



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, April 8, 2024
7:30 PM

Location

Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the March 25, 2024 Regular Council Meeting. (page 3-5)
- b. Approve the March 2024 invoices as described in the Fund Transaction Summary Report in the amount of \$1,058,545.29. (page 6-7)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Amended Job Descriptions for Deputy Clerk I and Deputy Clerk II, New Job Description and corresponding Memorandum of Understanding for adding Lead Deputy Clerk. (page 8-19)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>2Q24</u>	<u>3Q24</u>	<u>4Q24</u>	<u>1Q25</u>
April 08	July 08	October 14	January 13
April 22	July 22	October 28	January 27
May 13	August 12	Tuesday, November 12	February 10
Tuesday, May 28	August 26	November 25	February 24
June 10	September 09	December 09	March 10
June 24	September 23	December 23	March 24

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

City Council may add and take action on other items not listed on this Agenda.

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, John Whalen, and Ellen Rose.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Senior Operator Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph

- Police Chief Charlie Worley

Police Chief Charlie Worley gave a verbal report.

- Public Works Senior Operator Tyler Stone

Public Works Senior Operator Tyler Stone gave a verbal report.

- City Engineer Tom Gower

City Engineer Tom Gower gave a verbal report.

- Clerk-Treasurer Carie Cuttonaro

- 1. Expenditure, Revenue, Cash & Investments Reports

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

- 1. Request to hold a TBD Meeting on April 8, 2024 at 7:00 PM.

Mayor Helenberg gave a verbal report.

TBD Meeting will be held on April 8, 2024 at 7:00 PM.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Rose made a motion, seconded by Lee, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

- a. Approve the minutes of the March 11, 2024 Regular Council Meeting.

8. OLD BUSINESS

9. NEW BUSINESS

- a. Agreement for purchased services, janitorial cleaning services, with ABM Industry Groups, LLC. The term of the agreement is for one year: March 29, 2024 through March 28, 2025. The cost of service would be \$497.23 per month (\$5,966.76 for the year) for the downstairs section of City Hall, including the foyer, building & planning room, restrooms, and finance department.

Councilmembers Rose and Lee provided questions. Clerk-Treasurer Carie Cuttonaro responded.

Councilmember Lee made a motion, seconded by Rose, to approve the agreement for janitorial services with ABM Industry Groups, LLC. After further discussion, motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

- b. Request to award bid for roof replacement on the library.

Mayor Helenberg and Public Works Senior Operator Tyler Stone presented.

Councilmember Kessler made a motion, seconded by Whalen, to award the bid for roof replacement on the Library to The Roof Doctor. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

- c. Request from the Street Art Committee of the Castle Rock Community Development Alliance (CRCDA) to allow artwork, as provided in examples, to be attached to a section of fencing located on the trail.

Councilmembers Kessler, Rose, and Lee provided questions and comments. Mayor Helenberg, Public Works Senior Operator Tyler Stone and Clerk-Treasurer Carie Cuttonaro responded.

Councilmember Rose made a motion, seconded by Lee, to approve the Street Art Committee's request to place artwork on a section of fence on the trail. Motion carried by roll call vote.

Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

10. OTHER BUSINESS

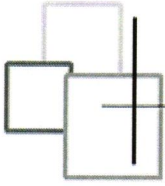
Cowlitz County Commissioner Rick Dahl provided comment.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:54 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2024 - Mar - Apr - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$127,645.72
100	Street Fund	\$24,571.04
115	Building Code Account Fund	\$3,526.28
120	Visitor Center Fund	\$433.89
130	Library Fund	\$12,552.16
145	Local Criminal Justice Fund	\$198.47
170	DOT Spoil Site Fund	\$1,852.83
400	Water/Sewer Operating Fund	\$229,176.51
410	Regional Water System Fund	\$52,956.37
420	Stormwater Management Fund	\$9,702.43
430	Regional Water Capital Improvement	\$87.50
435	Muni Water Capital Improvement	\$149,431.90
470	Muni Sewer Capital Imprv Reserve	\$444,415.40
475	Boat Launch Facility Fund	\$863.51
631	Utility Deposit Fund	\$4.31
634	State Custodial Pass-Thru Fund	\$1,126.97
	Count: 16	\$1,058,545.29

As of this date, 4/8/2024, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

General Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#1064-3/2024	8,476.07	3/25/2024
Adjustment/EFT	EFT#1065-3/2024	180.34	3/4/2024
Adjustment/EFT	EFT#1066-3/2024	101,396.00	3/27/2024
Adjustment/EFT	EFT#1067-3/2024	6,999.00	3/11/2024
Claims	Check 55130 - 55133	1,410.82	3/14/2024
Claims	Check 55134	1,263.26	3/20/2024
Claims	Check 55135	1,435.66	3/29/2024
Claims	Check 55136 - 55205	743,444.11	3/29/2024
		<u>864,605.26</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 1255977	20,850.00	3/15/2024
Mid-Month Draw	Taxes	4,570.00	3/15/2024
EOM Payroll	Nacha # 1270856	63,017.15	3/29/2024
EOM Payroll	Check 26618 - 26648	77,233.94	3/29/2024
EOM Payroll	Taxes	28,259.94	3/29/2024
UNUM Tax	Check 26649	9.00	3/29/2024
Uniform Allowance	Check		
Uniform Allowance	Taxes		
Accrued - Quarterly Payroll Tax - L&I			
Accrued - Quarterly Payroll Tax - ESD			
Accrued - Quarterly Payroll Tax - PFML			
Accrued - Quarterly Payroll Tax - WA CARES			
		<u>193,940.03</u>	

TBD Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#		
Adjustment/EFT	EFT#		
Claims	Check -	-	
Claims	Check	-	
		<u>-</u>	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	1,058,545.29	3/1/2024 - 3/29/2024
Fund Transaction Summary Report	1,058,545.29	
Balance Check (s/b -0-)	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member

City of Castle Rock

Job Description

Title	Deputy Clerk I
Reports to	Clerk-Treasurer and Public Works Director
Department	Job shared: Finance and Public Works
CBA	Teamsters Clerical Bargaining Unit
Status	Full-time
FLSA	Non-exempt

Summary

The Deputy Clerk I position is a shared position between the Finance and Public Works departments and is primarily responsible for providing support functions for both clerical and financial accounting duties within the Finance Office as well as providing a variety of professional administrative support duties for the Public Works Director to optimize workflow within both locations.

Finance Office: This position aids the public, city staff and others, as needed, and has both assigned and independent duties. The Deputy Clerk I prepares accounts payable vouchers, processes utility payments, prepares accounts receivable statements, maintains grant and loan files, prepares transcription of city council minutes, prepares cash reports, bank reconciliations, daily reconciliation of credit card payments and cash drawer, maintains files for records management and retrieval, and maintains supplies. The Deputy Clerk I performs duties as the office receptionist responsible for answering a multi-line telephone and assisting the public with questions.

Public Works: Examples of duties include assisting with grant applications, file management, transcribing minutes, data research, assisting with budget preparation, serve as office receptionist, assist with public inquiries or requests for service, prepare and disseminate correspondence, memoranda, and forms, assist the Public Works Director in completion of various state reports and maintain various project files.

Essential Job Functions

Finance Duties

- Issue various types of permits such as building, business license, rights-of-way, etc.
- Prepare and file monthly and quarterly tax reports.
- Receive various revenue payments, recording appropriately per WA State BARS requirements.
- Process special event permit applications.
- Record expenditures and reimburse petty cash.
- Complete documentation for new and outgoing utility customer accounts, assist with pursuing collection of delinquent accounts, assist utility customers with questions pertaining to account balances, and update contact information.
- Perform a daily reconciliation of cash drawer and credit card payments.
- Prepare account payable vouchers, assigning proper State of Washington BARS coding, verifying invoice accuracy, and obtaining proper endorsements prior to payment in accordance with city policy.

Public Works Duties

- Maintain weekly job record.
- Support and facilitate the completion of various reports (i.e., Washington State Department of Health and Washington State Department of Ecology.)

- Assist the Public Works Director in the completion of formal grant and loan applications and presentations.
- Maintain and clean Public Works Administrative Office.
- Maintain ongoing programs such as cross connection, small works roster, sidewalk, and site obstruction issues for the Public Works Department.

Other Job Functions

- Provide excellent and friendly customer service.
- Initial point of reference for queries, requests, or issues integral to administrative and clerical issues.
- Perform all duties as prescribed by law or as directed by the Clerk-Treasurer and Public Works Director.
- Answer multi-line telephone and directs calls, takes messages, or assists, when necessary and appropriate.
- Familiarity with Finance, Public Works, and City-wide operations and facilities.
- Use various office equipment including base radio, 10-key calculator, copy machine, computer, facsimile, postage meter and other general office machines.
- Develop and maintain spreadsheets and presentations.
- Develop and maintain a functional filing system.
- Maintain levels of office supplies, placing orders as needed.
- Communicates citizen requests, complaints, or safety issues to appropriate supervisor for corrective action.
- Provide administrative support.
- File and maintain various documents, such as payment vouchers, interlocal agreements, contracts, grants, and other city records.
- Respond to requests for information from the public, outside agencies, city staff and officials.
- Maintain grant and loan project files in accordance with Washington State accounting practices and agency contract agreements.
- Prepare correspondence, memoranda, and other documents from rough drafts, tape transcriptions or via oral instruction.
- Ability to maintain confidentiality of sensitive information.
- Work within established guidelines, policies, and procedures.
- All other duties that may be assigned.

Supervision Received & Exercised

Supervision received from Public Works Director, Clerk-Treasurer, or Lead Deputy Clerk in the absence of the Clerk-Treasurer.

No supervisory responsibilities.

Education & Experience

High School diploma, or GED, and at least one year of responsible customer service, accounting experience, or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the duties of the job. Government and/or banking experience is preferred.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of computers and electronic data processing.
- B. Knowledge of modern office practices and procedures; demonstrated ability to operate all office equipment at an acceptable level of proficiency.
- C. Knowledge of governmental accounting principles and practices.

- D. Knowledge of City, State, County organizations, structure, operations, policies, and objectives.
- E. Knowledge of Washington State BARS is preferred.
- F. Knowledge of principles and procedures of record keeping and filing to include both hard and electronic copies.
- G. Skill to operate listed tools and equipment.
- H. Strong and accurate mathematical skills; ability to perform mathematical computations accurately and quickly.
- I. Ability to communicate effectively verbally and in writing.
- J. Ability to understand and follow oral and written instructions.
- K. Ability to work independently with little or no supervision.
- L. Ability to maintain accurate written records.
- M. Ability to maintain confidentiality of sensitive finance department information.
- N. Ability to establish and maintain successful working relations with elected officials, supervisors, employees, vendors, and the public.
- O. Ability to work accurately under pressure and meet deadlines with frequent interruptions.
- P. Ability to physically perform essential job functions.

Additional Abilities

- Ability to make decisions using sound judgement in accordance with established policies and procedures.
- Demonstrate proficiency with Microsoft's Excel spreadsheets and Office suite and become proficient with job-related software.
- A Washington State Labor and Industries First Aid/CPR card is preferred.
- Work effectively independently and as part of a team.
- The ability to operate a 10-key calculator by touch at a minimum of 10,000 KPH with 100% accuracy is preferred.
- The ability to type at 60 WPM with 100% accuracy is preferred.

Special Requirements

- Must be bondable.
- Must have and maintain a valid Washington State Driver's License, with an acceptable driving record.
- Must pass a pre-employment drug and alcohol screening, and background investigation.

Tools and Equipment Used

Personal computer and/or laptop, including MS Office and Google word processing and spreadsheet software and internet applications; 10-key calculator, multi-line phone, copy machine, postage machine, desk scanner, base radio, and other general office equipment.

Physical Demands

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

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear. The employee is occasionally required to walk and climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Additional physical activities include seeing, bending, walking, grasping, repetitive motions of hands, wrists, typing, crouching, stooping, kneeling, twisting, and lifting.

The noise level in the work environment is moderate. Prolonged exposure to a computer monitor.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

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

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Castle Rock

Job Description

Title	Deputy Clerk II
Department	Finance
Reports to	Clerk-Treasurer
CBA	Teamsters Clerical Bargaining Unit
Status	Full-time
FLSA	Non-exempt

Summary

This is a technical position requiring self-motivation and the ability to use independent judgement. With direction from the Clerk-Treasurer, performs a variety of duties relating to preparation of budgetary reporting and updates, maintaining utility billing and accounting records, and performs secretarial duties for the Mayor and City Council. Requires thorough knowledge of the department's policies and procedures as well as City Ordinances. This position is the main backup to the Deputy Clerk I position.

Essential Job Functions

Finance Duties

- Prepare periodic financial, statistical, or operational reports as assigned.
- Enter various financial data into the software system for monthly fund calculations.
- Audits accounts payable process.
- Perform a daily reconciliation of cash drawer.
- Maintain accurate monthly and annual financial reports for audit and historic data purposes.
- Receive various revenue payments, recording appropriately per WA State BARS requirements.
- Complete documentation for new and outgoing utility customer accounts, assist with pursuing collection of delinquent accounts, assist utility customers with questions pertaining to account balances, and update contact information.

Building & Planning, Zoning, Code Enforcement

- Receive and process all permit applications, forwarding to applicable team members as appropriate.
- Issue permits upon approval.
- Assist the City's Building Inspector, Building Official, Planner, & Engineer.
- Maintain files, write correspondence, and prepare files for scheduled inspections.
- Send monthly billings for accrued costs due from applicants.
- Executive Secretary to the City's Planning Commission: create & post agendas/packets, host/attend evening meetings, type minutes and maintain files.
- Maintain & document code enforcement through use of internal program, issuing notices as appropriate.

Business Licensing

- Process incoming requests through WA State DOR as appropriate.
- Issue permits upon approval.

Other Job Functions

- Provide excellent and friendly customer service.

- Answer public inquiries regarding City Ordinances, utility billing processes/procedures, City Council actions, etc., assisting the public or referring them to the proper department or agency.
- File documents, such as correspondence, vouchers, and receipts.
- Issue permits and licenses such as rights-of-way, and fireworks.
- Type correspondence (with accuracy), memoranda, council minutes and other office documents from rough drafts or oral instructions.
- Assist with 1099 preparation.
- All other duties as assigned.

Supervision Received & Exercised

Supervision received from Clerk-Treasurer, or Lead Deputy Clerk in the absence of the Clerk-Treasurer.
No supervisory responsibilities.

Education and Experience

High School diploma, or GED, and three years of progressively responsible customer service, accounting experience, or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the duties of the job. Government and/or banking experience is preferred.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of computers and electronic data processing.
- B. Knowledge of modern office practices and procedures; demonstrated ability to operate all office equipment at an acceptable level of proficiency.
- C. Knowledge of governmental accounting principles and practices.
- D. Knowledge of City, State, County organizations, structure, operations, policies, and objectives.
- E. Knowledge of Washington State BARS is preferred.
- F. Skill to operate listed tools and equipment.
- G. Strong and accurate mathematical skills; ability to perform mathematical computations accurately and quickly.
- H. Ability to communicate effectively verbally and in writing.
- I. Ability to understand and follow oral and written instructions.
- J. Ability to work independently with little or no supervision.
- K. Ability to maintain accurate written records.
- L. Knowledge of principles and procedures of record keeping and filing to include both hard and electronic copies.
- M. Ability to maintain confidentiality of sensitive finance department information.
- N. Ability to establish and maintain successful working relations with elected officials, supervisors, employees, vendors, and the public.
- O. Ability to work accurately under pressure and meet deadlines with frequent interruptions.
- P. Ability to physically perform essential job functions.
- Q. Prior experience in building or construction is preferred.
- R. City, State and Federal policies and ordinances regarding accounting principles, zoning/building regulations, and other assigned functions.

Additional Abilities

- Ability to make decisions using sound judgement in accordance with established policies and procedures.

- Demonstrate proficiency with Microsoft's Excel spreadsheets and Office suite and become proficient with job-related software.
- Work effectively independently and as part of a team.
- Ability to operate a 10-key calculator by touch at a minimum speed of 12,000 KPH with 100% accuracy is preferred.
- Ability to type at 60 WPM with 100% accuracy is preferred.

Special Requirements

- Must be bondable.
- Must have and maintain a valid Washington State Driver's License, with an acceptable driving record.
- Must pass a pre-employment drug and alcohol screening, and background investigation.

Tools and Equipment Used

Personal computer and/or laptop, including MS Office and Google word processing and spreadsheet software and internet applications; 10-key calculator, multi-line phone, copy machine, postage machine, desk scanner, base radio, and other general office equipment.

Physical Demands

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

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear. The employee is occasionally required to walk and climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Additional physical activities include seeing, bending, walking, grasping, repetitive motions of hands, wrists, typing, crouching, stooping, kneeling, twisting, and lifting.

The noise level in the work environment is moderate. Prolonged exposure to a computer monitor.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

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

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Castle Rock

Job Description

Title	Lead Deputy Clerk
Department	Finance
Reports to	Clerk-Treasurer
CBA	Teamsters Clerical Bargaining Unit
Status	Full-time
FLSA	Non-exempt

Summary

The Lead Deputy Clerk (LDC) assists the Clerk-Treasurer and is responsible for varied and complex financial duties, including some of the duties of the Clerk-Treasurer in their absence. The LDC performs a variety of duties to prepare and maintain accounting, budget, payroll, utility billing and fiscal records. This position uses the Budget, Accounting, and Reporting System (BARS) to code entries and transactions within the City's financial software. Confidentiality is a requirement of the LDC position due to payroll administration and various human resource functions. Work is primarily independent. Requires thorough knowledge of the department's policies and procedures as well as City Ordinances.

Essential Job Functions

Finance Duties

- Prepare periodic financial, statistical, or operational reports as assigned.
- Enter various financial data into the software system for monthly fund calculations.
- Perform various duties such as but not limited to bank reconciliations and discuss accounts with financial institutions for deposit errors, etc. Not a signer on bank accounts.
- Perform daily reconciliation of cash drawer.
- Assist Clerk-Treasurer with contract management.
- Maintain accurate records of City's vehicles and equipment, including insurance.

Utility Billing

- Process new accounts and account closures.
- Process monthly utility bills and all associated components.
- Post billing and cash adjustments.
- Responsible for utility accounts and collection activities including resolution of customer complaints.
- Maintain Utility Customer Deposit records, receiving deposits and issuing refunds as required.

Payroll Duties

- Process monthly payroll and all associated components.
- Submit monthly Public Employees Retirement System (PERS) and Law Enforcement Officers & Fire Fighters (LEOFF) reports.
- Maintain leave accrual summary for vacation, sick leave, and comp time.
- Submit monthly, quarterly, and annual reports to state & federal governments as needed.
- Implement all changes in IRS and employment laws.
- Manage new employee paperwork.
- Manage change requests.
- Process annual W-2 tax forms.
- Maintain L&I claims and report employer portion of accidents/claim reports.

Other Duties

- Trains all new employees on all job duties, except those specific to Building & Planning.
- Process miscellaneous billings monthly.
- Backup other Finance positions and provide overall support as needed.
- Process monthly and annual reports for utility billing, budget, payroll, and miscellaneous billing.
- Provide excellent and friendly customer service.
- Issue permits and licenses such as: building, and fireworks permits; and business licenses.
- Type correspondence (with accuracy), memoranda, council minutes and other office documents from rough drafts or oral instructions.
- Answer telephone, operate base radio, calculator, copy machine, computer, fax machine and other general office machines with accuracy and courteously.
- Answer public inquiries regarding City Ordinances, utility billing processes/procedures, City Council actions, etc., assisting the public or referring them to the proper department/agency.
- File documents, such as correspondence, vouchers, and receipts.
- Maintain ledger sheets/portfolio of investments showing interest earnings and totals.
- All other duties that may be assigned.

Supervision Received & Exercised

Receives supervision from Clerk-Treasurer. No supervisory responsibilities, except during absence of Clerk-Treasurer.

Education, Experience & Training

High school diploma, or GED, five years of progressively responsible accounting and supervisory experience, or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the duties of the job. Government and/or banking experience is preferred. A college degree is preferred.

Necessary Knowledge, Skills, and Abilities:

- A. Knowledge of computers and electronic data processing.
- B. Knowledge of modern office practices and procedures; demonstrated ability to operate all equipment at an acceptable level of proficiency.
- C. Knowledge of governmental accounting principles and practices.
- D. Knowledge of City, State, County organizations, structure, operations, policies, and objectives.
- E. Knowledge preferred:
 - Federal and State employment laws
 - Washington State Department of Retirement requirements
 - IRS employee regulations
 - Washington State BARS
- F. Skill to operate listed tools and equipment.
- G. Strong and accurate mathematical skills; ability to perform mathematical computations accurately and quickly.
- H. Ability to communicate effectively verbally and in writing.
- I. Ability to understand and follow oral and written instructions.
- J. Ability to work independently with little or no supervision.
- K. Ability to maintain accurate written records.

- L. Knowledge of principles and procedures of record keeping and filing to include both hard and electronic copies.
- M. Ability to maintain confidentiality of sensitive personnel, payroll, and finance department information.
- N. Ability to establish successful working relationships with elected officials, supervisors, employees, vendors, and the public.
- O. Ability to work accurately under pressure and meet deadlines with frequent interruptions.
- P. Ability to physically perform essential job functions.
- Q. Prior experience in delinquent utility account collection.

Additional Abilities

- Ability to de-escalate situations while making sound judgement decisions in accordance with established policies and procedures.
- Establish and maintain effective working relations with other employees, vendors, and the public.
- Work effectively independently and as part of a team.
- Demonstrate proficiency with Microsoft's Excel spreadsheets and Office suite and become proficient with job-related software.
- The ability to operate a 10-key calculator by touch at a minimum of 14,000 KPH with 100% accuracy is preferred.
- The ability to type at 60 WMP with 100% accuracy is preferred.

Special Requirements

- Must be bondable.
- Must have and maintain a valid Washington State Driver's License, with an acceptable driving record.
- Must pass a pre-employment drug and alcohol screening, and background investigation.

Tools and Equipment Used

Personal computer and/or laptop, including MS Office and Google word processing and spreadsheet software and internet applications; 10-key calculator, multi-line phone, copy machine, postage machine, desk scanner, base radio, and other general office equipment.

Physical Demands

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

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear. The employee is occasionally required to walk and climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Additional physical activities include seeing, bending, walking, grasping, repetitive motions of hands/wrists, typing, crouching, stooping, kneeling, twisting, and lifting.

The noise level in the work environment is moderate. Prolonged exposure to a computer monitor.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

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

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE
CITY OF CASTLE ROCK – CLERICAL

AND

CHAUFFEURS, TEAMSTERS AND HELPERS, LOCAL #58
AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

This Memorandum of Understanding (MOU) made and entered into by and between the City of Castle Rock and Chauffeurs, Teamsters and Helpers, Local Union #58 affiliated with the International Brotherhood of Teamsters, as part of the parties' 2023-2026 Collective Bargaining Agreement (CBA), as a result of a new job description. The parties hereby agree to the following provisions:

1. With respect to Article 6 – Seniority, Recall and Promotion of the current contract, the City and Union agree to add the classification of "Lead Deputy Clerk".
2. With respect to Article 13 – Salaries, Section 1, add "Lead Deputy Clerk" shall receive ten percent (10%) above the top step Deputy Clerk II pay throughout the term of this agreement.
3. The Lead Deputy Clerk classification shall be applicable to all other language in the Collective Bargaining Agreement not identified above and any section not identified above shall remain unchanged.

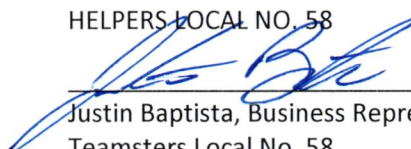
By entering into this MOU, neither party is waiving any inherent collective bargaining rights, either now or in the future. The parties also hereby agree that this MOU should not be accorded any precedential value whatsoever in any future disputes that may arise between the parties except to enforce this MOU.

Dated this _____ day of _____, 2024.

CITY OF CASTLE ROCK

Paul Helenberg, Mayor of Castle Rock

CHAUFFEURS, TEAMSTERS AND
HELPERS LOCAL NO. 58

 4-3-24

Justin Baptista, Business Representative
Teamsters Local No. 58