City of Walla Walla … the best of the best of the Northwest.

WALLA WALLA CITY COUNCIL
Work Session Agenda
July 12, 2021 - 4:00 p.m.

We will continue to live stream the meetings on the City's website at https://www.wallawallawa.gov/government/city-council. Members of the public may attend Work Sessions by using this Zoom meeting link: https://us02web.zoom.us/j/81124959700 or by calling 253-215-8782 and entering meeting ID 811 2495 9700]#.

Mission: We provide municipal services and programs essential to a desirable community in which to live, work and play.

1. CALL TO ORDER

2. ACTIVE AGENDA

A. Update on plan for purchasing vehicles in 2021. Presentation by Fleet Services Manager Matt Edwards - 45 minutes

B. COVID-19 Utility Customer Support Program - 30 minutes

C. Mill Creek Fountain Concept. Presentation by Jon Campbell - 30 minutes

3. OTHER BUSINESS

4. ADJOURNMENT

Values:
Customer Focus/Service
Excellence
Stewardship
Communication
Leadership
Integrity

ar-4263 **2. A.**

City Council - Work Session

Meeting Date: 07/12/2021

Item Title: Update on plan for purchasing vehicles in 2021.

Submitted For: Matt Edwards, Support Services

Add'l Contributors:

Project No: **Funding/BARS No.:**

Financial Comments:

Using the City biennial budget process and the replacement model program, sufficient funding has been set-aside annually throughout the anticipated lifespan of each vehicle or piece of equipment within the City's frontline fleet to accumulate complete replacement reserve balances to execute each fleet purchase. The 518 Vehicle/Equipment Replacement (V/ER) fund includes $2,100,000 reserved to purchase the 2020 scheduled replacements that were temporarily deferred due to the COVID-19 pandemic challenges, and the rest of the remaining 2021 planned replacement purchases that was approved through the 2021-2022 biennial budget process. BARS No. 518 Fund Balance and 51859448-6400 (Machinery & Equipment)

Information

HISTORY:

All City frontline vehicles and equipment are managed, planned, and scheduled for future replacement by annually setting aside replacement dollars that gets approved through each biennial budget process to have a complete reserve balance at the end of each City fleet assets useful life. A list of scheduled replacements is generated using the City replacement model and each asset on that list goes through a total cost, threshold, historic data, obsolescence, value, and condition evaluation, along with looking at the current needs of the user department to make the best decisions associated with extending the useful life, moving forward with the scheduled replacement, and/or right-sizing. Due to the COVID-19 pandemic challenges and certain unknowns, scheduled 2020 replacement were temporarily deferred a year, making the 2021 fleet replacement and purchasing list a total of 26 vehicles and pieces of equipment. Goal for the work session presentation is to share with City Council the approach to purchasing the needed fleet replacement vehicles as well as a look ahead to 2022 and potential supply chain issues.

POLICY ISSUES:

Typical purchasing methods comply with the City's purchasing policy as outlined by Resolution 2010-18 and Administrative Policy 2018-02.

PLAN COMPLIANCE:

STRATEGIC PLAN:
Strategic Initiative 2 - Long Term : Fix and Improve the City's Infrastructure.

Stratetic Initiative 5 - Mid Term: Achieve organizational and city resiliency

- Objective 1: Long term financial planning for the organization

CITY MANAGER COMMENTS:
Approved for City Council workshop discussion.

Attachments

No file(s) attached.

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ar-4282 **2. B.**

City Council - Work Session

Meeting Date: 07/12/2021

Item Title: COVID-19 Utility Customer Support Program

Submitted For: Jean Teasdale, Finance Department

Add'l Contributors:

Project No: **Funding/BARS No.:**

Financial Comments:

Establish an administrative policy for a COVID-19 Utility Customer Support Program. The COVID-19 Utility Customer Support Program will help customers pay their delinquent utility bills and reimburse the utility funds for the costs associated with providing utility services.

Information

HISTORY:

The 2020 calendar year has been a devastating time for many businesses and individuals due to the COVID-19 pandemic. On Wednesday, March 18, 2020, Governor Jay Inslee established proclamation 20-23 UTC Waivers, which prohibits utilities from disconnecting services due to delinquency of payment. The most recent amendment to the proclamation, 20-23.15, has extended the expiration date of this prohibition to July 31, 2021, or until the termination of the COVID-19 State of Emergency, whichever comes first.

City Ordinance 2020-10 (March 25, 2020) established authority regarding city utility charges during times of emergencies given to the City Manager to waive delinquency charges, defer and delay discontinuance of service and/or shutoff of utilities.

Governor Inslee's proclamation 20-23.4, established May 29, 2020, requires utilities to develop a COVID-19 Customer Support Program, consistent with COVID-19 Utility Customer Support Program Guidance provided by the Washington State Governor's Office.

POLICY ISSUES:

The Governor's Office required utilities to develop a COVID-19 Utility Customer Support Program to provide methods for assisting utility rate payers who are delinquent due to COVID-19.

PLAN COMPLIANCE:

The administrative policy addresses the following strategies from the Strategic Plan. Strategic Initiative Strategic Initiative 2 – Long-term: Fix and Improve the City's Infrastructure; Strategic Initiative 3 – Mid-term: Develop a strategic communications plan; Strategic Initiative 5 – Mid-term: Achieve organizational and city resiliency.

ALTERNATIVES:

The Council could recommend changes to the administrative policy.

CITY MANAGER COMMENTS:

Approved for City Council workshop discussion.

Attachments

Draft Admin Policy

DRAFT

ADMINISTRATIVE ORDER: 20xx-xx

SUBJECT: COVID-19 Utility Customer Support Program

DATE ISSUED: July 12, 2021

DATE EFFECTIVE: July 12, 2021

APPROVED BY: _____
City Manager

On Wednesday, March 18, 2020, Governor Jay Inslee established proclamation 20-23 UTC Waivers, which prohibits utilities from disconnecting services due to delinquency of payment. The most recent amendment to the proclamation, 20-23.15, has extended the expiration date of this prohibition to July 31, 2021, or until the termination of the COVID-19 State of Emergency, whichever comes first.

City Ordinance 2020-10 (March 25, 2020) established authority regarding city utility charges during times of emergencies given to the City Manager to waive delinquency charges, defer and delay discontinuance of service and/or shutoff of utilities.

Governor Inslee's proclamation 20-23.4, established May 29, 2020, requires utilities to develop a COVID-19 Customer Support Program, consistent with COVID-19 Utility Customer Support Program Guidance provided by the Washington State Governor's Office. This administrative policy provides the guidelines the City will use for addressing the customer service issues related to the Governor's Utility Customer Support Project Guidance.

The City of Walla Walla has established, and promoted via City Central utility bill inserts, social media, and City website, the following options for customer utility support:

1. COVID-19 Customer Protections:
    a. The City of Walla Walla will not disconnect water services through July 31, 2021, or the expiration or rescission of gubernatorial proclamations 20-23, et.seq., whichever occurs later.
    b. Fees associated with late payments, disconnection, and reconnection of services will not be charged through July 31, 2021, or the expiration or rescission of gubernatorial proclamations 20-23, et.seq., whichever occurs later.
    c. Interest will not be charged on delinquent balances that occurred because of COVID-19. Any other delinquent balances will be charged the interest based on (WWMC 13.01.900).

15 N. 3rd Ave., Walla Walla, WA 99362 | 509.527.4423 | rwarren@wallawallawa.gov

2. For notifications, the Finance Department will:
    a. Work with the Blue Mountain Action Council (BMAC) to contact people on the City's delinquent list.
    b. Place door hangers on the doors of delinquent customers notifying them of delinquency and options for payment.
    c. Publish notices regarding options for payment on the City's webpage.
    d. Include notices on the utility bills.
    e. Send delinquent notices informing the customer and, if necessary, the landlord of delinquencies and methods of payment.
3. For payment information and options:
    a. For residential customers, we will refer them to BMAC for consideration of funding assistance. If customers qualify for funding under BMAC, and also qualify for the City's low-income discount, BMAC will help them complete an application for the low-income discount. Anyone applying to BMAC must demonstrate that the utility bill delinquency was due to a loss of income that is COVID-19 related.
    b. For residential customers, we will refer them to other agencies, such as St. Vincent de Paul, Salvation Army, or SonBridge, for consideration of funding assistance; or,
    c. For residential and non-residential customers who do not qualify for any assistance or who receive partial assistance, we will establish a Payment Plan with the City of Walla Walla for an extension period of up to 18 months. The payment plan will include any delinquent, outstanding balances and will require that the customer maintains a current balance and makes the monthly plan payment. If the customer is a tenant, the landlord will be required to sign or approve the payment arrangement.
    d. For landlords, the state of Washington offers utility payment assistance if tenants have not been paying their utility bill. The City Finance Department will work with landlords to inform them of the programs that are available. For the landlord, if English is a second language, the Finance Department will assist them in applying for state funding because the state does not offer that help.

The City Manager is authorized to approve the above Utility Support Program in accordance with State and Local requirements.

15 N. 3rd Ave., Walla Walla, WA 99362 | 509.527.4423 | rwarren@wallawallawa.gov

ar-4240 **2. C.**

City Council - Work Session

Meeting Date: 07/12/2021

Item Title: Mill Creek Fountain Concept

Submitted For: Nabiel Shawa, City Manager Office, Administration

Add'l Contributors:

Project No: **Funding/BARS No.:**

Financial Comments:

No funds are being requested.

Information

HISTORY:

The Mill Creek improvement project provided an opportunity for public engagement and comment. Previous to this project the WSU School of Landscape Architecture had worked with the community to envision potential environmental and aesthetic improvements for Mill Creek. Many of these concepts were publicly supported during the public engagement window for the current improvement project. However, none were included. The Army Corp of Engineers stated such improvements, referred to as "bolt-on projects" could be accomplished in the future with the understanding that such improvements do not interfere with the flood channel capacity or performance.

Mr. Campbell has developed a concept of a bolt-on project and had discussions with the ACE. At this workshop Mr. Campbell will walk us through this concept, as an example of potential, future bolt-on projects.

POLICY ISSUES:

Nothing pertinent.

PLAN COMPLIANCE:

STRATEGIC PLAN: Yes

COMPREHENSIVE PLAN: Yes

ALTERNATIVES:

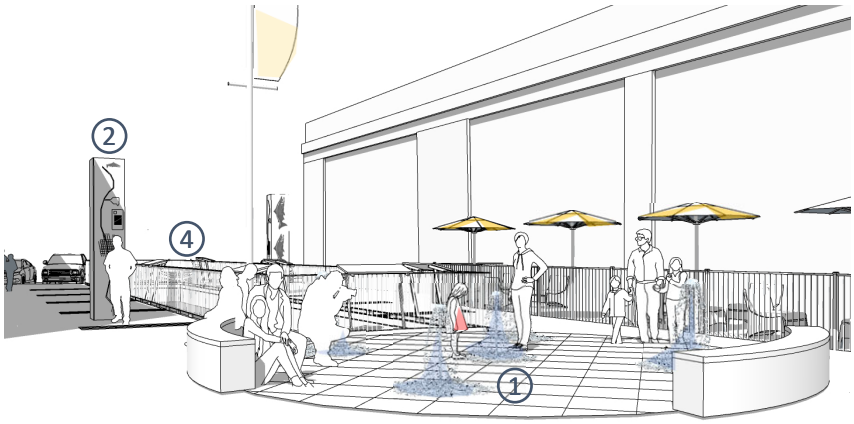
Don't listen to Mr. Campbell.

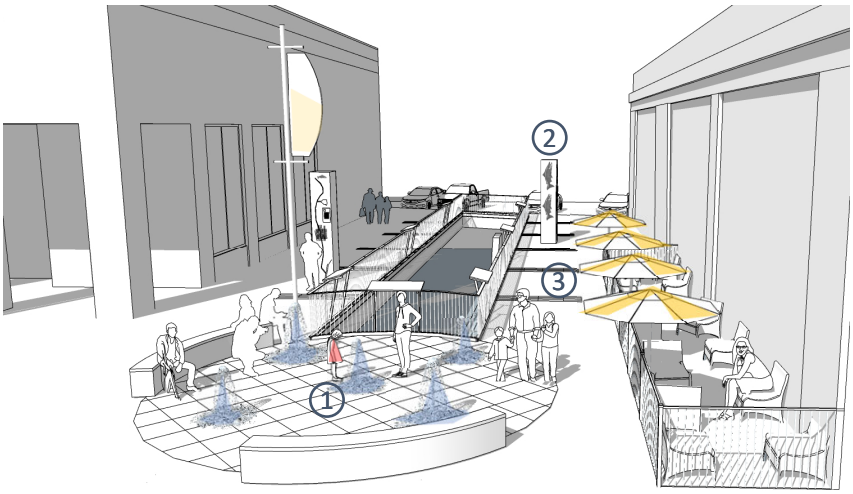
CITY MANAGER COMMENTS:

Approved for City Council workshop discussion.

Attachments

Mill Creek Fountain Diagram





Concept Statement

Mill Creek Fountain is a water feature and interpretive display located in the heart of downtown Walla Walla near the intersection of First & Main Streets. The site is currently occupied by a frequently overlooked opening to Mill Creek which passes below the surface in a concrete channel.

The intent of Mill Creek Fountain is not only to create a centralized gathering place downtown for locals and visitors to escape the summer heat while enjoying an opportunity to visit. The Fountain is also a source of knowledge for locals and visitors to learn about the role water plays in the region's agricultural traditions and the balance maintained for wildlife habitat, particularly migratory fish that rely on plentiful water.

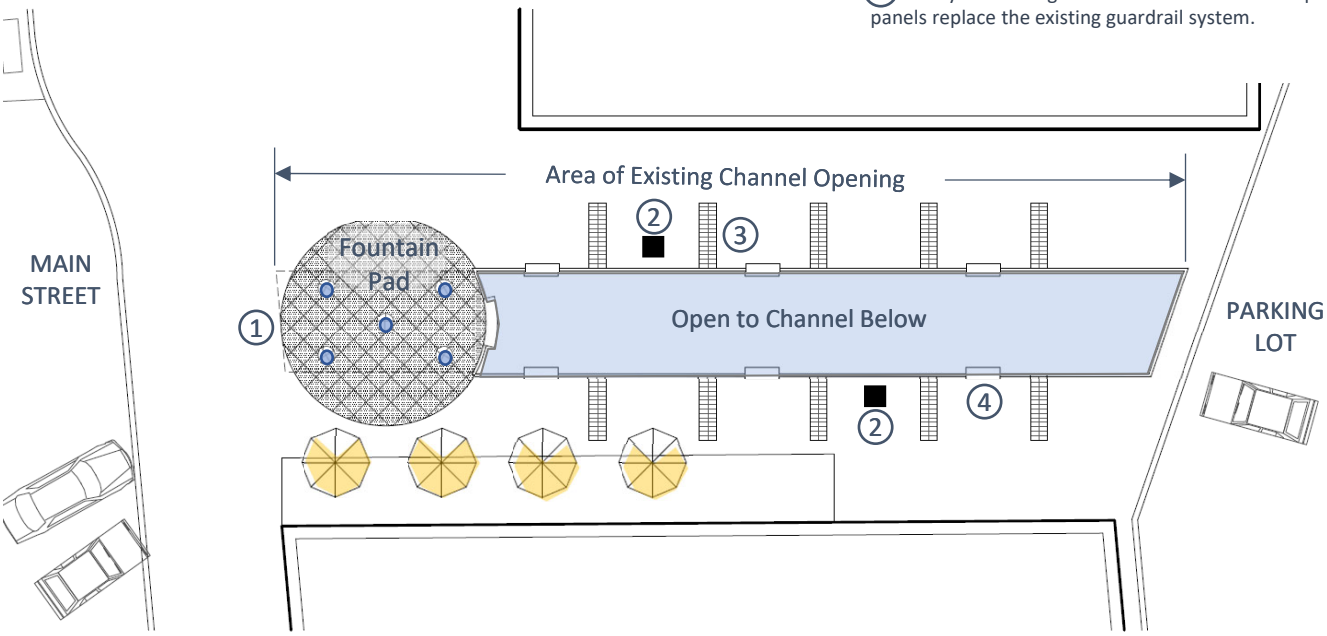
Mill Creek Fountain is made up of two primary components.

1. A series of sequenced water jets provide a variety of interactive water activities appropriate for young and old. The water jets will be illuminated to offer an attractive backdrop to evening strolls on Main Street. Seating, placed conveniently near the water, offers a dry and comfortable location to relax while others enjoy the water.

2. Interpretive panels are located along the opening to Mill Creek offering a variety of information to help locals and visitors understand more about the impact of the region's water on our culture, economy, and our natural world. Strategically placed lights will highlight the interpretive panels for evening enjoyment and enhance the visual interest of the site at night.

3. To add natural light into the channel below for fish passage, metal grating is added to the sides of the opening to Mill Creek.

4. A system of guardrails fitted with interpretive panels replace the existing guardrail system.



MILL CREEK FOUNTAIN

Concept Study