

**GOLDENDALE CITY COUNCIL  
REGULAR MEETING  
MAY 20, 2024  
6:00 PM**

**NOTE: THIS MEETING IS BEING HELD IN PERSON OR CAN BE ACCESSED REMOTELY BY TELEPHONE AND ZOOM VIDEO. TO PARTICIPATE VIA ZOOM, YOU WILL NEED TO CALL 415-762-9988. THE MEETING ID NUMBER IS 373 290 5204. YOU WILL BE ABLE TO CALL IN AT 5:45. YOU CAN FIND THE INSTRUCTIONS FOR ZOOM ON THE WEBSITE.**

- A. Call to Order
  - a. Pledge of Allegiance
- B. Roll Call
- C. Closed Public Comment (Agenda Business Only, comments limited to 3 minutes)
- D. Public Hearing
- E. Agenda
  - 1. Approval of Agenda
  - 2. Consent Agenda
    - a. Approval of Minutes
    - b. Claims
    - c. Payroll
    - d. Other
- F. Presentations
  - 1. 2024 First Quarter Review by Jen Forsberg
- G. Department Reports
- H. Council Business
  - 1. North Waterline Project Contract Award
- I. Resolutions
  - 1. Resolution No 733 – City Administrator Appointment
- J. Ordinances
- K. Report of Officers - Council, Mayor, City Administrator
- L. Open Public Comment – 3 Minute Limit
- M. Executive Session
  - 1. Union Negotiations RCW 42.30.140
  - 2. Personnel Matter RCW 42.30.110
- N. Adjournment

**THE NEXT REGULAR COUNCIL MEETING WILL BE ON JUNE 3, 2024, AT 6:00 PM.**

**AGENDA TITLE: CONSENT AGENDA**

**DATE: MAY 20, 2024**

**ACTION REQUIRED:**

ORDINANCE\_\_\_\_\_ COUNCIL INFORMATION\_\_\_\_\_X  
RESOLUTION\_\_\_\_\_ OTHER\_\_\_\_\_  
MOTION\_\_\_\_\_X

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**EXPLANATION:**

The consent agenda includes the following:

Minutes of the May 6<sup>th</sup>, 2024, regular council meeting, first pay period May checks #58227 – 58235, 901754, direct deposit 5/8/2024 in the amount of \$105,230.29, May 15, 2024, claims checks #58220 – 58226, 58236 – 58280, 901755 - 901759 in the amount of \$704,458.22.

**FISCAL IMPACT:**

Payroll checks in the amount of \$105,230.29, claims check in the amount of \$704,458.22.

**ALTERNATIVES:**

Approve the consent agenda.

Remove certain items from the consent agenda for further discussion.

**STAFF RECOMMENDATION:**

Approve the consent agenda.

**MOTION:**

**I MOVE TO APPROVE THE CONSENT AGENDA.**

**GOLDENDALE CITY COUNCIL  
REGULAR MEETING**

**May 6, 2024**

**6:00 PM**

Mayor Dave Jones called to order the regular meeting of the Goldendale City Council followed by the Pledge of Allegiance.

**ROLL CALL**

**Council Present:** Mayor Dave Jones (Not voting), Council Member Steve Johnston, Loren Meagher, Council Member Ellie Casey, Council Member Andy Halm, Council Member Miland Walling, Council Member Danielle Clevidence, Council Member Theone Wheeler

**Staff Present (Not Voting):** Clerk Treasurer Sandy Wells, Police Chief Mike Smith, Fire Chief Noah Halm

**CLOSED PUBLIC COMMENT**

NO COMMENT

**AGENDA AND CONSENT AGENDA**

**Motion:** I move to approve the agenda and consent agenda, **Action:** Motion, **Moved by** Council Member Steve Johnston, **Seconded by** Council Member Andy Halm.  
Motion Passed Unanimously

**PRESENTATION**

**Native American Land Acknowledgement by Theone Wheeler, Bronsco Jim Jr, Elaine Harvey, Elsie David** gave a presentation of Native American Land Acknowledgement and showed a video.

**DEPARTMENT REPORTS**

**Fire Chief Noah Halm** – The Fire Department has received their new airpacks today. We will be doing some training on them before they are used for emergency calls.

**Police Chief Mike Smith** – Goldendale Police Department has had 259 calls in the last month.

**Clerk Treasurer Sandy Wells** – Because we have some vacancies, as time will allow, Public Works is spraying weeds and replacing several damaged road signs. They are also fixing several small maintenance items. They are going to be getting some asphalt to patch potholes as soon as the weather allows.

**Mayor Dave Jones** – City Administrator Pat Munyan has turned in his resignation.

**COUNCIL BUSINESS**

**Observatory Hill Fuel Reduction by Council Member Loren Meagher**, this agreement was tabled at the April 15, 2024, meeting. The purpose of this agreement is to identify

and confirm the terms, conditions and obligations agreed upon between the Central Klickitat Conservation District, who is undertaking a project funded by the State Conservation Commission, and the City of Goldendale who owns the property on which the project will take place. The Central Klickitat Conservation District and the City of Goldendale mutually agree to participate in conducting the natural resource improvement activities.

**Motion:** I move to approve the agreement between the Central Klickitat Conservation District and the City of Goldendale and authorize the mayor or his designee to enter into the agreement, **Action:** Motion, **Moved by** Council Member Steve Johnston, **Seconded by** Council Member Andy Halm.

Motion Passed (**summary:** Ayes = 5 Nays =0, Abstain =2)

**Ayes:** Council Member Steve Johnston, Council Member Miland Walling, Council Member Ellie Casey, Council Member Andy Halm, Council Member Danielle Clevidence

**Abstain:** Council Member Loren Meagher, Council Member Theone Wheeler

**Proclamation – Bus Driver Appreciation Day by Thomas Snyder & Mayor Dave Jones,** Mayor Dave Jones would like to present a proclamation proclaiming Wednesday May 8, 2024, as Bus Driver Appreciation Day with the request from Thomas Snyder. Thomas Snyder would like to recognize bus drivers for their hard work.

**Motion:** I move to approve to Approve May 8, 2024, as bus driver appreciation day and authorize the mayor to sign the presented proclamation recognizing bus driver appreciation day, **Action:** Motion, **Moved by** Council Member Ellie Casey, **Seconded by** Council Member Miland Walling.

Motion Passed Unanimously

**Professional Service Contract by Mayor Jones,** attached is a professional service contract with Larry Bellamy to provide the City of Goldendale Administrative Support services in the transition of hiring and training a new City Administrator

**Motion:** I move to authorize the mayor to enter into a professional service contract with Larry Bellamy, **Action:** Motion, **Moved by** Council Member Steve Johnston, **Seconded by** Council Member Danielle Clevidence.

Motion Passed Unanimously

**Airport Committee New Appointment by Mayor Jones,** The Airport Committee would like to elect Nathaniel Hill to the airport committee.

**Motion:** I move to authorize the mayor to appoint Nathaniel Hill to the Airport Committee, **Action:** Motion, **Moved by** Council Member Loren Meagher, **Seconded by** Council Member Ellie Casey.

Motion Passed Unanimously

## **REPORT OF OFFICERS**

**Council Member Loren Meagher** is concerned about the staffing issue at City Hall.

**Council Member Theone Wheeler** would like to have a budget meeting on May 13<sup>th</sup>. There is a meeting on May 16<sup>th</sup> for pump storage project.

**Council Member Steve Johnston** would like the city to go back to having a Public Works Director.

**Council Member Miland Walling** thanked the Chamber for their hard work on the Home and Garden Show.

**Council Member Danielle Clevidence** enjoyed listening to the presentation and learning about the culture. Thanked Thomas Snyder for getting involved with the community and thanking the bus drivers.

**Mayor Dave Jones** wished Andy O'Connor a happy retirement. He has been with the city for 30 years. We have a new member starting next week for the wastewater treatment plant. We have an open position for Building Department/ Code Enforcement/ Planner. Robert Thompson will be helping with that job until it's filled. Thanked the Chamber for their hard work at the Home and Garden Show. May 11 is Goldendale Cleanup Day.

#### **OPEN PUBLIC COMMENT**

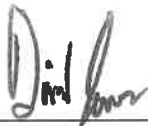
**Roger Nichols, radio station** – Would like to know why the administration left. Sandy told Roger Pat left to pursue another job.

**Mike Snyder, Goldendale** – would like to know if we needed volunteers to help with the staff shortage.

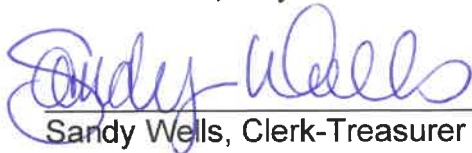
#### **ADJOURNMENT**

**7:13 PM**

**Motion: I motion to Adjourn the meeting, Action: Motion, Moved by Council Member Andy Halm, Seconded by Council Member Ellie Casey.  
Motion passed unanimously.**



Dave Jones, Mayor



Sandy Wells, Clerk-Treasurer

# Register

Fiscal: 2024  
Deposit Period: 2024 - May 2024  
Check Period: 2024 - May 2024 - 1st Council May 2024

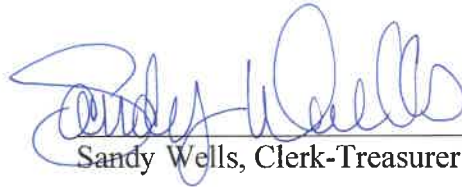
Number	Name	Print Date	Clearing Date	Amount
<b>1st Security Bank of Washington</b>	<b>20016310</b>			
<b>Check</b>				
<u>58220</u>	Hattenhauer Energy Co LLC	5/2/2024		\$2,115.11
<u>58221</u>	Umpqua Bank	5/2/2024		\$6,612.53
<u>58222</u>	Blue Mountain Networks LLC	5/7/2024		\$842.28
<u>58223</u>	Republic Services Inc	5/7/2024		\$903.36
<u>58224</u>	Shred Northwest Inc	5/7/2024		\$75.25
<u>58225</u>	Shred Northwest Inc	5/7/2024		\$75.25
<u>58226</u>	America's Phone Guys	5/7/2024		\$905.79
<u>58236</u>	Epic Fuels	5/9/2024		\$19,326.33
<u>58237</u>	Inductive Automation LLC	5/13/2024		\$1,827.51
<u>58238</u>	Verizon Wireless	5/13/2024		\$440.11
<u>58239</u>	Klickitat County PUD	5/13/2024		\$10,394.21
<u>58240</u>	Municipal Emergency Services Inc	5/15/2024		\$186,641.50
<u>58241</u>	Allyns Building Center	5/20/2024		\$500.27
<u>58242</u>	Anatek Labs Inc	5/20/2024		\$225.00
<u>58243</u>	Builders Exchange of Washington Inc	5/20/2024		\$45.00
<u>58244</u>	Carquest Auto Parts	5/20/2024		\$509.68
<u>58245</u>	CED - Consolidated Electrical Distributors, Inc	5/20/2024		\$223.60
<u>58246</u>	Christopher R Lantz Law Office LLC	5/20/2024		\$1,510.00
<u>58247</u>	Clifford & Martin Inc	5/20/2024		\$40.69
<u>58248</u>	Department of Commerce	5/20/2024		\$72,403.12
<u>58249</u>	Ferguson Portland Waterworks #3011	5/20/2024		\$5,706.95
<u>58250</u>	Fitzjarrald Law Office	5/20/2024		\$7,000.00
<u>58251</u>	Foremost Promotions	5/20/2024		\$876.81
<u>58252</u>	Goldendale Chamber	5/20/2024		\$2,679.48
<u>58253</u>	Goldendale City of	5/20/2024		\$3,423.44
<u>58254</u>	Goldendale Sentinel	5/20/2024		\$456.00
<u>58255</u>	Goldendale Veterinary Clinic	5/20/2024		\$154.95
<u>58256</u>	Holcombs Market	5/20/2024		\$8.36
<u>58257</u>	IBS Incorporated	5/20/2024		\$171.37
<u>58258</u>	Inland Fire Protection, Inc	5/20/2024		\$469.23
<u>58259</u>	JTI The Dalles	5/20/2024		\$127.57
<u>58260</u>	Klickitat County Public Works	5/20/2024		\$78.00
<u>58261</u>	Klickitat Valley Business Unit	5/20/2024		\$7,276.23
<u>58262</u>	Krystal L Smith	5/20/2024		\$1,925.00
<u>58263</u>	Menke Jackson Beyer LLP	5/20/2024		\$5,650.94

Number	Name	Print Date	Clearing Date	Amount
58264	Methodist Church	5/20/2024		\$204.37
58265	Mid-American Research Chemical	5/20/2024		\$308.82
58266	Municipal Emergency Services Inc	5/20/2024		\$1,036.75
58267	Norco Inc	5/20/2024		\$54.18
58268	One Call Concepts Inc	5/20/2024		\$28.08
58269	O'Reilly	5/20/2024		\$39.46
58270	Pioneer Surveying & Engineering Inc	5/20/2024		\$10,708.00
58271	Precision Service and Electric LLC	5/20/2024		\$2,314.70
58272	Radcomp Technologies	5/20/2024		\$7,691.06
58273	RH2 Engineering Inc	5/20/2024		\$21,403.05
58274	Sawyer's True Value	5/20/2024		\$80.63
58275	Tapani Inc	5/20/2024		\$286,487.50
58276	Teresa D Johnson CPA Inc	5/20/2024		\$4,892.94
58277	Uline	5/20/2024		\$97.61
58278	Vestis	5/20/2024		\$491.94
58279	Vic's Auto & Supply	5/20/2024		\$315.14
58280	WA ST Dept Nat Resources	5/20/2024		\$3,433.42
901755	HSA Bank Employee Plan Funding	5/6/2024		\$11.25
901756	HSA Bank Employee Plan Funding	5/14/2024		\$13,487.54
901757	PAYA	5/15/2024		\$1,682.67
901758	WA St Dept of Revenue	5/15/2024		\$7,771.39
901759	Invoice Cloud	5/1/2024		\$296.80
	<b>Total</b>		<b>Check</b>	<b>\$704,458.22</b>
	<b>Total</b>		<b>20016310</b>	<b>\$704,458.22</b>
	<b>Grand Total</b>			<b>\$704,458.22</b>

**CITY OF GOLDENDALE  
CLAIMS REGISTER**

I, the undersigned, do hereby certify that the materials have been furnished, the services rendered, or the labor performed as shown on Check numbers 58220 through 58226, 58236 – 58280, 901755 - 901759, in the amount of \$704,458.22, and unpaid obligations against the City of Goldendale, Washington and that I am authorized to certify said claims.

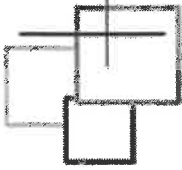
DATED this 15 day of May, 2024.



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Sandy Wells, Clerk-Treasurer





# Register Activity

Fiscal: 2024

Period: 2024 - May 2024

Council Date: 2024 - May 2024 - 1st Council May 2024

Reference	Date	Amount	Notes
<b>Reference Number: 58220</b> <u>CL15150</u>	<b>Hattenhauer Energy Co LLC</b> 4/30/2024	<b>\$2,115.11</b> \$2,115.11	Fuel
<b>Reference Number: 58221</b> <u>Invoice - 5/2/2024 7:56:04 PM</u>	<b>Umpqua Bank</b> 4/12/2024	<b>\$6,612.53</b> \$6,612.53	Credit Card
<b>Reference Number: 58222</b> <u>88259</u>	<b>Blue Mountain Networks LLC</b> 6/1/2024	<b>\$842.28</b> \$842.28	Internet
<b>Reference Number: 58223</b> <u>0487-000892647</u>	<b>Republic Services Inc</b> 5/18/2024	<b>\$903.36</b> \$903.36	Garbage Service
<b>Reference Number: 58224</b> <u>53038050224</u>	<b>Shred Northwest Inc</b> 5/2/2024	<b>\$75.25</b> \$75.25	Shred
<b>Reference Number: 58225</b> <u>53038040424</u>	<b>Shred Northwest Inc</b> 4/4/2024	<b>\$75.25</b> \$75.25	Shred
<b>Reference Number: 58226</b> <u>Invoice - 5/7/2024 6:51:48 PM</u>	<b>America's Phone Guys</b> 5/7/2024	<b>\$905.79</b> \$905.79	
<b>Reference Number: 58236</b> <u>7799300</u>	<b>Epic Fuels</b> 4/2/2024	<b>\$19,326.33</b> \$19,326.33	Airpot Fuel
<b>Reference Number: 58237</b> <u>1325048</u>	<b>Inductive Automation LLC</b> 6/7/2024	<b>\$1,827.51</b> \$1,827.51	SCATA Support License
<b>Reference Number: 58238</b> <u>9963285599</u>	<b>Verizon Wireless</b> 5/4/2024	<b>\$440.11</b> \$440.11	GPD Laptops
<b>Reference Number: 58239</b> <u>Invoice - 5/13/2024 6:37:38 PM</u>	<b>Klickitat County PUD</b> 5/3/2024	<b>\$10,394.21</b> \$10,394.21	Electric Utilities
<b>Reference Number: 58240</b> <u>In2046010</u>	<b>Municipal Emergency Services Inc</b> 4/29/2024	<b>\$186,641.50</b> \$186,641.50	Air-Paks
<b>Reference Number: 58241</b> <u>366376</u>	<b>Allyns Building Center</b> 4/1/2024	<b>\$500.27</b> \$25.79	Key

Reference	Date	Amount	Notes
<b>Reference Number: 58241</b>	<b>Alllys Building Center</b>	<b>\$500.27</b>	
366437	4/2/2024	\$22.56	Hose
366655	4/8/2024	\$155.36	Water Supplies
366760	4/10/2024	\$55.07	Concrete Tube, Mix
366777	4/10/2024	\$39.21	sealant, primer, strt elbow
366779	4/10/2024	\$11.26	PVC Elbow, sxmip
366895	4/12/2024	\$6.21	Putty, Washers
366959	4/15/2024	\$48.14	Masking Tape, Drop Cloth
367314	4/24/2024	\$14.15	Hex Bolt
367320	4/24/2024	\$5.14	Hex Bolt
367393	4/25/2024	\$3.33	Hex Lag
367484	4/29/2024	\$61.98	Park Supplies
367534	4/30/2024	\$15.00	Strap/ tie
367577	4/30/2024	\$37.07	Saw
<b>Reference Number: 58242</b>	<b>Anatek Labs Inc</b>	<b>\$225.00</b>	
2410738	5/13/2024	\$225.00	fecal & bacteria testing
<b>Reference Number: 58243</b>	<b>Builders Exchange of Washington Inc</b>	<b>\$45.00</b>	
1077107	5/5/2024	\$45.00	Waterline Project advertising
<b>Reference Number: 58244</b>	<b>Carquest Auto Parts</b>	<b>\$509.68</b>	
4993-681355	4/10/2024	\$9.66	Air Freshner
4993-681994	4/15/2024	\$6.44	Silicone Hose
4993-681996	4/15/2024	\$28.77	Heater Hose
4993-683113	4/23/2024	\$18.80	Diesel Fuel Cleaner
4993-683214	4/24/2024	\$13.36	De-icer, washer fluid
4993-683814	4/29/2024	\$125.01	Oil Absorb, Oxygen Tank
4993-683816	4/29/2024	\$38.87	Cleaner, Brush, Sawblad
4993-683872	4/30/2024	\$106.02	Sealer
4993-683914	4/30/2024	\$16.11	Rags
4993-683928	4/30/2024	\$131.68	Water Truck Parts
4993-683940	4/30/2024	\$14.96	Water Truck Parts
<b>Reference Number: 58245</b>	<b>CED - Consolidated Electrical Distributors, Inc</b>	<b>\$223.60</b>	
9477-1072685	4/25/2024	\$223.60	Traffic Light
<b>Reference Number: 58246</b>	<b>Christopher R Lanz Law Office LLC</b>	<b>\$1,510.00</b>	
920910173	4/23/2024	\$200.00	Reece Miller
2A0674798	4/23/2024	\$300.00	Kirk Hellman
3A0252911	4/23/2024	\$310.00	Crystal Lind
3A0485199	4/23/2024	\$200.00	Marciene Stahi
4A0028096	4/23/2024	\$260.00	Wynn Grant
4A0102316	4/23/2024	\$90.00	Wynn Grant
4A0115526	4/23/2024	\$150.00	Angela Lindsey

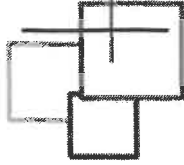
Reference	Date	Amount	Notes
<b>Reference Number: 58247</b>	<b>Clifford &amp; Martin Inc</b>		
1216627	4/9/2024	\$40.69	Water
1221498	4/30/2024	\$27.79	Cooler Rental
		\$12.90	
<b>Reference Number: 58248</b>	<b>Department of Commerce</b>		
PWTF-253872	4/26/2024	\$72,403.12	Contract #PW-04-691-PRE-106
PWTF-259963	4/26/2024	\$3,181.23	Contract #PW-05-691-021
PWTFNT-290292	4/26/2024	\$44,257.26	Contract #13-961-102
PWTFNT-305524	4/26/2024	\$9,566.99	Contract #PC13-961-030
		\$15,397.64	
<b>Reference Number: 58249</b>	<b>Ferguson Portland Waterworks #3011</b>		
1258672	4/29/2024	\$5,706.95	Water Meters
		\$5,706.95	
<b>Reference Number: 58250</b>	<b>Fitzjarrald Law Office</b>		
2024-G005	5/1/2024	\$7,000.00	Prosecuting Attorney Services
		\$7,000.00	
<b>Reference Number: 58251</b>	<b>Foremost Promotions</b>		
2038242	5/1/2024	\$876.81	Promotional items
		\$876.81	
<b>Reference Number: 58252</b>	<b>Goldendale Chamber</b>		
1343	4/22/2024	\$2,679.48	April reimbursements
775	6/2/2024	\$2,354.48	Annual Membership
		\$325.00	
<b>Reference Number: 58253</b>	<b>Goldendale City of</b>		
Invoice - 5/15/2024 10:06:18 AM	5/5/2024	\$3,423.44	Water/ Sewer Utilities
		\$3,423.44	
<b>Reference Number: 58254</b>	<b>Goldendale Sentinel</b>		
157315	4/24/2024	\$456.00	Bids for Waterline Project
157316	4/24/2024	\$378.00	CU 216 Simcoe
		\$78.00	
<b>Reference Number: 58255</b>	<b>Goldendale Veterinary Clinic</b>		
188205	3/28/2024	\$154.95	Board Small Dog
Acct No 359	4/30/2024	\$105.91	Service Charge
		\$49.04	
<b>Reference Number: 58256</b>	<b>Holcombs Market</b>		
1050260738	4/18/2024	\$8.36	Ice
2035431101	4/15/2024	\$2.09	Ice
3004550830	4/4/2024	\$0.00	Ice
3020101247	4/9/2024	\$2.09	Ice
4043571253	4/1/2024	\$2.09	Ice
		\$2.09	
<b>Reference Number: 58257</b>	<b>IBS Incorporated</b>		
846428-1	5/10/2024	\$171.37	Supplies
		\$171.37	

Reference Number	Date	Amount	Notes
<b>Reference Number: 58258</b> <u>10004859</u>	Inland Fire Protection, Inc 5/7/2024	<b>\$469.23</b> \$469.23	Extinguisher Service
<b>Reference Number: 58259</b> <u>D35386</u>	JTI The Dalles 4/25/2024	<b>\$127.57</b> \$127.57	Street Supplies
<b>Reference Number: 58260</b> <u>Invoice - 5/15/2024 2:57:40 PM</u>	Klickitat County Public Works 5/7/2024	<b>\$78.00</b> \$78.00	SEPA Review
<b>Reference Number: 58261</b> <u>Bill 45</u> <u>Bill 45</u> <u>Bill 45</u> <u>Bill 45</u>	Klickitat Valley Business Unit 10/19/2023 11/9/2023 9/30/2023 12/13/2023	<b>\$7,276.23</b> \$1,703.16 \$3,877.47 \$847.80 \$847.80	K8538555 - Vicki Skidmore K8552101 - Vicki Skidmore K8525156 - JD Sanders K85739019 - Jourdan Prociw
<b>Reference Number: 58262</b> <u>97904</u>	Krystal L Smith 5/13/2024	<b>\$1,925.00</b> \$1,925.00	Janitorial Service
<b>Reference Number: 58263</b> 035 - Dan Byers <u>Invoice - 5/15/2024 3:04:03 PM</u>	Menke Jackson Beyer LLP 4/30/2024 4/30/2024	<b>\$5,650.94</b> \$1,421.43 \$4,229.51	Code Enforcement attorney services Attorney Services
<b>Reference Number: 58264</b> <u>Allyns Building Center</u>	Methodist Church 5/6/2024	<b>\$204.37</b> \$204.37	Replacement Broken Window from Lawn mower
<b>Reference Number: 58265</b> <u>0818568-IN</u>	Mid-American Research Chemical 5/3/2024	<b>\$308.82</b> \$308.82	Wipers
<b>Reference Number: 58266</b> <u>IN2052361</u>	Municipal Emergency Services Inc 5/13/2024	<b>\$1,036.75</b> \$1,036.75	Compressor Maintenance
<b>Reference Number: 58267</b> <u>40553860</u>	Norco Inc 4/30/2024	<b>\$54.18</b> \$54.18	Cylinder Rental
<b>Reference Number: 58268</b> <u>4049081</u>	One Call Concepts Inc 4/30/2024	<b>\$28.08</b> \$28.08	Locates
<b>Reference Number: 58269</b> <u>2535-303076</u>	O'Reilly 4/3/2024	<b>\$39.46</b> \$39.46	Rad Cap
<b>Reference Number: 58270</b> <u>24-901-1</u>	Pioneer Surveying & Engineering Inc 4/29/2024	<b>\$10,708.00</b> \$140.50	Water Connection Research

Reference	Date	Amount	Notes
<b>Reference Number: 58270</b> <u>24-902-10</u>	<b>Pioneer Surveying &amp; Engineering Inc</b> 4/29/2024	<b>\$10,708.00</b> \$10,567.50	Waterline Replacement project manager
<b>Reference Number: 58271</b> <u>2331</u>	<b>Precision Service and Electric LLC</b> 4/29/2024	<b>\$2,314.70</b> \$2,314.70	ganerator repair
<b>Reference Number: 58272</b> 103109 <u>MSP-102992</u>	<b>Radcomp Technologies</b> 5/17/2024 5/2/2024	<b>\$7,691.06</b> \$789.05 \$6,902.01	Sophos May Monthly Billing
<b>Reference Number: 58273</b> 95882 <u>95927</u>	<b>RH2 Engineering Inc</b> 5/2/2024 5/6/2024	<b>\$21,403.05</b> \$2,363.39 \$19,039.66	SCADA Support Services WWTP Improvement Project - SDC
<b>Reference Number: 58274</b> <u>557775</u>	<b>Sawyer's True Value</b> 5/2/2024	<b>\$80.63</b> \$80.63	Engine Oil
<b>Reference Number: 58275</b> <u>Pay Estimate #2</u>	<b>Tapani Inc</b> 4/30/2024	<b>\$286,487.50</b> \$286,487.50	WWTP Improvement Construction
<b>Reference Number: 58276</b> <u>6837</u>	<b>Teresa D Johnson CPA Inc</b> 4/30/2024	<b>\$4,892.94</b> \$4,892.94	Budge Preparation
<b>Reference Number: 58277</b> <u>177624127</u>	<b>Uline</b> 5/1/2024	<b>\$97.61</b> \$97.61	Gloves
<b>Reference Number: 58278</b> <u>5291438963</u> <u>5291438967</u> <u>5291438968</u> <u>5291438970</u> <u>5291443414</u> <u>5291443418</u> <u>5291443419</u> <u>5291443421</u> <u>5291448185</u> <u>5291448189</u> <u>5291448190</u> <u>5291448192</u> <u>5291452602</u> <u>5291452606</u> <u>5291452607</u> <u>5291452609</u> <u>5291457208</u>	<b>Vestis</b> 4/2/2024 4/2/2024 4/2/2024 4/2/2024 4/2/2024 4/9/2024 4/9/2024 4/9/2024 4/9/2024 4/16/2024 4/16/2024 4/16/2024 4/16/2024 4/16/2024 4/23/2024 4/23/2024 4/23/2024 4/23/2024 4/30/2024	<b>\$491.94</b> \$23.44 \$41.48 \$22.50 \$16.67 \$23.44 \$41.19 \$21.63 \$16.67 \$19.33 \$44.99 \$16.12 \$16.12 \$19.33 \$44.51 \$16.12 \$16.12 \$16.12 \$16.12	Cleaning Supplies Uniforms Uniforms / Cleaning Supplies Cleaning Supplies Cleaning Supplies Uniforms Uniforms / Cleaning Supplies Cleaning Supplies Cleaning Supplies Uniforms Uniforms / Cleaning Supplies Cleaning Supplies Cleaning Supplies Uniforms Uniforms / Cleaning Supplies Cleaning Supplies Cleaning Supplies Uniforms Uniforms / Cleaning Supplies Cleaning Supplies

Reference	Date	Amount	Notes
<b>Reference Number: 58278</b>	<b>Vestis</b>	<b>\$491.94</b>	
5291457212	4/30/2024	\$43.91	Uniforms
5291457213	4/30/2024	\$16.12	Uniforms / Cleaning Supplies
5291457215	4/30/2024	\$16.13	Cleaning Supplies
<b>Reference Number: 58279</b>	<b>Vic's Auto &amp; Supply</b>	<b>\$315.14</b>	
797-95983	4/4/2024	\$28.36	Bolts
797-96588	4/15/2024	\$146.16	Primer
797-96812	4/18/2024	\$11.28	Rust Treatment
797-96834	4/18/2024	\$53.71	Coupling, Kit, Hook
797-96916	4/19/2024	\$65.95	Oil, filter
797-97094	4/23/2024	\$9.68	Nuts & bolts
<b>Reference Number: 58280</b>	<b>WA ST Dept Nat Resources</b>	<b>\$3,433.42</b>	
18023496	4/25/2024	\$3,433.42	Fire Supplies
<b>Reference Number: 901755</b>	<b>HSA Bank Employee Plan Funding</b>	<b>\$11.25</b>	
W541036	5/6/2024	\$11.25	Service Fee
<b>Reference Number: 901756</b>	<b>HSA Bank Employee Plan Funding</b>	<b>\$13,487.54</b>	
Invoice - 5/15/2024 10:30:33 AM	5/15/2024	\$13,487.54	Funding Collection
<b>Reference Number: 901757</b>	<b>PAYA</b>	<b>\$1,682.67</b>	
Invoice - 5/15/2024 3:29:06 PM	5/15/2024	\$1,682.67	Credit Card Fees
<b>Reference Number: 901758</b>	<b>WA St Dept of Revenue</b>	<b>\$7,771.39</b>	
Invoice - 5/15/2024 4:24:57 PM	4/30/2024	\$7,771.39	Excise
<b>Reference Number: 901759</b>	<b>Invoice Cloud</b>	<b>\$296.80</b>	
359-2024_4	4/30/2024	\$296.80	Billor Portal Fee

# Register



Number	Name	Fiscal Description	Cleared	Amount
58227	Johnston, Steve	2024 - May 2024 - 1st Council May 2024		\$45.42
58228	Council Trust Acct.	2024 - May 2024 - 1st Council May 2024		\$1,045.73
58229	Deferred Comp Program	2024 - May 2024 - 1st Council May 2024		\$400.00
58230	Dept of Labor & Industries	2024 - May 2024 - 1st Council May 2024		\$2,526.85
58231	Dept of Retirement	2024 - May 2024 - 1st Council May 2024		\$10,953.87
58232	Employment Security - PFML	2024 - May 2024 - 1st Council May 2024		\$477.20
58233	Employment Security - WA Cares Fund	2024 - May 2024 - 1st Council May 2024		\$462.10
58234	Employment Security Department	2024 - May 2024 - 1st Council May 2024		\$177.88
58235	Goldendale, City of	2024 - May 2024 - 1st Council May 2024		\$60.00
901754	City of Goldendale	2024 - May 2024 - 1st Council May 2024		\$24,664.90
Direct Deposit Run -	Payroll Vendor	2024 - May 2024 - 1st Council May 2024		\$64,416.34
5/8/2024				<b>\$105,230.29</b>

**AGENDA BILL: F1**

**AGENDA TITLE: 2024 FIRST QUARTER REVIEW**

**DATE: MAY 20, 2024**

**ACTION REQUIRED:**

ORDINANCE\_\_\_\_\_ COUNCIL INFORMATION\_\_\_\_\_ X \_\_\_\_\_

RESOLUTION\_\_\_\_\_ OTHER\_\_\_\_\_ **PRESENTATION** \_\_\_\_\_

MOTION\_\_\_\_\_

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**EXPLANATION:**

Attached is our first quarter update. Jen Forsberg will be in attendance to answer questions.



# CITY OF GOLDENDALE

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FIRST QUARTER REVIEW - 2024



## 2024 REVENUES – GENERAL FUND

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- 2024 revenue collected is 20.4% of the budget compared to 24.66% collected in 2023.
- Actual revenue collected decreased 13.6% from the prior year due to the change in receipting for the sales tax revenue. The additional sales tax collections are being receipted directly into the street and public safety funds.

# 2024 REVENUES – GENERAL FUND

General Fund Revenue Source	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Regular Property Taxes	\$ 15,936	\$ 1,041,000	1.53%	11,438	1,000,000	1.14%	39.32%
Retail Sales Taxes/Criminal Justice Tax	418,801	800,000	52.35%	553,902	1,150,000	48.17%	-24.39%
B&O Taxes	182,372	659,238	27.66%	188,256	647,000	29.10%	-3.13%
Leasehold Taxes	1,067	1,500	71.10%	585	1,000	58.45%	82.46%
Licenses and Permits	26,981	64,000	42.16%	21,036	50,000	42.07%	28.26%
State and Federal Grants	766	660,000	0.12%	-	-	0.00%	100.00%
State Shared Revenues/Entitlements	34,105	209,794	16.26%	29,327	474,000	6.19%	16.29%
General Government Charges	4,505	47,000	9.59%	5,898	10,000	58.98%	-23.62%
Fines and Penalties	3,675	30,000	12.25%	3,258	30,000	10.86%	12.79%
Other Revenue Sources/Interest	37,090	42,500	87.27%	25,632	41,000	62.52%	44.71%
Total:	\$ 725,298	\$ 3,555,032	20.40%	839,332	3,403,000	24.66%	-13.59%

## 2024 EXPENDITURES – GENERAL FUND

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- 2024 expenses were 25.1% of the budget compared to 18.36% expended in 2023.
- Actual expenses increased 42% from the prior year, due to the timing of the transfer out to Parks an increase in professional service payments for prosecuting attorney costs and an increase in liability insurance costs.



# 2024 EXPENDITURES – GENERAL FUND

General Fund Department's	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Legislative	\$ 10,168	\$ 13,802	73.67%	\$ 3,531	\$ 12,900	27.37%	187.94%
Judicial	45,185	167,890	26.91%	15,823	163,000	9.71%	185.57%
Mayor	986	15,450	6.38%	5,706	15,000	38.04%	-82.73%
Finance and Records Services	93,172	372,345	25.02%	74,859	361,500	20.71%	24.46%
Legal	-	25,750	0.00%	1,104	25,000	4.42%	-100.00%
Employee Benefit Programs	6,889	21,115	32.63%	7,041	20,500	34.35%	-2.16%
Facilities/Risk Management/Other	113,766	98,056	116.02%	76,686	95,200	80.55%	48.35%
Administration	3,776	10,300	36.66%	5,413	10,000	54.13%	-30.23%
Information Technology	40,223	121,630	33.07%	4,205	21,000	20.02%	856.66%
Law Enforcement	262,181	1,416,199	18.51%	230,441	1,374,950	16.76%	13.77%
Fire Department	91,743	280,633	32.69%	77,354	261,100	29.63%	18.60%
Protective Inspections	43,227	96,717	44.69%	32,271	93,900	34.37%	33.95%
Emergency Services	-	13,390	0.00%	-	13,000	0.00%	0.00%
Airport Facilities	14,238	38,652	36.84%	4,396	8,400	52.33%	223.91%
Animal Control	12,902	26,471	48.74%	2,478	25,700	9.64%	420.65%
Planning and Community Development	17,137	57,680	29.71%	9,681	56,000	17.29%	77.02%
Redemption of Debt	-	9,289	0.00%	-	10,000	0.00%	0.00%
Interest/Other/Transfer Out	66,000	904,238	7.30%	-	661,000	0.00%	100.00%
City Beautification	-	-	0.00%	-	-	0.00%	0.00%
Airport Fuel System	4,283	-	0.00%	-	350,000	0.00%	100.00%
Shoreline Master Plan	-	-	0.00%	3,517	-	0.00%	-100.00%
ARPA Funds Law Enforcement Admin	24,991	5,126	487.54%	12,522	-	0.00%	0.00%
ARPA Funds Law Enforcement Operations	82,392	23,352	352.83%	90,008	-	0.00%	0.00%
Total:	\$ 933,261	\$ 3,718,085	25.10%	\$ 657,034	\$ 3,578,150	18.36%	42.04%

## 2024 REVENUES – UTILITY FUND

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- 2024 revenue collected is 7.32% of the budget compared to 22.73% collected in 2023.
- Actual revenue collected increased 13.75% from the prior year due to programed rate increases in the utility systems.

# 2024 REVENUES – UTILITY FUND

Revenue Source	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Water/Sewer Fund 401							
Licenses and Permits	\$ 6,000	\$ 20,000	30.00%	\$ 16,000	\$ 8,000	200.00%	-62.50%
Intergovernmental Revenues	-	-	0.00%	7,202	-	0.00%	0.00%
Charges for Goods and Services	664,813	2,865,928	23.20%	560,576	2,340,000	23.96%	18.59%
Miscellaneous	1,444	5,000	28.88%	7,219	2,000	360.95%	-80.00%
Other Financing Sources	-	6,288,359	0.00%	-	250,000	0.00%	0.00%
Total:	\$ 672,257	\$ 9,179,287	7.32%	\$ 590,996	\$ 2,600,000	22.73%	13.75%

## 2024 EXPENDITURES – UTILITY FUND

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- 2024 expenses were 7.53% of the budget compared to 26.24% expended in 2023. The 2024 budget is higher than the 2023 budget due to capital outlay that has not occurred yet. Therefore, the % of the budget spent is less in 2024.
- Actual expenses decreased 2.07% from the prior year.



# 2024 EXPENDITURES – UTILITY FUND

Expenses:	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
<b>Water/Sewer Fund 401</b>							
Water - Administration - General	\$ 202,534	\$ 371,418	54.53%	\$ 223,230	\$ 360,600	61.91%	-9.27%
Water - Training	4,662	4,893	95.28%	908	4,750	19.11%	413.44%
Water - Maintenance	13,143	297,567	4.42%	31,735	288,900	10.98%	-58.59%
Water - Operations - Customer Service and Marketing	-	40,170	0.00%	3,628	39,000	9.30%	-100.00%
Water - Operations - General	65,963	171,701	38.42%	58,023	166,700	34.81%	13.68%
Water - Other Operating Expenditures	3,676	24,720	14.87%	1,278	24,000	5.32%	187.69%
Sewer - Administration - General	165,764	328,570	50.45%	149,540	319,000	46.88%	10.85%
Sewer - Training	227	1,288	17.59%	-	1,250	0.00%	0.00%
Sewer - Maintenance	8,214	121,540	6.76%	7,925	118,000	6.72%	3.64%
Sewer - Operations - Customer Service & Marketing	-	10,712	0.00%	796	10,400	7.65%	-100.00%
Sewer - Operations - General	65,783	243,132	27.06%	45,763	236,050	19.39%	43.75%
Sewer - Other Operating Expenditures	994	14,729	6.75%	1,242	14,300	8.68%	-19.98%
Principal and Other Debt Service Costs	57,046	355,228	16.06%	57,046	371,000	15.38%	0.00%
Interest and Other Debt Service Costs	25,055	151,213	16.57%	25,055	175,000	14.32%	0.00%
Capital Expenditures	1,869	-	0.00%	5,116	25,000	20.46%	-63.46%
WW Treatment Plant Improvements	21,530	3,757,500	0.57%	48,667	250,000	19.47%	-55.76%
ASR Project	-	200,000	0.00%	-	-	0.00%	0.00%
PWTF Water Project	17,525	2,588,359	0.68%	7,875	141,000	5.59%	0.00%
<b>Total:</b>	<b>\$ 653,983</b>	<b>\$ 8,682,739</b>	<b>7.53%</b>	<b>\$ 667,829</b>	<b>\$ 2,544,950</b>	<b>26.24%</b>	<b>-2.07%</b>

## 2024 REVENUES – STREET FUND

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- 2024 revenue collected is 5.41% of the budget compared to 53.6% collected in 2023.
- Actual revenue collected decreased 73.16% from the prior year, mostly due to TIB funds received in 2023.

# 2024 REVENUES – STREET FUND

Revenue - Street Fund 101	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Special Sales Tax	\$ 67,768	\$ 270,000	25.10%	\$ -	\$ -	0.00%	100.00%
Licenses and Permits	55	1,000	5.50%	10	1,000	1.00%	450.00%
Intergovernmental Revenue	15,481	841,002	1.84%	310,340	122,000	254.38%	-95.01%
Charges for Goods and Services	-	1,000	0.00%	-	1,000	0.00%	0.00%
Interest/Other	-	-	0.00%	-	-	0.00%	0.00%
Other Financing Sources	-	426,959	0.00%	-	455,000	0.00%	0.00%
TIB Funds	-	-	0.00%	-	-	0.00%	0.00%
Total:	\$ 83,303	\$ 1,539,961	5.41%	\$ 310,350	\$ 579,000	53.60%	-73.16%

## 2024 EXPENDITURES – STREET FUND

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- 2024 expenses were 7.87% of the budget compared to 19.92% expended in 2023.
- Actual expenses decreased 3.78% from the prior year.



# 2024 EXPENDITURES – STREET FUND

## Expense - Street Fund 101

	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Roadway	\$ 10,811	\$ 98,880	10.93%	\$ 11,118	\$ 96,000	11.58%	-2.76%
Drainage	-	14,420	0.00%	136	14,000	0.97%	-100.00%
Street Lighting	2,611	41,200	6.34%	1,670	40,000	4.18%	56.31%
Traffic Control	-	27,810	0.00%	872	27,000	3.23%	-100.00%
Snow and Ice	230	21,115	1.09%	1,472	20,500	7.18%	-84.36%
Street Cleaning	197	9,785	2.01%	159	9,500	1.67%	24.03%
Roadside	94	20,600	0.46%	1,411	20,000	7.06%	-93.34%
Administrative Services	97,579	91,256	106.93%	97,280	81,000	120.10%	0.31%
Debt Service	-	227,299	0.00%	-	226,000	0.00%	0.00%
Byars Street Project	-	869,934	0.00%	1,000	50,000	2.00%	-100.00%
Simcoe/Hwy 97 Approach	-	-	100.00%	32	-	100.00%	-100.00%
Genie Lift	422	-	100.00%	1,185	-	100.00%	0.00%
Total:	\$ 111,943	\$ 1,422,299	7.87%	\$ 116,335	\$ 584,000	19.92%	-3.78%

# 2024 REVENUES – OTHER FUNDS

## Revenue - Parks and Rec Fund 103

Charges for Goods and Services	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
	\$ 32,000	\$ -	100.00%	\$ 200	\$ -	100.00%	15900.00%
State Grants	\$ -	\$ 85,000	0.00%				
Space & Facilities Leases	250	-	100.00%	-	-	0.00%	0.00%
Other Financing Sources	66,000	132,000	50.00%	-	132,000	0.00%	100.00%
Total:	\$ 98,250	\$ 217,000	45.28%	\$ 200	\$ 132,000	0.15%	49025.00%

## Revenue - Gdale Housing Rehab Fund 104

Miscellaneous	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
	\$ 856	\$ 2,000	42.80%	\$ 563	\$ 2,000	28.17%	51.90%
Non-Revenue	-	-	0.00%			0.00%	0.00%
Sale of Capital Assets	116	1,000	11.58%	506.78	1,000	50.68%	-77.15%
Total:	\$ 972	\$ 3,000	32.39%	\$ 1,070	\$ 3,000	35.68%	-9.21%

## Revenue - Economic Development Fund 105

Miscellaneous	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
	\$ 34	\$ 12,000	0.29%	\$ 75	\$ 12,000	0.63%	-54.45%
Intergovernmental Revenue	103,796	0	100.00%	0	1,100,000	100.00%	0.00%
Other Financing Sources	-	-	0.00%	0	-	0.00%	0.00%
Disposition of Capital Assets	-	-	0.00%	0	-	0.00%	0.00%
Total:	\$ 103,830	\$ 12,000	865.25%	\$ 75	\$ 1,112,000	0.01%	137861.95%

# 2024 REVENUES – OTHER FUNDS

<b>Revenue - Public Safety Reserve Fund 106</b>							
Special Sales Tax	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Grants	\$ 45,178	\$ 180,000	-100.00%	\$ -	\$ -	-100.00%	100.00%
Miscellaneous	2,822	0	0.00%	0	0	0.00%	100.00%
Other Financing Sources	202	-	0.00%	125	-	0.00%	61.18%
	-	-	0.00%	-	88,000	0.00%	0.00%
Total:	\$ 48,202	\$ 180,000	26.78%	\$ 125	\$ 88,000	0.14%	38354.18%
<b>Revenue - Capital Improvement Fund 107</b>							
Taxes	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
	\$ 7,478	\$ 50,000	14.96%	\$ 12,867	\$ 15,000	85.78%	-41.88%
Total:	\$ 7,478	\$ 50,000	14.96%	\$ 12,867	\$ 15,000	85.78%	-41.88%
<b>Revenue - Criminal Justice Program Fund 108</b>							
State Entitlements, Impact Payments & Taxes	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Miscellaneous	\$ 1,454	\$ 5,785	25.13%	\$ 1,379	\$ 1,500	91.91%	5.45%
Total:	\$ 1,454	\$ 5,785	25.13%	\$ 1,379	\$ 1,500	91.91%	5.45%

# 2024 REVENUES – OTHER FUNDS

Revenue - Drug Enforcement/Investigation Fund 109						
	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget
Interlocal Grants, Entitlements, Payments & Tax	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Fines and Penalties	906	5,000	18.11%	589	10,000	5.89%
Miscellaneous	10	1,000	1.00%	23	1,000	2.34%
Total:	\$ 916	\$ 6,000	15.26%	\$ 612	\$ 11,000	5.57%
						49.50%

Revenue - Tourism Fund 110						
	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget
Taxes	\$ 11,235	\$ 75,000	14.98%	\$ 13,618	\$ 51,000	26.70%
Charges for Goods and Services	-	4,000	0.00%	10	4,000	0.25%
Miscellaneous	105	-	100.00%	260	-	100.00%
Total:	\$ 11,340	\$ 79,000	14.35%	\$ 13,889	\$ 55,000	25.25%
						-18.35%

Revenue - Agency Suspense Fund 650						
	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget
Agency Type Deposits	\$ 2,627	\$ 25,000	10.51%	\$ 3,031	\$ 25,000	12.12%
Total:	\$ 2,627	\$ 25,000	10.51%	\$ 3,031	\$ 25,000	12.12%
						-13.33%



# 2024 EXPENDITURES – OTHER FUNDS

## Expense - Parks and Rec Fund 103

General Parks	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Capital Outlay	\$ 36,266	\$ 135,869	26.69%	\$ 40,675	\$ 132,000	30.81%	-10.84%
	201	85,000	100.00%	546	-	100.00%	100.00%
Total:	\$ 36,467	\$ 220,869	16.51%	\$ 41,221	\$ 132,000	31.23%	-11.53%

## Expense - Gdale Housing Rehab Fund 104

Housing and Community Development	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
	\$ -	\$ 1,030	0	\$ -	\$ 1,000	0	0.00%
	-	-	-	-	-	-	-
Total:	\$ -	\$ 1,030	0	\$ -	\$ 1,000	0	0.00%

## Expense - Economic Development Fund 105

Economic Development	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
DOC - Small Business Innovation Grant	\$ -	\$ 12,360	0.00%	\$ 65	\$ 12,000	0.54%	-100.00%
	872	-	100.00%	2845	1,100,000	100.00%	-
Total:	\$ 872	\$ 12,360	7.06%	\$ 2,910	\$ 1,112,000	0.26%	0.01%

# 2024 EXPENDITURES – OTHER FUNDS

## Expense - Public Safety Reserve Fund 106

	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Debt Repayment	\$ -	\$ 27,209	0.00%	\$ -	\$ 65,000	0.00%	0.00%
Interest and Other Debt Costs	-	6,837	0.00%	-	15,000	0.00%	0.00%
Capital Expenditures	1,357	145,954	0.93%	1,152	91,000	1.27%	17.84%
Total:	\$ 1,357	\$ 180,000	0.75%	\$ 1,152	\$ 171,000	0.67%	17.84%

## Expense - Capital Improvement Fund 107

	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Transfer Out	\$ -	\$ 15,000	0.00%	\$ -	\$ 15,000	0.00%	0.00%
Total:	\$ -	\$ 15,000	0.00%	\$ -	\$ 15,000	0.00%	#DIV/0!

## Expense - Criminal Justice Program Fund 108

	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Operating Supplies	\$ -	\$ 1,545	0.00%	\$ -	\$ 1,500	0.00%	0.00%
Total:	\$ -	\$ 1,545	0.00%	\$ -	\$ 1,500	0.00%	0.00%

# 2024 EXPENDITURES – OTHER FUNDS

## Expense - Drug Enforcement/Investigation Fund 109

	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
K-9 Expenses	\$ -	\$ 5,150	0.00%	\$ 943	\$ 5,000	18.86%	-100.00%
Registrations	-	-	100.00%	-	-	100.00%	
Total:	\$ -	\$ 5,150	0.00%	\$ 943	\$ 5,000	18.86%	-100.00%

## Expense - Tourism Fund 110

	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Administration - General	\$ -	\$ -	100.00%	\$ 340	\$ -	100.00%	-100.00%
Tourism Money Awarded - Chamber	3,653	46,350	7.88%	2,829	45,000	6.29%	29.16%
Tourism Money Awarded - GMA	-	11,330	0.00%	-	11,000	0.00%	0.00%
Tourism Money Awarded - Jaycees	-	-	0.00%	-	10,000	0.00%	0.00%
Tourism Money Awarded - ABATE	7,000	13,390	100.00%	-	13,000	100.00%	100.00%
Tourism Money Awarded - Brighter Goldendale	-	11,330	0.00%	-	1,000	0.00%	0.00%
Total:	\$ 10,653	\$ 82,400	12.93%	\$ 3,169	\$ 80,000	3.96%	236.18%

## Expense - Agency Suspense Fund 650

	1Q 2024 Actual	2024 Budget	1Q % of Budget	1Q 2023 Actual	2023 Budget	1Q % of Budget	1Q 2024 vs 1Q 2023
Nonexpenditures	\$ 1,413	\$ 30,000	4.71%	\$ 3,082	\$ 30,000	10.27%	-54.17%
Total:	\$ 1,413	\$ 30,000	4.71%	\$ 3,082	\$ 30,000	10.27%	-54.17%

# QUESTIONS

- 
- Thank you!

**AGENDA BILL:     H1**

**AGENDA TITLE:     NORTH PHASE OF WATERLINE  
IMPROVEMENT PROJECT 2024**

**DATE:                MAY 20, 2024**

**ACTION REQUIRED:**

ORDINANCE\_\_\_\_\_ COUNCIL INFORMATION\_\_\_\_\_X\_\_\_\_\_

RESOLUTION\_\_\_\_\_ OTHER\_\_\_\_\_

MOTION\_\_\_\_\_X\_\_\_\_\_

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**EXPLANATION:**

Please see Dustin Conroy's letter regarding his recommendation to award Swofford Excavating for the North Phase of the Waterline Improvement Project 2024. Dustin Conroy will be in attendance at the council meeting to answer the questions you have about the project.

**FISCAL IMPACT:**

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

**MOTION:**

**I MOVE TO AWARD THE 2024 NORTH PHASE OF THE WATERLINE  
IMPROVEMENT PROJECT TO SWOFFORD EXCAVATING IN THE AMOUNT OF  
\$1,399,628.50**



## Pioneer Surveying and Engineering, Inc.

Civil Engineering and Land Planning

May 16, 2024

City of Goldendale  
Dave Jones, Mayor  
1103 S. Columbus  
Goldendale, WA 98620

RE: North Phase of Water Line Improvement Project 2024

Dear Mr. Jones:

I have reviewed the bids submitted at the May 15th bid opening for the North Phase of Water Line Improvement Project 2024.

Four bids were received and reviewed. Swofford Excavating provided the lowest bid for the project. The bid bond was attached, addenda were received, and all forms were completed properly. I recommend awarding bid schedule 1 and 2 for the total amount of \$1,399,628.50.

I recommend awarding the contract to Swofford Excavating for the North Phase of Water Line Improvement Project 2024.

Please contact us if you have any questions.

Sincerely,

DUSTIN CONROY, PE/PLS



**AGENDA BILL: I1**

**AGENDA TITLE: RESOLUTION NO 733**

**DATE: MAY 20, 2024**

**ACTION REQUIRED:**

ORDINANCE\_\_\_\_\_ COUNCIL INFORMATION\_\_\_\_\_X\_\_\_\_\_  
RESOLUTION\_\_\_\_\_ OTHER\_\_\_\_\_  
MOTION\_\_\_\_\_X\_\_\_\_\_

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**EXPLANATION:**

The position of City Administrator was duly advertised, and Mayor Dave Jones has negotiated an employment agreement with Sandy Wells. The mayor is requesting the council confirm the appointment of Sandy Wells as City Administrator for the City of Goldendale.

**FISCAL IMPACT:**

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

**MOTION:**

**I MOVE TO APPROVE RESOLUTION NO. 733 WHICH CONFIRMS MAYOR JONES APPOINTMENT OF SANDY WELLS TO THE POSITION OF CITY ADMINISTRATOR**

**CITY OF GOLDENDALE  
GOLDENDALE, WASHINGTON**

**RESOLUTION NO. 733**

**A RESOLUTION OF THE CITY OF GOLDENDALE, WASHINGTON  
CONFIRMING THE MAYOR'S APPOINTMENT OF SANDY WELLS TO THE  
POSITION OF CITY ADMINISTRATOR FOR THE CITY OF GOLDENDALE**

**WHEREAS**, the position of Administrator was duly advertised; and

**WHEREAS**, the Mayor has appointed Sandy Wells as the City Administrator and has extended a conditional offer of employment, which has been accepted, and

**WHEREAS**, the appointment was made on the basis of ability, training and experience, and

**WHEREAS**, the appointment is conditional upon the confirmation by at least five councilmembers,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLDENDALE, THAT IT HEREBY CONFIRMS THE MAYOR'S APPOINTMENT OF SANDY WELLS AS THE CITY ADMINISTRATOR FOR THE CITY OF GOLDENDALE**

**READ, APPROVED AND PASSED BY THE CITY COUNCIL OF THE CITY OF GOLDENDALE, this 20<sup>TH</sup> day of May 2024**

\_\_\_\_\_  
Dave Jones, Mayor

Attest:

\_\_\_\_\_  
Sandy Wells, Clerk-Treasurer



CITY OF GOLDENDALE  
POSITION DESCRIPTION

TITLE: City Administrator

FLSA Classification: Exempt

CLASSIFICATION SUMMARY:

The City Administrator reports directly to the Mayor. The work requires excellent communication skills, program planning, implementation, evaluation skills, and leadership skills in a team management environment. Duties performed within this classification must be accomplished within the framework of governing state and local laws and the general policies and procedures established by the City Council.

SUPERVISION RECEIVED AND EXERCISED:

This position reports directly to the Mayor and has such authority as delegated by the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Under the direct authority and supervision of the Mayor, the Administrator coordinates the day to day operations of the various city offices, departments, commission and boards, in carrying out requirements of city ordinances and the policies of the City Council, and administers the carrying out of decisions, regulations, policies of the various city departments, commissions and boards.
2. Attends all meetings of the City Council and responds to media and other organizations as necessary. Directs the preparation of the Council agenda furnishing pertinent documents, reports and briefings as needed. Reports regularly to the Mayor and the City Council concerning the status of all his assignments, duties, projects and functions as well as those of various city offices, departments, commissions and boards.
3. Works with the Mayor on preparation of the annual budget and administers it after adoption.
4. Acts as the personnel officer for the city under the direction of the Mayor and with such authority as the Mayor may designate, including the representing the City in labor relations functions and recommends bargaining guidelines and settlements to the City Council.
5. Supervises all expenditures by the various city offices, commissions, departments and boards for the purpose of keeping them within the limitations of the annual budget of the City.
6. Monitors the City's financial condition by regularly evaluating revenue/expenditure trends recommending changes as necessary to maintain a

- sound financial condition. Maintains intergovernmental coordination related to available funding, researches and pursues new funding/revenue sources.
7. Acts as the City's purchasing agent and auditing officer for the City.
  8. Prepares periodic financial statements for the Mayor and City Council as determined by the laws of the City and State.
  9. Insures legal compliance with GAAP and BARS Accounting policies and procedures.
  10. Prepares the Annual Reports
  11. Identifies outside sources of funding, prepares application for such funds and administers the funding program guidelines.
  12. Develops and facilitates the economic development program of the City; oversee the revitalization of the City's downtown core; coordinates local and regional economic development efforts to insure compliance with state and federal guidelines. Helps to coordinate and oversee the development of tourism promotion and web site design.
  13. Facilitates the City's intergovernmental relation functions with federal, state, county and regional agencies.
  14. Acts as the City's planner, recommending comprehensive plan updates for text and map amendments. Functions as the City's SEPA responsible official. Directs and responds to various planning applications filed in accordance with Title 16 and Title 17 of the Goldendale Municipal Code. Prepares recommendations and staff reports to the Planning Commission, Board of Adjustment and City Council. Is considered an ex-officio secretary of the Planning Commission and the Board of Adjustment.
  15. Facilitates outreach efforts to the community to provide citizen awareness of City goals and operations by maintaining close contact with citizens, responding to questions and making public presentations. Meet with a wide variety of civic and business leaders, community groups and governmental agencies regarding their concerns, program priorities and City services.
  16. Administers the City's risk management program and represents the City as a member of insurance pool. Coordinates the claims/incident reporting for the liability and property insurance programs and special event functions. Facilitates the interlocal and outside consultant agreements and contracts.
  17. Coordinates the maintenance and improvement of the City's information technology systems.
  18. Assists the Mayor generally in conducting the City's business in all matters and performs such other duties and such other duties and such other responsibilities as the Mayor may direct and as required by ordinances and resolutions of the City Council.

#### SELECTION FACTORS:

##### Knowledge of:

- Municipal finance, economic development, labor relations, planning and public works issues.

- Municipal government organization, authority, functions and relationships with other governmental jurisdictions.
- Effective management and organizational principles, practices and methods.
- Environmental regulations and development processes/ordinances.

Ability to:

- Establish and maintain effective working relationships with the Mayor, City Council, commissions and boards, elected officials, government agencies, department heads, other employees, and the general public.
- Possess excellent communication and interpersonal skills both orally and in writing and possess skills to facilitate agreements among competing interests.
- Make public presentations in a clear and credible manner
- Comprehend and interpret laws, ordinances, rules and regulations
- Develop, organize and direct comprehensive citywide goals, objectives, and administrative operations.

## TOOLS AND EQUIPMENT USED

Personal computer, telephone, copy machine and fax machine

## WORKING CONDITIONS

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and /or attend meetings is required. Minimal physical exertion may be required to lift office materials and lift office materials. Sufficient powers of observation are required to review written reports and other material and monitor staff performance.

## MINIMUM QUALIFICATIONS

Bachelor's degree in Business, Public Administration, Government, Political Science, or related field; three years experience in municipal government in progressively responsible positions, experience in supervising and managing local governmental services is preferred; or any satisfactory equivalent combination of experience and training. A Master's Degree in a relevant field is desirable

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

## **Chapter 2.12**

### **CITY ADMINISTRATOR**

Sections:

**2.12.010 Position established--Appointment--Removal--Salary.**

**2.12.020 Combination of position--Allowed.**

**2.12.030 Duties, powers and responsibilities.**

**2.12.010 Position established--Appointment--Removal--Salary.**

There is established the office of city administrator. The city administrator shall be appointed and removed by the mayor, subject to the confirmation of such action by at least five council persons. The city administrator shall be chosen solely on the basis of comprehensive administrative ability. The salary of such office shall be fixed from time to time by the council. (Ord. 1309 §1, 2003: Ord. 1172 §1, 1995)

**2.12.020 Combination of position--Allowed.**

The office of city administrator may be combined with any other appointive position in the city; provided, that when combined, the compensation shall be fixed by the council for the combined office and shall not necessarily be the total of the compensation fixed for each office individually. (Ord. 1172 §2, 1995)

**2.12.030 Duties, powers and responsibilities.**

The city administrator shall have the following specific duties, powers and responsibilities, all subject to the direction, supervision and authority of the mayor, in addition to others provided in this chapter or otherwise:

A. The administrator shall supervise, administer and coordinate the activities and functions of the various city officers, departments, commissions and boards via the department heads in accordance with city ordinances, good government, state and federal statutes and the policies of the mayor and council to assure the effective and efficient utilization of city employees, funds, materials, facilities, and time and optimum services to the community;

B. The administrator shall:

1. Regularly report to the mayor concerning the status of the assignments, duties, projects and functions of the various city offices, departments, boards and commissions,

2. Serve as personnel officer for the city who shall develop job descriptions, job classifications and pay plan in conjunction with the appropriate department head, personnel policies for city employees, adopt and implement policies directed by the state and federal governments affecting personnel matters to department heads, and, subject to the approval of the mayor, hire, suspend, and discharge city employees, except those positions appointed by the mayor and subject to civil service provisions,
3. Advise the department heads on, and oversee the preparation of the annual budget, submit the budget to the mayor and council, and be responsible for its administration after adoption,
4. Establish administrative objectives of the budget, identify budget constraints, monitor the city's financial condition by regularly evaluating revenues and expenditure trends and keep the city's operation within the limitations of the annual budget and any long range planning projected for the city, and recommend to the council changes in service levels, service fees, utility rates, and taxes as necessary to maintain a sound financial condition,
5. Assist the mayor and council generally in conducting the city's business in all matters, negotiate labor agreements, serve as liaison officer for the mayor, and perform other duties as the mayor directs, or as required by ordinance or resolution of the city council,
6. Meet with the mayor and council as often as necessary to keep them informed of the status and result of departmental operations and projects,
7. Represent the city at meetings with other governmental units, agencies, commissions and associations as directed by the mayor,
8. Be informed about available federal and state grants and loans that could be of benefit in the operation of the city, notify the appropriate department of its availability, and, appropriate department to apply for the grant or loan. (Ord. 1172 §3, 1995)

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The Goldendale Municipal Code is current through Ordinance 1535, passed December 4, 2023.

Disclaimer: The city clerk's office has the official version of the Goldendale Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.ci.goldendale.wa.us/>

City Telephone: (509) 773-3771

Code Publishing Company.

## **CHAPTER 3 RECRUITING AND HIRING**

### **3.1 RECRUITING EMPLOYEES.**

- A. It is the policy of the City of Goldendale that all vacant regular, full-time and part-time employment positions with the City of Goldendale will be filled only after advertising the position. Unless the position is filled through in-house promotion, advertisements shall be published no less than once per week for two (2) consecutive weeks in a newspaper or publication with general circulation in the Goldendale area. The City Administrator will ensure that all applications received for a position are kept for a period of two (2) years, however, an application is active and may be considered for an opening for only six months. Publication of an additional notification may not be needed if a similar position is being filled within a six (6) month time frame.
- B. Recruiting practices are conducted without discrimination as to race, color, religion, national origin, sex, marital status, pregnancy, disability, age, or disabled or Vietnam-era veterans status.
- C. Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the City's official application.
- D. Any applicant supplying false or misleading information will be eliminated from consideration and is subject to immediate termination, if hired before the falsification is discovered.

### **3.2 HIRING EMPLOYEES.**

- A. When a position becomes vacant, and prior to any posting or advertisement of the vacancy, the Department Head shall review the position, its job description and the need for such a position. The Department Head shall receive approval from the Mayor, or his/her designee, prior to filling the position. Current employees of the City shall have the first opportunity to apply for promotions, transfers or voluntary demotions prior to the posting or publicizing of any job vacancy (see Section 3.6 of these policies). The Mayor may waive the procedure for first taking applications of current employees if it is deemed to be in the best interest of the City.
- B. Residency within the City shall not be a condition of employment; provided, however, an employees selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.
- C. Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least eighteen (18) years old and will be required to present a valid

Washington State Drivers License with any necessary endorsements. Driving records of applicants will be checked. Applicants with poor driving records, as determined by the City, may be disqualified from employment with the City in positions requiring driving.

- D. The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City. The City may contract with any competent agency or individual to prepare and/or administer examinations. The City may also conduct certain background procedures as required by law. Examples of such procedures include: requiring applicants/employees to show proof they are authorized to work in the United States and requiring applicants/employees who have unsupervised access to children or developmentally disabled adults to complete a disclosure statement.
- E. After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical or psychological examination related to this position offered (which may include testing for alcohol and controlled substances).
- F. A candidate may be disqualified from consideration if: (1) found to be physically or mentally unable to perform the duties of the position, and the individuals condition cannot reasonably be accommodated in the workplace; (2) the candidate refuses to submit to a pre-employment medical or psychological examination or to complete medical history forms; or, (3) if the pre-employment exam reveals use of alcohol and/or controlled substances.

### **3.3 TEMPORARY/SEASONAL EMPLOYEES: NON-EXEMPT.**

- A. With approval of the Mayor, or his/her designee, temporary/seasonal employees may be used during emergencies or other peak workload periods; or to temporarily replace regular employees absent due to disability, illness, vacation, or other approved leave; or to temporarily fill a vacancy until a regular employee is hired.
  - 1. Temporary/seasonal employees may be hired without competitive recruitment or examination.
  - 2. Temporary/seasonal employees may not work more than six (6) months in a calendar year.
- B. Temporary/seasonal employees are eligible for overtime pay as required by law. Temporary/seasonal employees do not normally receive retirement, vacation, sick leave, health insurance, holiday, or any other benefits during their employment.
- C. Employment of minors will only be allowed on a temporary, part-time basis, and only in accordance with Child Labor Laws.

## **CHAPTER 5 COMPENSATION**

### **5.1 SALARY CLASSIFICATION AND GRADES.**

Each job title within the City is classified into one of the City's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the City's salary and wage matrix.

### **5.2 EMPLOYEE PAY RATES.**

- A. Employees are paid within the limits of the wage range to which their positions are assigned.
- B. Usually, new employees will start their employment at the entry level step for their classification. However, a new employee may be employed at a higher step than the entry level when the employees experience, training, or proven capability warrant.
- C. Salary adjustments may be granted, upon the recommendation of the Mayor and approval of the City Council. If an employees performance is consistently unsatisfactory, as based on the Job Performance Evaluation, the Department Head/City Administrator/Mayor may defer a scheduled classification pay increase for a stipulated period of time or until the employees job performance is satisfactory.
- D. In the event an employee enters a higher classification by promotion, the employee's salary in the higher class shall be the minimum salary for that class unless that minimum is lower than or the same as the employee's salary at the time of the promotion; in that event the Mayor, or his/her designee, shall determine what salary the employee shall receive within the pay range of the higher class.
- E. The City Council may grant an across the board pay adjustment (cost of living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications.

### **5.3 LONGEVITY PAY.**

- A. Each regular full-time employee of the City of Goldendale shall, after reaching Step C of their designated range on the salary matrix, receive monthly longevity pay in accordance with the following table. The monthly longevity pay shall be in addition to the employee's regular monthly pay.

## **LONGEVITY SCHEDULE**



All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. Employees called back to duty will be paid one and one-half (1.5) times their regular rate of pay for all hours worked; provided, however, the Employee shall receive not less than two (2) hours at the overtime rate.

#### **4.6 PAYROLL RECORDS.**

The official payroll records are kept by the City Administrator. Each Department Head shall turn in on a bimonthly basis a signed timesheet for each employee within their department, noting hours worked, leave taken, and overtime hours worked. The Mayor, or his/her designee, shall sign timesheets for Department Heads.

### **3.4 PROBATIONARY PERIOD.**

- A. All newly hired employees, or former employees who have been rehired, or employees promoted to a new classification, enter a probation period which is considered an integral part of the selection and evaluation process. During the probation period an employee is required to demonstrate suitability for the position through actual work performance.
- B. The normal probation period is six (6) months from the employees date of hire, rehire or promotion.
- C. An employees probation period may be extended for up to an additional six (6) months when needed due to circumstances such as extended illness or a need to continue to evaluate an employee's performance.
- D. New probationary employees accrue vacation and sick leave, but are not eligible to use vacation until after three (3) months. Current City employees transferring or being promoted to another City employment position shall transfer with accumulated benefits to this new position. New probationary employees who are dismissed, resign, or for any other reason leave the employ of the City during the probationary period shall not accrue or be paid for vacation leave.
- E. During the probation period, the employee may be terminated at any time, with or without cause.
- F. When a Department Head determines an employee has satisfactorily completed the probation period, the Department Head shall prepare a written performance evaluation and shall notify the City Administrator. If the probation period is satisfactorily completed, the employee shall be notified in writing of regular employment status and until so notified shall be a probationary employee.

### **3.5 EMPLOYMENT OF RELATIVES (NEPOTISM).**

- A. Employee's immediate family members and those living together as domestic partners will not be employed by the City under any of the following circumstances:
  - 1. Where one of the parties would have authority, or practical power, to supervise, appoint, remove, or discipline the other;
  - 2. Where one party would be responsible for auditing the work of the other; or,
  - 3. Where other circumstances exist which would place the parties in a situation of actual or reasonably foreseeable conflict between the interest of one or both parties and the best interests of the City.

- B. No relatives closer than fourth degree as defined in RCW 11.02.005(5) as now codified or hereafter amended, shall be employed within the same department of the City. Departments are defined as those approved by the City Council and as shown in the current organizational chart of the City.
- C. If two employees marry, become immediate family members or begin living together as domestic partners, and as a result, the circumstances prohibited by Section A or B exist, only one of the employees will be permitted to stay employed with the City. The decision as to which employee will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become immediate family members, or become domestic partners. If no decision has been made during this time, the most recently hired employee will be terminated.

### **3.6 PROMOTIONS AND TRANSFERS: NON-EXEMPT EMPLOYEES.**

- A. The City encourages current City employees to apply for vacant City positions for which they are qualified. Promotions and transfers are based on the Department Heads recommendation, work force requirements, performance evaluations, job descriptions and related City qualifications and requirements, and will be subject to approval by the Mayor, or his/her designee and the City Council, where applicable.
- B. Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed his/her probation period and possess the qualifications for the vacant position, unless the Mayor, or his/her designee, determines that it is in the best interest of the City to waive such requirements.
- C. After promotion to a new position, a new probation period of six (6) months must be completed, unless waived or reduced by the Department Head. In the case of unsatisfactory performance in a promotional situation, the employee may be considered for transfer back to the previous position held by the employee, if such position is vacant.