



CITY OF WASHOUGAL
CITY COUNCIL SPECIAL MEETING MINUTES
Monday, May 17, 2021
5:00 PM

ANNUAL PLANNING SESSION
MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/82701995517>

I. Call to Order

Mayor Coston called the meeting to order at 5:01 pm.

Present: Councilmembers Stuebe, Wagner, Yost, Greenlee, Suggs and Russell

Staff:

David Scott, City Manager
Kenneth Woodrich, City Attorney
Trevor Evers, Director of Public Works
Jennifer Forsberg, City Clerk/Finance Director
Mitch Kneipp, Community Development Director
Wendi Steinbronn, Police Chief
Jeanette Cefalo, Human Resources Director
Rose Jewell, Community Engagement Manager

II. Review Agenda and Session Goals: City Manager Dave Scott

A. Presentation

III. Review of Strategic Pillars: Public Works Director Trevor Evers

Trevor Evers gave an historical overview and long term vision of the strategic plan.

- Vision
- Mission
- Strategic Goal Pillars
 - Communication
 - Community Engagement
 - Core Services
 - Economic Development

IV. Review of 2020-2021 Council Goals: Police Chief Wendi Steinbronn

Wendi Steinbronn introduced:

- Public Safety
- Transportation
- Parks, Recreation and Trails
- Land Use and Economic Development
- Community

V. Review of City-wide Planning Activities: Community Development Director Mitch Kneipp

Mitch Kneipp provided an update on the City-wide planning activities.

- Parks Master Plan/PIF
- Transportation System Plan/TIF
- Fire CFP
- Operations Center Conceptual
- General Facilities Plan
- Water System Plan
- Treatment Plant Facility Plan
- General Sewer Plan
- Stormwater Master Plan
- Utility Rate Update 2024-2028
- Community Engagement Plan
- Strategic Plan
- Comprehensive Plan (including TownCenter)
- Shorelines Master Plan

VI. 2021 Supplemental Budget Proposal: Finance Director Jen Forsberg/Leadership Team

Jennifer Forsberg reviewed the goals and the process used to develop the requests.

Wendi Steinbronn provided information on the police requests.

- Add \$885K in GF appropriations
- Identify \$1.13M one-time expenses

VII. 2021 American Rescue Plan Act (ARPA) and Coronavirus State and Local Fiscal Recovery Funds (CSFRF/CLFRF): City Manager Dave Scott

David Scott gave an overview of ARPA.

- Passed into law March 2021
- Provides funding in multiple categories and programs – total \$1.9T
 - Direct Financial Assistance - \$656
 - Assistance to Individuals and Families
 - Education and Childcare - \$212
 - Health - \$86
 - Transportation - \$40
 - Other - \$61B
- State and Local fiscal Recovery Funds Purpose and Allowable Uses
- Staff idea: Ensure facilities ready for public /staff long term
- State and Local Fiscal Recovery Funds - \$350B
 - Estimated Washougal Allocation - \$3,507,704.24 (per National League of Cities)
 - Provided to the State which will distribute to cities in two equal installments
 - First-half in summer 2021, Second-half in summer 2022 (\$1,753,852.12 each)
 - Funds must be obligated by 12/31/2024 (performance by 12/31/2026)
 - Limitations on use (more flexible than CARES)
 - Invest in allowed capital projects (lasting impact)
 - Off-set water/sewer capital project borrowing

Council discussion ensued

VIII. Public Comment

None

IX. Adjourn

Meeting adjourned at 8:00.

X. Upcoming Meetings: May 24, 2021 Workshop at 5 pm and Council at 7 pm

Mayor

City Clerk

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

5/17/2021

SUBJECT:

ANNUAL PLANNING SESSION

MEETING INFORMATION

Please click the link below to join the webinar:

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DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

5/10/2021

SUBJECT:

DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

📎 [May 17 2021 Planning Session Presentation Final.pdf](#)

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

2021 City of Washougal City Council Planning Session

05/17/2021



City of Washougal

Agenda

- Review Agenda: City Manager Dave Scott
- Review of Strategic Pillars: Public Works Director Trevor Evers
- Review of 2020-2021 Council Goals: Police Chief Wendi Steinbronn
- Review of City-wide Planning Activities: Community Development Director Mitch Kneipp
- 2021 Supplemental Budget Proposal : Finance Director Jen Forsberg/Leadership Team
 - ✓ 2020 Surplus and 2021 General Fund Capacity (Jen)
 - ✓ Process used to identify recommended one-time expenses (Jen)
 - ✓ Recommended expenses (Leadership Team)
 - ✓ **Council discussion and direction**
- 2021 American Rescue Plan Act (ARPA) and Coronavirus State and Local Fiscal Recovery Funds (CSFRF/CLFRF): City Manager Dave Scott
 - ✓ ARPA and CSFRF/CLFRF Overview
 - ✓ Washougal's CLFRF Funds, Allowable Uses and Staff Ideas
 - ✓ **Council discussion**
- Adjourn



Strategic Pillars



Strategic Plan - Long Term Vision

Vision

“Washougal will be a safe and economically vibrant community that successfully balances growth and expanding opportunity with fiscally responsible services while preserving the best qualities of small-town living.”

Mission

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

Strategic Goal Pillars

- *Communication*
- *Community Engagement*
- *Core Services*
- *Economic Development*



Strategic Pillars

COMMUNICATION

Provide open and accountable city government through effective communication to foster active citizen participation.

COMMUNITY ENGAGEMENT

Support and promote opportunities for community engagement to build a sense of community and preserve our small-town feel.

CORE SERVICES

Provide effective leadership to ensure that Washougal residents receive quality, cost-effective municipal services.

ECONOMIC DEVELOPMENT

Build a solid economic foundation to ensure a strong, diverse and sustainable local economy.



2020-2021 Council Goals



Washougal City Council 2020-2021 Goals

❑ PUBLIC SAFETY

- Fire Partnership(incl. Master Plan and Impact Fees)
- Pursue WASPC Accreditation and Police Program Evaluation

❑ TRANSPORTATION

- Enhance Pavement Management
- 32nd Street Railroad Underpass
- (complete 30% design, pursue funding)
- Sidewalks (identify projects, pursue funding)
- Update Transportation Improvement Plan

❑ PARKS, RECREATION AND TRAILS

- Schmid Fields Enhancements
- Complete Waterfront Trail
- Downtown Park
- Update Parks Plan



Washougal City Council 2020-2021 Goals

☐ LAND USE AND ECONOMIC DEVELOPMENT

- Economic Development 2.0 - deferred
- Urban Forestry

☐ COMMUNITY

- Community Aesthetics
- Enhance Code Compliance
- Public Information/Involvement



Citywide Planning Activities



CITY-WIDE PLANNING ACTIVITIES UPDATE MAY 2021

City of Washougal

Council Planning Session May 17, 2021

	2021				2022				2023				2024				2025			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Parks Master Plan/PIF																				
Transportation System Plan/TIF																				
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Community Engagement Plan																				
Strategic Plan																				
Comprehensive Plan (including TownCenter)																				
Shorelines Master Plan																				



2021 Supplemental Budget



2020 Surplus and 2021 GF Capacity

- 2020 GF Surplus: \$885K
- 2021 GF Capacity: \$246K
- Total Available: \$1.13M



Long Range Forecast

	<u>2018 Year End</u>	<u>2019 Est Actual</u>	<u>2020 Est</u>	<u>2021 Est</u>	<u>2022 Est</u>	<u>2023 Est</u>	<u>2024 Est</u>	<u>2024 Est</u>	<u>2024 Est</u>
Population	15,863	16,101	16,342	16,588	16,836	17,089	17,345	17,605	17,869
Rev/Capita	\$ 817	\$ 824	\$ 921	\$ 885	\$ 898	\$ 911	\$ 925	\$ 938	\$ 952
Exp/Capita	\$ 832	\$ 819	\$ 867	\$ 885	\$ 898	\$ 913	\$ 927	\$ 942	\$ 956
Forecast Revenue % Chg	5.47%	2.36%	13.48%	-2.53%	3.00%	3.00%	3.00%	3.00%	3.00%
Forecast Expense % Chg	6.19%	-0.08%	7.50%	3.53%	3.10%	3.10%	3.10%	3.10%	3.10%

	<u>2018 Year End</u>	<u>2019 Est Actual</u>	<u>2020 Est</u>	<u>2021 Est</u>	<u>2022 Est</u>	<u>2023 Est</u>	<u>2024 Est</u>	<u>2024 Est</u>	<u>2024 Est</u>
Revenue	\$ 12,962,204	\$ 13,268,699	\$ 15,056,910	\$ 14,675,692	\$ 15,115,963	\$ 15,569,442	\$ 16,036,525	\$ 16,517,621	\$ 17,013,149
Expenditure	\$ 13,193,461	\$ 13,182,904	\$ 14,171,660	\$ 14,671,833	\$ 15,126,660	\$ 15,595,586	\$ 16,079,049	\$ 16,577,500	\$ 17,091,402
Surplus/(Deficit)	\$ (231,258)	\$ 85,795	\$ 885,250	\$ 3,859	\$ (10,697)	\$ (26,145)	\$ (42,525)	\$ (59,879)	\$ (78,253)
Ending Cash Reserve	\$ 3,424,963	\$ 3,510,758	\$ 4,396,008	\$ 4,399,867	\$ 4,389,169	\$ 4,363,025	\$ 4,320,500	\$ 4,260,621	\$ 4,182,368
Reserves as % Expense	26.0%	26.6%	31.0%	30.0%	29.0%	28.0%	26.9%	25.7%	24.5%
Reserves as % Revenue	26.4%	26.5%	29.2%	30.0%	29.0%	28.0%	26.9%	25.8%	24.6%
Net Revenue as % Expense	-1.8%	0.7%	6.2%	0.0%	-0.1%	-0.2%	-0.3%	-0.4%	-0.5%
Minimum Reserve at 16%	\$ 1,583,628	\$ 1,573,157	\$ 1,704,605	\$ 1,757,385	\$ 1,830,157	\$ 1,905,186	\$ 1,982,540	\$ 2,062,292	\$ 2,144,516
Additional Reserves	\$ 1,841,335	\$ 1,937,601	\$ 2,691,402	\$ 2,642,481	\$ 2,559,012	\$ 2,457,839	\$ 2,337,960	\$ 2,198,329	\$ 2,037,851



Reserve Status

2020 Ending unrestricted fund balance:	4,396,008.00
2021 Proposed Projects	(1,122,155.00)
Estimated 2021 Ending Balance	3,273,853.00
Less 16%	(1,755,145.12)
Additional Reserves	1,518,707.88



Process Used to Develop Recommended One-Time Expenses



Strategic Pillars

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Washougal City Council 2020-2021 Goals

❑ LAND USE AND ECONOMIC DEVELOPMENT

- TownCenter Subarea Plan/Planned Action
- Economic Development 2.0 - deferred
- Urban Forestry

❑ COMMUNITY

- Community Aesthetics
- Enhance Code Compliance
- Public Information/Involvement



Filters applied to Department generated one-time expense proposals:

- Communication (Strategic Pillar)
- Community Engagement (Strategic Pillar)
- Core Services (Strategic Pillar) – “mission critical”
- 2020-2021 Council Goals
 - ✓ WASPC Accreditation
 - ✓ TownCenter Sub-area Plan
 - ✓ Community Aesthetics
 - ✓ Public Information and Involvement
- ARPA eligible?



2021 Supplemental Budget Recommendation:

- Add \$885K in GF appropriations
- Identify \$1.13M one-time expenses



Item	Amount \$1.122M	Community Engagement & Communication	Community Aesthetics	Mission Critical	Council Goals
ER&R vehicles	\$375K			X	
Police Evidence Room	\$40K			X	X
Police interview recording system	\$20K			X	
Speed radar trailer	\$10.6K	X		X	
Animal Control equipment	\$14.55K			X	
Code Compl position set-up	\$20K		X	X	X
Shorelines Master Plan	\$50K			X	
2025 Comp Plan update	\$350K			X	X
Permit Center sign	\$1K	X	X	X	
Class and Comp Study	\$10K			X	
Cemetery Fence/Landscaping	\$20K	X	X		
PW Exec house repairs	\$53K		X	X	
Permit Center repairs	\$18K		X	X	
Park Shelters re-paint	\$15K	X	X	X	
City Hall new entrance doors	\$5K		X		
Campen Creek Bridge	\$120K	X	X	X	

Council Discussion



ARPA Funding Options



ARPA - Overview

- Passed into law March 2021
- Provides funding in multiple categories and programs – total \$1.9T
 - ❑ Direct Financial Assistance - \$656B
 - ✓ Stimulus checks
 - ✓ Child Tax Credit
 - ✓ Unemployment
 - ✓ Paycheck Protection Program
 - ✓ Small Business Loan Program
 - ❑ Assistance to Individuals and Families - \$56B
 - ✓ Homeowner Assistance (mortgage, property taxes, insurance, utilities)
 - ✓ Emergency Rental Assistance
 - ✓ Homeless Support
 - ✓ Nutrition Support
 - ❑ Education and Childcare - \$212B
 - ❑ Health - \$86B
 - ❑ Transportation - \$40B
 - ❑ Other - \$61B



ARPA – State and Local Assistance

- State and Local Fiscal Recovery Funds - \$350B
- Estimated Washougal Allocation - \$3,507,704.24 (per National League of Cities)
- Provided to the State which will distribute to cities in two equal installments
- First-half in summer 2021, Second-half in summer 2022 (\$1,753,852.12 each)
- Funds must be obligated by 12/31/2024 (performance by 12/31/2026)
- Limitations on use (more flexible than CARES)



ARPA: State and Local Fiscal Recovery Funds

Purpose and Allowable Use

- “The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.”
- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs
- Support immediate economic stabilization for households and businesses
- Address systemic public health and economic challenges that have contributed to the inequal impact of the pandemic





Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds



Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response



Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag



Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund



Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments



Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs



Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages



Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund



Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

ARPA: Purpose and Allowable Use

- <https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>



ARPA: State and Local Fiscal Recovery Funds Washougal Considerations

- How do we provide lasting impact and support for the most residents and businesses?
- Are there uses that other provisions in the ARPA do not address - whether through federal, state or county level programs?



ARPA: State and Local Fiscal Recovery Funds Washougal Considerations – Staff Ideas

➤ Ensure facilities ready for public/staff long-term:\$143K

☐ Low or no contact services and adequate space

- ✓ Keyless entry hardware at City Hall and Permit Center
- ✓ Support “paperless” plan review
- ✓ Permit Center mail/plan slot/drop-box
- ✓ Permit Center service counter expansion
- ✓ Permit Center public conference room

☐ Public Sanitary Facilities

- ✓ Repair/re-hab public restrooms so there are open for public health



ARPA: State and Local Fiscal Recovery Funds Washougal Considerations – Staff Ideas

- Invest in allowed capital projects (lasting impact)
- Off-set water/sewer capital project borrowing
 - ✓ Each \$500K provides estimated rate mitigation of 0.5% in 2022 & 2023
 - ✓ Cost estimate for WWTP upgrades ~\$2.4M higher than current rate plan (would require additional 1.2% in rates in 2022 & 2023)
 - ✓ ARPA funds (\$3.5M) could off-set this increase and provide small rate mitigation over existing plan of 0.5% in 2022 & 2023



ARPA: Council Discussion

