



CITY OF CARNATION

REGULAR MEETING OF THE CARNATION CITY COUNCIL

PROPOSED AGENDA

City Council:

- Kim Lisk,
Mayor
- Jim Ribail,
Deputy Mayor
- Adair Hawkins
- Tim Harris
- Dustin Green

City Staff:

- Amy Arrington,
City Manager
- Mary Madole,
City Clerk
- Amanda Smeller,
City Planner
- Kelly Russell,
City Treasurer
- Bill Ferry,
*Public Works
Superintendent*
- Jorge Garcia,
City Engineer
- Zach Lell,
City Attorney



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DATE: MAY 19, 2020 **TIME:** 7:00 PM

LOCATION: In compliance with the stay at home order and prohibition on public gatherings, this City Council meeting will be conducted entirely online. All City Councilmembers and staff will be participating remotely.

Members of the public are invited to visit <https://bit.ly/200519cc> or www.carnationwa.gov/ccagendas for a link to join the online meeting.

CALL TO ORDER: Mayor Kimberly Lisk

PLEDGE OF ALLEGIANCE: Mayor Kimberly Lisk

ROLL CALL: City Clerk Mary Madole

APPROVAL OF AGENDA: Mayor Kimberly Lisk

CONSENT AGENDA:

- A. Approval of Minutes – Regular Meeting – May 5, 2020.
- B. Approval of Minutes – Special Meeting – May 12, 2020.
- C. Approval of Claims Check Vouchers numbered 35455 – 35481 in the amount of \$439,646.39. *(Claims vouchers and invoices to be reviewed by Mayor Lisk)*

REPORTS & REQUESTS: Mayor, City Council, & Council Committees.

STAFF & AFFILIATE REPORTS: City Manager, Department Heads, Other.

CITIZEN COMMENTS & REQUESTS: Comment on meeting agenda items or other issues of note or concern may be submitted in a text box interface during this online meeting, or emailed to clerk@carnationwa.gov before or after the meeting for distribution to the City Councilmembers.

PRESENTATION: Water-Sewer Utility Rate Review, presentation by FCS Group.

AGENDA BILLS:

AB20-13 Motion. Authorizing the City Manager to execute the amended Collective Bargaining Agreement with the Teamsters Local 763 representing Public Works and Clerical Employees for the calendar years 2020 through 2022.

ADDITIONAL BUSINESS & DISCUSSION ITEMS:

1. Biennial budgeting.
2. Other.
3. Review of preliminary City Council meeting agenda items.

ADJOURNMENT.

Carnation City Council Agenda Process Guidelines

Call to Order	Carnation City Council meetings begin at 7:00 PM on the first and third Tuesdays of each month. Meetings are held in the Council Chambers at Carnation City Hall, 4621 Tolt Avenue.
Approval of Agenda	Councilmembers may move or change items on the agenda to allow for additional consideration or to accommodate attendees. The Council may also add and take action on other items not listed on the Proposed Agenda, or remove items from the agenda.
Consent Agenda	The Consent Agenda consists of items which have previously been discussed by the Council, matters which are based on information delivered to the Council by administration that can be reviewed by a Councilmember without further explanation, or items which are so routine or non-technical in nature that passage is likely.
Citizen Comments & Requests	<p>The public is provided an opportunity to give comment to the Council on the City's annual budget, meeting agenda items, or other issues of note or concern.</p> <p>To address the Council, please write your name on the sign-in sheet and indicate the subject of your comments. Indicate if you would prefer to make your remarks during a particular agenda item. Please wait for the Chair to recognize you; then approach the podium, state your name, legal address, and the nature of the matter you wish to bring before the Council. Members of the public will generally be limited to a maximum of three minutes for their comments. Neither the Council nor staff should be expected to respond during the meeting to citizen requests except in an emergency. In general, most service requests or concerns will not be discussed during the meeting, but referred to staff for review and/or action. Requests for action or information should be submitted in writing to the City Clerk. Forms are available in the front office at City Hall.</p>
Public Hearings	Public Hearings are held to receive public comment on important matters before the Council. Please use the sign-up sheet(s) at the agenda table if you wish to speak. You are welcome to offer your comments verbally or in writing after being recognized by the Mayor; please approach the podium and provide your name and address for the record. After all persons have spoken, the hearing is closed to public comment, and the Council will proceed with deliberation and decision-making.
Executive Sessions	Executive Sessions may be held by the Council to discuss matters where confidentiality is required for the public interest, including issues of national security, property acquisition, contract bid negotiations, certain personnel issues, and lawsuits. An Executive Session is the only type of Council meeting permitted by law to be closed to the public. Executive Sessions are governed by RCW 42.30.110.

CITY OF CARNATION

MINUTES OF THE REGULAR CITY COUNCIL MEETING

May 5, 2020

- CALL TO ORDER:** Mayor Kimberly Lisk called the regular meeting of the Carnation City Council to order at 7:03 PM with all attendees participating by audio/videoconference. Councilmember Tim Harris led the Pledge of Allegiance.
- ROLL CALL:** Mayor Kimberly Lisk, Deputy Mayor Jim Ribail, Councilmember Dustin Green, Councilmember Adair Hawkins, Councilmember Tim Harris, City Manager Amy Arrington, City Clerk Mary Madole, City Planner Amanda Smeller, Public Works Superintendent Bill Ferry, and Treasurer Kelly Russell in attendance.
- APPROVAL OF AGENDA:** MOTION BY COUNCILMEMBER HAWKINS AND SECOND BY DEPUTY MAYOR RIBAIL TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY (5-0).
- CONSENT AGENDA:** MOTION BY COUNCILMEMBER GREEN AND SECOND BY DEPUTY MAYOR RIBAIL TO ADOPT THE CONSENT AGENDA AS PRESENTED. Councilmember Harris reported that he reviewed the claims and had some questions from the Finance & Operations Committee that he would like to discuss under other business. MOTION PASSED UNANIMOUSLY (4-0), THE FOLLOWING ITEMS WERE APPROVED:
- Minutes of the Regular City Council Meeting held April 21, 2020.
 - Claims Check Vouchers numbered 35433 – 35454 in the amount of \$97,823.97.
 - April 2020 Payroll Direct Deposits and Checks numbered 14330 – 14342 in the amount of \$96,660.56.
- REPORTS & REQUESTS:** Councilmember Harris reported that he and Councilmember Green held the first virtual Coffee with Council on April 25th and had one citizen attend.
- Deputy Mayor Ribail reported that the Finance & Operations Committee met and discussed the COVID-19 response including expense tracking and available grant resources. The Finance & Operations Committee will begin meeting before each Council meeting. The drive-in movie events being co-hosted with the Chamber of Commerce have been very successful with a lot of volunteer assistance.
- Mayor Lisk reported that King County Councilmember Kathy Lambert will be contributing \$5,000 to the City to offset expenses related to COVID-19.
- STAFF REPORTS:** City Manager Arrington reported that the City has received the final plans and specs for the Tolt Ave CBD Improvements Project, and they have been posted to the City's website.
- Treasurer Russell reported that the paperwork has been submitted to King County for the Youth Sports Facility Grant funding to improve the tennis courts at Memorial Park.
- CITIZEN COMMENTS & REQUESTS:** Rosemary Neff, resides in downtown Carnation and inquired when the City parks would be re-opened.
- ADDITIONAL BUSINESS & DISCUSSION ITEMS:** Other: Councilmember Harris inquired about the dollar amount of a claims check to L&I that was included in the May 5th claims. Finance & Operations also discussed changing the process for Council review of the claims and returning to having claims always reviewed by a member of the Finance & Operations Committee, in addition to revolving review by the other Councilmembers.
- Discussion took place about the City's parks, agreement was reached to reopen the

CITY OF CARNATION

MINUTES OF THE REGULAR CITY COUNCIL MEETING

May 5, 2020

parking lots but not the play structures at the parks.

The Councilmembers reviewed and discussed the preliminary agenda items for upcoming meetings.

**EXECUTIVE
SESSION:**

Pursuant to RCW 42.30.110(1)(g) the City Council adjourned into an executive session to review the performance of a public employee. The executive session began at 7:36 PM and was expected to last no more than 90-minutes without action being taken afterwards. The executive session concluded at 9:01 PM.

ADJOURNMENT:

There being no further business before the City Council, the meeting adjourned by common consent at 9:01 PM.

Approved at the regular meeting of the Carnation City Council on May 19, 2020.

MAYOR, KIMBERLY LISK

CITY CLERK, MARY MADOLE

CITY OF CARNATION

MINUTES OF THE SPECIAL CITY COUNCIL MEETING

May 12, 2020

CALL TO ORDER: Mayor Kimberly Lisk called the special meeting of the Carnation City Council to order at 7:03 PM with all attendees participating by videoconference.

ROLL CALL: Mayor Kimberly Lisk, Deputy Mayor Jim Ribail, Councilmember Dustin Green, Councilmember Tim Harris, Councilmember Adair Hawkins, City Manager Amy Arrington, and City Clerk Mary Madole in attendance.

EXECUTIVE SESSION: Pursuant to RCW 42.30.110(1)(g) the City Council adjourned into an executive session to review the performance of a public employee. The executive session began at 7:02 PM and was expected to last no more than two hours without action being taken afterwards. The executive session concluded at 8:27 PM.

ADJOURNMENT: The special meeting adjourned by common consent at 8:27 PM.

Approved at the regular meeting of the Carnation City Council on May 19, 2020.

MAYOR, KIMBERLY LISK

CITY CLERK, MARY MADOLE

**CITY OF CARNATION
CLAIMS VOUCHER
CERTIFICATION AND APPROVAL**

We, the undersigned members of the Carnation City Council, do hereby attest that claims check numbers **35455** through **35481** in the amount of **\$439,646.39**, have been approved for payment by motion of the Carnation City Council at a regular meeting this 19th day of May, 2020.

<u>FUND#</u>	<u>FUND NAME</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
001	GENERAL	ACCOUNTS PAYABLE	\$ 13,637.76
101	STREET	May-20	\$ 3,646.68
106	CEMETERY		\$ 311.47
107	EQUIPMENT REPLACEMENT		\$ 4,956.46
108	PARK DEVELOPMENT		\$ -
109	TRAFFIC IMPACT FEE		\$ -
201	LTGO BOND REDEMPTION FUND		\$ -
301	CAPITAL IMPROVEMENT		\$ 3,798.86
401	WATERWORKS OPERATING		\$ 68,091.64
402	WATER CAPITAL REPLACEMENT		\$ 27,569.02
404	WATER BOND REDEMPTION		\$ 104,197.60
406	LANDFILL ASSURANCE		\$ 40.65
407	SEWER DEBT SERVICE		\$ 215,902.47
408	SEWER CAPITAL PROJECTS		\$ 147.94
633	TRUST		\$ (2,654.16)
TOTAL CLAIMS			\$ 439,646.39

Jim Ribail, Deputy Mayor
Finance & Operations Committee

Invoices, Register & Voucher Review by:

Kim Lisk, Mayor

/ /
Date

Tim Harris, Councilmember
Finance & Operations Committee

Pursuant to CMC 3.12.030, the blanket voucher is to be signed by at least two members of the council committee after council approval.



Voucher Directory

Fiscal : : 2020 - May, 2020 - April, 2020 - March, 2020 - February
 Council Date : : 2020 - May - May 19 Claims, 2020 - April - April Claims Approved May 19, 2020 - March - March Claims Approved May 19, 2020 - February - Feb Claims Approved May 19

Vendor	Number	Reference	Account Number	Description	Amount
AM TEST, INC					
	35460			2020 - May - May 19 Claims	
		115555			
			401-000-534-60-41-03	Water Testing	\$100.00
		Total 115555			\$100.00
	Total 35460				\$100.00
Total AM TEST, INC					\$100.00
Bank of America					
	35459			2020 - May - May 19 Claims	
		2495...041920			
			001-000-514-20-49-01	Training/Tuition	\$31.25
			001-000-514-30-49-01	Dues & Subscriptions	\$195.00
			001-000-518-10-31-00	Office/Operating Supplies	\$36.88
			001-000-518-10-41-04	Computer Network Support	\$122.10
			001-000-518-30-30-00	Supplies	\$5.95
			001-000-558-50-31-00	Office/Operating Supplies	\$21.35
			001-000-558-50-41-04	Computer Network Support	\$70.69
			001-000-576-80-48-01	Repairs/Maintenance-Equipment	\$163.51
			001-000-576-80-48-01	Repairs/Maintenance-Equipment	\$17.84
			101-000-542-30-31-00	Operating Supplies	\$116.30
			101-000-542-30-48-01	Equipment Repair & Maintenance	\$17.84
			101-000-542-40-48-03	Equipment Repair & Maintenance	\$163.51
			101-000-542-40-49-00	Training	\$15.62
			101-000-542-64-48-00	R&M: Existing Street Signage	\$568.79
			101-000-543-10-41-04	Computer Network Support	\$27.31
			101-000-543-30-31-00	Office/Operating Supplies	\$8.25
			101-000-543-30-49-00	Training/Tuition	\$15.63
			107-000-518-90-35-19	COVID19 Equipment	\$44.84
			107-000-518-90-35-19	COVID19 Equipment	\$1,501.29
			107-000-518-90-35-19	COVID19 Equipment	\$535.75
			107-000-518-90-35-19	COVID19 Equipment	\$1,254.33
			107-000-518-90-35-19	COVID19 Equipment	\$1,620.25
			401-000-534-10-49-01	Training/Tuition - Water Admin	\$31.25
			401-000-534-60-48-00	Vehicle Repairs & Maintenance	\$17.84
			401-000-534-60-48-00	Vehicle Repairs & Maintenance	\$163.51
			401-000-534-80-31-00	Operating Supplies	\$356.74

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-534-80-31-02	Operating Supplies: Chlorine	\$5.97
			401-000-535-10-49-01	Training ~ Admin	\$31.25
			401-000-535-60-48-00	Vehicle Repairs & Maintenance	\$17.84
			401-000-538-10-31-00	Office/Operating Supplies	\$9.99
			401-000-538-10-31-00	Office/Operating Supplies	\$54.82
			401-000-538-10-41-06	Computer Network Support	\$181.54
			406-000-537-30-48-00	Repairs & Maintenance	\$17.84
			408-000-594-35-60-03	Vac Pump Rebuild	\$71.12
			408-271-594-35-63-01	Construction	\$34.29
			408-271-594-35-63-01	Construction	\$42.53
			633-000-589-30-11-00	Disputed Charges	(\$2,654.16)
		Total 2495...041920			\$4,936.65
	Total 35459				\$4,936.65
Total Bank of America					\$4,936.65
Carnation Chamber of Commerce					
35461					
				2020 - May - May 19 Claims	
				2020 Community Contributions ~ Chamber Movie Nights	
			001-000-573-90-41-02	Community Event Sponsorship ~ Chamber Movie Nights '20	\$1,000.00
				Total 2020 Community Contributions ~ Chamber Movie Nights	\$1,000.00
	Total 35461				\$1,000.00
Total Carnation Chamber of Commerce					\$1,000.00
CHASE Paymentech ~ Processing Fees					
35455					
				2020 - February - Feb Claims Approved May19	
				Feb'20 ACH/EFT Processing FEEs EFT Redeemed via EFT	
			001-000-514-20-41-05	Electronic Payment Processing Fees	\$19.93
			401-000-514-20-41-05	Electronic Payment Processing Fees	\$378.63
				Total Feb'20 ACH/EFT Processing FEEs EFT	\$398.56
	Total 35455				\$398.56
35456					
				2020 - March - March Claims Approved May 19	
				Mar'20 ACH/EFT Processing Fees	
			001-000-514-20-41-05	Electronic Payment Processing Fees	\$18.10
			401-000-514-20-41-05	Electronic Payment Processing Fees	\$343.96
				Total Mar'20 ACH/EFT Processing Fees	\$362.06
	Total 35456				\$362.06
35458					
				2020 - April - April Claims Approved May 19	
				Apr'20 ACH/EFT Processing Fee's Redeemed via EFT	
			001-000-514-20-41-05	Electronic Payment Processing Fees	\$21.17

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-514-20-41-05	Electronic Payment Processing Fees	\$402.21
		Total Apr'20 ACH/EFT Processing Fee's			\$423.38
	Total 35458				\$423.38
Total CHASE Paymentech ~ Processing Fees					\$1,184.00
City of Carnation ~ Utility Tax					
	35462			2020 - May - May 19 Claims	
		April '20 Water Utility Tax Remittance			
			401-000-534-10-53-02	Utility Tax Remittance	\$3,879.95
		Total April '20 Water Utility Tax Remittance			\$3,879.95
	Total 35462				\$3,879.95
Total City of Carnation ~ Utility Tax					\$3,879.95
Department of Commerce					
	35463			2020 - May - May 19 Claims	
		PWTF-255388			
			402-000-591-34-70-01	09 PWTF Loan - Principal	\$25,062.75
			402-000-592-34-80-01	09 PWTF Loan - Interest	\$2,506.27
		Total PWTF-255388			\$27,569.02
		PWTF-260070			
			407-000-591-35-70-01	PWTF Precon Loan 03 - Principa	\$53,301.32
			407-000-592-35-80-01	PWTF Precon Loan 03 - Interest	\$1,066.03
		Total PWTF-260070			\$54,367.35
		PWTF-305854			
			407-000-591-35-70-03	PWTF Const Loan 05 - Principal	\$153,113.86
			407-000-592-35-80-03	PWTF Const Loan 05 - Interest	\$8,421.26
		Total PWTF-305854			\$161,535.12
	Total 35463				\$243,471.49
Total Department of Commerce					\$243,471.49
Department of Transportation					
	35464			2020 - May - May 19 Claims	
		RE-313-ATB00316103			
			301-251-595-30-51-02	WSDOT Review	\$114.13
		Total RE-313-ATB00316103			\$114.13
		RE-313-ATB31216101			
			301-251-595-30-51-02	WSDOT Review	\$197.13
		Total RE-313-ATB31216101			\$197.13

Vendor	Number	Reference	Account Number	Description	Amount
		RE313-ATB31118129			
			301-251-595-30-51-02	WSDOT Review	\$3,487.60
		Total RE313-ATB31118129			\$3,487.60
	Total 35464				\$3,798.86
Total Department of Transportation					\$3,798.86
Duvall Auto Parts					
	35465			2020 - May - May 19 Claims	
		5204-508347			
			001-000-576-80-48-05	Vehicle Repairs & Maintenance	\$18.58
			101-000-542-40-48-02	Vehicle Repairs & Maintenance	\$18.58
			101-000-542-90-48-01	Vehicle Repair & Maintenance	\$18.58
			401-000-534-60-48-00	Vehicle Repairs & Maintenance	\$18.59
			401-000-535-60-48-00	Vehicle Repairs & Maintenance	\$18.58
		Total 5204-508347			\$92.91
	Total 35465				\$92.91
Total Duvall Auto Parts					\$92.91
HD Fowler Company					
	35466			2020 - May - May 19 Claims	
		I5455048			
			401-000-535-60-41-01	Emergent Vac Station Repairs	\$29.04
		Total I5455048			\$29.04
	Total 35466				\$29.04
Total HD Fowler Company					\$29.04
InvoiceCloud					
	35467			2020 - May - May 19 Claims	
		1354-2020_4			
			April Serevices		
			001-000-514-20-41-05	Electronic Payment Processing Fees	\$69.33
			401-000-514-20-41-05	Electronic Payment Processing Fees	\$623.97
		Total 1354-2020_4			\$693.30
	Total 35467				\$693.30
Total InvoiceCloud					\$693.30

Vendor	Number	Reference	Account Number	Description	Amount
KC Finance - INET Billing					
	35468			2020 - May - May 19 Claims	
		11009078			
			001-000-518-10-42-04	Communications: I-NET,Wan,Web	\$33.75
			001-000-558-50-42-04	Communications: INET/Web	\$45.00
			001-406-521-20-42-04	Communications/INET	\$71.25
			101-000-543-10-41-04	Computer Network Support	\$37.50
			401-000-538-10-42-04	Communications: INET/Web	\$187.50
		Total 11009078			\$375.00
	Total 35468				\$375.00
Total KC Finance - INET Billing					\$375.00
KC Finance - Radio Comm Services					
	35469			2020 - May - May 19 Claims	
		15880			
			April Services		
			001-000-525-60-49-00	Emergency Radio Service Fee	\$31.76
			101-000-525-60-49-00	Emergency Radio Service Fee	\$31.76
			401-000-525-60-49-00	Emergency Radio Service Fee	\$63.54
		Total 15880			\$127.06
	Total 35469				\$127.06
Total KC Finance - Radio Comm Services					\$127.06
KC Finance - Sewer Facility Ops					
	35470			2020 - May - May 19 Claims	
		30029345			
			401-000-535-60-51-01	KC Facility Operating Costs	\$52,809.45
		Total 30029345			\$52,809.45
	Total 35470				\$52,809.45
Total KC Finance - Sewer Facility Ops					\$52,809.45
KC Treasury - Property Taxes					
	35471			2020 - May - May 19 Claims	
		1389300230 / 2020 Taxes			
			UtilityEasement		
			401-000-534-10-53-01	Property Tax	\$8.60
			401-000-535-10-53-01	Property Tax	\$8.59
		Total 1389300230 / 2020 Taxes			\$17.19
		1425079020 / 2020 Taxes			
			Utility Easement		
			401-000-534-10-53-01	Property Tax	\$8.56
			401-000-535-10-53-01	Property Tax	\$8.56
		Total 1425079020 / 2020 Taxes			\$17.12

Vendor	Number	Reference	Account Number	Description	Amount
		1525079012 / 2020 Taxes			
		Lot W			
			001-000-518-10-53-01	Property Tax	\$313.46
		Total 1525079012 / 2020 Taxes			\$313.46
		1525079042 / 2020 Taxes			
		Shop Driveway			
			001-000-576-80-53-01	Property Tax	\$3.65
			101-000-542-40-51-01	Property Tax	\$3.65
			101-000-543-10-53-01	Property Tax	\$3.65
			401-000-534-10-53-01	Property Tax	\$3.66
			401-000-535-10-53-01	Property Tax	\$3.66
		Total 1525079042 / 2020 Taxes			\$18.27
		1525079045 / 2020 Taxes			
		Vacant Land			
			001-000-518-10-53-01	Property Tax	\$17.09
		Total 1525079045 / 2020 Taxes			\$17.09
		1525079067 / 2020 Taxes			
		Water Tower			
			401-000-534-10-53-01	Property Tax	\$17.96
		Total 1525079067 / 2020 Taxes			\$17.96
		1525079072 / 2020 Taxes			
		Shop Building			
			001-000-576-80-53-01	Property Tax	\$4.13
			101-000-542-40-51-01	Property Tax	\$3.13
			101-000-543-10-53-01	Property Tax	\$4.13
			401-000-534-10-53-01	Property Tax	\$3.15
			401-000-535-10-53-01	Property Tax	\$3.14
		Total 1525079072 / 2020 Taxes			\$17.68
		1625079005 / 2020 Taxes			
		Cemetery			
			106-000-536-10-53-01	Property Tax	\$306.59
		Total 1625079005 / 2020 Taxes			\$306.59
		1625079040 / 2020 Taxes			
		West Side Park			
			001-000-576-80-53-01	Property Tax	\$16.92
		Total 1625079040 / 2020 Taxes			\$16.92
		1625079056 / 2020 Taxes			
		Street ROW			
			101-000-542-40-51-01	Property Tax	\$8.43
			101-000-543-10-53-01	Property Tax	\$8.43
		Total 1625079056 / 2020 Taxes			\$16.86
		1625079073 / 2020 Taxes			
		Vac Station			
			401-000-535-10-53-01	Property Tax	\$20.14
		Total 1625079073 / 2020 Taxes			\$20.14

Vendor	Number	Reference	Account Number	Description	Amount
		1625079080 / 2020 Taxes			
		Loutsis Park			
			001-000-576-80-53-01	Property Tax	\$19.03
		Total 1625079080 / 2020 Taxes			\$19.03
		2125079042 / 2020 Taxes			
		Memorial Park			
			001-000-576-80-53-01	Property Tax	\$19.43
		Total 2125079042 / 2020 Taxes			\$19.43
		2225079033 / 2020 Taxes			
		Utility ROW			
			401-000-534-10-53-01	Property Tax	\$8.37
			401-000-535-10-53-01	Property Tax	\$8.37
		Total 2225079033 / 2020 Taxes			\$16.74
		2325079015 / 2020 Taxes			
		Water Shed			
			401-000-534-10-53-01	Property Tax	\$47.76
		Total 2325079015 / 2020 Taxes			\$47.76
		2325079016 / 2020 Taxes			
		Water Shed			
			401-000-534-10-53-01	Property Tax	\$49.81
		Total 2325079016 / 2020 Taxes			\$49.81
		2325079017 / 2020 Taxes			
		Water Shed			
			401-000-534-10-53-01	Property Tax	\$22.90
		Total 2325079017 / 2020 Taxes			\$22.90
		2725079005 / 2020 Taxes			
		Landfill			
			406-000-537-30-53-01	Property Taxes	\$18.88
		Total 2725079005 / 2020 Taxes			\$18.88
		7211330210 / 2020 Taxes			
		Utility Easement			
			401-000-534-10-53-01	Property Tax	\$8.36
			401-000-535-10-53-01	Property Tax	\$8.36
		Total 7211330210 / 2020 Taxes			\$16.72
		7332950090 / 2020 Taxes			
		Park/Open Space			
			001-000-576-80-53-01	Property Tax	\$16.84
		Total 7332950090 / 2020 Taxes			\$16.84
		8161000380 / 2020 Taxes			
		SwiftWater Tract A			
			101-000-542-40-51-01	Property Tax	\$17.18
		Total 8161000380 / 2020 Taxes			\$17.18
		8161020407 / 2020 Taxes			
		SwiftWater Tract A			
			101-000-542-40-51-01	Property Tax	\$16.90
		Total 8161020407 / 2020 Taxes			\$16.90

Vendor	Number	Reference	Account Number	Description	Amount
		8161020490 / 2020 Taxes			
		SwiftWater Tract D			
			001-000-576-80-53-01	Property Tax	\$17.25
		Total 8161020490 / 2020 Taxes			\$17.25
		8161020500 / 2020 Taxes			
		SwiftWater Tract E			
			001-000-518-10-53-01	Property Tax	\$5.58
			401-000-534-10-53-01	Property Tax	\$5.58
			401-000-535-10-53-01	Property Tax	\$5.57
		Total 8161020500 / 2020 Taxes			\$16.73
		8657300245 / 2020 Taxes			
		Myrtle Shop			
			001-000-518-10-53-01	Property Tax	\$16.89
		Total 8657300245 / 2020 Taxes			\$16.89
		8658301810 / 2020 taxes			
		Tolt Commons			
			001-000-576-80-53-01	Property Tax	\$16.82
		Total 8658301810 / 2020 taxes			\$16.82
		8658301990 / 2020 Taxes			
		Community Shelter			
			001-000-576-80-53-01	Property Tax	\$16.85
		Total 8658301990 / 2020 Taxes			\$16.85
		8658302005 / 2020 Taxes			
		Community Shelter Lawn			
			001-000-576-80-53-01	Property Tax	\$16.75
		Total 8658302005 / 2020 Taxes			\$16.75
		8658302200 / 2020 Taxes			
		City Hall			
			001-000-518-10-53-01	Property Tax	\$5.20
			001-000-558-50-53-01	Property Tax	\$3.01
			101-000-543-10-53-01	Property Tax	\$1.15
			401-000-534-10-53-01	Property Tax	\$3.87
			401-000-535-10-53-01	Property Tax	\$3.87
		Total 8658302200 / 2020 Taxes			\$17.10
		8658303625 / 2020 Taxes			
		Hockert Park			
			001-000-576-80-53-01	Property Tax	\$16.79
		Total 8658303625 / 2020 Taxes			\$16.79
		Total 35471			\$1,176.65
		Total KC Treasury - Property Taxes			\$1,176.65

Vendor	Number	Reference	Account Number	Description	Amount
LOCHNER, INC	35472			2020 - May - May 19 Claims	
		WO15-22			
			JDH Records Request		
			001-000-558-50-41-09	Public Records Request	\$2,358.46
		Total WO15-22			\$2,358.46
		WO32-08			
			MainView		
			001-000-558-60-41-07	Cost Recovery Engineering	\$1,266.71
		Total WO32-08			\$1,266.71
	Total 35472				\$3,625.17
Total LOCHNER, INC					\$3,625.17
Lynn Moberly	35473			2020 - May - May 19 Claims	
		Apr'20 Prosecution Services			
			001-406-515-41-41-02	Legal/Prosecutor	\$1,321.74
		Total Apr'20 Prosecution Services			\$1,321.74
	Total 35473				\$1,321.74
Total Lynn Moberly					\$1,321.74
Mountain Mist	35474			2020 - May - May 19 Claims	
		003460984			
			001-000-518-10-31-00	Office/Operating Supplies	\$6.80
			001-000-558-50-31-00	Office/Operating Supplies	\$4.89
			101-000-543-30-31-00	Office/Operating Supplies	\$1.03
			106-000-536-20-31-00	Operating Supplies	\$0.15
			401-000-538-10-31-00	Office/Operating Supplies	\$12.89
		Total 003460984			\$25.76
	Total 35474				\$25.76
Total Mountain Mist					\$25.76
Office Depot	35475			2020 - May - May 19 Claims	
		484304857001			
			001-000-518-10-31-00	Office/Operating Supplies	\$22.99
			001-000-558-50-31-00	Office/Operating Supplies	\$13.31
			101-000-543-30-31-00	Office/Operating Supplies	\$5.14
			401-000-538-10-31-00	Office/Operating Supplies	\$34.18
		Total 484304857001			\$75.62
		484310653001			
			001-000-518-10-31-00	Office/Operating Supplies	\$2.74
			001-000-558-50-31-00	Office/Operating Supplies	\$1.58
			101-000-543-30-31-00	Office/Operating Supplies	\$0.61

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-538-10-31-00	Office/Operating Supplies	\$4.07
		Total 484310653001			\$9.00
	Total 35475				\$84.62
Total Office Depot					\$84.62
Puget Sound Energy					
35476					
				2020 - May - May 19 Claims	
		200000861142/0520			
			City Hall ~ Natural Gas		
			001-000-518-10-47-03	Utilities: Natural Gas	\$25.75
			001-000-558-50-47-03	Utilities: Natural Gas	\$14.91
			101-000-542-40-47-03	Utilities: Natural Gas	\$0.17
			101-000-543-50-47-03	Utilities - Natural Gas	\$5.59
			401-000-538-10-47-03	Utilities: Natural Gas	\$38.27
		Total 200000861142/0520			\$84.69
		200002595284/0520			
			Hockert Park		
			001-000-576-80-47-02	Utilites: Electric	\$15.62
		Total 200002595284/0520			\$15.62
		200007438688/0520			
			Community Shelter		
			001-000-576-80-47-02	Utilites: Electric	\$10.45
		Total 200007438688/0520			\$10.45
		200007451764/0520			
			2400 344th Avenue NE		
			401-000-534-80-47-02	Utilities - Electric	\$137.96
		Total 200007451764/0520			\$137.96
		200009375045/0520			
			Vac Station		
			401-000-535-80-47-02	Utilities: Electric	\$1,777.68
		Total 200009375045/0520			\$1,777.68
		200009375466/0520			
			Sewer Odor Monitor		
			401-000-535-80-47-02	Utilities: Electric	\$10.45
		Total 200009375466/0520			\$10.45
		200011379118/0520			
			Memorial Park		
			001-000-576-80-47-02	Utilites: Electric	\$12.06
		Total 200011379118/0520			\$12.06

Vendor	Number	Reference	Account Number	Description	Amount
		200012230070/0520			
			Entwistle & Milwaukee		
			401-000-534-80-47-02	Utilities - Electric	\$118.01
		Total 200012230070/0520			\$118.01
		200013067232/0520			
			City Shop		
			001-000-576-80-47-02	Utilites: Electric	\$5.02
			101-000-542-40-47-02	Utilities: Electric	\$2.11
			101-000-543-50-47-02	Shop Utilities - Electric	\$9.30
			401-000-538-10-47-02	Utilities: Electric	\$45.55
		Total 200013067232/0520			\$61.98
		200014375857/0520			
			City Hall ~ Electric		
			001-000-518-10-47-02	Utilites: Electric	\$73.17
			001-000-558-50-47-02	Utiities: Electric	\$42.36
			101-000-542-40-47-02	Utilities: Electric	\$0.48
			101-000-543-50-47-02	Shop Utilities - Electric	\$15.89
			401-000-538-10-47-02	Utilities: Electric	\$108.80
		Total 200014375857/0520			\$240.70
		200017060134/0520			
			Tolt Commons		
			001-000-576-80-47-02	Utilites: Electric	\$13.07
		Total 200017060134/0520			\$13.07
		300000001242/0520			
			101-000-542-63-47-00	Street Lighting	\$1,634.45
		Total 300000001242/0520			\$1,634.45
	Total 35476				\$4,117.12
Total Puget Sound Energy					\$4,117.12
Sharp Business Systems					
35477					
			2020 - May - May 19 Claims		
	9002741162				
			550 Copier 032720 thru 042420		
			001-000-511-60-31-00	Office/Operating Supplies	\$0.08
			001-000-513-10-31-00	Office/Operating Supplies	\$0.16
			001-000-514-20-31-00	Office/Operating Supplies	\$0.42
			001-000-558-50-31-00	Office/Operating Supplies	\$0.10
			001-000-558-60-31-00	Office/Operating Supplies	\$0.27
			101-000-543-30-31-00	Office/Operating Supplies	\$0.25
			106-000-536-20-31-00	Operating Supplies	\$0.02
			401-000-538-10-31-00	Office/Operating Supplies	\$2.22
			406-000-537-30-31-00	Office/Operating Supplies	\$0.01
	Total 9002741162				\$3.53
	9002749391				
			5170 Copier 013120 thru 043020		
			001-000-511-60-31-00	Office/Operating Supplies	\$17.27

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-513-10-31-00	Office/Operating Supplies	\$34.54
			001-000-514-20-31-00	Office/Operating Supplies	\$94.20
			001-000-558-50-31-00	Office/Operating Supplies	\$21.20
			001-000-558-60-31-00	Office/Operating Supplies	\$60.44
			101-000-543-30-31-00	Office/Operating Supplies	\$55.74
			106-000-536-20-31-00	Operating Supplies	\$4.71
			401-000-538-10-31-00	Office/Operating Supplies	\$492.98
			406-000-537-30-31-00	Office/Operating Supplies	\$3.92
		Total 9002749391			\$785.00
	Total 35477				\$788.53
Total Sharp Business Systems					\$788.53
UNITED SITE SERVICES					
	35478				
				2020 - May - May 19 Claims	
		114-10257390			
			Hockert Park Sanican		
			001-000-576-80-41-01	Prof Svc - Sanican	\$167.95
		Total 114-10257390			\$167.95
	Total 35478				\$167.95
Total UNITED SITE SERVICES					\$167.95
USDA ~ Rural Development					
	35457				
				2020 - March - March Claims Approved May 19	
		Mar'20 USDA Bond Payment			
			Redeemed via EFT		
			404-000-591-34-72-13	'13 H2O Bonds ~ Principal	\$36,605.25
			404-000-592-34-83-13	'13 H2O Bonds ~ Interest	\$67,592.35
		Total Mar'20 USDA Bond Payment			\$104,197.60
	Total 35457				\$104,197.60
Total USDA ~ Rural Development					\$104,197.60
Utilities Underground					
	35479				
				2020 - May - May 19 Claims	
		0040128			
			April Locates		
			101-000-542-40-41-04	Utility Locates	\$10.32
			401-000-534-60-41-05	Utility Locates	\$10.32
			401-000-535-60-41-05	Utility Locates	\$10.32
		Total 0040128			\$30.96
	Total 35479				\$30.96
Total Utilities Underground					\$30.96
Verizon Wireless					
	35480				
				2020 - May - May 19 Claims	
		9854012068			
			001-000-518-10-42-03	Communications: Cellular	\$10.87

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-542-40-42-03	Communications/Cellular Phone	\$7.76
			101-000-543-30-42-03	Communications/Cellular Phone	\$12.42
			401-000-538-10-42-03	Communications: Cellular Phone	\$124.23
		Total 9854012068			\$155.28
	Total 35480				\$155.28
Total Verizon Wireless					\$155.28
Zeigler Construction, Inc					
35481					
			2020 - May - May 19 Claims		
		229-20-26			
			Upstairs Bathroom		
			001-000-518-10-48-00	City Hall R&M	\$3,483.02
			001-000-558-50-48-00	City Hall R&M	\$2,016.48
			101-000-518-10-48-01	City Hall R&M	\$779.10
			401-000-518-30-48-01	City Hall R & M	\$5,178.70
		Total 229-20-26			\$11,457.30
	Total 35481				\$11,457.30
Total Zeigler Construction, Inc					\$11,457.30
Grand Total		Vendor Count	25		\$439,646.39



CARNATION CITY COUNCIL AGENDA BILL

<p>TITLE: A Motion authorizing the City Manager to execute the amended Collective Bargaining Agreement with the Teamsters Local 763 representing Public Works and Clerical Employees for the calendar years 2020 through 2022.</p> <p>EXHIBITS:</p> <ul style="list-style-type: none"> • Proposed Amended Collective Bargaining Agreement 	Agenda Bill No.:	AB20-13	
	Type of Action:	MOTION	
	Origin: <i>(Council/Manager)</i>	City Manager	
	Agenda Bill Author:	Amy Arrington	
	Date Submitted:	05/14/2020	
	For Agenda of:	05/19/2020	
	Expenditure Required:		
	Amount Budgeted:		
	Appropriation Required:		
<p>SUMMARY STATEMENT AND DISCUSSION:</p> <p>On January 21, 2020, the City Council approved the Collective Bargaining Agreement with the Teamsters Local 763 representing Public Works and Clerical Employees for the calendar years 2020 through 2022. After approval, it was realized that the agreement did not include the Letter of Understanding for domestic partner insurance coverage which was originally approved in 2017.</p> <p>Approving the amended agreement will continue this benefit.</p>			
<p>RECOMMENDED ACTION: I move to authorize the City Manager to execute the amended Collective Bargaining Agreement with the Teamsters Local 763 representing Public Works and Clerical Employees for the years 2020 through 2022.</p>			
<p>LEGISLATIVE HISTORY: 01/07/2020 Closed Session 01/21/2020 Approval of Collective Bargaining Agreement</p>			
ACTION TAKEN			
MOTION AS PROPOSED		MOTION AS AMENDED	
Motion made by:		Motion made by:	
Second by:		Second by:	
	YES Vote	NO Vote	
Hawkins			Hawkins
Ribail			Ribail
Harris			Harris
Lisk			Lisk
Green			Green
Passed/Failed		Passed/Failed	
Ordinance/Resolution No.:		Ordinance/Resolution No.:	

A G R E E M E N T

by and between

CITY OF CARNATION, WASHINGTON

and

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
TEAMSTERS LOCAL UNION NO. 763
(Representing Public Works and Office-Technical Employees)

January 1, 2020 through December 31, 2022

A G R E E M E N T

by and between

CITY OF CARNATION, WASHINGTON

and

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS

TEAMSTERS LOCAL UNION NO. 763

(Representing Public Works and Office-Technical Employees)

January 1, 2020 through December 31, 2022

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AGREEMENT

by and between
CITY OF CARNATION, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
TEAMSTERS LOCAL UNION NO. 763
(Representing Public Works and Office-Technical Employees)

January 1, 2020 through December 31, 2022

THIS AGREEMENT is by and between the CITY OF CARNATION, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS TEAMSTERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

ARTICLE I – RECOGNITION, UNION MEMBERSHIP AND PAYROLL DEDUCTION

- 1.1 **RECOGNITION** - The employer recognizes the Union as the exclusive bargaining representative for all full-time and part-time maintenance, clerical and operations employees of the Public Works and Office-Clerical employees, excluding non-union supervisors and confidential employees. It has been agreed to by the Union and City that the City Clerk position is a confidential position and will no longer be a bargaining unit position effective ratification of this agreement.
- 1.1.1 “Full-time employee” shall mean an individual performing bargaining unit work in a position that entails forty (40) hours per week for more than four (4) months in any twelve (12) month period. “Part-time employee” shall mean an individual working in a position that entails less than forty (40) hours per week up to four (4) months in any twelve (12) month period and/or less than seventy (70) hours per month for any period.
- 1.1.2 A temporary employee shall be defined as an employee hired to work during any period when additional work requires a temporarily augmented work force. A temporary employee shall not be employed more than five (5) consecutive months not to exceed six hundred seventy-two (672) hours except when such temporary employee is working in relief of a regular employee on leave. The Employer shall not employ more than two (2) temporary employees at any one time. Temporary employees shall not be utilized for callbacks, weekend work or overtime except in emergency situations when bargaining unit employees are not available.
- 1.2 **PAYROLL DEDUCTION** - The Employer shall make deductions for Union dues, initiation fees, and/or agency fees from the wages of all employees covered by this Agreement who execute a properly written authorization to the Employer demonstrating the employee has affirmatively consented to the deduction of such dues/fees. The Union shall provide the Employer the signed authorization prior to the commencement of the deductions. Such deductions shall be remitted to the Union on a monthly basis.

The Employer will stop or revise deducting such dues/fees from employees who revoke or revise consent or other written direction regarding payroll deductions, to the Employer; the Employer will promptly provide the Union a copy of the written revocation or change in deductions relating to union dues or fees. The Union shall defend, indemnify and hold the Employer harmless against any and all liability resulting from the dues and/or fee deduction system.

NEW-HIRE ORIENTATION - The Employer shall notify the Union of all new full-time and part-time employees hired into the bargaining unit. The Union and shop steward will then be provided 30 minutes during employees' regular working hours for purposes of presenting information about the bargaining unit and Union membership. This shall generally occur within the first two (2) weeks of an employee's date of hire (or, for seasonal/temporary employees, from the date of eligibility into the bargaining unit), but in no instance later than 90 calendar days. Employees have the option to attend or not attend the orientation.

- 1.3 UNION OFFICIALS TIME-OFF - An employee who holds a Union position (Shop Steward and/or member of the Negotiating Committee) may be granted up to forty (40) hours of paid (straight time hours per year) and an additional forty (40) hours of unpaid time-off annually for conducting business vital to the employees in the bargaining unit, provided;

The Union will give two (2) working days notice in writing to the Employer of pending seminars or courses as endorsed by the union.

The Employer is able to staff the employee's job duties during the time-off period.

If there is a change in Shop Stewards during the year, the new Shop Steward can only draw on the paid leave remaining for the rest of the year.

- 1.4 UNION NOTIFICATION – Within seven (7) working days from the date of hire of a new employee, the Employer shall forward to the Union the name, address, telephone and Social Security number of the new employee. The Employer shall promptly notify the Union of all employees leaving its employment.

- 1.5 Employees are required to inform the Employer of any change of address or telephone number within three (3) working days of the change.

ARTICLE II - NON-DISCRIMINATION

- 2.1 The Employer and the Union shall not unlawfully discriminate against any employee by reason of race, creed, age, color, sex, national origin, religious belief, marital status, political affiliation, mental, physical or sensory disability, unless it is in direct conflict with a bona fide occupation qualification.
- 2.2 Wherever words denoting a specific gender are used in the Agreement, they are intended and shall be construed so as to apply equally to either gender, unless the provision deals directly with one sex (i.e. Section 7.5.2).

ARTICLE III – HOURS OF WORK, OVERTIME, CALLBACK AND STANDBY

- 3.1 Hours of Work – The workday shall consist of eight (8) hours work, exclusive of mealtime.
- 3.1.1 The workweek shall consist of five (5) consecutive eight (8) hour days.
- 3.1.2 There shall be two (2) rest periods per day of fifteen (15) minutes, which shall be midway through the morning and afternoon segments of the workday.

- 3.1.3 The employer may change the workweek schedule so long as the employee(s) are provided two (2) consecutive days off (or as mutually agreed between the Employer and the employee(s)). The Employer shall provide employees not less than two (2) week written notice before changing the workweek schedule. The Union shall be notified of any schedule change.
- 3.1.4 Upon mutual agreement by the Employer and the Union the work hours may be changed to accommodate a four (4) day ten (10) hour workweek.
- 3.1.5 For purposes of this Agreement, all hours compensated except for compensatory time off shall be considered "hours worked."
- 3.1.6 FLSA Exempt – Upon ratification of this agreement the positions of Public Works Superintendent and City Treasurer will be salary positions. These positions will be overtime exempt and be based on a typical forty to fifty (40-50) hour work week, with the flexibility to flex their schedules in order to accommodate work load and work priorities.
- 3.2 Overtime - All work performed by an employee which has been authorized by the Employer in excess of forty (40) hours a week shall be paid at one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay. This section shall not apply to the FLSA exempt positions stated in Article 3.1.6.
- 3.2.1 Overtime shall be paid for in increments of fifteen (15) minutes with the major portion of each fifteen (15) minute increment being paid as fifteen (15) minutes.
- 3.2.2 Deductions shall be made for tardiness in increments of fifteen (15) minutes with the major portion of each fifteen (15) minute increment being deducted as fifteen (15) minutes.
- 3.2.3 Overtime work shall be offered to qualified employees in rotation by seniority. The Employer shall post in the lunch room an overtime rotation list, which shall indicate overtime worked by each employee.
- 3.2.4 Compensatory Time - In lieu of overtime pay, compensatory time-off may be utilized upon the request of the employee. Scheduling of compensatory time shall be subject to approval of the employee's supervisor. Compensatory time-off in lieu of overtime pay shall be taken at the rate of one and one-half (1-1/2) times the hours worked. Employees may accumulate up to one hundred (100) hours of compensatory time.
- 3.2.5 On August 31st of each year of this agreement each employee may, at his/her option, apply and receive cash reimbursement, paid on the pay period in September, for any unused compensatory time accrued. All compensatory time accrued and not used or cleared by cash settlement shall be carried over as accrued compensatory time. Notwithstanding the foregoing, on the pay period in September of each year, the Employer at its sole discretion may buyout an employee's unused accrued compensatory time down to forty (40) hours.
- 3.2.6 The Employer shall not be required to pay for overtime worked which has not first been authorized by the department supervisor unless the overtime was caused by an emergency, to the extent allowed by law.
- 3.3 Callback - An employee who has left work and is called back to work after completion of a regular day's shift shall be paid a minimum of three (3) hours at one and one-half (1-1/2) times his regular straight-time hourly rate of pay. However, if the employee's regular shift starts less than two (2)

hours from the time the employee started work on the callback, the employee shall receive one and one-half (1-1/2) times the employees regular straight-time hourly rate of pay only for such time as occurs before the employee's regular shift. A refusal to respond to a callback shall be grounds for the full range of disciplinary action.

- 3.4 Higher Classification - In the event an employee works in a higher classification than that to which he is regularly assigned, he shall be paid the higher rate of pay for the period he works in that classification, provided the employee has worked for a period of not less than five (5) consecutive workdays in the higher classification.
- 3.5 Standby/On Call – The “Primary On-Call” Public Works employee shall be on call and accessible beginning on Monday at 3:30 pm to the following Monday at 7:00 am and is required to carry a communication device by the Employer during times other than the normal workweek hours shall be compensated for all such hours at the rate of two dollars and fifty cents (\$2.50) per hour. Notwithstanding Section 3.1.4, standby hours shall not be considered hours of work for any other purpose but standby. The standby rate of pay shall not be additive to any other pay status, for the purposes of overtime; nor shall the standby hours be used to pyramid any rate of pay paid to the employees, to the extent allowed by law. Employees on standby shall respond to the city shop, in person, within one (1) hour of the callback notice. Compensation will start at the time of call out, up to one (1) hour prior to arrival to the shop. Upon completion of the job and dropping off the city vehicle, an additional one (1) hour will be granted to the employee for his/her return trip. If the employee completes the assignment within the (3) three hours, including travel time, the employee shall receive the three (3) hour minimum at the appropriate rate of pay.

ARTICLE IV – PROBATION PERIOD, LAYOFF, RECALL, AND JOB VACANCIES

- 4.1 Probation Period – Each new employee shall be subject to a probation period of six (6) months commencing with his date of hire, during which period the employee may be subject to discharge without cause. The grievance procedure shall not be utilized to resolve disputes pertaining to discipline, including suspension or discharge of probationary employees.
- 4.2 Layoff, Recall and Job Vacancies - In layoff, recall and filling permanent job vacancies, the Employer shall give consideration to an employee's length of continuous service with the Employer and his ability to best perform the duties required in the job. In applying this provision it is the intent to provide qualified employees with opportunities for promotion and the Employer with efficient operations.
- 4.2.1 In case of a layoff, the employee with the shortest length of continuous service in the classification affected shall be laid off first, provided those remaining on the job can perform the duties required in the job. Such person designated for layoff may bump a less senior employee in another classification for which he is qualified, provided those remaining in such classification can perform the required duties of the job.
- 4.2.2 In the case of recall, those employees with the longest length of continuous service in the classification affected shall be recalled first, provided they can perform the duties required in the job. An employee on layoff must keep both the Employer and the Union informed of the address and telephone number where he can be contacted. When the Employer is unable to contact an employee for recall from layoff, the Union shall be so notified. The Employer shall have no obligation to recall an employee after he has been on continuous layoff for a period of one (1) year. Further, if an employee does not respond within ten (10) working days to a registered letter recalling him to work or return to work when recalled, the Employer shall have no further obligation to recall him.

- 4.2.3 Notices of permanent job vacancies shall be posted on the bulletin board for at least five (5) working days. Employees who desire consideration for such openings shall notify the Employer in writing during the period the notice is posted. Bargaining unit employees who meet the minimum qualifications for the position shall be given first consideration for positions in the same bargaining unit.

ARTICLE V – WAGES

- 5.1 The rates of pay for employees covered by this Agreement shall be as set forth in Appendix "A" to this Agreement. Should it become necessary to establish a new job classification within the bargaining unit during the contract year, the Employer may designate a job classification title and salary for the classification. Any new classification and salary shall be negotiated at the beginning of the fiscal year or upon re-negotiation of this Agreement, whichever is earlier.

ARTICLE VI – HOLIDAYS

- 6.1 The following days or day in lieu thereof shall be recognized as paid holidays:

New Year's Day	January 1st
Martin Luther King Jr. Birthday	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans' Day	November 11th
Thanksgiving Day	4th Thursday in November
Day After Thanksgiving Day	
Christmas Day	December 25th
One (1) Floating Holiday	Date to be selected by mutual agreement between Employee and Employer

- 6.2 Holidays paid for but not worked shall be recognized as time worked for the purpose of determining weekly overtime as well as other benefits herein stated.
- 6.3 An employee who is scheduled, required or called to work on a holiday shall be paid a minimum of four (4) hours at one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay for all hours worked during the holiday in addition to the employee's regular holiday pay. (This section does not apply to Thanksgiving Day or Christmas Day. See Section 6.3.1)
- 6.3.1 An employee who is scheduled, required or called to work on Thanksgiving Day (4th Thursday of November) or Christmas Day (December 25th) shall be paid a minimum of four (4) hours at two (2) times the employee's regular straight-time hourly rate of pay for all hours worked during the holiday in addition to the employee's regular holiday pay.
- 6.4 To qualify for holiday pay, employees must have been on the payroll prior to the holiday and on pay status the normal workday before or the normal workday after the holiday; provided however, employees returning from non-paid leave starting work the day after a holiday shall not be entitled to pay for the holiday preceding their first day of work.
- 6.5 The holidays listed above represent specific events as indicated. Should the dates for any said holiday be changed by the Legislature or the Governor of the State of Washington, said holiday shall be observed on the date established by the change and not on the date set forth above.

- 6.6 All regular employees shall be paid for all approved holidays regardless of which day in the week the holiday should fall.
- 6.7 Employees who work less than eight (8) hours per day shall receive holiday benefits on a pro rata basis. For example, if an employee normally works four (4) hours per day and the normal workday is eight (8) hours, the employee shall receive four (4) hours compensation at his regular straight-time hourly rate of pay for each contractual holiday.

ARTICLE VII – LEAVES

- 7.1 Vacation Leave - Each year employees who have completed six (6) months continuous service from the last date of hire with the Employer shall individually accrue a vacation on the following basis in accordance with his accumulated continuous service:

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>SCHEDULED WORKING HOURS OF VACATION</u>
1 through 5	80
6 through 10	120
11 through 19	160
20 and thereafter	200

- 7.1.1 Vacations shall be scheduled by the Employer after considering departmental requirements and the times that the employee finds most suitable for his vacation.
- 7.1.2 An employee may carry over to the following year any unused vacation accrual, up to a maximum of eighty (80) hours. With approval of the City Manager, an employee may carry over more than eighty (80) hours. All other vacation time not taken during the year of entitlement shall be paid to the employee on the September pay period.
 - 7.1.2.1 During the final two (2) years of employment, an employee shall not be allowed to carry more than two hundred forty (240) hours of vacation accrual. Any vacation earned over two hundred forty (240) hours shall be used in accordance with 7.1.1 or paid to the employee immediately.
- 7.1.3 Upon the effective date of termination of an employee's employment, the employee shall be compensated for any earned vacation leave time, which has not been used.
- 7.1.4 Earned vacation leave may be taken at any time during a period of sickness after expiration of sick leave.
- 7.1.5 Employees who work less than eight (8) hours per day shall receive vacation benefits on a pro rata basis. For example, if an employee normally works four (4) hours per day and the normal workday is eight (8) hours, the employee shall receive four (4) hours compensation at his regular rate of pay for each day of vacation earned.
- 7.2 Sick Leave - Employees shall accrue sick leave at the rate of one (1) day for each completed calendar month of service.
 - 7.2.1 Sick Leave shall accumulate in a bank and be available for future illnesses and additional bereavement leave as outlined in section 7.3.
 - 7.2.2 Sick Leave shall not be charged against an employee on a regularly scheduled day off.

- 7.2.3 Personal illness or physical incapacity resulting from causes beyond the employee's control, care of a spouse, dependent or a child of the employee under the age of eighteen (18) with a health condition that requires treatment or supervision, as well as forced quarantine of the employee in accordance with State or Community health regulations shall be approved grounds for sick leave usage.
- 7.2.4 In the event an employee shall be entitled to benefits or payments under any program of disability insurance furnished by the Employer, Worker's Compensation Act, or similar legislation of the State of Washington, or any other government unit, the Employer shall pay only the difference between the benefits and payments received under such insurance or act by such employee and his regular rate of compensation that he would have received from the Employer if able to work. The foregoing payment or contribution by the Employer shall be limited to the period of time that such employee has accumulated sick leave credits as here and above specified.
- 7.2.5 Employees who work less than eight (8) hours per day shall accrue sick leave benefits on a pro rata basis. For example, if an employee normally works four (4) hours per day and the normal workday is eight (8) hours, the employee shall receive four (4) hours for each month of employment.
- 7.2.6 Usage - Such Leave shall be granted upon application before or within five (5) working days after the absence, depending on the circumstances of each case. Each employee shall use sick leave solely for the purpose of bona fide illness or injury and utilization of sick leave for any other purpose shall be cause for disciplinary action. The Employer may require that the employee, after three (3) days of concurrent illness, furnish a physicians proof of illness.
- 7.2.7 Sick Leave time, which is used by an employee, shall be deducted from his accumulated sick leave time.
- 7.3 Bereavement Leave - If an employee suffers a death in the "immediate family", such employee shall be allowed up to three (3) days pay to attend the funeral. Bereavement leave, which has been approved beyond the allotted three (3) days, shall not exceed six (6) additional days, which shall be granted upon approval of the City Manager. Any additional days shall be deducted from the employee's sick leave bank.
- 7.3.1 The term "Immediate family" shall be defined as wife, husband, domestic partner, son, daughter, step-children, mother, father, mother-in-law, father-in-law, brother, sister, grandparents and grandchildren.
- 7.4 Jury Leave – Any regular full-time or part-time employee who is required to serve on a jury or as a result of official City of Carnation duties is required to appear before a Court, Legislative Committee, or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received for such service (not including mileage reimbursement). A probationary employee called to Jury Duty shall have his probation period extended by the same amount of time, as he is required to serve Jury Duty. An employee who receives notice of Jury Duty or Witness Service must notify his supervisor immediately so that arrangements may be made to cover his position. The Employer reserves the right to request that an employee who is called for Jury Duty be excused if his absence would create a hardship on the operational effectiveness of the Department to which the employee is assigned.
- 7.5 Leave of Absence - A regular full-time employee who desires a leave for personal or business reasons shall be granted up to five (5) days leave without pay once each year.

- 7.5.1 If authorized by the City Manager, regular full-time employees may take up to twelve (12) months leave of absence without pay. Such leaves shall not constitute a break in service and the employee shall return to the same or equal position, provided there have been no lay-offs, but no benefits shall accrue during the leave of absence.
- 7.5.2 The Employer shall give maternity leave up to the applicable limit in accordance with State and Federal Law when requested.
- 7.6 The Employer will allow employees to use sick and/or vacation leave to care for family members in accordance with State and Federal Law.
- 7.7 To receive sick leave an employee must call in at least one (1) hour prior to their scheduled start time to receive sick leave pay. The employee must speak and/or make contact with their supervisor. If the supervisor is unavailable, employees must leave a message with the City Manager stating the reason for being late or unable to report for work.
- 7.8 Washington State Paid Family and Medical Leave - Effective January 1, 2020, a paid family and medical leave benefit will be available to eligible employees according to the provisions of RCW 50A and the Employer's pertinent policies and procedures. Effective January 1, 2020, the employee's share of the premiums for paid family and medical leave and any surcharges will be collected through a payroll deduction and remitted to the Employment Security Department of Washington State as provided in RCW 50A.

ARTICLE VIII – HEALTH AND WELFARE INSURANCE BENEFITS

- 8.1 The Employer shall pay into the Washington Teamsters Welfare Trust for every employee covered by this Agreement, who has attained seniority and who was compensated for eighty (80) hours in the previous month, the following:
 - 8.1.1 HEALTH AND WELFARE: Effective January 1, 2020, based on December hours, the Employer shall pay one hundred percent (100%) of the monthly premium necessary for benefits under the Washington Teamsters Welfare Trust "Plan A."
 - 8.1.2 DENTAL: Effective January 1, 2020, based on December hours, the Employer shall pay one hundred percent (100%) of the premium necessary for benefits under "Plan A."
 - 8.1.3 VISION: Effective January 1, 2020, based on December hours, the Employer shall pay one hundred percent (100%) of the premium necessary for benefits under "The Extended Plan."
- 8.2 Payments required under any of the foregoing provisions shall be made on or before the tenth (10th) day of the month. Upon Union request, copies of all transmittals, pertaining to benefits under this Section, shall be posted on the bulletin board.
- 8.3 The Trust Agreement shall be known as Supplement "A" and, by this reference, same is incorporated herein and deemed a part hereof as though fully set forth.
- 8.4 Life Insurance – The Employer shall pay one hundred percent (100%) of those premiums necessary to purchase and maintain Group Basic Term Life Insurance coverage for each employee (including regular part-time employees) in the amount of fifteen thousand dollars (\$15,000.00) payable to the beneficiary designated by the employee, if physically qualified, but in no event shall the life insurance be less than five thousand dollars (\$5,000.00).

- 8.5 If increases are needed to maintain any stated benefits during the term of this Agreement, such equivalent increases shall be paid by the Employer.

ARTICLE IX – MISCELLANEOUS

- 9.1 Training and Development - Upon satisfactory completion of each class in an approved field of study, the Employer shall reimburse the employee the cost of tuition for that term. In those cases where the class is a college or vocational school class in which grades are given, a passing grade of "C" or higher is required for reimbursement.
- 9.1.1 All requested courses and the payment of tuition shall require prior Employer approval. The employee shall be required to provide documentation to the employer as proof of completion of the course(s).
- 9.1.2 The Employer shall provide employees the opportunity to attend activities necessary for maintaining required certifications. Employees required to attend a training activity shall receive eight (8) hours at the employees' regular straight-time hourly rate of pay. The Employer shall pay all costs related to such activities, including mileage in accordance with the established rate. The Employer shall pay for the mileage of an employees' vehicle usage only when there is no City vehicle available to be used. Employees required to travel out of the City of Carnation shall be compensated in accordance with the Fair Labor Standards Act (FLSA) and not upon any other requirement; provided however, all employees who travel beyond twenty (20) miles from their normal workstation shall be compensated for travel time.
- 9.1.3 The Employer shall strive to further develop a training and development program to encourage positive labor-management relations, employee safety, proficiency, productivity and inter and intra departmental mobility. Such a program may be conducted either during or after regularly scheduled working hours. Employees attending voluntary training periods outside of regularly scheduled working hours shall receive no additional compensation, but shall be given consideration to operate equipment and receive assignments prior to other employees during working hours. Training periods will usually be a minimum of two (2) hours in duration and the Employer shall strive to schedule training sessions on a regular basis. To this end, the City's Safety Officer should be used to develop and schedule training opportunities.
- 9.1.4 Certification Testing – The expense of renewing an approved license and related endorsements or certification testing shall be paid by the City. The City shall determine and allow the employee a reasonable amount of time off with pay to take the necessary exam/test. If the employee fails to obtain the renewal of a license or certification after the first attempt, the employee shall be responsible for the cost of repeating the same test/exam.
- 9.2 Unemployment Compensation - The Employer shall continue to maintain a program of unemployment compensation, which provides benefits equal to those provided certain employees by State Law.
- 9.3 Uniforms - The Employer may establish a dress code for employees. If the Employer requires City logo'd clothing to be worn, it shall be furnished and cleaned by the Employer. Each employee shall be responsible for custody and return, if required, of the clothing items assigned to him.
- 9.3.1 The Employer shall provide a washer, dryer and all necessary cleaning agents to the employees for the maintenance of their uniforms. The washer, dryer and cleaning agents shall be available at the Public Works building.

9.4 Work Clothing/Footwear - Each year, the Employer shall reimburse the employees up to four hundred dollars and no cents (\$400.00) for the purchase, replacement or repair of steel-toed safety boots and work clothing at a supplier selected by the bargaining unit member upon receipt of the purchase order receipt.

Footwear/Work Boots – The field employees shall be required to wear approved safety footwear. The definition of safety footwear shall be the same as referenced in 296-155-212 of the Washington Administrative Code (WAC). Upon purchase, the Employer shall reimburse each employee towards the cost of such footwear, which shall bear identifying marks or labels indicating compliance with the manufacturing provisions of American National Standard for Safety Toe Footwear, ANSI Z41.1.-1991. The City will replace boots that are damaged in work related conditions and or accidents. The Employer shall replace worn out boots as needed on a quartermaster system.

9.4.1 Should any other group of employees of the Employer receive an increase in their footwear allowance during the term of this Agreement that increase shall automatically be made available to the employees covered by this Agreement.

9.5 Personal Safety Equipment - The Employer shall furnish personal safety equipment for the employee's use. The Employer may require the employee to reimburse the Employer the cost to replace the equipment in cases of obvious misuse or inattention. Personal safety equipment shall include, but not limited to, eye protection, hard hats, traffic vests and gloves where needed. The City Safety Committee should be referred to for recommendations concerning safety equipment.

9.6 Foul Weather Gear - The Employer shall furnish foul weather gear where needed. The Employer may require the employee to reimburse the Employer the cost to replace the equipment in cases of obvious misuse or inattention.

9.7 Showers - Showers shall be provided for those employees working with sewers or with toxic materials.

9.8 Performance of Duty - Nothing contained in this Agreement shall be construed to give an employee the right to strike and no employee shall strike nor shall he refuse to perform assigned duties to the best of his ability. Violation of this Section may result in disciplinary action.

9.9 Safety - The Employer and employees shall comply with all safety requirements pertaining to any applicable job classifications.

ARTICLE X – MANAGEMENT RIGHTS

10.1 The Employer has the authority to adopt rules for the operation of the Department and conduct of its employees, provided such rules are not in conflict with the provisions of this Agreement or with applicable law. The Union shall be given an appropriate amount of time to review and request bargaining, as they determine needed, on proposed rules and policies.

10.2 The Employer has the right to schedule overtime work as required in a manner most advantageous to the Employer and consistent with the requirements of municipal employment and the public interest.

10.3 Every incidental duty connected with operations enumerated in job descriptions is not always specifically described, nevertheless, it is intended that all such duties shall be performed by the employee.

- 10.4 The Employer reserves the right to hire, promote, to discipline or discharge for just cause. The Employer reserves the right to lay off for lack of work or funds, or the occurrence of conditions beyond the control of the Employer, or where such continuation of work would be wasteful and unproductive.
- 10.5 The Employer has the right to assign work and determine the duties of employees, to schedule hours of work, to determine the number of personnel to be assigned at any time, and to perform all other functions not expressly limited by this Agreement.

ARTICLE XI – WARNING NOTICE, SUSPENSION AND DISCHARGE

- 11.1 The Employer will adhere to the principals of progressive discipline (verbal warning, written warning, suspension, termination). Further, the Employer shall not discharge, demote or suspend any employee without just cause and without having previously issued a written warning notice to the employee affected; provided however the parties recognize theft, gross insubordination, selling, transporting or use of illegal narcotics and intoxication while on duty or other conduct of parallel magnitude may result in immediate discharge without a written warning notice. A written warning notice shall set forth the complaint against the employee and shall be presented to the employee with a copy forwarded to the Union. Warning notices shall not remain in effect for a period of more than twelve (12) months from date of said warning notice. Warning notices, to be considered valid, must be issued within ten (10) working days after the discovery of the occurrence claimed by the Employer in such warning notice.

ARTICLE XII – GRIEVANCE PROCEDURE

- 12.1 The sole and exclusive method of adjusting all matters pertaining to the proper application and interpretation of any and all of the provisions of this Agreement and/or any other issues in dispute between the parties shall be by utilizing the following procedure:
- 12.1.1 STEP 1 - The Union shall present the grievance to the employee's immediate Supervisor within fifteen (15) working days of its occurrence, or the date the employee should have reasonably known of its occurrence, the supervisor can request the grievance be reduced to writing, or it shall not be subject to the grievance procedure. The Supervisor shall attempt to resolve the grievance within ten (10) working days. If not so resolved, the grievance may proceed to STEP 2.
- 12.1.2 STEP 2 - If the grievance is not resolved at STEP I, the Union may refer the grievance to the City Manager within fifteen (15) working days of the conclusion of STEP I. The grievance shall be reduced to writing and shall include a statement of the basis of the grievance and/or the Section(s) of the contract allegedly violated and the relief requested. A meeting may be called to discuss the grievance by either party. If the Union representative and the City Manager are unable to resolve the grievance within ten (10) working days of its submission to the City Manager or after the STEP 2 meeting is held (whichever comes later), the City Manager shall submit in writing the reasons for denying the grievance to the Union. Upon receipt of the City Manager's response the Union may proceed to STEP 3.
- 12.1.3 STEP 3 - In the event of the failure of the Union representative and City Manager to reach a satisfactory adjustment within the specified time periods set forth in Sections 12.1.1 and 12.1.2, either party may refer the matter within ten (10) working days to a third (3rd) neutral party who shall serve as an impartial arbitrator. In the event the Union representative and City Manager cannot mutually agree upon the third (3rd) neutral party, they shall petition the Public Employment Relations Commission to submit a list of nine (9) names of qualified arbitrators from which the parties shall alternately strike names until only one (1) name remains. The right to strike first shall

be determined by the flip of a coin. The remaining name shall serve as the impartial arbitrator who shall conduct a hearing and issue a decision, which shall be final and binding upon all parties to the dispute. The arbitrator may only render a decision on issues addressed within this Agreement.

- 12.2 Each party shall bear the expense of presenting its own case. The expenses of the arbitrator shall be borne equally by the Employer and the Union.
- 12.3 If the Employer is the grieving party, the same procedure set forth above shall apply except the roles of the Union and the Employer shall be reversed.

ARTICLE XIII – SEPARABILITY AND SAVINGS

- 13.1 Should any provision of this Agreement be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement as it relates to persons or circumstances other than those to which it has been held invalid shall not be affected thereby. In the event that any provision of this Agreement is held invalid or enforcement of or compliance with has been restrained, as hereinbefore set forth, the Employer and the Union shall enter into immediate collective bargaining negotiations upon the request of either party for the purpose of arriving at a mutually satisfactory replacement for such provision during the period of invalidity or restraint. In the event the Employer and the Union fail to reach an agreement as to a replacement for such provision, such dispute shall be submitted to the grievance procedure for final resolution.

ARTICLE XIV – DURATION

- 14.1 This Agreement shall be in full force and effect from January 1, 2020, through December 31, 2022.
- 14.2 No less than ninety (90) calendar days prior to December 1, 2022, the Employer and the Union shall meet for the purpose of negotiating changes to this Agreement.
- 14.3 Notwithstanding Sections 14.1 and 14.2, this Agreement may be opened by mutual agreement between the Employer and the Union to negotiate specific provisions of this Agreement.

PUBLIC, PROFESSIONAL & OFFICE-
CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

CITY OF CARNATION, WASHINGTON

By _____
Scott A. Sullivan, Secretary-Treasurer

By _____
Amy Arrington, City Manager

Date _____

Date _____

APPENDIX "A"
 to the
AGREEMENT
 by and between
 CITY OF CARNATION, WASHINGTON
 and
 PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
 TEAMSTERS LOCAL UNION NO. 763
 (Representing the Public Works and Office-Technical Employees)

January 1, 2020 through December 31, 2022

THIS APPENDIX is supplemental to the AGREEMENT by and between the CITY OF CARNATION, WASHINGTON, hereafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS TEAMSTERS LOCAL UNION NO 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

A.1 Effective January 1, 2020, the monthly rates of pay for each pay grade for classifications and the longevity bonus covered by this Agreement, shall reflect the following pay scale for all positions which includes a 2.3% increase due to the minimum of 2% proposed.

2020 Pay Rates (2.3% increase)	<i>(CPI-U, All Items, Seattle-Tacoma-Bellevue Area, June 2018 through June 2019)</i>						
CLASSIFICATION	STEP A 00-06m	STEP B 07-12m	STEP C 13-24m	STEP D 25-48m	STEP E 49-72m	STEP F 73-96m	STEP G 97m+
Public Works Field Superintendent	\$5,915.79	\$6,152.42	\$6,398.52	\$6,654.46	\$6,920.64	\$7,197.46	\$7,485.36
	<i>(monthly salary)</i>						
Treasurer	\$5,137.54	\$5,343.04	\$5,556.76	\$5,779.03	\$6,010.19	\$6,250.60	\$6,500.63
	<i>(monthly salary)</i>						
Public Works Crew Lead	\$4,387.15	\$4,562.64	\$4,745.15	\$4,934.95	\$5,132.35	\$5,337.64	\$5,551.15
<i>hourly rate</i>	\$25.31	\$26.32	\$27.38	\$28.47	\$29.61	\$30.79	\$32.03
Journeyman (Maintenance Worker III)	\$4,151.73	\$4,317.80	\$4,490.51	\$4,670.13	\$4,856.94	\$5,051.22	\$5,253.26
<i>hourly rate</i>	\$23.95	\$24.91	\$25.91	\$26.94	\$28.02	\$29.14	\$30.31
Maintenance Worker II	\$3,870.00	\$4,024.80	\$4,185.80	\$4,353.23	\$4,527.36	\$4,708.45	\$4,896.79
<i>hourly rate</i>	\$22.33	\$23.22	\$24.15	\$25.11	\$26.12	\$27.16	\$28.25
Maintenance Worker I	\$3,680.54	\$3,827.76	\$3,980.87	\$4,140.10	\$4,305.71	\$4,477.93	\$4,657.05
<i>hourly rate</i>	\$21.23	\$22.08	\$22.97	\$23.89	\$24.84	\$25.83	\$26.87
Office Supervisor	\$4,386.50	\$4,561.96	\$4,744.44	\$4,934.22	\$5,131.59	\$5,336.85	\$5,550.32
<i>hourly rate</i>	\$25.31	\$26.32	\$27.37	\$28.47	\$29.61	\$30.79	\$32.02
Accounting Clerk III/Office Specialist	\$4,063.50	\$4,226.04	\$4,395.08	\$4,570.88	\$4,753.72	\$4,943.87	\$5,141.62
<i>hourly rate</i>	\$23.44	\$24.38	\$25.36	\$26.37	\$27.43	\$28.52	\$29.66
Accounting Clerk II	\$3,870.00	\$4,024.80	\$4,185.80	\$4,353.23	\$4,527.36	\$4,708.45	\$4,896.79
<i>hourly rate</i>	\$22.33	\$23.22	\$24.15	\$25.11	\$26.12	\$27.16	\$28.25
Accounting Clerk I/Office Assistant II	\$3,680.54	\$3,827.76	\$3,980.87	\$4,140.10	\$4,305.71	\$4,477.93	\$4,657.05
<i>hourly rate</i>	\$21.23	\$22.08	\$22.97	\$23.89	\$24.84	\$25.83	\$26.87

2020 Pay Rates (2.3% Increase)	(CPI-U, All Items, Seattle-Tacoma-Bellevue Area, June 2018 through June 2019)						
CLASSIFICATION	STEP A 00-06m	STEP B 07-12m	STEP C 13-24m	STEP D 25-48m	STEP E 49-72m	STEP F 73-96m	STEP G 97m+
Office Assistant I	\$2,949.73	\$3,067.72	\$3,190.43	\$3,318.05	\$3,450.77	\$3,588.80	\$3,732.35
<i>hourly rate</i>	\$17.02	\$17.70	\$18.41	\$19.14	\$19.91	\$20.70	\$21.53
Public Works Assistant/Laborer	\$2,949.73	\$3,067.72	\$3,190.43	\$3,318.05	\$3,450.77	\$3,588.80	\$3,732.35
<i>hourly rate</i>	\$17.02	\$17.70	\$18.41	\$19.14	\$19.91	\$20.70	\$21.53

LONGEVITY BONUS	
After first nine (9) years of service	\$75.39
After fourteen (14) years of service	\$150.83
After nineteen (19) years of service	\$226.15

- A.2 Effective January 1, 2021, the monthly rates of pay for each pay grade for classifications of work and the longevity bonus covered by this Agreement, shall be increased by one hundred percent (100%) of the percentage increase in the Seattle-Tacoma-Bellevue Area Consumer Price Indexes average, June 2019 through June 2020 but in no case shall the increase be less than two percent (2.0%) or more than five percent (5%). The index used shall be the Consumer Price Index for All Urban Consumers (CPI-U), All Items, Revised Series (1982-84=100) as published by the Bureau of Labor Statistics.
- A.3 Effective January 1, 2022, the monthly rates of pay for each pay grade for classifications of work and the longevity bonus covered by this Agreement, shall be increased by one hundred percent (100%) of the percentage increase in the Seattle-Tacoma-Bellevue Area Consumer Price Indexes average, June 2020 through June 2021 but in no case shall the increase be less than two percent (2.0%) or more than five percent (5%). The index used shall be the Consumer Price Index for All Urban Consumers (CPI-U), All Items, Revised Series (1982-84=100) as published by the Bureau of Labor Statistics.
- A.4 STEP Increases – STEPS A to B, B to C, C to D, D to E, E to F, and F to G are STEP increases which become effective upon completion of the specified months of employment identified in Section A.1.
- A.5 Longevity Bonus – In addition to the hourly rates of pay provided for in Appendix “A”, employees shall receive a monthly Longevity Bonus based upon their years of service with the Employer as follows:
 After the first nine (9) years of service with the Employer, an employee shall receive per month in addition to their regular wage as follows: 2020 – seventy-five dollars and thirty-nine cents (\$75.39). The above dollar amount shall be increased by June – June CPI-U for 2021, and 2022.

 After fourteen (14) years of service with the Employer, an employee shall receive per month in addition to their regular wage as follows: 2020 – one hundred fifty dollars and eighty-three cents (\$150.83). The above dollar amount shall be increased by June – June CPI-U for 2021, and 2022.

 After nineteen (19) years of service with the Employer, an employee shall receive per month in addition to their regular wage as follows: 2020 – two hundred twenty-six dollars and fifteen cents (\$226.15) The above dollar amount shall be increased by June – June CPI-U for 2021, and 2022.

*The Longevity Bonus is increased each year at the same Consumer Price Index (CPI-U) rate as wages. (This reflects the current practice)

- A.6 Step Placement Upon Promotion - An employee who is promoted to a higher paid classification shall be placed into the lowest pay STEP in the higher classification which provides for at least a five percent (5%) pay increase. Promotion to a higher classification shall not modify an employee's anniversary date for future STEP advancements.

PUBLIC, PROFESSIONAL & OFFICE-
CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

CITY OF CARNATION, WASHINGTON

By _____
Scott A. Sullivan, Secretary-Treasurer

By _____
Amy Arrington, City Manager

Date _____

Date _____

LETTER OF UNDERSTANDING

by and between

CITY OF CARNATION, WASHINGTON

And

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

(Representing Public Works and Office-Technical Employees)

January 1, 2020 through December 31, 2022

IT IS UNDERSTOOD AND AGREED by the parties, City of Carnation, Washington (hereafter “the Employer”), and Teamsters Local Union No. 763 (hereafter “the Union”), enter into this agreement as follows:

1. Article VIII – (HEALTH AND WELFARE INSURANCE BENEFITS) shall be amended as follow:

8.1.4 Domestic Partner Coverage – Effective September 1, 2017 based on August hours the Employer shall pay one hundred percent (100%) of the monthly premiums necessary to purchase domestic partner health and welfare, dental, and vision insurance coverages for each employees legal domestic partner under the currently existing health and welfare program made available under the Washington Teamsters Welfare Trust.

All of the other sections of Article VIII (HEALTH AND WELFARE INSURANCE BENEFITS) shall remain the same as stated in the current contract.

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

CITY OF CARNATION, WASHINGTON

By _____
Scott A. Sullivan, Secretary-Treasurer

By _____
Amy Arrington, City Manager

Date _____

Date _____



MEMORANDUM

To: Carnation City Council

Subject: Biennial Budget

Origin: Amy Arrington, City Manager

Date Submitted: 05/14/2020

Agenda Date: 05/19/2020

The City Council has expressed its interest in using a biennial budget. The first step in making this change is the adoption of an ordinance modifying the budget format. Staff has prepared a draft ordinance for the City Council and would like the opportunity to review before it is adopted.

Process

- Cities must declare its decision to use a biennial budget at least six months prior to the beginning of the biennium period.
- The City can revert to an annual budget, by similar fashion, at the conclusion of a biennium.
- When using a biennial budget, the City must conduct a mid-biennium review.
 - For cities - the review can be no sooner than 8 months after the start of the biennium and be concluded no later than the first year of the biennium. Essentially the mid-biennium review needs to occur between September 1 and December 31 of the 1st year.
- A mid-biennium review must:
 - Consist of any proposed modifications to the adopted biennial budget.
 - Be in the form of an ordinance (if any changes are proposed).
- A biennial budget can be amended like an annual budget. In short, the City will not need to wait for the mid-biennium review.

Benefits of a Two-Year Budget

- Provides an opportunity for better long-range and strategic financial planning.
- Consolidates efforts invested in the budget development and approval process.
- Implemented in non-election years.

Challenges with Two-Year Budgeting

- Software Limitations – The City's financial software is not designed for a two-year budget so additional staff work will be required.
- Difficulty in Forecasting – Both revenues and expenditures.
- Will require discipline.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF CARNATION, WASHINGTON, ESTABLISHING A BIENNIAL BUDGET BEGINNING JANUARY 1, 2021, FOR THE 2021-2022 BUDGET BIENNIUM, AND ADDING A NEW CHAPTER 3.02 BIENNIAL BUDGET TO TITLE 3 OF THE CARNATION MUNICIPAL CODE AND AMENDING OTHER SECTIONS OF THE CARNATION MUNICIPAL CODE TO REFLECT THE NEW BIENNIAL BUDGET.

WHEREAS, the City of Carnation currently prepares and manages its budget on an annual basis; and

WHEREAS, pursuant to RCW 35A.34, the Municipal Biennial Budget Act, the Washington State Legislature has authorized the City to establish, by ordinance, a biennial budget and to provide the means for modification of such budget in lieu of the annual budget; and

WHEREAS, biennial budgeting will provide an opportunity for better long-range and strategic financial planning and consolidation of efforts invested in the budget development and approval process, thereby improving services to the citizens of Carnation; and

WHEREAS, RCW 35A.34.040 provides that an ordinance establishing the two-year fiscal biennium budget for the City of Carnation must be adopted at least six months prior to the commencement of the fiscal biennium; and

WHEREAS, various sections of the Carnation Municipal Code reference an annual budget and, therefore, establishment of a biennial budget requires housekeeping amendments to ensure consistency in the municipal code; and

WHEREAS, the City Council finds that it is in the best interests of the City of Carnation to utilize a fiscal biennium budget beginning January 1, 2021;

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

Section 1. Biennial Budget Established – Amendment to Title 3 Revenue and Finance. A new Chapter 3.02 Biennial Budget, is added to Title 3 establishing a two-year biennium budget beginning January 1, 2021, as set forth below:

Chapter 3.02 BIENNIAL BUDGET

Sections:

- 3.02.010 Two-year fiscal biennium budget established**
- 3.02.020 Adoption procedures for two-year biennium budget preparation**
- 3.02.030 Mid-biennial review and modification**

3.02.010 Two-year fiscal biennium budget established.

Pursuant to RCW 35A.34.040, the city council hereby establishes for the City of Carnation a two-year fiscal biennium budget beginning with the two-year biennium which commences on January 1, 2021.

3.02.020 Adoption procedures for two-year biennium budget preparation.

The 2021-2022 biennial budget and all subsequent budgets shall be prepared, considered, and adopted according to the provisions of this chapter and Chapter 35A.34 RCW, as presently constituted or as hereinafter amended, which is hereby adopted by reference.

3.02.030 Mid-biennial review and modification.

A. Pursuant to RCW 35A.34.130, the city council hereby provides for a mid-biennial review and modification of the fiscal biennium budget.

B. No sooner than eight months after the start of the first year of the fiscal biennium, nor later than the first regularly scheduled city council meeting in November of the first year of each fiscal biennium, if appropriate, the city manager shall prepare a proposed budget modification and shall provide for publication of notice of hearings consistent with publication of notices for adoption of other City ordinances. The city manager shall distribute such proposed

budget modification to the members of the city council, which shall become a public record and copies shall be made available to the public upon request.

C. A public hearing regarding the modification shall be advertised at least once and shall be held at a City Council meeting no later than the first Tuesday in December and may be continued from time-to-time. At the public hearing or thereafter, the city council may consider a proposed ordinance to adopt such modification as it deems appropriate. The ordinance adopting the modification shall be subject to the provisions of RCW 35A.34.120.

D. A complete copy of the budget modification as adopted shall be transmitted to the state auditor and the Association of Washington Cities.

Section 2. Housekeeping Amendments to Chapter 2.04 CMC Appointive Offices. Section 2.04.010 Establishment is amended as follows:

....

B. The city manager shall be appointed by the city council pursuant to Chapter 35A.13 RCW. All other appointments of the forgoing shall be made by the city manager subject to any applicable city ordinance or regulation. All appointments shall be made on the basis of ability and training or experience of the appointees in the duties they are to perform from among persons qualified to act in such capacities or as otherwise required in this chapter. The city manager shall have the power of removal of such appointees, subject to any applicable ordinance. The compensation for each of the aforesaid officers and positions shall be that established ~~each year~~ in the ~~annual~~ budget or salary ordinance of the city. Any office may be filled on a contract, interim or part-time basis.

Section 3. Housekeeping Amendments to CMC Title 3 CMC Revenue and Finance.

The following sections of Title 3 are amended as follows:

A. Section 3.04.033 – Revenue stabilization fund—Operation is amended as follows:

A. The city manager's ~~annual~~ budget proposal shall include a recommendation for a contribution amount to the revenue stabilization fund as deemed appropriate and within policy guidelines as may be established by the city council.

....

B. Section 3.04.040 – Garbage Fund—Creation is stricken in its entirety.

C. Section 3.04.050 – Garbage Fund—Deposits is stricken in its entirety.

D. Section 3.04.090 – Parks development fund—Created—Use is amended as follows:

There is created a special revenue fund, designated as "fund 108," to be known as the parks development fund, into which all park mitigation and impact fees, cash in lieu of park land dedications, and other funds and receipts authorized for deposit into such fund by action of the city council, and from which all appropriate disbursements for park development and improvement be made, as authorized by the city council in the ~~annual~~ city budget.

Section 4. Housekeeping Amendments to Chapter 12.13 CMC Cemetery.

A. Section 12.13.015 – Cemetery manager/sexton is amended as follows:

There is created the position of cemetery manager/sexton. It shall be the duty and responsibility of the cemetery manager/sexton to schedule burials; order graves opened and closed; coordinate plot ownership; record burials; process burial permits; prepare and administer the cemetery budget; assist in burial site selection and payment; sell grave plots; consult with bereaved families; and coordinate the layout, operation and maintenance of cemetery grounds. The city manager shall appoint or retain a suitable person or firm to serve as cemetery manager/sexton. The compensation for the position shall be as provided in the ~~annual~~ budget of the city.

Section 5. Housekeeping Amendments to Chapter 19.04 CMC Public Corporations.

A. Section 19.04.140 – Board review and concurrence is amended as follows:

....

7. Adoption of an ~~annual~~ budget consistent with Chapter 3.02 CMC and a separate capital budget;

....

Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take

effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

APPROVED by the Carnation City Council this ____ day of _____, 2020.

MAYOR, KIMBERLY LISK

ATTEST/AUTHENTICATED:

CITY CLERK, MARY MADOLE

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____
J. ZACHARY LELL

FILED WITH THE CITY CLERK: 05/08/2020
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:.....
ORDINANCE NO.



City of Carnation Meeting Calendar and Preliminary Agendas

This list is intended to be used for planning purposes only. Agenda items and dates may change.

5/21/2020 Parks Board

7:00 PM, videoconference.

Origin:

Staff: City Planner

Firm Date?

5/26/2020 Planning Board

UNFINISHED BUSINESS

DISCUSSION Continued review of proposed amendments to Chapter 15.32 CMC "Non-conforming Situations".

Origin: 2020 Docket

Staff: City Planner

Firm Date?

DISCUSSION Continued review of proposed amendment to Section 15.64.015 CMC to adopt 2007 FEMA NFIP FIRM.

Origin: City Planner

Staff: City Planner

Firm Date?

NEW BUSINESS

DISCUSSION Proposed amendments to Chapter 15.32 CMC "Non-conforming Situations".

Origin: 2020 Docket

Staff: City Planner

Firm Date?

5/27/2020 SVGA

Videoconference, hosted by City of North Bend.

Origin:

Staff:

Firm Date?

6/2/2020 City Council

AGENDA BILLS

ORDINANCE Establishing a two-year fiscal biennium budget. (must be adopted by June 30 to implement starting 2021)

Origin: Council of the Whole

Staff: City Manager

Firm Date?

RESOLUTION Approving Terms of Sale for the Old Maintenance Shop.

Origin: City Manager

Staff: City Manager

Firm Date?

OTHER BUSINESS

DISCUSSION 2018 Washington Building Codes (adoption due before 07/01/2020, postponed to 11/01/2020 due to COVID-19)

Origin: City Manager

Staff: City Clerk

Firm Date?

DISCUSSION Review of draft 2021 TIP and 2021-2026 STIP.

Origin: City Manager

Staff: City Clerk

Firm Date?

DISCUSSION 2020 Budget Amendment.

Origin: City Manager

Staff: Treasurer

Firm Date?

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.

Origin: Council of the Whole

Staff: City Manager

Firm Date?

6/16/2020 City Council**AGENDA BILLS**

ORDINANCE	2020 Budget Amendment. <i>Origin:</i> Finance & Operations <i>Staff:</i> Treasurer <i>Firm Date?</i> <input type="checkbox"/>
ORDINANCE	Adopting the 2018 Washington State Building Codes. (adoption due before 07/01/2020, postponed to 11/01/2020 due to COVID-19) <i>Origin:</i> City Manager <i>Staff:</i> City Manager <i>Firm Date?</i> <input type="checkbox"/>
RESOLUTION	Adopting 2021 TIP and 2021-2026 STIP. <i>Origin:</i> City Manager <i>Staff:</i> City Clerk <i>Firm Date?</i> <input type="checkbox"/>
RESOLUTION	Adopt revised Fire Fees. <i>Origin:</i> City Manager <i>Staff:</i> City Manager <i>Firm Date?</i> <input type="checkbox"/>

PUBLIC HEARING

DISCUSSION	2021-2026 STIP. <i>Origin:</i> City Manager <i>Staff:</i> City Clerk <i>Firm Date?</i> <input type="checkbox"/>
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WORKSHOP

DISCUSSION	2021 Budget goals and funding priorities. <i>Origin:</i> City Manager <i>Staff:</i> City Manager <i>Firm Date?</i> <input type="checkbox"/>
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6/23/2020 Planning Board**NEW BUSINESS**

DISCUSSION	Review proposed amendments to Comp Plan Chapters 7 & 9. <i>Origin:</i> 2020 Docket <i>Staff:</i> City Planner <i>Firm Date?</i> <input type="checkbox"/>
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7/7/2020 City Council**OTHER BUSINESS**

DISCUSSION	Review of the 2020 Update to the Carnation Comprehensive Emergency Management Plan. (due in December?) <i>Origin:</i> <i>Staff:</i> City Manager <i>Firm Date?</i> <input type="checkbox"/>
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WORKSHOP

DISCUSSION	5:30 Workshop prior to regular meeting, first Tuesday of each month. <i>Origin:</i> Council of the Whole <i>Staff:</i> City Manager <i>Firm Date?</i> <input type="checkbox"/>
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7/21/2020 City Council**AGENDA BILLS**

RESOLUTION	Adopting the 2020 Update to the Carnation Comprehensive Emergency Management Plan. (due in December?) <i>Origin:</i> <i>Staff:</i> City Manager <i>Firm Date?</i> <input type="checkbox"/>
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7/21/2020 Planning Board**PUBLIC HEARING**

DISCUSSION	Proposed 2020 Amendments to Comprehensive Plan Chapters 7 & 9, and Land Use Code Chapters 15.18, 15.32, & 15.64. <i>Origin:</i> 2020 Docket <i>Staff:</i> City Planner <i>Firm Date?</i> <input type="checkbox"/>
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RECOMMENDATION

MOTION	Recommendation to City Council regarding 2020 Amendments to Comprehensive Plan Chapters 7 & 9, and Land Use Code Chapters 15.18, 15.32, & 15.64. <i>Origin:</i> 2020 Docket <i>Staff:</i> City Planner <i>Firm Date?</i> <input type="checkbox"/>
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8/4/2020 City Council**OTHER BUSINESS**

DISCUSSION	Review of Planning Board recommendation for 2020 Amendments to Comprehensive Plan (Chapters 7 & 9), and Land Use Code Chapters 15.18, 15.32, and 15.64. <i>Origin:</i> City Manager <i>Staff:</i> City Planner <i>Firm Date?</i> <input type="checkbox"/>
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DISCUSSION	ILA with King County for District Court Services. <i>Origin:</i> City Manager <i>Staff:</i> City Manager <i>Firm Date?</i> <input type="checkbox"/>
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WORKSHOP

DISCUSSION	5:30 Workshop prior to regular meeting, first Tuesday of each month. <i>Origin:</i> Council of the Whole <i>Staff:</i> City Manager <i>Firm Date?</i> <input type="checkbox"/>
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8/18/2020 City Council**AGENDA BILLS**

MOTION Approving ILA with King County for District Court Services.
Origin: City Manager *Staff:* City Manager *Firm Date?*

PUBLIC HEARING

DISCUSSION Recommended amendments to Comprehensive Plan and Land Use Code (CP Chapters 7 & 9; CMC Chapters 15.18, 15.32, & 15.64 CMC)
Origin: City Manager *Staff:* City Planner *Firm Date?*

8/25/2020 Planning Board**NEW BUSINESS**

DISCUSSION Proposed amendments to Chapter 15.76 CMC "Screening, Landscaping, and Trees"
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

DISCUSSION Proposed amendments to Chapter 15.48 CMC "Density & Dimensions" related to garage setbacks in MU zone.
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

9/1/2020 City Council**AGENDA BILLS**

ORDINANCE Adoption of recommended amendments to Comprehensive Plan and Land Use Code (CP Chapters 7 & 9; CMC Chapters 15.18, 15.32, & 15.64 CMC)
Origin: City Manager *Staff:* City Planner *Firm Date?*

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole *Staff:* City Manager *Firm Date?*

9/15/2020 City Council

Regular meeting.
Origin: *Staff:* *Firm Date?*

9/22/2020 Planning Board**UNFINISHED BUSINESS**

DISCUSSION Continued review of proposed amendments to Chapter 15.76 CMC "Screening, Landscaping, and Trees".
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

DISCUSSION Continued review of proposed amendments to Chapter 15.48 CMC "Density & Dimensions" related to garage setbacks in MU zone.
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

10/6/2020 City Council**OTHER BUSINESS**

DISCUSSION Review of 2021 Proposed Preliminary Budget.
Origin: City Manager *Staff:* City Manager *Firm Date?*

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole *Staff:* City Manager *Firm Date?*

10/20/2020 City Council**OTHER BUSINESS**

DISCUSSION Continued review of 2021 Proposed Preliminary Budget.
Origin: City Manager *Staff:* City Manager *Firm Date?*

10/27/2020 Planning Board**PUBLIC HEARING**

DISCUSSION Proposed amendments to Land Use Code Chapters 15.48 & 15.76.
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

RECOMMENDATION

MOTION Recommendation to City Council regarding amendments to Land Use Code Chapters 15.48 & 15.76.
Origin: 2020 Docket *Staff:* *Firm Date?*

11/3/2020 City Council

PUBLIC HEARING

DISCUSSION 2021 Preliminary Budget & Revenue Sources.
Origin: City Manager *Staff:* City Manager *Firm Date?*

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole *Staff:* City Manager *Firm Date?*

11/17/2020 City Council

AGENDA BILLS

ORDINANCE Adopting 2021 Property Tax Levy.
Origin: City Manager *Staff:* City Clerk *Firm Date?*

RESOLUTION Certifying the budget for the 2021 Property Tax Levy.
Origin: City Manager *Staff:* City Clerk *Firm Date?*

PUBLIC HEARING

DISCUSSION 2021 Budget.
Origin: City Manager *Staff:* City Manager *Firm Date?*

11/24/2020 Planning Board

Regular meeting.
Origin: *Staff:* City Planner *Firm Date?*

12/1/2020 City Council

AGENDA BILLS

ORDINANCE Adopting 2021 Budget.
Origin: City Manager *Staff:* Treasurer *Firm Date?*

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole *Staff:* City Manager *Firm Date?*

12/15/2020 City Council

Regular meeting.
Origin: *Staff:* *Firm Date?*

12/22/2020 Planning Board

Regular meeting.
Origin: *Staff:* City Planner *Firm Date?*

9/6/2022 City Council

OTHER BUSINESS

DISCUSSION CaTV Tax 5.04.030(F)&(H).
Origin: Ordinance 914 *Staff:* City Manager *Firm Date?*
