

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

CITY TREASURER
ROBIN NEWCOMB

PUBLIC WORKS

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

City Council
Agenda
October 9, 2023
6:00 PM



119 W FIRST STREET
CLE ELUM, WA 9922

MAYOR
JAY MCGOWAN

MAYOR PRO-TEMPORE
KEN RATLIFF

CITY COUNCIL
JOHN GLONDO
BETH WILLIAMS
SIW BAY-HANSEN
STEVEN HARPER
MATTHEW LUNDH
SARAH LACKEY

CITY ATTORNEY
ALEXANDRA KENYON

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available and the City does not warrant audio quality. Attendees are encouraged to attend in-person.

1. **Call to Order, Pledge of Allegiance, and Roll Call**

- a. October 9, 2023 Sign In Sheet Council Meeting

2. **Public Comment – Limited to 5 Minutes**

3. **Announcements, Appointments, Awards & Recognition**

- a. 2023 Paul P. Pangrazi Award - Gary Berndt
2023 Paul P. Pangrazi Nominations - Cindy Sole and Dawn Cameron

4. **Consent Agenda**

Items listed have been distributed to Council Members in advance for study and will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on a regular Agenda at the request of a Council Member or at the request of a member of the public with concurrence of a Council Member:

- a. Approve the Minutes of the Council Meeting Dated September 25, 2023
b. Approve the Accounts Payable Vouchers Dated October 9th, 2023 \$469,974.98, - As Approved by the Budget Committee
c. Approve Payroll Vouchers dated October 5, 2023 \$325,310.94 - As Approved by the Budget Committee

5. **Approval of Meeting Agenda**

6. **Officer Reports**

City Administrator, Planning Department, Public Works, Police Chief, Fire Chief, Veolia

- a. 3rd Qtr Budget Report - City Administrator Rob Omans

City Council AGENDA

October 9, 2023

119 W FIRST STREET
CLE ELUM, WA 9922

- b. Veolia Graphs October 2023 - William LaRue
 - c. Planning - Colleda Monick
 - d. Ed Mills - Fire Chief
 - e. Rich Albo - Police Chief
 - f. Aaron Barr - Public Works
7. **Public Appearances – 15-Minute Limit**
8. **Business Requiring Public Hearings**
- a. Public Hearing Renfro Right of Way Vacation - Colleda Monick Planner
9. **Unfinished Business**
- a. Ordinance No. 1658 Councilmember Wages - Employee Relations Committee
 - b. 2023-024 Resolution of the City of Cle Elum, Washington, Adopting an Amendment to the "City of Cle Elum Employee Handbook" - Employee Relations Committee
 - c. Utility Clerk/Events Secretary - New Job Description/Salary Ordinance No. 1657 - Employee Relations Committee
 - d. Collective Bargaining Unit Cle Elum Police January 1 2024 - December 31, 2026 - Mayor McGowan
10. **New Business**
- a. Public Records Act Policy & Procedures - City Attorney Alexandra Kenyon
 - b. Progress Estimate No. 5 & Final Cle Elum Park & Ride - Pacific Civil & Infrastructure \$21,497.20 - Aaron Barr Public Works
 - c. Progress Estimate No. 4 Downtown Revitalization Phase 3C - Ascent Foundations & More \$66,789.52 - Aaron Barr Public Works
 - d. Ordinance 1659 "Police Markings" - Chief Albo
11. **Report of Committees**
- a. 2023 Christmas In Cle Elum Downtown Association - Lodging Tax Committee
 - b. Public Works Director Job Description/Process Recommendation - Employee Relations Committee
 - c. 2024 Preliminary Budget - Budget Committee
12. **Adjournment by Motion**

Next Regular Council Meeting: October 23, 2023 6:00 pm

City of Cle Elum Special Council Meeting

October 9, 2023 11:00 a.m.

If you wish to address the Mayor and Council, please sign in below.

Please sign in:

Name	Address	PLEASE PROVIDE EMAIL ADDRESS IF YOU WANT COUNCIL'S RECOMMENDATION MAILED TO YOU
KANTWILL	239 Sagebrook	
CAROL NELSON	1710 SUNLIGHT RD CLE ELUM	98922
SHERRIE RYAN	1310 East 3rd Cle Elum	

DRAFT

CLE ELUM CITY COUNCIL

MINUTES

SEPTEMBER 25, 2023

6:00 PM

119 W FIRST STREET

CLE ELUM, WA 98922

1. Call to Order, Pledge of Allegiance, and Roll Call

Steven Harper - Councilmember
Beth Williams - Councilmember
Sew Bay-Hanson - Councilmember
John Glondo - Councilmember
Ken Ratliff - Councilmember
Sarah Lackey - Councilmember
Matthew Lundh - Councilmember
Jay McGowan - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Rich Albo - Police Chief
Colleda Monick - HLA

a. September 25, 2023 Council Meeting Sign In Sheet

2. Public Comment – Limited to 5 Minutes

Beth Marker - Congratulated the City on the recent grant award for the Downtown Revitalization Project. Ms. Marker also inquired about the status of the City Heights lawsuit and Perteet taking over the planning for the 47* North Project.

Mayor McGowan stated that City Heights is currently in mediation and Perteet is the new planner for the 47* North Project.

3. Announcements, Appointments, Awards & Recognition

Mayor McGowan notified Council that Fire Chief Mills lifted the burn ban within the City of Cle Elum.

Mayor McGowan also reminded everyone of Kathi's retirement party on Friday September 29, 2023 from 11:00 a.m. - 2:00 p.m. at City Hall Council Chambers. There will be refreshments served.

4. Consent Agenda

MOTION: Councilmember Harper made a motion to approve the consent agenda; seconded by Councilmember Lundh.

MOTION CARRIED: 7 yes 0 no.

City Council AGENDA

September 25, 2023

119 W FIRST STREET
CLE ELUM, WA 9922

- a. Approve the Minutes of the Council Meeting Dated September 11, 2023
- b. Approve the Accounts Payable Vouchers Dated September 25, 2023 \$696,373.98 - As Approved by the Budget Committee

5. Approval of Meeting Agenda

Councilmember Lundh would like to add under New Business C & D Police Union Contract and Utility Clerk Coordinator - Events Secretary job description for discussion only.

MOTION: Councilmember Harper made a motion to approve the agenda as amended, adding Police Union Contract and Utility Clerk job description under New Business C & D; seconded by Councilmember Glondo.

MOTION : 7 yes 0 no.

6. Officer Reports

City Administrator Omans reported:

Currently, the City has two RFQ's for engineering services. One is for the feasibility study for Railroad Crossing at Columbia Street. RFQ's are due this Thursday September 28, 2023, by 10:00 a.m. The second one is for Phase 3 of the First Street Revitalization Project. RFQ's are due October 5, 2023, by 10:00 a.m. Both projects are using federal money, which requires the city to go out for RFQ for engineering services.

This is the last week for fall cleanup. The City has handed out approximately 200 vouchers so far. You can still pick your vouchers up at City Hall until Friday. The brush recycling also ends this week with one more day scheduled for Wednesday, September 27, at the water treatment plant from 12:00 - 4:00 p.m.

Administrator Omans stated he sits on the KITTCOM Board of Directors and at the last meeting it was announced that the Director (George) was resigning. Rich Elliot of KVFR will be acting as the interim director and the board will be starting the recruitment process immediately.

The 81st Anniversary of Douglas Munro will be held at the Cemetery this Wednesday September 27th from 11:00 a.m. - 1:00 p.m.

Kathi Swanson's last day is this Friday, and the City is having an open house in the council chambers between 11:00 a.m. - 2:00 p.m. So please come by, as the City will have some food and cake, share some memories, and say your goodbyes.

Rich Albo - Police Chief

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Chief Albo reported that one of the new Police pickups is road ready, the other one they are still working on.

October 28, 2023 is National Prescription Take Back Day from 10:00 a.m. - 2:00 p.m. at the Police Department.

Traffic stops are up from 59% last month. Arrests are staying the same.

Public Works alerted the Police Department of some garbage and cars that were being placed in the City Right of Way. This was a police matter and they are getting it cleaned up. Chief Albo informed the Council that if you see something, say something.

Chief Albo stated that by January the Police Department should be fully staffed.

Councilmember Lackey asked if the County was patrolling 903.

Councilmember Lundh inquired if the City could put out one more notice regarding the garbage vouchers and yard waste times. Councilmember Lundh also asked about the numbers of vouchers handed out. City Administrator Omans said that Waste Management will send out the final numbers when the vouchers are all submitted.

Councilmember Harper asked about WSDOT and the snow removal plans for Main Street. Mayor McGowan would like to have a meeting with WSDOT, Public Works, etc. to find a solution.

- a. Public Works - Aaron Barr

7. **Public Appearances – 15-Minute Limit**

- a. Large Landscape Forest Legacy Grant Application - Letter of Support - The Nature Conservancy - Tonya Morrey

Darcy Batura spoke about the Cle Elum Ridge Large Landscape Project and its benefits. She would like the Council to approve the Mayor to sign a letter of support for a grant that the Nature Conservancy is applying for. The goal of this project is the best permanent protection for this area.

MOTION: Councilmember Lundh made a motion to approve the Mayor to sign the

City Council AGENDA

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letter of support; seconded by Councilmember Williams.
MOTION CARRIED: 7 yes 0 no.

- b. Downtown Association - Jordan Peterson

8. Business Requiring Public Hearings

9. Unfinished Business

- a. Ordinance No. 1652 UKC Fiber Franchise Agreement Final Reading - HLA Colleda Monick

Councilmember Harper stated his concerns were answered by the City Attorney.

Colleda Monick stated this is the second reading and the third Franchise Agreement this year, so the language is like the previous agreements that have been presented.

MOTION: Councilmember Lundh made a motion to approve Ordinance 1652 UKC Fiber Franchise Agreement; seconded by Councilmember Williams.
MOTION CARRIED: 7 yes 0 no.

- b. City Safety Plan Approval - HLA Deborah LaCombe

Deb LaCombe with HLA stated that there were not any substantial revisions and that the City could deliver the final plan to WSDOT. This would make the City compliant and the City would be able to apply for grants in the 2024 cycle.

Councilmember Ratliff had concerns about traffic revisions to the Ranger Station. Councilmember Ratliff would like the Engineers/Council to really consider a roundabout in that area. Deb LaCombe with HLA showed the Council that this is already a consideration in the projects.

MOTION: Councilmember Harper made a motion to approve the City Safety Plan as submitted; seconded by Councilmember Lundh.
MOTION CARRIED: 7 yes 0 no.

10. New Business

- a. Crystal Creek Water Main Crossing Progress Estimate #1 & Final - Ascent Foundations & More LLC \$21,460.39 - Rob Omans City Administrator

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MOTION: Councilmember Ratliff made a motion to approve Progress Estimate #1 and Final; seconded by Councilmember Lackey.

MOTION CARRIED: 7 yes 0 no.

- b. [Ordinance No. 1654 An Ordinance Adopting an Update to the Comprehensive Plan - HLA Colleda Monick](#)

Colleda Monick with HLA explained that this completes the process with the Department of Commerce regarding the Comprehensive Plan. This will also enable the City to apply for the Climate Grant.

MOTION: Councilmember Lundh made a motion to approve Ordinance 1654; seconded by Councilmember Williams.

MOTION CARRIED: 6 yes 1 no. (Councilmember Ratliff)

- c. [Police Union Contract](#)

Chief Albo went through the union policy line by line and explained all of the changes. There is a 24% increase over the next three years with this contract which will bring the Police Department closer to nearby agencies.

Councilmember Lundh wanted general direction from the Council if this contract sounded OK and could the budget committee move forward with the budget process. The council was in agreement.

- d. [Utility Clerk Coordinator/Events Secretary](#)

This change to the job description would change the salary ordinance. It was explained that this particular job has changed considerably with doing more events and the changing of the meter reading system. This would be a \$2.00 an hour increase as it adds responsibility.

Councilmember Harper is concerned that the right process has not been followed. It would first need to go to employee relations, then present to the Council and then the budget.

The employee relations will look at this job description and then have a progress report to Council by the next meeting.

11. Report of Committees

- a. [2023 Pangrazi Nominations - Pangrazi Committee](#)

Councilmember Glondo informed Council that there were three nominations for the 2023 Pangrazi Memorial Award. All deserving nominees. The Pangrazi Committee did agree unanimously with Gary Berndt as their recommendation to receive the award for 2023.

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Certificates of nomination will be awarded at the next Council Meeting to Cindy Sole and Dawn Cameron. Gary Berndt will receive the \$1,000 award and plaque.

MOTION: Councilmember Glondo made a motion to approve Gary Berndt as the 2023 Pangrazi Memorial Award recipient; seconded by Councilmember Lundh.

MOTION CARRIED: 7 yes 0 no

Councilmember Lundh informed Council that the Parks Committee will be having the second fundraiser for the Skate Park this Saturday at Dru Bru.

Councilmember Harper stated that the Lodging Tax Committee is making progress with the Budget Committee on setting aside 30% of it's revenue and giving it to the new recreation center starting in 2025. This commitment would not jeopardize any other Lodging Tax Grants. The council thought this was a good start and a good project to support. Councilmember Williams thought a letter of intent should be sent to the recreation center.

MOTION: Councilmember Williams made a motion to approve committing 30% of Lodging Tax Revenue to the new Recreation Center starting with the 2025 Budget Year; seconded by Councilmember Lundh.

MOTION CARRIED: 7 yes 0 no.

12. Adjournment by Motion

Adjourn: 8:12 p.m.

MOTION: Councilmember Glondo made a motion to adjourn.

MOTION : 7 yes 0 no.

Jay McGowan, Mayor

Debbie Lee, Clerk

CHECK REGISTER

City Of Cle Elum

Time: 16:16:48 Date: 10/04/2023

09/26/2023 To: 10/09/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4468	09/26/2023	Claims	1	EFT	WA State Dept of Revenue	18,405.75	August Excise Tax
4518	09/26/2023	Claims	1	EFT	Cintas Corporation	348.34	Mats/Towels/Uniforms/cleaning public works 9/18
4567	09/28/2023	Claims	1	EFT	WA State Dept of Licensing	54.00	Gun Permits 976,980,981
4568	09/28/2023	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun Permits 972
4592	09/29/2023	Claims	1	EFT	Chase Paymentech	1,393.27	September merchant fees non utility; September merchant fees utility
4593	10/02/2023	Claims	1	EFT	Century Link	1,444.92	Fire dept telephone 674-1748; Fire dept telephone 674-5785; City Hall telephone 674-2262; Library telephone 674-2313; Public works telephone 674-5126; Water plant telephone 674-3963; Police Dept telep
4594	10/02/2023	Claims	1	EFT	Century Link	88.95	City long distance
4595	10/02/2023	Claims	1	EFT	T-Mobile	124.60	Backup internet for city hall
4598	10/02/2023	Claims	1	EFT	U.S. Cellular	98.08	water plant cellular
4599	10/02/2023	Claims	1	EFT	U.S. Cellular	847.00	cell bills -- admin, fire, public works
4600	10/02/2023	Claims	1	EFT	United Health Care Insurance Company	472.25	Krahenbuhl supplemental health insurance
4608	10/02/2023	Claims	1	EFT	Cintas Corporation	291.39	Mats/Towels/Uniforms/Cleaning 9/26
4609	10/02/2023	Claims	1	EFT	Crystal Springs	97.66	Office/water for meetings
4610	10/02/2023	Claims	1	EFT	Gigabeam Internet	57.00	Fire dept wifyber internet
4611	10/02/2023	Claims	1	EFT	Methodworks	356.73	Monthly IT patching/backup and disaster recovery software/offsite add'l storage
4612	10/02/2023	Claims	1	EFT	Wholesail Networks	1,260.00	City internet
4618	10/02/2023	Claims	1	EFT	Inland Networks	25.00	Library alarm monitoring
4683	10/03/2023	Claims	1	EFT	11:11 systems	200.00	City firewall
4684	10/03/2023	Claims	1	EFT	Inland Networks	25.00	Police dept alarm monitoring
4689	09/30/2023	Claims	1	EFT	Xpress Bill Pay	531.07	September merchant fees
4692	09/30/2023	Claims	1	EFT	American Express	34.37	September merchant fees
4698	09/30/2023	Claims	1	EFT	City of Cle Elum	4.00	water bill #20097 shorted \$4
4706	09/26/2023	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun Permit 978
4707	09/30/2023	Claims	1	EFT	Puget Sound Energy	-1,586.74	9/14 bill amount wrong #5847
4708	09/30/2023	Claims	1	EFT	Umpqua Bank	0.09	bank rec off .09
4716	10/09/2023	Claims	1	45908	Abadan	14.59	Police dept copier base 9/2 to 10/1 and overage for 8/2 to 9/1
4717	10/09/2023	Claims	1	45909	Jane Agar	270.00	Library September cleaning
4718	10/09/2023	Claims	1	45910	Virgil D Amick	255.55	Permit Tech WSAPT Fall Conference Per Diem meals and mileage
4719	10/09/2023	Claims	1	45911	Ascent Foundations	88,249.91	Crystal Creek Water Main Crossing Pay Request #1/final; First Street Phase 3C completed work and retainage COG and TIB Penn to Harris
4720	10/09/2023	Claims	1	45912	Badger Creek Products	49.86	Police Dept Venera Patches
4721	10/09/2023	Claims	1	45913	Gary Berndt	1,000.00	2023 Pangrazi Award/Gary Berndt
4722	10/09/2023	Claims	1	45914	Brown and Jackson Septic	420.00	Coal Mine Trail Port A Potty; Cemetery Port A Potty; 3rd St Port A Potty

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4723	10/09/2023	Claims	1	45915	Cle Elum Farm and Home	965.13	24 pack mouse trap city hall/windows city hall/ shop supplies bed swap; Fire Department Station 52 / trucks red sharpie angle grinder plier wrench set recip ax/torch adjustable buckle; Police dept bat
4724	10/09/2023	Claims	1	45916	Cle Elum Hardware	230.62	craven property garden fence shop supplies black oxide metal cut off bulk items
4725	10/09/2023	Claims	1	45917	Consolidated Supply Co.	2,291.26	Water meter supplies; Water meter supplies
4726	10/09/2023	Claims	1	45918	Copiers Northwest Inc.	168.97	Break room copier usage--9/19 to 10/18 base rate and 8/19 to 9/18 overage
4727	10/09/2023	Claims	1	45919	Dobbs Peterbilt - Yakima	87.43	Public works vehicle gromet/light
4728	10/09/2023	Claims	1	45920	H.D. Fowler	5,274.11	Hydrant cables and adapters
4729	10/09/2023	Claims	1	45921	Heritage Law	325.00	Defense Attorney Fees
4730	10/09/2023	Claims	1	45922	Historical Military Sales/Surplus	508.05	Police dept patches/Albo
4731	10/09/2023	Claims	1	45923	Huntington Technology Finance	5,161.01	Police Dept; Police Dept; Police Dept
4732	10/09/2023	Claims	1	45924	James Oil/Pacific Pride	2,052.34	Public works fuel 9/16 to 9/30; Police dept fuel 9/19 and 9/24
4733	10/09/2023	Claims	1	45925	Jerrol's	368.51	micro pens, profession magnetic staple remover; expanding files/city hall; city hall copy paper and perforated paper
4734	10/09/2023	Claims	1	45926	Kenyon Disend, PLLC	25,432.63	September Kenyon Disend attorney fees -- City Heights; September Kenyon Disend attorney fees -- Sun Communities; September HLA engineering fees -- WCIA settlement; September Kenyon Disend attorney fee
4735	10/09/2023	Claims	1	45927	Jessica T Korich	216.79	Boot allowance/Korich/public works
4736	10/09/2023	Claims	1	45928	L.N. Curtis and Sons	1,764.96	Fire dept SCBA supplies
4737	10/09/2023	Claims	1	45929	Law Office of Mark W. Garka, PLLC	3,000.00	September prosecution services
4738	10/09/2023	Claims	1	45930	Debbie Lee	88.85	Pangrazi award/plaque 2023 ordered from Amazon
4739	10/09/2023	Claims	1	45931	Marson & Marson	34.04	Public works cobalt bit
4740	10/09/2023	Claims	1	45932	Master Meter Inc.	1,550.00	11/1/23 to 10/31/24 Harmony annual support
4741	10/09/2023	Claims	1	45933	Mountain Auto Parts	776.14	Police battery accessories; Police exactfit beam x 2; oil dye bed rustproof blac oil dry reducer connector fuel line hose brake cleaner fluid filter brake booster windshield wash antifreeze motor oil
4742	10/09/2023	Claims	1	45934	Mueller & Partin Inc.	19,185.00	City Heights Arbitration/Attorney/Economic Damage Experts
4743	10/09/2023	Claims	1	45935	Robin L Newcomb	294.70	WFOA annual finance officer conference/Spokane

CHECK REGISTER

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4744	10/09/2023	Claims	1	45936	Northern Kittitas County Tribune	589.25	RFQ Downtown Revitalization First Street Improvements Phase 3; Ordinance 1651 & 1653 Stubbs ROW & Critical Areas Ordinance; RFQ Engineering Services Columbia Avenue Extension Railroad Corssing Feasibil
4745	10/09/2023	Claims	1	45937	One Call Concepts, Inc	23.54	September call before digging x 22
4746	10/09/2023	Claims	1	45938	Pacific Civil and Infrastructure, Inc.	21,497.20	Progress Estimate #5 -- Park and Ride DOT Grant
4747	10/09/2023	Claims	1	45939	Puget Sound Energy	98,956.17	Harris Ave Conversion Phase 3 First St Project -- 1st to RR St. -- Dept. of Commerce Grant
4748	10/09/2023	Claims	1	45940	Six Robblees' Inc.	334.54	Public works -- vehicle repair/bolts, brackets, socket
4749	10/09/2023	Claims	1	45941	Uline	389.50	shop supplies--safety glasses, garbage bags, gloves
4750	10/09/2023	Claims	1	45942	Valbridge Property Advisors	2,398.50	City Heights attorney fees
4751	10/09/2023	Claims	1	45943	Veolia Water North America	154,610.30	September 2023 Veolia Water Treatment Plant; Wastewater September
4752	10/09/2023	Claims	1	45944	WA State Dept of Natural Resources	3,536.78	Fire Dept New Brush Truck Supplies--Radio kit and speaker and misc. supplies
4753	10/09/2023	Claims	1	45945	WA State Dept of Trans.	2,194.40	Signal Maint 1st and SCE Way; SR 903 plan review and inspection oversight for August -- First Street Project Phase 3C -- COG and TIB Complete St. Grants; signs -- 24 hour parking
4754	10/09/2023	Claims	1	45946	WA State Patrol	22.00	Fire dept background checks
4755	10/09/2023	Claims	1	45947	Western Integrated Technologies	431.97	Public works 3 way valve for excavator
4756	10/09/2023	Claims	1	45948	Willette's Service Llc	346.65	Fire dept September fuel
511 Legislative						529.25	
514 Financial, Recording & Elections						294.70	
515 Legal Services						7,714.05	
518 Centralized Services						2,979.84	
521 Police Department						6,801.65	
522 Fire Department						9,958.31	
536 Cemetery						33.45	
558 Planning & Community Devel						255.55	
572 Libraries						364.50	
576 Park Facilities						315.00	
001 Current Expense/General Fund						29,246.30	
515 Legal Services						36,079.50	
004 City Heights WCIA Settlement Agreement 2023						36,079.50	
542 Streets - Maintenance						956.65	
543 Streets Admin & Overhead						2,113.39	
594 Capital Expenditures						21,460.39	
595 Capital Expenditures- Streets						181,343.82	
101 Street Fund						205,874.25	
595 Capital Expenditures- Streets						6,765.60	

CHECK REGISTER

City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		102 TIB Complete Streets Grant				6,765.60	
		521 Police Department				141.95	
		104 Police 3/10's Sales Tax Fund				141.95	
		542 Streets - Maintenance				105.00	
		110 Coal Mine Trail Fund				105.00	
		558 Planning & Community Devel				6,547.58	
		127 City Heights CRA 2020-01 Devel. Fund				6,547.58	
		534 Water Utilities				19,279.74	
		401 Water Fund				19,279.74	
		537 Garbage & Solid Waste				3,342.57	
		402 Sanitary Fund				3,342.57	
		534 Water Utilities				96,482.56	
		404 Water Regional Fund				96,482.56	
		535 Sewer				6,153.86	
		409 Sewer Fund				6,153.86	
		535 Sewer				58,777.22	
		410 Sewer Regional Fund				58,777.22	
		580 Non Expenditures				1,088.85	
		630 Pangrazi Memorial Fund				1,088.85	
		580 Non Expenditures				90.00	
		699 State Agency Fund 380/580				90.00	
						469,974.98	Claims: 469,974.98

CHECK REGISTER

City Of Cle Elum

Time: 16:16:48 Date: 10/04/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

_____ John Glondo	Date _____
----------------------	------------

_____ Steven Harper	Date _____
------------------------	------------

_____ Ken Ratliff	Date _____
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Payroll
CHECK REGISTER

City Of Cle Elum

Time: 10:36:55 Date: 10/04/2023

09/06/2023 To: 10/05/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4317	09/20/2023	Payroll	1	EFT		1,200.00	
4318	09/20/2023	Payroll	1	EFT		1,500.00	
4319	09/20/2023	Payroll	1	EFT		1,200.00	
4320	09/20/2023	Payroll	1	EFT		2,000.00	
4321	09/20/2023	Payroll	1	EFT		1,600.00	
4322	09/20/2023	Payroll	1	EFT		1,900.00	
4323	09/20/2023	Payroll	1	EFT		1,300.00	
4324	09/20/2023	Payroll	1	EFT		500.00	
4325	09/20/2023	Payroll	1	EFT		1,200.00	
4326	09/20/2023	Payroll	1	EFT		2,000.00	
4327	09/20/2023	Payroll	1	EFT		750.00	
4328	09/20/2023	Payroll	1	EFT		1,100.00	
4329	09/20/2023	Payroll	1	EFT		1,600.00	
4330	09/20/2023	Payroll	1	EFT		2,500.00	
4331	09/20/2023	Payroll	1	EFT		1,750.00	
4332	09/20/2023	Payroll	1	EFT		2,500.00	
4333	09/20/2023	Payroll	1	EFT		2,000.00	
4334	09/20/2023	Payroll	1	EFT		600.00	
4335	09/20/2023	Payroll	1	EFT		2,000.00	
4336	09/20/2023	Payroll	1	EFT		2,000.00	
4337	09/20/2023	Payroll	1	EFT		1,000.00	
4338	09/20/2023	Payroll	1	EFT		2,000.00	
4339	09/20/2023	Payroll	1	EFT	Umpqua Bank	20,000.00	941 Taxes Draws 4th Qtr
4354	09/15/2023	Payroll	1	EFT	WA State Dept of Labor & Ind.	18,334.86	3RD Quarter L&I: 07/01/2023 - 09/30/2023
4620	10/05/2023	Payroll	1	EFT		1,562.54	
4621	10/05/2023	Payroll	1	EFT		3,488.62	
4622	10/05/2023	Payroll	1	EFT		7,526.28	
4623	10/05/2023	Payroll	1	EFT		2,404.30	
4624	10/05/2023	Payroll	1	EFT		2,376.07	
4625	10/05/2023	Payroll	1	EFT		2,166.91	
4626	10/05/2023	Payroll	1	EFT		3,918.33	
4627	10/05/2023	Payroll	1	EFT		227.46	
4628	10/05/2023	Payroll	1	EFT		1,414.22	
4629	10/05/2023	Payroll	1	EFT		2,216.10	
4630	10/05/2023	Payroll	1	EFT		5,563.95	
4631	10/05/2023	Payroll	1	EFT		1,003.03	
4632	10/05/2023	Payroll	1	EFT		227.46	
4633	10/05/2023	Payroll	1	EFT		49.89	
4635	10/05/2023	Payroll	1	EFT		6,182.31	
4636	10/05/2023	Payroll	1	EFT		2,088.84	
4637	10/05/2023	Payroll	1	EFT		126.77	
4638	10/05/2023	Payroll	1	EFT		3,985.77	
4639	10/05/2023	Payroll	1	EFT		4,240.97	
4640	10/05/2023	Payroll	1	EFT		2,805.12	
4641	10/05/2023	Payroll	1	EFT		227.46	
4642	10/05/2023	Payroll	1	EFT		3,927.07	
4643	10/05/2023	Payroll	1	EFT		2,118.16	
4645	10/05/2023	Payroll	1	EFT		227.46	
4646	10/05/2023	Payroll	1	EFT		5,284.15	
4648	10/05/2023	Payroll	1	EFT		2,334.46	
4649	10/05/2023	Payroll	1	EFT		2,314.82	
4650	10/05/2023	Payroll	1	EFT		3,248.62	
4651	10/05/2023	Payroll	1	EFT		4,092.63	
4652	10/05/2023	Payroll	1	EFT		125.96	
4653	10/05/2023	Payroll	1	EFT		298.05	
4654	10/05/2023	Payroll	1	EFT		1,162.06	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4655	10/05/2023	Payroll	1	EFT		1,155.42	
4656	10/05/2023	Payroll	1	EFT		227.46	
4657	10/05/2023	Payroll	1	EFT		2,872.44	
4658	10/05/2023	Payroll	1	EFT		3,386.67	
4659	10/05/2023	Payroll	1	EFT		1,084.12	
4660	10/05/2023	Payroll	1	EFT		3,508.07	
4661	10/05/2023	Payroll	1	EFT		11,087.29	
4662	10/05/2023	Payroll	1	EFT		610.56	
4663	10/05/2023	Payroll	1	EFT		4,027.57	
4664	10/05/2023	Payroll	1	EFT		227.46	
4670	10/05/2023	Payroll	1	EFT	AWC Health Insurance	32,008.88	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Asuris 250 Med/Den/Vis
4671	10/05/2023	Payroll	1	EFT	Colonial Life	604.26	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Colonial Insurance Pre; Pay Cycle(s) 10/05/2023 To 10/05/2023 - Colonial Insurance
4672	10/05/2023	Payroll	1	EFT	HRA VEBA Trust Contributions	9,605.64	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Veba
4673	10/05/2023	Payroll	1	EFT	Northwest Admin Transfer Acct	3,425.50	Pay Cycle(s) 10/05/2023 To 10/05/2023 - NW Admin RWT/Dental
4674	10/05/2023	Payroll	1	EFT	Teamsters Local #760	868.00	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Teamsters Dues
4675	10/05/2023	Payroll	1	EFT	UEBT	11,517.00	Pay Cycle(s) 10/05/2023 To 10/05/2023 - UEBT Medical Vision wrong amount
4676	10/05/2023	Payroll	1	EFT	Umpqua Bank		
4677	10/05/2023	Payroll	1	EFT	Washington State Support Registry	126.42	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Child Support
4678	10/05/2023	Payroll	1	EFT	Umpqua Bank	35,388.97	941 Deposit for Pay Cycle(s) 10/05/2023 - 10/05/2023
4685	09/30/2023	Payroll	1	EFT	Employment Security Dept PFML & LTC	3,615.82	Pay Cycle(s) 07/05/2023 To 09/05/2023 - ESD -- PFMLA
4686	09/30/2023	Payroll	1	EFT	Employment Security Dept PFML & LTC	3,159.11	Pay Cycle(s) 07/05/2023 To 09/05/2023 - ESD -- LTC -- 3RD QTR
4694	10/05/2023	Payroll	1	EFT	WA State Dept of Retirement Sys.	4,788.00	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Deferred Comp
4695	10/05/2023	Payroll	1	EFT	WA State Dept of Retirement Sys.	27,771.96	Pay Cycle(s) 10/05/2023 To 10/05/2023 - PERS2; Pay Cycle(s) 10/05/2023 To 10/05/2023 - LEOFF2; Pay Cycle(s) 10/05/2023 To 10/05/2023 - PERS 3
4699	09/29/2023	Payroll	1	EFT	WA State Dept of Retirement Sys.	4,788.00	Pay Cycle(s) 09/05/2023 To 09/05/2023 - Deferred Comp -- September 5 payroll missed
4572	09/29/2023	Payroll	1	45902	Mike Engelhart	170.19	Deducted too much PFMLA on 7/5 payroll
4634	10/05/2023	Payroll	1	45903		217.46	
4644	10/05/2023	Payroll	1	45904		1,003.46	
4647	10/05/2023	Payroll	1	45905		2,485.49	
4665	10/05/2023	Payroll	1	45906	Bill Rolcik Memorial Fund	130.00	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Bill Rock Mem Fund
4666	10/05/2023	Payroll	1	45907	WCTPTF	3,979.02	Pay Cycle(s) 10/05/2023 To 10/05/2023 - Teamsters Pension Trust

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			511 Legislative			1,899.87	
			512 Judicial			5,853.02	
			513 Executive			11,029.01	
			514 Financial, Recording & Elections			38,569.64	
			521 Police Department			118,620.35	
			522 Fire Department			13,143.90	
			536 Cemetery			4,982.88	
			558 Planning & Community Devel			6,891.62	
			572 Libraries			9,401.08	
			576 Park Facilities			7,483.09	
			580 Non Expenditures			11,353.77	
			001 Current Expense/General Fund			229,228.23	
			542 Streets - Maintenance			9,696.57	
			101 Street Fund			9,696.57	
			521 Police Department			17,208.34	
			554 Environmental Services			3,987.41	
			104 Police 3/10's Sales Tax Fund			21,195.75	
			534 Water Utilities			28,523.60	
			401 Water Fund			28,523.60	
			537 Garbage & Solid Waste			10,805.56	
			402 Sanitary Fund			10,805.56	
			535 Sewer			17,388.55	
			538 Combined Utilities			8,472.68	
			409 Sewer Fund			25,861.23	
						325,310.94	Payroll:
							325,310.94

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

_____	Date _____
John Glondo	

_____	Date _____
Steven Harper	

_____	Date _____
Ken Ratliff	

2023 BUDGET POSITION

City Of Cle Elum

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001 Current Expense/General Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
310 Taxes					
311 10 00 001	Real & Personal Property	690,000.00	445,808.50	244,191.50	64.6%
313 11 00 001	Local Retail Sales & Use tax	1,210,000.00	980,774.58	229,225.42	81.1%
313 71 00 000	Local Criminal Justice	60,000.00	58,326.82	1,673.18	97.2%
316 41 00 000	Electricity Taxes	270,000.00	190,153.74	79,846.26	70.4%
316 43 00 001	Natural Gas	22,000.00	31,721.17	(9,721.17)	144.2%
316 46 00 000	Cable TV Taxes	4,000.00	199.50	3,800.50	5.0%
316 47 00 000	Telephone Taxes	35,000.00	17,141.80	17,858.20	49.0%
316 48 00 001	City Utility Water Tax	120,000.00	95,689.06	24,310.94	79.7%
316 49 00 001	City Utility Sewer Tax	98,000.00	89,834.35	8,165.65	91.7%
316 81 00 001	Gambling Tax-Punch Boards	6,500.00	10,159.65	(3,659.65)	156.3%
318 11 00 001	Admissions Tax	1,100.00	992.50	107.50	90.2%
310 Taxes		2,516,600.00	1,920,801.67	595,798.33	76.3%

320 Licenses & Permits

321 91 00 001	Franchise Application Fee -- Inland Telephone	0.00	5,000.00	(5,000.00)	0.0%
321 99 00 001	Business License-Professional	37,000.00	32,424.17	4,575.83	87.6%
321 99 00 002	Business License Refunds	0.00	0.00	0.00	0.0%
322 10 00 000	Building Permits City Share	91,000.00	130,844.31	(39,844.31)	143.8%
322 90 00 000	Gun Permits City Share	1,600.00	1,051.00	549.00	65.7%
322 90 00 004	Fireworks Permit	250.00	250.00	0.00	100.0%
320 Licenses & Permits		129,850.00	169,569.48	(39,719.48)	130.6%

330 Intergovernmental Revenues

331 97 04 400	FEMA -- Fire SCBA 22 Units and Facepieces	0.00	0.00	0.00	0.0%
331 97 04 601	FEMA Wildfire Grant 2017	0.00	15,106.55	(15,106.55)	0.0%
333 16 31 001	Department Of Justice Police Vest Grant	0.00	0.00	0.00	0.0%
333 21 01 900	COVID -- Department Of Commerce CARES Grant	0.00	0.00	0.00	0.0%
333 45 31 001	COVID 19 -- Institute of Museum Grant -- 4 computers	0.00	0.00	0.00	0.0%
333 97 03 600	COVID -- FEMA Public Assistance Grant	0.00	0.00	0.00	0.0%
334 03 10 001	DOE -- Shoreline Master Plan Grant	0.00	0.00	0.00	0.0%
334 04 20 001	Energy Project -- Dept. Of Commerce Grant/Police And Library Buildings	0.00	0.00	0.00	0.0%
334 04 90 001	DOH -- EMS Participation Grant	1,200.00	554.00	646.00	46.2%
335 00 91 000	Pud Privilege Tax	10,000.00	12,432.08	(2,432.08)	124.3%
335 04 01 000	LE and CJ Leg One Time Cost	0.00	0.00	0.00	0.0%
336 06 21 000	CJ-Violent Crimes/Pop	1,000.00	750.00	250.00	75.0%
336 06 26 000	CJ-Special Programs	2,858.00	2,131.77	726.23	74.6%
336 06 42 000	Marijuana Excise Tax Distribution	14,000.00	11,945.20	2,054.80	85.3%
336 06 51 000	Dui-Cities	270.00	80.60	189.40	29.9%
336 06 94 000	Liquor Excise	15,435.00	13,062.84	2,372.16	84.6%
337 00 00 000	Court Reimbursement For PC Through OAC	0.00	0.00	0.00	0.0%
337 01 20 000	Court Grant	0.00	0.00	0.00	0.0%
337 05 21 000	Law & Justice -- 3 In Car Computers 2019	0.00	0.00	0.00	0.0%
337 05 21 001	Criminal Justice Training Comm Grant -- Overtime Backfill	0.00	0.00	0.00	0.0%
337 05 21 002	WCJTC Reimbursement for Academy	0.00	0.00	0.00	0.0%
337 05 21 004	Law & Justice Grant 2022	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

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001 Current Expense/General Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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330 Intergovernmental Revenues

337 72 00 001	Library Agreement -- County Interlocal	25,000.00	21,000.00	4,000.00	84.0%
330 Intergovernmental Revenues		69,763.00	77,063.04	(7,300.04)	110.5%

340 Charges For Goods & Services

341 33 00 001	Court Administrative Fees	2,000.00	400.84	1,599.16	20.0%
341 42 00 001	Admin Fee -- Sewer Connection Fees	0.00	19,692.40	(19,692.40)	0.0%
342 10 00 000	Police Services	1,100.00	473.65	626.35	43.1%
342 10 00 222	Police Contract-S.Cle Elum	0.00	0.00	0.00	0.0%
342 10 02 222	Police Contract-Roslyn	323,930.00	267,016.00	56,914.00	82.4%
342 36 00 001	Detention/Correction Services	3,500.00	525.44	2,974.56	15.0%
342 60 00 000	Ambulance/Aid Car/Medic Fees	2,000.00	3,960.00	(1,960.00)	198.0%
343 60 00 000	Cemetery Sales & Care	45,000.00	54,813.97	(9,813.97)	121.8%
343 61 00 000	Cemetery Endowment	9,000.00	8,813.99	186.01	97.9%
345 29 00 001	Clean Up Property/Nuisance/210 Broadway/Craven Lien	0.00	0.00	0.00	0.0%
345 81 00 003	Sun Communities (prior Suncadia) Reimbursement/Admin	19,000.00	30,035.37	(11,035.37)	158.1%
345 89 00 000	Planning/Development Fees	35,000.00	32,583.75	2,416.25	93.1%
345 89 00 002	Impact Development Fees/Admin	0.00	8,400.00	(8,400.00)	0.0%
345 89 00 003	Impact Development Fees/Police	0.00	162,000.00	(162,000.00)	0.0%
345 89 00 004	Impact Development Fees/Fire/CE Pines Etc.	0.00	6,000.00	(6,000.00)	0.0%
345 89 00 007	Impact Development Fees/School	0.00	12,000.00	(12,000.00)	0.0%
345 89 00 008	Impact Development Fees/Fire/City Heights	0.00	1,500.00	(1,500.00)	0.0%
345 89 00 009	Impact Development Fees/School Escrow/City Heights	0.00	13,500.00	(13,500.00)	0.0%
345 89 00 010	Impact Development Fees/City Court Costs	0.00	600.00	(600.00)	0.0%
345 89 00 011	Impact Development Fees/Traffic Intersections	0.00	4,500.00	(4,500.00)	0.0%
345 89 00 012	Development Fees Adjustment CE Pines 2017 to 2021 for school	0.00	26,000.00	(26,000.00)	0.0%
345 89 00 015	Development Fees Adjustment CE Pines 2017 to 2021 for admin	0.00	(1,400.00)	1,400.00	0.0%
347 20 00 001	Library Fees	450.00	1,123.65	(673.65)	249.7%
347 30 00 001	Library Summer Reading Program	500.00	500.00	0.00	100.0%
340 Charges For Goods & Services		441,480.00	653,039.06	(211,559.06)	147.9%

350 Fines & Penalties

352 30 00 001	Proof of Insurance Fines	25.00	24.56	0.44	98.2%
353 10 00 001	Traffic Infraction Penalties	3,500.00	3,713.50	(213.50)	106.1%
354 00 00 001	Civil Parking Infractions	950.00	0.00	950.00	0.0%
355 20 00 001	DUI Court Fines	1,000.00	46.75	953.25	4.7%
355 80 00 001	Other Criminal Traffic Fines	4,000.00	1,693.55	2,306.45	42.3%
356 90 00 001	Other Criminal Non-Traffic Fines	2,500.00	342.01	2,157.99	13.7%
357 33 00 001	Public Defense Costs	4,000.00	1,970.48	2,029.52	49.3%
357 37 00 004	DUI Restitution	0.00	0.00	0.00	0.0%
357 37 00 005	County Drug Fines	350.00	53.46	296.54	15.3%
357 37 00 222	Court Fines -- Roslyn	1,100.00	1,177.98	(77.98)	107.1%
350 Fines & Penalties		17,425.00	9,022.29	8,402.71	51.8%

2023 BUDGET POSITION

City Of Cle Elum

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001 Current Expense/General Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
360 Interest & Other Earnings					
361 11 00 001	Interest	1,000.00	(198.77)	1,198.77	19.9%
361 30 00 001	Accrued Interest Due	0.00	0.00	0.00	0.0%
361 40 00 001	Interest/Sales	800.00	3,282.02	(2,482.02)	410.3%
361 41 00 001	Other Interest-Court Fines	1,200.00	568.94	631.06	47.4%
362 50 00 001	Rent -- City Hall Property	22,800.00	15,450.00	7,350.00	67.8%
362 50 00 003	Rent -- Horse Park	1.00	1.00	0.00	100.0%
362 50 00 004	Lease -- Billboard On I90	1,500.00	1,500.00	0.00	100.0%
362 50 00 005	Lease -- Vertical Bridge Tower	0.00	0.00	0.00	0.0%
362 60 00 002	Rent -- Rental Houses	26,400.00	19,600.00	6,800.00	74.2%
367 11 00 001	Donations/Police Dept. -- Life Support Etc.	0.00	3,509.77	(3,509.77)	0.0%
367 11 00 002	Donations	0.00	0.00	0.00	0.0%
367 11 00 003	Donations/Fire Dept. -- Life Support Etc.	0.00	100.00	(100.00)	0.0%
367 11 00 004	Donations -- Suncadia -- City Park Projects	0.00	0.00	0.00	0.0%
367 11 00 005	Donations -- Hanson Ponds Improvements	0.00	0.00	0.00	0.0%
367 11 00 006	Reimbursement on WASPC Police Training	0.00	10,000.00	(10,000.00)	0.0%
367 11 00 007	Coal Mines Trail Reimb. for Assistant	0.00	110.51	(110.51)	0.0%
369 10 00 000	Surplus/Sale Of Scrap & Junk	0.00	0.00	0.00	0.0%
369 10 00 001	Surplus/2007 Dodge Charger	0.00	0.00	0.00	0.0%
369 30 00 001	Drug Money Confiscated	0.00	0.00	0.00	0.0%
369 40 00 001	Miller Court Settlement #20-2-00128-19	0.00	0.00	0.00	0.0%
369 40 00 002	Reimbursement -- WCIA City Heights	0.00	0.00	0.00	0.0%
	Ashbaugh Beal Attorney				
369 80 01 001	Cash Over/Short	0.00	0.00	0.00	0.0%
369 91 00 001	Copies, Jury Re-payments, E-bates Etc.	40.00	194.05	(154.05)	485.1%
369 91 00 002	Reimbursement -- Police Events/Uniforms	0.00	1,406.82	(1,406.82)	0.0%
369 91 00 003	Reimbursement -- Fire Department	0.00	0.00	0.00	0.0%
	Association				
369 91 00 004	Reimbursements -- Phones Buy Back, Misc., Etc.	0.00	1,365.00	(1,365.00)	0.0%
369 91 00 005	Main Street Credit	0.00	0.00	0.00	0.0%
369 91 00 014	Reimbursement -- Wildland Fire	0.00	0.00	0.00	0.0%
369 91 00 015	Reimbursement -- Rotary Flags	0.00	0.00	0.00	0.0%
369 91 00 017	Reimbursement -- Fire Department	0.00	0.00	0.00	0.0%
369 91 01 001	ROI Refund	0.00	0.00	0.00	0.0%
369 91 02 001	Reimbursement -- WCIA WABO Class	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		53,741.00	56,889.34	(3,148.34)	105.9%

397 Interfund Transfers

397 00 00 001	Transfer in from ARPA Fund 300 to General Fund for 2 Police Officers and Cars	320,000.00	250,000.00	70,000.00	78.1%
397 00 00 076	IN-Parks From 106 Tourist Fund	4,000.00	0.00	4,000.00	0.0%
397 Interfund Transfers		324,000.00	250,000.00	74,000.00	77.2%

Fund Revenues:	3,552,859.00	3,136,384.88	416,474.12	88.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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511 Legislative

511 30 49 001	Printing/Publishing/Supplies	7,000.00	10,413.00	(3,413.00)	148.8%
511 60 10 010	Salaries -- Council	21,000.00	15,750.00	5,250.00	75.0%

2023 BUDGET POSITION

City Of Cle Elum

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001 Current Expense/General Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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511 Legislative

511 60 20 010	Benefits -- Council	1,660.00	1,253.07	406.93	75.5%
511 Legislative		29,660.00	27,416.07	2,243.93	92.4%

512 Judicial

512 52 10 001	Salaries -- Municipal Court Judge	65,040.00	48,780.00	16,260.00	75.0%
512 52 20 001	Benefits -- Municipal Court Judge	4,976.00	3,786.84	1,189.16	76.1%
512 52 41 000	County Court Contract	13,000.00	9,591.00	3,409.00	73.8%
512 52 49 000	Court Costs/Miscellaneous	920.00	250.00	670.00	27.2%
512 52 49 001	Blake Order Affording Relief from Judgment State v Blake	0.00	475.00	(475.00)	0.0%
512 Judicial		83,936.00	62,882.84	21,053.16	74.9%

513 Executive

513 10 10 001	Salaries -- Administrator	76,000.00	49,787.28	26,212.72	65.5%
513 10 10 002	Salaries -- Mayor	36,000.00	27,000.00	9,000.00	75.0%
513 10 20 001	Benefits -- Administrator	32,000.00	16,503.35	15,496.65	51.6%
513 10 20 002	Benefits -- Mayor	2,816.00	2,120.67	695.33	75.3%
513 10 49 001	Conferences/Training/Supplies	2,000.00	165.06	1,834.94	8.3%
513 Executive		148,816.00	95,576.36	53,239.64	64.2%

514 Financial, Recording & Elections

514 20 10 001	Salaries -- Finance Director	51,000.00	46,757.06	4,242.94	91.7%
514 20 10 002	Salaries -- Clerks	86,000.00	64,823.92	21,176.08	75.4%
514 20 10 003	Salaries -- EPSL COVID 19	0.00	0.00	0.00	0.0%
514 20 10 004	COVID -- Salaries -- CARES ACT Grant	0.00	0.00	0.00	0.0%
514 20 20 001	Benefits -- Finance Director	22,000.00	18,017.80	3,982.20	81.9%
514 20 20 002	Benefits -- Clerk	36,000.00	26,648.22	9,351.78	74.0%
514 20 20 003	Benefits -- EPSL COVID 19	0.00	0.00	0.00	0.0%
514 20 41 008	Professional Services -- Riveron Consulting/City Heights	0.00	26,065.00	(26,065.00)	0.0%
514 20 41 009	Professional Services -- Valbridge Property Advisors/City Heights	0.00	12,308.30	(12,308.30)	0.0%
514 30 49 001	Conferences/Training	2,500.00	1,121.12	1,378.88	44.8%
514 40 41 001	Election Services/Voter Registration Maint.	8,800.00	2,909.39	5,890.61	33.1%
514 60 40 001	COVID 19 -- CARES ACT Grant Expenses	0.00	0.00	0.00	0.0%
514 Financial, Recording & Elections		206,300.00	198,650.81	7,649.19	96.3%

515 Legal Services

515 41 41 001	Legal Service -- Consultation City Attorney	45,000.00	44,376.46	623.54	98.6%
515 41 41 002	Legal Service -- Public Records Request	15,000.00	22,429.48	(7,429.48)	149.5%
515 41 41 004	Legal Service -- Developments	0.00	570.00	(570.00)	0.0%
515 41 42 001	Legal Service -- Prosecutor	36,000.00	24,000.00	12,000.00	66.7%
515 45 41 001	Legal Service -- Litigation City Attorney	10,000.00	0.00	10,000.00	0.0%
515 45 41 003	Legal Service -- City Heights Arbitration	0.00	107,573.50	(107,573.50)	0.0%
515 45 41 005	Professional Services -- Perkins Coie/City Heights Arbitration	0.00	50,157.60	(50,157.60)	0.0%

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001 Current Expense/General Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
515 Legal Services				
515 45 41 006 Professional Services -- Ashbaugh Beal/City Heights Arbitration	0.00	66,291.50	(66,291.50)	0.0%
515 45 41 007 Professional Services -- Gordon Tilden Thomas/City Heights Arbitration	0.00	41,997.00	(41,997.00)	0.0%
515 45 41 008 Professional Services -- Workplace Investigation 2023 -- Inslee Best	0.00	3,333.25	(3,333.25)	0.0%
515 91 41 001 Legal Service -- Indigent Defense Attorney	11,000.00	6,375.00	4,625.00	58.0%
515 Legal Services	117,000.00	367,103.79	(250,103.79)	313.8%

518 Centralized Services

518 10 45 001 Lease -- Railroad	34,650.00	35,066.73	(416.73)	101.2%
518 30 31 001 Office/Operating Supplies	16,051.93	16,202.59	(150.66)	100.9%
518 30 31 002 COVID Supplies	0.00	0.00	0.00	0.0%
518 30 31 003 Software and Cloud Subscriptions	1,500.00	2,300.82	(800.82)	153.4%
518 30 31 004 Emergency Storm Drain Snow Removal	0.00	0.00	0.00	0.0%
518 30 31 005 Clerk Copier purchase Canon 49% IRC3525i II25 ppm	0.00	2,117.17	(2,117.17)	0.0%
518 30 31 006 Folding Machine Buyout 80123	0.00	709.28	(709.28)	0.0%
518 30 40 000 Timeclock Software	900.00	0.00	900.00	0.0%
518 30 41 001 Professional Services	2,500.00	1,956.58	543.42	78.3%
518 30 41 002 Maintenance Agreements	2,000.00	0.00	2,000.00	0.0%
518 30 41 003 Professional Services -- Engineering	5,500.00	0.00	5,500.00	0.0%
518 30 41 004 State Auditor Fees	8,000.00	7,572.38	427.62	94.7%
518 30 41 005 Brush Dump Removal	0.00	0.00	0.00	0.0%
518 30 41 006 Appraisal -- Davison Property 401 E 1st.	0.00	0.00	0.00	0.0%
518 30 41 007 Leases -- Sales Tax	0.00	308.20	(308.20)	0.0%
518 30 41 008 Clean Up Property/Nuisance/210 Broadway/Craven	0.00	14,910.10	(14,910.10)	0.0%
518 30 42 001 Telephones	5,500.00	3,717.50	1,782.50	67.6%
518 30 42 002 Postage	2,000.00	1,349.00	651.00	67.5%
518 30 46 001 Insurance -- Equipment and Liability	42,000.00	43,289.58	(1,289.58)	103.1%
518 30 47 001 Utilities-City Hall	9,500.00	7,286.70	2,213.30	76.7%
518 30 47 002 Utilities-Rentals	5,100.00	1,683.69	3,416.31	33.0%
518 30 47 003 Utilities-Public Restrooms Etc.	3,000.00	3,201.28	(201.28)	106.7%
518 30 48 000 General Maintenance	800.00	106.96	693.04	13.4%
518 30 48 001 Building Maintenance-City Hall	3,000.00	543.38	2,456.62	18.1%
518 30 48 002 Building Maintenance-Rentals	500.00	295.95	204.05	59.2%
518 30 48 003 Cleaning Service	4,200.00	2,782.50	1,417.50	66.3%
518 30 48 004 Abatement Of Property	0.00	0.00	0.00	0.0%
518 30 49 001 Bank Charges	2,600.00	4,027.58	(1,427.58)	154.9%
518 30 49 002 Dues/Memberships/Support Agreements	5,000.00	5,963.16	(963.16)	119.3%
518 40 35 001 City Council PA System	0.00	0.00	0.00	0.0%
518 50 47 000 Weed Assessments And Other Taxes	3,400.00	2,835.50	564.50	83.4%
518 61 40 001 City Heights Damages Settlement 5/31/2022	0.00	0.00	0.00	0.0%
518 63 40 001 COVID 19 -- CARES ACT Businesses Grant Expenses	0.00	0.00	0.00	0.0%
518 63 40 002 COVID CARES ACT #2 Businesses Grant Expenses	0.00	0.00	0.00	0.0%
518 80 30 001 IT Supplies	3,000.00	266.98	2,733.02	8.9%
518 80 31 001 Archive Social and Box Software	5,000.00	5,103.98	(103.98)	102.1%

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001 Current Expense/General Fund

Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
518 Centralized Services			
518 80 31 002 Microsoft 365 Software	17,000.00	15,816.51	1,183.49 93.0%
518 80 35 001 IT Equipment	5,000.00	0.00	5,000.00 0.0%
518 80 41 001 IT Web Site Maintenance	1,500.00	1,296.00	204.00 86.4%
518 80 42 001 IT Communications (Internet)	10,800.00	6,175.16	4,624.84 57.2%
518 85 41 002 IT Professional Services	15,000.00	12,565.68	2,434.32 83.8%
591 18 75 001 Lease -- Copy Machine City Hall OLD	0.00	0.00	0.00 0.0%
591 18 75 002 Lease -- Canon Copy Machine City Hall	3,300.00	2,285.55	1,014.45 69.3%
591 18 75 003 Lease -- Postage Machine City Hall	2,200.00	1,589.15	610.85 72.2%
591 18 75 004 Lease -- Folding Machine City Hall	350.00	562.87	(212.87) 160.8%
518 Centralized Services	220,851.93	203,888.51	16,963.42 92.3%

521 Police Department

521 20 10 001 Salaries -- Police	755,000.00	489,943.96	265,056.04 64.9%
521 20 10 002 Overtime -- Police	34,000.00	40,806.96	(6,806.96) 120.0%
521 20 10 003 Salaries -- Police Clerks	126,000.00	96,044.28	29,955.72 76.2%
521 20 10 006 ARPA SLFRF Police Salaries	0.00	0.00	0.00 0.0%
521 20 10 010 Mechanic -- Police	2,800.00	1,967.53	832.47 70.3%
521 20 10 011 Salaries -- Office Cleaning	1,884.00	3,116.00	(1,232.00) 165.4%
521 20 20 001 Benefits -- Police	290,000.00	193,364.23	96,635.77 66.7%
521 20 20 002 Benefits Overtime -- Police	11,000.00	14,556.81	(3,556.81) 132.3%
521 20 20 003 Benefits -- Police Clerks	63,000.00	46,490.39	16,509.61 73.8%
521 20 20 006 ARPA SLFRF Police Benefits	0.00	0.00	0.00 0.0%
521 20 20 007 Leoff 1 -- Supp Health Insurance	5,412.00	3,684.25	1,727.75 68.1%
521 20 20 008 Leoff 1-- Claims NYL	16,400.00	12,297.36	4,102.64 75.0%
521 20 20 010 Benefits -- Police Mechanic	14,000.00	1,129.31	12,870.69 8.1%
521 20 20 011 Benefits -- Office Cleaning	80.00	277.27	(197.27) 346.6%
521 20 31 001 Office Supplies	5,500.00	5,212.59	287.41 94.8%
521 20 31 002 COVID Supplies	0.00	0.00	0.00 0.0%
521 20 31 005 Trauma Kits-11/Life Support Donation	0.00	3,463.81	(3,463.81) 0.0%
521 20 32 000 Fuel Consumed	35,000.00	17,773.74	17,226.26 50.8%
521 20 35 001 Equipment Exp. -- SCE Termination	0.00	0.00	0.00 0.0%
521 20 36 001 Uniform Allowance	9,750.00	4,750.94	4,999.06 48.7%
521 20 41 001 IT Services	3,000.00	5,541.84	(2,541.84) 184.7%
521 20 41 002 Leases -- Sales Tax	0.00	2,037.40	(2,037.40) 0.0%
521 20 41 003 Professional Services	0.00	1,016.00	(1,016.00) 0.0%
521 20 48 002 Ballistic Vest Grant -- Department Of Justice	0.00	0.00	0.00 0.0%
521 20 48 003 Radar Maintenance	1,500.00	850.00	650.00 56.7%
521 20 48 004 Ballistic Vest Purchase -- City Portion	3,600.00	0.00	3,600.00 0.0%
521 20 48 005 Equipment Exp. -- (Tasers/Armory/Firearms/Computers/vests/r adidos Etc.)	39,000.00	15,708.48	23,291.52 40.3%
521 20 48 007 Repair & Maintenance -- Vehicles	9,200.00	8,019.35	1,180.65 87.2%
521 20 49 000 Dues/memberships	2,600.00	1,377.90	1,222.10 53.0%
521 20 49 001 Drug Fund Money	3,500.00	0.00	3,500.00 0.0%
521 20 49 002 New Hire Expenses	5,500.00	29,924.50	(24,424.50) 544.1%
521 20 49 004 Sexual Assault Interviewer	900.00	874.65	25.35 97.2%
521 20 49 005 Lexipol Policy Subscription	9,807.00	6,785.40	3,021.60 69.2%
521 40 43 001 Training/Travel	14,000.00	4,355.87	9,644.13 31.1%
521 50 41 002 LEMAP 2022	0.00	0.00	0.00 0.0%
521 50 42 001 Telephones	17,000.00	13,563.46	3,436.54 79.8%
521 50 42 003 Security Alarm	700.00	225.00	475.00 32.1%

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001 Current Expense/General Fund

Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
521 Police Department				
521 50 46 001 Insurance -- Equipment And Liability	44,000.00	44,955.33	(955.33)	102.2%
521 50 47 001 Utilities-Police Station	7,500.00	7,223.94	276.06	96.3%
521 50 48 002 Cleaning Service	4,100.00	0.00	4,100.00	0.0%
521 50 48 003 Repair & Maintenance -- Building	7,000.00	1,860.04	5,139.96	26.6%
523 60 41 000 Jail Costs/Services	60,000.00	11,607.41	48,392.59	19.3%
528 70 41 000 Kittcom-Police	117,560.00	133,586.00	(16,026.00)	113.6%
591 21 75 001 Lease -- Copy Machine Police	1,200.00	913.48	286.52	76.1%
591 21 75 002 Lease -- Postage Machine Police	602.00	365.69	236.31	60.7%
591 21 75 003 Lease -- Police Cameras/In Car 11	34,380.00	21,201.12	13,178.88	61.7%
591 21 75 004 Lease -- Police Tasers Axon 8	2,984.00	2,760.00	224.00	92.5%
594 21 64 005 Telephone System/Police -- New	0.00	0.00	0.00	0.0%
594 21 64 006 Police Cars -- 3 -- 2022 using 102,903 begin. bal in 2022	0.00	0.00	0.00	0.0%
594 21 64 007 Generator Cummins 50W Model #DGCA-5741693 -- SN #J050840463 - Engine Model #4BTA3.9-G5 a	0.00	0.00	0.00	0.0%
594 21 64 009 COVID19 ARPA SLFRF Police Cars -- 2 -- 2023	120,000.00	134,449.63	(14,449.63)	112.0%
594 21 64 010 Police Car 2023 - 2015 Ford Interceptor VIN #1FM5K8AR6FGA88978	0.00	11,291.69	(11,291.69)	0.0%
594 21 64 011 HVAC System for Police Department 2023	0.00	23,782.00	(23,782.00)	0.0%
521 Police Department	1,879,459.00	1,419,155.61	460,303.39	75.5%

522 Fire Department

522 10 41 000 Background Checks	100.00	44.00	56.00	44.0%
522 20 10 001 Salaries -- Fire Chief, Admin. Assistant, 2 part time	104,980.00	75,257.62	29,722.38	71.7%
522 20 10 002 Salaries -- Medic	500.00	1,767.08	(1,267.08)	353.4%
522 20 11 000 Salaries -- Volunteer	8,500.00	0.00	8,500.00	0.0%
522 20 12 001 Salaries -- Administration and Mechanic	5,500.00	1,191.12	4,308.88	21.7%
522 20 20 001 Benefits -- Fire Chief, Admin. Assistant, 2 part time	35,440.00	35,738.63	(298.63)	100.8%
522 20 20 002 Benefits -- Medic	200.00	164.32	35.68	82.2%
522 20 20 003 Unemployment	0.00	52.08	(52.08)	0.0%
522 20 21 000 Benefits -- Volunteer	2,020.00	1,470.00	550.00	72.8%
522 20 22 001 Benefits -- Administration and Mechanic	1,800.00	680.30	1,119.70	37.8%
522 20 31 003 Operating Supplies-Fire	5,000.00	3,022.37	1,977.63	60.4%
522 20 31 005 Wildland Fire Supplies New Brush Truck	0.00	5,213.71	(5,213.71)	0.0%
522 20 32 000 Fuel Consumed-Fire	2,500.00	2,042.95	457.05	81.7%
522 20 35 000 AED Units -- Life Support Donation	0.00	0.00	0.00	0.0%
522 20 41 001 Legal Services -- Fire dept.	0.00	0.00	0.00	0.0%
522 20 41 002 Professional Services -- Other	0.00	2,573.95	(2,573.95)	0.0%
522 20 49 000 Dues/Memberships	670.00	932.65	(262.65)	139.2%
522 20 49 001 Fire Calls-Association	8,000.00	0.00	8,000.00	0.0%
522 20 49 002 Firefighter Calls -- Stipend	0.00	0.00	0.00	0.0%
522 20 49 003 Supplies -- Other	1,000.00	491.78	508.22	49.2%
522 20 49 004 Medic One Payment Stipends	0.00	0.00	0.00	0.0%
522 20 49 005 Oversight Levy Projects Under \$5,000	0.00	0.00	0.00	0.0%
522 20 49 007 National Fire Institute	4,950.35	4,954.94	(4.59)	100.1%
522 45 43 001 Training/Travel	14,500.00	2,639.90	11,860.10	18.2%
522 50 33 000 Uniforms/Turnouts	17,500.00	3,519.21	13,980.79	20.1%

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City Of Cle Elum

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001 Current Expense/General Fund

Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
522 Fire Department			
522 50 41 000 Fit Test	1,000.00	0.00	1,000.00 0.0%
522 50 42 001 Telephones	0.00	2,294.92	(2,294.92) 0.0%
522 50 42 002 Internet Services	0.00	517.00	(517.00) 0.0%
522 50 46 001 Insurance -- Equipment and Liability	9,500.00	10,143.21	(643.21) 106.8%
522 50 47 001 Utilities-Fire Station	28,000.00	20,189.30	7,810.70 72.1%
522 50 48 001 Station/Computer Maintenance	125,000.00	3,545.96	121,454.04 2.8%
522 50 48 002 Cleaning Service	0.00	0.00	0.00 0.0%
522 60 48 001 Radio/Pager Maintenance	5,000.00	579.74	4,420.26 11.6%
522 60 48 002 Vehicle/Equipment Maintenance	7,000.00	6,967.11	32.89 99.5%
522 60 48 003 City Heights -- Fire Dept Equipment	0.00	1,240.40	(1,240.40) 0.0%
522 60 49 001 SCBA Testing	5,600.00	581.26	5,018.74 10.4%
522 60 49 002 Pump Testing	3,250.00	3,283.36	(33.36) 101.0%
522 60 49 003 Hose Testing	3,000.00	3,476.00	(476.00) 115.9%
522 70 31 001 Operating Supplies-Aide Car	2,250.00	1,456.89	793.11 64.8%
522 70 31 002 Trauma Care EMS Grant	1,200.00	0.00	1,200.00 0.0%
522 70 31 003 Operating Supplies -- Life Support	0.00	136.48	(136.48) 0.0%
522 70 32 001 Fuel Consumed-Aide Car	900.00	599.13	300.87 66.6%
522 70 41 001 EMS Contract	10,843.00	8,477.25	2,365.75 78.2%
528 70 41 001 Kittcom-Fire	24,654.00	27,005.00	(2,351.00) 109.5%
594 22 04 400 FEMA -- Fire SCBA 22 Units and Facepieces	0.00	0.00	0.00 0.0%
594 22 61 000 Oversight Levy Projects Over \$5,000	0.00	0.00	0.00 0.0%
594 22 64 022 Class A Pumper Truck 2018 Spartan S180 Ser. #518004-01/VIN	0.00	0.00	0.00 0.0%
594 22 64 023 Sprinkler System -- Fire Dept.	0.00	0.00	0.00 0.0%
594 22 64 024 Extrication Equipment 2023	0.00	47,437.80	(47,437.80) 0.0%
522 Fire Department	440,357.35	279,687.42	160,669.93 63.5%

536 Cemetery

536 20 10 001 Salaries -- Cemetery	30,000.00	36,352.52	(6,352.52) 121.2%
536 20 20 001 Benefits -- Cemetery	12,000.00	10,190.36	1,809.64 84.9%
536 20 20 005 Unemployment	0.00	0.00	0.00 0.0%
536 20 31 002 Supplies	1,500.00	7,989.71	(6,489.71) 532.6%
536 20 34 000 Liners	6,000.00	6,811.41	(811.41) 113.5%
536 20 35 000 Tools/Equipment	580.00	4,866.68	(4,286.68) 839.1%
536 20 41 000 Grave Digging	0.00	0.00	0.00 0.0%
536 20 41 001 Repairs And Maintenance	3,000.00	564.71	2,435.29 18.8%
536 20 41 002 Legal Services -- Cemetery	0.00	379.40	(379.40) 0.0%
536 20 41 003 Cemetery Expansion Project	0.00	0.00	0.00 0.0%
536 20 41 004 Cemetery Contracted Services	22,000.00	0.00	22,000.00 0.0%
536 20 41 005 Professional Services -- Other	0.00	960.00	(960.00) 0.0%
536 20 45 000 Weed Assessments And Other Taxes	170.00	168.17	1.83 98.9%
536 20 47 000 Utilities-Cemetery	4,800.00	5,789.16	(989.16) 120.6%
536 20 49 001 Cemetery Space Refunds	0.00	850.00	(850.00) 0.0%
594 36 64 001 2023 John Deere Lawnmower Z920M Ser. #1TC920MVTNT120117	0.00	12,025.01	(12,025.01) 0.0%
536 Cemetery	80,050.00	86,947.13	(6,897.13) 108.6%

557 Community Services

557 20 10 001 Salaries -- Historic Preservation Clerk	0.00	0.00	0.00 0.0%
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001 Current Expense/General Fund

Months: 01 To: 09

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557 Community Services			
557 20 20 001 Benefits -- Historic Preservation Clerk	0.00	0.00	0.00 0.0%
557 30 41 003 Historic Preservation Commission	200.00	0.00	200.00 0.0%
557 Community Services	200.00	0.00	200.00 0.0%

558 Planning & Community Devel

558 50 30 000 Building Department	500.00	4,823.33	(4,323.33) 964.7%
Equipment/Tools/Books			
558 50 41 000 Building Department Dues/Associations	200.00	499.00	(299.00) 249.5%
558 50 43 000 Building Department Training	1,500.00	1,898.52	(398.52) 126.6%
558 60 10 001 Salaries -- Planner	94,400.00	0.00	94,400.00 0.0%
558 60 12 001 Salaries -- Planning Tech	13,500.00	41,438.69	(27,938.69) 307.0%
558 60 15 001 Salaries -- Biologist	0.00	0.00	0.00 0.0%
558 60 20 001 Benefits -- Planner	39,700.00	0.00	39,700.00 0.0%
558 60 22 001 Benefits -- Planning Tech	10,100.00	29,974.47	(19,874.47) 296.8%
558 60 25 001 Benefits -- Biologist	0.00	0.00	0.00 0.0%
558 60 31 000 Office Supplies/Telephone/Notices	5,000.00	6,242.61	(1,242.61) 124.9%
558 60 31 005 Planning Commission Expenses	1,000.00	2,497.11	(1,497.11) 249.7%
558 60 35 000 Equipment/Tools	200.00	0.00	200.00 0.0%
558 60 41 001 Professional Services--General	0.00	9,571.25	(9,571.25) 0.0%
558 60 41 002 Shoreline Master Plan Grant Portion	0.00	0.00	0.00 0.0%
558 60 41 003 Shoreline Master Plan City Portion	0.00	0.00	0.00 0.0%
558 60 41 006 Staff CWU -- Planning	0.00	0.00	0.00 0.0%
558 60 41 009 Professional Services--HLA/GR Dohrn And Assoc--Non-Reimbursed	15,000.00	34,117.22	(19,117.22) 227.4%
558 60 41 011 Professional Services -- Meagan Hayes -- Non-Reimbursed	0.00	0.00	0.00 0.0%
558 60 41 013 Professional Services -- HLA Engin/Plan -- Non-Reimbursed	25,000.00	117,779.67	(92,779.67) 471.1%
558 60 43 001 Training/Travel	1,500.00	1,881.24	(381.24) 125.4%
558 70 41 001 Mainstreet Credit/B&O Tax	0.00	0.00	0.00 0.0%
559 30 41 012 Professional Services -- GR Dohrn And Assoc--City Heights Arbitration	0.00	0.00	0.00 0.0%
559 30 41 013 Professional Services -- HLA Engineering--City Heights Arbitration	5,000.00	27,314.31	(22,314.31) 546.3%
559 30 41 014 Public Records Request Costs -- Engineering/Planning Etc.	2,000.00	1,001.64	998.36 50.1%
559 30 42 001 Cle Elum Pines West Devel Fees-School	0.00	0.00	0.00 0.0%
558 Planning & Community Devel	214,600.00	279,039.06	(64,439.06) 130.0%

559 Housing & Community Develop

559 30 41 001 Development Fees -- Reimbursed	35,000.00	25,927.80	9,072.20 74.1%
559 30 42 002 Cle Elum School Impact Fees	0.00	12,000.00	(12,000.00) 0.0%
559 30 42 003 Cle Elum School City Heights Impact Fees	0.00	13,500.00	(13,500.00) 0.0%
559 Housing & Community Develop	35,000.00	51,427.80	(16,427.80) 146.9%

562 Public Health

562 90 41 001 Substance Abuse 2 percent	580.00	0.00	580.00 0.0%
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2023 BUDGET POSITION

City Of Cle Elum

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001 Current Expense/General Fund

Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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562 Public Health

562 Public Health	580.00	0.00	580.00	0.0%
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572 Libraries

572 20 10 001	Salaries -- Librarian	47,000.00	33,687.06	13,312.94	71.7%
572 20 10 002	Salaries -- Library Aide	21,000.00	15,150.02	5,849.98	72.1%
572 20 20 001	Benefits -- Librarian	29,000.00	23,414.62	5,585.38	80.7%
572 20 20 002	Benefits -- Library Aide	16,500.00	12,421.12	4,078.88	75.3%
572 20 31 001	Supplies/Book Processing	7,000.00	4,772.08	2,227.92	68.2%
572 20 31 002	COVID Supplies	0.00	0.00	0.00	0.0%
572 20 41 001	Summer Reading Program	500.00	500.00	0.00	100.0%
572 20 49 003	Other Supplies	1,000.00	40.00	960.00	4.0%
572 50 35 001	COVID 19 -- Institute of Museum Grant -- 4 computers/supplies	0.00	0.00	0.00	0.0%
572 50 41 001	Legal Services -- Library	0.00	0.00	0.00	0.0%
572 50 41 002	Lease -- Sales Tax	0.00	117.36	(117.36)	0.0%
572 50 41 003	Professional Services -- Other	1,800.00	379.05	1,420.95	21.1%
572 50 42 001	Telephones	750.00	573.79	176.21	76.5%
572 50 47 001	Utilities-Library	7,000.00	5,111.40	1,888.60	73.0%
572 50 48 001	Building Repairs	4,700.00	130.74	4,569.26	2.8%
572 50 48 002	Cleaning Service	2,430.00	2,092.50	337.50	86.1%
591 72 75 001	Lease -- Library Canon Copy Machine Library 2022	2,088.00	1,448.37	639.63	69.4%
572 Libraries		140,768.00	99,838.11	40,929.89	70.9%

576 Park Facilities

576 80 10 001	Salaries -- Park	30,000.00	19,673.35	10,326.65	65.6%
576 80 20 001	Benefits -- Park	12,000.00	5,878.05	6,121.95	49.0%
576 80 20 002	Unemployment	1,700.00	0.00	1,700.00	0.0%
576 80 30 001	Arbor Day Supplies -- Tree City	4,420.00	196.90	4,223.10	4.5%
576 80 31 001	Operating Supplies	5,200.00	5,192.84	7.16	99.9%
576 80 35 002	Equipment/Tools	1,500.00	352.55	1,147.45	23.5%
576 80 35 003	Kiosk/Information Center	0.00	0.00	0.00	0.0%
576 80 35 004	Mower Brush JD for Excavator 42 inch	0.00	0.00	0.00	0.0%
576 80 41 000	Port A-Potties	1,500.00	1,325.00	175.00	88.3%
576 80 41 001	Repairs And Maintenance	5,000.00	5,153.84	(153.84)	103.1%
576 80 41 002	Yakama Nation Fees 2020/Dog Park Project	0.00	0.00	0.00	0.0%
576 80 41 003	City Parks Upgrade Project	0.00	0.00	0.00	0.0%
576 80 47 000	Utilities-Parks	21,000.00	21,505.09	(505.09)	102.4%
576 80 48 000	Horse Park Firewising 12.5 Acres	0.00	0.00	0.00	0.0%
576 90 49 001	Fireman's Park Improvements	1,000.00	928.20	71.80	92.8%
576 Park Facilities		83,320.00	60,205.82	23,114.18	72.3%

580 Non Expenditures

588 10 00 001	Prior Period Adjustments -- Stop Payments Etc.	0.00	0.00	0.00	0.0%
589 10 00 000	Grave Space Refunds	0.00	0.00	0.00	0.0%
589 90 00 000	Claims Clearing	0.00	0.00	0.00	0.0%
589 99 00 000	Payroll Clearing	0.00	2,828.87	(2,828.87)	0.0%

2023 BUDGET POSITION

City Of Cle Elum

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001 Current Expense/General Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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580 Non Expenditures

589 99 00 001 Draw Clearing	0.00	1,200.00	(1,200.00)	0.0%
580 Non Expenditures	0.00	4,028.87	(4,028.87)	0.0%

592 Debt Service - Interest Costs

592 18 89 001 Accrued Investment Interest	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 18 63 001 Energy Project -- Police And Library Buildings	0.00	0.00	0.00	0.0%
594 18 63 003 Grinder--Duratech Haybuster Portable Tub H8, Model KE8, Serial #241490263	0.00	0.00	0.00	0.0%
594 18 63 004 Grinder--Duratech Haybuster Portable Tub/SHIPPING/ H8, Model KE8, Serial #241490263	0.00	0.00	0.00	0.0%
594 18 63 005 Grinder--Duratech Haybuster Portable Tub H8, Model KE8, Serial #241490263	0.00	0.00	0.00	0.0%
594 36 61 036 Land Airport Swap/County Shop	0.00	0.00	0.00	0.0%
594 50 64 001 Vehicle -- Building Department	32,000.00	31,494.48	505.52	98.4%
594 76 61 076 Land Airport Swap/County Shop	0.00	0.00	0.00	0.0%
594 Capital Expenditures	32,000.00	31,494.48	505.52	98.4%

597 Interfund Transfers

597 00 00 022 OUT-Fire Debt To 201 Debt Fund	3,034.72	2,006.84	1,027.88	66.1%
597 Interfund Transfers	3,034.72	2,006.84	1,027.88	66.1%

Fund Expenditures:	3,715,933.00	3,269,349.52	446,583.48	88.0%
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Fund Excess/(Deficit):	(163,074.00)	(132,964.64)
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BALANCE AS OF 9/30 = \$854,184

2023 BUDGET POSITION

City Of Cle Elum

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002 UKC Recreation Center

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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340 Charges For Goods & Services

345 81 00 002	Recreational Parcel Agreement Payment #1	0.00	0.00	0.00	0.0%
345 81 01 002	Recreational Parcel Agreement Payment #2	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services		0.00	0.00	0.00	0.0%

360 Interest & Other Earnings

361 11 00 002	Interest	200.00	0.00	200.00	0.0%
361 30 00 002	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		200.00	0.00	200.00	0.0%

Fund Revenues:	200.00	0.00	200.00	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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511 Legislative

511 30 49 002	Publication Services -- 12 Acre Parcel	2,000.00	0.00	2,000.00	0.0%
511 Legislative		2,000.00	0.00	2,000.00	0.0%

518 Centralized Services

518 50 41 002	Engineering/Consulting Services -- Fund 002	1,807,850.00	119,281.41	1,688,568.59	6.6%
518 Centralized Services		1,807,850.00	119,281.41	1,688,568.59	6.6%

Fund Expenditures:	1,809,850.00	119,281.41	1,690,568.59	6.6%
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Fund Excess/(Deficit):	(1,809,650.00)	(119,281.41)
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BALANCE AS OF 9/30 = \$1,603,042

2023 BUDGET POSITION

City Of Cle Elum

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004 City Heights WCIA Settlement Agreement 20

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
390 Other Financing Sources					
398 10 03 004	WCIA City Heights Settlement 2023	0.00	4,233,267.40	(4,233,267.40)	0.0%
390 Other Financing Sources		0.00	4,233,267.40	(4,233,267.40)	0.0%
Fund Revenues:		0.00	4,233,267.40	(4,233,267.40)	0.0%
Expenditures		Amt Budgeted	Expenditures	Remaining	
515 Legal Services					
515 45 41 009	Professional Services -- Menke Jackson/City Heights Arbitration	0.00	19,162.85	(19,162.85)	0.0%
515 45 41 010	Professional Services -- Consilio/City Heights Arbitration	0.00	31,362.82	(31,362.82)	0.0%
515 45 41 011	Professional Services -- Ashbaugh Beal/City Heights Arbitration	0.00	73,644.00	(73,644.00)	0.0%
515 45 41 012	Professional Services -- Imperium Consulting/City Heights Arbitration	0.00	7,679.00	(7,679.00)	0.0%
515 45 41 013	Professional Services -- Mueller & Partin/City Heights Arbitration	0.00	0.00	0.00	0.0%
515 45 41 014	Professional Services -- Valbridge Property Advisors/City Heights Arbitration	0.00	0.00	0.00	0.0%
515 Legal Services		0.00	131,848.67	(131,848.67)	0.0%
Fund Expenditures:		0.00	131,848.67	(131,848.67)	0.0%
Fund Excess/(Deficit):		0.00	4,101,418.73		

BALANCE AS OF 9/30 = \$4,101,418

2023 BUDGET POSITION

City Of Cle Elum

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101 Street Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
310 Taxes					
311 10 00 101	Real & Personal Property	175,000.00	111,452.15	63,547.85	63.7%
313 11 00 101	Local Retail Sales & Use tax	120,000.00	109,086.06	10,913.94	90.9%
310 Taxes		295,000.00	220,538.21	74,461.79	74.8%
320 Licenses & Permits					
322 40 01 010	Overside Load Permits	4,000.00	5,000.00	(1,000.00)	125.0%
322 90 00 002	Street Cutting/Right of Way Permit	800.00	2,413.50	(1,613.50)	301.7%
322 90 00 003	Directional Signs Permit	0.00	0.00	0.00	0.0%
320 Licenses & Permits		4,800.00	7,413.50	(2,613.50)	154.4%
330 Intergovernmental Revenues					
331 97 03 902	Generator/Biomass Removal -- FEMA/KCCD Federal Grant	0.00	17,523.00	(17,523.00)	0.0%
333 14 22 800	CDBG -- Stormwater Design And Construction	0.00	0.00	0.00	0.0%
333 14 22 801	CDBG -- Stafford Ave Corridor Improvements	765,000.00	0.00	765,000.00	0.0%
333 20 20 502	DOT -- Surface Trans. Block Grant Phase #2 -- Downtown Revitalization	0.00	0.00	0.00	0.0%
333 20 20 503	DOT -- Surface Trans. Block Grant Phase #3 -- Downtown Revitalization	0.00	0.00	0.00	0.0%
333 20 20 504	DOT -- Federal City Safety Plan Federal Grant	0.00	14,739.54	(14,739.54)	0.0%
333 20 20 505	DOT STBG -- 2nd Street Pathway Federal Grant	70,000.00	84,862.61	(14,862.61)	121.2%
333 20 20 506	DOT STBG -- 1st St. Penn to Harris Phase 3B Federal Grant \$747,108	700,000.00	223,062.79	476,937.21	31.9%
333 20 20 507	DOT -- Federal City Safety Construction Grant 2022 -- \$168,200	0.00	0.00	0.00	0.0%
334 01 80 101	Biomass Removal Generator State Military Dept. State Grant	0.00	2,504.00	(2,504.00)	0.0%
334 03 60 000	DOT -- Safe Routes 903/Stafford Sidewalks	0.00	0.00	0.00	0.0%
334 03 60 001	DOT -- RMG Cle Elum Park and Ride	533,000.00	547,850.05	(14,850.05)	102.8%
334 03 60 002	QUADCO -- Grant Peoh to Columbia Extend RR Ave.	0.00	0.00	0.00	0.0%
334 03 60 101	DOT -- Safe Routes/2nd St. Stafford To Oakes	0.00	0.00	0.00	0.0%
334 03 82 007	TIB -- Seal Coat Project 2018	0.00	0.00	0.00	0.0%
334 03 82 008	TIB -- Pine St. Sidewalk	0.00	0.00	0.00	0.0%
334 04 20 101	STATE -- Legislature & Its Committees -- \$451,050	451,050.00	63,958.74	387,091.26	14.2%
336 00 71 000	Multimodal Transportation City	2,925.00	2,191.14	733.86	74.9%
336 00 87 000	Motor Vehicle Tax	43,515.00	30,984.19	12,530.81	71.2%
336 06 95 000	Liquor Profits	17,213.00	12,902.31	4,310.69	75.0%
337 00 00 101	Interlocal Grants, Entitlements And Other Payments	0.00	0.00	0.00	0.0%
337 00 02 000	COG -- Distressed Sales Grant 2019 -- \$390,000	0.00	0.00	0.00	0.0%
337 00 02 001	COG -- Distressed Sales Tax Grant 2021 -- \$450,460	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

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101 Street Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
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330 Intergovernmental Revenues

337 00 02 262	COG -- Distressed Sales Tax Grant 2022 -- \$262,500	262,500.00	0.00	262,500.00	0.0%
337 00 02 450	COG -- Distressed Sales Tax Grant 2020 -- \$450,000	0.00	0.00	0.00	0.0%
337 00 02 591	COG -- Distressed Sales Tax Grant 2023 -- \$591,000	0.00	216,200.38	(216,200.38)	0.0%
330 Intergovernmental Revenues		2,845,203.00	1,216,778.75	1,628,424.25	42.8%

340 Charges For Goods & Services

344 71 01 101	Miscellaneous Billings	2,000.00	0.00	2,000.00	0.0%
345 81 00 101	Developer Contributions	0.00	0.00	0.00	0.0%
345 85 00 101	Impact Fees -- Cle Elum Development LLC -- Future Projects	0.00	26,781.76	(26,781.76)	0.0%
345 89 00 005	Impact Development Fees/Street	0.00	48,250.00	(48,250.00)	0.0%
345 89 00 006	Impact Development Fees/Stormwater	0.00	1,500.00	(1,500.00)	0.0%
345 89 00 013	Development Fees Adjustment CE Pines 2017 to 2021 for stormwater	0.00	0.00	0.00	0.0%
345 89 00 014	Development Fees Adjustment CE Pines 2017 to 2021 for street	0.00	0.00	0.00	0.0%
345 89 00 016	Impact Fees -- Wildwood Ord. 1651 Open Spaces/Capital Trans. Projects	0.00	1,413.50	(1,413.50)	0.0%
340 Charges For Goods & Services		2,000.00	77,945.26	(75,945.26)	3897.3%

360 Interest & Other Earnings

361 11 00 101	Interest	120.00	56.26	63.74	46.9%
361 30 00 101	Accrued Interest Due	0.00	0.00	0.00	0.0%
362 50 00 101	Rent -- Kittitas County Sheriff S&R	30,000.00	30,000.00	0.00	100.0%
362 90 00 000	Lease -- US Cellular Tower	36,450.00	30,809.85	5,640.15	84.5%
367 11 00 101	Downtown Association -- Storm water Project	0.00	0.00	0.00	0.0%
367 12 01 106	Scrap Metal Revenue	0.00	611.65	(611.65)	0.0%
369 10 01 101	Surplus Of Equipment	1,000.00	0.00	1,000.00	0.0%
369 91 00 006	Reimbursements/Public Works	500.00	200.00	300.00	40.0%
369 91 00 101	Century Link Reimbursement First Street Project	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		68,070.00	61,677.76	6,392.24	90.6%

390 Other Financing Sources

391 80 00 101	Public Works Trust Fund Loan -- First Street Design Project	0.00	0.00	0.00	0.0%
391 80 00 102	Stay At Work -- L&I	0.00	0.00	0.00	0.0%
395 10 00 101	Lawnmower Ferris -- Proceeds	0.00	0.00	0.00	0.0%
398 10 00 101	Insurance Settlement 1999 Ford Explorer	0.00	0.00	0.00	0.0%
390 Other Financing Sources		0.00	0.00	0.00	0.0%

Fund Revenues:	3,215,073.00	1,584,353.48	1,630,719.52	49.3%
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2023 BUDGET POSITION

City Of Cle Elum

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101 Street Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance				
542 30 10 001 Salaries -- Street	147,000.00	69,430.09	77,569.91	47.2%
542 30 20 001 Benefits -- Street	68,000.00	31,104.17	36,895.83	45.7%
542 30 30 101 Boots/CDL License -- Reimbursement -- See Personnel Policy	1,180.00	1,134.35	45.65	96.1%
542 30 31 000 Cold Mix/Gravel/Sand/Salt	22,000.00	5,861.64	16,138.36	26.6%
542 30 31 002 Office Supplies	5,000.00	4,772.64	227.36	95.5%
542 30 32 001 Fuel/Propane/Hydraulic Oil	8,700.00	7,230.62	1,469.38	83.1%
542 30 32 002 Dust Oil	500.00	0.00	500.00	0.0%
542 30 41 001 Professional Services	8,000.00	8,729.52	(729.52)	109.1%
542 30 41 002 Engineering Services -- Streets	15,000.00	5,356.17	9,643.83	35.7%
542 30 41 004 Engineering Services -- Kittitas County Public Works Utility Extension	0.00	0.00	0.00	0.0%
542 30 41 007 Engineering Services -- First Street Revit/Legislative Request	0.00	0.00	0.00	0.0%
542 30 41 008 Engineering Services -- First Street Grant Applications/fees	15,000.00	82,179.75	(67,179.75)	547.9%
542 30 41 010 Engineering Services -- Title VI Federal DOT Grants	0.00	260.75	(260.75)	0.0%
542 30 41 011 Engineering Services--Update Construction Standards	10,000.00	0.00	10,000.00	0.0%
542 30 41 015 Leases -- Sales Tax	0.00	117.36	(117.36)	0.0%
542 30 41 016 Engineering Services -- City Safety Plan 2023 Update	0.00	19,627.96	(19,627.96)	0.0%
542 30 41 101 State Auditor Fees	5,000.00	8,049.81	(3,049.81)	161.0%
542 30 43 000 Training/Travel	2,000.00	409.00	1,591.00	20.5%
542 30 47 001 Utilities -- New Public Works Bldg	3,500.00	3,412.75	87.25	97.5%
542 30 48 009 Emergency Proc./Storm Drain Snow Removal 2022	0.00	0.00	0.00	0.0%
542 40 42 001 Telephones	2,000.00	1,034.77	965.23	51.7%
542 50 45 101 Rent -- New Public Works Shop to Airport Fund	4,000.00	6,300.00	(2,300.00)	157.5%
542 63 47 000 Street Lights	37,000.00	31,383.25	5,616.75	84.8%
542 63 48 000 First And Peoh Pole Service/Lighting City Share	0.00	0.00	0.00	0.0%
542 64 35 001 Street Signs/Brackets	14,000.00	10,893.80	3,106.20	77.8%
542 64 41 001 Striping	14,000.00	5,954.63	8,045.37	42.5%
542 64 48 000 Traffic Signal Maintenance	2,000.00	292.28	1,707.72	14.6%
542 66 41 000 Snow/Ice Removal And Supplies	19,000.00	14,253.47	4,746.53	75.0%
542 Streets - Maintenance	402,880.00	317,788.78	85,091.22	78.9%

543 Streets Admin & Overhead

543 30 30 001 Supplies	12,000.00	11,346.26	653.74	94.6%
543 30 30 101 Supplies/Safety	1,400.00	319.64	1,080.36	22.8%
543 30 35 001 Tools/Small/Radios	0.00	4,436.47	(4,436.47)	0.0%
543 30 35 002 Used Sanders 2 - 2017 Salt Dogg Hoppers	0.00	0.00	0.00	0.0%
543 30 35 003 Evaporative Cooler/Shop	0.00	0.00	0.00	0.0%
543 30 35 101 Trailer -- 1991 Landscxape	0.00	0.00	0.00	0.0%
543 30 41 001 Maintenance Agreements	13,000.00	1,843.67	11,156.33	14.2%
543 30 46 001 Insurance -- Equipment and Liability	17,200.00	16,662.37	537.63	96.9%
543 30 48 001 Repairs and Maintenance	17,000.00	36,189.33	(19,189.33)	212.9%

2023 BUDGET POSITION

City Of Cle Elum

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101 Street Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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543 Streets Admin & Overhead

543 30 48 002	Street Sweeper International Vin #5658 Engine Overhaul	0.00	16,569.23	(16,569.23)	0.0%
543 Streets Admin & Overhead		60,600.00	87,366.97	(26,766.97)	144.2%

562 Public Health

562 90 41 101	Substance Abuse 2 percent	580.00	0.00	580.00	0.0%
562 Public Health		580.00	0.00	580.00	0.0%

591 Debt Service - Principal Repayment

591 95 75 007	Lease -- Vac Truck 2100i/2023 Int. Lease	26,538.96	35,825.48	(9,286.52)	135.0%
591 95 75 101	Lease -- Canon Copy Machine Shop 2022	2,088.00	1,448.37	639.63	69.4%
591 Debt Service - Principal Repayment		28,626.96	37,273.85	(8,646.89)	130.2%

592 Debt Service - Interest Costs

592 42 89 101	Accrued Investment Interest	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs		0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 42 64 000	Hyster Fork Lift Model H50XL/Propane/Serial #A177831217K	0.00	0.00	0.00	0.0%
594 42 64 001	International Dump Truck 2003 Serial #1HTGGAHT43H571191	0.00	0.00	0.00	0.0%
594 42 64 003	Ford 2005 F450 Ser. #1FDXW46Y55ED08580	0.00	0.00	0.00	0.0%
594 42 64 004	Chev Colorado Crew Cab Pickup 2004 Ser. #1GCDT136948137511	0.00	0.00	0.00	0.0%
594 42 64 005	Sweeper 2002 Broce RC350 21-1354 DOT Serial #402351	0.00	0.00	0.00	0.0%
594 42 64 006	Snow Blower Snowblast Sicard 2200M	0.00	0.00	0.00	0.0%
594 42 64 009	Public Works 2014 Ford F150 Supercab 4x4 VIN #1FTEX1EM3EKG54117 27%	0.00	2,439.84	(2,439.84)	0.0%
595 30 63 067	Crystal Creek Water Main Repair	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	2,439.84	(2,439.84)	0.0%

595 Capital Expenditures- Streets

595 30 63 013	Chipseal Project	60,000.00	0.00	60,000.00	0.0%
595 30 63 018	CDBG -- Stormwater Design \$725,000 Federal Grant	0.00	0.00	0.00	0.0%
595 30 63 023	COG -- 2019 First Street Imp/Stormwater Proj. Distressed S/U Tax \$390,000	0.00	0.00	0.00	0.0%
595 30 63 024	PWTF -- First Street Design -- Loan \$533,240	0.00	0.00	0.00	0.0%
595 30 63 025	TIB -- Pine Street 1st To 2nd--\$282,789	0.00	0.00	0.00	0.0%
595 30 63 027	DOT -- #3 Surface Trans. Block Grant Phase -- Downtown Revitalization	0.00	0.00	0.00	0.0%
595 30 63 031	DOT -- Safe Routes 903/Stafford Sidewalks	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

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101 Street Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
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595 Capital Expenditures- Streets

595 30 63 039	DOT -- #2 Surface Trans. Block Grant Phase -- Downtown Revitalization	0.00	0.00	0.00	0.0%
595 30 63 040	COG -- 2020 First Street Improvements Distressed S/U Tax \$450,000	0.00	0.00	0.00	0.0%
595 30 63 041	COG -- Distressed Sales Tax/COG Grant 2021 -- \$450,460	0.00	0.00	0.00	0.0%
595 30 63 042	DOT -- Safe Routes/2nd St. Stafford To Oakes	0.00	0.00	0.00	0.0%
595 30 63 043	QUADCO Grant -- Peoh to Columbia extend RR Ave.	0.00	0.00	0.00	0.0%
595 30 63 044	DOT -- 2nd Street Pathway	70,000.00	90,608.46	(20,608.46)	129.4%
595 30 63 045	DOT -- Park and Ride Mobility Improvement Grant	533,000.00	506,790.41	26,209.59	95.1%
595 30 63 046	DOT -- City Safety Plan City Expenses	0.00	0.00	0.00	0.0%
595 30 63 047	DOT -- City Safety Plan Grant	0.00	0.00	0.00	0.0%
595 30 63 048	DOT -- Park and Ride Mobility Imp. City Expenses	0.00	0.00	0.00	0.0%
595 30 63 049	CDBG -- Stafford Ave Corridor Improvements	765,000.00	0.00	765,000.00	0.0%
595 30 63 051	DOT -- 2ND St. Pathway City Share	0.00	9,356.53	(9,356.53)	0.0%
595 30 63 053	DOT STBG -- 1st St. Penn to Harris Phase 3B Federal Grant \$976,555	700,000.00	216,062.56	483,937.44	30.9%
595 30 63 064	STATE -- Legislature & Its Committees -- \$451,050	451,050.00	63,958.74	387,091.26	14.2%
595 30 63 065	COG -- Distressed Sales Tax Grant 2022 -- \$262,500	262,500.00	0.00	262,500.00	0.0%
595 30 63 066	COG -- Distressed Sales Tax Grant 2023 -- \$591,000	0.00	343,853.26	(343,853.26)	0.0%
595 30 63 103	Construction Costs -- City Portion Of CDBG/TIB/DOT Grants	0.00	12,424.11	(12,424.11)	0.0%

595 Capital Expenditures- Streets	2,841,550.00	1,243,054.07	1,598,495.93	43.7%
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Fund Expenditures:	3,334,236.96	1,687,923.51	1,646,313.45	50.6%
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Fund Excess/(Deficit):	(119,163.96)	(103,570.03)		
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BALANCE AS OF 9/30 = \$75,329 (WAITING ON GRANT REIMBURSEMENTS)

2023 BUDGET POSITION

City Of Cle Elum

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102 TIB Complete Streets Grant

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues					
334 03 82 009	TIB -- Douglas Munro/W 1st. Signal \$650,920	550,000.00	65,229.81	484,770.19	11.9%
334 03 82 011	TIB -- Complete Streets 2022 \$350,000 First St. Phase 3A/3B	0.00	0.00	0.00	0.0%
334 03 82 102	TIB -- Complete Streets 2019 2020	0.00	0.00	0.00	0.0%
334 03 82 103	TIB -- Penn to Harris on 1st \$718,849 94.99%	0.00	596,741.12	(596,741.12)	0.0%
334 03 82 104	TIB -- 2nd & Stafford Roundabout \$704,591 95%	0.00	9,389.09	(9,389.09)	0.0%
334 03 82 105	TIB -- Seal Coat \$41,799 94.99% 2-E-930(006)-1	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		550,000.00	671,360.02	(121,360.02)	122.1%
340 Charges For Goods & Services					
345 85 00 102	Impact Fees -- Cle Elum Development LLC -- 5% for Douglas Munro Project Match	0.00	40,740.00	(40,740.00)	0.0%
340 Charges For Goods & Services		0.00	40,740.00	(40,740.00)	0.0%
360 Interest & Other Earnings					
361 11 00 102	Interest	0.00	0.00	0.00	0.0%
361 30 00 102	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		0.00	0.00	0.00	0.0%
Fund Revenues:		550,000.00	712,100.02	(162,100.02)	129.5%
Expenditures		Amt Budgeted	Expenditures	Remaining	
595 Capital Expenditures- Streets					
595 30 63 050	TIB -- Douglas Munro/W 1st. Signal \$650,920	550,000.00	65,259.17	484,740.83	11.9%
595 30 63 057	TIB -- Douglas Munro/W. 1st Signal--City Expenses	0.00	344.37	(344.37)	0.0%
595 30 63 102	TIB -- Complete Streets \$400,000 2019 And 2020	0.00	103.06	(103.06)	0.0%
595 30 63 202	TIB -- Complete Streets 2022 \$350,000 First St. Phase 3A/3B	320,000.00	38,099.25	281,900.75	11.9%
595 30 63 203	TIB -- City Grant Expenses	0.00	670.02	(670.02)	0.0%
595 30 63 302	TIB -- Complete Streets Wayfinding Signage 2021 \$28,877	0.00	0.00	0.00	0.0%
595 30 63 303	TIB -- 2nd & Stafford Roundabout \$704,591 95%	0.00	9,604.75	(9,604.75)	0.0%
595 30 63 304	TIB -- Penn to Harris on 1st \$718,849 94.99%	0.00	596,741.12	(596,741.12)	0.0%
595 30 63 305	TIB -- Seal Coat \$41,799 94.99% 2-E-930(006)-1	0.00	0.00	0.00	0.0%
595 Capital Expenditures- Streets		870,000.00	710,821.74	159,178.26	81.7%
Fund Expenditures:		870,000.00	710,821.74	159,178.26	81.7%

2023 BUDGET POSITION

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102 TIB Complete Streets Grant

Months: 01 To: 09

Fund Excess/(Deficit):	(320,000.00)	1,278.28
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BALANCE AS OF 9/30 = \$187,630

2023 BUDGET POSITION

City Of Cle Elum

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104 Police 3/10's Sales Tax Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
310 Taxes					
313 15 00 001	3/10ths Safety Tax	170,000.00	134,193.74	35,806.26	78.9%
310 Taxes		170,000.00	134,193.74	35,806.26	78.9%
320 Licenses & Permits					
322 30 00 000	Animal Licenses	550.00	663.00	(113.00)	120.5%
320 Licenses & Permits		550.00	663.00	(113.00)	120.5%
340 Charges For Goods & Services					
342 10 00 223	Police Contract-S.Cle Elum	0.00	0.00	0.00	0.0%
342 10 02 223	Police Contract-Roslyn	26,280.00	21,170.00	5,110.00	80.6%
345 23 00 001	Animal Shelter/Fines	0.00	17.50	(17.50)	0.0%
340 Charges For Goods & Services		26,280.00	21,187.50	5,092.50	80.6%
360 Interest & Other Earnings					
361 11 00 104	Interest	150.00	(40.99)	190.99	27.3%
361 30 00 104	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		150.00	(40.99)	190.99	27.3%
Fund Revenues:		196,980.00	156,003.25	40,976.75	79.2%
Expenditures		Amt Budgeted	Expenditures	Remaining	
521 Police Department					
521 20 10 004	Salaries -- Police 3/10's	115,000.00	99,387.22	15,612.78	86.4%
521 20 10 005	Overtime -- Police 3/10's	3,800.00	4,461.12	(661.12)	117.4%
521 20 20 004	Benefits -- Police 3/10's	50,000.00	44,628.26	5,371.74	89.3%
521 20 20 005	Benefits -- Police 3/10's Overtime	1,500.00	1,758.19	(258.19)	117.2%
521 20 31 104	Rifles 3/10's	2,000.00	0.00	2,000.00	0.0%
521 20 32 001	Fuel Consumed	3,500.00	6,445.79	(2,945.79)	184.2%
521 20 35 104	Uniform Allowance	750.00	0.00	750.00	0.0%
521 20 43 104	Training/Travel	1,200.00	0.00	1,200.00	0.0%
521 20 47 001	Utilities--3/10's	0.00	0.00	0.00	0.0%
521 20 49 003	New Hire Expense	0.00	0.00	0.00	0.0%
528 00 41 104	Kittcom-3/10's Police	0.00	0.00	0.00	0.0%
594 54 64 105	Police 3/10's Vehicle - 2022	0.00	0.00	0.00	0.0%
521 Police Department		177,750.00	156,680.58	21,069.42	88.1%
554 Environmental Services					
515 30 41 104	Attorney Fees -- Animal Control	0.00	1,046.20	(1,046.20)	0.0%
554 30 10 001	Salaries -- Animal Control	33,000.00	20,476.62	12,523.38	62.1%
554 30 20 001	Benefits -- Animal Control	22,000.00	14,355.19	7,644.81	65.3%
554 30 30 001	ARRF Shelter Fee	3,150.00	3,000.00	150.00	95.2%
554 30 30 104	Animal Control Misc Costs/Supplies	800.00	7.02	792.98	0.9%
554 30 32 001	Fuel Consumed	4,000.00	949.61	3,050.39	23.7%
554 30 43 104	Training/Travel	1,200.00	0.00	1,200.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

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104 Police 3/10's Sales Tax Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
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554 Environmental Services

554 Environmental Services	64,150.00	39,834.64	24,315.36	62.1%
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Fund Expenditures:	241,900.00	196,515.22	45,384.78	81.2%
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Fund Excess/(Deficit):	(44,920.00)	(40,511.97)	
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BALANCE AS OF 9/30 = \$149,444

2023 BUDGET POSITION

City Of Cle Elum

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106 Tourist/Lodging Tax Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
310 Taxes					
313 31 00 001	Hotel/Motel Tax	165,000.00	145,403.43	19,596.57	88.1%
310 Taxes		165,000.00	145,403.43	19,596.57	88.1%
330 Intergovernmental Revenues					
337 00 00 106	Horse Park County Lodging Tax Grant \$50,000	0.00	0.00	0.00	0.0%
337 00 00 107	Restroom Park County Lodging Tax Grant \$19,300	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.0%
360 Interest & Other Earnings					
361 11 00 106	Interest	250.00	(130.92)	380.92	52.4%
361 30 00 106	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		250.00	(130.92)	380.92	52.4%
Fund Revenues:		165,250.00	145,272.51	19,977.49	87.9%

Expenditures		Amt Budgeted	Expenditures	Remaining	
557 Community Services					
557 30 41 001	Tourism	0.00	0.00	0.00	0.0%
557 30 41 002	Promotion -- Marketing and Advertising	10,000.00	0.00	10,000.00	0.0%
557 30 41 008	County -- Consolidated CLAT 13%	24,000.00	8,529.60	15,470.40	35.5%
557 30 41 009	Cle Elum Hotel-Motel	30,000.00	0.00	30,000.00	0.0%
557 30 41 010	Cle Elum Hotel/Motel -- Dog Park Project	0.00	0.00	0.00	0.0%
557 30 41 011	Cle Elum Hotel/Motel -- Kiwanis Gazebo	0.00	0.00	0.00	0.0%
557 30 41 012	Cle Elum Hotel/Motel -- CE Downtown Assoc.	5,000.00	0.00	5,000.00	0.0%
557 30 41 013	Horse Park County Lodging Tax Small Scale Grant/Arena	0.00	0.00	0.00	0.0%
557 30 41 015	Cle Elum Hotel/Motel -- Xmas Lights	0.00	0.00	0.00	0.0%
557 30 41 016	Cle Elum Hotel/Motel -- CEDA Xmas In Cle Elum	0.00	0.00	0.00	0.0%
557 30 41 017	Cle Elum Hotel/Motel -- Rotary Playground Equipment	0.00	0.00	0.00	0.0%
557 30 41 018	Cle Elum Hotel/Motel -- Pioneer Days Queen	1,500.00	1,950.00	(450.00)	130.0%
557 30 41 021	Cle Elum Hotel/Motel -- Fireworks/Chamber/Christmas and 4th of July	8,000.00	7,016.17	983.83	87.7%
557 30 41 022	Cle Elum Hotel/Motel -- CEDA add'l 2021 Holiday Lighting	0.00	0.00	0.00	0.0%
557 30 41 023	Cle Elum Hotel/Motel -- Hopesource KCC Bus	20,000.00	0.00	20,000.00	0.0%
557 30 41 025	County Lodging Tax -- CE Roundup	0.00	0.00	0.00	0.0%
557 30 41 026	Cle Elum Hotel/Motel -- Sassy Trash Market	0.00	0.00	0.00	0.0%
557 30 41 027	Cemetery Water Repair Project	100,000.00	0.00	100,000.00	0.0%
557 30 41 029	Cle Elum Hotel/Motel -- Cemetery Kiosk and Plaque	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

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106 Tourist/Lodging Tax Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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557 Community Services

557 30 41 030	Cle Elum Hotel/Motel -- CEDA Hanging Baskets and Planters	0.00	0.00	0.00	0.0%
557 30 41 031	Cle Elum Hotel/Motel -- UKC Basketball Club Mountain Madness	0.00	0.00	0.00	0.0%
557 30 41 032	Cle Elum Hotel/Motel -- CEDA Pioneer Days	0.00	15,478.00	(15,478.00)	0.0%
557 Community Services		198,500.00	32,973.77	165,526.23	16.6%

558 Planning & Community Devel

557 30 41 028	County Small Lodging Tax -- Park/Restrooms \$19,300	0.00	0.00	0.00	0.0%
558 Planning & Community Devel		0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 00 00 042	OUT-To Coal Mine From Tourist Fund	2,000.00	0.00	2,000.00	0.0%
597 00 00 076	OUT-To Parks From Tourist Fund	4,000.00	0.00	4,000.00	0.0%
597 Interfund Transfers		6,000.00	0.00	6,000.00	0.0%

Fund Expenditures:	204,500.00	32,973.77	171,526.23	16.1%
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Fund Excess/(Deficit):	(39,250.00)	112,298.74
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BALANCE AS OF 9/30 = \$480,743

2023 BUDGET POSITION

City Of Cle Elum

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110 Coal Mine Trail Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services					
344 30 00 001	Roslyn Contribution	2,000.00	0.00	2,000.00	0.0%
344 30 00 002	Kittitas County Contribution	2,000.00	2,000.00	0.00	100.0%
340 Charges For Goods & Services		4,000.00	2,000.00	2,000.00	50.0%
360 Interest & Other Earnings					
361 11 00 110	Interest	50.00	(10.50)	60.50	21.0%
361 30 00 110	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		50.00	(10.50)	60.50	21.0%
397 Interfund Transfers					
397 00 00 042	IN-Coal Mine Trail From 106 Tourist Fund	2,000.00	0.00	2,000.00	0.0%
397 Interfund Transfers		2,000.00	0.00	2,000.00	0.0%
Fund Revenues:		6,050.00	1,989.50	4,060.50	32.9%
Expenditures		Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance					
542 62 10 110	Salaries -- Coal Mine Trail	0.00	0.00	0.00	0.0%
542 62 20 110	Benefits -- Coal Mine Trail	0.00	0.00	0.00	0.0%
542 62 30 000	Trail Signs	1,000.00	0.00	1,000.00	0.0%
542 62 41 000	Professional Services	400.00	337.51	62.49	84.4%
542 62 41 001	Weed Control	350.00	302.23	47.77	86.4%
542 62 41 002	Port A-Potties	1,170.00	870.00	300.00	74.4%
542 62 41 003	Printing Of Brochure	0.00	0.00	0.00	0.0%
542 62 41 004	Website Landing	0.00	0.00	0.00	0.0%
542 62 49 000	Trail Maintenance	500.00	0.00	500.00	0.0%
542 Streets - Maintenance		3,420.00	1,509.74	1,910.26	44.1%
Fund Expenditures:		3,420.00	1,509.74	1,910.26	44.1%
Fund Excess/(Deficit):		2,630.00	479.76		

BALANCE AS OF 9/30 = \$36,409

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120 Central Cascades/Weis Land CRA 2009-01 De

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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340 Charges For Goods & Services

345 81 00 120 Developer Contributions	2,000.00	0.00	2,000.00	0.0%
340 Charges For Goods & Services	2,000.00	0.00	2,000.00	0.0%

360 Interest & Other Earnings

361 11 00 120 Interest	10.00	(2.22)	12.22	22.2%
361 30 00 120 Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	10.00	(2.22)	12.22	22.2%

Fund Revenues:	2,010.00	(2.22)	2,012.22	0.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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542 Streets - Maintenance

559 30 41 005 Engineering Services -- Fund 120	2,000.00	0.00	2,000.00	0.0%
542 Streets - Maintenance	2,000.00	0.00	2,000.00	0.0%

559 Housing & Community Develop

559 30 41 006 Professional Services -- Attorney Fees	0.00	0.00	0.00	0.0%
559 Housing & Community Develop	0.00	0.00	0.00	0.0%

Fund Expenditures:	2,000.00	0.00	2,000.00	0.0%
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Fund Excess/(Deficit):	10.00	(2.22)
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BALANCE AS OF 9/30 = \$8,158

2023 BUDGET POSITION

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121 Cle Elum Pines West Devel. Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services				
345 81 00 121 Developer Contributions	3,000.00	1,033.00	1,967.00	34.4%
340 Charges For Goods & Services	3,000.00	1,033.00	1,967.00	34.4%
360 Interest & Other Earnings				
361 11 00 121 Interest	0.00	0.00	0.00	0.0%
361 30 00 121 Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
Fund Revenues:	3,000.00	1,033.00	1,967.00	34.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
515 41 41 021 Professional Services -- Attorney Fees	0.00	0.00	0.00	0.0%
558 70 41 121 Professional Services -- Engineering/Planning Fees	3,000.00	(51.50)	3,051.50	1.7%
558 Planning & Community Devel	3,000.00	(51.50)	3,051.50	1.7%
Fund Expenditures:	3,000.00	(51.50)	3,051.50	1.7%
Fund Excess/(Deficit):	0.00	1,084.50		

BALANCE AS OF 9/30 = \$414.25

2023 BUDGET POSITION

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123 Sun Communities CRA 2018-01 Devel. Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services				
345 81 00 123 Developer Contributions	230,000.00	409,296.34	(179,296.34)	178.0%
340 Charges For Goods & Services	230,000.00	409,296.34	(179,296.34)	178.0%
360 Interest & Other Earnings				
361 11 00 123 Interest	10.00	8.76	1.24	87.6%
361 30 00 123 Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	10.00	8.76	1.24	87.6%
Fund Revenues:	230,010.00	409,305.10	(179,295.10)	178.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
515 41 41 023 Professional Services -- Attorney Fees	0.00	25,250.24	(25,250.24)	0.0%
558 70 41 023 Streetlight Data Subscription 2023	0.00	4,799.64	(4,799.64)	0.0%
558 70 41 123 Professional Services -- Engineering/Planning Fees	230,000.00	357,025.81	(127,025.81)	155.2%
558 Planning & Community Devel	230,000.00	387,075.69	(157,075.69)	168.3%
559 Housing & Community Develop				
559 30 41 123 Advertising	0.00	1,815.75	(1,815.75)	0.0%
559 Housing & Community Develop	0.00	1,815.75	(1,815.75)	0.0%
Fund Expenditures:	230,000.00	388,891.44	(158,891.44)	169.1%
Fund Excess/(Deficit):	10.00	20,413.66		

BALANCE AS OF 9/30 = \$16,138

2023 BUDGET POSITION

City Of Cle Elum

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124 MVOLLC/Prium CRA 2005-02 Devel. Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
360 Interest & Other Earnings					
361 11 00 124	Interest	5.00	(0.89)	5.89	17.8%
361 30 00 124	Accrued Interest Due	0.00	0.00	0.00	0.0%
367 12 00 124	Developer Contributions	4,000.00	0.00	4,000.00	0.0%
360 Interest & Other Earnings		4,005.00	(0.89)	4,005.89	0.0%
Fund Revenues:		4,005.00	(0.89)	4,005.89	0.0%
Expenditures		Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel					
558 70 41 124	Professional Services	4,000.00	0.00	4,000.00	0.0%
558 Planning & Community Devel		4,000.00	0.00	4,000.00	0.0%
Fund Expenditures:		4,000.00	0.00	4,000.00	0.0%
Fund Excess/(Deficit):		5.00	(0.89)		

BALANCE AS OF 9/30 = \$3,288

2023 BUDGET POSITION

City Of Cle Elum

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125 Whispering Pines Devel. Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services				
345 81 00 125 Developer Contributions	10,000.00	2,454.50	7,545.50	24.5%
340 Charges For Goods & Services	10,000.00	2,454.50	7,545.50	24.5%
360 Interest & Other Earnings				
361 11 00 125 Interest	0.00	0.11	(0.11)	0.0%
360 Interest & Other Earnings	0.00	0.11	(0.11)	0.0%
Fund Revenues:	10,000.00	2,454.61	7,545.39	24.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
515 41 41 025 Professional Services -- Attorney Fees	5,000.00	2,142.00	2,858.00	42.8%
558 70 41 125 Professional Services -- Engineering Fees	5,000.00	125.00	4,875.00	2.5%
558 Planning & Community Devel	10,000.00	2,267.00	7,733.00	22.7%
Fund Expenditures:	10,000.00	2,267.00	7,733.00	22.7%
Fund Excess/(Deficit):	0.00	187.61		

BALANCE AS OF 9/30 = \$187.82

2023 BUDGET POSITION

City Of Cle Elum

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127 City Heights CRA 2020-01 Devel. Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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340 Charges For Goods & Services

345 81 00 127 Developer Contributions	430,000.00	20,000.00	410,000.00	4.7%
340 Charges For Goods & Services	430,000.00	20,000.00	410,000.00	4.7%

360 Interest & Other Earnings

361 11 00 127 Interest	0.00	0.00	0.00	0.0%
361 30 00 127 Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%

Fund Revenues:	430,000.00	20,000.00	410,000.00	4.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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515 Legal Services

515 41 41 017 Professional Services -- Attorney Fees/City Heights \$5,000 MOU Phase 1	0.00	0.00	0.00	0.0%
515 41 41 018 Professional Services -- Attorney Fees/City Heights \$5,000 MOU Phase 2	0.00	0.00	0.00	0.0%
515 41 41 019 Professional Services -- Attorney Fees/City Heights \$5,000 MOU Phase 3	0.00	780.00	(780.00)	0.0%
515 41 41 020 Professional Services -- Attorney Fees/City Heights \$5,000 MOU Phase 4	0.00	164.00	(164.00)	0.0%
515 Legal Services	0.00	944.00	(944.00)	0.0%

558 Planning & Community Devel

515 41 41 027 Professional Services -- Attorney Fees	110,000.00	3,421.00	106,579.00	3.1%
558 70 41 014 Professional Services -- Consulting/Planning City Heights \$5,000 MOU Phase 1	0.00	46,915.23	(46,915.23)	0.0%
558 70 41 015 Professional Services -- Consulting/Planning City Heights \$5,000 MOU Phase 2	0.00	19,242.35	(19,242.35)	0.0%
558 70 41 016 Professional Services -- Consulting/Planning City Heights \$7,500 MOU Phase 3	0.00	12,167.50	(12,167.50)	0.0%
558 70 41 017 Professional Services -- Consulting/Planning City Heights \$7,500 MOU Phase 4	0.00	5,442.50	(5,442.50)	0.0%
558 70 41 018 Professional Services -- Consulting/Planning City Heights \$5,000 Stafford Mediation	0.00	3,907.50	(3,907.50)	0.0%
558 70 41 127 Professional Services -- Engineering Fees etc.	110,000.00	20,600.50	89,399.50	18.7%
558 70 41 227 Professional Services -- Planning Fees	0.00	14,386.25	(14,386.25)	0.0%
558 Planning & Community Devel	220,000.00	126,082.83	93,917.17	57.3%

Fund Expenditures:	220,000.00	127,026.83	92,973.17	57.7%
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Fund Excess/(Deficit):	210,000.00	(107,026.83)
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BALANCE AS OF 9/30 = (\$356,599)

2023 BUDGET POSITION

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128 Fowler Creek Trails Deneen Developer Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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340 Charges For Goods & Services

345 81 00 128 Developer Contributions/Deposits	12,000.00	16,331.30	(4,331.30)	136.1%
340 Charges For Goods & Services	12,000.00	16,331.30	(4,331.30)	136.1%

360 Interest & Other Earnings

361 11 00 128 Interest	0.00	0.00	0.00	0.0%
361 30 00 128 Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%

Fund Revenues:	12,000.00	16,331.30	(4,331.30)	136.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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558 Planning & Community Devel

515 41 41 028 Professional Services -- Attorney Fees	0.00	315.00	(315.00)	0.0%
558 41 41 028 Professional Services -- Attorney Fees	0.00	0.00	0.00	0.0%
558 70 41 128 Professional Services -- Engineering/Planning Fees	12,000.00	4,654.80	7,345.20	38.8%
558 70 41 228 Professional Services -- G. Dohrn Planning Fees	0.00	1,320.00	(1,320.00)	0.0%
558 Planning & Community Devel	12,000.00	6,289.80	5,710.20	52.4%

Fund Expenditures:	12,000.00	6,289.80	5,710.20	52.4%
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Fund Excess/(Deficit):	0.00	10,041.50
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BALANCE AS OF 9/30 = \$8,611

2023 BUDGET POSITION

City Of Cle Elum

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201 General Obligation Loan/Debt Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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340 Charges For Goods & Services

345 81 00 201 Developer Contributions	41,325.00	41,325.09	(0.09)	100.0%
340 Charges For Goods & Services	41,325.00	41,325.09	(0.09)	100.0%

360 Interest & Other Earnings

361 11 00 201 Interest	5.00	3.41	1.59	68.2%
361 30 00 201 Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	5.00	3.41	1.59	68.2%

397 Interfund Transfers

397 00 00 022 IN-Fire Debt From 001 General Fund	3,034.72	2,006.84	1,027.88	66.1%
397 Interfund Transfers	3,034.72	2,006.84	1,027.88	66.1%

Fund Revenues:	44,364.72	43,335.34	1,029.38	97.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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591 Debt Service - Principal Repayment

591 22 71 001 Principal -- Fire Debt	45,000.00	45,000.00	0.00	100.0%
591 Debt Service - Principal Repayment	45,000.00	45,000.00	0.00	100.0%

592 Debt Service - Interest Costs

592 22 80 000 Interest -- Firehall Debt	1,147.50	1,147.50	0.00	100.0%
592 22 80 001 Debt Service Fees	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs	1,147.50	1,147.50	0.00	100.0%

Fund Expenditures:	46,147.50	46,147.50	0.00	100.0%
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Fund Excess/(Deficit):	(1,782.78)	(2,812.16)
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BALANCE AS OF 9/30 = \$0

2023 BUDGET POSITION

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300 American Rescue Plant Act of 2021/2022 (AR)

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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330 Intergovernmental Revenues

332 92 10 003	COVID --19 American Rescue Plan Act/Nonentitlements	0.00	0.00	0.00	0.0%
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330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
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360 Interest & Other Earnings

361 11 00 003	Interest	0.00	0.00	0.00	0.0%
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360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
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Fund Revenues:	0.00	0.00	0.00	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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518 Centralized Services

518 50 41 003	Engineering/Consulting Fees -- Fund 003	0.00	0.00	0.00	0.0%
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518 Centralized Services	0.00	0.00	0.00	0.0%
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594 Capital Expenditures

594 35 63 430	COVID ARPA Sewer Main Replacement	0.00	0.00	0.00	0.0%
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594 Capital Expenditures	0.00	0.00	0.00	0.0%
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597 Interfund Transfers

597 00 00 300	Transfer in from ARPA Fund 300 to General Fund for 2 Police Officers and Cars	320,000.00	250,000.00	70,000.00	78.1%
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597 Interfund Transfers	320,000.00	250,000.00	70,000.00	78.1%
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Fund Expenditures:	320,000.00	250,000.00	70,000.00	78.1%
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Fund Excess/(Deficit):	(320,000.00)	(250,000.00)
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BALANCE AS OF 9/30 = \$319,179

2023 BUDGET POSITION

City Of Cle Elum

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305 Trendwest/New Suncadia CRA 2002-01 Deve

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services					
345 81 00 305	Developer Contributions	0.00	0.00	0.00	0.0%
361 11 00 305	Interest	15.00	(4.90)	19.90	32.7%
340 Charges For Goods & Services		15.00	(4.90)	19.90	32.7%
360 Interest & Other Earnings					
361 30 00 305	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		0.00	0.00	0.00	0.0%
Fund Revenues:		15.00	(4.90)	19.90	32.7%
Expenditures		Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel					
558 60 31 305	Supplies	1,000.00	62.01	937.99	6.2%
558 Planning & Community Devel		1,000.00	62.01	937.99	6.2%
Fund Expenditures:		1,000.00	62.01	937.99	6.2%
Fund Excess/(Deficit):		(985.00)	(66.91)		

BALANCE AS OF 9/30 = \$18,116

2023 BUDGET POSITION

City Of Cle Elum

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309 REET Excise Tax/Capital Projects Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
310 Taxes					
318 34 00 309	REET 1 - First Quarter Percent	250,000.00	47,030.71	202,969.29	18.8%
318 35 00 309	REET 2 - Second Quarter Percent	250,000.00	47,030.66	202,969.34	18.8%
310 Taxes		500,000.00	94,061.37	405,938.63	18.8%
330 Intergovernmental Revenues					
331 97 03 901	Generators/Biomass Removal -- FEMA/KCCD	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.0%
360 Interest & Other Earnings					
361 11 00 309	Interest	400.00	(131.14)	531.14	32.8%
361 30 00 309	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		400.00	(131.14)	531.14	32.8%
390 Other Financing Sources					
391 80 02 309	DOH -- Water Main Replacement -- 2nd/Rossetti \$331,500 Loan	331,500.00	299,009.00	32,491.00	90.2%
390 Other Financing Sources		331,500.00	299,009.00	32,491.00	90.2%
Fund Revenues:		831,900.00	392,939.23	438,960.77	47.2%
Expenditures		Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance					
542 30 48 010	Emergency Proc./Storm Drain Snow Removal 2022	0.00	0.00	0.00	0.0%
542 Streets - Maintenance		0.00	0.00	0.00	0.0%
558 Planning & Community Devel					
558 70 31 000	Supplies	2,022.01	0.00	2,022.01	0.0%
558 Planning & Community Devel		2,022.01	0.00	2,022.01	0.0%
591 Debt Service - Principal Repayment					
591 95 70 309	Public Works Trust Fund Loan Principal 2020-2025	133,141.23	133,141.23	0.00	100.0%
591 95 72 309	DOH -- 2nd/Rosetti Water Main Loan Principal Only \$331,500	0.00	21,100.90	(21,100.90)	0.0%
591 Debt Service - Principal Repayment		133,141.23	154,242.13	(21,100.90)	115.8%
592 Debt Service - Interest Costs					
592 95 80 309	Public Works Trust Fund Loan Interest .84 percent	2,236.76	2,236.76	0.00	100.0%

2023 BUDGET POSITION

City Of Cle Elum

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309 REET Excise Tax/Capital Projects Fund

Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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592 Debt Service - Interest Costs

592 Debt Service - Interest Costs	2,236.76	2,236.76	0.00	100.0%
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594 Capital Expenditures

594 18 63 309	HVAC For City Hall	55,000.00	0.00	55,000.00	0.0%
594 18 64 001	Generator for City Hall, Biomass Removal, Alleys, Trails	168,000.00	0.00	168,000.00	0.0%
594 18 65 000	Capital Expenditures REET Projects	160,000.00	0.00	160,000.00	0.0%
594 18 65 001	City Hall Remodel	0.00	0.00	0.00	0.0%
594 42 63 309	New Shop Improvements and Maintenance	30,000.00	0.00	30,000.00	0.0%
595 30 63 052	DOH -- Water Main Replacement -- 2nd/Rossetti \$331,500 Loan	331,500.00	314,700.00	16,800.00	94.9%

594 Capital Expenditures	744,500.00	314,700.00	429,800.00	42.3%
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Fund Expenditures:	881,900.00	471,178.89	410,721.11	53.4%
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Fund Excess/(Deficit):	(50,000.00)	(78,239.66)
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BALANCE AS OF 9/30 = \$476,943

2023 BUDGET POSITION

City Of Cle Elum

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401 Water Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services				
343 40 00 000 Cle Elum Water Sales	745,000.00	651,340.22	93,659.78	87.4%
343 40 00 004 Hydrant Water	25,000.00	17,883.81	7,116.19	71.5%
343 40 00 005 Water Hookups	30,000.00	36,000.00	(6,000.00)	120.0%
343 40 00 006 Water Utility Tax	69,000.00	63,435.05	5,564.95	91.9%
345 89 00 401 Impact Development Fees/Water	0.00	33,250.00	(33,250.00)	0.0%
340 Charges For Goods & Services	869,000.00	801,909.08	67,090.92	92.3%

350 Fines & Penalties

359 11 00 401 Certified Notice Fee	1,000.00	1,909.65	(909.65)	191.0%
350 Fines & Penalties	1,000.00	1,909.65	(909.65)	191.0%

360 Interest & Other Earnings

361 11 00 401 Interest	200.00	(91.96)	291.96	46.0%
361 30 00 401 Accrued Interest Due	0.00	0.00	0.00	0.0%
367 12 00 401 Kittitas County SR903 Utility Extension Project	0.00	0.00	0.00	0.0%
368 10 00 000 Capital Reimbursement Water Charge -- Suncadia	40,000.00	48,202.00	(8,202.00)	120.5%
369 91 00 000 Transfer Fee Water	3,000.00	345.00	2,655.00	11.5%
369 91 00 007 Miscellaneous Billings	0.00	2,126.59	(2,126.59)	0.0%
369 91 00 018 Main Street/B&O Tax Credit Refund	0.00	6,688.58	(6,688.58)	0.0%
369 91 00 401 Lien Release	300.00	288.00	12.00	96.0%
360 Interest & Other Earnings	43,500.00	57,558.21	(14,058.21)	132.3%

Fund Revenues:	913,500.00	861,376.94	52,123.06	94.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities				
534 12 10 401 Salaries -- Water Clerica	75,000.00	62,368.36	12,631.64	83.2%
534 12 20 401 Benefits -- Water Clerica	47,000.00	29,120.04	17,879.96	62.0%
534 50 10 001 Salaries -- Water Public Works	174,000.00	142,654.28	31,345.72	82.0%
534 50 20 001 Benefits -- Water Public Works	85,000.00	78,097.28	6,902.72	91.9%
534 50 20 002 Unemployment	500.00	0.00	500.00	0.0%
534 50 30 401 Supplies/Safety	1,000.00	166.26	833.74	16.6%
534 50 31 000 Supplies/Tools/Radios	7,000.00	10,251.27	(3,251.27)	146.4%
534 50 31 001 Supplies/Office/Postage	5,000.00	4,715.06	284.94	94.3%
534 50 31 003 Software	2,000.00	1,108.84	891.16	55.4%
534 50 31 004 Supplies/Water Meters/Hydrants	15,000.00	65,799.17	(50,799.17)	438.7%
534 50 31 005 Water meters/City Heights	0.00	25,175.62	(25,175.62)	0.0%
534 50 32 001 Fuel/Propane/Hydraulic Oil, Gravel	15,000.00	9,763.73	5,236.27	65.1%
534 50 41 000 Bureau of Reclamation	6,000.00	11,320.43	(5,320.43)	188.7%
534 50 41 001 Maintenance Agreements/Fees and Dues	15,000.00	11,479.97	3,520.03	76.5%
534 50 41 002 Professional Services	3,000.00	2,492.37	507.63	83.1%
534 50 41 005 State Auditor Fees	3,000.00	1,909.97	1,090.03	63.7%
534 50 41 006 Water Rights Certificate Recording S4-83000-J	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

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401 Water Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities				
534 50 41 007 Water Rights Certificate Recording S4-83354-J	0.00	0.00	0.00	0.0%
534 50 41 008 Engineering Services--Update Construction Standards	10,000.00	0.00	10,000.00	0.0%
534 50 42 001 Telephones/Internet	2,500.00	558.71	1,941.29	22.3%
534 50 43 001 Travel/Training	3,000.00	2,128.01	871.99	70.9%
534 50 44 001 Excise Tax	75,000.00	49,917.14	25,082.86	66.6%
534 50 44 002 Labor & Industries Asbestos Penalty #317966126	0.00	0.00	0.00	0.0%
534 50 44 401 Main Street/B&O Tax Credit	15,000.00	22,500.00	(7,500.00)	150.0%
534 50 45 401 Rent -- New Public Works Shop to Airport Fund	12,500.00	6,900.00	5,600.00	55.2%
534 50 46 001 Insurance -- Equipment and Liability	14,000.00	15,323.52	(1,323.52)	109.5%
534 50 47 001 Utilities-Chlorinator/Tanks	750.00	777.87	(27.87)	103.7%
534 50 47 002 Utilities-Old Plant Storage	6,000.00	6,290.00	(290.00)	104.8%
534 50 47 003 Utilities - Utility Services	3,000.00	97.35	2,902.65	3.2%
534 50 48 000 Repair & Maintenance/Equipment	21,000.00	19,547.75	1,452.25	93.1%
534 50 48 003 Repair & Maintenance/Building	2,500.00	1,221.47	1,278.53	48.9%
534 50 49 002 Permit -- Dept. of Health	4,500.00	2,079.30	2,420.70	46.2%
534 50 49 003 Permit -- Water Quality Permit Fees WA0021938	5,000.00	8,820.94	(3,820.94)	176.4%
534 50 49 401 Capital Reimbursement Water--Suncadia	40,000.00	48,202.00	(8,202.00)	120.5%
534 51 41 001 Engineering Services -- Water	6,000.00	3,556.00	2,444.00	59.3%
534 51 41 002 GIS Planning/Water	0.00	0.00	0.00	0.0%
534 51 44 002 Utility Tax On Water	57,000.00	62,169.46	(5,169.46)	109.1%
534 Water Utilities	731,250.00	706,512.17	24,737.83	96.6%

591 Debt Service - Principal Repayment

591 34 72 401 Columbia Bank Water Loan -- Principal	152,502.38	0.00	152,502.38	0.0%
591 Debt Service - Principal Repayment	152,502.38	0.00	152,502.38	0.0%

592 Debt Service - Interest Costs

592 34 80 401 Columbia Bank Water Loan -- Interest	63,214.42	31,607.21	31,607.21	50.0%
592 34 89 001 Accrued Investment Interest	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs	63,214.42	31,607.21	31,607.21	50.0%

594 Capital Expenditures

594 34 61 401 Kittitas County SR903 Utility Extension Project	0.00	0.00	0.00	0.0%
594 34 64 000 Hyster Fork Lift Model H50XL/Propane/Serial #A177831217K	0.00	0.00	0.00	0.0%
594 34 64 001 International Dump Truck 2003 Serial #1HTGGAHT43H571191	0.00	0.00	0.00	0.0%
594 34 64 003 Ford 2005 F450 Ser. #1FDXW46Y55ED08580	0.00	0.00	0.00	0.0%
594 34 64 004 Chev Colorado crew cab pickup 2004 Serial #1GCDT136948137511	0.00	0.00	0.00	0.0%
594 34 64 007 Public Works 2014 Ford F150 Supercab 4x4 VIN #1FTEX1EM3EKG54117 33%	0.00	2,982.03	(2,982.03)	0.0%

2023 BUDGET POSITION

City Of Cle Elum

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401 Water Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenditures

594 Capital Expenditures	0.00	2,982.03	(2,982.03)	0.0%
Fund Expenditures:	946,966.80	741,101.41	205,865.39	78.3%
Fund Excess/(Deficit):	(33,466.80)	120,275.53		

BALANCE AS OF 9/30 = \$307,734

2023 BUDGET POSITION

City Of Cle Elum

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402 Sanitary Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services					
343 70 00 000	Garbage Service	720,000.00	653,491.90	66,508.10	90.8%
343 70 00 001	Franchise Fee -- Garbage	27,000.00	18,167.26	8,832.74	67.3%
343 70 00 003	Garbage - Temp Dumpster	21,000.00	18,985.11	2,014.89	90.4%
340 Charges For Goods & Services		768,000.00	690,644.27	77,355.73	89.9%
350 Fines & Penalties					
359 11 00 402	Garbage Late Fees	500.00	1,740.00	(1,240.00)	348.0%
350 Fines & Penalties		500.00	1,740.00	(1,240.00)	348.0%
360 Interest & Other Earnings					
361 11 00 402	Interest	150.00	(34.94)	184.94	23.3%
361 30 00 402	Accrued Interest Due	0.00	0.00	0.00	0.0%
369 91 00 402	Transfer Fee Garbage	3,000.00	690.00	2,310.00	23.0%
360 Interest & Other Earnings		3,150.00	655.06	2,494.94	20.8%
Fund Revenues:		771,650.00	693,039.33	78,610.67	89.8%
Expenditures		Amt Budgeted	Expenditures	Remaining	
537 Garbage & Solid Waste					
537 60 46 001	Insurance -- Equipment and Liability	8,800.00	11,131.00	(2,331.00)	126.5%
537 80 10 001	Salaries -- Sanitary	52,500.00	47,838.48	4,661.52	91.1%
537 80 20 001	Benefits -- Sanitary	25,300.00	24,150.05	1,149.95	95.5%
537 80 31 001	Office Supplies/Telephone/Postage	4,000.00	3,865.07	134.93	96.6%
537 80 31 002	Liners/Cans/Miscellaneous	0.00	0.00	0.00	0.0%
537 80 31 003	Software	1,200.00	983.85	216.15	82.0%
537 80 41 003	Maintenance Fees/Professional Fees	9,650.00	4,442.15	5,207.85	46.0%
537 80 42 001	Fuel Consumed	3,000.00	0.00	3,000.00	0.0%
537 80 44 001	Excise Tax	30,000.00	25,130.29	4,869.71	83.8%
537 80 44 402	Main Street/B&O Tax Credit	0.00	0.00	0.00	0.0%
537 80 45 402	Rent -- New Public Works Shop to Airport Fund	1,000.00	8,400.00	(7,400.00)	840.0%
537 80 47 000	Utilites	200.00	0.00	200.00	0.0%
537 80 47 001	Collection And Disposal Fees -- WM	635,000.00	594,340.04	40,659.96	93.6%
537 80 47 002	Transfer Station	0.00	0.00	0.00	0.0%
537 80 48 000	Repairs And Maintenance	1,000.00	0.00	1,000.00	0.0%
537 80 49 001	Garbage Refund	0.00	0.00	0.00	0.0%
537 Garbage & Solid Waste		771,650.00	720,280.93	51,369.07	93.3%
594 Capital Expenditures					
594 37 61 402	Land Airport Swap/County Shop	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.0%
Fund Expenditures:		771,650.00	720,280.93	51,369.07	93.3%

2023 BUDGET POSITION

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402 Sanitary Fund

Months: 01 To: 09

Fund Excess/(Deficit):	0.00	(27,241.60)
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BALANCE AS OF 9/30 = \$123,323

2023 BUDGET POSITION

City Of Cle Elum

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403 Airport Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
310 Taxes					
317 20 00 000	Leasehold Taxes -- Old	0.00	0.00	0.00	0.0%
310 Taxes		0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues					
331 20 10 600	COVID FAA -- Federal Direct US DOT CARES Grant	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.0%
360 Interest & Other Earnings					
361 11 00 403	Interest	25.00	(19.06)	44.06	76.2%
361 30 00 403	Accrued Interest Due	0.00	0.00	0.00	0.0%
362 50 00 403	Rent -- Airport	4,868.00	6,325.60	(1,457.60)	129.9%
362 50 00 404	Rent -- U.S. Forest Service -- Windy Pass	0.00	0.00	0.00	0.0%
362 50 00 405	Rent -- Public Works New Shop	30,000.00	30,000.00	0.00	100.0%
360 Interest & Other Earnings		34,893.00	36,306.54	(1,413.54)	104.1%
Fund Revenues:		34,893.00	36,306.54	(1,413.54)	104.1%
Expenditures		Amt Budgeted	Expenditures	Remaining	
546 Airports, Port, Terminal					
546 80 10 001	Salaries -- Airport	500.00	0.00	500.00	0.0%
546 80 20 001	Benefits -- Airport	193.00	0.00	193.00	0.0%
546 80 41 000	Legal Services -- Airport	1,000.00	0.00	1,000.00	0.0%
546 80 41 002	SEPA Fee	0.00	0.00	0.00	0.0%
546 80 41 003	COVID FAA Federal Direct US DOT CARES Grant	0.00	0.00	0.00	0.0%
546 80 41 004	Professional Services -- Other	500.00	0.00	500.00	0.0%
546 80 44 001	Excise Tax -- Airport	0.00	0.00	0.00	0.0%
546 80 46 002	Insurance -- Equipment and Liability	2,500.00	3,141.00	(641.00)	125.6%
546 80 47 001	Utilities-Airport	2,200.00	1,446.06	753.94	65.7%
546 80 48 000	Maintenance And Supplies	4,000.00	313.37	3,686.63	7.8%
546 Airports, Port, Terminal		10,893.00	4,900.43	5,992.57	45.0%
Fund Expenditures:		10,893.00	4,900.43	5,992.57	45.0%
Fund Excess/(Deficit):		24,000.00	31,406.11		

BALANCE AS OF 9/30 = \$68,098

2023 BUDGET POSITION

City Of Cle Elum

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404 Water Regional Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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330 Intergovernmental Revenues

334 04 20 404	Energy Project -- Dept. Of Commerce Grant/Water Regional	1,300.00	0.00	1,300.00	0.0%
330 Intergovernmental Revenues		1,300.00	0.00	1,300.00	0.0%

340 Charges For Goods & Services

343 40 04 000	Cle Elum Water Sales/Regional	320,000.00	231,660.00	88,340.00	72.4%
343 40 04 001	Cle Elum Water Reserve Fees/Regional	47,000.00	38,088.00	8,912.00	81.0%
343 40 04 002	Suncadia Potable Water Sales/Regional	285,000.00	235,460.94	49,539.06	82.6%
343 40 04 003	Suncadia Potable Reserve Fees/Regional	39,000.00	34,337.00	4,663.00	88.0%
343 40 04 004	Suncadia Irrigation Water Sales/Regional	110,000.00	85,831.48	24,168.52	78.0%
343 40 04 005	Suncadia Irrigation Reserve Fees/Regional	15,000.00	13,643.00	1,357.00	91.0%
343 40 04 006	South Cle Elum Water Sales/Regional	75,000.00	65,405.74	9,594.26	87.2%
343 40 04 007	South Cle Elum Water Reserve Fees/Regional	18,000.00	14,819.00	3,181.00	82.3%
340 Charges For Goods & Services		909,000.00	719,245.16	189,754.84	79.1%

360 Interest & Other Earnings

361 11 00 404	Interest	800.00	(379.41)	1,179.41	47.4%
361 30 00 404	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		800.00	(379.41)	1,179.41	47.4%

Fund Revenues:	911,100.00	718,865.75	192,234.25	78.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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534 Water Utilities

534 51 44 003	Utility Tax On Water/Regional	50,000.00	26,969.83	23,030.17	53.9%
534 60 10 000	Salaries -- Regional Water	1,500.00	0.00	1,500.00	0.0%
534 60 20 000	Benefits -- Regional Water	1,500.00	0.00	1,500.00	0.0%
534 60 31 002	Veolia -- Chemicals, Supplies, Labs/Regional	38,000.00	23,763.18	14,236.82	62.5%
534 60 41 002	Veolia -- Contracted O&M Fee/Regional	320,000.00	220,692.06	99,307.94	69.0%
534 60 41 009	Yakima River Intake Professional and Water Plant Fees	7,300.00	4,528.62	2,771.38	62.0%
534 60 41 010	Insurance -- Regional Portion	25,000.00	31,807.56	(6,807.56)	127.2%
534 60 42 009	Telephone -- US Cell and Century Link	6,000.00	4,055.43	1,944.57	67.6%
534 60 48 002	Veolia -- Maintenance And	45,000.00	29,151.06	15,848.94	64.8%
534 60 48 005	Other Expenses/Regional	23,000.00	11,061.44	11,938.56	48.1%
534 60 48 010	HLA Engineering Water Regional Fees	3,500.00	756.80	2,743.20	21.6%
534 60 48 011	Repairs -- Emergency	48,000.00	0.00	48,000.00	0.0%
534 60 49 006	Veolia -- PSE Bullfrog/Regional	17,000.00	14,453.73	2,546.27	85.0%
534 60 49 007	Veolia -- PSE 903/Regional	88,000.00	71,270.19	16,729.81	81.0%
534 60 49 008	Veolia -- PSE SCE Way/Regional	75,000.00	73,039.64	1,960.36	97.4%
534 Water Utilities		748,800.00	511,549.54	237,250.46	68.3%

594 Capital Expenditures

594 34 63 404	Energy Project --Water Regional	1,300.00	0.00	1,300.00	0.0%
594 34 63 408	Seal Coat Parking Lot/Water Plant	21,000.00	0.00	21,000.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

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404 Water Regional Fund

Months: 01 To: 09

Expenditures		Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures					
594 34 63 410	Solar Power Project	0.00	0.00	0.00	0.0%
594 34 64 404	SCE Reservoir Main Replacement	0.00	0.00	0.00	0.0%
594 34 64 405	Variable Frequency Drives - 2	25,000.00	0.00	25,000.00	0.0%
594 34 64 406	Robicon Irrigation VFD Replace/Yakima River Intake	55,000.00	0.00	55,000.00	0.0%
594 34 64 407	Well Pumps 3 and 7/Cle Elum Source Rebuild/Replace	25,000.00	0.00	25,000.00	0.0%
594 34 64 409	Server Replace and Upgrade PLC Software	35,000.00	0.00	35,000.00	0.0%
594 Capital Expenditures		162,300.00	0.00	162,300.00	0.0%
Fund Expenditures:		911,100.00	511,549.54	399,550.46	56.1%
Fund Excess/(Deficit):		0.00	207,316.21		

BALANCE AS OF 9/30 = \$1,256,593

2023 BUDGET POSITION

City Of Cle Elum

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406 Water Capital Reserve Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services				
343 40 00 007 Cle Elum -- Water Capital Reserve Fees	140,000.00	109,418.99	30,581.01	78.2%
340 Charges For Goods & Services	140,000.00	109,418.99	30,581.01	78.2%
360 Interest & Other Earnings				
361 11 00 406 Interest	300.00	(128.25)	428.25	42.8%
361 30 00 406 Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	300.00	(128.25)	428.25	42.8%
390 Other Financing Sources				
391 80 03 406 Public Works Trust Fund Loan -- 2nd/Rosetti Water Main \$2,841,810 2022	0.00	0.00	0.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	140,300.00	109,290.74	31,009.26	77.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities				
534 50 35 406 Tools And Supplies	0.00	367.95	(367.95)	0.0%
534 50 41 003 Lease -- Sales Tax	0.00	0.00	0.00	0.0%
534 50 41 406 Water System Plan Update	0.00	15,000.00	(15,000.00)	0.0%
534 51 44 004 Utility Tax On Water/Capital Reserve	10,300.00	6,549.77	3,750.23	63.6%
534 Water Utilities	10,300.00	21,917.72	(11,617.72)	212.8%
591 Debt Service - Principal Repayment				
591 34 75 400 Lease -- Vac Truck 2100i/2023 Int. Lease	53,074.00	43,786.69	9,287.31	82.5%
591 95 71 406 Public Works Trust Fund Loan Principal 2nd Rosetti Main 2022 20 yr \$2,841,810	0.00	0.00	0.00	0.0%
592 95 81 406 Public Works Trust Fund Loan Interest 2nd Rosetti Main 2022 20 yr 1.39 percent	0.00	0.00	0.00	0.0%
591 Debt Service - Principal Repayment	53,074.00	43,786.69	9,287.31	82.5%
594 Capital Expenditures				
594 30 63 406 Public Works Trust Fund -- 2nd/Rosetti Water Main \$2,841,810 2022	0.00	0.00	0.00	0.0%
594 34 63 406 Water Main Replacements	130,000.00	0.00	130,000.00	0.0%
594 34 63 407 Emergency Water Main Replacement -- Pine-Alpha Alley	0.00	97,798.00	(97,798.00)	0.0%
594 34 63 412 Meter Read Allegro Fixed Base System 2023	0.00	0.00	0.00	0.0%
594 Capital Expenditures	130,000.00	97,798.00	32,202.00	75.2%
Fund Expenditures:	193,374.00	163,502.41	29,871.59	84.6%

2023 BUDGET POSITION

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406 Water Capital Reserve Fund

Months: 01 To: 09

Fund Excess/(Deficit):	(53,074.00)	(54,211.67)
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BALANCE AS OF 9/30 = \$347,975

2023 BUDGET POSITION

City Of Cle Elum

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409 Sewer Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services				
343 50 00 002 DOT Sewer Services	10,000.00	17,369.10	(7,369.10)	173.7%
343 50 00 006 Cle Elum -- Sewer Services	540,000.00	428,183.98	111,816.02	79.3%
343 50 00 008 Sewer Utility Tax	48,000.00	37,443.50	10,556.50	78.0%
343 50 00 011 Sewer Collection System/WWTP Connection Fees	20,000.00	286,573.20	(266,573.20)	1432.9%
343 50 01 409 Regional Admin Fee 1% Sewer Revenue	6,000.00	5,254.00	746.00	87.6%
345 89 00 409 Impact Development Fees/Sewer	0.00	750.00	(750.00)	0.0%
340 Charges For Goods & Services	624,000.00	775,573.78	(151,573.78)	124.3%

360 Interest & Other Earnings

361 11 00 409 Interest	300.00	(110.99)	410.99	37.0%
361 30 00 409 Accrued Interest Due	0.00	0.00	0.00	0.0%
367 12 00 409 Kittitas County SR903 Utility Extension Project	0.00	0.00	0.00	0.0%
368 10 00 001 Capital Reimbursement Sewer Charge -- Suncadia	40,000.00	129,166.40	(89,166.40)	322.9%
369 91 00 019 Main Street/B&O Tax Credit -- Refund	0.00	6,688.58	(6,688.58)	0.0%
369 91 00 409 Transfer Fee Sewer	3,000.00	345.00	2,655.00	11.5%
360 Interest & Other Earnings	43,300.00	136,088.99	(92,788.99)	314.3%

Fund Revenues:	667,300.00	911,662.77	(244,362.77)	136.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
535 Sewer				
535 50 10 001 Salaries --Sewer Public Works	171,000.00	129,820.81	41,179.19	75.9%
535 50 20 001 Benefits -- Sewer Public Works	74,400.00	72,306.83	2,093.17	97.2%
535 50 20 002 Unemployment	0.00	0.00	0.00	0.0%
535 50 30 409 Supplies/Safety	1,000.00	0.00	1,000.00	0.0%
535 50 31 001 Supplies/Tools/Uniforms	4,376.80	6,617.01	(2,240.21)	151.2%
535 50 31 003 Supplies/Office/Postage	5,000.00	5,127.58	(127.58)	102.6%
535 50 31 004 Software	2,000.00	1,317.27	682.73	65.9%
535 50 32 002 Fuel/Propane/Hydraulic Oil/Gravel	13,000.00	11,675.80	1,324.20	89.8%
535 50 41 001 Professional Services	4,500.00	5,088.59	(588.59)	113.1%
535 50 41 002 Maintenance Agreements/Fees/Dues	17,000.00	11,955.93	5,044.07	70.3%
535 50 41 003 Engineering Services -- Sewer	4,000.00	12,324.71	(8,324.71)	308.1%
535 50 41 005 South Cle Elum Sewer Connection Fee Share	0.00	0.00	0.00	0.0%
535 50 41 006 State Auditor Fees	4,000.00	1,728.01	2,271.99	43.2%
535 50 41 007 GIS Planning/Sewer	0.00	0.00	0.00	0.0%
535 50 41 008 Engineering Services--Update Construction Standards	10,000.00	0.00	10,000.00	0.0%
535 50 42 001 Telephones	1,600.00	749.95	850.05	46.9%
535 50 43 001 Travel/Training	1,000.00	231.00	769.00	23.1%
535 50 44 001 Excise Tax	36,000.00	29,264.84	6,735.16	81.3%
535 50 44 002 Utility Tax On Sewer	35,000.00	55,034.32	(20,034.32)	157.2%
535 50 44 409 Main Street/B&O Tax Credit	15,000.00	22,500.00	(7,500.00)	150.0%
535 50 45 406 Rent -- New Public Works Shop to Airport Fund	12,500.00	8,400.00	4,100.00	67.2%
535 50 46 001 Insurance -- Equipment and Liability	15,000.00	15,653.07	(653.07)	104.4%
535 50 47 002 Utilities	600.00	656.50	(56.50)	109.4%

2023 BUDGET POSITION

City Of Cle Elum

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409 Sewer Fund

Months: 01 To: 09

Expenditures		Amt Budgeted	Expenditures	Remaining	
535 Sewer					
535 50 48 001	Repair & Maintenance/Equipment	25,000.00	17,535.62	7,464.38	70.1%
535 50 48 002	Repair & Maintenance/Building	2,000.00	1,480.56	519.44	74.0%
535 50 48 049	Emergency Proc. Sewer Main Repair 2021-2022	0.00	0.00	0.00	0.0%
535 50 48 061	Sewer Line Failed October 2022	0.00	0.00	0.00	0.0%
535 50 49 002	Sewer Discharge Permit	2,500.00	0.00	2,500.00	0.0%
535 50 49 003	Permit -- Sewer Discharge	0.00	0.00	0.00	0.0%
535 50 49 409	Capital Reimbursement Sewer-- Suncadia	40,000.00	133,104.40	(93,104.40)	332.8%
535 Sewer		496,476.80	542,572.80	(46,096.00)	109.3%

538 Combined Utilities

535 50 10 409	Salaries -- Sewer Clerical	57,000.00	48,610.98	8,389.02	85.3%
535 50 20 409	Benefits -- Sewer Clerical	27,000.00	22,813.79	4,186.21	84.5%
535 50 49 001	Sewer Utilities Refund	0.00	0.00	0.00	0.0%
538 Combined Utilities		84,000.00	71,424.77	12,575.23	85.0%

591 Debt Service - Principal Repayment

591 35 72 409	Columbia Bank Sewer Loan -- Principal	22,497.62	0.00	22,497.62	0.0%
591 Debt Service - Principal Repayment		22,497.62	0.00	22,497.62	0.0%

592 Debt Service - Interest Costs

592 35 80 409	Columbia Bank Sewer Loan -- Interest	9,325.58	4,662.79	4,662.79	50.0%
592 35 89 409	Accrued Investment Interest	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs		9,325.58	4,662.79	4,662.79	50.0%

594 Capital Expenditures

594 35 61 409	Kittitas County SR903 Utility Extension Project	0.00	0.00	0.00	0.0%
594 35 63 409	Sewer Main Replacements	60,000.00	0.00	60,000.00	0.0%
594 35 63 415	Meter Read Allegro Fixed Base System 2023	0.00	0.00	0.00	0.0%
594 35 64 000	Hyster Fork Lift Model H50XL/Propane/Serial #A177831217K	0.00	0.00	0.00	0.0%
594 35 64 001	International Dump Truck 2003 Serial #1HTGGAHT43H571191	0.00	0.00	0.00	0.0%
594 35 64 002	2003 International Dump Truck 2574 Ser. #1HTGGAHT43H571191	0.00	0.00	0.00	0.0%
594 35 64 003	Ford 2005 F450 Ser. #1FDXW46Y55ED08580	0.00	0.00	0.00	0.0%
594 35 64 004	Chev Colorado crew cab pickup 2004 Serial #1GCDT136948137511	0.00	0.00	0.00	0.0%
594 35 64 008	Public Works 2014 Ford F150 Supercab 4x4 VIN #1FTEX1EM3EKG54117 40%	0.00	3,614.58	(3,614.58)	0.0%
594 Capital Expenditures		60,000.00	3,614.58	56,385.42	6.0%

Fund Expenditures:	672,300.00	622,274.94	50,025.06	92.6%
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2023 BUDGET POSITION

City Of Cle Elum

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409 Sewer Fund

Months: 01 To: 09

Fund Excess/(Deficit):	(5,000.00)	289,387.83
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BALANCE AS OF 9/30 = \$530,110

2023 BUDGET POSITION

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410 Sewer Regional Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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330 Intergovernmental Revenues

331 97 03 900	Hanson Ponds FEMA Grant	100,000.00	11,021.38	88,978.62	11.0%
334 01 80 413	Hanson Ponds State Military Dept. State Grant	17,000.00	1,836.90	15,163.10	10.8%
334 04 20 410	Energy Project -- Dept. Of Commerce Grant/Sewer Regional	140.00	0.00	140.00	0.0%
330 Intergovernmental Revenues		117,140.00	12,858.28	104,281.72	11.0%

340 Charges For Goods & Services

343 50 01 003	Suncadia Sewer Services/Regional	380,300.00	321,742.00	58,558.00	84.6%
343 50 01 006	Cle Elum Sewer Services/Regional	187,000.00	143,944.00	43,056.00	77.0%
343 50 01 012	Regional Admin Fee 1% Revenue/Regional (see Fund 409)	0.00	0.00	0.00	0.0%
343 50 01 123	Sun Communities Sewer Shortfall/Regional	69,700.00	58,519.00	11,181.00	84.0%
343 50 01 222	South Cle Elum Sewer Services/Regional	57,000.00	44,391.00	12,609.00	77.9%
343 50 01 223	Roslyn Sewer Services/Regional	115,000.00	103,604.00	11,396.00	90.1%
340 Charges For Goods & Services		809,000.00	672,200.00	136,800.00	83.1%

360 Interest & Other Earnings

361 11 00 410	Interest	300.00	(185.06)	485.06	61.7%
361 30 00 410	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		300.00	(185.06)	485.06	61.7%

Fund Revenues:	926,440.00	684,873.22	241,566.78	73.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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535 Sewer

535 50 44 003	Utility Tax On Sewer/Regional	34,000.00	31,695.36	2,304.64	93.2%
535 60 42 002	Veolia -- Contracted O&M Fee/Regional	465,000.00	318,379.68	146,620.32	68.5%
535 60 42 003	Veolia -- PSE Utilities Sewer/Regional	120,000.00	102,039.19	17,960.81	85.0%
535 60 42 004	Veolia -- Maintenance And	29,000.00	29,681.16	(681.16)	102.3%
535 60 42 005	Other Expenses/Regional	9,000.00	817.16	8,182.84	9.1%
535 60 42 007	Insurance -- Regional Portion	43,900.00	50,937.36	(7,037.36)	116.0%
535 60 42 008	HLA Engineering Regional Sewer Fees	3,400.00	0.00	3,400.00	0.0%
535 Sewer		704,300.00	533,549.91	170,750.09	75.8%

594 Capital Expenditures

594 35 63 410	Energy Project -- Sewer Regional	140.00	250.00	(110.00)	178.6%
594 35 63 411	Hanson Ponds Bank Project -- Regional Outfall \$113,775	100,000.00	0.00	100,000.00	0.0%
594 35 63 412	Hanson Ponds Bank Project -- City/Local Regional Portion	17,000.00	1,585.81	15,414.19	9.3%
594 35 63 413	COVID ARPA Sewer Main Replacement	0.00	0.00	0.00	0.0%
594 35 63 414	Hanson Ponds Bank Project -- WA State MIL State Regional Portion \$18,962.50	17,000.00	0.00	17,000.00	0.0%
594 35 63 419	Scada System Upgrade	0.00	0.00	0.00	0.0%
594 35 64 415	Influent Pumps -- Rebuild 2	20,000.00	0.00	20,000.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

Time: 11:42:21 Date: 10/04/2023

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410 Sewer Regional Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenditures

594 35 64 416	Jet Motive Pump #1 -- Rebuild	60,000.00	0.00	60,000.00	0.0%
594 35 64 417	Amp Breakers for MCC -- Purchase Spare 40 and 50	5,000.00	0.00	5,000.00	0.0%
594 76 61 000	Hanson Ponds Park Project	0.00	0.00	0.00	0.0%
594 Capital Expenditures		219,140.00	1,835.81	217,304.19	0.8%

Fund Expenditures:	923,440.00	535,385.72	388,054.28	58.0%
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Fund Excess/(Deficit):	3,000.00	149,487.50
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BALANCE AS OF 9/30 = \$611,115

2023 BUDGET POSITION

City Of Cle Elum

Time: 11:42:21 Date: 10/04/2023

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413 Sewer Capital Reserve Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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330 Intergovernmental Revenues

334 03 10 101	DOE -- Stormwater Planning Grant -- \$165,828	165,828.00	3,485.38	162,342.62	2.1%
334 03 10 413	DOE -- State Sewer Plan Forgivable Principal Proceeds	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		165,828.00	3,485.38	162,342.62	2.1%

340 Charges For Goods & Services

343 50 00 007	Cle Elum -- Sewer Capital Reserve Fees	80,000.00	51,852.10	28,147.90	64.8%
340 Charges For Goods & Services		80,000.00	51,852.10	28,147.90	64.8%

360 Interest & Other Earnings

361 11 00 413	Interest	403.87	(54.55)	458.42	13.5%
361 30 00 413	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		403.87	(54.55)	458.42	13.5%

390 Other Financing Sources

391 80 00 413	Department Of Ecology State Sewer Plan Loan Proceeds	0.00	0.00	0.00	0.0%
391 80 01 101	DOE -- Stormwater Planning Loan -- \$165,828	165,828.00	3,499.37	162,328.63	2.1%
390 Other Financing Sources		165,828.00	3,499.37	162,328.63	2.1%

Fund Revenues:	412,059.87	58,782.30	353,277.57	14.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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535 Sewer

535 50 35 413	Small Tools And Equipment/Radios	19,400.00	1,475.82	17,924.18	7.6%
535 50 41 004	Lease -- Sales Tax	0.00	0.00	0.00	0.0%
535 50 44 004	Utility Tax On Sewer/Capital Reserve	6,100.00	3,104.67	2,995.33	50.9%
535 Sewer		25,500.00	4,580.49	20,919.51	18.0%

591 Debt Service - Principal Repayment

591 35 70 413	Department Of Ecology State Sewer Plan Loan Principal	97,171.99	101,530.00	(4,358.01)	104.5%
591 35 75 400	Lease -- Vac Truck 2100i/2023 Int. Lease	53,074.00	53,074.79	(0.79)	100.0%
592 35 80 413	Department of Ecology State Sewer Plan Loan Interest	1,731.88	583.73	1,148.15	33.7%
591 Debt Service - Principal Repayment		151,977.87	155,188.52	(3,210.65)	102.1%

594 Capital Expenditures

594 35 63 057	DOE -- Stormwater Plan City Expenses	0.00	0.00	0.00	0.0%
594 35 64 413	DOE -- Engineering Fees -- Sewer Plan Loan	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

Time: 11:42:21 Date: 10/04/2023

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413 Sewer Capital Reserve Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenditures

594 35 64 414	DOE -- Engineering Fees -- Sewer Plan Grant	0.00	0.00	0.00	0.0%
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594 Capital Expenditures	0.00	0.00	0.00	0.0%
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595 Capital Expenditures- Streets

594 35 63 054	DOE -- Stormwater Planning Grant -- \$165,828	165,828.00	6,950.87	158,877.13	4.2%
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594 35 63 056	DOE -- Stormwater Planning Loan -- \$165,828	165,828.00	6,950.88	158,877.12	4.2%
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595 Capital Expenditures- Streets	331,656.00	13,901.75	317,754.25	4.2%
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Fund Expenditures:	509,133.87	173,670.76	335,463.11	34.1%
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Fund Excess/(Deficit):	(97,074.00)	(114,888.46)
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BALANCE AS OF 9/30 = \$369,777

2023 BUDGET POSITION

City Of Cle Elum

Time: 11:42:21 Date: 10/04/2023

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630 Pangrazi Memorial Fund

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
360 Interest & Other Earnings					
361 30 00 630	Accrued Interest Due	0.00	0.00	0.00	0.0%
389 60 00 630	Interest	15.00	(4.32)	19.32	28.8%
389 60 00 631	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		15.00	(4.32)	19.32	28.8%
Fund Revenues:		15.00	(4.32)	19.32	28.8%
Expenditures		Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures					
589 40 00 630	Plaque Costs	1,750.00	466.00	1,284.00	26.6%
580 Non Expenditures		1,750.00	466.00	1,284.00	26.6%
Fund Expenditures:		1,750.00	466.00	1,284.00	26.6%
Fund Excess/(Deficit):		(1,735.00)	(470.32)		

BALANCE AS OF 9/30 = \$15,540

2023 BUDGET POSITION

City Of Cle Elum

Time: 11:42:21 Date: 10/04/2023

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699 State Agency Fund 380/580

Months: 01 To: 09

Revenues		Amt Budgeted	Revenues	Remaining	
380 Non Revenues					
386 83 00 000	Trauma Care	400.00	124.86	275.14	31.2%
386 83 31 000	Auto Theft Prevention	700.00	226.05	473.95	32.3%
386 83 32 000	Trauma Brain Injury	300.00	106.47	193.53	35.5%
386 88 00 000	Psea	350.00	69.36	280.64	19.8%
386 89 09 000	WSP Highway Account	550.00	102.23	447.77	18.6%
386 89 14 001	Highway Safety Account	300.00	117.30	182.70	39.1%
386 91 00 000	Psea	8,500.00	2,677.44	5,822.56	31.5%
386 92 00 000	Psea	7,000.00	1,805.91	5,194.09	25.8%
386 96 00 000	Crime Lab Analysis	2,500.00	151.30	2,348.70	6.1%
386 97 00 000	Judicial Information System	2,500.00	737.19	1,762.81	29.5%
386 99 00 001	School Safety Zone	750.00	110.26	639.74	14.7%
389 31 00 001	FBI Fees State Share	800.00	407.25	392.75	50.9%
389 31 00 002	Gun Permits State Share	2,300.00	1,481.00	819.00	64.4%
389 31 00 003	Building Code Fee State Share	2,000.00	999.50	1,000.50	50.0%
389 31 00 005	Rent Deposits	0.00	0.00	0.00	0.0%
389 31 00 006	Excise Tax -- Rentals	8,000.00	4,500.42	3,499.58	56.3%
389 31 00 007	Leasehold Tax -- Airport	700.00	812.21	(112.21)	116.0%
389 31 00 008	Excise Tax -- Billboard Lease	192.60	192.60	0.00	100.0%
389 31 00 009	Leasehold Tax -- Old Public Works Shop	0.00	0.00	0.00	0.0%
389 31 00 010	Confiscated Property	400.00	0.00	400.00	0.0%
389 31 00 015	Leasehold Tax -- Vertical Bridge	0.00	0.00	0.00	0.0%
389 90 00 699	Deposits -- Timing Split Between Two Months	0.00	0.00	0.00	0.0%
380 Non Revenues		38,242.60	14,621.35	23,621.25	38.2%

Fund Revenues:	38,242.60	14,621.35	23,621.25	38.2%
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Expenditures		Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures					
586 83 00 000	Trauma Care	400.00	109.81	290.19	27.5%
586 83 00 001	Auto Theft Prevention	700.00	195.87	504.13	28.0%
586 83 00 002	Trauma Brain Injury	300.00	91.34	208.66	30.4%
586 88 00 000	Psea 3	350.00	60.33	289.67	17.2%
586 89 09 001	WSP Highway Account	550.00	12.98	537.02	2.4%
586 89 14 001	Highway Safety Account	300.00	42.30	257.70	14.1%
586 91 00 000	Psea 1	8,500.00	2,193.06	6,306.94	25.8%
586 92 00 000	Psea 2	7,000.00	1,519.35	5,480.65	21.7%
586 96 00 000	Crime Lab Analysis	2,500.00	127.04	2,372.96	5.1%
586 97 00 000	Judicial Information System	2,500.00	642.98	1,857.02	25.7%
586 99 00 001	School Safety Zone	750.00	110.01	639.99	14.7%
589 31 00 001	Building Code Fees	2,000.00	838.00	1,162.00	41.9%
589 31 00 002	Rent Deposit Returns	0.00	0.00	0.00	0.0%
589 31 00 003	FBI Fees	800.00	415.75	384.25	52.0%
589 31 00 004	Gun Permits	2,300.00	1,485.00	815.00	64.6%
589 31 00 005	Excise Tax-Rentals	8,000.00	1,804.02	6,195.98	22.6%
589 31 00 006	Airport Leasehold Tax	700.00	812.21	(112.21)	116.0%
589 31 00 007	Billboard Leasehold Tax	192.60	3,197.16	(3,004.56)	1660.0%
589 31 00 010	Confiscated Property	400.00	0.00	400.00	0.0%
589 31 00 011	Leasehold Tax -- Old Public Works Shop	0.00	0.00	0.00	0.0%
589 31 00 015	Leasehold Tax -- Vertical Bridge	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Cle Elum

Time: 11:42:21 Date: 10/04/2023

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699 State Agency Fund 380/580 Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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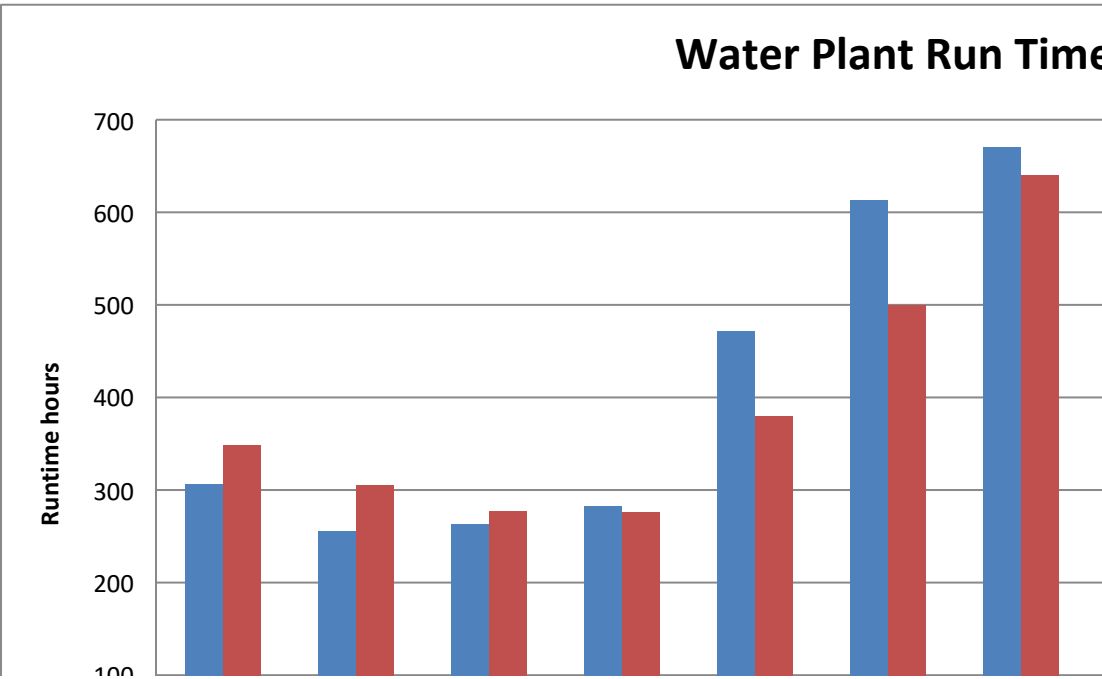
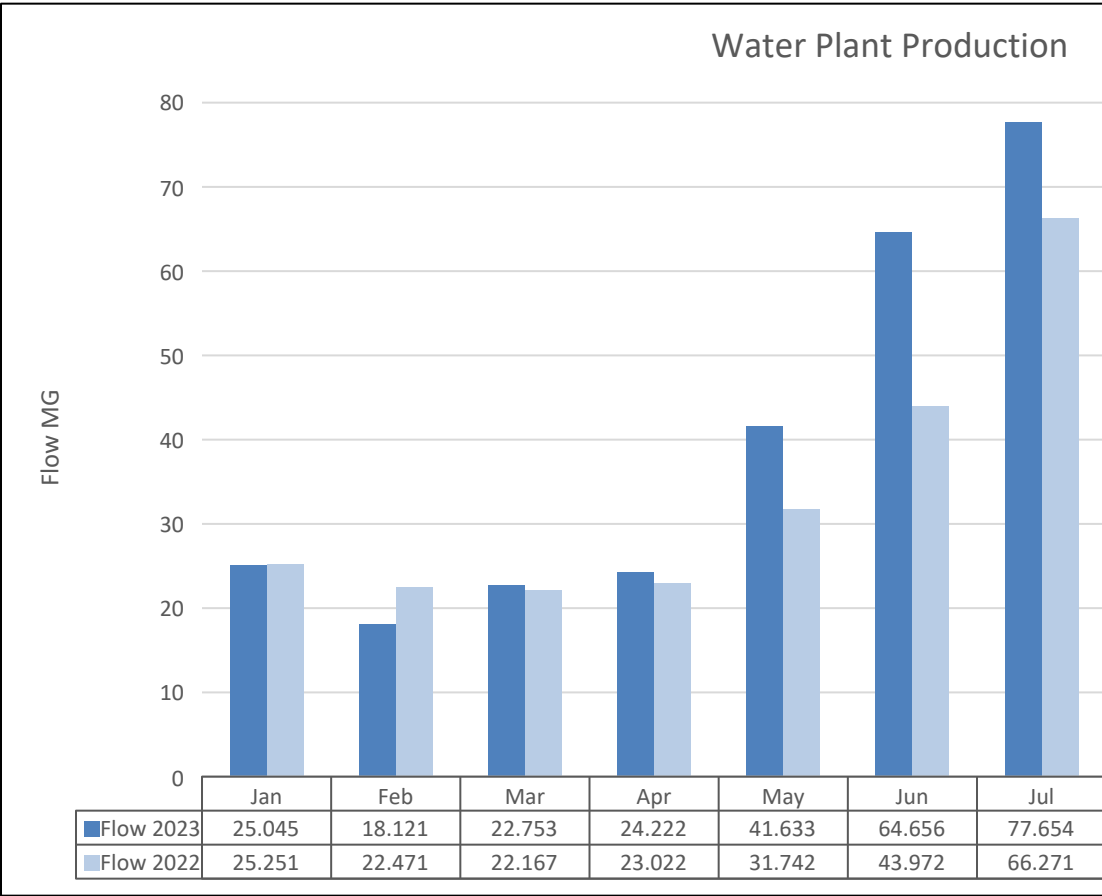
580 Non Expenditures

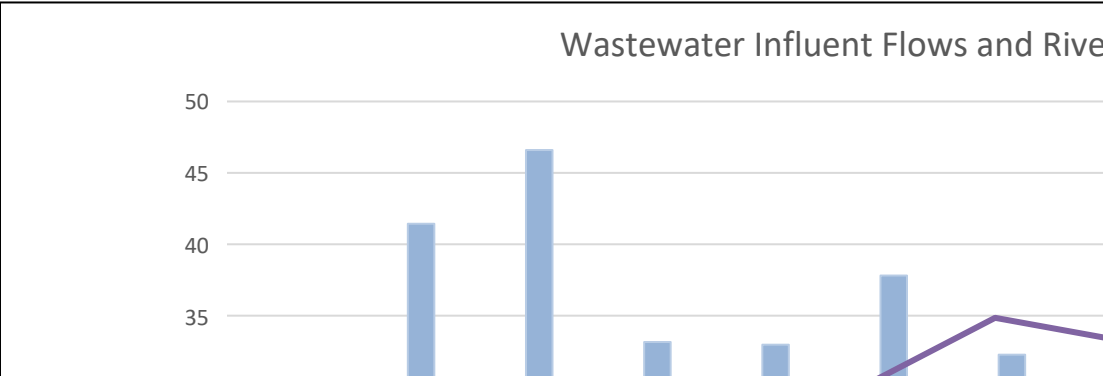
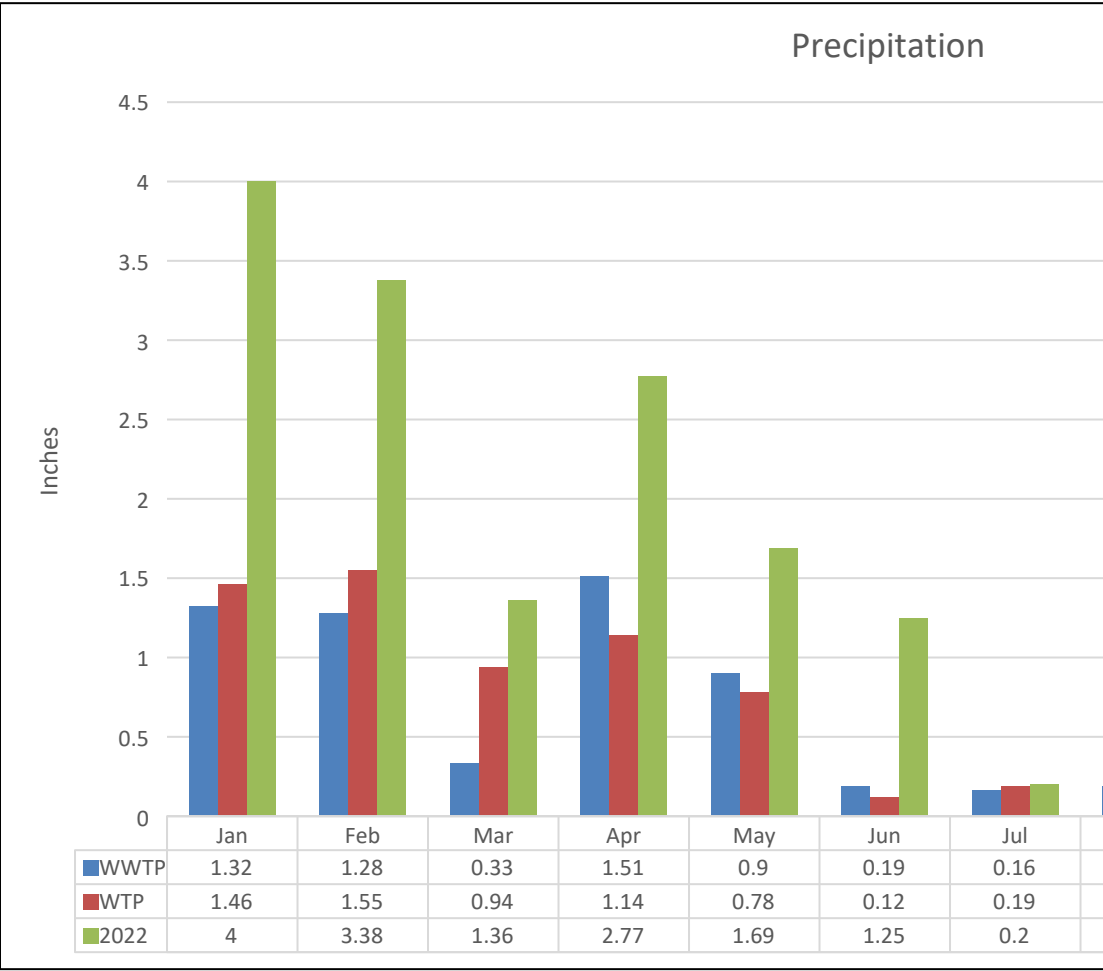
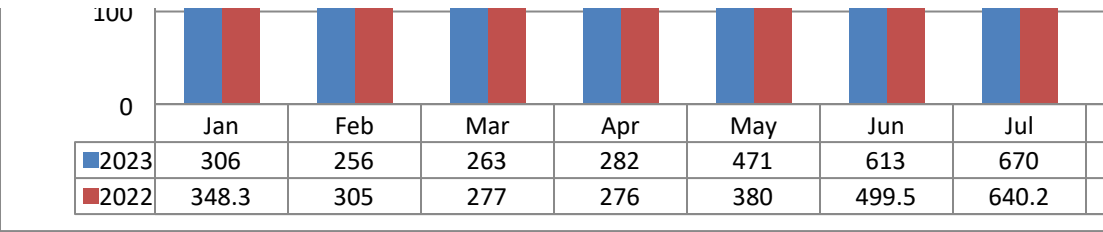
580 Non Expenditures	38,242.60	13,657.21	24,585.39	35.7%
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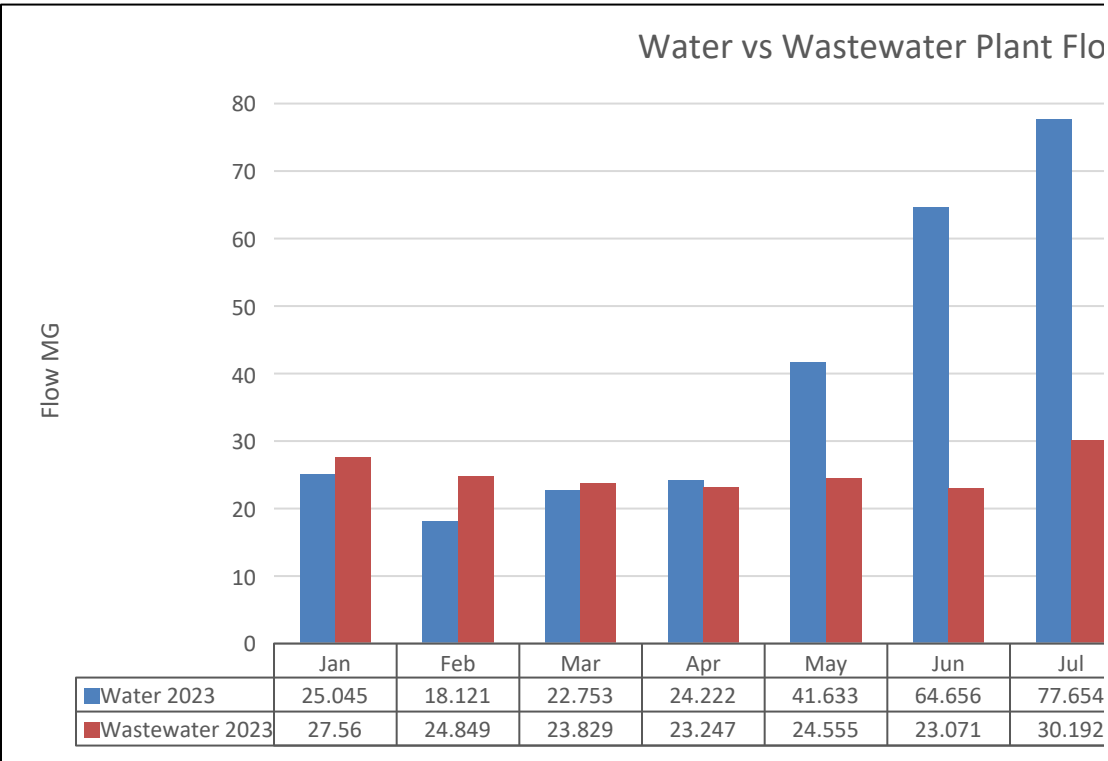
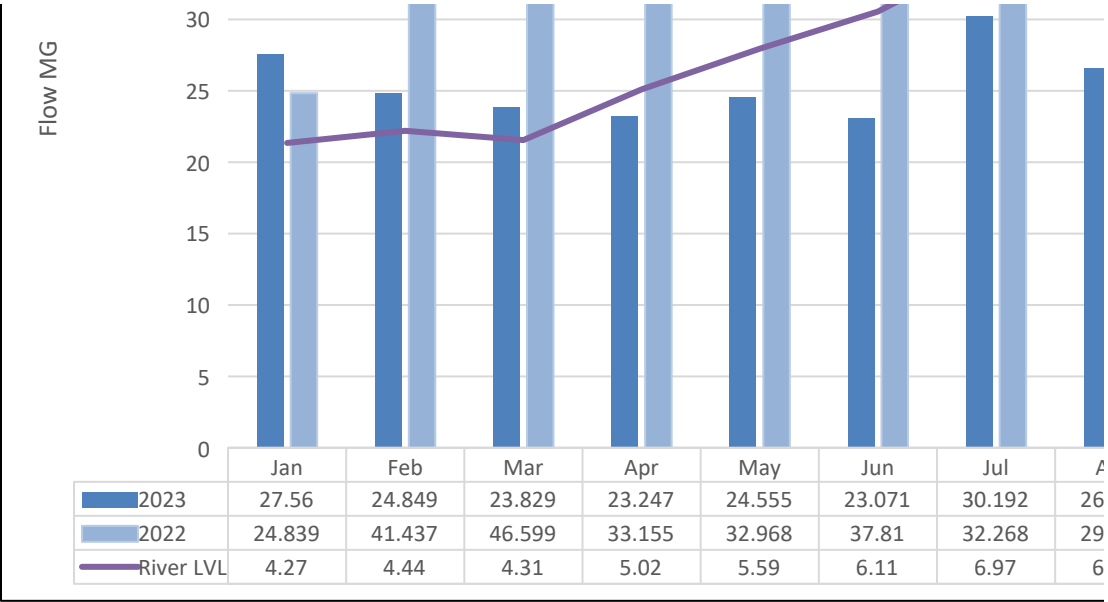
Fund Expenditures:	38,242.60	13,657.21	24,585.39	35.7%
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Fund Excess/(Deficit):	0.00	964.14
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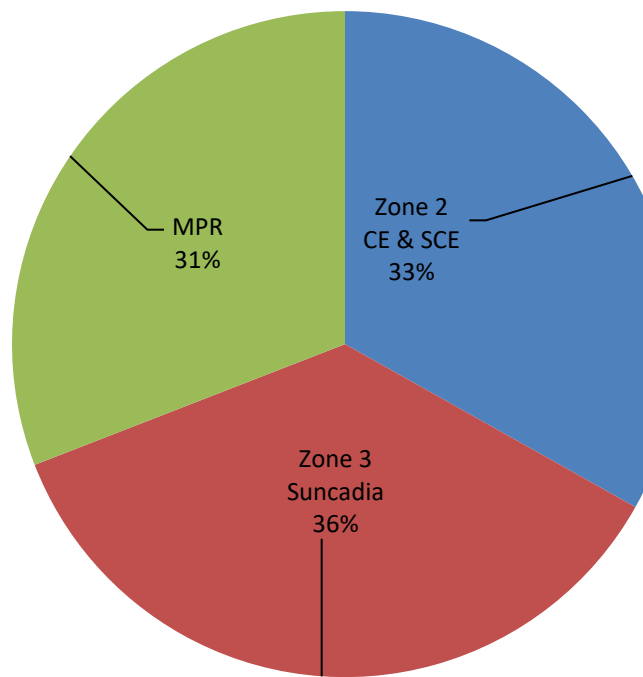
BALANCE AS OF 9/30 = \$3,631

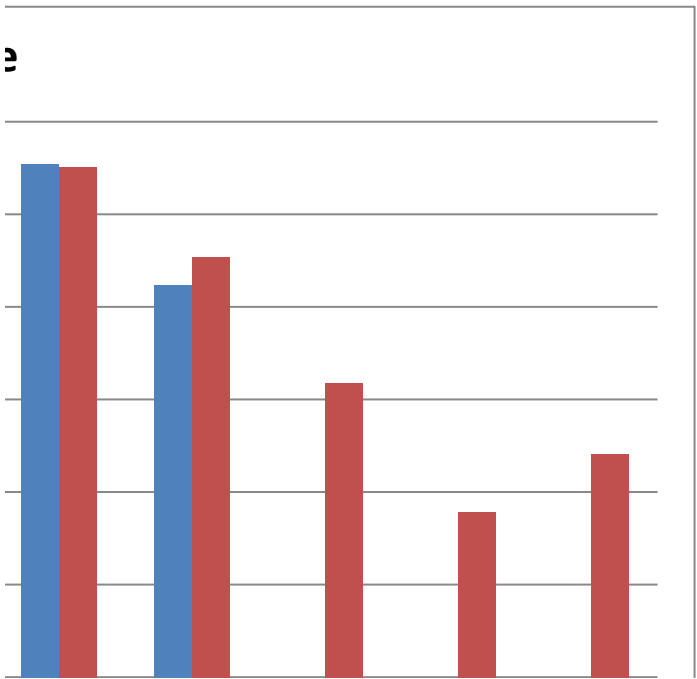
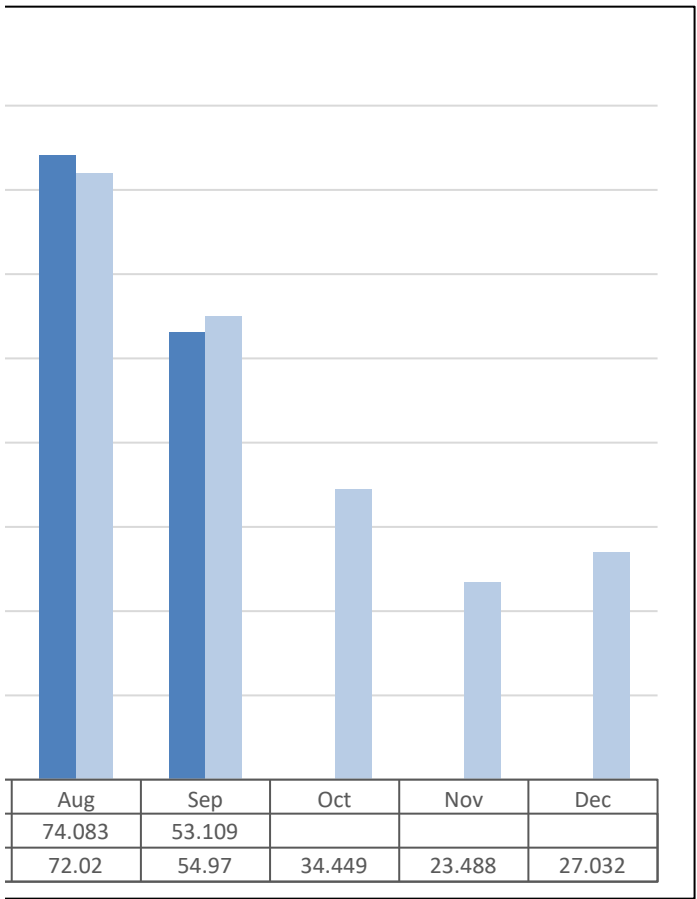


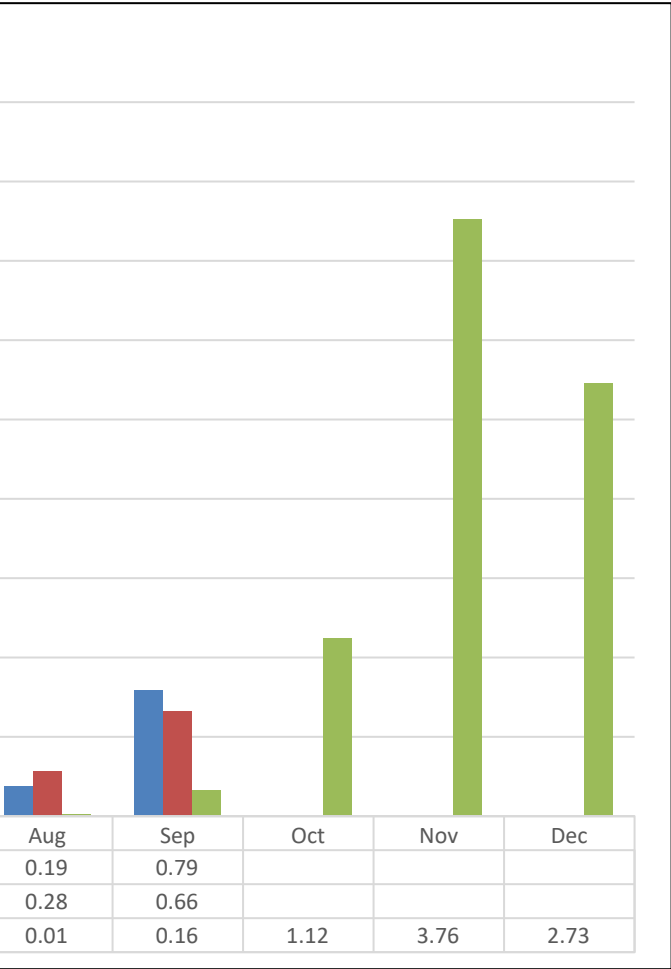
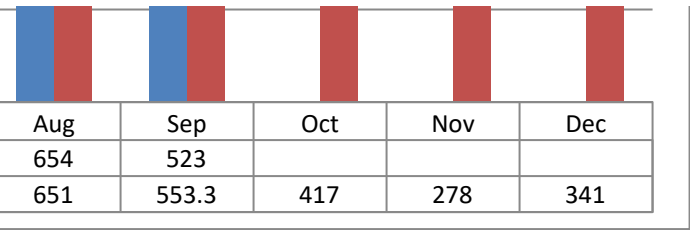


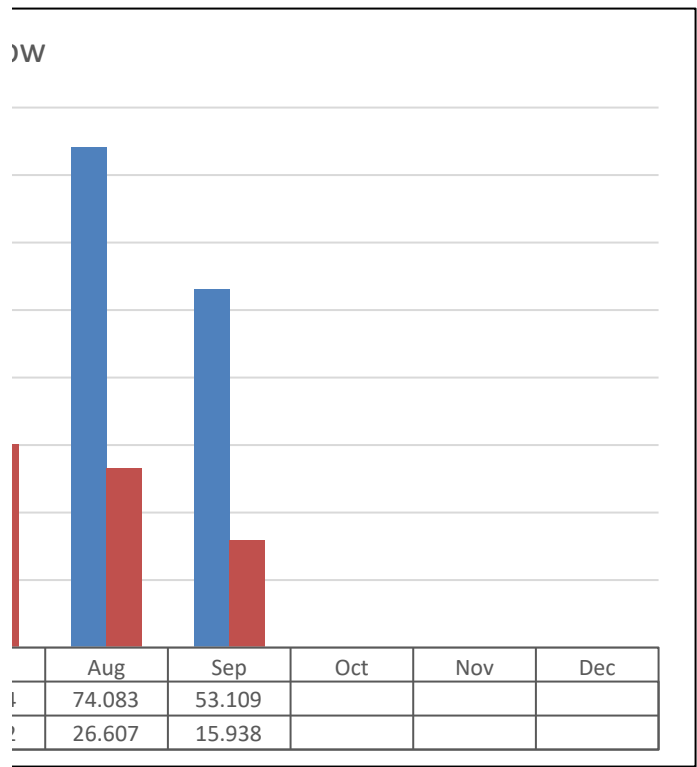
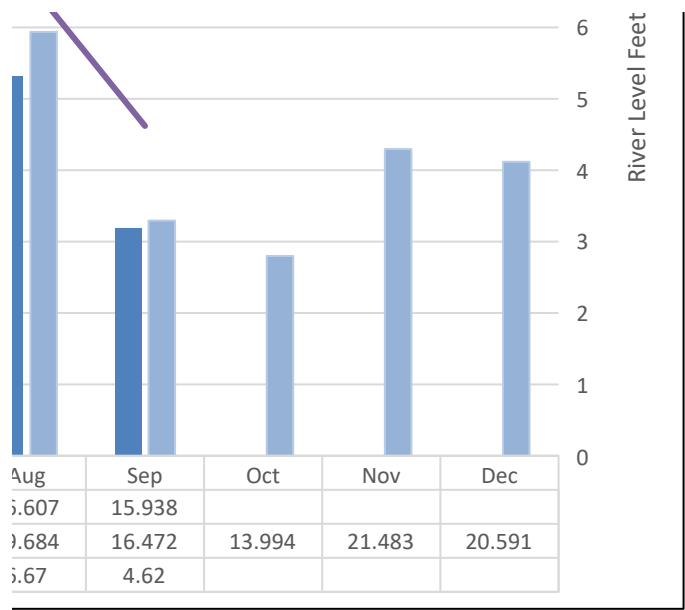


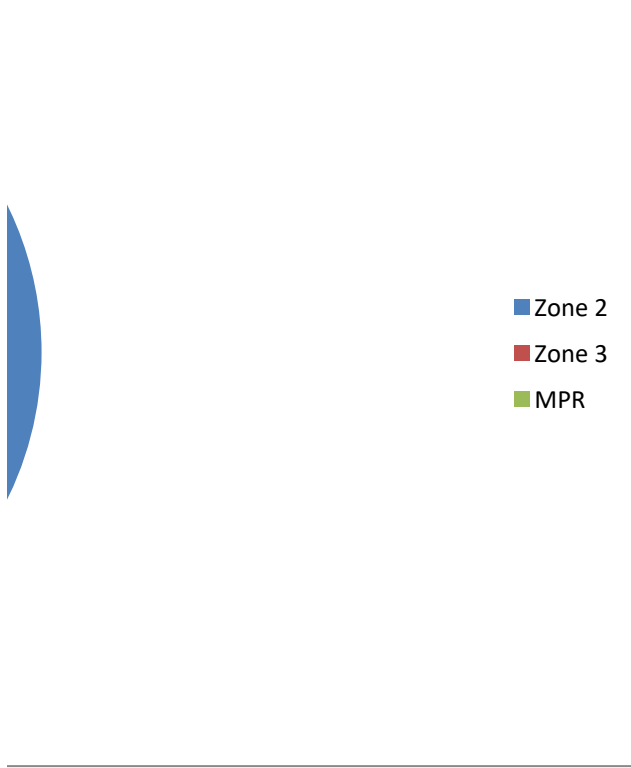
Percent of Flow - September











CITY OF CLE ELUM
Planning Department

AGENDA
STAFF REPORT

AGENDA DATE: *October 10, 2023*

ACTION REQUESTED: *None, Current Planning Update: September 11, 2023 – October 10, 2023*

BACKGROUND:

Current Planning Permits:

1. ***Right of Way Vacation*** Renfro – (Public Hearing)
2. ***Fowler Creek Annexation***; legal description review process, next step will be submitting petition to county.
3. ***Processed two Variance*** requests related to setbacks for residential development. One in the MF zoning district and one in SF, both were minor and approved.
4. ***Parcel Segregation/Boundary Line Adjustment*** (approved)
5. ***Pre-Application*** meeting for a major remodel of a building in the Downtown Commercial Zoning district (This is the 11th pre-application meeting for the year. 7 in 2022, 12 in 2021, and 7 in 2020)
6. ***Pre-Application*** meeting with the School District for a pre-K/Kindergarten school expansion (waiting on additional information from the school)
7. ***Processed three Sign Permit*** approvals for businesses around town: Wendy's, Mid-Town Depot, GasLight Building (6 sign permits to date)
8. ***47 North*** – assisting with review process (in review)

Code Enforcement:

1. ***Research and review of multiple complaints related to ROW encroachment, illegal dumping, and various complaints related to a commercial business under construction.***

General Planning Support:

1. ***Provided planning support to the public and staff related to: Zoning/Development; Short Term Rentals; Building Permits; Sign Permits; ROW Vacation(s); Pre-Application Meetings; Subdivision/Parcel Segregation; Historic Preservation; Annexation.***
2. ***Onsite Support; walk-ins***
3. ***Building permit review (residential development)***
4. ***Planning Commission – Sign Code; Critical Areas, Common Lot Line, Planning Priority Matrix***
5. ***Council Presentations***
6. ***Website updates; removed unused pages; simplified existing pages; added current/upcoming news/announcements.***

RECOMMENDATION:

None

HANDLING:

City Clerk, Council

ATTACHMENTS:

None

LEAD STAFF:

Colleda Monick, HLA

Here in the United States, professional volunteer firefighters have a long history. These men and women risk their lives daily to keep us safe. While firefighting can be traced back to the colonial days, it formally started as a community-based organization in the 1600s.

Firefighter patches have been a part of fire departments since the early days, providing identification and a sense of camaraderie. Firefighters can be seen wearing badges that feature symbolism that showcases the history of the firefighter. There are a few notable details that most firefighter patches include, which serve as a tribute to the past.

The 8-point Maltese Cross is a traditional symbol. The symbol was used during the Crusades and became a beacon of protection and loyalty for those that served. The Maltese cross was first awarded to members of the Knights of St. John who fought fire on the island of Malta. It was the first-time fire had been used as a weapon of war, and the knights worked to rescue the injured from the flames. These days the 8-point Maltese Cross can be seen on firefighter patches, badges, and even fire trucks.

The center of any firefighter patches is typically home to a group of fire symbols. Known as the scramble, this area usually features a ladder and an axe. However, more modern tools have been added, including helmets, fire hydrants, and hoses. Others feature traditional tools such as a pike pole. These details are used to symbolize preparedness and commitment to the trade.

Our traditional Patch was designed by Fred Benjamin when Terry Bland was Chief Some time around 1978. It was approved by the fire department. This included past members and Chiefs as Chuck Wallick, Gregg Barr, and Jim Gorgeson. When talking with Fred he said the department needed its own Identity. He took the hat badge design of the day and turned it into a 45-year long representation of the Cle Elum Fire department.

The new patch was designed by Chase Stanley, a current member and captain of the Cle Elum fire department. It has been approved by our members for 2023. This was taken to the council a few years ago to approve of using on our city fire department vehicles. The members liked

the design so much they asked for it to be made into the new patch. We would like to ask the council to be a part of the official retirement of our old patch and the implementation of our new. With this I would like to present the city, Fred, and Chase, with a shadow box to show the appreciation of the efforts put forth to make sure we are properly represented now and in the future. Thank you.

Traditional patch was designed some time around 1978 By Fred Benjamin and approved by the fire department members under Chief Terry Bland. The design was taken from a badge that was being used on department hats at that time. Our new department patch was designed by Chase Stanley. It was designed originally to represent our department and to accommodate some of the new City design. In 2023 the fire department members under chief Edwin Mills approved the idea of replacing our traditional patch with a new design.

Cle Elum Fire Department

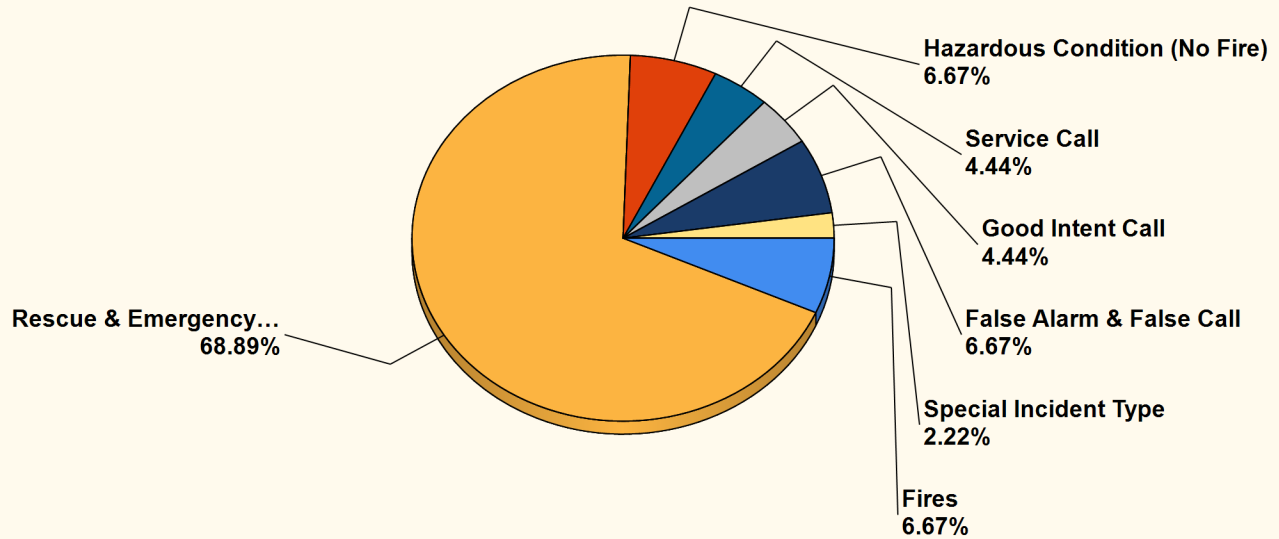
Cle Elum, WA

This report was generated on 10/2/2023 2:05:00 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	6.67%
Rescue & Emergency Medical Service	31	68.89%
Hazardous Condition (No Fire)	3	6.67%
Service Call	2	4.44%
Good Intent Call	2	4.44%
False Alarm & False Call	3	6.67%
Special Incident Type	1	2.22%
TOTAL	45	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	2.22%
131 - Passenger vehicle fire	1	2.22%
141 - Forest, woods or wildland fire	1	2.22%
321 - EMS call, excluding vehicle accident with injury	30	66.67%
322 - Motor vehicle accident with injuries	1	2.22%
411 - Gasoline or other flammable liquid spill	1	2.22%
480 - Attempted burning, illegal action, other	2	4.44%
550 - Public service assistance, other	2	4.44%
600 - Good intent call, other	2	4.44%
733 - Smoke detector activation due to malfunction	1	2.22%
740 - Unintentional transmission of alarm, other	1	2.22%
745 - Alarm system activation, no fire - unintentional	1	2.22%
911 - Citizen complaint	1	2.22%
TOTAL INCIDENTS:	45	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



CITY OF CLE ELUM
Planning Department
STAFF REPORT

Renfro Right-of-Way Vacation (VAC-2023-002)

AGENDA DATE: **October 9, 2023**

ACTION REQUESTED: **Public Hearing to consider a Right-of-Way Vacation between Deer Meadow Drive/Spansky Way**

BACKGROUND:

On August 15, 2023, the City of Cle Elum received a petition from Dwight and Sherri Renfro, for the vacation of a portion of platted right-of-way. The proponent has requested this vacation to be consistent with the property to the south, which just received approved ROW (Legal description and site plan included in File NO. VAC-2023-002).

There are no future City plans for development of the subject right-of-way. City of Cle Elum records indicate that the subject right-of-way was originally dedicated to the city by Fred and Nellie Steiner, on May 10, 1915. On September 11, 2023, the city via Ordinance 1651, vacated the southern portion of this ROW.

On October 9, 2023, a public hearing is being conducted before the city council. Following the public hearing, the city council shall determine whether to proceed with the vacation as proposed, to modify the proposal, or deny the requested vacation. If the city council decides to proceed with a vacation, the city staff shall prepare an ordinance to vacate the street or alley provided, that:

1. The owner(s) of the property abutting the street or alley to be vacated shall pay to the city an amount not to exceed one-half of the full appraised or assessed value of the area to be vacated as determined by the city.
 - a. If the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or if the subject property or portions thereof were acquired at public expense, the city may require the owners of the property abutting the street or alley to compensate the city in an amount that does not exceed the full appraised or assessed value of the area vacated.

2. The city may retain an easement or the right to exercise and grant easements in respect to the vacated land for the construction, repair, and maintenance of public utilities and services.

3. The vacation shall not go into effect until the required fees and charges have been paid and the city is reimbursed for all costs incurred in processing the proposed vacation.

H. A certified copy of the ordinance shall be filed with the county assessor and recorded with the county auditor.

I. If compensation is determined to be required, one-half of the revenue received by the city as compensation for the area vacated must be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the city.

RECOMMENDATION:

The Planning Division recommends that the petition for the vacation of platted right-of-way adjacent to land owned by the Renfro's, be approved, subject to conditions.

ATTACHMENTS:

Staff Report; Vicinity Map; Site Plan; Application; Public Notices; Appraisal

LEAD STAFF:

Colleda Monick, City Planner

City of Cle Elum
119 West First Street
Cle Elum, WA 98922



Phone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

CITY OF CLE ELUM
FINDINGS of FACT, CONCLUSIONS, & RECOMMENDATION
for
PETITION FOR RIGHT-OF-WAY VACATION

Application File: VAC-2023-002

PETITIONER: Dwight and Sherri Renfro
REQUEST: Proposed public right-of-way vacation in the vicinity of Deer Meadow Drive and Spansky Way
PROJECT LOCATION: Vicinity of Dear Meadow Drive and Spansky Way
PARCEL NUMBER(S): 943134
DATE OF REQUEST: August 15, 2023
DATE OF HEARING: October 9, 2023
STAFF CONTACT: Colleda Monick, Planning Consultant

I. DESCRIPTION OF REQUEST:

The applicant is requesting to vacate a portion of public right-of-way in the vicinity of Deer Meadow Drive and Spansky Way, extending along the eastern boundary of parcel number 943134, located in the Single-Family Residential zoning district.

II. SUMMARY OF RECCOMENDATION:

From the review of the site, the matters contained in the application, and a review of the Cle Elum Comprehensive Plan 2037, the Cle Elum Urban Area Zoning Ordinance, and RCW 35.79, Planning Staff makes the following:

III. FINDINGS:

A. Background: On August 15, 2023, the City of Cle Elum received a petition from Dwight and Sherri Renfro for the vacation of a portion of right-of-way. The proponent has requested this vacation as the property owner to their south recently vacated the right-of-way under Ordinance 1651. There are no future City plans for development of the subject right-of-way.

- B. Council Authority:** The Council has jurisdiction to conduct public hearings on petitions and resolutions to vacate streets and public right-of-way pursuant to CEMC 14.30.200.
- C. Urban Area Zoning Ordinance:** Technically, street rights-of-way are not designated with an underlying zoning district. However, upon vacation they become zoned the same as the properties to which they are immediately contiguous. In this case, the contiguous zoning is Single Family Residential. The entire portion of right-of-way to be vacated will be zoned Single Family Residential, consistent with the zoning that is currently located along the right-of-way.
- D. Cle Elum Comprehensive Plan 2037:** Street rights-of-way do not contain an underlying Comprehensive Plan designation. Upon vacation they will obtain the same Comprehensive Plan designation as the properties to which they are immediately contiguous. The subject portions of right-of-way, once vacated, will have a Future Land Use Designation of Commercial.
- E. Revised Code of Washington (RCW) 35.79:** This chapter of state law stipulates the state's requirements for the process of vacating street right-of-way. All requirements of this chapter that can be accomplished prior to the public hearing have been fulfilled. State law provides that the property within the limits to be vacated shall belong to the owners of the lots abutting each side of the vacated area, one-half to the owners on each side of the vacated area (RCW 35.79.040). Except in cases where dedication can be traced back to one lot.

IV. ZONING AND LAND USE:

The property being vacated is considered public right-of-way and surrounding properties have the following characteristics:

<u>Direction</u>	<u>Zoning</u>	<u>Land Use</u>
North	Single-Family Residential	Single-Family Residence
South	Single-Family Residential	Vacant Land
East	Multi-Family Residential	Vacant Land
West	Single-Family Residential	Single-Family Residence

V. STAFF REVIEW:

A meeting was held to discuss the possible impacts of this vacation. The following comments were received from public agencies and private companies with an interest in development herein being reviewed:

- A. Traffic Engineering: No issue with the vacation. There are no future plans to develop this area or to extend utilities through the existing right-of-way.
- B. No public comments or agency comments were received.

VI. PUBLIC USE OF RIGHT-OF-WAY:

The subject portion of right-of-way to be vacated is completely unimproved on the surface. No curb, gutter, or asphalt are located in this portion of right-of-way.

VII. CRITERIA FOR VACATION OF RIGHT-OF-WAY:

CEMC Ch. 14.30.200 provides specific guidelines for right-of-way vacations. These guidelines include ten criteria that must be met in the granting of vacation petitions. There are as follows:

a. The need for the proposed vacation.

Staff Response: The property owner to the south just vacated the portion of right-of-way via Ordinance 1651, and the Renfro's would like to be granted similar approval. They do have an accessory structure located partially in the right-of-way and this vacation would bring this building into compliance with the municipal code.

b. The current use of the street or alley.

Staff Response: There is no current use.

c. Easement within the right-of-way.

Staff Response: No recorded easement through the right-of-way, there is a 6" waterline outside of the right-of-way located on the parcel to the east.

d. Whether the proposed vacation is consistent with the goals and policies of the comprehensive plan.

Staff Response: Street rights-of-way do not contain an underlying Comprehensive Plan designation. Upon vacation they will obtain the same Comprehensive Plan designation as the properties to which they are immediately contiguous.

e. Whether the street or alley abuts a body of water (See RCW 35.79.035).

Staff Response: N/A

f. The impact of the proposed vacation on neighboring properties.

Staff Response: The property owner to the south recently went through the process of vacating the right-of-way and all the land went back to the property to the west, as it has been identified through records that the lots to the west of the right-of-way were responsible for dedicating all right-of-way.

g. Potential environmental impacts

Staff Response: None noted. There is no anticipated environmental factors that would be adversely affected by this vacation.

h. Potential impacts on the public health, safety, and welfare.

Staff Response: None identified. There is no anticipated development that would be adversely affected by this vacation.

i. The public benefit of the proposed vacation.

Staff Response: As there are no plans to improve this section of right-of-way into a public street, or to extend utilities through this area, nor is there current access, vacating this portion of right-of-way will not adversely affect the public.

j. The recommended methodology for determining the value of the street or alley to be vacated.

Staff Response: The valuation method was conducted by Fidelity Appraisal Service LLC and was based on the land assessment by Kittitas County. Based on the research of the surrounding parcels, the new parcel value was based on the rate of increase consistent with surrounding parcels for size in relation to value.

VIII. COMPENSATION:

A. CEMC 14.30.200(G)(1) states, "The owner(s) of the property abutting the street or alley to be vacated shall pay to the city an amount not to exceed one-half of the full appraised or assessed value of the area to be vacated as determined by the city."

B. CEMC 14.30.200(G)(1)(a) states, "If the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or if the subject property or portions thereof were acquired at public expense, the city may require the owners of the property abutting the street or alley to compensate the city in an amount that does not exceed the full appraised or assessed value of the area vacated."

The appraised value, as provided by the Petitioner, is reported as \$2,544 as determined by Fidelity Appraisal Service LLC. (Half is \$1,272.)

IX. TRAFFIC STUDY:

The City of Cle Elum's Engineer has determined that a traffic study is not required for this right-of-way vacation.

X. ENVIRONMENTAL REVIEW:

Street vacations are categorically exempt from SEPA review (WAC 197-11-800(2)(i)).

XI. PUBLIC NOTICE:

The Cle Elum City Council set the date of this public hearing for street vacation on September 11, 2023, by Resolution NO. 2023-023, in accordance with RCW 35.79.010.

Other notices of this hearing were provided for in the following manner:

Posting of the property	September 14, 2023
Adjoining property owners notified	September 14, 2023
Legal ad published	September 14, 2023
Posting in three public places	September 12, 2023
Revised notices were issued (correction)	September 20, 2023

XII. CONCLUSION:

1. Petition signatures for this vacation were obtained from the necessary two-thirds of the property owners fronting this vacation.

2. The subject right-of-way was dedicated to the city of Cle Elum by Fred and Nellie Steiner, on May 10, 1915.
3. If this request is approved, the vacated right-of-way will be zoned Single-Family Residential.
4. No properties will be denied sole access to the public street system by vacating this right-of-way.
5. The petition for vacation of this public right-of-way does not conflict with any planned street improvement projects or other plans or projects of the City of Cle Elum. The southern half of the right-of-way was recently vacated via Ordinance 1651.
6. The intended use of the property, once vacated, will benefit the property owner.
7. A traffic study for this proposal was not required.
8. All necessary requirements for street vacations in RCW 35.79 are met.
9. Compensation to the City is at the discretion of the city council, per CEMC 14.30.200. One half of the appraised value would be \$1,272.
10. No letters were received during the public comment period, which closed on October 5, 2023.

XIII. RECOMMENDATION:

The Planning Division recommends that the petition for the vacation of platted right-of-way adjacent to land owned by Dwight and Sherri Renfro, be approved, subject to the following conditions:

- A. The vacated right-of-way shall be zoned Single-Family Residential.

DWIGHT AND SHERRI RENFRO
VAC_2023_002

EXHIBIT LIST

Application for Right-of-Way Vacation
Vicinity Map
Site Plan
Appraisal
Resolution for Set Date (Resolution No. RES 2023-023)
Land Use Action Signs
Notice of Petition & Public Hearing
Press Release
Parties Notified

119 West First Street
Cle Elum, WA 98922
Telephone · (509) 674-2262
Fax · (509) 674-4097
www.cityofcleelum.com



PETITION TO VACATE A CITY RIGHT-OF-WAY

The owners of an interest in any real estate abutting upon any street or alley who may desire to vacate the street or alley, or any part thereof, may petition the City to make vacation, giving a description of the property to be vacated, or the City may itself initiate by resolution such vacation procedure. See RCW 35.79 for more information

OFFICIAL USE ONLY	
Permit #:	VAC-2023-002
Staff Person:	V. [Signature]
Fee Total:	\$1000.00
Associated Permits:	

TO THE CITY COUNCIL AND MAYOR:

The undersigned persons are owners of more than two-thirds (2/3) of all the private property abutting upon the right-of-way described below and shown on the attached map:

Identification of Right-of-Way by name and/or Plat/Block: 20ft. Vacation
of Alley Adjacent to Eastside of Benfro Parcel #943134

The undersigned desire that the above described right-of-way be vacated so that it will be available for private use and further petition the City Council, to, by resolution, fix a time and place when this Petition shall be heard and determined, which time shall be not less than twenty (20) days nor more than sixty (60) days after the date of passage of said resolution; and further petition the City Council to instruct the City Clerk, upon passage of the resolution, to give at least twenty (20) days prior notice of the pendency of said Petition, by posting a notice in three (3) of the most public places in the City of Cle Elum and a like notice in a conspicuous place on each portion of right-of-way to be vacated, which notice shall contain a statement that a petition has been filed to vacate said portion of street, which shall be described in the notice together with a statement of the time and place fixed for the hearing of said petition. The applicant by signing this agreement also agrees to pay all costs associated with its review.

Date: 8-15-23

Property Owner Signatures:

[Signature]
[Signature]

Application Criteria¹	
1.	A cover letter indicating the names of the applicants, a description of the right-of-way and the reasons for its vacation.
2.	A map clearly indicating the subject right-of-way to be vacated and the adjoining property owners.
3.	A professional survey of the proposed vacation.
4.	Payment of a fee that is consistent with the City of Cle Elum's fee schedule.

1. The application will not be processed and deemed incomplete if not all required criteria is not attached to application on the day of submission. The Planner may chooses to wave some of the required criteria. If any of the required criteria is provided in another permit please cite that permit.

Receipt: 14740 08/15/2023
Acct #: 19120 COPY
City Of Cle Elum
119 W First Street
Cle Elum, WA 98922
5096742262

Dwight & Sherri Renfro
1310 East Third ST
Cle Elum, WA 98922

Treasurers Receipt
Memo: ROW Vacation Renfro

Development Fees --	1,000.00
Reimbursed	

Non Taxed Amt:	1,000.00
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Total:	1,000.00
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Chk: 6895	1,000.00
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Ttl Tendered:	1,000.00
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Change:	0.00
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Issued By: Debbie Lee1
 08/15/2023 11:13:12

INVOICE

Date: 08/09/2023

File No. 0FAS4457
Lot Line Adjustment

Prepared for:

Dwight A. Renfro & Sherrie Renfro
1310 E 3rd St
Cle Elum, WA 98922

Property Appraised:

Dwight A. Renfro & Sherrie Renfro
1310 E 3rd St
Cle Elum, WA 98922

Work Performed:

Valuation of acquired property through a lot line adjustment	\$	600.00
	\$	
	\$	
	\$	
	\$	
	\$	
Total Amount Due:		\$ 600.00

Please make checks payable to:

Fidelity Appraisal Service LLC
114 W 1st St - Suite A
Cle Elum, WA 98922
Tax ID No. 27-4156384
orders.fidelity@gmail.com
509-674-3989



Produced by ClickFORMS Software 800-622-8727

DATE: 08/09/2023

TO:

Dwight A. Renfro & Sherrie Renfro
1310 E 3rd St
Cle Elum, WA 98922

FROM: Amy L. Casto

Fidelity Appraisal Service LLC
114 W 1st St - Suite A
Cle Elum, WA 98922

RE: 1310 E 3rd St, Cle Elum, WA 98922

The scope of this appraisal is for the purpose of a boundary (lot) line adjustment. It is to allow for the modification of common property lines between adjacent lots, tracts, or parcels in order to accommodate a minor transfer of land. The adjustment or elimination process shall not create any additional lots, tracts or parcels, nor shall it create a buildable lot from a parcel not originally intended to be buildable. All resulting lots, tracts or parcels shall contain sufficient area and dimension to meet minimum current requirements for zoning and building purposes.

The valuation method was based on the land assessment by Kittitas County. Based on research of the surrounding parcels, the new parcel value was based on the rate of increase consistent surrounding parcels for size in relation to value. The subject current land assessed value is \$127,180 for a lot size of .90 acres. Based on the subject's new site size of 0.99 acres corresponding value is \$129,724. The increased assessment value of \$2,544.

The additional cost to acquire the said deeded area of 4174 square ft, more or less in the lot line adjustment is estimated at \$2,544.

Thank you

Signature: 

Amy L. Casto

ENGAGEMENT LETTER

Date: 07/26/2023

To: Dwight A. & Sherrie Renfro, 1310 E 3rd St, Cle Elum, WA 98922
Phone: 509-304-6222 E-Mail: DNSRenfro@hotmail.com

Pursuant to your request, the following agreement is proposed for the current market value of the vacated alley easement of the adjacent property at:

1310 E 3rd St, Cle Elum, WA 98922 – Parcel # 943134 – Fee \$600
Legal Description: Lot 6, Steiner's Garden Tracts No. 3, Town Cle Elum; .90 acres

Scope of Work

The appraiser's opinion of market value. The utilized definition of market value is to be: The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. The report is to establish the fair market value.

The definition of market value is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- The buyer and seller are typically motivated.
- Both parties are well informed or well advised.
- Both parties are acting in their own best interest.
- A reasonable time is allowed for exposure on the open market.
- Payment is made in terms of U.S. dollars cash.
- The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

The total proposed fee for this appraisal service is \$600.00 and payment is required in full at the time of the property inspection.

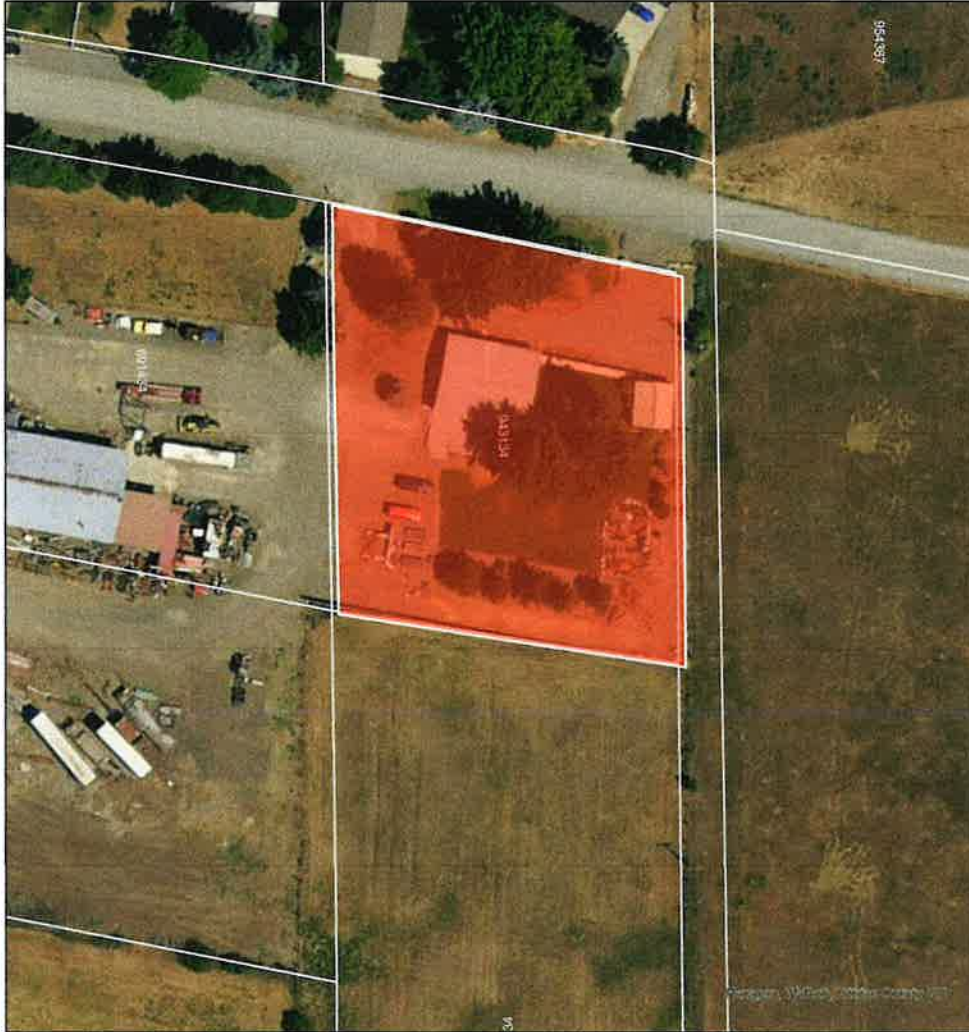
If we are required to support or defend this appraisal in any courtroom situation or depositions for any party associated with this case, an additional fee of \$1000 for any scheduled court appearance plus \$150 per hour (three hour minimum) required to be paid prior to appearance, with any excess hours over three to be billed and due within 5 days of appearance.

We make no warranties or guarantees of any kind regarding the deficient conditions of the subject property, sufficiency of title, areas and boundaries, mechanical and structural conditions of the property.

Sincerely,
Amy L. Casto
Fidelity Appraisal Service LLC.
114 W 1st St, Suite A
Cle Elum, WA 98922
(509) 674-3989
orders.fidelity@gmail.com

Borrower	Dwight A. Renfro & Sherrie Renfro				
Property Address	1310 E 3rd St				
City	Cle Elum	County	Kittitas	State	WA
				Zip Code	98922
Lender/Client	Dwight A. Renfro & Sherrie Renfro		Address 1310 E 3rd St, Cle Elum, WA 98922		

Kittitas County COMPAS Map



Date: 8/9/2023

1 inch equals 94 feet

0 0.010.01 0.02 mi

Disclaimer:
Kittitas County makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data, its use, or its interpretation. Kittitas County does not guarantee the accuracy of the material contained herein and is not responsible for any use, misuse or representations by others regarding this information or its derivatives.

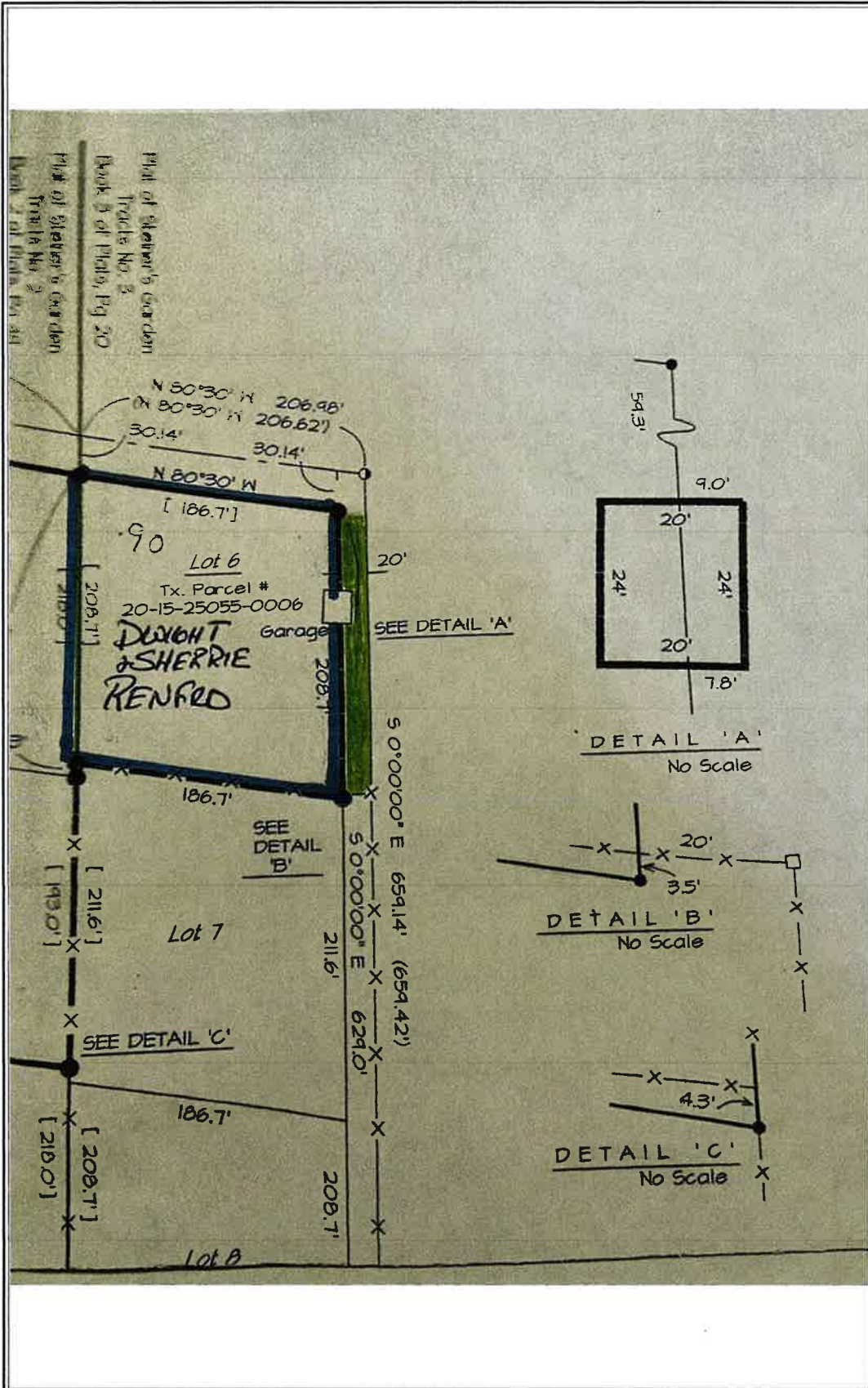


Borrower Dwight A. Renfro & Sherrie Renfro

Property Address 1310 E 3rd St

City Cle Elum County Kittitas State WA Zip Code 98922

Lender/Client Dwight A. Renfro & Sherrie Renfro Address 1310 E 3rd St, Cle Elum, WA 98922



Survey Map

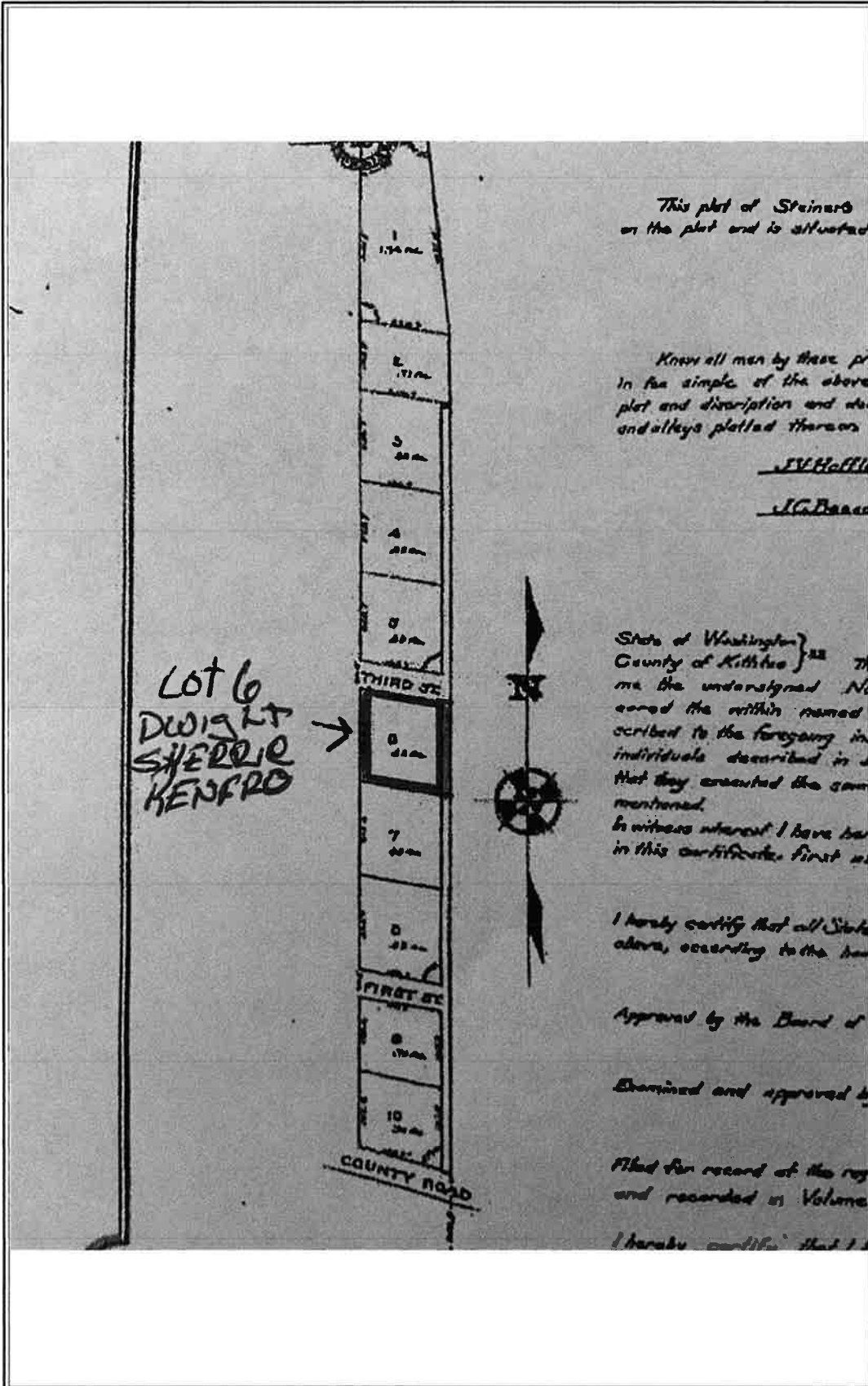
File No. 0FAS4457
Lot Line Adjustment

Borrower Dwight A. Renfro & Sherrie Renfro

Property Address 1310 E 3rd St

City Cle Elum County Kittitas State WA Zip Code 98922

Lender/Client Dwight A. Renfro & Sherrie Renfro Address 1310 E 3rd St, Cle Elum, WA 98922



RESOLUTION: 2023-023

A RESOLUTION setting a day and time for a public hearing to consider a petition to vacate a portion of right-of-way extending south and north along the intersection with Deer Meadow Drive and Spanksy Way.

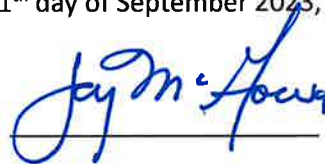
WHEREAS the owners for more than two-thirds of the private property abutting upon the subject right-of-way have petitioned the City Council of the City of Cle Elum to vacate the right-of-way along Lot 6, Steiner's Garden Tracts No. 3 (parcel #943134).

WHEREAS the petition requests that the City Council by ordinance vacate said portion of the right-of-way after proper hearing and determination pursuant to notice as required by law; NOW, THEREFORE,

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF CLE ELUM, WASHINGTON, AS FOLLOWS:

1. Said petition properly and particularly described the portion of right-of-way to be vacated and said petition was signed by owners of more than two-thirds of the property along said right-of-way sought to be vacated;
2. Monday, October 9, 2023, at 6:00 PM in Council Chambers of the City of Cle Elum City Hall, 119 W First Street, Cle Elum, WA, is hereby set as the day, time and place when said petition shall be heard;
3. The City Clerk or designee is hereby directed to give at least 20 days' notice of the public hearing by posting notice in three (3) of the most public places in the City of Cle Elum and in the section of right-of-way to be vacated. The notice shall contain a statement that a petition has been filed to vacate the right-of-way including a description or map of the area to be vacated, together with a statement of the time and place set for the hearing of said petition.

Passed by the City Council and approved by the Mayor on this 11th day of September 2023,



Mayor Jay McGowan

APPROVED AS TO FORM ONLY

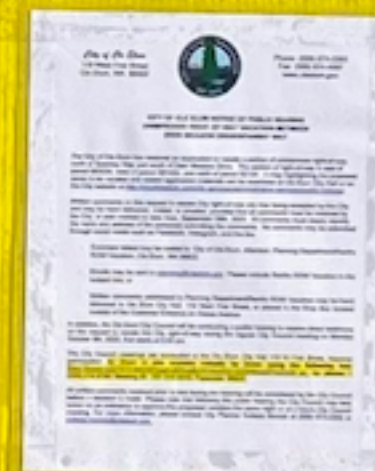
Alexandra Kenyon, City Attorney

ATTEST:



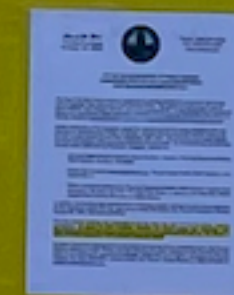
Debbie Lee, City Clerk

LAND USE ACTION PROPOSED FOR THIS SITE



CONTACT THE CITY OF CLE ELUM
509-674-2262

**LAND USE ACTION
PROPOSED
FOR THIS SITE**



**CONTACT THE CITY OF CLE ELUM
509-674-2262**

City of Cle Elum
119 West First Street
Cle Elum, WA 98922



Phone: (509) 674-2262
Fax: (509) 674-4097
www.cleelum.gov

**CITY OF CLE ELUM NOTICE OF PUBLIC HEARING
UNIMPROVED RIGHT-OF-WAY VACATION BETWEEN
DEER MEADOW DRIVE/SPANSKY WAY**

REVISED

The City of Cle Elum has received an application to vacate a portion of unimproved right-of-way north of Spansky Way and south of Deer Meadow Drive. The section of right-of-way is west of parcel 063034, east of parcel 943134, and north of parcel 62134. A map highlighting the proposed areas to be vacated and related application materials can be examined at Cle Elum City Hall or on the City website at <http://cityofcleelum.com/city-services/administrative-services/public-notices/>.

Written comments on this request to vacate City right-of-way are now being accepted by the City and may be hand delivered, mailed, or emailed, provided that all comments must be received by the City, or post marked no later than, October 5th, 2023. All comments must clearly identify the name and address of the person(s) submitting the comments. No comments may be submitted through social media such as Facebook, Instagram, and the like.

- Comment letters may be mailed to: City of Cle Elum, Attention: Planning Department/Renfro ROW Vacation, Cle Elum, WA 98922.
- Emails may be sent to planning@cleelum.gov. Please include Renfro ROW Vacation in the subject line; or
- Written comments addressed to Planning Department/Renfro ROW Vacation may be hand delivered to Cle Elum City Hall, 119 West First Street, or placed in the Drop Box located outside of the Customer Entrance on Oakes Avenue.

In addition, the Cle Elum City Council will be conducting a public hearing to receive direct testimony on the request to vacate this City right-of-way during the regular City Council meeting on Monday October 9th, 2023, that starts at 6:00 pm.

The City Council meetings are conducted at the Cle Elum City Hall 119 W First Street, however participation by Zoom is also available **virtually by Zoom using the following link:** <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2lSRExwZFhXZz09> **or by phone: 1 (253) 215 8782; Meeting ID: 757 318 4018; Passcode: 98922.**

All written comments received prior to and during the hearing will be considered by the City Council before a decision is made. Please note that following this public hearing the City Council may take action on an ordinance to approve this proposed vacation the same night or at a future City Council meeting. For more information, please contact City Planner Colleda Monick at (509) 674-2262 or colleda.monick@cleelum.gov.

NORTHERN KITTITAS COUNTY

TRIBUNE

509-674-2511 • P.O. Box 308 • Cle Elum, WA 98922
www.nkctribune.com

City of Cle Elum
119 West First Street
Cle Elum, WA 98922

Invoice

Invoice #: 00097582
Date: 9/14/23
Terms: Net 30
Due Date: 10/14/23
Reference: LEGAL NOTICE

QTY	UNIT	DESCRIPTION	PRICE	DISC %	AMOUNT	TAXED
5	TCI	Legal Ad (09/14/2023) - Notice of Oct. 9, 2023 Public Hearing to consider a petition to vacate a portion of an alley between Spansky Way and Deer Meadow Drive	\$10.50		\$52.50	

Legal Ad (09/14/2023) - Notice of Oct. 9, 2023 Public Hearing to consider a petition to vacate a portion of an alley between Spansky Way and Deer Meadow Drive

SUBTOTAL: \$52.50

TAX: \$0.00

TOTAL: \$52.50

APPLIED: \$0.00

BALANCE: \$52.50

THANK YOU FOR YOUR BUSINESS!

AFFIDAVIT OF PUBLICATION

STATE OF WASHINGTON)
) SS
COUNTY OF KITTITAS)

TERRY L. HAMBERG, being duly sworn on oath, deposes and says that she is the publisher of the NORTHERN KITTITAS COUNTY TRIBUNE, a weekly newspaper. That said newspaper is a legal newspaper and has been approved as a legal newspaper by order of the Superior Court in the county in which it is published and it is now and has been for more than six months prior to the date of the publications hereinafter referred to, published in the English language continually as a weekly newspaper in Cle Elum, Kittitas County, Washington, and is now and during all of said time was published in an office maintained at the aforesaid place of publication of said newspaper. That the annexed is a true copy of

Legal Ad (09/14/2023) - Notice of Oct. 9, 2023 Public Hearing to consider a petition to vacate a portion of an alley between Spansky Way and Deer Meadow Drive

as it was published in regular issues (and not in supplement form) of said newspaper once a week for a period of

1 subsequent weeks, commencing on the 14th day of September, 2023 and ending on the _____ day of _____, 2023,

both dates inclusive, and that such newspaper was regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is the

sum of \$ 52.50, which amount has been paid in full.

Terry L. Hamberg

Terry L. Hamberg

Subscribed and sworn to before me this 19th day of September, 2023.

Jana E. Stoner
JANA E. STONER

Notary Public in and for the State of Washington, residing at Cle Elum, County of Kittitas. Expires 07/01/2026



NOTICE OF PUBLIC HEARING CLE ELUM CITY COUNCIL

Notice is hereby given that the Cle Elum City Council will hold a public hearing on Monday, October 9th, 2023, at 6:00 p.m. or soon thereafter for the purpose of:

To consider a petition to vacate a portion of an alley between Spansky Way and Deer Meadow Drive, east of parcel 063034, west of parcel 691434, and north of parcel 62134.

The hearing will be held at the Cle Elum City Hall, 119 West First Street, Cle Elum, WA. 98922.

Interested persons may appear and be heard at said hearing, or written comments may be submitted to the City of Cle Elum, Attn: City Clerk, 119 West First Street, Cle Elum, WA 98922, and no later than 4:30 p.m. on September 28th, 2023.

(Published in the N.K.C. TRIBUNE, Sept. 14, 2023.)

PUBLIC NOTICES

A6 THURSDAY, SEPT. 28, 2023 ♦ NKC TRIBUNE

ADVERTISEMENT FOR BID

City of Cle Elum
119 West First Street
Cle Elum, WA 98922

The City of Cle Elum invites SEALED BIDS for the:
Coal Mine Trail Pavilion Roof.

THE PROJECT:

- New post-frame structure being built at the North-West corner of Stafford Ave. and 2nd Street in Cle Elum, WA 98922
- The Structure is 20' x 40' with a 2:12 single pitched roof.

BID SPECIFICATIONS:

All labor and tools needed to install the roof as described below:

- Install 2X6 car decking on the roof including a 2-foot overhang at all eaves.
- Install a 3X6 fascia mounted underneath the car decking with 4" x 3/16" timber screws.
- Install the Cor-ten steel roofing with appropriate underlayment and all trim metal.
- ALL materials will be supplied by the city of Cle Elum.
- A safe building envelope will be provided by the city with a minimum of a 6-foot perimeter and appropriate signage for public safety.
- Once work commences, the work must be completed within 5 days.
- Contractors must pay prevailing wage.

Bidders are encouraged to complete a site visit but is not required. Any questions or clarifications should be directed to Rob Omans at (509) 674-2262 ext. 101 romans@cleelum.gov.

Bids or proposals must be in writing, sealed and filed with the Clerk on or before **Monday, October 2nd by 3:00pm**. All bids will be received by the City Clerk at City Hall, 119 West First Street, Cle Elum, Washington 98922 and then shortly thereafter will be publicly opened and read aloud at the City Council Chambers located at 119 West First Street. Please call city hall at (509) 674-2262 for delivery options.

The City of Cle Elum is an Equal Opportunity and Affirmative Action Employer. The Supplier must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin.

The City of Cle Elum reserves the right to reject any and all bids and to waive technicalities or irregularities, and after careful consideration of all bids and factors involved, make the award to best serve the interests of the City of Cle Elum.

Debbie Lee, City Clerk

(Published in the N.K.C. TRIBUNE, Sept. 28, 2023.)

NO. 23-4-00096-19 NOTICE TO CREDITORS SUPERIOR COURT OF WASHINGTON FOR KITTITAS COUNTY IN PROBATE

In Re the Matter of the Estate of:
EVA-MARIE ELEONORA CARNE, Deceased.

ROSCO N. TOLMAN has been appointed as personal representative of this estate. Any person having a claim against the decedent must, before the time the claim would be barred by any otherwise applicable statute of limitations, present the claim in the manner as provided in RCW 11.40.070 by serving on or mailing to the personal representative or the personal representative's attorney at the address stated below a copy of the claim and filing the original of the claim with the court in which the probate proceedings were commenced. The claim must be presented within the later of: (1) Thirty days after the personal representative served or mailed the notice to the creditor as provided under RCW 11.40.020(1)(c); or (2) four months after the date of first publication of the notice. If the claim is not presented within this time frame, the claim is forever barred, except as otherwise provided in RCW 11.40.051 and 11.40.060. This bar is effective as to claims against both the decedent's probate and nonprobate assets.

Date of first publication: September 21, 2023

Personal Representative: Rosco N. Tolman

Attorney of Record: James T. Denison, Jr.
BPE Law Group, P.C.
700 E. Mountain View Ave., Suite 508
Ellensburg, WA 98926
(509) 245-0400

(Published in the N.K.C. TRIBUNE, Sept. 21, 28; and Oct. 5, 2022.)

NOTICE OF ADOPTION – CITY OF CLE ELUM ORDINANCE NO: 1652 & 1654

Notice is hereby provided that the City of Cle Elum did adopt **Ordinance No. 1652 & 1654**.

1652 An Ordinance of the City Council of Cle Elum, Washington, Granting to UKC Fiber LLC DBA “UKC Fiber, LLC” a Washington Corporation, a Non-Exclusive Franchise to Operate and Maintain a Telecommunications Network within the City of Cle Elum, Washington, and Establishing an Effective Date.

1654 An Ordinance Adopting an Update to the Comprehensive Plan; Updating Development Regulations to be Consistent with the Washington State RCW and Adopted Critical Areas Ordinance (CAO).

Ordinance No. 1652 & 1654 may be examined in its entirety at the Cle Elum City Hall, 119 West First Street, between the hours of 9:00 am and 4:30 pm Monday thru Thursday; 7:00 am to 3:30 pm on Friday; or a full text can be mailed upon request.

For additional information or questions, please contact the Cle Elum City Hall at (509)674-2262.

Debbie Lee, City Clerk

(Published in the N.K.C. TRIBUNE, Sept. 28, 2023.)

Kittitas County Auditor's File Number: 202307270013

DOCUMENT TITLE: NOTICE OF TRUSTEE'S SALE

GRANTOR: JESSICA HALL-CRANEFIELD and
DAVID CRANEFIELD, wife and husband

BENEFICIARY: RONALD OJA and MELODEE OJA,
husband and wife

LEGAL DESCRIPTION: Lot 2 Hodges SP, SP 04-03,
Book H, Pg 52, Ptn. NE1/4 of Sec 9,
T 17 N, R 20 E

TRUSTEE: BPE LAW GROUP, P.C.

ASSESSOR'S TAX PARCEL NO.: 20852

REFERENCE NUMBER: Auditor Record No. 202204120046

NOTICE OF TRUSTEE'S SALE

TO:

Jessica Hall-Cranefield
David Cranefield
403 Shale Pit Road
Ellensburg, WA 98926

Occupants
403 Shale Pit Road
Ellensburg, WA 98926

Ronald Oja
Melodee Oja
509-201-6107
2305 Wilson Creek Rd.
Ellensburg, WA 98926

Amerititle
509-925-1477
101 W. 5th Ave.
Ellensburg, WA 98926

Kittitas County Auditor
205 W. 5th Ave. #105
Ellensburg, WA 98926

I.

NOTICE IS HEREBY GIVEN that the undersigned Trustee will on the 27th day of OCTOBER, 2023 at the hour of 10:00 a.m. at the Kittitas County Courthouse located at 205 W. 5th Avenue, in the City of Ellensburg, State of Washington, sell at public auction to the highest and best bidder, payable at the time of ale, the following described real property, situated in the County of Kittitas, State of Washington, to-wit:

Lot 2, of HODGES SHORT PLAT, Kittitas County Short Plat No. 04-03, as recorded April 21, 2005, in Book H of Short Plats, pages 52 and 53, under Auditor's File No. 200504210057, records of Kittitas County, State of Washington; being a portion of the Northeast Quarter of Section 9, Township 17 North, Range 20 East, W.M., in the County of Kittitas, State of Washington.

Tax Parcel Number(s): 20852

which is subject to that certain Deed of Trust dated April 12, 2022, recorded on April 12, 2022, under Auditor's File No. 202204120046 records of Kittitas County, Washington, from JESSICA HALL-CRANEFIELD and DAVID CRANEFIELD, husband and wife, as Grantor, to secure an obligation in favor of RONALD OJA and MELODEE OJA, husband and wife, as Beneficiary.

II.

No action commenced by the Beneficiary of the Deed of Trust is now pending to seek satisfaction of the obligation in any Court by reason of the Borrower's or Grantor's default on the obligation secured by the Deed of Trust.

III.

The default(s) for which this foreclosure is made are as follows:

Failure to pay when due the following amounts which are now in arrears:	
12% accrual on principal during default period (01/06/2023 – 05/11/2023)	\$10,085.84
12% accrual on default period (06/06/2023 – 07/26/2023)	\$3,517.05
Litigation Guarantee	\$1,307.31
Attorney Fees	\$4,500.00
July payment	\$2,001.41
July payment late fee	\$100.07
TOTAL	\$27,281.68

The payment of \$2,650 paid on July 11, 2023, has been taken into consideration in calculating the above number.

NO. 523-6 SUMMONS SERVED BY PUBLICATION (SMPB) UPPER KITTITAS COUNTY DISTRICT COURT, STATE OF WASHINGTON

In re: Petitioner: Ana Zamora

And Respondent: Mountain View Doulas, LLC

Summons Served by Publication

To: Mountain View Doulas, LLC

I have started a court case by filing a petition. The name of the Petition is: Notice of Claim.

Plaintiff, Ana Zamora, has filed a Notice of Claim regarding Mountain View Doulas, LLC's failure to returned \$1,600 deposit for doula services that were never rendered to plaintiff.

You must respond in writing if you want the court to consider your side.

Deadline! Your Response must be **filed and served** within **60 days** of the date this *Summons* is published: September 21, 2023. If you not file and serve your *Response* or a *Notice of Appearance* by the deadline:

- No one has to notify you about other hearings in this case, and
- The court may approve the requests in the *Petition* without hearing your side (called a *default judgment*).

Follow these steps:

1. **Read** the *Petition* and any other documents that were filed at court with this *Summons*. Those documents explain what the other party is asking for.

2. **Fill out** a *Response* on this form: Petition for Service of Process for Response to Notice of Claim

You can get the **Response form** and other forms you may need at:

- The Washington State Courts' website: www.courts.wa.gov/forms
- Washington LawHelp: www.washingtonlawhelp.org, or
- The Superior Court Clerk's office or county law library (for a fee).

3. **Serve** (give) a copy of your *Response* to the person who filed this *Summons* at the address below, and to any other parties. You may use certified mail with return receipt requested. For more information on how to serve, read Superior Court Civil Rule 5.

4. **File** your original *Response* with the court clerk at this address: Upper Kittitas County District Court

IV.

The sum owing on the obligation secured by the Deed of Trust is: Principal \$387,957.02 together with interest as provided in the note or other instrument secured from the 12th day of April, 2022, and such other costs and fees as are due under the note or other instrument secured, and as are provided by statute.

V.

The above-described real property will be sold to satisfy the expense of sale and the obligation secured by the Deed of Trust as provided by statute. The sale will be made without warranty, express or implied, regarding title, possession, or encumbrances on the 27th day of OCTOBER, 2023. The default(s) referred to in paragraph III must be cured by the 16TH day of OCTOBER, 2023 (11 days before the sale date), to cause a discontinuance of the sale. The sale will be discontinued and terminated if at any time on or before the 16TH day of OCTOBER, 2023 (11 days before the sale date), the default(s) as set forth in paragraph III are cured and the Trustee's fees and costs are paid. The sale may be terminated any time after the 16TH day of OCTOBER, 2023, (11 days before the sale date), and before the sale by the Borrower, Grantor, any Guarantor, or the holder of any recorded junior lien or encumbrance paying the entire principal and interest secured by the Deed of Trust, plus costs, fees, and advances, if any, made pursuant to the terms of the obligation and Deed of Trust, and curing all other defaults.

VI.

A written notice of default was transmitted by Trustee to the Borrower and Grantor at the following addresses:

Jessica Hall-Cranefield
David Cranefield
403 Shale Pit Road
Ellensburg, WA 98926

by both first-class and certified mail on the 20th day of June, 2023, proof of which is in the possession of the Trustee; and the Borrower and Grantor were personally served on the 20th day of June, 2023, with said written notice of default, and the Trustee has possession of proof of such service.

VII.

The Trustee whose name and address are set forth below will provide in writing to anyone requesting it, a statement of all costs and fees due at any time prior to the sale.

James T. Denison, Jr.,
BPE LAW GROUP, P.C., Trustee
700 E. Mountain View Ave. #508
Ellensburg, WA 98926
509-245-0400

VIII.

The effect of the sale will be to deprive the Grantor and all those who hold by, through or under the Grantor of all their interest in the above-described property.

IX.

Anyone having any objection to the sale on any grounds whatsoever will be afforded an opportunity to be heard as to those objections if they bring a lawsuit to restrain the sale pursuant to **RCW 61.24.130**. Failure to bring such a lawsuit may result in a waiver of any proper grounds for invalidating the Trustee's sale.

X.

NOTICE TO OCCUPANTS OR TENANTS

The purchaser at the trustee's sale is entitled to possession of the property on the 20th day following the sale, as against the grantor under the deed of trust (the owner) and anyone having an interest junior to the deed of trust, including occupants who are not tenants. After the 20th day following the sale the purchaser has the right to evict occupants who are not tenants by summary proceedings under chapter 59.12 RCW. For tenant-occupied property, the purchaser shall provide a tenant with written notice in accordance with RCW 61.24.060.

/s/ Molly McDowell, WSBA #59790

James T. Denison, Jr.,
BPE LAW GROUP, P.C., Trustee
700 E. Mountain View Ave. #508
Ellensburg, WA 98926
509-245-0400

(Published in the N.K.C. TRIBUNE, Sept. 28 and Oct. 19, 2023.)

700 East 1st Street , Cle Elum, WA 98922

5. **Lawyer not required:** It is a good idea to talk to a lawyer, but you may file and serve your *Response* without one.

Person filing this Summons:

Signature

Date

Ana Zamora

I agree to accept legal papers for this case at the following address: 2627 78th Avenue, NE., Medina, Washington 98039.

(If this address changes before the case ends, you **must** notify all parties and the court in writing.)

Note: You and the other party/ies may agree to accept legal papers by email under Superior Court Civil Rule 5 and local court rules.

This Summons is issued according to Rule 4.1 of the Superior Court Civil Rules of the state of Washington.

(Published in the N.K.C. TRIBUNE, Sept. 21, 28; Oct. 5, 12, 19, 26; and Nov. 2, 2023.)

Search the Public Notices
published in most Washington State
community newspapers online at
WAPublicNotices.com

NOTICE OF PUBLIC HEARING CLE ELUM CITY COUNCIL

Notice is hereby given that the Cle Elum City Council will hold a public hearing on Monday, October 9th, 2023, at 6:00 p.m. or soon thereafter for the purpose of:

CORRECTION: To consider a petition to vacate a portion of an alley between Spansky Way and Deer Meadow Drive, west of parcel 063034, east of parcel 943134, and north of parcel 62134.

The hearing will be held at the Cle Elum City Hall, 119 West First Street, Cle Elum, WA 98922.

Interested persons may appear and be heard at said hearing, or written comments may be submitted to the City of Cle Elum, Attn: City Clerk, 119 West First Street, Cle Elum, WA 98922, and no later than 4:30 p.m. on October 5th, 2023.

(Published in the N.K.C. TRIBUNE, Sept. 28, 2023.)



**The Board of Commissioners
of Public Hospital District No.
2 will be conducting a Budget
Hearing for the
2024 Budget at the beginning of
its regular Board meeting on
Monday, Oct. 16, 2023**

**6:30 PM at Upper Kittitas County
Medic One Ambulance Station 99
111 Pine Street, Cle Elum, WA 98922**

(Published in the N.K.C. TRIBUNE, Sept. 28 and Oct. 5, 2023.)

Dena Glondo-Pugh
1215 E Third St.
Cle Elum, WA. 98922

Storey/Basterrechea
1310 E First St.
Cle Elum, WA. 98922

Charles Glondo 1301
E First St.
Cle Elum, WA. 98922

Gary Fudacz
1309 E First St.
Cle Elum, WA. 98922

Wildwood Ranch
P.O. Box 895
Roslyn, WA. 98941

Matthew Chambers
9534 45th Ave. NE
Seattle, WA. 98115

Grant Holmes
1015 E Second St. #2-137
Cle Elum, WA. 98922

JoAnne McFadden
1309 E Third St.
Cle Elum, WA. 98922

Daniel Peterson
33510 SE 43rd Pl.
Fall City, WA. 98024

Kenneth Renfro
1300 E Third St.
Cle Elum, WA. 98922

Roger Thoe
P.O. Box 781
S. Cle Elum, WA. 98943

Victor Goldie
P.O. Box 305
Cle Elum, WA. 98922

Dwight & Sherrie Renfro
1310 E Third St.
Cle Elum, WA. 98922

Todd Parker
P.O. Box 934
Fall City, WA. 98024

Floyd Rogalski
1313 E Third St.
Cle Elum, WA. 98922

Jeffrey Smallwood
P.O. Box 1264
Cle Elum, WA. 98922

CITY OF CLE ELUM
WASHINGTON

ORDINANCE NO. 1658

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON,
RELATING TO THE SALARIES OF CITY COUNCILMEMBERS;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE

WHEREAS RCW 35A.12.070 requires that the salaries of the Mayor and City Councilmembers shall be fixed by ordinance; and

WHEREAS the salary for the Mayor was increased in 2018 but no adjustment was made for Councilmembers; and

WHEREAS the City Councilmember salary has not been increased since 2007; and

WHEREAS the Council believes that an increase of Councilmember salaries will create increased motivation for potential future candidates to stand for election and better offset costs associated with childcare and other expenses related to devoting time to the position; and

WHEREAS, because of the aforementioned, the City Council desires and believes it is in the best interest of the city to increase Councilmember salaries effective at the commencement of new terms of office for each position.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amending CEMC 2.02.020 (Salary of city councilmembers). Cle Elum Municipal Code 2.02.020 is hereby amended as follows:

CEMC 2.02.020 Salary of city councilmembers.

Each member of the city council shall receive the sum of ~~two~~ hundred-fifty five hundred dollars per month and in addition receive reimbursement for actual expenses incurred in the discharge of official duties upon presentation of claim for such expenses and approval by the city council.

Section 3. Severability. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON ____ DAY
OF _____, 2023.

CITY OF CLE ELUM

Jay McGowan, Mayor

ATTEST/AUTHENTICATED

Debbie Lee, City Clerk
Approved as to form:

Alexandra L. Kenyon, City Attorney

Filed with City Clerk:
Passed by the City Council:
Ordinance No.:
Date Posted:

CITY OF CLE ELUM

WASHINGTON

RESOLUTION NO. 2023-024

**A RESOLUTION OF THE CITY OF CLE ELUM,
WASHINGTON, ADOPTING AN AMENDMENT TO THE
“CITY OF CLE ELUM EMPLOYEE HANDBOOK”.**

WHEREAS, City administration periodically updates City personnel policies; and

WHEREAS, the Employee Relations Committee has met and recommend the updates; and

WHEREAS, the City Council now desires to adopt the attached as an amendment to the
“City of Cle Elum Employee Handbook – October 2023”.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM,
WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Adopted. The City of Cle Elum hereby adopts the attached as an amendment to
the “City of Cle Elum Employee Handbook – October 2023” and shall remain in effect unless
otherwise amended.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 9th DAY OF October 2023.

CITY OF CLE ELUM

Jay McGowan, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

Approved as to form:

Alexandra L. Kenyon, City Attorney

Filed with the City Clerk:

Passed by the City Council:

Resolution No.:

Date Posted:

City of Cle Elum Employee Handbook

Revised: October 2023

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CITY OF CLE ELUM EMPLOYEE HANDBOOK

INTRODUCTION

The City of Cle Elum places the highest value on its employees. We wish to see satisfied workers, with the support necessary to achieve the objectives of each position. The City believes that clear, consistent personnel policies contribute to greater job satisfaction. All employees and new hires are required to be familiar with these policies. If questions arise, please begin with a discussion with their supervisor or department director. Employees are encouraged to offer ideas or suggestions for improvement of these policies.

These personnel policies serve as a general guide to the City of Cle Elum's current employment practices and procedures. As such, we hope they will help employees better understand how the City operates and what is expected of an employee, and what the employee can expect in return. These policies also describe the compensation, benefits and other support provided by the City. The mayor has delegated authority to the City Administrator to make all applicable employment relationship decisions.

Intent of Policies

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which an employee may rely, or a guarantee of employment for any specific duration. Although the City desires long-term employment relationships, it is recognized this may not always occur and either the employer or employee may decide to terminate employment. Unless specific rights are granted in written employment contracts, civil service rules, or collective bargaining agreement, all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice. No supervisor, department director or representative of the City, other than the City Administrator, has authority to enter into any agreement with an employee for employment for any specified period or duration, or to make any written commitments to the contrary.

It is the City's intent these policies be interpreted as providing a reasonable approach to specific problems and situations; they should be considered as a total set of working procedures rather than interpreting each section, subsection, sentence, or phrase separately and out of context. The City recognizes the terms and conditions of existing bargaining agreements; implementation of these policies is not intended to change the terms and conditions of any agreement between unions and the City.

These personnel policies apply to all City of Cle Elum employees. In cases where these policies conflict with any Civil Service rules and regulations, provisions of a collective bargaining agreement, City ordinance or state or federal law, the terms of that law, rule or agreement prevail. In all other cases, these policies apply. In the event of the amendment of any ordinance, rule, or law incorporated in this document or upon which these provisions rely, these personnel policies shall be deemed amended in conformance with those changes.

As the need arises, the City Council may modify these policies and, by ordinance or resolution, may enact changes to compensation or benefit levels. The City Administrator may deviate from these policies in particular situations, especially in an emergency, to achieve the primary mission of serving the City's citizens. Employees may request specific changes to these policies by submitting suggestions to their department director or the City Administrator.

These policies do not create an employment contract or implied contract rights for employees, nor do they create a promise or guarantee of specific treatment in a specific situation. The City retains the right to administer or implement these policies appropriate to the situation or occurrence. The City also retains the right to revise, supplement or rescind these policies without prior notice to employees. However, union representatives for the respective bargaining units representing City employees will be given a copy of any proposed changes to these policies for a 14-day (two week) comment period prior to implementation.

Note to Supervisors: The following two policies are among the most important ones for the City. The appropriate and consistent interpretation of these policies is the responsibility of every supervisor. If there are any questions about the implementation of these policies generally or to specific situations that arise in the workplace, please discuss it with the City Administrator before answering an employee's question, responding to an employee's concerns, or taking any adverse actions against an employee.

Equal Employment Opportunity Policy

The City of Cle Elum is an Equal Opportunity Employer. All employees have the right to work in a discrimination-free environment. The City will not permit or condone any unlawful discrimination in the workplace. All employment decisions will be made without regard to race, color, sex, sexual orientation, sexual identity, creed, religion, age, marital status, national origin, disability, genetic information, military or honorably discharged veteran status, or any other basis prohibited by state, local or federal laws.

If an employee experiences or witness conduct that may feel is discriminatory, please be sure to raise the matter for discussion and review so that the City can investigate and take appropriate action. Employees are encouraged to approach the supervisor or the City Administrator, as feels necessary.

Reasonable Accommodation of Disabilities

The City complies with the Americans with Disabilities Act (ADA) and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the City will provide a reasonable accommodation to qualified employees with a disability if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship or a direct threat to the health or safety of others.

If employees would like to request reasonable accommodation, please contact the City Administrator (and the health care provider, as needed) to evaluate the need for reasonable accommodation and options for providing reasonable accommodation.

Reasonable Accommodation of Religious Beliefs

The City respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's business or operations. If the employees believe they need accommodation for religious reasons, please contact the City Administrator.

Workplace Anti-Harassment Policy

It is the City of Cle Elum's policy to foster and maintain a work environment free from unlawful discrimination, harassment, and intimidation. Toward this end, the City will not tolerate unlawful harassment of any employee, whether from a co-worker, member of the public, or other third party.

Employees are expected to always show respect for each other and the public, despite individual differences.

Harassment is defined as unwelcome verbal or physical conduct that demeans or shows hostility or aversion toward another employee or member of the public due to that individual's race, color, sex, sexual orientation, sexual identity, religion, disability, age, military or marital status, or any other status protected by law. Examples of unlawful harassment include, but are not limited to, slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation (including gender identity), age, disability, marital status, military status, or any other legally protected status. Any conduct implicating a protected status that has the effect of substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment may be considered harassment. Any harassment of a fellow employee or member of the public will be cause for disciplinary action, up to and including termination of employment.

Examples of behaviors which are inappropriate and/or illegal on the job referring to (but not limited to) gender, ethnic background, race, or any other protected status include:

Negative or offensive comments; jokes; slang names or labels; talking about or calling attention to another employee's physical or mental capacity in a derogatory or offensive manner; displaying nude or sexual pictures, cartoons, or calendars on City property.

(See Discrimination/Harassment Complaint Procedure, below, for guidance on what to do if an employee or a coworker experience harassment.)

Sexual Harassment Prohibited

Sexual harassment is a form of discrimination, is illegal and violates federal and state law and the City's policies. Sexual harassment is also inappropriate and offensive and will not be tolerated by the City of Cle Elum. The City considers sexual harassment a serious offense, and

an employee who harasses other employees or members of the public will be disciplined as in any other case of serious employee misconduct. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when;

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment position or compensation;
- b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the member; or
- c. Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior that is not welcome and which is personally offensive, interfering with the effectiveness or creating discomfort on the job.

Written examples of sexual harassment include suggestive or obscene letters, emails, notes, and invitations. Verbal examples include derogatory comments, slurs, unwanted sexual comments, suggestions, jokes, or pressure for sexual favors. Physical examples include assault, pats or squeezes, repeated brushing against someone's body, touching, impeding, or blocking movements. Visual examples include leering, sexually oriented gestures, or display of sexually suggestive or derogatory objects, pictures, cartoons, or posters. Other examples include the threat or insinuation that lack of sexual favors will result in reprisal, such as: withholding support for job appointment, promotion, or transfer; rejection on trial period; punitive actions; change of assignments; or a poor performance report.

It is the policy of the City of Cle Elum to prevent and/or eliminate sexual harassment in the workplace, as well as to alleviate any effects sexual harassment may have on the working conditions, or work environment, of an employee. In response to reports of sexual harassment, the City will seek to protect all parties involved from retaliation, false accusations, or future harassment and, where appropriate, will take prompt and adequate remedial measures.

Employees engaging in sexual harassment are subject to discipline, up to and including termination. (See following Discrimination/Harassment Complaint Procedure, for guidance on what to do if an employee or a co-worker experience sexual harassment.)

Discrimination/Harassment Complaint Procedure

Each employee is responsible for creating an atmosphere free of discrimination and unlawful harassment in any form. Each employee is responsible for respecting the rights of co-workers and others, including the citizens we serve.

The procedure an employee is to follow: The following procedure outlines the steps an employee should follow if the employee believes they are experiencing harassment or discrimination on the job:

- (1) If comfortable doing so, identify the offensive behavior to the harasser and request that it stop. If such informal, direct communication is impractical or uncomfortable, or if the offensive behavior does not immediately cease:
- (2) Report the incident(s) to the immediate non-involved supervisor within the department, the department director, or the City Administrator.

Where possible, this should include the specific allegation, date of the occurrence, the individuals involved, and the names of any witnesses. A non-involved supervisor is defined as the first supervisor in an employee's department who is not the object of the complaint and is not otherwise involved in the harassing behavior. If there is no non-involved supervisor, and the behavior involves the department director and the City Administrator, the employee should report the incident to the City Attorney.

Any employee involved in reporting a concern, or who participates in an investigation, may request that their identity be kept confidential. City officials and those involved in the investigation will honor this request to the extent possible under law, business necessity, and the needs of the investigation. Confidentiality, however, cannot be guaranteed.

The City prohibits retaliation against those who have reported a concern in good faith or participated in the investigation. Violations of the City's prohibition on retaliation will result in disciplinary action, up to and including termination.

Employees are encouraged to take all action necessary to correct a workplace problem or harassment, so problems can be identified and corrected. They should not refrain from taking these steps due to a fear of retaliation. If retaliation occurs, promptly report such conduct in the same manner as outlined in this Section. With a prompt complaint from employees, the City will take all appropriate steps to correct a problem of harassment, discrimination or retaliation in the workplace and will assist the employee affected if further problems arise. Thus, employees are encouraged to utilize these procedures to resolve concerns about workplace discrimination before they allow such conduct to interfere with their performance or such conduct affects their satisfaction with the workplace.

The procedure a supervisor is to follow: Supervisors who are aware of situations involving discrimination, harassment or retaliation must respond to such situations regardless of whether a complaint is received. Supervisors who receive complaints or become aware of such incidents must:

- (1) Take prompt action to ensure the behavior is not repeated; and
- (2) Promptly notify the appropriate director and the City Administrator of the allegations, including all information known to or received by the supervisor.

Supervisors shall be required to take the above steps and may be disciplined if they do not.

The investigation process: Employees are prohibited from interfering in any investigation or retaliating against anyone who in good faith has filed a complaint or participated in an investigation of such a complaint.

It is the policy of the City that all complaints of discrimination or harassment shall be fully documented, and promptly and thoroughly investigated. The investigation may include interviews with the directly involved parties, and where necessary, with employees who may have observed the alleged harassment or who may be similarly situated with the complaining employee, and who may be able to testify to similar experiences with the accused employee.

The individual assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any employees involved. No influence will be used to suppress any complaint and no employee will be subject to retaliation or reprisal for filing a complaint in good faith, encouraging others to file a good faith complaint or for offering testimony or evidence in any investigation. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs. Employees participating in an investigation shall refrain from discussing the investigation process, interviews, or issues under investigation with other potential witnesses to prevent harmful gossip and to prevent the possibility of tainting the investigation.

All complaints will be fully kept confidential possible and will be disclosed only as necessary to allow an investigation and respond to the complaint and as consistent with the law.

The results of each investigation shall be written, and a finding made regardless of whether there is a basis for disciplinary action. Disciplinary action, if necessary, may range from a verbal warning to termination, depending on the seriousness of the harassment. Nothing shall limit the authority of the City to modify policies or practices to correct any appearance of harassment without finding cause for disciplinary action or taking any disciplinary action. If an investigation determines the accused employee engaged in harassment, discrimination or retaliation, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee's file, or an employee transfer, demotion, suspension, or termination. An employee may at their request have a statement of rebuttal or correction placed in their personnel file. Nothing limits the authority of the City to modify policies or practices to correct any appearance of harassment without finding cause for disciplinary action or taking any disciplinary action.

Employment of Relatives

Business necessity requires the establishment of policies regarding the employment of immediate family and members of the same household to avoid conflicts of interest or the perception of favoritism and to assure and maintain accountability.

The immediate family or any member of the same household of current City employees will not be employed by the City under any of the following circumstances:

- (1) When one of the parties would have authority or practical power to supervise, appoint, remove, influence salary or compensation decisions or discipline the other;
- (2) When one party would handle confidential material that creates improper or inappropriate access to that material by the other;

- (3) When one party would be responsible for auditing the work of the other; or
- (4) When other circumstances exist that might lead to potential conflict or appearance of a conflict among the parties or conflict between the interest of one or both parties and the best interests of the City.

Change in Circumstances: If two employees marry, begin sharing living quarters with one another, or become related by marriage or adoption and, if in the City's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to remain employed by the City, unless appropriate action can be taken to reduce or eliminate the potential conflict, as determined by the City Administrator. 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 related, or begin sharing living quarters with each other. If no decision is made during this time, the City reserves the right to terminate either employee.

Employment and Classification

At the City of Cle Elum, we want employees to understand how their wages, benefits and job duties are affected by the employee classification and the job description or title. The City has a classification system that groups positions for compensation purposes based on knowledge, complexity, accountability and working conditions. More information about the classification system is available from the City Administrator.

The following are the main job classifications which are used throughout this Handbook.

Regular Full-Time Employee: Any employee who is regularly scheduled to work forty (40) hours per work week on a continuing basis.

Regular Part-time Employee: An employee who is regularly scheduled to work less than forty (40) hours per work week, on a continuing basis.

Temporary Employee: An Employee working a full or part-time schedule for a specified project or period of less than one year (i.e., on-call, seasonal, Provisional Police Officer, emergency staff appointment, internship, etc.).

Volunteer: A person who receives no compensation or benefits for volunteer work performed.

Reserve Police Officer: A Police Officer who is considered a temporary employee (on-call basis) such as a Provisional Police Officer.

Non-exempt Employee: An employee who is not exempt from the minimum wage, overtime, and timecard provisions of the wage and hour laws. Such employees may receive an hourly wage or a salary and are eligible for overtime pay at the rate of one and one-half times the regular rate of pay for all hours worked more than 40 hours in the work week.

Exempt Employee: An employee who is exempt from the minimum wage, overtime and timecard provisions of the wage and hour laws. Exempt employees generally include

supervisory, administrative, and professional employees who are paid on a salary basis. When employees are hired, they will be informed of whether their position is exempt or non-exempt. Exempt employees are not entitled to overtime but may be eligible for additional time off pursuant to the City's Overtime and Compensatory Time off Exempt Employee Policy within this handbook.

Employee Position Classifications

The City Administrator is responsible for reviewing requested re-evaluations of existing positions or the establishment of new positions by the department heads. This responsibility includes evaluating the position duties, ranking the position with the other positions in the City, and recommending the appropriate salary range within the Employee Salary and Wage Plan. Any changes in position classifications require City Council approval.

Recruitment, Applications and Selection

This policy outlines the procedures for completing a job notice, posting a job vacancy, and extending an offer of employment. Recruiting practices are conducted solely based on ability, merit, qualifications, and competence without regard to any individual's sex, race, color, religion, national origin, sexual orientation, pregnancy, age, marital status, military status, genetic information, disability, or any other characteristic protected by law.

Notices

All job notices must be submitted to the City Administrator or designee for review and approval prior to any posting or advertising of the position vacancy internally or to the public at large. The following information shall be included in the job vacancy notice:

- Title of position
- Brief description of job
- Specific qualifications required
- The selection process (i.e., written tests, oral interview, or other means)
- Where to apply
- Salary range
- Promotional possibilities, if applicable
- Closing date for application
- City of Cle Elum is an Equal Opportunity Employer and Service Provider M/F/HN

Job Posting

An internal job posting will be placed in appropriate locations to allow current employees, who are qualified, an opportunity to apply for a vacant position. Notices will be posted for five (5) days. If it is determined that consideration of outside applicants is in the City's best interests, staff will begin the process of outside recruitment following the five (5) day internal posting period. Current City employees are encouraged to apply for job openings.

The statement "Equal Opportunity Employer and Service Provider M/F/H/V" shall be included in all employment advertising.

Application for Employment

Each applicant shall complete and sign a City of Cle Elum application form prior to being considered for any position. Resumes may supplement, but not replace, the City of Cle Elum official application. The City "Application for Employment" form shall continue to be in conformance with all State and Federal laws pertaining to pre-employment inquiries. All application forms must be fully completed, signed, and dated by the applicant to be valid. Applications will be accepted for open positions and will be considered only for that position. All applications must be received no later than 4:30 p.m. on the published closing date for filing. A closing date may be extended by the City Administrator. Applications, whether accepted or rejected will not be returned. All statements submitted on the employment application or attached resume shall be subject to investigation and verification prior to appointment. Falsification of employment information may be grounds for rejection of an applicant or subsequent dismissal.

Selection Criteria

All appointments to vacancies shall be made solely based on merit, efficiency, and fitness. These qualities shall be determined through careful and impartial evaluation of several relevant factors, including the following:

- The applicant's level of training, experience, and education relative to the requirements of the position;
- The applicant's ability to perform the essential functions of the position with or without a reasonable accommodation;
- The results of an oral interview(s);
- The results of written or practical examination when deemed advisable by the City Administrator or supervisor; and
- Satisfactory reference information as applicable.

The City will apply any applicable veteran's preferences in accordance with State law.

Part-time or Temporary Employment

City employment is generally full-time. Part-time and/or temporary appointments may be made in the following circumstances:

- As substitution for a regular appointee who is temporarily absent, provided sufficient funds have been previously authorized and budgeted for this purpose;
- When it is impossible to make a regular appointment to the position due to recruitment difficulties;
- Where budget appropriations provide only for part-time or temporary employment;

Promotions

The City encourages promotion from within the organization whenever possible. The City Administrator shall determine whether the promotional process for a position will be competitive or appointive. The City reserves the right to seek qualified applicants outside of the organization at its discretion.

Before advertising a position to the public, the City Administrator may choose to circulate a promotional opportunity within the City. Promotional opportunities may be posted on the City bulletin board.

New Trial Period: After promotion to a new position, a new trial period of six (6) months must be completed, unless waived or reduced by the City Administrator. Successful completion of the trial period does not alter the employee's at-will employment. The City Administrator may authorize a department director to extend a trial period for up to an additional six months. In the case of unsatisfactory performance, the employee may be transferred back to the previous position held by the employee, if vacant, or to another position fitting the employee's skills and qualifications, within the limits of vacant authorized positions.

Hours of Work

The City follows the Fair Labor Standards Act and the Washington Minimum Wage Act.

Everyone benefits from clarity regarding hours of work and scheduling. The following information may be helpful:

Work Week: For payroll and accounting purposes, the City of Cle Elum's work week begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

Workday: The normal workday for employees other than Police Department Commissioned Personnel consists of eight hours plus an unpaid meal period. Some employees or positions may have different workdays and hours determined by the needs of the City.

Scheduling: Work schedules are established by management. Unless otherwise scheduled, all employees are expected to work Monday through Friday. Requests for changes in schedules or for days off should be made in writing in a timely fashion and approved in advance by the

supervisor. Some variation in schedule may be granted by mutual agreement between employees and the City, so long as the needs of the department are met.

Rest Periods: All non-exempt employees receive one 15-minute break for each four hours of working time. The break should occur near the mid-point of each four-hour work period, but scheduling will be done by the supervisor. Break periods are paid and may be used to extend a lunch period or to leave early provided that the total amount of time taken does not exceed the break and lunch periods.

Meal Periods: If an employee is non-exempt and work more than five hours in a day, they will have a meal break two to five hours into their shift. The normal meal break is a 30-minute unpaid period, usually near the mid-point of the shift. The exact time of the meal break will be scheduled by the supervisor to ensure appropriate coverage.

Rest/Meal Periods for Police Department Employees: While at lunch or on a rest/relief period, all Police Department commissioned personnel will be subject to call.

Breaks/or Nursing Mothers: Non-exempt employees who are nursing mothers are entitled to unpaid breaks during the workday for the purpose of expressing breast milk. Absent undue hardship, this entitlement shall continue for two years following childbirth. The City will provide a suitable, private location for these breaks.

Overtime: Overtime is time worked more than forty hours of work in a work week. Holidays, Vacation and Sick leave are not considered time worked. The regular work week is 40 working hours for most employees, but on certain occasions, some overtime may be required. Any overtime work must be authorized by a supervisor in advance.

Attendance

Employees are a member of a team, and each member has an important contribution to make. Timely performance of the job is essential to maintaining the high-quality service our City government provides. It also shows the employee's respect for their fellow employees who must assume a person's duties in their absence. Employees must report to work regularly and on time, in proper attire, with proper equipment, and ready to work. If an employee will be unable to report for work, will be late, or need to leave early, notify the City Administrator or supervisor as far in advance as possible. Always provide a reason for the absence, tardiness, or early departure, and, if possible, an estimate of how long the absence or tardiness will be. Failure to notify the City in a timely and appropriate manner may result in loss of sick pay for the day and/or discipline. Employees may be required to present a physician's statement verifying the need for sick leave after being absent for more than three days.

An employee who is absent without notification for three consecutive days or shifts will be considered to have abandoned their position and may be terminated.

Personnel Records & Files

The City of Cle Elum takes seriously its job of maintaining accurate, confidential personnel records. Although the City is required to comply with valid court orders, the public records law,

and government requests directing us to provide information from an employee's personnel records without specific written authorization from them, only the following will be released to anyone outside the employ of the City: job title, department, hire date, separation date and base salary. Generally, only the employee, the City Clerk, the City Treasurer, and the City Administrator will have access to the personnel file internally.

When an employee moves, changes their telephone number, or experience other changes in their personal information, please make sure they inform the City Clerk's Office and/or the City Treasurer's Office of such changes. In this way, personnel records will remain accurate and up to date.

Employees may review personnel records at any mutually convenient time during normal business hours. Should an employee wish to do so, please make an appointment with the City Clerk so that a specific time may be scheduled. The City Clerk or City Treasurer will be present during any such review. An employee may include a personal memorandum in their file if they feel it is necessary to clarify or rebut file information.

Performance Reviews

Regular performance reviews benefit the employee and the City by providing a written record of their performance and giving them the opportunity to discuss with the supervisor how well they are meeting the City's expectations, to clarify the job responsibilities, to set mutually agreed-upon goals and to explore possibilities for advancement within the City of Cle Elum.

Performance reviews are generally conducted annually and is part of the personnel records. Employees will be given an opportunity for written comment on their performance review. The employee will be asked to sign their performance review to document that they have read it and that they have had an opportunity to comment. A signature does not imply agreement or disagreement with the evaluation. The employee will receive a copy of their review for their own records. Because the performance on the job affects compensation and employment, the performance review deserves active and constructive participation. Seasonal and temporary employees do not receive formal performance reviews; however, they are to be coached about work expectations and performance.

New Employees and New Positions

New employees and employees assigned to a new position will be evaluated by their supervisors within the first six months of employment and thereafter during the first quarter of each calendar year. Successful completion of the six-month evaluation period does not modify the employees at will employment.

New employees become eligible to receive a salary or wage increase effective on their six-month anniversary date.

Managerial Procedures

All employees who are promoted to a higher classified position or who assume the duties of a higher classified position will be in a six (6) month evaluation period. The employee's work

performance shall be evaluated during the sixth (6th) month of employment in the new position and annually thereafter. This evaluation period does not qualify the employee for a pay adjustment. The anniversary date will change to reflect the first date worked in the new position. Successful completion of the six-month evaluation period does not modify the employees at will employment.

Supervisor's Approach to Performance Reviews

The performance review is a critical management tool for the City of Cle Elum. It is an opportunity for managers to recognize employees' contributions to the City, to identify areas for growth and/or improvement, and to set forth goals and action plans for the coming year. The performance review is vital to City employees as well. The score the employee receives determines their compensation, and how the performance review conference is conducted affects the tone of the employee-supervisor relationship. Supervisors are expected to review employees' performance with care, consideration, and candor.

Employee Appraisal Form

The Employee Performance Appraisal Form asks supervisors to evaluate employees in several defined performance categories. Within each category, a manager must rate the employee's level of performance. Each category is subdivided to designated levels of performance. These levels are defined as follows:

EXCEPTIONAL: The employee's performance is extraordinary, approaching the best possible performance for the job.

ABOVE STANDARD: The employee's performance exceeds the standards for satisfactory performance for the job.

STANDARD: The employee's performance meets the full job requirements as the job is defined at the time of rating. A "Standard" rating means satisfactory performance.

BELOW STANDARD: The employee's performance is below the standards for the job and must improve to be satisfactory.

UNACCEPTABLE: The employee's performance is deficient enough to justify release from present job unless improvement is made. This rating requires the implementation of the Corrective Action Plan.

Preparing an Employee Performance Appraisal Form

Before completing the form, please take the following steps:

- Review the employee's job description;
- Review last year's appraisal, especially if the employee has not previously reviewed this employee;

- Review any notes or personnel actions taken regarding this employee since the last review, or for new employees, since the date of hire;
- Consider the employee's actual job performance in relation to the requirements of the position;
- Consider employee's experience, training, and length of time in position;
- Maintain a fair and honest attitude when reviewing the employee's job performance;
- Evaluate the employee's performance based on the entire review period;

As the employee completes the Employee Appraisal Form, check the degree of performance in each category which most closely fits the evaluation. Please be honest! Do not "inflate" or "sugarcoat" the rating to soften constructive criticism. Evaluate each category independently. Do not let shortcomings in one area detract from observations of positive performance in another area. Write the comments under each factor to add clarity to the evaluation. Convey comments in a targeted and direct manner, and when possible, cite specific examples of performance which justify and explain the evaluation. Use the summary section to assess the employee's overall job performance, document progress or change since the last review, establish employee goals which support departmental goals, document achievements, and outline specific ways the employee may improve job performance to the benefit of the City and the employee.

If an employee has remained in the same position classification during a review period but has reported to more than one supervisor, the employee should be evaluated by each supervisor. The appraisal form should be signed by each reviewing supervisor. Any supervisor who reviewed the employee may participate in the employee-supervisor conference.

City Administrator Preliminary Review

The City recognizes that performance appraisals should be reviewed by more than one person in management. This practice promotes the fair and consistent application of performance standards to all City employees and offers a measure of protection to individual supervisors. Thus, every supervisor's performance appraisal will be reviewed the City Administrator before distribution to or discussion with any employees.

Employee/Supervisor Conference

After the Employee Performance Appraisal Forms have been reviewed by the City Administrator, each supervisor should schedule a private conference with each employee to discuss the performance review. The discussion should be sincere, frank, and respectful. The employee should come away from this discussion knowing what the City expects from the employee's performance, the standards the City has used and will use to measure that performance, and the City's assessment of the employee's performance in relation to those standards. Supervisors must have employees acknowledge their discussion of the performance appraisal by signing the form in the space provided. At the conference, the employee should receive a copy of the performance appraisal and the job description for the employee's position.

Employees should also be informed of their right to submit a written response to their supervisor within ten (10) scheduled working days after the employee/supervisor conference has occurred. Supervisors should review any written responses they receive with the City Administrator and then schedule a follow-up conference with each employee within (5) working days after receipt of the employee's response. After the employee/supervisor conference has been conducted, the completed/signed form should be forwarded to the City Administrator for approval and should be filed in the employee's personnel file. All attachments, i.e., employee comments, should be attached to the appraisal form and included in the employee's personnel file.

Inadequate Job Performance – Corrective Action Plan

Poor performance is a serious issue for the City and the employee. Any supervisor who concludes that an employee's performance is unacceptable in one or more categories described in the appraisal form should consult with the City Administrator to determine whether the City should proceed with disciplinary action or implement a Corrective Action Plan (CAP). If a CAP is implemented, the CAP should be formulated based on conditions unique to the situation and in keeping with the following steps:

- Define the situation in writing to clarify the specific problem, including dates of any specific occurrences that support the conclusion;
- Discuss the defined problem with the employee;
- Determine the employee's perspective of the situation.
- Draft a CAP that specifies what the employee must accomplish to meet the required job performance standard; give the City Administrator an opportunity to review it;
- Identify a specific timeline to meet all set requirements;
- Arrange a follow-up conference and present the CAP to the employee;
- If reasonable, revise the CAP according to the employee's input;
- Have employee sign the CAP.

Once the CAP has been implemented, the supervisor should monitor the employee's progress at appropriate intervals. If the employee's performance does not sufficiently improve under the CAP or if the employee continues to violate one or more City policies, the supervisor should proceed with disciplinary action.

COMPENSATION

Everyone wants to know how, when and what they are paid.

Paychecks

Pay periods are from the first to the last day of the month. Employees will receive their paychecks on the fifth of each month following the pay period. If payday falls on a weekend or a holiday, they are paid the last workday prior. Employees may request from the City Treasurer a monthly draw for up to fifty percent of the net pay. Draws are issued between the fifteenth and twentieth of each month. Employees may also sign up for automatic deposit of paychecks by contacting the City Treasurer. All employees must complete an individual time record showing daily hours worked to be paid properly. In the case of exempt employees, this timesheet will account for daily attendance.

Deductions from paychecks are those required by law (*e.g.*, Medicare, workers' compensation premiums, court-ordered garnishments) and those approved in writing (*e.g.*, Union dues, insurance premiums, etc.).

Complaints or Concerns: If an employee believes there are any errors in the pay, including that they have been overpaid or underpaid, that improper deductions have been taken from the pay or the pay does not accurately reflect all hours worked, including overtime, report concerns to the City Treasurer immediately. The City will promptly investigate all reported complaints and, if appropriate, take corrective action.

The City prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this policy. Specifically, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

Employee Salary and Wage Plan

The City of Cle Elum strives to pay its employees' salaries and wages that are internally equitable and comparable to the pay scales of similar cities. While the City cannot pay City employees the same wages as larger cities, the City does consider the pay scales of other comparable cities for those job positions that are comparable to jobs at the City of Cle Elum. The City maintains an Employee Salary and Wage Plan, which is reviewed annually by the City Administrator. Changes to employee salaries and wages are approved by the City Council as part of the budget process.

When employment begins with the City, the employee will be paid a wage or salary consistent with the Employee Salary and Wage Plan and appropriate to the experience, educational background, training, and skills brought to the position. Thereafter, the employee will only receive salary and wage adjustments based upon the job performance and the discretion of the City Administrator. Depending upon the quality of the performance, an employee may receive an upward adjustment. All performance salary and wage increases shall remain within the range for that position recommended by the City Administrator and approved by the City Mayor. The eligibility for a pay increase may occur by the end of the first six months of City employment.

Longevity Pay

The City of Cle Elum strives to retain their employees and appreciate those who stay for an extended period. For those long-term employees, the City of Cle Elum has established longevity pay. For each five-year increment of continuous employment with the City of Cle Elum, regular full-time employees, and part time employees (30 hours a week or more) will receive a longevity increase added to their base pay. Breaks in service (termination of employment greater than thirty (30) consecutive days) end longevity pay and restart the accrual process if rehired later. Longevity pay shall commence upon the anniversary date of the employee and conform to the schedule set forth below. Percentage rates are cumulative.

YEARS OF CONTINUOUS EMPLOYMENT	AMOUNT PER MONTH ABOVE BASE PAY
Start of Sixth (6) Year	1.0%
Start of Eleventh (11) Year	2.0%
Start of Sixteenth (16) Year	3.0%
Start of Twenty first (21) Year	4.0%
Start of Twenty sixth (26) Year and thereafter	5.0%

Educational Degree Incentive Pay

The City of Cle Elum appreciates those employees who have made the effort to extend their education beyond a High School Diploma and realize the benefit of having educated personnel. For these employees, the City of Cle Elum has established an educational degree incentive pay. All regular full-time and regular part-time employees with qualifying educational degrees from an accredited college or university shall receive additional compensation as follows:

TYPE OF DEGREE	INCREASE ABOVE BASE PAY
AA / AS	1.5%
BA / BS (or above)	3.0%

Employees shall provide the City with a copy of the appropriate diploma from the accredited educational institution awarding the degree. Employees shall be compensated for only the single highest qualifying degree.

Managerial Procedures

New employees will normally be hired at the minimum of the range for the position they were hired. However, with prior approval of the City Administrator, a new employee may be hired at a salary or wage above the minimum range when experience, training, and education warrant, but should not exceed the mid-point of the salary range. To start a new employee above the mid-point salary range (step 4 or step 5) the City Administrator and City Mayor must get Council approval first. All positions in the City should be classified and placed upon the Employee Salary and Wage Plan.

Performance salary and wage increases shall be within the maximum and minimum range recommended by the City Administrator and approved by the City Mayor.

Employees receiving an overall performance rating of “Unacceptable” or “Below Standard” shall receive no increase in their salary or wage. An employee receiving an overall performance rating of “Standard,” “Above Standard” or “Exceptional” may receive a salary or wage increase based upon the recommendation of the Department Head and approval of the City Administrator.

During the fourth quarter of each year, the City Administrator may conduct a review of the total Salary and Wage Plan. As part of the review, the City Administrator may determine the minimum and maximum increases for all performance categories within the overall budgeted amount allocated for performance increases established by the City Council. The City Administrator should also confirm that the position pay ranges are internally equitable.

The City Administrator may conduct a Salary and Wage Plan Comparability Study every three years in conjunction with the Annual Salary and Wage Plan Review. This review will determine market comparability with similar cities salaries and may also consider local area cities, and private sector salaries of comparable jobs. Based upon the annual review of the Salary and Wage Plan, the City Administrator shall recommend to the City Council for their consideration and approval all changes to the Salary and Wage.

On Call and Call Outs

Please See Attachment “A” On Call and Call Out Policy.

Overtime and Compensatory Time Off

At the City of Cle Elum, we want our employees to work a reasonable number of hours. The regular workweek is no more than 40 working hours, but on certain occasions some overtime may be required. An employee may request not to work overtime but may not refuse to work assigned overtime. Any overtime work must be authorized by the supervisor or the City Administrator. If overtime is authorized or require, regular, full-time, nonexempt employees will be paid at one and one-half times the regular rate of pay for all hours worked more than 40 hours in one work week. Holidays, vacations, sick leave, jury duty, military leave, medical leave, maternity leave and/or other leaves of absence are not considered hours worked for the purpose of calculating overtime. An exception to this would be if an employee were called into work on a holiday. All hours worked on a recognized holiday shall be paid at a rate of one and one-half times the employee’s normal rate of pay in addition to holiday pay. If overtime is authorized or require for temporary or part-time employees, they will be paid at one and one-half times the regular rate of pay for all hours worked more than 40 hours in one work week. Public safety employees (police or fire) may be subject to alternative work periods and overtime standards, as set forth in an applicable labor agreement.

Nonexempt employees who work overtime have the option to choose compensatory time off that will be accrued at one and a half hours for every hour worked in lieu of overtime pay.

Employees may accrue up to ~~240-100~~ hours of compensatory time off (~~160-66.7~~ hours of actual overtime worked). Employees covered by a collective bargaining agreement may have different accrual limits. Compensatory time can be used at times mutually agreed to by the employee and

supervisor. Any compensatory time not used may be carried over to the next year (up to ~~240-100~~ hours). Upon separation of employment any compensatory time (up to ~~240-100~~ hours) will be paid at the current rate of pay.

Employees may request a cash out of accrued compensatory time off by sending a written request (email is fine) to the Finance Director (or designee) before the last calendar day of the month for inclusion in the payday on the 5th. This request is limited to one per quarter and may be up to a maximum of 60 accrued compensatory hours. All hours will be paid at the current rate of pay.

Working out of Class

An employee is working out of class when they are temporarily charged to perform duties of a higher rated position or classification. When an employee is assigned to perform a substantial number of duties of a position allocated to a different class and the work out of class assignment exceeds ten (10) consecutive workdays, the employee shall be paid at their current rate of pay PLUS 10%. Once an employee no longer performs these added duties, the employee shall be returned to their current rate of pay.

Travel Time

The City does not pay for time spent commuting between home and work, even if working at different job sites. If the City requires a non-exempt employee to drive to a destination to conduct City business, and such driving time falls outside their regular work hours, the employee will be compensated for that time. Also, if required to go out of town for a meeting or training, the employee will be paid for the time spent traveling such as time spent driving from Cle Elum to the destination, waiting at airports, in flight, or traveling from the airport to the hotel.

Exempt Employees

Exempt employees are not entitled to overtime compensation for hours worked more than the normal workday or workweek. However, the City recognizes that exempt employees may incur irregular and excessive work hours due to special projects, evening meetings and emergency situations. With advance approval from the City Administrator (or the mayor in the case of the City Administrator), exempt employees may be granted time off, or compensatory time during regular work hours in recognition of such situations. Please understand that the City Mayor or Administrator ultimately decides the amount of time that may be taken off and when it may be taken. This discretionary grant of time off to exempt employees should not be interpreted nor applied as one hour off for each one hour of extra time beyond the normal work schedule.

Expense Reimbursement: Travel, Meals, Lodging, and CDL

For travel, meals, and lodging: See Attachment “C” City of Cle Elum Travel Policy.

CDL Reimbursement: For those employees where a CDL is part of their job, the City will reimburse those employees for the portion of their driver’s license that is for the CDL, the CDL physical and for one (1) CDL test. Submit an itemized receipt to the department head to receive reimbursement.

Use of City Charge Cards

In its discretion, the City may issue charge cards to employees, elected or appointed officials to cover authorized travel expenses and other purchases or acquisitions. The charge card users must submit fully itemized expense vouchers using the City of Cle Elum Credit Card Expense Voucher form. Any charge not properly identified or not allowed following an audit must be repaid by the official or employee. If the amount owed is not repaid, the municipality may withhold all funds that would be payable to the officer or employee who used the charge card up to the amount of the disallowed charges. The card may not be used by any official or employee who has such charges outstanding, and it shall be surrendered upon demand of the City Clerk or City Treasurer.

The City's charge card may only be used for travel, training, local business meetings, meals, or authorized City purchases and acquisitions. All State and City purchasing requirements must be followed when using credit cards for purchases and acquisitions. Personal expenses, entertainment, and tipping are not allowed to be purchased on a City charge card, and cash advances are prohibited. Employees and elected or appointed officials using City credit cards are responsible for promptly reporting lost or stolen credit cards to the credit card company and the City Clerk or City Treasurer.

Please return the City's charge card to the City Clerk's office within 2 business days after returning from conducting City business. Within ten days of the return of the charge card to the City Clerk's office, the official or employee of the City who used the card must submit a fully itemized "Credit Card Expense Voucher." All employee expenditures require approval by the appropriate Department Head (or their designee) or by the City Administrator.

BENEFITS

Medical Benefits

The City endeavors to provide competitive benefits to its eligible employees and their dependents. All regular full-time employees and regular part-time employees who work 20 hours a week or more are eligible. Information regarding current benefits and coverage is available from the City Treasurer. Employees are responsible to pay ten percent (10%) of the Medical Plan Premiums for employees and dependents (including but not limited to Medical, dental and Vision). These premiums will be deducted from the employee's paycheck. In cases where an employee is out on unpaid leave, the employee is still responsible to pay the employer the ten percent (10%) premium. After 12 weeks, the employee will pay 100% of the Medical Plan Premiums. If considered a major event, this may be extended upon the approval of the Administrator or Mayor.

In compliance with COBRA (the Consolidated Omnibus Budget Reconciliation Act), for those employees covered by the City's group health insurance plan, the City will offer continuing health care coverage on a self-pay basis to employees and their dependents following termination (for reasons other than gross misconduct, as defined by the statute), a reduction in hours, retirement, death or divorce from a covered spouse/domestic partner, legal separation, or a child

losing dependent status. It is the responsibility of the employee to notify the City Treasurer of a change due to one of these events within 30 days of the qualifying event.

Department of Retirement Systems

City employees may be eligible to participate in the retirement plans offered by the Department of Retirement Systems (DRS). Employees will participate in the Public Employees Retirement System (PERS) or the Law Enforcement Officers and Fire Fighters (LEOFF) plan depending upon the position they hold. The City and the employee each pay into the retirement system an amount based upon a percentage of the employee's monthly wages. A statement regarding contributions to the retirement system is issued by DRS. Participation in the appropriate retirement plan is mandatory based upon the rules established by DRS.

Deferred Compensation

The City offers a deferred compensation plan through the Department of Retirement Systems (DRS). A deferred compensation plan is a government approved retirement savings incentive program that lets an employee earn and invest money now but does not pay federal income tax on it until later. There is an option of having automatic payroll deductions applied to a Deferred Compensation Plan. There is usually a one-month delay in enrollment, check with DRS for all plan details.

VEBA

VEBA is a health reimbursement plan that reimburses out-of-pocket healthcare costs incurred by employees and their eligible dependents. The tax objective to this type of plan is to enable the City to make tax-free deposits on the employee's behalf.

The City shall pay into a VEBA account on behalf of each non-union employee eligible to receive medical benefits the sum of two hundred fourteen (\$214.00) dollars per month. This amount shall not be considered as part of the employee's salary.

Retiree's Welfare Trust for Chief of Police

The City shall contribute into the Retiree's Welfare Trust in the amount of one hundred seventy-five (\$175.00) dollars per month on behalf of the Chief of Police. The amount provides this employee with an RWT-XL retiree plan in accordance with the signed agreement with Northwest Administrators, Inc.

Tool Stipend for City Mechanic

The City recognizes a benefit when employees provide all or most of the tools needed to perform their job duties. Therefore, when the City Mechanic provides all or most of the tools required to perform the duties of the job and approved by the City Administrator and Public Works Director a \$100 per month stipend will be given. No stipend will be paid during periods of unpaid leave.

Safety Footwear

The City Administrator working with the department Director will determine the employees that are required to wear safety footwear as essential Personal Protective Equipment (PPE). These employees may include workers in the Public Works department, building Inspections, or other 'in-the-field' workers. Those employees will receive an annual allowance of up to \$225.00 per pair.

Approved Safety Footwear include:

- Substantial boot made of leather or equally firm material.
- Sole and heel designed and constructed for slip resistance.
- Extend above the ankle for over the ankle support.
- Rubber or Gore-Tex style boots are acceptable when working in wet conditions.
- Meet ASTM F2413-05 or ANSI 41 standards.
 - ❖ (This standard will be printed on the boot or attached in some manner.)

The approved safety footwear and receipt must be submitted to the department Director and /or City Administrator for final approval before reimbursement can be issued. Reimbursement will be made on the following months' paycheck.

TIME OFF

Sick Leave

Sick leave is provided as an employee benefit to aid employees. Its use is restricted to qualifying situations. Employees are encouraged to accumulate sick leave to carry them through unforeseen injuries or illnesses. Sick leave abuse may result in disciplinary action. The ability to work regularly is a requirement for continued employment.

If an employee is away from work using sick leave for more than three (3) consecutive days, the employee must provide a written statement from the appropriate medical personnel. This written statement must be given to the department head prior to returning to work.

Regular full-time employees accrue sick leave benefits at rate of eight (8) hours for each calendar month of continuous employment; their sick leave accrues at the end of each pay period. Regular part time employees accrue sick leave benefits on a pro-rata basis according to hours worked during the previous month. Employees do not accrue sick leave benefits during a leave without pay. Temporary employees will accrue sick leave at the rate of one hour for every 40 hours worked.

Accrued sick leave shall be reported on the employee's regular payroll statement of earnings in hours and/or fractions of an hour to the nearest 15-minute increment. It is the responsibility of the employee to report any discrepancy to the City Treasurer. Sick leave may not be used before it accrues.

There is no limit to the maximum amount of accumulated sick leave; however, upon separation from City employment employees will only receive 25% of accrued and unused sick leave up to 240 hours.

The buyout of sick leave is paid at the current rate of pay. As an option the employee may elect to have the buyout amount placed into a medical expense account such as VEBA.

Any regular full-time or regular part time employee who is on sick leave and is eligible for workers' compensation will coordinate with any other form of leave pay to an amount equal to the difference between the employee's regular salary and those monies paid by the State, UEBT or any other agency. No employee will receive more than 100% of the regular compensation they would have received had the employee been on the job. Any employee receiving other compensation that exceeds 100% of their regular salary will be required to turn in such excess compensation to the City and will be credited appropriate sick leave.

Allowable uses of sick leave: Sick leave shall be paid at the employee's regular straight time base/hourly rate of pay, and may be used for the following conditions in addition to any situations granted by law:

- (1) Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth);
- (2) Care for an employee's immediate family member where the immediate family member has a serious or emergency health condition;
- (3) Care of an employee's dependent child with health condition require supervision or treatment (dependent child, in this instance, includes all children living with the employee and dependent on the employee for continuous care. Children over the age of 18 but unable to care for themselves due to a disability are included in the definition of dependent children);
- (4) Medical or dental appointment for the employee, dependent child, or the employee's immediate family member;
- (5) Exposure to contagious disease where on-the-job presence of the employee would jeopardize the health of others;
- (6) Use of prescription drug which impairs job performance or safety;
- (7) When the City has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason; and
- (8) For absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.

Vacation Time

We all need time away from the job, to enjoy travel, family time, or just to rest and relax. Vacation time is accrued from the day the employee start working for the City, and it may be used after successful completion of the first six months of actual service to the City. Vacation must be scheduled with the advance approval from the department head or from the City Administrator to limit interference with the operations of the City. Vacation time may be taken in one-half hour increments.

Vacation accrues according to the following schedule for regular Full Time Employees and will be prorated for Regular Part Time Employees.

Temporary employees shall NOT be entitled to vacation time:

YEARS OF CONTINUOUS EMPLOYMENT	MONTHLY ACCRUAL
First Year	6.66 hrs.
Start of Second Year	7.32 hrs.
Start of Third Year	8 hrs.
Start of Fourth Year	8.66 hrs.
Start of Fifth Year	9.32 hrs.
Start of Sixth Year	10 hrs.
Start of Seventh Year	10.66 hrs.
Start of Eighth Year	11.32 hrs.
Start of Ninth Year	12 hrs.
Start of Tenth Year	12.66 hrs.
Start of Eleventh Year and thereafter	15 hrs.

Maximum accrual of vacation leave is 300 hours. An Employee is allowed to accrue time more than this amount but will expire at midnight on December 31st of each year unless the employee was prevented from using requested vacation time due to the demands of the City. Upon death, termination, or retirement, the beneficiary will be paid at the current rate of pay for unused

vacation time not to exceed 300 hours. No vacation time accrues during periods of unpaid leave.

Use of Accrued Leave to Care for Sick Family Member

Consistent with the Washington Family Care Act, employees may use their choice of any accrued leave (e.g., vacation or sick leave) that they have available for their own use to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent.

An employee may use available paid time off to care for their child where the child has a health condition requiring treatment or supervision, or where the child needs preventive care (such as medical, dental, optical or immunization services).

An employee may use available paid time off when a spouse, registered domestic partner, parent, parent-in-law, or grandparent has a “serious or emergency health condition”, which are conditions:

- Requiring an overnight stay in a hospital or other medical care facility;
- Resulting in a period of incapacity or treatment or recovery following inpatient care;
- Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Involving an emergency (i.e., demanding immediate action).

Employees are required to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The City reserves the right to require verification or documentation confirming a family member’s serious or emergency health condition when available leave is used to care for that family member.

Paid Family Medical Leave Act

Paid Family and Medical Leave Act, Chapter 50A.04 RCW, is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care. If an employee qualifies, this program will allow the employee to take up to 12 weeks, as needed, if:

- Welcome a child into the family (through birth, adoption, or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
- Need time to prepare for a family member’s pre- and post-deployment activities, as well as time for childcare issues related to a family member’s military deployment. For specifics on military-connected paid leave, visit www.dol.gov/whd/regs/compliance/whdfs28mc.pdf

If faced with multiple events in a year, an employee might be eligible to receive up to 16 weeks, and up to 18 weeks if they experience a serious health condition during pregnancy that results in incapacity.

The Washington State Employment Security Department administers this benefit. For more information visit: <https://paidleave.wa.gov/get-ready-to-apply/>

Payment of Premiums and Supplementation

An employee receiving Washington Paid Family and Medical Leave payments during a family and/or medical related leave shall use only the number of leave hours that, together with the Washington Paid Family & Medical Leave benefits payments, represents the employee's normal pay for the same period. In no event shall the accumulation of leave and Washington Paid Family & Medical Leave income result in any employee receiving income more than 100% of their regular straight-time income for the same period. If the employee elects to use paid leave to supplement the employee's earnings, the employee must notify the City Administrator at the start of their Washington Paid Family & Medical Leave.

Taking Leave

Employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work. While on leave, the employee is entitled to partial wage replacement. That means they will receive a portion of their average weekly pay. The benefit is generally up to 90 percent of their weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. They will be paid by the Employment Security Department rather than by the City.

Work Related Injury or Illness

The City has enrolled into a Return on Industrial Insurance (R.O.I.I.) select program through the Building Industry Association of Washington (BIAW). As a member of this program the city will pay regular wages to an employee who is unable and restricted from all work by their attending physician because of a work-related injury or illness for up to 30 days. During this 30-day period the employee must report to their supervisor on a weekly basis. After these 30 days the city will provide modified duty work 'light duty' to the employee when the worker is unable to return to their regular job. These light duty activities will coordinate with the restrictions from the attending physician. The City reserves the right to not re-enroll in this R.O.I.I. program at any time.

Shared Leave

One of the things that makes the City of Cle Elum a special place to work is that employees care about each other. The City of Cle Elum has a leave sharing program in place to permit employees to assist each other when the employee or a family member has a medical crisis. Under this program, an employee may donate accrued sick leave or vacation to another

employee when the employee is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness or injury, which would otherwise require the employee to take leave without pay or terminate employment. The maximum amount of shared leave which may be received by any given employee is 161 days, depending on the circumstances, as determined by the City Administrator. If an employee donates leave, they must keep a reserve of eighty (80) hours in their leave bank. If an employee requests the use of shared leave, they may be asked to provide medical documentation of the necessity of the leave. For additional information regarding the details of this program please contact the City Treasurer.

Managerial Procedures

Employees wishing to donate accrued vacation or sick leave to another employee, should obtain an Employee Leave Request/Overtime Hours Report form and note “donation” under section one “Other” category.

Employees who have not abided by the City’s sick leave policy may not be eligible to receive shared leave. Shared leave may be appropriate if the employee has depleted or will deplete their total accrued vacation, sick leave, compensatory time, holiday time and/or paid leave. Shared leave is not appropriate for employees receiving worker’s compensation benefits.

The Department Head, City Administrator, City Treasurer, and the employee will work together to determine the amount of shared leave necessary. The employee will provide appropriate medical justification and documentation which supports the necessity for the leave of absence and the duration of the absence. In no event may an Employee donate sick leave or vacation time that would result in their combined remaining vacation and sick leave amounts falling below eighty (80) hours. Transfers will be in increments of one hour of leave. All donations of leave are voluntary.

While an employee is on shared leave, they will continue to be classified as a City Employee and shall receive salary and benefits as they would otherwise receive if using vacation or sick leave. All salary benefit payments made to the employee on a shared leave shall be made by the department employing the person using the shared leave. Vacation and sick leave shall be transferred on a dollar-for-dollar basis. The value of the leave shall be determined at the current hourly wage of the transferor and the leave available to the receiving employee shall be calculated at the receiving Employee’s wage. In no event will any unused shared leave be paid to the employee requesting it in the event of leaving the City’s employ.

The City Treasurer is responsible for computing the values of donated leave and shared leave, as well as for adjusting the accrued leave balances to show the transferred leave. Records of all leave time transferred will be maintained in the event any unused time is returned later. The value of any leave transferred which remains unused will be returned at its original value to the Employee or Employees who donated the leave. The City Treasurer will monitor the program and maintain all shared leave records to ensure impartial treatment of all City Employees. Inappropriate use of the provisions of this policy may result in the cancellation of the donated leave or use of shared leave.

Holidays

Regular full-time, part-time, and temporary employees receive paid time off commensurate with regularly scheduled shifts (4, 6, 8, 10, etc.) and pro-rated paid time off respectively on all legal holidays per City policy. They are: New Year's Day, Martin Luther King Day, President 's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve Day, and Christmas Day. If a holiday falls on Saturday, the employee will receive Friday off; if on Sunday, they will receive Monday off. If an employee is required to work on a paid holiday, they will receive regular holiday pay plus be paid one- and one-half times the normal wages for every hour worked that day. Should state law be amended to mandate any additional holidays for employees, this section would be amended accordingly.

Employees also receive one paid floating holiday commensurate with their regularly scheduled shift (4, 6, 8, 10 etc.), after completion of six months of actual service to the City. Temporary employees do not receive a floating holiday benefit. This floating holiday may be used at any approved time but must be used before midnight December 31st or be lost. Floating holiday hours may not be accrued from year to year. Employees on unpaid leaves of absence are ineligible to receive any holiday compensation. An employee must be on paid status the day before a holiday to receive holiday compensation.

Unpaid Holidays for reasons of Faith or Conscience

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which they desire to take the two unpaid holidays after consultation with their supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days they have selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of 5 business days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" developed by rule of the Office of Financial Management.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

Bereavement Leave

The City affords regular full-time and regular part-time employees time off with pay in the event of a death in the employee's immediate family. The employee's immediate family is defined as

the employee's spouse, parents, stepparents, children, stepchildren, grandchildren, great-grandchildren, brothers, sisters, stepbrothers, stepsisters, son in-law, daughter in-law and grandparents. The term also includes a spouse's parents, stepparents, brothers, and sisters. Unusual circumstances shall receive individual consideration. In the event of a death in an eligible employee's immediate family, the employee may receive up to five (5) days of Bereavement Leave with pay.

Employees on Bereavement Leave shall continue to accrue Sick Leave and Vacation benefits. Bereavement Leave is not cumulative nor payable upon termination of employment. The period of Bereavement Leave may be extended using accrued Vacation time, or if warranted, Sick leave for a maximum five (5) additional days.

Jury Duty Leave

Serving on a jury is a fundamental responsibility of citizenship, and the City supports this important role in our society. However, to ensure that we can provide proper service to the public, if an employee receives a notice for jury duty service, please contact the City Administrator as soon as possible so that appropriate scheduling needs can be met. If the absence would pose a significant hardship for the City, they may be asked to request a postponement of jury duty from the court. Jury duty leave is paid at the regular rate for the time employees are required to serve, less juror's fee received (excluding juror expense payments). Employees are expected to report to work on any day that they are released from service with four or more hours left in their regular shift.

Military Leave

We recognize the importance of enabling employees to serve in the military without adverse consequences on their jobs. An Employee who is a member of the Washington National Guard, the Armed Forces, or of any organized reserve of the United States are entitled to a paid military leave of absence for a period not to exceed 21 working days during each year beginning October 1 and ending the following September 30. Military leave more than the 21 days of paid time off will be unpaid unless the employee elects to use accrued leave. All benefits continue to accrue during military leave of less than 30 days.

An employee who enters the state or federal armed services for an extended tour of duty is eligible for an extended, unpaid military leave of absence, which may continue up to five years, unless otherwise provided under federal law. Employees may use all accrued but unused vacation benefits as soon as their extended military leave begins. All insurance benefits will end on the last day of the month in which the extended military leave begins but the employee may extend medical coverage under COBRA if desired. Employees who leave work to serve in military duty are entitled to reemployment and benefit resumption consistent with relevant state and federal laws.

Employees should notify their supervisor as soon as they receive notice of the need to report for military duty or training and should provide the supervisor with a copy of military orders.

Leave for Spouses/Domestic Partners of Military Personnel

During a period of military conflict declared by the President or Congress, an employee who is the spouse or registered domestic partner of a member of the Armed Forces, National Guard or Reserves is entitled to up to 15 days of unpaid leave while their spouse or domestic partner is on leave from deployment, or before and up to deployment. The purpose of this leave is to support the families of military personnel by permitting them to spend time together before a family member is deployed or while the family member is on leave from a deployment. An employee must work an average of 20 hours per week to be eligible for this family military leave.

An employee who seeks to take family military leave must provide the City with notice of their intent to take leave within five business days of receiving official notice that the employee's spouse/domestic partner will be on leave or of an impending call to active duty. The employee may substitute any eligible accrued leave for any part of this military leave.

Pregnancy/Childbirth Disability Leave

An employee will be granted leave for the period that they are temporarily disabled because of pregnancy or childbirth. Medical certification may be required to confirm the need for leave. Pregnancy/Childbirth Disability leave is unpaid, provided that an employee must use her accrued paid leaves before the unpaid portion of the leave begins. Employees may be eligible for Paid Family Medical Leave and should consult <https://paidleave.wa.gov/>

Leave Due to Domestic Violence or Sexual Assault

This leave is available to an employee who is a victim of domestic violence, sexual assault, or stalking. It is also available to employees with a family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. A reasonable amount of leave may be taken, and is available in blocks, intermittently, or on a reduced leave schedule. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use the employee's accrued paid leave in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to relocate temporarily or permanently, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

When possible, employees must give advance notice of the intention to take leave. If advance notice is not possible, employees (or their designees) must give notice of the need for this leave no later than the end of the first day the employee takes the leave. The City may require verification to support the need for the leave. Except where disclosure is authorized or required by law, the City will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

Disability Leave

Medical leaves of absence may be granted to employees who are unable to perform the essential functions of their position due to a disability as a reasonable accommodation unless the City concludes the additional leave would impose an undue burden on the City's business. A written request for a medical leave of absence must be provided to the City Administrator along with a doctor's certification indicating the nature of the disability, its impact on the employee's ability to perform the essential functions, the need for leave as a reasonable accommodation and the anticipated length of absence.

An employee on leave of absence status shall continue to accrue continuous service but does not accrue Vacation or Sick Leave and is not paid for Holidays. Health and life insurance coverage will cease unless the employee pays the applicable premiums; details regarding COBRA coverage would be provided at that time. The City will discontinue health insurance and other insurance coverage for employees and their dependents, if the employee does not return to work after the agreed upon end of the leave of absence (again, subject to COBRA rights).

Leave without Pay

Occasionally, an employee may need time off from work for personal reasons that are not covered by any other benefit or leave of absence. In those circumstances, the City may grant a leave without pay for a specified period, generally up to three months. Requests for leave without pay must be submitted to the appropriate Department Head in writing, who will forward the request to the City Administrator with comments for a final decision. Leaves without pay are in the sole discretion of the City Administrator. The circumstances determine the length of leave. Accrued vacation and compensatory time must be exhausted before an unpaid leave is granted. Where the needs of the City require, the leave may be granted without a guarantee of return to the employee's job.

An employee on leave of absence status shall continue to accrue continuous service but does not accrue Vacation or Sick Leave and is not paid for Holidays. Health and life insurance coverage will cease unless the employee pays the applicable premiums; details regarding COBRA coverage would be provided at that time. The City will discontinue health insurance and other insurance coverage for employees and their dependents, if the employee does not return to work after the agreed upon end of the leave of absence (again, subject to COBRA rights).

EMPLOYEE RESPONSIBILITIES

Here is a summary of what the City expects from employees.

Personal Appearance

Employees with a neat, clean appearance are important to our operation, especially when those employees are dealing with the public. How employees look is the image the public has of the City of Cle Elum. Employees should wear clothing appropriate to their job and present an appropriately professional image. In no case will shorts be an appropriate image.

Some employees may be required to wear specific types of clothing, due to the nature of the job or safety requirements. When in doubt, ask the supervisor for assistance in determining what is appropriate.

Computer Usage

City employees may use computers extensively in their job. A few rules are necessary so that everyone can get the maximum benefit from the City's investment in technology. Also see the "Technology Acceptable Use Policy" in the back of this handbook.

Software

To protect the City of Cle Elum's computer system from viruses and ensure that the software used is compatible with City computers, only software purchased or approved by the City may be installed on City computers. Before installing any software not purchased by the City, check with the City Administrator. Software purchased by the City is for legitimate City business use only. It may not be copied or taken home.

Copyright Compliance

Software is protected from unauthorized duplication by law. The City of Cle Elum respects the legal rights of software developers and expects employees to do the same. No employee may duplicate software, or otherwise use software other than in accordance with the terms of its license. Software that has been duplicated without authorization may not be installed on City computers.

Electronic Media and Internet Usage

The City provides communication resources including computing resources, electronic mail (email), internet access, mobile devices, and other electronic communications equipment (collectively referred to as City Technology Resources) to employees to assist in and facilitate City business and communications. The primary purpose of the City's network and systems is to provide service to the public as part of the City's business, in a manner that is consistent with the City's vision and values. DE Minimis, incidental personal use of the City's Technology Resources by employees is permitted if accomplished in compliance with the provisions of this policy, as set forth below. This policy does not address all required, allowed, or prohibited behaviors by employees, but covers common examples. In general, the City relies on the good judgment of its employees to ensure that City Technology Resources are used in the public's best interest.

No Expectation of Privacy. By using the City's technology employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of these systems or in any

data that they create, store, or transmit on or over the systems, including any data created, stored, or transmitted during an employee's incidental personal use of the technology as permitted under this policy. Employees further agree that they are aware of, understand and will comply with the provisions of this policy, and that their use of the technology can and will be monitored and any data that they create store, or transmit on or over City systems may be inspected by City management at any time. Employees should understand that certain email messages, other electronic communications, and documents created on City computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation.

Ownership and Confidentiality. All software, programs, applications, templates, data, data files and web pages residing on City computer systems or storage media or developed on City computer systems are the property of the City. The City retains the right to access, copy, modify, destroy, or delete this property. Data files containing confidential or sensitive data must be treated accordingly and must not be removed from the workplace without proper authorization.

Acceptable Uses of City's Technology Resources. The City's technology is to be used by employees or volunteers for City business. DE Minimis, incidental personal use may be permitted where, in the judgment of the employee's manager, such use does not interfere with employee or department productivity, nor distract/take time away from the worker or co-workers assigned work. DE Minimis, incidental personal use means: (1) it is occasional and of short duration; (2) it is done on an employee's personal time, such as on a lunch break; (3) it does not interfere with job responsibilities; (4) it does not result in any expense to City; (5) it does not solicit for or promote commercial ventures; (6) it does not utilize excessive network resources; and (7) it does not constitute any prohibited use, as discussed below.

Prohibited Uses of the City's Technology Resources. Use of the City's technology to engage in any communication that violates federal, state, or local laws or regulations, or any City policy, is strictly always prohibited. In addition, the following uses of City's technology are inappropriate and are always prohibited, unless specifically exempted below:

1. Personal business or commercial use (meaning use that benefits an employee outside employment or commercial business);
2. Accessing, receiving, or sending pornographic, sexually explicit, or indecent materials, including materials of an offensive nature;
3. Usage for any type of unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability, or other protected status;
4. Gambling;
5. Usage for recreational purposes including the loading of computer games or playing online games;

6. Usage that precludes or hampers City network performance; such as viewing or listening to streaming audio and/or video unless for City business, such as for online training;
7. Unauthorized copying or downloading of copyrighted material;
8. Usage that violates software license agreements;
9. Downloading of software programs unless specifically approved by applicable Manager and coordinated with the IT Manager;
10. Usage for political purposes, including partisan campaigning;
11. Sending anonymous messages and/or misrepresenting an employee's name, position, or job description;
12. Deliberately propagating any virus, worm, Trojan horse, malware, spyware, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's networks or systems, or those of any other individual or entity;
13. Releasing misleading, distorted, untrue or confidential materials regarding City business, views, or actions;
14. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
15. Use of Technology Resources for personal use beyond a DE Minimis amount or in any manner to deprive others of system use or resources, including, but not limited to, the sending of bulk email for other than official business or forwarding "chain letter" emails of any kind;
16. Connecting to the City's network, or any specific software package, utilizing somebody else's security identification login information to gain alternate security permissions;
17. Any personal use, even if incidental, that results in expense to the City;
18. Usage that violates the guidelines set forth in the Standards of Conduct described in this Handbook.

Any employee who violates these policies could be subject to disciplinary action, up to and including termination. In addition, employees may be held personally liable for damages incurred because of copyright and licensing requirements.

Downloading Files from the Internet or Opening Email Attachments. Downloading files from the internet or opening email attachments from sources outside the City can lead to spyware and/or virus attacks that can severely damage or degrade the City's network and/or data. Anti-virus and anti-spyware software do not guarantee that all spyware is blocked, or that all viruses are caught. If downloading a file and a message is received that a virus or spyware has been detected, contact the IT Network Administrator immediately for assistance. Similarly, if an

email is received with a suspicious attachment, or from an unusual source, notify the IT Network Administrator before opening it. If an employee notices that the computer is behaving strangely or suspect spyware or a virus, notify the IT Network Administrator.

Finally, employees are expected to not use personal cell phones, personal data devices, smartphones, tablets, or similar devices during working time for personal business or commercial use.

Security

Employees are responsible for the Internet access and the messages sent from their account. Please log off before leaving the computer unattended. Also bear in mind that the use of aliases while using e-mail or accessing the Internet is prohibited. It is also inappropriate to misrepresent an employee's job title, job description, or position. To prevent unauthorized use of the employee's computer, do not give out the password to anyone and change the password on a regular basis.

Computer Usage Supplement : Email & Internet Etiquette Tips

The following tips are intended to provide employees with a tool when using e-mail and/or the Internet. These tips supplement the City of Cle Elum's Computer Usage Policy.

Using electronic communications, we can embrace a new "spirit of community" within our City, as well as build and enhance relationships directly with our customers. Therefore, be as courteous, friendly, and thoughtful as in person. Employees should always represent themselves as themselves - never someone else.

Use of the Internet wisely. The Internet should only be used as follows:

- Research on work related topics/issues
- Investigating City-related topics or practices of another City
- Sending/receiving documents outside the City
- City related purchasing
- Communicating with vendors, media, council members, residents, other external constituencies
- Other work-related activities and information gathering

Consider the audience. Send e-mail messages only to those who need the information. This is particularly important when sending a broadcast announcement to a large group of people. Simply sending a message to City server group names without understanding the people affected, potentially results in many individuals receiving and processing useless information.

Keep it brief. Learn to compose messages like a journalist writing an article. Focus on the facts, placing the most important information at the front of the memo. Attach additional information (spreadsheets, word processing documents, and graphics) via files, but pay attention to size. File attachments which are too large can be difficult or impossible to retrieve.

Remember, E-mail and the Internet is public, not private. Any message sent via email can be reviewed by a third party. Therefore, do not send anything that would be uncomfortable to communicate in public.

Be responsive. If an employee receives a message which requires their attention and response, reply to the sender within a reasonable time frame. Even if an employee cannot provide the answer to a question, let the individual know that it is being working on.

Cellular Telephones

The City may require employees to use a cellular telephone in the performance of their job or in emergency situations. In either case, the City shall pay the expenses related to the purchase, lease, or rental of a cellular phone. Please see the City Administrator about the procedures for purchasing the cellular telephone and related equipment and maintaining it in the City's inventory. Employees are responsible for taking reasonable precautions to prevent equipment theft and vandalism, including always securing the equipment in a proper manner.

Use of City-Owned Cellular Telephones

The City provides cellular telephones to certain employees to improve both the services provided to the community and the communications with other City employees for City business. Therefore, City-owned cellular phones shall only be used for City purposes and/or in the event of an emergency. If personal calls have been made on the cellular phone, employees must reimburse the City immediately following receipt of an invoice and prior to the time payment is due to the cellular telephone service provider. Payment shall be made to the City on a City Treasurer's receipt for permanent record keeping.

Remember that cellular telephones are not a secure method of transmitting information. Employees are therefore expected to use discretion in relaying confidential information. The City reserves the right to monitor the use of all City-owned telephones. If it is determined that

there is an abuse of City-owned cellular telephones, then appropriate disciplinary actions will be taken.

Use of Personal Cellular Telephone to Conduct City Business

Personal cellular telephone usage for City business must be authorized in advance in writing by the Department Head and the City Administrator. Generally, employees will not be reimbursed for any business-related calls unless they have received such prior written approval. All requests for reimbursement shall additionally be subject to approval by the Department Head or another member of the City's management team. By using personal cellular telephone, the employees assume full responsibility for all personal costs associated with the use of cellular telephone service unless other arrangements are approved by the City Administrator.

Managerial Procedures

When determining whether an employee should be **required** to use a cellular telephone in the course of a job, the following factors should be considered: 1) usage costs for a cellular telephone versus alternative communication choices like pagers, voice mail, etc., and 2) the level of employee need; i.e., determine what the phone will be used for, how often will the telephone be used, the ramifications of not having a cellular phone, etc.

Cellular telephone acquisition and usage must be budgeted annually in the City's operating budget and reviewed periodically for a more cost-effective service provider or a better method of communication. If a less costly, safer, or more convenient alternative is made available, the cellular telephone usage will be discontinued.

Use of City Property

City supplies and equipment must be conserved for the authorized conduct of official business and for such services as are available to the public generally. By state law, they are not for personal use. City stationery supplies and postage may not be used for personal mail.

If an employee is entrusted with City equipment, materials, or property to use in their job, they are responsible for its proper use and maintenance. If they need to borrow or take-home City property for City business, they must have authorization from the supervisor.

All communications technology is the property of the City and should be used only for official business. Please limit incoming and outgoing personal phone calls to necessary calls and keep them to a minimum. When personal, long-distance use is unavoidable, employees should call collect or charge the call to a home telephone or personal credit card, if possible, or log the user charges and reimburse the City for them. Employees are responsible for all charges incurred and are required to reimburse the City for long distance charges in the following billing cycle. Other City equipment, including vehicles, should be used by employees for City business only. An employee's misuse of City services, telephones, vehicles, equipment, or supplies can result in disciplinary action including termination.

The City may provide a locker, cabinet, or desk for personal belongings. Only City-provided locks may be used on these facilities. The City reserves the right to inspect City-owned property with or without notice, for legitimate business reasons. The City is not responsible for employee valuables, vehicles, or personal possessions brought onto City property.

Standards of Conduct & Discipline

We all succeed at the City when we respect the needs and interests of the public, the City, and our co-workers. While the City management generally believes in progressive discipline, which calls for appropriate discipline in appropriate circumstances, the City reserves the right to review each situation independently and to decide on what it deems to be appropriate discipline in all cases, up to and including discharge. The City may use "coaching" or counseling initially, to be followed by more serious discipline (such as written reprimands, disciplinary probation, suspension, or discharge), if the City determines that the situation is not improved or becomes more flagrant. However, in each situation, the City reserves the right to skip one or more of the

steps described below. The decision to use progressive discipline in each case is an attempt to improve the performance or behavior but does not change the at-will nature of the employment relationship. For represented employees, the City adheres to procedures set forth in the applicable labor agreement.

Some examples of conduct that may lead to discipline or discharge include:

- Insubordination;
- Unauthorized release of City, customer, or co-worker information;
- Swearing or verbal abuse while on City premises or representing the City;
- Falsification of any work, personnel, or other City records;
- Unauthorized taking or removal of City funds or property;
- Dishonesty;
- Discrimination against or harassment or retaliation of co-workers, vendors, or members of the public;
- Possession, consumption, or being under the influence of alcohol or a controlled substance at work, on City premises or while representing the City;
- Deliberate damage to or misuse of City property;
- Bringing a weapon onto City property;
- Fighting or threatening to fight with another employee;
- Serious misconduct of any kind;
- Poor performance;
- Excessive absenteeism or tardiness or failure to report in when absent or tardy;
- Failure to comply with safety or security rules and procedures;
- Violation of City policy;
- Improper handling of cash or other financial transactions;
- Sleeping on the job;
- Failure to report immediately to the supervisor any accident or injury which occurs on the job;

- Failure to report to work for three (3) consecutive workdays without prior notification to the City in the absence of a bona fide reason will be considered job abandonment; and
- Smoking in non-smoking areas or in City vehicles.

These examples are not all-inclusive; other behavior may also be grounds for discipline or discharge.

Managerial Procedures

Verbal Counseling. Supervisors should normally notify employees verbally at least once if the employee commits a less serious offense or the supervisor sees an unacceptable trend in performance or conduct. A memorandum covering the conversation should be prepared by the supervisor for inclusion in the Employee's personnel file, and a copy of the prepared memorandum should be provided to the employee.

If the employee's performance or conduct improves, and no further verbal counseling or other disciplinary action on any issue is required for twelve months of actual service to the City thereafter, the memorandum shall be removed from the Employee's personnel file.

Written Warning. If an employee's inadequate performance or conduct does not improve following verbal counseling, or if an employee commits a serious offense, the supervisor, after consultation with and approval from the City Administrator, should issue a formal written warning to the employee. The employee should receive the original Written Warning, and a copy should be placed in the employee's personnel file.

If the employee's performance or conduct improves, and no further verbal counseling or other disciplinary action on any issue is required for twelve months of actual service to the City thereafter, the Department Manager may request that the Written Warning be removed from the Employee's personnel file. The final decision rests with the City Administrator.

Suspension. There may be times when a suspension is appropriate. All suspensions require the advance approval of the City Administrator. Suspensions for non-exempt employees should be issued by the Department Head or designee. Only the City Administrator or designee may suspend an exempt employee. A non-exempt employee may be suspended without pay for a period normally not to exceed five (5) work shifts. An exempt employee may be suspended without pay in increments of full workweeks. Circumstances warranting a suspension include, but are not limited to, the following:

- When the City determines the situation or violation poses an imminent danger to persons or City property or disruption to City operations.
- When the City believes that effecting a suspension may resolve a situation short of termination.

Termination. If an employee fails to respond to verbal counseling and/or a written warning of

inadequate performance or conduct, or if an employee commits a serious offense, the Employee may be terminated. All proposed termination actions must be reviewed by the City Administrator and receive endorsement by the mayor.

Administrative Leave. The City may place an employee on administrative leave with pay for an indefinite period, as determined by the City Administrator to be in the best interest of the City during the period of an investigation or other administrative proceedings. The City may require the employee to be available during their regular work shift while on administrative leave.

Employee Suggestions and Concerns

We all benefit when employees have an opportunity to share both suggestions for improving our operations, and concerns about problems they may be having.

If employees have an idea for improving the way we do things here at the City of Cle Elum, please share it. It is always appropriate to share such ideas informally with co-workers and/or supervisor. We also encourage employees to write suggestion down and submit it to the City Administrator.

It is our intent here at the City of Cle Elum to try to do what is always fair and reasonable in our day-to-day relations with our employees. To that end, all employees, including supervisors, are urged to use the City of Cle Elum Employee Concern System to address work related concerns. A “concern” is any question or dispute regarding the interpretation or application of the City’s personnel policies and procedures, or other work-related situation. We encourage employees to raise all work-related concerns. Employees will not be retaliated against for raising concerns through this process. Concerns regarding Discrimination, Harassment and Retaliation should be raised through the complaint procedure specific to those concerns. Represented employees should use the grievance procedures in their labor agreements.

City of Cle Elum Employee Concern System for all other concerns is set forth below. Steps must be taken in succession.

Step One: Employee Supervisors

Each employee is encouraged to take up their own employee concern with their immediate supervisor. To be sure that we are dealing with current information, please try to raise any concerns within two working days of the occurrence or date the employee becomes aware of it. If the concern is resolved at this step, the supervisor should place a memo in the personnel file regarding the resolution. If concern involves the immediate supervisor in a way that is reluctant to discuss it with them, please go directly to Step Two. If the supervisor does not respond or their response seems unreasonable or not satisfactory, go on to Step Two.

Note: The multi-level supervisory command structure of the Police Department shall apply for all uniformed and non-uniformed police employees as Step 1.

Step Two: City Administrator

If the concern cannot be resolved at Step One, the employee, supervisor, or Department Director may refer it to the City Administrator. After the matter has been studied, and the City Administrator takes whatever steps they deem appropriate, they will then issue a written response to the employee, generally within 20 working days of receipt of the concern at Step Two. The decision of the City Administrator will be final and binding. The final resolution will be noted in the employee file.

Reporting Improper Governmental Action

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, the City of Cle Elum encourages employees to disclose any improper governmental action taken by City officials or employees without fear of retaliation. The policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution.

Key Definitions:

Improper Governmental Action: any action by a municipal official or employee that is:

1. Undertaken in the performance of the official's or employee's official City duties, whether the action is within the scope of the employee's employment, and
2. Is in violation of any federal, state, or local law or rule; an abuse of authority, of substantial and specific danger to the public health or safety; or a gross waste of public funds.
3. "Improper governmental action" does not include personnel actions including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands. In addition, employees are not free to disclose matters which would affect a person's right to legally protected confidential communications, such as attorney-client privilege or executive session communications.

Retaliatory Action: any material adverse change in the terms and conditions of an employee's employment as defined in RCW 42.41.020(3) that is substantially motivated by the employee's decision to prepare or participate in a whistleblower complaint.

Emergency: a circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper Governmental Action: City employees who become aware of Improper Governmental Action should follow this procedure:

1. Bring the matter to the attention of their supervisor, if the supervisor is not involved in the matter, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
2. Where the employee believes the improper action involves the supervisor, the employee may raise the issue directly with the City Administrator or City Attorney. The complaint should be in writing, stating in detail the basis for the employee's belief that an improper action has occurred.
3. In the case of an emergency, where the employee believes that damage to persons' property may result if action is not taken immediately, the employee may report the Improper Governmental Action directly to the appropriate government agency responsible for investigating the improper action, or the Kittitas County Prosecutor.
4. After an investigation is completed (usually within thirty (30) days of the employee's report), the employee will normally be advised of the results of the investigation; however, personnel actions taken because of the investigation may be kept confidential.

Employees involved in reporting Improper Governmental Action or participating in the investigation may request that their identities be kept confidential. City officials and those involved in the investigation will honor this request to the extent possible under law, business necessity and the needs of the investigation. Confidentiality however cannot be guaranteed. An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation. "Good faith" includes a requirement that, except in an emergency, before an employee provides information of an Improper Governmental Action to a person or an entity who is not a person listed above, the employee shall submit a written report to the local government. The employee is also charged with the responsibility to reasonably ascertain correctness of the information furnished and may be subject to disciplinary action, including but not limited to termination, for knowingly furnishing false information as determined by the appointing authority.

Employees may report information about Improper Governmental Action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the City to determine whether an Improper Government Action occurred, or that insufficient action was taken by the City to address the improper action or that for other reasons the improper action is likely to recur. Whistleblower actions can be reported to the Washington State Auditor's Office, the Washington State Attorney General's Office, as well as other state and federal offices. The original policy on file in Human Resources has a list of agencies which can be contacted.

Protection against Retaliation: It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that Improper Governmental Action occurred. Employees who believe they have been retaliated against for reporting an Improper Governmental Action should comply with the following procedures.

Procedure for Seeking Relief against Retaliation:

1. Employees must provide a written complaint to the City Council within thirty (30) days of the occurrence of the alleged retaliatory action. The written charge shall specify the alleged retaliatory action and the relief requested.
2. The City Council may use whatever appropriate means it deems necessary to facilitate an investigation of the employee's written complaint of retaliation. A written response to the charge of retaliatory action and request for relief shall be provided within thirty (30) days of receipt of the written charge, unless the City Council determines additional time is needed to determine the validity of the allegations in the complaint.
3. After receiving the City's response, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and obtain relief according to law. The employee must deliver the request for hearing to the City Administrator within fifteen (15) days of receipt of the City's response to the retaliation charge, or within 45 days after the date the employee submitted the charge of retaliation to the City Council.
4. Within five (5) working days of receipt of a request for hearing, the City shall apply to the Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge, at the following address:

Office of Administrative Hearings PO Box 42488
Olympia, WA 98504-2488
(360) 664-8717

At the hearing, the employee must prove that retaliation occurred by a preponderance of the evidence. The administrative law judge will issue a final decision not later than forty-five (45) days after the date of the request for hearing unless an extension is granted.

Violations of the Whistleblower policy and these procedures may result in appropriate disciplinary action, up to and including termination. The City will consider any recommendation provided by the administrative law judge that the retaliator be suspended, with or without pay, or terminated.

Conflict of Interest and Outside Employment

Employees shall not, directly, or indirectly, engage in any outside employment or possess a financial interest which may conflict, in the City Administrator's opinion, with the best interests of the City of Cle Elum or interfere with the employee's ability to perform their assigned City job. Examples include, but are not limited to, outside employment which:

1. Prevents the employee from being available for work beyond normal working hours, such as during emergencies or peak work periods, when such availability is a regular part of the employee's job;
2. Is conducted during the employee's work hours;

3. Utilizes City telephones, cellular telephones, computers, supplies or any other City resource, facilities, or equipment;
4. Involves employment with a firm which has contracts with or does business with the City; or
5. May reasonably be perceived by members of the public as creating a conflict of interest or one which otherwise discredits public service.

This policy shall be interpreted in accordance with, Chapter 42 .23 RCW, the Washington State Code of Ethics for Municipal Officers.

Confidentiality

During employment with the City, employees will have access to confidential or proprietary information about the City, its employees and possibly its citizens. It is a violation of City policy to misappropriate such information for personal use or the use of another third party. Employees must exercise the highest degree of care in safeguarding confidential or proprietary information and may not use or disclose such information except as necessary to perform their job duties or as required by law such as in response to a Public Records Request. Violation of this confidentiality policy will be grounds for discipline up to and including termination.

Anti-Disruption Policy

Any conduct in the workplace or while on City time that is disruptive to the normal operations of City business or invades the rights of others will not be tolerated. While on City time, employees are expected to adhere to professional and work-related matters and to treat each other and the public with respect. This includes refraining while on City time from spreading rumors, gossiping, or discussing non-business-related information about others. Other disruptive conduct includes, but is not limited to, discrimination, harassment, threats, insults, intimidation, ridicule, profanity, vulgarity, stereotyping, physical or verbal abuse, ignoring the rights of others, and displaying insensitivity to the beliefs and customs of others.

Political Activity

City employees may participate in political or partisan activities of their own choosing if City resources and property, including the employee's City work time, are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. City employees may not campaign on City time or in a City uniform or while representing the City in any way.

City employees may not: City employees may not use City facilities, supplies, equipment, or vehicles for any campaign purpose. This includes (but is not limited to), copiers, fax machines, mail facilities, typewriters, telephones, automobiles, computers, e-mail, websites, and paper products or the reimbursement for usage of these facilities.

City employees may not solicit for a contribution to a political cause or campaign while on City property or City time or while in City uniform.

City employees may not have a petition for a political cause available for signature at City Hall, or other City facility or vehicle.

City employees may not allow others to use City facilities or equipment for political activities, except in accordance with established City policy for use of public meeting space when it is the employee's responsibility to manage the use of that space.

City employees may not use, or allow others to use, City funds for political activities.

City employees may: City employees may, on their own time and not with the use of City property or equipment, participate in campaign-related activities.

City employees may, on their own time and not in a City facility, gather petition signatures, wear lapel buttons, distribute material, speak before groups, write letters to the editor, or display campaign stickers on their personal car. Private employee vehicles displaying bumper stickers may be parked on public property.

City employees may, in the course of work, respond to a political inquiry by providing routine information.

City Bulletin Board Posting

Generally, the City of Cle Elum's bulletin boards should only be used for official City notices or other City sponsored activities. These bulletin boards notify City residents, businesses, and others of public notices, public meetings, and other information about City-sponsored activities. On a case-by-case basis, the City Administrator, or designee, may permit the posting of an item that is not official City business or City-sponsored, but may nevertheless be of value to the residents of Cle Elum regarding matters of notification and communication to the public. Items posted on City bulletin boards not related to official City business or not previously approved by the City Administrator will be removed and discarded or recycled.

Contact with News Media

The Mayor, City Administrator or designated department heads shall be responsible for all official contacts with the news media, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual, or historical information on subjects. City employees will always refrain from disclosing confidential City information to the media.

Job References

All inquiries by third parties regarding current or former City employees are to be referred to the City Administrator. No employee should provide any reference information to a third party

regarding another current or former City employee unless the reference request has first been referred to the City Administrator and an appropriate release from the former employee has been received. The City Administrator will respond to such requests by providing dates of employment and position held. Additional information may be provided upon receipt of an appropriate release from the former employee.

HEALTH, SAFETY AND SECURITY

Workplace Health & Safety

The City of Cle Elum wants to provide employees with a safe and healthy work environment, and we need employees help to do that. The following is basic safety information. Consult with the City Administrator if employees need more information.

- If an employee is injured on the job, no matter how minor, they must let the City Administrator know, and fill out an accident report as soon as possible.
- Learn and follow all safety procedures promulgated by the City's Safety Committee.
- Report any unsafe condition or damage to property to the City Administrator.
- Become familiar with any Material Safety Data Sheets applicable to the employee's job.
- Learn proper procedures for heavy lifting and adhere to them.
- Keep the individual work area clean and orderly. Untidiness and clutter invite accidents.
- Know and follow the safety rules established for the employee's job. When in doubt, ask before proceeding.
- Do not allow unauthorized persons to operate equipment or have access to restricted areas.
- If assigned to a job requiring protective clothing or equipment, use it without fail. Always dress in a way that will not invite job-related injuries.
- Store all materials and equipment in their proper areas.

City of Cle Elum's Safety & Health Program

As required by Washington law, anyone operating or riding in City vehicles must always wear a seat belt.

Safety is the responsibility of every City employee. Each employee must be alert to any condition which poses a potential threat to a safe and healthful working environment and must

take appropriate action to eliminate these conditions where they exist. Supervisors and other members of the City's management team have the following safety-related responsibilities.

- Maintain a safe and healthful working environment.
- Conduct an ongoing accident prevention program.
- Investigate, record, and report work-related injuries and illnesses.
- Develop proper attitudes toward safety and health in themselves and in those they supervise.
- Ensure that all work processes and procedures are performed with the utmost regard for safety and health.
- Ensure that all employees are oriented and properly trained in the safe performance of their job.
- Communicate and comply with City safety regulations and legal requirements.

The City has also appointed a City Safety Officer who is responsible for monitoring WISHA (Washington Industrial Safety & Health Act) compliance and for overseeing the implementation of general safety and health standards. Described below are the components of the City of Cle Elum's Safety and Health Program.

Safety Committee: The Safety Committee is comprised of two management-selected and two employee-elected employees. Meetings are held on a regular basis to discuss safety and health and to recommend changes for improvement in the City's safety program. Minutes are recorded by the Secretary and maintained in the office of the City Safety Officer. Elections take place in

December, and the membership is one year running from January 1 through December 31. The committee's authority is for review and recommendation, and the activities are limited to the following:

- A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
- An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe condition involved was properly identified and corrected.
- An evaluation of the accident and illness prevention program with a discussion of recommendations for improvement where indicated.
- Other activities, as assigned by management.

First Aid Kit: Each department, vehicle and remote work site is required to have a first aid kit(s) reasonably accessible. The size of the kit is determined by the number of employees at the work

location. The first aid kit must be inspected yearly.

Emergency Medical Assistance: All departments and remote work sites will have available a supervisor or an employee who holds a valid (3 years) first aid certificate. This requirement is waived if emergency Medical Aid is available to the worksite within a five (5) minute response time.

Bulletin Board: Work location bulletin boards, readily visible to all employees, will contain the City Safety Policy, WISHA poster (L 1416-81), industrial insurance poster, and other safety and health posters and educational materials that may be distributed periodically.

Accident Prevention Program

As part of the City's commitment to providing a safe and healthful workplace, the City has established an Accident Prevention Program.

The Accident Prevention Program begins with the orientation of new employees. A safety brochure will be given to every new employee on the first day of employment. The booklet includes the City Safety policies, standards, practices, and regulations. It also contains how and when to report injuries or accidents and unsafe conditions or practices. Employees will be informed of the location of first aid kits, emergency telephone numbers, fire extinguishers and emergency exit. Employees will receive on-the-job instruction for lifting, power equipment handling, utility systems operation and the use of fire extinguishers. Periodic communication or training will be provided to create awareness of good safety practices and accident prevention.

Defensive Driving. Instruction should be provided to employees within three (3) months of assuming a job classification requiring driving, and refresher training will be required every fourth year. Tuition will be paid by City.

Workplace Inspections. Written Inspections should be conducted on a periodic basis and should include the following: bulletin board postings, safety brochure supply, first aid kits marked and properly stocked, emergency numbers posted, emergency exit signs visible and working, fire extinguishers available and serviced, and identification of potential hazards or unsafe conditions.

Hazardous Materials Disclosure (i.e., Worker Right to Know). The City Safety Officer shall be responsible for obtaining hazardous material data sheets from suppliers and the dissemination of the information to employees working with such materials. Hazardous material shall be stored and secured by the Supervisor.

Smoke-Free Workplace

Smoking Prohibited in City Vehicles and Facilities: For health and safety considerations, the City prohibits smoking by employees in all City vehicles and facilities, including City-owned

buildings and offices or other facilities rented or leased by the City, including individual employee offices.

Outdoor Smoking Restrictions: Chapter 70.160 RCW significantly restricts the outdoor areas where individuals may smoke in relation to the location of City buildings, work areas and public places. Smoking is prohibited within twenty-five (25) feet of any entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. The law also applies to any “place of employment,” which the law defines, in part, as “work areas” and any area which employees are required to pass through during employment. The following direction identifies where and when City employees may and may not smoke.

1. Because the law prohibits any person from smoking at a place of employment, members of work crews are prohibited by law from smoking at any worksite locations. While at a worksite, an employee may only smoke while on their break, and the employee must be at least 25 feet from other working City employees. An employee who is on a break must be at least 25 feet from all entrances, exits, windows that open, and ventilation intakes that serve an enclosed area to smoke.
2. Inside City Shop property, the grass area east of the work bays and shop offices is identified as the designated smoking area. Anyone smoking in this area must remain at least 25 feet from all entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. Smoking at or in all other City Shop property is prohibited.
3. Smoking on City Hall property is prohibited.

Drug Free Workplace

This policy applies to all employees of the City of Cle Elum. City employees who are required to have a commercial driver’s license (“CDL”) are also subject to the drug and alcohol testing.

In accordance with the Drug Free Workplace Act of 1988, the City of Cle Elum is committed to maintaining a drug and alcohol-free work environment. The misuse of drugs or alcohol by employees is a threat to the public welfare and the safety of employees. Accordingly, employees are strictly prohibited from possessing, selling, consuming, or being under the influence of any controlled substance or alcohol while on City property, in City vehicles, or engaged in City work. If taking prescription drugs that may make an employee drowsy or impair mental functioning, the employee must inform the City Administrator who will make sure such drugs will not affect the ability to perform the job safely and effectively. Any violation of this policy will result in discipline, up to and including immediate termination.

As a condition of employment, each employee shall notify their supervisor of a conviction under any criminal drug statute for a violation occurring in the workplace. Such notification shall be provided no later than five (5) days after such conviction. “Conviction” is defined as a conviction or guilty plea.

An employee may be required to submit to alcohol or drug testing when the employee’s performance or behavior at work causes a reasonable suspicion that the employee is impaired

due to current intoxication, drug, or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled substance free following treatment. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.

An employee who has violated this policy and is not terminated may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the City Administrator or designee at the employee's expense as a condition of remaining employed. Nothing in this policy shall be construed to guarantee employment of any employee who violates this policy, nor will the City of Cle Elum incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for continued employment.

The City encourages employees with drug or alcohol problems to come forward and seek help prior to violating City policy. If an employee has a drug or alcohol problem and discuss it with management before it affects the employee's performance or is discovered by management, the City can refer the employee to a treatment program.

Drug/Alcohol Testing for Employees & Holding a Commercial Driver's License

Employees who hold a Commercial Driver's License in connection with their employment are subject to drug and alcohol testing as required by federal law.

Workplace Privacy/Searches

The City cannot assume responsibility for any theft or damage to the personal belongings of City employees. Therefore, the City requests that employees avoid bringing valuable personal articles to work. Employees are solely responsible for ensuring that their personal belongings are secure while at work. Employees are further advised that work-related searches of an employee's work area, workspace, computer and/or electronic files on City property may be conducted without notice. Employees should have no expectation of privacy as to such items or locations.

Accident, Incident, & Claims Reporting Procedures

It is essential that all accidents and incidents are reported promptly and accurately. The City is *continuously* committed to maintaining a safe environment for their residents, users of City facilities and employees. The purpose of Incident Reporting is to track occurrences as they arise. Every incident may not result in a Claim for Damages, but an individual has 3 years to process a claim, therefore it is deemed necessary that complete documentation be submitted to the City.

Incident Reporting also assists the City, by alerting the system of potential hazards, which the City may be required to correct.

Liability and Property Damage insurance services for the City of Cle Elum are provided through Washington City's Insurance Authority, WCIA. WCIA is a municipal organization of cities and towns in Washington State that join (pool) for the purpose of providing liability protection to its member cities.

What Is an Incident?

An incident is a definite occurrence—an act, omission, accident—which may result in someone alleging liability against the City. For example, an incident arises if a City employee were accidentally to knock down someone’s mailbox while operating a City vehicle. When a City employee observes, has knowledge of, or is involved in an incident, reporting procedures begin immediately.

Incident Reporting

Make accurate notes and record all details of any incident observed or brought to the employee’s attention. Report incidents on an Incident Report Form. Be observant and accurate. Take pictures if possible. This information will be used by the WCIA adjuster if a claim is filed and possibly as an aid to attorneys should a suit result. If an Incident Report Form is not used at the time of the incident, employees are required to fill one out as soon as possible and deliver it to the City Administrator’s office. This should be accomplished through the appropriate chain of command. The City Administrator’s office will maintain a file of all incident reports.

Serious incidents shall be phoned in to the City Administrator’s office immediately. In the event of an incident involving serious injury, fatality, or large property loss occurring after regular working hours, Evergreen Adjustment Service shall be contacted directly by the supervisor in charge using the 24-hour number, (800) 933-4235, and notification of the City Administrator is required. A few examples of incidents that are required to be reported immediately to Evergreen Adjustment Service and the City Administrator are: any serious injury involving City property or personnel, auto or pedestrian fatality, jail suicide, downed stop sign accident, police shootings, and large property loss.

Communicating with the Public about Incidents

An individual may come into City Hall wanting the “employee’s opinion” as to what to do regarding an incident involving City liability. It is the policy of this municipality to respond in the following manner: If a member of the public feels the City is responsible for damages that individual has the right to file a claim. The City Administrator’s office must be notified immediately of any inquiry being made so that a brief interview with the individual can be conducted. **Do not admit liability or state that the City will take care of the damages. Refer all questions to the City Administrator’s office.** Do not discuss the incident with anyone other than the supervisor or other authorized personnel. Every incident is a potential claim and

statements made by the employee could result in the City having to assume liabilities that are not warranted.

Vehicle Accident Kit: City Employee Instructions

To report incidents in a timely and accurate manner the City has placed a Vehicle Accident Kit in every City owned vehicle. ***These kits will not take the place of the City’s regular claim reporting procedures***, but they should assist the driver in recording important information when necessary.

Each kit contains several accident forms and evidence of insurance. An accident reporting form should be completed at the scene of an accident which involves a City vehicle. This information will serve as an essential tool during the final investigation conducted by the Insurance Authority. Complete the form as accurately as possible. Detail is vital factor when reporting an incident.

Do not admit liability or state that the City will take care of the damages. Refer all questions to the City Administrator's office. Do not discuss the incident with anyone other than the supervisor or other authorized personnel. Every incident is a potential claim and statements made by the employee could result in the City having to assume liabilities that are not warranted.

Incidents involving serious injury, a fatality, or large property loss phone the City Administrator or City Mayor immediately.

Submit the completed form to the City Administrator's office immediately. Employees will be asked to complete an Incident Report form for further explanation of the accident. The Incident Report form must be returned to the City Administrator's office within 24 hours.

Vehicle Accidents and Review Board

Each department head, or designee, should monitor all vehicle accidents involving that department's employees that occur when an employee is operating a City vehicle or when an employee is operating a personal vehicle while conducting authorized City business. Employees should be reminded of their obligation to file an Incident Report Form and to report verbally to their supervisors concerning any work-related accident or injury. The department head will review all reports with the City Administrator annually, and the City Administrator will annually provide a written report to the City Council.

The City of Administrator also uses an Accident Review Board to evaluate all vehicular accidents involving a City employee who is driving a City vehicle or who is in a personal vehicle conducting authorized City business when damage to a City vehicle, another vehicle or other property damage is equal to or greater than \$250.00 or when any personal injury may have resulted from the accident. The Accident Review Board is comprised of three City employees assigned by the City Administrator, or designee. This three-member Board will be a combination of a Department Administrator or Supervisor and two other City employees. The Board will privately consider the reports submitted by the employee(s) involved in the accident, the testimony and statements received through a formal hearing process, and other information as needed or gathered. Then the Accident Review Board will issue a written report to the City Administrator classifying the severity of the accident. The City Administrator will determine if disciplinary action is warranted.

Accident Classifications and Possible Sanctions

The Board may classify an accident in one of three ways:

DRIVER NEGLIGENCE: Driver negligence shall be that type of accident where the driver by

their negligence or violation of traffic laws, causes an accident.

DRIVER JUDGMENT ERROR: Driver judgment error shall be that type of accident where the driver, because of an error in judgment or a failure to use due care and caution, not amounting to a violation of traffic laws, is involved in an accident.

UNAVOIDABLE ACCIDENT: An unavoidable accident shall be that type of accident where the driver's actions prior to the incident were proper, and the driver took reasonable precautions to avoid the collision but was involved in an accident.

The City Administrator will review the Board's recommendation and will decide to impose one or more of the following disciplinary actions:

- No action required.
- Driving interview or evaluation with a qualified driving instructor.
- Written reprimand.
- Additional driver's training or driver improvement courses.
- Probation.
- Suspension.
- Demotion.
- Dismissal.

Any employee who knowingly fails to report an accident or who attempts to conceal the facts surrounding an accident, may be suspended, discharged, and/or reported to the appropriate law enforcement agency.

Accident Review Board Procedures

As part of the Board's formal hearing process, another City employee will be assigned to serve as Secretary to the Board. This employee will be responsible for tape recording the hearing and taking notes and will serve as the liaison between the Board and the testifying parties. The Secretary will transcribe the hearing testimony; to include the full agenda and the names of individuals testifying. An agenda should be prepared listing the following information:

- i. Date, time, and place.
- ii. The purpose of the meeting.
- iii. Reference completed Police Traffic Reports.
- iv. List follow-up reports from officers at the scene.

- v. Identify the names of individuals submitting written statements.
- vi. List the names of individual participating in the hearing testimony.

While conducting the hearing, the Board will receive individual testimony, allowing each person to explain the accident in any level of detail they may choose. Testimony should be from one individual at a time. All others scheduled to testify shall be asked to wait outside the hearing room. This procedure continues until all individuals have been heard by the Board.

The Accident Review Board's evaluation of the accident may include, but not be limited to, the following:

- The circumstances surrounding the accident, including weather and road conditions, vehicle condition and time of day.
- Employee's physical and mental condition at the time of the accident, including on-duty stress, boredom, or off-duty stress.
- The individual employee's previous accident history and disciplinary action taken because of previous accidents.
- The individual employee's previous training and driving experience.

Nothing in this procedure is intended to impair or limit the rights of employees covered by a collective bargaining agreement.

Inclement Weather

The public's need for our services may be especially great during inclement weather. Therefore, it is particularly important for employees to report to work during inclement weather if the City does not declare an emergency closure. We do not want employees to jeopardize their safety, however, if an employee cannot get to work or are delayed, they should try to reach the City Administrator as soon as possible to let them know. Non-exempt employees who are unable to get to work because of inclement weather conditions, will be granted an authorized unpaid absence or may use vacation time. Non-exempt employees who arrive less than two hours late because of inclement weather will paid for their normal time. If an employee is more than two hours late, they will be given a chance to make up the time if schedules and conditions permit. If employees are released early by authorization of the City Administrator due to weather conditions, they will be paid for the unworked time.

Managerial Procedures

"Inclement weather" is defined as weather that is not of the norm such as high winds, heavy rain, heavy snow, etc. Any employee unable to report to work, with prior approval of the supervisor, will be given the opportunity to make up the time during the same workweek, or may charge the time as they choose to accrued compensatory time; accrued vacation leave; or leave without pay.

Employees should follow the same practice for emergencies. An “emergency” is defined as any condition which is beyond the control of the City as declared by the City Mayor, or designee, such as earthquakes, explosions, major fires, and an airplane crash. (This is only an illustrative list.) Employees who have reported to work and are released from work during an emergency shall be given the opportunity to make up the time during the same workweek or shall charge the time of such absence as listed above. Non-exempt employees (**excluding all Emergency Responders such as Police and Firefighters**) who are required to continue working during an emergency shall be paid at one and one-half times their regular rate of pay.

Emergencies and Disaster Preparedness

Knowing what to do in an emergency increases the chances that employees and everyone else will come through safely. Meanwhile, please keep the following in mind.

If advised to evacuate the building, either for a drill or in an actual emergency, do so calmly but swiftly and stay out of the building until advised to return.

In case of an earthquake, drop to the ground, seek protective cover under or near desks, tables or chairs in a kneeling or sitting position with hands holding onto table or chair legs. Stay there until movement ends.

In case of fire, turn on the alarm and leave the building through the closest available door. Do not try to put out the fire unless professionally trained.

CHANGES IN EMPLOYMENT

Here at the City of Cle Elum, we want change to be a positive experience.

Promotion, Demotion and Transfer

It benefits both the employee and the City for them to be doing the job for which they are best suited. Accordingly, the City looks for opportunities for employees to move within the organization.

Promotion

The City may fill vacancies above the entry level from within. Current employees receive first consideration for openings for which they have the knowledge skills, and abilities, unless outside recruitment seems advisable. Vacant jobs are normally posted in the applicable Department and in City Hall. Employees may apply for a vacant position through the City Clerk’s office. If an employee applies for an open position, they generally will go through the City’s normal recruitment and selection process. A promotion normally entails a wage increase.

Demotion

Occasionally, it may be necessary for an employee to move to a lower paying job. This normally occurs when the employee is not satisfactorily performing the essential functions of the current

job. It may also occur in lieu of layoff when there is a lower paying position available. An employee is eligible for a demotion only if they possess the minimum qualifications for

the position. Demotion to a position in a lower classification is normally accompanied by a salary reduction to a level commensurate with the new position.

Transfer

Vacant positions may also be filled through lateral transfer of qualified employees. A voluntary transfer request will be considered if the employee meets the requirements of the new position, has held the current position for at least six months, has a satisfactory performance record and has had no disciplinary actions during the six-month period. If interested in a transfer, submit a written request for a transfer to the department head, including the reason for the request, and the department and specific position desired. Requests will be forwarded to the City Clerk's office with a recommendation. Normal recruitment and selection procedures generally will be followed as with a promotion.

Layoff and Recall

Unfortunately, there may be times when the City must reduce employment because of lack of work, lack of funds, considerations of efficiency or other business reasons. Such reductions may result in layoffs. Layoffs may be temporary or permanent. Layoffs for represented employees will be handled in accordance with their labor agreements.

In making layoff selections for non-union personnel, the City will generally lay off temporary employees, part-time employees, and those with less than six months of actual service in the affected job classification before laying off regular full-time personnel with more than six months of service in the affected job classification. In making layoff decisions affecting full-time, non-union employees with more than six months of service to the City, the City may consider a number of factors, including seniority, job performance, and the extent to which each employee has the skills and abilities necessary to do the remaining work as determined solely by the City in its discretion. While Collective Bargaining Agreements may generally require layoff by seniority, it is usually in the employer's interest to maximize its ability to retain the "best" employees - sometimes that's those with the most seniority and sometimes it's not. The City may deviate from this selection order if the best interests of the City so dictate. Employees who have worked for the City for more than six months and who have been selected for layoff will be given 30 days' notice when possible. Employees with less than six months of actual service to the City who have been selected for layoff will be given one week's notice when possible. The City, in its discretion, may provide employees selected for layoff with payment in lieu of notice.

Laid off employees will be maintained on a recall list for one year or until management determines the layoff is permanent, whichever occurs first. While laid off, an employee should make sure Human Resources has a current address and let them know if unavailable for recall to the same position. Employees have seven days after notice of recall to respond to the notice, or their names will be removed from the list. Further information about benefits, seniority and recall rights will be shared with the employee if they are chosen for layoff.

Separation from Employment

The employment relationship between the City and its employees is voluntary. All employees have the right to end the employment relationship if they deem it appropriate. Likewise, for all employees except those covered by a written agreement that modifies at-will status, the City can end the relationship at any time for any reason it deems appropriate.

Resignation

If the employee decides to leave the employ of the City, please give written notice to the supervisor. Employees failing to give appropriate written notice may be ineligible for rehire. Supervisory and managerial employees should give four weeks' notice. All other employees should give at least two weeks' notice.

Separation Procedures

Separating and laid off employees generally will be asked to participate in an exit interview with a member of the City management staff on or before their last day of work to explore such issues as the reasons for the separation, the employee's suggestions for improving working conditions, any benefits issues, and to collect City property. Separating employees who desire the City to provide references on their employment will be asked to sign an authorization and release form for that purpose. References other than job title and dates of employment will not be given without such a release. Final pay checks are generally available on the last day of work, and in any event no later than the next regular pay day.

CONCLUSION

Again, we welcome employees to employment here at the City of Cle Elum. We are pleased to have employees on our team. We hope that this Employee Handbook has answered questions employees may have about our workplace. Please feel free at any time to present any questions to the supervisor. We look forward to working with all employees.

ATTACHMENT A

ON CALL AND CALL OUT POLICY (NON-UNION)

1.0 PURPOSE

The City recognizes the importance of supporting business critical services outside of core business hours. This policy provides a framework to ensure:

- Key City systems and services can be adequately supported and an effective response and resolution to matters requiring urgent attention outside of core business hours; and
- A consistent approach to the implementation of on-call and call-out arrangements.

The Public Work Director, City Administrator and Mayor are responsible for identifying the system and services requiring support outside of core business hours within their areas and for ensuring the implementation of the on-call and the call-out arrangements in this policy.

2.0 SCOPE

This policy applies to employees who have an active CDL endorsement on their driver's license and are paid on the single pay spine who participates in an approved on-call routine or call-out arrangements to deliver business-critical services outside core hours. It does not apply to employees who participate in planned events outside of core business hours, such as special event days.

3.0 DEFINITIONS

On Call

- An employee is on-call when, as part of an established agreement expressly approved by the Public Work Director, City Administrator or Mayor; they are available outside of core service hours to work as required and to physically respond to the site within City Limits if the matter cannot be dealt with remotely.
- There is no expectation that an employee must remain at their home while on call providing that they comply with the employee responsibilities set out in section 5 below.
- For each period of on-call, the employee will receive a payment in accordance with the agreed on-call rate for the City's coverage area.

Call Out

- While on call, and employee may be required to respond to a situation either remotely or by attending the worksite in question, depending on the nature of the work.
- For each period of call out, the employee will receive a payment in accordance with the agreed call-out rate for the City's coverage area.

- An employee called to work with the approval of their Public Work Director/City Administrator/Mayor to address an emergency, irrespective of whether they are on-call or not, will also receive a call out payment. An emergency is defined as a matter that requires urgent attention before the start of the next workday.

4.0 PRINCIPLES

On-call rotations will be developed and used where there is a need to ensure that the City's key systems and services are appropriately supported outside of core business hours.

The Public Work Director, City Administrator and Mayor for the City will ensure that the relevant equipment necessary to perform the services is made available to employee's on-call.

Employees participating in an on-call rotation must have the relevant skills to provide the possible services required. The exact level of competence will be determined by the Public Work Director, City Administrator or Mayor.

On-call and call-out rates must be agreed in advance by both employee and employer before rotation list can be produced. Employee and Public Work Director, City Administrator and Mayor will sign and date agreement for public record.

5.0 EMPLOYEE RESPONSIBILITIES

An employee who is on call or called out must:

- Be directly contactable by telephone and/or email and remain in an area of mobile phone and/or internet connectivity at all times.
- Must respond to a contact communication (e.g., telephone call, text and/or email) within 15 minutes.
- Remain physically and mentally capable and ready to be called out.
- Be able to respond to the City limits within 30 minutes.
- Always operate within the City's policies and protocols while on call or called to work.
- Keep others informed of changes.
- Must advise supervisor if impaired or otherwise unable to respond to the call.

6.0 PAYMENT ARRANGEMENTS

On call employee will be compensated in the flat rate amount of a \$120.00 for remaining on call from end of business Friday at 3:30pm to start of business Monday morning at 7:00am.

In the event of a holiday, on call employee will receive a flat rate amount of \$50.00 to be on call from end of business (3:30pm) until start of next official business day (7:00am).

Compensation for on call employee will be made during the pay period of the last day of on call status. (Example: if Saturday is the last day of the pay period; the 15th for example and the

employee remains on call until Monday morning; the 17th for example, compensation for on call will be made for the 16th – the end of the month pays period).

On call and or call out payments will only be paid when an employee is required to be on call or assigned call out duties unless a different arrangement is expressly specified in the contract of the employee.

If an employee is required to report to an event (called out) a minimum payment of 2 hours may be reported and compensated to the employee.

On call and call out payments made under this policy are subject to taxation and any other payroll deductions.

Claims for on call and call out payments should be made on the employee's weekly timesheet within this policy on a monthly bi-weekly basis in arrears and submitted to the Public Works Director for approval prior to passing to payroll for processing.

ATTACHMENT B

TECHNOLOGY ACCEPTABLE USE POLICY

1.0 PURPOSE

The purpose of this policy is to define standards, procedures, and restrictions for end users who are connecting a device to City of Cle Elum's organization network for City business purposes. This technology acceptable use policy applies to all devices and accompanying media (e.g., USB thumb and external hard drives) that fit the following classifications. The following is provided as an illustrative list only and this policy may apply to other devices not listed:

- Smartphones
- Other mobile/cellular phones
- Tablet computers
- Portable media devices
- PDAs
- Ultra-mobile PCs (UMPCs)
- Laptop/notebook computers, including home desktops
- Any personally owned device capable of storing organizational data and connecting to a network

The policy applies to any hardware and related software that could be used to access City organizational resources.

The overriding goal of this policy is to protect the integrity of the City's data that resides within the City of Cle Elum's technology infrastructure. This policy is intended to prevent this data from being deliberately or inadvertently stored insecurely on a device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, disruption of services, and damage to the City's public image. Therefore, all users connected to City of Cle Elum's organizational network, and/or capable of backing up, storing, or otherwise accessing organizational data of any type, must adhere to City-defined processes.

2.0 APPLICABILITY

This policy applies to all City of Cle Elum authorized users, including full and part-time staff, elected officials, appointees, contractors, freelancers, volunteers, and others who access, store, back-up, or relocate any organization or client-specific data. Such direct access to this data is a privilege, not a right, and forms the basis of the trust the City of Cle Elum has built with its constituents. Consequently, involvement with the City of Cle Elum does not automatically guarantee the initial or ongoing ability to access organizational networks and information.

This policy addresses a range of threats to enterprise data or related to its use:

Threat	Description
Device Loss	Devices used to transfer, or transport work files could be lost or stolen.
Data Theft	Sensitive organizational data is deliberately stolen and sold by an authorized user or unsanctioned third party.
Malware	Viruses, Trojans, worms, spyware, and other threats could be introduced via devices.
Compliance	Loss or theft of financial and/or personal and confidential data could expose the City to the risk of non-compliance with various identity theft and privacy laws.

The addition of new hardware, software, and/or related components to provide additional device connectivity will be managed at the sole discretion of City. Non-sanctioned use of personal devices to back up, store, and otherwise access any enterprise-related data is strictly forbidden.

This policy is complementary to any implemented policies dealing specifically with data access, data storage, data movement, and connectivity of devices to any element of the enterprise network.

3.0 RESPONSIBILITIES

The City Administrator and/or Department Heads have the overall responsibility for the confidentiality, integrity, and availability of organizational data.

Other staff under the direction of the City Administrator and/or Department Heads are responsible for following the procedures and policies within information technology and information systems.

All City of Cle Elum authorized users are responsible to act in accordance with City policies and procedures.

4.0 USER SUPPLIED DEVICES

Although the City will not directly manage personal devices, end users are expected to adhere to the same security protocols when connected to non-organizational equipment. Failure to do so will result in immediate suspension of all network access privileges to protect the City's infrastructure.

5.0 POLICY AND APPROPRIATE USE

It is the responsibility of any authorized user of the City of Cle Elum's organizational network who uses any device to access business resources to ensure that all security protocols normally used in the management of data on conventional storage infrastructure are also applied here. It is imperative that any device that is used to conduct City of Cle Elum business be utilized appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account. Based on this requirement, the following rules must be observed:

1. The City reserves the right to refuse, by physical and non-physical means, the ability to connect personal devices to organizational and organizational-connected infrastructure. The City will engage in such action if such equipment is being used in a way that puts the City's systems, data, users, and clients at risk.
2. Prior to initial use on the organizational network or related infrastructure, the City will maintain a list of approved technologies with associated control requirements, and it will be stored at [file location or URL]. Devices that are not on this list may not be connected to organizational infrastructure.
3. End users who wish to connect such devices to non-organizational network infrastructure to gain access to enterprise data must employ, for their devices and related infrastructure, security measures deemed necessary by the City. Enterprise data is not to be stored on or accessed from any hardware that fails to meet City of Cle Elum's established enterprise security standards.
4. All devices attempting to connect to the organizational network through the Internet will be inspected using technology centrally managed by the City of Cle Elum. Devices that have not been previously approved by the City, are not in compliance with the City's security policies, or represent any threat to the organizational network or data will not be allowed to connect. Devices may only access the organizational network and data through the Internet using an IPsec or SSL VPN connection.

Authorized users will, without exception, use secure data management procedures. All devices that can store data must be protected by a strong password. Authorized users shall agree never to disclose their passwords to anyone, including family members, or store passwords on personally owned devices if business work is conducted from home.

5. All users of personally owned devices must employ reasonable physical security measures. End users are expected to secure all such devices whether they are in use and/or being carried. This includes, but is not limited to, passwords and physical control of such devices whenever they contain enterprise data.
6. Any non-business computers used to synchronize with these devices will have installed up-to-date anti-virus, anti-malware, or similar security software deemed necessary.
7. Passwords and other confidential data as defined by the City of Cle Elum are not to be stored unencrypted on mobile devices.
8. Any device that is being used to store the City of Cle Elum's data must adhere to the authentication requirements of the City of Cle Elum. In addition, all hardware security

configurations must be pre-approved by the City of Cle Elum before any enterprise data-carrying device can be connected to the organizational network.

9. The City will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass that security implementation, without the City's express permission, will be deemed an intrusion attempt and will be dealt with in accordance with the City of Cle Elum's overarching security policies and/or practices.
10. The City reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the enterprise network.
11. Authorized users, contractors, and temporary staff will follow all enterprise-sanctioned data removal procedures to permanently erase City-specific data from such devices once its use is no longer required.
12. In the event of a lost or stolen device, it is incumbent on the user to report the incident to the City immediately. The device is capable of being remotely wiped of all data and locked to prevent access by anyone other than the City. Appropriate steps will be taken to ensure that City data on or accessible from the device is secured - including remote wiping of the device where appropriate. The remote wipe will destroy all data on the device, whether it is related to City business or personal.
13. Authorized users who opt into use of personal devices are not eligible for support for device-specific hardware or software from the City. If the authorized user-owned device requires maintenance, the authorized user is responsible for such maintenance.
14. The City will triage support calls to determine if the issue is software or hardware related. If the issue is hardware related, the authorized user will be referred to use their third-party support provider for maintenance. If the issue is software related or related to virtual or web-based applications, the City will perform the maintenance.
15. Authorized users, contractors, and temporary staff will make no modifications to hardware or software that change the nature of the device in a significant way (e.g., replacing or overriding the operating system or "jail-breaking") without the express approval of the City of Cle Elum.
16. The City can and will establish audit trails, which will be accessed, published, and used without notice. Such trails will be able to track the attachment of an external device to the organizational network, and the resulting reports may be used for investigation of possible breaches and/or misuse. The end user agrees to and accepts that their access and/or connection to the City of Cle Elum's networks may be monitored to record dates, times, duration of access, etc., to identify unusual usage patterns or other suspicious activity. The authorized user consents that there is no right to privacy related to use of organizational networks, resources, or data. This monitoring is necessary to identify accounts/computers that may have been compromised by external parties.
17. The end user agrees to immediately report to their manager any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of City resources, databases, networks, etc.
18. While a personally owned device user will not be granted access to organizational resources without accepting the terms and conditions of this policy, authorized users are

entitled to decline signing this policy if they do not understand the policy or are uncomfortable with its contents. By signing this policy, authorized users acknowledge that they fully understand the risks and responsibilities.

6.0 Public Records Act Compliance

The City is required to comply with the Public Records Act – Chapter 42.56 RCW. As such, all public records stored on public or personal devices may be subject to disclosure in response to a public records request. Public records can include, but are not limited to, e-mails, text messages, voicemails, recordings, photographs, and notes.

If public records are located on a City-owned device, the City may require the user to provide the device to the City Administrator and/or Department head to search for responsive public records. Note that personal records should not be stored on City-owned devices.

If public records are located on a personal device, the City will require the user to search the device for responsive records, provide detailed information regarding the search, and require the user to sign an affidavit under oath regarding their search.

7.0 Policy Non-Compliance

Failure to comply with the *Acceptable Use Policy* may, at the full discretion of the City, result in the suspension of any or all technology use and connectivity privileges, disciplinary action, possible termination of employment, [as well as possible criminal charges].

The City Administrator and/or Department head will be advised of breaches of this policy and will be responsible for appropriate remedial action.

ATTACHMENT C

TRAVEL POLICY

1.0 PURPOSE AND ADMINISTRATION

The purpose of this travel policy is to identify and provide guidelines regarding the City's travel policies and to further delineate those valid business expenses for which an employee may qualify for payment or reimbursement.

2.0 CITY EMPLOYEES AND CITY OFFICIALS

Meals: All City employees and officials claiming reimbursement for meals consumed while on City business shall be entitled to reimbursement based on the following per diem schedule listed in the most Current Per Diem Travel Map produced by OFM at:

<http://www.ofm.wa.gov/resources/travel.asp>

Reimbursement for gratuity is not authorized.

Mileage reimbursement for use of personal vehicle shall following the IRS schedule found at:

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2021>

NOTE: The above link is for the year 2021, this policy recognizes that the most current reimbursement schedule shall be used.

Meals for which the costs are included in a City-paid registration fee cannot be claimed by an employee for reimbursement. All claims for meal reimbursements for conferences shall include a copy of the conference schedule for determining meals provided by such conferences.

Travel: Reimbursement for reasonable costs of business travel is authorized. If available, the use of a City vehicle rather than a personal car is encouraged. All travel costs are subject to approval by the City Administrator and/or the City Mayor. General guidelines are as follows:

City Vehicle: Out-of-area costs of vehicle operations are authorized for fuel, oil, tires, and necessary repairs.

Vehicle: Expenses shall be reimbursed for travel within a 300-mile radius of the City at such rate per mile as established by the United States Internal Revenue Service for deductions. Trips beyond this limit will be reimbursed at the lower of (a) the established rate per mile, or (b) the lowest available (other than nonrefundable) airfare obtainable by the City, plus mileage reimbursement at the then-current City rate, based upon the estimated distance between the airport and the destination.

Rental Vehicle: The cost of vehicle rental when out of town on business is an exception to this policy and must be pre-approved in writing by the City Administrator.

Air Travel: Whenever feasible, air travel arrangements should be purchased at least five weeks in advance of departure date. The authorized procurer will arrange for air travel based on the lowest available airfare. A travel agency may be used. If personal travel is combined with business travel, the traveling employee is responsible for paying the increase in airfare, if necessary, to accommodate the personal part of the flight.

Miscellaneous Travel Expenses: Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, and the like are authorized. Whenever possible an original, itemized vendor's receipt will be required. If a receipt is not available log the time, date, facility or company, expense, and reason a receipt could not be provided.

Out of State or Overnight Travel: To be eligible for any City reimbursement for overnight travel expense, the one-way travel distance must be greater than fifty miles from the City or home. Approval for all overnight or out of state travel must be in writing by the City Administrator.

Accommodations: Reasonable hotel/motel accommodations for employees and officials are acceptable and will be reimbursed at a maximum of the single room rate. Exceptions may be made by the City Administrator should a single room rate not be available. An original, itemized vendor's receipt is required for all claims.

Non-Allowable Expenses Include But Are Not Limited To: Liquor, expenses of a spouse or other persons not authorized to receive reimbursement, beauty parlor or barber services, personal entertainment (movie rentals, etc.), theft, loss, or damage to personal property, damage costs caused by employee/officer actions, airline or other trip insurance, personal postage, reading materials, non-business related telephone calls, laundry/dry cleaning, and personal toiletry articles are examples of non-allowable expenses.

Non-Travel Food and Beverage Reimbursement Policy:

Reasonable expenses for refreshments including food and beverage that are associated with meetings, ceremonies or dedications whether attended solely by City employees or the public or some combinations are considered legitimate City expenditures.

3.0 ADVANCE TRAVEL FUNDS

The use of advance travel funds is authorized by the City. These are the guidelines for requests:

- Advance travel funds may be used for expenses incurred during the authorized overnight travel of a City employee or officer/elected official while on City business.
- Requests for advance travel funds shall be submitted to the City Treasurer on forms established by the City Treasurer. Requests will be based on "per diem" rates for meals and a reasonable estimate for those costs not directly billable to the City.
- The Advance Travel Request form will be submitted at least five (5) working days prior to

departure, together with a copy of the agenda or conference/ workshop application as verification of the purpose of the trip. Requests must be signed by the applicant and the individual's Department Head. Meal allowances will not be paid for meals that are included in the registration fee, whether the employee partakes of the meal. A continental breakfast is not considered a meal, and therefore if a registration includes a continental breakfast, the City will reimburse the employee for the cost of a regular breakfast, if claimed. Advances will be based on "maximum per diem allowances" for the locality to which the individual is traveling.

- Air transportation and hotel/motel accommodations will be billed directly to the City by the Vendor.
- Settlements of the Advanced Travel will be made on or before the 10th day following the close of the travel period by submitting to the Finance Department a Travel and Personal Reimbursement Settlement Form. Any default in accounting for, or in repaying a travel advance shall render the "full unpaid" amount immediately due and payable with interest added at the rate of 10% per annum, from the date of default until the advance is repaid. The City shall have the right to withhold all funds payable to such officer or employee to whom such advance has been made.
- No advance of any amount may be made to any officer or employee at any time when the employee is delinquent in accounting for or in repaying a prior cash advance.

Claims and Approval Process:

All claims shall be submitted for reimbursement using the Travel/Miscellaneous Reimbursement form. Travel and subsistence expenses will not be paid from Petty Cash.

- Special approvals required by this policy shall be obtained by employees in advance. Such approvals shall be in advance of the event and by separate memo and the reasons for the exception.
- All claims by City Council members shall be approved by the mayor.
- Claims that are rejected by shall be reviewed by the mayor for final disposition.

CITY OF CLE ELUM ACKNOWLEDGMENT OF RECEIPT FOR SUPERVISORS

I have received the City of Cle Elum June 2022 Employee Handbook with attached policies and understand that it is my responsibility to read these policies and ask questions about anything I do not understand.

I acknowledge that these policies are general guidelines only. They do not promise specific treatment in specific circumstances, they do not create an employment contract, and they do not guarantee employment for any length of time with the City. I understand, however, that the Handbook contains policies that are very important to the City's ability to provide a lawful and respectful work environment. I have reviewed the policies in the Handbook, including but not limited to its Anti-Harassment policy, and I agree to comply with those policies. I understand that violation of City policies may result in discipline, up to and including discharge, subject to legal and collective bargaining agreement requirements.

I acknowledge that the City must be flexible in responding to the needs of the public or changes in the law, and that the City has therefore reserved the right to revise, supplement, clarify, deviate from, or rescind any policy or portion of a policy when deemed appropriate by the City and in accordance with any applicable collective bargaining obligations. I acknowledge that no elected official, supervisor, manager, or representative of the

City has the authority to modify at-will employment status until that modification is in writing and signed by the City Administrator and/or City Council.

I understand that if I am covered by a union contract, that contract will control in the event of any conflict with the policies in this Employee Handbook and that the union contract is the exclusive source of information regarding my benefits with the City.

Date: _____ Employee: _____
(Print name)

Signature: _____



City of Cle Elum

POSITION DESCRIPTION
OCTOBER 2023

POSITION TITLE: UTILITY CLERK / EVENTS SECRETARY

REPORTS TO: Reports directly to the Finance Director under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: *Under Review*

STATUS: Full Time

AFFILIATION: Union

WORKWEEK BASIS: 40

JOB SUMMARY: The Utility Clerk / Events Secretary is responsible for performing a wide variety of administrative and clerical duties including technical and customer service activities. The Utility Clerk / Events Secretary is responsible for customer service to all citizens entering or calling City Hall while focusing on data entry, records management, and reporting for utility billing, coordinate event approval process, permitting and other programs.

BILLING CLERK ESSENTIAL JOB FUNCTIONS:

1. Handle customer service including: answering and routing phone calls; greeting and directing the public to appropriate personnel; answer questions; taking messages and provide general information.
2. Record and process payments accurately to the appropriate utility accounts: over the counter, by mail or on the phone.
3. Perform daily deposit reconciliation, daily payment uploads from credit card vendors, and input payments into the city's receipting program.
4. Prepare utility billing for meter reading; enter meter readings into system for preparation of utility bills; process and distribute utility bills and other customer notices; gather information for opening and closing utility accounts; maintain data on delinquent accounts and prepare necessary documents for collection or filing liens.
5. Coordinate with Public Works and the Automatic Meter Reading system (AMR) and related activities, edit meter readings, verification of discrepancies and corrections and review input data for accuracy including verifying corrections.
6. Provide and maintain reports such as sewer ERU's, water consumption, fee schedules or other reports requested by the City Staff and City consultants.
7. Assist city departments with receiving applications, invoicing, monitoring permits, maintaining filing systems, issuing permits and taking payments; schedule and coordinate inspections and meetings.
8. Coordinate garbage services between customers and Waste Management including new construction roll off dumpsters, scheduling, and billing.

9. Field nuisance claims and maintenance requests; provide complaint forms and distribute to the appropriate department.
10. Oversee hydrant water billing and business license review.
11. Receive and review all event application packets, set up and coordinate meetings with staff council and applicant, take meeting notes, obtain approval signatures, and communicate with applicant.
12. Perform such additional duties as may be required by law or as may be directed by the City Administrator and/or supervisor.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

- Variety of office equipment, including computers, fax machines, copiers, phone systems and calculations.
- Principles, practices and methods of municipal government and organizations.
- BARS – governmental Budgeting Accounting and Reporting System.
- Mathematical, language and reasoning skills.
- Applications and implementation of computer systems and filing systems.

Ability to:

- Project a professional and friendly image through in-person and phone interaction.
- Maintain a high level of customer service in all interactions with the public.
- Type and proofread materials, documents and reports for accuracy, grammar, punctuation, etc.
- Fax, file and do general data entry.
- A moderate degree of independent judgment, initiative and discretion.
- Maintain confidential data and information.
- Communicate effectively in both oral and written form.
- Analyze and solve problems.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- At least 8 years' experience working for a governmental municipality.
- Valid Washington State Drivers License.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Typically work is performed in a private office located in a moderately noisy office environment of City Hall. Work may occasionally be performed with exposure to inclement weather including temperature extremes and windy/dusty conditions will occur. Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms and legs.

The work schedule is generally maintained during normal office hours, but may include early, evening or weekend hours as required. Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.

NOTICE:

The above position description does not include ALL essential and non essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be preformed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity employer.

COLLECTIVE BARGAINING AGREEMENT

between the

THE CITY OF CLE ELUM, WASHINGTON



And

**TEAMSTERS LOCAL UNION NO. 760
Representing Employees in the Police Department**



JANUARY 1, 2024 TO DECEMBER 31, 2026

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ARTICLE 1 - PREAMBLE AND PURPOSE OF AGREEMENT

- 1.1 This Agreement is entered into by and between the **City of Cle Elum**, Washington, a municipal corporation hereinafter referred to as the "Employer", and **Teamsters Local Union No. 760**, hereinafter referred to as the "Union", on behalf of the employees. The purpose of this Agreement is to comply with all applicable statutory provisions and to increase the general efficiency of the Police Department and to maintain harmonious relations between the City and the Union.
- 1.2 As part of the purpose of the Agreement, the parties agree to the inclusion of the subjects of wages, hours, and working conditions.

ARTICLE 2 - RECOGNITION

- 2.1 The Employer recognizes the Union as the sole and exclusive collective bargaining representative of all regular full-time and regular part-time employees of the Cle Elum Police Department, excluding the Chief.
- 2.2 Teamsters Local Union No. 760 recognizes the Cle Elum City Council, Mayor, City Administrator and Police Chief or their designees as representing the Employer.

ARTICLE 3 - UNION SECURITY AND DUES CHECK-OFF

- 3.1 Employees of the Employer covered by this Agreement may, following the beginning of such employment join the Union.
 - A. The Union agrees to represent all employees within the bargaining unit without regard to Union membership. The Union shall provide the Employer with thirty (30) calendar days' notice of any change in the dues structure and/or the initiation fee structure.
 - B. The Union and the employee may enter into an agreement to provide for a division of the costs incurred, should the employee request the Union's assistance in pursuing a grievance on the employee's behalf. If such employee pursuant to this Section requests the Union to use the Grievance and Arbitration Procedure on their behalf, the Union is authorized to charge the employee for the reasonable cost of using such procedure.
- 3.2 When the Employer hires a new employee, the Employer shall, within fourteen (14) calendar days of the date of employment, notify the Union in writing giving the name, social security number, hire date, address, and classification of the employee hired. The Employer will inform new, transferred, promoted, or demoted employees in writing prior to appointment into positions included in the bargaining unit(s) of the Union's exclusive representation status. The Employer will furnish the employees appointed into bargaining unit positions membership materials supplied by the Union. The Employer will inform employees in writing if they are subsequently appointed to a

position that is not in a bargaining unit. Per statute, Union representatives shall be given thirty minutes paid time with each new employee to discuss union membership.

- 3.3 Dues Cancellation: An employee may cancel payroll deduction of dues by written notice to the Employer and the Union. The cancellation will become effective on the second payroll after receipt of the notice.
- 3.4 When provided a "voluntary check-off" authorization in the form furnished by the Union and signed by an employee, the Employer agrees to deduct from the employee's pay, the Union's applicable dues, as prescribed in the "voluntary check-off" form. The full amount of monies so deducted by the Employer shall be promptly forwarded to the Union by check along with an alphabetized list showing names and amounts deducted from each employee. The Union agrees to defend and hold the Employer harmless against all suits, orders or judgments brought or issued which may arise from the Employer making a good faith effort to administer this section.
- 3.5 **D.R.I.V.E.** The Employer agrees to deduct from the paycheck of all employees covered by this Agreement voluntary contributions to DRIVE. DRIVE shall notify the Employer of the amounts designated by each contributing employee that are to be deducted from his/her paycheck on a monthly basis for all months worked. The phrase "months worked" excludes any month other than a month in which the employee earned a wage. The Employer shall transmit to DRIVE National Headquarters on a monthly basis, in one (1) check, the total amount deducted along with the name of each employee on whose behalf a deduction is made, the employee's Social Security Number, and amount deducted from that employee's check. The Employer shall be reimbursed for administrative costs involved in the processing of the aforementioned employee DRIVE deductions by D.R.I.V.E.
- A. The Union agrees that none of the aforementioned D.R.I.V.E. contributions will be utilized in the town of Cle Elum's political processes.

ARTICLE 4 - MANAGEMENT RIGHTS

- 4.1 The Union recognizes the prerogative of the Employer to operate and manage the affairs of the Police Department in accordance with the responsibilities of said Department, lawful powers, and legal authority.
- 4.2 Affairs/prerogatives of the Employer shall include but not be limited to the following (A) the right to establish lawful working rules and procedures; (B) the right to schedule work and overtime work, and the methods and processes by which said work is to be performed consistent with the Employer's obligations to the public; (C) the right to hire, transfer, suspend, discharge, lay off, recall, promote, or discipline employees as deemed necessary by the Employer as provided by this Agreement and/or as provided by the General Rules and Regulations of the Cle Elum Civil Service Commission; (D) the right to determine the size and composition of the work force and to assign employees to work locations and shifts; (E) the right to determine what law

enforcement duties shall be performed by various personnel; (F) the parties understand that incidental duties connected with operations, not enumerated in job descriptions, shall nevertheless be performed by the employees when requested by a superior officer; (G) the right to take actions as may be necessary to carry out Employer's services in emergencies. The foregoing Employer prerogatives shall not be deemed to be exclusive of other Employer prerogatives, which are not specifically referenced hereinabove.

ARTICLE 5 - UNION RIGHTS

- 5.1 The Union does not waive its rights under applicable State laws except as those rights are affected or set forth within the terms and conditions of the Collective Bargaining Agreement.
- 5.2 The Union membership does not waive any of their legal rights, nor shall any member feel compelled to waive any of his/her legal rights as provided in this Agreement, State law or Federal law.

ARTICLE 6 - EMPLOYEE RIGHTS

- 6.1 Every employee who becomes the subject of an internal investigation shall be advised at the time of an interview that he/she is suspected of:
 - A. Committing a criminal offense.
 - B. Misconduct that could be grounds for termination or discharge, demotion, suspension without pay or written warning; or,
 - C. That he/she may not be qualified for continued employment with the Department.
- 6.2 Any employee who becomes the subject of a criminal investigation may have legal counsel in addition to Union representation present during all interviews. Any employee under investigation for a potential criminal offense has all the rights and privileges guaranteed by the Constitution and the law. A criminal investigation as used herein shall be interpreted as any action, which could result in the filing of a criminal charge.
 - A. Investigations by the employer shall be initiated within 60 days of the employer having knowledge of the incident causing the investigation or within 60 days of when the employer reasonably should have knowledge of the incident causing the investigation.
 - B. Internal investigations shall be completed within 90 days of the date they are initiated. The Internal investigation shall be deemed completed when the employer provides notice of a Loudermill Hearing to the employee.
 - 1. For investigations that involve a criminal investigation, all timelines shall stop or be suspended until the criminal investigation is completed and/or

the Employer determines and actively conducts an internal investigation concurrently with the criminal investigation.

a. When the investigations are conducted concurrently, the time provisions contained in this agreement apply.

2. For complex investigations or when circumstances beyond the control of the employer prevent the completion of the investigation in a timely manner, the Employer may extend the original 90-day time period by an additional 30 days for reasonable cause.

a. The employer shall provide a written notice to the employee and the union prior to the expiration of the original 90-day period.

b. The notice shall state the reasonable cause for the extension and the anticipated completion date.

3. For additional extension, the Employer and the Union must agree in writing.

6.3 A major investigation as used herein shall be interpreted as action which could result in a suspension, demotion, or dismissal from the Department. The employee shall be informed in writing of the nature of the major investigation if he/she is a suspect before an interview commences.

6.4 The interview of any employee shall be at a reasonable hour, preferably when the employee is on duty, unless the exigency of the interview dictates otherwise.

6.5 The employee, Employer or Union may request that a major investigation interview be electronically recorded. The party(s) requesting such recording shall provide a copy to the other party within 24 hours of the interview. Upon request, the employee under major investigation shall be provided an exact copy of any written statement they have signed.

6.6 The City shall provide the opportunity for the employee interview (for the employee and their representatives, as defined in Section 6.2, within seven (7) business days of the completion of the internal investigation. In major investigation interviews, the employee shall be afforded an opportunity (defined as a minimum of 48 hours) to contact and consult privately with an attorney of his/her choosing, or a representative of the Union, before being interviewed.

6.7 In the event dismissal of an employee becomes imminent and the Employer determines an alternative to said dismissal is the employee's resignation, said employee will be provided three (3) calendar days opportunity to confer with the Union before being requested to respond to the offer of resignation. The aforementioned

time limit of three (3) days may be extended to seven (7) days in the event the regular Business Agent is not immediately available within the first three (3) days after the offer of resignation is made.

- 6.8 Employees will not be required to unwillingly submit to a polygraph test; provided, however, this provision does not apply to either the initial application for employment. Provided, further, if the Employer offers an employee the opportunity to take the polygraph test regarding potential involvement in criminal activity or the potential for disciplinary action, the employee after consulting with the Union may agree to a stipulated polygraph.

ARTICLE 7 - DEFINITIONS OF EMPLOYEES

- 7.1 **Regular Line Officer**: A regular (including regular part-time) line officer is a uniformed employee as defined in RCW 41.56.030(6) who has been approved by the Civil Service Commission, has served his probationary period, and is employed on a regular basis. Such employee shall be paid the wage rate and be provided the benefits established in the terms and conditions of this Collective Bargaining Agreement.
- 7.2 **Regular Clerical and Police Department Support Employees**: A regular (including regular part-time) clerical and support employee is a non-uniformed employee as defined in RCW 41.56.030(6) who has been hired by the Mayor or his designee, has served their probationary period and is employed on a regular basis. Such employee shall be paid the wage rate and provided the benefits as set forth in the terms and conditions of this Collective Bargaining Agreement.
- 7.3 **Probationary Employee**: A probationary employee shall be defined as any new hire who has never been employed by the Employer during the previous twelve (12) calendar months including part-time employees and is one who has not completed twelve (12) calendar months of service with the Employer since the first day following graduation from the basic law enforcement academy. Probationary employees shall work under the provisions of this Agreement but shall be only on a trial basis, during which period said employee may be discharged without any recourse. The probationary status of an employee who has not attended the basic law enforcement-training course is addressed in Section 7.4 below.
- 7.4 **Probationary Status Limitation** Any probationary employee who, through no fault of his/her own, is unable to attend and complete the appropriate basic law enforcement training course within the probationary period set forth in Section 7.3 above, shall be entitled to the benefits accorded regular employee status with the exception that said employee must satisfactorily complete said appropriate basic law enforcement training course within fifteen (15) calendar months from the first day of employment subject to the following conditions:

- A. Should any employee option to defer attending the previously referenced

course and subsequently be unable to complete said course within twelve (12) calendar months, his/her probationary status shall continue until such course is satisfactorily complete, but not later than eighteen (18) calendar months from the first (1st) day of employment.

- B. The Employer agrees to encourage and make provisions for the training of new employees.
- C. If an employee fails to attend or satisfactorily complete the appropriate basic law enforcement training course within fifteen (15) calendar months from the first day of employment, said employee shall be terminated without any recourse except as noted in D.
- D. In the event the Employer petitions the Washington State Criminal Justice Training Commission for an extension of the fifteen (15) calendar month time limitation with respect to a particular employee and said extension is granted, then if said employee fails to satisfactorily complete the appropriate basic law enforcement training course, said employee shall be terminated without any recourse.

7.5 **Reserve Unit:** There shall exist at the option of the Employer a reserve unit of law enforcement reserve officers to which the provisions of this labor agreement shall not apply. This unit of law enforcement reserve officers may be utilized as determined by the Employer, to perform those duties normally performed by bargaining unit personnel only after reasonable effort has been made to offer regular employees the opportunity for work.

- A. Reserves shall be used to supplement, not displace regular work (not to include voluntary overtime as permitted in Section 11.14) of the bargaining unit. In the case of festivals or community events, with a maximum of four (4) per year, the Employer may utilize reserve officers without offering overtime to the regular officers prior to such usage.
- B. Usage of reserve law enforcement officers would be limited to circumstances involving temporary replacement of regular employees in case of vacations, holidays, sickness, schooling, transport when regular officers are not available, temporary short handedness in personnel, and those circumstances involved in a bonafide emergency as set forth in Section 11.13. Party to this Agreement may demand to bargain concerning the effects of this section by providing sixty (60) calendar days' notice to the other party.

ARTICLE 8 - SENIORITY

8.1 "Seniority," as used in this Agreement, is determined by the length of an employee's continuous service within the City of Cle Elum Police Department since his last date of hire, including total military time if drafted while employed by the City or any other

authorized leave up to a maximum of one (1) year.

- 8.2 The Employer will provide the Union with copies of the seniority list on January 1st of each year. Should more than one (1) employee have the same hire date, individuals involved will determine seniority by use of their Civil Service Examination Ranking.
- 8.3 An employee shall lose all seniority, forfeit all rights and the Employer shall have no obligation to rehire said employee under the following conditions:
- A. The employee voluntarily leaves the service of the Employer, or,
 - B. The employee is discharged for just cause, or
 - C. The employee is discharged during the probationary period; or,
 - D. The employee is laid off for a period in excess of twelve (12) consecutive calendar months.
 - E. The employee has exhausted his/her medical leave due to a duty related injury or illness and has been unable to perform their duties for a period in excess of twenty-four (24) calendar months.
 - F. The employee has exhausted his/her medical leave due to a non-duty related injury or sickness and has been unable to perform the duties for a period in excess of twelve (12) calendar months.
- 8.4 Seniority will operate on a divisional basis. Seniority divisions shall be established such as for commissioned and non-commissioned.
- 8.5 Employees may carry over their seniority from one division to another division; provided, however, when said seniority is transferred it applies for all purposes with the exception of a layoff wherein only the employee's seniority gained within the particular division affected will be used for layoff purposes.
- 8.6 An employee who is promoted shall be considered probationary at that position for a period not to exceed six (6) consecutive calendar months from the date such promotion occurs. If the promoted employee declines the job or the Employer deems the employee to be unsuited for the job, within six (6) consecutive calendar months, the employee shall revert to his/her former position without prejudice.
- 8.7 If the Employer decides to fill a new or vacant position, seniority shall be considered provided the applicants are otherwise qualified based upon training, experience, performance, and ability as determined by the Employer.

ARTICLE 9 - LAYOFF AND RECALL

- 9.1 In the event of a layoff or reduction in personnel by the Employer, the employees in the lowest rank within a division will be laid off in inverse order of their seniority provided that the remaining employees can perform the work in a satisfactory manner as determined by the Employer. In the event of a vacancy in the department, an

employee who has been laid off will have the first opportunity to fill said vacancy or vacancies in the order of their seniority in that position, of personnel. Notification of eligibility shall be by certified mail to the employee's last known address within the eighteen (18) months following the layoff or reduction in personnel.

ARTICLE 10 - HOLIDAYS/ANNUAL LEAVE

<u>Continuous Service</u>	<u>Vacation Hours</u>	<u>Annual Leave Monthly Accum.</u>
1 – 5 years	96	8 hours
6 – 10 years	120	10
11-15 years	176	14.66
16+ years	192	16

- 10.2 Regular part-time eligible employee's annual leave shall be on a pro-rata basis, based upon the employee's assigned hours.
- 10.3 A new employee will accrue annual leave but shall not be entitled to utilize said annual leave during the first six (6) months of employment except in the event of an emergency as determined by the Chief.
- 10.4 The following holidays are recognized as being those for which leave is granted.

New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day Following Thanksgiving, Christmas Day, 2 Floating Holidays.

- A. All hours worked on the recognized holidays and commensurate with his/her shift will be paid at a rate of one and one-half (1 ½) times the employee's normal rate of pay and can be banked as comp-time at the employee's request in addition to holiday pay. Employees not scheduled to work the holiday shall receive eight (8) hours' holiday pay or credit. Employees scheduled to work on the holiday but are approved to be off shall receive pay commensurate with her/his regularly scheduled shift (8, 10, 12, etc....).
- 10.5 Should State law be amended to mandate any additional holidays for employees covered by this Collective Bargaining Agreement, then Section 10.1 and 10.4 would be amended accordingly.
- 10.6 Accrued annual leave shall be paid to all regular employees who are discharged, are laid off, or who voluntarily leave the service of the Employer subject to the provisions of Section 10.7 below.
- 10.7 Annual leave may be accumulated up to a total of three hundred (300) work hours. Any accrued leave in excess of three hundred (300) hours carried into the following

vacation year will be lost. Unless an employee has had leave requests rejected or cancelled by the City in which case the employee shall have up to the total of said rejected or cancelled hours paid to him/her at the straight-time rate of pay on the last pay period in January. If an employee(s) has accrued leave in excess of three hundred (300) hours upon the execution of this Agreement, he/she shall receive straight time pay for all hours in excess of three hundred (300) upon the execution of this Agreement.

- 10.8 The Employer will commence arranging vacation priority vacation scheduling in February. 1st and 2nd Priority vacation bids shall be submitted by February 28th. Seniority shall be the determining factor for approval of officer's 1st Priority. After completion of the 1st priority scheduling, the City will approve any 2nd priority vacation requests, based on seniority for all 2nd priority vacation requests.
- A. Once approved, the 1st and 2nd priority requests are guaranteed to the officer, absent a bonafide emergency.
 - B. The Employer may mandate overtime for shift coverage of 1st and 2nd Priority vacation bids.
 - C. Vacation requests after February 28th may still be submitted but will be approved or denied based on availability of coverage and shall be approved on a first submitted basis.
 - D. Each Officer must submit at least one (1) Request during for the 1st Priority bid. 2nd priority bids are at the option of the officers.
 - E. Each Officer may request and be approved for a minimum of 7 consecutive shifts or 14 calendar days, whichever is longer. 1st and 2nd Priority requests may not be within 30 calendar days of each other from Memorial Day through Labor Day of each year, For special occasions, specific events or trips, Officers may request more than the maximum time off request, up to and including 30 calendar days. It is understood that officers will not be approved for special events or occasions every year.
 - F. The employer may not reschedule vacations without the consent of the employee.
- 10.9 All requests for leave are subject to approval in writing by the employee's supervisor or designee. Leave requests should be submitted at least 10 days in advance of the request, if it requires that overtime be utilized to fill the shift. If such a request is denied, the reasons for such denial shall be fully explained in writing. Leave requests can be submitted less than ten (10) days in advance, but the Chief may deny them based on lack of coverage availability.

ARTICLE 11 - HOURS OF WORK - OVERTIME

11.1 The workday shall consist of eight (8) hour work shift, ten (10) hour of work shift, 10 hour 40-minute work shifts or 12-hour work shifts, including meal period and rest periods depending on the shift worked as set forth below.

A. (5-8's): In cases of a work shift of five (5) eight (8) hour workdays, the work week shall consist of forty (40) hours of work, with two (2) consecutive days off, except during a normal shift rotation. The Chief shall provide a minimum of eight (8) consecutive hours off between shifts. The 5-8 work shift may be utilized for special assignments, training or during times of a bonafide emergency.

1. If the Employer determines the need to move general patrol officers to a 5-8 work schedule, for more than five (5) days, due to a staffing shortage, the Employer shall provide notice to the employees with a copy to the Union, stating the duration of the anticipated emergency and when the patrol officers will be returned to the primary twelve (12) hour work schedule.

B. (4-10's): In cases of a work shift of four (4) ten (10) hour workdays, the work week shall consist of forty (40) hours of work, with three (3) consecutive days off, except during a normal shift rotation. The Chief shall provide a minimum of eight (8) consecutive hours off between shifts.

C. (12's): In cases of a work shift of twelve (12) hour workdays, the work week/period shall consist of a maximum number of hours of work mutually agreed to between the Union and Employer: if adopted, the schedule and hours requirements will be added as an addendum to this Agreement. There shall be two (2) consecutive days off, except during a normal shift rotation. The Chief shall provide a minimum of eight (8) consecutive hours off between shifts, unless mutually agreed to. The twelve (12) hour shift work schedule shall be the primary work schedule utilized for patrol officers unless an alternate schedule is required due to an emergency or special assignment.

D. (10-40): The Employer may implement a 10 hour – 40-minute work schedule as a primary work schedule.

11.2 There shall be twelve (12) pay periods for each calendar year.

11.3 **Meals & Breaks for Patrol:** Each full workday (5 - 8's, 4 - 10's, or 12's) shall include a thirty (30) minute meal period as near the middle of the workday as practical. Rest breaks or coffee breaks shall consist of two (2) fifteen (15) minute periods, one (1) during the first (1st) half (1/2) of the shift, the second during the second (2nd) half of the shift. In a bonafide emergency condition, a meal period and/or rest break may be altered or missed and said rest break missed because of a bonafide emergency shall

not be recoverable as overtime. All other rest breaks or meal periods missed as directed by the Chief, his/her designee, or through authorized dispatch, shall be recoverable as overtime.

- 11.4 **Meals and Breaks for Clerical and All Other Employees:** Each full work shift (5-8's or 4-10's) shall include a sixty (60) minute meal period as near to the middle of the shift as possible. Employees may be required to respond to emergencies during meal periods without overtime, provided the Employer first makes a reasonable effort to avoid interruption of said break periods. Exception: Should the employee not be allowed to take a meal period due to scheduling; an additional hour of straight-time wages will be paid as a differential.
- 11.5 **Work Shifts and Schedules:** A work period shall consist of four (4) seven (7) day weeks in any twenty-eight (28) day period, with workdays and work weeks as defined in Sections 11.1 and 11.2. Work shifts and schedules shall uniformly rotate, however the Chief may change the uniform rotation between a minimum of one (1) month and a maximum of three (3) months on an annual basis.
- 11.6 **Shift Schedule:** The shift schedule shall be determined by the Employer. The Employer shall give at least fourteen (14) calendar days' notice, except in a bonafide emergency, prior to changing the employee's assigned shift. Said notice shall be posted on the department bulletin board showing the employee's shift, workdays, and hours.
- 11.7 **Shift Exchange:** Employees may change shifts when unforeseen circumstances arise provided, they first request and receive approval from the Chief, their designee, or their immediate supervisor. Such an exchange of shifts shall not by itself constitute a basis for entitlement to overtime compensation.
- 11.8 **Emergency Rescheduling:** In the event of an emergency, the Chief may alter the assigned work shifts by giving as prompt as possible notification to the affected employees. Said employees shall not receive overtime for working said rescheduled work shift, unless the employee works more than his/her shift hours, as defined in 11.9. The Chief shall not reschedule assigned work shifts for purposes of avoiding payment of overtime.
- 11.9 **Overtime:** When using a 5/8 schedule, all hours in excess of (8) hours per day shall be compensated for at one and one-half (1-1/2) times the employee's regular straight-time hourly rate. If a four (4) day ten (10) hour per day schedule is implemented, all hours worked in excess of ten (10) hours per day shall be compensated for at one and one-half (1-1/2) times the employees regular straight-time hourly rate for the affected employees. If a twelve (12) hour per day schedule is implemented, all hours worked in excess of twelve (12) hours per day shall be compensated for at one and one-half (1-1/2) times the employees regular straight-time hourly rate for the affected employees.

A. All overtime shall be paid for in increments of thirty (30) minutes with the major

portion of thirty (30) minutes being paid as thirty (30) minutes. There shall be no pyramiding of overtime.

- B. **Callback:** An employee who is required to return to duty, after having completed his/her regular shift, and having been effectively released from duty, shall be paid, unless specified below, a minimum of two (2) hours at one and one-half (1 ½) their straight-time hourly rate of pay. Time shall be computed on a portal-to-portal basis.
- C. **Callout:** An employee who is required to return to work less than two (2) hours prior to the beginning of a regularly assigned shift shall receive one and one-half (1 ½) their straight-time hourly rate of pay for such actual time which occurs prior to his/her regular shift.
- D. **Callback Between Shifts:** Employees shall be guaranteed a minimum of two (2) hours pay at one and one-half (1 ½) times their regular straight-time hourly rate of pay for all hours worked during said callback.
- E. **Callback On Regularly Scheduled Day Off:** Employees shall be guaranteed a minimum of four (4) hours pay at one and one-half (1 ½) times their regular straight-time hourly rate of pay for all hours worked during said callback.
- F. **Callback During Vacation:** Employees shall be guaranteed a minimum of six (6) hours pay at one and one-half (1 ½) times their regular straight-time hourly rate of pay for all hours worked during said callback. Annual vacation period for callback purposes shall be defined as the period between the last hour of work of the shift prior to commencement of the employee's vacation, until the first (1st) hour of work of the employee's next shift following the vacation.
- G. **Overtime on Family Holidays:** All overtime on a listed holiday shall be compensated at two times (2x) the regular hourly rate of pay for hours worked at the overtime rate in addition to holiday pay.
 - 1. Family Holidays shall include: New Year's Day, Independence Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day.
- H. **Scheduled Overtime:** Voluntary Overtime shall be offered based on seniority and mandated by inverse seniority. Voluntary overtime that is signed up for may be bumped by senior personnel up to 14 calendar days prior to the date of the overtime. After the 14 days, no bumping shall be allowed.
- I. **Exigent Circumstances - Call-out Overtime:** Supervisors may callout the most qualified or most appropriate officer based on the specific needs of the department without regard to seniority for emergency call outs.

11.10 Compensatory Time Off: In lieu of payment for overtime, employees may request compensatory time off. Compensatory time may accrue up to a maximum of 110 hours during any calendar year. All hours over 110 shall be paid as overtime. The 110 hour cap may be exceeded during the calendar year with the approval of the Chief of Police based on a specific need or special circumstances.

- A. Employees may request a cash out of accrued compensatory time off by sending a written request (email) to the City Treasurer before the last calendar day of the month for inclusion in the payday on the 5th and on or before the 15th of any month for inclusion with the mid-month draw on the 20th. This request is limited to one request per quarter (Jan-Mar, April-June, July-Sept, and Oct-Dec) and may be up to a maximum of 60 accrued compensatory hours of pay per request.
- B. In December of each year, the compensatory time bank shall be reduced and/or cashed out by the City so that a maximum of 60 hours is carried over to January of the following year. This cap may be exceeded with the authorization of the Chief of Police for a specific need or special circumstances.

11.11 Court Time: Any employee who is required to appear and/or testify in court on their own time or time other than their regular duty hours shall be paid as set forth in Section 11.9 herein while in or awaiting court with a minimum of four (4) hours show-up pay.

- A. When an employee is required to participate in a telephonic 242 hearing, the employee will be compensated with a minimum of two (2) hours of show-up pay or actual hours required for said hearing whichever is greater.
- B. Employees that are subpoenaed for court or administrative hearing and have verified the active status of the court case by calling the court after 1700 hours on the day before and are not notified of a cancelation with at least 12 hours' notice, shall be compensated for two (2) hours of standby pay.
- C. Nothing in this section is construed to mean time spent in personal suits, either civil or criminal, not a result of circumstances which occurred in the line of duty, nor for court action for which they are otherwise compensated.

11.12 Travel time to and from any Employer-required authorized and assigned school or training shall be considered hours worked in accordance with the Fair Labor Standards Act.

11.13 The term "bonafide emergency" includes a life-threatening situation; civil disorder; natural disaster; sudden unexpected happening; unforeseen occurrence or condition; complication of circumstances; sudden or unexpected occasion for action; or pressing necessity.

- 11.14 **Voluntary Overtime:** The Chief will notify eligible employees of anticipated available overtime. Assignments of such overtime will then be made by the Chief or their designee. Employees shall provide a written memo of the employee's interest and preference in overtime assignments. In cases where less than five (5) days' notice is available, the Chief shall log one (1) phone call to each employee before assigning overtime. Assignments of overtime shall be made upon the employee's preference and seniority. If no employee volunteers, then the Chief or their designee may assign the overtime as a callback or offer the overtime to reserve officers.
- 11.15 **Negotiations:** The Union will notify the City in writing of the members of the negotiating committee. Up to two (2) members shall be allowed to participate in negotiations on paid time if said negotiations are scheduled to occur while the employees are working their regularly assigned shift. Other employees may participate if they choose to do so on their own time. At no time shall participation in negotiations cause overtime to occur, nor will employees be called in to work in place of those participating. It is understood that employees participating while on duty will be expected to respond to calls when necessary.

ARTICLE 12 - COMPASSIONATE LEAVE

- 12.1 **Bereavement Leave:** The employer shall provide up to five (5) days per year bereavement leave for employees. In the event of death in the employee's immediate family, he/she shall be allowed up to five (5) working days of absence at full pay. (Immediate family shall be defined as a spouse, child, father, mother, stepparent, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild or a more distant relative if living in the same household.) Bereavement leave shall be non-cumulative from year to year.
- 12.2 Exceptions to the above may be granted by the Chief of Police on a case-by-case basis and will not establish a precedent. Permission will not unreasonably be denied. Such exceptions will be deducted from sick leave.

ARTICLE 13 - SICK LEAVE

- 13.1 **Sick Leave Accrual:** Employees shall accrue eight (8) hours sick leave for each month of employment and may accumulate up to one thousand and fifty-six hours of sick leave. If separated from employment with the City by reason of termination, resignation, retirement or death, the employee or the employee's beneficiary will receive payment equal to twenty-five percent (25%) of the employee's accrued but unused sick leave. The twenty-five percent (25%) may, at the employees' option either be cashed out or be placed into the employees' VEBA account. This cash-out does not apply to any employee who leaves employment during the new hire probationary period.
- A. **Annual VEBA Conversion.** Employees who exceed the maximum of one thousand and fifty-six hours of sick leave shall have the excess hours converted

to a VEBA account at a rate of 25% of the excess hours.

- 13.2 Less than full-time eligible employees shall accumulate sick leave on a pro-rata basis not to exceed twelve (12) working days per year, based upon the employee's assigned hours.
- 13.3 A deduction of one (1) working day of accrued sick leave shall be made for each full day's absence due to illness, injury, medical treatment related to pregnancy, or to care for an employee's child as required by RCW 49.26 and Chapter 296-128 WAC. Should an eligible employee use less than one (1) full working day of sick leave, such sick leave will be deducted on an hour-for-hour basis.
- 13.4 If an employee is absent from work for more than three (3) consecutive workdays, the Chief may require a doctor's certificate upon said employee's return to work.
- 13.5 Any employee found to have abused the provisions of sick leave privilege by falsification or misrepresentation may be subject to disciplinary action.
- 13.6 **Family Leave:** Sick leave may be taken to care for family members in accordance with RCW 49.46.210. The City will permit the use of sick leave and/or vacation leave usage as supplemental pay for the purpose of supplementing the Washington State Paid Family Leave to the extent allowed by law.
- 13.7 **Insurance Continuation By Employee:** An employee who is absent from work due to illness or injury shall be responsible for payment of the Employer's and the employee's portion of the premium of the Health Care Benefit insurance programs during those months in which they have no compensation owing, (i.e. for work performed; for accumulated sick leave and/or in lieu thereof; for accrued vacation time; or insufficient compensation to pay for the employee's share of the medical premium.) This provision is conditioned by the fact that if there are restrictions, limitations, or prohibitions by the insurance carriers' procedures and guidelines, then no such opportunity or benefit will be provided.
- 13.8 **Worker's Compensation:** Any Employee who is eligible for State Industrial Compensation for time off because of an on-the-job injury shall be paid sick leave and shall charge the first three (3) working days of absence to sick leave, except for the exception in (F) below). Thereafter, the Employee shall be compensated by the Employer in an amount equal to the difference between their regular salary and those sums they are paid by State Industrial. Exception: LEOFF 1 Employees shall be governed by applicable state statute.

1. Temporary Duty Disability and Service Credit Buy Back.

- A. Applicability. This provision applies only to Plan 2 members of the Washington State Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF).

- B. Recouping Service Credit. Any eligible Employee who is disabled in the line of duty on or after January 1, 2005 may establish service credit under LEOFF Plan 2 if the employee receives disability leave supplement under RCW 41.04.500 through .503 or similar benefits under RCW 41.04.535
- C. Procedure. Requests for service credit are subject to the following conditions:
1. Every member who wishes to establish service credit for disability must send written request to:

LEOFF Benefit Supervisor
Department of Retirement Systems
P.O. Box 48380
Olympia, Washington 98504

The request must include the member's name, social security number, current Employer, and the period(s) for which service credit is requested.
 2. The member may establish up to six (6) months of service credit for each incident covered by RCW 41.04.500 through .530 or RCW 41.04.535, with a maximum of twenty-four (24) months for a career.
 3. To establish service credit, a member must be employed in an eligible position or for an authorized leave of absence. Service credit cannot be granted after a member separates from employment even if he or she subsequently returns to service.
 4. The Employer shall pay the Employee's contribution at the rates in effect for the period of service to be credited.
- D. Basis of Contribution. Contributions are to be based on the "regular compensation" the member would have received if he or she had been able to work during the time to be credited. Salary increases that would have applied during this time are "regular compensation."
- E. Verification of Employment. The Department of Retirement Services will calculate the obligation based on a Verification of Employment (VOE) form submitted by the Employer. The Employer must verify that the member received disability leave supplement under RCW 41.04.500 through .530 or similar benefits under RCW 41.04.535 during the period indicated on the VOE.

- F. For commissioned officers that are injured in a documented case of assault, or resisting arrest and where time loss is necessary, the City shall pay for the first forty-eight hours of time loss, without the use of sick leave for the officer at the normal officers' rate of pay. In order to qualify, the officer must fill a report with the Department, file an incident report with Labor and Industries and qualify for time loss payments by being off of work as a result of a work-related injury due to the assault, resisting arrest or other similar work-related incident.

ARTICLE 14 - MILITARY LEAVE

- 14.1 In case of military leave, the Employer abides by the provisions of the laws of the State of Washington (RCW 33.40.060 and the Laws of the United States). The Employer shall pay the difference between the military pay received and the employee's regular wage rate during such time period. Employees who are members of the National Guard or Federal Military Reserve Units are entitled to be absent from their duties for up to twenty-one (21) workdays with pay during each calendar year while in the performance of ordered military duty and while going to or from such duty.

ARTICLE 15 - COMPENSATION FOR WITNESS OR JURY DUTY

- 15.1 An employee shall continue to receive their regular salary for periods of required service as a juror or witness for a work-related case. An employee shall not receive any salary for periods of service as a witness in a civil case or a criminal case in which they are a defendant. The Employer shall pay the difference between the scheduled fees and the employee's wage. Employees will be expected to report for work when less than a normal workday is required by such duties. The Chief will endeavor to schedule an employee's shift during the day if said employee is selected as a juror and if such accommodation is possible and does not jeopardize police service coverage.

ARTICLE 16 - MATERNITY LEAVE / CHILD BONDING LEAVE

- 16.1 Accrued sick leave, annual leave and compensatory time may be used for maternity leave(s) and or child bonding leave, in which case the employee will be paid to the extent of the sick leave, annual leave and/or compensatory time used. Maternity leave may thereafter be granted without pay, provided, however, the length of the leave may be suggested by the employee's doctor. The Employer may grant such leave for up to twelve (12) consecutive calendar months. This Article shall be subordinate to applicable State and Federal statutes.

ARTICLE 17 - LEAVE OF ABSENCE

- 17.1 A leave of absence is an approved absence from employment without pay and without loss of seniority. The Employer may grant a leave of absence for a period of up to six (6) calendar months. This period may be extended by mutual agreement between the

Employer and the Union. Such leaves shall be in writing with a copy to the Union. The request must be in writing and must be submitted sixty (60) calendar days prior to effective date. During the time that an employee is on a leave of absence without pay, said employee shall not accrue sick leave, annual leave and other benefits provided to employees who are regularly working.

ARTICLE 18 - DISCIPLINE AND DISCIPLINARY PROCEDURES

- 18.1 The Employer or their designee may discipline an employee only for just cause inclusive of such events as may be deemed to be just cause as set forth in the Rules and Regulations of the City of Cle Elum Civil Service Commission but not necessarily limited thereto. Discipline shall be carried out in a manner which is least likely to embarrass the employee before other employees or the public.
- 18.2 Disciplinary action or measures shall include only the following:
- A. Written warning,
 - B. Suspension without pay,
 - C. Demotion,
 - D. Discharge.
- 18.3 The parties agree that progressive and escalating levels of discipline are preferable to allow an employee proper notice of misconduct and the opportunity to improve performance and to allow the Employer to document prior disciplinary matters. The level or degree of discipline imposed shall be appropriately based on an employee's prior record of service, length of service, severity of offense and prior record of discipline inclusive of field notes referencing oral warnings relating to misconduct; the order in which these criteria appear is not indicative of their priority. An employee may be suspended without pay when said employee has first received one (1) written warning relating to said employee's previous work or conduct. An employee may be discharged when said employee has first received a suspension relating to said employee's previous work or conduct. All previous disciplinary actions in an employee's file may be evaluated and considered in a disciplinary action. The following illustrates the disciplinary actions and options available to the Employer under this concept.
- A. First offense _____ written warning
 - B. Second offense _____ written warning, suspension without pay
 - C. Third offense _____ written warning, suspension without pay,
demotion, discharge.
- 18.4 Notwithstanding subsection 18.3 above, the Employer may immediately suspend without pay or discharge an employee for a serious event which constitutes just cause for discipline inclusive of such events as are deemed to be just cause by the City of Cle Elum Civil Service Commission as set forth in the Commission's Rules and Regulations or as amended. For example, but not limited to; gross insubordination,

theft, dishonesty, and on duty while under the influence of alcohol or illegal drugs.

- 18.5 All employees will have the right to be represented at disciplinary hearings, and all employees will be given a pre-discipline hearing prior to discipline or discharge. Any appeal of disciplinary action taken shall be presented to the City in writing within ten (10) calendar days, and if not presented within such period, the right of appeal shall be waived. Any such appeal shall be handled as a grievance in accordance with Article 19.
- 18.6 Any employee who is under investigation for disciplinary action which may result in a permanent notation in his/her personnel file or which may result in suspension without pay, demotion or discharge, shall, before being required to respond or answer questions pertaining thereto, be informed of the existence and nature of the investigation.
- 18.7 The provisions of this Article shall not apply to newly hired employees serving a probationary period. Probationary employees shall work under the provisions of this Agreement, but shall be only on a trial basis, during which period they may be discharged without any recourse. Probationary employees shall have access to the grievance procedure for any non-disciplinary matters.
- 18.8 Any disciplinary action by a supervisor other than the Chief, except verbal reprimands, shall not be final unless affirmed in writing by the Chief. Notations or copies of any such disciplinary action shall be sent to the Union at the time it is given to the employee.
- 18.9 Unless circumstances exist which warrant immediate suspension or discharge, the employee shall, before the disciplinary action is finalized, have the opportunity to discuss the matter with their immediate supervisor and the Chief, and be informed of the nature of the charges, and the facts supporting them. The employee shall be given an opportunity to respond to the charges, including a reasonable time (not to exceed seven (7) calendar days) to consult a Union representative.
- 18.10 An employee shall have the right to have a disciplinary action against him/her reviewed for just cause and severity of discipline through either of the following procedures. At the employee's option, an appeal can be made through the grievance procedure as outlined in Article 19, or through the City of Cle Elum Civil Service Commission. The employee's decision of appeals procedure shall be final and binding on all parties. The employee must exercise his/her option within ten (10) calendar days of the disciplinary action otherwise the appeal shall be null, and void and the disciplinary action shall remain as taken. The employee must choose one procedure or the other; said employee cannot exercise an appeal under both procedures.
- 18.11 Should any employee elect to file a written demand for an investigatory hearing regarding the disciplinary action through the City of Cle Elum Civil Service Commission, the matter shall be handled in accordance with applicable procedures as

contained in the Rules and Regulations of the City of Cle Elum Civil Service Commission.

- 18.12 Should any employee option to grieve a disciplinary action through the provisions of the grievance procedure, the matter shall be handled in accordance with Article 19 beginning at step 2 of the grievance procedure.

ARTICLE 19 - GRIEVANCE PROCEDURE

- 19.1 **Policy:** The parties recognize that the most effective accomplishment of the work of the Employer requires prompt consideration and equitable adjustments of the employee grievances. It is the desire of the parties to adjust grievances informally whenever possible, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances which can be resolved only after a formal review. Accordingly, the following procedure is hereby established in order that grievances of employees covered by this Agreement may be resolved as fairly and expeditiously as possible.
- 19.2 "Grievance" as used herein shall mean any dispute involving the interpretation or application of the provisions of this Agreement.
- 19.3 **Step I - Informal Adjustment:** An employee having a concern which they feel could be a grievance shall bring up and discuss the matter within fourteen (14) calendar days of the date that the incident being grieved occurred, or it shall be deemed waived. The employee shall first (1st) discuss the matter with his/her immediate supervisor, to provide an opportunity for clarification and/or appropriate adjustment consistent with the terms of this Agreement. The supervisor shall make every effort to resolve the grievance within fourteen (14) calendar days from the date the grievance is raised by the employee. The employee shall have the option of being accompanied by their Union Representative if he/she feels it is necessary.
- 19.4 **Step II - Written Adjustment:** If the grievance is not resolved with the decision of the employee's supervisor in Step I, then the Union and the employee within a maximum of fourteen (14) calendar days after the supervisor's decision the matter shall be presented in writing to the Chief of Police in an attempt to resolve the grievance. The Police Chief shall make every effort to resolve the grievance within fourteen (14) calendar days from the date the grievance is submitted to the Chief of Police and provide a written response.
- 19.5 **Step III - Mayor's Attempt to Adjust:** If the grievance is not resolved with the decision of the Police Chief, then within fourteen (14) calendar days of the Police Chief's determination the grievance shall be reduced to writing and submitted to the Mayor or their designee. The written grievance shall include the reasons why the employee or Union believes the Police Chief's interpretation and/or application of the Agreement are incorrect and the proposed resolution of the grievance. The Union and the Mayor or their designee shall attempt to resolve the grievance within fourteen (14)

calendar days after the grievance is submitted to the Mayor or their designee.

19.6 Step IV - Expedited Mediation-Arbitration – Non-Disciplinary: If the dispute is not resolved under one of the above steps the parties may agree to a satisfactory arbitrator within five (5) calendar days. If none can be agreed upon, either party may request a list of seven (7) names from the Public Employment Relations Commission (PERC). The parties may meet in person or electronically and alternative strike names from the list until one name remains, who shall be the mediator/arbitrator. A coin toss shall determine the party to strike a name first.

- A. The mediator-arbiter shall meet with the parties and endeavor to mediate / conciliate a mutually agreeable settlement of the dispute. Should the matter be resolved by mediation, a settlement agreement shall be written and signed by both parties. This agreement shall be binding on both parties. Should mediation not resolve the dispute, then the mediator shall immediately assume the role and duties of arbiter and convene a hearing to determine the facts. The arbitrator shall make an electronic recording of the hearing. The arbitrator shall not have the authority to award punitive damages but shall be limited to making the grievance whole.
- B. Any decision or award the arbitrator issues shall be final and binding on the City, the Union and the employees covered by this agreement.
- C. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this agreement.

19.7 Step V – Arbitration – Commissioned Personnel Disciplinary Matters: For all Arbitration issues involving disciplinary action against a commissioned officer, the process shall be submitted to PERC, who shall assign an arbitrator to the case. The rules of arbitration shall be dictated by state statute and shall be followed by both parties in these cases. If any rules is not defined or left to the parties, they shall be the same as those outlined above in this section.

19.8 Arbitrator's Fees & Expenses: The arbitrator's fees and expenses (if any), the cost of any hearing room, shall be borne equally by the Employer and the Union. All other costs and expenses shall be borne by the party incurring them.

19.9 Time Limits: Any time limits herein specified may be extended by mutual agreement. Either party may request that the grievance meetings be restricted to the parties involved.

ARTICLE 20 - CLOTHING AND CLEANING ALLOWANCE

20.1 Each commissioned patrol officer shall have a minimum of two (2) complete summer and two (2) complete winter uniforms as required by the Employer. Such uniforms will be purchased by the Employer except as provided in 20.2. Effective January 1, 2024,

and each January thereafter except as otherwise provided in this Agreement, each officer shall be given a uniform allowance of \$750. All uniform expenditures shall be approved in writing in advance by the Chief for determination on eligibility as to covered uniform components. In the event the Chief determines the employee possesses sufficient uniforms the uniform allowance may be utilized to procure equipment that aids the officer in the performance of their duties.

A. Summer and winter uniforms shall include two summer shirts and two winter shifts, two pair of pants, duty belt and associated equipment, ballistic vest, and duty boots at a minimum.

B. The City will purchase and issue one jumpsuit upon an officer completing one year of service with the City of Cle Elum.

20.2 Probationary personnel will be given a complement of two (2) complete uniforms that the Employer or his designee determines is necessary to perform their duties and responsibilities until such time as the Employer or his designee believe it necessary to issue the full complement to said employees.

20.3 The City shall have the duty to supply clothing and equipment of the nearest standard size to an employee's measurements, provided however, custom tailoring will be the responsibility of the employee with the exception of female clerical employees who are not required to wear a uniform.

20.4 The City agrees to repair (including specialty cleaning such as removal of blood) or replace defective and/or unserviceable clothing or equipment other than normal wear & tear. The determination as to defects or un-serviceability shall be made by the Chief.

20.5 The Employer shall have the authority to prescribe the uniform. However, in the event of any change, the total cost of the sets of new equipment or clothing required, including the cost of alterations and tax will be paid for by the Employer.

20.6 It shall be the patrol officer's duty to supply a standard set of handcuffs, firearm holster and leather gear as needed and as established by departmental requirements. The Employer shall provide and issue a duty firearm to all employees upon hire. If an employee desires to carry their own firearm, they may request permission from the Chief of Police, based on physical limitations, not simply employee preference.

A. All privately owned firearms (including modifications) must be inspected and approved by the employer.

B. All officers hired prior to January 1, 2024, who have previously been granted the authority to carry a privately owned firearm shall be granted permission to continue carrying their authorized firearm.

C. A firearms credit will be provided upon initial hire for the purchase of a “back-up” or secondary firearm for up to one half (1/2) the cost of the firearm, not to exceed \$250.00.

1. This “back up” or secondary firearm may be replaced, due to use and wear, with an additional credit of up to \$250.00 on a schedule to be determined by the Chief of Police, but not more frequently than once every five (5) years.
2. Eligibility to purchase and approval of specific firearms will be subject to approval of the Chief of Police.
3. Firearms purchased with partial credit are considered necessary equipment for the purposes of the job task and will remain property of the employee during and after employment.

20.7 The department shall purchase one patrol rifle per year until such time the Armory can maintain one (1) city owned serviceable patrol rifle for each officer and one spare rifle to be assigned as needed (maintenance, evidence, etc.).

20.8 The City shall provide 500 rounds of duty caliber ammunition to each employee annually. This will be State bid (brass cased): 45, .223, .38, 40S&W, .380. A combination of all calibers shall not exceed 500 rounds per employee unless otherwise approved by the City. Additionally, each officer may use their uniform allowance to purchase extra ammunition, only after all uniform needs have been satisfied by the Chief.

20.9 Each officer may use their annual clothing/cleaning allowance for the purchase of a firearm per 20.6, only after all uniform needs have been satisfied by the Chief.

ARTICLE 21 - WAIVER OF PORTION OF AGREEMENT

21.1 The expressed provisions of this Agreement may not be waived except by mutual agreement of the Union and the City, and in any individual case, the affected employee. Neither City nor Union will ask for or accept a voluntary waiver by an employee without prior consent of the other party.

ARTICLE 22 - SAVINGS CLAUSE

22.1 Should any section or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific section or portion thereof, directly specified in the decision. Upon the issuance of such a decision, the parties agree immediately to negotiate a substitute, if possible, for the invalidated section or portion thereof.

ARTICLE 23 - STRIKES AND LOCKOUTS

- 23.1 Strikes, slowdowns, work stoppages, or any other interference with the work by the employees are prohibited.
- 23.2 The Employer may discharge and/or discipline any employee who violates Section 23.1. No employee shall be entitled to any pay and/or benefits for the period in which he/she engaged in any strikes, slowdowns, work stoppages or other interference with work.
- 23.3 Nothing contained herein shall preclude the Employer from obtaining judicial restraint and damages in the event of a violation of this Article.
- 23.4 No lockout of employees shall be instituted by the Employer.

ARTICLE 24 - MEDICAL, DENTAL, VISION, AND LIFE BENEFITS

- 24.1 The City shall pay each month into the following employee health care benefit plans, on account of each member of the bargaining unit who was compensated for sixty (60) hours or more in the preceding month:
 - A. Effective January 1, 2024, based upon December hours, United Employees Benefit Trust A-6 Medical contribution rate of \$1002.00 and Time Loss IV contribution rate of \$25.00.
 - B. Effective January 1, 2024, based upon December hours, Washington Teamsters Welfare Trust Dental Plan A, contribution rate of \$120.50 per month.
 - C. Effective January 1, 2024, based upon December hours, United Employees Benefit Trust Vision Plan 3, contribution rate \$20.00 per month.
 - D. Effective January 1, 2024, the Employer shall contribute into the Retiree's Welfare Trust the amount of \$175.00 on behalf of each employee of the bargaining unit to provide the RWT-PLUS Plan XL the rates through the end of the labor agreement are to be determined in accordance with the signed labor agreement and Northwest Administrators, Inc.
 - E. Effective January 1, 2024 the Employer shall pay into a VEBA account on behalf of each employee of this bargaining unit receiving medical benefits the sum of two hundred sixty-seven (\$267.00) dollars per month. This amount shall not be considered as part of the employee's salary.
- 24.2 **Part Time Employee Benefit Phase-In:** Regular Part-Time employees shall be eligible for benefits provided in this Article on the same basis as those listed in 24.1, with the exception that the employee shall be responsible for twenty percent (20%) of the total cost of coverage's provided in this Article, during the first twenty-four (24)

months of service. Where contributions toward benefit plans listed in this Article are required by the Employer, the full amount shall be paid by the Employer with the appropriate employee contribution made through payroll deduction. Appropriate deduction shall be defined as that portion not funded by the Employer.

A. For the purpose of full payment of medical benefits, this section applies to part-time employees who are compensated for more than 28 hours per week.

24.3 **Maintenance of Benefits:** The Union agrees during the life of this Agreement that it will not request any additional benefits for any of the above-listed employee health care benefit plans and the City agrees to pay any increase in contribution rates as required by the Trustees of the respective employee benefit trusts to maintain these benefits.

24.4 Each employee has been provided a copy of this labor agreement, and current copies of the benefit booklet for each health care coverage named in Section 24.1 above. It is the responsibility of the employee to read these health care booklets, to determine when he will become eligible for each benefit. In the event an employee should have a month go by in which he is not compensated for the required number of hours for the City to pay his premium, it is the employee's responsibility to immediately contact the Local Union office to determine which of the benefits allow self-payments to continue the coverage for himself and family. If an employee misplaces any of the booklets, they should contact the Local Union office for a replacement copy.

24.5 The total amount due for each calendar month for each of the employee benefit plans set forth in Article 24, shall be remitted in a lump sum not later than ten (10) business days after the last business day of such preceding month.

24.6 The City hereby acknowledges that it has received true copies of the United Employees Benefits Trust, Washington Teamsters Trust and Retiree's RWT-Plus XL and shall be considered a party thereto. The City further agrees that the Employer-Trustees named in said trusts, and their successors in trust, are and shall be their representatives and consents to be bound by the actions and determinations of the Trustees.

ARTICLE 25 - RETIREMENT CONTRIBUTION-INDUSTRIAL ACCIDENT INSURANCE-OASI

25.1 The City shall pay into the appropriate employee's retirement program, Industrial Insurance and OASI as required, and at the prescribed rate, by law.

25.2 The bargaining unit designated a portion of their hourly wage to be diverted from their hourly pay. The bargaining unit by majority vote, elected to have the below list hourly pay amounts diverted to pension contributions. Therefore, effective January 1, 2024, based on December 2023 hours, the Employer agrees to pay into the Western Conference of Teamsters Pension Trust on account of each member of the bargaining

unit for each hour for which compensation is paid.

Contribution Rate – Appendix A - Officers

Effective Date	Basic Contribution	PEER Contribution	Total Contribution
January 1, 2024	\$2.00	\$0.16	\$2.16

Contribution Rate – Appendix B - Clerical

Effective Date	Basic Contribution	PEER Contribution	Total Contribution
January 1, 2024	\$1.49	\$0.10	\$1.59

1. A portion up to thirty (30%) of the future wage increases as provided for in Appendix A, may by majority vote of the membership, be diverted to the Western Conference of Teamsters Pension Trust Fund.
2. The contribution required to provide the Program for Enhanced Early Retirement (PEER) will not be taken into consideration for benefit accrual purposes under the Plan. The additional contribution for PEER 84 must at all times be 6.5% of the basic contribution and cannot be decreased or discontinued at any time.
3. The total amount due for each calendar month shall be remitted in a lump sum not later than ten days after the last business day of the month. If the Employer fails to make monetary contributions as required, such shall be a breach and the Union without liability, therefore, may implement any economic persuasion (work stoppages, slowdowns, or similar activities excluded) deemed expedient and such shall not be a violation of this Agreement.
3. The Employer agrees to abide by the rules established by the Trustees of said Trust Fund to facilitate the accurate determination of hours for which contributions are due, prompt, and orderly collection and accurate reporting and recording of amounts paid.

ARTICLE 26 - SALARIES CLASSIFICATIONS - WAGE RATES - OTHER PROVISIONS

- 26.1 Salary classifications and wage rates are contained in Appendices "A" and "B" attached hereto and incorporated by this reference.

ARTICLE 27 - PAY ARRANGEMENTS

- 27.1 All employees shall be paid monthly on the fifth (5th) of each month. The City will also issue a draw on the 20th of each month. There shall be no deductions other than required by law or authorization in writing by the employee. The requirement to pay on the 5th, and issue a draw on the 20th, is conditioned on there being no mechanical or

procedural problem. Should the Employer need to alter the schedule, prompt notice shall be provided to the employees and Union with considerations given to the effects of such change.

- A. The City shall issue a mid-month draw on the 20th of each month to all employees. The draw may be up to 50% of the net pay for each employee, after deductions are calculated.
 - 1. Employees may request a smaller draw or no draw on the 20th of each month by providing a written request to the City Treasurer.
 - 2. A change in draw amount shall be permitted up to a maximum of four (4) times per calendar year.
- B. The City shall provide each employee with a reasonable estimate of their net monthly pay for the next calendar year in December, based on any known or anticipated changes to the employee's pay.
- C. Employees may request to be paid out for earned overtime between the 1st and the 15th of a month by sending a written request (email) to the City Treasurer on or before the 15th of any month for inclusion with the mid-month draw on the 20th. This payout shall be equal to 75% of the total earned dollars for applicable hours of overtime. Overtime hours earned after the 15th and any overtime not paid out on the 20th, shall be paid to the employee with the normal payroll on the 5th of each month.
- D. In the event that any change to the mid-month draw is required by law, statute or ruling, the City shall revert back to a payroll being issued twice per month. The pay periods shall be on the 5th and the 20th of each calendar month.

ARTICLE 28 - LIABILITY INSURANCE

- 28.1 The Employer agrees to either provide insurance coverage on behalf of the employees or provide liability defense for employees or a combination thereof in order to reasonably protect and indemnify employees from liability to third parties resulting from employees negligently performing duties within the scope of their employment.

ARTICLE 29 - UNION ACTIVITY

- 29.1 **Union Investigative and Visitation Privileges:** The business representative of the Union, with the permission of the department head or his designee, may visit the work location of employees at any reasonable time and location for the purpose of investigating grievances. Such representative shall limit his activities during such investigations to matters relating to this Agreement; provided, however, he or she shall not interfere with the operation of normal routine of any department. The Union shall not distract an employee while on duty. No employee shall suffer a reduction in

wages, benefits, or more favorable working conditions as a result of the signing of this Agreement.

- 29.2 **Bulletin Board:** The Union shall be entitled to maintain one (1) bulletin board in a conspicuous place within the Police Department office, provided, however, materials to be placed on said bulletin board shall be restricted to notices and provisions related to this Collective Bargaining Agreement.

ARTICLE 30 - MISCELLANEOUS PROVISIONS

- 30.1 **Medical Exams:** Any physical and/or mental examination(s), and/or inoculations, except for physicals required for purposes of entrance and applications, State disability requirements, Civil Service Commission requirements and Retirement System requirements, which are required by the Employer, shall be taken on Employer time and shall be paid by the Employer. If the Employer requires a physical and/or mental examination the employee shall undergo the physical or mental examination by a physician or institution specified by the Employer.
- A. The Employer may require a “fitness for duty” medical or psychological evaluation of an employee only when the Employer has reasonable cause to believe that the employee is unable or unfit to perform their duties. In the event that a fitness for duty evaluation is required, the Employer shall provide a complete copy of exam results to the employee. The determination of reasonable cause is subject to Article 19 – Grievance procedure.
- 30.2 **Gender:** Where masculine gender has been used in any provision of this Agreement, it is used solely for the purpose of illustration and shall not in any way be used to designate the sex of the employee eligible for any position, classification, or the benefits provided in this Agreement.
- 30.3 **Take Home Vehicles:** The City shall provide each uniformed officer who resides within 35 miles of the city limits of Cle Elum (driving distance), or at the Chief’s discretion beyond the 35 miles. Once exceptions are approved by the Chief of Police, that approve shall not be changed or rescinded.
- A. Officers shall be within the city limits at the start of their shift.
- B. Travel time to and from their residence shall not be considered work time for the purposes of overtime, unless they are engaged in a law enforcement activity in accordance with department policy.
- C. Officers who reside outside of Kittitas County shall be evaluated on a case-by-case basis and subject to the determination of the Chief of Police, whose decision shall be final and binding on all parties.

ARTICLE 31 - PERSONNEL FILES

- 31.1 Employees shall have the right, during regular business hours, to review material in their personnel files secured and maintained in the City Administrator's Office. The employee may have a representative of the Union accompany him/her if so desired. Upon request, copies of documents in the personnel file shall be provided to the employee in person. Except for the purpose of copying, individual personnel records shall not be removed from the City Administrator's office unless under his/her direct supervision.
- 31.2 In the event evaluation reports are utilized, a copy will be placed in the individual's personnel file. The personnel file shall contain evaluation reports that have been completed by Management personnel.
- 31.3 Materials judged by the employee to be negative and/or derogatory may be answered by the employee in writing. Such written response shall be attached to the material in question and become a part of the personnel file. Said written response shall not change, alter, affect, or modify the validity of materials placed in an employee's personnel file by administrative personnel.
- 31.4 Personnel files are the property of the Employer. The Employer agrees that to the extent allowed by law, the contents of the personnel files, including personal photographs, shall be confidential and shall restrict the use of information in the files to internal use by the Police Department or the Civil Service Commission or such other agency vested with statutory authority to view or investigate said materials.
- 31.5 The City and the Union agree that the City is required to comply with all laws regarding maintaining personal files for law enforcement officers and public employees. The City agrees to maintain the employees personal files as confidential files to the extent allowed by law and to comply with all notification requirements to the employee and the Union for public records requests.
- A. The City agrees that disciplinary records shall only be used for the purpose of progressive disciplinary purposes based on the following timelines.
1. Counseling documents, and verbal reprimands are valid for progressive disciplinary purposes for one year unless additional disciplinary actions are imposed during that year.
 2. Written reprimands and suspensions of 40 hours and less are valid for progressive disciplinary purposes for three years unless additional disciplinary actions are imposed during those three years.
 3. Suspensions of more than 40 hours are valid for progressive disciplinary purposes for five years unless additional disciplinary issues are actions are imposed during those five years.

4. Demotions and last chance agreements are permanent records for the purpose of progressive discipline.
5. For disciplinary action to be timed out and no longer valid, no new disciplinary action may be in the file. Any new disciplinary action the employees file restarts that time and runs through the end of the last disciplinary action or the action with the longest time frame.

31.6 When an employee reviews his/her personnel file, he/she shall sign and date the review and said signature shall signify acknowledgment of having read materials in the personnel file.

ARTICLE 32 - NEGOTIATIONS AND TERM OF AGREEMENT

- 32.1 This Agreement shall be in full force and effect from January 1, 2024, except as otherwise provided, and shall remain in full force and effect through December 31, 2026. Either party may, upon ninety (90) calendar days' notice prior to the date of expiration, give notice to terminate or amend to the other party. In the event only notice to amend is given, the Agreement shall remain in effect while the parties negotiate a successor agreement.
- 32.2 Negotiations for revisions to the subsequent collective bargaining agreement will take place in accordance with the following suggested schedule; provided, however, said schedule may be revised by mutual agreement of the parties:
- A. The Union and the Employer agree to meet for preliminary discussions regarding bargaining during the month of August; and,
 - B. The parties shall establish collective bargaining sessions to commence thereafter on a mutually acceptable basis; and,
 - C. If the parties are unable to reach a mutually acceptable collective bargaining agreement through normal bargaining sessions, then and in that event, either party may proceed to mediation in accordance with the statutory provisions.

IN WITNESS WHEREOF, this Agreement was signed this _____ day of _____, 2023.

CITY OF CLE ELUM

TEAMSTERS LOCAL UNION NO. 760

By _____
Jay McGowan
Mayor

By _____
Leonard J Crouch
Secretary Treasurer

APPENDIX "A"
POLICE DEPARTMENT EMPLOYEES

ARTICLE 1A - DEFINITION OF POLICE DEPARTMENT EMPLOYEES

1A.1 The Police Department employees will be under the direct authority of the Chief of Police.

ARTICLE 2A - CLASSIFICATIONS - WAGE RATES - OTHER PROVISIONS

2A.1 The following salary schedules for Police Department employees reflect an increase equal to of the collective bargaining agreement.

Effective 01/01/2024 All steps on the wage scale shall receive a general wage increase of 10%.

Effective 01/01/2025 All steps on the wage scale shall receive a general wage increase of 7%

Effective 01/01/2026 All steps on the wage scale shall receive a general wage increase of 7%

Months of Service Completed

January 2024	0-12	13-24	25-36	37-48	49+
Patrol Sergeant	7440	7964			
Corporal	7201	7385			
Police Officer	5727	6013	6312	6629	6960
January 2025	0-12	13-24	25-36	37-48	49+
Patrol Sergeant	7961	8521			
Corporal	7705	7902			
Police Officer	6127	6433	6754	7093	7447
January 2026	0-12	13-24	25-36	37-48	49+
Patrol Sergeant	8519	9118			
Corporal	8244	8456			
Police Officer	6556	6884	7226	7589	7968

- 2A.2 Effective January 1, 2024, Employees in the above classifications shall receive additional compensation as follows: AA/AS Degree, one and half percent (1.5%) above appropriate pay step, BA/BS three percent (3%) above appropriate pay step. Employees shall provide the Employer with a certified copy of the appropriate diploma from the educational institution awarding the degree. Employees shall be compensated for only the single highest qualifying degree.
- 2A.3 Additional Incentive Pay: The Evidence officer shall receive an additional incentive of two (2%) percent and conversationally bilingual (Spanish Language) officers shall receive an additional incentive of three percent (3%) above the appropriate pay step. Drug Recognition Expert and Emergency Medical Technician certifications shall receive an additional incentive of one percent (1%) above the appropriate pay step. Instructor certification in Firearms, Defensive Tactics and Taser shall receive an additional incentive of two percent (2%).
- 2A.4 Officers certified as a Field Training Officer shall receive an additional incentive of five percent (5%) for any month in which they are assigned as a Field Training Officer for more than 24 hours or two work shifts.
- 2A.5 Corporals and Sergeant's shall receive two hours of overtime per week for fielding calls when off duty. This hour per week must be taken as pay and will not be used as compensatory time. This additional 2 hours per week will not apply when the officer is on an extended vacation or sick leave that exceeds 40 hours.

APPENDIX "B"

POLICE DEPARTMENT EMPLOYEES – NON-COMMISSIONED

ARTICLE 1B - DEFINITION OF POLICE DEPARTMENT EMPLOYEES

1B.1 The Police Department employees will be under the direct authority of the Chief of Police.

ARTICLE 2B - CLASSIFICATIONS - WAGE RATES - OTHER PROVISIONS

2B.1 The following salary schedules for All Police Department employees reflect an increase equal to of the collective bargaining agreement:

Effective 01/01/2024 All steps on the wage scale shall receive a general wage increase of 10%.

Effective 01/01/2025 All steps on the wage scale shall receive a general wage increase of 7%

Effective 01/01/2026 All steps on the wage scale shall receive a general wage increase of 7%

A. Position Adjustment: The Records Tech/Receptionist position shall receive the wage increase specified above and shall receive an additional position adjustment.

Effective 01/01/2024 the position shall receive an additional 5% pay increase.
 Effective 01/01/2025 the position shall receive an additional 2.5% pay increase.
 Effective 01/01/2026 the position shall receive an additional 2.5% pay increase.

Months of Service Completed					
January 2024	0-12	13-24	25-36	37-48	49+
Admin Asst/Rec Manager	5408	5751	5961	6259	6573
Rec Tech/Recpt	4049	4250	4463	4687	4922
January 2025	0-12	13-24	25-36	37-48	49+
Admin Asst/Rec Manager	5786	6153	6378	6697	7033
Rec Tech/Recpt	4434	4654	4887	5133	5390
January 2026	0-12	13-24	25-36	37-48	49+
Admin Asst/Rec Manager	6191	6584	6825	7166	7525
Rec Tech/Recpt	4855	5096	5351	5620	5902

2B.2 Effective January 1, 2008, Employees in the above classifications with qualifying educational degrees (shall receive additional compensation as follows: AA/AS Degree, one- and one-half percent (1.5%) above appropriate pay step, BA/BS three (3%) percent above appropriate pay step. Employees shall provide the Employer with a certified copy of the appropriate diploma from the educational institution awarding the degree. Employees shall be compensated for only the single highest qualifying degree.

APPENDIX "C"
LONGEVITY PAY & LATERAL HIRES

ARTICLE 1C – LONGEVITY PAY

- 1C.1 Effective 01/01/2024, Employees shall be credited with all past service for Commissioned Police Officers. For the purpose of Longevity pay, prior service shall be calculated by using either of the following: (1) full-time employment and hiring date with the City of Cle Elum or (2) their graduation date from the Law Enforcement Academy as an employee of another agency. Whichever is earlier.
- 1C.2 The Employer will compensate the employees with longevity pay in conformity with the schedule set forth herein below. The following conditions will be in force:

<u>LONGEVITY</u> <u>Upon Completion of:</u>	<u>AMOUNT PER MONTH</u> <u>ABOVE BASE PAY</u>
5 years with Cle Elum	1.0%
10 years with Cle Elum	2.0%
15 years with Cle Elum	3.0%
20 years with Cle Elum	4.0%
25 years with Cle Elum	5.0%

- 1C.3 Lateral Hires: May be credited with time in service for the purposes of vacations accrual, as outlined above for longevity. In addition, Lateral hires may be credited with up to eighty (80) hours of vacation time and up to eighty (80) hours of sick leave upon hire. This credit of time shall not be dependent upon earning any additional time after hire.

All lateral hires shall be evaluated by the employer prior to being hired and placed on the appropriate scale at the time of hire. Once placed on the scale, all employees will move on the scale in the same manner as if they worked at the City of Cle Elum for the entire period.

Example. If they are given credit for 36 months of previous service, and placed on the wage scale at 36 months. They will move to the next wage step after serving for 12 months with the City of Cle Elum, as they will have a total of 48 months of service (36 months of service credit and 12 months with the City for a total of 48 months).

APPENDIX D PHYSICAL FITNESS STANDARDS

- 1D.1 The purpose of this Appendix is to establish guidelines and procedures to test and evaluate the physical fitness of police officers of the Cle Elum Police Department. This test is voluntary for all officers and is intended to aid officers in maintaining physical fitness related to good health and good job performance. Officers who choose to participate in the program are eligible to receive additional compensation as outline herein.
- 1D.2 All officers are encouraged to participate in the program which will allow them to achieve and maintain the level of fitness required by this standard. The Chief of Police shall be responsible for the administration of physical fitness tests. The physical fitness tests shall be administered on an annual basis or more frequently as determined by the Certified Fitness Specialist.
- 1D.3 Officers shall be on-duty while participating in the examination (testing) process but shall receive no overtime or extra compensation for the time spent taking the physical fitness examination unless ordered to take the test at a time other than scheduled hours of work.
- 1D.4 To qualify for the physical fitness incentive pay, officers must meet the standards contained within this Appendix. Officer must pass with a total combined score of 85 points to receive an additional one (1%) percent pay incentive. Officers who score 112 points or higher shall receive an additional two (2%) percent pay incentive. Officers must complete each test with a scorable time or number of repetitions for that test in order to pass the overall test and receive a pay incentive.
- 1D.5 Officers may attend one of the four regularly schedule testing dates; two (2) days at or near the end of June and two (2) days at or near the beginning of July of each year. No overtime is approved for testing. If priority leave or training interferes with the regularly scheduled testing dates, there will be one make up test date on or about 30 calendar days after the testing date. Anyone not on approved medical leave, who does not make one of the posted dates will not be eligible for the incentive pay until the following years testing. Those on medical leave will have until November 1st to schedule and complete the testing, but no later than seven (7) calendar days after their clearance for full duty. No accommodations will be made after November 1st.
- 1D.6 Officers anticipating missing the test dates may test earlier that the scheduled dates if accommodation is possible with the test proctor.
- 1D.7 Anyone receiving incentive pay, but who does not attend or pass the testing on the regularly scheduled dates or the make-up test date will have their incentive pay suspended on the pay period following the last regular test date.

CLE ELUM POLICE DEPARTMENT
PHYSICAL FITNESS INCENTIVE STANDARDS

2D.1 Physical Fitness Incentive Tests

The testing shall be comprised of the following three (3) tests and scoring matrix.

1. Push-ups (No Time Limit)
2. Sit-ups (One Minute)
3. 1.5-Mile Run/Walk

2.D.2 Push-Up Test (No Time Limit)

- A. Purpose – This test measures the muscular strength/endurance of the upper body muscles in the shoulders, chest, and back of the upper arms (the triceps) used in high intensity self-defense and arrest simulation training. This is important for use of force involving pushing motion breaking one's fall to the ground, use of the baton, etc.
- B. Equipment: Standard four (4) inch foam cube.
- C. Procedures:
- Read the Instructions to the participants.
 - Demonstrate the test, point out common errors and proper positioning.
 - Have the participant get down on the floor in the front leaning rest position and perform one test push-up to properly locate the foam cube at the costal arch and above the zyphoid.
 - Have the participant lower their body until they slightly compress the foam cube and arms are at least parallel to the floor then pushes up again. The back must be kept straight, and the in each extension up, the elbows should lock. Resting in the up position (only) is allowed.
 - The score is the maximum number of push-ups completed with no time limit.
- D. Sample Script

The push-up measures the muscular strength and endurance of the upper body (chest, shoulders, and triceps). Place your hands on the ground so that are in a vertical line with your shoulders (approximately 1-1.5 shoulder width apart). Your feet may be together, or up to 12 inches apart. Your body should be in a straight line from the shoulders to the ankles and must remain that way throughout the exercise. When you initiate your first push-up, the count will begin. Your examiner will tell you when you have gone low enough. Then return to the starting position by completely straightening your arms. You may rest only in the up position. If you fail to keep your body in a straight line, touch your chest to the block, or to lock your elbows in the "up" position, you will receive a warning. After one warning, incorrect repetitions will not count. There is no time limit. Do as many correct push-ups as possible. Your score is the number of correct repetitions. Watch this demonstration. Are there any questions?

Scoring Matrix for Push-Ups

Number of Reps	Points	Number of Reps	Points	Number of Reps	Points
57	50.00	44	42.85	31	35.70
56	49.45	43	42.30	30	35.15
55	48.90	42	41.75	29	34.60
54	48.35	41	41.20	28	34.05
53	47.80	40	40.65	27	33.50
52	47.25	39	40.10	26	32.95
51	46.70	38	39.55	25	32.40
50	46.15	37	39.00	24	31.85
49	45.60	36	38.45	23	31.30
48	45.05	35	37.90	22	30.75
47	44.50	34	37.35	21	30.20
46	43.95	33	36.80		
45	43.40	32	36.25		

2.D.2 Sit-Ups Test (One Minute)

Purpose – This test measures the muscular strength/endurance of the abdominal muscles, which are used in self-defense and high intensity arrest-simulation training. Further these muscles are important for performing tasks that involve the use of force, and it helps maintain good posture and minimize lower back problems.

Equipment

- Mat
- Stopwatch
- Partner

Procedures

- Read the instructions to the participant.
- Demonstrate the event, point out common errors.
- Have the participant lie on his or her back, knees bent, heels flat on the floor. Hands should be held behind the head, with the elbows out to the sides. A partner holds down the feet.
- Have the participant perform as many correct sit-ups as possible in one minute. In the up position, the individual must touch the elbows to the knees and then return to the lying position, (fingers much touch the examiners hand) before starting the next sit-up.
- The score is the correct number of sit-ups.

Sample Script

The sit-up measures the muscular strength/endurance of the abdominal muscles. Lie on your back, with your knees bent at 90 degrees or tighter, and your heels on the edge of the mat. Your feet may be together or apart, but the heels must stay in contact with the floor. Your partner will sit on your feet and wrap their arms around your calf muscle area. It is your responsibility to inform your partner of any adjustments that need to be made in order to assure your comfort. Hands must remain behind your ears or they will be considered “apart”, and such performance will not be counted. When you initiate your first sit-up, the count will begin. Touch your elbows to your knees and return to the start position. When returning to the starting position, shoulder blades must touch the mat. You may rest but only in the “up” position. Do not arch your back or lift your buttocks from the mat. If you fail to keep your hands behind your ears, touch your elbows to your knees or your shoulder blades must touch the mat, or if you lift your buttocks off the mat, you will receive one warning. After one warning, incorrect

repetitions will not count. You will have one minute to do as many sit-ups as possible. I will give you signals at 30, 15 and 5 seconds remaining. Your score is the number of correct sit-ups. Watch this demonstration. Are there any questions?

Scoring Matrix for Sit-ups

Number of Reps	Points	Number of Reps	Points	Number of Reps	Points
46	50.00	40	42.50	34	35.85
45	48.75	39	41.25	33	34.60
44	47.50	38	40.00	32	33.35
43	46.25	37	38.75	31	32.10
42	45.00	36	37.50	30	30.85
41	43.75	35	36.25		

2.D.3 1.5 Mile Walk/Run Test

- A. Purpose – This test is a measure of cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.
- B. Equipment
 - 440-yard/400-meter track or marked level course.
 - Stopwatch (printing stopwatch is preferred)
 - Numbered vests or other participant identifiers such as a card system
 - Video camera is strongly recommended for recording of performance and to discourage cheating.
- C. Procedures
 - Read the instructions to the participants.
 - Allow participants to warm up and stretch before the run/walk.
 - Instruct participants to cover the distance as fast as possible, but to begin at a pace they think they can easily sustain for 10-15 minutes.
 - Instruct participants to line up at the starting line. Give the command to “Go” and begin timing. If several participants run at once, have one administrator call out times at the finish line while an assistant records the names and respective times.
 - Instruct the participants to cool down after running the course by walking for an additional five minutes or so. This prevents venous pooling, a condition in which the blood pools in the legs. Walking enhances the return of blood to the heart and aids recovery.
 - The score is the time it takes to finish the course to the nearest second.

Sample Script

The 1.5-mile run/walk measures your cardio-respiratory endurance and the endurance of your leg muscles. The must complete the course without any help. At the start, you will line up behind the starting line. When I say “Go” the clock will start. You will be running at your own pace. To complete the 1.5 miles, you will (tell the runners how many laps they must run, or describe the course, including the finish line, if not run on a track). Your goal is to finish the 1.5 miles in as fast a time as you can. Try not to start too fast but at a pace you can

sustain for about 10 to 15 minutes. You may walk but walking will make it difficult to meet the standard. You may run alongside another runner for help with the pace, but you may not physically assist or be assisted by another runner. I will call out your time at the end of each lap (if run on a track) and will record your finishing time. At the end of the run, continue walking for 3-5 minutes to cool down. Are there any questions?

Time	Score	Time	Score	Time	Score	Time	Score
10.30	50.00	11.46	43.69	13.02	37.38	14.18	31.08
10.31	49.92	11.47	43.61	13.03	37.30	14.19	30.99
10.32	49.83	11.48	43.53	13.04	37.22	14.20	30.91
10.33	49.75	11.49	43.44	13.05	37.14	14.21	30.83
10.34	49.67	11.50	43.36	13.06	37.05	14.22	30.74
10.35	49.59	11.51	43.28	13.07	36.97	14.23	30.66
10.36	49.50	11.52	43.19	13.08	36.89	14.24	30.58
10.37	49.42	11.53	43.11	13.09	36.80	14.25	30.50
10.38	49.34	11.54	43.03	13.10	36.72	14.26	30.41
10.39	49.25	11.55	42.95	13.11	36.64	14.27	30.33
10.40	49.17	11.56	42.86	13.12	36.55	14.28	30.25
10.41	49.09	11.57	42.78	13.13	36.47	14.29	30.16
10.42	49.00	11.58	42.70	13.14	36.39	14.30	30.08
10.43	48.92	11.59	42.61	13.15	36.31	14.31	30.00
10.44	48.84	12.00	42.53	13.16	36.22	14.32	29.91
10.45	48.76	12.01	42.45	13.17	36.14	14.33	29.83
10.46	48.67	12.02	42.36	13.18	36.06	14.34	29.75
10.47	48.59	12.03	42.28	13.19	35.97	14.35	29.67
10.48	48.51	12.04	42.20	13.20	35.89	14.36	29.58
10.49	48.42	12.05	42.12	13.21	35.81	14.37	29.50
10.50	48.34	12.06	42.03	13.22	35.72	14.38	29.42
10.51	48.26	12.07	41.95	13.23	35.64	14.39	29.33
10.52	48.17	12.08	41.87	13.24	35.56	14.40	29.25
10.53	48.09	12.09	41.78	13.25	35.48	14.41	29.17
10.54	48.01	12.10	41.70	13.26	35.39	14.42	29.08
10.55	47.93	12.11	41.62	13.27	35.31	14.43	29.00
10.56	47.84	12.12	41.53	13.28	35.23	14.44	28.92
10.57	47.76	12.13	41.45	13.29	35.14	14.45	28.84
10.58	47.68	12.14	41.37	13.30	35.06	14.46	28.75
10.59	47.59	12.15	41.29	13.31	34.98	14.47	28.67
11.00	47.51	12.16	41.20	13.32	34.89	14.48	28.59
11.01	47.43	12.17	41.12	13.33	34.81	14.49	28.50
11.02	47.34	12.18	41.04	13.34	34.73	14.50	28.42
11.03	47.26	12.19	40.95	13.35	34.65	14.51	28.34
11.04	47.18	12.20	40.87	13.36	34.56	14.52	28.25
11.05	47.10	12.21	40.79	13.37	34.48	14.53	28.17
11.06	47.01	12.22	40.70	13.38	34.40	14.54	28.09
11.07	46.93	12.23	40.62	13.39	34.31	14.55	28.01
11.08	46.85	12.24	40.54	13.40	34.23	14.56	27.92
11.09	46.76	12.25	40.46	13.41	34.15	14.57	27.84
11.10	46.68	12.26	40.37	13.42	34.06	14.58	27.76
11.11	46.60	12.27	40.29	13.43	33.98	14.59	27.67

11.12	46.51	12.28	40.21	13.44	33.90	15.00	27.59
11.13	46.63	12.29	40.12	13.45	33.82	15.01	27.51
11.14	46.35	12.30	40.04	13.46	33.73	15.02	27.42
11.15	46.27	12.31	39.96	13.47	33.65	15.03	27.34
11.16	46.18	12.32	39.87	13.48	33.57	15.04	27.26
11.17	46.10	12.33	39.79	13.49	33.48	15.05	27.18
11.18	46.02	12.34	39.71	13.50	33.40	15.06	27.09
11.19	45.93	12.35	39.63	13.51	33.32	15.07	27.01
11.20	45.85	12.36	39.54	13.52	33.23	15.08	26.93
11.21	45.77	12.37	39.46	13.53	33.15	15.09	26.84
11.22	45.68	12.38	39.38	13.54	33.07	15.10	26.76
11.23	45.60	12.39	39.29	13.55	32.99	15.11	26.68
11.24	45.52	12.40	39.21	13.56	32.90	15.15	26.59
11.25	45.44	12.41	39.13	13.57	32.82	15.13	26.51
11.26	45.35	12.42	39.04	13.58	32.74	15.14	26.43
11.27	45.27	12.43	38.96	13.59	32.65	15.15	26.35
11.28	45.19	12.44	38.88	14.00	32.57	15.16	26.26
11.29	45.10	12.45	38.80	14.01	32.49	15.17	26.18
11.30	45.02	12.46	38.71	14.02	32.40	15.18	26.10
11.31	44.94	12.47	38.63	14.03	32.32	15.19	26.01
11.32	44.85	12.48	38.55	14.04	32.24	15.20	25.93
11.33	44.77	12.49	38.46	14.05	32.16	15.21	25.85
11.34	44.69	12.50	38.38	14.06	32.07	15.22	25.76
11.35	44.61	12.51	38.30	14.07	31.99	15.23	25.68
11.36	44.52	12.52	38.21	14.08	31.91	15.24	25.60
11.37	44.44	12.53	38.13	14.09	31.82	15.25	25.52
11.38	44.36	12.54	38.05	14.10	31.74	15.26	25.43
11.39	44.27	12.55	37.97	14.11	31.66	15.27	25.35
11.40	44.19	12.56	37.88	14.12	31.57	15.28	25.27
11.41	44.11	12.57	37.80	14.13	31.49	15.29	25.18
11.42	44.02	12.58	37.72	14.14	31.41	15.30	25.10
11.43	43.94	12.59	37.63	14.15	31.33		
11.44	43.86	13.00	37.55	14.16	31.24		
11.45	43.78	13.01	37.47	14.17	31.16		

3.D.1 Revisions to this Appendix can only be achieved by mutual agreement between the parties. Disputes regarding revisions to this Appendix shall be resolved through Article 7, Grievance and Arbitration procedures, of this collective bargaining agreement.

PUBLIC RECORDS ACT

POLICY AND PROCEDURES

PROGRAM STATEMENT

The City of Cle Elum (the “City”) is committed to providing full access to public records in accordance with the Washington State Public Records Act – Chapter 42.56 RCW (the “PRA”). The City is required to respond to public records requests, for identifiable public records, pursuant to the PRA. The City is not *required* by the PRA to respond to questions, conduct research, or to provide information.

Except as mandated by law, the guidelines set forth in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply and interpret this policy as it sees fit, and to revise or change the policy at any time, without further action by the City Council. Failure to comply with any provision of these rules shall not result in any liability on the part of the City other than as set forth in the PRA. This policy supersedes any and all of the City’s prior public records policies.

PURPOSE

The purpose of this Policy is to establish the guidelines and procedures that the City will follow in order to provide full access to public records, fullest assistance to requestors, and timely responses as required by RCW 42.56.100, while at the same time protecting public records from damage or disorganization, preventing disclosure of exempt or confidential information, and preventing excessive interference with other essential functions of the City.

SCOPE

This policy applies to all City employees and elected/appointed officials, including the City Council and board and commission members appointed by the Mayor.

1. DEFINITIONS

- 1.1 “City” means the City of Cle Elum.
- 1.2 “Employee” means the Mayor, City Council, Department Directors and all other City staff.
- 1.3 “Exempt” means that a statute allows or requires the withholding of a record, or a portion thereof, from disclosure.
- 1.4 “Fullest assistance” means a timely and thorough action and response to a public records request without unreasonable interference with Employees’ essential job functions.
- 1.5 “Public Records Officer” or “PRO” means the City Clerk of Cle Elum or such other person as designated by the City Administrator for processing public records requests and is the person responsible for assisting departments with public records requests and responses.
- 1.6 “Public record” includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- 1.7 “Redact” refers to the method of protecting from public viewing the portion of a record that is statutorily exempt from public disclosure.
- 1.8 “Exemption log” is a list of records or portions thereof that are responsive to a public records request but are exempt from disclosure, together with a reference to the specific record; the date of the record; the author; the subject; to whom the record is addressed and copied; the number of pages, the statutory exemption being applied; and a brief explanation of how the exemption applies to the record.
- 1.9 “Writing” means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. An email, text, social media posting and database are therefore also “writings.”

2. POLICY

- 2.1 Availability of Records. The Public Records Officer shall make available for inspection and copying all nonexempt public records in accordance with the PRA.
- 2.2 Providing fullest assistance. The City shall provide the “fullest assistance” to requestors; ensure that public records are protected from damage or disorganization; and prevent the fulfillment of public records requests from causing excessive interference with essential functions of the City.

2.3 Records index. The City finds that maintaining an index of public records is unduly burdensome and would interfere with agency operations. See RCW 42.56.070(3) and (4). The requirement to maintain a public records index would be unduly burdensome or interfere with City operations because the Public Records Officer is also the City Clerk – a position within the City with numerous other responsibilities in addition to Public Records Officer. Moreover, the City’s budget and staffing levels make it unduly burdensome to maintain such index.

3. PROCEDURES

3.1. The City encourages all requests for public records be made in writing on a *Public Records Request Form*, which is available at City Hall and on the City of Cle Elum’s website. Requests may be submitted in person at City Hall, by mail, fax, or e-mail.

Oral requests will be accepted, and the substance will be promptly confirmed in writing to the requestor. Records received after hours will be considered “received” on the next business day.

3.2 In the event that requested records contain information that affects third parties, the Public Records Officer may, before providing the records, give notice to affected persons in accordance with RCW 42.56.540. The notice will include a copy of the request.

3.3 If a department believes that a record or any part of a record is exempt from disclosure, the Public Records Officer shall provide to the requestor a written communication identifying the record or portion withheld, the specific exemption relied upon and the authority for the exemption, and briefly explaining how the exemption applies to the record or portion withheld, including enough information for a requestor to make a threshold determination of whether the claimed exemption is proper. If only portions of a record are exempt from disclosure, the Public Records Officer shall redact the exempt portions and provide the nonexempt portions. The documentation described in this section should be presented in the form of an exemption log.

3.4 A requestor may choose to have copies of records made instead of inspecting them. Charges for photocopies or electronically produced copies shall be made in accordance with RCW 42.56.070 and .120. The City may require a deposit of up to ten (10) percent of the estimated costs of copying all the records.

3.5 If the requestor chooses to inspect records before deciding whether to have copies made, the City shall provide space for inspection during regular business hours except when and to the extent it would cause excessive interference with other essential City functions or unreasonably disrupt operations. A City employee will observe and document the inspection. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor may indicate which records he or she wishes to have the City copy.

3.6 Routine requests are those in which the documents are available on the City’s website, such as meeting minutes, Ordinances, Resolutions, permits, or other documents routinely produced and readily available for review. All requests not otherwise identified as large or complex shall be

considered routine requests and will be handled in the normal course of business consistent with these policies and without undue delay caused by the processing of large or complex requests.

3.7 Non-routine, large, or complex requests are those in which: 1) there is a question about disclosure, in whole or in part; 2) the information requires more than a few minutes to compile; 3) the records requested come from more than one department or source; or 4) require legal review.

In making this determination, the Public Records Officer or designee should consider relevant factors including, but not limited to: a) the general, expansive, or all-inclusive nature of the request; b) the number of departments involved; c) the location of records and available method of searching records; d) the potential number of records implicated; e) the rights of third parties; f) the need for clarification of the request; g) administrative tasks necessary to process the request; h) the amount of time needed to review documents for applicable exemptions; i) the need for legal review of the public records request; and j) the format of relevant records.

3.8 The City is a small agency with a small staff. The City will allocate resources to responding to public records requests in order to not interfere with other City functions. The City strives to provide records as expeditiously as possible.

3.9 When the request is for a large number of records, the Public Records Officer shall provide access for inspection and copying in installments, if applicable.

3.10 In general, public records requests will be handled in the order they are received. If the City receives a request that results in a small amount of responsive records (i.e. would take around five to ten minutes to fulfill) and the City believes it can fulfill that request in a short amount of time, then the City may fill that request before others.

3.11 The City will fulfill public record requests as required by law. However, fulfilling public records requests will not interfere with other essential functions of the City. Fulfillment of public record requests will depend on the limited staffing and resources of the City.

3.12 A requestor may always choose to narrow or clarify a large or complex request. A requestor may always make a new public records request that more specifically identifies records needed and otherwise qualifies as a routine request, rescinding their narrow or complex request. Requestors are encouraged to consider the needs of others and utilize the public records request process responsibly.

3.13 If, within thirty (30) days after notification that records are available for inspection or copying, the requestor fails to inspect the entire set of records or one or more of the installments, as applicable, the City may close the request and re-file the records. The requestor shall be notified in writing of this action.

3.14 If, after informing the requestor that all responsive records have been provided, the Public Records Officer notifies the requestor that additional responsive records existed at the time of the request, it shall promptly inform the requestor of the additional records, provide a brief explanation of the circumstances, and provide them on an expedited basis.

3.15 The City shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose of the request unless necessary to determine whether an exemption applies or whether a list of individuals is being requested for commercial purposes.

3.16 Any person who objects to the initial denial or partial denial of a public records request may petition in writing to the City Administrator for a review of the decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer denying the request. The City Administrator shall promptly consider the petition and either affirm or reverse the denial following receipt of the petition.

4. PROCESSING PUBLIC RECORDS REQUESTS

City employees receiving public records requests shall:

4.1 Receive and acknowledge requests for public records. If the request is oral, provide written confirmation to requestor.

4.2 Date stamp the request. Log the request into the City Clerk's spreadsheet, including date of receipt, requestor's name, the specific records requested, detailed notes about each communication with the requestor, staff time spent on researching the request, and the date closed. The employee responding to the request will use the public records request form to document detailed notes related to processing the request.

4.3 5-Day Letter: Within five (5) business days of receipt of the request, do one or more of the following:

(a) Make the records available for inspection or copying;

(b) Provide an internet address and link to the City's website to the specific records requested, unless the requestor notifies the City it cannot access the records through the internet. In that event, then the City will provide copies of the records or allow the requestor to view the copies. If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor. The per page cost is defined in RCW 42.56.120 or as set forth in the City's fee schedule;

(c) Acknowledge the request and provide to the requestor a reasonable estimate of when the City will respond to the request including a specific date for a response;

(d) Acknowledge the request and ask for clarification of a request that is unclear, and provide, to the greatest extent possible, a reasonable estimate of the time needed to respond to the request if it is not clarified;

(e) In acknowledging receipt of a public records request that is entirely unclear, the City may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to

clarify the request within thirty (30) days, the City need not respond to it and the request will be closed as abandoned and the City will send a closure letter to the requestor. *RCW 42.56.520; WAC 44-14-04003(8)*. However, if a portion of the request is clear, the request will not be closed and the City will respond to the portion(s) that are clear.

The City frequently receives requests for public records identified in terms of “any and all documents related to” or similar language. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the PRA does not allow a requestor to search through the City’s files for records which cannot be identified or described to the City. When a request uses a vague phrase such as “all records relating to,” the PRO shall seek clarification to determine what identifiable records are being sought; or

(f) Deny the request, notify the requestor of the denial, and provide a written statement of the specific reasons for the denial.

4.4 Third Party Notice: If applicable, provide notice to third parties whose rights may be affected by the disclosure including the third-party notice required by RCW 42.56.250(12).

4.5 Union Request Coordination: If a request is from a labor union representing City employees, review the request with the City Attorney.

4.6 Gather Responsive Records: Identify and collect responsive records, and document steps taken, including employees contacted and search terms used.

4.7 Identify Applicable Exemptions: Identify exemptions, if any, and redact or withhold exempt documents after consulting with the Public Records Officer as needed. See section 5.0.

4.8 Prepare Log: Prepare exemption log, if applicable.

4.9 Arrange for Payment: If the requestor wishes to receive copies without prior inspection, make arrangements for payment and provide copies.

4.10 Arrange for Inspection: If the requestor seeks inspection, arrange for inspection at a time mutually agreed upon by the requestor and the department. Designate an employee to observe and document the inspection.

4.11 Make Copies: After inspection is complete, make requested copies or arrange for copying. Large copying requests can be completed by an outside copying vendor.

4.12 Close the Request: Notify the requestor that the request is closed when:

(a) A diligent search for the requested records has been made and responsive records have been produced and, if applicable, an exemption log has been provided;

(b) A requestor has not, within thirty (30) days of notification that records are available for inspection or copying, inspected or requested copies of the records;

(c) A requestor has not, within thirty (30) days of notification that copies have been made, claimed and paid for copies; or

(d) A requestor has not, within thirty (30) days of a request for clarification, provided clarification.

4.14 Coordination on Petitions: The Public Records Officer will work with the City Attorney on any petitions of denials or partial denials.

4.15 Costs. The City does not have the resources to conduct a study to determine actual copying costs for all its records; to conduct such a study would interfere with other essential City functions. Therefore, in order to timely implement a fee schedule consistent with the Public Records Act, it is more cost efficient, expeditious and in the public interest for the City to adopt the state legislature's approved fees and costs for most of the City records, as authorized in RCW 42.56.120, as now existing or hereafter amended:

- 15 cents/page for photocopies or printed electronic copies;
- 10 cents/page for records scanned into electronic format;
- 5 cents for every four electronic files or attachments uploaded to an email, cloud storage service or other electronic delivery system;
- 10 cents/per gigabyte for transmitting records electronically; or
- The actual cost of digital media device, container used to mail the copies and the actual postage or delivery charge.

Commented [AK1]: Kathi - Is it correct that the City charges the fees authorized under RCW 42.56.120(2)?

Fee Calculation. The fees set forth in this Section are default fees set pursuant to RCW 42.56.070(7) and 42.56.120. The City finds that the process to calculate actual costs for producing paper and electronic records is unduly burdensome given the limited amount of staff resources to dedicate to this research and analysis.

Costs for Copies/electronic files. A requestor may obtain paper copies or electronically produced copies of records (electronic files) as provided under RCW 42.56.070(7), 42.56.120 and WAC 44-14-07003; the City will charge for those copies/files according to the City's fee schedule.

Costs for Scans. A requestor may obtain scans of paper records as provided under RCW 42.56.070(8), 42.56.120 and WAC 44-14-07003; provided, the City may charge for scanning documents not already in electronic format. The City can, at its discretion, send the project to a commercial copying/scanning center and bill the requestor for the amount charged by the vendor, as set forth herein.

The City will not charge sales tax when it makes copies or scans of public records, but if the records are sent to a third party for copying/scanning, that third party may charge sales tax and the requestor will be responsible for payment of that tax as well as the third party's actual charges for copies or scans.

Other Costs. For records in other forms, the City will charge the actual cost it pays for the medium used to record or transfer the record(s) provided. Those mediums include, but are not limited to, tapes, floppy disks, CDs, DVDs, USB flash drives, and paper that costs more than \$0.15 per page. The statements providing those costs are the invoices paid to obtain them and are available for public inspection and copying.

Payment of fees is required prior to release of records unless other arrangements have been made.

Fee Estimates. Upon request, the City will provide a summary of the applicable charges before copies are made and the requestor may revise the request to reduce the number of copies.

Fee Waivers. No fee is charged for inspection of a public record or for locating a record. The PRA does not require cities to provide fee waivers for copies of documents. Fees may be waived if the records request is for a counter document, a collision report, police incident report, or the responsive records, in total, is 20 pages or less.

Commented [AK2]: For City review and revisions.

Deposits. Before beginning to make copies, the City may require a deposit of up to ten percent (10%) of the estimated costs of copying or scanning all the records selected by the requestor. The City may also require payment of the remainder of the copying/scanning costs before providing all the records, or the payment of the costs of copying/scanning an installment before providing that installment.

Costs of Mailing. If a requestor requests that records be mailed to them, the City may also charge actual costs of mailing, including the cost of the shipping container. When mailing public records, it is the City's standard practice to send them via Certified Mail to ensure that the records are received.

Payment. Payment may be made by cash, check, or money order made payable to the City of North Bend. Credit/debit cards are not accepted for payment of copies.

Use of Outside Vendor: The City is not required to copy/scan records at its own facilities. The City, at its discretion, can send the project to a commercial copying/scanning center and bill the requestor for the amount charged by the vendor. The City can arrange with the requestor to pay the vendor directly. The City cannot charge the default per page copying/scanning charge when its cost at a vendor is more or less than the default charge set forth herein.

4.16 Deposits for Copying Costs:

(a) Copying deposit. The City shall charge a deposit of up to ten percent of the reasonably estimated copying costs of an entire request, including a customized service charge, before beginning to copy the records. The City can require the payment of the deposit before copying an installment of the records or the entire request. The deposit applies to the records selected for copying by the requestor, not all the records made available for inspection. The City may waive the deposit for small requests where the deposit might be only a few dollars. Any unused deposit

must be refunded to the requestor. When copying is completed, the City shall require the payment of the remainder of the copying charges before providing the records.

(b) Copying charges for each installment. If the City provides records in installments, the City may charge and collect all applicable copying fees (not just the ten percent deposit) for each installment, unless the City is assessing a two-dollar flat fee. The City may agree to provide an installment without first receiving payment for that installment.

5. EXEMPTIONS

The Act provides that a number of records are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any “other statute” exempts or prohibits disclosure. Additional statutes that may exempt public records from disclosure include but are not limited to the following statutes referenced in Exhibit A attached hereto.

EXHIBIT A

RCWs

- RCW 2.64.111 Documents regarding discipline/retirement of judges RCW 2.64.113 Confidentiality- violations
- RCW 4.24.550 Information on sex offenders to public
- RCW 5.60.060 Privileged communications
- RCW 5.60.070 Court-ordered mediation records
- RCW 7.68.140 Victims compensation claims
- RCW 7.69A.030(4) Child victims and witnesses- protection of identity RCW 7.69A.050 Rights of child victims and witnesses - addresses
- RCW 7.75.050 Records of Dispute Resolution Centers
- RCW 9.51.050 Disclosing transaction of grand jury
- RCW 9.51.060 Disclosure of grand jury deposition
- RCW 9.02.100 Reproductive privacy
- RCW 9A.82.170 Financial institution records- wrongful disclosure RCW 10.27.090 Grand jury testimony/evidence
- RCW 10.27.160 Grand jury reports- release to public only by judicial order
- RCW 10.29.030 Organized crime special inquiry judge
- RCW 10.29.090 Records of special inquiry judge proceedings
- RCW 10.52.100 Records identifying child victim of sexual assault
- RCW 10.77.210 Records of persons committed for criminal insanity RCW 10.97.040 Criminal history information released must include disposition
- RCW 10.97.050 Conviction and criminal history information RCW 10.97.060 Deletion of certain criminal history record information, conditions
- RCW 10.97.070 Disclosure of identity of suspect to victim RCW 10.97.080 Inspection of criminal record by subject
- RCW 13.32A.090 Crisis residential centers notice to parent about child RCW 13.34.115 Court dependency proceedings
- RCW 13.40.217 Juveniles adjudicated of sex offenses - release of information
- RCW 13.50.010 Maintenance of and access to juvenile records RCW 13.50.050 Juvenile offenders
- RCW 13.50.100 Juvenile/children records not relating to offenses RCW 13.60.020 Missing children information
- RCW 13.70.090 Citizen juvenile review board- confidentiality
- RCW 15.120.050 Industrial hemp research program
- RCW 18.04.405 Confidentiality of information gained by CPA
- RCW 18.19.060 Notification to clients by counselors
- RCW 18.19.180 Confidential communications with counselors
- RCW 19.02.115 Licensing Information
- RCW 19.215.020 Destruction of personal health and financial information
- RCW 19.215.030 Compliance with federal rules
- RCW 26.04.175 Name and address of domestic violence victim in marriage records

- RCW 26.12.170 Reports of child abuse/neglect with courts
- RCW 26.23.050 Child support orders
- RCW 26.23.120 Child support records
- RCW 26.26.041 Uniform Parentage Act - protection of participants RCW 26.26.450 Confidentiality of genetic testing
- RCW 26.33.330 Sealed court adoption Records
- RCW 26.33.340 Agency adoption records
- RCW 26.33.343 Access to adoption records by confidential intermediary RCW 26.33.345 Release of name of court for adoption or relinquishment
- RCW 26.33.380 Adoption - identity of birth parents confidential
- RCW 26.44.010 Privacy of reports on child abuse and neglect
- RCW 26.44.020(19) Unfounded allegations of child abuse or neglect RCW 26.44.030 Reports of child abuse/neglect
- RCW 26.44.125 Right to review and amend abuse finding- confidentiality
- RCW 27.53.070 Records identifying the location of archaeological sites RCW 29A.08.720 Voter registration records- place of registration confidential
- RCW 29A.08.710 Voter registration records- certain information exempt
- RCW Chapter 40.14 Preservation and destruction of public records
- RCW 42.23.070(4) Municipal officer disclosure of confidential information prohibited
- RCW 42.41.030(7) Identity of local government whistleblower
- RCW 42.41.045 Nondisclosure of protected information (whistleblower)
- RCW 46.52.080 Traffic accident reports - confidentiality
- RCW 46.52.083 Traffic accident reports - available to interested parties
- RCW 46.52.120 Traffic crimes and infractions- confidential use by police and courts
- RCW 46.52.130(2) Abstract of driving record
- RCW 46.61.506 BAC and blood test results
- RCW 48.02.065 Insurance commissioner
- RCW 48.62.101 Local government insurance transactions - access to information
- RCW 50.13.060 Access to employment security records by local government agencies
- RCW 50.13.100 Disclosure of non-identifiable information or with consent
- RCW 51.28.070 Workers compensation records
- RCW 51.36.060 Physician information on injured workers
- RCW 60.70.040 No duty to disclose record of common law hen
- RCW 68.50.105 Autopsy reports
- RCW 68.50.320 Dental identification records - available to law enforcement agencies
- RCW Chapter 69.50 Uniform controlled substance
- RCW Chapter 70.02 Medical records - access and disclosure - entire chapter.
- RCW 70.05.170 Child mortality reviews by local health departments
- RCW 70.24.022 Public health agency information regarding sexually transmitted disease investigations - confidential
- RCW 70.24.024 Transcripts and records of hearings regarding sexually transmitted diseases
- RCW 70.24.105 HIV/STD records
- RCW 70.28.020 Local health department TB records - confidential

- RCW 70.48.100 Jail records and booking photos
- RCW 70.58.055 Birth certificates - certain information confidential
- RCW 70.58.104 Vital records, research confidentiality safeguards
- RCW 70.96A.150 Alcohol and drug abuse treatment programs
- RCW 70.123.075 Client records of domestic violence programs
- RCW 70.125.065 Records of rape crisis centers in discovery
- RCW 71.05.390 Information about mental health consumers
- RCW 71.05.395 applies to mental health records
- RCW 71.05.400 Information to next of kin or representative
- RCW 71.05.425 Notice of release or transfer of committed person after offense dismissal
- RCW 71.05.427 Information that can be released
- RCW 71.05.430 Statistical data
- RCW 71.05.440 Penalties for unauthorized release of information
- RCW 71.05.445 Release of mental health information to Dept, of Corrections
- RCW 71.05.620 Authorization requirements and access to court records
- RCW 71.05.630 Release of mental health treatment records
- RCW 71.05.640 Access to treatment records
- RCW 71.05.650 Accounting of disclosures
- RCW 7i.24.035(5)(g) Mental health information system
- RCW 71.34.200 Mental health treatment of minors
- RCW 71.34.210 Court records for minors related to mental health treatment
- RCW 71.34.225 Release of mental health services information
- RCW 71A.14.070 Records regarding developmental disability
- RCW 72.09.345 Notice to public about sex offenders
- RCW 72.09.585(3) Disclosure of inmate records to local agencies
- RCW 73.04.030 Veterans discharge papers
- RCW 74.04.060 Applicants and recipients of public assistance
- RCW 74.04.520 Food stamp program confidentiality
- RCW 74.09.900 Medical assistance
- RCW 74.13.121 Financial information of adoptive parents
- RCW 74.13.280 Children in out-of-home placements
- RCW 74.20.280 Child support enforcement - local agency cooperation, information
- RCW 74.34.095 Abuse of vulnerable adults - confidentiality of investigations and reports.
- RCW 82.32.330 Disclosure of tax information
- RCW 84.36.389 Confidential income data in property tax records held by assessor
- RCW 84.40.020 Confidential income data supplied to assessor regarding real property

Federal Statutes and Regulations

- 18 USC Sec 2721 Driver's Privacy Protection Act 20
- 20 USC § 1232g Family Education Rights and Privacy Act
- 42 USC 290dd-2 Confidentiality of Substance Abuse Records
- 42 USC 405(c)(2)(vii)(I) Limits on Use and Disclosure of Social Security Numbers.

- 42 USC 654(26) State Plans for Child Support
- 42 USC 671(a)(8) State Plans for Foster Care and Adoption Assistance
- 42 USC 13963(7) State Plans for Medical Assistance
- 5 USR Sec. 552(a) Social Security Numbers
- 7 CFR 272.1(c) Food Stamp Applicants and Recipients
- 28 CFR Sec. 513.20(b) FBI and WA Rap sheet
- 34 CFR 361.38 State Vocational Rehabilitation Services Programs
- 42 CFR Part 2 (2.1-2.67) Confidentiality of Alcohol and Drug Abuse Patient Records
- 42 CFR 431.300-307 Safeguarding Information on Applicants and Recipients of Medical Assistance
- 42 CFR 483.420 Client Protections for Intermediate Care Facilities for the Mentally Retarded
- 42 CFR 510.6a(b)(2)(A) Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
- 45 CFR 160-164 HIPAA Privacy Rule

October 2, 2023

City of Cle Elum
119 West First Street
Cle Elum, WA 98922

Attn: Mayor Jay McGowan

Re: City of Cle Elum
Cle Elum Park and Ride
HLA Project No.: 21164C
Progress Estimate No.: 5 and Final

Dear Mayor McGowan:

Enclosed is Progress Estimate No. 5 and Final for work performed by Pacific Civil and Infrastructure, Inc., through September 30, 2023, in connection with their contract on the above referenced project. The amount due to the Contractor of \$21,497.20 is net after retainage, per the Contract Documents. A deduction of \$2,347.80 to the Contractor's payment is applied to the final progress estimate for additional engineering services associated with the Contractor's asphalt repairs.

This letter also serves as our recommendation to the City of Cle Elum to accept the project as complete. Please notify our office when the City accepts the project as complete, and we will file the required Notice of Completion with the Washington State Department of Labor & Industries, Department of Revenue, and Employment Security.

Submission of Certified Payrolls for Pacific Civil and Infrastructure, Inc. and subcontractors are not required for review. We recommend this Progress Estimate be considered and approved by the City of Cle Elum.

Please contact our office if you have questions or if we may provide additional information.

Very truly yours,



Digitally signed by Benjamin A. Annen
Date: 2023.10.02 14:00:19-07'00'

Benjamin A. Annen, PE

BAA/asr

Enclosures

Copy: John Montgomery, Pacific Civil & Infrastructure, Inc.
Rob Omans, Robin Newcomb, Debbie Lee, Aaron Barr, HLA
Taylor Denny, HLA

CONSTRUCTION PROGRESS ESTIMATE

Cle Elum Park and Ride

CITY OF CLE ELUM

119 WEST 1ST

CLE ELUM, WA 98922

TO: Pacific Civil & Infrastructure, Inc

5124 180th St. E

Tacoma, WA 98446

HLA PROJECT NO.: 21164

WSDOT Project No. PTD0407

PROGRESS ESTIMATE NO.: 5 and Final

FROM: Jul. 01, 2023 TO: Sep. 30, 2023



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	A	Minor Change	FA	1	\$ 25,000.00	\$ 25,000.00	0.27	\$ 6,693.93	0.27	\$ 6,693.93	0	\$ -	27%
2	A	Mobilization	LS	1	\$ 17,900.00	\$ 17,900.00	1	\$ 17,900.00	1	\$ 17,900.00	0	\$ -	100%
3	A	Project Temporary Traffic Control	LS	1	\$ 3,500.00	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00	0	\$ -	100%
4	A	Clearing and Grubbing	LS	1	\$ 1,400.00	\$ 1,400.00	1	\$ 1,400.00	1	\$ 1,400.00	0	\$ -	100%
5	A	Unclassified Excavation Incl. Haul	CY	700	\$ 44.00	\$ 30,800.00	700	\$ 30,800.00	700	\$ 30,800.00	0	\$ -	100%
6	A	Crushed Surfacing Base Course	TON	810	\$ 45.00	\$ 36,450.00	743.23	\$ 33,445.35	743.23	\$ 33,445.35	0	\$ -	92%
7	A	HMA Cl. 3/8-Inch PG 64S-28	TON	405	\$ 148.00	\$ 59,940.00	400.41	\$ 59,260.68	400.41	\$ 59,260.68	0	\$ -	99%
8	A	Parking Island Swale	SY	28	\$ 185.00	\$ 5,180.00	28	\$ 5,180.00	28	\$ 5,180.00	0	\$ -	100%
9	A	Storm Sewer Pipe 8 In. Diam.	LF	54	\$ 55.00	\$ 2,970.00	54	\$ 2,970.00	54	\$ 2,970.00	0	\$ -	100%
10	A	Underdrain Pipe Infiltration Trench System 12 In. Diam.	LF	133	\$ 255.00	\$ 33,915.00	133	\$ 33,915.00	133	\$ 33,915.00	0	\$ -	100%
11	A	Concrete Spill Apron	EA	2	\$ 600.00	\$ 1,200.00	2	\$ 1,200.00	2	\$ 1,200.00	0	\$ -	100%
12	A	Catch Basin Type 2 48 In. Diam.	EA	2	\$ 3,500.00	\$ 7,000.00	2	\$ 7,000.00	2	\$ 7,000.00	0	\$ -	100%
13	A	Catch Basin Type 1	EA	1	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00	1	\$ 2,000.00	0	\$ -	100%
14	A	Adjust Catch Basin	EA	1	\$ 600.00	\$ 600.00	1	\$ 600.00	1	\$ 600.00	0	\$ -	100%
15	A	Relocate Catch Basin	LS	1	\$ 4,500.00	\$ 4,500.00	1	\$ 4,500.00	1	\$ 4,500.00	0	\$ -	100%
16	A	Irrigation System, Complete	LS	1	\$ 30,000.00	\$ 30,000.00	1	\$ 30,000.00	1	\$ 30,000.00	0	\$ -	100%
17	A	Erosion Control and Water Pollution Prevention	LS	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	1	\$ 5,000.00	0	\$ -	100%
18	A	Basalt Rock Mulch	SY	520	\$ 11.50	\$ 5,980.00	520	\$ 5,980.00	520	\$ 5,980.00	0	\$ -	100%
19	A	Plant Selection - Redpoint Maple (2-1/2" Caliper)	EA	1	\$ 620.00	\$ 620.00	1	\$ 620.00	1	\$ 620.00	0	\$ -	100%
20	A	Plant Selection - Metro Gold Maple (2-1/2" Caliper)	EA	5	\$ 620.00	\$ 3,100.00	5	\$ 3,100.00	5	\$ 3,100.00	0	\$ -	100%
21	A	Plant Selection - Dwarf Mugo Pine (2 Gallon)	EA	8	\$ 45.00	\$ 360.00	8	\$ 360.00	8	\$ 360.00	0	\$ -	100%
22	A	Plant Selection - Flower Carpet Pink Rose (2 Gallon)	EA	7	\$ 45.00	\$ 315.00	7	\$ 315.00	7	\$ 315.00	0	\$ -	100%
23	A	Plant Selection - Woods Compact Kinnikinnick (1 Gallon)	EA	104	\$ 20.50	\$ 2,132.00	104	\$ 2,132.00	104	\$ 2,132.00	0	\$ -	100%
24	A	Plant Selection - Sun Rose Burgundy Dazzler (1 Gallon)	EA	53	\$ 20.50	\$ 1,086.50	53	\$ 1,086.50	53	\$ 1,086.50	0	\$ -	100%
25	A	Plant Selection - Moonbeam Coreopsis (1 Gallon)	EA	62	\$ 20.50	\$ 1,271.00	62	\$ 1,271.00	62	\$ 1,271.00	0	\$ -	100%
26	A	Plant Selection - Black Eyed Susan (1 Gallon)	EA	23	\$ 20.50	\$ 471.50	23	\$ 471.50	23	\$ 471.50	0	\$ -	100%
27	A	Topsoil Type A	CY	130	\$ 75.00	\$ 9,750.00	130	\$ 9,750.00	130	\$ 9,750.00	0	\$ -	100%
28	A	Root Barrier	LF	166	\$ 17.00	\$ 2,822.00	166	\$ 2,822.00	166	\$ 2,822.00	0	\$ -	100%
29	A	Bicycle Rack	EA	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	0	\$ -	1	\$ 5,000.00	100%

CONSTRUCTION PROGRESS ESTIMATE

Cle Elum Park and Ride

CITY OF CLE ELUM

119 WEST 1ST

CLE ELUM, WA 98922

TO: Pacific Civil & Infrastructure, Inc

5124 180th St. E

Tacoma, WA 98446

HLA PROJECT NO.: 21164

WSDOT Project No. PTD0407

PROGRESS ESTIMATE NO.: 5 and Final

FROM: Jul. 01, 2023 TO: Sep. 30, 2023



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
30	A	Bus Shelter with Bench	EA	1	\$ 19,000.00	\$ 19,000.00	1	\$ 19,000.00	0	\$ -	1	\$ 19,000.00	100%
31	A	Cement Conc. Traffic Curb & Gutter	LF	405	\$ 52.00	\$ 21,060.00	404	\$ 21,008.00	404	\$ 21,008.00	0	\$ -	100%
32	A	Cement Conc. Traffic Curb	LF	905	\$ 55.00	\$ 49,775.00	906	\$ 49,830.00	906	\$ 49,830.00	0	\$ -	100%
33	A	Precast Cement Conc. Wheel Stop	EA	2	\$ 360.00	\$ 720.00	2	\$ 720.00	2	\$ 720.00	0	\$ -	100%
34	A	Chain Link Fence - Black	LF	365	\$ 43.00	\$ 15,695.00	365	\$ 15,695.00	365	\$ 15,695.00	0	\$ -	100%
35	A	Cement Conc. Sidewalk 4-Inch Thick	SY	415	\$ 106.00	\$ 43,990.00	413.90	\$ 43,873.40	413.90	\$ 43,873.40	0	\$ -	100%
36	A	Cement Conc. Sidewalk 6-Inch Thick	SY	26	\$ 100.00	\$ 2,600.00	25	\$ 2,500.00	25	\$ 2,500.00	0	\$ -	96%
37	A	Cement Conc. Curb Ramp	EA	5	\$ 2,400.00	\$ 12,000.00	5	\$ 12,000.00	5	\$ 12,000.00	0	\$ -	100%
38	A	Illumination System, Complete	LS	1	\$ 20,000.00	\$ 20,000.00	1	\$ 20,000.00	1	\$ 20,000.00	0	\$ -	100%
39	A	Permanent Signing	LS	1	\$ 2,200.00	\$ 2,200.00	1	\$ 2,200.00	0.50	\$ 1,100.00	0.50	\$ 1,100.00	100%
40	A	Pavement Markings	LS	1	\$ 5,700.00	\$ 5,700.00	1	\$ 5,700.00	1	\$ 5,700.00	0	\$ -	100%

Subtotal	\$ 493,003.00	\$ 470,799.36	\$ 445,699.36	\$ 25,100.00	95%
No Sales Tax	\$ -	\$ -	\$ -	\$ -	
Project Total	\$ 493,003.00	\$ 470,799.36	\$ 445,699.36	\$ 25,100.00	
Retainage Withheld 5%		\$ (23,539.97)	\$ (22,284.97)	\$ (1,255.00)	
Deduction for Engineering Services & Asphalt Repair Coordination		\$ (2,347.80)	\$ -	\$ (2,347.80)	
Amount Due Progress Estimate No. 5 and Final		\$ 444,911.59	\$ 423,414.39	\$ 21,497.20	

I hereby certify that the foregoing is a true and correct statement of the work performed under this contract.

Digitally signed by Benjamin A.

Annen

Date: 2023.10.02 13:59:57-07'00'

Benjamin A. Annen, PE

I hereby accept the Final Progress Estimate and Final Contract Voucher Certification, in accordance with Section 1-09.9 of the WSDOT Standard Specifications.

10/2/2023

Pacific Civil & Infrastructure, Inc

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES

City of Cle Elum
Cle Elum Park and Ride

TO: Pacific Civil & Infrastructure, Inc
5124 180th St. E
Tacoma, WA 98446

HLA PROJECT NO.: 21164
WSDOT Project No. PTD0407



<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
2	Mobilization	5% Project Completion = 50% Payment of Mobilization	1	LS	\$ 8,950.00	\$ 8,950.00	100.00%
2	Mobilization	10% Project Completion = 100% Payment of Mobilization	1	LS	\$ 8,950.00	\$ 8,950.00	100.00%
3	Project Temporary Traffic Control	Daily Traffic Control	40	DAY	\$ 87.50	\$ 3,500.00	100.00%
4	Clearing and Grubbing	100% Complete	1	LS	\$ 1,400.00	\$ 1,400.00	100.00%
15	Relocate Catch Basin	100% Complete	1	LS	\$ 4,500.00	\$ 4,500.00	100.00%
16	Irrigation System, Complete	Excavation and Backfill	1	LS	\$ 10,000.00	\$ 10,000.00	100.00%
16	Irrigation System, Complete	Irrigation Materials and Install	1	LS	\$ 20,000.00	\$ 20,000.00	100.00%
17	Erosion Control and Water Pollution Prevention	100% Complete	1	LS	\$ 5,000.00	\$ 5,000.00	100.00%
38	Illumination System, Complete	Excavation and Backfill	1	LS	\$ 10,000.00	\$ 10,000.00	100.00%
38	Illumination System, Complete	Underground Conduits	1	LS	\$ 10,000.00	\$ 10,000.00	100.00%
39	Permanent Signing	100% Complete	1	LS	\$ 2,200.00	\$ 2,200.00	100.00%
40	Pavement Markings	100% Complete	1	LS	\$ 5,700.00	\$ 5,700.00	100.00%



Final Contract
Voucher Certification
City of Cle Elum

PROJECT NAME: Cle Elum Park and Ride

PROJECT NUMBER: 21164C

Date Work Physically Completed: September 30, 2023

Final Contract Amount: \$470,799.36

All work on the above referenced project has been completed in accordance with the contract documents and the final inspection has been completed, including all required project documentation.

I, the undersigned, certify and declare, under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct: I am authorized to sign for the claimant; that in connection with the work performed and, to the best of my knowledge, no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Cle Elum; nor have I rented or purchased any equipment or materials from any employee of the City of Cle Elum; that the attached final estimate is a true and correct statement showing all the monies due the claimant from the City of Cle Elum for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same and; that I, on behalf of the claimant, hereby release and forever discharge the City of Cle Elum from any and all claims of whatsoever nature which I or the claimant may have, arising out of the performance of said Contract, which are not set forth in said final estimate.

The undersigned authorized official for Pacific Civil and Infrastructure, Inc., also hereby certifies that all subcontractors, suppliers, and employees have been paid in accordance with the Contract Documents and all applicable laws, except for Retainage, if any, remaining to be paid.

Contractor: Pacific Civil and Infrastructure, Inc.

Address: 5124 180th St. E
Tacoma, WA 98446

Authorized Official: _____
Pacific Civil & Infrastructure Authorized Signature

Date: 10/2/23

Print Name: Justin Sartell Title: Vice President



September 28, 2023

City of Cle Elum
119 West First Street
Cle Elum, WA 98922

Attn: Mayor Jay McGowan

Re: City of Cle Elum
First Street Downtown Revitalization Phase 3C
HLA Project No.: 23041C
Progress Estimate No.: 04

Dear Mayor McGowan:

Enclosed is Progress Estimate No. 04 for work performed by Ascent Foundation and More, LLC, through September 25, 2023, in connection with their contract on the above referenced project. The amount due to the Contractor of \$66,789.52 includes \$28,400.32 for completed work and \$38,389.20 for retainage, per the contract documents. Ascent Foundation and More, LLC provided a **retainage bond** for the project on September 26, 2023. The bond is attached for your reference and the original bond is being mailed to the City.

Submission of Certified Payrolls for Ascent Foundation and More, LLC and its subcontractors are not required for review but have been utilized in verification of payment amounts for force account work. We recommend this Progress Estimate be considered and approved by the City of Cle Elum.

Please contact our office if you have questions or if we may provide additional information.

Very truly yours,

 Digitally signed by
Benjamin A. Annen
Date: 2023.09.28
08:40:45-07'00'

Benjamin A. Annen, PE

BAA/asr

Enclosures

Copy: Vince Glondo, Ascent Foundations and More, LLC
Rob Omans, Robin Newcomb, Debbie Lee, Aaron Barr, City of Cle Elum
Taylor Denny, Dennis Perala, HLA

CONSTRUCTION PROGRESS ESTIMATE

First Street Downtown Revitalization Phase 3C

CITY OF CLE ELUM

119 WEST 1ST

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N Peoh Ave

Cle Elum, WA 98922

HLA PROJECT NO.: 23041

TIB PROJECT NO.: 6-E-930(006)-1

PROGRESS ESTIMATE NO.: 4

FROM: Aug. 26, 2023

TO: Sep. 25, 2023



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	A	Minor Change	FA	1	\$ 25,000.00	\$ 25,000.00	1.01	\$ 25,179.87	0.86	\$ 21,400.69	0.15	\$ 3,779.18	101%
2	A	Archaeological and Historical Salvage	FA	1	\$ 100.00	\$ 100.00	0	\$ -	0	\$ -	0	\$ -	0%
3	A	Mobilization	LS	1	\$ 37,772.60	\$ 37,772.60	1	\$ 37,772.60	1	\$ 37,772.60	0	\$ -	100%
4	A	Project Temporary Traffic Control	LS	1	\$ 21,844.10	\$ 21,844.10	1.00	\$ 21,844.10	0.78	\$ 17,121.95	0.22	\$ 4,722.15	100%
5	A	Clearing and Grubbing	LS	1	\$ 2,077.35	\$ 2,077.35	1	\$ 2,077.35	1	\$ 2,077.35	0	\$ -	100%
6	A	Removal of Structures and Obstructions	LS	1	\$ 59,933.66	\$ 59,933.66	1	\$ 59,933.66	1	\$ 59,933.66	0	\$ -	100%
7	A	Unclassified Excavation Incl. Haul	CY	650	\$ 36.51	\$ 23,731.50	650	\$ 23,731.50	650	\$ 23,731.50	0	\$ -	100%
8	A	Crushed Surfacing Base Course	TON	210	\$ 77.95	\$ 16,369.50	209.57	\$ 16,335.98	209.57	\$ 16,335.98	0	\$ -	100%
9	A	Crushed Surfacing Top Course	TON	40	\$ 91.00	\$ 3,640.00	124.04	\$ 11,287.64	124.04	\$ 11,287.64	0	\$ -	310%
10	A	HMA Cl. 1/2-Inch PG 64H-28	TON	78	\$ 340.70	\$ 26,574.60	100.82	\$ 34,349.37	100.82	\$ 34,349.37	0	\$ -	129%
11	A	Storm Sewer Pipe 6 In. Diam.	LF	26	\$ 64.45	\$ 1,675.70	28	\$ 1,804.60	28	\$ 1,804.60	0	\$ -	108%
12	A	Adjust Catch Basin	EA	10	\$ 591.84	\$ 5,918.40	2	\$ 1,183.68	2	\$ 1,183.68	0	\$ -	20%
13	A	Relocate Water Meter	EA	1	\$ 3,886.42	\$ 3,886.42	0	\$ -	0	\$ -	0	\$ -	0%
14	A	Irrigation System, Complete	LS	1	\$ 33,575.00	\$ 33,575.00	1	\$ 33,575.00	0.74	\$ 24,702.50	0.26	\$ 8,872.50	100%
15	A	Inlet Protection	EA	18	\$ 54.66	\$ 983.88	18	\$ 983.88	18	\$ 983.88	0	\$ -	100%
16	A	Plant Selection - Redpointe Maple (2-1/2" Caliper)	EA	7	\$ 666.60	\$ 4,666.20	7	\$ 4,666.20	7	\$ 4,666.20	0	\$ -	100%
17	A	Plant Selection - Metro Gold Maple (2-1/2" Caliper)	EA	5	\$ 678.03	\$ 3,390.15	5	\$ 3,390.15	5	\$ 3,390.15	0	\$ -	100%
18	A	Plant Selection - Kelseyi Dogwood (2 Gallon)	EA	110	\$ 32.42	\$ 3,566.20	110	\$ 3,566.20	110	\$ 3,566.20	0	\$ -	100%
19	A	Plant Selection - Dwarf Mugo Pine (2 Gallon)	EA	10	\$ 63.03	\$ 630.30	10	\$ 630.30	10	\$ 630.30	0	\$ -	100%
20	A	Plant Selection - Black Eyed Susan (1 Gallon)	EA	332	\$ 17.93	\$ 5,952.76	337	\$ 6,042.41	337	\$ 6,042.41	0	\$ -	102%
21	A	Plant Selection - Woods Compact Kinnikinnick (2 Gallon)	EA	533	\$ 27.07	\$ 14,428.31	539	\$ 14,590.73	539	\$ 14,590.73	0	\$ -	101%
22	A	Plant Selection - Golden Nugget Barberry (2 Gallon)	EA	34	\$ 36.26	\$ 1,232.84	34	\$ 1,232.84	34	\$ 1,232.84	0	\$ -	100%
23	A	Plant Selection - Flower Carpet Pink Rose (2 Gallon)	EA	23	\$ 69.28	\$ 1,593.44	23	\$ 1,593.44	23	\$ 1,593.44	0	\$ -	100%
24	A	Plant Selection - Sun Rose Burgundy Dazzler (1 Gallon)	EA	61	\$ 47.14	\$ 2,875.54	61	\$ 2,875.54	61	\$ 2,875.54	0	\$ -	100%
25	A	Plant Selection - Moonbeam Coreopsis (1 Gallon)	EA	75	\$ 21.17	\$ 1,587.75	75	\$ 1,587.75	75	\$ 1,587.75	0	\$ -	100%
26	A	Topsoil Type A	CY	150	\$ 70.14	\$ 10,521.00	163.66	\$ 11,479.11	157.33	\$ 11,035.13	6.33	\$ 443.99	109%
27	A	Subgrade Topsoil	CY	250	\$ 75.73	\$ 18,932.50	100	\$ 7,573.00	100	\$ 7,573.00	0	\$ -	40%
28	A	Root Barrier	LF	388	\$ 14.53	\$ 5,637.64	416	\$ 6,044.48	416	\$ 6,044.48	0	\$ -	107%
29	A	Root Path	LF	246	\$ 29.08	\$ 7,153.68	246	\$ 7,153.68	246	\$ 7,153.68	0	\$ -	100%
30	A	Basalt Rock Mulch	CY	25	\$ 122.58	\$ 3,064.50	25	\$ 3,064.50	25	\$ 3,064.50	0	\$ -	100%

CONSTRUCTION PROGRESS ESTIMATE

First Street Downtown Revitalization Phase 3C

CITY OF CLE ELUM

119 WEST 1ST

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N Peoh Ave

Cle Elum, WA 98922

HLA PROJECT NO.: 23041

TIB PROJECT NO.: 6-E-930(006)-1

PROGRESS ESTIMATE NO.: 4

FROM: Aug. 26, 2023

TO: Sep. 25, 2023



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
31	A	Plant Establishment	FA	1	\$ 4,000.00	\$ 4,000.00	0	\$ -	0	\$ -	0	\$ -	0%
32	A	Cement Conc. Traffic Curb and Gutter	LF	750	\$ 62.31	\$ 46,732.50	1,002	\$ 62,434.62	1,002	\$ 62,434.62	0	\$ -	134%
33	A	Bench	EA	3	\$ 2,500.00	\$ 7,500.00	3	\$ 7,500.00	0	\$ -	3	\$ 7,500.00	100%
34	A	Trash Receptacle	EA	2	\$ 4,179.87	\$ 8,359.74	0	\$ -	0	\$ -	0	\$ -	0%
35	A	Bike Rack	EA	2	\$ 1,404.00	\$ 2,808.00	2	\$ 2,808.00	2	\$ 2,808.00	0	\$ -	100%
36	A	Banner Pole and Foundation	LS	1	\$ 18,920.69	\$ 18,920.69	1.00	\$ 18,920.69	1.00	\$ 18,920.69	0	\$ -	100%
37	A	Fencing	LS	1	\$ 6,745.40	\$ 6,745.40	1	\$ 6,745.40	1	\$ 6,745.40	0	\$ -	100%
38	A	Cement Conc. Sidewalk 6-Inch Thick	SY	180	\$ 185.41	\$ 33,373.80	177.60	\$ 32,928.82	177.60	\$ 32,928.82	0	\$ -	99%
39	A	Cement Conc. Sidewalk 4-Inch Thick Patterned	SY	1,310	\$ 156.55	\$ 205,080.50	1,185.69	\$ 185,619.77	1,185.69	\$ 185,619.77	0	\$ -	91%
40	A	Cement Conc. Curb Ramp	EA	9	\$ 3,722.81	\$ 33,505.29	9	\$ 33,505.29	9	\$ 33,505.29	0	\$ -	100%
41	A	Tree Lighting System, Complete	LS	1	\$ 45,477.16	\$ 45,477.16	1	\$ 45,477.16	1	\$ 45,477.16	0	\$ -	100%
42	A	Conduit Installation (PSE Illumination)	LF	652	\$ 57.00	\$ 37,164.00	652	\$ 37,164.00	652	\$ 37,164.00	0	\$ -	100%
43	A	Permanent Signing	LS	1	\$ 5,548.50	\$ 5,548.50	1	\$ 5,548.50	1	\$ 5,548.50	0	\$ -	100%
44	A	Pavement Markings	LS	1	\$ 3,082.50	\$ 3,082.50	1	\$ 3,082.50	0	\$ -	1	\$ 3,082.50	100%
45	A	D.I. Pipe for Water Main 6 In. Diam.	LF	3	\$ 300.00	\$ 900.00	3	\$ 900.00	3	\$ 900.00	0	\$ -	100%
46	A	Hydrant Assembly with Tapping Valve Assembly	EA	1	\$ 8,000.00	\$ 8,000.00	1	\$ 8,000.00	1	\$ 8,000.00	0	\$ -	100%

Project Total (Including Sales Tax)

\$ 815,513.60

\$ 796,184.32

\$ 767,784.00

\$ 28,400.32

98%

Retainage Bond 100229866 Received 9/26/2023 0%

\$ -

\$ (38,389.20)

\$ 38,389.20

Amount Due Progress Estimate No. 4

\$ 796,184.33

\$ 729,394.80

\$ 66,789.52

I hereby certify that the foregoing is a true and correct statement of the work performed under this contract.

Digitally signed by Benjamin A. Annen
Date: 2023.09.28 08:41:08-07'00'

Benjamin A. Annen, PE

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES

City of Cle Elum

First Street Downtown Revitalization Phase 3C

TO: Ascent Foundations and More, LLC
 106 N Peoh Ave
 Cle Elum, WA 98922

HLA PROJECT NO.: 23041
 TIB PROJECT NO.: 6-E-930(006)-1



<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
3	Mobilization	3.01 - 5% Completion = 50% Payment of Mobilization	1	LS	\$ 18,886.30	\$ 18,886.30	100.00%
3	Mobilization	3.02 - 10% Completion = 100% Payment of Mobilization	1	LS	\$ 18,886.30	\$ 18,886.30	100.00%
4	Project Temporary Traffic Control	4.01 - Traffic Control Set Up	1	LS	\$ 9,038.12	\$ 9,038.12	100.00%
4	Project Temporary Traffic Control	4.02 - Daily Traffic Control - 75 days	75	Day	\$ 129.34	\$ 9,700.60	100.00%
4	Project Temporary Traffic Control	4.03 - Traffic Control Tear Down	1	LS	\$ 3,105.38	\$ 3,105.38	100.00%
5	Clearing and Grubbing	100% Complete	1	LS	\$ 2,077.35	\$ 2,077.35	100.00%
6	Removal of Structures and Obstructions	6.01 - Sawcutting	1	LS	\$ 16,095.66	\$ 16,095.66	100.00%
6	Removal of Structures and Obstructions	6.02 - Removal of Concrete Curb and Sidewalk	1	LS	\$ 20,185.67	\$ 20,185.67	100.00%
6	Removal of Structures and Obstructions	6.03 - Removal of Asphalt and Concrete Mix	1	LS	\$ 16,409.15	\$ 16,409.15	100.00%
6	Removal of Structures and Obstructions	6.04 - Temporary Mailbox Removal and Maint. 1 Mailbox	1	LS	\$ 2,899.00	\$ 2,899.00	100.00%
6	Removal of Structures and Obstructions	6.05 - Removal of Small Drainage Structures in Sidewalk	1	LS	\$ 3,500.00	\$ 3,500.00	100.00%
6	Removal of Structures and Obstructions	6.06 - Sign Removal and Return to City	1	LS	\$ 844.18	\$ 844.18	100.00%
14	Irrigation System, Complete	14.01 - Excavate Trench	1	LS	\$ 2,500.00	\$ 2,500.00	100.00%
14	Irrigation System, Complete	14.02 - Install / Irrigation System	1	LS	\$ 29,575.00	\$ 29,575.00	100.00%
14	Irrigation System, Complete	14.03 - Testing	1	LS	\$ 1,500.00	\$ 1,500.00	100.00%
36	Banner Pole and Foundation	36.01 - Purchase Banner Pole	1	LS	\$ 15,733.08	\$ 15,733.08	100.00%
36	Banner Pole and Foundation	36.02 - Excavate for Banner Pole	1	LS	\$ 900.00	\$ 900.00	100.00%
36	Banner Pole and Foundation	36.03 - Install Banner Pole	1	LS	\$ 2,287.61	\$ 2,287.61	100.00%
37	Fencing	37.01 - Subcontractor Mobilization	1	LS	\$ 800.00	\$ 800.00	100.00%
37	Fencing	37.02 - Installation of Fence	1	LS	\$ 5,145.40	\$ 5,145.40	100.00%
37	Fencing	37.03 - Subcontractor Demobilization	1	LS	\$ 800.00	\$ 800.00	100.00%
41	Tree Lighting System, Complete	41.01 - Trench for Lighting System	1	LS	\$ 574.34	\$ 574.34	100.00%
41	Tree Lighting System, Complete	41.02 - Install Tree Lighting System	1	LS	\$ 44,327.82	\$ 44,327.82	100.00%
41	Tree Lighting System, Complete	41.03 - Backfill Lighting System	1	LS	\$ 575.00	\$ 575.00	100.00%
43	Permanent Signing	100% Complete	1	LS	\$ 5,548.50	\$ 5,548.50	100.00%
44	Pavement Markings	100% Complete	1	LS	\$ 3,082.50	\$ 3,082.50	100.00%

RETAINAGE BONDBond No. 100229866

KNOW ALL MEN BY THESE PRESENTS, that Ascent Foundation and More LLC
as Principal authorized to do business in the State of Washington and _____
Merchants Bonding Company (Mutual)

as Surety, a corporation organized and existing under the laws of the State of Iowa
and authorized to transact business in the State of Washington as Surety, are jointly and severally held
and bound unto City of Cle Elum, WA as Oblige in the penal sum of
\$35,669.79, which is 5% of the Principal's bid.

WHEREAS, on the 10th day of April, 2023, the said
Principal, herein, executed a contract with the Oblige, for First Street Downtown Revitalization Phase 3C

WHEREAS, said contract and RCW 60.28 require the Oblige to withhold from the Principal the sum
of 5% from monies earned on estimates during the progress of the construction, hereinafter referred to as
earned retained funds.

AND NOW WHEREAS, Principal has requested that the Oblige not retain any earned retained funds
as allowed under RCW 60.28.

NOW, THEREFORE, the condition of this obligation is such that the Principal and Surety are held and
bound unto the beneficiaries of the trust fund created by RCW 60.28 in the penal sum of 5% of the final
contract cost which shall include any increases due to change orders, increases in quantities of work or
the addition of any new item of work. If the Principal shall use the earned retained funds, which will not be
retained, for the trust fund purposes of RCW 60.28, then this obligation shall be null and void; otherwise, it
shall remain in full force and effect. This bond and any proceeds therefrom shall be made subject to all claims
and liens and in the same manner and priority as set forth for retained percentages in RCW 60.28.

PROVIDED HOWEVER, that:

1. The liability of the Surety under this bond shall not exceed 5% of the total amount earned by the
Principal if no monies are retained by the Oblige on estimates during the progress of construction.
2. Any suit under this bond must be instituted within the time period provided by applicable law.

WITNESS our hands this 26th day of September, 2023.

Merchants Bonding Company (Mutual)

Ascent Foundation and More LLC

Surety

By: _____

Sierra Maine Attorney-in-Fact

Integrity Surety LLC

17544 Midvale Ave N #300 Seattle, WA 98133

Name and Address of Local Agent

Principal

MERCHANTS
BONDING COMPANY
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Sierra Maine

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 26th day of September, 2023.



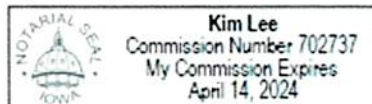
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 26th day of September, 2023, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Kim Lee
Notary Public

(Expiration of notary's commission
does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 26th day of September, 2023.



William Warner Jr.
Secretary

POA 0018 (10/22)

CITY OF CLE ELUM
WASHINGTON
ORDINANCE NO. 1659

**AN ORDINANCE OF THE CITY OF CLE ELUM,
WASHINGTON, ADOPTING CHAPTER 10.06 OF THE CLE
ELUM MUNICIPAL CODE ENTITLED “POLICE
MARKINGS”; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS the City of Cle Elum (“City”) wishes to adopt a new chapter in Cle Elum Municipal Code (“CEMC”) regarding police markings on vehicles pursuant to RCW 46.08.065; and

WHEREAS RCW 46.08.065 exempts marking requirements for general undercover or confidential investigative purposes and for vehicles used for traffic control purposes as the discretion of the Chief of Police; and

WHEREAS the adoption of the proposed chapter is in the public interest.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. CEMC Chapter 10.06 “Police Markings” – Established. The City Council hereby establishes the following chapter of the Cle Elum Municipal Code:

CEMC 10.06 – Police Markings

10.06.010 Police vehicles – marking.

The marking requirements for vehicles owned or controlled by the City as described in RCW 46.08.065 shall not apply to vehicles used by the Cle Elum Police Department for general undercover or confidential investigative purposes. Vehicles used for traffic control shall be exempted from the marking requirements at the discretion of the Chief of the Cle Elum police department.

Section 2. Severability. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING
THEREOF ON THE ___ OF _____ 2023.

CITY OF CLE ELUM

Jay McGowan, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

APPROVED AS TO FORM:

Alexandra L. Kenyon, City Attorney

Date of Publication: _____

Effective Date: _____



2023 Lodging Tax Fund Application

Name of Applicant: Cle Elum Downtown Association

Name of Event: Christmas in Cle Elum (previously Holiday Lighting Project)

Date Received: 9-29-23 *submitted updated
budget emailed to
committee 9-29-23.*

Received By: Debbie Lee

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262**

Lodging Tax Funds – General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

- (1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (2) **Tourism promotion** means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
- (3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

Below is a list of terms and phrases which have specific meaning within this application. It may be helpful for you to review these as you prepare responses so that you have a better understanding of the reviewers' expectations.

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Incomplete applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

Project Management:

Successful applicants shall be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. The City of Cle Elum will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

Branding

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2023
Name of Organization: Cle Elum Downtown Association
Organization mailing address: PO Box 106
Cle Elum, WA 98922
Organization contact person & title: Jordan Peterson
Executive Director
Organization/contact phone: 509-433-7330
Email: Jordan@CLEELUMDOWNTOWN.ORG
Organization Website: WWW.CleElumDowntown.com
Federal Tax ID Number: 20-3716010 UBI Number: 602-525-709

Organization is a (select one):

☐
☒
☐
☐

Government Entity

501(c)3

501(c)6

Other _____

(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: Christmas in Cle Elum
Project/Event Date: Nov 11, 2023 - December 31, 2023
Project/Event Location: Downtown Cle Elum & City Buildings
Amount of Funding Requested: \$ _____

For which funding category do you qualify (check one) (see instructions for definitions):

☐

New Project/Event

☒

Ongoing Project/Event Support

Estimated # of overnight stays: _____

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

Season:	Months:
☐ Year-round	January – December
☒ Off season	November – February
☐ Shoulder season	October or March - May
☐ High season	June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?
Yes ☒ No ☐

2022 \$43,866.06

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

- A. How many participants and spectators attended last year's activity and/or will attend this year?

Prior Year

Projected

4500

4725

B. How many days did/will your event occur?

45+

50+

C. How many room nights were and /or will be booked as a result of your project/event?

(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)

unknown

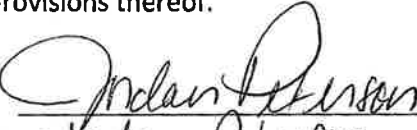
unknown

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:

(signature)



Or sign here:

(print name)

Jordan Peterson

Title:

Executive Director

Date:

09/27/2023

Lodging Tax Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

Total Points: _____ / 100

Applicant Checklist

For applicant use prior to submission

- ☒ My application title page states: Request for Proposals, Lodging Tax Fund (YEAR).
- ☒ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ☒ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ☒ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ☒ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ☒ I have attached a project budget, properly formatted according to item 8 in the application.
- ☒ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ☒ The application certification in item 10 is signed and dated by the proper authority.
- ☒ I have included one copy of the entire original application according the submittal instructions on page 4. Yes
- ☒ My application is being delivered to:

City of Cle Elum
119 West First Street
Cle Elum, WA 98922

Submission Checklist

For office use only

Please mark “yes” or “no” to each criteria below:

☐

Applicant filled out the proper application version for this grant cycle.

☐

Applicant answered each question.

☐

A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).

☐

The applicant has signed and dated the certification statement required in item 10 of the application.

☐

The application was submitted on time.

☐

Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.



HALFWAY TO EVERYWHERE

September 27, 2023

Lodging Tax Committee
City of Cle Elum
119 W First Street
Cle Elum, WA 98922

RE: Christmas in Cle Elum Lodging Tax Request

Event Description

Christmas in Cle Elum is an ongoing event celebrating the holiday season, promoting off-season economic and community enrichment. This month-long event celebrates our community during a festive time of the year and has not only become a part of our identity in Cle Elum, but part of our heritage as well. As Cle Elum continues to experience an increase in travelers, the importance of memorable, welcoming attractions is paramount to the stop and shop attitude (especially during off-season).

The Holiday Lighting Project is one that originated through the City of Cle Elum, utilizing JLARC funds. With changes in staffing and new sidewalk improvements, this project continues to increase in size, year-after-year. To simplify the lighting proposal and funding request, the Cle Elum Downtown Association began working with the City of Cle Elum in 2022 to manage this annual project. The Holiday Lighting Project currently includes lights and decorations from Stafford Street to Yakima Ave, Flagpole Park, City Park and the (4) facilities that house city businesses (City Hall, Carpenter Library, Cle Elum Fire Department, and the Cle Elum-Roslyn Police Department). The Holiday Lighting Project has been absorbed by the Christmas in Cle Elum event as outlined above resulting in a larger request this year, than in previous years.

Results/Measurements

The Cle Elum Downtown Association collects informal data and reactions through our online tools, volunteer support, public reaction, voluntary zip code reporting and google analytics data (including QR Code tracking). Currently, we do not have access to lodging information, aside from occupancy rate, obtained online, and average nightly rates. In 2024, we will begin relationship building with local lodging establishments to have more definite information to share.

Additional Funding

For the Holiday Lighting Project, which is approximately 70% of the overall expenses for Christmas in Cle Elum, we rely solely on funding from the JLARC due to the partnership that was established on this project in 2022.



HALFWAY TO EVERYWHERE

Additional Funding, cont.

Regarding Christmas in Cle Elum, we work with the Kittitas County Lodging Tax and have limited sponsorships – this has not historically been a highly sponsored event. In 2024, the Cle Elum Downtown Association will be taking over Pioneer Days and Christmas in Cle Elum Parades, which will open a lot of opportunities for funding and additional resources.

If the project could not be funded, particularly the Holiday Lighting Project, we would have a decrease in downtown participation from the community and the stop and shop tourists (day-of and future).

Partnerships

The Cle Elum Downtown Association Promotions committee and planning teams include community members and, beginning in September, invite other organizations to join in collaboration of this annual event (much like Pioneer Days). In 2023, we are engaging with the Cle Elum Fire Department and Cle Elum-Roslyn School District, in addition to our existing partners from years past – these include local businesses, non-profit organizations, and individuals, both inside and outside of the Downtown core.

A full schedule of events will be available in October 2023. The goal is to make our downtown festive and to continue to connect with other nearby communities through networking and co-marketing to enrich the Cle Elum experience for our community and visitors alike.

Self-Sustaining Plans

To bring the Holiday Lighting Project to a self-sustaining level, a conversation with the City of Cle Elum would need to occur to identify what additional funding the City would like to pursue – including event specific sponsorship, purchase of lights/decoration, etc.

For Christmas in Cle Elum, the Cle Elum Downtown Association is working on plans for additional sponsorships and event ideas, to promote increased revenue and partnerships, reducing costs, and balancing community engagement with tourism.

Additional Information

There was a significant increase in budget this year due to the addition of the lighted Candy Canes, additional trees incurred with the most recent phase of the Sidewalk Improvement Project and inclusion of Christmas in Cle Elum marketing materials, porta-potties, and banner for banner pole.

In response to our initial conversation regarding this request, we have eliminated Print Advertising, Downtown Music Streaming (feasibility issue with speaker system for 2023), Wye Park (no power), and reduced the pricing of Package 1 (Flag Pole Park and Downtown Trees) – this is bid as an entire package per the budget sheet attached. In an effort to work with the City of Cle Elum, particularly the Lodging Tax Committee, the Cle Elum Downtown Association has also reduced staffing hours associated from 120-hours to 80-hours. This has resulted in an overall decrease in the request by just shy of \$5,000.

Please take into consideration that though last year's request was \$43,866.06, did not include the Candy Canes, which are \$6,700/annually, and with the addition of new light poles and trees this

218 E. First St. Cle Elum, WA 98922 • (509) 433-7330 • CleElumDowntown.com



HALFWAY TO EVERYWHERE

year (due to the Sidewalk Improvement Project), there has also been a nominal increase (and will continue to be, as future phases of the project are completed). Additionally, costs associated with Christmas in Cle Elum, such as Printing, Advertising Online, Banner -Banner Pole, Christmas in Cle Elum Banners, Porta-Potties and IT Support have been included this year.

Project Budget

Holiday Lighting Project \$ 54,298.86

Christmas in Cle Elum \$ 6,550.00

TOTAL JLARC REQUEST \$ 60,848.86

Please see attached for project budget.

2023 Christmas in Cle Elum

Budget

Projected

Notes

REVENUE

Kittitas County LT	\$	4,000.00
CEDA Budget	\$	2,000.00
Sponsorships		
Presenting Sponsor	\$	2,500.00
	\$	8,500.00

EXPENSES

CEDA Staff (80hrs @ \$35)	\$	2,800.00	Christmas In Cle Elum planning, day-of & post-event reporting
CEDA Administrative Oversight - Holiday Lighting (80hrs @ \$57)	\$	4,560.00	Hourly rate of \$57 (2 staff) Administrative Oversight of Lighting
	\$	7,360.00	

Marketing - Promotions

Printing	\$	1,100.00	cards, posters, etc.
Print Advertising	\$	1,450.00	includes 50% support by NKCT in two large ads
Advertising Online	\$	100.00	social media - 50 miles or farther
Banner - Banner Pole	\$	250.00	Banner for Banner Pole
Christmas in Cle Elum Banners	\$	300.00	(2) Oversized Christmas in Cle Elum Vinyl Banners
IT support	\$	500.00	website up or other IT needs
	\$	2,250.00	

Contractual Services

Downtown Music Streaming Service - Tier 2	\$	150.00	Quote from Mood Media (3 months of service - minimum) PP
Porta-Potties	\$	1,500.00	Liberty Restrooms, Parade and various needs during December

Package 1	Flag Pole Park	\$	16,524.00	
	Wye Park	\$	8,775.00	\$ 23,039.00 No Power
	Downtown (Street) Trees	\$	6,515.00	
Package 2	Light Poles	\$	7,452.00	
	Lighted Poles w/ Garland	\$	6,296.40	
	City Park Gazebo	\$	1,100.46	
	City Hall	\$	1,501.83	\$ 19,999.86
	Fire Department	\$	2,110.11	
	Library	\$	642.00	
	Police Station	\$	897.06	
Pkg 3	Fiberglass (4) Candy Canes & (2) Ornaments	\$	6,700.00	\$ 6,700.00
		\$	51,238.86	

Total \$ **69,348.86**

JLARC Holiday Lighting Project	\$	54,298.86
JLARC Christmas in Cle Elum (Other)	\$	6,550.00
TOTAL JLARC Request	\$	60,848.86

CEDA 2023 Budget Holiday Lighting and Decorations

	Trees/Poles	Price Per	Tax	Subtotal	Total
Flag Pole Park					
	1	\$ 2,600.00	\$ 208.00	\$ 2,600.00	\$ 2,808.00
HL- Tree A					
	1	\$ 500.00	\$ 40.00	\$ 500.00	\$ 540.00
HL- Tree B					
	1	\$ 500.00	\$ 40.00	\$ 500.00	\$ 540.00
HL- Tree C					
	1	\$ 1,000.00	\$ 80.00	\$ 1,000.00	\$ 1,080.00
HL- Tree D					
	1	\$ 1,000.00	\$ 80.00	\$ 1,000.00	\$ 1,080.00
HL- Tree E					
	5	\$ 500.00	\$ 200.00	\$ 2,500.00	\$ 2,700.00
HL- Tree F-J					
	1	\$ 600.00	\$ 48.00	\$ 600.00	\$ 648.00
HL- Tree K					
	3	\$ 500.00	\$ 120.00	\$ 1,500.00	\$ 1,620.00
HL- Tree L-P					\$ 23,039.05
	1	\$ 1,200.00	\$ 96.00	\$ 1,200.00	\$ 1,296.00
HL- Tree Q					
	1	\$ 500.00	\$ 40.00	\$ 500.00	\$ 540.00
HL- Tree R					
	1	\$ 500.00	\$ 40.00	\$ 500.00	\$ 540.00
HL- Tree S					
	1	\$ 1,200.00	\$ 96.00	\$ 1,200.00	\$ 1,296.00
HL- Tree T					
	1	\$ 1,200.00	\$ 96.00	\$ 1,200.00	\$ 1,296.00
HL- Tree U					
	1	\$ 500.00	\$ 40.00	\$ 500.00	\$ 540.00
HL- Tree V					
	25	\$ 325.00	\$ 650.00	\$ 8,125.00	\$ 8,775.00
Wye Park					
Downtown (Street) Trees	50	\$ 120.65	\$ 482.50	\$ 6,032.45	\$ 6,515.05
Pkg #1					
Light Poles	30	\$ 230.00	\$ 552.00	\$ 6,900.00	\$ 7,452.00
Lighted Poles w/ Garland	11	\$ 530.00	\$ 466.40	\$ 5,830.00	\$ 6,296.40
City Park Gazebo	1	\$ 1,100.46	-	\$ 1,100.46	\$ 1,100.46
City Hall	1	\$ 1,501.83	-	\$ 1,501.83	\$ 1,501.83
Fire Department	1	\$ 2,110.11	-	\$ 2,110.11	\$ 2,110.11
Library	1	\$ 642.00	-	\$ 642.00	\$ 642.00
Police Station	1	\$ 897.06	-	\$ 897.06	\$ 897.06
Pkg #2					
Fiberglass Decorations (4) Candy	1	\$ 6,700.00	-	\$ 6,700.00	\$ 6,700.00
			\$ 3,375.00	\$ 55,138.91	\$ 58,513.91
Pkg #3					
					\$ 19,999.86

2021-2022 HOLIDAY LIGHTING BUDGET

Party	Location	Description*	2018	2019	2022	2023
CEDA	4 locations downtown	Holiday Street decorations - large lighted candy canes and holiday art in 12 planters along first street	**	\$2,000	\$8,200	\$ 6,200.00
CEDA	30 light poles	Garland wraps on light poles between Stafford and Yakima Ave.	**	\$5,000	\$6,000	\$ 6,900.00
City	Billings Ave & Peah Ave light pole garlands	Lighted garlands wrapped around light poles at each intersection corner	**	\$2,496	\$2,407	\$ 5,350.95
City	Street Trees**	Trunk wrap and fully light trees at Billings Ave intersection and along sidewalk between Billings & Oakes	**	\$3,360	\$3,403	\$ 3,750.00
City	City Park Gazebo	Light facia and poles of new City Park gazebo	**	\$1,080	\$957	\$ 1,100.46
City	Flag Pole Park**	Light Flag Pole Park - increase for tree growth	\$4,920	\$5,920	\$8,013	
City	Flag Pole Park	Add large Hawthorn and two small spruce trees on First Street/south side of park.	**	**	\$2,074	\$ 13,311.00
City	Flag Pole Park	uplighting of deciduous trees on east edge to the northwest of Stella's	**	**	\$750	
City	City Hall	Lights on roofline, including parapets; lights on awning; lighted wreaths on either side of west-facing "City Hall" letters and one lighted wreath on north facing facade center	\$2,150	\$1,763	\$1,763	\$ 1,501.83
City	Fire Department	Lights on various eave lines of office building; three lighted wreaths (in apex of roof lines)	\$2,320	\$1,698	\$1,698	\$ 2,110.11
City	Library	Lights on eave line of lower roof (not on the steep metal roof); one lighted wreath	\$630	\$517	\$517	\$ 642.00
City	Police Station	Lights on eave line on east, north, and west facing sides, including east and west entries; one lighted wreath on north facing wall (facing SR 903)	\$880	\$722	\$722	\$ 897.06
SUBTOTAL			\$23,250	\$24,556	\$36,504	\$ 41,763
5% contingency					\$1,825	\$ 2,088
TOTAL BUDGET			\$24,320	\$24,556	\$38,329	\$ 43,852

*See attached itemized plans for each location.

**Includes cost for tree growth/extra lights. The lighting contractor discounts subsequent installations.

Cle Elum Holiday Lighting Overview	
Package # 1	
Location	Description
30 light poles	Garland wraps on designated light poles between Stafford and Yakima Ave. 30 light poles minimum, this may have increased with recent sidewalk development.
Billings Ave, Peoh Ave & Oakes light pole garlands (11)	Lighted garlands wrapped around light poles at each intersection corner. 11 poles in total
City Park Gazebo 519 W 2nd St	Light fascia and poles of new City Park gazebo
City Hall 119 W 1st St	Lights on roofline, including parapets; lights on awning; lighted wreaths on either side of west-facing "City Hall" letters and one lighted wreath on north facing façade center
Fire Department 301 N Pennsylvania Ave	Lights on various eave lines of office building; three lighted wreaths (in apex of roof lines)
Library 302 N Pennsylvania Ave	Lights on eave line of lower roof (not on the steep metal roof); one lighted wreath
Police Station 807 W 2nd St	Lights on eave line on east, north, and west facing sides, including east and west entries; one lighted wreath on north facing wall (facing SR 903)
Package #2	
Location	Description
Street Trees	Trunk wrap and fully light trees at Billings Ave intersection and along sidewalk between Billings & Harris. 50 trees in total
Wye Park	Lighting of various sized trees throughout Wye Park -- these trees are juvenile and will require some creativity in lighting
Flag Pole Park	Light Flagpole Park - Provide a design overview for lighting trees at this location. The park is a showpiece, entry point to Cle Elum Downtown with multiple trees, tree sizes and views from 3 locations. We are looking for a design that helps welcome visitors and residents. Your plan needs to be flexible with the ability to include different options, for affordability.





STATE OF
WASHINGTON
Nonprofit Corporation

BUSINESS LICENSE

Issue Date: Jun 30, 2023
Unified Business ID #: 602525709
Business ID #: 001
Location: 0001
Expires: Jul 31, 2024

CLE ELUM DOWNTOWN ASSOCIATION
218 E 1ST ST
CLE ELUM WA 98922-1104

UNEMPLOYMENT INSURANCE - ACTIVE
TAX REGISTRATION - ACTIVE

INDUSTRIAL INSURANCE - ACTIVE

CITY/COUNTY ENDORSEMENTS:

CLE ELUM NONPROFIT BUSINESS - ACTIVE

LICENSING RESTRICTIONS:

Not licensed to hire minors without a Minor Work Permit.

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Director, Department of Revenue

City of Cle Elum
119 West First Street
Cle Elum, WA 98922



Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

PUBLIC WORKS DIRECTOR

\$7,510 to \$9,128 per Month plus Excellent Benefits

Known as the “Heart of the Cascades” and the Gateway to four seasons of recreation, the City of Cle Elum (population 2,255) is located in upper Kittitas County, on Interstate 90, approximately 83 miles east of Seattle. Cle Elum, a rural city, rich with history, beautiful scenery, and full of outdoor recreational opportunities, is now seeking a talented Public Works Director to manage all of the City’s public works activities, under the direction of the Mayor and City Administrator.

The Public Works Director is responsible for policy development, program planning, scheduling, fiscal management, administration and operational direction of the City’s Public Works Department. Cle Elum is a regional municipal service provider, operating a regional water and wastewater utility with a service area of approximately 10,000 people. The position performs a variety of supervisory, administrative, and technical duties in the planning, construction, operation, repair and maintenance of City Streets, Parks, Cemetery, Airport, Shop, Water, Wastewater and Stormwater facilities and systems.

This position requires a Bachelor’s degree from an accredited college or university and four or more years of progressively responsible experience in Public Works or related field. Experience may substitute for education. The successful candidate will have strong communication and leadership skills, and possess a positive attitude. The City Administrator and the City Mayor depend upon the Public Works Director to participate in City Council meetings, be an effective steward of the city’s infrastructure, demonstrate a commitment to the community, and to be a progressive-minded team player. The ideal candidate will have knowledge of codes and regulations governing the administration of public works and have the ability to operate some heavy equipment (CDL or other equipment operation experience a plus).

The City of Cle Elum offers a comprehensive benefits package including enrollment in the Public Employee Retirement System (PERS); medical, dental, vision, and life insurance; longevity and educational degree incentive pay; Vacation, Sick and Holiday pay.

Applications for this position will be accepted until filled, with a first review starting November 2, 2023. For additional information or to obtain application materials and a full job description, please contact the Cle Elum City Hall, at (509) 674-2262 or see our website www.cityofcleelum.com.

A complete application packet must include:

- Completed City of Cle Elum job application.
- Résumé inclusive of at least three professional references.
- Cover letter detailing experience, qualifications, and why you believe you are the best candidate for the position.

Cle Elum is a live-work-play community!

The City of Cle Elum is an Equal Employment Opportunity, Affirmative Action Employer.



City of Cle Elum

POSITION DESCRIPTION
OCTOBER 2023

POSITION TITLE: Public Works Director

REPORTS TO: Reports directly to the City Administrator under the direction of the Mayor and the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: \$ 7,510 – \$ 9,128 Per Month

STATUS: Full Time

AFFILIATION: Non-Union

WORKWEEK BASIS: 40

JOB SUMMARY: The Public Works Director is responsible for policy development, program planning, scheduling, fiscal management, administration, and operational direction of the City's Public Works Department. Performs a variety of supervisory, administrative, and technical duties in the planning, construction, operation, repair and maintenance of City Streets, Airport, City-owned buildings, Parks, Water, Wastewater and Stormwater facilities and systems.

PUBLIC WORKS MISSION STATEMENT: To be effective stewards of the public infrastructure and provide valued city services that contribute to public safety, economic vitality, and neighborhood livability in the City of Cle Elum.

PUBLIC WORKS SUPERVISOR ESSENTIAL JOB FUNCTIONS:

1. Plan, organize, schedule, control and evaluate the work of the Public Works Department.
2. Analyze and monitor annual operating costs and make recommendations for department budget; forecast future needs and expenditures; and seek cost-saving opportunities.
3. Report on Public Works Department plans and operations at City Council meetings and as needed or requested by City Administrator, City Mayor, City Council, or staff.
4. Plan, schedule, implement and oversee construction, maintenance, and operations of all public works activities; secure appropriate permits/approvals; install and maintain BMPs; and coordinate with applicable City departments, other agencies, and the public as needed.
5. Manage and implement Capital Improvement Program for City Streets, Airport, City-owned buildings, Parks, Water, Wastewater and Stormwater facilities and systems; and coordinate with contractors, engineers, and other stakeholders to ensure projects are completed on time and within budget.
6. Prepare grant applications and administer successful grants.
7. Manage local, State and Federal permits/regulations associated with the Airport, Water, Wastewater, Stormwater, and other City projects and general City operations.

8. Oversee operations and contractor agreements for the Water Treatment Plant and Wastewater Treatment Plant.
9. Utilize consultants as needed; develop RFQ's and RFP's, negotiate contracts for consultant services and authorize payment, approve consultant's work, and monitor progress.
10. Manage staff resources; develop work programs and evaluate the performance of assigned staff; complete annual performance evaluations; provide coaching for performance improvement and development; recommend compensation and other rewards to recognize performance; take disciplinary action to address performance deficiencies, in accordance with the City's personnel policies.
11. Represent the City in negotiations with outside agencies, groups, and citizens; meet with peers in business, community, and other government entities to encourage cooperative problem solving and joint approaches to problems; ensure quality customer service and work with citizens and citizen groups to resolve problems; provide information to media as needed.
12. Coordinate with other City Departments as needed.
13. Keep informed of industry trends; track and analyze state and federal legislation and regulations and evaluate impact of regulations; conduct training for public works staff and public as needed.
14. Develop and implement emergency response plans for natural disasters, severe weather events, or other crises affecting public infrastructure.
15. Maintain a computer database of City infrastructure and equipment, operate a personal computer at a high degree of proficiency including electronic files, word-processing and spreadsheets.
16. Maintain City-owned properties such as fleet maintenance and minor repairs to City Hall, Library, Police station, Fire station, Airport and rental properties as needed.
17. Operate City equipment as needed to assist Public Works staff in construction and maintenance activities including, but not limited to: Roadway repair, stormwater maintenance (including in-water work), snow removal, City water and sewer infrastructure maintenance and repair, meter reading and repair, and other activities as required to complete City Public Works duties.
18. Engage with the community to address concerns and gather input on public projects; respond to citizen complaints in a timely and respectful manner.
19. Attend a minimum of two (2) night meetings per month and be available for after-hours calls.
20. Perform other tasks and duties as assigned by the City Administrator or City Mayor. These job functions are a representative sample; not to imply a complete listing of responsibilities and tasks.

The City of Cle Elum is an Equal Opportunity employer.

DESIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Applicable federal, state, and local laws, codes and regulations governing the administration of public works functions and activities.

- Theory, principles, practices and techniques of public works, traffic, municipal water, municipal sewer and stormwater, and public works maintenance functions.
- Principles and practices of public administration including budgeting, purchasing and the maintenance of public records.
- Methods and techniques of effective technical report preparation and presentation and a basic understanding of the public information process.
- Principles and practices of management and supervision.

Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Establish and maintain effective working relationships with citizens, employees, supervisors, and the general public.
- Communicate effectively with the public to explain permit procedures, codes and how to interpret technical information.
- Comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely, and legibly.
- Work with complex mathematical concepts and apply these concepts to practical situations.
- Prepare an annual department budget.
- Develop work programs and training programs.
- Analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Read and interpret City plans, permits, maps, and environmental documents.
- Operate heavy equipment such as a grader, loader, or excavator.
- Effectively handle stressful situations and difficult or angry people.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from a four-year college or university in civil engineering, public administration, or a related field. Experience may substitute for education.
- At least 4 years of progressively more responsible experience in Public Works or related field.
- Valid Washington State Driver's License. CDL endorsement preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in inclement weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

COMPENSATION AND BENEFITS:

Wage Range:	\$90,115 - \$109,536 per Year \$ 7,510 - \$ 9,128 per Month \$ 43.32 - \$ 52.66 per Hour	Benefits:	90% Paid Medical/Dental Plan PERS Retirement System \$214 VEBA per Month Vacation / Sick Time 12 Paid Holidays + 1 Personal Day
Incentive Pay:	Longevity Educational Degree		

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

2024 CITY OF CLE ELUM BUDGET -- HIGHLIGHTS -- 9/27/23		ANNUAL COST	NOTES
1.	Police Department -- 4 New Cars/Equipment -- ARPA Funds	319,179	
2.	Fire Department -- Sprinkler System, New Carpet	138,000	
3.	City of Roslyn Law Enforcement/Animal Control Services -- Annual Increase of 20%		5 Years Increased \$188,000
4.	Cost of Living Increases -- 10% Union/Non-Union Employees	217,000	Multiple Funds
5.	Change Utility Clerk Position to Utility Clerk/Event Secretary -- \$2.00/hr. Increase	4,160	
6.	Street Projects -- Grants	8,559,399	Large Budget Increase
7.	Water -- Main Repairs and Replacements	130,000	
8.	Water -- Second and Rosetti Way Water Main Replacement -- PWTF Loan	2,500,000	Remaining Estimate For 2024
9.	Regional Water Projects -- Seal Coat Parking Lot, Robicon Irrigation VFD, Server Replace and Upgrade Software	136,000	
10.	Airport Fund #403 New 2022 Rent Revenue	30,000	Annually
11.	Regional Sewer Projects -- Rebuild 2 Influent Pumps, Rebuild Jet Motive Pump #1, Amp Breakers for MCC	85,000	
12.	Sewer -- Main Repairs and Replacements	80,000	
13.	Sewer -- Stormwater Planning DOE Grant/Loan	300,000	
9/6/23 Budget Committee Notes			
	Cable Revenue Delete		
	Judge 3% Increase		
	Discussed Council Salary Increase		
	4 Police Cars/Equipment Use Remainder ARPA Funds \$319,179		
9/25/23 Budget Committee Notes			
	Change Library Supplies from \$9,000 to \$7,000		
	Change Pangrazi Expenses from \$1,810 to \$1,300		
	Cemetery Water Repair Project -- Lodging Tax Fund \$100,000		
	Hopesource Bus -- Lodging Tax Fund -- \$20,000		

5 YEAR BUDGET COMPARISON

City Of Cle Elum

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001 Current Expense/General Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 41 07 001 Beginning Balance Fire Dept Class A Pumper/Reserve/Capital	0.00	27,250.00	97,957.00	117,188.00	215,580.00	139,629.00	
308 51 02 001 Beginning Balance Police Reserve	59,072.00	97,732.00	102,903.00	24,876.00	29,983.00	136,767.00	
308 51 05 001 Beginning Balance Fire Dept Oversight Levy Reserve	-97,259.00	-49,880.00	15,826.00	30,056.00	128,449.00	47,498.00	
308 51 06 001 Beginning Balance Fire Dept City Heights	0.00	0.00	0.00	100,000.00	0.00	100,500.00	
308 51 15 001 Beginning Balance Park Reserve	38,008.00	37,047.00	37,141.00	38,425.00	42,171.00	46,975.00	
308 51 81 001 Beginning Balance General Fund Contingency	123,451.00	123,451.00	123,451.00	123,451.00	130,000.00	130,000.00	
308 51 83 001 Beginning Balance General Fund Employee Accrual Liability	166,734.00	198,228.00	154,315.00	131,230.00	170,000.00	180,000.00	
308 51 86 001 Beginning Balance General FundTechnology	10,330.00	10,330.00	10,330.00	0.00	0.00	0.00	
308 91 00 001 Beginning Balance General Fund	257,937.84	341,970.11	565,122.83	421,923.45	200,000.00	200,000.00	
308 Beginning Balances	558,273.84	786,128.11	1,107,045.83	987,149.45	916,183.00	981,369.00	
311 10 00 001 Real & Personal Property	627,086.49	663,336.40	681,283.11	445,808.50	690,000.00	725,000.00	9 months
313 11 00 001 Local Retail Sales & Use tax	1,033,493.11	1,127,265.82	1,306,411.17	722,571.40	1,210,000.00	1,412,000.00	8.3 months
							" " " "
313 71 00 000 Local Criminal Justice	48,020.11	60,751.19	79,980.84	51,385.34	60,000.00	75,000.00	
316 41 00 000 Electricity Taxes	206,485.42	223,288.23	240,463.12	190,153.74	270,000.00	255,000.00	
316 43 00 001 Natural Gas	16,886.52	24,316.21	16,032.89	31,721.17	22,000.00	42,000.00	
316 46 00 000 Cable TV Taxes	14,249.91	12,363.88	7,481.32	199.50	4,000.00	0.00	Per 1st budget mtg. remove
316 47 00 000 Telephone Taxes	34,916.69	31,910.93	30,574.88	17,141.49	35,000.00	30,000.00	
316 48 00 001 City Utility Water Tax	109,935.00	113,211.97	113,820.28	82,573.03	120,000.00	120,600.00	
316 49 00 001 City Utility Sewer Tax	78,705.00	86,189.66	89,891.75	72,410.83	98,000.00	115,000.00	
316 81 00 001 Gambling Tax-Punch Boards	9,512.89	5,871.15	7,015.91	7,437.65	6,500.00	8,725.36	After 1st budget mtg. added \$1500 as 3rd qtr not received yet
318 11 00 001 Admissions Tax	0.00	1,681.50	1,105.50	992.50	1,100.00	1,200.00	
310 Taxes	2,179,291.14	2,350,186.94	2,574,060.77	1,622,395.15	2,516,600.00	2,784,525.36	
321 91 00 001 Franchise Application Fee -- Inland Telephone	0.00	0.00	0.00	5,000.00	0.00	0.00	
321 99 00 001 Business License-Professional	35,415.81	37,708.33	40,956.25	31,874.17	37,000.00	42,000.00	
321 99 00 002 Business License Refunds	-3,330.00	-690.00	0.00	0.00	0.00	0.00	
322 10 00 000 Building Permits City Share	100,148.50	91,426.77	73,115.17	126,174.56	91,000.00	120,000.00	
322 90 00 000 Gun Permits City Share	1,771.00	1,773.00	1,091.00	1,009.00	1,600.00	1,400.00	
322 90 00 004 Fireworks Permit	500.00	500.00	500.00	250.00	250.00	250.00	

5 YEAR BUDGET COMPARISON

City Of Cle Elum

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001 Current Expense/General Fund

Account		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
320	Licenses & Permits	134,505.31	130,718.10	115,662.42	164,307.73	129,850.00	163,650.00	
331 97 04 601	FEMA Wildfire Grant 2017	0.00	0.00	0.00	15,106.55	0.00	0.00	
333 16 31 001	Department Of Justice Police Vest Grant	831.00	0.00	0.00	0.00	0.00	0.00	
333 21 01 900	COVID -- Department Of Commerce CARES Grant	86,175.00	0.00	0.00	0.00	0.00	0.00	
333 45 31 001	COVID 19 -- Institute of Museum Grant -- 4 computers	0.00	0.00	6,371.44	0.00	0.00	0.00	
333 97 03 600	COVID -- FEMA Public Assistance Grant	6,350.02	0.00	0.00	0.00	0.00	0.00	
334 03 10 001	DOE -- Shoreline Master Plan Grant	3,570.00	7,630.00	0.00	0.00	0.00	0.00	
334 04 20 001	Energy Project -- Dept. Of Commerce Grant/Police And Library Buildings	3,831.00	59.72	119.43	0.00	0.00	0.00	
334 04 90 001	DOH -- EMS Participation Grant	1,260.00	1,260.00	1,125.00	554.00	1,200.00	1,125.00	
335 00 91 000	Pud Privilege Tax	9,949.40	0.00	15,342.44	12,432.08	10,000.00	6,000.00	
335 04 01 000	LE and CJ Leg One Time Cost	0.00	8,195.00	0.00	0.00	0.00	0.00	
336 06 21 000	CJ-Violent Crimes/Pop	1,000.00	1,000.00	1,000.00	750.00	1,000.00	1,000.00	
336 06 26 000	CJ-Special Programs	2,147.08	2,378.41	2,693.10	2,131.77	2,858.00	3,044.00	
336 06 42 000	Marijuana Excise Tax Distribution	10,751.02	12,669.12	16,047.61	7,468.39	14,000.00	17,000.00	
336 06 51 000	Dui-Cities	278.34	332.54	253.09	80.60	270.00	250.00	
336 06 94 000	Liquor Excise	12,070.39	14,229.27	15,625.21	13,062.84	15,435.00	16,304.00	
337 01 20 000	Court Grant	20.00	0.00	0.00	0.00	0.00	0.00	
337 05 21 001	Criminal Justice Training Comm Grant -- Overtime Backfill	0.00	488.00	0.00	0.00	0.00	0.00	
337 05 21 002	WCJTC Reimbursement for Academy	0.00	6,384.58	0.00	0.00	0.00	0.00	
337 05 21 004	Law & Justice Grant 2022	0.00	0.00	2,000.00	0.00	0.00	0.00	
337 72 00 001	Library Agreement -- County Interlocal	22,950.00	23,000.00	25,000.00	21,000.00	25,000.00	28,000.00	
330	Intergovernmental Revenues	161,183.25	77,626.64	85,577.32	72,586.23	69,763.00	72,723.00	
341 33 00 001	Court Administrative Fees	2,344.58	1,684.58	4,151.37	400.84	2,000.00	1,000.00	
341 42 00 001	Admin Fee -- Sewer Connection Fees	0.00	0.00	0.00	19,692.40	0.00	0.00	
341 81 00 001	Copies/Misc Fees	1.50	50.00	66.80	0.00	0.00	0.00	
342 10 00 000	Police Services	1,195.97	1,493.25	607.13	473.65	1,100.00	600.00	
342 10 00 222	Police Contract-S.Cle Elum	38,812.80	40,369.80	10,775.00	0.00	0.00	0.00	
342 10 02 222	Police Contract-Roslyn	192,770.24	200,475.84	244,880.00	239,342.00	323,930.00	394,191.00	
342 36 00 001	Detention/Correction Services	2,842.61	2,687.38	4,646.54	525.44	3,500.00	1,000.00	
342 60 00 000	Ambulance/Aid Car/Medic Fees	3,160.00	3,550.00	2,950.00	3,760.00	2,000.00	3,500.00	
343 60 00 000	Cemetery Sales & Care	43,452.76	63,307.95	73,726.21	54,763.97	45,000.00	75,000.00	

5 YEAR BUDGET COMPARISON

City Of Cle Elum

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001 Current Expense/General Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
343 61 00 000 Cemetery Endowment	7,893.55	11,847.48	14,203.29	8,813.99	9,000.00	15,000.00	
345 81 00 003 Sun Communities (prior Suncadia) Reimbursement/Admin	17,330.77	16,892.60	17,917.70	30,035.37	19,000.00	21,000.00	
345 89 00 000 Planning/Development Fees	71,350.31	57,083.38	47,345.55	31,540.00	35,000.00	34,000.00	
345 89 00 002 Impact Development Fees/Admin	14,700.00	-300.00	20,000.00	8,400.00	0.00	0.00	
345 89 00 003 Impact Development Fees/Police	32,100.00	-400.00	125,000.00	162,000.00	0.00	0.00	
345 89 00 004 Impact Development Fees/Fire/CE Pines	22,250.00	-250.00	0.00	6,000.00	0.00	0.00	
345 89 00 007 Impact Development Fees/School	24,500.00	0.00	0.00	12,000.00	0.00	0.00	
345 89 00 008 Impact Development Fees/Fire/City Heights	0.00	0.00	100,000.00	1,500.00	0.00	0.00	
345 89 00 009 Impact Development Fees/School Escrow	0.00	0.00	0.00	13,500.00	0.00	0.00	
345 89 00 010 Impact Development Fees/City Court Costs	0.00	0.00	0.00	600.00	0.00	0.00	
345 89 00 011 Impact Development Fees/Traffic Intersections	0.00	0.00	0.00	4,500.00	0.00	0.00	
345 89 00 012 Development Fees Adjustment CE Pines 2017 to 2021 for school	0.00	0.00	0.00	26,000.00	0.00	0.00	
345 89 00 015 Development Fees Adjustment CE Pines 2017 to 2021 for admin	0.00	0.00	0.00	-1,400.00	0.00	0.00	
347 20 00 001 Library Fees	170.65	193.05	650.10	1,092.05	450.00	1,200.00	
347 30 00 001 Library Summer Reading Program	500.00	500.00	500.00	500.00	500.00	500.00	
340 Charges For Goods & Services	475,375.74	399,185.31	667,419.69	624,039.71	441,480.00	546,991.00	
352 30 00 001 Proof of Insurance Fines	873.77	24.56	0.00	24.56	25.00	30.00	
353 10 00 001 Traffic Infraction Penalties	9,010.10	7,028.58	4,240.09	3,713.50	3,500.00	4,800.00	
354 00 00 001 Civil Parking Infractions	360.00	0.00	929.85	0.00	950.00	0.00	
355 20 00 001 DUI Court Fines	3,622.97	363.01	646.74	46.75	1,000.00	100.00	
355 80 00 001 Other Criminal Traffic Fines	5,468.92	4,720.55	3,849.69	1,693.55	4,000.00	2,487.00	2020 to 2022 is over \$3800
356 90 00 001 Other Criminal Non-Traffic Fines	1,749.28	756.31	1,983.17	342.01	2,500.00	700.00	
357 33 00 001 Public Defense Costs	4,656.12	4,735.45	4,299.06	1,970.48	4,000.00	3,500.00	
357 37 00 005 County Drug Fines	173.60	452.97	334.14	53.46	350.00	100.00	
357 37 00 222 Court Fines -- Roslyn	1,787.60	1,047.22	1,553.50	846.51	1,100.00	1,200.00	
350 Fines & Penalties	27,702.36	19,128.65	17,836.24	8,690.82	17,425.00	12,917.00	
361 11 00 001 Interest	8,119.79	1,745.16	1,078.76	-199.09	1,000.00	1,100.00	
361 30 00 001 Accrued Interest Due	-723.13	-368.17	0.00	0.00	0.00	0.00	
361 40 00 001 Interest/Sales	1,632.39	876.29	1,667.36	2,724.62	800.00	1,500.00	

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
361 41 00 001 Other Interest-Court Fines	3,502.55	1,636.12	1,081.54	568.94	1,200.00	900.00	
362 50 00 001 Rent -- City Hall Property	24,099.99	24,950.00	23,400.00	15,450.00	22,800.00	23,400.00	
362 50 00 003 Rent -- Horse Park	1.00	1.00	1.00	1.00	1.00	1.00	
362 50 00 004 Lease -- Billboard On I90	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
362 50 00 005 Lease -- Vertical Bridge Tower	0.00	147,241.84	0.00	0.00	0.00	0.00	
362 60 00 002 Rent -- Rental Houses	26,200.00	25,900.00	27,600.00	19,600.00	26,400.00	26,400.00	
367 11 00 001 Donations/Police Dept. -- Life Support Etc.	0.00	500.00	0.00	3,509.77	0.00	0.00	
367 11 00 003 Donations/Fire Dept. -- Life Support Etc.	3,131.64	3,000.00	4,825.00	100.00	0.00	0.00	
367 11 00 004 Donations -- Suncadia -- City Park Projects	7,500.00	0.00	0.00	0.00	0.00	0.00	
367 11 00 005 Donations -- Hanson Ponds Improvements	27,200.00	0.00	0.00	0.00	0.00	0.00	
367 11 00 006 Reimbursement on WASPC Police Training	0.00	0.00	0.00	10,000.00	0.00	0.00	
367 11 00 007 Coal Mines Trail Reimb. for Assistant	0.00	0.00	0.00	110.51	0.00	0.00	
369 10 00 000 Surplus/Sale Of Scrap & Junk	0.00	150.00	0.00	0.00	0.00	0.00	
369 10 00 001 Surplus/2007 Dodge Charger	0.00	0.00	2,580.00	0.00	0.00	0.00	
369 30 00 001 Drug Money Confiscated	0.00	0.00	3,222.00	0.00	0.00	0.00	
369 40 00 001 Miller Court Settlement #20-2-00128-19	0.00	23,898.76	0.00	0.00	0.00	0.00	
369 40 00 002 Reimbursement -- WCIA City Heights Ashbaugh Beal Attorney	0.00	0.00	22,060.00	0.00	0.00	0.00	
369 80 01 001 Cash Over/Short	47.73	0.00	0.01	0.00	0.00	0.00	
369 91 00 001 Copies, Jury Re-payments, E-bates Etc.	145.80	110.97	503.42	194.05	40.00	200.00	
369 91 00 002 Reimbursement -- Police Events/Uniforms	0.00	850.00	139.66	1,406.82	0.00	0.00	
369 91 00 003 Reimbursement -- Fire Department Association	450.00	0.00	450.00	0.00	0.00	0.00	
369 91 00 004 Reimbursements -- Phones Buy Back, Misc., Etc.	805.08	0.00	546.00	1,365.00	0.00	0.00	
369 91 00 005 Main Street Credit	0.00	7,500.00	0.00	0.00	0.00	0.00	
369 91 00 015 Reimbursement -- Rotary Flags	1,892.18	0.00	0.00	0.00	0.00	0.00	
369 91 00 017 Reimbursement -- Fire Department	0.00	0.00	53.99	0.00	0.00	0.00	
369 91 01 001 ROII Refund	11,152.84	8,974.68	15,036.85	0.00	0.00	0.00	
369 91 02 001 Reimbursement -- WCIA WABO Class	200.00	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	116,857.86	248,466.65	105,745.59	56,331.62	53,741.00	55,001.00	

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

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395 20 00 001 Insurance Claim -- Police Explorer	1,000.00	0.00	0.00	0.00	0.00	0.00	
390 Other Financing Sources	1,000.00	0.00	0.00	0.00	0.00	0.00	
397 00 00 001 Transfer in from ARPA Fund 300 to General Fund for Police Vehicles/Equipment	0.00	0.00	0.00	250,000.00	320,000.00	319,179.00	Per 1st budget mtg. transfer ARPA funds to general fund for Police vehicles/equipment
397 00 00 076 IN-Parks From 106 Tourist Fund	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	
397 Interfund Transfers	4,000.00	4,000.00	4,000.00	250,000.00	324,000.00	319,179.00	
TOTAL REVENUES:	3,658,189.50	4,015,440.40	4,677,347.86	3,785,500.71	4,469,042.00	4,936,355.36	
511 30 49 001 Printing/Publishing/Supplies	6,704.47	7,773.82	11,475.74	10,413.00	7,000.00	9,000.00	
511 60 10 010 Salaries -- Council	21,000.00	19,250.00	20,500.00	15,750.00	21,000.00	21,000.00	
511 60 20 010 Benefits -- Council	1,679.91	1,516.13	1,622.78	1,253.07	1,660.00	1,665.00	
511 Legislative	29,384.38	28,539.95	33,598.52	27,416.07	29,660.00	31,665.00	
512 50 10 001 Salaries -- Municipal Court Judge	65,040.00	59,620.00	0.00	0.00	0.00	0.00	
512 50 20 001 Benefits -- Municipal Court Judge	5,022.18	4,610.98	0.00	0.00	0.00	0.00	
512 50 41 000 County Court Contract	12,306.00	11,112.00	0.00	0.00	0.00	0.00	
512 50 49 000 Court Costs/Miscellaneous	250.00	175.00	0.00	0.00	0.00	0.00	
512 52 10 001 Salaries -- Municipal Court Judge	0.00	0.00	65,040.00	48,780.00	65,040.00	67,000.00	Per 1st budget mtg. add 3%
512 52 20 001 Benefits -- Municipal Court Judge	0.00	0.00	5,038.08	3,786.84	4,976.00	5,200.00	Per 1st budget mtg. add 3%
512 52 41 000 County Court Contract	0.00	0.00	10,466.00	9,591.00	13,000.00	13,000.00	
512 52 49 000 Court Costs/Miscellaneous	0.00	0.00	250.00	250.00	920.00	1,000.00	
512 52 49 001 Blake Order Affording Relief from Judgment State v Blake	0.00	0.00	0.00	475.00	0.00	0.00	
512 Judicial	82,618.18	75,517.98	80,794.08	62,882.84	83,936.00	86,200.00	
513 10 10 001 Salaries -- Administrator	71,697.16	60,460.05	65,190.42	49,787.28	76,000.00	71,000.00	
513 10 10 002 Salaries -- Mayor	36,000.00	33,000.00	36,000.00	27,000.00	36,000.00	36,000.00	
513 10 20 001 Benefits -- Administrator	21,977.50	29,427.83	24,607.41	16,503.35	32,000.00	24,000.00	
513 10 20 002 Benefits -- Mayor	2,804.24	2,574.55	2,816.52	2,120.67	2,816.00	2,820.00	
513 10 49 001 Conferences/Training/Supplies	399.29	2,624.04	1,096.63	165.06	2,000.00	1,000.00	
513 Executive	132,878.19	128,086.47	129,710.98	95,576.36	148,816.00	134,820.00	

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001 Current Expense/General Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
514 20 10 001 Salaries -- Finance Director	36,525.46	36,790.96	42,234.37	46,757.06	51,000.00	58,000.00	
514 20 10 002 Salaries -- Clerks	47,090.39	68,639.99	61,238.37	64,823.92	86,000.00	85,000.00	
514 20 10 003 Salaries -- EPSL COVID 19	3,604.79	1,705.49	0.00	0.00	0.00	0.00	
514 20 10 004 COVID -- Salaries -- CARES ACT Grant	3,056.20	0.00	0.00	0.00	0.00	0.00	
514 20 20 001 Benefits -- Finance Director	10,365.14	17,842.70	17,844.31	18,017.80	22,000.00	21,000.00	
514 20 20 002 Benefits -- Clerk	18,875.84	39,525.76	26,657.44	26,648.22	36,000.00	35,000.00	
514 20 41 008 Professional Services -- Riveron Consulting/City Heights	0.00	0.00	0.00	26,065.00	0.00	0.00	
514 20 41 009 Professional Services -- Valbridge Property Advisors/City Heights	0.00	0.00	0.00	12,308.30	0.00	0.00	
514 30 49 001 Conferences/Training	511.19	2,494.64	2,101.94	1,121.12	2,500.00	2,000.00	
514 40 41 001 Election Services/Voter Registration Maint.	8,732.29	2,740.03	3,823.37	2,909.39	8,800.00	6,500.00	
514 60 40 001 COVID 19 -- CARES ACT Grant Expenses	9,197.15	0.00	0.00	0.00	0.00	0.00	
514 Financial, Recording & Elections	137,958.45	169,739.57	153,899.80	198,650.81	206,300.00	207,500.00	
515 41 41 001 Legal Service -- Consultation City Attorney	31,769.43	20,115.96	44,675.48	44,376.46	45,000.00	52,000.00	
515 41 41 002 Legal Service -- Public Records Request	0.00	17,240.82	17,133.89	22,429.48	15,000.00	20,000.00	
515 41 41 003 Legal Service -- City Heights Arbitration	0.00	84,103.29	0.00	0.00	0.00	0.00	
515 41 41 004 Legal Service -- Developments	0.00	857.50	758.50	570.00	0.00	0.00	
515 41 42 001 Legal Service -- Prosecutor	36,000.00	36,000.00	33,000.00	24,000.00	36,000.00	36,000.00	
515 45 41 001 Legal Service -- Litigation City Attorney	30,036.02	1,785.73	0.00	0.00	10,000.00	5,000.00	
515 45 41 003 Legal Service -- City Heights Arbitration	0.00	0.00	235,721.32	107,573.50	0.00	0.00	
515 45 41 005 Professional Services -- Perkins Coie/City Heights Arbitration	0.00	0.00	15,000.00	50,157.60	0.00	0.00	
515 45 41 006 Professional Services -- Ashbaugh Beal/City Heights Arbitration	0.00	0.00	22,060.00	66,291.50	0.00	0.00	
515 45 41 007 Professional Services -- Gordon Tilden Thomas/City Heights Arbitration	0.00	0.00	22,006.90	41,997.00	0.00	0.00	
515 45 41 008 Professional Services -- Workplace Investigation 2023 -- Inslee Best	0.00	0.00	0.00	3,333.25	0.00	0.00	
515 91 41 001 Legal Service -- Indigent Defense Attorney	5,275.00	12,875.00	15,925.00	6,375.00	11,000.00	10,000.00	
515 Legal Services	103,080.45	172,978.30	406,281.09	367,103.79	117,000.00	123,000.00	
518 10 45 001 Lease -- Railroad	34,651.97	35,507.63	36,388.96	35,066.73	34,650.00	37,000.00	
518 30 31 001 Office/Operating Supplies	13,151.27	17,771.82	20,445.42	16,202.59	16,051.93	19,000.00	

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

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518 30 31 002 COVID Supplies	766.03	0.00	0.00	0.00	0.00	0.00	
518 30 31 003 Software and Cloud Subscriptions	0.00	1,581.45	1,408.92	2,300.82	1,500.00	2,300.00	
518 30 31 005 Clerk Copier purchase Canon 49% IRC3525i II25 ppm	0.00	0.00	0.00	2,117.17	0.00	0.00	
518 30 31 006 Folding Machine Buyout 80123	0.00	0.00	0.00	709.28	0.00	0.00	
518 30 40 000 Timeclock Software	561.60	2,851.00	0.00	0.00	900.00	0.00	
518 30 41 001 Professional Services	660.50	646.88	1,452.96	1,956.58	2,500.00	1,500.00	
518 30 41 002 Maintenance Agreements	4,405.54	3,484.97	663.61	0.00	2,000.00	1,000.00	
518 30 41 003 Professional Services -- Engineering	10,372.10	4,594.50	5,164.25	0.00	5,500.00	2,000.00	
518 30 41 004 State Auditor Fees	0.00	6,622.01	3,642.34	7,572.38	8,000.00	7,000.00	
518 30 41 006 Appraisal -- Davison Property 401 E	0.00	8,500.00	0.00	0.00	0.00	0.00	
518 30 41 007 Leases -- Sales Tax	0.00	0.00	371.40	308.20	0.00	246.84	
518 30 41 008 Clean Up Property/Nuisance/210 Broadway/Craven	0.00	0.00	0.00	14,910.10	0.00	0.00	
518 30 42 001 Telephones	4,543.75	5,926.86	5,922.54	3,717.50	5,500.00	5,700.00	
518 30 42 002 Postage	1,830.10	1,674.20	1,900.00	1,349.00	2,000.00	2,300.00	
518 30 45 001 Copy Machine City Hall OLD Pmts month to month	1,479.97	2,846.50	2,570.42	0.00	0.00	0.00	
518 30 46 001 Insurance -- Equipment and Liability	52,607.98	51,222.89	62,876.28	43,289.58	42,000.00	62,626.00	
518 30 47 001 Utilities-City Hall	9,039.52	9,313.84	10,305.62	7,282.70	9,500.00	9,700.00	
518 30 47 002 Utilities-Rentals	5,614.84	5,473.55	5,842.87	1,683.69	5,100.00	5,500.00	
518 30 47 003 Utilities-Public Restrooms Etc.	2,110.04	2,956.90	4,089.94	3,201.28	3,000.00	3,700.00	
518 30 48 000 General Maintenance	21.58	301.46	4,408.75	106.96	800.00	500.00	
518 30 48 001 Building Maintenance-City Hall	2,252.78	4,179.41	8,459.92	543.38	3,000.00	2,000.00	
518 30 48 002 Building Maintenance-Rentals	990.03	278.50	17.27	295.95	500.00	450.00	
518 30 48 003 Cleaning Service	4,200.00	4,200.00	4,012.50	2,782.50	4,200.00	4,800.00	
518 30 49 001 Bank Charges	3,574.71	4,198.20	4,427.44	3,568.33	2,600.00	4,000.00	
518 30 49 002 Dues/Memberships/Support Agreements	2,415.00	3,042.75	8,251.84	5,963.16	5,000.00	7,000.00	
518 40 35 001 City Council PA System	0.00	6,213.84	0.00	0.00	0.00	0.00	
518 50 47 000 Weed Assessments And Other Taxes	3,485.75	3,328.25	3,954.39	2,835.50	3,400.00	3,000.00	
518 61 40 001 City Heights Damages Settlement 5/31/2022	0.00	0.00	100,000.00	0.00	0.00	0.00	
518 63 40 001 COVID 19 -- CARES ACT Businesses Grant Expenses	45,888.00	0.00	0.00	0.00	0.00	0.00	
518 63 40 002 COVID CARES ACT #2 Businesses Grant Expenses	28,034.00	0.00	0.00	0.00	0.00	0.00	
518 80 30 001 IT Supplies	2,538.05	4,127.16	3,886.89	266.98	3,000.00	3,000.00	
518 80 31 001 Archive Social and Box Software	0.00	3,072.21	4,861.54	5,103.98	5,000.00	5,000.00	

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

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518 80 31 002	Microsoft 365 Software	0.00	14,587.65	19,973.82	15,816.51	17,000.00	20,000.00	
518 80 35 001	IT Equipment	40,336.85	4,582.42	7,866.93	0.00	5,000.00	5,000.00	
518 80 41 001	IT Web Site Maintenance	1,289.90	1,100.00	1,200.00	1,296.00	1,500.00	1,500.00	
518 80 42 001	IT Communications (Internet)	9,757.87	7,905.60	7,463.86	6,175.16	10,800.00	10,000.00	
518 85 41 002	IT Professional Services	9,912.18	26,511.22	21,955.58	12,565.68	15,000.00	15,000.00	
591 18 75 002	Lease -- Canon Copy Machine City Hall 2022	0.00	0.00	1,777.65	2,285.55	3,300.00	3,862.32	
591 18 75 003	Lease -- Postage Machine City Hall	0.00	0.00	2,075.40	1,589.15	2,200.00	2,075.40	
591 18 75 004	Lease -- Folding Machine City Hall	0.00	0.00	1,045.33	562.87	350.00	0.00	
518	Centralized Services	296,491.91	248,603.67	368,684.64	203,425.26	220,851.93	246,760.56	
521 20 10 001	Salaries -- Police	552,684.16	559,366.91	615,295.60	489,943.96	755,000.00	750,000.00	Chief is requesting a 10% increase in salary -- this line item also includes reserves and 10% for officers
521 20 10 002	Overtime -- Police	31,564.27	35,424.43	32,649.83	40,806.96	34,000.00	44,000.00	Increased \$10,000
521 20 10 003	Salaries -- Police Clerks	103,443.23	110,365.43	122,312.01	96,044.28	126,000.00	140,000.00	10% increase
521 20 10 006	ARPA SLFRF Police Salaries	1,418.16	0.00	0.00	0.00	0.00	0.00	
521 20 10 010	Mechanic -- Police	813.37	2,641.52	3,354.06	1,967.53	2,800.00	2,300.00	
521 20 10 011	Salaries -- Office Cleaning	0.00	0.00	1,558.00	3,116.00	1,884.00	4,000.00	
521 20 20 001	Benefits -- Police	214,905.22	210,090.85	221,087.38	195,627.67	290,000.00	296,000.00	
521 20 20 002	Benefits Overtime -- Police	0.00	3,557.05	11,101.04	14,556.81	11,000.00	18,000.00	
521 20 20 003	Benefits -- Police Clerks	55,678.96	56,253.68	60,597.41	46,490.39	63,000.00	65,000.00	
521 20 20 007	Leoff 1 -- Supp Health Insurance	4,480.50	5,202.00	5,729.25	3,684.25	5,412.00	5,600.00	
521 20 20 008	Leoff 1-- Claims NYL	16,396.48	16,396.48	16,396.48	12,297.36	16,400.00	16,400.00	
521 20 20 010	Benefits -- Police Mechanic	0.00	395.58	1,598.65	1,129.31	14,000.00	1,200.00	
521 20 20 011	Benefits -- Office Cleaning	0.00	0.00	133.92	277.27	80.00	450.00	
521 20 31 000	Supplies	3,421.64	3,491.25	0.00	0.00	0.00	0.00	
521 20 31 001	Office Supplies	2,099.71	3,791.42	3,438.50	5,212.59	5,500.00	6,500.00	Due to increased prices
521 20 31 002	COVID Supplies	3,955.59	0.00	0.00	0.00	0.00	0.00	
521 20 31 005	Trauma Kits-11/Life Support Donation	0.00	0.00	0.00	3,463.81	0.00	0.00	
521 20 32 000	Fuel Consumed	13,016.18	18,339.31	24,672.63	17,773.74	35,000.00	40,000.00	Increase due to vehicles being taken home and 2 officers out of the academy--reduced later
521 20 35 001	Equipment Exp. -- SCE Termination	0.00	0.00	3,032.10	0.00	0.00	0.00	
521 20 36 001	Uniform Allowance	7,054.38	6,723.67	9,111.49	4,750.94	9,750.00	6,750.00	\$1500 also in fund 104 3/10's
521 20 41 001	IT Services	0.00	2,625.00	1,378.56	5,541.84	3,000.00	10,000.00	
521 20 41 002	Leases -- Sales Tax	0.00	0.00	3,256.30	2,037.40	0.00	2,400.00	
521 20 41 003	Professional Services	0.00	0.00	0.00	1,016.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

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521 20 48 002 Ballistic Vest Grant -- Department Of Justice	831.00	0.00	3,742.93	0.00	0.00	0.00	
521 20 48 003 Radar Maintenance	850.00	1,007.90	1,175.61	850.00	1,500.00	1,500.00	
521 20 48 004 Ballistic Vest Purchase -- City Portion	844.98	0.00	3,742.93	0.00	3,600.00	3,600.00	
521 20 48 005 Equipment Exp. -- (Tasers/Armory/Firearms/Computers/vests/radios Etc.)	20,454.54	23,275.36	21,027.40	15,708.48	39,000.00	32,000.00	\$10,000 also in Fund 104 3/10's
521 20 48 007 Repair & Maintenance -- Vehicles	9,005.51	8,456.98	9,371.44	8,019.35	9,200.00	12,000.00	
521 20 49 000 Dues/memberships	545.00	1,310.00	2,169.80	1,377.90	2,600.00	3,600.00	New membership fee at range
521 20 49 001 Drug Fund Money	0.00	0.00	3,572.00	0.00	3,500.00	3,500.00	
521 20 49 002 New Hire Expenses	4,522.00	2,233.89	3,025.78	29,924.50	5,500.00	0.00	New hires are in Fund 104 3/10's
521 20 49 004 Sexual Assault Interviewer	874.65	874.65	874.65	874.65	900.00	900.00	
521 20 49 005 Lexipol Policy Subscription	0.00	9,914.10	7,479.75	6,785.40	9,807.00	9,807.00	
521 40 43 001 Training/Travel	5,940.05	10,606.42	11,866.08	4,355.87	14,000.00	12,000.00	\$1,000 also in Fund 104 3/10's
521 50 41 002 LEMAP 2022	0.00	0.00	4,899.54	0.00	0.00	0.00	
521 50 42 001 Telephones	9,977.54	12,046.33	15,753.55	13,563.46	17,000.00	21,500.00	
521 50 42 002 Air Access	440.11	120.03	0.00	0.00	0.00	0.00	
521 50 42 003 Security Alarm	327.01	494.40	432.42	225.00	700.00	500.00	
521 50 45 002 Copy/Postage Machine Leases	1,726.45	2,282.55	0.00	0.00	0.00	0.00	
521 50 46 001 Insurance -- Equipment And Liability	0.00	0.00	0.00	44,955.33	44,000.00	69,805.00	
521 50 47 001 Utilities-Police Station	7,695.01	8,686.92	10,738.12	7,223.94	7,500.00	12,000.00	
521 50 48 002 Cleaning Service	2,850.00	3,284.96	1,200.00	0.00	4,100.00	0.00	
521 50 48 003 Repair & Maintenance -- Building	3,846.64	1,587.28	9,373.77	1,860.04	7,000.00	7,000.00	
523 60 41 000 Jail Costs/Services	44,115.98	25,998.14	34,182.08	11,607.41	60,000.00	40,000.00	
528 70 41 000 Kittcom-Police	88,827.24	84,445.16	103,665.76	133,586.00	117,560.00	131,000.00	13% increase
591 21 75 001 Lease -- Copy Machine Police	0.00	0.00	1,008.26	913.48	1,200.00	1,200.00	
591 21 75 002 Lease -- Postage Machine Police	0.00	0.00	556.32	365.69	602.00	602.00	
591 21 75 003 Lease -- Police Cameras/In Car 11	0.00	0.00	36,128.68	21,201.12	34,380.00	31,801.68	
591 21 75 004 Lease -- Police Tasers Axon 8	0.00	0.00	2,760.00	2,760.00	2,984.00	2,984.00	
594 21 64 005 Telephone System/Police -- New	17,188.94	0.00	0.00	0.00	0.00	0.00	
594 21 64 006 Police Cars -- 3 -- 2022 using 102,903 begin. bal in 2022	0.00	0.00	168,540.60	0.00	0.00	0.00	
594 21 64 007 Generator Cummins 50W Model #DGCA-5741693 -- SN #J050840463 - Engine Model #4BTA3.9-G5 a	12,248.75	0.00	0.00	0.00	0.00	0.00	
594 21 64 008 Equipment - In Car Cameras (10)	0.00	28,825.77	0.00	0.00	0.00	0.00	
594 21 64 009 COVID-19 ARPA SLFRF Police Cars -- 2 -- 2023	0.00	0.00	0.00	134,449.63	120,000.00	0.00	

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
594 21 64 010 Police Car 2023 - 2015 Ford Interceptor VIN #1FM5K8AR6FGA88978	0.00	0.00	0.00	11,291.69	0.00	0.00	
594 21 64 011 HVAC System for Police Department 2023	0.00	0.00	0.00	23,782.00	0.00	0.00	
594 21 64 012 Police 4 Cars 2024/Per Budget Comm. Use ARPA Funds	0.00	0.00	0.00	0.00	0.00	319,179.00	Per 1st budget mtg. transfer ARPA funds to general fund for Police vehicles/equipment--Do not use impact police fees
594 21 75 001 Taser Lease 2019 (8) (18/19 see equipment)	0.00	2,759.20	0.00	0.00	0.00	0.00	
521 Police Department	1,244,043.25	1,262,874.62	1,593,990.68	1,421,419.05	1,879,459.00	2,125,078.68	
522 10 41 000 Background Checks	77.00	77.00	88.00	44.00	100.00	100.00	
522 20 10 001 Salaries -- Fire Chief, Admin. Assistant, 2 part time	23,004.00	22,412.35	79,970.90	75,257.62	104,980.00	109,200.00	
522 20 10 002 Salaries -- Medic	715.00	2,601.87	880.60	1,767.08	500.00	1,500.00	
522 20 11 000 Salaries -- Volunteer	8,097.20	6,443.12	7,254.00	0.00	8,500.00	8,500.00	
522 20 12 001 Salaries -- Administration and Mechanic	10,719.32	4,160.35	3,636.78	1,191.12	5,500.00	3,800.00	
522 20 20 001 Benefits -- Fire Chief, Admin. Assistant, 2 part time	2,924.76	2,097.83	35,832.95	35,738.63	35,440.00	44,000.00	
522 20 20 002 Benefits -- Medic	47.59	213.99	216.69	164.32	200.00	150.00	
522 20 20 003 Unemployment	0.00	0.00	0.00	52.08	0.00	100.00	
522 20 21 000 Benefits -- Volunteer	1,805.90	1,632.91	2,565.53	1,470.00	2,020.00	2,500.00	
522 20 22 001 Benefits -- Administration and Mechanic	2,454.08	414.53	1,482.99	680.30	1,800.00	150.00	
522 20 31 003 Operating Supplies-Fire	914.63	4,390.32	2,968.44	3,022.37	5,000.00	5,500.00	
522 20 31 005 Wildland Fire Supplies	0.00	0.00	0.00	5,213.71	0.00	3,000.00	
522 20 32 000 Fuel Consumed-Fire	1,136.65	1,490.27	2,540.37	2,042.95	2,500.00	2,500.00	
522 20 35 000 AED Units -- Life Support Donation	1,523.00	0.00	0.00	0.00	0.00	0.00	
522 20 41 001 Legal Services -- Fire dept.	279.00	662.00	0.00	0.00	0.00	0.00	
522 20 41 002 Professional Services -- Other	0.00	0.00	750.00	2,573.95	0.00	0.00	
522 20 49 000 Dues/Memberships	570.00	645.00	540.50	932.65	670.00	670.00	
522 20 49 001 Fire Calls-Association	8,000.00	8,000.00	0.00	0.00	8,000.00	8,000.00	
522 20 49 003 Supplies -- Other	686.86	152.37	8,138.26	491.78	1,000.00	1,000.00	
522 20 49 007 National Fire Institute	4,404.03	4,950.35	4,950.36	4,954.94	4,950.35	0.00	
522 45 43 001 Training/Travel	6,913.73	4,250.16	4,264.02	2,639.90	14,500.00	14,500.00	
522 50 33 000 Uniforms/Turnouts	506.57	3,199.50	24,709.10	3,519.21	17,500.00	20,000.00	Cost increase on 5 sets turnouts

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
522 50 41 000 Fit Test	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
522 50 42 001 Telephones	4,750.51	3,887.81	4,155.65	2,294.92	0.00	0.00	
522 50 42 002 Internet Services	763.20	438.00	660.02	517.00	0.00	0.00	
522 50 46 001 Insurance -- Equipment and Liability	5,696.08	7,792.23	8,697.41	10,143.21	9,500.00	12,484.00	
522 50 47 001 Utilities-Fire Station	25,450.17	24,896.82	26,404.95	20,247.53	28,000.00	28,000.00	
522 50 48 001 Station/Computer Maintenance	5,341.44	1,744.98	18,769.68	3,545.96	125,000.00	138,000.00	Sprinklers, Carpet and Paint
522 60 48 001 Radio/Pager Maintenance	6,475.80	6,258.65	323.04	579.74	5,000.00	5,000.00	
522 60 48 002 Vehicle/Equipment Maintenance	3,620.57	6,041.98	12,626.38	6,967.11	7,000.00	10,000.00	
522 60 48 003 City Heights -- Fire Dept Equipment	0.00	0.00	0.00	1,240.40	0.00	0.00	
522 60 49 001 SCBA Testing	1,160.39	5,503.14	5,544.12	581.26	5,600.00	5,600.00	
522 60 49 002 Pump Testing	871.58	0.00	5,539.57	3,283.36	3,250.00	3,250.00	
522 60 49 003 Hose Testing	2,184.50	2,721.54	0.00	3,476.00	3,000.00	3,500.00	
522 70 31 001 Operating Supplies-Aide Car	671.37	1,020.79	2,664.57	1,456.89	2,250.00	2,250.00	
522 70 31 002 Trauma Care EMS Grant	1,260.00	1,260.00	1,125.00	0.00	1,200.00	1,200.00	
522 70 31 003 Operating Supplies -- Life Support	0.00	0.00	1,502.92	136.48	0.00	0.00	
522 70 32 001 Fuel Consumed-Aide Car	325.57	661.87	1,887.58	599.13	900.00	1,000.00	
522 70 41 001 EMS Contract	7,205.00	7,301.00	9,803.00	8,477.25	10,843.00	12,164.00	
528 70 41 001 Kittcom-Fire	14,562.24	16,934.55	20,545.00	27,005.00	24,654.00	27,774.00	13% increase
594 22 64 022 Class A Pumper Truck 2018 Spartan S180 Ser. #518004-01/VIN #4S9BCETA8KC419433	71,533.75	0.00	0.00	0.00	0.00	0.00	
594 22 64 024 Extrication Equipment 2023	0.00	0.00	0.00	47,437.80	0.00	0.00	
522 Fire Department	226,651.49	154,257.28	301,038.38	279,745.65	440,357.35	476,392.00	
536 20 10 001 Salaries -- Cemetery	22,309.40	53,439.32	55,793.69	36,352.52	30,000.00	35,000.00	
536 20 20 001 Benefits -- Cemetery	3,330.03	28,138.02	19,010.91	10,190.36	12,000.00	12,500.00	
536 20 20 005 Unemployment	5,546.00	2,961.33	0.00	0.00	0.00	0.00	
536 20 31 002 Supplies	4,462.49	5,764.77	1,771.99	7,989.71	1,500.00	3,000.00	
536 20 34 000 Liners	4,685.95	0.00	5,830.69	6,811.41	6,000.00	6,500.00	
536 20 35 000 Tools/Equipment	58.30	456.84	230.55	4,866.68	580.00	1,000.00	
536 20 41 000 Grave Digging	5,700.00	0.00	0.00	0.00	0.00	0.00	
536 20 41 001 Repairs And Maintenance	0.00	4,654.23	3,291.04	564.71	3,000.00	2,000.00	
536 20 41 002 Legal Services -- Cemetery	236.00	390.00	0.00	379.40	0.00	0.00	
536 20 41 003 Cemetery Expansion Project	1,813.11	0.00	0.00	0.00	0.00	0.00	
536 20 41 004 Cemetery Contracted Services	19,800.00	23,600.00	24,125.00	0.00	22,000.00	0.00	
536 20 41 005 Professional Services -- Other	0.00	0.00	0.00	960.00	0.00	0.00	
536 20 45 000 Weed Assessments And Other Taxes	139.17	139.17	168.17	168.17	170.00	200.00	
536 20 47 000 Utilities-Cemetery	4,782.73	5,691.44	4,362.77	5,789.16	4,800.00	4,500.00	

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
536 20 49 001 Cemetery Space Refunds	0.00	1,741.28	1,923.26	850.00	0.00	0.00	
594 36 64 001 2023 John Deere Lawnmower Z920M Ser. #1TC920MVTNT120117	0.00	0.00	0.00	12,025.01	0.00	0.00	
536 Cemetery	72,863.18	126,976.40	116,508.07	86,947.13	80,050.00	64,700.00	
557 30 41 003 Historic Preservation Commission	655.40	26.60	36.00	0.00	200.00	100.00	
557 Community Services	655.40	26.60	36.00	0.00	200.00	100.00	
558 50 30 000 Building Department Equipment/Tools/Books	2,260.81	2,924.96	359.82	4,823.33	500.00	2,000.00	
558 50 31 001 Electronic Submittal System	0.00	0.00	0.00	0.00	0.00	5,000.00	
558 50 41 000 Building Department	864.00	941.00	145.00	499.00	200.00	800.00	
558 50 43 000 Building Department Training	625.00	0.00	1,366.54	1,898.52	1,500.00	3,500.00	
558 60 10 001 Salaries -- Planner	84,304.17	62,411.23	0.00	0.00	94,400.00	0.00	
558 60 12 001 Salaries -- Planning Tech	0.00	5,510.18	23,743.93	41,438.69	13,500.00	55,000.00	
558 60 15 001 Salaries -- Biologist	1,650.00	0.00	0.00	0.00	0.00	0.00	
558 60 20 001 Benefits -- Planner	17,848.27	17,063.89	0.00	0.00	39,700.00	0.00	
558 60 22 001 Benefits -- Planning Tech	0.00	3,673.37	18,845.21	29,974.47	10,100.00	33,000.00	
558 60 25 001 Benefits -- Biologist	149.94	0.00	0.00	0.00	0.00	0.00	
558 60 31 000 Office Supplies/Telephone/Notices	3,406.65	2,001.71	11,756.74	6,242.61	5,000.00	7,000.00	
558 60 31 005 Planning Commission Expenses	0.00	6,631.05	2,494.80	2,497.11	1,000.00	2,500.00	
558 60 35 000 Equipment/Tools	0.00	0.00	0.00	0.00	200.00	0.00	
558 60 41 001 Professional Services--General	0.00	0.00	0.00	9,571.25	0.00	0.00	
558 60 41 002 Shoreline Master Plan Grant Portion	8,947.50	2,252.50	0.00	0.00	0.00	0.00	
558 60 41 003 Shoreline Master Plan City Portion	11,249.95	9,690.05	0.00	0.00	0.00	0.00	
558 60 41 009 Professional Services--HLA/GR Dohrn And Assoc--Non-Reimbursed	24,119.25	78,095.90	67,352.08	34,117.22	15,000.00	0.00	
558 60 41 010 Professional Services -- Attorney Fees -- Non-Reimbursed	57,840.73	13,104.71	0.00	0.00	0.00	0.00	
558 60 41 011 Professional Services -- Meagan Hayes -- Non-Reimbursed	0.00	25,210.22	15,854.50	0.00	0.00	0.00	
558 60 41 012 Professional Services -- Consulting/Engineering Fees -- Non-Reimbursed	0.00	7,730.00	0.00	0.00	0.00	0.00	
558 60 41 013 Professional Services -- HLA Engin/PLan -- Non-Reimbursed	0.00	0.00	45,827.63	117,779.67	25,000.00	95,000.00	
558 60 43 001 Training/Travel	710.60	154.00	0.00	1,881.24	1,500.00	1,700.00	
558 70 41 001 Mainstreet Credit/B&O Tax	10,000.00	30,000.00	0.00	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
559 30 41 012 Professional Services -- GR Dohrn And Assoc--City Heights Arbitration	0.00	2,137.50	0.00	0.00	0.00	0.00	
559 30 41 013 Professional Services -- HLA Engineering--City Heights Arbitration	0.00	5,250.00	3,900.00	27,314.31	5,000.00	0.00	
559 30 41 014 Public Records Request Costs -- Engineering/Planning Etc.	0.00	0.00	1,598.30	1,001.64	2,000.00	1,000.00	
558 Planning & Community Devel	223,976.87	274,782.27	193,244.55	279,039.06	214,600.00	206,500.00	
559 30 41 001 Development Fees -- Reimbursed	43,841.43	27,443.80	55,091.80	25,927.80	35,000.00	34,000.00	
559 30 42 001 Cle Elum Pines West Devel Fees-School	24,500.00	0.00	0.00	0.00	0.00	0.00	
559 30 42 002 Cle Elum School Impact Fees	0.00	0.00	0.00	12,000.00	0.00	0.00	
559 30 42 003 Cle Elum School City Heights Impact Fees to County Escrow	0.00	0.00	0.00	13,500.00	0.00	0.00	
559 Housing & Community Develop	68,341.43	27,443.80	55,091.80	51,427.80	35,000.00	34,000.00	
562 90 41 001 Substance Abuse 2 percent	0.00	574.34	312.50	0.00	580.00	500.00	
562 Public Health	0.00	574.34	312.50	0.00	580.00	500.00	
572 20 10 001 Salaries -- Librarian	39,529.35	37,591.07	42,933.28	33,687.06	47,000.00	49,000.00	
572 20 10 002 Salaries -- Library Aide	16,171.88	16,199.99	19,034.16	15,150.02	21,000.00	20,000.00	
572 20 20 001 Benefits -- Librarian	16,201.40	17,045.86	30,073.38	23,414.62	29,000.00	32,000.00	
572 20 20 002 Benefits -- Library Aide	11,365.18	12,914.10	15,942.98	12,421.12	16,500.00	16,500.00	
572 20 31 001 Supplies/Book Processing	6,342.93	4,112.20	8,374.21	4,772.08	7,000.00	7,000.00	9/25 #2 budget comm. mtg. decreased from \$9,000 to \$7,000
572 20 31 002 COVID Supplies	210.24	0.00	0.00	0.00	0.00	0.00	
572 20 41 001 Summer Reading Program	500.00	500.00	500.00	500.00	500.00	500.00	
572 20 49 003 Other Supplies	1,557.59	2,466.35	1,192.50	40.00	1,000.00	1,000.00	
572 50 35 001 COVID 19 -- Institute of Museum Grant -- 4 computers/supplies	0.00	0.00	6,371.44	0.00	0.00	0.00	
572 50 41 001 Legal Services -- Library	4,200.81	23.10	0.00	0.00	0.00	0.00	
572 50 41 002 Lease -- Sales Tax	0.00	0.00	91.28	117.36	0.00	156.48	
572 50 41 003 Professional Services -- Other	0.00	364.11	2,117.13	379.05	1,800.00	1,800.00	
572 50 42 001 Telephones	760.57	832.34	835.63	573.79	750.00	750.00	
572 50 47 001 Utilities-Library	6,464.03	7,170.85	7,410.47	5,111.40	7,000.00	7,000.00	
572 50 48 001 Building Repairs	1,231.79	0.00	371.94	130.74	4,700.00	5,000.00	Brick work on outside of building
572 50 48 002 Cleaning Service	2,430.00	2,430.00	2,430.00	2,092.50	2,430.00	2,430.00	
591 72 75 001 Lease -- Library Canon Copy Machine Library 2022	0.00	0.00	0.00	1,448.37	2,088.00	1,523.64	

5 YEAR BUDGET COMPARISON

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001 Current Expense/General Fund

Account		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
572	Libraries	106,965.77	101,649.97	137,678.40	99,838.11	140,768.00	144,660.12	
576 80 10 001	Salaries -- Park	37,746.16	34,451.94	23,168.53	19,673.35	30,000.00	25,000.00	
576 80 20 001	Benefits -- Park	16,283.78	3,445.50	12,402.77	5,878.05	12,000.00	5,000.00	
576 80 20 002	Unemployment	0.00	0.00	1,638.00	0.00	1,700.00	1,000.00	
576 80 30 001	Arbor Day Supplies -- Tree City	1,372.12	25.00	25.00	196.90	4,420.00	4,510.00	
576 80 31 001	Operating Supplies	9,534.07	4,033.27	5,245.68	5,192.84	5,200.00	6,500.00	
576 80 35 002	Equipment/Tools	55.05	783.00	1,274.82	352.55	1,500.00	1,000.00	
576 80 35 003	Kiosk/Information Center	0.00	3,510.00	0.00	0.00	0.00	0.00	
576 80 35 004	Mower Brush JD for Excavator 42 inch	0.00	0.00	3,691.41	0.00	0.00	0.00	
576 80 41 000	Port A-Potties	485.00	1,501.00	770.00	1,325.00	1,500.00	1,600.00	
576 80 41 001	Repairs And Maintenance	8,842.31	8,410.38	3,440.14	5,153.84	5,000.00	5,500.00	
576 80 41 002	Yakama Nation Fees 2020/Dog Park Project	0.00	0.00	5,284.03	0.00	0.00	0.00	
576 80 41 003	City Parks Upgrade Project	9,611.20	0.00	0.00	0.00	0.00	0.00	
576 80 47 000	Utilities-Parks	24,035.27	24,175.66	23,206.77	21,505.09	21,000.00	22,000.00	
576 90 49 001	Fireman's Park Improvements	1,302.59	761.60	1,282.72	928.20	1,000.00	1,000.00	
576	Park Facilities	109,267.55	81,097.35	81,429.87	60,205.82	83,320.00	73,110.00	
589 99 00 000	Payroll Clearing	0.00	20,000.00	0.00	-11,167.69	0.00	0.00	
589 99 00 001	Draw Clearing	0.00	30,225.00	2,775.00	1,200.00	0.00	0.00	
580	Non Expenditures	0.00	50,225.00	2,775.00	-9,967.69	0.00	0.00	
591 72 75 001	Lease -- Library Canon Copy Machine Library 2022	0.00	0.00	1,126.51	0.00	0.00	0.00	
591	Debt Service - Principal Repayment	0.00	0.00	1,126.51	0.00	0.00	0.00	
594 18 63 001	Energy Project -- Police And Library Buildings	3,831.00	59.72	119.43	0.00	0.00	0.00	
594 18 63 002	City Match--Energy Project -- Police And Library Buildings	2,139.79	0.00	0.00	0.00	0.00	0.00	
594 18 63 003	Grinder--Duratech Haybuster Portable Tub H8, Model KE8, Serial #241490263	0.00	226.28	92.63	0.00	0.00	0.00	
594 18 63 004	Grinder--Duratech Haybuster Portable Tub/SHIPPING/ H8, Model KE8, Serial #241490263	0.00	0.00	5,300.00	0.00	0.00	0.00	
594 18 63 005	Grinder--Duratech Haybuster Portable Tub H8, Model KE8, Serial #241490263	0.00	0.00	26,985.48	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Cle Elum

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001 Current Expense/General Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
594 50 64 001 Vehicle -- Building Department	0.00	0.00	0.00	31,494.48	32,000.00	0.00	
594 76 61 000 Hanson Ponds Park Project	25,971.77	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	31,942.56	286.00	32,497.54	31,494.48	32,000.00	0.00	
597 00 00 022 OUT-Fire Debt To 201 Debt Fund	4,942.33	4,735.00	1,500.00	2,006.84	3,034.72	0.00	
597 Interfund Transfers	4,942.33	4,735.00	1,500.00	2,006.84	3,034.72	0.00	
508 41 07 001 Ending Balance Fire Dept Class A Pumper/Reserve/Capital	0.00	0.00	0.00	0.00	149,034.50	139,629.00	
508 51 02 001 Ending Balance Police Reserve	0.00	0.00	0.00	0.00	0.00	136,767.00	
508 51 05 001 Ending Balance Fire Dept Reserve	0.00	0.00	0.00	0.00	61,903.50	47,498.00	
508 51 06 001 Ending Balance Fire Dept City Heights	0.00	0.00	0.00	0.00	0.00	100,500.00	
508 51 11 001 Ending Balance General Fund Contingency	0.00	0.00	0.00	0.00	130,000.00	130,000.00	
508 51 15 001 Ending Balance Park Reserve	0.00	0.00	0.00	0.00	42,171.00	46,975.00	
508 51 83 001 Ending Balance General Fund Employee Accrual Liability	0.00	0.00	0.00	0.00	170,000.00	180,000.00	
508 91 00 001 Ending Balance General Fund	0.00	0.00	0.00	0.00	200,000.00	200,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	753,109.00	981,369.00	
TOTAL EXPENDITURES:	2,872,061.39	2,908,394.57	3,690,198.41	3,257,211.38	4,469,042.00	4,936,355.36	
FUND GAIN/LOSS:	786,128.11	1,107,045.83	987,149.45	528,289.33	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Cle Elum

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002 Suncadia Property Sale

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 002 Beginning Balance Recreational Parcel	0.00	0.00	1,891,769.59	1,722,323.62	1,809,650.00	1,720,000.00	
308 Beginning Balances	0.00	0.00	1,891,769.59	1,722,323.62	1,809,650.00	1,720,000.00	
345 81 00 002 Recreational Parcel Agreement Payment #1	0.00	400,000.00	0.00	0.00	0.00	0.00	
345 81 01 002 Recreational Parcel Agreement Payment #2	0.00	1,600,000.00	0.00	0.00	0.00	0.00	
340 Charges For Goods & Services	0.00	2,000,000.00	0.00	0.00	0.00	0.00	
361 11 00 002 Interest	0.00	159.79	0.00	0.00	200.00	200.00	
361 30 00 002 Accrued Interest Due	0.00	-30.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	0.00	129.79	0.00	0.00	200.00	200.00	
TOTAL REVENUES:	0.00	2,000,129.79	1,891,769.59	1,722,323.62	1,809,850.00	1,720,200.00	
511 30 49 002 Publication Services -- 12 Acre Parcel	0.00	1,854.54	0.00	0.00	2,000.00	5,200.00	
511 Legislative	0.00	1,854.54	0.00	0.00	2,000.00	5,200.00	
518 50 41 002 Engineering/Consulting Services -- Fund 002	0.00	106,243.16	169,445.97	119,281.41	1,807,850.00	1,715,000.00	
518 50 41 022 Professional Services -- Attorney Fees	0.00	262.50	0.00	0.00	0.00	0.00	
518 Centralized Services	0.00	106,505.66	169,445.97	119,281.41	1,807,850.00	1,715,000.00	
TOTAL EXPENDITURES:	0.00	108,360.20	169,445.97	119,281.41	1,809,850.00	1,720,200.00	
FUND GAIN/LOSS:	0.00	1,891,769.59	1,722,323.62	1,603,042.21	0.00	0.00	

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City Of Cle Elum

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003 American Rescue Plant Act of 2021 (ARPA)

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
332 92 10 003 COVID American Rescue Plan Act Nonentitlements	0.00	284,589.00	0.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	0.00	284,589.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	284,589.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	0.00	284,589.00	0.00	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

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004 City Heights WCIA Settlement Agreement 2023

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 03 004 Beginning Balance WCIA City Heights Settlement	0.00	0.00	0.00	0.00	0.00	3,900,000.00	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	3,900,000.00	
398 10 03 004 WCIA City Heights Settlement 2023	0.00	0.00	0.00	4,233,267.40	0.00	0.00	
390 Other Financing Sources	0.00	0.00	0.00	4,233,267.40	0.00	0.00	
TOTAL REVENUES:	0.00	0.00	0.00	4,233,267.40	0.00	3,900,000.00	
515 45 41 009 Professional Services -- Menke Jackson Beyer LLP/City Heights Arbitration	0.00	0.00	0.00	19,162.85	0.00	50,000.00	
515 45 41 010 Professional Services -- Consilio/City Heights Arbitration	0.00	0.00	0.00	31,362.82	0.00	50,000.00	
515 45 41 011 Professional Services -- Ashbaugh Beal/City Heights Arbitration	0.00	0.00	0.00	73,644.00	0.00	0.00	
515 45 41 012 Professional Services -- Imperium Consulting/City Heights Arbitration	0.00	0.00	0.00	7,679.00	0.00	0.00	
515 Legal Services	0.00	0.00	0.00	131,848.67	0.00	100,000.00	
508 51 03 004 Ending Balance WCIA City Heights Settlement	0.00	0.00	0.00	0.00	0.00	3,800,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	3,800,000.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	131,848.67	0.00	3,900,000.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	4,101,418.73	0.00	0.00	

5 YEAR BUDGET COMPARISON

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101 Street Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 101 Beginning Balance Street Fund	22,685.86	0.00	0.00	51,967.80	0.00	35,000.00	
308 51 23 101 Beginning Balance Equipment Street	51,043.00	55,013.68	36,856.92	54,664.28	10,000.00	10,000.00	
308 51 82 100 Beginning Balance Development Fees -- Stormwater	12,750.00	20,875.00	20,875.00	47,250.00	32,750.00	47,750.00	
308 51 82 101 Beginning Balance Development Fees -- Street	0.00	72,250.00	72,250.00	0.00	211,625.00	32,750.00	
308 51 82 102 Beginning Balance Development Fees -- Street	42,250.00	0.00	0.00	0.00	0.00	0.00	
308 51 83 101 Beginning Balance Street Employee Accrual Liability	15,977.00	22,260.00	25,780.00	25,017.00	23,000.00	20,000.00	
308 51 84 101 Beginning Balance Street Contingency	10,008.00	0.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	154,713.86	170,398.68	155,761.92	178,899.08	277,375.00	145,500.00	
311 10 00 101 Real & Personal Property	156,771.62	165,800.63	170,326.90	111,452.15	175,000.00	185,000.00	
313 11 00 101 Local Retail Sales & Use tax	114,832.59	210,471.12	145,156.80	220,033.72	120,000.00	150,000.00	
310 Taxes	271,604.21	376,271.75	315,483.70	331,485.87	295,000.00	335,000.00	
322 40 01 010 Overside Load Permits	2,200.00	5,200.00	5,000.00	4,600.00	4,000.00	3,000.00	
322 90 00 002 Street Cutting/Right of Way Permit	570.00	1,300.00	900.00	2,413.50	800.00	1,500.00	
320 Licenses & Permits	2,770.00	6,500.00	5,900.00	7,013.50	4,800.00	4,500.00	
331 97 03 902 Generator/Biomass Removal -- FEMA/KCCD Federal Grant	0.00	0.00	0.00	17,523.00	0.00	0.00	
333 14 22 800 CDBG -- Stormwater Design And Construction	626,570.15	36,250.00	0.00	0.00	0.00	0.00	
333 14 22 801 CDBG -- Stafford Ave Corridor Improvements	0.00	0.00	35,826.29	0.00	765,000.00	765,000.00	
333 20 20 502 DOT -- Surface Trans. Block Grant Phase #2 -- Downtown Revitalization	120,675.00	0.00	0.00	0.00	0.00	0.00	
333 20 20 503 DOT -- Surface Trans. Block Grant Phase #3 -- Downtown Revitalization	126,834.46	0.00	0.00	0.00	0.00	0.00	
333 20 20 504 DOT -- Federal City Safety Plan Federal Grant	0.00	73,450.00	195,446.89	14,739.54	0.00	0.00	
333 20 20 505 DOT STBG -- 2nd Street Pathway Federal Grant	0.00	7,693.40	76,185.30	84,862.61	70,000.00	0.00	
333 20 20 506 DOT STBG -- 1st St. Penn to Harris Phase 3B Federal Grant \$747,108	0.00	0.00	671,580.01	223,062.79	700,000.00	77,000.00	
333 20 20 508 DOT STBG First Street Phase 3 Revitalization \$6,400,000	0.00	0.00	0.00	0.00	0.00	6,400,000.00	

5 YEAR BUDGET COMPARISON

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101 Street Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
334 01 80 101 Biomass Removal Generator State Military Dept. State Grant	0.00	0.00	0.00	2,504.00	0.00	0.00	
334 03 60 000 DOT -- Safe Routes 903/Stafford Sidewalks	260,313.58	69,440.86	0.00	0.00	0.00	0.00	
334 03 60 001 DOT -- RMG Cle Elum Park and Ride	0.00	18,048.30	67,101.65	547,850.05	533,000.00	0.00	
334 03 60 002 QUADCO -- Grant Peoh to Columbia Extend RR Ave.	0.00	7,963.75	0.00	0.00	0.00	0.00	
334 03 60 003 QUADCO -- UPWP Columbia Ave RR Crossing Study	0.00	0.00	0.00	0.00	0.00	52,500.00	
334 03 82 008 TIB -- Pine St. Sidewalk	125,273.34	0.00	0.00	0.00	0.00	0.00	
334 04 20 101 STATE -- Legislature & Its Committees -- \$451,050	0.00	0.00	277,395.17	63,958.74	451,050.00	30,000.00	
336 00 71 000 Multimodal Transportation City	2,610.49	2,724.56	2,910.82	1,460.67	2,925.00	2,886.00	
336 00 87 000 Motor Vehicle Tax	35,275.41	38,727.19	41,482.07	26,818.95	43,515.00	41,132.00	
336 06 95 000 Liquor Profits	15,371.64	15,762.20	17,140.09	8,601.02	17,213.00	17,025.00	
337 00 02 000 COG -- Distressed Sales Grant 2019 -- \$390,000	334,734.58	0.00	0.00	0.00	0.00	0.00	
337 00 02 001 COG -- Distressed Sales Tax Grant 2021 -- \$450,460	0.00	54,046.00	396,414.00	0.00	0.00	0.00	
337 00 02 262 COG -- Distressed Sales Tax Grant 2022 -- \$262,500	0.00	0.00	262,500.00	0.00	262,500.00	0.00	
337 00 02 450 COG -- Distressed Sales Tax Grant 2020 -- \$450,000	450,000.00	0.00	0.00	0.00	0.00	0.00	
337 00 02 591 COG -- Distressed Sales Tax Grant 2023 -- \$591,000	0.00	0.00	0.00	216,200.38	0.00	150,000.00	
330 Intergovernmental Revenues	2,097,658.65	324,106.26	2,043,982.29	1,207,581.75	2,845,203.00	7,535,543.00	
344 30 01 101 Miscellaneous Billings	0.00	27,821.26	0.00	0.00	0.00	0.00	
344 71 01 101 Miscellaneous Billings	0.00	0.00	3,546.00	0.00	2,000.00	1,000.00	
345 85 00 101 Impact Fees -- Cle Elum Development LLC -- Future Projects	0.00	0.00	0.00	26,781.76	0.00	0.00	
345 89 00 005 Impact Development Fees/Street	30,000.00	-625.00	140,000.00	48,250.00	0.00	0.00	
345 89 00 006 Impact Development Fees/Stormwater	8,125.00	0.00	20,000.00	1,500.00	0.00	0.00	
345 89 00 016 Impact Fees -- Wildwood Ord. 1651 Open Spaces/Capital Trans. Projects	0.00	0.00	0.00	1,413.50	0.00	0.00	
340 Charges For Goods & Services	38,125.00	27,196.26	163,546.00	77,945.26	2,000.00	1,000.00	
344 30 01 101 Miscellaneous Billings	6,473.38	0.00	0.00	0.00	0.00	0.00	
345 81 00 101 Developer Contributions	652.17	0.00	0.00	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

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101 Street Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
361 11 00 101 Interest	1,468.59	378.31	222.78	56.26	120.00	140.00	
361 30 00 101 Accrued Interest Due	-54.81	-114.76	0.00	0.00	0.00	0.00	
362 50 00 101 Rent -- Kittitas County Sheriff S&R	0.00	0.00	30,000.00	30,000.00	30,000.00	30,000.00	
362 90 00 000 Lease -- US Cellular Tower	33,917.57	34,345.60	38,718.26	30,809.85	36,450.00	36,000.00	
367 12 01 106 Scrap Metal Revenue	155.00	1,504.61	0.00	611.65	0.00	200.00	
369 10 01 101 Surplus Of Equipment	16,938.28	17,307.00	0.00	0.00	1,000.00	1,200.00	
369 91 00 006 Reimbursements/Public Works	27,149.47	9,159.13	331.50	200.00	500.00	400.00	
369 91 00 101 Century Link Reimbursement First Street Project	17,055.92	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	103,755.57	62,579.89	69,272.54	61,677.76	68,070.00	67,940.00	
391 80 00 101 Public Works Trust Fund Loan -- First Street Design Project	296,385.14	0.00	0.00	0.00	0.00	0.00	
395 10 00 101 Lawnmower Ferris -- Proceeds	4,000.00	0.00	0.00	0.00	0.00	0.00	
398 10 00 101 Insurance Settlement 1999 Ford Explorer	1,716.00	0.00	0.00	0.00	0.00	0.00	
390 Other Financing Sources	302,101.14	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	2,970,728.43	967,052.84	2,753,946.45	1,864,603.22	3,492,448.00	8,089,483.00	
542 30 10 001 Salaries -- Street	100,765.68	111,953.59	128,854.52	69,430.09	147,000.00	126,000.00	
542 30 10 002 Salaries -- Street -- FEMA KCCD Federal Grant	0.00	0.00	4,348.00	0.00	0.00	0.00	
542 30 10 003 Salaries -- Street -- WA State Military State Grant	0.00	0.00	621.20	0.00	0.00	0.00	
542 30 20 001 Benefits -- Street	51,467.49	53,434.22	57,734.37	31,104.17	68,000.00	58,000.00	
542 30 20 002 Benefits -- Street -- FEMA KCCD Federal Grant	0.00	0.00	2,898.00	0.00	0.00	0.00	
542 30 20 003 Benefits -- Street -- WA State Military State Grant	0.00	0.00	414.80	0.00	0.00	0.00	
542 30 30 101 Boots/CDL License -- Reimbursement -- See Personnel Policy	0.00	1,051.69	972.83	1,134.35	1,180.00	1,575.00	
542 30 31 000 Cold Mix/Gravel/Sand/Salt	45,712.36	9,836.64	15,451.18	5,861.64	22,000.00	11,000.00	
542 30 31 002 Office Supplies	3,026.27	6,814.49	3,286.26	4,772.64	5,000.00	5,500.00	
542 30 32 001 Fuel/Propane	7,973.37	8,623.78	10,162.92	7,230.62	8,700.00	9,725.00	
542 30 32 002 Dust Oil	0.00	0.00	0.00	0.00	500.00	200.00	
542 30 41 001 Professional Services	8,051.39	5,997.53	12,661.94	8,729.52	8,000.00	9,500.00	
542 30 41 002 Engineering Services -- Streets	30,364.25	17,293.63	7,324.71	5,356.17	15,000.00	12,000.00	

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101 Street Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
542 30 41 003 Labor & Industries Asbestos Penalty #317966126	0.00	0.00	8,118.00	0.00	0.00	0.00	
542 30 41 007 Engineering Services -- First Street Revit/Legislative Request	5,806.68	8,782.00	0.00	0.00	0.00	0.00	
542 30 41 008 Engineering Services -- First Street Grant Applications/fees	0.00	39,838.82	53,045.00	82,179.75	15,000.00	25,000.00	
542 30 41 010 Engineering Services -- Title VI Federal DOT Grants	0.00	8,825.00	175.00	260.75	0.00	0.00	
542 30 41 011 Engineering Services--Update Construction Standards	0.00	0.00	0.00	0.00	10,000.00	0.00	
542 30 41 012 Light Pole Accident Ellensburg Cement 1st and Hartvig/Stafford	0.00	12,224.23	0.00	0.00	0.00	0.00	
542 30 41 015 Leases -- Sales Tax	0.00	0.00	91.28	117.36	0.00	157.00	
542 30 41 016 Engineering Services -- City Safety Plan 2023 Update	0.00	0.00	0.00	19,627.96	0.00	0.00	
542 30 41 101 State Auditor Fees	0.00	5,858.58	7,589.90	8,049.81	5,000.00	4,000.00	
542 30 43 000 Training/Travel	0.00	0.00	216.25	409.00	2,000.00	1,500.00	
542 30 47 001 Utilities -- New Public Works Bldg	0.00	0.00	4,608.52	3,412.75	3,500.00	4,000.00	
542 30 48 009 Emergency Proc./Storm Drain Snow Removal 2022	0.00	0.00	131,029.07	0.00	0.00	0.00	
542 40 42 001 Telephones	1,977.72	1,567.53	1,943.90	1,034.77	2,000.00	1,500.00	
542 50 45 101 Rent -- New Public Works Shop to Airport Fund	0.00	0.00	4,000.00	6,300.00	4,000.00	6,300.00	
542 50 47 000 Utilities	0.00	1,021.78	0.00	0.00	0.00	0.00	
542 63 47 000 Street Lights	38,895.27	42,683.90	39,838.67	32,911.76	37,000.00	38,000.00	
542 64 35 001 Street Signs/Brackets	18,205.19	6,798.89	9,287.63	10,893.80	14,000.00	12,000.00	
542 64 41 001 Striping	16,582.74	3,860.46	6,202.05	5,954.63	14,000.00	10,000.00	
542 64 48 000 Traffic Signal Maintenance	1,309.57	3,378.57	3,942.74	292.28	2,000.00	700.00	
542 66 41 000 Snow/Ice Removal And Supplies	2,979.45	0.00	3,120.73	14,253.47	19,000.00	18,000.00	
542 Streets - Maintenance	333,117.43	349,845.33	517,939.47	319,317.29	402,880.00	354,657.00	
543 30 30 001 Supplies	18,183.12	13,627.04	7,372.97	11,346.26	12,000.00	13,000.00	
543 30 30 101 Supplies/Safety	1,205.34	1,287.00	1,132.54	319.64	1,400.00	499.00	
543 30 35 001 Tools/Small/Radios	1,580.48	1,025.44	4,971.47	4,436.47	0.00	1,500.00	
543 30 35 002 Used Sanders 2 - 2017 Salt Dogg Hoppers	0.00	6,800.00	0.00	0.00	0.00	0.00	
543 30 35 003 Evaporative Cooler/Shop	0.00	1,104.94	0.00	0.00	0.00	0.00	
543 30 35 101 Trailer -- 1991 Landscxape	0.00	1,620.00	0.00	0.00	0.00	0.00	
543 30 41 001 Maintenance Agreements	14,751.97	9,791.67	5,877.54	1,843.67	13,000.00	7,000.00	

5 YEAR BUDGET COMPARISON

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101 Street Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
543 30 46 001 Insurance -- Equipment and Liability	8,683.99	9,926.36	13,992.09	16,662.37	17,200.00	26,429.00	
543 30 48 001 Repairs and Maintenance	22,186.15	42,015.16	15,005.04	36,189.33	17,000.00	25,000.00	
543 30 48 002 Street Sweeper International Vin #5658 Engine Overhaul	0.00	0.00	10,277.00	16,569.23	0.00	0.00	
543 30 48 003 Equipment Costs -- WA State Military State Grant	0.00	0.00	1,468.00	0.00	0.00	0.00	
543 Streets Admin & Overhead	66,591.05	87,197.61	60,096.65	87,366.97	60,600.00	73,428.00	
562 90 41 101 Substance Abuse 2 percent	0.00	574.33	342.80	0.00	580.00	600.00	
562 Public Health	0.00	574.33	342.80	0.00	580.00	600.00	
591 95 75 007 Lease -- Vac Truck 2100i/2023 Int. Lease	0.00	0.00	0.00	35,825.48	26,538.96	35,825.00	
591 95 75 101 Lease -- Canon Copy Machine Shop 2022	0.00	0.00	1,126.51	1,448.37	2,088.00	1,523.00	
591 Debt Service - Principal Repayment	0.00	0.00	1,126.51	37,273.85	28,626.96	37,348.00	
594 42 64 000 Hyster Fork Lift Model H50XL/Propane/Serial #A177831217K	2,978.60	0.00	0.00	0.00	0.00	0.00	
594 42 64 001 International Dump Truck 2003 Serial #1HTGGAHT43H571191	4,414.77	0.00	0.00	0.00	0.00	0.00	
594 42 64 003 Ford 2005 F450 Ser. #1FDXW46Y55ED08580	0.00	4,106.67	0.00	0.00	0.00	0.00	
594 42 64 004 Chev Colorado Crew Cab Pickup 2004 Ser. #1GCDT136948137511	0.00	4,487.23	0.00	0.00	0.00	0.00	
594 42 64 005 Sweeper 2002 Broce RC350 21-1354 DOT Serial #402351	0.00	9,796.48	0.00	0.00	0.00	0.00	
594 42 64 006 Snow Blower Snowblast Sicard 2200M	0.00	9,593.00	10,864.13	0.00	0.00	0.00	
594 42 64 009 Public Works 2014 Ford F150 Supercab 4x4 VIN #1FTEX1EM3EKG54117 27%	0.00	0.00	0.00	2,439.84	0.00	0.00	
594 Capital Expenditures	7,393.37	27,983.38	10,864.13	2,439.84	0.00	0.00	
595 30 63 013 Chipseal Project	69,717.40	73,576.94	0.00	0.00	60,000.00	30,000.00	
595 30 63 018 CDBG -- Stormwater Design \$725,000 Federal Grant	660,498.75	0.00	0.00	0.00	0.00	0.00	
595 30 63 023 COG -- 2019 First Street Imp/Stormwater Proj. Distressed S/U Tax \$390,000	324,770.00	0.00	0.00	0.00	0.00	0.00	

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101 Street Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
595 30 63 024 PWTF -- First Street Design -- Loan \$533,240	296,385.14	0.00	0.00	0.00	0.00	0.00	
595 30 63 027 DOT -- #3 Surface Trans. Block Grant Phase -- Downtown Revitalization	126,834.46	0.00	0.00	0.00	0.00	0.00	
595 30 63 031 DOT -- Safe Routes 903/Stafford Sidewalks	311,006.41	18,748.87	0.00	0.00	0.00	0.00	
595 30 63 039 DOT -- #2 Surface Trans. Block Grant Phase -- Downtown Revitalization	120,675.00	0.00	0.00	0.00	0.00	0.00	
595 30 63 040 COG -- 2020 First Street Improvements Distressed S/U Tax \$450,000	449,999.99	0.00	0.00	0.00	0.00	0.00	
595 30 63 041 COG -- Distressed Sales Tax/COG Grant 2021 -- \$450,460	0.00	2,370.00	448,090.00	0.00	0.00	0.00	
595 30 63 043 QUADCO Grant -- Peoh to Columbia extend RR Ave.	0.00	7,963.75	0.00	0.00	0.00	0.00	
595 30 63 044 DOT -- 2nd Street Pathway	0.00	27,016.81	70,703.86	90,608.46	70,000.00	0.00	
595 30 63 045 DOT -- Park and Ride Mobility Improvement Grant	0.00	65,388.75	24,193.60	506,790.41	533,000.00	0.00	
595 30 63 046 DOT -- City Safety Plan City Expenses	0.00	15,991.00	410.40	0.00	0.00	0.00	
595 30 63 047 DOT -- City Safety Plan Grant	0.00	117,518.09	166,118.34	0.00	0.00	0.00	
595 30 63 048 DOT -- Park and Ride Mobility Imp. City Expenses	0.00	1,155.50	0.00	0.00	0.00	0.00	
595 30 63 049 CDBG -- Stafford Ave Corridor Improvements	0.00	8,200.00	27,626.29	0.00	765,000.00	765,000.00	
595 30 63 051 DOT -- 2ND St. Pathway City Share	0.00	4,216.49	10,852.97	9,356.53	0.00	0.00	
595 30 63 052 Water Main Replacement -- 2nd Street	0.00	575.00	0.00	0.00	0.00	0.00	
595 30 63 053 DOT STBG -- 1st St. Penn to Harris Phase 3B Federal Grant \$976,555	0.00	0.00	678,580.24	216,062.56	700,000.00	77,000.00	
595 30 63 064 STATE -- Legislature & Its Committees -- \$451,050	0.00	0.00	277,395.17	63,958.74	451,050.00	30,000.00	
595 30 63 065 COG -- Distressed Sales Tax Grant 2022 -- \$262,500	0.00	0.00	262,500.00	0.00	262,500.00	0.00	
595 30 63 066 COG -- Distressed Sales Tax Grant 2023 -- \$591,000	0.00	0.00	0.00	343,853.26	0.00	150,000.00	
595 30 63 067 QUADCO -- UPWP Columbia Ave RR Crossing Study	0.00	0.00	0.00	0.00	0.00	52,500.00	
595 30 63 068 DOT STBG First Street Phase 3 Revitalization \$6,400,000	0.00	0.00	0.00	0.00	0.00	6,400,000.00	
595 30 63 103 Construction Costs -- City Portion Of CDBG/TIB/DOT Grants	33,340.75	-324.00	18,206.94	12,424.11	0.00	13,100.00	
595 30 63 403 Wayfinding Signage City Share	0.00	3,293.07	0.00	0.00	0.00	0.00	

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101 Street Fund

Account		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
595	Capital Expenditures- Streets	2,393,227.90	345,690.27	1,984,677.81	1,243,054.07	2,841,550.00	7,517,600.00	
508 51 00 101	Ending Balance Street Fund	0.00	0.00	0.00	0.00	59,000.00	28,100.00	
508 51 23 101	Ending Balance Street Equipment Reserve	0.00	0.00	0.00	0.00	0.00	10,000.00	
508 51 82 100	Ending Balance Developmente Fees -- Stormwater	0.00	0.00	0.00	0.00	32,750.00	47,750.00	
508 51 82 101	Ending Balance Development Fees -- Street	0.00	0.00	0.00	0.00	43,461.04	0.00	
508 51 83 101	Ending Balance Street Employee Accrual Liability	0.00	0.00	0.00	0.00	23,000.00	20,000.00	
999	Ending Balance	0.00	0.00	0.00	0.00	158,211.04	105,850.00	
TOTAL EXPENDITURES:		2,800,329.75	811,290.92	2,575,047.37	1,689,452.02	3,492,448.00	8,089,483.00	
FUND GAIN/LOSS:		170,398.68	155,761.92	178,899.08	175,151.20	0.00	0.00	

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102 TIB Complete Streets Grant

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308 31 00 102 Beginning Balance TIB Grants	391,561.59	117,467.77	-1,225.00	186,352.03	320,000.00	150,000.00	
308 Beginning Balances	391,561.59	117,467.77	-1,225.00	186,352.03	320,000.00	150,000.00	
334 03 82 009 TIB -- Douglas Munro/W 1st. Signal \$650,920	0.00	0.00	359,478.23	65,229.81	550,000.00	0.00	
334 03 82 011 TIB -- Complete Streets 2022 \$350,000 First St. Phase 3A/3B	0.00	0.00	350,000.00	0.00	0.00	0.00	
334 03 82 103 TIB -- Penn to Harris on 1st \$718,849 94.99%	0.00	0.00	0.00	596,741.12	0.00	150,000.00	
334 03 82 104 TIB -- 2nd & Stafford Roundabout \$704,591 95%	0.00	0.00	0.00	9,389.09	0.00	700,000.00	
334 03 82 105 TIB -- Seal Coat \$41,799 94.99% 2-E-930(006)-1	0.00	0.00	0.00	0.00	0.00	41,799.00	
330 Intergovernmental Revenues	0.00	0.00	709,478.23	671,360.02	550,000.00	891,799.00	
345 85 00 102 Impact Fees -- Cle Elum Development LLC -- 5% for Douglas Munro Project Match	0.00	0.00	0.00	40,740.00	0.00	0.00	
340 Charges For Goods & Services	0.00	0.00	0.00	40,740.00	0.00	0.00	
TOTAL REVENUES:	391,561.59	117,467.77	708,253.23	898,452.05	870,000.00	1,041,799.00	
595 30 63 050 TIB -- Douglas Munro/W 1st. Signal \$650,920	0.00	1,163.75	358,314.48	65,259.17	550,000.00	0.00	
595 30 63 057 TIB -- Douglas Munro/W. 1st Signal--City Expenses	0.00	61.25	5,325.26	344.37	0.00	0.00	
595 30 63 102 TIB -- Complete Streets \$400,000 2019 And 2020	274,093.82	88,911.64	0.00	103.06	0.00	0.00	
595 30 63 202 TIB -- Complete Streets 2022 \$350,000 First St. Phase 3A/3B	0.00	0.00	150,153.96	38,099.25	320,000.00	150,000.00	
595 30 63 203 TIB -- City Grant Expenses	0.00	0.00	8,107.50	670.02	0.00	0.00	
595 30 63 302 TIB -- Complete Streets Wayfinding Signage 2021 \$28,877	0.00	28,556.13	0.00	0.00	0.00	0.00	
595 30 63 303 TIB -- 2nd & Stafford Roundabout \$704,591 95%	0.00	0.00	0.00	9,604.75	0.00	700,000.00	
595 30 63 304 TIB -- Penn to Harris on 1st \$718,849 94.99%	0.00	0.00	0.00	596,741.12	0.00	150,000.00	
595 30 63 305 TIB -- Seal Coat \$41,799 94.99% 2-E-930(006)-1	0.00	0.00	0.00	0.00	0.00	41,799.00	

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102 TIB Complete Streets Grant

Account		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
595	Capital Expenditures- Streets	274,093.82	118,692.77	521,901.20	710,821.74	870,000.00	1,041,799.00	
TOTAL EXPENDITURES:		274,093.82	118,692.77	521,901.20	710,821.74	870,000.00	1,041,799.00	
FUND GAIN/LOSS:		117,467.77	-1,225.00	186,352.03	187,630.31	0.00	0.00	

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104 Police 3/10's Sales Tax Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 31 00 104 Beginning Balance 3/10's Fund	52,776.88	119,243.18	201,825.00	179,121.41	180,000.00	170,000.00	
308 51 01 104 Beginning Balance Employee Accrual Liability 3/10's	8,660.00	8,299.00	9,709.00	10,835.00	9,800.00	9,500.00	
308 Beginning Balances	61,436.88	127,542.18	211,534.00	189,956.41	189,800.00	179,500.00	
313 15 00 001 3/10ths Safety Tax	114,796.96	144,037.53	187,685.41	118,130.03	170,000.00	188,000.00	
310 Taxes	114,796.96	144,037.53	187,685.41	118,130.03	170,000.00	188,000.00	
322 30 00 000 Animal Licenses	808.50	551.50	366.00	663.00	550.00	900.00	
320 Licenses & Permits	808.50	551.50	366.00	663.00	550.00	900.00	
342 10 00 223 Police Contract-S.Cle Elum	19,406.40	20,179.40	5,386.20	0.00	0.00	0.00	
342 10 02 223 Police Contract-Roslyn	45,281.60	47,092.60	22,187.00	18,980.00	26,280.00	31,536.00	
345 23 00 001 Animal Shelter/Fines	60.00	0.00	0.00	17.50	0.00	0.00	
340 Charges For Goods & Services	64,748.00	67,272.00	27,573.20	18,997.50	26,280.00	31,536.00	
361 11 00 104 Interest	945.87	278.36	235.61	-40.99	150.00	164.00	
361 30 00 104 Accrued Interest Due	-83.17	-56.73	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	862.70	221.63	235.61	-40.99	150.00	164.00	
TOTAL REVENUES:	242,653.04	339,624.84	427,394.22	327,705.95	386,780.00	400,100.00	
521 20 10 004 Salaries -- Police 3/10's	42,171.43	49,810.68	116,951.09	99,387.22	115,000.00	130,000.00	
521 20 10 005 Overtime -- Police 3/10's	0.00	249.96	6,929.94	4,461.12	3,800.00	6,000.00	
521 20 20 004 Benefits -- Police 3/10's	20,367.75	22,227.83	49,849.77	44,628.26	50,000.00	53,300.00	
521 20 20 005 Benefits -- Police 3/10's Overtime	0.00	0.00	2,685.31	1,758.19	1,500.00	2,500.00	
521 20 31 104 Equipment	0.00	0.00	0.00	0.00	2,000.00	10,000.00	
521 20 32 001 Fuel Consumed	2,019.65	4,043.32	6,776.62	6,445.79	3,500.00	10,000.00	
521 20 35 104 Uniform Allowance	0.00	17.60	0.00	0.00	750.00	1,500.00	
521 20 43 104 Training/Travel	0.00	0.00	0.00	0.00	1,200.00	1,000.00	
521 20 47 001 Utilities--3/10's	0.00	0.00	0.00	0.00	0.00	500.00	
521 20 49 003 New Hire Expense	0.00	0.00	63.00	0.00	0.00	2,000.00	
521 Police Department	64,558.83	76,349.39	183,255.73	156,680.58	177,750.00	216,800.00	
528 00 41 104 Kittcom-3/10's Police	1,031.00	0.00	0.00	0.00	0.00	0.00	

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104 Police 3/10's Sales Tax Fund

Account		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
528	Dispatch Services	1,031.00	0.00	0.00	0.00	0.00	0.00	
515 30 41 104	Attorney Fees -- Animal Control	0.00	0.00	0.00	1,046.20	0.00	0.00	
554 30 10 001	Salaries -- Animal Control	33,587.17	33,525.34	29,244.63	20,476.62	33,000.00	28,000.00	
554 30 20 001	Benefits -- Animal Control	15,179.14	17,106.51	18,887.68	14,355.19	22,000.00	20,000.00	
554 30 30 001	ARRF Shelter Fee	0.00	0.00	4,200.00	3,000.00	3,150.00	3,000.00	
554 30 30 104	Animal Control Misc Costs/Supplies	0.00	74.00	298.93	7.02	800.00	500.00	
554 30 32 001	Fuel Consumed	754.72	1,035.60	1,411.26	949.61	4,000.00	2,000.00	
554 30 43 104	Training/Travel	0.00	0.00	139.58	0.00	1,200.00	600.00	
554	Environmental Services	49,521.03	51,741.45	54,182.08	39,834.64	64,150.00	54,100.00	
508 31 00 104	Ending Balance 3/10's Fund	0.00	0.00	0.00	0.00	135,080.00	119,700.00	
508 51 01 104	Ending Balance Employee Accrual Liability 3/10's	0.00	0.00	0.00	0.00	9,800.00	9,500.00	
999	Ending Balance	0.00	0.00	0.00	0.00	144,880.00	129,200.00	
TOTAL EXPENDITURES:		115,110.86	128,090.84	237,437.81	196,515.22	386,780.00	400,100.00	
FUND GAIN/LOSS:		127,542.18	211,534.00	189,956.41	131,190.73	0.00	0.00	

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106 Tourist/Lodging Tax Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 31 00 106 Beginning Balance Tourist Fund	296,289.84	314,313.38	272,066.27	368,444.67	350,000.00	440,000.00	
308 Beginning Balances	296,289.84	314,313.38	272,066.27	368,444.67	350,000.00	440,000.00	
313 31 00 001 Hotel/Motel Tax	164,529.97	228,243.28	227,936.93	116,047.41	165,000.00	180,000.00	
310 Taxes	164,529.97	228,243.28	227,936.93	116,047.41	165,000.00	180,000.00	
337 00 00 106 Horse Park County Lodging Tax Grant \$50,000	0.00	50,000.00	0.00	0.00	0.00	0.00	
337 00 00 107 Restroom Park County Lodging Tax Grant \$19,300	0.00	0.00	5,225.49	0.00	0.00	0.00	
330 Intergovernmental Revenues	0.00	50,000.00	5,225.49	0.00	0.00	0.00	
361 11 00 106 Interest	4,257.32	595.08	441.14	-130.92	250.00	300.00	
361 30 00 106 Accrued Interest Due	-324.90	-77.63	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	3,932.42	517.45	441.14	-130.92	250.00	300.00	
TOTAL REVENUES:	464,752.23	593,074.11	505,669.83	484,361.16	515,250.00	620,300.00	
557 30 41 000 Audit Fees	0.00	0.00	3,332.00	0.00	0.00	0.00	
557 30 41 001 Tourism	96,630.03	47,604.07	0.00	0.00	0.00	0.00	
557 30 41 002 Promotion -- Marketing and Advertising	0.00	57,222.74	1,855.72	0.00	10,000.00	5,000.00	
557 30 41 008 County -- Consolidated CLAT 13%	2,543.35	23,212.13	6,856.32	8,529.60	24,000.00	29,631.00	Changed the name of this account
557 30 41 009 Cle Elum Hotel-Motel	0.00	0.00	0.00	0.00	30,000.00	19,169.00	
557 30 41 010 Cle Elum Hotel/Motel -- Dog Park Project	8,806.50	0.00	0.00	0.00	0.00	0.00	
557 30 41 011 Cle Elum Hotel/Motel -- Kiwanis Gazebo	0.00	11,457.90	0.00	0.00	0.00	0.00	
557 30 41 012 Cle Elum Hotel/Motel -- CE Downtown Assoc.	7,500.00	14,654.00	0.00	0.00	5,000.00	10,000.00	
557 30 41 013 Horse Park County Lodging Tax Small Scale Grant/Arena	0.00	50,000.00	0.00	0.00	0.00	0.00	
557 30 41 015 Cle Elum Hotel/Motel -- Xmas Lights	18,958.97	38,329.00	0.00	0.00	0.00	0.00	
557 30 41 016 Cle Elum Hotel/Motel -- CEDA Xmas In Cle Elum	10,000.00	5,000.00	0.00	0.00	0.00	10,000.00	
557 30 41 017 Cle Elum Hotel/Motel -- Rotary Playground Equipment	0.00	66,128.00	0.00	0.00	0.00	0.00	

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106 Tourist/Lodging Tax Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
557 30 41 018 Cle Elum Hotel/Motel -- Pioneer Days Queen	0.00	1,400.00	1,500.00	1,950.00	1,500.00	3,000.00	
557 30 41 021 Cle Elum Hotel/Motel -- Fireworks/Chamber/Christmas	0.00	0.00	15,000.00	7,016.17	8,000.00	8,500.00	
557 30 41 022 Cle Elum Hotel/Motel -- CEDA add'l 2021 Holiday Lighting	0.00	0.00	2,931.75	0.00	0.00	0.00	
557 30 41 023 Cle Elum Hotel/Motel -- Hopesource KCC Bus	0.00	0.00	0.00	0.00	20,000.00	20,000.00	
557 30 41 025 County Lodging Tax -- CE Roundup	0.00	0.00	12,260.00	0.00	0.00	0.00	
557 30 41 026 Cle Elum Hotel/Motel -- Sassy Trash Market	0.00	0.00	2,875.00	0.00	0.00	0.00	
557 30 41 027 Cemetery Water Repair Project	0.00	0.00	17,107.90	0.00	100,000.00	100,000.00	
557 30 41 029 Cle Elum Hotel/Motel -- Cemetery Kiosk and Plaque	0.00	0.00	5,587.11	0.00	0.00	0.00	
557 30 41 030 Cle Elum Hotel/Motel -- CEDA Hanging Baskets and Planters	0.00	0.00	11,247.00	0.00	0.00	0.00	
557 30 41 031 Cle Elum Hotel/Motel -- UKC Basketball Club Mountain Madness	0.00	0.00	6,000.00	0.00	0.00	0.00	
557 30 41 032 Cle Elum Hotel/Motel -- CEDA Pioneer Days	0.00	0.00	39,446.87	15,478.00	0.00	0.00	
557 Community Services	144,438.85	315,007.84	125,999.67	32,973.77	198,500.00	205,300.00	
557 30 41 028 County Small Lodging Tax -- Park/Restrooms \$19,300	0.00	0.00	5,225.49	0.00	0.00	0.00	
558 Planning & Community Devel	0.00	0.00	5,225.49	0.00	0.00	0.00	
597 00 00 042 OUT-To Coal Mine From Tourist Fund	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00	
597 00 00 076 OUT-To Parks From Tourist Fund	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	
597 Interfund Transfers	6,000.00	6,000.00	6,000.00	0.00	6,000.00	0.00	
508 31 00 106 Ending Balance Tourist Fund	0.00	0.00	0.00	0.00	310,750.00	415,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	310,750.00	415,000.00	
TOTAL EXPENDITURES:	150,438.85	321,007.84	137,225.16	32,973.77	515,250.00	620,300.00	
FUND GAIN/LOSS:	314,313.38	272,066.27	368,444.67	451,387.39	0.00	0.00	

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110 Coal Mine Trail Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 31 00 110 Beginning Balance Coal Mine Fund	0.00	0.00	31,677.64	35,929.40	37,000.00	0.00	
308 51 00 110 Beginning Balance Coal Mine Fund	26,975.69	31,606.96	0.00	0.00	0.00	38,000.00	
308 Beginning Balances	26,975.69	31,606.96	31,677.64	35,929.40	37,000.00	38,000.00	
344 30 00 001 Roslyn Contribution	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	
344 30 00 002 Kittitas County Contribution	2,000.00	0.00	4,000.00	2,000.00	2,000.00	2,000.00	
340 Charges For Goods & Services	4,000.00	0.00	4,000.00	2,000.00	4,000.00	4,000.00	
361 11 00 110 Interest	398.02	55.80	46.22	-10.50	50.00	40.00	
361 30 00 110 Accrued Interest Due	-33.85	-6.90	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	364.17	48.90	46.22	-10.50	50.00	40.00	
397 00 00 042 IN-Coal Mine Trail From 106 Tourist Fund	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00	
397 Interfund Transfers	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00	
TOTAL REVENUES:	33,339.86	33,655.86	37,723.86	37,918.90	43,050.00	42,040.00	
542 62 30 000 Trail Signs	0.00	0.00	0.00	0.00	1,000.00	1,100.00	
542 62 41 000 Professional Services	26.75	0.00	265.19	337.51	400.00	700.00	
542 62 41 001 Weed Control	536.15	221.17	261.77	302.23	350.00	600.00	
542 62 41 002 Port A-Potties	1,170.00	1,170.00	1,267.50	870.00	1,170.00	1,240.00	
542 62 49 000 Trail Maintenance	0.00	587.05	0.00	0.00	500.00	400.00	
542 Streets - Maintenance	1,732.90	1,978.22	1,794.46	1,509.74	3,420.00	4,040.00	
508 31 00 110 Ending Balance Coal Mine Fund	0.00	0.00	0.00	0.00	39,630.00	0.00	
508 51 00 110 Ending Balance Coal Mine Fund	0.00	0.00	0.00	0.00	0.00	38,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	39,630.00	38,000.00	
TOTAL EXPENDITURES:	1,732.90	1,978.22	1,794.46	1,509.74	43,050.00	42,040.00	
FUND GAIN/LOSS:	31,606.96	31,677.64	35,929.40	36,409.16	0.00	0.00	

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120 Central Cascades Land CRA 2009-01 Devel. Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 120 Beginning Balance Central Cascades Land	9,188.14	9,302.40	9,315.25	8,160.79	9,321.32	8,165.00	
308 Beginning Balances	9,188.14	9,302.40	9,315.25	8,160.79	9,321.32	8,165.00	
345 81 00 120 Developer Contributions	0.00	0.00	0.00	0.00	2,000.00	2,200.00	
340 Charges For Goods & Services	0.00	0.00	0.00	0.00	2,000.00	2,200.00	
361 11 00 120 Interest	123.91	16.18	11.04	-2.22	10.00	9.00	
361 30 00 120 Accrued Interest Due	-9.65	-3.33	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	114.26	12.85	11.04	-2.22	10.00	9.00	
TOTAL REVENUES:	9,302.40	9,315.25	9,326.29	8,158.57	11,331.32	10,374.00	
559 30 41 005 Engineering Services -- Fund 120	0.00	0.00	0.00	0.00	2,000.00	2,209.00	
542 Streets - Maintenance	0.00	0.00	0.00	0.00	2,000.00	2,209.00	
559 30 41 006 Professional Services -- Attorney Fees	0.00	0.00	1,165.50	0.00	0.00	0.00	
559 Housing & Community Develop	0.00	0.00	1,165.50	0.00	0.00	0.00	
508 51 00 120 Ending Balance Central Cascades Land	0.00	0.00	0.00	0.00	9,331.32	8,165.00	
999 Ending Balance	0.00	0.00	0.00	0.00	9,331.32	8,165.00	
TOTAL EXPENDITURES:	0.00	0.00	1,165.50	0.00	11,331.32	10,374.00	
FUND GAIN/LOSS:	9,302.40	9,315.25	8,160.79	8,158.57	0.00	0.00	

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121 Cle Elum Pines West Devel. Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 121 Beginning Balance Cle Elum Pines West Fund	0.00	0.00	-718.75	0.00	0.00	414.25	
308 91 00 121 Estimated Beginning Cle Elum Pines Fund	0.00	0.00	0.00	-670.25	0.00	0.00	
308 Beginning Balances	0.00	0.00	-718.75	-670.25	0.00	414.25	
345 81 00 121 Developer Contributions	0.00	315.00	1,662.00	1,033.00	3,000.00	1,585.75	
340 Charges For Goods & Services	0.00	315.00	1,662.00	1,033.00	3,000.00	1,585.75	
345 81 00 121 Developer Contributions	780.25	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	780.25	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	780.25	315.00	943.25	362.75	3,000.00	2,000.00	
558 70 41 121 Professional Services -- Engineering/Planning Fees	780.25	1,033.75	1,613.50	-51.50	3,000.00	2,000.00	
558 Planning & Community Devel	780.25	1,033.75	1,613.50	-51.50	3,000.00	2,000.00	
TOTAL EXPENDITURES:	780.25	1,033.75	1,613.50	-51.50	3,000.00	2,000.00	
FUND GAIN/LOSS:	0.00	-718.75	-670.25	414.25	0.00	0.00	

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123 Sun Communities CRA 2018-01 Devel. Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 123 Beginning Balance Sun Communities	15,000.00	4,046.09	-1,935.49	0.00	15,000.00	15,010.00	
308 91 00 123 Beginning Balance Sun Communities	0.00	0.00	0.00	-4,275.01	0.00	0.00	
308 Beginning Balances	15,000.00	4,046.09	-1,935.49	-4,275.01	15,000.00	15,010.00	
345 81 00 123 Developer Contributions	0.00	121,512.38	165,708.97	409,296.34	230,000.00	260,000.00	
340 Charges For Goods & Services	0.00	121,512.38	165,708.97	409,296.34	230,000.00	260,000.00	
345 81 00 123 Developer Contributions	197,180.86	0.00	0.00	0.00	0.00	0.00	
361 11 00 123 Interest	0.00	7.76	18.73	8.76	10.00	15.00	
360 Interest & Other Earnings	197,180.86	7.76	18.73	8.76	10.00	15.00	
TOTAL REVENUES:	212,180.86	125,566.23	163,792.21	405,030.09	245,010.00	275,025.00	
515 41 41 023 Professional Services -- Attorney Fees	0.00	0.00	7,594.41	0.00	0.00	0.00	
515 Legal Services	0.00	0.00	7,594.41	0.00	0.00	0.00	
515 41 41 023 Professional Services -- Attorney Fees	0.00	0.00	0.00	25,250.24	0.00	0.00	
558 70 41 023 Streetlight Data Subscription 2023	0.00	12,346.00	0.00	4,799.64	0.00	0.00	
558 70 41 123 Professional Services -- Engineering Fees	208,134.77	115,155.72	160,472.81	357,025.81	230,000.00	260,000.00	
558 Planning & Community Devel	208,134.77	127,501.72	160,472.81	387,075.69	230,000.00	260,000.00	
559 30 41 123 Advertising	0.00	0.00	0.00	1,815.75	0.00	0.00	
559 Housing & Community Develop	0.00	0.00	0.00	1,815.75	0.00	0.00	
508 51 00 123 Ending Balance Sun Communities	0.00	0.00	0.00	0.00	15,010.00	15,025.00	
999 Ending Balance	0.00	0.00	0.00	0.00	15,010.00	15,025.00	
TOTAL EXPENDITURES:	208,134.77	127,501.72	168,067.22	388,891.44	245,010.00	275,025.00	
FUND GAIN/LOSS:	4,046.09	-1,935.49	-4,275.01	16,138.65	0.00	0.00	

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124 MVOLLC/Prium CRA 2005-02 Devel. Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 124 Beginning Balance MVOLLC Devel. Fund	3,240.77	3,281.06	3,285.58	3,289.73	3,287.72	3,292.00	
308 Beginning Balances	3,240.77	3,281.06	3,285.58	3,289.73	3,287.72	3,292.00	
361 11 00 124 Interest	43.69	5.01	4.15	-0.89	5.00	4.00	
361 30 00 124 Accrued Interest Due	-3.40	-0.49	0.00	0.00	0.00	0.00	
367 12 00 124 Developer Contributions	0.00	0.00	0.00	0.00	4,000.00	5,000.00	
360 Interest & Other Earnings	40.29	4.52	4.15	-0.89	4,005.00	5,004.00	
TOTAL REVENUES:	3,281.06	3,285.58	3,289.73	3,288.84	7,292.72	8,296.00	
558 70 41 124 Professional Services	0.00	0.00	0.00	0.00	4,000.00	5,000.00	
558 Planning & Community Devel	0.00	0.00	0.00	0.00	4,000.00	5,000.00	
508 51 00 124 Ending Balance MVOLLC Devel Fund	0.00	0.00	0.00	0.00	3,292.72	3,296.00	
999 Ending Balance	0.00	0.00	0.00	0.00	3,292.72	3,296.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	7,292.72	8,296.00	
FUND GAIN/LOSS:	3,281.06	3,285.58	3,289.73	3,288.84	0.00	0.00	

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125 Whispering Pines Devel. Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 125 Beginning Balance Whispering Pines Fund	0.00	0.00	0.21	0.21	0.00	0.00	
308 Beginning Balances	0.00	0.00	0.21	0.21	0.00	0.00	
345 81 00 125 Developer Contributions	0.00	4,347.76	4,595.45	2,454.50	10,000.00	20,000.00	
340 Charges For Goods & Services	0.00	4,347.76	4,595.45	2,454.50	10,000.00	20,000.00	
361 11 00 125 Interest	0.00	0.21	0.00	0.11	0.00	0.00	
360 Interest & Other Earnings	0.00	0.21	0.00	0.11	0.00	0.00	
TOTAL REVENUES:	0.00	4,347.97	4,595.66	2,454.82	10,000.00	20,000.00	
515 41 41 025 Professional Services -- Attorney Fees	0.00	0.00	3,132.50	0.00	0.00	0.00	
515 Legal Services	0.00	0.00	3,132.50	0.00	0.00	0.00	
515 41 41 025 Professional Services -- Attorney Fees	0.00	0.00	0.00	2,142.00	5,000.00	10,000.00	
558 70 41 125 Professional Services -- Engineering Fees	0.00	4,347.76	1,462.95	125.00	5,000.00	10,000.00	
558 Planning & Community Devel	0.00	4,347.76	1,462.95	2,267.00	10,000.00	20,000.00	
TOTAL EXPENDITURES:	0.00	4,347.76	4,595.45	2,267.00	10,000.00	20,000.00	
FUND GAIN/LOSS:	0.00	0.21	0.21	187.82	0.00	0.00	

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127 City Heights CRA 2020-01 Devel. Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 127 Beginning Balance City Heights/Trailside Homes Fund	0.00	5,453.47	-961.15	0.00	-210,000.00	50,000.00	
308 91 00 127 Beginning Balance City Heights Fund	0.00	0.00	0.00	-249,572.70	0.00	0.00	
308 Beginning Balances	0.00	5,453.47	-961.15	-249,572.70	-210,000.00	50,000.00	
345 81 00 127 Developer Contributions	95,017.24	208,476.96	10,000.00	20,000.00	430,000.00	300,000.00	
340 Charges For Goods & Services	95,017.24	208,476.96	10,000.00	20,000.00	430,000.00	300,000.00	
361 11 00 127 Interest	0.00	7.76	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	0.00	7.76	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	95,017.24	213,938.19	9,038.85	-229,572.70	220,000.00	350,000.00	
515 41 41 017 Professional Services -- Attorney Fees/City Heights \$5,000 MOU Phase 1	0.00	0.00	663.00	0.00	0.00	0.00	
515 41 41 018 Professional Services -- Attorney Fees/City Heights \$5,000 MOU Phase 2	0.00	0.00	58.50	0.00	0.00	0.00	
515 41 41 019 Professional Services -- Attorney Fees/City Heights \$5,000 MOU Phase 3	0.00	0.00	0.00	780.00	0.00	0.00	
515 41 41 020 Professional Services -- Attorney Fees/City Heights \$5,000 MOU Phase 4	0.00	0.00	0.00	164.00	0.00	0.00	
515 41 41 027 Professional Services -- Attorney Fees	0.00	0.00	18,530.00	0.00	0.00	0.00	
515 Legal Services	0.00	0.00	19,251.50	944.00	0.00	0.00	
515 41 41 027 Professional Services -- Attorney Fees	0.00	0.00	0.00	3,421.00	110,000.00	200,000.00	
558 70 41 014 Professional Services -- Consulting/Planning City Heights \$5,000 MOU Phase 1	0.00	0.00	8,649.50	46,915.23	0.00	0.00	
558 70 41 015 Professional Services -- Consulting/Planning City Heights \$5,000 MOU Phase 2	0.00	0.00	6,544.00	19,242.35	0.00	0.00	
558 70 41 016 Professional Services -- Consulting/Planning City Heights \$7,500 MOU Phase 3	0.00	0.00	0.00	12,167.50	0.00	0.00	
558 70 41 017 Professional Services -- Consulting/Planning City Heights \$7,500 MOU Phase 4	0.00	0.00	0.00	5,442.50	0.00	0.00	

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127 City Heights CRA 2020-01 Devel. Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
558 70 41 018 Professional Services -- Consulting/Planning City Heights \$5,000 Stafford Mediation	0.00	0.00	0.00	3,907.50	0.00	0.00	
558 70 41 027 Professional Services -- Attorney Fees	0.00	24,900.63	0.00	0.00	0.00	0.00	
558 70 41 127 Professional Services -- Engineering Fees etc.	89,563.77	189,998.71	199,870.87	20,600.50	110,000.00	100,000.00	
558 70 41 227 Professional Services -- Planning Fees	0.00	0.00	24,295.68	14,386.25	0.00	0.00	
558 Planning & Community Devel	89,563.77	214,899.34	239,360.05	126,082.83	220,000.00	300,000.00	
508 51 00 127 Ending Balance City Heights/Trailside Homes Fund	0.00	0.00	0.00	0.00	0.00	50,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	50,000.00	
TOTAL EXPENDITURES:	89,563.77	214,899.34	258,611.55	127,026.83	220,000.00	350,000.00	
FUND GAIN/LOSS:	5,453.47	-961.15	-249,572.70	-356,599.53	0.00	0.00	

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128 Fowler Creek Trails Deneen Developer Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 128 Beginning Balance Fowler Creek Trails/Deneen	0.00	0.00	550.00	0.00	0.00	10,000.00	
308 91 00 128 Beginning Balance Fowler Creek/Deneen	0.00	0.00	0.00	-1,430.00	0.00	0.00	
308 Beginning Balances	0.00	0.00	550.00	-1,430.00	0.00	10,000.00	
345 81 00 128 Developer Contributions/Deposits	0.00	7,084.50	0.00	16,331.30	12,000.00	20,000.00	
340 Charges For Goods & Services	0.00	7,084.50	0.00	16,331.30	12,000.00	20,000.00	
TOTAL REVENUES:	0.00	7,084.50	550.00	14,901.30	12,000.00	30,000.00	
515 41 41 028 Professional Services -- Attorney Fees	0.00	0.00	0.00	315.00	0.00	0.00	
558 70 41 128 Professional Services -- Engineering/Planning Fees	0.00	6,534.50	0.00	4,654.80	12,000.00	20,000.00	
558 70 41 228 Professional Services -- G. Dohrn Planning Fees	0.00	0.00	1,980.00	1,320.00	0.00	0.00	
558 Planning & Community Devel	0.00	6,534.50	1,980.00	6,289.80	12,000.00	20,000.00	
508 51 00 128 Ending Balance Fowler Creek Trails/Deneen	0.00	0.00	0.00	0.00	0.00	10,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	10,000.00	
TOTAL EXPENDITURES:	0.00	6,534.50	1,980.00	6,289.80	12,000.00	30,000.00	
FUND GAIN/LOSS:	0.00	550.00	-1,430.00	8,611.50	0.00	0.00	

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201 General Obligation Loan/Debt Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 201 Beginning Balance GO Loan Fund	6,339.32	6,121.80	5,830.96	2,812.16	1,782.78	0.00	
308 Beginning Balances	6,339.32	6,121.80	5,830.96	2,812.16	1,782.78	0.00	
345 81 00 201 Developer Contributions	0.00	40,579.58	38,779.63	41,325.09	41,325.00	0.00	
340 Charges For Goods & Services	0.00	40,579.58	38,779.63	41,325.09	41,325.00	0.00	
345 81 00 201 Developer Contributions	42,352.67	0.00	0.00	0.00	0.00	0.00	
361 11 00 201 Interest	89.49	11.85	6.57	3.41	5.00	0.00	
361 30 00 201 Accrued Interest Due	-7.01	-2.27	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	42,435.15	9.58	6.57	3.41	5.00	0.00	
397 00 00 022 IN-Fire Debt From 001 General Fund	4,942.33	4,735.00	1,500.00	2,006.84	3,034.72	0.00	
397 Interfund Transfers	4,942.33	4,735.00	1,500.00	2,006.84	3,034.72	0.00	
TOTAL REVENUES:	53,716.80	51,445.96	46,117.16	46,147.50	46,147.50	0.00	
591 22 71 001 Principal -- Fire Debt	40,000.00	40,000.00	40,000.00	45,000.00	45,000.00	0.00	Paid off in 2023
591 Debt Service - Principal Repayment	40,000.00	40,000.00	40,000.00	45,000.00	45,000.00	0.00	
592 22 80 000 Interest -- Firehall Debt	7,295.00	5,315.00	3,305.00	1,147.50	1,147.50	0.00	
592 22 80 001 Debt Service Fees	300.00	300.00	0.00	0.00	0.00	0.00	
592 Debt Service - Interest Costs	7,595.00	5,615.00	3,305.00	1,147.50	1,147.50	0.00	
TOTAL EXPENDITURES:	47,595.00	45,615.00	43,305.00	46,147.50	46,147.50	0.00	
FUND GAIN/LOSS:	6,121.80	5,830.96	2,812.16	0.00	0.00	0.00	

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300 American Rescue Plant Act of 2021/2022 (ARPA)

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 31 00 003 Beginning Balance American Rescue Plan Act 2021/2022 (ARPA)	0.00	0.00	284,589.00	0.00	0.00	319,179.00	
308 31 00 300 Beginning Balance American Rescue Plan Act 2021/2022 (ARPA)	0.00	0.00	0.00	569,179.00	569,179.00	0.00	
308 Beginning Balances	0.00	0.00	284,589.00	569,179.00	569,179.00	319,179.00	
332 92 10 003 COVID --19 American Rescue Plan Act/Nonentitlements	0.00	0.00	284,590.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	0.00	0.00	284,590.00	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	0.00	569,179.00	569,179.00	569,179.00	319,179.00	
597 00 00 300 Transfer in from ARPA Fund 300 to General Fund for Police Vehicles/Equipment	0.00	0.00	0.00	250,000.00	320,000.00	319,179.00	Per 1st budget mtg. transfer ARPA funds to general fund for Police vehicles/equipment
597 Interfund Transfers	0.00	0.00	0.00	250,000.00	320,000.00	319,179.00	
508 31 00 300 Ending Balance American Rescue Plan Act 2021/2022 (ARPA)	0.00	0.00	0.00	0.00	249,179.00	0.00	
999 Ending Balance	0.00	0.00	0.00	0.00	249,179.00	0.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	250,000.00	569,179.00	319,179.00	
FUND GAIN/LOSS:	0.00	0.00	569,179.00	319,179.00	0.00	0.00	

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305 Trendwest/New Suncadia CRA 2002-01 Devel. Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 305 Beginning Balance Consultant Fund	18,791.31	18,727.95	18,720.18	18,182.95	18,376.82	18,132.00	
308 Beginning Balances	18,791.31	18,727.95	18,720.18	18,182.95	18,376.82	18,132.00	
361 11 00 305 Interest	4.64	32.55	23.04	-4.90	15.00	15.00	
340 Charges For Goods & Services	4.64	32.55	23.04	-4.90	15.00	15.00	
361 30 00 305 Accrued Interest Due	0.00	-6.71	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	0.00	-6.71	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	18,795.95	18,753.79	18,743.22	18,178.05	18,391.82	18,147.00	
558 60 31 305 Supplies	68.00	33.61	560.27	62.01	1,000.00	1,500.00	
558 Planning & Community Devel	68.00	33.61	560.27	62.01	1,000.00	1,500.00	
508 51 00 305 Ending Balance Consultant Fund	0.00	0.00	0.00	0.00	17,391.82	16,647.00	
999 Ending Balance	0.00	0.00	0.00	0.00	17,391.82	16,647.00	
TOTAL EXPENDITURES:	68.00	33.61	560.27	62.01	18,391.82	18,147.00	
FUND GAIN/LOSS:	18,727.95	18,720.18	18,182.95	18,116.04	0.00	0.00	

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309 REET Excise Tax/Capital Projects Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 31 00 309 Beginning Balance REET 1 Fund	437,748.00	600,279.90	703,857.25	521,903.35	550,000.00	490,000.00	
308 31 01 309 Beginning Balance REET 2 Fund	0.00	0.00	0.00	33,279.84	20,000.00	63,280.00	
308 Beginning Balances	437,748.00	600,279.90	703,857.25	555,183.19	570,000.00	553,280.00	
318 34 00 309 REET 1 - First Quarter Percent	158,882.89	311,366.44	234,339.16	47,030.71	250,000.00	100,000.00	
318 35 00 309 REET 2 - Second Quarter Percent	0.00	0.00	33,229.84	47,030.66	250,000.00	100,000.00	
310 Taxes	158,882.89	311,366.44	267,569.00	94,061.37	500,000.00	200,000.00	
361 11 00 309 Interest	6,325.60	1,095.35	675.39	-131.14	400.00	450.00	
361 30 00 309 Accrued Interest Due	-513.49	-222.27	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	5,812.11	873.08	675.39	-131.14	400.00	450.00	
391 80 02 309 DOH -- Water Main Replacement -- 2nd/Rossetti \$331,500 Loan	0.00	0.00	0.00	299,009.00	331,500.00	0.00	
390 Other Financing Sources	0.00	0.00	0.00	299,009.00	331,500.00	0.00	
TOTAL REVENUES:	602,443.00	912,519.42	972,101.64	948,122.42	1,401,900.00	753,730.00	
542 30 48 010 Emergency Proc./Storm Drain Snow Removal 2022	0.00	0.00	202,792.00	0.00	0.00	0.00	
542 Streets - Maintenance	0.00	0.00	202,792.00	0.00	0.00	0.00	
558 70 31 000 Supplies	0.00	0.00	0.00	0.00	2,022.01	3,670.35	
558 Planning & Community Devel	0.00	0.00	0.00	0.00	2,022.01	3,670.35	
591 95 70 309 Public Works Trust Fund Loan Principal 2020-2025	0.00	133,141.25	133,141.25	133,141.23	133,141.23	133,141.27	2024 is the final payment
591 95 72 309 DOH -- 2nd/Rosetti Water Main Loan Principal Only \$331,500 10 yr. 0% int.	0.00	0.00	0.00	21,100.90	0.00	33,800.00	10 year loan 0% interest
591 Debt Service - Principal Repayment	0.00	133,141.25	133,141.25	154,242.13	133,141.23	166,941.27	
592 95 80 309 Public Works Trust Fund Loan Interest .84 percent	2,163.10	3,721.43	3,355.16	2,236.76	2,236.76	1,118.38	
592 Debt Service - Interest Costs	2,163.10	3,721.43	3,355.16	2,236.76	2,236.76	1,118.38	
594 18 63 002 Generator For City Hall and Police	0.00	22,336.84	0.00	0.00	0.00	0.00	

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309 REET Excise Tax/Capital Projects Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
594 18 63 309 HVAC For City Hall	0.00	0.00	0.00	0.00	55,000.00	0.00	
594 18 64 001 Generator for City Hall, Biomass Removal, Alleys, Trails	0.00	0.00	0.00	0.00	168,000.00	0.00	
594 18 65 000 Capital Expenditures REET Projects	0.00	0.00	0.00	0.00	160,000.00	80,000.00	
594 18 65 001 City Hall Remodel	0.00	6,904.44	18,540.56	0.00	0.00	0.00	
594 42 63 309 New Shop Improvements and Maintenance	0.00	42,558.21	49,589.48	0.00	30,000.00	0.00	
595 30 63 052 DOH -- Water Main Replacement -- 2nd/Rossetti \$331,500 Loan	0.00	0.00	9,500.00	314,700.00	331,500.00	0.00	
594 Capital Expenditures	0.00	71,799.49	77,630.04	314,700.00	744,500.00	80,000.00	
508 31 00 309 Ending Balance REET 1 Fund	0.00	0.00	0.00	0.00	350,000.00	402,000.00	
508 31 01 309 Ending Balance REET 2 Fund	0.00	0.00	0.00	0.00	170,000.00	100,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	520,000.00	502,000.00	
TOTAL EXPENDITURES:	2,163.10	208,662.17	416,918.45	471,178.89	1,401,900.00	753,730.00	
FUND GAIN/LOSS:	600,279.90	703,857.25	555,183.19	476,943.53	0.00	0.00	

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401 Water Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 31 85 401 Beginning Balance Cle Elum Water Loan Reserve	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00	
308 51 00 401 Beginning Balance Water Fund	-43,622.30	8,003.83	25,525.08	514.58	25,000.00	13,000.00	
308 51 82 401 Beginning Balance Water Equipment Reserve	0.00	0.00	5,000.00	4,000.00	30,000.00	10,000.00	
308 51 83 401 Beginning Balance Water Employee Accrual Liability	22,096.00	8,955.33	9,976.00	7,944.00	13,000.00	12,000.00	
308 51 86 401 Beginning Balance Water City Heights Impact Fees	0.00	0.00	0.00	0.00	0.00	32,750.00	
308 Beginning Balances	153,473.70	191,959.16	215,501.08	187,458.58	243,000.00	242,750.00	
343 40 00 000 Cle Elum Water Sales	675,973.19	743,952.58	749,033.91	645,549.34	745,000.00	845,000.00	
343 40 00 004 Hydrant Water	41,001.53	33,189.19	25,099.04	16,971.63	25,000.00	15,000.00	
343 40 00 005 Water Hookups	65,600.00	14,500.00	16,000.00	36,000.00	30,000.00	31,000.00	
343 40 00 006 Water Utility Tax	68,993.84	74,657.23	79,528.53	63,011.69	69,000.00	83,000.00	
345 89 00 401 Impact Development Fees/Water	0.00	0.00	0.00	33,250.00	0.00	0.00	
340 Charges For Goods & Services	851,568.56	866,299.00	869,661.48	794,782.66	869,000.00	974,000.00	
359 11 00 401 Certified Notice Fee	829.58	454.63	2,547.24	1,791.65	1,000.00	2,000.00	
350 Fines & Penalties	829.58	454.63	2,547.24	1,791.65	1,000.00	2,000.00	
361 11 00 401 Interest	1,819.94	399.88	219.51	-91.96	200.00	175.00	
361 30 00 401 Accrued Interest Due	-114.99	-55.15	0.00	0.00	0.00	0.00	
367 12 00 401 Kittitas County SR903 Utility Extension Project	19,179.94	0.00	0.00	0.00	0.00	0.00	
368 10 00 000 Capital Reimbursement Water Charge -- Suncadia	92,022.00	3,130.00	18,780.00	48,202.00	40,000.00	35,000.00	
369 91 00 000 Transfer Fee Water	1,095.00	1,395.00	1,105.00	345.00	3,000.00	1,000.00	
369 91 00 007 Miscellaneous Billings	0.00	0.00	0.00	2,126.59	0.00	0.00	
369 91 00 018 Main Street/B&O Tax Credit Refund	0.00	0.00	0.00	6,688.58	0.00	0.00	
369 91 00 401 Lien Release	360.00	864.00	144.00	288.00	300.00	350.00	
360 Interest & Other Earnings	114,361.89	5,733.73	20,248.51	57,558.21	43,500.00	36,525.00	
TOTAL REVENUES:	1,120,233.73	1,064,446.52	1,107,958.31	1,041,591.10	1,156,500.00	1,255,275.00	

534 12 10 401 Salaries -- Water Clerica	0.00	0.00	75,132.97	62,368.36	75,000.00	90,000.00
534 12 20 401 Benefits -- Water Clerica	0.00	0.00	42,176.01	29,120.04	47,000.00	45,000.00

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401 Water Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
534 50 10 001 Salaries -- Water Public Works	160,850.08	149,603.62	166,803.70	142,654.28	174,000.00	206,000.00	
534 50 20 001 Benefits -- Water Public Works	75,063.13	74,881.17	86,654.76	78,097.28	85,000.00	99,000.00	
534 50 20 002 Unemployment	658.35	1,087.02	0.00	0.00	500.00	400.00	
534 50 30 401 Supplies/Safety	0.00	0.00	0.00	166.26	1,000.00	500.00	
534 50 31 000 Supplies/Tools/Radios	7,784.54	4,358.43	6,902.11	10,251.27	7,000.00	10,000.00	
534 50 31 001 Supplies/Office/Postage	3,568.74	5,479.75	5,272.45	4,434.20	5,000.00	6,000.00	
534 50 31 003 Software	900.49	1,533.60	1,408.92	1,108.84	2,000.00	1,200.00	
534 50 31 004 Supplies/Water Meters/Hydrants	16,750.99	38,320.09	17,825.11	65,799.17	15,000.00	20,000.00	
534 50 31 005 Water meters/City Heights	0.00	0.00	0.00	25,175.62	0.00	0.00	
534 50 32 001 Fuel/Propane	6,737.86	8,132.00	14,531.59	9,763.73	15,000.00	13,000.00	
534 50 41 000 Bureau of Reclamation	5,732.43	5,822.70	5,732.43	11,320.43	6,000.00	5,800.00	
534 50 41 001 Maintenance Agreements/Fees and Dues	16,899.73	14,229.41	12,154.13	11,325.96	15,000.00	12,000.00	
534 50 41 002 Professional Services	2,840.69	3,063.40	1,432.60	2,492.37	3,000.00	3,200.00	
534 50 41 005 State Auditor Fees	0.00	1,032.04	2,907.90	1,909.97	3,000.00	2,000.00	
534 50 41 008 Engineering Services--Update Construction Standards	0.00	0.00	0.00	0.00	10,000.00	0.00	
534 50 42 001 Telephones/Internet	1,307.62	5,880.02	1,793.94	558.71	2,500.00	2,300.00	
534 50 43 001 Travel/Training	641.35	1,216.33	3,652.25	2,128.01	3,000.00	3,200.00	
534 50 44 001 Excise Tax	87,490.05	87,281.41	86,334.08	49,917.14	75,000.00	80,000.00	
534 50 44 401 Main Street/B&O Tax Credit	0.00	0.00	22,500.00	22,500.00	15,000.00	22,500.00	
534 50 45 401 Rent -- New Public Works Shop to Airport Fund	0.00	0.00	12,500.00	6,900.00	12,500.00	8,000.00	
534 50 46 001 Insurance -- Equipment and Liability	9,848.06	13,214.28	11,056.44	15,323.52	14,000.00	22,465.00	
534 50 47 001 Utilities-Chlorinator/Tanks	232.44	619.22	642.59	777.87	750.00	700.00	
534 50 47 002 Utilities-Old Plant Storage	3,434.57	8,868.46	4,789.23	6,290.00	6,000.00	6,500.00	
534 50 47 003 Utilities - Utility Services	2,579.11	1,216.63	2,632.70	97.35	3,000.00	1,000.00	
534 50 48 000 Repair & Maintenance/Equipment	5,898.66	21,606.99	7,864.27	19,547.75	21,000.00	16,000.00	
534 50 48 003 Repair & Maintenance/Building	832.49	303.03	4,728.51	1,221.47	2,500.00	5,000.00	
534 50 49 002 Permit -- Dept. of Health	6,798.16	4,622.20	1,979.20	2,079.30	4,500.00	2,304.62	
534 50 49 003 Permit -- Water Quality Permit Fees WA0021938	0.00	2,239.92	5,526.36	8,820.94	5,000.00	4,000.00	
534 50 49 401 Capital Reimbursement Water--Suncadia	92,022.00	3,130.00	18,780.00	48,202.00	40,000.00	35,000.00	
534 51 41 001 Engineering Services -- Water	589.50	762.50	5,267.75	3,556.00	6,000.00	6,500.00	
534 51 41 002 GIS Planning/Water	70.00	3,350.00	3,350.00	0.00	0.00	2,500.00	
534 51 44 002 Utility Tax On Water	51,108.13	73,827.01	72,377.72	54,090.23	57,000.00	65,000.00	
534 Water Utilities	560,639.17	535,681.23	704,709.72	697,998.07	731,250.00	797,069.62	

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401 Water Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
534 12 10 401 Salaries -- Water Clerical	69,878.55	61,493.15	0.00	0.00	0.00	0.00	
534 12 20 401 Benefits -- Water Clerical	55,811.84	26,516.21	0.00	0.00	0.00	0.00	
538 Combined Utilities	125,690.39	88,009.36	0.00	0.00	0.00	0.00	
591 34 72 401 Columbia Bank Water Loan -- Principal	136,816.42	142,045.08	147,273.73	0.00	152,502.38	157,731.04	
591 Debt Service - Principal Repayment	136,816.42	142,045.08	147,273.73	0.00	152,502.38	157,731.04	
592 34 80 401 Columbia Bank Water Loan -- Interest	78,555.28	73,629.90	68,516.28	31,607.21	63,214.42	57,724.34	
592 Debt Service - Interest Costs	78,555.28	73,629.90	68,516.28	31,607.21	63,214.42	57,724.34	
594 34 61 401 Kittitas County SR903 Utility Extension Project	19,179.94	0.00	0.00	0.00	0.00	0.00	
594 34 64 000 Hyster Fork Lift Model H50XL/Propane/Serial #A177831217K	2,978.60	0.00	0.00	0.00	0.00	0.00	
594 34 64 001 International Dump Truck 2003 Serial #1HTGGAHT43H571191	4,414.77	0.00	0.00	0.00	0.00	0.00	
594 34 64 003 Ford 2005 F450 Ser. #1FDXW46Y55ED08580	0.00	5,092.64	0.00	0.00	0.00	0.00	
594 34 64 004 Chev Colorado crew cab pickup 2004 Serial #1GCDDT136948137511	0.00	4,487.23	0.00	0.00	0.00	0.00	
594 34 64 007 Public Works 2014 Ford F150 Supercab 4x4 VIN #1FTEX1EM3EKG54117 33%	0.00	0.00	0.00	2,982.03	0.00	0.00	
594 Capital Expenditures	26,573.31	9,579.87	0.00	2,982.03	0.00	0.00	
508 31 85 401 Ending Balance Cle Elum Loan Reserve	0.00	0.00	0.00	0.00	175,000.00	175,000.00	
508 51 00 401 Ending Balance Water Fund	0.00	0.00	0.00	0.00	21,533.20	13,000.00	
508 51 82 401 Ending Balance Water Equipment Reserve	0.00	0.00	0.00	0.00	0.00	10,000.00	
508 51 83 401 Ending Balance Water Employee Accrual Liability	0.00	0.00	0.00	0.00	13,000.00	12,000.00	
508 51 86 401 Ending Balance Water City Heights Impact Fees	0.00	0.00	0.00	0.00	0.00	32,750.00	
999 Ending Balance	0.00	0.00	0.00	0.00	209,533.20	242,750.00	
TOTAL EXPENDITURES:	928,274.57	848,945.44	920,499.73	732,587.31	1,156,500.00	1,255,275.00	

5 YEAR BUDGET COMPARISON

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401 Water Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
FUND GAIN/LOSS:	191,959.16	215,501.08	187,458.58	309,003.79	0.00	0.00	

5 YEAR BUDGET COMPARISON

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402 Sanitary Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 402 Beginning Balance Sanitary Fund	123,109.80	160,211.90	162,166.07	130,669.73	150,000.00	120,000.00	
308 51 83 402 Beginning Balance Sanitary Employee Accrual Liability	11,484.00	15,373.00	17,744.00	19,895.00	18,000.00	15,000.00	
308 Beginning Balances	134,593.80	175,584.90	179,910.07	150,564.73	168,000.00	135,000.00	
343 70 00 000 Garbage Service	614,677.04	690,710.83	783,478.94	651,075.33	720,000.00	885,000.00	
343 70 00 001 Franchise Fee -- Garbage	25,757.61	12,194.94	35,510.56	16,037.36	27,000.00	30,000.00	
343 70 00 003 Garbage - Temp Dumpster	57,971.70	47,233.80	14,373.18	18,179.31	21,000.00	29,000.00	
340 Charges For Goods & Services	698,406.35	750,139.57	833,362.68	685,292.00	768,000.00	944,000.00	
359 11 00 402 Garbage Late Fees	397.33	302.31	2,437.61	1,722.00	500.00	1,500.00	
350 Fines & Penalties	397.33	302.31	2,437.61	1,722.00	500.00	1,500.00	
361 11 00 402 Interest	2,031.19	307.77	186.03	-34.94	150.00	140.00	
361 30 00 402 Accrued Interest Due	-169.81	-63.83	0.00	0.00	0.00	0.00	
369 91 00 402 Transfer Fee Garbage	1,085.00	1,425.00	2,075.00	690.00	3,000.00	700.00	
360 Interest & Other Earnings	2,946.38	1,668.94	2,261.03	655.06	3,150.00	840.00	
TOTAL REVENUES:	836,343.86	927,695.72	1,017,971.39	838,233.79	939,650.00	1,081,340.00	
537 60 46 001 Insurance -- Equipment and Liability	6,476.77	6,994.95	7,741.01	11,131.00	8,800.00	17,251.00	
537 80 10 001 Salaries -- Sanitary	35,845.46	42,261.61	55,339.99	47,838.48	52,500.00	67,000.00	
537 80 20 001 Benefits -- Sanitary	19,358.43	22,750.80	28,746.15	24,150.05	25,300.00	37,500.00	
537 80 31 001 Office Supplies/Telephone/Postage	5,037.40	5,016.76	4,541.02	3,516.42	4,000.00	5,889.00	
537 80 31 002 Liners/Cans/Miscellaneous	86.34	0.00	0.00	0.00	0.00	0.00	
537 80 31 003 Software	160.49	0.00	1,408.93	983.85	1,200.00	1,000.00	
537 80 41 003 Maintenance Fees/Professional Fees	7,395.00	8,067.11	9,153.08	4,250.96	9,650.00	7,500.00	
537 80 42 001 Fuel Consumed	0.00	0.00	3,230.54	0.00	3,000.00	3,000.00	
537 80 44 001 Excise Tax	36,214.94	37,378.10	27,999.15	25,130.29	30,000.00	33,000.00	
537 80 44 402 Main Street/B&O Tax Credit	0.00	0.00	11,250.00	0.00	0.00	0.00	
537 80 45 402 Rent -- New Public Works Shop to Airport Fund	0.00	0.00	1,000.00	8,400.00	1,000.00	8,400.00	
537 80 47 000 Utilites	61.98	290.05	0.00	0.00	200.00	300.00	
537 80 47 001 Collection And Disposal Fees -- WM	549,903.60	624,317.23	716,198.85	594,340.04	635,000.00	770,000.00	
537 80 48 000 Repairs And Maintenance	218.55	709.04	797.94	0.00	1,000.00	500.00	

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402 Sanitary Fund

Account		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
537	Garbage & Solid Waste	660,758.96	747,785.65	867,406.66	719,741.09	771,650.00	951,340.00	
508 51 00 402	Ending Balance Sanitary Fund	0.00	0.00	0.00	0.00	150,000.00	115,000.00	
508 51 83 402	Ending Balance Sanitary Employee Accrual Liability	0.00	0.00	0.00	0.00	18,000.00	15,000.00	
999	Ending Balance	0.00	0.00	0.00	0.00	168,000.00	130,000.00	
TOTAL EXPENDITURES:		660,758.96	747,785.65	867,406.66	719,741.09	939,650.00	1,081,340.00	
FUND GAIN/LOSS:		175,584.90	179,910.07	150,564.73	118,492.70	0.00	0.00	

5 YEAR BUDGET COMPARISON

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403 Airport Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 403 Beginning Balance Airport Fund	5,303.91	7,307.54	2,448.55	36,692.11	36,000.00	70,000.00	
308 Beginning Balances	5,303.91	7,307.54	2,448.55	36,692.11	36,000.00	70,000.00	
331 20 10 600 COVID FAA -- Federal Direct US DOT CARES Grant	1,000.00	0.00	0.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	1,000.00	0.00	0.00	0.00	0.00	0.00	
361 11 00 403 Interest	66.82	6.83	46.44	-19.06	25.00	40.00	
361 30 00 403 Accrued Interest Due	-4.90	-1.81	0.00	0.00	0.00	0.00	
362 50 00 403 Rent -- Airport	3,029.60	4,274.19	5,817.44	6,325.60	4,868.00	6,632.00	
362 50 00 404 Rent -- U.S. Forest Service -- Windy Pass	0.00	0.00	4,004.13	0.00	0.00	0.00	
362 50 00 405 Rent -- Public Works New Shop	0.00	0.00	30,000.00	30,000.00	30,000.00	30,000.00	
360 Interest & Other Earnings	3,091.52	4,279.21	39,868.01	36,306.54	34,893.00	36,672.00	
TOTAL REVENUES:	9,395.43	11,586.75	42,316.56	72,998.65	70,893.00	106,672.00	
546 80 10 001 Salaries -- Airport	0.00	0.00	0.00	0.00	500.00	15,000.00	
546 80 20 001 Benefits -- Airport	0.00	0.00	0.00	0.00	193.00	2,000.00	
546 80 41 000 Legal Services -- Airport	0.00	815.60	0.00	0.00	1,000.00	1,872.00	
546 80 41 003 COVID FAA Federal Direct US DOT CARES Grant	1,000.00	0.00	0.00	0.00	0.00	0.00	
546 80 41 004 Professional Services -- Other	0.00	0.00	381.94	0.00	500.00	1,000.00	
546 80 41 005 Survey -- Airport Property	0.00	0.00	0.00	0.00	0.00	6,000.00	
546 80 46 002 Insurance -- Equipment and Liability	-1,237.67	2,478.00	2,847.00	3,141.00	2,500.00	3,200.00	
546 80 47 001 Utilities-Airport	2,037.33	2,127.76	1,891.37	1,446.06	2,200.00	2,500.00	
546 80 48 000 Maintenance And Supplies	288.23	3,716.84	504.14	313.37	4,000.00	4,500.00	
546 Airports, Port, Terminal	2,087.89	9,138.20	5,624.45	4,900.43	10,893.00	36,072.00	
508 51 00 403 Ending Balance Airport Fund	0.00	0.00	0.00	0.00	60,000.00	70,600.00	
999 Ending Balance	0.00	0.00	0.00	0.00	60,000.00	70,600.00	
TOTAL EXPENDITURES:	2,087.89	9,138.20	5,624.45	4,900.43	70,893.00	106,672.00	
FUND GAIN/LOSS:	7,307.54	2,448.55	36,692.11	68,098.22	0.00	0.00	

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404 Water Regional Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 85 404 Beginning Balance Water/Regional Employee Accrual Liab.	0.00	8,955.33	9,976.00	7,944.00	11,000.00	12,000.00	
308 51 86 404 Beginning Balance Water/Regional	477,882.56	659,335.78	903,024.99	1,041,333.69	990,000.00	1,188,000.00	
308 Beginning Balances	477,882.56	668,291.11	913,000.99	1,049,277.69	1,001,000.00	1,200,000.00	
334 04 20 404 Energy Project -- Dept. Of Commerce Grant/Water Regional	113,651.00	1,433.23	245.33	0.00	1,300.00	0.00	
330 Intergovernmental Revenues	113,651.00	1,433.23	245.33	0.00	1,300.00	0.00	
343 40 04 000 Cle Elum Water Sales/Regional	315,268.00	318,520.00	329,785.00	231,660.00	320,000.00	330,000.00	
343 40 04 001 Cle Elum Water Reserve Fees/Regional	44,772.00	46,104.00	48,420.00	38,088.00	47,000.00	49,000.00	
343 40 04 002 Suncadia Potable Water Sales/Regional	259,130.06	280,630.65	277,862.32	235,460.94	285,000.00	290,000.00	
343 40 04 003 Suncadia Potable Reserve Fees/Regional	36,392.12	37,503.88	39,311.00	34,337.00	39,000.00	40,000.00	
343 40 04 004 Suncadia Irrigation Water Sales/Regional	97,297.55	103,140.69	88,024.95	85,831.48	110,000.00	105,000.00	
343 40 04 005 Suncadia Irrigation Reserve Fees/Regional	14,467.68	14,908.32	15,622.00	13,643.00	15,000.00	18,000.00	
343 40 04 006 South Cle Elum Water Sales/Regional	68,234.00	70,281.00	80,599.45	65,405.74	75,000.00	82,000.00	
343 40 04 007 South Cle Elum Water Reserve Fees/Regional	15,706.00	16,184.00	16,961.00	14,819.00	18,000.00	17,000.00	
340 Charges For Goods & Services	851,267.41	887,272.54	896,585.72	719,245.16	909,000.00	931,000.00	
361 11 00 404 Interest	149.65	1,347.19	1,218.46	-379.41	800.00	850.00	
361 30 00 404 Accrued Interest Due	0.00	-269.14	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	149.65	1,078.05	1,218.46	-379.41	800.00	850.00	
TOTAL REVENUES:	1,442,950.62	1,558,074.93	1,811,050.50	1,768,143.44	1,912,100.00	2,131,850.00	
534 51 44 003 Utility Tax On Water/Regional	51,076.04	31,358.91	36,685.27	22,648.10	50,000.00	45,000.00	
534 60 10 000 Salaries -- Regional Water	151.00	0.00	0.00	0.00	1,500.00	2,000.00	
534 60 20 000 Benefits -- Regional Water	0.00	0.00	0.00	0.00	1,500.00	800.00	
534 60 31 002 Veolia -- Chemicals, Supplies, Labs/Regional	24,019.29	30,246.32	34,932.93	23,763.18	38,000.00	40,000.00	
534 60 41 002 Veolia -- Contracted O&M Fee/Regional	289,543.92	296,867.06	313,749.90	220,692.06	320,000.00	335,000.00	
534 60 41 009 Yakima River Intake Professional and Water Plant Fees	1,096.59	1,324.18	7,614.90	4,528.62	7,300.00	7,300.00	

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404 Water Regional Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
534 60 41 010 Insurance -- Regional Portion	20,306.58	20,152.38	22,455.36	31,807.56	25,000.00	36,884.00	
534 60 42 009 Telephone -- US Cell and Century Link	0.00	0.00	5,562.84	4,055.43	6,000.00	5,500.00	
534 60 48 002 Veolia -- Maintenance And Repairs/Regional	24,560.66	13,518.90	42,651.16	29,151.06	45,000.00	40,000.00	
534 60 48 005 Other Expenses/Regional	28,451.97	3,319.84	19,147.06	11,061.44	23,000.00	20,000.00	
534 60 48 009 US Cellular M2M Regional Expense	812.94	1,171.90	0.00	0.00	0.00	0.00	
534 60 48 010 HLA Engineering Water Regional Fees	6,256.43	2,978.69	1,906.18	756.80	3,500.00	3,366.00	
534 60 48 011 Repairs -- Emergency	0.00	0.00	0.00	0.00	48,000.00	33,000.00	
534 60 49 006 Veolia -- PSE Bullfrog/Regional	6,543.61	4,919.51	9,077.92	14,453.73	17,000.00	31,000.00	
534 60 49 007 Veolia -- PSE 903/Regional	62,371.22	66,649.62	87,765.30	71,270.19	88,000.00	86,000.00	
534 60 49 008 Veolia -- PSE SCE Way/Regional	103,637.26	118,795.19	106,026.70	73,039.64	75,000.00	110,000.00	
534 Water Utilities	618,827.51	591,302.50	687,575.52	507,227.81	748,800.00	795,850.00	
594 34 63 404 Energy Project --Water Regional	155,832.00	1,433.23	245.33	0.00	1,300.00	0.00	
594 34 63 406 Energy Project -- Water Regional Non Grant	0.00	5,338.21	190.27	0.00	0.00	0.00	
594 34 63 408 Seal Coat Parking Lot/Water Plant	0.00	0.00	0.00	0.00	21,000.00	21,000.00	
594 34 64 404 SCE Reservoir Main Replacement	0.00	47,000.00	0.00	0.00	0.00	0.00	
594 34 64 405 Variable Frequency Drives - 2	0.00	0.00	73,761.69	0.00	25,000.00	0.00	
594 34 64 406 Robicon Irrigation VFD Replace/Yakima River Intake	0.00	0.00	0.00	0.00	55,000.00	55,000.00	
594 34 64 407 Well Pumps 3 and 7/Cle Elum Source Rebuild/Replace	0.00	0.00	0.00	0.00	25,000.00	25,000.00	
594 34 64 409 Server Replace and Upgrade PLC Software	0.00	0.00	0.00	0.00	35,000.00	35,000.00	
594 Capital Expenditures	155,832.00	53,771.44	74,197.29	0.00	162,300.00	136,000.00	
508 51 85 404 Ending Balance Water Reserve Employee Accrual Liab.	0.00	0.00	0.00	0.00	11,000.00	12,000.00	
508 51 86 404 Ending Balance Water/Regional	0.00	0.00	0.00	0.00	990,000.00	1,188,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	1,001,000.00	1,200,000.00	
TOTAL EXPENDITURES:	774,659.51	645,073.94	761,772.81	507,227.81	1,912,100.00	2,131,850.00	
FUND GAIN/LOSS:	668,291.11	913,000.99	1,049,277.69	1,260,915.63	0.00	0.00	

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406 Water Capital Reserve Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 406 Beginning Balance Water Capital Reserve	231,501.33	212,329.00	256,926.83	394,242.78	350,000.00	360,000.00	
308 51 00 407 Beginning Balance Water Capital Reserve Accrual Liability	0.00	8,955.33	9,975.00	7,944.00	11,000.00	12,000.00	
308 Beginning Balances	231,501.33	221,284.33	266,901.83	402,186.78	361,000.00	372,000.00	
343 40 00 007 Cle Elum -- Water Capital Reserve Fees	129,180.29	133,796.27	143,388.28	108,658.10	140,000.00	150,000.00	
340 Charges For Goods & Services	129,180.29	133,796.27	143,388.28	108,658.10	140,000.00	150,000.00	
361 11 00 406 Interest	3,547.12	420.27	437.42	-128.25	300.00	400.00	
361 30 00 406 Accrued Interest Due	-308.63	-87.24	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	3,238.49	333.03	437.42	-128.25	300.00	400.00	
391 80 03 406 Public Works Trust Fund Loan -- 2nd/Rosetti Water Main \$2,841,810 2022	0.00	0.00	0.00	0.00	0.00	2,500,000.00	
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.00	2,500,000.00	
TOTAL REVENUES:	363,920.11	355,413.63	410,727.53	510,716.63	501,300.00	3,022,400.00	
534 50 35 406 Tools And Supplies	2,530.00	0.00	0.00	367.95	0.00	0.00	
534 50 41 406 Water System Plan Update	55,066.73	44,933.27	0.00	15,000.00	0.00	0.00	
534 50 48 407 Control Valves--Rebuild and Yearly Maintenance on CLA-VAL	0.00	9,002.88	0.00	0.00	0.00	0.00	
534 51 44 004 Utility Tax On Water/Capital Reserve	7,750.83	8,026.04	8,540.75	5,834.70	10,300.00	11,613.00	
534 Water Utilities	65,347.56	61,962.19	8,540.75	21,202.65	10,300.00	11,613.00	
591 34 75 400 Lease -- Vac Truck 2100i/2023 Int. Lease	0.00	0.00	0.00	43,786.69	53,074.00	43,787.00	
591 Debt Service - Principal Repayment	0.00	0.00	0.00	43,786.69	53,074.00	43,787.00	
534 50 48 406 Water Main Repair And Maint.	77,288.22	6,593.60	0.00	0.00	0.00	0.00	
594 30 63 406 Public Works Trust Fund -- 2nd/Rosetti Water Main \$2,841,810 2022	0.00	0.00	0.00	0.00	0.00	2,500,000.00	
594 34 48 406 Vac Truck Fan and Transmission Repair 2021	0.00	19,956.01	0.00	0.00	0.00	0.00	
594 34 63 406 Water Main Replacements	0.00	0.00	0.00	0.00	130,000.00	130,000.00	

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406 Water Capital Reserve Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
594 34 63 407 Emergency Water Main Replacement -- Pine-Alpha Alley	0.00	0.00	0.00	97,798.00	0.00	0.00	
594 Capital Expenditures	77,288.22	26,549.61	0.00	97,798.00	130,000.00	2,630,000.00	
508 51 00 406 Ending Balance Cle Elum Water Capital Reserve	0.00	0.00	0.00	0.00	296,926.00	325,000.00	
508 51 00 407 Ending Balance Water Reserve Accrual Liability	0.00	0.00	0.00	0.00	11,000.00	12,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	307,926.00	337,000.00	
TOTAL EXPENDITURES:	142,635.78	88,511.80	8,540.75	162,787.34	501,300.00	3,022,400.00	
FUND GAIN/LOSS:	221,284.33	266,901.83	402,186.78	347,929.29	0.00	0.00	

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409 Sewer Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 31 85 409 Beginning Balance Cle Elum Sewer Loan Reserve	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	
308 51 00 409 Beginning Balance Sewer Fund	80,842.83	176,735.97	233,041.40	59,435.79	149,000.00	149,000.00	
308 51 81 409 Beginning Balance Sewer Contingency	48,570.00	48,570.00	48,570.00	48,570.00	0.00	0.00	
308 51 82 409 Beginning Balance Sewer Equipment Reserve	29,161.00	34,161.00	39,161.00	44,161.00	5,000.00	10,000.00	
308 51 83 409 Beginning Balance Sewer Employee Accrual Liability	21,430.80	8,755.67	9,896.00	8,443.00	11,000.00	12,000.00	
308 51 86 409 Beginning Balance Sewer Impact Fees	5,113.00	5,113.00	5,113.00	5,113.00	0.00	1,000.00	
308 Beginning Balances	260,117.63	348,335.64	410,781.40	240,722.79	240,000.00	247,000.00	
343 50 00 002 DOT Sewer Services	5,703.60	12,826.80	20,134.80	17,369.10	10,000.00	10,500.00	
343 50 00 006 Cle Elum -- Sewer Services	489,456.07	520,522.96	571,909.64	425,307.87	540,000.00	600,000.00	
343 50 00 008 Sewer Utility Tax	43,334.45	46,344.61	48,646.18	37,264.03	48,000.00	52,000.00	
343 50 00 011 Sewer Collection System/WWTP Connection Fees	30,660.00	8,500.00	3,500.00	286,573.20	20,000.00	30,000.00	
343 50 01 409 Regional Admin Fee 1% Sewer Revenue	4,903.00	5,981.00	4,899.00	5,149.00	6,000.00	6,500.00	
345 89 00 409 Impact Development Fees/Sewer	0.00	0.00	0.00	750.00	0.00	0.00	
340 Charges For Goods & Services	574,057.12	594,175.37	649,089.62	772,413.20	624,000.00	699,000.00	
361 11 00 409 Interest	3,766.91	699.79	298.66	-110.99	300.00	1,000.00	
361 30 00 409 Accrued Interest Due	-307.75	-164.69	0.00	0.00	0.00	0.00	
367 12 00 409 Kittitas County SR903 Utility Extension Project	12,786.62	0.00	0.00	0.00	0.00	0.00	
368 10 00 001 Capital Reimbursement Sewer Charge -- Suncadia	231,554.40	47,256.00	63,008.00	129,166.40	40,000.00	35,000.00	
369 91 00 019 Main Street/B&O Tax Credit -- Refund	0.00	0.00	0.00	6,688.58	0.00	0.00	
369 91 00 409 Transfer Fee Sewer	1,110.00	1,380.00	1,080.00	345.00	3,000.00	3,000.00	
360 Interest & Other Earnings	248,910.18	49,171.10	64,386.66	136,088.99	43,300.00	39,000.00	
TOTAL REVENUES:	1,083,084.93	991,682.11	1,124,257.68	1,149,224.98	907,300.00	985,000.00	
535 50 10 001 Salaries --Sewer Public Works	162,655.49	133,604.57	172,980.95	129,820.81	171,000.00	185,000.00	
535 50 20 001 Benefits -- Sewer Public Works	88,886.71	67,724.11	87,292.75	72,306.83	74,400.00	98,000.00	
535 50 20 002 Unemployment	658.35	0.00	0.00	0.00	0.00	750.00	
535 50 30 409 Supplies/Safety	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
535 50 31 001 Supplies/Tools/Uniforms	4,274.99	3,848.75	4,262.77	6,617.01	4,376.80	7,000.00	
535 50 31 003 Supplies/Office/Postage	3,790.28	4,607.73	5,225.16	4,788.61	5,000.00	5,500.00	

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409 Sewer Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
535 50 31 004 Software	2,100.49	1,672.92	1,408.92	1,317.27	2,000.00	1,500.00	
535 50 32 002 Fuel/Propane	8,253.44	9,438.43	16,648.05	11,675.80	13,000.00	12,000.00	
535 50 41 001 Professional Services	3,261.05	4,522.11	8,803.50	5,088.59	4,500.00	3,000.00	
535 50 41 002 Maintenance Agreements/Fees/Dues	18,986.57	14,281.20	9,283.35	11,770.06	17,000.00	15,000.00	
535 50 41 003 Engineering Services -- Sewer	1,264.33	1,501.80	12,965.83	12,324.71	4,000.00	4,500.00	
535 50 41 005 South Cle Elum Sewer Connection Fee Share	0.00	300.00	0.00	0.00	0.00	0.00	
535 50 41 006 State Auditor Fees	0.00	2,705.91	3,007.90	1,728.01	4,000.00	2,000.00	
535 50 41 007 GIS Planning/Sewer	70.00	3,350.00	3,350.00	0.00	0.00	0.00	
535 50 41 008 Engineering Services--Update Construction Standards	0.00	22,276.24	0.00	0.00	10,000.00	0.00	
535 50 42 001 Telephones	1,483.80	1,709.53	1,474.93	749.95	1,600.00	1,500.00	
535 50 43 001 Travel/Training	635.35	416.33	0.00	231.00	1,000.00	793.38	
535 50 44 001 Excise Tax	29,707.58	44,372.15	43,936.10	29,264.84	36,000.00	34,000.00	
535 50 44 002 Utility Tax On Sewer	34,149.87	46,458.77	48,850.91	41,063.71	35,000.00	40,000.00	
535 50 44 409 Main Street/B&O Tax Credit	0.00	0.00	11,250.00	22,500.00	15,000.00	22,500.00	
535 50 45 406 Rent -- New Public Works Shop to Airport Fund	0.00	0.00	12,500.00	8,400.00	12,500.00	12,500.00	
535 50 46 001 Insurance -- Equipment and Liability	11,743.99	13,904.92	11,833.92	15,653.07	15,000.00	22,772.00	
535 50 47 002 Utilities	95.13	106.43	1,051.51	656.50	600.00	500.00	
535 50 48 001 Repair & Maintenance/Equipment	23,308.60	32,801.71	37,507.11	17,535.62	25,000.00	23,000.00	
535 50 48 002 Repair & Maintenance/Building	0.00	303.03	2,486.30	1,480.56	2,000.00	2,200.00	
535 50 48 003 Repairs and Maintenance/Sewer	0.00	14,214.38	0.00	0.00	0.00	0.00	
535 50 48 049 Emergency Proc. Sewer Main Repair 2021-2022	0.00	0.00	202,915.14	0.00	0.00	0.00	
535 50 48 061 Sewer Line Failed October 2022	0.00	0.00	403.07	0.00	0.00	0.00	
535 50 49 002 Sewer Discharge Permit	0.00	0.00	0.00	0.00	2,500.00	1,700.00	
535 50 49 409 Capital Reimbursement Sewer--Suncadia	231,554.40	43,318.00	63,008.00	133,104.40	40,000.00	35,000.00	
535 Sewer	626,880.42	467,439.02	762,446.17	528,077.35	496,476.80	531,715.38	
535 12 10 409 Salaries -- Sewer Clerical	51,142.71	48,242.49	56,859.61	0.00	0.00	0.00	
535 12 20 409 Benefits -- Sewer Clerical	17,453.01	24,808.29	32,395.12	0.00	0.00	0.00	
535 50 10 409 Salaries -- Sewer Clerical	0.00	0.00	0.00	48,610.98	57,000.00	71,500.00	
535 50 20 409 Benefits -- Sewer Clerical	0.00	0.00	0.00	22,813.79	27,000.00	33,000.00	
538 Combined Utilities	68,595.72	73,050.78	89,254.73	71,424.77	84,000.00	104,500.00	
591 35 72 409 Columbia Bank Sewer Loan -- Principal	20,183.58	20,954.92	21,726.27	0.00	22,497.62	23,268.96	

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409 Sewer Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
591 Debt Service - Principal Repayment	20,183.58	20,954.92	21,726.27	0.00	22,497.62	23,268.96	
592 35 80 409 Columbia Bank Sewer Loan -- Interest	11,603.82	10,862.10	10,107.72	4,662.79	9,325.58	8,515.66	
592 Debt Service - Interest Costs	11,603.82	10,862.10	10,107.72	4,662.79	9,325.58	8,515.66	
594 35 61 409 Kittitas County SR903 Utility Extension Project	92.40	0.00	0.00	0.00	0.00	0.00	
594 35 63 409 Sewer Main Replacements	0.00	0.00	0.00	0.00	60,000.00	80,000.00	
594 35 64 000 Hyster Fork Lift Model H50XL/Propane/Serial #A177831217K	2,978.58	0.00	0.00	0.00	0.00	0.00	
594 35 64 002 2003 International Dump Truck 2574 Ser. #1HTGGAHT43H571191	4,414.77	0.00	0.00	0.00	0.00	0.00	
594 35 64 003 Ford 2005 F450 Ser. #1FDXW46Y55ED08580	0.00	4,106.66	0.00	0.00	0.00	0.00	
594 35 64 004 Chev Colorado crew cab pickup 2004 Serial #1GCDT136948137511	0.00	4,487.23	0.00	0.00	0.00	0.00	
594 35 64 008 Public Works 2014 Ford F150 Supercab 4x4 VIN #1FTEX1EM3EKG54117 40%	0.00	0.00	0.00	3,614.58	0.00	0.00	
594 Capital Expenditures	7,485.75	8,593.89	0.00	3,614.58	60,000.00	80,000.00	
508 31 86 409 Ending Balance Cle Elum Loan Reserve	0.00	0.00	0.00	0.00	75,000.00	75,000.00	
508 51 00 409 Ending Balance Sewer Fund	0.00	0.00	0.00	0.00	149,000.00	139,000.00	
508 51 82 409 Ending Balance Sewer Equipment Reserve	0.00	0.00	0.00	0.00	0.00	10,000.00	
508 51 83 409 Ending Balance Sewer Employee Accrual Liability	0.00	0.00	0.00	0.00	11,000.00	12,000.00	
508 51 86 409 Ending Balance Sewer Impact Fees	0.00	0.00	0.00	0.00	0.00	1,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	235,000.00	237,000.00	
TOTAL EXPENDITURES:	734,749.29	580,900.71	883,534.89	607,779.49	907,300.00	985,000.00	
FUND GAIN/LOSS:	348,335.64	410,781.40	240,722.79	541,445.49	0.00	0.00	

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410 Sewer Regional Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 84 410 Beginning Balance Sewer/Regional	163,633.43	219,012.30	366,474.24	453,184.50	430,000.00	570,000.00	
308 51 86 410 Beginning Balance Sewer/Regional Employee Accrual Liab.	0.00	8,755.67	9,896.00	8,443.00	11,000.00	12,000.00	
308 Beginning Balances	163,633.43	227,767.97	376,370.24	461,627.50	441,000.00	582,000.00	
331 97 03 900 Hanson Ponds FEMA Grant	0.00	12,647.13	23,520.10	11,021.38	100,000.00	0.00	
334 01 80 413 Hanson Ponds State Military Dept. State Grant	0.00	2,107.85	3,920.01	1,836.90	17,000.00	0.00	
334 04 20 410 Energy Project -- Dept. Of Commerce Grant/Sewer Regional	10,215.50	121.05	2,863.24	0.00	140.00	0.00	
330 Intergovernmental Revenues	10,215.50	14,876.03	30,303.35	12,858.28	117,140.00	0.00	
343 50 01 003 Suncadia Sewer Services/Regional	341,230.00	433,728.00	403,683.00	321,742.00	380,300.00	430,000.00	
343 50 01 006 Cle Elum Sewer Services/Regional	177,960.00	181,980.00	185,532.00	143,944.00	187,000.00	190,000.00	
343 50 01 123 Sun Communities Sewer Shortfall/Regional	0.00	0.00	33,510.00	58,519.00	69,700.00	75,000.00	
343 50 01 222 South Cle Elum Sewer Services/Regional	52,026.00	52,287.00	54,093.00	44,391.00	57,000.00	59,000.00	
343 50 01 223 Roslyn Sewer Services/Regional	109,715.00	111,794.00	105,219.50	93,039.00	115,000.00	113,000.00	
340 Charges For Goods & Services	680,931.00	779,789.00	782,037.50	661,635.00	809,000.00	867,000.00	
361 11 00 410 Interest	7.48	517.49	499.70	-185.06	300.00	400.00	
361 30 00 410 Accrued Interest Due	0.00	-96.13	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	7.48	421.36	499.70	-185.06	300.00	400.00	
TOTAL REVENUES:	854,787.41	1,022,854.36	1,189,210.79	1,135,935.72	1,367,440.00	1,449,400.00	
535 50 44 003 Utility Tax On Sewer/Regional	40,855.86	35,868.54	32,935.02	28,579.62	34,000.00	36,000.00	
535 60 42 002 Veolia -- Contracted O&M Fee/Regional	411,004.68	416,728.44	441,594.36	318,379.68	465,000.00	478,000.00	
535 60 42 003 Veolia -- PSE Utilities Sewer/Regional	101,133.39	108,697.96	108,002.19	102,039.19	120,000.00	130,728.00	
535 60 42 004 Veolia -- Maintenance And Repairs/Regional	14,108.68	31,664.92	38,644.49	29,681.16	29,000.00	40,000.00	
535 60 42 005 Other Expenses/Regional	597.55	665.80	1,349.29	817.16	9,000.00	8,000.00	
535 60 42 007 Insurance -- Regional Portion	30,290.22	34,787.99	38,763.49	50,937.36	43,900.00	63,672.00	
535 60 42 008 HLA Engineering Regional Sewer Fees	11,165.03	2,370.00	4,674.00	0.00	3,400.00	6,000.00	

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410 Sewer Regional Fund

Account		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
535	Sewer	609,155.41	630,783.65	665,962.84	530,434.17	704,300.00	762,400.00	
594 35 63 410	Energy Project -- Sewer Regional	12,264.35	121.05	814.39	250.00	140.00	0.00	
594 35 63 411	Hanson Ponds Bank Project -- Regional Outfall \$113,775	0.00	12,647.13	34,541.48	0.00	100,000.00	0.00	
594 35 63 412	Hanson Ponds Bank Project -- City/Local Regional Portion	5,599.68	369.49	78.76	1,585.81	17,000.00	0.00	
594 35 63 413	COVID ARPA Sewer Main Replacement	0.00	0.00	4,269.41	0.00	0.00	0.00	
594 35 63 414	Hanson Ponds Bank Project -- WA State MIL State Regional Portion	0.00	2,107.85	5,756.91	0.00	17,000.00	0.00	
594 35 63 415	Energy Project -- Sewer Regional Non Grant	0.00	454.95	0.00	0.00	0.00	0.00	
594 35 63 419	Scada System Upgrade	0.00	0.00	16,159.50	0.00	0.00	0.00	
594 35 64 415	Influent Pumps -- Rebuild 2	0.00	0.00	0.00	0.00	20,000.00	20,000.00	
594 35 64 416	Jet Motive Pump #1 -- Rebuild	0.00	0.00	0.00	0.00	60,000.00	60,000.00	
594 35 64 417	Amp Breakers for MCC -- Purchase Spare 40 and 50	0.00	0.00	0.00	0.00	5,000.00	5,000.00	
594	Capital Expenditures	17,864.03	15,700.47	61,620.45	1,835.81	219,140.00	85,000.00	
508 51 84 410	Ending Balance Sewer/Regional	0.00	0.00	0.00	0.00	433,000.00	590,000.00	
508 51 86 410	Ending Balance Sewer Regional Accrued Liability	0.00	0.00	0.00	0.00	11,000.00	12,000.00	
999	Ending Balance	0.00	0.00	0.00	0.00	444,000.00	602,000.00	
TOTAL EXPENDITURES:		627,019.44	646,484.12	727,583.29	532,269.98	1,367,440.00	1,449,400.00	
FUND GAIN/LOSS:		227,767.97	376,370.24	461,627.50	603,665.74	0.00	0.00	

5 YEAR BUDGET COMPARISON

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413 Sewer Capital Reserve Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 51 00 413 Beginning Balance Sewer Capital Reserve	212,201.75	364,413.62	405,998.24	476,223.27	460,000.00	370,000.00	
308 51 00 414 Beginning Balance Sewer Capital Reserve Accrual Liability	0.00	8,755.67	9,896.00	8,443.00	11,000.00	12,000.00	
308 Beginning Balances	212,201.75	373,169.29	415,894.24	484,666.27	471,000.00	382,000.00	
334 03 10 101 DOE -- Stormwater Planning Grant -- \$165,828	0.00	0.00	0.00	3,485.38	165,828.00	150,000.00	
334 03 10 413 DOE -- State Sewer Plan Forgivable Principal Proceeds	72,289.14	21,827.50	3,055.37	0.00	0.00	0.00	
330 Intergovernmental Revenues	72,289.14	21,827.50	3,055.37	3,485.38	165,828.00	150,000.00	
343 50 00 007 Cle Elum -- Sewer Capital Reserve Fees	61,654.60	64,385.62	72,437.01	51,577.37	80,000.00	74,000.00	
340 Charges For Goods & Services	61,654.60	64,385.62	72,437.01	51,577.37	80,000.00	74,000.00	
361 11 00 413 Interest	3,063.38	845.94	574.73	-54.55	403.87	450.00	
361 30 00 413 Accrued Interest Due	-254.17	-249.62	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	2,809.21	596.32	574.73	-54.55	403.87	450.00	
391 80 00 413 Department Of Ecology State Sewer Plan Loan Proceeds	72,289.11	21,827.50	7,413.38	0.00	0.00	0.00	
391 80 01 101 DOE -- Stormwater Planning Loan -- \$165,828	0.00	0.00	0.00	3,499.37	165,828.00	150,000.00	
390 Other Financing Sources	72,289.11	21,827.50	7,413.38	3,499.37	165,828.00	150,000.00	
TOTAL REVENUES:	421,243.81	481,806.23	499,374.73	543,173.84	883,059.87	756,450.00	
535 50 35 413 Small Tools And Equipment/Radios	0.00	0.00	858.60	1,475.82	19,400.00	15,576.00	
535 50 44 004 Utility Tax On Sewer/Capital Reserve	3,699.27	3,862.36	4,322.36	2,767.50	6,100.00	5,800.00	
535 Sewer	3,699.27	3,862.36	5,180.96	4,243.32	25,500.00	21,376.00	
591 35 70 413 Department Of Ecology State Sewer Plan Loan Principal	0.00	0.00	0.00	101,530.00	97,171.99	0.00	
591 35 75 400 Lease -- Vac Truck 2100i/2023 Int. Lease	0.00	0.00	0.00	53,074.79	53,074.00	53,074.00	
592 35 80 413 Department of Ecology State Sewer Plan Loan Interest	0.00	0.00	0.00	583.73	1,731.88	0.00	

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413 Sewer Capital Reserve Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
591 Debt Service - Principal Repayment	0.00	0.00	0.00	155,188.52	151,977.87	53,074.00	
594 35 48 413 Vac Truck Fan and Transmission Repair 2021	0.00	19,956.01	0.00	0.00	0.00	0.00	
594 35 63 416 Sewer Emergency Repair -- Billings Avenue	0.00	6,765.62	0.00	0.00	0.00	0.00	
594 35 64 413 DOE -- Engineering Fees -- Sewer Plan Loan	22,187.62	17,663.99	6,942.75	0.00	0.00	0.00	
594 35 64 414 DOE -- Engineering Fees -- Sewer Plan Grant	22,187.63	17,664.01	2,584.75	0.00	0.00	0.00	
594 Capital Expenditures	44,375.25	62,049.63	9,527.50	0.00	0.00	0.00	
594 35 63 054 DOE -- Stormwater Planning Grant -- \$165,828	0.00	0.00	0.00	6,950.87	165,828.00	150,000.00	
594 35 63 056 DOE -- Stormwater Planning Loan -- \$165,828	0.00	0.00	0.00	6,950.88	165,828.00	150,000.00	
595 Capital Expenditures- Streets	0.00	0.00	0.00	13,901.75	331,656.00	300,000.00	
508 51 00 413 Ending Balance Sewer Capital Reserve	0.00	0.00	0.00	0.00	362,926.00	370,000.00	
508 51 00 414 Ending Balance Sewer Capital Reserve Accrual Liability	0.00	0.00	0.00	0.00	11,000.00	12,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	373,926.00	382,000.00	
TOTAL EXPENDITURES:	48,074.52	65,911.99	14,708.46	173,333.59	883,059.87	756,450.00	
FUND GAIN/LOSS:	373,169.29	415,894.24	484,666.27	369,840.25	0.00	0.00	

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630 Pangrazi Memorial Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 31 00 630 Beginning Bal Pangrazi Memorial Fund	20,553.97	19,217.48	17,637.93	16,010.37	15,000.00	14,000.00	
308 Beginning Balances	20,553.97	19,217.48	17,637.93	16,010.37	15,000.00	14,000.00	
361 30 00 630 Accrued Interest Due	0.00	-6.88	0.00	0.00	0.00	0.00	
389 60 00 630 Interest	276.41	32.58	21.23	-4.32	15.00	10.00	
389 60 00 631 Accrued Interest Due	-21.59	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	254.82	25.70	21.23	-4.32	15.00	10.00	
TOTAL REVENUES:	20,808.79	19,243.18	17,659.16	16,006.05	15,015.00	14,010.00	
589 40 00 630 Plaque Costs	1,591.31	1,605.25	1,648.79	466.00	1,750.00	1,300.00	Per 9/25 budget committe this was reduced from \$1810 to \$1300
580 Non Expenditures	1,591.31	1,605.25	1,648.79	466.00	1,750.00	1,300.00	
508 31 00 630 Ending Balance Pangrazi Memorial Fund	0.00	0.00	0.00	0.00	13,265.00	12,710.00	
999 Ending Balance	0.00	0.00	0.00	0.00	13,265.00	12,710.00	
TOTAL EXPENDITURES:	1,591.31	1,605.25	1,648.79	466.00	15,015.00	14,010.00	
FUND GAIN/LOSS:	19,217.48	17,637.93	16,010.37	15,540.05	0.00	0.00	

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699 State Agency Fund 380/580

Account		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
308 31 00 699	Beginning Balance State Agency Fund Non Reserved	3,382.47	3,719.13	3,977.93	2,667.77	3,000.00	3,100.00	
308	Beginning Balances	3,382.47	3,719.13	3,977.93	2,667.77	3,000.00	3,100.00	
386 83 00 000	Trauma Care	350.98	293.17	172.46	124.86	400.00	300.00	
386 83 31 000	Auto Theft Prevention	699.98	560.70	341.88	226.05	700.00	500.00	
386 83 32 000	Trauma Brain Injury	256.87	252.04	145.86	106.47	300.00	200.00	
386 88 00 000	Psea	272.35	226.38	235.93	69.36	350.00	200.00	
386 89 09 000	WSP Highway Account	1,067.09	334.37	357.00	102.23	550.00	400.00	
386 89 14 001	Highway Safety Account	458.27	236.80	344.97	117.30	300.00	200.00	
386 91 00 000	Psea	9,223.90	5,859.42	5,521.50	2,677.44	8,500.00	4,000.00	
386 92 00 000	Psea	6,301.42	4,179.05	3,012.16	1,805.91	7,000.00	3,000.00	
386 96 00 000	Crime Lab Analysis	1,509.29	526.75	165.46	151.30	2,500.00	1,000.00	
386 97 00 000	Judicial Information System	2,788.16	2,128.60	1,228.42	737.19	2,500.00	1,000.00	
386 99 00 001	School Safety Zone	750.09	392.38	111.50	110.26	750.00	500.00	
389 31 00 001	FBI Fees State Share	728.75	596.25	357.75	407.25	800.00	700.00	
389 31 00 002	Gun Permits State Share	2,125.00	2,289.00	1,369.00	1,427.00	2,300.00	2,000.00	
389 31 00 003	Building Code Fee State Share	1,197.50	1,125.00	1,022.00	961.50	2,000.00	1,800.00	
389 31 00 006	Excise Tax -- Rentals	6,458.53	6,529.14	6,548.40	4,500.42	8,000.00	7,000.00	
389 31 00 007	Leasehold Tax -- Airport	389.02	548.75	746.96	812.21	700.00	1,500.00	
389 31 00 008	Excise Tax -- Billboard Lease	192.60	192.60	192.60	192.60	192.60	400.00	
389 31 00 010	Confiscated Property	0.00	0.00	358.00	0.00	400.00	300.00	
380	Non Revenues	34,769.80	26,270.40	22,231.85	14,529.35	38,242.60	25,000.00	
TOTAL REVENUES:		38,152.27	29,989.53	26,209.78	17,197.12	41,242.60	28,100.00	
586 83 00 000	Trauma Care	350.98	293.17	187.51	109.81	400.00	300.00	
586 83 00 001	Auto Theft Prevention	699.98	560.70	372.06	195.87	700.00	500.00	
586 83 00 002	Trauma Brain Injury	256.87	252.04	160.99	91.34	300.00	200.00	
586 88 00 000	Psea 3	272.35	226.38	244.96	60.33	350.00	200.00	
586 89 09 001	WSP Highway Account	1,067.09	334.37	446.25	12.98	550.00	400.00	
586 89 14 001	Highway Safety Account	458.27	236.80	419.97	42.30	300.00	200.00	
586 91 00 000	Psea 1	9,223.90	5,859.42	6,005.88	2,193.06	8,500.00	4,000.00	
586 92 00 000	Psea 2	6,301.42	4,179.05	3,298.72	1,519.35	7,000.00	3,000.00	
586 96 00 000	Crime Lab Analysis	1,509.29	526.75	189.72	127.04	2,500.00	1,000.00	
586 97 00 000	Judicial Information System	2,788.16	2,128.60	1,402.82	642.98	2,500.00	1,000.00	
586 99 00 001	School Saftey Zone	750.09	392.38	31.57	110.01	750.00	500.00	

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699 State Agency Fund 380/580

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
589 31 00 001 Building Code Fees	1,103.00	1,151.00	1,015.50	838.00	2,000.00	1,800.00	
589 31 00 003 FBI Fees	720.50	715.50	344.50	415.75	800.00	700.00	
589 31 00 004 Gun Permits	1,981.00	2,397.00	1,423.00	1,395.00	2,300.00	2,000.00	
589 31 00 005 Excise Tax-Rentals	6,368.63	6,298.02	6,612.60	1,804.02	8,000.00	7,000.00	
589 31 00 006 Airport Leasehold Tax	389.01	460.42	835.36	812.21	700.00	1,500.00	
589 31 00 007 Billboard Leasehold Tax	192.60	0.00	192.60	3,197.16	192.60	400.00	
589 31 00 010 Confiscated Property	0.00	0.00	358.00	0.00	400.00	300.00	
580 Non Expenditures	34,433.14	26,011.60	23,542.01	13,567.21	38,242.60	25,000.00	
508 31 00 699 Ending Balance Agency Fund	0.00	0.00	0.00	0.00	3,000.00	3,100.00	
999 Ending Balance	0.00	0.00	0.00	0.00	3,000.00	3,100.00	
TOTAL EXPENDITURES:	34,433.14	26,011.60	23,542.01	13,567.21	41,242.60	28,100.00	
FUND GAIN/LOSS:	3,719.13	3,977.93	2,667.77	3,629.91	0.00	0.00	

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Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated
001 Current Expense/General Fund	3,658,189.50	4,015,440.40	4,677,347.86	3,785,500.71	4,469,042.00	4,936,355.36
002 UKC Recreation Center		2,000,129.79	1,891,769.59	1,722,323.62	1,809,850.00	1,720,200.00
003 ARPA Fund 2021 Only		284,589.00				
004 City Heights WCIA Settlement Agreement 2023				4,233,267.40		3,900,000.00
101 Street Fund	2,970,728.43	967,052.84	2,753,946.45	1,864,603.22	3,492,448.00	8,089,483.00
102 TIB Complete Streets Grant	391,561.59	117,467.77	708,253.23	898,452.05	870,000.00	1,041,799.00
104 Police 3/10's Sales Tax Fund	242,653.04	339,624.84	427,394.22	327,705.95	386,780.00	400,100.00
106 Tourist/Lodging Tax Fund	464,752.23	593,074.11	505,669.83	484,361.16	515,250.00	620,300.00
110 Coal Mine Trail Fund	33,339.86	33,655.86	37,723.86	37,918.90	43,050.00	42,040.00
120 Central Cascades/Weis Land CRA 2009-01 Devel. F	9,302.40	9,315.25	9,326.29	8,158.57	11,331.32	10,374.00
121 Cle Elum Pines West Devel. Fund	780.25	315.00	943.25	362.75	3,000.00	2,000.00
123 Sun Communities CRA 2018-01 Devel. Fund	212,180.86	125,566.23	163,792.21	405,030.09	245,010.00	275,025.00
124 MVOLLC/Prium CRA 2005-02 Devel. Fund	3,281.06	3,285.58	3,289.73	3,288.84	7,292.72	8,296.00
125 Whispering Pines Devel. Fund		4,347.97	4,595.66	2,454.82	10,000.00	20,000.00
127 City Heights CRA 2020-01 Devel. Fund	95,017.24	213,938.19	9,038.85	-229,572.70	220,000.00	350,000.00
128 Fowler Creek Trails Deneen Developer Fund		7,084.50	550.00	14,901.30	12,000.00	30,000.00
201 General Obligation Loan/Debt Fund	53,716.80	51,445.96	46,117.16	46,147.50	46,147.50	
300 American Rescue Plant Act of 2021/2022 (ARPA)			569,179.00	569,179.00	569,179.00	319,179.00
305 Trendwest/New Suncadia CRA 2002-01 Devel. Fur	18,795.95	18,753.79	18,743.22	18,178.05	18,391.82	18,147.00
309 REET Excise Tax/Capital Projects Fund	602,443.00	912,519.42	972,101.64	948,122.42	1,401,900.00	753,730.00
401 Water Fund	1,120,233.73	1,064,446.52	1,107,958.31	1,041,591.10	1,156,500.00	1,255,275.00
402 Sanitary Fund	836,343.86	927,695.72	1,017,971.39	838,233.79	939,650.00	1,081,340.00
403 Airport Fund	9,395.43	11,586.75	42,316.56	72,998.65	70,893.00	106,672.00
404 Water Regional Fund	1,442,950.62	1,558,074.93	1,811,050.50	1,768,143.44	1,912,100.00	2,131,850.00
406 Water Capital Reserve Fund	363,920.11	355,413.63	410,727.53	510,716.63	501,300.00	3,022,400.00
409 Sewer Fund	1,083,084.93	991,682.11	1,124,257.68	1,149,224.98	907,300.00	985,000.00
410 Sewer Regional Fund	854,787.41	1,022,854.36	1,189,210.79	1,135,935.72	1,367,440.00	1,449,400.00
413 Sewer Capital Reserve Fund	421,243.81	481,806.23	499,374.73	543,173.84	883,059.87	756,450.00
630 Pangrazi Memorial Fund	20,808.79	19,243.18	17,659.16	16,006.05	15,015.00	14,010.00
699 State Agency Fund 380/580	38,152.27	29,989.53	26,209.78	17,197.12	41,242.60	28,100.00
	14,947,663.17	16,160,399.46	20,046,518.48	22,233,604.97	21,925,172.83	33,367,525.36
001 Current Expense/General Fund	2,872,061.39	2,908,394.57	3,690,198.41	3,257,211.38	4,469,042.00	4,936,355.36
002 UKC Recreation Center		108,360.20	169,445.97	119,281.41	1,809,850.00	1,720,200.00
003 ARPA Fund 2021 Only						
004 City Heights WCIA Settlement Agreement 2023				131,848.67		3,900,000.00
101 Street Fund	2,800,329.75	811,290.92	2,575,047.37	1,689,452.02	3,492,448.00	8,089,483.00
102 TIB Complete Streets Grant	274,093.82	118,692.77	521,901.20	710,821.74	870,000.00	1,041,799.00
104 Police 3/10's Sales Tax Fund	115,110.86	128,090.84	237,437.81	196,515.22	386,780.00	400,100.00
106 Tourist/Lodging Tax Fund	150,438.85	321,007.84	137,225.16	32,973.77	515,250.00	620,300.00
110 Coal Mine Trail Fund	1,732.90	1,978.22	1,794.46	1,509.74	43,050.00	42,040.00
120 Central Cascades/Weis Land CRA 2009-01 Devel. F			1,165.50		11,331.32	10,374.00
121 Cle Elum Pines West Devel. Fund	780.25	1,033.75	1,613.50	-51.50	3,000.00	2,000.00
123 Sun Communities CRA 2018-01 Devel. Fund	208,134.77	127,501.72	168,067.22	388,891.44	245,010.00	275,025.00

5 YEAR BUDGET COMPARISON

City Of Cle Elum

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Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated
124 MVOLLC/Prium CRA 2005-02 Devel. Fund					7,292.72	8,296.00
125 Whispering Pines Devel. Fund		4,347.76	4,595.45	2,267.00	10,000.00	20,000.00
127 City Heights CRA 2020-01 Devel. Fund	89,563.77	214,899.34	258,611.55	127,026.83	220,000.00	350,000.00
128 Fowler Creek Trails Deneen Developer Fund		6,534.50	1,980.00	6,289.80	12,000.00	30,000.00
201 General Obligation Loan/Debt Fund	47,595.00	45,615.00	43,305.00	46,147.50	46,147.50	
300 American Rescue Plant Act of 2021/2022 (ARPA)				250,000.00	569,179.00	319,179.00
305 Trendwest/New Suncadia CRA 2002-01 Devel. Fur	68.00	33.61	560.27	62.01	18,391.82	18,147.00
309 REET Excise Tax/Capital Projects Fund	2,163.10	208,662.17	416,918.45	471,178.89	1,401,900.00	753,730.00
401 Water Fund	928,274.57	848,945.44	920,499.73	732,587.31	1,156,500.00	1,255,275.00
402 Sanitary Fund	660,758.96	747,785.65	867,406.66	719,741.09	939,650.00	1,081,340.00
403 Airport Fund	2,087.89	9,138.20	5,624.45	4,900.43	70,893.00	106,672.00
404 Water Regional Fund	774,659.51	645,073.94	761,772.81	507,227.81	1,912,100.00	2,131,850.00
406 Water Capital Reserve Fund	142,635.78	88,511.80	8,540.75	162,787.34	501,300.00	3,022,400.00
409 Sewer Fund	734,749.29	580,900.71	883,534.89	607,779.49	907,300.00	985,000.00
410 Sewer Regional Fund	627,019.44	646,484.12	727,583.29	532,269.98	1,367,440.00	1,449,400.00
413 Sewer Capital Reserve Fund	48,074.52	65,911.99	14,708.46	173,333.59	883,059.87	756,450.00
630 Pangrazi Memorial Fund	1,591.31	1,605.25	1,648.79	466.00	15,015.00	14,010.00
699 State Agency Fund 380/580	34,433.14	26,011.60	23,542.01	13,567.21	41,242.60	28,100.00
	10,516,356.87	8,666,811.91	12,444,729.16	10,886,086.17	21,925,172.83	33,367,525.36
FUNDS GAIN/LOSS:	4,431,306.30	7,493,587.55	7,601,789.32	11,347,518.80	0.00	0.00