# CITY OF CLARKSTON
# CITY COUNCIL AGENDA
# 829 5th Street
# MONDAY, OCTOBER 22, 2018

1. **CALL TO ORDER:** **7:00 P.M.**
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES:**
   **October 8, 2018 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/Admin – Audit Report on Current Bills – October 22**
   - **B. Public Safety – October 16**
   - **C. Public Works – October 16**
   - **D. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**

7. **CONSENT AGENDA:**
   - **A. GEMT Reimbursement (Public Safety)**
   - **B. Department of Justice STOP Grant Application (Public Safety)**
   - **C. Washington State Traffic Commission Grant Application (Public Safety)**
   - **D. Authorization to accept Secretary of State Records Grant (Finance)**
   - **E. Authorization of Visit LC Valley Lodging Tax Request**
   - **F. Authorization of Port of Clarkston Lodging Tax Request**
   - **G. Authorization for Mayor to sign Shop with a Cop Letter**

8. **UNFINISHED BUSINESS: None**

9. **NEW BUSINESS: See Consent Agenda**

10. **COUNCIL COMMENTS:**

11. **QUESTIONS FROM THE PRESS:**

12. **EXECUTIVE SESSION: None**

13. **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.

# CLARKSTON CITY COUNCIL MINUTES
## October 8, 2018

ROLL CALL: Russ Evans, Pat Holman, Belinda Larsen, Joel Profitt, Skate Pierce. John Murray and Melyssa Andrews excused on a MOTION BY HOLMAN/PIERCE.

STAFF: Chief Hastings, Chief Cooper, PWD Poole, Clerk Austin, Attorney Richardson.

**AGENDA CHANGES:** None

**APPROVAL OF MINUTES:** Minutes of the September 24, 2018 Regular Meeting were approved as presented.

**COMMUNICATIONS:**

**A. From the Public:** Duane Shears, 920 9th Street

**B. From Mayor:** Mayor Lawrence advised that the grant application filed with the Secretary of State Office to organize our records was awarded to Clarkston. There were 170 applicants statewide. The work on the records will have to be completed by May 2019. The Mayor spoke to the Council regarding the duties of the Mayor Pro Tem, as well as the rules for when the Mayor can cast a vote.

**C. From Staff or Employees:** Chief Cooper expressed appreciation to Mr. Shears for addressing the Council with his concerns. Cooper also advised of a press release on an open house at the Fire Station set for October 20, 2018. The open house will include public education for adults and children. The Council was invited to see the Department demonstrating a live house fire using a model house, fire hose target knockdown, and other activities.

**D. Presentation of Phase 3 Digital Report – Michelle Peters, Visit Lewis Clark Valley**. Michelle Peters presented an update on progress of tourism in the LC Valley. She is projecting that Lodging Tax Revenue will increase 12% over last year. The Council was updated on recent tourism focused businesses and activities that have been started in Clarkston. Visit LC Valley publishes a digital e-newsletter that is sent to 12,000 recipients monthly.

**COMMITTEE REPORTS:**

**Finance/Admin:** Councilmember Evans reported that the Committee discussed the Grant acceptance letter and reviewed and approved the bills for payment. Total expenditures for the October 8, 2018 period of $413,880.56. MOTION BY PIERCE/EVANS to approve the bills as read. Motion Carried

**Public Safety:** Councilmember Larsen advised that the Committee met on October 2nd. Chief Cooper explained the continuing process for acquiring grants. As we were turned down on the last FEMA Assistance for Firefighters grant request, the Chief will continue to look at ways to improve on the grant application. The next grant will be for just the SCBAs. We will need about 26 units. It's a complete kit that includes the mask and the high pressure tanks. Ben Schuster and the Chief will continue to explore options and will present us with more information at our next council meeting. Chief Cooper gave us more information regarding fireworks and related information which includes cause and affect numbers. City Attorney Richardson provided guidance on sole source purchase of a demo ambulance. A resolution is being prepared for Council consideration at the next meeting. The seller is holding the ambulance for CFD. Once we approve the purchase, Chief and one other department personnel will head to Oregon to pick it up. The Chief will, with a checklist, examine the ambulance that it is all that it was advertised as being and return to Clarkston. Ground Emergency Medical Transportation (GEMT) – Chief Cooper discussed that we will need to repay the departments and organizations that originally hired consultants and got this program under way. Our cost of the original $570,000 plus that it took to get things off the ground is roughly $4,000. This number was determined based on call volume. By all indications, this will be a very, very good investment. Also, along those same lines, our contract with Systems Design is getting ready to expire. Systems Design is the company we contract with for billing of our ambulance services. Currently, our fees are determined 5 and a half % of the billing costs. We are one of the very few

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who pay this way. Chief is reviewing to determine if their suggestion of per call cost would be to our advantage. At this point in time, it looks like it would be. Chief will make his recommendations at a later date. The City of Clarkston Fire Department will hold an open house on Saturday, October 20th. The time is to be determined (1-3pm) but I would encourage everyone to attend. There will be a fire extinguisher demonstration, puppet show, C.P.R. review/demonstration and a live house fire.

**Public Works:** Mayor Lawrence advised that Public Works did not meet.

**Outside Organizations:** Councilmember Larsen reported on the Asotin County Lodging Tax Commission meeting. The only applicants for funding was Visit LC Valley and the Asotin County Fair. Councilmember Profitt advised that the SEWEDA Meeting had been postponed.

**UNFINISHED BUSINESS:**

**A. Ordinance 1605, Zone Change – 422 Highland Ave, 2nd Reading (Public Works)** MOTION BY PROFITT/HOLMAN to approve the ordinance. Larsen asked for clarification that the area was on south corner at the entry into Clarkston. PWD Poole advised that it was, on the northbound entrance into town. Councilmember Profitt asked if this was just voting on zone change, and not the type of business. PWD Poole advised that was correct. Vote was 3-2 Councilmember Larsen and Pierce voted Nay. Motion failed.

**B. Ordinance 1606, Ambulance User Fees, 2nd Reading (Public Safety)** MOTION BY LARSEN/EVANS to approve the ordinance. Motion carried.

**NEW BUSINESS:**

**A. Resolution 2018-08, Sole Source Ambulance Purchase (Public Safety)** Chief Cooper explained the purchase information. MOTION BY HOLMAN/LARSEN to approve the resolution. Motion carried.

**B. Washington State Archives Organizing the File Room Grant Acceptance Letter (Finance/Admin)** Mayor Lawrence presented the letter for approval. MOTION BY EVANS/PROFITT to authorize the Mayor to sign the acceptance letter. Motion carried.

**COUNCIL COMMENTS:** Councilmember Larsen thanked Chief Hastings for the work to purchase a drone for the department and Chief Cooper for the work to purchase the replacement ambulance.

**PRESS QUESTIONS:** None

**EXECUTIVE SESSION:** Executive Session for Negotiations began at 7:50pm. The Mayor advised that there are no decisions that are anticipated to be made, and the session is expected to last 30 minutes. An extension of 10 minutes was requested at 8:20pm. Council returned to session at 8:30pm.

**ADJOURNMENT:**

Meeting adjourned at 8:30 p.m.

Steve Austin, City Clerk

Monika Lawrence, Mayor

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| Total Fund Expenditures, 10/8/18 | Ck # 67108-67167 | $119,001.30 |
| Payroll 10/5/18 | Ck # 67075-67107 | $294,879.26 |

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PUBLIC SAFETY MEETING 10-16-2018

In attendance: Mayor Monika, Chief Hastings, Pat Holman, Russ Evans, Belinda Larsen

**Chief Cooper** was in transit with our new (to us) ambulance and after pulling over, phoned in. He wanted to discuss with us the following:

The start-up costs of the GEMT program will need to be re-paid. These costs will amount to $4,075. As per earlier discussions with this group and in council, he would like to have this item placed on the agenda.

Not for agenda consideration but for future budget discussion, the Chief would like to propose an increase in Volunteer compensation. Currently, volunteers receive a stipend of $10 a point for their emergency responses, medical standby responses and training. They have been receiving this same amount for the past eight years. Chief would like to suggest an increase in compensation of a $1.00 a point. Estimated cost for this increase based upon points earned and paid in 2017 were 1,477.5 points for fire responses and training and 1,382 points for EMS responses and training. Total annual cost for this increase will be $3078.25: $2,859 in pay and an increase in Social Security and Medicare costs of $218.78. $1,590.55 would be charged to fire and $1,487.70 charged to ambulance.

Reserve EMT/Paramedic/Firefighter pay is another program that Council might want to consider an increase in compensation for as well. (Please see attached memo.)

Chief Hastings brought a guest with him today, Detective Colby Martin. Detective Martin has been with the City of Clarkston Police Dep't. for about 3 ½ years. He is a Detective on the Quad Cities Drug Task Force and is assigned to the Regional SWAT team as well. Detective Martin will also be adding drone pilot behind his name for the Police Dep't. Chief Hastings tapped Detective Martin for this job upon learning that he fly's drones as a hobby. He has been instrumental in researching the drone program for the department. He is currently studying to take his pilot license so he can officially become the department drone operator. Detective Martin gave the Public Safety Committee a demonstration of the drone purchased by the Police Department. The demonstration gave us an excellent example of how the drone will be able to help not just the City Police Department but Fire and Rescue as well and possibly other local agencies. Thanks Chief and Detective Martin.

Chief Hastings is looking for approval for the STOP Grant. This grant allows us to continue to help fund the Victim/Witness Coordinator position. (please see attached info regarding the Victim Advocate) In the past, we have asked for $16,223 and have had to match with $5,000 in non-monetary compensation such as office space, furniture, supplies. This will be on the agenda.

Chief is also requesting grant support for the Washington Traffic Safety Commission grant that allows our officers to participate in the Target Zero campaign. This campaign allows officers to focus their efforts to reduce traffic related deaths and serious injury through

education of impaired driving, occupant protection, speeding and distracted driving patrols throughout the state. This also will be on the agenda for approval.

Chief Hastings reported to our committee about the Discovery Channel television show, "See No Evil", coming to Clarkston to document the rape and murder of Ina Claire Richardson by Muhammad El Bassir. Their focus is on the ability of technology to help bring in Ms. Richardson's killer. The show will possibly air sometime in March.

This brought up for discussion panhandling and homelessness in the LC Valley. Some of the main areas that homeless people and transients gravitate towards are parks and the river banks. While the LC Valley Chamber, Beautiful Downtown Lewiston and myself continue to investigate different ways to educate the public about panhandlers, Chief Hastings would like to see what our long term vision would be for the parks in our community. Public Works Director Kevin Poole needs to be a part of this discussion as well. Working together within our own staff and resources, extending out to other agencies and programs, what can we do as a community to make our parks and our community more welcoming. Chief Hastings brought to our attention that he is on the Quality Behavorial Health committee to help address the homeless issue.

PWC Meeting Notes 10/16/18
Attending: Jason Ewing, Director Poole, Joel Profitt

1) Gateway Park, The city removed the trees and bushes that were being used as a homeless camp. This is the location where the man grabbed the cross country runner last week. We discussed what to do with the land that the city leases from the Army Corps of Engineers. We need to decide what we want to do with this property. Is it worth our efforts and our liability to maintain this park.
2) We need to establish our Parks Commission. We would like to have a group that does vision planning and collects and works with citizen input.
3) Update on ecology grant application for stormwater. The Department of Ecology stopped taking applications an hour earlier than announced, due to an error of their systems. And, refused to allow appeals from 16 cities who turned the application in on time. We will apply next year.
4) Update on Energy Audit Project. We have been awarded the TransAlta grant for the solar array around the Waste Water Treatment Plant. The grant is contingent Dept. of Commerce grant, and a 3rd party loan if one is needed.
5) Discussion on Plan review. The Public Works department reviews plans from all prospective projects in the city. The Department needs more time to review all aspects of code and the plan. Currently we allow them 14 calendar days. We need to change it to 14 business days to give Jason and Kevin sufficient time. It can be done administratively and won't require an ordinance to change.
6) We still have an issue with inspections on Gas installations. Some local contractors who neglect to get inspections will be informed monthly of their delinquency. After 5 months, the homeowners will be notified and our City Attorney could get involved also.
7) Discussion on changes to CMC 15.08 Electrical Code. We've been asked to change our code to allow sheathed wiring(Romex) in commercial buildings. The Public Works Department advises strongly against it, and the committee joins them in advising against it. The recommendation is to continue to require commercial buildings to use metal sheathed(MetalClad/MC Cable) or metal conduit.
8) Discussion on Garbage/Yard Waste pick up in the front of the house. We would like to initiate the new arrangement on January, 1 2019.

# Central Pierce Fire & Rescue
## Pierce County Fire District No. 6
Mailing Address: P.O. Box 940, Spanaway, WA 98387
District Headquarters: 17520 – 22nd Ave E, Tacoma, WA 98445
(253) 538-6400 (253) 276-6770 - Fax
www.centralpiercefire.org


September 24, 2018

City of Clarkston Fire Department
ATTN: Chief Steve Cooper

Re: GEMT Reimbursement - Money Paid to AP Triton (Consultant)

Chief Cooper,

The purpose of this letter is to secure your commitment to reimburse the agencies that "fronted" the money required to compensate AP Triton for their efforts to bring Ground Emergency Medical Transportation (GEMT) to the State of Washington. As you know, Keith Wright and Central Pierce Fire & Rescue spearheaded, with the aid of seven other fire agencies, the effort to bring this federal reimbursement for medical transport program to our State for the first time in history.

The legislative effort was successful in 2015 and now the GEMT program is generating thousands of dollars in federal money to reimburse over a hundred fire agencies in this state, or at least to partially reimburse those fire departments for the high cost of transporting patients who qualify for such transport.

The financial commitments by eight (8) fire agencies--listed by name and amount on the GEMT Contract Overview page attached--amounted to a total of $560,000.00 paid to the consultant, AP Triton.

In the October 2017 seminars, which were held in Olympia, Everett, and Spokane, Keith discussed that it would be appropriate to reimburse these eight (8) agencies for their "seed money", which they paid to get GEMT successfully through the legislative and implementation processes. A few of these agencies are entitled to large credits, when one considers their logical allocation of the original cost.

What we have done to derive the attached allocations for each of the fire departments receiving GEMT money is basically this: We have taken each agencies' transports divided by the total number of transports (about 150,000) to reach the percent allocation. Thereafter, we have credited against the eight (8) agencies' allocations any prepaid amounts they contributed. They have not been given any interest credit on the funds expended in prior years.

**Joel Hastings**

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| **From:** | Granbois, Anita (COM) [anita.granbois@commerce.wa.gov] |
| **Sent:** | Monday, August 6, 2018 1:55 PM |
| **To:** | Granbois, Anita (COM) |
| **Cc:** | Gipson, Pearl (COM); Honeysett, Jodine (COM); Storey, Ashley-Nicole (COM); Rasch, Cheryl (COM); Shattuck, Maria (COM) |
| **Subject:** | Application for STOP Formula Grant FFY 2018 Funds |
| **Attachments:** | FFY 2018 STOP Formula Application.pdf |

# FFY 2018 STOP FORMULA GRANT APPLICATION

**To all current STOP Grant recipients and Other Interested Parties:**

Attached is the STOP Formula Grant Application for FFY 2018 funding. Pending an award from the federal Office on Violence Against Women, completed applications received in the Office of Crime Victims Advocacy (OCVA) by October 29, 2018, if approved, will be awarded a grant with a beginning date of January 1, 2019 and end date of December 31, 2019.

**Community Planning Meeting**

Generally, every other year, a community-planning meeting is required during the development of the STOP Formula Grant applications to allow input from interested parties regarding what services to support with the STOP Formula Grant allocations in your county. This community-planning meeting can be done during one of your regular Coordinated Community Response meetings. Counties are not required to schedule a separate public meeting. However, the meeting must be advertised in public areas to notify others who may want to participate

If you are not currently involved with the STOP Formula Grant and are interested in participating in the planning meeting for this application, there is a list of current STOP Grantees in the attached application. Please refer to the local contacts for more information on the STOP Grant planning meeting.

**Budgets**

Please draft your budget based on the allocation for the function area(s) (victim services, prosecution, and/or law enforcement) in the current STOP Grant.

**NEW: Direct Costs**

Expenditures that can be traced to specific project **costs** must be included in salaries, benefits, and/or goods and services. This includes supervision and financial staff working on the STOP Grant. Costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity *cannot* be included as direct costs. There is no administrative budget line item in this application. Costs must be readily and specifically identified with your proposed STOP Grant activities.

Costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity may be billed using your agency's federally approved indirect cost rate agreement or modified total direct cost method, as applicable.

**Application Due**

Your application may be submitted any time prior to the due date of **Monday, October 29, 2018**; however, no application will be accepted after October 29th without prior written approval from OCVA. The attached application is appropriate for three function areas (law enforcement, prosecution, and victim services providers) working together to implement effective law enforcement and prosecution strategies and strengthen victim services in cases involving

domestic violence, sexual assault, dating violence, and/or stalking; adult or youth victims, ages 11 and older. No more than one application per function area, per county, will be accepted.

**Consultation with Victim Services**

Criminal justice agencies are required to consult with your local Community Sexual Assault Program (CSAP) and the Department of Social and Health Services Shelter Funded Domestic Violence Agency during the development of the criminal justice agency's application. This requirement is to ensure that proposed activities by criminal justice agencies are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

The application is also available in Word. If you have any questions or need assistance with the application, please don't hesitate to contact the program staff assigned to your county.

| | |
|---|---|
| Anita Granbois<br>Anita.Granbois@commerce.wa.gov | Asotin, Garfield, Kittitas, Pacific, Spokane, Thurston, Whitman, Yakima |
| Ashley-Nicole Storey<br>Ashley-Nicole.Storey@commerce.wa.gov | Cowlitz, Grays Harbor, Island, Jefferson, Kitsap, Klickitat, Mason, Okanogan, San Juan, Skamania, Wahkiakum |
| Cheryl Rasch<br>Cheryl.Rasch@commerce.wa.gov | Adams, Clallam, Clark, Ferry, Grant, King, Lewis, Lincoln, Pend Oreille, Pierce, Stevens, Whatcom |
| Jodi Honeysett<br>Jodine.Honeysett@commerce.wa.gov | Benton, Chelan, Columbia, Douglas, Franklin, Skagit, Snohomish, Walla Walla |

Thank you.

**Anita Granbois**
Program Manager
Office of Crime Victims Advocacy
PO Box 42525
Olympia, WA 98504-2525
Phone: 360-725-2892 or 866-857-9889
Fax: 360-586-7176
Anita.Granbois@commerce.wa.gov

# What is a Victim Advocate?


- What Is It?
- Roles and Training
- How Advocates Work with Victims
- If You Are a Victim


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## What Is It?

Victim advocates are professionals trained to support victims of crime. Advocates offer victims information, emotional support, and help finding resources and filling out paperwork. Sometimes, advocates go to court with victims. Advocates may also contact organizations, such as criminal justice or social service agencies, to get help or information for victims. Some advocates staff crisis hotlines, run support groups, or provide in-person counseling. Victim advocates may also be called victim service providers, victim/witness coordinators, or victim/witness specialists.

## Roles and Training

Advocates' responsibilities vary depending on their job description and where they work Typically, the role of an advocate may include:

- Providing information on victimization;
- Providing information on crime prevention;
- Providing information on victims' legal rights and protections;
- Providing information on the criminal justice process;
- Providing emotional support to victims;
- Helping victims with safety planning;
- Helping victims with victim compensation applications;
- Helping victims submit comments to courts and parole boards;
- Intervening with creditors, landlords, and employers on behalf of victims;
- Helping victims find shelter and transportation;
- Providing referrals for other services for victims; Helping to arrange funerals; and
- Notifying victims of inmates' release or escape.

Advocates work in many different locations. Some serve in the criminal justice system (in police stations, prosecutor's offices, courts, probation or parole departments, or prisons). They may also be part of private nonprofit organizations such as sexual assault crisis centers or domestic violence programs. Some advocates are paid staff, and others are volunteers. Many advocates have academic degrees that prepare them to work with victims. They may have studied social work, criminal justice, education, or psychology. Advocates often receive significant additional training on the specific knowledge and skills they need on the job.

## How Advocates Work with Victims

Advocates offer victims information about the different options available to them and support victims' decision-making. Advocates do not tell victims what to do. Advocates are committed to maintaining the highest possible levels of confidentiality in their communications with victims. However, the level of confidentiality they can observe depends on their position, education, licensure, and the laws in each state. An advocate in a police department may have to share any information related to an investigation with officers. Yet an advocate at a domestic violence program may be able to keep most victims' confidences private. However, all advocates must report certain types of information to the authorities. For example, they have to report any type of threat to a person (such as clients threatening to hurt themselves or someone else), and they have to report the abuse or neglect of children. It is important for victims to ask about confidentiality rules before they begin working with an advocate.

## If You Are a Victim

It may be difficult for you to reach out for help. But you may find that victim advocates can offer you information, support, and access to helpful services you might not know about. Victims are often relieved to know that agencies in their community want to make sure they are safe and have the help they need to recover from the impact of the crime.

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# INTERAGENCY AGREEMENT

**BETWEEN THE**

# WASHINGTON TRAFFIC SAFETY COMMISSION

**AND**

**THIS AGREEMENT** is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as "WTSC," and , hereinafter referred to as "SUB-RECIPIENT."

**NOW THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the Parties mutually agree as follows:**

## 1. PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) numbers 20.600 and 20.616, for the SUB-RECIPIENT to participate in traffic safety grant project 2019-HVE-3250-REGION 17 TARGET ZERO MANAGER, specifically to provide funding for the SUB-RECIPIENT to conduct overtime high-visibility enforcement (HVE) traffic safety emphasis patrols and related activities as outlined in the Statement of Work (SOW), in support of Target Zero priorities.

Grant 2019-HVE-3250-REGION 17 TARGET ZERO MANAGER was awarded to the Region 17 to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB-RECIPIENT is able to seek reimbursement for approved overtime expenses incurred as a participant in the region's HVE grant.

The Target Zero Manager (TZM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic-related deaths and serious injuries.

## 2. PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence upon the date of execution by both Parties, but not earlier than October 1, 2018, and remain in effect until September 30, 2019, unless terminated sooner, as provided herein.

## 3. STATEMENT OF WORK

Note: This statement of work applies only to HVE emphasis areas for which your agency has received HVE funding.

GOAL: To reduce traffic related deaths and serious injuries through education of impaired driving, occupant protection, speeding and distracted driving multijurisdictional HVE patrols throughout the state.

SCOPE OF WORK: The statewide high visibility enforcement patrols are paired with media participation to engage, deter, and educate drivers about the impacts of making unsafe decisions when driving. Outreach efforts are supported by the WTSC during statewide HVE campaigns. Regional TZMs also support public outreach efforts during locally planned HVE events. Below are descriptions of the Scope of Work for each funding category. The WTSC accepts written requests for moderations to the Scope of Work through the regional Target Zero Manager.

This grant provides funding for HVE enforcement in a variety of emphasis areas: impaired driving enforcement, distracted driving enforcement, seat belt use enforcement, flex patrols, motorcycle safety patrols, Target Zero Teams.

**HVE Enforcement Plan Requirement:**

A HVE Mobilization Plan is required prior to all HVE activity. The local traffic safety task force and TZM are responsible for submitting this form to the WTSC HVE Program Manager prior to enforcement activities begin. This form serves as prior approval for HVE events and includes the following information:

- Problem Statement
- Description of enforcement strategy, including expected law enforcement agencies participating in the event, target violation, and target locations
- Public outreach strategy
- Evaluation plan

**Statewide Impaired Driving Enforcement:**

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaigns:

- Holiday DUI Patrols – December 12 – January 2
- Drive Sober or Get Pulled Over – August 16 – September 3

The DUI patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Except when prior approval is provided, impaired driving HVE must begin after 6:00 p.m and will occur Thursday-Sunday.

Up to 40% of funding in this category can be expended outside of the campaign periods. However, the funds must only be used for impaired driving enforcement and during another national impaired driving enforcement campaign or other large local event.

This funding can be used to support the professional growth of officers with limited exposure to impaired driving enforcement. With the approval of the region's TZM and WTSC, officers can participate in mentoring for impaired driving enforcement. Requirements for this use of funds include the following:

- WTSC approval for impaired driving mentorship is done through the HVE Mobilization Plan. Approval for mentorship must be received prior to the activity date.
- The training officer must be a Drug Recognition Expert or ARIDE trained.
    - TZMs can submit a request for an officer who doesn't meet these requirements to be a mentor. This request must be detailed on the HVE Mobilization Plan.
- There must be a review of the SFST procedure prior to the enforcement activity.
- There is a limit of 2 times per year that an officer can be a mentee.
- Funds permitting, mentees will participate in at least 1 impaired driving mobilization after completing mentoring.
- Each region or county-level task force can set additional requirements for participation in this use of funding.
- To be eligible for this activity, the task force must have a policy for DUI Mentoring.
- Funding will pay for overtime for the mentor officer and the mentee officer.

This funding can be used to conduct premise checks in bars and other establishments that sell alcohol. To be used for this purpose, the activity must meet the following requirements:

- Approval for this activity is done through the HVE Mobilization Plan. This plan must be received prior to the activity date. It should include details such as the estimated number of hours and officers who will be participating in this activity. It should also include a plan for what officers will discuss with the premise (Ex. distributing coasters, HVE dedication materials, mobilization creative, etc.)
- Each establishment is counted as 1 contact on the Officer Activity Log.
- The WA Liquor and Cannabis Board must be notified in advance of this activity to encourage collaboration and support.

**Statewide Distracted Driving Enforcement:**

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaign:

- On the Road Off the Phone – March 28 – April 14

With the State of Washington's new distracted driving law, these patrols will be important to ensure through education and enforcement that drivers understand and are following the new law. These patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Wherever possible these patrols shall occur in areas with the highest number of past distracted driving violations.

Up to 40% of funding in this category can be expended outside of the campaign periods. However, the funds must only be used for distracted driving enforcement.

**Statewide Seat Belt Use Enforcement:**

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaign:

- Click It or Ticket – May 13 – June 2

These patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Whenever possible these patrols shall occur in areas with the lowest seat belt use.

Up to 40% of funding in this category can be expended outside of the campaign periods. However, the funds must only be used for seat belt use enforcement.

**Flex Patrols:**

The local Task Force may coordinate local impaired driving, seatbelt, distracted driving, or speeding HVE events during the contract period. Dates of flex HVE events may not coincide with statewide patrol periods. Dates of local patrols will be reported in advance to the WTSC. Ideally, the HVE mobilization plans for flex patrols are sent to the WTSC for review at least 2 months prior to the event date. Only enforcement activity conducted during a pre-approved event will be considered for reimbursement.

This funding can be used to support the professional growth of officers with limited exposure to impaired driving enforcement. With the approval of the region's TZM and WTSC, officers can participate in mentoring for impaired driving enforcement. Requirements for this use of funds include the following:

- The activity must be during a Friday or Saturday night.
- WTSC approval for impaired driving mentorship is done through email communication with the Target Zero Teams WTSC Program Manager. Approval for mentorship must be received prior to the activity date.
- The training officer must be a Drug Recognition Expert trained officer.
    - TZMs can submit a request for an officer who doesn't meet these requirements to be a mentor. This request must be detailed on the HVE Mobilization Plan.
- There must be a review of the SFST procedure prior to the enforcement activity.
- There is a limit of 2 times per year that an officer can be a mentee.
- Funds permitting, mentees will participate in at least 1 Target Zero Teams or other impaired driving enforcement mobilization after completing mentoring.
- Each region or county-level task force can set additional requirements for participation in this use of funding.
- To be eligible for this activity, the task force must have a policy for DUI Mentoring.
- Funding will pay for overtime for the mentor officer and the mentee officer.

This funding can be used to conduct premise checks in bars and other establishments that sell alcohol. To be used for this purpose, the activity must meet the following requirements:

- Approval for this activity is done through the HVE Mobilization Plan. This plan must be received prior to the activity date. It should include details such as the estimated number of hours and officers

who will be participating in this activity. It should also include a plan for what officers will discuss with the premise (Ex. distributing coasters, HVE dedication materials, mobilization creative, etc.)
- Each establishment is counted as 1 contact on the Officer Activity Log.
- The WA Liquor and Cannabis Board must be notified in advance of this activity to encourage collaboration and support.

**Motorcycle Safety Patrols**
The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaign:

- Motorcycle Safety Patrols – July 5 – 21

These motorcycle safety patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force.

Patrols should focus on the illegal and unsafe driving actions of motorcycles that are known to cause serious and fatal crashes. This includes speeding, impaired riding, and following too closely.

Patrols should also focus on the illegal and unsafe driving actions of all other motor vehicles when relating to motorcycles. This includes speeding, failure to yield to a motorcycle, following too closely to a motorcycle, distracted driving, etc.

Whenever possible, AGENCY should include motorcycle officers in these patrols.

**Target Zero Teams Patrols:**

The agency will engage in impaired driving multijurisdictional HVE patrols. The DUI patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force.

Whenever possible the Target Zero Teams patrols shall begin after 4:00 p.m. Only work done on Task Force/TZM pre-approved dates will be considered for reimbursement. Funds may be used toward impaired driving training purposes, on a case by case basis. Requests should be made in writing prior to the training, submitted to the TZM, and approved by the WTSC.

Target Zero Teams funding can be used to support the professional growth of officers with limited exposure to impaired driving enforcement. With the approval of the region's TZM and WTSC, officers can participate in mentoring for impaired driving enforcement. Requirements for this use of funds include the following:

- The activity must be during a Friday or Saturday night.
- WTSC approval for impaired driving mentorship is done through email communication with the Target Zero Teams WTSC Program Manager. Approval for mentorship must be received prior to the activity date.
- The training officer must be a Drug Recognition Expert trained officer.
    - TZMs can submit a request for an officer who doesn't meet these requirements to be a mentor. This request must be detailed on the HVE Mobilization Plan.

- There must be a review of the SFST procedure prior to the enforcement activity.
- There is a limit of 2 times per year that an officer can be a mentee.
- Funds permitting, mentees will participate in at least 1 Target Zero Teams or other impaired driving enforcement mobilization after completing mentoring.
- Each region or county-level task force can set additional requirements for participation in this use of funding.
- To be eligible for this activity, the task force must have a policy for DUI Mentoring.
- Funding will pay for overtime for the mentor officer and the mentee officer.

**Standardized Field Sobriety Testing (SFST) Training Requirement:**

The agency certifies that all officers participating in these patrols are SFST trained and meet the following requirement:

- Officer must be BAC certified and have passed the SFST refresher training within the prior three years, or
- Officer must have successfully completed Advanced Roadside Impaired Driving Enforcement (ARIDE), or
- Officer must be a certified Drug Recognition Expert.
- **For impaired driving HVE mobilizations, there is one additional requirement:**
    - **Officers must have made a DUI/DWI arrest within the past twelve months.**

**Media Contacts:**

All of these patrols are conducted as part of a highly publicized, educational effort. Publicity campaigns about these patrols are planned to alert the public to the fact that extra patrols are targeting these violations. The WTSC requests that the SUB-RECIPIENT posts traffic safety information to their web-based platforms during statewide and locally coordinated HVE mobilizations. **At least one individual must be available for weekend media contacts, beginning at noon on Fridays before mobilizations.**

## 3.1. MILESTONES AND DELIVERABLES

| Mobilization | Dates |
|---|---|
| DUI Holiday Patrols | December 12 - January 2 |
| Distracted Driving | March 28 – April 14 |
| Click It or Ticket | May 13 - June 2 |
| Motorcycle Safety Patrol | July 5 - 21 |
| DUI Drive Sober or Get Pulled Over | August 14 - September 2 |

## 3.2. COMPENSATION

**3.2.1.** Compensation for the overtime 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 SOW will not exceed the total grant award for the region. The funding award for the SUB-RECIPENT'S region is detailed in section

All law enforcement agencies who are active members of the Region 17 traffic safety task force are eligible to participate in this grant. Payment for satisfactory performance of the overtime work shall not exceed this amount unless the Parties mutually agree to a higher amount in a written Amendment to this Agreement executed by both Parties.

**3.2.2.** WTSC will reimburse for personnel overtime expenses at 150 percent of the officer's normal salary rate plus SUB-RECIPIENT's contributions to employee benefits, limited to the following:

- FICA
- Medicare
- Any portion of L & I that is paid by the employer (SUB-RECIPIENT)
- Retirement contributions paid by the employer (SUB-RECIPIENT) can be included if the contribution is based on a percentage of their hours worked

Health insurance, or any other benefits not listed above, are not eligible for reimbursement.

Comp-time is not considered overtime and will not be approved for payment.

The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, breath testers, etc.) to participate in the emphasis patrols.

**3.2.3.** Up to 40% of the statewide enforcement funding can be expended during dates outside of the designated statewide campaign periods. However, impaired driving funds must be used during another national impaired driving enforcement campaign or other large local event.

## 3.3. SUMMARY OF PROJECT COSTS

The WTSC has awarded $ 16,109.00 to the Region 17 traffic safety task force for the purpose of conducting coordinated HVE activities. By signing this agreement, the SUB-RECIPIENT is able to seek reimbursement for approved overtime expenses incurred as a participant in this grant. All activity must be coordinated by the region's traffic safety task force and TZM in order to be eligible for reimbursement.

The funding for Region 17 is as follows:

| | |
|---|---|
| **Statewide Impaired Driving Patrols**<br>(Section 405d, CFDA 20.616) | $ 4,500.00 |
| **Statewide Distracted Driving Patrols**<br>(Section 402, CFDA 20.600) | $ 6,000.00 |
| **Statewide Click It or Ticket**<br>(Section 405b, CFDA 20.616) | $ 3,421.00 |
| **Flex Funding (Local DUI, Speed, Distracted, and Seat Belt Enforcement)**<br>(Section 402, CFDA 20.600) | $ 2,188.00 |
| **Motorcycle Safety**<br>(164 Funds, CFDA 20.608) | $ 0.00 |
| **Target Zero Teams**<br>(Section 405d, CFDA 20.616) | $ 0.00 |

# GRANT AGREEMENT BETWEEN THE STATE OF WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES AND RECORDS MANAGEMENT DIVISION, AND THE CITY OF CLARKSTON

This Grant Agreement is entered into between the state of Washington, Office of the Secretary of State, Division of Archives and Records Management, hereinafter referred to as the "OSOS", and **City of Clarkston**; hereinafter referred to as the "Grantee."

## RECITALS

WHEREAS, a local government grants program was authorized and funded by Chapter 303, State of Washington Laws of 2017, and

WHEREAS, the purpose of this program is to help local governments' use technology to improve their records retention, management and disclosure of public records, as authorized under RCW 40.14.026, through the Archives and Records Management Division's Local Records Grant Program.

WHEREAS, said grants program was established to provide funds to local entities to conduct this program, and

WHEREAS, by virtue of a competitive process, this grant is awarded to named Grantee herein, and

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, OSOS and Grantee mutually agree as follows:

## STATEMENT OF WORK

The Grantee will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work.

The Grantee will perform the work as described and included as set forth in the Award Determination form, attached as Exhibit A.

The Washington State Archives Grant Program requires both the narrative and financial components of program progress reports be completed during the project period. Documentation of expenditures is required. The Grantee shall submit reports to:

Mark Vessey, Coordinator
Local Records Grant Program
Washington State Archives
1129 Washington St SE
Olympia, WA 90504-0238

The **final report**, due on or before May 31, 2019, must provide a complete summary of the project and of all grant activities as described in the application and Exhibit A. The report MUST include a separate, itemized list of costs incurred and copies of receipts, and invoices, etc., to substantiate all figures.

## PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on date of execution, and be completed no later than May 31, 2019, unless terminated sooner as provided herein.

## PAYMENT

No funds will be disbursed to the Grantee. All grant funds will be held by OSOS. In consideration for the work conducted as described in Exhibit A, Grantee shall submit invoices for completed work to the OSOS Project Manager for processing by OSOS. This grant is not to exceed amount of $14000 as prescribed and incorporated by reference herein.

Payment for approved and completed work will be made by warrant or account transfer by OSOS within 30 calendar days of a satisfactorily completed invoice. Satisfactorily completed is defined as having all the information required for processing by OSOS Financial Services. In addition to a Federal Tax ID number, the Grantee must provide OSOS a Statewide Vendor Number (SWV#). Payment cannot be made without these numbers on file. **The Contract number G-6208 and Statewide Vendor number must be referenced on each reimbursement claim in order for the claim to be processed.**

Costs incurred prior to the effective date of the Grant Agreement shall be disallowed under the Grant. Should the Grantee incur costs prior to the effective date of the Grant Agreement, it does so at its own risk. WAC 434-670-020.

## RECORDS MAINTENANCE AND MONITORING PROJECTS FOR PROGRAM AND FISCAL COMPLIANCE

Specific accounting requirements for the Local Records Grant Program include but are not limited to:

- All changes to the approved project (project scope, budget, personnel), must be requested in writing to, and approved by, the State Archivist.
- Imaging completed as a result of this grant must meet the Washington State Standards for Production and Use of Microfilm.
- Grant work must be monitored in progress. OSOS staff may visit the work site for review at any time during the project.
- The Grantee is responsible to adhere to their agencies purchasing policies and requirements.

## GRANT MANAGEMENT

The Project Manager for each of the parties identified below shall be the contact person for communications regarding the performance of this Grant. Invoices shall be sent to the OSOS Project Manager. Should questions arise during processing of invoices send inquiries to payables@sos.wa.gov.

Steve Austin
City of Clarkston
829 5th Street
Clarkston, WA 99403
Phone: 509-758-5541
E-mail address: clarkstoncity@cableone.net

**Mark Vessey**

Office of the Secretary of State
Washington State Archives and Records Management
1129 Washington St. SE
Post Office Box 40238
Olympia, Washington 98504-0238
Phone: 360.586-7810
E-mail address: mark.vessey@sos.wa.gov

## INDEPENDENT CAPACITY AND INDEMNIFICATION

The employees or agents of each party who are engaged in the performance of this Grant Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees

or agents of the other party. Each party to this Grant Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents.

**TERMINATION**

Either party may terminate this Grant Agreement upon 30 days' prior written notification to the other party. If this Grant Agreement is so terminated, the parties shall be liable for performance rendered or costs incurred in accordance with the terms of this Grant Agreement prior to the effective date of termination.

**TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Grant Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Grant Agreement may be terminated immediately by written notice of the aggrieved party to the other.

The rights and remedies of the OSOS provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement. Except as otherwise provided in this Grant Agreement, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Secretary of State. Nothing in this Grant Agreement shall be construed to limit the parties' choice of a mutually acceptable Alternate Dispute Resolution (ADR) method in addition to the dispute resolution procedure outlined above.

**GOVERNANCE**

In the event of any inconsistency in the terms of this Grant Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

A. Applicable state and federal statutes and rules; and
B. This Grant Agreement and any and all attached exhibits

**GOVERNING LAW**

This Grant Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

**IN WITNESS WHEREOF**, the parties have executed this Grant Agreement.

CITY OF CLARKSTON

_____
Authorized Signatory Date
Print Name:_____
Title:_____

OFFICE OF THE SECRETARY OF STATE

_____
Sheri Nelson Date
Deputy Secretary of State

APPROVED AS TO FORM
Attorney General's Office

# EXHIBIT A

## AWARD DETERMINATION
CITY OF CLARKSTON

The following table illustrates the grant budget as proposed by your agency - with the items that were funded, and the items that were awarded with conditions.

| Budget Item | Amount Requested | Amount Funded | Stipulations/Conditions |
|---|---|---|---|
| Temporary Personnel/ Supplies/ Destruction Services | $14,000 | **$14,000** | Temporary staff will be used to assemble shelving, transfer records, and separate records for shredding/destruction. Sorting and indexing to be done by part-time staff.<br><br>Destruction Services.<br><br>Purchase of shelving/file cabinets, supplies and Archives boxes.<br><br>To be completed by May 31, 2019 |
| **TOTAL** | | **$14,000** | Not to exceed amount listed. |

City of Clarkston Lodging Tax Meeting

10-17-2018

In Attendance: Mayor Lawrence, Chris Seubert, Danielle Conklin, Sara Evans, Belinda Larsen

The committee received two requests for funds this year, one from Visit Lewis Clark Valley and the other submitted by the Port of Clarkston.

In reviewing the Visit Lewis Clark Valley request of $95,000, the committee voted to continue this funding as has been done in the past. We would like to see Michelle Peters, Director of the Visit Lewis Clark Valley Visitors Bureau, take this funding and direct some of it towards a full time staff person. Efforts to keep overhead down are appreciated but feel it would be very beneficial to the organization if there were, at a minimum, another full time staff person. As it is, Michelle continues to increase awareness of our Valley and the surrounding area. She continuously supports Clarkston in all areas but specifically, this year, extra attention has been made towards the cruise boat industry. Thanks for all you do Michelle!

The second request of $15,000 was from the Port of Clarkston. Although the request for this money comes from the Port and is distributed by the Port, it is requested from a larger group called the Confluence Waterfront Coalition cruise boat subcommittee. This committee partners with a number of other organizations to address the challenges of the growing cruise boat industry. This is, from an economical standpoint, a good challenge to have. These funds will improve tourist experiences at the water gateway to Clarkston at the 14th Street Dock and the Cruise Boat dock behind the Quality Inn. Some of the improvements will include fencing, flowers and bark, permanent shade structure, way finding signs and skirting for trees along with a drip system. All that we would ask from the Port of Clarkston is a cleaner, more refreshing look at the dock behind the Quality Inn. Thanks to the Port of Clarkston, the Confluence Waterfront Coalition and all those organizations that have jumped on board to make our docks a more welcoming experience!!

# City of Clarkston

## 2019 Lodging Tax Funding Request Application

Organization/Agency Name: Visit Lewis Clark Valley
Amount of Lodging Tax Requested: $95,000
Federal Tax ID Number: 91-1571132
Event or Activity Name (if applicable): Tourism Marketing
Contact Name and Title: Michelle Peters, President/CEO
Mailing Address: 847 Port Way City: Clarkston State: WA Zip: 99403

Phone: 509-758-7489 Email Address: president@visitlcvalley.com

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Check all service categories that apply to this application:

_X_ Tourism Promotion/Marketing
____ Operation of a Special Event/Festival designed to attract tourists
____ Operation of a Tourism Promotion Agency
____ Operation of a Tourism-Related Facility owned or operated or non-profit organization
____ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Check which one of the following applies to your agency:
_X_ Non-Profit *(Attach copy of current non-profit corporate registration with Washington Secretary of State)*
___ Public Agency

---

CERTIFICATION
I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service for 2019. If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- My agency will be required to submit a report documenting economic impact results in a format determined by the City.

Signature: Michelle Peters Date: 10-8-18

Printed or Typed Name: Michelle Peters

# City of Clarkston

## 2019 Lodging Tax Funding Request Application

Organization/Agency Name: Port of Clarkston
Amount of Lodging Tax Requested: $15,000.00

Federal Tax ID Number: 91-1723467
Event or Activity Name (if applicable): Enhancing the experience of visitors arriving by cruise boat
Contact Name and Title: Wanda Keefer, Manager

Mailing Address: 849 Port Way City: Clarkston State: WA Zip: 99403

Phone: 509-758-5272 Email Address: wanda@portofclarkston.com

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Check all service categories that apply to this application:

____ Tourism Promotion/Marketing
____ Operation of a Special Event/Festival designed to attract tourists
____ Operation of a Tourism Promotion Agency
____ Operation of a Tourism-Related Facility owned or operated or non-profit organization
_x_ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Check which one of the following applies to your agency:
___ Non-Profit *(Attach copy of current non-profit corporate registration with Washington Secretary of State)*
_x_ Public Agency

---

CERTIFICATION
I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service for 2019. If awarded, my organization intends to enter into a Municipal Services Contract with the County; provide liability insurance for the duration of the contract naming the County as additional insured and in an amount determined by the County; and file for a permit to use County property, if applicable.

- My agency will be required to submit a report documenting economic impact results in a format determined by the County.

Signature: Wanda Keefer Date: 10-8-18

Printed or Typed Name: Wanda Keefer

City of Clarkston

City Hall: (509) 758-5541 • Police: (509) 758-1680 • Fire: (509) 758-8681 • Fax: (509) 769-6018

829 5th Street • Clarkston, WA 99403 • www.clarkston-wa.com

October 18, 2018

To Whom it May Concern:

This letter is to verify that the City of Clarkston, Washington is a certified government agency as recognized by the State of Washington. The City was officially incorporated as a municipality on August 14, 1902 as directed by the state legislature in the Washington State Constitution.

I authorize the Clarkston Police Department to apply for funding from Walmart and the Walmart Foundation for the betterment of the community in the "Shop With a Cop program."

Respectfully,

Monika Lawrence
Mayor, City of Clarkston

TREE CITY USA.