



500 E. Division St. • Forks, Washington 98331-8618

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[forkswashington.org](http://forkswashington.org)

Council Meeting Agenda  
January 22, 2024  
7:30 PM

*Listening and webcast options will be posted on the city's website [www.forkswashington.org](http://www.forkswashington.org)*

Pledge of Allegiance/Call to Order/Roll Call

Modifications/Approval of Agenda

Public Comment Period

Upon acknowledgment by the chair, please rise and state your name. All comments are limited to three minutes. Note that Council will not enter into dialogue at this time. The purpose of this agenda item is for you, the public, to inform the council of your views. Staff may be instructed by the chair to note input or questions, and to provide responses at a later date.

Action Items

1. Minutes of Special Meeting held November 27, 2023
2. Minutes of Regular Meeting held November 27, 2023
3. Minutes of Special Meeting held December 4, 2023

4. Expenditures:

Manual Check	42651	\$45,728.78
Payroll Checks	42652 through 42666	\$80,391.62
Claim Checks and	42667 through 42690 42691 through 42704	\$15,236.78
	and EFTs as included in total amount of	\$73,421.47

5. Police Department – Collective Bargaining Agreements 2024-2027
  - a. Negotiated Wage Changes for:
    - i. Sworn Officers (Patrol)
    - ii. Uniformed Employees/Corrections (Corrections)
  - b. Ordinance Revising the 2024-2027 Sworn Officers and Uniformed Employees/Corrections Salary Positions
6. Set Public Hearing on Renewal of the Contract on Solid Waste Handling and Disposal with West Waste & Recycling
7. Architect/Engineer Response Regarding UIL Hangar & Federal BIA funds

Discussion Items:

1. 4th Quarter 2023 Reports: Sales & Lodging Tax  
Building Permits  
Jail Statistics  
Visitor Information Center Statistics
2. 2023 Year End Olympic Peninsula LT Report
3. WA State Auditor's Exit Conference Report
4. Council Member Reports
5. Staff Reports
6. Mayor's Report
7. Executive Session. The council *may* recess into Executive Session to consider matters permitted per RCW 42.30.110, which include: to review the performance of a public employee; to consult with legal counsel regarding litigation or potential litigation; to consider the position to be taken in collective bargaining (Closed Session); to consider acquisition or sale of real estate; or other permitted matters.
8. Adjournment

Additions:

City of Forks  
Council Meeting Minutes Special Session  
City Council Chambers  
November 27, 2023 5:30 p.m.

Part 1 **PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

0:04 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 5:30 p.m.

0:42 **ROLL CALL**

Council members present: Weissenfels, Wood, Gingell, Echeita, and Mayor Fletcher. Absent: Soha. Staff present: DePew, Clerk/Treasurer, Fleck, Attorney/Planner, Rowley, Police Chief [arrived 5:46 p.m.], and Hampton, Public Works Director.

**LODGING TAX REQUESTS**

1:04 Mayor Fletcher introduced requests for lodging tax funds and their distribution, and asked those requesting funds for comments and answers to Council questions regarding their requests.

9:56 Lissy Andros, Director, Forks Chamber of Commerce explained Chamber's requests for lodging tax funds.

13:15 Jake from the MTB Trail Alliance spoke about the new group.

14:30 Tom Rosemond spoke about the Timber Museum and their request for lodging tax funds.

19:05 Jeff Bohman spoke on behalf of the Peninsula Trails and its request for lodging tax funds.

22:50 Cindy Mesenbrink spoke on behalf of the Piecemakers quilt club and its request for lodging tax funds.

24:28 Kenneth Turner, Secretary, Raincon Committee spoke on behalf of the group and its request for lodging tax funds.

26:02 Sue Shane spoke on behalf of the Rainforest Council for the Arts and its request for lodging tax funds.

31:29 Bruce Guckenberg spoke on behalf of the West End Business and Professional Association and its request for lodging tax funds.

32:47 Victor Whitehead spoke on behalf of West End Thunder and its request for lodging tax funds.

- 36:04 Attorney/Planner Fleck explained a request from David Hurn, on behalf of the three annual softball tournaments, that was received after the application deadline. The funds would be used to purchase a large number of tournament balls and the trophies and t-shirts given as awards. He said approval of this request lies with Council.
- 39:47 Mayor Fletcher called for a five-minute break.
- 47:32 Meeting resumed with Clerk/Treasurer DePew introducing and explaining revisions to the preliminary 2024 budget.
- 56:35 Attorney/Planner Fleck spoke about grant projects, including the North of Calawah Water Tank project, improvements at the Quillayute Airport, the Quillayute Airport Master Plan Update, the Tillicum Park Ballfield Bathrooms project, and the restroom project at Spartan Stadium.
- 1:04:15 Director of Public Works Hampton spoke about public works budgets.
- 1:05:50 Attorney/Planner Fleck explained the current situation with the sewer system and loans and grants possibly available to achieve the necessary redundancy and to possibly expand the system, noting that the City may have to consider increasing sewer rates in the not-too-distant future to adequately fund the sewer system.
- 1:15:40 Police Chief Rowley spoke briefly about staffing and PD and jail budgets. Discussion ensued.
- 1:16:52 Clerk/Treasurer DePew introduced expected increases in the payroll budget.
- 1:21:17 Mayor Fletcher called for a five-minute break.
- Part 2
- 0:05 Mayor Fletcher resumed the meeting at 7:11 p.m.
- 0:16 **ADJOURNMENT**  
Motion to adjourn by Weissenfels, second Wood, motion carried. Meeting adjourned at 7:11 p.m.

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Tim Fletcher, Mayor

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Caryn DePew, Clerk/Treasurer

City of Forks  
Council Meeting Minutes Regular Session  
City Council Chambers  
November 27, 2023 7:30 p.m.

0:06 **PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

0:35 **ROLL CALL**

Council members present: Weissenfels, Wood, Soha [arrived 7:33 p.m.], Gingell, Echeita, and Mayor Fletcher. Staff present: DePew, Clerk/Treasurer, Fleck, Attorney/Planner, Rowley, Police Chief, and Hampton, Public Works Director.

**MODIFICATIONS/APPROVAL OF AGENDA**

0:57 **Motion** to approve the agenda as presented by Weissenfels, second Wood, motion carried.

**PUBLIC COMMENT**

1:18 Lissy Andros, Director, Forks Chamber of Commerce informed Council of upcoming Chamber meetings and events.

3:07 Jeff Bohman from the Peninsula Trails Coalition thanked Council and staff for their support with the Puget Sound to Pacific Trail (PS2P) grant.

4:19 Mark Soderlind said the roof on a building at the Industrial Park is damaged, and commented on the haunted house's use of the hangar at Quillayute Airport.

**ACTION ITEMS**

6:46 **1. Motion** to approve minutes of the October 9, 2023 Regular Meeting by Gingell, second Wood, motion carried.

7:10 **2. Motion** to approve manual check 42450 in the amount of \$66,975.00, payroll checks 42451 through 42465 in the amount of \$78,347.29, and claim checks 42466 through 42488 and EFTs as included in the total amount of \$139,644.34 by Wood, second Weissenfels, motion carried.

**3. 2024 Budget Hearing**

8:08 Mayor Fletcher opened the budget hearing.

8:40 Lissy Andros offered her support for Chief Rowley and the police department, which she said is very important.

9:02 Mayor Fletcher closed the budget hearing at 7:39 p.m.

## **DISCUSSION ITEMS**

### **9:15 1. Council Member Reports**

**Council Member Weissenfels** said she is very concerned about Forks not having a voice with Clallam Transit after she can no longer represent the City.

10:16 **Council Member Wood** said he would do his best to attend Transit Board meetings regularly and in person.

### **2. Staff Reports**

11:24 **Clerk/Treasurer DePew** updated Council on the status of the ongoing State audit, and said a budget amendment would likely be necessary for the Tillicum Park road resurfacing project.

12:15 **Public Works Director Hampton** said he is aware of the roof issue at the Industrial Park. He then reported that calculations show water loss down from 27% when he started working at the City to 16% in 2023.

15:29 **Attorney/Planner Fleck** said he and Public Works Director Hampton have been in touch with roofers regarding both the Industrial Park and the ICN building, but the Industrial Park tenant is currently in arrears on their lease, but they are responsible for repairing the roof.

### **3. Mayor's Report**

18:43 Mayor Fletcher said Christmas is his favorite time of the year, and he's looking forward to the City's and business's Christmas decorations and the Twinkle Light Parade.

### **5. ADJOURNMENT**

19:14 **Motion** to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 7:49 p.m.

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Tim Fletcher, Mayor

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Caryn DePew, Clerk/Treasurer

City of Forks  
Council Meeting Minutes Special Session  
City Council Chambers  
December 4, 2023 5:30 p.m.

**PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

0:04 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:33 p.m.

0:31 **ROLL CALL**

Council members present: Wood, Soha, Echeita, and Mayor Fletcher. Absent: Weissenfels, Gingell. Staff present: DePew, Clerk/Treasurer, Fleck, Attorney/Planner, Rowley, Police Chief [arrived 5:46 p.m.; departed 7:52 p.m. on a call], and Hampton, Public Works Director.

0:52 Mayor Fletcher welcomed everyone to the last 2024 budget workshop.

**2024 Budget Hearing**

2:20 Mayor Fletcher opened the budget hearing at 7:35 p.m.

2:26 Lissy Andros, Director, Forks Chamber of Commerce provided updated Visitor Information Center statistics.

4:58 Mayor Fletcher closed the budget hearing at 7:37 p.m.

**2024 Budget Workshop**

5:08 Mayor Fletcher opened the budget workshop.

5:11 Clerk/Treasurer DePew introduced and explained the latest revisions to the preliminary 2024 budget.

8:42 Mayor Fletcher said he would like to put the proposed events coordinator position on hold until the police department is better staffed. He said the lodging tax money requested for that position would still be put aside with the hope of adding the position in the future.

10:32 The proposed \$2,000 in lodging tax funds for annual softball tournaments was briefly discussed.

11:58 Clerk/Treasurer DePew resumed her explanation of the latest revisions to the preliminary budget.

16:59 Attorney/Planner Fleck explained the process for approving the 2024 budget going forward, noting that any requests for revisions should be made and discussed now. Discussion of proposed capital improvement projects ensued.

**ADJOURNMENT**

27:28 Motion to adjourn by Soha, second Wood, motion carried. Meeting adjourned at 8:00 p.m.

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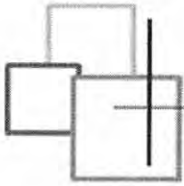
Tim Fletcher, Mayor

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Caryn DePew, Clerk/Treasurer

DRAFT



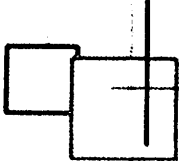


# Voucher Directory

Fiscal: : 2024 - January

Council Date: : 2024 - January - Manuals Second Council

Vendor	Number	Reference	Account Number	Description	Amount
<b>Bidadoo Auction Services</b>					
	42651			2024 - January - Manuals Second Council	
		404720971359			
			2017 Ford F-450		
			400-000-000-534-80-48-59	2017 Ford F450-RO	\$45,728.78
		Total 404720971359			\$45,728.78
	Total 42651				\$45,728.78
Total Bidadoo Auction Services					\$45,728.78
Grand Total		Vendor Count	1		\$45,728.78



# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2024 - January - Manuals Second Council

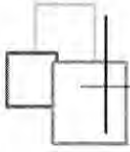
400	Water	\$45,728.78
	Count: 1	\$45,728.78

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: \_\_\_\_\_  
Title: Accounting Technician

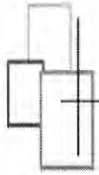
Date: \_\_\_\_\_

Audited and ordered paid by Forks City Council:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Auditing Committee



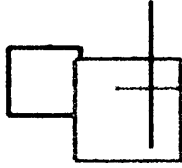
# Register

<u>Number</u>	<u>Name</u>	<u>Fiscal Description</u>	<u>Amount</u>
<u>42652</u>	AFLAC Remittance Processing	2024 - January - Second Council Date	\$21.00
<u>42653</u>	AWC Employee Benefit Trust	2024 - January - Second Council Date	\$337.50
<u>42654</u>	AWC Life Ins - Supplemental	2024 - January - Second Council Date	\$36.20
<u>42655</u>	Department of Employment Security	2024 - January - Second Council Date	\$135.82
<u>42656</u>	Dept of Labor & Industry	2024 - January - Second Council Date	\$1,630.81
<u>42657</u>	Dept of Retirement - Def Comp	2024 - January - Second Council Date	\$498.69
<u>42658</u>	Dept of Retirement Systems-LEOFF	2024 - January - Second Council Date	\$1,623.05
<u>42659</u>	Dept of Retirement Systems-PERS 2	2024 - January - Second Council Date	\$5,508.02
<u>42660</u>	Dept of Retirement Systems-PERS 3	2024 - January - Second Council Date	\$962.54
<u>42661</u>	Dept of Retirement Systems-PSERS	2024 - January - Second Council Date	\$2,365.08
<u>42662</u>	EFTPS	2024 - January - Second Council Date	\$17,424.48
<u>42663</u>	Employment Security Dept - PFML	2024 - January - Second Council Date	\$395.31
<u>42664</u>	Teamsters Local 589	2024 - January - Second Council Date	\$134.00
<u>42665</u>	United Way	2024 - January - Second Council Date	\$36.00
<u>42666</u>	WA Cares	2024 - January - Second Council Date	\$280.79
<u>Direct Deposit Run - 1/19/2024</u>	Payroll Vendor	2024 - January - Second Council Date	\$49,002.33
			<b>\$80,391.62</b>



## Direct Deposit Activity

Name	Amount
<b>Direct Deposit Run - 1/19/2024</b>	
Cowles, Joseph L.	\$1,491.55
Cruz Jr., Daniel	\$2,188.52
Davis, Nerissa L.	\$1,000.00
Davis, Nerissa L.	\$964.90
Depew, Caryn R.	\$300.00
Depew, Caryn R.	\$2,289.29
Dias, Nicholas K.	\$1,778.96
Fleck, William R.	\$2,392.04
Fleck, William R.	\$100.00
Gaydeski, Steven G.	\$2,404.88
Hampton, Clyde P.	\$2,654.01
Hirsch, Michael G.	\$1,695.55
Johansen, Ryan S.	\$3,648.57
Leask, Brandon M.	\$1,652.47
Oberfranc, Ryan P.	\$1,698.78
Pederson, Brett R.	\$1,338.04
Prose, Lex B.	\$3,244.48
Prose, Lindsay M.	\$1,578.86
Rowley, Michael D.	\$8,976.08
Simons, Ginger M.	\$1,562.55
Smith-Peters, Saydee I.	\$1,544.35
Thompson, Ann K.	\$1,283.96
Wahlgren, Danny J.	\$2,219.08
Weissenfels, Kimberly C	\$995.41
	\$49,002.33
	<b>\$49,002.33</b>



# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2024 - January - Second Council Date

001	General Fund	\$42,328.24
101	Street	\$4,568.18
150	Transit Center Fund	\$391.85
400	Water	\$21,008.30
402	Sewer	\$7,770.64
410	Airport/Industrial Park	\$4,324.41
	Count: 6	\$80,391.62

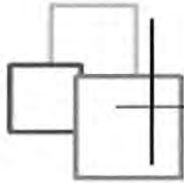
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: \_\_\_\_\_  
Title: Accounting Technician

Date: \_\_\_\_\_

Audited and ordered paid by Forks City Council:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Auditing Committee



# Voucher Directory

Fiscal: : 2023 - December

Council Date: : 2023 - December - 13th Period-Second Run

Vendor	Number	Reference	Account Number	Description	Amount
Carradine, Tim	42667			2023 - December - 13th Period-Second Run	
		6542			
			IT Services		
			001-000-000-514-23-48-02	Computer Repair	\$239.71
			001-000-000-514-23-48-02	Computer Repair	\$1.08
			001-000-000-523-61-48-17	Computer Repair	\$2.71
			150-000-000-547-10-41-00	Professional Services	\$108.60
			400-000-000-534-80-48-41	Computer Repair	\$35.84
			400-000-000-534-80-48-41	Computer Repair	\$390.64
			402-000-000-535-80-48-01	Computer Repair	\$11.95
			402-000-000-535-80-48-01	Computer Repair	\$133.17
			410-000-000-546-10-41-00	Professional Services	\$124.29
			410-000-000-546-10-41-00	Professional Services	\$2.72
		Total 6542			\$1,050.71
		6543			
			IT Services		
			001-000-000-521-20-48-28	Computer Repair	\$312.23
			001-000-000-523-61-48-17	Computer Repair	\$271.50
		Total 6543			\$583.73
	Total 42667				\$1,634.44
Total Carradine, Tim					\$1,634.44

Centurylink

42668

2023 - December - 13th Period-Second Run

Vendor	Number	Reference	Account Number	Description	Amount
		<b>012024 /Centurylink</b>			
			<b>Telephones</b>		
			001-000-000-514-23-42-00	Communications	\$88.78
			001-000-000-521-20-42-00	Communication	\$242.93
			001-000-000-523-61-42-00	Communication	\$132.86
			150-000-000-547-10-42-00	Communications	\$171.29
			400-000-000-534-80-42-00	Communication	\$210.88
			402-000-000-535-80-42-00	Communication	\$200.81
			410-000-000-546-10-42-00	Communication	\$39.65
			410-000-000-575-50-42-10	Communication	\$144.46
		<b>Total 012024 /Centurylink</b>			<b>\$1,231.66</b>
	<b>Total 42668</b>				<b>\$1,231.66</b>
<b>Total Centurylink</b>					<b>\$1,231.66</b>
<b>CenturyLink Business Services</b>					
	<b>42669</b>			<b>2023 - December - 13th Period-Second Run</b>	
		<b>672327655</b>			
			<b>Broadband</b>		
			001-000-000-514-23-42-00	Communications	\$38.03
			400-000-000-534-80-42-00	Communication	\$59.77
			402-000-000-535-80-42-00	Communication	\$21.73
			410-000-000-546-10-42-00	Communication	\$16.30
			410-000-000-552-50-42-00	Communication	\$407.51
		<b>Total 672327655</b>			<b>\$543.34</b>
	<b>Total 42669</b>				<b>\$543.34</b>
<b>Total CenturyLink Business Services</b>					<b>\$543.34</b>
<b>Chinook Pharmacy Inc</b>					
	<b>42670</b>			<b>2023 - December - 13th Period-Second Run</b>	
		<b>122023/Chinook</b>			
			<b>Inmated Medication</b>		
			001-000-000-523-61-41-07	Inmate - Prescriptions	\$18.67
				Black out info-HIPAA	
		<b>Total 122023/Chinook</b>			<b>\$18.67</b>

Vendor	Number	Reference	Account Number	Description	Amount
	<b>Total 42670</b>				<b>\$18.67</b>
<b>Total Chinook Pharmacy Inc</b>					<b>\$18.67</b>
<b>City of Forks - Water</b>					
	42671			<b>2023 - December - 13th Period-Second Run</b>	
		012024-2			
			<b>Corrected Water Billing for 12/2023</b>		
			001-000-000-512-52-47-01	Water Services	\$459.38
			001-000-000-514-23-47-01	Water	\$324.27
			001-000-000-521-20-47-01	Water	\$540.44
			001-000-000-523-61-47-01	Water	\$621.51
			150-000-000-547-10-47-00	Water	\$85.44
			400-000-000-534-80-47-01	Water	\$378.31
			402-000-000-535-80-47-01	Water	\$135.11
			402-000-000-535-80-47-01	Water	\$1,081.86
			410-000-000-552-10-47-01	Water	\$243.20
			410-000-000-575-50-47-01	Water	\$189.63
		<b>Total 012024-2</b>			<b>\$4,059.15</b>
	<b>Total 42671</b>				<b>\$4,059.15</b>
<b>Total City of Forks - Water</b>					<b>\$4,059.15</b>
<b>Clallam County Sheriff Dept.</b>					
	42672			<b>2023 - December - 13th Period-Second Run</b>	
		C23-058			
			<b>Inmate Expenses</b>		
			001-000-000-523-61-49-01	County Jail Expenses	\$296.14
		<b>Total C23-058</b>			<b>\$296.14</b>
	<b>Total 42672</b>				<b>\$296.14</b>
<b>Total Clallam County Sheriff Dept.</b>					<b>\$296.14</b>
<b>Consolidated Technology Services</b>					
	42673			<b>2023 - December - 13th Period-Second Run</b>	
		2023120026			
			Scan		



Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-515-31-42-00	Communications	\$2.02
			001-000-000-521-20-42-14	PBX/SCAN	\$21.11
			001-000-000-523-61-42-14	PBX/SCAN	\$11.04
			001-000-000-558-61-42-00	Communication	\$2.02
			400-000-000-534-80-42-46	Scan/pbx	\$19.03
			410-000-000-552-10-42-00	Communication	\$2.02
		<b>Total 2023120026</b>			<b>\$57.24</b>
	<b>Total 42673</b>				<b>\$57.24</b>
<b>Total Consolidated Technology Services</b>					<b>\$57.24</b>
<b>Forks Community Hospital</b>					
	<b>42674</b>			<b>2023 - December - 13th Period-Second Run</b>	
		<b>VAJ30677</b>			
			<b>Inmate Medical</b>		
			001-000-000-523-61-41-05	Inmate - Medical	\$462.89
		<b>Total VAJ30677</b>			<b>\$462.89</b>
		<b>VAJ30678</b>			
			<b>Inmate Medical</b>		
			001-000-000-523-61-41-05	Inmate - Medical	\$55.38
		<b>Total VAJ30678</b>			<b>\$55.38</b>
		<b>VAJ30680</b>			
			<b>Inmate Medical</b>		
			001-000-000-523-61-41-05	Inmate - Medical	\$470.46
		<b>Total VAJ30680</b>			<b>\$470.46</b>
	<b>Total 42674</b>				<b>\$988.73</b>
<b>Total Forks Community Hospital</b>					<b>\$988.73</b>
<b>Forks Outfitters, Inc</b>					
	<b>42675</b>			<b>2023 - December - 13th Period-Second Run</b>	
		<b>012024/Outfitters</b>			
			<b>Supplies - Acct. #16</b>		
			001-000-000-511-61-48-00	Repair & Maintenace	\$8.67
			001-000-000-521-20-31-00	Operating Supplies	\$27.14
			001-000-000-523-61-31-00	Operating Supplies	\$12.24

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-523-61-31-11	27000groceries-Food	\$7.64
			001-000-000-523-61-31-11	27000groceries-Food	\$13.09
			101-000-000-542-31-31-00	Operating Supplies	\$70.58
			150-000-000-547-10-31-00	Operating Supplies	\$70.60
			304-000-000-594-76-62-02	Tillicum Park	\$80.71
			400-000-000-534-80-31-00	Operating Supplies	\$22.13
			400-000-000-534-80-31-00	Operating Supplies	\$8.67
			400-000-000-534-80-31-00	Operating Supplies	\$165.01
			400-000-000-534-80-31-00	Operating Supplies	\$13.02
			400-000-000-534-80-31-00	Operating Supplies	\$44.70
			400-000-000-534-80-31-00	Operating Supplies	\$134.62
			400-000-000-534-80-31-00	Operating Supplies	\$4.33
			402-000-000-535-80-31-00	Operating Supplies	\$36.91
			402-000-000-535-80-31-00	Operating Supplies	\$19.53
			402-000-000-535-80-31-00	Operating Supplies	\$8.68
			410-000-000-546-10-31-00	Operating Supplies	\$54.80
			410-000-000-546-10-31-00	Operating Supplies	\$39.07
		<b>Total 012024/Outfitters</b>			<b>\$842.14</b>
	<b>Total 42675</b>				<b>\$842.14</b>
<b>Total Forks Outfitters, Inc</b>					<b>\$842.14</b>
<b>Jerry's Small Engines</b>					
	42676			<b>2023 - December - 13th Period-Second Run</b>	
		<b>012024/Jerry's</b>			
			<b>Supplies</b>		
			101-000-000-542-31-31-00	Operating Supplies	\$7.55
		<b>Total 012024/Jerry's</b>			<b>\$7.55</b>
	<b>Total 42676</b>				<b>\$7.55</b>
<b>Total Jerry's Small Engines</b>					<b>\$7.55</b>
<b>Olympic Springs Inc.</b>					
	42677			<b>2023 - December - 13th Period-Second Run</b>	
		<b>122023/Oly. Springs</b>			
			<b>Water</b>		

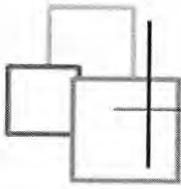
Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-523-61-31-05	Inmate Welfare & Concessions	\$19.44
		Total 122023/Oly. Springs			\$19.44
	Total 42677				\$19.44
Total Olympic Springs Inc.					\$19.44
PetroCard					
	42678			2023 - December - 13th Period-Second Run	
		C358579			
			Fuel		
			001-000-000-521-20-32-00	Fuel/oil	\$115.82
		Total C358579			\$115.82
	Total 42678				\$115.82
Total PetroCard					\$115.82
Quadient Finance USA, Inc					
	42679			2023 - December - 13th Period-Second Run	
		012024/Quadient			
			Postage		
			001-000-000-521-20-42-41	Postage	\$7.44
			001-000-000-523-61-42-41	Postage	\$4.05
			400-000-000-534-80-42-41	Postage	\$786.53
			402-000-000-535-80-42-51	Postage	\$1.35
			410-000-000-552-10-42-41	Postage	\$0.63
		Total 012024/Quadient			\$800.00
	Total 42679				\$800.00
Total Quadient Finance USA, Inc					\$800.00
Sound Publishing, Inc					
	42680			2023 - December - 13th Period-Second Run	
		8123502			
			Advertising		
			001-000-000-558-61-41-01	Advertising	\$110.32
			400-000-000-534-80-44-00	Advertising	\$168.30
		Total 8123502			\$278.62

Vendor	Number	Reference	Account Number	Description	Amount
	<b>Total 42680</b>				<b>\$278.62</b>
<b>Total Sound Publishing, Inc</b>					<b>\$278.62</b>
<b>Swanson's Repair</b>					
	42681			2023 - December - 13th Period-Second Run	
		0169817			
			<b>Tire Repair</b>		
			101-000-000-542-31-48-81	95 Eight YD Dump 39132D	\$144.88
		<b>Total 0169817</b>			<b>\$144.88</b>
	<b>Total 42681</b>				<b>\$144.88</b>
<b>Total Swanson's Repair</b>					<b>\$144.88</b>
<b>Utilities Underground Location Center</b>					
	42682			2023 - December - 13th Period-Second Run	
		3120158			
			<b>Locates</b>		
			400-000-000-534-80-41-00	Professional Services	\$9.24
		<b>Total 3120158</b>			<b>\$9.24</b>
	<b>Total 42682</b>				<b>\$9.24</b>
<b>Total Utilities Underground Location Center</b>					<b>\$9.24</b>
<b>Verizon Wireless, Bellevue</b>					
	42683			2023 - December - 13th Period-Second Run	
		9953517534			
			<b>Cellular Service</b>		
			001-000-000-511-61-42-00	Communication	\$42.22
			001-000-000-521-20-42-00	Communication	\$164.76
			001-000-000-523-61-42-00	Communication	\$42.22
			400-000-000-534-80-42-00	Communication	\$423.19
			402-000-000-535-80-42-00	Communication	\$42.22
		<b>Total 9953517534</b>			<b>\$714.61</b>
	<b>Total 42683</b>				<b>\$714.61</b>
<b>Total Verizon Wireless, Bellevue</b>					<b>\$714.61</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>WA Dept Labor &amp; Industries (Boiler)</b>					
	42684			2023 - December - 13th Period-Second Run	
		370690			
			<b>Boiler</b>		
			001-000-000-514-23-41-00	Professional Services	\$16.15
			400-000-000-534-80-49-41	Permits	\$26.31
			402-000-000-535-80-49-51	Permits	\$8.97
			402-000-000-535-80-49-51	Permits	\$29.90
			402-000-000-535-80-49-51	Permits	\$29.90
			410-000-000-546-10-41-00	Professional Services	\$8.37
		<b>Total 370690</b>			<b>\$119.60</b>
	<b>Total 42684</b>				<b>\$119.60</b>
<b>Total WA Dept Labor &amp; Industries (Boiler)</b>					<b>\$119.60</b>
<b>WA Dept of Corrections</b>					
	42685			2023 - December - 13th Period-Second Run	
		F187784			
			<b>Inmate Food</b>		
			001-000-000-523-61-31-11	27000groceries-Food	\$1,347.00
		<b>Total F187784</b>			<b>\$1,347.00</b>
	<b>Total 42685</b>				<b>\$1,347.00</b>
<b>Total WA Dept of Corrections</b>					<b>\$1,347.00</b>
<b>WA Dept Of Labor &amp; Ind.</b>					
	42686			2023 - December - 13th Period-Second Run	
		Q42023/L & I			
			<b>4Q L &amp; I</b>		
			001-000-000-511-61-23-00	Workmans Comp	\$8.83
			001-000-000-521-20-23-00	Workmans Comp.	\$0.73
			101-000-000-542-31-23-00	Workmans Comp.	\$23.22
		<b>Total Q42023/L &amp; I</b>			<b>\$32.78</b>
	<b>Total 42686</b>				<b>\$32.78</b>
<b>Total WA Dept Of Labor &amp; Ind.</b>					<b>\$32.78</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>WA Dept of Transportation</b>					
	42687		2023 - December - 13th Period-Second Run		
		FB9100006241			
			Fuel		
			001-000-000-558-50-32-00	Fuel/oil	\$10.28
			001-000-000-576-80-32-00	Fuel	\$2.49
			101-000-000-542-31-32-00	Fuel	\$339.92
			400-000-000-534-80-32-00	Fuel	\$634.70
			402-000-000-535-80-32-00	Fuel	\$186.21
			410-000-000-546-10-32-00	Fuel	\$21.25
		Total FB9100006241			\$1,194.85
		FB91000106241			
			Fuel		
			001-000-000-521-20-32-00	Fuel/oil	\$131.68
			001-000-000-523-61-32-00	Fuel/oil	\$362.98
		Total FB91000106241			\$494.66
	Total 42687				\$1,689.51
Total WA Dept of Transportation					\$1,689.51
<b>WA State Treasurer</b>					
	42688		2023 - December - 13th Period-Second Run		
		4Q2023/Building Permits			
			4Q 2023 Building Permits		
			650-000-000-589-30-00-60	State Share Building Permit Fees	\$159.50
		Total 4Q2023/Building Permits			\$159.50
	Total 42688				\$159.50
Total WA State Treasurer					\$159.50
<b>WABO</b>					
	42689		2023 - December - 13th Period-Second Run		
		14651			
			Membership		
			001-000-000-558-50-49-01	Dues	\$105.00
		Total 14651			\$105.00

Vendor	Number	Reference	Account Number	Description	Amount
	Total 42689				\$105.00
Total WABO					\$105.00
West End Motors, Inc					
	42690			2023 - December - 13th Period-Second Run	
		1781			
			Flat Repair		
			400-000-000-534-80-48-53	2020 Toyota Tacoma 71023D - ND	\$21.72
		Total 1781			\$21.72
	Total 42690				\$21.72
Total West End Motors, Inc					\$21.72
Grand Total		Vendor Count	24		\$15,236.78



# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2023 - December - 13th Period-Second Run

Fund Number	Description	Amount
001	General Fund	\$7,175.35
101	Street	\$586.15
150	Transit Center Fund	\$435.93
304	Capital Improvement	\$80.71
400	Water	\$3,556.94
402	Sewer	\$1,948.30
410	Airport/Industrial Park	\$1,293.90
650	State Collections	\$159.50
	<b>Count: 8</b>	<b>\$15,236.78</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: \_\_\_\_\_  
Title: Accounting Technician

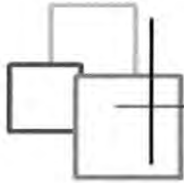
Date: \_\_\_\_\_

Audited and ordered paid by Forks City Council:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Auditing Committee





# Voucher Directory

Fiscal: : 2024 - January

Council Date: : 2024 - January - Second Council Date

Vendor	Number	Reference	Account Number	Description	Amount
AWC Drug & Alcohol Testing	42691			2024 - January - Second Council Date	
		121285			
			2024 Annual Membership		
			001-000-000-514-23-49-01	Dues & Subscriptions	\$588.33
			400-000-000-534-80-49-42	Membership/Dues	\$958.76
			402-000-000-535-80-49-42	Membership/Dues	\$326.85
			410-000-000-546-10-49-01	Dues & Subscriptions	\$305.06
		Total 121285			\$2,179.00
		122732			
			2024 Workers Comp. Retro		
			101-000-000-542-31-41-00	Professional Services	\$435.00
			400-000-000-534-80-41-42	Testing	\$435.00
		Total 122732			\$870.00
		Invoice - 1/16/2024 4:41:51 PM			
			2024 Workers Comp. Retro		
			001-000-000-514-23-23-00	Workmans Comp.	\$333.72
			001-000-000-521-20-23-00	Workmans Comp.	\$372.23
			001-000-000-523-61-23-00	Workmans Comp.	\$346.55
			101-000-000-542-31-23-00	Workmans Comp.	\$102.68
			400-000-000-534-80-23-00	Workmans Comp.	\$834.30
			402-000-000-535-80-23-00	Workmans Comp.	\$320.89
			410-000-000-546-10-23-00	Workmans Comp.	\$256.71
		Total Invoice - 1/16/2024 4:41:51 PM			\$2,567.08

Vendor	Number	Reference	Account Number	Description	Amount
	<b>Total 42691</b>				<b>\$5,616.08</b>
<b>Total AWC Drug &amp; Alcohol Testing</b>					<b>\$5,616.08</b>
<b>AWC Employee Benefit</b>					
	<b>42692</b>			<b>2024 - January - Second Council Date</b>	
		<b>012024/AWC Leoff1</b>			
			<b>LEOFF 1</b>		
			001-000-000-521-20-41-15	Rice	\$775.14
		<b>Total 012024/AWC Leoff1</b>			<b>\$775.14</b>
	<b>Total 42692</b>				<b>\$775.14</b>
<b>Total AWC Employee Benefit</b>					<b>\$775.14</b>
<b>Canon Fin Serv Inc</b>					
	<b>42693</b>			<b>2024 - January - Second Council Date</b>	
		<b>Invoice - 1/18/2024 2:23:05 PM</b>			
			<b>Copier Lease</b>		
			001-000-000-515-31-31-00	Operating Supplies	\$15.78
			001-000-000-558-61-31-00	Operating Supplies	\$15.78
			101-000-000-542-31-31-00	Operating Supplies	\$15.78
			400-000-000-534-80-31-00	Operating Supplies	\$47.36
			402-000-000-535-80-31-00	Operating Supplies	\$31.57
			410-000-000-552-10-31-00	Operating Supplies	\$31.57
		<b>Total Invoice - 1/18/2024 2:23:05 PM</b>			<b>\$157.84</b>
	<b>Total 42693</b>				<b>\$157.84</b>
<b>Total Canon Fin Serv Inc</b>					<b>\$157.84</b>
<b>Coast Controls &amp; Automation, Inc</b>					
	<b>42694</b>			<b>2024 - January - Second Council Date</b>	
		<b>00055013</b>			
			<b>Flow Meter Repair</b>		
			402-000-000-535-80-35-01	Biosolids - Mach & Eqmpt	\$823.19
		<b>Total 00055013</b>			<b>\$823.19</b>
	<b>Total 42694</b>				<b>\$823.19</b>
<b>Total Coast Controls &amp; Automation, Inc</b>					<b>\$823.19</b>

Vendor	Number	Reference	Account Number	Description	Amount
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Enterprise FM Trust

01202024/EFT

2024 - January - Second Council Date

FBN4942246

Leases

001-000-000-594-14-66-03	2020 Nissan Rogue	\$122.29
101-000-000-594-42-66-06	2020 Ford F550	\$327.86
101-000-000-594-42-66-07	2022 Toyota Tacoma 72745D - SG	\$76.48
400-000-000-534-80-48-55	2021 Toyota Tacoma 68538D - PH	\$87.26
400-000-000-594-34-66-03	2020 Nissan Rogue	\$199.28
400-000-000-594-34-66-04	2020 Toyota Tacoma 71022D - MH	\$565.91
400-000-000-594-34-66-05	2020 Toyota Tacoma 71023D - ND	\$565.91
400-000-000-594-34-66-06	2020 Ford F550	\$765.00
400-000-000-594-34-66-10	2022 Toyota Tacoma 72745D - SG	\$535.35
402-000-000-594-35-66-03	2020 Nissan Rogue	\$67.94
402-000-000-594-35-66-04	2020 Toyota Tacoma 71021D - DW	\$565.91
402-000-000-594-35-66-05	2022 Toyota Tacoma 72745D - SG	\$76.48
410-000-000-594-52-66-03	2020 Nissan Rogue	\$63.40
410-000-000-594-52-66-04	2022 Toyota Tacoma 72745D - SG	\$76.48

Total FBN4942246

\$4,095.55

Total 01202024/EFT

\$4,095.55

Total Enterprise FM Trust

\$4,095.55

Evergreen Rural Water Of Washington

42695

2024 - January - Second Council Date

48622

Annual Membership

400-000-000-534-80-49-42	Membership/Dues	\$1,820.00
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Total 48622

\$1,820.00

Total 42695

\$1,820.00

Total Evergreen Rural Water Of Washington

\$1,820.00

Fast Specialties, LLC

42696

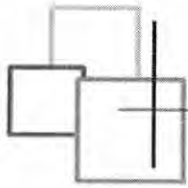
2024 - January - Second Council Date

Vendor	Number	Reference	Account Number	Description	Amount
		FP09004321			
			Partitions-Blue Bathrooms		
			304-000-000-594-76-62-02	Tillicum Park	\$6,976.74
		Total FP09004321			\$6,976.74
	Total 42696				\$6,976.74
Total Fast Specialties, LLC					\$6,976.74
Ferguson Enterprises, Inc.					
42697				2024 - January - Second Council Date	
		0027224			
			Replacement Meters		
			400-000-000-534-80-34-10	Water Meters	\$24,182.11
		Total 0027224			\$24,182.11
		1165393			
			Inventory Parts		
			400-000-000-534-80-34-00	Inventory	\$524.91
		Total 1165393			\$524.91
		1165393-1			
			Inventory Parts		
			400-000-000-534-80-34-00	Inventory	\$190.88
		Total 1165393-1			\$190.88
	Total 42697				\$24,897.90
Total Ferguson Enterprises, Inc.					\$24,897.90
Forks Chamber Of Commerce					
42698				2024 - January - Second Council Date	
		2024-4418			
			2024 LT Awards		
			140-000-000-557-30-49-14	Chamber - FTF Collection	\$15,500.00
		Total 2024-4418			\$15,500.00
	Total 42698				\$15,500.00
Total Forks Chamber Of Commerce					\$15,500.00
PetroCard					

Vendor	Number	Reference	Account Number	Description	Amount
	42699			2024 - January - Second Council Date	
		0508382-IN			
			Well Oil		
			400-000-000-534-80-31-00	Operating Supplies	\$165.94
		Total 0508382-IN			\$165.94
		0508442-IN			
			Well Oil		
			400-000-000-534-80-31-00	Operating Supplies	\$146.94
		Total 0508442-IN			\$146.94
	Total 42699				\$312.88
Total PetroCard					\$312.88
Trotter & Morton					
	42700			2024 - January - Second Council Date	
		18506			
			1Q HVAC Maint. & Repair		
			001-000-000-514-23-48-00	Repair & Maintenance	\$186.24
			001-000-000-521-20-48-00	Repair & Maintenance	\$344.72
			001-000-000-523-61-48-00	Repair & Maintenance	\$344.72
			400-000-000-534-80-48-00	Repair & Maintenance	\$303.50
			402-000-000-535-80-48-00	Repair & Maintenance	\$103.47
			410-000-000-546-10-48-00	Repair & Maintenance	\$96.57
		Total 18506			\$1,379.22
		18507			
			1Q HVAC Maint. & Repair		
			410-000-000-575-50-48-00	Repair & Maintenance	\$913.33
		Total 18507			\$913.33
		18508			
			1Q HVAC Maint. & Repair		
			150-000-000-547-10-48-00	Repair And Maintenance	\$219.37
		Total 18508			\$219.37
	Total 42700				\$2,511.92
Total Trotter & Morton					\$2,511.92

Vendor	Number	Reference	Account Number	Description	Amount
Unum	42701			2024 - January - Second Council Date	
		012024/Unum			
			LEOFF1 LTC Insurance		
			001-000-000-521-20-41-15	Rice	\$155.10
		Total 012024/Unum			\$155.10
	Total 42701				\$155.10
Total Unum					\$155.10
USDA	42702			2024 - January - Second Council Date	
		012024/USDA			
			Loan Payment		
			400-000-000-591-34-70-01	USDA Water Tank Loan Principal	\$2,582.81
			400-000-000-592-34-80-01	USDA Water Tank Loan Interest	\$3,217.19
		Total 012024/USDA			\$5,800.00
	Total 42702				\$5,800.00
Total USDA					\$5,800.00
WA State Auditor's Office	42703			2024 - January - Second Council Date	
		L158493			
			2024 Hours for Exit		
			001-000-000-514-23-49-51	State Audit	\$933.85
			400-000-000-534-80-41-51	State Audit	\$1,521.83
			402-000-000-535-80-41-51	State Audit	\$518.81
			410-000-000-546-10-49-51	State Audit	\$484.21
		Total L158493			\$3,458.70
	Total 42703				\$3,458.70
Total WA State Auditor's Office					\$3,458.70
Walter E. Nelson Co.	42704			2024 - January - Second Council Date	
		963321			

Vendor	Number	Reference	Account Number	Description	Amount
			<b>Water Treatment Chlorine</b>		
			400-000-000-534-80-31-42	Chemicals	\$520.43
		<b>Total 963321</b>			<b>\$520.43</b>
	<b>Total 42704</b>				<b>\$520.43</b>
<b>Total Walter E. Nelson Co.</b>					<b>\$520.43</b>
<b>Grand Total</b>		<b>Vendor Count</b>	<b>15</b>		<b>\$73,421.47</b>



# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2024 - January - Second Council Date

Fund Number	Description	Amount
001	General Fund	\$4,534.45
101	Street	\$957.80
140	Lodging Tax Fund	\$15,500.00
150	Transit Center Fund	\$219.37
304	Capital Improvement	\$6,976.74
400	Water	\$40,170.67
402	Sewer	\$2,835.11
410	Airport/Industrial Park	\$2,227.33
	<b>Count: 8</b>	<b>\$73,421.47</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: \_\_\_\_\_  
Title: Accounting Technician

Date: \_\_\_\_\_

Audited and ordered paid by Forks City Council:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Auditing Committee



**Article 26 - Pay days/wages**

Section 1. For the purpose of this Agreement pay period shall be defined as the 1st – 15th with a pay date of the 20th, and 16th through the last day of the month with a pay date of the 5th. If any of those pay dates are a holiday or a weekend, pay day shall be on the preceding work day.

Section 2. Wages

<del>a. (1).</del> <del>2020</del> <del>2024</del>	Range	Per Year	Per Hour
<del>Sergeant</del> <del>6E</del>		<del>\$59,390</del>	<del>\$28.56</del>
1 <sup>st</sup> Class	<del>5E</del> 6-F	\$53,371.72, 236	\$25.66, 34.74
2 <sup>nd</sup> Class	<del>5D</del> 6-E	\$49,575.67, 060	\$23.84, 32.25
3 <sup>rd</sup> Class	<del>5C</del> 6-D	\$46,059.62, 279	\$22.15, 29.95
Entry	<del>5B-1</del> 6-C1	\$44,436.60, 059	\$21.37, 28.88

In addition to a range reclassification, the above wages include a 1% increase over the wage scale at 12/31/19.

~~ba. (2).~~ The above wage scale will be increased as follows:

1/1/2021	2.53%
1/1/2022	3%

Add Entry Sergeant 6E

Change Sergeant to 6E-1

Change 1<sup>st</sup> Class to 5E-1

1/1/2023 2.0%

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b. Any adjustments made by the City to the salary schedule used above during the life of this agreement would be applicable to the members of the bargaining agreement.

NOTE: It is the intent of the parties to adjust the salary schedule by the CPI-U Seattle/Tacoma/Bellevue upon mutual agreement in future contracts.

~~a. (3).~~ If the City were to develop a new salary schedule from that used in 2.a. (1. and 2.a. (2). above, the parties agree that the City will migrate the members to the nearest similar wage level that is at par, or higher than what is listed above.

Section 2. b Field Training Officer and Coordinator, The City may develop a Field Officer Trainer and Coordinator (FTO) position in the future with the understanding that any such position developed would include an hourly supplemental payment to the employee in that position or undertaking these assigned duties.

Section 3. New entry employees shall be employed at the entry step until the completion of a mandatory twelve (12) month probation period (see Article 8, Section 6); provided, that the Employer may determine it is necessary for recruitment purposes to offer employment to a new employee at a higher step.

Section 4. Employees shall move through the Step System automatically after twelve (12) months, upon a satisfactory evaluation approved by the Department Head. If the Department Head has not evaluated an employee in a timely fashion (prior to anniversary date) the advancement shall be automatic.

Section 5. If an employee does not receive a step increase for cause, the Employee shall have an opportunity for rebuttal and appeal to the Department Head and then to the Mayor. The Employee shall have the right to Union representation.

**Article 26 - Pay days/wages**

**Section 1.** For the purpose of this Agreement pay period shall be defined as the 1st – 15th with a pay date of the 20th, and 16th through the last day of the month with a pay date of the 5th. If any of those pay dates are a holiday or a weekend, pay day shall be on the preceding work day.

**Section 2. Wages**

a.	2024	Range	Per Year	Per Hour
	1 <sup>st</sup> Class	6-F	\$72,236	\$34.74
	2 <sup>nd</sup> Class	6-E	\$67,060	\$32.25
	3 <sup>rd</sup> Class	6-D	\$62,279	\$29.95
	Entry	6-C1	\$60,059	\$28.88

b. The above wage scale will be increased as follows:

1/1/2025	3%
1/1/2026	3%

c. Any adjustments made by the City to the salary schedule used above during the life of this agreement would be applicable to the members of the bargaining agreement.

**Section 3.** New entry employees shall be employed at the entry step until the completion of a mandatory twelve (12) month probation period (see Article 8, Section 6); provided, that the Employer may determine it is necessary for recruitment purposes to offer employment to a new employee at a higher step.

**Section 4.** Employees shall move through the Step System automatically after twelve (12) months, upon a satisfactory evaluation approved by the Department Head. If the Department Head has not evaluated an employee in a timely fashion (prior to anniversary date) the advancement shall be automatic.

**Section 5.** If an employee does not receive a step increase for cause, the Employee shall have an opportunity for rebuttal and appeal to the Department Head and then to the Mayor. The Employee shall have the right to Union representation.

Section 8. All discipline letters and complaints shall be removed after thirty-six (36) months from issue date unless subsequent disciplinary letters or actions of a similar nature persist, at which time such administrative documentation may be kept.

**Article 26 - Pay Days/Wages**

Section 1. For the purpose of this Agreement pay period shall be defined as the 1st - 15th with a pay date of the 20<sup>th</sup>, and 16th through the last day of the month with a pay date of the 5th. If any of those pay dates are a holiday or a weekend, pay day shall be on the preceding work day.

Section 2. Wages

a.	2024	RANGE	Per Year	Per H
	Sergeant	<del>4E5-F</del>	<del>\$47,344</del>	<del>64,888</del>
	<del>\$22,773</del>			
	1st Class	<del>3E-14-F</del>		<del>\$42,880</del>
	<del>\$20,622</del>			<del>57,541</del>
	2nd Class	<del>3D-14-D1</del>		<del>\$39,863</del>
	<del>\$19,172</del>			<del>51,562</del>
	3rd Class	<del>3C-14-C1</del>		<del>\$37,067</del>
	<del>\$17,822</del>			<del>47,924</del>
	Entry	<del>3C4-C</del>	<del>\$35,725</del>	<del>\$17,182</del>
	Records Clerk	<del>3D4-E</del>	<del>\$38,409</del>	<del>53,458</del>
	<del>\$18,472</del>			

b. The above ~~wage table~~ wages will be increased as follows:

1/1/2025                      3%  
 1/1/2026                      3%

~~Add Entry Sergeant 4E~~

- ~~\_\_\_\_\_ Change Sergeant to 4E-1~~
- ~~\_\_\_\_\_ Change 1<sup>st</sup> Class to 3F~~
- ~~\_\_\_\_\_ Add Records 2<sup>nd</sup> Class 3D-1~~
- ~~\_\_\_\_\_ Add Records 1<sup>st</sup> Class 3E~~

~~NOTE: It is the intent of the parties to adjust the salary schedule by the CPI-U Seattle/Tacoma/Bellevue upon mutual agreement in future contracts.~~

~~a.c.(3). If the City were to develop a new salary schedule from that used in 2.a.(1) and 2.a.(2). above, the parties agree that the City will migrate the members to the nearest similar wage level that is at par or higher than what is listed above. Any adjustments made by the City to the salary schedule used above during the life of this agreement would be applicable to the members of the bargaining agreement.~~

~~Section 2.b. Corrections Officer Trainer and Coordinator, The City may develop a Corrections Officer Trainer and Coordinator (COT) position in the future with~~

~~the understanding that any such position developed would include an hourly supplemental payment to the Employee in that position or undertaking those assigned duties.~~

Section 3. New entry Employees shall be employed at the entry step until the completion of a mandatory twelve (12) month probation period (see Article 8, Section 6); provided, that the Employer may determine it is necessary for recruitment purposes to offer employment to a new Employee at a higher step.

Section 8. All discipline letters and complaints shall be removed after thirty-six (36) months from issue date unless subsequent disciplinary letters or actions of a similar nature persist, at which time such administrative documentation may be kept.

**Article 26 - Pay Days/Wages**

Section 1. For the purpose of this Agreement pay period shall be defined as the 1st - 15th with a pay date of the 20<sup>th</sup>, and 16th through the last day of the month with a pay date of the 5th. If any of those pay dates are a holiday or a weekend, pay day shall be on the preceding work day.

Section 2. Wages

a.	2024	RANGE	Per Year	Per H
	Sergeant	5-F	\$64,888	\$31.20
	1st Class	4-F	\$57,541	\$27.67
	2nd Class	4-D1	\$51,562	\$24.79
	3rd Class	4-C1	\$47,924	\$23.04
	Entry	4-C	\$46,169	\$22.20
	Records Clerk	4-E	\$53,458	\$25.71

b. The above wages will be increased as follows:

1/1/2025	3%
1/1/2026	3%

cAny adjustments made by the City to the salary schedule used above during the life of this agreement would be applicable to the members of the bargaining agreement.

Section 3. New entry Employees shall be employed at the entry step until the completion of a mandatory twelve (12) month probation period (see Article 8, Section 6); provided, that the Employer may determine it is necessary for recruitment purposes to offer employment to a new Employee at a higher step.

Ordinance No. \_\_\_\_\_

An ordinance adopting the revised 2024-2027  
Sworn Officers and Uniformed Employees/Corrections Salary Positions

WHEREAS, the City of Forks had a collective bargaining agreement with the members of Teamsters Local No. 589 that expired at the end of 2023;

WHEREAS, negotiations between the City and the bargaining unit concluded after the adoption of the City Budget and the recommendation was to adjust the various positions and their levels in those positions to different salary classifications and levels;

WHEREAS, the Council's adoption of the budget could be argued to include the affirmation of the salary classifications and levels used to calculate the overall budget levels for the various departments;

WHEREAS, the proposed changes negotiated by the City and approved by the City Council can be accommodated without amending the budget amounts adopted;

WHEREAS, state law requires modification of employment salaries to be done by action of the City Council;

BASED THEREON, THE CITY COUNCIL OF THE CITY OF FORKS DOES ORDAIN AS FOLLOWS:

Section 1. Acknowledgement of agreed upon Collective Bargaining Agreement.

At the same meeting during which this ordinance was considered, the Council was provided the changes negotiated to the previously agreed upon collective bargaining agreement with Teamsters Local No. 589 for review and adoption. After review, the Council was asked to authorize the Mayor and his staff to execute an agreement with those negotiated changes effective 1 January 2024 and to end on 31 Dec 2026. By an affirmative vote of the Council present, that authorization was granted. In doing so, the Council also affirmed that the funding to cover the costs associated with the salary increases would be taken from an unfilled, but budgeted for, Patrol Sargent's Position.

Section 2. Ordinance Introduction and Passage

- a. The following table adopts the salary schedule for the Sworn Officers employed by the City of Forks:

2024	Range	Per Year	Per Hour
1 <sup>st</sup> Class	6-F	\$72,236	\$34.74
2 <sup>nd</sup> Class	6-E	\$67,060	\$32.25
3 <sup>rd</sup> Class	6-D	\$62,279	\$29.95
Entry	6-C1	\$60,059	\$28.88

b. The following table adopts the salary schedule for the Uniformed Employees/Corrections employed by the City of Forks:

2024	RANGE	Per Year	Per Hour
Sergeant	5-F	\$64,888	\$31.20
1st Class	4-F	\$57,541	\$27.67
2nd Class	4-D1	\$51,562	\$24.79
3rd Class	4-C1	\$47,924	\$23.04
Entry	4-C	\$46,169	\$22.20
Records Clerk	4-E	\$53,458	\$25.71

c. Any subsequent annual adjustments associated with the agreed upon collective bargaining agreement will be addressed during each future budget process for the years of 2025 and 2026.

Section 3. Effective Date. This ordinance shall be in full force and effect five days after its passage, approval, and publication as required by state law.

Passed by the City Council during a regularly scheduled meeting held on 26 December 2023, and approved by the Mayor thereafter.

\_\_\_\_\_  
Tim Fletcher, Mayor

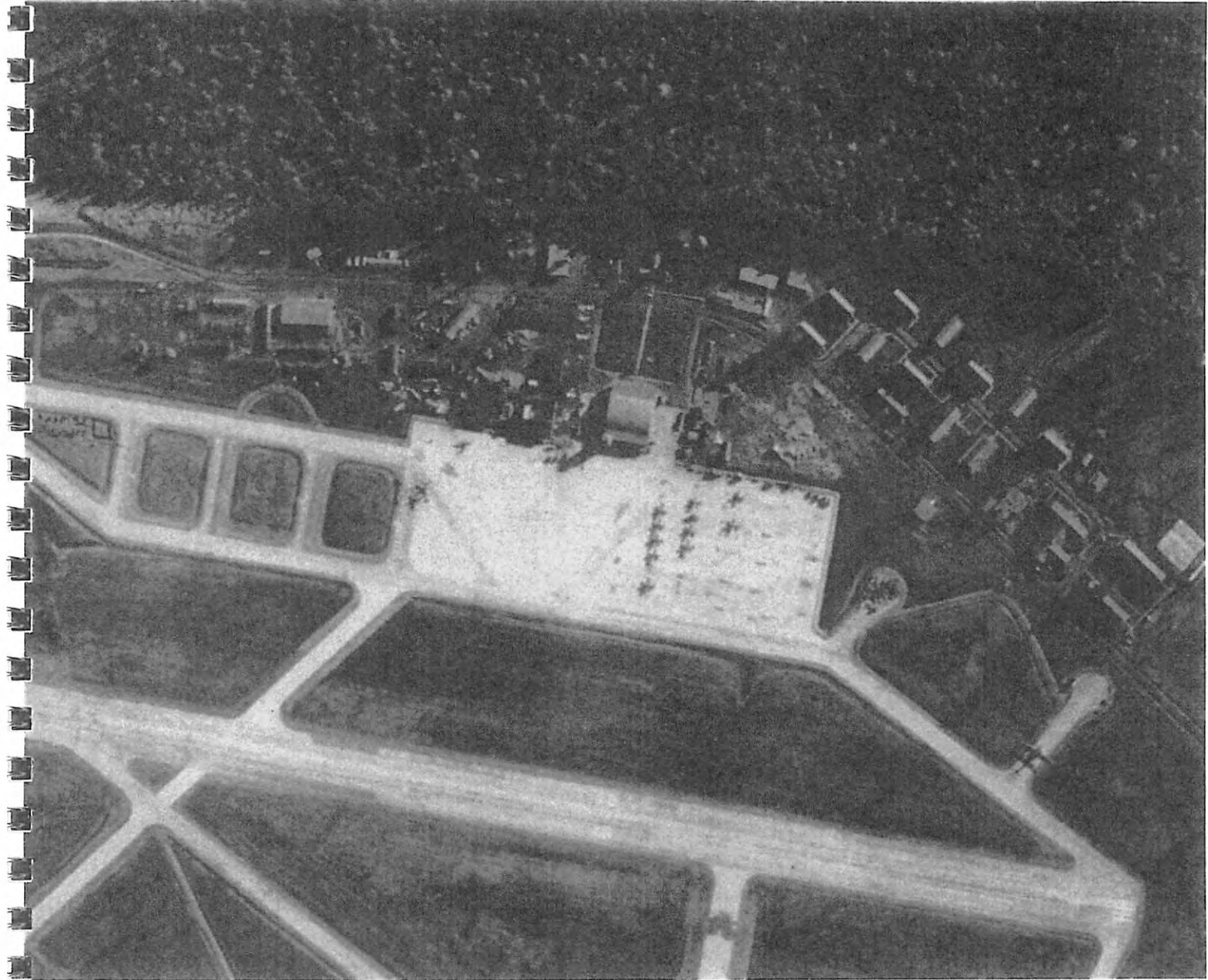
Authenticated and Attested to:

Approved as to Form:

\_\_\_\_\_  
Caryn Depew, Clerk/Treasurer

\_\_\_\_\_  
William R. Fleck, Attorney/Planner





shks  
ARCHITECTS

CITY OF FORKS

Airport Related Building Architecture/Engineer  
UIL Architect/Engineer RFQ Submittal

Qualifications for Architectural/Engineering Consultant Services

01.12.24

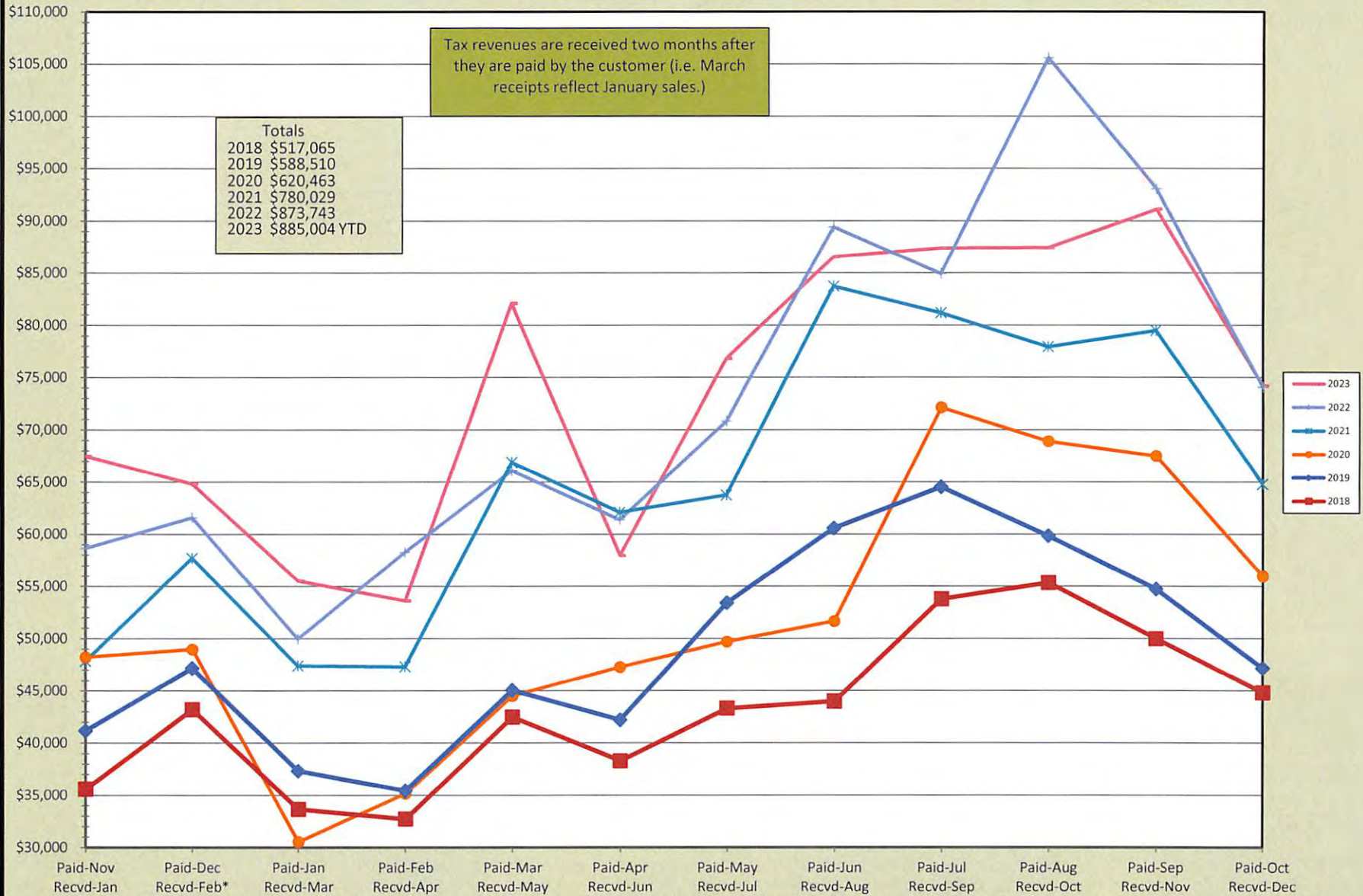
**CITY OF FORKS  
SALES TAX COMPARISONS**

<b>2020</b>					
Month Collected	Month Received	Sales Tax	YTD	% Change Month	% Change Year
November	January	\$48,222	\$48,222	17.15	17.15
December	February	\$48,977	\$97,199	3.85	10.05
January	March	\$30,545	\$127,744	-18.18	1.66
February	April	\$35,133	\$162,877	-0.83	1.11
March	May	\$44,496	\$207,373	-1.19	0.61
April	June	\$47,275	\$254,648	12.04	2.55
May	July	\$49,694	\$304,342	-6.96	0.87
June	August	\$51,655	\$355,997	-14.69	-1.73
July	September	\$72,124	\$428,121	11.81	0.31
August	October	\$68,890	\$497,011	15.12	2.13
September	November	\$67,500	\$564,510	23.34	4.28
October	December	\$55,953	\$620,463	18.66	5.43
<b>2021</b>					
Month Collected	Month Received	Sales Tax	YTD	% Change Month	% Change Year
November	January	\$47,846	\$47,846	-0.78	-0.78
December	February	\$57,689	\$105,535	17.79	8.58
January	March	\$47,392	\$152,926	55.16	19.71
February	April	\$47,296	\$200,222	34.62	22.93
March	May	\$66,883	\$267,105	50.31	28.80
April	June	\$62,087	\$329,191	31.33	29.27
May	July	\$63,727	\$392,919	28.24	29.10
June	August	\$83,715	\$476,634	62.07	33.89
July	September	\$81,181	\$557,815	12.56	30.29
August	October	\$77,939	\$635,754	13.14	27.92
September	November	\$79,497	\$715,251	17.77	26.70
October	December	\$64,778	\$780,029	15.77	25.72
<b>2022</b>					
Month Collected	Month Received	Sales Tax	YTD	% Change Month	% Change Year
November	January	\$58,663	\$58,663	22.61	22.61
December	February	\$61,575	\$120,238	6.74	13.93
January	March	\$49,973	\$170,211	5.45	11.30
February	April	\$58,261	\$228,472	23.19	14.11
March	May	\$66,079	\$294,551	-1.20	10.28
April	June	\$61,356	\$355,907	-1.18	8.12
May	July	\$70,808	\$426,716	11.11	8.60
June	August	\$89,389	\$516,105	6.78	8.28
July	September	\$84,938	\$601,042	4.63	7.75
August	October	\$105,580	\$706,622	35.46	11.15
September	November	\$93,055	\$799,677	17.05	11.80
October	December	\$74,066	\$873,743	14.34	12.01
<b>2023</b>					
Month Collected	Month Received	Sales Tax	YTD	% Change Month	% Change Year
November	January	\$67,497	\$67,497	15.06	15.06
December	February	\$64,810	\$132,307	5.25	10.04
January	March	\$55,517	\$187,824	11.09	10.35
February	April	\$53,612	\$241,436	-7.98	5.67
March	May	\$82,100	\$323,536	24.24	9.84
April	June	\$57,945	\$381,481	-5.56	7.19
May	July	\$76,842	\$458,323	8.52	7.41
June	August	\$86,548	\$544,871	-3.18	5.57
July	September	\$87,390	\$632,261	2.89	5.19
August	October	\$87,427	\$719,688	-17.19	1.85
September	November	\$91,114	\$810,803	-2.09	1.39
October	December	\$74,201	\$885,004	0.18	1.29

## City of Forks Sales Tax Receipts

Tax revenues are received two months after they are paid by the customer (i.e. March receipts reflect January sales.)

Totals	
2018	\$517,065
2019	\$588,510
2020	\$620,463
2021	\$780,029
2022	\$873,743
2023	\$885,004 YTD

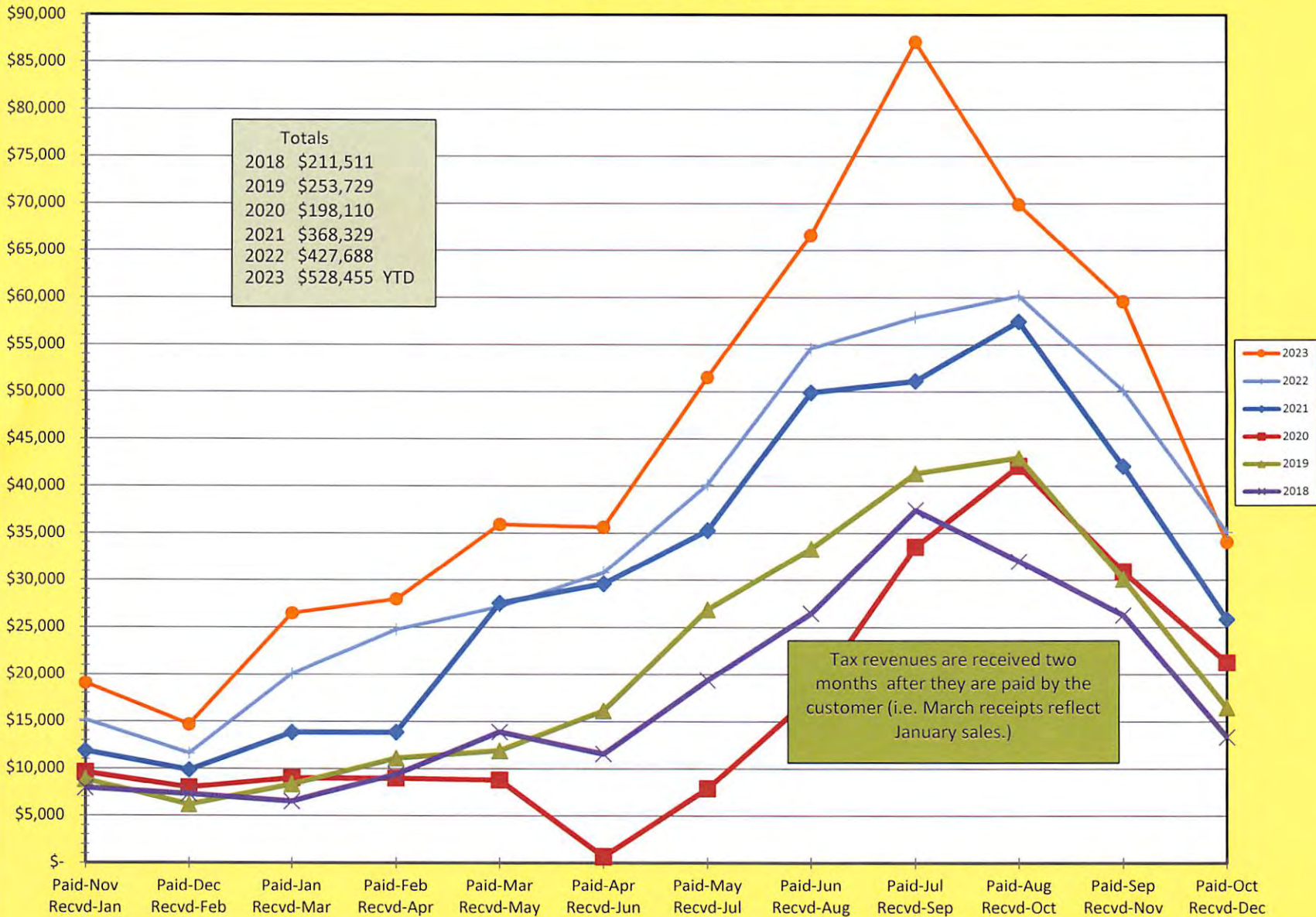


2023			2022		2021		2020		2019	
	Sales Tax	YTD	% Change Month	% Change Year	% Change Month	% Change Year	% Change Month	% Change Year	% Change Month	% Change Year
January	\$67,497	\$67,497	15.06	15.06	41.07	41.07	39.97	39.97	63.98	63.98
February	\$64,810	\$132,307	5.25	10.04	12.34	25.37	32.33	36.12	37.42	49.80
March	\$55,517	\$187,824	11.09	10.35	17.14	22.82	81.76	47.03	48.70	49.47
April	\$53,612	\$241,436	-7.98	5.67	13.36	20.58	52.60	48.23	51.33	49.88
May	\$82,100	\$323,536	24.24	9.84	22.75	21.13	84.51	56.02	82.31	56.97
June	\$57,945	\$381,481	-5.56	7.19	-6.67	15.88	22.57	49.81	37.33	53.63
July	\$76,842	\$458,323	8.52	7.41	20.58	16.65	54.63	50.59	43.86	51.90
August	\$86,548	\$544,871	-3.18	5.57	3.38	14.32	67.55	53.05	42.93	50.40
September	\$87,390	\$632,261	2.89	5.19	7.65	13.35	21.17	47.68	35.48	48.14
October	\$87,427	\$719,688	-17.19	1.85	12.17	13.20	26.91	44.80	46.10	47.89
November	\$91,114	\$810,803	-2.09	1.39	14.61	13.36	34.98	43.63	66.49	49.77
December	\$74,201	\$885,004	0.18	1.29	14.55	13.46	32.61	42.64	57.35	50.38

**CITY OF FORKS  
LODGING TAX COMPARISONS**

<b>2020</b>					
Month Collected	Month Received	Lodging Tax	YTD	% Change Month	% Change Year
November	January	\$9,609.28	\$9,609.28	8.68	8.68
December	February	\$7,984.88	\$17,594.16	29.24	17.14
January	March	\$8,996.30	\$26,590.46	7.93	13.85
February	April	\$8,947.36	\$35,537.82	-19.53	3.09
March	May	\$8,756.91	\$44,294.73	-26.57	-4.54
April	June	\$648.59	\$44,943.32	-95.99	-28.15
May	July	\$7,845.14	\$52,788.46	-70.83	-40.98
June	August	\$17,587.44	\$70,375.90	-47.26	-42.69
July	September	\$33,530.16	\$103,906.06	-18.87	-36.69
August	October	\$42,082.24	\$145,988.30	-2.12	-29.52
September	November	\$30,870.12	\$176,858.42	2.47	-25.45
October	December	\$21,251.12	\$198,109.54	28.92	-21.92
<b>2021</b>					
Month Collected	Month Received	Lodging Tax	YTD	% Change Month	% Change Year
November	January	\$11,870.47	\$11,870.47	23.53	23.53
December	February	\$9,868.20	\$21,738.67	23.59	23.56
January	March	\$13,837.32	\$35,575.99	53.81	33.79
February	April	\$13,862.82	\$49,438.81	54.94	39.12
March	May	\$27,560.75	\$76,999.56	214.73	73.83
April	June	\$29,628.50	\$106,628.06	4468.14	137.25
May	July	\$35,278.02	\$141,906.08	349.68	168.82
June	August	\$49,920.41	\$191,826.49	183.84	172.57
July	September	\$51,139.37	\$242,965.86	52.52	133.83
August	October	\$57,454.61	\$300,420.47	36.53	105.78
September	November	\$42,069.36	\$342,489.83	36.28	93.65
October	December	\$25,839.09	\$368,328.92	21.59	85.92
<b>2022</b>					
Month Collected	Month Received	Lodging Tax	YTD	% Change Month	% Change Year
November	January	\$15,177.37	\$15,177.37	27.86	27.86
December	February	\$11,634.90	\$26,812.27	17.90	23.34
January	March	\$20,071.35	\$46,883.62	45.05	31.78
February	April	\$24,744.51	\$71,628.13	78.50	44.88
March	May	\$27,189.49	\$98,817.62	-1.35	28.34
April	June	\$30,800.76	\$129,618.38	3.96	21.56
May	July	\$40,135.51	\$169,753.89	13.77	19.62
June	August	\$54,601.76	\$224,355.65	9.38	16.96
July	September	\$57,910.36	\$282,266.01	13.24	16.18
August	October	\$60,177.42	\$342,443.43	4.74	13.99
September	November	\$50,155.28	\$392,598.71	19.22	14.63
October	December	\$35,089.42	\$427,688.13	35.80	16.12
<b>2023</b>					
Month Collected	Month Received	Lodging Tax	YTD	% Change Month	% Change Year
November	January	\$19,062.47	\$19,062.47	25.60	25.60
December	February	\$14,673.91	\$33,736.38	26.12	25.82
January	March	\$26,494.31	\$60,230.69	32.00	28.47
February	April	\$27,981.59	\$88,212.28	13.08	23.15
March	May	\$35,900.21	\$124,112.49	32.04	25.60
April	June	\$35,609.87	\$159,722.36	15.61	23.23
May	July	\$51,502.75	\$211,225.11	28.32	24.43
June	August	\$66,612.64	\$277,837.75	22.00	23.84
July	September	\$87,112.29	\$364,950.04	50.43	29.29
August	October	\$69,883.08	\$434,833.12	16.13	26.98
September	November	\$59,562.27	\$494,395.39	18.76	25.93
October	December	\$34,059.84	\$528,455.23	-2.93	23.56

## City of Forks Lodging Tax Receipts



**City of Forks  
2023 Building Permits**

Date Received	Permit #	Date Issued	Name	Project	Address of Job	Parcel Number	Construction Cost	Permit Fee (Includes \$25-C or \$6.50-R)
01/13/23	3502	01/20/23	Jerry King	New S/W mobile home	279 D Street	132809610126		\$106.50
02/07/23	3503	02/07/23	Sandra Becerril & Oscar Pascacio	D/W mobile home	561 Raindrop Pl	132809720175		\$131.50
02/09/23	3504	02/15/23	Rosemary Sternbeck	Carpet, windows, flooring	230 Willow Ave #2	132809670616	\$10,000	\$163.50
01/17/23	3505	02/15/23	Ron Bryson	Metal building	540 Terra Eden St	132809730306	\$2,078	\$83.97
12/13/22	3506	03/01/23	Clallam County Public Hospital District	Renovations to existing building for medical use	421 5th Ave	132809650500	\$272,467	\$3,711.55
02/16/23	3507	03/06/23	Don Tucker	S/W mobile home demo	1205 S Forks Ave #12	132816210110		\$23.50
03/02/23	3508	03/02/23	Ty Hodge	S/W mobile home	30 G St	132809601700		\$106.50
					<b>1st Quarter Total</b>		\$284,545	\$4,327.02
03/29/23	3509	03/30/23	Victor & Corlie Whitehead	Re-roof	371 N Forks Ave	132804500070	\$3,200	\$107.20
03/27/23	3510	04/12/23	Shivaadya Inc.	Toilets & showers for RV park	221 N Forks Ave	132809510163	\$38,000	\$792.24
03/30/23	3511	04/21/23	Fukano Professional Properties LLC	Replace heat pump system	421 G St	132809609090	\$21,490	\$308.39
05/03/23	3512	05/03/23	Forks Elks Lodge 2524	Re-roof	941 Merchants Rd	132803230050	\$162,000	\$1,486.00
05/08/23	3513	05/08/23	Basim & Nora Alwarth	Frame/install garage door to carport	740 5th Ave	132809650225	\$5,131	\$109.94
05/03/23	3514	05/10/23	Katie Krueger	Install ductless heat pump system	790 J St	132808520440	\$9,405	\$157.01
05/15/23	3515	05/15/23	Barbara Niehouse	Re-roof	31 Blackberry St	132809560212	\$15,000	\$218.50
04/14/23	3516	05/17/23	William Harris	24 x 30 shop	620 F St	132809650130	\$40,000	\$493.50
03/23/23	3517	05/24/23	Florentino Aranda-Rojas	D/W mobile home placement	507 Merchants Rd	132803332100		\$131.50
04/20/23	3518	05/16/23	Public Hospital District I	Install fire alarm system	516 5th Ave	132809650050	\$15,066	\$376.00
05/19/23	3519	05/25/23	Washington State	Replace ductless indoor head	411 Tillicum Ln	132804430200	\$8,250	\$162.75
05/25/23	3520	05/25/23	City of Forks	24 x 30 shop	1195 Russell Rd	132817130075	\$9,067	\$171.73
06/15/23	3521	06/15/23	Washington State	Boiler replacement	411 Tillicum Ln	132804430200	\$6,000	\$138.00
06/15/23	3522	06/19/23	All Purpose Mini Storage LLC	Replace roof & siding	241 Sportsman Club Rd	132809430130	\$20,000	\$292.00
04/25/23	3523	06/19/23	Aldergrove	D/W mobile home placement	1750 Calawah Way #21	432803963836		\$131.50
06/16/23	3524	06/19/23	Sofia Morelos	Re-roof	21 Spartan Ave	132809530100	\$19,000	\$281.00
05/30/23	3525	06/19/23	Trevor Covich	D/W mobile home placement	572 Brower St	132808580030		\$131.50
06/09/23	3526	06/19/23	Brandon Wilson	Wood stove install	830 Bogachiel Way	132808510006	\$5,000	\$108.50
06/27/23	3527	06/28/23	Forks MHP LLC	S/W mobile home	621 Calawah Way	132804440000		\$106.50
05/03/23	3528	05/15/23	Public Hospital District I	Re-roof, structural repair	530 Bogachiel Way	132809320005	\$943,000	\$9,994.30
					<b>2nd Quarter Total</b>		\$1,319,609	\$15,698.06
06/29/23	3529	07/05/23	Rod Fleck	Re-roof	530 Collins St	132804530216	\$11,500	\$180.00
07/03/23	3530	07/07/23	Sofia Morelos	Remove building façade	21 S Spartan Ave	132809530100		\$23.50
07/03/23	3531	07/17/23	Marie Riebe	Re-roof	890 Bogachiel Way	132808510015	\$9,000	\$152.50
07/21/23	3532	07/21/23	Ron Kerschner	Metal cover	781 Brower St	132808430400	\$6,265	\$122.42
06/01/23	3533	07/19/23	Quillayute Valley School District	New stadium restrooms	261 S Spartan Ave	132809130010	\$740,000	\$8,319.55
06/26/23	3534	07/17/23	Andrew Huggins	Re-roof	1164 Calawah Way	132803340100	\$6,000	\$119.50
06/17/20	3535	08/09/23	Mark Baker	Re-roof	131 Little John Ln	132809710162	\$3,500	\$92.00
05/03/23	3536	05/16/23	Forks Community Hospital	Fire sprinkler service	516 SW 5th Ave	132809650500	\$44,600	\$896.86
05/15/23	3537	06/05/23	Forks Community Hospital	Fire sprinkler system	516 SW 5th Ave	132809650500	\$96,655	\$1,669.89
07/31/23	3538	08/17/23	Warren Scarlett	Replacement windows	104 G St	132809601620	\$31	\$550.00

**City of Forks**  
**2023 Building Permits**

Date Received	Permit #	Date Issued	Name	Project	Address of Job	Parcel Number	Construction Cost	Permit Fee (Includes \$25-C or \$6.50-R)
08/18/23	3539	08/23/23	Linda & Chip Keen	Re-roof	331 Swornfern Ave	132809670200	\$8,000	\$141.50
08/31/23	3540	09/08/23	Lyla Smith	Re-roof	41 Blackberry Ave	132809560209	\$3,500	\$92.00
09/05/23	3541	09/08/23	Robert & Mary Howell	Install ductless heat pump	381 E Division St	132809560317	\$6,994	\$119.43
08/29/23	3542	09/08/23	Forest Noble	Re-roof	1123 Bogachiel Way	132808430650	\$6,000	\$119.50
09/08/23	3543	09/08/23	Robert Bouchard	Re-roof	120 Little John Ln	132808540144	\$10,000	\$163.50
					<b>3rd Quarter Total</b>		\$952,045	\$12,762.15
10/02/23	3544	10/02/23	Pay N Save Foods Inc.	Demolition	314 S Forks Ave	132809130000		\$23.50
07/24/23	3545	10/09/23	Circle K Stores	Upgrading of kitchen equipment	171 N Forks Ave	132809510149	\$15,000	\$359.95
09/14/23	3546	10/09/23	Floyd & Theresa Countryman	New S/W	41 Johnson Rd	132804500020		\$131.50
10/10/23	3547	10/11/23	Floyd Countryman	Shop	41 Johnson Rd	132804500020	\$35,000	\$438.50
10/03/23	3548	10/09/23	Erik Kaminskis	New SFR	509 Thomas St	132804540192	\$195,000	\$1,698.50
09/11/23	3549	10/09/23	University of Washington	Install electric air handler	1455 S Forks Ave	132816230000	\$5,515	\$132.72
10/06/23	3550	10/09/23	Henry Heller	Re-roof	960 H St	132808440040	\$11,125	\$174.50
09/30/23	3560	10/09/23	Jacob Norstrom	Garage to ADU conversion	30 Sitka Cir	132804510100	\$12,000	\$185.50
09/12/23	3561	10/09/23	Gray Struznik	Detached garage	460 2nd Ave	132809630140		\$763.50
10/20/23	3562	10/20/23	Patricia Raben	Re-roof	90 Ash Ave	132809690112	\$25,000	\$317.50
08/08/23	3563	08/17/23	Rod Larson	Re-roof	21 Huckleberry Ln	132804510070	\$5,500	\$114.00
10/19/23	3564	10/31/23	John & Pam Hunter	Heat pump installation	821 Danielson	132808500124	\$18,979	\$262.27
08/09/23	3565	08/09/23	David & Gina Wickstrom	New SFR	353 Sawyer Way	132804420020	\$300,000	\$2,238
11/06/23	3566	11/07/23	Shivaadya Inc.	Pre-built shed to office/apartment	221 N Forks Ave	132809510165	\$40,000	\$828.55
11/02/23	3567	11/13/23	Rex Allen	Replace wood insert	551 F St	132809650103	\$8,695	\$149.15
11/09/23	3568	12/07/23	Giancarlo Buonpane	Storage shed w/ restroom	101 G Street	132809600900	\$10,000	\$163.50
11/21/23	3569	12/07/23	Corry Brown	Replace windows	1081 Page Rd	132808439030	\$6,383	\$123.70
					<b>4th Quarter Total</b>		\$65,078	\$1,264.90
Count	47	2023	Commercial:	20	<b>YTD TOTAL</b>		<b>\$2,621,277</b>	<b>\$34,052.13</b>



**City of Forks  
2023 Building Permits**

Date Received	Permit #	Date Issued	Name	Project	Address of Job	Parcel Number	Construction Cost	Permit Fee (Includes \$25-C or \$6.50-R)
			<i>SIGNIFICANT PROJECTS</i>			<i># SFRs</i>	<i>TOTAL for YEAR</i>	
2023			<i>FCH partial re-roof \$1M;</i>					
2022	71		<i>QVSD grandstand \$2M; FCH boilers, water heaters \$3M</i>			6	\$ 8,730,935	\$73,066
2021	78		<i>FCH 7 HVAC Units \$4.2M</i>			9	\$ 6,856,943	\$45,284
2020	73		<i>None</i>			11	\$ 2,780,093	\$29,096
2019	87		<i>PUD #1 Operations Building \$4.5M (Permit Issued 12/11/19)</i>			5	\$ 6,425,953	\$62,568
2018	70		<i>13 Short-term Rental Cabins \$641K/Commercial Storage Units \$300K</i>			1	\$ 1,945,687	\$25,095
2017	72		<i>Clallam County PUD #1/Vehicle &amp; Equipment Storage Facility \$1.646M</i>			0	\$ 3,171,713	\$32,610
2016	57		<i>QVSD Football Field &amp; Track \$1.2M</i>			1	\$ 2,430,923	\$17,342
2015	29		<i>None</i>			4	\$ 1,289,492	\$12,859
2014	45		<i>Rainforest Arts Center \$2.007M/DNR Maintenance Shop \$1.628M</i>			4	\$ 4,986,979	\$32,872
2013	43		<i>Library Remodel \$400K/Peninsula College \$2.636M</i>			2	\$ 4,088,262	\$26,284
2012	46		<i>None</i>			1	\$ 1,617,905	\$15,186
2011	48		<i>None</i>			3	\$ 1,213,409	\$15,123
2010	82		<i>Forks High School/Catherine of Siena Apts.</i>			1	\$ 16,488,279	\$83,248
			<i>SFR: SINGLE-FAMILY RESIDENCES</i>					

**City of Forks Jail Statistics**  
**October 1, 2023 through December 31, 2023**

<u>JAIL STAFF</u>	<u>Hire Date</u>
Sgt. Lex Prose	09/28/2008
Officer Ryan Johansen	09/17/2020
Officer Daniel Cruz	03/16/2021
Officer Saydee Peters	04/02/2023

<b>2023 TOTAL BOOKINGS:</b>	<b>64</b>	<b>2022</b>	<b>64</b>
MALES	41		47
FEMALES	18		17
NOT SPECIFIED	5		

<b>2023 AVERAGE DAILY POPULATION: 12</b>	<b>2022</b>	<b>12</b>
MALES	10	10
FEMALES	2	2

<u>2023</u>	<u>2022</u>	
AVERAGE LENGTH OF STAY	12 DAYS	21 DAYS
AVERAGE AGE	37 YEARS	37 YEARS
HIGHEST ONE DAY POPULATION	22	22
LOWEST ONE DAY POPULATION	5	10

**INMATES WITH MENTAL HEALTH ISSUES (Held for reasons other than mental health issues.)**

	<u>2022</u>
1 for 66 days	2 for 1 days
1 for 36 days	1 for 30 days
1 for 27 days	1 for 23 days
	1 for 48 days
	1 for 29 day
	1 for 2 days

<u>2023 JAIL INCIDENTS REPORTED BY OFFICERS IN THIS PERIOD: 4</u>	<u>2022: 8</u>	
MEDICAL	0	3
ESCAPE	0	0
MENTAL HEALTH	1	2
ATTEMPTED SUICIDE	0	0
INAPROPRATE BEHAVIOR	0	0
ASSAULT OF AN OFFICER	0	0
POSSESSION OF CONTRABAND	0	1
MINOR INFRACTION	0	0
URINE ANALYSIS	0	1
DISORDERLY	0	0
FIGHTING	1	0
OTHER	2	1

<u>2023 BOOKINGS BY AGENCY THIS PERIOD: 63</u>		<u>2022: 67</u>
BREMERTON	0	0
NATIONAL PARKS	0	1
CLALLAM COUNTY	11	16
FORKS PD	19	35
LA PUSH PD	25	9
STATE PATROL	0	1
DOC	6	4
PORT ORCHARD	0	0
SHELTON	0	0
PORT ANGELES PD	0	0
POUSLBO	0	0
EWHA	0	0
BAINBRIDGE ISLAND	0	0
HOH	2	1

The total amount billed for October 1 through December 30, 2023 was \$39,060.80.

The total amount billed for October 1 through December 30, 2022 was \$39,026.25.

#### Community Service, Work Release, Trustee Hours

An inmate that is eligible for Community Service earns additional time off their sentence for good behavior and has the freedom to work with Public Works personnel outside of the Jail. Inmates are housed in a trailer behind the Jail as a reward. The trailer has ten bunks, a bathroom with shower, flat screen TV and microwave. Inmates are also allowed to go outside within the fence line where they can play basketball during their off hours. Other inmates housed in the trailer are Work Release Inmates and Jail Trustees.

Between October 1 and December 31, 2023 trustees assisted Public Works personnel with 572 total man hours.

Between October 1 and December 31, 2022 trustees assisted Public Works personnel with 784 total man hours.

Eligible inmates pay \$15.00 per day for the privilege of Work Release. One subject was on work release for 6 days during the period October 1, 2023 through December 31, 2023 for a total income of \$90.00. No subjects were on Work Release for the period October 1 through December 31, 2022. This program allows eligible inmates to maintain their job while serving their sentence. There is no credit for good behavior on this program.

Jail Trustees are the inmates who keep the Jail clean and sanitary and prepare all meals. They help with maintenance in the Jail to include mowing and weed-eating the grounds. There are two shifts of Trustees, a day shift and a night shift.

Forks Chamber of Commerce Visitor Center Count

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
JAN	151	225	119	151	124	102	183	80	78	96	86	145	2,003	2,087	1,274	1,062	1,052	855	960	863	925	883	1,042	886	901	1,408	1,753
FEB	324	349	145	232	298	106	157	112	162	91	103	257	2,164	2,192	1,650	1,668	1,074	864	1,238	1,510	1,236	1,238	622	1,098	828	1,930	1,903
MAR	321	616	360	347	484	247	271	210	336	268	282	464	3,934	4,519	2,993	2,138	2,335	1,833	1,678	2,033	2,005	1,919	2,039	685	1,858	3,141	3,244
APR	669	734	726	845	623	507	332	343	329	384	508	680	4,861	5,246	3,321	2,922	2,552	2,075	2,076	2,811	2,642	2,404	2,105	0	2,276	3,284	3,680
MAY	1,075	1,226	1,164	866	488	645	407	388	442	530	557	1,309	4,535	5,308	3,360	2,889	3,272	2,536	2,670	3,664	3,145	3,327	3,518	0	4,185	3,928	5,341
JUN	1,878	1,838	1,652	1,188	1,075	873	807	596	553	581	1,227	1,731	8,312	9,287	5,431	4,818	5,155	4,128	5,048	5,849	5,346	5,464	5,230	1,754	6,466	7,259	9,299
JUL	3,905	2,783	2,717	2,010	2,116	2,040	1,306	1,005	1,070	1,366	2,279	3,546	16,186	16,550	8,894	8,606	9,008	7,075	7,496	8,275	8,456	8,766	7,611	4,450	9,598	10,827	12,824
AUG	4,146	3,832	2,906	2,603	2,484	2,066	1,285	1,158	1,399	1,515	2,780	4,186	13,605	14,645	8,234	7,747	8,262	6,569	7,505	7,190	7,631	7,510	6,931	5,588	8,211	9,037	10,265
SEP	1,872	1,872	2,238	1,138	1,042	926	784	650	640	1,026	1,527	1,969	5,337	5,978	4,046	4,377	4,413	4,079	4,849	4,673	5,302	5,652	4,528	3,669	5,382	7,129	7,195
OCT	916	769	651	453	310	464	317	351	350	374	550	1,252	3,563	3,499	2,598	2,282	1844*	1,545	2,005	2,215	2,299	2,371	2,261	2,532	2,576	4,121	4,885
NOV	388	241	189	167	174	132	116	128	142	72	178	1,913	2,935	1,749	2,121	1,780	1,120	1,078	1,108	1,308	1,269	1,300	1,287	1,138	2,102	2,618	2,950
DEC	204	119	162	128	117		82	174	74	83	218	1,284	2,540	1,825	1,657	1,310	891	875	982	949	1,104	1,022	950	904	1,262	1,555	2,167
Total	15849	14604	13029	10128	9335	8108	6047	5195	5575	6386	10295	18736	69975 SECOND	72885 FIRST	45579	41599	40978	33512	37615	41340	41360	41856	38124	22704	45645	56237	65506 THIRD

Total visitors that have signed our guest book since *Twilight* was released on October 5, 2005 **730332**

\* Olympic National Park closed due to Government shutdown October 1st - 16th, 2013

\* Government shutdown

\*\*\* COVID-19 SHUT DOWN March 16 - May 31, 2020

Kalaloch Visitor Center Count

16283 17734 17042 11418 14285 15056 12415 7526 12871 12995

Hotel-Motel Taxes received by City of Forks:

2003	\$83,866
2004	\$84,561
2005	\$88,492
2006	\$88,469
2007	\$94,198
2008	\$123,775
2009	\$133,585
2010	\$150,092
2011	\$139,609
2012	\$136,868
2013	\$133,255
2014	\$136,614
2015	\$151,115
2016	\$169,588
2017	\$192,895
2018	\$211,511
2019	\$253,729
2020	\$198,110
2021	\$368,329

Sales Taxes received by City of Forks:

1995	\$295,000
2000	\$321,067
2006	\$353,837
2009	\$405,195
2010	\$432,869
2011	\$531,246 (Construction projects: School, clinic, housing)
2012	\$452,845
2013	\$428,624
2014	\$473,387
2015	\$446,122
2016	\$479,350
2017	\$486,162
2018	\$517,065
2019	\$588,510
2020	\$620,463
2021	\$780,029







## Office of the Washington State Auditor

### Pat McCarthy

### **Exit Conference: City of Forks**

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

#### **Audit Reports**

We will publish the following reports:

- Accountability audit for January 1, 2020 through December 31, 2022 – see draft report.
- Financial statement audit for January 1, 2021 through December 31, 2022 – see draft report.

#### **Audit Highlights**

We sincerely appreciate the assistance of the City throughout the audit process. We would like to thank Clerk/Treasurer Caryn Depew and Accounting Technician/Deputy Clerk Ginger Simons for their diligence in providing information and documentation in response to audit requests in a timely, organized, and easy-to-follow yet detailed manner which assisted in the efficient completion of this year's audits.

#### **Recommendations not included in the Audit Reports**

##### **Exit Items**

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or noncompliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

#### **Financial Statement Audit Communication**

We would like to bring the following to your attention:

- We didn't identify any material misstatements during the audit.
- There were no uncorrected misstatements in the audited financial statements.
- The audit addressed the following risks, which required special consideration:
  - Due to the possibility that management may be able to circumvent certain controls, standards require the auditor to assess the risk of management override.

## **Finalizing Your Audit**

### **Report Publication**

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at <https://portal.sao.wa.gov/SAOPortal>.

### **Management Representation Letter**

We have included a copy of representations requested of management.

### **Audit Cost**

At the entrance conference, we estimated the cost of the audit to be \$41,000 and actual audit costs will be about \$4,000 less than that amount. This is due to the City's well-organized documentation, quick responses to our requests, and less travel costs than anticipated.

### **Your Next Scheduled Audit**

Your next audit is scheduled to be conducted in summer 2025 and will cover the following general areas:

- Financial statement
- Federal programs

The estimated cost for the next audit based on 2024 rates is \$28,000 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

## **Working Together to Improve Government**

### **Audit Survey**

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

### **Local Government Support Team**

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

### **The Center for Government Innovation**

The Center for Government Innovation at the Office of the Washington State Auditor offers services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean process improvement, peer-to-peer networking, and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning



how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at [Center@sao.wa.gov](mailto:Center@sao.wa.gov).

### **Questions?**

Please contact us with any questions about information in this document or related audit reports.

**Timothy Trail Jr., Audit Lead, (360) 845-1487, [Timothy.Trail@sao.wa.gov](mailto:Timothy.Trail@sao.wa.gov)**

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**Amy Strzalka, CPA, Program Manager, (360) 845-1476, [Amy.Strzalka@sao.wa.gov](mailto:Amy.Strzalka@sao.wa.gov)**

**Tina Watkins, CPA, Assistant Director of Local Audit, (360) 260-6411 [Tina.Watkins@sao.wa.gov](mailto:Tina.Watkins@sao.wa.gov)**

**Kelly Collins, CPA, CFE, Director of Local Audit, (564) 999-0807, [Kelly.Collins@sao.wa.gov](mailto:Kelly.Collins@sao.wa.gov)**



Office of the Washington State Auditor  
Pat McCarthy

**Preliminary Draft - Please do not duplicate, distribute, or disclose.**

## Accountability Audit Report

# City of Forks

For the period January 1, 2020 through December 31, 2022

*Published (Inserted by OS)*

Report No. 1033896



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**Office of the Washington State Auditor  
Pat McCarthy**

Issue Date – (Inserted by OS)

Mayor and City Council  
City of Forks  
Forks, Washington

**Report on Accountability**

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for City operations. This information is valuable to management, the governing body and public stakeholders when assessing the government’s stewardship of public resources.

Attached is our independent audit report on the City’s compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor  
Olympia, WA

***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

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## AUDIT RESULTS

### Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

### About the audit

This report contains the results of our independent accountability audit of the City of Forks from January 1, 2020 through December 31, 2022.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the City's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2022, 2021 and 2020, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Payroll – gross wages, overtime and electronic funds transfers
- Accounts payable – general disbursements and electronic funds transfers
- Tenant leases – compliance with contract terms
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

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## RELATED REPORTS

### Financial

Our opinion on the City's financial statements is provided in a separate report, which includes the City's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

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## INFORMATION ABOUT THE CITY

The City of Forks serves over 3,335 citizens within the city limits, as well as an additional 3,000 more citizens in the surrounding area of Clallam County. The City provides an array of services including water, sewer, police, parks and recreation, planning and economic development, building inspection, airport services, and street maintenance.

An elected, five-member Council and an independently elected Mayor, all unpaid, govern the City and serve four-year terms. The Council appoints management to oversee the City’s daily operations as well as its 26 employees. The City operated on an annual budget of approximately \$8.7 million, \$5.7 million and \$6.3 million for 2020, 2021 and 2022, respectively.

<b>Contact information related to this report</b>	
Address:	City of Forks 500 E. Division Street Forks, WA 98331-8618
Contact:	Caryn DePew, Clerk/Treasurer
Telephone:	(360) 374-5412 ext. 240
Website:	<a href="http://www.forkswashington.org">www.forkswashington.org</a>

*Information current as of report publish date.*

### **Audit history**

You can find current and past audit reports for the City of Forks at <http://portal.sao.wa.gov/ReportSearch>.

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, [www.sao.wa.gov](http://www.sao.wa.gov). Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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(866) 902-3900
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Office of the Washington State Auditor  
Pat McCarthy

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## Financial Statements Audit Report

# City of Forks

For the period January 1, 2021 through December 31, 2022

*Published (Inserted by OS)*

Report No. 1033897



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**Office of the Washington State Auditor  
Pat McCarthy**

Issue Date – (Inserted by OS)

Mayor and City Council  
City of Forks  
Forks, Washington

**Report on Financial Statements**

Please find attached our report on the City of Forks financial statements.

We are issuing this report in order to provide information on the City's financial activities and condition.

Sincerely,

Pat McCarthy, State Auditor  
Olympia, WA

***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

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**INDEPENDENT AUDITOR'S REPORT**

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

**City of Forks  
January 1, 2021 through December 31, 2022**

Mayor and City Council  
City of Forks  
Forks, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the City of Forks, as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the City's financial statements, and have issued our report thereon dated January 12, 2024.

We issued an unmodified opinion on the fair presentation of the City's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the City using accounting practices prescribed by state law and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audits of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

## **REPORT ON COMPLIANCE AND OTHER MATTERS**


As part of obtaining reasonable assurance about whether the City’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **PURPOSE OF THIS REPORT**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this

report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy, State Auditor

Olympia, WA

January 12, 2024

**INDEPENDENT AUDITOR'S REPORT**

Report on the Audit of the Financial Statements

**City of Forks  
January 1, 2021 through December 31, 2022**

Mayor and City Council  
City of Forks  
Forks, Washington

**REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS**

**Unmodified and Adverse Opinions**

We have audited the financial statements of the City of Forks, as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements, as listed in the financial section of our report.

**Unmodified Opinion on the Regulatory Basis of Accounting (BARS Manual)**

As described in Note 1, the City has prepared these financial statements to meet the financial reporting requirements of state law and accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) Manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash and investments of the City of Forks, and its changes in cash and investments, for the years ended December 31, 2022 and 2021, on the basis of accounting described in Note 1.

**Adverse Opinion on U.S. GAAP**

The financial statements referred to above were not intended to, and in our opinion, they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the City of Forks, as of December 31, 2022 and 2021, or the changes in financial position or cash flows thereof for the years then ended, because of the significance of the matter discussed below.

### **Basis for Unmodified and Adverse Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit unmodified and adverse opinions.

### **Matter Giving Rise to Adverse Opinion on U.S. GAAP**

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. As described in Note 1 of the financial statements, the financial statements are prepared by the City in accordance with state law using accounting practices prescribed by the BARS Manual, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between the regulatory basis of accounting and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the BARS Manual described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time; and
- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Supplementary Information**

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's financial statements. The Schedules of Liabilities are presented for purposes of additional analysis, as required by the prescribed BARS manual. These schedules are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other

records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

## **OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

In accordance with *Government Auditing Standards*, we have also issued our report dated January 12, 2024 on our consideration of the City's internal control over financial reporting and on the tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Pat McCarthy, State Auditor

Olympia, WA

January 12, 2024

## FINANCIAL SECTION

### City of Forks January 1, 2021 through December 31, 2022

#### FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2022  
Fund Resources and Uses Arising from Cash Transactions – 2021  
Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2022  
Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2021  
Notes to Financial Statements – 2022  
Notes to Financial Statements – 2021

#### SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2022  
Schedule of Liabilities – 2021

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**LETTER OF REPRESENTATION TO BE TYPED ON CLIENT LETTERHEAD**

January 12, 2024

Office of the Washington State Auditor  
3200 Capitol Blvd  
P.O. Box 40031  
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of City of Forks for the period from January 1, 2020 through December 31, 2022. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

**General Representations:**

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
  - a. Financial records and related data.
  - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
  - d. Communications from regulatory agencies, government representatives or others concerning possible noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
  - e. Related party relationships and transactions.
  - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
  
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.

3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.

**Additional representations related to the financial statements:**

10. We acknowledge our responsibility for fair presentation of the financial statements and believe financial statements are fairly presented in accordance with the *Budgeting, Accounting and Reporting Standards Manual* (BARS Manual), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements properly classify all funds and activities.
13. Revenues are appropriately classified by fund and account in accordance with the BARS Manual.
14. Expenses are appropriately classified by fund and account, and allocations have been made on a reasonable basis.
15. Ending cash and investments are properly classified as nonspendable, restricted, committed, assigned, and unassigned.
16. Significant assumptions we used in making accounting estimates are reasonable.

17. The following have been properly classified, reported and disclosed in the financial statements. as applicable:
  - a. Interfund, internal, and intra-entity activity and balances.
  - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
  - c. Joint ventures and other related organizations.
  - d. Guarantees under which the government is contingently liable.
  - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
  - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements and other loss contingencies.
18. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
19. We acknowledge our responsibility to include all necessary and applicable disclosures required by the BARS Manual, including:
  - a. Description of the basis of accounting, summary of significant accounting policies and how this differs from Generally Accepted Accounting Principles (GAAP).
  - b. Disclosures similar to those required by GAAP to the extent they are applicable to items reported in the financial statements.
  - c. Any additional disclosures beyond those specifically required by the BARS Manual that may be necessary for the statements to be fairly presented.
20. We acknowledge our responsibility for reporting supplementary information, such as the Schedule of Liabilities, in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.
21. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
22. We believe there are no uncorrected misstatements that would be material individually and in the aggregate to the financial statements taken as a whole.
23. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.

**(Signature)**  
\_\_\_\_\_  
Tim Fletcher  
Mayor

**(Signature)**  
\_\_\_\_\_  
Caryn Depew  
Clerk/Treasurer