

AGENDA BILL: G3

AGENDA TITLE: EVENT COMMITTEE RECOMMENDATIONS  
REGARDING TOURISM FUNDING

DATE: MARCH 1, 2021

**ACTION REQUIRED:**

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

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

MOTION  X

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**EXPLANATION:**

Please find attached the applications for award and funding of 2021 tourism events including applications from Goldendale Chamber of Commerce, Brighter Goldendale Christmas Committee, Goldendale Farmers Market and GMA. The applicate requests totaled \$48,500.00. The recommended budget amount to distribute was \$40,000.00. The Event Committee recommends funding 2021 tourism events in the amount of \$42,000.00.

**FISCAL IMPACT:**

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

**MOTION:**

**I MOVE TO DIRECT STAFF TO PREPARE A RESOLUTION ADOPTING THE EVENT COMMITTEE RECOMMENDATION FOR FUNDING 2021 TOURISM EVENTS AND FURTHER, AUTHORIZE THE PREPARATION OF AGREEMENTS WITH THE FOUR APPLICANTS BY THE NEXT COUNCIL MEETING.**

## Event Committee Recommendation for Funding 2021 Tourism Events

EVENT	REQUEST	RECOMMENDATION
<hr/>		
Brighter Goldendale Christmas Committee		
<ul style="list-style-type: none"> <li>• Candy Cane Lane Parade &amp; Event</li> <li>• December 11, 2021</li> </ul>	\$ 4,000	\$ 3,000
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Goldendale Motorsports Association		
<ul style="list-style-type: none"> <li>• Comm. Days Show 'n Shine Car Show</li> <li>• July 10, 2021</li> <li>• Concours de Maryhill Open Car Show</li> <li>• October 2, 2021</li> </ul>	\$ 4,500 \$ 3,500 \$ 8,000	\$ 4,000 \$ 3,000 \$ 7,000
<hr/>		
Goldendale Farmers Market		
<ul style="list-style-type: none"> <li>• Advertising, Marketing &amp; Operating</li> <li>• May – October 2021</li> </ul>	\$ 1,500	\$ 1,000
<hr/>		
Greater Goldendale Chamber of Commerce		
<ul style="list-style-type: none"> <li>• Web-Based Marketing Support</li> <li>• Community Event Promotion (Observatory)</li> <li>• Visitor Information Center Operation</li> <li>• March – December 2021</li> </ul>	\$ 35,000	\$ 31,000
<hr/>		
Totals:	\$ 48,500	\$ 42,000

Applicant Name	Event Name	2019 Amount Requesting	2019 Recommendation	2020 Amount Requesting	2020 Recommendation	2021 Amount Requesting	2021 Recommendation
WE Rock Events	Rock Crawl	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -
Brighter Goldendale Christmas Committee	Candy Cane Lane Parade	\$ 2,645.00	\$ 1,500.00	\$ 2,350.00	\$ 2,000.00	\$ 4,000.00	\$ 3,000.00
Goldendale Jr Community Chamber	Community Days	\$ 15,000.00	\$ 10,000.00	\$ 15,000.00	\$ 13,000.00	\$ -	\$ -
Goldendale Motorsport	Comm. Days Show 'n Shine	\$ 4,500.00	\$ 3,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00
Goldendale Motorsport	Concours De Maryhill Car Show	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,250.00	\$ 3,500.00	\$ 3,000.00
Goldendale Farmer's Market	Farmer's Market	\$ 2,500.00	\$ 1,000.00	\$ 2,600.00	\$ 1,250.00	\$ 1,500.00	\$ 1,000.00
Greater Area Chamber of Commerce	Marketing, Event Promotion, Operations	\$ 31,000.00	\$ 31,250.00	\$ 35,000.00	\$ 31,500.00	\$ 35,000.00	\$ 31,000.00
Pete's Pizza	Winter Wonderland	\$ 20,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -
Totals		\$ 81,645.00	\$ 49,750.00	\$ 75,950.00	\$ 55,500.00	\$ 48,500.00	\$ 42,000.00

## 2021 Final Applicants

Goldendale Chamber of Commerce	\$35000.00
Brighter Goldendale Christmas Committee	\$4000.00
Goldendale Farmer's Market	\$1500.00
GMA	<u>\$8000.00</u>
<b>TOTAL</b>	\$48500.00

**CITY OF GOLDENDALE**  
**Notice of Event Committee Meeting**

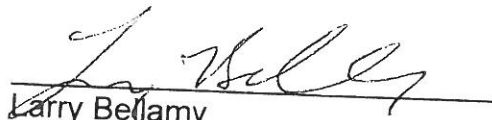
**NOTICE IS HEREBY GIVEN** that the Goldendale Event Committee will conduct a Public Meeting via Zoom teleconferencing as follows:

Date: February 25, 2021  
Time: 7:00 pm

Phone Number: (415) 762-9988  
Meeting ID: 373-290-5204

**THE PURPOSE** of said meeting is to hear all interested parties who wish to participate in the presentations of tourism funding applications for lodging tax dollars. There will be four applicant presentations from 1) Goldendale Chamber of Commerce, 2) Brighter Goldendale Christmas Committee, 3) Goldendale Farmer's Market, 4) Goldendale Motorsports Association.

The Goldendale Event Committee may take action in the form of a recommendation to the City Council.



Larry Bellamy  
City Administrator  
City of Goldendale

**2021 LODGING TAX FUNDS  
GENERAL INFORMATION AND INSTRUCTIONS**

The City of Goldendale has established the Event Committee to support tourism promotion projects within the City of Goldendale. The purpose is to provide funding to eligible organizations or groups for the purpose of positively impacting tourism in the City of Goldendale. Pursuant to RCW 67.28.1817, funding and specific awards are dependent on recommendations of the Event Committee and final decision by the City Council. The City Council may allocate all, none, or a portion of the available funds.

The Event Committee is accepting proposals for tourism related services to be provided during the 2021 calendar year and funded by revenue from the City's lodging tax. Lodging taxes available for 2021 are estimated to be \$40,000. Selected proposals will be based on their emphasis and ability to create events and activities that will result in positive user impacts on lodging, restaurants and retail markets in the City of Goldendale.

**APPLICATION SUBMITTAL INSTRUCTIONS**

Application Process and Deadlines	
Application Deadline	February 10, 2021
Applicant Presentations to Event Committee	February 17, 2021
Recommendation to City Council	March 1, 2021
Resolution by City Council	March 16, 2021

A funding application is available on the City of Goldendale website at:  
<https://www.ci.goldendale.wa.us/>

To be considered an application must be complete and submitted by February 10, 2021. Please send the application via email in MS Word or .pdf format and include all attachments in .pdf format to: [senderby@ci.goldendale.wa.us](mailto:senderby@ci.goldendale.wa.us). If you have questions, please call 509-773-3771.

or

Mail application to: City of Goldendale Committee  
1103 South Columbus Avenue  
Goldendale, WA 98620

**Incomplete and/or late applications will not be considered.**

## GENERAL INFORMATION

The lodging tax is an existing (sales tax) authorized by Washington State law in RCW 67.28, Public Stadium, Convention, Arts and Tourism Facilities. The City of Goldendale receives revenue from the Washington State Revenue Department under a special Hotel-Motel Tax. The tax is a charge placed on consumers for lodging at hotels, motels, rooming houses, private campgrounds, recreational vehicle parks, and similar facilities for continuous periods of less than one month.

Funding for this program comes from the City of Goldendale Tourism Fund which receives hotel/motel taxes from lodging establishments from inside the city limits. The City collects a four percent tax on charges for overnight lodging 2% is considered a basic hotel/motel tax and the second 2% is a credit against the sales tax that lodging establishments collect.

The City of Goldendale considers lodging tax funded proposals from public agencies and non-profit organizations. Proposals must completely address the questions in the application and all requested supplemental information must be provided.

## EVENT COMMITTEE ALLOCATION EVALUATION CRITERIA

The criteria listed below constitute the standards by which applications for funding from the Lodging Tax Fund are judged. In some cases, by their nature, some applicant events, activities, programs, organizations and facilities will not be able to meet all criteria. However, the more criteria met the stronger the application.

### **Community Economic Impact**

Potential positive economic impact of tourism on the community is a significant benefit that can be measured. In its most fundamental effect, tourism impacts the community's economy through the dollars brought to and spent in the City of Goldendale. Overnight stays generate more revenue than day visits.

The total impact can be measured in terms of direct dollar expenditures made by the visitors themselves and indirect dollar expenditures made as the money moves through the community. In evaluating applications in this area, more weight will be given to direct expenditures as they are more readily measurable.

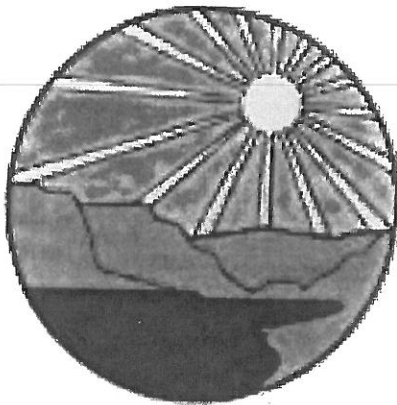
In assessing the probable economic impact of the proposal, the Committee will consider: (a) The estimated number of visits to be generated; (b) The estimated number of overnight stays to be generated; (c) The duration of the event, activity or program; (d) The event's generation of economic activity during off-peak tourism seasons or periods; (e) The use of local firms and resources in the proposed event, activity, program or facility; and (f) New or first time events or activities.

### **Resources Available for Event or Facility**

The applicant should identify other community capital and/or labor sources to ensure project success. Each year applications submitted for funding proposal is not guaranteed for subsequent

Chamber

CITY OF GOLDENDALE  
2021 LODGING TAX FUNDING  
APPLICATION



SUBMISSION DEADLINE:  
February 10, 2021

City of Goldendale  
1103 South Columbus Avenue  
Goldendale, WA 98620  
(509) 773-3771

CITY OF GOLDENDALE  
LODGING TAX FUNDS APPLICATION

Application Deadline: February 10, 2021  
 Submit Original To: City of Goldendale  
 1103 South Columbus Avenue  
 Goldendale, WA 98620

Project Title: Goldendale Chamber of Commerce Amount Requested \$35000,00  
 Project/Event Location tourism marketing, facility operation, & event development & promo.  
 Project/Event Date(s) marketing & facility operation: on-going. Community event development & support (per open covid)  
 Project/Event Hours\_ VIC Mon - Fri 10am - 4pm (per open covid allowance) attendance will be tentative to event: Focus on  
 Observatory Open and governor allowance

**ESTIMATE EVENT ATTENDANCE FOR THE FOLLOWING:**

# Event Attendance	Estimated Local # of Attendees	# of Attendees Staying only the day (more than 50 miles)
5200	3000	650
Estimated # of Attendees Staying Overnight		Estimated # of Attendees Out-of-State & other countries
650		250
# of Attendees Staying in Unpaid Accommodations		# of Lodging Stays Generated (rooms rented)
100		750

**Category:**

- Tourism Promotion Activities
- Tourism Related Facility/Operation
- Events/Festivals

Organization Status:  Non-Profit  Public Agency  Cooperative Project

Organization: \_\_\_ Goldendale Chamber of Commerce

Address: 903 E Broadway

City: Goldendale State: WA Zip Code: 98620

Website: goldendalechamber.org

Contact: Diana Adams

Telephone: (509) 773-3400 Cell Phone: (509) 250-1162

Email: [president@goldendalechamber.org](mailto:president@goldendalechamber.org)

## PROJECT/EVENT SUMMARY

Please insert answers and responses following each question with the suggested word count. If additional sheets are required, please have sheets coincide with summary questions.

Provide a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over-all project. However, focus your response on the portion to be funded.  
(Approximately 250 words or less)

**Centrally the goal of the Chamber with respect to tourism will remain contributing to the local economy by attracting increased tourist spending with area merchants and the related job retention and expansion effects.**

The Observatory is the most likely to provide the largest boost to overnight stays. The City-Chamber-Observatory partnership and related Dark Skies effort is positioned to get maximum local benefit for all participants.

In addition to reopening and maintaining the VIC, City calendar, and web-based area tourism marketing. Offering support to other organizations that expand tourism as we begin to open up again.

- Provide event marketing support to local and other organizations ( for example, Goldendale Observatory, Motorsports, Library, pool and others)
- Coordinate with Wa. State Parks & local merchants to create a region-wide focus on getting Observatory open
- Work with local retailers, specific trades, and wholesalers to establish a coordinated presence on Google Business, radio, and other platforms.

## SCOPE OF WORK

**What are the goals for the project, such as the following:**

- (a) How and why the community will benefit? (specifically lodging, food service sectors and community facilities) Being a point of contact for visitors, the Chamber's promotional services offer an opportunity to build community events and increase hotel/motel as well as retail merchant revenue.
  - (b) The expected event attendance; this is uncertain at this time due to covid; however the estimated attendance for Motorsports drawing 750-1000 visitors (Oregon trail rally) the Observatory open is unpredictable but anticipated to exceed expectations. Home & Garden attendance is averaging 3500 - 3800
  - (c) The Chamber having supported other organizations would like to expand its event management and promotion service through a professional event management firm
  - (d) This is a twelve month process and will be subjected to the timeline of the Governor
  - (e) Do you expect this project to be an annual activity or a one-time event/project?
- (Approximately 200 words or less)

The Open of Observatory will be the main event focus, although this proposal includes offering support throughout the year to other events. We will also go forward with the home and garden show as the Governor allows. there is some uncertainty. We will offer support to the local retailers and organizations to open back up; this will be an on-going effort through this coming year.

## COMMUNITY ECONOMIC IMPACT

**Estimate the number of participants who will attend in each of the following categories:**

- (a) Staying overnight in paid accommodations away from their place of residence or business; 750
- (b) Staying overnight in unpaid accommodations (e.g., with friends & family) and traveling fifty miles or more one way from their place of residence or business; 100
- (c) Staying for the day only and traveling more than fifty miles or more one way from their place of residence or business; 650
- (d) Attending but not included in one of the three categories above; and 0
- (e) Estimated number of participants in any of the above categories that will attend from out-of-state (includes other countries). 250

**Describe methods you will use to determine attendance from visitor categories above. (Approximately 100 words or less)**

- Registration responses for events
- Tax receipts
- Parking lot surveys and gate queries during non-registration events
- Observatory attendance records
- Follow-up surveys to web registrations

## TOURISM OBJECTIVES

**In what way will the project/event/Visitor Information Center encourage spending at Klickitat County attractions and businesses?** (Approximately 50 words or less)

the City-Chamber-Observatory partnership and Dark Skies effort will get the maximum local benefit for all local participants.

**Will this project/event/Visitor Information Center have a broad-based community benefit or appeal?** (Approximately 35 words or less)

VIC has shifted to the main point of contact for non-residents coming to the area.

Web based presence through the Chamber benefits the community

**What measures will you be able to provide to evaluate the success of the project/event/Visitor Information Center?** (Approximately 50 words or less)

- Event attendance
- website analytics
- hotel/motel revenue
- Observatory attendance
- VIC visits

Please provide a project schedule/timeline identifying relevant milestones.

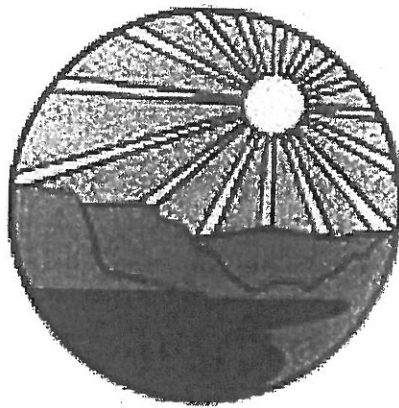
This projection can only be based as during this year; as covid continues to be a contributing factor



Brighter Goldendale  
Christmas Committee

#2

CITY OF GOLDENDALE  
2021 LODGING TAX FUNDING  
APPLICATION



SUBMISSION DEADLINE:  
February 10, 2021

City of Goldendale  
1103 South Columbus Avenue  
Goldendale, WA 98620  
(509) 773-3771

**CITY OF GOLDENDALE  
LODGING TAX FUNDS APPLICATION**

**Application Deadline:** February 10, 2021  
**Submit Original To:** City of Goldendale  
 1103 South Columbus Avenue  
 Goldendale, WA 98620

**Project Title:** Brighter Goldendale Christmas Committee \_\_\_\_\_ **Amount Requested** \$ 24000  
**Project/Event Location** Goldendale  
**Project/Event Date(s)** Nov - Dec\_ **Project/Event Hours** Candy Cane's lighting Goldendale 24 hours a day & 2<sup>nd</sup> Saturday in Dec. 3pm to 10pm Parade Event.

**ESTIMATE EVENT ATTENDANCE FOR THE FOLLOWING:**

# Event Attendance	Estimated Local # of Attendees	# of Attendees Staying only the day (more than 50 miles)
10,000	2500	100
Estimated # of Attendees Staying Overnight		Estimated # of Attendees Out-of-State & other countries
50		40
# of Attendees Staying in Unpaid Accommodations		# of Lodging Stays Generated (rooms rented)
75		40

\*due to Covid-19 restrictions number of overnight visitors were down, but attendance was up.

**Category:**

- Tourism Promotion Activities
- Tourism Related Facility/Operation
- Events/Festivals

**Organization Status:**  Non-Profit  Public Agency  Cooperative Project

**Organization:** Brighter Goldendale Christmas Committee (CEKC)

**Address:** PO Box 1064

**City:** Goldendale **State:** Washington **Zip Code:** 98620

**Facebook:** Candy Cane Lane Christmas Parade

**Contact:** Pat Shamek

**Cell Phone:** 541-993-9560

**Email:** pshamek@hotmail.com, lanae\_603@yahoo.com

## PROJECT/EVENT SUMMARY

Please insert answers and responses following each question with the suggested word count. If additional sheets are required, please have sheets coincide with summary questions.

**Provide a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over-all project. However, focus your response on the portion to be funded.** (Approximately 250 words or less)

Each year the Brighter Goldendale Christmas Committee attempts to replace aging Candy Canes which help in lighting up the streets of Goldendale, advertising the parade, associated events and in drawing people to our community in hopes that it will boost our economy. We also strive to brighten the lives of those who drive through our streets with the Christmas cheer. In these times we want to do what we can! The parade was well attended both in attendance and parade entries in 2020, our 30<sup>th</sup> year. We hope to continue to build up this event in every coming year. Building in drawing tourist from even a broader base and encouraging more parade entries with more vehicles/horses/bands/etc. and lights!

## SCOPE OF WORK

### What are the goals for the project, such as the following:

- (a) How and why the community will benefit? (specifically lodging, food service sectors and community facilities)
- Enjoy the events of the day and experience the hometown air! Taking time to relish eating at local food vendors or restaurants and shopping at the charming shops and stores. Afterwards attending the Candy Cane Lane Parade and the enjoying the "Hallmark" atmosphere in the, after parade activities, which includes photos with Santa, free hot soup, hot chocolate, cookies, and children books. After the evenings celebrations they can enjoy staying in one of the local motels.
- (b) The expected event attendance;
- 10K overall draw of tourist and local citizens throughout the holiday season.
- (c) Describe the marketing / promotion methods
- Facebook event
  - Gorge newspapers
  - Radio spots
  - Flyer's throughout the gorge and local area
  - Family and friends
  - Businesses promotion
- (d) What are the beginning and ending dates of your project?
- November to January 2<sup>nd</sup>.
- (e) Do you expect this project to be an annual activity or a one-time event/project?
- (Approximately 200 words or less)
- Annual - 2020 was our 30<sup>th</sup> anniversary
- People come to the city to participate or watch the parade and attend various activities. Several of these people stay overnight with most both eat at food vendors or restaurants and shop in our local stores. Depending on the weather we can expect 400+ including local people attending the parade. Marketing includes gorge area newspapers, radio and Facebook event invite and pubic invite plus word of mouth. Although the committee works year around the most visible work is in the month of November thru January 2<sup>nd</sup>.

## COMMUNITY ECONOMIC IMPACT

**Estimate the number of participants who will attend in each of the following categories:**

- (a) Staying overnight in paid accommodations away from their place of residence or business; 50
- (b) Staying overnight in unpaid accommodations (e.g., with friends & family) and traveling fifty miles or more one way from their place of residence or business; 100
- (c) Staying for the day only and traveling more than fifty miles or more one way from their place of residence or business; 100
- (d) Attending but not included in one of the three categories above; and 3550
- (e) Estimated number of participants in any of the above categories that will attend from out-of-state (includes other countries). 200

**Describe methods you will use to determine attendance from visitor categories above.** (Approximately 100 words or less)

- 1. Parade entries
- 2. Number of cookies and cups of soup given out after parade
- 3. Spot counting in random blocks of parade onlookers
- 4. We are unable to know the number of people who travel to Goldendale to enjoy the many lighted homes and businesses in the area.

## TOURISM OBJECTIVES

**In what way will the project/event/Visitor Information Center encourage spending at Klickitat County attractions and businesses?** (Approximately 50 words or less)

Activities throughout the day, lead into the evening which are advertised in newspapers, Facebook, radio, fliers/posters and word of mouth. Tourist/visitors can, eat, purchase fuel, shop, tour local attractions buying the treasures. Enjoy the community events, finishing their day in a local motel staying overnight.

**Will this project/event/Visitor Information Center have a broad-based community benefit or appeal?** (Approximately 35 words or less)

Young and old enjoy the parade from far and wide, take photos, visit with Santa, tree lighting, free books, many enjoy food provided. Aiming to inspire those to visit local businesses!

**What measures will you be able to provide to evaluate the success of the project/event/Visitor Information Center?** (Approximately 50 words or less)

Much of the success is measured by the many parade entries, seeing people on the parade route, coming to the tree lighting, attending the visits with Santa, book give away, soup, cookies and hot chocolate. Along with percentage of local motels registration count and Facebook event count.

**Please provide a project schedule/timeline identifying relevant milestones.** September order new candy canes for city light poles, October/November start fundraising and advertising events, replace non-working lights in Candy Canes, apply for parade permit, arrange for Santa, contact Klickitat County Hospital/Goldendale Grange for baking cookies, make arrangements with Masons/Presby Museum to hold after parade event, arrange for judges for best decorated homes and businesses lighting and parade entries. Grand marshal announced with banners and arrange for accommodations for parade float/vehicle for them. After Thanksgiving help place Candy Canes on poles. December. Encourage local businesses to light up to attract tourist. Place Lights on trees in front of court house lawn, pickup books from Kiwanis's. Finalize plans with Mason's OES to give out the food after parade. Start radio advertising, make arranges for announcing parade on KLCK 1400. Get the parade permit. Collect from local businesses items for the winners of the best decorated homes, helping promote the products available in our area.

**DETAILED BUDGET**

**Income**

Please list the income source, approximate amount and availability status of any other income that is planned to fund the project/ event for which you are applying.

Are you seeking lodging taxes from any other municipality?     Yes             No  
 Are you seeking or will you provide matching funds?         Yes\*             No \*partial as we sell candy canes  
 Are you seeking in-kind services from City of Goldendale?     Yes             No  
 If so, what type(s) of services:                             Police             EMS/Fire     Parks             Public Works  
                                                                                   Location             Other (Please Specify \_\_\_\_\_)

Source of Other Funding	In-Kind or Cash (specify)	Amount	Availability Status
<b>Selling candy canes</b>			
		\$ varies	unknown
PUD	Hang Candy Canes on 90 poles	\$?	Every Nov. & Jan.
		\$	
		\$	

**Expenses**

Activity	Total Cost for Project/Event	Lodging Tax Funds Requested
All Personnel (salaries & benefits)	0	0

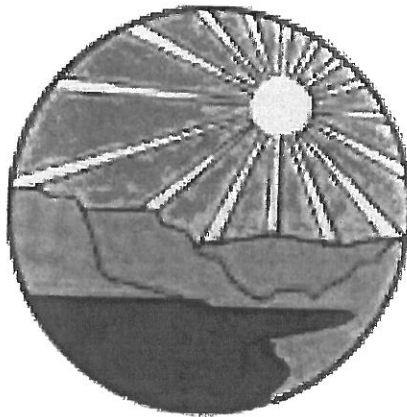
**Do not include personnel costs for the following activities. Note: Insurance costs are not eligible for reimbursement**

Activity	Total Cost for Project/Event	Lodging Tax Funds Requested
Administration (rent, utilities, office expense, supplies, postage, janitorial, etc.)	\$100	\$100
Marketing/Promotion		
Website	\$	\$
Brochures	\$150	\$150
Radio/TV	\$300	\$300
Print Media	\$50	\$50
Construction/Renovation	\$0	\$0
Other (describe on additional sheet) *	\$4000	\$4000
Klickitat County services (if applicable)	\$0	\$0

<b>TOTAL COSTS</b>	\$ 4700	\$ 4700
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\*Ten (10) new candy canes, Replacing 25 year old Candy Canes down Main street

CITY OF GOLDENDALE  
2021 LODGING TAX FUNDING  
APPLICATION



SUBMISSION DEADLINE:  
February 10, 2021

City of Goldendale  
1103 South Columbus Avenue  
Goldendale, WA 98620  
(509) 773-3771

CITY OF GOLDENDALE  
LODGING TAX FUNDS APPLICATION

Application Deadline: February 10, 2021  
 Submit Original To: City of Goldendale  
 1103 South Columbus Avenue  
 Goldendale, WA 98620

Project Title: Goldendale Farmer's Market \_\_\_\_\_ Amount Requested \$ \_1500\_\_\_\_\_  
 Project/Event Location Goldendale Chamber of Commerce \_\_\_\_\_  
 Project/Event Date(s) May 1 – Sept 25, 2021 \_\_\_\_\_ Project/Event Hours \_\_9am – 2pm\_\_\_\_\_

**ESTIMATE EVENT ATTENDANCE FOR THE FOLLOWING:**

# Event Attendance	Estimated Local # of Attendees	# of Attendees Staying only the day (more than 50 miles)
6000	4000	500
Estimated # of Attendees Staying Overnight		Estimated # of Attendees Out-of-State & other countries
1500		500
# of Attendees Staying in Unpaid Accommodations		# of Lodging Stays Generated (rooms rented)
1500		No way to Estimate

**Category:**

- Tourism Promotion Activities
- Tourism Related Facility/Operation
- Events/Festivals

Organization Status:     Non-Profit     Public Agency     Cooperative Project

Organization: Goldendale Farmer's Market(Operates under CEKC)\_\_\_\_\_

Address:    PO Box 1203\_\_\_\_\_

City:    Goldendale \_\_\_\_\_ State: WA \_\_\_\_\_ Zip Code: 98620

Website:    [www.goldendalechamber.org/goldendale-farmers-market/](http://www.goldendalechamber.org/goldendale-farmers-market/);  
[www.facebook.com/Goldendalefarmersmarket/](https://www.facebook.com/Goldendalefarmersmarket/)

Contact:    Rody Schilling, Market Manager, 773-3638, 250-0480

Tobiah Israel, President, 773-6249, 250-1176

Christine Watson, Treasurer, 509-314-0668

Email:    [goldendalefarmersmarket@gmail.com](mailto:goldendalefarmersmarket@gmail.com)

## PROJECT/EVENT SUMMARY

Please insert answers and responses following each question with the suggested word count. If additional sheets are required, please have sheets coincide with summary questions.

Provide a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over-all project. However, focus your response on the portion to be funded. (Approximately 250 words or less)

Farmers Markets are enjoyed by the communities that they serve and are looked for by visitors to the area. Markets provide healthy food choices, supports local agriculture and farmers, small home businesses, and are an activity enjoyed by many. This grant is used to help support **operations, advertising and promotion** in social media, the local newspaper, flyers, brochures, and other publications. The Market also supports other community events, adding value to their event and bring more visitors to events such as the Home & Garden Show, Community Days, Health fair, Bluegrass Festival, and other events in and around the City of Goldendale.

## SCOPE OF WORK

### What are the goals for the project, such as the following:

- (a) How and why the community will benefit? (specifically lodging, food service sectors and community facilities)

Farmers Markets are an added attraction for visitors to the area. They are an activity that is looked for when people come to Goldendale. It is an activity that brings and introduces people to the park and an event to enjoy while they are there. It also helps bring people into town which can also visit other businesses while they are here. In addition, the money being spent is going into the pockets of people that are part of the community and that will be spent in the area. There are several programs that are in place that encourage spending in Farmers Markets. This is revenue to the community that would not exist without the market. (Senior Vouchers, Veggie Rx, Back Pack for kids, WIC, EBT match...

- (b) The expected event attendance;

Average attendance is about 200 people per market, not including special events even with COVID-19 restrictions in place.

- (c) Describe the marketing /promotion methods

Social media/Facebook, Newspaper ads, special publications, radio, Washington State Farmers Market Association, Gorge Grown (an association of Farmers Markets in the Gorge)

- (d) What are the beginning and ending dates of your project?

May 8 – September 25, 2021 plus H & G show and the Holiday Bazaar – Provided either event happen this year

- (e) Do you expect this project to be an annual activity or a one-time event/project?

Annual

(Approximately 200 words or less)

## COMMUNITY ECONOMIC IMPACT

**Estimate the number of participants who will attend in each of the following categories:**

(a) Staying overnight in paid accommodations away from their place of residence or business;  
No way to estimate, however, we are an event that many overnight guests would attend

(b) Staying overnight in unpaid accommodations (e.g., with friends & family) and traveling fifty miles or more one way from their place of residence or business;  
1,500 (Note: this can include property owners that own vacation property)

(c) Staying for the day only and traveling more than fifty miles or more one way from their place of residence or business;  
500

(d) Attending but not included in one of the three categories above; and  
4000

(e) Estimated number of participants in any of the above categories that will attend from out-of-state (includes other countries).  
500

**Describe methods you will use to determine attendance from visitor categories above.** (Approximately 100 words or less)

We have a counter and use it to count as many of the attendees as possible. We have talked to a lot of the visitors over the years and they often share where they are from or if they are visiting family or friends. We are an activity that is available every Saturday, all summer long, for people to enjoy. In addition to that, after speaking with our Vendors, it is possible to gain an insight as to how many of their customers they spoke with at length were from out of town visiting the area.

## TOURISM OBJECTIVES

**In what way will the project/event/Visitor Information Center encourage spending at Klickitat County attractions and businesses?** (Approximately 50 words or less)

The market is an outlet for many citizens of the county to sell their products/produce and brings people to town each Saturday. Money earned by the vendors is usually re-spent in the community

**Will this project/event/Visitor Information Center have a broad-based community benefit or appeal?** (Approximately 35 words or less)

Most people enjoy Farmers Markets and the items that they sell. It brings fresh, local, produce, into the city for purchase. It allows many vendors to supplement their income, many of which are seniors, and brings additional funds to the community through funds for EBT, Veggie Rx, Back Pack for kids, WIC, and Senior vouchers for Farmers Markets.

**What measures will you be able to provide to evaluate the success of the project/event/Visitor Information Center?** (Approximately 50 words or less)

We measure the sales of each vendor and our customer count at each market. So far this year, we have seen \$ 37,451.60 in revenue.

**Please provide a project schedule/timeline identifying relevant milestones.**

We plan to have our membership meeting in March, where we start signing up vendors for the new year. In addition, emails are sent out to all the vendors that have participated the past few years to see if they will participate again this year. We then operate the market every Saturday – 22 days in 2021, from 9-2. During that time the board tries to actively recruit others to become vendors at the Market.



2021

The Goldendale Farmers' Market exists to help bring regionally grown produce, prepared foods, crafts, and local services to the community. We endeavor to support local businesses and partner with events in Goldendale such as Community Days and the Home & Garden Show. Farmers Markets continue to grow throughout the US and in our local area – The Gorge. Many people search Farmers Markets out when they come to into a community.

Last year we served about 3,065 customers, which does not include the outside events. We operated for 17 weeks last year, cut short due to COVID—19, and brought in revenue of \$37,451 to our local vendors, which in turns multiplies in the community.

We had an average of over 12 vendors at each market not including outside events. We also supported lower income residences by accepting, Backpack for Kids, Veggie Rx, EBT (which we offer an incentive), and WIC & Senior Farmers Market Vouchers. This accounted for over \$2,020 in revenue. Some of this would not come into the community without a Farmers Market.

Even with all that 2020 brought us as a community participant, we still managed to draw in new vendors, and new customers, due to our new location outside the Chamber. Many of our new participants found our event from their view from the highway (97 & 142) on their way by. With our continued patronage of this location, we feel that we could have more to bring to our community by way of tourism attraction, and local business support.

We try and keep our costs low to our vendors to keep participation in the market strong. The fees charged to our vendors are mostly used to cover the cost of the market itself.

Our request this year is like last years, with the exception of the use of the park, in that we are asking for:

\$1,500 for operations, advertising, and marketing.

Any Questions?

GMA

4A

CITY OF GOLDENDALE
LODGING TAX FUNDS APPLICATION

Application Deadline: February 10, 2021
Submit Original To: City of Goldendale
1103 South Columbus Avenue
Goldendale, WA 98620

Project Title: Concours de Maryhill Open Car Show Amount Requested \$ 3500.00
Project/Event Location 35 Maryhill Museum Drive
Project/Event Date(s) October 2, 2021 Project/Event Hours 7:AM to 4:PM

ESTIMATE EVENT ATTENDANCE FOR THE FOLLOWING:

Table with 3 columns: # Event Attendance, Estimated Local # of Attendees, # of Attendees Staying only the day (more than 50 miles). Rows include overnight stay and lodging stays generated.

Category:

- XX Tourism Promotion Activities
Tourism Related Facility/Operation
XX Events/Festivals

Organization Status: XX Non-Profit Public Agency Cooperative Project

Organization: Goldendale Motorsports Association

Address: P.O. Box 481

City: Goldendale State: WA Zip Code: 98620

Website: www.goldendalemotorsports.org

Contact: Larry Lenoir or Dennis Schroder

Cell Phone: Dennis 509-539-2557 Cell Phone: Larry 509-250-0194

Email: goldendalemotorsports@gmail.com

## PROJECT/EVENT SUMMARY

Please insert answers and responses following each question with the suggested word count. If additional sheets are required, please have sheets coincide with summary questions.

Provide a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over-all project. However, focus your response on the portion to be funded. (Approximately 250 words or less)

We will be hosting the 22rd Annual Concours de Maryhill Open Car Show. We draw in upwards of 250 vehicles that enter our show, each vehicle averaging two occupants. There will be 28 classes of show categories and misc. vendors. There will be a variety of contests and free passes to Maryhill Museum to encourage patrons to discover this unique historic site. Entrants will be drawn from surrounding areas as well as from out of state. There will be local entrants also. The local motels see an increase in overnight stays. The gas stations, grocery stores and restaurants see an increase in business as a result of our event. The car show also serves as an avenue for getting visitors to discover Goldendale and Klickitat County. GMA puts tourism literature in our Goody bags to help promote tourism.

## SCOPE OF WORK

What are the goals for the project, such as the following:

- (a) How and why the community will benefit? (specifically lodging, food service sectors and community facilities)
  - (b) The expected event attendance;
  - (c) Describe the marketing /promotion methods
  - (d) What are the beginning and ending dates of your project?
  - (e) Do you expect this project to be an annual activity or a one-time event/project?
- (Approximately 200 words or less)

Questions a,b,d, and e are answered in the earlier information.

Our marketing includes ads place thru media sources in other areas around the state such as Cruzin' Magazine, Inland Northwest Car Club Council, Entertainer Magazine, radio ads, our website and our Facebook page. Also flyers and posters are distributed by our members traveling to other towns in and out of the state.

## COMMUNITY ECONOMIC IMPACT

**Estimate the number of participants who will attend in each of the following categories:**

- (a) Staying overnight in paid accommodations away from their place of residence or business;
- (b) Staying overnight in unpaid accommodations (e.g., with friends & family) and traveling fifty miles or more one way from their place of residence or business;
- (c) Staying for the day only and traveling more than fifty miles or more one way from their place of residence or business;
- (d) Attending but not included in one of the three categories above; and
- (e) Estimated number of participants in any of the above categories that will attend from out-of-state (includes other countries).

see Estimated Event Attendance section above

**Describe methods you will use to determine attendance from visitor categories above.** (Approximately 100 words or less)

We use information gathered from our show entry forms that ask for locality. We also survey our patrons when time allows.

## TOURISM OBJECTIVES

**In what way will the project/event/Visitor Information Center encourage spending at Klickitat County attractions and businesses?** (Approximately 50 words or less)

Our event brings visitors to historic Maryhill Museum, gets them in the neighborhood of Maryhill Winery and the famous Maryhill orchards. They typically fuel their vehicles and look for food on the way back home. We include information to promote Klickitat County tourism in our goody bags given to show entrants.

**Will this project/event/Visitor Information Center have a broad-based community benefit or appeal?** (Approximately 35 words or less)

Yes, it will. We strive to include benefits to varied businesses and organizations by helping to promote them. We have three local food vendors who serve lunch to our patrons during the event, thus giving them exposure to visitors for future business. Free passes to the museum helps people discover it for future visits.

**What measures will you be able to provide to evaluate the success of the project/event/Visitor Information Center?** (Approximately 50 words or less)

Information from the entry forms. Often times our patrons express their approval of our show and let us know it ranks very high compared to other shows around the state. They compliment us for our professionalism and appreciate having activities to do while they are here. We also receive a number of emails and letters complimenting us for the show.

**Please provide a project schedule/timeline identifying relevant milestones.**

**9:00 a.m.** - Vehicle registration begins, Silent auction begins, raffle sales begin,  
Maryhill Museum opens to the public

**11:00 a.m.** - Local food vendors begin serving lunch

**12:00 noon** - Vintage Hill Climb cars arrive to join the car show

**1:00 p.m.** - Voting ballots for vehicles must be turned in

**2:00 p.m.** - Vintage Hill Climb cars parade back to Maryhill Loops

**2:30 p.m.** - Silent auction ends, winners announced

**3:00 p.m.** - Awards ceremony begins



EMA 4/B

CITY OF GOLDENDALE  
LODGING TAX FUNDS APPLICATION

Application Deadline: February 10, 2021  
Submit Original To: City of Goldendale  
1103 South Columbus Avenue  
Goldendale, WA 98620

Project Title: Community Days Show-N-Shine Amount Requested \$ \$4500.00  
Project/Event Location 100 & 200 Blocks of West Main Str.  
Project/Event Date(s) July 10, 2021 Project/Event Hours 7:AM to 4:PM

**ESTIMATE EVENT ATTENDANCE FOR THE FOLLOWING:**

# Event Attendance	Estimated Local # of Attendees	# of Attendees Staying only the day (more than 50 miles)
250	100	105
Estimated # of Attendees Staying Overnight		Estimated # of Attendees Out-of-State & other countries
45		90
# of Attendees Staying in Unpaid Accommodations		# of Lodging Stays Generated (rooms rented)
20		25

Category:  
 Tourism Promotion Activities  
 Tourism Related Facility/Operation  
 Events/Festivals

Organization Status:  Non-Profit  Public Agency  Cooperative Project

Organization: Goldendale Motorsports Association

Address: P.O. Box 481

City: Goldendale State: WA Zip Code: 98620

Website: www.goldendalemotorsports.org

Contact: Larry Lenoir or Dennis Schroder

Cell Phone: Dennis 509-539-2557 Cell Phone: Larry 509-250-0194

Email: goldendalemotorsports@gmail.com

T-35

## PROJECT/EVENT SUMMARY

Please insert answers and responses following each question with the suggested word count. If additional sheets are required, please have sheets coincide with summary questions.

Provide a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over-all project. However, focus your response on the portion to be funded. (Approximately 250 words or less)

We will be hosting the 23rd Annual Community Days Show N Shine Car Show. We draw in upwards of 125 vehicles that enter our show, each vehicle averaging two occupants. There will be 26 classes of show categories and misc. vendors. There will be a variety of contests and a Poker Walk to encourage people to visit our stores, Presby Museum and activities on the Courthouse lawn. Entrants will be drawn from surrounding areas as well as from out of state. There will be local entrants also. The local motels see an increase in overnight stays. The gas stations, grocery stores and restaurants see an increase in business as a result of our event. The businesses on Main Street also experience increased patronage from our visitors as well as local resident.

## SCOPE OF WORK

What are the goals for the project, such as the following:

- (a) How and why the community will benefit? (specifically lodging, food service sectors and community facilities)
  - (b) The expected event attendance;
  - (c) Describe the marketing /promotion methods
  - (d) What are the beginning and ending dates of your project?
  - (e) Do you expect this project to be an annual activity or a one-time event/project?
- (Approximately 200 words or less)

Questions a,b,d, and e are answered in the earlier information.

Our marketing includes ads place thru media sources in other areas around the state such as Cruzin' Magazine, Inland Northwest Car Club Council, Entertainer Magazine, radio ads, our website and our Facebook page. Also flyers and posters are distributed by our members traveling to other towns in and out of the state.

## COMMUNITY ECONOMIC IMPACT

**Estimate the number of participants who will attend in each of the following categories:**

- (a) Staying overnight in paid accommodations away from their place of residence or business;
- (b) Staying overnight in unpaid accommodations (e.g., with friends & family) and traveling fifty miles or more one way from their place of residence or business;
- (c) Staying for the day only and traveling more than fifty miles or more one way from their place of residence or business;
- (d) Attending but not included in one of the three categories above; and
- (e) Estimated number of participants in any of the above categories that will attend from out-of-state (includes other countries).

see Estimated Event Attendance section above

**Describe methods you will use to determine attendance from visitor categories above.** (Approximately 100 words or less)

We use information gathered from our show entry forms that ask for locality. We also survey our patrons when time allows.

## TOURISM OBJECTIVES

**In what way will the project/event/Visitor Information Center encourage spending at Klickitat County attractions and businesses?** (Approximately 50 words or less)

We have activities that encourage visitors to explore our stores, restaurants, museum and courthouse lawn. We include information to promote Klickitat County tourism in our goody bags given to show entrants.

**Will this project/event/Visitor Information Center have a broad-based community benefit or appeal?** (Approximately 35 words or less)

Yes, it will. We strive to include benefits to varied businesses and organizations by helping to promote them.

**What measures will you be able to provide to evaluate the success of the project/event/Visitor Information Center?** (Approximately 50 words or less)

Information from the entry forms. Often times our patrons express their approval of our show and let us know it ranks very high compared to other shows around the state. They compliment us for our professionalism and appreciate having activities to do while they are here. We also receive a number of emails and letters complimenting us for the show.

**Please provide a project schedule/timeline identifying relevant milestones.**

**9:00 a.m.** - Vehicle registration begins, Silent auction begins, Hot Wheels contest sign up and practice begins.

**9:30 a.m.** - Vehicle entries may leave to join the Community Days parade and may return afterwards to the show.

**10:00 a.m.** - Drag tree contest begins, Poker Walk begins.

**1:00 p.m.** - Voting ballots for vehicles must be turned in.

**1:30 p.m.** - Hot Wheels contest eliminations begin.

**2:30 p.m.** - Silent auction ends, winners announced.

**3:00 p.m.** - Awards ceremony begins



AGENDA BILL: H1

AGENDA TITLE: REVISED JOB DESCRIPTIONS

DATE: MARCH 1, 2021

**ACTION REQUIRED:**

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

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

MOTION \_\_\_\_\_ X \_\_\_\_\_

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**EXPLANATION:**

**FISCAL IMPACT:**

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

**MOTION:**

**I MOVE TO ADOPT RESOLUTION NO. 715 REVISING JOB DESCRIPTIONS FOR UTILITY MAINTENANCE SUPERVISOR AND THE WATER/WASTEWATER TREATMENT PLANT SUPERVISOR.**

**CITY OF GOLDENDALE  
GOLDENDALE, WASHINGTON**

**RESOLUTION NO. 715**

**A RESOLUTION ADOPTING REVISED PERSONNEL JOB  
DESCRIPTIONS FOR THE CITY OF GOLDENDALE**

**WHEREAS**, the City of Goldendale recognizes the need to update and clarify its personnel job descriptions and,

**WHEREAS**, the City of Goldendale wishes to ensure that proper personnel job descriptions are instituted for the betterment of the City and of its employees, **NOW THEREFORE**,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GOLDENDALE, WASHINGTON, THAT THE ATTACHED PERSONNEL JOB DESCRIPTIONS FOR Utility Maintenance Supervisor and Water and Wastewater Treatment Plant Supervisor.

READ, APPROVED AND PASSED this 1st day of March, 2021.

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Michael Canon, Mayor

Attest:

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Connie Byers, Clerk-Treasurer

CITY OF GOLDENDALE  
POSITION DESCRIPTION

TITLE: Utility Maintenance Supervisor

FLSA Classification: Non-exempt, Union

CLASSIFICATION SUMMARY:

Supervises, directs and performs regular and reoccurring installation, repair, maintenance work in the streets, water supply and distribution, sewer collection and parks divisions. Operates a variety of hand tools, power tools, technical equipment and various vehicles and equipment to accomplish work. Equipment operations will include, but not be limited to, backhoes, air compressor-jackhammer, street sweepers, dump trucks, snow plows, boring machines, paving equipment and mowers.

SUPERVISION RECEIVED AND EXERCISED:

This position reports to the City Administrator.  
This position acts as supervisor in day-to-day field operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Public Works Administration: Directs Public Works employees in managing the City's water supply and distribution, wastewater collection system including the sewer pump stations; repairs and maintains all streets and transportation support systems, parks facilities, and all City owned and operated buildings, Serves as a strategic and inspirational leader to the employees of the Public Works Department while managing diverse resources and numerous projects simultaneously; coaches employees in working to achieve their fullest capabilities; conducts performance evaluations; and assists with the administration of disciplinary action when necessary in accordance with the City's personnel policies and the collective bargaining agreement. Solicits bids and quotes from private contractors; reviews the work completed and monitors the purchase of equipment.
2. Public Works Inspection: Inspects consumer services for compliance with code requirements and regulation regarding water, sewer, drainage, cross-connection, and driveways, etc. Investigates and resolves complaints regarding the City's Public Works systems. Records and tabulates consumer complaints. May be requested to coordinate Public Works projects, including daily inspection, daily reports, record keeping, contract enforcement, field adjustments, and contractor compliance.

3. **Public Works contact:** Responds to citizen, staff and councilmember questions and complaints. Coordinates with other departments or city residents to discuss and resolve operations issues or work orders. Responds to field inquiries from contractors and consultants. Evaluates and determines the best course of action for the task at hand.
4. **Water:** Performs activities associated with the operation and maintenance of the water distribution supply system, including, but not limited to, the installation, repair, and maintenance of water mains, valves, services, fire hydrants, reservoirs, spring development, leak detection, meter reading, connects and disconnects, and underground locates.
5. **Sewer:** Performs activities associated with the operation and maintenance of sewer collection system mains and pump stations, including cleaning, construction to grade, sewer taps, manholes, and underground locates.
6. **Storm Drain:** Performs activities associated with the operation and maintenance of the storm sewer system including, but not limited to, the installation and repair of underground storm collection lines, manholes, catch basins, culverts, ditches, creeks, and channels.
7. **Streets:** Performs activities associated with the operation and maintenance of the street system including, but not limited to, hot and cold asphalt patching, seal coats, crack seals, grading, reconstruction, construction, excavation, and snow removal.
8. **Traffic:** Performs activities associated with traffic control, including but not limited to, the installation, repair, and maintenance of traffic signs, cross walks, centerlines and construction, and signing/flagging activities.
9. **Parks:** Performs activities associated with the operation and maintenance of park systems, including, but not limited to, mowing, trash collection, plumbing, irrigation repair, and general upkeep of parks.
10. **Equipment:** Operates a variety of equipment and tools, such as graders, backhoes, trucks, paving equipment, dump trucks, rollers, snow plows, sewer jet, jackhammer, hand and power tools, and other similar equipment used in maintenance and construction of Public Works projects.
11. **Safety:** Observes all safety rules as set forth by WISHA, OSHA, and City Standards. Reviews maintenance and construction operations, conducted by the Public Works crew, for compliance with applicable state and local laws and initiates changes as required and implements the City's safety program as it relates to Public Works operations and field activities. Ensures individuals are properly instructed in safety procedures and policies in the work place.

12. Other essential duties: Performs such other activities as may be required or directed by the City Administrator.

SELECTION FACTORS:

Knowledge of:

- Public Works related hazards and proper safety procedures to protect both self and others.
- Techniques, methods, and practices of water supply, water distribution, and water treatment systems.
- Techniques, methods, and practices of sewer and storm sewer collection systems
- Techniques, methods, and practices of all aspects of road and traffic control maintenance. Must be familiar with Washington State Department of Transportation, IMSA, and City of Goldendale Construction Standards.
- Proper and safe use of a variety of Public Works equipment.
- Requirements of Washington State Department of Ecology and Department of Health for the construction and operation of water and sewer systems.
- Standard Practice Techniques, codes, and policies regarding Public Works construction for inspection purposes.

Ability to:

- Supervise and effectively manage the personnel assigned.
- Maintain accurate construction drawings and daily records.
- Use hand and power tools safely and effectively.
- Understand and follow written and oral instructions.
- Operate and use a variety of motorized equipment and vehicles.
- Work independently safely and cooperatively in work crews with other employees.
- Establish and maintain effective working relationships with customers, contractors, etc.

- Physically perform the essential functions of the job.

#### TOOLS AND EQUIPMENT USED:

Personal computer and telephone. Operates a variety of equipment and tools, such as graders, backhoes, trucks, paving equipment, dump trucks, rollers, snow plows, sewer jet, jackhammer, hand and power tools, and other similar equipment used in maintenance and construction of Public Works projects.

#### WORKING CONDITIONS:

Work is performed both indoors in an office environment and outdoors with exposure to a variety of weather conditions. Physical hazards may be present at times from materials, mechanical equipment, and traffic. May be required to work in confined or awkward spaces observing all safety regulations in doing so. Physical effort is required to perform heavy manual labor. Lifting in excess of 50 lbs is required. Employee is subject to 24-hour call out for emergency situations.

#### EDUCATION AND EXPERIENCE:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities to perform the position. A typical way to obtain such knowledge and abilities would be: High School Diploma or GED, and a minimum five years experience in Public Works with one year of that experience working for the City of Goldendale, operating motorized Public Works equipment, operating and maintaining water systems, operating and maintaining sewer systems, or maintaining street systems.

#### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's license with a Class B CDL and Air Brakes Endorsement.
- Valid Washington State approved flagger card.
- Certification in Basic First Aid.
- Certification as a Water Distribution Manager II or ability to obtain within 6 months.
- Additional certification as a Water Distribution Specialist, Wastewater Collection Specialist, or B.A.T. will be considered beneficial.
- Residency within 20 minutes response time to City Shop.

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.

This 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.

## CITY OF GOLDENDALE

### POSITION DESCRIPTION

TITLE: Water and Wastewater Treatment Plant Supervisor

FLSA Classification: Non-Exempt, Union

#### CLASSIFICATION SUMMARY:

Supervises, directs and performs all those duties required in the daily operation of the water and wastewater treatment facilities. Responsible for providing drinking water that meets the requirements of the Department of Health and in treating all wastewater as per the requirements of the N.P.D.E.S. permit.

#### SUPERVISION RECEIVED AND EXERCISED:

This position reports to the City Administrator. This position acts as supervisor in day-to-day operations of the water/wastewater treatment facilities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the daily operation and maintenance of the quality of water and wastewater treatment systems completed in accordance with accepted public health practices and City of Goldendale S.O.P.s; responds to calls for service; establishes routine and preventative maintenance schedules for water and wastewater treatment facilities.
2. Responsible for preparing and submitting Daily Monitoring Reports (DMR's), and other documentation, as required, to assure the efficient and effective operation of the water and wastewater treatment plant systems, and maintains compliance with the City, Department of Ecology, Department of Health, and any other federal, state and local laws or standards.
3. Review all commercial building plans for required cross connection control compliance.
4. Responsible for providing drinking water that meets the requirements of the Department of Health.
5. Responsible for maintaining records for water quality monitoring.
6. Responsible for treating wastewater and meeting the requirements of the N.P.D.E.S. permit.
7. Serves as the primary contact to federal and state agencies regarding the

City's water and wastewater facilities. Prepares state/federal mandated documents and certifications.

8. Trains employees in proper use of materials, tools, testing equipment and procedures. Coach employees to achieve their fullest capabilities; administers disciplinary action when necessary in accordance with the City's personnel policies and the collective bargaining agreement responds to calls for service. Assigns employees to a schedule that provides 24/7 response for testing and emergency alarm response.
9. Responsible for maintaining records for wastewater quality monitoring.
10. Implements preventative maintenance programs and inspects treatment system components for malfunction and needed repair. Maintains records.
11. Determines remedial actions in emergencies.
12. Analyzes recorded instrument readings and laboratory tests; determines causes of treatment inefficiencies and adjusts treatment process and/or system components accordingly. Maintains records.
13. Maintains Water and Wastewater Treatment Plant facilities in an organized professional manner. Maintenance of building and grounds is required.
14. Solicits bids and quotes from private contractors; reviews the work completed; monitors the purchase of equipment.
15. Maintains and utilizes safety equipment in proper manner at all times
16. Reports all monitoring, contacts and problems directly to the City Administrator.
17. Prepares detailed reports for D.O.E., D.O.H., other City departments, and the City Council, as requested by City Administrator.
18. Performs a variety of public related duties, including responding to, investigating, and documenting water quality and wastewater inquiries.
19. May be required to perform other Public Works duties within the scope of knowledge as assigned by the City Administrator.

#### SELECTION FACTORS:

##### Knowledge of:

- Operational knowledge and experience with vacuum pumps, influent

pumps. and irrigations pumps.

- Department of Ecology testing requirements.
- Chemicals and laboratory tests.
- Office procedures, methods, and equipment, including computer and applicable software applications such as Word, Excel, and Access.
- Additional knowledge, skills, and abilities as described under the principal duties and responsibilities and as may be required by the City at the time of hiring.

Ability to:

- Work independently.
- Collect samples and perform and evaluate a variety of laboratory tests, including, but not limited to, BOD5, bacteriological, hardness, ammonia, and pH.
- Must have reading, writing, math, and job-related skills and abilities normally acquired through the completion of a high school diploma.

#### TOOLS AND EQUIPMENT USED

SCADA computer system and related software. Typical lab equipment used would be a pH meter, DO meter, autoclave, vacuum pump, composite samplers, and control instrumentation. Vehicles include a tractor used to transport materials.

#### WORKING CONDITIONS:

Work performed is split between outdoors with exposure to variety of weather conditions, and indoors in lab conditions. Physical hazards may be present at times from materials, mechanical equipment, and traffic. May be required to work in confined or awkward spaces while maintaining all safety regulations. Physical effort is required to perform heavy manual labor. Lifting in excess of 50 lbs is required. Employee is subject to 24-hour call out for emergency situations.

#### MINIMUM QUALIFICATIONS:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities to perform the position. A typical way to obtain such knowledge and abilities would be: High School Diploma or GED and a minimum of five years of experience working at a water/wastewater treatment facility with one year of that experience working for the City of Goldendale.

## LICENSES, CERTIFICATES AND OTHER SPECIAL REQUIREMENTS:

- Valid Washington State Driver's license.
- Washington State Group 2 Wastewater Treatment Plant Operator Certification
- Washington State Water Treatment Plant Operator I Certification.
- Water Distribution Manager II certification through the Department of Health.
- Washington State Cross Connection Control Certification
- Certification in Basic First Aid.
- Residency within 20 minutes response time to City Shop.

Ability to follow direction, use safety equipment properly, and deal professionally and courteously with staff, officials, and citizens.

**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 positions.**

**This 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.**

AGENDA BILL: I1

AGENDA TITLE: 2021 BUDGET AMENDMENT

DATE: MARCH 1, 2021

**ACTION REQUIRED:**

ORDINANCE  X  COUNCIL INFORMATION  X

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

MOTION  X

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**EXPLANATION:**

The attached ordinance amendment accomplishes four clean up items, now that the union contract for the Municipal Employees has been approved, 1) the revised pay plan with the Municipal Employees has to be incorporated into the Citywide Schedule of positions and salaries, 2) makes permanent the temporary increased of 5% to the City Administrator for addition duties of the Public Works Director, 3) includes a 2% increase in the Citywide Schedule of positions and salaries for the non-represented employees who are the Finance/Administrative Assistant III, Sandy Wells, the Clerk-Treasurer, the Police Chief and the City Administrator , and 4) places Sandy Wells, using the "best fit" approach into the revised pay plan at Step I for a Finance/Administrative Assistant III.

**FISCAL IMPACT:**

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

**MOTION:**

**I MOVE TO ADOPT ORDINANCE NO. 1505 AMENDING ORDINANCE NO 1503 WHICH IS THE 2021 BUDGET AND PROVIDING FOR A REVISED 2021 SALARY SCHEDULE AND WAIVING THE SECOND READING.**

**CITY OF GOLDENDALE  
GOLDENDALE, WASHINGTON**

**ORDINANCE NO. 1505**

**AN ORDINANCE AMENDING ORDINANCE NO. 1503 WHICH IS THE 2021 BUDGET, AND PROVIDING FOR A REVISED 2021 SALARY SCHEDULE.**

**WHEREAS**, agreement on the union contract with the municipal employees (non-uniformed) has been reached, and

**WHEREAS**, the term of the agreement is effective January 1, 2021 until December 31, 2023

**WHEREAS**, the council sets salaries for the non-represented employees, and

**WHEREAS**, sufficient funding exists, now therefore,

**THE CITY COUNCIL OF THE CITY OF GOLDENDALE, WASHINGTON DOES ORDAIN AS FOLLOWS:**

Ordinance No. 1503 is hereby amended as follows:

Section 1: A revised detailed schedule of positions and salaries for represented municipal employees (non-uniformed) and non-represented employees for 2021 is attached as Appendix A to this ordinance.

EFFECTIVE DATE: This ordinance shall take effect March 1, 2021.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GOLDENDALE, WASHINGTON, THIS 1<sup>st</sup> DAY OF March, 2021.**

APPROVED:

\_\_\_\_\_  
Michael Canon  
Mayor

ATTEST:

\_\_\_\_\_  
Connie Byers  
Clerk-Treasurer

<u>FUND</u>	<u>DEPARTMENT</u>	
Current Expense	Legislative	\$ 15,400
	Judicial Court	92,000
	Mayor	16,500
	Administration/Financial Services	312,300
	Legal	16,800
	Employee Benefit Programs	35,000
	Central Services	59,500
	Liability Insurance	35,000
	Law Enforcement Services	1,270,200
	Fire Control	139,000
	Jail Services	50,000
	Protective Inspections	103,600
	Emergency Services	7,500
	Airport	24,700
	Animal Control	15,200
	Planning	76,000
	Mental & Physical Health	500
	Welfare	5,000
	Redemption of Long-Term Debt	11,000
	Interfund Transfers	588,000
Downtown Beautification	20,000	
Airport Improvement Project	550,000	
	Total Current Expense Fund	\$3,443,200
City Street		1,146,300
Parks & Recreation		100,000
Goldendale Housing Rehabilitation		1,000
Economic Development		12,000
Public Safety Reserve		156,000
Capital Improvement		15,000
Criminal Justice		1,500
Drug Enforcement & Investigation		2,000
Tourism		65,000
Water/Sewer Fund		2,404,650
Agency Suspense		<u>30,000</u>
	TOTAL ALL FUNDS	<u>\$7,376,650</u>

Section 3: A detailed schedule of the positions and salaries is attached as Appendix A to this ordinance.

Section 4: The City Clerk/Treasurer is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.


Section 5: This ordinance shall be in force and take effect five (5) days after its publication according to law.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF  
GOLDENDALE, WASHINGTON, THIS 21<sup>ST</sup> DAY OF DECEMBER, 2020.**

APPROVED:

  
Michael Canon, Mayor

ATTEST:

  
Connie Byers  
Clerk-Treasurer

APPROVED AS TO FORM ONLY

\_\_\_\_\_  
City Attorney

Salary Schedule	2021 Pay Plan - Monthly Rates				Values			Appendix A		
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	
	6 months	6 months	1 year	1 year	1 year	1 year	1 year	1 year	+	
City Administrator	8038.28	8239.24	8445.22	8656.35	8872.76	9094.58	9321.94	9554.99	9793.86	
Police Chief	6767.05	6936.23	7109.63	7287.37	7469.56	7656.30	7847.70	8043.90	8244.99	
PW Director	6612.80	6778.12	6947.57	7121.26	7299.29	7481.78	7668.82	7860.54	8057.05	
Police Sergeant	5198.14	5328.09	5461.29	5597.83	5737.77	5881.22	6028.25	6178.95	6333.43	
Clerk-Treasurer	4835.09	4955.97	5079.87	5206.86	5337.03	5470.46	5607.22	5747.40	5891.09	
Police Officer Entry/Lat.	4594.01	4708.86	4826.84	4947.51	5071.20	5197.98	5327.93	5461.13	5597.66	
Utility Maint. Super.	5354.60	5488.47	5625.68	5766.32	5910.48	6058.24	6209.69	6364.94	6524.06	
W/WWTP Supervisor	5099.62	5227.11	5357.79	5491.73	5629.03	5769.75	5914.00	6061.85	6213.39	
Ut. Maint. Worker III	4405.24	4515.37	4628.26	4743.96	4862.56	4984.12	5108.73	5236.45	5367.36	
WWTP Operator II	4405.24	4515.37	4628.26	4743.96	4862.56	4984.12	5108.73	5236.45	5367.36	
Bldg. Insp./Code Enf. II	4405.24	4515.37	4628.26	4743.96	4862.56	4984.12	5108.73	5236.45	5367.36	
Bldg. Insp./Code Enf. I	3805.42	3900.56	3998.07	4098.02	4200.47	4305.48	4413.12	4523.45	4636.53	
Police Adm./Evid. Tech	3805.39	3900.53	3998.04	4097.99	4200.44	4305.45	4413.09	4523.42	4636.50	
Utility Maint. Worker II	3805.42	3900.56	3998.07	4098.02	4200.47	4305.48	4413.12	4523.45	4636.53	
Mech./Ut. Mt Worker II	3805.42	3900.56	3998.07	4098.02	4200.47	4305.48	4413.12	4523.45	4636.53	
WWTP Operator I	3805.42	3900.56	3998.07	4098.02	4200.47	4305.48	4413.12	4523.45	4636.53	
Finance/Admin. Asst. III	3451.62	3537.91	3626.36	3717.02	3809.94	3905.19	4002.82	4102.89	4205.46	
Police Admin. Asst. III	3451.62	3537.91	3626.36	3717.02	3809.94	3905.19	4002.82	4102.89	4205.46	
Utility Maint. Worker I	3287.26	3369.44	3453.68	3540.02	3628.52	3719.23	3812.21	3907.52	4005.21	
Finance/Admin. Asst. II	3130.73	3209.00	3289.22	3371.45	3455.74	3542.13	3630.69	3721.45	3814.49	
Police Admin. Asst. II	3130.73	3209.00	3289.22	3371.45	3455.74	3542.13	3630.69	3721.45	3814.49	
Ut. Maint. Worker-Entry	2981.64	3056.18	3132.59	3210.90	3291.17	3373.45	3457.79	3544.23	3632.84	
Animal Control Officer	2981.64	3056.18	3132.59	3210.90	3291.17	3373.45	3457.79	3544.23	3632.84	
Finance/Admin. Asst. I	2839.66	2910.65	2983.42	3058.00	3134.45	3212.81	3293.14	3375.46	3459.85	
Police Admin. Asst. I	2839.66	2910.65	2983.42	3058.00	3134.45	3212.81	3293.14	3375.46	3459.85	
Longevity Increment Pay is outlined in Personnel Manual, Municipal and Uniformed Employees Union Contract										
Skilled Seas/Temp/Police Reserve Worker			15.61/hr							
Mayor							1000			
Councilmembers							100			
Stipend Structure for Volunteer Fire Department										
Fire Chief							1500			
Assistant Fire Chief							650			
Captains							250			
Vol. Fireman (Incident/Drill)				10						
Vol. Fire Captain (Incident)				15						
Vol. Asst. Fire Chief (Incident)				15						
Vol. Fire Chief (Incident)				15						