



**WAITSBURG CITY COUNCIL**

**REGULAR MEETING**

**November 17, 2021**

**7:00 P.M.**

**Lions Club Community Building – Fairground Facility**

---

**AGENDA**

- |              |   |            |        |
|--------------|---|------------|--------|
| <b>I.</b>    | <b>Meeting Call to Order</b>  | Mayor      |        |
|              | a. Pledge of Allegiance   |            |        |
| <b>II.</b>   | <b>Roll Call</b>  | City Clerk |        |
|              | a. Agenda Approval  | Discussion | Action |
| <b>III.</b>  | <b>Approval of Minutes</b>  |            |        |
|              | a. October 20, 2021   | Discussion | Action |
| <b>IV.</b>   | <b>Public Comment</b>   |            |        |
| <b>V.</b>    | <b>New Business</b>   |            |        |
|              | a. Public Hearing – Property Taxes                                  | Discussion |        |
|              | b. Resolution 2021-738 Property Taxes                               | Discussion | Action |
|              | c. Public Hearing – 2022 Preliminary Budget                         | Discussion |        |
|              | d. Weller Public Library  | Discussion |        |
|              | e. Resolution 2021- 739 City Hall Surplus                           | Discussion | Action |
|              | f. Application for Payment #2<br>Millrace Grade Improvement Project | Discussion | Action |
|              | g. Resolution 2021- 740<br>TBD Reauthorization                      | Discussion | Action |
|              | h. Ordinance 2021-1074 Budget Amendment                             | Discussion | Action |
|              | i. Flood Response Plan Review                                       | Discussion |        |
| <b>VI.</b>   | <b>Unfinished Business</b>  |            |        |
|              | a. Vacant lot surplus Bid Award                                     | Discussion | Action |
|              | b. Touchet River Levee Rehab Project                                | Discussion | Action |
| <b>VII.</b>  | <b>Mayor’s Report</b>   |            |        |
| <b>VIII.</b> | <b>Council Reports</b>  |            |        |
| <b>IX.</b>   | <b>City Clerk Report</b>  |            |        |
|              | a. 2 <sup>nd</sup> /3 <sup>rd</sup> Quarter 2021 budget update      |            |        |
| <b>X.</b>    | <b>Approval of Bills</b>  |            |        |
| <b>XI.</b>   | <b>Adjournment of Meeting</b>                                       |            |        |

M101emo

To: Mayor and City Council  
From: City Administrator – Randy Hinchliffe  
Date: 11/10/2021  
Re: Agenda Items

---

Mayor and City Council Members:

Here is the agenda item summary for the November Regular Meeting

**New Business**

- a. Public hearing associated Property Taxes for 2022.
- b. Resolution approving Property Tax Levy for 2022. Not recommending taking the 1% as allowed by law. Based on a higher assessed value of the District, I would expect that our levy/Thousand will go down again this year.
- c. Public hearing associated the preliminary budget for 2022. No real substantial changes from the budget presented at the previous workshop other than an increase to cover the higher than expected cost of insurance and for additional capital outlay for the Library.
- d. Weller Public Library. Board of Trustees plan to attend to brief the Council on what they have been doing at the Library and also what they would like to do going forward.
- e. Resolution 739. Approving surplus of 147 Main Street and putting the building out for bids for the December Council meeting. Should have the appraisal report back next week.
- f. Application for Payment #2. Pay request and associated change orders for work on the Millrace Grade Improvement Project. Will pass along as soon as I get it from the Engineer
- g. Resolution 740. Resolution reauthorizing the City's TBD and putting it on the Special Election for February 8<sup>th</sup>, 2022.
- h. Ordinance 1074. Budget amendment to the 2021 City Budget to account for the various pandemic related funding we received over the year.
- i. Flood Response Plan Review. Annual review to the City Flood Response Plan Flow Chart

**Unfinished Business**

- a. Vacant Lot Surplus Award. Awarding the sale of the vacant lot at 124 Main Street to the highest bidder
- b. Touchet River Levee Rehab Project. See enclosed memo

Let me know if you have any questions prior to the meeting.

Randy Hinchliffe  
City Administrator

## Waitsburg City Council Meeting – October 20, 2021

Mayor Dunn called the meeting to order at 7:00 p.m.

### **Roll Call**

City Clerk Randy Hinchliffe called the roll. The following were present:

**Mayor:** Marty Dunn

**Council Members:** Kevin House, Karen Gregutt, Jim Romine, Karl Newell and Jillian Henze

**Others:** on file at City Hall

### **Agenda Approval**

With no changes, agenda was approved and passed unanimously.

### **Approval of Minutes – September 15, 2021 Regular Meeting**

With no corrections, minutes were approved and passed unanimously

### **Approval of Minutes – October 5, 2021 Special Meeting**

With one correction, minutes were approved and passed unanimously

### **Public Comment**

Terry Jacoy asked about local municipality reports to the state.

### **New Business**

#### **a. Public Hearing – Property Surplus**

Public Hearing regarding the potential surplus of a vacant lot owned by the City of Waitsburg on Main Street. Susan Donegan asked how much the City paid for the lot. Lane Gwinn suggested that the City retain it and leave in place for public use. Tom Bennet indicated his willingness to purchase and invest in updating the lot. With no more comments, Mayor Dunn closed the hearing at 7:12pm

#### **b. Resolution 735**

Resolution surplus of the vacant lot on Main Street to the highest bidder. With no other further discussion, Council member Romine moved to approve with Council member Newell seconding. Motion to approve surplus of the land was approved and passed unanimously.

#### **c. Application for Payment #1/Change orders**

Application for payment and applicable change orders associated with the Millrace Grade Improvement Project. City Staff went over the pay requests and change orders. With no further discussion, Council Member House moved to approve with Council member Romine seconding. Motion to approve was approved and passed unanimously.

#### **d. 2022 Preliminary Budget Revenues and Expenditures**

City Staff presented a very high level overview of the project revenues and expenditures associated with the 2022 City Budget. Discussion only, no action taken.

### **Unfinished Business**

#### **a. Employee Pay Matrix Adjustment**

Mayor Dunn presented changes to the City's pay matrix to adjust wages to bring employees closer to the recommended placement proposed by the City's Salary Survey Consultant AmeriBen. Council members discussed the memo that was presented by the Mayor in regards to changes and what amounts were justifiable to each employee. With no further discussion, Council member Gregutt moved to approve the adjustments as contained in the Mayor's memo.

Council member Newell seconded the motion. Motion to approve was approved and passed three votes to two with Council member Romine and Henze voting against.

**Resolution 2021-736**

Resolution updating various personnel policies as presented by City Staff and discussed previously. With no changes to the recommended updates, Council member Gregutt moved to approve with Council member Newell seconding. Motion to approve was approved and passed unanimously.

**Mayor's Report**

No report.

**Council Reports**

Council Members Gregutt reported on activities involving the Planning Commission  
Council Member Romine reported on sheriff activity and other committee work  
Council Member Henze reported on committee work, REA grant to the Friends of the Library, Street sweeping and puncture vine removal requests and RV parking along City Street.  
Council member House thanked the City crew for getting the street cut on Garden Street paved

**City Clerk Report**

City Clerk Randy Hinchliffe reported on a variety of day to day operational items.

**Approval of Bills**

With no questions related to the City's obligations, Council Member Newell moved to approve with Council House seconding. Motion to approve the bills was approved and passed unanimously.

September Payroll Clearing (Warrants 24098 – 24106)	\$16,085.42
-Includes direct deposit run on 9/27/2021 for \$8,044.25	
October Payroll Clearing (Warrants 24107 - 24113)	\$16,914.66
-Includes direct deposit run on 10/13/2021 for \$8,378.98	
Claims Clearing Vouchers (Warrants 24114 – 24155)	
-Includes project payments	<u>\$248,239.06</u>
	<b>Total \$281,239.14</b>

**Adjournment of Meeting**

There being no further business, the meeting was then adjourned at 8:05 p.m.

Approved: 11/17/2021 Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## HIGHEST LAWFUL LEVY CALCULATION

**TAXING DISTRICT** 85 **2021** **LEVY FOR** **2022** **TAXES**

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).

Year	<u>2021</u>	\$	<u>165,552.40</u>	×	<u>101%</u>	=	\$	<u>167,207.92</u>
------	-------------	----	-------------------	---	-------------	---	----	-------------------

B. Current year's assessed value of new construction and improvements in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).

\$	<u>814,750.00</u>	×	\$	<u>2.078538018</u>	/	<u>\$1,000</u>	=	\$	<u>1,693.49</u>
	<small>A.V.</small>			<small>Last Yr. Levy Rate</small>					

C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).

\$	<u>2,591,051.00</u>	-	\$	<u>2,284,090.00</u>	=	\$	<u>306,961.00</u>
	<small>Current Yr. A.V.</small>			<small>Previous Yr. A.V.</small>			<small>Remainder</small>

\$	<u>306,961.00</u>	×	\$	<u>2.078538018</u>	/	<u>\$1,000</u>	=	\$	<u>638.03</u>
	<small>Remainder</small>			<small>Last Yr. Levy Rate</small>					

D. Regular property tax limit: A+B+C=..... \$ 169,539.44

Parts E through G are used in calculating the additional levy limit due to annexation.

E. To find the rate to be used in F, take the levy limit as shown in D above and divide it by the current assessed value of the district, excluding the annexed area.

\$	<u>-</u>	÷	\$	<u>93,968,387.00</u>	=	\$	<u>-</u>	/	<u>\$1,000</u>
	<small>D</small>			<small>A.V.</small>					

F. Annexed area's current assessed value including new construction and improvements times the rate in E.

\$	<u>-</u>	×	\$	<u>-</u>	/	<u>\$1,000</u>	=	\$	<u>-</u>
	<small>Annexed Area's A.V.</small>			<small>Rate in E</small>					

G. Regular property tax limit including annexation: D+F=..... \$ 169,539.44

H. Statutory maximum rate times the assessed value of the district.

\$	<u>93,968,387.00</u>	×	\$	<u>3.135000000</u>	/	<u>\$1,000</u>	=	\$	<u>294,590.89</u>
	<small>A.V. of District</small>			<small>Statutory Rate Limit</small>					<small>Statutory Amount</small>

I. **Highest Lawful Levy (Lesser of G and H)** ..... \$ 169,539.44

J. **Tax Base For Regular Levy**

1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy) \$ 93,968,387.00

K. **Tax Base for Excess and Voted Bond Levies**

2. Less assessed value of the senior citizen exemption of less than \$35,000 income (difference between the lower of the frozen or market value and the exempt) \$ -

3. Plus Timber Assessed Value (TAV).....

4. Tax base for excess and voted bond levies (1-2+3)..... \$ 93,968,387.00

**Excess Levy Rate Computation**

Excess levy amount divided by the assessed value in number 4 above.

\$	<u>-</u>	+	\$	<u>93,968,387.00</u>	=	\$	<u>-</u>	/	<u>\$1,000</u>
	<small>Levy Amount</small>			<small>A.V. from number 4 above</small>					

**Bond Levy Rate Computation**

Bond levy amount divided by the assessed value in number 4 above.

\$	<u>-</u>	+	\$	<u>93,968,387.00</u>	=	\$	<u>-</u>	/	<u>\$1,000</u>
	<small>Levy Amount</small>			<small>A.V. from number 4 above</small>					

## ACTUAL LEVY CALCULATION

**TAXING DISTRICT** 85 **2021** **LEVY FOR** **2022** **TAXES**

Population:  Less than 10,000  10,000 or more

Was a resolution/ordinance adopted authorizing an increase over the previous year's levy?  Yes  No

If so, what was the percentage increase? \_\_\_\_\_  Yes  No  N/A

Was a second resolution/ordinance adopted authorizing an increase over the IPD?

If so, what was the percentage increase? \_\_\_\_\_

A. Previous year's actual levy times the increase as stated in ordinance or resolution (RCW 84.55.120).						
Year	2021	\$ 165,552.40	×	100%	=	\$ 165,552.40
B. Amount for new construction and improvements (line B on other side).....					\$ 1,693.49	
C. Amount for increase in value of state-assessed property (line C on other side)...					\$ 638.03	
D. Property tax limit authorized by resolution/ordinance: A+B+C=.....					\$ 167,883.92	

Parts E through G are used in calculating the additional levy amounts due to annexation.

E. To find the rate to be used in F, divide the amount in D by the current assessed value of the district excluding the value of the annexed area.

\$	-	+	\$ 93,968,387.00	=	\$ - /\$1,000
D			A.V.		

F. Annexed area's current assessed value including new construction and improvements times the rate in E.

\$	814,750.00	×	\$ 2.080000000 /\$1,000	=	\$ 1,694.68
Annexed Area's A.V.			Rate in E		

G. Total levy amount authorized, including the annexation: D + F =.....

					\$ 169,578.60
--	--	--	--	--	---------------

H. Total levy amount authorized by resolution (G) plus amount refunded or to be refunded (RCW 84.55.070).

\$	169,578.60	+		=	\$ 169,578.60
G			Amount to be refunded		

I. Amount certified by county legislative authority or taxing district as applicable (RCW 84.52.020 and RCW 84.52.070).....

					\$ 170,000.00
--	--	--	--	--	---------------

J. Levy limit from line G on other side, plus amount refunded or to be refunded (RCW 84.55.070).

\$	169,539.44	+	-	=	\$ 169,539.44
G on other side			Amount to be refunded		

K. Amount of taxes recovered due to a settlement of highly valued disputed property (RCW 84.52.018).

\$	-	-	\$ -	=	\$ -
Lesser of H, I, or J			Amount Recovered		

L. Statutory limit from line H on other side (dollar amount, not the rate).....

					\$ 247,217.75
--	--	--	--	--	---------------

M. Lesser of K and L .....

					\$ -
--	--	--	--	--	------

N. Levy Corrections Year of Error: \_\_\_\_\_

1. Minus amount overlevied (if applicable).....

2. Plus amount underlevied (if applicable).....

O. Total: M +/- N=.....

					\$ -
--	--	--	--	--	------

**Regular Levy Rate Computation:** Lessor of L and O above divided by the assessed value in number 1 on other side.

\$	170,000.00	+	\$ 93,968,387.00	=	\$ 1.809119060 /\$1,000
Lessor of L and O			Number 1 on other side		

**Prorated Rate:** Levy rate if prorated due to \$5.90 or 1% constitutional limits.....

					\$ /\$1,000
--	--	--	--	--	-------------



Resolution No. 2021-738
RCW 84.55.120

WHEREAS, the City Council of City of Waitsburg has met and considered its budget for the calendar year 2022; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 165,552.40; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that 0% increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 0.00 which is a percentage increase of 0% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 17 day of November, 2021.

Approved by:

Signature lines for approval and attestation.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th.

For tax assistance, visit http://dor.wa.gov/content/taxes/property/default.aspx or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715.

## 2022 Preliminary Budget

### Revenues and Expenditures:

#### Revenues:

- Estimated at roughly \$2.4 Million, including about \$330,000 in ending fund balances
- Retail Sales Taxes continue to increase year after year
- Utility tax will still be effect to cover Flood Control work
- Expectation that business license revenue to be higher than prior years due to the City using the State of Washington now for licenses
- No indication that State Shared revenues will be lowered next year
- Unfortunately, I expect to see higher than normal revenues associated with Cemetery fees as we have seen an increase in burials or preplanning for funerals
- I budgeted for the surplus and sale of the current City Hall building
- As with retail sales, Real Estate Excise tax continues to increase as property is bought and sold here
- Utility rates will increase again next year 2.5% or \$2.30 per month
- We will get our second allocation of Federal ARPA funds next year that is planned for infrastructure upgrades
  - County awarded us \$30,000 in ARPA funding for GIS mapping of the water and sewer system

#### Expenditures:

- While not a true expenditure, we should actually have some left over funds that have been allocated as contingency reserves
- Supposed to have a Financial Audit next year to see if we have addressed out financial condition issues noted in our last audit report
- Planning for more flood control work
- Due to the purchase of the new City Hall building, I deferred the interfund loan payment from the current year to next year once we get the current City Hall Building surplused and sold
- Allocates funding to complete the Splash Pad project
- Budgeted money to continue with Tree Trimming in the park and cemeteries
- Does not allocate any funding for the pool
- Provides money to put in a dog run at Rankin Park
- Covers the cost of street maintenance (chip/crack seal) along with a culvert installation
- The debt service for one of the loans associated with the construction of the new WWTP was retired in 2021, opening up a little over \$42,000 in additional budget capacity
- Budgets for various ARPA projects
- Carries over the backup generator project at the well field



## 2022 Proposed Revenues and Expenses

### REVENUES

#### 001 - CURRENT EXPENSE

Cash	\$	50,000
Taxes	\$	415,500
License & Permits	\$	14,500
Intergovernmental Revenue	\$	75,100
charges for Services	\$	15,000
Fines & Forfeitures	\$	-
Misc. Revenue	\$	229,100
<b>Total current Expense Revenue</b>	<b>\$</b>	<b>799,200</b>

### EXPENDITURES

#### 001 - CURRENT EXPENSE

Contingency Reserve	\$	75,000
Legislative	\$	22,170
Executive	\$	310,524
Security	\$	81,222
Fairgrounds	\$	78,873
Parks	\$	96,313
Pool	\$	1,800
Library	\$	43,401
Cemetery	\$	89,896
<b>Total Current Expense Expenditures</b>	<b>\$</b>	<b>799,200</b>

#### 002- CEM IMPRVMENT FUND

cash	\$	-
Interfund Loan Repayment	\$	101,588
Perpetual care	\$	500
<b>TOTAL CEM IMPRMNT FUND</b>	<b>\$</b>	<b>102,088</b>

#### 002- CEM IMPRVMENT FUND

Contingency Reserve	\$	100,088
Capital Outlay	\$	-
Transfer to Current Expense Fund	\$	2,000
<b>TOTAL CEM IMPRMNT FUND</b>	<b>\$</b>	<b>102,088</b>

#### 003- LIB IMPROVMENT FUND

cash	\$	2,800
Perpetual care	\$	-
<b>TOTAL LIB IMPRMNT FUND</b>	<b>\$</b>	<b>2,800</b>

#### 003- LIB IMPROVMENT FUND

Contingency Reserve	\$	2,800
Transfer to General Fund	\$	0
<b>TOTAL LIB IMPRMNT FUND</b>	<b>\$</b>	<b>2,800</b>

#### FUND 102 - CITY STREET & ROAD FUND

cash	\$	100,000
Taxes	\$	119,000
Intergovernmental Revenue	\$	23,500
Misc. Revenue	\$	-
<b>Total city Street Revenue</b>	<b>\$</b>	<b>242,500</b>

#### FUND 102 - CITY STREET & ROAD FUND

Contingency Reserve	\$	35,000
Street Lighting	\$	20,000
Street & Road Preservation/Maintenance	\$	187,500
<b>Total city Street Expenditures</b>	<b>\$</b>	<b>242,500</b>

#### FUND 106 - PROMOTION FUND

cash	\$	500
Taxes	\$	500
Misc. Revenue	\$	-
<b>Total Promotion Revenue</b>	<b>\$</b>	<b>1,000</b>

#### FUND 106 - PROMOTION FUND

Tourism Promotion	\$	500
Transfer to current Expense	\$	500
<b>Total Promotion Expenditures</b>	<b>\$</b>	<b>1,000</b>

#### FUND 107 - MUNICIPAL CAP. IMP. FUND

cash	\$	-
Taxes	\$	40,000
Misc. Revenue	\$	-
<b>Total MCIP Revenue</b>	<b>\$</b>	<b>40,000</b>

#### FUND 107 - MUNICIPAL CAP. IMP. FUND

Debt Service	\$	-
Transfers out to current Expense	\$	-
capital Outlay	\$	40,000
<b>Total MCIP Expenditures</b>	<b>\$</b>	<b>40,000</b>

#### FUND 401 - WATER & SEWER DEPT.

cash	\$	177,237
Services	\$	735,100
Misc. Revenue	\$	286,616
<b>Total Water Sewer Revenue</b>	<b>\$</b>	<b>1,198,953</b>
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>2,386,541</b>

#### FUND 401 - WATER & SEWER DEPT.

contingency Reserve	\$	100,000
Water Expenses	\$	558,636
Sewer Expenses	\$	540,317
<b>Total Water Sewer Expenditures</b>	<b>\$</b>	<b>1,198,953</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>2,386,541</b>

<b>REVENUES</b>	<b>PROPOSED</b>
	<b>2022</b>
<b>001 - CURRENT EXPENSE</b>	
BEG. NET CASH & INVESTMENTS	\$50,000.00
REAL & PERSONAL PROPERTY TAXES	\$125,000.00
RETAIL SALES & USE TAXES	\$115,000.00
LOCAL CRIM. JUSTICE - 1/10 OF 1%	\$25,000.00
PUBLIC SAFETY	\$45,000.00
FRANCHISE	\$26,000.00
B & O TAXES	\$7,500.00
UTILITY TAXES - WATER	\$72,000.00
UTILITY TAXES - SEWER	\$0.00
LEASEHOLD TAXES	\$0.00
INTEREST ON DELINQUENT TAXES	
<b>TOTAL OF TAXES</b>	<b>\$465,500.00</b>
<b>LICENSES AND PERMITS</b>	
BUSINESS LICENSES	\$2,000.00
BUILDING PERMITS	\$10,000.00
DOG LICENSE	\$1,500.00
OTHER LICENSES AND PERMITS	\$1,000.00
<b>TOTAL LICENSES AND PERMITS</b>	<b>\$ 14,500.00</b>
<b>INTERGOVERNMENTAL REVENUE</b>	
CTED GMA UPDATE GRANT	\$0.00
FCAPP	\$0.00
SHERWOOD TRUST PUBLIC ART GRANT	
LTAC GRANT	
FEMA FUNDING	\$0.00
CITY ASSISTANCE.	\$50,000.00
CRIMINAL JUSTICE SPECIAL PROGRAMS	\$1,500.00
CRIM. JUSTICE LOW POPULATION	\$1,000.00
CRIM. JUSTICE INNOVATIVE	\$2,400.00
MARIJUANA EXCISE TAX	\$1,500.00
DUI - CITIES	\$200.00
LIQUOR EXCISE TAXES	\$8,500.00
LIQUOR BOARD PROFITS	\$10,000.00
FIRE DIST. 2 RETIREMENT SHARES	
FRIENDS OF THE POOL	\$0.00
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>\$75,100.00</b>
<b>CHARGES FOR SERVICES</b>	
CARDBOARD COLLECTION	\$0.00
COPIES MADE	
CEMETERY FEE	\$15,000.00
GARBAGE COLLECTION FEES	\$0.00
SWIMMING POOL FEES	\$0.00
FAIRGROUND DEPOSITS	
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$15,000.00</b>

<b>FINES AND FORFEITS</b>	
MUNICIPAL COURT FINES	\$0.00
<b>TOTAL FINES AND FORFEITURE</b>	<b>\$0.00</b>
<b>MISC. REVENUE</b>	
INVESTMENT INTEREST	\$0.00
SURPLUS PROPERTY	\$200,000.00
CEMETERY INVESTMENT INTEREST	\$0.00
INTEREST ON ACCT RECEIVABLES	\$150.00
FAIRGROUND RENTS	\$3,500.00
RENTS	\$800.00
SOLID WASTE LATE FEE PORTION	\$0.00
NSF CHECK COLLECTION	\$150.00
GIFTS AND PLEDGES	\$5,000.00
FLOOD CONTROL FUNDING	\$16,000.00
OTHER MISC. REVENUES	\$1,000.00
TRANSFER IN FROM 107	\$0.00
TRANSFER IN FROM 106	\$500.00
TRANSFER IN FROM 002	\$2,000.00
<b>TOTAL MISC. REVENUES</b>	<b>\$229,100.00</b>
<b>NON REVENUES RECEIPTS</b>	
<b>TOTAL CURRENT EXPENSE REVENUES</b>	<b>\$799,200.00</b>
	14.39%
<b>002 - CEMETERY IMPROVEMENT FUND</b>	
BEG CASH AND INVESTMENTS	\$0.00
INTERFUND LOAN REPAYMENT	\$101,588.00
PERPETUAL CARE PAYMENTS	\$500.00
<b>TOTAL CEM IMPRMNT FUND</b>	<b>\$102,088.00</b>
<b>003 - LIBRARY IMPROVEMENT FUND</b>	
BEG CASH AND INVESTMENTS	\$2,800.00
PERPETUAL CARE PAYMENTS	\$0.00
<b>TOTAL CEM IMPRMNT FUND</b>	<b>\$2,800.00</b>
<b>FUND 102 - CITY STREET &amp; ROAD FUND</b>	
BEG. NET CASH & INVESTMENTS	\$100,000.00
REAL & PERSONAL PROPERTY	\$50,000.00
FRANCHISE	\$56,000.00
TBD SALES TAXES	\$13,000.00
TIB - DESIGN MATCH	
TIB - CONSTRUCTION GRANT	\$0.00
DOT STBG GRANT	\$0.00
DOT GRADE CROSSING GRANT	\$0.00
MOTOR VEHICLE FUEL TAXES	\$22,000.00
MULTIMODAL TRANSPORTATION CITY	\$1,500.00
INVESTMENT INTEREST	\$0.00
OTHER MISCELLANEOUS REVENUE	\$0.00
CAPITAL BUDGET GRANT	\$0.00
PORT OF WALLA WALLA 9/10 SALES TAX	\$0.00
SIDEWALK COST SHARE	\$0.00

<b>TOTAL STREET &amp; ROAD FUND REVENUES</b>	<b>\$242,500.00</b>
--	---------------------

**FUND 106 - PROMOTION FUND**

BEG. NET CASH & INVESTMENTS	\$500.00
MOTEL/HOTEL TRANSIENT TAXES	\$500.00
INVESTMENT INTEREST	
<b>TOTAL PROMO. FUND REVENUES</b>	<b>\$1,000.00</b>

**FUND 107 - MUNICIPAL CAP. IMP. FUND**

BEG. NET CASH & INVESTMENT	
REET 1	\$20,000.00
REET 2	\$20,000.00
INVESTMENT INTEREST	
LOAN PROCEEDS	
DONATION	
<b>TOTAL MCIF REVENUES</b>	<b>\$40,000.00</b>

**FUND 401 - WATER & SEWER DEPT.**

BEG. NET CASH & INVESTMENT	\$177,237.00
WATER SALES	\$380,000.00
WATER SYSTEM CONNECTIONS	\$4,000.00
WATER TURN ON CHARGES	\$2,500.00
SEWER SERVICES	\$345,000.00
SEWER SYSTEM CONNECTIONS	\$3,600.00
OTHERS SERVICES - WATER	\$2,500.00
OTHERS SERVICES - SEWER	\$2,500.00
INVESTMENT INTEREST	
NON-PAYMENT PENALTY CHARGES	\$15,000.00
ARPA	\$200,000.00
STATE EMD GRANT	\$65,616.00
MISCELLANEOUS REVENUES	\$1,000.00
LOAN PROCEEDS	\$0.00
<b>TOTAL WATER &amp; SEWER REVENUES</b>	<b>\$1,198,953.00</b>

<b>TOTAL REVENUE</b>	<b>\$2,386,541.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,386,540.55</b>

# EXPENDITURES

2022

001 - CURRENT EXPENSE

PROPOSED

## EXPENDITURES BY DEPARTMENT

### LEGISLATIVE

CONTINGENCY RESERVE	\$75,000
SALARIES AND WAGES	\$1,320
PERSONNEL BENEFITS	\$100
COUNCIL TRAINING	\$250
PROFESSIONAL SERVICES LEGAL	\$15,000
ADVERTISING	\$2,000
MISC.-ELECTIONS BOARD	\$0
INTERGOV. SERV. (VOTERS REG.)	\$3,500
<b>TOTAL MAYOR-COUNCIL-ATTY</b>	<b>\$97,170</b>

### EXECUTIVE/FINANCIAL/RECORDS

COMMUNICATION (POSTAGE)	\$750
COMMUNICATIONS (TELEPHONE)	\$3,500
INSURANCE	\$6,600
SALARIES	\$42,486
PERSONNEL BENEFITS	\$16,127
OFFICE & OPERATING SUPPLIES	\$10,000
FUEL	\$0
PROFESSIONAL SERVICES	\$25,000
MISCELLANEOUS	\$2,000
SOFTWARE UPGRADE	\$0
TRAINING	\$1,000
TRAVEL	\$1,500
PUBLIC UTILITIES	\$1,750
REPAIRS & MAINTENANCE	\$12,826
ASSOCIATION FEES AND DUES	\$2,500
CAPITAL OUTLAY - PUBLIC ART	\$0
LIQR EXCISE TAX - 2% DTOG	\$335
BUILDING INSPECTION FEES	\$9,000
EMERGENCY PREPAREDNESS-COUNTY	\$0
FLOOD CONTROL	\$75,000
EXCISE TAX	\$0
SOLID WASTE COLLECTION	\$0
LEASEHOLD TAX DUE TO STATE	\$0
CAPITAL OUTLAY	\$0
CARES ACT BUSINESS GRANTS	\$0
INTERFUND LOAN REPAYMENT	\$100,150
<b>TOTAL EXECUTIVE/FINANCIAL/RECORDS</b>	<b>\$310,524</b>

### SECURITY OF PERSONS AND PROPERTY

### POLICE DEPARTMENT/ANIMAL CONTROL

ACO STIPEND	
JAIL COSTS	
CONTRACT FOR LAW ENFORCEMENT	\$80,622

ANIMAL CONTROL CONTRACT	\$600
ACO VEHICLE FUEL	
COMMUNICATION - PHONE/POSTAGE	
<b>TOTAL POLICE DEPARTMENT</b>	<b>\$81,222</b>
<b>FIRE DEPARTMENT</b>	
MISC. TRAINING & FIRE PAY	
RETIREMENT & DISABILITY PAYMENTS	
OPERATING SUPPLIES	
FUEL	
INSURANCE	
PUBLIC UTILITIES	
REPAIRS AND MAINTENANCE	
MISCELLANEOUS	
CAPITAL OUTLAY	
DISPATCH COSTS	
PUBLIC EDUCATION	
COMMUNICATIONS	
TRANSFER OUT- FIRE DEPT. CAP. FUND	
<b>TOTAL FIRE DEPARTMENT</b>	<b>\$0</b>
<b>FAIRGROUNDS DEPT</b>	
SALARIES AND WAGES	\$25,431
PERSONNEL BENEFITS	\$9,242
OPERATING SUPPLIES	\$2,500
FUEL	\$500
INSURANCE	\$7,700
PUBLIC UTILITIES	\$7,500
REPAIRS AND MAINTENANCE	\$25,000
MISCELLANEOUS	\$500
EXCISE TAXES	\$500
CAPITAL OUTLAY	\$0
<b>TOTAL FAIRGROUNDS DEPARTMENT</b>	<b>\$78,873</b>
<b>CULTURE AND RECREATION</b>	
<b>PARK FACILITIES</b>	
SALARIES AND WAGES	\$17,255
BENEFITS	\$8,657
OPERATING SUPPLIES	\$1,500
FUEL	\$500
INSURANCE	\$2,400
PUBLIC UTILITIES	\$500
REPAIRS AND MAINTENANCE	\$15,000
MISCELLANEOUS	\$500
WA ST. TREASURER PRINCIPAL - MOWER	
WA ST. TREASURER INTEREST - MOWER	
CAPITAL OUTLAY	\$50,000
<b>TOTAL PARK FACILITIES</b>	<b>\$96,313</b>
<b>SWIMMING POOL DEPARTMENT</b>	
SALARIES AND WAGES	\$0
PERSONNEL BENEFITS	\$0

OFFICE AND OPERATING SUPPLIES	\$0
CHLORINE	\$0
COMMUNICATIONS - TELEPHONE	\$0
FUEL (PROPANE)	\$0
INSURANCE	\$1,800
PUBLIC UTILITIES	\$0
REPAIRS AND MAINTENANCE	\$0
EXCISE TAX	\$0
MISCELLANEOUS	\$0
TOTAL SWIMMING POOL	\$1,800

**LIBRARY**

SALARIES AND WAGES	\$11,700
BENEFITS	\$1,101
OFFICE AND OPERATING SUPPLIES	\$1,000
COMMUNICATIONS	\$1,500
TRACKING SOFTWARE	\$800
INSURANCE	\$4,800
PUBLIC UTILITIES	\$2,000
REPAIRS AND MAINTENANCE	\$5,000
MISCELLANEOUS	\$500
CAPITAL OUTLAY	\$15,000
TOTAL LIBRARY	\$43,401

**CEMETERY**

SALARIES AND WAGES	\$49,002
PERSONNEL BENEFITS	\$22,936
OPERATING SUPPLIES	\$1,500
FUEL	\$2,500
INSURANCE	\$1,800
PUBLIC UTILITIES	\$500
REPAIRS AND MAINT.	\$10,000
EXCISE TAX	\$1,000
MISCELLANEOUS	\$659
CAPITAL OUTLAY	\$0
WA. ST. TREASURER - MOWER/PRINCIPAL	
WA. ST. TREASURER - MOWER/INTEREST	
TOTAL CEMETERY FUND	\$89,896

OTHER PRIOR YEAR COSTS	
GRAND TOTAL CURRENT EXPENSE	\$799,200
TOTAL CURRENT EXPENSE REVENUES	799200
	\$0

**002 - CEMETERY IMPROVEMENT FUND**

EST ENDING RESERVED FUND BALANCE	\$100,088
CAPITAL OUTLAY - CEM MOWER	\$0
TRANSFER TO GENERAL FUND	\$2,000
TOTAL CEM IMPRMNT FUND	\$102,088

**003 - LIBRARY IMPROVEMENT FUND**

EST ENDING RESERVED FUND BALANCE	\$2,800
CAPITAL OUTLAY	\$0
TRANSFER TO GENERAL FUND	\$0

TOTAL CEM IMPRMNT FUND	\$2,800
------------------------	---------

**FUND 102 - CITY STREET & ROAD FUND**

**EXPENDITURES**

LEGAL SERVICES	\$900
PROFESSIONAL SERVICES	
ROADWAY MAINTENANCE	\$0
PAVEMENT PRESERVATION	\$107,602
STREET ENGINEERING	\$0
PUBLIC UTILITIES	\$20,000
STREET LIGHT IMPROVEMENTS	\$0
SPRAYING	
TRAFFIC CONTROL DEVICES	
SIDEWALK REPAIR/MAINT PROGRAM	\$0
SALARIES/WAGES	\$37,148
PERSONNEL BENEFITS	\$18,850
REPAIRS AND MAINTENANCE	\$5,000
FUEL	\$1,000
OVERHEAD - SUPPLIES	\$6,500
SOFTWARE UPGRADES	
GMA COMPREHENSIVE PLAN UPDATE	
INSURANCE	\$3,000
MISCELLANEOUS	\$7,500
PWTF - PRINCIPAL	
PWTF - INTEREST	
CONTINGENCY RESERVE	\$35,000
CAPITAL OUTLAY	\$0
TRANSFER TO 406-INTERFUND LOAN	
CAPITAL OUTLAY - SIDEWALK	\$0
TOTAL CITY STREET AND ROAD EXPENSES	\$242,500
TOTAL STREET & ROAD FUND REVENUES	242500

\$0

**FUND 106 - PROMOTION FUND**

**EXPENDITURES**

TOURISM PROMOTION	\$500
TRANSFER TO GENERAL FUND	\$500
TOTAL PROMO. FUND EXPENSES	\$1,000

**FUND 107 - MUNICIPAL CAP. IMP. FUND**

**EXPENDITURES**

PRINCIPAL	
INTEREST	
TRANSFER TO GENERAL FUND	\$0
CAPITAL OUTLAY- GENERAL PURPOSE	\$40,000
TOTAL MCIF EXPENSES	\$40,000

**FUND 401 - WATER & SEWER DEPT.**

**EXPENDITURES**

**WATER DEPT.**

CONTINGENCY RESERVE	\$50,000
---------------------	----------



TRAINING	\$1,000
TRAVEL	\$1,000
QUARTER EXCISE TAX	\$17,000
REPAIRS/MAINTENANCE	\$25,000
INTERGOVT. SRVCS./TESTS	\$2,500
LEGAL SRVCS.	\$500
PROFESSIONAL SERVICES	\$5,000
SALARIES/WAGES	\$72,396
PERSONNEL BENEFITS	\$33,613
OFFICE & OPERATING SUPPLIES	\$20,000
FUEL	\$5,000
COMMUNICATIONS POSTAGE	\$1,500
COMMUNICATIONS TELEPHONE	\$1,000
INSURANCE	\$10,000
PUBLIC UTILITIES	\$8,500
MISCELLANEOUS	\$2,000
SOFTWARE UPDATE	\$0
CAPITAL OUTLAY	\$90,000
WATERLINE CONSTRUCTION COSTS	\$129,358
PWTF LOAN INTEREST	\$0
TRANSFER TO CURRNT EXPNS - LATE FEES	\$0
UNEMPLOYMENT DUE TO ESD	\$0
PWB TAGGART ROAD WATERLINE DESIGN LOAN PRINCIPAL	\$17,825
PWB TAGGART ROAD DESIGN WATERLINE LOAN INTEREST	\$600
COMMUNITY BANK - 2017 LOAN PRINCIPAL	\$56,648
COMMUNITY BANK - 2017 LOAN INTEREST	\$30,385
DWSRF - INTEREST WELL FIELD	\$820
DWSRF - PRINCIPAL WELL FIELD	\$26,991
<b>TOTAL WATER SERVICES</b>	<b>\$608,636</b>
<b>SEWER DEPT.</b>	
CONTINGENCY RESERVE	\$50,000
QUARTER EXCISE TAX	\$7,000
REPAIRS/MAINTENANCE	\$19,333
INTERGOVT. SRVCS./TESTS	\$14,000
PROFESSIONAL SERVICES	\$2,500
LEGAL SRVCS.	\$1,000
SALARIES/WAGES	\$80,423
PERSONNEL BENEFITS	\$43,817
OFFICE & OPERATING SUPPLIES	\$25,590
BIOSOLIDS REMOVAL	\$2,000
FUEL	\$4,000
COMMUNICATIONS - POSTAGE	\$2,000
COMMUNICATIONS - TELEPHONE	\$1,250
INSURANCE	\$21,000
PUBLIC UTILITIES	\$25,000
MISCELLANEOUS	\$2,000
VACTOR TRUCK PRINCIPAL	\$0
VACTOR TRUCK INTEREST	\$0
SOFTWARE UPDATE	\$0
CONST. LOAN- PRINCIPAL SEWER RELINING	\$6,316
CONST. LOAN - INTEREST SEWER RELINING	\$190

PWTF CONST. LOAN- PRINCIPAL WWTP	\$0
PWTF CONST. LOAN - INTEREST WWTP	\$0
PRINCIPAL-COMMUNITY BANK 2014 SEWER LOAN	\$68,466
INTEREST- COMMUNITY BANK 2014 SEWER LOAN	\$14,432
CAPITAL IMPROVEMENTS	\$200,000
ENGINEERING COSTS	
<b>TOTAL SEWER SERVICES</b>	<b>\$590,317</b>
<b>TOTAL W &amp; S EXPENSES</b>	<b>\$1,198,953</b>
	\$1,198,953
	\$0
GRAND TOTAL EXPENDITURES	\$2,386,541
GRAND TOTAL REVENUES	\$2,386,541
DIFFERENCE	\$0

**RESOLUTION 2021-739**

**RESOLUTION OF COUNCIL OF THE CITY OF WAITSBURG PROVIDING FOR THE DISPOSAL OF CERTAIN REAL PROPERTY DEEMED TO BE SURPLUS TO THE REASONABLY FORESEEABLE NEEDS OF THE CITY OF WAITSBURG**

**WHEREAS**, the city owns the building at 147 Main Street, known as Waitsburg City Hall; and

**WHEREAS**, the City does not have the necessary funds or ability to renovate the building to meet the public's needs; and

**WHEREAS**, the City Administrator has filled out the necessary forms pertaining to the surplus of Real Property in addition to providing notification of a public hearing regarding the surplus of the fore mentioned property in the local newspaper; and

**WHEREAS**, the Council conducted a public hearing and considered input and testimony provided by the Citizens of Waitsburg; and

**WHEREAS**, the Council also considered the significant costs to renovate the building to bring the building into compliance with legal requirements, and the potential risks of continuing to run City Hall at its current location without additional renovations; and

**WHEREAS**, at the conclusion of the public hearing on November 17, 2021 and subsequent approval of the City Council, the City Hall building shall be deemed surplus and the City will consider all sealed bids submitted to City Hall by 2pm on December 9, 2021 that no less than 90% of the appraised value.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waitsburg as follows:

1. The City of Waitsburg declares the City owned property at 147 Main Street to be of no further use to the City for the foreseeable needs of the City and is deemed to be for the common benefit of the residents of said City to dispose of and surplus said property.
2. A notice will be published in the Waitsburg Times for two weeks prior to the December City Council meeting indicated that the building is for sale to the highest bid that is no less than 90% of the building's appraised value.
3. That the City Council will review and accept or reject bids for the building at the December 2021 City Council meeting and proceed with negotiations with the highest bidder on the sale of the building, but reserving unto itself the right to reject all bids when the Council, in its discretion, finds that to be in the best interest of the City.

Done this 17<sup>th</sup> day of November, 2021

APPROVED:

\_\_\_\_\_  
Marty Dunn, Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
Randy Hinchliffe, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jared Hawkins - City Attorney

**RESOLUTION NO. 2021-740**  
**City of Waitsburg Transportation Benefit District**

**A RESOLUTION of the City Council, acting as the governing board of the City of Waitsburg Transportation Benefit District, calling for a special election and providing for a ballot proposition to be submitted to the qualified electors of the District on February 8, 2022, to authorize a sales and use tax to be imposed within the boundaries of the District upon all taxable retail sales and uses in the amount of two-tenth of one percent (0.2%) for the purpose of financing all or a portion of the costs associated with transportation improvements in the District identified herein.**

**WHEREAS**, section 35.21.225 of the Revised Code of Washington (RCW) authorizes cities to establish transportation benefit districts subject to the provisions of RCW 36.73; and

**WHEREAS**, the City of Waitsburg duly established the City of Waitsburg Transportation Benefit District by City of Waitsburg Ordinance No. 2012-994, passed on February 15, 2012; and

**WHEREAS**, City of Waitsburg Ordinance No. 2012-994 establishes boundaries for the City of Waitsburg Transportation Benefit District which are coterminous with the boundaries of the City of Waitsburg City Limits; and

**WHEREAS**, the necessary transportation improvement projects are identified in the City of Waitsburg's Comprehensive Transportation Program, also known as the City's Six-Year Transportation Improvement Plan; and

**WHEREAS** additional necessary transportation improvement projects are identified in the Regional Transportation Plan for the Walla Walla Valley Metropolitan Area and the Sub-RTPO; and

**WHEREAS**, City of Waitsburg Ordinance No. 2012-994 provides that funds generated by the City of Waitsburg Transportation Benefit District shall be used for transportation improvements that preserve, maintain and operate the planned and/or existing transportation infrastructure of the City/District, consistent with the requirements of RCW 36.73; and

**WHEREAS**, RCW 36.73.040(3)(a) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding two-tenths of one percent (0.2%) for a period of 10 years upon a favorable vote of the qualified electors within the district for the purpose of financing certain transportation improvements; and

**WHEREAS**, the City of Waitsburg identified a sales and use tax imposed in accordance with RCW 82.14.0455, as well as any other lawful funding sources available to the District pursuant to RCW 36.73.040, as funding sources available to the City of Waitsburg Transportation Benefit District; and

**WHEREAS**, if approved by the voters, a sales and use tax will be used for the purpose of acquiring, investing in, constructing, improving, providing, operating, preserving, maintaining and/or funding transportation improvements within the City of Waitsburg Transportation Benefit

District, a.k.a. the City of Waitsburg City Limits, which are identified in the City of Waitsburg's Comprehensive Transportation Program, the Regional Transportation Plan for the Walla Walla Valley Metropolitan Area and Sub-RTPO, the Washington Transportation Plan adopted by the Washington Transportation Commission; and

**WHEREAS**, if approved by the voters, a sales and use tax will apply to persons who shop and thereby use streets and roadways in the City of Waitsburg and not just to City/District residents; and

**WHEREAS**, if approved by the voters, revenues from a sales and use tax will be used entirely for transportation improvements in the City of Waitsburg Transportation Benefit District; and

**WHEREAS**, the governing board of the City of Waitsburg Transportation Benefit District has considered this matter during a duly called public meeting of said District board, has given this matter careful review and consideration, and finds that good government and the best interests of the City of Waitsburg Transportation Benefit District will be served by passage of this resolution,

**NOW, THEREFORE**, the governing board of the City of Waitsburg Transportation Benefit District does resolve as follows:

**Section 1: Purpose.** The governing board of the City of Waitsburg Transportation Benefit District finds that it is in the best interests of the district to submit to the qualified voters of the district, at a special election to be held on February 8, 2022, a proposition authorizing the City of Waitsburg Transportation Benefit District to impose a sales and use tax of two-tenths of one percent (0.002) pursuant to sections 36.73.040(3)(a), 36.73.065(1) and 82.14.0455 of the Revised Code of Washington for the purpose of raising revenue to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund transportation improvements in the district, and to impose such sales and use tax if approved by an affirmative vote of a majority of the district voters voting at the election.

**Section 2: Description of transportation improvements.** The revenues from a sales and use tax may be used to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund the following described transportation improvements:

- A. Projects in the district identified in the City of Waitsburg's Comprehensive Transportation Program, also known as the City of Waitsburg's Six-Year Transportation Improvement Plan;
- B. Projects in the district identified in the Regional Transportation Plan for the Walla Walla Valley Metropolitan Area and the Sub-RTPO;
- C. Projects in the district identified in the Washington Transportation Plan adopted by the Washington Transportation Commission;
- D. Expanded projects identified in accordance with section 36.73.050(2)(b) of the Revised Code of Washington, as amended; and/or
- E. Projects changed in accordance with the material change policy of the City of Waitsburg Transportation Benefit District adopted in accordance with section 36.73.160 of the Revised Code of Washington, as amended.

The cost of all construction, maintenance, preservation, operation, design, engineering, construction management, financial, legal, and other consulting services, inspection and testing,

administrative and relocation expenses, and other costs incurred in connection with the foregoing described transportation benefit district projects shall be deemed to be a part of the transportation improvements.

The governing board of the City of Waitsburg Transportation Benefit District shall determine the application of moneys available for the transportation benefit district projects so as to accomplish, as nearly as may be practical, all of the projects. In the event that the proceeds of sales and use taxes authorized herein, plus any other money of the district legally available therefore, are insufficient to accomplish all of the projects, the governing board of the City of Waitsburg Transportation Benefit District shall use the available funds for paying the cost of those portions of the projects deemed by the board most necessary and in the best interests of the district.

The governing board of the City of Waitsburg Transportation Benefit District shall determine the exact locations and specifications for the elements of the transportation benefit district as well as the timing, order, and manner of implementing or completing the projects. The governing board of the City of Waitsburg Transportation Benefit District may alter, make substitutions to, and amend the project descriptions as it determines is in the best interests of the District consistent with the general descriptions provided above and in accordance with the material change policy adopted by the board and the notice, hearing, and other procedures described in chapter 36.73 of the Revised Code of Washington, including without limitation RCW 36.73.050(2)(b), as amended.

If the governing board of the City of Waitsburg Transportation Benefit District determines that it has become impractical or undesirable to acquire, construct, or implement all or any portion of the transportation benefit district projects by reason of changed conditions, incompatible development, costs substantially in excess of the amount of sales and use tax proceeds estimated to be available, or acquisition by a superior governmental authority, the board shall not be required to acquire, construct, or implement such portions. If the projects have been acquired, constructed, implemented or duly provided for, or found to be impractical or undesirable, the board may apply the sales and use tax proceeds (including earnings thereon) or any portion thereof to other transportation improvements in the district identified in the then-current Six-Year Transportation Program of the City of Waitsburg, the then-current Regional Transportation Plan for the Walla Walla Valley Metropolitan Area and Sub-RTPO, and/or the then-current Washington Transportation Plan adopted by the Washington Transportation Commission in accordance with the material change policy adopted by the Board, and the notice, hearing, and other procedures described in chapter 36.73 of the Revised Code of Washington, including without limitation RCW 36.73.050(2)(b), as amended.

**Section 3:** Considerations regarding transportation improvements. The governing board of the City of Waitsburg Transportation Benefit District finds that all of the foregoing projects identified in section 2 herein are transportation improvements which will reduce risk of transportation facility failure and improve safety, improve travel time, improve air quality, increase daily and peak-period trip capacity, improve modal connectivity, improve freight mobility, provide cost-effective investment, provide for optimal performance of the transportation system through time, and improve accessibility for, or other benefits to, persons with special transportation needs. The foregoing transportation improvements described in section 2 herein shall be owned by the City of Waitsburg, by the state in cases where the

transportation improvement is or becomes a state highway, or by a participating port or transit district if deemed appropriate by the governing board of the City of Waitsburg Transportation Benefit District, unless otherwise prohibited by law. The foregoing transportation improvements described in section 2 herein shall be administered and maintained as other public streets, roads, highways, and transportation improvements.

**Section 4:** Sales and use tax. If approved by a majority of voters voting at the election, the governing board of the City of Waitsburg Transportation Benefit District shall fix and impose a sales and use tax as authorized by sections 36.73.040(3)(a), 36.73.065(1) and 82.14.0455 of the Revised Code of Washington upon taxable events at the rate of two-tenths of one percent (0.002) of the selling price (in the case of sales tax) and the value of the article used (in the case of use tax) for purpose of acquiring, investing in, constructing, improving, providing, operating, preserving, maintaining and/or funding the foregoing transportation improvements described in section 2 herein. The sales and use tax may be used to pay indebtedness incurred by the City of Waitsburg Transportation Benefit District in accordance with the requirements of chapter 36.73 of the Revised Code of Washington to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund the foregoing transportation improvements described in section 2 herein. The sales and use tax shall be imposed for a period not exceeding ten (10) years. The tax shall be in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under chapters 82.08 and 82.12 of the Revised Code of Washington, as amended, upon the occurrence of any taxable event within the boundaries of the City of Waitsburg Transportation Benefit District. The governing board of the City of Waitsburg Transportation Benefit District may reduce the amount of the sales and use tax in the manner provided by law.

**Section 5:** Special election. The governing board of the City of Waitsburg Transportation Benefit District hereby calls for a special election to be held on February 8, 2022, for the purpose of submitting a proposition to the qualified voters of the district which would authorize the City of Waitsburg Transportation Benefit District to impose a sales and use tax of two-tenths of one percent (0.002) pursuant to sections 36.73.040(3)(a), 36.73.065(1) and 82.14.0455 of the Revised Code of Washington for the purpose of raising revenue to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund the foregoing transportation improvements described in section 2 herein.

**Section 6:** Ballot Measure. The Auditor of Walla Walla County, as ex-officio supervisor of elections, is hereby requested to call and conduct a special election in the City of Waitsburg Transportation Benefit District, in the manner provided by law, to be held on February 8, 2022, for the purpose of submitting to the qualified voters of the Transportation Benefit District, a proposition in accordance with section 29A.36.071 of the Revised Code of Washington and in substantially the following form:

CITY OF WAITSBURG TRANSPORTATION BENEFIT DISTRICT  
WAITSBURG, WASHINGTON  
SALES AND USE TAX FOR  
TRANSPORTATION IMPROVEMENTS

The City of Waitsburg Transportation Benefit District Board adopted Resolution 2021-740 concerning a sales and use tax to fund transportation improvements. This proposition would

authorize a sales and use tax of two-tenths of one percent (0.002) to be collected from all taxable retail sales and uses within the district in accordance with RCW 82.14.0455 for a term of ten (10) years for the purpose of paying the costs of transportation improvements identified in section 2 of the resolution.

Should this proposition be approved?

Yes.....□

No.....□

**Section 7:** Authorizations. The clerk of the City of Waitsburg Transportation Benefit District is authorized and directed to present this resolution to the Auditor of Walla Walla County in accordance with section 29A.04.321 of the Revised Code of Washington and as provided by law.

**Section 8:** Corrections. The clerk of the City of Waitsburg Transportation Benefit District is authorized to make necessary clerical corrections to this resolution, including, but not limited to, the correction of scrivener’s and clerical errors, references, numbering, section and subsection numbers and any references thereto, and to make corrections and revisions consistent with the requirements of the offices of the Walla Walla County Prosecuting Attorney or County Auditor which do not change the substantive meaning of this resolution.

**Section 9:** Severability. If any section, sentence, clause or phrase of this resolution should 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.

**PASSED, ADOPTED AND APPROVED** this 17<sup>th</sup> day of November 2021.

APPROVED:

ATTEST:

\_\_\_\_\_  
Marty Dunn, Mayor

\_\_\_\_\_  
Randy Hinchliffe, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jared Hawkins - City Attorney



**ORDINANCE 2021-1074**

**AN ORDINANCE AMENDING A PORTION OF THE 2021 BUDGET OF THE CITY OF WAITSBURG, AS ADOPTED IN ORDINANCE NO. 1067.**

**WHEREAS**, the City of Waitsburg adopted the 2021 Budget in final form by Ordinance 1067 on the 16<sup>th</sup> day of December, 2020; and

**WHEREAS**, subsequent thereto it has become necessary for the City to amend said budget because of revenue and expenditures that could not reasonably have been foreseen at the time of adopting said budget and the related ordinance; and

**WHEREAS**, amendments are necessary to reallocate funds across multiple funds to cover costs associated with various city expenses and to allocate additional revenues.

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Waitsburg, as follows:

**Section 1.** The following funds contained in the 2021 Budget is hereby amended to modify (*i.e.*, increase or decrease) revenues and expenditures by the amounts set forth below:

<u>FUND NAME &amp; NO.</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>AMND FND TTL</u>
001 – Current Expense Fund	\$100,000	\$100,000	\$850,375
106 – Promotion	\$1,000	\$1,000	\$1,500
107 – Municipal Capital Improvements	\$21,000	\$21,000	\$53,000
401 – Water and Sewer	\$150,000	\$150,000	\$940,725
<b>Total</b>	\$272,000	\$272,000	\$2,795,212

The Amended Fund (“Amnd Fund”) column shows the final budget for each respective fund for the 2020 Budget year following the increase or decrease in revenues and expenditures as set forth above.

**Section 2.** The budget for fiscal year 2021 is amended to provide for the changes as outlined above, the amendment is hereby adopted, ratified and confirmed.

**Section 3.** This Ordinance shall become effective from and after its passage by the Council as set forth above upon approval by the Mayor, and after publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF WAITSBURG, this 17<sup>th</sup> Day of November, 2021.

APPROVED

\_\_\_\_\_  
Mayor Marty Dunn

APPROVED AS TO FORM

\_\_\_\_\_  
City Attorney Jared Hawkins

ATTEST:

\_\_\_\_\_  
City Clerk Randy Hinchliffe

## APPENDIX 4 – DECISIONAL FLOW CHART/EMERGENCY CONTACT NUMBERS

The following flow chart related to decisions regarding appropriate courses of action during a flood event assumes that there is a large snow packet in the Blue Mountains and surrounding foothills; the national weather service is predicting a quick warming trend including the possibility of rain showers; frozen ground temperatures; water levels along the Touchet River and Coppei Creek are rising.

City reviews flood response plan prior to flood season (October or November), coordinates with Walla Walla County to confirm current plan is valid and complete.

National Weather Service issues Weather warning to Walla Walla County Emergency Management related to possible flooding event.

Emergency Management informs the City of Waitsburg (Mayor, PWD or City Administrator) via phone and email of weather warning.

Public Works Director increases flood watch; including gauge monitoring along preset points along both water systems.

If water level along the water systems are rising at more than two feet per hour with additional high flows expected.

The PWD will then:

**Inform the Mayor/Administrator of imminent flooding.**

Mayor will then convene City Council to:

- Proclaim local proclamation of emergency as prescribed in Chapter 35.33.081 Revised Code of Washington.
- Establish emergency policies for its respective municipality during an emergency or disaster.
- Work with the County Emergency Management Director to provide liaison to other mayors, County Commissioners or to the Governor in emergency- or disaster-related matters.
- Issue, amend or rescind the necessary orders, rules and regulations to carry out City of Waitsburg emergency management operation.
- Establish the City of Waitsburg Emergency Management Organization and program and appoint the Public Works Director as head of the program.
- Promulgate the City of Waitsburg Flood Response Plan
- Locate outside resources such as pumps, generators, water trucks, etc.

### Emergency Contact Numbers

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Walla Walla County Emergency Management<ul style="list-style-type: none"><li>○ 524-2901</li></ul></li><li>• Army Corps of Engineers<ul style="list-style-type: none"><li>○ 527-7424</li></ul></li><li>• WA State Governor's Office<ul style="list-style-type: none"><li>○ 360-902-4111</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Walla Walla County Public Works<ul style="list-style-type: none"><li>○ 524-2743; 337-6761</li></ul></li><li>• Walla Walla County Commissioners Office<ul style="list-style-type: none"><li>○ 524-2505</li></ul></li><li>• Red Cross<ul style="list-style-type: none"><li>○ 386-8308</li></ul></li><li>• Non-Emergency Notification Center<ul style="list-style-type: none"><li>○ 527-1960</li></ul></li></ul> |
|--|---|

**Proceed with flood control options based on the scenarios outlined in the response plan:**

**Touchet River is expected to flood:**

- Advise residents of flood potential, recommend individual preparation:
  - Relocate invalids to safer locations.
  - Protect personal property from damage (move to attic, take to high ground, etc)
  - Have personal evacuation plan.
  - Have water/food for three days.
- Conduct regular levee patrols when high water begins.
  - Monitor the upstream end for above bank flows that go around the levee.
  - Monitor stormwater culvert adjacent to City Pool for early flood warning signs.
- Organize labor and resources for flood response operations gradually.
  - Move sand and sandbags to staging areas.
  - Fill sandbags for initial use.
  - Stockpile filled sandbags for sand boils around US12 (Touchet River) Bridge
- Start flood response operations when the stream level reaches either 5-6' feet below the levee crown, or when flows reach the "red zone" (8 ft) on the Main Street bridge gauge.
- Depending on the amount of time, raise the levee height on the left bank by 3 feet using ecology blocks or sandbags from the Touchet River Bridge to the Main Street bridge
- Construct temporary levee(s) to contain such flows that go around the levee.
- Protect individual homes and businesses, or possibly groups of homes, using sandbags.

**Coppei Creek is expected to flood:**

- Reinforce low berm at SE corner of racetrack with sandbags.
- Protect individual homes with ring dikes.
- Build a diversionary sandbag levee along Coppei Avenue, ~3 feet high.
- Keep the West 7<sup>th</sup> Street bridge clear of debris.
- Monitor the downstream berm for and response to potential failures.
- Depending on the amount of time, build a diversionary earth or sandbag levee on the South end of the fairgrounds, minimum height ~3 feet.
- Build a diversionary earth levee above the fairgrounds, minimum height ~3 feet, from high ground to agricultural levee along Coppei Creek.

**Both water systems are expected to flood:**

- Monitor the upstream end for above bank flows and respond to priority events as noted above.
  - Check Sorghum and Wilson Hollow flood control ditches and remove any debris build up.
  - Monitor 90 degree turns along flood control ditches.
    - Reinforce if needed or if time permits.
- If City Water system is compromised, provide potable water to the affected citizens.

# **Mayoral Proclamation of Flood Emergency**

## **City of Waitsburg, WA**

WHEREAS, Walla Walla County Emergency Management, in conjunction with the City of Waitsburg Public Works Director, has reported to me that during the evening of February 6, 2020 and the morning of February 7, 2020 the City has experienced a flooding event; that the circumstances threaten the safety of citizens and public and private property; and that, as described in Section II of this proclamation, the situation is sufficiently serious that I need to declare a flood emergency and exercise the Mayor's emergency powers; and

WHEREAS, I have reviewed the situation, consulted with City Department Heads, and verified the existence of the emergency cited below, and the necessity for me to take immediate, extraordinary action as outlined in the proclamation;

NOW, THEREFORE,

I, MARTY DUNN, AS MAYOR OF THE CITY OF WAITSBURG DO PROCLAIM THAT:

### **I. FLOOD EMERGENCY POWERS**

A. A FLOOD EMERGENCY EXISTS REQUIRING ME TO EXERCISE THE EMERGENCY POWERS VESTED IN ME AS MAYOR BY RCW CHAPTERS 35.33 AND 38.52 AND THE CITY OF WAITSBURG TERRITORIAL CHARTER DESCRIBED IN THIS PROCLAMATION;

B. EFFECTIVE UPON MY SIGNING THIS PROCLAMATION, I WILL BE EXERCISING THAT AUTHORITY THROUGH THE ISSUANCE OF EXECUTIVE ORDERS AND THROUGH THE USE AND DIRECTION OF SERVICES AND EQUIPMENT; AND

C. IT IS UNLAWFUL FOR ANYONE TO FAIL OR REFUSE TO OBEY AN ORDER PROCLAIMED BY ME.

### **II. DETERMINATION OF EMERGENCY**

Based on my review of the present circumstances, the report of Walla Walla County Emergency Management, and my consultations with City Department Heads, I have determined that these circumstances result in or threaten to result in death or injury to people, or the destruction of property, or the disruption of local government to such an extent as to require me to exercise the authority assumed in Section I and to take the extraordinary measures in Section III in order to prevent death or injury of persons and to protect the public peace, safety and welfare, and alleviate damage, loss, hardship or suffering.

### **III. CONTRACTING AND BORROWING AUTHORITY**

A. Pursuant to this Proclamation, I hereby assume the authority to enter into contracts and incur

obligations necessary to relieve the emergency, protect the health and safety of persons and property, and provide emergency assistance to the victims, and to exercise them in light of the exigencies of the situation without regard to time-consuming procedures and formalities prescribed by ordinance (excepting mandatory constitutional requirements), including, but not limited to the following limitations and requirements:

The budget law (RCW 35.32A) and the adopted City budget;

Competitive bidding and the publication of notices pertaining to the performance of public works (RCW 35.22.620 et seq.; RCW Chapters 39.04 through 39.12);

Entering into contracts;  
Incurring of obligations;  
Employment of temporary workers;  
Rental of equipment;  
Purchase of supplies and materials;  
Appropriation and expenditure of public funds; and

Use of streets, parks, and municipal building for shelter, for temporary storage, or as places of refuge.

I intend to consult with the City Council wherever practical and present legislation to the City Council for review and appropriate action at the earliest practical time.

B. I delegate to the following City department heads and officials the authority under my supervision to take the actions identified for and on behalf of the City: To the Public Works Director direction of any necessary population and property protection, as well as control of incidents and maintenance of public peace and order. Other departments and personnel will assist as requested.

C. I delegate to City department heads generally the authority to permit the use of City facilities and equipment under their control for supplying necessary food, clothing, medicines, shelter or transportation to care facilities for people in need of assistance; to reassign personnel from their ordinary duties to work deemed necessary for the emergency without regard to job classifications, and to require work beyond normal working hours; and to secure the assistance of volunteers and donations of supplies or the use of equipment in performing tasks that the department head deems most helpful in relieving the emergency.

#### **IV. CIRCULATION**

A copy of this Proclamation shall be delivered to the Governor of the State of Washington and to the County Commissioners of Walla Walla County. To the extent practicable, notices of this Proclamation shall be made available to all news media within the City and to the general public.

#### **. PRESENTATION, RATIFICATION, TERMINATION**

This Proclamation shall at the earliest practicable time be presented to the City Council for

ratification and confirmation, modification, or rejection, and if rejected, shall be void.

This Proclamation shall be terminated by the issuance of another proclamation when I determine that the extraordinary measures are no longer required for the protection of the public peace, safety and welfare.

DATED this \_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_, Mayor  
City of Waitsburg

Memo

To: City Council  
From: City Administrator – Randy Hinchliffe  
Date: 11/10/2021  
Re: Unfinished business agenda item a

---

City Council Members:

Bids were due back to the City by 2pm on Wednesday, November 10, 2021. Public Notice was published in the Waitsburg Times for two consecutive weeks after the passage of the Surplus Resolution, was posted on the City's website and hung up outside of the City Hall on the bulletin board.

At the close of the bidding window, the City received the following three bids:

Mauro Golmarvi - \$30,000

Tom Bennet - \$24,000

Ben Wolfram - \$16,300

Based on the City's policy governing the surplus and sale of City owned property, two of the three bids met the minimum requirement associated with offer price.

City Council will need to review the bids and determine if the offer is acceptable to the City and if so, then work towards closing the sale with the highest bidder through independent Escrow.

If you have any questions regarding this item, please feel free to contact me prior to the meeting on Wednesday.

Randy Hinchliffe

It is the policy of the City of Waitsburg that surplus real property shall be sold at fair market value to restore monies to the General Governmental Fund or Enterprise Fund which acquired the property originally.

To ensure that there is no net loss in parks land to the City, the disposition of surplus park land must result in either the addition of property of a greater or equal value to the property sold or the sales price must be used for the acquisition of additional park property at fair market rates.

This policy shall be applicable in all cases except those wherein the City has prior contractual or legal obligations for disposal of the property.

**Procedures:**

Prior to requesting Council approval to initiate these Surplus Real Property Procedures, any department or division having surplus real property shall first determine potential use of such surplus property by other departments or divisions. If another department(s) or division(s) expresses interest in the subject property, then, in consultation with the City's Administration, the subject property shall be transferred to one of these departments or divisions. Department or division must be duly compensated for the transfer of any real property of any other City department or division. The exchange of monies for the transfer of real property from an department or division to other City departments or divisions shall be handled through an Interfund Transfer.

If no other department or division expresses interest in the subject property, then the department or division having surplus real property shall request Council approval to initiate these Surplus Real Property Procedures and Council authorization for the City Clerk to order an appraisal to determine the fair market value of the subject property.

Council shall set a date for a public hearing, as nearly as possible to 60 days from the original approval.

At least 10 days but not more than 25 days prior to the hearing, the City Clerk shall cause to be published a public notice setting forth the date, time and place of the hearing, at least once in a newspaper of general circulation in the area where the property is located. This notice shall identify the property using a description which can be easily understood by the public and shall describe the current use of the lands involved.

After the hearing, the Council shall determine whether the subject property should be declared surplus. If the Council determines the property to be surplus, a resolution making such a declaration shall be adopted.

If the subject property is declared surplus, the City Clerk shall offer the property to other City departments and divisions. If no City department or division expresses interest in the subject property, then the property shall be offered to other local agencies, the abutting property owners, and any parties having expressed an interest in the property, then the City Clerk shall advertise for bids for a minimum two-week period following the resolution, which declares the subject property to be surplus. For the following two weeks, sealed bids may be received, time and date



stamped, and the highest and best offer within 10% of, or over, the appraised value shall be accepted.

Sales of parcels shall be handled through independent escrow.

In the event no acceptable offer is received within the bid period, the property shall continue to be marketed by the City or its agent on a first come first served basis, using all resources common to the marketing of such property, including but not limited to installing signs, distributing offering information to local real estate firms, and publishing offering information monthly in a neighborhood newspaper.

The City or its agent shall be authorized to negotiate with prospective purchasers and accept reasonable offers on behalf of the City after ensuring concurrence from the City Council on the terms of the sale.

Costs of maintaining the property pending sale shall continue to be the responsibility of the department or division.

The proceeds of the sale shall be credited to the appropriate account of the department or division.

Memo

To: City Council  
From: City Administrator – Randy Hinchliffe  
Date: 11/10/2021  
Re: Unfinished business agenda item b

---

City Council Members:

Wanting to make sure there wasn't any easements on file that are not specific enough to say flood control that would grant us access to the dike, and at the recommendation of the City Attorney, we had a title search done on the Kenworthy property where the breach occurred. The response back from the title officer was that he was not able to find any easements being granted to the City of Waitsburg.

Based on the title search and my expectation that we don't have any access easements to the levee along with the fact that WSDOT has yet to provide a process to obtain easements at both ends, coupled with fact that a few other property owners are still unwilling to grant the City a perpetual easement at no cost, it would be my recommendation that the City Council cancel any further activity associated with rehabbing the Touchet River Levee from the bridge to the eastern edge of the City and shown by the route map produced by Anderson Perry and Associates.

If this is the decision of the City Council, we will want to inform all the property owners along the levee route that the area is indeed considered private property and would be up to each individual land owner to get the required permits and maintain what is left of the levee.

If you have any questions regarding this item, please feel free to contact me prior to the meeting on Wednesday.

Randy Hinchliffe  
City Administrator

## **Memo**

To: City Council

From: City Administrator – Randy Hinchliffe

Date: 11/08/2021

Re: 2<sup>nd</sup> & 3rd Quarter Budget

---

Mayor and City Council:

What follows is the update on the 2021 City Budget covering the second and third quarters; ending on September 30, 2021.

### **Current Expense (General Fund):**

The general fund has collected \$625,884 (84%) of its estimated budget through the end of September. This amount is above budget due to additional revenues received by the City but not budgeted for and are mainly pandemic recovery related. Roll out of the City moving to the State Business License System has paid off well with the City already receiving more than double what it would normally receive in a given year. A ominous, but as previously reported, Cemetery fees are too above expectations for the year. Expenditures have totaled \$711,725 (95%), which is slightly above revenues and is due to purchase of the New City Hall building expense that hasn't been accounted for yet. No major project left in the general fund to cover through the end of the year. Overall, the general fund continues to do well and should end the year in a good place.

### **City Streets:**

Revenue collection percentage (\$191,900/28%) is more than Expenditures (\$162,302/19%) with the bulk of the extra revenue thus far coming from FEMA for road repairs associated with the 2020 flood that we plan to address in 2022. Millrace grade crossing is more or less complete with some minor items left to do before its closed out.

### **Water and Sewer:**

Utility collections in this fund have amounted to \$715,235(90%) which is above budget due to higher than planned water sales and the first of two Coronavirus Recovery Payments coming into the City's account. Revenues have more than been able to offset expenditures (\$607,648/77%) in this fund so far. There aren't any planned water or sewer projects this year, so barring any major system failures, this fund should be just fine through the rest of the year. We have restarted assessment and collection of late fees that should help add to the ending funding balance.

### **Budget:**

In general, the budget is doing better than planned for this year to where the City is in its best place financially than it has been in several years.

Let me know if you have any questions; otherwise, we can discuss these at the April meeting.

Randy Hinchliffe - City Administrator