



McCleary Regular City Council Meeting

Wednesday, October 27, 2021 – 6:30 PM

McCleary Community Center & WebEx Virtual Meeting

Agenda

WebEx Meeting Link:

<https://cityofmccleary.my.webex.com/cityofmccleary.my/j.php?MTID=m49b8af089fe876143ea03c0d40ad9a5e>

Join By Phone: **+1-408-418-9388**

Meeting number (access code): **2553 951 2422**

Meeting password: **3iJgPeJmr43 (34547356** from phones and video systems)

Call to Order/Flag Salute/Roll Call

Agenda Modifications/Acceptance

Public Hearing

- [1.](#) Combined Revenue Resources
- [2.](#) Ad Valorem Tax Levy Ordinance

Special Presentation

- [3.](#) Greater Grays Harbor Presentation

Consent Agenda

- [4.](#) Regular Council Meeting Minutes July 14, 2021
- [5.](#) Regular City Council Meeting Minutes August 11, 2021
- [6.](#) Regular Council Meeting Minutes October 13, 2021

Public Comment

New Business

7. Council Chambers Relocation
- [8.](#) DTF Property environmental assessment Proposals

Old Business

- [9.](#) Resolution #740 - Adopt Mayor and Council Policies
- [10.](#) DTF Property Purchase Update

Updates

Ordinances and Resolutions

Public Comment

Adjourn

Please turn off Cell Phones- Thank you

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.

5 YEAR BUDGET COMPARISON

Item 1.

City Of McCleary

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001 Current Expense

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 91 00 000 Unreserved Beginning Cash & Investments	429,894.85	336,276.76	559,706.44	343,620.01	480,000.00	480,000.00	
308 Beginning Balances	429,894.85	336,276.76	559,706.44	343,620.01	480,000.00	480,000.00	
311 10 00 000 Real & Personal Property Tax	296,581.03	427,262.10	328,585.29	197,513.78	323,561.00	326,751.16	Waiting on final numbers
311 11 00 000 Special Levy Property Tax	0.00	0.00	0.00	0.00	69,000.00	69,000.00	Fire Levy Lid Lift-Expires 2022
311 30 00 000 Sale Of Tax Title Property	0.00	182.22	0.00	0.00	0.00	0.00	
313 11 00 000 Retail Sales And Use Tax	137,999.55	159,320.86	181,940.76	152,554.04	163,000.00	163,000.00	
313 15 00 000 Public Safety Tax	50,223.39	56,778.38	57,217.12	52,334.08	54,000.00	54,000.00	
313 31 00 000 Hotel/Motel Stadium Tax	0.00	62.44	12.97	119.45	30.00	30.00	
313 71 00 000 C. J. Sales Tax From County	24,323.01	27,502.18	28,270.83	26,180.13	26,600.00	26,600.00	
316 40 00 000 Other Utility Taxes	319,915.47	337,251.98	349,604.48	304,281.94	347,160.00	347,160.00	
316 43 00 000 Natural Gas	6,418.18	6,933.27	7,745.22	5,324.44	7,000.00	7,000.00	
316 46 00 000 Television Cable	22,184.07	22,367.38	17,014.83	17,924.38	22,700.00	22,700.00	
316 47 00 000 Telephone Tax	0.00	0.00	67.61	0.00	0.00	0.00	
316 47 10 000 Cellular Telephone Tax	26,402.13	22,392.76	28,502.63	13,642.36	26,600.00	26,600.00	
337 00 00 001 Private Harvest Tax	1,050.72	1,136.42	810.37	1,462.65	860.00	860.00	
310 Taxes	885,097.55	1,061,189.99	999,772.11	771,337.25	1,040,511.00	1,043,701.16	
321 99 00 001 Truck - Overweight Permits - Admin	0.00	0.00	0.00	0.00	0.00	0.00	
322 10 00 000 Building Permits	47,258.67	76,111.14	44,564.83	21,882.57	30,000.00	15,000.00	3 new home permits plus regular permitting
322 10 40 011 Solar Power Processing Fee 50%	0.00	100.00	50.00	150.00	100.00	100.00	
322 11 00 000 Platting Fees, Etc.	0.00	168.00	168.00	0.00	100.00	100.00	
322 11 40 000 Annexation Review	0.00	0.00	0.00	416.00	0.00	0.00	
322 30 00 000 Animal Licenses	190.00	170.00	210.00	170.00	180.00	0.00	
345 83 00 000 Review Fees	16,172.40	19,673.00	14,111.25	3,889.03	12,000.00	12,000.00	
361 30 00 000 Animal Licenses	0.00	0.00	0.00	0.00	0.00	180.00	
320 Licenses & Permits	63,621.07	96,222.14	59,104.08	26,507.60	42,380.00	27,380.00	
331 97 00 119 Direct Federal Grants-Covid19 Military Dept.	0.00	0.00	0.00	10,743.08	0.00	0.00	
332 92 10 119 COVID-19 Reimbursements	0.00	0.00	44,816.83	246,450.00	0.00	246,450.00	
334 04 90 000 Dept Of Health Grant - EMS/FIRE (Trauma Grant)	1,222.00	1,266.00	1,260.00	1,260.00	1,260.00	1,260.00	
336 00 98 000 City Assistance	57,727.86	55,527.44	47,336.39	38,344.52	30,800.00	30,800.00	
336 06 21 000 Crim. Just. Pop	1,000.00	1,000.00	1,000.00	750.00	1,000.00	1,000.00	

5 YEAR BUDGET COMPARISON

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001 Current Expense

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
336 06 26 000 Cj-cted Programs 1-3	1,776.49	1,898.14	2,006.92	1,577.94	2,124.00	2,290.00	
336 06 51 000 Dui Cities	250.57	245.23	260.17	219.77	250.00	250.00	
336 06 94 000 Liquor Excise Tax	8,568.68	9,622.77	11,282.50	6,247.48	10,270.00	11,930.00	
336 06 95 000 Liquor Board Profits	14,044.63	14,347.06	14,368.26	13,769.70	14,340.00	14,400.00	
342 21 51 000 Rural Fire Dist. #12	10,044.74	10,245.64	10,450.56	5,329.79	10,450.00	10,450.00	
342 21 51 001 Mason County Rural Fire Dist.	772.21	772.21	772.21	0.00	772.00	772.00	
330 State Generated Revenues	95,407.18	94,924.49	133,553.84	324,692.28	71,266.00	319,602.00	
341 81 00 000 Printing & Duplicating Service	94.80	120.35	83.70	173.86	100.00	100.00	
341 91 00 000 Election Candidate Filing Fees	0.00	108.00	0.00	192.00	100.00	100.00	
343 60 00 001 Cemetery Fees	1,138.00	3,594.99	13,080.00	5,661.00	3,000.00	3,000.00	
343 60 01 002 Cemetery - Opening Lot Urns	570.00	581.01	1,440.00	489.00	400.00	400.00	
340 Charges For Services	1,802.80	4,404.35	14,603.70	6,515.86	3,600.00	3,600.00	
352 90 00 000 Municipal Court	40,790.01	95,384.66	85,666.87	69,177.34	70,400.00	70,400.00	
359 90 10 000 Nsf Fines	640.00	1,024.00	544.00	576.00	425.00	425.00	
350 Fines & Forfeitures	41,430.01	96,408.66	86,210.87	69,753.34	70,825.00	70,825.00	
361 11 00 001 Interest Earnings - Investment	5,968.75	4,106.41	2,028.88	240.89	2,426.00	250.00	
361 40 00 001 Interest-prop. Tax/real Estate	1,826.48	4,278.09	1,072.30	210.06	1,165.00	225.00	
362 40 00 000 Rent - Community Center	5,565.00	7,075.00	1,875.00	2,690.00	2,450.00	2,450.00	Impacted by Covid
362 40 01 000 Space Rental (Short-Term) - Ceccanti	2,500.00	0.00	0.00	0.00	0.00	0.00	
362 50 00 001 Rent - Cell Tower	12,812.64	13,141.43	9,985.81	11,310.60	13,290.00	13,290.00	
367 00 00 000 Donations From Private Sources	14,855.08	0.00	100.00	0.00	0.00	0.00	
369 10 01 001 Sale Of Surplus Items	2,931.19	6.50	31.00	0.00	15,000.00	0.00	Police Car Sale
369 10 04 001 Waste Connections City Clean-up Scrap	100.00	90.00	0.00	180.00	0.00	0.00	
369 10 05 021 Sale Of Scrap And Junk	52.36	24.20	2.74	0.00	10.00	10.00	
369 30 00 000 Confiscated And Forfeited Property	0.00	808.45	0.00	1,381.00	0.00	0.00	
369 41 00 001 Misc Rev. From Judgements/Settlements	225.00	275.00	476.37	426.02	400.00	400.00	
369 80 00 000 Cash Adjustments (SA)	0.00	27.01	0.39	0.00	0.00	0.00	
369 91 00 000 Other Miscellaneous Revenue	0.00	474.73	11,462.33	442.81	0.00	0.00	
369 91 00 010 Jury Duty Payments	31.80	0.00	0.00	0.00	0.00	0.00	
360 Misc Revenues	46,868.30	30,306.82	27,034.82	16,881.38	34,741.00	16,625.00	
381 10 00 000 Interfund Loans Received From Water For Fire Equipment	65,000.00	0.00	0.00	0.00	0.00	0.00	

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001 Current Expense

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
386 00 00 000 Court - County	671.83	1,458.58	0.00	0.00	0.00	0.00	Moved to Fund 640
386 00 00 001 Court - State	55,101.09	111,155.75	0.00	0.00	0.00	0.00	Moved to Fund 640
386 00 91 000 Permitting-WSBCC	186.50	263.50	0.00	52.00	0.00	0.00	Moved to Fund 640
388 10 00 000 Prior Year(s) Corrections	925.28	0.00	0.00	0.00	0.00	0.00	
389 90 00 000 Other Non-revenues	2,469.67	5,353.86	-142.33	83.48	0.00	0.00	
389 91 00 030 Non-Rev.City Clean-up Fee	6,198.77	9,320.70	9,288.32	7,880.32	9,180.00	9,180.00	
380 Non Revenues	130,553.14	127,552.39	9,145.99	8,015.80	9,180.00	9,180.00	
391 40 00 001 Loan Proceeds For Refinance Of Fire Station Property	0.00	0.00	41,085.00	0.00	0.00	0.00	
390 Other Revenues	0.00	0.00	41,085.00	0.00	0.00	0.00	
397 22 20 018 Transfer In For Fire Dept Equipment	57,853.08	0.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	57,853.08	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	1,752,527.98	1,847,285.60	1,930,216.85	1,567,323.52	1,752,503.00	1,970,913.16	
FUND GAIN/LOSS:	1,752,527.98	1,847,285.60	1,930,216.85	1,567,323.52	1,752,503.00	1,970,913.16	

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002 Current Expense Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 002 Unreserved Beginning Cash & Investment	228,611.29	204,785.62	196,733.65	207,414.50	207,375.00	217,375.00	
308 Beginning Balances	228,611.29	204,785.62	196,733.65	207,414.50	207,375.00	217,375.00	
361 11 00 002 Interest On Investments	2,674.33	1,948.03	680.85	106.70	0.00	110.00	
360 Misc Revenues	2,674.33	1,948.03	680.85	106.70	0.00	110.00	
397 00 00 001 Transfer From Operating Fund	10,000.00	10,000.00	10,000.00	7,500.00	10,000.00	10,000.00	
397 00 05 036 Equipment Replacement P&C	5,000.00	0.00	0.00	0.00	0.00	0.00	
397 21 00 021 Equipment Replacement POLICE	10,000.00	0.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	25,000.00	10,000.00	10,000.00	7,500.00	10,000.00	10,000.00	
TOTAL REVENUES:	256,285.62	216,733.65	207,414.50	215,021.20	217,375.00	227,485.00	
FUND GAIN/LOSS:	256,285.62	216,733.65	207,414.50	215,021.20	217,375.00	227,485.00	

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102 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 01 002 Reserved Beginning Balance	0.00	-1,624.06	0.00	0.00	0.00	0.00	
308 51 01 002 Unreserved Beginning Cash & Investment	-302.16	0.00	-321,231.70	-177,714.88	97,255.00	97,255.00	
308 Beginning Balances	-302.16	-1,624.06	-321,231.70	-177,714.88	97,255.00	97,255.00	
311 10 01 002 Real And Personal Property Tax	32,953.48	47,473.59	50,617.93	21,840.72	37,000.00	37,000.00	
310 Taxes	32,953.48	47,473.59	50,617.93	21,840.72	37,000.00	37,000.00	
321 99 00 002 Truck - Overweight Permits - Streets 80%	0.00	0.00	0.00	0.00	100.00	100.00	
322 10 00 001 Excavation Permits	787.00	408.00	996.00	656.00	400.00	400.00	
322 40 00 000 Street And Curb Permits	50.00	0.00	0.00	0.00	0.00	0.00	
320 Licenses & Permits	837.00	408.00	996.00	656.00	500.00	500.00	
333 20 20 000 3rd ST Project Phase 1 Design - State Grant	28,826.56	0.00	0.00	0.00	0.00	0.00	
334 03 60 000 3rd ST Project Phase 1 Design - State Grant	0.00	1,445,490.23	112,052.48	4,980.76	0.00	0.00	
334 06 90 001 TIB Federal Matching Grant (State \$)	0.00	0.00	0.00	283,731.00	0.00	0.00	
336 00 71 000 Multimodal Transportation Fund Distribution	2,385.14	2,436.50	2,440.10	1,826.73	2,432.00	2,442.00	
336 00 87 000 Motor Vehicle Fuel Tax (MVFT)	37,108.96	36,039.37	32,972.77	25,200.37	36,400.00	33,578.00	
336 00 87 001 MVA Transportation City	0.00	1,066.11	0.00	0.00	2,100.00	2,146.00	
330 State Generated Revenues	68,320.66	1,485,032.21	147,465.35	315,738.86	40,932.00	38,166.00	
361 10 01 002 Investment Interest	19.73	57.55	0.00	23.57	50.00	25.00	
369 91 00 002 Other Miscellaneous Revenue	1,623.09	237.33	0.00	0.00	200.00	200.00	
360 Misc Revenues	1,642.82	294.88	0.00	23.57	250.00	225.00	
389 90 01 002 Non-revenues	0.00	0.00	24.65	0.00	0.00	0.00	
380 Non Revenues	0.00	0.00	24.65	0.00	0.00	0.00	
397 00 01 000 Transfer In Street Repair And Maintenance	50,000.00	25,000.00	35,000.00	0.00	55,000.00	55,000.00	Paving several areas 001.597.42.48.002
397 00 01 020 Transfers In - Street Reserves	0.00	50,000.00	0.00	0.00	0.00	0.00	
397 95 00 001 Transfer In From REET For 3rd Street Project	0.00	75,000.00	16,500.00	12,375.00	16,500.00	0.00	

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102 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
397 Interfund Transfers	50,000.00	150,000.00	51,500.00	12,375.00	71,500.00	55,000.00	
TOTAL REVENUES:	153,451.80	1,681,584.62	-70,627.77	172,919.27	247,437.00	228,146.00	
FUND GAIN/LOSS:	153,451.80	1,681,584.62	-70,627.77	172,919.27	247,437.00	228,146.00	

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120 Street Reserve

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 01 020 Reserved Beginning Cash & Investment	101,601.03	102,803.74	53,673.97	53,859.28	0.00	0.00	
308 51 01 020 Unreserved Beginning Cash & Investment	0.00	0.00	0.00	0.00	53,605.00	53,605.00	
308 Beginning Balances	101,601.03	102,803.74	53,673.97	53,859.28	53,605.00	53,605.00	
361 11 01 020 Interest On Investments	1,202.71	870.23	185.31	36.48	0.00	40.00	
360 Misc Revenues	1,202.71	870.23	185.31	36.48	0.00	40.00	
TOTAL REVENUES:	102,803.74	103,673.97	53,859.28	53,895.76	53,605.00	53,645.00	
FUND GAIN/LOSS:	102,803.74	103,673.97	53,859.28	53,895.76	53,605.00	53,645.00	

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122 Fire Levy Lid Lift Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 01 122 Reserved Estimated Beginning Balance	0.00	0.00	0.00	86,921.61	86,921.61	86,921.61	
308 Beginning Balances	0.00	0.00	0.00	86,921.61	86,921.61	86,921.61	
397 00 22 001 Transfer In From C/E For Fire Levy Lid Lift Revenue	0.00	0.00	86,921.61	55,320.00	69,000.00	69,000.00	001.597.00.22.122
397 Interfund Transfers	0.00	0.00	86,921.61	55,320.00	69,000.00	69,000.00	
TOTAL REVENUES:	0.00	0.00	86,921.61	142,241.61	155,921.61	155,921.61	
FUND GAIN/LOSS:	0.00	0.00	86,921.61	142,241.61	155,921.61	155,921.61	

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301 REET Excise Tax - Capital Projects

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 10 00 301 Estimated Reserved Beginning Balance	96,445.48	136,335.04	0.00	0.00	0.00	0.00	
308 51 03 001 Unreserved Beginning Cash & Investments	0.00	0.00	110,260.83	150,615.19	151,194.09	194,504.00	
308 Beginning Balances	96,445.48	136,335.04	110,260.83	150,615.19	151,194.09	194,504.00	
318 34 00 000 1/4% Real Estate Excise Tax	38,546.63	47,676.49	56,447.78	41,435.34	22,200.00	25,000.00	
310 Taxes	38,546.63	47,676.49	56,447.78	41,435.34	22,200.00	25,000.00	
361 10 03 001 Total Investment Interest	1,342.93	1,249.30	406.58	76.83	500.00	50.00	
360 Misc Revenues	1,342.93	1,249.30	406.58	76.83	500.00	50.00	
TOTAL REVENUES:	136,335.04	185,260.83	167,115.19	192,127.36	173,894.09	219,554.00	
FUND GAIN/LOSS:	136,335.04	185,260.83	167,115.19	192,127.36	173,894.09	219,554.00	

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302 Street Managerial Equipment Replacement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 000 Estimated Beginning Balance	0.00	0.00	0.00	0.00	0.00	10,000.00	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	10,000.00	
397 00 01 002 Transfer In From Street Operating Fund	0.00	0.00	0.00	3,750.00	10,000.00	10,000.00	
397 Interfund Transfers	0.00	0.00	0.00	3,750.00	10,000.00	10,000.00	
TOTAL REVENUES:	0.00	0.00	0.00	3,750.00	10,000.00	20,000.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	3,750.00	10,000.00	20,000.00	

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304 Light & Power Managerial Equipment Replacement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 40 010 Estimated Beginning Balance	0.00	40,048.05	80,019.27	119,801.56	119,426.00	176,086.13	
308 Beginning Balances	0.00	40,048.05	80,019.27	119,801.56	119,426.00	176,086.13	
361 11 03 004 Investment Interest	48.05	471.22	282.29	64.57	500.00	70.00	
360 Misc Revenues	48.05	471.22	282.29	64.57	500.00	70.00	
397 00 40 001 Transfers In From L&P Operating Fund	0.00	39,500.00	39,500.00	0.00	56,220.00	0.00	Adjust after expenditures completed
397 00 40 003 Transfer In From L&P Reserve Fund	20,000.00	0.00	0.00	0.00	0.00	0.00	
397 00 40 401 Transfer In From L&P Operating Fund For Bucket Truck	20,000.00	0.00	0.00	0.00	275,000.00	0.00	
397 Interfund Transfers	40,000.00	39,500.00	39,500.00	0.00	331,220.00	0.00	
TOTAL REVENUES:	40,048.05	80,019.27	119,801.56	119,866.13	451,146.00	176,156.13	
FUND GAIN/LOSS:	40,048.05	80,019.27	119,801.56	119,866.13	451,146.00	176,156.13	

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305 Water Managerial Equipment Replacement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 03 005 Estimated Beginning Balance	0.00	50,060.05	113,855.03	177,432.72	176,898.00	226,271.00	
308 Beginning Balances	0.00	50,060.05	113,855.03	177,432.72	176,898.00	226,271.00	
361 11 03 005 Investment Interest	60.05	619.98	402.69	88.72	0.00	90.00	
360 Misc Revenues	60.05	619.98	402.69	88.72	0.00	90.00	
397 00 03 005 Transfers In From Water Reserve Fund	25,000.00	0.00	0.00	0.00	0.00	0.00	
397 00 30 050 Transfers In From Water Fund	25,000.00	63,175.00	63,175.00	48,750.00	65,000.00	65,000.00	
397 Interfund Transfers	50,000.00	63,175.00	63,175.00	48,750.00	65,000.00	65,000.00	
TOTAL REVENUES:	50,060.05	113,855.03	177,432.72	226,271.44	241,898.00	291,361.00	
FUND GAIN/LOSS:	50,060.05	113,855.03	177,432.72	226,271.44	241,898.00	291,361.00	

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307 Sewer Managerial Equipment Replacement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
397 00 40 050 Transfers In From Sewer Operating Fund	0.00	0.00	0.00	11,250.00	15,000.00	15,000.00	
397 Interfund Transfers	0.00	0.00	0.00	11,250.00	15,000.00	15,000.00	
TOTAL REVENUES:	0.00	0.00	0.00	11,250.00	15,000.00	15,000.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	11,250.00	15,000.00	15,000.00	

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309 Storm Water Managerial Equipment Replacement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 40 090 Estimated Beginning Balance	0.00	0.00	0.00	0.00	0.00	10,000.00	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	10,000.00	
397 00 40 090 Transfer In From Storm Fund	0.00	0.00	0.00	7,500.00	10,000.00	10,000.00	
397 Interfund Transfers	0.00	0.00	0.00	7,500.00	10,000.00	10,000.00	
TOTAL REVENUES:	0.00	0.00	0.00	7,500.00	10,000.00	20,000.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	7,500.00	10,000.00	20,000.00	

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321 Police Managerial Equipment Replacement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 32 010 Estimated Beginning Balance	0.00	20,074.02	58,101.37	115,304.41	115,298.21	126,837.00	
308 Beginning Balances	0.00	20,074.02	58,101.37	115,304.41	115,298.21	126,837.00	
361 11 03 021 Investment Interest	24.02	291.10	203.04	62.62	0.00	60.00	
367 00 03 021 Contributions And Donations From Private Sources To Police Dept.	50.00	0.00	0.00	220.00	0.00	0.00	
369 10 03 021 Sales Of Surplus Items	0.00	7,736.25	0.00	0.00	0.00	0.00	
360 Misc Revenues	74.02	8,027.35	203.04	282.62	0.00	60.00	
397 00 32 010 Transfer In From Current Expense Reserve	20,000.00	20,000.00	0.00	0.00	0.00	0.00	
397 21 00 001 Transfer In From C/E For Police Vehicle Purchase	0.00	0.00	0.00	11,250.00	15,000.00	15,000.00	Police Vehicle Sale
397 21 05 021 Transfer In From Current Expense Fund	0.00	10,000.00	45,000.00	0.00	10,000.00	10,000.00	001.597.21.05.021
397 21 06 021 Transfer in from General fund - Fire	0.00	0.00	1,000.00	0.00	0.00	0.00	
397 21 07 021 Transfer in from Fund 001- Parks	0.00	0.00	1,000.00	0.00	0.00	0.00	
397 21 08 021 Transfer in from L&P	0.00	0.00	3,000.00	0.00	0.00	0.00	
397 21 09 021 Transfer in from Water Fund	0.00	0.00	3,000.00	0.00	0.00	0.00	
397 21 10 021 Transfer in from Sewer	0.00	0.00	2,000.00	0.00	0.00	0.00	
397 21 11 021 Transfer in from Storm Sewer	0.00	0.00	2,000.00	0.00	0.00	0.00	
397 Interfund Transfers	20,000.00	30,000.00	57,000.00	11,250.00	25,000.00	25,000.00	
TOTAL REVENUES:	20,074.02	58,101.37	115,304.41	126,837.03	140,298.21	151,897.00	
FUND GAIN/LOSS:	20,074.02	58,101.37	115,304.41	126,837.03	140,298.21	151,897.00	

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322 Fire Managerial Equipment Replacement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 03 022 Estimated Beginning Balance	0.00	40,048.05	61,287.02	81,501.67	81,215.00	86,215.00	
308 Beginning Balances	0.00	40,048.05	61,287.02	81,501.67	81,215.00	86,215.00	
361 11 03 022 Investment Interest	48.05	428.97	214.65	38.04	0.00	40.00	
369 10 05 022 Sale Of Scrap And Junk	0.00	810.00	0.00	0.00	0.00	0.00	
360 Misc Revenues	48.05	1,238.97	214.65	38.04	0.00	40.00	
397 00 00 022 Transfers In From Current Expense Fund	20,000.00	20,000.00	20,000.00	0.00	5,000.00	20,000.00	
397 00 22 000 Transfers In From Current Expense Reserve Fund	20,000.00	0.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	40,000.00	20,000.00	20,000.00	0.00	5,000.00	20,000.00	
TOTAL REVENUES:	40,048.05	61,287.02	81,501.67	81,539.71	86,215.00	106,255.00	
FUND GAIN/LOSS:	40,048.05	61,287.02	81,501.67	81,539.71	86,215.00	106,255.00	

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336 Park & Cemetery Managerial Equipment Replacement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 03 036 Estimated Beginning Balance	0.00	11,319.82	26,700.12	36,793.85	36,668.00	46,668.00	
308 Beginning Balances	0.00	11,319.82	26,700.12	36,793.85	36,668.00	46,668.00	
361 11 03 036 Investment Interest	19.82	180.30	93.73	17.17	0.00	20.00	
360 Misc Revenues	19.82	180.30	93.73	17.17	0.00	20.00	
397 00 03 036 Transfers In From Current Expense Reserve Fund	11,500.00	0.00	0.00	0.00	0.00	0.00	
397 00 33 060 Transfers In From Current Expense Fund	5,000.00	10,000.00	10,000.00	7,500.00	10,000.00	10,000.00	
397 Interfund Transfers	16,500.00	10,000.00	10,000.00	7,500.00	10,000.00	10,000.00	
TOTAL REVENUES:	16,519.82	21,500.12	36,793.85	44,311.02	46,668.00	56,688.00	
FUND GAIN/LOSS:	16,519.82	21,500.12	36,793.85	44,311.02	46,668.00	56,688.00	

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401 Light And Power Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 04 001 Unreserved Beginning Cash & Investment	651,098.80	632,359.75	356,052.81	162,526.84	150,000.00	150,000.00	
308 Beginning Balances	651,098.80	632,359.75	356,052.81	162,526.84	150,000.00	150,000.00	
322 10 04 001 Solar Power Processing Fee 50%	0.00	100.00	50.00	150.00	0.00	100.00	2 applications
320 Licenses & Permits	0.00	100.00	50.00	150.00	0.00	100.00	
343 30 00 000 Sales Of Electricity	2,684,079.16	2,754,637.56	2,753,217.95	2,422,124.15	2,830,000.00	2,908,000.00	3% rate increase
343 30 04 001 Charges For Services & Parts	55,959.50	97,524.86	55,545.45	43,001.81	25,000.00	25,000.00	
367 11 00 000 Energy Conservation - Bpa	30,091.49	25,601.89	27,489.92	20,178.84	30,000.00	30,000.00	
340 Charges For Services	2,770,130.15	2,877,764.31	2,836,253.32	2,485,304.80	2,885,000.00	2,963,000.00	
361 10 04 001 Investment Interest	8,304.49	5,392.79	1,339.05	88.73	2,000.00	100.00	
362 20 00 000 Equip, Pole & Vehicle Lease	19,923.09	19,756.74	20,748.40	11,792.00	20,500.00	20,500.00	
369 20 00 000 Sale Of Junk Material	1,671.06	150.60	2,071.90	1,057.47	2,000.00	1,500.00	
369 91 04 001 Other Miscellaneous Revenue	0.00	237.33	0.00	0.00	0.00	0.00	
360 Misc Revenues	29,898.64	25,537.46	24,159.35	12,938.20	24,500.00	22,100.00	
381 10 04 304 Bucket Truck LOCAL Loan-Dept Of Treas	0.00	0.00	0.00	0.00	275,000.00	0.00	
389 90 04 001 Other Non-revenues	2,022.56	9.37	0.00	702.75	0.00	0.00	
380 Non Revenues	2,022.56	9.37	0.00	702.75	275,000.00	0.00	
TOTAL REVENUES:	3,453,150.15	3,535,770.89	3,216,515.48	2,661,622.59	3,334,500.00	3,135,200.00	
FUND GAIN/LOSS:	3,453,150.15	3,535,770.89	3,216,515.48	2,661,622.59	3,334,500.00	3,135,200.00	

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405 Water Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 04 005 Unreserved Beginning Cash & Investments	755,509.42	871,667.98	647,234.28	527,673.95	806,500.00	806,500.00	
308 Beginning Balances	755,509.42	871,667.98	647,234.28	527,673.95	806,500.00	806,500.00	
334 04 20 000 State Water Grants	48,333.00	0.00	0.00	0.00	0.00	0.00	
330 State Generated Revenues	48,333.00	0.00	0.00	0.00	0.00	0.00	
343 40 00 000 Water Sales	750,597.13	781,440.49	812,154.54	704,081.22	785,000.00	797,000.00	
343 90 00 001 Other Charges Related To Water	6,203.78	11,686.00	6,844.00	5,511.94	5,000.00	5,000.00	
367 00 00 001 New Water Connections	54,703.14	78,417.50	48,127.00	22,500.00	9,000.00	9,000.00	3 new connections
340 Charges For Services	811,504.05	871,543.99	867,125.54	732,093.16	799,000.00	811,000.00	
361 10 04 005 Investment Interest	9,521.57	7,493.70	2,273.75	236.68	2,000.00	250.00	
368 10 00 000 ULID 96-01 Principal	936.00	624.00	0.00	0.00	0.00	0.00	
369 10 04 005 Sale Of Scrap And Junk	52.36	370.32	348.86	0.00	500.00	500.00	
369 91 00 405 Home Inspection Fee	0.00	75.00	50.00	0.00	0.00	0.00	
369 91 04 005 Other Miscellaneous Revenu	25.00	237.33	25.00	0.00	0.00	0.00	
360 Misc Revenues	10,534.93	8,800.35	2,697.61	236.68	2,500.00	750.00	
381 20 00 003 Interfund Loan Principal Received From 001 For Fire Equipment	10,765.78	54,234.23	0.00	0.00	32,500.00	32,500.00	
381 20 00 004 Interfund Loan Interest Received From 001 For Fire Equipment	155.78	373.57	0.00	0.00	530.00	530.00	
389 90 04 005 Other Non - Revenues	599.68	9.37	94.40	319.46	0.00	0.00	
380 Non Revenues	11,521.24	54,617.17	94.40	319.46	33,030.00	33,030.00	
391 40 04 405 Intergovernmental Loan Proceeds	0.00	0.00	204,207.50	0.00	0.00	0.00	
390 Other Revenues	0.00	0.00	204,207.50	0.00	0.00	0.00	
TOTAL REVENUES:	1,637,402.64	1,806,629.49	1,721,359.33	1,260,323.25	1,641,030.00	1,651,280.00	
FUND GAIN/LOSS:	1,637,402.64	1,806,629.49	1,721,359.33	1,260,323.25	1,641,030.00	1,651,280.00	

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407 Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 04 007 Unreserved Beginning Cash & Investments	68,464.86	77,812.15	124,178.41	196,293.10	195,000.00	195,000.00	
308 Beginning Balances	68,464.86	77,812.15	124,178.41	196,293.10	195,000.00	195,000.00	
332 92 10 120 COVID-19 Reimbursements	0.00	0.00	35,733.17	0.00	0.00	0.00	
330 State Generated Revenues	0.00	0.00	35,733.17	0.00	0.00	0.00	
343 50 00 000 Sewer Service Charges	776,438.45	817,566.27	866,353.17	760,777.32	850,000.00	900,000.00	
343 90 00 002 Other Charges Related To Sewer	1,022.00	3,602.00	1,767.00	1,519.00	2,000.00	2,000.00	
367 00 00 002 New Sewer Connections	65,166.00	93,530.00	62,900.00	33,300.00	11,100.00	11,100.00	3 new connections
340 Charges For Services	842,626.45	914,698.27	931,020.17	795,596.32	863,100.00	913,100.00	
361 10 04 007 Interest Earnings-investments	630.27	701.15	588.86	83.90	250.00	100.00	
369 10 00 000 Sale Of Scrap Metal And Junk	52.36	0.00	55.69	0.00	250.00	250.00	
369 91 00 407 Home Inspection Fee	0.00	75.00	50.00	0.00	0.00	0.00	
369 91 04 007 Other Miscellaneous Revenues	25.00	237.33	25.00	0.00	0.00	0.00	
360 Misc Revenues	707.63	1,013.48	719.55	83.90	500.00	350.00	
389 90 04 007 Other Non - Revenues	599.68	9.37	75.52	0.00	600.00	600.00	
380 Non Revenues	599.68	9.37	75.52	0.00	600.00	600.00	
397 00 04 023 Transfer From Sewer Reserve Fund	20,000.00	0.00	0.00	0.00	0.00	0.00	
397 35 60 311 Transfer In From REET	0.00	0.00	0.00	37,500.00	50,000.00	0.00	Unknown 10.5.2021
397 Interfund Transfers	20,000.00	0.00	0.00	37,500.00	50,000.00	0.00	
TOTAL REVENUES:	932,398.62	993,533.27	1,091,726.82	1,029,473.32	1,109,200.00	1,109,050.00	
FUND GAIN/LOSS:	932,398.62	993,533.27	1,091,726.82	1,029,473.32	1,109,200.00	1,109,050.00	

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409 Storm Water Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 04 009 Unreserved Beginning Cash & Investments	35,583.05	54,502.54	65,835.89	64,736.75	92,500.00	92,500.00	
308 Beginning Balances	35,583.05	54,502.54	65,835.89	64,736.75	92,500.00	92,500.00	
343 10 00 000 Storm Water Sales	132,550.06	143,090.06	150,217.04	131,896.70	152,210.00	158,000.00	
367 00 00 003 New Storm Water Connections	12,560.70	16,915.00	14,378.00	7,189.00	2,210.00	2,210.00	3 new connections
340 Charges For Services	145,110.76	160,005.06	164,595.04	139,085.70	154,420.00	160,210.00	
361 10 04 009 Investment Interest	474.58	584.24	251.91	30.45	50.00	50.00	
369 10 00 001 Sale Of Scrap Metal And Junk	52.36	0.00	31.96	0.00	50.00	50.00	
369 91 00 049 Other Miscellaneous Revenue	0.00	237.33	0.00	0.00	0.00	0.00	
360 Misc Revenues	526.94	821.57	283.87	30.45	100.00	100.00	
389 90 04 009 Other Nonrevenues	0.00	0.00	43.66	0.00	0.00	0.00	
380 Non Revenues	0.00	0.00	43.66	0.00	0.00	0.00	
TOTAL REVENUES:	181,220.75	215,329.17	230,758.46	203,852.90	247,020.00	252,810.00	
FUND GAIN/LOSS:	181,220.75	215,329.17	230,758.46	203,852.90	247,020.00	252,810.00	

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410 Light And Power Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 10 00 410 Estimatedreserved Beginning Balance	260,287.32	0.00	0.00	0.00	0.00	0.00	
308 51 04 010 Unreserved Beginning Cash & Investment	0.00	273,380.42	306,028.70	337,089.97	306,045.00	306,045.00	
308 Beginning Balances	260,287.32	273,380.42	306,028.70	337,089.97	306,045.00	306,045.00	
361 11 04 010 Interest On Investments	3,093.10	2,648.28	1,061.27	145.76	0.00	150.00	
360 Misc Revenues	3,093.10	2,648.28	1,061.27	145.76	0.00	150.00	
397 00 04 001 Transfer From Operating Fund	30,000.00	30,000.00	30,000.00	0.00	0.00	0.00	401.597.00.00.045
397 Interfund Transfers	30,000.00	30,000.00	30,000.00	0.00	0.00	0.00	
TOTAL REVENUES:	293,380.42	306,028.70	337,089.97	337,235.73	306,045.00	306,195.00	
FUND GAIN/LOSS:	293,380.42	306,028.70	337,089.97	337,235.73	306,045.00	306,195.00	

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411 Rural Electric Economic Development (REED) L&P Reserve

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 41 04 011 Rural Development Investment	57,372.18	0.22	0.00	0.00	0.00	0.00	
308 Beginning Balances	57,372.18	0.22	0.00	0.00	0.00	0.00	
361 11 04 011 Investment Interest	481.12	-0.22	0.00	0.00	0.00	0.00	
360 Misc Revenues	481.12	-0.22	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	57,853.30	0.00	0.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	57,853.30	0.00	0.00	0.00	0.00	0.00	

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413 Ambulance Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 10 00 413 Estimated Reserve Beginning Balance	36,786.25	0.00	0.00	0.00	0.00	0.00	
308 51 04 013 Estimated Beginning Balance	0.00	31,670.57	25,399.34	31,411.83	25,536.00	25,536.00	
308 Beginning Balances	36,786.25	31,670.57	25,399.34	31,411.83	25,536.00	25,536.00	
342 60 00 000 Emergency Transport-ambulanc	100,605.21	101,803.98	112,355.73	97,823.98	115,000.00	115,000.00	
340 Charges For Services	100,605.21	101,803.98	112,355.73	97,823.98	115,000.00	115,000.00	
361 10 01 013 Investment Interest	406.06	277.43	90.19	13.70	0.00	0.00	
360 Misc Revenues	406.06	277.43	90.19	13.70	0.00	0.00	
TOTAL REVENUES:	137,797.52	133,751.98	137,845.26	129,249.51	140,536.00	140,536.00	
FUND GAIN/LOSS:	137,797.52	133,751.98	137,845.26	129,249.51	140,536.00	140,536.00	

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421 Sewer Bond Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 04 021 Estimated Beginning Balance	26,975.42	27,369.26	27,798.28	-299.43	27,813.00	27,813.00	
308 Beginning Balances	26,975.42	27,369.26	27,798.28	-299.43	27,813.00	27,813.00	
361 11 04 021 Interest On Investments	171.84	207.02	98.94	13.85	0.00	0.00	
360 Misc Revenues	171.84	207.02	98.94	13.85	0.00	0.00	
391 70 04 421 Loan Proceeds	0.00	0.00	2,216,532.50	0.00	0.00	0.00	
390 Other Revenues	0.00	0.00	2,216,532.50	0.00	0.00	0.00	
397 00 00 021 Mo Transfer For Debt Service	146,400.00	146,400.00	134,200.00	73,200.00	146,400.00	146,400.00	
397 Interfund Transfers	146,400.00	146,400.00	134,200.00	73,200.00	146,400.00	146,400.00	
TOTAL REVENUES:	173,547.26	173,976.28	2,378,629.72	72,914.42	174,213.00	174,213.00	
FUND GAIN/LOSS:	173,547.26	173,976.28	2,378,629.72	72,914.42	174,213.00	174,213.00	

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Item 1.

422 Water Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 04 022 Reserved Beginning Cash & Investment	0.00	0.00	321,104.60	395,399.44	393,899.00	393,899.00	
308 34 04 022 Reserved Beginning Cash & Investment	227,707.00	245,420.47	0.00	0.00	0.00	0.00	
308 Beginning Balances	227,707.00	245,420.47	321,104.60	395,399.44	393,899.00	393,899.00	
361 11 04 022 Interest On Investments	2,713.47	2,509.13	1,119.84	164.95	0.00	175.00	
360 Misc Revenues	2,713.47	2,509.13	1,119.84	164.95	0.00	175.00	
397 00 04 022 Transfer From Operating Fund	40,000.00	73,175.00	73,175.00	56,250.00	75,000.00	75,000.00	405.597.34.00.005
397 Interfund Transfers	40,000.00	73,175.00	73,175.00	56,250.00	75,000.00	75,000.00	
TOTAL REVENUES:	270,420.47	321,104.60	395,399.44	451,814.39	468,899.00	469,074.00	
FUND GAIN/LOSS:	270,420.47	321,104.60	395,399.44	451,814.39	468,899.00	469,074.00	

5 YEAR BUDGET COMPARISON

City Of McCleary

Time: 11:47:27 Date: 10/22/2021

Item 1.

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423 Sewer Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 04 023 Reserved Beginning Cash & Investment	126,074.22	127,566.47	128,785.20	129,229.93	128,630.00	128,630.00	
308 Beginning Balances	126,074.22	127,566.47	128,785.20	129,229.93	128,630.00	128,630.00	
361 11 04 023 Interest Investments	1,492.25	1,218.73	444.73	50.04	0.00	60.00	
360 Misc Revenues	1,492.25	1,218.73	444.73	50.04	0.00	60.00	
397 00 00 043 Operating Transfers In	0.00	0.00	0.00	11,250.00	15,000.00	15,000.00	
397 Interfund Transfers	0.00	0.00	0.00	11,250.00	15,000.00	15,000.00	
TOTAL REVENUES:	127,566.47	128,785.20	129,229.93	140,529.97	143,630.00	143,690.00	
FUND GAIN/LOSS:	127,566.47	128,785.20	129,229.93	140,529.97	143,630.00	143,690.00	

5 YEAR BUDGET COMPARISON

City Of McCleary

Time: 11:47:27 Date: 10/22/2021

Item 1.

Page: 28

601 Investment Trust Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
TOTAL REVENUES:	0.00	0.00	0.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of McCleary

Time: 11:47:27 Date: 10/22/2021
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Item 1.

620 L. Baum Reward Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 000 Estimated Beginning Balance	5,039.13	5,116.78	5,118.28	5,119.79	0.00	0.00	
308 Beginning Balances	5,039.13	5,116.78	5,118.28	5,119.79	0.00	0.00	
361 40 00 000 Interest Accrued	0.00	0.00	0.00	23.33	0.00	0.00	
389 60 00 000 L. Baum Reward Fund Interest	77.65	1.50	1.51	0.37	0.00	0.00	
360 Misc Revenues	77.65	1.50	1.51	23.70	0.00	0.00	
TOTAL REVENUES:	5,116.78	5,118.28	5,119.79	5,143.49	0.00	0.00	
FUND GAIN/LOSS:	5,116.78	5,118.28	5,119.79	5,143.49	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of McCleary

Time: 11:47:27 Date: 10/22/2021
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Item 1.

630 Consumer Deposits L/P Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 06 000 Unreserved Beginning Cash & Investments	7,592.16	-698.39	-960.78	-195.00	0.00	0.00	
308 Beginning Balances	7,592.16	-698.39	-960.78	-195.00	0.00	0.00	
389 91 00 630 Other Non-rev. - Deposits	1,646.18	1,383.44	1,046.11	0.00	0.00	0.00	
380 Non Revenues	1,646.18	1,383.44	1,046.11	0.00	0.00	0.00	
TOTAL REVENUES:	9,238.34	685.05	85.33	-195.00	0.00	0.00	
FUND GAIN/LOSS:	9,238.34	685.05	85.33	-195.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of McCleary

Time: 11:47:27 Date: 10/22/2021

Item 1.

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633 Consumer Deposits - Water Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 06 010 Unreserved Beginning Cash & Investments	10,989.56	10,989.56	10,989.56	8,421.23	0.00	0.00	
308 Beginning Balances	10,989.56	10,989.56	10,989.56	8,421.23	0.00	0.00	
397 00 00 630 Transfer From Consumer Deposits Water Fund	0.00	0.00	-2,568.33	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	-2,568.33	0.00	0.00	0.00	
TOTAL REVENUES:	10,989.56	10,989.56	8,421.23	8,421.23	0.00	0.00	
FUND GAIN/LOSS:	10,989.56	10,989.56	8,421.23	8,421.23	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of McCleary

Time: 11:47:27 Date: 10/22/2021

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Item 1.

640 Agency Funds/Non Revenue & Non Expenditure

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 640 Estimated Beginning Balance	0.00	0.00	0.00	28,572.84	0.00	0.00	
308 Beginning Balances	0.00	0.00	0.00	28,572.84	0.00	0.00	
386 00 02 001 Court - State Non Revenue	0.00	0.00	106,309.05	82,310.19	0.00	0.00	
386 00 12 001 County Portion Of Crime Victims	0.00	0.00	1,289.63	1,033.98	0.00	0.00	
386 00 91 001 WSBCB State Building Code Fee	0.00	0.00	194.00	0.00	0.00	0.00	
389 30 00 000 Custodial funds collected by General Fund	0.00	0.00	12,404.22	0.00	0.00	0.00	
380 Non Revenues	0.00	0.00	120,196.90	83,344.17	0.00	0.00	
TOTAL REVENUES:	0.00	0.00	120,196.90	111,917.01	0.00	0.00	
FUND GAIN/LOSS:	0.00	0.00	120,196.90	111,917.01	0.00	0.00	

5 YEAR BUDGET COMPARISON

Item 1.

City Of McCleary

Time: 11:47:27 Date: 10/22/2021

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Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed
001 Current Expense	1,752,527.98	1,847,285.60	1,930,216.85	1,567,323.52	1,752,503.00	1,970,913.16
002 Current Expense Reserve Fund	256,285.62	216,733.65	207,414.50	215,021.20	217,375.00	227,485.00
102 Street Fund	153,451.80	1,681,584.62	-70,627.77	172,919.27	247,437.00	228,146.00
120 Street Reserve	102,803.74	103,673.97	53,859.28	53,895.76	53,605.00	53,645.00
122 Fire Levy Lid Lift Fund			86,921.61	142,241.61	155,921.61	155,921.61
301 REET Excise Tax - Capital Projects	136,335.04	185,260.83	167,115.19	192,127.36	173,894.09	219,554.00
302 Street Managerial Equipment Replacement Fund				3,750.00	10,000.00	20,000.00
304 Light & Power Managerial Equipment Replacemer	40,048.05	80,019.27	119,801.56	119,866.13	451,146.00	176,156.13
305 Water Managerial Equipment Replacement Fund	50,060.05	113,855.03	177,432.72	226,271.44	241,898.00	291,361.00
307 Sewer Managerial Equipment Replacement Fund				11,250.00	15,000.00	15,000.00
309 Storm Water Managerial Equipment Replacement				7,500.00	10,000.00	20,000.00
321 Police Managerial Equipment Replacement Fund	20,074.02	58,101.37	115,304.41	126,837.03	140,298.21	151,897.00
322 Fire Managerial Equipment Replacement Fund	40,048.05	61,287.02	81,501.67	81,539.71	86,215.00	106,255.00
336 Park & Cemetery Managerial Equipment Replacem	16,519.82	21,500.12	36,793.85	44,311.02	46,668.00	56,688.00
401 Light And Power Fund	3,453,150.15	3,535,770.89	3,216,515.48	2,661,622.59	3,334,500.00	3,135,200.00
405 Water Fund	1,637,402.64	1,806,629.49	1,721,359.33	1,260,323.25	1,641,030.00	1,651,280.00
407 Sewer Fund	932,398.62	993,533.27	1,091,726.82	1,029,473.32	1,109,200.00	1,109,050.00
409 Storm Water Fund	181,220.75	215,329.17	230,758.46	203,852.90	247,020.00	252,810.00
410 Light And Power Reserve Fund	293,380.42	306,028.70	337,089.97	337,235.73	306,045.00	306,195.00
411 Rural Electric Economic Development (REED) L&P	57,853.30					
413 Ambulance Fund	137,797.52	133,751.98	137,845.26	129,249.51	140,536.00	140,536.00
421 Sewer Bond Reserve Fund	173,547.26	173,976.28	2,378,629.72	72,914.42	174,213.00	174,213.00
422 Water Reserve Fund	270,420.47	321,104.60	395,399.44	451,814.39	468,899.00	469,074.00
423 Sewer Reserve Fund	127,566.47	128,785.20	129,229.93	140,529.97	143,630.00	143,690.00
601 Investment Trust Fund						
620 L. Baum Reward Fund	5,116.78	5,118.28	5,119.79	5,143.49		
630 Consumer Deposits L/P Fund	9,238.34	685.05	85.33	-195.00		
633 Consumer Deposits - Water Fund	10,989.56	10,989.56	8,421.23	8,421.23		
640 Agency Funds/Non Revenue & Non Expenditure			120,196.90	111,917.01		
	9,858,236.45	12,001,003.95	12,678,111.53	9,377,156.86	11,167,033.91	11,075,069.90
FUNDS GAIN/LOSS:	9,858,236.45	12,001,003.95	12,678,111.53	9,377,156.86	11,167,033.91	11,075,069.90

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MCCLEARY RELATING TO THE ESTABLISHMENT OF THE REGULAR AD VALOREM TAX LEVY FOR THE YEAR 2022 FOR COLLECTION IN THE YEAR 2022; MAKING FINDINGS; AND RESERVING RIGHTS.

RECITALS:

WHEREAS, the City Council of the City of McCleary has met and is considering its budget for the calendar year 2022; and

WHEREAS, at a public hearing held on October 27, 2021, the City Council provided the opportunity to receive comment from the Citizens of the City on the elements of revenue projections and the ad valorem tax levy. Following that hearing, the Mayor and Council are going forward with the consideration of the City 's budget.

WHEREAS, based upon the information provided by the Office of the County Assessor, the City's actual annual ad valorem levy amount for 2021 was \$392,728. Further, that a 1% increase would equal \$3,927.

WHEREAS, this increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and annexations that have occurred and refunds made.

WHEREAS, the City has a population of less than 10,000 citizens.

WHEREAS, the City Council of the City of McCleary, following the required public hearing and after duly considering all relevant evidence and testimony presented, has determined the City of McCleary will exercise its authority to increase the regular tax levy by the authorized one percent.

WHEREAS, the action carried forth by the Ordinance is based upon a Council finding there is a significant necessity for the property tax revenue to be increased in the next calendar year in order to meet the expenses and obligations of the City.

WHEREAS, in adopting this ordinance, the City is relying upon the accuracy and completeness of the information provided to it by the Office of the County Assessor.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY:

SECTION I: The regular property tax levy is hereby authorized for 2022 for collection in 2022 in an amount of \$_____, a figure which the Office of the County Assessor has indicated represents the increase allowed by RCW 84.55.0101 from the amount levied and collected the previous year: PROVIDED THAT, it is to be recognized as follows: [a] the intent of this ordinance is to exercise the authority to increase

the levy here in question by the 1 percent allowed under the provisions of RCW 84.55 and to include additional revenue resulting from assessment of any new construction, improvements to property, any increase in the value of state assessed property or utilities, any annexations which have occurred, or any refunds made and [b] if the amount finally determined allowed under those provisions is greater than the specific figure set out, that newly determined figure shall be the amount utilized.

SECTION II: This ordinance is based upon the information from the Office of the County Assessor as to amounts and calculations, as well as advice from County officials that this ordinance can be amended to modify the tax rate established herein by adoption of an appropriate amendatory ordinance. The City specifically reserves the right to take such amendatory action up to and including the last day allowed. Upon execution by the Mayor, a certified copy of this Ordinance shall be provided to the appropriate officials of the County so as to provide for appropriate assessment.

SECTION IV: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections; subsections, sentences, clauses, or phrase had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION V: This ordinance shall take effect upon the fifth day following the date of publication.

PASSED THIS ____ DAY OF _____, 2021, by the City Council of the City of McCleary, and signed in approval therewith this ____, day of _____, 2021.

CITY OF McCLEARY:

BRENDA ORFFER, Mayor

ATTEST:

DANI SMITH, Clerk-Treasurer

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney

STATE OF WASHINGTON)
 : ss.
GRAYS HARBOR COUNTY)

I, DANI SMITH, being the duly appointed Clerk-Treasurer of the City of McCleary, do certify that I caused to have published in a newspaper of general circulation in the City of McCleary a true and correct summary of Ordinance number ____ and that said publication was done in the manner required by law. I further certify that a true and correct copy of the summary of Ordinance Number _____, as it was published, is on file in the appropriate records of the City of McCleary.

DANI SMITH

SIGNED AND SWORN TO BEFORE ME THIS ____ DAY
OF _____, 2021, by DANI SMITH.

NOTARY PUBLIC IN AND FOR THE STATE OF
WASHINGTON, Residing at: _____
My appointment expires: _____



MUNICIPAL
SERVICES
AGREEMENT
PRESENTATION
2021

Municipal Services Agreement



Encourage Favorable Business Climate



Support Small Business



Encourage Workforce Training



Attract and Assist Relocation of New Business



Address Issues Hindering Business Expansion

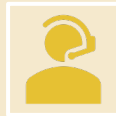


Encourage Tourism

Overview: City of McCleary

- ▶ **GGHI Member Businesses: 1**
- ▶ **Businesses Assisted: 3**
- ▶ **Business Recruitment Projects: 2**
 - ▶ **Jobs Represented: 75**
 - ▶ **Capex Represented: \$35,000,000**
- ▶ **Businesses Receiving Online Benefits: 7**
 - ▶ **Appearing in Search: 2591**
 - ▶ **Business Listing Views: 608**
 - ▶ **Business Referrals: 5/Maps 2**

What We've Been Up To



1. Providing COVID-19 Business Assistance & Relief



2. Developing the Economy



3. Promoting Local Business



4. Investing in our Workforce

1. COVID-19 Business Assistance & Relief



Business Assistance



Small Business Grants



Promoting Relief Programs



Business Impact Surveys

Business Assistance

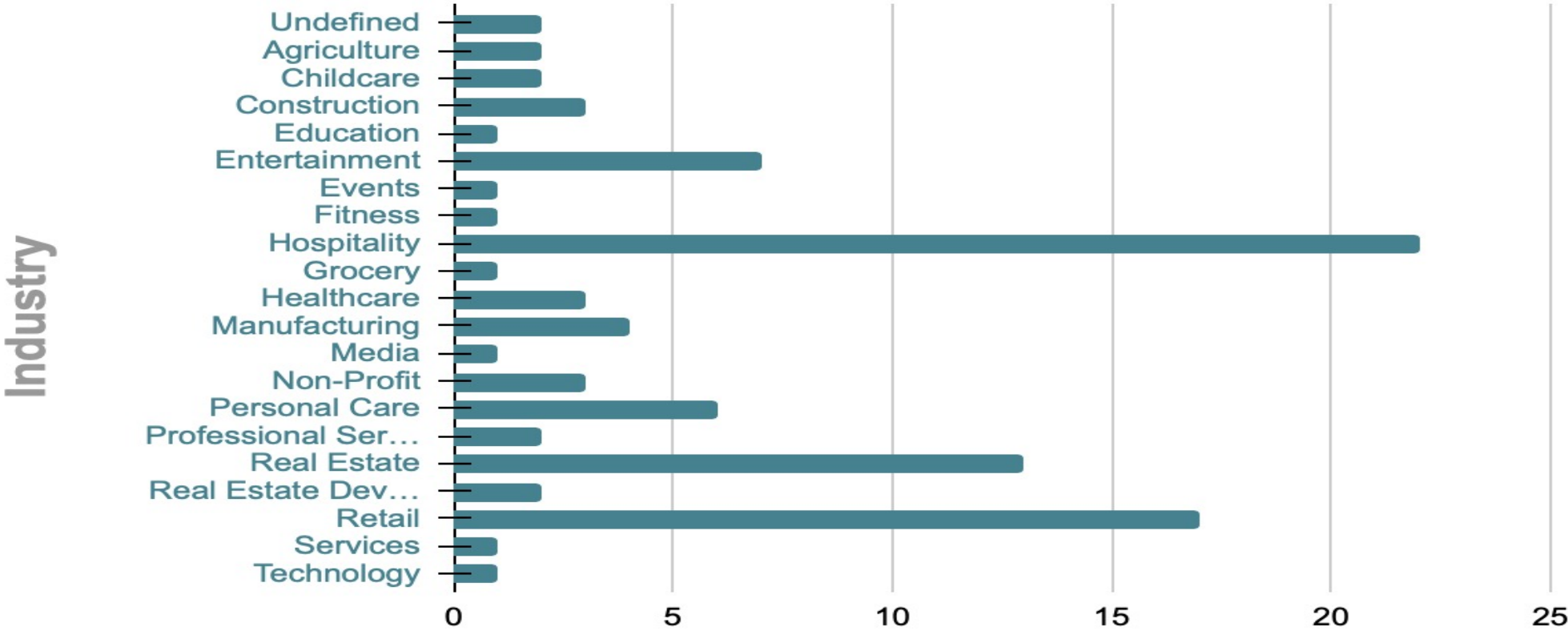
Businesses Assisted: 96

- ▶ Explaining COVID-19 Relief Options
- ▶ Assistance Completing Funding Applications
- ▶ Relocation Navigation
- ▶ General Business Consultation

Due to high demand related to COVID-19 and mall closure a large volume of business assistance moved from 1:1 to web based group sessions.

Business Assistance (cont.)

Business Assistance Across Industry



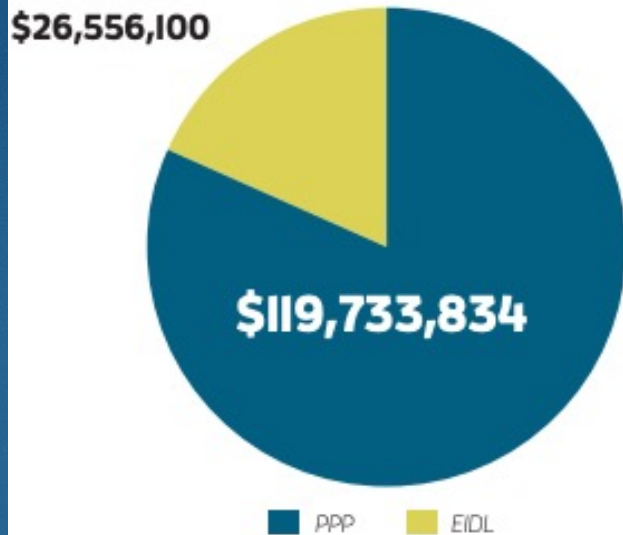
Small Business Grants

Total Relief Funding : \$618,500

- ▶ **Working Washington Rounds 1 & 2- \$336,000 (June/Sep. 2020)**
 - ▶ 61 funding awards averaging \$5,500/ea
 - ▶ 57 small businesses; 4 economic development stakeholders
- ▶ **City Relief Grants (Elma, Hoquiam) - \$80,000 (Nov 2020.)**
 - ▶ Funding for small businesses in Elma and Hoquiam
- ▶ **City of Aberdeen- \$90,000 (Spring 2021)**
 - ▶ Funding for businesses with <5 employees
- ▶ **CDBG Grant for Microenterprises - \$112,500 (Fall 2021)**
 - ▶ \$5,000 grants with \$22,500 reserved for childcare industry

COVID Relief Efforts

Small Business Administration (SBA) COVID-19 Relief Funding



PPP (Paycheck Protection Program)

Total PPP Funding: \$119,733,834

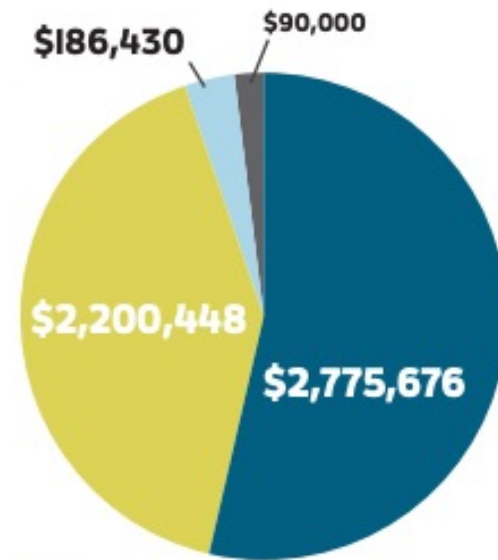
**Data through June 1, 2021*

EIDL (Economic Injury Disaster Loan)

Total Funding: \$26,556,100

**Data through April 15, 2021*

Other COVID-19 Relief Funding



Working Washington Small Business Grants

Total Working Washington funding \$2,875,676

CARES Small Business Grants (County)

Total Funding: \$2,200,448.23

CARES Small Business Grants (City)

Total Funding: \$286,430

Other Municipal Funding

Total Funding: \$90,000

Business Impact Surveys

- ▶ **County-wide COVID Impact Survey Follow-up (Dec.)**
 - ▶ **Takeaway #1: Relief funding is getting to businesses, but more is needed throughout the county.**
 - ▶ **Takeaway #2: Most businesses are still reporting decreased business performance due to the pandemic.**
 - ▶ **Takeaway #3: The Hospitality and Retail sectors have been hit the hardest.**
 - ▶ **Takeaway #4: Many businesses report increased expenses related to the pandemic.**

2. Developing our Economy



Business Retention & Expansion



Entrepreneurial Development



Business Attraction



Tourism Development

Business Retention & Expansion

Business Visits: 29+

- ▶ Maintain healthy relationships with local businesses
- ▶ Plug businesses into support ecosystem
- ▶ Connect them with assistance programs
- ▶ Advocate for them so they can focus on their business

Entrepreneurial Development

- ▶ **Using Your GGHI Membership to Build Your Business (Nov 2020)**
- ▶ **PPP Round 2 FB Live Workshop (Jan 2021)**
- ▶ **Shoppes at Riverside Weekly Resource Roundtable (March 2021)**
- ▶ **Prepare Your Business for Summer: Free Social Media Marketing Training (May 2021)**
- ▶ **Microenterprise Grants and Technical Assistance (Fall 2021)**
- ▶ **Small Business Accelerator (Fall 2021)**

Business Attraction

- ▶ We **promote Grays Harbor** as a great place to do business and **work with employers** who are considering Grays Harbor for their next location.
- ▶ Much of this work is done in conjunction with our partners at the **Washington State Department of Commerce**, the **Port of Grays Harbor**, and **Grays Harbor PUD**.

Business Attraction (cont.)

- ▶ **Recruitment Projects: 24**
- ▶ **Capex Represented: \$5.6B**
- ▶ **Jobs Represented: 3800**

Department of Commerce Business Attraction (cont.)

- ▶ **Project Gel-X**

 - Disposable glove manufacturer

- ▶ **Project PNW RE**

 - Clean energy pellet producer PNW RE.

GGHI Business Attraction (cont.)

▶ **Affordable Housing Project**

Working on strategic marketing plan to attract new investors into the affordable housing market opportunities.

▶ **Supply Chain Project**

Working with area operations to understand supply chain challenges. Brainstorming with area distributors to create pilot program for small scale emergency relief.

▶ **Workforce Education Intermediary**

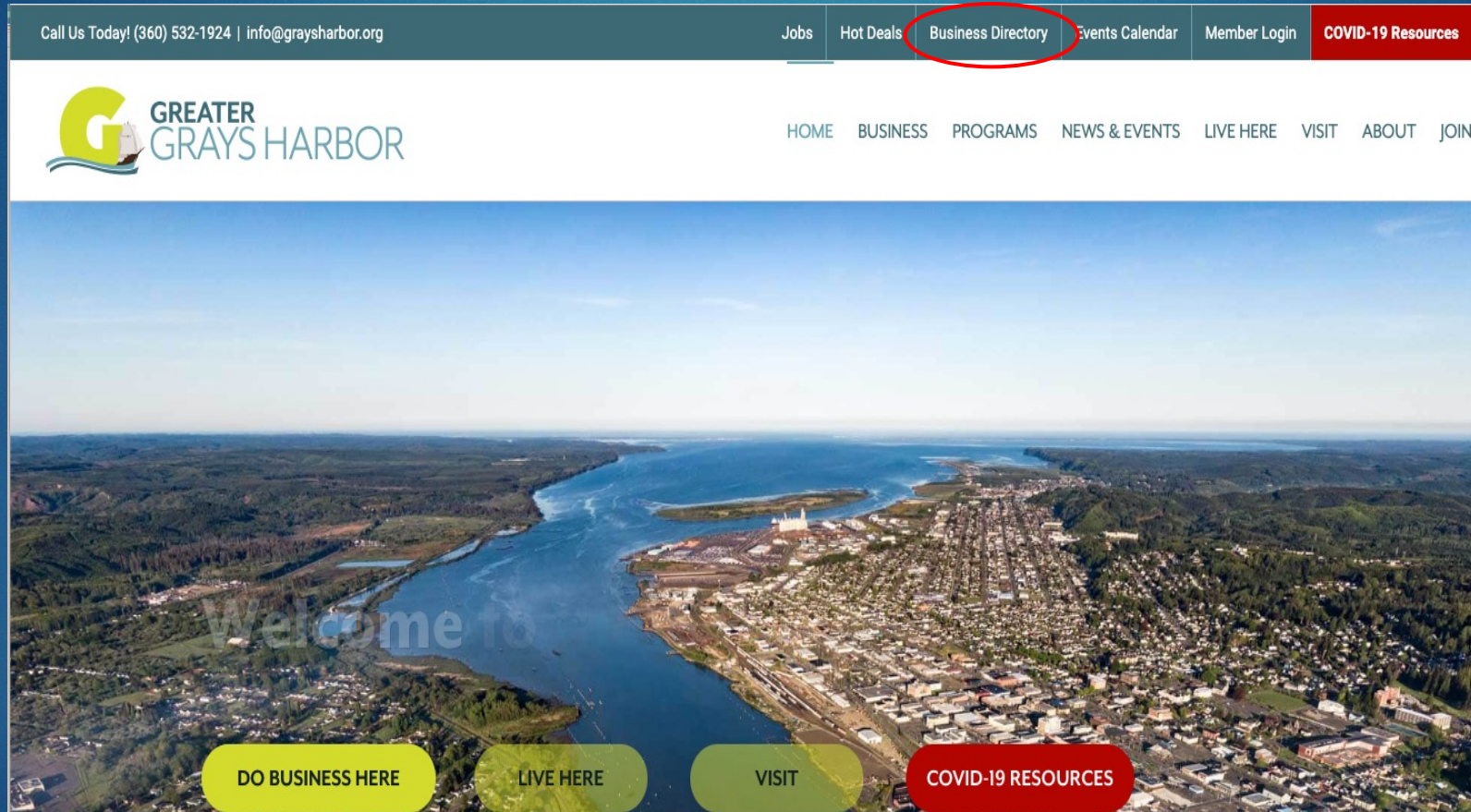
In discussion private and public educational frameworks to bring training to GH to create local workforce development pipelines.

Tourism Economic Development

- ▶ We **produce original content** to encourage tourism in Grays Harbor to include website, travel blog and Instagram.
- ▶ We make it easy for tourists to **connect with local businesses and tourism assets**.

2021 Project: Greater Grays Harbor Business Directory

Item 3.



Tourism Economic Development (cont.)

- ▶ **2021 Project: Greater Grays Harbor Business Directory**
 - ▶ Working in conjunction with GH County Tourism
 - ▶ Created a complimentary online presence for over 200 hospitality sector businesses in the county.
 - ▶ More visibility for local businesses!

Tourism Economic Development

- ▶ **Business Listing Page views: 76,150**
 - ▶ **90% growth over 2020 performance**
- ▶ **Business Referrals: 3,517**
 - ▶ **95% growth over 2020 performance**

3. Promoting Local Business



Elevating New GGHI Member Visibility



Events




Business Milestone Promotions

GGHI New Member Promotions

Call Us Today! (360) 532-1924 | info@graysharbor.org

Jobs Hot Deals



HOME BUSINESS


GGHI WELCOMES NEW MEMBER, FINISH LINE CAR DETAIL!

< Previous Next >


Greater Grays Harbor, Inc. is excited to welcome onboard new member, [Finish Line Car Detail!](#) After a recent change in ownership, this local business has a bright future offering high quality car care services to the Grays Harbor community.

"We purchased the Finish Line in South Aberdeen. Finish Line is a vehicle detail and wash shop. Vehicles can range from cars and semis to tractors and boats. If you can get it here, we will detail it. We offer a variety of services including interior details, exterior details, full details, and glares, to name a few. We are excited to make your vehicle shine on the road.

One of the things that sets us apart is our quality work for affordable prices. We take pride in your cars and show it in our work. Our friendly staff is always willing to talk with you about any of our services.




There are two owners of the Finish Line business, Matthew and Daniel. The two of us have been best friends

 Greater Grays Harbor, Inc.
Published by Kelsey Norvell · August 18 at 11:00 AM · 🌐

It's our pleasure to announce one of our newest members, [Finish Line Car Detail!](#) Located in South Aberdeen. Finish Line is a vehicle detail and wash shop serving vehicles from cars and semis to tractors and boats. If you can get it there, they can detail it.

Head to our blog to learn more about this locally owned business!



GRAYSHARBOR.ORG

GGHI Welcomes New Member, Finish Line Car Detail! [Learn More](#)

Greater Grays Harbor, Inc. is your regional Chamber of Commerce and Econ

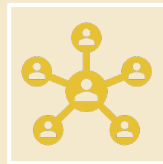
Events

- ▶ Legislative Roundtable (Jan)
- ▶ Legislative Sendoff (Jan)
- ▶ GGHI Membership Luncheon (Feb)
- ▶ Lunch with the Mayors (March)
- ▶ Weekly Legislative Affairs Briefings
- ▶ Business Forum – Boeing
- ▶ Business Forum – COVID Vaccine Rollout and Roadmap to Recovery
- ▶ Business Forum – State of Tourism
- ▶ Leaders Series – Commissioner of Public Lands, Hilary Franz
- ▶ Leaders Series – Legislative Wrap-Up
- ▶ State of Grays Harbor – Economic Vitality Index

Business Milestone Promotions

- ▶ **Unable to conduct these celebratory events for nearly all of 2020 and most of 2021**
- ▶ **Returned to hosting and promoting these events in April 2021**
 - ▶ **Aberdeen: 7**
 - ▶ **Pacific Beach: 1**
 - ▶ **Westport: 1**
 - ▶ **Elma: 2**
 - ▶ **Hoquiam: 4**
 - ▶ **Ocean Shores: 1**

4. Investing in Tomorrow's Leaders



Leadership Grays Harbor



Greater Grays Harbor Foundation

Leadership Grays Harbor

- ▶ 6-month course on key leadership principles
- ▶ Partnership with Grays Harbor College
- ▶ Explores issues affecting our community
- ▶ Our class of 2021 had **12** graduates
- ▶ Broadest geographic representation in history of program.
- ▶ Graduates included employees from **Port of Grays Harbor, Grays Harbor PUD, financial institutions, local government** and more.
- ▶ *2022 cohort will be conducted online with in-person site visits throughout the county.*
- ▶ *Cohort participants will be provided complimentary admission to key GGHI economic development events (sponsors pending)*

Greater Grays Harbor Foundation

2021 represented the year that GGHI took the next steps to establish the foundation as a public charity.

In 2022 GGHI will begin to chart the path for the foundation to focus on issues related to workforce development for adults and youth alike as well as ready the foundation for unique opportunities.



Membership

- ▶ Small dip in membership related to economic shutdown
- ▶ GGHI Member Dues Relief Fund sponsored by REG
- ▶ For many businesses, their membership in GGHI **provides their only web-based presence** via our online directory.
- ▶ In 2022 we will enhance our customer service to assist members in utilizing the broad portfolio of features available to them as a member of GGHI.

2022 Projects



- Encouraging investment in economic development
- Developing outbound efforts for business attraction.



- Offer guidance on economic relief
- Facilitate usage of federal relief dollars throughout county.
- Develop meaningful workforce development strategies and programs.



- Build on 2021 Government Affairs efforts and regional voice in government affairs.
- Redevelop the Economic Development District
- Advocate for infrastructure investment in GH County.



Thank you!
Questions?



McCleary Regular City Council Meeting

Wednesday, July 14, 2021 – 6:30 PM
 McCleary Community Center & WebEx

Minutes

Call to Order/Flag Salute/Roll Call

Mayor Orffer called the meeting to order at 6:30pm

PRESENT: Councilmembers Amsbury, Huff, Heller, Miller, and Iversen, and Mayor Orffer

Staff present were Wendy Collins, Clerk-Treasurer, Todd Baun, Public Works Director, Steve Blumer, Police Chief, Chris Coker, City Attorney

Agenda Modifications/Acceptance

There were no changes or modifications to the agenda.

Public Comment

Bob Pringle said he had a couple concerns. Derelict cars, it's kind of been a problem over the years, but it has really been getting worse over the last few years. He lives at the end of his road and there has been somebody's car parked there for over a year. Part of the car is even on City property. There is also one in the alley that has been there for a good 6 months. You have to watch where you are walking or driving around. He was wondering if anything can be done about this. Possibly increased police patrols at night, or maybe issue a warning for people to clean up their yards. Also, there are a lot of cars parked in the wrong side of the roads, this is kind of a hazard, he is curious if anything can be done about this. Lastly, Bob is concerned about 4th of July fireworks. He knows that McCleary is not going to completely ban fireworks, but some go off rattling around his windows. Again, maybe extra patrols, or someone going around to stop the fireworks. He understands this will cost the city a little bit extra, but something needs to be done. Maybe an ordinance of the weather is hot like it has been, you are taking a chance on doing something like this, it other city councils are banning fireworks completely.

Gary Atkins

I have a couple of concerns. I like to splash the rumor mill. What I've been told is that council did not approve these cameras that got put up in our city. You personally ordered them, so, I'd like to know if that's true or false. Also, I'd like to know about this huge sign that cost 27,000 dollars. That is something I was also told that did not get approved by the council, you took it upon yourself to do that. Some laptops....

Mayor Orffer responded: no, that is not true information. The cameras were part of the budget they were brought before city council. The council approved the cameras. That computer lease for the computers was also discussed with counsel, brought before counsel and approved by the council. The bear sign was also approved in our budget. By council. I can say, I cannot think of any time since I've been mayor that I have personally made a purchase or ordered anything for the city that I didn't personally pay for. All the furniture in my office I paid for personally, when I set up my office. I don't have a city credit card, and I don't order things for the city. When the city had the opportunity to make magnets for the Lindsay Baum thing, the city could not pay for them. I paid for those personally. So, I do not spend the city's money on my own accord. Everything comes through this council.

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Well, according to Washington state, when you do it, like a camera thing, they recommend that you do a cost analysis. They recommend you get the community to be involved and listen to their input. And I don't really feel like any of that was done, it was like 1 day they were all up everywhere. And I feel it's not really, I mean there are water ponds, ok, I'll give you that, but all around town on street signs and stuff, I mean, to me, that's just a lot of expense that we don't need, and didn't need. We sure in the heck don't need a 27,000 dollar sign. I mean people's cars around here don't even cost 27,000 dollars, so, why is the city out spending all of this money? On these things that really aren't a necessity.

Mayor Orffer said, one of the things that I started talking about, when I first got on city council was why the city did not have cameras for public safety. If we had had cameras in our city at the entrances and egresses on different occasions when crimes have occurred, and we could have identified the cars coming in and out of town, it would be very helpful in investigations. So that was something that I started working on when I became a council member and then it's been a conversation that has been ongoing and we've worked with this council and the council approved the cameras.

Gary continued, somebody robbed somebody on a street, and they're breaking out of town, and it's in the middle of the night and nobody saw their car, just getting out of town is not going to say oh, that's the one. You're not really, it's just a, I heard that they have audio. Which you can't have audio in the state of Washington.

Mayor Orffer said, no, our cameras do not have any audio on. Some of them have audio capability, but the audio is not on. And if it was on, we would, we would have to tell you would have to say that as the case. Our camera system has an audit report that we can go in and see every camera. We can tell whether it's on or off or video, we can tell whether it's on or off or audio. We can tell who is logged in and looked at that camera, and when. The city does not take a stance of monitoring the cameras they are there that we can go back and look at video that's been captured, if something happens. So at any time, we can go into the audit report and say so, and so logged in and look at this camera at this time. So, my whole reasoning, the reason that I brought this to the council, was that I feel it is a public safety, and it helps in keeping things in order, and it gives us a place to go if something does happen that we can see. What happened, who was here? Maybe the person that got robbed didn't see the car, but if they start running plates, and they see a plate, come up on someone that has another issue, or another event that they were part of on their record, it at least gives us a place to start. I can't speak to how police do their investigations, but cities all over the United States, houses, I have 6 or 7 cameras now on my own home, neighbors have cameras on their homes. That's what people do, it helps them to feel like I can see what happened and that's what the city's doing. It's a public safety effort.

Gary continued, but unfortunately you pay for your own cameras.

Mayor Orffer said that council approved it.

Gary continued, the council approved, if for 7,500 dollars, you guys spent 42,000 dollars, Plus, it looks like another 25.5.

Mayor Orffer said, I don't have all the numbers in front of me so I cannot answer you on that. But, my understanding is what we brought to council in a proposal is what we spent. I will be happy to do some research on that, but I can't answer you that now.

Gary said, I would appreciate some research because there's a big difference between 7,500 dollars and 42,000. My last thing I like to bring up is why are we paying a reservist to drive to Puyallup every day and back and forth.

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Mayor Orffer said, you can connect with chief Blumer to discuss that. We have a reserve officer because we have had a vacancy in our department, so connect with him and he will be very happy to have a conversation around that with, you. Thank you.

Bob Pringle said, question, who has access to this camera? Does everybody here, or just the police.

Mayor said Chief Blumer, and Wendy and Todd.

Bob Pringle asked why does Todd have access, what does Todd have to do with this part of law enforcement?

Mayor Orffer said because we have cameras on public facilities. So, if something happens to the well side, if something happens up at the water tower, wherever we have the cameras.

Bob Pringle asked wouldn't the chief know by looking at that instead of Todd. Wouldn't the chief know these are our sites, that the sites are owed by the city McCleary? Why would Todd have to do anything with that?

Mayor Orffer said, because if something happens on a city property, if someone calls our director of public works, he's the one that's going to go deal with it.

Bob said, they would call Todd. Why wouldn't they call the Grays Harbor County Sheriff's Department?

Mayor Orffer said I can't speak to every situation, but I can tell you that sometimes when things occur, it's not a crime. If a tree falls on something, we can go back and see, the tree fell on something. The police don't need to investigate that, but public works has to go fix it. And, like, I said, the people that have access all 3 of our top administrative team, have access to every camera.

Bob said, Wendy, to every camera. Wendy, you have access to every camera?

Wendy said, I have access to the city hall one, where, when I'm alone up there, I can see if someone comes into the door, so I can go up and help the counter.

Bob said, so out of 25 cameras, you have access to one.

Wendy said yes, I have access to one.

Bob said he wanted to verify that not all administrative positions have access to all the cameras.

Mayor Orffer said, but you weren't told you couldn't have access, that's the one you wanted access to.

Gary said she knows better that she doesn't need to have access. Unlike Todd. All right. I heard there is one at the school.

Mayor Orffer said there is a list on our website. There was a camera the school but there was a citizen complaint, so it was removed.

Angela Rittinger said the request that I did for camera locations, they're not in the places that they say they are.

Suzannah Winstedt

I have a couple of things. Start with the cameras, because that was on my list as well. I am familiar with the cameras and what you're saying about the audit and everything else about that is true. I don't understand why

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everybody has the same level of access. If some of them are in our buildings and some of them are in the city in general. I also find that the list of locations is insufficient in that, we should have a map. We even have things that's just mean we've added them, and we haven't even named them to the list. And that's just a list of what we call them in the system. With what model that is that it means not we should have a map with the location, the cameras on it. And even if it's just 5 cameras, that city hall with the building. It just the list is insufficient. I also find it questionable that we don't have an ordinance passed for a video surveillance policy. And that is very concerning, although I, thank you for answering the question already about, who had access to it. I don't understand why, if we had the exact same level of access. Um, just because it seems to be different amounts. Also, the fact that our administrators and the various personnel have access clearly outlined, and it only talks about. Police access it does not talk about anything else. Suzannah knows that you can set up different sites so if we wanted to have it for both purposes, we should split the system and give 1 set of access to the police 1 set of access to the city. I do want to check the city is paying for it. But if it's a police thing and an administrative thing, it should be split accordingly. And it is very easy to do so, and I looked it up because it was on the agenda. I did see that I could get a tour from the police, and I will. Suzannah said I did have a few more items. I do appreciate you guys getting back to me about my request about the dogs and the public spaces ordinance. Really my question is, why can't we amend that?

Mayor Orffer said Well, I think you suggested if you want counsel to consider that.

Suzannah said I would like to open up for amendment and maybe consider canceling or as Brycen and I have discussed, oftentimes, since we will do adopt history, why don't we have something? Because we have these cameras, like, a sign up fine to people who don't think about their dogs. The park is mostly used because lots of people I would say, I can't even guess, but I would say, at least a 3rd of the city has dogs. And, you know, why shouldn't they be allowed to take them in these public areas?

Mayor Orffer said ok, we can definitely bring that for a council to review and ask them about that. I know at 1 point we had talked about the city was really hoping to have a dog park. I was part of that conversation. So, maybe there's a space in there to visit that again as well. We will put that on the next agenda and bring that to council's attention.

Suzannah said I do have another question I'm not sure where this falls, but I noticed last summer that we never turn off the school zone lights, we have the flashing things all year round and that doesn't actually make sense to me. I don't have a lunch program, but unless we're having summer school every day, it doesn't make sense that it just flashes all year.

Mayor Orffer said ok, we will look into that that particular piece of equipment. We've had trouble with the programming of it. We'll check into that though, because I even said people when I come into town, why is that on? Thank you.

Suzannah said oh, I'm sorry, I do have a couple of other questions. Well. I will ask chief Blumer, but about the surveillance camera. I was wondering. Um, I know that we have who all has access, but do we have notifications set up and, or anything else, because there's a lot of creepy stuff you can do with the Verkata cameras that I don't know why, I run them for my company, and they creep me out because you can have the facial recognition and you can follow it. They can alert you when somebody comes on. We have any of that configured?

Mayor Orffer said to please check in with the Chief on that because but I'm not I'm not part of this. You might have a tour, and he'll be able to answer those questions.

Angela Rittinger

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First thing I want to bring up is kind of what you're talking about with the new bear sculptures. Although beautiful the one that we have down there, again I think it's kind of troubling that if it was for the public that the public had no idea what this was even going to cost. I'm a little concerned so I am just going to read the RCW on this. (Reads RCW). I guess my first question would be driving any ordinance, RCW, WAC or any other law of documentation of anything that would support the city's decision of purchases with sculptures or any other art with only one estimate, which seems to evade the small works roster and the public bidding process. The RCW also states that allocations for acquisitions of art pertains to all state agencies for the new construction of public buildings. Also, under this, this type of project requires the involvement of the Washington State Art Commission. I'm just curious if the Arts Commission was involved in that?

My next question Wendy I know you've handled a lot of the budget stuff for the city, is the top column here the geocoding? Is there a reason why so many line items break out into multiple columns? Some things don't really make sense. I'm looking at one here and was hoping that Todd was going to be here to answer the question, for instance we have weed, grass, and shrub chemical killer for a total of 800 bucks, and it is broken into streets, light and power, and storm water. Why the heck would we have weed killer budgeted into stormwater? How you budget having a pickup truck for 50,000 dollars, we have 7,000 of it into the park fund, 7,000 into the cemetery fund, 12 in street, and it is broken up throughout all of that.

Consent Agenda

1. Accounts Payable June 1-15
49311-49378 including EFT's totaling \$294,067.77.
2. Accounts Payable June 16-30
49379-49427 including EFT's totaling \$23,210.40
Payroll and treasurers report for June 2021 49380-49389 including EFT's totaling \$224720.89
3. Minutes
June 9, 2021

Approve the Consent Agenda

Motion made by Councilmember Huff, Seconded by Councilmember Iversen.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

Updates

4. Staff Reports - Public Works, Water & Wastewater, Finance, Building, Police

New Business

5. Verkada Renewal
Three options were presented to the Council for consideration...

Tabled until August 11th meeting
6. **Tenelco** Contract

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To approve the 1-year renewable contract at the rate of \$75 per wet ton with a minimum load of 2 tons, effective September 1, 2021, for Biosolids Transport and Beneficial Use Contract with **Tenelso, Inc.**

Motion made by Councilmember Amsbury, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

7. AWC Group Retro Program Consideration

Authorize Department of L&I and AWC to share and release all historical workers' compensation claims and premium date to AWC Retro for the City of McCleary.

Motion made by Councilmember Iversen, Seconded by Councilmember Miller.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

8. BPA Energy Conservation Agreement Amendment

The current contract for the conservation program through BPA will be expiring soon. **Authorize the Mayor to sign the BPA amendment for the conservation program.**

Motion made by Councilmember Miller, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

9. Port Blakely Annexation

After Council discussion, the Council agreed to schedule a public hearing. Councilmember Amsbury will recuse herself because she is the Clerk for the Boundary Review Board.

Old Business

10. McCleary Road Latecomers Agreement

A developer wants to extend the water utility on McCleary Road. If they hook up, they must pay their fair share when outside of city limits. Councilmember Miller asked if this will extend water all the way to the end of the road and Todd Baun responded, Yes it would. He also asked if John Hinton, from Gray & Osborne sent questions to Chris Coker for review and Chris Coker responded, He has not seen the documentation yet, but he has done it before. He just has to make sure we cover all the basis and it shouldn't be an issue.

Updates

11. Councilmembers

Councilmember Huff announced they will have another trash clean up on Saturday. He also announced we will hold a National Night Out on Tuesday, August 3rd, and the Police Department and Fire Department will be giving demonstrations that night from 5-8pm.

Councilmember Miller reported they will be holding a Saturday Market and a Movie Night in the Park on Saturday, July 24th. The August Saturday Market and Movie Night will be on August 28th.

Councilmember Amsbury is working with the Policy Committee on the Council Policy Document.

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12. Mayor

We are operating under the downgraded COVID Emergency Status.

Mayor Orffer thanked the Bear Festival Committee for bringing Bear festival back for 2021, they did an excellent job.

Mayor Orffer will be out of town at the end of the month, Mayor pro tem Miller will be covering for her in her absence.

We received our first installment of \$249k of the ARP funding

The Utility Shutoff Moratorium has been extended to September 30th.

Public Comment

Bob Pringle has something to talk to PW Assistant Josh Cooper about. Curious if Josh has the authority like Morrison used to have. Mayor Orffer says that PW Assistant Cooper will initiate a complaint, send the initial letter regarding the complaint, however he has a different level of authority. If he gets no response or no compliance, he will move on to the next part of the process. Bob asked if we could give Josh the power to get things moving a little faster instead of dragging on for months.

Suzannah Winstedt thanked the mayor for being adamant that people have the opportunity to go to the budgetary meetings. She would like to see a public calendar on the webpage that lists all the events as this would make it easier to follow up with questions.

Gary Atkins inquired on the status of the emergency (I am not sure what he says here). Mayor Orffer said we would check in with Kevin Brian as he is pretty on top of the issue.

Chris Vessey, glad to hear Council put annexation on hold thanks to Josh Cooper for all the work he has done. Chris would like to thank Wendy Collins for all the work she has done for the City and wishes her best of luck on her new job.

Executive Session

13. Potential Purchase of Land - RCW 42.30.110(1)(b)

Mayor Orffer called for an Executive Session at 8:16pm for 13 minutes per RCW 42.30.110(1)(b) regarding potential purchase of land. The Executive Session ended at 8:29pm. The Council discussed seized drug property from the Grays Harbor Drug Task Force. **The Council agreed to research purchasing options for the seized drug property.**

Motion made by Councilmember Miller, Seconded by Councilmember Heller.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

Adjourn

To Adjourn at 8:31pm. The next City Council meeting will be at 6:30pm on August 11, 2021.

Motion made by Councilmember Amsbury, Seconded by Councilmember Iversen.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller,

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McCleary Regular City Council Meeting

Wednesday, August 11, 2021 – 6:30 PM
McCleary VFW & WebEx Virtual Meeting

Minutes

Call to Order/Flag Salute/Roll Call

Mayor Orffer called the meeting to order at 6:30PM

PRESENT: Councilmembers Amsbury, Huff, Heller, Miller, and Iversen, and Mayor Orffer.

Agenda Modifications/Acceptance

There were no modification to the agenda

Motion made by Councilmember Iversen, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

Public Hearing – Port Blakely Annexation Request Opened at 6:34PM

Public Comment

Teri Franklin is here today to say she is against this annexation. She references several documents and agreements and stressed to the Council the importance of reviewing the documents.

Suzannah Windstedt is against the annexation and has a few questions. Have we looked at the potential growth to the water facility? Will our current aquifer handle the growth, or will we need a new one?

Angela Rittinger is against the annexation. Where are we on our allotment at the treatment plant? How soon are we going to push that capacity? What kind of affect will adding more homes have on Wildcat Creek? Encourages the citizens to look at the interlocal agreement between the City and County and see what they agreed to. Did the City adhere to anything in the agreement? Are the people appointed to these positions doing anything? Has the agreement been honored at all?

Nick Willoughby is against the annexation. The school will be directly affected. We need to keep McCleary small.

Rick Rowe, we need to protect the resources that we have.

Peggy Utesch had questions on the water studies. She proposes that before any decisions are made, the City pay for a new water study. Emergency services, increase in schools, traffic, how are these issues going to be addressed?

John Hinton from Gray & Osborne thinks it is a great idea to do another study with the County to see what can be done about the aquifer. There are concerns. It is Council's decision; we have the capacity in the aquifer to annexation. They do chlorination at the well site; water is really good. City has been monitoring well levels. We

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don't even have a proposal on the annexation regarding number of homes. An additional 700 Single Family Residents can be supported.

Public Works Director Todd Baun explained the annexation we received from Port Blakely. We do not have any idea yet what the plans are. Studies and impacts would have to be done. The difference between the land being annexed and not annexed is who controls it.

Mayor Orffer said what is being considered by Council is an annexation of property. Council is not deciding on development, Council is not giving permission for any other thing to happen on that property. Does the Council want the property inside City limits and have control, or does the Council not want to annex the property into City limits and leave it in the control of the County?

Teri Franklin said that McCleary's recharge area is a critical area, there is things that we can do with the County. Council should really think about this annexation, look what has happened already.

Angela Rittinger, the City signed an interlocal agreement regarding the aquifer. She read the interlocal agreement.

Bob Pringle asked if the City Council decides this or the citizens of the City.

Peggy Utesch is highly concerned about the additional cars and traffic.

Jim Wright has seen a lot of changes over the years. Heard that our water system can handle the annexation, it can't. Any decision you make in this room will affect generation after generation. We need to protect our water.

What is the difference between the County and the City. Mayor Orffer said the difference is the number of homes versus County code versus City code. If property is outside City limits, our light and power would provide the power, and very likely they would connect to city water. Within the City they would be hooked up to our systems.

When you start making bigger communities, property values go down.

Local neighbors are talking about sump pumps. Very concerned about the aquifer.

Public Hearing – Port Blakely Annexation Request Opened at 7:10PM

Mayor Orffer said that we can open up to accept written comments through August 20, 2021, to give time to those who couldn't speak. Council can schedule a second Public Hearing. We had to have a meeting within 60 days. We do not have to have a decision in 60 days. We will have another Public Hearing at our September 8th meetings. All written comments will be added to the packet. No action taken.

Councilmember Amsbury has to recuse herself from the annexation vote as she works with the County Boundary Review Board.

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Councilmember Huff thanked people for attending and speaking up with their concerns.

Public Comment

Teri Franklin wants to know when the City will uphold their interlocal agreement.

Suzannah Windstedt will email questions regarding the annexation. All water facets are broken at the cemetery. When will the website be ready? PW Director anticipates September.

Angela Rittinger regarding the Bear Sculptures to we have any estimates for the install. Why didn't the Clerk-Treasury sign the check? Why did the Deputy Clerk sign instead? Mayor Orffer said checks require 2 signatures.

Ryan Pedon moved here in October. Chose the area off 4th because of the wooded tree area. He would be very disappointed if the trees near his home were cut down.

Consent Agenda

2. Accounts Payable July 1-15 – Ck Numbers 49428-49501
3. Accounts Payable July 16-31 – Ck Numbers 49502-49538

Approve the Consent Agenda

Motion made by Councilmember Huff, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

Updates

4. Staff Reports - Finance & Administration, Building & Planning, Police, Light & Power, Public Works
Councilmember Huff asked for a status update on the large document scanner.
Councilmember Amsbury requested that the Council Policies be on the next agenda.

New Business

5. Dog Ordinance Review
Brycen is in favor of allowing dogs in the park, city would need to put in a waste station. A trial period for a year would be beneficial to the community. Waste station prices vary from \$100 to \$250.
Councilmember Heller asked what a sunset clause for this would look like. Chris Coker said it could be reviewed, not a sunset clause, just keep it on the radar.
Councilmember Amsbury is willing to give it a try.
Councilmember Heller said there is a cost associated with the ordinance, and since that is the case should we look at updating any other components.
Look at Section 21 and 22 as well.
Councilmember Iversen wants staff to gather comments for review.
6. Fireworks Discussion
Councilmember Miller needs more time to review.

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7. State Auditor's Office Agreement

Approve the State Auditor's Agreement**Motion made by Councilmember Amsbury, Seconded by Councilmember Iversen.****Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen**

8. Cell Site Lease Renewal

Informational only. No action.

9. Shoreline Master Program Update Grant

Accept the Master Program Update Grant**Motion made by Councilmember Iversen, Seconded by Councilmember Huff****Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen**

10. Bucket Truck Change Order

Approve the Bucket Truck Change Order for additional equipment for an additional \$7000, it is in the budget.**Motion made by Councilmember Iversen, Seconded by Councilmember Heller****Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen****Old Business**

11. Verkada License Renewal

Approve the Verkada License Renewal for one year**Motion made by Councilmember Amsbury, Seconded by Councilmember Huff****Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen**

12. DTF Land Purchase Update

Mayor Orffer talked with the County; they are ready to move forward. Until a decision is made by the Council, no funding can be secured. We have researched financing options, and one option is approximately 2.11% for 20 years. The cost of the property is \$3.25 million, County is not willing to reduce the price. It is appraised at \$5.1 million. Council discussion took place.

Councilmember Amsbury is in favor of purchasing the property.

Councilmember Huff is not in favor of the purchase. It is a substantial piece of property.

Councilmember Heller would like to have a plan prior to purchasing.

Authorize Mayor to enter into a Purchase and Sales Agreement dependent on securing funding**Motion made by Councilmember Amsbury, Seconded by Councilmember Miller****Voting Yea: Councilmember Amsbury, Councilmember Heller, Councilmember Miller, Councilmember Iversen Voting Nay: Councilmember Huff****Please turn off Cell Phones- Thank you**

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Ordinances and Resolutions

Updates

13. Councilmembers

Councilmember Heller reported that the trash clean up went well, it did get very warm toward the end. The next clean up day is August 20th from 9:00AM to 11:00AM

Councilmember Huff announced there will be a virtual Safety Academy at the Community Center from 9:00AM to 1:00PM on August 21st, for ages 3-5. Seatbelt safety and poison control will be presented.

Councilmember Miller announced we have our next Market on August 28th from 10:00AM to 2PM and Movie Night will start at Dusk.

14. Mayor

Cooling Center set up at the Community Center open today, tomorrow, and Friday, hours are 12:00PM to 7:00PM

Burn Ban in affect.

Thank s to Police Department and volunteers that assisted with National Night Out. Thank you to the Fire Department for providing hotdogs and thank you to all the volunteers and community who participated.

Clerk-Treasurer Wendy Collins has accepted a new position, we are working hard to fill her position. We have done one round of interviews. From those interviews we have 2 strong candidates that will be attending a second interview tomorrow.

COVID update, positive cases are rising. Governor introduced a mandate that all state workers need to be vaccinated by October 18th. Please be careful, thoughtful, and mindful.

Public Comment

On the property the city is anticipating purchasing, please review the wetland delineations what were done.

Suzannah Winstedt wanted Council to know that for future Council Meetings held at this venue (VFW) Council needs to Mic up, it is very difficult to hear so if there is a way to get the microphone turned up that would be helpful.

Executive Session

Adjourn

To Adjourn at 8:19PM. The next City Council meeting will be at 6:30PM on September 8, 2021.

Motion made by Councilmember Iversen, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

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McCleary Regular City Council Meeting

Wednesday, October 13, 2021 – 6:30 PM

WebEx Virtual Meeting

Minutes

Call to Order/Flag Salute/Roll Call

Mayor Orffer called the meeting to order at 6:32PM

PRESENT: Councilmembers Amsbury, Huff, Heller, Miller, and Iversen, and Mayor Orffer.

Agenda Modifications/Acceptance

There were no modification to the agenda.

Special Presentations

None

Public Comment

Angela Rittinger – Still looking for transparency and answers. Regarding the Summit Site and the above ground asphalt, did the city save money by delaying the project, or did it cost the city more money?

Angela said the welcome sign wood carving turned out beautiful. She asked about the additional plants, labor, and concrete for the installation of the carving. Angela discussed a previous conversation in which Wendy Collins, former Clerk-Treasurer, stated that she was uncomfortable signing the check for the Wood Carving because it was not a fair bid process.

Angela is frustrated that her August 27th request for public records regarding camera footage was unable to be fulfilled. She states that the city knew it had 30 days until the footage was no longer available. Mayor Orffer reassured Angela in an email that we are working on an enhanced public records process. This isn't helpful to Angela in this situation, as her requested video footage is gone.

Next, Angela discussed election signs. She said the power and light crew moved the signs on city time. When Angela questioned a city employee about it, he used profanity at her. This is very disrespectful to her, and to the city.

Lastly, Angela had a question for Public Works Director Todd Baun. She asked Baun to share the name he chose for a baseball team for Bear Festival. Baun explained a local business donated and sponsored the team and they came up with the name, Baun Nation.

Mayor Orffer apologized to Angela for the lost video footage. Mayor Orffer also publicly apologized for the lost footage.

Bob Pringle- Brought up campaigning backlash. Bob referenced a section of the city's Employee Handbook, page 7, Section 2.11 which discusses city employees are to use assigned vehicles to conduct city business. Bob said the power and light crew used city time and vehicles to put up campaign signs. Bob asked Mayor Orffer if these types of activity are allowed on city time if Mayor Orffer is authorizing this. Mayor Orffer said no, she would investigate, but she has given employees a directive that no campaigning of any kind is to be done on city time. Mayor Orffer explained that she does not abuse city resources or authorize the abuse of city resources. She doesn't discuss campaigning at city hall, and she is very uncomfortable discussing it now.

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Suzannah Winstedt -Suzannah brought up the annexation. She shared that she had excellent conversation with some of the council members and hopes the councilmembers discuss their thoughts tonight prior to voting. Council is working on the best interest for the city.

Gary Atkins – Gary had some questions for the Council, he said he had asked several council members these questions in the past and no one knew the answers. Who approved the vehicle lease? Who allowed the Police Chief cash instead of benefits? This is taxpayer dollars. Gary asked Mayor Orffer if she was a lobbyist, and if she was the one responsible for the LTC. Mayor Orffer said she was a lobbyist but did not get paid for it, it is not her job. Gary went back to the cash paid in lieu of benefits to the Police Chief, he said Mayor Orffer should just admit she gave the chief a \$32,000 per year raise. Gary asked why Mayor Orffer wanted to investigate the campaign sign issue now, why didn't she rectify it when it happened? Gary then asked how it works if a police officer gets fired 3 times for flunking a test, but then gets immediately rehired? Is this allowed, shouldn't the job be advertised? Gary then asked the Council directly, who passed the lease, computers, signs, cameras? Councilmembers Heller, Huff and Amsbury all responded with their roles in the voting process for all the items Mr. Atkins mentioned. Mr. Atkins then restated that had received no answers. Mayor Orffer said she would be happy to meet with him at a later date. She said that council had a packed agenda tonight, and she had afforded him more than the allotted 3 minutes for public comment.

Consent Agenda

1. Payroll September 2021 - Check numbers 49713-49722 and EFT's totaling \$222,331.62
2. Regular City Council Meeting Minutes 09/08/2021, and 09/22/2021
3. Accounts Payable Sept 16-30 Check Numbers 49723-49759 and EFT's totaling \$94,808.25

Approve the Consent Agenda

Motion made by Councilmember Iversen, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

Updates

4. Staff Reports - Finance & Administration, Building & Planning, Police, Light & Power, Public Works

New Business

5. BPA Mutual Assistance Agreement

Approve the BPA Mutual Assistance Agreement

Motion made by Councilmember Huff, Seconded by Councilmember Iversen.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

6. Lemay's Rate Increase, Resolution #739

Approve Lemay's Rate Increase, Resolution #739

Motion made by Councilmember Amsbury, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

7. Greater Grays Harbor Mutual Service Agreement

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Public Works Director Todd Baun explained that Greater Grays Harbor provides business and technical support, grant writing assistance and economic development ties.

Approve the Greater Grays Harbor Mutual Service Agreement

Motion made by Councilmember Iversen, Seconded by Councilmember Heller.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

8. BIAS/Springbrook 2022 Renewal

Approve the BIAS/Springbrook 2022 Renewal

Motion made by Councilmember Huff, Seconded by Councilmember Amsbury.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

9. Itron Renewal

Approve the Itron Renewal

Motion made by Councilmember Amsbury, Seconded by Councilmember Heller

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

10. Post COVID Shut Off Procedures

Mayor Orffer discussed our process/policy for utility shutoffs and late fees. Council was asked if they wanted to make any changes regarding the fees or leave our process/policy as is. All Council members agreed to leave the process/policy as is, no changes.

11. DTF Commercial Real Estate Purchase Agreement

Discussion took place regarding the purchasing of the DTF property. Public Works Director Todd Baun said the RFP that went out to cruise the land in regards to timber and wetlands is due this Friday. Councilmember Huff said he heard there was a stipulation on this property from the previous owner stating it could not be logged. Chris Coker said nothing separates logging timber from the contract. Baun asked if we could get some dates changed in the agreement: change the inspection period from November 15th to **November 30th**, and the closing date from November 30th to **December 15th**, this would allow us adequate time to do our due diligence.

Approve the DTF Commercial Real Estate Purchase Agreement with the date changes

Motion made by Councilmember Amsbury, Seconded by Councilmember Iversen.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

12. LOCAL Program Notice of Intent for DTF Property

The LOCAL Program is a possible funding opportunity for the DTF property. Submitting the intent won't lock us in to funding through the program

Approve the LOCAL Program Notice of Intent for Funding

Motion made by Councilmember Amsbury, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

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13. FOP Memorandum of Understanding

The FOP MOU corrects a clerical omission error that occurred during drafting of the final contract. This MOU rectifies the omission.

Approve the FOP Memorandum of Understanding

Motion made by Councilmember Iversen, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

14. LIHEAP HOME HEATING ENERGY VENDOR AGREEMENT OCTOBER 1, 2021 – SEPTEMBER 30, 2023

Approve the LIHEAP Home Heating Energy Vendor Agreement October 1, 2021-September 30, 2023

Motion made by Councilmember Iversen, Seconded by Councilmember Huff.

Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen

Old Business

15. Annexation Resolution #738

Discussion took place. Councilmembers shared the factors influencing their decision on the vote.

Councilmember Iversen has several conversations with residents in the community, she feels we need a Planning Commission, whatever is decided will affect the future of the city, for this reason she does not want to approve the annexation at this time.

Councilmember Miller said there are just too many unanswered questions, with all the unknowns, he cannot approve the annexation.

Councilmember Huff has also had several conversations with residents and knows there are legitimate concerns for the community. He feels that if the city approves the annexation, we will have more control on what happens, for that reason he will approve the annexation resolution.

Councilmember Heller feels it is in the best interest in the city to annex the property. Put the city in control and we can rigorously follow the critical areas and state laws, he will be approving the annexation.

Councilmember Amsbury recused herself from the vote due to her work with the GHC Boundary Review Board.

Mayor Orffer called for a Roll Call Vote.

Roll Call Vote to Approve the Annexation Resolution #738

Motion made by Councilmember Huff, Seconded by Councilmember Heller

Voting Yea: Councilmember Huff, Councilmember Heller. Voting Nay: Councilmember Miller, Councilmember Iversen. Recuse: Councilmember Amsbury

City Attorney, Chris Coker explained that because there was a tie vote, Mayor Orffer can vote to break the tie. Passage of the annexation will move the process forward. Port Blakely will file a formal petition, then it will go through the Boundary Review Board, may be accepted, rejected, or modified at that time. Again, this vote to approve the annexation just sets the wheels of the process in motion.

Mayor Orffer said that she had done a lot of research on the annexation. Mayor Orffer feels strongly that the city would be in a better position with oversight on the annexation. For that reason, she will vote to approve the annexation.

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Approve the Annexation Resolution #738**Motion made by Councilmember Huff, Seconded by Councilmember Heller****Voting Yea: Councilmember Huff, Councilmember Heller, Mayor Orffer (tie breaker). Voting Nay: Councilmember Miller, Councilmember Iversen. Recuse: Councilmember Amsbury**

16. Mayor and Council Policies Resolution #740

Approve the Council Policies Resolution #740 with an implementation date of January 1, 2022**Motion made by Councilmember Huff, Seconded by Councilmember Amsbury****Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen****Ordinances and Resolutions****Updates**

17. Councilmembers

Councilmember Amsbury announced that the city is still seeking committee members for input and planning on the proposed DTF property purchase. Please contact Josh Cooper at city hall.

Councilmember Heller said the Park Board is currently researching information related to fines for dog related offenses.

18. Mayor

Mayor announced the Budget Workshop taking place this Saturday, October 16th from 10:00am to 12:00pm at the Community Center. The workshop is open to the public, but there will be no public comment. Council will be reviewing revenues only, no expenditures at this time. There will be an agenda item requesting council feedback on future expenditures.

Covid cases are coming down. The safety and wellbeing of our community is a top priority to Mayor Orffer. If cases continue to decline, we anticipate the October 27th Regular City Council Meeting to take place in person at the Community Center.

The city is lit up in pink for the month of October which is Breast Cancer Awareness Month. Early detection is key in fighting this disease.

November 1st is the anticipated date for our new website to go live. We appreciate all the public's comments and feedback. If you are interested in viewing the website and proving comments, please contact Public Works Director Todd Baun and he will provide you with a link.

Mayor Orffer shared that we received a letter from Robert King at Grays Harbor County regarding the well site. The letter stated that the materials used as fill does not threaten the water supply. No further action is needed. Mayor Orffer is grateful for everyone who got the process started. Now the city can proceed with our plan. We are working on timing due to the delay of the letter.

Public Comment

Angela Rittinger wanted to address the Summit Site, fantastic news. She is still curious why it sat there so long. Mayor Orffer explained that once the investigation started, we couldn't remove anything from the site. Moving forward we have safe water.

Angela is very disappointed in annexation, and really has a hard time grasping the decision.

Paul Nott wanted to address why he took a city vehicle to his home. There was an accident on 108, and while on the scene, Paul's portable radio went dead. He stopped by his house on his way back to the city shop and

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grabbed another portable radio. As the fire chief a portable radio is a necessity. Paul was confronted by a citizen and questioned why he had a city vehicle at his residence. Paul said we have an open-door policy, and should there be questions, he would like people to come to the source and he would be happy to answer them.

Bob Pringle referenced the city's employee handbook. He wants a city employee disciplined/reprimanded for their comments and conduct. Mayor Orffer let Mr. Pringle know that we would look into the situation with the employee.

Executive Session

Adjourn

To Adjourn at 8:05pm. The next City Council meeting will be at 6:30pm on October 27, 2021.

**Motion made by Councilmember Amsbury, Seconded by Councilmember Iversen.
Voting Yea: Councilmember Amsbury, Councilmember Huff, Councilmember Heller, Councilmember Miller, Councilmember Iversen**



City of McCleary

Memorandum

To: Mayor Orffer

From: Todd Baun- Director of Public Works

Date: October 22, 2021- For October 27th Council Meeting

Subject: DTF Property Environmental Assessment

RECOMMENDATION

Please allow Mayor to sign a contract with Skillings to perform the work provided in the RFP, with a not to exceed budget of \$35,000.

BACKGROUND

As part of our due diligence on the DTF property tract , we solicited a Request for Proposals (RFP) seeking responses from qualified consultants to provide professional services for a critical areas and environmental assessment. The purpose of this environmental assessment is to obtain site-specific information on critical areas and environmental conditions present on the DTF Tract. This assessment is to identify the most environmentally sensitive areas in order to identify areas to be protected and preserved and identify areas which are most suitable for development in the future. The assessment will also balance the environmental conditions in conjunction with future infrastructure (i.e., roads, water, sewer, stormwater, greenways, etc.) necessary for future development. The city anticipates a draft report before November 30th, 2021, and completion of the Environmental Assessment by the end of December 2021 at which point the final assessment will be presented to elected officials and the public and determine preservation goals for the DTF Tract.

We have received 4 proposals on this project, and all are qualified to perform the work. Staff feels Skillings best meets the scope and needs of our RFP. The companies providing a response to the RFP are:

-
- Dudek
 - KPFF Consulting Engineers
 - Raedeke Associates
 - Skillings

Budget

This project will be paid from our current expense budget. We budgeted to transfer \$55,000 from current expense to street for street maintenance and repairs but will not be transferring the funds this year due to scheduling conflicts. Since the transfer will not happen, we will use a portion of the funds for this project.

RESOLUTION NO. #740

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MCCLEARY ADOPTING CITY OF MCLEARY MAYOR AND CITY
COUNCIL PROTOCOL MANUAL.**

R E C I T A L S:

WHEREAS, it is in the City's best interest to have comprehensive and consistent policies and procedures to create protocols and guide current and future mayors and city council interactions, and to define the roles of elected officials and appointed staff in the management of city related dealings; AND

WHEREAS, it is in the City's best interest to formalize its protocols and procedures relating to mayor and council interactions and the roles of elected officials and appointed staff in the management of the City in writing.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: That the City of McCleary hereby adopts the City of McCleary Mayor and City Council Protocol Manual, as set forth in Attachment A to this Resolution and incorporated by reference.

**RESOLUTION - 1
10/20/2021
CJC**

**CITY OF McCLEARY
100 South 3rd Street
McCleary, WA 98557**

SECTION II: All previously adopted policies or protocols inconsistent with the newly adopted City of McCleary Mayor and City Council Protocol Manual (Attachment A) are hereby repealed in their entirety.

SECTION III: Severability. If any section, sentence, clause or phrase of this Resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

SECTION IV: Ratification. Any act consistent with the authority and prior to the effective date of the resolution is hereby ratified and affirmed.

SECTION V: Effective Date. This resolution shall be effective at 12:01 a.m. on January 1st, 2022.

PASSED THIS 13th day of October, 2021, by the City Council of the City of McCleary, and signed in authentication thereof this _____ day of _____, 2021.

CITY OF McCLEARY:

BRENDA ORFFER, Mayor

ATTEST:

DANI SMITH, Clerk-Treasurer

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney

RESOLUTION - 2
10/20/2021
CJC

CITY OF McCLEARY
100 South 3rd Street
McCleary, WA 98557



CITY OF MCCLEARY MAYOR AND CITY COUNCIL PROTOCOL MANUAL



McCleary City Council 1949

ADOPTED-10/27/2021

Resolution

CITY OF MCCLEARY

CITY COUNCIL AND MAYOR PROTOCOL MANUAL

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Oath of Office

Newly elected officials may take the oath of office beginning on January 1, or oath the first Council meeting after the first of the year. Those who are elected to fill a position that had been filled by a person appointed may take the oath of office and assume position as soon as the election results are certified. The oath of office may be administered by the Clerk-Treasurer, or the mayor per [RCW 29A.04.133\(3\)](#).

Having been elected to the City of McCleary City Council, Position # _____:

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of City Council for the City of McCleary according to the best of my ability, so help me God.

Signature

Subscribed and sworn before me this ____ day of _____ 20__.

Clerk-Treasurer or Mayor

Foreword

In the course of serving as a public official, there are myriad issues with which you will become involved. This Protocol Manual attempts to centralize information on common issues related to local government and your role as a McCleary City Councilmember or Mayor.

The issues that are addressed in this publication are often complex and subjective. This manual is intended to be a guide and is not a substitute for the counsel, guidance, or opinion of the Mayor, City Attorney or City Staff.

The protocols included in this reference document have been formally adopted by the City Council. Provisions contained herein will be reviewed as needed to respond to changes in the law and the will of the Council.

Chapter 1- Introduction and Overview

McCleary's citizens trust their representatives to act in the best interest of the community in a way that follows the rule of law and is participatory, consensus oriented, accountable, transparent, responsive, equitable, inclusive, efficient and effective. The City Council and Mayor Protocol Manual is a resource to assist officials and staff in meeting these expectations.

Mayor-Council Form of Government

The City of McCleary is a Mayor-Council form of government. As described in the municipal code and Revised Code of Washington, certain responsibilities are vested in the City Council and the Mayor. Basically, this form of government prescribes that a City Council's role is that of a legislative policy-making body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the Mayor to administer the affairs of the city government in a businesslike and prudent manner.

Association of Washington Cities and Municipal Research & Service Center of Washington

The Code City Handbook, published by the Municipal Research & Services Center (MRSC), provides a wealth of general information on the major functions of a Councilmember's and Mayor's job as a locally elected official. Another publication that goes hand in hand with the handbook is Knowing the Territory, Basic Legal Guidelines for Washington Municipal Officials, published by MRSC. This report discusses basic powers; basic duties, liabilities, and immunities of officers; conflict of interest and appearance of fairness; prohibited uses of public funds, property, or credit; competitive bidding requirements; the Open Public Meetings Act; Public Records Act; and immunities from tort liability. These documents should be reviewed and considered an integral part of procedures utilized within the City.

Purpose of City Council and Mayor Protocol Manual

This Protocol Manual is to assist the City Council and Mayor by documenting accepted practices and clarifying expectations. Administration of City Council affairs is greatly enhanced by the agreement of the City Council, Mayor and staff to abide by these practices. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide the Council and Mayor in their actions.

Overview of Basic City Documents

This Protocol Manual provides a summary of important aspects of City and Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of the City Council. Many other laws, plans, and documents exist which bind the City Council to certain courses of action and practices. The following is a summary of some of the most notable documents that establish City Council direction.

A. McCleary Municipal Code

The municipal code contains local laws and regulations adopted by ordinances. Title 1 of the code contains general provisions including City Classification. Title 2 of the Code addresses Administration and Personnel. In addition to these administrative matters, the municipal code contains a variety of laws including, but not limited to, zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues.

B. Employee Handbook

The Employee Handbook provides guidance and information related to the City's history, mission, values, policies, procedures, and benefits in written format. It is also viewed as mean of protecting the city against discrimination or unfair treatment claims. These policies and procedures have been adopted by the City as an exercise of the Mayor's authority under statute to direct the day-to-day operations of the City and accordingly its employees. New or revised policies and procedures may be adopted from time to time to facilitate the ongoing, efficient operations of the City. In addition, exceptions may, in the sole discretion of the mayor, be granted when appropriate to facilitate those operations. The City through its Mayor specifically reserves the right to appeal, modify or amend these policies at any time, with or without notice.

C. Revised Code of Washington

The Revised Code of Washington {RCW} contains many requirements for the operation of city government and administration of meetings of city councils throughout the state. McCleary is an "optional code city," which means it operates under Title 35A of the RCW and the "general laws" of the state. As an optional code city of the State of Washington, McCleary is vested with all the powers of incorporated cities as set forth in the RCW, Constitution of the State of Washington, and McCleary Municipal Code. As a Mayor-Council Code city, McCleary is specifically governed by Chap. 35A.12 of the RCW.

D. Annual Budget

The budget is the primary tool and road map for accomplishing the goals of the City. The budget document is the result of one of the most important processes the City undertakes. By adopting the budget, the City Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations.

E. Annual Financial Report

The annual financial report includes the financial statements of the City for a calendar year. It includes the financial condition of the City as reflected in the balance sheet, the results of operations as reflected in income statements, an analysis of the uses of City

funds, and related footnotes. The annual financial report includes statements for the various groups of funds and a consolidated group of statements for the City as a whole.

F. Comprehensive Plan

A comprehensive plan addresses the City's long-range planning needs relative to land use, transportation, economic development, utility planning and other planning elements. The City's comprehensive plan is reviewed on an ongoing basis, but may only be revised once a year, except as provided by State law.

G. Six Year Capital Improvement Program

The Six-year Capital Improvement Program serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of city services.

H. Disaster Preparedness Plan

The City maintains a disaster preparedness plan that outlines actions to be taken during times of extreme emergency. The Mayor is called upon to declare the emergency, and then the Police Chief directs all disaster response activities. The City Council may be called upon during an emergency to establish policies and approve expenditures related to a specific incident.

Orientation of New Members

It is important for the members of the City Council to gain an understanding of the full range of services and programs provided by the City. As new members join the City Council, the Mayor, an experienced Council Member and City Administration will host an orientation program that provides an opportunity for members to tour municipal facilities and meet with staff. Newly Elected Mayors will also be given the opportunity to meet with experienced City Councilmembers and City Administration to learn City operations. Another training opportunity for new members is the Association of Washington Cities-sponsored newly elected official's orientation AND the annual Association of Washington Cities conference. Members are highly encouraged to attend both of these excellent training and networking opportunities. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.

The Open Government Training Act ([ESB 5964](#)) requires many public officials, all appointed public disclosure officers ([RCW 42.56.080](#)) and state agency appointed records officers ([RCW 40.14.040](#)) to receive public records training.

This act requires training on Washington's public records and open government requirements which are in state law:

- Preservation and Destruction of Public Records ([Chapter 40.14 RCW](#)), which is under the authority of the Office of the Secretary of State.

The Office of the Attorney General has the authority over the other two statutes covered in the Open Government Training Act:

- Public Records Act ([Chapter 42.56 RCW](#))
- Open Public Meetings Act ([Chapter 42.30 RCW](#) and [Chapter 42.32 RCW](#)), also under the Authority of the Office of the Attorney General.

For Public Records Act and Open Public Meetings Act Training, please visit the [Washington State Office of the Attorney General Open Government Training page](#).

Training is critical in correctly implementing and complying with the laws. As a risk management and mitigation tool, training and education can help avoid or reduce litigation and its costs.

Managing records and information supports compliance with not only public records laws and requirements, it also promotes compliance with audits. Records and information are among an agency's most important business assets and support an agency's business needs and other legal obligations.

Team Retreats

Periodically, the Mayor, members of the McCleary City Council and appropriate staff representatives, may hold a retreat to discuss and establish key team issues, goals and priorities and develop agreements to optimize performance with a particular focus on developing a strong leadership team to direct the McCleary municipal government. These meetings are to be scheduled as Special Meetings and will be open to the public.

Chapter 2- McCleary City Council and Mayor: General Power and Responsibilities

City Council Generally

Fundamentally, the powers of the City Council are to be utilized for the good of the community and its residents; to provide for the health, safety and general welfare of the citizenry. The City Council is the policy making and lawmaking body of the City. State law and local ordinances grant the powers and responsibilities of the Council.

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. When it comes to establishing policies, voting, and in other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of

action. Council Members should respect adopted Council policy. In turn, it is staff's responsibility to ensure the policy of the Council is upheld.

Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Council Members who held a minority opinion on an issue.

A. Council Non-Participation in Administration

In order to uphold the integrity of the Mayor-Council form of government, and to provide proper checks and balances, members of the City Council refrain from becoming directly involved in the administrative affairs of the City. As the Council is the policy making body and the maker of local laws, its involvement in enforcement of ordinances would only damage the credibility of the system.

Except for the purpose of inquiry, the Council and its members will deal with City staff solely through the Mayor or designee, and neither the Council nor any committee or member of a committee shall give orders to any subordinate of the Mayor. Subject to RCW 42.30.110 and the holding of executive sessions to discuss and review personnel matters, the Council is not prohibited, while in open session, from fully and freely discussing with the Mayor anything pertaining to appointments and removals of City officers and employees and City affairs.

Role of Council Members

Members of the McCleary City Council are collectively responsible for establishing policy, adopting an annual budget, and providing vision and goals to the Mayor and Departments. The following outline is a brief description of the various duties of Council Members. The description is not intended to be comprehensive, but rather it is an effort to summarize the primary responsibilities of the Council.

- A) Summary of Council Duties and Responsibilities as Provided in, but not Limited to, the Washington Administrative Code and Revised Code of Washington
- 1) Establish Policy
 - a) Adopt goals and objectives.
 - b) Establish priorities for public services.
 - c) Approve/amend the operating and capital budgets.
 - d) Adopt Resolutions.
 - e) Approve contracts in excess of the dollar threshold signing authorities the Council has delegated to the Mayor, City Administration and other City Employees.
 - f) Amend the Comprehensive Plan
 - 2) Enact Local Laws
 - a) Adopt ordinances including zoning, development regulations and comprehensive plan.
 - b) Amend the McCleary Municipal Code
 - 3) Establish Boards/Committees

- a) Confirm appointments to certain advisory bodies (currently the Planning Commission, Police Advisory Committee, and Land Use Hearing Examiner, require Council confirmation/approval; others are director Mayoral appointments.)
 - b) Provide direction to advisory bodies.
- 4) Provide Public Leadership
 - a) Relate wishes of constituents to promote representative governance.
 - b) Mediate conflicting interests while building a consensus.
 - c) Call special elections as necessary.
 - d) Communicate the City's vision and goals to constituents.
 - e) Represent the City's interest at regional, county, state, and federal levels.
- 5) Decision-Making
 - a) Study problems.
 - b) Review alternatives.
 - c) Determine best course of public policy.
- 6) Personnel Matters
 - a) Adopt personnel policies, establish positions, set wages and benefits.
 - b) Establish bargaining parameters and approve final labor contracts.
- 7) Budget
 - a) Establish goals and priorities which provide framework for budget- discuss and adopt final budget and amend as needed.
 - b) Set city tax rates, to the extent permitted by statutes.
 - c) Set utility rates and other fees as required.
- 8) Council Meetings
 - a) Adopt Council rules of procedure.
 - b) Participate in preparation of council meeting agenda as provided in council rules.
 - c) Discuss all policy matters and make decisions following the adopted rules.
- 9) Relationships with Other Entities
 - a) Decide whether City will participate in optional government organizations, provide guidance to Mayor or other city representatives.
 - b) Serve as City representative on certain intergovernmental bodies.

Role of Mayor

The Mayor-Council plan of government is outlined in RCW 35A.12. The powers and duties of the Mayor include:

- Chief Executive and Administrative Office
- General supervision over the staff administrative affairs of the city
- Hire (subject to the above process, when possible), fire, supervise and discipline all city employees (civil service rules and labor contracts must be followed, if applicable) The City Council authorizes positions through the budget process; based

upon that authorization, the Mayor makes the appointments. The Mayor appoints members to the Civil Service Commission.

- Negotiate labor contracts (sometimes Mayor is not member of negotiating team and delegates this duty)
- Prepare Council Meeting agenda, preside over meetings, report to Council on matters involving city administration, propose policy initiatives or changes
- As presider of meetings, facilitate an orderly meeting process
- Vote on measures to the extent allowed by the statutes and veto ordinances, as permitted by statutes
- Keep Council informed on city affairs
- Propose policy and implement as adopted by Council and report back regarding policy implementation and possible improvements
- Work with staff to develop preliminary budget
- Lead Council in process of establishing goals and priorities for the City of McCleary
- Implement budget adopted by Council, provide regular financial reports and present alternatives when Council has to deal with budget problems
- Sign contracts, supervise contract performance, enforce contracts
- Represent City as official spokesperson, in accordance with views or goals set by Council
- Act as official head of City for ceremonial events

City Council/Mayor Relationship

The relationship between the City Council and Mayor honors the fact that the Mayor is the chief executive of the City. All dealings with the Mayor, whether in public or private, should respect the authority of the Mayor in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the Mayor.

The Mayor respects and is sensitive to the policy responsibilities of the City Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council.

A. Annual Goal Setting

The Mayor and City Council may meet on an annual basis to ensure that both the City Council and Mayor are in agreement about performance and goals based upon mutual trust and common objectives. Department Heads may participate as needed.

Absence of Mayor and Council Members

In the absence of the Mayor, the Mayor Pro-tem shall perform the duties of the Mayor. When both the Mayor and Mayor Pro-tem are absent, the Council may choose from among its members

a person to serve as acting mayor, who shall, for the term of such absence, have the powers of the Mayor.

If the Mayor or other Council Members are absent from the City requiring them to miss a Council Meeting or Committee assignment, they shall notify the Mayor and City Clerk of such absence.

Election of Mayor Pro Tempore

Procedures for electing the Mayor Pro Tempore are as follows:

A. Biennial Appointment of Mayor Pro Tempore

Biennially at the first meeting of a new council, or periodically, Council members, by majority vote, may designate one of their members as mayor pro tempore or Mayor Pro Tempore for such period as the council may specify, to serve in the absence or temporary disability of the mayor.

B. Resignation of Mayor Pro Tempore

If the Mayor Pro Tempore resigns, the City Council will appoint a new Mayor Pro Tempore, using the procedure outlined above. Such newly appointed Mayor Pro Tempore shall serve the remainder of the term.

Advisory Bodies and Council Participation on Outside Boards

A. Creation of Boards and Commissions

The City Council is specifically empowered to create or dissolve all advisory boards and commissions pursuant to the provisions of Title 35A RCW, or such advisory boards or commissions not specifically enumerated, as the Council deems necessary or advisable. In the exercise of this power, the City Council may act to establish a consistent policy in its decision-making role to fairly and equitably evaluate those citizens of the community who demonstrate desire to serve on such boards or commissions. Such policy may be established in the McCleary Municipal Code or as a supplement to this Council Protocol Manual.

B. Councilmembers on Outside Boards

The City Council is often requested to appoint Councilmembers to serve on outside boards, councils, commissions, or committees. This type of representation serves to facilitate communication and provide interaction with other governmental bodies. The City Council appoints members to some of these groups on an as-needed or as-requested basis.

Membership appointment to these groups shall be made by consensus of the Council. If more than one Councilmember desires to serve as a member of a particular outside group, the member for that group will be appointed by a majority vote of the Council. Council may appoint an

alternate to attend outside boards, councils, commissions, or committees, if the main delegate to such group is unable to attend a meeting of the group.

Councilmembers participating in policy discussions at regional meetings will represent the consensus of the Council, except where regional appointment requires regional opinion. Personal positions, when given, will be identified and not represented as the position of the City. Assignment and direction of staff in relation to regional meetings are at the discretion of the Mayor. Councilmembers, the Mayor or staff members representing the City on these outside Committees shall provide verbal or written reports on committee meetings attended.

C. Councilmembers' Role and Relationship with City Advisory Bodies

Council members shall not be appointed to City advisory bodies concurrent with their term of office as Councilmember.

Unless specifically authorized by majority vote of the full Council, no Councilmember shall state or testify to the policy or position of the Council before any advisory board or commission of the City.

Councilmembers shall police their own conduct before the City's advisory boards and commissions in order to assure public confidence in the decision-making process and avoid the appearance of bias, prejudice, or improper influence. Toward this purpose, the following minimum standards should be observed:

Council members shall not testify in quasi-judicial matters pending before any advisory board or commission that will receive, or could potentially receive, future appeal or review before the City Council.

Councilmembers shall refrain from providing testimony in legislative or administrative matters pending before any advisory board that will receive, or could potentially receive, future review or other action before the Council, unless the Councilmember declares on the record that the Councilmember is present in his or her private capacity as an interested citizen and not speaking on behalf of the Council.

Dual Office Holding

State law prohibits Councilmembers from holding more than one office at a time, if those offices are considered to be "incompatible." Questions concerning dual office holding or compatibility of offices shall be addressed to the City Attorney on case-by-case basis.

Chapter 3- Support Provided to City Council

Staff/Clerical Support

Staff and administrative support to members of the City Council is provided by city staff as directed by the Mayor. Clerical support services, including scheduling of appointments, receipt

of telephone messages, and word processing, are available as needed. Sensitivity to the workload of support staff members in the City is appreciated. Please note that individuals may have work assignments with high priority. Should requested tasks require significant time commitments, Council Members will consult with the Mayor prior to making assignments.

Office Equipment

To enhance Councilmembers' service to the community and their ability to communicate with staff and the public, the City provides meeting facilities and office equipment for City business.

The Clerk-Treasurer will provide a laptop or tablet, at the request of Councilmembers, for official City use. The Clerk-Treasurer or vendor will ensure that all appropriate software is installed and will also provide an orientation in the use of computers and related software. Personal media and programs cannot be stored on City computers. Councilmembers shall agree to follow the City of McCleary Acceptable Use of Information Technology when utilizing City owned computers and electronic devices.

City Buildings

Use of the City Buildings may be scheduled with the City Clerk-Treasurer.

Mail and Deliveries

Members of the City Council receive a large volume of mail and other materials that are delivered primarily through the use of a mailbox located at the inside City Hall. The mailbox is maintained for all Councilmembers by the City staff. Councilmembers are encouraged to check the mailboxes often. In addition, City staff will email or personally deliver materials that are time-sensitive to a Councilmember's home or office, if appropriate.

Email Use

It is important to note that all letters, memoranda, and interactive computer communication (e-mail) involving City Council Members and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, with few exceptions stated by the Public Disclosure Act (RCW 42.17), are public records. E-mails must be retained in accordance to the Washington State Local Government Common Records Retention Schedule (CORE).

Chapter 4- Financial Matters

Council Compensation

The municipal code provides for payment of a modest honorarium to members of the City Council. A seated City Council may not increase or decrease its own compensation. Councils may only pass an Ordinance to adjust the compensation of an incoming City Council (MMC

2.04.340 and Constitutional Article 2, Section 25 and Article 30, Section 1). However, the Council may establish a Salary Commission as provided in RCW 35.21.015, which may adjust salaries mid-term.

Mayor Compensation

The salary of the Mayor is set by the City Council. The Mayor of the City of McCleary is a part-time position. The salary of Mayor may be raised during their term of office, as long as their vote was not required to pass the applicable ordinance. The state constitution contains an exception allowing salary increases during an official's term in office if that official does not fix his or her own compensation. The exception cannot be triggered by an official abstaining from the vote for a salary increase because it is a councilmember's authority to fix compensation that is determinative. This exception would allow the salary of a mayor in a mayor-council city to be increased during his or her term of office, provided that the vote of the mayor is not necessary for the passage of the applicable ordinance. (Attorney General's Opinion, AGO 1968 No. 36).

Expenses

The City budget may include appropriations for expenses necessary for members to undertake official City business. Funding provided may include membership in professional organizations, attendance at conferences or educational seminars, purchase of publications and office supplies. Councilmembers are responsible for training and travel expenses within their budget allocation and must follow the City Employee Handbook policy for travel and reimbursement. Council travel is subject to review by the Mayor.

Chapter 5- Communications

Overview

Perhaps the most fundamental role of a Councilmember and Mayor is communication:

- Communication with the public to assess community opinions and needs, and to share the vision and goals of the City with constituents;
- Communication with staff regarding policy direction and to gain an understanding of the implications of various policy alternatives.

Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when Members are expressing personal views and not those of the Council, the public should be so advised.

Correspondence from Councilmembers

Members of the City Council will often be called upon to write correspondence to citizens, businesses, or other public agencies. Typically, the Mayor will be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. The City Clerk is available to support the Council and Councilmembers in preparing written correspondence. In the event a Councilmember self-prepares correspondence related in any way to City business, a copy of the document shall be provided to the City Clerk and Mayor for Public Records purposes and for distribution to other Councilmembers.

On occasion, Councilmembers may wish to correspond on an issue on which the Council has yet to take a position, or about an issue for which the Council has no position. In these circumstances, Members should clearly indicate that they are not speaking for the City Council as a whole, but for themselves as one Member of Council. A copy of any correspondence produced should be provided to the City Clerk for Public Records purposes and for distribution to other Councilmembers.

Correspondence from the Mayor

The Mayor will often be called upon to write correspondence to transmit the City's position on policy matters to outside agencies on behalf of the City Council. The Mayor shall forward correspondence made on behalf of the City to Councilmembers for informational purposes.

Local Ballot Measures

State statutes prohibit the City and any elected official from using its personnel, equipment, materials, buildings, or other resources to support or oppose a candidate for office or a ballot measure. What the City can do is distribute neutral and factual information for the purpose of informing the public of the facts of an issue.

The City Council may also vote as a body to issue an official Resolution supporting or opposing a ballot measure, as long as the number and title of the ballot measure is listed on the meeting agenda and any citizens who are supporters or opponents are given an equal chance for public comment.

Proclamations

Proclamations may be issued as a ceremonial commemoration of an event or issue (e.g., National Night Out). Proclamations are not statements of policy; they are a manner in which the City can make special recognition of an individual, event, or issue.

State Public Records Act

To ensure that business communications submitted to and by elected and appointed officials comply with the State Public Records Act, Chap. 42.56 RCW, and the State Open Public Meetings Act, Chap. 42.30 RCW, the following is set forth:

A. Records - Generally

Any documents, including letters, email, social media postings, and text messages, which are received, sent, or created by City Councilmembers, the subject of which relates to the conduct of government or the performance of any governmental function, are public records.

The Mayor and Councilmembers must ensure that all public records are kept in City custody to enable the City to satisfy public records requirements. The Mayor and Councilmembers should minimize use of personal electronic devices and email accounts to create, send, receive, or modify any document that meets the definition of a public record. Any communications or records created, sent, or received by the Councilmember on a personal device or account are to be immediately transferred to City custody for retention and disclosure. Council members may accomplish this by forwarding records and communications to their City-issued email accounts, with a subject line that will allow the record to be found in the event of a search.

B. Written Communications

Written letters and memoranda received by the City, addressed to a Councilmember or the Council as a body, will be provided to all City Councilmembers, and a copy kept according to the City's Records Retention Schedule.

Chapter 6- Conflicts of Interest and Liability of Elected Officials

Conflicts of Interest

The Washington State Code of Ethics for Municipal Officers, Chap. 42.23 RCW, is intended to ensure that the judgment of public officers is not compromised or affected by inappropriate conflicts of interest, and that confidential matters are appropriately safeguarded. The Code of Ethics has provisions that prohibit:

- Using one's official position to obtain a special privileges or exemptions.
- Receiving compensation or gifts for the officer's services.
- Accepting employment or engaging in activities that could require or induce an officer to disclose confidential information.
- Disclosing confidential information or using such information for the officer's personal benefit.
- Being beneficially interested in a contract with the City.

The consequences of violating the Ethics Code may include: (1) a determination that an action taken by the Council is void, (2) financial penalties; (3) consequences assessed by the Council including censure; and (4) forfeiture of office through recall.

The application of the Ethics Code must be addressed on a case-by-case basis. The Ethics Code is not generally intended to preclude Council members from voting on legislation with City-wide impact, such as land use, police power, and taxation ordinances. In addition, a Council member might be found only to have a "remote interest" in a contract, such that the Council may still approve a contract if the interested Council member abstains from the vote.

The Mayor and Councilmembers are encouraged to consider whether public perception and trust would be best served by disclosure of individual interests or relationships that are relevant to a policy matter under consideration. To understand the effect of the Ethics Code and its applicability to any particular situation, Council members and the Mayor should contact the City Attorney as questions arise.

Liability and Indemnification

Chapter 2.80 of the McCleary Municipal Code addresses indemnification of employees and officers, including Councilmembers. It is important to note that violations of certain laws and regulations by an individual Member of the City Council or the Mayor may result in the Member/Mayor being personally liable for damages which would not be covered by the City's insurance. Elected and appointed officials should participate in risk management training to reduce liability due to actions taken.

Chapter 7- Interaction with City Staff

Overview

City Council policy is implemented through dedicated and professional staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully. To support effective relationships, it is important that roles are clearly recognized.

Mayor-Council Plan of Government

McCleary has a Mayor-Council plan of government. Basically, with this structure, the City Council's role is to establish city policies and priorities. The Mayor implements those policies and undertakes the administration of the organization. The roles of the Mayor and Council are described in Chapter 2 of this manual.

City Council Non-interference

The City Council is to work through the Mayor when dealing with administrative services of the City. In no manner, either directly or indirectly, shall a Council Member become involved in, or attempt to influence, personnel matters that are under the direction of the Mayor.

Subject to RCW 42.30.110 and the holding of executive sessions to discuss and review personnel matters, the Council is not prohibited, while in open session, from fully and freely discussing with the Mayor anything pertaining to appointments and removals of City officers and employees and City affairs.

City Council/City Attorney Relationship

Pursuant to recommendation of the Mayor, the City Council shall make provision for obtaining legal counsel for the City, either by appointment of a City Attorney on a full-time or part-time basis, or by any reasonable contractual arrangement for such professional services. The City Attorney is a contract employee appointed by the Mayor; such contract is confirmed by the City Council. The City Attorney is the legal advisor for the Council, its committees, commissions and boards, the Mayor, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

- 1) Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- 2) Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings;
- 3) Prepare or approve as to form ordinances, Resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and
- 4) Keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the city.

It is important to note that the City Attorney does not represent individual members of Council, but rather the City Council as a whole.

Roles and Information Flow

A. Council Roles

The full City Council retains the authority to accept, reject, or amend the staff recommendation on policy matters.

Members of the City Council must avoid intrusion into those areas that are the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the

prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Council Members, and to allow staff to execute priorities given by management and the Council as a whole without fear of reprisal. If a Council Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

B. Access to Information

The Mayor is the information liaison between Council and City staff. Requests for information from Council Members are to be handled based on the 3-tiered system described above and will be responded to promptly. When appropriate, the information requested will be copied to all members of Council so that each member may be equally informed. The sharing of information with City Council is one of the Mayor's highest priorities. The Mayor shall strive to ensure that all Council Member inquiries are answered.

There are limited restrictions when information cannot be provided. The City is legally bound not to release certain confidential personnel information. Likewise, certain aspects of police department affairs (i.e., access to restrict or confidential information related to crimes) may not be available to members of the City Council.

C. Staff Roles

The Council recognizes the primary functions of staff as executing Council policy and actions taken by the Council and in keeping the Council informed. Staff is obligated to take guidance and direction only from the Mayor or Department Director. This direction follows the policy guidance of the City Council as a whole. Staff is directed to reject any attempts of individual Council Members to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Council Members; provided that, in the judgment of the Mayor, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council.

Dissemination of Information

In addition to periodic reports provided by the Department Directors to the City Council concerning key aspects of their department, all Council Members receive copies of correspondence received by the Mayor that will assist in them in their policy-making role. The content and frequency of the reporting will be decided by the Mayor and Council during their annual goal-setting meetings.

A variety of methods are used to share information with Council. Workshops and study sessions are held to provide detailed presentations of matters. Mayor/Council/staff retreats serve to focus

on topics and enhance information exchange. The Mayor's open- door policy allows individual Council Members to meet with the Manager on an impromptu or one-on-one basis.

Magnitude of Information Request

Any information, service-related needs, or policy positions perceived as necessary by individual Council Members that cannot be fulfilled based upon the above guidelines should be considered as an item for the agenda of a City Council meeting. If so directed by action of the Council, staff will proceed to complete the work within a Council- established timeline.

Staff Relationship to Advisory Bodies

Staff support and assistance may be provided to advisory boards, commissions, and task forces. Advisory bodies, however, do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their department head, City Administration and, ultimately, the Mayor. The members of the commissions, boards, or committees are responsible for the functions of the advisory body. The chairperson is responsible for committee compliance with the municipal code and/or committee bylaws. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

Staff support includes: (1) preparation of a summary agenda; (2) preparation of reports providing a brief background of the issues, a list of alternatives, recommendations, and appropriate backup materials, if necessary; and (3) preparation of minutes of advisory body meetings. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.

Advisory bodies wishing to communicate recommendations to the City Council shall do so through adopted Council agenda procedures as outlined in this manual. In addition, when an advisory body wishes to correspond with an outside agency, correspondence shall be reviewed and approved by the City Council.

Restrictions on Political Involvement by Staff

McCleary is a nonpartisan local government. Professional staff formulates recommendations in compliance with Council policy for the good of the community, not influenced by political factors. For this reason, it is very important to understand the restrictions of political involvement of staff.

By working for the City, staff members do not surrender rights to be involved in political activities. Employees may privately express their personal opinions. They may register to vote, sign nominating or recall petitions, and they may vote in any election.

Attendance via Telephone

An elected official of the City, whether a Council Member or the Mayor, may participate telephonically in all or part of a Council Meeting subject to the following conditions:

- 1) All elected officials participating in the meeting are able to hear each other at the same time, such as by the use of speaker phone or other electronic means allowing such verbal communication;
- 2) The elected official or officials participating electronically shall have reviewed all of the applicable material; and
- 3) To the extent any vote is made by an elected official so participating, he or she has participated in the relevant portion of the Council Meeting related to the topic upon which the elected official is voting.

Any technical prohibitions or difficulties that unreasonably interfere with or prevent all elected officials present at the Council Meeting from adequately communicating with one another will negate any right or authority of the elected official participating electronically to vote on a matter.

Chapter 8- City Council Meetings

The City Council's collective policy and law-making powers are put into action at the council meetings. It is here that the Council conducts its business. The opportunity for citizens to be heard, the availability of local officials to the citizenry, and the openness of council meetings all lend themselves to the essential democratic nature of local government.

Meeting Schedule

A. The council shall hold regular meetings on the second and fourth Wednesday of each month, such meetings to convene at six-thirty p.m.; provided, that the council shall have the authority to cancel, continue, or recess such meetings as it deems appropriate. These meetings shall be subject to the following conditions:

1. As to the council, the same shall be regular sessions and final action on any particular item may be taken.
2. As to the committees of the city council, to the extent that such committee meetings are required by the Open Meetings Law of the state to be held at such regularly scheduled meetings, then the committees shall so meet; provided that nothing established in this chapter shall prevent or hinder a committee of the city council from meeting at another time to the extent that such meeting is not subject to the provisions of the Open Meetings Law of the state in relation to scheduling and notice. A committee shall have the right at meetings held pursuant to the schedule established by this section, to take any and all action which may be authorized under the Open Meetings Law of the state, as it may from time to time exist.

B. Nothing within this section shall in any way restrict the right of the city council or a committee thereof to call and/or hold special meetings in the manner allowed by the laws of the

state as those laws may from time to time exist or from taking such action or carrying forth such discussions or receiving such information as may be allowed by the laws of the state.

Public Notice of Meetings and Hearings

Pursuant to RCW 35.22.288, cities are charged with establishing a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming council meeting. The procedure followed by the City of McCleary is as follows:

A. Notices

Except where a specific means of notifying the public of a public hearing is otherwise provided by law or ordinance, notice of upcoming public hearings before the City Council or the City's Boards and Commissions shall be given by one publication of a notice containing the time, place, date, subject, and body before whom the hearing is to be held, to include posting online, and in the City's official newspaper at least thirteen (13) days before the date set for the hearing.

B. Preliminary Agenda of Council Meeting

The City shall meet established legal requirements for notifying the public of meetings, special meetings, and public hearings. The public shall be notified of the agenda for forthcoming regular and special City Council meetings by posting in advance of the meeting, to include posting online and at:

McCleary City Hall
100 S. 3rd Street
McCleary, WA 98557

Special Meetings

Special meetings may be called by either the Mayor or by a majority of Councilmembers. Notice of a special meeting will be made by the City Clerk. The special meeting notice must specify the date, time, and place of the special meeting, and the business to be transacted. Written notice must be delivered personally, by mail, fax, or e-mail at least 24 hours before the meeting to: each member of the governing body, unless the member submits a written waiver of notice in advance with the clerk, or the member is actually present at the meeting; and each member of the news media who has on file with the governing body a written request for notice of special meetings. The notice must be posted on the City's website 24 hours in advance of the meeting. The notice must be prominently displayed at the main entrance of City Hall and the meeting site if the meeting isn't held at City Hall.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the

likelihood of such injury or damage, when time requirements of such notice would make notice impractical, and increase the likelihood of such injury or damage.

Work Sessions

Work sessions are the forum used by Council to review forthcoming programs of the City, to receive progress reports on current issues, to conduct Council open discussion, and to receive information and presentation from the Mayor and others. Study Sessions allow Councilmembers to do concentrated preliminary work on time consuming, complex matters (i.e. budget, complex legislation or reports, etc.). One of the goals of Work Sessions is to allow a less formal atmosphere within which Councilmembers may ask questions of staff and each other, as opposed to taking time on the action agenda, thus shortening the time spent at Regular meetings. Public comment at work sessions is limited to and the specific items on the agenda. No final action is taken while in a work session. Work sessions will be scheduled as special meetings and minutes will be taken.

Commencing at six thirty p.m. on the evening upon which a regular council meeting will occur, a work session shall be subject to being called into session by such elected officials as may be present. It shall not be a bar to such session occurring that less than a quorum of the council is present, either at the time of commencement of the session or at any time thereafter. The session shall be subject to the following provisions:

- A. In the absence of the mayor or mayor pro tem, it may be called to order by any member of the council. No roll shall be required to be taken.
- B. All portions of the session shall be open to the public. The public shall participate in the discussion in such manner and to such degree as the presiding official deems appropriate, taking into consideration the topics to be discussed, the time available, and the availability of time specifically set aside for such role in the council's session which will intermediately follow the work session.
- C. The council and mayor may discuss such topics as they deem appropriate, including items upon the agenda for the council meeting, receive staff reports upon such matters as may be deemed appropriate, and receive, whether in an oral or written form, such other information as may be relevant.
- D. No action, as that term is utilized in RCW 42.30, shall be taken during a work session, whether in the form of the taking of a vote or the development of a formal consensus on an issue.
- E. Any document received and discussed by the mayor and council during a work session shall be deemed a public record and shall be open for review by the public at such time as is reasonably convenient, without unduly interfering with the completion of the work session.
- F. Department heads will be encouraged to be present so as to be able to respond to questions from the elected officials on pending matters.

Council Attendance Policy

RCW 35A.12.060 (Mayor-Council Plan of Government) directs us to - Vacancy for Nonattendance. A council position shall become vacant if the Council Member fails to attend three consecutive regular meetings of the council without being excused by the council.

Councilmembers may excuse any absent members by majority vote of those present. Councilmembers are encouraged to call the Mayor or City Clerk's Office prior to 4:30 p.m. on the day of the meeting to provide an explanation regarding an anticipated absence.

Placing Items on the Agenda

A. Agenda Planning

All matters to be presented to the City Council at its regular meetings are reviewed by the Mayor.

B. City Council

A Council Member may request an item be considered on a future agenda either by making an oral request at a City Council meeting or submitting the request in writing to the Mayor at least five working days prior to the meeting for which the item is requested to be placed on the agenda.

The City Council will review the projected agenda document at all regular meetings and agree to change the projected agenda if a majority chooses to do so.

C. Advisory Bodies and Civic Organizations

Advisory bodies of the City Council and other civic agencies (i.e., Chamber of Commerce) may submit items for Council by submitting a request in writing to the Mayor at least 10 working days prior to the meeting for which the item is requested to be placed on the agenda.

D. Members of the Public

A member of the public may request an item be placed on a future agenda while addressing the City Council during a regular meeting and/or by submitting the request in writing to the City Council, through the Mayor. In order to allow sufficient time for the Mayor to review, and staff to research the matter, the request should be submitted at least 10 working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been placed on the agenda, the City Clerk will notify the requester so that he or she may plan to attend the meeting.

E. Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disasters, and other severe emergencies. The reason(s) for adding an emergency item to the agenda shall be announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

Development of the Agenda

Staff is required to submit a staff report for each topic of discussion on the City Council agenda. The deadline for submitting these forms is generally 5:00 p.m., the Wednesday prior to the date of the meeting for which the item is scheduled (unless a meeting date is adjusted due to a holiday). The report must include background information, fiscal impact, supporting documentation and a staff recommendation (including suggested motion).

Given the rigorous time frame for agenda development, it is extremely difficult for staff to compile or prepare information requested less than ten days in advance of the next agenda bill deadline.

The Council will generally receive follow-up information at the second Council meeting following the date it is requested. This would allow staff sufficient time to prepare reports that require additional investigative research and/or additional time due to complexity of subject matter.

Agendas will be posted to the website and emailed to the Mayor and Council Members by 5:00 p.m. on the Friday prior to the regular meeting. Special Meetings require at least 24 hour notice. Council Members require time to review the agenda and supporting documentation.

Audio Recordings of Meetings

The City Clerk, or designee, shall make and keep audio recordings of all meetings of the McCleary City Council, except those meetings or portions of meetings conducted in Executive Session. Recordings and related records of all City Council meetings, except as referenced above, shall be retained by the City.

Audio recordings are designated as the primary record of “Audio/Visual Recording of Official Proceedings” for Council and board/commission proceedings, and are kept for six years and then transferred to the WA State Archives for permanent retention, in accordance with Disposition Authority No. (DAN) GS50-05A-13 Rev. 2.

Agenda packets are retained under the same DAN for permanent retention.

Order of Business

The City Council, by adoption of this manual, establishes the general order of meetings. This section summarizes each meeting component. The Council may, at any time by simple majority of those present, vote to consider items in a different order.

A. Call to Order, Pledge of Allegiance

The Mayor, or in the Mayor's absence the Mayor Pro-Tempore, presides over all meetings of the City council, and after determining that a quorum is present, calls the meeting to order. Motions may be made to excuse absent Councilmembers. In the absence of the Mayor and Mayor Pro-Tempore, the City Clerk shall call the Council to order, whereupon a temporary Mayor Pro-Tempore shall be elected by the Members of the Council present. Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

B. Roll Call

The City Clerk, or designee, takes roll and announces the presence or absence of individual Council Members.

C. Agenda Modifications

Any Councilmember may use this time to pull an item from the consent agenda for full consideration and discussion by the Council. There may be a consensus or simple majority vote to consider items in a different order or remove agenda items. To avoid surprise and allow for staff preparation if necessary, Councilmembers are highly encouraged to notify the Mayor of any anticipated agenda modifications in advance of the meeting.

D. Special Presentations

The City Council may receive awards or special recognition's from various agencies, committees, or individuals during this segment of the meeting.

Council may also take the opportunity to acknowledge outstanding achievements or present awards to employees, groups, or other individuals

E. Public Comment

During this portion of the meeting, the Mayor will invite citizens to talk with the Council about topics that are not scheduled for public testimony on the evening's agenda. All speakers are asked to sign the "Sign-In" sheet provided, and to state their full name and whether they are a City resident on the record. Speakers shall limit their presentations to three minutes. No speaker may convey or donate his or her time for speaking to another speaker. If an unusual number people wish to speak during general public comment, Council may, by consensus or majority vote:

- Limit the total amount of time dedicated to a single issue of public concern; and/or
- Reduce the time allotted to every speaker

- Continue the time for public comment on that issue to a future Council meeting; and/or
- Encourage citizen groups to appoint a single spokesperson to speak for their group.

Written comments may be submitted into the record of a Council meeting by presenting the written document to the Clerk of the Meeting. A copy of the document will be provided to each Council Member; the document will not be read aloud.

F. Consent Agenda

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature are placed on the consent agenda. The individual items on the consent agenda shall be approved, adopted, or enacted by one motion of the Council. Examples of such items include:

- Approval of all Council minutes;
- Acceptance of advisory board and commission minutes;
- Treasurer's Report
-
- Approval of Vouchers;
- Approval of payroll – preliminary and final;
- Setting dates for public hearings/meetings.
- Acknowledging receipt of claims for Damages against the City.
- Final acceptance of public works projects as complete.

No discussion shall take place regarding any item on the consent agenda beyond asking questions for simple clarification. Prior to approving the items on the consent agenda, Council Members may request to withdraw (or pull) any item and take action separately on that item. Council will consider each withdrawn item during the course of the meeting after the amended consent agenda has been approved.

Unless a member of the Council requests a reading of the minutes of a Council meeting, such minutes may be approved without reading, if the Clerk has previously furnished each member with a copy thereof.

G. Updates/ Staff Reports

Written staff reports are to be submitted for the agenda by all Management staff at least once monthly to provide departmental information, project updates, requests and information on meetings attended on behalf of the City. Oral staff reports from the City Attorney are acceptable in place of written reports.

H. New Business

Items presented for initial discussion and consideration, with no final action to be taken. To enable full Council discussion, policy changes and new policy documents should be presented as new business for discussion prior to requesting adoption by the Council.

I. Old Business

Items presented for final action, including but not limited to Resolutions, Ordinances, contracts, agreements and purchases.

Prior Administrative Review

All Ordinances and Resolutions shall, before presentation to the Council for final action, have been approved as to form and legality by the City Attorney or the City Attorney's authorized representative, and shall have been first referred for review to the head of the department under whose jurisdiction the administration of the subject matter of the Ordinance or Resolution would devolve.

Ordinance and Resolution Preparation

The City Attorney shall review all Ordinances and Resolutions. The City Attorney shall prepare no Ordinance or Resolution unless ordered by a majority vote of the Council or requested by the Mayor.

Ordinance Passage

No Ordinance shall contain more than one subject that shall be fully and clearly expressed in its title. Ordinances shall be presented to each Councilmember and the Mayor in written form prior to any vote thereon; provided, however, that amendments may be made by motion at such meeting. Ordinances must pass by at least three votes.

J. Public Hearings:

The Mayor will open the Public Hearings and Council shall proceed in the following order: Staff brief/presentation (if applicable); public comment; motion to approve and second; Council discussion; vote.

Individuals desiring to speak during public hearings are to address the Council after giving their name and address. Comments are limited to the specific matter for which the public hearing is held and are limited to three (3) minutes. No speaker may convey his or her time for speaking to another speaker. Written comments may be submitted to the City Clerk before the public hearing is closed.

In the event of single subject group comment, at the discretion of the presiding officer, single time allocation for a spokesperson greater than three (3) minutes can be allowed. Groups

shall submit to the presiding officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

After a public hearing is closed, no member of the public shall be permitted to address the Council or the staff. In fairness to members of the public, the City Council shall be considered to be in deliberations from that point forward. Continuance of the item shall place it on the "action" portion of any forthcoming agenda; PROVIDED that additional public testimony either that evening or at a future meeting would be precluded until public hearing notification procedures required by applicable legal authority are satisfied.

K. Ordinance and Resolution

L. Mayor/Council Updates:

Members of the Council and the Mayor may take this opportunity to make comments, extend compliments, express concerns, or make announcements concerning any topic they wish to share with staff or the public. Council Members will share current activities on regional, state, and federal committees, boards, or commissions on which they serve and provide departmental reports as necessary.

This is also the opportunity to bring initiatives forward by the Council that do not rise to the level of formal goals but are important for the Council to address. Consensus must be reached among members of the Council that a new initiative should be moved forward for review by staff to further define the possible nature of the initiative, associated costs, and time requirements. Based upon Council consensus, the staff will conduct a review process and schedule a presentation of the outcome of this process at a subsequent Council meeting for further discussion and possible actions.

M. Public Comment

This is the second time for Citizens to provide public comment. All speakers are asked to sign the "Sign-In" sheet provided, and to state their full name and whether they are a City resident on the record. Speakers shall limit their comments to three minutes. No speaker may convey or donate his or her time for speaking to another speaker. If an unusual number of people wish to speak during general public comment, Council may, by consensus or majority vote:

- Limit the total amount of time dedicated to a single issue of public concern; and/or
- Reduce the time allotted to every speaker
- Continue the time for public comment on that issue to a future Council meeting; and/or
- Encourage citizen groups to appoint a single spokesperson to speak for their group.

N. Executive Session

At the call of the Mayor, or with a majority vote, the City Council may recess to Executive Session to privately discuss and consider matters of confidential concern to the well-being of the City. The purposes for which an Executive Session may be held are identified in RCW 42.30.110:

- Discussion with legal counsel of pending or potential litigation and agency enforcement actions
- The price at which real estate may be purchased or offered for sale or lease, when public awareness of such discussion may result in a detrimental change in price
- Matters affecting National Security
- Performance review of publicly bid contracts
- Complaints or charges brought against a public officer or employee
- Qualification/performance review of job applicants and employees
- Evaluate qualifications of candidates for appointment to an elective office

The Council may also meet in private to plan or adopt a strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in ongoing negotiations. State law specifically provides that the Open Public Meetings Act does not apply in the above-noted situations.

Before convening in Executive Session, the presiding officer shall publicly announce the purpose for the Executive Session, the anticipated time when the Executive Session will be concluded, and whether the Council anticipates taking action following the executive session. An Executive Session may be extended to a stated later time by announcement of the presiding officer.

O. Adjournment

A Council Member may propose to close the meeting entirely by moving to adjourn. The meeting will close upon the majority vote of the Council. A motion to adjourn will always be in order and decided without debate.

Addressing the Council - Generally

- Written Communications.

All persons may address the Council by written communication, including e-mail. Such written communication pertaining to items subject to public hearing procedures will be made a part of the public record but will not be read aloud.

Written comments may be submitted to the Council at any time by mailing or otherwise delivering to the City Clerk, 100 S. 3rd Street, McCleary, WA 98557. The Clerk will distribute a copy of the correspondence to each Council Member.

- Oral Communications

All persons may address the Council verbally, either:

- During the Public Comment portions of the Agenda
- During public comment portion of public hearings;

P. Addressing the Council - Manner & Limits

Each person addressing the Council will give his or her name and address in an audible tone of voice for the record, and shall limit the address to three (3) minutes. The Mayor may ask the City Staff to follow-up with members of the public concerning questions raised during the comment period.

Q. Addressing the Council -- Decorum

The Mayor shall preserve decorum and decide all questions of order, subject to appeal to the full Council. During Council meetings, Council members shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the legitimate orders of the chair or the rules of protocol. Any person making personal, impertinent, or slanderous remarks who creates an unreasonable disruption while addressing the Council shall be directed to cease by the Mayor. If the unreasonably disruptive conduct continues, the person shall be removed from the meeting.

General Meeting Procedures

A. Signing of City Documents

The Mayor, unless unavailable, shall sign all ordinances, Resolutions, interlocal agreements, contracts and other documents which have been adopted by the City Council and require an official signature; except when the City staff has been authorized by Council action to sign documents. In the event the Mayor is unavailable, the Mayor Pro-Tempore may sign such documents.

B. Quorum

Three (3) Members of the Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the Mayor shall, at the request of any two members present, compel the attendance of absent members.

C. Minutes

The City Clerk or designee shall take minutes at all meetings of the City Council. The minutes shall be made available for public inspection.

D. Votes Required for Passage

The passage of any Ordinance, grant or revocation of a franchise or license, and any Resolution for the payment of money, requires an affirmative vote of at least a majority of the whole Membership of the Council.

Public emergency ordinances, necessary for the protection of public health, public safety, public property, or public peace, may take effect immediately upon final passage (instead of after specified delay), if passed by a majority plus one of the whole Membership of the Council.

Passage of an Ordinance for an emergency expenditure requires a vote of more than a majority of all members of the Council.

Unless otherwise provided by the rules of parliamentary procedure, all other matters require a majority vote of Members in attendance.

Open Public Meetings Act

All meetings of the Council shall be open to the public, except in the special instances as provided in RCW 42.30.140, as now existing or hereafter amended. A meeting takes place when a quorum (a majority of the total number of Council members currently seated on the Council) is present and information concerning City business is received, discussed, and/or acted upon as defined in Washington's Open Public Meetings Act. Whether the meeting is referred to as regular or special, workshop or study session, the notice, agenda and minute-taking requirements must be met.

No action can be taken by the Council except in a public meeting. At a Special Meeting, action can be taken only on those items appearing on the posted agenda, except for emergency items as defined herein. At a Regular Meeting of the City Council, the Council is free to take action on non-agenda items, subject to applicable notice requirements in state statutes or local ordinances for the subject matter being considered.

Serial communications

Councilmembers should use care when communicating amongst each other via email or text message concerning any substantive issues of City business. E-mail or text communications shared among four or more Councilmembers, whether concurrently or serially, may constitute a "meeting" in violation of the Open Public Meetings Act. If the e-mail or text includes or lead to deliberations, discussions, considerations, reviews, evaluations, or taking a collective positive or negative decision, such communications must be held at an open meeting rather than via electronic communication.

Chapter 9- Parliamentary Procedure

Meetings shall be conducted in accordance the most recent version of the Robert's Rules of Order that is to be used as the document to guide Parliamentary Procedure in the City of McCleary. Parliamentary rules are intended to assist the Council in conducting business in an orderly manner, but strict adherence to parliamentary procedure shall not be required. Councilmembers are encouraged to work through discussions by consensus wherever possible. In the event that the procedure for considering a matter is unclear or in dispute, the following procedure shall be employed: (a) a motion shall be made proposing a course of action; (b) a second shall be required; (c) thereafter, each Council member shall be afforded the opportunity for discussion; and (d) the Mayor shall call for a vote. Council shall be bound by the results of the vote.

The Mayor or any Councilmember may ask the City Attorney for clarification or guidance on matters of parliamentary procedure. While the primary responsibility for points of order lies with the Council Members, the Mayor, City Clerk, and City Attorney shall have the ability to raise points of order as necessary to clarify the record or prevent the Council from taking illegal or legally deficient action.

Chapter 10- Protocol Administration

Review

Elected Officials will review and revise this Protocol Manual as needed to respond to changes in state law and local policy. Whenever possible, the Mayor and City Council shall refrain from changes to this manual during discussion/deliberation on that particular issue.

Adherence to Protocol

The Council trusts that all elected officials of the City of McCleary will act with integrity, honesty, and in accordance with their Oath of Office and these Protocols.

City Attorney as Protocol Advisor

The City Attorney shall assist the Mayor and serve as an advisor for interpreting the City Council's adopted Protocol Manual.

11- Leaving Office

Return of Materials, Equipment and records

During their service on the City Council Members and the Mayor may have acquired or been provided with equipment such as computers or other items entailing a significant expense, as well as copies of the McCleary Municipal Code, Comprehensive Plan, building keys, etc. These items are to be returned to the City immediately at the conclusion of a Member's term. Councilmembers shall ensure that any and all public records located in personal accounts or on personal devices have been transferred to City custody for retention and disclosure.

Filling Council/Mayor Vacancies

A Council position or the position of Mayor shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember/Mayor. The Councilmember/Mayor who is vacating his or her position cannot participate in the appointment process.

The City Council shall direct staff to begin the appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.

The City Clerk's Office shall prepare and submit a display advertisement to the City's official newspaper, with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of McCleary, and (b) have a one (1) year residency in the City of McCleary. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement may contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, position powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications may be available at City of McCleary City Hall, City website and such other locations that the City Council deems appropriate.

Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office, to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special City Council meeting.

The City Clerk's Office shall notify applicants of the location, date and time of interviews.

A. Interview Meeting

Each interview of an applicant/candidate shall be no more than 20 minutes in length as follows:

The applicant shall present his or her credentials to the City Council. (5 minutes)

The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have 2 minutes to answer each question. (10 minutes)

An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (5 minutes)

The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.

The Council may reduce the 20-minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

B. Voting

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations and votes taken by the Council shall be in open public session.



CITY OF MCCLEARY

100 SOUTH 3RD STREET
McCLEARY, WA. 98557
360-495-3667 Phone
360-495-3097 Fax

Community Volunteer Planning/Input Group

• The City of McCleary is seeking community volunteer members to assist staff with general planning and input regarding the purchase of the Grays Harbor Task Force industrial zoned properties. The parcel numbers of this property are: [618051044001,618051133003,618051134007,618051120000](#). The goal in mind for this volunteer group is to help assist staff with community input for the future vision of the use of this property. If you have interest in joining this group, please provide your name and your preferred contact information (Phone number, email address or mailing address) to joshc@cityofmccleary.com. Thank you.

We have 3 residents from the community interested in volunteering for the group:

Marina K
Andrea Watts
Angela Rittinger