

White Salmon City Council Meeting

A G E N D A

January 19, 2022 – 6:00 PM

Via Zoom Teleconference

Meeting ID: 880 8572 4879 Passcode: 852686

Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

We ask that the audience call in instead of videoing in or turn off your camera, so video does not show during the meeting to prevent disruption.

Thank you



I. Call to Order, Presentation of the Flag and Roll Call

II. Changes to the Agenda

III. Consent Agenda

- A. Personal Services Contract Agreement Amendment - Communications Outreach Consultant, Zaya LLC
- B. Request for Authorization to Waive January Utility Billing Late Fees
- C. 2022 Committee Appointments (to be added Monday, January 17)
- D. Approval of Meeting Minutes - December 8, 2021 (to be added Monday, January 17)
- E. Approval of Meeting Minutes - December 15, 2021
- F. Approval of Meeting Minutes - January 5, 2022 (to be added Monday, January 17)
- G. Approval of Meeting Minutes - January 12, 2022
- H. Approval of Vouchers

IV. Public Comment

Any public in attendance at meeting will be provided an opportunity to make public comment of a general nature (except as identified below) in the time allotted. No registration is required. Public comment can also be submitted via email to Jan Brending at janb@ci.white-salmon.wa.us by 5:00 p.m. on Wednesday, January 19 All written comments received by 5:00 p.m. will be read during the City Council meeting.

V. Presentations

- A. Jeff Speck, Walkability Expert

VI. Business Items

- A. Ordinance 2022-01-1091, Declaring Short-term Rental Moratorium Extension
 - 1. Presentation
 - 2. Public Hearing

Written comments may be submitted to janb@ci.white-salmon.wa.us by 5:00 p.m. on Wednesday, January 19, 2022 noting in the subject line “Public Hearing – Extension of Short-term Rental Moratorium.” All written comments will be read during the public hearing. In addition, any individual who wishes to testify via the teleconference will be allowed to do so. You may register with the city (by contacting Jan Brending at janb@ci.white-salmon.wa.us by 5:00 p.m. on Wednesday, January 19, 2022) that you desire to testify via teleconference and provide your name and/or phone number as it will appear during the Zoom teleconference.

3. Discussion and Action

B. Critical Area Heritage Tree Ordinance Variance Request, 2021-004, Basecamp Inc. - 683 NW Achor Avenue

1. Presentation - Staff
2. Presentation - Applicant
3. Discussion
4. Action

C. Resolution 2022-01-536 Amending COVID-19 Procedures

1. Presentation and Discussion
2. Action

D. Collectively Bargained Agreement, Municipal Employees

1. Presentation and Discussion
2. Action

E. Collectively Bargained Agreement - Police Department

1. Presentation and Discussion
2. Action

F. Resolution 2022-01-533, Adopting Salary Matrix for 2022

1. Presentation and Discussion
2. Action

G. 2022 Legislative Priorities (to be added Monday, January 17)

1. Presentation and Discussion
2. Action

VII. Reports and Communications

- A. Department Heads
- B. Council Members
- C. Mayor

VIII. Executive Session (if needed)

IX. Adjournment

File Attachments for Item:

A. Personal Services Contract Agreement Amendment - Communications Outreach Consultant,
Zaya LLC



CONSENT AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: January 19, 2022
Agenda Item: Amendment No. 1 Personal Services Contract – Zaya LLC –
Communications Outreach Support Services
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorization for Mayor to sign Amendment No. 1 to Personal Services Contract with Zaya LLC for communications outreach support services increasing the contract amount from \$9,000 to \$18,000 and the contract date from December 31, 2021 to December 31, 2022.

Proposed Motion

None unless pulled from consent agenda. If pulled from the consent agenda, then proposed motion is as follows:

Move to authorize the Mayor to sign Amendment No. 1 to Personal Services Contract with Zaya LLC for communications outreach support services increasing the contract amount from \$9,000 to \$18,000 and the contract date from December 31, 2021 to December 31, 2022.

Explanation of Issue

The City of White Salmon entered into a contract with Zaya LLC to provide communications outreach support services to the Mayor. The contract extends the contract through December 31, 2022 and adds \$9,000 for 2022 services. The city spent has spent \$8,841 of the previous contract price for services rendered.

Staff Recommendation

Staff recommends the council authorize the Mayor to sign Amendment No. 1 to Personal Services Contract with Zaya LLC for communications outreach support services increasing the contract amount from \$9,000 to \$18,000 and the contract date from December 31, 2021 to December 31, 2022.

**Amendment No. 1
Personal Services Contract
Zaya LLC
Communications Outreach Support Services**

This AMENDMENT amends the PERSONAL SERVICES CONTRACT between the CITY OF WHITE SALMON (OWNER) and Zaya LLC (CONTRACTOR), dated June 11, 2021 related to communications outreach services.

The changes to the PERSONAL SERVICES CONTRACT are described as follows:

Key: ~~**Bold and Strike through**~~ means delete. **Bold and underline** means new.

Effective Date and Duration

This contract shall become effective on the date at which every party has signed this contract. This contract shall expire, unless otherwise terminated or extended on ~~December 31, 2021~~ **December 31, 2022**. If the contract is terminated per the requirements of this contract, all work performed by Contractor prior to the termination date shall be submitted to the City for payment per "Consideration" below.

Consideration

- (a) City agrees to pay Contractor up to ~~\$9,000~~ **\$18,000** at \$100 per hour for time incurred in the performance of duties as identified in Exhibit A, Requirement for Proposals and Exhibit B, Statement of Qualifications Submission.
- (b) Monthly invoices shall be submitted to the City itemizing all time incurred as Communications Outreach Support to the City, breaking down expenses by project.

All other provisions of the PERSONAL SERVICES CONTRACT shall remain the same.

CONTRACTOR

OWNER

Zaya LLC

City of White Salmon

Signature

Marla Keethler, Mayor

Date

Date

File Attachments for Item:

B. Request for Authorization to Waive January Utility Billing Late Fees and January Shut Offs



CONSENT AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: January 19, 2022
Agenda Item: Request for Authorization to Waive January Utility Billing Late Fees and January Shut Offs
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorization to waive January utility billing late fees and January shut offs.

Proposed Motion

None unless pulled from consent agenda. If pulled from the consent agenda, then proposed motion is as follows:

Move to authorize waiving January 2022 utility billing late fees and January 2022 shut offs.

Explanation of Issue

The City of White Salmon will issue late fees with the January 2022 billing if payments are not received by January 20, 2022. In addition, if a customer is past due two months on January 21, 2022 the water is shut off due to nonpayment.

Because of the recent snow event in White Salmon, mail was delayed in getting delivered from Portland to White Salmon. In addition, mail has been delayed in getting delivered from the post office to those individuals who get mail delivered directly to their residences due to snow packed driveways, etc. Because these delays have lessened the normal amount of time for customers to pay their utility billings, staff is recommending that the January 2022 late fees be waived. In addition, the staff is requesting that shutoffs for January be cancelled. Late fees and shutoffs will be resumed in February 2022.

Staff Recommendation

Staff recommends the council authorize waiving January 2022 utility late fees and January 2022 shut offs.

File Attachments for Item:

E. Approval of Meeting Minutes - December 15, 2021



CITY OF WHITE SALMON
City Council Meeting – Wednesday, December 15, 2021
DRAFT
Via Zoom Teleconference

Council and Administrative Personnel Present

Council Members:

Ben Giant
Jason Hartmann
David Lindley
Jim Ransier

Staff Present:

Marla Keethler, Mayor
Jan Brending, Clerk Treasurer
Russ Avery, Public Works Operations
Manager
Mike Hepner, Police Chief
Brendan Conboy, Land Use Planner
Ken Woodrich, City Attorney

I. Call to Order and Roll Call

Marla Keethler, Mayor called the meeting to order at 6:00 p.m. There were approximately 3 members of the public in attendance via teleconference.

***Moved by Jason Hartmann. Seconded by Jim Ransier.
Motion to excuse Ashley Post, Council Member. CARRIED 4-0.***

II. Changes to the Agenda

Jan Brending, Clerk Treasurer requested that Items D, E and F be removed from the Business Items. She said these will be presented at a future council meeting.

***Moved by Ben Giant. Seconded by Jason Hartmann.
Motion to remove items D. Collectively Bargained Agreement - Municipal (Non-Uniformed) Employees, 2022-2025, E. Collectively Bargained Agreement - Police Officers, Sergeants, Limited and Non-Commissioned Employees, 2022-2025 and F. Resolution 2021-12-532, Adopting 2022 Salary Matrix. CARRIED 4-0.***

III. Consent Agenda

- A. Interagency Grant Agreement, Washington Dept. of Commerce - CDBG Grant - Regional Housing Rehabilitation Program (\$400,000)
- B. October 2021 Budget Report (The line item budget report for October is provided under "Supporting Documents".)
- C. Personal Service Contract Amendment - Anderson Perry, Water and Wastewater Engineering
- D. Personal Service Contract Amendment - Anderson Perry, 14-Inch Main Line Replacement
- E. Personal Service Contract Amendment - Bell Design Company, Civil Engineering and Surveying Services

- F. Personal Service Contract Amendment - Aspect Consulting, Hydrogeological Engineering Services
- G. Personal Services Contract Amendment - Pioneer Engineering, Jewett Roundabout
- H. TIB Consultant Agreement - Pioneer Engineering, Garfield Street Improvement Project
- I. Personal Services Agreement Amendment - Gray & Osborne, Inc., Transportation Engineering Services
- J. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 15th day of December, 2021.

Type	Date	From	To	Amount
Claims	12/15/2021	EFT	EFT	8,566.64
	12/15/2021	37627	37673	133,170.81
			Claims Total	141,737.45
Payroll	12/6/2021	EFT	EFT	109,995.24
	12/6/2021	37619	37621	946.81
			Payroll Total	110,942.05
Manual Claims	12/6/2021	EFT	EFT	1,832.34
	12/7/2021	37622	37625	13,835.81
	12/10/2021	EFT	EFT	7,920.00
	12/16/2021	EFT	EFT	1,100.00
			Manual Total	24,688.15
			Total All Vouchers	277,367.65

**Moved by Jason Hartmann. Seconded by David Lindley.
 Motion to approve Consent Agenda as presented. CARRIED 4-0.**

IV. Public Comment

Tao Berman, White Salmon asked if the item that involves him is still on the agenda.

Marla Keethler, Mayor said it remains on the agenda.

V. Business Items

A. Ordinance 2021-12-1090, Amending the 2021 Budget

Jan Brending, Clerk- Treasurer presented information on the final 2021 budget amendment. She noted that the cost savings that occurred in the Fire Department’s budget was moved to the Fire Reserve Fund. Brending said funds are accumulated in this fund for large equipment purchases for the fire department such as vehicles, radio replacements, SCBA replacements, etc.

Moved by Jason Hartmann. Seconded by Jim Ransier.

Motion to adopt Ordinance 2021-12-1090 Amending the Budget for the City of White Salmon for the Fiscal Year Ending December 31, 2021. CARRIED 4-0.

B. Surplus of Storm Drain Easement

Russ Avery, Public Works Operations Manager review the proposed surplus of a storm drain easement on property owned by Tao Berman. He said the city owns an easement that provides for storm water drainage on the southern portion of property located south of Jewett Blvd and adjacent to River Watch Drive. Avery said that when the city did the Jewett Water Main project the storm water issue that was being addressed by the storm drain easement was corrected. He said the city no longer has a need for the storm drain easement.

Jan Brending, Clerk Treasurer said the easement has been appraised at \$10.00. She reviewed proposed Resolution 2021-21-533 noting that the number should be changed to 2021-21-532.

Ken Woodrich, City Attorney said there might be some expense to the city if he needs to draft a conveyance document. He asked if Tao Berman could ask his attorney to draft the conveyance or agree to compensate the city for the city attorney’s time. Woodrich said the city should not have to pay for those services.

Jan Brending, Clerk Treasurer said that part of staff’s recommendation is that Tao Berman be responsible for all costs. She said it might be easier for his attorney to prepare the documents and send them to the city for review.

Tao Berman said that there should be no cost to the city. He suggested having Ken Woodrich, City Attorney draft the documents and he will repay the city for the expenditures.

Jan Brending, Clerk Treasurer suggested adding a statement to the motion to adopt the resolution that Tao Berman would be financially responsible for all transfers and document preparation costs.

Moved by Jason Hartmann. Seconded by David Lindley.

Motion to adopt Resolution 2021-12-532 Declaring Surplus Storm Drain Easement and Providing for Relinquishment of Easement and that Tao Berman would be financially responsible for all transfers and document preparation costs. CARRIED 4-0.

C. Authorization for Leave Carryover and Buyout

Jan Brending, Clerk Treasurer said staff is recommending the following employees be allowed to carryover excess vacation leave into 2022.

Josh Lewis: carryover 160 hours versus 80 hours due to probation requirements.

Jeff Cooper: carryover 39.08 hours, in addition to the 80 hours authorized by the union contract, to be used by January 31, 2022 due to staffing issues.

Brendan Conboy: carryover up to 50 hours versus 40 hours as allowed by contract due to work schedule related to preparing short-term rental ordinances.

Moved by Jim Ransier. Seconded by Ben Giant.

Motion to authorized leave buyout as presented. CARRIED 4-0.

VI. Reports and Communications

A. Department Heads

Mike Hepner, Police Chief said there was an armed robbery in Bingen at Margie's Pot Shop. He said he is confident that he knows who committed the robbery but does not yet have enough probable cause for an arrest. Hepner asked Ben Giant to contact him if he would like to schedule a ride-a-long with one or more police officers.

Russ Avery, Public Works Operations Manager said that said the city has started plowing and put deicer down yesterday and today. He said rock will be placed on the hills.

Marla Keethler, Mayor noted that information regarding the city's snow plowing policy is available on the city's website.

Brendan Conboy, Land Use Planner said information related to proposed zoning changes related to short-term rentals will be brought before the Planning Commission at their meeting on December 22. He said he has been working on several affordable housing projects. Conboy noted that the transportation planning is moving forward, and that Jeff Speck will be making a presentation regarding walkability in January 2022.

Ken Woodrich, City Attorney said the city has a hardworking council noting the amount of work that has been put into the issue of short-term rentals.

Jan Brending, Clerk Treasurer said staff are working on end of year items and getting ready to move into 2022.

B. Council Members

Jim Ransier, Council Member said the Community Development Committee will meet next week and the CityLab Board will meet the following week.

Ben Giant, Council Member said that last week's meeting was enlightening. He said staff has been helpful. Giant said he is excited to be part of the city council and to learn from the council and staff.

C. Mayor

Marla Keethler, Mayor said the tree lighting event was great and that the video of the event has been posted to Facebook. She noted that the land recognition resolution she intends to bring before the city council has been referred to the CityLab Board for review and comment. Keethler noted the city will be rolling out the Voyent Alert system in January. She said a Christmas Tree collection event will be held on Saturday, January 8 at the high school. Keethler said that she will be connecting with council members regarding committee appointments. She said COVID should be taken seriously because she recently had COVID noting she had waited to get the booster. Keethler recommended individuals get vaccinated including getting the booster and follow masking requirements.

VII. Executive Session (if needed)

There was no Executive session

VIII. Adjournment

The meeting adjourned at 6:36 p.m.

Marla Keethler, Mayor

Jan Brending, Clerk Treasurer

File Attachments for Item:

G. Approval of Meeting Minutes - January 12, 2022



CITY OF WHITE SALMON
City Council Special Meeting – Wednesday, January 12, 2022
Via Zoom Teleconference
DRAFT

Council and Administrative Personnel Present

Council Members:

Ben Giant
Jason Hartmann
David Lindley
Ashley Post
Jim Ransier

Staff Present:

Marla Keethler, Mayor
Jan Brending, Clerk Treasurer
Pat Munyan, City Administrator
Ken Woodrich, City Attorney
Russ Avery, Public Works Operations
Manager

I. Call to Order and Roll Call

Marla Keethler, Mayor called the meeting to order at 5:00 p.m.

There were no members of the public in attendance via teleconference.

II. Business Items

A. Resolution 2022-01-535 Declaring a Local Emergency Due to Public Safety and Health Issues Related to January 2022 Snow Event

Marla Keethler, Mayor said she declared a local emergency beginning January 3, 2022 due to the snow event so that snow and downed trees and branches could be quickly removed.

Ken Woodrich, City Attorney said the city council needs to ratify local emergencies declared by the mayor.

Moved by Jim Hartmann. Seconded by Ben Giant.

Motion to adopt Resolution 2022-01-535 Declaring a Local Emergency Due to Public Safety and Health Issues Related to January 2022 Snow Event. CARRIED 5-0.

III. Adjournment

The meeting adjourned at 5:04 p.m.

Marla Keethler, Mayor

Jan Brending, Clerk Treasurer

File Attachments for Item:

A. Ordinance 2022-01-1091, Declaring Short-term Rental Moratorium Extension

1. Presentation

2. Public Hearing

3. Discussion and Action



AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: January 19, 2022
Agenda Item: Ordinance 2022-01-1091, Extending Short-term Rental Moratorium
Presented By: Marla Keethler, Mayor

Action Required

Adoption of Ordinance 2022-01-1091, Declaring a Short-term Rental Moratorium Extension

Proposed Motion

Move to adopt Ordinance 2022-01-1019, Declaring a Short-term Rental Moratorium Extension.

Explanation of Issue

The city adopted an ordinance on July 21, 2021 establishing a 6-month moratorium on short-term rentals. Staff, the city council and the planning commission have working on proposed amendments to WSMC 5.02 Short-term Rentals and to WSMC Title 17 Zoning related to short-term rentals. Staff expects to request the city adopt ordinances at its February 16, 2022 city council meeting. The changes to WSMC Title 17 are currently going through the SEPA process with an intent to publish a Determination of Non-Significance on January 27, 2022.

The proposed ordinance extending the short-term rental moratorium for 6-months provides that the moratorium will end upon adoption of short-term rental ordinances.

Staff Recommendation

Staff recommends the council adopt Ordinance 2022-01-1091 extending the short-term rental moratorium.

ORDINANCE 2022-01-1091

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, DECLARING A TEMPORARY SHORT-TERM RENTAL
MORATORIUM EXTENSION**

WHEREAS, WSMC Chapter 17.08 defines a short-term rental as a residential lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, is offered or provided to a guest(s) by the residence owner or operator for a fee for fewer than thirty consecutive nights;

WHEREAS, a short-term rental may also include structures, buildings, and residences where the owner or manager is either on site or not, and includes but is not limited to properties that are advertised on internet platforms such as Airbnb, VRBO and HomeAway, and;

WHEREAS, short-term rentals have potential negative impacts on residential areas not originally anticipated, including but not limited to nuisance impacts such as excess garbage, insufficient parking, excess noise, trespassing, infringement upon privacy, increased fire risk, zoning code violations, inadequate insurance coverage, excess demands upon law enforcement, and other negative impacts on the peaceful enjoyment of neighborhoods and public health, safety, and welfare, and;

WHEREAS, the proliferation of short-term rentals also has a potential negative impact on the economy of the city, exacerbating the scarcity of available long-term housing for permanent residents as well as creating excess demands on public services and facilities, and;

WHEREAS, short term rentals have potential positive impacts by providing a higher return on investment for homeowners wishing to offset their own housing costs, enabling some residents and their families to remain in the City of White Salmon, and;

WHEREAS, short term rentals have potential positive impacts on the economy of the city by increasing tourist-generated income, such as sales taxes, while also increasing sales for many local businesses, and;

WHEREAS, these stated impacts from short-term rentals make the city inclined to impose reasonable regulations on the practice, and

WHEREAS, in order to have effective and appropriate regulation of short-term rentals, the city needs to maintain the status quo until such time as new short-term rental land use regulations can be considered by the Planning Commission and adopted by the City Council, and;

WHEREAS, a moratorium pertaining to the designation, permitting, construction, development, expansion, remodeling, creation, locating, and siting, etc., of short-term rental uses was enacted on July 21, 2021, and;

WHEREAS, that moratorium was for a period not to exceed six months, expiring January 21, 2022; and

WHEREAS, the City Council and Planning Commission have conducted public hearings regarding the short term rental ordinances on October 27, 2021; December 1, 2021; and January 5, 2022 to receive public input, and conducted a public hearing with regard to this extension on January 19, 2022. Notwithstanding, the council is working to complete the ordinance and expects to complete it well within the allowed six-month extension allowed under RCW 35.63.200; and

WHEREAS, the Council finds adopting a six-month extension to the short term rental moratorium is in the public’s best interest with the goal of lifting the moratorium upon enactment of ordinances well within the extension period.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON, STATE OF WASHINGTON DO ORDAIN AS FOLLOWS:

SECTION 1. Short-term Rental Moratorium Extension Adopted.

1. The above recitals are hereby adopted as final findings and conclusions herein.
2. The City of White Salmon does hereby extend its short-term rental moratorium of July 21, 2021 for an additional six-month period on the designation, permitting, construction, development, expansion, remodeling, creation, locating, and siting of new short-term rental properties.
3. This moratorium extension shall be for a period not to exceed six months unless shortened upon adoption of short-term rental ordinances or otherwise extended pursuant to RCW 35.63.200 for good cause by resolution at a later date.

SECTION 2. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

SECTION 3. Emergency Ordinance. This ordinance, passed by a majority plus one of the whole membership of the City Council as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or public peace, shall be effective immediately upon its passage.

ADOPTED this 19th day of January, 2022.

CITY OF WHITE SALMON

Marla Keethler, Mayor

ATTEST:

Jan Brending, Clerk/Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

File Attachments for Item:

B. Critical Area Heritage Tree Ordinance Variance Request, 2021-004, Basecamp Inc. - 683 NW Achor Avenue

1. Presentation - Staff
2. Presentation - Applicant
3. Discussion
4. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: January 19, 2022
Agenda Item: Critical Area Ordinance Variance Request 2021.004, Basecamp Inc., 693
NW Achor Avenue
Presented By: Brendan Conboy, Land-use Planner

ACTION REQUIRED:

Make determination on request related to a variance from Critical Areas Ordinance requirements for heritage trees.

PROPOSED MOTION:

Based upon the findings for a Variance as provided in WSMC 18.10.125(D) and the staff report related to 1) Special privilege, 2) Reasonable use, 3) Not self-created circumstances, 4) Public welfare, 5) Minimum variance necessary, 6) Alternatives evaluated, 7) Alignment to Comprehensive Plan and policies, and 8) WDFW notification...

Option 1: Move to approve as is Critical Area Ordinance Variance for WS-CAO-2021.004 to WSMC 18.10.317 – Special Provisions – Heritage Trees, to allow the removal of said classified heritage tree for the property addressed at 693 NW Achor Avenue.

Option 2: Move to approve with conditions Critical Area Ordinance Variance for WS-CAO-2021.004 to WSMC 18.10.317 – Special Provisions – Heritage Trees, to allow the removal of said classified heritage tree for the property addressed at 693 NW Achor Avenue.

Option 3: Move to deny Critical Area Ordinance Variance for WS-CAO-2021.004 to WSMC 18.10.317 – Special Provisions – Heritage Trees, to allow the removal of said classified heritage tree for the property addressed at 693 NW Achor Avenue.

Explanation of issue:

See attached staff report.

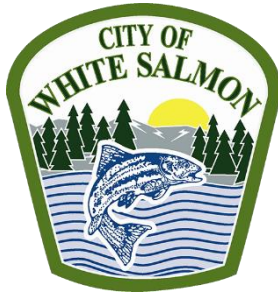
Budget:

None.

Recommendation by Staff:

The Planning Director recommends approval of Critical Area Ordinance Variance 2021.004, a variance to remove one heritage tree identified in the associated application materials at the property addressed as 693 NW Achor Avenue. Should City Council approve the requested variances, staff recommends the following condition of approval:

1. WSMC 18.10.125 E. Mitigation Required
In consideration of removing the heritage trees, a mitigation plan that replaces each tree removed with two trees in its place shall be done before final occupancy or up to a year after final occupancy with a security bond (amount to be determined).



**CITY OF WHITE SALMON
CITY COUNCIL**

JANUARY 19, 2022

**CRITICAL AREAS
ORDINANCE VARIANCE: 2021.004**

REQUEST

**The Applicant, Basecamp Inc,
seeks to obtain a Variance to White Salmon Municipal Code
18.10.317 - Special provisions—Heritage trees for
lot located at 693 NW Achor Avenue.**

STAFF REPORT

January 19, 2022

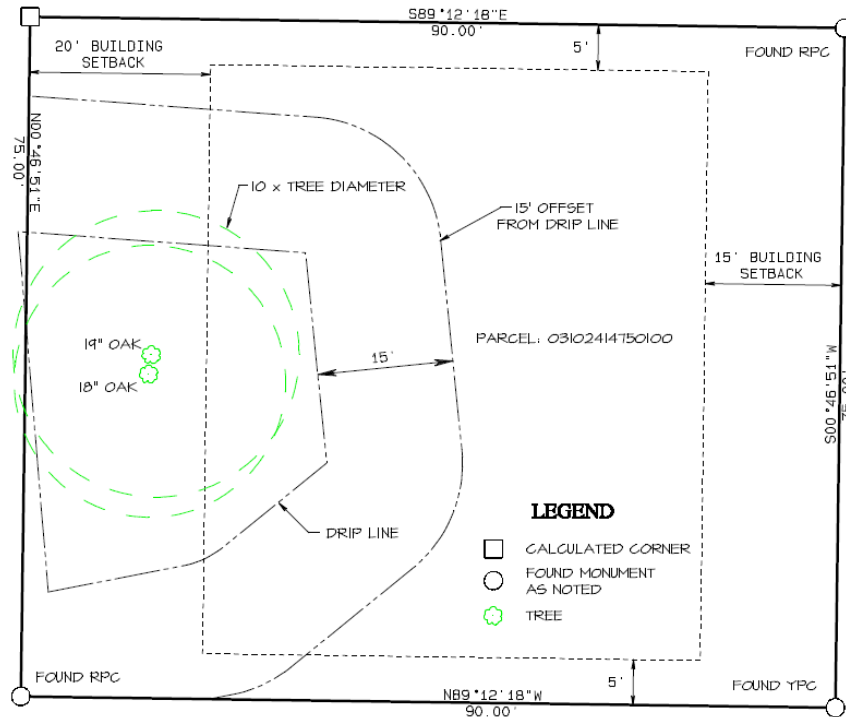
City of White Salmon
City Council

Critical Areas Ordinance Variance 2021.004
Applicant: Basecamp Inc

STATEMENT/PURPOSE

The applicant, Skye Chaney, representing Basecamp Inc, is requesting a variance to remove a double tree truck white oak heritage tree to construct a new residence and driveway/ parking area at the property located at 693 NW Achor Avenue.

The trees requested for removal are medium-sized white oaks.



LEGAL DESCRIPTION

Klickitat County Tax Parcel 03-10-2414-7501/00
Lot 1, City of White Salmon Boundary Line Adjustment, according to the Plat thereof, recorded June 20, 1991, in Book 1, Page 54, Auditor's File No. 223819, Klickitat County Boundary Line Adjustment Records, said plat being a replat of Lots 1, 2, 5, 6, 7 and 8, Block 3, Maines Second Addition, according to the plat thereof, recorded in Book 2, Page 19, Klickitat County Plat Records, in the County of Klickitat and State of Washington.

ACREAGE OF PROPERTY

0.15 Acres; 6,750 square-feet

ZONING AND SURROUNDING USES

The subject property, 693 NW Achor Avenue, is zoned Two-Family Residential (R-2).

North – One parcel, single-family residence (03102414750200), City of White Salmon zoned R-2.

South – One parcel, single-family residence (03102475070400), City of White Salmon zoned R-2.

East – One parcel, single-family residence (03102414750300), City of White Salmon zoned R-2.

West – Two parcels, single-family residences (03102475050200 and 03102475050300), City of White Salmon zoned R-2.

MUNICIPAL STATUTE(S) OF BEARING

WSMC 18.10.317 (B) Heritage trees include:

1. *Oregon White Oaks with a trunk diameter larger than fourteen inches,*
2. *All other tree species with a trunk diameter greater than eighteen inches.*

WSMC 18.10.317 (E) Maintenance and preservation of heritage trees is required:

1. *Any owner or applicant shall use reasonable efforts to maintain and preserve all heritage trees located thereon in a state of good health pursuant to the provisions of this chapter. Failure to do so shall constitute a violation of this chapter. Reasonable efforts to protect heritage trees include:*
 - a. *Avoidance of grading, excavation, demolition, or construction activity within the heritage tree protection area where possible. The city shall consider special variances to allow location of structures outside the building setback line of a heritage tree whenever it is reasonable to approve such variance to yard requirements or other set back requirements.*
 - b. *Grading, excavation, demolition or construction activity within the heritage tree protection area shall require submittal of a tree protection plan, prepared in accordance [with] applicable guidelines for a critical area report and habitat management plan per Section 18.10.200, General Provisions.*
 - c. *Consideration of the habitat or other value of mature trees in the request for a variance or other modification of land use standards may require listing of the tree as a heritage tree. Once listed for protection approval of variances or modification of standards are considered reasonable actions and not the result of a self created hardship.*
2. *The critical area report for purpose of this section shall include a heritage tree protection plan and shall be prepared by a certified arborist. The plan shall address issues related to protective fencing and protective techniques to minimize impacts associated with grading, excavation, demolition and construction. The city may impose conditions on any permit to assure compliance with this section. (Note: Some provisions in section 18.10.200, such as 18.10.211 Buffers, 18.10.214 Native growth protection easement, 18.10.215 Critical areas tracts, and 18.10.216 Marking and/or fencing requirements; may not be applicable to protection areas for heritage trees.)*
3. *Building set back lines stipulated by subsection 18.10.212 shall be measured from the outer line of the tree protection area for heritage trees.*
4. *Review and approval of the critical areas report and tree protection plan by the city is required prior to issuance of any permit for grading or construction within the heritage tree protection area.*

WSMC 18.10.317 (G) Exceptions to the provisions in this section include:

2. *A heritage tree in or very close to the "building area" of an approved single family residence design can be replaced by another tree. A heritage tree can be removed if its presence reduces the building area of the lot by more than fifty percent after all potential alternatives including possible setbacks to minimum yard depth and width requirements have been considered.*

WSMC 18.10.125 - Exceptions.

A. Administrative Exceptions.

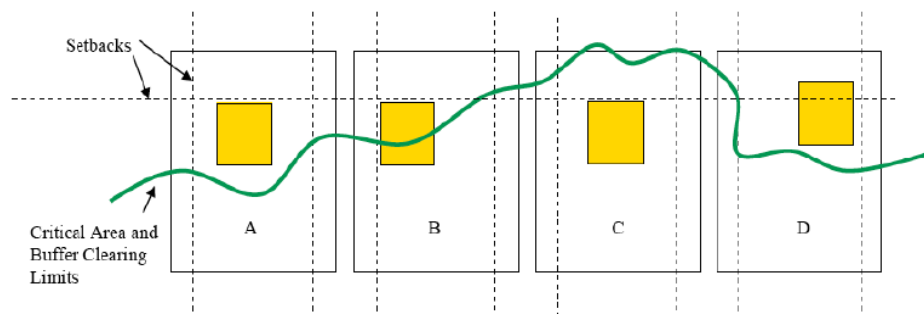
1. *The proponent of the activity shall submit a written request for exception from the city or its agent that describes the proposed activity and exception that applies.*
2. *The city or its agent shall review the exception requested to verify that it complies with the chapter and approve or deny the exception. Exceptions that may be requested include:*
 - a. *Single family residential building permits are exempt from the requirements of this chapter when the development proposal involves:*
 - i. *Structural modifications to or replacement of an existing single-family residential structure or construction of a new residential structure where construction and associated disturbance does not increase the footprint of any existing structure.*
 - ii. *The structure is not located closer to the critical area.*
 - iii. *The existing impervious surface within the critical area or buffer is not expanded.*
 - b. *Operation, maintenance or repair of existing structures, infrastructure improvements, existing utilities, public or private roads, dikes, levees, or drainage systems, including routine vegetation management activities when performed in accordance with approved best management practices, if the activity does not increase risk to life or property as a result of the proposed operation maintenance or repair.*

C. Reasonable Use and Variance Potential. *If the application of this chapter would deny all reasonable use of the property, the Applicant may apply for a variance pursuant to this section. After holding a Type IV public hearing (Hearing by City Council) pursuant to WSMC Title 19 Administration, the city council may approve the variance if the council finds¹:*

1. *This chapter would otherwise deny all reasonable use of the property;*
2. *There is no other reasonable use consistent with the underlying zoning of the property that has less adverse impact on the critical area and/or associated buffer;*

¹ WSMC 19.10.040, Table 2 Procedure Project Permit Applications (Type I-IV): Type IV decisions do not require an open record public hears process for determination of a Critical Areas Variance request. Final decision is made by the City Council.

3. *The proposed development does not pose an unreasonable threat to the public health, safety or welfare on or off the property;*
4. *Any alteration is the minimum necessary to allow for reasonable use of the property;*
5. *The inability of the Applicant to derive reasonable use of the property is not the result of actions by the Applicant after the effective Date of this chapter or its predecessor; and*
6. *The Applicant may only apply for a reasonable use in accordance with a variance approval.*
7. *Four scenarios that illustrate situations where a reasonable use exception might or might not be applicable are sketched below:*



- a. *A = No reasonable use variance would be granted because there is sufficient space outside the area clearing limits.*
- b. *B = A reasonable use variance might be granted since there is insufficient space for a reasonable use. The development area would need to be limited or scaled back in size and located where the impact is minimized.*
- c. *C = A reasonable use variance would be granted for a minimal development if the property is completely encumbered and mitigation methods are applied.*
- d. *D = The city might consider appropriate modifications to the required setback to prevent intrusion into the protection area*

D. Variance Criteria to Provide Reasonable Use. Where avoidance of the impact in wetlands, streams, fish and wildlife habitat and critical aquifer recharge areas is not possible, a variance may be obtained to permit the impact. Variances will only be granted on the basis of a finding of consistency with all the criteria listed below. The hearing examiner shall not consider the fact the property may be utilized more profitably.

1. *The variance shall not constitute a grant of special privilege inconsistent with the limitation on use of other properties similarly affected by the code provision for which a variance is requested;*
2. *That such variance is necessary to provide reasonable use of the property, because of special circumstances and/or conditions relating to the size, shape, topography, sensitive areas, location, or surroundings of the subject property, to provide it with those relative rights and privileges permitted to other*

properties in the vicinity and in the zone in which the subject property is located. The phrase “relative rights and privileges” is to ensure that the property rights and privileges for the subject property are considered primarily in relation to current city land-use regulations;

3. *That the special conditions and/or circumstances identified in subsection 2 of this section giving rise to the variance application are not self-created conditions or circumstances;*
4. *That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property, neighborhood, or improvements in the vicinity and zone in which subject property is situated;*
5. *That the reasons set forth in the application and the official record justify the granting of the variance, and that the variance is the minimum variance necessary to grant relief to the Applicant;*
6. *That alternative development concepts in compliance with applicable codes have been evaluated, and that undue hardship would result if strict adherence to the applicable codes is required; and*
7. *That the granting of the variance will not adversely affect implementation of the comprehensive plan or policies adopted thereto and the general purpose and intent of the zoning title or other applicable regulations.*
8. *WDFW will be notified of any proposed variance to critical areas affecting fish and wildlife sites and habitat areas. The city may require the Applicant to demonstrate that WDFW is not willing or able to acquire the property before a variance to fish and wildlife, stream, or wetland conservation areas is approved.*

E. Mitigation Required. Any authorized alteration to a wetland or stream or its associated buffer, or alteration to a fish and wildlife habitat conservation area, as approved under subsections A, B, or C and D of this section, shall be subject to conditions established by the city and shall require mitigation under an approved mitigation plan per [Section 18.10.221].

WSMC 18.10.212 - Building set back line (BSBL).

Unless otherwise specified, a minimum BSBL of fifteen feet is required from the edge of any buffer, NGPE, or separate critical area tract, whichever is greater.

VARIANCE APPROVAL CRITERIA

Pursuant to WSMC 18.10.125 – Exceptions – Part (D) Variance Criteria to Provide Reasonable Use; where avoidance of the impact in wetlands, streams, fish and wildlife habitat and critical aquifer recharge areas is not possible, a variance may be obtained to permit the impact to allow for reasonable use of the property by the owner(s). Variances will only be granted on the basis of a finding of consistency with all the criteria listed below. The City Council shall not consider the fact the property may be utilized more profitably.

Fact: Pursuant to WSMC 18.10.125 (D)-1, *the variance shall not constitute a grant of special privilege inconsistent with the limitation on use of other properties similarly affected by the code provision for which a variance is requested.*

Finding: Complies.

WSMC 18.10.317 states that the tree protection area shall be equal to ten times the tree's trunk diameter or the average diameter of the area enclosed within the outer edge of the drip line of the canopy, whichever is greater. According to WSMC 18.10.317 (E)-3, building set back lines stipulated by subsection 18.10.212 shall be measured from the outer line of the tree protection area for heritage trees. According to WSMC 18.10.212, a minimum building set back line (BSBL) of fifteen feet is required from the edge of any buffer, natural growth protection easement (NGPE), or separate critical area tract, whichever is greater.

The applicant is requesting a variance to WSMC 18.10.317. The applicant proposes to remove a medium size, double truck Oregon White Oak tree and construct a new residence on the currently overgrown and vacant lot.

Staff finds that the Applicant does not have reasonable use of the property without a variance. The strict enforcement of the applicable codes prevent the applicant from constructing a new residence while preserving the trees requested for removal. Further concluding, this variance may not constitute a granting of special privilege inconsistent with the limitation of the use of other properties similarly affected.

Fact: Pursuant to WSMC 18.10.125 (D)-2, *such variance is necessary to provide reasonable use of the property, because of special circumstances and/or conditions relating to the size, shape, topography, sensitive areas, location, or surroundings of the subject property, to provide it with those relative rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located. The phrase “relative rights and privileges” is to ensure that the property rights and privileges for the subject property are considered primarily in relation to current city land-use regulations;*

Finding: Complies.

The subject parcel is located in a single-family home neighborhood, along NW Achor Ave, in a neighborhood of mature trees.

Upon site plan review, staff finds that the heritage tree location does not provide an opportunity for the applicant’s proposed project without infringing on the critical area

ordinance. Considering there is no structures on lot, there has not been established reasonable use of the property beyond the sensitive areas and buffer.

Fact: Pursuant to WSMC 18.10.125 (D)–3, *the special conditions and/or circumstances identified in subsection 2 of this section giving rise to the variance application are not self-created conditions or circumstances;*

Finding: Complies.

The property is vacant; it contains overgrown vegetation with one double-trunk mature tree on-site identified by WSMC 18.10.317(B) as heritage trees, of which the applicant is requesting to remove. The tree is in relatively healthy condition.

The strict enforcement of the White Salmon Municipal Code would prevent the applicant from developing a new residence as the tree’s canopy and buffer area encroaches into a large portion of the lot’s buildable space tree protection area. The request to remove the trees in question is, therefore, not a self-created condition.

Fact: Pursuant to WSMC 18.10.125 (D)-4, *the granting of the variance will not be materially detrimental to the public welfare or injurious to the property, neighborhood, or improvements in the vicinity and zone in which subject property is situated.*

Finding: Complies.

Staff finds that the granting of the variance would not be materially detrimental to public welfare or injurious to the property or neighborhood. However, the heritage tree ordinance was created to protect trees of a certain size and create a large buffer to promote healthy growth. City Council shall determine if the project would be detrimental to the public welfare or injurious to the property, neighborhood, or improvements in the vicinity and zone in which the subject property is situated

Fact: Pursuant to WSMC 18.10.125 (D)-5, *the reasons set forth in the application and the official record justify the granting of the variance and that the variance is the minimum variance necessary to grant relief to the Applicant.*

Finding: Complies.

The applicant and certified arborist has demonstrated that the requested variance is the minimum necessary to grant relief.

Fact: Pursuant to WSMC 18.10.125 (D)-6, *alternative development concepts is in compliance with applicable codes have been evaluated, and that undue hardship would result if strict adherence to the applicable codes is required.*

Finding: Complies.

The strict enforcement of the applicable codes does prevent new development on the lot in question.

Fact: Pursuant to WSMC 18.10.125 (D)-7, *the granting of the variance will not affect the intent of the comprehensive plan or policies adopted thereto and the general purpose and intent of the zoning title or other applicable regulations.*

Finding: Complies.

The granting of the variance would not materially affect the intent of the comprehensive plan or policies thereto and the general purpose and intent of the zoning title or other applicable regulations overall in this location.

STAFF CONCLUSION

The purpose of the variance criteria is to provide a mechanism where the city may grant relief from the strict enforcement provisions of Title 18, where a hardship results from the subject property's physical characteristics. Staff has reviewed the Applicant's intended project and variance request to find that a hardship does exist.

The Administration has determined that the Applicant would not have reasonable use of the property without removal of the heritage tree in question. This would allow the development to move forward within the appropriate zone setbacks per White Salmon Municipal Code.

ATTACHMENTS

- A. Applicant Variance Permit Application
- B. Arborist Report
- C. Site Map and Aerial photos
- D. 1991 Survey of Record

RECOMMENDATION / CONDITION OF APPROVAL

The Planning Director recommends **approval** of Critical Area Ordinance Variance 2021.004, a variance to remove one heritage tree identified in the associated application materials at the property addressed as 693 NW Achor Avenue. Should City Council approve the requested variances, staff recommends the following condition of approval:

1. WSMC 18.10.125 E. Mitigation Required
In consideration of removing the heritage trees, a mitigation plan that replaces each tree removed with two trees in its place shall be done before final occupancy or up to a year after final occupancy with a security bond (amount to be determined).

SUGGESTED MOTION(S)

Based upon the findings for a Variance as provided in WSMC 18.10.125(D) and the staff report related to 1) Special privilege, 2) Reasonable use, 3) Not self-created circumstances, 4) Public welfare, 5) Minimum variance necessary, 6) Alternatives evaluated, 7) Alignment to Comprehensive Plan and policies, and 8) WDFW notification...

Option 1: Move to **approve as is** Critical Area Ordinance Variance for WS-CAO-2021.004 to WSMC 18.10.317 – Special Provisions – Heritage Trees, to allow the removal of said classified heritage tree for the property addressed at 693 NW Achor Avenue.

Option 2: Move to **approve with conditions** Critical Area Ordinance Variance for WS-CAO-2021.004 to WSMC 18.10.317 – Special Provisions – Heritage Trees, to allow the removal of said classified heritage tree for the property addressed at 693 NW Achor Avenue.

Option 3: Move to **deny** Critical Area Ordinance Variance for WS-CAO-2021.004 to WSMC 18.10.317 – Special Provisions – Heritage Trees, to allow the removal of said classified heritage tree for the property addressed at 693 NW Achor Avenue.

To Whom it May Concern: Erika Castro-Guzman

Tax Lot #03102419750100

Lot on NW Achor in White Salmon

Owners: Lloyd E Meeks and Patricia E Forman-Meeks

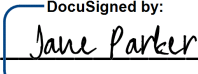
Property is under contract and in Escrow to: Skye Chaney

Scheduled Closing: Dec. 31, 2021

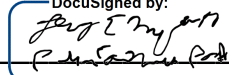
Lloyd E Meeks and Patricia E Forman-Meeks give permission for Skye Chaney (Basecamp, Inc)to proceed with the application

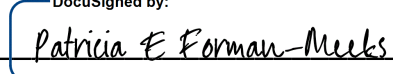
“Critical Areas Variance Report” for their unimproved lot on NW Achor, reference above.

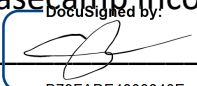
The parcel is in Escrow at Amerititle due to close Dec. 31, 2021.

Realtor: Jane Parker  DocuSigned by: Jane Parker 11/30/2021 | 4:33 PM PST
CAD25280D8664CD...

Sellers:

Lloyd E Meeks  DocuSigned by: Lloyd E Meeks 11/30/2021 | 4:52 PM PST
E8B85179C57847B...

Patricia E Forman-Meeks  DocuSigned by: Patricia E Forman-Meeks 11/30/2021 | 4:53 PM PST
4672D5A72C46473...

Buyer: Basecamp Incorporated: Skye Chaney  DocuSigned by: Skye Chaney 11/30/2021 | 6:02 PM PST
B79FADE4800840E...

WESTERN EDGE TREE SERVICE

409 E. EUGENE ST. HOOD RIVER, OR 97031

541-806-1026

Westernedgetreeservice@gmail.com

CCB#182504 WA# WESTEET922L5

ARBORIST REPORT

NAME : Basecamp Incorporated

ADDRESS: 693 NW Achor Ave (Tax #03102414750100)

EMAIL: skyeriver8@icloud.com

PHONE: 360-600-6765

TREE SPECIES: Oregon White Oak (*Quercus garryana*)

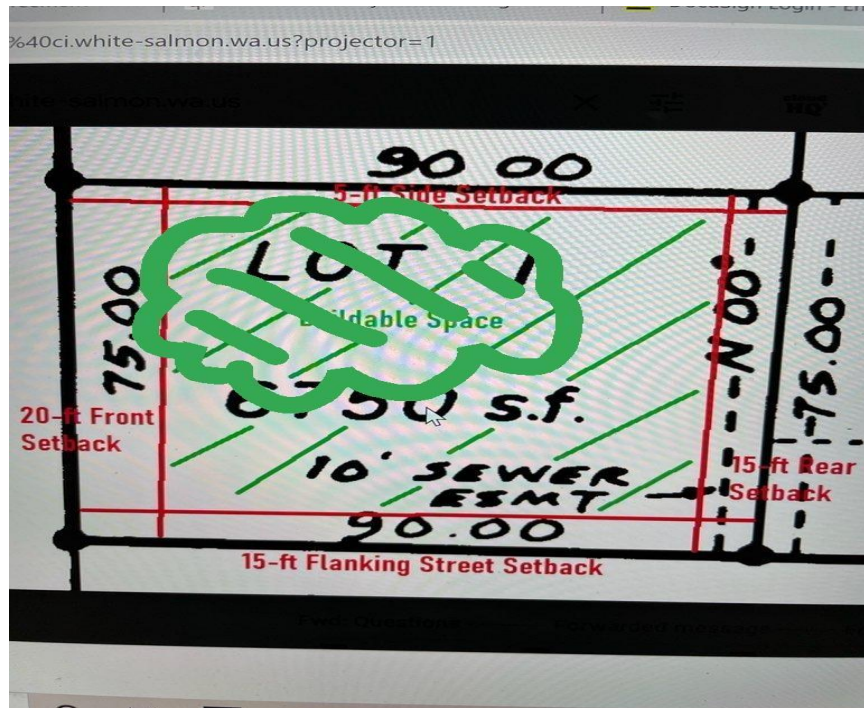
HEIGHT: 72'

DBH: North Leader - 20.4"

South Leader - 20.9" (Taken slightly lower than 4'6" due to flaring low branch collar.)

LOCATION ON PROPERTY: Just NW of the center of the lot.
(-45.73238, -121.48816)

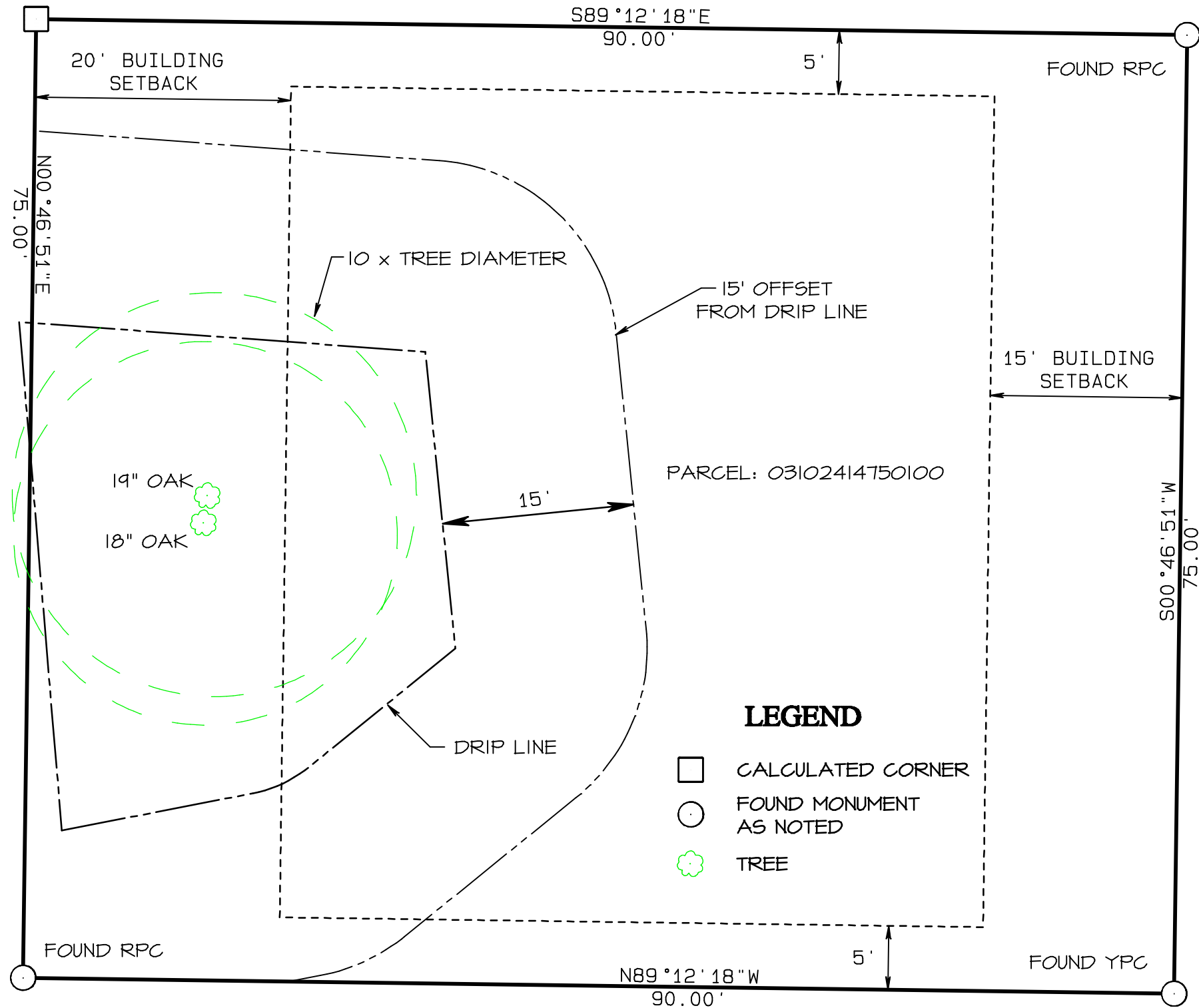
NOTES: Tree is centrally located on the lot with an approximate canopy spread of 30'. Lot size is 75 feet X 90 feet with standard 20 and 15 foot setbacks and a 10 foot sewer easement. The tree in question would need to be removed to deem this lot buildable. The tree is in good condition health wise, showing no visual signs of damage or disease upon initial inspection.



**SITE MAP
FOR LOT 1 OF WS BLA
MAINE'S 2ND ADDITION
IN THE SE 1/4 OF THE NE1/4
SEC 24, T3N, R10E, W.M.**



ACHOR ST



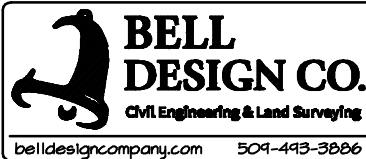
LEGEND

- CALCULATED CORNER
- FOUND MONUMENT AS NOTED
- TREE

HORIZONTAL SCALE 1"=10'

FIELD WORK PERFORMED ON (12/1/21)
NOT INTENDED TO BE RECORDED

Bell Design Co. makes no warranty as to matters of unwritten title such as adverse possession, prescriptive rights, easements, estoppel, acquiescence, etc. or to environmental concerns such as hazardous waste, pollution, wet land delineation, riparian changes, flood zones, etc.



DATE	DESCRIPTION	BY
12/21	DRAFT	JED
12/21	CHECKED	ARB

SITE MAP
FOR SKYE CHENEY
WHITE SALMON, WASHINGTON

SHEET: 1 OF 1
PROJECT: 21B427
DATE: Dec 2021



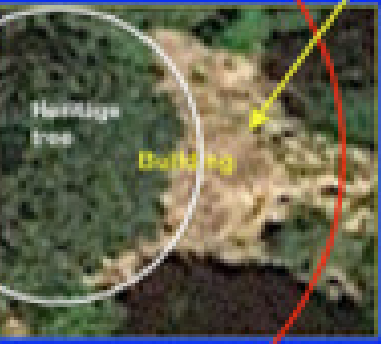
NORTH

SETBACKS
5' SIDES (NORTH & SOUTH)
20' FRONT (WEST)
10' REAR (EAST)

BUILDING FOOTPRINT
BASED ON THE TYPICAL CITY 5' SIDES,
20' FRONT & 10' REAR SETBACKS



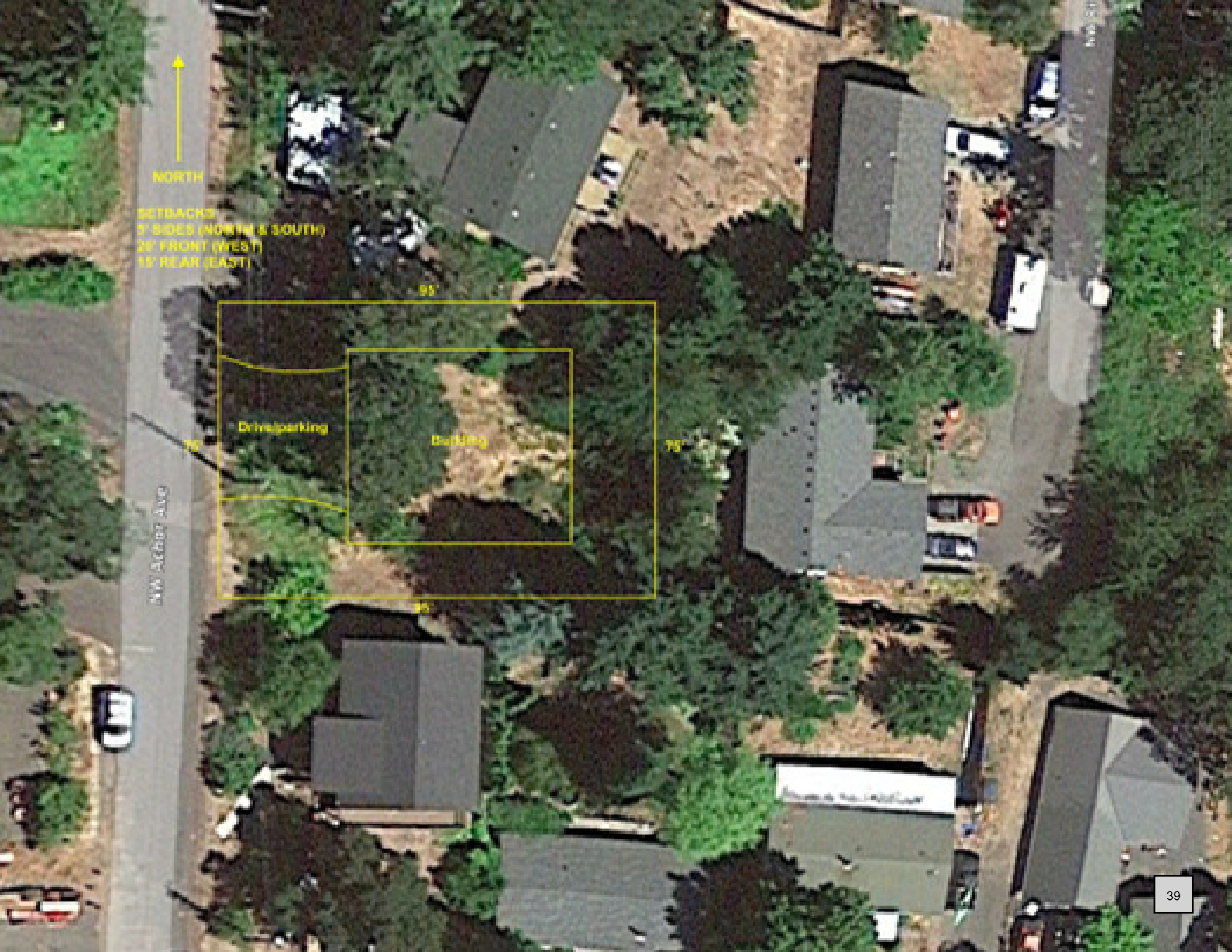
Blue indicates
city building
setbacks



Heritage
tree

Building

300 Archer Ave



NORTH

SETBACKS
5' SIDES (NORTH & SOUTH)
25' FRONT (WEST)
15' REAR (EAST)



3160 Archer Ave





CITY OF WHITE SALMON

VARIANCE PERMIT

VARIANCE APPLICATION INSTRUCTION

A variance is a method by which property owners are granted modifications to the strict application of the specific provision of *Chapter 17.80.058 of the White Salmon Municipal Code* due to a hardship beyond the control of the applicant. Variances do not permit property to be used in a manner other than that provided in the codes. This process is intended to review situations where uniform zoning application would unduly burden one property more than other properties in the area.

Please complete all portions of the attached application. You may provide any additional information you desire to support your application, i.e.: pictures, maps, letters etc. Your application will be reviewed by City Staff and upon completion, notice of the public hearing on the variance application will be advertised in “The Enterprise” and mailed to adjacent land owners. The public hearing will be scheduled with the Planning Commission within three to five weeks after submittal of the completed application.

The following is a list of the information to be submitted for a variance application:

1. Application form
2. Impact Fee - \$750.00 plus twice the actual cost of postage per letter of notification.
3. Environmental Review Fee - \$400.00, if applicable.
4. Area sketch – Show location of property and contiguous properties.
5. Plot Plan – Shows location on property including adjacent driveways, buildings, and easements. Dimensions of all improvements to property lines.
6. Radius Search – A list of names and mailing addresses of all adjacent property owners that abut the subject property of the variance location.

Date: 12-6-21 Physical Address: 693 NW Achor Ave

Applicant: Basecamp Incorporated

Representative for Applicant: Skye Chaney

Telephone: 360-600-6765

Mailing Address: 3307 EVERGREEN WAY STE 707-152 WASHOUGAL, WA 98671

Email: skyeriver8@icloud.com

CHAPTER 17.80.058 – VARIANCE PURPOSE AND CRITERIA

Application for variances from the terms of this title; provided, that any variance granted shall be subject to such conditions as will assure compliance with the following purpose and criteria:

1. Purpose. The purpose of the variance process is to provide a mechanism whereby the city may grant relief from the provisions of this chapter where practical difficulty renders compliance with the provisions of this chapter an unnecessary hardship, where the hardship is a result of the physical characteristics of the subject property and where the purpose of this chapter and of the city comprehensive plan can be fulfilled.
2. Scope. This section shall apply to each application for a variance from the provisions of this chapter.
3. Application Submittal and Contents. The application for a variance shall be submitted to the city on forms provided by the city, along with the appropriate fees established by city fee regulations. The application shall include all materials required pursuant to application requirements.
4. Permit Review Process. Variance applications shall be processed as a Type II decision according to the procedures set forth in Title 19.
5. Approval Criteria. The decision maker may approve or approve with modifications an application for a variance from the provisions of this chapter if:
 - a. The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zoning district in which the subject property is located;
 - b. The variance is necessary because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zoning district in which the subject property is located;
 - c. The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zoning district in which the subject property is located;
 - d. The special circumstances of the subject property make the strict enforcement of the provisions of this chapter an unnecessary hardship to the property owner;
 - e. The special circumstances of the subject property are not the result of the actions of the applicant;
 - f. The variance is the minimum necessary to fulfill the purpose and the need of the applicant;
 - g. The variance is consistent with the purposes and intent of this chapter;
 - h. The variance is consistent with the goals and policies of the city comprehensive plan; and
 - i. The fact that property may be utilized more profitably will not be an element of consideration before the decision maker.

VARIANCE APPLICATION

To the White Salmon Planning Commission...

Describe the Modification of the terms of the White Salmon Zoning Ordinance requested: _____

Allow the removal of a medium size white oak heritage tree for construction of new residence and driveway/parking areas.

Purpose of the variance: _____

Create a buildable lot. The existing heritage oak tree location makes the lot currently not buildable.

Complete legal description of property: **Tax Lot # 03102419750100**

Lot 1, CITY OF WHITE SALMON BOUNDARY LINE ADJUSTMENT, according to the Plat thereof, recorded June 20, 1991, in Book 1, Page 54, Auditor's File No. 223819, Klickitat County Boundary Line Adjustment Records, said plat being a replat of Lots 1, 2, 5, 6, 7 and 8, Block 3, MAINES SECOND ADDITION, according to the plat thereof, recorded in Book 2, Page 19, Klickitat County Plat Records, in the County of Klickitat and State of Washington.

Common discretion of the property: _____

Unkept, Vacant, overgrown with Non-Native Ivy. Slopes to the East off of Achor

Address of the property involved: **693 NW Achor Ave, White Salmon, WA 98672**

Zone in which property is located: **R-2**

Dimensions of the land: **75x90**

Current Land Use of Site: **Vacant Lot**

Current land use to the:

North: **Existing Residence** East: **Existing Residence**

South: **Existing Residence** West: **Existing Residence**

Floor space of buildings:

Existing: **n/a** Additional: **n/a** Entire: **n/a**

VARIANCE APPLICATION (CONTINUED)

How many cars may be parked off the street on these premises: 4

Other Parking Provisions, Describe: Existing Power Pole at Street located 30+- feet from the SW Property corner

Name of each owner of the property involved and mailing address: _____

Ian & Shelley Tattam PO BOX 460 Hood River, OR 97031 (South)

Luis Cazares PO BOX 2257 White Salmon, WA 98672 (North)

Kevin Todd 1607 5th Ave N Nashville, TN 37208 (East)

Drew Prell PO BOX 2324 White Salmon, WA 98672 (SW)

James Gozdowski PO BOX 564 White Salmon, WA 98672 (West)

Damon Camp PO BOX 1154 White Salmon, WA 98672 (NW)

Spring Milward PO BOX 418 Hood River, OR 97031 (SE)

Matthew Curry 8334 SW 9th Ave Portland OR 97219 (NE)

What are the exceptions or extraordinary circumstances which lead to applicant to believe this is entitled to a variance?

This Variance is needed in order to create a buildable lot in a typical R-2 residential neighborhood and adjoining neighborhoods that have existing Houses and Townhomes/Duplexes. Due to the size of the lot and the min code requirements for building setbacks along the property lines, easements & heritage tree setbacks there would no possible way to configure any type of dwelling on the lot. There are many large conifer trees and heritage trees in the neighborhood and adjoining neighborhoods that are in great condition and good locations that will allow the enjoyment of a mature forested atmosphere for all the pertinent neighbors if this lots particular heritage tree is removed. Regardless of who owns this lot now or in the future, it would be worthless as a buildable lot due to the codes and setbacks as described above therfor the value of said lot would be worth only for lawn/garden/yard space. If the variance is approved, and we can build, it will support the city in many ways that will well supersede the importance of keeping this particular heritage tree. In example, provide a convenient location for family to walk to town and support local business, raise family in a walkable zone to school, enjoy all the other local benefits of living close to downtown, just to name a few.

The applicant(s) hereby certifies that all the above statements and the statements in any exhibit and plot plans transmitted herewith are true; and the applicant(s) acknowledge that any permit issued on such statements are false.

Applicant Signature:  _____

CITY OF WHITE SALMON BOUNDARY ADJUSTMENT

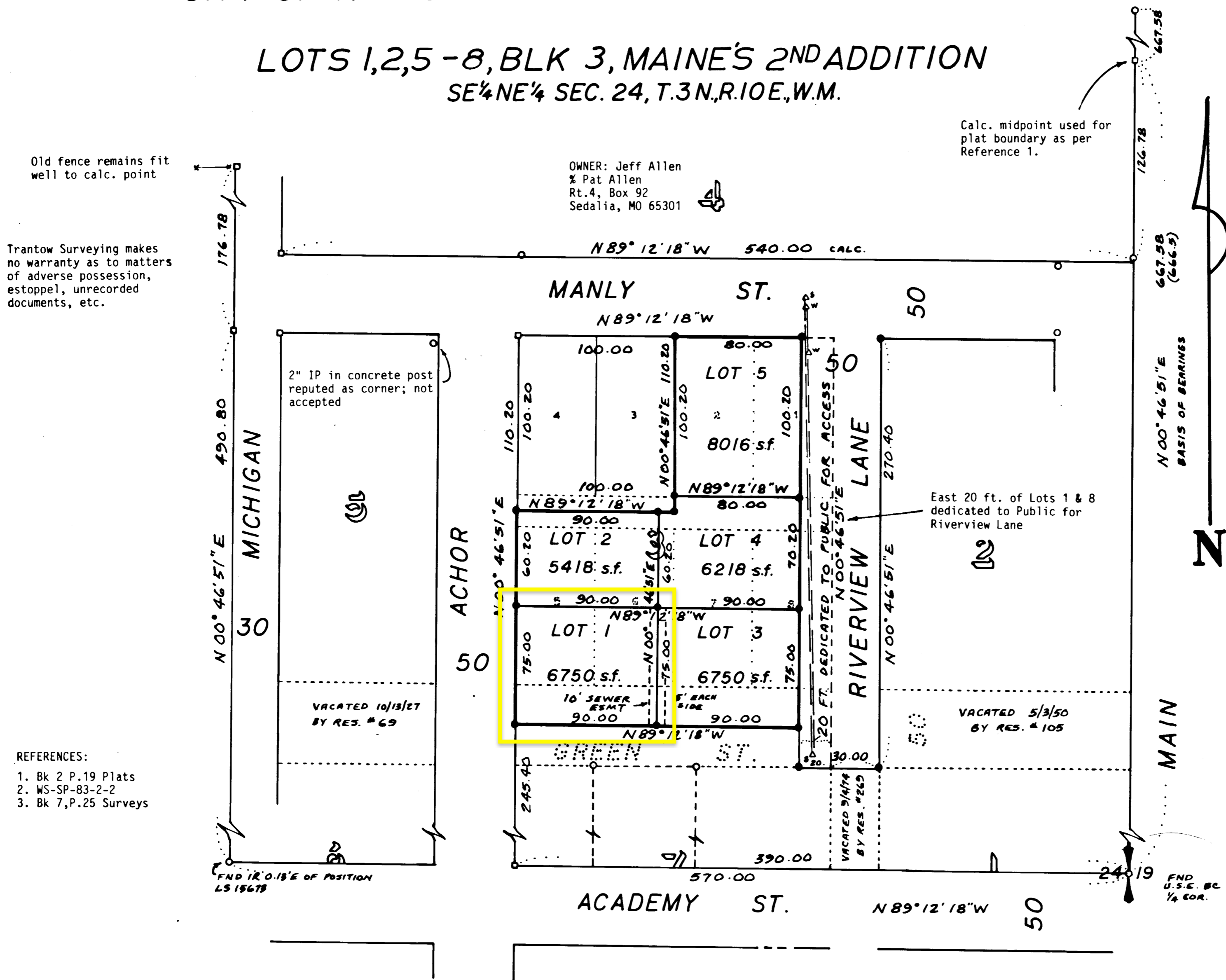
LOTS 1,2,5-8, BLK 3, MAINE'S 2ND ADDITION SE $\frac{1}{4}$ NE $\frac{1}{4}$ SEC. 24, T.3N.R.10E,W.M.

Old fence remains fit well to calc. point

Trantow Surveying makes no warranty as to matters of adverse possession, estoppel, unrecorded documents, etc.

OWNER: Jeff Allen
% Pat Allen
Rt.4, Box 92
Sedalia, MO 65301

Calc. midpoint used for plat boundary as per Reference 1.



REFERENCES:

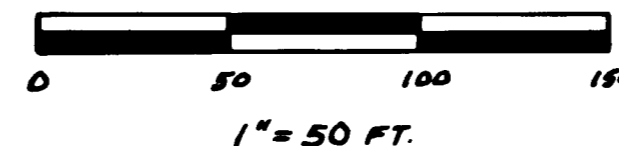
1. Bk 2 P.19 Plats
2. WS-SP-83-2-2
3. Bk 7,P.25 Surveys

TRAVERSE STATEMENT: A closed field traverse for the parcel shown was made with a Pentax PX-100 total station and related equipment during the period April 9-23, 1991. All measuring equipment met the minimum standards for this survey as per WAC 332-130-090.

NARRATIVE: The traverse was made about the entire addition, with searches conducted for all block corners. The few corners found and set by unknown parties were rejected. Plat dimensions were taken as per the intent of the original survey, resulting in an excess foot as measured north-south. All lots were proportioned along that direction. No encroachments other than city utility services were found. The alleyway and a portion of Green Street within this block are approved for vacation, and new lots were staked accordingly.

LEGEND

- Found iron rod or pipe (NA-not accepted)
- Set 5/8"x30" IR w/ 1" plastic cap
- Calculated, not set
- ▲ Water(w) or sewer(s) cover



27 APR. 1991

T. N. TRANTOW SURVEYING, P. L. S.
P. O. Box 287, Bingen, Washington 98605
(509) 493-3111

I, Terry N. Trantow, registered as a land surveyor in the State of Washington, certify that this plat is based on an actual survey conducted by me or under my supervision during April 9-23, 1991; that the distances, courses and angles are shown thereon correctly; and that monuments have been set and the adjustment lot lines staked on the ground as depicted on the plat.

Terry N. Trantow
Terry N. Trantow LS 15673

Dated this 27th day of April, 1991.

I hereby certify that this plat has been examined by me and that it is in conformity with city standards as to streets, water and sewage.

Wesley S. Davis
Superintendent of Public Works

Dated this 19 day of June, 1991.

Examined and approved this 19 day of June, 1991.

City Council

Francis H. Gaddis
Mayor

BOUNDARY LINE ADJUSTMENT FILED FOR RECORD AT THE REQUEST OF TRANTOW SURVEYING THIS 20TH DAY OF JUNE, 1991 AT 2:46 P.M. AND RECORDED IN VOLUME 1 OF BOUNDARY LINE ADJUSTMENTS AT PAGE 54, RECORDS OF KLICKITAT COUNTY, WASHINGTON.

223819

Nancy J. Evans
County Auditor

690


DON NUNAMAKER
REALTORS
541-386-4400
FOR SALE

File Attachments for Item:

C. Resolution 2022-01-536 Amending COVID-19 Procedures

1. Presentation and Discussion

2. Action



AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: January 19, 2022
Agenda Item: Resolution 2022-01-536 Updating COVID-19 Procedures Previously Adopted by Resolution
Presented By: Marla Keethler, Mayor

Action Required

Adoption of Resolution 2022-01-536 Updating COVID-19 Procedures previously adopted by resolution.

Proposed Motion

Move to adopt Resolution 2022-01-536 Modifying Resolution 2021-08-524 Modifying Resolution 2020-04-502 Modifying Resolution 2020-04-501 Ratifying Proclamation of Emergency and providing Temporary Procedures to Respond to the COVID-19 Pandemic.

Explanation of Issue

On January 13, 2022, the mayor issued an update to city employees regarding COVID-19 procedures. The proposed resolution outlines those changes.

Staff Recommendation

Staff recommends the council adopt 2022-01-536 Modifying Resolution 2021-08-524 Modifying Resolution 2020-04-502 Modifying Resolution 2020-04-501 Ratifying Proclamation of Emergency and providing Temporary Procedures to Respond to the COVID-19 Pandemic.

RESOLUTION 2022-01-536
A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF WHITE SALMON, WASHINGTON,
MODIFYING RESOLUTION 2021- 08-524 MODIFYING RESOLUTION 2020-04-502
MODIFYING RESOLUTION 2020-04-501 RATIFYING PROCLAMATION OF
EMERGENCY AND PROVIDING TEMPORARY PROCEDURES TO RESPOND TO THE
COVID-19 PANDEMIC

WHEREAS, the State of Washington, along with much of the world, is experiencing an outbreak of the Novel Coronavirus, known as COVID -19, and;

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is easily spread from person to person, and;

WHEREAS, on January 31, 2020 the United States Department of Public Health and Human Services Secretary declared a public emergency for the 2019 Novel Coronavirus beginning on January 27, 2020, and;

WHEREAS, on February 20, 2020 Governor Inslee proclaimed a state of emergency (Proclamation 20-05) for all counties in Washington State due to the spread of COVID-19 and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented, and;

WHEREAS, on March 3, 2020 Klickitat County Emergency Operations Center was activated to Level-2 (partial activation) and is working to ensure that local stakeholders have access to all relevant information related to COVID-19 for preparation purposes, and;

WHEREAS, on March 13, 2020 the President of the United States declared a national emergency related to COVID-19, and;

WHEREAS, on March 13, 2020, Mayor Marla Keethler issued Emergency Proclamation 2020-01, declaring the COVID-19 pandemic to be an emergency in the City of White Salmon pursuant to Section 38.52.070 RCW and other relevant provisions of state and federal law; and

WHEREAS, on March 23, 2020 Governor Inslee issued Proclamation 20-25 amending Proclamation 20-05 requiring residents of Washington to “Stay Home – Stay Healthy;” and

WHEREAS, on March 24, 2020 Governor Inslee issued Proclamation 20-28 amending Proclamation 20-005 waving certain requirements in RCW 42.56, the Public Records Act, and RCW 42.30, the Open Public Meetings Act, that provides for any activity that necessitates an in-person setting; and

WHEREAS, despite an increase in infections, hospitalizations, and deaths in the latter half of 2020, Washington State has avoided overwhelming the state’s health care systems throughout this pandemic by implementing rigorous safety and prevention measures, such as physical distancing, masking, social and economic prohibitions and, since December of 2020, the

administration of vaccinations to prevent infection of the coronavirus that causes COVID-19 symptoms; and

WHEREAS, according to the U.S. Centers for Disease Control and the Washington State Department of Health have determined that the COVID-19 vaccines that have received emergency approval by the US Federal Drug Administration are safe, effective against infection of the coronavirus that causes COVID-19 symptoms, have proven to significantly decrease the likelihood of infection; and

WHEREAS, everyone over the age of 12 is currently eligible to receive a vaccination against the coronavirus causing COVID-19 symptoms, and Washington health care providers have successfully administered millions of vaccine doses, but have millions more doses to administer, and it is necessary to achieve the highest rate of vaccination of the United States population as possible; and

WHEREAS, Governor Inslee amended Proclamation 20-05 on May 21, 2021 to further affirm that a State of Emergency continues to exist in all counties of Washington State; that Proclamation 20-05 and all amendments thereto remain in effect and to prohibit employers from taking employment action against workers, and

WHEREAS, after months of improving COVID-19 epidemiological conditions in Washington State, the emergence of highly contagious COVID-19 variants, including the “delta variant” that is at least twice as transmissible as the virus that emerged in late 2019, coupled with the continued significant numbers of unvaccinated people, have caused COVID-19 cases and hospitalizations to rise sharply among unvaccinated populations and have resulted in breakthrough infections in some fully vaccinated individuals; and

WHEREAS, the worldwide COVID-19 pandemic and its persistence in Washington State continue to threaten the life and health of our people as well as the economy of Washington State, and remain a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the existing conditions related to COVID-19 warrant the proclamation of the existence of a local emergency and providing for temporary procedures to respond to the COVID-19 pandemic.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON AS FOLLOWS:

SECTION 1 – Ratification and Finding of Fact.

Council hereby ratifies Emergency Proclamation 2020-01 issued by Mayor Marla Keethler for the City of White Salmon on March 13, 2020. Council further finds that an emergency exists pursuant to

Section 39.04.280(2)(b) RCW and authorizes the Mayor to waive any necessary competitive bidding requirements related to the COVID-19 emergency.

SECTION 2 – City’s Response and Operations.

- A. The City is committed to protecting the public and staff by minimizing the spread of COVID-19 and complying with Governor Inslee’s existing orders. The City has and will continue to follow the guidelines provided by the State of Washington and the Klickitat County Health Officer, who continue to prescribe social distancing, the wearing of masks indoors regardless of vaccination status, and minimizing gatherings of people to best combat the spread of COVID-19.
- B. The City has closed, and will continue to maintain closures, of all city offices to the general public beginning Monday, March 16 until further notice. Citizens may pay utility bills, acquire licenses, submit permit applications, contact staff and transact other City business via telephone, email, and online. City staff is working remotely where and when possible. City public works staff is working in shifts and ensuring the city’s critical infrastructure is maintained in good operating condition. The City reopened city offices to the public on May 11, 2021 and staff ended working remotely. All visitors to indoor city facilities must wear face masks.
- C. City parks will remain open.
- D. Pursuant to Governor Inslee’s Proclamation 20-23.16, Ratepayer Assistance and Preservation of Essential Services, the City will not issue late fees, penalties, etc., nor shut off water, due to late or unpaid payments through September 30, 2021. City utility billing will continue to be issued. The City will resume its normal billing services, including issuing late fees, penalties, beginning with the October 2021 billing.
- E. All City Council, City Committee and Planning Commission meetings will be held virtually until guidance regarding the prevalence or transmissibility of ~~the~~ highly contagious **Delta variant variants** changes.
- F. The Mayor is authorized to adjourn regularly scheduled council meetings (first and third Wednesdays of each month) in lieu of the requirement of a quorum of council to adjourn a meeting as provided in RCW 42.30.090. In the event a regular meeting is adjourned, notices will be posted at the White Salmon Fire Hall, City Hall, and the Post Office
- G. Mayor Marla Keethler issued multiple “Letter to Employees” dated on March 17, 2020, April 10, 2020, June 1, 2021 and **January 13, 2022** providing direction to employees regarding using any form of paid leave during the COVID-19 event. ~~The City Council confirms the decision of the Mayor to not require employees to use any form of paid leave in the event employees are directed to be self-quarantined, quarantined, sent home with symptoms, stay home sick or unable to work due to scheduling or office closures and extends, if necessary, the provisions until further notice.~~ **The City Council confirms the decision of the Mayor to not require employees to sue any form of paid leave for the first 5 days of home isolation after a positive COVID-19 test regardless of vaccination status. Employees who are vaccinated and are unable to work after 10 calendar days**

due to symptoms related to a positive COVID-19 diagnosis will use applicable sick leave. Employees who do not meet the vaccination criteria and are unable to return to work after 5 calendar days due to symptoms related to a positive COVID-19 diagnosis will use applicable sick leave. If an employee is notified of a COVID exposure and does not meet the vaccination criteria, applicable sick leave must be used for the current CDC guidance advising a 5-day home quarantine.

SECTION 3 – Budget.

During the term of this Resolution, the City Council adopts the following budget restrictions:

- A. The City Council hereby encourages the expenditures of funds for acquiring necessary technology to facilitate employees to work from home where remote work is possible and approved by the Mayor and the appropriate Department Head.
- B. All staff time dedicated to emergency health responses related to COVID-19 pandemic must be tracked to allow for FEMA reimbursement.

SECTION 4 – Communication.

- A. All updates regarding City functions and actions related to the COVID-19 pandemic will be posted on the City’s website to provide the public with the best updated information.
- B. The City will conduct any business meetings virtually until guidance regarding the prevalence or transmissibility of ~~the~~ highly contagious ~~Delta variant~~ **variants** changes.

SECTION 5 – Effectiveness.

The provisions of this Resolution shall be ~~retroactive to May 4, 2020~~ **effective** upon adoption and continue to be in effect until modified or cancelled by further council action.

ADOPTED by the Council of the City of White Salmon, Washington. Dated this 19th day of January, 2022.

Marla Keethler, Mayor

ATTEST:

Jan Brending, Clerk Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney



City of White Salmon Office of City Hall

January 13, 2022

City of White Salmon Employees

COVID-19 Update

This letter serves as an update to the COVID-19 provisions provided in the March 17, 2020 (and as amended April 9, 2020 and June 1, 2021).

Though all employees have returned to working normal business hours at city locations and City Hall is now open to the public, we continue to operate in unusual conditions due to the ongoing Covid-19 pandemic. Due to recent developments related to the Omicron variant, a highly contagious strain that is spreading quickly and as such has the potential to impact city operations, we are revisiting our procedures regarding required isolation/quarantine periods and the use of sick leave. This is being done to be more in line with recent recommendations from the CDC.

Use of Sick Leave

In order to continue to remove barriers from you being able to follow current and future COVID-19 related directives we have decided to continue that employees, regardless of vaccination status, will not be required to use sick leave for the first 5 days of home isolation after a positive Covid-19 test.

Employees who are vaccinated and are unable to work after 10 calendar days due to symptoms related to a positive COVID-19 diagnosis will use applicable sick leave. Vaccinated is now defined as:

- Completed the primary series of Pfizer or Moderna vaccine within the last 6 months
- Completed the primary series of J&J within the last 2 months
- Received a booster shot

Employees who do not meet the above vaccination criteria and are unable to return to work after 5 calendar days due to symptoms related to a positive Covid-19 diagnosis will use applicable sick leave.

If an employee is notified of a Covid exposure and meets one of the below criteria, applicable sick leave must be used for the current CDC guidance advising a 5-day home quarantine:

**100 North Main Street PO Box 2139 White Salmon WA 98672
Office: (509) 493-1133 Web Site: www.white-salmon.net**

The City of White Salmon is an equal opportunity employer and provider.

- Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and not yet boosted;
- Completed the primary series of J&J over 2 months ago and are not boosted;
- Are unvaccinated.

These requirements begin effective the date of the letter.

“Vaccinated” means receiving the following: primary series of Johnson & Johnson vaccine within the last two months, primary series of either the Moderna or Pfizer vaccine within the last 6 months, or completed a booster.

Proof of vaccination or a signed attestation form must be provided to your department head. Attestation forms and a vaccine verification list will be placed in a confidential folder that will house all city employee attestation forms and the vaccine verification list. This folder will be in a secure location that is only accessible to department heads and Risk Management. If no proof of vaccination or form is on file at the time an employee needs to be away from the office for COVID-19 reasons, the employee must use the applicable sick leave in the scenarios outlined above.

All other illnesses and doctor appointments not related to COVID-19 will continue to require the use of some type of sick leave.

If you are unable to report to work for any of the above reasons but you are well, check with your supervisor to consider possible telecommuting options during your absence. Please note, that working from home is not an option for all employees.

Wearing Face Coverings

Per the Governor’s proclamation and the Secretary of State’s Order, all employees must wear face coverings in any city facility

The city will continue to ask that all customers entering city locations (including public works shop, fire hall, city hall, etc.) need to wear face coverings at this time. This is instead of implementing a proof of vaccination requirement of customers and visitors. As such, we are asking that employees continue to wear face coverings when interacting with members of the public indoors and outdoors. This includes the general public, consultants hired by the city, salesmen, other public agency employees, etc. Signage should be placed on all city locations that face coverings are required when entering the facility.

Business meetings will be conducted virtually until guidance regarding the prevalence or transmissibility of the highly contagious variants change

This provision will stay in place until additional directives are provided by the CDC, State of Washington or the Governor’s Emergency proclamation is ended.

While vaccination is not required by the City of White Salmon, we encourage all employees to get vaccinated for COVID-19. COVID-19 vaccination decreases the risk of severe disease,

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Office: (509) 493-1133 Web Site: www.white-salmon.net**

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hospitalization, and death from COVID-19. If you have concerns regarding the vaccine, we recommend that you discuss your concerns with your primary doctor.

Thank you for continuing to work together to keep the city going through this ongoing and dynamic situation. Your hard work and compliance with COVID-19 restrictions is very much appreciated.



Marla Keethler, Mayor

100 North Main Street PO Box 2139 White Salmon WA 98672
Office: (509) 493-1133 Web Site: www.white-salmon.net

The City of White Salmon is an equal opportunity employer and provider.

File Attachments for Item:

D. Collectively Bargained Agreement, Municipal Employees

1. Presentation and Discussion

2. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: January 19, 2022
Agenda Item: Collectively Bargained Agreement, Local 1533-W AFSCME AFL-CIO –
Municipal (Non-Uniformed) Employees
Presented By: Jan Brending, Clerk Treasurer

ACTION REQUIRED:

Authorization for the Mayor to sign the 2022-2025 Collectively Bargained Agreement with Local 1533-W AFSCME AFL-CIO – Municipal (Non-Uniformed Employees)

PROPOSED MOTION:

Move to accept the 2022-2025 Collectively Bargained Agreement with Local 1533-W AFSCME AFL-CIO – Municipal (Non-Uniformed) Employees and authorize the Mayor to sign the agreement.

Explanation of issue:

The City of White Salmon has two union agreements: one with the police department and one with the other municipal employees. This agenda memo summarizes the changes made to the agreement through negotiations.

1. The agreement is for the years 2022-2025.
2. The agreement incorporates the Memorandum of Understanding regarding the “Janus” decision regarding employee participation in the bargaining unit: Page 4 – Article 1 Recognitions, Page 9 – Article 5 Union Membership/Applicability of Personnel Policies
3. The agreement provides for an additional paid holiday, June 19 – Juneteenth Day, and changes the name of the holiday (4th Friday in November) to Native American Heritage Day per state statute (page 21).
4. The agreement corrects an error in the accrual chart provided in Article 13 Annual Leave on Page 22.
5. The agreement provides that employees must take a minimum of 40 hours of vacation time per year. The prior agreement required employees to take five consecutive working days of vacation per year. (page 23)
6. The agreement references the City’s Personnel Policy for sick leave (page 24).
7. The agreement adds Article 20 Washington Family and Medical Leave Program stating the city participates in this program and that all premiums are paid by the City. This was previously approved by a Memorandum of Understanding under the previous agreement. (page 28)
8. The agreement adds Article 21 Washington Long-term Care Program stating the City participates in the State Long-term Care Program (Washington Cares Fund) and that all required premiums are paid by the employee. (page 28 and 29).
9. The agreement provides that travel expenses are reimbursed per the City’s Travel Policy. (page 32 and 33)
10. The agreement provides that an employee who works in excess of their regularly scheduled work shift and plans to take vacation after the shift within the same week, may, upon approval of their supervisor, reduce the amount of time taken for vacation by the amount of time worked in excess of their regularly scheduled shift. (page 34)
11. The agreement provides for a 5% cost of living adjustment for 2022 and then follows the CPI process previously established by Memorandum of Understanding. The 2022 cost of living adjustment is effective January 1, 2022.

12. The agreement does away with Article 31, Longevity Pay. (page 37)
13. The agreement includes a salary matrix (Appendix A) that provides for 10 steps per each Range.
14. The agreement includes adjusting the range for several job positions (see attached document and job descriptions). Any position that is adjusted is effective January 1, 2022.
15. The agreement includes all job descriptions (Appendix B) which have minor adjustments.

Budget:

The 2022 budget includes funding for the 5% cost of living increase and agreed upon adjustments to specific job positions.

Recommendation by Staff:

Staff recommends acceptance of the collectively bargained agreement with the Municipal (Non-Uniformed) Employees.

2018 – 20202022-2025

COLLECTIVELY

BARGAINED AGREEMENT

BETWEEN

CITY OF WHITE SALMON

AND

COUNCIL 2

**WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES**

REPRESENTING

LOCAL 1533-W

AFSCME AFL-CIO

MUNICIPAL (NON-UNIFORMED) EMPLOYEES

EFFECTIVE

JANUARY 1, ~~2018-2022~~ – DECEMBER 31, ~~2020~~2025

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APPENDIX “A” – SALARY MATRIX

APPENDIX “B” – JOB DESCRIPTIONS

PREAMBLE

This Agreement entered into by the City of White Salmon hereinafter referred to as the Employer, and the Washington State Council of County and City Employees, Council 2, representing Local 1533-W, affiliated with American Federation of State, County, and Municipal Employees AFSCME, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE 1 – RECOGNITION

- 1.1 The Employer recognizes the Union as the exclusive bargaining representative of the bargaining unit consisting of all regular municipal City employees including those regular municipal City employees who have declined to join the Union. except for Excluded from the bargaining unit are all Department Heads, Administrators, Confidential Employees, Clerk-Treasurer, Building Supervisor, and Temporary ~~employees~~ Employees, for the purpose of establishing wages, benefits, hours and other conditions of employment for all employees in the bargaining unit.

ARTICLE 2 – NON-DISCRIMINATION

- 2.1 It is mutually agreed that there shall be no discrimination because of lawful union activity, union membership, race, color, religion, sex, age, marital status, sexual orientation, national origin, genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008), or disability that does not prevent proper performance of the job (bona fide occupational qualification). The Union and Employer representatives shall work cooperatively to carry out these principles. Employees who believe they have been discriminated against shall use the Grievance Procedure in this CBA prior to seeking relief through EEOC, WSHRC and court proceedings, not excluding consultation with EEOC or WSHRC.

ARTICLE 3 – PRODUCTIVITY

- 3.1 It is mutually agreed that the Employer, and the Union, shall work together individually and collectively to meet the production requirements of each department, to provide the public with efficient and courteous service, to encourage good attendance of employees, and to promote a climate of labor relations that will aid in achieving a high level of efficiency in all departments of City Government.

ARTICLE 4 – DEFINITIONS

4.1 Definitions: The following definitions apply throughout the CBA as described herein, the following terms unless the context indicates another meaning:

A) Anniversary Date: Original entry date into City services as adjusted by leave without pay or break in service.

B) Call Out Time: A time when an employee is called to perform non-scheduled work.

C) Dismissal: The termination of employment of a regular employee pursuant to Article 11 – Discipline and Work Rules.

D) Holidays: Paid non-work days for City employees are established and as provided in Article 12 - Holidays of this Agreement.

E) Immediate Family:

1. a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de factor parent, regardless of age or dependency status;
2. a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor child;
3. a spouse;
4. a registered domestic partner;
5. a grandparent;
6. a grandchild;
7. a sibling; or
8. any other person (not described above) who is a resident of the employee's household or dependent on the employee for medical care.

This definition relates to sick leave, not medical coverage.”

F) On-Call Time: The period of time when an employee is required to wait with restricted activity in anticipation of being called out to work.

- G) Overtime:** Work hours authorized to count towards [Overtime], as specified with in this agreement, and/or actual work performed in excess of forty (40) hours of actual work in scheduled workweek. Work hours authorized and/or actual work hours that exceed the minimum forty (40) hours threshold of actual work performed in a scheduled workweek is payable at the time and one-half (1 1/2) rate.
- H) Past Practice:** A customary way of doing things not written into the collective bargaining agreement; and the collective bargaining agreement language has not been renegotiated; past practices can only be established by a longstanding, consistent, and accepted practice by both parties. Under no circumstances can a past practice be established by union member supervisors without the written consent of the Department Head allowing the practice.
- I) Position:** A group of duties and responsibilities normally assigned to an employee.
- J) Probationary Employee:** An individual working for pay during their first six (6) months of employment from date of hire, unless the probationary period is extended. A probationary employee may be terminated without just cause and without any recourse to the grievance procedure.
- K) Probationary Period:** A trial period of employment during which an employee may be terminated without just cause and without recourse to the grievance procedure. The probationary period shall continue for six (6) months from the date of hire, unless extended by the Employer for reasonable cause or by agreement. In no event shall the probationary period of any regular employee continue for more than twelve (12) months from the date of hire.
- L) Regular Employee:** A regular employee of the Employer does not include probationary employees or temporary employees.
- M) Temporary Employee:** An employee, either full time or part time, who is employed by the City to fill a position temporarily until such time as the position can be permanently filled or is no longer needed. In no circumstances can the position be filled for more than one (1) calendar year. These employees are not covered by the CBA.
- N) Anniversary Date:** Original date of hire into the Employer's services, adjusted for leaves without pay, and/or breaks in service.
- O) Bona-Fide Emergency:** Inclusive of but not limited to life threatening situations, civil disorders, natural disasters, sudden unexpected circumstances not related to natural disasters and/or disorders, and Acts of

God. Examples of sudden unexpected circumstances would include breakdowns in payroll processing, illnesses affecting the availability of employees, etc.

- P) Dismissal:** The termination of employment of a regular full-time, regular part time, employee pursuant to Article 11 Discipline/Work Rules.
- Q) Employees:** All references to employee in this CBA, includes both sexes. Whenever the male gender is used, it shall be construed to include both male and female employees.
- R) Employer:** The City of White Salmon.
- S) Employer's Appointing Authority:** The Mayor or City Administrator.
- T) Promotion/Transfer:** If the six month (6) probationary period of an employee who has been promoted/transferred to a new classification is found to be unacceptable or if the employee decides not to continue in such position, the employee shall have the right to return to the position from which the employee was promoted/transferred so long as the position has not been filled or so long as the position has not been eliminated in the interim by management. Any employee who is promoted/transferred to a higher classification, shall be placed at the minimum salary for that class unless that minimum is lower than, or the same as the employee's salary at the time of the promotion/transfer.
- U) Regular Full-Time Employees:** An employee who performs bargaining unit work on a full timefull-time basis (~~forty (40)~~thirty-two [32] or more hours per week). Only Regular Full-Time Employees are entitled to the terms and benefits of the CBA.
- V) Regular Part-Time Employee:** Employees who perform bargaining unit work on a scheduled basis for an indefinite period of time and who have a normal work schedule of more than twenty (20) hours but less than ~~forty (40)~~thirty-two (32) hours per week. ~~Said employees are entitled to receive only base pay for the position. Said employees are subject to the City of White Salmon's Personnel Policies. Regular Part-Time Employees are not subject to the CBA.~~
- W) Regular Seasonal Employees:** Employees hired to work in a regular position less than six (6) months. Seasonal employees are not subject to the provisions of this CBA.
- X) Resignation:** The voluntary action by an employee of terminating their employment.

Y) Seniority (Definition Only): Seniority for regular fulltime employees and regular part-time employees shall consist of continuous service of an employee, that period of time beginning from their date of hire. No employee shall have seniority established prior to satisfactory completion of the probation period. In the case of authorized leave of absence without pay or lay-off, the employee will not earn seniority during the period of absence. Seniority terminates when an employee resigns, retires, is discharged or is not rehired within one (1) year of lay off.

Z) Union: Council 2, Washington State Council of County and City Employees, Local 1533-WS, American Federation of State, County, and Municipal Employees, AFL-CIO.

ARTICLE 5 – UNION MEMBERSHIP / APPLICABILITY OF PERSONNEL POLICIES

5.1 Joining the Union: All employees in this bargaining unit have the right to voluntarily join the Union. The Union as the Exclusive Bargaining Representative agrees to carry out its responsibilities under RCW 41.45.080.

5.2 Questions About Union Membership: If an Employee has questions about Union membership, the City will remain neutral and direct the Employee to discuss the topic with a Union Staff Representative. The Union's Staff Representative shall address the Employee's inquiry as soon as possible.

5.3 Signed Dues Deduction Authorization: Current union members and those who choose to join the Union and pay monthly dues via signed payroll deduction authorization will have their dues deducted from the wages of the Employee who have authorized such deductions. The signed payroll deduction authorization may be submitted electronically or by paper writing, and must be presented to the City Clerk-Treasurer. The deduction shall begin in the payroll period after submission of the dues deduction authorization card or as soon as administratively possible if not submitted with enough time to make the next payroll period.

5.4 Amounts Deducted: The amounts to be deducted shall be certified to the Employer by Council 2 and the aggregate deductions shall be remitted to Council 2, Washington State Council of County and City Employees, AFL-CIO, P.O. Box 750, Everett, WA 98206-0750, together with an itemized statement including the employee name, department, hours worked, monthly base wage and the amount of union dues to be deducted, after such deductions are made. If an employee terminates their employment on or before the 15th of the month, dues will not be deducted for that month; if the termination is after the 15th, dues will be deducted. The Employer shall honor the terms and conditions of each employee's authorization for payroll deduction. The Employer shall continue to deduct and remit union dues and fees to the Union until such time as the Union

notifies the Employer that the payroll deduction authorization has been properly terminated in compliance with the terms of the authorization for payroll deduction executed by the employee. The City is not a party to the authorization for payroll deduction as that is between the employee and the Union.

5.5 Applicability of Personnel Policy: If the CBA does not specifically address the details of any given topic and the Personnel Policies do address the details then the City of White Salmon's Personnel Policy shall apply to bargaining unit members. If the CBA briefly but not in detail identifies a topic and the Personnel Policies have more detailed provisions, then the Personnel Policies shall prevail. If the CBA has specific details not contained in the Personnel Policies, then the CBA provisions shall prevail. The Personnel Policies referred to in this Section are those the City has adopted by way of official City Council action. New Personnel Policies will be sent for review and comment to the Union representative prior to adoption.

5.6 Indemnification and Hold Harmless: The Union agrees to indemnify the Employer and save the Employer harmless from and against any and all claims, against the Employer arising out of administration of this Article which includes the amounts of Union dues and fees deducted from employee's wages in accordance with the employee's authorizations furnished to the City by the Union, including reimbursement for any legal fees or expenses incurred in connection with such action. The Employer will promptly notify the Union in writing of any claim, demand, suit or other form of liability asserted against it relating to its implementation of this Article.

~~**Union Membership:** All employees in the bargaining unit shall, within thirty (30) days after hiring, as a condition of employment, become members of the Union, provided that exceptions to membership shall be subject to the provisions of RCW 41.56.122(1).~~

~~**5.2 Payroll Deductions:** The City agrees to deduct Union fees, dues and other assessments by the Union against its members within the bargaining unit from the pay of employees who authorized the City to do so, which authorization shall be in writing and signed by each person authorizing such deductions, and filed with the City. The City shall transmit to the Washington State Council of County and City Employees (W.S.C.C.C.E.), P.O. Box 750, Everett, WA 98206-0750, the aggregate of such deductions, together with an itemized statement, on or before the 20th day of each month following the month for which deductions are made. The Union agrees to indemnify the Employer and save the Employer harmless from and against any and all claims, against the Employer arising out of administration of this Article, including the amounts of Union Dues deducted from earnings.~~

~~**5.3 Applicability of Personnel Policy:** If the CBA does not specifically address the details of any given topic and the Personnel Policies do address the details~~

~~then the City of White Salmon's Personnel Policy shall apply to bargaining unit members. If the CBA briefly but not in detail identifies a topic and the Personnel Policies have more detailed provisions then the Personnel Policies shall prevail. If the CBA has specific details not contained in the Personnel Policies, then the CBA provisions shall prevail. The Personnel Policies referred to in this Section are those which the City has adopted by way of official City Council action. New Personnel Policies will be sent for review and comment to the Union representative prior to adoption.~~

ARTICLE 6 – MANAGEMENT RIGHTS

- 6.1 Core Management Rights:** The Union agrees that the Employer has core management rights which are controlled by the Employer. The Employer has the exclusive right to make and implement those decisions without negotiations about the decision(s) and the effect(s). Those core management rights include but are not limited to the following:
- A)** The right to hire, transfer, promote, and/or lay-off employees;
 - B)** The right to adopt, change and/or discontinue operations, practices, and/or the work of employees;
 - C)** The right to establish and/or modify job classifications and descriptions;
 - D)** The right to adopt and/or modify work rules, procedures, policies and/or directives;
 - E)** The right to discipline employees;
 - F)** The right to adopt, modify and/or make any and all budgetary determinations;
 - G)** The right to determine and/or change the hours of work in accordance with the CBA;
 - H)** The right to make and enforce reasonable safety rules and regulations;
 - I)** The right to implement new equipment and procedures;
 - J)** The right to determine and declare when an emergency exists and the actions necessary to deal with the emergency. Emergency includes life threatening situations, civil disorders, natural disasters, sudden unexpected circumstances no related to natural disasters and/or disorders, and Acts of God. Examples of sudden unexpected circumstances would include breakdowns in payroll processing, illnesses affecting the availability of employees, etc.;

K) The right to establish and implement drug and alcohol policies and procedures.

6.2 Cooperation: The Union agrees to give full cooperation in carrying out the functions vested in the Employer for the conduct of its business and the efficient management and operation, and the prevention of violations by its members of the provisions of the CBA or the rules and regulations herein agreed to.

6.3 Statutory Law: Nothing in this CBA shall be interpreted to interfere with the rights of management inclusive of the City Council, the Mayor or the City Administrator as provided by ordinance, statutes and resolution.

6.4 Past Practice: The Employer may change, alter or terminate past practices subject to the Employer providing the Union thirty (30) calendar days written notice of the proposed change during which time the Employer, if the Union so requests, will meet with the Union to negotiate the effects of its decision to change past practice for a period not to exceed the thirty (30) calendar days, after which time the Employer is free to proceed with the change to past practices. In the event of a bona fide emergency as defined herein, the Employer has the right to change past practices giving as much notice as is practicable under these circumstances and an opportunity to negotiate the effects with the Union; all of which shall occur within adequate time to permit the Employer to respond to the emergency.

6.5 Management Personnel: The Employer reserves the right to allow management employees to perform bargaining unit work when an emergency exists, as defined in the CBA.

ARTICLE 7 – LABOR MANAGEMENT COMMITTEE

7.1 Participation: All collective bargaining with respect to wages, benefits, hours, and general working conditions shall be conducted by authorized representatives of the Union and authorized representatives of the Employer.

7.2 Communications:

Labor/Management Committee: In the interests of greater communications and for the purpose of developing a more harmonious work environment, the parties agree to the creation of a joint Union/Employer Committee, to consist of no more than four (4) members appointed by the Union inclusive of the W.S.C.C.C.E. Staff Representative and no more than four (4) members appointed by the Employer inclusive of the Mayor. A designated representative shall serve as a chairman and shall preside at the meetings.

- 7.3 Agreements:** Tentative Agreements reached between the parties to this agreement are subject to review by the W.S.C.C.C.E. Staff Representative and the City's management representative. If approved and/or modified then the changes shall be effective upon signature by the parties and their representatives.
- 7.4 Scheduling:** Meetings may be scheduled at a mutually agreeable time, but not later than fifteen (15) working days from the date the request for a meeting is made. Such request shall be in writing and contain the item(s) and/or topic(s) at issue.
- 7.5 Agenda:** Prior to the meeting, a written agenda shall be prepared by the party requesting the meeting and may be supplemented by additions made by the other party. The party requesting the meeting shall furnish the other party with a copy of the final agenda three (3) working days prior to the date of the meeting.
- 7.6 Scope:** The agenda shall be limited to items which are of a group, rather than individual, interest and/or concern.
- 7.7 Minutes:** Minutes will be taken by a person designated by the Chairperson. Minutes shall consist of the topics/items discussed and disposition of each. Disposition of matters covered in a labor management meeting shall not conflict, add to, or otherwise modify the terms and conditions of this basic Agreement. Copies of the minutes shall be signed jointly by an Employer designee and a member designated by the Union who participated in the meeting. These minutes shall be available for signatures within five (5) working days after such meetings.
- 7.8 Pay Status:** Employees participating in such meetings as representatives of the Union shall receive their regular salary from the Employer.
- 7.9 Timelines:** The Employer will discuss proposed changes in employees working conditions with representatives of the Union. Such discussions should be 14 days in advance of the implementation dates, in order that reasonable alternative proposals can be considered.
- 7.10 Resolution:** The Committee may not intervene in, add to, or delete from the Collective Bargaining Agreement nor may it involve itself in any grievance which has been reduced to writing at Step 1 of the grievance procedure. The Committee shall be a means of resolving potential conflicts, communicating short and long term projects and goals of both the Employer and the Union, and for the general sharing of information.

ARTICLE 8 – EMPLOYEE RIGHTS

- 8.1 Personal and Private Life:** The private and personal life and activities of the employee, unless representing a conflict of interest, unless detrimental to the employee's work performance or to the programs administered by the Employer, are not legitimate grounds or cause for disciplinary, discriminatory or other comparable actions initiated by the Employer.
- 8.2 Written and Signed Complaints:** In the event of charges or complaints made to Management against any employee, except where there is clear and immediate danger to person(s) or property, no Management disciplinary action shall be initiated in response to such charge or complaint until the employee has been apprised of the allegation and has had reasonable opportunity to respond, in which instance the employee shall be informed of the identity of the person or party making such charges or allegations except in the case of harassment or other similar cases where the accuser's identity must be kept confidential. The parties respect the individual's right to confront their accuser except as provided above, but if the accuser's identity is provided, there shall be no retaliation by the employee or any of the employee's representatives in regards to charges or complaints. If there is retaliation, the employee will be subject to termination/discharge. If Management determines to bring disciplinary action against an employee for any reason, the employee shall be apprised of rights of appeal and representation, as provided by Local 1533WS and the grievance procedure.
- 8.3 Personnel File Review:** Each employee or a designated representative (with written authorization from the employee) shall have access to the employee's personnel file for the purpose of grievances and disciplinary actions or other proper purposes. All information that becomes a matter of record and is inserted into the employee's personnel file shall be brought to the attention of the employee at the time of insertion. The employee shall have ample opportunity to review and submit explanatory notes and comments. Employees or their designee have the right to examine their personnel file as is maintained by the City of White Salmon Personnel Department. A copy of any entry pertaining to job competence or conduct will be given to the employee.
- 8.4 Representational Rights:** Each employee, a designated representative (with written authorization from the employee), and management to include and limited to Mayor, City Administrator, appropriate Department Head, immediate supervisor and legal counsel shall have access to the employee's personnel file for the purpose of grievances and disciplinary actions or other proper purposes. Material placed into an employee's file, shall be brought to the attention of the employee and signed by the employee signifying that they have read it. The employee shall be given the opportunity to attach their comments. A copy of any entry pertaining to job competence or conduct will be given to the employee.

- 8.5 Weingarten Representation:** Employees shall have the right to have union representation present at any meeting between Management and the employee if said meeting is called for disciplinary consideration adversely affecting their conditions of employment.
- 8.6 Safe Working Conditions:** The Employer and employee(s) will cooperate in their endeavors to maintain safe working conditions. The Employer agrees that no employee should work, or be directed to work, in a manner, or under conditions, that do not comply with minimum safety practices or standards as established by the Washington State Division of Safety. Said practices and standards shall include a regular schedule of compliance with the State of Washington for Accident Prevention training for all employees.
- 8.7 Grievance Rights:** Any employee within the bargaining unit who believes they have a grievance, may seek their remedy through the grievance procedure provided within this CBA. A grievance is defined as a dispute regarding the interpretation, application or implementation of the specific terms and conditions of this CBA.
- 8.8 Changes to Work Rules:** Employees shall be made aware in writing of new or changes to existing work rules a minimum (emergencies excepted) of seven (10) calendar days prior to the effective date of the change.

ARTICLE 9 – CONTRACTING OUT

- 9.1 Contracting Out/Subcontracting:** The Employer shall have the right to contract out or subcontract work, without negotiations about the decision and/or its effects, which has previously or historically been contracted out or subcontracted.
- 9.2 Bargaining the Effects of Contracting Out/Subcontracting:** The Employer shall have the right to contract out or subcontract work not previously contracted out which would adversely affect the normal hours of work (not overtime, nor call-back, nor any other types of premium pays or work hours) of current bargaining unit employees at the time the Employer makes such decision. Prior to the Employer implementing the contracting out or subcontracting, the Employer will provide forty-five (45) calendar days' written notice of this decision to the Union, and provide an opportunity to bargain collectively in good faith the decision of the Employer and its effects.
- 9.3 Bona Fide Emergency:** The notice and discussion provisions of this Article regarding the Employer's decision to contract out or subcontract work and its effect shall not apply in situations where the Employer contracts out or subcontracts work to provide services in the event of a bona fide emergency as defined in the CBA.

ARTICLE 10 – NEPOTISM

10.1 Employment of Relatives (Nepotism):

- A)** Employee's immediate family members and those living together as domestic partners will not be employed by the City under any of the following circumstances:
1. Where one of the parties would have authority, or practical power, to supervise, appoint, remove, or discipline the other;
 2. Where one party would be responsible for auditing the work of the other;
or
 3. Where other circumstances exist which would place the parties in a situation of actual or reasonably foreseeable conflict between the interest of one or both parties and the best interests of the City.
- B)** No relatives closer than fourth degree as defined in RCW 11.02.005(5) as now codified or hereafter amended, shall be employed within the same department of the City. Departments are defined as those approved by the City Council and as shown in the current organizational chart of the City.
- C)** If two employees marry, become immediate family members or begin living together as domestic partners, and as a result, the circumstances prohibited by Section (a) or (b) exist, only one of the employees will be permitted to stay employed with the City. The decision as to which employee will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become immediate family members, or begin sharing living quarters with each other. If no decision has been made during this time, the most recently hired employee will be terminated.

10.2 Definitions/Nepotism: [For Purpose of This Article Only]

- A) Immediate Family:** An employee's immediate family includes the employee's spouse, child, parent, siblings, mothers and fathers-in-law, sons and daughters-in-law, grandparents, and step relatives of the same degree listed above.

ARTICLE 11 – DISCIPLINE/WORK RULES

- 11.1 Causes:** The Employer may reprimand, suspend without pay, discharge, or terminate an employee for the following causes, but not limited thereto:

- A)** Using or working with the presence of intoxicants or drugs in an Employee's blood, breath and/or urine based on reasonable suspicion.

- B) Disobedience to a lawful directive, reasonable directive and/or instruction by any immediate supervisor.**
- C) Incompetence;**
- D) Inability to comply with or support goals of the Employer relating to its missions, services, amount and/or quality of work, subject to prior notification.**
- E) Negligent or deliberate damage and/or destruction of Employer's, another employee's or the public's property.**
- F) Neglect of duty.**
- G) Discourtesy to the public.**
- H) Refusal to comply with policies and rules of the Employer.**
- I) Disorderly conduct.**
- J) Sleeping on duty.**
- K) Giving or taking of a bribe of any nature.**
- L) Failure to report for duty without a bona fide reason.**
- M) Continued and/or pattern absenteeism for any reason except on an approved leave of absence.**
- N) Borrowing, taking, or theft or unauthorized use of tools, equipment, or other property of the Employer for private or personal use.**
- O) Misuse of sick leave policies.**
- P) Violation of No Strike Clause.**
- Q) Failure to promptly report to the supervisor on the job injuries or accidents involving employees, equipment, property, visitors, and/or the public.**
- R) Pattern of reporting late for work (tardiness).**
- S) Any other causes reflected in PERC, arbitration and case law.**
- T) Falsification of reports and/or deception of any kind.**
- U) Recklessness.**

V) Failure to report for work at the end of an approved leave of absence period and/or using a leave of absence for reasons other than those for which it was granted.

W) Violation of GPS policy and procedures.

11.2 Scope: The disciplinary actions which the Department Head may take against an employee include:

- A) Document Oral reprimand
- B) Written reprimand
- C) Suspension from work without pay
- D) Demotion where applicable
- E) Discharge or termination

Which disciplinary action is taken depends upon the seriousness of the affected employee's conduct as determined by the Employer. The above-enumerated disciplinary actions may be implemented without regard to the order indicated hereinabove.

11.3 Termination or Suspension - Without Pay for Cause:

11.3.1 The Employer may suspend without pay, discharge or terminate an employee for cause. The specified charges shall be made available to the employee in writing and notice shall be given to the Union at the time action is taken unless Section 11.4 is applicable.

11.3.2 In the event the Employer preliminarily determines that an employee may be suspended without pay or discharged/terminated, the Employer will provide the employee with Loudermill protections. These protections include issuance by the Employer of a written notice of the alleged misconducts and/or violations with the facts to the employee and the Union inclusive of a date, time and location for a pre-disciplinary action meeting (*Loudermill*) and the right to representation.

11.3.3 The purpose of the pre-disciplinary action meeting is to provide the employee with an opportunity to explain their side of the facts and alleged misconducts and/or violations before the Employer takes disciplinary action. The Employer will issue a written decision with regard to which, if any, disciplinary actions will be implemented within a reasonable time after the pre-disciplinary action meeting. The timing of issuance of the written decision is dependent on the complexity of the misconducts and/or violations as well as whether further investigation is necessary.

- 11.3.4 An employee may not be suspended without pay for more than thirty (30) working days.
- 11.3.5 If a suspension without pay is for five (5) days or less, then the record of the suspension shall remain in the personnel file for four (4) years and will be removed if the employee makes a written request for removal, except if there is a similar violation within the four (4) years, in which case all, records shall remain in the personnel file permanently.
- 11.4 Immediate Suspension with Pay:** When circumstances are such that retention of the employee will likely result in disruption of City programs, damage to or loss of City property or be injurious to the City employee, fellow employees or the services provided by the City, the Employer may suspend with pay the employee immediately. This will be coordinated with Section 11.9 below.
- 11.5 Notification and Representation:** The limitations relating to notification of disciplinary action are only for employee notification purposes and shall not affect the validity of disciplinary action taken by the Employer.
- 11.6 Additional Rules:** The Employer may prepare, issue and enforce additional rules and safety regulations not specially outlined above, necessary for safe, orderly and efficient operations.
- 11.7 Work Rule Changes:** When existing work rules are changed or new rules are established, they shall be posted prominently on bulletin boards for a period of seven (10) calendar days before becoming effective, except for work rules of an emergency nature.
- 11.8 Rules and Compliance:** Employees shall comply with all existing rules that are not in conflict with the express terms of this Agreement, that reasonable notice has been given of the existence of the rule.
- A)** Any unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the grievance procedure.
- B)** Employer will make a good faith effort to enforce rules uniformly.
- 11.9 Suspension with Pay:** At the discretion of the Employer, an employee may be suspended with pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform their duties. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense. If the charges are

unfounded, the employee will be restored to duty and provided a letter of exoneration.

11.10 Written Reprimand: Written reprimands shall be removed from the employee's personnel file after three (3) years if no similar violations have occurred. If there are similar violations then both reprimands will remain in the personnel file for an additional three (3) years.

ARTICLE 12 – HOLIDAYS

12.1 Holidays: The following days shall be recognized and observed as paid holidays:

January 1	New Year's Day
3rd Monday in January	Martin Luther King Day
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
<u>June 19</u>	<u>Juneteenth Day</u>
July 4	Independence Day
1st Monday in September	Labor Day
November 11	Veteran's Day
4th Thursday in November	Thanksgiving Day
4th Friday in November	<u>Day after Thanksgiving</u>
	<u>Native American Heritage Day</u>
December 25	Christmas Day

A) Saturday/Sunday Holiday: Whenever a paid holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday. Whenever a paid holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday.

B) Worked Holidays: If an employee works on a paid holiday, they shall receive Holiday Pay of two and one-half (2 1/2) times their regular hourly wage for each hour worked on such Holidays.

ARTICLE 13 – ANNUAL LEAVE

13.1 Accrual: The annual leave allowance shall be earned annually based on the following schedule:

- A)** Eighty (80) hours if completed service is at least 6 months but less than 60 months.
- B)** One Hundred Twenty (120) hours if completed service is at least 5 years but less than 10 years (at least 60 months, but less than 120 months).
- C)** Four Weeks (160 hours) if completed service is at least 10 years but less than 19 years (at least 120 months, but less than ~~216~~228 months).
- D)** Five weeks (200 hours) if completed service is at least 19 years and over. (at least 228 months or over)

Accrual chart to match A-D above:

Sub-part	Months of Completed Service	Monthly Accrual Rate In <u>Hours</u>	Yearly Rate in Hours Per Year
A	At least 6 but less than 60	6.67	80.00
B	At least 60 but less than 120	10.00	120.00
C	At least 120 but less than 216 <u>228</u>	13.33	160.00
D	At least 228 and over	16.67	200.00

Annual leave accruals are based on eight (8)-hour ~~work days~~workdays (forty (40)-hour work week).

An example of the calculation and accumulation (for payroll purposes) of total annual leave hours in sub-parts **A) thru D)** and the corresponding chart above is as follows: 40 hours x 2 weeks = 80 annual hours divided by 12 months = 6.67 hours accrued per month; 40 hours x 3 weeks = 120 annual hours divided by 12 months = 10 hours accrued per month; 40 hours x 4 weeks = 160 annual hours divided by 12 months = 13.33 hours accrued per month; and 40 hours x 5 weeks = 200 annual hours divided by 12 months = 16.67 hours accrued per month.

For purposes of this CBA, two (2) employees will be grandfathered at the five-week accrual level for seventeen (17) years through twenty-five (25) years as reflected in the prior CBA. This only applies to two (2) employees, Ross Lambert and Dixie Walker.

No other employees shall be entitled to accrue at the five-week levels contained in the previous CBA.

13.2 Time Worked: Vacation with pay will be given to all ~~full-time~~full-time employees during each vacation base year in accordance with other provisions of this section. Vacation and holiday time shall not be counted as time worked for this purpose.

13.3 Hourly Rate: Full-time employees shall be paid vacation periods at their basic straight time hourly rate or straight time equivalent without overtime or other premium of any kind as of the time the vacation is taken.

13.4 Vacation Accumulation: Unused accumulative vacation leave accumulated on an annual basis will have a limit on annual carryover. The amount of such accumulated leave carried over to the succeeding calendar year will be limited to ~~eighty (80)~~one-hundred twenty (120) hours, at the discretion of the employee.

13.5 Use:

- A) Vacation time will be figured on an annual basis from January 1 to December 31. An employee with more than six (6) months service will be permitted vacation on a prorated basis, according to the number of months worked at the end of the calendar year. An employee shall have performed a minimum of six (6) months' work full time, and not part time, before such employee shall be eligible for vacation as aforementioned.
- B) Employees shall be required to take a minimum of ~~five (5) consecutive working days of vacations~~ forty (40) hours of vacation time per year. An employee may buy back vacation time at the end of the year subject to approval by the Mayor or the City Administrator.
- 13.6 Holiday:** Whenever a holiday which would have been included in an employee's work schedule falls within the employee's paid vacation period, the City shall, in each case, grant an additional day of paid vacation in lieu thereof.
- 13.7 Illness:** Employees who become ill while on approved vacation time may utilize sick leave for the period of illness subject to the provisions of Article 14 Sick Leave provided the employee, immediately upon becoming ill, notifies their immediate supervisor. Upon return to work, the employee may be required by the Employer to present a written doctor's certificate stating the extent and length of the illness.
- 13.8 Termination:** An employee whose services are being terminated for any reason other than for cause, shall be granted payment for any vacation earned and not already taken during the year in which termination occurred.
- 13.9 Cumulative Use:** Vacation shall be taken by the employees in a cumulative time of not more than two (2) week intervals subject to prior approval by the Supervisor as well as the Mayor or the City Administrator.
- 13.10 Preference:** Employees shall post vacation preference on or before February 1 of each succeeding year. Selections from such preferences shall be made on a seniority basis of employment in determining the time of vacation selections for the first requested segment of vacation leave only, when more than one (1) requested segment of vacation leave is selected by the employee. "Segment" shall be defined as a group of consecutive days requested for vacation, i.e. one week, two weeks, etc. Vacation scheduling shall not supersede work demands that are necessary to keep the department operating efficiently. In the event of conflicting schedules the employee will be notified as soon as possible of the conflicting schedule. The employee and supervisor will identify optional dates the employee can take his/her leave. Once additional dates have been identified the employee will have two (2) weeks to resubmit their scheduled leave. If the employee fails to resubmit his/her scheduled leave in the allotted

time the supervisor will scheduled the employees leave. Other than a work related emergencies the supervisors' decision is final. Only one (1) non-exempt employee per department shall be on vacation leave at any one time unless authorized by the department head.

ARTICLE 14 – SICK LEAVE

14.1 Earned: Sick leave is earned at the rate of eight (8) hours per month with accumulation being limited to one thousand (1,000) hours.

14.2 Usage: Sick leave may be taken ~~for any of the following reasons~~ per City of White Salmon Personnel Policy 4.12.:

~~A) Illness or injury or temporary disability (such as pregnancy) which incapacitates the employee to the extent that they are unable to perform their work. After the first three (3) consecutive days of sick leave, A doctor's certificate of illness may be required by the Employer. If the employer observes a pattern of sick leave usage then three (3) consecutive days is not required before the Employer can request a doctor's certificate. An employee shall provide a doctor's note to the employee's immediate supervisor upon returning to work.~~

~~B) Health care appointments for employees or their immediate family.~~

~~C) Quarantine of employee due to exposure to a contagious disease.~~

DA) On The Job Injuries: Any employee receiving sick leave with pay, who is eligible for time loss payments under the Workman's Compensation Law may be paid full salary (workman's compensation plus sick leave, but in no event more than 100% [no double-dipping] of the Employee's regular daily pay) and on receipt of time loss payment shall endorse such payments to the City to restore a portion of their used sick leave based upon the following formula:

- 1) Time loss payment divided by the employee's regular sick hourly rate of pay equals hours of leave to be restored.

14.3 Number of Hours: Employees may only use the actual number of hours of sick leave accumulated.

14.4 Payment: An employee shall receive payment for accumulated sick leave in accordance with the following conditions and limitations:

The Employer shall buyout 25% of accumulated sick leave for retirement and 25% for death. Employees would be capped at 1000 hours of sick leave buyout for death.

- 14.5 Notification:** Any employee who for any reason must take sick leave shall give not fewer than thirty (30) minutes notification to his/her immediate supervisor by verbal (one-on-one) phone communication.
- 14.6 Partial Work Day:** Part day sick leave shall commence at the time the employee logs out of service and shall end at the time the employee logs into service.
- 14.7 Substituted:** At the employee's option, annual leave may be used as sick leave.
- 14.8 Sick/Annual Leave Sharing Program for Catastrophic Illness:** A leave contribution program is established to permit employees to transfer a specified amount of annual or sick leave to another employee of the City of White Salmon. The recipient employee must; have an extraordinary or serious illness or injury; have depleted or shortly will deplete all leave reserves (annual leave and sick leave); have diligently attempted to accrue sick leave, and not be eligible for industrial insurance benefits. The donating employee may not request a transferred amount that would result in their leave balance falling below ten (10) days. Unused leave is returned to donating employees on a pro rata basis. This provision shall be administered by the Clerk Treasurer/staff.

ARTICLE 15 – OTHER LEAVES

- 15.1 Leave of Absence With Pay:** Leave of absence with pay may be granted for the following reasons:
- A) Bereavement Leave:** When it is necessary for a regular, full-time employee to have time off for the death of a member of the immediate family as defined in Section 4.1 F (Bereavement Leave shall include brother and sister in-laws), the employee shall be paid for the necessary time of absence to a maximum of three (3) consecutive days. However, additional time off may be granted up to a maximum of five (5) days, to be applied to accrued unused leave, upon the approval of the Mayor or City Administrator.
- B) Court Leave:** All regular employees, submitting the proper documentation, shall be given court leave for the purpose of serving as a member of a jury or subpoenaed witness in Federal, State, County, or City Court so long as such subpoena does not relate to an employee's personal circumstances. This type of leave will not be charged against any other leave accrued and there will be no deduction in regular compensation for absence. Compensation for court leave shall be limited to up to eight (8) hours and there shall be no overtime.

Upon dismissal from jury duty or subpoenaed status, the employee shall report back to work to fulfill their obligations subject to approval by management. All fees received for jury duty will be forfeited by the employee to the employer except those received for payment of mileage and related travel expenses.

- C) Military Leave:** A regular employee who is an active member of any organized reserve of the Armed Forces of the United States, shall be entitled to and granted a military leave of absence from his employment for a period not exceeding twenty one (21) days during each year beginning October 1 and ending the following September 30. Such leave shall be granted in order that the employee shall be able to participate in his mandatory active training duty. Such military leave shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges or pay. Verification of military orders may be required. The employee shall, in advance, provide an official copy of his military orders, if available.

Regardless of their status, any employee who voluntarily, or upon demand, leaves a position other than temporary to enter active duty in the armed forces of the United States, or the Washington National Guard, shall be placed on military leave without pay and shall be entitled to be restored to their former position, or one of like seniority, status and pay provided they apply for re-employment within ninety (90) days of their discharge or separation, and present proof of honorable discharge or separation. This provision is subject to statutory provisions and will be administered consistent with statutory requirements.

- D) Personal Leave:** Each employee shall receive sixteen (16) hours of Personal Leave per calendar year. Personal Leave hours must be used within the calendar year they are accumulated; and cannot be carried over to the next calendar year. The Personal Leave hours may be selected at the employee's discretion subject to approval by the supervisor. Personal leave shall not count as time worked.

- E) Special Meetings/Training and Education Leave:** Whenever it is deemed by the Mayor, City Administrator or Department Head to be in the best interest of the City, an employee may be granted time off with or without pay to attend professional, technical institutes, conferences, special educational training, or job related education leave as determined by the Mayor, City Administrator or Department Head. Directly appropriate to the employee's position. A written request for education leave may be made by a regular employee as far in advance as possible, stating all pertinent details including length of time requested. A written reply to grant or deny the request will be made by

the Mayor, City Administrator or Department Head within thirty (30) days whenever possible. Processing requests will follow chain of command. For example, the request will first be submitted to the Department Head and then to the Mayor and the City Administrator.

F) Union Leave:

- 1) The Employee representing the Union, not exceeding three (3) in number, shall be granted leave from duty without any loss of pay for actual time spent for meetings between the City and the Union for the purpose of negotiating wages, hours and working conditions and the terms of a contract, or for processing grievances when such meetings take place at a time during which any such members are scheduled to be on duty. Actual time spent for meetings shall be limited to time spent in meeting and travel time. No Union member shall conduct any Union business on Employer time, unless authorized by the Employer. Union leave time shall not create an overtime liability for the City.
- 2) One authorized representative as designated by the Union may be granted leave from duty without pay for union business, such as attending labor conventions and educational conferences, provided that notices of such leave shall be requested subject to approval at least one (1) week prior thereto by the Department Head, and provided further that the total leave for the bargaining unit for the purpose set forth in this section shall not exceed five (5) days in any calendar year.

15.2 Authorized Leave of Absence - Without Pay: Authorized leave of absence without pay shall not interrupt prior or continuous employment; however, the employee shall not be credited with earned annual and sick leave during such absence. Anniversary dates for the accrual of additional annual leave and for step increases shall be adjusted for periods when employees are on authorized leave of absence or leave without pay status.

- A) Requests for leave of absence without pay may be granted by the Mayor or City Administrator for a period not to exceed six (6) months. The employee shall submit a written request for leave without pay to the Mayor or City Administrator stating the reason for the request and expected length of the absence.
- B) An employee on authorized leave of absence without pay may elect to continue to participate in the City's medical and life insurance plan. Full premium costs of the coverage shall include both Employer and employee shares to be paid solely by the employee. Such payment shall be made in advance for each month or portion thereof for which the employee is absent.

ARTICLE 16 – STATE INDUSTRIAL INSURANCE

The City of White Salmon participates in the State Industrial Insurance governed by the laws of the State of Washington.

ARTICLE 17 – MEDICAL BENEFITS

17.1 Medical, Dental, & Vision Insurance:

17.1.1 The Employer will pay eighty percent (80%) towards the health insurance premiums for their spouses and dependents. For purposes of this section, health insurance includes medical, dental, and vision insurance as made available, from time to time, by the Employer. Each employee shall pay their twenty percent (20%) contribution toward the insurance premiums per month by payroll deduction.

17.1.2 The Employer will pay sixty-five (65) dollars towards the Life Flight Plan for each employee per year with a maximum increase up to eight-five (85) dollars.

17.2 Life & Disability Insurance: The City shall pay for a Life Insurance plan for regular employees in the face amount of twenty-five thousand dollars (\$25,000) per employee and a short-term disability policy at the cost of one hundred dollars (\$100.00) per employee per year. All employees are required to participate in the Life & Disability Insurance program.

ARTICLE 18 – RETIREMENT SYSTEMS

The City is under the Public Employees Retirement System, and employer/employee contributions shall be in accordance with the PERS laws.

ARTICLE 19 – UNEMPLOYMENT COMPENSATION

The City is a participant under the State Insured Unemployment Compensation Plan.

ARTICLE 20 – WASHINGTON FAMILY AND MEDICAL LEAVE PROGRAM

The City participates in the State Family and Medical Leave Program. All premiums are paid by the City of White Salmon.

ARTICLE 21 – WASHINGTON LONG-TERM CARE PROGRAM

The City participates in the State Long-Term Care Program (Washington Cares Fund). All required premiums are paid by the Employee and deducted from employee's payroll per state requirements.

ARTICLE 20-22 – SENIORITY

2022.1 Definition: Seniority according to this Agreement shall consist of the continuous service of an employee since the last date of hire with the City. No employee may have seniority established prior to satisfactory completion of the probation period. The employee's earned seniority shall not be lost because of absence due to illness, authorized leave of absence, or temporary lay-off. In the case of authorized leave of absence without pay or lay-off, the employee will not earn seniority during the period of absence. Seniority terminates when an employee resigns, retires, is discharged or is not rehired within one year of lay-off.

2022.2 Consideration: Seniority will be considered in the selection of employees who are assigned by the Department Head and City Administrator to work out of classification except when the City Administrator is cross-training employees. Out of class pay is not applicable in situations when the City Administrator is cross-training employees.

2022.3 Applicable: Seniority shall prevail in requests for floating vacations.

ARTICLE 21-23 – JOB POSTING, PROMOTIONS

2123.1 Job Posting: The Employer shall be the sole determiner as to the need or necessity to fill any vacancy or new position.

- A) If Employer determines that it needs to fill a vacancy or new position, said opening shall be posted for seven (7) calendar days, with copies to be posted within the affected department and or the central employee notice bulletin board in the City. A copy of the announcement will also be mailed to the Union (307 N. 3st Street, Suite , and Yakima, WA 98901) and employees on layoff status.
- B) All employees covered by this Agreement are eligible to apply for any posted position. Applications must be completed and submitted to the Personnel office on or before the closing date.
- C) The Employer also has the right to publish the vacancy or new position in the local newspaper and other media.
- D) The Mayor or City Administrator shall have the right to make a selection from the City or outside applicants based on references, prior work experience, education, skills and abilities. With regard to City applicants

the Mayor or City Administrator may consider ability, past performance, experience, seniority and competence.

- E) This section shall not apply to temporary employees.
- F) **Nature and Type of Examinations:** An examination for a position may be written, verbal, a measure of physical fitness, or any performance test, or any combination thereof. Examinations shall consist of material that tests fairly and equally the capacity and fitness of an applicant to perform effectively the duties of the position for which the examination is given. The necessity for an examination and the type thereof shall be determined by the department head subject to determinations by the City Administrator with the advice of others including the Mayor. In cases where a physical examination is deemed advisable for the position, the Employer shall pay the cost.

2123.2 Promotions: Insofar as practical, employees within the City of White Salmon may be considered prior to outside hires. Promotions to a higher job classification may be according to seniority and ability.

- A) An employee who is promoted within the City of White Salmon who fails to satisfactorily complete the six (6) month work performance probation period, may revert to their former position so long as the position has not been filled or so long as the position has not been eliminated in the interim by management. If the employee should decide they do not want the job, during the first six (6) months, the employee shall revert to their former classification without prejudice so long as the position has not been filled or so long as the position has not been eliminated in the interim by management.
- B) Any employee who is promoted to a position in a class with a higher pay range, shall receive either the entrance pay step for the higher class or the next step which constitutes an increase over the salary received prior to the promotion.
- C) In the event of a question as to qualifications of an employee/outside applicant applying for a position, the Department Head will provide a ranking of the applicants; provided, however, the final determination as to qualifications of any employee/outside applicant shall be the decision of the Mayor or the City Administrator.

ARTICLE 22-24 – LAY-OFF AND RECALL

2224.1 Order of Layoff: Layoff, although not limited to the following, shall ordinarily be for lack of work, lack of funds and/or reorganization as determined

by the Mayor or City Administrator. If the Employer determines that layoffs are necessary, employees will be laid off in the following order:

- A) Intermittent/Temporary employees, inclusive of student, casual, seasonal, and project workers except where the Employer determines that seasonal workers are performing work for which current employees are not qualified or seasonal work; except in the case of project workers who have been hired partially or wholly under federal, state and/or local grants, as determined by the City Administrator; except in the case of workers who have certifications that current city employees do not have, as determined by the City Administrator.
- B) Probationary employees, except when the City Administrator determines that a probationary employee(s) has/have certifications, training, education and qualifications which the City needs to provide the necessary services. In that case, probationary employees will be kept during the layoff.
- C) In the event of further reductions in force, employees will be laid off from within the affected job classifications and as determined by the City Administrator, giving initial consideration to seniority, provided however, equal consideration shall also be given to the ability of the employees to perform remaining work available without further training, certifications, education and experience, as determined by the City Administrator. When two or more employees have relatively equal experience, certifications, education, skills, and abilities to do the work without further training, as determined by the City Administrator, the employees with the least seniority will be laid off.

2224.2 Recall Status: Employees who are laid off shall be placed on recall status for a period of one (1) year. If there is a recall, employees who are still on recall status shall be recalled in the inverse order of their layoff.

2224.3 Employees Recalled: When an employee is recalled, the Employer will send a certified letter to the employee, advising the employee of the recall. It is the employee's sole responsibility to keep the Employer informed of the employee's latest address and contact information. An employee interested in returning to work must respond within five (5) working days after receiving the letter, either by written communication to the Employer or by personal notification.

2224.4 Lay Off Status: Employees on lay-off status who have been recalled to the classification from which they have been laid off and have refused, shall be removed from recall status.

2224.5 Benefits and Accruals During Lay Off: Benefits shall not accrue during lay-off. Employees recalled who accept the recall within one (1) year

from the date of the layoff shall have previously accrued seniority and sick leave prior to layoff restored except in the case of sick leave to the extent they've received pay for such sick leave. Recalled employees shall not be required to serve a six (6) month probationary period unless they are required to undergo certification requirements.

ARTICLE 23-25 – TRAVEL EXPENSES

2325.1 Reimbursement: The City of White Salmon will provide the employees with a city credit card for traveling expenses. If the employer is unable to provide a city credit card the employer will reimburse employees for actual expenses incurred while traveling on City business. To be eligible for reimbursement the employee must submit an itemized receipt and meet the cost limitations as specified in 23.7 in the City's Travel Policy.

25.2 Travel expenditures will be allowed, and if necessary reimbursed, based on the City's adopted Travel Policy. The City's Travel Policy is subject to negotiations.

~~**A) Lodging:** All lodging will be booked through the Department Head Office a minimum of two (2) weeks prior to departure. A standard of the amount authorized by the Office of Financial Management, State of Washington shall be allowed. However, additional amounts may be approved in advance by the Department Head.~~

~~**B) Food:** A standard of the amount authorized by the Office of Financial Management, State of Washington shall be allowed. However, additional amounts may be approved in advance by the Department Head.~~

~~1) If a meal is furnished at a function for which the City representative is attending on behalf of the City, then the amount allowed for the meal furnished will be deducted from the daily meal allowance.~~

~~2) No receipt shall be required for food in such cases as described in 23.1 #1.~~

~~**C) Mileage:** When available, a City vehicle shall be used for City business~~

~~1) If a City vehicle is not available, and the employee uses their private vehicle, mileage shall be paid at the state current rate.~~

~~2) Any other travel arrangements, for example airfare, bus fare, or train fare, shall require prior approval by the Department Head.~~

~~3) Those expenditures approved in advance by the Department Head may exceed the above limits.~~

~~D) **Time Worked:** Time spent traveling to and from training seminars for the driver which crosses over the employee's normal work schedule as well as time spent at training seminars will be paid by the City at time and one half (1 1/2) rate. The number of hours paid will be counted as "time worked" for the purpose of determining whether an employee has "worked" forty (40) hours in a week.~~

~~E) Time spent traveling by passengers to attend or return from training seminars will not be paid for their travel time. Passengers will paid straight time rate only for the hours spent at the training seminars. The number of hours paid will be counted as "time worked" for the purpose of determining whether an employee has "worked" forty (40) hours in a week.~~

~~23.2 **Fees:** Registration fees for meetings, conferences, or conventions shall be paid _____ by the City if prior approval is granted by the Mayor or City Administrator.~~

~~23.3 **Exclusions:** Alcoholic beverages shall be excluded from any reimbursement.~~

~~23.5 **Non-reimbursable expense:** Non-reimbursable expenses include:~~

~~A) Travel paid by other organizations~~

~~B) Alcoholic beverages~~

~~C) Valet service~~

~~D) Meals and extra costs of accommodations for a spouse, or guest~~

~~E) Tour bus fees~~

~~F) Personal telephone calls~~

~~G) Mileage if traveling with someone else who claims mileage.~~

~~23.6 **Reimbursements Allowed:** Such reimbursements shall be allowed only when such expenses are properly documented in a manner and on a claim form as developed by the Clerk-Treasurer.~~

~~23.7 **Receipts Required:** Except as set forth herein, receipts shall be mandatory. If no receipt is provided, then no reimbursement will be made. The claim form shall provide for the submittal of claims by swearing on the claimant's oath.~~

ARTICLE 24-26 – HOURS OF WORK

2426.1 Regular Hours: The regular hours of work shall be 8:00 A.M. to 5:00 P.M. with five (5) consecutive eight (8) hour shifts except for interruption for

lunch periods, which shall be excluded from the work shift. Alternative schedules may be implemented by the Employer. The Employer will provide two (2) work weeks prior written notice of the change in schedule except if there is an emergency. Alternative schedules the Employer may implement include but are not limited to four (4) consecutive ten (10) hour shifts. During adverse weather conditions, employee's hours may be altered by the Employer to meet safety needs of the public.

2426.2 Rest Periods: All employees' work schedules shall provide for a fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift whenever this is feasible.

A) The rest period shall be on the job site unless the Employee is able to leave and return to the job site within the fifteen (15) minute period.

2426.3 Meal Periods: The work shift will provide for at least a one (1) hour unpaid meal period to be scheduled as near mid-shift as possible. If the employee chooses to leave the job site for the meal period, travel time to and from the meal will be included in the one (1) hour meal period.

ARTICLE 25-27 – OVERTIME

2527.1 Overtime: Time and one-half (1½) the employee's hourly rate of pay shall be paid for work beyond the weekly hours in a work period which have been previously authorized by the Department Head and the City Administrator. All work previously authorized and performed in excess of forty (40) hours in any seven (7) day work period will constitute overtime. Sick leave, Bereavement leave and the number of hours paid for training per Section 23.1 (D), shall be included as "time worked" for the purpose of determining whether an employee has "worked" forty (40) hours in a week. See section 4.1, H. Compensation shall not be paid twice for the same hours. Overtime distribution will be determined by the Department Head and/or City Administrator based on a rolling call list.

An employee who works in excess of their regularly scheduled work shift and plans to take vacation time after the shift within the same week, may, upon approval of their direct supervisor, reduce the amount of time taken for vacation by the amount of time worked in excess of their regularly scheduled shift. For example, if an employee is scheduled to work 8 hours on a Wednesday and works 10 hours and is scheduled to take a day of vacation on Thursday, the employee may record 6 hours of vacation instead of 8, which will result in 40 hours being recorded for the week.

2527.2 Call Out Time/Scheduled Shift: Any employee called out to work outside of his regularly scheduled shift shall be paid for a minimum of two (2)

hours at the rate of time and one-half (1½). If the call out timework assignment and the employee's regular shift overlap, the employee shall be paid the call rate of time and one-half (1½) until his regular shift begins. If an employee is called out, and then called out again within the first two (2) hours of the first call out, then the employee shall only be paid for a minimum of two (hours) for the first call out.

- A) To maintain time efficiency, the Department Supervisor will be notified on any call lasting longer than two (2) hours, to make a determination if more personnel or other personnel are needed.

ARTICLE 26-28 – STANDBY PAY

2628.1 **Standby Pay:** The Employer will determine if and when standby is needed. If the scheduled employee cannot fill their “standby” obligation, it is their responsibility to find an employee to take their place with the approval of their Supervisor.

- A) Standby starts at 5:00 p.m. the end of last normal workday of the workweek and continues until 8:00 a.m. starting time the following normal workweek, unless otherwise directed by their Supervisor. Employees designated for on call status shall be provided a maximum of thirty (30) minutes for emergency situation response time. However, response should occur as soon as reasonably possible.
- B) The Standby time will be paid at the rate of six dollars (\$6.00) per hour, plus applicable COLA adjustments effective January 1, of each year for each employee on Standby.
- C) Standby time will be shared equally with all employees within the Public Works Departments on a rotation basis.
- D) A pager or cellular phone for City business will be provided by the City for the employee on Standby.
- E) Holiday standby shall be paid at double (two times) the regular standby rate for standby time and work on a rotating schedule as defined by the Supervisor.

A city vehicle will be furnished for the standby person at all times during their standby status, to be used for City business only.

ARTICLE 27-29 – WAGES

2729.1 Wages: Effective January 1, ~~2018-2022~~ for the operational year of ~~2018~~ 2022 the cost of living adjustments shall be 3.45% of the Employees' monthly salary. ~~There shall be an opener for the operational years 2019 and 2020 to further negotiate and determine regional Consumer Price Index mechanism.~~

29.2 For the operational years 2023-2025 Employees will receive an Annual Cost of Living Adjustment (COLA) in the following manner:

CPI-West, Size B/C for Urban Wage Earners and Clerical Workers (CPI-W) Semiannual, 1st half of the preceding year (i.e. for 2023 will use the Semiannual, 1st Half rate for 2022) with a minimum of 1% and a maximum of 4%.

2729.3 Pay Days: The pay dates shall be the 5th of the month and the 20th of the month.

If the 5th or 20th of the month are on a Saturday, the pay check will be issued the preceding Friday. In the event the 5th or 20th are on a Sunday, Monday or Holiday, then the paycheck will be issued on the next work day. The relevant time card(s) shall be presented to the Clerk-Treasurer or designee by 10:00 am on the first (1st) day of the following month and the sixteenth (16th) of the current month to accommodate the pay check issuance. If either of these dates falls on a weekend or holiday then the timecard shall be submitted the next business day. The pay checks will reflect all relevant deductions for taxes and other deductions.

2729.4 Step Increases: Employees will be placed on the City of White Salmon's adopted salary matrix. Employees will be eligible for a step increase upon completion of the probationary period of twelve (12) months and then each step thereafter will be every twenty-four (24) months on the annual anniversary date, subject to a satisfactory performance evaluation conducted by the Department head and subject to approval by the City Administrator, until the employee is topped in his/her job classification.

ARTICLE 28-30 – NO STRIKE/NO LOCKOUT

The Union and the bargaining unit membership shall not strike, slow down, stop work, or otherwise interfere with the Employer's operations at any time. The Employer shall not lockout employees. Employees who violate these provisions are subject to discipline up to termination.

ARTICLE 29-31 – OUT OF CLASS PAY

If the Employer assigns an employee into a higher wage scale/job classification, one or the other, for more than two (2) consecutive weeks, on a full time basis, that employee will be compensated at the higher rate of pay except when the assignment

is for cross training purposes as determined by the City Administrator. When the Employer assigns an employee to a lower wage scale/job classification said employee will remain at current rate of pay.

ARTICLE 30-32 – CLOTHING AND SAFETY EQUIPMENT

The City will pay and provide the following for employees in Water, Streets, Garbage, Parks, and Recreation Departments:

- Hard hats,
- Coveralls,
- Rain gear (jackets & pants),
- Rubber boots,
- Gloves,
- Safety vests (orange),
- Safety boots (Employer will reimburse up to \$180.00 every two (2) years)
- Eye protection
- Hearing protections

and any other safety equipment needed or required to do their jobs, as determined by the Employer, and required by applicable WISHA laws. The City will pay for and provide employees in the Water, Streets, Parks, and Recreation Departments the equipment based on current practices or as necessary.

ARTICLE 31 – LONGEVITY PAY

~~31.1 — Other than step increases in accordance with the official City salary matrix (see appendix A) employees will not receive additional longevity compensation until the employee is topped out as defined by job classification. Once an Employee is topped out as defined by job classification longevity compensation shall be based on the following:~~

YEARS OF SERVICE	LONGEVITY COMPENSATION PERCENTAGE OF BASE PAY
After topped out – years 1 and less than 5 years	1%
After 5 years	2%

The percentage shall not be cumulative.

~~NOTE; An employee who is receiving longevity compensation and promoted to a higher job classification will not receive longevity compensation until such time as the employee is topped out as defined by job classification.~~

ARTICLE 32-33 – GRIEVANCE PROCEDURE

3233.1 **Definition:** A grievance is defined as any dispute involving the interpretation, application or alleged violation of any provision of this Agreement. Grievances or disputes which may arise shall be settled in the following manner.

3233.2 **Procedure:**

- A) The parties recognize that the most effective accomplishment of the work of the Employer requires prompt consideration and equitable adjustments of the employees' grievances. It is the desire of the parties to adjust grievances informally whenever possible, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances that can be resolved only after a formal review. Accordingly, the following procedure is hereby established in order that grievances of employees covered by this Agreement may be resolved as fairly and expeditiously as possible.

- B) Any employee within the bargaining unit who believes there has been a violation of the provisions of this Agreement, City Policies, City Ordinances, City Resolutions may seek his/her remedy through the Grievance Procedure in this Agreement. If the employer fails to answer within the timelines set forth below or any mutually agreed upon timeline then the employee or bargaining unit may move the grievance to the next step.

Steps and Timelines:**Step 1: Informal Resolution:**

Within fifteen (15) working days from its occurrence or the date on which the employee first became aware of it, the employee shall discuss the disciplinary event with their immediate supervisor, with a shop steward present if the employee so desires. Supervisor shall prepare a preliminary version of the verbal discussion. Once a consensus is reached as to the discussion and outcome the final draft shall be signed by all parties to demonstrate consensus as to the resolution; or further remedies are sought.

Step 2: Written Grievance to Department Head:

- A) If the grievance is not resolved at Step 1 and the immediate supervisor does not respond in writing with fifteen (15) working days at Step 1, the employee and the Union shall submit a written grievance **on the AFSCME F-29 form** to the Department Head within fifteen (15) working days of the due date of the immediate supervisor's written response or within fifteen (15) working days of the Department Head's. The written grievance shall include the following:
- 1) The facts on which the grievance is based.
 - 2) The specific provision(s) of this Agreement to which the dispute relates;
 - 3) The remedy sought; and
 - 4) The signature of the employee.
- F) Failure to file a timely written grievance on the **AFSCME F 29 form** within fifteen (15) working days of the immediate supervisor's written response or Department Head's written response, the grievance shall be barred null and void and forever barred.
- G) The Department Head shall present his/her determination to the affected employee and the Union, within the fifteen (15) working days of a grievance meeting. Time limits may be extended by mutual agreement of the parties. The Department Head's decision is final and binding unless an appeal is filed within fifteen (15) working days of the Department Head's written decision. This appeal may be filed at Step 3 below.

Step 3: Administration:

Provided the grievance is not settled satisfactorily at Step 2, the appeal shall then be submitted in writing to the City Administrator within fifteen (15) working days of the response at Step 2 above. The City Administrator shall notify the Mayor of the dispute and shall schedule a meeting with the Union within twenty-one (21) working days from the date of this submission. The City Administrator shall render his decision in writing within fifteen (15) working days of the meeting. Provided that the appeal is not settled satisfactorily at step 3, the appeal shall then be submitted in writing to the Mayor and Union within fifteen (15) working days.

Step 4: Mediation:

The Mayor and Union Representative shall establish a mediation panel within (30) working days from date of the City Administrators decision. An umpire shall be selected by mutual agreement, or shall be a mediator from Public Employment Relations Commission PERC. If mediation results in a recommended solution, this tentative solution will be presented to the Mayor for review. Within fifteen (15) working days of receipt the Mayor shall render his decision in writing to all parties. If mediation fails the matter shall be referred to Arbitration.

Step 5: Arbitration:

If the Mayor's decision is contested, the grievance appeal shall be submitted to final and binding arbitration within thirty (30) working days following the date of receipt of the Mayor's conclusion of the mediation step above and in accordance with the following provisions. The Employer and the Union agree that final and binding arbitration shall be before a single arbitrator.

- 1) Union/Employer Grievance:** A grievance by the Union against the Employer, or by Employer against the Union, must be filed in written form to the Employer, or to Union's Staff Representative, respectively, within thirty (30) working days after the parties knew, or reasonably should have known of the event giving rise to the Grievance. Thereafter, the Employer/Union's Staff Representative shall respond in writing to the other party within thirty (30) working days after receipt of the grievance. If no agreement is reached within thirty (30) working days, the grievance shall be referred for arbitration.
- 2) Final and Binding Arbitration:** Failure to timely appeal the grievance shall render final and binding the decision established in Step 3 herein above. The request shall specifically identify the

issue(s) related to the grievance as previously established during the original finding of said grievance.

3) Arbitrator - Selection: The Employer and the Union will request an arbitrator from the Public Employment Relations Commission (PERC). In the event that either party rejects the PERC assigned arbitrator, then the City and the Union will request PERC to submit a list of eleven (11) names of arbitrators from which the selection will be made. The process of elimination will take place by way of the Employer and the Union having the right to strike two names from the list. The party will strike the first name; the other party shall then strike one; then the parties shall each strike one more name, alternately until the remaining name shall be the arbitrator.

4) Decision - Time Limit: The arbitrator shall hear the matter at the earliest possible date.

5) Limitation, Scope and Power of Arbitrator:

(a) The arbitrator shall not have the authority to add to, subtract from, alter, change or modify the provisions of this CBA.

(b) The power of the arbitrator shall be limited to interpretation of or application of the terms of this CBA or to determine whether there has been a violation of the terms of this CBA by the Employer, the Union and/or employee(s) or by both Parties.

(c) The arbitrator shall consider and decide only the question of issue(s) raised at Step 2 and said arbitrator shall not have the authority to consider additions, variations, and/or subsequent grievances beyond the grievance submitted at Step 2, unless the parties agree in writing, to combine the issues of similar grievances into one (1) arbitration.

(d) The arbitration shall be conducted in accordance with PERC rules and regulations.

6) Arbitration Award - Damages - Expense:

(a) Arbitration awards shall not be made for time prior to the date of the occurrence upon which the grievance is based.

(b) Each party hereto shall pay the fees and expenses of their own attorneys, representatives, witnesses and other costs associated with the presentation of their case and half (½) the

expense of the arbitrator and half (1/2) the expense of a court reporter and the transcript. Either party may request a court reporter and transcript.

3233.4 Mutual Time Frames: Time frames indicated may be extended by mutual agreement at any step of the grievance procedure.

ARTICLE 33-34 – ENTIRE AGREEMENT

This Agreement constitutes the complete and entire Agreement by and between the parties and no other agreement and/or understandings, written or otherwise, prior to the signing of this Agreement shall be binding on the parties.

ARTICLE 34-35 – SAVINGS CLAUSE

In the event that any provision of this Agreement shall at any time be made invalid by applicable legislation, or be declared invalid by any court of competent jurisdiction, such action shall not invalidate the entire Agreement. It is the intention of the parties hereto that all other provisions not made invalid shall remain in full force and effect.

ARTICLE 35-36 – TERMINATION

This Agreement shall be effective January 1, ~~2018-2022~~ except for language modifications and benefit changes which shall be effective when indicated in this CBA or in the payroll period following the date of signing by the last signing party and shall terminate on December 31, ~~2020~~2025, provided, however, that this Agreement shall be subject to such periodic changes or modifications as may be voluntarily and mutually agreed upon by the parties hereto during the term hereof.

~~Effective January 1, 2018 through December, 2020, the parties have agreed to a reopener for negotiations of medical benefits.~~

APPENDIX "A" – SALARY MATRIX

Replace with updated schedule

2018 COLA 3.4%		MONTHLY					HOURLY				
3% across	Yrs.	1	2 to 3	4 to 5	6 to 7	8+	1	2 to 3	4 to 5	6 to 7	8+
2.5 % downr	Range	1	2	3	4	5	1	2	3	4	5
Step											
1		1,763.54	1,816.45	1,870.94	1,927.07	1,984.88	10.17	10.48	10.79	11.12	11.45
2		1,807.63	1,861.86	1,917.71	1,975.24	2,034.50	10.43	10.74	11.06	11.40	11.74
3		1,852.82	1,908.40	1,965.66	2,024.63	2,085.36	10.69	11.01	11.34	11.68	12.03
4		1,899.14	1,956.11	2,014.80	2,075.24	2,137.50	10.96	11.29	11.62	11.97	12.33
5		1,946.62	2,005.02	2,065.17	2,127.12	2,190.94	11.23	11.57	11.91	12.27	12.64
6		1,995.28	2,055.14	2,116.80	2,180.30	2,245.71	11.51	11.86	12.21	12.58	12.96
7		2,045.17	2,106.52	2,169.72	2,234.81	2,301.85	11.80	12.15	12.52	12.89	13.28
8		2,096.29	2,159.18	2,223.96	2,290.68	2,359.40	12.09	12.46	12.83	13.22	13.61
9		2,148.70	2,213.16	2,279.56	2,347.94	2,418.38	12.40	12.77	13.15	13.55	13.95
10		2,202.42	2,268.49	2,336.55	2,406.64	2,478.84	12.71	13.09	13.48	13.88	14.30
11		2,257.48	2,325.20	2,394.96	2,466.81	2,540.81	13.02	13.41	13.82	14.23	14.66
12		2,313.92	2,383.33	2,454.83	2,528.48	2,604.33	13.35	13.75	14.16	14.59	15.03
13		2,371.77	2,442.92	2,516.21	2,591.69	2,669.44	13.68	14.09	14.52	14.95	15.40
14		2,431.06	2,503.99	2,579.11	2,656.48	2,736.18	14.03	14.45	14.88	15.33	15.79
15		2,491.84	2,566.59	2,643.59	2,722.90	2,804.58	14.38	14.81	15.25	15.71	16.18
16		2,554.13	2,630.76	2,709.68	2,790.97	2,874.70	14.74	15.18	15.63	16.10	16.59
17		2,617.99	2,696.52	2,777.42	2,860.74	2,946.57	15.10	15.56	16.02	16.50	17.00
18		2,683.43	2,763.94	2,846.86	2,932.26	3,020.23	15.48	15.95	16.42	16.92	17.42
19		2,750.52	2,833.04	2,918.03	3,005.57	3,095.74	15.87	16.34	16.84	17.34	17.86
20		2,819.28	2,903.86	2,990.98	3,080.71	3,173.13	16.27	16.75	17.26	17.77	18.31
21		2,889.77	2,976.46	3,065.75	3,157.72	3,252.46	16.67	17.17	17.69	18.22	18.76
22		2,962.01	3,050.87	3,142.40	3,236.67	3,333.77	17.09	17.60	18.13	18.67	19.23
23		3,036.06	3,127.14	3,220.96	3,317.58	3,417.11	17.52	18.04	18.58	19.14	19.71
24		3,111.96	3,205.32	3,301.48	3,400.52	3,502.54	17.95	18.49	19.05	19.62	20.21
25		3,189.76	3,285.45	3,384.02	3,485.54	3,590.10	18.40	18.95	19.52	20.11	20.71
26		3,269.50	3,367.59	3,468.62	3,572.68	3,679.86	18.86	19.43	20.01	20.61	21.23
27		3,351.24	3,451.78	3,555.33	3,661.99	3,771.85	19.33	19.91	20.51	21.13	21.76
28		3,435.02	3,538.07	3,644.22	3,753.54	3,866.15	19.82	20.41	21.02	21.66	22.31
29		3,520.90	3,626.53	3,735.32	3,847.38	3,962.80	20.31	20.92	21.55	22.20	22.86
30		3,608.92	3,717.19	3,828.70	3,943.57	4,061.87	20.82	21.45	22.09	22.75	23.43
31		3,699.14	3,810.12	3,924.42	4,042.15	4,163.42	21.34	21.98	22.64	23.32	24.02
32		3,791.62	3,905.37	4,022.53	4,143.21	4,267.51	21.88	22.53	23.21	23.90	24.62
33		3,886.41	4,003.01	4,123.10	4,246.79	4,374.19	22.42	23.09	23.79	24.50	25.24
34		3,983.57	4,103.08	4,226.17	4,352.96	4,483.55	22.98	23.67	24.38	25.11	25.87
35		4,083.16	4,205.66	4,331.83	4,461.78	4,595.64	23.56	24.26	24.99	25.74	26.51
36		4,185.24	4,310.80	4,440.12	4,573.33	4,710.53	24.15	24.87	25.62	26.39	27.18
37		4,289.87	4,418.57	4,551.13	4,687.66	4,828.29	24.75	25.49	26.26	27.04	27.86
38		4,397.12	4,529.03	4,664.90	4,804.85	4,949.00	25.37	26.13	26.91	27.72	28.55
39		4,507.05	4,642.26	4,781.53	4,924.97	5,072.72	26.00	26.78	27.59	28.41	29.27
40		4,619.72	4,758.32	4,901.07	5,048.10	5,199.54	26.65	27.45	28.28	29.12	30.00
41		4,735.22	4,877.27	5,023.59	5,174.30	5,329.53	27.32	28.14	28.98	29.85	30.75
42		4,853.60	4,999.21	5,149.18	5,303.66	5,462.77	28.00	28.84	29.71	30.60	31.52
43		4,974.94	5,124.19	5,277.91	5,436.25	5,599.34	28.70	29.56	30.45	31.36	32.30
44		5,099.31	5,252.29	5,409.86	5,572.16	5,739.32	29.42	30.30	31.21	32.15	33.11
45		5,226.79	5,383.60	5,545.11	5,711.46	5,882.80	30.16	31.06	31.99	32.95	33.94
46		5,357.46	5,518.19	5,683.73	5,854.25	6,029.87	30.91	31.84	32.79	33.78	34.79
47		5,491.40	5,656.14	5,825.83	6,000.60	6,180.62	31.68	32.63	33.61	34.62	35.66
48		5,628.69	5,797.55	5,971.47	6,150.62	6,335.14	32.47	33.45	34.45	35.49	36.55
49		5,769.40	5,942.48	6,120.76	6,304.38	6,493.51	33.29	34.28	35.31	36.37	37.46
50		5,913.64	6,091.05	6,273.78	6,461.99	6,655.85	34.12	35.14	36.20	37.28	38.40
51		6,061.48	6,243.32	6,430.62	6,623.54	6,822.25	34.97	36.02	37.10	38.21	39.36
52		6,213.02	6,399.41	6,591.39	6,789.13	6,992.80	35.85	36.92	38.03	39.17	40.34
53		6,368.34	6,559.39	6,756.17	6,958.86	7,167.62	36.74	37.84	38.98	40.15	41.35
54		6,527.55	6,723.38	6,925.08	7,132.83	7,346.81	37.66	38.79	39.95	41.15	42.39
55		6,690.74	6,891.46	7,098.20	7,311.15	7,530.48	38.60	39.76	40.95	42.18	43.45
56		6,858.01	7,063.75	7,275.66	7,493.93	7,718.75	39.57	40.75	41.98	43.24	44.53
57		7,029.46	7,240.34	7,457.55	7,681.28	7,911.72	40.56	41.77	43.03	44.32	45.65
58		7,205.19	7,421.35	7,643.99	7,873.31	8,109.51	41.57	42.82	44.10	45.42	46.79
59		7,385.32	7,606.88	7,835.09	8,070.14	8,312.25	42.61	43.89	45.20	46.56	47.96
60		7,569.96	7,797.05	8,030.97	8,271.90	8,520.05	43.67	44.98	46.33	47.72	49.16

APPENDIX "B" – JOB DESCRIPTIONS
See attached

**CITY OF WHITE SALMON
JOB DESCRIPTION**

POSITION: ~~Associate Planner/Administrative Assistant~~
DEPARTMENT: ~~Planning & Public Works~~
REPORTS TO: ~~Clerk/Treasurer~~
EFFECTIVE DATE: ~~May 17, 2017~~
FLSA STATUS: ~~Union Position~~
SALARY RANGE: ~~Step 35 to Range 1-5 DOQ~~

~~This is a full-time, hourly salaried union position. Any work in excess of 40 hours per week shall be compensated as overtime.~~

~~MAJOR FUNCTION AND PURPOSE~~

~~The chief performance duties and responsibilities of the Associate Planner/Administrative Assistant are to assist the City in conducting various project research, investigations and preparation of staff reports in the area of Planning, Public Works and Utilities, and Building Permits. The employee will be responsible to organize and maintain official City records and reports for the various departmental functions noted above.~~

~~GENERAL FUNCTION~~

~~Supervision of this position is on-going, consisting of meetings with the Director of Public Works, Planning Director and/or Clerk/Treasurer to discuss priorities of duties and tasks, the review of work achieved and to establish reasonable project schedules.~~

~~SUPERVISION~~

~~This position serves under the primary direction of the Clerk/Treasurer. The employee will also receive direction from the Director of Public Works. There are no supervision responsibilities associated with this position other than minor supervision of office helpers or volunteers.~~

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this Position Description in no way imply that these are the only duties to be performed. The employee occupying this position will be required to follow any other job related instructions and to perform any job related duties requested by the Clerk/Treasurer. This position description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing work requirements.

Typical and general duties and tasks are presented by Departmental or Divisional assignments:

PLANNING DEPARTMENT

— As Associate Planner, the Employee:

- Conducts research and investigations necessary to drafting various project staff reports as may be directed.
- Prepares Planning Commission packet.
- Drafts project staff reports as may be directed
- Makes public presentations before the Planning Commission
- Maintains an up-to-date and complete listing of all Municipal Codes as approved, authorized and codified.
- Maintains, issues, receives and coordinates the protocol of all application forms and supportive documents as may be necessary for administrative and/or quasi-judicial decision making;
- Schedules and participates in pre-submittal conferences and participates in Site Plan Review meetings, as may be directed;
- Maintains an effective and representative map inventory of City authorized subdivision, short plats, boundary line adjustments and street systems for reference and use in all Planning Department service needs;
- Coordinates all public and agency notices necessary and relative to Planning Department matters and Planning Commission meetings;
- Serves as the official public meetings recorder for all scheduled Planning Commission meetings and work sessions;

- Establishes and maintains a viable, easily accessible, indexed and complete file of all Planning Department records, reports, supportive documents and legal instruments;
- Provides monthly and annual reports to the Clerk/Treasurer presenting activity information concerning number of short plats, subdivisions, site plan reviews, conditional use permits, variances, appeals, home occupation permits, sign permits and other relative information as may be required;
- Performs all tasks, duties and responsibilities in a manner that observes and applies good safety practices.

PUBLIC WORKS DEPARTMENT

As Administrative Assistant for the Building Division, the Employee:

- Maintains and distributes Building Permit Applications and collects permit fees for same;
- Coordinates Building Permit applications for review and approval with the City Building Inspector;
- Schedules Building Site Plan Reviews & Building Inspections to be performed and measures the City's timely response for same;
- Maintains and distributes Building Demolition Permits and collects permit fees for same;
- Establishes and maintains a viable, easily accessible, indexed and complete file of all Building Division records, reports, supportive documents, application forms and legal instruments;
- Provides monthly and annual reports to the Clerk/Treasurer presenting activity information concerning the number of Building Permits issued and fees collected, number of building inspections performed, number of building site plan reviews conducted, number of Demolition permits issued and fees collected, Excavation Permits issued and other issues, concerns and opportunities relative to the Building Division;
- Performs all tasks, duties and responsibilities in a manner that observes and applies good safety practices.

As Administrative Assistant for the Public Works Department, the Employee:

- Maintains and distributes Water and Wastewater utility service applications and collects charges and fees for same;

- ~~Coordinates all Water and Wastewater Utility service applications and associated exhibits and attachments and submits same to the Public Works Operations Manager for review and approval;~~
- ~~Generates Utility Service Work Orders for the Public Works Operations Manager or Operations Team Leader, as may be directed;~~
- ~~Receives and records all Public Works customer service complaints and distributes such notices to the appropriate supervisor for activity response and resolutions;~~
- ~~Performs radio and telephone dispatch service to the Public Works Operations Team for both emergency and customer service dispatch needs;~~
- ~~Creates, organizes and maintains adequate project files for all Public Works Capital Projects, Professional Services Contracts, Construction Contracts, and other utility service projects, including supporting documents and legal instruments satisfactory to the needs of the Department and for auditing objectives;~~
- ~~Maintains appropriate files for legally recorded utility and access easements for the City;~~
- ~~Generates monthly and annual reports to the Director presenting activity information as regards the number of water and wastewater utility services installed, impact fees collected, utility service complaints, street cut permits issued, number of work orders distributed, and other relative and substantive information;~~
- ~~Performs all tasks, duties and responsibilities in a manner that observes and applies good safety practices.~~

~~FINANCE DEPARTMENT~~

~~As Administrative Assistant, the Employee:~~

- ~~Receives city Business License Applications, bills and collects related fees/charges and maintains appropriate records and monitors the annual status of all license renewals;~~
- ~~Accepts water wastewater hookup applications and performs a application check list analysis and maintains all relative records of such;~~
- ~~Posts cash received and billings of utility department, reconciles cash drawer;~~

- ~~Performs all tasks, duties and responsibilities in a manner that observes and applies good safety practices;~~
- ~~Maintains a Registration with the State of Washington as a Notary Public;~~
- ~~Performs all other secretary and clerical duties as may be assigned.~~

~~KNOWLEDGE SKILLS AND ABILITIES~~

~~While requirements may be representative of minimum levels of knowledge, skills and abilities to perform the tasks, duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There shall be a six (6) month period in which these attributes must be demonstrated satisfactorily before permanent employment status is achieved. The Employee shall have:~~

- ~~Generally accepted accounting principles, especially the BARS accounting system as required by Washington State;~~
- ~~Proficiency in the operation of computer equipment and knowledgeable of software programs necessary to meet the responsibilities, duties and tasks of this position;~~
- ~~Operational skills for all general office equipment including, but not necessarily limited to: photo copy machines, photo scanning devices, ten key calculating instruments, telephone intercom system, FM radio dispatch systems, computer skills and software systems such as Windows, Microsoft Word, Excel, Outlook, BIAS;~~
- ~~Basic math skills, and the ability to research information and interpret city ordinances and codes within the realm of responsibility of this position;~~
- ~~Demonstrated skills in communications, both written and oral, necessary to perform the duties, tasks, and responsibilities of this position, with the ability to handle stressful situations.~~

~~WORKING CONDITIONS:~~

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The work environment will include office settings and out of doors assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~Fall hazards and trip hazards may be encountered in the course of conducting and performing various project field research, investigation, and inspection for duties and tasks responsible to this position. The employee must be aware of potential traffic hazards when performing certain field tasks and duties. Protective clothing may be required for completion of some job requirements, including safety equipment, safety vests, hard hats, and/or other protective equipment necessary to the performance of the project field tasks and duties.~~

~~CONTACTS AND RELATIONSHIPS~~

~~The Associate Planner/Administrative Assistant will have contact with citizens of the community, planning groups and agencies, and with other work place associates. In the course of completing the required job tasks, duties, and responsibilities, the individual in this position will have contacts made in person, via telephone, computer, e-mail, or through written correspondence, which are for the primary purpose to provide or collect information.~~

~~PHYSICAL REQUIREMENTS~~

~~The physical demand described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~The Associate Planner/Administrative Assistant's work performance may require long periods of sitting, standing, stooping and/or reaching. This position may require lifting objects weighing more than twenty five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to uninvited verbal abuse at times from the public.~~

~~RECRUITING REQUIREMENTS~~

- ~~• High School diploma or equivalent;~~
- ~~• Valid Washington State Driver's License;~~

- ~~Background knowledge of basic municipal, state and federal laws and regulations, including but not limited to zoning, subdivision and utilities service ordinances;~~
- ~~Hands on experience with governmental generally accepted accounting principles~~

~~EXPERIENCE AND TRAINING~~

- ~~Requires completion of approved business course(s) or program(s) at a business college, preferably with instruction in accounting and office management.~~
- ~~Requires completion of municipal planning course(s) or program(s), preferably with AA degree.~~
- ~~Must have a minimum of 2 years prior experience in office clerical/accounting duties and responsibilities.~~
- ~~Must have a minimum of 2 years prior experience as an administrative assistant, or associate planner.~~
- ~~Must be bondable.~~
- ~~Requirements outlined in this position description may be subject to modification or reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.~~

**JOB DESCRIPTION
CITY OF WHITE SALMON**

POSITION: Deputy Clerk/Treasurer
DEPARTMENT: Accounting and Financial Management
REPORTS TO: Clerk Treasurer
EFFECTIVE DATE: January 1, 2014
FLSA STATUS: Union
SALARY RANGE: Step 36 to Range 1-5 DOQ

This is a full-time union position. The Deputy Clerk/Treasurer is an hourly position. Any work in excess of 40 hours per week is overtime.

MAJOR FUNCTION AND PURPOSE

The Deputy Clerk/Treasurer handles the daily operation of utility accounting, accounts payable, accounts receivable, records maintenance and the city website.

GENERAL FUNCTION

Supervision of this position is ongoing, consisting of meetings with the City Clerk/Treasurer to discuss priorities, tasks, and review of work.

SUPERVISION RESPONSIBILITIES

There are no supervision responsibilities associated with this position other than minor supervision of office helpers or volunteers.

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the City Clerk/Treasurer. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Provides a wide variety of regular and recurring accounting procedures, including calculating, posting, verifying, preparing and

- ~~mailing checks for payment of bills (Accounts Payable);~~
- ~~• Receives, accounts for and safeguards cash as may be required,~~
- ~~• Deals with the public, at the counter and by phone,~~
- ~~• Notarizes documents.~~
- ~~• Maintains City code books and related documentation,~~
- ~~• Maintains City Website and related documentation.~~
- ~~• Maintains city records and ensures compliance with Washington State Retention Schedules, the Public Disclosure Act and Freedom of Information Act.~~
- ~~• Attends and takes notes at evening meetings as required; writes minutes for these meetings.~~
- ~~• Acts as the City's ADA Coordinator.~~
- ~~• Responsible for Payroll processing.~~
- ~~• Maintains complete confidentiality of all information obtained in the normal course of work.~~
- ~~• Performs other clerical and secretarial duties as may be required.~~
- ~~• In the absence of the City Clerk/Treasurer, performs necessary duties as may be specified.~~

~~KNOWLEDGE, SKILLS AND ABILITIES~~

~~While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.~~

- ~~• Generally accepted accounting principles, especially the BARS accounting system as required by Washington State.~~
- ~~• Operation of computer equipment.~~
- ~~• Operation of general office equipment, such as cash register, 10-key calculator, copier, etc.~~
- ~~• Ability to perform cashier duties accurately.~~
- ~~• Ability to communicate effectively verbally and in writing.~~

- Ability to effectively meet and deal with the public.
- Ability to handle stressful situations.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

CONTACTS AND RELATIONSHIPS

The Deputy Clerk/Treasurer will have contact with citizens of the community, planning groups and agencies. In the course of completing the required job duties, the individual in this position will have contacts in person, via telephone, or through correspondence which are primarily to provide or collect information.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Deputy Clerk/Treasurer position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to verbal abuse at times from the public.

RECRUITING REQUIREMENTS

- High school diploma or equivalent
- Valid Washington State Driver's License
- Background in and knowledge of basic laws and regulations
- Hands on experience governmental generally accepted accounting principles

~~EXPERIENCE AND TRAINING~~

- ~~• Business College or AA degree in business or accounting is preferred.~~
- ~~• Must have the ability to type 45 words per minute accurately~~
- ~~• Must have two years' experience in computer operations and accounting procedures. Experience in city governmental procedures is preferred,~~
- ~~• Must be bondable,~~
- ~~• Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.~~

~~JOB DESCRIPTION
CITY OF WHITE SALMON~~

~~**POSITION:** Utility Clerk
DEPARTMENT: Accounting and Financial Management
REPORTS TO: Clerk Treasurer
EFFECTIVE DATE: January 1, 2014
FLSA STATUS: Union
SALARY RANGE: Step 27 to Range 1-5 DOQ~~

~~This is a full-time union position. The Utility Clerk is an hourly position. Any work in excess of 40 hours per week is overtime.~~

~~**MAJOR FUNCTION AND PURPOSE**~~

~~The Utility Clerk handles the daily operation of utility accounting, and accounts receivable.~~

~~**GENERAL FUNCTION**~~

~~Supervision of this position is ongoing, consisting of meetings with the City Clerk/Treasurer to discuss priorities, tasks, and review of work.~~

~~**SUPERVISION RESPONSIBILITIES**~~

~~There are no supervision responsibilities associated with this position other than minor supervision of office helpers or volunteers.~~

~~**JOB DUTIES AND RESPONSIBILITIES**~~

~~The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Clerk Treasurer. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.~~

- ~~• Greets visitors to office.~~
- ~~• Responds to questions from the public, in person and over the telephone.~~

- ~~Maintains billing and customer service files.~~
- ~~Works with customers to resolve any billing errors and problems.~~
- ~~Conducts and monitors data transfer between the computer and the hand held computer meter reading system.~~
- ~~Maintains meter route status in the software system and makes changes as necessary on meter routes. Generates meter reading reports for service activity.~~
- ~~Coordinates with the meter readers on changes in routes, service problems, utility turn on and turn off of service.~~
- ~~Prepare and process daily customer billing runs. Edits, corrects and approves meter reading route changes in the computer system. Audits all utility billing information and reports for accuracy and makes necessary adjustments for corrections.~~
- ~~Develops and maintains procedures for utility bills, delinquent billing reminders and service cut-offs.~~
- ~~Maintains annual, quarterly, and monthly activity reports of bills, reminder notices, turn on and turn off for service, and other utility billing activity.~~
- ~~Maintains and updates master and control files for the utility billing computer module.~~
- ~~Receives, accounts for and safeguards cash as may be required.~~
- ~~Prepares, organizes and completes field service work orders in a timely manner.~~
- ~~Reconciles utility funds and meter reads on a monthly basis and performs an analysis on any discrepancies.~~
- ~~Prepares, maintains, processes and distributes various reports, records and other documents pertinent to the city's smooth operation.~~
- ~~Maintains complete confidentiality of all information obtained in the normal course of work.~~
- ~~Maintains records and relating to animal licensing.~~
- ~~Performs other duties as may be required and assigned.~~

KNOWLEDGE, SKILLS AND ABILITIES

~~While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty~~

proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- ~~Generally accepted accounting principles, especially the BARS accounting system as required by Washington State.~~
- ~~Operation of computer equipment.~~
- ~~Operation of general office equipment, such as cash register, 10-key calculator, copier, etc.~~
- ~~Ability to perform cashier duties accurately.~~
- ~~Ability to communicate effectively verbally and in writing.~~
- ~~Ability to effectively meet and deal with the public.~~
- ~~Ability to handle stressful situations.~~

~~WORKING CONDITIONS~~

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.~~

~~CONTACTS AND RELATIONSHIPS~~

~~The Utility Clerk will have contact with citizens of the community, planning groups and agencies. In the course of completing the required job duties, the individual in this position will have contacts in person, via telephone, or through correspondence which are primarily to provide or collect information.~~

~~PHYSICAL REQUIREMENTS~~

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~The Utility Clerk position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty five (25) pounds. Specific vision abilities required by this position include close vision and the ability to~~

~~adjust focus. This position may be subject to verbal abuse at times from the public.~~

~~RECRUITING REQUIREMENTS~~

- ~~• High school diploma or equivalent~~
- ~~• Valid Washington State Driver's License~~
- ~~• Background in and knowledge of basic laws and regulations~~
- ~~• Hands on experience governmental generally accepted accounting principles~~

~~EXPERIENCE AND TRAINING~~

- ~~• Business College or AA degree in business or accounting is preferred.~~
- ~~• Must have the ability to type 45 words per minute accurately~~
- ~~• Must have two years' experience in computer operations and accounting procedures. Experience in city governmental procedures is preferred,~~
- ~~• Must be bondable,~~
- ~~• Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by the supervisor.~~

JOB DESCRIPTION
CITY OF WHITE SALMON

POSITION: ~~Public Works Maintenance Worker I/II/III~~
DEPARTMENT: ~~Public Works~~
REPORTS TO: ~~Public Works Operations Manager~~
EFFECTIVE DATE: ~~January~~
FLSA STATUS: ~~Non Exempt~~
SALARY RANGE: ~~Maintenance Worker I Step 28 to Range 1-5~~
~~DOQ~~
~~Maintenance Worker II Step 32 to Range 1-5~~
~~DOQ~~
~~Maintenance Worker III Step 36 to Range 1-5~~
~~DOQ~~

Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skills outlined in the selected job category for which you are being hired or promoted for. A typical way of gaining the skills is:

Public Works Maintenance Worker I: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and six (6) months of recent work experience in the construction trades is preferred.

Public Works Maintenance Worker II: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and two (2) years of recent work experience in the construction trades; or one (1) year of experience at a level equivalent to a Public Works Maintenance Worker I with the City of White Salmon.

Public Works Maintenance Worker III: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and three (3) years of recent work experience in public works construction or maintenance work relating to streets and water/sewer systems including at least one (1) year of experience at a level equivalent to a Public Maintenance Worker II with the City of White Salmon.

Licenses and/or Certifications Required:

Public Works Maintenance Worker I: The following requirements apply to all Public Works Maintenance Workers I, regardless of assignment. At time of hire, must possess a valid Washington driver's license and obtain a Class B driver license with Airbrake endorsement within six (6) months.

Public Works Maintenance Worker II: At time of hire or promotion from Public Works Maintenance Worker I, must possess a valid Washington Class B driver license with Airbrake endorsement. Successful completion of specialized training in Work Zone Traffic Control Safety is required.

Public Works Maintenance Worker III: At time of hire or promotion from Public Works Maintenance Worker II, must possess a valid Washington Class B driver's license with Airbrake endorsement. Successful completion of specialized training in Work Zone Traffic Control Safety is required.

Water Distribution Assignment:

Public Works Maintenance Worker I: In addition to above, requires possession of a Water Washington State DOH Distribution Special I certification or higher within 18 months of appointment.

Public Works Maintenance Worker II: In addition to above, must possess and maintain two of the following certification requirements as specified by the Supervisor; Washington State Water DOH Treatment Plant Operator I or higher, Washington State DOH Water Distribution Operator I Certification or higher, Washington State DOH Water Distribution Manager I Certification or higher, Washington State DOH Cross Connection Control Specialist, Washington State DOH Backflow Assemble Certification.

Public Works Maintenance Worker III: In addition to above, must possess and maintain all of the following certification requirements listed: Washington State DOH Water Treatment Plant Operator I or higher, Washington State DOH Water Distribution Manager II Certification or higher, Washington State DOH Cross Connection Control Specialist, Washington State DOH Backflow Assemble Certification.

Position Summary:

Under general supervision, performs a variety of tasks in the repair maintenance and construction of public works infrastructure and facilities, and performs other related work as required. Incumbents may be assigned to Streets Maintenance, Water Distribution or Sewer Collection and will be expected to work a variety of schedules and weekends. Maintenance Workers do not have supervisory responsibilities. A Maintenance Worker III provides lead direction to other workers, but has no supervisory responsibilities.

Public Works Maintenance Worker I:

This is the entrance level for the Maintenance Worker series. Incumbents work initially under immediate supervision and receive detailed instructions and training on assignments. Incumbents generally work within an established framework of set procedures in performing assigned tasks. Through on the job training, a Maintenance Worker I is expected to obtain the skills and knowledge necessary to advance to journey level performance. Work is reviewed frequently and assessed for results achieved.

Public Works Maintenance Worker II:

This is the journey level for the Maintenance Worker series. Incumbents work within an established framework of set procedures in performing assigned tasks and are expected to perform a variety of journey level maintenance, repair, and construction tasks with general supervision and minimum instruction. Work is normally reviewed only on completion and overall results.

Public Works Maintenance Worker III:

The classification of Maintenance Worker III represents the highest level of the series. Incumbents in this class are expected to perform their assigned tasks with limited supervision, assigned technically advanced duties and may be assigned responsibility for field direction of assigned crews. Incumbents are expected to know the work functions, act independently, and advise supervisors of needed work and approximate time and materials needed to complete the work. Incumbents are expected to have proven skills in the operation of all assigned equipment.

IV: Essential Functions:

~~Incumbents in this class may be assigned to either the water/sewer or street maintenance crew and may be interchanged on crews depending on the needs of the department. Incumbents may be assigned to varying work schedules, weekend work, and be called back to work as needed by the City.~~

- ~~1. Uses jackhammer and hand tools to expose broken water and sewer mains and service lines; repairs leaks in mains and service lines, and replaces broken lines; installs new water and sewer mains as required.~~
- ~~2. Measures, cuts and threads pipe; operates arc and acetylene welding equipment for maintenance and repairs; measures, cuts, flare and connects copper tubing.~~
- ~~3. Taps into main lines to locate pipe and install new service lines; assists in the installation and repair of fire hydrants; operates equipment to clean sewer and storm drain lines and maintain sewer ponds.~~
- ~~4. Installs, repairs and maintains water meters.~~
- ~~5. Builds forms, mixes and pours concrete for repairs to sidewalks, curbs, and gutters.~~
- ~~6. Backfills trenches and uses asphalt to repair streets after water and sewer line repairs.~~
- ~~7. Breaks up paved surfaces, performs patching and paving repairs; breaks up and removes old concrete; builds forms; mixes and pours new concrete; installs and repairs storm drain lines and manholes; enters manholes for maintenance and cleaning as necessary.~~
- ~~8. Repairs traffic signs, creates and installs new street signs; paints curb and traffic markings; aids in traffic control through work areas as required.~~
- ~~9. Uses, cleans and maintains a variety of power equipment, tools and vehicles required for the work.~~
- ~~10. Cleans and maintains storm drain system; performs miscellaneous cleanup work and trash pickup from City property as necessary.~~
- ~~11. Operates dump truck, front end loaders and specialized vehicles to remove and replace excavated material.~~

- ~~12. Standby on a weekly rotating basis to ensure continuity of operations during absences or emergencies.~~
- ~~13. Responsible for carrying out the mission of the City and the department and adherence to the City's and departmental organizational values.~~

Public Works Maintenance Worker II – in addition to duties listed above:

- ~~1. May provide on the job orientation and training to new employees.~~

Public Works Maintenance Worker III – in addition to duties listed above:

- ~~1. Inspects and adjusts equipment before start of work; examines, cleans and maintains equipment, including special attachments, lubrication, tires, oil, battery, etc.~~
- ~~2. Provides lead direction to other workers.~~
- ~~3. Reviews work to verify compliance to standards and regulations.~~
- ~~4. Collects field engineering data.~~
- ~~5. Collects data and participates in the development and review of bid specifications.~~
- ~~6. Maintains traffic device inventory and collects data to maintain the City's sign and markings software.~~

~~V. Job Related and Essential Qualifications:~~

~~NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.~~

Public Works Maintenance Worker I

~~A. Knowledge of:~~

- ~~• Use, purpose and maintenance of hand tools and construction equipment.~~
- ~~• General construction and maintenance materials, methods and terminology~~
- ~~• Department standards, techniques and procedures.~~

B. Skills At:

- ~~Performing heavy physical labor including lifting of objects 50 pounds and above with assistance.~~
- ~~Safely operating vehicles, tools and power equipment.~~
- ~~Driving and operating specialized equipment and vehicles.~~

C. Ability to:

- ~~Follow oral and written directions.~~
- ~~Identify with department and City goals and objectives and understand City priorities and needs.~~
- ~~Establish and maintain cooperative working relationships with co-workers and the general public.~~
- ~~Read simple plans, sketches and grade stakes.~~
- ~~Choose among a limited number of alternatives in solving routine problems.~~
- ~~Recognize, prioritize and accomplish needed tasks.~~

Public Werks Maintenance Worker II — additional qualifications:

A. Knowledge of:

- ~~The operation, use and maintenance of heavy equipment such as street sweeper, backhoe, loader, grader and dump truck.~~
- ~~Tools, methods and materials used in water and sewer lines installation and repair, and in street construction and maintenance.~~

B. Skills at:

- ~~Operating heavy vehicles and construction equipment.~~

Public Werks Maintenance worker III — Additional qualifications

1. Knowledge of:

- ~~Applicable standards, codes and regulations.~~
- ~~Team based management, leadership, motivation, team building and conflict resolution.~~
- ~~Safety and hazards associated with water/sewer and street maintenance.~~

2. Skills at:

- Using initiative and sound independent judgment.

3. Ability to:

- Provide work direction and training to subordinate staff.
- Evaluate problems and recommend alternative solutions.
- Coordinate work of others.
- Establish and maintain cooperation and working relations with those contacted in the course of work.
- Demonstrate continuing effectiveness in maintaining the knowledge and skills required for this position.
- Promote a customer service focus in forgoing public relations.
- Recognize, prioritize and accomplish needed tasks.

VI. Physical Demands/Qualifications:

1. Working conditions in outside area are subject to variations in temperature, and may include wind, rain and other elements.
2. Requires ability to work safely outdoors in all weather.
3. Stand, climb and walk for extended periods.
4. Work in confined spaces.
5. Work on slippery and uneven surfaces.
6. Manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms.
7. Hearing sufficient to understand conversations, both in person and on the telephone.
8. Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.
9. Performing heavy physical labor including lift of objects above 50 pounds with assistance.
10. Ability to drive a motor vehicle.

~~VII. Non-Physical Demands/Qualifications:~~

~~Must be able to:~~

- ~~1. Demonstrate a high level of integrity~~
- ~~2. Operate under deadlines~~
- ~~3. Communicate information clearly and effectively both verbal and written.~~
- ~~4. Be organized and capable of managing projects to schedule.~~
- ~~5. Possess a valid Washington driver's license.~~

~~VIII. Environmental Conditions:~~

- ~~1. Working conditions in the field are subject to variations in temperatures, humidity and can include high wind, rain, dust and other contaminants.~~

~~IX. Other duties and requirements:~~

~~————— This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.~~

2022 White Salmon Salary Matrix with 5% COLA

2022 COLA 5%		M O N T H L Y										APPENDIX "A"										H O U R L Y									
3% across 2.5 % down Range	Yrs. Step	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+
		1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
14		2,735.39	2,817.46	2,901.98	2,989.04	3,078.71	3,171.07	3,266.20	3,364.19	3,465.12	3,569.07	15.78	16.25	16.74	17.24	17.76	18.29	18.84	19.41	19.99	20.59										
15		2,803.78	2,887.89	2,974.53	3,063.77	3,155.68	3,250.35	3,347.86	3,448.30	3,551.74	3,658.30	16.18	16.66	17.16	17.68	18.21	18.75	19.31	19.89	20.49	21.11										
16		2,873.87	2,960.09	3,048.89	3,140.36	3,234.57	3,331.61	3,431.56	3,534.50	3,640.54	3,749.75	16.58	17.08	17.59	18.12	18.66	19.22	19.80	20.39	21.00	21.63										
17		2,945.72	3,034.09	3,125.12	3,218.87	3,315.43	3,414.90	3,517.34	3,622.87	3,731.55	3,843.50	16.99	17.50	18.03	18.57	19.13	19.70	20.29	20.90	21.53	22.17										
18		3,019.36	3,109.94	3,203.24	3,299.34	3,398.32	3,500.27	3,605.28	3,713.44	3,824.84	3,939.58	17.42	17.94	18.48	19.04	19.61	20.19	20.80	21.42	22.07	22.73										
19		3,094.85	3,187.69	3,283.32	3,381.82	3,483.28	3,587.78	3,695.41	3,806.27	3,920.46	4,038.07	17.86	18.39	18.94	19.51	20.10	20.70	21.32	21.96	22.62	23.30										
20		3,172.22	3,267.39	3,365.41	3,466.37	3,570.36	3,677.47	3,787.80	3,901.43	4,018.47	4,139.03	18.30	18.85	19.42	20.00	20.60	21.22	21.85	22.51	23.18	23.88										
21		3,251.52	3,349.07	3,449.54	3,553.03	3,659.62	3,769.41	3,882.49	3,998.97	4,118.93	4,242.50	18.76	19.32	19.90	20.50	21.11	21.75	22.40	23.07	23.76	24.48										
22		3,332.81	3,432.80	3,535.78	3,641.85	3,751.11	3,863.64	3,979.55	4,098.94	4,221.91	4,348.56	19.23	19.80	20.40	21.01	21.64	22.29	22.96	23.65	24.36	25.09										
23		3,416.13	3,518.62	3,624.18	3,732.90	3,844.89	3,960.23	4,079.04	4,201.41	4,327.46	4,457.28	19.71	20.30	20.91	21.54	22.18	22.85	23.53	24.24	24.97	25.72										
24		3,501.54	3,606.58	3,714.78	3,826.22	3,941.01	4,059.24	4,181.02	4,306.45	4,435.64	4,568.71	20.20	20.81	21.43	22.07	22.74	23.42	24.12	24.85	25.59	26.36										
25		3,589.07	3,696.75	3,807.65	3,921.88	4,039.54	4,160.72	4,285.54	4,414.11	4,546.53	4,682.93	20.71	21.33	21.97	22.63	23.31	24.00	24.72	25.47	26.23	27.02										
26		3,678.80	3,789.17	3,902.84	4,019.93	4,140.52	4,264.74	4,392.68	4,524.46	4,660.20	4,800.00	21.22	21.86	22.52	23.19	23.89	24.60	25.34	26.10	26.89	27.69										
27		3,770.77	3,883.89	4,000.41	4,120.42	4,244.04	4,371.36	4,502.50	4,637.57	4,776.70	4,920.00	21.75	22.41	23.08	23.77	24.49	25.22	25.98	26.76	27.56	28.39										
28		3,865.04	3,980.99	4,100.42	4,223.43	4,350.14	4,480.64	4,615.06	4,753.51	4,896.12	5,043.00	22.30	22.97	23.66	24.37	25.10	25.85	26.63	27.42	28.25	29.09										
29		3,961.67	4,080.52	4,202.93	4,329.02	4,458.89	4,592.66	4,730.44	4,872.35	5,018.52	5,169.08	22.86	23.54	24.25	24.98	25.72	26.50	27.29	28.11	28.95	29.82										
30		4,060.71	4,182.53	4,308.01	4,437.25	4,570.36	4,707.47	4,848.70	4,994.16	5,143.98	5,298.30	23.43	24.13	24.85	25.60	26.37	27.16	27.97	28.81	29.68	30.57										
31		4,162.23	4,287.09	4,415.71	4,548.18	4,684.62	4,825.16	4,969.92	5,119.01	5,272.58	5,430.76	24.01	24.73	25.48	26.24	27.03	27.84	28.67	29.53	30.42	31.33										
32		4,266.28	4,394.27	4,526.10	4,661.88	4,801.74	4,945.79	5,094.16	5,246.99	5,404.40	5,566.53	24.61	25.35	26.11	26.90	27.70	28.53	29.39	30.27	31.18	32.12										
33		4,372.94	4,504.13	4,639.25	4,778.43	4,921.78	5,069.43	5,221.52	5,378.16	5,539.51	5,705.69	25.23	25.99	26.77	27.57	28.40	29.25	30.12	31.03	31.96	32.92										
34		4,482.26	4,616.73	4,755.23	4,897.89	5,044.83	5,196.17	5,352.06	5,512.62	5,678.00	5,848.34	25.86	26.64	27.43	28.26	29.11	29.98	30.88	31.80	32.76	33.74										
35		4,594.32	4,732.15	4,874.11	5,020.34	5,170.95	5,326.08	5,485.86	5,650.43	5,819.95	5,994.54	26.51	27.30	28.12	28.96	29.83	30.73	31.65	32.60	33.58	34.58										
36		4,709.18	4,850.45	4,995.97	5,145.85	5,300.22	5,459.23	5,623.00	5,791.69	5,965.44	6,144.41	27.17	27.98	28.82	29.69	30.58	31.50	32.44	33.41	34.42	35.45										
37		4,826.91	4,971.71	5,120.87	5,274.49	5,432.73	5,595.71	5,763.58	5,936.49	6,114.58	6,298.02	27.85	28.68	29.54	30.43	31.34	32.28	33.25	34.25	35.28	36.34										
38		4,947.58	5,096.01	5,248.89	5,406.35	5,568.54	5,735.60	5,907.67	6,084.90	6,267.45	6,455.47	28.54	29.40	30.28	31.19	32.13	33.09	34.08	35.11	36.16	37.24										
39		5,071.27	5,223.41	5,380.11	5,541.51	5,707.76	5,878.99	6,055.36	6,237.02	6,424.13	6,616.86	29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.98	37.06	38.17										
40		5,198.05	5,353.99	5,514.61	5,680.05	5,850.45	6,025.97	6,206.74	6,392.95	6,584.73	6,782.28	29.99	30.89	31.82	32.77	33.75	34.77	35.81	36.88	37.99	39.13										
41		5,328.00	5,487.84	5,652.48	5,822.05	5,996.71	6,176.61	6,361.91	6,552.77	6,749.35	6,951.83	30.74	31.66	32.61	33.59	34.60	35.63	36.70	37.81	38.94	40.11										
42		5,461.20	5,625.04	5,793.79	5,967.60	6,146.63	6,331.03	6,520.96	6,716.59	6,918.09	7,125.63	31.51	32.45	33.43	34.43	35.46	36.53	37.62	38.75	39.91	41.11										
43		5,597.73	5,765.66	5,938.63	6,116.79	6,300.30	6,489.31	6,683.98	6,884.50	7,091.04	7,303.77	32.30	33.26	34.26	35.29	36.35	37.44	38.56	39.72	40.91	42.14										
44		5,737.68	5,909.81	6,087.10	6,269.71	6,457.80	6,651.54	6,851.08	7,056.62	7,268.32	7,486.36	33.10	34.10	35.12	36.17	37.26	38.37	39.53	40.71	41.93	43.19										
45		5,881.12	6,057.55	6,239.28	6,426.46	6,619.25	6,817.83	7,022.36	7,233.03	7,450.02	7,673.52	33.93	34.95	36.00	37.08	38.19	39.33	40.51	41.73	42.98	44.27										
46		6,028.14	6,208.99	6,395.26	6,587.12	6,784.73	6,988.27	7,197.92	7,413.86	7,636.27	7,865.36	34.78	35.82	36.90	38.00	39.14	40.32	41.53	42.77	44.06	45.38										
47		6,178.85	6,364.21	6,555.14	6,751.79	6,954.35	7,162.98	7,377.87	7,599.20	7,827.18	8,062.00	35.65	36.72	37.82	38.95	40.12	41.33	42.57	43.84	45.16	46.51										
48		6,333.32	6,523.32	6,719.02	6,920.59	7,128.21	7,342.05	7,562.31	7,789.18	8,022.86	8,263.55	36.54	37.64	38.76	39.93	41.13	42.36	43.63	44.94	46.29	47.68										
49		6,491.65	6,686.40	6,886.99	7,093.60	7,306.41	7,525.60	7,751.37	7,983.91	8,223.43	8,470.13	37.45	38.58	39.73	40.93	42.15	43.42	44.72	46.06	47.44	48.87										
50		6,653.94	6,853.56	7,059.17	7,270.94	7,489.07	7,713.74	7,945.16	8,183.51	8,429.02	8,681.89	38.39	39.54	40.73	41.95	43.21	44.50	45.84	47.21	48.63	50.09										
51		6,820.29	7,024.90	7,235.65	7,452.72	7,676.30	7,906.59	8,143.79	8,388.10	8,639.74	8,898.93	39.35	40.53	41.74	43.00	44.29	45.62	46.98	48.39	49.85	51.34										
52		6,990.80	7,200.52	7,416.54	7,639.04	7,868.21	8,104.25	8,347.38	8,597.80	8,855.74	9,121.41	40.33	41.54	42.79	44.07	45.39	46.76	48.16	49.60	51.09	52.62										
53		7,165.57	7,380.54	7,601.95	7,830.01	8,064.91	8,306.86	8,556.07	8,812.75	9,077.13	9,349.44	41.34	42.58	43.86	45.17	46.53	47.93	49.36	50.84	52.37	53.94										
54		7,344.71	7,565.05	7,792.00	8,025.76	8,266.53	8,514.53	8,769.97	9,033.07	9,304.06	9,583.18	42.37	43.65	44.95	46.30	47.69	49.12	50.60	52.11	53.68	55.29										
55		7,528.33	7,754.18	7,986.80	8,226.41	8,473.20	8,727.39	8,989.22	9,258.89	9,536.66	9,822.76	43.43	44.74	46.08	47.46	48.88	50.35	51.86	53.42	55.02	56.67										
56		7,716.54	7,948.03	8,186.47	8,432.07	8,685.03	8,945.58	9,213.95	9,490.36	9,775.08	10,068.33	44.52	45.85	47.23	48.65	50.11	51.61	53.16	54.75	56.40	58.09										
57		7,909.45	8,146.73	8,391.13	8,642.87	8,902.15	9,169.22	9,444.30	9,727.62	10,019.45	10,320.04	45.63	47.00	48.41	49.86	51.36	52.90	54.49	56.12	57.81	59.54										
58		8,107.18	8,350.40	8,600.91	8,858.94	9,124.71	9,398.45	9,680.40	9,970.81	10,269.94	10,578.04	46.77	48.18	49.62	51.11	52.64	54.22	55.85	57.53	59.25	61.03										
59		8,309.86	8,559.16	8,815.94	9,080.41	9,352.83	9,633.41	9,922.41	10,220.08	10,526.69	10,842.49	47.94	49.38	50.86	52.39	53.96	55.58	57.25	58.96	60.73	62.55										
60		8,517.61	8,773.14	9,036.33	9,307.42	9,586.65	9,874.25	10,170.47	10,475.59	10,789.85	11,113.55	49.14	50.62	52.13	53.70	55.31	56.97	58.68	60.44	62.25	64.12										
61		8,730.55	8,992.47	9,262.24	9,540.11	9,826.31	10,121.10	10,424.73	10,737.48	1																					

2022 White Salmon Salary Matrix with 5% COLA

2022 COLA 5%		M O N T H L Y										EXHIBIT A										H O U R L Y									
3% across 2.5 % down Range	Yrs. Step	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+										
		1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10										
63		9,172.54	9,447.71	9,731.14	10,023.08	10,323.77	10,633.48	10,952.49	11,281.06	11,619.49	11,968.08	52.92	54.51	56.14	57.83	59.56	61.35	63.19	65.08	67.04	69.05										
64		9,401.85	9,683.90	9,974.42	10,273.65	10,581.86	10,899.32	11,226.30	11,563.09	11,909.98	12,267.28	54.24	55.87	57.55	59.27	61.05	62.88	64.77	66.71	68.71	70.77										
65		9,636.89	9,926.00	10,223.78	10,530.50	10,846.41	11,171.80	11,506.96	11,852.17	12,207.73	12,573.96	55.60	57.27	58.98	60.75	62.58	64.45	66.39	68.38	70.43	72.54										
66		9,877.82	10,174.15	10,479.38	10,793.76	11,117.57	11,451.10	11,794.63	12,148.47	12,512.92	12,888.31	56.99	58.70	60.46	62.27	64.14	66.07	68.05	70.09	72.19	74.36										
67		10,124.76	10,428.51	10,741.36	11,063.60	11,395.51	11,737.37	12,089.50	12,452.18	12,825.75	13,210.52	58.41	60.17	61.97	63.83	65.74	67.72	69.75	71.84	74.00	76.22										
68		10,377.88	10,689.22	11,009.89	11,340.19	11,680.40	12,030.81	12,391.73	12,763.49	13,146.39	13,540.78	59.87	61.67	63.52	65.43	67.39	69.41	71.49	73.64	75.85	78.12										
69		10,637.33	10,956.45	11,285.14	11,623.70	11,972.41	12,331.58	12,701.53	13,082.57	13,475.05	13,879.30	61.37	63.21	65.11	67.06	69.07	71.15	73.28	75.48	77.74	80.07										
70		10,903.26	11,230.36	11,567.27	11,914.29	12,271.72	12,639.87	13,019.07	13,409.64	13,811.93	14,226.28	62.90	64.79	66.74	68.74	70.80	72.92	75.11	77.36	79.69	82.08										

**JOB DESCRIPTION
CITY OF WHITE SALMON**

POSITION: Deputy Clerk/Utility Clerk
DEPARTMENT: Finance Department
REPORTS TO: Clerk Treasurer
EFFECTIVE DATE: (to be approved by City Council)
FLSA STATUS: Union, Non-Exempt
SALARY RANGE: Range 36, Steps 1-10 depending on qualifications

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

MAJOR FUNCTION AND PURPOSE

The Deputy Clerk/Utility Clerk handles the daily operation of utility accounting, payroll, accounts receivable, and records maintenance.

GENERAL FUNCTION

Supervision of this position is ongoing, consisting of meetings with the City Clerk/Treasurer to discuss priorities, tasks, and review of work.

SUPERVISION RESPONSIBILITIES

There are no supervision responsibilities associated with this position other than minor supervision of office helpers or volunteers.

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the City Clerk/Treasurer. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Deputy Clerk Duties and Responsibilities

- Responsible for Payroll processing and all tasks related to Payroll activities.
- Receives, accounts for and safeguards cash as may be required,
- Deals with the public, at the counter and by phone,
- Notarizes city documents.
- Maintains city records and ensures compliance with Washington State Retention Schedules, the Public Disclosure Act and Freedom of Information Act.
- Attends and takes notes at evening meetings as required; writes minutes for these meetings.
- Maintains complete confidentiality of all information obtained in the normal course of work.

- Performs other clerical and secretarial duties as may be required.
- In the absence of the City Clerk/Treasurer, performs necessary duties as may be specified.

Utility Clerk Responsibilities

- Maintains billing and customer service files.
- Works with customers to resolve any billing errors and problems.
- Conducts and monitors data transfers between computer and meter reading systems.
- Maintains meter route status in software system and makes changes necessary on meter routes. Generates meter reading reports for service activity.
- Coordinates with meter readers on changes in routes, service problems, utility turn-on and turn-off of service.
- Prepares and processes daily customer billing runs. Edits, corrects and approves meter reading route changes in computer system. Audits all utility billing information and reports for accuracy and makes necessary adjustments for corrections.
- Develops and maintains procedures for utility bills, delinquent billing reminders and service cut-offs.
- Maintains monthly activity reports of bills, reminder notices, turn-on and turn-off for service, and other utility billing activity.
- Maintains and updates master and control files for utility billing.
- Receives, accounts for an safeguards cash as may be required.
- Prepares field service work orders in a timely manner.
- Maintains complete confidentiality of all information obtained in the normal course of work.
- Prepares animal licensing billing and maintains associated records.
- Performs other duties as may be required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- Generally accepted accounting principles, especially the BARS accounting system as required by Washington State.
- Operation of computer equipment.
- Operation of general office equipment, such as cash register, 10-key calculator, copier, etc.
- Ability to perform cashier duties accurately.
- Ability to communicate effectively verbally and in writing.
- Ability to effectively meet and deal with the public.
- Ability to handle stressful situations.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

CONTACTS AND RELATIONSHIPS

The Deputy Clerk/Utility Clerk will have contact with citizens of the community, planning groups and agencies. In the course of completing the required job duties, the individual in this position will have contacts in person, via telephone, or through correspondence which are primarily to provide or collect information.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Deputy Clerk/Treasurer position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to verbal abuse at times from the public.

RECRUITING REQUIREMENTS

- High school diploma or equivalent
- Valid Washington State Driver's License
- Background in and knowledge of basic laws and regulations
- Hands-on experience governmental generally accepted accounting principles

EXPERIENCE AND TRAINING

- AA degree in business or accounting is preferred.
- Must have the ability to type 45 words per minute accurately.
- Must have two years' experience in computer operations and accounting procedures. Experience in city governmental procedures is preferred,
- Must be bondable,
- Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understand this class description

Signature

Date

**JOB DESCRIPTION
CITY OF WHITE SALMON**

POSITION: Permit Technician
DEPARTMENT: Planning (0.45 FTE), Building (0.45 FTE) and Finance (0.10 FTE)
REPORTS TO: Clerk/Treasurer
EFFECTIVE DATE: (to be approved by City Council)
FLSA STATUS: Union, Non-Exempt
SALARY RANGE: Range 35, Step 1-10 depending on qualifications

This is a full-time, hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

MAJOR FUNCTION AND PURPOSE

This position is split between the Planning, Building and Finance Departments. The chief duties and responsibilities are to provide assistance to the land use planner, building official and clerk treasurer respectively.

Permit Technician

This portion of the position is responsible for coordinating and performing a variety of research, permit review, front desk, tracking and technical duties related to the City's building and planning permit functions. Requires broad knowledge of permit code practices and procedures.

Finance Assistant

This position portion of the position is responsible for supporting the clerk treasurer in day-to-day operations of city administration included but not limited to accounts receivable, accounts payable, records maintenance, and other clerical functions as required.

GENERAL FUNCTION

Supervision of this position is on-going, consisting of meetings with the Land Use Planner, Building Official, and/or Clerk/Treasurer to discuss priorities of duties and tasks, the review of work achieved and to establish reasonable project schedules.

SUPERVISION

This position serves under the primary direction of the Clerk/Treasurer. The employee will also receive direction from the Land Use Planner and Building Official. There are no supervision responsibilities associated with this position.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this Position Description in no way imply that these are the only duties to be performed. The employee occupying this position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Clerk/Treasurer. This position description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

The following tasks are typical for the positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Overall

The Employee:

- Established and maintains effective working relationships with individuals at all levels, including public officials, co-workers, community groups, and the general public. Often works independently and with limited supervision.
- Maintains productivity and self-motivation in accomplishing assigned tasks and duties. Meets deadlines and develops and follows personal work plan to accomplish assignments and objectives within available resources.
- Learns, evaluates and applies applicable laws, ordinances and department rules and regulations. Follows established procedures and adopted standards.
- Follows direction and implements or carries out written and/or oral instructions and assigned duties.
- Maintains proficiency in and regularly uses permit software, Microsoft Windows and Microsoft Office (including but not limited to Microsoft Excel, Microsoft Word, and Microsoft PowerPoint).
- Successfully participates in and completes training and obtains and maintains applicable certifications and/or licensing and eligibility in:
 - Open Public Meetings Act
 - Public Records Disclosure and dissemination
 - State of Washington Notary Public
- Operates office machines/equipment as required.
- Maintains familiarity with city's geography and landmarks in order to compile and provide information.
- Maintains regular, reliable and punctual attendance.
- Effectively communicates orally and in writing using the English language.
- Serves as a Notary Public for the city purposes.
- May on occasion be required to work before or after normal working hours.
- Travels within city and county, as well as out of town, which may include attending meetings, events, conferences, seminars, and training sessions.

Permit Technician

As Permit Technician, the Employee:

- Coordinates, tracks and processes permit applications ensuring that policies and procedures are followed in the receipt, routing and processing of permit applications.
- Calculates fees and routes applications.
- Monitors application progress for status reports to the applicant and city departments on a regular basis.
- Prepares plans and permits for issuance.
- Coordinates and performs building and permit front desk functions and assists the public and building contractors in completing permit application.

- Receives the public and answers questions; responds to inquiries from employees, citizens and others, and refers, when necessary, to appropriate staff. Responds to the public in a courteous, respectful and tactful manner.
- Maintains accurate and up-to-date files for planning and building, assists in processing invoices, and processing all land use and building applications.
- Maintains up-to-date records of the permit process.
- Prepares and provides legal notices for a variety of applications.
- Plans and performs a variety of building and planning research functions such as review of property ownership, easements and other land use matters.
- May approve and issue minor land use permits at the discretion of the Land Use Planner.
- Copies and distributes building codes, zoning codes, engineering documents, maps, forms or other informational brochures and handouts requested by staff or the public.
- Processes paperwork, forms, reports, correspondence and other documents, including confidential information, from within the city as well as outside agencies.
- Prepares agendas and reports, compiles, and prepares meeting materials for distribution; prepares meeting locations; and attends meetings to take notes and compose clear, accurate, and comprehensive minutes for various committees and board.
- Other duties as directed by the Land Use Planner and the Building Official.

Finance Assistant

As Finance Assistant, the Employee primarily takes payments; in person, via mail, drop box and over the phone; for a variety of items including but not limited to utility bills and permits and receives, accounts for and safeguards cash and checks as required.

The following duties are performed as a backup to the Police Clerk/Finance Clerk:

- Provides a wide variety of regular and recurring accounting procedures, including calculating, posting, verifying, preparing and mailing checks for payment of bills (Accounts Payable).
- Performs other financial duties as may be required.

KNOWLEDGE SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform the tasks, duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There shall be a six (6) month period in which these attributes must be demonstrated satisfactorily before permanent employment status is achieved. The Employee shall have:

- Working knowledge of commonly used terminology in the construction, planning and building fields; building and planning functions; permit processing; code procedures.
- Generally accepted accounting principles, especially the BARS accounting system as required by Washington State.
- Proficiency in the operation of computer equipment and knowledgeable of software programs necessary to meet the responsibilities, duties and tasks of this position.
- Operational skills for all general office equipment including, but not necessarily limited to: photocopiers, photo-scanning devices, ten key calculating instruments,

telephone-intercom system, computer skills and software systems such as Windows, Microsoft Word, Excel, Outlook.

- Basic math skills, and the ability to research information and interpret city ordinances and codes within the realm of responsibility of this position.
- Demonstrated skills in communications, both written and oral, necessary to perform the duties, tasks, and responsibilities of this position, with the ability to handle stressful situations.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The work environment will include office settings and out of doors assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fall hazards and trip hazards may be encountered in the course of conducting and performing various project field research, investigation, and inspection for duties and tasks responsible to this position. The employee must be aware of potential traffic hazards when performing certain field tasks and duties. Protective clothing may be required for completion of some job requirements, including safety equipment, safety vests, hard hats, and/or other protective equipment necessary to the performance of the project field tasks and duties.

CONTACTS AND RELATIONSHIPS

The Assistant Planner/Building Permit Technician/Finance Assistant will have contact with citizens of the community, planning groups and agencies, and with other work place associates. In the course of completing the required job tasks, duties, and responsibilities, the individual in this position will have contacts made in person, via telephone, computer, e-mail, or through written correspondence, which are for the primary purpose to provide or collect information.

PHYSICAL REQUIREMENTS

The physical demand described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Assistant Planner/Building Permit Technician/Finance Assistant's work performance may require long periods of sitting, standing, stooping and/or reaching. This position may require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to uninvited verbal abuse at times from the public.

REQUIRED QUALIFICATIONS

Education and Experience

- High School diploma or equivalent.
- AA degree in business or college and/or technical school level course work (two years at minimum) in permit functions, business, public administration, planning, construction management or closely related field.

- Background knowledge of basic municipal, state and federal laws and regulations, including but not limited to zoning, subdivision and utilities service ordinances
- Minimum of two (2) years of progressively responsible experience in office and administrative work.
- Minimum of two (2) years of land use permitting and zoning application and in the administration and issuance of a variety of building and construction permits involving application of building and planning codes and contact with the general public.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications or Other Requirements

- Certified as Public Notary in State of Washington (or able to become certified).
- Certified as Building Permit Technician (or able to become certified)
- Valid driver’s license.
- Must successfully satisfy a background investigation
- Must be bondable.
- Must be 18 years or older at time of employment.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

The City of White Salmon is an equal opportunity employer and provider.

I have read and understand this job description.

Signature

Date

**JOB DESCRIPTION
CITY OF WHITE SALMON**

POSITION: Public Works Foreman
DEPARTMENT: Public Works
REPORTS TO: Public Works Operations Manager
EFFECTIVE DATE: To be adopted by City Council
FLSA STATUS: Union, Non-Exempt
SALARY: Range 43, Steps 1-10 depending on qualifications

This is a full-time, hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

MAJOR FUNCTION AND PURPOSE

The Foreman will assist the Public Works Operations Manager and City Administrator in the day-to-day operations of the Department and assume supervisory duties when the Operations Manager and Administrator are absent. Performs highly responsible work directing and managing the City’s public works operations and systems, including but not limited to: constructing, repairing and maintaining City streets; providing for the proper operation of the City’s wastewater system; providing for the proper operation of the water system; maintaining the storm drainage system; and partial supervision of public works personnel. The Public Works Foreman shall be responsible, along with the Public Works Operations Manager and the City Administrator, for the efficient operation of the City’s public works department.

GENERAL FUNCTION

Supervision of this position is ongoing, consisting of meeting with the Public Works Operations Manager and, where necessary, the City Administrator to discuss priorities, tasks and review of work.

SUPERVISION RESPONSIBILITIES

The Public Works Foreman does not have direct supervision responsibilities but does plan, assign and direct work associated with the Public Works Department as outlined in Job Duties and Responsibilities below.

JOB DUTIES AND RESPONSIBILITIES

The following examples are illustrative only and not intended to be all inclusive.

- Plans, schedules, assigns and directs the work at the water treatment systems. Ensures that all motors, pumps, and equipment are properly functioning, and the water treatment is in compliance with the appropriate state and federal criteria and standards. Performs required state/federal effluent testing when appropriate and necessary.
- The Foreman will possess above average skills such as interaction with citizens and fellow employees, knowledge of all aspects of the services that the city can provide, excellent math, computer and telephone skills, dependability and most importantly exhibit a “can-do” attitude.

- Ensures that all public works employees receive appropriate safety training and that the employees observe appropriate safety standards and precautions.
- Along with the Public Works Operations Manager, plans, assigns, and directs work related to street improvements and construction: inspects work progress, materials, procedures, and safety at work sites; assigns work crews to patch roads, grade shoulders, seal coat roads, remove snow, cut weeds and grass, spread gravel and the like.
- Along with the Public Works Mechanic, supervises the maintenance and repair of City owned vehicles and equipment. Ensures that all equipment and vehicles are serviced and maintained in accordance with appropriate specifications and preventative maintenance schedules.
- Requisitions supplies, materials and equipment in accordance with Operations Manager and City Clerk/Treasurer approved purchasing policies.
- Works in close cooperation with the Operations Manager and Clerk/Treasurer in determining project priorities and overall direction of the public works department.
- Maintains effective working relationships with the Operations Manager, Administrator, citizens, employees, vendors, other government agencies, and contractors.
- Assists Operations Manager with assigning work for the maintenance of the water transmission and distribution system. Assigns work crews to repair, replace, or construct new water mains; installs or replaces user water taps. Performs required water testing in accordance with state/federal standards.
- Remains on-call to handle emergency situations, or ascertains that qualified personnel are on call.
- Performs related duties as required and necessary.

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six-month period in which these attributes must be demonstrated before permanent employment.

- Thorough knowledge of road, street and facilities construction, maintenance, repair and required materials.
- Knowledge of water distribution, wastewater and transmission systems.

- Knowledge of construction equipment, hand tools, power tools, trucks, highway equipment, welding equipment, gauges, meters, measuring devices, calculators, copy machine, computers and computerized vehicle equipment.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Thorough knowledge of wastewater system operation and maintenance.
- Knowledge of water and sewer related construction, eg, water and sewer lines, pipes, valves, and taps.
- Ability to compile, maintain and file accurate records.
- Ability to establish and maintain effective working relationships with the Operations Manager, the City Administrator, Clerk/Treasurer, general public, City employees, vendors, suppliers, government agencies, and contractors.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to outside weather conditions, risk of electrical shock and vibration. The noise level in the work environment may at times be loud.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel, crouch or crawl, and talk and hear. The employee is occasionally required to stand, walk and sit. The employee must frequently lift up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EXPERIENCE AND EDUCATION

- High school diploma or equivalent
- Valid Driver's License
- Five (5) years of construction experience
- AA degree preferred

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

SPECIAL REQUIREMENTS

The incumbent in this position must meet the following special requirements:

- A valid CDL.
- A valid Class I Wastewater Collections and/or Class II Wastewater Certification issued by the Department of Ecology.
- A Water Distribution Manager II or higher certified by the Department of Health.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor:

I have read and understand this class description.

Signature

Date

JOB DESCRIPTION
CITY OF WHITE SALMON

POSITION: Public Works Maintenance Worker I
DEPARTMENT: Public Works
REPORTS TO: Public Works Operations Manager
EFFECTIVE DATE: To be adopted by City Council
FLSA STATUS: Union, Non-Exempt
SALARY RANGE: Range 30 Steps 1-10 depending on qualifications

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime. This is a non-supervisory position. This position is not subject to on-call requirements but may be subject to callouts in case of emergencies.

POSITION SUMMARY

Under general supervision, performs a variety of tasks in the maintenance of city properties including but not limited to the community park and associated buildings and grounds. Examples of work may include:

- Operating mowers, tractors, vehicles and other small equipment.
- Utilize a variety of hand and power tools in park landscape maintenance work.
- Assist in routine maintenance of such equipment.
- Water, repair and fertilize lawns, plant and prune trees and shrubs, rake leaves and maintain bark chips, clean walkways, courts and other facilities.
- Clean restrooms and pick up litter around parks and walkways and other city facilities.
- Run errands as needed by City staff to purchase supplies, tools, etc.
- Other assignments as required by City staff.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of general tools and equipment with safe work practices.
- The ability to perform general maintenance activities, perform manual labor, learn to operate a variety of construction and maintenance equipment; understand and carry out oral and written directions; establish and maintain effective working relations with those contacted in the course of work; basic computer skills for the purposes of timekeeping, recordkeeping, task assignments and email correspondence.

Must be able to:

- Demonstrate a high level of integrity.
- Operate under deadlines.
- Communicate information clearly and effectively both verbal and written.

- Be organized and capable of managing projects to schedule.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working conditions in outside area are subject to variations in temperature, and may include wind, rain and other elements.
- Requires ability to work safely outdoors in all weather.
- Stand, climb and walk for extended periods.
- Work in confined spaces.
- Work on slippery and uneven surfaces.
- Manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms.
- Hearing sufficient to understand conversations, both in person and on the telephone.
- Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.
- Performing heavy physical labor including lift of objects above 50 pounds with assistance.
- Ability to drive a motor vehicle.
- Working conditions in the field are subject to variations in temperatures, humidity and can include high wind, rain, dust, and other contaminants.

RECRUITING REQUIREMENTS

- High school diploma or equivalent.
- Valid Driver's License.
- Six (6) months of recent work in construction trades is preferred.
- Obtain a Class B driver license with Airbrake endorsement within six (6) months.
- Successful completion of specialized training in Work Zone Traffic Control Safety.
- Obtain a Washington State DOH Water Distribution Specialist certification or higher within 18 months of appointment.

EXPERIENCE AND TRAINING

- AA degreed preferred.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

OTHER DUTIES AND REQUIREMENTS

This job description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understand this job description.

Signature

Date

JOB DESCRIPTION
CITY OF WHITE SALMON

POSITION: Public Works Maintenance Worker II
DEPARTMENT: Public Works
REPORTS TO: Public Works Operations Manager
EFFECTIVE DATE: To be adopted by City Council
FLSA STATUS: Union, Non-Exempt
SALARY RANGE: Range 34 Steps 1-10 depending on qualifications

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime. This is a non-supervisory position. This position is subject to on-call requirements.

POSITION SUMMARY

This is the journey level for the Maintenance Worker series. Incumbents work within an established framework of set procedures in performing assigned tasks and are expected to perform a variety of journey-level maintenance, repair and construction tasks with general supervision and minimum instruction. Work is normally reviewed only on completion and overall results. Under general supervision, performs a variety of tasks in the repair maintenance and construction of public works infrastructure and facilities, and performs other related work as required. Incumbents may be assigned to work a variety of schedules and weekends.

Maintenance Workers do not have supervisory responsibilities. Examples of work may include:

- Uses jackhammer and hand tools to expose broken water and sewer mains and service lines; repair leaks in mains and service lines, and replaces broken lines; installs new water and sewer mains as required.
- Measures, cuts and threads pipe; operates arc and acetylene welding equipment for maintenance and repairs; measure, cuts, flare and connects copper tubing.
- Taps into main lines to locate pipe and install new service lines; assists in the installation and repair of fire hydrants; operates equipment to clean sewer and storm drain lines and maintain sewer ponds.
- Installs, repairs and maintains water meters.
- Builds forms, mixes and pours concrete for repairs to sidewalks, curbs, and gutters.
- Backfills trenches and uses asphalt to repair streets after water and sewer line repairs.
- Breaks up paved surfaces, performs patching and paving repairs; breaks up and removes old concrete; builds forms; mixes and pours new concrete; installs and repairs storm drain lines and manholes; enters manholes for maintenance and cleaning as necessary.
- Repairs traffic signs, creates and installs new street signs; paints curbs and traffic markings; aids in traffic control through work areas as required.

- Uses, cleans and maintains a variety of power equipment, tools and vehicles required for the work.
- Cleans and maintains storm drain systems; performs miscellaneous cleanup work and trash pickup from City property as necessary.
- Operates dump truck, front end loaders and specialized vehicles to remove and replace excavated material.
- Standby on a weekly rotating basis to ensure continuity of operations during absences or emergencies.
- Responsible for carrying out the mission of the City and the department and adherence to the City's and departmental organization values.
- May provide on-the-job orientation and training to new employees.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of general tools and equipment with safe work practices.
- The ability to perform general maintenance activities, perform manual labor, learn to operate a variety of construction and maintenance equipment; understand and carry out oral and written directions; establish and maintain effective working relations with those contacted in the course of work; basic computer skills for the purposes of timekeeping, recordkeeping, task assignments and email correspondence.
- Knowledge of the operation, use and maintenance of heavy equipment such as street sweeper, backhoe, loader, grader and dump truck.
- Knowledge of tools, methods and materials used in water and sewer line installation and repair and in street construction and maintenance.
- Ability to operate heavy vehicles and construction equipment.

Must be able to:

- Demonstrate a high level of integrity.
- Operate under deadlines.
- Communicate information clearly and effectively both verbal and written.
- Be organized and capable of managing projects to schedule.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working conditions in outside area are subject to variations in temperature, and may include wind, rain and other elements.
- Requires ability to work safely outdoors in all weather.
- Stand, climb and walk for extended periods.

- Work in confined spaces.
- Work on slippery and uneven surfaces.
- Manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms.
- Hearing sufficient to understand conversations, both in person and on the telephone.
- Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.
- Performing heavy physical labor including lift of objects above 50 pounds with assistance.
- Ability to drive a motor vehicle.
- Working conditions in the field are subject to variations in temperatures, humidity and can include high wind, rain, dust, and other contaminants.

RECRUITING REQUIREMENTS

- High school diploma or equivalent.
- Valid Driver's License.
- Two (2) years of recent work in construction trades or at least one (1) year of experience at a level equivalent to a Public Works Maintenance Worker I with the City of White Salmon.
- Obtain a Class B driver license with Airbrake endorsement within six (6) months.
- Successful completion of specialized training in Work Zone Traffic Control Safety.
- Must possess and maintain two (2) of the following certification requirements as specified by the Supervisor:
 - Washington State DOH Water Distribution Manager 1 or higher
 - Washington State DOH Water Treatment Plant Operator 1 or higher
 - Washington State DOH Cross Connection Control Specialist
 - Washington State DOH Backflow Assembly Tester

EXPERIENCE AND TRAINING

- AA degree preferred.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

OTHER DUTIES AND REQUIREMENTS

This job description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understand this job description.

Signature

Date

JOB DESCRIPTION
CITY OF WHITE SALMON

POSITION: Public Works Maintenance Worker III
DEPARTMENT: Public Works
REPORTS TO: Public Works Operations Manager
EFFECTIVE DATE: To be adopted by City Council
FLSA STATUS: Union, Non-Exempt
SALARY RANGE: Range 38 Steps 1-10 depending on qualifications

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime. This is a non-supervisory position. This position is subject to on-call requirements.

POSITION SUMMARY

The classification of Maintenance Worker III is the highest level of the Maintenance Worker series. Incumbents are expected to perform their assigned tasks with limited supervision, assigned technically advanced duties and may be assigned responsibility for field direction of assigned crews. Incumbents are expected to know the work functions, act independently, and advise supervisors of needed work and approximate time and materials needed to complete the work. Incumbents are expected to have proven skills in the operation of all assigned equipment. Examples of work may include:

- Uses jackhammer and hand tools to expose broken at grade sewer mains and service lines; repair leaks in mains and service lines, and replaces broken lines; installs new water and sewer mains as required.
- Measures, cuts and threads pipe; operates arc and acetylene welding equipment for maintenance and repairs; measure, cuts, flare and connects copper tubing.
- Taps into main lines to locate pipe and install new service lines; assists in the installation and repair of fire hydrants; operates equipment to clean sewer and storm drain lines and maintain sewer ponds.
- Installs, repairs and maintains water meters.
- Builds forms, mixes and pours concrete for repairs to sidewalks, curbs, and gutters.
- Backfills trenches and uses asphalt to repair streets after water and sewer line repairs.
- Breaks up paved surfaces, performs patching and paving repairs; breaks up and removes old concrete; builds forms; mixes and pours new concrete; installs and repairs storm drain lines and manholes; enters manholes for maintenance and cleaning as necessary.
- Repairs traffic signs, creates and installs new street signs; paints curbs and traffic markings; aids in traffic control through work areas as required.
- Uses, cleans and maintains a variety of power equipment, tools and vehicles required for the work.

- Cleans and maintains storm drain systems; performs miscellaneous cleanup work and trash pickup from City property as necessary.
- Operates dump truck, front end loaders and specialized vehicles to remove and replace excavated material.
- Standby on a weekly rotating basis to ensure continuity of operations during absences or emergencies.
- Responsible for carrying out the mission of the City and the department and adherence to the City's and departmental organization values.
- May provide on-the-job orientation and training to new employees.
- Inspects and adjusts equipment before start of work; examines, cleans and maintains equipment, including special attachments, lubrication, tires, oil battery, etc.
- Provides lead direction to other workers.
- Review work to verify compliance with standards and regulations.
- Collects field engineering data.
- Collects data and participates in the development and review of bid specifications.
- Maintains traffic device inventory and collects data to maintain the City's sign and markings software.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of general tools and equipment with safe work practices.
- The ability to perform general maintenance activities, perform manual labor, learn to operate a variety of construction and maintenance equipment; understand and carry out oral and written directions; establish and maintain effective working relations with those contacted in the course of work; basic computer skills for the purposes of timekeeping, recordkeeping, task assignments and email correspondence.
- Knowledge of the operation, use and maintenance of heavy equipment such as street sweeper, backhoe, loader, grader and dump truck.
- Knowledge of tools, methods and materials used in water and sewer line installation and repair and in street construction and maintenance.
- Ability to operate heavy vehicles and construction equipment.
- Applicable standards, codes and regulations.
- Team-based management, leadership, motivation, team building and conflict resolution.
- Safety and hazards associated with water/sewer and street maintenance.

Must be able to:

- Demonstrate a high level of integrity.
- Operate under deadlines.
- Communicate information clearly and effectively both verbal and written.
- Be organized and capable of managing projects to schedule.
- Use initiative and sound independent judgment.

- Provide work direction and training to subordinate staff.
- Evaluate problems and recommend alternative solutions.
- Coordinate work of others.
- Establish and maintain cooperation and working relations with those contacted in the course of work. Demonstrate continuing effectiveness in maintaining the knowledge and skills required for the position.
- Promote a customer service focus in public relations.
- Recognize, priorities and accomplish needed tasks.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working conditions in outside area are subject to variations in temperature, and may include wind, rain and other elements.
- Requires ability to work safely outdoors in all weather.
- Stand, climb and walk for extended periods.
- Work in confined spaces.
- Work on slippery and uneven surfaces.
- Manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms.
- Hearing sufficient to understand conversations, both in person and on the telephone.
- Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.
- Performing heavy physical labor including lift of objects above 50 pounds with assistance.
- Ability to drive a motor vehicle.
- Working conditions in the field are subject to variations in temperatures, humidity and can include high wind, rain, dust, and other contaminants.

RECRUITING REQUIREMENTS

- High school diploma or equivalent.
- Valid Driver's License.
- Three (3) years of recent work in public works construction or maintenance work relating to streets and water/sewer systems including at least one (1) year of experience at a level equivalent to a Public Works Maintenance Worker II with the City of White Salmon.
- At the time of hire or promotion must possess a valid Class B driver license with Airbrake endorsement.

- Successful completion of specialized training in Work Zone Traffic Control Safety.
- Must possess and maintain all of the following certification requirements:
 - Washington State DOH Water Distribution Manager 2 or higher
 - Washington State DOH Water Treatment Plant Operator 1 or higher
 - Washington State DOH Cross Connection Control Specialist
 - Washington State DOH Backflow Assembly Tester

EXPERIENCE AND TRAINING

- AA degreed preferred.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

OTHER DUTIES AND REQUIREMENTS

This job description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understand this job description.

Signature

Date

**City of White Salmon
Union Employees**

	Current Position	Current Range/Step	Current Position	Proposed Position	Proposed Range/Step	Proposed Position
<i>Municipal</i>						
Stephanie Porter	Deputy Clerk/Utility Clerk	36/1-5	36-3	Deputy Clerk/Utility Cler4k	36/1-10	36-3
Erika Castro-Guzman	Permit Technician	35/1-5	35-3	Permit Technician (revised)	35/1-10	35-3
Jeff Cooper	Public Works Foreman	41/1-5	41-2	Public Works Foreman	43/1-10	43-2
Troy Rosenburg	Public Works Maintenance 2	32/1-5	32-5	Public Works Maintenance 2	34/1-10	34-5
Ross Lambert	Public Works Maintenance 3	36/1-5	36-5	Public Works Maintenance 3	38/1-10	38-4
Andrew Dirks	Public Works Maintenance 3	36/1-5	36-1	Public Works Maintenance 3	38/1-10	38-1
Jason Kinley	Public Works Maintenance 2	32/1-5	32-3	Public Works Maintenance 2	34/1-10	34-2
Ryan Adams	Public Works Maintenance Entry	24/1-5	24-3	Public Works Maintenance 1	30/1-10	30-1

File Attachments for Item:

E. Collectively Bargained Agreement - Police Department

1. Presentation and Discussion

2. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: January 19, 2022
Agenda Item: Collectively Bargained Agreement, Local 1533-W AFSCME AFL-CIO – Police Officers, Sergeants, Limited and Non-Commissioned Employees (Police Department)
Presented By: Jan Brending, Clerk Treasurer

ACTION REQUIRED:

Authorization for the Mayor to sign the 2022-2025 Collectively Bargained Agreement with Local 1533-W AFSCME AFL-CIO – Police Officers, Sergeants, Limited and Non-Commissioned Employees (Police Department).

PROPOSED MOTION:

Move to accept the 2022-2025 Collectively Bargained Agreement with Local 1533-W AFSCME AFL-CIO – Police Officers, Sergeants, Limited and Non-Commissioned Employees (Police Department) and authorize the Mayor to sign the agreement.

Explanation of issue:

The City of White Salmon has two union agreements: one with the police department and one with the other municipal employees. The agreements incorporate Memorandums of Understanding that were entered into during the prior agreement period 2018-2020 along with negotiated items for the 2022-2025 period including a 5% cost of living increase for 2022.

The agreement for the Police Department will be presented next week.

Budget:

The 2022 budget includes funding for the 5% cost of living increase.

Recommendation by Staff:

Staff recommends acceptance of the collectively bargained agreement with the Police Department.

File Attachments for Item:

F. Resolution 2022-01-533, Adopting Salary Matrix for 2022

1. Presentation and Discussion

2. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: January 19, 2022
Agenda Item: Proposed Resolution 2022-01-533 Revising Salary Matrix for 2022
Presented By: Jan Brending, Clerk Treasurer

ACTION REQUIRED:

Approval of Resolution 2022-01-533 Revising Salary Matrix for 2022.

PROPOSED MOTION:

Motion to Approve Resolution 2022-01-533, Revising the Salary Matrix for 2022.

Explanation of issue:

The City Council will consider the Collectively Bargained Agreements (CBAs) for the Municipal Employees and for Police Officers, Sergeants, Limited and Non-commissioned Employees at its January 5, 2022 council meeting. The proposed CBAs provide for a 5% cost-of-living increase in addition to increasing the number of steps in a particular range from 5 to 10.

The council adopts a revised salary matrix each year identifying the cost-of-living adjustment for the upcoming year. The salary matrix provides for a 5% cost of living increase. The salary matrix applies to both union and management employees.

Budget:

The 2022 budget provides for a 5% cost-of-living increase for salaries.

Staff Recommendation:

Staff recommends the council approve Resolution 2022-01-533 revising the salary matrix for 2022.

2022 White Salmon Salary Matrix with 5% COLA

2022 COLA 5%		M O N T H L Y										EXHIBIT "A"										H O U R L Y									
3% across 2.5 % down Range	Yrs. Step	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+										
		1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10										
14		2,735.39	2,817.46	2,901.98	2,989.04	3,078.71	3,171.07	3,266.20	3,364.19	3,465.12	3,569.07	15.78	16.25	16.74	17.24	17.76	18.29	18.84	19.41	19.99	20.59										
15		2,803.78	2,887.89	2,974.53	3,063.77	3,155.68	3,250.35	3,347.86	3,448.30	3,551.74	3,658.30	16.18	16.66	17.16	17.68	18.21	18.75	19.31	19.89	20.49	21.11										
16		2,873.87	2,960.09	3,048.89	3,140.36	3,234.57	3,331.61	3,431.56	3,534.50	3,640.54	3,749.75	16.58	17.08	17.59	18.12	18.66	19.22	19.80	20.39	21.00	21.63										
17		2,945.72	3,034.09	3,125.12	3,218.87	3,315.43	3,414.90	3,517.34	3,622.87	3,731.55	3,843.50	16.99	17.50	18.03	18.57	19.13	19.70	20.29	20.90	21.53	22.17										
18		3,019.36	3,109.94	3,203.24	3,299.34	3,398.32	3,500.27	3,605.28	3,713.44	3,824.84	3,939.58	17.42	17.94	18.48	19.04	19.61	20.19	20.80	21.42	22.07	22.73										
19		3,094.85	3,187.69	3,283.32	3,381.82	3,483.28	3,587.78	3,695.41	3,806.27	3,920.46	4,038.07	17.86	18.39	18.94	19.51	20.10	20.70	21.32	21.96	22.62	23.30										
20		3,172.22	3,267.39	3,365.41	3,466.37	3,570.36	3,677.47	3,787.80	3,901.43	4,018.47	4,139.03	18.30	18.85	19.42	20.00	20.60	21.22	21.85	22.51	23.18	23.88										
21		3,251.52	3,349.07	3,449.54	3,553.03	3,659.62	3,769.41	3,882.49	3,998.97	4,118.93	4,242.50	18.76	19.32	19.90	20.50	21.11	21.75	22.40	23.07	23.76	24.48										
22		3,332.81	3,432.80	3,535.78	3,641.85	3,751.11	3,863.64	3,979.55	4,098.94	4,221.91	4,348.56	19.23	19.80	20.40	21.01	21.64	22.29	22.96	23.65	24.36	25.09										
23		3,416.13	3,518.62	3,624.18	3,732.90	3,844.89	3,960.23	4,079.04	4,201.41	4,327.46	4,457.28	19.71	20.30	20.91	21.54	22.18	22.85	23.53	24.24	24.97	25.72										
24		3,501.54	3,606.58	3,714.78	3,826.22	3,941.01	4,059.24	4,181.02	4,306.45	4,435.64	4,568.71	20.20	20.81	21.43	22.07	22.74	23.42	24.12	24.85	25.59	26.36										
25		3,589.07	3,696.75	3,807.65	3,921.88	4,039.54	4,160.72	4,285.54	4,414.11	4,546.53	4,682.93	20.71	21.33	21.97	22.63	23.31	24.00	24.72	25.47	26.23	27.02										
26		3,678.80	3,789.17	3,902.84	4,019.93	4,140.52	4,264.74	4,392.68	4,524.46	4,660.20	4,800.00	21.22	21.86	22.52	23.19	23.89	24.60	25.34	26.10	26.89	27.69										
27		3,770.77	3,883.89	4,000.41	4,120.42	4,244.04	4,371.36	4,502.50	4,637.57	4,776.70	4,920.00	21.75	22.41	23.08	23.77	24.49	25.22	25.98	26.76	27.56	28.39										
28		3,865.04	3,980.99	4,100.42	4,223.43	4,350.14	4,480.64	4,615.06	4,753.51	4,896.12	5,043.00	22.30	22.97	23.66	24.37	25.10	25.85	26.63	27.42	28.25	29.09										
29		3,961.67	4,080.52	4,202.93	4,329.02	4,458.89	4,592.66	4,730.44	4,872.35	5,018.52	5,169.08	22.86	23.54	24.25	24.98	25.72	26.50	27.29	28.11	28.95	29.82										
30		4,060.71	4,182.53	4,308.01	4,437.25	4,570.36	4,707.47	4,848.70	4,994.16	5,143.98	5,298.30	23.43	24.13	24.85	25.60	26.37	27.16	27.97	28.81	29.68	30.57										
31		4,162.23	4,287.09	4,415.71	4,548.18	4,684.62	4,825.16	4,969.92	5,119.01	5,272.58	5,430.76	24.01	24.73	25.48	26.24	27.03	27.84	28.67	29.53	30.42	31.33										
32		4,266.28	4,394.27	4,526.10	4,661.88	4,801.74	4,945.79	5,094.16	5,246.99	5,404.40	5,566.53	24.61	25.35	26.11	26.90	27.70	28.53	29.39	30.27	31.18	32.12										
33		4,372.94	4,504.13	4,639.25	4,778.43	4,921.78	5,069.43	5,221.52	5,378.16	5,539.51	5,705.69	25.23	25.99	26.77	27.57	28.40	29.25	30.12	31.03	31.96	32.92										
34		4,482.26	4,616.73	4,755.23	4,897.89	5,044.83	5,196.17	5,352.06	5,512.62	5,678.00	5,848.34	25.86	26.64	27.43	28.26	29.11	29.98	30.88	31.80	32.76	33.74										
35		4,594.32	4,732.15	4,874.11	5,020.34	5,170.95	5,326.08	5,485.86	5,650.43	5,819.95	5,994.54	26.51	27.30	28.12	28.96	29.83	30.73	31.65	32.60	33.58	34.58										
36		4,709.18	4,850.45	4,995.97	5,145.85	5,300.22	5,459.23	5,623.00	5,791.69	5,965.44	6,144.41	27.17	27.98	28.82	29.69	30.58	31.50	32.44	33.41	34.42	35.45										
37		4,826.91	4,971.71	5,120.87	5,274.49	5,432.73	5,595.71	5,763.58	5,936.49	6,114.58	6,298.02	27.85	28.68	29.54	30.43	31.34	32.28	33.25	34.25	35.28	36.34										
38		4,947.58	5,096.01	5,248.89	5,406.35	5,568.54	5,735.60	5,907.67	6,084.90	6,267.45	6,455.47	28.54	29.40	30.28	31.19	32.13	33.09	34.08	35.11	36.16	37.24										
39		5,071.27	5,223.41	5,380.11	5,541.51	5,707.76	5,878.99	6,055.36	6,237.02	6,424.13	6,616.86	29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.98	37.06	38.17										
40		5,198.05	5,353.99	5,514.61	5,680.05	5,850.45	6,025.97	6,206.74	6,392.95	6,584.73	6,782.28	29.99	30.89	31.82	32.77	33.75	34.77	35.81	36.88	37.99	39.13										
41		5,328.00	5,487.84	5,652.48	5,822.05	5,996.71	6,176.61	6,361.91	6,552.77	6,749.35	6,951.83	30.74	31.66	32.61	33.59	34.60	35.63	36.70	37.81	38.94	40.11										
42		5,461.20	5,625.04	5,793.79	5,967.60	6,146.63	6,331.03	6,520.96	6,716.59	6,918.09	7,125.63	31.51	32.45	33.43	34.43	35.46	36.53	37.62	38.75	39.91	41.11										
43		5,597.73	5,765.66	5,938.63	6,116.79	6,300.30	6,489.31	6,683.98	6,884.50	7,091.04	7,303.77	32.30	33.26	34.26	35.29	36.35	37.44	38.56	39.72	40.91	42.14										
44		5,737.68	5,909.81	6,087.10	6,269.71	6,457.80	6,651.54	6,851.08	7,056.62	7,268.32	7,486.36	33.10	34.10	35.12	36.17	37.26	38.37	39.53	40.71	41.93	43.19										
45		5,881.12	6,057.55	6,239.28	6,426.46	6,619.25	6,817.83	7,022.36	7,233.03	7,450.02	7,673.52	33.93	34.95	36.00	37.08	38.19	39.33	40.51	41.73	42.98	44.27										
46		6,028.14	6,208.99	6,395.26	6,587.12	6,784.73	6,988.27	7,197.92	7,413.86	7,636.27	7,865.36	34.78	35.82	36.90	38.00	39.14	40.32	41.53	42.77	44.06	45.38										
47		6,178.85	6,364.21	6,555.14	6,751.79	6,954.35	7,162.98	7,377.87	7,599.20	7,827.18	8,062.00	35.65	36.72	37.82	38.95	40.12	41.33	42.57	43.84	45.16	46.51										
48		6,333.32	6,523.32	6,719.02	6,920.59	7,128.21	7,342.05	7,562.31	7,789.18	8,022.86	8,263.55	36.54	37.64	38.76	39.93	41.13	42.36	43.63	44.94	46.29	47.68										
49		6,491.65	6,686.40	6,886.99	7,093.60	7,306.41	7,525.60	7,751.37	7,983.91	8,223.43	8,470.13	37.45	38.58	39.73	40.93	42.15	43.42	44.72	46.06	47.44	48.87										
50		6,653.94	6,853.56	7,059.17	7,270.94	7,489.07	7,713.74	7,945.16	8,183.51	8,429.02	8,681.89	38.39	39.54	40.73	41.95	43.21	44.50	45.84	47.21	48.63	50.09										
51		6,820.29	7,024.90	7,235.65	7,452.72	7,676.30	7,906.59	8,143.79	8,388.10	8,639.74	8,898.93	39.35	40.53	41.74	43.00	44.29	45.62	46.98	48.39	49.85	51.34										
52		6,990.80	7,200.52	7,416.54	7,639.04	7,868.21	8,104.25	8,347.38	8,597.80	8,855.74	9,121.41	40.33	41.54	42.79	44.07	45.39	46.76	48.16	49.60	51.09	52.62										
53		7,165.57	7,380.54	7,601.95	7,830.01	8,064.91	8,306.86	8,556.07	8,812.75	9,077.13	9,349.44	41.34	42.58	43.86	45.17	46.53	47.93	49.36	50.84	52.37	53.94										
54		7,344.71	7,565.05	7,792.00	8,025.76	8,266.53	8,514.53	8,769.97	9,033.07	9,304.06	9,583.18	42.37	43.65	44.95	46.30	47.69	49.12	50.60	52.11	53.68	55.29										
55		7,528.33	7,754.18	7,986.80	8,226.41	8,473.20	8,727.39	8,989.22	9,258.89	9,536.66	9,822.76	43.43	44.74	46.08	47.46	48.88	50.35	51.86	53.42	55.02	56.67										
56		7,716.54	7,948.03	8,186.47	8,432.07	8,685.03	8,945.58	9,213.95	9,490.36	9,775.08	10,068.33	44.52	45.85	47.23	48.65	50.11	51.61	53.16	54.75	56.40	58.09										
57		7,909.45	8,146.73	8,391.13	8,642.87	8,902.15	9,169.22	9,444.30	9,727.62	10,019.45	10,320.04	45.63	47.00	48.41	49.86	51.36	52.90	54.49	56.12	57.81	59.54										
58		8,107.18	8,350.40	8,600.91	8,858.94	9,124.71	9,398.45	9,680.40	9,970.81	10,269.94	10,578.04	46.77	48.18	49.62	51.11	52.64	54.22	55.85	57.53	59.25	61.03										
59		8,309.86	8,559.16	8,815.94	9,080.41	9,352.83	9,633.41	9,922.41	10,220.08	10,526.69	10,842.49	47.94	49.38	50.86	52.39	53.96	55.58	57.25	58.96	60.73	62.55										
60		8,517.61	8,773.14	9,036.33	9,307.42	9,586.65	9,874.25	10,170.47	10,475.59	10,789.85	11,113.55	49.14	50.62	52.13	53.70	55.31	56.97	58.68	60.44	62.25	64.12										
61		8,730.55	8,992.47	9,262.24	9,540.11	9,826.31	10,121.10	10,424.73	10,737.48	11,059.60	11,391.39	50.37	51.88	53.44	55.04	56.69	58.39	60.14	61.95	63.81	159										
62		8,948.81																													

2022 White Salmon Salary Matrix with 5% COLA

2022 COLA 5%		M O N T H L Y										EXHIBIT A										H O U R L Y									
3% across 2.5 % down Range	Yrs. Step	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+										
		1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10										
63		9,172.54	9,447.71	9,731.14	10,023.08	10,323.77	10,633.48	10,952.49	11,281.06	11,619.49	11,968.08	52.92	54.51	56.14	57.83	59.56	61.35	63.19	65.08	67.04	69.05										
64		9,401.85	9,683.90	9,974.42	10,273.65	10,581.86	10,899.32	11,226.30	11,563.09	11,909.98	12,267.28	54.24	55.87	57.55	59.27	61.05	62.88	64.77	66.71	68.71	70.77										
65		9,636.89	9,926.00	10,223.78	10,530.50	10,846.41	11,171.80	11,506.96	11,852.17	12,207.73	12,573.96	55.60	57.27	58.98	60.75	62.58	64.45	66.39	68.38	70.43	72.54										
66		9,877.82	10,174.15	10,479.38	10,793.76	11,117.57	11,451.10	11,794.63	12,148.47	12,512.92	12,888.31	56.99	58.70	60.46	62.27	64.14	66.07	68.05	70.09	72.19	74.36										
67		10,124.76	10,428.51	10,741.36	11,063.60	11,395.51	11,737.37	12,089.50	12,452.18	12,825.75	13,210.52	58.41	60.17	61.97	63.83	65.74	67.72	69.75	71.84	74.00	76.22										
68		10,377.88	10,689.22	11,009.89	11,340.19	11,680.40	12,030.81	12,391.73	12,763.49	13,146.39	13,540.78	59.87	61.67	63.52	65.43	67.39	69.41	71.49	73.64	75.85	78.12										
69		10,637.33	10,956.45	11,285.14	11,623.70	11,972.41	12,331.58	12,701.53	13,082.57	13,475.05	13,879.30	61.37	63.21	65.11	67.06	69.07	71.15	73.28	75.48	77.74	80.07										
70		10,903.26	11,230.36	11,567.27	11,914.29	12,271.72	12,639.87	13,019.07	13,409.64	13,811.93	14,226.28	62.90	64.79	66.74	68.74	70.80	72.92	75.11	77.36	79.69	82.08										