



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MEETING
MINUTES
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

Mayor Rochelle Ramos called the meeting to order at 5 pm.

II. ROLL CALL

Present: Mayor Rochelle Ramos and Councilmembers Michelle Wagner, David Stuebe, Molly Coston, and Ernie Suggs **Absent:** Janice Killion and Julie Russell

Staff:

David Scott, City Manager
Trevor Evers, Director of Public Works
Jennifer Forsberg, City Clerk/Finance Director
Wendi Steinbronn, Police Chief
Teresa Stedman, Human Resources & Risk Director
Michelle Wright, Public Works Business Administrator
Rose Jewell, Community Engagement Manager

III. PUBLIC COMMENTS

None

IV. NEW BUSINESS

A. City Manager's Office: Fire Partnership Analysis Report

David Scott introduced Jeff Swanson, Cathy Huber Nickerson, and Ron Schumacher from Camas. **Jordan Henderson, Merina Co.** presented the following:

- Process
 - Roadmap
 - Information Gathering
 - Define Success Criteria
 - Evaluate Current Partnership
 - Evaluate Alternatives
 - Provide Recommendation
- Defining Success
 - Success Criteria
 - Financial
 - Governance
 - Service to Community
 - Feasibility
- Existing Partnership Analysis Results
- Alternatives Considered

- Alternatives Analysis
 - Governance
 - Governance Sustainability
 - Governance Equity
- Alternative Analysis Financial
 - Finance Sustainability
 - Financial Equity
- Alternative Analysis Service
 - Service
 - Service Sustainability
 - Service Equity
- Alternative Analysis Implementation
- Summary

The council, staff, and Camas representatives engaged in discussion.

B. Public Works: Naming of park at the Ninebark Development

Michelle Wright presented the following:

- Proposed Park
- Discovery Garden Center
- Naming our own new park
- Park board Vote: Eagle View

The council and staff engaged in discussion.

Council decided to bring the discussion back in two weeks.

C. Human Resources: Amending the 2022 Non-Represented Employees Salary Schedule

Teresa Stedman reported on Amending the 2022 Non-Represented Employees Salary Schedule:

Classification/Compensation

Pending Recruitment

Recommend five towns are below the median range and be excluded from the analysis

City Engineer is 12.33 % Below the median

Finance Director is 6.78 % below the medium

Council discuss the resolution

V. PUBLIC COMMENTS

None

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

Deferred to the regular council meeting.

B. MAYOR

Deferred to the regular council meeting.

C. CITY COUNCIL

Deferred to the regular council meeting.

VII. ADJOURNMENT

Meeting adjourned at 6:32 pm.

Mayor

City Clerk



Camas-Washougal Fire Department Partnership Analysis Summary

June 2022





PROCESS: HOW WE GOT HERE

DEFINING SUCCESS

EXISTING PARTNERSHIP GAPS

POTENTIAL ALTERNATIVES

ALTERNATIVES ANALYSIS

NEXT STEPS

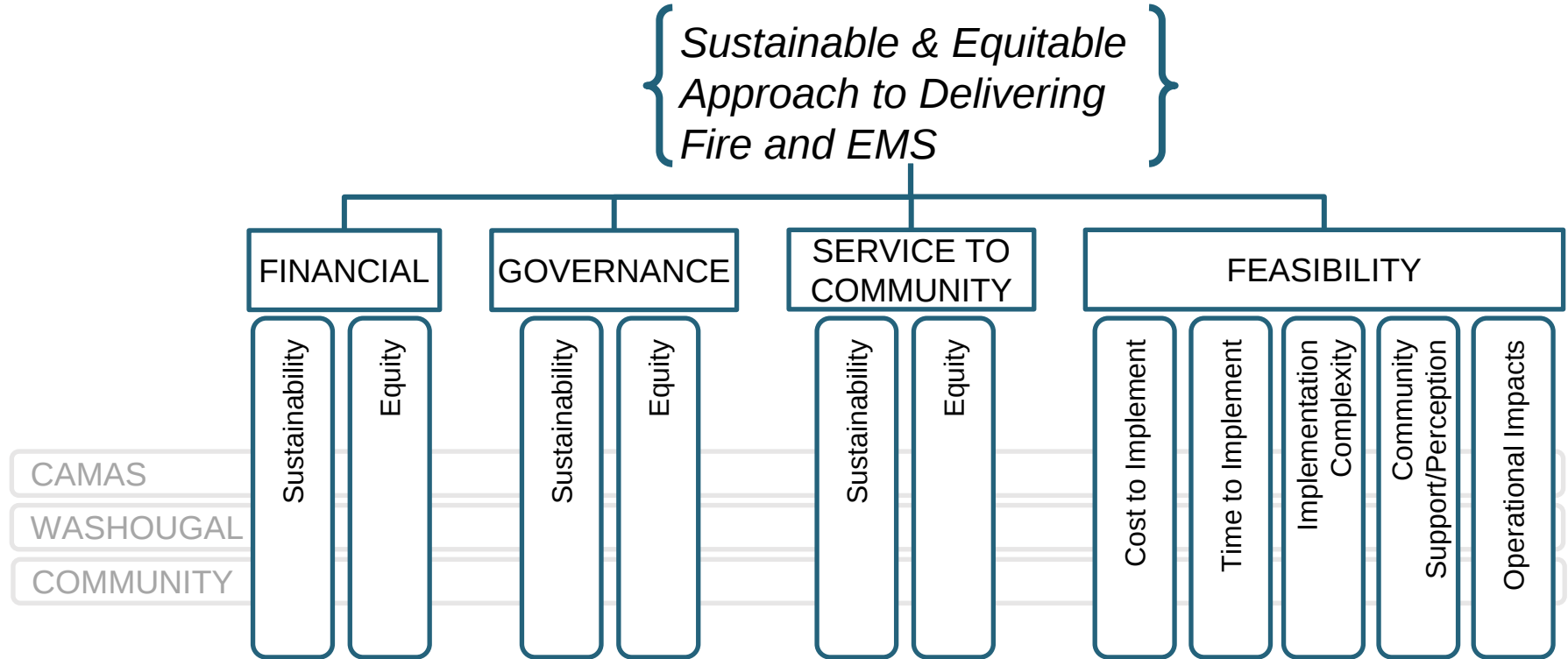
PROCESS

ROADMAP



DEFINING SUCCESS

SUCCESS CRITERIA



EXISTING PARTNERSHIP ANALYSIS RESULTS

EXISTING 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
		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

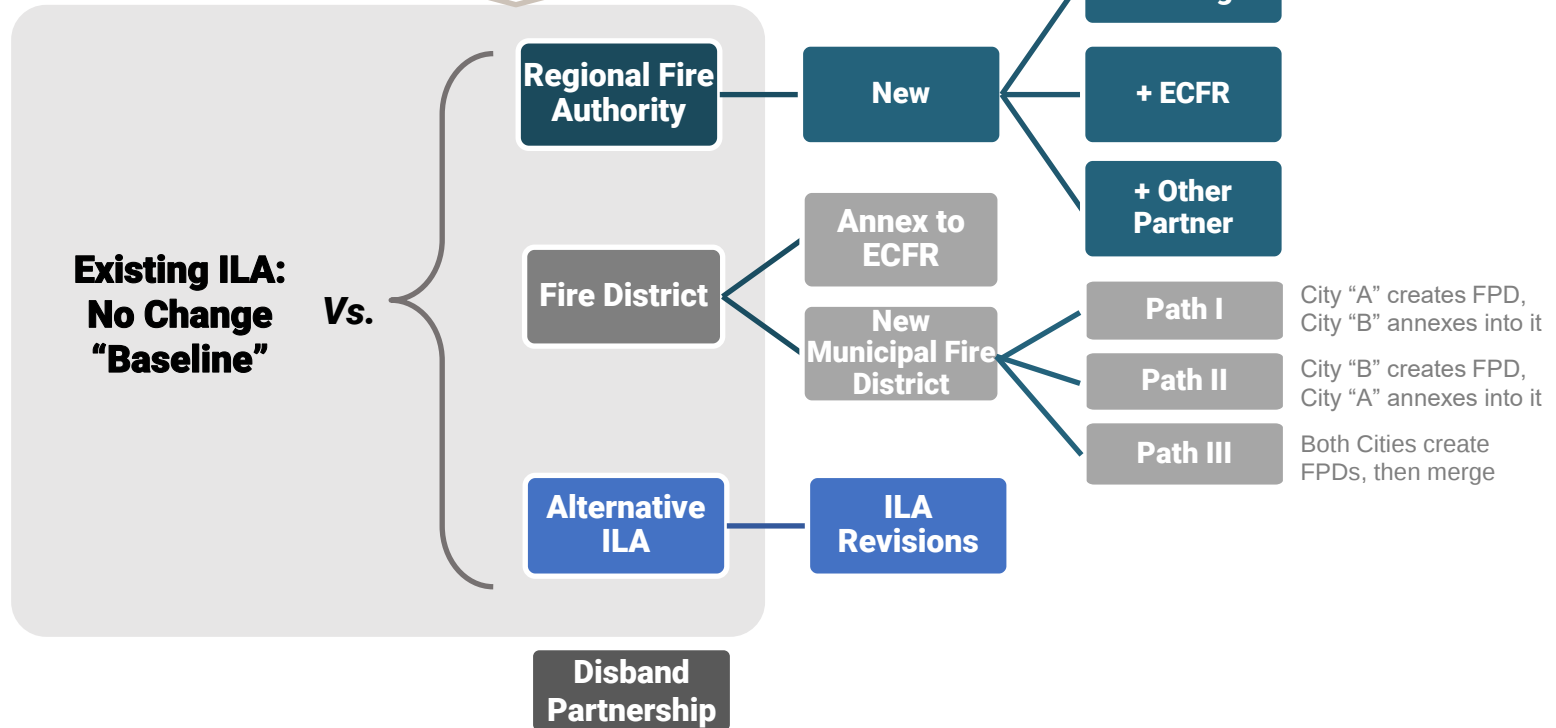
ALTERNATIVES CONSIDERED

ALTERNATIVES

Alternatives Analysis – Feasibility Screening
Which model(s) best meet the success criteria

Sub-Alternatives –

What are the specific financial/service impacts of sub-options within the preferred model(s)?



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	✓	✓	⚠	⚠

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

Resolution No._____

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

WHEREAS, 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