



**CITY OF ILWACO  
CITY COUNCIL MEETING  
Monday, November 9, 2015**

**6:00 p.m. REGULAR COUNCIL MEETING  
AGENDA**

**A. Call to order**

**B. Flag Salute**

**C. Roll Call**

**D. Approval of Agenda**

**E. Consent Agenda**

All matters, which are listed within the consent section of the agenda, have been distributed or made available for review to each member of the council prior to the meeting. Items listed are considered routine and will be enacted with one motion unless a council member specifically requests it to be removed from the Consent Agenda to be considered separately. The staff recommends the approval of the following items:

**1. Approval of Minutes (TAB 1)**

- a. October 26, 2015 Regular Meeting
- b. November 2, 2015 Special Meeting – Workshop 2016 Budget

**2. Claims & Vouchers (TAB 2)**

- a. Checks: 38344 to 38349 + electronic payments \$28,666.95
  - b. Checks: 38352 to 38395 \$62,274.36
- GRAND TOTAL: \$90,941.31

**F. Reports**

- 1. Staff Reports
- 2. Council Reports
- 3. Mayor's Report

**G. Comments of Citizens and Guests Present**

At this time, the mayor will call for any comments from the public on any subject not on the agenda. Please limit your comments to five (5) minutes. The City Council does not take any action or make any decisions during public comment. To request an item be added to a future agenda, please contact the city clerk for the council rules of procedure for agenda items.

**H. Public Hearing**

- 1. Comprehensive Plan
- 2. Capital Facilities 6 Year Plan

### 3. 2016 Property Tax Levy

#### I. Business

#### J. Discussion

1. **Ordinance Establishing 2016 Property Tax Levy & Certification** (TAB 9)- *Cassinelli*
2. **Ordinance Establishing the 2016 Pay Scale** (TAB 10) – *Cassinelli*
3. **Resolution Updating the Six-Year Capital Facilities Plan** (TAB 11) – *Cassinelli*
4. **Addendum to Ilwaco City Council Rules of Procedure** (TAB 12) – *Marshall*
5. **Contract Cancellation, Abeco & Letter of Agreement, Solutions Yes, LLC** (TAB 13) – *Cassinelli*

#### K. Correspondence and Written Reports

#### L. Future Discussion/Agendas

1. Sewer Conservation Loan Program - *Karnofski*
2. Personnel Policy – Termination Process – *Jensen/Karnofski*
3. Neighborhood Preservation Ordinance - *Cassinelli*
4. Ordinance Amending Title 8 – Health and Safety - *Cassinelli*
5. Ordinance Amending Critical Areas - *Cassinelli*
6. Fence Height – *Jensen*
7. Ordinance Establishing Conditional Use Permit Extensions – *Cassinelli*
8. Contract with Office 365 for Email Services – *Karnofski*
9. Comp Plan Update - *Cassinelli*
10. Mark Scott GIS Proposal – *Jensen/Marshall*
11. Knowles Contract for Fire Protection – *Cassinelli*
12. Interlocal Agreement Port of Ilwaco for Fire Protection Services – *Karnofski/Jensen*
13. CREST Scope of Work, Source Water Protection Grant – *Cassinelli*

#### M. Adjournment

#### N. Upcoming Meetings

COUNCIL/COMMISSION	PURPOSE	DAY	DATE	TIME	LOCATION
City Council	Regular Meeting	Monday	11/09/15 11/23/15	6:00 p.m.	Community Building
City Council	Special Meeting – Budget Workshop	Monday	11/09/15	4:00 p.m.	Community Building
City Council	Public Hearing – Comprehensive Plan	Monday	11/09/15	6:00 p.m.	Community Building
City Council	Public Hearing – Capital Facilities 6 Year Plan	Monday	11/09/15	6:00 p.m.	Community Building
City Council	Public Hearing – 2016 Property Tax Levy	Monday	11/09/15	6:00 p.m.	Community Building
Planning Commission	Regular Meeting	Tuesday	<del>11/10/15</del> 12/1/15	6:00 p.m.	Community Building
Parks & Rec. Commission	Regular Meeting	Tuesday	11/10/15	6:00 p.m.	Fire Hall
Port/City Meeting	Regular Meeting	Tuesday	11/10/15	5:00 p.m.	Port Meeting Rm



**CITY OF ILWACO  
CITY COUNCIL MEETING  
Monday October 26, 2015**

**A. Call to Order**

1. Mayor Cassinelli called the meeting to order at 6:01pm.

**B. Flag Salute**

1. The Pledge of Allegiance was recited.

**C. Roll Call**

1. Present: Mayor Cassinelli and Councilmembers Jensen, Marshall, Chambreau, and Forner. Absent Councilmember Karnofski.

**D. Approval of Agenda**

1. **ACTION: Motion to approve agenda. (Marshall/Forner) 4 Ayes 0 Nays 0 Abstain.**

**E. Approval of Consent Agenda**

1. Including Checks 38316 to 38317 + Electronic totaling \$16,286.80 and Checks: 38318 to 38343 totaling \$48,968.98 for a grand total of \$64,255.78.  
**ACTION: Motion to approve the consent agenda. (Chambreau/Jensen) 4 Ayes 0 Nays 0 Abstain.**

**F. Reports**

**1. Staff Reports**

**i. Police Chief Report**

Nothing to report.

**ii. Fire Chief Report**

Fire Chief Williams is disappointed that the Port of Ilwaco has not accepted the terms of the Interlocal Agreement for Fire Protection Services.

**iii. Clerk Report**

Nothing to report.

**iv. Treasurer Report**

Included in agenda packet, no questions from council.

**2. Council Reports**

- i. Councilmember Marshall continues to work on the new pay table descriptions. He missed attending the workshop with Steve DiJulio but received a copy of the slides which were reviewed.

- ii. Councilmember Forner the workshop with Steve DiJulio. Also a reminder that the Ilwaco Fire Hall will be handing out candy to trick or treaters on Saturday from 4p.m. to 8p.m. and encourages the public to bring a donation of canned food for the local food bank.

### **3. Mayor's Report**

- i. Mayor Cassinelli attended the workshop with Steve DiJulio, the Ilwaco Merchant Association general meeting, Port/City meeting, and interviewed two candidates for the WWTP Operator position. A job offer packet was sent to one of the candidates, John Alderman.
- ii. The current Comprehensive Plan update is being done to satisfy a requirement from the Dept. of Commerce under GMA, so that the city is eligible for funds for the Sahalee Sewer line replacement. The Comp Plan will be reviewed and updated again in 2018, if not sooner.
- iii. The city was given a significant amount of rock which was left over from the jetty project and the contractor did not wish to haul home. It has been placed in a temporary location near the WWTP.

### **G. Comments of Citizens and Guests Present**

- 1. Ryan Crater gave concern to the placement of the free rock at the port. He stated that anything over 20 cubic yards must be permitted, and is also concerned that the material was used to dike areas behind the WWTP. Would like to know the date by which the material will be removed.

### **H. Public Hearing**

#### **1. 2016 Budget**

Mayor Cassinelli closed the regular meeting at 6:09 p.m. and opened the Public Hearing on the 2016 Budget. Mayor Cassinelli called for any public comments on the 2016 Budget, specifically what the public would like to see included or excluded.

Natasha Crater requested a copy of the draft budget for review which will be provided within 5 business days.

With no further public comment, Mayor Cassinelli closed the Public Hearing at 6:10 p.m.

### **I. Business**

#### **1. Grant Application to DOH for Ilwaco Watershed Management Plan**

**ACTION: I move to authorize the Mayor to submit the Dept. of Health Grant Application titled "Ilwaco Watershed Management Plan" by 10/30/2015.**

**(Marshall/Jensen) 4 Ayes 0 Nays 0 Abstain**

### **J. Discussion**

#### **1. Ordinance Establishing 2016 Property Tax Levy and Certification**

Mayor Cassinelli presented the 2016 Property Tax Levy information which is fairly much the same every year. Without this certification the city will not be able to collect the

increase in funds over last year. Councilmember Forner commented that it is nice to see new construction in the estimates.

**ACTION: None taken at this meeting.**

**2. Grant Application to DOH for Ilwaco Watershed Management Plan**

Councilmember Forner presented the grant information to the council. The grant application must be received by DOH no later than October 30, 2015.

**ACTION: Move to business at this meeting. (Jensen/Forner) 4 Ayes 0 Nays 0 Abstain**

**K. Future Discussion/Agendas**

1. Sewer Conservation Loan Program – *Karnofski*
2. Personnel Policy – Termination Process – *Jensen/Karnofski*
3. Neighborhood Preservation Ordinance – *Cassinelli*
4. Ordinance Amending Title 8 – Health and Safety – *Cassinelli*
5. Ordinance Amending Critical Areas – *Cassinelli*
6. Fence Height – *Jensen*
7. Ordinance Establishing Conditional Use Permit Extensions – *Cassinelli*
8. Contract with Office 365 for Email Services – *Karnofski*
9. Contract Cancellation, Abeco & Letter of Agreement, Solutions Yes, LLC – *Cassinelli*
10. Resolution Establishing the 2016 Pay Scale – *Cassinelli*

**L. Motion to adjourn the meeting (Chambreau) Mayor Cassinelli adjourned the meeting at 6:14 p.m.**

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Mike Cassinelli, Mayor

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Holly Beller, City Clerk



**CITY OF ILWACO  
2016 Budget Workshop  
Monday, November 2, 2015**

**A. Call to Order**

Mayor Cassinelli called the workshop to order at 4:06 p.m.

**B. Present:** Councilmembers: David Jensen, Gary Forner, Vinessa Karnofski, and Fred Marshall and Treasurer Ariel Smith, Councilmember Karnofski arrived at 5:32pm **Absent:** Councilmember Chambreau

**C. Discussion**

Treasurer Smith reviewed the agenda with the Council and began with the general fund, she had been working with Councilmember Marshall on an effective way to show reserve depletion and contribution. This fund was reviewed in detail, with questions on operating and non-operating revenue and expenditures. The general fund short lived assets lists and proforma were reviewed as well. The water fund was reviewed next, looking at revenues, expenditures, short lived assets and proforma. The rates were also discussed with upcoming possible projects on Sahalee. The sewer fund was last, again the revenues, expenditures, short lived assets and proforma was reviewed. There was also discussion on the Sahalee sewer line project that is projected to occur in 2016, funded mostly through a Department of Ecology loan. The debt ratio was discussed to talk about rate possibilities for 2016. Short lived asset lists are to be reviewed by department heads and the Mayor in entirety. The next workshop is scheduled for Monday November 9<sup>th</sup> at 4:00pm prior to the regular council meeting.

**D. Adjournment**

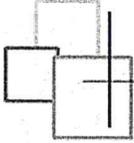
Mayor Cassinelli adjourned the workshop at 6:14 p.m.

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Mike Cassinelli, Mayor

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Ariel Smith, Treasurer



# Register

Number	Name	Fiscal Description	Amount
38344	Fero, Jimmie W	2015 - November - First meeting	\$1,163.13
38345	Williams, Thomas R	2015 - November - First meeting	\$978.22
38346	AWC - Life Insurance	2015 - November - First meeting	\$13.40
38347	AWC Employee Benefit Trust	2015 - November - First meeting	\$4,377.79
38348	Dept of Retirement - Def Comp	2015 - November - First meeting	\$155.00
38349	Dept of Retirement Systems	2015 - November - First meeting	\$5,636.54
Beller, Holly Celeste	ACH Pay - 1673	2015 - November - First meeting	\$1,277.45
Benson, Austin	ACH Pay - 1674	2015 - November - First meeting	\$1,067.81
Cassinelli, Michael	ACH Pay - 1675	2015 - November - First meeting	\$423.96
Chambreau, Jon H.	ACH Pay - 1676	2015 - November - First meeting	\$181.91
Fornier, Gary	ACH Pay - 1678	2015 - November - First meeting	\$399.55
Gray, Richard Roy	ACH Pay - 1679	2015 - November - First meeting	\$2,405.63
Jensen, David	ACH Pay - 1680	2015 - November - First meeting	\$181.91
Marshall, Fred	ACH Pay - 1681	2015 - November - First meeting	\$181.91
Mc Kee, David A	ACH Pay - 1682	2015 - November - First meeting	\$1,786.20
Mulinix, Vinessa	ACH Pay - 1683	2015 - November - First meeting	\$181.11
Richardson, Troy	ACH Pay - 1684	2015 - November - First meeting	\$1,305.95
Smith, Ariel	ACH Pay - 1685	2015 - November - First meeting	\$1,243.99
Staples, Terri P	ACH Pay - 1686	2015 - November - First meeting	\$446.00
EFT 11-5-15	Discovery Benefits	2015 - November - First meeting	\$625.00
EFT 11-5-15	U.S. Treasury Department	2015 - November - First meeting	\$4,634.49
			<b>\$28,666.95</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Ilwaco, and that I am authorized to authenticate and certify said claims.

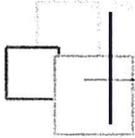
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Treasurer

38344 through 38349 and electronic payments totalling \$28,666.95 are approved this 9th day of November, 2015.

\_\_\_\_\_  
Council member

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Council member

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Council member



# Register

Fiscal: 2015  
Deposit Period: 2015 - November  
Check Period: 2015 - November - First meeting

Bank of the Pacific	8023281		
<b>Check</b>			
<u>38352</u>	A & E Security Solutions, Inc.	11/9/2015	\$568.65
<u>38353</u>	A Sparkling Castle	11/9/2015	\$545.00
<u>38354</u>	Ariel Smith	11/9/2015	\$402.23
<u>38355</u>	Art's Auto Parts, Inc.	11/9/2015	\$31.29
<u>38356</u>	Association of WA Cities	11/9/2015	\$2,500.00
<u>38357</u>	Backflow Management Inc.	11/9/2015	\$315.00
<u>38358</u>	BSK Associates	11/9/2015	\$715.00
<u>38359</u>	Cartomation, Inc.	11/9/2015	\$50.00
<u>38360</u>	Cascade Columbia Distribution Co.	11/9/2015	\$758.73
<u>38361</u>	Chemtrac, Inc	11/9/2015	\$440.00
<u>38362</u>	Chinook Observer	11/9/2015	\$424.68
<u>38363</u>	City of Ilwaco	11/9/2015	\$2,219.69
<u>38364</u>	City of Long Beach	11/9/2015	\$15,261.69
<u>38365</u>	Coast Rehabilitation Services	11/9/2015	\$35.00
<u>38366</u>	D J Witmer Company	11/9/2015	\$169.86
<u>38367</u>	Evergreen Septic Service	11/9/2015	\$165.00
<u>38368</u>	Goulter Diamond Bar Ranch	11/9/2015	\$1,300.00
<u>38369</u>	Green River Community College/WETRC	11/9/2015	\$200.00
<u>38370</u>	HD Fowler Company	11/9/2015	\$4,681.80
<u>38371</u>	Heather Reynolds, Attorney	11/9/2015	\$2,844.00
<u>38372</u>	Home Depot Credit Services	11/9/2015	\$139.70
<u>38373</u>	John Deere Financial	11/9/2015	\$1,082.23
<u>38374</u>	K & L Supply, Inc.	11/9/2015	\$340.27
<u>38375</u>	Kris Kaino	11/9/2015	\$412.00
<u>38376</u>	LEAF	11/9/2015	\$130.00
<u>38377</u>	Nancy McAllister	11/9/2015	\$412.00
<u>38378</u>	Northstar Chemical, Inc.	11/9/2015	\$6,179.02
<u>38379</u>	Northwest Pump & Equipment Co	11/9/2015	\$1,753.69
<u>38380</u>	Oman & Son	11/9/2015	\$637.31
<u>38381</u>	OMWBE	11/9/2015	\$100.00
<u>38382</u>	One Call Concepts, Inc.	11/9/2015	\$23.90
<u>38383</u>	Peninsula Sanitation Service, Inc.	11/9/2015	\$331.73
<u>38384</u>	PUD No 2 of Pacific County	11/9/2015	\$9,335.89
<u>38385</u>	Purchase Power	11/9/2015	\$49.44
<u>38386</u>	Sid's IGA	11/9/2015	\$8.40
<u>38387</u>	Sunset Auto Parts Inc.	11/9/2015	\$794.76
<u>38388</u>	Troy Richardson	11/9/2015	\$579.32
<u>38389</u>	USA Blue Book	11/9/2015	\$559.69
<u>38390</u>	Verizon Wireless	11/9/2015	\$92.48
<u>38391</u>	Vision Municipal Solutions, Llc	11/9/2015	\$3,135.32
<u>38392</u>	WA State Dept. Labor & Industries	11/9/2015	\$243.50
<u>38393</u>	WA State Dept. Natural Resources	11/9/2015	\$236.43
<u>38394</u>	Wadsworth Electric	11/9/2015	\$1,657.66
<u>38395</u>	William R. Penoyer, Attorney at Law	11/9/2015	\$412.00
		<b>Total Check</b>	<b>\$62,274.36</b>
		<b>Total 8023281</b>	<b>\$62,274.36</b>

**Grand Total** **\$62,274.36**

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Treasurer

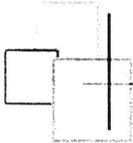
38352 through 38395

totalling \$62,274.36 are approved this 9th day of November, 2015.

\_\_\_\_\_  
Council member

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Council member

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Council member



# Voucher Directory

**A & E Security Solutions, Inc.**  
38352

2015 - November - First meeting

Invoice - 11/4/2015 4:24:33 PM

135900

001-000-000-514-20-31-00

Office & Operating Supplies

\$113.73

001-000-000-522-10-31-00

Office & Operating Supplies

\$113.73

101-000-000-543-30-30-00

Office And Operating

\$113.73

401-000-000-534-00-31-00

Operation & Maintenance

\$113.73

409-000-000-535-00-31-01

Operations And Maintenance

\$113.73

Total Invoice - 11/4/2015 4:24:33 PM

\$568.65

Total 38352

\$568.65

**A & E Security Solutions, Inc.**  
**A Sparkling Castle**

38353

2015 - November - First meeting

Invoice - 10/26/2015 12:08:15 PM

3309

001-000-000-572-50-41-00

Custodian Library

\$90.00

Total Invoice - 10/26/2015 12:08:15 PM

\$90.00

Invoice - 11/5/2015 8:07:03 AM

001-000-000-514-20-31-00

Office & Operating Supplies

\$80.00

001-000-000-522-10-31-01

Training/Attendance

\$40.00

001-000-000-572-50-41-00

Custodian Library

\$335.00

Total Invoice - 11/5/2015 8:07:03 AM

\$455.00

Total 38353

\$545.00

**A Sparkling Castle**  
**Ariel Smith**

38354

2015 - November - First meeting

Invoice - 10/26/2015 12:19:30 PM

IACC

001-000-000-514-20-43-00

Travel/Meals/Lodging

\$402.23

Total Invoice - 10/26/2015 12:19:30 PM

\$402.23

Total 38354

\$402.23

**Ariel Smith**  
**Art's Auto Parts, Inc.**

38355

2015 - November - First meeting

Invoice - 10/30/2015 2:05:14 PM

17525

001-000-000-576-80-48-00

Repairs & Maintenance

\$31.29

Total Invoice - 10/30/2015 2:05:14 PM

\$31.29

Total 38355

\$31.29

**Art's Auto Parts, Inc.**  
**Association of WA Cities**

38356

2015 - November - First meeting

Invoice - 10/30/2015 2:03:43 PM

23

001-000-000-522-50-46-00

Insurance

\$2,500.00

Total Invoice - 10/30/2015 2:03:43 PM

\$2,500.00

Total 38356

\$2,500.00

**Association of WA Cities**  
**Backflow Management Inc.**

38357

2015 - November - First meeting

Invoice - 10/26/2015 12:16:44 PM

7830

401-000-000-534-00-31-00

Operation & Maintenance

\$315.00

Total Invoice - 10/26/2015 12:16:44 PM

\$315.00

Total 38357

\$315.00

**Backflow Management Inc.**  
**BSK Associates**

38358

2015 - November - First meeting

Invoice - 10/26/2015 12:16:07 PM

V503506

401-000-000-534-00-31-06

Office & Customer Service

\$113.25

Total Invoice - 10/26/2015 12:16:07 PM

\$113.25

Invoice - 11/4/2015 3:45:09 PM

	V503621			
	401-000-000-534-00-31-06	Office & Customer Service		\$601.75
	<b>Total Invoice - 11/4/2015 3:45:09 PM</b>			<b>\$601.75</b>
<b>Total 38358</b>				<b>\$715.00</b>
<b>Total BSK Associates Cartomation, Inc.</b>				<b>\$715.00</b>
38359				
		<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/26/2015 12:07:50 PM</b>			
	001-000-000-557-20-41-00	Ilwaco Web Page		\$50.00
		GIS map storage		
	<b>Total Invoice - 10/26/2015 12:07:50 PM</b>			<b>\$50.00</b>
<b>Total 38359</b>				<b>\$50.00</b>
<b>Total Cartomation, Inc. Cascade Columbia Distribution Co.</b>				<b>\$50.00</b>
38360				
		<b>2015 - November - First meeting</b>		
	<b>Invoice - 11/4/2015 3:47:54 PM</b>			
	654090			
	401-000-000-534-00-31-01	Chemicals		\$758.73
	<b>Total Invoice - 11/4/2015 3:47:54 PM</b>			<b>\$758.73</b>
<b>Total 38360</b>				<b>\$758.73</b>
<b>Total Cascade Columbia Distribution Co. Chemtrac, Inc</b>				<b>\$758.73</b>
38361				
		<b>2015 - November - First meeting</b>		
	<b>Invoice - 11/4/2015 3:46:19 PM</b>			
	24708			
	401-000-000-534-00-31-06	Office & Customer Service		\$440.00
	<b>Total Invoice - 11/4/2015 3:46:19 PM</b>			<b>\$440.00</b>
<b>Total 38361</b>				<b>\$440.00</b>
<b>Total Chemtrac, Inc Chinook Observer</b>				<b>\$440.00</b>
38362				
		<b>2015 - November - First meeting</b>		
	<b>Invoice - 11/4/2015 4:38:16 PM</b>			
	306-15			
	001-000-000-511-30-44-00	Official Publications		\$25.53
	<b>Total Invoice - 11/4/2015 4:38:16 PM</b>			<b>\$25.53</b>
	<b>Invoice - 11/4/2015 4:38:43 PM</b>			
	25127			
	001-000-000-511-30-44-00	Official Publications		\$109.90
	<b>Total Invoice - 11/4/2015 4:38:43 PM</b>			<b>\$109.90</b>
	<b>Invoice - 11/4/2015 4:39:06 PM</b>			
	277-15			
	001-000-000-511-30-44-00	Official Publications		\$72.31
	<b>Total Invoice - 11/4/2015 4:39:06 PM</b>			<b>\$72.31</b>
	<b>Invoice - 11/4/2015 4:39:21 PM</b>			
	274-15			
	001-000-000-511-30-44-00	Official Publications		\$56.24
	<b>Total Invoice - 11/4/2015 4:39:21 PM</b>			<b>\$56.24</b>
	<b>Invoice - 11/4/2015 4:39:36 PM</b>			
	287-15			
	001-000-000-511-30-44-00	Official Publications		\$72.31
	<b>Total Invoice - 11/4/2015 4:39:36 PM</b>			<b>\$72.31</b>
	<b>Invoice - 11/4/2015 4:39:50 PM</b>			
	289-15			
	001-000-000-511-30-44-00	Official Publications		\$88.39
	<b>Total Invoice - 11/4/2015 4:39:50 PM</b>			<b>\$88.39</b>
<b>Total 38362</b>				<b>\$424.68</b>
<b>Total Chinook Observer City of Ilwaco</b>				<b>\$424.68</b>
38363				
		<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/30/2015 2:22:03 PM</b>			
	<b>October</b>			
	001-000-000-511-60-47-02	City Sewer - Museum		\$40.81
	001-000-000-514-20-47-02	Water - City Hall		\$53.30
	001-000-000-514-20-47-03	Sewer - City Hall		\$78.70
	001-000-000-514-20-47-04	Storm Drainage		\$25.12
	001-000-000-522-50-47-01	Water		\$156.10
	001-000-000-522-50-47-02	Sewer		\$220.28
	001-000-000-522-50-47-03	Storm Drainage		\$70.47
	001-000-000-572-50-47-01	City Water		\$161.50
	001-000-000-572-50-47-02	City Sewer		\$232.18
	001-000-000-572-50-47-03	Storm Drainage		\$10.99
	001-000-000-576-80-47-01	Water-Parks, Sprinklers,Blk Lake		\$189.23
	001-000-000-576-80-47-02	Sewer-Parks, Black Lake		\$52.54
	001-000-000-576-80-47-03	Storm Drainage		\$21.98
	409-000-000-535-00-47-02	Water		\$405.67
	409-000-000-535-00-47-03	Sewer		\$467.84
	409-000-000-535-00-47-05	Storm Drainage		\$32.98

	<b>Total Invoice - 10/30/2015 2:22:03 PM</b>		<b>\$2,219.69</b>
<b>Total 38363</b>			<b>\$2,219.69</b>
<b>Total City of Ilwaco</b>			<b>\$2,219.69</b>
<b>City of Long Beach</b>			
<b>38364</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/26/2015 12:06:51 PM</b>		
	001-000-000-521-10-50-00	Law Enforcement Contract	\$15,261.69
	<b>Total Invoice - 10/26/2015 12:06:51 PM</b>		<b>\$15,261.69</b>
<b>Total 38364</b>			<b>\$15,261.69</b>
<b>Total City of Long Beach</b>			<b>\$15,261.69</b>
<b>Coast Rehabilitation Services</b>			
<b>38365</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 11/3/2015 11:53:22 AM</b>		
	936971		
	001-000-000-514-20-48-00	Repairs & Maintenance	\$35.00
	<b>Total Invoice - 11/3/2015 11:53:22 AM</b>		<b>\$35.00</b>
<b>Total 38365</b>			<b>\$35.00</b>
<b>Total Coast Rehabilitation Services</b>			<b>\$35.00</b>
<b>D J Witmer Company</b>			
<b>38366</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 11/3/2015 11:53:01 AM</b>		
	8767		
	001-000-000-514-20-20-00	Personnel Benefits	\$33.97
	101-000-000-542-30-20-00	Benefits	\$33.97
	401-000-000-534-00-20-00	Benefits	\$33.97
	408-000-000-531-38-20-00	Benefits	\$33.97
	409-000-000-535-00-20-00	Employee Benefits	\$33.98
	<b>Total Invoice - 11/3/2015 11:53:01 AM</b>		<b>\$169.86</b>
<b>Total 38366</b>			<b>\$169.86</b>
<b>Total D J Witmer Company</b>			<b>\$169.86</b>
<b>Evergreen Septic Service</b>			
<b>38367</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/26/2015 12:15:22 PM</b>		
	18575		
	001-000-000-576-80-48-00	Repairs & Maintenance	\$165.00
	<b>Total Invoice - 10/26/2015 12:15:22 PM</b>		<b>\$165.00</b>
<b>Total 38367</b>			<b>\$165.00</b>
<b>Total Evergreen Septic Service</b>			<b>\$165.00</b>
<b>Goulter Diamond Bar Ranch</b>			
<b>38368</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/26/2015 12:07:40 PM</b>		
	409-000-000-535-00-45-00	Spray Sludge Disposal Site	\$1,300.00
	sludge site		
	<b>Total Invoice - 10/26/2015 12:07:40 PM</b>		<b>\$1,300.00</b>
<b>Total 38368</b>			<b>\$1,300.00</b>
<b>Total Goulter Diamond Bar Ranch</b>			<b>\$1,300.00</b>
<b>Green River Community College/WETRC</b>			
<b>38369</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/30/2015 2:10:40 PM</b>		
	147296		
	401-000-000-534-00-43-00	Travel/Meals/Lodging	\$200.00
	<b>Total Invoice - 10/30/2015 2:10:40 PM</b>		<b>\$200.00</b>
<b>Total 38369</b>			<b>\$200.00</b>
<b>Total Green River Community College/WETRC</b>			<b>\$200.00</b>
<b>HD Fowler Company</b>			
<b>38370</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/26/2015 12:20:02 PM</b>		
	I4071003		
	401-000-000-594-34-64-01	Equipment	\$2,265.90
	409-000-000-594-35-64-01	Machinery & Equipment	\$2,265.90
	<b>Total Invoice - 10/26/2015 12:20:02 PM</b>		<b>\$4,531.80</b>
	<b>Invoice - 11/3/2015 11:41:58 AM</b>		
	I4076817		
	409-000-000-535-00-31-01	Operations And Maintenance	\$120.00
	<b>Total Invoice - 11/3/2015 11:41:58 AM</b>		<b>\$120.00</b>
	<b>Invoice - 11/4/2015 4:15:14 PM</b>		
	I4043723		
	401-000-000-534-00-35-00	Small Tools & Equipment	\$30.00
	<b>Total Invoice - 11/4/2015 4:15:14 PM</b>		<b>\$30.00</b>
<b>Total 38370</b>			<b>\$4,681.80</b>
<b>Total HD Fowler Company</b>			<b>\$4,681.80</b>
<b>Heather Reynolds, Attorney</b>			
<b>38371</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 11/4/2015 4:20:15 PM</b>		
	OCT		
	001-000-000-515-30-41-00	Legal Services	\$2,484.00
	409-000-000-535-00-41-00	Attorney Fees	\$360.00

		<b>Total Invoice - 11/4/2015 4:20:15 PM</b>	<b>\$2,844.00</b>
<b>Total 38371</b>			<b>\$2,844.00</b>
<b>Total Heather Reynolds, Attorney</b>			<b>\$2,844.00</b>
<b>Home Depot Credit Services</b>			
<b>38372</b>			
		<b>2015 - November - First meeting</b>	
		<b>Invoice - 11/3/2015 11:43:48 AM</b>	
		<b>OCT</b>	
		001-000-000-594-14-62-00	Governmental Facility \$139.70
		<b>Total Invoice - 11/3/2015 11:43:48 AM</b>	<b>\$139.70</b>
<b>Total 38372</b>			<b>\$139.70</b>
<b>Total Home Depot Credit Services</b>			<b>\$139.70</b>
<b>John Deere Financial</b>			
<b>38373</b>			
		<b>2015 - November - First meeting</b>	
		<b>Invoice - 10/26/2015 12:07:58 PM</b>	
		001-000-000-591-48-71-01	John Deer Mower 8157-96 - Prin \$82.23
		001-000-000-592-48-83-00	John Deer Mower 8157-96 - Interest \$1,000.00
		<b>Total Invoice - 10/26/2015 12:07:58 PM</b>	<b>\$1,082.23</b>
<b>Total 38373</b>			<b>\$1,082.23</b>
<b>Total John Deere Financial</b>			<b>\$1,082.23</b>
<b>K &amp; L Supply, Inc.</b>			
<b>38374</b>			
		<b>2015 - November - First meeting</b>	
		<b>Invoice - 11/3/2015 11:53:45 AM</b>	
		<b>39257</b>	
		001-000-000-576-80-48-00	Repairs & Maintenance \$85.00
		401-000-000-534-00-31-00	Operation & Maintenance \$85.00
		408-000-000-531-38-31-01	Operations & Maintenance \$85.00
		409-000-000-535-00-31-01	Operations And Maintenance \$85.27
		<b>Total Invoice - 11/3/2015 11:53:45 AM</b>	<b>\$340.27</b>
<b>Total 38374</b>			<b>\$340.27</b>
<b>Total K &amp; L Supply, Inc.</b>			<b>\$340.27</b>
<b>Kris Kaino</b>			
<b>38375</b>			
		<b>2015 - November - First meeting</b>	
		<b>Invoice - 10/26/2015 12:07:34 PM</b>	
		001-000-000-512-50-40-03	Municipal Court Services \$412.00
		<b>Total Invoice - 10/26/2015 12:07:34 PM</b>	<b>\$412.00</b>
<b>Total 38375</b>			<b>\$412.00</b>
<b>Total Kris Kaino</b>			<b>\$412.00</b>
<b>LEAF</b>			
<b>38376</b>			
		<b>2015 - November - First meeting</b>	
		<b>Invoice - 10/30/2015 2:12:29 PM</b>	
		<b>6047133</b>	
		001-000-000-514-20-31-00	Office & Operating Supplies \$22.10
		001-000-000-522-10-31-00	Office & Operating Supplies \$20.80
		101-000-000-543-30-30-00	Office And Operating \$22.10
		401-000-000-534-00-31-00	Operation & Maintenance \$22.10
		408-000-000-531-38-31-01	Operations & Maintenance \$20.80
		409-000-000-535-00-31-01	Operations And Maintenance \$22.10
		<b>Total Invoice - 10/30/2015 2:12:29 PM</b>	<b>\$130.00</b>
<b>Total 38376</b>			<b>\$130.00</b>
<b>Total LEAF</b>			<b>\$130.00</b>
<b>Nancy McAllister</b>			
<b>38377</b>			
		<b>2015 - November - First meeting</b>	
		<b>Invoice - 10/26/2015 12:07:28 PM</b>	
		001-000-000-512-50-40-03	Municipal Court Services \$412.00
		Court services	
		<b>Total Invoice - 10/26/2015 12:07:28 PM</b>	<b>\$412.00</b>
<b>Total 38377</b>			<b>\$412.00</b>
<b>Total Nancy McAllister</b>			<b>\$412.00</b>
<b>Northstar Chemical, Inc.</b>			
<b>38378</b>			
		<b>2015 - November - First meeting</b>	
		<b>Invoice - 10/30/2015 2:07:35 PM</b>	
		<b>66697</b>	
		401-000-000-534-00-31-01	Chemicals \$2,437.24
		<b>Total Invoice - 10/30/2015 2:07:35 PM</b>	<b>\$2,437.24</b>
		<b>Invoice - 11/4/2015 3:44:33 PM</b>	
		<b>66682</b>	
		401-000-000-534-00-31-01	Chemicals \$2,957.08
		<b>Total Invoice - 11/4/2015 3:44:33 PM</b>	<b>\$2,957.08</b>
		<b>Invoice - 11/4/2015 3:47:31 PM</b>	
		<b>66978</b>	
		401-000-000-534-00-31-01	Chemicals \$784.70
		<b>Total Invoice - 11/4/2015 3:47:31 PM</b>	<b>\$784.70</b>
<b>Total 38378</b>			<b>\$6,179.02</b>
<b>Total Northstar Chemical, Inc.</b>			<b>\$6,179.02</b>
<b>Northwest Pump &amp; Equipment Co</b>			
<b>38379</b>			
		<b>2015 - November - First meeting</b>	
		<b>Invoice - 10/26/2015 12:09:57 PM</b>	

		2642759-00			
		401-000-000-594-34-62-03	Plant Improvements		\$1,753.69
		<b>Total Invoice - 10/26/2015 12:09:57 PM</b>			<b>\$1,753.69</b>
	<b>Total 38379</b>				<b>\$1,753.69</b>
	<b>Total Northwest Pump &amp; Equipment Co Oman &amp; Son</b>				<b>\$1,753.69</b>
	38380		<b>2015 - November - First meeting</b>		
		<b>Invoice - 11/4/2015 4:13:54 PM</b>			
		OCT			
		101-000-000-542-67-30-00	Street Cleaning		\$74.83
		401-000-000-534-00-35-00	Small Tools & Equipment		\$562.48
		<b>Total Invoice - 11/4/2015 4:13:54 PM</b>			<b>\$637.31</b>
	<b>Total 38380</b>				<b>\$637.31</b>
	<b>Total Oman &amp; Son OMWBE</b>				<b>\$637.31</b>
	38381		<b>2015 - November - First meeting</b>		
		<b>Invoice - 10/26/2015 12:22:37 PM</b>			
		3031801			
		001-000-000-514-20-31-00	Office & Operating Supplies		\$100.00
		<b>Total Invoice - 10/26/2015 12:22:37 PM</b>			<b>\$100.00</b>
	<b>Total 38381</b>				<b>\$100.00</b>
	<b>Total OMWBE</b>				<b>\$100.00</b>
	<b>One Call Concepts, Inc. 38382</b>		<b>2015 - November - First meeting</b>		
		<b>Invoice - 11/4/2015 4:14:53 PM</b>			
		5109069			
		101-000-000-543-30-30-00	Office And Operating		\$7.97
		401-000-000-534-00-31-00	Operation & Maintenance		\$7.97
		409-000-000-535-00-31-01	Operations And Maintenance		\$7.96
		<b>Total Invoice - 11/4/2015 4:14:53 PM</b>			<b>\$23.90</b>
	<b>Total 38382</b>				<b>\$23.90</b>
	<b>Total One Call Concepts, Inc. Peninsula Sanitation Service, Inc. 38383</b>		<b>2015 - November - First meeting</b>		
		<b>Invoice - 11/3/2015 11:43:13 AM</b>			
		001-000-000-514-20-47-01	Garbage Bills		\$285.22
		409-000-000-535-00-47-04	Garbage Services		\$46.51
		<b>Total Invoice - 11/3/2015 11:43:13 AM</b>			<b>\$331.73</b>
	<b>Total 38383</b>				<b>\$331.73</b>
	<b>Total Peninsula Sanitation Service, Inc. PUD No 2 of Pacific County 38384</b>		<b>2015 - November - First meeting</b>		
		<b>Invoice - 10/26/2015 12:34:50 PM</b>			
		001-000-000-511-60-47-00	Electricity		\$84.83
		001-000-000-522-50-47-00	Electricity		\$254.04
		001-000-000-572-50-47-00	Electricity		\$627.16
		001-000-000-575-50-40-00	Community Bldg Other - Electri		\$418.10
		001-000-000-576-80-47-00	Electricity		\$94.83
		101-000-000-542-63-47-00	Street Light Operating		\$627.82
		401-000-000-534-00-47-00	Electricity		\$2,296.64
		409-000-000-535-00-47-01	Electricity		\$4,932.47
		<b>Total Invoice - 10/26/2015 12:34:50 PM</b>			<b>\$9,335.89</b>
	<b>Total 38384</b>				<b>\$9,335.89</b>
	<b>Total PUD No 2 of Pacific County Purchase Power</b>				<b>\$9,335.89</b>
	38385		<b>2015 - November - First meeting</b>		
		<b>Invoice - 11/3/2015 11:52:23 AM</b>			
		001-000-000-514-20-49-00	Miscellaneous		\$49.44
		<b>Total Invoice - 11/3/2015 11:52:23 AM</b>			<b>\$49.44</b>
	<b>Total 38385</b>				<b>\$49.44</b>
	<b>Total Purchase Power Sid's IGA</b>				<b>\$49.44</b>
	38386		<b>2015 - November - First meeting</b>		
		<b>Invoice - 11/4/2015 4:15:42 PM</b>			
		OCT			
		401-000-000-534-00-31-00	Operation & Maintenance		\$8.40
		<b>Total Invoice - 11/4/2015 4:15:42 PM</b>			<b>\$8.40</b>
	<b>Total 38386</b>				<b>\$8.40</b>
	<b>Total Sid's IGA Sunset Auto Parts Inc. 38387</b>		<b>2015 - November - First meeting</b>		
		<b>Invoice - 11/4/2015 4:28:19 PM</b>			
		2306			
		101-000-000-542-30-35-00	Roadway Equipment		\$20.79
		401-000-000-534-00-35-00	Small Tools & Equipment		\$96.68
		409-000-000-535-00-35-00	Small Tools		\$194.20
		<b>Total Invoice - 11/4/2015 4:28:19 PM</b>			<b>\$311.67</b>

	<b>Invoice - 11/4/2015 4:36:46 PM</b>		
	4551		
	001-000-000-522-50-48-00	Repair & Maintenance	\$483.09
	<b>Total Invoice - 11/4/2015 4:36:46 PM</b>		<b>\$483.09</b>
<b>Total 38387</b>			<b>\$794.76</b>
<b>Total Sunset Auto Parts Inc.</b>			<b>\$794.76</b>
<b>Troy Richardson</b>			
<b>38388</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/26/2015 12:32:20 PM</b>		
	409-000-000-535-00-43-01	Travel/meals & Lodging	\$579.32
	<b>Total Invoice - 10/26/2015 12:32:20 PM</b>		<b>\$579.32</b>
<b>Total 38388</b>			<b>\$579.32</b>
<b>Total Troy Richardson</b>			<b>\$579.32</b>
<b>USA Blue Book</b>			
<b>38389</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 11/3/2015 11:45:13 AM</b>		
	782907		
	409-000-000-535-00-31-06	Screen Panels And Brushes	\$414.08
	<b>Total Invoice - 11/3/2015 11:45:13 AM</b>		<b>\$414.08</b>
	<b>Invoice - 11/3/2015 11:52:02 AM</b>		
	782996		
	409-000-000-535-00-31-06	Screen Panels And Brushes	\$145.61
	<b>Total Invoice - 11/3/2015 11:52:02 AM</b>		<b>\$145.61</b>
<b>Total 38389</b>			<b>\$559.69</b>
<b>Total USA Blue Book</b>			<b>\$559.69</b>
<b>Verizon Wireless</b>			
<b>38390</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/30/2015 2:12:47 PM</b>		
	401-000-000-534-00-42-00	Communications	\$92.48
	<b>Total Invoice - 10/30/2015 2:12:47 PM</b>		<b>\$92.48</b>
<b>Total 38390</b>			<b>\$92.48</b>
<b>Total Verizon Wireless</b>			<b>\$92.48</b>
<b>Vision Municipal Solutions, Llc</b>			
<b>38391</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/26/2015 12:18:27 PM</b>		
	3217		
	401-000-000-534-00-31-06	Office & Customer Service	\$168.91
	408-000-000-531-38-31-01	Operations & Maintenance	\$100.00
	409-000-000-535-00-31-08	Office Supplies & Customer Service	\$168.91
	<b>Total Invoice - 10/26/2015 12:18:27 PM</b>		<b>\$437.82</b>
	<b>Invoice - 10/30/2015 2:08:09 PM</b>		
	09-4010		
	401-000-000-534-00-31-06	Office & Customer Service	\$1,000.00
	408-000-000-531-38-31-01	Operations & Maintenance	\$697.50
	409-000-000-535-00-31-08	Office Supplies & Customer Service	\$1,000.00
	<b>Total Invoice - 10/30/2015 2:08:09 PM</b>		<b>\$2,697.50</b>
<b>Total 38391</b>			<b>\$3,135.32</b>
<b>Total Vision Municipal Solutions, Llc</b>			<b>\$3,135.32</b>
<b>WA State Dept. Labor &amp; Industries</b>			
<b>38392</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/26/2015 12:11:03 PM</b>		
	262814		
	001-000-000-511-60-49-01	Miscellaneous	\$64.50
	001-000-000-522-10-31-01	Training/Attendance	\$43.00
	401-000-000-534-00-31-00	Operation & Maintenance	\$43.00
	409-000-000-535-00-31-01	Operations And Maintenance	\$93.00
	<b>Total Invoice - 10/26/2015 12:11:03 PM</b>		<b>\$243.50</b>
<b>Total 38392</b>			<b>\$243.50</b>
<b>Total WA State Dept. Labor &amp; Industries</b>			<b>\$243.50</b>
<b>WA State Dept. Natural Resources</b>			
<b>38393</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/30/2015 2:04:29 PM</b>		
	1035397		
	401-000-000-534-00-31-00	Operation & Maintenance	\$236.43
	<b>Total Invoice - 10/30/2015 2:04:29 PM</b>		<b>\$236.43</b>
<b>Total 38393</b>			<b>\$236.43</b>
<b>Total WA State Dept. Natural Resources</b>			<b>\$236.43</b>
<b>Wadsworth Electric</b>			
<b>38394</b>			
	<b>2015 - November - First meeting</b>		
	<b>Invoice - 10/30/2015 2:10:13 PM</b>		
	400439		
	409-000-000-535-00-41-01	Professional Services - Electrician	\$205.01
	<b>Total Invoice - 10/30/2015 2:10:13 PM</b>		<b>\$205.01</b>
	<b>Invoice - 10/30/2015 2:11:30 PM</b>		
	400440		
	401-000-000-534-00-41-03	Professional Services - Electrician	\$237.50
	<b>Total Invoice - 10/30/2015 2:11:30 PM</b>		<b>\$237.50</b>

Invoice - 11/4/2015 3:45:48 PM		
400432		
409-000-000-535-00-41-01	Professional Services - Electrician	\$95.00
<b>Total Invoice - 11/4/2015 3:45:48 PM</b>		<b>\$95.00</b>
Invoice - 11/4/2015 3:46:48 PM		
400523		
401-000-000-534-00-41-03	Professional Services - Electrician	\$835.15
<b>Total Invoice - 11/4/2015 3:46:48 PM</b>		<b>\$835.15</b>
Invoice - 11/4/2015 3:47:09 PM		
400522		
401-000-000-534-00-41-03	Professional Services - Electrician	\$285.00
<b>Total Invoice - 11/4/2015 3:47:09 PM</b>		<b>\$285.00</b>
<b>Total 38394</b>		<b>\$1,657.66</b>
<b>Total Wadsworth Electric</b>		<b>\$1,657.66</b>
<b>William R. Penoyar, Attorney at Law</b>		
<b>38395</b>		

**2015 - November - First meeting**

Invoice - 10/26/2015 12:07:13 PM		
001-000-000-512-50-40-03	Municipal Court Services	\$412.00
<b>Total Invoice - 10/26/2015 12:07:13 PM</b>		<b>\$412.00</b>
<b>Total 38395</b>		<b>\$412.00</b>
<b>Total William R. Penoyar, Attorney at Law</b>		<b>\$412.00</b>
<b>Grand Total</b>	<b>Vendor Count</b>	<b>\$62,274.36</b>
	<b>44</b>	

# 11/9/15 Public Hearing Procedures      Comprehensive Plan

## 1) Open hearing

**Note Time of opening hearing**

## 2) Present information

**This Public Hearing is for the purpose of reviewing the updated Comprehensive Plan for the City of Ilwaco. Comments will be considered from the public either for, or against the plan; and will also look for public input for additions or corrections to the plan. The Comprehensive Plan is a living document which will have annual reviews for updates after its adoption. The city is required to adopt the plan prior to receiving current grant awards from Dept. of Ecology.**

## 3) Call for public comment

**Check Sign in sheet for presentation**

**If no sign ins, ask if public has comment for or against the topic**

## 4) Close hearing; OR continue to next meeting if need more evidence for a discussion.

**The council will continue to discuss this item during the regular council meeting scheduled for November 23, 2015.**

**Officially close hearing and note time in which regular meeting is re-opened.**

After the hearing is closed...

- Council can then deliberate the evidence given during the hearing (public comments, etc.)
- Only the evidence provided during the hearing can be used by Council to make a decision.
- No new information can be entered into the record either by the public or council members.
- Council can move to either vote or take additional time to ask either the Planner, City Attorney, or City Staff for explanations on the evidence submitted into the record. Which in this case they would come back to vote on the matter at a later date.



**Draft**

# **Comprehensive Plan**



**June 2015**

**City of Ilwaco**  
**Draft Comprehensive Plan**

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# Introduction

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The City of Ilwaco Comprehensive Plan is a guideline for future development in the community. It communicates to citizens, private developers, and other public agencies a coordinated vision for the city that the City Council and the Planning Commission will encourage over the next 20 years.

## Planning under the Growth Management Act

The City of Ilwaco is required to prepare a comprehensive plan and development regulations that complies with the Growth Management Act (GMA), Chapter 36.70A of the Revised Code of Washington. The Washington State Legislature adopted the GMA in 1990 because it found

*"...that uncoordinated and unplanned growth, together with a lack of common goals expressing the public's interest in the conservation and the wise use of our lands, pose a threat to the environment, sustainable economic development, and the health, safety, and high quality of life enjoyed by residents of this state. It is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning."<sup>1</sup>*

The GMA provides both the legal structure and context for planning in the city, Pacific County, and many other local jurisdictions in the state. The GMA is simultaneously hierarchical and bottom's up in approach.

The GMA consists of an extensive set of laws and administrative procedures for how Ilwaco plans under the act. The basic planning framework mandated by the GMA requires Ilwaco to:

- Participate in regional planning efforts with Pacific County and the Cities of Long Beach, Raymond, and South Bend to prepare and adopt countywide planning policies;
- Prepare and adopt a comprehensive plan consistent with the GMA and the countywide planning policies; and
- Prepare and adopt development regulations consistent Ilwaco's Comprehensive Plan. Development regulations consist of critical areas, zoning, and subdivision laws.

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<sup>1</sup> RCW 36.70A.010

The GMA requires local comprehensive plan to address the state's 13 broad planning goals. These are:

- Encourage urban growth where facilities are adequate to meet service needs.
- Eliminate sprawling, low-density development that is expensive to deliver services to and is destructive to critical areas, rural areas, and resource values
- Encourage efficient, multi-modal transportation.
- Encourage a variety of affordable housing for all economic segments of the population.
- Encourage economic development consistent with resources and facilities throughout the state.
- Protect property from arbitrary decisions or discriminatory actions.
- Issue permits in a timely manner and administer them fairly.
- Maintain and enhance resource-based industries.
- Encourage retention of open space and recreational areas.
- Protect the environment and enhance the quality of life.
- Encourage citizen involvement in the planning process.
- Ensure that adequate provision of public facilities and services in a timely and affordable manner.
- Identify and encourage preservation of historic sites.

## Countywide Planning Policies

In 1997, Pacific County and the Cities of Long Beach, Ilwaco, Raymond, and South Bend prepared and adopted countywide policies.<sup>2</sup> The intent of these policies is to coordinate the broader aspects of how all five jurisdictions approach comprehensive planning within Pacific County. These eight policies addressed:

- Establishing urban growth areas
- Promoting contiguous and orderly development and providing urban services
- Identifying transportation facilities and strategies
- Providing for affordable housing for all citizens
- Encouraging joint county and municipal planning

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<sup>2</sup> Appendix A contains a copy of the Countywide Planning Policies.

- Planning for economic development and employment
- Siting countywide and statewide public capital facilities
- Analyzing the fiscal impacts of growth

Using both GMA goals and the countywide planning policies, the city also must develop its comprehensive plan within a framework set by Chapter 365-196 of the Washington Administrative Code, *Procedural Criteria for Adopting Comprehensive Plans and Development Regulations*.

The Comprehensive Plan is also important as the city's official policy document that provides the reasoning behind laws relating to zoning, critical areas regulations, and land division. The GMA requires that all development regulations must be consistent with the goals and policies within the Comprehensive Plan. The Shoreline Management Act also requires integration of Shoreline Master Programs with the Comprehensive Plan.

## City of Ilwaco Planning History

When Pacific County chose to plan under the GMA in October 1990, the City of Ilwaco was required to prepare a comprehensive plan and development regulations consistent with the state law and the countywide planning policies. The city adopted its first GMA comprehensive plan in July 1997, with its first mandatory update due no later than December 2010.<sup>3</sup> Despite missing this deadline, the city adopted this update to its comprehensive plan in 2015. Mandatory updates are required every eight years thereafter.

In 2011, Pacific County's 2010 Comprehensive Plan Update came under challenge before the Western Washington GMA Hearings Board over the delineation of the Urban Growth Area boundaries. While the challenge primarily focused on the unincorporated Seaview area, the county responded by passing an ordinance that retracted all Urban Growth Areas to the city limits of each municipality in the county.<sup>4</sup> There has been no action to-date on revisiting the urban growth boundaries through the countywide planning process.

## The 2015 Comprehensive Plan Update

RCW 36.70A.130 requires the city to periodically review its comprehensive plan and development regulations to ensure their consistency with the GMA and related laws. The review and update process is important; cities and counties not in compliance with this section

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<sup>3</sup> See RCW 36.70A.130(4)(d) and (6)(c)

<sup>4</sup> Pacific County Ordinance 161, December 13, 2011

of the GMA may not receive "...grants, loans, pledges, or financial guarantees under Chapter 43.155 or 70.146...."

## Organization of the Comprehensive Plan

The Comprehensive Plan consists of six elements that provide goals and policies for guiding future development in the city. These Elements address goals and policies for Land Use, Housing, Public Facilities and Services, Utilities, Transportation, and Sustaining the Comprehensive Plan.

Information used to develop the goals and policies within each element follows in the Technical Information Profiles.

# Community Vision Statement

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The Ilwaco Planning Commission hosted a workshop on March 3, 2015 to develop a community vision statement to guide the development of the comprehensive plan.

## By Land or by Sea

Ilwaco will become a destination community that features its historic roots as a fishing village, transportation hub, and center of commerce; where the Columbia River meets the Pacific Ocean. The city will entice visitors to Ilwaco by marketing the community regionally and around the globe. Once here, visitors will learn more about Ilwaco's amenities through information kiosks and improved signage.

## Increased Business Opportunities

The future of Ilwaco depends on the presence of a strong, local economy that serves the needs of residents and visitors alike. Improving Downtown Ilwaco should be a central focus of this effort. The city needs to provide incentives for property owners who invest in their buildings and make them available for new businesses. While creating a year round economy is important, the community has tremendous potential to expand its range of businesses serving seasonal tourism. The city and private interests should collaborate especially with the Port of Ilwaco to increase services to visitors who come during the charter boat season. Businesses such as restaurants, accommodations, entertainment opportunities, and services will contribute to creating a vibrant downtown environment.

## Streetscapes – Looking for Excellence

Ilwaco needs a bit of sprucing up to take best advantage of its many terrific community assets. By cleaning up nuisance properties, improving storefronts, and repairing sidewalks, Ilwaco's appearance and attractiveness will truly shine. The city can facilitate this effort by exploring alternative street design that improves the appearance of its thoroughfares and increases pedestrian accessibility within the community.

## Infrastructure Serving Housing, Businesses, and Parks

Infrastructure plays an important economic role in sustaining and growing housing, businesses, and parks in Ilwaco. The city should continue to its investment in improving and expanding its infrastructure throughout the community. Improving city infrastructure to Port of Ilwaco properties benefits the downtown core.

## **Increase Senior Resources**

As the demographics for Ilwaco show, serving the growing population of people over the age of 65 years is increasing steadily in importance. The city should encourage a wide range of housing types for seniors, including elder housing and long-term care. There also will be a need for expanding senior-oriented health care.

## **Increased Housing Opportunities**

Ilwaco needs to encourage a diverse array of housing types to address the needs of permanent and part-time residents. The city can be a catalyst for increasing housing opportunities for low- and moderate-income people by adopting innovative regulations, reducing infrastructure costs, and seeking state and federal grant resources. Expanding other housing options for visitors and part-time residents, such as condominiums and vacation rentals, will contribute to Ilwaco's overall economy.

## **Increased Transportation Opportunities**

The city should collaborate with Pacific Transit to find ways to increase the frequency of transit operations between Ilwaco and Long Beach. Forging this connection will benefit both communities economically.

## **More Parks and Recreation**

Parks and recreation programs play an important role in the quality of life for Ilwaco citizens, especially for its youth. The city should seek to improve its existing facilities while promoting new ones. Potential projects include skate and splash parks for youth, a performance pavilion for public entertainment, and bike and pedestrian paths that link the community together. The addition of showering and laundry facilities at the Port of Ilwaco that serve visiting recreational boaters would be a great draw.

## Land Use Element

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The Land Use Element provides for the general distribution, location, and extent of land uses for residential, commercial, manufacturing areas within the city over the next 20 years to accommodate anticipated growth. It also includes goals and policies for environmental protection, urban growth areas, and open space.

### Accommodating Anticipated Future Growth

**Goal:** *Ensure an adequate supply of land over the next 20 years to accommodate the residential, commercial, manufacturing, and public services and facilities needs of the community.*

### Planning Policies for Accommodating Future Growth

- 1.1. Ilwaco forecasts an annual growth rate of 1.0% over the next twenty years that will increase the resident population by approximately 200 people, a total resident population of to 1,150 people by 2035.
- 1.2. The city anticipates the continued trend of second home ownership by nonresidents over the 20-year planning period. These vacation homes likely could add an additional 15 units beyond the 100 new units needed to serve a growing resident population.
- 1.3. Carefully monitor annual population estimates annually to evaluate the impact of in-migration into the community to determine if seasonal residents become permanent ones.

### Planning Policies for Future Land Demand

- 1.4. The projected increase in resident population by 2035 will create a need for 100 new housing units within the city, creating a total resident housing stock of 670 units.
- 1.5. The estimated demand for future resident housing will comprise 85 single-family units and 15 multifamily units.
- 1.6. The estimated gross residential acreage necessary for accommodating future single-family development will be 17.2 acres.
- 1.7. The estimated gross residential acreage necessary for accommodating future multifamily housing will be approximately 2 acres. There is sufficient vacant land available within the existing city limits to accommodate future residential growth.

- 1.8. Future commercial development will focus on the redevelopment of properties within the existing downtown area, First Avenue, and on Port of Ilwaco properties near the waterfront.
- 1.9. Future industrial development will focus on Port of Ilwaco properties near the waterfront and at the airport.
- 1.10. The current city limits boundary is sufficient to accommodate urban growth for the City of Ilwaco over the next 20 years.

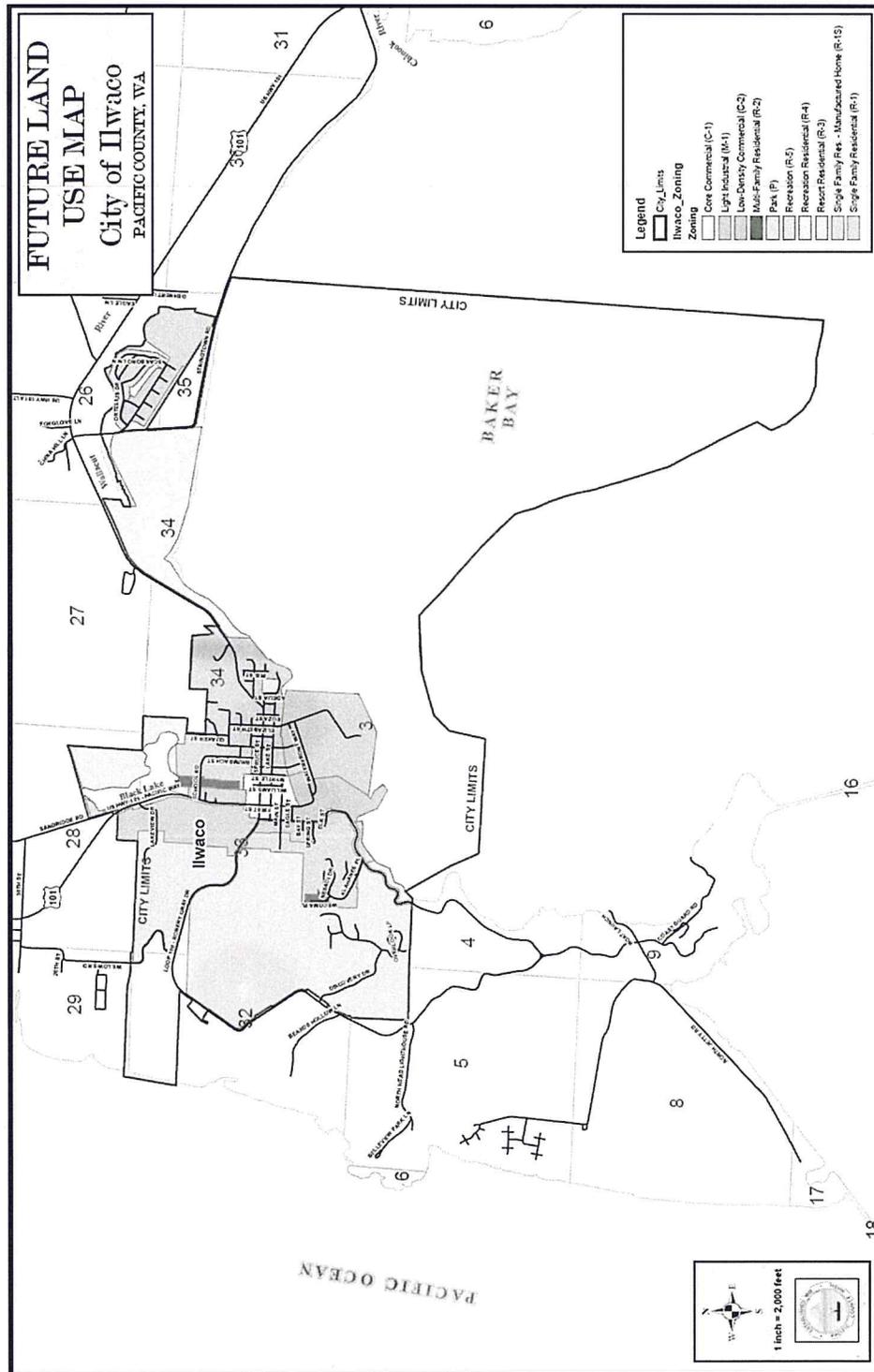
## Distribution of Development Districts

**Goal:** *The city will protect traditional development patterns by separating land uses into appropriate districts in accordance with the Future Land Use Map.*

### Policies for Residential Districts

- 1.11. Establish a low-density Residential (R-1) District that serves the needs of single-family homes, including new manufactured homes, in a traditional neighborhood development pattern. Net density standards for the district will be seven dwelling units per acre with a minimum lot size of 6,000 square feet. Allowed uses also include parks, schools, and public facilities and services.
- 1.12. Establish a low-density Residential Overlay (R-1S) District that allows those uses provided in the R-1 District that include the siting of previously sited and singlewide manufactured homes. Net density standards for the district will be seven dwelling units per acre with a minimum lot size of 6,000 square feet. Allowed uses also include parks and public facilities and services.
- 1.13. Establish a Multifamily Residential (R-2) District that allows single-family, duplex, and multifamily dwellings at higher densities with a minimum lot size of 5,000 square feet for single-family and 7,000 square feet for duplexes. Multifamily units may locate at a net density of up to 25 units per acre. Allowed uses also include parks and public facilities and services.
- 1.14. Establish a Resort Residential (R-3) District that promotes a mix of residential, recreation, and limited tourist-oriented commercial uses. Net density standards in the district for single-family residences will be seven dwelling units per acre with a minimum lot size of 6,000 square feet and 7,000 square feet for duplexes. Multifamily units may locate at a net density of up to 25 units per acre. Allowed uses also include parks, semi-public uses, and public facilities and services.

1.15. Future Land Use Map



## Policies for Commercial and Manufacturing Districts

**Goal:** *Encourage economic development within the city by establishing districts appropriate for a range of commercial and manufacturing uses.*

- 1.16. Establish a Downtown Commercial (C-1) District that reflects the city's historic mix of retail trade, dining, services, and professional businesses. The C-1 District encourages a compact, pedestrian-oriented development pattern. Residential uses may locate above the ground floor of commercial buildings. Other allowed uses include public facilities and services.
- 1.17. Prepare an economic development and urban design strategy for the Downtown Commercial District that integrates historic elements of Ilwaco's Nordic and commercial fishing heritage.
- 1.18. Establish a Low-Density Commercial (C-2) District that provides for a wide range of retail trade, services, tourist recreation, public, and semi-public uses that serve the needs of residents and visitors. The focus of the C-2 District centers on the Port of Ilwaco's waterfront, First Avenue, and Second Avenue.
- 1.19. Establish a Recreation (R-5) District that caters to the needs of tourism and recreational facilities. Businesses located in this district may include parks, camping facilities, recreational facilities, and other uses that serve both active and passive recreation activities.
- 1.20. Establish a Light Industrial (M-1) District that allows for indoor and outdoor manufacturing activities that can require outdoor storage, sales, repair, and assembly. Uses in this district do not create noise, glare, and industrial wastes.
- 1.21. Discourage the siting of land uses adjacent to the Port of Ilwaco Airport that would disrupt aircraft use, including limiting the height of structures within the flight path.
- 1.22. Create flexible development regulations for the Downtown Commercial District that will provide private property owners with incentives for redevelopment.
- 1.23. Encourage the development of a downtown and waterfront strategic plan that identifies design themes and infrastructure improvements that improve the commercial viability of the area.

- 1.24. Continue to invest in street, sewer, and water infrastructure improvements to ensure the retention and expansion of businesses and manufacturing activities in the downtown and waterfront area.

## Environmental Protection

**Goal:** *Identify areas within the city that pose significant development constraints due to the presence of critical areas and manage them to protect public safety, property, and important environmental resources.*

### Policies for Environmental Protection

- 1.25. Critical areas within the city of Ilwaco include geologically hazardous areas, frequently flooded areas, wetlands, and fish and wildlife habitat conservation areas.
- 1.26. Use best available science to designate and protect wetlands and fish and wildlife habitat conservation areas from incompatible development impacts with appropriate standards for buffers and mitigation.
- 1.27. Protect people and property in geologically hazardous and frequently flooded areas by adopting and implementing development regulations that adequately address the dangers associated with developing in these areas.
- 1.28. Avoid the location of public facilities within tsunami hazard and 100-year floodplains unless no other feasible alternative is available.
- 1.29. Maintain the city's participation in the National Flood Insurance Program.
- 1.30. Rely on Best Management Practices in Volume IV of the *Stormwater Management Manual for Western Washington* and develop a comprehensive storm drainage plans to reduce the threat of flooding to people and property as well as minimizes pollutant discharges to surface waters.
- 1.31. Encourage new developments to use low impact development methods to protect area water quality.
- 1.32. Annually review critical areas regulations to ensure they remain current with the best available science.
- 1.33. Cooperate with local land trusts to acquire and protect unique critical areas, especially quality wetlands and fish and wildlife habitat areas within the city.

- 1.34. Increase community resilience to tsunami inundation by seeking resources to plan for and establish appropriate emergency services at the School Hill evacuation assembly area.

## Retaining Open Space

**Goal:** *Encourage the retention of open space in the community through innovative development standards, parks, and conservation areas.*

### Policies for Open Space and Parks

- 1.35. Promote community health by encouraging citizens to stay physically active by providing parks, trails, and other recreation assets.
- 1.36. The Comprehensive Plan adopts by reference the City of Ilwaco Parks, Trails & Natural Areas Plan – 2014-2020.
- 1.37. Adopt development regulations that allow for clustered developments for new neighborhoods to reduce development costs and encourage the retention of open space.
- 1.38. Incorporate within development regulations standards that protect unique view corridors within the city.
- 1.39. Encourage both public and private investment in acquiring open spaces within the city.

## Urban Growth Area

**Goal:** *Ensure an adequate supply of land for future demand for residential, commercial, and industrial growth.*

### Policies for Urban Growth Area

- 1.40. Monitor growth projections and available land supply annually to evaluate the need to identify lands for inclusion into a City of Ilwaco urban growth area, if necessary. Coordinate this evaluation process with Pacific County and the Cities of Long Beach, Raymond, and South Bend during periodic review of the Countywide Planning Policies and review the boundaries as needed.

# Housing Element

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The Comprehensive Plan promotes safe, affordable housing of choice for all citizens within the city. The Housing Element does this by creating a framework of goals and policies that encourages a public-private partnership to achieve these goals for the community.

## Housing Diversity

**Goal:** *Encourage the development of a wide range of housing types that serve the needs and choice of all Ilwaco residents.*

### Policies for Housing Diversity

- 2.1. Provide for a mix of single-family, new manufactured housing, duplex, and multifamily housing types in appropriate locations within the city's residential development districts.
- 2.2. Establish development regulations that accommodate new manufactured housing in residential zoning districts on par with site built homes and provide areas for the siting of used manufactured homes.
- 2.3. Encourage the development of residential living units above the ground floor of buildings in the Downtown Commercial District.
- 2.4. Encourage the development of assisted housing for seniors and people with disabilities throughout the city's residential and commercial districts.
- 2.5. Establish development standards that will allow the inclusion of accessory dwelling units within single-family homes.
- 2.6. Coordinate street and sidewalk improvements within neighborhoods to enhance the needs of residents with limited mobility.
- 2.7. Continue to encourage the development of housing for seasonal residents that includes single-family homes, condominiums, and apartments.
- 2.8. Prepare an assessment examining if there is a need for life/safety improvements for seniors and people with disabilities who wish to remain in their own homes. If such a need exists, pursue state and federal funding through grant programs, such as the Community Development Block Grant.

## Housing Affordability

**Goal:** *Encourage the development of housing for residents of all income levels.*

### Policies for Housing Affordability

- 2.9. Work with the Joint Housing Authority of Pacific County and the Longview Housing Authority to increase rental assistance programs for Ilwaco residents.
- 2.10. Encourage the development of affordable rental housing by working in part in partnership with private and nonprofit entities.
- 2.11. Explore potential affordable housing opportunities for Ilwaco residents by preparing a housing assessment that examines housing affordability in the community and identifies strategies and projects to address needs.
- 2.12. Incorporate innovative site development standards that reduce costs for new residential development, such as reduced right-of-way widths, sidewalk provisions, and alternative bulk and size requirements on lots.

## Housing Quality

**Goal:** *Promote safe housing for all Ilwaco residents through programs and services provided by the city and in partnership with other governmental agencies and nonprofits.*

### Policies for Housing Quality

- 2.13. Ensure public safety and housing values by enforcing building codes and nuisance regulations.
- 2.14. Collaborate with regional housing organizations to create and fund housing rehabilitation programs for low- and moderate-income households through state and federal housing programs, such as the Community Development Block Grant Program.

# Public Facilities and Services Element

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The Public Facilities and Services Element establish approaches and standards for providing adequate facilities and services in the City of Ilwaco consistent with the Land Use Element. In addition, it identifies capital improvements needed in the city over the next six years, how the city will allocate those costs between existing and new development, how to site essential public facilities in the community, and adopts by reference functional public facilities and services plans. The element also addresses the siting essential public facilities in accordance with the Countywide Planning Policies.

## Providing Adequate Public Facilities and Services

**Goal:** *Ensure the availability of adequate public facilities and services that meet the current and future development needs of Ilwaco.*

### Policies for Providing Adequate Public Facilities and Services

- 3.1. Public facilities essential for accommodating development within the city consist of the water system, sewer collection system, stormwater collection, and city buildings.
- 3.2. The primary public services provided by the city include fire protection and parks.
- 3.3. Major city services that Ilwaco contracts for with other public and private agencies include law enforcement, library services, and solid waste management.
- 3.4. The City of Ilwaco adopts levels of service (LOS) standards as the benchmark for evaluating, maintaining, and forecasting the adequacy of public services and facilities. The city will ensure public facilities and services meet the following LOS standards during the 20-year planning period:
  - A. Water System
    - Ensure sufficient water rights for the water service area that meets or exceeds the projected average day consumption rates in the City of Ilwaco Water System Plan, June 2011 (Table 2-11)
    - Meet or exceed all requirements for drinking water quality under the Federal Safe Drinking Water Act and under WAC 246-290, Part 4, for Group A Public Water Systems
    - Ensure that the water distribution system and storage facilities continues to meet or exceed the standards established under WAC 246-290, Part 3, for Group A Public Water Systems

- Maintain a fire-flow of 500 gallons per minute for residential zoning, and 3,000 gallons per minute for three hours in the city center and port area.
- B. Sewer System
- Provide a sewage collection and treatment system that meets the projected needs of the service area as described in the City of Ilwaco Wastewater Facility Plan Update (2013) and the city's National Pollution Discharge Elimination Permit (NPDES).
- C. Stormwater System
- Provide a public collection system capable of conveying a 25-year frequency storm event without flooding or damage to structures
- D. City Buildings
- Provide and maintain city buildings for administrative staff, fire station, and community building
- E. Law Enforcement
- Continue to contract with the City of Long Beach to provide 24-hour staffing
- F. Fire Protection
- Maintain National Fire Protection Association Standard 1720, *Standard for the Organization and Deployment of fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*
- G. Solid Waste Collection
- Continue to contract for solid waste collection services for residential and commercial disposal needs
- H. Parks
- Continue to maintain and upgrade existing city park facilities, natural areas, and trails at current levels or better
- 3.5. The city requires the availability of adequate public facilities and services concurrent when the impacts of development occur.
- 3.6. The city will work with citizens to evaluate the adequacy of existing public facilities and services in neighborhoods and develop projects that address deficiencies.

- 3.7. The city will evaluate and assure that all public facilities and services are consistent with accommodating future growth projections in the Land Use Element before adopting six-year public facilities plans.
- 3.8. Protect ground and surface water quality by upgrading wastewater collection lines.
- 3.9. The following policies will guide the city in prioritizing public facilities and services capital expenditures:
  - A. Priority 1: Remedy urgent or emergency conditions that are dangerous to public health or safety;
  - B. Priority 2: Correct existing deficiencies;
  - C. Priority 3: Meet the needs of planned growth; and
  - D. Priority 4: Add desirable new facilities and services.
- 3.10. The city will continue to maintain and update its public facilities to accommodate the growth projections in the Land Use Element. If LOS standards fall below adopted levels in this plan, the city will take one or more of the following actions:
  - A. Reduce demand through demand management strategies;
  - B. Reduce the LOS standards;
  - C. Increase revenues;
  - D. Reduce the cost of public facilities and services; and/or
  - E. Revise the Land Use Element.
- 3.11. The City of Ilwaco Comprehensive Plan adopts the following plans for public facilities and services:
  - A. City of Ilwaco Water System Plan, June 2011
  - B. City of Ilwaco 2013 Wastewater Facility Plan Update/Sahalee Subdivision Preliminary Engineering Report, November 2013
  - C. City of Ilwaco Parks, Trails, & Natural Areas Plan – 2014-2020, January 2014
  - D. City of Ilwaco Stormwater Plan,
  - E. Port of Ilwaco Marina Master Plan, February 2012
  - F. Pacific County Hazard Mitigation Plan, June 2010
  - G. Source Watershed Control Plan, May 2015

## Priority Public Facilities and Services Capital Improvements

**Goal:** *Identify capital expenditures for public facilities and services necessary for implementing the Land Use Element over the next six years.*

### Policies for Priority Public Facilities and Services Capital Improvements

3.12. Update six-year financing plans for public facilities and services capital projects annually.

3.13. Pursue ratemaking policies that encourage water conservation.

3.14. Water System Six-Year Capital Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2015	New 1.0 mgd Treatment Unit	\$850,000	DOH grant/Local funds
2016	Sahalee Water Main Replacement	\$1,257,900	PWTF
2017	Cook's Hill Road Waterline Extension	\$603,000	DWSRF/PWTF
2020	Whealdon Street Booster Station	\$133,000	Local funds

3.15. Sewer System Six-Year Capital Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2017	Nesadi Drive Sewer Improvements	\$336,000	PWTF
2017	Sahalee Sewer System Improvements	\$2,199,300	ECY SRF
2017	Reroof wastewater treatment facility	\$50,000	Local funds

3.16. Parks Six-Year Capital Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2015	Improve access roads & develop parking area, including sidewalks, bike lands, ADA accessible parking	\$80,000	Grant
2016	Connect City Park to downtown, Port, & Discovery Trail with signs, sidewalks & bike lanes	\$20,000	Grant
2016	Add & improve City Park amenities, including new signage, drinking fountains, dog bag stations, bicycle racks	\$5,000-10,000	Donations
2015	Redesign & redevelop City Park layout and facilities	\$25,000	Donations

Year	Project Description	Estimated Cost	Funding Sources
2015	Add & improve Black Lake Park amenities, including new & increased signage, drinking fountains, dog bag stations, bicycle racks, & trash cans	\$10,000	Grant
2016	Acquire more of Black Lake Hill and expand Black Lake Park	\$200,000- \$350,000	Grant
2016	If land acquisition is not possible, secure upper Salamander Trail easement	\$30,000	Grant
2017	Improve & expand Black Lake Park trails for mountain biking	\$50,000	Donation
2017	Explore making the Black Lake Park core trail ADA accessible	\$10,000	Grant & donations
2019	Improve boat launch parking at Black Lake Park	\$50,000	Grant
2018	Add more covered picnic areas at Black Lake Park	\$15,000	Grant & donations
2015	Develop water source protection plan for Indian Creek Natural Area	\$50,000	Grant
2015	Buy out two remaining timber harvest rights to protect water source in Indian Creek Natural Area	\$350,000	Grant
2016	Connect Port waterfront to Discovery Trail through designated parking, welcome kiosk, signage, sidewalks, & bicycle lanes.	\$500,000	Grant
2015	Build pedestrian & bicycle trail from waterfront to boat launch	\$20,000	Grant
2016	Add mileage & restroom location signage along Discovery Trail	\$7,500	Grant
2016	Add interpretive signage along Discovery Trail	\$4,000	Grant
2015	Study for re-contouring trail between Beards Hollow & Beards Hollow Overlook	\$10,000	Grant
2015	Study better connection between Beards Hollow Overlook & Discovery Trail with signs & safer, paved trails	\$20,000	Grant
2015	Extend Discovery Trail north from Port, past City Park, over Cooks Hill to SR 101	\$273,400	Grant
2018	Protect Lake Holman east of Discovery Trail	\$25,000- \$100,000	Grant & donations
2015	Develop comprehensive park/trail signage style & use throughout the city	\$40,000	Grant & donations
2018	Connect all parks and trails to downtown through way finding signage, trails, sidewalks, & bicycle lanes	\$500,000	Grant
2015	Promote Ilwaco's parks, trails, & natural areas with signs, brochures, website, social media, smart phone tours	\$50,000	Grant & donations

## 3.17. Stormwater Six-Year Capital Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2015	Ditch rehabilitation: west of 2 <sup>nd</sup> Avenue, East of Eagle St./First Ave., Maryann St./SR 101	\$7,000	Stormwater Utility
2015	Willow ditch improvements: Willow St. east of Quaker Ave/Installation of 200 LF of 24-inch pipe	\$55,000	Stormwater Utility
2017	Vandalia stormwater improvements design	Unknown	Stormwater Utility

## 3.18. Public Safety Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2017	Purchase new or used ladder truck for Fire Department	\$450,000 used \$930,000 - \$1.0M new	Bond issue
2016	Fire Department emergency supplies	\$500	General fund
2016	72-hour emergency supply for 20 people at tsunami evacuation point	\$5,000	Grant

## Funding for Public Facilities and Services

**Goal:** *Allocate the cost of public facilities and services fairly between existing and new development.*

## Policies for Funding Public Facilities and Services

- 3.19. Existing development will contribute to correcting deficiencies currently existing in public facilities and services.
- 3.20. New development shall pay its own way for improvements required under the Comprehensive Plan.
- 3.21. Existing and new development will share equally in the cost for new or expanded capital facility improvements that correct existing level of service deficiencies.
- 3.22. The city will explore a variety of financing mechanisms for existing and new public facilities and services improvements, including state and federal grant assistance.

## Coordinating Capital Facilities and Services with Special Use Districts

**Goal:** *Coordinate capital improvement plans with special use districts within the city to ensure adequate facilities and services are concurrent with their growth.*

### Policies for Coordinating Capital Facilities and Services Plans

- 3.23. The city will consult with the Port of Ilwaco, Pacific County Public Hospital District No. 3, and Ocean Beach School District #101 to stay aware of their development plans to ensure there are adequate public facilities and services available for delivery of their services.

## Siting Essential Public Facilities

**Goal:** *Work with Pacific County and the Cities of Long Beach, Raymond, and South Bend to maintain consistent and equitable planning policies for siting of essential public facilities.*

### Policies for Siting Essential Public Facilities

- 3.24. Essential public facilities include:
- A. Multicounty facilities, such as regional transportation facilities, state correction facilities, and state educational facilities;
  - B. Countywide facilities that serve more than a single jurisdiction, such as county jails, landfills, community colleges, sewage treatment facilities, communication towers, inpatient facilities; and
  - C. City facilities that primarily serve Ilwaco.
- 3.25. All essential public facilities are conditional uses within any development district within the city. The proposed siting of an essential public facility shall identify the approximate area where the proposed project could potentially have adverse impacts, (such as increased traffic, public safety risks, noise, glare, emissions, or other environmental impacts) in order to enable the city to determine the project's compatibility with surrounding land uses.
- 3.26. The city may impose reasonable conditions on an essential public facility necessary to mitigate the impacts of the project, but it cannot adopt development regulations that preclude its siting.
- 3.27. The proposed siting of an essential public facility must provide early notification and involvement of affected citizens and jurisdictions.

- 3.28. Essential public facilities must not have any probable significant adverse impact on critical areas, except if no feasible alternative exists.
- 3.29. Applicants for multi-county or countywide essential public facilities should provide an analysis of the alternative sites considered for the proposed facility.
- 3.30. Essential public facilities siting within the city shall be consistent with the Comprehensive Plan and all adopted city ordinances.

# Transportation Element

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The Transportation Element describes how the city's Comprehensive Plan will create an efficient circulation system consisting of roadways, waterways, and non-motorized routes that meets local and regional needs consistent with the Land Use Element.

## Maintaining Existing Transportation Infrastructure

**Goal:** *Maintain existing transportation infrastructure and services that meet the residential and economic needs of the community.*

### Policies for Maintaining Existing Transportation Infrastructure

- 4.1. The city adopts a level of service (LOS) D or better for arterial streets and a LOS C or better for collectors.<sup>5</sup>
- 4.2. The city will monitor existing arterials and collectors for their adequacy in meeting the demands of increased traffic.
- 4.3. Work closely with the Washington State Department of Transportation to monitor traffic counts along SR 101 within the city to ensure appropriate capacity exists to accommodate increases in traffic demand.
- 4.4. Encourage heavy commercial and industrial truck traffic on SR 101 to use the Elizabeth Avenue-Howerton Way-First Avenue couplet to access the Port of Ilwaco.
- 4.5. Promote the use of the Alternate SR 101 to relieve traffic congestion in Ilwaco during peak traffic periods.
- 4.6. Reduce traffic congestion at Spruce Street and First Avenue by adding turn lanes.
- 4.7. Investigate safe bicycle routes that connect major interest points in the city to ensure rider safety.
- 4.8. Improve pedestrian circulation and safety throughout the city, with an emphasis on providing sidewalks between downtown and the Port of Ilwaco.

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<sup>5</sup> LOS C has an average control delay of less than 20 to 35 seconds per vehicle that maintains stable flows with acceptable delays. LOS D has an average control delay of less than 55-80 seconds per vehicle that approaches unstable flow with tolerable delays, waiting through more than one signal before proceeding.

- 4.9. Retrofit existing sidewalks to make them accessible in accordance with Americans with Disabilities Act.
- 4.10. Improve the safety of the intersection of Cooks Hill Road and SR 101.
- 4.11. Support continued funding for the maintenance of the Baker Bay channel leading to the Port of Ilwaco and the Coast Guard station.
- 4.12. Work with Pacific Transit to increase service to Ilwaco from Long Beach and other destinations within the county.
- 4.13. Work with the Washington Department of Transportation to include travelers' amenities on SR 101 and SR 100, such as restrooms, visitor information kiosks, and pull-offs.

## New Transportation Infrastructure

**Goal:** *Design and implement safe transportation improvements that are consistent with the goals and policies of the Land Use Element.*

### Policies for New Transportation Infrastructure

- 4.14. All land uses shall provide safe access to a public street.
- 4.15. Extensions and new city arterials shall meet LOS D or better and collectors shall meet LOS C or better.
- 4.16. The city should collaborate with large lot private landowners west of First Avenue to develop a general street design system for the area to ensure future access for all properties.
- 4.17. The city will require new development to extend public streets to ensure safe and efficient circulation throughout the city.
- 4.18. All new streets shall be capable of accommodating emergency service vehicles.
- 4.19. Update the city's Unified Development Ordinance to provide appropriate street, sidewalk, and bicycle design standards, including adopting the most recent Standard Specifications for Public Works Construction published by the American Public Works Association.

- 4.20. Facilitate pedestrian and bicycle path projects in the Park Plan to promote an increase in the physical activities of citizens.
- 4.21. Participate in and coordinate transportation improvement needs with the Southwest Washington Regional Transportation Planning Organization.

### **Allocating Costs for Transportation Improvements**

**Goal:** *Allocate the cost of transportation improvements fairly between existing and new development.*

### **Policies for Allocating Costs for Transportation Improvements**

- 4.22. Property owners in established areas of the city will contribute to the cost of correcting street and sidewalk deficiencies.
- 4.23. Developers will be responsible for the cost of new street and sidewalk that solely benefit their development.
- 4.24. Existing users and new development may share equally for expanded streets and sidewalks that benefit all residents and businesses.
- 4.25. Public expenditures for streets will be based on the following priorities:
  - A. Remedy an urgent or emergency condition which is dangerous to public health or safety;
  - B. Correct existing deficiencies that result in transportation facilities falling below the established level of service standard;
  - C. Meet the needs of planned growth; and,
  - D. Add desirable new streets or amenities.
- 4.30. Capital expenditures for streets will conform to the City of Ilwaco's adopted Comprehensive Plan.
- 4.31. The city will explore a variety of financing mechanisms for improving streets and sidewalks.

### **Priority Street and Sidewalk Improvements**

**Goal:** *Adopt six-year transportation improvement plans for street and sidewalk construction that are consistent with the Land Use Element.*

## Policies for Priority Street and Sidewalk Improvements from 2016 to 2021

### 4.32. Six-Year Transportation Improvement Plan

Priority / Year	Street	Project Description	Class	Estimated Cost	Funding Sources
1 2016	Adelia & Spruce Streets	Reconstruction and paving from SR 101 cut-off to Lake Street, including parking area	Local	\$496,000	TIB, local
2 2016	Capt. Robert Gray Drive	Chip seal from Stringtown Road to Ortelius Drive	Local	\$124,925	TIB, local
3 2018	Cook's Road NE	Rebuild hazardous intersection with SR 101	Local	\$523,000	TIB, local
4 2016	Discovery Trail Extension	Extend the Discovery Trail from Main Street to Cook's Hill	Pedestrian Bicycle	\$1,728,000	State Ped/ Bike, local
5 2016	Advent Ave. & Hemlock St.	Pave from Spruce to Quaker, (sidewalks from Spruce to Willow) and Hemlock from Advent to Brumbach Avenues	Local	\$506,000	TIB, local
6 2016	Scarborough Ln.	Chip seal and add storm drains	Local	\$249,000	TIB, local
7 2017	Lake St.	Pave and add sidewalks from Adelia to Williams	Local	\$600,000	TIB, local
8 2017	Pearl & Myrtle Avenues	Pave Pearl from Spruce to Howerton & chip seal Myrtle from end to Main	Local	\$389,000	TIB, local
9 2017	Ortelius Dr.	Chip seal and add storm drains from Stringtown to Capt. Robert Gray Dr.	Local	\$344,000	TIB, local
10 2019	Vandalia Cul-de-sacs	Chip seal from Capt. Robert Gray Dr. to end of each cul-de-sac	Local	\$126,000	TIB, local
11 2016	Sidewalk improvements	Repair various city sidewalks	Various	\$20,000	TIB
12 2018	Reservoir Rd.	Chip seal from Wecoma to dead end	Local	\$69,000	TIB, local
13 2017	Miscellaneous chip seal	Advent, Myrtle, Ash, Eagle, Main SE, & Pearl	Local	\$26,064	Local
14 2019	Main St. SW	Repair sloughing street and connect to Discovery Trail	Local	\$218,000	TIB, local
15 2018	Whealdon St.	Chip seal and dedicate gravel road on city property within city limits	Local	\$321,000	TIB, local
16	Quaker St. Extension	Develop road to Black Lake / old city shop	Local		

## Utilities Element

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The Utilities Element addresses the utilities provided by special use districts and private providers. It assures that these key services will be available to growth in a manner consistent with the Comprehensive Plan Land Use Element as projected growth happens. The main utility providers in Ilwaco supply electrical and telecommunications services.

### Planning and Locating Utilities

**Goal:** *Maintain ongoing and cooperative partnerships with utility providers to assist in facilitating the reliable delivery of electricity, telephone, and cable services in the city in an economical manner that respects the aesthetic character of the neighborhood and commercial development districts.*

### Policies for Planning and Locating Utilities

- 5.1. The location of public and private utility transmission facilities lines should be in public rights-of-way.
- 5.2. New subdivisions will be required to have underground utilities.
- 5.3. The city will require dedication of all new rights-of-way to provide adequate land for location of utility lines for all utility providers.
- 5.4. The city will encourage utility providers to move overhead lines underground as part of street, sewer, water, and storm drainage projects.
- 5.5. The city will assure timely notification to utility providers of street construction and maintenance of existing rights-of-way.
- 5.6. Utility providers shall complete restoration of rights-of-way to city street standards in a reasonable period to assure public safety.
- 5.7. Major utility corridors should be located outside the current city limits.
- 5.8. The city will notify all utility providers of pending updates to the Comprehensive Plan and/or development regulations that will affect providers.

## Sustaining the Comprehensive Plan

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Sustaining the Comprehensive Plan explains how the city will protect private property rights, engage its citizens in planning, monitor the plan's progress, and make plan amendments. This element includes a strategy for involving citizens in the planning process for updating the plan and developing regulations.

### Engaging Citizens for Better Community Decisions

**Goal:** *Ensure effective community planning by encouraging active citizen participation in the land use decision-making process.*

#### Policies for Engaging Citizens in Planning

- 6.1. The Planning Commission shall schedule regular meetings to listen to community concerns.
- 6.2. The Planning Commission shall hold an annual spring meeting to review planning progress and discuss ideas for change.
- 6.3. Use the city's website to share information about plans and projects available to citizens in advance of any meetings.
- 6.4. Notify people one-to-two weeks in advance of workshops or meetings by posting notices on the city's website, at City Hall, and in area newspapers.
- 6.5. Provide citizens at least fourteen days official notice of all public hearings on permit applications, plan amendments, or changes to land development regulations.
- 6.6. Develop a set of procedural rules for public hearings that guarantee everyone will have equal access to the hearing process.
- 6.7. Report to the community how their comments influenced decisions.

### Protecting Private Property Rights

**Goal:** *Conduct all procedural aspects of land use planning in a fair, even-handed, and effective manner for all citizens and development interests.*

#### Policies for Protecting Private Property Rights

- 6.8. The city will prevent unlawful taking of private property by following the State of Washington, Advisory Memorandum: Avoiding Unconstitutional Takings of Private

Property, published in December 2006 by the State of Washington Office of the Attorney General.

- 6.9. The city will respect rights of property owners when considering new changes or revisions to the Comprehensive Plan and/or development regulations.
- 6.10. The city shall follow the requirements of Chapter 36.70B of the Revised Code of Washington, Local Project Review, to ensure adequate notice and timely decisions for all development permits.

## Interjurisdictional Planning

**Goal:** *Work cooperatively with the State of Washington, Pacific County, and adjoining jurisdictions in coordinating land use planning efforts through a regional focus to achieve mutually beneficial results.*

### Policies for Interjurisdictional Planning

- 6.11. The city shall make an ongoing commitment to joint planning with Pacific County, other county municipalities, and special use districts.
- 6.12. The city considers regional sewer and water utility coordination, highway and marine transportation issues, water quality, parks and recreation facilities, and economic development as issues of special interest.
- 6.13. The city will work with Pacific County to determine appropriate Urban Growth Area boundaries and execute interlocal agreements that assure an efficient and fair development permitting process in those areas.
- 6.14. The city will support creative private sector projects of a regional nature that offer employment opportunities and diversification of the regional economic base.
- 6.15. The city will consider relevant Countywide Planning Policies as it makes land use decisions and prepare development plans and policies.

## Monitoring the Comprehensive Plan

**Goal:** *Conduct an annual review the Comprehensive Plan to evaluate its effectiveness and consistency with the GMA and community development needs of the community.*

## **Policies for Monitoring the Comprehensive Plan**

- 6.16. The Planning Commission shall be responsible for reviewing the Comprehensive Plan in January of every year.
- 6.17. If the Planning Commission approves by majority motion that there should be changes to the Comprehensive Plan, it shall forward a recommendation to the City Council no later than the first Council meeting in February.
- 6.18. The Planning Commission recommendation shall specify the exact change(s) to the Comprehensive Plan text and/or the future land use map and the reasons why the requested changes are necessary.

## **Amending the Comprehensive Plan**

Amendments to the Comprehensive Plan may occur only once annually. There are two methods for initiating a Comprehensive Plan amendment: 1) the City Council may initiate an amendment upon passage of a motion, or 2) an Ilwaco citizen or property owner may initiate a plan amendment upon submittal of a complete application.

The following procedures shall guide the Comprehensive Plan amendment process:

1. The City Planner must receive all applications or Council motions to amend the Comprehensive Plan anytime up to 14 days before the March Planning Commission meeting. Applications received after this date will undergo Planning Commission review the following year.
2. Applications and motions for amendments shall specify the exact change(s) to the Comprehensive Plan text and/or the future land use map and the reasons why the requested changes are necessary.
3. The City Planner will transmit all applications and motions to the Planning Commission one-week before its March meeting.
4. The Planning Commission will review each application and/or motion for amendment at its March meeting to determine if the requests are complete or if more information is necessary. If the application or motion is incomplete, the party requesting the amendment shall submit the information requested by the Planning Commission to the City Planner 14 days before the April meeting. The City Planner will forward it to the Planning Commission no less than 7 days before the April meeting.

5. The City Planner will provide public notice of the hearing in accordance with RCW 35A.63.070.
6. The Planning Commission will conduct public hearings for all complete comprehensive plan amendments at its April meeting.
7. At the conclusion of the public hearing process, the Planning Commission shall consider the merits of each Comprehensive Plan amendment request. The Planning Commission will prepare a recommendation that approves, approves with modifications or denies each amendment request by preparing findings of fact that consider the following criteria:
  - a. The amendment conforms to the requirements of the Growth Management Act, is internally consistent with the Countywide Planning Policies and is consistent with any interlocal planning agreements;
  - b. The amendment indicates changed conditions that show a need for the amendment;
  - c. The amendment will facilitate other Comprehensive Plan goals and policies;
  - d. The amendment addresses changing circumstances, changing community values, or corrects or updates information in the Comprehensive Plan; and
  - e. The amendment will not reduce the level of service standards for public facilities and services, reduces critical areas protections, or adversely affect the public health, safety, or general welfare of the community.
8. The Planning Commission shall submit a recommendation with findings of fact for each Comprehensive Plan amendment to the City Council no later than their first meeting in September.
9. Upon receipt of a Planning Commission amendment recommendation, the City Council may consider additional public hearings as necessary to serve the public interest. However, if the City Council departs from the Planning Commission recommendation, the Council shall hold a public hearing on that amendment.
10. The City Council shall decide to approve, approve with modifications, or deny a Comprehensive Plan amendment based upon the approval criteria in 7 above.

11. The City Council will make a decision on all Comprehensive Plan amendments no later than the last meeting of November.
12. Before final adoption by ordinance of any changes to the Comprehensive Plan, the City Planner shall submit a copy of the proposed changes to the Department of Commerce for review and comment in accordance with RCW 36.70A.106. The Department of Commerce has 60 days upon receipt of the copy to conduct its review and provide comments on the proposed changes. Once the city receives comments from Commerce, or if Commerce provides no comments by the end of the 60-day review period, the City Council may proceed with the adoption by ordinance of the Comprehensive Plan amendment.
13. The city shall forward copies of the ordinance adopting Comprehensive Plan to the Department of Commerce and Pacific County.

# Technical Information Profiles

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## Land Use Element Profile

### Location

The City of Ilwaco is located in Pacific County on the southern end of the Long Beach Peninsula. The Peninsula, extending approximately 23 miles north of the City of Ilwaco, boasts to be the longest sandpit peninsula along the Pacific Coast of the contiguous United States. The city lies near the mouth of the Columbia River, adjacent to Baker Bay. The incorporated city limits comprise 2.06 square miles of land and 0.31 square miles of water.

Ilwaco is approximately 45 miles from the county seat of South Bend, and is approximately 110 miles and 170 miles from the urban centers of Portland and Seattle, respectively. Ilwaco's geographic coordinates are latitude 46°18'133"N and longitude 124°02'31"W.

### Community History

The first known inhabitants of the Ilwaco area were Chinookan Native Americans. In the late 1700's, visiting English, Spanish, and French explorers came this part of the Pacific Northwest looking for the Northwest Passage. Americans Meriwether Lewis and William Clark arrived in 1805. In less than 10 years, the reports of Lewis and Clark attracted fur traders, missionaries, and eventually European American settlers to the area.

The first recognized settlement in the Ilwaco area occurred in 1848 when Capitan James Johnson secured a land claim and built a home. By the late 1860s, Ilwaco became a major stop for stagecoach and ferry routes between Astoria, Oregon and settlements on Puget Sound. The town's original name was Unity in celebration of the conclusion of the Civil War. Eventually, the name changed to Ilwaco, the Anglicization of the Chinookan Native American Elowahka Jim. Rail service replaced the stagecoaches in 1889. The Ilwaco Beach Station, also known as the Klipsan Beach Live Saving Station, came about that same year to provide rescue services off the mouth of the Columbia River, one of the most treacherous river bars in the world.

Fishing became a major economic contributor to local Ilwaco economy, with gill nets and fish traps capturing enormous quantities of fish for the cannery industry. Logging and cranberry production also played a major part of the economy. Eventually the North Beach peninsula became a major vacation destination in the early 1900s for visitors from Portland.

Today, Ilwaco still has a strong connection to water, serving as a homeport for commercial and recreational fishers and processors. Tourism also remains a major component of its economy; Cape Disappointment State Park and the Long Beach Peninsula are popular vacation spots. The US Coast Guard Station Cape Disappointment southwest of the city is largest search and rescue station on the Northwest Coast.

## Physical Description

### Topography

The City of Ilwaco is located at the top of Baker Bay at the mouth Columbia River estuary. The main portion of the city generally is flat and bordered by hillier sections to the east and west. The elevation of the main part of the city is approximately 11 feet while the terrain to the east rises to 125 feet and 250 feet in the western portion.

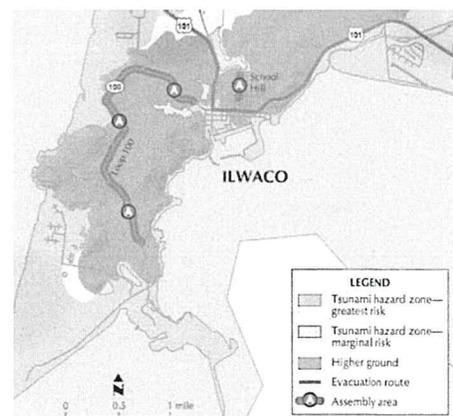
### Geology and Soils

The underlying geology of the city reflects its topographical features. In the flatter areas of the city, the underlying geology is a mix of quaternary alluvium consisting of clays, silts, sands, peat, and muck. Tertiary volcanic rocks peak in the Nesadi Drive vicinity while tertiary marine sedimentary rocks are predominant in the Discovery Drive and east of Quaker Street.

Soils in the downtown and waterfront areas of the city consist of Udorthents. These are deep, moderately drained soils 0 to 2 percent in grade. To the west lie Palix silt loam soils that are deep, well-drained soils on grades of 8 to 30%. Lebam silt loam soils are south of N. Head Road and south of Black Lake. These soils again are deep, well-drained soils on 5 to 30% slopes. A small pocket of Salzer soils is near the City Park, a poorly drained soil that tends to encourage ponding. The major soil types at the eastern end of the city consist of Westport fine sand, Yaquina loamy fine sand, and Ocosta silty clay loam. These soils typically drain poorly and are common to floodplains.

### Geologically Hazardous Areas

The primary geologic hazards in Ilwaco consist of tsunami inundation, liquefaction, landslides, and fault lines. Projections for tsunami inundation show having the greatest effect on the port, downtown, and eastern areas of the city. The same areas show indications for moderate to high susceptibility for liquefaction. There are two geologic fault lines, one running the length of the city's



waterfront and another that runs roughly parallel to Discovery Drive. Landslide potential is greatest along Robert Gray Drive.

### Surface Water

Surface waters resources within city limits include Baker Bay along the Columbia River, Black Lake, the Wallacut River, and the Pacific Ocean. The main channel of the Columbia River is three miles south of the city shoreline. Black Lake is approximately 32 acres in area. The Wallacut River is a low gradient stream at the eastern end of the city.

There is a variety of significant upland and tidal wetlands distributed throughout the city. Estuarine and marine wetlands exist along the shoreline east of the port to the city limit boundaries. Large freshwater, forested/shrub wetland complexes are found along the Wallacut River, east of Ortelius Drive, the north end of Black Lake, and on the Washington State Park land leading to the ocean beach. Three large freshwater emergent wetlands exist in the city; one is south of N. Head Road and the other two lie east and west of 1<sup>st</sup> Avenue North near the hospital. Small freshwater emergent wetlands continue from forested/shrub ones in the eastern section of the city.



### Frequently Flooded Areas

The Vandalia development at the eastern end of the city has the greatest potential for flooding, according to the 2013 Preliminary Flood Insurance Rate Maps (FIRM). Periodic flooding from the Wallacut River contributes to inundating this low-lying area during periods of high stream flows and tides. Undeveloped tidelands along the Baker Bay shoreline are also prone to flooding.



### Groundwater and Aquifer Recharge

Groundwater aquifers in the Ilwaco area are in terrace and upper and lower marine sand deposits. These are relatively shallow lenses and that are prone to nonpoint pollution sources and potential saltwater intrusion. Previous test wells drilled by the city in 1984 found these water sources unsuitable for a municipal water supply. Large wetlands in the city and the surrounding area are likely recharge points for these aquifers.

### Fish and Wildlife Habitat

Ilwaco has a range of important fish and wildlife habitat areas that includes the Columbia River, estuarine intertidal areas, wetlands, streams, and forestland. The Washington Department of Fish and Wildlife (WDFW) Priority Habitat and Species (PHS) database indicate that special upland species in the city include regular concentrations of Roosevelt elk and breeding areas for marbled murrelet and bald eagle. Other common wildlife species, such as deer, birds, and small mammals are distributed throughout the city.

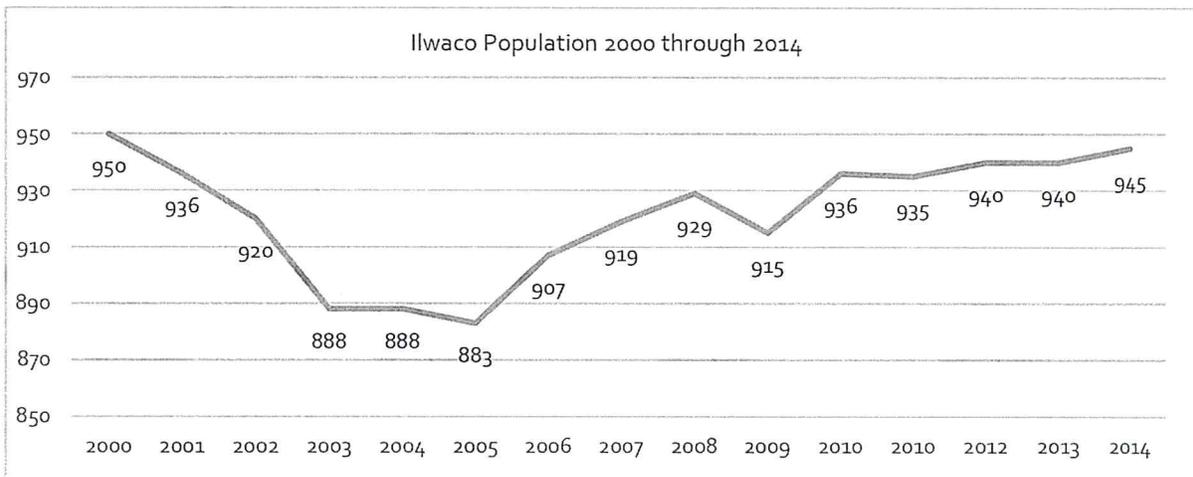
The PHS database shows Baker Bay as have large concentrations of resident and migratory waterfowl. The WDFW SalmonScape database show Fall Chum, Coho, and Winter Steelhead use the Wallacut River. Baker Bay and the Columbia River are significant migratory routes for large numbers of returning salmonid species, with the intertidal areas serving as important areas for juveniles rearing and feeding.

## Vegetation

Vegetation in the city consists of forest understory, typified by dense growths of salal and ferns, salmonberry, elderberry, Devil's club, and skunk cabbage in the lowlands. Forested areas consist of Douglas fir, red cedar, western hemlock, Sitka spruce, broadleaf maple and red alder. Intertidal areas of Baker Bay are low, brackish water marshes dominated by Lyngby's sedge and sparse distributions of eelgrass.

## **Past and Current Population**

The Office of Financial Management estimated that the City of Ilwaco has a population of 945 people in April 2015. After losing 7% of its population between 2000 and 2005, the city has nearly recovered this loss with a slow, steady growth rate. Pacific County and its other municipalities have experienced similar population patterns during this same period.



The city consistently has averaged around 4.4% of the county's total population. Ilwaco is the smallest of the four incorporated cities in Pacific County. The Office of Financial Management estimates that the Ilwaco has a 2014 density of 405.3 people per square mile, which ranks 261st lowest out of 281 cities and towns statewide.

## Demographic Profile

Compared to the state as a whole, the City of Ilwaco has a much older population and lower household size.

Demographic	Ilwaco	Washington
Median age	50.2	37.3
Percent of people under 18 years	16.7	23.5
Percent of people over 65+ years	21.6	12.3
Average household size	2.11	2.51
Race as percent of population:		
- White	89.9	77.3
- Black or African American	2.1	3.6
- Asian	0.5	7.2
- American Indian/Alaska Native	2.1	1.5
- Two or more races	3.5	4.7
- Hispanic or Latino	5.7	11.2

The resident birth rate per 1,000 in Pacific County is 8.0, which is comparatively lower than the statewide average of 12.6. Conversely, the resident death rate per 1,000 in Pacific County is 13.8 per 1,000 as opposed to 13.8 statewide. This data infers that population increases in the county as a whole result from in-migration rather than natural increase.

## Population Growth Analysis and Projection

After declining 7% between 2000 and 2005, the city has since averaged an annual growth rate of nearly 0.8%, which returned the community nearly to its 2000 population level. A slow, steady growth rate of around 1.0% will likely continue in the near future. This growth rate will see Ilwaco grow to about

The 2010 Pacific County Comprehensive Plan used a modified 30-year Growth Management Projection for Pacific County using an annual growth rate of 1.14% through 2030. The county's plan estimates a 2030 population for Ilwaco at around 1180, an addition of 246 new, full-time residents.<sup>6</sup> Ilwaco

Given the median age of Ilwaco residents, increases in the city's population likely will depend more on in-migration rather than births. The percentage of people 18 years and younger, which is much lower than normally found throughout the state, which further supports this

<sup>6</sup> Pacific County Comprehensive Plan, August 2010, Table 2-8, page 2-43

assumption. Predicting population increases on in-migration is more difficult due to its relationship to various economic factors outside of the community.

However, the City of Ilwaco probably will see a growing part-time or seasonal population increase over time. Housing data suggests that there has been an increase in housing units at a rate exceeding the normal resident population growth rate (see Housing Element Profile). The 2000 US Census reported the number of homes used for seasonal, recreational, or occasional use comprised 10.1% of all housing units. In 2010, the US Census reported that this figure grew to 13.8% of all housing units in the city, or 78 out of 567 homes.<sup>7</sup> This increase represents the growing popularity of Ilwaco as a second home/vacation community, a trend representative of this area of the county. Overtime, some of these part-time residents may transition to full-time ones if services are available to serve an older population base.

### Distribution of Land Uses

The Pacific County Assessor's Office (2015) provided the following data regarding the distribution of land reflecting the Department of Revenue land use codes:

Demographic	Acres	Parcels	Percent of Total Area
Residential			
- Single-family residential	170.7	623	8.9%
- Residential, 2 to 4 units	1.2	6	0.1%
- Residential, 5 or more units	3.2	5	0.2%
- Residential, condominium	0.3	4	.02%
- Residential, manufactured home park	10.8	45	0.6%
- Residential, vacation & cabin	2.9	6	0.2%
- All other residential	7.4	28	0.4%
Residential Subtotal	196.5	717	10.2%
Commercial, Trade, Services, & Recreational	23.9	80	1.2%
Agricultural related land uses	2.4	1	0.1%
Fishing related land uses	8.4	8	0.4%
Designated forest land	84.6	8	4.4%
Public lands (tax exempt)	1,183.0	388	61.5%
Undeveloped land	423.3	453	22.0%
<b>TOTALS</b>	<b>1,922.1</b>	<b>1,658</b>	<b>100.0%</b>

<sup>7</sup> This compares to 32.5% for the county, 45.2% for Long Beach, and 3.1% for the state

The City of Ilwaco classifies land into 10 zoning districts. These include:

Zoning District	Acres	Percent of Total Area
Single-Family Residential (R-1)	287.61	23.3%
Single-Family Residential – Manufactured Home (R-1S)	23.59	1.9%
Multi-family Residential (R-2)	11.40	0.9%
Resort Residential (R-3)	375.01	30.4%
Recreation Residential (R-4)	139.02	11.3%
Recreation (R-5)	93.14	7.6%
Core Commercial (C-1)	26.20	2.1%
Low-Density Commercial (C-2)	183.73	14.9%
Light Industrial (M-1)	38.23	3.1%
<b>TOTAL</b>	<b>1,233.26</b>	<b>100.0%</b>

### Residential Lands

Single-family homes make up is the largest developed land use category within the City of Ilwaco. The most compact residential area is within the older portion of Ilwaco within the Single-Family (R-1) District. The residential density within this area is approximately eight units per acre.

Newer developments, including the Coastal Ridge, Discovery Heights, the Vandalia, and the Sahalee subdivisions, have lesser densities of approximately four to six units per acre. Other single-family homes are scattered along Highway 101 towards the Vandalia area. Multifamily residential development is limited, primarily located along Spruce Street and North First Street.

### Commercial and Industrial Lands

Most commercial uses within Ilwaco generally are within the downtown and along the Port of Ilwaco's waterfront. The City of Ilwaco has a relatively compact, older downtown core surrounded by a larger low-density residential and mixed-use area. Directly south of the downtown area is the Port of Ilwaco that includes a seafood cannery, an 800-slip marina, a ship repair facility, restaurants, retail, and services.

Ilwaco has a range of commercial uses that include retail shops, personal and professional services, dining establishments, and tourist accommodations. Many of these commercial uses depend on area tourism, especially catering to visiting fishers. Commercial tourism and recreational developments, such as hotels and recreational vehicle parks, are in both commercial and residential areas.

The majority of the industrial uses are located on Port of Ilwaco property by the waterfront. These uses include the boat repair yard, fish processing facilities, fuel-related activities, and other repair and storage facilities. Other industrial uses, including repair facilities, are located along Road 100 (North Head Road) just west of First Street.

### Public and Tax Exempt Lands

Major public uses in Ilwaco serve the transportation, educational, governmental, recreational, and health care needs of area residents and visitors. The Port of Ilwaco operates marina. Educational facilities include Ocean Beach School District's Ilwaco Middle and High Schools and the Grays Harbor College Columbia Education Center. The city operates park facilities that include the City Park along Spruce Street and Black Lake Park. The Ocean Beach Hospital provides a full range of health care needs to the southern Pacific County region.

Natural areas comprise a very large portion of public or tax exempt lands within the city limits. The Washington Departments of Natural Resources and Fish and Wildlife own most of the large tidelands in Baker Bay. The Washington State Parks and Recreation Commission has a large ownership in the northwest corner of the city that extends to the ocean beach. The Columbia Land Trust owns a large 108-acre wetland complex at the mouth of the Wallacut River.

### Undeveloped Lands

Ilwaco has a large base of unplatted land as well as vacant subdivided parcels located west of 2<sup>nd</sup> Avenue and on both sides of North Head Road. This area of the city offers significant residential development potential in the future. Currently, the largest land holdings in this area are designated forestlands. There is also undeveloped land and large residential lots east of Mary Ann Avenue NE that provide potential for future residential development if landowners choose to develop.

### **Future Land Demand**

Based on projected growth rates, Ilwaco has an adequate supply of land within the current city limits to accommodate future need for residential, commercial, industrial, and public lands over the next 20 years. The Pacific County Comprehensive Plan and Countywide Planning Policies have set the boundary of the City of Ilwaco's urban growth area at its current city limits based on a buildable lands analysis prepared by the Pacific County Planning Department. This

study indicates a surplus of 249 acres in the city after accommodating all future growth over the next 20 years.<sup>8</sup>

### Residential Land Needs Analysis

Given a gain of approximately 205 residents and if the average household size remains stable at 2.11 people per household, the city will experience a residential demand of approximately 100 new housing units to serve future residential growth. Currently, the single-family homes, including manufactured housing, account for 85% of all housing units. This translates to a need for approximately 85 single-family units and 15 multifamily units.

Single-family residential densities in the city under current development regulations set densities at around six dwelling units per acre. To accommodate 85 single-family units, plus rights-of-way, the city will need 17.2 acres. Another two acres will accommodate the estimated multifamily housing demand. Given the significant amount of land in the city identified as undeveloped and designated forestland, the city has an adequate land supply within the city to accommodate this growth. In addition, the growth of accessory dwelling units, the construction of condominiums, and the reuse of second story commercial buildings for residential purposes will have some impact in reducing the area for residential land demand.

### Commercial Lands Needs Analysis

Future commercial growth in Ilwaco likely will focus on small retail trade, services, maritime related commercial, and tourism. Redevelopment of the downtown core and continued development on Port of Ilwaco properties likely will be the areas that emphasize or attract this growth. However, Ilwaco lacks adequate vacant land along arterials in the city to accommodate larger scale commercial development.

Extending commercial lands beyond the current city limits is problematic. Extensive wetland complexes to the north and east of Ilwaco along SR 101 beyond the city limits render these areas unsuitable for commercial development.

Tourist related accommodations of a larger scale, which includes motels, resorts, campgrounds, and recreational vehicle parks, have ample growth opportunity on undeveloped parcels in the Resort Residential Development (R-3) District.

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<sup>8</sup> Pacific County Resolution No. 2012-022

### Industrial Land Needs Analysis

The potential for future industrial growth within the city is limited. Locational requirements for medium- to large-scale industries prefer larger acreage and relatively flat parcels that currently are not available in the city. Lands situated to north and south of the city limits have severe development constraints due to wetlands.

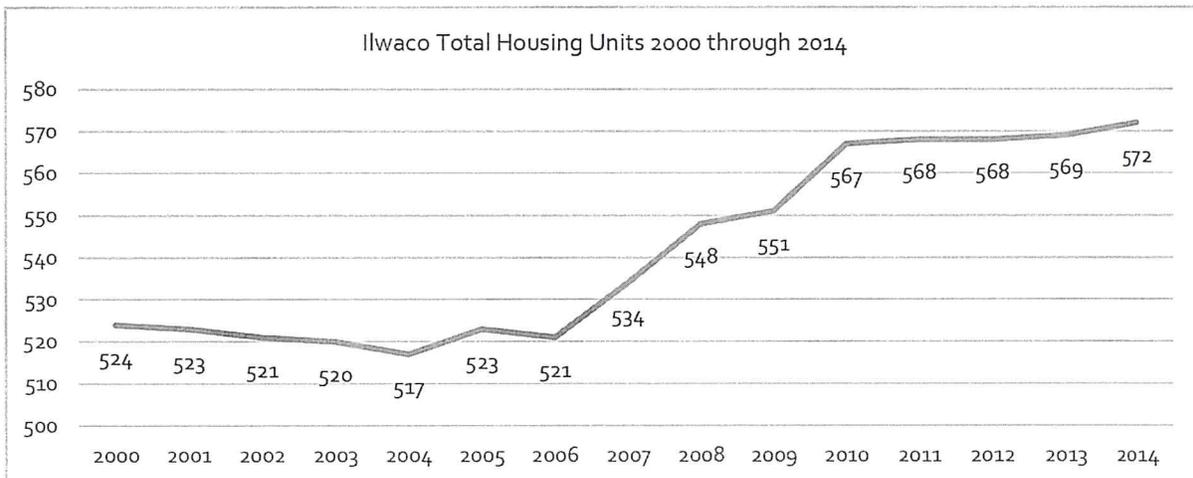
Projected future industrial growth within the city will focus on Port of Ilwaco properties and remain relatively small in scale.

### Public Land Needs Analysis

Lands needed to accommodate public uses in the future primarily center on parks, schools, and medical services. At current growth projections, there is an adequate land supply within the city to serve expansion needs.

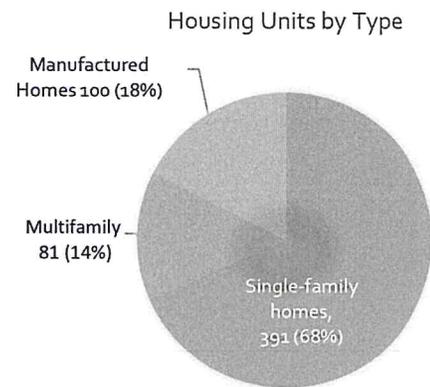
## Housing Element Profile

The Office of Financial Management (OFM) reports that the total number of housing units increased by 48 housing units, or 9.2%, between 2000 and 2014, with most of this growth happening since 2006 at an average increase of 1.2% annually.



This rate exceeded the population growth rate in the city during the same period, which suggests that Ilwaco is experiencing an increase in the number of vacation homes serving part-time residents.

The OFM annual estimate shows that the City of Ilwaco has 573 housing units as of April 2015. Single-family homes comprise the majority of the housing in the city, followed by manufactured homes and multifamily dwellings.



The 2010 US Census provides data on the following selected housing characteristics:

Housing Characteristic	Number	Percent
Total housing units:	567	100%
- Occupied housing units	443	78.1%
- Vacant housing units	124	21.9%
- Vacant housing units for sale	14	2.5%
- Vacant housing units for rent	20	3.5%
Owner occupied housing units	289	65.2%
- Owner occupied home without debt	101	22.8%
Renter occupied housing units	154	34.8%
Owner-occupied housing units with age of householder 65 years or older	105	36.3%
Renter-occupied housing units with age of householder 65 years or older	38	24.7%
Structures built 1939 or earlier	261	42.5%
Median monthly mortgage costs	\$1,300	X
Median monthly rental costs	\$823	X
Households paying more than 30% of income for housing costs:		
- All owner occupied households with mortgage	65	42.2%
- All renters	120	57.2%
Homes for seasonal, recreational or occasional use	78	13.8%

Compared to statewide data, vacancy rates in Ilwaco are much higher (9.2% versus 21.9%). However, the percent of vacant units for sale or rent are similar. This is another indicator of the large number of part-time residents in the city.

The 2009-2013 American Community Survey indicated that the median owner-occupied home value was \$202,000. The Washington Center for Real Estate Research indicated that as of the Third Quarter of 2013, the median house price in Pacific County was \$134,000. The housing affordability index was 202.1 for all homebuyers, but only 103.5 for first time homebuyers. Both statistics indicate that for the county as a whole, housing in the county is more affordable for homebuyers than statewide.<sup>9</sup> The US Housing and Urban Development (HUD) 2015 fair market rent for a two-bedroom unit is \$767 in Pacific County.

## Public Facilities and Services Element Profile

### Water System

The City of Ilwaco operates its own water system. The system provides water within the city limits and to some customers outside the city limits to the east along the transmission line from its source at the Indian Creek Treatment Plant. The system also provides water to Cape Disappointment State Park and the US Coast Guard Station Cape Disappointment.

The system relies on surface water outside of the city in Pacific County. The system uses water from Indian Creek, a tributary of the Bear River. A dam on the creek impounds approximately 847 acre-feet over a 35-acre reservoir. The design of the treatment plant is to treat and pump a maximum projected flow rate of 1.5 million gallons per day. The system maintains an intertie with the City of Long Beach water system. The treatment system currently can meet the maximum daily demand for a 20-year demand.

The system relies on five active storage reservoirs: the Sahalee reservoir (50,000 gallons), two City Center reservoirs (760,000 gallons total), the Indian Creek reservoir (159,000 gallons), and the Discovery Heights reservoir (400,000). The Indian Creek Storage reservoir currently is the only deficiency in storage capacity within the system. There are also six booster pumps to meet peak demands in the service area.

The distribution system has 86, 520 lineal feet of water lines. The installation of the majority of these lines occurred in 1970s. Since 1995, the system has replaced distribution lines serving the port area, along Lake and Spruce Streets, and the Baker Bay Booster Station from the main

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<sup>9</sup> The Housing Affordability Index measures the ability of a middle-income family to carry the mortgage payments on a median price home. When the index is 100 there is a balance between the family's ability to pay and the cost. The higher the index, housing becomes more affordable.

reservoir. The waterlines serving the state park and the Coast Guard station were installed in 2003. Currently the water distribution system does not extend to the large, undeveloped northwest area of the city

Distribution lines present the main deficiencies in the system today. Lines in the Whealdon Street and the Sahalee areas currently are not meeting peak demand. Fire flow deficiencies in the City Center, Sahalee, Robert Gray Drive, and the Stringtown Road areas also need addressing. The 2011 Water System Plan provides a schedule for improvements through the year 2026.

### **Wastewater Collection and Treatment System**

The City of Ilwaco owns and operates the wastewater collection and treatment system for a service area that includes the city, the Seaview Sewer District, Cape Disappointment State Park and the US Coast Guard Station Cape Disappointment.

The system relies on gravity and pressure collection system. Force mains pump wastewater into the system at various points from the Seaview Sewer District, the Vandalia subdivision, the Sahalee subdivision, the state park, and the Coast Guard station.

Deficiencies in the collection system relate to seasonal infiltration and inflow from high groundwater in the service area that the city continues to correct on an ongoing basis. However, significant issues reside in the Sahalee subdivision where collection lines and the pump station are in need of replacement. Unstable conditions along Robert Gray Drive and Nesadi Drive have contributed to this condition and will need addressing as well.

The wastewater treatment plant is Sequencing Batch Reactor (SBR) that consists of three SBR basins, an ultraviolet (UV) disinfection system, an aerobic digester, and an effluent lift station. The current permitted capacity of the WWTP is 1.01 mgd maximum month flow, 1,600 lb/day 5-day biological oxygen (BOD<sub>5</sub>) and 1,600 lb/day total suspended solids (TSS). The treated effluent discharges to Baker Bay.

The 2013 Wastewater Facility Plan Update projected flow and loading to the treatment plant up to the year 2033. If growth occurs as the rate predicted in plan, the maximum month BOD<sub>5</sub> load discharged into the plant will exceed 85 percent of the permit limit (1,360 lb/day) in the year 2019 and the permit limit would be exceeded in the year 2017. The city will be monitoring this situation to determine which steps will be necessary to upgrade the treatment plant.

The city and the Seaview Sewer District share in the cost of operation and maintenance of the wastewater treatment plant.

## **Stormwater**

Ilwaco's stormwater system consists of a system of above and below ground conveyance systems. There are 11,400 linear feet of storm pipe served by 170 catch basins within primarily in city center. Open ditches convey stormwater elsewhere in the community. The city operates a stormwater utility fund to cover the costs of maintaining and improving the system.

## **City Buildings**

Other buildings supporting municipal activities or services include:

- City Hall administrative offices and City Shop, 120 First Avenue
- The Ilwaco Community Center, which contains the Timberland Regional Library Branch and meeting space facilities for the City Council and public
- Ilwaco Fire Department, 301 Spruce Street

## **Law Enforcement**

The City of Ilwaco contracts with City of Long Beach for police services.

## **Fire Protection**

The Ilwaco Volunteer Fire Department is an all-volunteer department with a staffing of 28.

## **Solid Waste Management**

Peninsula Sanitation Services provides waste management within the city limits.

## **Parks**

The city park system consists of Ilwaco City Park and Black Lake Park. The Ilwaco City Park, located on the east end of Spruce Street, is approximately 2.5 acres in area and has a softball field, a soccer field, swings and playground equipment, a tennis court, and a basketball court. Other amenities include picnic tables, two covered shelters, and restrooms.

Black Lake Park is approximately 47 acres in size along the shores of Black Lake. Black Lake itself is 30 acres. The park has paved parking, restrooms, a covered picnic shelter, and a multi-use trail. A boat launch and three small docks serve boating needs on the lake.

The Lewis and Clark Discovery trail is a joint venture between the Cities of Ilwaco and Long Beach and Washington State Parks. The 8.2-mile long, partially paved trail serves both pedestrians and bicycles.

## Urban Services Provided by Special Use Districts

### Ocean Beach School District

The Ocean Beach School District #112 provides K-12 public education for students in the Ilwaco/Long Beach area. The school district has an enrollment of 945 students in four schools. The district's high and middle schools are in Ilwaco while elementary school children attend Long Beach Elementary in Long Beach.

### Pacific County Public Hospital District No. 3

The Pacific County Public Hospital District No. 3 operates the Ocean Beach Hospital in Ilwaco. The 15-bed hospital, expanded and updated in 2009, provides 24-hour physician-staffed health care for a wide range of health care needs.

## Transportation Element Profile

### City Streets, Sidewalks, and Trails

Ilwaco's street system consists of arterials, major collectors, minor collectors, and local streets. Arterials move the bulk of the city's traffic at relatively higher speeds. Arterials in the city include:

- First Avenue North (SR 101); 3,774 feet
- Spruce Street East (SR 101); 2,953 feet
- SR 101; 9,245 feet
- Captain Robert Gray Drive (SR 100); 4,138 feet

Major collectors provide connections between arterials and move traffic at speeds slower than arterials. Major collectors in the city include:

- Second Ave. SW; 1,355 feet
- Brumbach Ave. NE; 1,307 feet
- North Head Road (SR 100 Loop); 4,705 feet
- First Ave S; 1,370 feet
- Elizabeth Ave SE; 583 feet
- Howerton Way SE (Port Roadway); 1,973 feet

- Spruce Street W; 416 feet

Local streets include all other paved and unpaved public streets that serve local traffic. There are approximately eight miles of local streets within the city.

Most streets in the city do not separate bicycle and vehicular traffic. While sidewalks do exist along some stretches of arterials, major collectors, and local streets in the older core of the city, they are absent elsewhere in the city. There is a need for additional sidewalks that connect the downtown core with the Port of Ilwaco. The Discovery Trail is the sole bicycle-pedestrian only route in the city.

### State Highways

State highways in Ilwaco include SR 101 and SR 100. SR 101 is a major north-south highway that runs through the states of California, Oregon, and Washington. Road management and maintenance is the responsibility of the Washington State Department of Transportation (WSDOT). The highway is an important asset to the city's tourist economy and commercial activities.

SR 101 is a designated Washington State Scenic Byway known as the Pacific Coast Scenic Byway. WSDOT prepared a corridor plan in 1997 that provides guidance for managing the highway right-of-way. The intent of the plan is to promote tourism along the highway by protecting key resources and establish corridor management strategies.

WSDOT collects data on average daily traffic (ADT) volumes for SR 101. The data shows that traffic has been growing about 4 to 5% annually.

SR 101 Location	2011	2012	2013	2014
MP 9.39 before junction with SR 101 Alternate Route	5,600	5,500	5,700	6,000
MP 11.57 before junction with SR 100 – First Avenue SE	3,000	3,300	3,400	3,500
MP 11.57 after junction with SR 100 – First Avenue SE	4,600	4,700	4,800	5,100

The traffic counts infer that a large percentage of travelers on SR 101 use the SR 101 Alternate cut-off to by-pass Ilwaco. Traffic also increases on First Avenue North towards Long Beach as opposed to westward on Spruce Street East. While this reduces traffic congestion in the city, it also creates a potential economic loss for local businesses that depend on tourist traffic.

SR 100 is 4.7-mile loop road serving Cape Disappointment State Park and Coast Guard Station Cape Disappointment. The highway intersects with SR 101 at 1<sup>st</sup> Avenue North. The last ADT volume data collected by WSDOT was in 2011, shown below.

SR 100 Location	2008	2009	2010	2011
MP 0.0 after junction with SR 101 First Avenue	2,100	2,100	2,100	2,100
MP 0.06 after junction with SR 100 Second Avenue	990	1,000	1,000	990
MP 2.95 before junction with state park spur	740	760	770	740
MP 2.97 after junction with state park spur	650	660	670	650
MP 4.68 before junction with SR 101 First Avenue	1,100	1,100	1,100	1,100

## Forecasting Traffic Demand

The slow population growth rate in Ilwaco suggests that residents likely will not appreciably increase traffic congestion on local streets. However, it will be important to monitor traffic along SR 101 over the 20-year planning period to ensure that the highway has the capacity to handle increased growth. First Avenue North probably will experience the greatest increase due to tourism to Cape Disappointment State Park.

## Port of Ilwaco Marina and Airport

The Port of Ilwaco owns and operates a marina for recreational and commercial vessels. The marina has 800 slips and upland facilities provide associated vessel repair and support services. The channel to the marina has a depth of -16 feet mean lower low mark. The US Army Corps of Engineers must perform regular maintenance on the channel to keep it connect the port to the Columbia River.

The port also operates the Port of Ilwaco Airport south of the Vandalia subdivision in Pacific County. The airport consists of an asphalt runway that is 2,070 feet long and 50 feet wide and equipped with pilot controlled medium intensity runway lights. The approaches to both runway ends are visual. There are approximately 4,800 operations annually but no aircraft use the airport as a base.

## Utilities Element Profile

### Electrical Power Supply

The Pacific County Public Utility District #2 is a community-owned utility that provides electrical service to all homes and businesses in the City of Ilwaco. The boundary for PUD #2 includes most of Pacific County. PUD #2 purchases all of its power supply from the Bonneville Power Administration.

The Hagen Substation, located at the top of Bear River Hill along SR 101 provides power to the city. This substation has a capacity of 15/20/25 Mva with a feeder lines to customers in Ilwaco.

The PUD distributes electricity within Ilwaco through above- and underground lines that it owns and maintains. The utility continues to convert aboveground lines to underground to increase system reliability when cost-effective. The utility anticipates no difficulties in meeting future demand for power in Ilwaco.

### **Telecommunications**

CenturyTel provides landline telephone service within the city. Charter Communications provides cable TV service.

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# 11/9/15 Public Hearing Procedures Capital Facilities 6 Year Plan

## 1) Open hearing

**Note Time of opening hearing**

## 2) Present information

**This Public Hearing is for the purpose of reviewing the Capital Facilities 6 Year Plan for the City of Ilwaco. Comments will be considered from the public either for, or against the plan; and will also look for public input for additions or corrections to the plan. The Capital Facilities Plan identifies financing needed for capital expenditures and construction of public facilities, and assists in the application for grants and loans from state and federal programs.**

## 3) Call for public comment

**Check Sign in sheet for presentation**

**If no sign ins, ask if public has comment for or against the topic**

## 4) Close hearing; OR continue to next meeting if need more evidence for a discussion.

**The council will continue to discuss this item during tonight's general meeting.**

**Officially close hearing and note time in which regular meeting is re-opened.**

After the hearing is closed...

- Council can then deliberate the evidence given during the hearing (public comments, etc.)
- Only the evidence provided during the hearing can be used by Council to make a decision.
- No new information can be entered into the record either by the public or council members.
- Council can move to either vote or take additional time to ask either the Planner, City Attorney, or City Staff for explanations on the evidence submitted into the record. Which in this case they would come back to vote on the matter at a later date.

**CITY OF ILWACO  
RESOLUTION NO. 2015-XX**

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, ADOPTING THE  
SIX-YEAR CAPITAL FACILITIES PLAN FOR THE PERIOD 2016 through 2021**

**WHEREAS**, capital facilities plans are helpful in planning for capital expenditures and for the construction of public facilities; and

**WHEREAS**, capital facilities plans aid cities in developing the needed financing for capital expenditures and the construction of public facilities, and in the application for grants and loans from state and federal programs; and

**WHEREAS**, it is the intention of the City Council to revise the Six-Year Capital Facilities Plan on an annual basis and ensure it agrees with other related plans; and

**WHEREAS**, the City Council did hold a public hearing on the review of the 2016–2021 Capital Facilities Plan on the 9th day of November, 2015; and

**WHEREAS**, all comments to the 2016–2021 Capital Facilities Plan for capital expenditures and construction of public facilities within its jurisdictional boundaries were considered.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

The City Council of the City of Ilwaco, Washington, approves and adopts the revised and extended Six-Year Capital Facilities Plan for the ensuing six calendar years for the period 2016 through 2021 referenced as Exhibit A and to be updated annually.

**Effective Date.** This resolution, being an exercise of power specifically delegated to the city legislative body, is not subject to referendum and shall take effect five (5) days after passage by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN  
AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Ariel Smith, Treasurer

VOTE	Jensen	Karnofski	Marshall	Chambreau	Ferner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

EFFECTIVE:

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, ADOPTING THE  
SIX-YEAR CAPITAL FACILITIES PLAN FOR THE PERIOD 2016 through 2021**

**EXHIBIT A  
CFP YEAR 2016**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Stormwater	Lake Street–Pearl to Advent	\$ 100,000	unknown
Stormwater	State Rt 100–across from A-1	\$ 50,000	unknown
Stormwater	Willow Street	\$ 60,000	unknown
Water	Paint Steel Reservoir	\$ 100,000	City
Parks	Park Improvements	\$ 300,000	Grant & Match

**CFP YEAR 2017**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Sewer	Sahalee Sewer & Liftstation	\$ 2,199,280	WA Dept of Ecology
Sewer	Nesadi Drive Sewer Line	\$ 336,000	Public Works Trust Fund loan
Stormwater	Klahanee Drive	\$ 20,000	unknown
Stormwater	Elizabeth Street NE	\$ 130,000	unknown
	Cedar Street NE		
Stormwater	Pearl Street NE	\$ 90,000	unknown
Streets	Pearl & Myrtle Ave	\$ 389,000	unknown
Water	Sahalee/Klahanee Waterline	\$ 1,270,530	PWTF submitted
Streets	<b>Howerton Overlay</b>	<b>\$188,500</b>	<b>TIB submitted</b>
Streets	Lake St. Overlay	\$182,000	TIB submitted

**CFP YEAR 2018**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Stormwater	Vandalia (Baker Bay)	\$ 2,000,000	unknown
Streets	Scarboro Lane Improvements	\$ 249,000	unknown
Streets	Capt. Robert Gray Dr.	\$ 124,925	unknown
Streets	Vandalia Cul-de-sacs	\$ 126,000	unknown
Streets	Ortelius Drive	\$ 344,000	unknown
Streets	Myrtle/Ash/Eagle/ Main/Pearl	\$ 26,064	unknown
Water/Sewer	SCADA Improvements	\$ 1,751,200	unknown

**CFP YEAR 2019**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Streets	Reservoir Road	\$ 69,000	unknown
Streets	Various sidewalks	\$ 247,650	unknown
Water	Cooks Hill Rd Waterline	\$ 603,000	unknown
Parks	Discovery Trail extension	\$ 1,728,000	unknown
Stormwater	Brumbach retention pond	\$ unknown	unknown
Stormwater	Brumbach Avenue	\$ 35,000	unknown

Stormwater	Second Street	\$ 140,000	unknown
Water	China Hill Improvements	\$ unknown	LID
Water	Old Railroad Loop	\$ unknown	Developer

**CFP YEAR 2020**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Sewer	Baker Bay Force		
	Main Relocations	\$ 2,575,000	unknown
Streets	Main Street	\$ 218,000	unknown

**CFP YEAR 2021**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Streets	Adelia/Spruce St Cutoff	\$ 496,000	unknown
Water	Stringtown Loop	\$ unknown	Developer
Streets	Cooks Hill Intersection	\$ unknown	unknown

1) Open hearing

**Note Time of opening hearing**

2) Present information

**This Public Hearing is for the purpose of reviewing the 2016 Property Tax Levy. Comments will be considered from the public either for, or against the levy; and will also look for general public input. RCW 84.55.120 requires this public hearing on revenue sources prior to the city certifying the Pacific County levy to include the City of Ilwaco.**

3) Call for public comment

**Check Sign in sheet for presentation**

**If no sign ins, ask if public has comment for or against the topic**

4) Close hearing; OR continue to next meeting if need more evidence for a discussion.

**The council will continue to discuss this item during tonight's general meeting.**

**Officially close hearing and note time in which regular meeting is re-opened.**

After the hearing is closed...

- Council can then deliberate the evidence given during the hearing (public comments, etc.)
- Only the evidence provided during the hearing can be used by Council to make a decision.
- No new information can be entered into the record either by the public or council members.
- Council can move to either vote or take additional time to ask either the Planner, City Attorney, or City Staff for explanations on the evidence submitted into the record. Which in this case they would come back to vote on the matter at a later date.

**CITY OF ILWACO  
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ESTABLISHING  
THE PROPERTY TAX RATE FOR THE 2016 BUDGET**

**WHEREAS**, the City Council of the City of Ilwaco has met and considered its budget for the calendar year 2016; and

**WHEREAS**, the district's actual levy amount from the previous year was \$ 208,651; and

**WHEREAS**, the population of this district is less than 10,000.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,  
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2016 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$2,087, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**Section 2.** Effective Date. This Ordinance takes effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN  
AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF XXXXXXXXX, 2015.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Holly Beller, City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED: month, day, year

EFFECTIVE: month, day, year



# Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Ariel Smith,  
(Name)

Treasurer, for City of Ilwaco, do hereby certify to  
(Title) (District Name)

the Pacific County legislative authority that the Ilwaco City Council  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2016 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on 11/09/15 :  
(Date of Public Hearing)

Regular Levy: \$211,600.00  
(State the total dollar amount to be levied)

Excess Levy: \$0.00  
(State the total dollar amount to be levied)

Refund Levy: \$0.00  
(State the total dollar amount to be levied)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.



Pacific County  
**ASSESSOR**

BRUCE WALKER

# Memo

**TO:** Cities and Taxing Districts within or co-extensive with Pacific County  
**FROM:** Bruce Walker, Pacific County Assessor  
**CC:** Marie Guernsey, Clerk of the Board  
**DATE:** October 9<sup>th</sup>, 2015  
**RE:** NOTICE TO FILE BUDGETS OR ESTIMATES OF AMOUNTS TO BE LEVIED BY TAXATION DURING THE YEAR 2016

---

It is that time of year again for each city and taxing district to file budgets or estimates to be levied during the year of 2016. I have listed below issues that need to be addressed:

Certified budgets or estimates of the amounts to be raised by taxation on assessed valuation of the property in the City or District during 2016 must be filed with the Clerk of the Board of County Commissioners in order for the County to certify to the County Assessor by November 30, 2015. (RCW 84.52.020, RCW 84.52.070)

***PLEASE NOTE: THE BOARD OF PACIFIC COUNTY COMMISSIONERS INTEND TO HOLD A PUBLIC HEARING ON NOVEMBER 24, 2015 TO CERTIFY LEVIES. THE CLERK OF THE BOARD REQUESTS THAT YOUR DOCUMENTS BE RECEIVED BY NOVEMBER 17, 2015.***

- A taxing district that collects regular levies is to hold a public hearing on revenue sources for the district's following year's current expense budget. The hearing must include consideration of possible increases in property tax revenues and must be held prior to the time the taxing district levies the taxes or requests to have the taxes levied. (RCW 84.55.120)
- Provide a copy of the legal notice advertising your public hearing to this office and to the Clerk of the Board of County Commissioners.
- Budgets shall clearly indicate an estimate of cash balance at the beginning and ending of each budget period in said budget or estimate. (RCW 84.52.025)

- **Resolution/Ordinance to increase property tax levy.** RCW 84.55.120 requires all taxing districts to adopt a resolution or ordinance in order to realize any increase in their regular property tax levy other than increases due to new construction, improvements to property, increased value of state-assessed property, annexations, and refunds. The Washington State Department of Revenue has created a form for your use when requesting such an increase in your regular property tax levy. These are available on the DOR website <http://dor.wa.gov/Content/Home/Default.aspx>.

State law requires certain information be included in the resolution or ordinance. Specifically, the resolution or ordinance must state the dollar amount of the increase and the percentage increase over the prior property tax levy. Resolutions or ordinances that do not comply with state law could result in your taxing district receiving an incorrect amount of property tax.

- **Budget Certification.** RCW 84.52.020 requires taxing districts to certify the amount to be raised through property taxation to the county legislative authority. This certification is to be made each year on or before November 30. The amount certified should include the total amount the district intends to levy, including amounts for new construction, improvements to property and so forth.

Please return your Resolutions/Budgets to:

**Clerk of the Board**  
**Board of Pacific County Commissioners**  
P. O. Box 187  
South Bend, WA 98586

Thank you so much for your immediate attention to this matter. If you have any questions, please feel free to give me a call at (360) 875-9301.

***PLEASE NOTE: If a taxing district or city does not submit its certified budget or estimate to the Clerk of the Board of County Commissioners, by November 17, 2015, it will not be included in the levy amounts to be included for the year 2016.***

Enclosures: RCW 84.52.020, RCW 84.52.070, RCW 84.55.120, RCW 84.52.025  
Fire Protection Budget Form (Pacific County Fire Districts Only)  
Levy Certification Form  
Ordinance/Resolution Form  
2016 Levy Limit (101%) Calculation Estimate  
2015 Preliminary Assessed Values for 2016 Tax

**RCW 84.52.020**

**City and district budgets to be filed with county legislative authority.**

It shall be the duty of the city council or other governing body of every city, other than a city having a population of three hundred thousand or more, the board of directors of school districts of the first class, the superintendent of each educational service district for each constituent second class school district, commissioners of port districts, commissioners of metropolitan park districts, and of all officials or boards of taxing districts within or coextensive with any county required by law to certify to the county legislative authority, for the purpose of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the city or district, through their chair and clerk, or secretary, to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth day of November.

**RCW 84.52.070**

**Certification of levies to assessor.**

It shall be the duty of the county legislative authority of each county, on or before the thirtieth day of November in each year, to certify to the county assessor of the county the amount of taxes levied upon the property in the county for county purposes, and the respective amounts of taxes levied by the board for each taxing district, within or coextensive with the county, for district purposes, and it shall be the duty of the council of each city having a population of three hundred thousand or more, and of the council of each town, and of all officials or boards of taxing districts within or coextensive with the county, authorized by law to levy taxes directly and not through the county legislative authority, on or before the thirtieth day of November in each year, to certify to the county assessor of the county the amount of taxes levied upon the property within the city, town, or district for city, town, or district purposes. If a levy amount is not certified to the county assessor by the thirtieth day of November, the county assessor shall use no more than the certified levy amount for the previous year for the taxing district: PROVIDED, That this shall not apply to the state levy or when the assessor has not certified assessed values as required by RCW 84.48.130 at least twelve working days prior to November 30th.

**RCW 84.55.120**

**Public hearing — Taxing district's revenue sources — Adoption of tax increase by ordinance or resolution.**

A taxing district, other than the state, that collects regular levies shall hold a public hearing on revenue sources for the district's following year's current expense budget. The hearing must include consideration of possible increases in property tax revenues and shall be held prior to the time the taxing district levies the taxes or makes the request to have the taxes levied. The county legislative authority, or the taxing district's governing body if the district is a city, town, or other type of district, shall hold the hearing. For purposes of this section, "current expense budget" means that budget which is primarily funded by taxes and charges and reflects the provision of ongoing services. It does not mean the capital, enterprise, or special assessment budgets of cities, towns, counties, or special purpose districts.

If the taxing district is otherwise required to hold a public hearing on its proposed regular tax levy, a single public hearing may be held on this matter.

No increase in property tax revenue, other than that resulting from the addition of new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, and improvements to property and any increase in the value of state-assessed property, may be authorized by a taxing district, other than the state, except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage. The ordinance or resolution may cover a period of up to two years, but the ordinance shall specifically state for each year the dollar increase and percentage change in the levy from the previous year.

**RCW 84.52.025**

**Budgets of taxing districts filed with county commissioners to indicate estimate of cash balance.**

The governing body of all taxing districts within or coextensive with any county, which are required by law to certify to a board of county commissioners, for the purpose of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the district, shall clearly indicate an estimate of cash balance at the beginning and ending of each budget period in said budget or estimate.

Dear Taxing District:

Attached is your district's 2016 Preliminary Levy Limit (101%) Calculation. This is an estimate of your Highest Lawful Levy, New Construction and Assessed Value at this time. Utility values may not be received until November. This estimate gives you a good basis to use in your budget process.

Also enclosed is an example LEVY CERTIFICATION & RESOLUTION. The RESOLUTION sets your % of increase over last year, excluding the additional amounts from new construction, utilities and annexations. The LEVY CERTIFICATION is the total dollar amount you want to levy including these additional amounts and should match what is on your budget. If you use a different amount on your budget, it could possibly limit you to a lesser amount.

The example levy certification and resolution reflect what it would be if your district chooses to levy the Highest Lawful Levy. If your district chooses to levy a lesser amount, you'd need to recalculate the dollar amount and percentage on the example resolution. To calculate the percentage, divide what the district wants to levy by last year's actual levy (your actual levy is shown on the resolution already; don't use a different figure unless you confirm with us.) In addition to the percentage you also have to state the dollar amount of the increase. If you are using your own ordinance or resolution make sure you have both the percentage of increase and the dollar amount. If you'd like help with this or verification prior to your budget meeting, please don't hesitate to call *Becky Nissell @ 875-9300 Ext. 2210 or 642-9300 Ext. 2210.*

Blank Resolution and Levy Certification Forms are enclosed for your use, but an electronic fill-in format can be found at [www.dor.wa.gov](http://www.dor.wa.gov). We encourage the districts to use these available forms because they have all the necessary information and language. To find online-use the form number in the bottom left hand corner of the form or by name using "Levy Certification" and "Ordinance/Resolution".

# ESTIMATE

TAX YEAR: 2016  
 LEVY LIMIT CALCULATION  
 TAXING DISTRICT: TOWN OF ILWACO  
 ANNEXED TO A LIBRARY

A.	HIGHEST LAWFUL LEVY SINCE 1985	(2015)	208,651	
	TIMES LEVY LIMIT - 101%		210,738	<i>120</i>
B.	VALUE OF THIS YEAR NEW CONSTRUCTION		198,800	
	TIMES PREVIOUS YEARS LEVY RATE	1.854135	+ 369	<i>New Const</i>
C.	CURRENT YEARS UTILITY VALUE		1,304,157	
	LESS PREVIOUS YEARS UTILITY VALUE		1,304,157	
	INCREASE IN UTILITY VALUE		0	
	TIMES PREVIOUS YEARS LEVY RATE	1.854135	+ 500 0	<i>Utility Es</i>
D.	A+B+C LEVY LIMITATION		211,107	
E.	ASSESSED VALUE ORIGINAL DISTRICT		<u>211,607</u>	
	LEVY RATE ORIGINAL DISTRICT		0.0000	
	ASSESSED VALUE ANNEXED AREA			
F.	LEVY LIMITATION FOR ANNEXATION		0	
G.	LEVY LIMITATION WITH ANNEXATION (D+F)		0	
H.	AMOUNT REFUNDED OR TO BE REFUNDED			
I.	TOTAL LEVY CONTROLLED BY LEVY LIMITATION		211,107	
J.	AMOUNT REQUESTED BY TAXING DISTRICT			
K.	LESSER OF ITEMS I & J		211,107	

TO CALCULATE LEVY RATE

LEVY	.....	211,107
AV	.....	112,270,401
RATE	.....	1.880344
STATUTORY RATE	..... (3.60 - Library) =	3.189290
AUTH LEVY	.....	211,107

# Subfund Composite

Roll Year: 2016

Bruce Walker  
 PACIFIC County Assessor  
 PO Box 86  
 300 Memorial Drive  
 South Bend, WA 98586  
 (360) 875-9301 or (360) 642-9301

Subfund	Local	State	Total	County Current Expense	74,704,900	15,684,900	42,020,800	1,006,375	241,607	2,274,651,997	2,239,769,997	11,482,399
001.000.000 - County Current Expense	Local: 2,356,271,400	State: 30,517,151	Total: 2,358,194,926	74,704,900	15,684,900	42,020,800	1,006,375	241,607	2,274,651,997	2,239,769,997	11,482,399	
104.310.000 - Roads	Local: 1,791,679,900	State: 877,366	Total: 1,792,557,266	56,495,000	717,928	41,984,700	717,928	204,300	1,705,362,946	1,699,848,178	9,599,099	
118.359.000 - Health & Human Svcs	Local: 2,356,271,400	State: 1,923,426	Total: 2,358,194,926	74,704,900	1,006,375	42,020,800	1,006,375	241,607	2,274,651,997	2,239,769,997	11,482,399	
631.000.100 - FC EMS #1	Local: 661,378,500	State: 1,422,488	Total: 662,800,988	27,571,500	550,373	22,833,000	550,373	94,382	633,982,577	634,608,764	2,825,814	
631.000.200 - P C EMS #1 EXCESS	Local: 661,378,500	State: 1,422,488	Total: 662,800,988	27,571,500	550,373	22,833,000	550,373	94,382	633,982,577	634,608,764	2,825,814	
652.000.700 - State of WA	Local: 2,356,271,400	State: 1,923,426	Total: 2,358,194,926	74,704,900	539,506	42,020,800	539,506	241,607	2,271,700,434	2,269,259,011	11,482,399	
654.101.100 - Ocean Beach #101 M & O	Local: 1,590,913,800	State: 422,471	Total: 1,591,336,271	44,172,700	285,345	10,183,100	285,345	112,025	1,545,963,511	1,538,340,415	8,266,300	
654.101.102 - Ocean Beach #101 Cap Proj	Local: 1,590,913,800	State: 422,471	Total: 1,591,336,271	44,172,700	285,345	10,183,100	285,345	112,025	1,545,963,511	1,538,340,415	8,266,300	
654.101.105 - Ocean Beach #101 Bond	Local: 1,590,913,800	State: 422,471	Total: 1,591,336,271	44,172,700	285,345	10,183,100	285,345	112,025	1,545,963,511	1,538,340,415	8,266,300	
654.116.100 - Raymond #116 M & O	Local: 188,952,500	State: 379,273	Total: 189,331,773	10,066,600	154,464	3,066,700	154,464	26,382	184,229,698	185,423,044	574,893	

654.116.105 - Raymond #116 Bond												
Local:	189,952,500	10,147,744	3,066,700	1,556,400	10,066,600	154,464	26,382	184,229,698	180,981,998	574,893		
State:	379,273	4,061,773	0	0	0	0	0	4,441,046	4,441,046	0		
Total:	189,331,773	14,209,517	3,066,700	1,556,400	10,066,600	154,464	26,382	188,670,744	185,423,044	574,893		
654.118.100 - South Bend #118 M & O												
Local:	167,432,200	7,323,991	2,180,300	2,039,800	8,257,800	43,282	46,300	162,188,709	158,558,809	790,300		
State:	420,117	2,833,932	0	0	0	0	0	3,254,049	3,254,049	0		
Total:	167,852,317	10,157,923	2,180,300	2,039,800	8,257,800	43,282	46,300	165,442,758	161,812,858	790,300		
654.118.105 - South Bend #118 Bond												
Local:	167,432,200	7,323,991	2,180,300	2,039,800	8,257,800	43,282	46,300	162,188,709	158,558,809	790,300		
State:	420,117	2,833,932	0	0	0	0	0	3,254,049	3,254,049	0		
Total:	167,852,317	10,157,923	2,180,300	2,039,800	8,257,800	43,282	46,300	165,442,758	161,812,858	790,300		
654.155.100 - Nasseille #155 M & O												
Local:	115,505,100	4,238,812	2,980,700	926,600	2,730,300	73,949	17,400	113,014,963	111,464,863	627,400		
State:	150,151	2,367,814	0	0	0	0	0	2,517,965	2,517,965	0		
Total:	115,655,251	6,606,626	2,980,700	926,600	2,730,300	73,949	17,400	115,532,928	113,982,828	627,400		
654.160.100 - Willapa Valley #160 M & O												
Local:	187,698,300	8,211,785	14,605,300	1,692,500	6,400,700	278,678	4,200	172,928,707	170,258,207	833,221		
State:	472,947	1,086,977	0	0	0	0	0	1,559,924	1,559,924	0		
Total:	188,171,247	9,298,762	14,605,300	1,692,500	6,400,700	278,678	4,200	174,488,631	171,818,131	833,221		
654.160.105 - Willapa Valley #160 Bond												
Local:	187,698,300	8,211,785	14,605,300	1,692,500	6,400,700	278,678	4,200	172,928,707	170,258,207	833,221		
State:	472,947	1,086,977	0	0	0	0	0	1,559,924	1,559,924	0		
Total:	188,171,247	9,298,762	14,605,300	1,692,500	6,400,700	278,678	4,200	174,488,631	171,818,131	833,221		
654.172.700 - Ocosta #172 M & O Prop Tax												
Local:	89,554,000	3,080,240	7,763,000	306,400	2,784,900	150,631	34,300	81,595,009	80,908,009	353,400		
State:	78,467	5,048,341	0	0	0	0	0	5,126,808	5,126,808	0		
Total:	89,632,467	8,128,581	7,763,000	306,400	2,784,900	150,631	34,300	86,721,817	86,034,817	353,400		
654.172.705 - Ocosta #172 Bond												
Local:	89,554,000	3,080,240	7,763,000	306,400	2,784,900	150,631	34,300	81,595,009	80,908,009	353,400		
State:	78,467	5,048,341	0	0	0	0	0	5,126,808	5,126,808	0		
Total:	89,632,467	8,128,581	7,763,000	306,400	2,784,900	150,631	34,300	86,721,817	86,034,817	353,400		
654.200.100 - North River #200 M & O												
Local:	14,425,100	170,426	1,241,700	46,200	175,800	20,026	900	13,110,900	13,027,900	36,885		
State:	0	198,678	0	0	0	0	0	198,678	198,678	0		
Total:	14,425,100	369,104	1,241,700	46,200	175,800	20,026	900	13,309,578	13,226,578	36,885		
654.301.700 - Pe Ell #301 M & O Prop Tax												
Local:	1,790,400	0	0	53,700	116,100	0	100	1,620,500	1,569,500	0		
State:	0	2,403	0	0	0	0	0	2,403	2,403	0		
Total:	1,790,400	2,403	0	53,700	116,100	0	100	1,622,903	1,571,903	0		
654.301.701 - Pe Ell #301 Bond Prop Tax												
Local:	1,790,400	0	0	53,700	116,100	0	100	1,620,500	1,569,500	0		
State:	0	2,403	0	0	0	0	0	2,403	2,403	0		
Total:	1,790,400	2,403	0	53,700	116,100	0	100	1,622,903	1,571,903	0		
655.001.100 - Fire #1 Gen												
Local:	1,123,839,800	6,353,001	7,021,100	6,829,900	35,128,300	117,610	70,200	1,081,025,691	1,062,889,091	6,681,100		
State:	133,306	7,582,793	0	0	0	0	0	7,716,099	7,716,099	0		
Total:	1,123,973,106	13,935,794	7,021,100	6,829,900	35,128,300	117,610	70,200	1,088,741,790	1,070,605,190	6,681,100		
655.001.101 - Fire #1 ENS												
Local:	1,123,864,500	6,353,001	7,021,100	6,829,900	35,128,300	117,610	70,400	1,081,050,191	1,062,913,591	6,681,100		



659.100.700 - South Bend												
Local:	75,362,900	0	716,000	4,640,300	28,282	13,700	74,816,824	72,950,424	197,900	0	0	0
State:	420,117	0	0	0	0	0	2,419,736	2,419,736	0	0	0	0
Total:	75,783,017	0	716,000	4,640,300	28,282	13,700	77,236,560	75,370,160	197,900	0	0	0
659.200.700 - Raymond												
Local:	127,861,400	0	1,165,200	6,911,900	139,464	20,882	130,179,620	128,499,920	533,800	0	0	0
State:	376,492	0	0	0	0	0	3,258,787	3,258,787	0	0	0	0
Total:	128,237,892	0	1,165,200	6,911,900	139,464	20,882	133,438,407	131,758,707	533,800	0	0	0
659.300.700 - Long Beach												
Local:	251,920,700	0	942,200	4,454,100	88,201	1,125	253,326,363	251,101,163	952,800	0	0	0
State:	174,435	0	0	0	0	0	3,065,865	3,065,865	0	0	0	0
Total:	252,095,135	0	942,200	4,454,100	88,201	1,125	256,392,228	254,167,028	952,800	0	0	0
659.400.700 - Ilwaco												
Local:	109,446,500	36,100	403,800	2,203,600	32,500	1,600	110,966,244	109,762,344	198,800	0	0	0
State:	75,016	0	0	0	0	0	1,304,157	1,304,157	0	0	0	0
Total:	109,521,516	36,100	403,800	2,203,600	32,500	1,600	112,270,401	111,066,501	198,800	0	0	0
666.200.100 - W H Hospital #2 Gen												
Local:	671,215,300	29,707,300	5,795,400	28,068,600	647,081	115,582	635,864,096	625,367,996	2,609,899	0	0	0
State:	1,350,804	0	0	0	0	0	14,653,595	14,653,595	0	0	0	0
Total:	672,566,104	29,707,300	5,795,400	28,068,600	647,081	115,582	650,517,691	640,021,591	2,609,899	0	0	0
666.200.101 - W H Hospital #2 Bond												
Local:	671,215,300	29,707,300	5,795,400	28,068,600	647,081	115,582	635,864,096	625,367,996	2,609,899	0	0	0
State:	1,350,804	0	0	0	0	0	14,653,595	14,653,595	0	0	0	0
Total:	672,566,104	29,707,300	5,795,400	28,068,600	647,081	115,582	650,517,691	640,021,591	2,609,899	0	0	0
666.300.100 - O B Hospital #3 Gen												
Local:	1,685,056,100	12,313,500	9,889,500	46,636,300	359,294	126,025	1,638,787,901	1,614,402,001	8,872,500	0	0	0
State:	572,622	0	0	0	0	0	17,786,982	17,786,982	0	0	0	0
Total:	1,685,628,722	12,313,500	9,889,500	46,636,300	359,294	126,025	1,656,574,883	1,632,188,983	8,872,500	0	0	0
666.300.101 - O B Hospital #3 Bond												
Local:	1,685,056,100	12,313,500	9,889,500	46,636,300	359,294	126,025	1,638,787,901	1,614,402,001	8,872,500	0	0	0
State:	572,622	0	0	0	0	0	17,786,982	17,786,982	0	0	0	0
Total:	1,685,628,722	12,313,500	9,889,500	46,636,300	359,294	126,025	1,656,574,883	1,632,188,983	8,872,500	0	0	0
671.100.100 - Port of Willapa Harbor												
Local:	679,031,400	29,985,500	5,795,400	28,174,600	647,081	118,982	643,292,596	632,725,796	2,609,899	0	0	0
State:	1,350,804	0	0	0	0	0	14,580,503	14,580,503	0	0	0	0
Total:	680,382,204	29,985,500	5,795,400	28,174,600	647,081	118,982	657,873,099	647,306,299	2,609,899	0	0	0
671.200.100 - Port of Chinook												
Local:	69,430,900	334,900	459,800	1,620,000	0	12,500	68,186,978	67,326,578	605,400	0	0	0
State:	39,714	0	0	0	0	0	1,465,819	1,465,819	0	0	0	0
Total:	69,470,614	334,900	459,800	1,620,000	0	12,500	69,652,797	68,792,397	605,400	0	0	0
671.300.100 - Port Ilwaco												
Local:	516,195,000	9,884,700	3,581,100	12,867,300	205,853	69,500	501,236,088	494,266,388	2,290,400	0	0	0
State:	225,167	0	0	0	0	0	6,364,711	6,364,711	0	0	0	0
Total:	516,420,167	9,884,700	3,581,100	12,867,300	205,853	69,500	507,600,799	500,631,099	2,290,400	0	0	0
671.300.600 - Port of Ilwaco Ind Devel												
Local:	516,195,000	9,884,700	3,581,100	12,867,300	205,853	69,500	501,236,088	494,266,388	2,290,400	0	0	0

State:	225,167	6,139,544	0	9,884,700	3,581,100	12,867,300	0	205,853	69,500	6,364,711	6,364,711	0
Total:	516,420,167	17,789,085	9,884,700	3,581,100	12,867,300	0	205,853	69,500	507,600,799	500,631,099	2,290,400	0
671.400.100 - Port of Peninsula												
Local:	1,091,608,100	10,223,601	1,815,700	5,848,600	32,043,000	40,025	153,441	1,045,545,835	1,061,930,935	1,045,545,835	5,976,700	0
State:	307,741	9,721,803	0	0	0	0	0	10,029,544	10,029,544	10,029,544	0	0
Total:	1,091,915,841	19,945,404	1,815,700	5,848,600	32,043,000	40,025	153,441	1,055,575,379	1,071,960,479	1,055,575,379	5,976,700	0
671.400.600 - Port of Peninsula Ind Develop												
Local:	1,051,608,100	10,223,601	1,815,700	5,848,600	32,043,000	40,025	153,441	1,045,545,835	1,061,930,935	1,045,545,835	5,976,700	0
State:	307,741	9,721,803	0	0	0	0	0	10,029,544	10,029,544	10,029,544	0	0
Total:	1,091,915,841	19,945,404	1,815,700	5,848,600	32,043,000	40,025	153,441	1,055,575,379	1,071,960,479	1,055,575,379	5,976,700	0



Ordinance / Resolution No. \_\_\_\_\_  
RCW 84.55.120

WHEREAS, the \_\_\_\_\_ of \_\_\_\_\_ has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2016; and,

*Example*

WHEREAS, the districts actual levy amount from the previous year was \$ 208,651.00; and,  
(Previous year's levy amount)

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 2016 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 2,087.00  
which is a percentage increase of 1 % from the previous year. This increase is exclusive of  
(Percentage increase)

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 7. day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 30<sup>th</sup>. 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.



# Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Example,  
(Name)

\_\_\_\_\_, for \_\_\_\_\_, do hereby certify to  
(Title) (District Name)

the \_\_\_\_\_ County legislative authority that the \_\_\_\_\_  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2016 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on \_\_\_\_\_:  
(Date of Public Hearing)

Regular Levy: \$211,600.00  
(State the total dollar amount to be levied)

**SHOULD MATCH BUDGET AND INCLUDE AMTS FROM  
NEW CONST & UTILITIES (IF DISTRICT WANTS TO  
COLLECT THESE ADDT'L AMTS)**

Excess Levy: \$0.00  
(State the total dollar amount to be levied)

Refund Levy: \_\_\_\_\_  
(State the total dollar amount to be levied)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: Public Hearing: 11/9/15  
Council Discussion Item: 10/26/15 Council Business Item:  
11/9/15

B. Issue/Topic: **Ordinance Establishing 2016 Property Tax Levy and Certification**

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. RCW 84.55.120 requires that taxing districts other than the state that collect regular levies must hold a public hearing on revenue sources and adopt a separate ordinance authorizing the increase of property tax. The ordinance and levy certification must be passed for Pacific County to include the City of Ilwaco in the 2016 levy.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. The Pacific County assessor has provided the tax assessed value and levy limit calculation that was used in writing the ordinance and setting the proposed levy amount. The levy certification includes the estimated value of new construction, as well as any estimated utility value, at the recommendation of the tax assessor.

F. Impacts:

1. Fiscal: The property tax levy is a primary revenue source for the City of Ilwaco.
2. Legal:
3. Personnel:
4. Service/Delivery:

G. Planning Commission:  Recommended  N/A  Public Hearing on

H. Staff Comments:

- 1.

I. Time Constraints/Due Dates: Pacific County has requested the levy certification be submitted to them no later than November 17, 2015.

J. Proposed Motion:

- 1) I move to adopt the ordinance establishing the property tax rate for the 2016 budget.
- 2) I move to authorize the city treasurer to certify the 2016 levy not to exceed \$211,600 to the Pacific County legislative authority.

**CITY OF ILWACO  
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ESTABLISHING  
THE PROPERTY TAX RATE FOR THE 2016 BUDGET**

**WHEREAS**, the City Council of the City of Ilwaco has met and considered its budget for the calendar year 2016; and

**WHEREAS**, the district's actual levy amount from the previous year was \$ 208,651; and

**WHEREAS**, the population of this district is less than 10,000.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,  
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2016 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$2,087, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**Section 2.** Effective Date. This Ordinance takes effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN  
AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF XXXXXXXXX, 2015.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Holly Beller, City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED: month, day, year

EFFECTIVE: month, day, year



# Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Ariel Smith,  
(Name)

Treasurer, for City of Ilwaco, do hereby certify to  
(Title) (District Name)

the Pacific County legislative authority that the Ilwaco City Council  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2016 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on 11/09/15:  
(Date of Public Hearing)

Regular Levy: \$211,600.00  
(State the total dollar amount to be levied)

Excess Levy: \$0.00  
(State the total dollar amount to be levied)

Refund Levy: \$0.00  
(State the total dollar amount to be levied)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Pacific County  
**ASSESSOR**

BRUCE WALKER

# Memo

**TO:** Cities and Taxing Districts within or co-extensive with Pacific County  
**FROM:** Bruce Walker, Pacific County Assessor  
**CC:** Marie Guernsey, Clerk of the Board  
**DATE:** October 9<sup>th</sup>, 2015  
**RE:** NOTICE TO FILE BUDGETS OR ESTIMATES OF AMOUNTS TO BE LEVIED BY TAXATION DURING THE YEAR 2016

It is that time of year again for each city and taxing district to file budgets or estimates to be levied during the year of 2016. I have listed below issues that need to be addressed:

Certified budgets or estimates of the amounts to be raised by taxation on assessed valuation of the property in the City or District during 2016 must be filed with the Clerk of the Board of County Commissioners in order for the County to certify to the County Assessor by November 30, 2015. (RCW 84.52.020, RCW 84.52.070)

***PLEASE NOTE: THE BOARD OF PACIFIC COUNTY COMMISSIONERS INTEND TO HOLD A PUBLIC HEARING ON NOVEMBER 24, 2015 TO CERTIFY LEVIES. THE CLERK OF THE BOARD REQUESTS THAT YOUR DOCUMENTS BE RECEIVED BY NOVEMBER 17, 2015.***

- A taxing district that collects regular levies is to hold a public hearing on revenue sources for the district's following year's current expense budget. The hearing must include consideration of possible increases in property tax revenues and must be held prior to the time the taxing district levies the taxes or requests to have the taxes levied. (RCW 84.55.120)
- Provide a copy of the legal notice advertising your public hearing to this office and to the Clerk of the Board of County Commissioners.
- Budgets shall clearly indicate an estimate of cash balance at the beginning and ending of each budget period in said budget or estimate. (RCW 84.52.025)

- **Resolution/Ordinance to increase property tax levy.** RCW 84.55.120 requires all taxing districts to adopt a resolution or ordinance in order to realize any increase in their regular property tax levy other than increases due to new construction, improvements to property, increased value of state-assessed property, annexations, and refunds. The Washington State Department of Revenue has created a form for your use when requesting such an increase in your regular property tax levy. These are available on the DOR website <http://dor.wa.gov/Content/Home/Default.aspx>.

State law requires certain information be included in the resolution or ordinance. Specifically, the resolution or ordinance must state the dollar amount of the increase and the percentage increase over the prior property tax levy. Resolutions or ordinances that do not comply with state law could result in your taxing district receiving an incorrect amount of property tax.

- **Budget Certification.** RCW 84.52.020 requires taxing districts to certify the amount to be raised through property taxation to the county legislative authority. This certification is to be made each year on or before November 30. The amount certified should include the total amount the district intends to levy, including amounts for new construction, improvements to property and so forth.

Please return your Resolutions/Budgets to:

**Clerk of the Board  
Board of Pacific County Commissioners  
P. O. Box 187  
South Bend, WA 98586**

Thank you so much for your immediate attention to this matter. If you have any questions, please feel free to give me a call at (360) 875-9301.

***PLEASE NOTE: If a taxing district or city does not submit its certified budget or estimate to the Clerk of the Board of County Commissioners, by November 17, 2015, it will not be included in the levy amounts to be included for the year 2016.***

Enclosures: RCW 84.52.020, RCW 84.52.070, RCW 84.55.120, RCW 84.52.025  
Fire Protection Budget Form (Pacific County Fire Districts Only)  
Levy Certification Form  
Ordinance/Resolution Form  
2016 Levy Limit (101%) Calculation Estimate  
2015 Preliminary Assessed Values for 2016 Tax

**RCW 84.52.020**

**City and district budgets to be filed with county legislative authority.**

It shall be the duty of the city council or other governing body of every city, other than a city having a population of three hundred thousand or more, the board of directors of school districts of the first class, the superintendent of each educational service district for each constituent second class school district, commissioners of port districts, commissioners of metropolitan park districts, and of all officials or boards of taxing districts within or coextensive with any county required by law to certify to the county legislative authority, for the purpose of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the city or district, through their chair and clerk, or secretary, to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth day of November.

**RCW 84.52.070**

**Certification of levies to assessor.**

It shall be the duty of the county legislative authority of each county, on or before the thirtieth day of November in each year, to certify to the county assessor of the county the amount of taxes levied upon the property in the county for county purposes, and the respective amounts of taxes levied by the board for each taxing district, within or coextensive with the county, for district purposes, and it shall be the duty of the council of each city having a population of three hundred thousand or more, and of the council of each town, and of all officials or boards of taxing districts within or coextensive with the county, authorized by law to levy taxes directly and not through the county legislative authority, on or before the thirtieth day of November in each year, to certify to the county assessor of the county the amount of taxes levied upon the property within the city, town, or district for city, town, or district purposes. If a levy amount is not certified to the county assessor by the thirtieth day of November, the county assessor shall use no more than the certified levy amount for the previous year for the taxing district: PROVIDED, That this shall not apply to the state levy or when the assessor has not certified assessed values as required by RCW 84.48.130 at least twelve working days prior to November 30th.

**RCW 84.55.120**

**Public hearing — Taxing district's revenue sources — Adoption of tax increase by ordinance or resolution.**

A taxing district, other than the state, that collects regular levies shall hold a public hearing on revenue sources for the district's following year's current expense budget. The hearing must include consideration of possible increases in property tax revenues and shall be held prior to the time the taxing district levies the taxes or makes the request to have the taxes levied. The county legislative authority, or the taxing district's governing body if the district is a city, town, or other type of district, shall hold the hearing. For purposes of this section, "current expense budget" means that budget which is primarily funded by taxes and charges and reflects the provision of ongoing services. It does not mean the capital, enterprise, or special assessment budgets of cities, towns, counties, or special purpose districts.

If the taxing district is otherwise required to hold a public hearing on its proposed regular tax levy, a single public hearing may be held on this matter.

No increase in property tax revenue, other than that resulting from the addition of new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, and improvements to property and any increase in the value of state-assessed property, may be authorized by a taxing district, other than the state, except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage. The ordinance or resolution may cover a period of up to two years, but the ordinance shall specifically state for each year the dollar increase and percentage change in the levy from the previous year.

RCW 84.52.025

**Budgets of taxing districts filed with county commissioners to indicate estimate of cash balance.**

The governing body of all taxing districts within or coextensive with any county, which are required by law to certify to a board of county commissioners, for the purpose of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the district, shall clearly indicate an estimate of cash balance at the beginning and ending of each budget period in said budget or estimate.

---

Dear Taxing District:

Attached is your district's 2016 Preliminary Levy Limit (101%) Calculation. This is an estimate of your Highest Lawful Levy, New Construction and Assessed Value at this time. Utility values may not be received until November. This estimate gives you a good basis to use in your budget process.

Also enclosed is an example LEVY CERTIFICATION & RESOLUTION. The RESOLUTION sets your % of increase over last year, excluding the additional amounts from new construction, utilities and annexations. The LEVY CERTIFICATION is the total dollar amount you want to levy including these additional amounts and should match what is on your budget. If you use a different amount on your budget, it could possibly limit you to a lesser amount.

The example levy certification and resolution reflect what it would be if your district chooses to levy the Highest Lawful Levy. If your district chooses to levy a lesser amount, you'd need to recalculate the dollar amount and percentage on the example resolution. To calculate the percentage, divide what the district wants to levy by last year's actual levy (your actual levy is shown on the resolution already; don't use a different figure unless you confirm with us.) In addition to the percentage you also have to state the dollar amount of the increase. If you are using your own ordinance or resolution make sure you have both the percentage of increase and the dollar amount. If you'd like help with this or verification prior to your budget meeting, please don't hesitate to call *Becky Nissell @ 875-9300 Ext. 2210 or 642-9300 Ext. 2210.*

Blank Resolution and Levy Certification Forms are enclosed for your use, but an electronic fill-in format can be found at [www.dor.wa.gov](http://www.dor.wa.gov). We encourage the districts to use these available forms because they have all the necessary information and language. To find online-use the form number in the bottom left hand corner of the form or by name using "Levy Certification" and "Ordinance/Resolution".

# ESTIMATE

TAX YEAR: 2016  
 LEVY LIMIT CALCULATION  
 TAXING DISTRICT: TOWN OF ILWACO  
 ANNEXED TO A LIBRARY

A.	HIGHEST LAWFUL LEVY SINCE 1985	(2015)	208,651	
	TIMES LEVY LIMIT - 101%		210,738	1%
B.	VALUE OF THIS YEAR NEW CONSTRUCTION		198,800	
	TIMES PREVIOUS YEARS LEVY RATE	1.854135	+ 369	New Const
C.	CURRENT YEARS UTILITY VALUE		1,304,157	
	LESS PREVIOUS YEARS UTILITY VALUE		1,304,157	
	INCREASE IN UTILITY VALUE		0	
	TIMES PREVIOUS YEARS LEVY RATE	1.854135	+ 500 0	Utility Es
D.	A+B+C LEVY LIMITATION		211,107	
E.	ASSESSED VALUE ORIGINAL DISTRICT		<u>211,607</u>	
	LEVY RATE ORIGINAL DISTRICT		0.0000	
	ASSESSED VALUE ANNEXED AREA			
F.	LEVY LIMITATION FOR ANNEXATION		0	
G.	LEVY LIMITATION WITH ANNEXATION (D+F)		0	
H.	AMOUNT REFUNDED OR TO BE REFUNDED			
I.	TOTAL LEVY CONTROLLED BY LEVY LIMITATION		211,107	
J.	AMOUNT REQUESTED BY TAXING DISTRICT			
K.	LESSER OF ITEMS I & J		211,107	

TO CALCULATE LEVY RATE

LEVY	.....	211,107
AV	.....	112,270,401
RATE	.....	1.880344
STATUTORY RATE	..... (3.60 - Library) =	3.189290
AUTH LEVY	.....	211,107

# Subfund Composite

Roll Year: 2016

**Bruce Walker**  
 PACIFIC County Assessor  
 PO Box 86  
 300 Memorial Drive  
 South Bend, WA 98586  
 (360) 875-9301 or (360) 642-9301

001.000.000 - County Current Expense										
Local:	2,356,271,400	42,020,800	15,684,900	74,704,900	1,006,375	241,607	2,274,651,997	2,239,769,997	11,482,399	0
State:	1,923,426	0	0	0	0	0	32,440,577	32,440,577	0	0
Total:	2,358,194,826	42,020,800	15,684,900	74,704,900	1,006,375	241,607	2,307,092,574	2,272,210,574	11,482,399	0
104.310.000 - Roads										
Local:	1,791,679,900	41,984,700	12,457,700	56,495,000	717,928	204,300	1,705,362,946	1,677,456,146	9,599,099	0
State:	877,366	0	0	0	0	0	22,392,032	22,392,032	0	0
Total:	1,792,557,266	41,984,700	12,457,700	56,495,000	717,928	204,300	1,727,754,978	1,699,848,178	9,599,099	0
118.359.000 - Health & Human Svcs										
Local:	2,356,271,400	42,020,800	15,684,900	74,704,900	1,006,375	241,607	2,274,651,997	2,239,769,997	11,482,399	0
State:	1,923,426	0	0	0	0	0	32,440,577	32,440,577	0	0
Total:	2,358,194,826	42,020,800	15,684,900	74,704,900	1,006,375	241,607	2,307,092,574	2,272,210,574	11,482,399	0
631.000.100 - PC EMS #1										
Local:	661,378,500	22,833,000	6,269,000	27,571,500	550,373	94,382	633,982,577	622,833,377	2,825,814	0
State:	1,422,488	0	0	0	0	0	11,775,387	11,775,387	0	0
Total:	662,800,988	22,833,000	6,269,000	27,571,500	550,373	94,382	645,757,964	634,608,764	2,825,814	0
631.000.200 - P C EMS #1 EXCESS										
Local:	661,378,500	22,833,000	6,269,000	27,571,500	550,373	94,382	633,982,577	622,833,377	2,825,814	0
State:	1,422,488	0	0	0	0	0	11,775,387	11,775,387	0	0
Total:	662,800,988	22,833,000	6,269,000	27,571,500	550,373	94,382	645,757,964	634,608,764	2,825,814	0
652.000.700 - State of WA										
Local:	2,356,271,400	42,020,800	15,684,900	74,704,900	539,506	241,607	2,271,700,434	2,236,818,434	11,482,399	0
State:	1,923,426	0	0	0	0	0	32,440,577	32,440,577	0	0
Total:	2,358,194,826	42,020,800	15,684,900	74,704,900	539,506	241,607	2,304,141,011	2,269,259,011	11,482,399	0
654.101.100 - Ocean Beach #101 M & O										
Local:	1,590,913,800	10,183,100	9,063,300	44,172,700	285,345	112,025	1,545,963,511	1,523,000,711	8,266,300	0
State:	422,471	0	0	0	0	0	15,339,704	15,339,704	0	0
Total:	1,591,336,271	10,183,100	9,063,300	44,172,700	285,345	112,025	1,561,303,215	1,538,340,415	8,266,300	0
654.101.102 - Ocean Beach #101 Cap Proj										
Local:	1,590,913,800	10,183,100	9,063,300	44,172,700	285,345	112,025	1,545,963,511	1,523,000,711	8,266,300	0
State:	422,471	0	0	0	0	0	15,339,704	15,339,704	0	0
Total:	1,591,336,271	10,183,100	9,063,300	44,172,700	285,345	112,025	1,561,303,215	1,538,340,415	8,266,300	0
654.101.105 - Ocean Beach #101 Bond										
Local:	1,590,913,800	10,183,100	9,063,300	44,172,700	285,345	112,025	1,545,963,511	1,523,000,711	8,266,300	0
State:	422,471	0	0	0	0	0	15,339,704	15,339,704	0	0
Total:	1,591,336,271	10,183,100	9,063,300	44,172,700	285,345	112,025	1,561,303,215	1,538,340,415	8,266,300	0
654.116.100 - Raymond #116 M & O										
Local:	188,952,500	3,066,700	1,556,400	10,066,600	154,464	26,382	184,229,698	180,981,998	574,893	0
State:	379,273	0	0	0	0	0	4,441,046	4,441,046	0	0
Total:	189,331,773	3,066,700	1,556,400	10,066,600	154,464	26,382	188,670,744	185,423,044	574,893	0

654.116.105 - Almond #116 Bond												
Local:	188,952,500	10,147,744	3,066,700	1,556,400	10,066,600	154,464	26,382	184,229,698	180,981,998	574,893		
State:	379,273	4,061,773	0	0	0	0	0	4,441,046	4,441,046	0		
Total:	189,331,773	14,209,517	3,066,700	1,556,400	10,066,600	154,464	26,382	188,670,744	185,423,044	574,893		
654.118.100 - South Bend #118 M & O												
Local:	167,432,200	7,323,991	2,180,300	2,039,800	8,257,800	43,282	46,300	162,188,709	158,558,809	790,300		
State:	420,117	2,833,932	0	0	0	0	0	3,254,049	3,254,049	0		
Total:	167,852,317	10,157,923	2,180,300	2,039,800	8,257,800	43,282	46,300	165,442,758	161,812,858	790,300		
654.118.105 - South Bend #118 Bond												
Local:	167,432,200	7,323,991	2,180,300	2,039,800	8,257,800	43,282	46,300	162,188,709	158,558,809	790,300		
State:	420,117	2,833,932	0	0	0	0	0	3,254,049	3,254,049	0		
Total:	167,852,317	10,157,923	2,180,300	2,039,800	8,257,800	43,282	46,300	165,442,758	161,812,858	790,300		
654.155.100 - Naselle #155 M & O												
Local:	115,505,100	4,238,812	2,980,700	926,600	2,730,300	73,949	17,400	113,014,963	111,464,863	627,400		
State:	150,151	2,367,814	0	0	0	0	0	2,517,965	2,517,965	0		
Total:	115,655,251	6,606,626	2,980,700	926,600	2,730,300	73,949	17,400	115,532,928	113,982,828	627,400		
654.160.100 - Willapa Valley #160 M & O												
Local:	187,698,300	8,211,785	14,605,300	1,692,500	6,400,700	278,678	4,200	172,928,707	170,258,207	833,221		
State:	472,947	1,086,977	0	0	0	0	0	1,559,924	1,559,924	0		
Total:	188,171,247	9,298,762	14,605,300	1,692,500	6,400,700	278,678	4,200	174,488,631	171,818,131	833,221		
654.160.105 - Willapa Valley #160 Bond												
Local:	187,698,300	8,211,785	14,605,300	1,692,500	6,400,700	278,678	4,200	172,928,707	170,258,207	833,221		
State:	472,947	1,086,977	0	0	0	0	0	1,559,924	1,559,924	0		
Total:	188,171,247	9,298,762	14,605,300	1,692,500	6,400,700	278,678	4,200	174,488,631	171,818,131	833,221		
654.172.700 - Ocoosta #172 M & O Prop Tax												
Local:	89,554,000	3,080,240	7,763,000	306,400	2,784,900	150,631	34,300	81,595,009	80,908,009	353,400		
State:	78,467	5,048,341	0	0	0	0	0	5,126,808	5,126,808	0		
Total:	89,632,467	8,128,581	7,763,000	306,400	2,784,900	150,631	34,300	86,721,817	86,034,817	353,400		
654.172.705 - Ocoosta #172 Bond												
Local:	89,554,000	3,080,240	7,763,000	306,400	2,784,900	150,631	34,300	81,595,009	80,908,009	353,400		
State:	78,467	5,048,341	0	0	0	0	0	5,126,808	5,126,808	0		
Total:	89,632,467	8,128,581	7,763,000	306,400	2,784,900	150,631	34,300	86,721,817	86,034,817	353,400		
654.200.100 - North River #200 M & O												
Local:	14,425,100	170,426	1,241,700	46,200	175,800	20,026	900	13,110,900	13,027,900	36,885		
State:	0	198,678	0	0	0	0	0	198,678	198,678	0		
Total:	14,425,100	369,104	1,241,700	46,200	175,800	20,026	900	13,309,578	13,226,578	36,885		
654.301.700 - Pe Ell #301 M & O Prop Tax												
Local:	1,790,400	0	0	53,700	116,100	0	100	1,620,500	1,569,500	0		
State:	0	2,403	0	0	0	0	0	2,403	2,403	0		
Total:	1,790,400	2,403	0	53,700	116,100	0	100	1,622,903	1,571,903	0		
654.301.701 - Pe Ell #301 Bond Prop Tax												
Local:	1,790,400	0	0	53,700	116,100	0	100	1,620,500	1,569,500	0		
State:	0	2,403	0	0	0	0	0	2,403	2,403	0		
Total:	1,790,400	2,403	0	53,700	116,100	0	100	1,622,903	1,571,903	0		
655.001.100 - Fire #1 Gen												
Local:	1,123,839,800	6,353,001	7,021,100	6,829,900	35,128,300	117,610	70,200	1,081,025,691	1,062,889,091	6,681,100		
State:	133,306	7,582,793	0	0	0	0	0	7,716,099	7,716,099	0		
Total:	1,123,973,106	13,935,794	7,021,100	6,829,900	35,128,300	117,610	70,200	1,088,741,790	1,070,605,190	6,681,100		
655.001.101 - Fire #1 EMS												
Local:	1,123,864,500	6,353,001	7,021,100	6,829,900	35,128,300	117,610	70,400	1,081,050,191	1,062,913,591	6,681,100		

State:	133,306	7,582,733	0	0	0	0	7,716,099	7,716,099	0
Total:	1,123,997,806	13,935,794	7,021,100	6,829,900	35,128,300	117,610	1,088,766,290	1,070,629,690	6,681,100
655.002.100 - Fire #2 Gen									
Local:	83,842,700	963,214	2,157,900	869,900	2,368,600	32,034	79,374,180	77,977,080	433,600
State:	8,591	314,359	0	0	0	0	322,950	322,950	0
Total:	83,851,291	1,277,573	2,157,900	869,900	2,368,600	32,034	79,697,130	78,300,030	433,600
655.003.100 - Fire #3 Gen									
Local:	227,234,300	3,712,942	17,003,700	2,212,200	9,974,200	288,923	201,459,919	197,118,019	931,414
State:	475,728	1,212,447	0	0	0	0	1,688,175	1,688,175	0
Total:	227,710,028	4,925,389	17,003,700	2,212,200	9,974,200	288,923	203,148,094	198,806,194	931,414
655.004.100 - Fire #4 Gen									
Local:	89,455,400	1,317,038	1,860,000	843,700	2,481,700	73,949	85,505,589	84,082,489	371,300
State:	150,151	3,046,484	0	0	0	0	3,196,635	3,196,635	0
Total:	89,605,551	4,363,522	1,860,000	843,700	2,481,700	73,949	88,702,224	87,279,124	371,300
655.005.100 - Fire #5 Gen									
Local:	85,936,300	3,080,240	6,815,900	306,400	2,784,900	150,631	78,933,409	78,246,409	353,400
State:	78,467	4,415,629	0	0	0	0	4,494,096	4,494,096	0
Total:	86,014,767	7,495,869	6,815,900	306,400	2,784,900	150,631	83,427,505	82,740,505	353,400
655.005.101 - Fire #5 EMS									
Local:	85,936,300	3,080,240	6,815,900	306,400	2,784,900	150,631	78,933,409	78,246,409	353,400
State:	78,467	4,415,629	0	0	0	0	4,494,096	4,494,096	0
Total:	86,014,767	7,495,869	6,815,900	306,400	2,784,900	150,631	83,427,505	82,740,505	353,400
655.005.103 - Fire #5 Excess									
Local:	85,936,300	3,080,240	6,815,900	306,400	2,784,900	150,631	78,933,409	78,246,409	353,400
State:	78,467	4,415,629	0	0	0	0	4,494,096	4,494,096	0
Total:	86,014,767	7,495,869	6,815,900	306,400	2,784,900	150,631	83,427,505	82,740,505	353,400
655.006.100 - Fire #6 Gen									
Local:	57,092,900	613,794	1,226,600	898,500	2,227,600	15,000	53,336,294	52,049,794	331,800
State:	78,467	106,894	0	0	0	0	106,894	106,894	0
Total:	57,092,900	720,688	1,226,600	898,500	2,227,600	15,000	53,443,188	52,156,688	331,800
655.007.100 - Fire #7 Gen									
Local:	12,362,400	48,573	647,000	100,400	266,700	0	11,394,473	11,267,473	21,200
State:	0	60,307	0	0	0	0	60,307	60,307	0
Total:	12,362,400	108,880	647,000	100,400	266,700	0	11,454,780	11,327,780	21,200
655.008.100 - Fire #8 Gen									
Local:	18,042,100	0	464,700	296,800	971,100	0	16,307,800	15,934,200	191,400
State:	0	362,401	0	0	0	0	362,401	362,401	0
Total:	18,042,100	362,401	464,700	296,800	971,100	0	16,670,201	16,296,601	191,400
655.015.100 - GH Fire #15 Gen									
Local:	7,341,800	0	1,241,700	46,200	175,800	0	5,878,100	5,795,100	36,885
State:	0	198,678	0	0	0	0	198,678	198,678	0
Total:	7,341,800	198,678	1,241,700	46,200	175,800	0	6,076,778	5,993,778	36,885
655.015.101 - GH Fire #15 EMS									
Local:	14,425,100	170,426	1,241,700	46,200	175,800	20,026	13,110,900	13,027,900	36,885
State:	0	198,678	0	0	0	0	198,678	198,678	0
Total:	14,425,100	369,104	1,241,700	46,200	175,800	20,026	13,309,578	13,226,578	36,885
657.000.700 - Library									
Local:	2,229,410,000	41,483,513	42,020,800	14,519,700	67,793,000	866,911	2,144,472,377	2,111,270,077	10,948,599
State:	1,546,934	27,634,856	0	0	0	0	29,181,790	29,181,790	0
Total:	2,229,956,934	69,118,369	42,020,800	14,519,700	67,793,000	866,911	2,173,654,167	2,140,451,867	10,948,599

659.100.700 - South Bend												
Local:	75,362,900	4,852,206	0	716,000	4,640,300	28,282	13,700	74,816,824	72,950,424	197,900	0	197,900
State:	420,117	1,999,619	0	0	0	0	0	2,419,736	2,419,736	0	0	2,419,736
Total:	75,783,017	6,851,825	0	716,000	4,640,300	28,282	13,700	77,236,560	75,370,160	197,900	0	197,900
659.200.700 - Raymond												
Local:	127,861,400	10,555,666	0	1,165,200	6,911,900	139,464	20,882	130,179,620	128,499,920	533,800	0	533,800
State:	376,492	2,882,295	0	0	0	0	0	3,258,787	3,258,787	0	0	3,258,787
Total:	128,237,892	13,437,961	0	1,165,200	6,911,900	139,464	20,882	133,438,407	131,758,707	533,800	0	533,800
659.200.701 - Raymond Bond												
Local:	127,861,400	10,555,666	0	1,165,200	6,911,900	139,464	20,882	130,179,620	128,499,920	533,800	0	533,800
State:	376,492	2,882,295	0	0	0	0	0	3,258,787	3,258,787	0	0	3,258,787
Total:	128,237,892	13,437,961	0	1,165,200	6,911,900	139,464	20,882	133,438,407	131,758,707	533,800	0	533,800
659.300.700 - Long Beach												
Local:	251,920,700	6,891,289	0	942,200	4,454,100	88,201	1,125	253,326,363	251,101,163	952,800	0	952,800
State:	174,435	2,891,430	0	0	0	0	0	3,065,865	3,065,865	0	0	3,065,865
Total:	252,095,135	9,782,719	0	942,200	4,454,100	88,201	1,125	256,392,228	254,167,028	952,800	0	952,800
659.400.700 - Ilwaco												
Local:	109,446,500	4,197,344	36,100	403,800	2,203,600	32,500	1,600	110,966,244	109,762,344	198,800	0	198,800
State:	75,016	1,229,141	0	0	0	0	0	1,304,157	1,304,157	0	0	1,304,157
Total:	109,521,516	5,426,485	36,100	403,800	2,203,600	32,500	1,600	112,270,401	111,066,501	198,800	0	198,800
666.200.100 - W H Hospital #2 Gen												
Local:	671,215,300	28,982,759	29,707,300	5,795,400	28,068,600	647,081	115,582	635,864,096	625,367,996	2,609,899	0	2,609,899
State:	1,350,804	13,302,791	0	0	0	0	0	14,653,595	14,653,595	0	0	14,653,595
Total:	672,566,104	42,285,550	29,707,300	5,795,400	28,068,600	647,081	115,582	650,517,691	640,021,591	2,609,899	0	2,609,899
666.200.101 - W Hospital #2 Bond												
Local:	671,215,300	28,982,759	29,707,300	5,795,400	28,068,600	647,081	115,582	635,864,096	625,367,996	2,609,899	0	2,609,899
State:	1,350,804	13,302,791	0	0	0	0	0	14,653,595	14,653,595	0	0	14,653,595
Total:	672,566,104	42,285,550	29,707,300	5,795,400	28,068,600	647,081	115,582	650,517,691	640,021,591	2,609,899	0	2,609,899
666.300.100 - O B Hospital #3 Gen												
Local:	1,685,056,100	23,056,420	12,313,500	9,889,500	46,636,300	359,294	126,025	1,614,402,001	1,614,402,001	8,872,500	0	8,872,500
State:	572,622	17,214,360	0	0	0	0	0	17,786,982	17,786,982	0	0	17,786,982
Total:	1,685,628,722	40,270,780	12,313,500	9,889,500	46,636,300	359,294	126,025	1,632,188,983	1,632,188,983	8,872,500	0	8,872,500
666.300.101 - O B Hospital #3 Bond												
Local:	1,685,056,100	23,056,420	12,313,500	9,889,500	46,636,300	359,294	126,025	1,614,402,001	1,614,402,001	8,872,500	0	8,872,500
State:	572,622	17,214,360	0	0	0	0	0	17,786,982	17,786,982	0	0	17,786,982
Total:	1,685,628,722	40,270,780	12,313,500	9,889,500	46,636,300	359,294	126,025	1,632,188,983	1,632,188,983	8,872,500	0	8,872,500
671.100.100 - Port of Willapa Harbor												
Local:	679,031,400	28,982,759	29,985,500	5,795,400	28,174,600	647,081	118,982	643,292,596	632,725,796	2,609,899	0	2,609,899
State:	1,350,804	13,229,699	0	0	0	0	0	14,580,503	14,580,503	0	0	14,580,503
Total:	680,382,204	42,212,458	29,985,500	5,795,400	28,174,600	647,081	118,982	657,873,099	647,306,299	2,609,899	0	2,609,899
671.200.100 - Port of Chihook												
Local:	69,430,900	1,183,278	334,900	459,800	1,620,000	0	12,500	68,186,978	67,226,578	605,400	0	605,400
State:	39,714	1,426,105	0	0	0	0	0	1,465,819	1,465,819	0	0	1,465,819
Total:	69,470,614	2,609,383	334,900	459,800	1,620,000	0	12,500	69,652,797	68,692,397	605,400	0	605,400
671.300.100 - Port Ilwaco												
Local:	516,195,000	11,649,541	9,884,700	3,581,100	12,867,300	205,853	69,500	501,236,088	494,266,388	2,290,400	0	2,290,400
State:	225,167	6,139,544	0	0	0	0	0	6,364,711	6,364,711	0	0	6,364,711
Total:	516,420,167	17,789,085	9,884,700	3,581,100	12,867,300	205,853	69,500	507,600,799	500,631,099	2,290,400	0	2,290,400
671.300.600 - Port of Ilwaco Ind Devel												
Local:	516,195,000	11,649,541	9,884,700	3,581,100	12,867,300	205,853	69,500	501,236,088	494,266,388	2,290,400	0	2,290,400

State:	225,167	6,139,544	0	0	0	0	0	0	6,364,711	6,364,711	0
Total:	516,420,167	17,789,085	9,884,700	3,581,100	12,867,300	205,853	69,500	507,600,799	500,631,099	2,290,400	0
671.400.100 - Port of Peninsula											
Local:	1,091,608,100	10,223,601	1,815,700	5,848,600	32,043,000	153,441	40,025	1,061,930,935	1,045,545,835	5,976,700	0
State:	307,741	9,721,803	0	0	0	0	0	10,029,544	10,029,544	0	0
Total:	1,091,915,841	19,945,404	1,815,700	5,848,600	32,043,000	153,441	40,025	1,071,960,479	1,055,575,379	5,976,700	0
671.400.600 - Port of Peninsula Ind Develop											
Local:	1,051,608,100	10,223,601	1,815,700	5,848,600	32,043,000	153,441	40,025	1,061,930,935	1,045,545,835	5,976,700	0
State:	307,741	9,721,803	0	0	0	0	0	10,029,544	10,029,544	0	0
Total:	1,091,915,841	19,945,404	1,815,700	5,848,600	32,043,000	153,441	40,025	1,071,960,479	1,055,575,379	5,976,700	0



Ordinance / Resolution No. \_\_\_\_\_  
RCW 84.55.120

WHEREAS, the \_\_\_\_\_ of \_\_\_\_\_ has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2016; and,

*Example*

WHEREAS, the districts actual levy amount from the previous year was \$ 208,651.00; and,  
(Previous year's levy amount)

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 2016 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 2,087.00  
which is a percentage increase of 1 % from the previous year. This increase is exclusive of  
(Percentage increase)

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 7. day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 30<sup>th</sup>. 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.



# Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Example,  
(Name)

\_\_\_\_\_, for \_\_\_\_\_, do hereby certify to  
(Title) (District Name)

the \_\_\_\_\_ County legislative authority that the \_\_\_\_\_  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2016 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on \_\_\_\_\_:  
(Date of Public Hearing)

Regular Levy: \$211,600.00  
(State the total dollar amount to be levied)

**SHOULD MATCH BUDGET AND INCLUDE AMTS FROM NEW CONST & UTILITIES (IF DISTRICT WANTS TO COLLECT THESE ADDT'L AMTS)**

Excess Levy: \$0.00  
(State the total dollar amount to be levied)

Refund Levy: \_\_\_\_\_  
(State the total dollar amount to be levied)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: Public Hearing:  
Council Discussion Item: 11/09/15 Council Business Item:

B. Issue/Topic: **Ordinance Establishing 2016 Pay Table**

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. In January of 2007, the council adopted Resolution 2007-02 implementing the existing pay table process. COLA increases were made to the table in 2008 (3%) and 2009 (3%). While there was a 2% Federal COLA in 2010, the City of Ilwaco pay tables for 2010, 2011 and 2012 were not changed from the 2009 table. The 2013 pay table included a 2% COLA increase. The 2014 pay table included a 1% COLA increase. The 2015 pay table had no increase, nor does the 2016 pay table.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. The Federal COLA for 2016 is projected to be 1.2%.

F. Impacts:

1. Fiscal: The budget reviewed by the council includes regularly scheduled step increases as well as potential promotional increases.
2. Legal:
3. Personnel:
4. Service/Delivery:

G. Planning Commission:  Recommended  N/A  Public Hearing on

H. Staff Comments:

- 1.

I. Time Constraints/Due Dates:

J. Proposed Motion: **I move to adopt the ordinance establishing the 2016 Pay Table.**

**CITY OF ILWACO**

**ORDINANCE NO. 8XX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ADOPTING SALARY CLASSIFICATIONS & ESTABLISHING THE 2016 PAY TABLE.**

**WHEREAS**, the City of Ilwaco is committed to a policy that places every employee on a pay scale; and

**WHEREAS**, the city must be financially responsible in implementing compensation plan changes; and

**WHEREAS**, the City Council has determined that it will have the final approval on all pay policy issues; and

**WHEREAS**, no change in any employee personnel status (rate of pay) is intended by this action.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** The City Council of the City of Ilwaco, Washington, adopts the City of Ilwaco Position Grades and Brief Descriptions, attached hereto as Exhibit "A."

**Section 2.** Each employee's pay shall remain unchanged through this action even though the position grade title may be modified.

**Section 3.** Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

**Section 4.** Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF \_\_\_\_\_, 2015**

---

Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Holly Beller, City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED:

EFFECTIVE:

**Exhibit "A"**  
**City of Ilwaco**  
**Position Grades and Brief Descriptions**

<b>Administrative Position</b>	<b>Grade</b>	<b>Level</b>
<b>Non-Exempt Positions</b>		
Office Assistant 3	3	Office assistant
Office Assistant 4	4	Office assistant/billing clerk
Office Assistant 5	5	Senior office assistant/billing clerk
Deputy City Clerk 5	5	Deputy city clerk
Deputy City Clerk 6	6	Deputy city clerk
Deputy City Clerk 7	7	Deputy city clerk
Deputy City Clerk 8	8	Senior deputy city clerk
<b>Exempt Positions</b>		
City Clerk 8	8	City clerk
City Clerk 9	9	City clerk
City Clerk 10	10	City clerk
City Clerk 11	11	Senior city clerk
Treasurer 8	8	City treasurer
Treasurer 9	9	City treasurer
Treasurer 10	10	City treasurer
Treasurer 11	11	Senior city treasurer
Treasurer 12	12	Senior city treasurer

**Office Assistant 3:** Office assistant. Entry-level position. Receives work direction, guidance and supervision from senior office staff members. Develops office skills and experience with guidance from others. Assists with utility billing.

**Office Assistant 4:** Office assistant/billing clerk. Performs many tasks independently. Proficient with word processing and spreadsheets. Expected to handle routine city business on the telephone and with visitors. Able to do most utility billing tasks.

**Office Assistant 5:** Senior office assistant/billing clerk. Performs most tasks independently without guidance or supervision. Determines own priorities. Proficient with word processing, spreadsheet and databases. Configures new computers for printing, simple networking and email and application installation. Does utility billing independently. Supervises others, as necessary.

**Deputy City Clerk 5:** Deputy City clerk. Entry-level position. Performs or is capable of performing all duties equivalent to Office Assistant 5. Receives work direction, guidance and supervision from the city clerk, city treasurer or mayor in matters involving the city clerk's duties.

**Deputy City Clerk 6:** Deputy City clerk. Performs some city clerk tasks independently, with

minimum guidance or supervision, as assigned by the city clerk, city treasurer or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

**Deputy City Clerk 7:** Deputy City clerk. Performs many city clerk tasks independently, with minimum guidance or supervision, as assigned by the city clerk, city treasurer or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

**Deputy City Clerk 8:** Senior deputy city clerk. Performs most city clerk tasks independently without guidance or supervision, as assigned by the city clerk, city treasurer or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

**City Clerk 8:** City clerk. Entry-level position. An administrative position with primary duties that includes exercising discretion and independent judgment with respect to matters of significance. Performs some city clerk tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. *Note: A change in position from Assistant Clerk 7 to City Clerk 7 would normally be accompanied by a two-step, in-grade increase and a change from non-exempt status to exempt status.*

**City Clerk 9:** City clerk. An administrative position with primary duties that includes exercising discretion and independent judgment with respect to matters of significance. Performs most city clerk tasks independently with minimum guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

**City Clerk 10:** City clerk. An administrative position with primary duties that includes exercising discretion and independent judgment with respect to matters of significance. Performs all duties of the city clerk without guidance or supervision. Drafts simple legislation that can be enacted into law without undue revision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Represents the city in outside meetings, as appropriate.

**City Clerk 11:** Senior city clerk. An administrative position with primary duties that includes exercising discretion and independent judgment with respect to matters of significance. Performs all duties of the city clerk without guidance or supervision. Drafts complex legislation that can be enacted into law without undue revision. Briefs the mayor and City Council on the effect of proposed legislation. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules.

Writes grant applications. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters.

**Treasurer 8:** City treasurer. Entry-level position. Performs some treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

**Treasurer 9:** City treasurer. Performs most treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

**Treasurer 10:** City treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has some advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Performs all the duties of the city clerk, if assigned.

**Treasurer 11:** Senior city treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters. Performs all the duties of the city clerk, if assigned.

**Treasurer 12:** Senior city treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters. Performs all the duties of the city clerk, if assigned. Experienced and possesses necessary skills for position and/or is highly capable of seeking needed resources.

<b>Field Positions</b>	<b>Grade</b>	
<b>Non-Exempt Positions</b>		
Utility Worker 3	3	Entry level
Utility Worker 4	4	Established (gaining experience)
Utility Worker 5	5	Experienced
Utility Worker 6	6	Experienced (works independently)
Utility Worker 7	7	Lead
Utility Supervisor 8	8	Senior lead
Utility Supervisor 9	9	Senior
Utility Supervisor 10	10	Senior
Utility Supervisor 11	11	Senior
Utility Supervisor 12	12	Senior
Plant Operator 5	5	Entry level
Plant Operator 6	6	Established (gaining experience)
Plant Operator 7	7	Experienced
Plant Operator 8	8	Experienced (works independently)
Plant Operator 9	9	Senior/lead operator
Plant Operator 10	10	Senior
Plant Operator 11	11	Senior
Plant Operator 12	12	Senior
Mechanic 7	7	Entry level
Mechanic 8	8	Experienced
Mechanic 9	9	Senior
<b>Exempt Positions</b>		
Utility Manager 7	7	Entry level
Utility Manager 8	8	Experienced
Utility Manager 9	9	Experienced
Utility Manager 10	10	Senior
Fire Administrator 7	7	Experienced
Fire Administrator 8	8	Experienced
Fire Administrator 9	9	Experienced
Fire Administrator 10	10	Senior
Fire Chief 8	8	Experienced
Fire Chief 9	9	Experienced
Fire Chief 10	10	Experienced
Fire Chief 11	11	Experienced
Fire Chief 12	12	Senior

**Utility Worker3:** Entry-level utility worker. Receives direction and guidance from others.

**Utility Worker4:** Established utility worker gaining experience. Receives direction and guidance from others.

**Utility Worker5:** Experienced utility worker. Works with some supervision and guidance.

**Utility Worker 6:** Experienced utility worker. Works independently.

**Utility Worker 7:** Lead utility worker/supervisor. Works independently and gives guidance to others. Has responsibility for one utility area (e.g. sewer or water distribution, streets and sidewalks, equipment).

**Utility Supervisor 8:** Utility supervisor. Receives some guidance and supervision from others. Participates in all aspects of utility operations. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

**Utility Supervisor 9:** Senior utility supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance.

**Utility Supervisor 10:** Senior utility supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance.

**Utility Supervisor 11:** Senior utility supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance. Experienced and possesses necessary skills for position and/or is highly capable of seeking needed resources.

**Utility Supervisor 12:** Senior utility supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some

guidance. Experienced and possesses necessary skills for position and/or is highly capable of seeking needed resources. When needed reports to the appropriate state agencies and has either water or wastewater certifications exceeding level II requirements.

**Plant Operator 5:** Entry-level plant operator. Receives direction and guidance from others. Capable of some plant operations and minor repairs without assistance. Communicates plant status to others. Performs other Public Works duties.

**Plant Operator 6:** Established with at least one year of full-time plant operation experience. Receives direction and guidance from others. Capable of most routine plant operations and minor repairs without assistance. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant operations. Performs other Public Works duties.

**Plant Operator 7:** Experienced plant operator with at least two years of full-time plant operation experience. Receives direction and guidance from others. Capable of most routine plant operation and minor repairs without assistance. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant operations. Performs other Public Works duties.

**Plant Operator 8:** Experienced plant operator with at least four years of full-time plant operation experience. Receives some direction and guidance from others. Provides some supervision and guidance to others. Capable of plant operations requiring the exercise of judgment, including making process adjustments and moderate repairs without supervision. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant and systems operations.

**Plant Operator 9:** Lead plant operator/plant supervisor with at least five years of full-time plant operation experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are systems operations and supervision.

**Plant Operator 10:** Senior plant operator/plant supervisor with at least five years of full-time plant operation experience combined with demonstrated supervisory experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs at the plant and throughout the entire distribution system without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Sets priorities and assists in preparing/managing the budget. Primary duties are systems operations and supervision.

**Plant Operator 11:** Senior plant operator/plant supervisor with at least eight years of full-time plant operation experience combined with demonstrated supervisory experience. Works independently and supervises others. Capable of plant operations requiring the exercise of

judgment, including making any and all process adjustments and complex repairs at the plant and throughout the entire distribution system without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Sets priorities and assists in preparing/managing the budget. Primary duties are systems operations and supervision.

**Plant Operator 12:** Senior plant operator/plant supervisor with at least ten years of full-time plant operation experience combined with demonstrated supervisory experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs at the plant and throughout the entire distribution system without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Sets priorities and assists in preparing/managing the budget. Primary duties are systems operations and supervision.

**Mechanic 7:** Entry-level mechanic. Capable of maintaining vehicles and equipment with some supervision and guidance.

**Mechanic 8:** Experienced mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment with minimum supervision and guidance. Sets own priorities. Supervises others, as necessary.

**Mechanic 9:** Senior mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment without supervision. Sets own work schedules and priorities. Supervises others.

**Utility Manager 7:** Entry-level utility manager. Receives guidance and supervision from others. Participates in some aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Participates in configuration management. Assists in developing the department budget.

**Utility Manager 8:** Experienced utility manager. Receives some guidance and supervision from others. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

**Utility Manager 9:** Experienced utility manager/director. Works independently. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Ensures effective configuration management. Prepares the department budgets with some guidance.

**Utility Manager 10:** Senior utility manager/director. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the City Engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Conceives and effectively executes improvement projects without supervision. Ensures effective configuration management. Prepares the department budget without guidance.

**Fire Administrator 7:** Reports directly to the Fire Chief and participates in the development and maintenance of all emergency management plans, support materials, reports and related documents. Conducts directed research, as well as independent internet-based research on a variety of emergency management and related topics. Develops or compiles documents, correspondence and materials, including all programmatic reports, as well as awards from non-government funding sources. Monitors and maintains federal, state, allied organization, professional and county newsletters, reports and related documents as directed.

**Fire Administrator 8:** Reports directly to the Fire Chief and works with little or no supervision under the Fire Chief's directions and performs the duties of Fire Administrator 7, as required. Obtains and perform duties as an EMT and Firefighter, respiratory testing officer for SCBA face piece and M95 mask fit tests and directs the training or assigns instructors to training classes. The Fire Administrator 8, documents all training and Fire/EMS requirements for compliance with National Fire Incident Reporting System, L&I, NFPA and FEMA standards, including evaluating fire station and fire ground safety standards procedures and enforcement. Fire Administrator 8, also records vehicle, station and equipment inspections, records and files personnel accident reports, create fire department related forms, performs or directs firefighters in station maintenance duties and participates in those duties. The Fire Administrator along with the Fire Chief, councils, evaluates and gives corrective disciplinary actions to department members. In the absence of Chief Fire Officers at an emergency incident performs as the Incident Commander until relieved.

**Fire Administrator 9:** Reports directly to the Fire Chief and performs the duties of Fire Administrator 7 & 8, as required. Attend workshops and training on current ordinances, regulations and building codes, participates in fire safety programs and distribution of fire prevention materials and smoke detectors. Fire Administrator 9, works with other fire jurisdictions on fire and natural disaster training, drill planning and fire standards. The Fire Administrator documents arson fires, fire statistics, create fire maps, publications and presentations.

**Fire Administrator 10:** Reports directly to the Fire Chief and assist the Fire Chief with the inspection of properties to ensure compliance with fire codes, ordinances and laws. Review building plans with the Fire Chief and document needed changes, corrections and violations.

Perform the duties of Fire Administrator 7, 8, & 9, as needed, or duties as directed by the Fire Chief.

**Fire Chief 8:** Reports directly to the Mayor, plans, organizes, directs and evaluates the Ilwaco Volunteer Fire Department, which protects lives and property from fire and hazardous incident damage. Provides timely emergency medical services in the City of Ilwaco and other neighboring municipalities, which have contracted for fire protection services. Ensures the department incorporates up-to-date, efficient fire prevention, fire suppression, hazardous incident mitigation and emergency medical technologies into its procedures, equipment and methods. Recruits, performs back ground checks and trains new volunteer firefighters.

**Fire Chief 9:** Reports directly to the Mayor, and the Fire Chief will administer, plan, direct and control all aspects of the Ilwaco Volunteer Fire Department including the administration, fire suppression, fire prevention and rescue activities of the department as authorized by and in compliance with all City Ordinances, State or Federal laws. The Fire Chief's administrative duties include the direct control of equipment purchasing, department expenditures, the preparation of the budget and the hiring, assigning, or the appointment and termination of Officers and Volunteer members. The Fire Chief is responsible for Fire Code review, corrective code improvements, the compliance and the approval of building plans. The Fire Chief shall carry out all of the duties included in Fire Chief 8, and additional duties as required.

**Fire Chief 10:** Reports directly to the Mayor, and the Fire Chief will develop a long-range capital plan for apparatus replacement, personnel changes, the need for additional fire stations, the maintenance of all of the fire facilities, the relocation and/or replacement. The Fire Chief will participate in local and regional emergency preparedness drills and the planning process. The Fire Chief shall ensure that adequate mutual aid agreements are in place for major emergency incidents. The Fire Chief shall carry out all of the duties included in Fire Chief 8 and 9, and, any additional duties as required.

**Fire Chief 11** Reports directly to the Mayor and shall carry out all duties included in Fire Chief 8, 9 and 10, and, any additional duties as required. The Fire Chief shall ensure that the Mayor, Council and all Department heads, and staff participate in Natural Disaster preparedness drills, the understanding of the National Incidents Management System (NIMS), including their job requirements, responsibilities and Federal Documentation requirements during a disaster.

**Fire Chief 12** Reports directly to the Mayor and shall carry out all duties included in Fire Chief 8, 9, 10 and 11, and, represents the department at various local and state training seminars, hearings and meetings. Fire Chief 12 is responsible for managing and coordinating and serving as Incident Commander (IC) in the City's Emergency Operation Center (EOC) during Major Events.

**CITY OF ILWACO**

**ORDINANCE NO. 8XX EXHIBIT B**

**2016 PAY TABLE (Effective January 1, 2016)**

2016

City of Ilwaco  
Exempt Employee Annual Salary Scale

Step	1	2	3	4	5	6	7	8	9	10
Grade	Years to Step									
		1	1	1	2	2	2	3	3	3
3	22517	23268	24018	24769	25520	26271	27022	27773	28524	29274
4	25276	26119	26962	27804	28647	29490	30332	31175	32018	32860
5	28280	29223	30166	31109	32053	32996	33939	34882	35825	36769
6	31524	32575	33626	34678	35729	36781	37832	38883	39935	40986
7	35031	36198	37365	38533	39700	40867	42034	43202	44369	45536
8	38795	40088	41381	42674	43967	45260	46553	47846	49139	50431
9	42850	44278	45707	47135	48564	49992	51421	52849	54278	55706
10	47188	48760	50333	51906	53479	55051	56624	58197	59770	61342
11	51907	53635	55362	57078	58807	60512	62237	63965	65692	67420
12	57674	59594	61513	63420	65341	67236	69152	71072	72991	74911

2016

City of Ilwaco  
Non-Exempt/Hourly Employee Hourly Rate of Pay Scale

Step	1	2	3	4	5	6	7	8	9	10
Grade	Years to Step									
		1	1	1	2	2	2	3	3	3
3	10.83	11.19	11.55	11.91	12.27	12.63	12.99	13.35	13.71	14.07
4	12.15	12.56	12.96	13.37	13.77	14.18	14.58	14.99	15.39	15.80
5	13.60	14.05	14.50	14.96	15.41	15.86	16.32	16.77	17.22	17.68
6	15.16	15.66	16.17	16.67	17.18	17.68	18.19	18.69	19.20	19.70
7	16.84	17.40	17.96	18.53	19.09	19.65	20.21	20.77	21.33	21.89
8	18.65	19.27	19.89	20.52	21.14	21.76	22.38	23.00	23.62	24.25
9	20.60	21.29	21.97	22.66	23.35	24.03	24.72	25.41	26.09	26.78
10	22.69	23.44	24.20	24.95	25.71	26.47	27.22	27.98	28.74	29.49
11	24.96	25.79	26.62	27.44	28.27	29.09	29.92	30.75	31.58	32.41
12	27.73	28.66	29.58	30.49	31.41	32.32	33.24	34.17	35.09	36.01

**CITY OF ILWACO  
CITY COUNCIL AGENDA ITEM BRIEFING**

- A. Meeting Dates: Council Workshop: Public Hearing: 11/09/2015  
Council Discussion Item: 11/09/15 Council Business Item:
- B. Issue/Topic: **Resolution Updating the Six-Year Capital Facilities Plan.**
- C. Sponsor(s):  
1. Mike Cassinelli 2.
- D. Background (overview of why issue is before council):  
1. On February 13, 2012, the City of Ilwaco adopted a Six-year Capital Facilities Plan and updated it in December of 2012, December of 2013 and Decemeber of 2014. The plan helps the city in developing the financing needed for capital expenditures and the construction of public facilities, and in the application for grants and loans from state and federal programs. Some estimated project costs have been updated when compared to the associated plan (water, sewer, streets).
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)  
1.
- F. Impacts:  
1. Fiscal: While there is no fiscal impact by adopting the resolution, it will set a schedule for applying for funding for the various project listed.  
2. Legal: None  
3. Personnel: None  
4. Service/Delivery: None
- G. Planning Commission:  Recommended  N/A  Public Hearing on 11/09/2015
- H. Staff Comments:  
1.
- I. Time Constraints/Due Dates:
- J. Proposed Motion: **I move to adopt the proposed resolution updating the Capital Facilities Plan for 2016 through 2021.**

**CITY OF ILWACO  
RESOLUTION NO. 2015-XX**

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, ADOPTING THE  
SIX-YEAR CAPITAL FACILITIES PLAN FOR THE PERIOD 2016 through 2021**

**WHEREAS**, capital facilities plans are helpful in planning for capital expenditures and for the construction of public facilities; and

**WHEREAS**, capital facilities plans aid cities in developing the needed financing for capital expenditures and the construction of public facilities, and in the application for grants and loans from state and federal programs; and

**WHEREAS**, it is the intention of the City Council to revise the Six-Year Capital Facilities Plan on an annual basis and ensure it agrees with other related plans; and

**WHEREAS**, the City Council did hold a public hearing on the review of the 2016–2021 Capital Facilities Plan on the 9th day of November, 2015; and

**WHEREAS**, all comments to the 2016–2021 Capital Facilities Plan for capital expenditures and construction of public facilities within its jurisdictional boundaries were considered.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

The City Council of the City of Ilwaco, Washington, approves and adopts the revised and extended Six-Year Capital Facilities Plan for the ensuing six calendar years for the period 2016 through 2021 referenced as Exhibit A and to be updated annually.

**Effective Date.** This resolution, being an exercise of power specifically delegated to the city legislative body, is not subject to referendum and shall take effect five (5) days after passage by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN  
AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Ariel Smith, Treasurer

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

EFFECTIVE:

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, ADOPTING THE  
SIX-YEAR CAPITAL FACILITIES PLAN FOR THE PERIOD 2016 through 2021**

**EXHIBIT A  
CFP YEAR 2016**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Stormwater	Lake Street–Pearl to Advent	\$ 100,000	unknown
Stormwater	State Rt 100–across from A-1	\$ 50,000	unknown
Stormwater	Willow Street	\$ 60,000	unknown
Water	Paint Steel Reservoir	\$ 100,000	City
Parks	Park Improvements	\$ 300,000	Grant & Match

**CFP YEAR 2017**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Sewer	Sahalee Sewer & Liftstation	\$ 2,199,280	WA Dept of Ecology
Sewer	Nesadi Drive Sewer Line	\$ 336,000	Public Works Trust Fund loan
Stormwater	Klahanee Drive	\$ 20,000	unknown
Stormwater	Elizabeth Street NE	\$ 130,000	unknown
	Cedar Street NE		
Stormwater	Pearl Street NE	\$ 90,000	unknown
Streets	Pearl & Myrtle Ave	\$ 389,000	unknown
Water	Sahalee/Klahanee Waterline	\$ 1,270,530	PWTF submitted
<b>Streets</b>	<b>Howerton Overlay</b>	<b>\$188,500</b>	<b>TIB submitted</b>

**Streets Lake St. Overlay \$182,000 TIB submitted**

**CFP YEAR 2018**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Stormwater	Vandalia (Baker Bay)	\$ 2,000,000	unknown
Streets	Scarboro Lane Improvements	\$ 249,000	unknown
Streets	Capt. Robert Gray Dr.	\$ 124,925	unknown
Streets	Vandalia Cul-de-sacs	\$ 126,000	unknown
Streets	Ortelius Drive	\$ 344,000	unknown
Streets	Myrtle/Ash/Eagle/ Main/Pearl	\$ 26,064	unknown
Water/Sewer	SCADA Improvements	\$ 1,751,200	unknown

**CFP YEAR 2019**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Streets	Reservoir Road	\$ 69,000	unknown
Streets	Various sidewalks	\$ 247,650	unknown
Water	Cooks Hill Rd Waterline	\$ 603,000	unknown
Parks	Discovery Trail extension	\$ 1,728,000	unknown
Stormwater	Brumbach retention pond	\$ unknown	unknown
Stormwater	Brumbach Avenue	\$ 35,000	unknown

Stormwater	Second Street	\$ 140,000	unknown
Water	China Hill Improvements	\$ unknown	LID
Water	Old Railroad Loop	\$ unknown	Developer

**CFP YEAR 2020**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Sewer	Baker Bay Force		
	Main Relocations	\$ 2,575,000	unknown
Streets	Main Street	\$ 218,000	unknown

**CFP YEAR 2021**

<b>Department</b>	<b>Project Title</b>	<b>Cost</b>	<b>Funding Source(s)</b>
Streets	Adelia/Spruce St Cutoff	\$ 496,000	unknown
Water	Stringtown Loop	\$ unknown	Developer
Streets	Cooks Hill Intersection	\$ unknown	unknown

**Issue/Topic: Legislative Public Hearings - Addendum to Ilwaco City Council Rules of Procedure**

**Background:**

- The City of Ilwaco Council Rules of Procedure outline the Council's adopted rules for its activities; particularly for meetings.
- Rules which augment statutory requirements for Public Hearings aren't included in the Rules of Procedure..
- Heretofore, the establishment of process and method for Public Hearings before the City Council has been left up to staff discretion and judgment. The need for stronger Council involvement in how their meetings and hearings will be conducted, both in preparation and in execution, appears to be a positive step in improving communication of expectations.
- It appears appropriate to create an Addendum to the Rules of Procedure for this purpose.
- The requirements for Public Hearings from the RCW are listed at the end of the proposed Addendum. These all appear to be legislative matters. The Ilwaco Municipal Code outlines the requirements for quasi-judicial matters in Chapter 15.08

**Discussion:**

These actions will not change any current language of the City Council Rules of Procedure as adopted. This will add an Addendum (DRAFT attached).

The language of the proposed Addendum has been reviewed by Jim Doherty at MRSC and his minor comments have been incorporated. He believes there's no liability created by such a common-sense set of rules. The City Attorney may or may not have commented – the opportunity was given.

The Rules of Procedure also lack rules for preparation and conduct of *Quasi-Judicial Public Hearings*. Such rules may be added in due course. The influence of the proposed rules here may communicate enough to meet the intent. For example, IMC 15.56.030 provides a broader context for the process to be used for certain legislative matters (e.g. amendments to development regulations) as well as numerous quasi-judicial matters. So the rules proposed here would augment how legislative items (e.g. amendments to development regulations) would be dealt with within the context of the City Council agenda and should influence how the quasi-judicial public hearings are conducted. IMC 15.06.060 and 15.08.110 apply in the broader context of procedure.

The proposed Addendum will affect communications and actions taken by the City staff, the City Planner and possibly the Planning Commission. This has mostly to do with prior notice of plans to the Council and obtaining Council approval.

**Recommended motion:**

***“I move the City Council adopt the proposed Addendum A to the City Council Rules of Procedure establishing rules for preparation and conduct of Legislative Public Hearings to be effective immediately.”***

**City of Ilwaco**  
**An Addendum to the**  
**City Council Rules of Procedure**  
**on**  
**Legislative Public Hearings**

**Preparation for a Legislative Public Hearing**

Legal requirements shall be met – (see Appendix A and referenced RCW and IMC). Moreover, the meeting notice shall be published in a manner that is amply evident to the public and to the City Council.

Relevant and sufficient materials (reports, briefings, charts, diagrams, spreadsheets, etc.) shall be prepared and made available to the public, to the City Council (and to other City commission members and staff members as appropriate) in advance of legislative public hearings. “Made available” shall make maximum possible use of the City website. If large-format charts (maps, etc.) are necessary, they shall be made available on paper at City Hall.

Once a hearing has been announced, the materials should already be available or, if notice requirements and urgency requires, available days before the hearing. Requests for this same information from anyone shall not be delayed by normal rules of public disclosure but shall be provided forthwith.

City Council briefing material shall include briefing on the public hearings similar to briefing material provided in support of other agenda items.

Public Hearings which are scheduled to be held as part of a City Council meeting, shall be arranged in the agenda such that there is a Council Discussion Item immediately before and after the Public Hearing. The preceding discussion item may consist of the necessary overview as listed below in the Agenda for a Legislative Public Hearing.

The City Council may determine that the subject of a Public Hearing can and should be brought for action during the same City Council meeting - subject to compelling staff advice to the contrary.

**Agenda for a Legislative Public Hearing**

The agenda and plan for notice and materials for a public hearing shall be approved by the City Council prior to notice being given to the public.

- The hearing is opened by the Mayor or chair following established procedures for opening a public hearing. Notice shall be given that the proceedings are being recorded.
- Presentations shall be given as follows:
  - o Overview of the proposed legislative action. This can be done by the City staff, the Mayor, member(s) of the City Council, the City Attorney or whoever is deemed appropriate for the matter at hand. This presentation is to include any

alternatives that have been identified and remain under discussion. Relevant and salient points regarding the legislation shall be presented.

- At the option of the City Council:
  - Presentation of arguments “for” by a member of the City Council or the Mayor.
  - Presentation of arguments “against” by a member of the City Council or the Mayor.
- Public participation agenda shall be structured but flexible to the purpose of the meeting. A possible agenda for public participation might be:
  - Brief questions seeking clarification of terms or facts.
  - Public comments (5 minute limit each)
  - Discussion with questions and answers following the Council practice re: the privilege of the floor.
- Review of findings and actions
- The hearing is closed by the Mayor or chair following established procedures for closing a public hearing.

The agenda for the hearing shall be published as part of the required notice and as part of the Council briefing materials.

## Appendix A Required Public Hearings

(From: MRSC Local Ordinances Appendix C “Actions for Which a Public Hearing Is Required”)

<u>RCW 35.02.132</u>	Budget for newly incorporated city or town
<u>RCW 35.10.217</u>	Consolidation or annexation to another city/town
<u>RCW 35.13.140</u>	Direct petition annexations
<u>RCW 35.13.178</u>	Comprehensive land use plan for area to be annexed
<u>RCW 35.13.182</u>	Annexation of an unincorporated island
<u>RCW 35.13.238</u>	Annexation of territory served by fire protection districts
<u>RCW 35.13.256</u>	Annexation of territory served by fire protection districts benefit charge
<u>RCW 35.13.430</u>	Alternative direct petition method annexation
<u>RCW 35.13.470</u>	Annexation of territory within urban growth areas by interlocal agreement*
<u>RCW 35.13.480</u>	Annexation of territory within urban growth areas – county initiated process*
<u>RCW 35.13A.080</u>	Dissolution of a water district
<u>RCW 35.18.130</u>	Removal of city manager
<u>RCW 35.21.156</u>	Contract for solid waste handling
<u>RCW 35.21.530</u>	Codify or compile ordinances
<u>RCW 35.21.762</u>	Create urban emergency medical services district
<u>RCW 35.21.766</u>	Allocation of general fund revenues for ambulance service utility
<u>RCW 35.21.925</u>	Supplemental transportation improvements by a city
<u>RCW 35.27.590</u>	Establishment of off-street parking space or facility by town

<u>RCW 35.32A.040</u>	<del>Consideration of proposed budget in cities over three hundred thousand population.</del>
<u>RCW 35.33.057</u>	Hearings on the annual budget
<u>RCW 35.33.071</u>	Adopt annual budget
<u>RCW 35.34.090</u>	<del>Hearings on the biennial budget</del>
<u>RCW 35.34.110</u>	Adopt biennial budget
<u>RCW 35.34.130</u>	<del>Mid-biennial budget review and modification</del>
<u>RCW 35.43.125</u>	Creation of local improvement district
<u>RCW 35.43.140</u>	Local improvement paid for by levy or assessment within improvement district
<u>RCW 35.43.150</u>	Approve local improvement district
<u>RCW 35.44.070</u>	Approve LID assessment role
<u>RCW 35.55.070</u>	Approve LID to fill low land
<u>RCW 35.55.160</u>	Excess or deficiency of funding for contract for improvement
<u>RCW 35.56.080</u>	Approve LID to fill or drain lowland
<u>RCW 35.56.170</u>	Excess or deficiency of funding for contract for improvement
<u>RCW 35.58.2795</u>	Six-year transit plans*
<u>RCW 35.63.030</u>	Removal of member of planning commission
IMC 15.06	<u>Title 15 UNIFIED DEVELOPMENT ORDINANCE</u> <u>Chapter 15.06 ADMINISTRATIVE AUTHORITY</u>
IMC 15.08	<u>Title 15 UNIFIED DEVELOPMENT ORDINANCE</u> <u>Chapter 15.08 ADMINISTRATION OF</u> <u>DEVELOPMENT REGULATIONS</u>



## Public Hearings

This page provides an overview of the legal requirements for conducting public hearings in Washington State and describes the basic procedures that should be followed for a proper public hearing.

### Overview

Public bodies, such as city councils, boards of county commissioners, and planning commissions, are sometimes required by state law to hold public hearings. Since the issues addressed in these public hearings are frequently contentious, may involve due process rights of private parties, and generate litigation, it is important to know and follow proper hearing procedures. Because these procedures are not generally spelled out in the statutes that require hearings, there is no ready guide for public bodies to follow when conducting hearings.

While following proper hearing procedures may not eliminate litigation over the issues addressed in hearings, it will help prevent having the decisions made following public hearings overturned by the courts on procedural grounds. Following proper procedures also helps insure that public hearings are conducted fairly.

### How Is a Public Hearing Different from a Public Meeting?

A **public meeting** generally occurs whenever a quorum of a public body, and sometimes less than a quorum, meets together and deals in any way with the business of that body. Public meetings, whether regular or special meetings, are governed by the procedures of the [Open Public Meetings Act \(/getdoc/3c6ae380-8fdb-47a5-82df-43832e718c7d/Open-Public-Meetings-Act.aspx\)](#) in [chapter 42.30 RCW \(http://app.leg.wa.gov/rcw/default.aspx?cite=42.30\)](#). Although the public often is allowed to participate in regular or special meetings, public participation is not required by state law. Two basic legal requirements of a public meeting are that the public be notified and be allowed to attend.

Although a **public hearing** is also a public meeting, or occurs in the context of a public meeting, the main purpose of most public hearings is to obtain public testimony or comment. A public hearing may occur as part of a regular or special meeting, or it may be the sole purpose of a special meeting, with no other matters addressed.

### Types of Public Hearings

There are two types of public hearings, legislative and quasi-judicial, and it is important to understand the distinction between them.

- **Legislative public hearings.** The purpose of a legislative public hearing is to obtain public input on legislative decisions on matters of policy. Legislative public hearings are required by state law when a city or county addresses such matters as comprehensive land use plans or the annual or biennial budget. Legislative public hearings are generally less formal than quasi-judicial public hearings. They do not involve the legal rights of specific, private parties in a contested setting, but rather affect a wider range of citizens or perhaps the entire jurisdiction. The wisdom of legislative decisions reached as a result of such hearings is not second-guessed by the

courts: if challenged, they are reviewed only to determine if they are constitutional or violate state law. For example, a court will not review whether the basic budgetary decisions made by a city council or county commission were correctly made. On the other hand, comprehensive plans in Growth Management Act (GMA) counties may be reviewed by a growth management hearings board, and maybe later by a court, for consistency with the GMA.

- **Quasi-judicial public hearings.** Unlike legislative ones, involve the legal rights of specific parties, and the decisions made as a result of such hearings must be based upon and supported by the "record" developed at the hearing. Quasi-judicial hearings are subject to stricter procedural requirements than legislative hearings. Most quasi-judicial hearings held by local government bodies involve land use matters, including site-specific rezones, preliminary plats, variances, and conditional uses.

## When Are Public Hearings Required?

A public hearing is required only when a specific statute requires one. Of course, a local government may hold a public hearing in other instances, such as when it desires public input on a sensitive or controversial policy issue. If you have any question as to whether a public hearing is required for a particular matter, we recommend that you consult with your city attorney or county prosecutor.

## What Procedural Requirements Apply to Public Hearings?

### Notice Requirements

Some form of public notice is required for all public hearings. If the statute that requires a public hearing in a particular instance identifies the type of notice to be provided, those notice requirements must be followed. Such notice requirements may include publication in a newspaper, posting on and/or near real property that may be affected by the matter being addressed in the hearing, and mailing notice to specific parties. Since all public hearings are considered public meetings under the [Open Public Meetings Act \(/getdoc/3c6ae380-8fdb-47a5-82df-43832e718c7d/Open-Public-Meetings-Act.aspx\)](/getdoc/3c6ae380-8fdb-47a5-82df-43832e718c7d/Open-Public-Meetings-Act.aspx), the [notice requirements \(/getmedia/a59b7f5d-24d6-4275-897f-2dcfd1571f64/opma\\_notice%20requirements\\_practice%20tips.pdf.aspx\)](/getmedia/a59b7f5d-24d6-4275-897f-2dcfd1571f64/opma_notice%20requirements_practice%20tips.pdf.aspx) of that law must be followed. A city or county may, of course, choose to provide any additional notice beyond whatever statutory notice requirements may exist.

If the statute requiring a public hearing does not specify the type of public notice to be provided, a good general rule to follow is to provide notice designed to alert those who may be affected by the proposed action, to inform them of its nature, and to allow them enough time to prepare for and attend the public hearing. The method of providing notice can include publication in the official newspaper, posting on the jurisdiction's website and in other places such as a community bulletin board, mailed notice, and other means that a jurisdiction typically employs. Given that people now get much of their information from the Internet, posting on the jurisdiction's website would be an effective method of notification.

If the timing of the notice is not specified by statute, the notice should be provided a number of days before the hearing, and a week to 10 days generally is sufficient. In some circumstances, notice of less than a week may be adequate. Ideally, each city and county should enact an ordinance that sets out the notice to be provided for public hearings when notice provisions are not identified in the statute requiring the hearing.

### Appearance of Fairness

The [appearance of fairness doctrine \(/getdoc/52ab8e74-c88d-4aab-9efa-bd320aee18db/The-Appearance-of-Fairness-Doctrine.aspx\)](/getdoc/52ab8e74-c88d-4aab-9efa-bd320aee18db/The-Appearance-of-Fairness-Doctrine.aspx) applies to quasi-judicial hearings, not to legislative hearings. It is permissible, even expected, that members of a public body will have biases and will be lobbied by constituents when the matter is legislative. Different rules apply to quasi-judicial hearings, where a decision maker is not permitted to prejudge or have biases regarding or a matter. Ex parte communications - communications with members of the decision-making body outside the context of the public hearing - are prohibited in quasi-judicial proceedings. More information on the appearance of fairness doctrine can be found in the MRSC publication, [The Appearance of Fairness Doctrine in Washington State \(/getmedia/04ae5092-48df-4964-91d7-2a9d87cb2b7c/afd11.pdf.aspx\)](/getmedia/04ae5092-48df-4964-91d7-2a9d87cb2b7c/afd11.pdf.aspx).

## Decision Based on the Record

A public body's decision on a quasi-judicial matter must be based on and supported by the "record" in that matter. The "record" consists of all testimony or comment presented at the hearing and all documents or exhibits that have been submitted in connection with the matter being considered. All documents, including maps, drawings, and staff reports, should be admitted as numbered exhibits during the public hearing.

All quasi-judicial hearings should be tape recorded. If a quasi-judicial decision is appealed, the court will require a transcript of the hearing, which can be made from the tape. Tape recording of legislative hearings is not required.

## Where Should a Public Hearing Be Held?

Council or commission chambers, where public meetings are usually held, will often be the best place to hold a public hearing. If a large crowd that cannot be accommodated in those chambers is anticipated, a larger room should be found. Whatever room is used should be well lighted and ventilated. A microphone (on a podium, if available) should be provided to help insure that all testimony is heard and, if necessary, adequately recorded.

## Legislative Hearing Procedures

State statutes do not specify how public hearings, whether legislative or quasi-judicial, should be conducted. Because legislative hearings are generally informal, the main concern is to provide an opportunity for all attending members of the public to speak if they so desire. Time limits should be placed on individual comments if many people are intending to testify, and the public should be advised that comments must relate to the matter at hand. Order and decorum should be maintained at all times. The "ground rules" for the conduct of the hearing should be stated by the chairperson or presiding official at the beginning of the hearing.

## Quasi-Judicial Hearing Procedures

Because due process protections apply to quasi-judicial matters, quasi-judicial hearings are more formal than legislative hearings. However, they should not be as formal as a court proceeding. Keep in mind that quasi-judicial decisions may be overturned by a court if proper procedures are not followed, even if the decision itself is a "correct" one. Thus, it is important to establish in advance written procedures to guide the conduct of quasi-judicial hearings, both for the sake of the public body holding the hearing and for the attending public. Copies of the procedural rules should be made available prior to the hearing to members of the public.

## Agenda

The adopted procedures should include a standard agenda. A typical agenda for quasi-judicial land use hearings might include the following:

- **Introduction.** The presiding officer introduces the matter being heard and announces the ground rules for the hearing. The presiding officer should also address the appearance of fairness doctrine by asking if any members of the hearing body have any interest, conflict, or bias that would preclude their participation and if any members have had ex parte communications regarding the matter at issue. See the discussion below concerning a "script" for the presiding officer to follow.
- **Staff report.** Planning staff describe the application being considered; identify and discuss and technical studies; describe possible alternatives; and, if appropriate, make a recommendation concerning the proposal. Members of the decision-making body should ask questions of staff at this point.
- **Applicant presentation.** The applicant, who has the burden of proof to show compliance with applicable laws, presents testimony and evidence to support the application. The applicant may have expert witnesses, who should speak at this point. The applicant should address any issues raised by staff-proposed conditions. Members of the decision-making body should ask questions.
- **Public testimony.** Both proponents and opponents of the proposal are allowed to speak. Typically, proponents speak first, followed by opponents, pursuant to ground rules previously announced (either at the beginning of the hearing or at the beginning of the public testimony stage). People testifying should give their names and addresses. Some jurisdictions also require speakers to provide this information in writing at the beginning of the hearing, and speakers are called according to the order on the sign-up sheet. Speakers should be given time limits and cautioned to avoid repetitious or irrelevant comments. They should not be allowed to make personal attacks.

**Note that quasi-judicial bodies are not governed by the formal rules of evidence established for the courts.**

Comments and exhibits should be allowed as long as they have some relevance to the matter at hand. However, attempts to exercise too much control over seemingly irrelevant comments or exhibits could be perceived as censorship of legitimate public comment. If in doubt about an exhibit, admit it and decide about its reliability or relevance later.

- **Should testimony be taken under oath?** Testimony at a quasi-judicial hearing should be taken under oath. However, it is not necessary that individual oaths be taken. A group oath given by the clerk or the presiding officer is sufficient and saves time.
- **Should cross-examination be allowed?** As a general rule, cross-examination is not appropriate in a quasi-judicial hearing before a local government body. However, there may be instances where it should be allowed. Where the hearing assumes a distinctly adversarial posture, the proponents and opponents are represented by legal counsel, expert witnesses are called, or complex technical information is presented, cross-examination should be permitted if requested. Cross-examination can be conducted by one representative, presumably legal counsel, from each side of the matter. When requested by a party, cross-examination of planning staff who wrote and presented the staff report should also be permitted.

- **Rebuttal testimony.** Some jurisdictions allow the applicant to respond to any testimony presented. Some also allow rebuttal by staff and by opponents. Rebuttal preferably should not include new testimony or evidence.
- **Questions from the hearing body.** The hearing body may wish to direct questions to speakers either during testimony, or at the close of public testimony.
- **Close the hearing.** Sometimes it becomes necessary to continue a hearing to another day if there are more people wishing to testify than can be accommodated in one evening or afternoon. A hearing should not be allowed to last too late into the night since many of the public participants will find it necessary to leave before its conclusion. The

record is closed at the conclusion of the hearing, and no other testimony or evidence should be considered by the hearing body. Deliberations and the vote on the application can take place immediately after the close of the public hearing or at some future meeting.

## Hearing Script

The presiding officer may find it helpful to have a written "script" to follow for opening and presiding over the hearing. A typical script might include the following:

- Call to order: open the hearing.
- Introduce self, hearing body, and staff.
- State the purpose of the hearing, including a brief description of the application and the action that the hearing body may legally take on the application.
- Address appearance of fairness issues.

Explain briefly what the appearance of fairness doctrine (</Home/Explore-Topics/Legal/General-Government/The-Appearance-of-Fairness-Doctrine.aspx>) requires.

**Ask members of the hearing body:**

- if they have any interest in the property or the application, or if they own property within a certain distance (e.g. 300 feet) of the property subject to the application.
- if they stand to gain or lose any financial benefit as a result of the outcome of the hearing.
- whether they can hear and consider the application in a fair and objective manner.
- if they have engaged in any ex parte communications with either proponents or opponents of the application, and, if so, ask them to place on the record the substance of any such communications so that interested parties have the opportunity at the hearing to rebut the communications.

**Ask members of the audience** if they wish to challenge on appearance of fairness grounds participation in the matter by any member of the hearing body, including the reasons for the request.

Any member challenged should be given the opportunity to either disqualify or refuse to disqualify him- or herself.

**Any member disqualified based on appearance of fairness grounds must leave the hearing room and must not participate further concerning the application.**

- State the ground rules for the hearing and the manner in which it will proceed.
- Administer the oath to all those who may testify, as a group (or have clerk or other appropriate official administer the oath).
- Ask for staff to give a report on the application; insure that all documents, charts, maps, etc. are introduced as exhibits, with a number assigned to each exhibit.
- Ask for applicant to comment on the application, followed by the testimony of any technical experts in support of the application.
- Ask for any public testimony on the application (first by proponents and then by opponents).

State any rules regarding public testimony, such as:

- all speakers must speak into the microphone and give their names and addresses;
- all comments should be addressed to the hearing body, should be relevant to the application, and should not be of a personal nature;
- identify time limits, if any, on speaking;
- avoid repetitive comments;
- if there are a large number of speakers, including many who are part of groups or organizations, ask for a representative to speak on behalf of the organization or group;
- unruly behavior, such as booing or hissing or harassing remarks, is prohibited.

- Ask if everybody understands these rules.
- Ask for closing or rebuttal comments from the applicant, and, if desired, from the public.
- Ask for additional staff comments
- Ask for questions from members of the hearing body (these questions may also be authorized to occur as testimony is presented).
- Close the hearing and state what steps are to occur next regarding the application.

## Deliberations

Deliberations on a quasi-judicial matter can occur following the public hearing or at some other time. If the matter is a complex one, it is best to postpone deliberations until members of the hearing body have had time to review the exhibits and perhaps listen again to some or all of the recorded testimony. Be careful not to delay the deliberations and eventual decision beyond any applicable statutory timeliness.

Although deliberations may occur in open session, the Open Public Meetings Act exempts from its coverage that part of a meeting which relates to quasi-judicial matters between named parties. If the deliberations are held in an open meeting, comments from the audience should not be permitted. Deliberations by the hearing body are not considered part of the record for purposes of judicial review of the decision.

## Vote or Decision

The vote on the application must occur in open session. After the vote is taken, the hearing body should direct the staff or legal counsel to prepare, based upon instructions from the hearing body, findings of fact and conclusions of law in support of the decision. After preparation of the findings and conclusions, the hearing body must vote to approve them or to send them back for modification.

## Tips for a Successful Public Hearing

The following should be kept in mind to help insure that a quasi-judicial public hearing runs smoothly, is error-free, and is fair:

- Be prepared! Don't come to the hearing cold. Review the application and supporting documentation, including SEPA documents, and any staff-prepared documents and recommendations prior to the hearing.
- Prior to the hearing, make sure that timely and proper notice was provided.

- Have clear ground rules for conducting the hearing, and make printed copies available to the public.
- Make sure that all appearance of fairness issues are addressed.
- Be sure that the recording equipment is working properly and that there is an ample supply of blank tapes. Stop any testimony during tape changes.
- Keep order in the hearing, limit testimony where necessary, but maintain an impartial attitude.
- Make sure all witnesses identify themselves on the record and that all exhibits are properly identified for the record. Testimony that references an exhibit should identify the exhibit number.
- Make sure that every person or group (via a spokesperson) that wishes to speak has that opportunity.
- If the hearing is going on too long, adjourn it and continue it to another day.
- Ask questions, ask questions . . . of staff, legal counsel, the applicant, and people who testify.
- Make sure your decision is clear and understandable, is based on evidence included in the record, and is consistent with the legal standards that apply to the application.

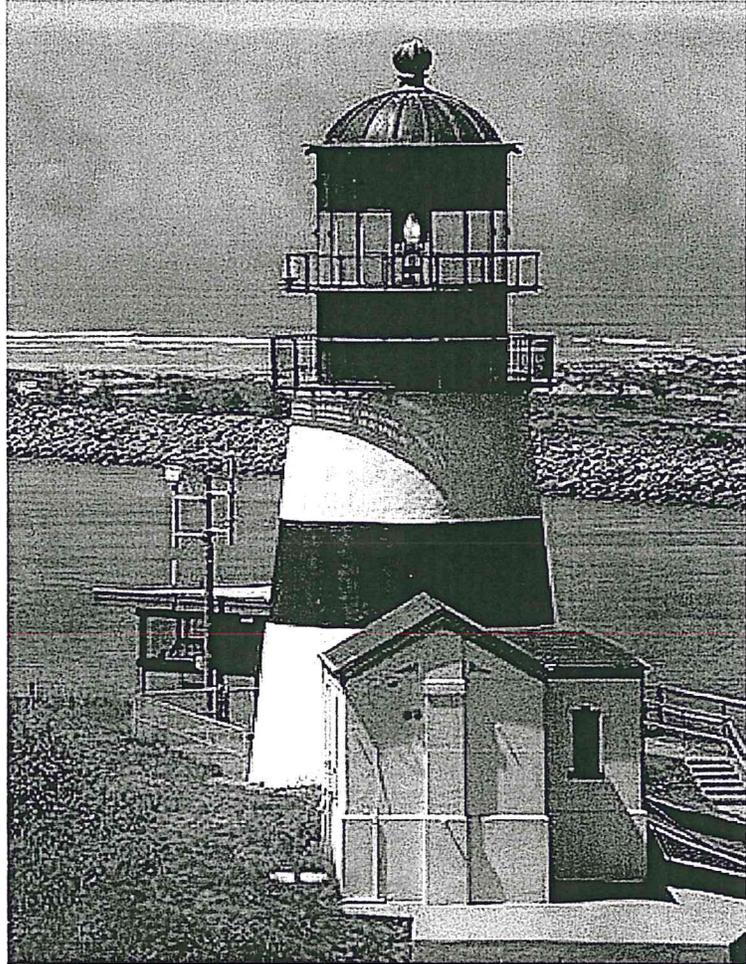
## Recommended Resources

- [The Appearance of Fairness Doctrine in Washington State \(/getmedia/04ae5092-48df-4964-91d7-2a9d87cb2b7c/afd11.pdf.aspx\) \(2011\)](#)
- [Washington State Department of Commerce: Short Course on Local Planning - Resource Guide \(http://www.commerce.wa.gov/Documents/GMS-Short-Course-Guidebook-5-1.pdf\) \(2009\)](#)

Last Modified: October 30, 2015

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# RULES OF PROCEDURE



2012

Mayor and City Council

In accordance with the State of Washington RCW 35A.12.120, the Ilwaco City Council hereby establishes the following rules for the conduct of council meetings, proceedings and business. These rules shall be in effect upon adoption by the council and until such time as they are amended or new rules are adopted in the manner provided by these rules.

## RULES OF PROCEDURE

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### SECTION 1 | AUTHORITY

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In accordance with RCW 35A.12.120, The Ilwaco City Council hereby establishes the following rules for the conduct of council meetings, proceedings and business. These rules shall be in effect upon adoption by the council and until such time as they are amended or new rules are adopted in the manner provided by these rules.

### SECTION 2 | COUNCIL MEETINGS AND WORKSHOPS

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#### 2.1 | General

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- a. Staff, consultants and initiative sponsors will provide brief information and respond to questions by council members.
- b. Public comment and public hearing sign-up sheets will be available at each regular council meeting for the use of those wishing to address the council.
- c. The treasurer, city clerk or deputy city clerk shall attend all regular and special meetings and workshops of the council, and will keep minutes of all proceedings of the council in accordance with the statutory requirements. The signed minutes will constitute the official record of the meeting. Once approved, council meeting minutes will not be revised without a majority affirmative vote of the council at a regularly scheduled council meeting. He or she shall act as parliamentarian and perform such other duties as may be needed for the conduct of the meeting.

#### 2.2 | Scheduling

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- a. Council meetings will be held on a designated day of the week (e.g. Monday), on the second and fourth occurrence of that day in the month at 6:00 p.m., with a goal of adjourning by 9:00 p.m.
- b. Council workshops will be held as needed and may be called by the mayor or two or more council members.
- c. If any meeting is scheduled on a legal holiday, the meeting shall be held on the following day or a day decided by a majority vote of the council, or it may be cancelled by informing the media and posting on the door to the meeting room.

#### 2.3 | Types of Meetings

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- a. *Regular*—Council meetings held on the second and fourth designated day in the week (e.g. Monday) of each month.
- b. *Special*—Any council meeting other than the regular council meeting with at least 24 hours advance notice. A special council meeting may be scheduled at the request of any three Councilmembers.
- c. *Workshop*—Work sessions of the council where no binding action is taken. Council workshops are formal public meetings limited to the purpose of reviewing forthcoming programs, issues and policies; receiving progress reports on current programs or projects; or receiving other similar information. Council may not take binding or formal action on behalf of the city during a workshop. Council decisions or actions on any matter will be scheduled for a regular or special council meeting. These sessions will be open public meetings.
- d. *Emergency*—a special council meeting called without the 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of

such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor with the consent of a majority of Councilmembers. The minutes will indicate the reason for the emergency.

- e. *Executive Sessions*—A council meeting that is closed except to the mayor, council and staff members or consultants authorized by the council. The public is restricted from attendance. Executive sessions may be held during regular or special council meetings and will be announced by the mayor. Executive Session subjects are limited by statute to matters relating to real property acquisition and sale, public bid-contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments and attorney-client discussions. Executive Sessions, if held on the same date as a regularly scheduled council meeting, normally will be conducted at the end of the meeting. Executive Sessions may be set as special meetings. Before convening an Executive Session, the mayor shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended.
- f. *Public Hearings*—Public hearings are formal opportunities for citizens to give their views for consideration in the legislative or policy-decision-making process. In addition, public hearings are required on quasi-judicial actions that determine the legal rights, duties or privileges of specific parties. See *Section Three* for details.

## **SECTION THREE | PUBLIC HEARINGS**

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### **2.4 | Procedures**

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#### **Legislative hearings and information gathering**

- a. The mayor will open the public hearing.
- b. Staff will make a presentation.
- c. Citizen comments will be limited to five minutes for individuals and five minutes for a person representing an official position of a recognized organization.
- d. Additional staff comments may be made.
- e. The mayor will close public hearing.
- f. Council discussion will ensue. SUGGEST: Council discussion will take place during Discussion as listed on the regular meeting agenda.
- g. Council action will be taken. SUGGEST: Council action will take place during Business as listed on the regular meeting agenda.

#### **Quasi-Judicial Hearings**

- a. The mayor will open the public hearing.
- b. Open for declarations of conflict of interest or appearance of fairness matters. WHO???
- c. Staff will make a presentation.
- d. Proponent presentation will be made (15 min).
- e. Opponent presentation will be made (15 min).
- f. Proponent rebuttal will be heard (10 min).
- g. Staff comments will be made.
- h. The mayor will close the public hearing.
- i. Council discussion will ensue. SUGGEST: Council discussion will take place during Discussion as listed on the regular meeting agenda.

- j. Council action will be taken. SUGGEST: Council action will take place during Business as listed on the regular meeting agenda.

## 2.5 | Rules for Public Hearings

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### Legislative/Information Gathering Public Hearing

- a. For an initial presentation of background information from a city department, board, commission, committee or an organization, no more than twenty minutes will be allowed unless otherwise authorized by the presiding officer.
- b. If a speaker purports to speak for an organization, club or others so as to lead council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.
- c. Comments should be limited to five minutes for each individual or five minutes if representing the official position of a recognized organization.
- d. The presiding officer may allow additional time for receipt of written testimony, when needed.
- e. The treasurer, city clerk or deputy city clerk shall be the official timekeeper.

### Quasi-Judicial Public Hearings

- a. Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure.
- b. If a quasi-judicial hearing is on the agenda, the public should be informed as to what state law permits as to public comments.
- c. Testimony will be limited as set forth in 2.4, Procedures, except that the presiding officer shall ask the rest of the council members if they have any comments or questions before the citizen is excused.
- d. If comments are provided in writing, it is encouraged that such written comments be filed with the city clerk or deputy city clerk by 1:00 p.m. of the Wednesday preceding the regular meeting. If written comments are given at the meeting, the presenter should provide eight copies for the council and staff.

## SECTION THREE | AGENDAS

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### 3.1 | General

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- a. The city clerk or deputy city clerk will prepare an agenda for each council meeting specifying the time and place of the meeting and a brief general description of each item to be considered by the council. The agenda is subject to approval by the city council in public session at the beginning of the meeting to which it applies.
- b. An item may be placed for Discussion on the proposed council meeting agenda by a council member, mayor or staff. Items must be moved to Business to be placed in the Business section of the agenda, except confirmation of mayoral appointments to committees and commissions.
- c. Until approved by the council, the agenda is a proposed agenda. Therefore, an item may be added to the agenda prior to council approval if a council member explains the necessity and receives a majority vote of the council on a motion to add the item upon Approval of the Agenda.
- d. The mayor will determine the order of the agenda items under Discussion and Business.
- e. Agenda packets will be finalized by 5:00 p.m. the Thursday preceding the regular council meeting. Agenda submissions will be accepted until noon on the Wednesday preceding the packet distribution day. Agenda items submitted after that deadline will be processed for the next council meeting agenda packets.

- f. All agenda items must be accompanied by an Agenda Item Briefing in the format provided in the appendix. All items must be supplied to the clerk in electronic format.

### 3.2 | Order and Definitions of Regular Council Meeting Agenda Items

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- a. *Call to Order*—The mayor calls the meeting to order.
- b. *Flag Salute*—The mayor and council lead those in attendance in the Pledge of Allegiance.
- c. *Roll Call*—The treasurer, city clerk or deputy city clerk will call roll. The mayor will indicate any council member who is not in attendance and whether or not the council member has an excused absence.
- d. *Approval of the Agenda*—The council approves the proposed agenda as presented or as amended.
- e. *Consent Agenda*—The council approves the consent agenda, including Approval of Minutes and Claims and Vouchers as presented or items are removed from the consent agenda to be amended.
- f. *Proclamations and Presentations (if needed)*—A proclamation is defined as an official announcement made by either the council or the mayor. Council proclamations are for non-controversial events that have a major city-wide impact. Council proclamations shall be publicly read at a council meeting, and whenever possible, presented to a representative of the event during the council meeting. Mayoral proclamations are for non-controversial events that are requested by and for a special-interest group within the city. Mayoral proclamations are signed by the Mayor and presented to a representative of the event during the council meeting or sent to a representative of the event. The mayor shall determine if the proclamation request is for a council proclamation or a mayoral proclamation.
- g. *Reports*—Staff Reports, Council Reports and the Mayor's Report are presented.
- h. *Comments of Citizens and Guests Present*—The mayor will call for any comments from the public on any subject not on the agenda. Comments are limited to five (5) minutes. The City Council does not take any action or make any decisions during public comment.
- i. *Public Hearings (if needed)*—See Section Three for details.
- j. *Business*—Ordinances, resolutions, contracts, loan applications, grant applications and all other items ready for council action after having been on Discussion. Items may be moved from Discussion to Business in the same meeting.
- k. *Discussion*—Ordinances, resolutions, contracts, loan applications, grant applications and all other items for council consideration. Most items must be on discussion before being considered for action as a Business item. Items may be moved to Business in the same meeting or the next meeting, or may be kept on Discussion pending staff amendments, legal review or other modifications. Items may also be referred to council committee.
- l. *Correspondence and Written Reports*—Letters and other correspondence or reports to the council from individuals or organizations. Do not require council discussion or action.
- m. *Future Discussion Items*—Future agenda items not yet ready for council action or tabled items for future council discussion after staff action.
- n. *Adjournment*—With no further business to come before the council, the mayor adjourns the meeting. Requires a motion and second.
- o. *Upcoming Meetings*—A list of upcoming meetings within the next month.

## **SECTION FOUR | RULES OF ORDER**

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### **4.1 | Council Discussion**

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- a. All council discussion shall be governed by Robert's Rules of Order Newly Revised, unless otherwise governed herein. In the event of a conflict, these council rules shall prevail.
- b. The mayor or presiding officer has the authority to rule on questions of order. Any council member can appeal the point of order to the council for final determination.

### **4.2 | Citizen Comments, Concerns and Testimony to Council**

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- a. Citizens are welcome at all council meetings and are encouraged to attend and participate prior to the deliberations of the council. Recognition of a speaker by the mayor or presiding officer is a prerequisite and necessary for an orderly and effective meeting, regardless of whether the speaker is a citizen, councilmember or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the council chambers.
- b. The privilege of the floor is granted to those present at the discretion of the mayor or presiding officer. Persons wishing to address the council and having more than five minutes of comments may provide written comments to the city clerk or deputy city clerk for the record. Copies of the written comments will be furnished to the council.
- c. Any member of the public who wishes to address the council on an item on the current agenda shall make such request to the mayor or presiding officer. The mayor or presiding officer shall rule on the appropriateness of public comments with regard to the agenda item. The mayor or presiding officer may change the order of speakers so that testimony is heard in the most logical grouping (i.e. proponents, opponents, adjacent owners, etc.). All comments shall be limited to five (5) minutes per speaker, or other limitations as the mayor or presiding officer may deem necessary.
- d. All remarks will be addressed to the council as a whole. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous, threatening or personally abusive while addressing the council may be requested to leave the meeting. No audience member shall disrupt the conduct of the meeting or clap, cheer, hoot, holler, gesture, whistle, guffaw, jeer, boo, hiss, make remarks out of turn, use profanity or the like. Applause, boos or other public demonstrations by those attending the council meeting are considered inappropriate behavior.
- e. The mayor or presiding officer has the authority to preserve order at all meetings of the council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the rules of the council. The mayor or presiding officer may command assistance of any peace officer of the city to enforce lawful order and restore order at any meeting.
- f. Citizens with complaints, concerns or questions will be encouraged to refer the matter to the mayor or ask that the matter be placed on a future council meeting or council workshop agenda with the appropriate background information.
- g. Citizens may submit dated materials at meetings of the council providing a contact name, address, phone number and specific meeting date are printed legibly on the materials. Citizens will present all printed and written materials to the treasurer, city clerk or deputy city clerk.

## SECTION FIVE | MOTIONS

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- a. Motion should be clear and concise, and not include arguments for the motion within the motion.
- b. Unless there is a tie-breaking vote by the mayor as may be appropriate under the state law, a motion that receives a tie vote is deemed to have not passed.
- c. A motion that does not receive a second fails. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, raise a question of privilege, calls for orders of the day, point of information (must be a question) and point of order.
- d. After a motion and second, the mayor or presiding officer will read the motion and indicate the names of the council members making the motion and second.
- e. After a motion has been made and seconded, the mayor or presiding officer will call for discussion and the council member making the motion may speak to the motion and then the council may discuss their opinions on the issue prior to the vote.
- f. When the council concurs or agrees to an item that does not require a formal motion, the mayor will summarize the agreement at the conclusion of the discussion.
- g. A motion may be withdrawn by the maker of the motion at any time without the consent of the council. If the motion has received a second, the council member making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.
- h. A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, requires a majority vote and cannot be reconsidered. A motion not taken from the table by the close of that meeting or the next meeting fails on the table.
- i. If the motion to table prevails, the matter may be "taken from the table" by motion, which requires a second, is not debatable and requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.
- j. A motion to postpone to a certain time must be seconded, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a certain time at a future regular or special council meeting.
- k. A motion to postpone indefinitely requires a second, is debatable, is not amendable and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed.
- l. A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds vote. Debate is re-opened if the motion fails.
- m. A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting or substituting. Motions that cannot be amended include motions to adjourn, raise a question of privilege, calls for orders of the day, table, previous question or call the question, secondary amendments postpone indefinitely point of information, point of order, reconsider, and take from the table. Amendments are voted on first, then the main motion as amended (if the amendment receives an affirmative vote).
- n. Council discussion of the motion only occurs after the motion has been moved and seconded.
- o. After discussion, the person making the motion, mayor or presiding officer, or treasurer, city clerk or deputy city clerk should repeat the motion prior to voting.
- p. The treasurer, city clerk or deputy city clerk will take a roll call vote if requested by the mayor, presiding officer or a council member. At the conclusion of any vote, the mayor or presiding officer will announce the results of the vote.
- q. When a question has been decided, any council member who voted in the majority may move for reconsideration but no motion for reconsideration of a vote shall be made after the meeting is adjourned.

- r. The designated parliamentarian shall decide all questions of interpretations of these rules and other questions of a parliamentary nature that may arise at a council meeting. All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict, these council rules shall prevail.

## **SECTION SIX | ORDINANCES**

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- a. Prior to being presented to the council for discussion, a proposed ordinance shall be sponsored by a member of the City Council, the mayor or the city attorney and reviewed by the city attorney before action.
- b. The mayor or presiding officer shall read the title of the proposed ordinance prior to voting.
- c. Once adopted, ordinances or ordinance summaries shall be published in the official newspaper as a legal publication immediately following enactment.
- d. All adopted ordinances are to be certified by the city clerk or deputy city clerk and sent to the codifiers for inclusion in the online and printing municipal code, except items which are not typically codified, such as budgets, taxes, annexations, rezones and moratoriums.

## **SECTION SEVEN | MAYOR/PRESIDING OFFICER**

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- 8.1 Mayoral meeting duties: The Mayor's duties are prescribed by state law, RCW 35A 12.100. In a mayor-council code city, such as Ilwaco, RCW 35A.12.065 provides that the city council is to appoint one of their members to serve as mayor pro tem of the city. The Mayor pro tem is to serve in the absence or temporary disability of the mayor. The primary duty of the mayor pro tem is to preside at meetings of the city council during the absence of the mayor. When performing this function, the mayor pro tem also retains his or her right to vote on issues coming before the council.

The responsibilities of the Mayor or Presiding Officer shall be as follows:

- (1) Mayor, with approval of the City Council, shall appoint Councilmembers to serve on ad hoc committees as deemed necessary;
- (2) The Mayor may offer advice to Councilmembers;
- (3) The Mayor or Presiding Officer shall preserve order and decorum in the council chambers;
- (4) The Mayor or Presiding Officer shall observe and enforce all rules adopted by the Council;
- (5) The Mayor or Presiding Officer shall decide all questions on order in accordance with these rules, subject to appeal by any Councilmember;
- (6) The Mayor or Presiding Officer shall recognize Councilmembers in the order in which they request the floor (Councilmembers shall wait to be recognized before speaking);
- (7) The Presiding Officer, as a Councilmember, shall have only those rights and shall be governed in all matters and issues by the same rules and restrictions as other Council members. The Presiding Officer, as Mayor pro tem, shall have the authority to present motions and vote;
- (8) The Mayor or Presiding Officer shall announce executive sessions held during regular or special council meetings;
- (9) The Mayor or Presiding Officer shall indicate the names of the Councilmembers making

the motion and second;

- (10)The Mayor or Presiding Officer shall summarize consensus at the conclusion of discussions when the Council concurs or agrees to an item that does not require a formal motion;
- (11)The Mayor or Presiding Officer shall read the title of the ordinance prior to voting;
- (12)The Mayor, with City Council consent, will determine ongoing dedicated schedule for regular workshops, special council meetings, and executive sessions;
- (13)The Mayor may place items on council meeting agendas;
- (14)All agenda items sponsored by the Mayor or a Councilmember will appear unaltered on the Council's agenda and may only be removed by the sponsor or a majority vote of the Council.
- (15)The Mayor shall make an annual State of the City report during a regularly scheduled council meeting;
- (16)The Mayor may send issues directly to a council workshop for review in lieu of or prior to being referred to a regular council meeting;
- (17)The Mayor or representative shall represent the City at functions and meetings with other jurisdictions/organizations;
- (18)The Mayor shall see that all city laws and ordinances are faithfully enforced and that law and order is maintained in the city.
- (19)The Mayor is responsible for representation for the purposes of discussion and problem solving. The Mayor must conform to city resolutions, or in their absence, the perceived direction of the Council. Formal decision making is always the prerogative of the entire council.

## **SECTION 9. COUNCIL RELATIONS WITH CITY STAFF**

- 9.1 There will be mutual respect from both city staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 9.2 City staff will acknowledge the Council as policy makers.
- 9.3 Councilmembers will acknowledge city staff as administering the Council's policies.
- 9.4 A written notice of all informational material requested by individual Councilmembers shall be submitted by city staff to all Councilmembers with a notation indicating which Councilmember requested and who prepared the information. Copies of the requested material will be made available to the other Councilmembers upon request.
- 9.5 Councilmembers shall not attempt to coerce or influence the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of city licenses or permits.
- 9.6 No individual Councilmember shall attempt to change or interfere with the operating rules and practices of any city department.
- 9.7 Correspondence that is addressed to the Mayor and Councilmembers as a group shall be copied and circulated by the City Clerk/Deputy City Clerk as soon as practicable after it arrives.
- 9.8 The City Clerk/Deputy City Clerk shall not open mail addressed to individual Councilmembers or the Mayor.

## **SECTION 11. COUNCILMEMBER ATTENDANCE AT REGULAR MEETINGS**

- 11.1 Council members will inform the Mayor, a Councilmember, or City Clerk/Deputy City Clerk if they are unable to attend any regular council meeting or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence. If notification is not given, the Councilmember will be noted as having an unexcused absence in council minutes. The council may excuse the absence of any member.

## **SECTION 12. PUBLIC HEARINGS**

- 12.1 Quasi-judicial hearings require a decision be made by the Council using a certain process which may include a record of evidence considered and specific findings be made.
- 12.2 Legislative (ordinance or miscellaneous) hearings do not require a decision be made even though information is presented.
- 12.3 Council members shall comply with all applicable laws including the conflict of interest requirements and the Appearance of Fairness doctrine.

## **SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS**

- 13.1 All public meetings of the Council and its advisory committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

## **SECTION 14. COUNCIL REPRESENTATION**

- 14.1 If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember needs to state the majority position of the Council, if known, on such issue.

Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position.

- 14.2 A Councilmember must have Council's concurrence before representing Council's view or position with the media, another governmental agency, or community organization.
- 14.3 When Council members register to attend an official conference requiring voting delegates such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

## **SECTION 15. CONFIDENTIALITY**

- 15.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW).
- 15.2 If the Council, in executive session, has provided direction or consensus to city staff or any other Official on proposed terms and conditions for any type of issue, all contact with the other party should be done by the designated city staff representative handling the issue. Councilmembers should obtain the permission of the City Attorney prior to discussing the information with anyone other than other Councilmembers, City Attorney, or city staff. Any Councilmember having any contact or discussion needs to make full disclosure to the City Council in a timely manner.
- 15.3 The City Council by a majority vote of the entire Council may vote to revoke the confidentiality of any executive session.

## **SECTIONS. 16,17,18,19 RESERVED**

## **SECTION 20. CITY ADVISORY BODIES**

- 20.1 Citizen Committees, Boards and Commissions: The Council may create committees, boards, and commissions to assist in the conduct of the operation of city government with such duties as the

Council may specify not inconsistent with the city code. Effective citizen participation is an invaluable tool for local government.

20.2 **Membership and Selection:** Membership and selection of members shall be as provided by the Council if not specified otherwise in the city code. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the Mayor except as otherwise specified in the city code.

20.3 **Removal of Members of Boards and Commissions:** The Council may remove any member of any board or commission which it has created by a vote of at least a majority of the Council (this rule does not apply to the civil service commission or any other such body which has statutory procedures concerning removal).

## **SECTION 21. FILLING COUNCIL VACANCIES**

21.1 **Notice of Vacancy:** If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy and the procedure and deadline for applying for the position.

21.2 **Application procedure:** The Council will draw up an application form which contains relevant information that will answer set questions posed by Council. The application form will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.

21.3 **Interview Process:** All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each Councilmember during the interview process. The Councilmembers will ask the same questions of each candidate. Each candidate will then be allowed two minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.

21.4 **Selection of Councilmember:** The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

## SECTION 22. RESERVED

## SECTION 23. SUSPENSION AND AMENDMENT OF RULES

- 23.1 Any provision of these rules not governed by state law or ordinance may be temporarily suspended by a majority vote of all members of the Council.
- 23.2 These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

## SECTION 24. CODE OF ETHICS

The purpose of the City of Ilwaco Code of Ethics is to strengthen the quality of city government and promote and demand the highest standards of ethics from its elected officials. It is the intention that this code be liberally construed to accomplish its purpose of protecting the public interest against decisions that are affected by undue influence or conflict of interest. This code is supplemental to the Revised Code of Washington (RCW) 42.23 – Code of Ethics for Municipal Officers.

City officials shall:

- 24.1 Be dedicated to the concepts of effective and democratic local government.
- Democratic Leadership. Officials shall honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws, rules, and regulations.
- 24.2 Affirm the dignity and worth of the services rendered by government and maintain a deep sense of social responsibility as a trusted public servant.
- 24.3 Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.
- Public Confidence. Officials shall conduct themselves so as to maintain public confidence in city government and in the performance of the public trust.
- Impression of Influence. Officials shall conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.
- 24.4 Recognize that the chief function of the local government at all times is to serve the best interests of all the people.

Public Interest. Officials shall treat their office as a public trust, only using the power and resources of public office to advance public interests and not to attain personal benefit or pursue any other private interest incompatible with the public good.

- 24.5 Keep the community informed on municipal affairs; encourage dialogue between the citizens and all municipal offices; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Accountability. Officials shall assure that government is conducted openly, efficiently, and honorably in a manner that permits the citizenry to make informed judgments and hold city officials accountable.

Respectability. Officials shall safeguard public confidence in the integrity of city government by being honest, fair, caring, and respectful and by avoiding conduct creating the appearance of impropriety of which is otherwise unbecoming a public official.

- 24.6 Seek no favor; believe that personal benefit or profit secured by confidential information or by misuse of public time is dishonest.

Private Employment. Officials shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Confidential Information. Officials shall not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Gifts. Officials shall not directly or indirectly solicit any gift or accept or receive any gift-whether it be money, service, loan, travel, entertainment, hospitality, promise, or any other form – under the following circumstances: (a) It could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or (b) the gift was intended to serve as a reward for any official action on the official's part.

Investments in Conflict with Official Duties. Officials shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

Personal Relationships. Personal relationships shall be disclosed in any instance where there could be the appearance of a conflict of interest.

- 24.7 Conduct business of the City in a manner, which is not only fair in fact, but also in appearance.

Personal Relationships. In a quasi-judicial proceeding elected officials shall abide by the directives of RCW42.36 which requires full disclosure of contacts by proponents and opponents of land-use projects which are before the City Council. Boards and

commissions are also subject to these fairness rules when they conduct quasi-judicial hearings.

- 24.8 Not knowingly violate any Washington statute, city ordinance, or regulation in the course of performing their duties.

(Refer to Chapter 42.23 RCW – CODE OF ETHICS FOR MUNICIPAL OFFICERS – CONTRACT INTERESTS)

## SECTION 25. ADHERENCE TO PROTOCOL

- 25.1 Upon finding that a knowing and/or willful failure to adhere to the provisions of this protocol manual have occurred by a member of the council shall proceed to determine whether the sanctions, if any, should be imposed. Appropriate sanctions may include, but are not limited to the following:

- 1.) public censure;
- 2.) removal from Council extra territorial boards, committees, or commissions.

## SECTION 26. PREPARATION OF MINUTES

- 26.1 Minutes Generally. City Clerk/Deputy City Clerk is legally required to keep a record of proceedings of City Council meetings. The form in which this record is to be maintained is detailed in this section of the Council Rules.

Working copies or file copies of all minutes may be kept in the City Clerk's office. The official, originally signed copies of all minutes shall be maintained in the official minutes book(s) and shall be stored in a fire-proof vault. The paper used in official minutes books shall be of the specially treated type to guard against deterioration. A duplicate set of minutes shall be archived following current procedures of the State Division of Archives and Records Management which are kept off-site in the event of a disaster.

- 26.2 Purpose of Minutes. A sufficient record must be kept to furnish evidence that the City Council has complied with the law or rules by which it is governed. The facts contained in the minutes are also treated as evidence in a court of law.

- 26.3 Content of Minutes. Minutes shall show exactly what actions were taken and decisions made at the council meeting(s). The following is a list of information to be included in the minutes.

1. Date of meeting
2. Location of meeting
3. Type of meeting (regular, continued, special, etc.)

4. Time of meeting
5. Time meeting commenced
6. Officials/members present\*
7. Officials/members absent or excused\*
8. Topics of business
9. Actions taken on each business matter
10. Record of motions
11. Record of voting
12. Time of adjournment
13. Signature blocks for presiding officer and clerk/designee

\*If a Councilmember leaves during a meeting, note time of departure and time of return, if applicable. If a Councilmember arrives after commencement of a meeting, – note time of arrival.

- 26.4 Standard Format. Use of standardized format to create uniformity of minute entries and to save time in composing the record, shall be developed by the City Clerk/Deputy City Clerk. A template shall be set up for standardized items, such as adoption of resolutions and ordinances, award of contracts, claims consideration, etc., which will require the input of only specifics, such as titles of resolutions and ordinances, agenda bill numbers and title, maker of motions and second, results of voting, remarks that clarify the “intent” of the legislative body in its decisions, etc. Other statements, discussion, and remarks of individual Councilmembers and commentators will not be noted in the official minutes unless specifically requested by the Council. Written statements may be submitted to the City Clerk/Deputy City Clerk and will be retained in the Council packet records for that meeting.
- 26.5 Approval of Previous Minutes. The minutes shall be placed on the consent agenda for approval to assure the accuracy and completeness of the record. Copies of the minutes will be provided to Councilmembers in sufficient time prior to a city council meeting to avoid any necessity of reading of the minutes at the meeting by the Clerk. When approved as written, or as amended by the Council, the minutes are then the official record.
- 26.6 Written Reports and Communications. Since any written record is the best evidence of its contents, a written report or written communication presented at a city council meeting shall only be referenced in the minutes with the name and title of the author, date of the report or communication, subject of the communication or title or report, and the action taken on the matter. Oral reports or communications need to only be referenced in the minutes by name of person, address (if available), the subject matter, and the disposition made by the Council.

26.7 Hearings. Minutes of the City Council meetings with respect to hearings shall include:

1. Jurisdictional facts. In order that there is sufficient proof that a hearing was held in compliance with the statute or ordinance governing the same, the record for the hearing shall include proof that the required notice was given in accordance therewith, and that the hearing was held at the time and place specified in the notice.
2. Evidence Produced at Hearing:
  - a. Written Evidence. Minutes shall make appropriate reference to any written evidence in the form of statements, affidavits, reports, maps, photographs, correspondence, or other objects filed at the hearing, and included as part of the record.
  - b. Oral Testimony. The record shall show the name of the person speaking, his or her address, and whether testimony was for or against the hearing subject.
3. Findings of Council. Usually, the findings made by the City Council, in respect to public hearings, are incorporated in the ordinance or resolution adopted as a result of the hearing. When this is done, the minutes need not record these findings in the body of the minutes, but shall refer to the resolution or ordinance voted upon by the City Council.
4. Arguments and Debates at Hearing. There is no legal requirement for inclusion of arguments and debate at hearings in the record. Council may request such dialogue be included in the record.

26.8 Adjournment. In recording adjournment, the minutes shall show whether it was adjourned to another time prior to the next regular meeting, or merely adjourned. The Mayor or Presiding Officer shall declare the meeting adjourned or the Council, by majority vote, may adjourn the meeting.

26.9 Signing the Minutes. The minutes shall be signed by the City Clerk and the Mayor or the Presiding Officer for that meeting to document the authenticity of the minutes as public record and reflect the approval of the City Council.

26.10 Use of Recordings and Retention. There is no statutory requirement that city council meetings be recorded (quasi-judicial hearings, however, must be recorded). Where a city clerk makes an authorized recording of a city council meeting to facilitate the preparation of the minutes, any person has a right to inspect the recording and to listen to it on equipment provided by the City. Any person also has the right to purchase a copy of the recording in accordance with the City's fee schedule.

These recordings may be used to prepare written minutes. Due to the limited lifespan of magnetic recordings and other digital media, these recordings will not serve as a permanent record of proceedings. The retention period of all recordings or transcriptions is six years, per the Washington State Records Retention Guidelines.

26.11 Recording of the Vote. Roll-call votes may be called for by the Mayor or any member of the Council. The vote shall be conducted on a rotational basis, by the City Clerk/Deputy City Clerk, with the Mayor or Presiding Officer being called upon last. Votes shall be recorded in the following manner:

UPON ROLL CALL VOTE WITH \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, VOTING YES/NO (based on prevailing votes), THE MOTION CARRIED/FAILED (based on results of the vote).

If applicable, Councilmembers abstaining or absent will also be recorded.

A roll-call vote is required for ordinances and resolutions and will be included on the document.

26.12 Corrections to Minutes. A municipal body has the right and duty to amend its minutes so as to ensure correctness. The City Clerk is the custodian of the minutes. Amendments must be made promptly and must be authorized by the Council. All authorized corrections to the submitted minutes shall be recorded as a business transaction made at the meeting at which they were approved, as amended. Following the meeting, the minutes shall be corrected to include the amendment(s) prior to placement of the final executed minutes in the minutes book.

If, after approval of the minutes, a correction must be made, a notation is marked in the margin opposite the correction which states: "Amended, see minutes of \_\_\_\_\_." Or "Scriber's Error, corrected by (initials of person making correction)", and shall include the date the correction was noted. Errors corrected in the official minutes shall never be corrected by correction fluid, cross-outs, or erasures. This procedure is a requirement of the State Auditor.

26.13 Excerpt from Minutes. Certified copies of minutes may be requested. The entire minutes of a meeting may be certified. If only a small section or one business matter is requested to be certified, the Clerk shall certify the appropriate excerpt from the minutes.

26.14 Preservation of Minutes. The Revised Code of Washington (RCW) requires minutes of city councils to be a permanent record. Therefore, special attention, care, and security measures shall be taken to protect the orderly and safe keeping of minutes.

City of Ilwaco

City Council Agenda Item  
Checklist

Title:

Sponsor:

Objective / reason:

Proposed motion: ["I move to ....."]

Briefing material provided / attached.

Legal review needed? [No] [Yes] Results / implications.

Financial impact [No] [Yes] If yes, attached?

Personnel impact [No] [Yes] If yes, attached?

Department review (yes with attachments as appropriate or N/A)

Mayor [N/A] [OK] Attachments:

Administration [N/A] [OK] Attachments:

Public Works [N/A] [OK] Attachments:

Planner [N/A] [OK] Attachments:

Engineering [N/A] [OK] Attachments:

# EXAMPLE CHECKLIST

City of Ilwaco

## City Council Agenda Item Checklist

Title: **City Council Agenda Setting Guidelines / Policy**

Sponsor: Councilperson's name

Objective / reason: General concensus among the Council, Mayor and Staff that clearer policy is needed. To establish rules and procedure.

Proposed motion: **"I move to approve Resolution 2008-xxx as submitted (as modified) establishing policy and procedures for setting the City Council agenda."**

Briefing material provided / attached. **YES**

Legal review needed? **[No]** ~~[Yes]~~ Results / implications: Unless significantly modified.

Financial impact **[No]** ~~[Yes]~~ If yes, attached?

Personnel impact **[No]** ~~[Yes]~~ If yes, attached?

Department review (yes with attachments as appropriate or N/A)

Mayor ~~[N/A]~~ [OK] Attachments: **Recommends**

Administration ~~[N/A]~~ [OK] Attachments: **Recommends**

Public Works ~~[N/A]~~ ~~[OK]~~ Attachments:

Planner ~~[N/A]~~ ~~[OK]~~ Attachments:

Engineering ~~[N/A]~~ ~~[OK]~~ Attachments:

# EXAMPLE BRIEFING MATERIAL

Issue/Topic: Street Banner Policy and Scheduling

Background:

The City controls the use of banners that are suspended over the City streets.

The City crew installs and removes banners that are over the streets.

There are limited locations available for placement of banners, demand is high and scheduling and procedures are needed.

Interested parties who would sponsor and need banners include the Ilwaco Merchants, the Port of Ilwaco, the City of Ilwaco, the Library, the local Museum, etc.

Discussion:

There is no formal mechanism for arranging for banner placement or for determining how various banners are put on the schedule – particularly when in competition for space.

Attached Ordinance 2008-xxxx implements the needed policies. Please refer to it for more details.

There are no known conflicts with City policies and any laws.

There is no financial impact.

The City Attorney has reviewed the proposed ordinance and approves.

Recommendation:

Enact Ordinance 2008-xxxx.

Recommended motion:

"I move to approve Ordinance 2008-xxxx as presented."



**CITY OF ILWACO  
CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: Public Hearing:  
Council Discussion Item: 08/24/15 Council Business Item:  
09/14/15  
11/09/15

B. Issue/Topic: **Contract Cancellation with Abeco and Letter of Agreement to Solutions YES, LLC**

C. Sponsor(s):  
1. Cassinelli 2.

D. Background (overview of why issue is before council):  
The city currently contract with Abeco Office Systems for print and copy needs. Over the last few years, Abeco has broadened their service area and products, while decreasing employees which has resulted in lengthy service delays and problems. Solutions YES is a company which has formed through the efforts of Kyocera and local technicians who were aware of the increasing need for better service.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details):  
1. Solutions YES has done a preliminary inspection of our current copier and will accept it under a new equipment support agreement through Kyocera.  
2. Solutions YES is matching the current service and rates as we have with Abeco.  
3. Our lease agreement with LEAF will not be affected by this change.  
4. A RFQ was published on Sep 30 and Oct 7 with a request for additional qualified service technicians to submit a proposal for support services by October 16, 2015. No proposals were submitted.

F. Impacts:  
1. Fiscal: None  
2. Legal: This contract has been reviewed by Heather Reynolds.  
3. Personnel:  
4. Service/Delivery:

G. Planning Commission:  Recommended  N/A  Public Hearing on

H. Staff Comments: The quality of copies continues to deteriorate under the maintenance by Abeco.

I. Time Constraints/Due Dates: None

J. Proposed Motion:  
1. **I move to authorize the Mayor to cancel the current Maintenance Agreement with Abeco Office Systems.**  
2. **I move to authorize the Mayor to enter into an Agreement for Equipment Support with Solutions YES, LLC.**

## City Clerk

---

**From:** Daniel Gonzalez <dgonzalez@LEAFnow.com>  
**Sent:** Wednesday, September 09, 2015 2:08 PM  
**To:** clerk@ilwaco-wa.gov  
**Subject:** RE: Copier contract for City of Ilwaco

Hi Holly,

I apologize for the late response, I had forwarded this message to my customer service department yesterday but yes everything should be fine.

Respectfully yours,

Daniel Gonzalez  
Account Associate  
LEAF  
267-402-5312 Direct  
800-540-9504 Fax

---

**From:** City Clerk [mailto:clerk@ilwaco-wa.gov]  
**Sent:** Wednesday, September 09, 2015 2:04 PM  
**To:** Daniel Gonzalez  
**Subject:** RE: Copier contract for City of Ilwaco

So, I assume that since we are not changing our entity name we are ok?

Holly Beller  
Deputy City Clerk  
City of Ilwaco  
360-642-3145  
[clerk@ilwaco-wa.gov](mailto:clerk@ilwaco-wa.gov)  
[www.ilwaco-wa.gov](http://www.ilwaco-wa.gov)



*City of Ilwaco is an equal  
opportunity provider and employer*

---

**From:** City Clerk [mailto:clerk@ilwaco-wa.gov]  
**Sent:** Tuesday, September 08, 2015 1:49 PM  
**To:** 'Daniel Gonzalez' <dgonzalez@LEAFnow.com>  
**Subject:** RE: Copier contract for City of Ilwaco

As in the City of Ilwaco? No.

Holly Beller  
Deputy City Clerk

City of Ilwaco  
360-642-3145  
[clerk@ilwaco-wa.gov](mailto:clerk@ilwaco-wa.gov)  
[www.ilwaco-wa.gov](http://www.ilwaco-wa.gov)



*City of Ilwaco is an equal  
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---

**From:** Daniel Gonzalez [<mailto:dgonzalez@LEAFnow.com>]  
**Sent:** Tuesday, September 08, 2015 1:42 PM  
**To:** [clerk@ilwaco-wa.gov](mailto:clerk@ilwaco-wa.gov)  
**Subject:** RE: Copier contract for City of Ilwaco

Will you be switching your name?

---

**From:** City Clerk [<mailto:clerk@ilwaco-wa.gov>]  
**Sent:** Tuesday, September 08, 2015 1:25 PM  
**To:** Daniel Gonzalez  
**Subject:** Copier contract for City of Ilwaco

Hi Daniel,

We are looking at switching our service company from ABECO to Solutions, Yes!. Will this affect the machines contract with LEAF in any way? Do you need any notice of the change either before or after?

Thanks!

Holly Beller  
Deputy City Clerk  
City of Ilwaco  
360-642-3145  
[clerk@ilwaco-wa.gov](mailto:clerk@ilwaco-wa.gov)  
[www.ilwaco-wa.gov](http://www.ilwaco-wa.gov)



*City of Ilwaco is an equal  
opportunity provider and employer*

## MAINTENANCE AGREEMENT

Abeco Office Systems  
1332 Commercial Street  
Astoria, Oregon 97103

### EFFECTIVE:

FROM: May 01, 2012

TO: April 30, 2013

### Terms of Agreement:

1. Payment will be made monthly based on actual copy count. Renewal of contract is annually and will **renew automatically unless terms change**. Terms are net 30 days.
2. Regularly scheduled inspections of your equipment will be made for purposes of cleaning, lubricating and adjusting the mechanism during regular business hours.
3. Replacement Parts will be replaced at no additional cost to you, if not outdated or unavailable. Exceptions include: supplies - i.e., paper, toner, paper trays and drum (unless specified below).
4. Emergency service will be furnished at no additional cost during our normal business hours.
5. This Agreement does not cover service and parts required by accident, negligence, misuse, theft, damage caused by electrical power failure or from fire or water. Alterations, attachments or specification changes may require a change in maintenance charges.
6. Re-programming or repairs made necessary on electronic equipment due to improper AC power source or static electricity are to be paid by the user. This Agreement covers the above repairs only if the equipment is plugged into a separate (isolated) AC circuit with an insulated, isolated ground receptacle.
7. Abeco Office Systems will not be held liable for any expenses, real or punitive, to the user's property, employees, or equipment - or errors, directly or indirectly, caused by equipment and/or employees of Abeco or User.
8. All equipment must be checked by our service personnel and brought up to standard, if necessary, before contract goes into effect.
9. Kyocera Factory Toner must be used.

<u>MAKE</u>	<u>MODEL</u>	<u>SERIAL#</u>	<u>RATE/CPY</u>	<u>TYPE OF SERVICE</u>
Kyocera	KM-3050	PPH7305389	\$0.009828	Full service, includes all supplies.

August 11, 2015

Abeco Office Systems  
1332 Commercial St.  
Astoria, OR 97103

ATTN: Contract Administrator

RE: Cancellation of Maintenance Agreement for City of Ilwaco

Effective today, please consider this our 30 day notice of cancellation on all equipment, listed below, that we have under Maintenance Agreement with your company.

**Model**

**Serial Number**

Kyocera TA-3500i

The final meter is:

Sincerely,

Mike Cassinelli  
Mayor  
City of Ilwaco



## ***Service & Support Guarantees***

- ✓ **Solutions YES guarantees** you will be contacted by one of our support specialist within 60 minutes of us receiving your request for support. Your support specialist will also call 24 hours after resolving the issue to ensure your satisfaction.
- ✓ **Solutions YES guarantees** a 4 hour or less average on-site response time from the time we receive your request for support. If this commitment is not met we will credit you back one month of service.

***As of 4/1/15, our YTD average onsite response time is under 3.1 hours  
with a first time fix rate of 91%.***

- ✓ **Solutions YES guarantees** that if we are unable to resolve a performance issue within 24 hours or you are unhappy with the performance of your machine for any reason we will install a loaner machine at no charge.
- ✓ **Solutions YES guarantees** your machine to have a 95% uptime over a 90 day period or we will install a loaner machine and bring your device into our service department for further analysis until the issue is fully resolved.
- ✓ **Solutions YES guarantees** the performance of your new machine to manufacturer specifications for 5 years from the date of purchase or lease or we will replace it with a machine with equal or greater capabilities and of equal or greater value.

**We are so confident of our service capabilities that we will allow you to cancel your service contract at any time if we do not deliver on what we promise!**

***Our 2013 customer retention rate was 99.6%  
Our 2014 customer retention rate was 100%***

## DO YOU KNOW KYOCERA? IF NOT, YOU SOON WILL!

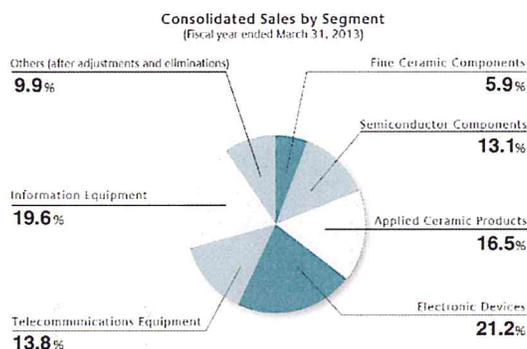
Kyocera Corporation was founded in 1959 in Kyoto, Japan. Kyocera's founders shared a vision of creating a company dedicated to the successful manufacture and sale of innovative, high-quality products based on advanced materials and components. Over the past half century, this vision has resulted in a highly successful and widely diversified global enterprise.

Kyocera employs 70,000 people worldwide and more than 5,000 people in the United States, with its North American Headquarters located in San Diego, CA. Kyocera currently ranks number 11 on the Tokyo Stock Exchange with total stock value exceeding that of Canon, Ricoh, Sharp, Konica Minolta, and Toshiba. Total revenue in 2013 was \$14.1 billion.

### THE NEW VALUE FRONTIER



"The New Value Frontier" reflects Kyocera's commitment to continuously creating new value at the cutting edge of technology. The Global Kyocera Group develops unique technologies and applies its vision to create valuable products that the markets continually seek.



### WHAT MAKES KYOCERA DIFFERENT?

From manufacturer to manufacturer every printer and MFP (multifunction printer) does the same thing. They put ink or toner on paper and help move documents electronically. However, by design, Kyocera printers and MFP's are different from the rest.

Kyocera's new ECOSYS and TASKalfa series of printers and MFP's have been engineered to use fewer parts and longer lasting consumables. The benefits to you are: less downtime, fewer user complaints, longer equipment life cycle, less waste, and a lower total cost of ownership.

### WHY SOLUTIONS YES CHOSE TO PARTNER WITH KYOCERA

Many people wonder why we didn't choose to partner with Canon, Ricoh or Konica Minolta. Certainly those manufacturers have a more widely known name in the Pacific Northwest. However, through research we found that those "known entities" didn't have the back-end service and support that we felt both our local organization and the clients that choose to partner with us expect and deserve.

Kyocera is the only manufacturer to guarantee their equipment for 3 full years. If any part fails or needs replacement within the first 3 years, it is provided to Solutions YES for free by Kyocera. Competitive manufacturers typically guarantee their equipment anywhere from 30-90 days. After that time period, all original parts must be purchased at the dealers cost.

We think of Kyocera's guarantee as a 3-year "bumper-to-bumper" warranty on each of the new machines we install in the market. The guarantee helps keep our cost of servicing the equipment low which we, in turn, pass on to our clients in the form of lower service and maintenance rates.

Kyocera is also the only equipment manufacturer to produce machines that can be serviced on a preventative maintenance schedule. The service interval on all of our new Kyocera machines is 300,000 impressions. This allows us to schedule service calls in advance, similar to taking your car in to get its oil changed every 5,000 miles. All other dealers and manufacturers have to service their equipment on a reactive basis since the components in their machines have several different replacement intervals. They wait until you call in with an issue. We do our best to proactively service the equipment properly to avoid breakdowns.

Tired of paying \$0.06-0.08 or more per color copy or print? Especially when a majority of those documents only contain a small amount of color? Kyocera is the only manufacturer to offer color toner-based MFPs with the capability to measure the amount of color toner going on to each page and charge accordingly. Our clients who are printing documents with only a small amount of color are paying less than a penny a page!

It's the perfect partnership for a market that appreciates local service, support and flexibility. We're looking to build long-lasting relationships with our clients by providing the best combination of technology and service.



**Tier 3 – Creative Color** (more than 3% color toner coverage)

Cost: \$0.07 per page

Typical documents include:

- Photographs
- Brochures

Examples:



6% Color fill



32% Color fill

Since **Kyocera** introduced their tiered pricing structure in 2012, we've found that on average 60% of our clients' color volumes fall into Tier 1, 20% into Tier 2, and 20% into Tier 3.

For the average organization producing 5,000 color prints per month and paying a competitive rate of \$0.06 per page, we are able to reduce their color printing costs from:

**5,000 x 0.06 = \$300**

To:

Tier 1: 3,000 x 0.01 = \$ 30

Tier 2: 1,000 x 0.04 = \$ 40

Tier 3: 1,000 x 0.07 = \$ 70

**New Color Cost = \$140 *A Savings of \$160 per month!!!***

Please feel free to contact me to discuss your organization's equipment, printing and document workflow needs!

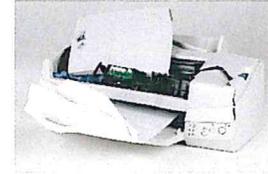


Mike Niebur  
Senior Account Manager  
Direct: 503-213-1232  
Cell: 503-754-6050  
mike.niebur@solutionsyes.com





Because you deserve this!



NOT this....

## Premier Printer Program

Seven benefits of buying OEM or Compatible printer cartridges through Solutions YES and becoming a member of our 'Premier Printer Program'

### Benefit #1 Free Service & Cleanings

Solutions YES has an experienced team of technicians that have been trained to work on a variety of printers (i.e. Kyocera, H.P., Lexmark, Canon, Ricoh, and Brother and many more). Our Premier Printer Program entitles your organization to unlimited labor and free cleanings for all laser printers, and we provide your choice of OEM or compatible toners.

### Benefit #2 Fast Response Time

We Guarantee a 1 hour call back from your Solutions YES technician from the time of the call being placed where we provide our customers with an estimated time of arrival (current response time is 3.5 hrs.). We understand how important it is to have your printers working so office productivity isn't affected.

### Benefit #3 Proactive vs. Reactive Supply Program

This program removes the hassle of keeping your supplies stocked. Your personal supply representative will visit your office at scheduled intervals and check your supply inventory levels. If they are below pre-determined inventory levels, they will be automatically refilled. We eliminate any emergency situations, overnight shipments or local courier delivery charges caused by running out of supplies.

### Benefit #4 Supply Guarantee

Solutions YES guarantees that high quality consumables provided for your printers will not cause any malfunction with your device. In the rare event they do, we will repair the problem at no charge and replace the defective cartridge immediately.

### Benefit #5 Single Point of Contact

Customers are assigned a specific customer service representative who will monitor their account, allowing all questions to be handled by someone familiar with the account and enabling us to provide a fast and courteous level of support.

### Benefit #6 Proactive Cleanings & Service

Provides longer life expectancy from your equipment, greater reliability and better image quality.

### Benefit #7 We Make it Easy to Get Started!

Free Labor - Free Printer Cleanings - Low Cartridge Pricing. Call Solutions YES Customer Service at 503-213-1234 or email us at: [supplies@solutionsyes.com](mailto:supplies@solutionsyes.com). One of our local supply experts will provide you with quick and courteous service while assisting with your order.

## City Clerk

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**From:** Mike Niebur <mike.niebur@solutionsyes.com>  
**Sent:** Monday, August 03, 2015 3:11 PM  
**To:** clerk@ilwaco-wa.gov  
**Subject:** Kyocera Copier Support  
**Attachments:** City of Ilwaco - Abeco Cancellation Letter.docx; City of Ilwaco - Equipment Support Agreement.pdf

Good Afternoon Holly,

It was a pleasure meeting you a couple weeks ago.

I apologize that it took me a little extra time to get these documents put together and over to you.

You should find two attachments. The first is a cancellation letter that needs a few pieces of information:

- 1) The serial number of the machine (which should be listed on an Abeco service invoice)
- 2) The current meter of the machine

The second document is our equipment support agreement. I went ahead and matched the current rate that you are receiving from Abeco. I went ahead and highlighted the areas that require signature/date. If you can scan and email me a signed copy that would be great.

We're excited to be supporting you! If there's anything you need please don't hesitate to give me a call or send me an email. Thank you!

Mike

### Mike Niebur

7409 SW Tech Center Dr., Suite 100  
Portland, OR 97223  
DIRECT: (503) 213-1232  
CELL: (503) 754-6050  
MAIN: (503) 597-0937  
FAX: (503) 213-1235



*"Your locally owned partner for office copiers, printers, service and supplies"*

2015 Oregon Business 100 Best Companies to Work For in Oregon - #18

2014 Oregon Business 100 Best Companies to Work For in Oregon - #20

2013 Portland Business Journal Fastest Growing Private 100 Companies Award - #26

2014 Portland Business Journal Fastest Growing Private 100 Companies Award - #4

Are you paying \$0.06 - \$0.08 per color copy/print? Ask us about our Tiered Color Program!

"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please notify Solutions YES, LLC's system manager. Any views or opinions contained in this email are solely those of the author and do not necessarily represent those of Solutions YES."



7409 SW Tech Center Dr., Suite 100  
 Portland, OR 97223  
 (503) 597-0YES  
 FAX: (503) 213-1235

## EQUIPMENT SUPPORT AGREEMENT

CONTRACT # \_\_\_\_\_

<b>CUSTOMER BILL TO:</b>	
City of Ilwaco	
PO Box 548	
Ilwaco, WA 98624	
<b>Contact Name</b>	<b>Phone Number</b>
Holly Beller	(360) 642-3145
<b>IT Contact</b>	<b>Phone Number</b>

<b>CUSTOMER EQUIPMENT LOCATION:</b>
City of Ilwaco
120 First Ave N
Ilwaco, WA 98624

<b>AGREEMENT START DATE:</b> _____
------------------------------------

*Your Solutions YES maintenance agreement covers all parts, labor, travel and supplies  
 (except paper and staples) unless specifically stated below*

SID #	Equipment	Serial Number	Start Meter	Image Allowance	Base Charge	Overage Chg (per image)
	Kyocera TASKalfa 3500i			0	\$ -	0.009828

Additional Equipment on Schedule A

**Preferred Method of Meter Collection:**      **Meter Collection Contact Name:** \_\_\_\_\_

FM Audit     
  Phone     
  Fax     
  E-Mail

Phone #	Fax #	E-Mail Address

**Agreement Term**     
 36 Months     
 60 Months     
 Other     
Annual

**Base Billing Cycle**     
 Monthly     
 Quarterly     
 Annually

**Overage Billing Cycle**     
 Monthly     
 Quarterly     
 Annually

**Comments:** All copies/prints billed as used, no base or minimums. All inclusive for toner, drums, parts and labor.

---



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<b>CUSTOMER ACCEPTANCE:</b>		
Signature	Printed Name & Title	Date

<b>SOLUTIONS YES ACCEPTANCE</b>		
Signature	Printed Name & Title	Date

## Terms & Conditions

**EQUIPMENT SUPPORT AGREEMENT ("ESA"):** Solutions YES, LLC agrees to perform maintenance and make inspections, adjustments and repairs, and replace defective parts without additional charge to Customer, provided such calls are made during normal business hours. Solutions YES, LLC will furnish supplies, to be delivered at acceptable intervals and quantities in accordance with manufacturer's suggested yields. This ESA does not include paper, labels, staples, or transparencies. Solutions YES, LLC agrees to train customer in the use of the equipment at reasonable times. Title to all supplies furnished in connection with the ESA, including consumable parts such as drums, remains in Solutions YES, LLC until said supplies are consumed to the extent that they may not be further utilized in the copy making process. Toner consumption shall be within 10% of the manufacturer's suggested yields. A charge for toner consumption exceeding 10% of manufacturer's suggested yields will be charged at current retail price. In the event of customer default or cancellation, supplies and consumable parts shall be returned to Solutions YES, LLC on demand. Beyond the initial set-up and installation, any network or connectivity related service call, i.e. unable to print/scan or requests for additional desktops set up to print or scan, are considered chargeable calls at the current Solutions YES, LLC networking labor rates, unless it is determined to be a hardware related issue.

**EXCESSIVE DAMAGE:** Damage to the equipment or its parts arising out of misuse, abuse, negligence or causes beyond the control of Solutions YES, LLC are not covered. Solutions YES, LLC may terminate this agreement in the event the equipment is modified, damaged, altered or serviced by personnel other than those employed by Solutions YES, LLC, or if parts, accessories, components or supplies not authorized by Solutions YES, LLC are fitted to or used in the equipment.

**EXCESS COPIES:** Under the "ESA", the "Base Charge" is calculated on anticipated customer usage as stated in "Image Allowance" on the face of the Equipment Support Agreement. Image allowance copies are accumulated from the initial meter read. Should the allowance be exceeded prior to the expiration of any applicable billing cycle, customer agrees to pay the current excess copy charge for each copy in excess of the stated allowance. Invoices for excess copies will be tendered according to the "Overage Billing Cycle" and/or at the end of the initial term and shall be due and payable within 15 days. For agreements billed annually, upon exceeding the image allowance, customer may request that a new agreement be executed with the initial date of the term to coincide with the date that original image allowance is exceeded. Customer's option in this regard shall be void if all previously tendered invoices have not been paid.

**BUSINESS HOURS FOR SERVICE:** Support services shall be provided hereunder only during Solutions YES, LLC's normal business hours, which shall consist of 8:00a.m. to 5:00p.m., Monday through Friday, exclusive of Solutions YES' holidays and are subject to change by Solution YES. At customer's request, Solutions YES, LLC may render support service outside of normal business hours, subject to availability of personnel, at established Solutions YES, LLC rates then in effect.

**AVAILABILITY OF SUPPLIES:** Customer support engineers do not carry or deliver consumable supplies (toner, etc.). It is customer's responsibility to have the necessary supplies available for customer support engineer's use.

**RECONDITIONING:** When a shop reconditioning is necessary, or the manufacturer's life expectancy of the equipment has been exceeded, and normal repairs and parts replacement cannot keep a unit in satisfactory operating condition, Solutions YES, LLC may refuse to renew this agreement, and/or refuse to continue providing support under this agreement, furnishing support only on a Per Call basis at Solutions YES, LLC's current rates.

**CANCELLATION OF SERVICE:** Cancellation at the conclusion of the initial term or any renewal term may be accomplished by either party ~~by providing written notice of such cancellation no later than thirty (30) days prior to the expiration of the term then in effect. In addition, Solutions YES, LLC may cancel this agreement in whole or in part at any time upon seven (7) days written notice, or without notice in the thirty (30) days prior to renewal date.~~ If customer at any time is in breach of any term or condition contained herein, Solutions YES, LLC may apply any refund due to the satisfaction of any past due invoices for any other products or services. Should this agreement be cancelled by customer, Solutions YES, LLC will not issue any refund.

**LATE CHARGES; INTEREST; SUSPENSION OF SERVICE:** Customer agrees to pay all invoices tendered for services performed and/or parts installed on equipment when services are performed, according to invoice payment terms. If any payment due to Solutions YES, LLC hereunder is more than 10 days past due, customer agrees to pay a late charge equal to ten (10%), to cover Solutions YES, LLC's administrative costs occasioned by said late payment. Customer agrees that amounts not timely paid shall bear interest at the rate of 1.5% monthly (18% per annum) or at the maximum rate allowed by law, whichever is less. Without waiver of any other rights hereunder, Solutions YES, LLC shall have the right to discontinue service in the event customer becomes delinquent in payment.

**DAMAGES:** In the event Customer is in default of an obligation under this agreement, and remains in default for seven (7) days after notice thereof, Solutions YES, LLC may cancel this agreement and collect damages according to the following formula. In such an event, Customer promises to pay Solutions YES, LLC the following amounts as liquidated damages (and not as a penalty): (a) During the first six months of the initial term, six times the average monthly charge; (b) At any time thereafter, amount owed at three times the monthly charge.

**RENEWAL:** Unless otherwise terminated as set forth herein, this agreement shall be automatically renewed upon expiration of the initial term for successive renewal terms, at Solutions YES, LLC maintenance rates in effect at the time of application renewal. Annual increases may be incurred during the term of the contract.

**INSTALLATION:** Certain equipment must be installed according to specific requirements in terms of space, electric, and environmental conditions. Installation requirements are defined in the equipment operator manual. Customer shall ensure that the equipment is placed in an area that conforms to these requirements.

**DISCLAIMER:** Solutions YES, LLC expressly disclaims any duty as insurer of the equipment and customer shall pay for all costs of repair and parts or replacement of the equipment made necessary by, but not limited to, loss or damage through accident, abuse, misuse, theft, fire, water, casualty, natural forces or any other negligent act of customer or customer's agent and/or service performed by non-Solutions YES, LLC personnel. Solutions YES, LLC will not assume any liability for any conditions arising from electrical circuitry external to the equipment and equipment line cord, nor is any external electrical work covered under this agreement.

**CUSTOMER CHANGES:** Any Customer changes, alterations, or attachments may require a change in the charges set forth herein. Solutions YES, LLC also reserves the right to terminate this agreement in the event it has been determined such changes, alterations, or attachments make it impractical for Solutions YES, LLC to continue to service the equipment.

**ATTORNEY'S FEES; COSTS:** In the event customer defaults under this Equipment Support Agreement, or if any other dispute arises hereunder requiring Solutions YES, LLC to refer said matter to an attorney and/or to initiate, or defend, any court action in any way related to this agreement, customer agrees to pay Solutions YES, LLC reasonable attorney's fees and all costs resulting from such actions.

**WAIVER OF JURY TRIAL:** Customer hereby waives trial by jury as to any and all issues out of, or in any way related to this ESA.

**NO WAIVER:** Customer acknowledges and agrees that any delay or failure to enforce the rights hereunder by Solutions YES, LLC, does not constitute a waiver of such rights by Solutions YES, LLC or in any way prevent Solutions YES, LLC from enforcing such rights, or any other rights hereunder, at a later time.

**ENTIRE AGREEMENT:** This ESA constitutes the entire agreement between Customer and Solutions YES, LLC related to the service and maintenance of the equipment, and any and all prior negotiations, agreements (oral or written), or understandings are hereby superseded.

**NO MODIFICATIONS OF TERMS:** Customer expressly acknowledges and agrees that these terms and conditions may not be varied, modified, or changed except by written agreement executed by a corporate officer of Solutions YES, LLC. No sales or service personnel, including but not limited to managers or supervisors, has any authority to override this provision.

**NOTICE:** Any notice or other communication given or required in connection with this Equipment Support Agreement, shall be in writing, and shall be given by certified or registered mail, postage prepaid, return receipt requested. If sent to Solutions YES, LLC said notice shall be sent to Solutions YES, LLC, Attn: CFO, 7409 SW Tech Center Dr., Suite 100, Portland, OR 97223, or such other address Solutions YES, LLC may hereafter designate in writing. If to Customer, the notice shall be sent to Customer at the address specified in the reverse side hereof, or such address which may be specified, by customer, in writing to Solutions YES, LLC.

\* Contract cancellable at any time with 30 day written notice.

**AFFIDAVIT OF PUBLICATION**

I, Andrew Renwick, being first duly sworn, depose and say that I am an employee of the Chinook Observer, say that the

**CHINOOK OBSERVER**

A weekly newspaper printed in the English language and published and circulated continuously as a weekly newspaper in the City of Long Beach, Pacific County, Washington, and established, published and circulated for more than six months prior to the date of the publication of the annexed notice; is a newspaper of general circulation in said city, county and state and that on April 27th, 1942, was approved as a legal newspaper by the Superior Court of said Pacific County, and that the annexed notice is a true copy of a

**LEGAL NOTICE**

As it was published in the regular and entire issue of said newspaper (and not in supplement form) in **2** issue **Sept. 30 & Oct. 7, 2015** and that said newspaper was regularly distributed to its subscribers during all of said period.

*Andrew Renwick*

Subscribed and sworn to before me this

**7th** day of **October, 2015**  
*Marlene E. Quillin*

Marlene E. Quillin  
*Notary Public for the State of Washington,  
residing in Ilwaco, Washington, in Pacific County.*  
My commission expires Dec. 20, 2015



**CITY OF ILWACO**  
**REQUEST FOR QUALIFICATIONS—KYOCERA**  
**EQUIPMENT SUPPORT SERVICES**  
The City of Ilwaco is seeking Statements of Qualifications from professionals with experience maintaining and servicing a Kyocera Printer/Copier Model KM-3050. Interested firms should submit copies of their qualification packages to: City of Ilwaco, PO Box 548, Ilwaco WA 98624 by 5:00 p.m., October 16, 2015.  
Holly Beller, City Clerk, City of Ilwaco  
Published September 30 and October 7, 2015  
Legal No. 274-15

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*Notary Public for the State of Washington,  
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### CITY OF ILWACO REQUEST FOR QUALIFICATIONS—KYOCERA EQUIPMENT SUPPORT SERVICES

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