

Tonasket City Council Agenda

Tuesday, June 25, 2019

Special Meeting/Workshop to be held at 5:30 pm prior to Council meeting

7:00 pm Regular Meeting

Public comment will be held at the end of the meeting. Those wishing to speak must sign in prior to the beginning of the meeting. No sign ups allowed after the meeting has started. There will be 15 minutes dedicated to public comment allowing up to 5 people, 3 minutes each.

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of the minutes of the previous meeting
- 4) This meeting has been advertised as a Public Hearing on the Six Year Transportation Improvement Plan for 2020-2025. Resolution 2019-15
- 5) This meeting has been advertised as a Public Hearing regarding applying for USDA/Rural Development funding for the roofing project at the Tonasket City Shop.
- 6) Steve Brown Report
- 7) Unfinished Business
 - a) Tonasket Weapons Storage Agreement
 - b) Approval of Code Enforcement and Seasonal Maintenance Job Descriptions
 - c) TIB Proposed Street Work
- 8) Mayor/Council Committee Reports
- 9) Department Head Reports
- 10) New Business
 - a) Ordinance #805 Budget Amendment
 - b) Ordinance #806 amending Chapter 5.12 of the Tonasket Municipal Code
 - c) Website Quotes
 - d) Approval of Contract with Mallett Sheet Metal for City Hall Roof
 - e) Approval of Down payment of Funds/Mallett Sheet Metal
 - f) Status of Loan for Roof Project/Funding Process
- 11) Miscellaneous and Correspondence
- 12) Public Comment
- 13) Executive Session
- 14) Adjournment

Council Memo
Tuesday, June 11, 2019

TO: Mayor and City Councilmembers

FROM: City Clerk-Treasurer

Remember everyone we are meeting at 5:30 pm to review the City of Ferndale's Council Rules. Please bring the copy that was given to you previously.

This meeting has been advertised as a Public Hearing on the Six Year Transportation Improvement Plan. Please review. This requires action. It needs to be approved by June 30th.

This meeting has been advertised as a Public Hearing for the purpose of applying for grant/loan funds for the replacement of the roof at the City Shop.

Steve Brown, Internal Compliance Administrator, will be present to give a report on the work he has been doing from March 18th to June 18th.

Tonasket Weapons Storage Agreement---not sure if the Committee has had a chance to meet, so I am keeping it on the agenda so we don't forget about it.

Approval of the Code Enforcement and Seasonal Maintenance Job descriptions. The Personnel Committee and I have worked together to compile these two job descriptions and the Council needs to review and approve. Requires action.

I have included information from Varela and Associates about upcoming grants from the Transportation Improvement Board. If the Council wants to proceed you need to give Varela permission to apply for the funds. Requires action.

Ordinance #805---a Budget Amendment to include the Seasonal Maintenance person. I have heard that a budget amendment does not necessarily require two readings. I have asked Mick to review that matter and it will be brought up at Council. Adopting it requires action.

Ordinance #806 amends Chapter 5.12 of the Tonasket Municipal Code—the Peddlers Permit and adds requirements for indemnification and insurance. Requires action.

I have attached the Website quotes for you to review. A decision does not have to be made Tuesday night if you would like to have time reviewing the quotes and the different sites that each of the two companies have put together.

The contract with Mallett Sheet Metal for the City Hall Roof is ready for approval. Requires action.

Mallett has asked for a down payment as you can see on the attached document. That would require action.

I am researching a loan for the cost of the City Hall roof---I hope to have some information at the meeting. In the mean time I would like to be able to utilize the funds in the Sewer Reserve fund when we have to make a payment if we haven't received the loan money yet. Requires action.

Minutes of the Regular City Council Meeting on Tuesday, June 11, 2019

DRAFT

Present: Mayor Brown and Councilmembers Kriner, Levine, Moreno, Ritter and Sackman.

Staff: D. Johnson and Attwood

The meeting was called to order at 7:00 pm and the pledge of allegiance was given by all.

Dennis Ravidou, Administrator of the Juvenile Department, was present to give an update on the Okanogan County Juvenile Department. Mr. Ravidou reported on a three year trend looking at non-offender and offender populations. They have actually seen a decline in filings of both populations. He also reported the community truancy boards have been a big success. The subject of homelessness was also discussed.

Kurt Danison was present to update the Mayor and City Council on several issues.

- A Park Comprehensive Plan meeting was held June 11th. Justin Haug showed the Committee planned ball fields on a computer mapping system. Jordon Weddle shared the early results of the survey. The survey will be placed on the City's website and paper copies placed in the Library and City Hall. Another meeting will be held on July 1st at 6 pm.
- Transportation committee met and cost estimates should be coming soon.
- The Six Year Transportation Improvement Plan will not be changing much.

Unfinished Business

Motion to adopt Ordinance #804, a budget amendment. M/Ritter, S/Levine. Carried 5:0.

Resolution 2019-13 will be moved to a later date for discussion.

Motion to adopt Ordinance #802 an ordinance amending Section 8.16.030 of the Tonasket Municipal Code. M/Kriner, S/Ritter. Carried 5:0.

Status of the Code Enforcement Person. Ritter reported the Committee met and it was determined the person would work 3 days a week DOE. There would be necessary training and equipment and cost approximately \$30,000 per year. The funds are in the current Budget. The Mayor will be the supervisor and there will be a probationary period.

Status of the Part Time Person. The part time person will be 5 days per week from June through September and work in the parks and cemetery.

A young adult with the Tribal Youth Program is scheduled to work for a short period of time this summer.

Tonasket Weapons Storage Agreement. Sackman reported the Committee was not able to meet with the Sheriff so this will be brought up at a later meeting after they have had a chance to meet.

Council Rules Discussion. Kriner stated she prefers the example from Ferndale. There will be a workshop session on June 25th at 5:30 pm prior to the City Council meeting.

Mayor/Council/Committee Reports

Mayor:

- Reported Founder's Day was good and it was nice to see all of the flags up in town. He also reported the Pool and Splash Park are open.

Levine:

- Reported she attended the Small City Connector meeting and the emphasis was on better communication.
- Tonasket 4th and 5th graders swimming lessons went great—grant funds were received for the lessons through the Park and Rec District.

DRAFT

- Went to airport and helped prepare for the Father's Day Fly In.
- Levine and Ritter cleaned TVBRC to get ready to open the facility.
- Went to Wira meeting and OCOG.

Kriner:

- Will not be able to attend AWC Conference.
- Took it up herself to clean the Splash Park to prepare it for opening along with several other volunteers.
- The restroom at Chief Tonasket Park needs to be painted and redone.
- The roads into the Parks need to be repaired.
- The BMX Track is in need of repair.
- Need to have some process to make sure that projects/work to be done do not fall through the cracks.

Moreno:

- Reported Founders Day was well attended.
- Will need to reschedule the meeting with Sheriff Hawley regarding the Weapons Agreement.
- Thank you for community support.
- Thank you to Councilmember Kriner for being so active in the community and the work she has accomplished.

Sackman:

- Attended Park Meeting—there is a survey that everyone should fill out.
- Went to meeting with Steve Brown regarding final report.
- Thanks to Founders Day Volunteers.
- Commented on Little Learners park signage.
- How is locking the park going?

Ritter:

- Applaud Christian for that the house on Third St. is finalized.
- Still concerned about the Round Up and the Texas Family diner.
- Founders Day a success—applaud volunteers.
- Maybe time to look at another option for graduation date and Founders Day activities, hope to come to table with school.
- Sheriff's out in full force over Rodeo weekend.

Department Head Reports

D. Johnson:

- Worked at cemetery getting ready for Memorial weekend.
- Hats off to people who cleaned the Splash Park.
- Have been at airport repairing beacon and getting rid of weeds.
- Will be short-handed Troy Nielsen going in for surgery.
- The Youth Center is in disrepair—woodpecker holes, and needs paint—Council would like him to get an estimate.

Attwood:

- Asked Council to decide at what age children should be charged at the Swim pool and also if life jackets and floaties should be allowed.

Motion to allow no charge for children 3 and under at the swim pool. M/Moreno, S/Sackman. Carried 5:0.

There was discussion on the use of flotation devices at the swim pool. It was determined the decision on whether or not someone uses a flotation device at the swim pool should be left up to the discretion of the Pool Manager.

Motion to allow flotation devices and/or life jackets during family swim at the Pool Managers discretion. M/Ritter, S/Moreno. Carried 5:0.

New Business – None

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Miscellaneous and Correspondence - None

Motion to approve the consent agenda: the minutes of the previous meeting, the June Bills (9183 – 9233 & 4 EFT's 5-14-2019) \$594,932.64 and the May Payroll (9169-9182 & direct deposit run 5/29/2019) \$42,463.43. M/Sackman, S/Ritter. Carried 5:0.

No Public Comment

There being no further business the meeting was declared adjourned.

Alice J. Attwood, Clerk-Treasurer

Resolution No. 2019-15

Whereas, pursuant to the requirements of RCW 35.77.010, Laws of the State of Washington, the City of Tonasket, has prepared a revised and extended Six Year Transportation Improvement Program for the ensuing six calendar years, 2020 through 2025; and,

Whereas, pursuant further to said law, the City Council of the City of Tonasket, being a legislative body of said City did hold a public hearing on said comprehensive plan at the regular Council meeting at the City Hall in Tonasket on the 25TH day of June, 2019;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TONASKET, that the revised and extended Six Year Transportation Improvement Program for the ensuing six calendar years, 2020 through 2025, be and the same is hereby adopted; and,

BE IT FURTHER RESOLVED, that a copy of said revised and extended Six Year Transportation Improvement Program for the ensuing six calendar years, 2020 through 2025, together with a copy of this resolution, will be sent to the Washington State Department of Transportation.

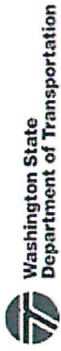
PASSED BY THE CITY COUNCIL this _____ day of _____, 2019.

APPROVED:

Dennis Brown, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

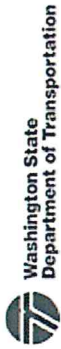
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Y Outside

Functional Class	Priority Number	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
02	1	Whitcomb Avenue - Reconstruction, Curbs, Gutters and Sidewalks North City Limits to South City Limits REconstruct US 97 (Whitcomb Avenue) through the entire City including stormwater and pedestrian improvements	WA-05934	06/25/19	06/25/19		2019-15	15	O S W			No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2021	STP(R)	667,561	WSDOT	818,130	0	1,485,691
P	CN	2022	STP(R)	3,263,215	WSDOT	1,087,738	0	4,350,953
Totals				3,930,776		1,905,868	0	5,836,644

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	1,485,691	0	0	0
CN	0	0	4,350,953	0	0
Totals	0	1,485,691	4,350,953	0	0



Six Year Transportation Improvement Program From 2020 to 2025

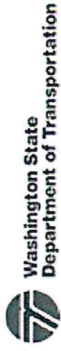
Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

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Functional Class	09	Priority Number	2	B. STIP ID		Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				G. Structure ID		Adopted	2019-15	04		3.000	CE	No
				WA-08024		Hearing	06/25/19					
				Tonasket Airport Road Reconstruction								
				Hwy 7 to Tonasket Airport								
				Reconstruct the Tonasket Airport Road								

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
		P	PE	2021		0	CRAB	212,242	53,060	265,302
		P	CN	2022		0	CRAB	742,846	53,060	795,906
					Totals	0		955,088	106,120	1,061,208

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		0	265,302	0	0	0
CN		0	0	795,906	0	0
Totals		0	265,302	795,906	0	0



Six Year Transportation Improvement Program From 2020 to 2025

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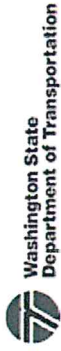
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Functional Class	09	Priority Number	3	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description G. Structure ID WA-05924				Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	06	Utility Codes	Total Length	Environmental Type	RW Required	No
				Miscellaneous various to maintenance of existing local access streets																	

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2020			0	0	OTHER	477,544	53,060	530,604
					Totals	0		477,544	53,060	530,604

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	ALL	530,604	0	0	0	0
Totals		530,604	0	0	0	0



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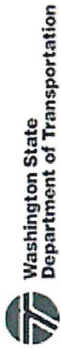
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Y Outside

Functional Class	02	Priority Number	4	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				US 97/Seventh Ave Pedestrian Improvements to construct sidewalks and ADA ramps on the east side of US 97 at Seventh Street	WA-07149	06/25/19	06/25/19		2019-15	28				No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
		P	ALL	2021		0	Ped/Bike Program	148,569	10,612	159,181
					Totals	0		148,569	10,612	159,181

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	ALL	0	159,181	0	0	0
	Totals	0	159,181	0	0	0



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Y Outside

Functional Class	02	Priority Number	5	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	G. Structure ID WA-07148	Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	28	Utility Codes	Total Length	Environmental Type	RW Required	No
				West side US 97 Accessibility Project to Construct or reconstruct ADA Ramps along the west side of Whitcomb Avenue (US 97) from Sixth St north to First St.															

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2021				0	Ped/Bike Program	159,181	10,612	169,793
Totals						0		159,181	10,612	169,793

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	ALL	0	169,793	0	0	0
Totals		0	169,793	0	0	0



Six Year Transportation Improvement Program From 2020 to 2025

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Functional Class	09	Priority Number	7	B. STIP ID		Hearing	06/25/19	Adopted	06/25/19	Amendment		Resolution No.	2019-15	Improvement Type	06	Utility Codes	O S W	Total Length		Environmental Type		RW Required	No
				G. Structure ID	WA-05947																		
E. 2nd Street - State to Antwine E. 2nd Street State Avenue to Antwine Avenue Reconstruct 270' of E. 2nd Street from State to Antwine. Add sidewalk to one side and upgrade water, sewer and storm drainage as needed.																							

Funding									
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds	
P	ALL	2022		0	TIB	317,322	0	317,322	
Totals				0		317,322	0	317,322	

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	317,322	0	0
Totals	0	0	317,322	0	0



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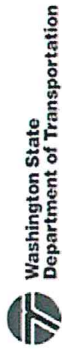
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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	8	3rd Street Sidewalks - north side Whitcomb to Western 3rd Street Whitcomb Avenue to Western Avenue construct sidewalk and ADA ramps along north side of 3rd Avenue from Whitcomb to Western	WA-05991	06/25/19	06/25/19		2019-15	28				No

Funding		Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
Status	P	2021		0	Ped/Bike Program	106,121	0	106,121
Totals				0		106,121	0	106,121

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	ALL	0	106,121	0	0	0
Totals		0	106,121	0	0	0



Six Year Transportation Improvement Program From 2020 to 2025

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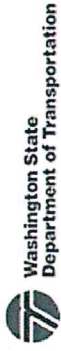
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Functional Class	09	Priority Number	9	B. STIP ID	WA-05939	Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	06	Utility Codes	O S W	Total Length	Environmental Type	RW Required	No
				G. Structure ID	Locust Avenue - Reconstruction and sidewalks Locust Avenue Winesap Street to Fourth Street Reconstruct and install sidewalks with upgrades to water, sewer and storm drainage as needed															

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2021			TIB	0		382,035	0	382,035
P	CN	2022			TIB	0		891,415	0	891,415
Totals						0		1,273,450	0	1,273,450

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	PE	0	382,035	0	0	0
	CN	0	0	891,415	0	0
Totals		0	382,035	891,415	0	0



Six Year Transportation Improvement Program From 2020 to 2025

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N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	10	Transit Stop Location, Lighting and Accessibility Plan to Preparation of a plan for the location, lighting and accessibility of transit stops within the City of Tonasket followed by engineering and installation	WA-10207 G. Structure ID	06/25/19	06/25/19		2019-15	23	P		OE	No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
		P	PE	2021		0	OTHER	7,650	0	7,650
		P	CN	2022		0	OTHER	17,340	510	17,850
				Totals		0		24,990	510	25,500

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		0	7,650	0	0	0
CN		0	0	17,850	0	0
Totals		0	7,650	17,850	0	0



Six Year Transportation Improvement Program From 2020 to 2025

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N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	11	Division Street - Tonasket Avenue to Whitcomb Division Street Tonasket Avenue to Whitcomb Avenue Reconstruct 357' of Division Street between Tonasket and Whitcomb Avenues with sidewalk on one side and upgrades to water, sewer and storm drain as needed	WA-05949	06/25/19	06/25/19	06/25/19		2019-15	06	O S W			No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2022			TIB	0		105,856	5,571	111,427
P	CN	2023			TIB	0		246,996	13,000	259,996
					Totals	0		352,852	18,571	371,423

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	PE	0	0	111,427	0	0
	CN	0	0	0	259,996	0
Totals		0	0	111,427	259,996	0



Six Year Transportation Improvement Program From 2020 to 2025

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Y Outside

Functional Class	09	Priority Number	12	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	G. Structure ID WA-07144	Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	04	Utility Codes	Total Length	Environmental Type	RW Required	No
				Second Street Improvements - Antwine to State St. to Reconstruct 265' of Second Street Between Antwine and State Avenues															

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE		2022		0	TIB	79,951	0	79,951
	P	CN		2023		0	TIB	398,953	0	398,953
Totals						0		478,904	0	478,904

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		0	0	79,591	0	0
CN		0	0	0	398,953	0
Totals		0	0	79,591	398,953	0



Six Year Transportation Improvement Program From 2020 to 2025

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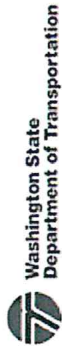
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Functional Class	00	Priority Number	13	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description G. Structure ID WA-07145 Rivenwalk to Extend existing trail in Chief Tonasket Park north to Siwash Creek and south and east to US 97		Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	28	Utility Codes	Total Length	Environmental Type	RW Required	No
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Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2022		0	265,302	Ped/Bike Program	265,302	0	265,302
	P	RW	2023		0	556,920	Ped/Bike Program	556,920	52,020	608,940
	P	CN	2024		0	780,300	Ped/Bike Program	780,300	0	780,300
Totals					0	1,602,522		1,602,522	52,020	1,654,542

Expenditure Schedule		1st		2nd		3rd		4th		5th & 6th	
Phase											
PE	0	0	0	0	265,302	0	0	0	0	0	0
RW	0	0	0	0	0	0	608,940	0	0	0	0
CN	0	0	0	0	0	0	0	0	0	780,300	0
Totals	0	0	0	0	265,302	0	608,940	0	0	780,300	0



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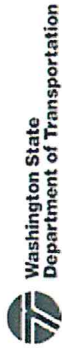
N Inside

Y Outside

Functional Class	09	Priority Number	14	B. STIP ID		G. Structure ID		Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				WA-05931		06/25/19		06/25/19	06/25/19		2019-15	06				No
				Railroad Avenue Railroad Avenue Fourth Street to Chief Joseph Park Reconstruct Railroad Avenue from 4th Street south to entrance to Chief Tonasket Park												

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2022		0	OTHER		307,750		318,362
	P	CN	2023		0	OTHER		721,622		742,846
Totals					0			1,029,372		1,061,208

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE	0	0	318,362	0	0	0
CN	0	0	0	742,846	0	0
Totals	0	0	318,362	742,846	0	0



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

N Inside

Y Outside

Functional Class	09	Priority Number	15	B. STIP ID		Hearing	06/25/19	Adopted	06/25/19	Amendment		Resolution No.	2019-15	Improvement Type	06	Utility Codes	O S W	Total Length		Environmental Type		RW Required	No
				G. Structure ID	WA-05952																		
				Jonathon Street - Whitcomb Avenue to Western Avenue Jonathon Avenue Whitcomb Avenue to Western Avenue Reconstruct 150' of Jonathon Street between Whitcomb and Western Avenues, install sidewalk on one side and upgrade water, sewer and storm drainage as needed																			

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL		2023			0	OTHER	208,080	52,020	260,100
Totals						0		208,080	52,020	260,100

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	ALL	0	0	0	260,100	0
Totals		0	0	0	260,100	0



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

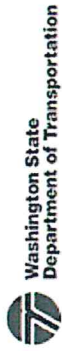
N Inside

Y Outside

Functional Class	09	Priority Number	16	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				Tonasket Avenue - 3rd Street to Division Tonasket Avenue 3rd Street to Division Street Reconstruct Tonasket Avenue from 3rd Street to Division Street including widening, retaining wall and storm drainage	WA-05930	06/25/19	06/25/19		2019-15	06		0.200		No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2023			0	OTHER	76,408	3,183	79,591
	P	CN	2025			0	OTHER	180,405	5,306	185,711
				Totals		0		256,813	8,489	265,302

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	PE	0	0	0	79,591	0
	CN	0	0	0	0	185,711
	Totals	0	0	0	79,591	185,711



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

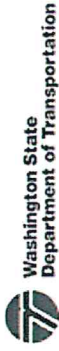
N Inside

Y Outside

Functional Class	07	Priority Number	17	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description G. Structure ID WA-05935				Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	21	Utility Codes	Total Length	Environmental Type	RW Required	No
				Havilliah Road/Jonathon Sidewalk Extension Havilliah Road/Jonathon to Extend sidewalk on south side of Havilliah road eastward to Roy Stotts Avenue																	

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2023			0	Ped/Bike Program	90,203	5,306	95,509
	P	CN	2024			0	Ped/Bike Program	222,854	0	222,854
Totals						0		313,057	5,306	318,363

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	PE	0	0	0	95,509	0
	CN	0	0	0	0	222,854
Totals		0	0	0	95,509	222,854



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

N Inside

Y Outside

Functional Class	09	Priority Number	18	B. STIP ID		G. Structure ID		Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				WA-05941		WA-05941		2019-15	06	O S W			No
A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description				4th Street - Whitcomb to Joseph 4th Street Whitcomb Avenue to Joseph Avenue Reconstruct 4th Street from Whitcomb to Joseph, reduce curb to curb width, install sidewalks on both sides and upgrade water, sewer and storm drainage as needed									

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2023	TIB		0	636,725		636,725	0	636,725
P	CN	2024	TIB		0	1,485,691		1,485,691	0	1,485,691
Totals					0	2,122,416		2,122,416	0	2,122,416

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE	0	0	0	0	636,725	0
CN	0	0	0	0	0	1,485,691
Totals	0	0	0	0	636,725	1,485,691



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

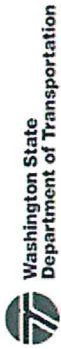
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Y Outside

Functional Class	09	Priority Number	19	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				Henderson Avenue - Fourth Street to Third Henderson Avenue Fourth Street to Third Street Reconstruction of Henderson Avenue with upgrades to water, sewer and storm drainage as needed	WA-05938	06/25/19	06/25/19		2019-15	06	O S W			No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE		2023		0	TIB	100,815	0	100,815
	P	CN		2024		0	TIB	244,078	0	244,078
		Totals				0		344,893	0	344,893

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		0	0	0	100,815	0
CN		0	0	0	0	244,078
Totals		0	0	0	100,815	244,078



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

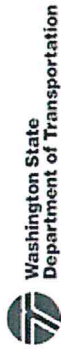
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Y Outside

Functional Class	09	Priority Number	20	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				Tonasket Avenue Widening to Reconstruct Tonasket Avenue between Division and Third adding parking, storm drainage.	WA-07147	06/25/19	06/25/19		2019-15	03	O S W			No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE		2024		0	TIB	131,425	0	131,425
P	CN		2025		0	TIB	343,332	0	343,332
Totals					0		474,757	0	474,757

Expenditure Schedule	Phase	1st	2nd	3rd	4th	5th & 6th
PE		0	0	0	0	131,425
CN		0	0	0	0	343,332
Totals		0	0	0	0	474,757



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

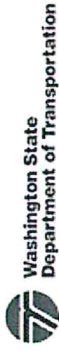
N Inside

Y Outside

Functional Class	09	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description		Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
Priority Number	21	G. Structure ID WA-08027		2019-15	03	S W	1,000 CE	CE	No
		State Frontage Road Complete Streets State Frontage road US 97 to US 97 Reconstruct the State Frontage Road including underground utilities, from US 97 in Tonasket to US 97 south of Midway Lumber		06/25/19					
				06/25/19					

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE		2024		0	TIB	563,664	12,693	596,357
	P	CN		2025		0	TIB	1,252,225	12,693	1,264,918
Totals						0		1,835,889	25,386	1,861,275

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	PE	0	0	0	0	596,357
	CN	0	0	0	0	1,254,918
Totals		0	0	0	0	1,861,275



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

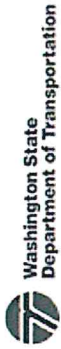
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Y Outside

Functional Class	09	Priority Number	22	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID WA-05946	Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	06	Utility Codes	O S W	Total Length	Environmental Type	RW Required	No
				3rd Street - Whitcomb to Joseph 3rd Street Whitcomb Avenue to Joseph Avenue Reconstruct 3rd Street from Whitcomb Avenue to Joseph Avenue including sidewalk on one side, reducing curb to curb width by 1 foot on each side and upgrade/replace water, sewer and storm water drainage facilities as needed																

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE		2024			0	TIB	318,362	0	318,362
P	CN		2025			0	TIB	740,846	0	740,846
Totals						0		1,059,208	0	1,059,208

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		0	0	0	0	318,362
CN		0	0	0	0	740,846
Totals		0	0	0	0	1,059,208



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

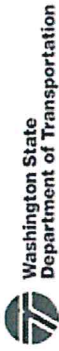
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Y Outside

Functional Class	00	Priority Number	23	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description G. Structure ID WA-07150				Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	06	Utility Codes	Total Length	Environmental Type	CE	RW Required	No
				Alley Upgrades to Restore and Rehabilitate alleys in the downtown area that provide primary access to businesses and residences																		

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P		ALL	2024		0		0	0	265,302
Totals					0	0	0	0	265,302

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	0	265,302
Totals	0	0	0	0	265,302



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

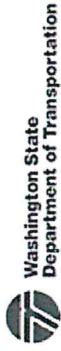
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Y Outside

Functional Class	09	Priority Number	24	B. STIP ID		Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				G. Structure ID		06/25/19	06/25/19		2019-15	06	SW	0.040		No
				WA-05921										
				2nd Street - Joseph to east end										
				2nd Street										
				Intersection of Joseph to east end of 2nd St reconstruction of approximately .04 miles of local access street										

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2024		0	TIB	70,039	0	70,039
	P	CN	2025		0	TIB	139,414	0	139,414
				Totals	0		209,453	0	209,453

Expenditure Schedule	1st	2nd	3rd	4th	5th & 6th
Phase					
PE	0	0	0	0	70,039
CN	0	0	0	0	139,414
Totals	0	0	0	0	209,453



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

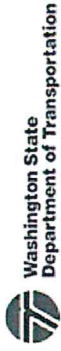
N Inside

Y Outside

Functional Class	09	Priority Number	25	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				S. Antwine Avenue between 3rd and 4th Streets Antwine Avenue 3rd Street to 4th Street Reconstruct 325' of S. Antwine Avenue from 3rd to 4th Streets with sidewalk on one side and upgrades to water, sewer and storm drainage as needed.	WA-05948	06/25/19	06/25/19		2019-15	06	O S W			No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P				0		307,750		318,362
				Totals	0		307,750	10,612	318,362

Expenditure Schedule	Phase	1st	2nd	3rd	4th	5th & 6th	Totals
	ALL	0	0	0	0	0	318,362
	Totals	0	0	0	0	0	318,362



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

N Inside

Y Outside

Functional Class	00	Priority Number	26	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID WA-05925	Hearing	06/25/19	Adopted	06/25/19	Amendment	2019-15	Improvement Type	07	Utility Codes	Total Length	Environmental Type	RW Required	No
				History Park Entrance to Reconstruct entry into History Park off of Locust Avenue														

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds	
										2024
P	ALL		2024		0		79,590		79,590	159,180
				Totals	0		79,590		79,590	159,180

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	0	159,180
Totals	0	0	0	0	159,180



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket

County: Okanogan

MPO/RTPO: OCOG RTPO

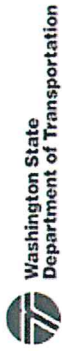
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Y Outside

Functional Class	09	Priority Number	27	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				Seventh Street Mill Drive Lighting Project SeventhMill US 93 to end of Mill Drive Select, design and install LED street lights along Seventh Street and Mill Drive	WA-08025	06/25/19	06/25/19		2019-15	21	P	0.500	CE	No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2024		0	31,836	TIB	5,306		37,142
	P	CN	2025		0	212,242	TIB	15,918		228,160
				Totals	0	244,078		21,224		265,302

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		0	0	0	0	37,142
CN		0	0	0	0	228,160
Totals		0	0	0	0	265,302



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

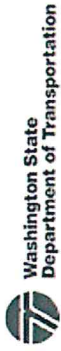
N Inside

Y Outside

Functional Class	00	Priority Number	28	B. STIP ID		Adopted		Amendment		Resolution No.	2019-15	Improvement Type	06	Utility Codes		Total Length		Environmental Type	CE	RW Required	No
				G. Structure ID	WA-07146	Hearing	06/25/19														
				Accessability Project																	
				to																	
				Prepare analysis and complete improvements to alleys, dead end streets and other areas to ensure all homes are readily accessible to emergency responders.																	

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
		P	PE	2024		0		0	106,121	106,121
		P	RW	2024		0		0	212,242	212,242
		P	CN	2025		0		0	212,242	212,242
				Totals		0		0	530,605	530,605

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE	0	0	0	0	0	106,121
RW	0	0	0	0	0	212,242
CN	0	0	0	0	0	212,242
Totals	0	0	0	0	0	530,605



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
County: Okanogan
MPO/RTPO: OCOG RTPO

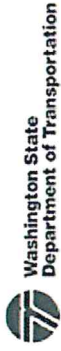
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Y Outside

Functional Class	09	Priority Number	29	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				Roy Stotts Avenue Roy Stotts Avenue Tonasket-Havillah Road to Construct Roy Stotts Avenue within existing dedicated right-of-way. Includes water, sewer and stormwater utilities as appropriate and sidewalks along both sides.	WA-05933	06/25/19	06/25/19		2019-15	01	O S W			No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2024			0	TIB	473,444	2,123	475,567
	P	CN	2025			0	TIB	924,312	2,539	926,851
				Totals		0		1,397,756	4,662	1,402,418

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	PE	0	0	0	0	475,567
	CN	0	0	0	0	926,851
	Totals	0	0	0	0	1,402,418



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
 County: Okanogan
 MPO/RTPO: OCOG RTPO

N Inside

Y Outside

Functional Class	09	Priority Number	30	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	G. Structure ID WA-05932	Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	01	Utility Codes	C P S T W	Total Length	Environmental Type	RW Required	No
				Division Street - Extension Division Street to Extension of Division Street east to Roy Slotts Avenue																

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2024			0	305,628	TIB	76,407		382,035
P	CN	2025			0	852,544	TIB	44,871		897,415
Totals					0	1,158,172		121,278		1,279,450

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE	0	0	0	0	0	382,035
CN	0	0	0	0	0	897,415
Totals	0	0	0	0	0	1,279,450



Six Year Transportation Improvement Program From 2020 to 2025

Agency: Tonasket
County: Okanogan
MPO/RTPO: OCOG RTPO

N Inside

Y Outside

Functional Class	00	Priority Number	31	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID WA-07143	Hearing	06/25/19	Adopted	06/25/19	Amendment	Resolution No.	2019-15	Improvement Type	05	Utility Codes	Total Length	Environmental Type	RW Required	No
				Riverview Alley Riverview Alley to Repair and resurface alley access riverview Trailer Park from Fourth Street															

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL			2025		0		0	95,197	95,197
Totals						0		0	95,197	95,197

Expenditure Schedule		Phase	1st	2nd	3rd	4th	5th & 6th
ALL			0	0	0	0	95,197
Totals			0	0	0	0	95,197

Grand Totals for Tonasket		Federal Funds	State Funds	Local Funds	Total Funds
		3,930,776	19,955,760	1,660,235	25,546,771

PUBLIC WORKS DEPARTMENT
Seasonal Maintenance Worker

CITY OF TONASKET

DEPARTMENT: Public Works Department
TITLE: Seasonal Maintenance Worker
REPORTS TO: City Superintendent

DESCRIPTION

Seasonal Maintenance Worker---Will perform unskilled and semi-skilled labor in maintenance and related service activities related to parks, cemetery, and city facility maintenance.

Essential Functions will include:

- Water, mow, weed, trim, renovate and fertilize lawns, assist in planting, watering and maintaining landscaped areas consisting of trees, flowers, shrubs, and lawns; assist in trimming in and pruning trees, bushes and shrubs.
- Rake leaves and clear debris and litter from walks, fields, courts, city parking areas, and other public places.
- Clean and sanitize restroom facilities and fixtures including sinks, urinals, toilets; replenish supplies in restrooms; sweep and mop floors; wash windows, mirrors and walls, to be done daily.
- Perform maintenance and painting of interior/exterior facilities, picnic tables, and playground equipment
- Assist in installing and repairing and maintaining irrigation systems, sprinkler heads, solenoid valves, and automatic timers
- Operation of pickups with automatic/manual transmissions, tractors, lawn mowers, side mowers, orchards mowers, chainsaws, pole saws, weed eaters, jackhammers, compactors, and a variety of small tools
- The Splash Park—wipe down characters with scrubbing bubbles and hose down concrete twice a week.
- All other duties as assigned

Knowledge, Ability, and Skills utilized include:

- Knowledge of material, methods, and techniques/terminology commonly used in construction, repair, and maintenance of parks, cemetery,
- Ability to follow specific oral and written directions
- Ability to communicate in English orally and in writing to communicate with supervisors
- Ability to read, write and perform mathematical equations
- Individual must be highly motivated with the ability to work with and without supervision
- Self-motivated, good working habits, high responsibility level to general appearance and maintenance of City.
- To keep a safe and clean work environment.
- Ability to operate and maintain various hand and power equipment as well as light equipment such as cement mixer, sprayer, , mowers, and other equipment as directed.
- Ability to interact with public in a courteous and professional manner. Ability to communicate with supervisor and other employees. Ability to follow orders.
- Have working knowledge of hand tools, power tools, and light equipment.

Working conditions include:

- Assignments will be primarily outside and may require work in inclement weather, hot, cold, noisy, dirty, wet or cramped work sites
- Work in hazardous areas ditches, pits
- Work around heavy equipment
- This position requires the physical ability to perform manual tasks, mobility to navigate all types of surfaces and terrain
- The employee will be required to reach, stoop, kneel, crawl, climb, balance, and twist, and lift loads up to 60 pounds

Job Requirements

- Must have a High School Diploma or GED
- Must have a current, valid and properly classed Washington State Driver's License without record of suspension or revocation in any state is required; driving record must, for any date during employment thereafter, be free of any violation for 1) Reckless driving, 2) Hit and run or 3) Driving under the influence of alcohol or drugs. An abstract of driving record will be acquired by the city prior to hiring.
- Must be 18 years of age or older, to legally operate power equipment
- Employee will be required to take and successfully pass a pre-employment drug and/or alcohol test
- Pass Background check.

Job Description Received:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Employee

Date

Department Head

Date

CITY OF TONASKET

EMPLOYER: City of Tonasket
JOB TITLE: Code Enforcement Officer
REPORTS TO: Mayor

POSITION PURPOSE:

Performs a variety of routine and complex city code enforcement work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Patrols streets, roads, alleyways, highways, business areas and residential areas and enforces Tonasket city codes, laws and ordinances. Such codes shall include but not be limited to; Animal control, parking enforcement, nuisances, tree, shrub and weed abatements; graffiti removal.

Prepares full and comprehensive reports, investigates all calls and complaints in a timely manner, issues citations, abatement notices and summonses as required.

Enters all calls for service in the computer system as required.

Provides for personal and equipment effectiveness by demonstrating skill proficiency (weapons, animal control capture devices), and by keeping abreast of changes in laws, ordinances, policies and procedures.

Maintains complete records of all code enforcement activities and in specific, animal control functions and provides a monthly report of activities to the Council.

Cleans and maintains the animal shelter

Assists with traffic control during emergencies or civic functions as required.

Assists the public, answering inquiries regarding directions, codes, laws and ordinances.

Appears in court as a witness as required.

Assists other city departments upon request concerning code violations and enforcement.

Other miscellaneous duties as may be assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

Ability to use good judgement and make decisions in stressful and non-stressful situations and to adapt quickly to unanticipated situations.

Ability to assess situations quickly and to determine a proper course of action.

Ability to gain the respect and establish effective working relationships with all city department heads and their respective personnel.

Ability to establish and maintain satisfactory public relations with public officials as well as the general public.

Ability to understand and execute oral and written instructions and effectively communicate both orally and in writing.

Ability to plan, organize, develop and implement assigned activities and programs.

Ability to get along with a wide diversity of people.

Possesses a contemporary working knowledge of modern enforcement methods and techniques in the prevention and investigation of city code violations. Understands identifying and preserving of physical evidence as well as documentary evidence, e.g. photographs, film and digital.

Have knowledge of the laws, codes and statues applicable to code enforcement and the rights of suspects, defendants, victims, petitioners and respondents.

Knowledge of the geography of the City of Tonasket.

WORK SCHEDULE

This position works a minimum 24 hour week, which may include a variety of shift hours with rotating days off as required by the demands of the position.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent.

Must be 21 years old or older.

Current, valid and properly classed Washington State Driver's License without record of suspension or revocation in any state is required; driving record must, for any date during employment thereafter, be free of any violation for: 1.) Reckless driving, 2.) Hit and run,

or 3.) Driving under the influence of alcohol or drugs. An abstract of driving record will be acquired by the City prior to hiring.

Must not be addicted to the excessive use of drugs or intoxicating beverages. Must pass drug test.

Must possess an active First Aid Card and CPR Training and keep current.

Must pass background check.

PHYSICAL DEMANDS:

Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

See in the normal visual range with or without correction.

Hear in the normal audio range with or without correction.

Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.

Operate computer to enter, process, and acquire data relative to complaints, inspections sites, and effective code enforcement; research complaints.

Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

Performs other tasks or duties as assigned.

TOOLS AND EQUIPMENT

Code enforcement car, phone, dart gun and/or dart rifle, capture poles, capture and transport cages, pepper spray, cell phone, first aid equipment, photograph equipment (phone) calculator, personal computer including word processing software.

Job Description Received:

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Employee

Date