



**CITY OF ILWACO
CITY COUNCIL MEETING
Monday, November 23, 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. November 05, 2015 Special Meeting - DOH
- b. November 09, 2015 Regular Meeting
- c. November 13, 2015 Special Meeting – 2016 Budget

2. Claims & Vouchers (TAB 2)

- a. Checks: 38396 to 38397 + electronic payments \$14,998.08
- b. Checks: 38398 to 38427 \$102,308.97
- GRAND TOTAL: \$117,307.05

F. Reports

1. Staff Reports (TAB 3)

- a. 2016 Budget Message
- b. Police Chief Report

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. 2016 Budget

I. Business

- 1. **Ordinance Establishing the 2016 Pay Table (TAB 4) – Cassinelli**
- 2. **Resolution Updating the Six-Year Capital Facilities Plan (TAB 5) – Cassinelli**

J. Discussion

- 1. **Addendum to Ilwaco City Council Rules of Procedure (TAB 6) – Marshall**
- 2. **Contract Cancellation, Abeco & Letter of Agreement, Solutions Yes, LLC (TAB 7) – Cassinelli**
- 3. **Ordinance Adopting the Budget for the City of Ilwaco for 2016 (TAB 8) - Cassinelli**
- 4. **City of Ilwaco Comprehensive Plan Adoption (TAB 9) - Cassinelli**
- 5. **Resolution Amending the Fee Schedule for the 2016 Utility Rates and Connection Charges (TAB 10) - Cassinelli**
- 6. **Contract with Office 365 for Email Services (TAB 11) – Karnofski**
- 7. **Interlocal Agreement Port of Ilwaco for Fire Protection Services (TAB 12) – Karnofski/Jensen**
- 8. **Insurance Renewal (TAB 13) - Chambreau**

K. Correspondence and Written Reports

- 1. **Port of Ilwaco Waterfront – Discovery Trail Connection Project Community Workshop Report, 10/27/15 (TAB 14)**

L. Future Discussion/Agendas

- 2. **Sewer Conservation Loan Program - Karnofski**
- 3. **Personnel Policy – Termination Process – Jensen/Karnofski**
- 4. **Neighborhood Preservation Ordinance - Cassinelli**
- 5. **Ordinance Amending Title 8 – Health and Safety - Cassinelli**
- 6. **Fence Height – Jensen**
- 7. **Ordinance Establishing Conditional Use Permit Extensions – Cassinelli**
- 8. **Ordinance Amending Critical Areas - Cassinelli**
- 9. **Mark Scott GIS Proposal – Jensen/Marshall**

M. Adjournment N. Upcoming Meetings

| COUNCIL/COMMISSION | PURPOSE | DAY | DATE | TIME | LOCATION |
|-------------------------|-------------------------------------|---------|----------------------|--------------|--------------------|
| City Council | Regular Meeting | Monday | 11/23/15 12/14/15 | 6:00 p.m. | Community Building |
| City Council | Public Hearing – 2016 Budget | Monday | 11/23/15 | 6:00 p.m. | Community Building |
| City Council | Public Hearing – Comprehensive Plan | Monday | 11/23/15 | 6:00 p.m. | Community Building |
| Planning Commission | Regular Meeting | Tuesday | 12/1/15 | 6:00 p.m. | Community Building |
| Parks & Rec. Commission | Regular Meeting | Tuesday | 12/8/15 | 6:00 p.m. | Fire Hall |
| Port/City Meeting | Regular Meeting | Tuesday | 1/12/16 | 5:00 p.m. | Port Meeting Rm |



CITY OF ILWACO
Water System Discussion
Thursday November 5, 2015

A. Call to Order

Mayor Cassinelli called the workshop to order at 11:11 a.m.

B. Present: Councilmembers: Gary Forner, Jon Chambreau and Fred Marshall arrived at 11:26; Water Plant Supervisor: Rick Gray; City Engineer Nancy Lockett, Gray & Osborne; Department of Commerce: Cathi Read; Department of Health: Mark Mazeski, Teresa Walker; Citizen: Gail Moore; Treasurer Ariel Smith

C. Water Treatment Plant

Status of Current Projects:

Up-flow Clarifier – Water Plant Supervisor Rick Gray gave a status report, the new filter is working well. Rotschy had to come out and replace some piping and there have been some issues with the totalizers. Other than that the plant is running well and for shorter durations of time.

SCADA/PLC – Again this coincides with the up-flow clarifier, it is working well for the most part. There is just the issue of the totalizers, Rick is working on it with the proper technicians. He has met with both Shannon and WesTech about problems and solutions.

Backwash Basin – Timing issues – Rick mentioned that there have been some issues with the pumps, they are looking to replace them. Along with replacing the pumps some re-wiring needs to be done as well. This is hoped to be fixed during 2016.

Chlorine contact time/Tracer study- Rick is looking at preforming a fluoride tracer study, Nancy Lockett agreed. They are looking at a good time to preform that test.

Water Distribution System:

Unaccounted for Water – Rick is confident that there are no leaks within the system, that the lines are tight. There have been various meters replaced, along with the installation of the mag meters to accurately account for the water leaving the plant. Rick's suspicion is that the meters used to read commercial and residential accounts need to be calibrated. Nancy Lockett suggested that there might be an unmetered water source. Work continues to address and solve this issue. Discussion ensued on how to improve some processes and thoughts on possible reasons why the unaccounted for water amount seems to remain the same.

Mag Flow Meters

Mag meters were purchased, once of which has been installed. This has been a large help for the operators to know how much exactly is leaving the plant and going to town. The other will be installed in 2016 and costs were incorporated into the 2016 budget.

Stringtown Road Pump Station – Pump and Flow Meter Replacement

This is planned for 2016.

Stringtown Street Pump Station – Re-program the PRV to Reverse Direction of Water Flow

This was discussed and the reasoning of why this should happen. Rick plans to flush the water lines in the next couple months making note that the system was designed to flush both ways.

Other Topics Mentioned at Meeting: There have been many improvements throughout the years on the water system. Ilwaco has a very challenging system and it has made many upgrades to provide the citizens with quality water. At this time Cathi went around the room and asked those who have been there since 2011 to make comments about their thoughts on the meetings. All of the comments were positive, that the lines of communication with DOH were open, problems and successes were discussed. Everyone thanked Cathi for being the facilitator of the meetings.

Next meeting: None

D. Adjournment

Councilmember Marshall adjourned the workshop at 12:55 p.m.

Mike Cassinelli, Mayor

Ariel Smith, Treasurer



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

A. Call to Order

1. Mayor Cassinelli called the meeting to order at 6:02pm.

B. Flag Salute

1. The Pledge of Allegiance was recited.

C. Roll Call

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

D. Approval of Agenda

1. **ACTION: Motion to approve agenda with the addition of discussion item #6 CREST SOW – Source Water Protection Grant Writing. (Karnofski/Forner) 5 Ayes 0 Nays 0 Abstain.**

E. Approval of Consent Agenda

1. Including Checks 38344 to 38349 + Electronic totaling \$28,666.95 and Checks: 38352 to 38395 totaling \$62,274.36 for a grand total of \$90,941.31.
ACTION: Motion to approve the consent agenda. (Chambreau/Marshall) 5 Ayes 0 Nays 0 Abstain.

F. Reports

1. Staff Reports

i. Fire Chief Report

Fire Chief Williams attended the Port of Ilwaco meeting to try and explain the Interlocal again, also that the Ilwaco Fire Dept. will be assisting the Long Beach dept. in the next couple months.

ii. Treasurer Report

Continuing to work on the budget and that the City should expect to be receiving STPR funds from the county in December.

iii. Parks and Recreation

Councilmember Karnofski reported that there is a Parks and Recreation meeting tomorrow at 6pm at the Fire Hall.

2. Council Reports

- i.** Councilmember Jensen reported that he has been working with the Port and the Fire Chief to try and reach an agreement on the amount of the Interlocal Agreement.
- ii.** Councilmember Karnofski reminded everyone that there is a Parks and Recreation meeting tomorrow at 6pm at the Fire Hall. She also wanted to thank all of those who volunteer and donate during the Holiday season. She mentioned a couple of clothing and food drives and drop-off locations.
- iii.** Councilmember Marshall mentioned that he had been working with the Treasurer to accurately display the reserve funds in the budget as well as working on the short lived assets list. This is something that he hopes to continue to work on with the operators. He also attended the DOH meeting and met with the Mayor and the City Planner.
- iv.** Councilmember Chambreau also attended the DOH meeting, the last in a long series of meetings.
- v.** Councilmember Forner also attended the DOH meeting, he wanted to thank the city crew and mayor for working so hard on the projects presented in that meeting.

3. Mayor's Report

- i.** Mayor Cassinelli attended the American Legion dinner, the DOH meeting, South EDC, PCOG and the WRIA meetings.
- ii.** He also announced that PACEMA has been awarded money to develop COOP/COG plans. This would be so that each municipality could still operate out of another location if a natural disaster were occur. The Mayor was seeking the approval of Council to support this action.

G. Comments of Citizens and Guests Present

- 1.** None

H. Public Hearing

1. Comprehensive Plan

Mayor Cassinelli closed the regular meeting at 6:15 p.m. and opened the Public Hearing on the comprehensive plan. Mayor Cassinelli explained the procedures and then called for any public comments on the comprehensive plan. Ryan Crater made a comments regarding the comprehensive plan, he thought that the document was good, but not great. He would support the document with consideration made to the fact that a piece of land was annexed into the City but never given a land use designation. He would like the council to review this and follow his recommendation to incorporate the land use designation. Councilmember Marshall also made comments, which he would like to see section 1.12 removed from the "Policies of Residential Districts" and possibly adopt the

federal regulations stating that only “new” manufactured homes are allowed in residential districts.

Mayor Cassinelli announced that this public hearing will continue into the next scheduled meeting on November 23rd, where the planner will be present.

2. Capital Facilities 6 Year Plan

Mayor Cassinelli closed the regular meeting at 6:33 p.m. and opened the Public Hearing on the capital facilities 6 year plan. Mayor Cassinelli explained the procedures and then called for any public comments on the capital facilities 6 year plan. Treasurer Smith explained that both Nancy Lockett, City Engineer and Dave McKee, Public Works Director had reviewed and approved the plan. No further comments were made. Mayor Cassinelli closed the public hearing and reopened the regular meeting at 6:34 p.m.

3. 2016 Property Tax Levy

Mayor Cassinelli closed the regular meeting at 6:35 p.m. and opened the Public Hearing on the 2016 property tax levy. Mayor Cassinelli explained the procedures and then called for any public comments on the 2016 property tax levy. Councilmember Marshall commented that the amount of the 2016 proposed levy was \$2087. No further comments were made. Mayor Cassinelli closed the public hearing and reopened the regular meeting at 6:36 p.m.

I. Business

1. Ordinance Establishing 2016 Property Tax Levy and Certification

1. ACTION: Motion to adopt the ordinance establishing the property tax rate for the 2016 budget. (Chambreau/Fornier) 5 Ayes 0 Nays 0 Abstain

2. ACTION: Motion to authorize the city treasurer to certify the 2016 levy not to exceed \$211,600 to the Pacific County legislative authority. (Chambreau/Karnofski) 5 Ayes 0 Nays 0 Abstain

2. CREST SOW – Source Water Protection Grant Writing

ACTION: Motion to authorize the Mayor to enter into the Scope of Work with CREST for Source Water Protection Grant Writing (Fornier/Karnofski) 4 Ayes 1 Nays (Marshall) 0 Abstain

J. Discussion

1. Ordinance Establishing 2016 Property Tax Levy and Certification

Mayor Cassinelli presented the 2016 Property Tax Levy information.

ACTION: Move to business at this meeting. (Marshall/Chambreau) 5 Ayes 0 Nays 0 Abstain

2. Ordinance Establishing the 2016 Pay Table

Mayor Cassinelli presented this item stating that the ordinance hadn’t changed from the 2015 pay scale.

ACTION: Move to business at the next meeting.

3. Resolution Updating the Six-Year Capital Facilities Plan

Mayor Cassinelli presented this item.

ACTION: Move to business at the next meeting.

4. Legislative Public Hearings – Addendum to Ilwaco City Council Rules of Procedure

Councilmember Marshall presented this item stating that he felt there should be tighter regulations surrounding legislative hearings and what is provided to the Council/public. Councilmember Karnofski asked what specifically he would like to see changed. Councilmember Marshall responded with the fact that he would like to be more informed and have materials provided both to the public and the council, along with a brief introduction to the hearing. Discussion continued around this topic and it was summarized with the fact that City staff will announce public hearings in more locations and will also advertise that public hearing materials are available at City Hall the Thursday prior to the Council meeting.

ACTION: None.

5. Contract Cancellation with Abeco and Letter of Agreement to Solutions YES, LLC
Mayor Cassinelli presented this item stating that city hall has had a difficult time retaining high quality prints with the services from Abeco. Solutions YES is offering a higher level of service for the same price. There was discussion on whether or not the contract with Abeco was even valid, the council requested more details such as print count, price per print, etc.

ACTION: Motion to move this item to business at this meeting (Karnofski/Forner). More discussion continued prior to the vote, it was decided that the Council wanted more information before moving forward. **Motions were withdrawn (Karnofski/Forner)**

6. **CREST SOW – Source Water Protection Grant Writing**

Mayor Cassinelli explained that Garrett from CREST had performed this work pro bono and submitted a grant application that the Council approved back in October. The Mayor had requested that Garrett submit a scope of work to the Council for payment of his work.

**ACTION: Motion to move this business at this meeting (Forner/Chambreau) 4 Ayes
1 Nays (Marshall) 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*

- L. **Motion to adjourn the meeting (Forner)** Mayor Cassinelli adjourned the meeting at 7:40 p.m.

Mike Cassinelli, Mayor

Ariel Smith, Treasurer



**CITY OF ILWACO
2016 Budget Workshop
Friday, November 13, 2015**

A. Call to Order

Mayor Cassinelli called the workshop to order at 4:03 p.m.

B. Present: Councilmembers: David Jensen, Jon Chambreau, and Treasurer Ariel Smith, Councilmember Marshall arrived at 4:11pm **Absent:** Councilmember Forner and Karnofski

C. Discussion

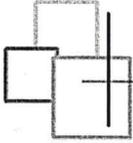
Mayor Cassinelli began the workshop with discussion on the General Fund and the status of the short lived assets list. Some items that were discussed in particular within the general fund were fire protection, city park transformation, and other various line items. It was mentioned that the Mayor, department leaders and the Treasurer would have a workshop to determine the appropriate questions to ask during the annual review. The water fund was discussed next and the new debt associated with the Sahalee water line construction. The sewer fund will also be taking on some additional debt in the near future for the Sahalee sewer line project. 2016 rates were discussed and some other potential costs for 2016. This was the last budget workshop and the budget message will be ready by November 20, 2015.

D. Adjournment

Mayor Cassinelli adjourned the workshop at 5:32 p.m.

Mike Cassinelli, Mayor

Ariel Smith, Treasurer



Register

| Number | Name | Fiscal Description | Amount |
|-----------------------|-----------------------------|----------------------------------|--------------------|
| 38396 | Fero, Jimmie W | 2015 - November - Second meeting | \$1,020.20 |
| 38397 | AFLAC Remittance Processing | 2015 - November - Second meeting | \$563.84 |
| Beller, Holly Celeste | ACH Pay - 1688 | 2015 - November - Second meeting | \$1,250.26 |
| Benson, Austin | ACH Pay - 1689 | 2015 - November - Second meeting | \$968.05 |
| Gray, Richard Roy | ACH Pay - 1691 | 2015 - November - Second meeting | \$2,428.50 |
| Mc Kee, David A | ACH Pay - 1692 | 2015 - November - Second meeting | \$1,753.85 |
| Richardson, Troy | ACH Pay - 1693 | 2015 - November - Second meeting | \$1,390.57 |
| Smith, Ariel | ACH Pay - 1694 | 2015 - November - Second meeting | \$1,600.21 |
| Staples, Terri P | ACH Pay - 1695 | 2015 - November - Second meeting | \$383.53 |
| Direct Deposit Run - | Payroll Vendor | 2015 - November - Second meeting | \$9,774.97 |
| EFT 11-20-15 | U.S. Treasury Department | 2015 - November - Second meeting | \$3,639.07 |
| | | | \$14,998.08 |

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.

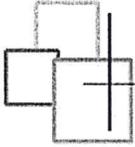
Treasurer

38396 through 38397 and electronic payments totalling \$14,998.08 are approved this 23rd day of November, 2015.

Council member

Council member

Council member



Register

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

| Number | Name | Print Date | Amount |
|----------------------------|----------------------------|------------|---------------------|
| Bank of the Pacific | 8023281 | | |
| Check | | | |
| <u>38398</u> | ABECO Office Systems | 11/23/2015 | \$75.40 |
| <u>38399</u> | ALS Environmental | 11/23/2015 | \$340.00 |
| <u>38400</u> | Backflow By The Best | 11/23/2015 | \$4,150.00 |
| <u>38401</u> | Beach Batteries, Inc | 11/23/2015 | \$139.24 |
| <u>38402</u> | BSK Associates | 11/23/2015 | \$1,002.50 |
| <u>38403</u> | Centurylink | 11/23/2015 | \$1,528.21 |
| <u>38404</u> | Charter Communications | 11/23/2015 | \$85.00 |
| <u>38405</u> | Dennis CO | 11/23/2015 | \$303.01 |
| <u>38406</u> | Discovery Benefits | 11/23/2015 | \$13.50 |
| <u>38407</u> | Englund Marine Supply Inc | 11/23/2015 | \$120.69 |
| <u>38408</u> | Evergreen Rural Water of | 11/23/2015 | \$200.00 |
| <u>38409</u> | Evergreen Septic Service | 11/23/2015 | \$165.00 |
| <u>38410</u> | Fastenal Company | 11/23/2015 | \$299.00 |
| <u>38411</u> | Forner, Gary | 11/23/2015 | \$201.40 |
| <u>38412</u> | Hughes Fire Equipment Inc. | 11/23/2015 | \$1,154.16 |
| <u>38413</u> | IFOCUS Consulting Inc. | 11/23/2015 | \$1,173.75 |
| <u>38414</u> | Kubwater Resources Inc. | 11/23/2015 | \$1,374.94 |
| <u>38415</u> | L N Curtis & Sons | 11/23/2015 | \$193.47 |
| <u>38416</u> | Northwest Motor Service | 11/23/2015 | \$1,273.12 |
| <u>38417</u> | P & L Johnson Mechanical | 11/23/2015 | \$350.68 |
| <u>38418</u> | Pitney Bowes | 11/23/2015 | \$413.97 |
| <u>38419</u> | PUD No 2 of Pacific County | 11/23/2015 | \$9,048.47 |
| <u>38420</u> | Rotschy Inc | 11/23/2015 | \$40,400.47 |
| <u>38421</u> | Ryan Herco Flow Solutions | 11/23/2015 | \$343.60 |
| <u>38422</u> | Taft Plumbing, Inc | 11/23/2015 | \$33.62 |
| <u>38423</u> | The Watershed Company | 11/23/2015 | \$135.00 |
| <u>38424</u> | Visa | 11/23/2015 | \$1,509.07 |
| <u>38425</u> | WA State Dept. of Ecology | 11/23/2015 | \$35,035.77 |
| <u>38426</u> | Wadsworth Electric | 11/23/2015 | \$226.58 |
| <u>38427</u> | Wilcox & Flegel Oil Co. | 11/23/2015 | \$1,019.35 |
| | Total Check | | \$102,308.97 |
| | Total 8023281 | | \$102,308.97 |
| | Grand Total | | \$102,308.97 |

Treasurer

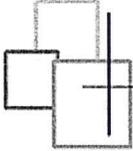
38398 through 38427

totaling \$102,308.97 are approved this 23rd day of November, 2015.

Council member

Council member

Council member



Voucher Directory

| Vendor | Number | Reference | Account Number | Description | Amount |
|-----------------------------------|--------------------|----------------------------------------------|----------------|-----------------------------------------|-------------------|
| ABECO Office Systems | 38398 | | | 2015 - November - Second meeting | |
| | | Invoice - 11/10/2015 2:57:29 PM | | | |
| | | OCT | | | |
| | | 001-000-000-514-20-31-00 | | Office & Operating Supplies | \$18.85 |
| | | 101-000-000-543-30-30-00 | | Office And Operating | \$18.85 |
| | | 401-000-000-534-00-31-00 | | Operation & Maintenance | \$18.85 |
| | | 409-000-000-535-00-31-01 | | Operations And Maintenance | \$18.85 |
| | | Total Invoice - 11/10/2015 2:57:29 PM | | | \$75.40 |
| | Total 38398 | | | | \$75.40 |
| Total ABECO Office Systems | | | | | \$75.40 |
| ALS Environmental | 38399 | | | 2015 - November - Second meeting | |
| | | Invoice - 11/17/2015 3:25:34 PM | | | |
| | | 51-320685-0 | | | |
| | | 401-000-000-534-00-31-06 | | Office & Customer Service | \$340.00 |
| | | Total Invoice - 11/17/2015 3:25:34 PM | | | \$340.00 |
| | Total 38399 | | | | \$340.00 |
| Total ALS Environmental | | | | | \$340.00 |
| Backflow By The Best | 38400 | | | 2015 - November - Second meeting | |
| | | Invoice - 11/18/2015 1:56:24 PM | | | |
| | | 10/19-11/13 | | | |
| | | 409-000-000-535-00-41-05 | | Professional Services | \$4,150.00 |
| | | Total Invoice - 11/18/2015 1:56:24 PM | | | \$4,150.00 |
| | Total 38400 | | | | \$4,150.00 |
| Total Backflow By The Best | | | | | \$4,150.00 |
| Beach Batteries, Inc | 38401 | | | 2015 - November - Second meeting | |
| | | Invoice - 11/12/2015 3:30:38 PM | | | |
| | | 35976 | | | |
| | | 001-000-000-575-50-40-01 | | Community Bldg Other-Mntc | \$139.24 |
| | | Total Invoice - 11/12/2015 3:30:38 PM | | | \$139.24 |
| | Total 38401 | | | | \$139.24 |
| Total Beach Batteries, Inc | | | | | \$139.24 |
| BSK Associates | 38402 | | | 2015 - November - Second meeting | |
| | | Invoice - 11/10/2015 3:02:46 PM | | | |
| | | ILWAC3145 | | | |
| | | 401-000-000-534-00-31-06 | | Office & Customer Service | \$301.75 |
| | | 401-000-000-534-00-31-06 | | Office & Customer Service | \$150.00 |
| | | 401-000-000-534-00-31-06 | | Office & Customer Service | \$387.50 |
| | | 401-000-000-534-00-31-06 | | Office & Customer Service | \$50.00 |
| | | Total Invoice - 11/10/2015 3:02:46 PM | | | \$889.25 |
| | | Invoice - 11/17/2015 3:24:53 PM | | | |
| | | ILWAC3145 | | | |
| | | 401-000-000-534-00-31-06 | | Office & Customer Service | \$113.25 |
| | | Total Invoice - 11/17/2015 3:24:53 PM | | | \$113.25 |
| | Total 38402 | | | | \$1,002.50 |
| Total BSK Associates | | | | | \$1,002.50 |
| Centurylink | 38403 | | | 2015 - November - Second meeting | |
| | | Invoice - 11/17/2015 3:38:52 PM | | | |
| | | OCT | | | |
| | | 001-000-000-514-20-42-00 | | Communication | \$332.13 |
| | | 001-000-000-522-10-42-00 | | Communication | \$439.75 |
| | | 401-000-000-534-00-42-00 | | Communications | \$335.77 |
| | | 409-000-000-535-00-42-00 | | Communications | \$420.56 |
| | | Total Invoice - 11/17/2015 3:38:52 PM | | | \$1,528.21 |
| | Total 38403 | | | | \$1,528.21 |
| Total Centurylink | | | | | \$1,528.21 |

Charter Communications
38404

2015 - November - Second meeting

Invoice - 11/10/2015 3:04:58 PM

OCT

| | | |
|--------------------------|-----------------------------|---------|
| 001-000-000-514-20-42-00 | Communication | \$17.00 |
| 001-000-000-576-80-31-00 | Office & Operating Supplies | \$13.60 |
| 101-000-000-543-30-30-00 | Office And Operating | \$13.60 |
| 401-000-000-534-00-42-00 | Communications | \$13.60 |
| 408-000-000-531-38-31-01 | Operations & Maintenance | \$13.60 |
| 409-000-000-535-00-42-00 | Communications | \$13.60 |

Total Invoice - 11/10/2015 3:04:58 PM

\$85.00

Total 38404

\$85.00

Total Charter Communications
Dennis CO

\$85.00

38405

2015 - November - Second meeting

Invoice - 11/10/2015 2:44:20 PM

OCT

| | | |
|--------------------------|-------------------------|----------|
| 001-000-000-576-80-35-00 | Small Tools & Equipment | \$224.81 |
| 001-000-000-594-14-62-00 | Governmental Facility | \$27.10 |
| 401-000-000-534-00-35-00 | Small Tools & Equipment | \$18.28 |
| 409-000-000-535-00-35-00 | Small Tools | \$8.59 |

Total Invoice - 11/10/2015 2:44:20 PM

\$278.78

Invoice - 11/10/2015 2:59:07 PM

OCT

| | | |
|--------------------------|-----------------------------|---------|
| 001-000-000-522-10-31-00 | Office & Operating Supplies | \$24.23 |
|--------------------------|-----------------------------|---------|

Total Invoice - 11/10/2015 2:59:07 PM

\$24.23

Total 38405

\$303.01

Total Dennis CO
Discovery Benefits

\$303.01

38406

2015 - November - Second meeting

Invoice - 11/10/2015 3:00:43 PM

585621-IN

| | | |
|--------------------------|--------------------|--------|
| 001-000-000-514-20-20-00 | Personnel Benefits | \$3.00 |
| 001-000-000-522-10-20-00 | Personnel Benefits | \$1.50 |
| 101-000-000-542-30-20-00 | Benefits | \$3.00 |
| 401-000-000-534-00-20-00 | Benefits | \$1.50 |
| 408-000-000-531-38-20-00 | Benefits | \$3.00 |
| 409-000-000-535-00-20-00 | Employee Benefits | \$1.50 |

Total Invoice - 11/10/2015 3:00:43 PM

\$13.50

Total 38406

\$13.50

Total Discovery Benefits
Englund Marine Supply Inc

\$13.50

38407

2015 - November - Second meeting

Invoice - 11/10/2015 2:56:29 PM

OCT

| | | |
|--------------------------|-----------------------------|---------|
| 001-000-000-522-10-31-00 | Office & Operating Supplies | \$2.55 |
| 001-000-000-576-80-48-00 | Repairs & Maintenance | \$9.58 |
| 001-000-000-594-14-62-00 | Governmental Facility | \$40.35 |
| 401-000-000-534-00-31-00 | Operation & Maintenance | \$15.13 |
| 409-000-000-535-00-31-01 | Operations And Maintenance | \$53.08 |

Total Invoice - 11/10/2015 2:56:29 PM

\$120.69

Total 38407

\$120.69

Total Englund Marine Supply Inc
Evergreen Rural Water of Washington

\$120.69

38408

2015 - November - Second meeting

Invoice - 11/12/2015 3:28:29 PM

30741

| | | |
|--------------------------|----------------------|----------|
| 401-000-000-534-00-43-00 | Travel/Meals/Lodging | \$200.00 |
|--------------------------|----------------------|----------|

Total Invoice - 11/12/2015 3:28:29 PM

\$200.00

Total 38408

\$200.00

Total Evergreen Rural Water of Washington
Evergreen Septic Service

\$200.00

38409

2015 - November - Second meeting

Invoice - 11/10/2015 2:54:10 PM

18670

| | | |
|--------------------------|-----------------------|----------|
| 001-000-000-576-80-48-00 | Repairs & Maintenance | \$165.00 |
|--------------------------|-----------------------|----------|

Total Invoice - 11/10/2015 2:54:10 PM

\$165.00

Total 38409

\$165.00

Total Evergreen Septic Service
Fastenal Company

\$165.00

38410

2015 - November - Second meeting

Invoice - 11/10/2015 3:04:18 PM

ORAST39327

| | | | |
|-------------------------------------------|----------------------------------------------|-----------------------------|-------------------|
| | 401-000-000-534-00-31-00 | Operation & Maintenance | \$299.00 |
| | Total Invoice - 11/10/2015 3:04:18 PM | | \$299.00 |
| Total 38410 | | | \$299.00 |
| Total Fastenal Company | | | \$299.00 |
| Forner, Gary | | | |
| 38411 | | | |
| | 2015 - November - Second meeting | | |
| | Invoice - 11/10/2015 2:51:47 PM | | |
| | Tape of label maker | | |
| | 001-000-000-522-10-31-00 | Office & Operating Supplies | \$132.46 |
| | 001-000-000-522-10-31-00 | Office & Operating Supplies | \$68.94 |
| | Total Invoice - 11/10/2015 2:51:47 PM | | \$201.40 |
| Total 38411 | | | \$201.40 |
| Total Forner, Gary | | | \$201.40 |
| Hughes Fire Equipment Inc. | | | |
| 38412 | | | |
| | 2015 - November - Second meeting | | |
| | Invoice - 11/17/2015 3:27:08 PM | | |
| | 13035 | | |
| | 001-000-000-522-60-48-00 | Vehicle & Equipment | \$1,154.16 |
| | Total Invoice - 11/17/2015 3:27:08 PM | | \$1,154.16 |
| Total 38412 | | | \$1,154.16 |
| Total Hughes Fire Equipment Inc. | | | \$1,154.16 |
| IFOCUS Consulting Inc. | | | |
| 38413 | | | |
| | 2015 - November - Second meeting | | |
| | Invoice - 11/10/2015 2:57:43 PM | | |
| | 9371 | | |
| | 001-000-000-514-20-41-00 | Professional Services | \$120.00 |
| | 401-000-000-534-00-41-04 | Professional Services - | \$120.00 |
| | 409-000-000-535-00-41-02 | Professional Services - | \$120.00 |
| | Total Invoice - 11/10/2015 2:57:43 PM | | \$360.00 |
| | Invoice - 11/10/2015 2:58:06 PM | | |
| | 9384 | | |
| | 001-000-000-514-20-41-00 | Professional Services | \$656.25 |
| | 401-000-000-534-00-41-04 | Professional Services - | \$52.50 |
| | 409-000-000-535-00-41-02 | Professional Services - | \$105.00 |
| | Total Invoice - 11/10/2015 2:58:06 PM | | \$813.75 |
| Total 38413 | | | \$1,173.75 |
| Total IFOCUS Consulting Inc. | | | \$1,173.75 |
| Kubwater Resources Inc. | | | |
| 38414 | | | |
| | 2015 - November - Second meeting | | |
| | Invoice - 11/17/2015 3:26:06 PM | | |
| | 05282 | | |
| | 409-000-000-535-00-31-02 | Chemicals | \$1,374.94 |
| | Total Invoice - 11/17/2015 3:26:06 PM | | \$1,374.94 |
| Total 38414 | | | \$1,374.94 |
| Total Kubwater Resources Inc. | | | \$1,374.94 |
| L N Curtis & Sons | | | |
| 38415 | | | |
| | 2015 - November - Second meeting | | |
| | Invoice - 11/10/2015 3:00:02 PM | | |
| | 2130600-00 | | |
| | 001-000-000-522-10-31-00 | Office & Operating Supplies | \$74.78 |
| | Total Invoice - 11/10/2015 3:00:02 PM | | \$74.78 |
| | Invoice - 11/10/2015 3:00:23 PM | | |
| | 7092856-00 | | |
| | 001-000-000-522-10-31-00 | Office & Operating Supplies | \$118.69 |
| | Total Invoice - 11/10/2015 3:00:23 PM | | \$118.69 |
| Total 38415 | | | \$193.47 |
| Total L N Curtis & Sons | | | \$193.47 |
| Northwest Motor Service | | | |
| 38416 | | | |
| | 2015 - November - Second meeting | | |
| | Invoice - 11/18/2015 2:00:35 PM | | |
| | F11583 | | |
| | 401-000-000-594-34-62-03 | Plant Improvements | \$1,273.12 |
| | Total Invoice - 11/18/2015 2:00:35 PM | | \$1,273.12 |
| Total 38416 | | | \$1,273.12 |
| Total Northwest Motor Service | | | \$1,273.12 |
| P & L Johnson Mechanical | | | |
| 38417 | | | |
| | 2015 - November - Second meeting | | |
| | Invoice - 11/17/2015 3:27:37 PM | | |
| | 6799 | | |
| | 001-000-000-522-50-48-00 | Repair & Maintenance | \$350.68 |
| | Total Invoice - 11/17/2015 3:27:37 PM | | \$350.68 |
| Total 38417 | | | \$350.68 |
| Total P & L Johnson Mechanical | | | \$350.68 |

| | | | | | |
|-----------------------------------------|--------------------|----------------------------------------------|----------------------------------|--------------------|--|
| Pitney Bowes | | | | | |
| | 38418 | | 2015 - November - Second meeting | | |
| | | Invoice - 11/10/2015 2:59:36 PM | | | |
| | | 676040 | | | |
| | | 001-000-000-514-20-49-00 | Miscellaneous | \$65.97 | |
| | | Total Invoice - 11/10/2015 2:59:36 PM | | \$65.97 | |
| | | Invoice - 11/17/2015 3:24:25 PM | | | |
| | | 2429449-NV15 | | | |
| | | 001-000-000-514-20-45-00 | Postage Meter Rental | \$348.00 | |
| | | Total Invoice - 11/17/2015 3:24:25 PM | | \$348.00 | |
| | Total 38418 | | | \$413.97 | |
| Total Pitney Bowes | | | | \$413.97 | |
| PUD No 2 of Pacific County | | | | | |
| | 38419 | | 2015 - November - Second meeting | | |
| | | Invoice - 11/17/2015 3:39:49 PM | | | |
| | | OCT | | | |
| | | 001-000-000-511-60-47-00 | Electricity | \$84.20 | |
| | | 001-000-000-522-50-47-00 | Electricity | \$238.45 | |
| | | 001-000-000-572-50-47-00 | Electricity | \$572.95 | |
| | | 001-000-000-575-50-40-00 | Community Bldg Other - | \$381.96 | |
| | | 001-000-000-576-80-47-00 | Electricity | \$94.27 | |
| | | 101-000-000-542-63-47-00 | Street Light Operating | \$628.97 | |
| | | 401-000-000-534-00-47-00 | Electricity | \$2,201.72 | |
| | | 409-000-000-535-00-47-01 | Electricity | \$4,845.95 | |
| | | Total Invoice - 11/17/2015 3:39:49 PM | | \$9,048.47 | |
| | Total 38419 | | | \$9,048.47 | |
| Total PUD No 2 of Pacific County | | | | \$9,048.47 | |
| Rotschy Inc | | | | | |
| | 38420 | | 2015 - November - Second meeting | | |
| | | Invoice - 11/18/2015 1:52:02 PM | | | |
| | | Retention | | | |
| | | 401-000-000-594-34-62-01 | Construction - Plant | \$40,400.47 | |
| | | Total Invoice - 11/18/2015 1:52:02 PM | | \$40,400.47 | |
| | Total 38420 | | | \$40,400.47 | |
| Total Rotschy Inc | | | | \$40,400.47 | |
| Ryan Herco Flow Solutions | | | | | |
| | 38421 | | 2015 - November - Second meeting | | |
| | | Invoice - 11/10/2015 3:02:09 PM | | | |
| | | 8249281 | | | |
| | | 401-000-000-594-34-64-01 | Equipment | \$343.60 | |
| | | Total Invoice - 11/10/2015 3:02:09 PM | | \$343.60 | |
| | Total 38421 | | | \$343.60 | |
| Total Ryan Herco Flow Solutions | | | | \$343.60 | |
| Taft Plumbing, Inc | | | | | |
| | 38422 | | 2015 - November - Second meeting | | |
| | | Invoice - 11/17/2015 3:26:23 PM | | | |
| | | 11884 | | | |
| | | 401-000-000-534-00-31-00 | Operation & Maintenance | \$33.62 | |
| | | Total Invoice - 11/17/2015 3:26:23 PM | | \$33.62 | |
| | Total 38422 | | | \$33.62 | |
| Total Taft Plumbing, Inc | | | | \$33.62 | |
| The Watershed Company | | | | | |
| | 38423 | | 2015 - November - Second meeting | | |
| | | Invoice - 11/12/2015 3:27:33 PM | | | |
| | | 2015-1143 | | | |
| | | 001-000-000-558-60-41-00 | Planner Services | \$135.00 | |
| | | Total Invoice - 11/12/2015 3:27:33 PM | | \$135.00 | |
| | Total 38423 | | | \$135.00 | |
| Total The Watershed Company | | | | \$135.00 | |
| Visa | | | | | |
| | 38424 | | 2015 - November - Second meeting | | |
| | | Invoice - 11/10/2015 3:17:21 PM | | | |
| | | Ariel Smith | | | |
| | | 001-000-000-514-20-31-00 | Office & Operating Supplies | \$152.12 | |
| | | 001-000-000-514-20-43-01 | Training | \$302.04 | |
| | | 001-000-000-576-80-31-00 | Office & Operating Supplies | \$359.77 | |
| | | 401-000-000-534-00-31-00 | Operation & Maintenance | \$21.55 | |
| | | 401-000-000-534-00-41-04 | Professional Services - | \$152.15 | |
| | | 409-000-000-535-00-31-01 | Operations And Maintenance | \$21.40 | |
| | | 409-000-000-535-00-41-02 | Professional Services - | \$152.15 | |
| | | Total Invoice - 11/10/2015 3:17:21 PM | | \$1,161.18 | |
| | | Invoice - 11/10/2015 3:24:05 PM | | | |
| | | Mike Cassinelli | | | |

| | | | |
|------------------------------------------|----------------------------------------------|-----------------------------------------|---------------------|
| | 001-000-000-514-20-31-00 | Office & Operating Supplies | \$75.82 |
| | 401-000-000-534-00-31-06 | Office & Customer Service | \$75.80 |
| | 408-000-000-531-38-31-01 | Operations & Maintenance | \$75.80 |
| | 409-000-000-535-00-31-01 | Operations And Maintenance | \$75.80 |
| | 409-000-000-535-00-31-01 | Operations And Maintenance | \$44.67 |
| | Total Invoice - 11/10/2015 3:24:05 PM | | \$347.89 |
| Total Visa | | | \$1,509.07 |
| WA State Dept. of Ecology | | | \$1,509.07 |
| 38425 | | | |
| | | 2015 - November - Second meeting | |
| | Invoice - 11/12/2015 3:19:06 PM | | |
| | L1300006 | | |
| | 403-000-000-397-00-00-07 | Transfer-Sewer DOE | (\$2,429.77) |
| | 403-000-000-591-35-78-02 | DOE SRF L1300006 - | \$2,313.65 |
| | 403-000-000-592-35-83-02 | DOE SRF L1300006 - | \$116.12 |
| | 409-000-000-597-00-00-04 | Wwtp - TO 403 Srf | \$2,429.77 |
| | Total Invoice - 11/12/2015 3:19:06 PM | | \$2,429.77 |
| | Invoice - 11/12/2015 3:19:08 PM | | |
| | L9900038 | | |
| | 408-000-000-591-38-72-01 | Strmwater -Principal | \$1,812.34 |
| | 408-000-000-592-31-83-01 | Strmwater - Interest | \$547.10 |
| | Total Invoice - 11/12/2015 3:19:08 PM | | \$2,359.44 |
| | Invoice - 11/12/2015 3:19:09 PM | | |
| | L1300003 | | |
| | 403-000-000-397-00-00-07 | Transfer-Sewer DOE | (\$30,246.56) |
| | 403-000-000-591-35-78-01 | DOE SRF L1300003 - | \$18,364.94 |
| | 403-000-000-592-35-83-01 | DOE SRF L1300003 - | \$11,881.62 |
| | 409-000-000-597-00-00-04 | Wwtp - TO 403 Srf | \$30,246.56 |
| | Total Invoice - 11/12/2015 3:19:09 PM | | \$30,246.56 |
| | | | \$35,035.77 |
| | | | \$35,035.77 |
| Total WA State Dept. of Ecology | | | |
| Wadsworth Electric | | | |
| 38426 | | | |
| | | 2015 - November - Second meeting | |
| | Invoice - 11/17/2015 3:26:46 PM | | |
| | 400638 | | |
| | 401-000-000-534-00-41-03 | Professional Services - | \$226.58 |
| | Total Invoice - 11/17/2015 3:26:46 PM | | \$226.58 |
| | | | \$226.58 |
| | | | \$226.58 |
| Total Wadsworth Electric | | | |
| Wilcox & Flegel Oil Co. | | | |
| 38427 | | | |
| | | 2015 - November - Second meeting | |
| | Invoice - 11/10/2015 2:36:27 PM | | |
| | 08-0082040 | | |
| | 001-000-000-522-10-32-00 | Gasoline | \$112.99 |
| | 001-000-000-576-80-31-00 | Office & Operating Supplies | \$177.60 |
| | 101-000-000-543-30-30-01 | Gasoline & Oil Products | \$177.87 |
| | 401-000-000-534-00-32-00 | Gasoline | \$373.29 |
| | 409-000-000-535-00-32-00 | Gas/oil Products | \$177.60 |
| | Total Invoice - 11/10/2015 2:36:27 PM | | \$1,019.35 |
| | | | \$1,019.35 |
| | | | \$1,019.35 |
| Total Wilcox & Flegel Oil Co. | | | |
| Grand Total | Vendor Count | 30 | \$102,308.97 |



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BUDGET MESSAGE

To: Ilwaco City Councilmembers
 From: Mike Cassinelli, Mayor

Subject: Budget request for 2016

I am pleased to submit for your consideration the 2016 proposed budget for the City of Ilwaco. Proposed 2016 expenditures, reserve contribution/use, and anticipated revenues stated on a comparative basis with the 2015 amended budget and 2014 actual results are as follows:

| | Actual | Budget | Proposed |
|-----------------------------------------------------------|-----------|-----------|-----------|
| | 2014 | 2015 | 2016 |
| General/Streets Fund | | | |
| General City government (including legal svc and courts) | 173,872 | 189,373 | 170,409 |
| Law Enforcement | 183,140 | 214,250 | 222,820 |
| Fire Department | 82,155 | 92,124 | 92,852 |
| Other Services (Dispatch, Correctional Institution, etc.) | 22,434 | 38,032 | 35,367 |
| Physcial Environment including Planner | 89,285 | 72,173 | 72,673 |
| Library | 30,247 | 16,921 | 17,610 |
| Community Building | 8,900 | 37,340 | 28,276 |
| Parks | 76,216 | 107,070 | 88,671 |
| Streets (including grant funded projects) | 775,310 | 89,405 | 81,564 |
| Debt Repayment/Capital Expenditures | 210,374 | 198,686 | 450,472 |
| Reserve contribution/(usage) | 63,809 | (45,790) | 13,673 |
| Total Revenue | 1,715,742 | 1,009,584 | 1,274,386 |
| Tourism Fund | | | |
| Ilwaco Merchants Association | 7,500 | 3,000 | 3,200 |
| Fireworks | - | 7,500 | 7,500 |
| Visitors Bureau | 8,269 | 8,644 | 9,269 |
| Heritage Museum (includes insurance provided) | 10,504 | 10,520 | 10,796 |
| Ilwaco Charter Association | 1,000 | 1,000 | 1,000 |
| Other | 38,500 | 38,500 | 38,500 |
| Reserve contribution/(usage) | (35,085) | (39,034) | (33,190) |
| Total Revenue | 30,688 | 30,130 | 37,075 |
| Excise Reserve Fund | | | |
| Contribution to projects | 14,000 | 20,000 | |
| Reserve contribution/(usage) | (4,566) | (11,000) | 15,000 |
| Total Revenue | 9,434 | 9,000 | 15,000 |



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| | Actual 2014 | Budget 2015 | Proposed 2016 |
|------------------------------------------------|------------------------|------------------------|--------------------------|
| <i>Water Fund</i> | | | |
| Operations & Maintenance | 562,520 | 549,836 | 482,692 |
| Capital Expenditures | 893,034 | 1,045,500 | 269,645 |
| Debt Service | 82,220 | 101,826 | 120,500 |
| Reserve contribution/(usage) | 217,063 | (193,572) | 2,095 |
| Total Revenue | 1,754,837 | 1,503,590 | 874,932 |
| <i>Water/Sewer Bond Redemption Fund</i> | | | |
| Debt Service | 452,777 | 478,949 | 473,943 |
| Total Revenue | 452,777 | 478,949 | 473,943 |
| <i>Water/Sewer Bond Reserve Fund</i> | | | |
| Contribution to Reserve | 20,553 | 20,553 | 20,553 |
| Total Revenue | 20,553 | 20,553 | 20,553 |
| <i>Stormwater Fund</i> | | | |
| Operations & Maintenance | 29,433 | 40,233 | 47,113 |
| Capital Expenditures | 227 | 48,500 | 7,000 |
| Debt Service | 37,002 | 31,082 | 31,082 |
| Reserve contribution/(usage) | 9,601 | (5,277) | 4,279 |
| Total Revenue | 76,264 | 114,538 | 89,474 |
| <i>Wastewater Fund</i> | | | |
| Operations & Maintenance | 469,379 | 483,330 | 421,948 |
| Capital Expenditures | 151,047 | 548,625 | 405,000 |
| Debt Service | 489,251 | 515,422 | 512,888 |
| Reserve contribution/(usage) | (33,493) | (95,095) | 37,178 |
| Total Revenue | 1,076,185 | 1,452,282 | 1,377,014 |

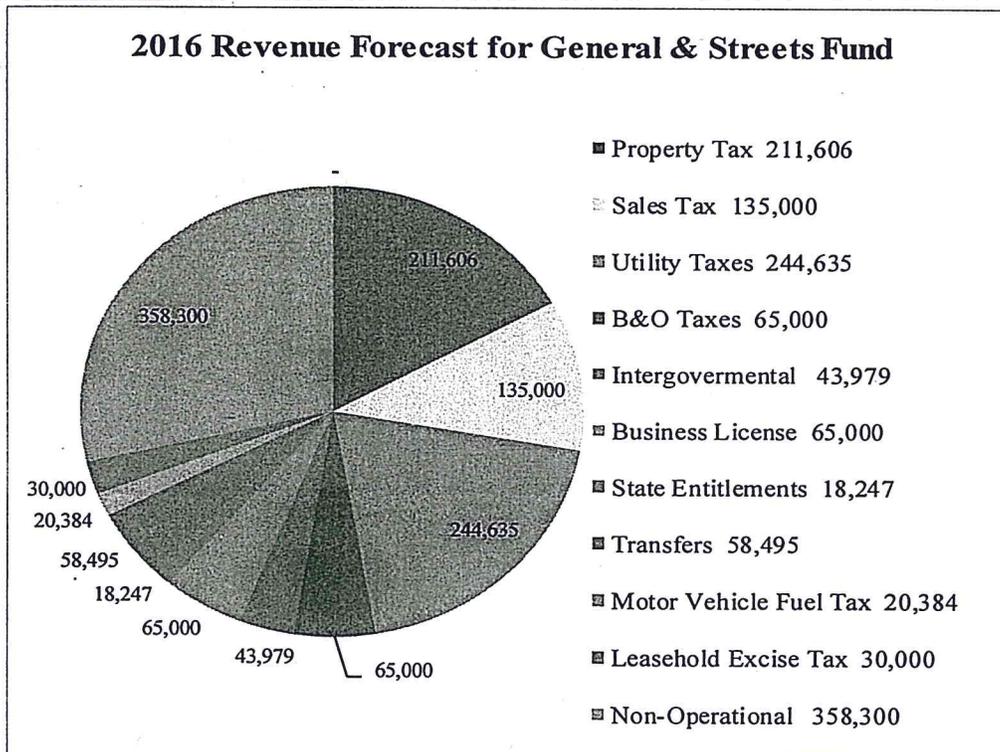
Revenues

The budget is balanced by a proposed levy of \$211,600 in property taxes that will be split between the General Fund (70%) and Streets Fund (30%). The levy is limited to a 1% increase each year which for 2016 is \$2,087. The estimated yield from retail sales and use tax for 2016 is \$135,000. Sales tax collections are projected to be near the \$135,000 target for 2015. However, the average collected for 2012 and 2013 was \$137,000. In 2011 there appeared to be no significant projects supplementing sales tax revenues. The 2012 and 2013 sales tax revenue forecast were supplemented to include taxes collected as a result of the School Street reconstruction and First Avenue sewer replacement projects. The 2016 sales tax collection should minimally benefit from anticipated projects, as well. The General and Streets Fund are further provided for by utility taxes collected on electricity, solid waste collection, telephone, cable modem, water, sewer, storm drainage, natural gas or telegraph making up approximately



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25% of the annual support. Additionally, Business and Occupation Tax, business license fees and Motor Vehicle Fuel Tax provide almost 11% of the annual funding. The General Fund will also receive grant funds to complete the Shoreline Master Program Update (\$25,000) and continued work on the weeds in Black Lake (\$20,000). Not to mention the RCO grant that was awarded to transform the Ilwaco Park (\$150,000) grant monies and (\$150,000) match through donations and pledged labor.



The 2016 Water Fund budget includes revenues of \$31,000 funded by adjusted rates and increased sales. The Sewer Fund includes \$285,000 realted to the Department of Ecology loan to replace the Sahalee sewer lines, this portion would be for the engioneering and the project would soon follow. Additionally, a Public Works Trust Fund loan is still available to be received for the replacement of the sewer line on Nesadi Drive, this would combine with the whole Sahalee project.

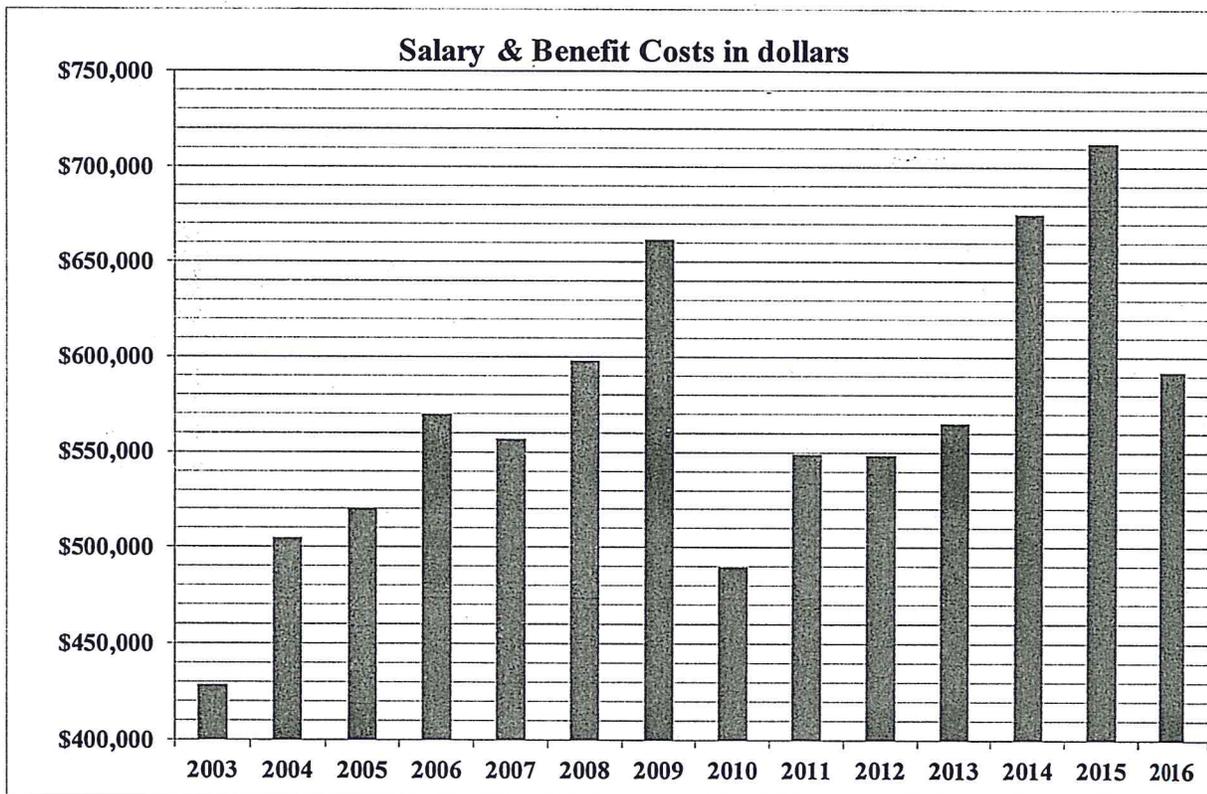
Personnel

Salary and benefit costs are allocated to the General, Streets, Stormwater, Water and Wastewater Funds based on the time staff provide services for those activities. The budget provides for normal progressive step increases as noted in Resolution 2006-05 passed by the council during regular session of December 11, 2006. There is no cost of living increase planned for the year 2016. For 2011 and 2012 there was a 2% reduction in social security tax, in 2013 that reduction



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was no longer allowed. In 2013, city staff were granted a 2% pay increase and in 2014 there was a 1% increase. Prior to that, city staff had not been awarded a cost of living increase since the 2009 budget. At the beginning of 2010, three city staff were laid off and the City Council and mayor waived their salary reducing the overall expense. With the reduction in force at the Waste Water Treatment Facility and the Water Treatment Plant, the salaries for both funds are slightly lower. For 2012, the city selected a high-deductible health care plan for city staff, along with a contribution to a health care savings account for the amount of the deductible. The city currently makes no contribution to insurance for family members of the city staff. For 2013, 2014, 2015 and 2016, the city has continued to provide the high-deductible plan.



The 2016 budget estimates provide for two full-time employees and one part-time employee at City Hall, six full-time utility employees and one part-time fire chief. The benefit plans were not changed and increased in cost by approximately 9%. Mayor and City Council stipends waived in 2010 were restored in the 2011 and proceeding budgets. Since the layoff of three city staff in early 2010, the city has continued to restrain personnel expenses, while still attempting to provide adequate service to its citizens. The new hires in 2014 allowed Public Works staff to begin to address the back log of maintenance projects, devote more attention to the water distribution system, begin to create maintenance plans for the city facilities, and add depth to the succession plan.

General Fund (001)



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The General Fund provides for numerous city services, such as law enforcement, courts and detention facilities, fire protection and emergency services; parks, lakes, trails and recreation; library, senior services and community facilities; city planner, city attorney, clerk, treasurer, council and mayor. Approximately 27% of the annual operational expenditures from the General Fund are strictly for payment of the law enforcement services provided by the City of Long Beach. For 2016, 11% of the fund's expenditures will be for operations, maintenance and improvements for the fire department. 11% of the General Fund budget is to maintain the city parks including the expenditure of the Black Lake Aquatic Weed grant. 20% of the expenditures will provide for City Hall administration, municipal court, city attorney, elected officials and audit costs. Substantial debt from the remodel of the community building, reconstruction of the fire station and purchase of the city hall and shop facility, along with capital expenditures, make up 20% of the fund's annual expenditure. In addition to expenditures related to the Black Lake Aquatic Weed Grant, the city will be working on completing the Shoreline Master Program.

Streets Fund (101)

While in prior years the Streets Fund has included the costs associated with the city's stormwater system, in 2011 the council explored the potential need to maintain and improve the stormwater system, while alleviating the burden from the Streets Fund. By forming a separate source of revenue for the stormwater system, the Streets Fund has had the resources to begin annual maintenance and upgrades to city streets. In 2012, over \$700,000 of grant funds awarded from the Transportation Improvement Board, along with \$37,000 of the city's funds, were used to reconstruct School Street, which is the alternative bypass if there is an emergency in the city center. During 2013, Transportation Improvement Board funds were used to overlay Brumbach Avenue. The 2014 budget included a \$547,321 grant funded project to reconstruct Elizabeth Street and increase the size of the water main, which provides access and water to the Port of Ilwaco. Additional grant funds totaling \$102,000 were used to improve sidewalks. The City and Port participated together on the required match for the projects totaling over \$86,000. In the future, grant opportunities will continue to be pursued to reconstruct and improve city streets. TIB applications were submitted in 2015 to reconstruct a portion of Howerton and a portion of Lake St. those will be awarded in late 2015.

Tourism Fund (104)

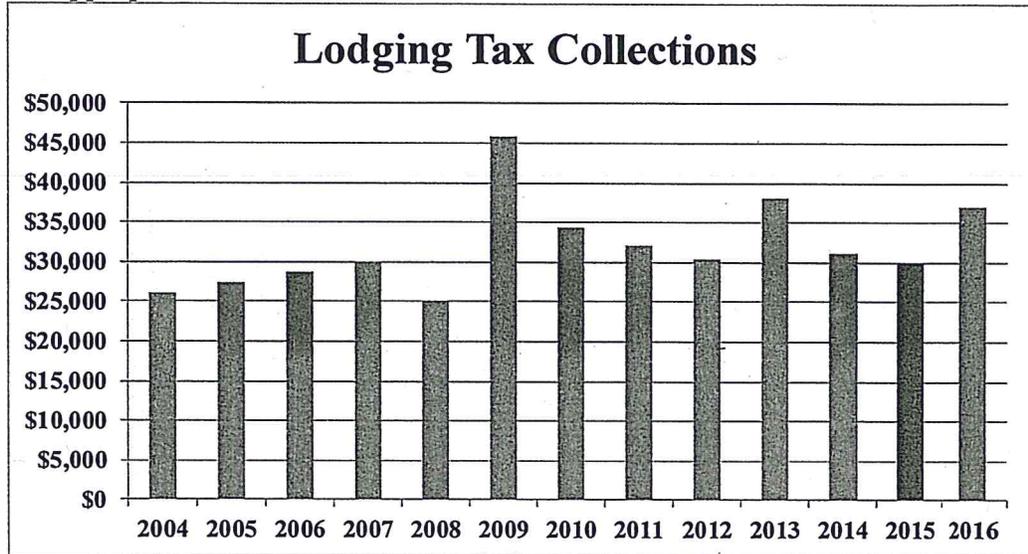
In 2010, lodging tax revenues began to reflect a downward trend that has resulted in lower appropriations, which has steadily improved since. For 2016, the Ilwaco Merchants Association requested a total of \$3,200 for tourism promotion. Alternatively, again in 2016 the City will continue fundraising for the annual fireworks display, allocating \$7,500 towards the fireworks.



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Phone: 360.642.3145
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www.ilwaco-wa.gov

The Columbia-Pacific Heritage Museum requested a total of \$5,000 for expenditures in 2016, and \$5,000 has been appropriated.

Additionally, \$5,796 has been appropriated from this fund to provide insurance on the building the museum rents from the city. The Visitors Bureau was appropriated \$8,500 after requesting



\$10,000. An additional \$769 is appropriated for the Visitors Bureau building. \$1,000 was appropriated for the Ilwaco Charter Association. \$2,500 will be used to display event banners and maintain tourist-related facilities.

Excise Reserve Fund (301)

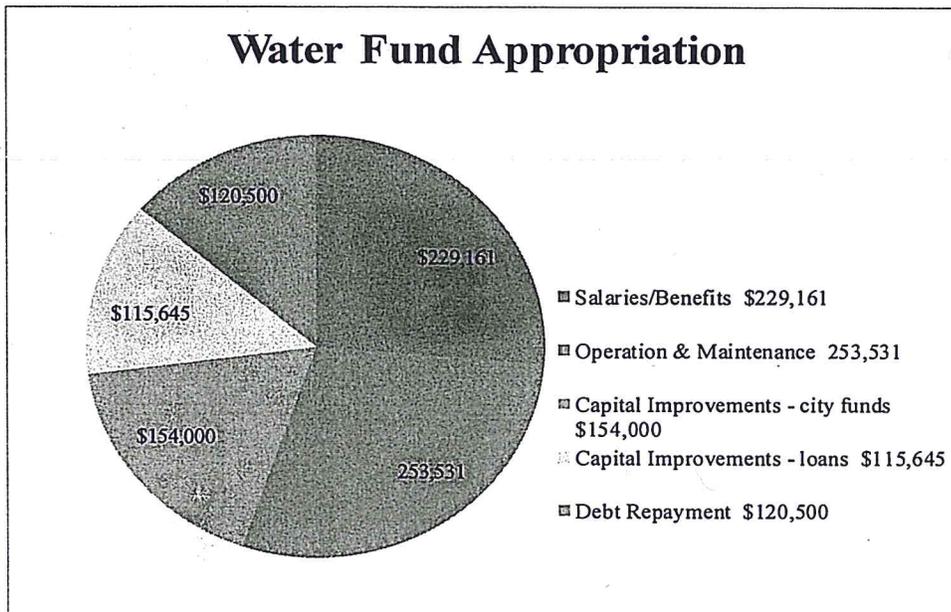
The fund, established to provide for capital improvement projects, is forecast to begin 2016 with approximately \$7,000. Real Estate Excise Tax collected on the sale of property is estimated in the amount of \$15,000 for 2016.



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Water Fund (401)

The estimated Water Fund budgeted expenditures of \$872,837 are for maintenance and operation



of the plant and distribution system, as well as repayment of long-term debt and capital projects. Over the past four years, the City Council has held regular meetings with representatives from the Washington State Department of Health to find solutions to the challenges of the city's water utility. After the completion of the update to the

Water Comprehensive Plan in 2011, the city was awarded loans to fund improvements to the backwash basin and add two reservoirs to the water distribution system. Remaining portions of those projects were completed in 2014. During 2012, the city was awarded a Jobs Creation Grant by the Washington State Legislature for \$1,019,234, which replaced the two aging water filters at the treatment plant in early 2015. Additionally, the city intends to paint the city's steel reservoir during 2016. Overall, the Water Fund is beginning to provide for needed maintenance, while building reserves to provide for the replacement of essential equipment and other assets.

Water/Sewer Bond Redemption Fund (403)

Revenues are transferred from the Water and Sewer Funds to provide for payments of long-term debt redemption.

Water/Sewer Bond Reserve Fund (404)

Debt covenants for certain bonds require that the city hold one annual payment in reserve. Currently, the City must put \$20,553 into the reserve fund until the total annual payment is reserved for each specific loan.

Stormwater Fund (408)

At the end of 2011, the Ilwaco City Council passed the necessary legislation to form a stormwater utility. The utility is responsible for the operation, maintenance, construction and debt service related to Ilwaco's stormwater infrastructure. Additionally, the utility has alleviated the burden on the Streets Fund allowing for future streets maintenance and repair. Since the beginning of 2012, the rates of the utility have not been increased. A slight increase that began in

City of Ilwaco is an equal opportunity provider and employer.

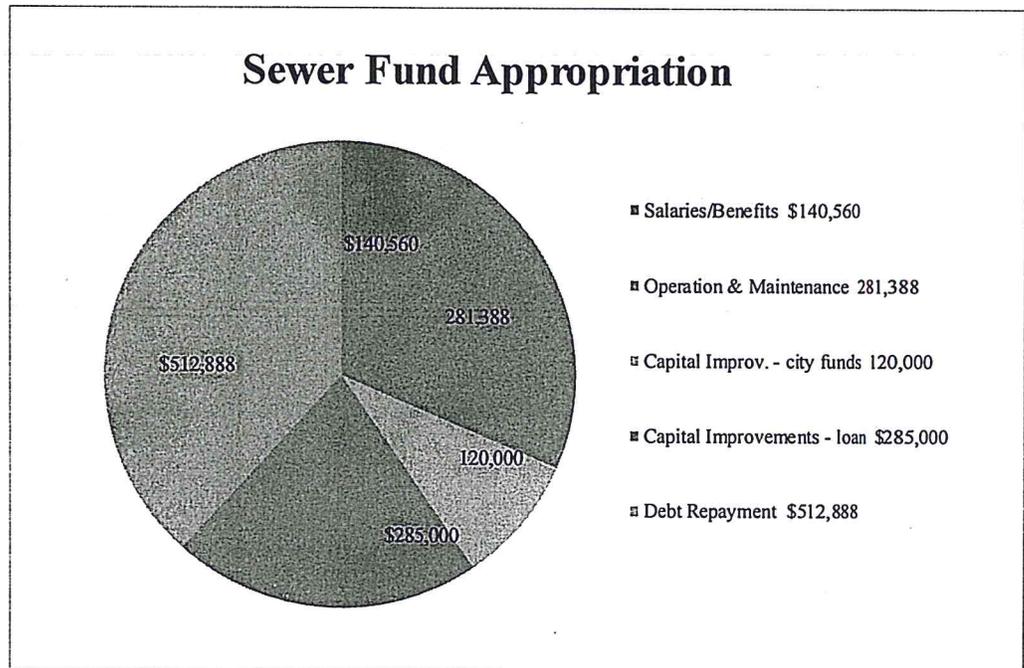


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2015 added approximately \$14,000 of revenue to assist with the costs of much needed replacement and repair projects. In 2015 the city crew repaired the Lakeview estates stormwater drainage system to provide a more adequate design.

Sewer Fund (409)

The estimated expenditures of \$1,339,836 are for daily maintenance and operation of the plant and collection system, as well as repayment of long-term debt and necessary capital expenditures. Expenditures include the replacement of the two new pumps at the North Head pump station, roof maintenance, building maintenance.



Additionally, the construction funds from a loan for \$336,000 from the Public Works Trust Fund will fund the replacement of the Nesadi sewer line. Reserves are being established to fund short-lived assets and the future purchase of the sludge site. At the beginning of 2013, a new sewer rate structure was implemented that split the rate between a base charge and a consumption charge. Close monitoring of the implementation of these rates has resulted in some minor adjustments over the last three years. In order to maintain the revenue from Ilwaco customers to meet the minimum needed, a slight increase to the base charge will be implemented in early 2016. In 2016, continued improvements will be made to the plant and system. The Nesadi sewer line project will move forward along with the Department of Ecology grant and loan to replace the rest of the Sahalee sewer system.

Summary

2016 is slated to be another year of working toward improving our city. The City of Ilwaco council and staff continue to work together to make well-informed, responsible decisions regarding the maintenance and improvement of the city's existing infrastructure in order to sustain our treasured community.

Respectfully submitted,
Mike Cassinelli, Mayor

City of Ilwaco is an equal opportunity provider and employer.

2016 Budget - City of Ilwaco

11/18/2015

| 001 General Fund | | | | 001 GENERAL FUND | | | | |
|------------------------|---------------------|-------------|---------------|--------------------------|---------------------------|---------------------|-------------|---------------|
| ESTIMATED REVENUES - | | | | ESTIMATED EXPENDITURES - | | | | |
| | YTD as of 9/30/2015 | 2015 Budget | 2016 Proposed | NOT Operations | Original Order | YTD as of 9/30/2015 | 2015 Budget | 2016 Proposed |
| 001-000-000-481-000 | 91,305 | 146,300 | 148,124 | - | 001-000-000-511-530-41-00 | 2,533 | 2,000 | 2,500 |
| 001-000-000-316-11-000 | 98,439 | 133,000 | 135,000 | - | 001-000-000-511-600-10-00 | 13,505 | 18,000 | 18,000 |
| 001-000-000-316-10-000 | 47,020 | 60,000 | 65,000 | - | 001-000-000-511-600-20-00 | 1,391 | 1,337 | 1,537 |
| 001-000-000-316-10-010 | 12,192 | 13,000 | 15,000 | - | 001-000-000-511-600-41-01 | 1,300 | 3,933 | 9,227 |
| 001-000-000-316-10-020 | 7,358 | 12,000 | 11,000 | - | 001-000-000-511-600-43-00 | 425 | 500 | 500 |
| 001-000-000-316-10-030 | 21,305 | 35,000 | 32,000 | - | 001-000-000-511-600-40-00 | 6,367 | 7,562 | 7,730 |
| 001-000-000-316-10-040 | 49,628 | 75,000 | 75,000 | - | 001-000-000-511-600-42-02 | 1,072 | 1,890 | 800 |
| 001-000-000-316-10-050 | 56,871 | 59,319 | 59,319 | - | 001-000-000-511-600-48-00 | - | 200 | 200 |
| 001-000-000-316-10-060 | 34,550 | 46,591 | 46,591 | - | 001-000-000-511-600-49-00 | - | 100 | 100 |
| 001-000-000-316-10-080 | 1,600 | - | - | - | 001-000-000-511-600-49-01 | - | 100 | 100 |
| 001-000-000-316-81-000 | 4,137 | 5,192 | 3,568 | - | 001-000-000-511-600-51-00 | 6,551 | 7,000 | 7,000 |
| 001-000-000-317-20-000 | 19,869 | 30,000 | 30,000 | - | 001-000-000-512-50-40-02 | - | - | - |
| 001-000-000-317-40-000 | 105 | - | - | - | 001-000-000-512-50-40-03 | 12,274 | 17,250 | 17,250 |
| 001-000-000-321-99-000 | 28,709 | 40,000 | 35,000 | - | 001-000-000-512-50-40-04 | 3,500 | 3,500 | 3,500 |
| 001-000-000-322-10-000 | 2,588 | 7,500 | 5,000 | - | 001-000-000-514-20-10-00 | 29,669 | 42,275 | 42,275 |
| 001-000-000-322-90-000 | - | - | - | - | 001-000-000-514-20-11-00 | 9,574 | 12,935 | 12,935 |
| 001-000-000-322-90-010 | 4,819 | 5,000 | 7,000 | - | 001-000-000-514-20-13-00 | 5,564 | 6,020 | 6,500 |
| 001-000-000-330-00-000 | 8,798 | 9,000 | 12,000 | - | 001-000-000-514-20-13-01 | 9,355 | 2,000 | 2,000 |
| 001-000-000-330-00-210 | 750 | 500 | 750 | - | 001-000-000-514-20-14-00 | 3,111 | 4,080 | 4,080 |
| 001-000-000-330-00-250 | 1,192 | 1,500 | 2,000 | - | 001-000-000-514-20-12-00 | 1,800 | 1,000 | 1,000 |
| 001-000-000-330-00-260 | 689 | 795 | 915 | - | 001-000-000-514-20-13-00 | 1,800 | 1,500 | 1,500 |
| 001-000-000-330-00-510 | 105 | 300 | 300 | - | 001-000-000-514-20-15-00 | 752 | 1,452 | 1,452 |
| 001-000-000-330-00-910 | 1,492 | 4,176 | 4,186 | - | 001-000-000-514-20-16-00 | - | - | - |
| 001-000-000-330-00-950 | 6,210 | 8,244 | 8,136 | - | 001-000-000-514-20-17-00 | - | - | - |
| 001-000-000-337-00-000 | 25,000 | 25,000 | 25,000 | - | 001-000-000-514-20-17-01 | 2,376 | 3,049 | 3,049 |
| 001-000-000-337-00-002 | 18,979 | 18,979 | 18,979 | - | 001-000-000-514-20-17-02 | 343 | 432 | 432 |
| 001-000-000-341-81-000 | 34 | 100 | 100 | - | 001-000-000-514-20-17-03 | 646 | 1,440 | 1,440 |
| 001-000-000-341-96-000 | 673 | 8,000 | 8,000 | - | 001-000-000-514-20-17-04 | 200 | 300 | 300 |
| 001-000-000-342-20-000 | 1,916 | 5,000 | 7,000 | - | 001-000-000-514-20-18-00 | 520 | 500 | 500 |
| 001-000-000-353-10-000 | 5,600 | 5,000 | 7,000 | - | 001-000-000-514-20-19-00 | 145 | 4,000 | 3,000 |
| 001-000-000-353-10-030 | 71 | 25 | 100 | - | 001-000-000-514-23-41-00 | 26,932 | 20,400 | - |
| 001-000-000-353-70-000 | 161 | 500 | 300 | - | 001-000-000-514-20-00-00 | 136,241 | 166,653 | 147,689 |
| 001-000-000-361-11-000 | 37 | 40 | 40 | - | | | | |
| 001-000-000-361-10-000 | - | - | - | - | | | | |
| 001-000-000-362-10-000 | 1,231 | - | - | - | | | | |
| 001-000-000-362-50-000 | 2,580 | 3,250 | 3,250 | - | | | | |
| 001-000-000-362-50-010 | 4,912 | 11,500 | 10,000 | - | | | | |
| 001-000-000-362-90-000 | 2,433 | - | - | - | | | | |
| 001-000-000-369-10-000 | - | - | - | - | | | | |
| 001-000-000-369-30-000 | 2,650 | - | - | - | | | | |
| 001-000-000-386-83-008 | 87 | 170 | 150 | - | | | | |
| 001-000-000-386-83-310 | 174 | 220 | 220 | - | | | | |
| 001-000-000-386-83-320 | 31 | 40 | 40 | - | | | | |
| 001-000-000-386-91-000 | 798 | 1,300 | 1,000 | - | | | | |
| 001-000-000-386-92-000 | 420 | 700 | 600 | - | | | | |

2016 Budget - City of Ilwaco

11/18/2015

| 001 General Fund | | | | 001 GENERAL FUND | | | |
|---------------------------------|-----------|---------|-----------|----------------------------------|-----------|----------|-----------|
| ESTIMATED REVENUES - | | | | ESTIMATED EXPENDITURES - | | | |
| | YTD as of | 2015 | 2016 | Original | YTD as of | 2015 | 2016 |
| | 9/30/2015 | Budget | Proposed | Order | 9/30/2015 | Budget | Proposed |
| | | | | Slur/Land Assets Expenses | | | |
| | 31,217 | | | Total Operational Expense | | | |
| | 576,192 | 822,168 | 832,221 | Operational Surplus | | | |
| | | | | Non-Operational Expense | | | |
| 001-000-000-334-02-70- | | | 150,000 | RCO Grant Expenses | | | |
| 001-000-000-334-03-12- | | | 20,000 | Ilwaco Park from Donations | | | |
| 001-000-000-334-03-13- | | | 25,000 | Aquatic Weed Treatment Expense | | | |
| | | | | Shoreline Master Program Expense | | | |
| 001-000-000-367-19-00- | | | 5,300 | Fishing Derby from Donations | | | |
| | | | | Fireworks from Donations | | | |
| | | | | Total Non-Operational Expense | | | |
| | | | | Gain/Loss Non-Operational | | | |
| | | | | Total Surplus | | | |
| GRAND TOTAL ALL REVENUES | | 662,502 | 1,190,521 | | 692,134 | 962,845 | 1,179,149 |
| | | | | | (29,632) | (38,158) | 11,372 |

| ESTIMATED REVENUES | | 2016 Budget - City of | | | | ESTIMATED EXPENDITURES | | 11/18/2015 | | | |
|--------------------------|-----------------------------------------|-----------------------|-------------|---------------|---------------------------------------|------------------------------|-------------|---------------|---------|--|--|
| | | YTD as of 9/30/2015 | 2015 Budget | 2016 Proposed | | YTD as of 9/30/2015 | 2015 Budget | 2016 Proposed | | | |
| 403-000-000-397-00-00-00 | Interic Loan Uda 91-01 | 2,177 | 4,354 | 4,354 | 403-000-000-591-34-70-01 | Pwtf 97-791-007 Principal | 13,118 | 13,118 | 13,118 | | |
| 403-000-000-397-00-00-03 | Transfer-Sewer Pwtf 97-791-007 | 14,201 | 14,299 | 13,905 | 403-000-000-591-34-70-03 | Pwtf 04-691 Principal | 1,496 | 1,496 | 1,496 | | |
| 403-000-000-397-00-00-04 | Transfer From Sewer Pwtf 2003 | - | 1,646 | 1,631 | 403-000-000-591-34-70-04 | Pwtf 05-691 Principal | 20,260 | 20,260 | 20,260 | | |
| 403-000-000-397-00-00-05 | Transfer-Sewer Pwtf 04-691 | 1,633 | 1,646 | 1,631 | 403-000-000-591-34-70-05 | Pwtf 04-65104-013 Principal | - | - | - | | |
| 403-000-000-397-00-00-06 | Transfer-Sewer Pwtf 05-691 | 24,346 | 24,718 | 24,312 | 403-000-000-591-34-72-00 | Uda 91-01 Principal | 1,118 | 2,378 | 2,499 | | |
| 403-000-000-397-00-00-07 | Transfer From Sewer DOE | 248,343 | 285,424 | 281,316 | 403-000-000-591-35-72-04 | Srf 94-08 Principal Only | 104,308 | 104,308 | 104,308 | | |
| 403-000-000-397-00-00-08 | Transfer from Sewer PC13-961-054 Nesadi | 1,227 | 1,226 | 1,221 | 403-000-000-591-35-72-06 | B of P - 2008 - Principal | 12,559 | 11,898 | 12,559 | | |
| 403-000-000-397-00-70-02 | Transfer From Sewer Srf 94-08 | 104,308 | 104,308 | 104,308 | 403-000-000-591-35-72-07 | Pwtf PR09-951-050 | 15,194 | 15,275 | 16,022 | | |
| 403-000-000-397-00-70-05 | Tran From Wat Pwtf 04-65104-013 | - | - | - | 403-000-000-591-35-78-00 | DOE SRF L1300001- Principal | 133,626 | 133,626 | 137,279 | | |
| 403-000-000-397-00-72-04 | Tran From Sewer Srf 94-08 | 13,250 | 13,326 | 13,250 | 403-000-000-591-35-78-01 | DOE SRF L1300003 - Principal | 18,119 | 38,964 | 37,481 | | |
| 403-000-000-397-00-72-06 | Trans From Sewer B of P 2008 | 29,647 | 29,648 | 29,646 | 403-000-000-591-35-78-02 | DOE SRF L1300006 - Principal | 2,298 | 4,892 | 4,961 | | |
| 403-000-000-397-00-72-07 | Trans From Sewer Pwtf 09-951-050 | - | - | - | 403-000-000-592-34-80-00 | Uda 91-01 Interest | 1,059 | 1,976 | 1,855 | | |
| | | | | | 403-000-000-592-34-80-01 | Pwtf 97-791-007 Interest | 1,082 | 1,181 | 787 | | |
| | | | | | 403-000-000-592-34-80-03 | Pwtf 04-691 Interest | 137 | 150 | 135 | | |
| | | | | | 403-000-000-592-34-80-04 | Pwtf 05-691 Interest | 4,086 | 4,457 | 4,052 | | |
| | | | | | 403-000-000-592-34-80-05 | Pwtf 04-65104-013 Interest | - | - | - | | |
| | | | | | 403-000-000-592-34-80-07 | Pwtf PR09-951-050 | - | - | - | | |
| | | | | | 403-000-000-592-35-80-04 | Pwtf 06-962-0017 Interest | 691 | 1,428 | 691 | | |
| | | | | | 403-000-000-592-35-80-05 | Pwtf PC13-961-054 Nesadi | 1,227 | 1,226 | 1,221 | | |
| | | | | | 403-000-000-592-35-80-06 | B of P - 2008 - Interest | 14,453 | 14,372 | 13,624 | | |
| | | | | | 403-000-000-592-35-83-00 | DOE SRF L1300001 - Interest | 82,041 | 82,041 | 78,388 | | |
| | | | | | 403-000-000-592-35-83-01 | DOE SRF L1300003 - Interest | 12,128 | 25,641 | 23,012 | | |
| | | | | | 403-000-000-592-35-83-02 | DOE SRF L1300006 - Interest | 132 | 263 | 195 | | |
| | | | | | TOTAL | | 439,132 | 478,949 | 473,943 | | |
| | | | | | 2016 Reserve Contribution (Depletion) | | (0) | 0 | (0) | | |

| | | 401 Water Fund | 2016 Budget - City of Ilwaco | | ESTIMATED EXPENDITURES | | YTD as of | | 2015 | | 2016 | | ESTIMATED EXPENDITURES | | YTD as of | | 2015 | | 2016 | | |
|--------------------------|--------------------------------------|----------------|------------------------------|--|------------------------|--|-----------|---------|----------|---------------------------------------|-------------------------------------|-----------|------------------------|---------|---------------------------|-----------------------------------------|-----------------|-----------|---------|---------|-----|
| | | | | | | | 9/30/2015 | Budget | Proposed | | | | | | 9/30/2015 | Budget | Proposed | | | | |
| ESTIMATED REVENUES | | | | | | | | | | | | | | | | | | | | | |
| 401-000-000-343-40-00-01 | Water Sales | | | | | | 501,949 | 710,890 | 741,487 | 401-000-000-534-00-00 | Salaries & Wages | 176,451 | 220,634 | 168,783 | 401-000-000-534-00-00 | Benefits | 54,231 | 73,051 | 60,378 | 38,000 | |
| 401-000-000-343-40-00-01 | Other Fees Sources | | | | | | 16,901 | 5,000 | 10,000 | 401-000-000-534-00-00 | Operation & Maintenance | 33,100 | 40,000 | 32,000 | 401-000-000-534-00-00 | Chemicals | 24,430 | 40,000 | 32,000 | 32,000 | |
| 401-000-000-361-11-00-00 | Investment Interest | | | | | | 237 | 200 | 300 | 401-000-000-534-00-00 | Monthly Electric Tax Pay | 26,430 | 35,221 | 27,229 | 401-000-000-534-00-00 | Annual Meter Calibrations | 1,384 | 2,500 | 2,500 | 2,500 | |
| 401-000-000-372-00-00-00 | Insurance Recoveries | | | | | | 726 | | | 401-000-000-534-00-00 | Annual Permit Fees | 3,423 | 5,000 | 5,000 | 401-000-000-534-00-00 | Office & Customer Service | 5,306 | 6,000 | 8,000 | 8,000 | |
| 401-000-000-379-00-00-01 | Water Connections | | | | | | | 7,500 | 7,500 | 401-000-000-534-00-00 | Gasoline | 3,406 | 7,500 | 7,500 | 401-000-000-534-00-00 | Small Tools & Equipment | 3,962 | 5,000 | 5,000 | 5,000 | |
| 401-000-000-395-10-00-00 | Proceeds From Sale of Capital Assets | | | | | | | | | 401-000-000-534-00-00 | Small Tools & Equipment - Lab | 5,861 | 5,000 | 5,000 | 401-000-000-534-00-00 | Professional Services | 3,912 | 10,000 | 8,000 | 8,000 | |
| | | | | | | | | | | 401-000-000-534-00-00 | Professional Services - Electrician | 12,416 | 12,000 | 20,000 | 401-000-000-534-00-00 | Professional Services - Computer system | 5,664 | 9,000 | 9,000 | 9,000 | |
| | | | | | | | | | | 401-000-000-534-00-00 | Communications | 4,080 | 4,500 | 4,500 | 401-000-000-534-00-00 | Travel/Meals/Lodging | 2,112 | 2,000 | 2,000 | 2,000 | |
| | | | | | | | | | | 401-000-000-534-00-00 | Insurance | 16,265 | 18,802 | 19,742 | 401-000-000-534-00-00 | Electricity | 20,258 | 35,000 | 36,050 | 36,050 | |
| | | | | | | | | | | 401-000-000-534-00-00 | Storm Drainage | 643 | 660 | 950 | 401-000-000-534-00-00 | Vehicle Repairs/Maintenance | 1,762 | 5,000 | 4,500 | 4,500 | |
| | | | | | | | | | | 401-000-000-534-00-00 | Vehicle Line Replacement | - | 5,000 | 5,000 | 5,000 | 401-000-000-534-00-00 | Safety Training | 195 | 500 | 500 | 500 |
| | | | | | | | | | | 401-000-000-534-00-00 | Solvent Upgrade | 2,133 | 2,000 | 2,000 | 401-000-000-534-00-00 | Miscellaneous | 602 | 7,500 | 1,000 | 1,000 | |
| | | | | | | | | | | 401-000-000-534-00-00 | Subtotal O&M | 408,742 | 552,998 | 482,692 | 401-000-000-591-34-00 | Principal Pwrf - 94206 | - | - | - | - | |
| | | | | | | | | | | 401-000-000-591-34-00 | Principal Pwrf - 04-65104-013 | 16,949 | 16,985 | 16,949 | 401-000-000-592-34-00 | Interest Pwrf - 94206 | - | - | - | - | |
| | | | | | | | | | | 401-000-000-592-34-00 | Interest Pwrf - 04-65104-013 | 1,864 | 1,864 | 1,695 | 401-000-150-591-34-00 | New DWSPF loans | 89,151 | 66,248 | 82,253 | 82,253 | |
| | | | | | | | | | | 401-000-000-594-62-00 | Subtotal Debt | 107,964 | 85,097 | 100,896 | 401-000-000-594-64-00 | Plant Improvements | 95,341 | 121,000 | 14,000 | 14,000 | |
| | | | | | | | | | | 401-000-000-594-64-00 | Vehicle Purchase | 13,546 | 40,500 | 50,000 | 401-000-000-594-64-00 | Equipment | 3,556 | 100,000 | 90,000 | 90,000 | |
| | | | | | | | | | | 401-000-000-594-64-00 | Contingency(faint reservoir) | 112,444 | 264,500 | 154,000 | 401-000-000-597-00-00 | Subtotal SLA Expenditures | 6,188 | 4,354 | 4,354 | 4,354 | |
| | | | | | | | | | | 401-000-000-597-00-00 | Transfer TO 001 | 2,177 | 4,354 | 4,354 | 401-000-000-597-00-00 | Transfer TO 403 Uda 91-01 | - | - | - | - | |
| | | | | | | | | | | 401-000-000-597-00-00 | Transfer To403pwr04-65104-013 | 8,365 | 16,729 | 19,604 | 401-000-000-597-00-00 | Subtotal Transfers | 637,513 | 916,324 | 757,192 | 757,192 | |
| | | | | | | | | | | TOTAL OPERATIONAL EXPENDITURES | | 637,513 | 916,324 | 757,192 | GAIN/LOSS | | | | | | |
| | | | | | | | | | | 401-000-000-594-34-00 | Engineering - Plant | - | - | 2,095 | 401-000-000-594-34-00 | Engineering - Distribution | 3,418 | - | 115,645 | 115,645 | |
| | | | | | | | | | | 401-000-000-594-34-00 | Construction Project - Reservoir | 805,600 | 846,000 | - | 401-000-000-594-34-00 | Construction - Plant | 3,330 | 3,500 | - | - | |
| | | | | | | | | | | 401-000-000-594-34-00 | Construction - Distribution | - | - | - | - | - | - | - | - | | |
| | | | | | | | | | | TOTAL Non-Operational Expense | | 815,347 | 849,500 | 115,645 | TOTAL Operational Revenue | | 523,662 | 723,590 | 759,287 | 759,287 | |
| | | | | | | | | | | 401-000-000-391-80-00-00 | Intergovernmental Loan Proceeds | 3,418 | - | - | 401-000-000-391-80-00-00 | State Grant - Department of Health | 827,732 | 846,000 | 115,645 | 115,645 | |
| | | | | | | | | | | TOTAL Non-Operational Revenue | | 831,169 | 846,000 | 115,645 | TOTAL Operational Revenue | | 523,662 | 723,590 | 759,287 | 759,287 | |
| | | | | | | | | | | GRAND TOTALS ALL REVENUES | | 1,354,732 | 1,569,590 | 874,932 | GRAND TOTALS ALL EXPENSES | | 1,450,417 | 1,766,024 | 872,837 | 872,837 | |
| | | | | | | | | | | 2016 Reserve Contribution (Depletion) | | (95,685) | (196,434) | 2,095 | | | | | | | |

| 409 - SEWER FUND | | | | ESTIMATED REVENUES | | | | ESTIMATED EXPENDITURES | | | |
|--------------------------|-----------|---------|----------|--------------------------|-----------|--------|----------|------------------------|--|--|--|
| | YTD as of | 2015 | 2016 | | YTD as of | 2015 | 2016 | | | | |
| | 9/30/2015 | Budget | Proposed | | 9/30/2015 | Budget | Proposed | | | | |
| 409-000-000-343-60-00-00 | | 570,069 | 776,518 | 409-000-000-535-00-10-00 | | | | | | | |
| 409-000-000-343-61-00-00 | | 125,029 | 285,000 | 409-000-000-535-00-20-00 | | | | | | | |
| 409-000-000-343-62-00-00 | | 94,282 | 94,282 | 409-000-000-535-00-31-00 | | | | | | | |
| 409-000-000-361-11-00-00 | | 575 | 500 | 409-000-000-535-00-31-01 | | | | | | | |
| 409-000-000-361-40-00-00 | | 7,201 | 10,000 | 409-000-000-535-00-31-02 | | | | | | | |
| 409-000-000-372-00-00-00 | | - | - | 409-000-000-535-00-31-03 | | | | | | | |
| 409-000-000-391-80-00-01 | | - | - | 409-000-000-535-00-31-04 | | | | | | | |
| 409-000-000-395-10-00-00 | | - | - | 409-000-000-535-00-31-05 | | | | | | | |
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2016 Budget - City of Iiwaco

11/18/2015

| | | | | | | | | | | | |
|--------------------------------|--------------------------------|---------|-----------|-----------|--|--|--------------------------|---------------------------------------|-------------|--------------|--------------|
| 409-000-000-391-80-00-00 | Intergovernmental Loan Proceed | - | 285,000 | 285,000 | | | 409-000-000-594-63-35-01 | First Street Sewer Engineering | - | - | |
| TOTAL NON OPERATIONAL REVENUES | | | 285,000 | 285,000 | | | 409-000-000-594-63-35-01 | Engineering - Collection System | - | 285,000 | 285,000 |
| | | | | | | | | TOTAL NON OPERATIONAL EXPENDITURES | | | 285,000 |
| GRAND TOTALS ALL REVENUES | | 797,366 | 1,452,100 | 1,377,014 | | | | GAIN/LOSS | \$ 847,344 | \$ 1,544,923 | \$ 1,339,836 |
| | | | | | | | | GRAND TOTAL EXPENDITURES | | | |
| | | | | | | | | 2016 Reserve Contribution (Depletion) | \$ (49,978) | \$ (92,823) | \$ 37,178 |

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpchief@centurytel.net

Phone 360-642-2911
Fax 360-642-5273

11-01-15

Page 1 of 3

To: Mayor Cassinelli and Ilwaco City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for October 2015

During the month of October the Long Beach Police Department handled the following cases and calls:

Long Beach

791 Total Incidents
Aid Call Assists: 0
Alarms: 10
Animal Complaints: 10
Assaults: 4
Assists: 77
(Includes 17 Law Enforcement Agency Assists Outside City Boundaries)
Burglaries: 0
Disturbance: 17
Drug Inv.: 5
Fire Call Assists: 2
Follow Up: 179
Found/Lost Property: 13
Harassment: 10
Malicious Mischief: 3
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing/Found Persons: 3
Prowler: 1
Runaway: 2
Security Checks: 234
Suspicious: 38
Thefts: 11
Traffic Accidents: 7
Traffic Complaints: 18
Traffic Tickets: 27
Traffic Warnings: 76
Trespass: 11
Warrant Contacts: 23
Welfare Checks: 10

Ilwaco

459 Total Incidents
Aid Call Assists: 1
Alarms: 1
Animal Complaints: 1
Assaults: 5
Assists: 36
Burglaries: 1
Disturbance: 14
Drug Inv.: 4
Fire Call Assists: 2
Follow Up: 114
Found/Lost Property: 4
Harassment: 3
Malicious Mischief: 1
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing/Found Persons: 0
Prowler: 0
Runaway: 1
Security Checks: 186
Suspicious: 20
Thefts: 9
Traffic Accidents: 2
Traffic Complaints: 9
Traffic Tickets: 12
Traffic Warnings: 14
Trespass: 1
Warrant Contacts: 12
Welfare Checks: 6

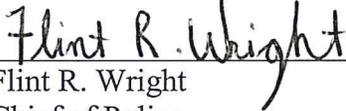
On October 8th I met, along with other community members, with “Peninsula Poverty Response”. Discussion was held about using area churches as temporary shelters for homeless people or people in need of some temporary shelter. This would be for night time only. I presented some safety concerns for the group to think about.

I attended the 911 Operations Board meeting on the 13th. Discussion was held about various dispatch issues including dealing with “911 text calls”.

I talked with a representative from Washington Cities Insurance Authority, Lisa Knapton, on the 27th. She conducted an audit of the police department. I am pleased to inform you that there were no issues with the department’s policies or training.

Halloween was quiet for the department. Even though it was on a Saturday this year, we had no issues.

I received a thank you letter from Vikki Land for Officer Mike Parker. Mike investigated a burglary for her and we were able to forward charges to the prosecutor’s officer on three suspects. A copy is attached.



Flint R. Wright
Chief of Police

Mike,
Good job on this
case. Flint

Chief Wright,

On September 28, 2015 my home was burglarized. Officer Mike Parker with the Long Beach Police Dept. responded to the call. He came in, walked thru the entire home, took notes of all the missing items and how entry was made. He also gave me some ideas on how I may be able to make my home safer.

Officer Parker kept me informed from the beginning regarding the progress of the case, was able to locate some of the stolen items which included my truck keys. He was always available to answer any questions I had.

I am very grateful and impressed with Officer Parker's professionalism, concern and understanding as to how I was feeling and his diligence to do everything possible to bring the situation to a close. He is definitely an asset to our police department and I very grateful he is a part of our community.

Respectfully,

Vikki Land

Vikki Land
Long Beach

copy in your
file

1) Open hearing

Note Time of opening hearing.

2) Present information

This Public Hearing is for the purpose of reviewing the 2016 Budget for the City of Ilwaco. Comments will be considered from the public either for, or against the budget items. The City Council has met for a number of public workshops and is offering the proposed budget for adoption prior to December 31, 2015.

Total 2016 Revenue \$1,377,014.00

Total 2016 Expenditures \$1,339,836.00

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.

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.



120 First Avenue North
 PO Box 548 • Ilwaco, WA 98624
 Phone: 360.642.3145
 Fax: 360.642.3155
 info@ilwaco-wa.gov
 www.ilwaco-wa.gov

BUDGET MESSAGE

To: Ilwaco City Councilmembers
 From: Mike Cassinelli, Mayor

Subject: Budget request for 2016

I am pleased to submit for your consideration the 2016 proposed budget for the City of Ilwaco. Proposed 2016 expenditures, reserve contribution/use, and anticipated revenues stated on a comparative basis with the 2015 amended budget and 2014 actual results are as follows:

| | Actual | Budget | Proposed |
|-----------------------------------------------------------|-----------|-----------|-----------|
| | 2014 | 2015 | 2016 |
| General/Streets Fund | | | |
| General City government (including legal svc and courts) | 173,872 | 189,373 | 170,409 |
| Law Enforcement | 183,140 | 214,250 | 222,820 |
| Fire Department | 82,155 | 92,124 | 92,852 |
| Other Services (Dispatch, Correctional Institution, etc.) | 22,434 | 38,032 | 35,367 |
| Physical Environment including Planner | 89,285 | 72,173 | 72,673 |
| Library | 30,247 | 16,921 | 17,610 |
| Community Building | 8,900 | 37,340 | 28,276 |
| Parks | 76,216 | 107,070 | 88,671 |
| Streets (including grant funded projects) | 775,310 | 89,405 | 81,564 |
| Debt Repayment/Capital Expenditures | 210,374 | 198,686 | 450,472 |
| Reserve contribution/(usage) | 63,809 | (45,790) | 13,673 |
| Total Revenue | 1,715,742 | 1,009,584 | 1,274,386 |
| Tourism Fund | | | |
| Ilwaco Merchants Association | 7,500 | 3,000 | 3,200 |
| Fireworks | - | 7,500 | 7,500 |
| Visitors Bureau | 8,269 | 8,644 | 9,269 |
| Heritage Museum (includes insurance provided) | 10,504 | 10,520 | 10,796 |
| Ilwaco Charter Association | 1,000 | 1,000 | 1,000 |
| Other | 38,500 | 38,500 | 38,500 |
| Reserve contribution/(usage) | (35,085) | (39,034) | (33,190) |
| Total Revenue | 30,688 | 30,130 | 37,075 |
| Excise Reserve Fund | | | |
| Contribution to projects | 14,000 | 20,000 | |
| Reserve contribution/(usage) | (4,566) | (11,000) | 15,000 |
| Total Revenue | 9,434 | 9,000 | 15,000 |



120 First Avenue North
 PO Box 548 • Ilwaco, WA 98624
 Phone: 360.642.3145
 Fax: 360.642.3155
info@ilwaco-wa.gov
www.ilwaco-wa.gov

| | Actual 2014 | Budget 2015 | Proposed 2016 |
|------------------------------------------------|------------------------|------------------------|--------------------------|
| <i>Water Fund</i> | | | |
| Operations & Maintenance | 562,520 | 549,836 | 482,692 |
| Capital Expenditures | 893,034 | 1,045,500 | 269,645 |
| Debt Service | 82,220 | 101,826 | 120,500 |
| Reserve contribution/(usage) | 217,063 | (193,572) | 2,095 |
| Total Revenue | 1,754,837 | 1,503,590 | 874,932 |
| <i>Water/Sewer Bond Redemption Fund</i> | | | |
| Debt Service | 452,777 | 478,949 | 473,943 |
| Total Revenue | 452,777 | 478,949 | 473,943 |
| <i>Water/Sewer Bond Reserve Fund</i> | | | |
| Contribution to Reserve | 20,553 | 20,553 | 20,553 |
| Total Revenue | 20,553 | 20,553 | 20,553 |
| <i>Stormwater Fund</i> | | | |
| Operations & Maintenance | 29,433 | 40,233 | 47,113 |
| Capital Expenditures | 227 | 48,500 | 7,000 |
| Debt Service | 37,002 | 31,082 | 31,082 |
| Reserve contribution/(usage) | 9,601 | (5,277) | 4,279 |
| Total Revenue | 76,264 | 114,538 | 89,474 |
| <i>Wastewater Fund</i> | | | |
| Operations & Maintenance | 469,379 | 483,330 | 421,948 |
| Capital Expenditures | 151,047 | 548,625 | 405,000 |
| Debt Service | 489,251 | 515,422 | 512,888 |
| Reserve contribution/(usage) | (33,493) | (95,095) | 37,178 |
| Total Revenue | 1,076,185 | 1,452,282 | 1,377,014 |

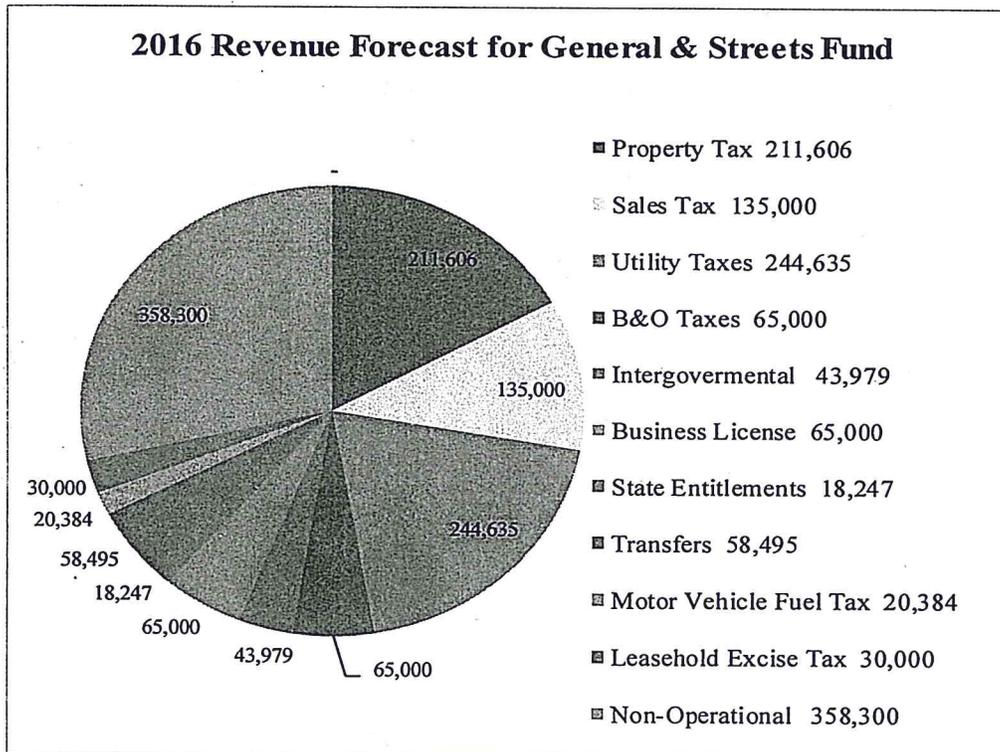
Revenues

The budget is balanced by a proposed levy of \$211,600 in property taxes that will be split between the General Fund (70%) and Streets Fund (30%). The levy is limited to a 1% increase each year which for 2016 is \$2,087. The estimated yield from retail sales and use tax for 2016 is \$135,000. Sales tax collections are projected to be near the \$135,000 target for 2015. However, the average collected for 2012 and 2013 was \$137,000. In 2011 there appeared to be no significant projects supplementing sales tax revenues. The 2012 and 2013 sales tax revenue forecast were supplemented to include taxes collected as a result of the School Street reconstruction and First Avenue sewer replacement projects. The 2016 sales tax collection should minimally benefit from anticipated projects, as well. The General and Streets Fund are further provided for by utility taxes collected on electricity, solid waste collection, telephone, cable modem, water, sewer, storm drainage, natural gas or telegraph making up approximately



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25% of the annual support. Additionally, Business and Occupation Tax, business license fees and Motor Vehicle Fuel Tax provide almost 11% of the annual funding. The General Fund will also receive grant funds to complete the Shoreline Master Program Update (\$25,000) and continued work on the weeds in Black Lake (\$20,000). Not to mention the RCO grant that was awarded to transform the Ilwaco Park (\$150,000) grant monies and (\$150,000) match through donations and pledged labor.



The 2016 Water Fund budget includes revenues of \$31,000 funded by adjusted rates and increased sales. The Sewer Fund includes \$285,000 related to the Department of Ecology loan to replace the Sahalee sewer lines, this portion would be for the engineering and the project would soon follow. Additionally, a Public Works Trust Fund loan is still available to be received for the replacement of the sewer line on Nesadi Drive, this would combine with the whole Sahalee project.

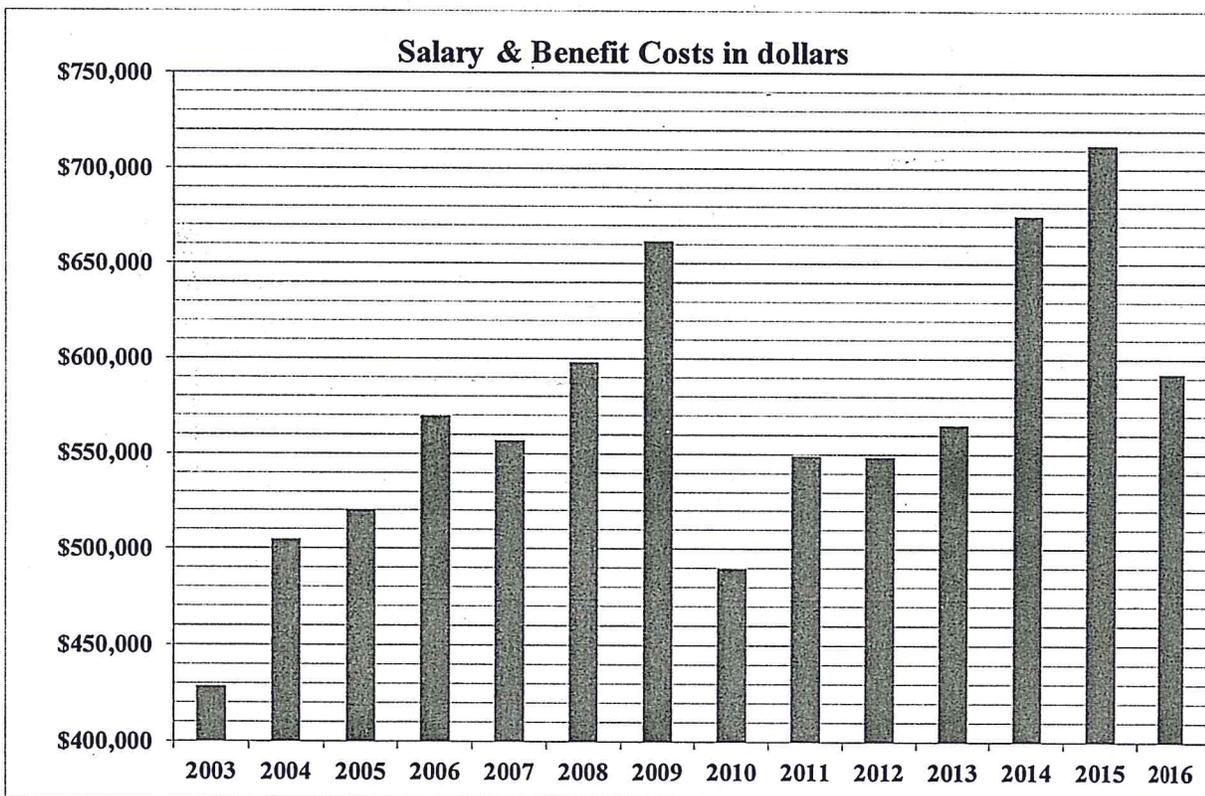
Personnel

Salary and benefit costs are allocated to the General, Streets, Stormwater, Water and Wastewater Funds based on the time staff provide services for those activities. The budget provides for normal progressive step increases as noted in Resolution 2006-05 passed by the council during regular session of December 11, 2006. There is no cost of living increase planned for the year 2016. For 2011 and 2012 there was a 2% reduction in social security tax, in 2013 that reduction



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was no longer allowed. In 2013, city staff were granted a 2% pay increase and in 2014 there was a 1% increase. Prior to that, city staff had not been awarded a cost of living increase since the 2009 budget. At the beginning of 2010, three city staff were laid off and the City Council and mayor waived their salary reducing the overall expense. With the reduction in force at the Waste Water Treatment Facility and the Water Treatment Plant, the salaries for both funds are slightly lower. For 2012, the city selected a high-deductible health care plan for city staff, along with a contribution to a health care savings account for the amount of the deductible. The city currently makes no contribution to insurance for family members of the city staff. For 2013, 2014, 2015 and 2016, the city has continued to provide the high-deductible plan.



The 2016 budget estimates provide for two full-time employees and one part-time employee at City Hall, six full-time utility employees and one part-time fire chief. The benefit plans were not changed and increased in cost by approximately 9%. Mayor and City Council stipends waived in 2010 were restored in the 2011 and proceeding budgets. Since the layoff of three city staff in early 2010, the city has continued to restrain personnel expenses, while still attempting to provide adequate service to its citizens. The new hires in 2014 allowed Public Works staff to begin to address the back log of maintenance projects, devote more attention to the water distribution system, begin to create maintenance plans for the city facilities, and add depth to the succession plan.

General Fund (001)



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The General Fund provides for numerous city services, such as law enforcement, courts and detention facilities, fire protection and emergency services; parks, lakes, trails and recreation; library, senior services and community facilities; city planner, city attorney, clerk, treasurer, council and mayor. Approximately 27% of the annual operational expenditures from the General Fund are strictly for payment of the law enforcement services provided by the City of Long Beach. For 2016, 11% of the fund's expenditures will be for operations, maintenance and improvements for the fire department. 11% of the General Fund budget is to maintain the city parks including the expenditure of the Black Lake Aquatic Weed grant. 20% of the expenditures will provide for City Hall administration, municipal court, city attorney, elected officials and audit costs. Substantial debt from the remodel of the community building, reconstruction of the fire station and purchase of the city hall and shop facility, along with capital expenditures, make up 20% of the fund's annual expenditure. In addition to expenditures related to the Black Lake Aquatic Weed Grant, the city will be working on completing the Shoreline Master Program.

Streets Fund (101)

While in prior years the Streets Fund has included the costs associated with the city's stormwater system, in 2011 the council explored the potential need to maintain and improve the stormwater system, while alleviating the burden from the Streets Fund. By forming a separate source of revenue for the stormwater system, the Streets Fund has had the resources to begin annual maintenance and upgrades to city streets. In 2012, over \$700,000 of grant funds awarded from the Transportation Improvement Board, along with \$37,000 of the city's funds, were used to reconstruct School Street, which is the alternative bypass if there is an emergency in the city center. During 2013, Transportation Improvement Board funds were used to overlay Brumbach Avenue. The 2014 budget included a \$547,321 grant funded project to reconstruct Elizabeth Street and increase the size of the water main, which provides access and water to the Port of Ilwaco. Additional grant funds totaling \$102,000 were used to improve sidewalks. The City and Port participated together on the required match for the projects totaling over \$86,000. In the future, grant opportunities will continue to be pursued to reconstruct and improve city streets. TIB applications were submitted in 2015 to reconstruct a portion of Howerton and a portion of Lake St. those will be awarded in late 2015.

Tourism Fund (104)

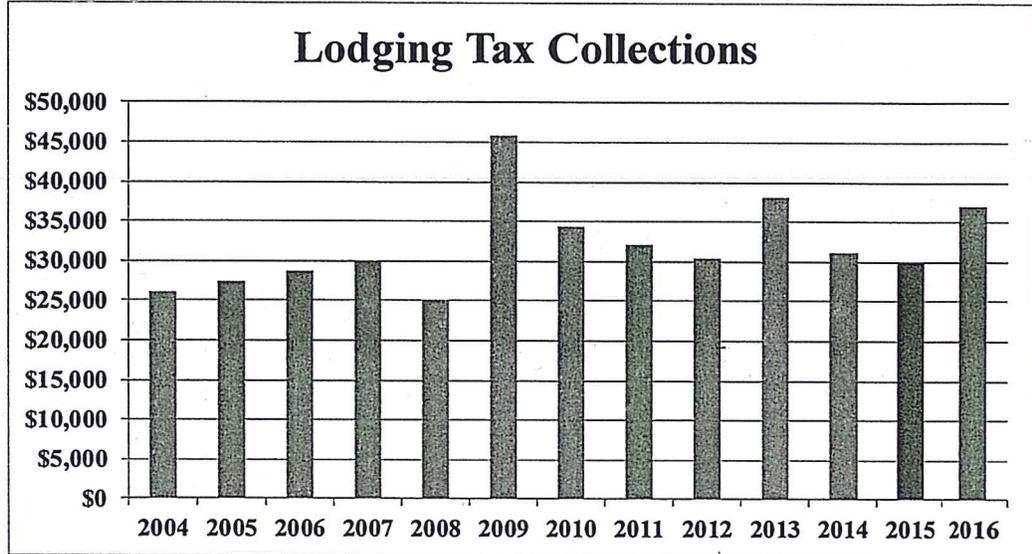
In 2010, lodging tax revenues began to reflect a downward trend that has resulted in lower appropriations, which has steadily improved since. For 2016, the Ilwaco Merchants Association requested a total of \$3,200 for tourism promotion. Alternatively, again in 2016 the City will continue fundraising for the annual fireworks display, allocating \$7,500 towards the fireworks.



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The Columbia-Pacific Heritage Museum requested a total of \$5,000 for expenditures in 2016, and \$5,000 has been appropriated.

Additionally, \$5,796 has been appropriated from this fund to provide insurance on the building the museum rents from the city. The Visitors Bureau was appropriated \$8,500 after requesting



\$10,000. An additional \$769 is appropriated for the Visitors Bureau building. \$1,000 was appropriated for the Ilwaco Charter Association. \$2,500 will be used to display event banners and maintain tourist-related facilities.

Excise Reserve Fund (301)

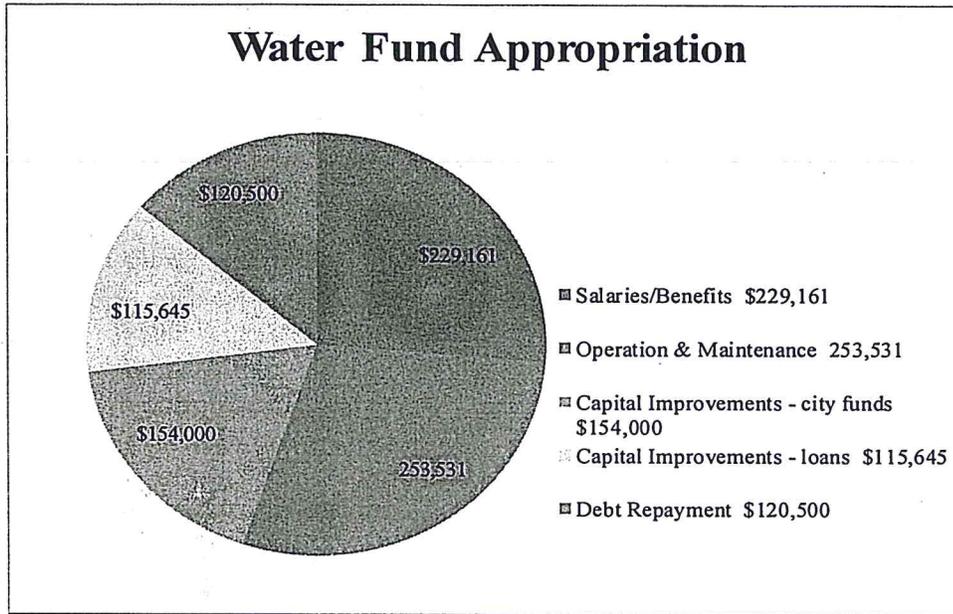
The fund, established to provide for capital improvement projects, is forecast to begin 2016 with approximately \$7,000. Real Estate Excise Tax collected on the sale of property is estimated in the amount of \$15,000 for 2016.



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Water Fund (401)

The estimated Water Fund budgeted expenditures of \$872,837 are for maintenance and operation



of the plant and distribution system, as well as repayment of long-term debt and capital projects. Over the past four years, the City Council has held regular meetings with representatives from the Washington State Department of Health to find solutions to the challenges of the city's water utility. After the completion of the update to the

Water Comprehensive Plan in 2011, the city was awarded loans to fund improvements to the backwash basin and add two reservoirs to the water distribution system. Remaining portions of those projects were completed in 2014. During 2012, the city was awarded a Jobs Creation Grant by the Washington State Legislature for \$1,019,234, which replaced the two aging water filters at the treatment plant in early 2015. Additionally, the city intends to paint the city's steel reservoir during 2016. Overall, the Water Fund is beginning to provide for needed maintenance, while building reserves to provide for the replacement of essential equipment and other assets.

Water/Sewer Bond Redemption Fund (403)

Revenues are transferred from the Water and Sewer Funds to provide for payments of long-term debt redemption.

Water/Sewer Bond Reserve Fund (404)

Debt covenants for certain bonds require that the city hold one annual payment in reserve. Currently, the City must put \$20,553 into the reserve fund until the total annual payment is reserved for each specific loan.

Stormwater Fund (408)

At the end of 2011, the Ilwaco City Council passed the necessary legislation to form a stormwater utility. The utility is responsible for the operation, maintenance, construction and debt service related to Ilwaco's stormwater infrastructure. Additionally, the utility has alleviated the burden on the Streets Fund allowing for future streets maintenance and repair. Since the beginning of 2012, the rates of the utility have not been increased. A slight increase that began in

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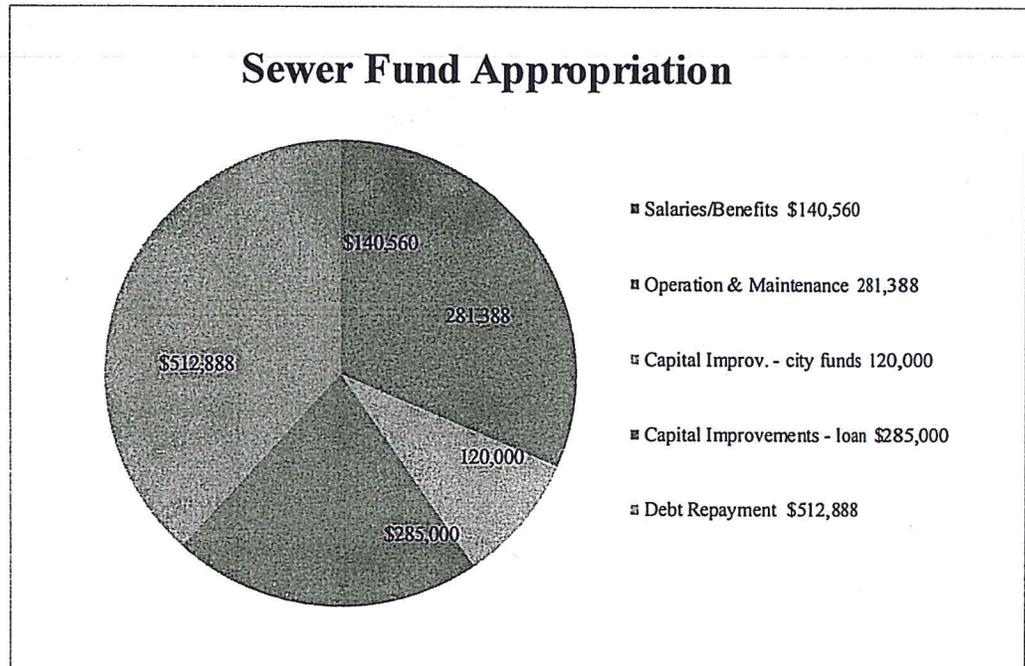


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2015 added approximately \$14,000 of revenue to assist with the costs of much needed replacement and repair projects. In 2015 the city crew repaired the Lakeview estates stormwater drainage system to provide a more adequate design.

Sewer Fund (409)

The estimated expenditures of \$1,339,836 are for daily maintenance and operation of the plant and collection system, as well as repayment of long-term debt and necessary capital expenditures. Expenditures include the replacement of the two new pumps at the North Head pump station, roof maintenance, building maintenance.



Additionally, the construction funds from a loan for \$336,000 from the Public Works Trust Fund will fund the replacement of the Nesadi sewer line. Reserves are being established to fund short-lived assets and the future purchase of the sludge site. At the beginning of 2013, a new sewer rate structure was implemented that split the rate between a base charge and a consumption charge. Close monitoring of the implementation of these rates has resulted in some minor adjustments over the last three years. In order to maintain the revenue from Ilwaco customers to meet the minimum needed, a slight increase to the base charge will be implemented in early 2016. In 2016, continued improvements will be made to the plant and system. The Nesadi sewer line project will move forward along with the Department of Ecology grant and loan to replace the rest of the Sahalee sewer system.

Summary

2016 is slated to be another year of working toward improving our city. The City of Ilwaco council and staff continue to work together to make well-informed, responsible decisions regarding the maintenance and improvement of the city's existing infrastructure in order to sustain our treasured community.

Respectfully submitted,
Mike Cassinelli, Mayor

City of Ilwaco is an equal opportunity provider and employer.

2016 Budget - City of Ilwaco

11/18/2015

| 001 General Fund | | | | 001 GENERAL FUND | | | | |
|-------------------------|---------------------|-------------|---------------|--------------------------|--------------------------|---------------------|-------------|---------------|
| ESTIMATED REVENUES - | | | | ESTIMATED EXPENDITURES - | | | | |
| | YTD as of 9/30/2015 | 2015 Budget | 2016 Proposed | NOT Operations | Original Order | YTD as of 9/30/2015 | 2015 Budget | 2016 Proposed |
| 001-000-000-488-1720 | 91,305 | 146,300 | 148,124 | 1,824 | 001-000-000-511-30-44-00 | 2,833 | 2,000 | 2,500 |
| 001-000-000-316-1200 | 98,439 | 135,000 | 135,000 | 5,000 | 001-000-000-511-60-19-01 | 13,505 | 18,000 | 18,000 |
| 001-000-000-316-10-00 | 47,020 | 60,000 | 65,000 | 5,000 | 001-000-000-511-60-20-00 | 1,391 | 1,537 | 1,537 |
| 001-000-000-316-00-01 | 12,192 | 15,000 | 15,000 | (1,000) | 001-000-000-511-60-41-01 | 1,500 | 3,833 | 9,227 |
| 001-000-000-316-00-02 | 2,588 | 12,000 | 11,000 | (1,000) | 001-000-000-511-60-43-00 | 225 | 500 | 500 |
| 001-000-000-316-00-03 | 21,509 | 33,000 | 32,000 | (3,000) | 001-000-000-511-60-46-00 | 6,667 | 7,362 | 7,730 |
| 001-000-000-316-00-04 | 49,628 | 75,000 | 75,000 | 2,448 | 001-000-000-511-60-47-00 | 1,072 | - | - |
| 001-000-000-316-00-05 | 40,322 | 56,871 | 59,319 | 356 | 001-000-000-511-60-48-00 | 286 | 1,890 | 800 |
| 001-000-000-316-00-06 | 34,550 | 46,591 | 46,947 | 176 | 001-000-000-511-60-49-00 | - | 200 | 200 |
| 001-000-000-316-00-07 | 4,157 | 5,192 | 5,368 | - | 001-000-000-511-60-49-01 | - | 100 | 100 |
| 001-000-000-316-00-08 | 1,660 | - | - | (500) | 001-000-000-511-60-51-00 | 6,831 | 7,000 | 7,000 |
| 001-000-000-316-81-00 | 157 | 1,000 | 500 | - | 001-000-000-512-50-40-02 | - | - | - |
| 001-000-000-317-20-00 | 19,869 | 30,000 | 30,000 | - | 001-000-000-512-50-40-03 | 12,724 | 17,250 | 17,250 |
| 001-000-000-317-40-00 | 105 | - | - | (5,000) | 001-000-000-512-50-40-04 | 12,724 | 3,500 | 3,500 |
| 001-000-000-321-99-00 | 28,709 | 40,000 | 35,000 | (2,500) | 001-000-000-514-20-10-00 | 29,669 | 42,375 | 35,578 |
| 001-000-000-322-10-00 | 2,588 | 7,500 | 5,000 | (2,500) | 001-000-000-514-20-31-00 | 9,574 | 12,935 | 12,013 |
| 001-000-000-322-90-00 | - | - | - | 2,000 | 001-000-000-514-20-33-00 | 5,564 | 6,020 | 6,500 |
| 001-000-000-336-00-00 | 4,819 | 5,000 | 7,000 | 3,000 | 001-000-000-514-20-41-00 | 9,435 | 2,000 | 2,000 |
| 001-000-000-336-06-21 | 8,798 | 9,000 | 12,000 | 250 | 001-000-000-514-20-42-00 | 3,111 | 4,080 | 4,080 |
| 001-000-000-336-06-25 | 730 | 500 | 750 | 500 | 001-000-000-514-20-43-00 | 3,111 | 4,080 | 4,080 |
| 001-000-000-336-06-26 | 1,192 | 1,500 | 2,000 | 120 | 001-000-000-514-20-43-01 | 180 | 1,000 | 1,000 |
| 001-000-000-336-06-51 | 689 | 795 | 915 | 10 | 001-000-000-514-20-43-02 | 752 | 1,532 | 1,452 |
| 001-000-000-336-06-51-1 | 105 | 300 | 300 | (108) | 001-000-000-514-20-47-00 | - | - | - |
| 001-000-000-336-06-51-2 | 1,922 | 4,176 | 4,186 | - | 001-000-000-514-20-47-01 | 2,376 | 3,049 | 3,049 |
| 001-000-000-336-06-51-3 | 6,210 | 8,244 | 8,136 | - | 001-000-000-514-20-47-02 | 343 | 432 | 432 |
| 001-000-000-337-00-01 | 23,000 | 23,000 | 23,000 | - | 001-000-000-514-20-47-03 | 646 | 1,440 | 1,440 |
| 001-000-000-337-00-02 | 18,979 | 18,979 | 18,979 | - | 001-000-000-514-20-47-04 | 200 | 300 | 300 |
| 001-000-000-341-81-00 | 34 | 100 | 100 | - | 001-000-000-514-20-48-00 | 320 | 500 | 500 |
| 001-000-000-341-90-00 | 675 | - | 8,000 | 2,000 | 001-000-000-514-20-49-00 | 145 | 4,000 | 3,000 |
| 001-000-000-342-20-00 | 1,916 | 8,000 | 8,000 | 75 | 001-000-000-514-23-11-00 | 26,932 | 20,400 | - |
| 001-000-000-333-10-03 | 5,600 | 5,000 | 7,000 | (200) | General Government | 136,241 | 166,653 | 147,689 |
| 001-000-000-333-10-03-1 | 71 | 24 | 100 | - | | | | |
| 001-000-000-333-10-03-2 | 161 | 500 | 300 | - | | | | |
| 001-000-000-361-10-00 | 37 | 40 | 40 | - | | | | |
| 001-000-000-362-40-00 | 1,231 | - | - | - | | | | |
| 001-000-000-362-50-00 | 2,580 | 3,250 | 3,250 | - | | | | |
| 001-000-000-362-50-01 | 4,912 | 11,500 | 10,000 | (1,500) | | | | |
| 001-000-000-362-90-00 | 2,433 | - | - | - | | | | |
| 001-000-000-369-10-00 | - | - | - | (20) | | | | |
| 001-000-000-369-30-00 | 2,650 | - | - | - | | | | |
| 001-000-000-386-83-08 | 87 | 170 | 150 | - | | | | |
| 001-000-000-386-83-31 | 174 | 220 | 220 | - | | | | |
| 001-000-000-386-83-32 | 31 | 40 | 40 | (300) | | | | |
| 001-000-000-386-91-00 | 798 | 1,300 | 1,000 | (100) | | | | |
| 001-000-000-386-92-00 | 420 | 700 | 600 | 175 | | | | |

2016 Budget - City of Ilwaco

11/18/2015

| 001 General Fund | | | | 001 GENERAL FUND | | | |
|------------------------|-----------|---------|-----------|----------------------------------|-----------|----------|-----------|
| ESTIMATED REVENUES - | | | | ESTIMATED EXPENDITURES - | | | |
| | YTD as of | 2015 | 2016 | Original | YTD as of | 2015 | 2016 |
| | 9/30/2015 | Budget | Proposed | Order | 9/30/2015 | Budget | Proposed |
| | | | | Short-Term Asset Expenses | | | |
| | 31,217 | | 832,221 | Total Operational Expense | | | 822,419 |
| | 576,192 | 822,168 | | Operational Surplus | | | 9,772 |
| | | | | Non-Operational Expense | | | |
| 001-000-000-334-02-70- | | | 150,000 | Ilwaco Park from Donations | | | 150,000 |
| 001-000-000-334-03-12- | | | 20,000 | RCCO Grant Expenses | | | 20,000 |
| 001-000-000-334-03-13- | | | 19,519 | Aquatic Weed Treatment Expense | 2,057 | 19,519 | 150,000 |
| 001-000-000-367-00-00- | | | 50,000 | Shoreline Master Program Expense | | | 23,000 |
| 001-000-000-367-10-00- | | | 25,000 | Fishing Derby from Donations | | | 4,200 |
| 001-000-000-367-10-00- | | | 5,373 | Fireworks from Donations | | | 7,500 |
| 001-000-000-367-10-00- | | | 8,833 | Total Non-Operational Expense | | | 356,700 |
| 001-000-000-367-10-00- | | | 8,870 | Gain/Loss Non-Operational | | | 1,600 |
| | | | 101,019 | GRAND TOTAL ALL EXPENDITU | 692,134 | 962,845 | 1,179,149 |
| | | | 358,300 | Total Surplus | (29,632) | (38,138) | 11,372 |
| | | | 662,502 | | | | |
| | | | 924,687 | | | | |
| | | | 1,190,521 | | | | |

| ESTIMATED REVENUES | | 2016 Budget - City of | | | | ESTIMATED EXPENDITURES | | 11/18/2015 | | | |
|--------------------------|--------------------------------------------|------------------------|----------------|------------------|--------------------------|------------------------------|----------------|------------------|---------|--|--|
| | | YTD as of 9/30/2015 | 2015 Budget | 2016 Proposed | | YTD as of 9/30/2015 | 2015 Budget | 2016 Proposed | | | |
| 403-000-000-397-00-00-00 | Inertie Loan Usda 91-01 | 2,177 | 4,354 | 4,354 | 403-000-000-591-34-70-01 | Pwtf 97-791-007 Principal | 13,118 | 13,118 | 13,118 | | |
| 403-000-000-397-00-00-03 | Transfer-Sewer Pwtf 97-791-007 | 14,201 | 14,299 | 13,905 | 403-000-000-591-34-70-03 | Pwtf 04-691 Principal | 1,496 | 1,496 | 1,496 | | |
| 403-000-000-397-00-00-04 | Transfer From Sewer Pwtf 2003 | - | - | - | 403-000-000-591-34-70-04 | Pwtf 05-691 Principal | 20,260 | 20,260 | 20,260 | | |
| 403-000-000-397-00-00-05 | Transfer-Sewer Pwtf 04-691 | 1,633 | 1,646 | 1,631 | 403-000-000-591-34-72-00 | Usda 91-01 Principal | 1,118 | 2,378 | 2,499 | | |
| 403-000-000-397-00-00-06 | Transfer-Sewer Pwtf 05-691 | 24,346 | 24,718 | 24,312 | 403-000-000-591-35-72-01 | Srf 94-08 Principal Only | 104,308 | 104,308 | 104,308 | | |
| 403-000-000-397-00-00-07 | Transfer-Sewer DOE | 248,343 | 285,424 | 281,316 | 403-000-000-591-35-72-04 | Pwtf - 06-962-0017 Principal | 12,559 | 11,898 | 12,559 | | |
| 403-000-000-397-00-00-08 | Transfer From Sewer Pwtf 13-961-054 Nesadi | 1,227 | 1,226 | 1,221 | 403-000-000-591-35-72-06 | B of P - 2008 - Principal | 15,194 | 15,275 | 16,022 | | |
| 403-000-000-397-00-00-02 | Transfer From Sewer Pwtf 04-691 | 104,308 | 104,308 | 104,308 | 403-000-000-591-35-72-07 | PVTF PR09-951-050 | - | - | - | | |
| 403-000-000-397-00-70-05 | Tran From Wat Pwtf 04-65104-013 | - | - | - | 403-000-000-591-35-78-00 | DOE SRF L1300001 - Principal | 133,626 | 133,626 | 137,279 | | |
| 403-000-000-397-00-72-04 | Tran From Sewer Pwtf 06-962-017 | 13,250 | 13,326 | 13,250 | 403-000-000-591-35-78-01 | DOE SRF L1300003 - Principal | 18,119 | 38,964 | 37,481 | | |
| 403-000-000-397-00-72-06 | Tran From Sewer B of P 2008 | 29,647 | 29,648 | 29,646 | 403-000-000-591-35-78-02 | DOE SRF L1300006 - Principal | 2,298 | 4,892 | 4,961 | | |
| 403-000-000-397-00-72-07 | Tran From Sewer PVTF 09-951-050 | - | - | - | 403-000-000-592-34-80-00 | Usda 91-01 Interest | 1,059 | 1,976 | 1,855 | | |
| | | | | | 403-000-000-592-34-80-01 | Pwtf 97-791-007 Interest | 1,082 | 1,181 | 787 | | |
| | | | | | 403-000-000-592-34-80-03 | Pwtf 04-691 Interest | 137 | 150 | 135 | | |
| | | | | | 403-000-000-592-34-80-04 | Pwtf 05-691 Interest | 4,086 | 4,457 | 4,052 | | |
| | | | | | 403-000-000-592-34-80-05 | Pwtf 04-65104-013 Interest | - | - | - | | |
| | | | | | 403-000-000-592-34-80-07 | PVTF PR09-951-050 | - | - | - | | |
| | | | | | 403-000-000-592-35-80-04 | Pwtf - 06-962-0017 Interest | 691 | 1,428 | 691 | | |
| | | | | | 403-000-000-592-35-80-05 | PVTF PC13-961-054 Nesadi | 1,227 | - | - | | |
| | | | | | 403-000-000-592-35-80-06 | Interest - 2008 | 14,453 | 1,226 | 1,221 | | |
| | | | | | 403-000-000-592-35-83-00 | DOE SRF L1300001 - Interest | 82,041 | 82,041 | 78,388 | | |
| | | | | | 403-000-000-592-35-83-01 | DOE SRF L1300003 - Interest | 12,128 | 25,641 | 23,012 | | |
| | | | | | 403-000-000-592-35-83-02 | DOE SRF L1300006 - Interest | 132 | 263 | 195 | | |
| | | | | | TOTAL | | 439,132 | 478,949 | 473,943 | | |
| | | | | | TOTAL | | (0) | 0 | (0) | | |

| 408 STORMWATER FUND | | 2016 Budget - City of Ilwaco | | | | 11/18/2015 | | | |
|---------------------------------------|---------------------------------|------------------------------|-----------|-------------|---------|---------------|--|--|--|
| ESTIMATED REVENUES - | | YTD as of 9/30/2015 | | 2015 Budget | | 2016 Proposed | | | |
| 408-000-000-543-10-00-00 | Storm Drainage | 69,455 | 86,538 | | 89,474 | | | | |
| 408-000-000-561-11-00-00 | Investment Interest | 33 | - | | | | | | |
| | Transfer from Excise Rsv | 20,000 | 20,000 | | | | | | |
| | Transfer from Streets | 8,000 | 8,000 | | | | | | |
| GRAND TOTAL REVENUES | | 97,487 | 114,538 | | 89,474 | | | | |
| ESTIMATED EXPENDITURES | | YTD as of 9/30/2015 | | 2015 Budget | | 2016 Proposed | | | |
| 408-000-000-531-00-31-03 | Storm Drainage Cleaning | - | - | | | | | | |
| 408-000-000-531-38-10-00 | Salaries & Wages | 10,948 | 15,704 | | | | | | |
| 408-000-000-531-38-20-00 | Benefits | 3,610 | 5,437 | | | | | | |
| 408-000-000-531-38-31-01 | Operations & Maintenance | 8,557 | 8,800 | | | | | | |
| 408-000-000-531-38-31-02 | Excise Tax | 1,187 | 1,600 | | | | | | |
| 408-000-000-531-38-32-00 | Gas/Oil Products | 980 | 1,000 | | | | | | |
| 408-000-000-531-38-35-00 | Small Tools | 157 | 1,500 | | | | | | |
| 408-000-000-531-38-46-00 | Insurance | 578 | 692 | | | | | | |
| 408-000-000-591-38-72-01 | Stormwater - Principal | 1,776 | 3,588 | | | | | | |
| | #19900038 | | | | | | | | |
| 408-000-000-591-38-72-02 | Pw-04-691 Principal | 1,496 | 1,496 | | | | | | |
| 408-000-000-591-38-72-03 | Pw-05-691-023 Principal | 20,260 | 20,260 | | | | | | |
| 408-000-000-592-31-83-01 | Stormwater - Interest #19900038 | 583 | 1,131 | | | | | | |
| 408-000-000-592-31-83-02 | Pw-04-691 Interest | 137 | 150 | | | | | | |
| 408-000-000-592-31-83-03 | Pw-05-691-023 Interest | 4,086 | 4,457 | | | | | | |
| 408-000-000-594-31-64-00 | Drainage Construction | 12,607 | 48,500 | | | | | | |
| 408-000-000-597-00-00-03 | Transfer TO 001-Bldg. Rental | 2,750 | 5,500 | | | | | | |
| GRAND TOTAL EXPENDITURES | | 69,713 | 119,816 | | 85,195 | | | | |
| 2016 Reserve Contribution (Depletion) | | \$27,774 | (\$5,278) | | \$4,279 | | | | |
| GRAND TOTAL REVENUES | | 97,487 | 114,538 | | 89,474 | | | | |

| | | 401 Water Fund | | 2016 Budget - City of Ilwaco | | ESTIMATED EXPENDITURES | | 11/18/2015 | |
|--------------------------|--------------------------------------|----------------|---------|------------------------------|------------------------|-----------------------------------------|-----------|------------|----------|
| ESTIMATED REVENUES | | YTD as of | 2015 | 2016 | ESTIMATED EXPENDITURES | | YTD as of | 2015 | 2016 |
| | | 9/30/2015 | Budget | Proposed | | | 9/30/2015 | Budget | Proposed |
| 401-000-000-343-40-00-00 | Water Sales | 501,949 | 710,890 | 741,487 | 401-000-000-534-00- | Salaries & Wages | 176,451 | 220,634 | 168,783 |
| 401-000-000-343-40-00-01 | Other Utilities | - | - | - | 401-000-000-534-00- | Operation & Maintenance | 54,731 | 73,651 | 60,378 |
| 401-000-000-343-40-00-02 | Other Rev Sources | 16,901 | 5,000 | 10,000 | 401-000-000-534-00- | Chemicals | 24,430 | 40,000 | 38,000 |
| 401-000-000-372-00-00-00 | Investment Interest | 726 | 200 | 300 | 401-000-000-534-00- | Monthly Excise Tax Pay | 26,439 | 53,521 | 32,289 |
| | Insurance Recoveries | - | - | - | 401-000-000-534-00- | Annual Meter Calibrations | 1,584 | 2,500 | 2,500 |
| | | - | - | - | 401-000-000-534-00- | Annual Permit Fees | 3,423 | 5,000 | 5,000 |
| 401-000-000-375-00-00-01 | Water Connections | - | - | - | 401-000-000-534-00- | Office & Customer Service | 5,306 | 6,000 | 8,000 |
| 401-000-000-395-10-00-00 | Proceeds From Sale of Capital Assets | 3,750 | 7,500 | 7,500 | 401-000-000-534-00- | Gasoline | 3,406 | 7,500 | 7,500 |
| | | - | - | - | 401-000-000-534-00- | Small Tools & Equipment | 3,962 | 5,000 | 5,000 |
| | | - | - | - | 401-000-000-534-00- | Small Tools & Equipment - Lab | 5,861 | 5,000 | 5,000 |
| | | - | - | - | 401-000-000-534-00- | Professional Services - Lab | 3,912 | 10,000 | 8,000 |
| | | - | - | - | 401-000-000-534-00- | Professional Services - Electrician | 12,416 | 12,000 | 20,000 |
| | | - | - | - | 401-000-000-534-00- | Professional Services - Computer system | 5,664 | 9,000 | 9,000 |
| | | - | - | - | 401-000-000-534-00- | Communications | 4,800 | 4,500 | 4,500 |
| | | - | - | - | 401-000-000-534-00- | Travel/Meals/odging | 2,112 | 2,000 | 2,000 |
| | | - | - | - | 401-000-000-534-00- | Insurance | 16,265 | 18,802 | 17,922 |
| | | - | - | - | 401-000-000-534-00- | Electricity | 20,258 | 35,000 | 36,050 |
| | | - | - | - | 401-000-000-534-00- | Storm Drainage | 643 | 660 | 950 |
| | | - | - | - | 401-000-000-534-00- | Vehicle Repair/Maintenance | 1,762 | 5,000 | 4,500 |
| | | - | - | - | 401-000-000-534-00- | Water Line Replacement | 195 | 500 | 500 |
| | | - | - | - | 401-000-000-534-00- | Safety Training | 2,133 | 2,000 | 2,000 |
| | | - | - | - | 401-000-000-534-00- | Software Upgrade | 602 | 7,500 | 1,000 |
| | | - | - | - | 401-000-000-534-00- | Miscellaneous | 408,742 | 552,998 | 482,692 |
| | | - | - | - | 401-000-000-591-34- | Principal Pwrf - 91206 | - | - | - |
| | | - | - | - | 401-000-000-591-34- | Principal Pwrf - 04-65104-013 | 16,949 | 16,985 | 16,949 |
| | | - | - | - | 401-000-000-592-34- | Interest Pwrf - 94206 | - | - | - |
| | | - | - | - | 401-000-000-592-34- | Interest Pwrf - 04-65104-013 | 1,864 | 1,864 | 1,695 |
| | | - | - | - | 401-000-150-591-34- | New DWSRF loans | 89,151 | 662,248 | 82,253 |
| | | - | - | - | 401-000-000-594-62- | Plant Improvements | 107,964 | 85,097 | 100,996 |
| | | - | - | - | 401-000-000-594-64- | Vehicle Purchase | 95,341 | 121,000 | 14,000 |
| | | - | - | - | 401-000-000-594-64- | Equipment | 13,546 | 40,500 | 50,000 |
| | | - | - | - | 401-000-000-594-64- | Contingency(fault reservoir) | 3,556 | 100,000 | 90,000 |
| | | - | - | - | 401-000-000-597-00- | Subtotal SLA Expenditures | 112,444 | 261,500 | 154,000 |
| | | - | - | - | 401-000-000-597-00- | Transfer TO 001 | 6,188 | 12,375 | 15,250 |
| | | - | - | - | 401-000-000-597-00- | Transfer TO 403 Udaa 91-01 | 2,177 | 4,354 | 4,354 |
| | | - | - | - | 401-000-000-597-00- | Transfer To403pwrf04-65104-013 | - | - | - |
| | | - | - | - | | Subtotal Transfers | 8,365 | 16,729 | 19,604 |
| | | - | - | - | | TOTAL OPERATIONAL EXPENDITURES | 637,513 | 916,324 | 757,192 |
| | | - | - | - | | GAIN/LOSS | - | - | 2,095 |
| | | - | - | - | 401-000-000-594-34- | Engineering - Plant | - | - | - |
| | | - | - | - | 401-000-000-594-34- | Engineering - Distribution | 3,418 | - | 115,645 |
| | | - | - | - | 401-000-000-594-34- | Construction Project - Reservoir | - | - | - |
| | | - | - | - | 401-000-000-594-34- | Construction - Plant | 805,600 | 846,000 | - |
| | | - | - | - | 401-000-000-594-34- | Construction - Distribution | 3,330 | 3,500 | - |
| | | - | - | - | | TOTAL Non-Operational Expense | 812,347 | 849,500 | 115,645 |
| | | - | - | - | | GRAND TOTALS ALL EXPENSES | 1,450,417 | 1,766,024 | 872,837 |
| | | - | - | - | | 2016 Reserve Contribution (Depletion) | (95,685) | (196,434) | 2,095 |

2016 Budget - City of Ilwaco

11/18/2015

| | | | | | | | | | | | | | | | | |
|--------------------------|--------------------------------|---------|-----------|-----------|--|--|--|--|--|--------------------------|---------------------------------------|----------|----|-----------|---------|-----------|
| 409-000-000-591-80-00-00 | Intergovernmental Loan Proceed | - | 285,000 | 285,000 | | | | | | 409-000-000-594-63-35-01 | First Street Sewer Engineering | - | - | - | - | |
| | TOTAL NON-OPERATIONAL REVENUES | | 285,000 | 285,000 | | | | | | 409-000-000-594-63-35-01 | Engineering - Collection System | - | - | 285,000 | 285,000 | |
| | | | | | | | | | | | TOTAL NON-OPERATIONAL EXPENDITURES | | | | 285,000 | |
| | | | | | | | | | | | GAIN/LOSS | | | | | |
| | GRAND TOTALS ALL REVENUES | 797,366 | 1,452,100 | 1,377,014 | | | | | | | GRAND TOTAL EXPENDITURES | 847,344 | \$ | 1,544,923 | \$ | 1,339,836 |
| | | | | | | | | | | | 2016 Reserve Contribution (Depletion) | (49,978) | \$ | (92,823) | \$ | 37,178 |



120 First Avenue North
PO Box 548 • Ilwaco, WA 98624
City Hall Phone: 360.642.3145
City Planner Phone: 360.577.3041
www.ilwaco-wa.gov

Staff Report and Recommendation to Ilwaco City Council

Proposal: 2015 Comprehensive Plan Update
Meeting/Hearing Date: November 23, 2015
Applicant: City of Ilwaco
City Contact: Matt Buchanan, City Planner
Email: mbuchanan@cwco.org
Phone: 360.577.3041
Address: 207 4th Ave. North—Admin Annex
Kelso, WA 98626
Project Vicinity: All areas within the Ilwaco city limits/urban growth area

City Council Action Required: Yes

Possible Actions:

1. Adopt the proposed comprehensive plan update as written;
2. Adopt the proposed comprehensive plan update with recommended modifications;
3. Do not adopt the proposed comprehensive plan update;
4. Continue to a future date to obtain additional information or to consider information presented.

Planning Commission Recommendation: At its August 4, 2015 meeting, the Planning Commission voted unanimously to recommend approval of the proposed comprehensive plan update. A memo to City Council is attached as Exhibit A, presenting the Planning Commission's findings of fact, conclusions, and recommendation.

City Planner Recommendation: Adopt the June draft of the Comprehensive Plan update, with the recommended technical corrections included in this staff report.

OVERVIEW

The City of Ilwaco has prepared an update of its comprehensive plan in compliance with Chapter 36.70A RCW (Growth Management Act - GMA). The comprehensive plan is used to guide actions related to growth and development within the city. The proposed update was developed by planning consultant John Kliem with Creative Community Solutions, with assistance from the former city planner, city staff, the Ilwaco Planning Commission, and community members.

The primary focus of this update was to bring the plan into compliance with the GMA by incorporating the basic required information in a manner consistent with the Pacific County Countywide Planning Policies. The City recognizes that it has missed previous deadlines to update the plan, which are required by GMA. Through this update, the City aims to resolve this noncompliance and regain eligibility for state grants and loans.

The City relied on the Planning Commission as the responsible organization to oversee the update. Briefings have been held with the Planning Commission since March 2015. A public workshop

was also held on March 3, 2015 where the planning consultant facilitated a discussion on a community vision statement to guide the development of the comprehensive plan.

PROCESS

Decision Procedure: In accordance with IMC 15.06.060, comprehensive plan updates (legislative process) shall be approved by the Ilwaco City Council, following a State Environmental Policy Act (SEPA) review, a public meeting held by the Planning Commission, and an open record public hearing with City Council.

SEPA Review: A SEPA checklist (Exhibit B) was prepared by City staff, and the proposal was determined to not have a significant adverse impact upon the environment. A Determination of Non-Significance (DNS) was issued by the City on October 13, 2015, and a 14-day public comment period was issued. No comments were submitted during the 14-day period; however, Ryan Crater (former Ilwaco City Planner and an Ilwaco resident) submitted a comment one day late on October 28, 2015. Those comments may be considered by the City Council, and are included as Exhibit C.

Planning Commission Public Meetings: The Ilwaco Planning Commission held numerous monthly public meetings between March and July 2015, where they routinely heard presentations on the comprehensive plan update, given by the former City Planner and the planning consultant. Both the public and the Planning Commission had opportunity to offer input.

Public Hearing with City Council: An Open Record Public Hearing before City Council was held November 9, 2015 and continued to November 23, 2015. Necessary changes to the June 2015 draft plan were discussed by members of the Council, which have been incorporated into this staff report in the Recommended Technical Corrections section. Additionally, former City Planner Ryan Crater provided comments, which are also being addressed in this staff report under the same section.

State Department of Commerce Review: The City submitted the June 2015 draft Comprehensive Plan to the Department of Commerce for 60-day review on July 14, 2015. The Department of Commerce responded on September 23, 2015, saying they had no comments for the City.

MAJOR REVISIONS PROPOSED BY THE JUNE 2015 DRAFT

The June 2015 draft does include some substantial changes from the currently adopted plan. A new community vision statement was added, based on input gathered at the March 2015 public workshop. This vision statement addresses several community aspirations, including increased business, housing, and transit opportunities; community aesthetics; new infrastructure; additional senior resources; and more parks and recreation. These aspirations were used to develop new goals and planning policies presented in each of the plan's six elements, which should direct the City's decision process for guiding future development. Additional data and information used to develop the goals and policies is included in the Technical Information Profiles section of the plan.

Another major revision proposed in the June draft, is the elimination of two elements which are included in the currently adopted plan:

Port Element: The June draft does not include a port element. Per RCW 36.70A.085, comprehensive plans of cities that include all or part of a port district with annual operating revenues in excess of twenty million dollars may include a marine industrial port element. Because this element is not required, the

former City Planner and planning consultant chose not to include the port element in the update. One may be added at a future date if the City Council and Port of Ilwaco Commission deem it necessary.

Economic Development: The currently adopted plan includes an economic development element; however, the draft update does not. Previously, economic development had been required, per RCW 36.70A.070; however, it was later amended to nullify the requirement lacking state funding. (If state funding is ever established to do this work, the requirement may resume.) Because this element is not currently required, the former City Planner and planning consultant chose not to include the port element in the update. One may be added at a future date if the City Council deems it necessary.

Another major revision to the June draft was the addition of a section titled “Sustaining the Comprehensive Plan.” The section outlines new goals and policies that guide the City in protecting private property rights, citizen engagement, comprehensive plan monitoring, interjurisdictional planning, and making future plan amendments.

RECOMMENDED TECHNICAL CORRECTIONS

In the time that the new planning staff has had to review the document, we have found that the draft plan does have certain technical errors that are either necessary or worthwhile to correct before adoption. These errors, with recommended corrections are as follows:

Page 3: Under “City of Ilwaco Planning History,” planning staff found mistakes regarding the timeline of events. Also on page 3, the footer includes an unnecessary citation for an RCW provision, and excludes a necessary Pacific County Resolution. The City Planner recommends the following technical corrections to page 3 of the June 2015 draft:

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 2007.³ Terms later added to the GMA gave Ilwaco two 36-month automatic extensions, but all three deadlines went unmet. ~~Despite missing this deadline, The city is now adopting this update to its comprehensive plan in 2015 in order to bring it into compliance with the planning requirements of GMA. 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 Growth Management~~ 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.⁴ There has been no action to-date on revisiting the urban growth boundaries through the countywide planning process.

Page 3 footer:

³ See RCW 36.70A.130(4)(d) and ~~(6)(c)~~

⁴ Pacific County Ordinance 161, December 13, 2011; Resolution 2012-022, April 12, 2012

Page 8: Under Policies for Residential Districts, Policy 1.12 addresses the low-density Residential Overlay (R-1S). At the November 9, 2015 Public Hearing, City Council discussed eliminating this policy, due to a confliction with RCW 35A.21.312, which limits cities’ ability to restrict the location of manufactured homes. The intent of the R-1S district is to provide for low-density, single-family residential development, which would include single-wide manufactured homes. It was developed

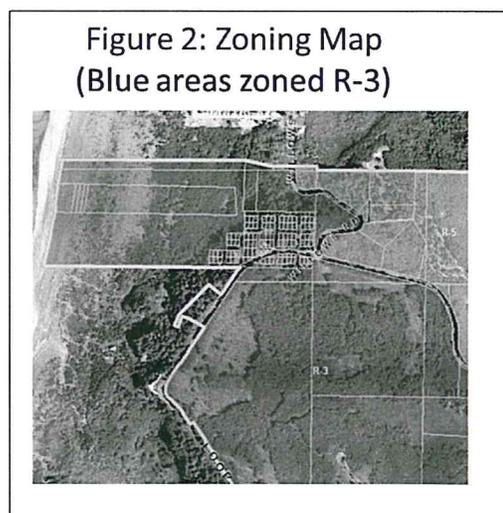
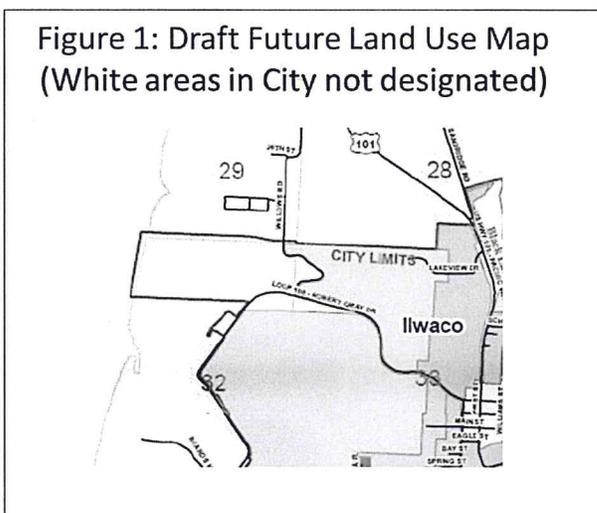
before the creation of RCW 35A.21.312. It is suspected that the consultant and previous staff included Policy 1.12 during the update in order to create consistency with the existing development code; however, City Council has acknowledged that the R-1S Overlay should be revised or eliminated to comply with state law. To help ensure compliance with state law, the planning staff recommends correcting page 8, by eliminating Residential District Policy 1.12 (addressing the R-1S Overlay):

~~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.~~

An additional technical correction on page 8 suggested by Council was to replace the word “establish” in policies 1.11 through 1.14 with “maintain,” being that these residential districts have already been created. Planning staff agrees, and recommends this technical error be corrected.

Page 9: The future land use map (Figure 1 of this report) does not designate future land uses for certain areas within the City which are currently zoned (Figure 2 of this report). As recognized by former City Planner, Ryan Crater, in his SEPA comment letter and comments he provided during the November 9th Public Hearing, the City’s development regulations must be consistent with the comprehensive plan. Zoned areas of town should be consistent with the future land use map included in the comprehensive plan.

The current planning staff agrees with this assertion, and recommends that future land uses should be assigned to the zoned area that has not yet been assigned a future land use per the map on page 9. Planning staff recommends that new future land use assignments should be consistent with the City’s current development regulations. The area is entirely zoned R-3: Resort District; therefore, planning staff recommends the white areas inside the City (presented in Figure 1 below) be assigned the Residential Resort Future Land Use Designation. This ensures consistency between the comprehensive plan and the development regulations.



Page 10: Similar to recommended correction to page 8, the word “establish” in policies 1.11 through 1.14 should be changed to “maintain,” being that these commercial, manufacturing, and recreational districts have already been created. Planning staff recommends this technical error be corrected.

CONCLUSIONS

It should be noted, that the current City Planner has been on contract with the City of Ilwaco for approximately one month by the time this staff report was submitted, was not involved in the update process of the comprehensive plan, and has not had an abundance of time to thoroughly review the document to fully ensure compliance with state law. Therefore, the planning staff is relying on the guidance of the planning consultant, City staff, and the Planning Commission to draw conclusions.

Planning Commission concludes that:

1. The draft Comprehensive Plan conforms to the requirements of the Growth Management Act and the Procedural Criteria for Adopting Comprehensive Plans and Development Regulations; and
2. The draft Comprehensive Plan reflects the opinions, comments, and ideas of Ilwaco’s citizens as collected through the Planning Commission’s public hearing.

Alternatives for action

There are two different options for adoption. Both would be viable approaches, but each has a different outcome and implications that should be carefully weighed by the City Council.

Option 1. Adopt now. The City Council could adopt the proposed 2015 comprehensive plan update, as presented in the June 2015 Draft, with or without the current City Planner’s recommended technical corrections.

The City has secured funding guarantees (combination loan/grant monies) from the state Water Quality Combined Financial Assistance Account, Drinking Water State Revolving Fund, and the Centennial Clean Water Account. These funds are needed to address an urgent sewer project for the Sahalee subdivision. The state legislature enacted restrictions on numerous state funding sources that require GMA compliance in order to be eligible for this funding; so in its current, noncompliant position, the City cannot access some or all of these funds. It is the City’s hope that adoption of the comprehensive plan update and, separately, the critical areas ordinance and capital facilities plan, will bring it into compliance with GMA so that it may receive these grants and loans.

This may or may not be the case. There are a number of different definitions of GMA compliance specific to various funds. What may be considered “in compliance” for one fund may not be the same as another. At the same time, it is not clear whether funders conduct independent verification of compliance according to specific definitions versus using the Department of Commerce’s compliance status report.

One fundamental, common thread in determining GMA compliance is whether a jurisdiction has (a) adopted a comprehensive plan under the GMA; and (b) adopted development regulations that are consistent with and implement the comprehensive plan. The development regulations contained in the City’s currently adopted municipal code have not been reviewed to determine whether or not they are “consistent with and implement” the updated comprehensive plan. Corresponding code amendments have not been developed. Therefore, irrespective of whether the City adopts the updated comprehensive plan, critical areas ordinance, and capital facilities plan, staff cannot predict whether the

state will continue to deem it out of compliance with GMA because its development regulations have not been correspondingly updated. If this occurs, the City's eligibility for certain state funds could continue to be compromised, regardless of this update.

Additionally, if the City adopts the plan update at this point, it will still be required to meet the next statutory update deadline of June 2018 (see additional information below). With lead-in work on an update typically taking one to two years, the City will need to initiate another update process no later than 2017.

Option 2. Delay adoption by a year. The next statutory update deadline is June 2018. Per provisions in RCW 36.70A.130, state law allows jurisdictions to adopt ahead of the deadlines. Commerce staff advised that its standard for early adoption is two years. Therefore, by adopting the update now, an entirely separate update process will need to be done sometime between June 2016 and June 2018. Delaying adoption by one year would offer the City time in which to work on updating its development regulations as well, leading toward an improved GMA compliance profile. However, during the intervening year, the City would remain out of compliance with the GMA and, as such, may not be able to access state funds whose eligibility is tied to GMA compliance.

CITY PLANNER RECOMMENDATION

City staff and the Department of Ecology have asserted that state funds may be withheld unless this plan update is adopted. These funds are needed in order to address an urgent sewer project that impacts the public health. Based on these assertions, as well as the findings and conclusions offered by the Planning Commission, the City Planner recommends Option 1 listed above: to adopt the June draft of the Comprehensive Plan update, with the recommended technical corrections also listed above.

EXHIBITS

- A. Ilwaco Comprehensive Plan--June 2015 Draft
- B. SEPA DNS/Checklist
- C. SEPA comment submitted by Ryan Crater



Draft Comprehensive Plan

Findings, Conclusions, and Recommendation

City of Ilwaco Planning Commission

August 4, 2015

Planning Commission Findings of Fact on the Draft Comprehensive Plan

The City of Ilwaco Planning Commission finds the following facts:

1. The City of Ilwaco adopted its current Comprehensive Plan 18 years ago in 1997 as required under the Growth Management Act. RCW 36.70A.130 required the city to update this plan by December 1, 2010 to ensure compliance with the Growth Management Act and Chapter 365-196 RCW, Procedural Criteria for Adopting Comprehensive Plans and Development Regulations.
2. To bring the city in compliance with the Growth Management Act, the city initiated a plan update in 2015.
3. The Planning Commission held a public visioning session in March 2015 to engage the community in preparing an update to the 1997 Comprehensive Plan.
4. A preliminary draft Comprehensive Plan was prepared for the Planning Commission in July 2015 based upon the data collected from the public visioning session, an update of technical planning information, and the requirements under Chapter 36.70A RCW, and Chapter 365-196 WAC.
5. The Planning Commission initiated its review of this document in July and August 2015, making various changes to it based on their knowledge of the community, the background report, and their assessment of the survey results.
6. The Planning Commission held a public meeting on the draft Comprehensive Plan on August 4, 2015 in accordance with RCW 35.63.100. After considering public testimony, the Planning Commission adopted these findings of fact and issued the following conclusions and recommendation.

Conclusions and Recommendation

Based on these findings of fact, the Planning Commission concludes that:

1. The draft Comprehensive Plan conforms to the requirements of the Growth Management Act and the Procedural Criteria for Adopting Comprehensive Plans and Development Regulations; and

2. The draft Comprehensive Plan reflects the opinions, comments, and ideas of Ilwaco's citizens as collected through the Planning Commission's public hearing.

The Planning Commission hereby forwards this draft Comprehensive Plan to the City Council for their consideration and adoption.

Respectfully submitted to the City Council through the City of Ilwaco Clerk this 4th day of August 2015.

Nansen Malin, Chair
City of Ilwaco Planning Commission

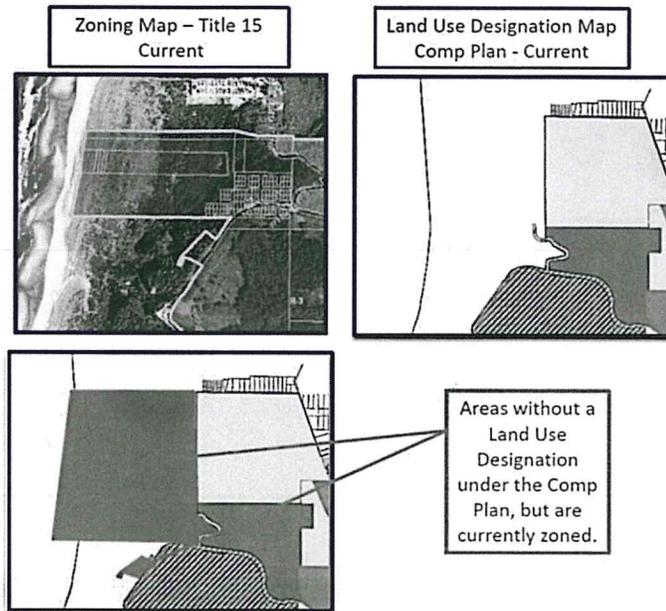
1 To: City of Ilwaco - SEPA Review Team
2 From: Ryan Crater - Ilwaco Citizen
3 Re: SEPA - Determination of Nonsignificance
4

5 **Background Information - Points and Authorities:**
6

7 Under the Growth Management Act, codified in RCW 36.70A, a jurisdiction
8 subject to the GMA must prepare a comprehensive plan. Under RCW
9 36.70A.070(1), a jurisdiction's comprehensive plan must contain a Land Use
10 Element. Under this element a jurisdiction is required to provide Land Use
11 Designations of lands within their jurisdiction. These Land Use Designations
12 must comply with the overlaying zoning map, which implements the development
13 regulations. Per RCW 36.70A.040, the Development Regulations must implement
14 the comprehensive plan.

15 Below in Figure 1 it shows the existing Land Use Designation Map and
16 the current Zoning Map. When evaluating a comprehensive plan for consistency,
17 one of the tasks is verifying that these two designations are consistent with
18 each other. In Figure 1, you can see that under the comprehensive plan there
19 is no Land Use Designation, but there is a Zoning Designation. In order to be
20 consistent with the GMA there needs to be a Land Use Designation under the
21 comprehensive plan, with a zoning designation overlay that is consistent with
22 the Land Use Designation. Currently there is a "gap" between these two, which
23 makes the current comprehensive plan inconsistent with the GMA and the
24 development regulations.
25
26
27
28

1
2 **Figure 1.**



15 **Review of the SEPA Checklist and applicable law.**

16 The review process outlined in the Local Project Review Act requires
17 GMA jurisdictions to analyze the consistency of a proposal with applicable
18 development regulations and the comprehensive plan in the absence of the
19 first. RCW 36.70B.040 requires that at a minimum, GMA jurisdictions must
20 consider four factors to determine consistency. Of the four factors, I have
21 a question regarding the first factor. This factor being: "The type of land
22 use allowed, such as the land use designation". WAC 365-197-050 also
23 describes the criteria used to analyze consistency of project actions.

24 As part of this non-project review, the comprehensive plan must be
25 consistent with other plans, policies and laws in two ways, "Internal
26 Consistency" and "External". In the current review, the proposed
27 comprehensive plan update did not provide new updated Land Use Designation
28

1 maps. The current maps under the existing Land Use Element don't provide a
2 land use designation for the City's section of land on the Ocean side. The
3 City does have this area currently zoned, but without a Land Use Designation
4 this is considered to be a gap, which brings up a consistency question.

5 Under the GMA, both the zoning map and land use designation map must be
6 consistent with each other. In this case, the current zoning is not
7 justified as there is no land use designation, which is first thing needed in
8 order to zone an area.

9 This inconsistency (gap) mentioned above brings up the question of "Do
10 the developments and uses allowed under the current zoning have a potential
11 to create environmental impacts that have not been fully addressed within the
12 submitted SEPA checklist or under the GMA?"

13 The map in Figure 1 of this memo shows the current Land Use Designation
14 Map and the Zoning Map for the Pacific Ocean dune area within Ilwaco city
15 limits. The inconsistency in the maps is shown in the red areas. These areas
16 currently do not have a Land Use Designation, but do have a current zoning
17 overlay, except for a small section that isn't currently zoned. Under GMA
18 requirements a Land Use Designation must first be applied before the area can
19 be legally zoned for GMA planning communities. I spoke with Matthew Ojennus
20 at the Washington State Department of Commerce about this issue, and he
21 stated the City must provide these areas with a Land Use Designation under
22 the Periodic Review and Update process in order to be in compliance with the
23 GMA. The City also needs to provide these areas with a zoning designation
24 that is consistent with the Comprehensive Plan to be in full compliance.

25 The issue under this SEPA review process is whether or not this
26 inconsistency poses potential environmental impacts with regards to what is
27 currently allowed under the existing zoning regulations. The larger area in
28 question should be reviewed and considered for an "Open Space" designation to

1 account for the areas unique environmental habitat. Once a Land Use
2 Designation is provided for this area, an appropriate zoning designation
3 would be applied that is consistent with the Land Use Designation, which for
4 Ilwaco would be "Park District." If the appropriate Land Use Designation was
5 applied this would result in the current zoning needing to be downgraded in
6 order to be consistent as well.

7 Since this inconsistency was not addressed in the SEPA checklist or
8 during the Periodic Review and Update process for the Comprehensive Plan, the
9 potential environmental impacts from allowed uses under the existing zoning
10 designation have not been fully addressed. This potentially could result in a
11 threshold determination above a DNS, which could require and EIS to address
12 known impacts from the allowed uses and developments under listed under Title
13 15.29.

14 To address this issue, the City needs to take the above information
15 into consideration and revise their threshold determination. It is my opinion
16 that the DNS threshold determination is not consistent with the information
17 presented in the checklist. There remains a "gap" that needs to be revisited.

18 I suggest that the City contact Sonia Mendoza, Ecology's Southwest
19 Region SEPA contact for guidance on how to proceed forward. It could be that
20 this isn't a SEPA issue, but it is important to verify with Ecology if that
21 is the case or not.

22
23 Yours truly,

24 Ryan Crater
25
26
27
28

City of Ilwaco
Determination of Nonsignificance (DNS)

Description of proposal: Adoption of update to the City of Ilwaco Comprehensive Plan as required under Chapter 36.70A RCW.

Proponent: City of Ilwaco

Location of proposal, including street address, if any: The project proposal applies within the City of Ilwaco Urban Growth Area.

Lead agency: City of Ilwaco

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030 (2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

There is no comment period for this DNS.

This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.

This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date below. Comments must be submitted by 10/27/15.

Responsible official: Holly Beller

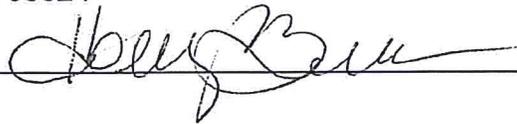
Position/title: Deputy City Clerk

Phone: (360) 642-3145 or clerk@ilwaco-wa.gov

Address: PO Box 548, Ilwaco WA 98624

Date: 10/13/15

Signature





Draft Comprehensive Plan Environmental Checklist

| | |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Background | |
| 1. | Name of proposed project, if applicable: City of Ilwaco Comprehensive Plan |
| 2. | Name of applicant: City of Ilwaco |
| 3. | Address and phone number of applicant and contact person: 120 First Avenue/PO Box 548 Ilwaco, WA 98624 |
| 4. | Date checklist prepared: July 8, 2015 |
| 5. | Agency requesting checklist: City of Ilwaco |
| 6. | Proposed timing or schedule (including phasing, if applicable): Anticipated adoption of Comprehensive Plan in September 2015 |
| 7. | Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. Yes, updates required under RCW 36.70A |
| 8. | List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. The Draft Comprehensive Plan contains environmental information related to its adoption & implementation |
| 9. | Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. Required 60-day review period by state agencies |
| 10. | List any government approvals or permits that will be needed for your proposal, if known. Adoption by Ilwaco City Council |
| 11. | Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. The city intends to adopt an update to its 1997 Comprehensive Plan. The plan's content conforms to Chapter 365-196 WAC. The Comprehensive Plan and its adoption is a nonproject action under SEPA. |
| 12. | Location of the proposal. The Comprehensive Plan applies to the entire urban growth area for the City of Ilwaco. The UGA extends only to the current city limits. |

| | |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B. Environmental Elements | |
| 1. Earth | |
| a. | General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other . . . The city has a wide range of flat, rolling, and steep hillsides |
| b. | What is the steepest slope on the site (approximate percent slope)? Approximately 30 percent |
| c. | What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland. Udorthents, Palix silt loam, Lebam silt-loam, Salzer, and Ocosta silty clay loam |
| d. | Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. There has been a history of slides during significant storm events along Capt. Robert Gray Drive; other soil creep has been observed in the Sahalee Subdivision area |
| e. | Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill. There is no specific filling or grading proposed by the plan. However, filling and grading may occur from projects permitted through the plan. |
| f. | Could erosion occur as a result of clearing, construction, or use? If so, generally describe. Yes; geologically hazardous areas exist in the city. The plan contains policies to protect critical areas. |
| g. | About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? Unknown |
| h. | Proposed measures to reduce or control erosion, or other impacts to the earth, if any: Implement the Comprehensive Plan and application of the city's critical areas ordinance |

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B. Environmental Elements |
| 2. Air |
| <p>a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known. No direct air emissions will result from the adoption of the plan. Future development allowed through the plan may create emissions; future environmental review of specific proposals will be necessary.</p> |
| <p>b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. No</p> |
| <p>c. Proposed measures to reduce or control emissions or other impacts to air, if any: Future proposals allowed under the plan will be evaluated for potential air emissions</p> |
| 3. Water |
| a. Surface: |
| <p>1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. The city abuts Baker Bay, an extension of the Columbia River. The Wallacut River flows through the eastern end of the city to its mouth on Baker Bay. Black Lake is a major water feature on the city's north end. Wetlands are distributed throughout the city.</p> |
| <p>2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. The plan does allow development within 200 feet of these surface waters.</p> |
| <p>3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. The proposal will not result in the filling of surface waters.</p> |
| <p>4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. None.</p> |
| <p>5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. Yes; floodplains exist primarily at the eastern end of the city in the Vandalia area.</p> |
| <p>6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. Treated wastewater effluent created by future development allowed through the plan will be discharged into Baker Bay. No known volumes have been estimated at this time but must conform to the city's NPDES permit.</p> |
| b. Ground: |
| <p>1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known. No</p> |
| <p>2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. The city has wastewater collection and treatment system and will not discharge to ground water sources.</p> |
| c. Water runoff (including stormwater): |
| <p>1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. The city has a stormwater utility for operating and maintaining a stormwater collection program. Nearly all stormwater eventually drains to Baker Bay.</p> |
| <p>2) Could waste materials enter ground or surface waters? If so, generally describe. It is possible that waste materials from roads and lawns could enter ground or surface waters through the stormwater conveyance system.</p> |
| <p>d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any: Continue to improve the stormwater collection system; enforce current codes that require stormwater treatment.</p> |

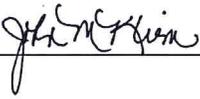
| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B. Environmental Elements |
| 4. Plants |
| <p>a. Check or circle types of vegetation found on the site:</p> <p><input checked="" type="checkbox"/> deciduous tree: alder, maple, aspen, other</p> <p><input checked="" type="checkbox"/> evergreen tree: fir, cedar, pine, other</p> <p><input checked="" type="checkbox"/> shrubs</p> <p><input checked="" type="checkbox"/> grass</p> <p><input type="checkbox"/> pasture</p> <p><input checked="" type="checkbox"/> crop or grain</p> <p><input checked="" type="checkbox"/> wet soil plants: cattail, buttercup, 3ulrush, skunk cabbage, other</p> <p><input checked="" type="checkbox"/> water plants: water lily, eelgrass, milfoil, other</p> <p><input checked="" type="checkbox"/> other types of vegetation</p> |
| <p>b. What kind and amount of vegetation will be removed or altered? Future development allowed through the plan may result in removal of vegetation. Quantities at this time are unknown.</p> |
| <p>c. List threatened or endangered species known to be on or near the site. There are no known threatened or endangered plant species known to be on the site</p> |
| <p>d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: The city's critical areas ordinance provides requirements for preserving or enhancing vegetation in critical areas and shoreline environments.</p> |
| 5. Animals |
| <p>a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:</p> <p><input checked="" type="checkbox"/> birds: hawk, heron, eagle, songbirds, other:</p> <p><input checked="" type="checkbox"/> mammals: deer, bear, elk, beaver, other:</p> <p><input checked="" type="checkbox"/> fish: salmon, trout, herring, shellfish, other: All of these species exist in the city.</p> |
| <p>b. List any threatened or endangered species known to be on or near the site. In Baker Bay and Columbia River: Chinook (threatened), coho (threatened), steelhead (threatened), green sturgeon (threatened), eulachon (threatened), and bull trout (threatened). Terrestrial species that may move through the city: marbled murrelet (threatened), northern spotted owl (threatened), Oregon silverspot butterfly (threatened), short-tailed albatross (endangered), and western snowy plover (threatened).</p> |
| <p>c. Is the site part of a migration route? If so, explain. Yes, bird species in Baker Bay and elk in the eastern section of the city.</p> |
| <p>d. Proposed measures to preserve or enhance wildlife, if any: Future development allowed under the plan will need to conform to the city's critical areas ordinance.</p> |
| 6. Energy and natural resources |
| <p>a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. A wide range of energy resources may be used to support future residential, commercial, industrial, and public development allowed through the plan.</p> |
| <p>b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. Potentially some properties may experience some restricted access to solar power through development allowed through the plan; however, future environmental and site review of specific projects may require mitigation to avoid or mitigate those impacts.</p> |
| <p>c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: None</p> |
| 7. Environmental health |
| <p>a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. No specific hazard is expected with the adoption of the plan</p> |
| <p>1) Describe special emergency services that might be required. Future environmental and site review of specific projects may require special emergency services of a project</p> |
| <p>2) Proposed measures to reduce or control environmental health hazards, if any: None at this time</p> |

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| B. Environmental Elements |
| b. Noise |
| 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? No such noises exist at this time |
| 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. Normal noise associated with daily life in a municipality |
| 3) Proposed measures to reduce or control noise impacts, if any: The city can choose to reduce or control unanticipated noise impacts through nuisance codes |
| 8. Land and shoreline use |
| a. What is the current use of the site and adjacent properties? Current designation is urban |
| b. Has the site been used for agriculture? If so, describe. No |
| c. Describe any structures on the site. There are structures for residential, commercial, manufacturing, and public uses throughout the city. |
| d. Will any structures be demolished? If so, what? There are no structures identified in the plan slated for demolition |
| e. What is the current zoning classification of the site? The city is zoned for residential, commercial, manufacturing, and public uses |
| f. What is the current comprehensive plan designation of the site? The plan establishes development districts for residential, commercial, manufacturing, and public uses |
| g. If applicable, what is the current shoreline master program designation of the site? Urban |
| h. If so, specify. The city has critical areas within its boundaries classified as wetlands, frequently flooded areas, geologically hazardous areas, and fish and wildlife habitat conservation areas |
| Approximately how many people would reside or work in the completed project? The city has an estimated 2015 population of 945 people. |
| j. Approximately how many people would the completed project displace? None |
| k. Proposed measures to avoid or reduce displacement impacts, if any: None |
| l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: The provides goals and policies within the Land Use, Housing, Public Facilities & Services, Transportation, and Utilities Elements to ensure compatibility of future uses with existing ones. |
| 9. Housing |
| a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. The plan estimates approximately 100 new housing units will be constructed during the 20-year planning period. These units may serve people of all income levels. |
| b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. None |
| c. Proposed measures to reduce or control housing impacts, if any: The plan contains policies for promoting housing diversity, quality, and affordability for residents |
| 10. Aesthetics |
| a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? Unknown |
| b. What views in the immediate vicinity would be altered or obstructed? Unknown |
| c. Proposed measures to reduce or control aesthetic impacts, if any: The plan proposes establishing development regulations that preserve view corridors |
| 11. Light and glare |
| a. What type of light or glare will the proposal produce? What time of day would it mainly occur? Unknown at this time |
| b. Could light or glare from the finished project be a safety hazard or interfere with views? Unknown at this time |

| |
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| B. Environmental Elements |
| c. What existing off-site sources of light or glare may affect your proposal? None at this time |
| d. Proposed measures to reduce or control light and glare impacts, if any: Future site review of specific projects may require mitigation to avoid or mitigate such impacts. |
| 12. Recreation |
| a. What designated and informal recreational opportunities are in the immediate vicinity? There are numerous recreational opportunities available in and adjacent to the city that include city, state, privately owned recreational opportunities. |
| b. Would the proposed project displace any existing recreational uses? If so, describe. No; the plan has goals and policies to increase recreational opportunities. |
| c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: The plan contains a six-year capital improvement plan for increasing recreational opportunities. |
| 13. Historic and cultural preservation |
| a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe. The Colbert House is a listed state historic structure. |
| b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site. The Colbert House is a listed state historic structure. |
| c. Proposed measures to reduce or control impacts, if any: No landmarks or historic structures will be impacted by the adoption of the plan. |
| 14. Transportation |
| a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any. The city is served by SR 100 and 101; seven major collectors; and local streets. |
| b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop? Yes, Pacific Transit System serves the community with pick up at the Port of Ilwaco. There is also dial-a-ride service available. |
| c. How many parking spaces would the completed project have? How many would the project eliminate? The plan does not affect parking spaces |
| d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private). The plan proposes conceptual rights-of-way design for the undeveloped areas of the community. |
| e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. Existing and future development in Ilwaco will utilize water and air transportation at the Port of Ilwaco. |
| f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur. New development within the city will create marginal traffic increases over the next 20 years. However, SR 101 may see average daily traffic counts climb as travelers use the highway through the community. |
| g. Proposed measures to reduce or control transportation impacts, if any: The plan proposes close coordination with the Washington Department of Transportation to monitor traffic increases on SR 101. |
| 15. Public services |
| a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe. The increase in population accommodated by the proposed plan is within the capacity expectations of existing public services. |
| b. Proposed measures to reduce or control direct impacts on public services, if any. The plan sets level of service standards and encourages the city to monitor growth annually to ensure public services are not impacted by growth |
| 16. Utilities |
| a. Circle utilities currently available at the site: <u>electricity</u>, <u>natural gas</u>, <u>water</u>, <u>refuse service</u>, <u>telephone</u>, <u>sanitary sewer</u>, <u>septic system</u>, other. |
| b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. Future residential, commercial, manufacturing, and public uses will require utilities. Some extension of utilities may be necessary to accommodate future growth. Current utilities have sufficient capacity to address this growth. |

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: 

Date Submitted: July 9, 2015

| D. Supplemental Sheet for Non-Project Actions | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise? | <p>The growth accommodated through the plan potentially will contribute to an increase in discharge to water bodies, emissions to air, and the production hazardous substances and noise.</p> <p>Proposed measures to avoid or reduce such increases are:</p> <p>The plan establishes policies for the city in developing and implementing regulations that will avoid or mitigate adverse many of these impacts to environment. Other local and state agencies, such as ORCAA and ECY, augment city regulatory authority as well.</p> |
| 2. How would the proposal be likely to affect plants, animals, fish, or marine life? | <p>Development authorized through the plan potentially could displace plant and animal species.</p> <p>Proposed measures to protect or conserve plants, animals, fish, or marine life are:</p> <p>The proposed plan establishes policies for critical area regulations that avoid or mitigate impacts to plant and animal species.</p> |
| 3. How would the proposal be likely to deplete energy or natural resources? | <p>Existing and future development will continue to deplete energy and natural resources.</p> <p>Proposed measures to protect or conserve energy and natural resources are:</p> <p>Efforts to conserve energy and natural resources consumption for the most part is beyond the capacity of the city. The plan does promote conservation of water provided through the city's water and sewer utilities through rate structures and improving infrastructure. It also promotes the use of non-motorized circulation by foot and bicycle.</p> |
| 4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands? | <p>The proposed plan seeks to avoid disruption of these sensitive areas by avoiding development within them to the greatest extent feasible. However, some displacement is unavoidable.</p> <p>Proposed measures to protect such resources or to avoid or reduce impacts are:</p> <p>The proposed plan provides policies for protecting, avoiding, or minimizing environmentally sensitive areas. Specific regulatory actions that stem from the proposed plan will protect critical areas by ensuring no net loss of wetlands, requiring development standards in floodplains, and mitigating habitat impacts to threatened or endangered species. Designated historic properties will not be affected by development proposed in the plan.</p> |
| 5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans? | <p>The purpose of the plan is to prevent future growth from creating incompatible impacts to land uses and the shoreline.</p> <p>Proposed measures to avoid or reduce shoreline and land use impacts are:</p> <p>The plan separates incompatible uses from each other through the establishment of development districts. There are also protective policies relating to housing, transportation, public facilities and services, and utilities that minimize impacts of growth to land uses in the city. Upon completion of the Shoreline Master Program, that document will be integrated into the comprehensive plan, which will add a layer of protection of land use impacts to shoreline environments.</p> |
| 6. How would the proposal be likely to increase demands on transportation or public services and utilities? | <p>The intent of the proposed plan is to ensure that growth does not place unmet demands on transportation or public facilities, services, and utilities.</p> <p>Proposed measures to reduce or respond to such demand(s) are:</p> <p>The proposed plan establishes concurrency requirements that growth cannot exceed the capacity of transportation or public facilities, services, and utilities.</p> |
| 7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment. | <p>The proposed plan must meet the planning requirements established under Chapters 35A.63 and 36.70A RCW. It also must be consistent with the Ilwaco Municipal Code. The proposed plan is not aware of conflicting with any other federal law.</p> |

11/23/15 Public Hearing Procedures Comprehensive Plan

1) Open hearing

Note Time of opening hearing which is a continuance from 11/9/15.

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 City Planner, Matt Buchanan will now present the Staff report to Council.

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.

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

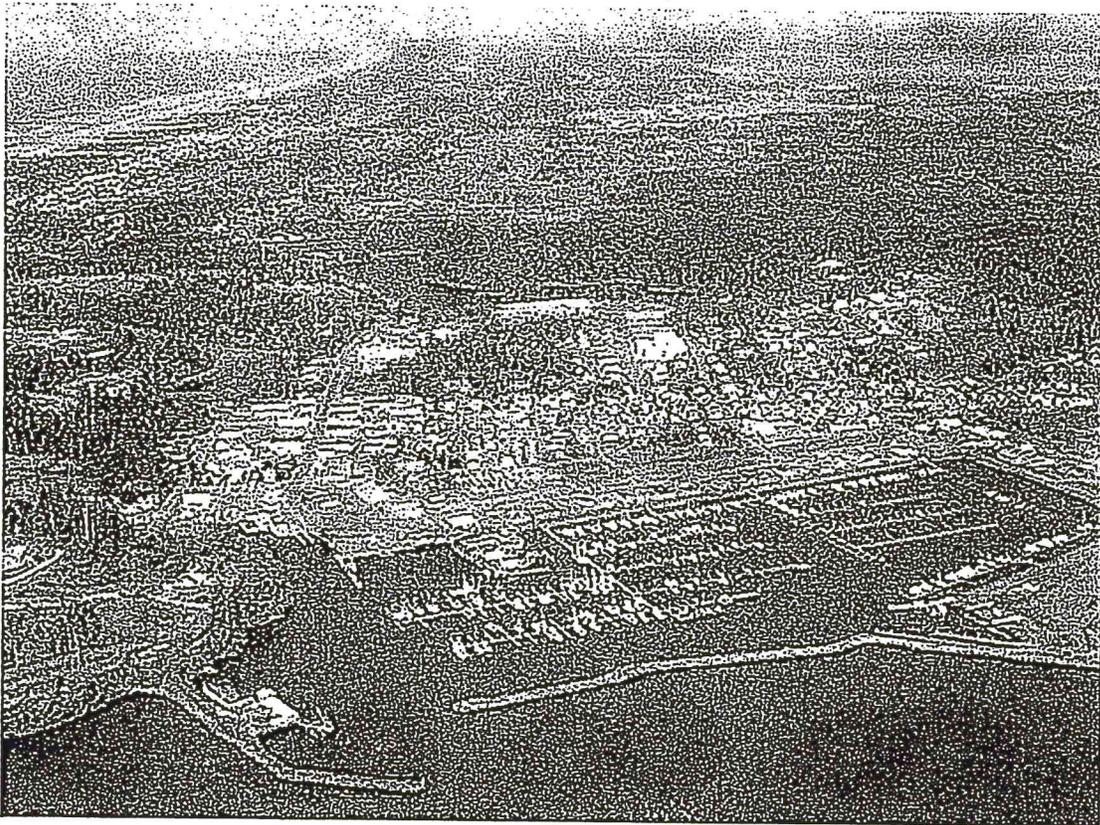
After the hearing is closed...

- 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

June 30, 2015

Mayor:

Mike Cassinelli

City Council:

David Jensen

Vinessa Karnofski

Fred Marshall

Jon Chambreau

Gary Forner

Planning Commission:

Nansen Malin

Jackie Sheldon

Cheri Diehl

Nancy McAllister

Staff:

Ariel Smith, Treasurer

Holly Beller, City Clerk

Dave McKee, Public Works

Ryan Crater, City Planner (CREST)

Consultant:

John Kliem

 **CREATIVE COMMUNITY SOLUTIONS, INC.**

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Introduction

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."¹

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.

¹ 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.² 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

² 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 2010.³ 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.⁴ 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

³ See RCW 36.70A.130(4)(d) and (6)(c)

⁴ 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

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

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.

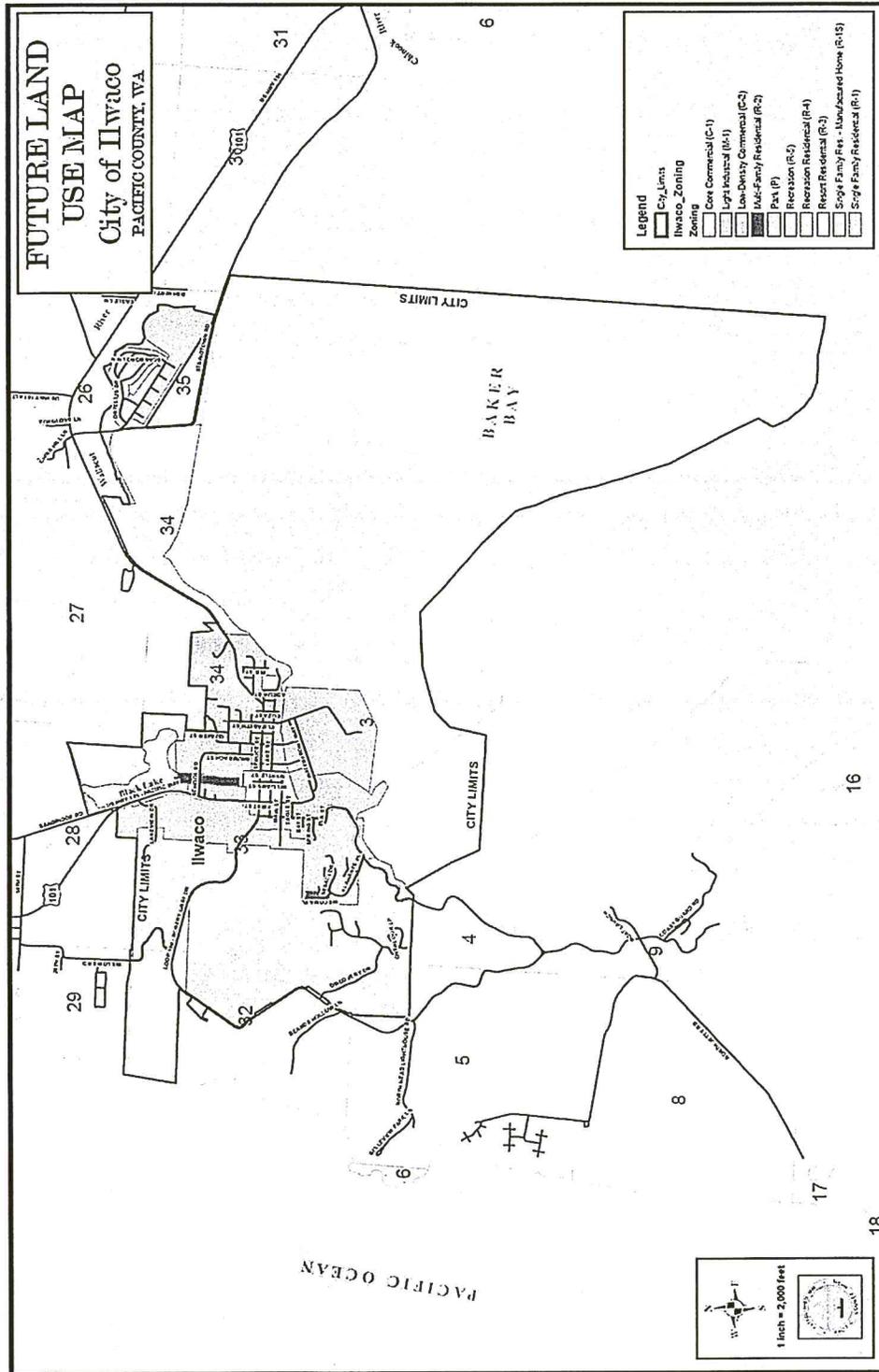
Distribution of Development Districts

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

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

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 nd 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

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.⁵
- 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.

⁵ 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

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

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

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 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.

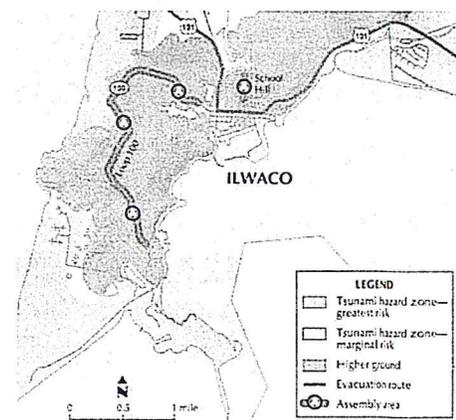
Geology and Soils

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

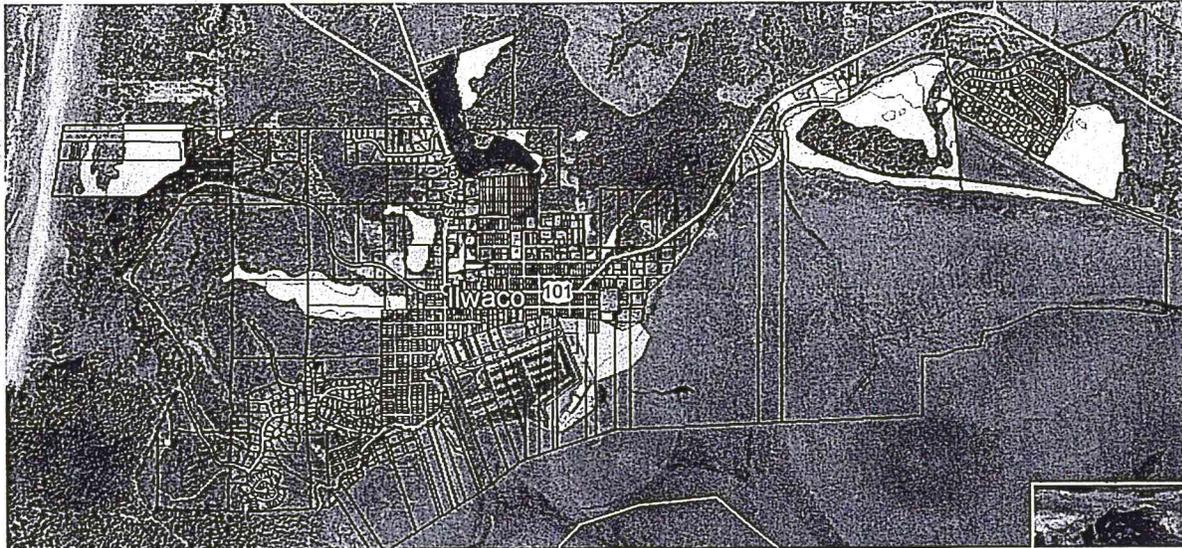


waterfront and another that runs roughly parallel to Discovery Drive. Landslide potential is greatest along Robert Gray Drive.

Surface Water

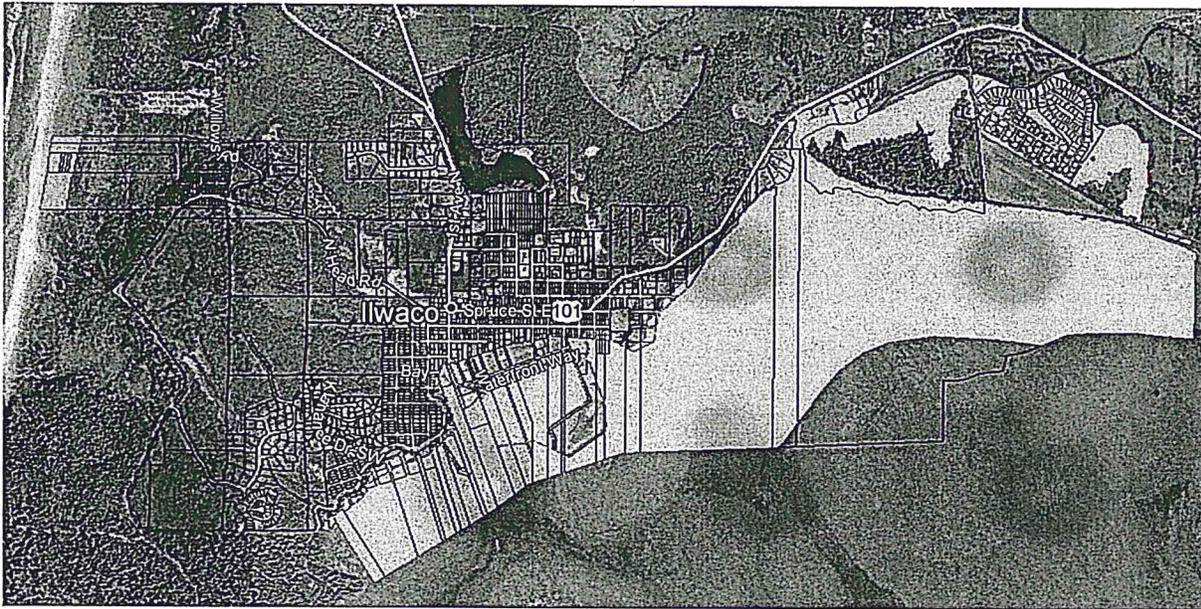
Surface waters resources within city limits include Baker Bay along the Columbia River, Black Lake, the Wallacut River, and the Pacific Ocean. The main channel of the Columbia River is three miles south of the city shoreline. Black Lake is approximately 32 acres in area. The Wallacut River is a low gradient 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 1st 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.

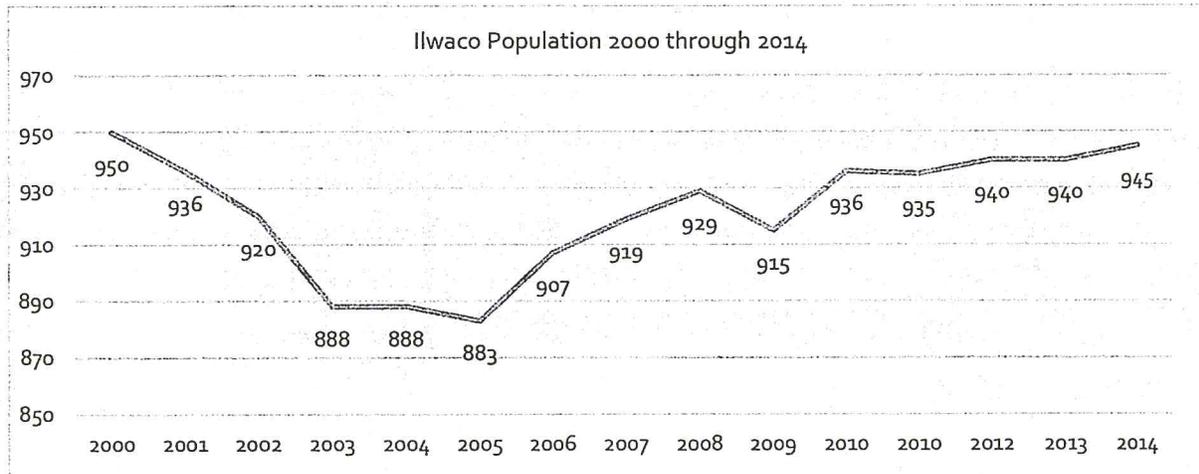
The PHS database shows Baker Bay as have large concentrations of resident and migratory waterfowl. The WDFW SalmonScape database show Fall Chum, Coho, and Winter Steelhead use the Wallacut River. Baker Bay and the Columbia River are significant migratory routes for large numbers of returning salmonid 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.⁶ 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

⁶ 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.⁷ 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% |
| TOTALS | 1,922.1 | 1,658 | 100.0% |

⁷ 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% |
| TOTAL | 1,233.26 | 100.0% |

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 2nd 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.⁸

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.

⁸ 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.

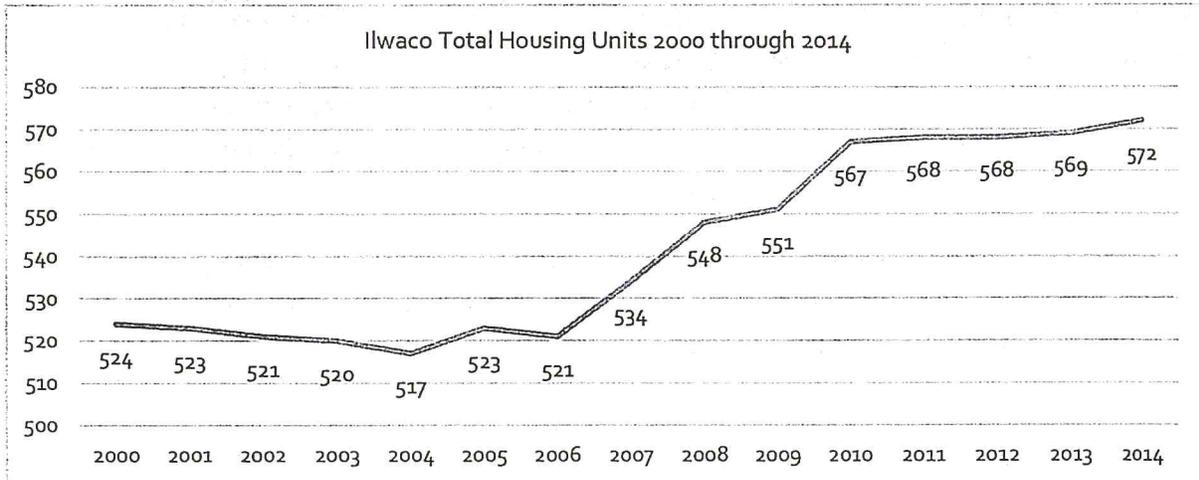
Projected future industrial growth within the city will focus on Port of Ilwaco properties and remain relatively small in scale.

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.

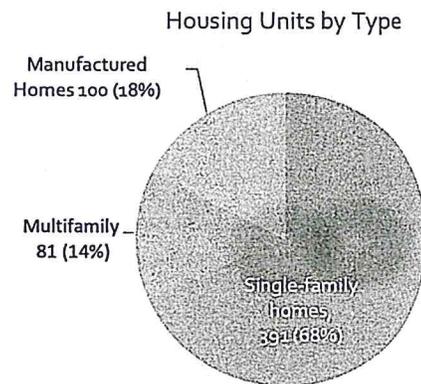
Housing Element Profile

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.⁹ 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

⁹ 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 (BOD₅) 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 BOD₅ 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; 4.16 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 1st 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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Washington Department of Fish and Wildlife. SalmonScape:

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Washington Department of Natural Resources. Geologic Information Portal:

<http://www.dnr.wa.gov/programs-and-services/geology/publications-and-data/geologic-information-portal>

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item:11/09/15 Council Business Item:11/23/15

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 was projected to be 1.2%, but was not approved.

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 | Ferner | Cassinelli |
|-------------|--------|-----------|----------|-----------|--------|------------|
| Ayes | | | | | | |
| Nays | | | | | | |
| Abstentions | | | | | | |
| Absent | | | | | | |

PUBLISHED:

EFFECTIVE:

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

| Administrative Position | Grade | Level |
|--------------------------------|--------------|---------------------------------------|
| Non-Exempt Positions | | |
| 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 |
| | | |
| Exempt Positions | | |
| 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.

| Field Positions | Grade | |
|-----------------------------|--------------|-----------------------------------|
| Non-Exempt Positions | | |
| 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 |
| | | |
| Exempt Positions | | |
| 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 Chiefs 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 EXHBIT 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: 11/23/15

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**

| Department | Project Title | Cost | Funding Source(s) |
|-------------------|------------------------------|-------------|--------------------------|
| 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

| Department | Project Title | Cost | Funding Source(s) |
|-------------------|-----------------------------|------------------|------------------------------|
| 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 | Howerton Overlay | \$188,500 | TIB submitted |

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

CFP YEAR 2018

| Department | Project Title | Cost | Funding Source(s) |
|-------------------|---------------------------------|--------------|--------------------------|
| 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

| Department | Project Title | Cost | Funding Source(s) |
|-------------------|---------------------------|--------------|--------------------------|
| 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 |

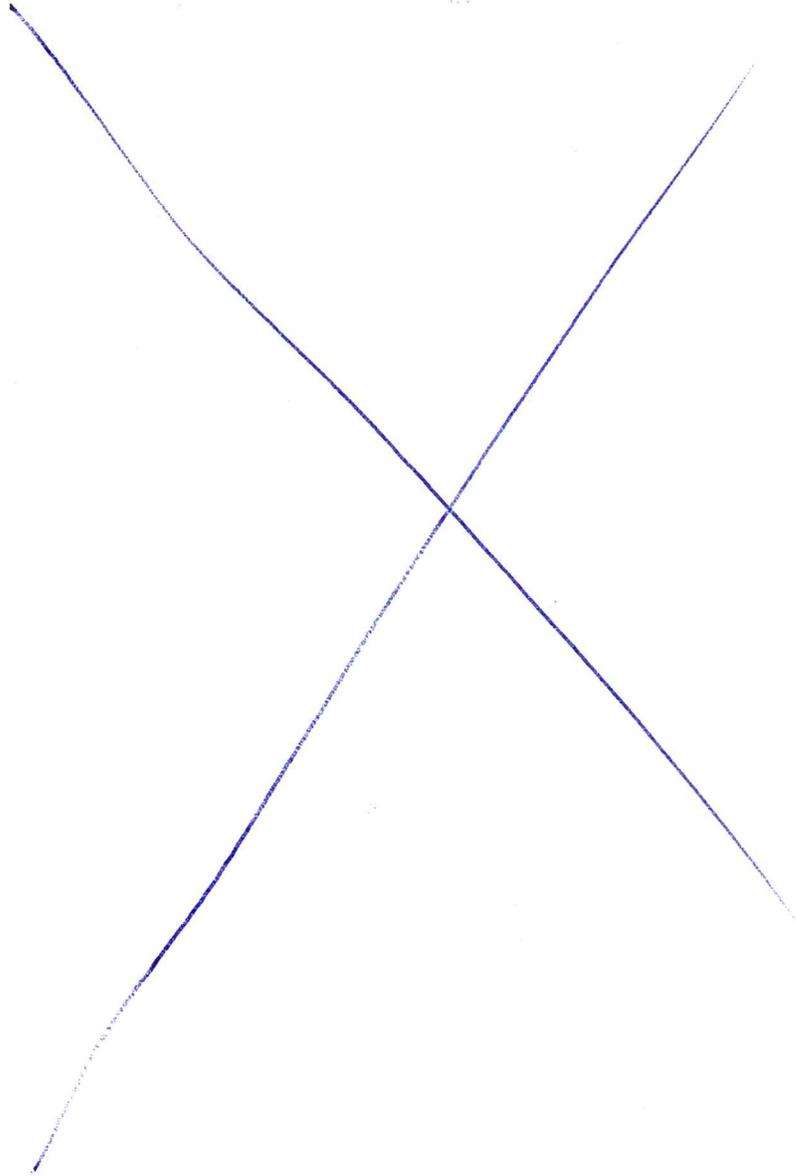
| | | | |
|------------|-------------------------|------------|-----------|
| Stormwater | Second Street | \$ 140,000 | unknown |
| Water | China Hill Improvements | \$ unknown | LID |
| Water | Old Railroad Loop | \$ unknown | Developer |

CFP YEAR 2020

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

CFP YEAR 2021

| Department | Project Title | Cost | Funding Source(s) |
|-------------------|-------------------------|-------------|--------------------------|
| 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> | Consideration of proposed budget in cities over three hundred thousand population. |
| <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> | Hearings on the biennial budget |
| <u>RCW 35.34.110</u> | Adopt biennial budget |
| <u>RCW 35.34.130</u> | Mid-biennial budget review and modification |
| <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> |

City Council Rules of Procedure

City Council and Mayor

2009



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[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.]

City of Ilwaco Rules of Procedure

- SECTION 1. AUTHORITY
- SECTION 2. COUNCIL MEETINGS
- SECTION 3. AGENDA
- SECTION 4. COUNCIL DISCUSSION
- SECTION 5. COMMENTS, CONCERNS, AND TESTIMONY TO COUNCIL
- SECTION 6. MOTIONS
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- SECTION 10. COUNCIL MEETING STAFFING
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Appendix

CITY OF ILWACO COUNCIL RULES OF PROCEDURES

SECTION 1. AUTHORITY

- 1.1 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

- 2.1 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 p.m., with a goal of adjourning by 9 p.m.
- 2.2 Council's workshops will be held as needed and may be called by two or more councilmembers. 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 and/or actions on any matter will be scheduled for a regular or special council meeting. These sessions will be open public meetings.
- 2.3 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.
- 2.4 The Mayor will state the public hearing procedures before each public hearing.
- 2.5 Staff/consultants and/or initiative sponsors will provide brief information and respond to questions by council members.
- 2.6 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.
- 2.7 The City Clerk/Deputy City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Council. Council meeting minutes will not be revised without a majority affirmative vote of the Council at a regularly scheduled council meeting.
- 2.8 Types of Meetings
 - (1) Regular – the council meeting held on the second and fourth designated day in the week (e.g. Monday) of each month.

- (2) 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.
- (3) Workshop – work sessions of the Council where no binding action is taken.
- (4) 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.
- (5) Executive – a council meeting that is closed except to the Mayor and Council, and staff members and/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 to considering such matters as topics 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.

2.9 Order of Regular Council Meeting Agenda

Call Meeting to Order: The Mayor calls the meeting to order.

Roll Call: The city staff member will call roll and will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance and whether or not the Councilmember has an excused absence.

Approval of the Agenda: The Council approves the agenda proposed for this meeting as presented or as amended.

Staff Reports: The Council hears reports from the City staff.

Mayor's Report: The Council hears the Mayor's report.

Council Reports: The Council hears reports from members of the Council.

Public Comment: The Council hears comment from members of the public. (Limited to 5 minutes each. Not generally intended for asking questions or entering into debate.)

Consent Agenda Motion/Approval: The Council approves the consent agenda proposed for this meeting as presented or as amended.

Business / Action Items

Old Business

New Business

Discussion Items

Adjournment:

The following agenda items may be placed in the order recommended by the Council.

Proclamations and Presentations: A proclamation is defined as an official announcement made by either the Council or the Mayor.

Council proclamations are defined as those non-controversial events which 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.

Mayor proclamations are defined as those non-controversial events which are requested by and for a special-interest group within the City. Mayor proclamations are signed by the Mayor and forwarded to a representative of the event.

Controversy is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.

The Mayor shall determine if the proclamation request is for a council proclamation or a mayor proclamation.

Audience Comment: Members of the audience may comment on items relating to any matter. Group presentation or recognized organization will be considered recognized for the purpose of audience comment or citizen comment if they notify City Hall at least 24 hours in advance of a scheduled council meeting where they desire to testify with an official position. These comments will be limited to five minutes in duration. Citizens may comment up to five minutes on individual agenda items at times during any regularly scheduled council meeting prior to council discussion. These agenda items include, but are not limited to, ordinances, resolutions, and old and new business issues. These comment times are in addition to the audience comment time at the start of each regularly scheduled meeting.

Consent Agenda: Consent agenda items are considered to be routine and non-controversial and may be approved by one motion. Items on the consent agenda will be read aloud by the Mayor prior to the vote and will include, but not be limited to, minutes, resolutions and ordinances discussed at previous council meetings or workshops, bid awards, and previously authorized agreements. Any Councilmember may remove any item from the consent agenda for separate discussion and action.

Public Hearing: The public hearing is a formal opportunity 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 which determine the legal rights, duties, or privileges of specific parties.

A: The following procedures shall be followed during public hearings on:

Legislative/Information Gathering

- The Mayor will open the public hearing.
- Staff will make their presentation.
- Citizens' comments will be limited to five minutes for individuals and five minutes for a person representing an official position of a recognized organization.
- Additional staff comments will be made.
- The Mayor will close public hearing.
- Council discussion will ensue.
- Council action will be taken.

Quasi-Judicial Hearings

- The Mayor will open the public hearing.
- Open for declarations of conflict of interest or appearance of fairness matters.
- Staff will make their presentation.
- Proponent presentation will be made. (15 min)
- Opponent presentation will be made. (15 min)
- Proponent rebuttal will be heard. (10 min)
- Staff comments will be made.
- Public hearing will be closed.
- Council discussion will ensue.
- Council action will be taken.

B. The following rules shall be observed:

Legislative/Information Gathering Public Hearing

- 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.
- 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.
- Comments should be limited to five minutes for each individual or five minutes if representing the official position of a recognized organization.
- The Presiding Officer may allow additional time for receipt of written testimony when needed.
- The City Clerk/Deputy City Clerk shall be the official timekeeper.

Quasi-Judicial Public Hearings

- Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure.
- If a quasi-judicial hearing is on the agenda, the public should be informed as to what state law permits as to public comments.
- Testimony will be limited as set forth in A and B above, except that the Presiding Officer shall ask the rest of the Councilmembers if they have any comments or questions before the citizen is excused.
- If comments are provided in writing, it is encouraged that such written comments be filed with the City Clerk/Deputy City Clerk by 1 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.

Unfinished Business or Old Business: Those items that were continued or not finished from a previous agenda and second readings of ordinances. Discussion or debate by the Council may be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, refer to council, or approve or disapprove the ordinance for adoption. Public comment is allowed during the second reading prior to council motion and debate.

New Business: Introduction or first reading of ordinance, staff report, and public comment.

Discussion or debate by the Council will be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, refer to council, or approve or disapprove the ordinance for a second reading. Public comment is also allowed during the second reading prior to Council motion and debate.

Resolutions: A resolution is an adoption of a city policy or decision.

Motions: Those items requiring official action of the Council which are not handled with an ordinance or resolution.

The following items will always be at the end of the council meeting agenda.

Council Announcements/Comments: Miscellaneous announcements of the Council.

Adjournment: With no further business to come before the Council, the Mayor adjourns the meeting. The Mayor may, after roll call at the beginning of the meeting and with the concurrence of the Councilmembers, take agenda items out of the order established prior to the council meeting.

SECTION 3. AGENDA

- 3.1 The City Clerk/Deputy City Clerk will prepare an agenda for each council meeting specifying the time and place of the meeting, and set forth 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.
- 3.2 An item, other than a reconsideration item, may be placed on the proposed council meeting agenda by any of the following methods:
 - (1) By a Councilmember
 - (2) By the Mayor
 - (3) By a staff Department Head
- 3.3 An item may be placed on a regular council meeting agenda after the agenda is closed and the notice published if the Councilmember explains the necessity and receives a majority vote of the Council on a motion to add the item at a public meeting.
- 3.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.
- 3.5 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.
- 3.6 Agenda items that are continued from one meeting to another should have preference on the agenda to the extent possible.
- 3.7 Agenda packets will be finalized by 10 a.m. Wednesday preceding the regular council meeting. Agenda submissions will be accepted until noon on the Friday proceeding the Wednesday packet distribution day. Agenda items submitted after that deadline will be processed for the next council meeting agenda packets.
- 3.8 Agenda items packet reports should be in the format provided in the appendix.

SECTION 4. COUNCIL DISCUSSION

- 4.1 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.
- 4.2 The Mayor or Presiding Officer has the authority to rule on questions of order. Any Councilmember can appeal the point of order to the Council for final determination.

SECTION 5. COMMENTS, CONCERNS, AND TESTIMONY TO COUNCIL

- 5.1 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 Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember or staff meeting. 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.
- 5.2 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/Deputy City Clerk for the record. Copies of the written comments will be furnished to the Council.
- 5.3 Any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the Chair or Presiding Officer. The Chair shall rule on the appropriateness of public comments as the agenda item is reached. The Chair 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 Chair or Council may deem necessary.
- 5.4 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.
- 5.5 The Mayor 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 may command assistance of any peace officer of the City to enforce all lawful orders of the Mayor to restore order at any meeting.

- 5.6 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.
- 5.7 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 City Clerk/Deputy City Clerk.

SECTION 6. MOTIONS

- 6.1 When making motions, be clear and concise and do not include arguments for the motion within the motion.
- 6.2 Unless there is a tie-breaking vote by the Mayor as may be appropriate under the law, a motion that receives a tie vote is deemed to have not passed.
- 6.3 A motion that does not receive a second dies. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll-call vote, and point of order.
- 6.4 After a motion and second, the Mayor will read the motion and indicate the names of the Council members making the motion and second.
- 6.5 After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote.
- 6.6 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.
- 6.7 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 Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate, and disposition.
- 6.8 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 it cannot be reconsidered. A motion not taken from the table by the close of that meeting or the next meeting dies on the table.

If the motion to table prevails, the matter may be "taken from the table" by motion which requires a second, is not debatable, and which 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.

- 6.9 A motion to postpone to a time certain 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 time certain at a future regular or special council meeting.
- 6.10 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.
- 6.11 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.
- 6.12 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 motion to adjourn agenda order, lay on the table, roll-call vote, point of order, reconsideration, and take from the table. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 6.13 Council discussion of the motion only occurs after the motion has been moved and seconded.
- 6.14 The motion maker, Mayor, or City Clerk/Deputy City Clerk should repeat the motion prior to voting.
- 6.15 The City Clerk/Deputy City Clerk will take a roll-call vote if requested by the Mayor or a Councilmember. At the conclusion of any vote, the City Clerk/Deputy City Clerk will announce the results of the vote.
- 6.16 When a question has been decided, any Councilmember 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.
- 6.17 The designated parliamentarian shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which 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 7. ORDINANCES

- 7.1 Prior to being presented to the Council for action, 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.
- 7.2 The Mayor shall read the title and number of the ordinance prior to voting.

- 7.3 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication immediately following enactment.

SECTION 8. MAYOR/PRESIDING OFFICER

- 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 10. COUNCIL MEETING STAFFING

- 10.1 The City Clerk/Deputy City Clerk or designee shall attend regular and special meetings, and workshops of the Council; keep the official journal (minutes); act as parliamentarian; and perform such other duties as may be needed for the conduct of the meeting.

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 consensus 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
Regular Meeting – May 26, 2009

CALL TO ORDER

Mayor Hubbard called the meeting to order at 6:04 p.m.

ROLL CALL

Present: Mayor Doug Hubbard, Council members David Jensen, Dave Johnson, Fred Marshall, Will Greene and Mike Cassinelli.

Also: Deputy City Clerk Brandy Ferguson, Fire Chief Tom Williams, Police Chief Flint Wright, Project Manager Gary Kobes, City Planner Skip Urling, Library Board member Ann Saari.

APPROVAL OF AGENDA

Cassinelli requested that Business Item #5 be added: Resolution 2009-04-Treasurer Deposits. Greene requested that Discussion Item #3 Training for Council be added. Greene moved to approve agenda as amended, seconded by Jensen. Motion passed unanimously.

APPROVAL OF MINUTES

Cassinelli requested the correct spelling of the words "flu" and "probable". Greene moved to approve the minutes of May 11, 2009, as amended, seconded by Cassinelli. Motion passed unanimously.

[6:13:] Greene requested the minutes to clarify that his absence be clarified as "excused absence." Greene moved to approve the minutes of May 18, 2009, as amended, seconded by Jensen. Motion passed unanimously.

STAFF REPORTS

Kobes reported the contract for Fire Hall is ready to close out as well as the Community Building. The punch lists for both should be covered by the contract warranty for up to one year.

Saari announced that the library had a successful book sale and brought in \$5100 in sales for the library. She also reported problems with HVAC 6 system.

Parsons reported the Planning Commission will meet tomorrow and Skip Urling, City Planner, will be there and the topic of discussion will be the Comprehensive Plan.

Ferguson reminded council that she will be in training on June 8 and Jessica Long will attend the City Council meeting to take the minutes in her absence.

COUNCIL REPORTS

Jensen stated that some of the parking control signs have not been installed yet at the Hilltop High School. He also suggested the City hire a temp until the City Treasurer position is filled and recommended a temp agency in Seaside.

Marshall announced the completion of paving the Discovery Trail in Ilwaco last Thursday.

Greene thanked Mayor Hubbard for the letter of support for the hospital which was an important factor for the grant award.

Cassinelli

Greene will be attending a meeting regarding the Swine Flu tomorrow.

MAYOR'S REPORT: Mayor commented that the newly paved Discovery Trail is open to foot traffic only. He thanked the community members for their corporation in providing easements for the Discovery Trail on the portions of it that passed through private land.

CITIZEN COMMENTS

Don Berger asked if he could make a comment regarding last week's public hearing Business Item #1 Quaker Ave. Mayor Hubbard informed him that this item was up for comment last week and is no longer up for discussion.

BUSINESS ITEMS

#1 – Public Hearing Continuation – 416 Quaker Ave – Short Plat & Vacation of Utilities Easement

Mayor opened the Public Hearing. Urling presented. Mayor closed the Public Hearing. Jensen requested that all relevant information be available when presented to the Council. Marshall agreed that for preliminary approval of Jensen moved to postpone the decision until the next meeting, Johnson seconded. Motion passed unanimously.

#2 – Council Rules and Procedures

Johnson moved to approve the Council Rules and Procedures which will go into effect June 1nd 2009. Jensen seconded. Motion passed unanimously.

#3 – US Coast Guard & Ilwaco Memorandum of Understanding

The Memorandum of Understanding focuses on cooperation between the Ilwaco Fire Station and the US Coast Guard to work together during fires and other emergency

situations. This corporative agreement will open the door to increased grant opportunities. Greene moved to approve the Memorandum of Understanding between the City of Ilwaco and the US Coast Guard, Johnson seconded. Motion passed unanimously.

#4 – Public Works Trust Fund PreConstruction Loan – First Ave N Sewer Improvements

Cassinelli moved to approve the Mayor to sign the Public Works Trust Fund Preconstruction Loan for \$68,850.00, Greene seconded. Motion passed unanimously.

#5 – Resolution 2009-04 – Treasurer Deposits

Cassinelli moved to approve Resolution 2009-04 whereas, pursuant to the requirements of RCW 43.09.240, laws of the state of Washington, Greene seconded. Motion passed unanimously.

DISCUSSION ITEMS

#1 – Planning Commission Public Input Session – Skip Urling, City Planner

Urling presented the results of the Planning Commission Public Input Session. Jensen disagreed with Urling's summary of the most important priorities communicated by the public at the Public Input meeting. He felt that many of the items presented were beyond the City's control, such as those requiring private investment. Marshall contributed that it was important to focus on the legally important requirements in the Comprehensive Plan document such as Land Use, Urban Growth Boundaries, and financial aspects such as planned and approved items that will be important for grant applications.

#2 – Rescind Community Meeting Room Fee

This subject began with discussion about the room rate of \$15/hour for private or commercial meetings and free to non-profit organizations. Jensen stated that he thought the fee should remain as is. Cassinelli felt the fee was too low. Greene contributed findings from other Cities that rent for comparable meeting spaces ranges in prices up to \$50 an hour.

#3 – Training for Council

The Council AWC Conference is scheduled for June 23-26. Greene notified the Council members that the Vision Users group meeting is scheduled for October 7-9.

CLAIMS & VOUCHERS

Vouchers audited and certified by the auditing officers as required by RCW 42.24.080 and 42.24.090 have been reported on a listing, which has been made available to the Council members as of this date May 26th, 2009. The Council for the City of Ilwaco by vote does approve for payment these claims included in the above list and further described as Claims #28454-#28487 for \$19,915.61 and Vouchers #808209-#808236 for \$38,915.26 for a Grand Total of \$58,530.87. Cassinelli moved to approve claims and vouchers as submitted, seconded by Johnson. Motion passed unanimously.

No further business appearing, meeting adjourned at 7:50 pm.

Doug Hubbard, Mayor

Brandy Ferguson, Deputy City Clerk

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

- A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 08/24/15 Council Business Item:
11/09/15
11/23/15
- 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 operates a Kyocera TASKalfa 3500i printer/copier under two separate contracts.
The City contracts with LEAF for a 60 month lease agreement which was entered into in July 2012 and will expire in July 2017, at a cost of \$120.48/month.
The City also contracts with Abeco Office Systems for maintenance and supplies. This agreement was entered into in May of 2012 and renews annually and automatically, unless terms change. This contract covers all maintenance, parts and equipment at a cost of .0095 cents per copy. Currently the city is averaging 6,750 copies per month (\$64.13).
- 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.
5. Solutions YES has an office in Warrenton, OR. The City of Long Beach currently contracts with Solutions YES and states that the response time is outstanding!
- 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.**

November 23, 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 TASKalfa 3500i

N482508378

The final meter is:

Sincerely,

Mike Cassinelli
Mayor
City of Ilwaco



7409 SW Tech Center Dr., Suite 100
 Portland, OR 97223
 (503) 597-0YES
 FAX: (503) 213-1235

EQUIPMENT SUPPORT AGREEMENT

CONTRACT # _____

| | |
|--------------------------|---------------------|
| CUSTOMER BILL TO: | |
| City of Ilwaco | |
| PO Box 548 | |
| Ilwaco, WA 98624 | |
| | |
| Contact Name | Phone Number |
| Holly Beller | (360) 642-3145 |
| IT Contact | Phone Number |
| | |

| |
|-------------------------------------|
| CUSTOMER EQUIPMENT LOCATION: |
| City of Ilwaco |
| 120 First Ave N |
| Ilwaco, WA 98624 |
| |
| |

| |
|------------------------------------|
| AGREEMENT START DATE: _____ |
|------------------------------------|

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 | N482508378 | | 0 | \$ - | 0.009500 |

Additional Equipment on Schedule A

Preferred Method of Meter Collection: FM Audit Phone Fax E-Mail

Meter Collection Contact Name: _____

| | | |
|---------------|-------------|----------------------|
| 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.
Contract cancellable at anytime with 30-day written notice.

| | | |
|-----------------------------|----------------------------|------------|
| CUSTOMER ACCEPTANCE: | | |
| Signature _____ | Printed Name & Title _____ | Date _____ |

| | | |
|---------------------------------|----------------------------|------------|
| SOLUTIONS YES ACCEPTANCE | | |
| Signature _____ | Printed Name & Title _____ | Date _____ |

City Clerk

From: Mike Niebur <mike.niebur@solutionsyes.com>
Sent: Friday, November 13, 2015 11:47 AM
To: clerk@ilwaco-wa.gov
Subject: RE: Equipment Support Agreement
Attachments: City of Ilwaco - Equipment Support Agreement (revised).pdf

Hi Holly,

Attached is a revised equipment support agreement for your Kyocera machine.

Regarding our facility in Warrenton. It is a small shop and parts/supplies dropship location for Hank to work out of. Since we've just expanded our operation to the coast in the last 6 months, we haven't yet invested in what I would classify as an official "office location". That being said, our service on the North Oregon and South Washington coast is as local as it gets. **Hank lives in Astoria and is there servicing our clients at all times except for early Wednesday mornings when he is here in Portland for weekly service meetings with our entire service/support team.**

I hope that helps!! Please let me know if there is anything else you need.

Thanks,

Mike

Mike Niebur - Solutions YES

direct: 503-213-1232

cell: 503-754-6050



<http://www.solutionsyes.com>



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!

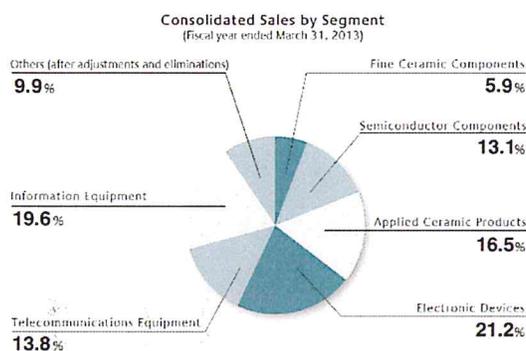
Kyocera Corporation was founded in 1959 in Kyoto, Japan. Kyocera's founders shared a vision of creating a company dedicated to the successful manufacture and sale of innovative, high-quality products based on advanced materials and components. Over the past half century, this vision has resulted in a 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!

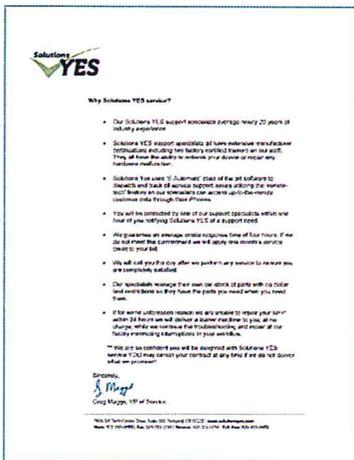
It's the perfect partnership for a market that appreciates local service, support and flexibility. We're looking to build long-lasting relationships with our clients by providing the best combination of technology and service.

3 Tier Color Pricing: How Solutions YES and Kyocera are Changing the Copier Industry One Color Print at a Time

Since the release of the first color copier in 1968, the printing industry has always charged a set amount for a color print regardless of whether that document was a full color photograph or just contained a small color graphic such as a company logo.

Over the years, as color technology has improved that cost per print has dramatically decreased. However, manufacturers have continued to charge a set amount per color impression regardless of the amount of color toner used on each printed page.

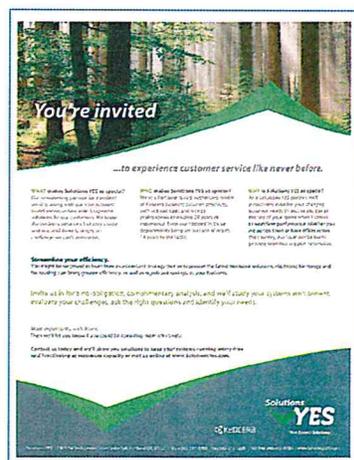
For example:



0.5% Color fill



3.6% Color fill



32% Color fill

Regardless of the amount of toner used, manufacturers have charged the same amount per color print or impression

Solutions YES and Kyocera are partnering with organizations to help reduce their color copying and printing costs without having to decrease their color volumes.

Here's how:

Kyocera is the only manufacturer who offers a toner-based color copier and printer line with the ability to measure the amount of color toner applied to each printed page. Based upon the amount of toner used, color prints are metered to a specific tier and cost structure.

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!

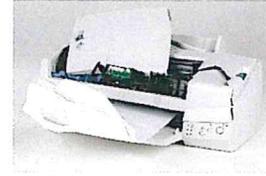


Mike Niebur
Senior Account Manager
Direct: 503-213-1232
Cell: 503-754-6050
mike.niebur@solutionsyes.com





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. One of our local supply experts will provide you with quick and courteous service while assisting with your order.

ABECO OFFICE SYSTEMS
CRAIG OFFICE SUPPLY
1332 COMMERCIAL STREET
ASTORIA OR 97103
CUSTOMER # 90422 DEPT
BILLING ADDRESS
ILWACO CITY OF

800-856-6152

05/29/15 1266305-0

SALESMAN 0158 TIME 14:06:15
WRITER 1 PAGE 1
FEDERAL #
PO #MAINT
SHIPPING ADDRESS
ILWACO CITY OF

P.O. BOX 548
ILWACO WA 98624

CHARGE
INVOICE

| ITEM NBR. | CO. | DESCRIPTION | UNIT | ORDER QTY | B/O QTY | SHIP QTY | UNIT PRICE | EXTENDED |
|------------|-----|----------------|------|-----------|---------|----------|------------|----------|
| 1102LL2US0 | KYO | TASKALFA 3500I | EA | 1 | | 1 | 153.378 | 153.38 |

SYSTEM # 4400 SERIAL # N482508378
;CITY OF ILWACO
METER 1 DESC: MAINT/PRINT
05/30/15 230358 CURRENT READING
03/30/15 214213 PREVIOUS BILLING
16145 COPIES USED
COPIES ALLOWED
16145 EXCESS COPIES @ .009500 A COPY
THANK YOU FOR YOUR BUSINESS

TERMS: 30 DAYS FROM DATE OF INVOICE.

SUB-TOTAL 153.38

TOTAL 153.38

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 3550i | PPH7305389 | \$0.009828 0.0095 | Full service, includes all supplies. |

clerk note 11/12/15 - Model is incorrect
rate/epy is incorrect.

**Estimated Monthly Lease/Maintenance Costs
City of Ilwaco
March 28, 2012**

| Current Equipment | Current Lease Payment | Average Monthly Volume | Cost per Copy | Estimated Monthly Lease/Maint. Payment | |
|-----------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|----------------------|-----------------------------------------------|-----------------|
| Kyocera KM 3050 Dual Scan Document Feeder Print/Scan Capabilites 500 Sheet Drawers X 2 | \$161.84 | 5,970 | B/W | \$0.0091 | \$216.17 |



| Proposed Equipment | Proposed Lease Payment-60 month | Average Monthly Volume | Cost per Copy | Estimated Monthly Lease/Maint. Payment | Increase/Decrease | |
|-------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------|----------------------|-----------------------------------------------|--------------------------|-----------------|
| BLACK & WHITE | | | | | | |
| Kyocera TA 3550i Dual Scan Document Feeder Print/Scan Capabilites 500 Sheet Drawers X 2 | \$129.00 | 5,970 | B/W | \$0.0095 | \$185.72 | -\$30.45 |
| Color | | | | | | |
| Kyocera TA 3050ci Dual Scan Document Feeder Print/Scan Capabilites 500 Sheet Drawers X 2 | \$148.00 | 5,970 | B/W | \$0.0095 | \$285.34 | \$69.17 |
| | | 300 | Color | \$0.0450 | | |
| | | 895 | Color | \$0.0750 | | |

Kyocera TASKalfa 3500i

Proposed Configuration:

Kyocera TASKalfa 3500i
Reversing Document Feeder
Print/Scan Capabilities
Cabinet

New 60 month FMV Lease: \$ 129.00

FULL SERVICE MAINTENANCE

Full Service Maintenance includes all parts (including copier drums and toner), labor, service, and preventive maintenance calls, excluding paper.
ABECO will maintain your new Kyocera Ta-3500i Digital System for:

- \$.0095 per black/white copy, billed monthly.
- This is an annual contract.



LEASE AGREEMENT

1720A Crete Street, Moberly, MO 65270
Phone: 800-662-3759, Fax: 1-800-426-2626

LESSEE LEGAL NAME: City of Ilwaco
Billing Address: 120 1st Ave Inn, Ilwaco, WA 98624
Equipment Location: 120 1st Ave Inn, Ilwaco, WA 98624
EQUIPMENT DESCRIPTION: KYOCERA TASKalfa 3500i Copier System
BASE TERM IN MONTHS: 60
TOTAL NUMBER OF LEASE PAYMENTS: 60 @ \$120.48
END OF LEASE PURCHASE OPTION: [X] Fair market value, plus taxes
(a) Advance Payment: \$0.00
(b) Security Deposit: \$0.00
(c) Documentation Fee: \$95.00
Total due a + b + c =: \$95.00

**If more than one lease payment is required as an Advance Payment, the balance will be applied to lease payments in inverse order, starting with the last lease payment. Your obligation to pay all amounts and perform all other obligations is non-cancellable, absolute, unconditional and not subject to abatement, set-off or defense.

TERMS AND CONDITIONS

In this agreement ("Lease"), "we," "our," and "us" refers to LEAF Capital Funding, LLC as Lessor and "you" and "your" refer to the Lessee. You agree to lease the Equipment upon the following terms and conditions:

- 1. LEASE PAYMENTS AND TERM: The Lease is enforceable on you upon your execution. The term of the Lease shall commence on the date the Equipment is delivered to you ("Lease Commencement Date").
2. DELIVERY, ACCEPTANCE, USE AND REPAIR: You are responsible for Equipment delivery and installation.
3. INDEMNIFICATION: You agree to indemnify, defend and hold us harmless from and against any losses, damages, penalties, claims and suits, including attorneys' fees and expenses related to the ordering, manufacture, installation, ownership, condition, use, lease, possession, delivery or return of Equipment.
4. LEASE EXPIRATION, RENEWAL: Unless you notify us at least 90 days prior to the expiration of the Lease of your election to return or purchase the Equipment, this Lease will renew on a month-to-month basis at the same monthly Lease Payment until you either exercise the purchase option or provide us with at least 90 days notice and return the Equipment.
5. LATE FEES AND CHARGES: If any amount is not paid within five (5) days of when due, you agree to pay us a late charge equal to the lesser of 10% of the amount past due or the maximum legal amount.
6. NO WARRANTY: We do not manufacture the Equipment and you have selected the Equipment and the supplier. WE MAKE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR A PURPOSE AND ARE NOT RESPONSIBLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES.
7. INSURANCE, RISK OF LOSS: You bear all risk of loss or damage to the Equipment from its order until it is returned in the required condition or purchased by you ("Risk Period").

- provide us with proof of such insurance, we may secure insurance on the Equipment to cover our interests (and only our interests). If we obtain such insurance, you will pay us an additional amount for the cost of such insurance and an administrative fee, the cost of which may be more than the cost to obtain your own insurance and on which we may make a profit.
8. OWNERSHIP AND TAXES: We own the Equipment (excluding licensed software). If you are deemed to own it, you grant us a security interest in the Equipment. You authorize us to file UCC financing statements to confirm our interest. You will pay, when due, all taxes, fines and penalties relating to the purchase, use, leasing and/or ownership of the Equipment.
9. DEFAULT: If you or any guarantor do not pay us any amount within ten (10) days of its due date, or breach any terms of this Lease, any guaranty or any license relating to the Equipment, you will be in default. If you default, we may require you to do any combination of the following: (a) immediately pay all amounts then due, plus the present value of the remaining Lease Payments, Interim Rent and residual value of the Equipment, as determined by us, discounted at an annual rate of 3%; (b) return all of the Equipment; (c) allow us to repossess the Equipment; or (d) use any and all remedies available to us under applicable law.
10. ASSIGNMENT: You have no right to sell or assign the Equipment or Lease. We may sell or assign our rights in the Lease and/or Equipment and the new owner will have all our rights but will not be subject to any claim or defense you have against us.
11. ARTICLE 2A: You agree this Lease is a "finance lease" as defined in Article 2A of the Uniform Commercial Code. You waive all rights and remedies conferred upon a lessee by Article 2A (508-522) of the UCC.
12. CREDIT INFORMATION: You authorize us or any of our affiliates to obtain credit bureau reports, and make other credit inquiries that we deem necessary.
13. CHOICE OF LAW: THIS LEASE WILL BE GOVERNED BY PENNSYLVANIA LAW. YOU CONSENT TO JURISDICTION IN THE STATE OR FEDERAL COURTS IN PENNSYLVANIA AND WAIVE ANY RIGHT TO A TRIAL BY JURY.
14. MISCELLANEOUS: This Lease is the parties' entire agreement and can be amended only in writing signed by both parties. A fax of the Lease with fax signatures may be treated as an original and will be admissible as evidence. You will use the Equipment only for business purposes and not for personal, family or household use.

ACCEPTED BY LESSEE: City of Ilwaco
Print Name: Mike Cassinelli
E-Mail Address: Mayor@ilwaco-wa.gov
Title: Mayor
Date: 7-18-12
Lessee Authorized Signature

PERSONAL GUARANTY: Undersigned guarantees that Lessee will make all payments and perform all other obligations under the Lease when due. Undersigned agrees that this is a guaranty of payment and not of collection, and that we can proceed directly against undersigned without first proceeding against Lessee or the Equipment. Undersigned also waives all suretyship defenses and notification if the Lessee is in default and consents to any extensions or modifications granted to Lessee. Undersigned will pay us all expenses (including attorneys' fees) we incur in enforcing our rights against undersigned or Lessee. If more than one person signs this guaranty, each agrees that his/her liability is joint and several. Undersigned authorizes us and our affiliates to obtain credit bureau reports and make inquiries regarding undersigned's personal credit. You consent to jurisdiction in the State or Federal courts in Pennsylvania and expressly waive any right to a trial by jury.

SIGNED X
Print Name:
E-Mail Address:
Accepted by:
LEAF Capital Funding, LLC By:
Title:
Lease Commencement Date:
(LEASE 01 6.18.12)



State and Local Government Lease Addendum

Reference: Lease No. 179212

This Addendum is made part of the Lease Agreement referenced above ("Lease") between LEAF Capital Funding, LLC ("we" "us" and "ours") and City of Ilwaco ("you" and "your"). Capitalized terms used but not defined will have the meaning given to them in the Lease. If there is any conflict between the terms of this Addendum and the terms of the Lease, the terms of this Addendum will control and prevail.

1. Funding Intent. You reasonably believe that funds can be obtained sufficient to make all Lease Payments and other payments during the term of the Lease. You agree that your chief executive or administrative officer (or your administrative office that has the responsibility of preparing the budget submitted to your governing body, as applicable) will provide for funding for such payments in your annual budget request submitted to your governing body. If your governing body chooses not to appropriate funds for such payments, you agree that your governing body will evidence such nonappropriation by omitting funds for such payments due during the applicable fiscal period from the budget that it adopts. You and we agree that your obligation to make Lease Payments under the Lease will be your current expense and will not be interpreted to be a debt in violation of applicable law or constitutional limitations or requirements. Nothing contained in the Lease will be interpreted as a pledge of your general tax revenues, funds or moneys.

2. Nonappropriation of Funds. If (a) sufficient funds are not appropriated and budgeted by your governing body in any fiscal period for Lease Payments or other payments and (b) you have exhausted all funds legally available for such payments, due under the Lease, then you will give us written notice and the Lease will terminate as of the last day of your fiscal period for which funds for Lease Payments are available. Such termination is without any expense or penalty, except for the portions of the Lease Payments and those expenses associated with your return of the Equipment in accordance with the Lease for which funds have been budgeted or appropriated or are otherwise legally available. You agree that, to the extent permitted by law, you will not terminate the Lease if any funds are appropriated by you or to you for the acquisition or use of equipment or services performing functions similar to the Equipment during your fiscal period in which such termination would occur.

3. Authority and Authorization. You represent and agree that: (a) you are a state or a political subdivision or agency of a state; (b) the entering into and performance of the Lease is authorized under your state laws and Constitution and does not violate or contradict any judgment, law, order, or regulation, or cause any default under any agreement to which you are party; (c) you have complied with all bidding requirements and, where necessary, have properly presented the Lease for approval and adoption as a valid obligation on your part; and (d) you have sufficient appropriated funds or other moneys available to pay all amounts due under the Lease for your current fiscal period. Upon our request, you agree to provide us with an opinion of counsel as to clauses (a) through (d) above, an incumbency certificate, and other documents that we request, with all such documents being in a form satisfactory to us.

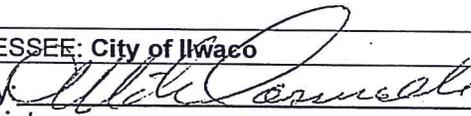
4. Government Use. You agree that (a) you will comply with all information reporting requirements of the Internal Revenue Code of 1986, as amended, including but not limited to the execution and delivery to us of information statements requested by us, and (b) the use of the Equipment is essential for your proper, efficient and economic operation, you will be the only entity to use the Equipment during the term of the Lease and you will use the Equipment only for your governmental purposes. Upon our request you will provide us with an essential use letter in a form satisfactory to us as to clause (b) above.

5. Insurance. You agree to provide and maintain at your own expense (a) property insurance against the loss, theft, destruction of, or damage to, the Equipment for its full replacement value, naming us as loss payee, and (b) public liability and third party property insurance, naming us as an additional insured. You will give us certificates or other evidence of such insurance on the Equipment at such times as we request. All insurance obtained from a third party insurer will be in a form, amount and with companies acceptable to us, and will provide that we will be given 30 days' advance notice of any cancellation or material change of such insurance.

6. Indemnification. With respect to any claims, actions, or suits that are made against us as a result of your actions, omissions, negligence or willful misconduct ("Claims"), to the extent permitted by law, you agree to reimburse us for, and if we request, defend us against, any such Claims.

7. Choice of Law. Regardless of any conflicting provision in the Lease, **THE LEASE WILL BE GOVERNED BY THE LAWS OF THE STATE IN WHICH YOU ARE LOCATED.**

This Addendum supplements and amends the Lease only to the extent and in the manner set forth, and in all other respects, the Lease will remain in full force and effect.

| | |
|---------------------------------------------------------------------------------------|----------------------------------|
| LESSEE: City of Ilwaco | LEAF Capital Funding, LLC |
| By:  | By: _____ |
| Print Name: Mike Cassinelli | Print Name: _____ |
| Title: Mayor | Title: _____ |
| Date: 7-10-12 | Date: _____ |

AFFIDAVIT OF PUBLICATION

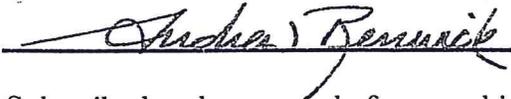
I, Andrew Renwick, being first duly sworn, depose and say that I am an employee of the Chinook Observer, say that the

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

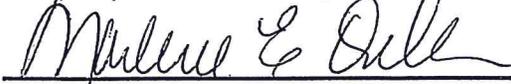
LEGAL NOTICE

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.



Subscribed and sworn to before me this

7th day of **October, 2015**



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



CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: 9/21/15, 10/12/15, 11/02/15, 11/13/15
Public Hearing: 11/23/15
Council Discussion Item: 11/23/15 Council Business Item:
- B. Issue/Topic: **Ordinance adopting the budget for the City of Ilwaco for 2016**
- C. Sponsor(s):
1. Mike Cassinelli 2.
- D. Background (overview of why issue is before council):
1. The city council is required to pass a budget ordinance to legally adopt the budget for the next year.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)
1. The managers, mayor, city council and treasurer have put substantial time into the compilation of the budget. Since the city has limited resources, it is imperative that careful thought be put into the planned expenditures.
2. The Mayor's budget message was released to the public on November 20th prior to the public hearing on November 23th.
- F. Impacts:
1. Fiscal: The proposed budget will be used as a guide for the ensuing calendar year.
2. Legal:
3. Personnel:
4. Service/Delivery:
- G. Planning Commission: Recommended X N/A Public Hearing on
- H. Staff Comments:
1.
- I. Time Constraints/Due Dates: The budget must be passed prior to the end of 2015.
- J. Proposed Motion: **I move to adopt the proposed ordinance establishing the 2016 budget for the City of Ilwaco.**

**CITY OF ILWACO
ORDINANCE NO. XXX**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF ILWACO,
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016**

WHEREAS, the mayor of the City of Ilwaco, Washington, completed and placed on file with the city treasurer a proposed budget and estimate of the amount of monies required to meet the public expense, bond retirement and interest, reserve funds and expenses of government of said city for the fiscal year ending December 31, 2016, and a notice was published that the council of said city would meet on the 23rd day of November 2015 at the hour of 6:00 p.m., at the council chambers of said city, for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said city an opportunity to be heard upon said budget; and

WHEREAS, the City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Ilwaco for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said city for said year and being sufficient to meet the various needs of the city during said period.

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

Section 1. The budget of the City of Ilwaco, Washington, for the year 2016 is hereby adopted at the fund level in its final form and content as set forth herein, three copies of which are on file in the Office of the Clerk.

Section 2. Estimated expenditures, excluding ending fund balances or working capital for each separate fund of the City of Ilwaco, and aggregate totals for all such funds combined, for the year 2016 as set forth following including any exceptions and deferrals noted:

| <u>City of Ilwaco Funds</u> | <u>Original Appropriation</u> |
|----------------------------------|-----------------------------------|
| General Fund | 1,179,149 |
| Street Fund | 81,564 |
| Tourism Fund | 70,265 |
| Excise Reserve Fund | 15,000 |
| Water Fund | 872,837 |
| Water/Sewer Bond Redemption Fund | 473,943 |
| Water/Sewer Bond Reserve | - |
| Stormwater Fund | 85,195 |
| Sewer Fund | 1,339,836 |
| Total Appropriations | <hr/> 4,117,790 |

Section 3. The city treasurer is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Association of Washington Cities.

Section 4. The city treasurer is directed to transmit a budget status report to the City Council prior to the City Council meeting on the fourth Monday of each month starting in January 2016, and continuing indefinitely. Such report is to be in a format acceptable to the City Council.

Section 5. 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 __ DAY OF _____, 2015.

Mike Cassinelli, Mayor

ATTEST:

Holly Beller, Deputy City Clerk

| VOTE | Jensen | Karnofski | Marshall | Chambreau | Fornier | Cassinelli |
|-------------|--------|-----------|----------|-----------|---------|------------|
| Ayes | | | | | | |
| Nays | | | | | | |
| Abstentions | | | | | | |
| Absent | | | | | | |

PUBLISHED:

EFFECTIVE:

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

A. Meeting Dates: Council Workshop: Public Hearing: 11/9/15
11/23/15
Council Discussion Item: 10/12/15 Council Business Item:
11/23/15

B. Issue/Topic: **City of Ilwaco Comprehensive Plan Adoption**

C. Sponsor(s):
1. Cassinelli 2.

D. Background (overview of why issue is before council):
The City of Ilwaco adopted its current Comprehensive Plan 18 years ago in 1997 as required under the Growth Management Act. RCW 36.70A.130 required the city to update this plan by December 1, 2010 to ensure compliance with the GMA.

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

1. To bring the city in compliance with the GMA, a plan update was initiated in 2014.
2. The Planning Commission held a public visioning session in March 2015.
3. A preliminary draft was prepared in July 2015 based upon data collected during the March visioning session, an update of technical planning information, and the requirements under RCW 36.70A and WAC 365-196.
4. This Comprehensive Plan update will take the place of the outdated 1997 Comp Plan.
5. This update does not include an Economic Development element as it is not a required element, however it would be a good practice to draft a separate economic development stand-alone policy. Please see briefing material for more information on the economic development element requirements.

F. Impacts:

1. Fiscal:
2. Legal: This ordinance has been reviewed by Heather Reynolds.
3. Personnel:
4. Service/Delivery:

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

H. Staff Comments:

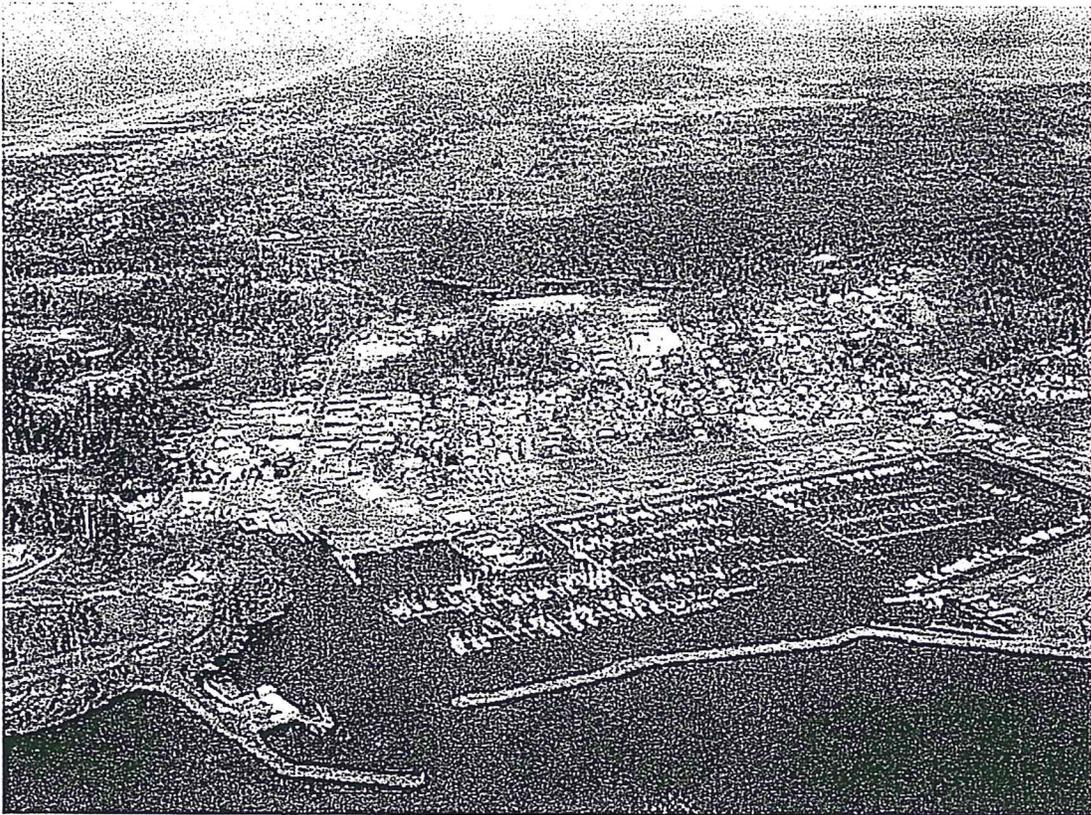
I. Time Constraints/Due Dates:

J. Proposed Motion: **I move to enact Ordinance XXX, adopting the Comprehensive Plan dated June 2015 by reference as part of the Ilwaco Municipal Code.**



Draft

Comprehensive Plan



June 2015

City of Ilwaco
Draft Comprehensive Plan

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Introduction

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."¹

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.

¹ 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.² 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

² 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 2010.³ 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.⁴ 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

³ See RCW 36.70A.130(4)(d) and (6)(c)

⁴ 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

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

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.

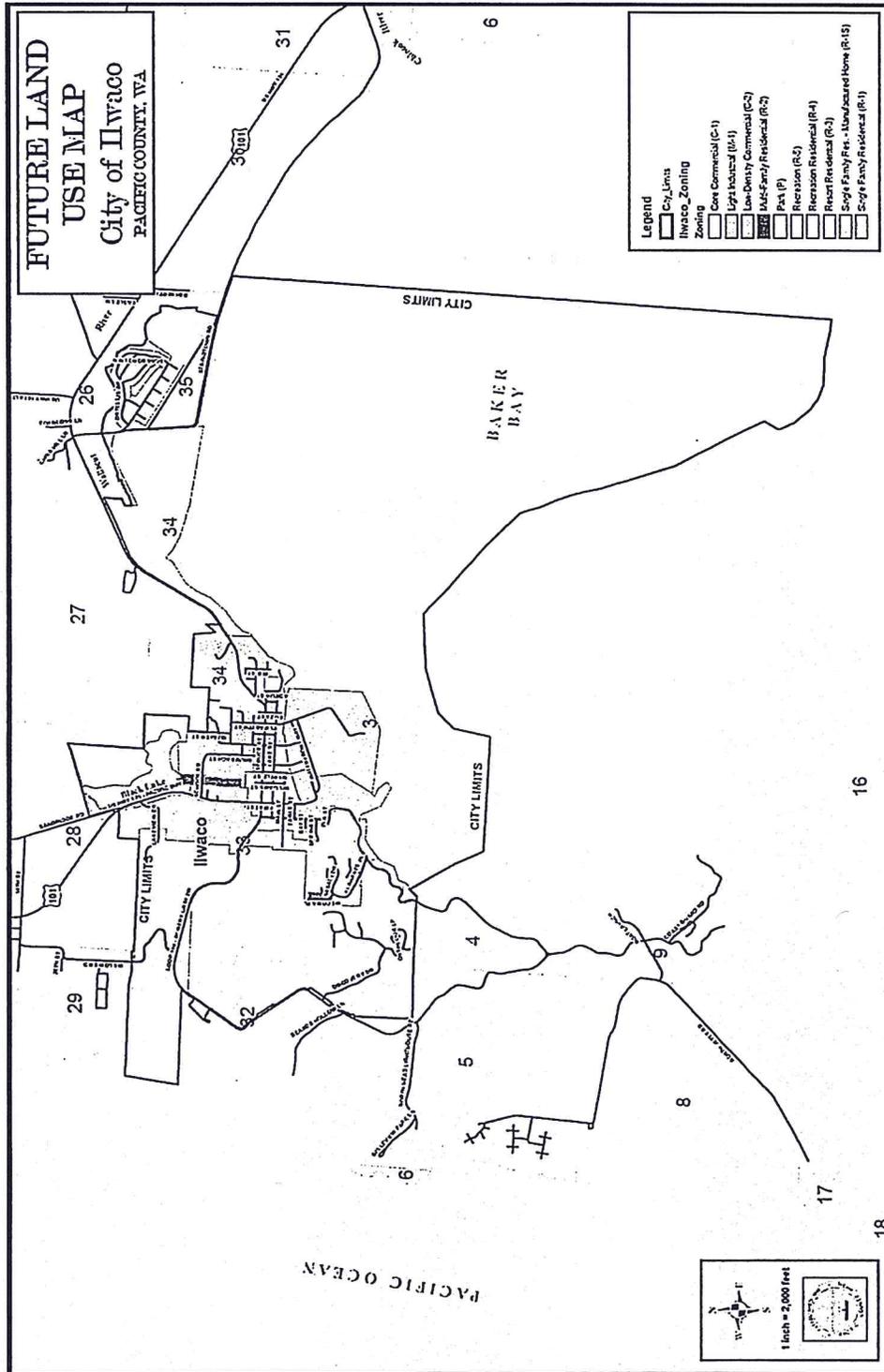
Distribution of Development Districts

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

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

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 nd 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

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.⁵
- 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.

⁵ 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

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

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

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 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.

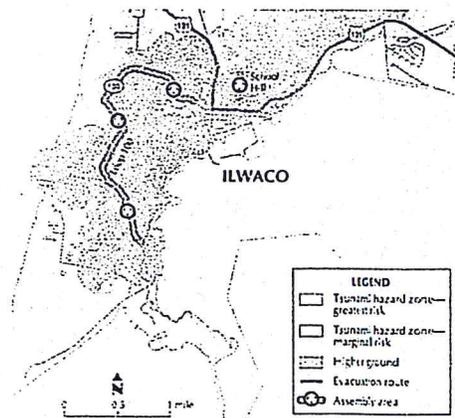
Geology and Soils

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

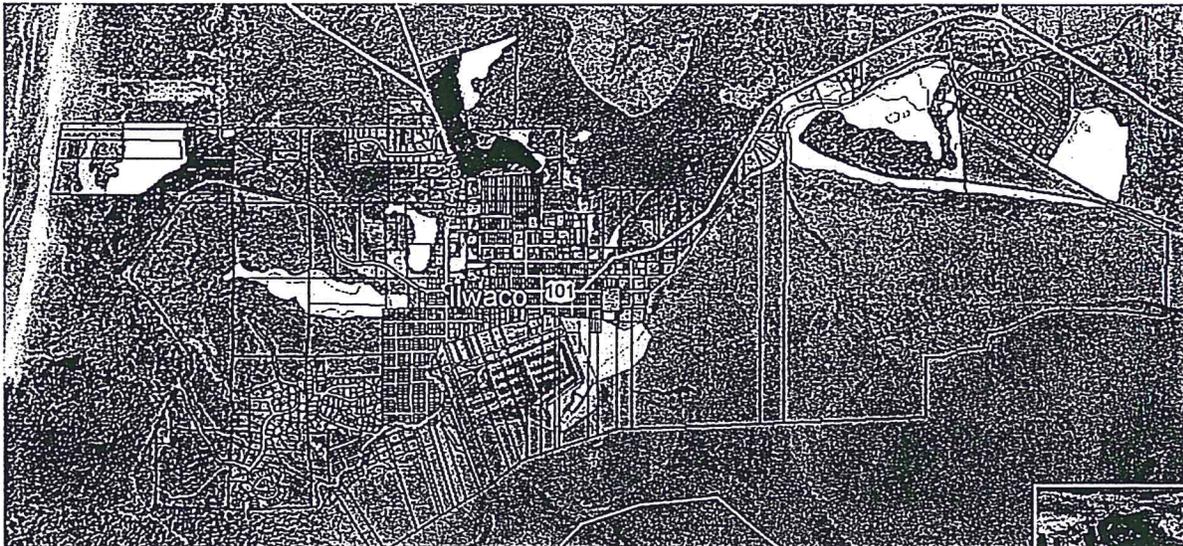


waterfront and another that runs roughly parallel to Discovery Drive. Landslide potential is greatest along Robert Gray Drive.

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 1st 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.

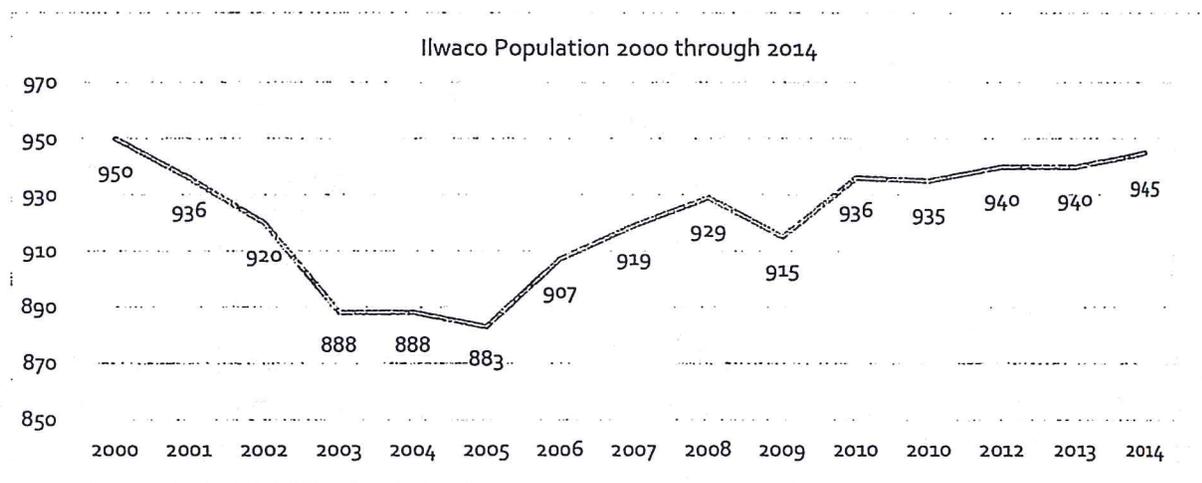
The PHS database shows Baker Bay as have large concentrations of resident and migratory waterfowl. The WDFW SalmonScape database show Fall Chum, Coho, and Winter Steelhead use the Wallacut River. Baker Bay and the Columbia River are significant migratory routes for large numbers of returning salmonid 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.⁶ 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

⁶ 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.⁷ 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% |
| TOTALS | 1,922.1 | 1,658 | 100.0% |

⁷ 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% |
| TOTAL | 1,233.26 | 100.0% |

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 2nd 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.⁸

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.

⁸ 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.

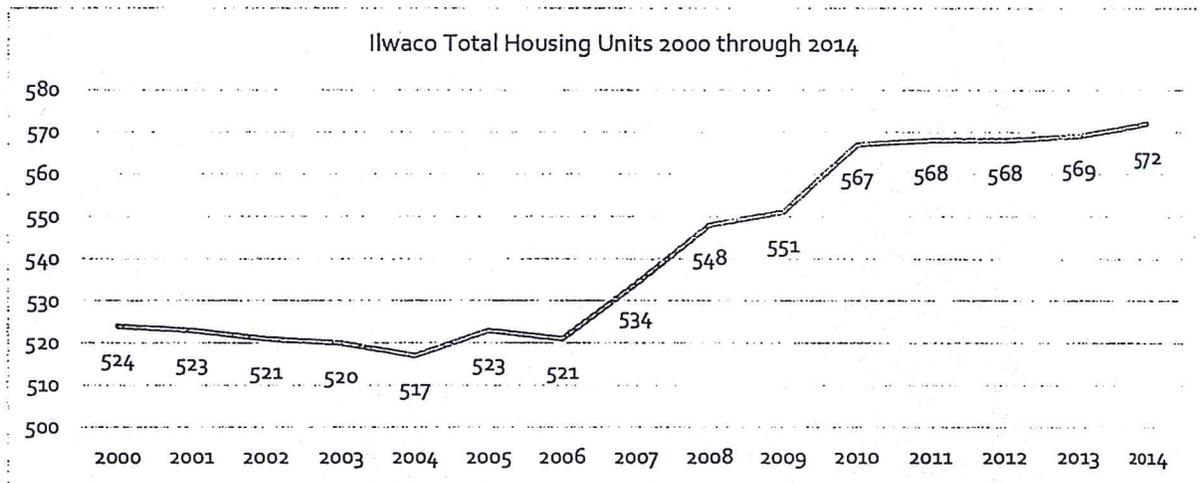
Projected future industrial growth within the city will focus on Port of Ilwaco properties and remain relatively small in scale.

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.

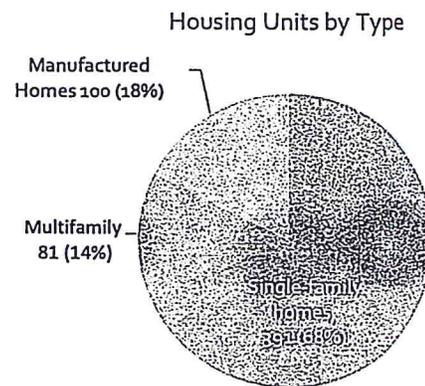
Housing Element Profile

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.⁹ 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

⁹ 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 (BOD₅) 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 BOD₅ 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 1st 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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Washington Department of Natural Resources. Geologic Information Portal:

<http://www.dnr.wa.gov/programs-and-services/geology/publications-and-data/geologic-information-portal>

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 11/23/15 Council Business Item:
- B. Issue/Topic: **Resolution Amending the Fee Schedule for the 2016 Utility Rates and Connection Charges**
- C. Sponsor(s):
1. Mike Cassinelli 2.
- D. Background (overview of why issue is before council):
1. The City Council worked on the utility rates for an extended period of time. Projections were developed for short and potentially long-term needs of the utilities. Those projections included incremental increases.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details).
1. During the budget workshops, the council reviewed the potential impact of the rate changes on a customer's bill, as well as the impact on the city's budget.
- F. Impacts:
1. Fiscal: The \$.45cent increase to the water commodity charges under 20,000cuft and \$.30cent increase 20,000cuft and above will provide additional revenue to the water fund that will help support upcoming projects. The \$1.00 increase to the sewer base rate will stabilize the decline in sewer revenues and fund upcoming loan payments. There is no change to the stormwater rates.
2. Legal:
3. Personnel:
4. Service/Delivery:
- G. Planning Commission: Recommended N/A Public Hearing on
- H. Staff Comments:
- I. Time Constraints/Due Dates:
- J. Proposed Motion: **I move to adopt the resolution amending the fee schedule for the 2016 sewer, water and stormwater rates and connection charges.**

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

A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, AMENDING THE FEE SCHEDULE FOR THE 2016 SEWER, WATER AND STORMWATER RATES AND CONNECTION CHARGES

WHEREAS, it is the desire of the City Council to adjust sewer, water and stormwater rates and connection charges annually, as needed, to align with service costs.

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

Section 1. Sewer Rates. The minimum monthly base rate for sanitary sewage disposal shall be on a water meter size basis calculated based on the gallons per minute (GPM) flow capacity of the meter, as follows, and all rates and charges outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

| Meter Size | GPM Flow* | Meter Weight | 2015 Rate | 2016 Rate |
|--------------|-----------|--------------|-----------|-----------|
| 5/8" or 3/4" | 30 | 1.00 | \$38.50 | \$39.50 |
| 1" | 50 | 1.67 | \$64.30 | \$65.97 |
| 1 1/4" | 75 | 2.5 | \$96.25 | \$98.75 |
| 1 1/2" | 100 | 3.33 | \$128.21 | \$131.54 |
| 2" | 160 | 5.33 | \$205.21 | \$210.54 |
| 3" | 300 | 10.00 | \$385.00 | \$395.00 |
| 4" | 500 | 16.67 | \$641.41 | \$658.47 |
| 6" | 1000 | 33.33 | \$1283.21 | \$1316.54 |
| 8" | 1600 | 53.33 | \$2053.21 | \$2106.54 |

* Washington State Department of Health Financial Viability Manual

In addition to the monthly rate based on meter size, the following rates shall also apply:

| Commodity Charge | Rate |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> ▪ For each one hundred (100) cubic feet of metered water. For residential accounts, water consumption for the preceding period on or about March 25 through May 25 and September 25 through November 25 will be averaged <u>semi-annually</u> to determine the amount of sanitary sewer usage that will be charged for each month. For commercial accounts, monthly metered water shall determine the commodity charge assessed for sanitary sewer for that month. | \$8.65 |
| <ul style="list-style-type: none"> ▪ For each one hundred (100) cubic feet of metered sewerage flow (ONLY for large business with sewer flow meter) | \$10.81 |
| <ul style="list-style-type: none"> ▪ For each one hundred (100) cubic feet of metered grey water | \$2.42 |

Section 2. Water Rates. The minimum monthly rates for all water users shall be on meter size basis calculated based on the gallons per minute (GPM) flow capacity of the meter, as follows, and all rates and charges outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

| Meter Size | GPM Flow* | Meter Weight | 2015 Rate | 2016 Rate |
|--------------|-----------|--------------|-----------|-----------|
| 5/8" or 3/4" | 30 | 1.00 | \$26.90 | \$26.90 |
| 1" | 50 | 1.67 | \$44.92 | \$44.92 |
| 1 1/4" | 75 | 2.50 | \$67.25 | \$67.25 |
| 1 1/2" | 100 | 3.33 | \$89.58 | \$89.58 |
| 2" | 160 | 5.33 | \$143.38 | \$143.38 |
| 3" | 300 | 10.00 | \$269.00 | \$269.00 |
| 4" | 500 | 16.67 | \$448.42 | \$448.42 |
| 6" | 1000 | 33.33 | \$896.58 | \$896.58 |

* Washington State Department of Health Financial Viability Manual

In addition to the monthly rate based on meter size, the following rates shall also apply:

| Type of Charge | 2015 Rate | 2016 Rate |
|-----------------------------------------------------------------------------------------------------------------|-----------|-----------|
| ▪ Commodity Rate: For each one hundred (100) cubic feet of water usage | \$3.85 | \$4.30 |
| ▪ Fire Sprinkler: For each fire sprinkler | \$18.57 | \$18.57 |
| ▪ Use over 20,000 cubic feet: For each one hundred (100) cubic feet of water usage over 20,000 per month | \$4.15 | \$4.45 |

Section 3. Stormwater property classifications and rates. For the purposes of assessing stormwater utility fees, all properties shall be classified by parcel or lot size and whether they are developed or undeveloped as per the records of the Pacific County Assessor, as follows:

| Classification | Description | Rate 2015 | Rate 2016 |
|----------------------------------------------------------|----------------------------------------|-----------|-----------|
| All parcels | Undeveloped commercial and residential | \$4.71 | \$4.71 |
| Parcels 6000 SF or less (.14 acres) | Developed residential | \$7.28 | \$7.28 |
| | Developed commercial | \$8.31 | \$8.31 |
| Parcels greater than 6000 SF (greater than .14 acres) | Developed residential | \$9.34 | \$9.34 |
| | Developed commercial | \$10.37 | \$10.37 |

Section 4. Water connection charges. In addition to the foregoing rates and charges, the city shall charge for each building or service connection to the water system a connection charge of two thousand five hundred dollars (\$2,500) per meter equivalent (Ilwaco Municipal Code 13.04.020), and all connections outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

All water meter connections for fire sprinkler installation shall be at the rate of one thousand eight hundred dollars (\$1,800) per connection.

Section 5. Sewer connection charges. In addition to the foregoing rates and charges, the city shall charge for each building or service connection to the sanitary sewer system a connection charge of a six thousand two hundred dollars (\$6,200) per proportional equivalent (Ilwaco Municipal Code 13.04.110), and all connections outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

Section 6. Severability. If any section, sentence, clause or phrase of this resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 7. 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 XXTH DAY OF _____, 2015.

Mike Cassinelli, Mayor

ATTEST:

Holly Beller, Deputy City Clerk

| VOTE | Jensen | Karnofski | Marshall | Chambreau | Forner | Cassinelli |
|-------------|--------|-----------|----------|-----------|--------|------------|
| Ayes | | | | | | |
| Nays | | | | | | |
| Abstentions | | | | | | |
| Absent | | | | | | |

EFFECTIVE: January 1st 2016



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Please verify that you are eligible to participate as a government organization. You will be required to sign a contract and attest that you are an eligible customer. **Microsoft reserves the right to verify eligibility at any time and suspend the service for ineligible customers.**

A government organization is typically (a) any government agency, department office, division, unit, or other entity of state or local government or (b) any county, borough, commonwealth, city, municipality, town, township, special purpose district, or similar type of government instrumentality established by laws of customer's state and located within customer's state jurisdiction and geographic boundaries or (c) any other entity in customer's state expressly authorized by the laws of customer's state to purchase under state contracts. Read detailed eligibility requirements for your country.

Sign up for a FREE 30-day trial

| | Exchange Online Plan 1 (Government Pricing) | Exchange Online Plan 2 (Government Pricing) | Office 365 Enterprise E1 (Government Pricing) | Office 365 Enterprise E3 (Government Pricing) |
|-----------------------------|------------------------------------------------|------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| Price does not include tax. | \$3.50 | \$7.00 | \$6.00 | \$17.00 |
| | user/month | user/month | user/month | user/month |
| User maximum | Unlimited | Unlimited | Unlimited | Unlimited |

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365 using the
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ⓘ



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management
of apps** with
Group Policy,
Telemetry,
Shared
Computer
Activation



**Self-service
Business
Intelligence**
to discover,
analyze, and
visualize data
with Excel



**Compliance
and
information
protection**
Legal hold,
rights
management,
and data loss
prevention



for email and
files

**eDiscovery
Center** tools
to support
compliance



**Hosted
voicemail**
Take
advantage of
hosted
Unified
Messaging
services that
provide call
answering, a
dial-in user
interface, and
company
automated
attendant
capabilities



Sign up for a FREE 30-day trial

All of the Office 365 plans above include

- Guaranteed 99.9% uptime, financially backed service level agreement
- IT-level web support and 24/7 phone support for critical issues
- Active Directory integration to easily manage user credentials and permissions
- World-class data security
- Shared online calendars

Ariel Smith

From: Marcus Handy <marcus@ifocus.us>
Sent: Thursday, September 10, 2015 2:49 PM
To: Ariel Smith (treasurer@ilwaco-wa.gov)
Subject: RE: Office 365

Importance: High

Ariel,

I wanted to give you a summary of benefits of using MS Office 365/Exchange and outline our recommendations, so you can effectively address questions & concerns of the City Council.

Let's start with what you currently have:

The City of Ilwaco's email is hosted by Beachdog and has been since iFocus audited the City in the fall of 2012. Microsoft Outlook clients connect directly to Beachdog servers and nearly all accounts are configured POP/SMTP in Outlook. My understanding is that service quality is reliable.

I. Benefits of current service:

1. Low cost
2. Email service is reliable

II. Shortfalls of current service:

1. Local storage. Email and other important data (calendars, contacts, and tasks) stored on local PCs: subject to loss in the event of a hard drive failure. Archiving is also executed to local hard drive.
2. Lack of centralized administration. Cannot set global policies on email records deleted item retention
3. Audits. System does not lend itself well to efficient audits/legal holds/responses Freedom of Information Act (FOIA) Requests
4. City Council, Planning Commission, and Parks Board members have email forwarded to their personal accounts, making those accounts subject to FOIA requests and risking exposing potentially embarrassing personal information.
5. Synchronization. Not able to synchronize Email and other important data (calendar, contacts, and tasks) across devices
6. Collaboration. Unable to share access to email folders, calendars, contacts, and tasks.

Recommendations:

iFocus's original recommendation to improve email service in the audit document dated 12/17/2012 was to use Exchange Online Plan 2 for Government and the original scope the service identified 10 mailboxes requiring migration. Since the audit iFocus has had multiple conversations with two City Treasurers to attempt clearly define the scope of the desired service.

In the last 3 years since the audit, iFocus has consistently recommended:

- (1) Exchange Online Plan 2 for Government as it appears to be the most cost-effective option that meets the needs of the City, in that it fully addresses all "Shortfalls of current service", with the exception of II.3 Audits *.
- (2) Councilors, Commissioners, and Board Members, be included in the scope to create mailboxes for those users as well (this was recommended as soon as we became aware of the 'forwarding' situation).

A few changes to information previously conveyed:

(1) Change from audit dated Dec 2012. Exchange Online Plan 2 used to be priced at \$8 per user per month / it is now priced at \$7 per user per month and is billed up-front annually.

(2) Change from audit dated Dec 2012. iFocus Consulting has adjusted labor estimates for Office 365 migrations to more effectively capture associated costs.

(3) Change upon having recently reviewed fine points of service: Given the volume of email, it would be more cost efficient to initially use Exchange Online Plan 1 for Councilors, Commissioners, and Board Members.

*Though Exchange Online Plan 2 does not include the "E-discovery Center" feature found in Office 365 for Government (Plan E3), it would provide greater efficiency than the existing email service on this count.

Sincerely,

Marcus Handy,

Network Services Manager/MCSA

iFocus Consulting, Inc.

503-338-7443 Office - 503-338-2919 Fax

100 39th Street, Suite 201 - Astoria, OR 97103 <http://www.ifocus-consulting.com><<http://www.ifocus-consulting.com/>>

[cid:image001.png@01CC421B.0490F220] [Description: cid:image002.gif@01C730E3.3A88C5E0]

email issue

City Clerk

From: Ali Higgins <ahiggins@wrightimg.com>
Sent: Thursday, August 27, 2015 4:44 PM
To: clerk@ilwaco-wa.gov
Subject: RE: new IN folder process

Thank you Holly,

I received your file and placed it into production this morning to mail tomorrow. I see that you sent this email to me this morning at 9:45 however I just received it at 4:34pm! WEIRD!!! ☺ Have a great afternoon.

Thanks,

Ali Higgins

Customer Service Representative
Wright Imaging Inc. | www.wrightimg.com
13107 NE Airport Way
Portland, OR 97230-1036
503.445.3274 – Direct | 503.258.0651 Fax
ahiggins@wrightimg.com

From: City Clerk [<mailto:clerk@ilwaco-wa.gov>]
Sent: Thursday, August 27, 2015 9:45 AM
To: Ali Higgins
Subject: RE: new IN folder process

Hi Ali,

Our billing is in the IN folder for you. ☺

Holly Beller
Deputy City Clerk
City of Ilwaco
360-642-3145
clerk@ilwaco-wa.gov
www.ilwaco-wa.gov



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opportunity provider and employer*

From: Ali Higgins [<mailto:ahiggins@wrightimg.com>]
Sent: Wednesday, August 26, 2015 11:01 AM
To: clerk@ilwaco-wa.gov
Subject: new IN folder process

Good morning,

email issue

City Clerk

From: beachdog.com webmaster <webmaster=beachdog.com@mail64.atl11.rsgsv.net> on behalf of beachdog.com webmaster <webmaster@beachdog.com>
Sent: Sunday, August 30, 2015 5:29 PM
To: Ariel
Subject: Woof! An unexpectedly busy weekend.

Following Friday's email outage, we made corrective changes to our servers.

[View this email in your browser](#)

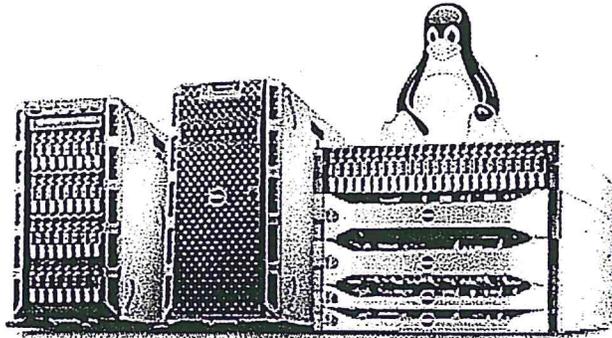


Hosting Server Changes

August 30

First, allow me to apologize for the email outage on Friday.

Due to ongoing lapses in responsibility on the part of the company managing our hosting hardware, I made the decision to change oversight of our web servers. They are now managed by the



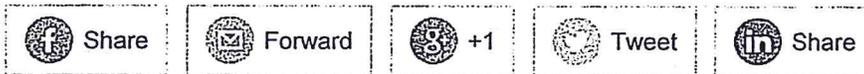
trustworthy people doing an excellent job with the software end of web hosting for us. Friday's email outage accelerated the already crafted plan for migration, which completed in the early hours this morning, Sunday.

Because it can take 72 hours for DNS changes to fully propagate, we'll run both old and new servers for a few days, ensuring a smooth transition for all sites. During this time, it's best that you not work on your site unless truly necessary. If you *must* work on your site before Thursday morning, please let us know by phone or email so we can help avoid any data loss.

I apologize for the lack of notice ahead of time, and response during, the outage and migration. As always, delivering the best possible service drives actions around here.

In the unexpected instance you notice any issues with your site or domain-based email, please do reply to this message or give us a call at 360-642-4431.

— Keleigh



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You are on this list as the key contact for a beachdog.com-hosted website.

Our mailing address is:

beachdog.com
1517 Pacific Ave N
PO Box 954
Long Beach, WA 98631

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#)



ifocus quote

City Clerk

From: Marcus Handy <marcus@ifocus.us>
Sent: Friday, June 12, 2015 5:31 PM
To: clerk@ilwaco-wa.gov
Subject: RE: iFOCUS Contract Renewal

Holly,

Nice to hear from you.

The last thing I heard from Ariel re: the mayor's PC is that she was thinking of getting him a Microsoft Surface for \$300 instead of a PC, unless I've misunderstood or not remembered our last conversation correctly... if you need a quote for a PC, I'm happy to supply one. Please confirm how you'd like to proceed.

For Exchange Online, the pricing is close:

Here's how Exchange Online Plan one is billed by Microsoft:

1. The service is setup and configured as a free trial while Microsoft verifies whether you're an eligible government agency (this can take 30-90 days). Once you're verified you'll pay Microsoft (credit card is the easiest)
 - a. \$42 per mailbox per year (\$ 3.50 per mailbox per month x 12 months) x number of mailboxes
2. iFocus will bill the following labor, when setup is complete:
 - a. 1.5 hours per mailbox (@ \$105 per hour) – includes Outlook profile setup and email migration
 - b. 5 hours admin time (@ \$105 per hour) – includes planning, DNS records management, Office 365 setup and configuration, administrative follow-up to ensure
 - c. \$52.50 for any on-site travel as per the contract
 - d. Reoccurring charge for email management / administration of the service that includes up to 1 hour of service per month: \$ 105 per month

For mailboxes you guys have: mayor@, treasurer@, clerk@, and billing@, publicworks@, water@, wastewater@, and fire@ ... any others? We should talk about other addresses you use and service specifics so cost figures are accurate.

Here is a detailed breakdown of the service you get at \$3.50 per month vice \$7.00 per month (the link is for the equivalent corporate plan, which costs more, but the service parameters are the same).

<https://products.office.com/en-us/exchange/compare-microsoft-exchange-online-plans?legRedir=true&CTT=1&CorrelationId=3643369f-05e8-41f9-bb75-12e16db88393>

It's worthy of note that the \$3.50 per month plan doesn't include any legal hold / compliance options, which I would highly recommend.

Sincerely,

Marcus Handy,
Network Services Manager/MCSA

iFocus Consulting, Inc.

503-338-7443 Office - 503-338-2919 Fax
100 39th Street, Suite 201 - Astoria, OR 97103
<http://www.ifocus-consulting.com>



Microsoft Partner

Silver Midmarket Solution Provider
Silver Desktop



From: City Clerk [mailto:clerk@ilwaco-wa.gov]
Sent: Friday, June 12, 2015 4:04 PM
To: Marcus Handy
Subject: iFOCUS Contract Renewal

Hi Marcus,

I am working on the briefing for council for the contract renewal and noticed in years past we had recommended switching the email server and had included those costs (see below for old example) for council to review. Can you give me updated figures for this?

1) Implement recommendations:

Email – to be implemented possibly in 2014 or early 2015

| | |
|-----------------------------------------------|-------------------|
| Microsoft Exchange Online(\$3.50 /mo/account) | \$52.50 per month |
| Monthly support | \$105 per month |
| Installation | \$1050 |

Also, Ariel said you two have been talking about possibly purchasing a new computer for the Mayor. Have you any of those figures available?

Thanks!

Holly Beller
Deputy City Clerk
City of Ilwaco
360-642-3145
clerk@ilwaco-wa.gov
www.ilwaco-wa.gov



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Beachdog recommendation

You have plenty of space for email; it's site bandwidth that bumped you over to the next hosting plan. You have room to add mail boxes. The issue we have currently is that I can't make any one box hold more than 1024 MB. It's the limit on "courtesy email accounts" which are what we offer as part of your hosting plan.

It's totally up to you how long any particular piece of mail stays in the box; the server just looks at capacity.

For the boxes that are getting full, you have a couple of choices. Assuming you need to save everything, you can free up space by archiving old mail on your local drive. If you really want to be able to store all of it on the mail server, I recommend making the switch to Google for Business or Office 365. Both offer professional class email that can accommodate most any need you have.

Google for Business essentially gives you a gmail box tied to your domain: a gmail box with an [@ilwacowa.gov](mailto:ilwacowa.gov) address. Office 365 does the same thing, but using Outlook online, which recently replaced hotmail and msn.com email. They're both great and cost is about the same for both. It comes down to which has an interface that is a better fit for the people in your organization. I've found that PC people are divided in liking both while Mac people strongly prefer the Google product. Go figure. Don't quote me on cost but the last time I costed them out, in rough terms, they were both about \$50 per box per year.

Office 365 offers some free accounts to non-profits; I'm using one for the animal shelter. I don't know if they are available only to NGOs or if cities are also eligible. I found out about them on techsoup.org.

Keleigh



Electronic Records Management: Keep Electronic Records in Electronic Format

Purpose: Provide guidance to state agencies and local government entities on the retention of electronic records in electronic format.

Do I have to print out my records for retention purposes?

NO – If the records are already in electronic format (such as emails, electronic calendars, database records, etc.) then the records need to be retained in electronic format.

Do not print out electronic records and then delete the electronic version as a means of retaining the records.

Preservation of Electronic Records (WAC 434-662-040) states in part:

“Electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. Printing and retaining a hard copy is not a substitute for the electronic version unless approved by the applicable records committee.”

Why printing out electronic records doesn't work

While the retention and preservation of paper records can be simpler than retaining and preserving electronic records, the retention of a printout of an electronic record doesn't work because:

1. **Metadata is lost.** Most metadata is not captured in the printing out of electronic records. The electronic record's metadata is an integral part of the record as it helps prove its authenticity.
2. **Usability is reduced.** The ability to search and use the record is reduced when it is printed out. It is far easier to search through thousands of emails in electronic format than trying to do the same when they are printed out.

Do electronic records need to be kept in their native format?

NO – In fact, in order to preserve electronic records, especially over time, it may be necessary to migrate records to formats better suited for retention and preservation.

However, it is important that any data migration to another electronic format preserves the necessary metadata needed to prove the record's authenticity.

Additional advice regarding the management of public records is available from
Washington State Archives:



Web Hosting Plans

Most of our customers fit nicely into these packages.
If you don't, ask; we'll create one just for you.

| | Puppy | Heinz 57 | Working Dog | Purebred | Show Dog | Champion |
|-----------------------------------|-------------------------------|---------------------------------------------|----------------------------------------------------|---------------------------------------------|-------------------------------------|-------------------------------------|
| Perfect for... | Small Sites Personal Sites | Perfect for most basic business sites | Business sites needing a bit more elbow room | Large or high- traffic business sites | E-Commerce & Custom Databases | E-Commerce & Custom Databases |
| Domains | 1 | 5 | 5 | 10 | 50 | 100 |
| Sub-Domains | 2 | 5 | 5 | 10 | 50 | 100 |
| Parked Domains | 4 | 5 | 5 | 10 | 50 | 100 |
| Disk Space | 1 GB | 3 GB | 10 GB | 20 GB | 30 GB | 50 GB |
| Bandwidth | 5 GB | 10 GB | 20 GB | 30 GB | 50 GB | Unlimited |
| Email Forwarders | 10 | 50 | 50 | 150 | 250 | 500 |
| Email Boxes | 10 | 50 | 50 | 150 | 250 | 500 |
| MySQL (1GB ea) | ✗ | 3 | 3 | 5 | 25 | 50 |
| FTP Accounts | ✗ | 5 | 5 | 10 | 50 | 100 |
| C-Panel® Access | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 1-Click Installs with Fantastico® | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SSL Certificate | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ |
| Static IP Address | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ |
| Statistics | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 24/7 Connection Monitoring | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Off-Site Backups | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Concierge Services | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Domain Management Services | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Set-up Fees | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| Billed Monthly | \$10. | \$16. | \$30. | \$75. | \$150. | \$275. |
| Billed Annually | \$100. (2 months free!) | \$160. (2 months free!) | \$300. (2 months free!) | \$825. (1 month free!) | \$1650. (1 month free!) | \$3025. (1 month free!) |

beachdog definitions

Why do I care about...

Hosting. Hosting is paying rent on the computer space and connectivity your website uses to remain connected to the internet 24/7/365. Every website needs hosting.

Domains. You may want to host multiple sites within the same hosting account, or have multiple domain names (www addresses) taking visitors to your site.

Sub-Domains. There are a number of reasons you might want to create a sub-domain address such as forum.yourdomain.com or reservations.yourdomain.com. Subdomain space is like setting up a whole new hosting location within your hosting location.

Parked Domains. This is popular with people who purchased their domain as not only .com but also .net, .tv or any of the other TLDs (domain name endings). When you park a domain on top of another domain, it doesn't matter which address is typed into a browser as they both bring up the same web page.

Disk Space. How much space do you need to store your website, all its photos, PDFs, docs, .xls, videos, music, etc.? We have given each of our hosting plans *considerably* more space than a site owner typically needs to go with the rest of the resources in a given hosting plan.

Bandwidth. This is the amount of bits and bytes of data that flow between the hosting computer and the computer of your site visitor. If they load a page and stop to read it – almost no bandwidth. If they watch a movie – lots of bandwidth. We set limits for each hosting account so that we are sure to have enough resources available for every site on the server. Don't worry if your site has a popularity moment and spikes bandwidth though as you won't be penalized or shut down for such overages. If it becomes a habit, we may need to look at a more robust hosting plan—but that's a great problem to have.

Email Forwarders. This is when we set up an email address, info@mydomain.com, for example, but instead of creating an email account, we tell it to just forward any mail with that address along to another email account. This is especially popular with people who love the email service they have already and don't want to complicate matters with another address but do want to have one they can publish which matches their website.

Email Boxes (aka Email Accounts). This is when we set up an email address, info@mydomain.com, for example, that you can check online through your choice of three programs (Horde, RoundCube and SquirrelMail), or connect to through your computer's mail software (Outlook, for example). Both POP and IMAP accounts are available (and if you don't know what that means, we can help you decide which is the best fit for you).

MySQL (1GB ea). In short, this is software that lets your site be run by a database. WordPress sites need MySQL. Some hosting companies charge extra for these; we do not.

FTP Accounts. FTP=File Transfer Protocol. FTP lets you connect to the hosting computer to upload, download or change files. It's a very handy tool if you know how to use it (and perfectly okay to ignore if you do not).

C-Panel® Access. If you're a geek, or geek in training, you'll want c-panel access to your site. This is an online interface that lets you manage all sorts of tasks within your hosting account, from installing programs to creating mail accounts, forwarders, backups and more. If that makes you nervous, it's okay; we'll manage it for you and only charge you when what you need is out of the scope of 'normal' for your level of account. And, if we do have to charge, you won't be surprised but rather part of the decision making.

1-Click Installs with Fantastico®. Oh, the fun you can have installing software in your hosting space! Fantastico® makes it super-easy to do so with just a few clicks.

SSL Certificate. If you are going to let people pass private information to you through your website (such as credit card information), you need an SSL Certificate. These are typically purchased through your domain registrar. Our e-commerce hosting accounts include our managing purchase and installation of a basic certificate on your behalf. You can upgrade your certificate at cost, if desired.

Static IP Address. IP, or Internet Protocol, addresses are how the internet connects computers like yours to websites. Our less robust hosting accounts share an IP address because it costs less and they have no need to have each their own. But when your site starts doing more interesting things, like transferring secure information, it needs to have a permanent address of its own in order for everything to be properly identified. If you have an SSL certificate, you need a static IP address. There are other reasons why you might want a static IP. If one is recommended for your site, we'll discuss this with you in more depth (or not, if you prefer!).

Statistics. Know when people are on your site, where they were before they came to you, what type of computer they were on, the size of their monitor and all sorts of facts that aren't connected to an individual person's name. Log File statistics, and a program called Analog come with all our hosting accounts. Upgrades to Google Analytics are available inexpensively.

24/7 Connection Monitoring. We employ a team to watch the hardware of our servers, replacing parts as needed and to know the instant the machine is in trouble. They are on-site in Texas, where our servers reside, to resolve problems as soon as they come up.

beachdog current use

| | | | | | |
|---------------------------|---------------|-----------------|--------------|--------|--------|
| clerk@ilwaco-wa.gov | 52 / 500 MB | Change Password | Change Quota | Delete | More ▼ |
| council2@ilwaco-wa.gov | 905 / 1000 MB | Change Password | Change Quota | Delete | More ▼ |
| council3@ilwaco-wa.gov | 3 / 250 MB | Change Password | Change Quota | Delete | More ▼ |
| council4@ilwaco-wa.gov | 140 / 500 MB | Change Password | Change Quota | Delete | More ▼ |
| info@ilwaco-wa.gov | 0 / 100 MB | Change Password | Change Quota | Delete | More ▼ |
| legal@ilwaco-wa.gov | 0 / 100 MB | Change Password | Change Quota | Delete | More ▼ |
| mayor@ilwaco-wa.gov | 0 / 100 MB | Change Password | Change Quota | Delete | More ▼ |
| parks1@ilwaco-wa.gov | 285 / 500 MB | Change Password | Change Quota | Delete | More ▼ |
| parks2@ilwaco-wa.gov | 155 / 300 MB | Change Password | Change Quota | Delete | More ▼ |
| parks3@ilwaco-wa.gov | 31 / 300 MB | Change Password | Change Quota | Delete | More ▼ |
| parks4@ilwaco-wa.gov | 160 / 300 MB | Change Password | Change Quota | Delete | More ▼ |
| parks5@ilwaco-wa.gov | 67 / 300 MB | Change Password | Change Quota | Delete | More ▼ |
| planning2@ilwaco-wa.gov | 99 / 250 MB | Change Password | Change Quota | Delete | More ▼ |
| planning4@ilwaco-wa.gov | 62 / 250 MB | Change Password | Change Quota | Delete | More ▼ |
| planning5@ilwaco-wa.gov | 65 / 250 MB | Change Password | Change Quota | Delete | More ▼ |
| publicworks@ilwaco-wa.gov | 661 / 700 MB | Change Password | Change Quota | Delete | More ▼ |
| records@ilwaco-wa.gov | 0 / 100 MB | Change Password | Change Quota | Delete | More ▼ |
| treasurer@ilwaco-wa.gov | 32 / 100 MB | Change Password | Change Quota | Delete | More ▼ |

RCW
info

City Clerk

From: Wood, Russell <russell.wood@sos.wa.gov>
Sent: Tuesday, August 11, 2015 12:45 PM
To: clerk@ilwaco-wa.gov
Cc: Rebstock, Tracy
Subject: RE: email archiving

Holly,

Thank you for your email query dated August 11, 2015 seeking guidance on the retention of email for the City of Ilwaco.

The retention of emails, as with all formats of public records, is governed by chapter 40.14 RCW, especially RCW 40.14.070, and chapter 434-662 WAC.

It is important to understand that there is no single retention period for emails. The retention period for public records depends on the *function* and *content* of the record, not its format or method of transmission. How long emails need to be kept depends of the agency's business, legal and accountability needs to retain the evidence of the transaction that is documented in the email. Like public records in any format, some only need to be kept for a very short time, some need to be kept a little longer, and some will be "Archival" and kept forever.

The questions to ask to determine the function/content of emails are:

1. What is the email about? (content)
2. Why was it sent and for what purpose? (function)

The retention based on the function and content can be found in the records retention schedules. These schedules set out the minimum required retention periods and grant permission to either destroy or transfer the records at the end of that period. The current approved records retention schedules that apply to the City of Ilwaco are available from Washington State Archives' website at:

<http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-Cities-and-Towns.aspx>

Simply keeping all emails is not the answer either. Storing every email is not the same as managing public records created and/or received as emails. Such a strategy is unlikely to be sustainable in the long run, will make it harder to locate the public records that do need to be retained and may not be the most efficient use of agency resources.

Washington State Archives also has a couple of recorded webinars which make be of assistance as well:

1. Email Management
2. Retention Schedules "Demystified"

I trust this advice has been of assistance to you. Please let me know if you have any further questions.

Kind regards,
Russell

Russell Wood
State Records Manager
Washington State Archives
Office of the Secretary of State
Phone: (360) 586-4900

40.14.070

Destruction, disposition, donation of local government records — Preservation for historical interest — Local records committee, duties — Record retention schedules — Sealed records.

(1)(a) County, municipal, and other local government agencies may request authority to destroy noncurrent public records having no further administrative or legal value by submitting to the division of archives and records management lists of such records on forms prepared by the division. The archivist, a representative appointed by the state auditor, and a representative appointed by the attorney general shall constitute a committee, known as the local records committee, which shall review such lists and which may veto the destruction of any or all items contained therein.

(b) A local government agency, as an alternative to submitting lists, may elect to establish a records control program based on recurring disposition schedules recommended by the agency to the local records committee. The schedules are to be submitted on forms provided by the division of archives and records management to the local records committee, which may either veto, approve, or amend the schedule. Approval of such schedule or amended schedule shall be by unanimous vote of the local records committee. Upon such approval, the schedule shall constitute authority for the local government agency to destroy the records listed thereon, after the required retention period, on a recurring basis until the schedule is either amended or revised by the committee.

(2)(a) Except as otherwise provided by law, no public records shall be destroyed until approved for destruction by the local records committee. Official public records shall not be destroyed unless:

(i) The records are six or more years old;

(ii) The department of origin of the records has made a satisfactory showing to the state records committee that the retention of the records for a minimum of six years is both unnecessary and uneconomical, particularly where lesser federal retention periods for records generated by the state under federal programs have been established; or

(iii) The originals of official public records less than six years old have been copied or reproduced by any photographic, photostatic, microfilm, miniature photographic, or other process approved by the state archivist which accurately reproduces or forms a durable medium for so reproducing the original.

An automatic reduction of retention periods from seven to six years for official public records on record retention schedules existing on June 10, 1982, shall not be made, but the same shall be reviewed individually by the local records committee for approval or disapproval of the change to a retention period of six years.

The state archivist may furnish appropriate information, suggestions, and guidelines to local government agencies for their assistance in the preparation of lists and schedules or any other matter relating to the retention, preservation, or destruction of records under this chapter. The local records committee may adopt appropriate regulations establishing procedures to be followed in such matters.

Records of county, municipal, or other local government agencies, designated by the archivist as of primarily historical interest, may be transferred to a recognized depository agency.

(b)(i) Records of investigative reports prepared by any state, county, municipal, or other law enforcement agency pertaining to sex offenders contained in chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall, following the expiration of the applicable schedule of the law enforcement agency's retention of the records, be transferred to the Washington association of sheriffs and police chiefs for permanent electronic retention and retrieval. Upon electronic retention of any document, the association shall be permitted to destroy the paper copy

SERVICE AGREEMENT
BETWEEN
CITY OF ILWACO
AND
PORT OF ILWACO

This Agreement is made and entered into this ____ of _____, 2015, between the **City of Ilwaco**, hereinafter referred to as "the City" and the **Port of Ilwaco**, hereinafter referred to as "the Port", both Municipal corporations created and existing under the laws of the State of Washington.

WHEREAS, the City presently furnishes fire protection services within The Port boundaries , including fire suppression, rescue, hazardous material spill response, fire vehicle maintenance, fire prevention, pre-fire inspections, public education and emergency life support services as well as the administrative services necessary to support said programs; and

WHEREAS, the Port is a major recipient of the City services but has not contributed to the cost of the services, which causes a substantial hardship for the City and diminishes the level of service that can be provided; and

WHEREAS, Chapter 39.34 of the Revised Code of Washington authorizes local governments to enter into agreements for joint or cooperative action furnishing area- wide emergency services; and

WHEREAS, the parties desire to provide for a more efficient means of providing fire-fighting and fire protection services within the Port district and the Port desires to provide funding for the City for the services;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises hereafter set forth, the parties do hereby agree as follows:

1. TERM:

The term of this Agreement shall be indefinite, in effect beginning on January 1st of 2015 until revised by mutual agreement or terminated as outlined in Section 9. The compensation contribution shall be reviewed annually.

2. SERVICE AREA:

The services contracted for herein shall be provided at any and all Port of Ilwaco facilities within the limits of the City of Ilwaco, and also, the Port of Ilwaco airport located in unincorporated Pacific County.

3. THE PORT SHALL:

- a. Pay to the City \$4,500 per year in contributions for services. Payment shall be made in equal halves on March 1st and October 1st of each calendar year. This rate will remain in effect until such time as changes are mutually agreed by both parties, provided the Port is notified by August 1st of the preceding year.

- b. Pay to the City \$1,500 per year in contributions for the purchase of specific marina related capital equipment for the Fire Department. If this amount is not expended in the year that it is received, it can and will be carried over into the next fiscal year. Reporting will be available upon request. Payment shall be made in full on March 1st. This amount may be increased by mutual agreement of the parties provided the Port is notified by August 1st of the preceding year.
- c. Provide and make available to the City for its use any Port-owned fire suppression equipment.
- d. Maintain access to fire hydrants, including adequate markings and/or signage of fire lanes.
- e. Post signage at access to docks stating that fueling is prohibited other than at fueling facilities.
- f. Provide an emergency contact list of Port staff. This list should be reviewed annually by both entities.
- g. Advise the City of Port infrastructure and utilities annually to identify critical facilities (electrical shutoffs, locks, water valves, etc.).

4. THE CITY SHALL:

- a. Respond to all fire, hazardous material, and lifesaving related alarms within the Port, pre-fire inspection, community services and such other usual and customary services as are provided within the City. It is specifically understood and agreed by the Port that the City may, in responding to specific incidents or requests for assistance, rely on support provided through mutual aid or interlocal cooperation agreements in addition to its own personnel, vehicles and equipment.
- b. The City makes no guarantee or assurance of providing responses within any specific period of time or of the number or types of equipment and number of personnel that will respond at any particular emergency. The duty of the City to provide emergency services under the provisions of this Agreement is a duty owed to the public generally. By entering into this Agreement, the City does not incur a special duty to the Port, the property owners or occupants of the Port District.
- c. Agree that during the term of this Agreement, all emergency medical services and fire protection services supplied by the City, and the vehicles and the vehicles and personnel used to supply such services will, subject to budgetary limitations meet applicable Washington statutory and regulatory requirements.
- d. Agree to discuss with the Port, prior to implementation, any operational changes or new programs, which may impact future costs of fire service to the Port.
- e. Maintain suitable records of all services provided herein in accordance with the applicable Washington State Department of Archives record retention schedule.
- f. Provide the Port with an annual written report from the Fire Chief outlining the number and types of emergency related calls to the Port. At least one time per year the Fire Chief

will attend a Port Commission meeting to make a report and answer any questions

- g. Conduct ongoing joint training exercises with the Ilwaco Fire Department (including any mutual aid departments), the City of Ilwaco and Port of Ilwaco staff. This would include a pre-exercise session, actual emergency drill, and a post exercise session.
- h. For reimbursement of any emergency related expenses incurred by the City and/or Fire Department, the City shall first follow up with the private parties involved, such as the Port's tenants or moorage customers, and their respective insurance carriers.
- i. Regularly provide the Port with a copy of all current and any updated mutual aid agreements the Fire Department has with any other respective emergency services.

5. INDEMNIFICATION/HOLD HARMLESS AGREEMENT:

Each of the parties agrees that, insofar as it is authorized to do so, from time to time, under the laws of the State of Washington, it will protect, save and hold harmless the other party from all claims, costs, damages, or expenses arising out of the negligence of its agents, employees, servants, or representatives, in connection with acts performed in accordance with the terms of this Agreement.

The parties further agree that in the case of negligence by both, any damages, costs, or other expenses allowed shall be levied in proportion to the percentage of negligence attributable to each party.

6. DEFAULT:

Failure by either party to perform its obligations under the terms and conditions of this Agreement shall be deemed a breach and shall entitle the other party to declare a default.

7. WAIVER:

Failure by either party to strictly enforce any provision hereof or to declare a breach shall not constitute a waiver thereof, nor shall it waive said party's right to demand strict performance of that or any other provision of this Agreement at any time thereafter.

8. ENTIRE CONTRACT:

This instrument constitutes the entire agreement between the parties and supersedes all prior agreements. The parties further acknowledge that any oral representations or understandings not included herein are excluded and agree that any modification of this Agreement shall have no force or effect unless in writing signed by both parties.

9. TERMINATION:

This Agreement may be terminated by either party when that party gives notice to the other party in writing at least 30 days prior to its intended withdrawal from this Agreement.

10. SEVERABILITY:

Should any portion, clause, term, article or other provision of this Agreement be declared invalid, illegal, void or otherwise unenforceable by a court of competent jurisdiction, the validity of the remaining sections shall not be affected and the rights and obligations of the parties shall be

construed and enforced as if the Agreement did not contain the particular clause or provision held to be invalid.

11. BENEFITS:

This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, to any third persons.

12. NOTIFICATION:

Any notices required to be given pursuant to the provisions of this Agreement shall be given in writing by certified mail, return receipt requested, by enclosing said notice in a postage prepaid envelope addressed as follows:

To the City:

City of Ilwaco
Attn: City Clerk
PO Box 548
Ilwaco, WA 98624

To the Port:

Port of Ilwaco
Attn: Port Manager
PO Box 307
Ilwaco, WA 98624

APPROVED by the City of Ilwaco Council and signed by the Mayor of Ilwaco this _____ day of _____, 2015.

APPROVED by the Commissioners of the Port of Ilwaco and signed by the Chair this _____ day of _____, 2015.

| COVERAGE LINE | 2012 - 2013 | 2013 - 2014 | 2014-2015 | 2015-2016 |
|----------------------|--------------------|--------------------|------------------|------------------|
| PROPERTY | \$ 28,136.71 | \$ 26,290.93 | \$ 43,679 | \$ 44,896 |
| GENERAL LIABILITY | \$ 16,425.15 | \$ 17,469.32 | \$ 12,040 | \$ 12,071 |
| AUTO LIABILITY | \$ 4,932.90 | \$ 4,790.89 | \$ 3,304 | \$ 3,486 |
| EQUIPMENT BREAKDOWN | \$ 6,629.57 | \$ 6,275.75 | \$ 5,303 | \$ 5,435 |
| CRIME | \$ 382.10 | \$ 762.93 | \$ 548 | \$ 547 |
| AUTO PHYSICAL DAMAGE | \$ 5,475.30 | \$ 5,762.00 | \$ 6,278 | \$ 6,456 |
| UIM | \$ 883.22 | \$ 860.24 | \$ 727 | \$ 761 |
| | | | | |
| TOTAL CIAW PREMIUM | \$ 62,864.95 | \$ 62,212.06 | \$ 71,879 | \$ 73,652 |
| | | | | |
| Broker Fee | \$ 6,286.00 | \$ 6,221.00 | \$ 7,188 | \$ 7,365 |
| | | | | |
| Total Annual Cost | \$ 69,150.95 | \$ 68,433.06 | \$ 79,067 | \$ 81,017 |

EXPOSURE BASIS

| | | | | |
|----------------------|---------------|---------------|------------|------------|
| STATEMENT OF VALUES | \$ 25,605,501 | \$ 23,571,152 | 27,724,034 | 28,501,357 |
| POWER UNITS-VEHICLES | 20 | 17 | 22 | 23 |
| HOURS REPORTED L&I | 18,982 | 19,542 | 18,456 | 18,367 |



INVOICE

Cities Insurance Association of Washington
 451 Diamond Drive
 Ephrata, WA 98823
 800.407.2027

Customer #: 36297
 Invoice Number: P36297
 Invoice Date: 11/11/2015
Invoice Total: \$73,651.59

City of Ilwaco
 PO Box 548
 Ilwaco, WA 98624

| Coverage Information | |
|-------------------------------------------|--------------------|
| MOC# CIAW151636297 | |
| Policy Effective 12/01/2015 to 12/01/2016 | |
| Insured: City of Ilwaco | |
| Premium Information | |
| Premium by Coverage | |
| General Liability | \$12,070.53 |
| Auto Liability | \$3,486.21 |
| Property | \$44,896.07 |
| Equipment Breakdown | \$5,435.28 |
| Crime | \$546.46 |
| Auto Physical Damage | \$6,456.00 |
| UIM | \$761.04 |
| Total | \$73,651.59 |

| Deductibles: | |
|--------------|-------|
| GL | \$250 |
| Property | \$250 |

Due and payable 30 days from receipt.

CIAW Program Underwriter
 Angela Eloff
 509-754-2027 Ext.246
 aeloff@chooseclear.com



CITIES INSURANCE ASSOCIATION OF WASHINGTON COVERAGE CONFIRMATION

The limits and coverages shown here are brief overviews of the coverages provided by the Cities Insurance Association of Washington. The terms and conditions offered may differ from your prior policy and from what you requested in your submission. This document is not intended to be used as a direct reflection of all coverages or to replace or alter the Memorandum of Coverage in any way. Information represented in this Coverage Confirmation is subject to the exclusions, terms, limitations, and conditions of the Memorandum of Coverage. All specific coverage, exclusion, and limitation questions should be referred directly to the Memorandum of Coverage and all attached endorsements. Participating companies are non-admitted, unless otherwise stated. Non-admitted companies are not regulated by the Washington State Insurance Commissioner and are not protected by the Washington State Guaranty Fund. Clear Risk Solutions will process all surplus lines filings on any excess and surplus lines policies, if applicable, on behalf of CIAW. The Memorandum of Coverage is subject to audit. Defense costs are outside the limits, unless excess limits are purchased. Defense costs are inside the limits for members with excess liability limits scheduled on file with the company.

It is the responsibility of the broker or insured to review this document to confirm its accuracy. Companies are subject to change prior to December 1.

Member/Insured:

City of Ilwaco
PO Box 548
Ilwaco, WA 98624

Broker:

Propel Insurance - Olympia
PO Box 2007
Olympia, WA 98624

Coverage Period: 12/01/2015 to 12/01/2016

Coverage Confirmation Expiration Date: 02/29/2016 at 12:01 a.m.

Member Since: 12/31/2009

Authorized Signature:

Administered by Clear Risk Solutions

Coverage Confirmation

PROPERTY COVERAGE PART

Item 1. **Limit of Insurance:** Each Occurrence \$100,000,000

Real and Personal Property
(excluding Earthquake and Flood)

Item 2. **Sublimits of Insurance:**

- 1a. \$15,000,000 Sublimit for Earthquake per **occurrence** and in the annual aggregate.
- 1b. \$15,000,000 Annual **Group Aggregate** for Earthquake.
- 2a. \$15,000,000 Sublimit for **Flood** per **occurrence** and in the annual aggregate except that **covered Property** located at the time of loss in any flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE, and V; or a similar high risk FEMA rating are subject to the following **Flood** sublimits:
 - \$1,000,000 per **occurrence** and annual aggregate
 - \$15,000,000 Annual **Group Aggregate**.
- 2b. \$15,000,000 Annual **Group Aggregate** for **Flood**.
- 3. \$1,000,000 Sublimit for combined Transit and off Premises Extension per **occurrence**.
- 4. \$5,000,000 Sublimit for combined Business Interruption and **Extra Expense** per **occurrence**.
- 5. \$1,000,000 Sublimit for Accounts Receivable per **occurrence**.
- 6. \$5,000,000 Sublimit for Rental Income per **occurrence**.
- 7. \$1,000,000 Sublimit for **Valuable Papers** per **occurrence**.
- 8. \$2,500,000 Sublimit for Additionally Acquired Property per **occurrence**.
- 9. \$250,000 Sublimit for Newly Built or Constructed Property per **occurrence**.
- 10. \$10,000,000 Sublimit for Electronic Data Processing per **occurrence**.
- 11. \$25,000 Sublimit for **Random Attack of Computer Hack or Virus** per **occurrence** and member aggregate.
- 12. \$25,000 Sublimit for **Re-keying Expense** per **occurrence** and per member aggregate.
- 13. \$1,000,000 Sublimit for **Fine Arts** per **occurrence**.
- 14. Lesser of 25% of the amount paid for direct physical loss or \$1,000,000 sublimit for Debris Removal Expense Extension per **occurrence**.
- 15. \$250,000 Sublimit for Cost of Clean Up Extension per **occurrence** and annual aggregate.
- 16. Ordinance or Law Coverage A: The building value of the undamaged portion of the building as reported in the Property Schedule on file with the **Company** per **occurrence**.
- 17. Ordinance or Law Coverage B: Demolition Cost is 25% of the building value as reported in the Property Schedule on file with the **Company** per **occurrence**.
- 18. Ordinance or Law Coverage C: Increased cost of construction is 25% of the building value as reported in the Property Schedule on file with the **Company**, subject to a combined single limit of \$10,000,000 for coverages B and C combined, per **occurrence**
- 19. \$50,000 Sublimit aggregate Temporary Safeguard of Property Extension per **occurrence**.
- 20a. \$100,000 Sublimit for **Mold** as a result of covered losses.
- 20b. \$300,000 Annual **Group Aggregate** for **Mold** as a result of covered losses.
- 21. \$100,000 Sublimit for Walkways, Roadways, Courts, and other similar paved surfaces per **occurrence**.

Item 3. **Deductible:**

Real and Personal Property **Each Occurrence \$250**

1. **\$250 per occurrence** except Earthquake, **Flood** and **Automobile** Physical Damage for Scheduled **Automobiles**.
2. **Earthquake:** The greater of 2% of the total value of all **Property** at the **Locations** suffering loss or \$50,000 loss per **occurrence**. Total value of all **Property** means the total value of all **Property** shown in the statement of values on file with the **Company** at the time of loss. A **Location** means a single street address or if no street address, single legal description.
3. **Flood:** \$25,000 each loss per **occurrence** except that **covered Property** located at the time of loss in a flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE, and V; or a similar high risk FEMA rating are subject to the following **Flood Deductibles:**

\$500,000 per **occurrence** applying to each building damaged, and
\$500,000 per **occurrence** applying to **Personal Property** within a building, and
\$500,000 per **occurrence** applying to all other **covered Property**.
4. **Automobile** Physical Damage for Scheduled **Automobiles** per the Schedule on file with the **Company**.
5. Rental Vehicles for Scheduled **Automobiles**, per **Occurrence**.

\$250 Fire Districts/Special Districts
\$1,000 Cities

Coverage Confirmation

LIABILITY COVERAGES DECLARATIONS

Item 1. **Deductible:**

| | | | |
|----|----------------------------------------------------|-------------------|--------------|
| a. | General Liability Coverage Part | Each Occurrence | \$250 |
| b. | Wrongful Act Liability Coverage Part | Each Wrongful Act | \$1,000 |
| c. | Miscellaneous Professional Liability Coverage Part | Each Wrongful Act | \$1,000 |
| d. | Employee Benefits Liability Coverage Part | Per Claim | \$250 |
| e. | Automobile Liability Coverage Part | Each Accident | See schedule |
| f. | Uninsured/Underinsured Motorist Coverage Part | Each Accident | \$250 |

Item 2. **Limit of Insurance:**

| | | | |
|----|-------------------------------------------------|---------------------------------------------------------------|----------------------------------------------|
| a. | General Liability Coverage Part | Each Occurrence | \$10,000,000 |
| | Law Enforcement Liability | Each Occurrence | \$10,000,000 |
| | Products and Completed Liability | Each Occurrence Annual Aggregate | \$10,000,000 \$20,000,000 |
| | Sexual Abuse Sublimit | Each Occurrence | \$10,000,000 |
| | Premises Liability Sublimit | Each Occurrence and Aggregate | \$1,000,000 |
| | Sewer Back-up Sublimit | Each Occurrence and Aggregate | \$2,000,000 |
| | Failure to Supply Sublimit | Each Occurrence | \$2,000,000 |
| b. | General Liability Coverage Part | Annual Aggregate Group Aggregate | \$20,000,000 \$50,000,000 |
| | Law Enforcement Liability | Annual Aggregate Group Aggregate | \$20,000,000 \$50,000,000 |
| | Sexual Abuse Sublimit | Annual Aggregate Group Aggregate | \$10,000,000 \$30,000,000 |
| | Failure to Supply Sublimit | Annual Aggregate Group Aggregate | \$2,000,000 \$50,000,000 |
| c. | Wrongful Act Liability Coverage Part | Each Wrongful Act | \$10,000,000 |
| | Miscellaneous Professional Liability | Each Wrongful Act | Included |
| d. | Wrongful Act Liability Coverage Part | Annual Aggregate | \$10,000,000 |
| | Miscellaneous Professional Liability | Annual Aggregate Group Aggregate | Included \$50,000,000 |
| e. | Employee Benefit Liability Coverage Part | Per Claim Annual Aggregate | \$10,000,000 \$20,000,000 |
| f. | Automobile Liability Coverage Part | Each Accident | \$10,000,000 |
| | Limited Garagekeepers Sublimit | Each Accident | \$1,000,000 |
| | Uninsured/Underinsured Motorist | Each Accident | \$1,000,000 |
| g. | Stop Gap Employer's Liability | Each Occurrence Annual Aggregate Group Aggregate | \$10,000,000 \$20,000,000 \$50,000,000 |
| h. | Defense Costs | Each Occurrence/ Each Wrongful Act | \$2,000,000 |

Item 3. **Retroactive Date:**

| | |
|----------------------------------------------------------------------|------------|
| Wrongful Act Liability (including Miscellaneous Professional) | 12/31/2009 |
| Employee Benefit Liability | 12/31/2009 |

Coverage #: CIAW151636297
Insured: City of Ilwaco

COVERAGE CONFIRMATION CRIME COVERAGE PART

Item 1. Deductible:

Crime Coverage Part:

| | | |
|---------------------------|-----------------|---------|
| Employee Dishonesty/Theft | Each Occurrence | \$1,000 |
| Forgery or Alteration | Each Occurrence | \$1,000 |
| Money and Securities | Each Occurrence | \$1,000 |
| Computer Fraud | Each Occurrence | \$1,000 |
| Funds Transfer | Each Occurrence | N/A |

Item 2. Limit of Insurance:

| | | |
|---------------------|-----------------------------------------|-------------|
| Crime Coverage Part | Each Occurrence and Annual Aggregate | \$1,000,000 |
|---------------------|-----------------------------------------|-------------|

Insuring Agreements

Sublimits of Insurance

Employee Dishonesty/Theft - Per Loss Coverage \$1,000,000

Employee Theft - Per Employee Coverage N/A

Forgery or Alteration \$1,000,000

Inside the **Premises - Money and Securities,**

Robbery or Safe Burglary of Other Property \$75,000

Outside the **Premises - Money and Securities** \$75,000

Computer Fraud \$100,000

Funds Transfer Fraud N/A

Money Orders Counterfeit Paper Currency N/A

Faithful Performance Included

COVERAGE CONFIRMATION

EQUIPMENT BREAKDOWN COVERAGE PART

Item 1. **Deductible:**

Equipment Breakdown Coverage Part:

| | | |
|-----------------------------------------------|---------------------|---------------------------------|
| Cities and Special District: | One Accident | \$2,500 Combined, All Coverages |
| Fire Districts: | One Accident | \$500 Combined, All Coverages |
| All Motors and Pumps (All Member Deductible): | | \$10,000 |

Item 2. **Limit of Insurance:**

| | | |
|-----------------------------------|---------------------|---------------|
| Equipment Breakdown Coverage Part | One Accident | \$100,000,000 |
|-----------------------------------|---------------------|---------------|

Item 3. **Sublimits of Insurance:**

| | |
|--------------------------------------|---------------------------------------------------------------|
| Property Damage: | Included |
| Business Income: | Included |
| Extra Expense: | Included |
| Service Interruption: | Included |
| Perishable Goods: | \$500,000 |
| Data Restoration: | \$100,000 |
| Computer Equipment: | Included |
| Off Premises Property Damage: | Excluded |
| Contingent Business Income: | Included |
| Demolition and ICC: | 25% of building or tenant's improvements or betterments value |
| Ordinance or Law: | 25% of building or tenant's improvements or betterments value |
| Expediting Expenses: | Included |
| CFC Refrigerants: | Included |
| Hazardous Substances: | \$5,000,000 |
| Extended Period of Restoration: | 30 days |
| Newly Acquired Locations: | Included; 365 days |
| Service Interruption Waiting Period: | 24 hours |

Coverage #: CIAW151636297
Insured: City of Ilwaco

COVERAGE CONFIRMATION

PRIVACY & NETWORK LIABILITY AND DATA BREACH POLICY

Item 1. **Deductible:**

| | |
|-------------------------------------------|---------------------------|
| If Encryption Technology is Utilized: | \$10,000 per Claim |
| If Encryption Technology is Not Utilized: | \$50,000 per Claim |

Item 2. **Limit of Insurance:**

| | | |
|----------------------------------------------------------------|------------------------------------------------|-------------|
| a. Privacy Liability | Each Occurrence And Aggregate | \$1,000,000 |
| b. Network Security Liability | Each Occurrence And Aggregate | \$1,000,000 |
| c. Network Extortion | Each Occurrence And Aggregate | \$1,000,000 |
| d. Data Breach (using ACE USA Data Breach Service Team) | Each Occurrence And Aggregate | \$500,000 |
| e. Data Breach (not using ACE USA Data Breach Service Team) | Each Occurrence And Aggregate | \$100,000 |
| f. Data Breach Group Aggregate | Group Annual Aggregate | \$1,000,000 |
| g. Regulatory Proceedings | Each Occurrence And Aggregate | \$100,000 |
| h. All Liabilities above | Group Annual Aggregate | \$3,000,000 |
| i. Regulatory Proceedings | Group Annual Aggregate | \$500,000 |

PARTICIPATING CARRIERS

THE FOLLOWING CARRIERS REINSURE THE DESIGNATED PORTIONS
OF THE MOC:

| Coverage Part: | Carrier: |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Property Coverage | Munich Reinsurance America, Inc. (A+ XV) (Admitted) Axis Insurance Company (A+ XV) (Admitted) Great American Insurance Company of New York (A XIII) (Admitted) |
| General Liability Coverage | Munich Reinsurance America, Inc. (A+ XV) (Admitted) |
| Auto Liability Coverage | Munich Reinsurance America, Inc. (A+ XV) (Admitted) |
| Wrongful Acts Coverage | Munich Reinsurance America, Inc. (A+ XV) (Admitted) |
| Crime Coverage | Munich Reinsurance America, Inc. (A+ XV) (Admitted) |
| Equipment Breakdown Coverage | Hartford Steam Boiler Inspection & Insurance Company (A++ X) (Admitted) |
| Privacy & Network Liability And Data Breach Policy | ACE (Illinois Union Insurance Company) (A++ XV) (Non-Admitted) |



Statement of Member Benefits

City of Ilwaco

In addition to the comprehensive insurance coverage you receive as a member of CIAW, you also have access to a variety of risk management tools provided to you as a value added service at no additional cost. These tools include our educational trainings delivered to your staff at your location. The following report displays the educational services your entity has received over the last year and what CIAW would charge a non-member for the equivalent services.

| <i>Date</i> | <i>Service Provided</i> | <i>Number of Trainings</i> | <i>Dollar Benefit</i> |
|-------------|---------------------------|----------------------------|-----------------------|
| 04/07/2015 | Driver Training Simulator | 1 | \$750.00 |
| | | Total | \$750.00 |

We are excited to see your participation in these educational trainings and look forward to providing additional risk management services in the future. We believe that on-site instruction is the perfect solution for training a few employees or launching a widespread training effort. As always, this service is available to you at no additional cost.

****Please note this is not an invoice and is for your information only. Do not pay.****



1201 Pacific Avenue
Suite 1000
Tacoma, WA 98402-4321
800.499.0933

Please make checks payable and return this portion with your payment to:
Propel Insurance PO Box 2940 Tacoma, WA 98401-2940 ATTN: Accounts Receivable

----- INVOICE -----

City of Ilwaco
PO Box 548
Ilwaco, WA 98624

Invoice Date 11/17/15
Invoice No. 371004
Bill-To Code ILWACITY
Client Code ILWACITY
Inv Order No. 1*394514

Named Insured: City of Ilwaco

Amount Remitted: \$

Please return this portion with your payment.

Make checks payable to: Propel Insurance

| Effective Date | Policy Period | Coverage Description | Transaction Amount |
|----------------|----------------------------|---------------------------------------------------------------------------------------------|--------------------|
| 12/01/15 | 12/01/15 to 12/01/16 | Propel Insurance Policy No. ILWACITYBRFEE *Propel Broker Fee - Fees Broker Fee | 7,365.00 |
| | | Invoice Number: 371004 Amount Due: | 7,365.00 |

*Premiums Due and Payable on Effective Date



451 Diamond Drive | Ephrata, WA 98823

TO: CIAW Members and Brokers
FROM: CIAW Board of Directors
DATE: November 6, 2015
SUBJECT: Renewal 2015-2016

On behalf of the Cities Insurance Association of Washington (CIAW) Board of Directors, we want to thank you for your continued support and shared vision of our mission to ensure the availability of stable and affordable insurance protection for Washington's cities, fire districts, and special districts. We recognize the budgetary constraints you may be facing and are committed to providing excellent value to our membership.

The CIAW appreciates our members that support our risk management philosophies. In turn, we are pleased to deliver a rate reduction to members that are diligently keeping losses to a minimum.

As the CIAW begins its 27th year, we are pleased to announce the following benefits to the membership:

- The flexibility of a Memorandum of Coverage, which meets the unique needs of public entities and is continuously improved with input from both our membership and brokers. It is reinsured by fiscally sound, A-rated insurance carriers.
- A fully-funded Aggregate Stop Loss Policy is purchased to protect your program's assets and secure future unreserved equity.
- Quality risk management services and educational trainings are available to all members at no additional cost. Visit www.ciaw.us for details.
- Competitive premium financing options are available through Imperial PFS. Please contact us for a quick, no obligation quote. Multiple payment structures are available, including options for 12 equal monthly installments or quarterly payments. Various billing options such as invoicing, coupon books, or ACH services are available, as well.

The 2015-2016 Memorandum of Coverage:

Language clarification and clean-up items for the 2015-16 CIAW MOC are currently being discussed, but will be finalized before the MOC is issued to members. In addition to these clarification and clean-up items, the 2015-16 MOC will include the following coverage changes:

- Update structure of Property form.
- Carve out a coverage section for Law Enforcement liability.
- Liability exclusion will be added for liability related to subsidence, expansion, settlement or any other form of earth movement. This follows standard ISO form language.
- Liability exclusion will be added for liability related to the operation of hospitals, clinics, and nursing homes. This follows standard ISO form language.

The CIAW has obtained new coverage for Privacy and Network Liability for the cyber or data breach related exposures your entity may face. Beginning December 1, 2015, each CIAW member will have the following coverage provided by ACE USA.

Members:

- \$1,000,000 Liability limits
- \$500,000 Data Breach Fund
- \$100,000 Regulatory Proceedings limit
- \$50,000 SIR encrypted data / \$100,000 SIR unencrypted data

Aggregate:

- \$3,000,000 Liability limits
- \$1,000,000 Data Breach Fund
- \$500,000 Regulatory Proceedings limit

This coverage addresses the ever-evolving exposures related to the information and technology that you may be liable for in a comprehensive way. The new product will be provided to the CIAW using a group policy and data breach services provided by ACE USA.

In order to maintain the benefit of replacement cost property valuation for all members, the Board approved a minimum building value of \$125 per square foot on all buildings currently scheduled under this threshold. Members are expected to adhere to the Board approved minimum unless adequate documentation was provided for a variance. If no variance was approved, then the location(s) have been scheduled at the minimum recommended value.

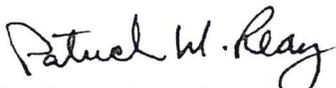
The enclosed Coverage Confirmation provides a detailed outline of your new coverage and deductibles for the 2015-2016 coverage period. Please contact Angela Eloff at aeloff@chooseclear.com or 800-407-2027, ext. 246, with questions regarding your enclosed renewal documents. Any corrections or changes to exposures should be reported to our office by November 16, 2015, to allow sufficient time to finalize coverage and issue renewal certificates prior to December 1, 2015.

Please mail premiums directly to the Administration Office (Clear Risk Solutions), made payable to the Cities Insurance Association of Washington, prior to January 31, 2016. Any unpaid premium after February 1, 2016, will be subject to a 2% per month late fee. Please note, the State Auditor's Office does not allow the invoice for public entities to pass directly through the broker, as the billing is considered public funds. The invoice is being held five (5) days before being sent to members to allow brokers time to contact members prior to receiving their renewal e-mail.

The CIAW Board of Directors is proud to be working with qualified partners who share the philosophy of risk management, responsibility, and community within a member-owned and directed program. If you have any questions or concerns, please feel free to contact our program administrator, Clear Risk Solutions.

Thank you for your continued participation. We look forward to providing quality service to your entity in the future.

Sincerely,



Pat Reay, CIAW Board Chair
City Manager, City of College Place

Cities Insurance Association of Washington
City of Ilwaco

Policy Effective Date: 12/01/2015 to 12/01/2016
Vehicle Schedule

| Add / Delete / Change | Year | Make | Model | VIN | Value | Vehicle Type | pass | Department | Cust ID# | ALL | Comp | Coll | Al. ded. | APD ded. |
|-----------------------|------|------------------|--------------------------------------|--------------------|------------------|------------------|------|------------|----------|-----|------|------|----------|----------|
| | 1981 | Agri Built | Sludge Truck | A13119 | 200,000 | Truck-Heavy | 2 | Wastewater | | Y | Y | Y | \$250 | 1,000 |
| | 2005 | Ford | Busch Truck | 1FDAF57Y25EA34961 | 51,000 | Fire / Ambulance | 2 | Fire | | Y | Y | Y | \$250 | 1,000 |
| | 1988 | Pierce | Fire Truck | 1P9CA01EJA040156 | 16,000 | Fire / Ambulance | 2 | Fire | | Y | Y | Y | \$250 | 1,000 |
| | 1988 | Ford | F350 Bucket Truck | 2FDKF37G7JCB8370 | 20,000 | Truck-Heavy | 2 | Utility | | Y | Y | Y | \$250 | 1,000 |
| | 2000 | Chevy | Pickup | 1GCEK19T0Y2340825 | 4,000 | Light Truck | 2 | Utility | | Y | Y | Y | \$250 | \$250 |
| | 2000 | Pierce | Fire Truck | 4P1CT02UZYA000910 | 290,000 | Fire / Ambulance | 2 | Fire | | Y | Y | Y | \$250 | 1,000 |
| | 2007 | Pierce Contender | Fire Truck | 4P1CC01A27A007393 | 301,000 | Fire / Ambulance | 6 | Fire | | Y | Y | Y | \$250 | 1,000 |
| | 2007 | Eagle | Trailer w/pumps | 184BU121XZA004262 | 18,000 | Trailer | 0 | Fire | | Y | Y | Y | \$250 | \$250 |
| | 2008 | Ford | F450 Truck | 1FDXW47Y28E41963 | 85,000 | Truck-Heavy | 2 | Fire | | Y | Y | Y | \$250 | 1,000 |
| | 1994 | GMC | S10 Pickup | 1G1CS14ZXR8531694 | 3,000 | Light Truck | 2 | Wastewater | | Y | Y | Y | \$250 | \$250 |
| | 2002 | Tommaster | Trailer | 4KN1T12182L160829 | 3,800 | Trailer | 0 | Utility | | Y | Y | Y | \$250 | EXCLUDED |
| | 2002 | Ford | F150 | 1FTFR17292KC51122 | 15,000 | Light Truck | 2 | Water | | Y | Y | Y | \$250 | \$250 |
| | 2003 | Freightliner | Street Sweeper | 1FVAB3BV893DK21730 | 100,000 | Mobile Equipment | 2 | Streets | 8 | Y | Y | Y | \$250 | 1,000 |
| | 2004 | Chevy | C3PU Dump Truck | 1GBJUC3274F215215 | 5,500 | Truck-Heavy | 2 | Utility | | Y | Y | Y | \$250 | 1,000 |
| | 2000 | Dodge | Dakota | 1B7GG22N7V7S703559 | 6,000 | Light Truck | 2 | Water | 27 | Y | Y | Y | \$250 | \$250 |
| | 1993 | Ford | Ambulance | 1FDKE30M2PH932317 | 25,000 | Fire / Ambulance | 2 | Fire | | Y | Y | Y | \$250 | EXCLUDED |
| | 2000 | Chevy | K1PU w/Tommy Lift | 1GCEK19V8Y376139 | 5,500 | Light Truck | 2 | Utility | | Y | Y | Y | \$250 | \$250 |
| | 1983 | Ford | Vacuum Truck | 1FDYR80U88DVA38154 | 6,000 | Truck-Heavy | 2 | Utility | | Y | Y | Y | \$250 | 1,000 |
| | 2001 | Dodge | Ram Pickup | 3B8MC36551M559785 | 3,700 | Light Truck | 2 | Utility | 20 | Y | Y | Y | \$250 | \$250 |
| | 1998 | Ford | Ranger | 1FTYR14UXMTA64517 | 2,700 | Light Truck | 5 | Watercraft | 21 | Y | Y | Y | \$250 | \$250 |
| | 2002 | Ford | EZ Loader Trailer and Outboard motor | EWICWMD689 | 10,000 | Watercraft | | | | Y | Y | Y | \$250 | 1,000 |
| | 2002 | Ford | Ranger | 1FTYR45E32TA15906 | 4,900 | Light Truck | | | | Y | Y | Y | \$250 | \$250 |
| | 2001 | International | Dump Truck | 1HTGGAHT81H365968 | 17,000 | Truck-Heavy | 2 | | | Y | Y | Y | \$250 | 1,000 |
| | | | | Total | 1,193,100 | | | | | | | | | |

This excel document is write protected. To make changes or view hidden columns, copy the entire worksheet and paste to a new sheet in order to remove protection. Please submit any changes in the format of this worksheet and indicate add, delete, or amend in column A. For exposures to be added, unhide all columns in order to see all data fields and insert new rows at the bottom of the sheet. For changes, please highlight fields to be updated. Schedule changes can be also be printed and faxed to 509-754-3406 or scanned and e-mailed your program underwriter. Thank you.

49 STEVENSON STREET
 SUITE 1275
 SAN FRANCISCO, CA 94105
 (877)687-9826 FAX: (415)796-6156
 CUSTOMER SERVICE: (800)774-8282

PREMIUM FINANCE AGREEMENT

IPFS CORPORATION

| | | |
|----------|------------------------------------------|--------------------|
| A | CASH PRICE (TOTAL PREMIUMS) | \$73,651.59 |
| B | CASH DOWN PAYMENT | \$7,365.16 |
| C | PRINCIPAL BALANCE (A MINUS B) | \$66,286.43 |

| | |
|----------------------------------------------------------------|--------------------------------------------------------------------|
| AGENT (Name & Place of business) PROPEL INSURANCE | INSURED (Name & Residence or business) City of Iiwaco |
| PO BOX 2007 | PO Box 548 |
| OLYMPIA, WA 98507-2007 (555)555-1212 FAX: | Iiwaco, WA 98624-0548 |

Commercial

Account #: _____

LOAN DISCLOSURE

Quote Number: 4387592

| | | | |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate. 6.950% | FINANCE CHARGE The dollar amount the credit will cost you. \$2,325.63 | AMOUNT FINANCED The amount of credit provided to you or on your behalf. \$66,286.43 | TOTAL OF PAYMENTS The amount you will have paid after you have made all payments as scheduled \$68,612.06 |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|

YOUR PAYMENT SCHEDULE WILL BE

| | | |
|-------------------------------------|---------------------------------------------|----------------------------------------------------------------------|
| Number Of Payments 11 | Amount Of Payments \$6,237.46 | When Payments Are Due Beginning: MONTHLY 01/01/2016 |
|-------------------------------------|---------------------------------------------|----------------------------------------------------------------------|

ITEMIZATION OF THE AMOUNT FINANCED: THE AMOUNT FINANCED IS FOR APPLICATION TO THE PREMIUMS SET FORTH IN THE SCHEDULE OF POLICIES UNLESS OTHERWISE NOTED.

Security: Refer to paragraph 1 below for a description of the collateral assigned to Lender to secure this loan.

Late Charges: A late charge will be imposed on any installment in default 5 days or more. This late charge will be 5.00% of the installment due.

Prepayment: If you pay your account off early, you may be entitled to a refund of a portion of the finance charge in accordance with Rule of 78's or as otherwise allowed by law. The finance charge includes a predetermined interest rate plus a non-refundable service/origination fee of \$10.00. See the terms below and on the next page for additional information about nonpayment, default and penalties.

| POLICY PREFIX AND NUMBER | EFFECTIVE DATE OF POLICY | SCHEDULE OF POLICIES INSURANCE COMPANY AND GENERAL AGENT | COVERAGE | MINIMUM EARNED PERCENT | POL TERM | PREMIUM |
|--------------------------|--------------------------|-------------------------------------------------------------|----------|------------------------|----------|--------------------|
| CIAW151636297 | 12/01/2015 | CITIES INSURANCE ASSN OF WASHINGTON CLEAR RISK SOLUTIONS | PACKAGE | 0.000% | 12 | 73,651.59 |
| Broker Fee: | | | | | | \$0.00 |
| TOTAL: | | | | | | \$73,651.59 |

The undersigned insured directs IPFS Corporation (herein, "Lender") to pay the premiums on the policies described on the Schedule of Policies. In consideration of such premium payments, subject to the provisions set forth herein, the insured agrees to pay Lender at the branch office address shown above, or as otherwise directed by Lender, the amount stated as Total of Payments in accordance with the Payment Schedule, in each case as shown in the above Loan Disclosure. The named insured(s), on a joint and several basis if more than one, hereby agree to the following provisions set forth on pages 1 and 2 of this Agreement: **1. SECURITY:** To secure payment of all amounts due under this Agreement, insured assigns Lender a security interest in all right, title and interest to the scheduled policies, including (but only to the extent permitted by applicable law): (a) all money that is or may be due insured because of a loss under any such policy that reduces the unearned premiums (subject to the interest of any applicable mortgagee or loss payee), (b) any unearned premium under each such policy, (c) dividends which may become due insured in connection with any such policy and (d) interests arising under a state guarantee fund. **2. POWER OF ATTORNEY:** Insured irrevocably appoints its Lender attorney-in-fact with full power of substitution and full authority upon default to cancel all policies above identified, receive all sums assigned to its Lender or in which it has granted Lender a security interest and to execute and deliver on behalf of the insured documents, instruments, forms and notices relating to the listed insurance policies in furtherance of this Agreement.

NOTICE: A. Do not sign this agreement before you read it or if it contains any blank space. B. You are entitled to a completely filled in copy of this agreement. C. Under the law, you have the right to pay in advance the full amount due and under certain conditions to obtain a partial refund of the finance charge. D. Keep your copy of this agreement to protect your legal rights.

The undersigned hereby warrants and agrees to Agent's Representations set forth herein.

Signature of Insured or Authorized Agent
 (11/13) Copyright 2013 IPFS Corporation

DATE

Signature of Agent

DATE

Insured and Lender further agree that: **3. POLICY EFFECTIVE DATES:** The finance charge begins to accrue as of the earliest policy effective date.

4. AGREEMENT EFFECTIVE DATE: This Agreement shall be effective when written acceptance is mailed to the insured by Lender. **5. DEFAULT AND DELINQUENT PAYMENTS:** If any of the following happens insured will be in default: (a) a payment is not made when it is due, (b) a proceeding in bankruptcy, receivership, insolvency or similar proceeding is instituted by or against insured, or (c) insured fails to keep any promise the insured makes in this Agreement; provided, however, that, to the extent required by applicable law, insured may be held to be in default only upon the occurrence of an event described in clause (a) above. The acceptance by Lender of one or more late payments from the insured shall not estop Lender or be a waiver of the rights of Lender to exercise all of its rights hereunder or under applicable law in the event of any subsequent late payment. **6. CANCELLATION:** Lender may cancel the scheduled policies after providing at least 10 days notice of its intent to cancel or any other required statutory notice if the insured does not pay any installment according to the terms of this Agreement or transfers any of the scheduled policies to a third party and the unpaid balance due to Lender shall be immediately due and payable by the insured. Lender at its option may enforce payment of this debt without recourse to the security given to Lender. **7. CANCELLATION CHARGES:** If Lender cancels any insurance policy in accordance with the terms of this Agreement and applicable law, then the insured shall pay Lender a cancellation charge equal to \$5.00 or the maximum amount permitted by law. If cancellation occurs, the insured agrees to pay a finance charge on the outstanding indebtedness at the maximum rate authorized by applicable state law in effect on the date of cancellation until the outstanding indebtedness is paid in full or until such other date as required by law. (Not applicable in KY, NV, and VT) **8. INSUFFICIENT FUNDS (NSF) CHARGES:** If insured's check or electronic funding is dishonored for any reason, the insured will pay to Lender a fee of \$20.00 or the maximum amount permitted by law. (Not applicable in AL and KY). **9. MONEY RECEIVED AFTER CANCELLATION:** Any payments made to Lender after Lender's Notice of Cancellation of the insurance policy(ies) has been mailed may be credited to the insured's account without any obligation on the part of Lender to request reinstatement of any policy. Any money Lender receives from an insurance company shall be credited to the balance due Lender with any surplus refunded to whomever is entitled to the money. In the event that Lender does request a reinstatement of the policy(ies) on behalf of the insured, such a request does not guarantee that coverage under the policy(ies) will be reinstated or continued. Only the insurance company has authority to reinstate the policy(ies). The insured agrees that Lender has no liability to the insured if the policy(ies) is not reinstated and Lender may charge a reinstatement fee where permitted up to the maximum amount allowed by law. **10. ASSIGNMENT:** The insured agrees not to assign this Agreement or any policy listed hereon or any interest therein (except for the interest of mortgagees or loss payees), without the written consent of Lender, and that Lender may sell, transfer and assign its rights hereunder or under any policy without the consent of the insured, and that all agreements made by the insured hereunder and all rights and benefits conferred upon Lender shall inure to the benefit of Lender's successors and assigns (and any assignees thereof). **11. INSURANCE AGENT OR BROKER:** The insured agrees that the insurance agent or broker soliciting the policies or through whom the policies were issued is not the agent of Lender; and the agent or broker named on the front of this Agreement is neither authorized by Lender to receive installment payments under this Agreement nor to make representations, orally or in writing, to the insured on Lender's behalf (except to the extent expressly required by applicable law). As and where permissible by law, Lender may compensate your agent/broker for assisting in arranging the financing of your insurance premiums. If you have any questions about this compensation you should contact your agent/broker. **12. FINANCING NOT A CONDITION:** The law does not require a person to enter into a premium finance agreement as a condition of the purchase of insurance. **13. COLLECTION COSTS:** Insured agrees to pay attorney fees and other collection costs to Lender to the extent permitted by law if this Agreement is referred to an attorney or collection agency who is not a salaried employee of Lender, to collect any money insured owes under this Agreement. (Not applicable in KY) **14. LIMITATION OF LIABILITY:** The insured agrees that Lender's liability to the insured, any other person or entity for breach of any of the terms of this Agreement for the wrongful or improper exercise of any of its powers under this Agreement shall be limited to the amount of the principal balance outstanding, except in the event of Lender's gross negligence or willful misconduct (not applicable in KY). Insured recognizes and agrees that Lender is a lender only and not an insurance company and that in no event does Lender assume any liability as an insurer hereunder or otherwise. **15. CLASSIFICATION AND FORMATION OF AGREEMENT:** This Agreement is and will be a general intangible and not an instrument (as those terms are used in the Uniform Commercial Code) for all purposes. Any electronic signature or electronic record may be used in the formation of this Agreement, and the signatures of the insured and agent and the record of this Agreement may be in electronic form (as those terms are used in the Uniform Electronic Transactions Act). A photocopy, a facsimile or other paper or electronic record of this Agreement shall have the same legal effect as a manually signed copy. **16. REPRESENTATIONS AND WARRANTIES:** The insured represents that (a) the insured is not insolvent or presently the subject of any insolvency proceeding (or if the insured is a debtor of bankruptcy, the bankruptcy court has authorized this transaction), (b) if the insured is not an individual, that the signatory is authorized to sign this Agreement on behalf of the insured, (c) all parties responsible for payment of the premium are named and have signed this Agreement, and (d) there is no term or provision in any of the scheduled policies that would require Lender to notify or get the consent of any third party to effect cancellation of any such policy. **17. PRIVACY:** Our privacy policy may be found at <https://www.ipfs.com/Privacy.aspx>. **18. ENTIRE DOCUMENT / GOVERNING LAW:** This document is the entire Agreement between Lender and the insured and can only be changed in writing and signed by both parties except that the insured authorizes Lender to insert or correct on this Agreement, if omitted or incorrect, the insurer's name and the policy number(s). Lender is also authorized to correct patent errors and omissions in this Agreement. In the event that any provision of this Agreement is found to be illegal or unenforceable, it shall be deemed severed from the remaining provisions, which shall remain in full force and effect. The laws of the State of Washington will govern this Agreement. **19. AUTHORIZATION:** The insurance company(ies) and their agents, any intermediaries and the agent / broker named in this Agreement and their successors and assigns are hereby authorized and directed by insured to provide Lender with full and complete information regarding all financed insurance policy(ies), including without limitation the status and calculation of unearned premiums, and Lender is authorized and directed to provide such parties with full and complete information and documentation regarding the financing of such insurance policy(ies), including a copy of this Agreement and any related notices. **20. WAIVER OF SOVERIGN IMMUNITY:** The insured expressly waives any sovereign immunity available to the insured, and agrees to be subject to the laws as set forth in this Agreement (and the jurisdiction of federal and/or state courts) for all matters relating to the collection and enforcement of amounts owed under this Agreement and the security interest in the scheduled policies granted hereby.

AGENT/BROKER REPRESENTATIONS

The agent/broker executing this agreement represents, warrants and agrees: (1) installment payments totaling \$0.00 and the down payment indicated in Box "B" on Page 1 has been received from the insured in immediately available funds, (2) the insured has received a copy of this Agreement; if the agent/broker has signed this Agreement on the insured's behalf, the insured has expressly authorized the agent/broker to sign this Agreement on its behalf or, if the insured has signed, to the best of the undersigned's knowledge and belief such signature is genuine, (3) the policies are in full force and effect and the information in the Schedule of Policies including the premium amounts is correct, (4) no direct company bill, audit, or reporting form policies or policies subject to retrospective rating or to minimum earned premium are included, except as indicated, and the deposit of provisional premiums is not less than anticipated premiums to be earned for the full term of the policies, (5) the policies can be cancelled by the insured or Lender (or its successors and assigns) on 10 days notice and the unearned premiums will be computed on the standard short rate or pro rata table except as indicated, (6) there are no bankruptcy, receivership, or insolvency proceedings affecting the insured, (7) to hold Lender, its successors and assigns harmless against any loss or expense (including attorney fees) resulting from these representations or from errors, omissions or inaccuracies of agent/broker in preparing this Agreement, (8) to pay the down payment and any funding amounts received from Lender under this Agreement to the insurance company or general agent (less any commissions where applicable), (9) to hold in trust for Lender or its assigns any payments made or credited to the insured through or to agent/broker directly or indirectly, actually or constructively by the insurance companies and to pay the monies, as well as the unearned commissions to Lender or its assigns upon demand to satisfy the outstanding indebtedness of the insured, (10) all material information concerning the insured and the financed policies necessary for Lender to cancel such policies and receive the unearned premium has been disclosed to Lender, (11) no term or provision of any financed policy requires Lender to notify or get the consent of any third party to effect cancellation of such policy, and (12) to promptly notify Lender in writing if any information on this Agreement becomes inaccurate.

Port of Ilwaco Waterfront -

Discovery Trail Connection Project

Community Workshop Report

10/27/15

Background

The Lewis & Clark Discovery Trail runs for 8.2 miles from Ilwaco to North Long Beach. It is a multi-use trail dedicated to pedestrian and bicycle use. Its southern end begins at the condor sculpture at the Port of Ilwaco Pavilion on the waterfront, just off Howerton Avenue. The Port waterfront area offers free parking, public restrooms and covered picnic area. The trail runs for a half mile on Ilwaco city streets to the primitive trail entrance at the top of Main Street. However, there is limited signage guiding people from the waterfront to Main Street. There are no bike lanes and sidewalks are not in place along the entire route.

In 2015 the Port of Ilwaco was awarded a modest grant to improve safety and wayfinding linking the Discovery Trail section at the Ilwaco waterfront with the Discovery Trail sections west of 2nd Ave and Main Street intersection. The improvements to be funded by this grant in 2016 are a very small part of a large vision and long history of community members advocating for trail improvements, and City and Port leaders taking steps to make improvements. As such, the ideas discussed in the workshop likely do not reflect the full range of ideas contributed by community members in the last several years. Rather, they address a set of small improvements that can be made in the next year with a small amount of grant funding that had been received, and they include a sampling of larger long term ideas.

General Themes

Trailhead at the Pavilion/ condor statue

This project should contribute to an identifiable trailhead centered at the Pavilion and condor statue. This location has bathroom amenities, has a recognizable landmark (condor statue and Pavilion), and has parking across Howerton Way. The location should be identified as a trail head on any maps, promotional materials, and signage that are produced. The bathroom and parking amenities should be identified on these media. In 2016, the Port should consider adding signage for Howerton Way vehicles indicating the trailhead and associated parking, and should consider a map and text sign near the Pavilion or Condor statue indicating the trailhead and connections to other amenities and the rest of the trail. The Port should consider some kind of signage for pedestrians in the parking lot, leading them across Howerton Way to the Trailhead.

Longer term improvements in this location may include the following:

- Exploring the possibility of moving the bus stop one block east to the trailhead area to make this location a multiuse hub of activity.
- Creating a pedestrian crosswalk across Howerton Way, at the location of the driveway apron in front of the pavilion.
- Creating a more aesthetically pleasing meandering path through the lawn adjacent to/east of the pavilion that would connect the pedestrian crosswalk with the Condor Statue and associated trailhead interpretive signage.
- Some kind of trail related use occupying the Bank of the Pacific's small red building that is across the lawn from the Pavilion, such as bike rentals.

Safety and Wayfinding at 2nd and Main

Participants supported the idea of making it safer for pedestrians walking on Main Street to cross 2nd Ave. Ideas included striped pedestrian crosswalks and yellow signs cautioning vehicles that travel on 2nd Ave. Participants supported the idea of providing interpretive map and text signage on the west side of this intersection as well.

Between 2nd/ Main and the Pavilion

There was some support for improving wayfinding between the Pavilion to 2nd/Main by adding pavement markings or other route indicators along the way.

Longer term improvements in this trail segment include:

- Modifying signage at 1st and Main to indicate the museum's location.
- Improving the aesthetic qualities of the small pedestrian pathway that connects Howerton Way with Waterfront Way.
- Providing additional interpretive signage along the way.
- Ensuring that signage highlights routing to the museum, discovery garden, downtown, and City Park.

Rerouting Concepts

Several long term ideas for rerouting the trail were discussed. These included:

- Rerouting the trail to pass through the public rights of way adjacent to Jessie's Seafood.
- Rerouting the Waterfront Way section of the Trail to instead travel along Howerton Way
- Rerouting the trail through the 3rd Ave Right of way.

City Trail Sections as a Complete System

Participants felt that the portions of the Discovery Trail that are within the City should provide a complete trail experience to potential users who are not interested in more primitive and physically strenuous trail sections west of 2nd Ave. The City trail system would include not only the Discovery Trail as it is currently routed, but additional signed and marketed connections to the museum, downtown, discovery garden, and the City Park.

Connections to Historical Sites

Despite being the only official Lewis and Clark related historical landmark in the City, the museum is not on the official Discovery Trail route. Regardless of status, signage and promotional materials for the Discovery Trail should highlight the museum and indicate how trail users can get to the museum.

Promotional Opportunities

Several ideas for promoting the trail were discussed. It was suggested the Visitor's Bureau could help create or implement a comprehensive marketing strategy. Some more discrete ideas included the following:

- Hiking, walking and trail webpages such as Traillink.com and WTA.org
- Promotional materials or map and text interpretive signage at the museum

- Interpretive signage at other points of interest in the City, such as at Black Lake Park.
- Cultivating stories or articles in regional media such as Seattle Monthly.
- Promoting the trail through events such as the 5k run.
- Exploring the possibility of using WA DOT signage on US 101 to promote the trailhead.
- Installing signage to direct drivers to the trailhead, from the intersection of us 101/ Elizabeth, from the Town Center, and from Beard's Hollow.

Signage Content

The existing maps and signage used for the Discovery Trail do not adequately portray trail assets in the City of Ilwaco and do not promote the City's trail sections and points of interest as a complete experience in its own right.

Future maps should include a detailed inset at a scale appropriate for the City. The inset or City scale map should indicate the trail head and its amenities, locations of interest such as the museum, downtown, and discovery garden, suggested routes that connect these locations, and future trail aspirations such as connections with the park. This detailed map should be included in signage, webpages, and promotional materials to the extent possible.

Routes to locations off of the official Discovery Trail should be called out as trail spurs on maps. For example the Museum & Discovery Garden Spur could be indicated on maps as traveling from 1st and Main to the museum, and then continuing East and then South back to the Trailhead at the Pavilion.

Maps on signage, webpages, and promotional materials should attribute routes with distances measured in walking time between destinations.

Data Collection

Participants suggested that the Port and City should collect pedestrian counts at several locations along the trail at time intervals that will inform them on how usage is changing over the course of years, and before and after signage and wayfinding improvements are made. Doing so can inform more strategic investments.

Meeting Sequence and Summary

Several community members attended the meeting, including individuals that have a longstanding history of involvement in Discovery Trail improvement efforts. Introductory meeting materials included a map created by the Port in April 2015 with preliminary safety and wayfinding improvement ideas, and street view images of the 2nd/ Main intersection, and Howerton Way at the Pavilion.

Following introductory remarks, the group shared information on the history of local planning and improvements to the Discovery Trail. While the complete history of accomplishments and ideas could not be shared in the course of ten minutes, it was important for the group to remind itself of some efforts and ideas that have arisen in the last several years.

Following this introductory discussion, the participants broke into small groups to discuss how the Pavilion to 2nd / Main sections of the trail could be improved in the coming year using STP grant funds, and in the long term through other means, and how other portions of the trail could be improved. Ideas were exchanged and recorded on paper maps of the area. Icons representing pedestrian safety, mapping/signage, and pavement markings were used to denote potential locations for these types of improvements. Other important ideas were written down on the maps. Following the small group work, participants were invited to each share with the whole group an individual idea from the exercise.

The facilitator recorded these ideas on the large flip chart.

Following this portion of the meeting, the whole group brainstormed opportunities to promote the connection between the Ilwaco waterfront and the rest of the discovery trail. The facilitator recorded these ideas on the large flip charts.

Finally, the group left the meeting room to visit the Pavilion area on Howerton Way, and discuss improvement ideas for this area on site. Before parting ways for the evening, it was proposed that before proceeding with the 2016 improvements funded by STP, the Port hold an open house for the public to weigh in on the Port's decisions.

**Port of Ilwaco
Workshop on
2016 Safety and Wayfinding
Improvements for the Discovery Trail**
Port of Ilwaco Meeting Room
3pm, Tuesday October 27th, 2015

Agenda

Start: 3pm

Introductions

Recent History and Related Accomplishments

Group Mapping

Web and Event based promotional opportunities

End: 4pm

Port of Ilwaco
Workshop on
2016 Safety and Wayfinding
Improvements for the Discovery Trail
Port of Ilwaco Meeting Room
3pm, Tuesday October 27th, 2015

Sign in Sheet

| <u>Name</u> | <u>Affiliation</u> | <u>Contact</u> |
|----------------------|-------------------------------------------|----------------------------------------|
| Dustin Mead | IMA | 30 dustin.mead@gmail.com |
| Betsy Millard | CPHM | director@cp hm@centurytel.net |
| Gary Foraker | Ilwaco City Council | council5@ilwaco.wa.gov |
| Marie + Randy Powell | Marie Powell Gallery at Port of Ilwaco | marie@marie-powell.com 360-244-0300 |
| David Jensen | city council | djensen_4@hotmail.com |
| Nicklas Hallemann | Ilwaco P&R | parks@ilwaco-wa.gov |
| Guy Glenn | Port of Ilwaco | gsglenn@portofilwaco.org |

Group A
West

to DISCOVERY GARDEN/CPHM



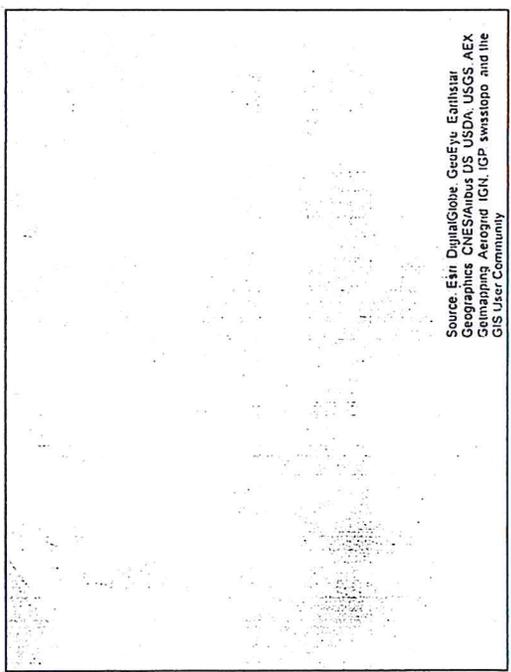
to P&T



MAIN ST.

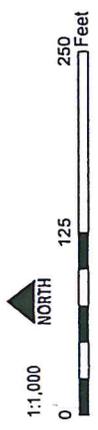
EAGLE ST

FIRST ST



Source: Esri, DigitalGlobe, GeoEye, Earthstar
Geographics, CNES/Airbus DS, USDA, USGS, AEX,
Geomatics, Aerogrid, IGN, IGP, swisstopo, and the
GIS User Community

Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Geomatics, Aerogrid, IGN, IGP, swisstopo, and the GIS User



Group B
East



HOOPER STREET

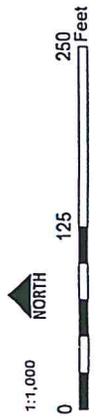


PEARL ST

WATERGATE WAY

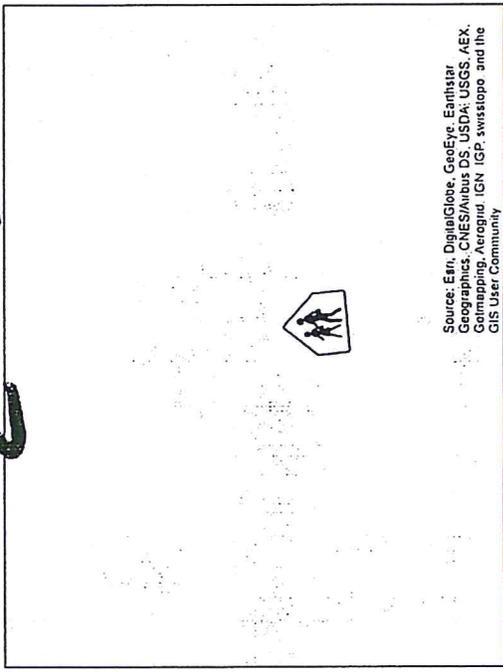
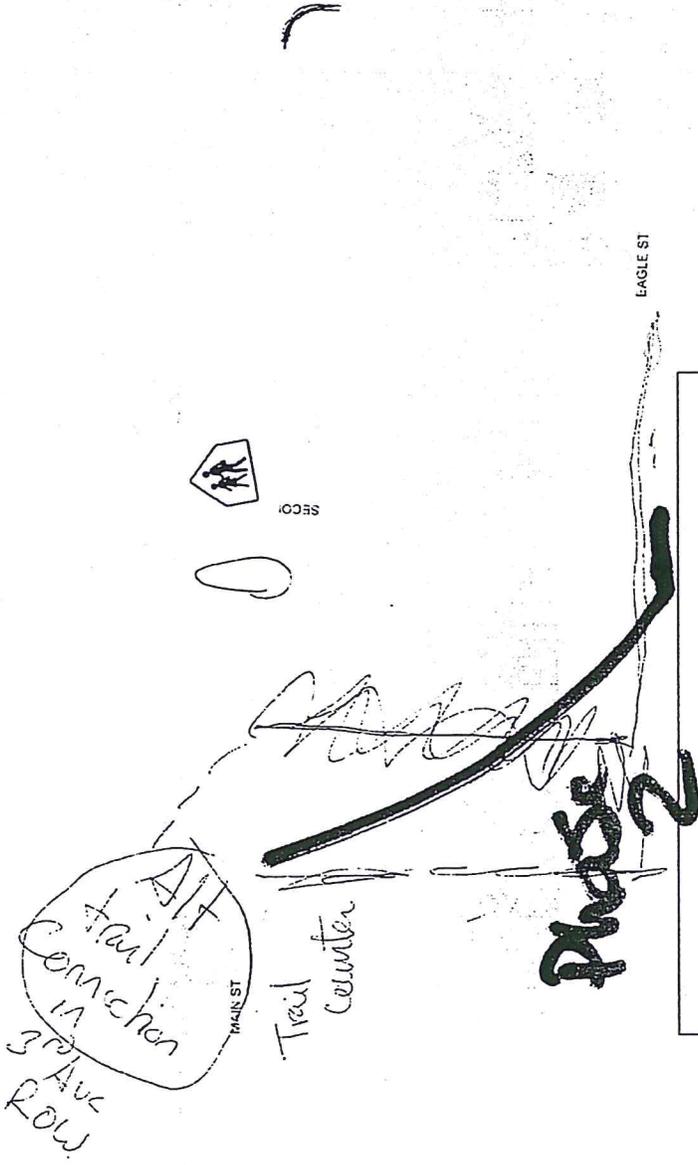


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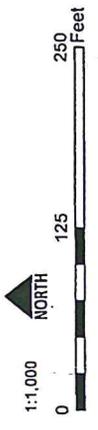


Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, IGP, Swisstopo, and the GIS User Community

Group C
West



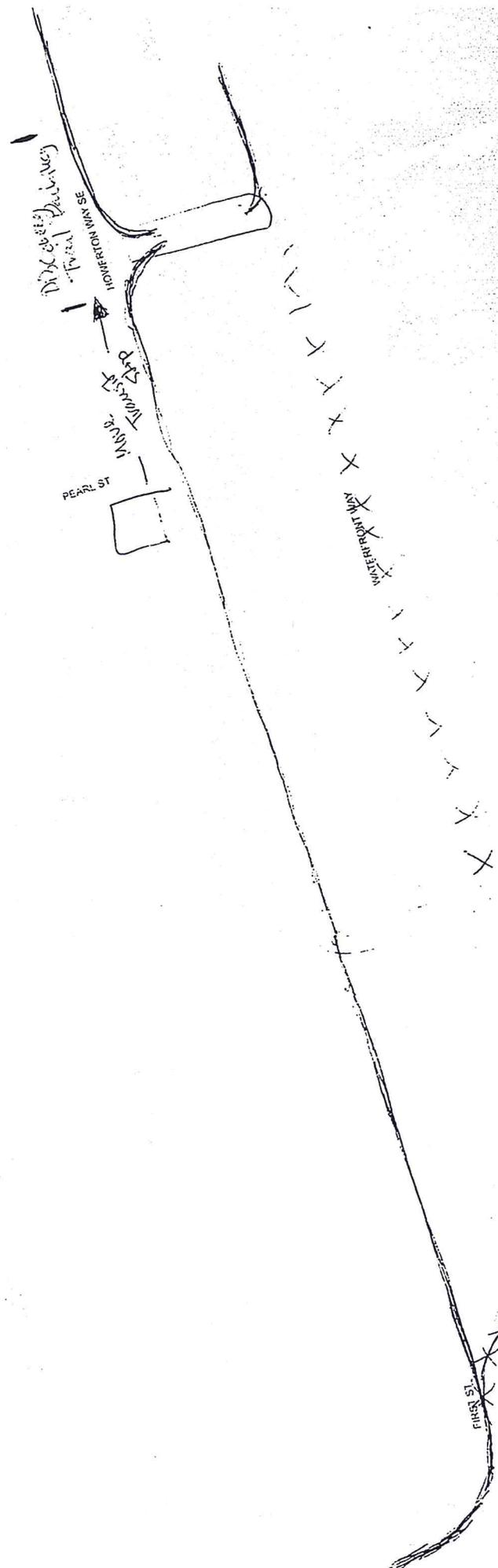
Source: Esri, DigitalGlobe, GeoEye, Earthstar
Geographics, CNES/Airbus DS, USDA, USGS, AEX,
Geomatics, AeroGRID, IGN, IGP, swisstopo, and the
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Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Geomatics, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community

W

Steep C
East



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community

1:1,000
NORTH

0 125 250 Feet

Will consider thru leases

Concepts From Past Meetings

- Discovery Garden

- Museum

— link w/ signage + promotions

- National Heritage Trail Foundation

- Howerton/Waterfront Way Aesthetic issues

Mapping Concepts

- Lots of signage
 - Gazebo, Howerton Way, Pacific Transit System
- Overwater walkway and picnic tables in front of Port Offices and nearby (Boardwalk)
- 3rd Street ROW + Eagle reroute
- Trail Use counter to compare Pre-Post improvement traffic.
- Make trail from 2nd to Condor a valuable and unique trail section

Promotional Opportunities

- Visitors Bureau can help w/ comprehensive marketing
- User group magazines like Outdoor Magazine / Seattle Monthly
- TrailLink.com
- ~~USA~~

- MUSEUM
- Other Historic sites
- Signage locations w/ distances
 - Distances Measured by time
- Inset to Discovery Trail Map.
- DOT Signage
- Signage from other Rec Sites.

Signage for Drivers

- 101 / Elizabeth

- Town Center Intersection

- Beard's Hollow

Trailhead Concept

- Existing Kiosk/transit stop
- Bathroom/Pavilion/Condor
(Move Kiosk + transit stop)
- Signage to call out Trail Parking