



CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, October 27, 2014



1. **CALL TO ORDER: 7:00 P.M.**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL:**
4. **AGENDA CHANGES:**
5. **APPROVAL OF MINUTES:
October 13, 2014, Regular Meeting**

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

7. **COMMITTEE REPORTS:**
 - A. **Finance – Audit Report on Current Bills**
 - B. **Public Safety – October 21**
 - C. **Public Works –**
 - D. **Administrative/Intergovernmental – October 27**
 - E. **Community Development – no meeting**

8. **UNFINISHED BUSINESS:**

9. **NEW BUSINESS:**
 - A. **Resolution No. 2014-15, Adopting Regional Stormwater Budget (PW)**
 - B. **Authorization to Apply for DOE Grant for Stormwater Improvements (PW)**
 - C. **Resolution No. 2014-16, Electronic Resources Use Policy (Admin)**
 - D. **2015 Contract for Services, The Wesley Group (Admin)**
 - E. **Proclamation – National American Indian Heritage Month**
 - F. **Request for Annual Christmas Parade (PS)**
 - G. **Discussion of Marijuana Ban (PS)**

10. **COUNCIL COMMENTS**
11. **MEDIA QUESTIONS**
12. **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.

CLARKSTON CITY COUNCIL MINUTES
October 13, 2014

COUNCIL:

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

Motion by Nash/Blackmon to excuse Beadles. Motion carried.

STAFF:

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

AGENDA CHANGES:

APPROVAL OF MINUTES: MOTION BY NASH/BAUMBERGER to approve the minutes of the September 22, 2014, Regular Meeting. Motion carried.

COMMUNICATIONS:

A. From the Public:

Dick Sherwin, 3905 Barr Rd, Lewiston, left written information for the councilmembers on the effects of marijuana.

B. From the Mayor:

Mayor Warren gave a clarification of Robert's Rules on abstentions. Abstentions do not count as a vote, therefore with a vote of 3-1, the motion in question passed.

C. From Staff:

PWD Martin reported that the Sixth Street Trick or Treat event is now being organized by KOZE radio. He just received the Special Event Permit request. MOTION BY PROVOST/NASH to approve the request. Motion carried.

Dan Sokoloski, fire captain, spoke regarding staffing in the department. He said that overtime is another issue that would be impacted by reducing staff. He feels that overtime will be increased significantly and the current employees are at a saturation point with overtime now. He asked the council to give consideration during the budget discussion. Councilmember Provost asked if the firefighters would be willing to make wage concessions to keep staff. Sokoloski said he could not answer that question, but it could be discussed during negotiations. Councilmember Nash asked if Sokoloski had ideas on how to keep volunteers. He said volunteer retention is a nationwide problem and they looking at all options.

COMMITTEE REPORTS:

Finance: Councilmember Provost reported the bills were reviewed and approved for payment. Total expenditures for September 30, 2014 of \$64.00 and for October 13, 2014 of \$640,960.22. MOTION BY PROVOST/NASH to approve the bills. Motion carried.

Public Safety: Councilmember Provost reported on October 7 meeting. Committee discussed the application for a STOP grant, a Washington Traffic Safety Grant and a contract for jail services with Garfield County. All are on the agenda.

Chief Cooper said the new fire truck had a few issues that are being resolved by the vendor. Cooper is working with Clearwater Paper to see if they might have a place to store the old fire engine. Cooper said work is continuing on the dispatch agreement and feels the advisory committee is an important tool.

Public Works: Councilmember Nash reported on the October 1 meeting. The 13th Street Project will be going out to bid on November 4. The committee reviewed an agreement with Asotin County for

engineering services. Keller Associates presented an addendum to their contract for design of a stormwater project that would allow them to make the project “bid ready”.

There have been some issues about the new sanitation process. The staff is working through them.

Admin Committee: Councilmember Manchester said committee met earlier today. Clerk Storey presented some information regarding the proposed increase to court fees. She will prepare some cost figures to show how the increase would impact revenues. Committee reviewed the contract with Garfield County.

Community Development: No meeting.

UNFINISHED BUSINESS:

A. Ordinance No. 1529, Amend Zoning re: Recreational Marijuana Businesses – 2nd Reading for Action

Ordinance No. 1529 was read by title. MOTION BY BAUMBERGER/KOLSTAD to approve Ordinance No. 1529. Councilmember Blackmon said this still doesn't address whether the city will allow marijuana businesses and he hopes that comes up before the moratorium expires. Motion carried, 5-1, Provost opposed.

B. Ordinance No. 1531, Wheeled All-Terrain Vehicles – 2nd Reading for Action

Ordinance No. 1531 was read by title. MOTION BY KOLSTAD/NASH TO APPROVE Ordinance No. 1531. Motion carried, 5-1, Provost opposed.

NEW BUSINESS:

A. Resolution No. 2014-14, Interfund Loan to TBD

Resolution No 2014-14 was read by title. MOTION BY BAUMBERGER/NASH to approve Resolution No. 2014-14. Motion carried, 5-1, Kolstad opposed.

B. Loan Agreement with TBD

MOTION BY BAUMBERGER/NASH to approve the loan agreement between the City and the TBD. Motion carried, 5-1, Kolstad opposed.

C. Traffic Emphasis Grant Application

MOTION BY BAUMBERGER/NASH to authorize the Traffic Grant application. Chief Hastings explained that this agreement is an annual agreement that provides funding for officers to work overtime for certain traffic issues. There is no cost to the city. This grant will cover impaired driving, seat belt emphasis and distracted driving. Motion carried.

D. STOP Grant Application

MOTION BY BAUMBERGER/NASH to authorize the STOP grant application. Chief Hastings said the City has received this grant for many years. It provides an advocate to work with domestic violence victims. Motion carried.

E. Agreement for Jail Services with Garfield County

MOTION BY BAUMBERGER/NASH to approve the agreement with Garfield County for jail services. Chief Hastings said there has been an agreement with Garfield for several years, but it was outdated. Garfield County jail will be used for prisoners who have been sentenced to longer terms. Cost is less than Asotin County, but savings may be offset by the ability to house more short term prisoners at Asotin County. Motion carried.

F. Work Order Request for Engineering on 13th Street Project

MOTION BY NASH/BAUMBERGER to approve the work order agreement. PWD Martin explained that the City has a work for others agreement with Asotin County. This work request order provides a list of services that will be provided by the County for the project. Motion carried.

G. Addendum No. 1, Keller Associates, Stormwater Planning

MOTION BY KOLSTAD/BAUMBERGER to approve the addendum to the Keller contract. PWD Martin explained that the city received a grant for stormwater planning. The original contract provided for a 90% complete design. There were funds left in the grant to allow the plans to be completed to a bid ready status. Motion carried.

COUNCIL COMMENTS:

Councilmember Provost commented on the dangers of texting while driving. Provost commented that he doesn't believe housing some prisoners at Garfield County will take revenue from Asotin County, but that the jail will be filled with other prisoners that there might not be space for otherwise.

MEDIA QUESTIONS:

ADJOURNMENT:

Meeting adjourned at 7:37 p.m.

Vickie Storey, City Clerk

Kathleen A. Warren, Mayor

Total Fund Expenditures, 9/30/14	Ck #57483	\$64.00
Total Fund Expenditures, 10/13/14	Ck #57536-57614	\$362,309.03
Payroll, 9/30/14	Ck #57484-57535	\$278,651.19

Public Safety Committee

October 21, 2014

Attendance: Chief Hastings, Chief Cooper, Bill Provost, Terry Beadles, Butch Atkin, and Sherry Greenup

Sherry presented an argument for banning marijuana with the city limits. The negative impact of marijuana sales on the youth in our community presents a heavy responsibility on the council. To allow sales of this drug in our business district promotes society approval with our youth. Youth will experiment with this drug as it will be readily available in some homes, similar to alcohol. Marijuana sales offer no benefit to our community and will only be the driving element for additional problems. There is a system in place for those who advocate marijuana use for medical purposes. An outlet is established in Pullman for non-medical purchases. Asotin County has provided a location for retail sales for business people who feel that marijuana sales are lucrative. The committee voted that a ban on marijuana sales within our city be approved by the council. (Agenda item for council action).

We will be discussing Aging and Long term care emergency evacuation in the future.

Butch presented the need for more financial support for emergency preparedness. This support allows Butch to apply for grants that provide equipment for our police and fire departments.

The committee approved the 2014 Lighted Christmas Parade as requested by the Chamber of Commerce. (Agenda item for council action).

Chief Cooper reported that the Clearwater Paper Fire Department agreement with Clarkston Fire Department is being reviewed by both entities.

RESOLUTION No. 2014-15

A RESOLUTION OF THE CITY OF CLARKSTON, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE REGIONAL STORMWATER INTERLOCAL FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2015.

WHEREAS, the City entered into an Interlocal agreement with Asotin County and the City of Asotin to form a Storm Sewer and Surface Water Management Public Utility; and

WHEREAS, the Regional Stormwater Public Utility is managed by a Stormwater Advisory Group with representatives from each participating entity; and

WHEREAS, the Advisory Group prepares and recommends an annual operating budget for the Utility; and

WHEREAS, the Advisory Group has prepared a budget for the year commencing January 1, 2015 and recommends its adoption by each of the participating entities;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston that the budget for the year commencing January 1, 2015 attached to this resolution is hereby approved.

Passed in open meeting this _____ day of October, 2014

APPROVED:

Kathleen A. Warren, Mayor

ATTEST:

Vickie Storey, City Clerk

Fund	Bars Account	Account Description	14' Budget	Amendments	14' Revised Budget	June Yr-to-date	Next Yr 15' Budget
Stormwater							
460.000	111.10.00	Stormwater Operations - Cash	\$0.00	\$0.00	\$0.00	\$553,739.84	\$0.00
460.000	111.70.10	Stormwater Petty Cash / Change Fund	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00
460.000	111.70.11	Stormwater Revolving Fund Res. 11-06	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00
460.000	308.00.00	Stormwater Beginning Fund Balance	-\$688,338.00	\$0.00	-\$688,338.00	-\$690,337.95	-\$311,296.00
460.000	322.10.12	Construction Permits	-\$5,000.00	\$0.00	-\$5,000.00	-\$4,550.00	-\$5,000.00
460.000	334.03.1029	2014 Capacity Grant	-\$106,000.00	\$0.00	-\$106,000.00	-\$82,089.58	\$0.00
460.000	334.03.1032	2014 Planning/Design Grant	-\$120,000.00	\$0.00	-\$120,000.00	-\$23,491.58	\$0.00
460.000	334.03.1033	Decant Facility	-\$56,250.00	\$0.00	-\$56,250.00	\$0.00	-\$50,000.00
460.000	334.03.1034	EWA Outreach Grant	-\$50,500.00	\$0.00	-\$50,500.00	-\$4,423.69	-\$25,000.00
460.000	338.31.10	City of Asotin Stormwater Utility	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
460.000	338.31.11	City of Clarkston	\$0.00	\$0.00	\$0.00	-\$46,511.67	\$0.00
460.000	343.10.00	Asotin County	-\$307,488.00	\$0.00	-\$307,488.00	-\$170,664.04	-\$307,500.00
460.000	343.11.10	City of Asotin Stormwater Utility	-\$33,696.00	\$0.00	-\$33,696.00	-\$13,685.17	-\$33,696.00
460.000	343.11.11	City of Clarkston	-\$296,448.00	\$0.00	-\$296,448.00	-\$96,580.42	-\$284,682.00
460.000	369.90.00	Misc. Revenue	\$0.00	\$0.00	\$0.00	-\$667.51	\$0.00
Total Rev.					With Beginning Fund Balance		-\$1,017,174.00
460.000	508.00.00	Ending Cash Balance	\$458,170.00	-\$146,874.00	\$311,296.00	\$0.00	-\$62,131.00
460.000	531.31.10	Coordinator	\$50,000.00	\$698.00	\$50,698.00	\$24,835.58	\$52,045.00
460.000	531.31.11	Utility Billing Clerk	\$18,000.00	\$1,400.00	\$19,400.00	\$9,737.10	\$20,245.00
460.000	531.31.12	1 FTE	\$42,500.00	\$1,341.00	\$43,841.00	\$21,719.29	\$44,918.00
460.000	531.31.14	SW Operator 2	\$42,500.00	\$1,341.00	\$43,841.00	\$21,687.66	\$43,138.00
460.000	531.31.22	Social Security	\$10,000.00	\$0.00	\$10,000.00	\$4,824.08	\$10,000.00
460.000	531.31.2201	Medicare	\$2,225.00	\$63.00	\$2,288.00	\$1,128.19	\$2,351.00
460.000	531.31.23	Retirement	\$12,500.00	\$2,031.00	\$14,531.00	\$7,181.92	\$16,400.00
460.000	531.31.24	Medical Insurance	\$22,500.00	\$0.00	\$22,500.00	\$10,951.90	\$23,400.00
460.000	531.31.2410	VEBA Insurance	\$1,500.00	\$0.00	\$1,500.00	\$525.00	\$1,500.00
460.000	531.31.25	Dental Insurance	\$3,325.00	\$0.00	\$3,325.00	\$1,661.40	\$3,366.00

Fund	Burs Account	Account Description	14' Budget	Amendments	14' Revised Budg	June Yr-to-date	Next Yr 15' Budget
Stormwater							
460.000	531.31.26	Vision Insurance	\$438.00	\$0.00	\$438.00	\$218.22	\$438.00
460.000	531.31.27	Labor & Industry	\$5,000.00	\$0.00	\$5,000.00	\$2,108.87	\$5,000.00
460.000	531.31.28	Life Insurance	\$242.00	\$0.00	\$242.00	\$0.00	\$242.00
460.000	531.31.31	Office Supplies	\$3,000.00	\$0.00	\$3,000.00	\$1,225.02	\$2,500.00
460.000	531.31.41	County Billing Expenses	\$17,000.00	\$0.00	\$17,000.00	\$6,078.77	\$17,000.00
460.000	531.31.4101	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00
460.000	531.31.4110	Legal Services City of Asotin	\$2,500.00	\$0.00	\$2,500.00	\$87.50	\$2,500.00
460.000	531.31.4111	Legal Services City of Clarkston	\$2,000.00	\$0.00	\$2,000.00	\$866.25	\$2,000.00
460.000	531.31.4112	Legal Services Asotin County	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
460.000	531.31.4113	Grant Writing Professional Services	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
460.000	531.31.4132	Professional Services Design Grant	\$120,000.00	\$0.00	\$120,000.00	\$50,255.85	\$0.00
460.000	531.31.4134	EWA Outreach Consultant	\$47,500.00	\$0.00	\$47,500.00	\$5,598.90	\$25,000.00
460.000	531.31.42	Communication	\$1,000.00	\$0.00	\$1,000.00	\$394.07	\$1,000.00
460.000	531.31.43	Travel	\$2,000.00	\$0.00	\$2,000.00	\$676.72	\$2,500.00
460.000	531.31.44	Advertising	\$30,000.00	\$0.00	\$30,000.00	\$16,007.86	\$30,000.00
460.000	531.31.4901	Misc. Costs	\$5,000.00	\$0.00	\$5,000.00	\$1,347.51	\$5,000.00
460.000	531.31.4902	Training	\$2,000.00	\$0.00	\$2,000.00	\$1,040.78	\$3,000.00
460.000	531.31.4910	Phase 2 Permit Fees Asotin City	\$1,000.00	\$0.00	\$1,000.00	\$335.24	\$2,080.00
460.000	531.31.4911	Phase 2 Permit Fees Clarkston	\$2,400.00	\$0.00	\$2,400.00	\$1,160.76	\$2,400.00
460.000	531.31.4912	Phase 2 Permit Fees County	\$2,800.00	\$0.00	\$2,800.00	\$1,398.42	\$3,100.00
460.000	531.31.5110	Management Team - City of Asotin	\$3,200.00	\$0.00	\$3,200.00	\$540.00	\$3,200.00
460.000	531.31.5111	Management Team - City of Clarkston	\$2,000.00	\$0.00	\$2,000.00	\$1,063.00	\$2,000.00
460.000	531.31.5112	Management Team/Admin. Asotin Cour	\$5,000.00	\$0.00	\$5,000.00	\$424.86	\$1,500.00
460.000	531.31.5120	City of Asotin Prof Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
460.000	531.31.5121	City of Clarkston Prof Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
460.000	531.32.4112	Mapping - Asotin County	\$10,000.00	\$0.00	\$10,000.00	\$2,974.82	\$5,000.00
460.000	531.32.4113	Survey Services					\$5,000.00
460.000	531.35.5110	City of Asotin O&M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
460.000	531.35.5112	Asotin County O&M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
460.000	531.35.5113	SW Program O&M	\$50,000.00	\$0.00	\$50,000.00	\$24,376.25	\$50,000.00
460.000	531.36.5110	Billing Expenses - City of Asotin	\$11,000.00	\$0.00	\$11,000.00	\$5,496.00	\$11,000.00
460.000	531.36.5111	Billing Expenses - City of Clarkston	\$25,000.00	\$0.00	\$25,000.00	\$14,738.71	\$25,000.00

<i>Fund</i>	<i>Bars Account</i>	<i>Account Description</i>	<i>14' Budget</i>	<i>Amendments</i>	<i>14' Revised Budg</i>	<i>June Yr-to-date</i>	<i>Next Yr 15' Budget</i>
Stormwater							
460.000	531.38.4102	Data Processing Quarterly	\$2,000.00	\$0.00	\$2,000.00	\$1,000.00	\$2,000.00
460.000	531.38.4201	PBX Communications Quarterly	\$400.00	\$0.00	\$400.00	\$200.00	\$400.00
460.000	531.38.45	Office Rental	\$4,000.00	\$0.00	\$4,000.00	\$2,000.00	\$4,000.00
460.000	531.38.4501	Equipment Rental	\$7,200.00	\$0.00	\$7,200.00	\$2,100.00	\$7,200.00
460.000	531.38.4510	ER&R Stormwater	\$281,000.00	\$140,000.00	\$421,000.00	\$140,500.00	\$190,000.00
460.000	531.38.46	Insurance	\$6,000.00	\$0.00	\$6,000.00	\$3,000.00	\$6,000.00
460.000	531.38.49	B&O Tax	\$6,800.00	\$0.00	\$6,800.00	\$2,527.83	\$6,800.00
460.000	588.80.00	Prior Year Correction	\$0.00	\$0.00	\$0.00	\$70,362.28	\$0.00
460.000	594.38.6401	Equipment	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$10,000.00
460.000	594.38.6402	Monitoring/Mapping Equipment	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
460.000	594.38.6404	Decant Facility Construction	\$75,000.00	\$0.00	\$75,000.00	\$80.00	\$65,000.00
460.000	597.38.10	Capital Reserve - Asotin	\$10,880.00	\$0.00	\$10,880.00	\$5,440.00	\$10,880.00
460.000	597.38.11	Capital Reserve - Clarkston	\$101,840.00	\$0.00	\$101,840.00	\$50,920.00	\$101,840.00
460.000	597.38.12	Capital Reserve County	\$111,300.00	\$0.00	\$111,300.00	\$54,844.20	\$111,300.00
Total Exp.							\$955,043.00
Asotin Co. Capital							
460.001	111.10.00	CASH	\$0.00	\$0.00	\$0.00	\$387,260.21	\$0.00
460.001		FUND BALANCE	-\$333,819.00	\$0.00	-\$333,819.00	-\$333,819.07	-\$333,819.00
460.001	397.38.12	County Capital Transfer	-\$111,300.00	\$0.00	-\$111,300.00	-\$54,844.20	-\$111,300.00
460.001		Ending Cash Balance	\$333,819.00	\$0.00	\$333,819.00	\$0.00	\$333,819.00
460.001	594.38.63	Capital	\$111,300.00	\$0.00	\$111,300.00	\$1,403.06	\$111,300.00
Asotin City Capital							
460.002	111.10.00	CASH	\$0.00	\$0.00	\$0.00	\$48,586.81	\$0.00
460.002		FUND BALANCE	-\$47,121.00	\$0.00	-\$47,121.00	-\$47,121.25	-\$47,121.00

<i>Fund</i>	<i>Bars Account</i>	<i>Account Description</i>	<i>14' Budget</i>	<i>Amendments</i>	<i>14' Revised Budg</i>	<i>June Yr-to-date</i>	<i>Next Yr 15' Budget</i>
Stormwater							
460.002	397.38.10	City of Asotin Capital Transfer	-\$16,880.00	\$0.00	-\$16,880.00	-\$5,440.00	-\$10,880.00
		Ending Cash Balance	\$47,121.00	\$0.00	\$47,121.00	\$0.00	\$47,121.00
460.002	594.38.63	Capital	\$16,880.00	\$0.00	\$16,880.00	\$3,974.44	\$10,880.00
Clarkston Capital							
460.003	111.10.00	CASH	\$0.00	\$0.00	\$0.00	\$282,148.30	\$0.00
		FUND BALANCE	-\$238,765.00	\$0.00	-\$238,765.00	-\$238,765.48	-\$238,768.00
460.003	397.38.11	Clarkston Capital Transfer	-\$101,840.00	\$0.00	-\$101,840.00	-\$50,920.00	-\$101,840.00
		Ending Cash Balance	\$238,765.00	\$0.00	\$238,765.00	\$0.00	\$0.00
460.003	594.38.63	Capital	\$101,840.00	\$0.00	\$101,840.00	\$7,537.18	\$101,840.00
Stormwater ER&R							
460.004	111.10.00	Cash	\$0.00	\$0.00	\$0.00	\$318,388.63	\$0.00
		FUND BALANCE	-\$182,348.00	\$0.00	-\$182,348.00	-\$182,348.22	-\$124,348.00
460.004	362.21.460	Rental Rate	-\$281,000.00	\$0.00	-\$421,000.00	-\$140,500.00	-\$190,000.00
Total Rev.							
460.004	508.00.00	Ending Cash Balance	\$123,098.00	-\$381,000.00	-\$124,348.00	\$0.00	-\$194,348.00
460.004	548.69.32	Equipment Fuel	\$3,000.00	\$0.00	\$3,000.00	\$891.85	\$10,000.00
460.004	548.69.48	Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$3,567.74	\$20,000.00
460.004	594.31.64	Capital Equipment	\$0.00	\$381,000.00	\$381,000.00	\$0.00	\$90,000.00
460.004	594.38.66	Lease - Vactor	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00
Total Exp.					\$479,000.00		\$120,000.00

City of Clarkston
Public Works Director
829 5th St.
(509) 758-1662
(509) 769-6019fax

Memo

To: Council

From: James E. Martin, PWD

CC: Mayor Warren

Date: Oct. 16, 2014

Re: Stormwater Grant & Stormwater Budget

We have an opportunity to have Keller Associates move forward with a construction grant application for the Stormwater Project I discussed last meeting and you approved a contract addendum. They will do the application for the amount in the addendum so no changes needed there. The application is due by the 7th of November so it was necessary to get Council permission to move forward. The Stormwater project is estimated at \$496,000.00 with our match at \$74,400.00, a great return for our money. The funds would come out of our Stormwater reserves that will easily support the expense.

Speaking of Stormwater expense, it's time to review next year's Stormwater budget anticipating an approval that would be forwarded to the County Commissioners for official approval. I'm glad to say that we are looking at an ability to extend our program with no increase in cost to our citizens by using our reserves to support the program. The budget is attached for your review. Overall, the Management Team is happy with the programs progress and the budget you are reviewing. We will have a resolution of adoption on hand as timing is important. Clarkston and Asotin must approve prior to the County's adoption as program administrators.

Thanks,



Jim



KELLER
associates

733 5th Street Suite D Clarkston, WA 99403
Phone: 509.295.6095 - Fax: 509.295.6104

Project: 2014 Stormwater Improvements
Client: City of Clarkston
Engineer: Kevin Poole, P.E.
Description: Stormwater Improvements
Created: August 1, 2014

ENGINEER'S OPINION OF MOST PROBABLE CONSTRUCTION COST

2014 STORMWATER IMPROVEMENTS

ITEM #	BID ITEM	QUANTITY	UNITS	UNIT PRICE	COST
1	Selective Demolition	1	LS	\$ 12,023.40	\$ 12,023
2	Utility Relocate and Adjust to Grade	1	LS	\$ 4,700.00	\$ 4,700
3	Repair/Replace Curb	100	LF	\$ 24.00	\$ 2,400
4	Storm Drain Pipe - 12"	1,500	LF	\$ 33.00	\$ 49,500
5	Monitoring Wells	1	EA	\$ 800.00	\$ 800
6	Seepage Bed	140	LF	\$ 1,300.00	\$ 182,000
7	Type 1 Catch Basin	19	EA	\$ 1,500.00	\$ 28,500
8	30" Dia Catch Basin	3	EA	\$ 1,800.00	\$ 5,400
9	Drywells	7	EA	\$ 2,200.00	\$ 15,400
10	Asphalt Patching	500	SY	\$ 34.00	\$ 17,000
11	Pervious Concrete	40	SY	\$ 250.00	\$ 10,000
12	Construction Traffic Control	1	LS	\$ 24,800.00	\$ 24,800
13	Environmental Compliance	1	LS	\$ 2,000.00	\$ 2,000
14	Erosion and Sediment Control	1	LS	\$ 1,800.00	\$ 1,800
15	Mobilization, Bonding and Insurance			10%	\$ 35,632
16	Contingency			10%	\$ 39,196
17	Construction Administration, Engineering, & Inspection			15%	\$ 64,673
TOTAL = \$					496,000
25% Local Match = \$					124,000
15% (Hardship) Local Match = \$					74,400

The opinion of most probable cost herein is based on our perception of current conditions at the project location. This estimate reflects our opinion of probable costs at this time and is subject to change as the project design matures. Keller Associates has no control over variances in the cost of labor, materials, equipment, services provided by others, contractor's methods of determining prices, competitive bidding or market conditions, practices or bidding strategies. Keller Associates cannot and does not warrant or guarantee that proposals, bids or actual construction costs will not vary from the costs presented herein.

RESOLUTION NO. 2014-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON,
WASHINGTON, ADOPTING A POLICY FOR THE USE OF ELECTRONIC
RESOURCES**

WHEREAS, the City Council of the City of Clarkston finds it advantageous for the City employees to have access to the Electronic and Technology Resources in order to encourage effective and efficient use of time and equipment; and

WHEREAS, it is in the best interests of the City and the employees to set forth clear guidelines for the use of Electronic and Technology Resources in order to protect the City's assets and decrease the potential for abuse of the system;

NOW THEREFORE, the City Council of the City of Clarkston, Washington does resolve as follows:

Section 1. The City of Clarkston Electronic and Technology Resources Use Policy as set forth in Exhibit A, attached hereto and incorporated by this reference, is hereby adopted.

Section 2. This policy is effective immediately upon passage of this Resolution by the City Council.

DATED this _____ day of October, 2014

Kathleen A Warren, Mayor

Attest:

Vickie Storey, City Clerk

CITY OF CLARKSTON ELECTRONIC RESOURCES POLICY

1. PURPOSE

The proper stewardship of City electronic resources is a responsibility that all City officials and employees share. Accordingly, except as provided below, City employees may not use City electronic resources for personal benefit or gain or for the benefit or gain of other individuals or outside organizations. Responsibility and accountability for the appropriate use of City resources ultimately rests with the individual City official or City employee, or with the City official or City employee who authorizes such use. City officials and employees should ensure that any personal use of City electronic resources permitted by this policy is the most efficient in terms of overall time and resources. The City may require that individuals sign written acknowledgement of all or part of this policy as a condition of employment and/or prior to use of these resources.

2. DEFINITIONS

A. "City Officials" include all elected officials and all Department Heads.

B. "City Electronic Resources" include electronic and communications equipment, software, and systems, including, but not limited to: computers, computer networks, software, copiers, scanners, printers, other computer peripherals, telephones, fax machines, cellular phones, radios, applications such as the Internet, email, office systems, and other equipment or other property or resources under the official's or employee's official control or direction or in his or her custody or to which he or she has access.

3. DIRECTIVES

A. The City wants its officials and employees to be aware that its security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, or newsgroup. The City may keep a log of employees accessing the Internet which will be periodically audited. No user should have the expectation of privacy as to his/her Internet usage.

B. The City's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any City resource for illegal activity is grounds for immediate suspension. Likewise, the City will cooperate with any legitimate law enforcement activity.

C. Any software or files downloaded via the Internet into the City's network become the property of City. Any such files or software may be used only in ways that are consistent with their licenses and/or copyrights.

D. Only those users who are duly authorized to speak to the media or in public gatherings on behalf of City may speak/write in the name of the City of Clarkston to any newsgroup or chat room. Employees may participate in newsgroups or chats outside of work hours, but they do so as individuals speaking only for themselves.

E. The City has installed a variety of proxies and other security systems to assure the safety and security of its network. Any user who attempts to disable, defeat, or circumvent any security facility may be subject to disciplinary action.

- F. Public access databases (e.g., World Wide Web servers, File Transfer Protocol servers) must not be created or implemented without prior approval by the Mayor's office.

3. OVERSIGHT OF THE CITY'S INFORMATION AND COMMUNICATION SYSTEMS

Except as provided for elsewhere in this Policy, the City designates the Mayor's Office as the City department responsible for the oversight and maintenance of the City's non-law enforcement information and communication systems. The responsibility of the Mayor's Office includes, but is not limited to:

- A. Overseeing the performance of the City's independent contractor who maintains and supports the City's information and communication systems ("independent contractor");
- B. Overseeing the independent contractor to ensure the proper maintenance and repair of the City's computers and servers;
- C. Ensuring that the City's telecommunication system is properly maintained;
- D. In consultation with the City's independent contractor, assisting in the planning and implementation of computer systems used by non-law enforcement staff of the City;
- E. In consultation with the City's independent contractor, assisting in determining the City's computer needs and in planning new automated systems that will meet the City's objectives and comply with legal requirements and legislative changes affecting department services;
- F. Acting as the City's liaison between staff and the independent contractor when technical support, troubleshooting, repair, or advice regarding the City's information and communications systems is needed;
- G. Coordinating the implementation of new systems and the adoption of new or modified computer equipment and programs;
- H. Arranging for the maintenance and repair of computer equipment;
- I. Tracking all maintenance contracts regarding computer equipment;
- J. Maintaining and updating a written inventory of any software products purchased by the City;
- K. Maintaining and updating a written inventory of any hardware products purchased by the City;
- L. Conducting annual physical inventory of equipment and preparing inventory records and reports;
- M. Responding to inquiries and complaints regarding services provided; assures that appropriate information is provided and problems are resolved; and
- N. Ensuring the internal and external security of the City's computer system.

5. GENERAL PROVISIONS

A. Prohibition Against Use of City Electronic Resources for Personal Use

Except as provided below, no City Official or City employee may use City electronic resources for personal benefit or gain of the official, employee, or any other person. Except as provided in this policy, a City Official or employee may not make private use of City electronic resources.

B. Limited Exceptions to Prohibition Against Personal Use

The prohibition set forth in Section 5.A does not apply to the use of City resources to benefit another person if such use is consistent with the official or employee's official duties. Notwithstanding the prohibition against use of City electronic resources for personal benefit set forth in this policy, a City Official or employee may make occasional but limited use of City electronic resources if the following conditions are met:

- i. There is little or no cost to the City;
- ii. Any use is brief;
- iii. Any use occurs infrequently;
- iv. Any use of City electronic resources does not interfere with the performance of the official or employee's duties, and does not obligate other employees to use City resources;
- v. Any use does not disrupt or distract from the conduct of City business, including volume or frequency; and
- vi. The use does not compromise the security or integrity of City information or software.

C. Examples of "Occasional But Limited Use"

- i. Use of the email (or phone) during breaks to confirm that children have arrived home safely from school, confirming appointments with health care providers;
- ii. Use of the Internet during breaks, as long as such use does not interfere with official duties, pose a security risk, or consume excessive resources.
- iii. A City Official may authorize personal use of City electronic resources if he/she determines that such use promotes organizational effectiveness or enhances the job-related skills of the City Official or employee using such resources.
- iv. The Mayor may designate bulletin boards, either electronic or physical, which are authorized for personal use.
- vi. The Mayor may authorize City-owned software to be installed on a personally owned computer upon request by a City Official; provided, the installation does not violate the software license. The City assumes no liability for such installation or use.

D. Absolute Prohibition

Notwithstanding the limited exceptions provided herein, the City absolutely prohibits the following personal uses of City resources:

- i. Any downloading of content from an Internet site.
- ii. Any downloading of software from the Internet.
- iii. Any use for the purpose of conducting an outside business of the City Official, employee, or a relative or acquaintance of the Official or employee.
- iv. Any campaign or political use, unless such use has been determined not to be a violation of RCW 42.17.130 and .190 by the City Attorney, the Washington State Attorney General, or the Washington Public Disclosure Commission, or as otherwise authorized by law.
- v. Commercial uses such as advertising or selling, whether for personal or business purposes, other than authorized charitable or community-based promotions as designated in this policy.
- vi. Any use for private benefit or gain, including use of City contracts with vendors for the purchase of goods or services.
- vii. Any illegal activity, including any use of the Internet, software, or any other property or resource that violates copyright laws.
- viii. City Officials and City employees may not play games on a City-owned computer, even if the game was preloaded on the computer as part of the manufacturer's operating system. Downloaded and interactive games have the potential to undermine the security of City information and systems.
- ix. Nothing in this policy is intended to limit the ability of a City Official to adopt policies for their offices or departments that are more restrictive than the prohibitions provided herein.

E. No Expectation of Privacy

The City reserves the right to monitor the activities of all City Officials' and employees' City computers, email, Internet, fax, cell phones, and other electronic and communications systems. Users shall have no expectation of privacy when using City resources. Such records may be subject to disclosure under the Public Records Act as codified or hereinafter amended or may be disclosed for audit or other legitimate City operational or management purposes. Any records created while conducting City business using personally owned communications devices may also be subject to disclosure.

F. Violations – Penalty

In order to safeguard City resources, violators of this policy may be denied access to City computing and network resources and may be subject to other disciplinary action

within and outside the City. Violations of this policy will be handled in accordance with the City's established disciplinary procedures. The City may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of City computing and network resources, or to protect the City from liability. The City reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this policy.

6. SPECIAL PROVISIONS REGARDING COMPUTER ACCOUNTS

A. Security

Management must authorize all access to central computer systems. Computer accounts are assigned to individual City Officials and City employees for their exclusive use. Users are responsible for all activities conducted with accounts assigned to them. Each user is responsible for establishing and maintaining a password that meets City requirements.

Passwords must:

- Be changed every 90 days,
- Have a minimum length of 8 characters,
- Have a maximum length of 14 characters
- Be complex. Passwords should use three of the following four types of characters:
 - Lowercase
 - Uppercase
 - Numbers
 - Special characters such as !@#\$%^&*(){}[]

Passwords should not be easy to guess and should not contain your:

- Name,
- Username,
- Nickname, resolution No. 2014-15, Exhibit "A"
- Family member names,
- Pet's name
- Social Security Number,
- Birthday,
- License plate number,
- Address,
- Phone number.

Passwords should not be shared with anyone (except IT) or documented in a manner that is easily accessed by others, i.e. on a post-it note next to your computer.

User account and passwords are used to control access to City data resources based on an individual employee's need to access specific data. Users are responsible for data accessed, transmitted, copied, deleted, etc. to or from their computer account. To prevent unauthorized use, all users should log off of, or lock access to, all City computers and systems before leaving said computers or systems unattended. Data will not be copied or

transmitted without the same access restrictions as those placed on the original data. This provision is not intended to restrict distribution of data resulting from public disclosure requests or the authorized release of information by the City. The independent contractor and other authorized individuals may, by nature of assigned duties and in support of authorized activities, be exempt from any or all of these provisions regarding computer accounts. Exceptions shall be authorized by the Mayor.

7. SPECIAL PROVISIONS REGARDING ELECTRONIC MAIL

Electronic mail is an integral part of the City's communications. It is the policy of the City to encourage the responsible use of electronic mail whether internally or externally generated or viewed. This policy is meant to make all users aware of the risks associated with using electronic mail and to inform them of City's policy regarding such use. This policy applies to the electronic version of the messages and any paper or printed copies of the messages.

A. Purpose

The primary purpose of the City's electronic mail system is to facilitate the timely and efficient conduct of City business. The system is also provided to encourage and facilitate the free exchange of business-related communications and ideas between employees.

B. Right of Inspection

- i. The electronic mail system is intended for business purposes. Electronic mail communications constitute public records and the City has the right to access or monitor messages for work-related purposes, security, or to respond to public record requests. All messages should be composed with the expectation that they are public.
- ii. Users shall have no expectation of privacy in email messages, whether they are business related or an allowed personal use as provided herein. Use of electronic mail shall be considered consent to City Officials, managers, and other employees to inspect, use, or disclose any electronic mail or other electronic communications and/or data without further notice.

C. Prohibition of Inappropriate Message Content

Electronic mail should be businesslike, courteous, and civil. All the City's policies, including policies prohibiting discrimination and sexual harassment, shall apply to use of email. Email shall not be used for the expression of unlawful or discriminatory ill will or bias against individuals or groups, offensive material such as obscenity, vulgarity, or profanity, or other non-businesslike material. Sexually explicit material, cursing, and name-calling are expressly prohibited.

D. Forwarding of Electronic Mail

A user forwarding a message, which originates from someone else, may not make changes to that message without clearly disclosing the exact nature of the changes and the identity of the person who made the changes. Messages received from the City Attorney, or private attorneys acting on behalf of the City, its officers or employees, may be privileged communications and therefore, confidential, and these messages shall not be forwarded to non-City persons without the prior approval of the author.

E. Misdelivered Messages

If an electronic mail message comes to a user by mistake, the user should stop reading as soon as they realize the message was not meant for them and notify the sender or system administrator immediately.

F. User's Responsibility for Security

Users are responsible for the security of their electronic mail account password and any electronic mail that is sent via a user account. To protect a user account against unauthorized use, the following precautions should be taken: Log off from, or lock access to, the City computer before leaving it unattended. If user id logon is left open, and someone else uses it, it will appear as if user sent the message and user will be held accountable. Do not give out passwords. Users are responsible for messages sent via user account. Correspondingly, do not use or tamper with someone else's account without his/her knowledge and consent. Unauthorized use of an electronic mail account is in violation of this policy.

G. Use of Non-City Email Accounts

Non-City email accounts (like AOL, MSN, Yahoo!, Gmail, Hotmail, etc.) may not be used to conduct City business unless approved in advance by the Mayor. Likewise, a non-City email account may not be linked to a City email account. All City Officials and employees should be issued city e-mail accounts.

H. Transmission of Confidential Information

Confidential material must not be sent via electronic mail. Electronic mail messages may be intercepted, viewed, and used for non-approved purposes, especially when corresponding via the Internet, a medium over which the City has no control.

8. SPECIAL PROVISIONS REGARDING INTERNET WEB SITE ACCESS

The City encourages effective and efficient use of all City equipment for completion of City business. This includes use of the Internet for City employees to provide information to City residents, businesses, and other governmental agencies to search for information, and for information exchange.

A. Certain Use of Internet Prohibited

The following are specific examples of prohibited activities/access. This policy applies to use of any Internet or Intranet access system including but not limited to the City's network, the City's wireless access system (while on duty and/or using City-owned equipment), specific accounts set up at remote sites, or other City Page owned or funded access. The City reserves the right to discipline and to remove Internet access for any employee for violation of this policy. Use of City equipment to access pornographic web sites is prohibited at all times, except by law enforcement personnel in the conduct of their official duties and with the express permission of the Chief of Police. Use of the City Internet access to buy or sell merchandise or services online for personal use is expressly prohibited. This prohibition includes but is not exclusive to bidding on auction items, responding to bidders or buyers messages, receiving bidding notifications or alerts, and/or accessing PayPal or other buyer or seller accounts. Use of the City's Internet access to access social media web sites (MySpace, Facebook, Twitter, etc.) is expressly prohibited, except by personnel in the conduct of their official duties and with the express permission of the Mayor. Use of "instant messaging" software is prohibited unless permission is granted by the Mayor, pursuant to a written request based on a business necessity. Use of City Internet access to create or forward chain letters is prohibited.

B. Monitoring and Reporting of Internet Use

It is the responsibility of City Officials to monitor and audit Internet web use within their department. Because there is the potential for employee abuse of the system, the City may monitor and record user access to Internet sites and provide the Mayor or City Council with information that can be used to track access to all Internet sites as required or requested to enforce City or department policy.

C. Downloading Files

The possibility of downloading a file with a computer virus is great and care must be taken not to contaminate any computers in the City. Files copied from an Internet site, or any other outside source, must be scanned by virus checking software prior to being used on a City computer. The independent contractor shall make options available for virus checking of copied files.

9. UPDATING INFORMATION ON THE CITY'S WEBSITE

The City requires each City Department to be responsible for developing and maintaining respective website information and designates the City Clerk with overall authority for ensuring that the information on the City's website is accurate and up to date. Except as provided in these guidelines, no other employee of the City has authority to add or delete information on the City's website without the Mayor's and/or City Clerk's permission.

10. SPECIAL PROVISIONS REGARDING CITY-OWNED CELL PHONES AND SMARTPHONES

The purpose of the Cell Phone Use Policy is to provide guidance regarding the purchase and use of Cell Phones and establish the protocol for reimbursement by employees for personal use of City cell phones. It is the policy of the City to entrust employees with communications equipment for productivity and safety reasons; and it remains employees' responsibility to use such equipment prudently such that the safety of themselves, their co-workers and the general public is always their top priority. Employees who abuse this policy for whatever reason may be subject to disciplinary action, up to and including termination.

A. Protocol for City-Owned Cell Phones

A cell phone is considered a requirement under one or more of the following conditions:

- i. Job responsibilities require an employee to be away from regular land line access for long periods of time and communication by the employee is necessary to fulfill job objectives.
- ii. Cell phone use enhances the employee's personal safety on the job.
- iii. The employee's role carries responsibilities such that the ability to conduct two-way communication is necessary at all times.

B. No Right to Privacy

Employees have no right to privacy with respect to the use of City-Owned Cell Phones. This includes any and all voicemails, social media messaging, emails, text messages, call history and/or any other information stored on a cell phone, regardless of whether stored in the device or in remote sites and/or with remote services. The City has the right

to inspect any and all City-Owned Cell Phones used by employees for such information at any time and without notice.

C. Authorized Use of City-Owned Cell Phones

Cell phones provided by the City are the property of the City and are to be used to conduct City business as outlined below:

- i. Cell phones should not be used for personal use, except for necessary work related situations such as unanticipated overtime or family emergencies. Calls of this nature should be infrequent in number and brief in duration.
- ii. Employees must report non-work related, local and long-distance personal cell phone charges to the City and reimburse the City at the per-minute rate the City pays for minutes billable to the phone in excess of the "free-time" minutes if additional charges are incurred.
- iii. Cell phone use in violation of any local, state, or federal law is prohibited. Cell phone use in violation of City or department work policies or for the purpose of personal financial gain is prohibited. Cell phones may not be used for blogging, jokes, gambling, games, or social networking (e.g., Facebook, MySpace, Twitter). Cell phone use for any discriminatory, derogatory, sexual, illegal, unethical or otherwise inappropriate remarks or purposes is strictly prohibited.
- iv. Cell phone use and text messaging with a City-owned or privately-owned cell phone is prohibited while the employee is operating a City-owned motor vehicle, except as provided in RCW 46.61.667. Speaking on the cell phone while driving should be done so only with a hands-free device. If no hands-free device is available, the driver shall pull to the side of the road in a safe location prior to answering or initiating cell calls. The use of hands-free technology is encouraged.

D. Employee Responsibilities Regarding City-Owned Cell Phones

- i. Protect the City-owned cell phone from theft, loss or damage.
- ii. Immediately report loss or theft of a City-owned cell phone to your supervisor or Department Director.
- iii. As cell phone calls are not secure, use discretion while making calls of a sensitive or confidential nature.
- iv. Immediately return the telephone to your supervisor or Department Director if it is determined that the phone is no longer necessary for your job or upon leaving employment with the City.
- v. City-owned smart phones shall be used in accordance to the City's Cell Phone Policy and Computer Use Policy

E. Use of Personal Cell Phones to Conduct City Business

The City recognizes that some staff members carry personal cell phones for their personal use. Use of those cell phones during business hours should be kept at a minimum to discourage adverse impact on employee or co-worker performance and safety. Employees using privately-owned cellular phones may be reimbursed by City for direct air time for calls to conduct authorized City business when evidenced by a billing detail. Reimbursement is made through the City's expense claim process with the billing detail attached. City business calls should be identified, including the name of the person/agency called and the reason for the call. Any violation of this Cell Phone Use Policy may result in disciplinary action, up to and including termination.

F. Public Records Act

Employees should be aware that work-related texts and voice messages on cell phones are public records subject to the Public Records Act. Employees have a duty to maintain such records in accordance with the Washington Local Government Record Retention Schedules.

11. IMPLEMENTATION

This policy shall be effective immediately upon adoption and shall supersede all policies previously adopted by the City Council with regard to use of City resources.

I have read and understand my responsibilities in adhering to the City of Clarkston computer and information technology policies.

Employee Signature

Employee Printed Name

Date

CONTRACT FOR PROFESSIONAL SERVICES

The City of Clarkston, Washington And The Wesley Group

This contract entered into between the City of Clarkston, Washington, hereinafter called "City" and The Wesley Group hereinafter called "Contractor" is effective as of January 1, 2015. That for and in consideration of the mutual promises and covenants exchanged herein, the parties agree as follows:

ARTICLE I - SERVICES

A. The Contractor shall perform as principal spokesperson for the City in any and all bargaining and related contract administration services with Fire; Police; Non-Commissioned; Streets Employees; and Supervisory and Administrative employees including the development of proposals, bargaining strategy and furnishing advice to the City staff and City Council. Research essential to the above tasks will also be provided, by the Contractor, as needed. Additionally, the Contractor agrees to provide labor contract administration services as and if required upon request, including those related to grievances and arbitration, unfair labor practice charges, unit clarification petitions or other hearings before the Public Employment Relations Commission and labor contract interpretation and advice. All negotiations will begin with a communication between the Contractor and City Council.

B. Interest arbitration hearings, complex arbitrations, mediations or unfair labor practice hearings may, by agreement in advance between the parties, be billed at an additional \$80.00 per hour.

ARTICLE II - AGENCY SUPPORT AND ASSISTANCE

The City shall support the bargaining effort by providing parameters; administrative support in preparing for interest arbitration; financial and clerical support as is mutually determined to be necessary (on-site typing, copying, etc.).

ARTICLE III - CONSIDERATION

In consideration of the Contractor's performance hereunder, the City shall pay the sum of Eight Thousand Four hundred Dollars (\$8400.00). Payments shall be in twelve (12) monthly installments beginning January 1, 2015. Each monthly payment to be Seven Hundred Dollars (\$700.00). Actual mileage expense between Kennewick and Clarkston

shall be reimbursed at \$.48.5 per mile. Other essential incidental expenses incurred by the Contractor including telephone toll charges, clerical/copying, facsimile costs and other reasonable expenses such as meals and lodging incurred in the event of extended bargaining or consultation with City officials requiring overnight lodging will be reimbursed at actual cost.

ARTICLE IV - HOLD HARMLESS

The Contractor shall hold and save the City, its officers, agents and employees harmless from liability of any kind, including costs and expenses for and/or on account of any or all suits, judgments, or damages of any character whatsoever, resulting from injuries or damages sustained by person or persons or property by virtue of performance of this contract.

ARTICLE V - INDEPENDENT CONTRACTOR

The Contractor hereunder shall act in an independent capacity and not as an officer or employee or agent of the City in the performance of this contract.

ARTICLE VI - TERM OF CONTRACT

This contract shall be effective for the period beginning with January 1, 2015 through December 31, 2015.

Contractor:

City of Clarkston:



Kevin Wesley
President
The Wesley Group
PO Box 7164
Kennewick, WA 99336-0616
Phone 509-735-6075

Mayor

City Clerk

10/3/14
Date

Date

*Proclamation of
National American Indian Heritage Month*

Whereas: the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

Whereas: the contributions of American Indians have enhanced the freedom, prosperity, and greatness of American today, and

Whereas: their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

Whereas: Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

Whereas, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational and historical activities have been planned;

Now Therefore, I, Kathleen Warren by virtue of the authority vested in me as Mayor of the city of Clarkston do hereby proclaim November as the National American Heritage month, in (city) Clarkston, and urge all citizens to observe this month with appropriate programs, ceremonies, and activities.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the city of _____, to be affixed this _____ day of _____, the year of our Lord 2014.

Signed _____ Seal Attest:



October 16, 2014

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

RE: 2014 Lighted Christmas Parade

We are gearing up for the 28th Annual Lighted Christmas Parade and are working with WSDOT on the street closure.

The Lighted Christmas Parade is planned for Saturday, December 6, 2014 at 4:30 p.m. I am requesting permission to hold this parade on the streets we have indicated.

The participants will lineup on Diagonal Street. The Parade will proceed west to 6th Street (Highway 129). At 6th Street we will head south and go past Chestnut Street and end our parade at Vernon Park. As in the past, I am requesting assistance with traffic control on the streets we have indicated.

We hope this will meet the approval of the Clarkston City Council and the Clarkston Police Department.

We look forward to working with you on this worthwhile community event.

Sincerely,

A handwritten signature in black ink that reads "Kristin Kemak". The signature is written in a cursive, flowing style.

Kristin Kemak
President/CEO