City Council Agenda
February 24, 2026
6:00 PM

119 W FIRST STREET
CLE ELUM, WA 98922

CITY ADMINISTRATOR
ROBERT OMANS

ASSISTANT CITY ADMINISTRATOR
ERICA KRUM

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER
COLLEDA MONICK

MAYOR
MATTHEW LUNDH

DEPUTY MAYOR
CASSIDY BUECHLE - CURTIS

CITY COUNCIL
CASSIDY BUECHLE - CURTIS
BETH WILLIAMS
JON CORNELIUS
KEN RATLIFF
STEVEN COOK
AUDREY MALEK
STEVEN HARPER

CITY ATTORNEY
CURTIS CHAMBERS

Join Virtually via 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
TextMyGov **Receive city text alerts: text CLEELUM to 91896**

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.

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1. **Call to Order, Pledge of Allegiance, and Roll Call**
    a. February 24, 2026, Sign In Sheet
2. **Public Comment – Limited to 5 Minutes per Speaker**
3. **Announcements, Appointments, Awards, and Recognition**
4. **Approval of Meeting Agenda**
5. **Consent Agenda**
    Items listed below have been distributed to Council Members in advance for review and will be enacted by one motion. If separate discussion is desired on an item, it may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Council Member or a member of the public with concurrence from a Council Member:
    a. Council Meeting Minutes — February 10, 2026
    b. Payables — February 24, 2026 — $241,920.23
    c. Progress Estimate No. 2 — N. Montgomery Ave. Watermain Improvements — Flowline $7,098.46
6. **Department Head Reports**
    a. Rob Omans — City Administrator
        January 2026 — Budget and Treasurer's Report
    b. Mathew Bailey — Public Works Director

c. Rich Albo — Police Chief

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

8. **Business Requiring Public Hearings**

9. **Unfinished Business**

10. **New Business**

a. Resolution 2026-007 — Employee Handbook — Pre-Employment Policy — Rob Omans — City Administrator

b. Resolution 2026-008 — Interfund Loan — Rob Omans — City Administrator

c. Northern Kittitas County Historical Society — 2026 Night at the Museum — Lodging Tax Application

d. Pioneer Queen Coronation Committee — 2026 Meet & Greet — Lodging Tax Application

e. Resolution 2026-004 — Removal of Certain Items from the Inventory List — City Hall and Public Works

11. **Report of Committees**

a. Public Works & Community Development

b. Public Safety & Health

c. Lodging Tax & Events

d. General Government

e. Coal Mines Trail

12. **Councilmember Comments - Limited to 5 Minutes**

13. **Mayor's Report**

14. **Executive Session RCW 42.30.110(g)**

a. RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

b. February 24, 2026, Executive Session Script

15. **Adjournment**

Upcoming Meetings:
General Government Committee Meeting — February 25, 2026, at 8:30 a.m.
Coal Mines Trail Commission Meeting — March 2, 2026, at 4:00 p.m.
Planning Commission Meeting — March 3, 2026, at 6:00 p.m.
Public Works & Community Development Committee Meeting — March 4, 2026, at 8:30 a.m.
Regular Council Meeting — March 10, 2026, at 6:00 p.m.
Lodging Tax & Events Committee Meeting — March 11, 2026, at 8:30 a.m.
Public Safety & Health Committee Meeting — March 12, 2026, at 1:00 p.m.
Historical Preservation Commission Meeting — March 17, 2026, at 3:00 p.m.
Civil Service Commission Meeting — March 18, 2026, at 5:15 p.m.

City of Cle Elum Council Meeting

February 24, 2026, 6:00 p.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
Bonnie Reay	108 W 2nd Street
Bria Tate	311 Washington [illegible]
Rob Greenman	905 E 3RD St

CLE ELUM CITY COUNCIL
MINUTES
FEBRUARY 10, 2026
6:00 PM
119 W FIRST STREET
CLE ELUM, WA 98922

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

Council Members Present:
Cassidy Buechle-Curtis
Ken Ratliff
Beth Williams via zoom
Steven Harper
Jon Cornelius
Audrey Malek
Steven Cook

Staff Present:
Matthew Lundh - Mayor
Rob Omans - City Administrator
Whitney Prosek - Office Assistant
Colleda Monick - Planner
William La Rue - Utilities Operations Manager
Mathew Bailey - Public Works Director
Ed Mills - Fire Chief
Rich Albo - Police Chief

a. February 10, 2026, Sign In Sheet

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

Rushton Weaver, representing Señor Bones, requested the contract that is on the agenda under New Business to ensure that the lease is secured for the future, thereby maintaining the opportunity for the best pricing to continue providing affordable food.

Brian Tate provided public comment regarding concerns about safety in Cle Elum and issues related to mismanagement.

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

a. Cle Elum Downtown Association — Jordan Peterson

Jordan Peterson formally submitted her resignation. She expressed her gratitude and extended her best wishes.

See attached letter.

b. Appointment of Special Committee — Council Rules of Procedure

Mayor Lundh proposed updating the rules and procedures for the Council and requested the formation of a committee to facilitate this process. Council Members Buechle - Curtis, Harper, and Cornelius were appointed to work on the updates and are to report back to the Council following their meetings.

c. Celebrating the World Champion Seattle Seahawks — Proclamation — Mayor Lundh

Mayor Lundh read the Proclamation Celebrating the World Champion Seattle Seahawks on winning the Super Bowl.

Mayor Lundh announced that there is an opportunity to meet with the Mayor every week. Residents are encouraged to follow along on social media or through the newsletter for updates. The next meeting is scheduled for 5:00 PM at Mike's Tavern.

4. Approval of Meeting Agenda

Councilmember Cook would like to move item 5 e from the Consent Agenda to New Business 10 d.
Councilmember Ratliff would like to move items 5 f, g, and h from the Consent Agenda to New Business.

MOTION: Councilmember Cook made a motion to amend the agenda as presented; seconded by Councilmember Harper.
MOTION CARRIED: 7 yes 0 no.

5. Consent Agenda

MOTION: Councilmember Harper made a motion to approve the consent agenda; seconded by Councilmember Cook.
MOTION CARRIED: 7 yes 0 no.

a. Committee of the Whole Meeting Minutes — January 27, 2026

b. Council Meeting Minutes — January 27, 2026

c. Payables — February 10, 2026 — $221,345.46

d. Payroll Vouchers — February 5, 2026 — $368,316.96

6. Department Head Reports

a. Rob Omans — City Administrator

See attached report.

b. Colleda Monick — Planner

See attached report.

Councilmember Cook wanted to thank Colleda Monick, HLA, for her planning work that she has done for the city.

c. Mathew Bailey — Public Works Director

See attached report.

d. Rich Albo — Police Chief

Rich congratulated Jordan Peterson for her dedication and the legacy she left.

See attached report.

e. Ed Mills — Fire Chief

See attached report.

f. William LaRue — Utilities Operations Manager

See attached report.

7. Public Appearances – 15-Minute Limit

a. Coal Mines Trail Signage Project — Update — Roslyn Heritage Club — Maria Adams

See attached presentation.

Maria Adams from the Roslyn Heritage Club gave a presentation to the council regarding the project's current funding status, which is now at 50%. The next open house is scheduled to occur when the project reaches the 75% funding threshold. Additionally, Kittitas County will be involved in establishing the permits and construction of the Kiosk structures.

8. Business Requiring Public Hearings

Mayor Lundh read the public hearing script.

a. Public Hearing — Text Amendments — Ordinance 1721 — Colleda Monick — Planner

Colleda Monick, HLA stated that changes in three sections in Chapter 17 regarding non-conforming use and the table of permitted uses were presented, including the permitting of sports facilities as requested by several business owners.

Amendments to non-conforming uses were discussed, specifically addressing residential houses in other zones that face limitations due to their non-conforming status. This aims to reduce restrictions for residents affected in these zones.

Mayor Lundh inquired if any public comments were received, to which Monick responded that there were none.

Councilmember Harper expressed gratitude to the commission for a thoughtful amendment.

Councilmember Cornelius raised a clarifying question regarding a sentence about a damaged building and suggested an adjustment for "more conforming."

MOTION: Councilmember Cornelius made a motion to approve Ordinance 1721 Text Amendments and correct the scrivener's error; seconded by Councilmember Buechle-Curtis.
MOTION CARRIED: 7 yes 0 no.

9. Unfinished Business

10. New Business

a. Señor Bones New 5-Year Lease — Rob Omans — City Administrator

This lease is recommended for consideration and approval by the General Government Committee.

Councilmember Cook asked for clarification on the drive-through changes.

Rob Omans, City Administrator, discussed that the business must be responsible for managing the line of cars and ensuring that the second vehicle does not block pedestrian pathways.

MOTION: Councilmember Cook made a motion to authorize the mayor to approve the 5- year lease; seconded by Councilmember Malek.
MOTION CARRIED: 7 yes 0 no.

b. Resolution 2026-005 — 2026 Water Rates — Customers Outside City Limits

Public Works Director Mathew Bailey presented the ordinance to the council for consideration from the Public Works & Community Development Committee.

MOTION: Councilmember Harper made a motion to adopt Resolution 2026-005 and approve item #5 shall not affect the 20% Owens discount; seconded by Councilmember Ratliff.
MOTION CARRIED: 7 yes 0 no.

c. Resolution 2026-006 — Renaming of Flag Pole Park — Mathew Bailey — Public Works Director

This item is presented by the Public Works & Community Development Committee for approval regarding the Rotary's dedication to the park.

Councilmember Cook commented that Gary Berndt has agreed to assist with the park in various capacities.

MOTION: Councilmember Harper made a motion to adopt Resolution 2026-006 with the following correction: The title would read: Rotary Flag Pole Park, and it would be resolved that the area be named Rotary Flag Pole Park; seconded by Councilmember Cornelius.
MOTION CARRIED: 7 yes 0 no.

d. Resolution 2026-004 — Surplus City Hall and Public Works Items

This resolution will be moved to the February 24, 2026, agenda, rewording the language to state that the small tools and inventory items are being removed from inventory as they currently do not fit the current inventory policy.

e. Planning Director — Employment Agreement — Shannon Johnson

Councilmember Cook inquired about the division of labor within the department.

Rob Omans, City Administrator, provided clarification, stating that Colleda Monick, with

HLA, will continue to be involved in projects eligible for reimbursement, particularly long-standing initiatives. He noted that the inclusion of an in-house planner will provide full-time support, thereby reducing costs for the city related to non-reimbursable work. Furthermore, Omans highlighted that this position has been included in the budget for several years, thereby not introducing a new line item for additional expenses.

MOTION: Councilmember Harper made a motion approving the employment agreement for Planning Director Shannon Johnson; seconded by Councilmember Cook.
MOTION CARRIED: 7 yes 0 no.

f. Request for Leak Adjustment — Terra Hicks

Discussion was had regarding the breakage in the crawl space. Director Bailey confirmed that it was located underground and recommended that the leak request be approved.

MOTION: Councilmember Ratliff made a motion to accept the staff recommendation and approve the request for adjustment in the amount of $680.75; seconded by Councilmember Cornelius.
MOTION CARRIED: 7 yes 0 no.

g. Request for Leak Adjustment — Tom Pepito

MOTION: Councilmember Ratliff made a motion to accept the request for the Tom Pepito leak adjustment in the amount of $356.60; seconded by Councilmember Cornelius.
MOTION CARRIED: 7 yes 0 no.

11. Report of Committees

a. Public Works & Community Development

Councilmember Cook reported that the Upper Kittitas County Youth Baseball and Softball Association contract is with the attorneys for a final review.

b. Public Safety & Health

Councilmember Buechle-Curtis informed the council that they are working on the graffiti code and that they will not be pursuing any additional changes to the established fireworks code.

c. Lodging Tax & Events

Councilmember Malek reported that the regular meeting day and time is set for the 2nd

Wednesday of the month at 8:30 a.m.

An update from the Coal Mines Trail Commission indicated that the water fountain was located. Councilmember Malek expressed gratitude to Virgil Amick, Permit Technician, for his assistance.

d. General Government

Councilmember Harper informed the council that there are currently four outdated codes that should be repealed. They are currently being reviewed by city legal. Once in ordinance form, it will be presented to the council for consideration.

12. Councilmember Comments - Limited to 5 Minutes

Councilmember Harper expressed appreciation for the resources provided by the Association of Washington Cities (AWC) and noted the significance of the certificate of municipal leadership. Harper proposed that the city consider hosting watch parties at City Hall to enable Councilmembers to earn credits and enhance their skills. Councilmember Buechle-Curtis concurred, stating that she had also been discussing this initiative.

13. Mayor's Report

Earlier in the meeting, Mayor Lundh announced that two federal appropriations were recently awarded by Congress. He indicated that the process has successfully resulted in the reallocation of funds to Railroad Avenue for the development of a truck route. Additionally, Representative Shrier reported that a Housing and Urban Development (HUD) appropriation for the Second Street pathway has also been awarded.

In the Association of Washington Cities legislative bulletin, a letter was presented opposing the Governor's proposed sweeping of funds from the Public Works assistance loans fund, and the council is encouraged to express their opposition by sending an email to the State Representatives.

Additionally, it was noted that a craft night will be held at the library tomorrow evening.

14. Adjournment

The meeting was adjourned at 7:39 PM.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CHECK REGISTER

City Of Cle Elum — Time: 11:39:21 Date: 02/18/2026

02/11/2026 To: 02/24/2026 — Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
565	02/11/2026	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun Permit 1171
574	02/11/2026	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun Permits 1170
586	02/11/2026	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun permit 1172
587	02/11/2026	Claims	1	EFT	Pitney Bowes Global Financial Services L	2,000.00	Postage/city hall
588	02/11/2026	Claims	1	EFT	Cintas Corporation	221.79	Public works towels/uniforms/mats 2/3
595	02/11/2026	Claims	1	EFT	United Parcel Service	17.92	Shipping/police dept 2/3
596	02/11/2026	Claims	1	EFT	City of Cle Elum	3,321.38	Jan 2026 w/s use - Police, Fire, City Hall, Water plant, Public works, library, bathrooms, rentals
610	02/11/2026	Claims	1	EFT	WA State Dept of Health	2,521.13	2026 Operating Permit and Certification
612	02/11/2026	Claims	1	EFT	WA State Dept of Ecology	6,637.00	Regional sewer permit 2026 1/2 -- #WA0021938
666	02/17/2026	Claims	1	EFT	Cintas Corporation	219.79	Public works mats, towels, uniforms 2/10
667	02/17/2026	Claims	1	EFT	Suburban Propane 1735	1,364.68	Shop propane 2/17/26
708	02/17/2026	Claims	1	EFT	Pitney Bowes Global Financial Services L	553.16	Postage Machine Lease City Hall 12/30 to 3/29/26
709	02/17/2026	Claims	1	EFT	Kittitas County P.U.D. #1	566.25	Shop/sewer lift station/airport rd utilities
710	02/17/2026	Claims	1	EFT	Columbia Bank	18,860.41	January visa charges Police $2,922.10 Fire $1,236.58 Public Works $9,095.84 Library $452.69 Police $903.53 City Admin $4,249.67
712	02/17/2026	Claims	1	EFT	Crystal Springs	120.88	City Hall water
715	02/17/2026	Claims	1	EFT	U.S. Cellular	754.14	Cell phones fire, admin, public works
722	02/17/2026	Claims	1	EFT	Pitney Bowes Global Financial Services L	87.85	Police Dept Postage Machine Quarterly Lease 12/30/2025-3/29/2026
723	02/24/2026	Claims	1	48304	911 Supply	531.14	Police Dept uniform allowance - A. Johnson jumpsuit
724	02/24/2026	Claims	1	48305	Accelerate Networks LLC	5,610.00	Accelerate Networks - city wide phone service; Concurrent seats telephones/all depts
725	02/24/2026	Claims	1	48306	Jane Agar	270.00	Library January Cleaning
726	02/24/2026	Claims	1	48307	Canon Financial Services, Inc.	624.75	City Hall copier lease 2/1-2/28; Copier lease -- public works and library 2/1-2/28
727	02/24/2026	Claims	1	48308	Audrey M Casassa	64.00	Utility Clerk per diem 2/11 dinner and 2/12 lunch -- Springbrook Conference
728	02/24/2026	Claims	1	48309	Central Cleaning	480.00	Cleaning -- City Hall 2/9; Shop 2/10, 2/17; Police 2/12, 2/19; Fire Dept 2/13
729	02/24/2026	Claims	1	48310	Century Link	64.99	Water plant telephones #6356 674-3903
730	02/24/2026	Claims	1	48311	Cle Elum Downtown Association	2,451.40	2026 Visitor Center January Lodging Tax

CHECK REGISTER

City Of Cle Elum

Time: 11:39:21 Date: 02/18/2026

02/11/2026 To: 02/24/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
731	02/24/2026	Claims	1	48312	Cle Elum Farm and Home	199.00	Fire Dept Acct 24 -- fire supply dropcloth; Police Dept Acct 23 -- ice melt scoop; City Acct 22 -- snow pusher library, bldg dept LED wall plate, and foam tape, Fill Station key
732	02/24/2026	Claims	1	48313	Jonathan E Cornelius	477.47	AWC City Action Days training city will be reimbursed through the scholarship submitted 02/17/2026 2 nights lodging and mileage
733	02/24/2026	Claims	1	48314	FCI Custom Vehicles	243.07	Police Dept D&R Timer x 2
734	02/24/2026	Claims	1	48315	Flowline, LLP	7,098.46	Pay Request #2 -- Montgomery Watermain Improvements
735	02/24/2026	Claims	1	48316	General Code	429.00	Code update 1714 171617181720 2025-024 2025-026
736	02/24/2026	Claims	1	48317	HLA Engineering and Land Surveying, Inc.	139,389.60	Engineering Fees -- January -- Connection charges, W 1st St and N Pine St Roundabout, Capital budget requests, annual Title VI Report, park and ride report, regional mtg, CDBG funding; Engineering Fee
737	02/24/2026	Claims	1	48318	Huntington National Bank	3,668.35	Police Dept camera lease x 11; Police Dept camera lease x 4
738	02/24/2026	Claims	1	48319	James Oil Company	1,232.35	Public works fuel 2/1 to 2/15; Police Dept Fuel 2/1 to 2/15
739	02/24/2026	Claims	1	48320	Jerrol's	558.76	City Hall equipment - new hire chair; Lumocolor pens - Bldg Dept
740	02/24/2026	Claims	1	48321	Kittitas County EMS & Trauma Care Counci	3,409.50	1st Qtr EMS Interlocal Agreement
741	02/24/2026	Claims	1	48322	Lab Test	2,770.00	1/13 Water lab testing; 1/20 Water lab testing; 1/6 Sewer lab testing; 1/7 Sewer lab testing; 1/13 Sewer lab testing; 1/14 Sewer lab testing; 1/20 Sewer lab testing; 1/21 Sewer lab testing; 1/27 Sewer
742	02/24/2026	Claims	1	48323	Debbie Lee	103.00	Springbrook Conference February 10, 11, 12 breakfast provided and one day lunch
743	02/24/2026	Claims	1	48324	Menke Jackson Beyer LLP	59.00	Draft status to court for bankruptcy proceedings
744	02/24/2026	Claims	1	48325	New York Life Insurance Company	4,099.12	Krahenbuhl LEOFF 1 Police Long Term Care Insurance
745	02/24/2026	Claims	1	48326	Robin L Newcomb	245.83	Springbrook Conference 2/10 and 2/12 Spokane, WA -- mileage one way and 3 meals
746	02/24/2026	Claims	1	48327	Northern Kittitas County Tribune	125.43	Business cards Erica Krum; Name plate Gary McLean Hearing Examiner
747	02/24/2026	Claims	1	48328	Northstar Chemical	806.94	Water plant sodium hypochlorite
748	02/24/2026	Claims	1	48329	UKC Basketball Club	6,000.00	2025 UKC basketball Mountain Madness
749	02/24/2026	Claims	1	48330	Veolia Water North America	20,035.28	Passthrough Waste Water January 2026; Passthrough Water January
750	02/24/2026	Claims	1	48331	WA State Dept of Transportation	2,241.80	Police Dept January Fuel
751	02/24/2026	Claims	1	48332	WA State Treasurer	1,331.61	Court Fees to state/January
			000			655.71	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		000				655.71	
		511 Legislative				554.43	
		513 Executive				734.58	
		514 Financial, Recording & Elections				1,103.53	
		515 Legal Services				59.00	
		518 Centralized Services				11,123.59	
		521 Police Department				14,722.29	
		522 Fire Department				5,593.01	
		536 Cemetery				461.77	
		558 Planning & Community Devel				16,143.70	
		572 Libraries				1,044.33	
		576 Park Facilities				2,258.26	
		594 Capital Expenditures				6,513.26	
		595 Capital Expenditures- Streets				930.98	
		001 Current Expense/General Fund				61,242.73	
		542 Streets - Maintenance				4,946.08	
		543 Streets Admin & Overhead				2,424.41	
		591 Debt Service - Principal Repayment				160.93	
		594 Capital Expenditures				1,198.07	
		595 Capital Expenditures- Streets				22,444.30	
		101 Street Fund				31,173.79	
		595 Capital Expenditures- Streets				93.32	
		102 TIB Complete Streets Grant				93.32	
		521 Police Department				294.72	
		104 Police 3/10's Sales Tax Fund				294.72	
		557 Community Services				8,451.40	
		594 Capital Expenditures				2,144.00	
		106 Tourist/Lodging Tax Fund				10,595.40	
		558 Planning & Community Devel				57,053.59	
		131 Blue Fern DA # 2002-01 CRA 2024-01,03				57,053.59	
		558 Planning & Community Devel				2,006.75	
		132 Wildwood Ranch DA #2024-001 CRA 2024-02				2,006.75	
		558 Planning & Community Devel				5,549.90	
		140 Teanaway Court/Hopesource Devel. Fund				5,549.90	
		594 Capital Expenditures				1,505.32	
		309 REET Excise Tax/Capital Projects Fund				1,505.32	
		534 Water Utilities				6,765.92	
		401 Water Fund				6,765.92	
		537 Garbage & Solid Waste				62.60	
		402 Garbage Fund				62.60	
		546 Airports, Port, Terminal				232.16	
		403 Airport Fund				232.16	
		534 Water Utilities				4,427.47	
		404 Water Regional Fund				4,427.47	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		534 Water Utilities				108.73	
		594 Capital Expenditures				7,098.46	
		406 Water Capital Reserve Fund				7,207.19	
		535 Sewer				3,704.02	
		594 Capital Expenditures				1,386.75	
		409 Sewer Fund				5,090.77	
		535 Sewer				31,207.78	
		410 Sewer Regional Fund				31,207.78	
		594 Capital Expenditures				15,369.50	
		413 Sewer Capital Reserve Fund				15,369.50	
		580 Non Expeditures				1,385.61	
		699 State Agency Fund 380/580				1,385.61	
						241,920.23	Claims: 241,920.23

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______________________

Cassidy Buechle-Curtis

______________________________ Date______________________

Steven Harper

______________________________ Date______________________

Audrey Malek

2-24-26

AGENDA STAFF REPORT

AGENDA DATE:	February 24, 2026
ACTION REQUESTED:	Approval of Progress Estimate No. 02 – N. Montgomery Avenue Watermain Improvements (HLA Project No. 25099)

BACKGROUND:

The City entered into a contract with Flowline, LLP for construction of the N. Montgomery Avenue Watermain Improvements Project.

HLA has submitted Progress Estimate No. 02 for work completed by Flowline January 1, 2026 through January 31, 2026. HLA has reviewed the contractor's pay request and recommends approval of Progress Estimate No. 02. The total amount due to the contractor for this billing period is **$7,098.46**.

Staff has reviewed the submitted documentation and find the request to be consistent with the work completed.

RECOMMENDATION:

Staff recommends that the Mayor and City Council approve Progress Estimate No. 02 for the N. Montgomery Avenue Watermain Improvements Project in the amount of **$7,098.46**, and authorize payment to Flowline.

ATTACHMENTS:

Progress Estimate No. 02 – N. Montgomery Avenue Watermain Improvements (HLA Project No. 25099)

LEAD STAFF:

Mathew Bailey

2803 River Road, Yakima, WA 98902
Office: (509) 966-7000
hlacivil.com

February 10, 2026

City of Cle Elum
119 W. 1st Street
Cle Elum, WA 98922

Attn: Mayor Matthew Lundh

Re: City of Cle Elum
N. Montgomery Avenue Watermain Improvements
HLA Project No. 25099
Progress Estimate No. 02

Dear Mayor Lundh:

Enclosed is Progress Estimate No. 02 for work performed by Flowline, LLP, through January 31, 2026, in connection with their contract on the above referenced project. The amount due to the Contractor is $7,098.46, less retainage, per the contract documents. Submission of Certified Payrolls for Flowline, LLP 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.

Sincerely,

Digitally signed by Jakob Michael
Date: 2026.02.10 15:09:31-08'00'

Jakob W. Michael, PE

JWM/jld

Enclosures

Copy: Rob Omans, Mathew Bailey, Debbie Lee, Robin Newcomb (City of Cle Elum)
Seth Parshall (Flowline, LLP)
Taylor Denny, Angie Ringer (HLA)

CONSTRUCTION PROGRESS ESTIMATE | **N. Montgomery Avenue Watermain Improvements**

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922 | **HLA PROJECT NO.** 25099

TO: Flowline, LLP

16815 Pacific Ave S #4 | **PROGRESS ESTIMATE NO.** 2

Spanaway, WA 98387 | **FROM:** Jan. 01, 2026 | **TO:** Jan. 31, 2026

BID ITEM NO.	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	Minor Change	FA	1	$ 10,000.00	$ 10,000.00	0.72	$ 7,206.56	0	$ -	0.72	$ 7,206.56	72%
2	Mobilization	LS	1	$ 3,500.00	$ 3,500.00	1	$ 3,500.00	1	$ 3,500.00	0	$ -	100%
3	Project Temporary Traffic Control	LS	1	$ 1,000.00	$ 1,000.00	0.80	$ 800.00	0.80	$ 800.00	0	$ -	80%
4	Crushed Surfacing Base Course	TON	60	$ 50.00	$ 3,000.00	60.20	$ 3,010.00	60.20	$ 3,010.00	0	$ -	100%
5	Crushed Surfacing Top Course	TON	45	$ 50.00	$ 2,250.00	0	$ -	0	$ -	0	$ -	0%
6	HMA Cl. 3/8-Inch PG 64H-28	TON	15	$ 400.00	$ 6,000.00	0	$ -	0	$ -	0	$ -	0%
7	Cold Mix Asphalt	TON	15	$ 1.00	$ 15.00	0	$ -	0	$ -	0	$ -	0%
8	Shoring or Extra Excavation	LF	250	$ 1.00	$ 250.00	260	$ 260.00	260	$ 260.00	0	$ -	104%
9	Select Backfill, as Directed	CY	70	$ 50.00	$ 3,500.00	73.80	$ 3,690.00	73.80	$ 3,690.00	0	$ -	105%
10	PVC Pipe for Water Main 8 In. Diam.	LF	240	$ 55.00	$ 13,200.00	240	$ 13,200.00	240	$ 13,200.00	0	$ -	100%
11	PVC Pipe for Water Main 6 In. Diam.	LF	10	$ 100.00	$ 1,000.00	20	$ 2,000.00	20	$ 2,000.00	0	$ -	200%
12	Gate Valve 8 In.	EA	2	$ 500.00	$ 1,000.00	2	$ 1,000.00	2	$ 1,000.00	0	$ -	100%
13	Abandon Water Valve	EA	2	$ 500.00	$ 1,000.00	2	$ 1,000.00	2	$ 1,000.00	0	$ -	100%
14	Service Connection 3/4 In. Diam	EA	2	$ 1,000.00	$ 2,000.00	2	$ 2,000.00	2	$ 2,000.00	0	$ -	100%

CONSTRUCTION PROGRESS ESTIMATE | **N. Montgomery Avenue Watermain Improvements**

CITY OF CLE ELUM
119 WEST 1ST STREET
CLE ELUM, WA 98922

HLA PROJECT NO. 25099

TO: Flowline, LLP
16815 Pacific Ave S #4
Spanaway, WA 98387

PROGRESS ESTIMATE NO. 2

FROM: Jan. 01, 2026 **TO:** Jan. 31, 2026

BID ITEM NO.	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	
	Subtotal				**$ 47,715.00**		**$ 37,666.56**		**$ 30,460.00**		**$ 7,206.56**	**79%**
	8.3% Sales Tax				**$ 3,960.35**		**$ 2,528.18**		**$ 2,528.18**		**$ -**	
	8.5% Sales Tax Eff. 01/01/2026				**$ 95.43**		**$ 612.56**		**$ -**		**$ 612.56**	
	Project Total				**$ 51,770.78**		**$ 40,807.30**		**$ 32,988.18**		**$ 7,819.12**	
	Project Total (Including Sales Tax)				**$ 51,770.78**		**$ 40,807.30**		**$ 32,988.18**		**$ 7,819.12**	**79%**
	Retainage Withheld per RCW 39.08.010	**10%**					**$ (3,766.66)**		**$ (3,046.00)**		**$ (720.66)**	
	Amount Due Progress Estimate No.	**2**					**$ 37,040.64**		**$ 29,942.18**		**$ 7,098.46**	

I hereby certify that the foregoing is a true and correct statement of the work performed under this contract.

Jakob Michael

Digitally signed by Jakob Michael
Date: 2026.02.10 14:03:21-08'00'

Jakob W. Michael, PE

CONSTRUCTION PROGRESS ESTIMATE | **N. Montgomery Avenue Watermain Improvements**

SCHEDULE OF VALUES

City of Cle Elum

TO: Flowline, LLP
16815 Pacific Ave S #4
Spanaway, WA 98387

HLA PROJECT NO. 25099

BID ITEM NO.	BID ITEM NAME	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	PERCENT OF ITEM COMPLETE
2	Mobilization	50% Payment Upon 5% Project Completion	1	LS	$ 1,750.00	$ 1,750.00	100%
2	Mobilization	100% Payment Upon 10% Project Completion	1	LS	$ 1,750.00	$ 1,750.00	100%
3	Project Temporary Traffic Control	100% Complete	1	LS	$ 1,000.00	$ 1,000.00	80%

CITY OF Cle Elum

PROJECT NAME: N. Montgomery Avenue Watermain Improvements

HLA PROJECT NO. 25099

PRIME CONTRACTOR: Flowline, LLP

FORCE ACCOUNT SUMMARY

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
BID ITEM 1 - MINOR CHANGE				
12/22/25	$ 5,421.98	$ 5,421.98	Flowline	03+26 The existing watermain tie-in required extra work and materials due to the unforeseen condition and connections of the water main.
12/29/25	$ 1,784.58	$ 7,206.56	Flowline	03+20 Flowline excavated the valve cluster in the intersection and repaired the valve cans. They re-aligned the cans on the valve nut due to damage from the snow plow.

City Administrator

Staff Report
(February 24, 2026)

Budget Position & Treasurer's Report:

See attached Month 1 reports

Liability Insurance Update:

As you may know, we are continuing to explore a pricing option for the City's liability insurance through RMSA (Risk Management Services Agency) with AWC (Association of Washington Cities). I had an hour-long discussion with them last week.

They are, of course, interested in our claims history as well as the bankruptcy timeline and related details. Once I provide the additional information they've requested, the program director will present our case to their Board of Directors on June 24 at their annual conference.

After that meeting, they will be able to provide us with a cost estimate and outline the liability coverage options available to us. I will keep you updated.

Builders Meeting Update:

I participated in the bi-monthly builders meeting with Jeremy Larson the County Building Official last Wednesday. Approximately eight industry representatives (contractors, designers, and Builders Association) were in attendance.

The primary topic of discussion was the energy code, including potential future requirements and potential impacts. We also talked about the upcoming 2024 Building code, which are currently scheduled to become effective on May 3, 2027.

The meeting provided an opportunity for open dialogue regarding implementation considerations and future regulatory changes.

New Assistant City Administrator:

I would like to welcome Erica Krum as our new Assistant City Administrator. She started last Tuesday so it's been a week and she has really jumped right in so welcome and if you haven't had a chance to say hi stop into city hall.

2026 BUDGET POSITION TOTALS

City Of Cle Elum | Months: 01 To: 01 | Time: 10:58:57 | Date: 02/19/2026
Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense/General Fund	5,029,486.00	257,757.68	5.1%	5,029,486.00	608,596.18	12%
002 UKC Recreation Center	300,000.00	0.00	0.0%	300,000.00	0.00	0%
101 Street Fund	3,340,593.00	41,122.31	1.2%	3,338,431.25	55,691.20	2%
102 TIB Complete Streets Grant	541,799.00	0.00	0.0%	541,799.00	0.00	0%
104 Police 3/10's Sales Tax Fund	393,850.00	16,700.42	4.2%	353,859.00	21,333.39	6%
106 Tourist/Lodging Tax Fund	204,000.00	9,467.82	4.6%	168,000.00	0.00	0%
110 Coal Mine Trail Fund	9,100.00	0.00	0.0%	4,900.00	0.00	0%
120 Central Cascades/Weis Land CRA :	3,100.00	0.00	0.0%	3,100.00	0.00	0%
124 MVOLLC/Prium CRA 2005-02 Deve	3,060.00	0.00	0.0%	3,450.00	0.00	0%
125 Whispering Pines Devel. Fund	5,000.00	0.00	0.0%	5,000.00	0.00	0%
128 Fowler Creek Trails Deneen Develc	10,000.00	0.00	0.0%	10,000.00	0.00	0%
131 Blue Fern DA # 2002-01 CRA 2024	502,000.00	48,155.80	9.6%	502,000.00	600.00	0%
132 Wildwood Ranch DA #2024-001 C	30,200.00	0.00	0.0%	30,200.00	0.00	0%
140 Teanaway Court/Hopesource Deve	20,020.00	13,388.50	66.9%	20,020.00	0.00	0%
309 REET Excise Tax/Capital Projects Fu	301,000.00	5,794.44	1.9%	655,429.80	0.00	0%
401 Water Fund	1,166,700.00	183,716.17	15.7%	1,248,900.00	78,365.13	6%
402 Garbage Fund	1,158,300.00	99,100.81	8.6%	1,185,103.00	221,201.78	19%
403 Airport Fund	39,400.00	5,598.68	14.2%	26,400.00	3,578.32	14%
404 Water Regional Fund	1,158,000.00	43,060.00	3.7%	1,114,554.79	80,301.08	7%
406 Water Capital Reserve Fund	211,327.84	15,455.91	7.3%	196,327.84	0.00	0%
408 Stormwater Fund	5,000.00	0.00	0.0%	5,000.00	0.00	0%
409 Sewer Fund	1,099,500.00	80,903.26	7.4%	1,246,100.00	63,475.00	5%
410 Sewer Regional Fund	1,160,000.00	53,765.00	4.6%	1,491,567.80	99,004.32	7%
413 Sewer Capital Reserve Fund	247,839.77	258,014.04	104.1%	247,839.77	0.00	0%
630 Pangrazi Memorial Fund	200.00	0.00	0.0%	1,550.00	0.00	0%
699 State Agency Fund 380/580	27,200.00	3,024.72	11.1%	27,200.00	4,902.70	18%
	16,966,675.61	1,135,025.56	6.7%	17,756,218.25	1,237,049.10	7.0%

*** BEGINNING/RESERVE BALANCES ARE NOT INCLUDED IN THE AMOUNTS ABOVE
*** FUND 413 SEWER CAPITAL RESERVE INCLUDES REVENUE FROM THE DOE STORMWATER PLANNING LOAN/GRANT
*** FUND 001 GENERAL FUND INCLUDES $257,000 INSURANCE AND $35,000 RAILROAD LEASE EXPENSES

TREASURER'S REPORT

Fund Totals

City Of Cle Elum | Time: 13:04:02 | Date: 02/18/2026

01/01/2026 To: 01/31/2026 | Page: 1

Fund	Previous Balance	Revenue	Expenditures	Book End Balance	Outstanding Checks	Outstanding Payroll	Outstanding Deposits	Bank Ending Balance
001 Current Expense/General Fund	433,640.35	257,757.68	608,596.18	82,801.85	97,727.56	13.70	-987.50	179,555.61
004 City Heights WCIA Settlement Agreement 2023	-27,782.07	0.00		-27,782.07	1,422.25	0.00	0.00	-26,359.82
101 Street Fund	105,799.23	41,122.31	55,691.20	91,230.34	28,943.59	0.00	-200.00	119,973.93
102 TIB Complete Streets Grant	17,223.69	0.00		17,223.69	231.82	0.00	0.00	17,455.51
104 Police 3/10's Sales Tax Fund	61,871.09	16,700.42	21,333.39	57,238.12	0.00	0.00	-15.00	57,223.12
106 Tourist/Lodging Tax Fund	190,518.57	9,467.82		199,986.39	21,463.50	0.00	0.00	221,449.89
110 Coal Mine Trail Fund	42,297.10	0.00		42,297.10	0.00	0.00	0.00	42,297.10
120 Central Cascades/Weis Land CRA 2009-01 Devel. Fund	5,202.22	0.00		5,202.22	0.00	0.00	0.00	5,202.22
124 MVOLLC/Prium CRA 2005-02 Devel. Fund	3,409.42	0.00		3,409.42	0.00	0.00	0.00	3,409.42
127 City Heights CRA 2020-01 Devel. Fund	-407,301.01	0.00		-407,301.01	0.00	0.00	0.00	-407,301.01
131 Blue Fern DA # 2002-01 CRA 2024-01,03	1,821,054.80	48,155.80	600.00	1,868,610.60	33,472.55	0.00	0.00	1,902,083.15
132 Wildwood Ranch DA #2024-001 CRA 2024-02	4,836.00	0.00		4,836.00	0.00	0.00	0.00	4,836.00
140 Teanaway Court/Hopesource Devel. Fund	4,115.30	13,388.50		17,503.80	6,677.25	0.00	0.00	24,181.05
309 REET Excise Tax/Capital Projects Fund	986,968.82	5,794.44		992,763.26	3,449.93	0.00	-60,127.13	936,086.06
401 Water Fund	431,167.88	183,716.17	78,365.13	536,518.92	16,922.75	0.00	-3,339.30	550,102.37
402 Garbage Fund	161,630.70	99,100.81	221,201.78	39,529.73	98,984.99	0.00	-2,196.74	136,317.98
403 Airport Fund	117,749.58	5,598.68	3,578.32	119,769.94	1,050.00	0.00	0.00	120,819.94
404 Water Regional Fund	1,605,492.76	43,060.00	80,301.08	1,568,251.68	9,361.51	0.00	0.00	1,577,613.19
406 Water Capital Reserve Fund	62,926.26	15,455.91		78,382.17	49,141.78	0.00	-434.03	127,089.92
408 Stormwater Fund	50,459.64	0.00		50,459.64	0.00	0.00	0.00	50,459.64
409 Sewer Fund	980,279.95	80,903.26	63,475.00	997,708.21	8,652.70	0.00	-2,964.06	1,003,396.85
410 Sewer Regional Fund	1,184,213.54	53,765.00	99,004.32	1,138,974.22	333.52	0.00	0.00	1,139,307.74
413 Sewer Capital Reserve Fund	278,229.20	258,014.04		536,243.24	45,859.18	0.00	0.00	582,102.42
630 Pangrazi Memorial Fund	12,627.74	0.00		12,627.74	0.00	0.00	0.00	12,627.74
699 State Agency Fund 380/580	4,698.50	3,024.72	4,902.70	2,820.52	4,965.52	0.00	0.00	7,786.04
	8,131,329.26	1,135,025.56	1,237,049.10	8,029,305.72	428,660.40	13.70	-70,263.76	8,387,716.06
				A				B

TREASURER'S REPORT

Account Totals

City Of Cle Elum | Time: 13:04:02 Date: 02/18/2026

01/01/2026 To: 01/31/2026 | Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Book Ending Bal	Outstanding Rec	Outstanding Exp	Bank Balance
1	Checking 2924	4,385,273.70	1,204,917.71	1,237,397.33	4,352,794.08	-138,368.96	428,674.10	4,643,099.22
8	Cash Drawer City Hall	150.00	0.00	0.00	150.00	0.00	0.00	150.00
9	US Bank	1,135,319.95	42.43	999,167.41	136,194.97	0.00	0.00	136,194.97
10	US Bank Investment	2,484,905.00	999,126.91	1,256.91	3,482,775.00	0.00	0.00	3,482,775.00
11	Xpress Deposit Account	74,915.61	123,694.08	191,983.02	6,626.67	-4,244.72	72,349.92	74,731.87
12	Petty Cash City Hall	100.00	0.00	0.00	100.00	0.00	0.00	100.00
13	Petty Cash Police	100.00	0.00	0.00	100.00	0.00	0.00	100.00
14	Cash Drawer Police	100.00	0.00	0.00	100.00	0.00	0.00	100.00
15	Petty Cash Library	100.00	0.00	0.00	100.00	0.00	0.00	100.00
16	Cash Drawer Library	15.00	0.00	0.00	15.00	0.00	0.00	15.00
17	Police Drug Fund	350.00	0.00	0.00	350.00	0.00	0.00	350.00
18	Umpqua Card Account 9016	50,000.00	0.00	0.00	50,000.00	0.00	0.00	50,000.00
	Total Cash:	8,131,329.26	2,327,781.13	2,429,804.67	8,029,305.72	-142,613.68	501,024.02	8,387,716.06
		8,131,329.26	2,327,781.13	2,429,804.67	8,029,305.72	-142,613.68	501,024.02	8,387,716.06
					A			B

We the undersigned officers for the City of Cle Elum have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: ROBIN NEWCOMB 2/19/26
Finance Director / Date

Signed: Debbie Lee 2/19/26
Clerk/ Date

Public Works Council Update

- **PSE Electric Vehicle Charging Stations:** Pending EV charging hookups.
- **1st Street Revitalization:** On hold till Spring 2026
- **Montgomery Water main replacement:** Watermain replacement completed. Project on hold till spring for asphalt restoration.
- **Sewer main Lining project:** Construction start date February 23rd
- **Zone 3 Booster Pump Installation.** Isolations Valves have been installed, Electrical installed, pending pump delivery and installation.
- **Public Works Transitioning to Spring Maintenance:** Crews are focused on seasonal maintenance activities. pothole repairs, fire hydrant inspections, sewer inspections/cleaning, stormwater inspections/cleaning, street sweeping, alley grading.
- **Stormwater Plan:** First draft of Stormwater Plan sent to Dept. of Ecology. Working toward establishing Stormwater Utility Fund. Developing Stormwater code language.
- **Bullfrog Flats**
    - Extension of road and utilities over horse culvert
    - Bullfrog roundabout to start construction this spring

Council Meetings

Honorable Mayor and council,

- Sam Krahenbul passed away last night
  - Former Chief of Police from 1983 to 1995
  - Started as an Officer in 1971 and became Assistant Chief a year later and stayed in that position for 10 years
    - 24 years of total service
  - Cle Elum HS graduate
  - Navy Veteran
  - Worked with his wife Karen, loved his family
  - Sam had a heart for the community and is a big loss
- Looking at a grant for cameras intended for small/rural agencies
  - Through the Bureau of Justice Assistance Small, Rural, and Tribal Body-Worn Camera Micro-Grant Program
  - Potentially up to 2K per camera if awarded
- One of the focuses of next Public Safety meeting is false alarms
  - There is one business in particular who is creating false alarms nightly
  - It will be a good opportunity to test the code we come up with
- Flock Audit
  - It was my intention to bring a network audit of who is searching Flock and for what
  - It contained 13,846 data points
  - Only searches from WA agencies, I disabled any others
  - I will be working with Flock to find a more digestible way to present data as opposed to the Excel Spreadsheet
- WASPC Stats
  - FBI stats say that populations under 10K should be 4.3 Officers per 1k

- Just shows the need to hire and retain
- All departments are struggling finding candidates
  - Very competitive field

Washington Association of
SHERIFFS &
POLICE CHIEFS

3060 Willamette Drive NE
Lacey, WA 98516
360-486-2380 (Phone)
360-486-2381 (Fax)
www.waspc.org

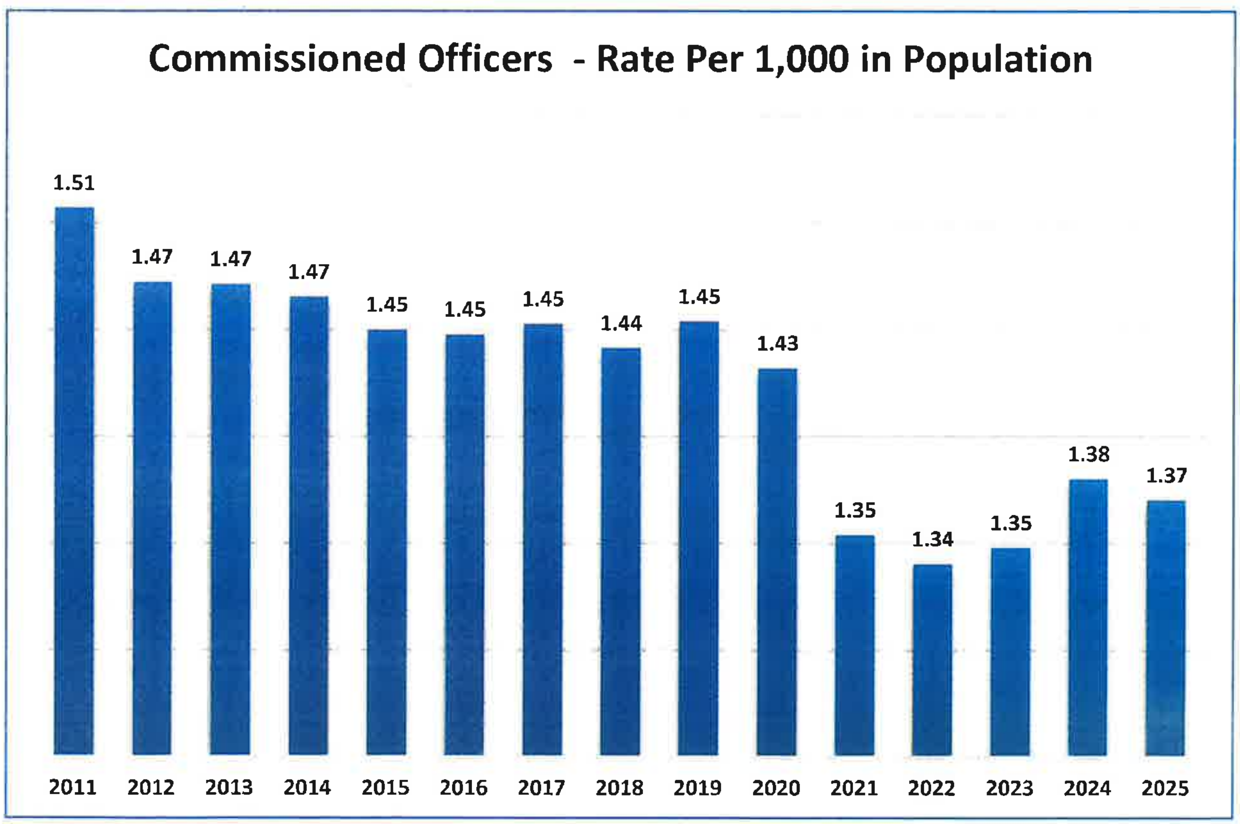
FOR IMMEDIATE RELEASE
February 19, 2026

Statement attributable to:
Steven D. Strachan, Executive Director
Washington Association of Sheriffs and Police Chiefs

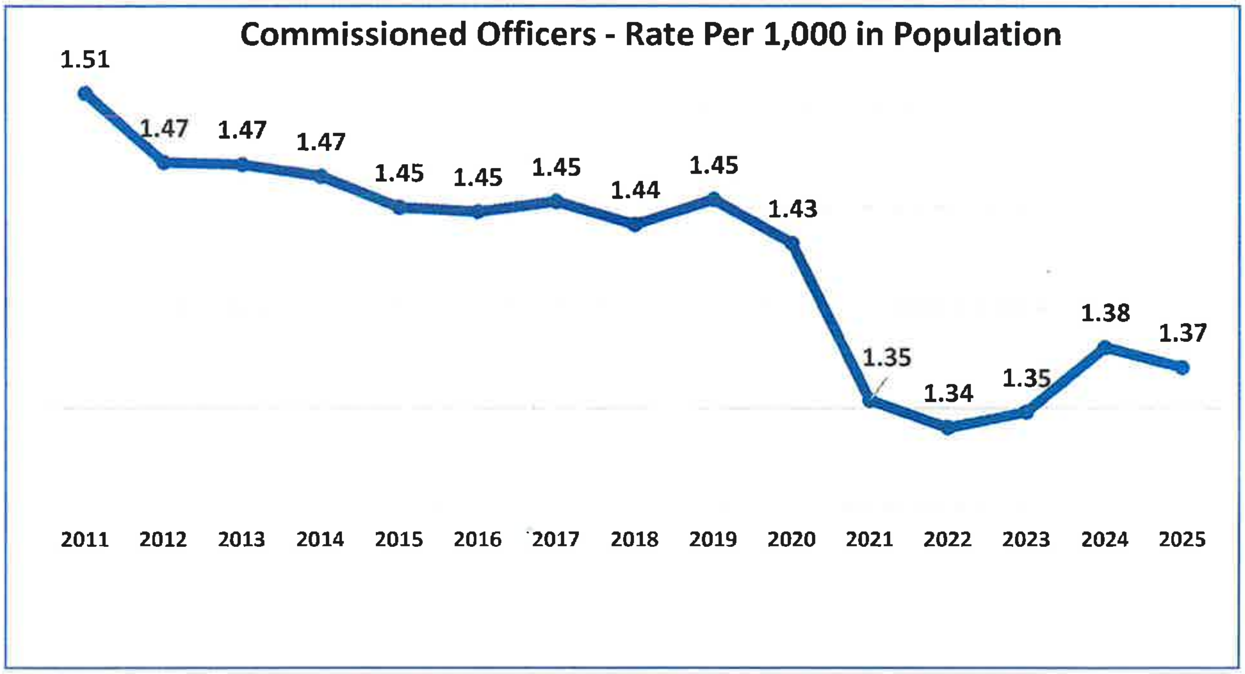
WASHINGTON STATE REMAINS LAST IN NATION IN PER CAPITA POLICE STAFFING

(Lacey, WA) Preliminary data for full-time law enforcement staffing in 2025 in Washington State shows that the per capita rate (officers per thousand population) has fallen further behind. Washington has ranked 51st in the nation (the fifty states and District of Columbia) for officers per capita for 15 consecutive years. The Washington Association of Sheriffs and Police Chiefs (WASPC) tracks the data for use in state and federal crime rate reports. The net increase of a total of 68 officers statewide from 2024 to 2025 was offset by the increase in population of 79,400 for a net decrease of rate per 1,000, to 1.37.

"Washington's chronic lack of law enforcement staffing unfortunately continues in the wrong direction, and we're not even treading water," said Steven D. Strachan, executive director. "Too few officers has negative effects on justice for victims, response and investigation of crimes, wellness for officers, and reduces opportunities for de-escalation."



Leading collaboration among law enforcement professionals to enhance public safety.



WA only	Rate per 1,000	Population	Officers
2011	1.51	6,815,859	10,269
2012	1.47	6,880,100	10,128
2013	1.47	6,954,564	10,231
2014	1.47	7,037,348	10,311
2015	1.45	7,163,761	10,386
2016	1.45	7,258,544	10,507
2017	1.45	7,377,379	10,716
2018	1.44	7,507,712	10,820
2019	1.45	7,588,204	11,031
2020	1.43	7,663,848	10,973
2021	1.35	7,705,506	10,431
2022	1.34	7,755,215	10,393
2023	1.35	7,777,364	10,482
2024	1.38	8,035,515	11,070
2025	1.37	8,114,915	11,138

The full Crime in Washington report for 2025 will be published this summer.

###

CITY OF CLE ELUM
City Administration

AGENDA STAFF REPORT

AGENDA DATE:	February 24, 2026
ACTION REQUESTED:	Approve the new Pre-Employment Policy in the City of Cle Elum's Employee Handbook.

BACKGROUND:	After having discussions with staff we believe adding a drug testing and background check policy to the handbook is critical for public safety roles like driving vehicles or operating heavy equipment. These positions carry high risk, and impairment or unsafe history can lead to serious accidents and liability. A clear policy sets expectations, promotes safety, ensures compliance, and protects both employees and the City of Cle Elum.
RECOMMENDATION:	Authorize the Mayor to sign resolution number 2026-007 to update Cle Elum's Employee Handbook
ATTACHMENTS:	Handbook with redline edits Attachment D Pre-Employment Policy Resolution number 2026-007
LEAD STAFF:	**Erica Krum**

CITY OF CLE ELUM
WASHINGTON
RESOLUTION NO. 2026-007

A RESOLUTION OF THE CITY OF CLE ELUM, WASHINGTON, ADOPTING A PRE- EMPLOYMENT POLICY

WHEREAS, The City of Cle Elum has adopted a Pre-Employment Policy codified in the City of Cle Elum Employee Handbook; and

WHEREAS, The City of Cle Elum desires to update the handbook with a new Pre-Employment Policy through a separate and stand alone resolution, and

WHEREAS, The City of Cle Elum Administrator made this Pre-Employment Policy available for review and inspection to all employees, departments and bargaining units

NOW THEREFORE BE IT RESOLVED BY THE CITY OF CLE ELUM, WASHINGTON CITY COUNCIL:

Section 1. The City of Cle Elum Pre-Employment Policy, and attached hereto as Exhibit A, is hereby approved and adopted. Staff is directed to distribute the adopted policy to all employees and to update the City of Cle Elum Employee Handbook to replace the existing Pre-Employment Policy with the attached.

<u>Section 2. Effective Date</u>. This resolution shall take effect immediately upon its passage and adoption.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _________________, 2026.

CITY OF CLE ELUM

____
Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

____
Debbie Lee, City Clerk

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

ATTACHMENT D

PRE-EMPLOYMENT POLICY

The City of Cle Elum is committed to maintaining a safe, secure and productive workplace. To support this goal, the City of Cle Elum may make conditional offers of employment contingent on successful passing of pre-employment screenings based on the necessities of the job, which may include (as permitted by law):

- Drug and/or alcohol testing
- Criminal background checks
- Consumer background checks
- Employment and education verification
- Motor vehicle record ("MVR") checks for positions that require driving
- Clearinghouse queries for Commercial Driver's License (CDL) holders

All screenings will be conducted in compliance with applicable federal, state and local laws.

In accordance with Washington's Fair Chance Act, the City of Cle Elum will not conduct any pre-employment screenings until after a conditional offer of employment has been made. A conditional offer may be withdrawn only if the results of the screening are directly related to the job and are inconsistent with the requirements of the position.

Positions that involve public safety, operating vehicles, heavy equipment, or other safety-sensitive duties may be subject to additional testing requirements including drug and alcohol testing as permitted by law.

When evaluating criminal background checks results, the City of Cle Elum will consider the nature of the offense, time that has passed and duties of the position. Arrest records that did not result in a conviction will not be used as a basis for employment decisions except as allowed by law. Applicants will be given notice and an opportunity to respond before any final adverse decision is made based on background check results.

Applicants for positions that require driving must possess a valid Washington State driver's license, meet insurance eligibility requirements, provide authorization for a motor vehicle record review, and meet driving record standards.

Refusal of consent to such screenings may result in a refusal to hire. All screening information will be kept confidential and stored separately from personnel files. This policy will be applied consistently and without discrimination. If there is any conflict between this policy and applicable law, the law will apply.

City of Cle Elum
Employee Handbook

Revised: ~~July 2024~~February 2026

CITY OF CLE ELUM

WASHINGTON

RESOLUTION NO. 2024-018

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 City Council now desires to adopt the attached Employee Handbook – July 2024 document along with all of its Exhibits.

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 "City of Cle Elum Employee Handbook – February 2026~~4~~" and shall remain in effect unless otherwise amended.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 24th ~~23rd~~ DAY OF February~~JULY~~ 2026~~4~~.

CITY OF CLE ELUM

____
Matthew Lundh, 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:

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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 witnesses 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 if 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 five months (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 the 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 members 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 are part of the personnel records. Employees will be given an opportunity for written comments 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 employees' 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 by 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 NOT compounding.

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%

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’s 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 of 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 your supervisor or the City Administrator. If overtime is authorized or required, 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 required 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 hours of compensatory time off (160 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 hours). Upon separation of employment any compensatory time (up to 240 hours) will be paid at the 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 30 hours a week or more are eligible. Information regarding current benefits and coverage is available from the City Treasurer. The city will pay 100% of the Medical Plan Premiums for employees and dependents (including but not limited to Medical, Dental, Vision, Life, Accidental Death and Dismemberment and Employee Assistant Program). In cases where an employee is out on unpaid leave, the employee will pay 100% of the Medical Plan Premiums.

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 of this type of plan is to enable the City to make tax-fee 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 seventy-five($275.00) 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 to 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.

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 and the amount is 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 starts 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 through the 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 of 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 for 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 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, 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. If 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 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 are 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 worked 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 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, 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 Mayor or City Administrator to be in the best interest of the City during the period of an investigation or other administrative proceedings. The City requires the employee to be available during their regular work shift, except for scheduled absences. Disciplinary action may be taken if the employee is unavailable or unreachable during 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 suggestions down and submit them 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 Government 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 Administrators 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 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 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 healthy 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 healthy 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 I 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 l416-81), 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 healthy 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 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 discusses 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 its residents, users of City facilities and employees. The purpose of Incident Reporting is to track occurrences as they arise. Not every incident may 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 accidentally knocks 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. <u>Be observant and accurate</u>. 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.

<u>Vehicle Accident Kit: City Employee Instructions</u>

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, 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.

<u>Vehicle Accidents and Review Board</u>

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 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 individuals 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.

<u>Inclement Weather</u>

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 is 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 be 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 accrue 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 are so dictated. 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 employment with 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, an 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 employees 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 employees will be compensated with a flat rate amount of $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 the 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 17^{th} for example, compensation for on call will be made for the 16^{th} – 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 their 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 trigger 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 or official may qualify for payment or reimbursement.

1.1 GENERAL PROVISIONS

Reimbursement for reasonable costs of business travel is authorized. All travel costs are subject to approval by the City Administrator and/or the Mayor.

1.2 RECEIPTS

For reimbursement of expenses, employees must collect and submit an original, itemized vendor's receipt whenever possible. However, a receipt is not necessary if claiming meal per diem. If a receipt is not available, the employee must log the time, date, vendor, expense, and reason a receipt could not be provided.

2.0 MEALS

2.1 WASHINGTON STATE

Meal per diem allowances on official travel within the State of Washington shall be determined by the Washington State Office of Financial Management-published rate for the destination: https://ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables.

2.2 CONTINENTAL UNITED SATES

Meal per diem allowances for official travel elsewhere within the continental United Sates shall be determined by the United States General Services Administration-published rate for the destination: https://www.gsa.gov/travel/plan-book/per-diem-rates.

2.3 ALASKA, HAWAII AND US TERRITORIES

Meal per diem allowances for official travel to Alaska, Hawaii and US territories (e.g., Puerto Rico, Guam, etc.) shall be determined by the United States Department of Defense-published rate for the destination: https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/.

2.4 INTERNATIONAL

Meal per diem allowances for official international travel shall be determined by the United States Department of State-published rate for the destination: https://aoprals.state.gov/web920/per_diem.asp.

2.5 CONFERENCE/EVENT MEALS

An employee or employee may not claim for reimbursement meals for which the costs are included in a City-paid registration fee, regardless of whether the traveler partakes of the meal or not. All claims for meal reimbursements for conferences shall include a copy of the conference schedule for determining meals provided by such conferences. Similarly, meals provided by the reserved accommodation and included in the paid room rate are ineligible for reimbursement.

A continental breakfast is not considered a meal and, therefore, if a registration or booking includes a continental breakfast, the City will reimburse the employee for a regular breakfast, if claimed. Reimbursement shall be limited to the breakfast portion of the meal per diem for the destination.

2.6 FIRST AND LAST DAY TRAVEL MEALS

To claim meals on the first or last day of travel, employees and officials must be in travel status during the entire City-determined meal period(s), as defined below.

Designated Meal Periods:

- Breakfast (7 to 8am)
- Lunch (12 to 1pm)
- Dinner (6 to 7pm)

The above periods assume an employee's normal workday to be 8:00 AM to 5:00 PM. Should the employee's regular workday differ, this should be noted when requesting travel authorization; meal periods may be adjusted accordingly.

2.7 SAME DAY TRAVEL MEALS

Employees and officials may be reimbursed for non-overnight (same day) meal expenses when the traveler has been in travel status for at least eleven hours.

2.8 NON-TRAVEL FOOD AND BEVERAGES

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. Unless authorized by the City Administrator or Mayor, reimbursement shall be limited to maximum meal per diem for the location.

3.0 TRANSPORTATION

3.1 GENERAL PROVISIONS

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 (IRS) 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.

3.2 CITY VEHICLE USE

Out-of-area costs of vehicle operations are authorized for fuel, oil, tires, and necessary repairs.

3.3 PERSONAL VEHICLE USE AND MILEAGE REIMBURSEMENT

Where possible and if available, the use of a City vehicle rather than the employee's personal vehicle is preferred and encouraged.

In those circumstances in which use of a personal vehicle is authorized, mileage will be reimbursed at the rate established by the US Internal Revenue Service for the given year or—if not yet published for the current year—the most recent rate available.

Mileage reimbursement shall not include the distance between the employee or official's official workstation and their place of residence.

3.4 RENTAL VEHICLES

Generally, 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. However, in certain circumstances, such as travel to and within Canada, renting a vehicle locally may be preferred.

3.5 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.

3.6 ADDITIONAL AIRLINE FEES

Baggage fees (e.g., those charged for checking a bag) are a reimbursable expense. Charges for premium seat selection within Economy (or similar) class may be acceptable with prior written authorization from the City Administrator. Traveling employees must provide an explanation of the demonstrable need for the seat selection.

3.7 UPGRADES

Except where authorized, costs associated with an upgrade in seat or class shall be the responsibility of the employee.

3.7 COMBINING BUSINESS AND PERSONAL TRAVEL

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.

3.8 OTHER TRANSPORTATION

Additional transportation expenses, including but necessarily limited to, bus, taxi, tolls, parking and ferry are authorized.

4.0 ACCOMMODATION

4.1 MINIMUM DISTANCE

To be eligible for any City reimbursement for overnight travel expenses, 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 or Mayor.

4.2 ROOM RATE

In general, accommodation will be reimbursed at a maximum of the single room rate. When making reservations for accommodation, employees and officials should always seek the lowest available rate by requesting the government rate. Prior to making a reservation, employees and officials should review the websites identified in §2.1-2.4 above and note the allowable per diem rates for the destination city to be sure that the cost does not exceed these limitations.

Exceptions to the foregoing limitations must be approved by the City Administrator or Mayor.

4.3 ACTUAL COSTS

In all cases, the City shall only cover actual costs of accommodation, and an original, itemized vendor's receipt is required for all claims. When lodging per diem rates are used in requesting advanced funds, employees and officials shall be required to repay any difference between that rate and the actual cost of accommodation.

5.0 NON-ALLOWABLE/NON-REIMBURSABLE EXPENSES

The following expense types are ineligible for reimbursement and shall be the responsibility of the individual employee or official. This list is not necessarily comprehensive, and the City Administrator or Mayor may disallow additional expenses as appropriate.

- Airline, trip and/or travel insurance;
- Alcohol;
- Damage caused by employee or officer action or negligence;

- Expenses associated with a spouse, partner, child or other individual not authorized for reimbursement;
- Gratuity or tip;
- Laundry/dry cleaning;
- Personal entertainment, such as reading materials, movie rentals, gaming, etc.;
- Personal/non-business phone calls;
- Personal grooming, such as hairdresser, beautician, barber, etc.;
- Personal/non-business postage and shipping costs;
- Theft, loss or damage to personal property; OR
- Toiletries.

6.0 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 meal per diem rates 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 their Department Head. Advances will be limited to the maximum meal and, where necessary, lodging per diem for the destination(s).

- Where possible, air transportation and accommodations will be billed directly to the City by the Vendor. Should the Vendor be unable or unwilling to process such direct billing, employees and officials make seek reimbursement.

- 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 <u>Travel/Miscellaneous Reimbursement</u> 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.
- Rejected claims shall be reviewed by the Mayor for final disposition.

ATTACHMENT D
PRE-EMPLOYMENT POLICY

The City of Cle Elum is committed to maintaining a safe, secure and productive workplace. To support this goal, the City of Cle Elum may make conditional offers of employment contingent on successful passing of pre-employment screenings based on the necessities of the job, which may include (as permitted by law):

- Drug and/or alcohol testing
- Criminal background checks
- Consumer background checks
- Employment and education verification
- Motor vehicle record ("MVR") checks for positions that require driving
- Clearinghouse queries for Commercial Driver's License (CDL) holders

All screenings will be conducted in compliance with applicable federal, state and local laws.

In accordance with Washington's Fair Chance Act, the City of Cle Elum will not conduct any pre-employment screenings until after a conditional offer of employment has been made. A conditional offer may be withdrawn only if the results of the screening are directly related to the job and are inconsistent with the requirements of the position.

Positions that involve public safety, operating vehicles, heavy equipment, or other safety-sensitive duties may be subject to additional testing requirements including drug and alcohol testing as permitted by law.

When evaluating criminal background checks results, the City of Cle Elum will consider the nature of the offense, time that has passed and duties of the position. Arrest records that did not result in a conviction will not be used as a basis for employment decisions except as allowed by law. Applicants will be given notice and an opportunity to respond before any final adverse decision is made based on background check results.

Applicants for positions that require driving must possess a valid Washington State driver's license, meet insurance eligibility requirements, provide authorization for a motor vehicle record review, and meet driving record standards.

Refusal of consent to such screenings may result in a refusal to hire. All screening information will be kept confidential and stored separately from personnel files. This policy will be applied consistently and without discrimination. If there is any conflict between this policy and applicable law, the law will apply.

CITY OF CLE ELUM ACKNOWLEDGMENT OF RECEIPT FOR SUPERVISORS

I have received the City of Cle Elum Employee Handbook dated July 2024 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.

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: ___________________________________

RESOLUTION NO. <u>2026-008</u>

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, AUTHORIZING AN INTERFUND LOAN FROM THE SEWER FUND TO THE GENERAL FUND IN AN AGGREGATE AMOUNT NOT TO EXCEED $300,000 AND PROVIDING SEVERABILITY.

WHEREAS, the City of Cle Elum's General Fund is in temporary need of cash to ensure it can continue providing essential services; and

WHEREAS, the City of Cle Elum's Sewer Fund has excess cash sufficient to meet the needs of the General Fund; and

WHEREAS, the City expects the funds loaned to be repaid by revenue generated by General Fund revenue sources; and

WHEREAS, such payment sources are anticipated to be sufficient to pay the principal of and interest on the loan when due; **NOW, THEREFORE,**

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

<u>Section 1.</u> <u>Recitals Adopted as Findings.</u> The recitals set forth above are hereby adopted as the City Council's legislative findings of fact in support of the Resolution.

<u>Section 2.</u> <u>Loan Authorized.</u> A loan in the aggregate amount not to exceed $300,000 is hereby authorized from the Sewer Fund to the General Fund. The loan may be funded through one or more advances and shall be repaid from available revenues or other available sources, within two (2) years from the date the advance is made. The outstanding principal amount of the loan shall bear interest at a per annum rate equal to the net earnings of the City's internal investment portfolio until repayment of the loan in full. There is no penalty for prepayment.

<u>Section 3.</u> <u>Severability.</u> Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

RESOLVED this 24th day of February 2026.

CITY OF CLE ELUM

____
Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

____
Debbie Lee, City Clerk

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

RECEIVED
JAN 27 2026

Lodging Tax
Fund Application

Name of Applicant: Northern Kittitas County Historical Society

Name of Event: 2026 Night at the Museum: Historic Speaker Series

Date of Event (or date range) May - September 2026

Date Received: ______________________

Received By: [illegible]

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: 2026

Name of Organization: Northern Kittitas County Historical Society

Organization mailing address: 2881 Middlefork Teanaway
Cle Elum, WA 98922

Organization contact person & title: Michael Richard
Committee Chair

Organization/contact phone: 206-795-7007

Email: 1michaelrichard@gmail.com

Organization Website: https://nkcmuseums.wpcomstaging.com/

Federal Tax ID Number: 94-3091028 UBI Number: ______

Organization is a (select one):

- [ ] Government Entity
- [x] 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: 2026 Night at the Museum: Historic Speaker Series

Project/Event Date: May - September 2026

Project/Event Location: Carpenter House Museum

Amount of Funding Requested: $ 11,795.00

For which funding category do you qualify (check one) (see instructions for definitions):

- [ ] New Project/Event
- [x] Ongoing Project/Event Support

Estimated # of overnight stays: 71 Based on 31 O/N stays in 2025

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
[x]	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. <u>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.</u>

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)

2024 $6,450.00
2025

9. Has your event received Lodging Tax funds in previous years?
Yes [X] No [ ]

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:

		Prior Year	Projected
A.	How many participants and spectators attended last year's activity and/or will attend this year?	931	931

B.	How many days did/will your event occur?	5	5
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.)*	71	71

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) Michael Richard Or sign here:

(print name) Michael Richard

Title: Committee Chair

Date: 1/23/2026

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.
- ☐ 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.

LODGING TAX EXPENDITURE REPORT
CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: ____________________ **Organization:** ________________________

Activity Name: __________ **Activity Type:** Event/Festival ◯ Marketing ◯ Facility ◯

Event/Festival- encompasses specific activities such as fairs, festivals, celebrations, etc.
Marketing- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).
Facility- encompasses activities related to facility acquisition, upkeep, renovation, etc.

Start Date:____________ **End Date:**______________

Funds Requested: _______ **Funds Awarded:**______________

Total Activity Cost: ______

Notes:

OVERALL ATTENDANCE: *Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: ____________________ **Actual:** ____________________

***Method:** ____
(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).*

ATTENDANCE 50+ MILES: *Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.*

Predicted: ____________________ **Actual:** ____________________

***Method:** ____

Please Explain: *Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).*

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: *(number of people)*

Predicted: ____________________________ **Actual:**________________________________

***Method:**____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: _______________ **Actual:**______________________

***Method:**_______________

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: _______________ **Actual:**_________________

***Method:** _______________

Please Explain: *Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations,interviews, raffle, etc.).*

***Method**: Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

• **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

• **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

• **Representative Survey**: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

• **Informal Survey**: Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

• **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)

• **Please Explain**: Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.

NKCHS 2026 REQUEST FOR CITY OF CLE ELUM LODGING TAX FUNDS

EXPENSES				
MARKETING:				
Digital Marketing & IT	Program Coordinator 9 months @ $500		$4,500.00	
	Website Subscription		$400.00	
	Domain Renewal		$25.00	
	SUB TOTAL		**$4,925.00**	
Postage	Newsletter Mailings (2x$10)		$20.00	
	SUB TOTAL		**$20.00**	
Printing	Newsletters		$1,000.00	
	Advertising		$750.00	
	SUB TOTAL		**$1,750.00**	
TOTAL MARKETING				**$6,695.00**
CONTRACTUAL SERVICES:	Videography		$1,000.00	
TOTAL CONTRACTUAL SERVICES				**$1,000.00**
OPERATIONS	Insurance		$3,000.00	
	Trash Disposal		$100.00	
	Utilities (5 nights @ $200)		$1,000.00	
TOTAL OPERATIONS:				**$4,100.00**
TOTAL REQUESTED				**$11,795.00**
ATTENDANCE AT CARPENTER HOUSE 2025				
Overall Attendance	931			
Coming from 50+miles	186			
Coming from out-of-state	12			
Overnight Lodging Visitors	71 (55 motel and 16 camping)			
Paid Lodging Nights	55			

1/20/2026

CITY of CLE ELUM WASHINGTON
HEART of the CASCADES

Lodging Tax
Fund Application

Name of Applicant: Pioneer Queen Coronation Committee

Name of Event: Pioneer Queen Coronation | Meet & Greet

Date of Event (or date range) June 27, 2026 - July 4, 2026

Date Received: RECEIVED JAN 27 2026

Received By:

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.

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>
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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: 2026

Name of Organization: Pioneer Queen Coronation Committee

Organization mailing address: 2881 Middlefork Teanaway
Cle Elum, WA 98922

Organization contact person & title: Michael Richard
Committee Chair

Organization/contact phone: 206-795-7007

Email: 1michaelrichard@gmail.com

Organization Website: N/A

Federal Tax ID Number: 82-4155462 ~~UBI~~ Number:

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: Pioneer Queen Coronation, and Meet & Greet

Project/Event Date: June 27, 2026 - July 4, 2026 Coronation is on June 27; Meet & Greet July 4

Project/Event Location: Coronation @ UKC Senior Center; Meet & Greet @ Glondo's Pocket Park

Amount of Funding Requested: $ 3,760.00

For which funding category do you qualify (check one) (see instructions for definitions):

- [ ] New Project/Event
- [x] Ongoing Project/Event Support

Estimated # of overnight stays: 35 Based on 34 O/N stays in 2024

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
[x]	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)

2023
2024 $2,500.00
2025

9. Has your event received Lodging Tax funds in previous years?
Yes [X] No [ ]

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:

		Prior Year	Projected
A.	How many participants and spectators attended last year's activity and/or will attend this year?	200	200

B.	How many days did/will your event occur?	2	2
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.)*	34	35

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) Michael Richard
Title: Committee Chair
Date: 1/23/2026

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.
- ☐ 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.

LODGING TAX EXPENDITURE REPORT
CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: ________________________ **Organization:** ____________________________

Activity Name: ________________ **Activity Type:** Event/Festival___ Marketing___ Facility___

Event/Festival- encompasses specific activities such as fairs, festivals, celebrations, etc.
Marketing- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).
Facility- encompasses activities related to facility acquisition, upkeep, renovation, etc.

Start Date:______________ **End Date:**_________________

Funds Requested: _________ **Funds Awarded:**________________

Total Activity Cost: _______

Notes:

OVERALL ATTENDANCE:

*Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: __________________________ **Actual:** ____________________________

***Method:** ____
(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).*

ATTENDANCE 50+ MILES:

Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.

Predicted: __________________________ **Actual:** ____________________________

***Method:** ____

LODGING TAX EXPENDITURE REPORT
CITY OF CLE ELUM (JLARC) Continued

Please Explain: *Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).*

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: *(number of people)*

Predicted: ______________________ **Actual:**______________________

***Method:**____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: ____________ **Actual:**__________________

***Method:**____________

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: ____________ **Actual:**______________

***Method:** ____________

Please Explain: *Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations,interviews, raffle, etc.).*

***Method**: Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

- **Direct Count**: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count**: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey**: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey**: Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate**: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)
- **Please Explain**: Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.

2026 PIONEER DAYS QUEEN CORONATION, MEET/GREET & PARADE

ITEM/SERVICE	ESTIMATE	ACTUAL	DIFFERENCE	NOTES
Facility Rental	$ 550.00		$ (550.00)	Upper Kittitas County Senior Center
Facility Rental Deposit	$ 100.00		$ (100.00)	Deposit for 2026 Senior Center Rental
Linens, Plasticware, Plates, Napkins, etc.	$ 150.00		$ (150.00)	
Print Materials	$ 350.00		$ (350.00)	Paper, Printing, Postage, Signage - inc. programs, signs and letters to Queens
Cake, Appetizers and Refreshments	$ 500.00		$ (500.00)	Coronation Ceremony
Entertainment	$ 300.00		$ (300.00)	Coronation Ceremony
Flower Bouquets/Corsages	$ 260.00		$ (260.00)	
Crown for Queen	$ 50.00		$ (50.00)	
Advertising	$ 450.00		$ (450.00)	
Travel Reimbursement	$ 200.00		$ (200.00)	Intented for Queen to fulfill duties in other areas
Decorations	$ 600.00		$ (600.00)	Coronation event, Meet & Greet and Parade
Meet & Greet Costs	$ 150.00		$ (150.00)	Refreshments, etc.
Queen Dress	$ 100.00		$ (100.00)	Reimbursement
Insurance	$ -		$ -	
TOTAL	**$ 3,760.00**	$ -	$ (3,760.00)	

	APPROVED	REQUESTED	
City of Cle Elum JLARC Request		$ 3,760.00	$ (3,760.00)

	50+ VISITORS	VALUE	DIFFERENCE	
VALUE OF 50+ MILE VISITATION		$ -	$ (3,760.00)	Coronation
		$ -		Meet & Greet/Parade
		$ -		

AMOUNT VISITORS SPEND DAILY	$ 205.00	The amount that a visitor spends on travel, food and various costs on travel in 2024*
AMOUNT VISITORS SPEND ON O/N STAY	$ 100.00	Amount per visitor for overnight stays, averaging resort, hotel, motel and camping fees

*Per KCCC 2024 Kittitas County Lodging Tax Informational Video

January 23, 2026

Dear Members of the Lodging Tax Advisory Committee,

On behalf of the Pioneer Day Queen Coronation Committee, I respectfully submit this letter in support of our application for City of Cle Elum lodging tax funding for the Pioneer Day Queen Coronation and Meet and Greet events. These events serve as the official launch of the Pioneer Days celebration, Cle Elum's longstanding heritage festival that attracts visitors from across Washington State and the nation.

Program Overview

The Pioneer Day Queen program honors a local resident who is over the age of 75, has lived in the community for more than 40 years, and has made a significant contribution to the wellbeing of the community. Through this program, we celebrate the people who embody values, resilience, and shared history of Upper Kittitas County.
The 2026 events include the Pioneer Day Queen Coronation on June 27 and the Pioneer Day Queen Meet & Greet on July 4. Historically, Coronation takes place the week prior to Pioneer Days, which is held on the Saturday closest to the Fourth of July. Together, these events mark the ceremonial beginning of the Pioneer Days celebration.

Historic Significance

The Pioneer Day Queen Coronation is a long-standing tradition dating back to the 1940s. For generations, this event has served as a meaningful expression of Cle Elum's heritage and community pride. The program continues to draw attention from visitors as a charming and authentic tradition that reflects the character of Cle Elum.

Location

The Pioneer Day Queen Coronation is held annually at the Upper Kittitas County Senior Center, a venue that reinforces the program's intergenerational focus and connection to community elders. During the Pioneer Days Parade, the Queen rides as a guest of honor, followed by a community Meet & Greet at Glondo's Pocket Park, where residents, visitors, and parade spectators are invited to engage directly with the honoree.

Tourism and Overnight Stay Impact

Pioneer Days is one of Cle Elum's most significant heritage tourism events, drawing visitors from across the state and country. The Queen Coronation and Meet & Greet serve as cornerstone events that enhance the visitor experience and encourage extended stays in the area. During the 2025 Pioneer Day Queen events, 34 visitors required overnight lodging, and we anticipate similar numbers of overnight visitors in 2026. These overnight stays contribute directly to local lodging, dining, and retail businesses.

Economic Impact

As the ceremonial launch of Pioneer Days, the Queen Coronation events help drive early visitor arrivals and sustained attendance throughout the holiday week. Visitors attending these events support local restaurants, shops, and lodging establishments, providing an important boost to the local economy during the peak summer tourism season.

Marketing and Public Outreach

The Pioneer Day Queen events are promoted through collaborative marketing efforts that include partner organization outreach, community calendars, local media coverage, and promotion associated with the broader Pioneer Days festival. Messaging emphasizes Cle Elum's heritage, sense of place, and welcoming community atmosphere, encouraging visitors to attend in person and participate in multiple festival events.

Community Partnerships

The success of the Pioneer Day Queen program is made possible through partnerships with the Cle Elum Downtown Association and additional community partners throughout Upper Kittitas County. These partnerships support coordination, promotion, and community engagement, helping ensure the program reflects the collective heritage and shared pride of the region.

Use of Lodging Tax Funds

Requested lodging tax funds will be used to support event coordination, promotion, and visitor engagement associated with the Pioneer Day Queen Coronation and Meet & Greet. All funds will be used in compliance with Washington State lodging tax requirements and City of Cle Elum guidelines to support tourism-related activities.

Tradition and Continuity

The Pioneer Day Queen Coronation Committee is committed to preserving this long-honored tradition while continuing to enhance its appeal to visitors and future generations. Lodging tax support plays a vital role in sustaining this program and ensuring its continued contribution to Cle Elum's cultural tourism identity.

Thank you for your consideration and continued support of events that celebrate Cle Elum's heritage, honor community members, and attract visitors to our region. We value the City's partnership and look forward to another successful Pioneer Days season.
Sincerely,

Michael Richard
Pioneer Day Queen Coronation Committee

AGENDA STAFF
REPORT

AGENDA DATE:	February 24, 2026
ACTION REQUESTED:	Adoption of Resolution No. 2026-004 – Removal of Certain Items from the City Inventory List

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BACKGROUND:

City staff regularly reviews the City's fixed asset and inventory records to ensure compliance with accounting standards and the City of Cle Elum Small and Attractive Items Policy. This policy establishes which items are required to be tracked and maintained on the City's official inventory list.

During a recent review of inventory records for City Hall and Public Works, staff identified certain items that no longer meet the criteria for required inventory tracking under this policy. The items listed on the attached spreadsheet:

- Remain in serviceable condition;
- Are still in use by City departments;
- Do not meet the definition of "small and attractive items" requiring continued inventory tracking; and
- Do not warrant disposal or surplus designation.

Rather than disposing of these items, staff is requesting authorization to remove them from the City's official inventory list. This action will improve the accuracy of City inventory records and reduce unnecessary administrative tracking of low-risk items.

RECOMMENDATION: Staff recommends that the City Council adopt Resolution No. 2026-004 authorizing the removal of the listed items from the City's inventory records, consistent with the City of Cle Elum Small and Attractive Items Policy.

ATTACHMENTS: Resolution No. 2026-004

LEAD STAFF: Mathew Bailey

CITY OF CLE ELUM
WASHINGTON
RESOLUTION NO. 2026-004

A RESOLUTION OF THE CITY OF CLE ELUM, WASHINGTON, AUTHORIZING THE REMOVAL OF CERTAIN CITY ASSETS FROM THE OFFICIAL INVENTORY LIST

WHEREAS, certain items of property owned by the City of Cle Elum no longer meet the criteria for inventory tracking under the City's Small and Attractive Items Policy and;

WHEREAS, such items remain in serviceable condition, are not being declared surplus, and are not being disposed of, but no longer require inclusion on the City's official inventory list and;

WHEREAS, it is in the best interest of the City of Cle Elum to remove these items from the inventory list while allowing them to remain in operational use as appropriate.

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

- Based upon the findings and recommendations of City staff, the items identified on the attached document are hereby authorized to be removed from the City's official inventory list.
- The items listed are not declared surplus and are not authorized for disposal pursuant to this Resolution.
- The listed items no longer meet the requirements for tracking under the City of Cle Elum Small and Attractive Items Policy and therefore are not subject to continued inventory control.
- City staff are authorized and directed to update the City's inventory records to reflect the removal of the listed items.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 24TH DAY OF FEBRUARY 2026.

CITY OF CLE ELUM

____
Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

____
Debbie Lee, City Clerk

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

PLACE	INV. #	BRIEF DESCRIPTION (Make, Model, Color, etc.)	Serial Number	Location/Posession	Date (In Service)	Date (Out of Service)
Shop	211	Waterloo Tool Box		Shed		
Shop	212	Blue Roller Tool Box		Shed		
Shop	214	Bench Grinder	716000139	Shop		
Shop	215	Drill Press	7248R125	Shop		duplicate 620
Shop	216	Hand Dolly		Shed		
Shop	217	Lawson Cabinet eagle safety cabinet	no sticker	Shed		
Shop	220	Proto Tool Kit		Shed		
Shop	223	Battery Tester		Bucket Truck		
Shop	230	Wedco Kerosene Can				
Shop	231	Wedco Kerosene Can	no sticker			
Shop	232	Continental Press	17421	Shop		
Shop	248	Air Compressor Model 919.175251	Sears Craftsman	Shop - Yakima Ave		
Shop	252	Propane Weed Burner	no sticker	Shed		
Shop	256	Cutting Torch	2 stickers?	shop		
Shop	258	1/2" Electric Drill		OWTP		
Shop	259	Wagner Heat Gun		shop		
Shop	264	GP734 Air Ratchet	80141463 - no sticker	shed		
Shop	268	Black & Decker Skill Saw	5698968 - no sticker	shed		
Shop	275	Quick Freezer Pipe Freezer		OWTP		
Shop	433	Pistol Grip 7" Needle Scaler	no sticker	shed		
Shop	436	CARQUEST Creeper Seat		shop		
Shop	439	Master Ball Joint Service Kit		shop		
Shop	440	4 in 1 Ball Joint Service Kit		shop		
Shop	441	200' Measure Tape				
Shop	443	2 - 6 ton Jack Stands		shop		
Shop	444	2 - 3 ton jack Stands		shop		
Shop	445	2 -3 ton Jack Stands		shop		
Shop	480	6" Dual Action Sander		shed		
Shop	482	71 Piece Air Tool Kit		shed		
Shop	483	Set Car Ramps (plastic)	no sticker	shop		
Shop	484	Skill Jig Saw		OWTP		
Shop	541	Still KM110R Limb Saw	no sticker	shed		
Shop	543	1500 LB High Position Jack Stand		shop		
Shop	547	4-in1 Welding Clamp		shop		

Shop	550	XP-10ACX 10,000 #2 Post Asymmetric Lift		shop		
Shop	603	200-n/38 Dremel kit		OWTP	7/9/2008	
Shop	604	IRC429 Hvy Duty Air Saw		shed	7/10/2008	
Shop	625	1 Set Car Ramps	sticker 624		2/1/2007	
Shop	627	Hole Hog	no sticker	shed	11/28/2007	
Shop	642	22 Ton Air Operated Hyd. Truck Jack (Shop)	SS090902235	shop	11/18/2009	
Shop	660	Truck Service Step	330627	shop	2/18/2011	
Shop	663	3/8" x 50-Feet Hose Reel		shop ceiling	4/14/2011	
Shop	664	3/8" x 50-Feet Hose Reel		shed	4/14/2011	
Shop	665	3/8" x 50-Feet Hose Reel		shop ceiling	4/14/2011	
Shop	673	Underhood Light	1104108505	shop	11/7/2013	
Shop	675	1/2" Electric DeWalt Drill	37481	OWTP	10/20/2014	
Shop	681	4 1/2" Makita Grinder	9557PB	OWTP	8/24/2016	
Shop	682	12/24 Volt Boost Pack	ES1224		12/13/2016	duplicate #774? RES 2025-005
Shop	684	Aire One 18" Oscillating Pedestal Fan	SFS1-450BW	Shop	8/8/2017	
Shop	690	10-Ton Service Jack: Model# 791-6600D	T1711000041	shop	5/9/2018	
Shop	698	Rigid Water/Sewer Locator	Model #MR-10	service truck	4/1/2019	
Shop	703	Step Stool	Part # 1001-92 no sticker	shop	4/20/2020	
Shop	706	Dump Box Frame Stand	68772 - no sticker	shop	5/21/2020	
Shop	707	Dump Box Frame Stand	68773 -no sticker	shop	5/21/2020	
Shop	708	Dump Box Frame Stand	68754 - no sticker	shop	5/21/2020	
Shop	709	Dump Box Frame Stand	68755 - no sticker	shop	5/21/2020	
Shop	711	DeWalt Hammer Drill	D25262K	shed	10/15/2020	
Shop	714	DeWalt 20 volt grease gun	DCGG571	shop	3/16/2021	
Shop	717	ASUS Laptop	L6N0GR039602266	office	3/30/2021	
Shop	731	DeWalt Impact 1/2" battery 20V	DCF899	service truck	4/29/2021	
Shop	749	DeWalt Electric Drill 1/2 inch	DWD210G	shed	8/31/2021	
Shop	750	Craftsman Shop Vac 6 gallon		shop	11/19/2021	
Shop	761	Dewalt 20V 1/2" cordless drill driver	DCD771	service truck	3/1/2024	
Shop	762	Dewalt 20V 1/4" cordless impact driver	DCF885	service truck	3/1/2024	
Shop	763	Dewalt 6 1/2" cordless circular saw	DCS393	service truck	3/1/2024	
Shop	764	Dewalt variable speed reciprocating saw		service truck	3/1/2024	
Shop	771	Dewalt 1/2" cordless drill driver	DCD780	shop	3/5/2024	
Shop	772	Dewalt 1/4" cordless impact driver	DCF885	service truck	3/5/2024	
Shop	773	Stabila 48" electronic level type 196-2		service truck	3/5/2024	
Shop	774	truck pac ES1224 12/24 volt power supply		shop	3/5/2024	duplicate
Shop	776	6 ton jack stand		shop	3/6/2024	
Shop	777	4 ton jack stand		shop	3/6/2024	
Shop	778	3 ton jack stand		shop	3/6/2024	
Shop	779	2 ton jack stand		shop	3/6/2024	
Shop	780	4 ton jack stand		shop	3/6/2024	
Shop	781	6 ton jack stand		shop	3/6/2024	
Shop	782	6 ton jack stand		shop	3/6/2024	
Shop	787	evercraft socket kit		shed	3/6/2024	
Shop	788	NAPA 5 gallon air tank		OWTP	3/6/2024	

Shop	791	Oxarc stargon 9 tank		shop	3/6/2024
Shop	792	NAPA 10 gallon airr tank		shed	3/6/2024
Shop	793	Makita finishing sander		OWTP	3/6/2024
Shop	794	B and D circular saw		OWTP	3/6/2024
Shop	795	Dewalt 4 1/2" angle grinder		shop	3/6/2024
Shop	796	Dewalt vs reciprocating saw 1 1/8"		shed	3/6/2024
Shop	797	Skil 7313 belt sander		OWTP	3/6/2024
Shop	799	Craftsman 9 gallon vaccuum		shed	3/6/2024
Shop	801	Northern industrial air rachet		shed	3/6/2024
Shop	802	Eagle industries air grinder		shed	3/6/2024
Shop	803	evercraft 1/2" impact wrench	zB99	shed	3/6/2024
Shop	804	wacker neuson compactor		shed	3/6/2024
Shop	819	Milwaukee XC5.0 battery	956710	shop	1/10/2025
Shop	820	Milwaukee charger	D63DC241902924D	shop	1/10/2025
Shop	824	Milwaukee XC5.0 battery	956885	shop	1/10/2025

CITY HALL INVENTORY LIST OF SURPLUS Resolution 2026-004

PLACE	INV. #	RIEF DESCRIPTION (Make, Model, Color, etc	Serial Number	Location/Posession	Date (In Service)	Date (Out of Service)
City Hall	108	Brown Supply book Shelf		Mayor's Office		
City Hall	120	Portable Labeling System		Rob City Administrator		
City Hall	511	Bush 2 door Cupboard with Hutch	Model # WC-14596 +	City Clerk	8/1/2007	
City Hall	512	Bush Corner Desk Unit	Model # WC14566	Receptionist	8/1/2007	
City Hall	513	Bush Corner Desk Unit	Model # WC14566	City Clerk	8/1/2007	
City Hall	514	Bush Two Door Storage Cupboard	Model # WC14596	Receptionist	8/1/2007	
City Hall	515	Bush 60" Desk	Model # WC14560	Receptionist	8/1/2007	
City Hall	516	Bush 36" Desk	Model # WC14536	Laminator table	8/1/2007	
City Hall	517	Bush Hutch for Corner Desk	Model # WC14567	City Clerk	8/1/2007	
City Hall	518	Pedestal file box		Postage machine area	8/2/2007	
City Hall	519	Pedestal Box 1 file/2drawer		Virgil Planning clerk	8/2/2007	
City Hall	520	Pedestal Box 1 file /2-drawer		Receptionist	8/2/2007	
City Hall	522	Synergy Cherry Laminate Unshaped Desk + Hutch		Robin City Treasurer	8/15/2007	
City Hall	523	Work Bench - IT Dept		IT Office	7/1/2007	
City Hall	524	Clerk's Corner Desk with keyboard d	Bush model #WC1456	Virgil Planning clerk	4/1/2008	
City Hall	525	Clerk's 60" Return Desk	Bush Model #WC1456	Virgil Planning clerk	4/1/2008	
City Hall	526	Clerk's 36" Return Desk	Bush Model # WC145	City Clerk	4/1/2008	
City Hall	527	Clerk's Two Door Storage Cupboard	Bush Model #WC1453	Virgil Planning clerk	4/1/2008	
City Hall	564	26" Toshiba Flat Screen TV for came	AM388021077	Mayor's office	3/1/2008	
City Hall	616	HP Laserjet Printer P1006	VND3629857	Audrey Utility clerk desk	8/15/2010	transferrred from Police
City Hall	647	LUXOR Audio/Video Cart (Green)	None	Upstairs storage	12/1/2009	
City Hall	668	Canon Calculator CP1200D	20121786	Utility Clerk	9/16/2011	

EXECUTIVE SESSION SCRIPT

Date: 2/24/26 Starting Time: 20:30 p.m. 8:30

"The city council will now meet in executive session for a period of 10 minutes to discuss

RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

(Identify the RCW that applies)

"The council is/not expected to take final action following the executive session."

If an extension is required, the mayor/presiding officer emerges from the room in which the session is being held and makes the following announcement:

(Time:________ a.m. / p.m.)

"The council is extending the executive session for a period of _____ minutes, until _____ a.m. / p.m."

(Ending Time: 20:40 a.m. / p.m.) 8:40

Note: *The city council may hold executive sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an executive session, the mayor/presiding officer must announce the purpose of the session and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the session is being extended.*

Give this form to the city clerk upon completion.

This form does not constitute legal advice. Consult with counsel regarding sufficiency of your script.