



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, March 24, 2025
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

- a. Fair Housing Month (page 3)
- b. Crime Victims Awareness Week (page 4)

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
- Expenditure, Revenue, Cash & Investments Reports (page 5-9)

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 10, 2025 Regular Council Meeting. (page 10-11)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Updated Personnel Policy (page 12-85)

b. Resolution No. 2025-02, a resolution of the City Council of the City of Castle Rock, Washington, amending Schedules 4 and 5 of the City's Master Fee Schedule. (page 86-117)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>2Q25</u>	<u>3Q25</u>	<u>4Q25</u>	<u>1Q26</u>
April 14	July 14	October 13	January 12
April 28	July 28	October 27	January 26
May 12	August 11	November 10	February 09
Tuesday, May 27	August 25	November 24	February 23
June 09	September 08	December 08	March 09
June 23	September 22	December 22	March 23

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.

Proclamation

FOR
FAIR HOUSING MONTH
April 2025

WHEREAS, on April 11, 1968 the Fair Housing Act was enacted into law, recognizing that no American should have their right to purchase or rent shelter of choice abridged because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity; and

WHEREAS, The City of Castle Rock is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS, equality of opportunity for all is a fundamental policy of this nation and our state and our community; and

WHEREAS, the location that people live has a direct impact on the quality of their health, education, and access to economic opportunities; and

WHEREAS, discriminatory housing practices create racial and economic segregation in communities that can lead to disparate outcomes in overall quality of life; and

WHEREAS, The City of Castle Rock believes that access to fair housing laws have made our communities stronger and more vibrant in Washington State; and

WHEREAS, we are committed to programs that will help educate the public about the right to equal housing in the State of Washington; and

WHEREAS, we are committed to promoting housing choices and fostering inclusive communities free from housing discrimination.

THEREFORE, BE IT RESOLVED, as Mayor of the City of Castle Rock, I hereby proclaim the month of April 2025 as Fair Housing Month and thank the many people in or community who aspire to open the doors of opportunity of housing to all people free from any discrimination.

Signed on this 24th day of March, 2025,

Paul Helenberg, Mayor, City of Castle Rock

Proclamation

FOR

CRIME VICTIMS' AWARENESS WEEK

April 6th – 12th 2025

WHEREAS, crime affects individuals, families, and communities in profound and varied ways, often leaving lasting physical, emotional, and social challenges;

WHEREAS, the concept of kinship underscores the connections that build bridges to support services, and shared strength among survivors, advocates, and communities;

WHEREAS, kinship is the foundation of victim advocacy, inspiring trauma-informed care that meets survivors where they are;

WHEREAS, through kinship, we build peer networks and community alliances that empower survivors, foster resilience, and offer pathways to healing;

WHEREAS, kinship reminds us of the strength that comes from connection, the importance of listening to every voice, and the power we have to create lasting change when we work together.

THEREFORE, I, Paul Helenberg, as Mayor of the City of Castle Rock, do hereby proclaim April 6-12, 2025, as Crime Victims' Rights Week in Castle Rock, Washington. This proclamation reaffirms our dedication to building connections, standing in kinship with survivors, and creating a future where healing and hope are within reach for everyone.

Signed on this 24th day of March, 2025,

Paul Helenberg, Mayor
City of Castle Rock, Washington

2025 Expenditures

<u>Fund</u>	<u>Sub</u>	<u>#</u>	<u>January</u>	<u>February</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Expended</u>
General	Legislative	010 0 010	7,310.07	5,959.47	13,269.54	87,158.00	73,888.46	15.22%
	Municipal	010 0 020	9,012.76	4,444.58	13,457.34	95,510.00	82,052.66	14.09%
	Financial	010 0 030	20,019.85	11,837.31	31,857.16	165,355.00	133,497.84	19.27%
	Law Enforcement	010 0 040	212,753.20	75,339.50	288,092.70	1,335,759.00	1,047,666.30	21.57%
	Parks	010 0 060	4,223.17	449.58	4,672.75	23,863.00	19,190.25	19.58%
	Building/Planning	010 0 070	15,841.22	11,569.55	27,410.77	150,030.00	122,619.23	18.27%
	Non-Departmental	010 0 099	35,248.67	13,216.31	48,464.98	480,423.00	431,958.02	10.09%
General Total		010	304,408.94	122,816.30	427,225.24	2,338,098.00	1,910,872.76	18.27%
Streets		100	17,328.39	21,781.84	39,110.23	326,053.00	286,942.77	12.00%
Building Code		115	2,476.37	2,000.91	4,477.28	48,590.00	44,112.72	9.21%
Visitor Center		120	2,365.12	634.41	2,999.53	20,689.00	17,689.47	14.50%
Library		130	8,057.56	1,288.47	9,346.03	17,090.00	7,743.97	54.69%
Criminal Justice		140	-	-	-	1,667.00	1,667.00	0.00%
Local Criminal Justice		145	5,486.00	13,430.45	18,916.45	76,300.00	57,383.55	24.79%
Accumulative Reserve		150	-	-	-	-	-	0.00%
CDBG Grant/Home Rehab Proj		160	-	-	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	7,294.75	10,086.39	17,381.14	126,645.00	109,263.86	13.72%
Public Works Vehicle Replacement		180	-	-	-	45,000.00	45,000.00	0.00%
Police Vehicle Replacement		185	-	-	-	-	-	0.00%
Drug Enforcement		190	-	-	-	-	-	0.00%
Low Income Housing		195	-	-	-	-	-	0.00%
Swimming Pool Construction		300	-	-	-	-	-	0.00%
REET Construction		310	-	-	-	93,600.00	93,600.00	0.00%
Street Construction		320	-	7,599.80	7,599.80	3,790,464.00	3,782,864.20	0.20%
Water/Sewer Operating		400	217,698.48	154,624.16	372,322.64	2,235,472.00	1,863,149.36	16.66%
Regional Water System		410	72,160.83	32,044.14	104,204.97	710,186.00	605,981.03	14.67%
Stormwater Management		420	17,636.77	13,376.07	31,012.84	197,139.00	166,126.16	15.73%
Stormwater Capital		425	-	-	-	256,500.00	256,500.00	0.00%
Regional Water Capital		430	18.38	525.00	543.38	135,225.00	134,681.62	0.40%
Muni Water Capital Improvement		435	55,802.02	105,429.10	161,231.12	1,618,200.00	1,456,968.88	9.96%
Water Bond Reserve		440	-	-	-	-	-	0.00%
Sewer Bond Reserve		450	-	-	-	-	-	0.00%
Sewer Loan Reserve Fund		460	-	-	-	-	-	0.00%
Short Lived Asset Reserve Fund		463	-	-	-	-	-	0.00%
Emerg Repair/Replace Res Fund		465	-	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve		470	-	-	-	118,100.00	118,100.00	0.00%
Boat Launch Facility		475	4,817.52	7,225.03	12,042.55	46,389.00	34,346.45	25.96%
Utility Deposit		631	320.00	283.76	603.76	12,000.00	11,396.24	5.03%
Transportation Benefit District		632	4,837.00	32,000.00	36,837.00	279,147.00	242,310.00	13.20%
TBD Capital Project		633	-	-	-	-	-	0.00%
State Custodial Pass-Thru Fund		634	903.07	833.20	1,736.27	24,980.00	23,243.73	6.95%
		Totals	721,611.20	525,979.03	1,247,590.23	12,518,534.00	11,270,943.77	9.97%
Balance Check			721,611.20	525,979.03	1,247,590.23	12,518,534.00	11,270,943.77	
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2025 Revenue

<u>Fund</u>	<u>#</u>	<u>January</u>	<u>February</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Received</u>
General	010	159,050.72	123,861.34	282,912.06	2,128,098.00	1,845,185.94	13.29%
Streets	100	3,438.32	3,141.66	6,579.98	314,860.00	308,280.02	2.09%
Building Code	115	4,352.49	301.48	4,653.97	55,000.00	50,346.03	8.46%
Visitor Center	120	1,598.87	835.27	2,434.14	17,000.00	14,565.86	14.32%
Library	130	693.75	380.36	1,074.11	2,450.00	1,375.89	43.84%
Criminal Justice	140	1,201.30	109.30	1,310.60	4,451.00	3,140.40	29.45%
Local Criminal Justice	145	5,307.37	6,315.24	11,622.61	58,000.00	46,377.39	20.04%
Accumulative Reserve	150	51.56	49.90	101.46	-	(101.46)	0.00%
CDBG Grant/Home Rehab Proj	160	532.85	520.38	1,053.23	-	(1,053.23)	0.00%
DOT Spoils Site	170	180.13	356.54	536.67	93,000.00	92,463.33	0.58%
Public Works Vehicle Replacement	180	-	-	-	45,000.00	45,000.00	0.00%
Police Vehicle Replacement	185	78.58	76.03	154.61	10,000.00	9,845.39	1.55%
Drug Enforcement	190	7.37	7.13	14.50	200.00	185.50	7.25%
Low Income Housing	195	169.43	3,166.33	3,335.76	3,000.00	(335.76)	111.19%
Swimming Pool Construction	300	424.81	413.46	838.27	-	(838.27)	0.00%
REET Capital Fund	310	2,619.38	228.11	2,847.49	30,000.00	27,152.51	9.49%
Street Construction	320	-	4.75	4.75	3,790,464.00	3,790,459.25	0.00%
Water/Sewer Operating	400	163,565.54	179,772.88	343,338.42	2,141,669.00	1,798,330.58	16.03%
Regional Water System	410	30,267.45	88,046.32	118,313.77	710,186.00	591,872.23	16.66%
Stormwater Management	420	13,576.23	13,915.37	27,491.60	174,900.00	147,408.40	15.72%
Stormwater Capital	425	61.39	26.14	87.53	238,500.00	238,412.47	0.04%
Regional Water Capital	430	3,326.58	327.92	3,654.50	43,225.00	39,570.50	8.45%
Muni Water Capital Improvement	435	2,828.78	2,350.03	5,178.81	107,500.00	102,321.19	4.82%
Water Bond Reserve	440	540.22	527.50	1,067.72	-	(1,067.72)	0.00%
Sewer Bond Reserve	450	837.34	817.40	1,654.74	-	(1,654.74)	0.00%
Sewer Loan Reserve Fund	460	51.56	49.90	101.46	-	(101.46)	0.00%
Short Lived Asset Reserve Fund	463	122.77	118.81	241.58	-	(241.58)	0.00%
Muni Sewer Cap Impr Reserve	470	248.00	216.23	464.23	52,500.00	52,035.77	0.88%
Boat Launch Facility	475	850.68	402.92	1,253.60	11,600.00	10,346.40	10.81%
Utility Deposit	631	446.27	761.97	1,208.24	12,000.00	10,791.76	10.07%
Transportation Benefit District	632	13,288.45	15,391.54	28,679.99	150,285.00	121,605.01	19.08%
State Custodial Pass-Through Fund	634	606.07	893.20	1,499.27	24,980.00	23,480.73	6.00%
Totals		410,324.26	443,385.41	853,709.67	10,218,868.00	9,365,158.33	8.35%
Balance Check		410,324.26	443,385.41	853,709.67	10,218,868.00	9,365,158.33	
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2025 Expense/Revenue Comparison

Expenses					Revenue								
Fund	#	Actuals	Budget	% Expended	Actuals	Budget	% Received	Budget Revenue Less	% of Budget	Actual Revenue Less	% of Actual	Revenue	Expended
								Actual Expenses	Expended	Actual Expenses	Expended		
General Total	010	427,225.24	2,338,098.00	18.27%	282,912.06	2,128,098.00	13.29%	1,700,872.76	20.08%	(144,313.18)	151.01%		
Streets	100	39,110.23	326,053.00	12.00%	6,579.98	314,860.00	2.09%	275,749.77	12.42%	(32,530.25)	594.38%		
Building Code	115	4,477.28	48,590.00	9.21%	4,653.97	55,000.00	8.46%	50,522.72	8.14%	176.69	96.20%		
Visitor Center	120	2,999.53	20,689.00	14.50%	2,434.14	17,000.00	14.32%	14,000.47	17.64%	(565.39)	123.23%		
Library	130	9,346.03	17,090.00	54.69%	1,074.11	2,450.00	43.84%	(6,896.03)	381.47%	(8,271.92)	870.12%		
Criminal Justice	140	-	1,667.00	0.00%	1,310.60	4,451.00	29.45%	4,451.00	0.00%	1,310.60	0.00%		
Local Criminal Justice	145	18,916.45	76,300.00	24.79%	11,622.61	58,000.00	20.04%	39,083.55	32.61%	(7,293.84)	162.76%		
Accumulative Reserve	150	-	-		101.46	-		-		101.46	0.00%		
CDBG Grant/Home Rehab Proj	160	-	1,000.00	0.00%	1,053.23	-		-		1,053.23	0.00%		
DOT Spoils Site	170	17,381.14	126,645.00	13.72%	536.67	93,000.00	0.58%	75,618.86	18.69%	(16,844.47)	3238.70%		
Public Works Vehicle Replacement	180	-	45,000.00	0.00%	-	45,000.00	0.00%	45,000.00	0.00%	-			
Police Vehicle Replacement	185	-	-		154.61	10,000.00	1.55%	10,000.00	0.00%	154.61	0.00%		
Drug Enforcement	190	-	-		14.50	200.00	7.25%	200.00	0.00%	14.50	0.00%		
Low Income Housing	195	-	-		3,335.76	3,000.00	111.19%	3,000.00	0.00%	3,335.76	0.00%		
Swimming Pool Construction	300	-	-		838.27	-		-		838.27	0.00%		
REET Construction	310	-	93,600.00	0.00%	2,847.49	30,000.00	9.49%	30,000.00	0.00%	2,847.49	0.00%		
Street Construction	320	7,599.80	3,790,464.00	0.20%	4.75	3,790,464.00	0.00%	3,782,864.20	0.20%	(7,595.05)	159995.79%		
Water/Sewer Operating	400	372,322.64	2,235,472.00	16.66%	343,338.42	2,141,669.00	16.03%	1,769,346.36	17.38%	(28,984.22)	108.44%		
Regional Water System	410	104,204.97	710,186.00	14.67%	118,313.77	710,186.00	16.66%	605,981.03	14.67%	14,108.80	88.08%		
Stormwater Management	420	31,012.84	197,139.00	15.73%	27,491.60	174,900.00	15.72%	143,887.16	17.73%	(3,521.24)	112.81%		
Stormwater Capital	425	-	256,500.00	0.00%	87.53	238,500.00	0.04%	238,500.00	0.00%	87.53	0.00%		
Regional Water Capital	430	543.38	135,225.00	0.40%	3,654.50	43,225.00	8.45%	42,681.62	1.26%	3,111.12	14.87%		
Muni Water Capital Improvement	435	161,231.12	1,618,200.00	9.96%	5,178.81	107,500.00	4.82%	(53,731.12)	149.98%	(156,052.31)	3113.29%		
Water Bond Reserve	440	-	-		1,067.72	-		-		1,067.72	0.00%		
Sewer Bond Reserve	450	-	-		1,654.74	-		-		1,654.74	0.00%		
Sewer Loan Reserve Fund	460	-	-		101.46	-		-		101.46	0.00%		
Short Lived Asset Reserve Fund	463	-	-		241.58	-		-		241.58	0.00%		
Muni Sewer Cap Impr Reserve	470	-	118,100.00	0.00%	464.23	52,500.00	0.88%	52,500.00	0.00%	464.23	0.00%		
Boat Launch Facility	475	12,042.55	46,389.00	25.96%	1,253.60	11,600.00	10.81%	(442.55)	103.82%	(10,788.95)	960.64%		
Utility Deposit	631	603.76	12,000.00	5.03%	1,208.24	12,000.00	10.07%	11,396.24	5.03%	604.48	49.97%		
Transportation Benefit District	632	36,837.00	279,147.00	13.20%	28,679.99	150,285.00	19.08%	113,448.00	24.51%	(8,157.01)	128.44%		
State Custodial Pass-Thru Fund	634	1,736.27	24,980.00	6.95%	1,499.27	24,980.00	6.00%	23,243.73	6.95%	(237.00)	115.81%		
		1,247,590.23	12,518,534.00	9.97%	853,709.67	10,218,868.00	8.35%	8,971,277.77	12.21%	(393,880.56)	146.14%		
Balance Check		1,247,590.23	12,518,534.00		853,709.67	10,218,868.00		8,971,277.77		(393,880.56)			
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Cash and Investment Activity

Period: 2025 - Feb
Period Totals

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
010 General Fund	(\$55,342.44)	\$894,774.49	\$120,822.19	\$125,855.45	(\$57,336.55)	\$897,813.64	\$840,477.09
011 Petty Cash/Change Fund	\$760.00	\$0.00	\$0.00	\$0.00	\$760.00	\$0.00	\$760.00
100 Street Fund	\$3,954.49	\$0.00	\$3,141.66	\$21,781.84	(\$14,685.69)	\$0.00	(\$14,685.69)
115 Building Code Account Fund	\$27,601.00	\$62,263.00	\$90.00	\$2,212.39	\$25,690.09	\$62,474.48	\$88,164.57
120 Visitor Center Fund	\$5,363.12	\$11,893.00	\$794.87	\$674.81	\$5,523.58	\$11,933.40	\$17,456.98
130 Library Fund	\$637.06	\$6,996.00	\$356.60	\$1,312.23	(\$294.81)	\$7,019.76	\$6,724.95
140 Criminal Justice Fund	\$14,189.20	\$32,181.00	\$0.00	\$109.30	\$14,189.20	\$32,290.30	\$46,479.50
145 Local Criminal Justice Fund	\$46,651.25	\$106,337.00	\$5,954.07	\$13,791.62	\$39,174.87	\$106,698.17	\$145,873.04
150 Accumulative Reserve Fund	\$7,299.57	\$14,691.00	\$0.00	\$49.90	\$7,299.57	\$14,740.90	\$22,040.47
160 CDBG Grant/Home Rehab Project	\$66,182.44	\$153,210.00	\$0.00	\$520.38	\$66,182.44	\$153,730.38	\$219,912.82
170 DOT Spoil Site Fund	\$7,421.03	\$23,786.00	\$275.75	\$10,167.18	(\$2,389.61)	\$23,866.79	\$21,477.18
180 Public Works Vehicle Replacement	\$846.53	\$0.00	\$0.00	\$0.00	\$846.53	\$0.00	\$846.53
185 Police Vehicle Replacement Fund	\$10,081.71	\$22,387.00	\$0.00	\$76.03	\$10,081.71	\$22,463.03	\$32,544.74
190 Drug Enforcement Fund	\$1,316.07	\$2,099.00	\$0.00	\$7.13	\$1,316.07	\$2,106.13	\$3,422.20
195 Low Income Housing Fund	\$21,432.62	\$48,971.00	\$3,000.00	\$166.33	\$24,432.62	\$49,137.33	\$73,569.95
300 Swimming Pool Const Fund, 1987	\$53,074.14	\$121,728.00	\$0.00	\$413.46	\$53,074.14	\$122,141.46	\$175,215.60
310 REET Capital Fund	\$23,916.37	\$67,160.00	\$0.00	\$228.11	\$23,916.37	\$67,388.11	\$91,304.48
320 Street Construction Capital Fund	\$664.15	\$1,399.00	\$0.00	\$7,604.55	(\$6,935.65)	\$1,403.75	(\$5,531.90)
400 Water/Sewer Operating Fund	\$288,734.62	\$687,694.00	\$177,437.11	\$156,959.93	\$311,547.57	\$690,029.77	\$1,001,577.34
410 Regional Water System Fund	\$184,236.47	\$435,843.00	\$86,565.97	\$33,524.49	\$238,758.30	\$437,323.35	\$676,081.65
420 Stormwater Management Fund	\$12,687.93	\$14,691.00	\$13,865.47	\$13,425.97	\$13,177.33	\$14,740.90	\$27,918.23
425 Stormwater Capital Reserve Fund	\$33,389.77	\$7,695.00	\$0.00	\$26.14	\$33,389.77	\$7,721.14	\$41,110.91
430 Regional Water Capital Improvement	\$41,853.54	\$96,543.00	\$0.00	\$852.92	\$41,328.54	\$96,870.92	\$138,199.46
435 Muni Water Capital Improvement	\$717,658.01	\$691,892.00	\$0.00	\$107,779.13	\$612,228.91	\$694,242.03	\$1,306,470.94
440 Water Bond Reserve Fund	\$67,128.01	\$155,308.00	\$0.00	\$527.50	\$67,128.01	\$155,835.50	\$222,963.51
450 Sewer Bond Reserve Fund	\$103,530.96	\$240,658.00	\$0.00	\$817.40	\$103,530.96	\$241,475.40	\$345,006.36
460 Sewer Loan Reserve Fund	\$6,875.62	\$14,691.00	\$0.00	\$49.90	\$6,875.62	\$14,740.90	\$21,616.52
463 Short Lived Asset Reserve Fund	\$15,941.68	\$34,979.00	\$0.00	\$118.81	\$15,941.68	\$35,097.81	\$51,039.49
470 Muni Sewer Capital Imprv Reserve	\$27,836.96	\$63,662.00	\$0.00	\$216.23	\$27,836.96	\$63,878.23	\$91,715.19
475 Boat Launch Facility Fund	\$10,655.81	\$25,885.00	\$315.00	\$7,312.95	\$3,745.78	\$25,972.92	\$29,718.70
631 Utility Deposit Fund	\$25,633.36	\$59,465.00	\$320.00	\$245.73	\$25,909.60	\$59,666.97	\$85,576.57
632 Transportation Benefit District Fund	\$174,326.09	\$0.00	\$15,391.54	\$32,000.00	\$157,717.63	\$0.00	\$157,717.63
633 TBD Capital Project Fund	\$3,456.17	\$0.00	\$0.00	\$0.00	\$3,456.17	\$0.00	\$3,456.17
634 State Custodial Pass-Thru Fund	\$1,366.07	\$0.00	\$893.20	\$833.20	\$1,426.07	\$0.00	\$1,426.07
	\$1,951,359.38	\$4,098,881.49	\$429,223.43	\$539,661.01	\$1,854,843.78	\$4,112,803.47	\$5,967,647.25



Investments Activity

Period: 2025 - Feb
Period Totals: Period

Fund	Description	Beginning Balance	Investments Acquired	Liquidated	Reinvested Interest	Ending Balance
010	General Fund	\$894,774.49	\$0.00	\$0.00	\$3,039.15	\$897,813.64
011	Petty Cash/Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100	Street Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115	Building Code Account Fund	\$62,263.00	\$0.00	\$0.00	\$211.48	\$62,474.48
120	Visitor Center Fund	\$11,893.00	\$0.00	\$0.00	\$40.40	\$11,933.40
130	Library Fund	\$6,996.00	\$0.00	\$0.00	\$23.76	\$7,019.76
140	Criminal Justice Fund	\$32,181.00	\$0.00	\$0.00	\$109.30	\$32,290.30
145	Local Criminal Justice Fund	\$106,337.00	\$0.00	\$0.00	\$361.17	\$106,698.17
150	Accumulative Reserve Fund	\$14,691.00	\$0.00	\$0.00	\$49.90	\$14,740.90
160	CDBG Grant/Home Rehab Project	\$153,210.00	\$0.00	\$0.00	\$520.38	\$153,730.38
170	DOT Spoil Site Fund	\$23,786.00	\$0.00	\$0.00	\$80.79	\$23,866.79
180	Public Works Vehicle Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
185	Police Vehicle Replacement Fund	\$22,387.00	\$0.00	\$0.00	\$76.03	\$22,463.03
190	Drug Enforcement Fund	\$2,099.00	\$0.00	\$0.00	\$7.13	\$2,106.13
195	Low Income Housing Fund	\$48,971.00	\$0.00	\$0.00	\$166.33	\$49,137.33
300	Swimming Pool Const Fund, 1987	\$121,728.00	\$0.00	\$0.00	\$413.46	\$122,141.46
310	REET Capital Fund	\$67,160.00	\$0.00	\$0.00	\$228.11	\$67,388.11
320	Street Construction Capital Fund	\$1,399.00	\$0.00	\$0.00	\$4.75	\$1,403.75
400	Water/Sewer Operating Fund	\$687,694.00	\$0.00	\$0.00	\$2,335.77	\$690,029.77
410	Regional Water System Fund	\$435,843.00	\$0.00	\$0.00	\$1,480.35	\$437,323.35
420	Stormwater Management Fund	\$14,691.00	\$0.00	\$0.00	\$49.90	\$14,740.90
425	Stormwater Capital Reserve Fund	\$7,695.00	\$0.00	\$0.00	\$26.14	\$7,721.14
430	Regional Water Capital Improvement	\$96,543.00	\$0.00	\$0.00	\$327.92	\$96,870.92
435	Muni Water Capital Improvement	\$691,892.00	\$0.00	\$0.00	\$2,350.03	\$694,242.03
440	Water Bond Reserve Fund	\$155,308.00	\$0.00	\$0.00	\$527.50	\$155,835.50
450	Sewer Bond Reserve Fund	\$240,658.00	\$0.00	\$0.00	\$817.40	\$241,475.40
460	Sewer Loan Reserve Fund	\$14,691.00	\$0.00	\$0.00	\$49.90	\$14,740.90
463	Short Lived Asset Reserve Fund	\$34,979.00	\$0.00	\$0.00	\$118.81	\$35,097.81
470	Muni Sewer Capital Imprv Reserve	\$63,662.00	\$0.00	\$0.00	\$216.23	\$63,878.23
475	Boat Launch Facility Fund	\$25,885.00	\$0.00	\$0.00	\$87.92	\$25,972.92
631	Utility Deposit Fund	\$59,465.00	\$0.00	\$0.00	\$201.97	\$59,666.97
632	Transportation Benefit District Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
633	TBD Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
634	State Custodial Pass-Thru Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$4,098,881.49	\$0.00	\$0.00	\$13,921.98	\$4,112,803.47

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, Paul Simonsen, and Ellen Rose.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Senior Operator, 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
- City Engineer Tom Gower
City Engineer Tom Gower gave a verbal report.
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

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

- a. Approve the minutes of the February 10, 2025 Regular Council Meeting.

- b. Approve the minutes of the February 24, 2025 Regular Council Meeting.
- c. Approve the February 2025 invoices as described in the Fund Transaction Summary Report in the amount of \$533,361.21.

8. OLD BUSINESS

9. NEW BUSINESS

- a. Amend Capital Facility Plan to add Water Main Improvements on SR 411 (West Side Highway) south of PH 10 to the "High Banks" site.

Councilmember Rose made a motion, seconded by Lee, to amended the Capital Facility Plan adding the SR411 Water Main Improvements project. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

- b. Cowlitz County Rural Development Grant Application to request funding in the amount of \$550,000 for the SR 411 Water Main Extension Project. Total project cost is \$959,000.

Councilmember Rose made a motion, seconded by Lee, to approve the Cowlitz County Rural Development Grant Application for the SR411 Water Main Extension Project. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

- c. Annual Spring Clean-Up Event April 26, 2025; CRCDA requests City sponsorship to pay costs of printing forms and flyers, not to exceed \$550 including tax.

Councilmember Rose made a motion, seconded by Kessler, to approve sponsorship to print in-house, or pay cost of printing external, the Annual Spring Clean-Up Day Event flyers. External printing not to exceed \$550 including tax. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, 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 7:48 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro



City of Castle Rock

Personnel Policies and Procedures Manual

Passed by City Council: _____, 2025

Effective: _____, 2025

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Section 1: Employment Policies & Procedures

Americans with Disabilities Act (“ADA”) Policy

A reasonable accommodation is assistance or changes to a position or workplace that will enable an employee to do his or her job despite having a disability. Under the ADA, employers are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship.

We follow all state or local laws regarding reasonable accommodation. We are committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Employment At Will

This manual is not a contract of employment. Any individual may voluntarily leave the employment of the City of Castle Rock (“City”) upon proper notice or may be terminated at any time and for any reason as long as there is no violation of federal, state or local law. The manual is an overview of our policies and benefits. Its content is subject to change at any time at the discretion of the Mayor.

Equal Employment Opportunity

We adhere to all federal, state, and local laws regarding equal employment opportunity. We provide equal opportunities for all employees and applicants for employment without regard to sex, age, race, religion, national origin, citizenship status, physical or mental disability, or any service, past, present, or future, in the uniformed services of the United States.

It is the responsibility of everyone in management to ensure that equal consideration be given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, recalls, and terminations.

Anti-Harassment Policy

We expect all employees to be treated with fairness, respect, and dignity. This includes customers and vendors as well as employees. Accordingly, any form of harassment based on an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter.

The term harassment includes slurs and any other offensive remarks, jokes, graphic material, or other offensive verbal, written, or physical conduct. Unwelcome sexual advances, requests for sexual favors, and any other unwelcome, unbecoming verbal or physical conduct will not be tolerated and is not a condition of employment.

Neither submission to nor rejection of such conduct will be used as a basis for employment decisions. We are committed to maintaining a safe and healthy work environment and takes all appropriate health and safety precautions consistent with current medical knowledge. Employees may not refuse to work with or cooperate with, withhold services from or otherwise harass, intimidate, degrade, or isolate a co-worker because of a known or suspected disability or disease, or because of a co-worker's association with a person with a disability or disease. Any employee who believes that he or she has been subject of harassment shall immediately report the conduct to their direct Department Head Supervisor ("DHS"), or the Mayor.

All complaints will be promptly investigated, and we will endeavor to handle these matters expeditiously, confidentially, and in a professional manner to protect the offended individual and other individuals by providing relevant information. Upon completion of a thorough investigation by management, prompt and appropriate action will be taken. There will be no retaliation against anyone for stepping forward with a concern regarding any type of harassment. All employees are to cooperate with any investigation into a harassment complaint. False accusations of harassment cause harm to innocent people and such conduct will not be tolerated. Please refer to the Retaliation policy for more information.

We will take all steps necessary to prevent any form of harassment from occurring. All DHSs are informed of this policy and have been instructed as to what constitutes proper and improper behavior. We are prepared to promptly take the steps necessary to enforce this policy.

Violations of this harassment policy will result in disciplinary action, up to and including termination.

Immigration Control and Enforcement Policy

It is our policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security. We will hire only individuals who are authorized to work in the United States. All new employees must complete Section 1 of Form I-9 (Employment Eligibility Verification) within three business days of hire.

Employment Applications

We rely on the accuracy of the information you put on your employment application. We expect that you and your references will give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or left out on purpose, we may reject an applicant from further consideration. If the person has already been hired, it could result in termination of employment.

Background Checks

To ensure that individuals who join the City meet our standard qualifications and have a strong potential to be productive and successful, it is our policy to check the employment references of all applicants.

In addition to checking references of applicants, we will respond in writing only to those reference check inquiries that are submitted in writing on former employees. Responses to such inquiries will be limited to factual information that can be substantiated by our records.

Employee Categories

It is important that you understand the definitions of the employment categories at City and know your classification. Your employment category helps determine your employment status and your eligibility for benefits. If you have questions or are not sure what your employment classification is, talk to your DHS.

These employment categories do not guarantee employment for any specific period. You became an employee voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that we may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either "nonexempt" or "exempt" from federal and state wage and hour laws. If you are a nonexempt employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an exempt employee, you are excluded from specific provisions of federal and state wage and hour laws.

Your exempt or nonexempt classification may be changed only with written notification by the Mayor. In addition to being a nonexempt or exempt employee, you may also belong to one of the following employment categories:

- Regular Full-Time

You are considered Regular Full-Time if you are not assigned to a temporary or probationary status AND you are regularly scheduled to work a full-time schedule. In most cases, regular full-time employees are eligible for all benefit programs, subject to the terms, conditions, and limitations of each benefit program.

- Part-Time

You are considered Part-Time if you are not in a temporary or probationary status AND you are regularly scheduled to work less than thirty (30) hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance and sick leave. Part-time employees are not typically eligible for other benefits such as retirement, vacation leave, etc. Part-time employees may be eligible for certain benefits based on employment agreements.

- Temporary Employee

An employee who is hired for a position for a limited period of time generally not to exceed six (6) months, unless an extension is approved by the Mayor. Such employees receive no benefits other than sick leave unless authorized by the Mayor and City Council.

- Relief Employee

An employee whose job is of limited duration. Work is on an 'as needed' basis subject to abnormal work schedules. Examples of 'as needed' include shift coverage for full-time employees resulting from absences due to illness, vacation, holiday, emergencies, and attendance of mandated training courses. Relief employees will not be scheduled and may not work eighty (80) or more hours per month and are not eligible for City benefits other than sick leave.

- Probationary Employee

A regular full-time or a part-time employee during his/her probationary period.

- Independent Contractors

Consultants, freelancers and independent contractors are not employees of the City. The distinction between employees and independent contractors is crucial because employees may be entitled to participate in the City's benefits programs, while independent contractors are not. In addition, the City is not required to satisfy income, Social Security, Medicare, unemployment tax withholdings or payment requirements for independent contractors. Independent contractors are required to complete a Form W-9 prior to payment.

Probationary Period

The first six months of employment is considered to be the probationary (or trial) period. During this time you will be evaluated by your DHS on your job performance, personal traits and general fitness for the job.

During the probationary period, Employees are not eligible to use their vacation accrual balance. After completing the probationary period, your continued employment will be determined by your job performance and adherence to our policies and code of conduct. An individual's probationary period may be extended for up to an additional six months, by their DHS with the concurrence of the Mayor.

During the probationary period, an employee may be terminated without prior notice and without recourse to the grievance procedure. Employees terminated during or at the conclusion of the trial period have no rights of appeal.

In this probationary period full-time employees shall accrue sick-leave at the rate of eight (8) hours for every month of full-time service completed and vacation benefits according to the schedule currently in effect as adopted by the City Council. Part-time employees shall accrue sick-leave at a rate of one (1) hour for every forty (40) hours worked.

Job Descriptions

We strive to have accurate job descriptions for all jobs. A job description includes the following sections:

- Job information;
- Job summary (gives a general overview of the job's purpose);
- Essential duties and responsibilities;
- Supervisory responsibilities;
- Qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required);
- Physical demands; and
- Work environment.

We use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Mayor, or his/her designee, will prepare a job description when a new job is created. We review existing job descriptions and update them when a job changes. Your job description does not necessarily cover every task or duty that you might be assigned. You

may be assigned additional responsibilities, as necessary. If you have questions or concerns about your job description, contact your immediate DHS.

Employment Termination Policy

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Voluntary Termination – voluntary resignation of employment initiated by an employee
- Involuntary Termination – involuntary termination of employment initiated by the City
- Layoff—involuntary termination of employment initiated by the City for non-disciplinary reasons

If you wish to resign, we ask that you notify your DHS of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated by the City and your co-workers. This notice should be in the form of a written statement.

If you fail to report to work for two (2) consecutive days without informing management of the planned absence, we will assume that you have voluntarily resigned and will begin termination proceedings.

Termination may become necessary due to the employee's lack of ability or failure to fulfill the requirements of the job. Advance notice may or may not be given depending on the circumstances surrounding the reason for termination.

When the DHS feels that the nature of a violation warrants termination, or if the termination is a result of the disciplinary procedure where the desired corrective action was not achieved by one or all of the steps, the DHS will prepare a written report to the Mayor. The written report should include the reason(s) for the termination and information on any previous warnings or disciplinary actions that may be relevant.

Pre-termination meeting. No regular employee, who has completed their probationary period including extensions, shall be terminated without a pre-termination meeting. The employee shall be provided with a written notice of the charge or grounds for termination and a summary of the City's evidence. The employee shall be given an opportunity to respond to these charges, either orally or in writing. Although the DHS's explanation of the evidence should be sufficient to inform the employee the basis for termination, this procedure shall not be construed to limit the City to any subsequent hearing or proceeding from presenting more information not introduced at the termination meeting. Should the Mayor determine to proceed with the termination, or some alternative disciplinary action, the City will give the employee written notice of discipline without undue delay.

Employee shall turn in all property assigned to them at the time of termination.

In the case of termination, your eligible, accrued leave will be paid and included in the final paycheck. Any leave used in excess of accrued time will be deducted from your final paycheck, given your prior written permission.

Furthermore, any outstanding financial obligations owed to the City will also be deducted from your final check, given your prior written permission. If your final check does not sufficiently cover the money owed to the City, you will remain liable for that amount.

A meeting between you and your immediate DHS will take place prior to your last day of work. If applicable, your rights concerning continuation of group health benefits will be discussed during this meeting. City keys and City-owned equipment must be returned at this time, along with all other City property and confidential information.

If you leave the City in good standing, you may be considered for re-employment.

Except as required by law or by separate agreement, employee salary and benefits will end on the date of termination.

Upon resigning from the City, you should continue to provide the City with an accurate address for at least one year for tax purposes.

Re-Employment Policy

Employees that have resigned their employment with proper notice or who were laid off due to a reduction in force may be eligible for rehire. If an employee who is eligible for rehire is rehired into their former position within two (2) years of the date of separation from employment with the City, the employee may be credited for his or her previous service only for the purpose of wage computation.

Such employees will be given an adjusted employment date which shall be known as their Total Employment Service Date ("TESD"). The period of absence will be added to the original employment date in computing the TESSD.

If an employee is rehired within twelve (12) months from the date of separation the employee shall have his/her previous sick leave balance restored upon hire as long as the employee did not receive a cash-out of unused sick leave upon separation.

Non-Disclosure

It is particularly important that we protect our confidential business information. Confidential information includes, but is not limited to the following:

Labor/Union Negotiations, exempt personnel information, contracts, negotiations, land acquisition, confidential correspondence, non-published numbers or confidential e-mail addresses, and other documents considered exempt under the State of Washington Public Records Act.

You may be asked to sign a non-disclosure agreement as a condition of your employment.

If you improperly use or disclose confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action.

Hiring of Relatives

The employment of relatives is permitted with the following restrictions:

- The relatives may not work in the same department.
- A relative is not permitted to supervise another relative.
- Confidential positions are not open to relatives of any employee.

Relative is defined as: the employee's parent, spouse (or spousal equivalent in a co-habitation relationship), child, sister, brother, stepchild, in-laws, grandparent, and grandchild.

If two employees in such positions become so related to one another, one must be transferred to another department or resign where the reporting, auditing or supervisory relationship does not exist. The decision as to which employee will transfer or resign will be made in the first instance by the employees involved. If the employees do not decide which employee will transfer or resign within thirty (30) days after becoming related to one another the Mayor shall make the determination based on the best interests of the City.

Personal Relationships at Work

When relatives or persons involved in a dating relationship work in the same area, it may cause problems. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For purposes of this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

An employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work with the other person in that relationship.

The City also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is supervising is required to tell their DHS, Clerk-Treasurer or Mayor about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position for which they qualify. If they do not make that decision within 30 calendar days, the City will decide which one will be transferred, or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

Medical Examinations

We may require that some employees have a medical examination. The exam is to determine if you are able to perform your job duties. If a medical examination is required, we will choose the health care professional and pay for the examination and any job offer would be contingent upon successful completion of the medical exam.

Please note that all medical information is kept separate from your other personnel information to protect your privacy. Only authorized personnel who have a legitimate business need to know may review the medical information.

Promotion Policy

We promote from within whenever qualified personnel are available within the City. Jobs may be posted at City Hall. The posting will contain the required qualifications and experience as well as instructions on how to apply. Employees who meet the job criteria are encouraged to apply or may refer external candidates who are qualified. We reserve the right to advertise outside the City to ensure the most qualified person is selected for the position.

Training and Development

Our policy is to ensure that employees are knowledgeable about their job and its requirements. Management should ensure that training is available to all employees periodically in various fashions, such as on-the-job training, a library of training videos, training meetings, external seminars, and/or workshops as well as personal consultation. DHSs should also check for applicable online training that are available for a variety of skills.

DHSs will determine what training employees are required to have and what training courses they should attend. In the event that an employee has identified some training available to him/her job, the employee should contact his/her DHS to discuss the feasibility of the City's participation in the expense of the training.

DHSs are authorized to send employees to special training programs if the cost is within the budget and the DHS's established spending authority. Otherwise, the DHS must receive authorization from the City Council to incur the cost of employee training.

Training opportunities for employees may be provided. The Mayor or his/her designee may develop training programs to meet City-wide needs or prepare employees for promotions, when it is determined such programs will improve the efficiency or effectiveness of the services rendered by City Employees. Training sessions may be held during regular working hours at the discretion of the DHS. Employees shall be compensated for any time spent in such training sessions during regular working hours.

Employees shall be compensated for any time spent at training sessions held outside of the employee's regular working hours if attendance at the training session was mandatory, or the training session was directly related to the employee's current position. The Mayor has the discretion to compensate employees for time spent in City-sponsored training sessions held outside of regular working hours when the training session relates to the employee's reasonably anticipated future duties or position(s).

Participation in training opportunities is restricted to the State of Washington and the Portland, Oregon area. Any other training opportunities located outside of those jurisdictions will require approval of the City Council prior to incurring any costs.

DHS should document any special training an employee receives and should ensure that this documentation is placed in the employee's personnel file. Normally, training occurs on the job and the City absorbs all expenses associated with the training. If an employee is required to attend a training session, the employee will be compensated for the time involved in the training. An employee who incurs any expenses associated with training

must complete an expense report attaching the appropriate receipts and submit it to his/her immediate DHS for authorization. The DHS will forward it through proper channels to secure reimbursement such as vehicle mileage, meals, etc., in compliance with our standard policies.

Open Door (Constructive Termination)

Constructive termination is against the law and all employees are encouraged to communicate with the City whenever they believe working conditions are intolerable and may cause them to resign. If an employee wants to preserve the right to bring a claim against the City alleging the working conditions are forcing the employee to resign, a notice in writing must be made.

Employees must wait for 7 days after providing the written notice before they may resign in order to preserve the right to bring a constructive termination claim against the City. Depending upon the circumstances, an employee may be entitled to a paid or unpaid leave of absence of up to 7 days while waiting for the employer to respond to the employee's written communication about the alleged working conditions.

Nursing Mothers Policy

As part of our family-friendly policies and benefits, the City accommodates mothers who wish to express breast milk during the workday when separated from their newborn children.

For up to one year after the child's birth, nursing employees will be provided with reasonable break time to express breast milk during the workday. Nursing mothers who are returning from maternity leave should speak with their DHS regarding their needs. DHS will work with employees to develop a break schedule that is reasonable, accounts for needs that may vary from day to day and creates the least amount of disruption to the City's operations.

Section 2: Hours of Work and Pay

Hours of Work

We maintain work hours for our employees in accordance with federal and state regulations, production needs, and the maintenance of an efficient and effective schedule of work. The Fair Labor Standards Act requires employers to maintain an accurate record of hours worked and to pay one and one-half (1 ½) times the regular hourly rate of pay to every non-exempt employee who works overtime.

Unless defined otherwise by a separate employee bargaining contract, overtime will be defined as all hours worked over forty in a workweek. The Fair Labor Standards Act permits exemption of certain professional, administrative, and executive positions and certain sales

positions, as defined in the statutes, from compliance with the act. The official workweek for all employees begins at 12:00 AM on Sunday and ends at 11:59 PM the following Saturday.

Attendance and Standard Working Hours Policy

Absenteeism and tardiness place a burden on both co-workers and the City. We expect that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at the starting time each day. When you are unable to work due to illness or an accident, please promptly notify your DHS. In the event your immediate DHS is unavailable, you must speak with the Official in Charge or person in the lead position in your department. Leaving a message with another staff member or on voicemail does not constitute an acceptable notification of absence. If you do not report for work and the City is not notified of your status, it will be assumed after two (2) consecutive days of absence that you have voluntarily resigned, and termination proceedings will begin.

If you become ill at work or must leave the office for some other reason before the end of the workday, be sure to inform your DHS of the situation.

You will be compensated for authorized absences according to the provisions described in this manual. Authorized absences beyond the time allowed under that policy are authorized without compensation.

In the event of severe weather, we remain open for business during regularly scheduled working hours. You are expected to report for work in severe weather if it is at all possible to do so safely. In the event we close due to weather, someone in your work group will contact you. Please keep your work group and DHS informed on how to reach you on such occasions. *See also Severe Weather Policy.*

If you will be absent from work during standard working hours for any reason, you must contact your DHS as soon as possible to avoid disciplinary action.

Timekeeping

All employees are responsible for accurately recording the hours they work. Federal and state laws require us to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Time should be tracked as regular worked, overtime worked, leave taken, etc.

Overtime work must always be approved before it is performed. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

You are also responsible for signing your time records to certify their accuracy. Your DHS will then review and initial the time records before submitting for payroll processing. In addition, if corrections or revisions are made to the time record, both the employee and DHS must initial the changes on the time record as being accurate.

Pay Days

All employees are paid on the last weekday of the month. If a holiday falls on a regular scheduled payday, the payday will be on the last weekday prior to the regular scheduled payday.

Full-time employees are eligible to receive a mid-month 'draw' of a specified amount not to exceed 50% of their monthly net income. 'Draw' checks are issued on the 15th of each month. However, if the 15th falls on a Saturday, draw checks will be issued on the 14th. If the 14th is a holiday, draw checks will be issued on the 13th. Additionally, if the 15th falls on a Sunday, draw checks will be issued on the 16th. If the 16th is a holiday, draw checks will be issued on the 17th. Employees can change their draw amount once per year, effective January.

Direct deposit is highly encouraged.

No paychecks shall be issued early except in emergency situations. Requests for early paychecks must be made to the Clerk-Treasurer to make arrangements for issuance.

Overtime

Our policy is that work shall be completed, whenever possible, with one shift only. When overtime work must be scheduled, equal opportunity for participation will be given among the employees who can perform the work to be done.

Definition of Terms:

- Casual Overtime - means overtime of an irregular nature, not expected to continue for more than a day or so. An example of casual overtime is overtime authorized to meet an emergency or unexpected absenteeism. Casual overtime includes daily, or Saturday work, provided the above conditions are met.
- Regularly Scheduled Overtime - means overtime that occurs at regular intervals and that is usually accurately predicted for any given period of time. For instance, if because of department workload, a DHS announces to his/her department that a

certain number of people would be required to work ten hours overtime each week for the next six weeks, this would be classed as regularly scheduled overtime.

Employees assigned overtime work must be judged by the City as capable of performing the work to be done. Casual overtime will normally be offered to the employee who is on call.

As a condition of employment, an employee is expected to work overtime on any shift when assigned by his/her immediate DHS. In the event an employee has a justifiable excuse and is unable to work overtime, he/she should notify his/her immediate DHS so that an alternate may be selected.

All overtime requests must be approved by the DHS. Unless otherwise specified in a separate collective bargaining agreement, overtime will be paid to hourly and salaried (non-exempt) employees for those hours worked over and above forty hours in a workweek at the rate of one and one-half (1 ½) times their regular base rate.

For the purpose of this policy, time paid for but not worked (e.g. holidays, sick or vacation leave) does not count toward hours worked for the purpose of computing overtime hours. No other absence will be counted as time worked.

Compensatory Time

Employees in positions which have been classified "non-exempt", as defined by DOL pursuant to the Fair Labor Standards Act (hereinafter referred to as "FLSA"), may receive compensatory time at a rate of not less than one and one-half (1 ½) hours for each hour worked over forty hours in a workweek as defined in DOL regulations, instead of cash overtime pay. Compensatory time must be requested by the employee and authorized by their DHS.

Compensatory time must not exceed one hundred (100) accumulated hours. Exceptions to this limit may be allowed by your DHS, but should not exceed a ninety (90) day period before it is used down. Written, approved exceptions shall be forwarded to the Clerk-Treasurer.

Upon termination of employment, an employee will be paid for any unused, accrued compensatory time. Should an employee retire having accumulated non-FLSA qualifying compensatory leave, such leave may not be counted as creditable service for retirement purposes.

The City will pay to the employee's beneficiary on file for unused non-FLSA qualifying compensatory leave in the event of an employee's death.

Recordkeeping

Careful records of overtime and compensatory time shall be maintained by each DHS or their designee. These records should show the date the overtime was worked and the number of hours that were worked; the compensatory time earned if overtime was not paid in wages; the date the compensatory time was taken and the number of hours that were paid.

Lunch Period

Employees working more than five (5) consecutive hours in a workday are required to take an unpaid meal period of not less than thirty (30) minutes. This meal period may be scheduled by the employee's DHS.

The lunch period is a time for the employee to take care of personal business and relax. Employees are not permitted to forgo the lunch period to shorten the workday without the permission of their DHS, as long as a minimum break of thirty (30) minutes is taken for an employee who is working more than five (5) consecutive hours. Employees needing extra time on their lunch period must receive prior approval from their DHS. Any missed time must be made up by using accrued leave time, starting the workday sooner and/or ending the workday later. In any case, any adjustment must have prior approval from the DHS.

Breaks

The City provides an official rest break as required by law. The schedule for these breaks depends on the needs of the Department.

Deductions

We are required by law to deduct Federal and State Withholding Tax (where applicable) from your paycheck. The amount of tax is determined by your earnings and the number of dependents you claim. Following year-end you will receive a W-2 form showing your total earnings and the amount of taxes withheld. Deductions for Social Security at the rate established by law are deducted from your paycheck. We match your contributions to the Social Security tax. Other deductions may include premiums for insurance, savings plan, garnishments, voluntary benefits, etc. If an employee believes that there has been an error in pay, he/she should contact the Clerk-Treasurer.

Direct Deposit

We highly encourage you to sign up for direct deposit for your payroll. You can choose to have your check deposited in more than one account. For example, you may elect to have

part of your paycheck deposited into a savings account with your remaining net balance deposited into your checking account.

Please submit a voided check or bank direct deposit slip for every account with the bank's routing number and account number to the Clerk- Treasurer to initiate direct deposit. It may take one or two pay periods before the transaction can be completed. In the meantime, you will receive a manual check.

It is the sole responsibility of the employee to notify payroll of any direct deposit changes.

Garnishment

A court-ordered legal claim against the wages of an employee by a creditor for non-payment of a debt and served by the constituted legal authority is called a garnishment, and it must be recognized and executed by the City. When a garnishment is received, the City will advise the employee that a garnishment has been served. The employee will be counseled to seek assistance in working out his/her financial problems.

Final Paycheck

The City follows the state regulations regarding deadlines for employees to receive their final paycheck.

Child Support

The City complies with the laws regarding New Hire/Child Support Law. If you are subject to a child support order, monies will be withheld from your paycheck in accordance with our state's regulations.

Child support is the court-ordered payment by the non-custodial parent to the custodial parent for the care and welfare of the child.

Travel Expenses

All travel except for routine trips within Cowlitz County to transact City business, must be approved by the DHS prior to the travel. Approval of the Mayor is required for overnight travel to seminars and conferences. Out-of-State travel (excluding Portland, Oregon area) requires Council approval. City vehicles must be used whenever possible. Pooling of travel in passenger cars should be used whenever possible. After a trip is approved, you should make your travel arrangements through either your department, or the Clerk-Treasurer's office.

- City employees will be reimbursed for reasonable business travel expenses based on the currently adopted per-diem schedule for expenses in connection with the business

of the City including items such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip for applicable travel for travel in excess of fifty (50) miles from the City and where overnight lodging is necessitated.

For locations within Washington State, meal reimbursements will be according to those rates listed on the State of Washington Office of Financial Management's ("OFM") Administrative and Accounting Resources website located at: <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>. Those reimbursement rates may change annually, based on the most current established OFM travel allowances.

For locations outside of Washington state, refer to the GSA website at <https://www.gsa.gov/travel?topnav=travel>.

- Meals/No required lodging
In cases where City employees and/or officials are authorized to travel at City expense and meals are not included as any prepaid registration and no overnight lodging is required; meal reimbursement shall be at the rate which the actual expense is incurred, including tip not to exceed 15% of the meal costs; and for which receipts are presented to support the claim.
- Lodging
Expenses shall be reimbursed at actual cost; provided, however, in the event the room's receipts reflects changes for other than a single room, the employee or official shall be obligated to pay the difference. Notification of the Mayor is required for overnight travel to seminars and conferences within Washington State and Portland, Oregon area. Travel within Washington, Oregon, and Idaho that is budgeted requires Mayor pre-approval. Travel within Washington, Oregon, and Idaho that is not budgeted requires Council pre-approval. Travel that is not within Washington, Oregon, and Idaho requires Council pre-approval, regardless of budget status.

If you are involved in an accident while on business travel, immediately report the accident to your DHS.

If you use a vehicle owned, leased, or rented by the City, you may not use that vehicle for personal reasons.

- Vehicles
Employees should use a City vehicle when practical. If a City vehicle is not available, you may use your personal vehicle. Mileage reimbursement will be paid according to the OFM map referenced above. If a City vehicle is available, and the employee chooses to use their personal vehicle when a City vehicle was available, the mileage reimbursement will be paid

at a reduced amount per the GSA at <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement>. It shall be documented by the DHS if there is no City vehicle available.

- Car Rentals

When a City vehicle is unavailable, employees should research local rental companies to determine if a rental would be more fiscally responsible than using your personal vehicle. The City suggests the use of mid-size vehicles unless a larger vehicle is necessary and justifiable for City purposes. Collision and liability insurance coverage should not be purchased when renting a car for domestic business purposes. The car rental needs to be made in both the name of the City and the name of the employee to be covered by the City's insurance policy. The City's insurance carrier, AWC should be contacted immediately in the event of any accident or damage with a rented vehicle.

- Air Travel

Reservations for all domestic air travel can be made by the employee either online or directly with the various airlines. It is expected that employees will make every effort to minimize the cost of air travel, including considering Saturday night stays or departures out of airports. For all tickets, it is required that employees attach to their expense report a copy of the search results that show the lowest fare available. All trips involving a Saturday night stay must be pre-approved by the employee's DHS.

- Spousal Travel

Travel expenses related to an employee's spouse are not reimbursable by the City.

- Lodging

The selection of overnight lodging should be guided by considerations of safety, quality, and reasonableness of room rates. Again, the most useful guide to cost-effective accommodation is to spend money as if it were your own. When rooms are guaranteed for late arrival and the trip is cancelled or other lodging is secured, the reservation must be cancelled to avoid being billed for a "no show." Hotels may require either a 24- or 48-hour cancellation notice to avoid these charges. Additional room costs such as in-room movies or room service is not reimbursable.

Retirement

Full-time employees are required to participate in either the State of Washington's Public Employees' Retirement System ("PERS 2/3") or the Law Enforcement Officers' and Fire Fighters' Retirement System ("LEOFF 2") as long as their compensated hours continue to qualify them for service credit under the appropriate plan.

Employees shall pay any required amounts toward the contribution costs. The employee's contribution shall be made by means of a payroll deduction. The City shall also make appropriate contributions as required by state law.

Contact the Clerk-Treasurer for further information on details concerning the retirement program.

Deferred Compensation

Full-time employees are eligible to voluntarily participate in the Deferred Compensation Program (“DCP”). The DCP is managed through the State of Washington Department of Retirement System. This benefit is 100% voluntary and the City does not contribute towards this plan.

Contact the Clerk-Treasurer for further information on details concerning the retirement program.

Military Leave

The City will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (“USERRA”). You must give your DHS advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which you are otherwise eligible.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again. If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Clerk-Treasurer for more information.

Benefit Continuation – COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (“COBRA”) was enacted to ensure that employees and their dependents can continue their health insurance once they are no longer eligible under our health plan.

There are strict rules about when you are eligible for COBRA benefits. COBRA allows an eligible employee and/or dependents to choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at our group rates plus an administration fee. When you are eligible for our health insurance plan, you will receive a written notice describing your COBRA rights. This notice contains important information about your rights and what to do if you need COBRA so it is important that you read it carefully and maintain it with your insurance documents.

If you have any questions regarding COBRA, please contact the Clerk-Treasurer.

Social Security and Medicare

The payment of Social Security and Medical Benefits is made by you and the City. The City matches your federally required contribution to Social Security and Medicare in accordance with IRS standards specified of the Retirement and Medicare Benefits under the Social Security Act.

Social Security provides a variety of benefits, including retirement income, death benefits, disability benefits and monthly income for certain dependent survivors of covered employees. For additional information regarding Social Security eligibility and benefits, go to www.socialsecurity.gov.

Unemployment Insurance (“UI”)

The City pays the entire cost of unemployment insurance. This insurance provides a weekly income for those who may be laid off or who may have lost their job through no fault of their own. The amount of this income varies with the individual and state in which he/she resides because it based on average earnings. Eligibility requirements and the amount of benefits that you may receive are specified by state law.

Workers' Compensation Policy

The City will provide workers' compensation, a type of accident and injury insurance that compensates an employee for lost wages, medical expenses and permanent impairment that results from an injury arising out of and in the course of work. Employees must report any work-related injury, illness, or disease immediately (or as soon as practicable) to their DHS and Clerk-Treasurer's office so that the necessary paperwork can be completed in a timely manner. Employees who fail to report work-related injuries in a timely manner may see a reduction or denial of their workers' compensation benefits.

If an employee is able to return to work after an injury or illness for which he or she was receiving workers' compensation, the employee must provide documentation from his or her medical provider that either outlines any work-related restrictions or verifies that the employee is able to complete all job-related tasks. In the event that an employee is able to return to work under restrictions, the City will make every reasonable effort to accommodate the employee's work ability and job responsibilities. If and when the medical provider removes all work restrictions, the employee is expected to perform his or her regular duties and will no longer receive workers' compensation benefits.

Washington Paid Family & Medical Leave ("PFML")

All employees are eligible for PFML. You must have worked 820 hours in your qualifying period (previous 12 months based on the quarter). Should you experience a qualifying need, go to www.paidleave.wa.gov to find out if you qualify or for more information.

Jury Duty Policy

While it is the duty of every citizen to serve on a jury when called, the City recognizes that this often means the loss of income. The City provides jury duty leave to eligible employees in compliance with federal and state laws. The City pays the difference between the jury pay and regular wages for days when you are unable to report to work because of jury service, assuming you have been employed by the City for at least 90 days prior. If state law requires a different arrangement, City will comply with state law. Questions regarding the City's jury duty leave policy should be directed to Clerk-Treasurer office.

The above statement applies provided that you:

- Show your DHS your summons to serve on a jury prior to the time that you are scheduled to serve
- Furnish your DHS with evidence of having served on a jury for the time claimed

Jury absence will be noted on your time sheet. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay. Regular wages are paid until jury pay

is received. Jury pay is then reimbursed by you or deducted from your regular wages. The mileage reimbursement portion of the Jury pay is the Employee's and will not be collected by the City.

This benefit cannot be applied to any court appearance other than jury duty unless such appearance is related to your employment.

Section 3: Optional Employee Benefit

Holidays

The City, at the option of the City, shall celebrate or be paid for those holidays designated by the State Legislature as State Holidays as defined in RCW 1.16.050.

Current list of State Holidays as of 1/1/2024:

Name of Holiday	Date Observed
New Year's Day	January 1
Martin Luther King, Jr. Day	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Veterans Day	November 11
Thanksgiving Day	4 th Thursday in November
Native American Heritage Day	Day after Thanksgiving Day
Christmas Day	December 25

In addition to the State Holidays above, the City also observes Christmas Eve as a paid holiday.

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the preceding Friday will be observed. Certain holidays, such as Christmas Eve, shall be observed on the day on which it falls. The City will provide notice to employees of the exact day each holiday will be observed.

All regular full-time employees shall be paid for holidays observed as they occur. When a holiday falls on a Friday and a regular full-time employee is working a Monday – Thursday shift, the employee shall receive their holiday on Thursday. Likewise, when a holiday falls on a Monday and a regular full-time employee is working a Tuesday – Friday shift, the employee shall receive their holiday on Tuesday. If the holiday falls during an employee's

vacation, the employee will be paid for the holiday and the holiday absence will not be charged against the employee's accrued vacation benefits. However, if the employee is using their sick accrual both days preceding and immediately following the holiday, no holiday pay will be paid, as sick accrual must be used to cover the absence.

Whenever the City's operational needs require employees to work on a holiday, insofar as practical, holiday work shall be divided equally among the eligible employees. Full-time employees who are scheduled or required to work on a day a holiday is observed, will receive their regular shift pay at the straight time rate and will also be paid for all hours actually worked on the holiday at one and one-half (1 ½) times the straight time rate or compensation time, provided that the total hourly rate shall not exceed two and one-half (2 ½) times the straight time rate.

In addition, all regular full-time employees shall receive two "floating" holidays annually, which shall be used upon approval from the employees' DHS. All DHSs will be granted three floating holidays to be utilized during the calendar year. Floating holidays are awarded January 1 and expire December 31 of each year. Floating holidays do not carry over to the following year.

Employee Benefits

Eligible employees at the City receive many benefits. As covered in previous sections, some benefits are required by law and apply to all employees. The legally required benefits include Social Security, Workers' Compensation, and Unemployment Insurance.

There are several factors that decide if you are eligible for additional benefits. One key factor is your employment classification. See your Clerk-Treasurer to find out for which benefit programs you are eligible.

This policy manual contains policies describing some of the benefit programs, or you may find more information somewhere else, such as the Summary Plan Document.

Examples of benefits the City provides to eligible employees are below (list may not be all inclusive):

<u>Leave</u>	<u>Insurance</u>	<u>Assistance</u>	<u>100% Voluntary Plans</u>	<u>Retirement</u>
Bereavement Floating Holiday Holiday Jury Duty Sick Vacation	Dental Life Flight Life LTD Medical Orthodontia Vision	EAP	AFLAC DCP Compensatory Time	LEOFF 2 PERS 2 PERS 3

Severe Weather Policy

Unless you are informed otherwise, always assume that the City is open for business during normal hours. Use common sense and your best judgment, however, when traveling to work in severe weather.

Some types of severe weather can include blizzards, high winds, high water, earthquakes, and tornadoes. This list is not all inclusive.

If the City is not going to open for the day, you will be contacted. If this happens, you will be compensated for your entire workday.

If the City has not been closed due to severe weather, and you arrive at work after your scheduled start time, the time missed will be charged as either (1) vacation time, (2) comp time, or (3) unpaid time, in that order. You should always use your discretion in getting to work.

When potentially dangerous weather develops during the day and a decision is made by the Mayor to close, you will be compensated as if you had worked all of your regularly scheduled hours for that day. If you elect to leave prior to a decision being made by the City to close early, you will be required to use accrued time as either (1) vacation time, (2) comp time, or (3) unpaid time, in that order, to account for all time missed up to the time of closing.

Sick Leave Donation

Sick Leave Donation allows a qualified employee to voluntarily donate sick leave to another qualified employee who is unable to work because of extended serious illness or injury. The procedure to initiate this process involves sharing the donating employee's intentions with their DHS and the payroll clerk.

Contact the Clerk-Treasurer for more information regarding donating or applying to receive donated sick leave.

Vacation Policy

Paid vacation is one of the ways the City recognizes length of service and performance and to show our appreciation by providing time off with pay.

Regular, full-time employees are eligible to earn a paid vacation based on the following requirements: Completion of the required number of years of continuous employment. If the employee's hire date is prior to the 16th of the month, they will begin accruing vacation leave that month. If the employee's hire date is the 16th or later, they will begin accruing vacation leave the following month.

Regular, full-time employees may begin using their accrued leave after they have successfully completed their probationary period, including any extensions.

In order to qualify for paid vacation, an employee must have worked at least 1,250 hours in the twelve-month period preceding the anniversary date. Time off for which the employee receives pay from the City, excluding leaves of absence, will count as hours worked for purposes of vacation eligibility.

Annual paid vacation leave shall be granted according to the following schedule:

Calendar Months of Continuous Service	Amount of Monthly Accrual
0 – 12 months	3.33 hours
13 – 48 months	6.67 hours
49 – 72 months	13.33 hours
73 – 108 months	14.67 hours
109 – 138 months	16.00 hours
139+ months	16.67 hours

A maximum of 280 hours of vacation leave hours may be carried over from December 31st of one year to January 1st of the following year. In cases where City operations have made it impossible for an employee to use vacation time, the DHS may authorize additional roll-over of vacation accruals up to 40 hours, with the approval of the Mayor.

Vacation accrual may be taken in fifteen (15) minute increments.

Vacation periods should be scheduled as far in advance as possible. Vacation periods should be scheduled and approved by the DHS, or their designee, at least two (2) weeks prior to the date requested. Preference in selection of dates will be granted based on length of service.

Each DHS will maintain a vacation schedule for his/her group and a record of the vacation time taken by each employee.

A written authorization should be submitted in all instances where the employee is granted a vacation day(s).

Vacation accruals are earned and posted on the last business day of the month. Vacation accrual balance cannot be negative at any time. However, the accrual balance shall be a positive balance after the vacation accrual is earned and posted on the last business day of the month. For example, if an employee's balance at the beginning of the month is 35 hours, they use 40 during the month, and their accrual is 6.67 hours, their balance would be negative by 5 hours until their accrual is earned and posted to their balance, bringing it

to a positive 1.67. This is allowed, so long as the balance is a positive balance after the accrual is earned and posted.

Employees who resign or are laid off due to a reduction in force shall use vacation before terminating service or shall be paid for accrued vacation at the City's option. Employees who have not completed their probationary period and any extensions will not be entitled to receive a payout for any unused vacation.

Sick Leave

The City provides paid sick leave benefits to all employees who are temporarily absent due to illness or injury.

Part-time, Temporary and Relief employees shall accrue sick leave benefits at the rate of one (1) hour for every forty (40) hours worked.

Regular Full-time employees will accrue sick leave benefits at the rate of eight (8) hours per month. If the employee's hire date is prior to the 16th of the month, they will begin accruing sick leave that month. If the employee's hire date is the 16th or later, they will begin accruing sick leave the following month. Sick leave benefits are calculated on the basis of a "benefit year". A "benefit year" is the 12-month period that begins when you start earning sick leave.

An employee may use sick leave in increments of fifteen (15) minutes for their own health needs or those of an immediate family member, doctor or dental appointments, if the employee's work or child's school has been closed for a health-related reason, and for absences under the state's Domestic Violence Leave Act.

For the purpose of this section, "immediate family member" includes:

- A child (biological, adopted, foster, stepchild, etc.), regardless of age or dependency status
- A parent (biological, adoptive, foster, stepparent, etc.), or the parent of the employee's spouse or registered domestic partner
- A spouse or registered domestic partner
- A grandparent
- A grandchild
- A sibling

If you cannot report to work, you should notify your DHS before the scheduled start of your workday, if possible. Your DHS must also be contacted on each additional day of absence. Before you can return to work after a sick leave absence of three (3) consecutive regular

shifts or more, you may be required to provide a doctor's statement that you may safely return to work. If requested, the note should simply confirm your need for sick leave, and should not include information regarding the health issue.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation, such as Official in Charge ("OIC"), bonuses, clothing allowance, or shift differentials.

If you are on sick leave for an extended absence because of an illness or injury, you also must apply for any other available compensation and benefits, such as workers' compensation. Your sick leave benefits will be used to supplement any payments that you are eligible for from state disability insurance, workers' compensation, or City provided disability insurance programs. The combination of these disability payments and your sick leave may not be more than your normal weekly pay.

A maximum of 840 hours of sick leave hours may be carried over from December 31st of one year to January 1st of the following year.

Sick leave benefits are meant to provide income protection in the event you are ill or injured. They may not be used for any other absence.

Any employee found to have abused sick leave by falsification or misrepresentation shall be subject to disciplinary action up to and including termination.

Employees not covered under any collective bargaining agreement or employment agreement who separate from City employment voluntarily (except for job abandonment) or via a reduction in workforce, may be permitted to cash out a portion of their accrued but unused sick leave at their base hourly rate of pay (excludes forms of premium pay). Transfers from one City department to another are not regarded as termination of employment and the employee is not entitled to pay for the accrued leave as a result of a transfer. Sick Leave payout shall be paid no later than thirty (30) calendar days after separation, according to the following formula:

- Any employee with less than five (5) years of continuous full-time employment shall not receive any payout for unused sick leave. Any employee with at least five (5) years but less than (10) years of continuous full-time employment shall receive 10% of their accrued unused sick leave. Any employee with ten (10) years or more of continuous full-time employment shall receive 25% of their accrued sick leave.
- Upon death of an active employee, payment of accrued unused sick leave shall be made to the estate of the deceased employee at the 50% rate. If no survivor exists, no payment shall be made.

Bereavement

In the event of the death of an employee's: Father, Mother, Brother, Sister, Spouse, Child, Stepfather, Stepmother, Stepchild, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law, Brother-in-Law, Sister-in-law, Grandchild, Grandparent, or Significant Other with whom they reside, the City will provide up to three (3) working days of paid leave to regular full-time employees.

If more than three (3) working days are needed, the employee is permitted to use vacation, compensatory time, or leave without pay, with the approval of your DHS.

Part-time, Temporary and Relief employees do not qualify for bereavement leave.

Medical

The City offers employees and dependents access to medical care insurance benefits. Employees in the following employment classifications are eligible to participate in the medical insurance plan:

- Regular Full-Time Exempt
- Regular Full-Time Non-Exempt
- Part-Time Non-Exempt, per Employment Agreement, if eligible

Eligible employees may participate in the medical insurance plan subject to the terms and conditions of the agreement between the City and the insurance carrier.

You will find details of the medical insurance plan in the Summary Plan Description ("SPD"). When you become eligible, you will receive an SPD and rate information prior to the enrollment date. For questions about medical insurance, contact the Clerk-Treasurer for additional information.

Dental

The City offers employees and dependents access to dental insurance benefits. Employees in the following employment classifications are eligible to participate in the dental insurance plan:

- Regular Full-Time Exempt
- Regular Full-Time Non-Exempt
- Part-Time Non-Exempt, per Employment Agreement, if eligible

Eligible employees may participate in the dental insurance plan subject to the terms and conditions of the agreement between the City and the insurance carrier.

Vision

The City offers employees and dependents access to vision insurance benefits. Employees in the following employment classifications are eligible to participate in the vision insurance plan:

- Regular Full-Time Exempt
- Regular Full-Time Non-Exempt
- Part-Time Non-Exempt, per Employment Agreement, if eligible

Eligible employees may participate in the vision insurance plan subject to the terms and conditions of the agreement between the City and the insurance carrier.

Life Insurance

The City offers a basic life insurance plan for eligible employees. The basic life insurance plan includes Accidental Death and Dismemberment (“AD&D”) insurance. AD&D provides benefits in case an accident causes a serious injury or death.

Employees in the following employment classifications are eligible to enroll in the life insurance plan:

- Regular Full-Time Exempt
- Regular Full-Time Non- Exempt
- Part-Time Non-Exempt, per Employment Agreement, if eligible

The eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between the City and its insurance carrier.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Clerk-Treasurer for more information.

Eligible employees can voluntarily purchase additional life insurance and AD&D coverage. This added coverage is 100% covered by the employee and is included as a deduction in their monthly paycheck.

Long Term Disability (“LTD”)

Employees in the following employment classifications are eligible to receive LTD benefits.

- Regular Full-Time Exempt
- Regular Full-Time Non- Exempt
- Part-Time Non-Exempt, per Employment Agreement, if eligible

LTD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness.

Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between the City and its insurance carrier. If the disability comes from being pregnant or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

If the disability is covered by workers' compensation, it is not covered by the LTD plan. There are more details in the LTD Summary Plan Description including how much can be paid and when, the limits, the restrictions, and what is not covered. If you have questions about LTD benefits, contact the Clerk-Treasurer for more information.

Employee Assistance Program (“EAP”)

The City's EAP is designed to provide confidential assistance to employees who are having personal problems by providing professional consultation, assessment, and referral.

The EAP is available to employees and their families through the City's insurance provider and can assist with most personal problems affecting the quality of life at home and on the job.

Contact the Clerk-Treasurer for further details.

Section 4: Employee Conduct/Responsibilities

Drug Free Workplace

The City is committed to being a drug-free and safe workplace. Our employees must be physically and mentally fit to perform their duties in a safe and efficient manner. Therefore, no employee shall work or report to work while under the influence of alcohol, illegal drugs, or any other drugs that would affect his/her ability to perform the job in a safe and efficient manner.

No employee shall consume, display, or have in his/her possession, including the workplace or in City vehicles, alcoholic beverages, or illegal drugs at any time during the workday, including during lunch, breaks, and on-call hours. To do so could jeopardize the safety of other employees, City's equipment, and the City's relations with the public, and is a prime cause for disciplinary action, up to and including termination.

To protect the best interests of employees and the public, the City will take whatever measures are necessary to determine if alcohol or illegal drugs are located on or are being used on City property. Measures that may be used will include but not be limited to

searches of people and of personal property located on City premises, which may be conducted by law enforcement authorities or by management, as well as drug and/or alcohol tests to be conducted when there is reasonable suspicion of substance abuse.

When urinalysis and/or blood tests are requested or necessary, samples will be taken under the supervision of an appropriate health-care professional. The above-mentioned searches and drug tests will not be conducted if an individual refuses to submit; however, refusal to submit will result in immediate removal from service and may result in termination.

Under the Drug Free Workplace Act, if you perform work for a government contract or grant, you must notify the City if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five (5) days of the conviction.

Substance Abuse and Physical Examination Policy

Substance Abuse

The City considers its employees to be its most valuable asset and believes that professionalism in the delivery of public services can only be maintained within a drug- and alcohol-free work environment. Further, the City believes that employees have the right to work in an environment free of drugs and alcohol and those employees have the obligation not to place themselves in a situation where job performance is impaired by substance abuse.

This chapter has been developed in compliance with the Federal Drug-Free Workplace Act of 1988, regulations of the U.S. Department of Transportation (“DOT”), the Federal Transit Administration (“FTA”), and other relevant authorities.

Drug-Free Work Place

The City recognizes that the maintenance of a drug-free workplace is essential to the safety and welfare of employees. This chapter establishes programs and practices that promote and support a drug-free working environment and brings the parties into compliance with the Drug-Free Workplace Act of 1988.

Statement

The intent is to educate employees as to the dangers of drug abuse in the workplace, the commitment to a drug-free workplace, the penalties that may be imposed upon employees for drug violations in the workplace, and the commitment of support for employees undergoing treatment and rehabilitation of chemical dependencies.

Provisions

a. Controlled Substances

- The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol in the workplace is prohibited.
 - Reporting to work under the influence of a controlled substance or alcohol is prohibited.
 - As a condition of employment, all employees must notify their department DHS of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.
- b. Prescription or Over-the-Counter Drug Use
The use of prescription and over-the-counter drugs which compromise the safety in the workplace is prohibited. It is the employee's responsibility to check with their physician as to whether or not a prescription drug will impair safe performance. Under this chapter, employees are specifically required to notify their DHS when they are taking medications with warning labels that may affect their ability to remain alert or operate equipment.
- c. Drug Use Away from the Workplace
The use of a controlled substance off the work site by an employee may be grounds for disciplinary action if it results in an adverse impact on the City.
- d. Employee Sanctions
It is the responsibility of every employee to be aware of the above provisions and to abide by them. Failure to observe these provisions will result in discipline of the employee, up to and including termination. The employee may be required to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitative program as a condition of continued employment.
- e. Employee Assistance Program
The City is committed to supporting employees undergoing treatment and rehabilitation for alcohol or other chemical dependency. The City will provide information to employees on available drug counseling and rehabilitation programs.
- f. Drug Abuse Education Program
The City will utilize available resources, to educate employees as to the dangers of drug abuse.
- g. Confidentiality
The confidentiality of all complaints and reported violations of the provisions of this directive will be strictly maintained to the extent possible, except as required by public disclosure laws or court order.

Drug and Alcohol Testing

Purpose

This section of the chapter sets forth the alcohol and drug testing program which is intended to apply the same testing and reporting requirements, with the exception of random testing, to all employees as required by federal regulations as stated in this section. The purpose of this chapter is to support the drug-free workplace and establish compliance with the Federal Highway Administration regulations for Commercial Driver's License holders. Regulations issued by the United States Department of Transportation mandate urine drug and evidential breath alcohol testing for employees in safety-sensitive positions, including those who are required to hold a Commercial Driver's License.

Application

This chapter applies to all employees with the additional requirement of random testing for employees who are required to have and maintain a Commercial Driver's License in order to perform the duties of the job. Contractors performing functions for the City of Castle Rock involving the use of a vehicle requiring a Commercial Driver's License will be subject to specific alcohol and drug testing as required by Federal Regulations.

Statement

The City has a significant interest in the health and safety of employees. In furtherance of that interest, the City will take those steps necessary to ensure that employees perform their duties and responsibilities and are free from the influence of drugs and alcohol. Employees are encouraged to seek confidential counseling for problems associated with alcohol and drug abuse through the Employee Assistance Program. There will be mandatory drug and alcohol testing for employees and job applicants under the circumstances outlined in this chapter. All drug and alcohol testing (pre-employment, random, and reasonable suspicion) shall be conducted following the current testing standards and thresholds established by the U.S. Federal Department of Transportation.

Training and Education

Employee education and supervisor training are essential parts of this program. All existing and new employees will receive this policy with information on the impact of drug and alcohol use and will receive information on resources for assistance. DHSs will receive the same training as well as additional training in the recognition and detection of signs and symptoms of alcohol and drug misuse. DHSs will not be permitted to make reasonable suspicion test referrals unless they have completed training required by federal regulations.

Types of Testing

1. Pre-Employment Drug Testing

All individuals employed in CDL required positions and public safety-sensitive positions must pass a drug test as a post-offer condition of employment.

2. Reasonable Suspicion Testing

Employees shall submit to a drug and/or alcohol test when the City reasonably suspects that this policy may have been or is presently being violated. A referral for testing will be based on current, clearly described observations. Such referrals will be made by DHS personnel who have received training concerning the signs and symptoms of drug and alcohol use, confirmed by a second trained DHS, or their designee, where possible. Prior to questioning the employee about the observed behavior, the DHS will inform represented employees of their right to have union representation present during the meeting. Employee's requests for representation will be honored to the extent that honoring the request does not unreasonable delay testing. When reasonable suspicion exists, the affected employee will be questioned and observed. A decision to request a specimen will be based upon eye witness reports, facts of the event and observed physical and behavioral characteristics of the affected employee. The employee will be interviewed in a private area, where possible.

a. Verification

A reasonable suspicion requires will be documented in writing with a copy provided to the affected employee.

b. Relief of Duty

The employee will be placed on leave until the results of the drug and/or alcohol test are complete and verified. If the test results are negative, the employee will be compensated during the waiting period for all work time lost. If the test results are positive, employees will be allowed to use vacation, floating holiday, or compensatory time, at their discretion or sick leave, if entitled or applicable during the period of absence due to waiting for the test results to eliminate any loss of income. If an employee chooses to use paid leave during the period of absence, they must notify the City which type of paid leave will be used during the period of absence. The City shall thereafter notify the employee of the disciplinary action in accordance with these personnel policy guidelines.

c. Transportation Assistance

The employee will be accompanied to the collection site by their DHS or their DHS's designee. The employee will be provided transportation home. If the employee refuses and demands to drive their vehicle, the City shall notify law enforcement.

3. If removed from duty based on a reasonable suspicion of alcohol use and an alcohol test is not administered within eight (8) hours, the employee will not be allowed to return to duty until:
 - a. An alcohol test is administered and the employee's breath alcohol concentration measures less than 0.02; or
 - b. 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated this policy concerning the use of alcohol.
4. Post-Accident Testing

Following an accident, as defined under definitions in this chapter, the employee is required to submit to alcohol and drug tests. Testing should occur as soon as possible but may not exceed eight (8) hours after the accident for alcohol testing and thirty-two (32) hours after the accident for drug testing.
5. Random Testing

Employees required to have a CDL will be subject to random, unannounced alcohol and drug testing whenever they are on duty.
6. Return to Duty Testing

Employees who have violated this policy chapter including those who have tested positive on a drug or alcohol test, and, who under the discipline section are allowed to return to work, must test negative prior to being released to duty. A return to duty test following alcohol misuse may not exceed an alcohol concentration of 0.02.
7. Follow-Up Testing

An employee who is referred for assistance related to alcohol misuse and/or use of drugs is subject to unannounced follow-up testing for a period not to exceed sixty (60) months as directed by a Substance Abuse Professional and the City. The number and frequency of follow-up tests will be determined by the Substance Abuse Professional and the City but will not be less than six tests in the first twelve (12) months following the employee's return to duty. The employee will be responsible for costs associated with follow-up testing not covered by insurance should a positive test result occur, and the employee is retained in the City workforce.
8. Re-Testing

Employees who test positive for drugs may request a second test of the remaining portion of the split sample within seventy-two (72) hours of notification of a positive test by the Medical Review Officer. The cost of the second test will be paid by the City.
9. Testing Compensation

All time spent administering alcohol or controlled substance tests, including travel time, will be paid at the employee's regular rate of pay, or at their overtime rate, if applicable. Time spent taking second tests will not be compensated. Any employee who is not

allowed to return to work while awaiting test results will be placed on paid leave during the waiting period. If the test results are negative, the employee will be compensated during the waiting period for all work time lost. If the test results are positive, employees will be allowed to use vacation, compensatory time, sick leave, or other paid leaves during the period of absence to eliminate any loss of income. The City shall pay all costs associated with follow-up testing not covered by insurance should a positive test result occur and the employee is retained in the City workforce.

10. Refusal to Take an Alcohol or Drug Test

No employee shall refuse to submit to an alcohol or drug test as directed under this chapter. A refusal to submit shall include, but is not limited to:

- a. A failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing in accordance with the procedures manual;
- b. Failure to provide adequate urine for drug testing without a valid medical explanation after the employee has received notice of the requirement for urine testing in accordance with the procedures manual;
- c. Engaging in conduct that obstructs the testing process.

Refusal to submit to a test shall be considered insubordination and shall be deemed the same as a positive test result.

Definitions

Accident – Accident means an occurrence involving the employee which results in

1. A fatality;
2. Bodily injury of a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident;
3. Overall property/vehicle damage estimated at \$1,000 or more;
4. The employee cannot be completely discounted as a contributing factor to the accident;
5. One or more motor vehicles incurring disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle; or
6. A citation for a moving traffic violation arising from the accident.

Driver – This term includes all employees even while driving their personal vehicle, if conducting City business.

Commercial Vehicle – A commercial vehicle is one that either

1. Has a gross vehicle weight of over 26,000 pounds (including combined weight if towed unit weighs over 10,000 pounds);
2. Is designed to transport 16 or more persons, including the driver; or

3. Is used to transport hazardous materials.

Drugs – In accordance with the applicable federal regulations, “drugs” refers to the following five substances. The Federal Motor Carrier Safety Administration (“FMCSA”) administers the list of substances below. Therefore, without notice, this list is subject to change per the FMCSA’s direction.

1. Marijuana (THC)
2. Cocaine
3. Opiates
4. Phencyclidine (PCP)
5. Amphetamines

Medical Review Officer (MRO) – The Medical Review Officer is the licensed physician responsible for receiving and interpreting laboratory results from the urine drug tests.

Safety Sensitive Position – These are positions associated with the driving of commercial vehicles.

Substance Abuse Professional (SAP) – A Substance Abuse Professional is a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. The SAP is responsible for evaluating employees with positive test results.

Prohibited Conduct

The following conduct regarding alcohol and drug use or abuse is prohibited.

1. Alcohol Concentration
An employee may not report for or remain on duty, for the performance of duties covered under this chapter while having an alcohol concentration of 0.04 or greater.
2. Alcohol Possession and On-Duty Use of Alcohol
An employee may not possess or use alcohol while on-duty or while operating a commercial vehicle.
3. Pre-Duty Use of Alcohol
An employee may not report for duty or operate a commercial vehicle within four (4) hours after using alcohol. An on-call employee who consumes alcohol within four (4) hours of being called in must acknowledge the use of alcohol and not report for duty.
4. Alcohol Use Following an Accident

An employee required to take a post-accident alcohol test may not use alcohol for eight (8) hours following the accident, or until the post-accident alcohol test is given, whichever comes first.

5. Use of Drugs

An employee may not report for duty, remain on duty, or drive a commercial vehicle when the employee has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform their duties or operate a commercial vehicle. Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their duties safely must provide written notice from their physician with respect to the effect of such substances.

6. Refusal to Submit to a Required Test

An employee may not refuse to submit to a post-accident, reasonable suspicion, or follow-up alcohol and drug test as directed by this chapter. In addition, employees required to have and maintain a CDL may not refuse to submit to random testing as directed by this chapter.

7. Positive Drug Test

An employee may not report for duty or remain on duty if the employee tests positive for drugs or alcohol.

8. Tampering with a Required Test

An employee may not tamper with, adulterate, alter, substitute, or otherwise obstruct any testing process required under this chapter.

9. Possession, Transfer or Sale

No employee may possess, transfer, or sell drugs or alcohol while on duty.

Securing Information from Previous Employers

As a condition of employment and post-offer of employment, all applicable applicants that will be holding a position requiring a CDL must authorize a request for all employers within the past two (2) years to release information of the following:

1. Positive alcohol and drug tests
2. Refusal to be tested.

This information must be obtained before the person is employed by the City, meaning the employee may not begin employment until this information has been received.

If no such information was generated about the applicant or if the past employer(s) cannot be located or refuse(s) to cooperate, the DHS will so document and send a report to Human Resources. Normal hiring may proceed when a memo documenting the lack of information has been sent to Human Resources.

Confidentiality and Record Retention

All records related to drug and alcohol testing will be maintained in a secure location with controlled access, separate from all other records. Record retention time frames shall be in accordance with DOT criteria for CDL employees, however, for all other employees:

1. Records for negative tests shall be removed and destroyed after one (1) year and;
2. Records of positive tests shall be removed and destroyed after five (5) years.

Consequences of Engaging in Prohibited Conduct or Positive Drug or Alcohol Tests

Discipline and Rehabilitation

An employee will be subject to appropriate disciplinary action up to and including termination from employment if:

1. The employee tests positive for a drug or drugs; and/or,
2. Results from an alcohol test indicating a blood alcohol level of 0.04 or greater; and/or,
3. The employee has engaged in prohibited conduct as outlined above.

All employees, regardless of disciplinary action taken, will be advised of resources available to the employee in evaluating or resolving problems associated with drug use or alcohol misuse. The City shall make reasonable efforts to afford union represented employees the right to applicable representation whenever an employee is directed to submit to an alcohol or drug test which is for cause, post-accident, or reasonable suspicion.

The following sections of this policy apply to those employees who are not terminated for their violation of the alcohol and substance abuse policy:

Positive Test Results and/or Engaging in Prohibited Conduct

If an employee tests positive for drugs or has an alcohol test that indicates blood alcohol level of 0.04 or greater, from a random, reasonable suspicion, post-accident, or other authorized test, or engages in prohibited conduct as outlined in this chapter, the employee will immediately be removed from all duties including the driving of a commercial vehicle. The employee will not be permitted to return to work unless they:

1. Have been evaluated by a qualified Substance Abuse Professional;
2. If recommended by a Substance Abuse Professional, have properly followed any rehabilitation prescribed; and,
3. Have a verified negative result on a return-to-duty alcohol (<0.02) and/or drug test.

Upon completion of a recommended rehabilitation program and successful return-to-work, an employee will be subject to follow-up random testing for up to sixty (60) months as recommended by the Substance Abuse Professional and the City, with a minimum of six (6) such unscheduled tests within the first (12) months of returning to duty.

Alcohol Concentration of 0.02, but less than 0.04

Employees having a breath alcohol concentration of at least 0.02, but less than 0.04, shall be removed from duty requiring the driving of a commercial vehicle for at least 24 hours.

Employee Assistance Program/Voluntary Referral

The City supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily and to utilize the Employee Assistance Program. Any employee who comes forth and notifies the City of alcohol or drug abuse problems prior to violating the City's alcohol and substance abuse policy will be given the assistance extended to an employee with any other illness.

Any such program, however, may not interfere with the tests required by these rules. For example, a driver may not identify themselves as unfit to drive after having been notified of a random or reasonable suspicion test and expect to avoid the consequences for a positive test or a refusal to test. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this chapter.

Sick leave, vacation leave, or leave of absence without pay may be granted for treatment and rehabilitation as in other illness. Insurance coverage for treatment will be provided to the extent of individual coverage. Confidentiality of information will be maintained as much as possible at all times.

Safety

The Occupational Safety and Health Act ("OSHA") require all employers to provide a safe and healthful workplace for their employees. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees and facilities.

The City will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of City rules and regulations will result in disciplinary action. The City believes that the safety of employees and physical property can best be ensured by a meaningful program.

Employee: Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations and/or suggestions regarding unsafe conditions to their immediate DHS so that they may be corrected.

DHS: Responsible for the working conditions within their department. A DHS should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline employees who habitually create or indulge in unsafe practices, assess new or changed situations for inherent dangers, and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to continue. Seatbelts: When operating a City vehicle, the employee must use the seatbelt/safety restraint device and require any passengers to do the same. Any employee who does not use safety restraints/seatbelts shall be subject to disciplinary action up to and including termination.

Reporting a Workplace Injury

The City pays a contribution to the premium on insurance provided by our Workers' Compensation under the Workers' Compensation Act. This law was designed to provide you with benefits for any injury which you receive arising out of your employment with the City.

Under the provisions of the law, if you are injured while at work for the City, this injury must be reported immediately to your DHS, no matter how slight it might seem. Failure to do so could result in your claim for Workers' Compensation benefits to be denied by the insurer.

For more information on the WA Workers' Compensation, please refer to www.lni.wa.gov.

Attendance/Punctuality Policy

We expect all City employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your immediate DHS as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

If any employee is absent for more than two (2) consecutive workdays without reporting the absence to his/her DHS the City will consider the employee to have voluntarily resigned

by job abandonment and move forward with the separation of the employee's employment.

Standard of Conduct

The purpose of this policy is to outline what the City expects from its employees in terms of appropriate behavior. Employees who violate the work rules are subject to disciplinary action, up to and including termination.

Infractions of the following work rules are deemed to be unacceptable and may result in termination upon the first offense.

Unacceptable Violations

- Theft of City property or personal property of another employee.
- Falsifying another employee's timecard or permitting someone to falsify your timecard.
- Falsification of an application or City record.
- Sleeping while on duty.
- Unauthorized disclosure of confidential information.
- Any violation of the harassment policy.
- Fighting, threatening, or attempting bodily injury to another person on City property.
- Deliberately damaging City property, property belonging to a co-worker or to a vendor.
- Failure to wear safety equipment where required.
- Unauthorized use of City time, materials, tools, etc., for personal gain.
- Unauthorized alteration of City machinery or equipment.
- Violation of safety rules which could result in serious injury to self or others.
- Reporting to work under the influence of drugs and/or alcohol.
- Possession of guns, knives, weapons, explosives, etc., on City property.
- Testing positive for drugs (including marijuana) on a City-administered drug test.
- Refusal to cooperate with the investigation of a work-related matter.
- Insubordination
- Indecent or immoral behavior on City property.
- Repeated tardiness or absence; failure to report to work without a satisfactory reason.
- Any other issue that presents a serious concern for the DHS involving the employee.

General Violations

The following violations do not generally pose a major threat to the operation of the City or to the safety and well-being of the individual or other employees, however these violations may still lead to disciplinary action, up to and including termination.

- Horseplay
- Contributing to unsanitary conditions
- Leave work area without permission
- Failure to provide an acceptable quality of work
- Repeated tardiness or absence; failure to report to work without satisfactory reason
- Smoking in restricted areas
- Unauthorized solicitations or posting of materials on City bulletin board
- Improper operation of any vehicle on City property
- Unauthorized use of City telephones or computers
- Negligent vehicle/equipment care and use
- Any other behavior that is deemed a violation under this section.

The above lists are not all-inclusive and the City reserves the right to take corrective action for any behavior it deems inappropriate for the efficient and safe operation of the City.

DHSs may follow the progressive disciplinary policy for violations of the Code of Conduct however they have the right to skip the progressive discipline steps up to and including termination for violations.

Confidentiality

Information regarded as confidential, including payroll, financial statements, customer lists, price lists and other information, should be handled carefully. DHSs should instruct their staff coming in contact with this information as to what is confidential and should require that staff write "Personal and Confidential" on such materials on the outside of any envelopes and correspondence.

Employees should be instructed that upon receipt of materials marked "Personal and Confidential," that these materials should be left sealed, to be opened by the individual to whom they are addressed.

Confidential information regarding the City or the customers we serve should in no way be divulged verbally, in written correspondence or e-mail. Failure to abide by this policy will result in disciplinary action, up to and including termination.

Progressive Discipline

We believe it is important that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Progressive discipline means that we will normally take these steps in the following order:

- A first offense may be a verbal warning;
- The next offense may be a written warning;
- Another offense may lead to a suspension; and,
- Repeated offenses may lead to termination of employment.

If at least five (5) years have passed since the last disciplinary action, the process will normally start over.

In serious situations, certain offenses may justify either a suspension, or, in termination of employment, without going through the progressive discipline steps.

You should also look at the Standard of Conduct and Work Rules policy in this manual. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

Performance Improvement Plan (“PIP”)

If an employee is not performing to the City’s standards, the DHS may, but is not required to, establish a PIP as follows:

1. Identify the problem and meet with the employee to discuss;
2. Work with the employee to design specific job goals and methods to achieve those goals; and
3. Set a reasonable time period to adequately assess progress and job performance skills.

The employee’s continued employment is dependent on their ability to meet criteria contained within the PIP. If the employee fails to improve in the time frame specified, the employee is subject to additional discipline, including demotion or termination. PIPs are limited to one plan and will not exceed six (6) months. The status of At-Will remains unchanged regardless of the existence or completion of a PIP.

Harassment Policy

The City is committed to providing a workplace free from discrimination, harassment and retaliation. Therefore, the City will not tolerate harassment of any type based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, or genetic information and other characteristics protected under state, federal or local laws. Such conduct in any form is prohibited in the workplace, at work-related functions or outside of work if it affects employees in the workplace. This policy applies to all employees, clients, customers, guests, vendors, and persons doing business with the City.

All employees must ensure they understand this policy and their obligations. Whether an employee's conduct violates this policy will be based on how an employee's conduct is received and whether a reasonable person would find the conduct to be in violation of the policy.

Harassment is defined as unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, or genetic information. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment; or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing discrimination charges, testifying, or participating in investigations, proceedings, or lawsuits under these laws, or for opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Please refer to the Retaliation policy for more information.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's DHS, a DHS in another area, a vendor of the employer, a co-worker, a customer, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone who is affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or termination of, the victim.

Appropriate performance reviews, counseling or discipline by your DHS do not constitute harassment.

If you feel that you are being harassed, you should take the following steps:

- Tell the harasser that his or her actions are not welcome and that they must stop if you feel comfortable enough to do so.
- Report the incident immediately to your DHS, the Clerk-Treasurer, or the Mayor.

- Report any additional incidents or retaliation that may occur to your DHS, the Clerk-Treasurer, or the Mayor.

All reports will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during the period of investigation.

Retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Sexual Harassment Policy

The City prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to clients, customers, guests, vendors, and anyone else doing business with City. Any employee who feels that he or she has been a victim of sexual harassment, or who believes that he or she has witnessed sexual harassment, should (if possible) directly and immediately inform the harasser that the conduct is unwelcome and that he or she must stop. The victim should also notify their DHS, Clerk-Treasurer, or the Mayor immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical conduct of a sexual nature. Such activities are illegal when:

- Submission is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection by an individual is used as a factor in decisions affecting that individual's employment
- Their purpose or effect interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment

Sexual harassment includes many forms of offensive behavior, including the harassment of a person of the same gender as the harasser. The harasser can be the victim's DHS, an agent of the employer, a DHS in another area, a co-worker, or a non-employee. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances, or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance

- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

It is important to City that all employees are protected from harassment. Any incidents that are perceived as harassment will be investigated and appropriate action will be taken by City.

Violence in the Workplace

The City will not tolerate workplace violence. Any employee who commits an act of violence at work against a person or property will face disciplinary action up to and including termination. If circumstances warrant, the matter will be referred to legal authorities for prosecution. Workplace violence is violence against employees and is committed by persons who either have an employment-related connection with the City or are outsiders, and involves:

- Physical acts against persons or employer property
- Verbal threats or vicious statements that are meant to harm or cause a hostile environment.
- Written threats, vicious cartoons or notes, and other written material that is meant to threaten or create a hostile environment.
- Visual acts that are threatening or intended to convey injury or hostility.

All employees are expected to report any act of violence. Employees should bring their concern directly to the attention of their immediate DHS, Clerk-Treasurer or Mayor. All such reports shall be fully investigated. Any employee who takes any adverse action against a person who reports any act of violence, or a suspicion of violence, shall be subject to immediate discipline, up to and including termination.

Retaliation

Retaliation is prohibited against a person who complains in good faith of a violation of this chapter or any other provision in this manual, or who participates in good faith in an investigation under this policy. If the City finds that retaliation has occurred, individuals who engaged in the retaliatory behavior may be subject to discipline up to and including termination, regardless of whether the original complaint is substantiated. Persons who believe

they have been the subject of retaliation should immediately follow the steps outlined in the section below.

Procedure for Seeking Relief from Retaliation

1. A person seeking relief from retaliatory action must provide a written complaint to their DHS within 30 calendar days of the alleged retaliatory incident. If the DHS is involved in the alleged retaliation, the complaint can be directed to the Clerk-Treasurer. The complaint must specify the alleged retaliatory action, and the relief requested.
2. The Clerk-Treasurer will investigate the complaint and provide a written response within 30 calendar days. Additional time to respond may be necessary depending on the nature and complexity of the complaint. If more time is necessary, the complainant will receive written notice explaining the reason for the delay and an estimated time in which a response can be expected.
3. After receiving the City's response, the complainant may request a hearing before a State administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The hearing request must be delivered within 15 calendar days of receipt of the City's final response in subsection 2, or 45 calendar days after the time in which the City should have responded (in cases where no response has been received).
4. Within five (5) business days of a hearing request, the City will apply to the State Office of Administrative Hearings for an adjudicative proceeding before a State administrative law judge.
5. At the hearing, the complainant must prove that a retaliatory action occurred by a preponderance of the evidence admitted at the hearing. The State administrative law judge will issue a final decision within 45 calendar days after the date of the request for hearing unless an extension is granted.

News Media

The Public Information Officer ("PIO"), or their designee, DHSs, and the Mayor are responsible for all official contacts with the news media, including answering questions from the media. Employees who are contacted by the news media regarding City business may not respond to such inquiries and instead should refer the media to their DHS, unless their department has a specific procedure (such as the Police Department).

Social Networking Policy

The City recognizes that social media is an integral part of doing business today. The proper role of social networking is to convey information about the City, its achievements and services, search for possible new markets and discuss City activities and events.

Only persons authorized to do so may prepare or modify content for the City's official website(s) and/or blogs. You are expected to comply with the following guidelines:

- Employees must identify themselves by name and their position in the City.
- Written approval to publish copyrighted information must be obtained in advance. If you are using information provided by another person, be certain you have permission to use it and acknowledge the author's contribution.
- Maintain the highest level of professionalism. Be respectful to all, including the City, your co-workers, residents, and other government entities. Remember you represent the City and will be held responsible for your posts.
- Do not disclose any confidential information about the City and/or its customers.
- Check your facts before you publish. Honesty is imperative as information can be verified quickly on the Internet. False statements will damage the credibility of both the City and you.
- Promptly correct your mistakes to avoid misunderstanding and irritation.

Information published on the Internet becomes part of a permanent record. Exercise good judgment and common sense. If in doubt, do not post until you clear it through the appropriate channels.

All social networking activities must be in compliance with the Public Records Act.

Personal Blogs/Social Networking

Employees are not allowed to use City-owned equipment, including computers, City licensed software or other electronic equipment or facilities on City time to conduct personal blogging or social network activities.

Employees may not use the City logo on their personal blogs or networks.

Employees may not post photographs of other employees, residents, or vendors on personal posts.

Employees are not to link from a personal blog or social network to the City's internal or external websites.

Bloggers are responsible for their commentary on blogs and social networks. Bloggers can be held personally liable for commenting that is slanderous, obscene, defamatory, or libelous by any offended party.

Social networking and blogging must be done on the employee's equipment during breaks or lunch.

If you have any questions regarding the proper use of social networking/blogging, please contact DHS.

Dress Code/Casual Days

Employees engaged in work that puts them in a position where they meet the public are expected to present a professional appearance to the customers. This means good personal grooming habits and the proper attire for their position with the City.

Complaint Policy

Your complaints and problems are of concern to the City. It is our policy to give full consideration to any issues that may affect your job performance. The only way we can help you answer your questions or solve your problems is for you to tell us about them.

1. If you have a problem or misunderstanding, the first step is to talk to your DHS within five working days of its occurrence. Your DHS will give you an opportunity to discuss the matter fully and should give you an answer within three working days following the discussion. The majority of problems can be resolved in this manner. If the problem or complaint is with your immediate DHS, go to Step 2.
2. In the event the problem or misunderstanding cannot be settled between you and your DHS, you should describe your problem in writing and submit it to the Mayor within three working days. The Mayor will meet with you within a reasonable time period and give you a written answer a reasonable time period following the meeting. The decision of the DHS or Mayor in a problem situation will be final and binding.

There will be no discrimination or retaliation against anyone presenting a complaint or discussing a problem with DHSs or anyone in the City government. Please refer to the Retaliation policy for more information.

Return of Property

The City may loan you property, materials, or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return any property given to you promptly upon request. If your employment at the City terminates, you must return all City property immediately.

If you do not return City property and if the law allows, we may withhold money from your regular or final paycheck to cover the cost. We may also take legal action to retrieve City property.

Employee Fraternization Policy

The City wants to preserve a working environment that has clear boundaries between personal and professional relationships. This is believed to be the best practice for conducting business in a professional manner. This policy establishes clear boundaries with regard to how relationships develop at work and within the confines of the workplace.

- During working hours and in work areas, employees of the City are expected to keep all personal interactions limited and at a professional level to avoid distracting or offending others.
- Employees are prohibited from engaging in any physical interactions that would be seen as inappropriate in the workplace. What constitutes inappropriate conduct is the discretion of the City.
- Employees who engage in personal relationships with others and allow these relationships to negatively affect the working environment will be subject to disciplinary action. If said employees fail to change their behavior after disciplinary action takes place, they may be subject to termination.
- Romantic relationships between officials and supervising employees and subordinates are strictly prohibited. If a relationship does develop between a supervising employee and their subordinate, the Clerk-Treasurer or Mayor should be notified immediately so that a department transfer may be considered.

Workplace Etiquette

The City can be a pleasant place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help you get along with others. If you have comments or suggestions about workplace etiquette, contact the DHS.

- Be prompt.
- Pick up after yourself.
- Clean up after yourself.

- Be careful - watch what you are doing.
- Do not make accusations in public.
- Do not interrupt.
- Use email and telephones in a business manner.
- Speak quietly as voices do travel.
- Limit socializing on office time.
- Minimize talking in the hallways.
- Do not use inappropriate language.
- Keep personal life discussions out of the workplace.
- Keep music/radio volume soft and low.
- Be aware of strong smells such as perfumes, and how it may affect others.
- Clean up your workspace.
- Be respectful.

Ethics Policy

The City conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. We are committed to conducting business with integrity underlying all relationships, including those with customers, suppliers, and communities, and among employees. The highest standards of ethical business conduct are required of our employees during the performance of their responsibilities.

Employees will not engage in conduct or activity that may raise questions as to the City's honesty, impartiality or reputation or otherwise cause embarrassment to the City.

Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

- Using your position for private gain.
- Giving preferential treatment to any person or entity.
- Adversely affecting the confidence of the public in the integrity of the City.

Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy.

All DHSs are responsible for providing policy guidance and issuing procedures to assist employees in complying with the City's expectations of ethical business conduct and uncompromising values. This policy constitutes the standards of ethical business conduct required of all employees.

Conflict of Interest Policy

The City has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of the City to follow these guidelines about conflicts of interest. If you have questions about what constitutes conflict of interest, contact your DHS.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of the City that might result in a personal gain for you or for one of your relatives.

City employees shall not sell or barter anything to the City or to a contractor supplying the City, or make any contract with the City or purchase anything from the City other than those things which the City offers generally to the public, such as but not limited to, utility services, and then only on the same terms as are offered to the public, unless an invitation to submit sealed bids is published and the City accepts the sealed bid with is most advantageous to the City. Any violation of this section with the express or implied knowledge of the person or corporation contracting with the City shall render the contract voidable by the Mayor or City Council.

Employees shall not accept or seek for others, any service, information, or thing of value on more favorable terms than those granted to the public generally, from any person, firm or corporation having dealings with the City.

Employees shall not accept, directly or indirectly, any gift, favor, loan, retainer, entertainment, or other thing of monetary value from any person, firm or corporation having dealings with the City when such acceptance would conflict, or create the appearance of a conflict, with the employee's duties. A conflict or appearance of a conflict shall be deemed to exist where a reasonable and prudent person would believe that such was given for the purpose of obtaining special consideration or influence. If an employee is given or offered any gift, favor, loan, retainer, entertainment, or other thing of monetary value under circumstances which could reasonably be construed to create a conflict of interest, the employee shall immediately report such activity to his or her DHS. The DHS shall in turn inform the Mayor.

In recognition of the public responsibility to provide for the maintenance of good relations between the City and its suppliers and others with whom the City may have business dealings, and to prevent gift-bearing business from interfering with an/or influencing employees, the City permits acceptance of an occasional lunch or its equivalent.

Violation of this policy will result in disciplinary action up to and including termination.

Section 5: Additional Policies

Definitions

1. Longevity

Longevity of an employee is defined as the length of the employee's continuous service to the City since the employee's most recent date of hire.

2. Work Week and Work Day

The work day is defined as a consecutive twenty-four (24) hour period. The work week is defined as: a fixed and regularly recurring period of one hundred sixty-eight (168) hours; i.e. seven (7) consecutive twenty-four (24) hour periods. The standard work week consists of the period from midnight Sunday to 11:59 p.m. the following Saturday.

Hiring

A. Procedures

Recruitment of Employees

1. Recruitment

The City will use whatever means are appropriate to recruit qualified applicants for job vacancies in compliance with contractual and legal requirements.

2. Position Announcements

Any announcements of position vacancies should include the title of the open position, a brief description of the position's minimum and/or preferred qualifications, the position's principle duties, the dates applications will be accepted for the position, and the place and manner of submitting applications. Additionally, the announcements shall include the wage, or wage range if applicable, and a general description of all benefits and other compensation.

Selection

1. Selection Criteria

The Mayor, in consultation with DHS(s), will select the best qualified candidate from a pool of internal and/or external applications for an open position.

2. Pre-Employment Testing

Selection procedures may include written and/or oral evaluations which measure the application's and/or employee's job-related ability, knowledge, and skills.

3. Pre-Employment Physical Examinations

The City may establish minimum medical and physical standards for a position, that reasonably relate to the duties and responsibilities of that position. Any physical examination shall be completed by a physician or physician's assistant retained by

the City. The City may, at its sole discretion, agree to accept the examination by another qualified physician.

4. Pre-Employment Drug Testing

The City may require a pre-employment drug screening. Failure to comply if requested to submit to such testing may disqualify a candidate for selection. A positive test for any substance including marijuana shall result in the disqualification of an applicant for employment. A test that is inclusive will be deemed positive and disqualify the application.

5. Recruitment and Moving Expenses

No allowance for moving expenses or mileage shall be paid from City funds unless the Mayor has first obtained approval of the estimated amounts from the City Council.

6. Policy Manual Review

Within three (3) months of the date of hire, the new employee will have read this entire policy manual and submit a signed statement to that fact. The employee is responsible for knowing the City's personnel policies and procedures.

Grievances

A grievance is a complaint by a regular full time or part time employee or group of employees alleging a violation of a section(s) of the City's ordinances, personnel regulations or department rules and regulations which pertain to the terms and conditions of such employment by the City. Casual, temporary, and full-time employees who have not yet completed their probationary period, are not eligible to receive benefit of the grievance procedure.

A grievance shall be handled in the following manner:

Step 1: The aggrieved employee or group of employees shall present the grievance orally to the DHS within five (5) working days of its occurrence, not including the day of the occurrence. The DHS shall give an oral reply within five (5) working days of the date of the presentation of the grievance not including the date of the presentation. If the grievance is resolved at step 1, the DHS shall prepare a memorandum to the grievant(s) setting forth the terms of the resolution. A copy of this memorandum should be sent to the DHS at the time it is sent to the grievant(s).

Step 2: If the grievance is not settled at Step 1, it shall be prepared in detail, shall be reduced in writing, shall be dated, shall be signed by the aggrieved employee or group of employees, and shall be presented to the DHS within five working days after the DHS's oral reply is given, not including the day

the answer was given. The DHS shall reply in writing to the grievant(s) within five working days of the presentation of the written grievance, not including the day of the presentation. If the grievance is resolved at step 2, the DHS shall prepare a memorandum to the grievant(s) setting forth the terms of this resolution.

Step 3: If the grievance is not settled at step 2, the written grievance shall be presented, along with all pertinent correspondence and information to the Mayor within five (5) working days after the DHS's response is given, with a copy going to the DHS. The Mayor may meet with the aggrieved employee or group of employees, and the DHS. The Mayor shall reply to the grievant in writing within five working days of the date of the presentation of the written grievance, not including the day of presentation. If the grievance is resolved at step 3, the Mayor shall prepare a memorandum to the grievant(s) setting forth the terms of the resolution.

Longevity Pay

In addition to base pay, employees shall receive longevity pay upon completion of full-time consecutive years of service as follows:

Commencement Year	Through ____ Year	Percentage of Longevity
<i>Date of Hire</i>	<i>Second</i>	<i>0%</i>
Third	Fifth	3%
Sixth	Eight	5%
Ninth	Eleventh	7%
Twelfth	Fourteenth	8%
Fifteenth	Thereafter	10%

Educational Assistance

It is the City's policy to encourage employees to obtain additional training and education which will facilitate their advancement in City employment and will be consistent with the best interests of the City.

The City may provide an education assistance plan for regular full time employees to improve their current and future job related skills, knowledge and abilities. The Mayor shall have the discretion to determine whether the training or course work for which the employee requests educational assistance is related to the employee's present position or a position to which an employee may reasonably be promoted.

The educational assistance will be reviewed by the employee and the DHS. The DHS will advise the Mayor of the request and confirm approval. If the request is approved by the

Mayor, the tuition, books, travel, lodging and other required costs shall be reimbursed to the employee after the employee provides proof of satisfactory completion of the course, if there was out of pocket cost. Generally, items such as tuition, registration, and lodging are pre-paid by the City.

Other Compensation

Call-In Pay

Call-back or call-in pay (other than a continuation of a regular shift) shall be for a guaranteed minimum period of two (2) hours pay at the appropriate rate for nonexempt employees.

Work at a Higher Classification

An employee who is temporarily assigned to fill in for the DHS, known as Official in Charge ("OIC"), for a period of three (3) or more consecutive regular shifts, and who perform all the job duties of such a position, shall be paid an additional 5% over their regular pay level for the full period worked in the temporary assignment.

The Hatch Act

The Hatch Act is the 1939 law that regulates the political activities of federal employees and some state and local government workers. The legislation originally prohibited nearly all partisan activity by federal employees, banning them from endorsing candidates, distributing campaign literature, organizing political activities and holding posts in partisan organizations.

Today, most career federal employees can run for nonpartisan offices, make financial contributions to political organizations, get involved in political groups, and campaign for candidates by making speeches, distributing literature, and signing nominating positions. The remaining restrictions on federal employees' activities are tailored more narrowly to their jobs: they still are banned from using their authority to exert influence over an election; encouraging or discouraging political activity by anyone with business before their agency; doing political work while on duty, in uniform, in the office or in a government vehicle; running for partisan office; and wearing political buttons while on duty.

Political appointees operate under the same rules with some exceptions. They are allowed to engage in political activity while on duty, in government buildings, wearing official uniforms or insignias, or using government vehicles, provided their actions do not amount to coercive use of the office to which they have been appointed. They cannot pay for political activities with taxpayer dollars, however.

Members of the Senior Executive Service and officials in certain sensitive positions at agencies such as the CIA, Merit Systems Protection Board, Federal Election Commission and Office of Special Counsel are held to a higher standard than their colleagues. They can vote for whomever they choose, participate in nonpartisan voter registration drives, join political organizations, express political opinions, and campaign for or against ballot questions, but they cannot participate in partisan elections by making campaign speeches, circulating nominating positions, or running for office themselves.

They also cannot hold office in political organizations.

Why Should I Care?

The mandatory penalties for career employees caught violating the Hatch Act start with a 30-day suspension without pay and can result in termination. If an action is close to the line but not an actual violation, OSC, which enforces the law, can write an employee a warning letter. But if an employee clearly violates the rules, there is no option for a cease-and-desist order and OSC brings the case before an administrative law judge appointed by the Merit Systems Protection Board (“MSPB”). Employees can appeal the administrative law judge's decision to the full MSPB. It takes a unanimous vote by the board, however, to reverse decisions to fire an employee and reduce the penalty to a suspension.

The penalties for political appointees are less clear because OSC refers cases to the president, who can decide whether to pursue disciplinary action.

Nonetheless, government employees at all levels should familiarize themselves with the law.

Political Activity

Solicitation of City employees for or payment to any partisan, political organization or for any partisan, political purpose, of any compulsory assessment or involuntary contribution is prohibited; provided, however, that officers of employee associations shall not be prohibited from soliciting dues or contributions from members of their associations. No person, elected official or employee thereof, shall solicit on City property for any contribution to be used for partisan political purposes.

Employees shall have the right to vote and to express their opinion on all political subjects and candidates and to hold any political office or participate in the management of a partisan or nonpartisan political campaign, or participate fully in campaigns relating to Constitutional amendments, referendums, initiatives, and issues of similar character.

Any employee shall not hold a part-time public office of the City when holding of such office is incompatible with or substantially interferes with completion of the official duties of the job.

For persons employed by the City in positions which are financed primarily federal grant-in-aid funds, political activity will be regulated by the rules and regulations of the United States Office of Personnel Management.

No City employee who as part of his/her daily assigned duties meets with and represents the City to the public shall wear or display any button, badge or sticker relating to any candidate or ballot issue during the working hours, nor shall such employee use a uniform or vehicle provided by the City during any campaign activities. The display of stickers or other campaign material on City-owned vehicles, and the use of any City facility or equipment such as copy machines, stamps, envelopes, or other resources funded with public tax monies to promote or opposed any political issue or candidate, is prohibited.

Public Office - Leave of Absence

Employees who run for elected public office will be placed on a leave of absence on the date of filing the qualification papers or on the date of qualifying by the alternative method. The leave may begin earlier if necessary to prevent campaign activity from interfering with City employment.

Leave will continue until the election, until the employee withdraws as a candidate, or until the qualifying period is completed if unopposed. Prior to going on leave of absence, employees must not engage in any activity related to seeking the office during working hours. If elected to public office, employees must resign from City employment when the office to which they are elected presents a conflict of interest as determined by the City Attorney.

Requests for Disclosure of Public Records

Public Records Act requests or other requests for disclosure of public records, such as subpoenas or discovery demands, must be immediately forwarded to the Clerk-Treasurer, who is designated as the City's Records Official. Under Washington Law, all records are presumed accessible to the public unless they fall under a list of allowed exemptions. Please be mindful of this fact in all your communications about City business, even on your privately-owned devices and personal accounts. The City expects all employees to communicate in a manner that promotes the expected level of professionalism. For further information, please refer to the City's policies on electronic communications and social networking.

Sunshine Law / Public Records Exemption

The U.S. Freedom of Information Act ("FOIA") is a law ensuring public access to U.S. government records. FOIA carries a presumption of disclosure; the burden is on the government - not the public - to substantiate why information may not be released. Upon written request, agencies of the United States government are required to disclose those records, unless they can be lawfully withheld from disclosure under one of nine specific exemptions in the FOIA. This right of access is ultimately enforceable in federal court.

The Washington Public Records Act ("PRA") is a series of laws designed to guarantee that the public has access to public records of government bodies at all levels in Washington. The Washington Open Public Meetings Act legislates the methods by which public meetings are conducted.

The statement of purpose of the Washington Public Records Act state that, "The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created."

What records are covered?

Washington law defines records as any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Washington law contains a great number of exemptions the most important being the exemption of documents that if released constitute an invasion of privacy. Other exemptions can be found at The Official Washington Public Records Act page from statutes 210-480.

Deliberative process exemption

Another important exception to all Washington records requests is the deliberative process exemption found under section 42.56.280, which exempts pre-decisional material like opinions and recommendations.

What agencies are covered?

The act applies to all state and local agencies. It is questionable, however, whether the act applies to all records of the state legislature. Also, it has been determined that courts do not fall under the definition of "agency" given in the PRA.

Section 6: Municipalities

Use of City Vehicles, and Personal Vehicles while conducting City business

The City maintains a fleet of vehicles for official use only; they should never be used for personal errands or transportation. If you misuse City vehicles, you will be subject to disciplinary action. If you need to use a City vehicle for your job, your DHS will show you how to go about checking one out, where to get it serviced, what to do and who to notify if you have an accident or mechanical problems.

Employees must receive authorization to drive City or personal vehicles during City business. Continued authorization is subject to maintenance of proper licenses, periodic completion of Defensive Driver training, and maintaining a satisfactory driving record as reported by the State and the City. If you use your personal vehicle while conducting City business, you should be reimbursed for mileage.

In addition, employees are required to use seat belts when driving City or personal vehicles in the course of City business. The City's Basic and Optional Life insurance programs include additional benefits if death occurs as result of an automobile accident and the employee was properly wearing a seat belt at the time of death.

Employees who drive a vehicle on City business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines that occur as a result of their driving.

Nonemployees and nonbusiness passengers (e.g., family members and friends) are prohibited from riding in City vehicles.

Employees must report any theft or malicious damage involving a City vehicle, regardless of the extent of the damage. Such reports must be made as soon as possible, but no later than 48 hours after the incident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

An employee is not permitted, under any circumstances, to operate a City vehicle or a personal vehicle for City business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any City vehicle at any time, or operate any personal vehicle for City business, while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication. Should an employee lose their driver's license and subsequently are unable to perform the essential job functions of their job

description, temporarily or permanently, the City may attempt to make reasonable accommodations such as work reassignment, however the City is under no obligation to make such accommodations and may choose to terminate the employment.

Employees may not use a hand-held cell phone while operating a vehicle whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering, or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

- a. If City employees need to use their phones, they must safely pull over to the side of the road or another safe location.
- b. Employees are required to:
 - i. Turn off cellphones, or put them on silent or vibrate before starting the car.
 - ii. Consider modifying voicemail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - iii. Inform clients, associates, and business partners of this policy as an explanation of why calls may not be returned immediately.

Any City employee who is driving a City or personal vehicle for City business that is involved in any accident where any person, passenger or pedestrian was injured is required to immediately take a drug and alcohol test. The driver shall not drive themselves to the testing center; rather another City employee or acceptable individual determined by the DHS will drive this individual to and from the center. They shall not drive any City or personal vehicle for any City business until the test results are provided to the DHS and has been cleared to start driving again.

DHSs will ensure all employees who operate vehicles and/or equipment will keep such vehicles or equipment maintained and operable. All City employees are responsible for maintaining vehicle and/or equipment cleanliness both internally and externally.

Any action deemed negligent causing vehicle or equipment damage may lead to disciplinary action, up to and including termination.

Criminal Background Check and Driving History

Criminal Background Checks and driving history disclosures are done in conjunction with pre-employment screening. Subsequent checks may also be conducted to help maintain a secure workplace environment.

Driver's License

If a valid Washington Driver's License is required to perform the essential duties of a job description, it is the responsibility of the employee to maintain their valid license, which is

properly endorsed for the vehicle in which they operate. The employee must also maintain an acceptable driving record. Continued employment is subject to the continued maintenance of the employee's Washington Driver's License. If your license is revoked or suspended for any reason, you must notify your DHS immediately. An employee may not operate any vehicle without a valid license which is properly endorsed for that equipment.

An employee is not permitted, under any circumstances, to operate a City vehicle or a personal vehicle for City business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any City vehicle at any time, or operate any personal vehicle for City business, while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication. Should an employee lose their driver's license and subsequently are unable to perform the essential job functions of their job description, temporarily or permanently, the City may attempt to make reasonable accommodations such as work reassignment, however the City is under no obligation to make such accommodations and may choose to terminate the employment.

Commercial Driver's License ("CDL")

When a City employee is required to have a CDL for the duties of their employment they shall report any accident or traffic violation whether they are in a City or personal vehicle, either during working hours or not, immediately (within 48 hours) to their DHS.

CDL drivers are also required to be a part of the City's random drug testing pool as required by law. Please refer to the Substance Abuse and Physical Examination, Drug and Alcohol Testing, Types of Testing policy for further information.

An employee is not permitted, under any circumstances, to operate a City vehicle or a personal vehicle for City business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any City vehicle at any time, or operate any personal vehicle for City business, while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication. Should an employee lose their driver's license and subsequently are unable to perform the essential job functions of their job description, temporarily or permanently, the City may attempt to make reasonable accommodations such as work reassignment, however the City is under no obligation to make such accommodations and may choose to terminate the employment.

Criminal Convictions

As part of the City's effort to maintain a safe work environment, all employees are required to disclose any felony or misdemeanor conviction or plea of nolo contendere (no contest) to the DHS of the department in which they work within five working days of the date of conviction or a plea of nolo contendere. Failure to comply with this requirement will constitute grounds for disciplinary action.

Conflicting Outside Employment or Enterprise

Employees shall disclose to their DHS in writing should they engage in outside employment or enterprise which would interfere with the carrying out of their duties for the City. Please refer to the Ethics Policy and Conflict of Interest Policy in Section 4.

Personal Mail

Employees should not use any City addresses for receipt of personal mail. Receipt of personal mail at City locations not only create a cost to the City for processing it but the mail becomes subject to the Sunshine Law and could be treated as a public document.

Use of City Property

Property owned by the City, including vehicles, computers, telephones, FAX or copy machines, tools, equipment, etc., are to be used for official City business. Employees are trusted to use City equipment properly and safely. Abuse or misuse of City property is one of the causes for disciplinary action. Any City property under the control of an employee must be made available for inspection upon request.

Searches

Everyone is concerned about personal security and the security of the workplace. Workplace security is a responsibility shared by the City and all employees, and items such as briefcases, purses, bags, desks in City facilities, or City vehicles, etc., are subject to search when there is cause for concern. This delicate balance between privacy and security is something important to everyone and cooperation is needed from all employees.

Collective Bargaining

In 1933, Congress passed the National Industry Recovery Act ("NIRA") at the request of newly inaugurated President Franklin Roosevelt. The Act sought to provide codes of "fair competition" and to fix wages and hours in industries subscribing to such codes.

In 1930, the Supreme Court, in the case of *Texas & N.O.R. Co. v. Brotherhood of Railway Clerks*, upheld the act's prohibition of employer interference in the selection of bargaining

representatives. In 1962, President Kennedy signed an executive order giving public-employee unions the right to collectively bargain with federal government agencies.

Collective bargaining is a process of negotiations between employers and the representatives of a unit of employees aimed at reaching agreements which regulate working conditions. Collective agreements usually set out wage scales, working hours, training, health and safety, overtime, grievance mechanisms and rights to participate in workplace or City affairs.

The union may negotiate with a single employer (who is typically representing a company's shareholders) or may negotiate with a group of businesses, depending on the country, to reach an industry-wide agreement. A collective agreement functions as a labor contract between an employer and one or more unions. Collective bargaining consists of the process of negotiation between representatives of a union and employers in respect of the terms and conditions of employment of employees, such as wages, hours of work, working conditions and grievance-procedures, and about the rights and responsibilities of trade unions. The parties often refer to the result of the negotiation as a collective bargaining agreement ("CBA") or as a collective employment agreement ("CEA").

The City is subject to collective bargaining, which allows employees to organize for the purpose of bargaining collectively with the employer over terms and conditions of employment.

Much of the City's work force is included in bargaining units for the purpose of union representation. The State determines bargaining units by grouping job classifications which typically perform similar types of work.

The City is organized for purposes of collective bargaining into the following bargaining units:

- Teamsters Local Number 58 – Clerical Employees
- Teamsters Local Number 58 – Police
- Teamsters Local Number 58 – Public Works

Employees in supervisory and confidential classifications are excluded from coverage through Teamsters, however, may have an employment agreement. Any employees not covered through Teamsters or by an employment agreement are considered non-bargaining employees.

Salary, benefits and other terms and conditions of employment may be determined through collective bargaining between the City and the representatives of each bargaining unit. At orientation, each employee is given a copy of the collective bargaining agreement

that is applicable for that employee's classification. The collective bargaining agreement generally contains provisions covering all terms and conditions of employment.

Employees are not required to join a bargaining unit, even if the position is covered by the bargaining unit. If the employee chooses to join, they will have union dues deducted from their month-end paycheck which are then remitted to the union.

Other employees who are not represented by an employee organization have their terms and conditions of employment set by the City Personnel and Policies Procedure Manual and/or individual employment contract agreements.

Departmental Functions

The Mayor hires employees and directs the City's DHSs. The DHSs provide administrative, operational and maintenance support to the Mayor and the Council.

Finance Department

The Clerk-Treasurer's Office administers the financial functions of all departments of the City. It also maintains general accounting and payroll functions.

The Clerk-Treasurer's Office prepares and administers the City's annual operating budget. This department also reviews expenditures throughout the year to ensure that operating divisions remain within their budgets and alerts DHSs when changes in budgets may be necessary, to meet operating needs.

This department maintains licensing activities, building & planning services along with centralized billing, collection, and cashier functions. Lastly, it conducts utilities billing and collection and provides customer service to the entire service area by taking orders to begin or end service, reading meters, requesting services be disconnected or connected, and processing billing and payments for over 1,000 accounts.

Police Department

The Police Department provides comprehensive law enforcement services to the community including, but not limited to, maintaining law and order, crime prevention, and criminal investigations. The department deters crime through its patrol activities, specialized investigation and enforcement operations, and its community education efforts. The department also solves crimes by identifying and apprehending criminal suspects and bringing them to the courts to face trial.

Public Works Department

The Public Works Department provides maintenance, inspection and development services for public facilities and capital projects. Public Works also perform planning of streets, street maintenance and repair as well as operating and maintaining traffic control devices and streetlights within the incorporated area. Other duties include maintenance of a Regional Water Treatment Plant and Wastewater Treatment Plant, water distribution system, sanitary sewer collection system, development and maintenance of parks, recreational facilities, all City-owned buildings and maintenance of the City's levee and stormwater collection systems.

Supplies, Tools, and Equipment

Purchasing Policy

The City has established an official procurement policy that must be followed without exception. No employee shall make purchases for the City, or use the City's name to make purchases, unless so authorized by their DHS and in adherence to the procedures set forth in the procurement policy. Persons who are not employed by the City shall not be allowed to make any purchases on behalf of the City.

Supplies

All City-owned supplies must be used efficiently and not wasted. An employee may not use any City supplies, such as postage, paper, or office supplies for personal use.

Credit Card

An employee may not use any City-issued credit card to purchase goods, or materials for personal use.

Office Tools and Equipment

An employee must repair or replace any tool or piece of equipment lost or damaged by the employee as a result of negligence or intentional misuse. An employee may not use any tool or piece of equipment, including, but not limited to, copiers, computers, hand tools, equipment, or vehicles for personal use.

Mechanical Tools and Equipment

An employee may not use City shops, tools or equipment to work on vehicles or trailers not owned by the City.

Fuel

An employee may not use gasoline, fuel oil, or motor oil from the City's fuel pump or shop for personal use or for any vehicle not owned by the City.

City Provided Mobile Devices

The City may require access to some employees at all times. For this reason, the City may provide and pay for a mobile device for these employees.

The City expects that all employees using employer-provided mobile devices will:

- Act professionally
- Avoid exceeding the number of allotted minutes
- Use the device for business purposes only
- Not use the devices while driving
- Immediately inform his or her DHS if the device is damaged or lost

The City provides these mobile devices to increase productivity and allow employees to maintain adequate contact with both the City and its customers. If you are the recipient of an employer-provided mobile device, please use it appropriately.

This section is intentionally left blank.

Section 7: Acknowledgement

Acknowledgement of Receipt of Manual

I understand that the manual and all other written and oral materials provided to me are intended for informational purposes only. This manual has been prepared to provide a general understanding of personnel policies, work rules and benefits. All employees are responsible for becoming familiar with the City's policies and procedures.

I understand that the policies and benefits, both in the manual and those communicated to me in any other fashion, are subject to interpretation, review, at any time without notice and are not intended to bind the City to employ me now or hereafter and that my employment may be terminated by me or the City without reason at any time.

Employment at the City is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Mayor and approved by Council. I acknowledge that this manual is not a guarantee or assurance of any benefits or terms or conditions of employment.

If you have any questions regarding the material in the manual, please contact your DHS, Clerk-Treasurer or Mayor for clarification. The manual should not be construed as an employment contract or agreement for employment for any specified period of time. The City reserves the right to make changes to these policies at any time.

I acknowledge receipt of the City manual:

Employee Name (Please Print) _____

Employee Signature _____

Date _____

RESOLUTION NO. 2025-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK, WASHINGTON, AMENDING
SCHEDULES 4 AND 5 OF THE CITY'S MASTER FEE SCHEDULE.

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

WHEREAS, the City has found it necessary to employ the use of a master fee schedule for the establishment of fees for City programs, permits and services, and periodically the fee schedule must be updated to incorporate new or modified services.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Castle Rock do hereby resolve as follows:

SECTION 1. Master Fee Schedule Amended. The master fee schedule is amended as set forth in the schedules attached hereto as Exhibit A (Master Fee Schedule) and incorporated by reference. Exhibit A hereby supersedes and replaces in its entirety, Exhibit A as set forth in Resolution No. 2025-01.

SECTION 2. This resolution shall be effective immediately upon its adoption. Schedule 6 shall be effective May 24, 2025.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

Mayor Paul Helenberg

Attest:

Approved as to form:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

City of Castle Rock

Master Fee Schedule

Approved by Resolution No. 2025-02

<u>Schedules</u>	<u>Effective Date</u>
1, 2, 3, 7, 8, 9, 10	February 24, 2025
4, 5	March 24, 2025
6	May 24, 2025

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Schedule 1 – Administrative

Effective Date: February 24, 2025

Reproduction of Public Records	
The City Council hereby finds that it would be an undue burden as provided for in RCW 42.56.120(2)(b) to calculate the actual costs for scanned pages, electronic documents except as provided for below, and standard black and white copies, because the City lacks sufficient staff to track and then bill for the actual costs of those records. The following fees are set by Ordinance No. 2021-04:	
Description	Fee
Public Records Inspection Request	No Charge
Photocopies, printed copies of electronic records when requested or for the use of agency equipment to make photocopies.	\$0.15 per page
Scanned records, or use of agency equipment for scanning.	\$0.10 per page
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.	\$0.05 per four electronic files or attachments
Records transmitted in electronic format or for use of agency equipment to send records electronically.	\$0.10 per gigabyte
Digital storage media device, envelopes and/or packaging provided by the City.	Actual Cost
Postage or delivery charges.	Actual Cost
(Varies) *	Records for which other costs are authorized pursuant to specific fee statutes.
<i>Copy Charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</i>	

*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.

Returned Payment	
Description	Fee
Returned payment, or payment not honored by a financial institution. <i>Replacement payment shall be made by cash, cashier's check, or money order payable to the City of Castle Rock.</i>	\$35.00

Schedule 2 – Other Fees

Effective Date: February 24, 2025

Business Licenses*		
(Obtained through WA State DOR)		
Description		Fee
Annual Home Business License		\$75.00
Annual General Business License		\$75.00
Annual Non-Resident Business License	Gross Annual Income greater than \$2,000.00.	\$75.00
	Gross Annual Income \$0 - \$2,000.01.	No Fee
Annual Nonprofit Business License		No Fee
*Annual Business Registrations are obtained, and fees paid through the Washington State Department of Revenue at this website: https://dor.wa.gov/manage-business/city-license-endorsements/castle-rock .		

Other Business Licenses		
(Obtained through Castle Rock Finance Department)		
Description		Fee
Temporary Business License (valid for 30 consecutive days)	Maximum number of Temporary Business Licenses issued per calendar year is two (2) for a maximum of sixty (60) days	\$30.00
Cabaret/Dance Hall/Music License	Annual (Jan 1 – Dec 31)	\$120.00
	Per Day	\$30.00
Card Room License	Annual (Jan 1 – Dec 31)	\$100.00
Coin-Operated Amusement Devices (Includes Jukebox machines, pinball machines, and all other coin operated amusement devices)	Annual (Jan 1 – Dec 31) (Each Individual Device)	\$20.00
Pool Table	Annual (Jan 1 – Dec 31) (Each Individual Table)	\$75.00

Special Event Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$0

Fireworks Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$10.00

Schedule 3 – Police

Effective Date: February 24, 2025

Firearms Dealer License	
Description	Fee
Firearms Dealer License	\$125.00*

*Rates are set by the State and are subject to change without notice.

Concealed Pistol License	
Description	Fee
Concealed Pistol License	\$36.00* plus fingerprinting fees
Concealed Pistol License – Renewal	\$32.00*
Concealed Pistol License – Late Renewal	\$42.00*
Concealed Pistol License – Replacement	\$10.00*

*Rates are set by the State and are subject to change without notice.

Other Fees	
Description	Fee
Fingerprints	\$10.00
Body Worn Camera Records Fee (unexempted requests)	\$50.53* per hour

*Rates are set by the State and are subject to change without notice.

Repeated False Alarm Response	
Description	Fee
Third occurrence of a false alarm within any 6-month period.	\$50.00
Fourth and all subsequent false alarms within the same 6-month period.	\$100.00

Schedule 4 – Building Code

Effective Date: March 24, 2025

Non-Refundable Fees

All fees and charges collected pursuant to this schedule shall be non-refundable except as provided by the building codes for bona fide refunds as approved by the building official.

Code Enforcement

The State Building Code Act requires that each local jurisdiction enforce the State Building Code within its jurisdiction.

This includes all fees as directed in this document and work for which a required permit was not obtained.

Refer to all tables for applicable fees.

Tables

- Table A-1 – Building Division Fees
- Table B-1 – Building Permit Fees
- Table B-2 – One- and Two-Family Dwellings / Structures / Accessory to Dwelling; Alterations
- Table F-1 – Fire Code Permit Fees
- Table G-1 – Excavation and Grading Fees
- Table M-1 – Mechanical Permit Fees
- Table P-1 – Plumbing Permit Fees
- Table O-1 – Other Fees

Building Permits

International Building Code (Ch. 51-50 WAC) and International Residential Code (Ch. 51-51 WAC). Building permit fees are to be assessed from Table A-1 Based upon the building valuation. City of Castle Rock will utilize the international Code Council's (ICC) "Building Valuation Data", current edition, as published by the ICC with exceptions allowed as follows: For structures not specifically referenced in the valuation table; the building official, or designee, is authorized to use the fair market value or bid price of the project as the basis for fee assessment. The administrative and plan review fees will be collected when the building plans and applications are submitted. The building permit fee, and other associated fees, will be collected when the permit is issued.

- Washington State Building Code Council surcharge for projects permitted under the IRC. Each fee shall be collected for each Building Permit issued for the first unit and a reduced fee shall be collected for each additional unit.
- Washington State Building Code Council surcharge for projects permitted under the IBC or IEBC shall be charged.

Refer to Table B-1 for fees.

Plan Review Fees

The fee for reviewing plans for building permits is sixty-five percent (65%) of the building permit fee unless otherwise stated. The plan review fee is to be paid at the time of plan submittal.

One- and Two-Family Dwelling – "Same As" –

A building plan may be used repetitively upon request of the applicant and approval of the building official. When approved, the plan shall be retained on file as a master plan. A building master plan may be used repetitively provided:

- All "Same As" development shall occur within the code cycle under which the master plan is approved.
- The initial application submittal shall include a complete set of plans, including all supporting documentation. The originally-produced PDF documentation shall be submitted electronically. Any replications of the originals, including scanned copies or size-adjusted versions, shall not be accepted unless pre-approved.
- Documentation prepared by a registered design professional shall include written permission to use the work repetitively.
- All subsequent "Same As" applications shall not deviate from the approved master plan.
- Payment of appropriate fees.

The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table A-1 Building Division Fees	
Total Valuation	Fee
\$1.00 to \$500.00	\$39.25
\$501.00 to \$2,000.00	\$39.25 for the first \$500.00, plus \$5.04 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$138.00 for the first \$2,000.00, plus \$22.41 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$670.00 for the first \$25,000.00 plus \$16.04 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$1,083.00 for the first \$50,000.00 plus \$11.53 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,659.50 for the first \$100,000.00 plus \$9.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$5,415.00 for the first \$500,000.00 plus \$7.90 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$9,405.00 for the first \$1,000,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof.

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Commercial Structures and Alterations

Valuation is based on the greater of 'Building Valuation Data' table or Fair Market Value. Shell buildings and unfinished spaces shall be valued at no less than eighty percent (80%) of the above valuations.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Occupancy Permits

Change of occupancy classification and verification of occupancy classifications as defined pursuant to International Building Code Chapter 3.

Refer to Table B-1 for fees.

Refer to Table O-1 for other applicable fees.

Demolition Permits

Refer to Table O-1 for applicable fees.

Factory Assembled Structures

Factory Assembled Structures are regulated by Washington State Labor & Industries. A Placement Permit is required for installation of factory assembled structures. For residential structures, the Placement Permit shall include allowance for two (2) exterior exit landings, not to exceed 4 feet by 8 feet, and associated stairs. For commercial structures, a separate building permit may be required for means of egress structures; refer to Table B-1 for associated fees. Separate mechanical, plumbing and fire code permits may be required; refer to Table M-1, P-1, and F-1 for associated fees. Placement Permits shall include allowance for three (3) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table B-1 Building Permit Fees		
Description		Fee
Permit Administration Fee – Applied to each permit application.		\$45.00
Washington State Surcharge (for each permit under IRC)	First Unit	\$6.50
	Each Additional Unit	\$2.00
Washington State Surcharge (for each permit under IBC or IEBC)		\$25.00
Commercial Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit
One- & Two-Family Dwellings and Accessory Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit Fee
One- & Two-Family “Same As”	Initial Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Initial Plan Review	65% of Permit Fee
	Permit; all Subsequent Issuance	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review; all Subsequent Issuance	50% of Initial Plan Review Fee
Commercial Factory Assembled Structures – Means of Egress	Landing $\leq 5' \times 8'$ and associated stairs and ramp	\$200.00
	All Other (minimum fee \$200.00)	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review for All Other	65% of Permit Fee
Occupancy Permit (Does not include tenant alterations)	Change of Occupancy	\$100.00
	Plan Review for Change of Occupancy	\$100.00
	Verification of Occupancy Classification (tenant move-in)	\$100.00
Issuance of Address		\$100.00 per address
Re-Roof Fees	Commercial Permit (minimum fee \$200.00)	Use Table A-1 to calculate based on Fair Market Value. Fee is equal to 50% of that calculation.
	One- and Two-Family Dwellings (when required) (two inspections included)	\$200.00
General Building Permit for which no fee is specified	Permit	Use Table A-1 to calculate based on the greater of Fair Market Value or Bid Price.
	Plan Review	65% of Permit Fee

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations

Refer to Table B-1 for Building Permit Fees.

Refer to Table B-2 for One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations.

Refer to Table O-1 for other applicable fees.

Table B-2 One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations	
Valuation Table – Per Square Foot Valuations shall be determined as follows:	
Description	Valuation
Single-Family and Two-Family Dwellings	\$123.00 per square foot
Multi-Family Dwellings	\$120.00 per square foot
Addition	\$100.00 per square foot
Unfinished Spaces: Basement/Attic	\$52.00 per square foot
Garage/Utility Building; Conventional Light Frame Construction	\$48.00 per square foot
Utility Buildings/Garage/Carport; Pole Building Type Construction	\$32.00 per square foot
Carport/Patio Cover	\$26.00 per square foot
Deck	\$20.00 per square foot
Deck with Roof Cover	\$34.00 per square foot
Alterations	Fair Market Value
Work other than described	Fair Market Value

Fire Code – International Fire Code – Chapter 51-54A WAC.

Operational Permits – the fire code official is authorized to issue operational permits for the installations and activities enumerated in Section 105.6 of the WAC. Permits shall be valid for a prescribed period of time or until renewed or revoked. Permits shall be renewed each year thereafter upon approval of the fire code official and payment of appropriate fees.

- Permit Renewal Fee at interval not to exceed one (1) year from date of issuance.
- Plan Review Fee to verify conditions of issuance. This fee is assessed at permit first issuance and is non-recurring unless the conditions of permit are changed.

Construction Permits – The fire code official is authorized to issue fire code construction permits for the work activities enumerated in Section 105.7 of the WAC.

Refer to Table F-1 for Fire Code Permit Fees.

Refer to Table O-1 for other applicable fees.

Table F-1 Fire Code Permit Fees Note: Minimum Permit / Plan Review Fee unless otherwise noted is \$100.00 (excluding the Administration Fee)		
Description		Fee
Permit Administration Fee	Applied to each permit application.	\$45.00
Plan Review Fee	Applied to each permit – unless otherwise noted.	\$100.00
Commercial Hood Suppression System	Permit	\$180.00
Construction Permits	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
LPG Storage Tank > 25 GL ≤ 120 GL – Residential Installation Only	Permit	\$100.00
	Plan Review	\$20.00
LPG Storage Tank	≤ 500 GL - Permit	\$100.00
	> 500 GL ≤ 2,000 GL- Permit	\$180.00
	> 2,000 GL - Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Complete System	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Repair and/or Panel Replacement		\$100.00
Fire, Life, Safety Plan Review	Commercial Building Permits Only	50% of Building Permit Fee
	Commercial Occupancy Permit	\$100.00
Fire Suppression/Sprinkler Systems	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Sprinkler System Alterations, Replacement (Maximum two (2) heads)		\$100.00
Fuel Storage Tank (Flammable/Combustible Liquids) ≤ 500 GL	Permit	\$100.00
Fuel Storage Tank (Flammable, Combustible Liquids) > 500 GL	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Generators	Permit	\$100.00
Operational Permits	Permit	\$100.00
	Permit Renewal Fee (1 Year Interval)	\$50.00
	Plan Review (initial permit; not applicable to renewal unless conditions of permit change)	\$50.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Grading and Excavation – Castle Rock Municipal Code 15.02.050

When a plan or other data are required to be submitted, a plan review fee shall be paid at time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

Refer to Table G-1 for Grading and Excavation fees.

Refer to Table O-1 for other applicable fees.

Table G-1 Excavation and Grading Fees

Cubic Yards	Plan Review Fee
0 – 50	\$37.70
51 – 1,000	\$60.48
1,001 – 10,000	\$88.84
10,001 – 20,000	\$129.25
20,001 – 30,000	\$169.65
30,001 – 40,000	\$210.06
40,001 – 50,000	\$250.46
50,001 – 60,000	\$290.87
60,001 – 70,000	\$331.27
70,001 – 80,000	\$371.68
80,001 – 90,000	\$407.20
90,001 – 100,000	\$452.49
100,001 – 200,000	\$447.12 for first 100,000 cubic yards, plus \$22.21 for each additional 10,000 cubic yards or fraction thereof
200,001 and more	\$669.23 for the first 200,000 cubic yards, plus \$12.11 for each additional 10,000 cubic yards or fraction thereof

Inspection Fee - Applied to every permit fee in addition to the fees listed below.				\$100.00
Cubic Yards	Permit Fee	Cubic Yards	Permit Fee	
0 – 50	\$37.70	5,001 – 6,000	\$449.58	
51 – 100	\$60.48	6,001 – 7,000	\$473.49	
101 – 200	\$90.43	7,001 – 8,000	\$497.40	
201 – 300	\$120.39	8,001 – 9,000	\$521.31	
301 – 400	\$150.34	9,001 – 10,000	\$545.23	
401 – 500	\$180.28	10,001 – 20,000	\$657.63	
501 – 600	\$210.23	20,001 – 30,000	\$770.04	
601 – 700	\$240.17	30,001 – 40,000	\$882.45	
701 – 800	\$270.12	40,001 – 50,000	\$994.86	
801 – 900	\$300.07	50,001 – 60,000	\$1,107.26	
901 – 1,000	\$330.02	60,001 – 70,000	\$1,219.67	
1,001 – 2,000	\$353.62	70,001 – 80,000	\$1,332.08	
2,001 – 3,000	\$377.85	80,001 – 90,000	\$1,443.05	
3,001 – 4,000	\$401.75	90,001 – 100,000	\$1,556.89	
4,001 – 5,000	\$425.66	100,001 and more	\$1,538.44 for the first 100,001 cubic yards, plus \$59.48 for each additional 10,000 cubic yards or fraction thereof	

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Mechanical Construction – International Mechanical Code – Chapter 51-52 WAC.

A mechanical permit is required for all mechanical work regulated by the Washington State Building Code. For mechanical work associated with Building Permits for New Residential and for New Commercial/Industrial Construction, the building and mechanical permits may be combined, and the mechanical permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table M-1 for Mechanical Permit Fees.

Refer to Table O-1 for other applicable fees.

Table M-1 Mechanical Permit Fees		
Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)		
Description		Fee
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combination Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$200.00
	Over 3,000 square feet	\$300.00
Stand Alone Mechanical Permits – Residential Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Residential Construction plus itemized fees below.	\$35.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$20.00 per unit
	Boiler or Compressor	\$20.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$20.00
	Ventilation/exhaust fan	\$20.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$20.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Mechanical Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Commercial or Industrial Construction plus itemized fees below.	\$75.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$35.00 per unit
	Boiler or Compressor	\$75.00
	Refrigeration System	\$75.00
	Commercial Hood: Installation of each served by a mechanical exhaust, including the ducts for such hood	\$75.00
	Incinerator: Installation or relocation of each	\$100.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$35.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$35.00
	Propane Tank Placement – Installation or relocation of each	\$100.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Plumbing Construction – Uniform Plumbing Code – Chapter 51-56 WAC.

A plumbing permit is required for all plumbing work regulated by the Washington State Building Code. For plumbing work associated with Combination Building Permits for New Residential and for New Commercial/Industrial Construction, the building and plumbing permits may be combined, and the plumbing permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table P-1 for Plumbing Permit Fees.

Refer to Table O-1 for other applicable fees.

Table P-1 Plumbing Permit Fees		
Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)		
Description		Fee
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combined Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$300.00
	Over 3,000 square feet	\$400.00
Stand Alone Plumbing Permits – Residential	Base Fee (Apply to each stand-alone Plumbing Permit for Residential Construction plus itemized fees below.	\$35.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$10.00
	Water Service: For meter to building	\$10.00
	Per fixture for repair or alteration of drainage, waste, or vent piping	\$10.00
	Per drain for rainwater systems	\$10.00
	Per lawn sprinkler system, includes backflow prevention	\$10.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$10.00
	Per interceptor for industrial waste pretreatment	\$10.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Plumbing Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Plumbing Permit for Commercial or Industrial Construction plus itemized fees below.	\$50.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$20.00
	Water Service: For meter to building	\$20.00
	Per fixture for repair or alteration of drainage or vent piping	\$20.00
	Per drain for rainwater systems	\$20.00
	Per lawn sprinkler system, includes backflow prevention	\$20.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$20.00
	Per interceptor for industrial waste pretreatment	\$20.00
	Medical Gas Piping: (each gas piping system up to six (6) outlets	\$20.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Table O-1 Other Fees		
Description		Fee
Inspections	Additional Inspection Fee	\$100.00 each
	Outside of normal business hours.	\$300.00 each
	Reinspection Fee	\$150.00 each
	Inspection for which no fee is specifically indicated	\$100.00 each
Administrative Determination		\$25.00 each 15 minutes or fraction thereof
Additional plan review required by amendments or revisions to the approve plans		No Minimum Fee*
For use of outside consultants for plan checking and inspections, or both		No Minimum Fee*
City Staff Consultation Fee (minimum charge – one hour)		\$25.00 each 15 minutes or fraction thereof
City Contracted Staff Consultation Fee		No Minimum Fee*
Commercial Factory Assembled Structure Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Manufactured Home Placement – Double Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00
Manufactured Home Placement – Multi-Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00 + \$75.00/attachment over two
Utility Building Accessory to a Dwelling - Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Demolition	Commercial Structure	\$450.00
	Residential Structure	\$150.00
Signs requiring a Building Permit (In addition to any building permit fees and/or plan review fees for installation, a sign permit fee is applicable.)	Permit	Use Table A-1 to calculate based on Total Valuation.
	Plan Review	50% of Permit Fee
Non-Compliance (Failure to obtain a Permit)		Permit Fees Double
Records Research & Photocopies		Refer to Schedule 1 – Administrative

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 5 – Planning

Effective Date: March 24, 2025

Environmental Review			
Description			Fee
Critical Areas	Determination	Application Fee	\$250.00
		Administration Fee	\$45.00
	Permit	Application Fee	\$500.00*
		Administration Fee	\$45.00
SEPA (State Environmental Policy Act)	EIS Permit (Environmental Impact Statement)		\$1,500.00* (Bond Required)
	Threshold Determination		\$300.00*
Shoreline	Appeal (shoreline only)		No Minimum Fee*
	Permit		\$1,000.00*
	Substantial Development Permit (SDP)		\$1,500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Land Use Actions		
Description		Fee
Binding Site Plan		\$2,500.00*
Boundary Line Adjustment		\$350.00*
Fee in Lieu of Park Land Dedication		\$2,500.00/lot*
Manufactured Home Park/Subdivision		\$2,500.00*
Recreational Vehicle (RV) Park		\$2,500.00*
Short Plat (Includes Final)		\$1,500.00 plus \$250/lot*
Subdivision	Preliminary Plat	\$2,500.00 plus \$250/lot*
	Plat Time Extension	\$1,000.00
	Final Plat	\$1,500.00*
Vacation of Plat or Public Right-of-Way		\$100.00* plus purchase price of Land

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Other Land Use/Planning Fees		
Description		Fee
Appeals (other than shoreline)		\$750.00*
Right-of-Way Permit (ROW)	Notification	No Fee
	Road Cut	No Fee
Annexation/ Hearing		\$2,500.00 plus \$50.00/acre over 10 acres
Conditional Use Permit		\$500.00*
Special Use Permit		\$350.00*
Temporary Use Permit		\$150.00
Variance		\$500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Preapplication Conferences, Preapplication & Site Plan Reviews																		
Description		Fee																
Preapplication Conference for Conservation Easement or Density Incentives (CRMC 18.10.090)		Actual Cost of City Staff Time Expended																
Preapplication Conference for Land Exchanges (CRMC 18.10.090)		Actual Cost of City Staff Time Expended																
Preapplication Conferences	Binding Site Plans	\$300.00 minimum fee for first hour, plus additional costs* for all time exceeding one hour. <i>For an example regarding engineering, planning, and building official fees, see table below:</i>																
	Commercial Uses																	
	Duplexes																	
	General Land Use Conference																	
	Industrial Uses																	
	Mobile Home Parks																	
	Multi-Family Structures																	
	Recreational Vehicle Parks																	
	Short Plats																	
	Single Family Dwellings																	
	Subdivisions																	
All Others Not Listed																		
Preapplication or Site Plan Reviews (A fully complete application packet is required for this option. Applicant waives non-required in-person conference. Code may require a Preapplication Conference.)	Binding Site Plans	<table><tr><th>Service</th><th>Total Hours</th><th>Included in \$300 minimum fee.</th><th>Additional time billed at cost.</th></tr><tr><td>Contracted Engineer</td><td>2.00</td><td>1.00</td><td>1.00</td></tr><tr><td>Contracted Planner</td><td>1.50</td><td>1.00</td><td>0.50</td></tr><tr><td>Contracted Building Official</td><td>1.75</td><td>1.00</td><td>0.75</td></tr></table>	Service	Total Hours	Included in \$300 minimum fee.	Additional time billed at cost.	Contracted Engineer	2.00	1.00	1.00	Contracted Planner	1.50	1.00	0.50	Contracted Building Official	1.75	1.00	0.75
	Service		Total Hours	Included in \$300 minimum fee.	Additional time billed at cost.													
	Contracted Engineer		2.00	1.00	1.00													
	Contracted Planner		1.50	1.00	0.50													
	Contracted Building Official		1.75	1.00	0.75													
	Commercial Uses																	
	Duplexes																	
	General Land Use Conference																	
	Industrial Uses																	
	Mobile Home Parks																	
	Multi-Family Structures																	
	Recreational Vehicle Parks																	
	Short Plats																	
Single Family Dwellings																		
Subdivisions																		
All Others Not Listed																		

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Signs		
Fees below are in addition to any fees required through IBC for installation.		
Description		Fee
Electric Signs		In addition to the City's permit & fees, applicant must also receive permit from L&I.
Political Signs		No Fee
Sandwich Board (portable sidewalk signs)		\$35.00
Signage	Up to 100 square feet	\$55.00
	Over 100 square feet	\$55.00 for first 100 square feet, plus \$0.25 for each additional square foot, or fraction thereof

Zoning		
Description		Fee
Rezone		\$1,000.00*
Comprehensive Plan Amendment	Map Change	\$1,250.00*
	Text Change	\$1,250.00*
Zoning Ordinance	Map Change	\$2,500.00
	Text Change	\$2,500.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 6 – Water and Sewer

Effective Date: May 24, 2025

Water – Residential – Single-Family Dwellings (SFD)						
Meter Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.014 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$2,700 +	\$1,850 =	\$4,550 +	\$2,000	\$8,200	\$15,600
1"	\$3,780 +	\$3,330 =	\$7,110 +			
1 ½"	\$4,995 +	\$7,400 =	\$12,395 +			
2"	\$6,885 +	\$13,320 =	\$20,205 +			

Water – Residential – Multi-Family Dwellings (MFD)					
Meter Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$2,700 +	\$1,388 x LU	\$2,000	\$8,200	\$15,600
1"	\$3,780 +				
1 ½"	\$4,995 +				
2"	\$6,885 +	\$1,388 x LU	\$3,000	\$12,300	\$23,400
3"	\$9,450 +				
4"	\$11,475 +				
6"	\$18,360 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Water – Commercial and Industrial					
Meter Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 500 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$2,700 +	\$1,850 x PU/500 CFM	\$2,000	\$8,200	\$15,600
1"	\$3,780 +				
1 ½"	\$4,995 +				
2"	\$6,885 +				
3"	\$9,450 +	\$1,850 x PU/500 CFM	\$3,000	\$12,300	\$23,400
4"	\$11,475 +				
6"	\$18,360 +				
8"	\$24,300 +				
10"	\$36,990 +	\$1,850 x PU/500 CFM	\$4,000	\$16,400	\$31,200
12"	\$47,790 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of water consumption in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant.					

Sewer – Residential – Single-Family Dwellings (SFD)						
Lateral Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.044 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$2,450 +	\$3,265 =	\$5,715 +	\$2,500	\$10,000	\$19,250
6"	\$3,675 +		\$8,573 +			

Sewer – Residential – Multi-Family Dwellings (MFD)					
Lateral Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See CRMC 13.12.044 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$2,450 +	\$2,450 x LU	\$2,500	\$10,000	\$19,250
6"	\$3,675 +				
8"	\$4,900 +	\$2,450 x LU	\$5,000	\$20,000	\$38,500
10"	\$7,350 +				
12"	\$12,250 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Sewer – Commercial and Industrial					
Lateral Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 500 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.044 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$2,450 +	\$3,265 x PU/500 CFM	\$2,500	\$10,000	\$19,250
6"	\$3,675 +				
8"	\$4,900 +	\$3,265 x PU/500 CFM	\$5,000	\$20,000	\$38,500
10"	\$7,350 +				
12"	\$12,250 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of either water consumption or sewer discharge in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant. One equivalent residential unit is equal to 500 CFM in commercial and industrial usage.					

Retail Water Sales	
Description	Fee
Per Gallon	\$0.05
Meter Charge per month, or fraction thereof	\$44.48

Miscellaneous Fees	
Description	Fee
Rebiling Fee	\$10.00
Delinquent Administration Fee	\$10.00
Delinquent Disconnect/Reconnect Fee	\$40.00
Overtime Reconnection Fee on Delinquent Accounts	\$120.00

All other water and sewer account service charges/rates are included under separate resolution.

Schedule 7 – Stormwater

Effective Date: February 24, 2025

The following monthly service charges are hereby established for all parcels of real property within the boundaries of the City of Castle Rock, as they now exist or as they may be hereafter amended, for the purpose of carrying on the responsibilities of the stormwater management utility.

Notwithstanding the number of impervious units applicable to any individual property, the minimum service charge for all developed properties shall be equal to the base rate. Monthly base rates shall be pro-rated to a daily rate. New and vacating customers, occupying premises for a partial month's billing cycle, shall be billed 1/30th per day during the partial month of service. Refer to Ordinance No. 2025-03 for more information.

Miscellaneous Fees	
Description	Fee
Base Rate	\$8.79
Undeveloped Parcels	No Fee
Single-Family Parcels	Base Rate
Duplex Parcels	Base Rate
Multi-Family Parcels	Fee = Base Rate * # Dwelling Units
Mobile Home Parks	Fee = Base Rate * Each Mobile Home

Other Developed Parcels, including Commercial-Designated Parcels shall be charged as follows:			
Category	Description	Square Footage of Impervious Area	Monthly Service Charge per Impervious Area
1	Very Light	0 – 4,000	\$8.11
2	Moderately Light	4,001 – 11,000	\$21.53
3	Light	11,001 – 17,000	\$37.71
4	Moderate	17,001 – 24,000	\$53.93
5	Moderately Heavy	24,001 – 30,000	\$70.09
6	Heavy	30,001 – 37,000	\$89.07
7	Very Heavy	37,001 – 43,560	\$113.29
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by \$113.29 (i.e. 1.3 acres x \$113.29 = \$147.28 monthly charge)		

Refer to [CRMC 13.18.030](#) for Rate Adjustments.

Schedule 8 – Library

Effective Date: February 24, 2025

Non-Resident Library Cards	
1-Year Membership	\$25.00
6-Month Membership	\$15.00
Interlibrary Loan Fee	\$2.00

Overdue Fines	
Daily Fine	\$0.10 per day
Grace Period	7 Days
Maximum Fine	\$10.00 per item

Lost or Unreturned Items	
Lost or Unreturned Fee	Original Value in addition to accrued charges*.
*Library Director may authorize charging the cost of replacement or replacement fees on books or sets which are particularly valuable or difficult to replace (i.e. encyclopedias).	

Damaged Materials and Equipment	
Library materials such as books	Cost to repair or rebind the item with a minimum charge of \$1.00.
The Library Director shall determine the cost of reparation according to the amount of damage the material has sustained.	
Irreparable Damage – The patron must pay the replacement cost of the item. Once the replacement charge is paid, the patron, upon request, may have the damaged item.	

Internet Charges	
Access to the Internet	No charge
Computer Disk (purchase)	\$1.00/each
Material Printed	\$0.15/page
1. Patrons using the Internet will be subject to the regulations set forth by the Library Board of Trustees. 2. Use of software other than provided by the library is prohibited. 3. The user will be responsible for any charges incurred as a result of their use of the Internet to purchase items or subscriptions. 4. The user will be held financially responsible for damages that occur to the computer due to intentional misuse.	

Schedule 9 – Boat Launch

Effective Date: February 24, 2025

Parking Fees	
Annual Parking Permit (valid Jan 1 – Dec 31)	\$60.00
Additional Trailer (valid Jan 1 – Dec 31)	\$10.00
Daily Parking Fee	\$5.00 per day
Disabled Veteran Parking Pass Exemption*	No Charge
Annual Parking Permit Replacement	\$10.00
*Disabled Veteran Parking Pass Exemptions can be given with acceptable documentation for: a. United States Armed Forces Veteran, honorably discharged, 65 years old or older, with a service-connected disability. b. United States Armed Forces Veteran, honorably discharged, under 65 years old, with at least a 30% service-connected disability.	Acceptable Documentation: • Disabled Veteran’s Lifetime Pass; or • Letter from Department of Veterans Affairs approving service-related disability compensation and denoting the percentage of disability allowed.

Schedule 10 – Animal Control

Effective Date: February 24, 2025

Dog/Cat Registration & Fees (obtained through Humane Society of Cowlitz County)		
Unaltered Animal	New - On or Before June 30	\$35.00
	New - On or After July 1	\$17.50
	Renewal - Prior to January 2	\$35.00
	Renewal - Late Registration	\$50.00
Altered Animal	New - On or Before June 30	\$15.00
	New - On or After July 1	\$7.50
	Renewal - Prior to January 2	\$15.00
	Renewal - Late Registration	\$30.00
Lost Tag Replacement		\$5.00
In addition to the Registration Fees listed above, the following fees shall also apply:		
Dangerous Dog Fee	On or Before June 30	\$100.00
	On or After July 1	\$50.00
Exceptions: - Registration of cats is optional for the cat owner. - No fee shall be charged for a service dog or cat. See CRMC 6.06.010 definition of “Service dog or cat.”		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

Dog Impoundment/Redemption Fees		
Pick-up Charge		\$15.00
Daily Impoundment Fee		\$15.00
Service Charge/Redemption Fees*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06 , shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

Rabies, Dangerous or Potentially Dangerous Dog Fees		
Daily Impoundment Fee		\$15.00
Service Charge*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRM Chapter 6.06, shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Refer to CRM Chapter 6.06 – Animal Control for more information.		