8,556.02	8,855.48	9,165.42	9,486.21	9,818.23	10,161.58
Police Chief	9,268.37	9,593.18	9,928.92	10,276.69	10,636.48	11,008.31	11,393.26	11,792.43	12,204.73	12,632.33
Public Works Director	8,841.16	9,150.60	9,470.87	9,802.35	10,145.43	10,500.52	10,868.04	11,248.42	11,642.11	12,049.59
Managers and Supervisors										
Assistant Finance Director	7,157.70	7,408.22	7,667.51	7,935.87	8,213.62	8,501.10	8,798.64	9,106.59	9,425.32	9,755.21
Public Works Business Administrator	7,157.70	7,408.21	7,667.51	7,935.87	8,213.63	8,501.10	8,798.64	9,106.59	9,425.33	9,755.21
Accounting Supervisor	6,173.29	6,389.36	6,612.98	6,844.44	7,083.99	7,331.93	7,588.55	7,854.15	8,129.04	8,413.56
Building Official/Manager	6,675.33	6,908.97	7,150.78	7,401.06	7,660.10	7,928.20	8,205.69	8,492.89	8,790.14	9,097.79
City Engineer (Current)	7,372.16	7,630.19	7,897.25	8,173.65	8,459.73	8,755.82	9,062.27	9,379.45	9,707.73	10,047.50
City Engineer (Proposed)	7,924.35	8,201.71	8,488.77	8,785.87	9,093.38	9,411.65	9,741.05	10,081.99	10,434.86	10,800.08
IT Manager	7,157.70	7,408.21	7,667.51	7,935.87	8,213.63	8,501.10	8,798.64	9,106.59	9,425.33	9,755.21
General Services Operations Mgr.	6,420.42	6,645.13	6,877.72	7,118.44	7,367.58	7,625.45	7,892.33	8,168.57	8,454.47	8,750.37
Parks and Cemetery Program Mgr.	6,045.21	6,256.79	6,475.78	6,702.43	6,937.02	7,179.81	7,431.11	7,691.20	7,960.39	8,239.00
Water/Wastewater Superintendent	6,942.53	7,185.52	7,437.02	7,697.31	7,966.72	8,245.55	8,534.14	8,832.84	9,141.98	9,461.94
Police Captain	7,481.15	7,742.99	8,013.99	8,294.48	8,584.79	8,885.26	9,196.24	9,518.10	9,851.24	10,196.04
Senior Analyst	6,320.03	6,541.23	6,770.17	7,007.13	7,252.38	7,506.21	7,768.93	8,040.84	8,322.27	8,613.55
Community Engagement Manager	5,597.27	5,793.17	5,995.93	6,205.78	6,422.99	6,647.80	6,880.47	7,121.29	7,370.53	7,628.50
Non-Exempt										
Assistant to the City Manager	4,884.36	5,055.31	5,232.25	5,415.38	5,604.91	5,801.09	6,004.12	6,214.27	6,431.77	6,656.88
IT Systems Administrator	5,083.89	5,261.83	5,445.99	5,636.60	5,833.88	6,038.07	6,249.40	6,468.12	6,694.52	6,928.83