White Salmon City Council Meeting
A G E N D A
November 17, 2021 – 6:00 PM
Via Zoom Teleconference

Meeting ID: 870 4042 2664 Passcode: 443370

Call in Numbers:

669-900-6833	**929-205-6099**	**301-715-8592**
346-248-7799	**253-215-8782**	**312-626-6799**

We ask that the audience call in instead of videoing in or turn off your camera, so video does not show during the meeting to prevent disruption. Thank you.

I. Call to Order, Presentation of the Flag and Roll Call

II. Changes to the Agenda

III. Consent Agenda

A. AWC Geographic Information Systems (GIS) Consortium Program, Participation Agreement and Enrollment Application
B. Short-term Rental (STR) Inventory, Registration, Compliance and Analytic Services (Information will be provided on Monday, November 15)
C. Small Works Roster Bid, 2021 Tree Maintenance (Information will be provided to council members on Wednesday, November 17)
D. Approval of Meeting Minutes - November 3, 2021
E. Approval of Vouchers

IV. Public Comment

Any public in attendance at meeting will be provided an opportunity to make public comment of a general nature (except as identified below) in the time allotted. No registration is required. Public comment can also be submitted via email to Jan Brending at **janb@ci.white-salmon.wa.us** by 5:00 p.m. on Wednesday, November 17. All written comments (except as identified below) received by 5:00 p.m. will be read during the City Council meeting.

The City Council is not taking public comment on Short-term Rentals at this time either via Zoom teleconference or by email. A public hearing on short-term rentals will be scheduled before the City Council in the near future and all interested parties who wish to comment on short-term rentals will be allowed to do so at that time.

V. Presentations

A. Native American Heritage Month
B. Kevin Greenwood, Port of Hood River – Bridge Update

VI. Business Items

A. Preliminary 2022 Budget
   1. Presentation
   2. Public Hearing
B. Ordinance 2021-11-1088, Amending WSMC 13.16.025, Water Monthly Fees
   1. Presentation
   2. Public Hearing
   3. Discussion
   4. Action
C. Utility Billing Grievance - Susan J. Romes, 422 NW Lincoln
   1. Presentation
   2. Discussion and Action
D. Ordinance 2021-11-1087, Determining the Amount to Be Raised by Ad Valorem Taxes to be Levied for the Year 2022
   1. Presentation and Discussion
   2. Action
E. Resolution 2021-11-529, Adopting Property Tax Levy
   1. Presentation and Discussion
   2. Action
F. Resolution 2021-11-530 Recognizing Roger Holen
   1. Presentation and Discussion
   2. Action

VII. Reports and Communications

A. Department Heads
B. Council Members
C. Mayor

VIII. Executive Session (if needed)

The City Council will meet in Executive Session pursuant to RCW 42.30.110(1)(b) regarding the acquisition or purchase of real estate.

IX. Adjournment

File Attachments for Item:

A. AWC Geographic Information Systems (GIS) Consortium Program, Participation Agreement and Enrollment Application

CONSENT AGENDA MEMO

Needs Legal Review: No
Meeting Date: November 17, 2021
Agenda Item: AWC GIS Consortium, Participation Agreement and Enrollment Application
Presented By: Jan Brending, Clerk Treasurer

Action Required
Authorization for Mayor to sign Participation Agreement and Enrollment Application for Tier 2 Level of the Geographic Information Systems (GIS) Consortium Program and authorizing the purchase of ArcGIS software with one GIS Professional Basic at $700 per year, two Viewers at $200 per year ($100 per viewer) and two Editors at $400 per year ($200 per editor). Total initial costs are estimated at $7,800 plus sales taxes.

Proposed Motion
None unless pulled from consent agenda. If pulled from the consent agenda, then proposed motion is as follows:

Move to authorize the Mayor to sign Participation Agreement and Enrollment Application for Tier 2 Level of the Geographic Information Systems (GIS) Consortium Program and authorizing the purchase of ArcGIS software with one GIS Professional Basic at $700 per year, two Viewers at $200 per year ($100 per viewer) and two Editors at $400 per year ($200 per editor). Total initial costs are estimated at $7,800 plus sales taxes.

Explanation of Issue
The city land use planning department and public works has a need for using geographic information systems. Association of Washington Cities (AWC) has set up a GIS Consortium Program intended to help smaller entities such as the City of White Salmon. Attached is a brochure and services flyer that provides additional information regarding the consortium.

Below is a table for the pricing and the services that are included in the rates.

	City Fee*	Consulting Hours	Needs Assessment	Online Data Viewer**	Open Data Portal**
Tier 1	$3,000	20	X		
Tier 2	$6,500	45	X	X	
Tier 3	$13,000	100	X	X	X
Tier 4	$26,000	200	X	X	X

*City members agree to pay an annual administrative service fee of $200 for Tier 1 and 2 and $400 for Tier 3 and 4.
**Members must have a pre-existing ArcGIS Online account (ArcGIS Online is included with a standard Esri subscription).

ArcGIS Online pricing that staff has identified is as follows:

GIS Professional Basic $700 per year

- Map, visualize, analyze and mange data with ArcGIS Pro
- Combine 3D, CAD, imagery, and other types of data on a single map
- Connect people and data with ArcGIS Online and ArcGIS Living Atlas of the World
- Includes ArcGIS Online and ArcGIS Pro desktop application

GIS Viewer	$100 per year
GIS Editor	$200 per year

We will want to add the GIS Viewers and GIS Editors at a later date when staff determines how the data will be used and who should have access to the data for viewing and editing purposes. It is anticipated there would be a minimum of 2 viewers and possibly 2 editors. At this time the land use planner would be using the GIS Professional Basic.

Staff Recommendation
Staff recommends the council authorize the Mayor to sign Participation Agreement and Enrollment Application for Tier 2 Level of the Geographic Information Systems (GIS) Consortium Program and authorizing the purchase of ArcGIS software with one GIS Professional Basic at $700 per year, two Viewers at $200 per year ($100 per viewer) and two Editors at $400 per year ($200 per editor). Total initial costs are estimated at $7,800 plus sales taxes.

AWC
ASSOCIATION OF WASHINGTON CITIES

GIS Consortium

BUILDING SMARTER COMMUNITIES

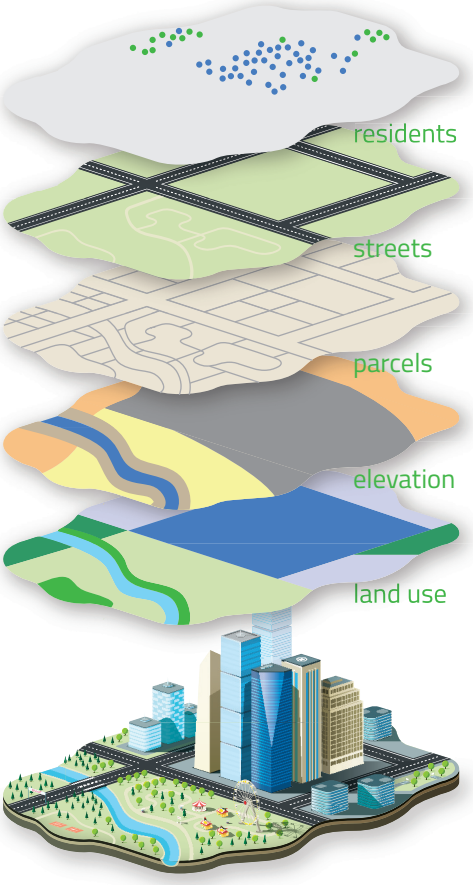
GIS Consortium Overview

Geographic Information Systems (GIS) is an integral tool for cities. It enables efficient and effective planning across all city departments, improves the delivery of services, and can help engage and empower citizens.

By leveraging the collective buying power of its members and partnering with GIS consultants at FLO Analytics, the Association of Washington Cities (AWC) GIS Consortium provides affordable access to GIS expertise and resources, so you can implement the right GIS solution for your community.

AWC ASSOCIATION OF WASHINGTON CITIES

FLO Analytics



The Benefits of GIS

You can use GIS to improve the operation of utility networks, analyze the value of land and associated improvements, maintain right-of-way assets, develop and share public safety response plans, promote sustainable communities, and more.

GIS can integrate information among your city's departments, increasing communications and facilitating collaboration. Other benefits include:

- **Preserving institutional knowledge**
  Capture your employees' knowledge before they retire
- **Increasing efficiencies and reducing costs**
  Streamline time-consuming tasks, using the latest technologies
- **Improving your asset management**
  Reduce your liability and optimize your operations and maintenance
- **Engaging your community**
  Improve transparency by making data interactive and accessible

Needs Assessment

Not sure how to implement or expand GIS in your city? A needs assessment is a great place to start. We can work with your city to capture your GIS baseline and determine your current and future functionality requirements. The result of the needs assessment is a roadmap with clear and concise recommendations detailing what you need to do in order to move forward and achieve your goals.

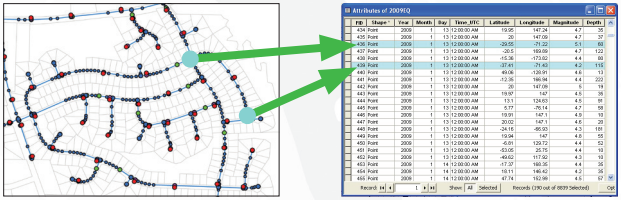
GIS Program Development

Spend more time focused on your work and less time trying to figure out GIS software. Whether you need a little or a lot of GIS assistance, we can help you with everything—from being an on-call resource for any of your mapping or data needs, to helping your organization develop an implementation strategy for ramping up or creating your GIS program.

Public Works

A public works department needs GIS to effectively and efficiently manage assets. Whether you're just beginning to use GIS or are already leveraging existing asset management software, we can help your city fully implement the right technology to achieve a greater return on investment.

water storm sewer



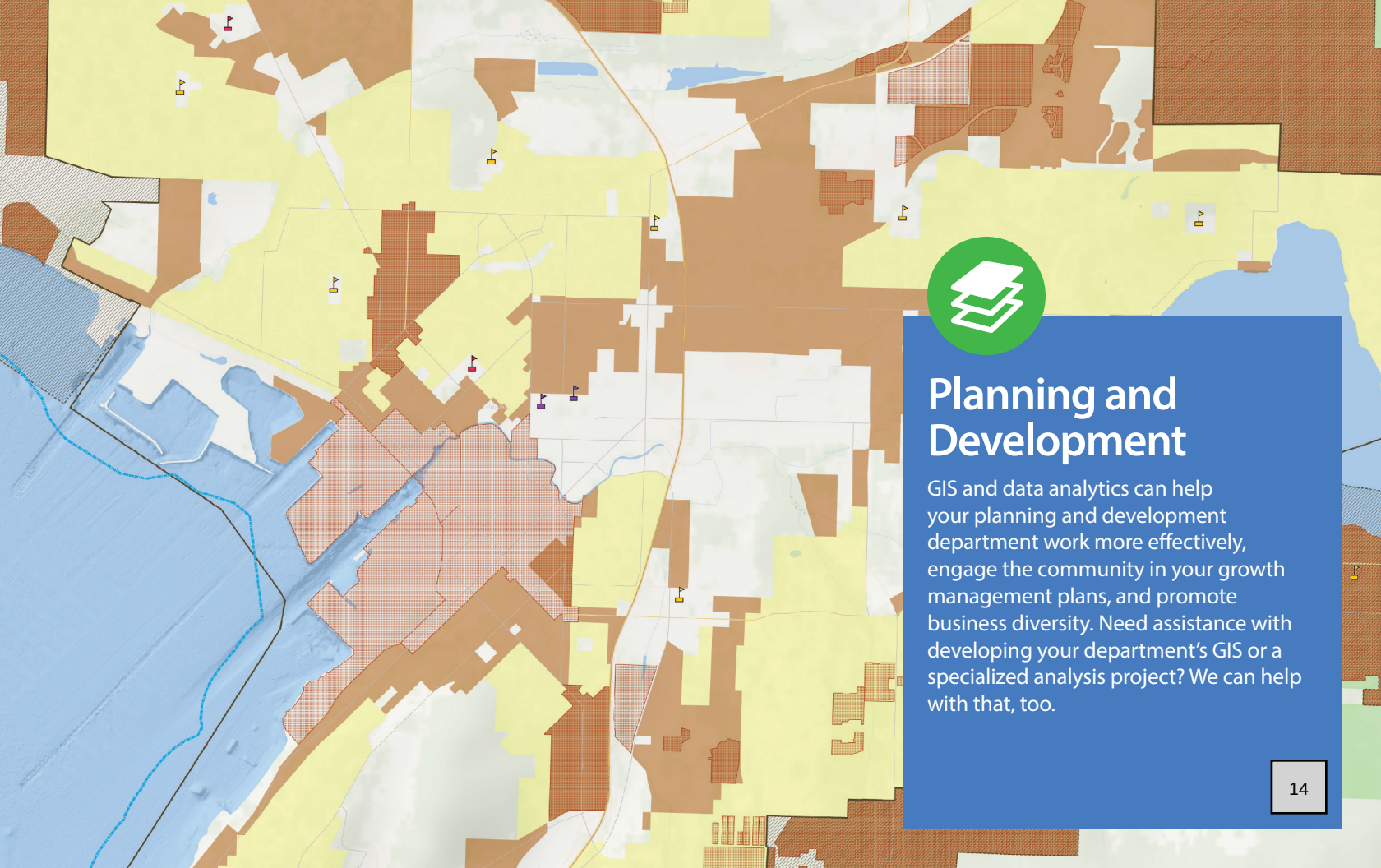
features attributes

Water, Sewer and Storm Utilities

Using our experience in asset management for sewer, stormwater, and water utilities, we can help your staff utilize GIS technology in developing inventories and collecting data; providing field staff with access to utility information or digital inspection forms; integrating systems with O&M software; or planning, coordinating, and communicating capital improvement projects.

Land Records

Effectively managing your community's land records isn't easy. We can assist your city in implementing and streamlining processes that help you analyze land value and associated improvements, identify landowners, and delineate land-use and zoning regulations. We can also set up workflows that provide your staff with simple tools to generate mailing labels for owner and occupant notifications.



Planning and Development

GIS and data analytics can help your planning and development department work more effectively, engage the community in your growth management plans, and promote business diversity. Need assistance with developing your department's GIS or a specialized analysis project? We can help with that, too.

Public Safety

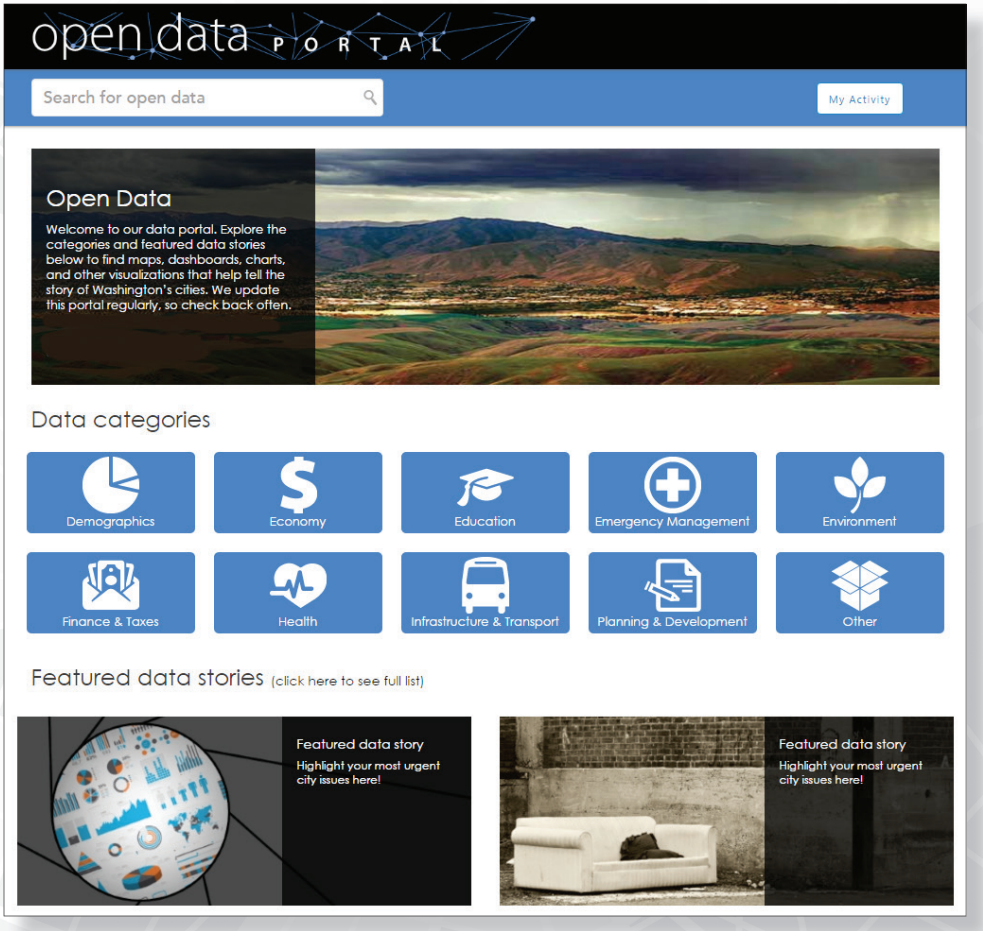
It's essential that your police and fire departments have access to the data they need to effectively allocate resources to protect human life and property in your community. GIS provides a range of tools to help your city analyze the dynamics of an incident, understand trends, develop pre-incident plans, collaborate with other agencies, and improve response activities.

Emergency Preparedness and Management

In an emergency, you need a common operational platform to optimize response activities. With GIS technology, you can access the data you need for developing and sharing response plans, maintaining situational awareness, and improving the efficiency and accuracy of recovery efforts. GIS also provides public facing tools that inform citizens about hazards and emergency facilities in their communi

Internal Collaboration

GIS offers a robust suite of tools, including online data viewers, to help speed up and automate routine workflows. New cloud-based tools also provide a low-cost way to deploy an online mapping platform that promotes collaboration within and across your city's departments, leading to more informed decision making.



Citizen Engagement

Citizens want to know what's happening in their community, whether that's by exploring a city map, finding a popular park, or learning about road construction. We can develop GIS-powered online mapping platforms and open data portals, so you can empower citizens to explore data and find answers, increasing your city's overall transparency.

FAQs

Q: How is AWC able to offer GIS services at an affordable rate?

A: By leveraging the collective buying power of AWC members, the GIS Consortium provides an affordable way to access the knowledge and resources needed to fully implement the right GIS solution for your community.

The GIS Consortium's flexible structure allows you to purchase just the right amount of GIS services, allowing you to reach your goals without taking on the costs associated with additional GIS staff and equipment.

Q: What if I don't know what kind of GIS services I need?

A: Each GIS Consortium service tier comes with a free rapid GIS needs assessment—a quick and objective way to determine the state of GIS at your organization, identify your goals for GIS implementation, and get recommendations for moving forward.

Q: Where can I learn more about member rates?

A: Visit wacities.org to learn about our current member rates.

Q: Does the GIS Consortium offer a flexible service model?

A: The GIS Consortium doesn't offer a one-size-fits-all solution. Instead, FLO Analytics' experienced GIS analysts work with you to figure out where your organization's pain points are, and how GIS can help. The service hours that come with each membership tier are completely flexible, and can be used towards any GIS project that will help you achieve your goals.

Q: How do I get started?

A: Visit wacities.org to download a membership agreement.

Contact Info

Andy Meyer, AICP

AWC SPECIAL PROJECTS COORDINATOR
GIS@awcnet.org | 360 753 4137

Ruth McColly

FLO SENIOR GIS ANALYST
info@flo-analytics.com | 1 888 847 0299

Learn more at wacities.org

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360-753-4137

wacities.org

Ruth McColly
2815 Second Ave, Ste 540
Seattle WA 98121
info@flo-analytics.com
1-888-847-0299

flo-analytics.com

GIS Consortium

Services Offered

1 Field Data Collection/ Acquisition
- Data acquisition planning
- Aerial imagery acquisition
- LiDAR acquisition
- Global Positioning Systems (GPS)
- Electronic field forms
- Field data access
- Mobile mapping and data collection solutions
- Collector for ArcGIS
- Unmanned Aerial Systems (UAS)

2 Asset Management
- Asset inventory development
- Asset inspections
- Data management
- Database design
- Data extraction, transfer and loading (ETL)
- MS Access, MS SQL Server, Oracle, PostgreSQL, and MySQL
- Geodatabase design
- Local Government Information Model (LGIM)
- AutoCAD and Civil 3D integration
- Systems integration

3 Spatial Analysis
- 3D point cloud
- Remote sensing
- Terrain modeling
- Site selection and prioritization
- Suitability/feasibility studies
- Land use assessments
- Transportation planning
- Utility network modeling
- Demographic and socioeconomic analysis
- Inundation mapping

4 Web Applications
- ArcGIS Online
- Web maps
- ArcGIS for Server
- Portal for ArcGIS
- Cloud-based solutions
- Enterprise systems architecture
- Application design and development

5 Program Development
- Needs assessments
- Strategic planning
- GIS implementation
- Capacity building
- Training
- On-call support

6 Workflow Automation Tools
- Python scripting and programming
- Custom GIS tools
- Workflow automation
- Workflow optimization

7 Cartography
- Data visualization
- Large format posters
- Infographics and displays
- Custom maps

Contact

Andy Meyer
AWC Special Projects Coordinator
GIS@awcnet.org
360 753 4137

Ruth McColly
FLO Senior GIS Analyst
info@flo-analytics.com
1 888 847 0299

AWC has partnered with FLO Analytics to provide GIS services through the GIS Consortium. Learn more about FLO at www.flo-analytics.com.

File Attachments for Item:

B. Short-term Rental (STR) Inventory, Registration, Compliance and Analytic Services (Information will be added under "Supporting Documents" on Monday, November 15

City of White Salmon

REQUEST FOR PROPOSALS

SHORT-TERM RENTAL (“STR”) INVENTORY, REGISTRATION, COMPLIANCE AND ANALYTIC SERVICES

REQUEST FOR PROPOSAL (RFP)

Proposal Title:	**Short-Term Rental ("STR") Inventory, Registration, Compliance and Analytic Services**
Proposal Closing Time:	**4:00 p.m. Pacific Standard Time**
Proposal Closing Date:	**November 8, 2021, 4:00PM**
Proposal Opening:	**October 25, 2021**
Submission of Proposal:	**janb@ci.white-salmon.wa.us** **Jan Brending** **City Clerk/Treasurer** **City of White Salmon**
Specific Questions:	**Brendan Conboy** **planner@ci.white-salmon.wa.us** **P.O Box 2139** **White Salmon, WA 98672** **(509)493-1133 #204**

All questions shall be submitted via email, and titled, "STR RFP Question," to Brendan Conboy

White Salmon reserves the right to reject any or all proposals received for any reason. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

I. Introduction

City of White Salmon ("City") is soliciting proposals from qualified companies to assist the City to accurately identify the number of short-term rentals operating in White Salmon and to provide professional support services relating to the administration, regulation, and compliance of short-term rentals.

In recent years, many cities have struggled with the explosive growth of short-term rentals ("STRs") facilitated by online rental platforms such as AirBNB, Craigslist, FlipKey, HomeAway and VRBO. Regulating STRs requires technology and human resources that is currently limited within the City. Additionally, the expanding technology-enabled STR market and the various platforms it uses requires continuous monitoring by a professional firm or individual to enable the City to accomplish its goals.

The project shall consider and review the City ordinances currently in use to bring properties in compliance most specifically Chapter 5.02 Short Term Rentals, which is in the process of being updated by the city in anticipation of software to enforce new regulations. The goals of the STR program are safety, registration, tracking, analysis, and compliance with local regulations, not necessarily revenue generation.

The City requires that any proposal for such professional services, shall include, at minimum, the scope of services provided herein. Jan Brending, the City Treasurer and Clerk serves as the administrative entity for this Request for Proposals ("RFP").

The City reserves the right to award multiple agreements as a result of this RFP. The initial agreement term will be one (1) year, renewal options to be exercised at the sole discretion of the City Council.

II. Proposal Procedures

A. A submitter shall use the attached Proposal Form, Exhibit B, in submitting a proposal. It is required that the Proposal Form be completed in its entirety.

B. The proposal must be submitted as a PDF with the title City of White Salmon "**Short-Term Rental (STR) Inventory, Registration, Compliance and Analytic Services"** along with the name and address of the submitter.

C. A submitter may submit written questions in order to clarify any matters relating to this request for proposals.

D. Brendan Conboy, City Planner (540-493-1133 #204) may be contacted for any questions concerning this RFP.

E. The City reserves the right to reject any or all proposals, to waive any non-material irregularities or informalities in any RFP, and to accept or reject any item or combination of items.

F. All costs incurred by the submitter in responding to the RFP shall be borne by the submitter.

G. Unauthorized modifications of specifications, forms or terms may render the proposal invalid.

H. It is the sole responsibility of the applicant to ensure proposals are received prior to the deadline as stated above.

III. Scope of Project

A. The City seeks qualified professionals to provide the following STR Registration, Inventory, Analytic and Compliance service:

1. Provide an intuitive on-line STR registration/renewal portal with multiple payment options including on-line capability. All related payment solutions should be compatible with the City's finance management software Springbrook Express.

2. Create an inventory of all STRs and their hosts sufficient to verify whether properties on the inventory are compliant with City codes.

3. The STR inventory data specified by the City should be able to be verified from an independent platform rather than directly from hosts.

4. Provide for a centralized online complaint data base, 24 hour phone line for the public to register complaints, public facing dashboard, and monthly reporting structure to City.

5. Assist the City in obtaining maximum compliance through development of "best practices" to ensure hosts operating in the City apply for and obtain all required authorizations, including City business and pay all required taxes and fees. Provider will provide solution to assist in the collection of all required taxes (including pursuit of identified delinquent taxes from non-compliant STR properties).

6. Provide automated violation reports for code enforcement and fines based upon illegal online listings.

7. Provide agreed upon reports, analysis, documentation and online, customized access to STR information management system to review host and host residence data, as required bythe City.

8. Provide a primary point of contact that all City communications can flow through.

9. Participate in meetings and/or calls with City staff on a periodic basis to be determined prior to the commencement of services.

10. Provide additional related services and technical assistance relating to STRs on a taskorder, negotiated fee basis as requested by the City.

B. The City seeks qualified professionals to provide, as additive alternatives to the primary scope, the following additional support services. The service provider should list an individual cost proposal for each item separately, or include in their proposal a total price and identify which items are included or not included:

1. Portal to administer other business type licenses (new and renewals).

2. Additional tracking and monitoring data.

3. Nightly Rental Metrics
   a. Daily price
   b. Number of allowable guests advertised (e.g. 1 person, 2 person2, etc.)
   c. Rating (if available)
   d. Next available opening
   e. Delta from today to next available opening
   f. Days booked from today

4. Frequency
   a. Would want all above available information sampled and stored every day
   b. Ability to download daily data over a given date range at minimum

c. Ideally would want an API available that would allow us to directly query vendor database

5. Analysis
   a. Ability to create a KMZ layer (or equivalent) identifying and mapping current STR hosts within the City limits
   b. Ability to track and monitor the volume, trend and impact of STR's operating in our city. The total revenue generated by these rentals may not be possible to directly replicate, but understanding their price and volume behavior would approximate their impact and further model impact on city sales taxes over time.

IV. Funding

Submitters shall provide a project budget that is reflective of the scope of work involved in the Registration, Inventory, Compliance and Analytics project/program aspects.

V. Content of Proposal

Proposals will be evaluated on the criteria listed below.

A. Qualified to conduct business in White Salmon and the State of Washington and not have been debarred by the Federal government, State of Washington or local government.

B. Demonstrated track record of establishing and maintaining positive collaboration and problem-solving methods with public, private-sector, and community stakeholders.

C. Demonstrated success in gaining compliance of non-compliant properties as well as demonstrated success in tax collection and recovery.

D. Training and knowledge of the short-term rental industry.

E. Successful completion of contracts similar in size and scope to the services solicited in this RFP for a minimum of two (2) years. Submitter must provide a list of at least three (3) contracts including the name and contact information for the project manager, contract amount, organization, term and brief scope for services provided in the past two (2) years.

F. The submitter should have documented experience in providing required training to various size groups. The successful submitter may provide readily available "off-the-shelf" training in its area of expertise and/or the successful submitter may be requested to work with City staff to develop training tailored to the needs of White Salmon.

G. Submitters should document and provide contact information to key staff profiles assigned to the project.

H. Provide any judicial and technological acumen for legal and/or quasi-legal testimony and sworn statement of data validity, with ability to certify data in court of law.

The City reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations unless otherwise designated by the submitter. The award of contract is subject to approval by City Council.

Price may not be the sole deciding factor.

VI. Selection Process

Proposals will be evaluated on the factors listed in VIII.B. Evaluation Criteria, below.

The selection process will proceed on the following schedule:

a. Proposals will be submitted by email as indicated above to Jan Brending at janb@ci.white-salmon.wa.us.
b. A selection committee will review all submitted RFPs.
c. It is anticipated the City Council will vote on the contract award on November 17, 2021.

VII. Qualifications & Experience Statement

Each submitter shall provide sufficient documentation, including resumes, to demonstrate that its proposed staff are qualified to perform the scope of work for which the submitter is proposing. Each submitter shall also address each item listed under V. Content of Proposal.

A. Each submitter shall provide at least two (2) case studies demonstrating delivery

of scope of work, preferably at least one (1) in the State of Washington. Each case study should include:

1. Client's name.

2. Contact information (name, telephone number, email and physical addresses).

3. Description of client's business.

4. Description of the client's business needs, how the submitter's proposed staff approached those needs, final outcomes and deliverables, and proposed and actual project timelines.

5. Description of how this case study relates to the proposed category.

B. Proposed Approach to Scope of Work.

Each submitter should tailor its proposed approach to the scope of work to reflect the City's demographics and technologies.

VIII. Proposal Evaluation

Proposals will be reviewed by City staff for responsiveness and documentation of minimum qualifications, completeness, and adherence to the RFP requirements. The City reserves the sole right to determine the sufficiency of qualifications and experience of all submitters.

1. Evaluation Panel

The City Administrator will appoint a selection committee to review the proposals and recommend the service provider(s) to be awarded a contract resulting from this RFP. The selection committee may interview all the submitters, a short list of submitters, or may evaluate the proposals solely on the materials submitted by the proposal deadline. In the event a short list process is used, the selection committee will use the evaluation criteria established in this RFP to identify the submitters most likely to be successful in the evaluation process. The short-listed submitters may then be scheduled for interviews with the evaluation panel. The average of who each committee members evaluation will be used to determine the score. A minimum score of 70 is required to be considered for funding.

B. Evaluation Criteria

See Exhibit "A"

IX. Proposal Information

A. Equal Opportunity. The City will make every effort to ensure that all submitters are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

B. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the submitter.

C. Rejection of Proposals. The City reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this RFP. White Salmon will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

D. No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Submitters may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.

E. The City's policy is, subject to Federal, State and local procurement laws, to make reasonable attempts to support White Salmon businesses by purchasing goods and services through local vendors and service providers.

F. If submitter utilizes third parties for completing RFP requirements, list what portion of the RFP was completed by third parties and the name, if known, of the third party.

EXHIBIT "A"

Evaluation Criteria	Points
Demonstrated Ability Quality and depth of the submitter's experience and expertise as it relates to the services for which the contractor is applying: training of assigned personnel, including education and certifications; work experience with other government agencies and private contract activities; description of services; references; and other items as outlined in the RFP.	30
Demonstrated Capacity Submitter's capacity to provide the required services including: assigned program staff size, staff job descriptions, program staffing capabilities and resumes, major accomplishments, work plan, methodology and procedures, knowledge of applicable regulations, capacity to complete City projects within a reasonable amount of time and other items as outlined in the RFP.	20
Technical System Design Proposed approach to providing the required services.	20
Cost Reasonableness The reasonableness and appropriateness of the proposed costs in relation to all other proposals.	20
Ability To Provide Additive Alternative Services The ability to provide additional additive alternative services as described in Section II SCOPE OF PROJECT.	10
TOTAL POINTS	100

EXHIBIT "B"

Proposal Form

CITY OF WHITE SALMON

Indicate pricing structure as detailed in Section III. Scope of Project. STR rental registration and tax collection assistance should be priced separately in the proposal. You may use additional sheets and attached the necessary attachments to fully document your proposal.

SIGNATURE OF ENTIRE PROPOSAL AND SUBMITTALS

FIRM: _____

BY: _____
Signature Title

_____
Print or Type Name

ADDRESS: _____
Street Address and/or P.O. Box Number

_____
City State Zip Code

PHONE: _____ EMAIL: _____

RETURN ENTIRE RFP PACKAGE AND ALL DOCUMENTATION AS REQUIRED
BY THIS REQUEST FOR PROPOSAL BY ***MONDAY, NOVEMBER 8, 4:00 PM*** TO:

Jan Brending, Clerk Treasurer
janb@ci.white-salmon.wa.us

File Attachments for Item:

C. Small Works Roster Bid, 2021 Tree Maintenance (Information will be provided to council members on Wednesday, November 17)

City of White Salmon
Office of City Hall

Request for Bids
Scope of Work
2021 Tree Maintenance

The City of White Salmon is seeking **sealed bids** for conducting tree maintenance and removal work per the attached schedule. All work will be overseen by International Society of Arboriculture (ISA) certified arborist possessing a minimum of three years full-time experience working in the tree care profession. The certified arborist can be employed by the contractor or can be a subcontractor of the contractor. All tree trimmings and removal are to be disposed of by the contractor.

All work shall be performed between the hours of 7:00 a.m. to 7:00 p.m., Monday through Friday.

This project is subject to Washington State prevailing wages http://www.lni.wa.gov/TradesLicensing/PrevWage/. Bids shall be submitted on the attached form. This project is a lump sum bid plus taxes of 7.5% except where option lines are provided. A sample "Public Works Contract" is attached. Retainage of 10% will be held until all final paperwork is filed.

Contractors must be on the City's Small Works Roster prior to bid date (no later than November 16, 2021). A Small Works Roster Application is available on the city's website: https://www.white-salmon.net/publicworks/page/small-works-roster.

Bids shall be submitted by 10:00 a.m. Wednesday, November 17, 2021 via email to janb@ci.white-salmon.wa.us with subject line noted "2021 Tree Maintenance and Removal."

The City of White Salmon reserves the right to waive minor irregularities in the bids.

The City of White Salmon reserves the right to reject all bids.

For questions regarding the work, please contact Jan Brending at janb@ci.white-salmon.wa.us.

City of White Salmon
Tree Maintenance and Removal Schedule
Note: Trees will be marked with orange tape for identification purposes

Tree ID	Species	Work	Location
109	Ash	Structural/Maintenance Pruning for 14' Street Clearance, Correction of previous poor pruning, and removal of any dead limbs greater than 2" diameter	Jewett Blvd.
111	Ash	Structural/Maintenance Pruning for 14' Street Clearance, Correction of previous poor pruning, and removal of any dead limbs greater than 2" diameter	Jewett Blvd.
14	Norway Maple	Training Pruning	North Center of Park, 3rd maple east of walkway to building
28	Norway Maple	Pruning, prune off of tennis courts; prune off tennis court fence; prune out deadwood, crossing branches; prune away from tennis court lights	Rheingarten Park – Tennis Courts
29	Norway Maple	Pruning, prune off of tennis courts; prune off tennis court fence; prune away from streetlight at Garfield & Washington; prune to maintain 8' clearance above sidewalk and 14' feet clearance above street; prune out deadwood, crossing branches; prune away from tennis court lights	Rheingarten Park – Tennis Courts
30	Norway Maple	Pruning, prune off of tennis courts; prune off tennis court fence; prune to maintain 8' clearance above sidewalk and 14' feet clearance above street; prune out deadwood, crossing branches; prune away from tennis court lights	Rheingarten Park – Tennis Courts
31	Norway Maple	Pruning, prune off of tennis courts; prune off tennis court fence; prune to maintain 8' clearance above sidewalk and 14' feet clearance above street; prune out deadwood, crossing branches; prune away from tennis court lights	Rheingarten Park – Tennis Courts
32	Norway Maple	Pruning, prune off of tennis courts; prune off tennis court fence; prune to maintain 8' clearance above sidewalk and 14' feet clearance above street; prune out deadwood, crossing branches; prune away from tennis court lights	Rheingarten Park – Tennis Courts
44	Northern Red Oak	Pruning overhang of sidewalk/corner – 8 feet above sidewalk; prune out deadwood, crossing branches, 8' foot clearance above sidewalk and 14' clearance above street, prune for streetlight at corner of Lincoln &	Rheingarten Park – SE Corner of Park

		Garfield	
45	Bigleaf Maple	Pruning overhang of sidewalk/corner – 8 feet above sidewalk; prune out deadwood, crossing branches, 8' foot clearance above sidewalk and 14' clearance above street, prune for streetlight at corner of Lincoln & Garfield	Rheingarten Park – SE Corner of Park
46	Honey Locust	Prune out deadwood, crossing branches	Rheingarten Park – SE Corner of Park
51	Honey Locust	Training pruning: prune out deadwood, monitor health for cavities	Rheingarten Park – Parking Lot South Side of Park
52	Japanese Cherry	Training pruning; prune for 8' foot clearance above sidewalk	Rheingarten Park – Parking Lot South Side of Park
72	Norway Maple	Training pruning; prune for 14 foot clearance above street, prune out deadwood	Rheingarten Park – SE corner of tennis courts on Lincoln
2	Norway Maple	Remove dying tree and stump	Rheingarten Park, NE Corner of park at Washington and N. Main.
1	Norway Maple	Prune out deadwood and hanging branches	Rheingarten Park, first maple on Washington.
62	Norway Maple	Structural pruning; prune out deadwood;	Rheingarten Park, maples near sequoia
63	Norway Maple	Structural pruning; prune out deadwood;	Rheingarten Park, maples near sequoia
64	Norway Maple	Structural pruning; prune out deadwood; prune out of adjacent trees	Rheingarten Park, maples near sequoia
6	Japanese Maple	Remove dying, transplanted tree and stump	Rheingarten Park – replanted, located on northeast corner of park
35	Northern Red Oak	Structural pruning; prune branches off of building roof	Rheingarten Park – north side of park in front of building
66	Norway Maple	Prune away from park lights, structural pruning	Rheingarten Park – along park walkway, west of the toilets
68	Norway Maple	Prune away from park lights	Rheingarten Park – along park walkway
69	Norway Maple	Prune away from park lights	Rheingarten Park – along park walkway
54	Atlas Cedar	Prune branches so flag on flagpole can flap in breeze and not get caught in tree branches	Rheingarten Park – adjacent to flagpole
55	Northern Red Oak	Prune out of adjacent cedar, laurel and vine maple	Rheingarten Park – south of toilets
56	Northern Red Oak	Prune out deadwood, and off building	Rheingarten Park – north side of playground
53	Japanese Cherry	Prune out of adjacent trees and away from flagpole/flag flying areas	Rheingarten Park – adjacent to flagpole
	Cedar	Remove dying tree and remove stump	Pioneer Cemetery Park – northern most of the 5 planted along fence line
	Sweet Gum	Arborist to review damage from tree branch falling. Prune to correct any structural deficiencies.	Jewett Blvd.
	Ponderosa Pine	Arborist to review branch die back (possible beetle) and determine if tree needs any pruning or possible removal	Rheingarten Park – south side of tennis courts

	Douglas Fir	Arborist to review tree and determine if tree needs pruning or removal – concerned with location and possibility of tree falling on adjacent property	Rheingarten Park – south side of tennis courts
	Tree	Arborist to review and prune tree so it does not interference with street signage	Corner of 4th and Jewett
	Oak	Arborist to review and prune tree so it does not rub against adjacent property roof to the west	Youth Center, 453 E. Jewett Blvd.
Please reference reports on city's webpage under "RFPs and Bids" for Tree Maintenance Bid.			
Cost			
Sales Tax (7.5%)			
Total Cost			
Contractor Name:			
Contract Mailing Address:			
Contract Email and Phone Number:			
Date and Signature:			

File Attachments for Item:

D. Approval of Meeting Minutes - November 3, 2021

CITY OF WHITE SALMON
City Council Regular Meeting – Wednesday, November 3, 2021
Via Zoom Teleconference

Council and Administrative Personnel Present

Council Members:	**Staff Present:**
Jason Hartmann	Marla Keethler, Mayor
David Lindley	Jan Brending, Clerk Treasurer
Jim Ransier	Pat Munyan, City Administrator
Joe Turkiewicz	Russ Avery, Public Works Operations Mgr.
	Brendan Conboy, Land Use Planner
	Mike Hepner, Police Chief
	Bill Hunsaker, Fire Chief/Building Official

I. Call to Order, Presentation of the Flag and Roll Call

Marla Keethler, Mayor called the meeting to order at 6:00 p.m.

There were approximately 24 members of the public in attendance via teleconference.

Moved by Jason Hartmann. Seconded by Jim Ransier.
Motion to excuse Ashley Post. CARRIED 4-0.

II. Changes to the Agenda

There were no changes to the agenda.

III. Consent Agenda

A. Resolution 2021-11-528 Adopting Residential Antidisplacement and Relocation Assistance Plan
B. Change Order No. 1 – El Camino Real Water Improvements Project (Decrease in contract price of $4,324.34 to $57,810.66)
C. Pay Application No. 1 – El Camino Real Water Improvements Project ($52,432.92)
D. August 2021 Budget Report
E. September 2021 Budget Report
F. Approval of Meeting Minutes – October 20, 2021
G. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 3rd day of November, 2021.

Type	Date	From	To	Amount
Claims	11/3/2021	EFT	EFT	3,120.00
	11/3/2021	37517	37561	305,852.97
			Claims Total	**308,972.97**
Payroll	11/5/2021	EFT	EFT	107,682.08
	11/5/2021	37514	37516	944.56
			Payroll Total	**108,626.64**
Manual Claims	10/26/201	37511	37513	1,918.56
	11/6/201	EFT	EFT	2,948.12
			Manual Total	**4,866.68**
			Total All Vouchers	**422,466.29**

Moved by Jason Hartmann. Seconded by Joe Turkiewicz.
Motion to approve Consent Agenda as presented. CARRIED 4-0.

IV. Public Comment

A. General Public Comment

Tony Gilmer, Klickitat County EMS District provided an overview of the status of the EMS District.

Joseph Schneider, White Salmon said he appreciates the city council and the mayor's office. He said that he works in the short-term industry doing turnover cleaning. Schneider said the city's proposed short-term rental codes could impact his ability to work and stay in the area. He said the turnover cleaning is a high paying job. He said approximately 60% of his income would be gone if there were no short-term rentals in White Salmon. Schneider said the issue is urgent to him.

Jason Atkins, White Salmon said his comments are regarding short-term rentals. He said he understands that rules are being developed that could have life altering impacts on the people in the White Salmon community. Atkins said people have purchased homes using income from short-term rentals to make it affordable. He said he feels the rules will also have an impact on others than homeowners and instead of addressing affordable housing it would create unaffordable housing. Atkins said he feels that property owners should be granted an indefinite short-term rental permit for those who owned homes prior to the moratorium and had already established a short-term rental.

Sam, agree with Jason Atkins and Joseph Schneider. He said he is a local resident and was able to purchase a home largely because of the short-term rental rules that were in place when they purchased. Sam said without the short-term rental income he would not be able to afford to live here. He said he hosted 100's of guests from around the world who spent thousands of dollars in the community. Sam said he and his wife are ambassadors to the city. He said he does not support the lottery system. Sam said that anyone operating a short-term rental with a license and permit should be grandfathered in with no restrictions. He said the city should accommodate robust public comment into the decision-making process. Same said short-term rentals are only one component of a robust housing issue.

Lisa Evans said the city council previously passed a comprehensive, fair and equitable ordinance a few years ago that covered three main concerns related to short-term rentals including accountability through a registration process; the ability to collect taxes on the units, and Good Neighbor guidelines. She said she and her husband are short-term rental owners and spent years seeking an income-producing property that they would have otherwise been unable to afford. Evans said they are the typical short-term rental owner creating supplementary income and not primary income. She said the loss of the short-term rental or being subjected to a lottery system creates financial insecurity and uncertainty that no American should be subjected to. Evans said she is concerned that the Planning Commission is tying the existence of short-term rentals to the affordable housing challenges in the area. She said that if short-term rentals were the problem then Hood River's strict short-term rental restrictions should have slowed the housing market there which has not slowed. Evans said if the disappearance of short-term rentals would not solve the housing problems then the city should consider enforcing its current ordinances. Evans noted she has submitted a request for information to the city. She said the potential loss of short-term rental income is serious and wants the data to back up the city's position.

B. Listening Session – Purchase of Walker House

Marla Keethler, Mayor provided a review of the current status of the purchase of the Walker House. She said the city is entering into a real estate agreement that provides a 150-day due diligence period in which the city is seeking answers to a number of questions related to the home. Keethler said the city council wants to hear from the community about the proposed purchase.

Jan Brending, Clerk Treasurer read emails from the following individuals:

Kate Bertash said they are delighted to hear the city is considering purchasing the Walker House for community use and benefit. She said she hosts scientific community events and are excited at the prospect of new rentable spaces to help their entity grow. Bertash said she looks forward to supporting the growth of collective spaces in the community.

Morris and Barbara Miller, White Salmon said they approve of the purchase of the Walker house as a designated 3rd place for the town. They said it is a unique opportunity

to preserve and use a home of historical and cultural significance for generations to come.

Miriam Knowles said the interest in purchasing the Walker House case great concern. She said the city has many responsibilities that need attention: roads, water, sidewalks, parking, storm drains and maintenance on existing properties and borders. Knowles said the newly annexed areas requiring more time, money and employees the purchase seems imprudent. She said a venue site is not a city responsibility and the purchase price, improvements and additional employees are only a portion of what challenges would be presented. Knowles suggested that private entity or business could certainly explore the possibilities for the property but not the city. She asked if the city has business plan that makes fiscal sense.

David and Dennice Dierck, Inn of the White Salmon said they support the purchase of the Walker House. The Diercks said they met and visited with Margaret Walker on many occasions and knows what she meant to the community. They said they believe Margaret would smile knowing that the family property will be used by many of the citizens, now and for future generations. The Diercks said the purchase creates a legacy for a member of the community who gave so much to White Salmon. They said the proposed uses would bring many benefits and positive contributions to the community and would be a huge asset.

Don Tackley, White Salmon said he cannot image the City of White Salmon purchasing the Walker house for the purposes proposed. He said the idea of using limited revenue bonding funding for the purchase plus assuming rehabilitation and regular annual maintenance seems unrealistic without proofing that the project is feasible. Tackley said there are other issues that need to be kept in mind including limited onsite parking, management and account. He said the city has already committed $50,000 without any input. Tackley said if the family wanted to donate it to a nonprofit corporation to operate in Margaret's memory or sell to a non-profit corporation is a much better choice for the citizens of White Salmon.

Kevin Burrows, George Domijan and Jennifer Hull, White Salmon said they are writing to voice opposition to the city's proposed purchase of the Walker House. They said that while the Walker House and Margaret Walker's contributions to White Salmon are significant and deserve recognitions and remembrance, the property should be left to those with expertise in running such an enterprise, not the city. They said the city's proposal puts into question the priorities and focus of the city in relation to the needs of its residents. They said the residents' limited tax dollars would be better invested in the business of running the city, not managing what should be private enterprise. They said supporting the city's infrastructure needs, main street small business, and improving the livability and sustainability of the community should be the primary focus of the White Salomon City Council.

Felton Jenkins, White Salmon said as a resident of the city he does not believe the city should purchase the Walker House property. He said the ongoing maintenance costs

and future capital spending requirements cannot be quantified or overestimated. Jenkins said he feels it would require a tremendous time commitment from White Salmon's small city government. He said there are other meeting spaces available in White Salmon and Bingen.

John and Laura Cheney, White Salmon said they feel it would be a bad investment to purchase the Walker House for a number of reasons: the age of the building which was built in 1890; the age of the plumbing/electrical systems in the house; the large number of small rooms; difficult access to the state highway from sloping access from Garfield during winter time; expenses in bring the house to ADA requirements for commercial use; parking is extremely limited; incompatible use in a residential area; difficulty in sustaining mortgage payments of roughly $119,000 per year; unknown costs for creating spaces for expected or anticipated uses; questionable revenue stream to support maintenance and operations of the building without adding increased costs to be paid by taxpayers; and increased traffic on existing streets. They said they appreciate the historic nature of the home as a well-known landmark and appreciated Margaret Walker's heart felt civic nature. They said they believe the city would better serve its residents by dealing with the fundamentals of city maintenance such as improving streets, sidewalks, stormwater, etc. which should be the overwhelming objective of the City Council.

Barbara Bailey, White Salmon said she is excited that White Salmon is thinking about where and how the community might come together, to gather and to meet a variety of needs. She said she does not oppose the $50,000 budget for due diligence but am concerned that the proposal is more opportunity-driven rather than needs-driven and could be a financial straining limiting the city going forward. Bailey said she feels that given the nature of the historic home, the start-up costs and maintenance year after year will eventually dwarf the purchase price. She said there may be other partners among the non-profits that could be thoroughly explored. Bailey said the community needs a dog park, among other things and hopes the city council will prioritize needs and see how many of those could be fulfilled by the Walker house before deciding on a purchase that may cut the city's financial flexibility dramatically for years to come.

Tao Berman, White Salmon said he thinks the purchase of the Walker House is a poor decision for financial reasons. He asked the city council if the purchase is the best way to spend city funds. Berman asked how and who will maintain the facility. He said he feels it is a large liability and that the cost is too great for evening spending the $50,000 for due diligence.

Felton Jenkins, White Salmon asked the council how listening comments will factor in the real estate agreement that has already been signed. He asked if the city has a business plan and how it intends to move forward with this project.

Marla Keethler, Mayor said that the city council was hoping to bring in more comment on this topic which the listening session has already provided. She said that the due

diligence period will allow the city to pursue answers to many of the questions that have been asked. Keethler said this will not be the only opportunity for public input.

V. Presentations

A. Native American Heritage Month

Two videos produced by the Confluence Project were presented:

- Wilbur Slockish: The People Said 'We Already Had Those Rights'
- Wilbur Slockish: "Water is the Giver of Life"

Wilbur Slockish Jr, the chief of the Klickitat Tribe and member of the Confederated Tribes and the Bands of the Yakama Nation, has dedicated his life to fighting for the rights of his people to clean water, health, and the natural resources on which their culture depends. In 1982, Slockish was arrested along with David Sohappy Sr. and three other Native men for "illegally" fishing and selling their catch from their home along the Columbia River, a case now known as "Salmonscam." A story of courage in the face of injustice—and an example of conservation policy gone wrong—their trials gained international attention and became a symbol of the struggle to defend the treaty rights and human rights of Indigenous Peoples. Since his release from prison, Slockish has worked to ban the storage of nuclear waste on the Yakama Reservation and has served as a commissioner on the Columbia River Inter-Tribal Fish Commission, a consortium of treaty tribes dedicated to saving salmon and restoring their habitat in the Columbia Basin. Moderated by Professor Andy Fisher, this two-part event will include a screening of the *River People: Behind the Case of David Sohappy* film followed by a discussion with Wilbur Slockish Jr. reflecting on the legacy of "Salmonscam" and his lifelong commitment to protecting the treaty rights and water resources of the River People.

B. 2022 Preliminary Budget

Jan Brending, Clerk Treasurer provided an overview of the 2022 preliminary budget.

C. Proposed Water Rate Increase

Jan Brending, Clerk Treasurer provide information regarding a proposed base water rate increase for 2022. She stated the increase for base fees is being recommended which cover operations and maintenance costs, debt service costs, and capital reserve contributions. She said the proposed rate increase is 5% above the scheduled 2022 rates.

VI. Business Items

A. Right-of-Way Permit Application – Mark Lemley, 154 NW Garfield Avenue

Jan Brending, Clerk Treasurer presented information on the request for a Type D right-of-way permit by Mark Lemley for property located at 154 NW Garfield Avenue. She said Lemley proposes to remove a dilapidated retaining wall and sidewalk constructing a rock retaining wall with steps to Garfield Street. Brending said this is in the Garfield

right-of-way that will be reconstructed next spring. She said there are no plans to construction a sidewalk on the west side of Garfield.

Mark Lemley provided additional information regarding the proposed construction that would take place. He said he does not think 6 feet into the right-of-way is necessary that the project could possibly done with 4 feet.

Joe Turkiewicz, Council Member asked what public benefit there would be in allowing the retaining wall to be constructed within the right-of-way. He also said that International Building Code may have requirements related to the steps and the need for a handrail. Turkiewicz said he is not sure there is a way for the city to provide for an exception to allow the permit.

Pat Munyan, City Administrator reviewed topographic challenges with the property and noted that there has been an encroachment of 4 feet for years. He said the Garfield reconstruction project is not able to accommodate a sidewalk on the west side of the road due to topography and ADA issues.

Mark Lemley noted the current sidewalk does not meet codes.

Brendan Conboy, Land Use Planner said he is concerned about placing permanent structures within the city's rights-of-ways.

Jason Hartmann, Council Member said he appreciates Joe Turkiewicz' comments and also has concerns about the precedent that might be set by approving the right-of-way permit.

Jim Ransier, Council Member asked what options are available to Lemley.

Jan Brending, Clerk Treasurer said he can move the retaining wall onto his property.

Mark Lemley said there have been a lot of moving parts to the project due to the Garfield reconstruction project. He said it has been difficult determining the final grade of the road. He said that if he has to stay on his property he will not touch the existing sidewalk and retaining wall.

Pat Munyan, City Administrator noted that it is not uncommon to allow landscaping between a property and the city's right-of-way improvements. He said the question is does landscaping include a retaining wall.

Brendan Conboy, Land Use Planner said there is distinction between landscaping and permanent structure.

Jim Ransier, Council Member asked if the proposal would be to the city's benefit.

Pat Munyan, City Administrator noted the existing retaining wall was not built by the city.

David Lindley, council Member said that landscaping into the city right-of-way has caused problems in the past when the city then needs to use the right-of-way.

Pat Munyan, City Administrator stated there is no plan to replace the sidewalk on the west side of Garfield. He said the existing sidewalk is a current liability and the property owners are responsible for maintenance. Munyan said if the city needs to use the right-of-way it would be the property owner's expense to remove any items within the right-of-way.

Marla Keethler, Mayor said she feels that maintenance of concrete sidewalks within the city's right-of-way should fall to the city.

Bill Hunsaker, Fire Chief/Building Official said the building codes determine what constitutes a structure. He said he believes the proposed retaining wall as presented would require engineering to show that it will not fail.

Jason Hartmann, Council Member said he continues to have concerns about allowing things within the right-of-way and asked what is the public good for allowing the right-of-way permit. He said he is concerned with the permanence of the structure and the precedent allowing it would set.

David Lindley, Council Member said he feels the rock wall needs to be on the property and the city can deal with the derelict sidewalk.

Moved by Jason Hartmann. Seconded by Joe Turkiewicz.
Motion to deny right-of-way permit application submitted by Mark Lemley for 154 NW Garfield. Motion carried 3 to 1 with the following vote: Hartmann – Aye, Lindley – Aye, Ransier – Nay, Turkiewicz – Aye.

B. Snow Plow Policy

Russ Avery, Public Works Operations Manager reviewed the proposed changes to the Snow Plow Policy and map. He said "Priority 3" will be deleted from the policy and map. Avery said streets under Priority 3 and Non-Plowed Streets that will be moved to Priority 2 are:

- NW Academy Street
- NW Cherry Street
- County View Road (within city limits)
- Waubish Street
- NW Achor Avenue
- NW Michigan Avenue (except for portion that will be closed from NW Academy south to where Michigan levels out due to its steepness)

He said snow will be plowed to the center of Jewett Blvd instead of being plowed into the parking areas on the north and south sides of the street. Avery said the alley located immediately north of the Fire Hall from Church Street to Estes will be identified as a Priority 1 street for plowing and Sophie Lane and Champion Lane will be added as Priority 2 streets.

Staff noted that Center Place will also be added as a Priority 2 street – noting this information was not included in the agenda memo.

Moved by Jim Ransier. Seconded by David Lindley.
Motion to accept proposed changes as presented in the November 3 agenda memo including adding Center Place as a Priority 2 street. Carried 4-0.

VII. Reports and Communications

A. Department Heads

Bill Hunsaker, Fire Chief/Building Official said the Fire Department now has a Facebook page and have been posting safety messages and information regarding volunteer recruitment. He said his Assistant Fire chief is retiring and he will be looking to fulfill that position and recruit additional volunteers. Hunsaker said Klickitat County Fire District 3 has hired a new training officer. He said the building department has been busy and he is working on code enforcement issues.

Russ Avery, Public Works Operations Manager provided an update on the Childs Reservoir landslide issue. He said the debris has been removed and staff is working on a plan to prevent the debris coming down into the reservoir area that includes annual maintenance and installing chain link fencing flat against the ground to hold the debris back. Avery said the White Salmon River pilot study is complete and the city is waiting on the results. He said staff will be installing the Seasons Greeting sign on Sunday and the remainder of the ornaments during the week.

Pat Munyan, City Administrator said he is working on a follow-up letter to the Department of Natural Resources regarding the easement language.

Brendan Conboy, Land Use Planner said he has been working on developing a tree ordinance in consultation with David Lindley and Ashley Post. He said he continues to work on the short-term rental codes with the Planning Commission with a meeting on November 10. Conboy said the proposed regulations will come to the city council after that. He said he is also working on updates to Title 16, 17, 18, and 19. Conboy said the transportation planning process is underway and the city should be receiving an engagement plan soon. He updated the city council on the Complete Streets application process.

Jan Brending, Clerk Treasurer said public hearings are scheduled for November 17 on the 2022 budget and property taxes and on the proposed water rate increase. She said she is also working on budget amendments to the 2021 budget which will be presented

at the December 1 council Meeting. Brending noted there are a number of agreements and contracts that will need to be updated before the end of the year.

B. City Council Members

David Lindley, Council Member said the Personnel and Finance Committee met on November 1 to review the proposed 2022 budget. He said he is looking forward to the narrative component of the budget. Lindley said he has also been working with Brendan Conboy on the tree ordinance.

Jason Hartmann, Council Member said he appreciates the work that has been put into developing the 2022 budget. He reminded the city council of the upcoming MCEDD Economic Symposium on Friday, November 5.

Jim Ransier, Council Member said the Community Development Committee did not meet in October but will meet in November. He said the CityLab Board held its first meeting. Ransier said the Board will review the budget at their next meeting.

C. Mayor

Marla Keethler, Mayor said staff is meeting with Underwood Conservation District regarding stormwater to discuss collaboration on the issue. She noted that the Lodging Grant Application is still open and closes on November 8. Keethler said staff is working to implement the Voyent Alert system and hope to be communicating with the community through the system by the end of the year. She said meetings with state representatives and senators continue regarding the new bridge. Keethler noted that the city has extended to members of the CityLab Board the opportunity to register for some upcoming webinars regarding climate change. She said the budget narrative will be released next week.

VIII. Executive Session (if needed)

There was no Executive Session held.

IX. Adjournment

The meeting adjourned at 8:06 p.m.

Marla Keethler, Mayor

Jan Brending, Clerk Treasurer

File Attachments for Item:

A. Preliminary 2022 Budget

1. Presentation

2. Public Hearing

AGENDA MEMO

Needs Legal Review: No
Meeting Date: November 17, 2021
Agenda Item: Proposed 2022 Budget
Presentation: Marla Keethler, Mayor and Jan Brending, Clerk Treasurer

Action Required
No official action is required at this time relating to the adopting of the proposed 2022 budget.

Proposed Motion Options
None.

Explanation of Issue
Attached is the 2022 Budget Narrative and the 2022 Budget Summary. The line item detail is provided in the “Supporting Documents” section online.

A public hearing is scheduled on November 17 with a final public hearing to be held on December 1, 2021 with proposed action on the budget at that meeting.

The budget is balanced and ending cash balances meet the city’s financial policy requirements. The budget demonstrates the need for a 1% increase (as allowed by law) in property taxes.

Recommendation of Staff/Committee
No recommendation at this time.

CITY OF WHITE SALMON

PROPOSED BUDGET

FISCAL YEAR 2022

AS OF NOVEMBER 10, 2021

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Mayor's Message for the 2022 Budget

To: City of White Salmon City Council and Residents of White Salmon

It is with great appreciation, as well as introspection, that I submit the 2022 budget. We are spending the people's money, and I don't take that responsibility lightly.

The tumult that 2021 brought to civic engagement and governance forced a reckoning for me, as an American and a public servant, about the roles of government and its residents. For our community, the hope at the outset of 2021 felt challenged by forces well beyond our boundaries: an insurrection at the United States Capitol, a challenge to the integrity of our democratic processes, our collective inability to unite against the shared enemy of the ongoing Covid-19 pandemic, and growing pessimism and distrust for anything associated with government.

These forces combined felt like a direct juxtaposition to the hard work and achievements happening on the ground in our community throughout the year. Among the many highlights were:

- A Comprehensive Plan that envisions a diverse, inclusive and prosperous White Salmon;
- Staff and elected official education on implicit biases and training to serve in a way that counteracts them;
- A resolution acknowledging the effects of climate change and creation of a citizen-led board to review proposed policies and City Hall operations to ensure climate-conscious and community-centered approaches (including the purchase of our first hybrid vehicle for BWSPD);
- White Salmon's first selection for a statewide AWC scholarship, awarded to 2021 CHS graduate Jacob Lockman, reinforcing the the importance of supporting our youth's academic aspirations;
- Implementing a form-based system for residents to submit street and litter complaints;
- Continued broad-scale compliance with pandemic restrictions, confirming our community's commitment to the health and safety of our most vulnerable members and the ability of our businesses to maintain operations;
- The noticeable beautification of our parks and downtown areas by our Public Works team, as well as their continued creativity and resilience in maintaining an aging water delivery system that brought its fair share of challenges;
- Community members eager to man cooling stations during rolling heat waves this summer;
- The coordinated, quick, and effective response to a wildfire in city limits among multiple agencies;
- And hiring a land-use planner after an extensive nationwide search that attracted applicants who saw the promise and possibility of our community.

With these milestones and so many others, the negative generalizations were challenged by individuals who consciously and intentionally worked for positive change. As Mayor, I seek to answer this question with our 2022 budget:

> How do we continue to face our challenges with an innovative approach that is guided not only by our community's needs and limitations, but also our aspirations?

Finding the best answer to that question isn't a dream, it's a necessity. The reality of municipal budgets in Washington State is that there is only so much revenue we can grow into, while also balancing the core obligations of being an employer and provider of essential services. We must find ways to do both.

I strongly believe that at our city's level we have an advantage that is usually absent in the higher levels of government: the imagination, creativity, and vision that elected officials bring to the table when they are focused on serving their community in a non-partisan, minimally compensated fashion. Balancing that imagination with the realities of our operations is the challenge for a city like White Salmon.

Therefore, the recognition that White Salmon as an entity is a significant employer is front and center in this budget. In a year that brought sharp increases in the cost of living, we responded appropriately with compensation adjusted to be reflective of that dynamic, as well as support long-term growth possibilities for the individuals working on behalf of our community. We also want to set individuals up for success, and this budget accounts for overlap in the transition to a new Clerk/Treasurer as Jan Brending retires after more than 30 years of public service. On spreadsheets that means increased personnel costs. In reality, these are intentional investments in the people that keep this city running.

This budget also reinforces that the administration expects the roles and focus of our employees to be driven by the vision and direction of the elected leadership. The direction given by this council for 2022 focuses on these key areas:

- Public safety and hazard preparedness
- Ensuring residents receive quality, cost-effective services that maintain a sense of community
- Developing and implementing effective communication and outreach
- Reducing food waste at landfills and improving collection of recyclables
- Investing in and strengthening efforts on supporting attainable housing development

I believe this proposed budget emphasizes these areas.

It's important to call out that the dynamic housing market this year meant yet another stressor to the ongoing struggle of achieving affordable housing. However, it also created a significant increase in the real estate excise tax, which is appropriated towards investments in municipal capital improvements. Translating that abundance into investments that are felt by many community members is guided by the council's desire to "invest in existing parks to improve amenities and increase citizen use." Therefore an allocation is directed specifically towards improvements to our playground equipment in Rheingarten, on which this council has been passionately focused for years.

Housing for all continues to be a priority focus for my staff and me, and we are aware of the council's and community's expectations that the planning and discussions translate into action. While a specific housing project is not in this budget, I am confident we will deliver further on this issue in 2022. That means a focus on code updates, stronger alliances with organizations and developers in the affordable housing sector, and city investment, when applicable, to deliver on the needs of the community.

Last year, our budget asked the council to invest in a vision by our police department for a more community-centered approach to policing, especially regarding calls that required assistance for mental health crises. That visionary investment by the council resulted in commitments from other organizations to invest in further supporting this approach, showing how leadership can serve as a lighthouse leading other organizations to follow its ray of possibility, and continues to build into 2022. In addition, as we prepare to implement body cameras on all officers as part of House Bill 1223, the budget reflects a new part-time position for the police department to manage that data.

It must also be acknowledged there are visionary ideas currently before the council that aren't reflected in this budget. Namely the purchase of what is known as the Walker House (originally Rudolf Lauterbach's home) as a community gathering and event space, as well as the city's acquisition of Hwy 141. Both propositions were spurred by a desire to envision what will sustain White Salmon as a viable village-like community in the future and seeing the potential of these local investments to realize broader gains for local businesses. Whether these proposed investments are endorsed by elected leadership remains to be seen, but the mere fact that the council is exploring such forward-thinking ideas reinforces the leadership style I aspire to achieve: one where passion flows into policymaking, challenging the notion that things are pre-determined, in a rut, or settled.

We are but a small piece of the larger pie that constitutes the United States of America, but in many ways our strong civic government and civic engagement feels like a statement against the hyperbole at higher levels. As we work together for the common good, we are proving the experiment of a democratic republic can succeed in benefitting its people.

It is with honor that I continue to humbly accept the charge of running the city responsibly and with purpose. I also graciously ask to be held accountable and challenged to see issues from other viewpoints.

In closing, I would like to express my respect and gratitude to my Department Heads: City Administrator Pat Munyan, Clerk/Treasurer Jan Brending, Public Works Manager Russ Avery, Land Use Planner Brendan Conboy, Police Chief Mike Hepner, and Building Inspector and Fire Chief Bill Hunsaker. Their continued patience in navigating the ongoing Covid-19 pandemic, as well as their daily leadership and ingenuity in serving the city has been greatly appreciated.

Mayor Marla Keethler

White Salmon City Council

Mayor	Marla Keethler
Council Position Member #1	Ashley Post
Council Member Position #2	David Lindley
Council Member Position #3	Jason Hartmann
Council Member Position #4	Jim Ransier
Council Member Position #5	Joe Turkiewicz

White Salmon Department Heads

City Administrator	Patrick Munyan, Jr.
Clerk Treasurer	Jan Brending
Police Chief	Mike Hepner
Fire Chief/Building Official	Bill Hunsaker
Operations Manager	Russ Avery
Land Use Planner	Brendan Conboy

White Salmon City Committees

Personnel and Finance Committee
Jason Hartmann, Chair
David Lindley
Scott Clements

Community Development Committee
Jim Ransier, Chair
Joe Turkiewicz

City Operations Committee
Jason Hartmann, Chair
Ashley Post

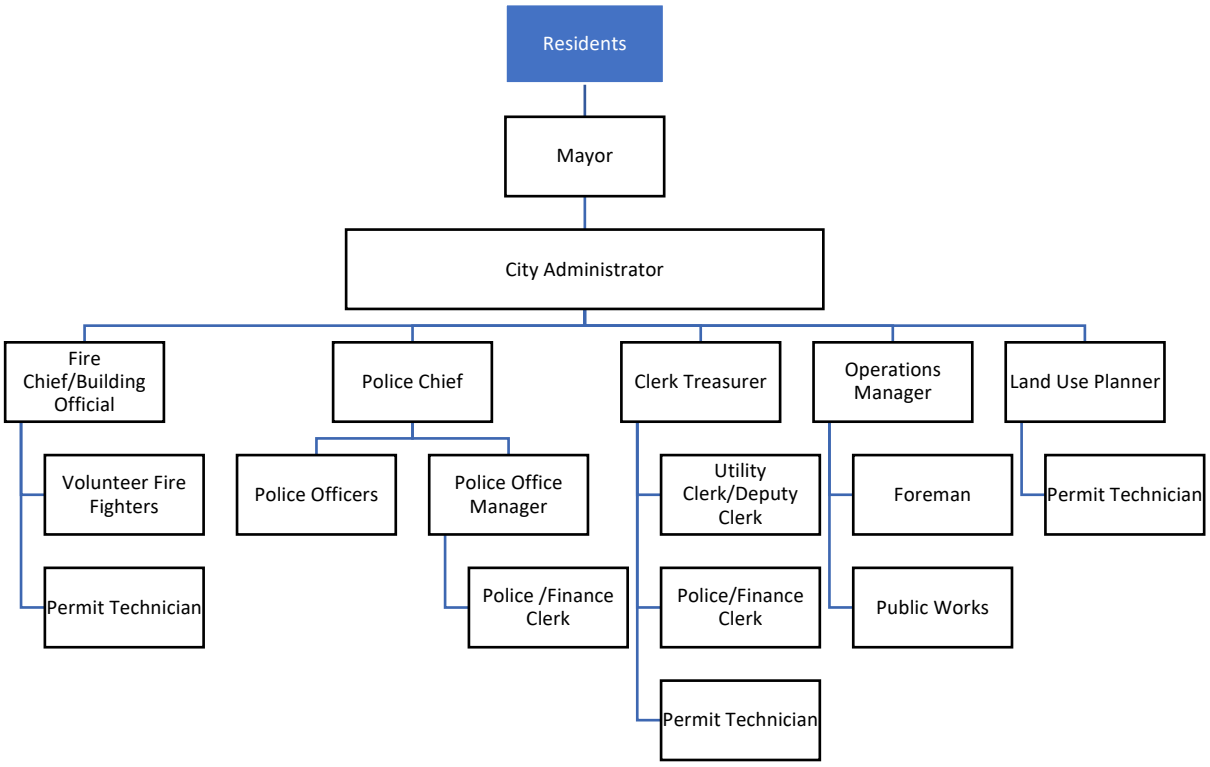
Tree Board
David Lindley, Chair
Ashley Post
Karen Black Jenkins
Becky Williams
Virginia Hartnett

Lodging Tax Advisory Committee
Joe Turkiewicz
David Dierck
Tammara Tippel
Julie Burgmeier
Bruce Manclark

CityLab Board
Jim Ransier
Kalama Reuter
Peter Fink
Ruth Olin
Kate Bennett

School Liaison
Jason Hartmann

City Organization Chart



Accounting Policies and Fund Structure

The City of White Salmon was incorporated on June 3, 1907 and operates under the laws of the state of Washington applicable to a class three, non-charter code city with a Mayor-Council form of government. The city is a general purpose local government and provides public safety, fire prevention, street improvement, parks and recreation, water, wastewater collection, and general administrative services.

The city reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

Financial transactions of the government are reported in individual funds. The following fund types are used:

GOVERNMENTAL FUND TYPES

General Fund (001 Current Expense)
This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

101 Street Fund
This fund is the operating fund for the management of the city's streets.

107 Pool Fund
This fund was the operating fund for the management of the city's pool. This fund was closed in 2020 with funds transferred to the Current Expense Fund (originating fund for sources of monies).

Special Revenue Funds
These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

These funds are as follows:

110 Fire Reserve Fund – This fund is used for the purchase of equipment and other capital items associated with and used in the fire department.

112 General Reserve Fund – This fund is used for emergency purposes as determined and approved by the city council. Monies held in this fund are not to be used for recurring costs, general operating costs or planned capital items. The funds may be used for interfund loans provided that the interest rate is a

minimum of two percentage points above the Local Government Investment Pool earning rate and the loan must not exceed a payback period of five years, however it is recommended to not exceed 3 years.

121 Police Vehicle Reserve Fund – This fund is used for the purchase of vehicles and equipment for use in the police department.

303 Hotel/Motel Taxes – This fund is used for tourism promotion, acquisition of tourism-related facilities, or the operation of tourism-related facilities. Funding comes from a 2% lodging tax.

307 New Pool Construction Fund – This fund was established to hold moneys collected by donations, grants, loans or bonds for the construction of a new pool. The monies currently held in this fund are donations. It is the intent of the city, through an Intergovernmental Agreement, to turn the funds over to the White Salmon Valley Pool Metropolitan Park District for construction of a new pool.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

108 Municipal Capital Improvement Fund – This fund is used for capital improvements to the city as designated by the city council.

PROPRIETARY (ENTERPRISE) FUND TYPES
These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

401 Water – This fund is the operating fund for the city's water system. All operations and maintenance costs are provided for in this fund. Separate "managerial" funds have been established for capital improvements and debt as provided below.

408 Water Reserve Fund – This fund is used for keeping track of revenues and expenditures for large capital projects.

412 Water Rights Acquisitions Fund - The monies in this fund are used to repay principal and interest related to the debt for acquiring water rights.

412 Water Bond Redemption Fund - This fund is used for repayment of principal and interest related to bonds issued for debt to fund water capital improvements. The city is repaying three bonds from this fund: USDA Tohomish Street, USDA Jewett Blvd., and Berkadia – 1981 Water/Sewer Bonds.

415 Water Bond Reserve Fund – Bond documents require the city to have a water bond reserve fund that establishes a certain level of funding. The purpose of this fund is to have monies available in the case that revenues from the water department are not enough to cover bond payments due.

418 Water Short Lived Asset Reserve Fund – Bond documents require the city to have a water short lived asset reserve fund and those documents establish a certain threshold for monies to be transferred from the water fund. The city may also transfer additional funds to be used for the purchase of short-lived assets when it determines is necessary. For example, the city is currently replacing existing water meters with radio read water meters and has been transferring additional funds each year to cover the costs of these meters. Transfers for this fund have been increased in 2020 to meet the requirements of the city's new USDA Rural Development loan.

420 USDA Rural Development Jewett Water – This fund is established per requirements of USDA Rural Development to cover the revenues and expenditures associated with the Jewett Water Main Improvements capital project. Future principal and interest payments for the debt incurred for this project will be repaid through the 412 Water Bond Redemption Fund.

402 Wastewater Fund – This fund is the operating fund for the city's wastewater system. The city contracts with the City of Bingen for the treatment of wastewater. The costs associated with that contract are included in this fund. Separate "managerial" funds have been established for capital improvements and debt as provided below.

409 Wastewater Reserve Fund - This fund is used for keeping track of revenues and expenditures for large capital projects.

414 Wastewater Redemption Fund - This fund is used for repayment of principal and interest related to bonds issued for debt to fund wastewater capital improvements. The city is repaying one bond from this fund: Berkadia – 1981 Water/Sewer Bonds.

417 Treatment Plant Reserve Fund – This fund holds monies as required by an intergovernmental agreement with the City of Bingen to be used for capital improvements to the City of Bingen wastewater treatment plant or, as agreed upon by the two cities, main transmission lines that transmit wastewater from the City of White Salmon to the City of Bingen.

FIDUCIARY FUND TYPES

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of others.

601 Remittances – These funds are sent to the City of White Salmon from West District Court. The funds belong to the State of Washington and Klickitat County and are the result of charges and fines assessed by West District related to City of White Salmon cases. The funds are transmitted to the State of Washington and Klickitat County in total each month. In addition, the city collects state fees associated with building permits. These fees are also transmitted to the city on a monthly basis.

Financial Policies

The City of White Salmon adopted financial policies in 2012 via Resolution 2012-07-349. These policies are summarized below.

General Budget Policies
The general budget policies provide overall direction to the formulation and management of the city's budget. These policies also provide direction on fund balances. The policy requires that all operating funds (Current Expense, Street, Water and Wastewater) have a minimum ending fund balance (beginning fund balance) of 10% of its operating expenditures (by fund). In additional, capital improvement funds are required to have a minimum of 15% ending fund balance (beginning fund balance) as related to the originating operating fund.

Revenue Policies
The revenue policies provide direction to the city in maintaining a diversified mix of revenues in order to maintain needed services during periods of declining economic activity and factors to consider when the city's taxes or charges for services are increased, extended, changed or reduced.

Operating Policies
The operating policies provide that ongoing resources should be equal to or exceed ongoing expenditures. One-time funds, transfers and non-recurring receipts may be applied to reserves or to fund one-time expenditures. They are not to be used for funding ongoing programs.

Purchasing and Expenditure Control
The purchasing and expenditure control policies provide that expenditures should be related to a public purpose and are reasonable in the amount and nature.

Contract Management
The contract management policies provide direction as to when and how contracts should be issued. In addition, the city adopted a Procurement Policy via Resolution 2012-07-348.

General Ledger Accounts
The general ledger accounts policy provides for a petty cash fund and how that fund is restored periodically. In addition, the policy provides for how new revenue and expenditure accounts are authorized.

Debt Policy
Debt policy is established through the city's adopted financial policies. These policies address a variety of debit that is available to the city including revenue bonds, local improvement district (LID) debt, short-term debt and interim financing, lines of credit, bond anticipation notes, and limitation of indebtedness.

Investment
The investment policy provides direction as how to manage the city's total cash and investments.

Intergovernmental Revenues and Relations Policies
The financial policies provide direction related to the receipt of grants from other governmental agencies.

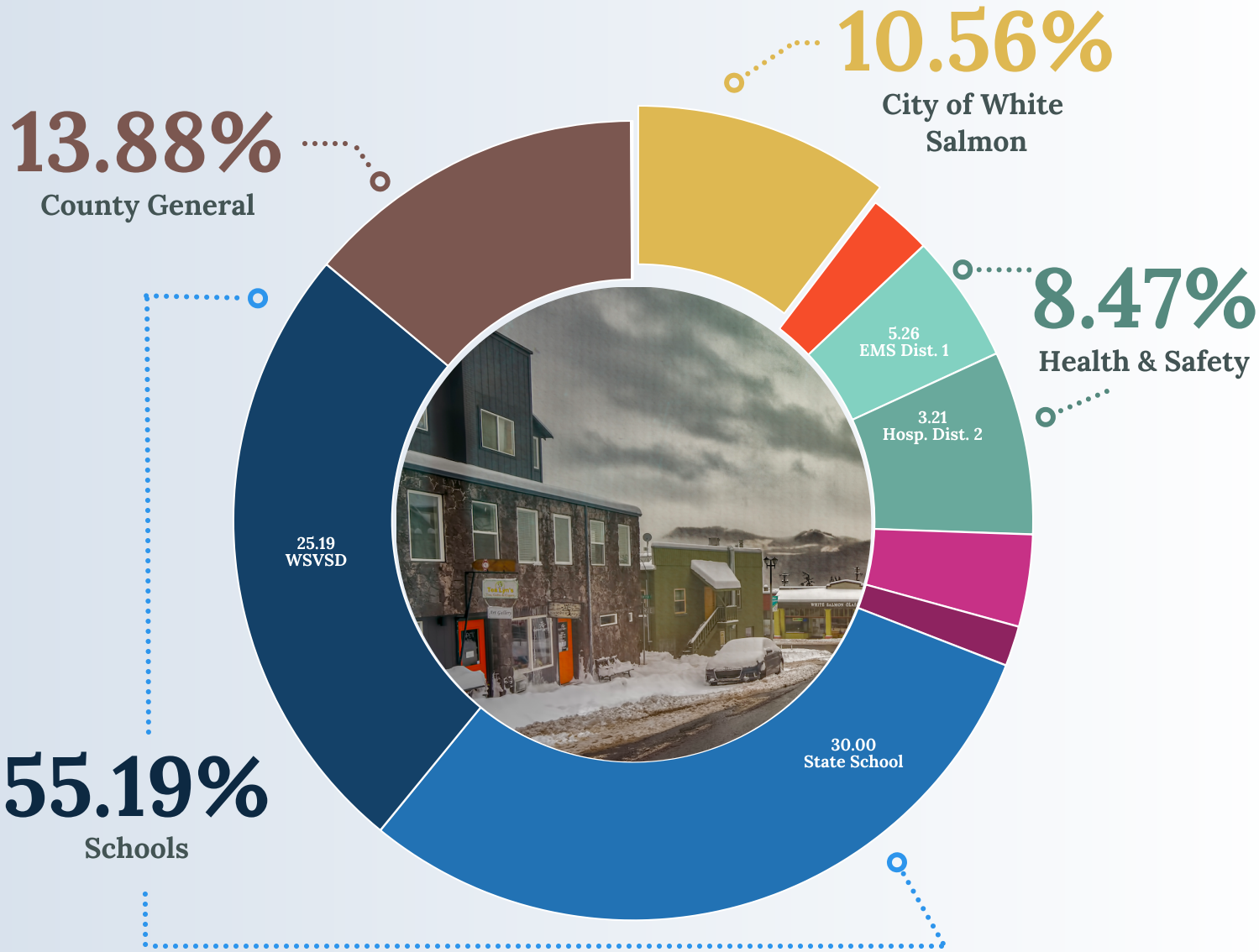
Accounting, Auditing, and Financial Reporting Policies
These policies provide that the city will maintain its accounting records in accordance with state and federal laws and regulations.

Fixed Assets
The financial policies provide direction to the definition of fixed assets and capitalization of those assets.

Financial Planning Policies
The policies provide direction in developing a financial forecast that estimates resources and expenditures for both operational and capital funds.

Overhead Cost Allocation
The policies provide direction on how overhead cost allocation is calculated.

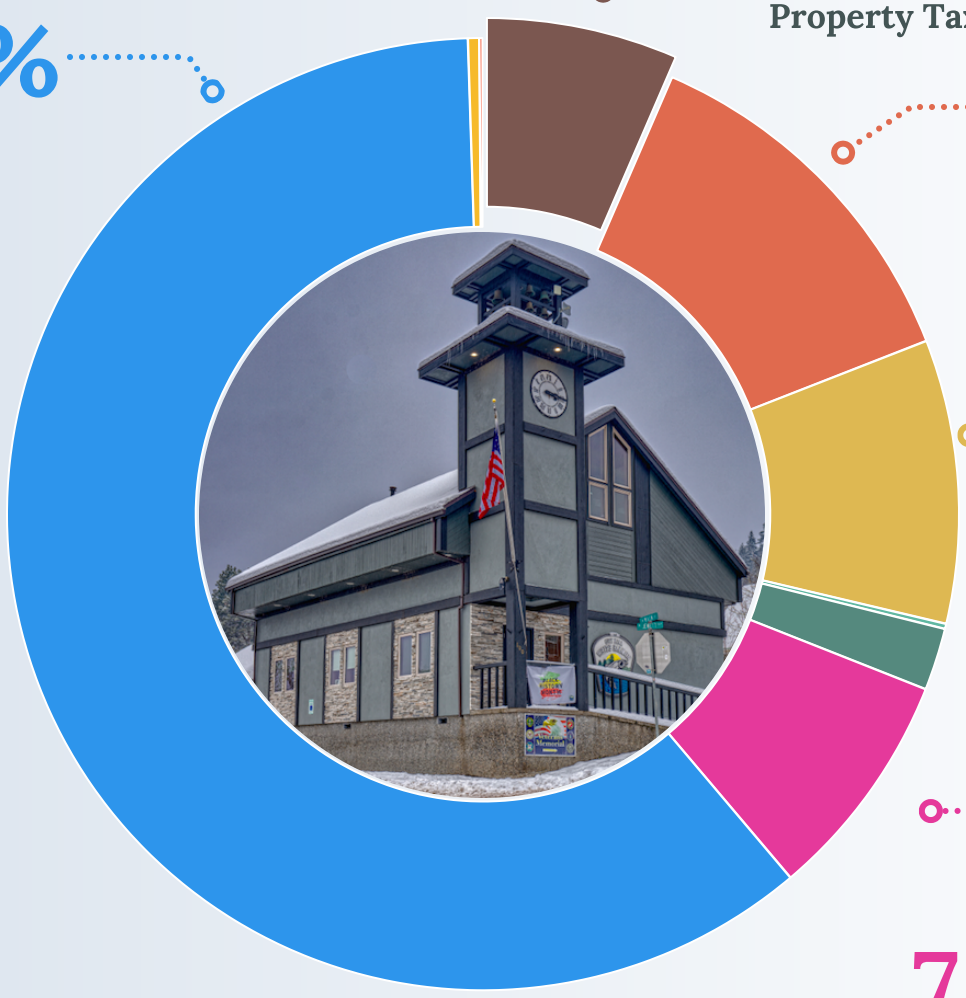
2021 Property Taxes



WS Valley Metro Park District: 2.59%
Library District #1: 3.73%
Port District #3: 1.62%
Cemetery District #1: 0.08%

Source: City of White Salmon

2022 Preliminary Operating & Maintenance Revenue



60.67% Charges for Services

6.50% Property Taxes

12.57% Utility Taxes

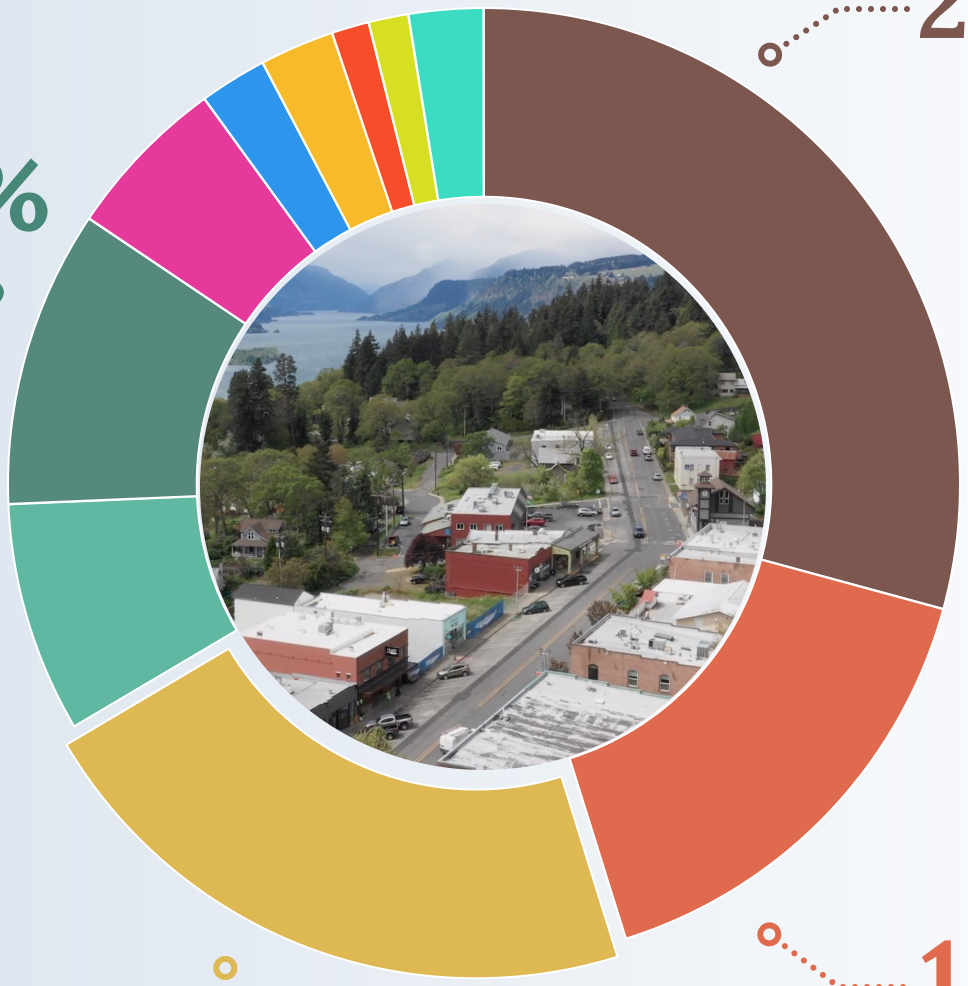
9.64% Sales Taxes

7.82% State Revenue

Misc. Taxes: 0.17%
Licenses & Permits: 2.12%
Misc. Revenues: 0.38%
Fines & Forfeitures: 0.12%

Source: City of White Salmon

2022 Preliminary Operating & Maintenance Expenditures



Planning: 5.58%
Fire: 2.29%
Building: 2.53%
General Govt: 1.28%
Human Resources: 1.36%
Parks: 2.53%

Source: City of White Salmon

2022 Council Priorities

The below chart highlights allocations in the proposed budget that either directly align with or realize goals within the Priority Areas determined by City Council.

Invest in & Strengthen Attainable Housing Efforts

- Code updates
- Rollout of CDBG home rehab program
- Implement STR regulations
- Pursue funding mechanisms to support housing projects/efforts

Public Safety & Hazard Preparedness

- Part-time clerical position for BWSPD
- Readerboards for community-wide alerts
- Increased fire preparedness & mitigation outreach

Increased Communication & Outreach

- Rollout of citizen notification app
- Continued website improvements

Support for Businesses & Downtown Core

- Downtown seasonal decor
- Administration LT grants
- Annual crosswalk painting

Reduce Food Waste at Landfills; Improve Collection of Recyclables

- Pursue recycling bins instead of bags

Deliver Quality, Cost-Effective Services

- New playground equipment at Rheingarten Park
- Increased code enforcement
- Consulting services for Planning Department
- Water System Plan update
- 14-inch main transmission line phase I/phase II progress
- Pursuit of partnerships for E/V charging stations in town
- Manhole replacements (carryover 2021)
- Repaving Jewett Blvd & Patton Lane (carryover 2021)
- SCADA equipment replacement
- Implementation of GIS
- Garfield Street & roundabout construction (carryover 2021)

Operating Budgets

001 Current Expense – Proposed Revenue

Type of Resources	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
Taxes	1,243,470.73	1,379,478.32	1,403,848.32	1,421,092.00	1,508,148.00
Licenses & Permits	119,472.67	146,249.68	108,252.48	132,243.00	136,068.00
Intergovernmental Revenue	150,166.07	77,567.10	200,130.45	459,176.00	450,472.00
Charges for Goods and Services	666,211.92	670,199.38	687,430.59	730,016.00	735,381.00
Fines and Penalties	14,774.87	11,259.59	6,975.37	22,587.00	7,840.00
Miscellaneous Revenues	16,503.91	35,209.13	18,723.40	12,044.00	9,223.00
Transfers/Non Revenues	124,542.81	255,235.55	64,473.55	2,915.00	0.00
Total	**2,335,142.98**	**2,575,198.75**	**2,489,834.16**	**2,780,073.00**	**2,847,132.00**
Beginning Cash	424,916.11	360,709.17	800,111.35	868,656.00	901,590.00
Total Revenue	**2,760,059.09**	**2,935,907.92**	**3,289.945.51**	**3,648,729.00**	**3,748,722.00**

001 Current Expense – Proposed Expenditures by Department

Department	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
Finance	789,995.85	451,549.77	450,513.60	487,067.00	576,808.00
Central Services (HR)	55,902.24	49,608.86	67,529.88	72,712.00	77,809.00
General Government	148,401.53	105,356.66	123,131.75	244,247.00	106,986.00
Building	110,842.09	117,088.74	119,065.22	128,686.00	144,551.00
Community Services	6,568.28	6,813.98	130,567.59	98,700.00	763,188.00
Planning	171,179.02	229,677.07	197,024.33	218,710.00	318,878.00
Park	70,565.63	109,512.76	172,918.05	280,726.00	144,799.00
Police	848,357.74	962,728.85	986,271.89	1,070,233.00	1,217,455.00
Fire	197,537.54	103,459.88	174,267.43	179,763.00	130,713.00
Total	**2,399,349.92**	**2,135,796.57**	**2,421,289.74**	**2,780,844.00**	**3,481,187.00**
Ending Cash	360,709.17	800,111.35	868,655.77	867,885.00	267,535.00
Total Expenditures	**2,760,059.09**	**2,935,907.92**	**3,289,945.51**	**3,648,729.00**	**3,748,722.00**

001 Current Expense – Proposed Expenditures by Type of Expenditures

Type of Expenditures	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
Personnel	1,101,149.80	1,269,353.58	1,351,579.55	1,433,275.00	1,770,498.00
Supplies	61,417.86	66,930.96	169,291.78	86,422.00	76,150.00
Services & Charges	631,639.99	687,230.86	669,598.86	996,631.00	1,558,539.00
Operating Transfers	591,522.00	27,108.00	134,000.00	127,201.00	60,000.00
NonExpenditures (Clearing)	-1,351.42	3,740.68	451.19	0.00	0.00
Capital Purchases	14,971.69	81,432.49	96,368.36	137,315.00	16,000.00
Total	**2,399,349.92**	**2,135,796.57**	**2,421,289.74**	**2,780,844.00**	**3,481,187.00**
Ending Cash	360,709.17	800,111.35	868,655.77	867,885.00	267,535.00
Total Budget	**2,760,059.09**	**2,935,907.92**	**3,289,945.51**	**3,648,729.00**	**3,748,722.00**

101 Street Fund – Proposed Revenue

Type of Resources	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
Taxes	276,610.35	346,701.57	307,924.05	333,773.00	346,710.00
Licenses & Permits	0.00	0.00	0.00	0.00	0.00
Intergovernmental Revenue	435,358.02	295,695.13	130,231.42	61,192.00	400,502.00
Charges for Goods and Services	0.00	0.00	0.00	0.00	0.00
Fines and Penalties	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	998.54	14,698.44	680.73	600.00	0.00
Transfers/Non Revenues	17,800.00	0.00	0.00	97,201.00	200,000.00
Total	**730,766.91**	**657,095.14**	**438,836.20**	**492,766.00**	**947,212.00**
Beginning Cash	199,393.60	117,999.01	90,217.14	193,269.00	85,258.00
Total Revenue	**930,160.51**	**775,094.15**	**529,053.34**	**686,035.00**	**1,032,470.00**

101 Street Fund – Proposed Expenditures by Type of Expenditures

Type of Expenditures	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
Personnel	167,680.44	166,757.10	199,430.62	217,270.00	235,909.00
Supplies	27,025.63	27,926.01	23,657.78	43,100.00	36,300.00
Services & Charges	108,591.45	84,588.21	81,185.88	291,906.00	175,631.00
Operating Transfers	100,000.00	258,677.61	0.00	0.00	0.00
NonExpenditures (Clearing)	0.00	0.00	0.00	0.00	0.00
Capital Purchases	408,863.98	146,928.08	31,510.83	68,501.00	533,709.00
Total	**812,161.50**	**684,877.01**	**335,785.11**	**620,777.00**	**981,549.00**
Ending Cash	117,999.01	90,217.14	193,268.23	65,258.00	50,921.00
Total Budget	**930,160.51**	**775,094.15**	**529,053.34**	**686,035.00**	**1,032,470.00**

401 Water Fund – Proposed Revenue

Type of Resources	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
Taxes	0.00	0.00	0.00	0.00	0.00
Licenses & Permits	0.00	0.00	0.00	0.00	0.00
Intergovernmental Revenue	100,710.42	0.00	84,240.80	969,343.00	481,797.00
Charges for Goods and Services	1,894,900.60	1,884,596.63	1,910,179.87	1,913,994.00	2,129,856.00
Fines and Penalties	13,470.81	14,606.00	3,846.00	15,000.00	15,000.00
Miscellaneous Revenues	4,865.51	20,417.13	7,406.55	1,330.00	0.00
Transfers/Non Revenues	0.00	0.00	11,671.62	0.00	0.00
Total	**2,013,947.34**	**1,919,619.76**	**2,017,344.84**	**2,899,667.00**	**2,626,653.00**
Beginning Cash	338,876.88	792,260.28	442,685.38	138,236.00	292,053.00
Total Revenue	**2,352,824.22**	**2,711,880.04**	**2,460,030.22**	**3,037,903.00**	**2,918,706.00**

401 Water Fund – Proposed Expenditures by Type of Expenditures

Type of Expenditures	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
Personnel	384,417.11	463,676.41	481,558.97	501,496.00	518,472.00
Supplies	58,106.33	82,910.84	78,584.66	122,600.00	98,500.00
Services & Charges	700,714.01	957,642.05	1,035,306.63	1,604,995.00	1,053,273.00
Operating Transfers	164,927.00	414,478.00	427,003.00	285,143.93	631,018.00
Debt Service	243,330.92	237,771.36	233,461.55	107,480.00	73,898.00
Capital Purchases	9,068.57	112,716.00	65,880.31	124,136.00	67,000.00
Total	**1,560,563.94**	**2,269,194.66**	**2,321,795.12**	**2,745,850.93**	**2,442,161.00**
Ending Cash	792,260.28	442,685.38	138,235.10	292,052.07	476,545.00
Total Budget	**2,352,824.22**	**2,711,880.04**	**2,460,030.22**	**3,037,903.00**	**2,918,706.00**

402 Wastewater Fund – Proposed Revenue

Type of Resources	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
Taxes	0.00	0.00	0.00	0.00	0.00
Licenses & Permits	0.00	0.00	0.00	0.00	0.00
Intergovernmental Revenue	0.00	0.00	0.00	0.00	0.00
Charges for Goods and Services	983,780.80	998,074.11	978,435.69	1,016,578.00	1,030,351.00
Fines and Penalties	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	4,020.64	7,087.56	5,164.87	163.00	0.00
Transfers/Non Revenues	0.00	0.00	0.00	0.00	0.00
Total	**987,801.44**	**1,005,161.67**	**983,600.56**	**1,016,741.00**	**1,030,351.00**
Beginning Cash	597,161.64	559,891.18	281,683.41	347,026.00	338,067.00
Total Revenue	**1,584,963.08**	**1,565,052.85**	**1,265,283.97**	**1,363,767.00**	**1,368,418.00**

402 Wastewater Fund – Proposed Expenditures by Type of Expenditures

Type of Expenditures	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
Personnel	126,699.40	154,918.44	166,703.94	148,017.00	146,618.00
Supplies	11,128.88	10,267.82	12,899.13	17,850.00	17,850.00
Services & Charges	671,540.82	672,708.13	688,764.41	725,756.00	747,408.00
Operating Transfers	206,917.00	337,589.00	26,680.00	30,172.00	122,500.00
Capital Purchases	8,785.80	107,886.05	23,211.05	103,905.00	57,000.00
Total	**1,025,071.90**	**1,283,369.44**	**918,258.53**	**1,025,700.00**	**1,091,376.00**
Ending Cash	559,891.18	281,683.41	347,025.44	338,067.00	277,042.00
Total Budget	**1,584,963.08**	**1,565,052.85**	**1,265,283.97**	**1,363,767.00**	**1,368,418.00**

Non-Operating Budgets

Proposed Budgets – Non-Operating Budgets

Non-Operating Funds	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Proposed Budget 2022
107 Pool Fund	153,584.79	61,867.43	47,874.78	0.00	0.00
108 Municipal Capital Improve. Fund	158,700.68	550,844.81	312,219.29	397,106.00	468,730.00
110 Fire Reserve Fund	327,468.91	209,679.40	285,682.31	286,110.00	286,362.00
112 General Fund Reserve	635,058.31	648,629.92	339,154.41	339,236.00	339,336.00
121 Police Vehicle Reserve Fund	207,406.81	172,195.28	179,328.32	150,065.00	150,137.00
200 Unlimited GO Bond Fund	17,955.12	18,052.69	18,061.63	0.00	0.00
303 Hotel/Motel Taxes	0.00	0.00	39,696.91	96,697.00	172,234.00
307 New Pool Construction Fund	2,563.96	2,563.96	2563.96	2,564.00	2,564.00
408 Water Reserve Fund	149,959.26	401,049.74	423,578.82	457,947.00	523,042.00
409 Wastewater Reserve Fund	380,288.46	675,215.97	679,098.68	679,573.00	779,573.00
412 Water Rights Acquisition Fund	349,432.84	384,162.77	419,310.05	455,402.00	492,520.00
413 Water Bond Redemption Fund	58,726.15	58,277.48	106,988.75	182,255.00	175,671.00
414 Wastewater Bond Redemption Fund	24,752.83	24,528.50	24,628.23	26,621.00	11,449.00
415 Water Bond Reserve Fund	50,260.84	52,658.93	69,740.33	86,144.00	105,716.00
416 Wastewater Bond Reserve Fund	72,402.48	73,369.39	74,543.47	74,572.00	74,644.00
417 Treatment Plant Reserve Fund	512,190.54	553,966.19	573,932.29	589,260.00	495,052.00
418 Water Short Lived Asset Reserve Fund	157,279.74	183,112.20	183,112.20	269,564.00	319,660.00
420 USDA Rural Development - Jewett	0.00	100,000.00	2,441,758.11	2,951,643.70	0.00
601 Remittances	13,223.03	11,082.37	5,897.37	12,223.00	5,191.00
Total	**3,271,254.75**	**4,181,257.03**	**6,227,169.91**	**7,056,982.70**	**4,401,881.00**

The above amounts are the “total budget” amounts for the fund.

Debt Requirements

Below are the debt requirements for water and wastewater funds.

Water

Berkadia (1981 Water Sewer Bonds)

Year	Principal	Interest	Debt Service
2021	29,200.00	1,143.33	30,343.33
Total	**29,200.00**	**1,143.33**	**30,343.33**

Public Works Trust Fund (14-Inch Main Line Replacement Design)

Year	Principal	Interest	Debt Service
2021	13,407.83	1,041.42	14,449.25
2022	20,993.25	5,107.57	26,100.82
2023-2039	356,885.19	50,749.08	407,634.27
Total	**391,286.27**	**56,898.07**	**448,184.34**

White Salmon Irrigation District (Water Rights)

Year	Principal	Interest	Debt Service
2021	82,520.75	41,449.49	123,970.24
2022	85,014.94	38,955.30	123,970.24
2023-2034	1,234,672.70	243,050.82	1,477,723.52
Total	**1,402,208.39**	**323,455.61**	**1,725,664.00**

Drinking Water State Revolving Fund Loan (Snowden Road)

Year	Principal	Interest	Debt Service
2021	28,353.82	4,253.07	32,606.89
2022	28,353.82	3,969.54	32,323.36
2023-2035	368,599.70	25,801.98	394,401.68
Total	**425,307.34**	**34,024.59**	**459,331.93**

USDA Rural Development (Tohomish Street)

Year	Principal	Interest	Debt Service
2021	7,214.97	9,261.03	16,476.00
2022	7,404.36	9,071.64	16,476.00
2023-2052	338,181.78	154,130.23	492,312.01
Total	**352,801.11**	**172,462.90**	**525,264.01**

USDA Rural Development (Jewett Blvd.)

Year	Principal	Interest	Debt Service
2021	35,478.58	35,801.42	71,280.00
2022	48,255.16	46,784.84	95,040.00
2023-2061	2,647,266.26	986,173.42	3,633,439.68
Total	**2,731,000.00**	**1,068,759.68**	**3,799,759.68**

Department of Natural Resources (Easement)

Year	Principal	Interest	Debt Service
2021	13,277.80	1,593.34	14,871.14
2022	13,277.80	796.67	14,074.47
Total	**26,555.60**	**2,390.01**	**28,945.61**

Total Debt Requirements - Water

Year	Principal	Interest	Debt Service
2021	209,453.75	94,543.10	303,996.85
2022	203,299.33	104,685.56	307,984.89
2023-2061	4,945,605.63	1,459,905.53	6,405,511.16
Total	**5,358,358.71**	**1,659,134.19**	**7,017,492.90**

USDA Rural Development (14-Inch Main Line – Phase 1)
The city has taken on debt from USDA Rural Development in the amount of $2,333,000 that is not included above. This loan is for Phase 1 of the 14-Inch Main Line Replacement project. The estimated interest rate is currently 1.75% with an amortization factor of 34.98. The projected annual payment is $81,609. The loan is for 40 years with end life as of 2063. The city began drawing funds for the project in 2022. The project will close with initial payment due in 2023.

Public Works Trust Fund (14-Inch Water Main)
The city has also taken on an additional debt from the Public Works Trust Fund in the amount of $750,000. This loan is for the design and engineering for the 14-Inch Water Main Replacement project.

The loan is for five years at 0.79% interest but will be extended based on acquiring funding for Phase 1 of the project. The city began drawing on this loan in 2020 but does not expect to close the loan until 2022. The city began paying principal and interest payments in 2021 based on a loan balance of $391,286.27. The above debt requirements are only for the $391,286.27 and not the full $750,000.00.

Total principal water debt for the city including the USDA Rural Development and Public Works Trust Fund loan is $8,050,072.44.

Wastewater

Berkadia (1981 Water Sewer Bonds)

Year	Principal	Interest	Debt Service
2021	14,600.00	571.67	15,171.67
Total	**14,600.00**	**571.67**	**15,171.67**

Total City Debt Requirements

Year	Principal	Interest	Debt Service
2021	224,053.75	95,114.77	319,168.52
2022	203,299.33	104,685.56	307.984.89
2023-2052	4,945,605.63	1,459,905.53	6,405,511.16
Total	**5,372,958.71**	**1,659,705.86**	**7,032,664.57**

Total principal debt for the city including the USDA Rural Development and Public Works Trust Fund loan is $8,064,672.44.

City of White Salmon
2022 Budget Summary with History
As of 11/03/2021

	2019 Actual Revenue	2020 Actual Revenue	2021 Budget Revenue	2022 Proposed Revenue	2019 Actual Expenditures	2020 Actual Expenditures	2021 Budget Expenditures	2022 Proposed Expenditures
001 Current Expense								
Finance					451,549.77	450,513.60	487,067.00	576,808.00
Central Services (HR)					49,608.86	67,529.88	72,712.00	77,809.00
General Government					105,356.66	123,131.75	244,247.00	106,986.00
Building					117,088.74	119,065.22	128,686.00	144,551.00
Community Services					6,813.98	130,567.59	98,700.00	763,188.00
Planning					229,677.07	197,024.33	218,710.00	318,878.00
Park					109,512.76	172,918.05	280,726.00	144,799.00
Police					962,728.85	986,271.89	1,070,233.00	1,217,455.00
Fire					103,459.88	174,267.43	179,763.00	130,713.00
001 Current Expense	2,575,198.75	2,489,834.16	2,780,073.00	2,847,132.00	2,135,796.57	2,421,289.74	2,780,844.00	3,481,187.00
101 Street Fund	657,095.14	438,836.20	492,766.00	947,212.00	684,877.01	335,785.11	620,777.00	981,549.00
107 Pool Fund	28,976.04	183.79	0.00	0.00	14,176.44	47,874.78	0.00	0.00
108 Municipal Capital Impr. Fund	411,179.24	68,569.22	102,193.00	71,624.00	307,194.74	17,307.25	0.00	125,000.00
110 Fire Reserve Fund	185,827.73	76,002.91	427.00	252.00	0.00	0.00	0.00	0.00
112 General Fund Reserve	22,798.06	123,894.49	81.00	100.00	433,370.00	0.00	0.00	200,000.00
121 Police Vehicle Reserve Fund	1,700.06	59,649.00	30,091.00	60,072.00	52,515.96	59,354.61	60,000.00	60,000.00
200 Unlimited GO Bond Fund	97.57	8.94	0.00	0.00	0.00	18,061.63	0.00	0.00
303 Hotel/Motel Taxes	0.00	39,696.91	57,000.00	75,537.00	0.00	0.00	0.00	40,000.00
307 New Pool Construction Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 Water Fund	1,919,619.76	2,017,344.84	2,899,667.00	2,626,653.00	2,269,194.66	2,321,795.12	2,745,850.93	2,442,161.00
402 Wastewater Collection Fund	1,005,161.67	983,600.56	1,016,741.00	1,030,351.00	1,283,369.44	918,258.53	1,025,700.00	1,091,37

City of White Salmon
2022 Budget Summary with History
As of 11/03/2021

	2019 Actual Revenue	2020 Actual Revenue	2021 Budget Revenue	2022 Proposed Revenue	2019 Actual Expenditures	2020 Actual Expenditures	2021 Budget Expenditures	2022 Proposed Expenditures
408 Water Reserve Fund	251,090.48	200,880.99	34,368.00	300,000.00	178,351.91	0.00	457,905.00	223,000.00
409 Wastewater Reserve Fund	294,927.51	3,882.71	474.00	100,000.00	0.00	0.00	394,000.00	394,000.00
412 Water Rights Acquisition Fund	158,713.17	159,131.52	160,076.00	161,103.00	123,984.24	123,984.24	123,985.00	123,985.00
413 Water Bond Redemption Fund	42,654.00	91,372.00	118,102.00	111,518.00	42,660.73	42,836.00	118,102.00	111,518.00
414 Wastewater Redemption Fund	13,089.00	13,180.00	15,172.00	0.00	13,080.27	13,180.00	15,172.00	0.00
415 Water Bond Reserve Fund	2,398.09	17,081.40	16,403.00	19,572.00	0.00	0.00	0.00	0.00
416 Wastewater Bond Reserve Fund	966.91	1,174.08	28.00	72.00	0.00	0.00	0.00	0.00
417 Treatment Plant Resesrve Fund	41,775.65	19,966.10	15,327.00	22,908.00	0.00	0.00	117,116.00	0.00
418 Water Short Lived Asset Reserve Fund	100,000.00	100,000.00	115,900.00	200,096.00	100,000.00	29,449.03	150,000.00	100,000.00
420 USDA Rural Develop Jewett Water	100,000.00	2,346,598.81	2,951,643.70	0.00	4,840.70	2,441,758.11	2,951,643.70	0.00
601 Remittances	11,043.84	5,897.37	12,223.00	5,191.00	11,082.37	5,897.37	12,223.00	5,191.00
Total	7,824,312.67	9,256,786.00	10,818,755.70	8,579,393.00	7,654,495.04	8,796,831.52	11,573,318.63	9,378,967.00

Note: Revenue does not including beginning balances and expenditures do not include ending balances.

File Attachments for Item:

B. Ordinance 2021-11-1088, Amending WSMC 13.16.025, Water Monthly Fees

1. Presentation

2. Public Hearing

3. Discussion

4. Action

AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: November 17, 2021
Agenda Item: Ordinance 2021-11-1088, Amending WSMC 13.16.025 Monthly Water Fees
Presentation: Jan Brending, Clerk Treasurer

Action Required
Adoption of Ordinance 2021-11-1088, Amending WSMC 13.16.025 Monthly Water Fees

Proposed Motion
Motion to adopt Ordinance 2021-11-1088, Amending WSMC 13.16.025 Monthly Water Fees upon first reading.

Explanation of Issue
The City has a current rate structure provided in its city code (see attached) that provides specific rate increases through 2022. Because of recent loans the city has received and rising costs, staff believes it is necessary to increase the base water rate by 5% above the allowed rate for 2022. Increased water rates will also allow the city to set aside funds for future improvements. Most of the loans and/or grants the city receives have a matching fund requirement.

During 2022 staff will be working the city's engineer to develop an updated water and wastewater billing scheduled for the next five years 2023-2027.

The table below shows the current rate structure for 2021, the current 2022 rate structure and the proposed rate structure for 2022.

	Ordinance 2021	Ordinance 2022	Proposed 2022
Residential			
Inside	41.52	42.53	44.66
Outside	61.14	62.60	65.73
ADU Residential			
Inside	53.99	55.29	58.05
Outside	79.48	81.38	85.45
Commercial/Other			
5/8 - Inch Inside	41.53	42.53	44.66
5/8 - Inch Outside	61.14	62.60	65.73
1-Inch Inside	78.77	80.66	84.69
1-Inch Outside	113.66	116.39	122.21
1.5-Inch Inside	187.09	191.58	201.16
1.5-Inch Outside	265.48	271.86	285.45
2-Inch Inside	339.01	347.16	364.52
2-Inch Outside	478.35	489.83	514.32
4-Inch Inside	1358.42	1,391.02	1,460.57
4-Inch Outside	1916.73	1,962.73	2,060.87

Recommendation of Staff/Committee
Staff and the Personnel and Finance Committee recommends the city council adopt Ordinance 2021-11-1088, Amending WSMC 13.16.025 Monthly Water Fees.

CITY OF WHITE SALMON
ORDINANCE NO. 2021-11-1088

AN ORDINANCE OF THE CITY OF WHITE SALMON, WA, AMENDING WHITE SALMON MUNICIPAL CODE 13.16.025 REVISING WATER MONTHLY FEES, REPEALING SECTIONS AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the city council has reviewed the current rate schedule for monthly water fees and has determined that an increase in the 2022 basic rates are necessary to meet the operations and maintenance, debt service and capital reserve requirements; and

NOW THERFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DO ORDAIN AS FOLLOWS: by the City Council of the City of White Salmon that the following amendments be made to White Salmon Municipal Code Chapter 13.16.025:

SECTION 1 – Amendment to WSMC 13.16.025

Section 13.16.025 is hereby amended to read:

Key: **Underlined** = added language
~~**Strikethrough**~~ = deleted language

13.26.025 Monthly water fees.

The following monthly water fees apply to water users as listed below. As it is used herein the term "water users" shall mean anyone having paid a connection fee, regardless of whether water is being used. All charges follow the meter regardless of who owns the property being served. Billing for new customers shall begin the month following payment of the connection fee.

A. Residential Monthly Fees.

Basic Rate:

Residential	**2018**	**2019**	**2020**	**2021**	**2022**	**WRAF* Surcharge**
Inside	38.98	39.61	40.60	41.52	~~**42.53**~~ **44.66**	$6.25
Outside	57.39	58.30	58.76	61.14	~~**62.60**~~ **65.73**	$6.25

*Water Rights Acquisition Fund

Water use:

In addition to the Basic Rate, water users will be charged for water use per one thousand gallons or part thereof according to the following schedule:

Residential	**2018**	**2019**	**2020**	**2021**	**2022**
1st Tier Block 1-5,000 gallons	1.09	1.11	1.14	1.16	1.19
2nd Tier Block 5,001-15,000 gallons	2.76	2.80	2.87	2.94	3.01
3rd Tier Block 15,001 + gallons	3.69	3.75	3.84	3.93	4.03

B. Residential with ADU Monthly Fees.

Basic Rate:

Residential	**2018**	**2019**	**2020**	**2021**	**2022**	**WRAF* Surcharge**
Inside	50.68	51.49	52.78	53.99	~~**55.29**~~ **58.05**	$6.25
Outside	74.61	75.79	76.69	79.48	~~**81.38**~~ **85.45**	$6.25

*Water Rights Acquisition Fund

Water use: In addition to the Basic Rate, water users will be charged for water use per one thousand gallons or part thereof according to the following schedule:

Residential	**2018**	**2019**	**2020**	**2021**	**2022**
1st Tier Block 1-5,000 gallons	1.09	1.11	1.14	1.16	1.19
2nd Tier Block 5,001-15,000 gallons	2.76	2.80	2.87	2.94	3.01
3rd Tier Block 15,001 + gallons	3.69	3.75	3.84	3.93	4.03

C. Commercial and Irrigation Water Users.

Basic Rate (according to meter size):

Customer Class	2018	2019	2020	2021	2022	WRAF* Surchage
5/8-inch Inside	38.98	39.61	40.60	41.53	~~**42.53**~~ **44.66**	$6.25
5/8-inch Outside	57.39	58.30	58.76	61.14	~~**62.60**~~ **65.73**	$6.25
1-inch Inside	73.94	75.12	77.00	78.77	~~**80.66**~~ **84.69**	$7.50
1-inch Outside	106.69	108.40	111.11	113.66	~~**116.39**~~ **122.21**	$7.50
1.5-inch Inside	175.62	178.43	182.85	187.09	~~**191.58**~~ **201.16**	$7.50
1.5-inch Outside	249.20	253.19	259.51	265.48	~~**271.86**~~ **285.45**	$7.50
2-inch Inside	318.20	323.31	331.39	339.01	~~**347.16**~~ **364.52**	$8.00
2-inch Outside	449.00	456.09	467.59	478.35	~~**489.83**~~ **514.32**	$8.00
4-inch Inside	1,275.09	1,295.49	1,327.88	1,358.42	~~**1,391.02**~~ **1,460.57**	$30.00
4-inch Outside	1,794.15	1,827.94	1,873.64	1,916.73	~~**1,962.73**~~ **2,060.87**	$30.00

*Water Rights Acquisition Fund

Water use:

In addition to the Basic Rate, water users will be charged for water use per one thousand gallons or part thereof according to the following schedule:

Meter Size	Tier Block	2018	2019	2020	2021	2022
5/8 – 3/4 inch	0 – 5,000 gallons	1.09	1.11	1.14	1.16	1.19
5/8 – 3/4 inch	5,001 – 15,000 gallons	2.76	2.80	2.87	2.94	3.01
5/8 – 3/4 inch	15,001+ gallons	3.69	3.75	3.84	3.93	4.03
1 inch	0 – 10,000 gallons	1.09	1.11	1.14	1.16	1.19
1 inch	10,001 – 25,000 gallons	2.76	2.80	2.87	2.94	3.01
1 inch	25,001+ gallons	3.69	3.75	3.84	3.93	4.03
1.5 inch	0 – 12,000 gallons	1.09	1.11	1.14	1.16	1.19
1.5 inch	12,001 – 40,000 gallons	2.76	2.80	2.87	2.94	3.01
1.5 inch	40,001+ gallons	3.69	3.75	3.84	3.93	4.03

2 inch	0 – 40,000 gallons	1.09	1.11	1.14	1.16	1.19
2 inch	40,001 – 100,000 gallons	2.76	2.80	2.87	2.94	3.01
2 inch	100,001+ gallons	3.69	3.75	3.84	3.93	4.03
3 inch	0 – 48,000 gallons	1.09	1.11	1.14	1.16	1.19
3 inch	48,001 – 160,000 gallons	2.76	2.80	2.87	2.94	3.01
3 inch	160,001+ gallons	3.69	3.75	3.84	3.93	4.03
4 inch	0 – 85,000 gallons	1.09	1.11	1.14	1.16	1.19
4 inch	85,001 – 280,000 gallons	2.76	2.80	2.87	2.94	3.01
4 inch	280,001+ gallons	3.69	3.75	3.84	3.93	4.03
6 inch	0 – 192,000 gallons	1.09	1.11	1.14	1.16	1.19
6 inch	192,001 – 640,000 gallons	2.76	2.80	2.87	2.94	3.01
6 inch	640,001+ gallons	3.69	3.75	3.84	3.93	4.03

D. Private Fire Service.

All customers connected to a water line for private fire services will be charged the monthly commercial Basic Rate in addition to regular commercial use rates.

Customer Class	2018	2019	2020	2021	2022
4-inch Inside	15.79	16.04	16.44	16.82	17.23
4-inch Outside	23.24	23.61	24.21	24.76	25.36

E. All rates shall be subject to an automatic annual rate of three percent (3%), beginning January 1, 2023, unless modified by City Council prior to the adjustment date.

F. The owner or operator of each multiple residential facility shall pay the applicable ~~base~~ monthly Residential Basic Rate, based on location (inside or outside city) and classification (apartments and multi-plexes versus ADU's), times the number of units, plus water usage charges for residential users.

G. Combination residential/commercial users shall be charged at the following rate, whichever is greater:

1. The monthly Residential Basic Rate based on location (inside or outside city) and classification (apartments and multi-plexes versus ADU's), times the number of units, plus water usage charges applicable to residential users, or

2. The monthly Commercial and Irrigation Water User Basic based upon the location (inside or outside city) and meter size, plus water usage charges applicable to commercial or irrigation water users.

H. Miscellaneous Services Charges.

Charge Description	In City	Outside City
Service Call Fee	$40.00*	$56.00*
Shut-off for Non-payment	$40.00*	$46.00*
New Account Fee	$25.00	$33.00
Late Charge-Delinquent Fee	$10.00	$10.00

*After Working Hours additional $100.00

No later charge or delinquent fee shall be charged against any municipal corporation or political subdivision of the state.

I. Date of Imposition of Monthly Fee. Monthly water fees shall be charged from the date of meter installation and shall continue until the meter is removed.

J. Credit for monthly water fees for irrigation users during period of low water usage.

1. The clerk-treasurer may grant an irrigation water user a credit against future monthly water fees if the irrigation user affirmatively established each of the following conditions to the satisfaction of the clerk-treasurer:

   a. During any period of at least three months but not more than six months, the average monthly water use per irrigation meter was less than one thousand gallons; and

   b. The application for credit is submitted to the clerk-treasurer within thirty days after the first moth of the period for which the credit is requested.

2. The credit shall be the difference between the applicable monthly water fee and the lowest monthly water fee for irrigation users then in effect, based upon the user's location (in city or outside city).

3. Nothing in this section shall be interpreted to require any refund of monthly water fees by the city to any water user.

4. No credit shall be granted unless monthly water fees for the period claimed have been paid on or before the date due.

5. Credits authorized under this section shall apply only to irrigation water used after November 1, 1996.

6. Only one credit per period of not more than six months shall be granted per irrigation water user per year.

7. Prior to processing a request for credit under this section, the clerk-treasurer shall collect an administrative fee of ten dollars per application for credit.

SECTION 2 - SEVERABILITY.

If any section, sentence, or phrase of this Chapter is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence or phrase of this Chapter.

SECTION 4 - EFFECTIVE DATE.

This ordinance shall become effective following passage and publication as provided by law.

PASSED in regular session this 17th day of November, 2021

_____
Marla Keethler, Mayor

_____
Jan Brending, Clerk/Treasurer

Approved as to form:

_____
Kenneth B. Woodrich, City Attorney

File Attachments for Item:

C. Utility Billing Grievance - Susan J. Romes, 422 NW Lincoln

1. Presentation

2. Discussion and Action

AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: November 17, 2021
Agenda Item: Utility Billing Grievance, Susan J. Romes – 422 NW Lincoln Street
Presented By: Jan Brending, Clerk Treasurer

Action Required
Approval or denial of utility billing grievance filed by Susan J. Romes for Utility Billing Account 6562 – 422 NW Lincoln Street.

Proposed Motion Options
1. Motion to approve reduction in utility billing for sewer billing from 4/10/2019 through 6/29/2020 in the amount of $780.77.

2. Motion to deny request for reduction in utility billing for sewer billing from 4/10/2019 through 6/29/2020 in the amount of $780.77.

Explanation of Issue
A sewer permit was purchased (by Greg Chamberlain the property owner at the time) for property located at 422 W. Lincoln Street (Klickitat County Parcel #03102493020300) on October 25, 2018. A home existed on the property that was connected to a septic system. The property was rented to tenants, David and Joanne Sala.

At the time the sewer utility billing should have taken place, the Salas had a utility account with the city that did not reference the property owner nor was the utility billing being sent to the property owner. The billing for sewer services should have begun the month following the purchase of the sewer connection – November 2018. The tenants at that time were billed for sewer fees with the November 2018 utility billing (see attached). The utility billing for November 2018 for the account was manually entered. Due to a technical error and a significant staffing change that occurred in October 2018, the account was not billed again for sewer until the current property owner, Susan J. Romes, brought it to the city's attention.

Susan J. Romes purchased the property in April 2019 with the Salas remaining as tenants. The city was not aware of that purchase. When Susan J. Romes took physical possession of the home on July 1, 2020 she notified the city that she was responsible for the utility billings and an account was set up in her name and the account for the Salas closed. In August of 2021, when Susan Romes was comparing her bill to a neighbor's bill, it was pointed out to her that she was not paying for sewer. She contacted the city letting the city know that the property had been connected to sewer in October 2018.

The city reviewed the records and determined that there had been a billing error beginning with the December 2018 billing forward in that sewer had not been billed. Because Susan J. Romes did not purchase the property until April 2019, the back billing was only billed from that date (April 10, 2019) forward to July 2021 in the amount of $1,479.77.

Susan J. Romes did not receive copies of the tenant billing from April 2019 through June 2020. The prior property owner also did not receive copies of the tenant billing. This is a specific difference from previous utility billing grievances that have been presented to the city council. The property owners in those cases did receive utility billing.

Susan J. Romes is asking that her utility billing be reduced for the months associated with the tenants, David and Joanne Sala, who were renting the property April 10, 2019 through the June 29, 2020 utility billing in the amount of $780.77.

City Utility Billing
The city has updated its codes to require that utility billing is in the property owner's name with a duplicate bill being provided to a tenant upon request. All property owners get a copy of the utility billing sent to them. The city has closed individual "tenant" accounts and moved tenants to the property owner's account.

The city is in the process of reviewing all utility billing where there is either 1) no water billing, i.e. billing for sewer only and 2) no sewer billing, i.e. billing for water only. A database is being developed to identify those accounts that are not being billed for water or sewer and noting the reason why. This information will also be added to the utility billing database. Legitimate reasons include the property is vacant and the property owner only holds a water connection – no sewer billing or the property is on a well but is connected to city sewer – no water billing. This will ensure that all properties that are being billed for utilities are being billed correctly and that there are notations in the property file as to why the property is not being billed for either water or sewer.

Staff Recommendation
Staff does not have a recommendation.

RECEIVED OCT 11 2021

City of White Salmon
Complaint Form

DATE: October 7, 2021	
Type text here NAME: Susan J. Romes	
MAILING ADDRESS: 422 NW Lincoln Street, White Salmon WA 98672	
PHYSCIAL ADDRESS: 422 NW Lincoln Street, White Salmon WA 98672	
PHONE #: 206-697-1433	E-MAIL: susanromes@hotmail.com
NATURE OF COMPLAINT: (Please provide specifics, date and time of the nature of the complaint and include any supporting backup materials). See attached	
SIGNATURE OF APPLICANT AND DATE: Susan J Romes 10/7/2021	
STAFF RESPONSE:	
DATE OF REVIEW:	
DECISION:	
STAFF NAME AND DATE:	
SIGNATURE:	

Please note: If you are not satisfied as to how the complaint was resolved or you are not satisfied with a written decision you have received, you can request the complaint to be forwarded to the Grievance Committee. See reverse side for request to forward complaint to Grievance Committee.

NATURE OF COMPLAINT

The sewer to 422 NW Lincoln was approved by the City and on October 25, 2018 a sewer permit was issued to the Estate of Robert Chamberlain, that owned the property, and the connection fee of $2,000 was paid by Greg Chamberlain, the Personal Representative of the Estate. At a City Council meeting on November 19, 2018, Greg thanked the City and Kevin English commented that the project was easy and very successful.

The last statement received by the estate for utilities was dated 10/25/2018 and was for water only in the amount of $35.02. That bill was paid by the Estate. The first bill, according to the City, that had a sewer charge on it was dated November 29, 2018. The Estate did not receive any bills subsequent to the October 25, 2018 water bill.

On October 17, 2018, the Estate rented the home to Joanne and David Sala with a move-in date of November 1, 2018. According to the Salas, they appeared at the City and signed up for the utilities *as tenants*, and directed the City to withdraw funds from their account for the payment of the utility charges. According to the City, the November 29, 2018 billing included a sewer charge. The Estate, that still owned the property, did not receive the bill, nor did it receive any other water/sewer bills.

I purchased the property in April 2019. The Salas continued to pay the utility bills and I did not receive any utility bills until I took physical possession of the home on July 1, 2020, at which time I notified the City that I would be responsible for the utility billings. I completed the form sent to me by the City and the bills were then sent to my Bothell address. I started occupying the home in January 2021, and notified the City of my new address which is the street address of the property.

In early August 2021, when comparing my water bill with the bill of the neighbor, it was pointed out that I was not being charged for sewer. I immediately called and City and was told by the City that the sewer wasn't being billed as I was on a septic. I informed the City that the home had the sewer installed in October 2018 (note it was of public record, too, at the City Council meeting). The reason given to me by the City for my not receiving any billing for the sewer was that it was a billing system error --- the adjustment for the monthly sewer base fees did not remain in place and the sewer base fees stopped being assessed to the account after the initial November 29, 2018 bill.

I then received a sewer bill from the City in the amount of $1,479.77, representing back sewer charges from April 10, 2019 through August 30, 2021. No explanation was given for the back sewer charges until I requested one. This amount has since been paid in full, with the objection to the amount of $780.77, which was the amount that was not billed to the tenant for sewer after the first sewer bill through June 2020, as again, I took possession of the house on July 1, 2020.

I do not object to paying for the sewer from July 1, 2020, when I took physical possession of the house, but I do object to paying for the sewer from April 10, 2019 through June 30, 2020, while the home was rented.

The City Municipal Codes state:

13.16.065(A) - The billings for all services provided for in this chapter *shall be the responsibility of the owner of the property served.* The billings shall be mailed to the owner's address, as used by the treasurer's office of Klickitat County for the mailing of real property tax notices or such other address as provided by the property owner to the city. [Emphasis added].

13.16.065(C) - The city, upon written request of a property owner, will send a duplicate monthly bill to a tenant. New accounts will not be created for each tenant. *The account will remain in the property owner's name.* [Emphasis added]

As the property owner, I did not receive any sewer billing statements from April 10, 2019 until September 2021, after I notified the City. The prior owner, the Estate, did not receive any sewer billing statements after the sewer was installed. In addition, the City discontinued sending any utility bills to the property owner; the property owner did not direct the city to send any such billings to anyone else. When the Salas signed up for utilities, they did so as *tenants.* The property owner, the Estate, should have received bills and when the property was purchased by me, the City would then have been notified of the new owner and new billing address – that is, if the City had followed its own codes.

I took it upon myself to notify the City that I was not being billed for sewer. I do not object to paying the charges for the sewer from July 1, 2020 to current, as that is when I had physical possession of the house. I could have kept quiet about not being billed for sewer and no one would have been the wiser, and any outstanding charges after six years would be barred.

Due to the City's failures, I object to paying the sewer charges from April 10, 2019 through June 30, 2020, as I did not receive any billing statements, and did not occupy the house at that time.

I should not be penalized for the time the property was occupied by a tenant due to the City's inability to bill me --- or audit new accounts to make sure that billings were not dropped off the system.

I respectfully request that the sewer charges from April 10, 2019 through June 30, 2020 in the amount of $780.99 be refunded to me.

Thank you.

Susan J. Romes
422 N.W. Lincoln Street
White Salmon WA 98672
206-697-1433
Susanromes@hotmail.com

City of White Salmon
Adjustment Request Form

Account: 6078 / 6562

Service Address: 422 NW Lincoln St

Name: 6078- Tenant Joanne Sala / 6562 - Owner Susan Romes

Account Billed	Bill Date	Water Base Fee	Corrected Water Base Fee	Water Usage Billed	Corrected Water Usage Billed	WRAF	Corrected WRAF	Water Difference	Sewer Billed	Sewer Correction	Sewer Difference	Water & Sewer Difference
6078	04/10-04/30/2019	26.41	26.41	0	0.00	4.17	4.17	0.00	0.00	35.37	35.37	35.37
6078	5/30/2019	39.61	39.61	8.88	8.88	6.25	6.25	0.00	0.00	53.05	53.05	53.05
6078	6/27/2019	39.61	39.61	0	0.00	6.25	6.25	0.00	0.00	53.05	53.05	53.05
6078	7/30/2019	39.61	39.61	9.99	9.99	6.25	6.25	0.00	0.00	53.05	53.05	53.05
6078	8/29/2019	39.61	39.61	0	0.00	6.25	6.25	0.00	0.00	53.05	53.05	53.05
6078	9/27/2019	39.61	39.61	7.77	7.77	6.25	6.25	0.00	0.00	53.05	53.05	53.05
6078	10/30/2019	39.61	39.61	0	0.00	6.25	6.25	0.00	0.00	53.05	53.05	53.05
6078	11/26/2019	39.61	39.61	11.1	11.10	6.25	6.25	0.00	0.00	53.05	53.05	53.05
6078	12/30/2019	39.61	39.61	0	0.00	6.25	6.25	0.00	0.00	53.05	53.05	53.05
6078	1/30/2020	40.6	40.60	7.77	7.77	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6078	2/27/2020	40.6	40.60	0	0.00	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6078	3/30/2020	40.6	40.60	7.98	7.98	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6078	4/29/2020	40.6	40.60	0	0.00	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6078	5/28/2020	40.6	40.60	11.4	11.40	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6078	6/29/2020	40.6	40.60	0	0.00	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6078	7/2/2020	0	-	10.26	10.26	0.00	0.00	0.00	0.00	0.00	-	-
		586.89	586.89	75.15	75.15	91.67	91.67	0.00	0.00	780.77	780.77	780.77
6562	7/30/2020	40.6	40.60	0	0.00	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6562	8/28/2020	40.6	40.60	0	0.00	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6562	9/29/2020	40.6	40.60	2.28	2.28	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6562	10/29/2020	40.6	40.60	0	0.00	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6562	11/25/2020	40.6	40.60	0	0.00	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6562	12/30/2020	40.6	40.60	0	0.00	6.25	6.25	0.00	0.00	53.50	53.50	53.50
6562	1/28/2021	41.52	41.52	1.14	1.14	6.25	6.25	0.00	0.00	54.00	54.00	54.00
6562	2/25/2021	41.52	41.52	0	0.00	6.25	6.25	0.00	0.00	54.00	54.00	54.00
6562	3/30/2021	41.52	41.52	1.16	1.16	6.25	6.25	0.00	0.00	54.00	54.00	54.00
6562	4/29/2021	41.52	41.52	0	0.00	6.25	6.25	0.00	0.00	54.00	54.00	54.00
6562	5/27/2021	41.52	41.52	2.32	2.32	6.25	6.25	0.00	0.00	54.00	54.00	54.00
6562	6/29/2021	41.52	41.52	0	0.00	6.25	6.25	0.00	0.00	54.00	54.00	54.00
6562	7/29/2021	41.52	41.52	3.48	3.48	6.25	6.25	0.00	0.00	54.00	54.00	54.00
	Totals	$ 1,121.13	$ 1,121.13	$ 85.53	$ 85.53	$ 172.92	$ 172.92	$ -	$ -	$ 1,479.77	$ 1,479.77	$ 1,479.77

*tenant move out 06/30/2020 as reported by tenant

Reviewed By: _____ **Date:** _____

Susan J. Romes
422 N.W. Lincoln Street
White Salmon WA 98672
206-697-1433
susanromes@hotmail.com

September 20, 2021

City of White Salmon
City Hall
100 N. Main Street
White Salmon WA 98672

RE: Account #6562 – 422 N.W. Lincoln Street
Billing Adjustment

Dear City of White Salmon:

I purchased 422 N.W. Lincoln Street on April 10, 2019. At the time of the purchase and until July 1, 2020, I resided in Bothell, Washington with the mailing address of P.O. Box 1805, Bothell 98041; this was the mailing address for the Klickitat County Treasurer's property tax notifications. The property was purchased from an estate and at the time of purchase the property was occupied by a tenant. I took physical possession of the home on July 1, 2020, as the tenant moved on June 30, 2020.

It wasn't until I notified the City that I was not being billed for sewer, that I received a back-billing assessment of $1,479.77, covering April 10, 2019 to current. As the property owner, I did not receive any sewer billing after April 10, 2019, nor did I receive any sewer billing after I notified the City that I took possession of the property, effective July 1, 2020. I completed the City's form for billing as provided to me by the City.

I was not given any written proof of how the $1,479.77 assessment was computed and do not know whether the tenant paid any sewer charges from April 10, 2019 through June 30, 2020, when the premises were vacated and I took possession of the property.

Enclosed is my check in the amount of $1,479.77, representing the entire assessment, of which the charges from April 10, 2019 through June 30, 2020, are being paid in dispute. The reasons for the disputed payment are that the City did not follow the RCWs nor the City Municipal Codes regarding sewer charges and billings.

Please provide me with a written computation of the $1,479.77 for the sewer charges from April 10, 2019 through June 20, 2020, the time in which the property was occupied by a tenant.

Thank you,

Susan Romes

Susan Romes

Enclosure

City of White Salmon
City Hall

August 31, 2021

Susan Romes
422 NW Lincoln St
White Salmon, WA 98672

Subject: Account # 6562– 422 NW Lincoln St

Dear Susan,

This letter is to inform you of a billing adjustment made for your property at 422 NW Lincoln St.

On October 25, 2018 a sewer permit was issued for the property at 422 NW Lincoln St. The monthly utility billing was adjusted and the first billing on November 29, 2018 reflected the addition of the sewer base fees.

Due to a billing system error, the adjustment for the monthly sewer base fees did not remain in place and the sewer base fees stopped assessing to the account after the initial November 29, 2018 bill.

We have assessed a sewer base fee back-billing correction to the account beginning the day you took ownership of the property, April 10, 2019. This adjustment was in the amount of $1479.77.

We apologize for any inconvenience this has caused. Please find included with this letter a copy of the adjustment and an application for a repayment plan. If you are interested in the repayment plan, please complete the application, and return it in any of the following ways:

1) Bring the application to City Hall 100 N Main Ave. We are open Monday-Friday 8am-5pm or we also have a drop box on the north side of the building to accommodate contactless or after-hours paperwork return.
2) You can email the completed form to utilityclerk@ci.white-salmon.wa.us.

If you have any questions, please feel free to contact me at (509) 493-1133 x203 or email at utilityclerk@ci.white-salmon.wa.us.

Sincerely,

Stephanie Porter

Stephanie Porter
Utility Billing Clerk

Account Information

Statement Date: 11/29/2018 **Due:** **12/26/2018**
Billing Period: November 2018
Account Number: 6078
Service Address: 422 NW LINCOLN ST

Make Checks Payable to:
City of White Salmon
PO Box 2139
White Salmon WA 98672
509-493-1133

Due Date:	**12/26/2018**
Please Remit:	**Paid By EFT**
Check #:	_____
Amount Paid:	_____

David and Joanne Sala
PO Box 2305
White Salmon, WA 98672

Account Information

Statement Date:	11/29/2018	Due:	12/26/2018
Account Number:	6078		
Service Address:	422 NW LINCOLN ST		
Service Number:	062100.0		
Billing Period:	November 2018		
Water Units:	1.00 IN CITY RESIDENTIAL		
Sewer Units:	1.00 IN CITY RESIDENTIAL		

Account Name

David and Joanne Sala
PO Box 2305
White Salmon, WA 98672

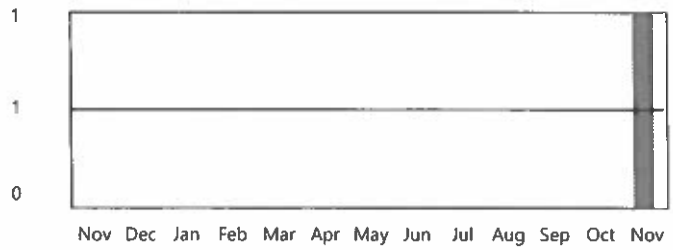
Meter Information

	Previous	Current	Factor	Date	Consumption
W	511	512	1.0000	1113	1

Account Activity

Water Base	38.98
Water Usage	1.09
Water Rights Fund	6.25
Sewer	53.05

Your Monthly Consumption



Message

Account Balance

Previous Balance:	**35.21**
Adjustments:	**0.00**
Payments:	**35.21**
Current Charges:	**99.37**
Balance:	**99.37**

Account
6078

30:	0.00	60:	0.00	90+:	99

Account Information

Statement Date: 12/28/2018 **Due:** **01/25/2019**
Billing Period: December 2018
Account Number: 6078
Service Address: 422 NW LINCOLN ST

Make Checks Payable to:
City of White Salmon
PO Box 2139
White Salmon WA 98672
509-493-1133

Due Date: **01/25/2019**
Please Remit: **Paid By EFT**
Check #: _____
Amount Paid: _____

David and Joanne Sala
PO Box 2305
White Salmon, WA 98672

Account Information

Statement Date:	12/28/2018	Due:	01/25/2019
Account Number:	6078		
Service Address:	422 NW LINCOLN ST		
Service Number:	062100.0		
Billing Period:	December 2018		
Water Units:	1.00 IN CITY RESIDENTIAL		
Sewer Units:	1.00 IN CITY - SEPTIC		

Account Name

David and Joanne Sala
PO Box 2305
White Salmon, WA 98672

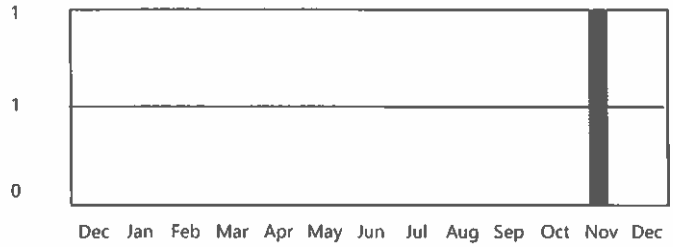
Meter Information

Previous	Current	Factor	Date	Consumption

Account Activity

Water Base	38.98
Water Rights Fund	6.25

Your Monthly Consumption



Message

Account Balance

Previous Balance:	**99.37**
Adjustments:	**0.00**
Payments:	**99.37**
Current Charges:	**45.23**
Balance:	**45.23**

Account
6078

30:	0.00	60:	0.00	90+:	100

File Attachments for Item:

D. Ordinance 2021-11-1087, Determining the Amount to Be Raised by Ad Valorem Taxes to be Levied for the Year 2022

1. Presentation and Discussion

2. Action

AGENDA MEMO

Needs Legal Review:	Yes
Meeting Date:	November 17, 2021
Agenda Item:	Ordinance 2021-11-1087, Determining the Amount to be Raised by Ad Valorem Property Taxes for the Year 2022 Resolution 2021-11-529, Adopting 2022 Property Tax Levy
Presentation:	Jan Brending, Clerk Treasurer

Action Required
Adoption of Ordinance 2021-11-1087 Determining the Amount to Be Raised by Ad Valorem Property Taxes for the Year 2022 and Resolution 2021-11-529, Adopting 2022 Property Tax Levy.

Proposed Motion Options
1. Motion to adopt Ordinance 2021-11-1087, Determining the Amount to Be Raised by Ad Valorem Property Taxes for the Year 2022.

2. Motion to adopt Resolution 2021-11-529, Adopting 2022 Property Tax Levy.

Explanation of Issue
State law requires the city adopt both an ordinance and resolution setting the property levy amount for the following year. State law allows the city to increase property taxes by 1% each year. The ordinance and resolution state the increase in property taxes slightly different. The ordinance includes increases associated with new construction, annexations, etc., whereas the resolution states the amount of the 1% increase without new construction, annexations, etc.

Recommendation of Staff/Committee
Staff recommends the city council adopt Ordinance 2021-11-1087 and Resolution 2021-11-529.

CITY OF WHITE SALMON

ORDINANCE 2021-11-1087

AN ORDINANCE DETERMINING THE AMOUNT TO BE RAISED BY AD VALOREM TAXES TO BE LEVIED FOR THE YEAR 2022

WHEREAS, PURSUANT to the provisions of RCW 35A.33.135 and RCW 84.52.020, requiring the determination by the legislative body of the City of White Salmon to fix by Ordinance the amount to be raised by advalorem taxes to be levied, and the further requisite that the same shall be certified to the board of County Commissioners; now therefore:

THE CITY COUNCIL OF THE CITY OF WHITE SALMON DO ORDAIN AS FOLLOWS:

Based upon the highest lawful levy amount of $412,254.56 for the year 2021 as allowed by law, the specific sum to be raised by advalorem taxes to be levied for 2022 thereby is the sum of $421,088.92 including estimated new construction, improvements, annexations, any increases in the value of state assessed property and refunds made.

The Clerk Treasurer of the City of White Salmon is hereby authorized and directed to certify same unto the Board of County Commissioners of Klickitat County, pursuant to the provisions of and required by RCW 84.52.020, and a copy of this Ordinance shall be provided by the said Clerk Treasurer of the City of White Salmon unto the County Assessor of Klickitat County, Washington on or before November 30, 2019.

PASSED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON, and effective five (5) days after the first date of publication.

DATED this 17th day of November, 2021.

ATTEST:

_____
Mayor Marla Keethler

_____
Jan Brending, Clerk Treasurer

APPROVED AS TO FORM:

_____
Kenneth B. Woodrich, City Attorney

File Attachments for Item:

E. Resolution 2021-11-529, Adopting Property Tax Levy

1. Presentation and Discussion

2. Action

Department of Revenue Washington State

Ordinance / Resolution No. 2021-11-529

RCW 84.55.120

WHEREAS, the City Council (Governing body of the taxing district) of City of White Salmon (Name of the taxing district) has met and considered its budget for the calendar year 2022; and,

WHEREAS, the districts actual levy amount from the previous year was $ 413,505.29 (Previous year's levy amount); and,

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore, (Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 (Year of collection) tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be $ 2,871.82 which is a percentage increase of 1 (Percentage increase) % from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 17 day of November, 2021.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

File Attachments for Item:

F. Resolution 2021-11-530 Recognizing Roger Holen

1. Presentation and Discussion

2. Action

RESOLUTION 2021-11-530

A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON RECOGNIZING ROGER HOLEN

WHEREAS, Roger Holen moved to the City of White Salmon in 1990 and purchased the Inn of the White Salmon; and

WHEREAS, Roger Holen served as a City of White Salmon Planning Commissioner; and

WHEREAS, Roger Holen served as Mayor of White Salmon from December 1995 through December 2003 and again from September 2005 through August 16, 2006; and

WHEREAS, Roger Holen collaborated with the Mayor of Bingen in 2000 to merge the two cities' police departments into the Bingen-White Salmon Police Department; and

WHEREAS, Roger Holen served as the president of the Mid-Columbia Habitat for Humanity and he and the Habitat board joined with The Dalles Habitat for Humanity in merging the two affiliates into what is now the Columbia Gorge Habitat for Humanity; and

WHEREAS, Roger Holen was an American Red Cross Disaster Responder and was deployed nationally to hurricanes, floods and wildfires; and

WHEREAS, Roger Holen was a 29-year member of the White Salmon-Bingen Rotary Club; and

NOW, THEREFORE**, BE IT** RESOLVED that the City of White Salmon recognizes Roger Holen in his passing on November 10, 2021 as a valued and important resident of White Salmon contributing to the community that he and his wife lived and worked in for so many year.

PASSED AND ADOPTED by the City Council of the City of White Salmon, Washington on this 17th day of November, 2021.

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Marla Keethler, Mayor

ATTEST:

Jan Brending, Clerk Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney