



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, March 27, 2023
5:00 PM**

MEETING INFORMATION

Please click on link below to join webinar:
<https://us02web.zoom.us/j/84330600606>

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENTS**
- IV. NEW BUSINESS**
 - A. Public Works - Staffing Update**
 - B. Community Development - 2022 Annual Report**
 - C. Human Resources - Police Administrative Support Update**
 - D. City Manager's Office - Resolution Regarding Support for Washougal School District**
- V. PUBLIC COMMENTS**
- VI. REPORTS AND COMMUNICATIONS**
 - A. CITY MANAGER**
 - B. MAYOR**
 - C. CITY COUNCIL**
- VII. ADJOURNMENT**

UPCOMING MEETINGS: Monday, April 10, 2023 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

3/27/2023

SUBJECT:

Staffing Update

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

📎 **2023 Public Works Re-org**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Public Works Reorganization

March 27, 2023 | Presented by Trevor Evers

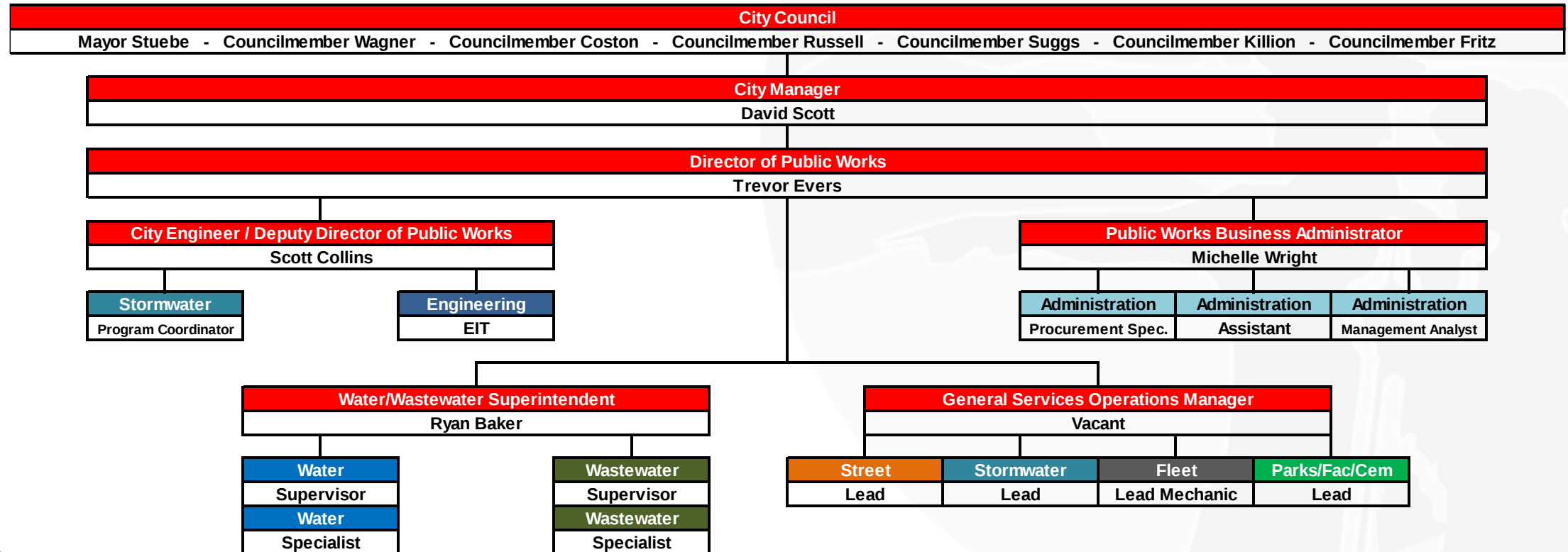


City of Washougal

CURRENT PW ORG STRUCTURE



2022 PUBLIC WORKS



KEY CHANGES

The key changes with the reorganization would be:

Water/Wastewater Superintendent	to	Public Works Operations Superintendent
General Service Operations Manager	to	General Services Supervisor
Stormwater Coordinator	to	Stormwater Supervisor
Stormwater Lead	to	Stormwater Specialist

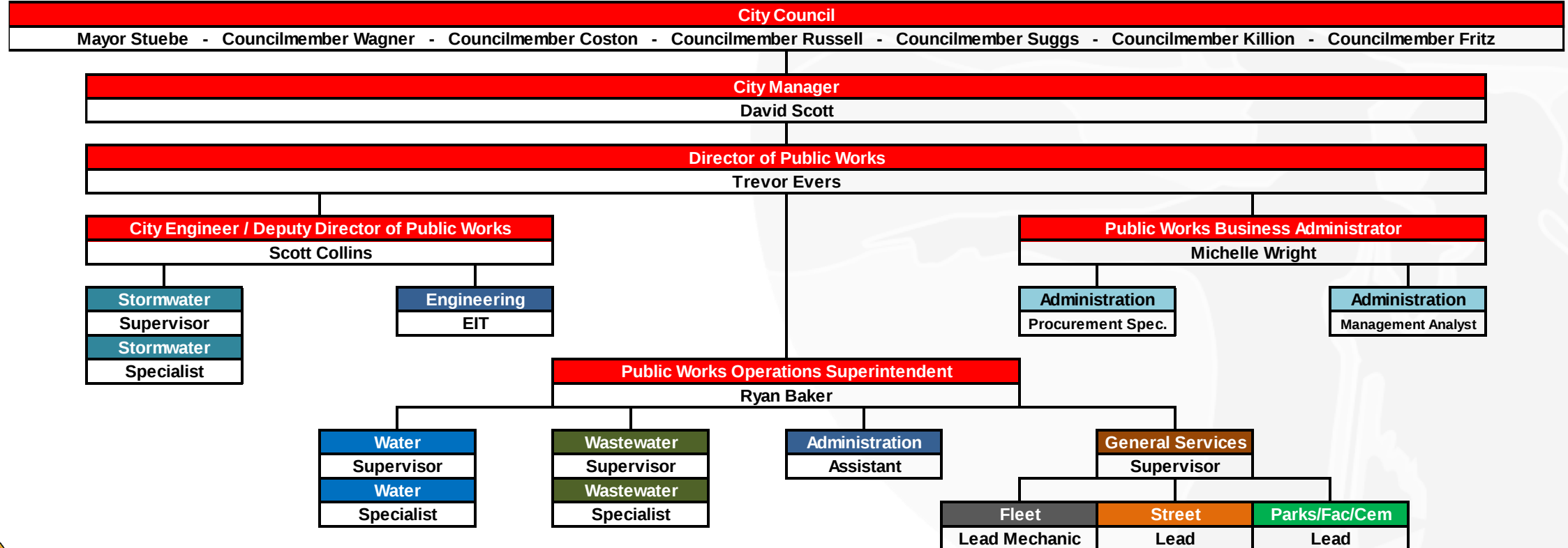
Public Works Administrative Assistant moves to Public Works Operations Superintendent
Stormwater Management moves to Public Works Engineering



PROPOSED PW ORG STRUCTURE



2023 PUBLIC WORKS



BUDGET IMPACT

If approved, the financial impact to the 2023 budget will be as follows:

- 39K savings in water and sewer utility cost for labor and benefits
- General Fund (GF) allocation costs to be funded with enhanced revenues to be discussed in further detail at a future Council Workshop

If approved, the positions would become effective as follows:

- 4/01/2023 – Public Works Operations Superintendent (promotional opportunity)
- 4/06/2023 – Stormwater position changes (possible promotion opportunities)
- 4/21/2023 – General Services Supervisor (possible promotion opportunity)



NEXT STEPS

On Council's agenda for this evening (March 27th) will be a resolution (new business), and an MOU (consent agenda) with 307-W to approve the proposed restructure of the Public Works Department to include the following positions:

- Public Works Operations Superintendent (Resolution Amending Department Head & Exempt Manual)
- Stormwater Utility Supervisor (MOU with Local 307-W)
- Stormwater Utility Specialist (MOU with Local 307-W)
- General Services Supervisor (MOU with Local 307-W)



BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

3/27/2023

SUBJECT:

2022 Annual Report

DEPT. OF ORIGIN:

Community Development

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

📎 **2022 Annual Report**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Community Development 2022 Annual Report

3/27/2023 – City Council Workshop Presentation | Presented by Mitch Kneipp, Community Development Director



City of Washougal

CD 2022 Annual Report

What we'll cover:

- Code Compliance
- Planning / Land Use
- Building
- Accomplishments
- Looking Ahead

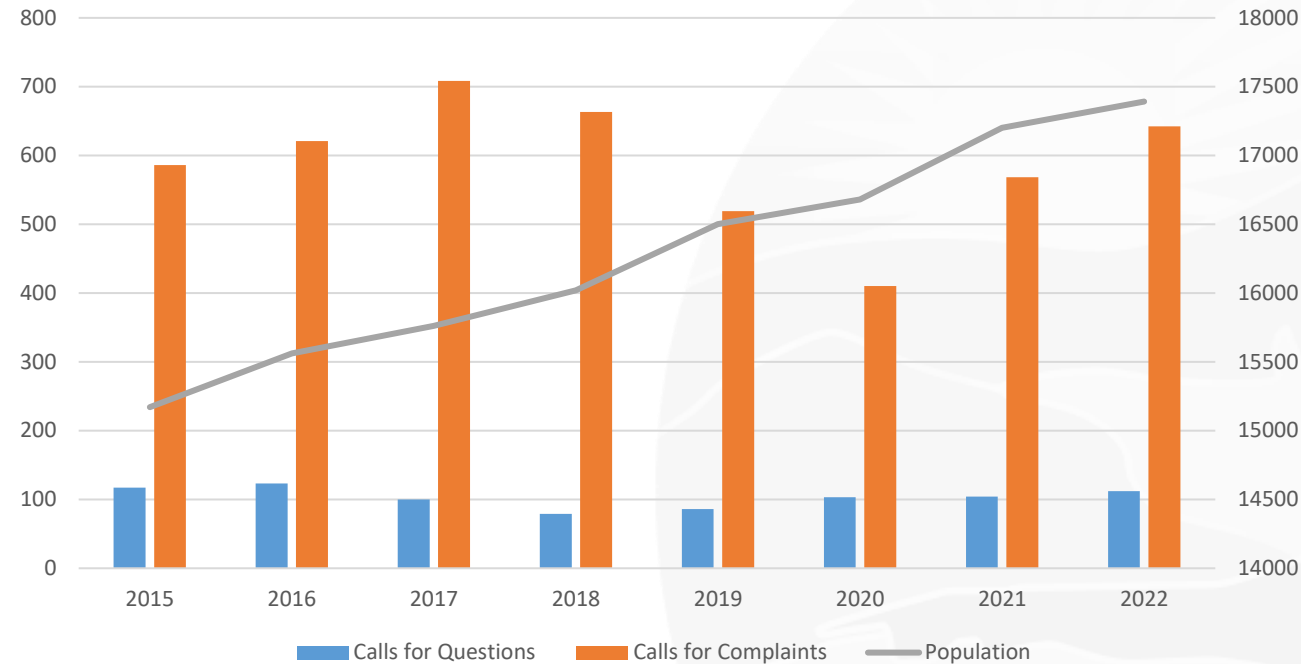


CD 2022 Annual Report

Code Compliance



CD 2022 Annual Report



	2014	2015	2016	2017	2018	2019	2020	2021	2022
Calls for Questions	88	117	123	100	79	86	103	104	112
Calls for Complaints	612	586	621	708	663	519	410	568	642
Population	14910	15170	15560	15760	16020	16500	16680	17200	17390
Total Calls	700	703	744	808	742	605	513	672	754

Code Compliance

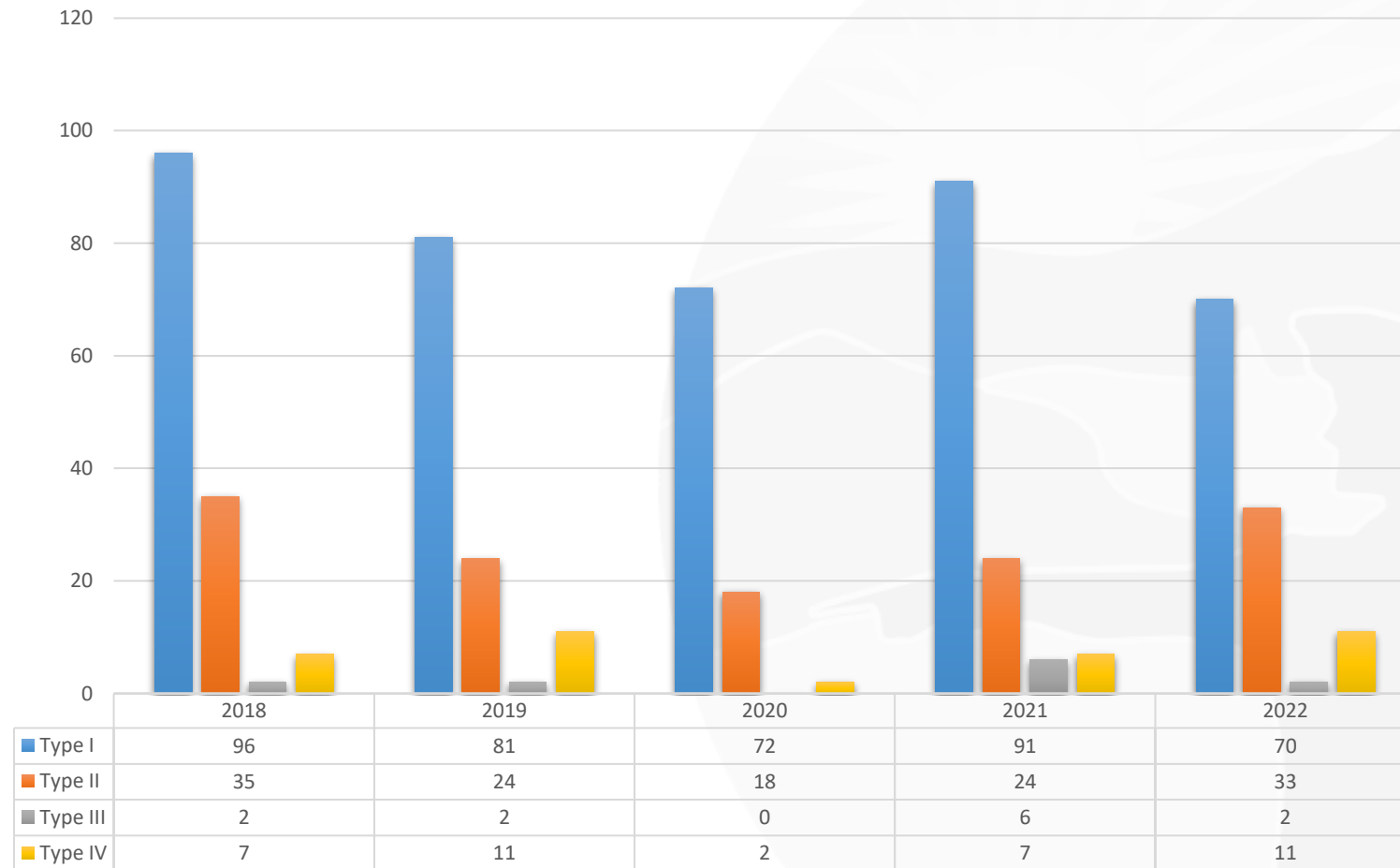


CD 2022 Annual Report

Planning



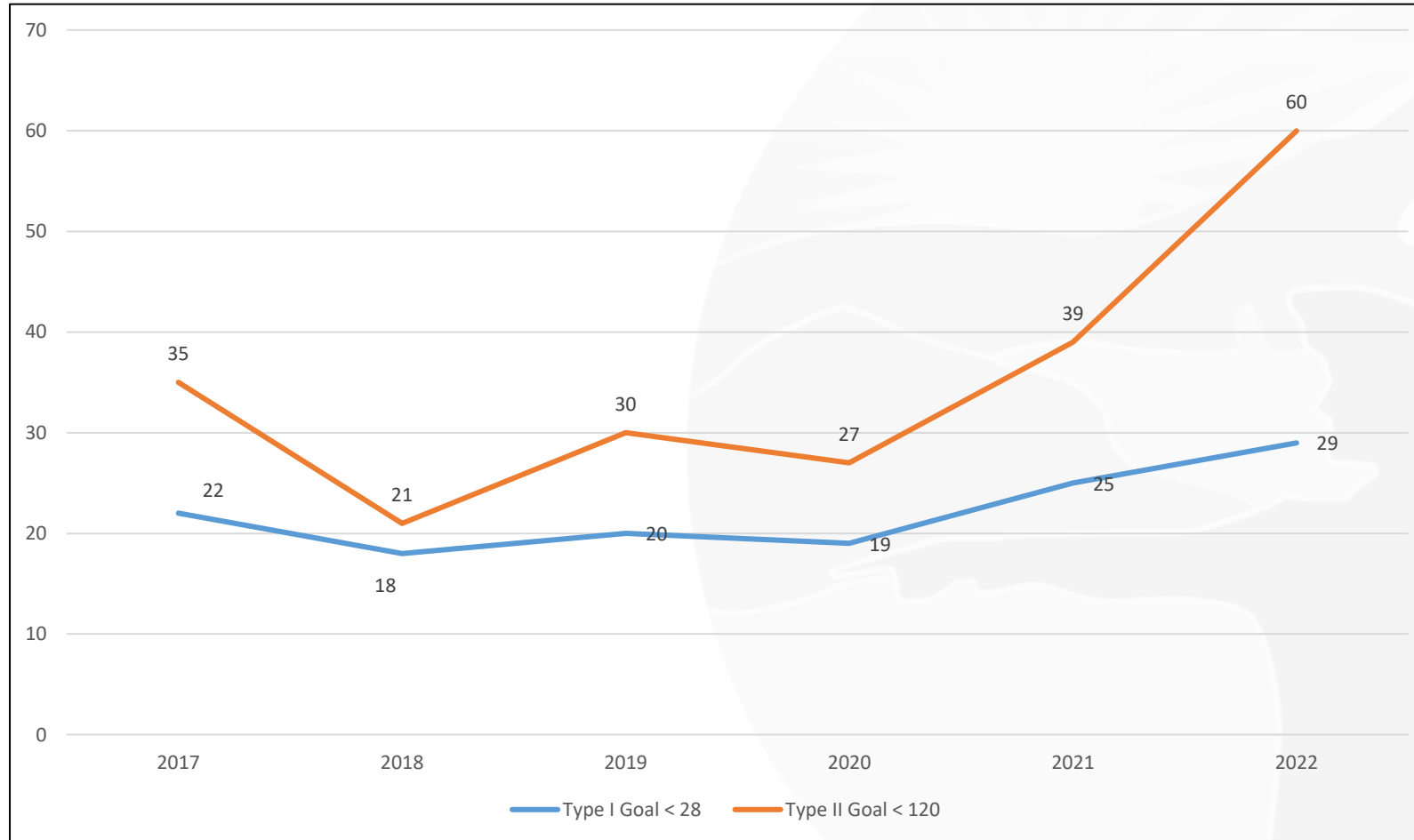
CD 2022 Annual Report



Land Use Applications



CD 2022 Annual Report



Type I & II Land Use Average Review Times

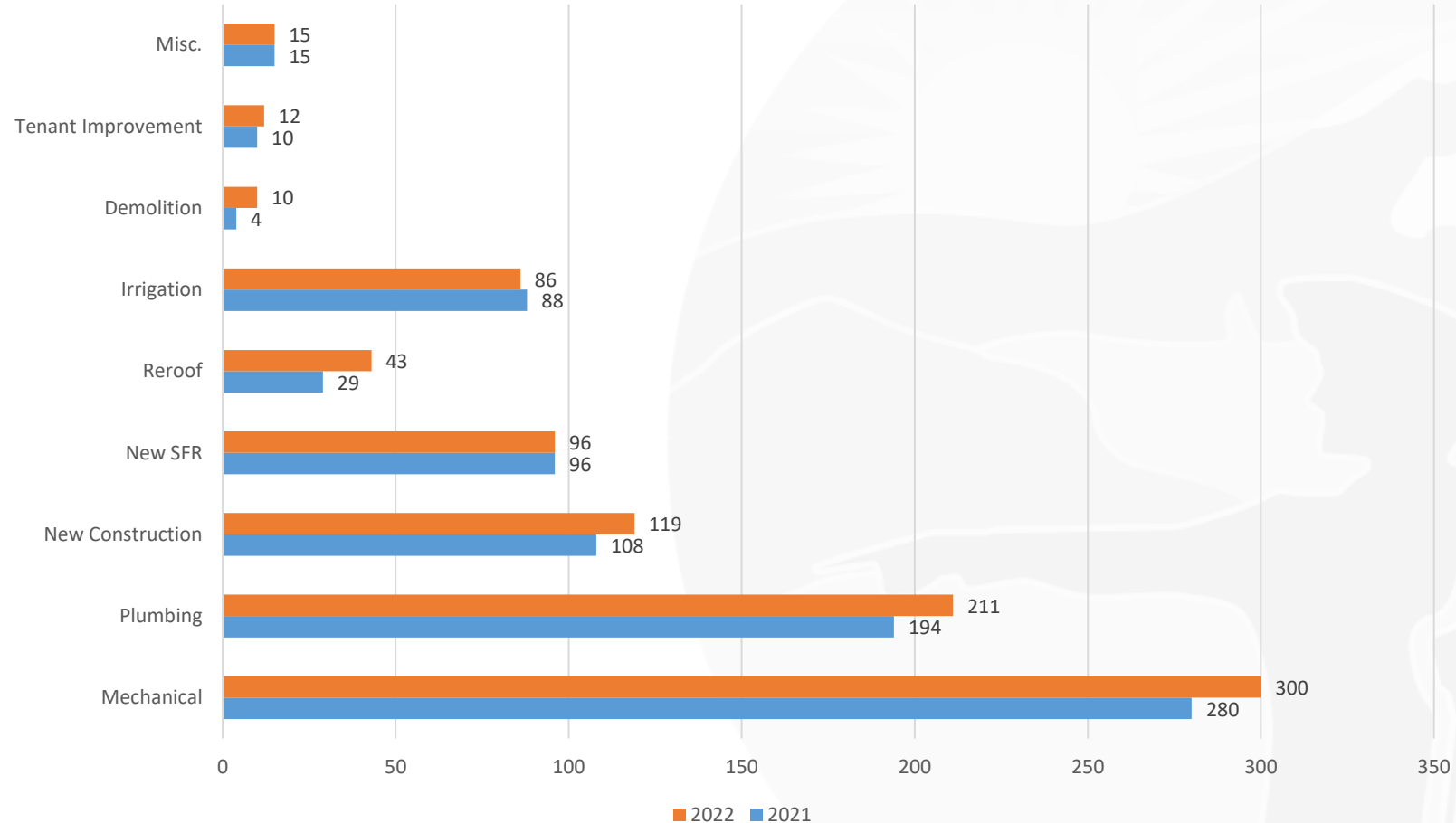


CD 2022 Annual Report

Building



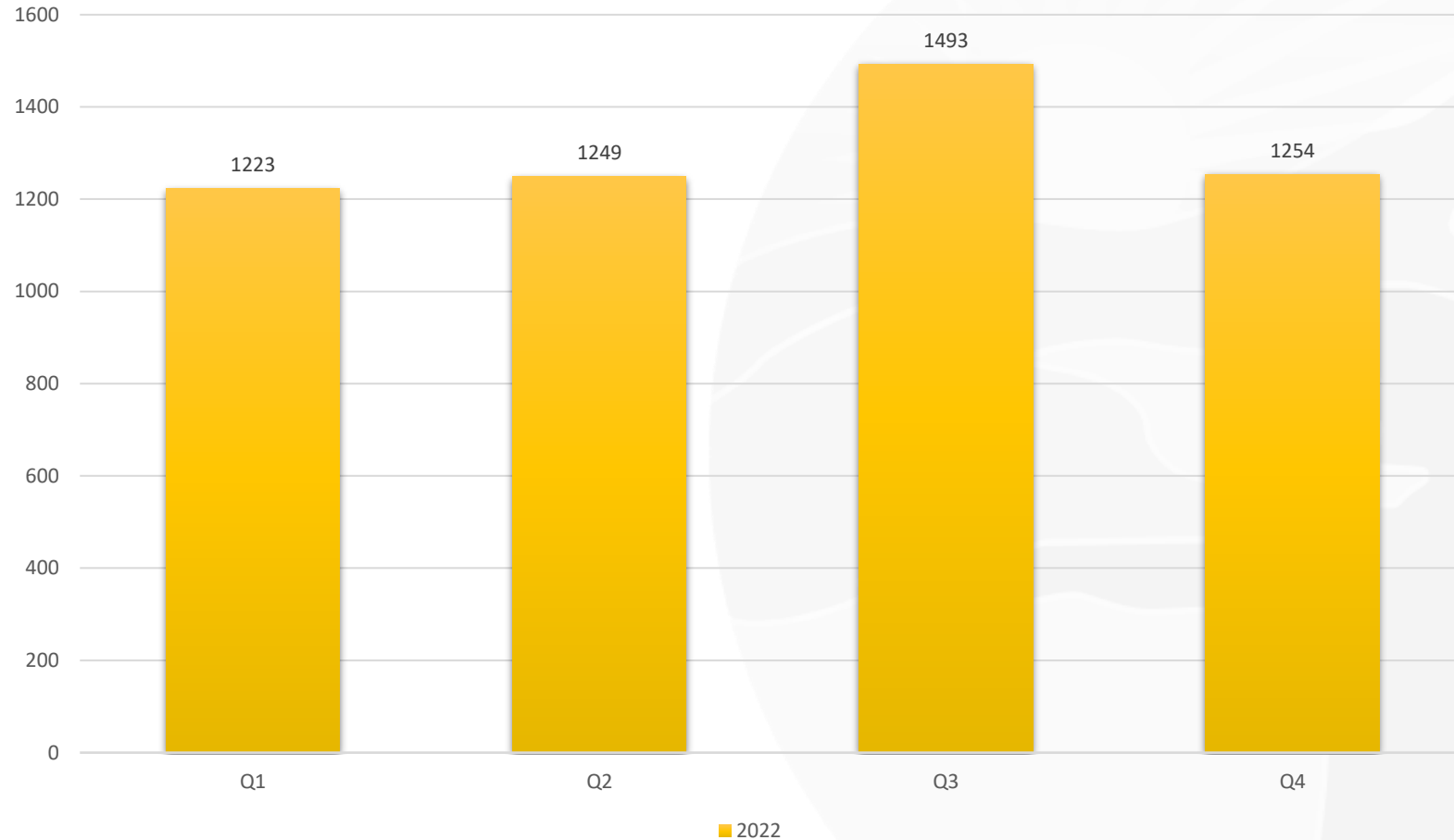
CD 2022 Annual Report



2022 vs 2021 Building Permits



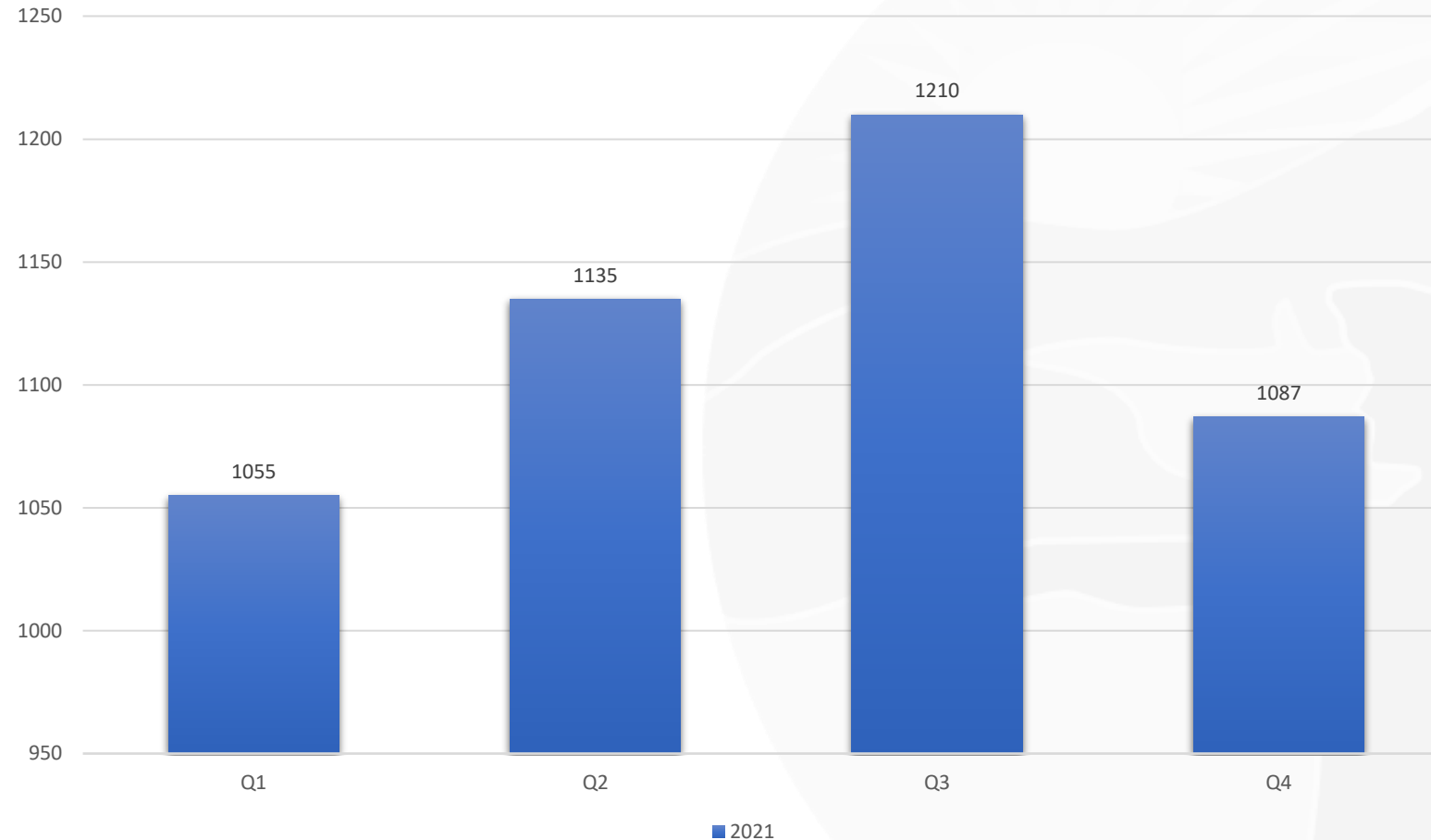
CD 2022 Annual Report



2022 Number of Inspections by Quarter



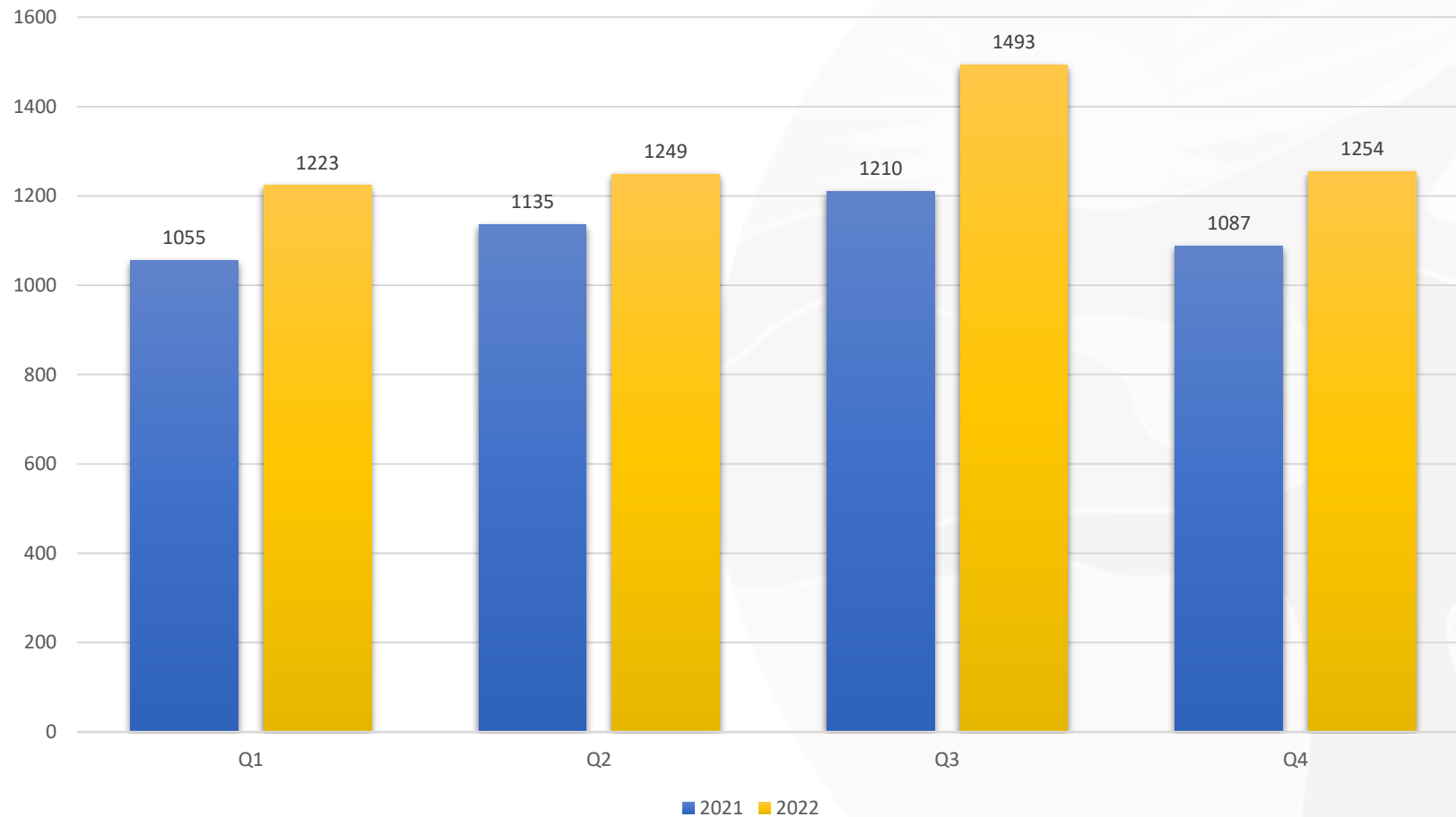
CD 2022 Annual Report



2021 Number of Inspections by Quarter



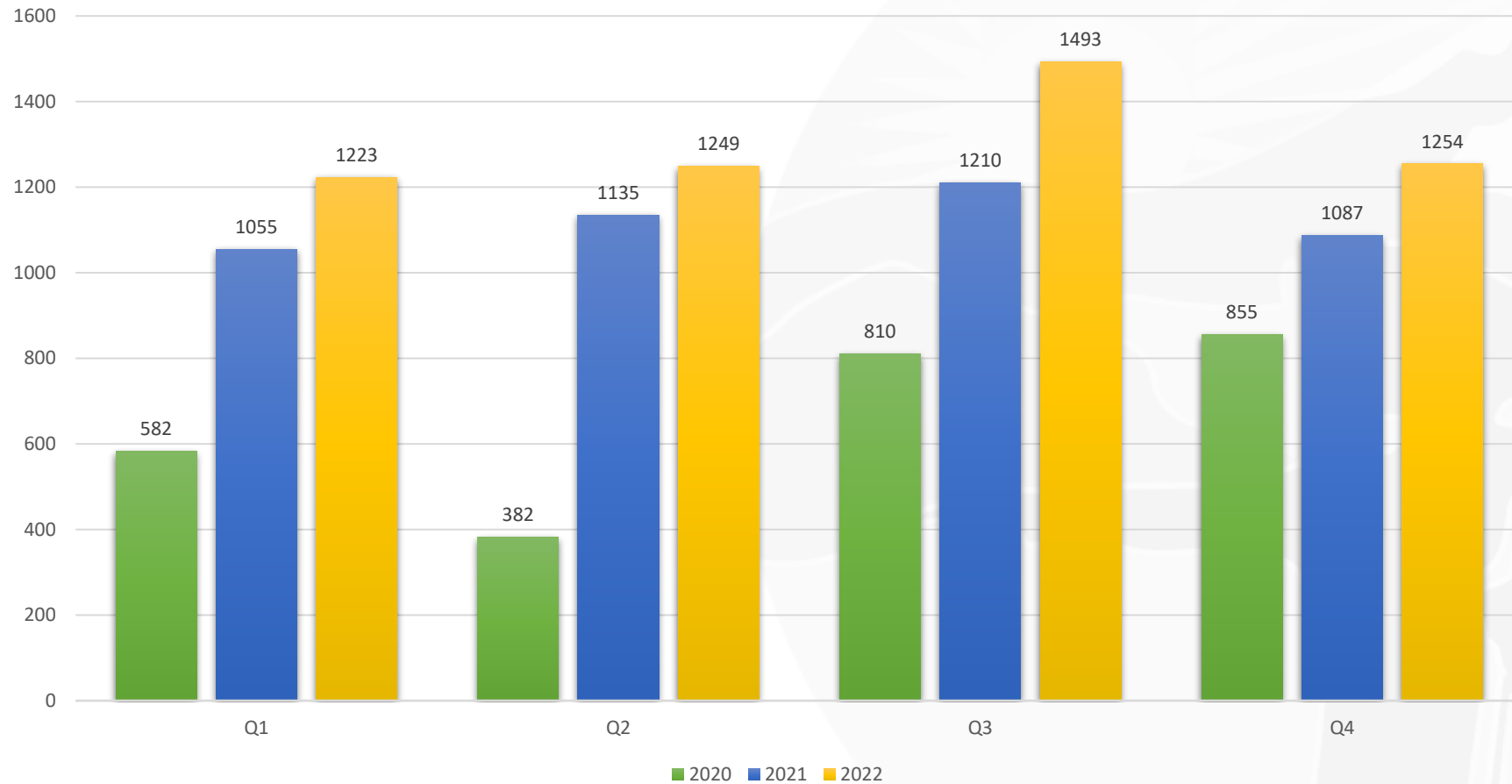
CD 2022 Annual Report



2021 vs 2022 Inspections by Quarter



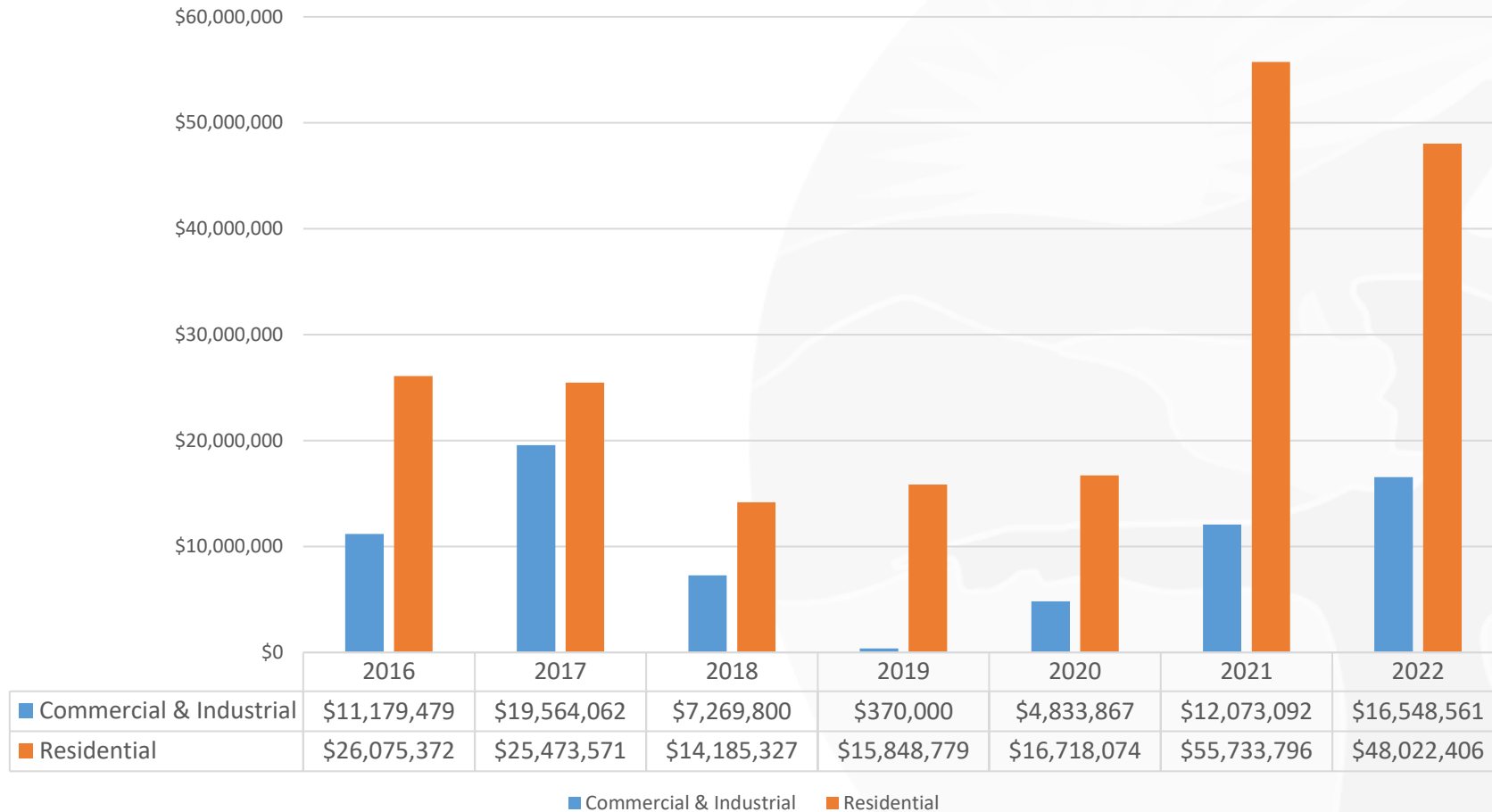
CD 2022 Annual Report



2020 vs 2021 vs 2022



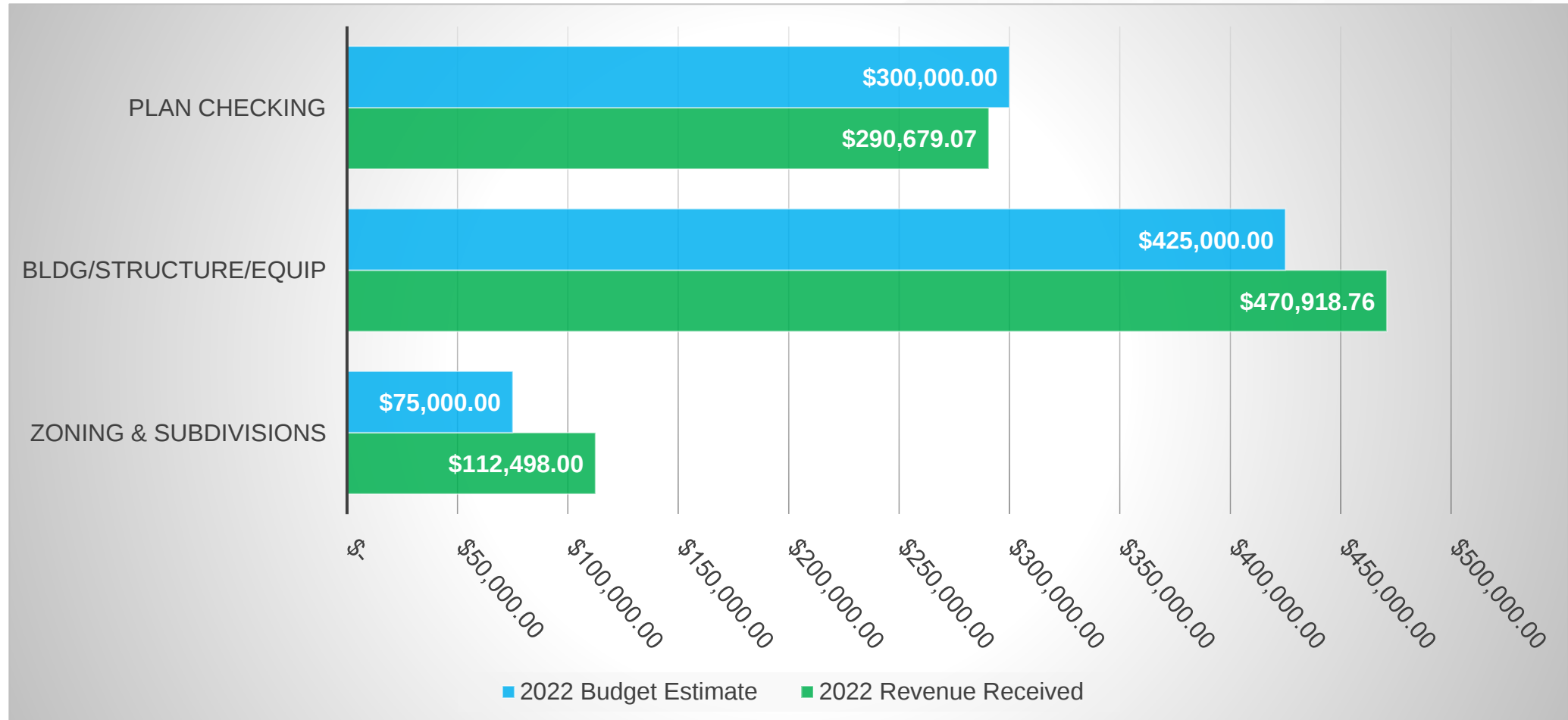
CD 2022 Annual Report



Building Permit Valuation



CD 2022 Annual Report



2022 CD Revenue



CD 2022 Annual Report

Accomplishments:

- **Getting Staffed Up:**
 - **Hired CD Administrative Assistant**
 - **Hired Community Aesthetics Program Coordinator**
 - **Hired a new Code Compliance Officer**
 - **Hired a new Building Inspector**



CD 2022 Annual Report

Looking Ahead:

- Community Aesthetics Program
- Town Center DA's
- Comp Plan Update
- Urban Forestry Program
- New Staff / Getting Up to Speed
- Getting the PC fixed up for staff and public



CD 2022 Annual Report

Thank you!

Questions?



Community Development 2022 Annual Report

3/27/2023 – City Council Workshop Presentation | Presented by Mitch Kneipp, Community Development Director



City of Washougal

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

3/27/2023

SUBJECT:

Police Administrative Support Update

DEPT. OF ORIGIN:

Human Resources

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

📎 **Police Support Specialist**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Police Administrative Support Specialist Classification/Compensation and Recruitment

March 27, 2023 | Presented by Teresa Stedman



City of Washougal

Background

- ❑ Pursuant to our personnel policies, Human Resources conducted an evaluation to determine classification of this role.
- ❑ The classification proposed is at Range 11.
- ❑ The salary range for the proposed position was determined based upon an internal equity analysis
- ❑ This will not add an FTE. This position is included in the 2023 budget and is funded by the sales tax.
- ❑ The salary range for the new hire:
 - Range 11: \$4,607.54 - \$6,067.24 monthly
 - Proposed effective date: March 28, 2023



Recommended Action

- ❑ The proposed MOU with AFSCME 307 will implement this change to the AFSCME 307 salary schedule.
- ❑ On Council's agenda this evening is a resolution to authorize the City Manager to sign the MOU with AFSCME 307-W.

Questions?

Thank you!



MEMORANDUM OF UNDERSTANDING

BETWEEN

LOCAL 307-W OF THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES AFL-CIO

AND

THE CITY OF WASHOUGAL, WA

Per the 2023 budget, and funded by the sales tax, a new position was approved for a Police Administrative Support Specialist. This position is being placed on the Salary Schedule at Range 11. This position will be effective March 28, 2023 and will be placed on the salary schedule accordingly.

David Scott, City Manager

Date

Local 307-W Representative

Date



City of Washougal

2023 307-W SALARY SCHEDULE (4.% COLA)											
1.04											
	STEPS	1	2	3	4	5	6	7	8	9	STEPS
(3.5% between Steps)											
CLASSIFICATIONS	RANGES										RANGES
	1	3,266.37	3,380.68	3,499.00	3,621.49	3,748.23	3,879.40	4,015.17	4,155.70	4,301.19	1
	2	3,380.68	3,499.00	3,621.49	3,748.23	3,879.40	4,015.17	4,155.70	4,301.19	4,451.73	2
	3	3,499.00	3,621.49	3,748.23	3,879.40	4,015.17	4,155.70	4,301.19	4,451.73	4,607.54	3
	4	3,621.49	3,748.23	3,879.40	4,015.17	4,155.70	4,301.19	4,451.73	4,607.54	4,768.80	4
	5	3,748.23	3,879.40	4,015.17	4,155.70	4,301.19	4,451.73	4,607.54	4,768.80	4,935.70	5
	6	3,879.40	4,015.17	4,155.70	4,301.19	4,451.73	4,607.54	4,768.80	4,935.70	5,108.46	6
Accounting Clerk	7	4,015.17	4,155.70	4,301.19	4,451.73	4,607.54	4,768.80	4,935.70	5,108.46	5,287.26	7
	8	4,155.70	4,301.19	4,451.73	4,607.54	4,768.80	4,935.70	5,108.46	5,287.26	5,472.30	8
	9	4,301.19	4,451.73	4,607.54	4,768.80	4,935.70	5,108.46	5,287.26	5,472.30	5,663.83	9
Administrative Assistant	10	4,451.73	4,607.54	4,768.80	4,935.70	5,108.46	5,287.26	5,472.30	5,663.83	5,862.06	10
Accounting Specialist											
Animal Control Officer											
Maintenance Worker I											
Sr. Admin. Asst.	11	4,607.54	4,768.80	4,935.70	5,108.46	5,287.26	5,472.30	5,663.83	5,862.06	6,067.24	11
Police Admin Support Specialist											
Permit Technician											
Utility Maintenance Worker I											
	12	4,768.80	4,935.70	5,108.46	5,287.26	5,472.30	5,663.83	5,862.06	6,067.24	6,279.59	12
Maintenance Worker II	13	4,935.70	5,108.46	5,287.26	5,472.30	5,663.83	5,862.06	6,067.24	6,279.59	6,499.38	13
Executive Assistant											
Utility Maintenance Worker II	14	5,108.46	5,287.26	5,472.30	5,663.83	5,862.06	6,067.24	6,279.59	6,499.38	6,726.86	14
Mechanic											
Finance & Payroll Analyst											
Program Procurement Spec.	15	5,287.26	5,472.30	5,663.83	5,862.06	6,067.24	6,279.59	6,499.38	6,726.86	6,962.30	15
Code Enforcement Officer											
Lead Maintenance Worker	16	5,472.30	5,663.83	5,862.06	6,067.24	6,279.59	6,499.38	6,726.86	6,962.30	7,205.97	16
Communications Specialist											
Stormwater Program Coordinator											
Engineering Technician I											
Community Aesthetics Program Coordinator											
Building Inspector	17	5,663.83	5,862.06	6,067.24	6,279.59	6,499.38	6,726.86	6,962.30	7,205.97	7,458.18	17
Lead Mechanic											
Building Inspector Specialist	18	5,862.06	6,067.24	6,279.59	6,499.38	6,726.86	6,962.30	7,205.97	7,458.18	7,719.22	18
Utility Specialist											
Planner	19	6,067.24	6,279.59	6,499.38	6,726.86	6,962.30	7,205.97	7,458.18	7,719.22	7,989.40	19
Management Analyst											
Accountant											
Utility Supervisor	20	6,279.59	6,499.38	6,726.86	6,962.30	7,205.97	7,458.18	7,719.22	7,989.40	8,269.02	20
General Services Ops Supervisor											



BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

3/27/2023

SUBJECT:

Resolution Regarding Support for Washougal School District

DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION