

CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, February 24, 2014

1. **CALL TO ORDER: 7:00 P.M.**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL:**
4. **AGENDA CHANGES:**
5. **APPROVAL OF MINUTES:**
February 10, 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 – February 18**
 - C. **Public Works – no meeting**
 - D. **Administrative/Intergovernmental – February 24**
 - E. **Community Development – February 18**
8. **UNFINISHED BUSINESS:**
9. **NEW BUSINESS:**
 - A. **Resolution No. 2014-02, Authorizing Investment in Local Government Investment Pool (Finance)**
 - B. **Resolution No. 2014-03, Credit Card Policy (Admin)**
10. **COUNCIL COMMENTS**
11. **MEDIA QUESTIONS**
12. **EXECUTIVE SESSION - Negotiations**
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

February 10, 2014

CALL TO ORDER: Mayor Warren, 7:00 P.M.

COUNCIL:

<input checked="" type="checkbox"/> Beadles	<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	

STAFF:

<input checked="" type="checkbox"/> Chief Hastings	<input checked="" type="checkbox"/> Chief Cooper	<input checked="" type="checkbox"/> Clerk Storey
<input checked="" type="checkbox"/> City Attorney Grow		

AGENDA CHANGES:

APPROVAL OF MINUTES: MOTION BY BEADLES/PROVOST to approve the minutes of the January 27, 2014, Regular Meeting. Motion carried.

COMMUNICATIONS:

- A. **From the Public:** Charles Beauchamp, 610 Sunrise Drive, explained that he took his dog for a walk today and the dog got a laceration on his paw. He believes it is from the gravel that has been put down for traction in the snow. He said he just wanted to bring it to the city's attention. He left samples of the gravel with Jim Martin.
- B. **From the Mayor:** Mayor Warren said she will be out of the office on February 18.
- C. **From Staff:** PWD Martin said the stormwater design agreement with Keller is still under review. Martin reported on a grant the city is being awarded for stormwater education purposes. The funds will go directly to Asotin County to the Stormwater Interlocal. An Interlocal agreement has been proposed which is being reviewed by legal counsel. Grow said his only concern would be the city's responsibility if the County did not follow the terms of the grant. MOTION BY PROVOST/NASH to authorize signature if the city attorney is satisfied with the language. Grow said he has stated his concerns with city control over the funds and if the council is comfortable, he has no further objections. Motion carried.

COMMITTEE REPORTS:

Finance: Councilmember Provost reported the bills were reviewed and approved for payment. Total expenditures February 10, 2014, of \$387,817.66. MOTION BY PROVOST/BEADLES to approve the bills. Motion carried.

Public Safety: Councilmember Beadles said committee met on February 4. They interviewed two applicants for the citizen position on the EMS council. Beadles said both candidates were well qualified. Committee recommends appointing Jim Braddock. Committee recommends that Chief Hastings place the order for a new patrol vehicle, which is in the budget. He will be ordering a Ford SUV this year. Chief Hastings discussed the enforcement of vehicle licensing. Chief Cooper gave an update on negotiations of the dispatch contract.

Public Works: No meeting.

Admin Committee: Councilmember Manchester said committee met on February 10. An update to the city's credit card policy was presented. It will be on the agenda for the next council meeting. Also discussed union negotiations which will be presented in executive session.

Community Development: Councilmember Beadles said committee met on February 4. They discussed progress on nominating a student from CHS for an Association of Washington Cities scholarship. The high school is helping to coordinate that nomination. Committee reviewed the membership status of the Planning Commission. This is an agenda item. Discussed ideas for an annual event that would enhance local business. Councilmember Kolstad suggested a shotgun competition. Committee will continue to explore ideas.

UNFINISHED BUSINESS:

A. Ordinance No. 1521, Limiting Time for Fireworks Discharge – 2ⁿ^d Reading

MOTION BY BEADLES/PROVOST to approve Ordinance No. 1521. Blackmon asked about the penalties. Chief Hastings said the penalty is standard for a misdemeanor. Councilmember Kolstad asked how the public would be educated to the changes. Hastings said the change doesn't go into effect for a year and when the time is closer he will work with the media to get information out. Motion carried.

NEW BUSINESS

A. Resolution No. 2014-01, Setting Public Hearing on Transportation Benefit District

Resolution No. 2014-01 was read by title. It provides for a public hearing at the council meeting on March 10. MOTION BY BAUMBERGER/NASH to approve Resolution No. 2014-01. Councilmember Kolstad asked how much revenue we expect to generate. Clerk Storey said we have an estimate of the average number of vehicles per person in the state and we can use that number to estimate our potential revenue. But there is not a way to get an exact number of vehicles. Councilmember Provost reminded the audience that this money would be dedicated to streets and does not go into the general fund. Motion carried, 6-1, Blackmon opposed.

B. Reappointment of Planning Commission Members

MOTION BY BEADLES/KOLSTAD to reappoint Jim Merrill, Larry Moser, John Murray and Bob Gilbertson to the Planning Commission. Motion carried.

C. Appointment of Citizen Representative to EMS Council

MOTION BY BEADLES/BAUMBERGER to appoint Jim Braddock to the EMS Council. Motion carried.

D. Authorize Purchase of Patrol Vehicle

MOTION BY BEADLES/NASH to authorize purchase of a new patrol vehicle, as provided in the 2014 budget. Hastings explained that the currently available sedan is small for the amount of equipment that is installed and also hard for the officers to get in and out of. The utility vehicle that is available on the state bid will be better for equipment and also easier for the officers to get in and out of with their equipment belts on. Motion carried.

COUNCIL COMMENTS:

Councilmember Kolstad said he met with Doug Mattoon of Valley Vision. He said that Valley Vision pooled funds with the Port of Clarkston and SEWEDA to advertise and promote Clarkston in a magazine called Choose Washington. The magazine is distributed statewide and throughout the nation. He will provide some copies of the ad.

MEDIA QUESTIONS:

EXECUTIVE SESSION: Council went into Executive Session at 7:25 p.m. to discuss union negotiations. Anticipated length of session is 10 minutes. No action will be taken as a result of the session.

Council returned to open session at 7:42.

ADJOURNMENT:

Meeting adjourned at 7:42 p.m.

Vickie Storey, City Clerk

Kathleen A. Warren, Mayor

Total Fund Expenditures, 2/10/14	CK 55793, 55795-55878	\$108,181.11
Payroll, 1/31/14	Ck #55736-55792	\$279,636.55

Public Safety Committee

February 18, 2014

Attendance: Chief Hastings, Chief Cooper, Dick Jones, Terry Beadles, and representatives from EPIC; Kristi and Illa

Kristi discussed the need to set goals on dealing with the legalization of marijuana as the effect on our youth. The question asked is: can Clarkston opt out of the sale of marijuana? There are many "head shops" and related business operating in Clarkston. This could have an effect on the general attitude and acceptance of marijuana in our town. Zoning and other controls will need addressing before decisions are implemented on the sale of marijuana. The issue of "edibles" in the marijuana trade will need addressing.

Chief Hastings reported that "In car video cameras" are now installed in our four patrol cars. A first aid training class was attended by many Clarkston police officers. The class was presented by a Clarkston Fire Captain.

Community Development Committee

February 18, 2014

Attendance: George Nash, Brian Kolstad, Belinda Campbell, Terry Beadles and representatives from EPIC; Melissa and Kristi

Several members of EPIC recently attended a conference in Washington DC. One of the topics at the conference was the legalization of Marijuana in Colorado and Washington. They presented a list of "head shops" and other related shops that are doing business in Clarkston.

We need to review future actions that are available to us in the impact of this drug on our youth. Very little is known about the effect of this drug on our youth. Promoting good decisions with our youth is a favorable option.

Kristi provided a hand out for the committee to review regarding marijuana.

RESOLUTION NO. 2014-02

AUTHORIZING INVESTMENT OF CITY OF CLARKSTON MONIES IN THE LOCAL GOVERNMENT INVESTMENT POOL.

WHEREAS, PURSUANT TO Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, the City of Clarkston, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Clarkston City Council, the "governing body" or any designee of the governing body pursuant to this resolution or a subsequent resolution; and

WHEREAS, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by The City of Clarkston and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Vickie Storey, Clerk/Treasurer, the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designations of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the

governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the state Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the City Council of the City of Clarkston, Washington, on this _____ day of _____, 2014.

Kathleen A. Warren, Mayor

Attest:

Vickie Storey, City Clerk

RESOLUTION NO. 2014-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON,
WASHINGTON, ADOPTING A POLICY FOR THE USE OF CREDIT CARDS.

WHEREAS, the City Council of the City of Clarkston finds it advantageous for the City to use a credit card for certain official City purchases; and

WHEREAS, the Washington state legislature passed RCW 39.58.180 in 1995 allowing local governments to use credit cards for official purposes; and

WHEREAS, RCW 43.09.2855 and RCW 42.24.115 authorized the use of credit cards for governmental purchases and acquisitions, as well as, expenses incident to authorized travel provided the City adopts a system relating to the distribution, authorization, credit limits, payment and control of the use of such cards;

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

Section 1. Definitions. As used in this resolution, the term “credit card” means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives to the card holder (the City) the privilege of obtaining credit from the issuer.

Section 2. Issuance, Use and Control of Credit Cards. The City adopts the following Credit Card Policy (see Exhibit “A”) system for the issuance, use and control of credit cards by City employees.

- A. The Mayor or designee is authorized to obtain City credit cards under the following system which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by City employees.
 1. Issuance and Use. Credit cards may be issued to the City of Clarkston and used authorized employees for purchasing goods, supplies and other items from vendors or incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the City.
 2. Authorization and Control. Upon authorization from the Mayor, and the completion of the Employee Purchase Card Agreement (Exhibit B), City employees may obtain credit cards from the City Clerk/Treasurer who shall maintain a ledger of the individual receiving the credit card, including the date the card was received. City Council members may obtain credit cards from the City Clerk/Treasurer. The Clerk/Treasurer shall implement accounting controls to insure the proper use of credit cards and credit card funds.

Certain credit cards (i.e., gas cards, Albertsons, Home Depot, etc) are issued to the City in general and will be kept under the control of the Clerk/Treasurer and checked out as needed and promptly returned after use.

3. Credit Limits. The credit limit shall not exceed \$5,000.00 per card or as otherwise identified in the credit card ledger.
 4. Payment of Bills. The City Clerk/Treasurer shall establish a procedure for the prompt payment of all credit card bills on or before the due date.
 5. Unauthorized Charges. No official or employee shall use the City issued credit card for non-City business purposes. No charges shall exceed amounts established and available in the City budget.
 6. Cash Advances. Cash advances on credit cards are strictly prohibited.
- B. Expenses incident to authorized travel may be charges to a City issued credit card provided the employee returns to the City an itemized travel expense voucher with credit card receipts. If certain credit charges are disallowed as a result of audit or City policy, such charge must be repaid to the City with the City having the right to withhold funds payable to the employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company.
- C. The Mayor or Clerk/Treasurer is authorized to revoke the use of any charge card issued and immediately require the surrender of the credit card. The Mayor or Clerk/Treasurer may deliver a revocation order to the charge card company with the City not being liable for any future costs incurred after the date of revocation.

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

DATED this 24th day of February, 2014.

Kathleen A. Warren, Mayor

Attest:

Vickie Storey, City Clerk

CITY OF CLARKSTON POLICY AND PROCEDURE

SUBJECT: CITY CREDIT CARD USE

RELATING TO: ALL DEPARTMENTS

EFFECTIVE DATE: February 24, 2014 APPROVED: _____

1.0 PURPOSE:

1) To establish policies and procedures related to the distribution, authorization, control and use of City credit cards.

2) To establish credit limits and payment of bills related to City credit cards.

2.0 DELEGATION OF AUTHORITY:

The Mayor or designee is authorized to obtain City credit cards for the use of travel, procurement purchases. City departments are authorized to use credit cards for official government purchases and acquisitions. The credit cards are to be used only when a purchase order cannot be used and an open charge account is not available.

3.0 EMPLOYEE ELIGIBILITY:

Credit cards will be issued to authorized City employees. Department Heads are responsible for authorizing an employee to obtain a credit card.

If the employee's name appears on the card, only that employee may use the card as prescribed above.

4.0 PROCEDURES:

Department Heads are responsible for providing documentation of purchases for reconciling the monthly statements. Receipts should be coded and turned in promptly so that the statement can be paid prior to its due date.

Card limits will be established by the City and the bank.

Use of the credit card does not relieve the employee from complying with City purchasing policies and procedures. The credit card is not intended to replace effective procurement planning which can result in quantity discounts, reduced number of trips and more efficient use of city resources.

Employees are encouraged to use the invoicing and vouchering process when procuring goods and services. The credit card shall be used on a limited basis if there is a cost savings to the City or the credit card is the only means available to purchase a product or a service.

Resolution of merchandise returns and billing errors are the responsibility of the cardholder.

The cardholder will be responsible to report a lost or stolen card by contacting the Clerk/Treasurer immediately. The Clerk/Treasurer will confirm the loss in writing to the bank.

The cardholder must obtain an itemized receipt from the vendor and submit the receipt for processing.

5.0 CARD RESTRICTIONS:

The following list covers purchases for which the credit cards are specifically prohibited.

- Cash advances or cash refunds.
- Personal use of any kind or any non-city purpose
- Tuition and/or other reimbursable personal expenses
- Gas for personal vehicle; (if using personal vehicle mileage must be claimed and processed on a City Travel Voucher.)
- Personal cellular phone bills
- Capital expenditures
- Any work considered to be a Public Works
- Good or services on City contracts, unless payment by credit card was specifically contracted.

6.0 MISUSE OF CREDIT CARD:

If for any reason disallowed charges are not repaid by the cardholder before the card billing is due and payable, the City shall retain a prior lien against and a right to withhold any and all funds payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the purchasing card contractor. Consequences for misuse of the credit card can include:

- Permanent revocation of credit card privileges;
- Assignment of wages for repayment of discrepancies
- Notification to investigate the matter further
- Disciplinary action.

8.0 CREDIT CARD CANCELLATION:

The credit card can be cancelled for any of the following reasons:

- The card is lost or stolen
- If the card is used in a manner which is inconsistent with City policy
- The employee retires, resigns or is otherwise terminated from city employment
- The authorizing Department Head requests termination for any reason
- The Mayor or Clerk/Treasurer requests cancellation.

9.0 ADMINISTRATION:

The credit card policy is administered by the Finance Department. The Mayor and Finance Committee are responsible for ensuring that all policies and procedures are followed.

CITY OF CLARKSTON
EMPLOYEE PURCHASE CARD AGREEMENT

As an employee of the City of Clarkston, I understand the City has authorized my use of a Purchasing (VISA) Card for approved City business and travel related expenses. In accepting this card, I agree to the following terms and conditions:

- The card may be used for payment of authorized business and travel related expenses on behalf of the City of Clarkston.
- The card may not be used to obtain cash advances or other expenses that are not allowed as established by City or department purchasing policies and procedures.
- The card may not be used for personal use.
- The card may not be used for payments for professional service agreements, public works contracts, and/or human services contracts.
- I understand that when using the Purchasing Card for travel and meal expenses that I am governed by the City of Clarkston travel policies.
- I understand that my Purchasing Card limits are set forth by the Finance Department and authorized by the Mayor or Department Manager.
- Whenever a purchase is made, I will retain all receipts, packing slips and shipping documents.
- I understand that it is my responsibility to reconcile, or arrange for the reconciliation, of my Purchasing Card monthly statement. It is my responsibility to have the Purchase Order (if applicable) or Travel Voucher signed by my supervisor. The City Clerk must receive the reconciliation, appropriate approvals, and all receipts by the established due dates.
- I understand that I will surrender the Purchasing Card to the City Clerk or to the Mayor, or the City may revoke the Purchasing Card if, (1) the Purchasing Card is used in a manner which is inconsistent with any City or Department policies and procedures and/or the requirements of this Agreement, (2) I transfer to another department, resign, or otherwise terminate City employment, (3) if the monthly reconciled Purchasing Card statement and receipts are not received by the City Clerk by the established due dates, and (4) if finance charges are incurred as a result of my negligence.
- I understand that if my card is lost or stolen I must report it immediately to the City Clerk.
- I will be held personally and financially responsible for unauthorized purchases and/or for purchases not supported by detailed receipts. I authorize that such transactions may be deducted from my paycheck.

I have read and understand the above conditions as well as referenced policies and procedures and certify that I will be in compliance with required policies and procedures.

Dated this _____ day of _____, 20__.

Employee Signature _____

Supervisor _____

Purchasing Card No. _____