



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, May 23, 2022
5:00 PM**

MEETING INFORMATION

Please click on link below to join webinar:
<https://us02web.zoom.us/j/85260012186>

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENTS**
- IV. NEW BUSINESS**
 - A. Public Works: Stormwater Filter Vault Maintenance**
 - B. Public Works: Operations Center Assessment and Master Plan**
 - C. City Manager's Office: County-wide Sales and Use Tax Proposition for Public Safety and Criminal Justice Purposes**
 - D. City Manager's Office: Boards and Commissions Update**
- V. PUBLIC COMMENTS**
- VI. REPORTS AND COMMUNICATIONS**
 - A. CITY MANAGER**
 - B. MAYOR**
 - C. CITY COUNCIL**
- VII. ADJOURNMENT**

UPCOMING MEETINGS: Monday, June 13, 2022 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

5/23/2022

SUBJECT:

MEETING INFORMATION

Please click on link below to join webinar:

<https://us02web.zoom.us/j/85260012186>

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Workshop
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

5/23/2022

SUBJECT:

Stormwater Filter Vault Maintenance

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

- ▯ Stormwater Filer Vault Maintenance.pdf
- ▯ Contractor Agreement Stormwater Filter Vault Maintenance RC NW INC

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

The city is needing to replaced old and failing filter media in stormwater infrastructure which treats stormwater before being discharged to receiving water bodies. The city received three bids and the low bidder was RC Northwest Inc.

Staff would recommend that city council authorize the city manager to execute a construction contract with RC Northwest Inc in the amount of \$53,723.04 which will come out of Stormwater Professional Services.

RECOMMENDED ACTION

City of Washougal

Stormwater Filter Vault Maintenance

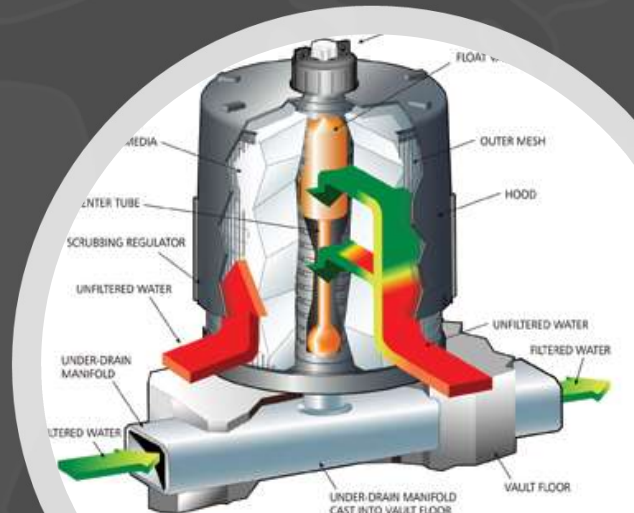
May 23, 2022 | Presented by Rob Charles



City of Washougal

What are Stormwater Filter Vaults?

- Large underground treatment structures that are designed to filter out pollutants in stormwater runoff before discharging to surface or ground water.
- Each cartridge contains exchangeable filter media designed to adsorb pollutants as they pass through.



Maintenance Cycle

- Largely dependent on sediment loading, the lifespan for each filter cartridge ranges from 1-5 years.
- The City has recently implemented a stormwater maintenance plan that calls for replacement of filter cartridge media every three years and vactoring of the vault floor annually to extend the life-span of the media.

FILTER CARTRIDGE MEDIA EXCHANGE TRACKING							
2019	Storm ID	Type	Brand	Cartridges	Media	Next Exchange	Notes
	813	Filter Vault		13	Perlite	2025	
	818	Filter Vault		6	Perlite	2025	
	819	Filter Vault		6	Perlite	2025	
	821	Filter Vault		4	Perlite	2025	
	823	Filter Vault		13	CSF	2025	
	824	Filter Vault		9	CSF	2025	
2020	Storm ID	Type	Brand	Cartridges	Media	Next Exchange	Notes
2021	Storm ID	Type	Brand	Cartridges	Media	Next Exchange	Notes
2022	Storm ID	Type	Brand	Cartridges	Media	Next Exchange	Notes
	800	Filter Vault	Contech StormFilter	21	Perlite	2025	
	801	Filter Catchbasin	Contech StormFilter	4	Perlite	2025	
	803	Filter Vault	Contech StormFilter	12	Perlite	2025	
	804	Filter Catchbasin	Contech StormFilter	1	Perlite	2025	
	805	Filter Catchbasin	Contech StormFilter	2	ZPG	2025	
	809	Filter Manhole	Contech StormFilter	7	?	2025	
	810	Filter Vault	Contech StormFilter	19	Perlite	2025	
	811	Filter Catchbasin	Contech StormFilter	2	Perlite	2025	
	813	Filter Vault	Contech StormFilter	13	Perlite	2025	1 is missing
	814	Filter Vault	Contech StormFilter	6	Perlite	2025	
	815	Filter Vault	Contech StormFilter	6	Perlite	2025	
	816	Filter Vault	Contech StormFilter	6	Perlite	2025	
	817	Filter Vault	Contech StormFilter	6	Perlite	2025	
	820	Filter Vault	Contech StormFilter	8	Perlite	2025	
	822	Filter Manhole	Contech StormFilter	3	?	2025	3 are missing
	825	Filter Vault	Oldcastle PerkFilter	4	ZPC	2025	
	828	Filter Catchbasin	Contech StormFilter	1	Perlite	2025	
	829	Filter Manhole	Contech StormFilter	2	Perlite	2025	
	830	Filter Manhole	Contech StormFilter	2	Perlite	2025	
	833	Filter Catchbasin	Contech StormFilter	2	CSF	2025	1 is missing





Example of Current Conditions

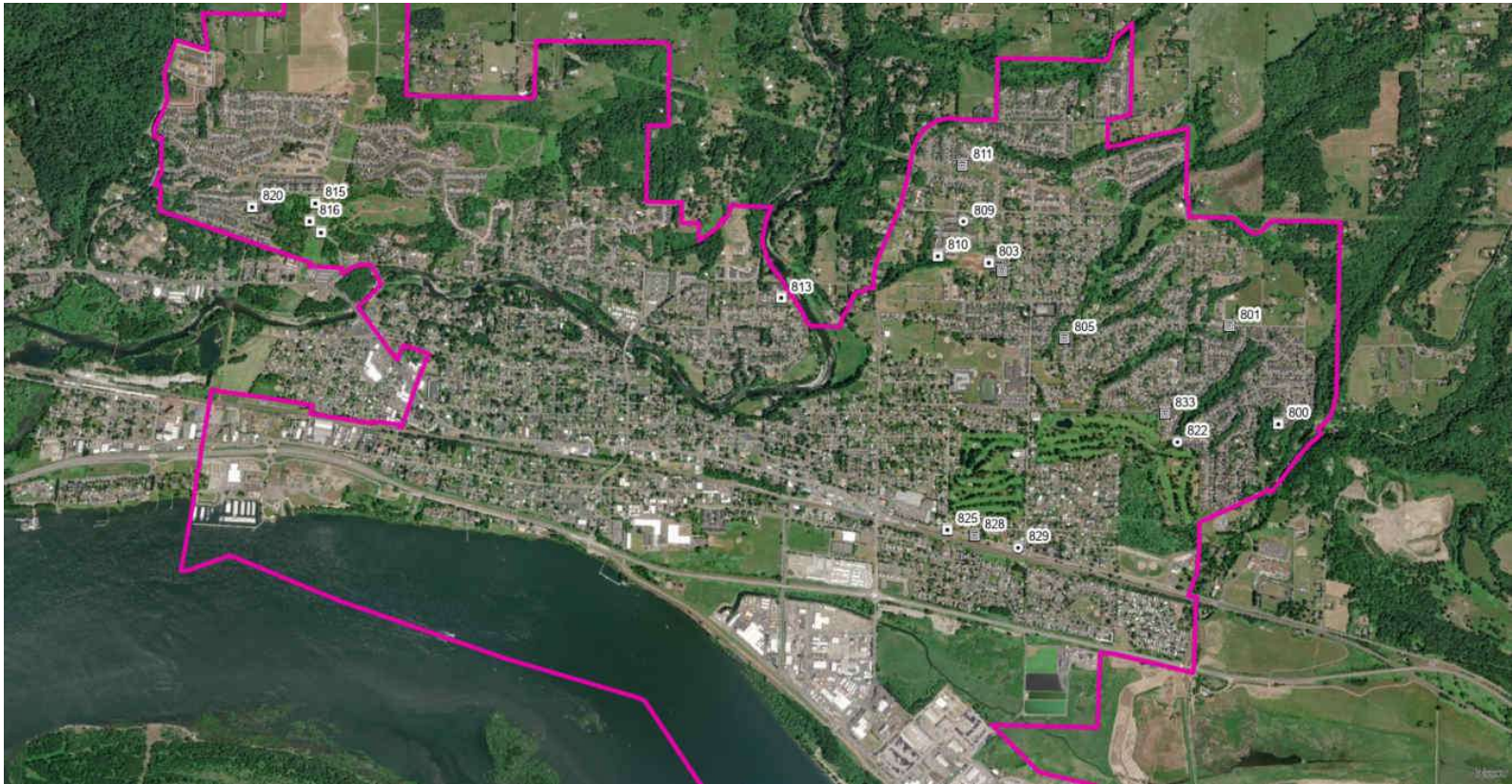
- 20 facilities are in non-compliance

Maintenance Procedure

- Traffic Control
- Confined space entry
- Detach and extract filter cartridges
- Vector sediment and debris on vault floor
- Media exchange
- Reinstall cartridges
- Proper disposal of used media



Locations



Next Steps

- 2021-2023 \$50,000 Stormwater Capacity Grant from Department of Ecology can be used towards this contract. Remaining funds of \$3,723.04 would come out of stormwater funds.
- Staff would recommend the city council authorize the city manager to execute a contract with RC Northwest for the Filter Vault Maintenance Project in the amount of \$53,723.04.
- This item will be on the June 13th council consent agenda as an action item.



Questions?





City of Washougal
PUBLIC WORKS PURCHASING

Contract Information Form *(THIS FORM MUST ACCOMPANY EVERY CONTRACT)*

Contract Title: _____ Vault Filing Number: _____

Vendor Name: _____ Vendor Number: _____

Contract Overview: _____ Contract Total: _____

Project Manager: _____ Ext: _____ Department: Public Works

Project Number: _____

Budget Code(s): _____

Engineer's Project Estimate: \$ _____

Contract Price: \$ _____

Type of Procurement Method: _____

Project specifically identified in approved budget: N/A ☐ YES ☐ NO ☐ * if NO see below if project cost is greater than **\$50,000** for public works, professional services, and personal services.

Does project change exceed administrative discretion threshold? N/A ☐ YES ☐ NO ☐

If project exceeds administrative threshold, was it approved by Council? YES ☐ NO ☐ [Click here to enter a date.](#)

Stormwater Filter Vault Maintenance
City of Washougal
RFB Due 2PM May 6, 2022

				River City Environmental (UBI 601 920 860) https://secure.ini.wa.gov/verify/Detail.aspx?UBI=601920860&LIC=RIVERCE981BT&SAW=		Olson Environmental LLC (UBI 604 152 801) https://secure.ini.wa.gov/verify/Detail.aspx?UBI=604152801&LIC=OLSONEL831R1&SAW=		RC Northwest Inc (UBI 601 612 336) https://secure.ini.wa.gov/verify/Detail.aspx?UBI=601612336&LIC=RCNORI*055DO&SAW=		Nutter Corporation (UBI 601 407 344) https://secure.ini.wa.gov/verify/Detail.aspx?UBI=601407344&LIC=NUTTEUU088PE&SAW=		Aqualis/ Innovac (UBI 603 469 527) https://secure.ini.wa.gov/verify/Detail.aspx?UBI=603469527&LIC=INNOV**803M1&SAW=	
Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Traffic Control (Facilities along Evergreen Way, N Lebrun Drive, J Street & G Street & other facilities as needed)	LS	1	\$ 6,000.00	\$ 6,000.00	\$ 10,506.43	\$ 10,506.43	\$ 1,000.00	\$ 1,000.00	declined to bid		declined to bid	
2	Exchange of Cartridge Media	EA	127	\$ 159.72	\$ 20,285.00	\$ 144.50	\$ 18,351.50	\$ 205.00	\$ 26,035.00				
3	Vactoring of Facility Floors (20 Filter Facilitiess)	EA	20	\$ 1,202.00	\$ 24,040.00	\$ 1,000.00	\$ 20,000.00	\$ 850.00	\$ 17,000.00				
4	Hauling all waste materials offiste with proper disposal	LS	1	\$ 9,420.00	\$ 9,420.00	\$ 6,900.00	\$ 6,900.00	\$ 2,800.00	\$ 2,800.00				
5	Replacement Cartridges	EA	5	\$ 600.00	\$ 3,000.00	\$ 550.00	\$ 2,750.00	\$ 545.00	\$ 2,725.00				
6	8.4% WSST on amount totals of items 1-5				\$ 5,270.58		\$ 4,914.67		\$ 4,163.04				
	TOTAL BID (sum of items 1 - 6)				\$ 68,015.58		\$ 63,422.60		\$ 53,723.04				

APPARENT LOW BIDDER RC Northwest Inc

City of Washougal, Washington
Contractor Agreement
Project Name _____

THIS CONTRACT, effective this _____ day of _____, 2022, is entered into by and between Contractor _____ hereinafter referred to as the Contractor, and the City of Washougal, a municipal corporation of the State of Washington, hereinafter referred to as the Owner.

1. **Contractor's Obligation:** The Contractor, for and in consideration of the sum to be paid to it by the Owner in the manner and at the times provided, hereinafter and in the Specifications, and in consideration of the covenants and agreements herein contained, which documents are incorporated into and made a part of this contract, hereby agrees to furnish all materials, labor, tools, machinery and implements of every description necessary for construction and installation of the following improvements:

PROJECT NAME: _____

All work shall be done in accordance with the Contract on file with the City of Washougal, and in accordance with such alterations or modifications as may be made by the Owner. The Contractor agrees to do the work and furnish the materials in a most substantial and workmanlike manner and within the time limits stated in the Contract. The Contractor agrees that it will make all necessary arrangements for the obtaining of permits from the United States, State of Washington, and/or any of its agencies as may be necessary to do the work required and covered by this Contract.

2. **E-Verify Program:** The Contractor will certify their participation in the E-Verify Program by submitting a Declaration of Participation Form. If the Contractor described herein uses a subcontractor in connection with the performance of the Contract, the subcontractor shall, as a condition of the Contract, certify their participation in the E-Verify Program by submitting a Declaration of Participation Form. The Contractor and any subcontractors will not knowingly employ or contract with an unauthorized alien. The Contractor shall provide verification of their compliance immediately upon any City request. Failure by the Contractor to comply with such requests may be considered a breach of contract.
3. **Subcontractor Responsibility:** The Contractor shall include the language of this section in each of its tier subcontracts, and shall require all of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier.

At the time of subcontract execution, the Contractor shall verify that each tier subcontractor meets the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. Have a current City of Washougal General Business License;
4. If applicable, have
 - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
 - b. A Washington Employment Security Department reference number, as required in Title 50 RCW;
 - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
 - d. An electrical contractor license, if required by Chapter 19.28 RCW;
 - e. An elevator contractor license, if required by Chapter 70.87 RCW.
5. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
6. Have received training on the requirements related to public works and prevailing wage under RCW 39.04.350 and RCW 39.12. The bidder must designate a person or persons to be trained on these requirements. The training must be provided by the department of labor and industries or by a training provider whose curriculum is approved by the department. The department, in consultation with the prevailing wage advisory committee, must determine the length of the training. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this subsection. The department of labor and industries must keep records of entities that have satisfied the training requirement or are exempt and make the records available on its web site. Responsible parties may rely on the records made available by the department regarding satisfaction of the training requirement or exemption.

4. **Owner's Obligation:** In consideration of the promises and agreements of the Contractor as set forth herein, and in consideration of the faithful performance and furnishing of the work and materials required by this Contract to the satisfaction of the Washougal City Council, the Owner agrees to pay to the Contractor in the manner and at the times provided hereinafter and in the Contract Documents, and in accordance with the ordinances of the City of Washougal and the laws of the State of Washington, the following sum as indicated:

Including 8.4% Washington State Sales Tax (if applicable)

The total amount paid to the Contractor by the City may not exceed _____ and
 _____/100 Dollars (\$ _____
 _____).

The amount finally to be paid is, however, variable upon the work actually done and final payment will be made upon the basis of the amount of work done and the materials furnished and at the lump sum or unit prices fixed in the Contractor's Proposal or as modified by any or all approved Change Orders.

5. **Contractor's Insurance:** Contractor's liability insurance shall include completed operations and product liability coverage including:

1.	General Aggregate	\$2,000,000.00
2.	Completed Operations Aggregate	\$2,000,000.00
3.	For Each Occurrence (<i>Bodily Injury and Property Damage</i>)	\$1,000,000.00
4.	Property Damage Liability Insurance will include Explosion, Collapse and Underground coverage where applicable	\$2,000,000.00
5.	Automobile Liability for one (1) Bodily Injury:	
		\$1,000,000.00 per each person
		\$2,000,000.00 per each accident
6.	Property Damage	\$1,000,000.00 each accident

Subcontractors shall also be required to maintain insurance at the above stated limits.

The City of Washougal shall be named as an additional insured under all insurance required herein.

6. **Contractor's Bond:** The Contractor agrees that before it undertakes performance of this Contract, it will file with the City of Washougal a Contract Performance Bond and Payment Bond, in the forms prescribed by the City of Washougal, in the full amount of the Contract price executed by itself as principal and by a surety company authorized to do business in the State of Washington as surety. The bonds shall comply with the laws of the State of Washington, and especially with the provisions of Revised Code of Washington, Chapter 39.08.
7. **Employment of Labor:** The Contractor agrees that all persons employed in it and by any of its subcontractors in work done pursuant to this Contract shall be in accordance with all federal, state and local laws.
8. **Payment of Labor:** The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the work of this Contract will be paid not less than the prevailing rate of wage for an hours work in accordance with the provisions of the Revised Code of Washington, Chapter 39.12, and all rules and regulations promulgated pursuant thereto. The State of Washington prevailing wage rates applicable for this public works project, which is located in Clark County, may be found at the following website address of the Department of Labor and Industries: <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>. Based on the bid submittal deadline for this project, the applicable effective date for prevailing wages for this project is_____.

In case any dispute arises as to what the prevailing rates of wages for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the director of the Department of Labor and Industries of the State of Washington for arbitration, and the director's decision therein shall be final and conclusive and binding on all parties involved in the dispute.

9. **Payment to the Contractor:** Payment to the Contractor of the Contract price by the Owner shall be made in checks drawn on the fund provided therefore. Payment shall be in the manner provided below unless another manner has been specified in Special Provisions.

Progress payments to the Contractor shall be made within 30 days of receipt of the signed progress payment request, as approved by the Owner, for work completed during the previous month. There will be reserved and retained from monies earned by the Contractor on estimates during the progress of the improvements of work, a sum equal to 5 percent of all such estimates. Said retained amount shall be held in trust in accordance with the Specifications and Revised Code of Washington Ch. 60.28.

Payment of the retained percentage shall be withheld, by the owner, for a period of 45 days following the completion of all Contract work, as defined by WSDOT Section 1-01.3, and shall be paid the Contractor at the expiration of 60 days per RCW 39.12 and RCW 60.28, in the event no claims, as provided by law, have been filed against such funds; and provided further, that releases or certificates have been obtained from the State Department of Labor and Industries, from the State Department of Revenue, and the Employment Security Department and all other departments and agencies having jurisdiction over the activities of the Contractor. In the event such claims are filed, the Contractor shall be paid such retained percentages less an amount sufficient to pay any such claims, together with a sum sufficient to defray the cost of foreclosure action and to cover attorney fees as determined by the Owner.

Every person performing labor or furnishing supplies toward the completion of said improvement of work shall have a lien upon said monies so reserved; provided, that such notice of the lien of such claimant shall be given in the manner provided in Revised Code of Washington 39.08.030 and within the time provided in RCW 60.28 as now existing and in accordance with any amendments that may hereafter be made thereto.

No payment shall be made to the Contractor, however, until the Contractor and all subcontractors who have performed work shall have filed, with Procurement Services, the Labor and Industries executed Statement of Intent to Pay Prevailing Wage as required by Revised Code of Washington 39.12.040. Said Contractor and all subcontractors shall also keep accurate payroll records for three years from the date of acceptance as described in WAC 296-127-320 *Payroll*. A Contractor and all subcontractors shall, within ten days after it receives a written request, as defined by RCW 39.12.010(4) file a certified copy of the payroll records with the Owner. A contractor's noncompliance with this section shall constitute a violation of RCW 39.12.050.

10. **Indemnity:**

A. **CONTRACTOR'S RESPONSIBILITY.** Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the negligent performance of services by Contractor pursuant to this Agreement. This indemnification shall not include personal injury claims by outside third parties, except insofar as the claim relates to a latent condition not disclosed to the City.

1. In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the Contractor, the City retains the right to participate in said suit.
 2. This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent of the Contractor, even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW. To the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such cost, fees and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. This indemnity and hold harmless shall NOT apply in the case where liability arises from the sole negligence of the City. Contractor specifically acknowledges that the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115.
- 11. Ownership of Records and Documents – Public Disclosure:** All materials, writings and products produced by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Contract, the Contractor hereby further assigns all copyright interests in such materials, writings and products to the City. A copy may be retained by the Contractor. In the event the City receives a public record request for such materials, writings of products the City may, in its discretion, notify the Contractor of such request and withholds disclosure of such information for not less than five (5) business days to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees, or penalty assessment under Ch.42.56 RCW.
- 12. Assignment:** This Contract is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstances, be assigned or transferred by either party without express written authorization.
- 13. Termination for Convenience:** The City, at its sole discretion, may terminate this Contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.
- 14. Bid Documents & Contract:** The complete Contract includes these parts: the Contract Form, Bidder's complete Proposal Form, Contract Plans, Contract Provisions, Standard Specifications, Standard Plans, Addenda, various certifications and affidavits, supplemental agreements, change orders, and subsurface boring logs (if any). These parts complement each other in describing a complete Work. Any requirement in one part binds as if stated in all parts.
- 15. Coordination of Contract Documents, Plans, Special Provisions, Specifications and Addenda:** As defined in section 1-04.2 in the 2012 Standard Specifications for Road, Bridge and Municipal

Construction as published by the Washington State Department of Transportation as modified by the Special Provisions, provided that this contract form shall supersede in the event of conflict.

16. Force Majeure: If either party fails to fulfill its obligations hereunder (other than an obligation for the payment of money), when such failure is due to an act of God, or other circumstances beyond its reasonable control, including but not limited to fire, flood, civil commotion, riot, war (declared and undeclared), revolution, or embargoes, then said failure shall excuse both party's performance for the duration of such event and for such a time thereafter as is reasonable to enable the parties to resume performance under this Agreement, provided however, that in no event shall such time extend for a period of more than one hundred eighty (180) days

17. **Notices:** Whenever in this written Contract written notices are to be given or made, they may be sent to the following people at the addresses as shown herein unless a different address is designated in writing or delivered to the respective party hereto:

[SPACE INTENTIONALLY LEFT BLANK]

**Owner: City of Washougal
1701 "C" Street
Washougal, WA 98671**

**Contractor Name: _____
Street Address: _____
City, State, Zip: _____**

Original signed at Washougal, Washington, on the dates listed below.

CITY OF WASHOUGAL, a municipal corporation

By:
City Manager, Date

Attest:

City Clerk

CONTRACTOR _____

By: (Proprietor, Partner, or corporate
President must sign)

(Title)

Date

Approved as to form:

City Attorney, Date

Workshop
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

5/23/2022

SUBJECT:

Operations Center Assessment and Master Plan

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

▯ **Operations Center Facilities Plan Update Council 5 23 2022.pdf**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Public Works Facilities Assessment Report

Presented by Trevor Evers



City of Washougal

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

Public Works Facilities Master Plan

City of Washougal

Washougal, Washington

The goal of the Public Works Facilities Master Plan is to address the immediate (short-term) and the long-term facility needs for various Public Works divisions and other department functions. The Master Plan will serve as a “road map” for the future development and operation of the associated facilities. The vision of the Master Plan is for the next 20 years, with special emphasis on the next 5 to 10 years.



City of Washougal

2201 C Street - 2 Acres used by Public Works Department



Operations Center Building A

General Descriptions

Location: Building A is located at the west edge of the fully fenced campus. The building's west facade forms the boundary of the Operations Center Campus.

11 FTE's and in the summer 20-25 FTE's



Operations Center Building A-issues:

- Wall exterior condition
 - below average very little insulation,
 - Unsealed crack and holes, treated wood wall curbs are exposed without any protection,
 - unfinished wall panels were used to patch some areas,
 - the building roof does not provide any eave, roof gutters are deformed and broken,
 - wood fascia and wood blockings that support gutter systems are exposed and unprotected,
 - downspouts are not tie to the storm drain system and most of them are without splash block
 - Metal flashings that are partially detached from claddings and exposed to weather
 - Doors don't shut, no security, gravel floors
 - Exposed insulation





Operations Center Building A-issues:

Doors and Windows

- mostly single pane windows
- Exterior door thresholds are not appropriately applied.
- Manual uninsulated sliding barn door and bi-parting doors are in below average condition.



Operation Center Building A-issues

- Exposed Fiberglass and wires
- No fire protection
- Minimum lighting

Building A Structural Issues

Figure 3.3. Exposed Communication Equipment



Figure 3.4. Communication Cables in Attic





Operations Center Building B- Issues:

- Detached roof panels
- Roof leakage
- gutters fell off
- Dented walls
- Wood unprotected
- Gravel flooring
- Building is below average

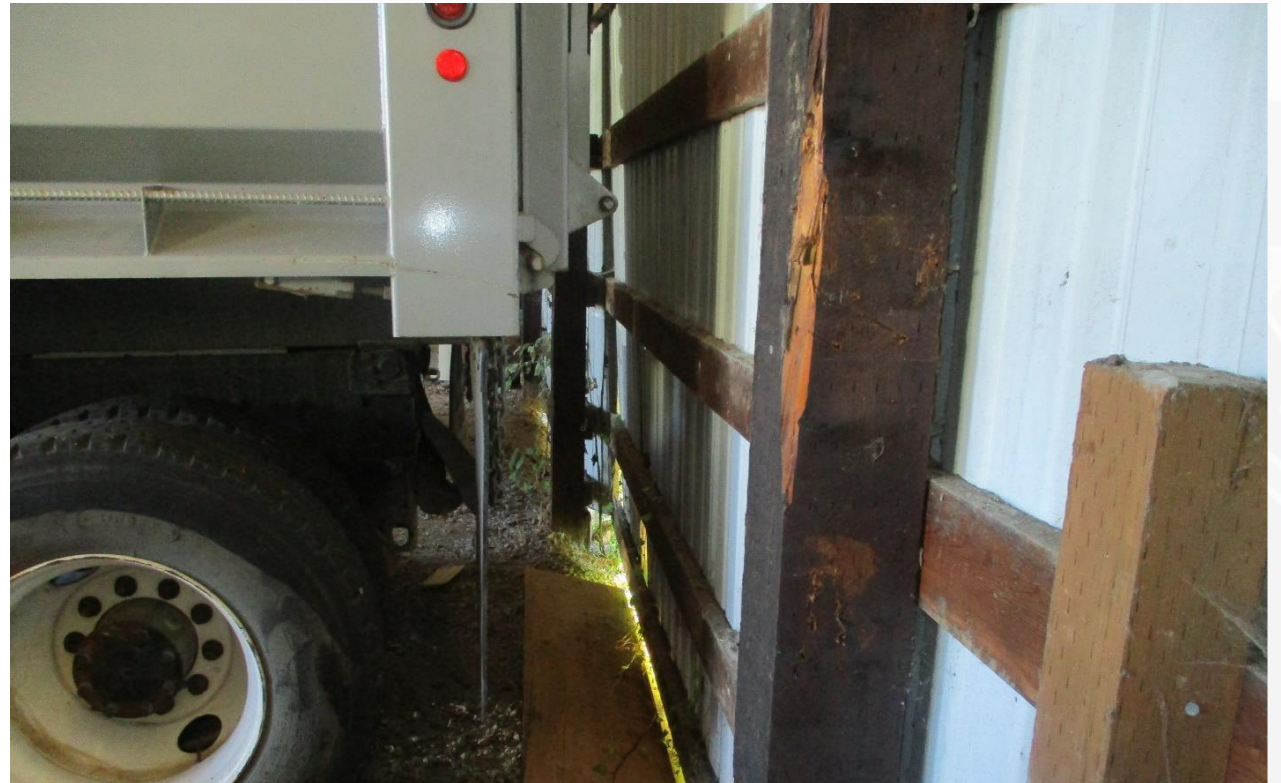


Building B Structural Issues

Figure 2.11. Column Damage



Figure 2.10. Damage on South Wall



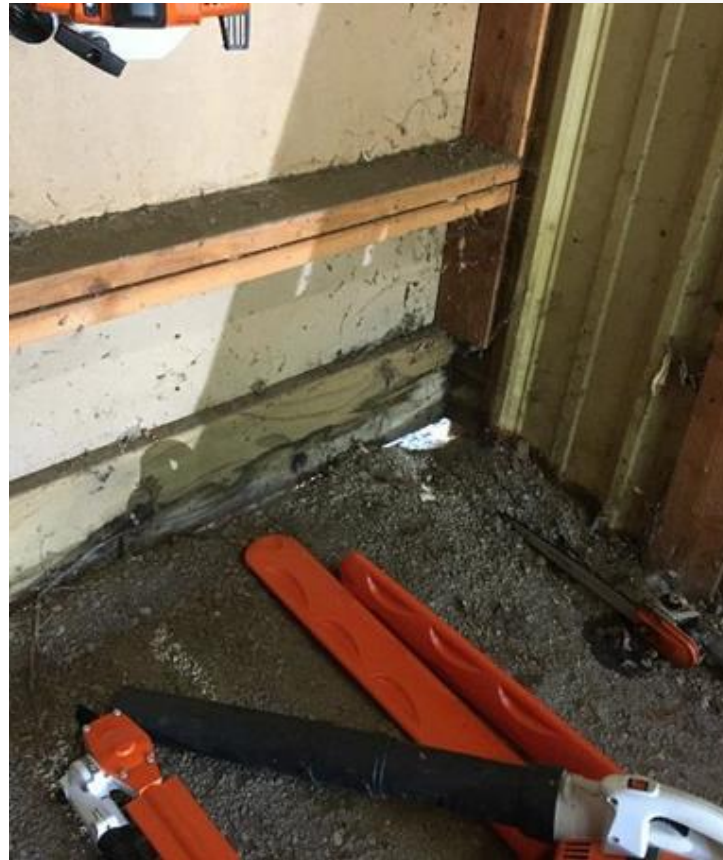


Operations Center Building C-issues

- Roof is uninsulated
- Damaged walls minimum installation
- Treated wood is exposed
- Downspouts no tied into storm drain system
- Windows in poor condition
- Water in windows
- No doors insulated and in poor condition
- Poor security and bad lighting.



Operations Center Building C-issues



- Multiple water stains are found at the ceiling condensation and snow blowing into the building,
- Attic space has a maximum allowable load of 15 pounds per square foot
- No ADA
- Overall condition below average
- Ceiling height lower than requirements
- Missing vapor retardant
- Gravel floor in bay

Building C Structural Issues

Figure 2.15. Holes Drilled in Joists



Figure 4.9. Building C Furnace



Figure 4.10. Building C A/C



Building C Structural Issues

Figure 4.14. Building C Domestic Water Heater



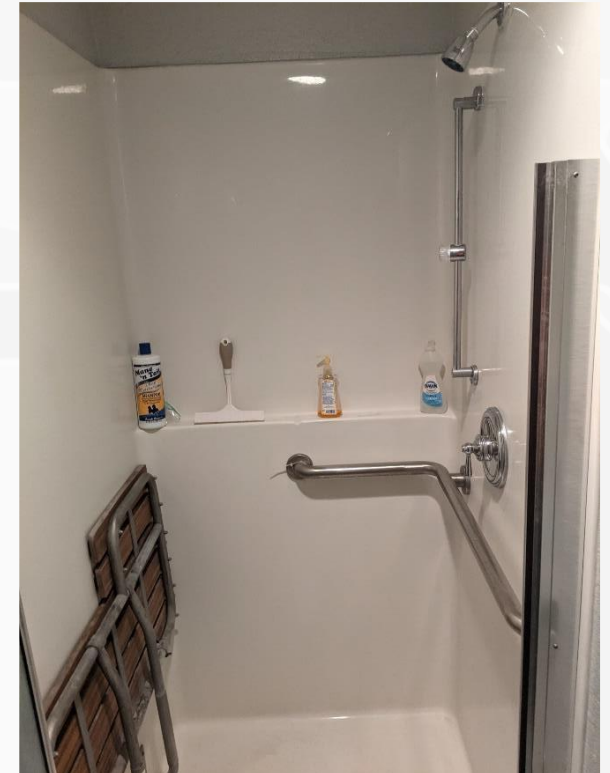
Figure 3.6. Networking hardware in Loft



Figure 4.12. Building C Sink



Figure 4.13. Building C Shower



Operations Center Building D-issues



- Dents in metal panels
- Treated wood exposed
- Rain gutters not operating
- Ceilings half exposed
- No installation
- Roof and walls aged
- Poor security and lighting

Building D Structural Issues

Figure 4.16. Building D Natural Gas Meter



Figure 3.10. Metal Shelf in Front of Panel



Operations Center Building E-issues

- Unsealed opening in the roof panels was found at the area near
- Leakage likely occurs from the roof,
- Dents and locally deformed metal wall panel
- Rain gutter is overrun in horizontal distance,
- Downspouts near Building E are not correctly installed,
- Doors: Manual uninsulated sliding doors poor condition,
- Poor condition, lighting and security
- No fire extinguishers could be found



Operations Center Building F-issues

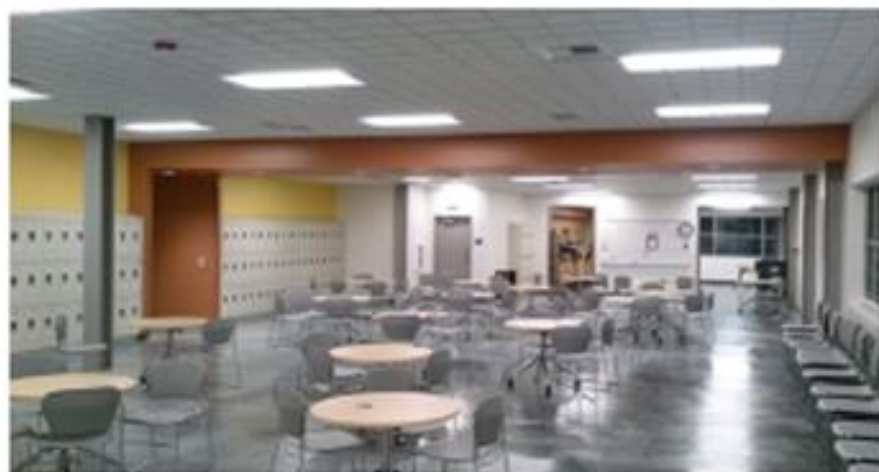
- Dents in metal panels
- Treated wood not protected
- Poor installation and lighting
- Poor lighting and security
- Needs overall maintenance painting and cleaning up, but overall rating is average



Operations Center Short Term Plan



- Building A-Remodel
 - Locker-room/Restroom
 - Lunchroom/Conference Room
 - Fleet
- Building B and C-Demolish
 - Replace with Modular Office
- Building DEF-Repair and maintain
- Building H Open parking bay with brine tank



Building A-Remodel



Exterior Building A



Office Modular (Replace Building B and C)



© Rose Office Systems, Inc.

The Cahaba

The Cahaba

Size: 41'x72'
Square Feet: 2,952
Private Offices: 12
Restrooms: 2
Breakroom? Yes
Conference? Yes

[Enlarge Floorplan](#)



City of Washougal

Building H



Self Storage 66x112x16 (Com-44)



Operations Center

Short Term Plan - Preliminary Cost Estimates:

- Security (card key system, lighting, cameras, fencing)
- Overhead doors
- Building E concrete floors
- Building A remodel
- Demolish Buildings B/C and install modular
- Buildings D/E/F repair and maintain

Cost Estimate = \$1.5M-\$1.8M

- ✓ Potentially fund with 2021 GF Surplus and Utility Fund Balance
- ✓ May need to prioritize and/or phase project components



Long Term Goal-New 2 story Administration Building on Main St.



Concept Cost Summary

Area / Structure		\$	GSF		COST/SF
	East C Street	\$	20,105,444	52,789	\$ 380.86
Administrative Bldg.		\$	9,781,840.78	18,561	\$ 527.01
Shops		\$	5,366,537.77	17,027	\$ 315.18
Heated Vehicle Storage		\$	3,819,233.57	14,901	\$ 256.31
Wash Building		\$	1,137,831.41	2,300	\$ 494.71
	Site	\$	5,821,392	63,181	\$ 92.14
Covered Material Storage		\$	952,556.70	5,865	\$ 162.41
Fuel Island		\$	632,281.17	1,440	\$ 439.08
Covered Vehicle Parking		\$	1,365,068.39	12,480	\$ 109.38
Sitework		\$	2,871,485.62	-	-
Exterior Material Storage (Sitework)	w. above			10,100	-
Exterior Vehicle Parking (Sitework)	w. above			1,400	-
Employee - Visitor Parking (Sitework)	w. above			31,896	-
Grand Total		\$	25,926,835	115,970	\$ 223.57

Operations Center

Next Steps

➤ Short-Term Fixes

- ✓ Refine cost estimates
- ✓ Determine project scope and possible phasing
- ✓ Determine funding sources
- ✓ Supplemental budget

➤ Long-Term Solution

- ✓ Part of Strategic Planning Discussion



Thank you and any questions!!



City of Washougal

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

5/23/2022

SUBJECT:

County-wide Sales and Use Tax Proposition for Public Safety and Criminal Justice Purposes

DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

▢ **Resolution supporting a one-tenth of 1% sales for public safety .docx**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

RESOLUTION NO. _____

A RESOLUTION relating to support for the county-wide ballot proposition to impose a one-tenth of 1% sales and use tax for public safety and criminal justice purposes pursuant to RCW 82.14.450.

WHEREAS, public safety is critical to creating and maintaining a vibrant and livable community, and our law enforcement and criminal justice employees are essential to protecting public safety; and

WHEREAS, the need for public safety is universal and not the burden of one particular jurisdiction. The City of Washougal partners with other law enforcement agencies in Clark County to work together to protect public safety; and

WHEREAS, law enforcement and criminal justice costs are increasing; and

WHEREAS, the Clark County Council is proposing to the voters at the August 2022 primary election consideration of a one-tenth of 1% sales and use tax pursuant to RCW 82.14.450 for public safety and criminal justice purposes. If approved, 40% of the funding will be distributed to the cities in Clark County, including the City of Washougal; and

WHEREAS, like other jurisdictions in Clark County, the City of Washougal intends to implement a body-worn camera program for the Police Department and is pursuing funding, and funding from the proposed sales and use tax will provide a dedicated source of revenue to support the program long-term, including hardware, software and one FTE program staffing; and

WHEREAS, funding from the proposed sales and use tax will also provide the opportunity to make additional public safety enhancements in the Washougal Police Department, potentially to include one additional FTE.

NOW, THEREFORE, BE RESOLVED BY THE CITY OF WASHOUGAL COUNCIL, STATE OF WASHINGTON, AS FOLLOWS:

The Washougal City Council supports the proposition to the voters of the county for consideration of the one-tenth of 1% sales and use tax for public safety and criminal justice purposes.

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

DRAFT

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

5/23/2022

SUBJECT:

DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

📎 **Boards and Commissions Update May 23 2022.pdf**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Boards and Commissions Update

May 23, 2022



City of Washougal

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

What We'll Cover

- Overview of Boards and Commissions
- Recap of Prior Actions
- Cemetery Board Proposal
- Future Considerations



Boards and Commissions (Established by RCW and Required)

Name
Planning Commission RCW 35.63, WMC 2.12
Civil Service Commission RCW 41.08 & 41.12, WMC 2.16
Lodging Tax Advisory Committee RCW 67.28.1817, WMC 3.76.070



Boards and Commissions (Established by RCW but Optional)

Name

Salary Commission

RCW 35.21.015, WMC 2.18



Boards and Commissions (Established by WMC but Optional)

Name
Cemetery Board Authorized by RCW 68.52.050, WMC 2.44 establishes
Board of Park Commissioners WMC 2.20
Arts Commission WMC 2.120

Boards and Commissions Adopted Code Changes

Name	Required changes	Optional changes	Code changes adopted
Planning Commission RCW 35.63 WMC 2.12	None	None available	None
Civil Service Commission RCW 41.08 & 41.12 WMC 2.16	None	Reference RCW for eligibility requirements	2.16.030 Appointment. The members of the civil service commission shall be appointed by the city manager and at the time of appointment not more than two commissioners shall meet the eligibility requirements of RCW 41.08 and 41.12. be adherents of the same political party.



Boards and Commissions Adopted Code Changes

Name	Required changes	Optional changes	Code language
Salary Commission RCW 35.21.015 WMC 2.118	• None	• Reference RCW for eligibility requirements	2.118.010 Membership, appointment, compensation, term. (1) There is created a salary commission for the city of Washougal. The commission shall consist of five members who are residents and registered voters of the city, to be appointed by the mayor with the approval of the city council <u>and who shall meet the eligibility requirements of RCW 35.21.015.</u> (2) A member of the commission shall serve for a four-year term without compensation. The initial membership shall be appointed for staggered terms with one member serving a two-year term, two members serving three-year terms and two members serving four-year terms. (3) No member of the commission shall be appointed for more than two terms. (4) A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.



Boards and Commissions Adopted Code Changes

Name	Required changes	Optional changes	Code changes adopted
Lodging Tax Advisory Committee RCW 67.28.1817 WMC 3.76.070	- Change appointing authority to City Council (currently provides for Mayor with Council approval) - Adjust membership from 7 to 5	- Reference RCW for eligibility requirements - Require an appointment process? - Staff recommendation: do not specify a process in code, membership will be reviewed annually by Council per RCW	3.76.070 Lodging tax advisory committee. There is hereby created a lodging tax advisory committee which shall consist of five seven members. Five members of the committee shall be voting members. The voting members of the committee shall consist of two members or representatives of the businesses required to collect the lodging tax, two members who are persons involved in the activities authorized to be funded by the lodging tax and one elected official from the city who shall act as chairperson, <u>pursuant to RCW 67.28.1817</u>. The two nonvoting members of the committee shall be one additional elected official from the city and one at-large member who will be a registered voter residing in the city limits of the city of Washougal. Appointments to the lodging tax advisory committee shall be made by the mayor and confirmed by council, and the <u>council</u> mayor shall review the committee membership annually.



Boards and Commissions Adopted Code Changes

Name	Required changes	Optional changes	Code changes adopted
Cemetery Board Authorized by RCW 68.52.050 but not required (WMC 2.44 establishes)	- Add length of term (4-years, Council discretion) - Change appointing authority to City Manager (currently provides for Mayor)	- Term limits? - Staff recommendation: do not specify term limits in Code	2.44.030 Cemetery board. There is created a cemetery board, who shall be appointed by the <u>city manager</u> mayor , which board shall consist of five members plus a nonvoting council liaison <u>selected by council</u> ; 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. A member of the commission shall serve for a four-year term without compensation. Vacancies caused by resignation, removal or otherwise shall be appointed by the <u>city manager</u> mayor for the unexpired term.



Boards and Commissions Adopted Code Changes

Name	Required changes	Optional changes	Code changes adopted
Board of Park Commissioners WMC 2.20	• None	• Required process? • Term limits? • Staff recommendation: do not specify a process or term limits in Code	• None
Arts Commission WMC 2.120	• None	• Required process? • Term limits? • Staff recommendation: do not specify a process or term limits in Code	• None



Cemetery Board Proposal

➤ Recommendation of Public Works Committee



Cemetery Board Proposal - Examples

CITY	CEMETERY BOARD STATUS
Anacortes	None
Auburn	Yes
Bellingham	None
Burlington	Parks Board
Camas	Parks Board
Edmonds	Yes
Kirkland	None
Langley	Yes
Vancouver	None
Walla Walla	None



Cemetery Board Proposal

Public Works Committee Recommendation

- Include Cemetery in Park Board portfolio
- Convert Cemetery Board to “Memorial Day Ceremony Advisory Committee” to work with Community Engagement Manager on the event



Future Considerations



Next Steps

- June 13 – Ordinance implementing changes on Council agenda
- Transition Cemetery Board to new Memorial Day Event Advisory Committee
- Possible worksession (timing TBD) on future considerations



Thank you and any questions!!



City of Washougal