

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, September 28, 2015**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES:
September 14, 2015, Regular Meeting**

- 5. COMMUNICATIONS:**
 - A. From the Public (Please limit comments to 3 minutes)**
 - B. From the Mayor**
 - C. From Staff or Employees**

- 6. COMMITTEE REPORTS:**
 - A. Finance – Audit Report on Current Bills**
 - B. Public Safety – September 15**
 - C. Public Works – September 16**
 - D. Administrative/Intergovernmental – September 28**
 - E. Community Development – September 15**

- 7. UNFINISHED BUSINESS:**
 - A. Ordinance No. 1543, Code of Ethics, 2nd Reading for Action**
 - B. Ordinance No. 1546, Budget Amendment, 2nd Reading for Action**

- 8. NEW BUSINESS:**
 - A. Dept of Ecology Award to Wastewater Treatment Plant**
 - B. Ordinance No. 1547, Zoning Map Change, 1st Reading**
 - C. Ordinance No. 1545, Council Rules of Procedure, 1st Reading (Admin)**
 - D. Proclamation, Constitution Week (CD)**
 - E. Appoint Danielle Conklin to Lodging Tax Advisory (CD)**
 - F. WA Traffic Safety Commission Grant (PS)**
 - G. STOP Grant Application (PS)**
 - H. Authorization for City Share of Southway Bridge Overlay Study (PW)**
 - I. Discussion of Court Services (PS)**

- 9. COUNCIL COMMENTS**
- 10. MEDIA QUESTIONS**
- 11. EXECUTIVE SESSION: Personnel**
- 12. ADJOURN:**

Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.

Individuals with disabilities may request reasonable accommodations by calling (509) 769-0131 at least three days prior to meeting.

Agenda: September 28, 2015

CLARKSTON CITY COUNCIL MINUTES
September 14, 2015

COUNCIL:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Beadles | <input checked="" type="checkbox"/> Nash |
| <input type="checkbox"/> Provost, excused | <input type="checkbox"/> Manchester, excused |
| <input checked="" type="checkbox"/> Kolstad | <input checked="" type="checkbox"/> Blackmon |
| <input checked="" type="checkbox"/> White | |

STAFF:

- Chief Hastings Chief Cooper Clerk Storey City Attorney Grow PWD Martin

Mayor Warren reported that Councilmember Provost and Manchester advised they would not be at the meeting. MOTION BY BEADLES/MANCHESTER to excuse Councilmember Provost and Manchester. Motion carried.

AGENDA CHANGES: MOTION BY BEADLES/WHITE to limit public comment to 15 minutes. Motion carried 3-2, Kolstad, Nash opposed.

Chief Cooper asked council to add a discussion on the brush truck bids. Nash said he will bring it up in committee reports.

Mayor Warren said Executive Session will cover union negotiations and City Attorney Grow added litigation.

Attorney Grow announced that there can be no public comment on the Zoning action that is on the agenda because the Planning Commission has held the public hearing and there is no additional testimony allowed.

MOTION BY BEADLES/BLACKMON to excuse Councilmember Provost and Manchester. Motion carried.

APPROVAL OF MINUTES:

MOTION BY BEADLES/NASH to approve the minutes of the August 24, 2015, Regular Meeting. Motion carried.

COMMUNICATIONS:

A. From the Public:

Tom Martin, 421 11th Street, asked the city attorney to require Councilmembers Beadles, Provost, Blackmon, Nash and Manchester to step down immediately from their council positions because they have grossly violated their oath of office. He said they have sworn to be impartial and they have shown that they are extremely biased and prejudiced. They are neither honorable nor ethical and violates their oath of office. He said he is ashamed to say he lives in Clarkston. Martin suggested the ban is a violation of civil rights and is illegal. Martin asked the city attorney who he represents, the city or the biased and prejudicial council members. Mayor Warren explained that council and staff will not respond to questions during public comment.

Gayla Filler, 928 Beachview, said she doesn't use marijuana and doesn't plan to. She feels it should be regulated and believes there should be legal marijuana sales in the city. Filler commented on the disrepair of sidewalks and asked the city to address it. She referred to property she owns in Lewiston, where they notify property owners of deficiencies and require them to be repaired. Filler said she has been talking to the City for several years, but the sidewalks deficiencies don't seem to get resolved. She gave a list of deficient sidewalks to PWD Martin and said it was last updated in 2009. The list also contains locations where vegetation encroaches on the sidewalks and blocks the path.

Kyle Tostenrude, 738 13th St. said the ban is unfortunate. He said there is nothing for kids to do here and there is a lack in the arts for young people. He would like to see something going for the kids and suggested Clarkston could be known as a place for the arts. He said there are no venues for all ages music performances. He suggested the council could get something going for the kids. He said he is associated with the LCMP which has 40 bands affiliated with it, but they don't have a good venue to perform. He

said kids don't care about the aquatic center and there is nothing for them.

Kevin Nollette, 928 16th St., apologized to Councilmember Beadles for offending him at the last meeting. Beadles accepted the apology.

Sandy Fromdahl, 1749 6th Ave, said Greenfield Co. is now open and will be bringing in money for the City of Clarkston.

Troy Olson, 815 13th Street, said the appeal was won for Greenfield. He said Clarkston needs more fast food restaurants.

A young man from 1115 Highland, said there is \$70 million in tax revenue in Washington State from marijuana sales in 2015 that could go toward funding schools, parks and other things. He said he doesn't understand the ban. He asked why the council banned it. Mayor Warren explained that council does not answer questions during public comment. If they wish to address the questions, they will do it under council comments.

Tom Martin, 421 11th Street, addressed PWD Martin, said repairing sidewalks doesn't last over the winter. He said he repaired sidewalks with Portland cement, water and Elmer's glue and it lasted a long time.

Seth Blankenship, a local band member in Nuclear Water Heater, said he has lived in the valley his whole life and he doesn't think there has ever been a music scene in the valley. He said there are between 10 and 25 bands in the area that play nearly every weekend. He suggested a local scene would be inexpensive and bring people out. He suggested a city funded art center could give free lessons.

From the Mayor: Mayor Warren announced that Jim Braddock has resigned from all committees he served on. That creates vacant positions on the Planning Commission and the EMS Council. Braddock was also a citizen representative on Public Works and Public Safety committees.

From Staff:

COMMITTEE REPORTS:

Finance: Councilmember Blackmon reported that committee has reviewed the bills. MOTION BY BLACKMON/KOLSTAD to approve the August 31, 2015 invoices for \$420.88 and the September 14, 2015 invoices for \$500,214.22. Motion carried.

Public Safety: Councilmember Beadles reported on the Sep. 1 and Sep. 8 meetings. Agendas were discussed. Committee recommends that media questions be limited to agenda items and directed to the Mayor or Council. Interviews should be requested at a later time. Also recommend moving public comment to the last item on the agenda. The court contract was discussed. More research is needed. Chief Hastings reported that crimes are down from the previous year. Chief Cooper discussed volunteer retention, the brush truck grant, mutual aid and a vehicle exhaust system. The proposed ethics ordinance was discussed and some changes recommended. It is on the agenda. The jail contract was discussed and still needs some changes. There is a possible home forfeiture as a result of a drug case.

Public Works: No meeting.

Admin Committee: Councilmember Nash reported that the committee reviewed the proposed Rules of Procedure and would like council input on how abstentions are counted. Should it be a yes, a no, or a non-vote? Mayor Warren commented that according to Robert's Rules, it is considered a non-vote. MOTION BY BEADLES/KOLSTAD to add authorizing bids on the brush truck to the agenda. Motion carried.

Community Development: Councilmember Beadles reported on the September 1 meeting. Eric Peterson presented the proposed plan for the Nez Perce Recovery & Resource Center. The Mayor will provide a letter of support. Clerk Storey presented some information on the Well City program. Committee recommends the City move forward to try to accomplish the Well City designation. If the City can meet the requirements it would result in a 2% savings on insurance premiums. The Chamber of Commerce will

be conducting a survey on the feasibility of public restrooms for downtown. Belinda discussed putting a pocket park in the downtown area and pickle ball for the tennis courts.

UNFINISHED BUSINESS:

A. Ordinance No. 1544, Excess Sewer Bond Funds, 2nd Reading for Action

Ordinance No. 1544 was read by title. MOTION BY NASH/BEADLES to approve Ordinance No. 1544. Beadles commented that this is a good use of the remaining funds to improve a lift station. Motion carried.

B. Ordinance No. 1543, Code of Ethics, 1st Reading

Ordinance No. 1543 was read by title.

NEW BUSINESS:

A. Melyssa Andrews

Melyssa Andrews, 721 11th Street, said she is in support of using marijuana taxes to educate and help children and the elderly. She said she doesn't want to make this about marijuana. She wants to make it about finances. She referred to signs that were placed around the room and said they were made by people who usually attend, but were out celebrating the court decision. Andrews said she made a records request for the cost of both bans and only got information for the Skyline lawsuit. She said that the Skyline lawsuit cost the city over \$360,000. She said it was settled out of court for \$75,000. She asked if this is for one lawsuit, how much more is it for two... Mayor Warren reminded Andrews she is addressing the council, not the audience. Andrews said one councilmember commented that it was a very pricey mistake. She said she was told the insurance would pay for it and asked where that money comes from. Andrews said she is still waiting for numbers on Greenfield and Canna 4 Life, but has not received them yet. She said that Whitman County made \$650,350 in excise tax to date and Asotin County made \$20,019 in the few days the marijuana stores were open. She commented that many things could be done with those funds, such as science museums, music museums, 10 or 12 aquatic centers. Andrews displayed a Time magazine that was all about marijuana. Andrews said she is running for a council position and asked if the ethics policy would apply to her as a councilwoman since the policy mentions "councilman". She asked where the money comes from and where it is going.

B. Planning Commission Recommendation re: Zoning Map Change Application No. 2015-05, 1200 Block of Fair Street.

PWD Martin said the Planning Commission held a public hearing on August 17 related to a zone change application in the 1200 block of Fair Street. The property is 2.23 acres just to the west of the housing authority. The application is to change the zoning from R2 to R3. The change would allow an apartment complex of up to 60 units. Martin said the Planning Commission has adopted findings and a recommendation to approve the zone change. MOTION BY BEADLES/NASH to direct staff to prepare an ordinance to move the requested zone change forward. Nash asked how many units can be placed in an R2 zone. Martin said a maximum of 4 units per parcel. Blackmon said he read the concerns about traffic in the provided information. He said there is already a traffic problem with Walmart and wondered if this would make the problem worse. He wondered if the neighborhood can support the additional traffic. Martin said Fair Street is classified as a collector, which means it is supposed to handle traffic from residential streets and funnel them on to arterials. Martin said there really isn't any mitigation that would be available for this project. Kolstad asked the status of affordable housing in Clarkston. Martin said it is his understanding that there is a shortage of rental units. Kolstad said he would like to see people who work in Clarkston also live in Clarkston. White commented that the memo in the packet says this won't be subsidized. White said she believes part of the housing shortage is in affordable, subsidized housing. Martin said that is true, but these units will not be subsidized. Motion carried; 4-1, Blackmon opposed.

C. Discussion of Order of Agenda

Councilmember Beadles said the Public Safety Committee recommends that public comment be moved to the end of the agenda, just prior to adjournment. Kolstad said he doesn't think the public should

be inconvenienced by waiting until after executive session to speak. Nash said some cities have two public comment periods, one at the beginning and one at the end. Beadles said there doesn't need to be a decision now. Blackmon said if the comment period was at the end, it would give the public the opportunity to comment on things that happened at the meeting. Beadles said the media comments should be clarified also that media questions should be to clarify something that was on the agenda, not to interview council members.

D. Ordinance No. 1546, Budget Amendment, 1st Reading
 Ordinance No. 1546 was read by title.

E. Authorize Bid Advertisement of the Brush Truck

Chief Cooper said the City received a grant to purchase a new brush truck. The total grant is for \$150,000 with the City's match being \$7,000. Specs have been developed and were revised when it was discovered that the cost would probably exceed the grant amount. The cost estimate now is \$174,000, \$24,000 over the grant award. Cooper asked for permission to go to bid. He said the grant is only good for 10 months so timing is critical. Cooper discussed some options for design that could impact the total cost. One option that would reduce cost is to order a poly tank rather than stainless. Cooper said the best option is to build a truck similar to those used by other local agencies, but the cost will probably come in higher than the grant. Blackmon asked if the department needs the quad cab. Cooper said he would recommend saving money by ordering the extended cab. MOTION BY NASH/KOLSTAD to advertise bids using the first proposal with the stainless tank. Motion carried.

COUNCILMEMBER COMMENTS:

Councilmember Nash congratulated Clarkston football and wished them luck.

Councilmember White commented that she has a son-in-law in Florida who is in a band and they practice in a shed and it is possible to do anything if you want it bad enough and are willing to work.

Councilmember Beadles commented on the Skyline issue. He said that cities are required by law to accept the lowest bid and that is not always the best option.

MEDIA QUESTIONS:

EXECUTIVE SESSION: Council went to Executive Session at 8:07 to discuss personnel and litigation. Anticipated length of session is 20 minutes and action may be taken as a result of the session. The session was extended for an additional 5 minutes. Council returned to open session at 8:30 p.m.

MOTION BY BEADLES/BLACKMON to authorize the city attorney to move forward with an appeal on the Valle Del Rio decision. Grow explained that the court commissioner stayed the injunction. He recommended the city contest the court commissioner's ruling on the case. Expected costs are \$3,000 – \$4,000. Kolstad said if we want to keep wasting the city's money, then we should move forward. He said those stores will open eventually and this is just a waste of money. Blackmon commented that he feels Kolstad has an obvious conflict of interest. Kolstad said he has no financial interest in Plemmon's business. MOTION BY BEADLES/BLACKMON to call the question. Motion carried; 3-2, Kolstad and Nash opposed. The original motion carried; 3-1-1, Kolstad opposed and Nash abstained.

ADJOURNMENT:

Meeting adjourned at 8:36 p.m.

 Vickie Storey, City Clerk

 Kathleen A. Warren, Mayor

Total Fund Expenditures, 8/31/15	JV # 20150801, 3-10, 15-16	\$420.88
Total Fund Expenditures, 9/14/15	Ck #59850-54, 59901-89	\$216,418.73
Payroll, 8/31/15	Ck # 59855-59900	\$283,795.49

Public Safety Committee

September 15, 2015

Attendance: Chief Hastings, Chief Cooper, Dick Jones, Alice White, Monika Lawrence, Terry Beadles

Chief Cooper will request a grant increase for purchase of the new brush truck.

There was discussion about the upcoming Washington Fire Rating review, which we be used to rate Clarkston Fire Department. The Chief presented some of the highlights of the evaluation.

Chief Hastings discussed the pending application for the STOP grant. The witness advocate program has been very beneficial for our city. (Agenda item for council action).

The pending application for the Washington Safety Commission grant was discussed. The award of this grant allows specific patrols be funded. (Agenda item for council action).

The idea of street bumps (traffic humps) was discussed to remind motorists to lower their speed.

The Chief will discuss with the Corps of Engineers about public restrooms being locked on the trail system after hours.

Public Works Committee
Sept. 16, 2015
Martin, Nash & White. (Kolstad absent)

Discussion:

- 1) Quality Behavioral Health off street loading zone 7th & Sycamore Streets.
- 2) Southway Bridge Overlay Study: \$12,500.00 expenditure for our ¼ cost of bridge ownership. Interviewing engineering firms on Oct. 21. 2015 to choose company.
- 3) Landfill Contract change: Asotin County negotiating with City of Lewiston on a 10 year flat rate fee that could increase our sanitation fees to residents by \$1.50 to \$2.00 per month.
- 4) Rental Business Licenses: Continued investigation of possible ordinances and supporting data.
- 5) Bee Keeping within City limits: Community Garden wants to teach bee keeping at their location but bee keeping in the City is a violation. (since 1941) Continue investigation.
- 6) "Post Office" Alley: Concern of need for one way designation due to mail drop slot location. Continue investigation.
- 7) Traffic Calming (Riverview Blvd.): Review of possibilities from stop signs to speed humps similar to a Lewiston project. Continue investigation.
- 8) Curbside Recycling: An individual's request where program costs and requirements must be reviewed in detail.
- 9) Sidewalk Repair: Continue review of best course of action for requiring repairs.
- 10) Pedestrian Markings: An individual's request for possible mid-block markings for assisting in improved safety. Continue investigation.

Community Development Committee

September 15, 2015

Attendance: Marshall Doak, George Nash, Brian Kolstad, Belinda Campbell, Terry Beadles

The mayor and several council members received an invitation to petition the Governor and State legislators for a mandate requiring 10% solar power be required for electricity by 2025. Brian thinks this is a good idea. Terry wonders if this is front for the solar industry. If a power source is cost effective it will be utilized without a mandate.

Daughters of the American Revolution request that a proclamation be signed by the mayor. (Agenda item for council action).

Danielle Conklin (Quality Inn manager) submitted a letter requesting appointment to the lodging tax advisory committee. (Agenda item for council action).

We discussed the proposed Ordinance No. 1545 (procedures for council meetings). The committee feels that an abstention on council vote should be viewed as a non-vote.

ORDINANCE NO. 1543

AN ORDINANCE OF THE CITY OF CLARKSTON, WASHINGTON, CREATING CLARKSTON MUNICIPAL CODE CHAPTER 2.26, WHICH ESTABLISHES A CODE OF ETHICS AND PROVIDING PENALITIES FOR THE VIOLATION THEREOF.

The City Council of the City of Clarkston, Washington, do ordain as follows:

Section 1

Sections:

2.26.010	Declaration of Policy
2.26.020	Definitions
2.26.030	Use of Public Property
2.26.040	Obligations to Citizens
2.26.050	Code of Ethics
2.26.060	Confidential Information
2.26.070	Adoption of RCW by Reference – Exceptions
2.26.080	Penalties
2.26.090	Ethics Hearing Officer
2.26.091	Hearings
2.26.092	Recommendations of Hearing Officer
2.26.100	Reporting Violations, False Statements

2.26.010 Declaration of Policy.

The proper operation of democratic government requires that elected and appointed public officer and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. Accordingly, it is the purpose of this chapter to establish ethical standards of conduct for all officers and employees of the city, whether elected or appointed, paid or unpaid; to set forth those acts that are incompatible with such standards; to require disclosure by such officers and employees of private financial or other interests in matters affecting the city; and to provide effective means for enforcement thereof. This chapter shall not be construed so as to impair the ability of city officers and employees to participate in ceremonial, representational, or informational functions in the pursuit of their official duties.

This chapter shall be construed in favor of protecting the public's interest in full disclosure of conflicts of interest and promoting ethical standards of conduct for city officers and employees. It shall also be interpreted and applied in a manner consistent with the maxim that "De minimis non curat lex" and to allow inadvertent minor violations to be corrected and cured without full hearing in conformance with the spirit and purpose of this code.

2.26.020 Definitions.

(1) "Business entity" means any corporation, general or limited partnership, sole proprietorship (including a private consultant operation), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, where or not organized for profit.

(2) "City Agency" means every department, office, commission, or committee of the city, or any subdivision thereof, but excluded public corporations and ad hoc advisory committees.

(3) "City Officer or Employee" means any person holding a position by election, appointment, or employment in the service of the city or city agency whether paid or unpaid.

(4) "Compensation" means anything of economic value, however designated, which is paid, loaned, advanced, granted, given or transferred for or in consideration of personal services to any person.

(5) "Gift" means anything of economic value in excess of \$20.00, regardless of the form, without adequate and lawful considerations; provided, it does not include the solicitation, acceptance, or receipts of political campaign contributions regulated in accordance with provisions of federal, state or local laws governing campaign finances.

(6) "Immediate family" includes spouses, domestic partners, parents, children, sisters, brothers, and any person related by blood to the city official and living in the same household as the city official.

(7) "Moral Turpitude" includes, but is not limited to: acts of dishonesty, theft, robbery, blackmail, extortion, fraud, murder, manslaughter, rape, aggravated assault, kidnapping or any other act that would shock the public conscience.

(8) "Official act or action" means any legislative, administrative, appointive or discretionary act of any city officer or employee of the city.

(9) "Person" means any individual, association, corporation, or other legal entity.

(10) "Remote interest" means:

- (a) That of a non-salaried officer of a nonprofit corporation;
- (b) That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
- (c) That of a landlord or tenant of a contracting party;
- (d) That of a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

2.26.030 Use of Public Property.

No official or employee shall request or permit the use of city owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the

public generally or are provided as city policy for the use of such official or employee in the conduct of official business.

2.26.040 Obligations to citizens.

No official or employee shall grant, nor shall any citizen attempt to obtain, any special consideration, treatment or advantage beyond that which is available to every other citizen.

2.26.050 Code of Ethics.

The purpose of the code of ethics is to assist city officials and employees to establish guidelines to govern their own conduct. The code is also intended to help develop traditions of responsible public service. No official or employee shall engage in any act which is in conflict with the performance of his official duties. An official or employee shall be deemed to have conflict of interest if he:

- (1) Receives or has any financial interest in any sale to or by the city of any service or property when such financial interest was received with the prior knowledge that the city intended to purchase such property or obtain such service;
- (2) Accepts or seeks for others any service, information or thing of value on more favorable terms than those granted to the public generally, from any person, firm or corporation having dealings with the city, except such service, information or thing of values would influence the vote, action, or judgment of the officer or employee, or be considered a reward for action or inaction. The value of gifts given to an official's or employee's family member or guest shall be attributed to the official or employee for the purpose of determining whether the limit has been exceeded, unless an independent business, family or social relationship exists between the donor and the family member or guest;
- (3) Accepts any gift or favor from any person, firm or corporation having any dealings with the city if he knows or has reason to know that it was intended to obtain special consideration;
- (4) Influences the selection of or the conduct of business with a corporation having any dealings with the city if he knows or has reason to know that it was intended to obtain special consideration;
- (5) Is an employee, officer, partner, director or consultant of any corporation, firm or person having business with the city, unless he has disclosed such relationship as provided by this chapter;
- (6) Engages in or accepts private employment or renders services for private industry when such employment or service is incompatible with the proper discharge of his official duties or would impair his independence of judgment or action in the performance of his official duties;
- (7) Appears in behalf of a private interest before any regulatory governmental agency, or represents a private interest in any action or proceeding against the interest of the city in any litigation to which the city is a party, unless he has a personal interest and this personal interest has been disclosed to the regulatory governmental agency. A city councilman may appear before regulatory governmental agencies on behalf of constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations; however, no official or employee shall accept a retainer or compensation that is contingent upon a specific action by a city agency;
- (8) Directly or indirectly possess a substantial or controlling interest in any business entity which conducts business or contracts with the city, or in the sale of real estate, materials, supplies or services to the city, without disclosing such interest as provided by this chapter. An interest is not a substantial interest if such interest does not exceed one-tenth of one percent of the outstanding

securities of the business concern; or, if the interest is an unincorporated business concern, one present of the net worth of such concern; or the financial interest of a corporation, person or firm does not exceed five percent of the net worth of the employee and his household relatives;

- (9) As a city councilman has a personal, financial or property involvement or has familial ties to the third degree to any participant, in any legislation or other matters coming before the council wherein the councilman or participant may obtain personal gain or advantage, and fails to disclose such an interest openly on the records of the city council. The councilmember shall make public any conflict of interest the member has with respect to any issue under consideration by the council. The councilmember shall not participate in discussions of the subject and shall not vote on it. If the councilmember has only a casual association with the subject or parties, the member must state the relationship and then may fully participate. Any other official or employee who has a financial or other private interest, and who participates in discussion with or gives an official opinion to the city council and fails to disclose on the records of the city council the nature and extent of such interest is in violation of this chapter;
- (10) Violates any ordinance or resolution of the city;
- (11) Violates the confidentiality of his position;
- (12) Makes any false statement or representation of any public record or document in a willful disregard of the truth of such statement or representation;
- (13) Is convicted of a crime of moral turpitude as defined in this chapter.

2.26.060 Confidential Information – Disclosure Prohibited.

No public official or public employee shall, while holding such office or employment, and for a period of one year after leaving city employment, shall disclose or use any confidential or privileged information gained by reason of his or her official position for a purpose which is for other than a city purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

2.26.070 Adoption of RCW by reference – Exceptions.

RCW Sections 42.23.030 and 42.23.040 as the same exist now or may be hereafter amended are hereby adopted by reference and the provisions of these statutes shall apply to the conduct of all city officials. The exceptions and remote interests as set forth in these statutes shall be exceptions to the provision of Section 2.26.050

2.26.80 Penalties.

- (1) Any officer or employee who knowingly and willfully violates the provisions of this chapter shall be guilty of a misdemeanor and may be punished by imprisonment for not more than 90 days, or a fine of not more than \$1000, or by both such imprisonment and fine.
- (2) In addition to all other penalties, civil or criminal, the violation by any officer of the provisions of this chapter may be grounds for the following:
 - (a) Any employee whose conduct is determined by the city to be in violation of this chapter may be subject to disciplinary action, up to and including termination.

- (b) Any appointed official who violates or fails to comply with any provisions of this chapter may be discharged by the appointing authority.
 - (c) Any elected official who violates or fails to comply with any provisions of this chapter may forfeit his or her elected office.
- (3) Any contract or transaction which is the subject of an official act or action of the city in which there is an interest prohibited by this chapter or which involves the violation of a provision of this chapter shall be voidable at the option of the city.

2.26.090 Ethics Hearing Officer – Position Created, Powers and Duties.

(1) There is hereby created the office of ethics hearing officer, who shall be appointed by the Mayor and confirmed by the city council. The ethics hearing officer shall be an attorney not holding any other elective office with the city. The ethics hearing officer may be removed from office with or without cause by the mayor with the concurrence of the city council. The compensation of the ethics hearing officer, and other terms and conditions of the engagement, shall be set forth in a written contract.

(2) The ethics hearing officer shall have the following powers and duties:

(a) The ethics hearing officer shall be a quasi-judicial fact finder.

(b) The ethics hearing officer shall perform the following duties:

(i) Upon the filing of a complaint against a non-elected official or employee of the City, accompanied by proof that the said written complaint has been served upon the party who is alleged to be in violation, the ethics hearing officer shall investigate said complaint and, if the hearing officer makes a determination that the complaint is legally sufficient and that it is supported by probable cause, conduct a hearing and issue findings and a recommendation.

(ii) Determinations of legal sufficiency and probable cause shall be made within 30 days after receipt of any complaint. Any complaint which the hearing officer determines is not legally sufficient or not supported by probable cause shall be dismissed.

(iii) Proceedings before the ethics hearing officer shall be recorded and proper minutes of all meetings and actions shall be kept.

2.26.091 Hearings.

The ethics hearing officer shall make no findings and recommendation without first conducting a hearing, which shall be held within 30 days after the determination of legal sufficiency and probable cause; provided, any matter which the ethics hearing officer determines would be deemed minor or inadvertent even if the allegations were proven may be summarily dismissed without further proceedings, findings of legal sufficiency and probable cause noted in the minutes of the proceedings, if the officer or employee stipulates in writing to appropriate corrective measures to ensure that such conduct will not continue to reoccur. All hearings shall be closed to the public unless the officer or employee whose conduct is the subject of the hearing requests that it be a public hearing. All testimony before the ethics hearing officer shall be sworn on oath or affirmation, subject to the laws of perjury of the State of Washington. Any party or witness in the proceeding before the ethics hearing officer shall have the right to be represented by counsel. Within 20 days after the conclusion of the hearing, the ethics hearing officer shall render written

findings of fact and recommendations. Copies of the same shall be delivered to the party who is the subject of the hearing, complainant, the mayor, and the city Council.

2.26.092 Recommendations of the Ethics Hearing Officer

(1) If the ethics hearing officer determines that a city employee has violated the provisions of this code, the ethics hearing officer may recommend to the mayor that the employee be subject to disciplinary action. In addition to any other penalty otherwise provided by law, a violation shall be cause for suspension, discharge or removal from office, or such other disciplinary action as may, by the appropriate city authority, be deemed necessary and proper, and consistent with the city personnel policy and/or collective bargaining agreement, and/or state law. A written report of the disciplinary action taken as a result of the ethics hearing officer's recommendation shall be made by the appropriate city authority to the ethics hearing officer within 14 days after receipt of the ethics hearing officer's recommendation.

(2) This section shall not derogate from employee rights under any collective bargaining agreement or city personnel policy rules promulgated thereunder.

((3) If the ethics hearing officer determines the mayor or a city Council member has violated a provision of the code of ethics, he shall issue a "Letter of Censure."

(4) If the ethics hearing officer determines any person has committed an act of moral turpitude and violated the provisions of this chapter, he may refer the matter to the prosecuting authority for action. The prosecuting authority in such matter shall not be the city attorney, but rather must be a special prosecutor appointed by the mayor and confirmed by the city Council. If the ethics hearing officer recommends criminal prosecution of any elected officer, and prosecuting authority has not previously been appointed and confirmed, the prosecuting authority shall be appointed by the Asotin County prosecuting attorney. The prosecuting authority shall not have authority to prosecute any matters except those referred by the ethics hearing officer pursuant to this chapter.

(5) If the offending person is an elected official of the city of Clarkston, and the ethics hearing officer has issued a "Letter of Censure" pursuant to subsection (c) above, and has determined that the violation was an act of moral turpitude, the matter may be brought before the Superior Court to have that elected official's office forfeited.

(6) Any party seeking judicial review of a decision made pursuant to this chapter, may petition the Superior Court for Asotin County within 30 days of the ethics hearing officer's decision.

2.26.100 Reporting Violations, False Statements.

Any resident of the city of Clarkston, or employee or officer of the city may initiate a complaint against any official or employee of the city by filing with the ethics hearing officer a written complaint supported by sworn declaration and may also include any other documentary proof the complainant may choose to include. Filing said complaint with the ethics hearing officer shall be done by delivering or causing to be delivered to staff at City Hall the said complaint in a sealed envelope addressed to the ethics hearing officer. The City will cause a true and correct copy of the complaint to be delivered to the party about whom the complaint is made.

If the ethics hearing officer, after review and hearing, determines that the complaint is false and filed in bad faith, and the ethics hearing officer shall award reasonable attorney fees and costs against the complainant and in favor of the officer or employee who was wrongfully complaint against.

Section 2

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 3

Effective Date. This ordinance shall take effect five days after its passage, approval and publication.

Passed by the City Council of the City of Clarkston, Washington, at a regular meeting thereof this _____ day of _____, 2015.

Kathleen A. Warren, Mayor

Attest:

Vickie Storey, City Clerk

Approved as to Form:

James Grow, City Attorney

ORDINANCE NO. 1546

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, AMENDING ORDINANCE NO. 1536 WHICH ADOPTED THE 2015 BUDGET, AND AUTHORIZING THE NECESSARY ADJUSTMENTS.

WHEREAS, the City Council has determined that the 2015 budget should be amended to take into account variations in actual revenues and expenditures from those projected at the time of adoption of the 2015 budget, now therefore,

THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Budget Amended. Section 2 of Ordinance No. 1536 passed by the City Council on December 22, 2014, shall be increased and amended as follows:

	EXPENDITURES	OTHER FINANCING USES
CURRENT EXPENSE (001)	196,500	
CURRENT EXP RESERVE (004)		75,000
EQUIPMENT REPLACEMENT (016)		2,900
SEWER O & M	3,800	
SEWER CONSTRUCTION	16,700	
STORMWATER	3,550	
SANITATION o & m	(6,200)	
TOTALS	214,350	77,900

Section 2. Duties of City Treasurer. The City Treasurer of the City of Clarkston, Washington, is authorized to make the necessary changes to the 2015 budget on or before December 31, 2015, as set forth in attached Exhibit A.

Section 3. Severability Clause. 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 portion of this ordinance.

Section 4. Effective Date. This ordinance shall be in full force and effect upon the signing hereof by the Mayor, attestation by the City Clerk and publication as required by law.

DATED the 28TH day of September, 2015.

Authenticated:

Kathleen A. Warren, Mayor

Vickie Storey, City Clerk

**BUDGET AMENDMENT No 3 - 2015
ORDINANCE NO. 1546**

Account Description	Adopted Bdgt	Amendment	Amended Bdgt	Explanation
GENERAL FUND				
001 000 001 397 14 00 20	\$ 4,000	\$ 2,900	\$ 6,900	Software Purchase
001 000 001 397 19 00 40	\$ -	\$ 75,000	\$ 75,000	Skyline Settlement
TTL REVENUES	\$ 4,000	\$ 77,900	\$ 81,900	
001 000 050 515 30 41 52	\$ 50,000	\$ 100,000	\$ 150,000	Hedeen (Skyline) & Harper
001 000 059 519 20 00 00	\$ -	\$ 75,000	\$ 75,000	Skyline Settlement
001 000 060 594 21 63 00	\$ -	\$ 18,600	\$ 18,600	Brotnov (Skyline)
001 000 040 594 14 64 20	\$ 4,000	\$ 2,900	\$ 6,900	Business License Software
001 999 001 058 80 00 00	\$ 671,815	\$ (118,600)	\$ 553,215	Adjust End Balance
TTL EXPENDITURES	\$ 725,815	\$ 77,900	\$ 225,000	
CE RESERVE				
004 000 041 597 19 00 40	\$ -	\$ 75,000	\$ 75,000	Skyline Settlement
004 999 041 508 80 00 00	\$ 627,336	\$ (75,000)	\$ 552,336	Adjust End Balance
EQUIPMENT REPLACEMENT FUND				
016 000 220 597 14 00 20	\$ 4,000	\$ 2,900	\$ 6,900	Cover Software Purch
016 999 220 508 80 00 00	\$ 192,390	\$ (2,900)	\$ 189,490	Adjust End Balance
SEWER O & M				
400 000 140 594 35 64 20	\$ -	\$ 3,800	\$ 3,800	Software Update
400 999 140 508 80 00 00	\$ 524,218	\$ (3,800)	\$ 520,418	Adjust End Balance
SEWER CONSTRUCTION FUND				
405 000 145 594 35 63 10	\$ -	\$ 16,700	\$ 16,700	Lift Station Study
405 999 145 508 10 00 00	\$ 502,636	\$ (16,700)	\$ 485,936	Adjust End Bal
STORMWATER O & M				
409 000 049 594 31 64 20	\$ -	\$ 3,550	\$ 3,550	Software Updte
409 999 049 508 80 00 00	\$ 27,413	\$ (3,550)	\$ 23,863	Adjust End Balance

**BUDGET AMENDMENT No 3 - 2015
ORDINANCE NO. 1546**

	Account Description	Adopted Bdgt	Amendment	Amended Bdgt	Explanation
SANITATION O & M					
410 000 150 537 80 10 00	Wages	\$ 310,000	\$ (10,000)	\$ 300,000	Adjust Wage budget
410 000 150 594 37 64 20	Office Equipment	\$ -	\$ 3,800	\$ 3,800	Software Update
410 999 150 508 80 00 00	End Balance	\$ 2,495	\$ 6,200	\$ 8,695	Adjust End Balance

TOTAL EXPENDITURES
Other financing

\$ 214,350
\$ 77,900



STATE OF WASHINGTON

DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

July 21, 2015

The Honorable Kathleen Warren
Mayor of Clarkston
829 5th Street
Clarkston, WA 99403

Dear Mayor Warren:

Congratulations! The Clarkston Wastewater Treatment Plant is receiving the 2014 "Wastewater Treatment Plant Outstanding Performance" award. Of approximately 300 wastewater treatment plants statewide, yours is one of 127 that achieved full compliance with its National Pollutant Discharge Elimination System (NPDES) permit in 2014.

My staff evaluated wastewater treatment plants in Washington for compliance with the effluent limits, monitoring and reporting requirements, spill prevention planning, pretreatment, and overall operational demands of the NPDES permit.

It takes diligent operators and a strong management team, working effectively together, to achieve this high level of compliance. It is not easy to operate a wastewater treatment plant 24 hours a day, 365 days a year, without violations. The Washington State Department of Ecology (Ecology) appreciates the extraordinary level of effort your plant operators demonstrated throughout 2014. Talented and proficient operators are critical to successful plant operations and protecting the health of Washington's waters. Your excellent record is a credit to the dedicated operators who are responsible for operating the award-winning Clarkston Wastewater Treatment Plant.

Ecology will issue a news release recognizing the 2014 award recipients including the Clarkston Wastewater Treatment Plant.

Please call Michael Hepp at (509) 329-3536 if you have any questions or comments about your award.

Thank you for the excellent service you provide. Congratulations!

Sincerely,

Heather R. Bartlett
Water Quality Program Manager

cc: James Martin, Public Works Director

ORDINANCE NO. 1547

AN ORDINANCE AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 17.05.080, WHICH ESTABLISHES THE OFFICIAL ZONING MAP OF THE CITY OF CLARKSTON.

WHEREAS, the Planning Commission held a public hearing on Aug. 17, 2105 to consider a request from Clarkston Estates Inc. on Zoning Map Change Application No. 2015-05 and adopted Findings of Fact, Conclusions of Law and a Recommendation to approve the zone change;

NOW THEREFORE, be it ordained by the City Council of the City of Clarkston as follows:

SECTION 1.0

Clarkston Municipal Code Chapter 17.05.080 is hereby amended as follows:

The property described below is hereby changed from Medium Density Residential (R-2) to High Density Residential (R-3) zoning designation:

That part of the NW1/4, NW1/4 of Section 21 of Township 11 North, Range 46 East, W.M., Asotin County, Washington, more particularly described as follows: Commencing at the intersection of the centerlines of Morrison and Fair Streets; thence East along the centerline of Fair Street a distance of 376.67 feet; thence North 30.00 feet to a point on the North right-of-way line of Fair Street, said point being the true place of beginning; thence East along said right-of-way line a distance of 248.62 feet; thence North 390.00 feet; thence West 248.62 feet; thence south 390.00 feet to the true place of beginning, containing 2.23 acres.

SECTION 2.0

This ordinance shall be in full force and effect upon the signing hereof by the Mayor, attestation by the City Clerk and publication as required by law.

Dated this _____ day of _____, 2015.

Kathleen A. Warren, Mayor

ATTEST BY:

Vickie Storey, City Clerk

APPROVED AS TO FORM:

James W. Grow, City Attorney

ORDINANCE NO. 1545

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, RELATING TO PROCEDURES FOR CITY COUNCIL MEETINGS AND AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 2.08 AND REPEALING ORDINANCE NUMBER 390, 882, 1128, AND 1198.

SECTION 1.0

REPEALER. The following are hereby repealed:

- A. Ordinance No. 390, enacted February 14, 1939.
- B. Ordinance No. 882, enacted January 14, 1980
- C. Ordinance No. 1128, enacted January 14, 1992
- D. Ordinance No. 1198, enacted January 24, 1995

SECTION 2.0

The City Council of The City of Clarkston do ordain as follows:

- 2.08.010 Types of Meetings
- 2.08.020 Attendance
- 2.08.030 General Rules
- 2.08.040 Presiding Officer
- 2.08.050 Council Meeting Agenda
- 2.08.060 Voting and Motions
- 2.08.070 Audience Participation
- 2.08.080 Filling Council Vacancies
- 2.08.090 Executive Sessions
- 2.08.100 Preserving the Attorney Client Privilege
- 2.08.110 Good Faith Cooperation with Insurance Carrier
- 2.08.120 Ultra Vires Actions
- 2.08.130 Criminal Convictions and Violations of the Code of Ethics for Municipal Officers and Oath of Office
- 2.08.140 Violation of Council Rules of Procedure
- 2.08.150 Suspension and Amendment of Rules

2.08.010 TYPES OF MEETINGS.

(1) Regular Council Meetings: The Council shall meet on the second and fourth Mondays of each month at 7:00 p.m. When the meeting falls on a holiday the Council may determine an alternate day for the meeting or cancel the meeting. The Council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be the Council Chambers at City Hall, unless specified otherwise by a majority vote of the Council. All regular and special meetings shall be public pursuant to RCW Chapter 42.30, the Open Public Meetings Act.

(2) Special Meetings: Special meetings may be called by the Mayor or any four members of the Council. The City Clerk shall prepare a notice of the special meeting stating the time, place and business to be transacted. The City Clerk shall attempt to notify each member of the Council, either by telephone or otherwise, of the special meeting. The City Clerk shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation and to each local radio station and/or television station which has filed with

the Clerk a written request to be notified of special meetings. The Council may not make final disposition on any matter not identified in the special meeting notice.

Special meetings may be called in less than 24 hours, and without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage.

(3) Study Sessions and Workshops: The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or of any three or more members of the Council, to review forthcoming programs of the City, receive progress reports on current programs, receive other similar information from city department heads or conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute official actions of the Council.

2.08.020 ATTENDANCE

~~**Time and Place.** Regular meetings of the city council shall be held at the City Hall at the hour of 7:00 p.m. on the second and fourth Mondays of each month; provided, that nothing herein shall be construed to prevent the calling of special meetings in the manner and form prescribed by the laws of the State of Washington.~~

(1) Attendance, Excused Absences: Pursuant to RCW 35A.12.060, a Council member shall forfeit his/her office upon failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. To be excused, the member shall contact the Mayor before the meeting and give the reason for his/her inability to attend the meeting. If the member cannot contact the Mayor, the member shall contact the City Clerk/Treasurer or Deputy Clerk/Treasurer, who shall convey the message to the Mayor. The Chair shall inform the Council of the member's absence and reason therefore, and ask if there is a motion to excuse the member. Upon passage of such motion by a majority of the members present, the absent member shall be considered excused and the appropriate notation will be made in the minutes. If the motion is not passed or the above procedure is not followed, the minutes will reflect that the absence is unexcused.

(2) Attendance of City Staff: The City Attorney, Clerk/Treasurer or Deputy Clerk/Treasurer, Fire Chief, Police Chief, and Public Works Director shall attend all regular meetings of the City Council unless excused by the Mayor. Staff attendance at Special meetings and/or workshops will be at the discretion of the Mayor or per contracts. The City Attorney, upon request from the Mayor or Council, shall give an opinion on legal questions. The City Clerk/Treasurer shall keep the minutes of Council, record all Council votes and actions and perform such other duties as necessary for the orderly conduct of the meeting.

(3) Attendance of Media at Council Meetings: All meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic equipment at any time; provided that if such recording interferes with the orderly conduct of the meetings the Mayor may make such orders as necessary. The Mayor or presiding officer shall designate a space in the meeting room from which such recording activity may take place. The Council reserves the right to adopt by motion additional rules and procedures applicable to a meeting in progress.

2.08.030 GENERAL RULES

~~**Minimum level of order.** The city council is a deliberative body, and it requires a minimum level of courtesy and order when conducting the business of the city. To facilitate such order, Robert's Rules shall apply to council meetings. Additionally, the council authorizes the mayor, or the councilmember who is chairing a council meeting in the absence of the mayor, to have any disruptive councilmember or disruptive member of the public removed from the meeting room. Disruptive behavior includes, but is not limited to, extremely~~

~~rude or abusive language, or failure to abide by the basic directions of the person chairing the meeting, such as continuing to speak after being directed by the chair to cease speaking.~~

(1) Recording of Meetings: A journal of all proceedings (minutes) of the Council shall be kept by the Clerk/Treasurer and shall be entered in a book constituting the official record of the Council.

(2) Right of Floor: Any councilmember desiring to speak shall first be recognized by the Mayor and shall confine his/her remarks to one subject under consideration or to be considered.

(3) Decorum: All members shall preserve order, decency and decorum at all times while the Council is in session. No member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disturb any member who is speaking. No member shall refuse to obey an order of the Mayor. Members shall confine their remarks to one subject under consideration or to be considered. Discussion shall relate to the subject under consideration and shall be relevant and pertinent thereto so as to provide for the expeditious disposition and resolution of the City's business. No member shall use any impertinent, degrading or slanderous language as to any other member, staff or public. There shall be no lectures, speeches or grandstanding. For purposes of this section "member" includes the Mayor.

(4) City Staff Decorum: City staff and employees shall observe the same rules of order and decorum as are applicable to the Council.

(5) Council Roles: The City Council is to work through the Mayor when dealing with administrative services of the City. Members of the Council must avoid intrusion into those areas that are the responsibility of staff. Individual Council members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect the staff from undue influence and pressure from individual Council members, and to allow staff to execute priorities given by management and the Council as a whole without fear of reprisal. If a Council member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the whole Council to do so as a matter of Council policy.

No Council member, directly or indirectly, shall become involved in or attempt to influence personnel matters that are under the direction of the Mayor. The Council is not prohibited, while in open session, from fully and freely discussing with the Mayor anything pertaining to appointments and removals of City officers and employees and City affairs.

(6) Council Representation: If a Council member appears on behalf of the City before another government agency, community organization, or through the media, for the purpose of commenting on an issue, the Council member shall 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 Council member clearly states these statements do not represent the majority Council's position. Council members, when serving as a City of Clarkston representative, may act without authorization on specific votes for matters which pertain to the general operation of the organization or are emergency in nature. Issues which have a direct financial impact on the City's finances, the level of service provided in Clarkston, or are issues of significant policy shall be reported back to the Council for feedback and potential authorization before taking action.

If an individual Council member wishes to contact an outside agency or business regarding city business, the Council member shall identify to that agency or business that he or she is making the contact as an individual, and not as a representative of the Council. Any information that the individual Council member requests

from the agency or business that the Council member wishes to present to the City Council for consideration shall be submitted in writing from the agency or business.

(7) Council / Mayor Relationship: The relationship between the Mayor and City Council honors the fact that the Mayor is the chief executive of the City. The Council's dealings with the Mayor, whether in public or private, should respect the authority of the Mayor in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the Mayor.

The Mayor respects and is sensitive to the policy responsibilities of the Council and acknowledges that the final responsibility for establishing policy direction of the City is held by the City Council.

2.08.040 PRESIDING OFFICER

(1) Mayor: The Mayor shall preside at meetings of the Council, and be recognized as the head of the City for all ceremonial purposes. In case of the Mayor's absence or temporary disability, the Mayor Pro Tempore shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability of the Mayor and Mayor Pro Tempore, the members of the Council shall select a member to act as Mayor during the continuance of the absences. The Mayor or Mayor Pro Tempore are referred to as the "Chair" or "Presiding Officer" from time-to-time in these Rules of Procedure.

(2) Call to Order: The meetings of the Council shall be called to order by the Mayor, or in the Mayor's absence, by the Mayor Pro Tempore. In the absence of both the Mayor and Mayor Pro Tempore, the meeting shall be called to order by the City Clerk for the election of a temporary Chair.

(3) Preservation of Order: The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members' or public motives and confine members or public in debate to the question under discussion.

(4) Points of Order: The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the Chair be sustained?"

(5) Questions to be Stated: The Chair shall state all questions submitted for a vote and announce the results. A roll call vote shall be taken upon request of any member.

(6) Presiding Officer - Powers: The Mayor shall have the powers set forth in RCW 35A.12. In addition to RCW 35A.12 powers, the Chair shall have the powers of the Chair as set forth in Roberts Rules of Order when those powers are not inconsistent with the rules and procedures set forth herein.

When the Mayor is unable to act as Chair and the Mayor Pro Tempore, or his or her successor acts as Chair, the Mayor Pro Tempore's or successor's right to vote on matters coming before the council at that meeting are not abridged and his or her vote shall count.

2.08.050 COUNCIL MEETING AGENDA

(1) Agenda Preparation: The City Clerk/Treasurer, under the direction of the Mayor, will prepare the agenda for each Council meeting setting forth a brief description of each item and any supporting documentation to be considered by the Council. Prior to submission to the Council, the agenda shall be reviewed by the Mayor.

An item to be considered by the City Council at a regular meeting may be placed on the agenda by the Mayor, Clerk/Treasurer or any member of the Council. Agenda items should be vetted through one of the

council standing committees or a council workshop before being placed on the agenda. Routine items, such as proclamations or requests for letters of support do not need to go to committee prior to being placed on the agenda. Subject to the Council's right to amend the agenda, no legislative item shall be voted upon which is not on the Council agenda, except in emergency situations (defined as situations which would jeopardize the public's health, safety or welfare) as determined by majority vote of the Council.

The Clerk/Treasurer will distribute a copy of the agenda and supporting materials to Council members, the Mayor and the press before close of business on the Thursday before a regular Council meeting. The agenda packet will be sent by email to the Mayor, Council members and members of the press who have requested copies, and a hard copy will be placed in each member's mailbox at City Hall. In addition the agenda shall be posted to the City's website by close of business the Thursday before a regular meeting.

(2) Order of Business: The order of business for all regular meetings shall be transacted as follows unless the Council, by majority vote, suspends the rules and changes the order:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call. Motion to excuse absent members may be made at this time.
- 4) Approval of Minutes
- 5) Communications
 - a. From the Public
 - b. From the Mayor
 - c. From Staff or Employees
- 6) Committee Reports
 - a. Finance
 - b. Public Safety
 - c. Public Works
 - d. Administrative/Intergovernmental
 - e. Community Development
- 7) Public Hearings
- 8) Unfinished Business
- 9) New Business
- 10) Council comments
- 11) Executive Session (if needed)
- 12) Adjournment

2.08.060 MOTIONS AND VOTING

(1) Motions: Motions should be clear and concise and shall not include arguments for the motion within the motion. Members who wish to make a motion must first be recognized by the Mayor. After the member makes a motion and it has been seconded (if required), the chair must then restate it or rule it out of order, then call for discussion. Most motions require a second, although there are some exceptions: nominations, points of order, and motions to table.

Motions for items not related to an item on the agenda may be considered by the council if the matter is an emergency or action cannot wait until the next regular council meeting. Motions that do not fit this criteria will automatically be placed on the agenda for the next meeting.

A motion may be withdrawn by the maker of the motion at any time if there is no objection from any member of Council.

(2) Motion to Table: A motion to table does not require a second and is not debatable. The Mayor will state the motion and call for the vote. The purpose of a motion to table is to enable the council to lay a pending question aside temporarily when something else of immediate urgency has arisen or something else needs to be addressed before consideration of the pending question.

(3) Motion for Reconsideration: Motions for reconsideration must be made by a member from the prevailing side. Any member may make the second. The motion to reconsider must be made at the same or succeeding regular meeting. Councilmembers who wish to have a matter reconsidered must notify the Clerk/Treasurer in time for the reconsideration to be listed on the agenda. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.

(4) Motion to Postpone: A motion to postpone requires a second and is debatable. The motion should specify a certain time when the motion will be considered, or it should be a motion to postpone indefinitely.

(5) Motion to Call the Question: A motion to call for the question shall close debate on the main motion and is non-debatable. The motion requires a second and fails without a 2/3 vote of those present. Debate is reopened if the motion fails.

(6) A motion to amend: is defined as amending the motion that is on the floor and has been seconded, by inserting or adding, striking out or substituting.

(7) Questions of Interpretation: The City Attorney shall decide all questions of interpretations of these policies and procedures and all other questions of parliamentary nature to the best of his/her abilities, which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by the most recent version of Robert's Rules of Order. In the event of a conflict, these policies and procedures shall prevail.

(8) Voting: The votes during all meetings of the Council shall be transacted as follows:

(a) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any councilmember, the Mayor shall take a roll call vote.

(b) The passage of any ordinance, grant or revocation of a franchise, any motion or resolution for the payment of money, and any approval of expenditures shall require a majority vote of the whole Council, i.e., at least four affirmative votes. Any other motion requires a majority of the members present so long as there is a quorum.

(c) The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency, such as budget amendment, shall require four affirmative votes of the Council.

(d) Councilmembers shall vote on all matters before the Council except on matters in which he or she has been disqualified for a conflict of interest or under the appearance of fairness doctrine, or in which he or she has been granted leave to abstain by the City Council in advance and for a stated reason. Any councilmember who is disqualified from voting on a matter shall not participate in the debate. If any councilmember refuses to vote "aye" or "nay", their vote shall be counted as an "aye" and their conduct shall

be considered disorderly. Abstentions shall be treated as the absence of a vote and abstaining member shall not be counted as present.

2.08.070 AUDIENCE PARTICIPATION – These rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

(1) Manner of Addressing the Council: Citizens are welcome at all Council meetings and are encouraged to attend and participate. Each person addressing the Council shall step up to the podium, give his/her name and address and subject matter of comments for the record, and unless further time is granted by the Council, shall limit their address to three minutes. All comments shall be made to the Council as a board and not to any single member nor to staff or the audience. Any questions for councilmembers or staff shall be presented through the Presiding Officer. The council will determine the disposition of any issues raised (e.g., placed on the present agenda, workshop, other agendas, refer to staff or do not consider).

(2) Conduct of Audience: All audience members shall abide by the rules of decorum contained in paragraph 2.08.030(3.3) above. Any person making personal, inappropriate, disrespectful or disparaging remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience before the Council during that council meeting by the Presiding Officer. 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. Any audience member who does so shall be determined out of order and Mayor may have such person removed from the Council chambers. Such person shall not be permitted to attend the remainder of that Council meeting.

(3) Written Communications: Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time. Written communication may be submitted by direct mail or by addressing the communication to the City Clerk who will distribute copies to the councilmembers. Items of a routine nature (minor complaints, routine requests, referrals, etc.) shall be placed in councilmembers mailbox and/or emailed. A brief staff memorandum or note should accompany each letter explaining the request and recommending a course of action or which department is replying or taking action. Written correspondence which requires some Council discussion, is of policy nature, or for which a non-routine official action or response is required, shall be placed on the next regular Council agenda, either under Staff Comments or New Business and accompanied by backup information. Some items may be routed through Council Committees as appropriate for Committee recommendation before coming to the full council for review.

(4) Correspondence Directly Related to Quasi-Judicial Hearing Matters: Copies of such correspondence shall not be included with the agenda materials, but shall be placed directly into the appropriate hearing file, so that the contents of the quasi-judicial file will be only circulated to City Council members at the time that the matter comes before the Council for a quasi-judicial hearing, and as a part of the hearing exhibits.

2.08.080 FILLING COUNCIL VACANCIES

(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.

(2) Application Procedure: Applications will be accepted on a form prescribed by the City Council. The application form will be used in conjunction with an interview of each candidate.

(3) Interview Process: All qualified 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. In order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Councilmembers will ask the same questions of each candidate. Each candidate will be allowed three (3) minutes for closing comments.

(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.

2.08.090 EXECUTIVE SESSIONS

Executive sessions or closed meetings may be held in accordance with the provisions of the Washington Open Meeting Act (RCW 42.30.110). Among the topics that may be discussed are: (1) personnel matters; (2) consideration of acquisition of property for public purposes or sale of city owned property; (3) potential or pending litigation in which the city has an interest, as long as legal counsel is present in person or by phone as provided in RCW 42.30.110. The Council must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. The Council may hold an executive session during a regular or special meeting. Before convening in executive session the Chair shall publically announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended to a stated later time by the announcement of the Chair.

2.08.100 PRESERVING THE ATTORNEY CLIENT PRIVILEGE

No councilmember shall make any disclosures or release any information which would result in the waiver of the attorney/client privilege without first obtaining the approval of a majority of the Council in open session. Such a request for disclosure shall first be raised during an executive session for discussion prior to a vote in open session.

2.08.110 GOOD FAITH COOPERATION WITH INSURANCE CARRIER

All Council members shall cooperate in good faith with any insurance carrier or attorney representing the City in connection with a defense provided by an insurance carrier.

2.08.120 ULTRA VIRES ACTIONS

Council members shall not act *ultra vires*, or outside the scope of their authority and duties as Council members.

2.08.130 CRIMINAL CONVICTIONS AND VIOLATIONS OF THE CODE OF ETHICS FOR MUNICIPAL OFFICERS AND OATH OF OFFICE

No councilmember shall serve on the City Council after having been convicted of any criminal violation of Chapter 42.23 RCW (as now enacted or hereafter amended) or any felony or malfeasance in office (RCW 9.92.120, as now enacted or hereafter amended). No councilmember shall serve on the City Council after having violated any of the provisions of Chapter 42.23 RCW (as now enacted or hereafter amended). No councilmember shall serve on the City Council after having been convicted of any offense involving a violation of his or her official oath (RCW 42.12.010(5), as now enacted or hereafter amended).

2.08.140 VIOLATION OF COUNCIL RULES OF PROCEDURE

- (1) These Rules of Procedure are adopted with the intent that they be fully enforceable and that violations thereof result in Council action against members as provided herein and pursuant to RCW 35.23.270 and Title 35A RCW, as now enacted or hereafter amended. Any violation of these Rules of Procedure is deemed to constitute disorderly conduct by such member.
- (2) Any claim of violation of these Rules of Procedure must be made in writing by a councilmember and filed with the City Clerk and made a part of the minutes of the Council meeting where the charge is first considered.
- (3) Violations of Rules Nos. 2.08.090 – 2.08.130 above, may be subject to removal from office pursuant to the process set forth in subparagraph 2.08.140(4)(c) below, unless the Council determines to utilize the admonition and reprimand process contained in subparagraphs 2.08.140(4)(a) or (b) below.
- (4) Members violating any other Rules of Procedure shall be subject to admonition for the first violation of a particular rule, reprimand for a second or third violation of that same rule, and removal from office on the fourth violation of that same rule as follows:
- (a) Admonition: An admonition shall be a verbal vote in open session, recorded in the minutes, made by the Council to the member.
 - (b) Reprimand: A reprimand shall be administered to the member by letter. The letter shall be prepared by the City Council after action in open session to approve such letter. If the member objects to the contents of such letter, he/she may file a request for review of the content of the letter of reprimand with the City Council. The City Council shall review the letter of reprimand based upon the request for review and record established, and may take whatever action appears appropriate under the circumstances.
 - (c) Removal from Office: removal from office shall occur after trial on written charges before the City Council upon a two-thirds majority vote of the whole Council.
- (5) The action of the City Council in response to a violation of these rules shall be final and not subject to further review before the City Council.

2.08.150 SUSPENSION AND AMENDMENT OF RULES

- (1) Suspension of Rules: Any provision of these rules may be temporarily suspended by a two-thirds vote of the City Council.
- (2) Amendment of Rules: These rules may be amended or new rules adopted by a majority vote of the full Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

SECTION 3.0

SAVING CLAUSE: Ordinance No. 1128 and No. 1198, which are repealed by this ordinance, shall remain in force and effect until the effective date of this ordinance.

SECTION 4.0

SEVERABILITY CLAUSE: 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 5.0

EFFECTIVE DATE. This ordinance shall take effect five days after its passage, approval and publication as required by law.

Passed by the Clarkston City Council at a regular meeting thereof this _____ day of _____, 2015.

Kathleen A. Warren, Mayor

Attest:

Vickie Storey, City Clerk

Approved as to form:

James Grow, City Attorney

PROCLAMATION
2015 CONSTITUTION WEEK

WHEREAS: It is the privilege and duty of the American people to commemorate the two hundred twenty-eighth anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Mayor Kathleen Warren, by virtue of the authority vested in me as Mayor of the City of Clarkston, Washington, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

and urge all citizens to study the Constitution, and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the (State or City) to be affixed this 28th day of September of the year of our Lord two thousand fifteen.

Signed _____

Kathleen A. Warren, Mayor

Attest _____

Vickie Storey, City Clerk

August 6, 2015



Quality Inn & Suites
700 Port Dr.
Clarkston, WA. 99403

City of Clarkston
Clarkston City Council
829 5th Street
Clarkston, WA 99403

Dear City Council,

I would be interested in filling the now vacant position on the Asotin County Lodging Tax Advisory Committee. I understand the committee meets twice a year, the fourth Wednesday in March and the fourth Wednesday in October. Since I have been working in the hospitality industry for a number of years now, I feel that I would be a good candidate to fill this position. I know that tourism is very important to the Lewis-Clark Valley, and I would like the opportunity to help decide where the funds are allocated.

With Regards,

A handwritten signature in cursive that reads 'Danielle Conklin'.

Danielle Conklin
General Manager
Clarkston Quality Inn & Suites
(509)758-9500 – P
qiclarkston@gmail.com



Choice Hotels • Platinum Award
700 Port Drive • Clarkston, Washington 99403 • (509) 758-9500 • Fax (509) 758-5580
www.qualityinnclarkston.com • E-mail: qualityinn@valint.net



**INTERAGENCY AGREEMENT
BETWEEN
Clarkston Police Department AND
WASHINGTON TRAFFIC SAFETY COMMISSION**

THIS AGREEMENT is made and entered into by and between the Clarkston Police Department, hereinafter referred to as "AGENCY," and the Washington Traffic Safety Commission, hereinafter referred to as "WTSC."

THE PURPOSE OF THIS AGREEMENT is to provide funding for the Walla Walla Police Department to conduct multijurisdictional, high visibility enforcement (HVE) traffic safety emphasis patrols (as outlined in Exhibit A), in support of Target Zero priorities. **The Target Zero Manager (TQM) and/or Law Enforcement Liaison (LEL) assigned to the AGENCY's county shall coordinate the Scope of Work as outlined below** with the goal of reducing traffic related deaths and serious injuries.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

The AGENCY shall conduct specific HVE patrols as described in the Statement of Work attached as Exhibit A and as coordinated by the local TQM and/or LEL.

PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence on October 1, 2015 and remain in effect until September 30, 2016 unless terminated sooner, as provided herein.

COMPENSATION AND CONDITIONS

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the Statement of Work will not exceed \$2,696.00. Funds break down into the following enforcement overtime categories:

**Statewide Impaired Driving Patrols: \$1,000.00
Grant Award # MAP-21 Section 405d; CFDA # 20.616**

**Statewide Seat Belt Patrols: \$425.00
Grant Award # MAP-21 Section 405b; CFDA # 20.616**

**Statewide Distracted Driving Patrols: \$371.00
Grant Award # Section 402; CFDA # 20.600**

**Flex Funding: \$900.00
(Local DUI, Speed, Distracted, and Seat Belt Patrols)
Grant Award # Section 402; CFDA # 20.600
Grant Award # MAP-21 Section 405d; CFDA # 20.616**

These funds shall not be commingled and are only to be utilized for the specified emphasis area.



Department of Commerce

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Washington State Dept. of Commerce
Office of Crime Victims Advocacy
STOP Violence Against Women Grant Program
10/5/2015 deadline

Clarkston Police Department JVZHOG

\$ 15,157 Requested

Submitted: 9/17/2015 9:43:08 AM (Pacific)

Project Contact
Joel Hastings
jhastings@clarkstonpolice.org
Tel: (509) 758-1680

Additional Contacts
none entered

Clarkston Police Department

830 5th Street
Clarkston, WA 99403

Telephone(509) 758-1680
Fax (509) 758-1670
Web www.clarkston-wa.com

Chief
Joel Hastings
jhastings@clarkstonpolice.org

Application - Section Two

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

1. Do the activities in this renewal application differ significantly from your current STOP Grant?

- Yes
- No - Proceed to Question 3

2. If you selected "Yes" please briefly describe the activity changes.

-answer not presented because of the answer to #1-

3. LOCAL GOVERNMENT RECIPIENTS ONLY: If you meet all of the following conditions, your office must have an Equal Employment Opportunity Plan on file that has been approved within the last two years by the federal Office for Civil Rights.

1) Local Government Agency; AND 2) Employ 50 or more employees; AND 3) Single largest Department of Justice award is \$25,000 or more

- We do not meet all of the above conditions for an EEOP, I have consulted with the appropriate person in my organization, and we are not required to have an EEOP.
- I have consulted with the appropriate person in my organization and we are required to have an EEOP, which was last updated within the last two years.
- Not Applicable (e.g.: Non-Profit, Tribe)

4. If your organization is required to have an EEOP, please provide the date it was last updated.

If you are not required to have an EEOP type N/A.

January, 26, 2015

5. Budget Detail Worksheet Questions

These questions pertain to content in the Budget Details tab. Please select the appropriate option below.

- ADMINISTRATIVE COSTS - We have elected to charge up to 15% of our agency's STOP Grant funding for administrative expenses. Administrative costs must be related to STOP Program activities and can include staff not providing direct services with victims/survivors, such as, executive director, accounting staff, and receptionist.
- INDIRECT COSTS - We have elected to charge a de minimis rate of 10% of the Modified Total Direct Costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each award. This methodology once elected must be consistently for all federal awards. If used, you must have your auditor certify your computation method meets the Uniform Guidance requirements.
- INDIRECT COSTS - We have a federally negotiated indirect cost rate. A copy of this agreement has been uploaded to our STOP Grant application.

Not requesting administrative or indirect costs

6. Please list the name of the person and the date the civil rights training requirement was completed.
Joel Hastings/September, 16, 2015

Budget Summary

Budget Summary	Totals (copied from Budget Details tables)
Salaries	
Benefits	
Contracted Services/Subgrantees	\$ 15,157.00
Goods and Services	
Administrative Costs	
Indirect Costs	
Total	\$ 15,157.00
Match	Total
Match (optional for victim services that are not part of criminal justice and Tribes.)	\$ 7,577.84
Total	\$ 7,577.84

Budget Details

SALARIES, BENEFITS, CONTRACTED SERVICES, GOODS & SERVICES

	Description (see instructions, above)	Computation	Cost
SALARIES			
1			\$
2			\$
3			\$
4			\$
5			\$
Total Salaries* (Please transfer this total to the Budget Summary tab)			\$ 0
BENEFITS			
1			\$
2			\$
3			\$
4			\$
5			\$
Total Benefits* (Please transfer this total to the Budget Summary tab)			\$ 0
Duties of the above positions (see instructions):			\$
CONTRACTED SERVICES			
1	Phone, Supplies, and equipment	\$100.00 x 12	\$ 1,200
2	Supervision and Training	4hrs x \$41.67x 12	\$ 2,000
3	Office Space	374.82 mo x 12	\$ 4,378
4			\$

5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
Total Contracted Services/Subgrantees* (Please transfer this total to the Budget Summary tab)		\$ 7,578

Activities to be provided. (Examples: Contractor will provide advanced training to attorneys. Officer overtime for investigations and/or attendance at approved trainings.)	Victim/Witness Coordinator	1010.5 hrs Victim/Witness Coordinator @ \$15.00 per hour	\$ 15,158
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GOODS AND SERVICES

Rent (Calculated by square foot of space utilized by staff listed in salaries and multiplied by FTE percentage paid by this grant)		\$
Utilities (water, sewage, garbage, electric)		\$
Communications (phone, cell phone, answering service)		\$
Internet - OCVA approval required for victim service agencies. See Computer Networks note in instructions (above).		\$
Office Supplies, Copies, Printing		\$
Trainings (registrations, per diem, travel)		\$
Travel (mileage for grant-funded staff for project activities)		\$
Equipment (itemized and prorated)		\$
Client Supplies (If purchasing gift cards, a copy of procedures/policies and a plan for distribution of cards must be provided to OCVA.)		\$
Professional Liability Insurance (for grant-funded staff)		\$
Other		\$
Total Goods and Services* (Please transfer this total to the Budget Summary tab)		\$ 15,158

Total		\$ 22,735
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ADMINISTRATIVE COSTS

	Item Description	Computation	Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
Total			\$ 0

INDIRECT COSTS

	Item Description	Computation	Cost
1			\$
2			\$
3			\$
4			\$

5	\$
6	\$
7	\$
Total	\$ 0

NON-FEDERAL BUDGET MATCH (Optional for Victim Services and Tribes)

Match Description	Computation	Costs
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
Total		\$ 0

Certifications/Assurances and Other Documents

Documents Requested *

Federal Assurances
[download template](#)

Acknowledgement of Confidentiality and Privacy Provisions
[download template](#)

Criminal Justice STOP Certification
[download template](#)

Federally Negotiated Indirect Cost Rate (if applicable) If using a federally Negotiated Indirect Cost Rate, a copy of the signed agreement must be uploaded.

Subgrantee Agency Information Form
[download template](#)

Required?

Attached Documents *

[CPD Federal Assurances](#)

[CPD Acknowledgement](#)

[CPD STOP Certification](#)

[CPD Subgrantee](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 43884

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