



# McCleary City Council Agenda

**04/22/2020- 6:30PM**

**Flag Salute**

**Roll Call:** \_\_\_ Pos. 1-Amsbury, \_\_\_ Pos. 2-Huff , \_\_\_ Pos. 3- Heller, \_\_\_ Pos. 4- Blankenship, \_\_\_ Pos. 5- Iversen

<b>Presentation</b>				
<b>Executive Session</b>				
<b>Public Hearing</b>				
<b>Mayor Comments</b>				
<b>Public Comment</b>				
<b>Minutes</b>		<b>Tab</b>	<b>A</b>	Minutes
<b>Approval of Vouchers</b>		<b>Tab</b>	<b>B</b>	Accounts Payable April 1-6 and April 7-15
<b>Staff Reports</b>		<b>Tab</b>	<b>C</b>	
<b>Old Business</b>				
<b>New Business</b>		<b>Tab</b>	<b>D</b>	Teamsters MOU
		<b>Tab</b>	<b>E</b>	COVID-19 Update
		<b>Tab</b>	<b>F</b>	2020 Budget Review
		<b>Tab</b>	<b>G</b>	Emergency Management Plan
<b>Ordinances</b>		<b>Tab</b>	<b>H</b>	
<b>Resolutions</b>				
<b>Contracts</b>				
<b>Mayor/Council Comments</b>				
<b>Public Comments</b>				
<b>Adjourn/Recess Meeting</b>				

[WebEx Link](#)

Join By Phone: +1-408-418-9388

Meeting number (access code): 292 938 389

Meeting password: McCleary4222020 (62253279 from phones and video systems)

**Please turn off Cell Phones- Thank you**

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador

**TAB - A**

**CITY OF MCCLEARY**  
**Regular City Council Meeting**  
**Wednesday, April 8, 2020**

ROLL CALL AND FLAG SALUTE Due to the COVID-19 Pandemic state-wide Stay Home, Stay Healthy mandate, the City Council held their meeting electronically through WebEx Meetings. Councilmembers Present were: Jenna Amsbury, Brycen Huff, Jaron Heller, Ben Blankenship and Joy Iversen. Mayor Brenda Orffer was also present.

ABSENT None.

PUBLIC HEARING None.

STAFF PRESENT Present at the meeting were Clerk-Treasurer Wendy Collins, Public Works Director Todd Baun, Police Chief Steve Blumer and City Attorney Chris Coker.

EXECUTIVE SESSION None.

MAYOR COMMENTS Mayor Orffer stated the city has remained operational and assured the Council, if the power crew becomes ill, we have a contract with Grays Harbor PUD to assist us.

PUBLIC COMMENT Councilmember Iversen liked the Warrant Check Register Report, which was added to the packet for Council to review the vouchers before approving them since they do not have access to the hard copy they normally review at the meetings. She asked if this could be added on a regular basis because it allowed her to have more time to read and review the payments.

Councilmember Amsbury asked how will the Council sign the payables and Mayor Orffer said they can all sign them at a later date. We need to have the Council approve them at the meeting and signing can happen when we are able to meet in person again.

CITY ATTORNEY REPORT Chris Coker has been working with the Mayor on emergency protocols and legal process.

DIRECTOR OF PUBLIC WORKS REPORT Todd Baun provided a written report for the Council.

MINUTES APPROVED **It was moved by Councilmember Iversen, seconded by Councilmember Huff to adopt the minutes from the March 11, 2020 meeting. Motion Carried 5-0.**

VOUCHERS Accounts Payable checks approved were 47506 - 47567, including EFT's, in the amount of \$253,983.72 and 47568 - 47626 including EFT's in the amount of \$121,442.94.

Payroll checks approved were 47569 - 47580, including EFT's, in the amount of \$203,403.49.

**It was moved by Councilmember Huff, seconded by Councilmember Heller to approve the vouchers. Motion Carried 5-0.**

COVID-19 UPDATE On March 16, 2020, Mayor Orffer signed an Executive Order declaring a state of emergency. To date, Grays Harbor has seven cases of Coronavirus with no deaths. The Governor's Stay Home, Stay Healthy declaration was for non-essential employees to stay home. The City is considered an essential service and has implemented a plan to keep social distancing while providing service. Employees are working rotating shifts while others work at home, taking training and remain on-call during normal work hours.

Councilmember Amsbury asked if any projects have been delayed due to the virus and Mayor Orffer responded only the sidewalk project has been delayed because it won't allow for social distancing, along with the fact we are deferring spending until we know more of the impacts on the budget.

Todd Baun added the project planned for pole removal and installation of underground lines on 3rd Street has been postponed because the crew cannot social distance on this type of job.

SQUAXIN TRIBE MUTUAL AID  
AGREEMENT

Mayor Orffer spoke with Chris Coker about the proposed agreement and he informed her she could move on the contract in her scope and roll of emergency management. The agreement allows us to share resources and does not supersede our agreement with our Grays Harbor County Mutual Agreement. Councilmember Iversen is concerned about the section stating the city would provide housing for their people that respond to help us because we don't have housing available in McCleary. Mayor Orffer said this could mean we provide a piece of vacant property for them to stay on. Councilmember Amsbury noticed a punctuation correction needs to be made on page 4. **It was moved by Councilmember Huff, seconded by Councilmember Blankenship to approve the Mutual Aid Agreement between Squaxin Tribe and the City of McCleary. Motion Carried 5-0.**

EMERGENCY OPERATIONS-  
MAYOR ROLL,  
RESPONSIBILITY,  
REIMBURSEMENT

Mayor Orffer reported John Taylor from Squaxin Tribe suggested the city provide the Mayor a salary when the claim for FEMA reimbursement is submitted. The Mayor becomes part of the emergency management plan and has roles and responsibilities. There should be an established salary for emergency situations only.

Councilmember Amsbury asked if we are allowed to put something down for reimbursement that has not actually been paid and Chief Blumer gave an example of how a reimbursement might work and said the amount paid to the Mayor will pay at the end when everything has been reimbursed. Mayor Orffer added, because this amount will be paid out of the reimbursed total, we do not have to amend the budget. Chief Blumer said John Taylor said even the Council could get reimbursed but it's too much paperwork for all them to have to do.

Councilmember Amsbury read the County Hazard Plan and it is not detailed. She wants to see something in writing to document what we are doing. Mayor Orffer asked Chris Coker to prepare an ordinance for the Mayor's salary but wanted to know if the Council was on board first. Councilmember Iversen asked how many hours the Mayor usually spends working at the city per week and Mayor Orffer said she works around 15 hours and when asked how many she is working since the emergency declaration, she said she works 40 hours. Councilmember Iversen thinks the Mayor should get a percentage of what the city receives as the overall reimbursement.

Councilmember Amsbury asked if anyone knows if every Mayor is putting in 40 hours a week and Mayor Orffer said she doesn't know how they wouldn't be. She said she feels fortunate she can go home at night because in certain emergency situations, she might have to stay onsite at all times.

Chris Coker said this is like getting a grant. If we get the money, we can pay her. Councilmember Blankenship stated since we are in an emergency, she should get reimbursed. Chris added, we do not want to put the city in a position of paying something out the Federal Government needs to reimburse us for. His concern is what do we do if we don't get reimbursed?

Councilmember Amsbury found the hazard mitigation plan on the county website and it is a boiler plate plan and not detailed enough. She said we should create a detailed plan for the future for McCleary. Councilmember Blankenship asked if the current emergency management plan can be shared at the next Council meeting and Todd said yes, and it needs Council approval. Chief Blumer said he sent it to John Taylor at Squaxin Tribe to review it because we might as well have an expert look at it.

ORDINANCE 855 -  
SUSPENSION OF LATE FEES

**It was moved by Councilmember Amsbury, seconded by Councilmember Iversen to adopt Ordinance 855 RELATING TO THE CITY OF MCCLEARY PUBLIC UTILITY DEPARTMENTS; TEMPORARILY REMOVING THE CHARGE OF INTEREST AND LATE FEES ON DELINQUENT UTILITY ACCOUTS; STAYING THE TERMINATION OF SERVICES FOR FAILURE TO PAY; TEMPORARILY SUPERSEDING MMC TITLE 13.28.040 THAT AUTHORIZES AND REQUIRES THE COLLETION OF INTEREST AND LATE FEES ON DELINQUENT UTILITY ACCOUNTS; DECLARING AN EMERGENCY; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE. Roll call taken in the affirmative. Ordinance Adopted 5-0.**

PUBLIC COMMENT

Mayor Orffer announced the Dollar General Store will be starting up construction again as they are considered an essential service. She will share this and other information on her Facebook Live forum this Friday. She will also post information around town for residents to know when she will be making her Facebook Live programs.

MEETING ADJOURNED

**It was moved by Councilmember Blankenship, seconded by Councilmember Iversen to adjourn the meeting at 7:22 pm. The next meeting will be Wednesday, April 22, 2020 at 6:30 pm. Motion Carried 5-0.**

*Approved by Mayor Brenda Orffer and Clerk-Treasurer Wendy Collins.*

**TAB - B**

# WARRANT/CHECK REGISTER

City Of McCleary  
MCAG #: 0344

04/01/2020 To: 04/06/2020

Time: 13:42:51 Date: 04/14/2020  
Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1259	04/06/2020	Claims	1	EFT	Department of Revenue	17,622.47	February 2020 Combined Excise Tax Payment
1260	04/06/2020	Claims	1	47627	Amazon Capital Svcs.	107.09	Bottles, Measuring Wheel
1261	04/06/2020	Claims	1	47628	Bayview Building Material	210.97	Police Remodel; Clamp Hoses; Paint, Rollers
1262	04/06/2020	Claims	1	47629	Cintas Fire	307.34	Service Call
1263	04/06/2020	Claims	1	47630	Comcast	286.15	8498 37 009 0143370
1264	04/06/2020	Claims	1	47631	Department of Retirement	25.00	2019 OASI Fee
1265	04/06/2020	Claims	1	47632	Fastenal Company	609.98	Glasses, Ear Plugs; 4 Drawer Rack
1266	04/06/2020	Claims	1	47633	Grainger	545.06	Safety Vests
1267	04/06/2020	Claims	1	47634	H.D. Fowler Company	1,005.05	PVC Sewer Pipe, Cleanout Ring And Cover, Adapter, Plug
1268	04/06/2020	Claims	1	47635	Hach Company	167.02	Isopropyl Alcohol
1269	04/06/2020	Claims	1	47636	Itron, Inc.	332.93	Jan-Dec 2020 MVWeb Hosted Svc.
1270	04/06/2020	Claims	1	47637	JD Tech Solutions	1,905.96	IT Svcs.
1271	04/06/2020	Claims	1	47638	JW Maintenance	3,968.48	Truck, Tractor And Lawn Mower Repairs; Mower And Truck Repairs
1272	04/06/2020	Claims	1	47639	MCI	97.74	08692201879
1273	04/06/2020	Claims	1	47640	Mountain Mist	17.26	Water; Water
1274	04/06/2020	Claims	1	47641	One Call Concepts, Inc.	18.19	Excavation Notifications
1275	04/06/2020	Claims	1	47642	Petro Card	213.43	Fuel
1276	04/06/2020	Claims	1	47643	Quality Control Services	325.00	On Site Service Balance, DO Meter, PH Meter
1277	04/06/2020	Claims	1	47644	Ricoh	156.14	Copier
1278	04/06/2020	Claims	1	47645	Sound Publishing	38.33	Notice Of Canceled Meeting
1279	04/06/2020	Claims	1	47646	Staples Advantage	79.51	Black Toner
1280	04/06/2020	Claims	1	47647	Wagner-Smith Equipment Co.	1,243.59	Flex Cable Guide, Adapter, Flex Guide Bell
1281	04/06/2020	Claims	1	47648	Water Management Labs Inc	24.00	Water Testing
1282	04/06/2020	Claims	1	47649	Witmer Public Safety Group	804.89	Streamlight Vantage
						36.79	
001 Current Expense						36.79	
119 COVID 19 Emergency Fund						12,489.11	
401 Light And Power Fund						11,808.81	
405 Water Fund						3,470.24	
407 Sewer Fund						1,965.59	
409 Storm Water Fund						203.64	
413 Ambulance Fund						137.40	
						30,111.58	
						30,111.58	Claims: 30,111.58

**WARRANT/CHECK REGISTER**

City Of McCleary  
MCAG #: 0344

04/01/2020 To: 04/06/2020

Time: 13:42:51 Date: 04/14/2020  
Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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WE, the members of the City Council of the City of McCleary Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for the payment by the City of McCleary City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**ATTEST:**

X \_\_\_\_\_  
Councilmember Huff

X \_\_\_\_\_  
Councilmember Amsbury

X \_\_\_\_\_  
Councilmember Heller

X \_\_\_\_\_  
Councilmember Iversen

X \_\_\_\_\_  
Councilmember Blankenship



# WARRANT/CHECK REGISTER

City Of McCleary  
MCAG #: 0344

04/07/2020 To: 04/15/2020

Time: 13:43:19 Date: 04/14/2020  
Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1375	04/15/2020	Claims	1	EFT	Bonneville Power Administration	130,197.00	Power & Transmission
1376	04/15/2020	Claims	1	EFT	Department of Revenue	17,169.37	March 2020 Combined Excise Tax Payment
1377	04/15/2020	Claims	1	47652	A2Z Cleaning Professionals	947.00	Library Carpet Cleaning; March Cleaning Svc; March Cleaning Svcs
1378	04/15/2020	Claims	1	47653	Amazon Capital Svcs.	75.11	Phone Tripod; Flag Topper, Eagle
1379	04/15/2020	Claims	1	47654	AUS Everett Lockbox Aramark	87.44	Rug Svc.; Rug Svc.
1380	04/15/2020	Claims	1	47655	Bayview Building Material	623.48	Knives, Brackets, Wire, Wall Plate, Cover, Blades, Pail, Screws; Knife, Blades; Sheetrock; Primer, Drip Cloths; Switch, Wall Plate, Outlet; Paper, Screws, Bit Set, Screws, Connectors, Strap, Outlets;
1381	04/15/2020	Claims	1	47656	Big State Industrial Supply	548.26	Disposable Coveralls, Masks, Hand Cleaner
1382	04/15/2020	Claims	1	47657	Cascade Columbia Distribution	418.30	Sodium Hydroxide
1383	04/15/2020	Claims	1	47658	Cascade Natural Gas	315.44	CC; Kitchen; #D
1384	04/15/2020	Claims	1	47659	CenturyLink	740.36	300529719
1385	04/15/2020	Claims	1	47660	Cintas Fire	2,590.00	Safety Management - 1 Year
1386	04/15/2020	Claims	1	47661	City of McCleary	11,940.86	Utility Bills
1387	04/15/2020	Claims	1	47662	Andrea Clay	150.00	Refund - Cancel Comm. Center Reservation
1388	04/15/2020	Claims	1	47663	Coast Controls & Automation Inc	661.19	Svc. Call
1389	04/15/2020	Claims	1	47664	Comcast	240.12	8498 37 009 008664; 8498 37 009 0136911; 8497 37 009 0035840
1390	04/15/2020	Claims	1	47665	Comcast	1,046.75	963166131
1391	04/15/2020	Claims	1	47666	Databar Inc	390.51	Deposit Slips; Door Hangers
1392	04/15/2020	Claims	1	47667	Dennis Company	6.08	Wire
1393	04/15/2020	Claims	1	47668	Department of Enterprise	929.09	Mail Svc. March 1-15; Mail Svc March 16-31
1394	04/15/2020	Claims	1	47669	EGH Disposal	1,488.14	Garbage; Garbage
1395	04/15/2020	Claims	1	47670	Endress & Hauser	1,160.40	Waterpilot
1396	04/15/2020	Claims	1	47671	Estate of William Wagner	132.54	003530.3 - 133 S4TH ST
1397	04/15/2020	Claims	1	47672	Evergreen Consulting Group, LLC	295.00	March 2020
1398	04/15/2020	Claims	1	47673	Fastenal Company	247.76	Towels
1399	04/15/2020	Claims	1	47674	Fire District # 5	8,260.73	April Ambulance Fee
1400	04/15/2020	Claims	1	47675	General Pacific Inc	1,264.77	Elbow, Cold Shrink, Stem Connector, Connector
1401	04/15/2020	Claims	1	47676	Gokeyless	4,128.76	Door Locks; Door Locks
1402	04/15/2020	Claims	1	47677	Gordon's Select Market	68.04	Water; Water; Stihl 6pk 2 Cycle; Distilled Water; Brushes
1403	04/15/2020	Claims	1	47678	Gray & Osborne Inc	672.98	Capital Facilities Plan
1404	04/15/2020	Claims	1	47679	Grays Harbor Communications	5,428.66	April 2020
1405	04/15/2020	Claims	1	47680	Hach Company	163.00	DPD Free Chlorine PP 25ML
1406	04/15/2020	Claims	1	47681	Connie Hickman	34.20	015340.5 - 134 SUMMIT PLACE DR
1407	04/15/2020	Claims	1	47682	House Brother's	130.56	Lift Station Pumping
1408	04/15/2020	Claims	1	47683	JW Maintenance	612.00	Impala, F250, 99 Ranger Repairs
1409	04/15/2020	Claims	1	47684	Jerrie L & Sally Eaton Trust	553.56	Fire Station Property
1410	04/15/2020	Claims	1	47685	Kelley Connect	451.04	Copier Rental And Meter Read
1411	04/15/2020	Claims	1	47686	Les Schwab	11.96	Lawn Mower Tire Repair
1412	04/15/2020	Claims	1	47687	May, Ersel	144.60	Medicare
1413	04/15/2020	Claims	1	47688	Mountain Mist	110.11	Water; Water; Water; Water; Coffee
1414	04/15/2020	Claims	1	47689	Northstar Chemical, Inc	1,181.02	Polymer

# WARRANT/CHECK REGISTER

City Of McCleary  
MCAG #: 0344

04/07/2020 To: 04/15/2020

Time: 13:43:19 Date: 04/14/2020  
Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1415	04/15/2020	Claims	1	47690	Ogden Murphy Wallace	300.00	Labor Negotiation; Employment Law
1416	04/15/2020	Claims	1	47691	Praetorian Digital	602.00	Police One Academy
1417	04/15/2020	Claims	1	47692	Ricoh	167.71	Scanner
1418	04/15/2020	Claims	1	47693	Ritz Safety	974.45	Safety Gear - Lisle, Neary, Nott
1419	04/15/2020	Claims	1	47694	Skillings Connolly	2,442.18	3rd Street Improvements - Final Inv.
1420	04/15/2020	Claims	1	47695	Tenelco	2,107.31	Transport Biosolids
1421	04/15/2020	Claims	1	47696	Traffic Safety	1,042.58	Cones
1422	04/15/2020	Claims	1	47697	Umpqua Bank	3,666.84	Home Depot - 30 Sec. Spray; Home Depot - Shim, Polystyrene; Home Depot - Drywall, Panels, Compound, Screws; Hilti - 2000 AVR Trolley Performance Package; Home Depot - Tool Chest, Hooks, Cutters.; The;
1423	04/15/2020	Claims	1	47698	WA State Treasurer's Office	26,223.86	Q1 & WSBCC Fees
1424	04/15/2020	Claims	1	47699	Wagner-Smith Equipment Co.	179.49	Freight For Inv. 0393396-IN
1425	04/15/2020	Claims	1	47700	Washington State Auditor's Office	2,997.15	2018-19 Audit
1426	04/15/2020	Claims	1	47701	Water Management Labs Inc	24.00	Water Testing
1427	04/15/2020	Claims	1	47702	Wex Bank	2,585.56	Fuel
1428	04/15/2020	Claims	1	47703	Younglove & Coker	5,763.75	Monthly Retainer; Legal Svcs.
						42,397.49	001 Current Expense
						3,788.60	102 Street Fund
						17,436.01	119 COVID 19 Emergency Fund
						150,118.65	401 Light And Power Fund
						8,980.50	405 Water Fund
						11,916.67	407 Sewer Fund
						1,624.02	409 Storm Water Fund
						8,431.13	413 Ambulance Fund
						244,693.07	Claims:
* Transaction Has Mixed Revenue And Expense Accounts						244,693.07	

WE, the members of the City Council of the City of McCleary Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for the payment by the City of McCleary City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**ATTEST:**

X \_\_\_\_\_  
Councilmember Huff

X \_\_\_\_\_  
Councilmember Amsbury

X \_\_\_\_\_  
Councilmember Heller

X \_\_\_\_\_  
Councilmember Iversen

X \_\_\_\_\_  
Councilmember Blankenship

**TAB - C**

## **STAFF REPORT**

Date: April 16, 2020

To: Todd Baun, Director of Public Works

From: Kevin Trewhella, Water & Wastewater Manager

Subject: WWTP and Water Treatment Plant

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I am pleased to announce that both of the people whom operate the Wastewater and the Water Treatment plants are healthy.

With more people home we are of course seeing more demands on our systems. We are keeping on top of all regulatory testing and reports that the Department of Ecology and the Department of Health require of us.

Please do not be concerned about the extra demands on our systems, we are nowhere near capacity on either our Wastewater Treatment Plant nor are we anywhere near capacity on our Water Supply!

I do not foresee any problems with either of these facilities.

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor Orffer and Council
<b>From:</b>	Paul Nott
<b>Date:</b>	4/17/2020
<b>Department:</b>	Light and Power

Hello All,

I am happy to report at this time all L&P staff is still healthy and reporting to work as assigned. We are still on a social distancing schedule with assigned tasks for no more than 2 crew members at a time at our shop. All crew members are still reporting available for emergency service every day with at least one of them coming in to work and then checking out at 16:30.

Next week we are going to try to implement a 3 man crew type of structure with the main focus on social distancing while attempting to accomplish some line maintenance work and catch up on projects that we can do legally and safely.

During the past 2 weeks the crew has been deep cleaning, organizing and repairing areas in our building and equipment, working with the Police Department with some projects and we have been keeping up with general customer service requests and priority projects.

Hopefully, in the next couple of weeks things will start to return to somewhat normal.

If you have any questions or concerns feel free to contact us.

Be safe and keep in the clear....

Paul

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor Orffer and Council Members
<b>From:</b>	Steve Randich
<b>Date:</b>	April 20 2020
<b>Department:</b>	Public Works

Mayor and Council,

I am happy to report that all personnel within the Public Works department are healthy and practicing safe social distancing at this time.

As it stands, our weekly routine consists of all personnel to report daily availability at 0700 a.m. and then sign out at 1530 p.m. via email. I am currently working with a partial crew rotating work days. If an emergency were to happen, the crew is aware that they are to be available and report to the department if called. While personnel are at home they have been asked to get caught up on any and all training that Todd has made available to the department.

All personnel are aware that priority tasks are currently on an "as needed" basis. Meaning, any job that may come up will be evaluated for personnel required and only the amount required will report to work to complete each task.

We have also created a schedule to clean and organize the department. Each day prior to going home we spend 45 minutes disinfecting the city vehicles and any equipment that has been used, along with wiping down all computers and cleaning our office.

It is my hope that by taking these precautions we will be able to keep our crew safe and healthy. If you have any questions, comments or concerns please let me know.

Thank you,  
Steve



# City of McCleary

## STAFF REPORT



<b>To:</b>	Mayor Orffer and City Councilmembers
<b>From:</b>	Wendy Collins, Clerk-Treasurer
<b>Date:</b>	April 22, 2020
<b>Department:</b>	Finance & Administration

The Finance Department has been running on a rotation basis. Employees are either working from home, or working in the office in an effort to follow social distancing rules. We are meeting our individual task deadlines and communicating frequently. Our team has been working on completing the required FEMA trainings, as time allows.

We are working with customers on collecting outstanding balances and encouraging them to pay what they can. We have been informing them about the suspension of late fines and fees and they have expressed their gratitude for the Council's decision to provide relief. One customer stated, "Every penny saved counts a lot".

I have been working on the required FEMA reimbursement forms and entering payroll/benefits COVID -19 codes and Lindsay has been making sure we are correctly coding COVID-19 expenses and she is making sure everything is accurately coded from March 16 through current. Lori Ann has been preparing loss reports for late fees, penalties and shut off totals to claim reimbursement for. I am very impressed with our team over their positive attitudes and willingness to help out and share creative ideas. They always greet the public with a friendly voice, positive attitude, and willingness to go the extra mile to be helpful. I appreciate all they do and I am honored to work with them.

I have been working on both the annual audit and the Annual Financial Report. These are both big jobs and challenging in normal circumstances. This year will be quite an adventure!

Every employee and city department has an important role in the success of the City.

We are all in this together!



**TAB - D**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**TEAMSTERS UNION LOCAL # 252  
AND  
CITY OF McCLEARY**

WHEREAS, Teamsters Union Local # 252 (the “Union”) initiated a grievance regarding the eligibility of an employee for out-of-classification pay for the time period of April 1, 2019 through November 20, 2019; and

WHEREAS, the City of McCleary (the “City”) responded denying any violation of the contract and specifically the provisions of paragraph 8.14 of the Collective Bargaining Agreement; and

WHEREAS, while each party believes its position to be correct, the parties have reached an understanding for the amicable resolution of the grievance; NOW, THEREFORE,

In consideration of the mutual benefits to be derived and the promises set forth, the parties agree as follows:

1. Undertakings of the City. In consideration of the resolution of the grievance and the terms and conditions set forth herein, the City agrees to make a one-time payment of Five Hundred Dollars (\$500.00) to each member of the Public Works crew serving during the absence of the foreman; Joe Pittman, John Allardin, Jenna Jarvis, and Corey Marsh. The payment shall be subject to all standard withholding.

2. Undertakings of the Union. In consideration of the City’s promises and the terms and conditions set forth herein, the Union dismisses its grievance and waives any other claim, loss or liability arising from the absence of a foreman during the period April 1, 2019 through November 30, 2019.

3. No Precedent; Underlying Agreement Remains in Force. The parties agree that this grievance resolution creates no precedent. The terms and conditions of a Collective Bargaining Agreement of January 1, 2018 through December 21, 2020 remain in full and effect and are not amended by this Memorandum of Understanding.

DONE this \_\_\_\_ day of \_\_\_\_\_, 2020.

CITYOF McCLEARY

TEAMSTERS LOCAL UNION NO. 252

By: \_\_\_\_\_  
Mayor Brenda Orffer

By: \_\_\_\_\_  
Russ Walpole, Secretary/Treasurer

Approved as to form:

Approved as to form:

By: \_\_\_\_\_

By: Rob DeRosa \_\_\_\_\_

\_\_\_\_\_  
W. Scott Snyder  
Office of Labor Counsel

Rob DeRosa, Business Agent

**TAB - E**

## 2020 BUDGET POSITION TOTALS

City Of McCleary  
MCAG #: 0344

Time: 13:28:23 Date: 04/14/2020

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense	1,610,274.00	872,160.10	54.2%	1,610,274.00	439,418.90	27%
002 Current Expense Reserve Fund	206,494.00	197,170.47	95.5%	206,494.00	0.00	0%
102 Street Fund	126,687.00	-270,998.90	-213.9%	126,687.00	34,494.41	27%
119 COVID 19 Emergency Fund	0.00	0.00	0.0%	0.00	31,263.67	0%
120 Street Reserve	53,605.00	53,793.14	100.4%	53,605.00	0.00	0%
301 REET Excise Tax - Capital Projec	127,816.00	122,762.27	96.0%	127,816.00	0.00	0%
302 Street Managerial Equipment Ref	0.00	0.00	0.0%	0.00	0.00	0%
304 Light & Power Managerial Equip	119,426.00	80,196.94	67.2%	119,426.00	0.00	0%
305 Water Managerial Equipment Ref	176,898.00	114,107.82	64.5%	176,898.00	0.00	0%
307 Sewer Managerial Equipment Ref	0.00	0.00	0.0%	0.00	0.00	0%
309 Storm Water Managerial Equipm	0.00	0.00	0.0%	0.00	0.00	0%
321 Police Managerial Equipment Ref	68,036.00	58,230.37	85.6%	68,036.00	0.00	0%
322 Fire Managerial Equipment Repl	81,215.00	61,423.10	75.6%	81,215.00	0.00	0%
336 Park & Cemetery Managerial Equ	36,668.00	26,759.42	73.0%	36,668.00	0.00	0%
401 Light And Power Fund	3,515,000.00	1,331,974.49	37.9%	3,515,000.00	1,042,178.04	30%
405 Water Fund	1,453,531.00	883,756.06	60.8%	1,453,531.00	217,940.77	15%
407 Sewer Fund	945,155.00	384,421.01	40.7%	945,155.00	253,916.44	27%
409 Storm Water Fund	242,675.00	114,890.31	47.3%	242,675.00	42,242.06	17%
410 Light And Power Reserve Fund	306,045.00	306,708.19	100.2%	306,045.00	0.00	0%
411 Rural Electric Economic Develop	0.00	0.00	0.0%	0.00	0.00	0%
413 Ambulance Fund	137,619.00	56,765.75	41.2%	137,619.00	36,209.24	26%
421 Sewer Bond Reserve Fund	173,991.00	64,477.13	37.1%	173,991.00	73,089.00	42%
422 Water Reserve Fund	393,899.00	321,817.55	81.7%	393,899.00	0.00	0%
423 Sewer Reserve Fund	128,630.00	129,071.09	100.3%	128,630.00	0.00	0%
	<u>9,903,664.00</u>	<u>4,909,486.31</u>	<u>49.6%</u>	<u>9,903,664.00</u>	<u>2,170,752.53</u>	<u>21.9%</u>

**TAB - F**

## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

Time: 13:14:47 Date: 04/17/2020  
Page: 1

001 Current Expense 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 00 01	Unreserved Beginning Cash & Investments	328,325.00	558,748.44	(230,423.44)	170.2%
<b>308 Beginning Balances</b>		<b>328,325.00</b>	<b>558,748.44</b>	<b>(230,423.44)</b>	<b>170.2%</b>

### 310 Taxes

311 10 00 00	Real & Personal Property Tax	309,950.00	24,862.42	285,087.58	8.0%
311 11 00 00	Special Levy Property Tax	0.00	0.00	0.00	0.0%
313 11 00 00	Retail Sales And Use Tax	140,000.00	41,855.04	98,144.96	29.9%
313 15 00 00	Public Safety Tax	54,000.00	13,149.31	40,850.69	24.4%
313 31 00 00	Hotel/Motel Stadium Tax	30.00	12.97	17.03	43.2%
313 71 00 00	C. J. Sales Tax From County	26,600.00	6,360.79	20,239.21	23.9%
316 40 00 00	Other Utility Taxes	338,000.00	122,160.19	215,839.81	36.1%
316 43 00 00	Natural Gas	7,000.00	3,118.46	3,881.54	44.5%
316 46 00 00	Television Cable	22,300.00	5,480.07	16,819.93	24.6%
316 47 00 00	Telephone Tax	0.00	67.61	(67.61)	0.0%
316 47 10 00	Cellular Telephone Tax	26,600.00	7,034.67	19,565.33	26.4%
317 49 00 01	External Taxes-Use Tax Refund	0.00	0.00	0.00	0.0%
337 00 00 01	Private Harvest Tax	1,000.00	264.77	735.23	26.5%
<b>310 Taxes</b>		<b>925,480.00</b>	<b>224,366.30</b>	<b>701,113.70</b>	<b>24.2%</b>

### 320 Licenses & Permits

321 99 00 01	Truck - Overweight Permits - Admin 5%	100.00	0.00	100.00	0.0%
322 10 00 00	Building Permits	30,000.00	16,803.11	13,196.89	56.0%
322 10 40 11	Solar Power Processing Fee 50%	100.00	0.00	100.00	0.0%
322 11 00 00	Platting Fees, Etc.	100.00	168.00	(68.00)	168.0%
322 30 00 00	Animal Licenses	165.00	140.00	25.00	84.8%
322 90 00 00	Signage Permits	0.00	0.00	0.00	0.0%
322 90 40 10	Solar Power Building Permits	0.00	0.00	0.00	0.0%
342 40 00 00	Special Inspection Fees	0.00	0.00	0.00	0.0%
345 83 00 00	Review Fees	12,000.00	4,944.40	7,055.60	41.2%
<b>320 Licenses &amp; Permits</b>		<b>42,465.00</b>	<b>22,055.51</b>	<b>20,409.49</b>	<b>51.9%</b>

### 330 State Generated Revenues

331 81 00 00	Direct Federal Grants	0.00	0.00	0.00	0.0%
334 00 00 00	State Grants	0.00	0.00	0.00	0.0%
334 00 00 01	CERB Dept Of Commerce Grant-Comp Plan	0.00	0.00	0.00	0.0%
334 04 90 00	Dept Of Health Grant - EMS/FIRE (Trauma Grant)	1,200.00	1,260.00	(60.00)	105.0%
334 06 90 02	Community Economic Revitalization Board (CERB) Grant	0.00	0.00	0.00	0.0%
336 00 98 00	City Assistance	55,000.00	12,630.37	42,369.63	23.0%
336 06 21 00	Crim. Just. Pop	1,000.00	250.00	750.00	25.0%
336 06 26 00	Cj-cted Programs 1-3	2,005.00	487.05	1,517.95	24.3%
336 06 42 00	Marijuana Excise Tax Distribution	0.00	0.00	0.00	0.0%
336 06 51 00	Dui Cities	250.00	58.72	191.28	23.5%
336 06 94 00	Liquor Excise Tax	9,827.00	2,374.46	7,452.54	24.2%
336 06 95 00	Liquor Board Profits	14,360.00	3,592.39	10,767.61	25.0%
337 07 00 00	Interlocal Grants	0.00	0.00	0.00	0.0%
342 21 51 00	Rural Fire Dist. #12	9,900.00	0.00	9,900.00	0.0%
342 21 51 01	Mason County Rural Fire Dist.	772.00	0.00	772.00	0.0%

## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

Time: 13:14:47 Date: 04/17/2020  
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001 Current Expense 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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### 330 State Generated Revenues

330 State Generated Revenues	94,314.00	20,652.99	73,661.01	21.9%
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### 340 Charges For Services

341 81 00 00 Printing & Duplicating Service	100.00	34.65	65.35	34.7%
341 91 00 00 Election Candidate Filing Fees	100.00	0.00	100.00	0.0%
343 60 00 01 Cemetery Fees	3,000.00	3,264.00	(264.00)	108.8%
343 60 01 02 Cemetery - Opening Lot Urns	400.00	0.00	400.00	0.0%
345 23 00 00 Animal Control & Shelter	0.00	0.00	0.00	0.0%
345 85 00 00 Fire Mitigation Fees	0.00	0.00	0.00	0.0%
340 Charges For Services	3,600.00	3,298.65	301.35	91.6%

### 350 Fines & Forfeitures

352 90 00 00 Municipal Court	81,190.00	22,283.15	58,906.85	27.4%
357 50 00 00 Evidence Confiscations	0.00	0.00	0.00	0.0%
359 90 10 00 Nsf Fines	700.00	96.00	604.00	13.7%
350 Fines & Forfeitures	81,890.00	22,379.15	59,510.85	27.3%

### 360 Misc Revenues

361 11 00 01 Interest Earnings - Investment	3,500.00	1,183.07	2,316.93	33.8%
361 40 00 01 Interest-prop. Tax/real Estate	2,400.00	229.56	2,170.44	9.6%
361 40 00 02 Interest Earnings - Accounts Receivable	0.00	0.00	0.00	0.0%
361 40 00 03 Interest Earnings - Court	0.00	0.00	0.00	0.0%
361 40 01 01 McCleary Court Dynamic Collectors Interest	0.00	0.00	0.00	0.0%
361 41 00 01 Interest - Utility Payments-Dynamic Collectors	0.00	0.00	0.00	0.0%
362 40 00 00 Rent - Community Center	6,000.00	1,755.00	4,245.00	29.3%
362 40 01 00 Space Rental (Short-Term) - Ceccanti	0.00	0.00	0.00	0.0%
362 50 00 01 Rent - Cell Tower	13,000.00	4,433.28	8,566.72	34.1%
362 90 00 00 BMG/Beehive Annual Lease	0.00	0.00	0.00	0.0%
367 00 00 00 Donations From Private Sources	0.00	0.00	0.00	0.0%
367 00 05 76 Donations From Private Sources-Pickleball Court	0.00	0.00	0.00	0.0%
369 10 01 01 Sale Of Surplus Items	0.00	0.00	0.00	0.0%
369 10 04 01 Waste Connections City Clean-up Scrap	0.00	0.00	0.00	0.0%
369 10 05 21 Sale Of Scrap And Junk	100.00	2.74	97.26	2.7%
369 30 00 00 Confiscated And Forfeited Property	0.00	458.45	(458.45)	0.0%
369 41 00 01 Misc Rev. From Judgements/Settlements	250.00	276.37	(26.37)	110.5%
369 80 00 00 Cash Adjustments (SA)	0.00	0.00	0.00	0.0%
369 90 00 10 Jury Duty Payments	0.00	0.00	0.00	0.0%
369 91 00 00 Other Miscellaneous Revenue	0.00	0.00	0.00	0.0%
369 91 00 01 Chehalis Tribe Assist	0.00	0.00	0.00	0.0%
360 Misc Revenues	25,250.00	8,338.47	16,911.53	33.0%

### 380 Non Revenues

381 10 00 00 Interfund Loans Received From Water For Fire Equipment	0.00	0.00	0.00	0.0%
381 20 00 00 Loan Repayment Received	0.00	0.00	0.00	0.0%
386 00 00 00 Court - County	1,300.00	329.44	970.56	25.3%



## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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001 Current Expense 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
<b>380 Non Revenues</b>				
386 00 00 01 Court - State	100,000.00	26,178.36	73,821.64	26.2%
386 00 91 00 Permitting-WSBCC	150.00	45.50	104.50	30.3%
388 80 00 00 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
389 20 00 20 Building Deposits	0.00	0.00	0.00	0.0%
389 40 40 30 Non-Rev.City Clean-up Fee	7,500.00	2,283.84	5,216.16	30.5%
389 90 00 00 Other Non-revenues	0.00	(154.59)	154.59	0.0%
<b>380 Non Revenues</b>	<b>108,950.00</b>	<b>28,682.55</b>	<b>80,267.45</b>	<b>26.3%</b>

**390 Other Revenues**

395 10 04 01 Float Shed/Property Sale	0.00	0.00	0.00	0.0%
<b>390 Other Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

**397 Interfund Transfers**

397 00 00 00 Transfers-in	0.00	0.00	0.00	0.0%
397 00 00 02 Transfers-in REET	0.00	0.00	0.00	0.0%
397 00 01 01 P&C Reserve Fund Transfer In	0.00	0.00	0.00	0.0%
397 00 04 24 Transfers In - Garbage Reserve Fund Closed	0.00	0.00	0.00	0.0%
397 04 03 00 Transfers In - Garbage Fund Closed	0.00	0.00	0.00	0.0%
397 22 00 01 Transfers In - Fire Station Project	0.00	0.00	0.00	0.0%
397 22 20 18 Transfer In For Fire Dept Equipment	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

398 46 01 01 Insurance Recovery - Fraud	0.00	0.00	0.00	0.0%
<b>398</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

**542 Streets - Maintenance**

397 30 21 00 Sub-unit	0.00	0.00	0.00	0.0%
<b>542 Streets - Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>1,610,274.00</b>	<b>888,522.06</b>	<b>721,751.94</b>	<b>55.2%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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**511 Legislative**

511 60 10 00 Salaries And Wages	6,000.00	1,250.00	4,750.00	20.8%
511 60 20 00 Personnel Benefits	700.00	161.77	538.23	23.1%
511 60 31 00 Legislative - Office & Operating Supplies	500.00	165.83	334.17	33.2%
511 60 43 00 Travel	0.00	0.00	0.00	0.0%
511 60 49 10 Miscellaneous-training	0.00	0.00	0.00	0.0%
<b>511 Legislative</b>	<b>7,200.00</b>	<b>1,577.60</b>	<b>5,622.40</b>	<b>21.9%</b>

**512 Judicial**

512 50 10 00 Salaries And Wages	0.00	0.00	0.00	0.0%
512 50 20 00 Personnel Benefits	0.00	0.00	0.00	0.0%
512 50 31 00 Supplies - Office	0.00	0.00	0.00	0.0%
512 50 41 00 Professional Services	0.00	0.00	0.00	0.0%

## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

Time: 13:14:47 Date: 04/17/2020  
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001 Current Expense 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>512 Judicial</b>				
512 50 41 10 Professional Service-computers	0.00	0.00	0.00	0.0%
512 50 42 00 Communications	0.00	0.00	0.00	0.0%
512 50 43 00 Travel	0.00	0.00	0.00	0.0%
512 50 44 00 Miscellaneous	0.00	0.00	0.00	0.0%
512 50 44 10 Miscellaneous-training	0.00	0.00	0.00	0.0%
512 50 44 20 Miscellaneous-dues	0.00	0.00	0.00	0.0%
512 50 51 00 GH CO Court Contract	55,000.00	14,375.00	40,625.00	26.1%
512 50 53 00 External Taxes	0.00	0.00	0.00	0.0%
594 50 64 00 Capital Outlay	0.00	0.00	0.00	0.0%
<b>512 Judicial</b>	<b>55,000.00</b>	<b>14,375.00</b>	<b>40,625.00</b>	<b>26.1%</b>

<b>513 Executive</b>				
513 10 10 00 Salaries And Wages	7,200.00	1,500.00	5,700.00	20.8%
513 10 20 00 Personnel Benefits	720.00	182.91	537.09	25.4%
513 10 31 00 Executive - Office & Operating Supplies	300.00	0.00	300.00	0.0%
513 10 41 00 Professional Services	300.00	32.64	267.36	10.9%
513 10 43 00 Travel	0.00	0.00	0.00	0.0%
513 10 49 00 Miscellaneous	0.00	0.00	0.00	0.0%
513 10 49 01 Misc Council Of Govt	0.00	0.00	0.00	0.0%
513 10 49 10 Miscellaneous-training	100.00	0.00	100.00	0.0%
513 10 49 13 Executive - Misc Training	100.00	0.00	100.00	0.0%
<b>513 Executive</b>	<b>8,720.00</b>	<b>1,715.55</b>	<b>7,004.45</b>	<b>19.7%</b>

<b>514 Administration</b>				
514 20 10 00 Salaries And Wages	34,000.00	6,797.87	27,202.13	20.0%
514 20 20 00 Personnel Benefits	16,000.00	3,275.33	12,724.67	20.5%
514 20 31 10 Supplies-f & A	2,000.00	1,204.59	795.41	60.2%
514 20 41 00 Professional Services	32,000.00	4,776.45	27,223.55	14.9%
514 20 42 00 Communications	7,500.00	1,973.14	5,526.86	26.3%
514 20 43 00 Travel	700.00	0.32	699.68	0.0%
514 20 44 00 Miscellaneous Fees & Charges	15,000.00	4,609.98	10,390.02	30.7%
514 20 44 10 Miscellaneous-spec.project	0.00	0.00	0.00	0.0%
514 20 44 20 Miscellaneous-dues	1,600.00	1,200.00	400.00	75.0%
514 20 44 30 Miscellaneous-training	800.00	1.00	799.00	0.1%
514 20 45 00 Rental/lease Equipment	5,000.00	1,434.00	3,566.00	28.7%
514 20 46 00 Advertising	800.00	225.00	575.00	28.1%
514 20 53 00 External Taxes	550.00	119.80	430.20	21.8%
514 40 41 10 Professional Service-elections	2,500.00	2,443.65	56.35	97.7%
518 40 31 00 Supplies-general	4,600.00	67.32	4,532.68	1.5%
594 14 64 01 Capital Outlay-equipment- Admin	38,000.00	0.00	38,000.00	0.0%
594 14 64 02 Capital Outlay-Equipment	0.00	0.00	0.00	0.0%
<b>514 Administration</b>	<b>161,050.00</b>	<b>28,128.45</b>	<b>132,921.55</b>	<b>17.5%</b>

<b>515 Legal Services</b>				
515 30 41 01 Professional Services	34,700.00	11,270.64	23,429.36	32.5%
515 30 41 02 Codification	5,000.00	0.00	5,000.00	0.0%
515 30 41 03 Prosecution	17,000.00	5,696.25	11,303.75	33.5%
515 30 41 10 Misc. Profess.services-legal Issues Other	4,000.00	0.00	4,000.00	0.0%
515 91 41 01 Indigent Defense	9,000.00	2,200.00	6,800.00	24.4%

## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

Time: 13:14:47 Date: 04/17/2020  
Page: 5

001 Current Expense 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
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### 515 Legal Services

515 Legal Services	69,700.00	19,166.89	50,533.11	27.5%
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### 518 Central Services

518 30 48 01 Repairs & Maintenance	0.00	28.41	(28.41)	0.0%
518 80 41 20 Professional Services - Computer	0.00	0.00	0.00	0.0%
518 Central Services	0.00	28.41	(28.41)	0.0%

### 519 General Government Services

514 23 49 00 Miscellaneous-AWC Dues	9,100.00	5,413.00	3,687.00	59.5%
518 20 45 00 Rent - City Hall	0.00	0.00	0.00	0.0%
518 30 41 00 Professional Services/cleaning	2,600.00	524.25	2,075.75	20.2%
518 30 46 00 Insurance	7,581.00	8,055.82	(474.82)	106.3%
519 General Government Services	19,281.00	13,993.07	5,287.93	72.6%

### 521 Law Enforcement

521 20 10 00 Salaries And Wages	360,000.00	64,734.36	295,265.64	18.0%
521 20 10 01 Overtime Wages	15,000.00	2,955.91	12,044.09	19.7%
521 20 10 02 Benefit Exchange	32,300.00	6,224.67	26,075.33	19.3%
521 20 20 00 Personnel Benefits	160,000.00	26,950.70	133,049.30	16.8%
521 20 21 00 Uniform Allowance	4,000.00	237.15	3,762.85	5.9%
521 20 22 00 Overtime Benefits	0.00	0.00	0.00	0.0%
521 20 23 00 Leoffl Retirees-benefits	20,000.00	2,053.67	17,946.33	10.3%
521 20 31 00 Supplies	7,000.00	38.60	6,961.40	0.6%
521 20 31 10 Fuel	18,000.00	4,486.64	13,513.36	24.9%
521 20 41 00 Professional Services	12,000.00	5,882.05	6,117.95	49.0%
521 20 41 10 Professional Service-computer	6,000.00	916.31	5,083.69	15.3%
521 20 42 00 Communications	7,300.00	2,035.43	5,264.57	27.9%
521 20 43 00 Travel	1,500.00	40.64	1,459.36	2.7%
521 20 44 00 Advertising	400.00	0.00	400.00	0.0%
521 20 45 00 Rental/lease Equipment	2,335.00	577.68	1,757.32	24.7%
521 20 46 00 Insurance	18,965.00	20,152.79	(1,187.79)	106.3%
521 20 46 01 Insurance Deductible	0.00	0.00	0.00	0.0%
521 20 47 00 Public Utility Serv.(city)	4,000.00	1,254.36	2,745.64	31.4%
521 20 48 00 Repair And Maintenance	5,000.00	42.41	4,957.59	0.8%
521 20 49 00 Miscellaneous	200.00	60.00	140.00	30.0%
521 20 53 00 External Taxes	0.00	0.00	0.00	0.0%
521 40 49 10 Miscellaneous-training	10,000.00	1,262.00	8,738.00	12.6%
591 21 79 00 Police Vehicles Principle	0.00	0.00	0.00	0.0%
592 21 83 00 Police Vehicles Interest	0.00	0.00	0.00	0.0%
594 21 64 01 Capital Outlay Equipment- Police	0.00	0.00	0.00	0.0%
594 21 64 02 Police Vehicle Purchase - K9	0.00	0.00	0.00	0.0%
594 21 66 00 Police Vehicles Purchased 2012	0.00	0.00	0.00	0.0%
594 21 66 01 Police Vehicle Request 2014	0.00	0.00	0.00	0.0%
521 Law Enforcement	684,000.00	139,905.37	544,094.63	20.5%

### 522 Fire Control

522 20 10 00 Salaries And Wages	26,000.00	842.50	25,157.50	3.2%
522 20 20 00 Personnel Benefits	5,500.00	2,136.85	3,363.15	38.9%
522 20 31 00 Supplies - Operating	8,000.00	632.93	7,367.07	7.9%

## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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001 Current Expense 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 20 31 10 Fuel	1,250.00	283.81	966.19	22.7%
522 20 31 20 Fema Grant Expenditures	0.00	0.00	0.00	0.0%
522 20 31 22 Dept Of Health Grant Purchases	0.00	0.00	0.00	0.0%
522 20 41 00 Professional Services	13,100.00	614.19	12,485.81	4.7%
522 20 41 10 Professional Service-computer	100.00	0.00	100.00	0.0%
522 20 42 00 Communications	250.00	17.18	232.82	6.9%
522 20 43 00 Travel	0.00	0.00	0.00	0.0%
522 20 45 00 Rent - City Hall	0.00	0.00	0.00	0.0%
522 20 46 00 Insurance	7,095.00	7,539.08	(444.08)	106.3%
522 20 47 00 Public Utility Serv.(city)	2,100.00	1,087.51	1,012.49	51.8%
522 20 48 00 Repair And Maintenance	10,000.00	0.00	10,000.00	0.0%
522 20 49 00 Miscellaneous	50.00	0.00	50.00	0.0%
522 20 49 10 Miscellaneous-training	5,000.00	0.00	5,000.00	0.0%
522 20 53 00 External Taxes	50.00	0.00	50.00	0.0%
594 22 60 01 Capital Outlay - Fire Station Project	2,500.00	0.00	2,500.00	0.0%
594 22 61 00 Fire Station Property Adv Funding Escrow Payment	0.00	0.00	0.00	0.0%
594 22 63 00 Capital Outlay-other Improvements	0.00	0.00	0.00	0.0%
594 22 64 01 Capital Outlay-equipment- Fire Dept.	15,000.00	0.00	15,000.00	0.0%
<b>522 Fire Control</b>	<b>95,995.00</b>	<b>13,154.05</b>	<b>82,840.95</b>	<b>13.7%</b>
<b>523 Jail Costs</b>				
523 60 51 00 Intergovernmental (Jail) Services	4,000.00	0.00	4,000.00	0.0%
<b>523 Jail Costs</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.0%</b>
<b>524 Protective Inspections</b>				
524 20 10 00 Salaries And Wages	3,800.00	749.21	3,050.79	19.7%
524 20 20 00 Personnel Benefits	2,500.00	519.27	1,980.73	20.8%
524 20 31 00 Operating Supplies	1,000.00	33.66	966.34	3.4%
524 20 31 10 Fuel	300.00	0.00	300.00	0.0%
524 20 41 00 Professional Services	38,000.00	7,133.54	30,866.46	18.8%
524 20 41 01 Profess. Serv. Engineering	1,500.00	0.00	1,500.00	0.0%
524 20 41 10 Profess.serv.review Cost/reimb	0.00	0.00	0.00	0.0%
524 20 41 20 Professional Service-computer	2,000.00	0.00	2,000.00	0.0%
524 20 42 00 Communications	700.00	118.13	581.87	16.9%
524 20 43 00 Miscellaneous-dues/certificate	300.00	0.00	300.00	0.0%
524 20 44 00 Miscellaneous-training	2,000.00	0.00	2,000.00	0.0%
524 20 45 00 Travel	200.00	0.00	200.00	0.0%
524 20 46 00 Insurance	1,933.00	2,053.70	(120.70)	106.2%
524 20 48 00 Repairs And Maintenance	500.00	0.00	500.00	0.0%
524 20 49 00 Advertising-public Notices	500.00	0.00	500.00	0.0%
524 20 50 00 Rental/Lease Equipment	300.00	83.88	216.12	28.0%
594 24 62 00 Capital Outlay-building- Building Dept.	0.00	0.00	0.00	0.0%
594 24 64 01 Capital Outlay-equipment- Bld Dept	0.00	0.00	0.00	0.0%
<b>524 Protective Inspections</b>	<b>55,533.00</b>	<b>10,691.39</b>	<b>44,841.61</b>	<b>19.3%</b>
<b>528 Comm/Alarms/Dispatch</b>				
528 60 51 00 Intergovt. Service - Dispatch	65,150.00	21,714.64	43,435.36	33.3%
<b>528 Comm/Alarms/Dispatch</b>	<b>65,150.00</b>	<b>21,714.64</b>	<b>43,435.36</b>	<b>33.3%</b>

## 2020 BUDGET POSITION

City Of McCleary  
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001 Current Expense 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
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### 531 Natural Resources

518 20 51 00	Intergovernmental Services-ORCA	1,400.00	1,434.40	(34.40)	102.5%
531 Natural Resources		1,400.00	1,434.40	(34.40)	102.5%

### 536 Cemetery

508 20 46 01	Cemetery - Insurance	0.00	0.00	0.00	0.0%
536 20 10 00	Salaries & Wages-Cemetery	11,000.00	1,761.90	9,238.10	16.0%
536 20 20 00	Personnel Benefits-Cemetery	4,400.00	859.92	3,540.08	19.5%
536 20 31 00	Cemetery - Office Supplies	75.00	76.24	(1.24)	101.7%
536 20 31 20	Cemetery -Operating Supplies	1,500.00	363.36	1,136.64	24.2%
536 20 32 00	Cemetery - Fuel	300.00	69.36	230.64	23.1%
536 20 41 00	Cemetery - Professional Services	2,800.00	1,292.06	1,507.94	46.1%
536 20 42 00	Cemetery - Communications	0.00	0.39	(0.39)	0.0%
536 20 43 00	Cemetery - Travel	0.00	0.00	0.00	0.0%
536 20 44 00	Cemetery - Advertising	30.00	0.00	30.00	0.0%
536 20 45 00	Cemetery - Operating Rentals & Leases	60.00	0.00	60.00	0.0%
536 20 46 00	Cemetery - Insurance	985.00	1,046.73	(61.73)	106.3%
536 20 47 00	Cemetery - Utility Services	0.00	0.00	0.00	0.0%
536 20 48 00	Cemetery - Repairs & Maintenance	1,200.00	86.28	1,113.72	7.2%
536 20 48 01	Cemetery - Vehicle & Equipment Repairs & Maintenance	0.00	0.00	0.00	0.0%
536 20 49 10	Cemetery - Miscellaneous - Training	50.00	75.02	(25.02)	150.0%
536 20 49 11	Cemetery - Miscellaneous	40.00	0.00	40.00	0.0%
536 20 53 00	Cemetery - External Taxes	100.00	62.54	37.46	62.5%
536 Cemetery		22,540.00	5,693.80	16,846.20	25.3%

### 538 Other Utilities/Activities

575 30 47 00	Other Facility Utilities	2,665.00	76.40	2,588.60	2.9%
538 Other Utilities/Activities		2,665.00	76.40	2,588.60	2.9%

### 558 Planning & Community Devel

558 50 41 01	Planning & Community Development-Zoning	0.00	0.00	0.00	0.0%
558 60 52 00	Planning & Comm. Dev.-CERB Grant For Comp Plan	0.00	0.00	0.00	0.0%
558 70 49 00	Misc Economic Dev Council	0.00	0.00	0.00	0.0%
558 Planning & Community Devel		0.00	0.00	0.00	0.0%

### 572 Libraries

572 50 40 00	Libraries - Other Services And Charges	5,000.00	1,621.71	3,378.29	32.4%
572 50 48 00	Libraries - Repairs & Maintenance	1,500.00	1,121.84	378.16	74.8%
572 Libraries		6,500.00	2,743.55	3,756.45	42.2%

### 576 Park Facilities

576 80 10 00	Salaries & Wages - Park Facilities	11,500.00	2,056.88	9,443.12	17.9%
576 80 20 00	Personnel Benefits - Park Facilities	5,000.00	1,041.38	3,958.62	20.8%
576 80 30 01	Park Facilities - Capital Outlays Supplies	0.00	0.00	0.00	0.0%
576 80 31 00	Park Facilities - Office Supplies	50.00	10.94	39.06	21.9%

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001 Current Expense 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>576 Park Facilities</b>				
576 80 31 01	Park Facilities - Fuel	300.00	69.38	230.62 23.1%
576 80 31 20	Park Facilities - Operating Supplies	2,700.00	578.96	2,121.04 21.4%
576 80 41 00	Park Facilities - Professional Services	4,600.00	1,897.62	2,702.38 41.3%
576 80 42 00	Park Facilities - Communications	1,800.00	445.15	1,354.85 24.7%
576 80 43 00	Park Facilities - Travel	50.00	0.00	50.00 0.0%
576 80 44 00	Park Facilities - Advertising	30.00	0.00	30.00 0.0%
576 80 45 00	Park Facilities - Operating Rentals & Leases	350.00	652.10	(302.10) 186.3%
576 80 46 00	Park Facilities - Insurance	3,367.00	3,577.42	(210.42) 106.2%
576 80 47 00	Park Facilities - Utility Services	9,600.00	3,074.23	6,525.77 32.0%
576 80 48 00	Park Facilities - Repairs & Maintenance	1,500.00	816.45	683.55 54.4%
576 80 48 01	Park Facilities - Vehicle & Equipment Repairs & Maintenance	30.00	0.00	30.00 0.0%
576 80 49 10	Park Facilities - Miscellaneous Training	0.00	74.99	(74.99) 0.0%
576 80 49 11	Park Facilities - Miscellaneous	40.00	0.00	40.00 0.0%
576 80 53 00	Park Facilities - External Taxes & Operating Assessments	100.00	62.54	37.46 62.5%
576 80 62 01	Park Facilities - Capital Outlay Buildings & Structures	0.00	0.00	0.00 0.0%
594 76 63 01	Park Facilities - Capital Outlays	10,000.00	10,567.52	(567.52) 105.7%
<b>576 Park Facilities</b>		<b>51,017.00</b>	<b>24,925.56</b>	<b>26,091.44 48.9%</b>

### 580 Non Expenditures

581 10 00 00	Interfund Loan To 413	0.00	0.00	0.00 0.0%
581 20 00 00	Interfund Loan Repayment	0.00	0.00	0.00 0.0%
581 20 00 03	Interfund Loan Principal To 405 For Fire Equipment	0.00	0.00	0.00 0.0%
581 20 00 04	Interfund Loan Interest To 405 For Fire Equipment	0.00	0.00	0.00 0.0%
584 00 00 00	Purchase Oof Investments	0.00	0.00	0.00 0.0%
586 00 00 01	Agency Type Disbursements - Other Costs Allocations	0.00	0.00	0.00 0.0%
588 80 00 00	Prior Period Adjustments	0.00	0.00	0.00 0.0%
589 14 00 01	Pass Through Qtrly - State & County Court & WSBC	100,000.00	53,360.56	46,639.44 53.4%
589 89 00 01	Unclaimed Property - Non-expenditure	0.00	0.00	0.00 0.0%
589 90 00 01	Payroll Draw Clearing	0.00	30,269.60	(30,269.60) 0.0%
589 90 00 99	Payroll - Employee Deduction Clearing	700.00	4,188.11	(3,488.11) 598.3%
<b>580 Non Expenditures</b>		<b>100,700.00</b>	<b>87,818.27</b>	<b>12,881.73 87.2%</b>

### 591 Debt Service

590 22 30 00	Dept Of Health Grant - EMS/FIRE (Trauma Grant)	0.00	0.00	0.00 0.0%
591 22 76 00	Fire Station-Birindelli Property Payment Principal	4,525.00	1,482.42	3,042.58 32.8%
591 76 79 00	Brookside Park Property Payment Principal	0.00	0.00	0.00 0.0%
592 22 83 00	Fire Station-Birindelli Property Payment Interest	2,120.00	731.82	1,388.18 34.5%
592 76 83 00	Brookside Park Property Payment Interest	0.00	0.00	0.00 0.0%
<b>591 Debt Service</b>		<b>6,645.00</b>	<b>2,214.24</b>	<b>4,430.76 33.3%</b>

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001 Current Expense 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>594 Capital Expenditures</b>				
594 14 62 00 Capital Building	52,000.00	5,105.02	46,894.98	9.8%
594 14 64 00 Capital Outlay - Equipment	0.00	0.00	0.00	0.0%
594 21 62 00 Capital Outlay - Building	10,000.00	10,873.90	(873.90)	108.7%
594 21 64 00 Capital Outlay - Equipment	0.00	0.00	0.00	0.0%
594 24 64 00 Capital Expenditures - Machinery & Equipment	400.00	0.00	400.00	0.0%
594 36 64 00 Capital Outlays Equipment - Cemetery	15,000.00	5,105.02	9,894.98	34.0%
594 76 60 00 Capital Outlays - Park	15,000.00	1,999.54	13,000.46	13.3%
594 76 64 02 Capital Outlay - Equipment - Parks	6,000.00	5,105.02	894.98	85.1%
<b>594 Capital Expenditures</b>	<b>98,400.00</b>	<b>28,188.50</b>	<b>70,211.50</b>	<b>28.6%</b>
<b>597 Interfund Transfers</b>				
597 00 00 00 Accumulated Reet To 301	0.00	0.00	0.00	0.0%
597 00 00 02 Operating Transfers-Out - C/E Reserve Fund	10,000.00	0.00	10,000.00	0.0%
597 00 00 22 Transfers-Out - Fire Equipment Managerial Fund	20,000.00	0.00	20,000.00	0.0%
597 00 05 36 Equipment Replacement P & C	0.00	0.00	0.00	0.0%
597 00 33 60 Transfers-Out - To Park & Cemetery Managerial Fund	10,000.00	0.00	10,000.00	0.0%
597 10 00 00 Fire Mitigation Fund	0.00	0.00	0.00	0.0%
597 21 00 21 Equipment Replacement Police	0.00	0.00	0.00	0.0%
597 21 05 21 Transfers Out - Police Managerial Fund	10,000.00	0.00	10,000.00	0.0%
597 22 00 00 Equip Replacement FIRE	0.00	0.00	0.00	0.0%
597 22 78 00 Interfund Loan Payment For Fire Equipment	0.00	0.00	0.00	0.0%
597 35 48 00 Sewer Maintenance And Repairs	0.00	0.00	0.00	0.0%
597 42 48 02 Street Maintenance And Repairs	35,000.00	0.00	35,000.00	0.0%
<b>597 Interfund Transfers</b>	<b>85,000.00</b>	<b>0.00</b>	<b>85,000.00</b>	<b>0.0%</b>
<b>999 Ending Balance</b>				
508 00 00 01 Ending Net Cash	9,778.00	0.00	9,778.00	0.0%
508 05 00 01 Unanticipated Expenses	0.00	0.00	0.00	0.0%
508 10 00 01 Reserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
508 20 00 01 Local Govt. Assist. Funds 2003	0.00	0.00	0.00	0.0%
508 30 00 01 REET	0.00	0.00	0.00	0.0%
508 40 00 01 Cumulative Reserve-equipment	0.00	0.00	0.00	0.0%
508 80 00 01 Unreserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>9,778.00</b>	<b>0.00</b>	<b>9,778.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>1,610,274.00</b>	<b>417,545.14</b>	<b>1,192,728.86</b>	<b>25.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>470,976.92</b>		

## 2020 BUDGET POSITION

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002 Current Expense Reserve Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 00 02    Unreserved Beginning Cash & Investment	196,494.00	196,733.65	(239.65)	100.1%
308 Beginning Balances	196,494.00	196,733.65	(239.65)	100.1%

### 360 Misc Revenues

361 11 00 02    Interest On Investments	0.00	436.82	(436.82)	0.0%
360 Misc Revenues	0.00	436.82	(436.82)	0.0%

### 380 Non Revenues

389 90 00 02    Transfer From Operating Fund	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

### 397 Interfund Transfers

397 00 00 01    Transfer From Operating Fund	10,000.00	0.00	10,000.00	0.0%
397 00 05 36    Equipment Replacement P&C	0.00	0.00	0.00	0.0%
397 21 00 21    Equipment Replacement POLICE	0.00	0.00	0.00	0.0%
397 22 00 00    Equipment Replacement FIRE	0.00	0.00	0.00	0.0%
397 Interfund Transfers	10,000.00	0.00	10,000.00	0.0%

<b>Fund Revenues:</b>	<b>206,494.00</b>	<b>197,170.47</b>	<b>9,323.53</b>	<b>95.5%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 521 Law Enforcement

521 20 64 00    Law Enforcement - Vehicle And Equipment	0.00	0.00	0.00	0.0%
521 Law Enforcement	0.00	0.00	0.00	0.0%

### 580 Non Expenditures

597 00 00 01    Transfer To Operating Fund	0.00	0.00	0.00	0.0%
597 00 32 10    Transfer To Police Managerial Fund	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%

### 597 Interfund Transfers

597 00 03 36    Transfers-Out -to Park & Cemetery Managerial Fund	0.00	0.00	0.00	0.0%
597 00 22 00    Transfers-Out -to Fire Equipment Managerial Fund	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

### 999 Ending Balance

508 00 00 02    Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 00 02    Reserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
508 40 00 02    Cumulative Reserve-equipment	0.00	0.00	0.00	0.0%
508 80 00 02    Unreserved Ending Cash & Investment	206,494.00	0.00	206,494.00	0.0%



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002 Current Expense Reserve Fund

01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<hr/>				
999 Ending Balance				
999 Ending Balance	206,494.00	0.00	206,494.00	0.0%
<b>Fund Expenditures:</b>	<b>206,494.00</b>	<b>0.00</b>	<b>206,494.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>197,170.47</b>		

## 2020 BUDGET POSITION

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102 Street Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 10 01 02	Reserved Beginning Balance	0.00	0.00	0.00	0.0%
308 80 01 02	Unreserved Beginning Cash & Investment	0.00	(321,231.70)	321,231.70	0.0%
<b>308 Beginning Balances</b>		<b>0.00</b>	<b>(321,231.70)</b>	<b>321,231.70</b>	<b>0.0%</b>

### 310 Taxes

311 10 01 02	Real And Personal Property Tax	32,000.00	2,762.51	29,237.49	8.6%
317 49 01 02	External Taxes-Use Tax Refund	0.00	0.00	0.00	0.0%
<b>310 Taxes</b>		<b>32,000.00</b>	<b>2,762.51</b>	<b>29,237.49</b>	<b>8.6%</b>

### 320 Licenses & Permits

321 99 00 02	Truck - Overweight Permits - Streets 80%	100.00	0.00	100.00	0.0%
322 10 00 01	Excavation Permits	300.00	579.00	(279.00)	193.0%
322 40 00 00	Street And Curb Permits	0.00	0.00	0.00	0.0%
<b>320 Licenses &amp; Permits</b>		<b>400.00</b>	<b>579.00</b>	<b>(179.00)</b>	<b>144.8%</b>

### 330 State Generated Revenues

334 03 60 00	3rd ST Project Phase 1 Design - State	0.00	37,408.25	(37,408.25)	0.0%
334 03 80 00	Tib Grant 2009/sidewalks	0.00	0.00	0.00	0.0%
334 06 90 01	TIB Federal Matching Grant (State \$)	0.00	0.00	0.00	0.0%
336 00 71 00	Multimodal Transportation Fund Distribution	2,434.00	610.08	1,823.92	25.1%
336 00 87 00	Motor Vehicle Fuel Tax (MVFT)	38,003.00	8,862.47	29,140.53	23.3%
336 00 87 01	MVA Transportation City	2,100.00	0.00	2,100.00	0.0%
337 00 00 02	Interlocal Grants	0.00	0.00	0.00	0.0%
339 22 02 00	Arra-wsdot	0.00	0.00	0.00	0.0%
<b>330 State Generated Revenues</b>		<b>42,537.00</b>	<b>46,880.80</b>	<b>(4,343.80)</b>	<b>110.2%</b>

### 360 Misc Revenues

361 10 01 02	Investment Interest	50.00	0.00	50.00	0.0%
369 91 00 02	Other Miscellaneous Revenue	200.00	0.00	200.00	0.0%
<b>360 Misc Revenues</b>		<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	<b>0.0%</b>

### 370 Capital Contributions

395 20 01 02	Insurance Recoveries-FEMA Storm 2012	0.00	0.00	0.00	0.0%
<b>370 Capital Contributions</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 380 Non Revenues

388 80 00 02	Prior Period Adjustments	0.00	0.00	0.00	0.0%
389 90 01 02	Non-revenues	0.00	10.49	(10.49)	0.0%
<b>380 Non Revenues</b>		<b>0.00</b>	<b>10.49</b>	<b>(10.49)</b>	<b>0.0%</b>

### 390 Other Revenues

398 10 01 02	Insurance Recoveries	0.00	0.00	0.00	0.0%
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## 2020 BUDGET POSITION

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102 Street Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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390 Other Revenues

390 Other Revenues	0.00	0.00	0.00	0.0%
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397 Interfund Transfers

397 00 01 00 Transfer In Street Repair And Maintenance	35,000.00	0.00	35,000.00	0.0%
397 00 01 20 Transfers In - Street Reserves	0.00	0.00	0.00	0.0%
397 95 00 01 Transfer In From REET For 3rd Street Project	16,500.00	0.00	16,500.00	0.0%
397 Interfund Transfers	51,500.00	0.00	51,500.00	0.0%

<b>Fund Revenues:</b>	<b>126,687.00</b>	<b>(270,998.90)</b>	<b>397,685.90</b>	<b>213.9%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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542 Streets - Maintenance

542 30 10 00 Salaries And Wages	27,000.00	4,910.69	22,089.31	18.2%
542 30 20 00 Personnel Benefits	13,000.00	2,906.26	10,093.74	22.4%
542 30 31 00 Supplies	6,000.00	5,926.51	73.49	98.8%
542 30 31 10 Fuel	1,000.00	237.83	762.17	23.8%
542 30 31 20 Supplies-office	600.00	339.01	260.99	56.5%
542 30 41 00 Professional Services	6,750.00	2,386.10	4,363.90	35.3%
542 30 41 02 3rd ST Improvement Project - Prof Svc	0.00	5,770.21	(5,770.21)	0.0%
542 30 42 00 Communications	20.00	9.00	11.00	45.0%
542 30 43 00 Travel	100.00	0.00	100.00	0.0%
542 30 44 00 Advertising	200.00	0.00	200.00	0.0%
542 30 45 00 Rental/lease Equipment	2,000.00	83.70	1,916.30	4.2%
542 30 46 00 Insurance	2,631.00	2,795.69	(164.69)	106.3%
542 30 47 00 Public Utility Serv. (city)	6,800.00	2,198.14	4,601.86	32.3%
542 30 48 00 Repair And Maintenance	25,976.00	1,978.81	23,997.19	7.6%
542 30 48 01 Vehicle & Equipment - Repairs & Maintenance	0.00	0.00	0.00	0.0%
542 30 49 00 Miscellaneous	300.00	0.00	300.00	0.0%
542 30 49 10 Miscellaneous-training	600.00	130.96	469.04	21.8%
542 30 53 00 External Taxes	10.00	0.00	10.00	0.0%
595 30 62 00 Capital Outlay-building	2,700.00	0.00	2,700.00	0.0%
595 30 63 10 Capital Outlay - 3rd ST Improvement Project	0.00	0.00	0.00	0.0%
595 30 64 00 Capital Outlay-equipment	0.00	0.00	0.00	0.0%
542 Streets - Maintenance	95,687.00	29,672.91	66,014.09	31.0%

580 Non Expenditures

589 00 01 02 Other Non-expenditures	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%

594 Capital Expenditures

595 30 63 00 Capital Outlay - Other Improve	0.00	0.00	0.00	0.0%
595 30 63 01 Capital Outlay - System	0.00	0.00	0.00	0.0%
595 42 64 00 Capital Outlay - Equipment	31,000.00	3,403.56	27,596.44	11.0%
595 61 63 00 Arra Sidewalk Project	0.00	0.00	0.00	0.0%

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City Of McCleary  
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102 Street Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
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594 Capital Expenditures

594 Capital Expenditures	31,000.00	3,403.56	27,596.44	11.0%
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597 Interfund Transfers

597 44 03 02 Transfers-Out -to Street Managerial Fund	0.00	0.00	0.00	0.0%
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597 Interfund Transfers	0.00	0.00	0.00	0.0%
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999 Ending Balance

508 00 01 02 Ending Net Cash	0.00	0.00	0.00	0.0%
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508 10 01 02 Reserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
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508 80 01 02 Unreserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
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999 Ending Balance	0.00	0.00	0.00	0.0%
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<b>Fund Expenditures:</b>	<b>126,687.00</b>	<b>33,076.47</b>	<b>93,610.53</b>	<b>26.1%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(304,075.37)</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
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119 COVID 19 Emergency Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>511 Legislative</b>				
511 60 10 01 Legislative - Salaries And Wages	0.00	250.00	(250.00)	0.0%
511 60 20 01 Legislative - Personnel Benefits	0.00	19.13	(19.13)	0.0%
511 Legislative	0.00	269.13	(269.13)	0.0%
<b>513 Executive</b>				
513 10 10 01 Executive - Salaries And Wages	0.00	300.00	(300.00)	0.0%
513 10 20 01 Executive - Personnel Benefits	0.00	22.95	(22.95)	0.0%
513 10 31 01 Executive - Office & Operating Supplies	0.00	42.45	(42.45)	0.0%
513 10 41 01 Executive - Professional Services	0.00	0.00	0.00	0.0%
513 Executive	0.00	365.40	(365.40)	0.0%
<b>514 Administration</b>				
514 10 10 01 Finance/Adminstration Salaries And	0.00	1,354.17	(1,354.17)	0.0%
514 20 20 01 Finance/Admin Personnel Benefits	0.00	615.54	(615.54)	0.0%
514 20 41 01 Finance/Admin Professional Services	0.00	1,029.59	(1,029.59)	0.0%
514 Administration	0.00	2,999.30	(2,999.30)	0.0%
<b>521 Law Enforcement</b>				
521 20 10 03 Police Benefit Exchange	0.00	0.00	0.00	0.0%
521 20 10 04 Police Salaries And Wages	0.00	12,651.41	(12,651.41)	0.0%
521 20 20 01 Police Personnel Benefits	0.00	5,141.14	(5,141.14)	0.0%
521 20 31 01 Police Supplies	0.00	763.80	(763.80)	0.0%
521 20 41 01 Police Professional Services	0.00	346.74	(346.74)	0.0%
521 Law Enforcement	0.00	18,903.09	(18,903.09)	0.0%
<b>522 Fire Control</b>				
522 20 10 01 Fire - Salaries And Wages	0.00	168.50	(168.50)	0.0%
522 20 20 01 Fire - Personnel Benefits	0.00	3.98	(3.98)	0.0%
522 20 31 01 Fire - Supplies - Operating	0.00	1,165.96	(1,165.96)	0.0%
522 20 41 01 Fire - Professional Services	0.00	15.21	(15.21)	0.0%
522 70 10 01 Ambulance - Salaries And Wages	0.00	267.15	(267.15)	0.0%
522 70 20 01 Ambulance - Personnel Benefits	0.00	133.18	(133.18)	0.0%
522 70 31 01 Ambulance - Operating Supplies	0.00	0.00	0.00	0.0%
522 Fire Control	0.00	1,753.98	(1,753.98)	0.0%
<b>524 Protective Inspections</b>				
524 20 10 01 Building - Salaries And Wages	0.00	150.87	(150.87)	0.0%
524 20 20 01 Building - Personnel Benefits	0.00	81.90	(81.90)	0.0%
524 20 31 01 Building - Operating Supplies	0.00	3.06	(3.06)	0.0%
524 20 41 02 Building - Professional Services	0.00	55.88	(55.88)	0.0%
524 Protective Inspections	0.00	291.71	(291.71)	0.0%
<b>531 Natural Resources</b>				
531 70 10 08 Storm Water - Salaries And Wages	0.00	2,583.14	(2,583.14)	0.0%
531 70 20 08 Storm Water - Personnel Benefits	0.00	1,307.66	(1,307.66)	0.0%

## 2020 BUDGET POSITION

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119 COVID 19 Emergency Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining
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### 531 Natural Resources

531 70 31 05	Storm Water - Operating Supplies	0.00	962.05	(962.05)	0.0%
531 70 41 08	Storm Water - Professional Services	0.00	1,038.94	(1,038.94)	0.0%
<b>531 Natural Resources</b>		<b>0.00</b>	<b>5,891.79</b>	<b>(5,891.79)</b>	<b>0.0%</b>

### 533 Electric & Gas Utilities

533 80 10 01	Light & Power - Salaries And Wages	0.00	30,042.60	(30,042.60)	0.0%
533 80 20 01	Light & Power - Personnel Benefits	0.00	13,065.71	(13,065.71)	0.0%
533 80 31 04	Light & Power - Operating Supplies	0.00	1,917.87	(1,917.87)	0.0%
533 80 41 01	Light & Power - Professional Services	0.00	2,355.31	(2,355.31)	0.0%
<b>533 Electric &amp; Gas Utilities</b>		<b>0.00</b>	<b>47,381.49</b>	<b>(47,381.49)</b>	<b>0.0%</b>

### 534 Water Utilities

534 70 10 01	Water - Salaries And Wages	0.00	9,425.28	(9,425.28)	0.0%
534 70 20 01	Water - Personnel Benefits	0.00	4,750.99	(4,750.99)	0.0%
534 70 31 03	Water - Operating-supplies	0.00	2,330.77	(2,330.77)	0.0%
534 70 41 01	Water - Professional Services	0.00	2,789.17	(2,789.17)	0.0%
<b>534 Water Utilities</b>		<b>0.00</b>	<b>19,296.21</b>	<b>(19,296.21)</b>	<b>0.0%</b>

### 535 Sewer

535 70 10 08	Sewer - Salaries And Wages	0.00	11,585.45	(11,585.45)	0.0%
535 70 20 08	Sewer - Personnel Benefits	0.00	5,705.48	(5,705.48)	0.0%
535 70 31 06	Sewer - Operating Supplies	0.00	4,278.40	(4,278.40)	0.0%
535 70 41 08	Sewer - Professional Services	0.00	6,085.78	(6,085.78)	0.0%
<b>535 Sewer</b>		<b>0.00</b>	<b>27,655.11</b>	<b>(27,655.11)</b>	<b>0.0%</b>

### 536 Cemetery

536 20 10 01	Cemetery - Salaries & Wages-Cemetery	0.00	377.12	(377.12)	0.0%
536 20 20 01	Cemetery - Personnel Benefits-Cemetery	0.00	135.43	(135.43)	0.0%
536 20 31 21	Cemetery - Operating Supplies	0.00	73.10	(73.10)	0.0%
536 20 41 01	Cemetery - Professional Services	0.00	132.84	(132.84)	0.0%
<b>536 Cemetery</b>		<b>0.00</b>	<b>718.49</b>	<b>(718.49)</b>	<b>0.0%</b>

### 542 Streets - Maintenance

542 30 10 01	Streets - Salaries And Wages	0.00	936.35	(936.35)	0.0%
542 30 20 01	Streets - Personnel Benefits	0.00	481.59	(481.59)	0.0%
542 30 31 01	Streets - Supplies	0.00	2,525.92	(2,525.92)	0.0%
542 31 41 01	Streets - Professional Services	0.00	495.98	(495.98)	0.0%
<b>542 Streets - Maintenance</b>		<b>0.00</b>	<b>4,439.84</b>	<b>(4,439.84)</b>	<b>0.0%</b>

### 576 Park Facilities

576 80 10 01	Park Facilities - Salaries & Wages - Park Facilities	0.00	437.13	(437.13)	0.0%
576 80 20 01	Park Facilities - Personnel Benefits - Park Facilities	0.00	164.49	(164.49)	0.0%
576 80 31 21	Park Facilities - Operating Supplies	0.00	2,348.71	(2,348.71)	0.0%

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Expenditures	Amt Budgeted	Expenditures	01/01/2020 To: 12/31/2020 Remaining	
<b>119 COVID 19 Emergency Fund</b>				
<b>576 Park Facilities</b>				
576 80 41 01 Park Facilities - Professional Services	0.00	506.14	(506.14)	0.0%
576 Park Facilities	0.00	3,456.47	(3,456.47)	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>133,422.01</b>	<b>(133,422.01)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(133,422.01)</b>		

## 2020 BUDGET POSITION

City Of McCleary  
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120 Street Reserve 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 10 01 20 Reserved Beginning Cash & Investment	0.00	53,673.97	(53,673.97)	0.0%
308 80 01 20 Unreserved Beginning Cash & Investment	53,605.00	0.00	53,605.00	0.0%
<b>308 Beginning Balances</b>	<b>53,605.00</b>	<b>53,673.97</b>	<b>(68.97)</b>	<b>100.1%</b>

### 360 Misc Revenues

361 11 01 20 Interest On Investments	0.00	119.17	(119.17)	0.0%
<b>360 Misc Revenues</b>	<b>0.00</b>	<b>119.17</b>	<b>(119.17)</b>	<b>0.0%</b>

### 380 Non Revenues

389 00 01 20 Transfer From Operating Fund	0.00	0.00	0.00	0.0%
<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>53,605.00</b>	<b>53,793.14</b>	<b>(188.14)</b>	<b>100.4%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 580 Non Expenditures

589 00 01 20 Transfer To Operating Fund	0.00	0.00	0.00	0.0%
<b>580 Non Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 597 Interfund Transfers

597 30 01 02 Operating Transfers-Out To Street	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 999 Ending Balance

508 00 01 20 Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 01 20 Reserved Ending Cash & Investment	53,605.00	0.00	53,605.00	0.0%
508 80 01 20 Unreserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>53,605.00</b>	<b>0.00</b>	<b>53,605.00</b>	<b>0.0%</b>

<b>Fund Expenditures:</b>	<b>53,605.00</b>	<b>0.00</b>	<b>53,605.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>53,793.14</b>		
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## 2020 BUDGET POSITION

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301 REET Excise Tax - Capital Projects 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 03 01 Unreserved Beginning Cash & Investments	105,416.00	110,260.83	(4,844.83)	104.6%
308 Beginning Balances	105,416.00	110,260.83	(4,844.83)	104.6%

### 310 Taxes

318 34 00 00 1/4% Real Estate Excise Tax	22,200.00	12,252.06	9,947.94	55.2%
310 Taxes	22,200.00	12,252.06	9,947.94	55.2%

### 360 Misc Revenues

361 10 03 01 Total Investment Interest	200.00	249.38	(49.38)	124.7%
360 Misc Revenues	200.00	249.38	(49.38)	124.7%

### 397 Interfund Transfers

397 01 00 00 Transfer From Investments	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>127,816.00</b>	<b>122,762.27</b>	<b>5,053.73</b>	<b>96.0%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 594 Capital Expenditures

595 00 00 00 Roads/streets Construction & Other Infrastructure	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%

### 597 Interfund Transfers

597 00 00 31 Transfer Out	0.00	0.00	0.00	0.0%
597 95 00 01 Transfers-Out To Street Fund For 3rd Street Project	16,500.00	0.00	16,500.00	0.0%
597 Interfund Transfers	16,500.00	0.00	16,500.00	0.0%

### 999 Ending Balance

508 00 03 01 Ending Net Cash And Investments	0.00	0.00	0.00	0.0%
508 10 03 01 Reserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
508 80 03 01 Unreserved Ending Cash & Investment	111,316.00	0.00	111,316.00	0.0%
999 Ending Balance	111,316.00	0.00	111,316.00	0.0%

<b>Fund Expenditures:</b>	<b>127,816.00</b>	<b>0.00</b>	<b>127,816.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>122,762.27</b>		
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## 2020 BUDGET POSITION

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302 Street Managerial Equipment Replacement F 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 80 00 00 Estimated Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

**360 Misc Revenues**

361 11 03 02 Investment Interest	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%

**397 Interfund Transfers**

397 00 01 02 Transfer In From Street Operating Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>999 Ending Balance</b>				
508 80 00 00 Ending Balance	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
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304 Light & Power Managerial Equipment Replac 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 80 40 10 Estimated Beginning Balance	79,926.00	80,019.27	(93.27)	100.1%
308 Beginning Balances	79,926.00	80,019.27	(93.27)	100.1%

**360 Misc Revenues**

361 11 03 04 Investment Interest	0.00	177.67	(177.67)	0.0%
360 Misc Revenues	0.00	177.67	(177.67)	0.0%

**397 Interfund Transfers**

397 00 40 01 Transfers In From L&P Operating Fund	39,500.00	0.00	39,500.00	0.0%
397 Interfund Transfers	39,500.00	0.00	39,500.00	0.0%

<b>Fund Revenues:</b>	<b>119,426.00</b>	<b>80,196.94</b>	<b>39,229.06</b>	<b>67.2%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>999 Ending Balance</b>				
508 80 40 10 Ending Balance	119,426.00	0.00	119,426.00	0.0%
999 Ending Balance	119,426.00	0.00	119,426.00	0.0%

<b>Fund Expenditures:</b>	<b>119,426.00</b>	<b>0.00</b>	<b>119,426.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>80,196.94</b>		
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## 2020 BUDGET POSITION

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305 Water Managerial Equipment Replacement I 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 80 03 05 Estimated Beginning Balance	113,723.00	113,855.03	(132.03)	100.1%
308 Beginning Balances	113,723.00	113,855.03	(132.03)	100.1%

360 Misc Revenues

361 11 03 05 Investment Interest	0.00	252.79	(252.79)	0.0%
360 Misc Revenues	0.00	252.79	(252.79)	0.0%

397 Interfund Transfers

397 00 03 05 Transfers In From Water Reserve Fund	0.00	0.00	0.00	0.0%
397 00 30 50 Transfers In From Water Fund	63,175.00	0.00	63,175.00	0.0%
397 Interfund Transfers	63,175.00	0.00	63,175.00	0.0%

<b>Fund Revenues:</b>	<b>176,898.00</b>	<b>114,107.82</b>	<b>62,790.18</b>	<b>64.5%</b>
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	Amt Budgeted	Expenditures	Remaining	
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999 Ending Balance

508 80 03 05 Ending Balance	176,898.00	0.00	176,898.00	0.0%
999 Ending Balance	176,898.00	0.00	176,898.00	0.0%

<b>Fund Expenditures:</b>	<b>176,898.00</b>	<b>0.00</b>	<b>176,898.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>114,107.82</b>		
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## 2020 BUDGET POSITION

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307 Sewer Managerial Equipment Replacement I 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 80 40 50 Estimated Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

**360 Misc Revenues**

361 11 03 07 Investment Interest	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%

**397 Interfund Transfers**

397 00 40 50 Transfers In From Water Operating Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>999 Ending Balance</b>				
508 80 40 50 Ending Balance	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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309 Storm Water Managerial Equipment Replace 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 80 40 90 Estimated Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

**360 Misc Revenues**

361 11 03 09 Investment Interest	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%

**397 Interfund Transfers**

397 00 40 90 Transfer In From Sewer Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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	Amt Budgeted	Expenditures	Remaining	
<b>999 Ending Balance</b>				
508 80 40 90 Ending Balance	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
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321 Police Managerial Equipment Replacement I 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 32 10 Estimated Beginning Balance	58,036.00	58,101.37	(65.37)	100.1%
308 Beginning Balances	58,036.00	58,101.37	(65.37)	100.1%

### 320 Licenses & Permits

321 99 00 00 Truck - Overweight Permits - Police 15%	0.00	0.00	0.00	0.0%
320 Licenses & Permits	0.00	0.00	0.00	0.0%

### 360 Misc Revenues

361 11 03 21 Investment Interest	0.00	129.00	(129.00)	0.0%
369 10 03 21 Sales Of Surplus Items	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	129.00	(129.00)	0.0%

### 397 Interfund Transfers

397 00 32 10 Transfer In From Current Expense Reserve	0.00	0.00	0.00	0.0%
397 21 05 21 Transfer In From Current Expense Fund	10,000.00	0.00	10,000.00	0.0%
397 Interfund Transfers	10,000.00	0.00	10,000.00	0.0%

<b>Fund Revenues:</b>	<b>68,036.00</b>	<b>58,230.37</b>	<b>9,805.63</b>	<b>85.6%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 999 Ending Balance

508 80 32 10 Ending Balance	68,036.00	0.00	68,036.00	0.0%
999 Ending Balance	68,036.00	0.00	68,036.00	0.0%

<b>Fund Expenditures:</b>	<b>68,036.00</b>	<b>0.00</b>	<b>68,036.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>58,230.37</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
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322 Fire Managerial Equipment Replacement Fu 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 80 03 22 Estimated Beginning Balance	61,215.00	61,287.02	(72.02)	100.1%
308 Beginning Balances	61,215.00	61,287.02	(72.02)	100.1%

360 Misc Revenues

361 11 03 22 Investment Interest	0.00	136.08	(136.08)	0.0%
369 10 05 22 Sale Of Scrap And Junk	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	136.08	(136.08)	0.0%

397 Interfund Transfers

397 00 00 22 Transfers In From Current Expense Fund	20,000.00	0.00	20,000.00	0.0%
397 00 22 00 Transfers In From Current Expense Reserve Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	20,000.00	0.00	20,000.00	0.0%

<b>Fund Revenues:</b>	<b>81,215.00</b>	<b>61,423.10</b>	<b>19,791.90</b>	<b>75.6%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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999 Ending Balance

508 80 03 22 Ending Balance	81,215.00	0.00	81,215.00	0.0%
999 Ending Balance	81,215.00	0.00	81,215.00	0.0%

<b>Fund Expenditures:</b>	<b>81,215.00</b>	<b>0.00</b>	<b>81,215.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>61,423.10</b>		
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## 2020 BUDGET POSITION

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336 Park & Cemetery Managerial Equipment Re 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 80 03 36 Estimated Beginning Balance	26,668.00	26,700.12	(32.12)	100.1%
308 Beginning Balances	26,668.00	26,700.12	(32.12)	100.1%

**360 Misc Revenues**

361 11 03 36 Investment Interest	0.00	59.30	(59.30)	0.0%
360 Misc Revenues	0.00	59.30	(59.30)	0.0%

**397 Interfund Transfers**

397 00 03 36 Transfers In From Current Expense Reserve Fund	0.00	0.00	0.00	0.0%
397 00 33 60 Transfers In From Current Expense Fund	10,000.00	0.00	10,000.00	0.0%
397 Interfund Transfers	10,000.00	0.00	10,000.00	0.0%

<b>Fund Revenues:</b>	<b>36,668.00</b>	<b>26,759.42</b>	<b>9,908.58</b>	<b>73.0%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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**999 Ending Balance**

508 00 03 36 Ending Balance	36,668.00	0.00	36,668.00	0.0%
999 Ending Balance	36,668.00	0.00	36,668.00	0.0%

<b>Fund Expenditures:</b>	<b>36,668.00</b>	<b>0.00</b>	<b>36,668.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>26,759.42</b>		
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## 2020 BUDGET POSITION

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401 Light And Power Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 11 04 01 Rural Development Investment	0.00	0.00	0.00	0.0%
308 80 04 01 Unreserved Beginning Cash & Investment	472,000.00	356,052.81	115,947.19	75.4%
<b>308 Beginning Balances</b>	<b>472,000.00</b>	<b>356,052.81</b>	<b>115,947.19</b>	<b>75.4%</b>

### 310 Taxes

317 49 04 01 External Taxes-Use Tax Refund	0.00	0.00	0.00	0.0%
<b>310 Taxes</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 320 Licenses & Permits

322 10 04 01 Solar Power Processing Fee 50%	0.00	0.00	0.00	0.0%
<b>320 Licenses &amp; Permits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 330 State Generated Revenues

333 81 00 00 Indirect Federal Grant	0.00	0.00	0.00	0.0%
334 06 90 00 Dept Of Commerce LED Street Lighting Grant	0.00	0.00	0.00	0.0%
<b>330 State Generated Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 340 Charges For Services

343 30 00 00 Sales Of Electricity	2,980,000.00	1,092,235.56	1,887,764.44	36.7%
343 30 04 01 Charges For Services & Parts	12,000.00	24,563.47	(12,563.47)	204.7%
367 11 00 00 Energy Conservation - Bpa	30,000.00	17,355.30	12,644.70	57.9%
<b>340 Charges For Services</b>	<b>3,022,000.00</b>	<b>1,134,154.33</b>	<b>1,887,845.67</b>	<b>37.5%</b>

### 360 Misc Revenues

361 10 04 01 Investment Interest	4,000.00	768.32	3,231.68	19.2%
361 41 00 41 Interfund Loan Interest Received	0.00	0.00	0.00	0.0%
362 20 00 00 Equip, Pole & Vehicle Lease	15,500.00	200.00	15,300.00	1.3%
362 50 00 00 Town Hall Rent	0.00	0.00	0.00	0.0%
369 20 00 00 Sale Of Junk Material	1,500.00	441.60	1,058.40	29.4%
369 40 00 00 Judgments And Settlements	0.00	0.00	0.00	0.0%
369 40 10 00 Bpa Avista Deemer Settlement	0.00	0.00	0.00	0.0%
369 91 04 01 Other Miscellaneous Revenue	0.00	0.00	0.00	0.0%
<b>360 Misc Revenues</b>	<b>21,000.00</b>	<b>1,409.92</b>	<b>19,590.08</b>	<b>6.7%</b>

### 370 Capital Contributions

395 20 04 01 Insurance Recoveries-FEMA Storm 2012	0.00	0.00	0.00	0.0%
<b>370 Capital Contributions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 380 Non Revenues

381 10 04 01 Loans Received	0.00	0.00	0.00	0.0%
381 20 04 01 Interfund Loan Repayment	0.00	0.00	0.00	0.0%
388 80 04 01 Prior Period Adjustments	0.00	0.00	0.00	0.0%
389 10 10 00 Bpa Conservation Mo. Credit	0.00	0.00	0.00	0.0%

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401 Light And Power Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
<b>380 Non Revenues</b>				
389 90 04 01 Other Non-revenues	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
399 00 00 00 Prior Period Adjustments	0.00	0.00	0.00	0.0%
399	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>3,515,000.00</b>	<b>1,491,617.06</b>	<b>2,023,382.94</b>	<b>42.4%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>528 Comm/Alarms/Dispatch</b>				
528 60 51 01 E911 Service Dispatch - Intergovernmental Professional Services	0.00	0.00	0.00	0.0%
528 Comm/Alarms/Dispatch	0.00	0.00	0.00	0.0%

**533 Electric & Gas Utilities**

533 80 10 00 Salaries And Wages	700,000.00	134,856.53	565,143.47	19.3%
533 80 20 00 Personnel Benefits	330,000.00	72,486.90	257,513.10	22.0%
533 80 31 00 Operating Supplies	75,000.00	39,055.66	35,944.34	52.1%
533 80 31 01 Office Supplies	4,000.00	1,140.91	2,859.09	28.5%
533 80 31 02 Fire Rated Safety Clothing	10,500.00	2,989.59	7,510.41	28.5%
533 80 31 03 Safety Supplies	2,500.00	641.92	1,858.08	25.7%
533 80 31 10 Fuel	8,500.00	2,227.66	6,272.34	26.2%
533 80 33 00 Power Purchased For Resale	1,462,200.00	492,674.00	969,526.00	33.7%
533 80 33 01 Transmission Costs	192,000.00	57,744.00	134,256.00	30.1%
533 80 33 02 Bpa Conservation	35,000.00	1,130.03	33,869.97	3.2%
533 80 33 03 BPA Lookback Credit Non Expenditure	0.00	0.00	0.00	0.0%
533 80 40 00 Electric & Gas Utilities - Other Services And Charges	0.00	0.00	0.00	0.0%
533 80 41 00 Professional Services	137,000.00	18,906.38	118,093.62	13.8%
533 80 41 10 Professional Services-legal	25,000.00	8,240.04	16,759.96	33.0%
533 80 41 20 Professional Service-computer	12,500.00	2,887.53	9,612.47	23.1%
533 80 42 00 Communications	12,500.00	3,126.58	9,373.42	25.0%
533 80 43 00 Travel	1,500.00	0.00	1,500.00	0.0%
533 80 44 00 Advertising	500.00	0.00	500.00	0.0%
533 80 45 00 Rental/lease Equipment	2,000.00	186.44	1,813.56	9.3%
533 80 46 00 Insurance	34,239.00	36,383.68	(2,144.68)	106.3%
533 80 47 00 Public Utility Service (city)	17,000.00	7,927.58	9,072.42	46.6%
533 80 48 00 Repair And Maintenance	51,560.00	385.70	51,174.30	0.7%
533 80 48 01 Vehicle & Equipment - Repairs & Maintenance	0.00	0.00	0.00	0.0%
533 80 49 20 Miscellaneous	500.00	10.00	490.00	2.0%
533 80 49 21 Miscellaneous-training	1,000.00	3,300.74	(2,300.74)	330.1%
533 80 49 22 Miscellaneous-dues	2,500.00	1,360.00	1,140.00	54.4%
533 80 53 00 External Taxes	95,000.00	55,946.49	39,053.51	58.9%
<b>533 Electric &amp; Gas Utilities</b>	<b>3,212,499.00</b>	<b>943,608.36</b>	<b>2,268,890.64</b>	<b>29.4%</b>

**580 Non Expenditures**

581 10 00 01 Interfund Loan Made	0.00	0.00	0.00	0.0%
588 80 04 01 Prior Period Adjustments	0.00	0.00	0.00	0.0%

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401 Light And Power Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>580 Non Expenditures</b>				
589 10 04 01 Reed Fund Non-expenditure	0.00	0.00	0.00	0.0%
589 20 00 00 Other Non-Expenditures - Other Costs Allocations	0.00	0.00	0.00	0.0%
589 20 04 01 Bpa Conservation-non Expend.	0.00	0.00	0.00	0.0%
589 33 01 00 Bpa Lookback Credit-non Expend	0.00	0.00	0.00	0.0%
589 33 04 01 Other Non-expenditures	500.00	0.00	500.00	0.0%
589 40 00 00 Solar Power Incentive Payments	0.00	0.00	0.00	0.0%
<b>580 Non Expenditures</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.0%</b>
<b>591 Debt Service</b>				
591 33 64 00 Debt Service - Bucket Truck	0.00	0.00	0.00	0.0%
591 33 79 00 Bucket Truck Loan Principal	0.00	0.00	0.00	0.0%
591 33 79 01 Debt Service-BIAS	0.00	0.00	0.00	0.0%
592 33 81 00 Bucket Truck Loan - Interest	0.00	0.00	0.00	0.0%
<b>591 Debt Service</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>594 Capital Expenditures</b>				
594 33 62 00 Capital Outlay - Building	10,000.00	17,016.87	(7,016.87)	170.2%
594 33 62 01 Capital Outlay - Library	0.00	0.00	0.00	0.0%
594 33 63 00 Capital Outlay - System	175,000.00	31,370.30	143,629.70	17.9%
594 33 63 01 Capital Outlay - Other Improve	12,000.00	0.00	12,000.00	0.0%
594 33 64 00 Capital Outlay - Equipment	30,000.00	7,074.20	22,925.80	23.6%
595 63 04 01 LED Street Lighting Grant	0.00	0.00	0.00	0.0%
<b>594 Capital Expenditures</b>	<b>227,000.00</b>	<b>55,461.37</b>	<b>171,538.63</b>	<b>24.4%</b>
<b>597 Interfund Transfers</b>				
597 00 00 10 Investment-economic Develop	0.00	0.00	0.00	0.0%
597 00 00 45 Operating Transfers-Out - Other Costs Allocations	30,000.00	0.00	30,000.00	0.0%
597 00 04 01 Equipment Replacement L&P	0.00	0.00	0.00	0.0%
597 00 40 10 Transfers-Out - To L&P Managerial Fund	39,500.00	0.00	39,500.00	0.0%
<b>597 Interfund Transfers</b>	<b>69,500.00</b>	<b>0.00</b>	<b>69,500.00</b>	<b>0.0%</b>
<b>999 Ending Balance</b>				
508 10 04 01 Reserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
508 80 04 01 Unreserved Ending Cash & Investment	5,501.00	0.00	5,501.00	0.0%
<b>999 Ending Balance</b>	<b>5,501.00</b>	<b>0.00</b>	<b>5,501.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>3,515,000.00</b>	<b>999,069.73</b>	<b>2,515,930.27</b>	<b>28.4%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>492,547.33</b>		

## 2020 BUDGET POSITION

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405 Water Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 04 05 Unreserved Beginning Cash & Investments	650,000.00	647,234.28	2,765.72	99.6%
308 Beginning Balances	650,000.00	647,234.28	2,765.72	99.6%

### 310 Taxes

317 49 04 05 External Taxes-Use Tax Refund	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.0%

### 330 State Generated Revenues

334 04 20 00 State Water Grants	0.00	0.00	0.00	0.0%
330 State Generated Revenues	0.00	0.00	0.00	0.0%

### 340 Charges For Services

343 40 00 00 Water Sales	747,000.00	242,291.55	504,708.45	32.4%
343 90 00 01 Other Charges Related To Water	5,000.00	3,533.50	1,466.50	70.7%
367 00 00 01 New Water Connections	18,000.00	19,500.00	(1,500.00)	108.3%
340 Charges For Services	770,000.00	265,325.05	504,674.95	34.5%

### 350 Fines & Forfeitures

359 90 04 05 ULID 96-01 Penalties	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures	0.00	0.00	0.00	0.0%

### 360 Misc Revenues

361 10 04 05 Investment Interest	1.00	1,428.06	(1,427.06)	*****%
361 40 04 05 ULID 96-01 Interest	0.00	0.00	0.00	0.0%
368 10 00 00 ULID 96-01 Principal	0.00	0.00	0.00	0.0%
369 10 04 05 Sale Of Scrap And Junk	500.00	243.86	256.14	48.8%
369 90 04 05 Home Inspection Fee	0.00	50.00	(50.00)	0.0%
369 91 04 05 Other Miscellaneous Revenu	0.00	0.00	0.00	0.0%
360 Misc Revenues	501.00	1,721.92	(1,220.92)	343.7%

### 380 Non Revenues

381 20 00 03 Interfund Loan Principal Received From 001 For Fire Equipment	32,500.00	0.00	32,500.00	0.0%
381 20 00 04 Interfund Loan Interest Received From 001 For Fire Equipment	530.00	0.00	530.00	0.0%
389 90 04 05 Other Non - Revenues	0.00	0.00	0.00	0.0%
391 80 04 05 Intergovernmental Loan Proceeds	0.00	0.00	0.00	0.0%
380 Non Revenues	33,030.00	0.00	33,030.00	0.0%

<b>Fund Revenues:</b>	<b>1,453,531.00</b>	<b>914,281.25</b>	<b>539,249.75</b>	<b>62.9%</b>
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	Amt Budgeted	Expenditures	Remaining	
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528 Comm/Alarms/Dispatch

## 2020 BUDGET POSITION

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405 Water Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>528 Comm/Alarms/Dispatch</b>				
528 60 51 02 E911 Service Dispatch - Intergovernmental Professional Services	0.00	0.00	0.00	0.0%
<b>528 Comm/Alarms/Dispatch</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 534 Water Utilities

534 70 10 00 Salaries And Wages	238,000.00	47,183.87	190,816.13	19.8%
534 70 20 00 Personnel Benefits	125,000.00	27,072.83	97,927.17	21.7%
534 70 31 00 Operating-supplies	35,000.00	23,390.50	11,609.50	66.8%
534 70 31 01 Fuel	6,500.00	1,585.52	4,914.48	24.4%
534 70 31 02 Office-supplies	1,750.00	888.16	861.84	50.8%
534 70 41 00 Professional Services	42,000.00	10,285.18	31,714.82	24.5%
534 70 41 08 Prof. Services-Engineering	50,000.00	0.00	50,000.00	0.0%
534 70 41 10 Prof. Services-wsp	0.00	0.00	0.00	0.0%
534 70 41 11 Prof. Services Legal	2,000.00	361.01	1,638.99	18.1%
534 70 42 00 Communications	6,500.00	1,543.88	4,956.12	23.8%
534 70 43 00 Travel	1,000.00	0.00	1,000.00	0.0%
534 70 44 00 Advertising	600.00	0.00	600.00	0.0%
534 70 45 00 Rental/lease Equipment	4,000.00	83.88	3,916.12	2.1%
534 70 46 00 Insurance	15,499.00	16,469.38	(970.38)	106.3%
534 70 47 00 Public Utility Service (city)	19,100.00	7,201.63	11,898.37	37.7%
534 70 48 00 Repair And Maintenance	28,000.00	5,925.98	22,074.02	21.2%
534 70 48 01 Vehicle & Equipment - Repairs & Maintenance	0.00	0.00	0.00	0.0%
534 70 49 00 Returned Check Fee	0.00	0.00	0.00	0.0%
534 70 49 10 State Permits And Fees	2,500.00	1,511.55	988.45	60.5%
534 70 49 20 Miscellaneous	1,500.00	0.00	1,500.00	0.0%
534 70 49 21 Miscellaneous-training	5,000.00	2,943.40	2,056.60	58.9%
534 70 53 00 External Taxes	42,000.00	17,320.06	24,679.94	41.2%
534 70 63 00 Capital Outlay-other Improvement	0.00	0.00	0.00	0.0%
534 70 78 00 Pwtf Loan Repayment	0.00	0.00	0.00	0.0%
594 34 63 00 Capital Outlay-building	0.00	0.00	0.00	0.0%
<b>534 Water Utilities</b>	<b>625,949.00</b>	<b>163,766.83</b>	<b>462,182.17</b>	<b>26.2%</b>

### 580 Non Expenditures

581 10 00 02 Interfund Loan To C/E For Fire Equipment Purchase	0.00	0.00	0.00	0.0%
582 34 78 00 Pwtf Loan Repayment	0.00	0.00	0.00	0.0%
588 80 04 05 Prior Period Adjustments	0.00	0.00	0.00	0.0%
589 34 04 05 Other Non-expenditures	1,000.00	0.00	1,000.00	0.0%
<b>580 Non Expenditures</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0%</b>

### 591 Debt Service

591 34 77 00 PwTF Well 2&3 Improvement-Loan Principal	80,000.00	0.00	80,000.00	0.0%
591 34 78 01 PwTF Loan Simpson Ave ULID	0.00	0.00	0.00	0.0%
591 34 78 10 Usda Bond Loan 5&6 - Principal	13,750.00	7,507.13	6,242.87	54.6%
591 34 79 00 Debt Service - BIAS	0.00	0.00	0.00	0.0%
592 34 83 00 Usda Bond Loan #5 & #6 - Interest	10,200.00	4,343.87	5,856.13	42.6%
592 34 83 01 PwTF Loan Repayment - Int	6,000.00	0.00	6,000.00	0.0%

## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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405 Water Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
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591 Debt Service

591 Debt Service	109,950.00	11,851.00	98,099.00	10.8%
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594 Capital Expenditures

594 34 63 01 Capital Outlay - Other Improve	0.00	0.00	0.00	0.0%
594 34 63 02 Capital Outlay - System	102,000.00	6,700.00	95,300.00	6.6%
594 34 64 00 Capital Outlay - Equipment	37,000.00	3,269.40	33,730.60	8.8%
594 34 65 01 Capital Outlay-Building	7,000.00	17,016.87	(10,016.87)	243.1%
594 34 66 00 Capital Outlay - Leases	0.00	0.00	0.00	0.0%
594 Capital Expenditures	146,000.00	26,986.27	119,013.73	18.5%

597 Interfund Transfers

597 04 05 00 Equipment Replacement Water	0.00	0.00	0.00	0.0%
597 34 00 05 Transfer Out - Operating	73,175.00	0.00	73,175.00	0.0%
597 34 40 50 Transfers-Out - To Water Managerial Fun	63,175.00	0.00	63,175.00	0.0%
597 34 78 00 Transfers-Out - Other Costs Allocations	0.00	0.00	0.00	0.0%
597 Interfund Transfers	136,350.00	0.00	136,350.00	0.0%

999 Ending Balance

508 00 04 05 Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 04 05 Reserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
508 20 04 05 Unanticipated Expense	0.00	0.00	0.00	0.0%
508 80 04 05 Unreserved Ending Cash & Investments	434,282.00	0.00	434,282.00	0.0%
999 Ending Balance	434,282.00	0.00	434,282.00	0.0%

<b>Fund Expenditures:</b>	<b>1,453,531.00</b>	<b>202,604.10</b>	<b>1,250,926.90</b>	<b>13.9%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>711,677.15</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
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407 Sewer Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 04 07	Unreserved Beginning Cash & Investments	115,343.00	124,178.41	(8,835.41)	107.7%
<b>308 Beginning Balances</b>		<b>115,343.00</b>	<b>124,178.41</b>	<b>(8,835.41)</b>	<b>107.7%</b>

### 310 Taxes

317 49 04 07	External Taxes-Use Tax Refund	0.00	0.00	0.00	0.0%
<b>310 Taxes</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 330 State Generated Revenues

330 03 10 00	Intergovernmental State Loan - Dept Of Ecology	0.00	0.00	0.00	0.0%
334 03 10 00	Intergovernmental State Grant - Dept Of Ecology	0.00	0.00	0.00	0.0%
334 04 20 07	Rural Development Grant	0.00	0.00	0.00	0.0%
<b>330 State Generated Revenues</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 340 Charges For Services

343 50 00 00	Sewer Service Charges	804,512.00	266,990.87	537,521.13	33.2%
343 90 00 02	Other Charges Related To Sewer	2,000.00	1,231.00	769.00	61.6%
367 00 00 02	New Sewer Connections	22,200.00	25,900.00	(3,700.00)	116.7%
<b>340 Charges For Services</b>		<b>828,712.00</b>	<b>294,121.87</b>	<b>534,590.13</b>	<b>35.5%</b>

### 360 Misc Revenues

361 10 04 07	Interest Earnings-investments	250.00	262.21	(12.21)	104.9%
369 10 00 00	Sale Of Scrap Metal And Junk	250.00	55.69	194.31	22.3%
369 90 04 07	Home Inspection Fee	0.00	50.00	(50.00)	0.0%
369 91 04 07	Other Miscellaneous Revenues	0.00	0.00	0.00	0.0%
<b>360 Misc Revenues</b>		<b>500.00</b>	<b>367.90</b>	<b>132.10</b>	<b>73.6%</b>

### 370 Capital Contributions

372 00 00 07	Insurance Recoveries	0.00	0.00	0.00	0.0%
<b>370 Capital Contributions</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 380 Non Revenues

388 00 00 00	Prior Year Adjustments	0.00	0.00	0.00	0.0%
389 90 04 07	Other Non - Revenues	600.00	0.00	600.00	0.0%
<b>380 Non Revenues</b>		<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.0%</b>

### 397 Interfund Transfers

397 00 00 07	Transfer From Reed To Sewer	0.00	0.00	0.00	0.0%
397 00 04 23	Transfer From Sewer Reserve Fund	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>



## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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407 Sewer Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
<b>Fund Revenues:</b>	<b>945,155.00</b>	<b>418,668.18</b>	<b>526,486.82</b>	<b>44.3%</b>

Expenditures	Amt Budgeted	Expenditures	Remaining	
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### 528 Comm/Alarms/Dispatch

528 60 51 03	E911 Service Dispatch - Intergovernmental Professional Services	0.00	0.00	0.00	0.0%
<b>528 Comm/Alarms/Dispatch</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 534 Water Utilities

534 70 63 10	Capital System Engineering	0.00	0.00	0.00	0.0%
535 70 10 07	Salaries And Wages	277,000.00	56,396.54	220,603.46	20.4%
535 70 20 07	Personnel Benefits	144,000.00	32,321.21	111,678.79	22.4%
535 70 31 03	Office - Supplies	2,000.00	921.97	1,078.03	46.1%
535 70 31 04	Operating Supplies	65,000.00	15,200.45	49,799.55	23.4%
535 70 31 05	Fuel	6,500.00	1,758.43	4,741.57	27.1%
535 70 41 07	Professional Services	57,000.00	14,711.31	42,288.69	25.8%
535 70 41 12	Prof. Services-legal	1,000.00	297.81	702.19	29.8%
535 70 41 13	General Sewer Plan - Engineering	0.00	0.00	0.00	0.0%
535 70 42 01	Communications	12,750.00	3,079.45	9,670.55	24.2%
535 70 43 07	Travel	1,000.00	0.00	1,000.00	0.0%
535 70 44 01	Advertising	400.00	0.00	400.00	0.0%
535 70 45 01	Rent - City Hall	0.00	0.00	0.00	0.0%
535 70 45 10	Rental/lease Equipment	1,000.00	83.88	916.12	8.4%
535 70 46 01	Insurance	29,264.00	31,097.05	(1,833.05)	106.3%
535 70 47 01	Public Utility Service (city)	59,000.00	23,266.07	35,733.93	39.4%
535 70 48 01	Repair And Maintenance	32,000.00	3,643.35	28,356.65	11.4%
535 70 49 00	Training	1,200.00	452.83	747.17	37.7%
535 70 49 17	Miscellaneous-permits And Fees	3,400.00	1,031.96	2,368.04	30.4%
535 70 49 27	Miscellaneous	1,000.00	0.00	1,000.00	0.0%
535 70 53 07	External Taxes	20,500.00	8,956.45	11,543.55	43.7%
535 70 63 20	Capital System Finance Interst	0.00	0.00	0.00	0.0%
535 70 65 07	Capital Outlay-extension	0.00	0.00	0.00	0.0%
535 70 78 07	Pwtf Loan Repayment	0.00	0.00	0.00	0.0%
535 70 78 10	Rural Development Loan Payment	0.00	0.00	0.00	0.0%
535 70 78 20	L&p Interfund Loan Repayment	0.00	0.00	0.00	0.0%
594 35 62 00	Capital Outlay-building	15,000.00	0.00	15,000.00	0.0%
594 35 63 07	Capital Outlay - System	0.00	0.00	0.00	0.0%
594 35 64 03	Capital Outlay - Equipment	0.00	0.00	0.00	0.0%
<b>534 Water Utilities</b>		<b>729,014.00</b>	<b>193,218.76</b>	<b>535,795.24</b>	<b>26.5%</b>

### 535 Sewer

535 70 48 00	Vehicle & Equipment - Repairs & Maintenance	0.00	0.00	0.00	0.0%
<b>535 Sewer</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 580 Non Expenditures

582 35 71 00	Fmha Bond Principal/interest	0.00	0.00	0.00	0.0%
582 35 78 00	Pwtf Debt Principal	0.00	0.00	0.00	0.0%
588 35 04 07	Prior Period Adjustments	0.00	0.00	0.00	0.0%
589 35 04 07	Other Non-expenditures	0.00	0.00	0.00	0.0%
591 35 72 01	Usda Bond Principal	0.00	0.00	0.00	0.0%

## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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407 Sewer Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
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580 Non Expenditures

580 Non Expenditures	0.00	0.00	0.00	0.0%
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591 Debt Service

591 35 78 11 Usda Sewer Bonds - Principal	0.00	0.00	0.00	0.0%
591 35 78 21 Pwtf Loan - Principal	21,192.00	0.00	21,192.00	0.0%
591 35 79 00 Debt Service - BIAS	0.00	0.00	0.00	0.0%
592 35 83 01 Usda Bond Interest	0.00	0.00	0.00	0.0%
592 35 83 10 Usda Sewer Bonds - Interest	0.00	0.00	0.00	0.0%
592 35 83 63 Pwtf Debt. Interest	618.00	0.00	618.00	0.0%
591 Debt Service	21,810.00	0.00	21,810.00	0.0%

594 Capital Expenditures

592 35 83 20 Capital Outlay - Finance Int.	0.00	0.00	0.00	0.0%
594 35 63 00 Capital Outlay - System	0.00	0.00	0.00	0.0%
594 35 63 01 Capital Outlay - Building	0.00	0.00	0.00	0.0%
594 35 63 10 Capital Outlay - Engineering	0.00	0.00	0.00	0.0%
594 35 64 00 Capital Outlay Equipment	16,250.00	6,806.75	9,443.25	41.9%
594 35 64 02 Capital Outlay - Equipment	0.00	0.00	0.00	0.0%
594 35 65 00 Capital Outlay - Extension	0.00	0.00	0.00	0.0%
594 Capital Expenditures	16,250.00	6,806.75	9,443.25	41.9%

597 Interfund Transfers

597 00 00 48 Operating Transfers-Out - Reserves	0.00	0.00	0.00	0.0%
597 00 04 23 Equipment Replacement SEWER	0.00	0.00	0.00	0.0%
597 35 00 47 Operating Transfers Out	146,400.00	36,600.00	109,800.00	25.0%
597 Interfund Transfers	146,400.00	36,600.00	109,800.00	25.0%

999 Ending Balance

508 00 04 07 Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 04 07 Reserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
508 20 04 07 Unanticipated Expense	0.00	0.00	0.00	0.0%
508 80 04 07 Unreserved Ending Cash & Investments	31,681.00	0.00	31,681.00	0.0%
999 Ending Balance	31,681.00	0.00	31,681.00	0.0%

<b>Fund Expenditures:</b>	<b>945,155.00</b>	<b>236,625.51</b>	<b>708,529.49</b>	<b>25.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>182,042.67</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
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409 Storm Water Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 04 09 Unreserved Beginning Cash & Investments	91,500.00	65,835.89	25,664.11	72.0%
308 Beginning Balances	91,500.00	65,835.89	25,664.11	72.0%

### 310 Taxes

317 49 04 09 External Taxes-Use Tax Refund	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.0%

### 330 State Generated Revenues

334 03 10 11 DOE Shoreline Master Plan	0.00	0.00	0.00	0.0%
330 State Generated Revenues	0.00	0.00	0.00	0.0%

### 340 Charges For Services

343 10 00 00 Storm Water Sales	146,775.00	48,651.39	98,123.61	33.1%
367 00 00 03 New Storm Water Connections	4,300.00	6,360.00	(2,060.00)	147.9%
340 Charges For Services	151,075.00	55,011.39	96,063.61	36.4%

### 360 Misc Revenues

361 10 04 09 Investment Interest	50.00	148.17	(98.17)	296.3%
369 10 00 01 Sale Of Scrap Metal And Junk	50.00	31.96	18.04	63.9%
369 91 00 49 Other Miscellaneous Revenue	0.00	0.00	0.00	0.0%
360 Misc Revenues	100.00	180.13	(80.13)	180.1%

### 370 Capital Contributions

395 20 04 09 Insurance Recoveries-FEMA Storm 2012	0.00	0.00	0.00	0.0%
370 Capital Contributions	0.00	0.00	0.00	0.0%

### 380 Non Revenues

389 90 04 09 Other Nonrevenues	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>242,675.00</b>	<b>121,027.41</b>	<b>121,647.59</b>	<b>49.9%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 519 General Government Services

531 80 49 00 Miscellaneous	2,800.00	259.67	2,540.33	9.3%
519 General Government Services	2,800.00	259.67	2,540.33	9.3%

### 531 Natural Resources

531 70 44 00 Advertising	0.00	0.00	0.00	0.0%
531 70 48 01 Vehicle & Equipment - Repairs & Maintenance	0.00	120.77	(120.77)	0.0%

## 2020 BUDGET POSITION

City Of McCleary  
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409 Storm Water Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
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### 531 Natural Resources

531 Natural Resources	0.00	120.77	(120.77)	0.0%
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### 534 Water Utilities

531 70 10 09 Salaries And Wages	65,000.00	12,878.15	52,121.85	19.8%
531 70 20 09 Personnel Benefits	33,000.00	7,642.19	25,357.81	23.2%
531 70 31 06 Operating Supplies	8,500.00	4,258.79	4,241.21	50.1%
531 70 31 07 Fuel	3,200.00	733.29	2,466.71	22.9%
531 70 31 08 Office-supplies	800.00	481.32	318.68	60.2%
531 70 38 09 Rent/Lease Equipment	0.00	83.88	(83.88)	0.0%
531 70 41 09 Professional Services	8,000.00	2,733.80	5,266.20	34.2%
531 70 42 02 Communications	425.00	157.32	267.68	37.0%
531 70 47 09 Water Utilities - Utility Services	1,800.00	450.44	1,349.56	25.0%
531 70 48 09 Repair And Maintenance	8,000.00	819.94	7,180.06	10.2%
531 70 53 09 External Taxes	2,400.00	1,002.67	1,397.33	41.8%
594 31 62 09 Capital Outlay-building	2,000.00	0.00	2,000.00	0.0%
594 31 63 09 Capital Outlay-other Improvem	0.00	0.00	0.00	0.0%
594 31 64 09 Capital Outlay - Equipment	0.00	0.00	0.00	0.0%
534 Water Utilities	133,125.00	31,241.79	101,883.21	23.5%

### 538 Other Utilities/Activities

538 21 46 00 Insurance - Stormwater	3,130.00	3,325.66	(195.66)	106.3%
538 Other Utilities/Activities	3,130.00	3,325.66	(195.66)	106.3%

### 539 Other Environment Services

539 97 51 00 Shoreline Loan Principal Only	0.00	0.00	0.00	0.0%
539 Other Environment Services	0.00	0.00	0.00	0.0%

### 591 Debt Service

591 31 78 00 Stormwater Loan	0.00	0.00	0.00	0.0%
591 31 79 00 Debt Service - BIAS	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%

### 594 Capital Expenditures

594 31 63 00 Stormwater Loan	0.00	0.00	0.00	0.0%
594 31 64 01 Capital Outlay - Equipment	52,000.00	3,403.37	48,596.63	6.5%
594 31 64 02 Capital Outlay - Equipment	0.00	0.00	0.00	0.0%
594 31 64 03 Capital Outlay - System	5,000.00	0.00	5,000.00	0.0%
594 Capital Expenditures	57,000.00	3,403.37	53,596.63	6.0%

### 597 Interfund Transfers

597 31 40 90 Transfers-Out - To Managerial Fund	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

999 Ending Balance

## 2020 BUDGET POSITION

City Of McCleary  
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409 Storm Water Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>999 Ending Balance</b>				
508 00 04 09 Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 04 09 Reserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
508 80 04 09 Unreserved Ending Cash & Investments	46,620.00	0.00	46,620.00	0.0%
999 Ending Balance	46,620.00	0.00	46,620.00	0.0%
<b>Fund Expenditures:</b>	<b>242,675.00</b>	<b>38,351.26</b>	<b>204,323.74</b>	<b>15.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>82,676.15</b>		

## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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410 Light And Power Reserve Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 04 10 Unreserved Beginning Cash & Investment	276,045.00	306,028.70	(29,983.70)	110.9%
308 Beginning Balances	276,045.00	306,028.70	(29,983.70)	110.9%

### 360 Misc Revenues

361 11 04 10 Interest On Investments	0.00	679.49	(679.49)	0.0%
360 Misc Revenues	0.00	679.49	(679.49)	0.0%

### 380 Non Revenues

388 80 00 40 Prior Year Correction	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

### 397 Interfund Transfers

397 00 04 01 Transfer From Operating Fund	30,000.00	0.00	30,000.00	0.0%
397 00 04 10 Equipment Replacement Fund L&P	0.00	0.00	0.00	0.0%
397 Interfund Transfers	30,000.00	0.00	30,000.00	0.0%

<b>Fund Revenues:</b>	<b>306,045.00</b>	<b>306,708.19</b>	<b>(663.19)</b>	<b>100.2%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 580 Non Expenditures

589 33 04 10 Transfer To Operating Fund	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%

### 597 Interfund Transfers

597 33 00 40 Investment Purchase Simpson	0.00	0.00	0.00	0.0%
597 33 30 40 Transfers-Out To L&P Managerial Equipment Fund	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

### 999 Ending Balance

508 00 04 10 Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 04 10 Reserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
508 80 04 10 Unreserved Ending Cash & Investment	306,045.00	0.00	306,045.00	0.0%
999 Ending Balance	306,045.00	0.00	306,045.00	0.0%

<b>Fund Expenditures:</b>	<b>306,045.00</b>	<b>0.00</b>	<b>306,045.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>306,708.19</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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411 Rural Electric Economic Development (REE) 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 10 04 11 Rural Development Investment	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

**360 Misc Revenues**

361 11 04 11 Investment Interest	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
594 22 62 01 Firehall Expansion	0.00	0.00	0.00	0.0%
522 Fire Control	0.00	0.00	0.00	0.0%

**591 Debt Service**

590 33 00 00 Debt Service	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%

**597 Interfund Transfers**

597 22 30 11 Transfers-Out - Fire Equipment Purchase	0.00	0.00	0.00	0.0%
597 33 00 42 Transfer Out - Reed To Sewer	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

**999 Ending Balance**

508 00 04 11 Ending Net Cash And Investments	0.00	0.00	0.00	0.0%
508 05 04 11 Unanticipated Expenses	0.00	0.00	0.00	0.0%
508 10 04 11 Ending Investment	0.00	0.00	0.00	0.0%
508 11 04 11 Rural Development Investment	0.00	0.00	0.00	0.0%
508 30 04 11 REED	0.00	0.00	0.00	0.0%
508 80 04 11 Unreserved Ending Balance	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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413 Ambulance Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 04 13 Estimated Beginning Balance	25,000.00	25,399.34	(399.34)	101.6%
308 Beginning Balances	25,000.00	25,399.34	(399.34)	101.6%

### 340 Charges For Services

342 60 00 00 Emergency Transport-ambulanc	112,619.00	34,720.89	77,898.11	30.8%
340 Charges For Services	112,619.00	34,720.89	77,898.11	30.8%

### 360 Misc Revenues

361 10 01 13 Investment Interest	0.00	55.49	(55.49)	0.0%
360 Misc Revenues	0.00	55.49	(55.49)	0.0%

### 380 Non Revenues

381 00 00 00 Interfund Loans Received	0.00	0.00	0.00	0.0%
381 10 00 43 Interfund Loan From 001	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>137,619.00</b>	<b>60,175.72</b>	<b>77,443.28</b>	<b>43.7%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 519 General Government Services

522 70 49 13 Miscellaneous	0.00	0.00	0.00	0.0%
519 General Government Services	0.00	0.00	0.00	0.0%

### 522 Fire Control

522 70 41 00 Professional Services Emergency Medical Services	0.00	0.00	0.00	0.0%
522 Fire Control	0.00	0.00	0.00	0.0%

### 526 Ambulance/Rescue/Emerg Aid

522 70 10 00 Salaries And Wages	6,500.00	1,342.23	5,157.77	20.6%
522 70 20 00 Personnel Benefits	3,300.00	699.42	2,600.58	21.2%
522 70 31 00 Operating Supplies	200.00	12.86	187.14	6.4%
522 70 42 00 Ambulance - Communications	125.00	33.86	91.14	27.1%
522 70 51 10 Ambulance Contract Services	99,500.00	33,042.92	66,457.08	33.2%
522 70 52 00 External Taxes	1,600.00	677.62	922.38	42.4%
526 60 00 00 Operations - Contracted Services	0.00	0.00	0.00	0.0%
581 20 79 20 Interfund Loan Repayment Principal	0.00	0.00	0.00	0.0%
526 Ambulance/Rescue/Emerg Aid	111,225.00	35,808.91	75,416.09	32.2%

### 538 Other Utilities/Activities

538 00 00 00 Other Utilities And Business-type Activites	0.00	0.00	0.00	0.0%
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## 2020 BUDGET POSITION

City Of McCleary  
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413 Ambulance Fund 01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>538 Other Utilities/Activities</b>				
538 Other Utilities/Activities	0.00	0.00	0.00	0.0%
<b>580 Non Expenditures</b>				
581 20 00 01    Loan Repayment Issued	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%
<b>591 Debt Service</b>				
592 22 82 00    Interest On Interfund Loan	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>				
508 00 04 13    Ending Net Cash	26,394.00	0.00	26,394.00	0.0%
508 10 04 13    Reserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
508 80 04 13    Unreserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
999 Ending Balance	26,394.00	0.00	26,394.00	0.0%
<b>Fund Expenditures:</b>	<b>137,619.00</b>	<b>35,808.91</b>	<b>101,810.09</b>	<b>26.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>24,366.81</b>		

## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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421 Sewer Bond Reserve Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 10 04 21 Estimated Beginning Balance	27,591.00	27,798.28	(207.28)	100.8%
308 Beginning Balances	27,591.00	27,798.28	(207.28)	100.8%

**360 Misc Revenues**

361 11 04 21 Interest On Investments	0.00	78.85	(78.85)	0.0%
360 Misc Revenues	0.00	78.85	(78.85)	0.0%

**397 Interfund Transfers**

397 00 00 21 Mo Transfer For Debt Service	146,400.00	36,600.00	109,800.00	25.0%
397 Interfund Transfers	146,400.00	36,600.00	109,800.00	25.0%

<b>Fund Revenues:</b>	<b>173,991.00</b>	<b>64,477.13</b>	<b>109,513.87</b>	<b>37.1%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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**580 Non Expenditures**

588 35 04 21 Prior Period Adjustments	0.00	0.00	0.00	0.0%
591 35 72 00 Usda Sewer Bond Loan #2 Principle	46,531.00	23,006.62	23,524.38	49.4%
591 35 78 00 Usda Sewer Bond Principal	0.00	0.00	0.00	0.0%
580 Non Expenditures	46,531.00	23,006.62	23,524.38	49.4%

**591 Debt Service**

592 35 00 00 Interest-debt Service	0.00	0.00	0.00	0.0%
592 35 83 21 Usda Sewer Bond Loan #2 Interest	99,647.00	50,082.38	49,564.62	50.3%
591 Debt Service	99,647.00	50,082.38	49,564.62	50.3%

**999 Ending Balance**

508 00 04 21 Ending Net Cash	27,813.00	0.00	27,813.00	0.0%
508 10 04 21 Sewer Bond Reserve Fund	0.00	0.00	0.00	0.0%
999 Ending Balance	27,813.00	0.00	27,813.00	0.0%

<b>Fund Expenditures:</b>	<b>173,991.00</b>	<b>73,089.00</b>	<b>100,902.00</b>	<b>42.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(8,611.87)</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
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422 Water Reserve Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 10 04 22 Reserved Beginning Cash & Investment	320,724.00	321,104.60	(380.60)	100.1%
308 Beginning Balances	320,724.00	321,104.60	(380.60)	100.1%

### 360 Misc Revenues

361 11 04 22 Interest On Investments	0.00	712.95	(712.95)	0.0%
360 Misc Revenues	0.00	712.95	(712.95)	0.0%

### 380 Non Revenues

389 00 04 22 Transfer From Operating Fund	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

### 397 Interfund Transfers

397 00 04 05 Equipment Replacement WATER	0.00	0.00	0.00	0.0%
397 00 04 22 Transfer From Operating Fund	73,175.00	0.00	73,175.00	0.0%
397 Interfund Transfers	73,175.00	0.00	73,175.00	0.0%

<b>Fund Revenues:</b>	<b>393,899.00</b>	<b>321,817.55</b>	<b>72,081.45</b>	<b>81.7%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 580 Non Expenditures

589 34 04 22 Transfer To Operating Fund	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%

### 597 Interfund Transfers

597 00 30 50 Transfers-Out - To Water Managerial Fund	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

### 999 Ending Balance

508 00 04 22 Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 04 22 Reserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
508 80 04 22 Unreserved Cash & Investment	393,899.00	0.00	393,899.00	0.0%
999 Ending Balance	393,899.00	0.00	393,899.00	0.0%

<b>Fund Expenditures:</b>	<b>393,899.00</b>	<b>0.00</b>	<b>393,899.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>321,817.55</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
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423 Sewer Reserve Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 10 04 23 Reserved Beginning Cash & Investment	128,630.00	128,785.20	(155.20)	100.1%
308 80 04 23 Unreserved Beginning Cash & Investment	0.00	0.00	0.00	0.0%
<b>308 Beginning Balances</b>	<b>128,630.00</b>	<b>128,785.20</b>	<b>(155.20)</b>	<b>100.1%</b>

### 360 Misc Revenues

361 11 04 23 Interest Investments	0.00	285.89	(285.89)	0.0%
<b>360 Misc Revenues</b>	<b>0.00</b>	<b>285.89</b>	<b>(285.89)</b>	<b>0.0%</b>

### 380 Non Revenues

380 00 00 23 Non-revenues	0.00	0.00	0.00	0.0%
389 00 04 23 Transfer From Operating Fund	0.00	0.00	0.00	0.0%
<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 397 Interfund Transfers

397 00 00 43 Operating Transfers In	0.00	0.00	0.00	0.0%
397 00 40 70 Equipment Replacement SEWER	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>128,630.00</b>	<b>129,071.09</b>	<b>(441.09)</b>	<b>100.3%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 580 Non Expenditures

589 35 04 23 Transfer To Operating Fund	0.00	0.00	0.00	0.0%
<b>580 Non Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 597 Interfund Transfers

597 35 00 43 Operating Transfers Out	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 999 Ending Balance

508 00 04 23 Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 04 23 Reserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
508 80 04 23 Unreserved Ending Cash & Investment	128,630.00	0.00	128,630.00	0.0%
<b>999 Ending Balance</b>	<b>128,630.00</b>	<b>0.00</b>	<b>128,630.00</b>	<b>0.0%</b>

<b>Fund Expenditures:</b>	<b>128,630.00</b>	<b>0.00</b>	<b>128,630.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>129,071.09</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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601 Investment Trust Fund		01/01/2020 To: 12/31/2020			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 80 06 01	Unreserved Beginning Cash & Investment	0.00	0.00	0.00	0.0%
308 Beginning Balances		0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>580 Non Expenditures</b>					
589 14 06 01	Refund Customer Deposit	0.00	0.00	0.00	0.0%
580 Non Expenditures		0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>					
508 10 06 01	Reserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
508 80 06 01	Unreserved Ending Cash & Investments	0.00	0.00	0.00	0.0%
999 Ending Balance		0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>		<b>0.00</b>	<b>0.00</b>		

## 2020 BUDGET POSITION

City Of McCleary  
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620 L. Baum Reward Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 10 00 00 Estimated Beginning Balance	0.00	5,118.28	(5,118.28)	0.0%
308 Beginning Balances	0.00	5,118.28	(5,118.28)	0.0%

**360 Misc Revenues**

361 40 00 00 L. Baum Reward Fund Interest	0.00	0.38	(0.38)	0.0%
360 Misc Revenues	0.00	0.38	(0.38)	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>5,118.66</b>	<b>(5,118.66)</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>5,118.66</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
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630 Consumer Deposits L/P Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 06 00 Unreserved Beginning Cash & Investments	0.00	(960.78)	960.78	0.0%
308 Beginning Balances	0.00	(960.78)	960.78	0.0%

### 360 Misc Revenues

361 11 06 00 Interest On Investments	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%

### 380 Non Revenues

388 80 00 60 Prior Period Adjustments	0.00	0.00	0.00	0.0%
389 10 06 00 Other Non-rev. - Deposits	0.00	897.34	(897.34)	0.0%
380 Non Revenues	0.00	897.34	(897.34)	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>(63.44)</b>	<b>63.44</b>	<b>0.0%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 580 Non Expenditures

588 33 06 00 Prior Period Adjustments	0.00	0.00	0.00	0.0%
589 33 06 00 Refund Customer Deposit	0.00	1,131.81	(1,131.81)	0.0%
580 Non Expenditures	0.00	1,131.81	(1,131.81)	0.0%

### 999 Ending Balance

508 00 06 00 Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 06 00 Reserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
508 80 06 00 Unreserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>1,131.81</b>	<b>(1,131.81)</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(1,195.25)</b>		
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## 2020 BUDGET POSITION

City Of McCleary  
MCAG #: 0344

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633 Consumer Deposits - Water Fund 01/01/2020 To: 12/31/2020

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 06 10 Unreserved Beginning Cash & Investments	0.00	10,989.56	(10,989.56)	0.0%
308 Beginning Balances	0.00	10,989.56	(10,989.56)	0.0%

### 360 Misc Revenues

361 11 06 10 Interest On Investments	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%

### 380 Non Revenues

388 80 00 61 Prior Period Adjustments	0.00	0.00	0.00	0.0%
389 00 06 10 Non-revenues	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

399 99 99 00 Total Consumer Water Dep. Fund	0.00	0.00	0.00	0.0%
399	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>10,989.56</b>	<b>(10,989.56)</b>	<b>0.0%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 580 Non Expeditures

589 34 06 10 Non-expenditures	0.00	0.00	0.00	0.0%
580 Non Expeditures	0.00	0.00	0.00	0.0%

### 999 Ending Balance

508 00 06 10 Ending Net Cash	0.00	0.00	0.00	0.0%
508 10 06 10 Reserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
508 80 06 10 Unreserved Ending Cash & Investment	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>10,989.56</b>		
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## 2020 BUDGET POSITION TOTALS

City Of McCleary  
MCAG #: 0344

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense	1,610,274.00	888,522.06	55.2%	1,610,274.00	417,545.14	26%
002 Current Expense Reserve Fund	206,494.00	197,170.47	95.5%	206,494.00	0.00	0%
102 Street Fund	126,687.00	-270,998.90	-213.9%	126,687.00	33,076.47	26%
119 COVID 19 Emergency Fund	0.00	0.00	0.0%	0.00	133,422.01	0%
120 Street Reserve	53,605.00	53,793.14	100.4%	53,605.00	0.00	0%
301 REET Excise Tax - Capital Proje	127,816.00	122,762.27	96.0%	127,816.00	0.00	0%
302 Street Managerial Equipment Rej	0.00	0.00	0.0%	0.00	0.00	0%
304 Light & Power Managerial Equip	119,426.00	80,196.94	67.2%	119,426.00	0.00	0%
305 Water Managerial Equipment Rej	176,898.00	114,107.82	64.5%	176,898.00	0.00	0%
307 Sewer Managerial Equipment Re	0.00	0.00	0.0%	0.00	0.00	0%
309 Storm Water Managerial Equipm	0.00	0.00	0.0%	0.00	0.00	0%
321 Police Managerial Equipment Re	68,036.00	58,230.37	85.6%	68,036.00	0.00	0%
322 Fire Managerial Equipment Repl:	81,215.00	61,423.10	75.6%	81,215.00	0.00	0%
336 Park & Cemetery Managerial Eq	36,668.00	26,759.42	73.0%	36,668.00	0.00	0%
401 Light And Power Fund	3,515,000.00	1,491,617.06	42.4%	3,515,000.00	999,069.73	28%
405 Water Fund	1,453,531.00	914,281.25	62.9%	1,453,531.00	202,604.10	14%
407 Sewer Fund	945,155.00	418,668.18	44.3%	945,155.00	236,625.51	25%
409 Storm Water Fund	242,675.00	121,027.41	49.9%	242,675.00	38,351.26	16%
410 Light And Power Reserve Fund	306,045.00	306,708.19	100.2%	306,045.00	0.00	0%
411 Rural Electric Economic Develop	0.00	0.00	0.0%	0.00	0.00	0%
413 Ambulance Fund	137,619.00	60,175.72	43.7%	137,619.00	35,808.91	26%
421 Sewer Bond Reserve Fund	173,991.00	64,477.13	37.1%	173,991.00	73,089.00	42%
422 Water Reserve Fund	393,899.00	321,817.55	81.7%	393,899.00	0.00	0%
423 Sewer Reserve Fund	128,630.00	129,071.09	100.3%	128,630.00	0.00	0%
601 Investment Trust Fund	0.00	0.00	0.0%	0.00	0.00	0%
620 L. Baum Reward Fund	0.00	5,118.66	0.0%	0.00	0.00	0%
630 Consumer Deposits L/P Fund	0.00	-63.44	0.0%	0.00	1,131.81	0%
633 Consumer Deposits - Water Fund	0.00	10,989.56	0.0%	0.00	0.00	0%
	9,903,664.00	5,175,855.05	52.3%	9,903,664.00	2,170,723.94	21.9%



# City of McCleary

## Budget Considerations Due to Impact of COVID-19 Pandemic

We entered a state of emergency on March 16, 2020, due to the affect of COVID-19 on our region. At that time, we adjusted staff roles and responsibilities to align with our emergency management plan. We are part of the Grays Harbor County Emergency Management Plan, and we have access to request resources and help from them. We also signed a Memorandum of Understanding with the Squaxin Tribe to allow us to share resources with them. We became part of their area, and we are managing our incident within that area.

As a result of this emergency and the onslaught of changes it has brought to our state, we know there will be an economic impact. At this time, we have evaluated quarter one to discover that it is intact and that budgeted revenues and expenses were as anticipated. In that the COVID-19 pandemic hit us late in the quarter, that is what we expected.

Moving forward, we are keeping an eye on the following regarding REVENUE:

- Washington State Retail Sales Tax
- Motor Vehicle Sales Tax
- Criminal Justice Tax
- City of McCleary Utility Tax
- Court Revenue

*We feel there could be some decline in these areas. We are watching to see how April financials close.*

We have identified potential increased EXPENSES as a result of COVID-19:

- Waste Water Treatment Plant Increased Use of Polymer and Sodium Hydroxide (estimated \$4,800)

We have put a hold on the following items pending analysis of budgetary impacts throughout Q2 and projections for Q3 and Q4:

• Summer Help Employees (3)	\$22,950	Public Works Funds
• Garage Door Openers	\$8,335	
• Painting City Buildings	\$4,250	
• Ilinx Software Records	\$30,000	
• Generator Match Funds	\$50,000	
• Community Center Roof	\$10,000	Cemetery/Park Funds
• Cemetery Sprinklers	\$2,700	
• Community Center Sprinklers	\$3,500	
• Ductless Heat Pump Community Center	\$10,000	
• Small Trailer-Single Axle Landscape	\$3,000	
• Park Sidewalk Project	\$10,000	Park Funds
• City Hall Windows	\$25,000	Current Expense Funds
• Website Redesign	\$15,000	
• Court Room Remodel	\$50,000	
• Third Street Finalization (remove poles, etc.)	\$150,000	Light & Power Funds

• Jet Vac and Camera Storm Lines	\$20,000	Storm Funds
• Storm Line Materials	\$5,000	
• Crosswalk Flashing Light Signage	\$16,000	Street Funds
• Paint/Striping Curbs	\$300	
• Hydrant Replacement	\$10,000	Water Funds
• Back Flow Testing	\$1,500	
• Frontage Road Water Line Replacement	\$22,000	
• Water Valves Replacement	\$15,000	
• Well to Ash Replacement, Phase II	\$20,000	
• Hydrant Paint	\$1,500	
• Engineering WWTP	\$4,500	Waste Water Funds
• Software Programming WWTP	\$9,000	
• Allen Bradley Variable Frequency Drive	\$5,200	
• Influent Pumps	\$3,500	
• Central CPU and IO Processors	\$3,500	
• UV Sensors, Boards, Bulbs	\$4,000	
• Building F Trusses and Roof	\$10,000	
• Odor Control for Trailer	\$5,000	

**TAB - G**

# **City of McCleary Comprehensive Emergency Management Plan – CEMP**

## **CITY OF MCCLEARY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN AND IMPLEMENTING PROCEDURES**



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# DISTRIBUTION LIST

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# BASIC PLAN

## I. INTRODUCTION

### A. Mission

The City of McCleary is dedicated to protect lives, property, and the environment of its citizens through preparedness and mitigation activities, respond in an effective manner to emergencies and disasters, and coordinate and participate in the recovery effort as a result of such events.

**Limitations:** The diverse nature of any emergency or disaster makes it likely no single government agency or jurisdiction can handle all potential incidents alone. It is either implied or inferred that this plan guarantees a perfect emergency or disaster response. No plan can shield individuals from all events. While every reasonable effort will be made to respond to emergencies or disasters, resources and/or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures, and all emergency plans are dependent upon tactical execution that may be imperfect.

### B. Purpose

This plan describes:

- 1) The legal basis for emergency actions by the City government during and following a disaster;
- 2) The most likely disaster hazards faced by the City;
- 3) The City's management, policies, and operational responsibilities during times of emergency;
- 4) The City's planned actions and responsibilities for the four commonly accepted phases of emergency operations:
  - i Mitigation
  - ii Preparation
  - iii Response
  - iv Recovery
- 5) The City's organizational mechanism for emergency planning;
- 6) Operational relationships between the City of McCleary government and other agencies which provide emergency response resources to the City.

### C. Scope

- 1) This plan applies to the government of the City of McCleary. Where other agencies and institutions are mentioned, the plan describes understandings or agreements about their expected roles and actions.
- 2) The City of McCleary Incident Commander (DES) coordinates efforts within the City to prepare for, respond to, recover from and mitigate against the threat of disasters and relies

on close partnerships with City employees, departments, outside entities, and the community as a whole to meet the mission of emergency services.

- 3) For the purposes of this plan, the term "emergency" means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. A "disaster" means the situation is beyond the capabilities of the responding organizations or jurisdiction. In general, the term "disaster" will be used in this plan to refer to either an "emergency" or a "disaster" that is covered under this plan.
- 4) The plan provides guidance to the City of McCleary government for the following:
  - a) Prevention, protection, mitigation, preparedness, response and recovery policy;
  - b) Disaster and emergency responsibilities and procedures;
  - c) Training and public education activities; and
  - d) Emergency planning requirement of Title III of the Superfund Amendments and Reauthorization Act of 1986.
- 5) This plan integrates elements of the National Response Framework (NRP), and National Incident Management System (NIMS) including the Incident Command System (ICS), **Incorporated within this plan are the guidelines of the Homeland Security Act of 2002, The Stafford Act of 2016, and** the emergency management method required by State and Federal law. Since NIMS/ICS is the fundamental operating platform, the City of McCleary formatted this plan to reflect the NIMS/ICS operational structure.
- 6) In all emergencies, City of McCleary response efforts will proceed according to these priorities:
  - a) eliminate major threats to life and safety
  - b) maintain essential governmental authority
  - c) eliminate major threats to property and the environment
  - d) restore essential systems and services
  - e) restore normal community and governmental operations
  - f) provide timely and accurate information to the public

#### **D. Organization**

- 1) The Mayor is the administrative head of the City government during periods of emergency. McCleary Municipal Code (MMC) provides the Mayor with power to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by disaster. Such orders must be confirmed at the earliest practicable time by the City Council as set forth in MMC.
- 2) Per MMC, the Incident Commander is authorized to coordinate all emergency management functions. The Chief of McCleary Police Department serves in this role. In the Mayor's absence, the Incident Commander may assume emergency powers subject to MMC.
- 3) An Emergency Preparedness Council, comprised of all City of McCleary department heads, the Mayor, and the Incident Commander is established to review, recommend, and advise City Council on issues pertaining to emergency preparedness.

- 4) The City Council passes emergency ordinances, resolutions and laws governing the City in a disaster event.
- 5) All City Department Heads are members of the Emergency Preparedness Council; along with the Mayor (council chair) and the Incident Commander (vice chair).
- 6) The City will use the NIMS/ICS to manage the disaster response.

**EMERGENCY PREPAREDNESS COUNCIL/OPERATIONS BOARD**

The Emergency Preparedness Council oversees and provides policy recommendations to the City Council before, during, and after emergency periods, and provides direction for the development and maintenance of the CEMP. The Emergency Preparedness Council shall provide recommendations and direction to the Incident Commander during major emergencies, and shall act as the Emergency Operations Board during major emergencies.

**The Emergency Preparedness Council/Operations Board consists of the following members:**

- Mayor .....Council Chair
- Incident Commander/Police Chief.....Vice Chair
- City Administrator / Director of Public Works
- Fire Chief
- Clerk/Treasurer
- Building Official

During actual emergency situations and activation of the Emergency Operations Board, the City Attorney may be included as a member.

**INCIDENT COMMANDER**

The Incident Commander (DES) provides direction and coordination for CEMP development and ongoing maintenance and related activities within the City. The DES provides coordination with outside agencies and organizations involved in emergency planning. The DES manages the EOC during activation and interacts with outside agencies to coordinate emergency support activities. The DES recommends emergency planning policy and procedure to the Emergency Preparedness Council.

**EOC TEAM** (The DES shall assign a chair to this team)

The EOC Team provides direction and support in the development or modification of the plan and all supporting documents. It is recognized that several employees within City Government have specific expertise in areas of emergency disaster management. The team shall be comprised of key operations and management personnel from each City department.

Each Department Head/Director will designate personnel to serve on the team. In addition, outside professional and volunteer organizations that are identified as having key roles in preparedness, planning, response and recovery activities will be identified and may be asked to participate. Members of the EOC Team will staff the EOC as necessary during activation and coordinate the activities in their respective areas or divisions of responsibility during major emergencies and disasters.

Each department will have at least one representative on the EOC Team. During a full or partial activation, some or all of the departments/divisions (listed below) will assure a representative is available to staff the EOC. The nature of the event will determine the level of participation needed. At a minimum, the following departments and divisions within the City will designate representatives:

***EXECUTIVE OFFICE***

Mayor  
City Administrator  
Council Member

***FIRE DEPARTMENT***

Administration  
Operations

***POLICE DEPARTMENT***

Administration  
Operations

***FINANCE DEPARTMENT***

Administration  
Operations  
Information Services Division

***DEVELOPMENT SERVICES***

Administration  
Planning Operations  
Building Division Operations

***PUBLIC WORKS DEPARTMENT***

Administration  
Public Works – Light and Power/Sewer/Storm/Water/Parks  
Engineering Operations

***LEGAL***

City Attorney

***OTHERS***

Risk Management Representative

School District Representative

## **II. EMERGENCY POWERS**

### **A. Authorities**

The City of McCleary CEMP is developed under the authority of the following local, state, and federal statutes and regulations.

1. Revised Code of Washington 38.52.050, (3), (b), (d), 38.52.070, 35.33.081 and 35.33.101.
2. Washington Administrative Codes 118-30.
- ~~3. Disaster Relief Act of 1974, USC Title 42, Sec 5121-5202, as amended, Federal Civil Defense Act of 1950, USC Title 50, Sec 2251-2303, as amended, Improved Civil Defense Program 1980, USC Title 50A, Sec 2301-2303.~~
3. The Stafford Act of 2016
4. Homeland Security Act of 2002
5. Title III Superfund Amendment and Re-authorization Act of 1986.

### **B. Assignment of Responsibilities**

#### **1. Mayor**

- a. Prepares and signs Declaration of Emergency.
- b. Signs Mutual Aid Agreements on behalf of the City.
- c. Declares special emergency orders as prepared by the Incident Commander, curfews, street use, etc.
- d. Provides for the accompaniment of visiting officials from other jurisdictions and levels of government.
- e. Provides leadership to the community and makes announcements to the media.
- f. Serves as Chair of the Emergency Preparedness Council.

#### **2. City Council**

- a. Provides Declaration of Emergency.
- b. Appropriates funds to meet emergency needs.
- c. Maintains Continuity of Government.
- d. Provides visible leadership to the community.
- e. Provides direction and control through the Mayor and the Emergency Preparedness Council.
- f. Other duties as assigned.

#### **3. Incident Commander (Police Chief).**

- a. Provides overall direction and control of emergency operations during disasters and emergencies.
- b. Serves as Vice-Chair of Emergency Preparedness Council.

- c. Requests assistance when necessary from Squaxin Island Tribe, Grays Harbor County Department of Emergency Management, State Emergency Operations Center (SEOC), and the Federal Emergency Management Agency (FEMA).
- d. Provides for emergency preparedness, mitigation, response, and recovery activities to be carried out within the City.
- e. Appoints a Public Information Officer (PIO) to coordinate preparation and dissemination of information to the public and the media during emergency events, who shall work with the City's Public Information Officer.
- f. Develops Emergency Operational Procedures for Emergency Preparedness office and assists other departments in their development; develops training materials and drills to test the plan.
- g. Coordinates the development and maintenance of the City's CEMP.
- h. Facilitates the development of associated documents and Emergency Operational Procedures which support the CEMP.
- i. Coordinates the preparation of disaster assistance paperwork and submits to the appropriate agencies.
- j. Provides for public information and education on emergency preparedness on an ongoing, routine basis.
- k. Documents emergency preparedness activities and costs.
- l. Other duties as assigned.

#### **4. Office of the City Attorney**

- a. Develops departmental Emergency Operational Procedures.
- b. Provides legal advice to City departments, Mayor and City Council as it pertains to disaster response and recovery.
- c. Reviews all contracts for emergency work.
- d. Provides legal review of emergency plans and supporting documents to ensure compliance with local, state, and federal laws.
- e. Provides for identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- f. Other duties as assigned.

#### **5. Office of Finance Department**

- a. Develops Emergency Operational Procedures, Concept of Operations, as appropriate.
- b. Coordinate, as appropriate, mitigation and preparedness activities within the City as they relate to risk management.
- c. Assists in identifying sources of disaster funds if departmental budgets are exceeded and any budget adjustments that may be required.
- d. Provides information and direction to City departments on requirements for the identification and preservation of essential City records.
- e. Develops and is responsible for City Hall facility emergency and evacuation plans.
- f. Reviews emergency contracts for City liability considerations.
- g. Coordinate the purchase of appropriate insurance policies for the City.
- h. Provide for identification and preservation of essential Risk Management records.

- i. Provide documentation and claims information to the Incident Commander and the City's insurance carriers following a disaster.
- j. Provides for the identification and preservation of essential department records.
- k. Coordinates disaster-related purchases and expenditures.
- l. Coordinates and reviews the compilation of disaster related financial information.
- m. Documents activities and costs.
- n. Other duties as assigned.

## **6. Information Services Division**

- a. Develop Emergency Operational Procedures as outlined in Section IV.
- b. **Concept of Operations as they relate to the department.**
- c. Provides computer support to the EOC.
- d. Coordinates the recovery operations of the City's computer systems following disaster situations.
- e. Provides City departments with guidance and direction for the protection of computer hardware, software, and data.
- f. Provides for the identification and preservation of essential division and citywide electronic records.
- g. Provides City departments with guidance and direction for the protection of City telephone systems.
- h. Documents activities and costs.
- i. Other duties as assigned.

## **7. Developmental Services – Building and Planning Division**

- a. Develops Emergency Operational Procedures.
- b. Provides initial damage assessment for residential, commercial, and public assembly structures within the community as assigned.
- c. Determines building safety and recommends evacuation as appropriate (coordinates with the EOC). Conducts a drive-by 'windshield' assessment of damage(s).
- d. Coordinates the establishment of Disaster Assistance Centers to support community recovery efforts.
- e. Streamlines the Building Department permit process for disaster recovery efforts.
- f. Assists permit processing during recovery.
- g. Provides expertise and recommendations for construction, demolition, and mitigation before and after a disaster.
- h. Develops plans to deal with land use, environmental impact, and related mitigation issues before and following disasters.
- i. Provides assistance to Human Resources in employee notification, support, feeding, and shelter programs.
- j. Provides assistance in damage assessments of City infrastructure and emergency restoration of department facilities.
- k. Provides for the identification and preservation of essential department records.
- l. Assists in major recovery work for City facilities.
- m. Provides for emergency approval of trades people for use in recovery.



- n. Provides for identification and preservation of essential division records.
- o. Documents activities and costs.
- p. Other duties as assigned.

## **8. Fire Department**

- a. Develop Emergency Operational Procedures.
- b. Provide command and control for disaster or emergency operations through established incident command systems.
- c. Provide basic life support with coordination of transportation to medical facilities as appropriate.
- d. Provide fire suppression services.
- e. Provide light and limited heavy rescue. Provide expertise on Urban Rescue.
- f. Provide hazardous materials incident response and radiological monitoring. Coordinate with outside agencies as appropriate.
- g. Provide “windshield survey” and initial City-wide damage assessment as appropriate.
- h. Provide initial damage assessment for department facilities and support in City-wide structural damage assessment.
- i. Provide for the identification and preservation of essential department records.
- j. Provide support in the dissemination of emergency warning information to the public.
- k. Provide direction and control for evacuation efforts as appropriate (coordinate with Police Department).
- l. Provide Public Information and Press relations support in the EOC, upon request.
- m. Provide support to utility restoration efforts as appropriate.
- n. Coordinate the re-establishment of E-911 service if disrupted.
- o. Document activities and costs.
- p. Other duties as assigned.

## **9. Parks and Recreation Department**

- a. Develops Emergency Operational Procedures.
- b. Develops plans for and coordinates the utilization of City facilities for temporary emergency shelters.
- c. Coordinates the use of City parks for staging areas for disaster operations, mass casualty care and temporary housing.
- d. Provides support in debris removal, traffic control, road closures and protection of property, if requested.
- e. Develops plans and provides limited temporary shelter for “special needs” individuals.
- f. Develops plans and coordinates volunteer groups to assist “special needs” individuals in their homes.
- g. Provides initial damage assessment for department facilities.
- h. Provide for the identification and preservation of essential department records.
- i. Document activities and costs.
- j. Other duties as assigned.

## **10. Clerk/Treasurer**

- a. Develops Emergency Operational Procedures.
- b. Develops plans for employee notification and support during disaster activities; coordinates City of McCleary Family Area Network information.
- c. Develops plans and coordinates emergency feeding and shelter for City staff during disaster activities.
- d. Coordinates the registration of emergency workers and volunteers.
- e. Provides for the identification and preservation of essential department records.
- f. Document activities and costs.
- g. Other duties as assigned.

## **11. Public Works Department**

- a. Develops Emergency Operational Procedures.
- b. Provide debris removal, emergency protective measures, emergency and temporary repairs and/or construction.
- c. Provide for command and control for disaster operation through established Incident Command Systems as appropriate.
- d. Provide light and heavy equipment and supplies.
- e. Provide damage assessment of City infrastructure and emergency restoration of department facilities.
- f. Performs or contracts for major recovery work for City facilities.
- g. Provides barricades for road closures, traffic control measures and operational control of traffic signals within the City.
- h. Provides damage assessment of transportation routes and identifies alternates.
- i. Provides support to City wide evacuation planning and assists in evacuation efforts as appropriate (coordinates with Police/Fire).
- j. Provides field communications support through existing communications equipment.
- k. Provide support in hazardous material incident response to City sewers, streets, waterways, and storm drains.
- l. Assists in streamlining the Public Works permit process for disaster recovery efforts.
- m. Provide for monitoring of rain gauges and other flood warning equipment.
- n. Provide information and recommendations on traffic routes during flooding situations.
- o. Provide for monitoring of water levels in City storage tanks and the water distribution system.
- p. Provide for the monitoring and maintenance of the City sewer infrastructure.
- q. Provides telecommunications support to the EOC.
- r. Provide for the identification and preservation of essential department records.
- s. Document activities and costs.
- t. Other duties as assigned.

## **12. Police Department**

- a. Develop Emergency Operational Procedures.
- b. Provide law enforcement activities within the City.

- c. Provide for command and control for disaster operations through established incident command systems as appropriate.
- d. Provide for assistance in urban search and rescue activities.
- e. Provide “windshield survey” and initial **City-wide** damage assessment as assigned.
- f. Provide emergency traffic control.
- g. Provide direction and control for evacuation efforts as appropriate (coordinates with Fire and Public Works).
- h. Provide support in the dissemination of emergency warning information to the public.
- i. Assists in recommendations for EOC communications equipment.
- j. Provide explosive device identification, handling, and disposal, or coordinate this activity with the appropriate agency.
- k. Provide for the identification and preservation of essential department records.
- l. Document costs and activities.
- m. Other duties as assigned.
- n. Development of a transportation plan to evacuate citizens and the transportation of supplies to support emergency operations.
- o. Assists in recommendations for EOC communications equipment.

### **13. Engineering**

- a. Provides engineering services for City properties and projects.
- b. Development of Citywide evacuation plans to include transportation, transportation routes, and coordination with supporting agencies and surrounding jurisdictions.

### **C. Limitations**

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that in major emergencies and disaster situations that a perfect response to all incidents will be practical or possible. As response resources may be depleted or unavailable and essential systems may be rendered dysfunctional, the City can only make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

## **III. SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

Through the development of the Hazard Vulnerability Analysis, it has been determined the City of McCleary is vulnerable to numerous technological and natural hazards. These hazards include: storms (wind, rain, snow, and lightning), earthquake, flood, landslide, common and uncommon rescue emergencies, civil disturbance, tsunamis, terrorist activity, explosion, structural collapse, hazardous material incidents, major fire (including wild land and urban interface fires) and energy and utility system failure.

In addition to these hazards, the potential exists for emergencies occurring outside of the jurisdiction that may affect our jurisdiction negatively. Coordination for response will be critical to the successful implementation of any detailed plans.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. It is the policy of the City of McCleary to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.

2. It is the policy of the City that each City Department or division (as appropriate) takes an active role in emergency planning. The planning efforts include the formation of Emergency Operational Procedures for each department that is coordinated in this plan. It is the responsibility of the head of each City department to:

- a. Provide a designee and alternate(s) assigned as members of the EOC Team to actively participate in the preparation and maintenance of the City's overall Emergency Operations Plan.
- b. Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.
- c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
- d. Develop departmental Emergency Operational Procedures which includes the following:

- Provides for identification and preservation of essential records.
- Departmental chain of command.
- Location for managing departmental emergency operations.
- Departmental responsibilities, capabilities and resources to include: personnel, facilities, fuel, and equipment.
- Information needed to manage the department during emergency operations and means of communications for obtaining that information.
- How the department will coordinate with the EOC.
- Methods to ensure that all department staff are aware of Emergency Operational Procedures and of the concepts of the Emergency Management Plan.

3. It is the policy of the City that City Departments make staff and resources available at the request of the Incident Commander for training activities and emergency operations assignments.

4. When a major emergency or disaster occurs, City department management shall use the following general checklist as a basis for managing disaster operations:

- a. Report to the pre-determined site to manage department operations.
- b. Assess damages to facilities and resources.
- c. Assess personnel and resources available.

- d. Assess problems and needs.
- e. Report situation, damages and capabilities to the EOC.
- f. Send designated representatives to the EOC to participate as members of the EOC Team and Emergency Preparedness Council.
- g. Carry out departmental responsibilities and assigned tasks.
- h. Continue assessment of department resources, needs and actions.
- i. Continue reports to the EOC regarding conditions, actions, ~~problem~~, needs, ~~damages, etc.~~
- j. Keep detailed and accurate records, document actions, costs, situations, etc.
- ~~k. Maintain day-to-day normal activities as much as practicable.~~

5. The EOC is activated by the Police Department at the request of the Mayor, the Incident Commander, or any City department head or their alternates, when the level of operations requires it. Designated staff reports to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

6. The Emergency Preparedness Council shall be the organization responsible for evaluating a situation to determine if a Declaration of Emergency by the Mayor is necessary. This is recommended and coordinated by the Incident Commander.

7. City Departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner. The Emergency Preparedness Council may be requested by the Mayor to act as advisors in dealing with problems caused by a disaster and in the coordination of the situation. This coordination will be done through the EOC.

8. When a major emergency or disaster occurs, it is anticipated that City Departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the EOC. In the event of a Declaration of Emergency, the deployment of resources will normally be coordinated through the EOC. Resources to be utilized to support City operations may be placed at staging areas until specific assignments can be made.

9. In the event a situation is, or will become, beyond the capabilities of the resources of the City and those provided through mutual aid, the Mayor may request assistance from Elma or Washington State.

10. In the event of communications failure in a disaster, any City facility may act as a remote EOC for its local area until coordination can be established from the McCleary Police Department EOC. In addition, each may serve as a staging area, triage area, communications center or in any other functional capacity appropriate for the situation as assigned.

11. The documentation of registration for emergency workers and other volunteers will be coordinated through the City Clerk/Treasurer Department.

## **B. Direction and Control**

1. Direction and control of emergency management activities rests with the Incident Commander. Overall control during disaster operations will be divided into three levels.
  - a. **Policy Group:** consists of the Emergency Preparedness Council with the Mayor as Chair, primarily dealing with policy issues brought about by the disaster. This policy group will provide guidance to the City Council for their action where appropriate.
  - b. **EOC Team:** staffs the Emergency Operation Center, coordinates disaster resources, monitors the disaster situation and reports to the Policy Group.
  - c. **Command Posts:** operation in field locations and will direct and coordinate disaster field operations. The EOC will provide coordination for the requests from the Command Post(s). Department heads and/or their respective representatives will staff Command Posts as required. Those representatives are authorized to make day-to-day decisions for the activities of their departments.
2. Overall direction, control and coordination will be conducted through the EOC in order to support the overall community response to the disaster and to best coordinate efforts with county, state, and federal agencies.
3. The primary EOC is located at City Hall, and is equipped with alternate power supplies for use during general system failures.
4. Recommendations for EOC activation may come from any level deemed appropriate for the level of disaster. It will be staffed by members of the EOC Team and necessary support staff as required. Initial establishment of the EOC following activation will be the responsibility of the Incident Commander, or other staff as assigned by the Director.
5. Individual City departments may designate alternate locations for coordinating individual department operations. The individual in charge of the coordination shall be responsible for keeping the EOC informed of their situation and activities and shall act in coordination with and under the direction of the EOC.
6. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
  - a. Protect life.
  - b. Protect public and private property as it relates to the economic base.
  - c. Develop and disseminate public information through the assigned Public Information Officer.
  - d. Restore essential services.
  - e. Minimize economic disruption to the community.
  - f. Preserve existing institutions and organizations.
  - g. Document decisions, costs, lessons learned, etc.
  - h. Ensure feedback mechanisms are in place for the community.

i. **Recovery.**

7. Communications during an emergency or disaster will be through communications systems currently established within the City organizations. Back up and supporting communication activities will be provided by organized volunteer radio operators.

8. Emergency public information will be communicated to citizens via local media through designated Public Information Officer(s), the McCleary Emergency Alert System, and the Public Cable television Civil Emergency Alert System (CEAS).

9. The Continuity of Government Act RCW 42.14.050 establishes provisions for the continuation of government in the event its leadership is incapacitated. RCW 35.22 and 35a.12.050 provides for the filling of vacancies for third class cities.

**C. Facilities**

**BUILDING LOCATIONS**

City Hall

CITY HALL	100 S. 3 <sup>rd</sup> Street
MCCLEARY POLICE DEPT.	100 S. 3 <sup>rd</sup> Street
MCCLEARY FIRE DEPT.	100 S. 3 <sup>rd</sup> Street
PUBLIC WORKS Streets, Water, Parks, Storm Water, Light and Power, Sewer	100 S. 3 <sup>rd</sup> Street
PUBLIC WORKS Wastewater Treatment	700 W. Maple Street

**D. Preparedness Activities**

1. Conduct training activities with City government, outside agencies, and the public.
2. Coordinate volunteer organizations to assure cohesive working relationships and coordinated responses.
3. Provide timely input to the budget process on an annual basis.
4. Conduct public education to enhance citizen and business survivability.
5. Alert City workers and public as to types of warnings they may receive.
6. **Personal and Family Preparedness Plans:** <https://www.ready.gov/plan>

**E. Response Activities**

1. Initiate actions necessary to preserve life and property and the environment utilizing available resources.
2. Make appropriate notifications and initiate actions to place emergency plans into effect.
3. Activate and staff the EOC as required for the situation.

4. Disseminate emergency warning as appropriate.
5. Carry out initial damage assessment and evaluate situation.
6. Coordinate response and support functions with outside agencies and volunteer organizations.
7. Coordinate operations, logistics, planning, and finance functions.
8. Compile event status information and provide timely reports.
9. Prepare and maintain detailed documentation of events and activities.
10. Provide public information and additional warnings as appropriate.
11. Prepare Declaration of Disaster as appropriate.

#### **F. Recovery Activities**

1. City personnel shall carry out damage assessment functions and assess community needs.
2. EOC Team shall prioritize recovery projects and assign functions accordingly.
3. EOC team shall coordinate recovery efforts and logistical needs with supporting agencies and organizations.
4. Prepare documentation of events, including logs, cost analyses and estimated recovery costs.
5. Facilitate the establishment of disaster assistance offices to assist private business and citizens with individual recovery.
6. Assess special community needs and provide information and assistance where appropriate.
7. Incorporate the City of McCleary short term and **long-term** community plans into recovery and reconstruction activities.

#### **V. RESPONSIBILITIES**

1. Effective administrative records are essential when recovering from disasters. Each City department will assign personnel to be responsible for documentation of disaster costs and utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational expenditures from day to day expenditures.
2. RCW 38.52.070, 35.33.081, and 35.33.101 provide for disaster expenses being incurred from currently appropriated local funds. The Mayor, City Council, and Finance Director will be responsible for identifying other sources of funds to meet disaster related expenses.
3. State and Federal requirements mandate agencies submit reports on disaster situations with information concerning: nature, magnitude, and impact, for use in evaluating and providing appropriate response resources and services. These reports include, but are not limited to:

- Situation Reports
- Declaration of Emergency
- Requests for Assistance
- Damage Assessment

The Incident Commander will be responsible for coordinating the preparation and submission of all required reports and will ensure their delivery to the appropriate agencies in a timely manner.

4. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Control Zones.



5. Repair and restoration of damaged facilities may require an environmental impact permit prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act and Flood Control Act.
6. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the State Office of Archeology and Historic Preservation.
7. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age or disability. No special treatment over and above what would normally be expected in the way of City services will be extended to any individual or group in a major emergency or disaster situation. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 – Discrimination – Human Rights Commission and Title 44, CFR 205.16 – Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
8. The Mayor and the Incident Commander, following a Declaration of Emergency by the Governor, have the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, RCW 38.52.110.
9. The Mayor and the Incident Commander are authorized to contract with any person, firm, corporation or entity to provide construction work on a cost basis during emergency or disaster response operations, RCW 38.52.390.
10. All City departments will prepare and maintain an updated list of its personnel, special skills, facilities and equipment resources as part of their Emergency Operational Procedures. Any or all of these resources may be called upon during disaster or emergency situations.
11. Additional governmental resources may be called upon for assistance through the use of existing mutual aid agreements and through the Grays Harbor County Department of Emergency Services, Department of Emergency Management, and the Washington State Division of Emergency Management.

APPENDIX 1

**EMERGENCY OPERATIONS PLAN**  
**OPERATIONS GUIDELINES FOR THE**  
**EMERGENCY OPERATIONS CENTER (EOC)**

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Chart of Responsibilities by Function.....

List of Basic Responsibilities by Major ICS Title

Action Check Lists

Incident Commander

Public Information Officer

Liaison Unit

Safety Unit

Legal Unit

Operations

Fire Unit

Police Unit

Public Works Unit

Utilities Unit

Health and Welfare Unit

Planning

Resources Unit

Situation Unit

Documents Unit

Demobilization Unit

Logistics

Supply Unit

Facilities Unit

Transportation Unit

Communication Unit

Food Unit

Finance

Time Unit

Compensation / Claims Unit

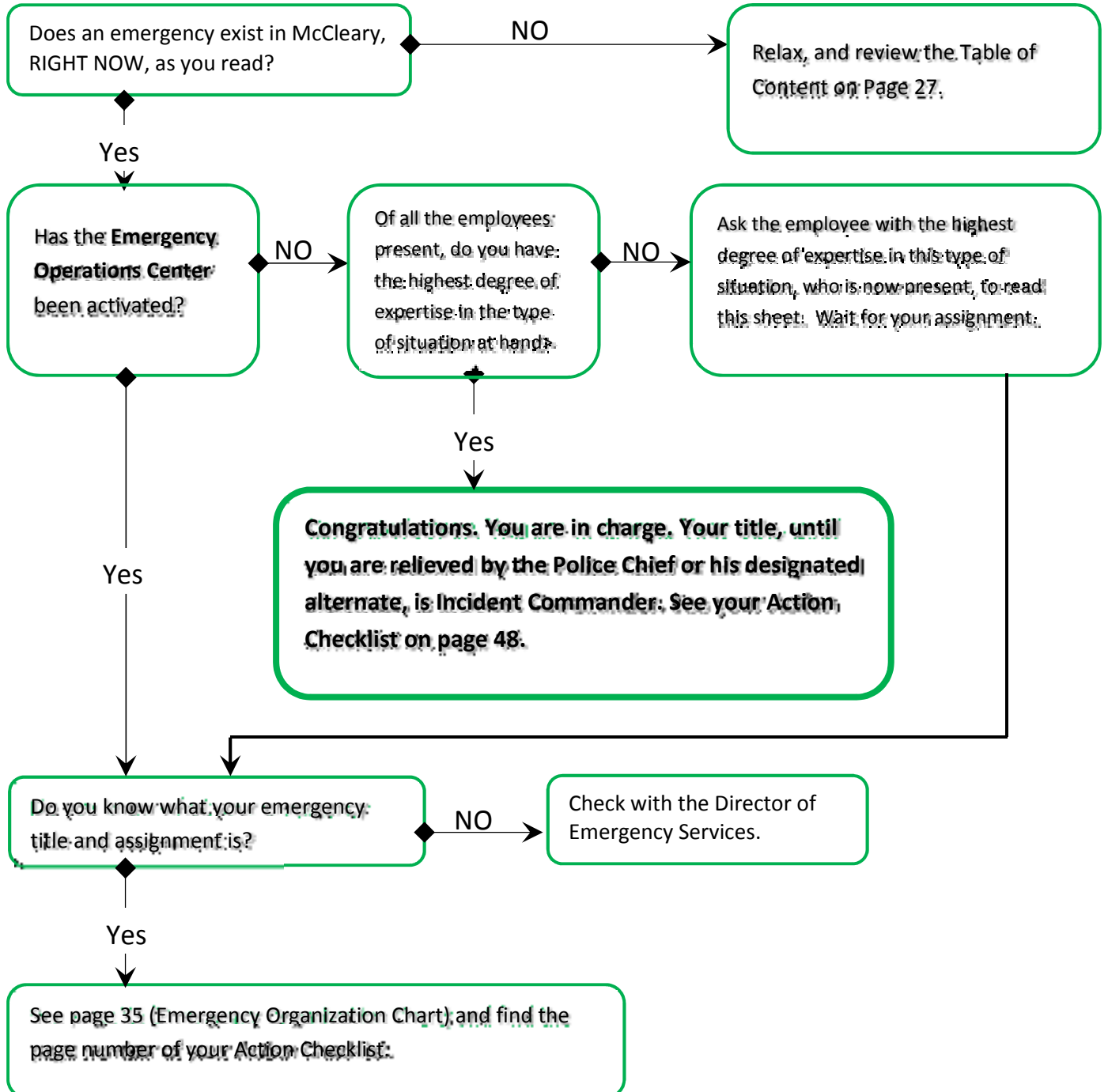
Costs Unit

Emergency Activation Notification Guide

Incident Action Plan

# Read This First

**Emergency: A Situation that requires immediate action beyond the scope of normal City operations.**



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## I. INTRODUCTION

The City of McCleary is located in an area that has not had a high risk of disaster. However, the Northwest is now being educated on the possibility of a catastrophic earthquake that could dramatically affect our way of life and our continued viability as a growing community. In addition to the potential earthquake activity in this area, it has also been recognized that many other events could severely impact our City. These other possible events are described in the Basic Plan and in the Hazard Vulnerability Analysis, (published under separate cover). The potential for a major disaster is present. The City takes seriously its responsibility to provide advanced information to citizens, to help minimize damage and injury in a disaster, and also to ensure effective communication and efficient service when a disaster occurs. Our obligations extend beyond the initial response to a disaster. The recovery from a disaster and the ability for our City to effectively operate in the weeks, months, or years following a major incident will be a direct result of how well we prepare.

When a disaster strikes, an emergency organization must be mobilized immediately. This plan will help the City make this mobilization quickly and effectively.

This document is a supplement to the CEMP and its Annexes.

## II. PURPOSE OF THIS DOCUMENT

1. During emergencies, to answer the questions, “Who’s in charge?” and “What should I do?”
2. During emergencies, to make sure that necessary jobs get done.
3. To provide for continuity of government during emergencies.
4. To help you understand the City of Oak Harbor Emergency Preparedness organization.
5. To provide guidance for disaster education and training.
6. To provide references to more detailed information.

## III. SCOPE

This document is designed to be used by any department in any emergency that may strike the City of McCleary. The text of this document is short; if you need more detail, refer to the action checklists in this document, the documents at each work station in the EOC, or one of the documents referred to by reference or footnote.

## IV. PRIORITIES

In an emergency, assign response efforts according to these priorities:

1. People trapped whose lives are in immediate danger from fire, flood, etc.
2. Life threatening fires, floods, leaks, etc.
3. Life threatening injuries.
4. Building collapse/major threats to property.
5. Lesser injured people.
6. Essential systems and services.
7. Recovery of fatalities.
8. Continuity of government.

(See Basic Plan, Appendix 2: Direction and Control)

## V. The Emergency Operations Center (EOC)

The EOC serves as the center of the City's emergency operations. Under full activation, all of the functions of the Emergency Operations Plan, operating under the Incident Command System (ICS), described on pages 43-47, will be carried out from this location. If the primary location is not usable, the alternate location will be utilized.

A. Primary EOC:  
McCleary City Hall  
100 South 3rd Street  
McCleary, WA 98557

B. Alternate EOC location:  
McCleary Fire Department  
100 South 3rd Street  
McCleary, WA 98557

C. Alternate EOC location:  
Mobile Command Trailer

## VI. ACTIVATION

### A. Who can activate?

Who can activate the CEMP, in whole or in part? The plan becomes active when the EOC is activated. This occurs when:

**The Mayor, Incident Commander (Police Chief), or his/her alternate, any department head, or the City employee with the highest degree of expertise in the emergency at hand activates the EOC.** This person will be in charge (that is, be the Incident Commander) until relieved by the Police Chief or his/her alternate.

- or -

A state of local emergency has been declared by the Mayor or City Council.

- or -

A state of emergency or state of war emergency exists, either as declared by the governor or as defined in state or federal law.

### B. Three levels of activation:

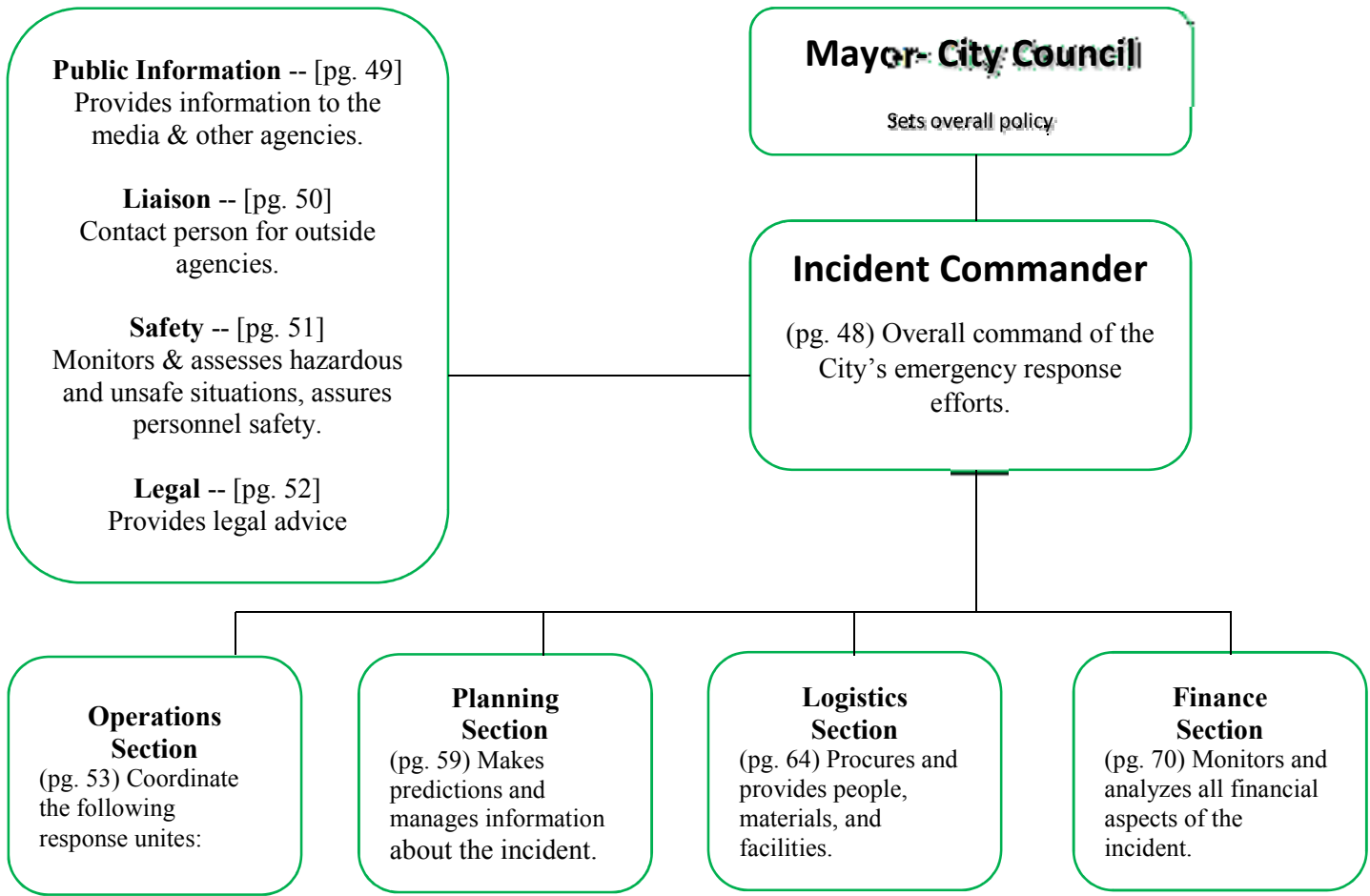
1. First level: Normal Operations. This is the time to familiarize yourself with the contents of this document, the Basic Plan and the Annexes, develop and update resource lists or Emergency Operational Procedures (EOP), and participate in disaster exercises.
2. Second level: Partial Activation. This may involve a smaller emergency that a limited number of responders can handle, or it may involve the early stages of what later becomes a larger problem. During Partial Activation, some positions may not be needed. Use of the EOC will be at the discretion of the Director of Emergency Services.
3. Third level: Full Activation. The EOC is activated, and all or most of the positions needed are filled. This involves an emergency requiring an all-out City (or greater) response effort.



## Examples of Activation

Type	Partial Activation	Full Activation
Earthquake	Some damage, some objects may fall, windows crack.	Injuries/building collapse
Flood	Impending evacuations	Required evacuation
Fire	Third alarm or activation of strike teams or task forces from outside the area.	Conflagration, campaign fire, etc.
Accident	50 casualties	100 + casualties
Civil Unrest	Threatens the safety of others	At the direction of Police Department.
Hazardous Material	Impending evacuation or major disruption to traffic patterns.	Required Evacuation

# INCIDENT COMMAND SYSTEM EMERGENCY ORGANIZATION CHART



<b>Fire (pg. 54)</b> Responds to fires and emergency medical services (EMS).		Resources (pg. 60) Maintains current information about resources.	Supply (pg. 65) Obtain, store, and provide equipment and supplies.		Time (pg. 71) Keeps track of hours worked by paid personnel.
Police (pg. 55) Protects lives and property, enforces laws and orders, controls traffic.		Situation (pg. 61) Collects and organizes information on incidents, situations, and status. Posts this information.	Facilities (pg. 66) Provides sleeping and relaxation areas for emergency personnel.		Comp./Claims (pg. 72) Manages compensation and claims arising out of incidents.
Public Works (pg. 56) Reduces damage, restores services, helps with heavy rescue.		Documents (pg. 62) Keeps files and makes copies	Transportation (pg. 67) Provides vehicles for emergency personnel and for public evacuation		Costs (pg. 73) Keeps track of costs to the City arising out of incidents. Tries to reduce costs.

<p>Utilities (pg. 57) Restores and maintains electrical, water, gas, phone, and sewer utilities.</p>		<p>Demobilization (pg. 63) Plans for the orderly transition from emergency status to day-to-day operations</p>		<p>Communications (pg. 68) Sends messages via radio, phone, computer, and television. Relays EOC messages.</p>		
<p>Health &amp; Welfare (pg. 58) Staffs and coordinates public shelters</p>				<p>Food (pg. 69) Feeds emergency personnel.</p>		

# **APPENDIX 1**

## **OPERATIONS GUIDELINES FOR THE EMERGENCY OPERATIONS CENTER (EOC)**

### **A. WHAT IS THE EOC?**

EOC stands for Emergency Operations Center. Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. When a major emergency or disaster strikes, centralized emergency management is needed. This facilitates a coordinated response by the Mayor, Office of Emergency Management staff and representatives from City and non-City organizations who are assigned specific emergency management responsibilities.

The EOC operates under the nationally-recognized Incident Management System (IMS). An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are among those performed in the City of McCleary EOC:

- Receive and disseminate warnings.
- Develop policies.
- Collect and disseminate information from and to the various EOC representatives and, as appropriate, to County and State agencies, military and federal agencies.
- Prepare intelligence/information summaries, situation reports, operation reports and other reports as required. Maintain general and specific maps, information display boards and other data pertaining to emergency operations.
- Continue analysis and evaluation of all data pertaining to emergency operations.
- Control and coordinate, within established policy, the operations and logistical support of the departmental resources committed to the emergency operations.
- Maintain contact with support EOC's, other jurisdictions and levels of government.
- Provide emergency information and instructions to the public. Make official releases to the media and schedule press conferences as necessary.

## **B. RESPONSIBILITIES DURING AN EMERGENCY**

Directed by the Mayor, the Director of Emergency Management has these responsibilities during an emergency:

- Organize, staff and operate the Emergency Operations Center (EOC).
- Operate communications and warning systems.
- Provide information and guidance to the public.
- Maintain information on the status of resources, services and operations.
- Direct overall emergency operations.
- Obtain support for the City of McCleary and provide support to other jurisdictions as required.
- Analyze hazards and recommend appropriate countermeasures.
- Collect, evaluate and disseminate damage assessment and other essential information.
- Provide status and other reports to the State of Washington Division of Emergency Management.
- Ensure that the procedures outlined in the City of McCleary Emergency Preparedness Plan are carried out.

## VI. Phases of Disaster

### A. Disaster Preparedness

Natural part of living in Washington State, and it is everyone's responsibility. For comprehensive information on how to prepare your household for the disasters we may face here in McCleary, use the links on the McCleary site. You will find many tips that will detail how to protect your family and household and your business.

1. **Typical Problems Caused by Most Disasters:**
  - a. Prolonged loss of energy systems
  - b. Loss of communications
  - c. Loss of public services including police and fire
  - d. Debris blocked streets
  - e. Destruction of property
  - f. Live power lines
  - g. Contaminated water/environment
2. **RESPONSE** to disaster is the function of first responders: Fire-rescue, police, hospitals and other trained emergency personnel. When a **large-scale** event has occurred such as a flood or earthquake, that response needs to be coordinated. In addition to activating the Emergency Operations Center (EOC) and coordinating the response.

### B. Hazardous Materials Response

Chemicals make much of our modern life possible. Those refreshing backyard pools are kept clean by chlorine products, which in concentrated form is a deadly gas.

### C. Anti-terrorism

The United States is no longer just an observer of terrorist incidents. Reducing these attacks comes in the form of being prepared for the consequences. Preparation is focused on responders like police, fire-rescue and medical facilities. Medical facilities are normally impacted very heavily after a multi-casualty incident or attack.

### D. Medical Response System

In partnership with local, State and Federal government agencies, OEM is formalizing a Medical Response System (MRS) in order to increase the capabilities to respond to a mass casualty incident such as a chemical weapon attack by a terrorist group.

## **VII. RECOVERY**

1. The hardest phase of a disaster and requires personal and community motivation. It also requires advance planning for how we're going to recover. OEM coordinates the early stages of recovery, and guides assistance from the State of Washington and the Federal government.

### **2. Debris Removal Program**

Earthquakes and other natural disasters spread debris throughout an area, blocking streets, clogging drainage canals, closing airports and creating unsafe conditions. Roads blocked by debris means that communities may be cut off from the normal rapid response by their police and fire-rescue units. The faster that debris is cleared the sooner utility repair crews can restore services and businesses can re-open.

The program has divided the city into zones, identified major roads to allow emergency vehicles safe passage, and sends designated removal teams to quickly clear debris.

### **3. Disaster Recovery Centers (DRC's)**

After a disaster, the public will need access to three basic things:

- a. Access to emergency services
- b. Information
- c. Recovery supplies and services.

This means opening Disaster Recovery Centers in McCleary to have neighborhood-based, easily located centers to get as many recovery services as possible.

## **VIII. The Emergency Operations Center (EOC)**

The EOC serves as the center of the City's emergency operations. Under full activation, all of the functions of the Emergency Operations Plan, operating under the Incident Command System (ICS), will be carried out from this location. If the primary location is not usable, the alternate location will be utilized.

### **A. Primary EOC:**

McCleary City Hall  
100 South 3<sup>rd</sup> Street  
McCleary, WA 98557

### **B. Alternate EOC location:**

McCleary Fire Department  
100 South 3<sup>rd</sup> Street  
McCleary, WA 98557

### **C. Alternate EOC location:**

Mobile Command Trailer

## **X. THE EMERGENCY ORGANIZATION**

### **A. Description**

An emergency changes our working relationships. The major changes are:

Several agencies or departments work under the direction of one person, even though they normally work independently. Special purpose units may form to perform emergency tasks, such as emergency transportation of food. If you serve in such a unit, you become detached from your regular agency or department.

This document describes an emergency organization, complete with titles, job descriptions and duty checklists. This organization is based on the Incident Command System (ICS), which provides clear authority, direction, and communication during emergencies. This system can be used within one agency or department, or by several agencies and departments involved in the same emergency.

The ICS, because of its standardized organizational structure and common organizational and operational terminology, provides a useful and flexible management system that is particularly adaptable to incidents involving multi-departmental or multi-jurisdictional response. The ICS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed.

### **B. Who is in Charge?**

This document is designed so that anyone can step in and follow the action checklist for any emergency position, including the position of Incident Commander.

However, it is best to fill the Director's position with qualified people in this order:

- a. Police Chief/Incident Commander.
- b. Public Works Director
- c. Fire Chief
- d. The City employee with the highest degree of expertise in the type of emergency at hand.

### **C. Emergency Personnel**

1. Order of personnel use. In an emergency, use available personnel in this order:

- a. City employees.
- b. Skilled individuals from other organizations.
- c. Independent volunteers.
- d. Citizens pressed into service by the director.

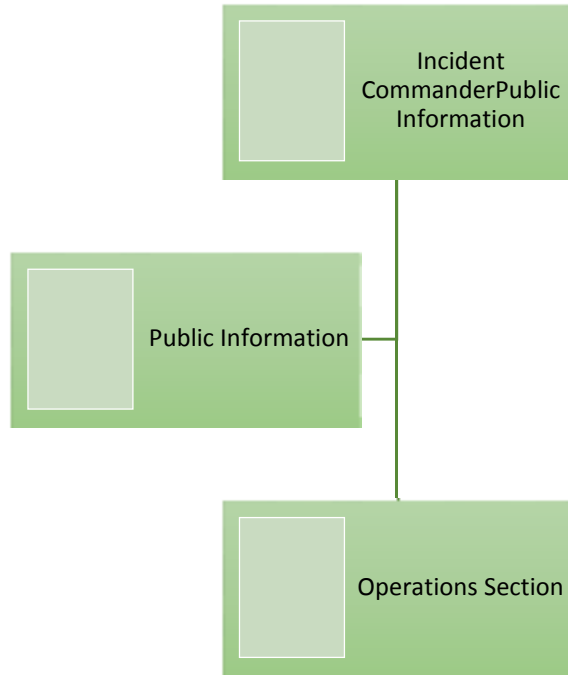
All of the above can be considered "emergency workers." City employees are automatically designated as such, whereas skilled workers from other organizations, both public and private would be used depending on our agreements and their functions (i.e., other cities would be utilized under Mutual Aid, Red Cross functions under their charter, etc.).



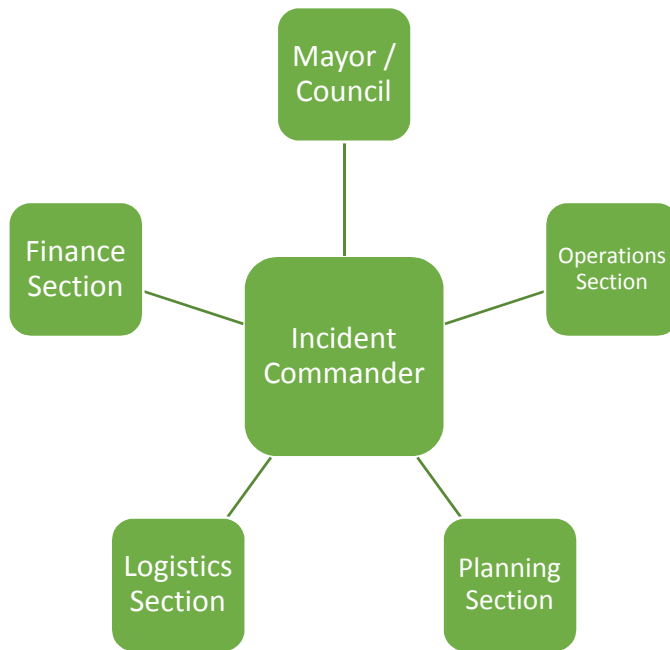
**D. Emergency Organization**

During normal City operations, this emergency organization exists only on paper. But, during an emergency it is designed to be activated and expanded as the need arises.

a. A partially activated organization would look like this:



b. A fully activated emergency organization would look like this:



## **XI. CONTINUITY OF GOVERNMENT**

### **A. City Council**

To provide for the continuation of the Council during an emergency, the Council may make necessary appointments at the time of the emergency in accordance with state law.

### **B. City Officials**

Depending on the extent of the emergency, the normal City organization may be partially or completely replaced by the emergency organization and City officials may or may not be fully occupied with their emergency roles.

### **C. Temporary Locations**

If any City offices become unusable, the temporary designations for each City department will be used. These designations have (or will be) determined and listed in the Basic Plan and Annexes, or in the Emergency Operational Procedures provided by each department or division within the City.

## **XII. EMERGENCY POWERS**

### **A. Proclamation of an Emergency**

The Mayor has the power to declare a local emergency and to request the Governor to declare a state of emergency. The City Council will be advised of any proclamation of the Mayor as soon as possible.

### **B. Command and Control**

Under the direction of the Mayor, the Incident Commander has the power to direct staff and civilian responses, and to settle questions of authority and responsibility.

### **C. Emergency Rules and Regulations**

If necessary to protect life, property or to preserve public order and safety, the Mayor may promulgate rules and regulations, provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council.

### **D. Resources**

In a declared emergency, the Mayor and/or the Incident Commander have the authority to buy or commandeer supplies and /or equipment, and may command the aid of citizens.

### **E. Suspension of Regulations**

The Governor has the power to suspend state agency orders, rules, or regulations that may impede emergency responses.

## **XIII. LEGAL IMMUNITIES**

In a declared emergency, the City and its employees are immune regarding injuries as a result of actions taken during the emergency when acting as emergency workers.

#### **XIV. EMERGENCY COMMUNICATIONS**

During a major emergency, your ability to communicate with City emergency personnel, other organizations, and the public is critical. However, communications systems may be damaged and overloaded, making communications difficult. There are a number of communication systems available.

#### **XV. OTHER ORGANIZATIONS**

##### **A. Mutual Aid**

Since McCleary's resources may be stretched to exhaustion during an emergency, we have mutual aid agreements with other governments. Generally, mutual aid starts locally and ascends in this order:

- a. Local Municipalities
- b. County(s)
- c. State
- d. Tribal nations
- e. Federal
- f. International

##### **B. Financial Aid**

- a.
- a.
- b.

##### **C. Lines of Authority**

Lines of authority during an emergency are as follows:

- a. Governor of Washington.
- b. Director, Washington Department of Emergency Management.
- c. Director, Grays Harbor County Department of Emergency Services.
- d. Incident Commander, City of McCleary.

##### **D. Military**

Military aid is usually provided by the National Guard. Their role is to assist, but not substitute for, City response efforts. They can respond in crisis situations without direction from the Governor. However, this is a rare occurrence. To request help from the military, contact the County Department of Emergency Management.

**E. Business and Industry**

The Incident Commander may buy supplies and services for use during emergencies. If necessary, he may commandeer what the City needs. The goal is to plan and coordinate such activities with businesses prior to an emergency.

## CHART OF RESPONSIBILITIES BY FUNCTION/TITLE

TITLE	Incident Commander	Operations Section	Planning Section	Logistics Section	Finance Section
Fire Chief					
Police Chief	<b>P</b>				
Public Works Director					
Public Facilities Manager					
Water/Wastewater Manager					
Clerk/Treasurer					
Deputy Clerk					
Building Official					
Public Works Assistant					

P – Denotes primary functional responsibility.

A – Denotes alternate responsibility in absence of primary.

\* - EOC Incident Commander dependent upon nature of incident.

Examples –  
 FIRE: Earthquake, Haz-Mat, Fire, Plane Crash  
 POLICE: Civil Disorder, Demonstration, Large Public Assembly  
 PUBLIC WORKS: Major Storm, Major Utility interruption

## XVI. List of Basic Responsibilities by Major ICS Title

### A. INCIDENT COMMANDER

RESPONSIBLE PARTY - Police Chief

ALTERNATE – Public Works Director

ALTERNATE – Fire Chief

REPORTS TO - Mayor/City Council

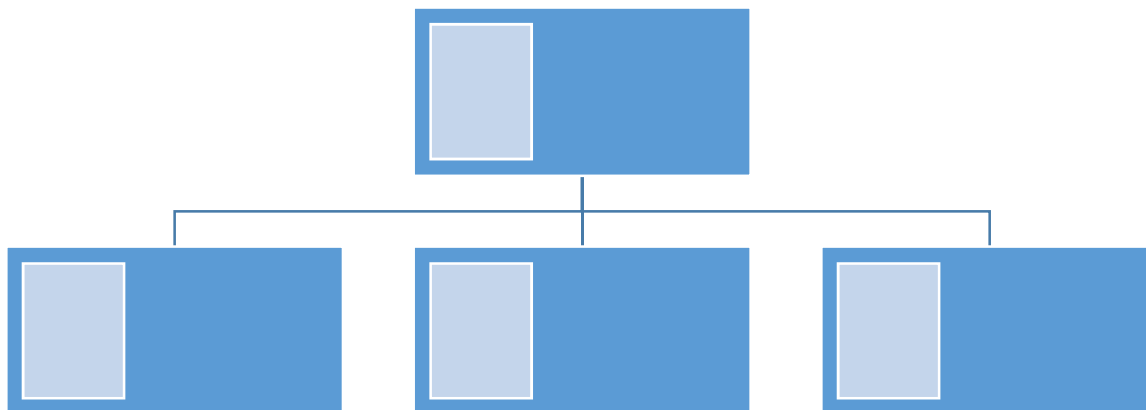
WORK AREA – EOC

### B. BASIC RESPONSIBILITIES

1. Begins the alerting process for the EOC staff.
2. Reports to the EOC.
3. Officially places the CEMP in effect.
4. Assumes over-all direction and responsibility; makes final major decisions.
5. Monitors and coordinates the situation.
6. Provides emergency alerting and mobilization instructions.
7. Carries out State policies on resource management operations.
8. Conducts de-briefing sessions.

### C. STAFF SOURCE(S)

1. All City staff, personnel, and resources
2. Volunteers in the community
3. Resources of the private sector
4. Outside public agencies
5. Mutual Aid agreements



## A. PUBLIC INFORMATION OFFICER

RESPONSIBLE PARTY -?????

ALTERNATE - ?????

REPORTS TO - Incident Commander

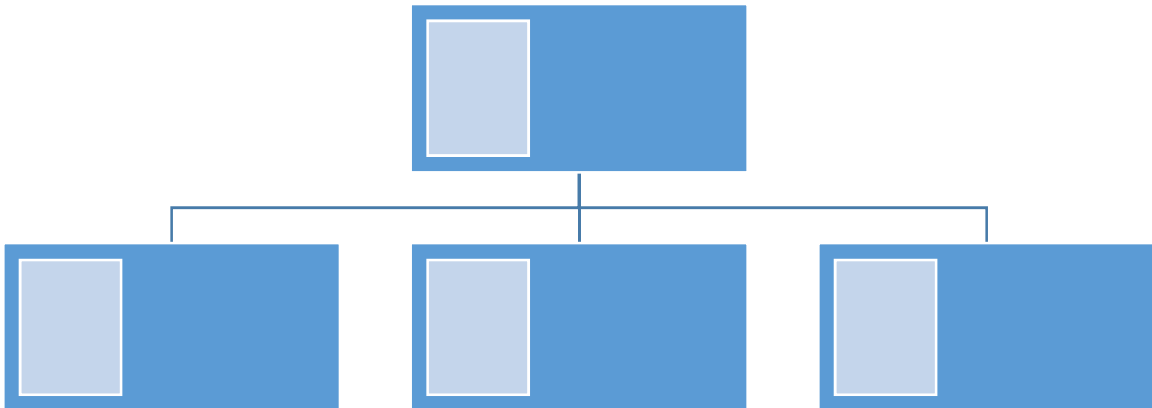
WORK AREA – EOC

### B. BASIC RESPONSIBILITIES

1. Reports to EOC.
2. Establishes contact with news media.
3. Establish information center for the news media.
4. Provide information for all news media.
5. Assist the Incident Commander, Mayor, and City Council with public information and statements of direction to the general public.

### C. STAFF SOURCE(S)

1. All field units for information
2. Section Heads and staff of EOC





## A. LIAISON

RESPONSIBLE PARTY – ????

ALTERNATE - ????

REPORTS TO - Incident Commander

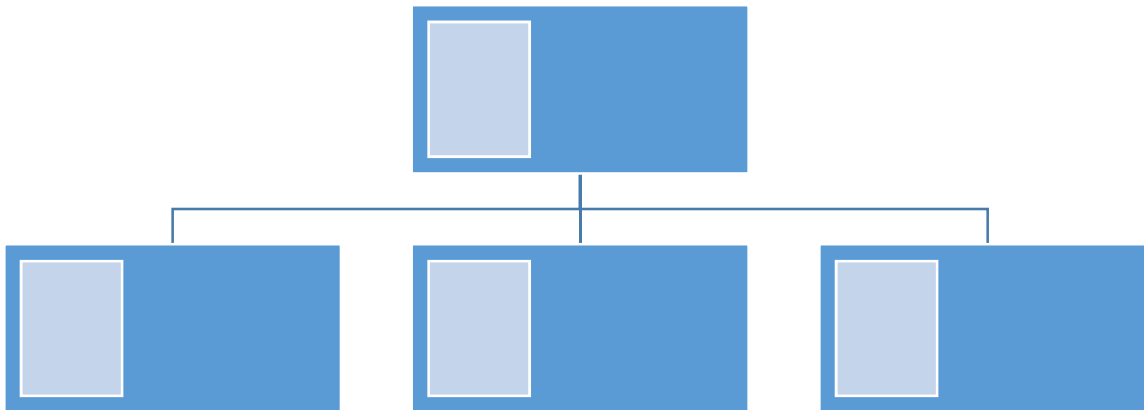
WORK AREA – EOC

### B. BASIC RESPONSIBILITIES

1. Reports to the EOC.
2. Keeps status sheets on location and type of resources in use and available.
3. Compiles statistical information for the Incident Commander, Council, Mayor, and PIO.
4. Maintains pertinent records of actions by Incident Commander and City Council.
5. Acts as the office of record in all official matters.
6. Prepares and publishes after action reports.
7. Assists State in setting up Disaster Field office.

### B. STAFF SOURCE(S)

1. City administrative assistants
2. City office assistants



## A. SAFETY

RESPONSIBLE PARTY -????

ALTERNATE - ????

REPORTS TO - Incident Commander

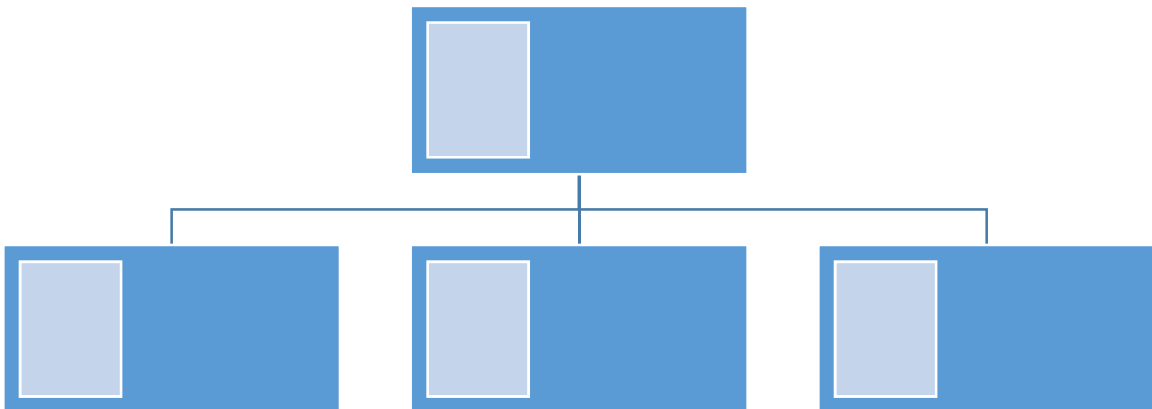
WORK AREA – EOC

## B. BASIC RESPONSIBILITIES

1. Reports to the EOC.
2. Monitors and assesses hazardous or unsafe situations.
3. Assures personnel safety and accountability.
4. Coordinates damage assessment teams to survey structures and prepare damage assessment reports for State and Federal guidelines.
5. Coordinates the inspection and marking of hazardous structures.
6. Prepares plan for utilizing building, planning, and engineering department staff for comprehensive damage assessment.
7. Coordinates with the utility companies on damage assessments.
8. Ensures collection of and reporting information.

## C. STAFF SOURCE(S)

1. Fire personnel
2. Development Services personnel
3. Section heads & field personnel
4. General public assigned to assessment teams



5.

## A. LEGAL

RESPONSIBLE PARTY - City Attorney

ALTERNATE - Assistant City Attorney

REPORTS TO - Incident Commander

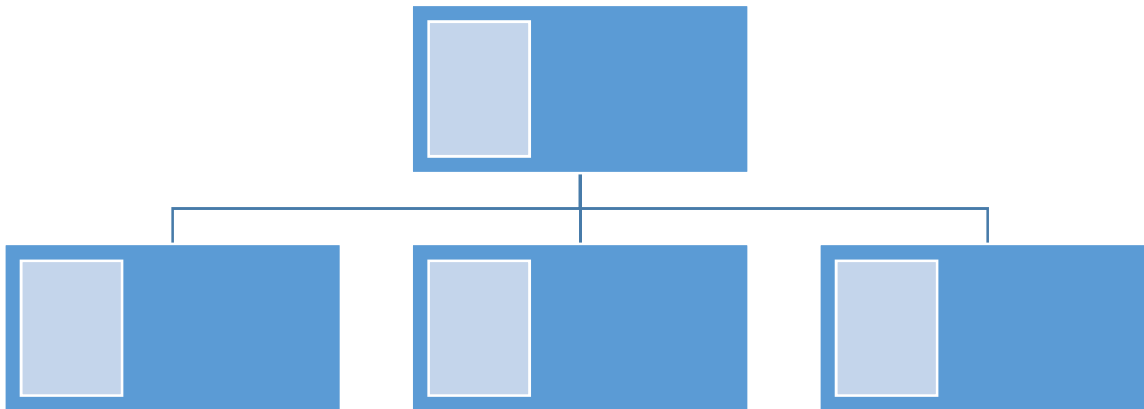
WORK AREA – EOC

### B. BASIC RESPONSIBILITIES

1. Reports to the EOC.
2. Prepares proclamations, emergency ordinances, and other legal documents required by the City Council, Mayor, and Incident Commander.
3. Advises the Incident Commander, the City Council, and the Mayor on the legality and/or legal implications of contemplated emergency actions.
4. Develops the rules, regulations, and laws required for acquisition and/or control of critical resources.
5. Develops or revises necessary ordinances and regulations to provide legal basis for evacuation.

### C. STAFF SOURCE(S)

1. City Legal personnel
2. City office assistants
3. Other attorneys in area



## A. OPERATIONS SECTION HEAD/EOC INCIDENT COMMANDER

RESPONSIBLE PARTY – Police Chief  
- Public Works Director  
- Fire Chief  
- Fire Department Officer

(Nature of incident dictates)

ALTERNATE - Ranking member of lead department

REPORTS TO - Incident Commander

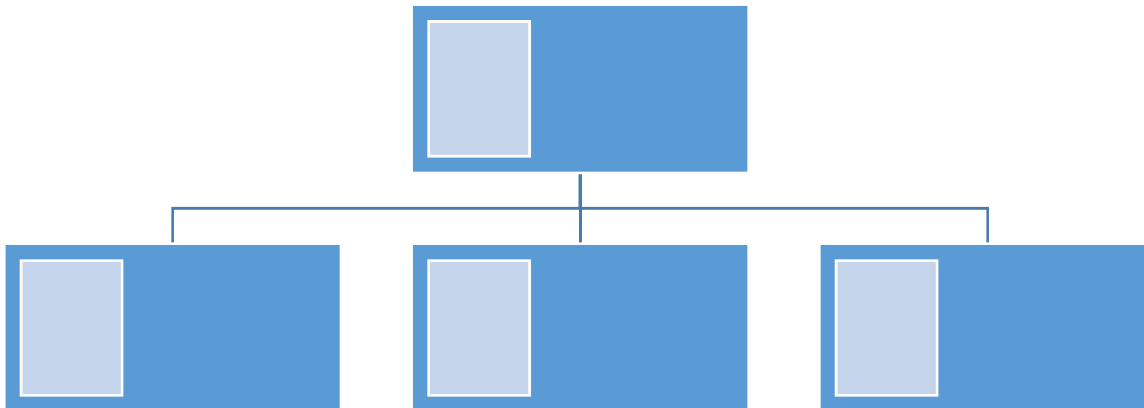
WORK AREA – EOC

## B. BASIC RESPONSIBILITIES

1. Reports to the EOC.
2. Assumes operational command.
3. Directs and coordinates Operations Section response units functions.
4. Orders damage assessment survey(s).
5. Evaluates/acts on operational information from Incident Command location(s).
6. Determines tactical operational policy (offensive or defensive).
7. Coordinates all emergency efforts.
8. Keeps the Incident Commander and Public Information officer informed.

## C. STAFF SOURCE(S)

1. Department heads, assistants, section heads and clerical staff.



## A. PLANNING SECTION HEAD

RESPONSIBLE PARTY - ????

ALTERNATE - ????

REPORTS TO - Incident Commander

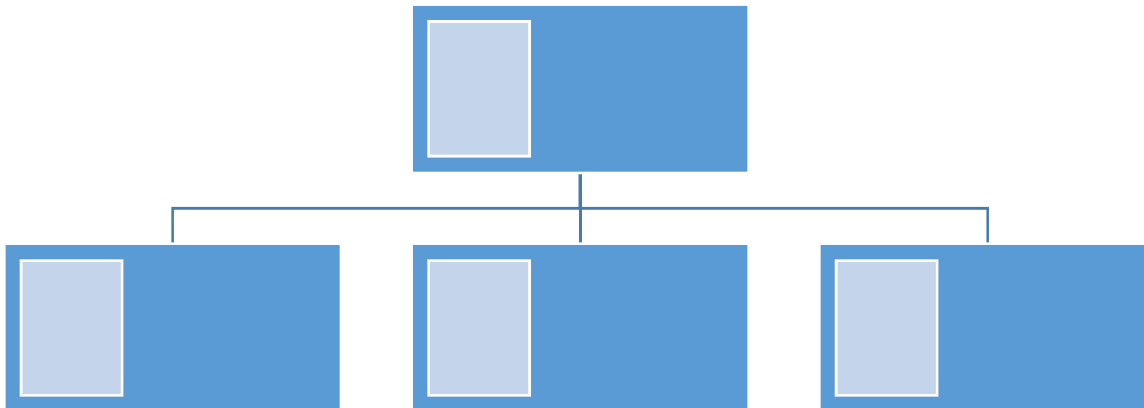
WORK AREA – EOC

### B. BASIC RESPONSIBILITIES

2. Reports to EOC.
3. Manages information collection for graphic display.
4. Displays situation and operational information in the EOC using maps and other visual aids. Evaluates situation information and damage assessments.
5. Disseminates situation intelligence to the Director, Operations Head, and Public Information Officer.
6. Prepares summary reports of the situation for County and State officials.
7. Develops post disaster plans.
8. Prepares after-action reports and assists in de-briefing.

### C. STAFF SOURCE(S)

1. Development Services personnel
2. All employees as informational source
3. General public, news media information
4. Clerical staff



## A. LOGISTICS SECTION HEAD

RESPONSIBLE PARTY - ????

ALTERNATE - ????

REPORTS TO - Incident Commander

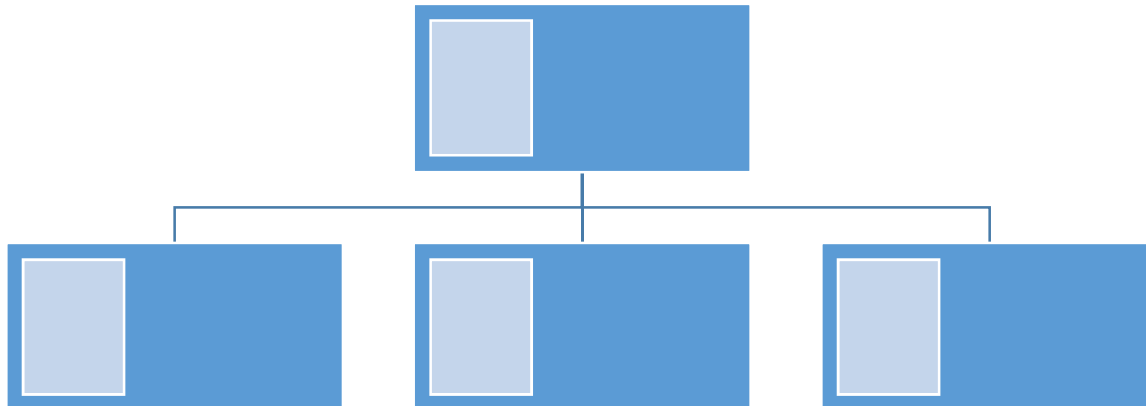
WORK AREA – EOC

## B. BASIC RESPONSIBILITIES

1. Reports to the EOC.
2. Coordinates food needs for emergency workers.
3. Facilitate sending of messages via radio, phone, and runners.
4. Relays EOC messages.
5. Establish and maintain agreements to use specified buildings as temporary morgues.
6. Coordinates community volunteers.

## C. STAFF SOURCE(S)

1. City Clerk office
2. Staff
3. Volunteers of community
4. Military



## A. FINANCE SECTION HEAD

RESPONSIBLE PARTY - ????

ALTERNATE - ????

REPORTS TO - Incident Commander

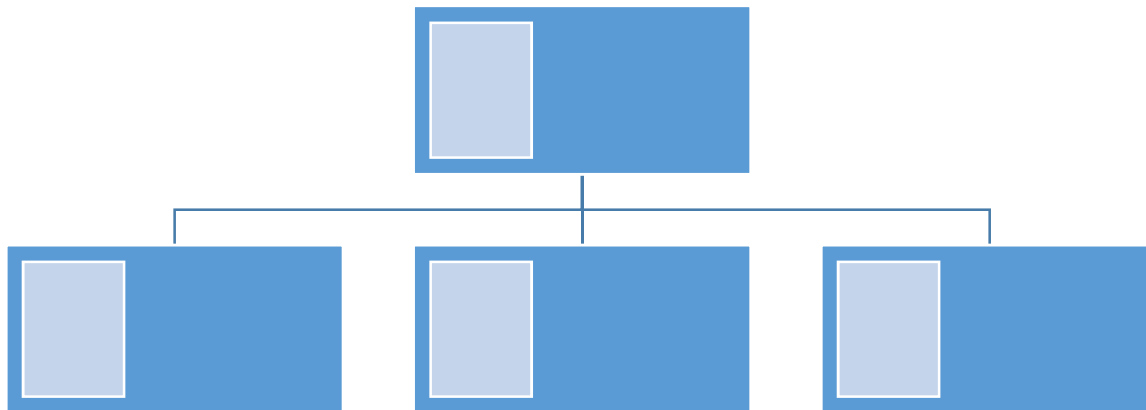
WORK AREA – EOC

### B. BASIC RESPONSIBILITIES

1. Reports to the EOC.
2. Maintains fiscal records of all expenditures.
3. Maintains records of hours worked by paid personnel.
4. Ensures departments maintain proper records supporting assistance claims.
5. Coordinates and verifies damage assessment valuations of property loss.
6. Prepares applications and claims for Federal or State assistance.
7. Advises the financial procedures on procurement of supplies and equipment.
8. Evaluate, reallocate and redistributes available resources.
9. Arranges for leasing or rental of equipment required to facilitate recovery.
10. Keeps all pertinent records.
11. Works with State in setting up Disaster Application Centers.

### C. STAFF SOURCE(S)

1. Finance department personnel
2. Qualified personnel in the private sector



## **XVII. Action Checklist Operations Plan:**

### **Action Checklist: Incident Commander**

**RESPONSIBILITY:** Overall command of the City's emergency response effort.

#### **What You Should Do:**

- Obtain briefing from section heads and/or field command staff
- Identify yourself as Incident Commander (list on the organization chart in the EOC) and wear the identifying vest.
- Read this entire checklist
- Assess the situation
- Define the problem
- Appoint and brief the section heads as needed:  
Operations \_\_\_ Planning \_\_\_ Logistics \_\_\_ Finance \_\_\_
- Establish the priorities
- Develop a strategy with the section heads:  
Overall strategy (Offensive \_\_\_ Defensive \_\_\_)
- Need for evacuation
- Estimate of incident duration
- "State of Emergency" declaration
- Direct staff to perform their checklist functions
- Coordinate activities of section heads
- Inform general public
- Determine availability of personnel:  
Special Equipment
- Citizen welfare/shelter
- Request incident action plan from planning section
- Conduct incident action plan briefing with:  
Operations head \_\_\_ Planning head \_\_\_ Logistics head \_\_\_ Finance head \_\_\_
- Execute incident action plan
- Establish liaison as needed:  
Other cities \_\_\_ County \_\_\_ State \_\_\_ Federal \_\_\_
- Evaluate progress of emergency efforts:  
(Set time period review) Hours \_\_\_
- Revise incident plan as needed
- Direct Planning head to develop demobilization plan when needed
- Release personnel from EOC as planned
- Re-check this checklist and refer to text of the Emergency Plan as needed



## Action Checklist: Public Information Officer

**RESPONSIBILITY:** Responsible for the City's emergency response effort.

### What You Should Do:

- Obtain situation briefing from the Incident Commander
- Identify yourself as Public Information Officer on the organization chart in the EOC and wear the identifying vest.
- Read this entire checklist
- Assess the situation
- Appoint and brief staff as needed
- Check on information restrictions with the Incident Commander
- Set up an area (with telephones) designated only for the news media
- Make a checklist of news media personnel and agencies to contact:  
Local news \_\_\_ TV \_\_\_ County \_\_\_ Radio \_\_\_ State \_\_\_ Wire services \_\_\_
- Establish liaison with local, county, and state agencies for uniformity of news releases, as needed.
- Assemble and prepare releases
- Observe constraints on information release
- Obtain approval from the Incident Commander on all releases
- Transmit and post releases in the EOC and the Policy Room
- Update information
- Prepare post-incident releases and/or summary information for media
- Maintain activity log
- When directed, secure your operations and replenish supplies
- Review CEMP
- Forward all reports to the Incident Commander

## Action Checklist: Liaison

**RESPONSIBILITY:** Responsible for the City's emergency response effort.

### What You Should Do:

- Obtain situation briefing from the Incident Commander
- Identify yourself as Liaison Officer (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Identify outside agency representatives from each agency – include communications link and location
- Respond to question from incident personnel for inter-organizational contacts
- Monitor incident operations to identify current or potential inter-agency problems
- Maintain activity log
- Prepare to notify outside agencies of event conclusion, as needed
- Review CEMP
- Forward all reports to Incident Commander

## Action Checklist: Safety

**RESPONSIBILITY:** Responsible for the City's emergency response effort.

### What You Should Do:

- Obtain situation briefing from the Incident Commander
- Identify yourself as Safety (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Identify hazardous or potentially hazardous situations
- Participate in planning meetings
- Review incident action plans
- Exercise authority to stop and prevent unsafe acts
- Check status of Emergency shelters
- Check for damaged/unsafe buildings
- Investigate accidents
- Review CEMP
- Maintain activity log
- Forward all reports to

## Action Checklist: Legal

**RESPONSIBILITY:** Overall Responsible for the City's emergency response effort.

### What You Should Do:

- Obtain situation briefing from the Incident Commander
- Identify yourself as the Legal Advisor (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Assess the situation
- Appoint and brief staff, as needed
- Ensure that a declaration of local emergency is made in a timely manner
- Ensure that application for financial aid is made within the guidelines required by the State
- Review City Code, State Law, WAC, and the CEMP
- Consult and collaborate with section heads
- Establish areas of legal responsibility and/or potential liabilities
- Attend meetings as necessary
- Maintain activity log
- When ordered, secure your operation and replenish supplies as needed
- Forward all reports to the Incident Commander

## Action Checklist: Operations Section Head

**RESPONSIBILITY:** Coordinate emergency operation units; Fire, Police, Public Works, Utilities, Health & Welfare, and Communications. Activate operations element of the action plan.

**Note:** This position can be filled by more than one person, if needed for a joint operational command.

### What You Should Do:

- Obtain briefing from the Incident Commander
- Identify yourself/yourself as Operations Section Head (on the organization chart in the EOC and wear the identifying vest(s))
- Read this entire checklist
- Open work area, check phones, radios, (identify EOC-Operations)
- Develop operations portion of the action plan
- Assign and brief operations personnel in accordance with the action plan
- Coordinate operations
- Determine needs and request resources as appropriate
- Review resource lists and initiate deployment as needed by Operations units
- Report information, regarding special events, activities, occurrences or problems to the Incident Commander
- Maintain activity log
- When directed, secure operations position and replenish supplies
- Review CEMP
- Forward all reports to the Incident Commander

## Action Checklist: Fire Unit

**RESPONSIBILITY:** Coordinate fire field forces. Establish needs and provide resources.

### What You Should Do:

- Obtain a briefing from Operations Section Head
- Identify yourself as Fire (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, check phones, radios, (identify EOC-Fire)
- Assess situation
- Appoint and brief staff as needed
- Report situation/status to Operations
- Consult with Operations Units:
  - Police
  - Public Works
  - Utilities
  - Health & Welfare
- Maintain activity log
- Maintain status of fire equipment availability
- Call off duty personnel
- Call mutual aid
- Ensure relief, food, and rest for working crews
- Review CEMP
- Forward all reports to Operations Head

## Action Checklist: Police Unit

**RESPONSIBILITY:** Protect lives and property, enforce laws and declared orders, control traffic, and combat crime.

### What You Should Do:

- Obtain briefing from Operations Section Head
- Identify yourself as Police (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, check phones and radios (identify EOC – Police)
- Assess situation
- Appoint and brief staff as needed
- Report situation / status to Operations
- Consult with Operations Units
- Fire
- Public Works
- Health & Welfare
- Utilities
- Call off-duty personnel as needed
- Assess need for police mutual aid, as liaison officer for assistance in this contact
- Check food and rest needs for crews
- Maintain activity log
- Review CEMP
- Forward all reports to Operations Section Head

## Action Checklist: Public Works Unit

**RESPONSIBILITY:** Coordinate Public Works field forces.

### What You Should Do:

- Obtain briefing from Operations Section Head
- Identify yourself as Public Works (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, next to Utilities (or in conjunction with) check phones and radios
- Advise Operations regarding staff and physical resources available
- Consult with operation units:
  - Fire  Police
  - Utilities  Health & Welfare
  - Call off duty personnel as needed
  - Inventory status of essential City services
- Bridges  Streets  Storm Drainage System  Sewer System  Solid Waste
- Vehicle maintenance operations:
  - Lift/pump stations  Water delivery systems
- Be prepared to assist in:
  - Heavy rescue  Inspections  Restoring utilities  Providing mutual aid services
- Maintain activity log  Maintain emergency generators
- Review CEMP
- Forward reports to Operations Section Head



## Action Checklist: Utilities Unit

**RESPONSIBILITY:** Restore/maintain the electric, power, gas, water, sewer, and telephone systems.

### What You Should Do:

- Obtain briefing from the Operations Section Head
- Identify yourself as Utilities (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area next to Public Works (or in conjunction with), check phones, radios (identify EOC-Utilities)
- Establish the status of utilities systems
- Advise Operations of status and service capabilities
- Consult with operations units:  
Fire  Police  Health & Welfare  Public Works
- Engineering support for system repair and restoration
- Electrical power systems check – including back-up generators at City facilities
- Water, Gas, Sewer system checked
- Telephone systems checked
- Water quality control checked
- Request mutual aid as necessary
- Prepare to give mutual aid
- Review CEMP
- Maintain activity log
- Forward all reports to Operations Section Head

## Action Checklist: Health & Welfare Unit

**RESPONSIBILITY:** Provide staffing and coordination for public shelter.

### What You Should Do:

- Obtain briefing from the Operations Section Head
- Identify yourself as Health & Welfare (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, joint with the Red Cross; check phones
- Review incident action plan
- Report situation-status to Operations
- Coordinate ??? in providing personnel to staff public shelters
- Notify ??? of needs and coordinate activities
- Verify shelter locations
- Establish public notification for aid requests
- Phone # \_\_\_\_\_ Contact person
- Contact County ??? for long term assistance through State
- Check with amateur radio operators in the EOC regarding public welfare inquiries. (Citizen runners will carry individual welfare messages to amateur radio operators at strategic locations)
- Review CEMP
- Maintain activity log
- Forward all reports to Operations Section Head

## Action Checklist: Planning Section Head

**RESPONSIBILITY:** Collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.

### What You Should Do:

- Obtain briefing from the Incident Commander
- Identify yourself as Planning Section Head (on the organization chart and wear the identifying vest)
- Read this entire checklist
- Open work area, check phones
- Appoint Planning Section units as needed
- Establish information requirements and reporting schedules
- Assemble information on alternate strategies
- Identify need for use of special resources
- Provide periodic predictions on incident potential
- Compile and display incident status summary information
- Supervise planning section units:
  - Resource unit leader
  - Situation unit leader
  - Display processor
  - Field observer(s)
  - Documentation unit leader
  - Technical specialist(s)
- Prepare recommendations for release of resources
- Review the CEMP
- Maintain activity log
- Forward all reports to the Director of Emergency Service

## **Action Checklist: Resources Unit**

**RESPONSIBILITY:** Maintain an inventory of available personnel, equipment, vehicles, etc. and display inventory status in the EOC.

### **What You Should Do:**

- Obtain briefing from Planning Section Head
- Read this entire checklist
- Review incident action plan
- Display organizational chart
- Establish inventory of resources:  
Operations  Personnel  Equipment  Logistics
- Deliver inventory information to the Planning Section Head
- Post resources in the EOC
- Maintain incident resources status log
- Provide resources summary to situation unit
- Maintain activity log
- Review CEMP
- Forward all reports to Planning Section Head

## Action Checklist: Situation Unit

**RESPONSIBILITY:** Collect and organize incident situations and status information. Provide display of information in the EOC.

### What You Should Do:

- Obtain briefing from Planning Section Head
- Read this entire checklist
- Review incident action plan
- Prepare EOC Situation/Status display boards
- Assign other personnel as needed
- Collect incident data
- Address and nature of incidents
- Status of each incident
- Special Hazards
- Persons Evacuated
- Shelter activation(s)
- Persons injured
- Persons dead
- Property damage in est. \$ loss
- City Resources used
- Outside agencies assisting
- Update situation/status boards at regular intervals (2 hour minimums)
- Participate in planning section meetings
- Maintain activity log
- Assist Planning Section Head in collecting and organizing data from:  
Operations \_\_\_ Logistics \_\_\_ Director \_\_\_ Finance \_\_\_
- Review the CEMP
- Forward all reports to the Planning Section Head

## **Action Checklist: Documents Unit**

**RESPONSIBILITY:** Maintain complete incident files and provide duplication services.

### **What You Should Do:**

- Obtain briefing from the Planning Section Head
- Read this entire checklist
- Establish incident files
- Establish duplication service and respond to requests
- Retain and file duplicate copies of official forms
- Check accuracy of records
- Correct errors by checking with appropriate EOC personnel
- Prepare reports/documents as requested by the Planning Section Head
- Restore City documents and files after incident
- Maintain activity log
- Review CEMP
- Forward all reports to the Planning Section Head

## **Action Checklist: Demobilization Unit**

**RESPONSIBILITY:** Prepare the demobilization plan to ensure an orderly transition from emergency to day-to-day status.

### **What You Should Do:**

- Obtain briefing from Planning Section Head
- Read this entire checklist
- Obtain resource inventory
- Review incident action plan
- Prepare demobilization plan
- Work station re-supplies
- Forwarding of final reports
- Release of EOC units/sections
- Final status of field units
- Identify resource needs of remaining sections
- Clean up of EOC
- Monitor demobilization plan
- Maintain activity log
- Review CEMP
- Forward all reports to the Planning Section Head

## **Action Checklist: Logistics Section Head**

**RESPONSIBILITY:** Provide facilities services and materials for incident support.

### **What You Should Do:**

- Obtain briefing from the Incident Commander
- Identify yourself as the Logistics Section Head (on organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, check phones
- Appoint Logistics section units as needed
- Advise Resource unit of Logistics Section activation
- Participate in preparation of Incident Action Plan
- Identify service and support requirements for expected operations
- Coordinate and process requests for resources
- Advise on current service and support capabilities
- Supervise Unit leaders:
  - Supply  Facilities  Food  Transportation
- Coordinate demobilization with Planning Section
- Maintain activity log
- Review CEMP
- Forward all reports to the Incident Commander



## Action Checklist: Supply Unit

**RESPONSIBILITY:** Order personnel, equipment, and supplies. Receive and store all supplies for the incident.

### What You Should Do:

- Obtain briefing from the Logistics Section Head
- Read this entire checklist
- Participate in logistics section planning
- Provide/monitor EOC supplies and materials
- Advise on resources available in City inventory
- Assign personnel as needed to ensure material supply:  
City Hall  Public Safety Building  Incident site(s)
- Receive and respond to requests for supplies
- Maintain inventory of supplies
- Submit briefing reports to Logistics Section Head
- Maintain activity log
- Re-supply as needed prior to demobilization
- Review CEMP
- Forward all reports to Logistics Section Head

## **Action Checklist: Facilities Unit**

**RESPONSIBILITY:** Provide sleeping and relaxation areas for EOC and Policy room staff.  
Advise each facility for public shelters for City personnel and public as needed.

### **What You Should Do:**

- Obtain briefing from Logistics Section Head
- Read this entire checklist
- Review incident action plan.
- Determine facilities requirements
- Sleeping areas
- Lighting/heating/cooling/sanitation/Public Works needs
- Advise Logistics Head regarding shelter capacities for public
- Maintain activity log
- Review CEMP
- Forward all reports to the Logistics Section Head

## **Action Checklist: Transportation Unit**

**RESPONSIBILITY:** Provide vehicles to move people to and from the incident scene(s), and for public evacuation.

### **What You Should Do:**

- Obtain briefing from Logistics Section Head
- Read this entire checklist
- Review incident action plan
- Provide inventory of transport vehicles
  - Cars
  - Buses (School and Transit)
  - Light Trucks
  - Heavy Trucks
  - Helicopters
- Advise logistics of transport capabilities
- Establish staging area(s) for vehicles.
- Provide mobile refueling capabilities
- Establish remote communications with staging area(s)
- Maintain activity log
- Review CEMP
- Forward all reports to the Logistics Section Head

## **Action Checklist: Communications Unit**

**RESPONSIBILITY:** Develop plans for assuring that the EOC communications system functions adequately. This includes messages, radios, telephones and television.

### **What You Should Do:**

- Obtain briefing from Logistics Section Head
- Read this entire checklist
- Advise on EOC communication capabilities/standby capabilities
- Call radio amateurs if needed
- Confirm with logistics on emergency fuel supply and re-supply if needed
- Ensure that communications supplies are on hand
- Notify appropriate City staff of emergency status: 'The EOC has been activated' due to and will remain activated until further notice. Refer to the EOC activation phone lists for telephone numbers.
- Route all incoming messages to the EOC staff
- Assign message runners as needed
- Activate public warning systems as directed by Operations
- Ensure that outgoing messages are transmitted promptly
- Maintain activity log
- Review CEMP
- Re-supply work station prior to demobilization
- Forward all reports to Logistics Section Head

## **Action Checklist: Food Unit**

**RESPONSIBILITY:** Feeding of EOC and City Employee personnel, City Emergency volunteer workers.

### **What You Should Do:**

- Obtain briefing from Logistics Section Head
- Read this entire checklist
- Advise on food supply on hand
- Determine the best method of feeding.
- Plan menu
- Assign food preparers if needed
- Establish feeding schedule
- Keep inventory of food on hand; re-order as needed
- Check staging areas and incident(s) for food and water
- Maintain activity log
- Review CEMP
- Re-stock food supply upon demobilization
- Forward all reports to Logistics Section Head

## **Action Checklist: Finance Section Head**

**RESPONSIBILITY:** All financial and cost analysis of the incident and the supervision of members of the Finance Section.

### **What You Should Do:**

- Obtain briefing from the Incident Commander
- Identify yourself as Finance Section Head (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Attend planning meeting to gather information on overall strategy
- Organize Finance section:
  - Time Unit
  - Compensation/claims Unit
  - Cost Unit
- Inform the Incident Commander when section is fully operational
- Provide input in all plans for financial and cost analysis
- Maintain contact with agency(s) of financial matters
- Properly prepare and complete all financial obligation documents
- Review CEMP
- Before demobilization, establish a plan to follow through with all business management issues.
- Maintain activity log
- Forward all reports to Incident Commander

## **Action Checklist: Time Unit**

**RESPONSIBILITY:** Keep track of the hours worked by paid personnel, and the hours that various pieces of equipment are used.

### **What You Should Do:**

- Obtain briefing from Finance Section Head
- Read this entire checklist
- Establish and maintain a file for employee time reports. For each person, it should include:
  - Correct identification
  - Specific pay provisions
  - Hours worked
  - Travel
- Termination of involvement in the incident
- Establish and maintain:
  - City equipment Time and Mileage
  - Rented equipment contracts
- Keep time records for each shift
- Make sure time reports are appropriately signed
- Close out a person's time records before he or she is released from the incident
- Maintain activity log
- Review CEMP
- Forward all reports to the Finance Section Head

## **Action Checklist: Compensation/Claims Unit**

**RESPONSIBILITY:** Manage compensation for injuries and claims arising out of the incident.

### **What You Should Do:**

- Obtain briefing from Finance Section Head
- Read this entire checklist
- Establish contact with the Safety Officer and Liaison Officer (or agency representatives if no Liaison is assigned)
- Assign staff as needed
- Brief your staff
- Periodically review logs and forms produced by your unit to ensure:
  - Completeness
  - Accuracy
  - Timeliness
  - Compliance with procedures and policies
- Keep Finance Section Head briefed on unit activities
- Obtain Demobilization Plan
- Before demobilizing, make sure that all logs and forms are:
  - Complete
  - Current
  - Routed correctly for post-incident processing
- Maintain activity log
- Review CEMP
- Forward all reports to Finance Section Head



## **Action Checklist: Costs Unit**

**RESPONSIBILITY:** Collect all cost data, perform cost effective analyses, provide cost estimates and cost saving recommendations; prepare and process checks for payment during disaster.

### **What You Should Do:**

- Obtain briefing from the Finance Section Head
- Read this entire checklist
- Obtain and record all cost data
- Prepare incident cost summaries
- Prepare cost estimates for planning
- Make recommendations for cost savings to Finance Section Head
- Maintain cumulative incident cost records
- Prepare check vouchers for payment
- Ensure accuracy of documents
- Complete all records prior to complete demobilization
- Maintain activity log
- Review CEMP
- Forward all reports to the Finance Section Head

## **XVIII. EMERGENCY ACTIVATION NOTIFICATION GUIDE**

This checklist is to serve as a guide for notification of key personnel in the event an emergency occurs that would require activating the EOC in the City of McCleary

### **A. Determine which location for the EOC will be activated:**

- Primary----City Hall, 100 South 3<sup>rd</sup> Street McCleary, WA 98557
- Alternate---Fire Department Building D, 100 South 3<sup>rd</sup> Street, McCleary, WA 98557
- Alternate---
- Alternate---Mobile Command Center

### **B. Alert one person in each of the following groups:**

#### **Group One**

- a. Mayor\_\_\_\_\_
- b. Public Works Director\_\_\_\_\_
- c. Incident Commander/Police Chief\_\_\_\_\_

#### **Group Two**

- a. Fire Chief\_\_\_\_\_
- b. Fire Department officer\_\_\_\_\_

#### **Group Three**

- a. Police Chief\_\_\_\_\_
- b. Police Officer on duty\_\_\_\_\_

#### **Group Four**

- a. Lead Lineman\_\_\_\_\_
- b. Water/Wastewater Manager\_\_\_\_\_
- c. Public Facilities Manager\_\_\_\_\_
- d. Public Works Assistant\_\_\_\_\_

### **C. Alert the following department heads, as needed:**

- a. Clerk/Treasurer\_\_\_\_\_
- b. Deputy Clerk\_\_\_\_\_
- c. Building Official\_\_\_\_\_
- d. City Attorney\_\_\_\_\_

### **D. Alert the following personnel or agencies as directed:**

- a. City Council (Mayor Pro Tem or Council)\_\_\_\_\_
- b. All other personnel as needed, by department\_\_\_\_\_

## APPENDIX 2

# XIX. DIRECTION AND CONTROL / CONTINUITY OF GOVERNMENT

## I. PURPOSE

To provide guidance for the direction, control, and coordination of emergency management activities within the City of McCleary.

## II. CONCEPT OF OPERATIONS

### A. Direction and Control

1. The Incident Commander (Police Chief) is responsible for the overall direction and control of the emergency preparedness activities for the City of McCleary. The authority for direction and control of the organization and administration of the emergency preparedness program is found in RCW 38.52.
2. The Incident Commander is responsible for ensuring emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of McCleary.
3. Each McCleary City Department shall have a pre-established location and an alternate from which to establish direction and control of its respective activities in a disaster. This location may be the EOC or other suitable location, depending upon the magnitude and circumstances associated with the event. If the location established is not the EOC, the individual in charge will be responsible for documenting staff activities and maintaining active communication with the EOC regarding status and resource needs.
4. The City Council is responsible for City-wide policy decisions. The Emergency Preparedness Council provides policy recommendations to the City Council during times of emergency or disaster.
5. The day-to-day organizational structure of City departments shall be maintained as much as practical during emergency and disaster operations. Each City department shall have a line of succession to the department director/head.

## **B. Coordination**

1. The Department of Emergency Services is the lead agency for facilitating the coordination of emergency preparedness activities among local, state, federal, and private sector agencies with the City of McCleary.
2. Each City department shall provide personnel to staff the EOC upon request and shall establish a call-out list for rapid mobilization of the department and staffing of the EOC.
3. Each employee is responsible to notify their department of any home phone number or address changes that would affect this call-out list. (A confidential employee phone list to be on file at the EOC.)
4. Each employee is responsible to advise the City at the earliest opportunity of his/her location and availability in the event of an emergency or disaster.
5. The Department of Emergency Services will coordinate the contacting of families of employees in the event of an emergency or disaster.

## **C. Facilities**

1. The McCleary City Hall, located at 100 South 3<sup>rd</sup> Street McCleary, WA 98557, and serves as the primary EOC for the City. The 1<sup>st</sup> alternate EOC McCleary Fire Department Building D location is located at 100 South 3<sup>rd</sup> Street McCleary, WA 98557. Alternate EOC location is?????. The primary EOC and 1<sup>st</sup> alternate location are capable of being staffed 24 hours a day and has back-up power.
2. Other alternate locations for an EOC may be identified as the situation warrants.
3. The Incident Commander is responsible for developing and maintaining EOC Guidelines, facility equipment, and supplies.

## **D. On-Scene Management**

1. On-scene management of emergencies will follow the Incident Command System (ICS), as published by the National Fire Academy and the National Emergency Management Institute. The functions of the Incident Command System include but are not limited to:

- a. Incident Commander – Directs on-scene operations.
- b. Safety Officer – Oversees safety of operations at the scene.
- c. Liaison Officer – Coordinates information and support function groups.
- d. Public Information Officer – Media relations and emergency public information.
- e. Operations Support – Perimeter control, evacuation, rescue, clean-up, emergency medical, decontamination.
- f. Logistics Support – Communications, transportation, supplies, special equipment.
- g. Planning Support – Situation reports, resources, documentation, and technical advisors.
- h. Finance/Administrative Support – Contracts, time keeping, cost analysis, compensation, and claims.

2. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident. The Incident Command System should only be activated to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:

- a. Assess the situation.
- b. Develop incident objectives, action plans and priorities.
- c. Ensure safety issues are addressed.
- d. When activated, contacts the EOC to request necessary resources.

3. When more than one agency is involved in the response at the scene, the Incident Commander and other responding agencies should coordinate to ensure each agency's objectives are identified. Personnel working in support of the Incident Commander will maintain the normal chain of command through their respective agency and will carry out tasks through on-site command personnel or the EOC when instructed.

4. Washington Administrative Code (WAC) 296-824 requires the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.

5. The Incident Commander may appoint a Public Information Officer when the situation warrants, to work with the news media at the incident scene. This may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the EOC. The Public Information Officer shall be responsible for communicating released information to the EOC.

## **E. Proclamation of Local Emergency**

1. The Proclamation of Local Emergency is made by the Mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with disaster response. The Proclamation is normally a prerequisite to state and federal disaster assistance. The City Council will be advised of the proclamation as soon as is practical for their information.
2. The City of McCleary is a non-chartered code City. As such, RCW 35A states the succession of authority by which proclamations may be issued. In the absence of the Mayor, such proclamations may be made by the Mayor Pro Tem.
3. The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (with the exception of mandatory constitutional requirements). These include but are not limited to:
  - a. Budget law limitations
  - b. Competitive bidding processes
  - c. Publication of notices
  - d. Provisions pertaining to the performance of public work
  - e. Entering into contracts
  - f. Incurring obligations
  - g. Employment of temporary workers
  - h. Rental of equipment
  - i. Purchase of supplies and materials
  - j. Levying of taxes
  - k. Expenditures of public funds
4. The Incident Commander, in cooperation with the City Attorney, shall be responsible for the preparation of emergency proclamations.
5. The Incident Commander is responsible for the notification of appropriate county, state, and federal agencies following any proclamation of emergency.

## **F. Request for Emergency Assistance**

1. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Incident Commander or his/her designee will request additional resources through the Grays Harbor County Department of Emergency Services for county, state and federal assistance as necessary.
2. Requests to the Governor to declare a State of Emergency are made by the Mayor directly to the Governor or through the Grays Harbor County Department of Emergency Services. This declaration by the Governor is necessary to obtain federal disaster relief funds.

### **III. RESPONSIBILITIES**

1. Mayor
  - a. Makes Proclamation of Local Emergency.
  - b. Provides for briefing of the City Council.
  
2. Incident Commander (Police Chief)
  - a. Provides overall direction and control of City emergency operations.
  - b. Prepares Proclamation of Local Emergency in cooperation with the City Attorney.
  - c. Makes necessary notifications following proclamations.
  - d. Coordinates requests for assistance and resources with county, state, and federal agencies.
  - e. Develops and maintains Emergency Operation Center capability.
  - f. Provides for the notification of key department personnel as appropriate (see City Department Personnel - Emergency Contact List, located in the EOC).
  
3. City Departments
  - a. Provide representatives to the EOC as appropriate or as requested by the Incident Commander.
  - b. Designate locations for the management of department operations.
  - c. Provide accurate and timely information from field personnel to the EOC when activated.
  - d. Develop Emergency Operational Procedures.
  - e. Develop departmental emergency contact lists.

## **XIX. CITY EMPLOYEE NOTIFICATION ROSTER CONFIDENTIAL--NOT FOR PUBLIC DISTRIBUTION**

The notification roster is published in a supporting document, is confidential and not for public distribution.

### **I. PURPOSE**

To provide guidance for the continued operation of the City of McCleary government and its departments, and to provide for the preservation of essential City records.

### **II. CONCEPT OF OPERATIONS**

#### **A. State Law**

RCW Title 35A, Optional Municipal Code, provides for the filling of vacant elective offices by the McCleary City Council. (Ref. 35A.12.050, 35A.12.060, 35A.12.065) The line of succession for elected City officials shall be Mayor, and Mayor pro tempore. Further lines of succession shall be by majority vote of the remaining City council members as absences and/or vacancies occur.

#### **B. City Government - Emergency Preparedness**

The Elected Mayor is the executive head of the City of McCleary. The Police Chief as the Incident Commander. The line of succession for the Incident Commander shall be Police Chief, Public Works Director, and then Fire Chief.

#### **C. City Department Succession**

The director of each City department shall designate a line of succession for their respective departments. Upon the direction of the department director, key divisions or offices within the department may designate lines of succession.

#### **D. Department Responsibilities**

The director of each City department shall ensure that each individual designated in the department (division) line of succession be aware of the responsibilities of the position, department operating procedures and the operational polices and responsibilities of the City of McCleary, all Hazards Comprehensive Emergency Management Plan and Implementing Procedures.



### **E. Records Preserved**

The director of each City department shall ensure that essential department records are identified and preserved. The Office of the City Clerk - Finance Department, shall be the lead resource for providing information and assistance in the identification and preservation of vital records.

### **F. Information Services for Electronic Records**

The Information Services Division – \_\_\_\_\_ Information Services, shall be the lead resource in providing information and assistance for the protection of electronic data and computer equipment.

### **G. Department Locations for Operations**

The director of each City department having emergency response functions shall designate primary and alternate sites from which to conduct department operations during emergency situations.

### **H. Location of Operations Outside City Limits**

RCW 42.14.075 allows for political subdivisions to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is imprudent, inexpedient, or impossible to continue operations at the usual locations. Decisions to relocate local government shall be based "upon the call of the presiding official or any two members of the governing body" and shall be the responsibility of the City Council and Mayor, based upon circumstances of the emergency or disaster.

## **III. RESPONSIBILITIES**

### **A. City Council**

1. Fills vacancies in elected offices as provided by RCW 35A.
2. Determines alternate locations for the day-to-day operation of local government when usual, customary locations are not acceptable.

### **B. Mayor**

1. Works with the City Council in filling vacancies of appointed officials as provided by RCW 35A.
2. Determines, along with the City Council, appropriate alternate locations for day-to-day operation of local government when usual, customary locations are not acceptable.

### **C. Incident Commander**

1. Provides for the overall continuity of City operations in the event of a disaster or emergency.

### **D. City Clerk**

2. Provides guidance and direction to City departments in the identification and preservation of essential City records.

**E. Information Services Division**

1. Provides guidance and direction for the protection of electronic data and computer systems.

**F. City Departments**

1. Identifies primary and alternate locations for department operations during emergency and disaster situations.
2. Designates department lines of succession and ensures that designated individuals are aware of the responsibilities of the position, department operating procedures and the operational policies and responsibilities of the CEMP.
3. Provides for the identification and preservation of essential department records.
4. Provides for the continuity of department operations.

**XIX.I LINES OF SUCCESSION**

**A. MAYOR**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**B. DIRECTOR OF PUBLIC WORKS**

1. \_\_\_\_\_
2. \_\_\_\_\_

**C. INCIDENT COMMANDER**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**D. CITY ATTORNEY**

1. \_\_\_\_\_
2. \_\_\_\_\_

**E. CITY CLERK**

1. \_\_\_\_\_
2. \_\_\_\_\_

**F. FIRE DEPARTMENT**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**G. J. LIGHT AND POWER DEPARTMENT**

1. \_\_\_\_\_
2. \_\_\_\_\_

**H. DEVELOPMENT SERVICES DEPARTMENT**

1. \_\_\_\_\_
2. \_\_\_\_\_

**I. POLICE DEPARTMENT**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**J. PUBLIC WORKS DEPARTMENT**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# APPENDIX 3

## PUBLIC INFORMATION

### I. PURPOSE

To provide guidance in the dissemination of prompt, accurate emergency public information to the general public and the media during emergency and disaster situations, and to ensure a continuous flow of accurate information to the public before, during, and after an emergency or disaster.

### II. CONCEPT OF OPERATIONS

#### A. Normal Operations

1. During normal, pre-emergency operations, information related to Emergency Preparedness activities and instruction will be coordinated and disseminated as required through the Incident Commander. Coordination with State and County emergency management organizations will be maintained.

#### B. Emergency Operations

1. During emergency or disaster operations, the Incident Commander will ensure that an appointed Public Information Officer is coordinating and disseminating information to the public. The Incident Commander will assist in the collection and the preparation of emergency information in the EOC for the Public Information Officer. The release of any information from the City of McCleary concerning emergency or disaster situations will be through the office of the Mayor.

#### C. Objectives of Public Information:

1. To warn the public of disaster dangers, their effects, and the proper action(s) to take to avoid or mitigate the dangers and/or their effects.
2. To instruct the public on preparedness and recovery measures.
3. To participate in stimulating the public to continue to prepare and to bolster the collective will to recover from a disaster.
4. To ensure accurate information is being received by the public, and reduce or eliminate rumors and speculation that may have detrimental effects.

#### **D. Public Information - Distribution**

1. Emergency Public Information instructions and guidance will be designed for and distributed to the following groups:
  - a. Government agencies, quasi-governmental agencies (including school systems), private businesses, and other institutions that have been assigned or are participating in emergency operations.
  - b. The general public.
  - c. Special groups, including but not limited to; non-English speaking people, those unable to relocate or protect themselves, people with mental or physical special needs, and people requiring public transportation.

#### **E. Coordination of Information**

1. The Public Information Officer and the Incident Commander will coordinate the release of all emergency public information and instructions with the State Division of Emergency Management, Grays Harbor County Department of Emergency Services, and other cities and counties in the Grays Harbor area to the best of their ability to ensure that no conflicting information or instructions are released.

#### **F. Media Briefings**

1. The news media will be requested to assist in dissemination of emergency public information and instructions. Regular briefings during an emergency or disaster will be scheduled for the media at a location selected by the Incident Commander.

#### **G. Mayoral Responsibility**

1. The Incident Commander will alert the Mayor on any partial activation or increased readiness activities in preparation for an anticipated emergency or disaster. The Mayor may choose to initiate emergency public information at that time.
2. After a "Proclamation of Emergency or Disaster" has been made by the Mayor, all emergency public information will be approved through the Mayor's office prior to release.

#### **H. Copies of Emergency Information**

1. Copies of printed emergency information and instructions for essential workers will be made available through their place of work.

### **III. RESPONSIBILITIES**

#### **A. Public Information Officer Assignment**

The Public Information Officer assignments are identified in the EOC Guidelines. During emergency or disaster situations, the assigned PIO is responsible for and is the sole liaison between the news media and City Government, and is the source of all authorized public information released by the City. No other employee or emergency worker is authorized to speak for or release information, unless specifically directed to do so by the Incident Commander or the Mayor.

#### **B. Other Departments Assisting**

All other City departments that may possess public information/public relations staff or contacts that would assist the PIO will assist and support the PIO in accomplishing the mission of this Appendix. The Incident Commander will provide technical advice and assistance and special publications related to disaster preparedness, if required.

#### **C. Field Release of Information**

It is anticipated that some circumstances will require emergency public information releases at field command posts. In this event, the individual in charge at the location will notify the EOC and will provide detailed information regarding the nature of the need.

#### **D. Mayor & Incident Commander**

1. Appoints public information officer(s) to coordinate the dissemination of emergency public information.
2. Determines appropriate locations for public official and media briefings.
3. Coordinate with Grays Harbor County Department of Emergency Services and other local jurisdictions when information is to be released.

#### **E. Public Information Officer**

1. Gather and coordinate emergency public information for timely release to the public.
2. Notify appropriate agencies to assist in the dissemination of emergency public information.
3. Give information briefings to City officials, news media, and the public.
4. Coordinate with the Mayor's office on release of information.

#### **F. City Departments**

1. Provide timely information to the EOC regarding field activities and emergency public information issues.
2. Coordinate requests for assistance through the EOC.

## APPENDIX 4

# REFERENCES

### A. Washington State:

1. RCW 38.52 Emergency Management
2. RCW 39.34 Interlocal Cooperation Act
3. RCW 43.20A Department of Social and Health Services
4. RCW 35A Optional Municipal Code
5. RCW 36.40 County Budget
6. RCW 43.88 State Budgeting, Accounting and Reporting System
7. RCW 28A.160.010 School Transportation
8. RCW 43.06.010 Powers and Duties of Governor
9. RCW 42.14 Continuity of Government
10. RCW 40 Public Documents, Records, and Publications
11. RCW 34.04 Administrative Procedures Act
12. RCW 58.19 Land Development Act
13. RCW 36.21 County Assessor
14. RCW 84.70 Destroyed Property - Abatement or Refund
15. RCW 77.55 Construction Projects in State Waters
16. RCW 76.09 Forest Practices
17. RCW 86.16 Flood Plain Management
18. RCW 36.28 County Sheriff

## **B. Federal Government:**

1. PL 100-707 Robert T. Stafford Disaster Relief and Emergency Assistance Act
- ~~2. PL 93-288 The Disaster Relief Act of 1974~~
3. PL 93-920 The Federal Civil Defense Act of 1950
4. PL 88-525 The Food Stamp Act of 1965
5. PL 95-124 The Earthquake Hazards Reduction Program
6. PL 94-163 Energy Policy and Conservation
7. PL 93-498 Federal Fire Prevention and Control
8. PL 93-234 Flood Disaster Protection Act
9. PL 89-90 Emergency Watershed Protection Program
10. PL 84-99 Corps of Engineers Flood Fighting Program
11. PL 93-154 Emergency Medical Services System Act of 1973
12. PL 81-815 School Disaster Assistance
13. PL 81-874 School Disaster Assistance
14. PL 96-342 Improved Civil Defense Act of 1980
15. AR 500-60 Emergency Employment of the US Army & Other
16. 44 CFR 205 Federal Disaster Assistance (FEMA)
17. 44 CFR 9 Flood Plain Management and protection of wetlands
18. 44 CFR 10 Environmental Considerations
19. Title III Superfund Amendment and Re-Authorization Act of 1986



## APPENDIX 5

# DEFINITIONS & ABBREVIATIONS

### DEFINITIONS

**Adjutant General:** Controls and directs state military operations.

**Applicant:** The state or local government submitting a project application or request for direct federal assistance under Public Law 93-288 or on whose behalf the Governor's Authorized Representative takes action.

**American National Red Cross:** The national organization of the Red Cross organized to undertake activities for the relief of persons suffering from disaster as stated in Section 3 of the Act of January 5, 1905, Chapter 23, as amended (36 USC 3) entitled "An Act to Incorporate the American National Red Cross."

**Common Program Control Broadcast Station:** An element of the Emergency Alert System. A primary broadcast station in each operational (local) area assigned the responsibility for coordinating the operations for the broadcasting of the common programming for the operational area.

**Contractor:** Any individual, partnership, corporation, agency or other entity (other than an organization engaged in the business of insurance), performing work by contract for the federal government, state, or a local agency.

**Critical Infrastructure:** Critical infrastructure is a term used by governments to refer to *physical, non-physical, and cyber resources* or assets and systems that are essential for maintaining government operations and the minimum functioning of the society and its economy.

**Damage Assessment:** Estimation of damages made after a disaster has occurred which serves as a basis of the Governor's request to the President for a declaration of Emergency or Major Disaster.

**Disaster Analysis:** The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the stricken area.

**Disaster Assistance Center (DAC):** A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

**Disaster Field Office:** An office established jointly by the Coordinating Officer and State Coordinating Officer within the affected area for federal and state officials to coordinate disaster assistance and recovery efforts.

**Emergency:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

**Emergency Alert System:** Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

**Emergency Protective Measures:** Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning (if any) and throughout the incidence period.

**Emergency Management:** The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are responsible, to minimize injury and repair damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, or by fire, flood, storm, earthquake, or other natural causes, and to provide support for search and rescue operations for persons and property in distress.

**Emergency Management Incident Numbers:** Incident Numbers (formerly called Mission Numbers) issued by state and local emergency management organizations which cover the liability incurred by registered emergency workers within each affected county for the duration of bonified emergency management activities/missions. Incident numbers may be broken down into further categories to aid in administration and documentation of incidents as follows:

- Search and Rescue Number
- Disaster Incident Number (from the same series as SAR)
- Training Number

**Emergency Management Plans:** Those plans prepared by federal, state, and local governments in advance and in anticipation of disasters for the purposes of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

**Emergency Worker:** Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

**Federal Agency:** Any department, independent establishment, government/corporation, or other agency of the executive branch of the Federal Government, including the United States Postal Service, but shall not include the American National Red Cross.

**Federal Assistance:** Aid to disaster victims or state or local governments by federal agencies authorized to provide assistance under federal statutes.

**Federal Coordinating Officer:** The person appointed by the President to coordinate federal assistance in an Emergency or a Major Disaster.

**Federal/State Agencies:** The agreement signed by the Governor and the Regional Director of the Federal Emergency Management Agency, specifying the manner in which federal assistance will be made available for a Presidential Declaration of Emergency, Fire Suppression, or Major Disaster, and containing terms and conditions consistent with applicable laws, executive orders, and regulations as the Administrator of FEMA may require.

**Governor:** The Governor of this state, or in case of removal, death, resignation or inability to discharge the powers and duties of office, that person who may exercise the powers of governor pursuant to the Constitution and laws of this state relating to succession in office.

**Governor's Authorized Representative:** That person named by the Governor in the Federal/State Agreement to execute on behalf of the state all necessary documents for disaster assistance following the declaration of an emergency or a major disaster, including certification of applications for public assistance.

**Grant Coordinating Officer:** The state official assigned management responsibility for the Individual and Family Grant Program (IFG) after a Major Disaster declaration by the President. (If the program is requested by the Governor).

**Hostile Actions:** actions involving (1) attacks using conventional, biological, chemical, or nuclear weapons (2) Acts of domestic terrorism or sabotage (3) foreign embargo (4) any form of aggression that threatens the nation.

**Individual Assistance:** Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

**Incidence Period:** For Emergencies or Major Disasters declared pursuant to PL 93-288, those days or parts thereof officially designated by the President or a representative as the dates upon which damages occurred.

**Jurisdiction:** The geographical area over which a specific governing body exercises direct authority, e.g., State of Washington and/or its political subdivisions.

**Local Emergency:** The duly declared existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries. The emergency may be declared by a mayor or chairman of the board of county commissioners and is normally issued prior to requesting state and/or federal assistance.

**Local Government:** Any county, City, village, town, district, or other political subdivision of the state, any Indian tribe or authorized tribal organization, and including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by the state or political subdivision thereof.

**Local Organization for Emergency Management:** An organization created in accordance with the provisions of RCW 38.52 by state or local authorities to perform local emergency management functions.

**Major Disaster:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency management by the federal, government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby." (PL 93-288)

**Pinpoint Disaster:** A disaster, not caused by negligence or malicious action, which as determined by the Commissioner of Education, Department of Health, Education and Welfare (HEW) has destroyed or seriously damaged school facilities but which is local in effect and has not been declared a Major Disaster by the President.

**Private Nonprofit Facility:** Any educational, utility, emergency, medical, and custodial care buildings, structures or systems, including those for the aged or disabled and facilities on Indian reservations eligible for federal assistance under Section 402(b) of PL 93-288 as the result of a Major Disaster.

**Private Nonprofit Organizations:** Any non-governmental agency or entity that has applied for, and currently has, in effect, from the U.S. Internal Revenue Service, a ruling letter granting

tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the state that the non-revenue producing organization or entity is a nonprofit one chartered with the Office of the Secretary of State, or the State Auditor prior to the onset of the incidence period.

**Public Assistance:** Financial or other aid provided to political subdivisions and Indian tribes to facilitate restoration of public facilities to pre-disaster functions and capabilities.

**Public Facility:** Any flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility, nonfederal aid street, road, or highway, and any other public building, structure or system including those used exclusively for recreational purposes.

**Regional Director:** Director of a Regional Office of the Federal Emergency Management Agency (FEMA).

**Standing Operating Procedure (SOP):** A ready and continuous reference to those roles, relationships, and procedures, within an organization, which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan.

**State Agency:** Any department, office, commission, or agency of state government.

**State Area Command:** The State Headquarters and Headquarters of the National Guard in each state, less elements required for the conduct of selective service activities, when ordered into active federal service. When mobilized, directs operational employment of all military forces made available for land defense or for military support to civil authorities.

**State Coordinating Office (SCO):** that person appointed by the Governor for the purpose of coordinated state and local disaster assistance efforts with those of the federal government.

**State of Emergency:** An emergency declared as such by the Governor pursuant to RCW 43.06.010.

**State Emergency Plan:** As used in Section 201(b) of PL 93-288; that state plan which is designed specifically for state-level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments including those for implementing federal disaster assistance. In the State of Washington it is known as the Washington State Comprehensive Emergency Management Plan. Execution of the State Comprehensive Emergency Management Plan is prerequisite to the provision of federal assistance authorized by PL 93-288.

**Tsunami:** A huge wave caused by a submarine disturbance; as in an earthquake or volcanic eruption.

**Utility:** Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

**Vector Control:** Control of diseases spread by insects, rodents, etc.

**Voluntary Organization:** Any chartered or otherwise duly recognized tax-exempt, local, state, national organization or group which has provided or may provide services to the state, local governments, or individuals in a major disaster or emergency.

## **XXI. ABBREVIATIONS**

ABA	American Bar Association
ACCESS	A Central Computerized Enforcement Service System
AFDC	Aid to Families With Dependent Children (Program)
AGR	(Department of) Agriculture (State)
AIA	American Insurance Association
ALNOT	Alert Notice
AMS	Agricultural Marketing Services (USDA, Federal)
ANRC	American National Red Cross
APHIS	Animal and Plant Health Inspection Service (USDA, Federal)
ARES	Amateur Radio Emergency Services
ASCS	Agricultural Stabilization and Conservation Service (Federal)
ATC	Applied Technology Council
BIA	Bureau of Indian Affairs (Federal)
BOR	Bureau of Outdoor Recreation (Federal)
BuRec	Bureau of Reclamation (Federal)
CAP	Civil Air Patrol
CB	Citizens Band (Radio)
CCC	Commodity Credit Corporation (USDA, Federal)
CEB	County Emergency Board (USDA Federal)
CEMP	Comprehensive Emergency Management Plan
CES	Cooperative Extension Service (USDA, Federal)
CFR	Code of Federal Regulations
CMNET	Comprehensive Emergency Management Network
COE	(US Army) Corps of Engineers
CPCS	Common Program Control Station
CRS	Citizens Radio Service
CZM	Coastal Zone Management
DAC	Disaster Assistance Center
DCC	Disaster Crisis Counseling (Program)
DEPA	Defense Electric Power Administration (Federal)
DEM	Department of Emergency Management (State or local)
DES	Department of Emergency Services (State or Local)

DFO	Disaster Field Office
DNR	Department of Natural Resources (State)
DOF	Department of Fisheries (State)
DOL	Department of Labor (Federal)
DOT	Department of Transportation (State or Federal)
DSHS	Department of Social and Health Services (State)
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
EAS	Emergency Alert System
EFS	Emergency Food Stamps (Program)
EM	Emergency Loan (Program) (USDA , Federal)
EMS	Emergency Medical Services
EOC	Emergency Operation Center
EPA	Environmental Protection Agency (Federal)
EPI	Emergency Public Information
ESD	Employment Security Department (State)
FAA	Federal Aviation Administration
FAS	Federal Aid System (Federal highways)
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCIC	Federal Crop Insurance Corporation (USDA)
FCO	Federal Coordinating Officer
FDAA	Federal Disaster Assistance Administration
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FmHA	Farmers Home Administration (Federal)
FNS	Food and Nutrition Service (Federal)
FPA	Federal Preparedness Agency
FTC	Federal Trade Commission
GA	(Department of) General Administration (State)
GAME	(Department of) Game (State)
GAR	Governor's Authorized Representative
GSA	General Services Administration (Federal)
HHS	Health and Human Services Federal)
HUD	(Department of) Housing and Urban Development (Federal)
IAC	Individual Assistance Coordinator (State)
IAO	Individual Assistance Officer (Federal)
IFG	Individual and Family Grant Program
IRS	Internal Revenue Service (Federal)
MAST	Military Assistance to Safety and Traffic (Federal)
NAWAS	National Warning System (Federal)
NIMH	National Institute of Mental Health (Federal)
NIMS	National Incident Management System

NMFS	National Marine Fisheries Service (Federal)
NOAA	National Oceanic and Atmospheric Administration (Federal)
NPS	National Park Service (Federal)
P&R	Parks and Recreation Commission (State)
PA	Project Application
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law (Federal)
RACES	Radio Amateur Civil Emergency Service
RCC	Rescue Coordination Center
RCW	Revised Code of Washington
RETCO	Regional Emergency Transportation Coordinator (Federal)
SA	Salvation Army
SAR	Search and Rescue
SBA	Small Business Administration (Federal)
SBCCE	State Board for Community College and Education (State)
SCO	State Coordinating Officer
SCS	Soil Conservation Service (Federal)
SCUBA	<b>Self-Contained</b> Underwater Breathing Apparatus
SEB	State Emergency Board (USDA Federal)
SEPA	State Environmental Policy Act
SOP	Standing Operating Procedure
SPI	Superintendent of Public Instruction
SSA	Social Security Administration (Federal)
U&TC	Utilities and Transportation Commission (State)
UI	Unemployment Insurance (Program)
USC	United States Code
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFS	United States Forest Service
USGS	United States Geological Survey
VA	Veterans Administration (Federal)
WAC	Washington Administrative Code
WDOE	Washington Department of Ecology
WISHA	Washington Industrial Safety and Health Act
WSLCB	Washington State Liquor Control Board
YLS	Young Lawyers Section, American Bar Association



## APPENDIX 6

# TRAINING, EDUCATIONAL SERVICES AND EXERCISES

## I. PURPOSE

To identify and provide emergency preparedness training and education to businesses, residents, City employees and potential volunteer workers to ensure the best possible readiness for local government. For the purposes of training and education will encompass the concepts of the National Incident Management System.

## II. CONCEPT OF OPERATIONS

### A. Training and Education Priorities

1. Self-protection/Emergency Preparedness for essential workers and the public.
2. Mitigation, Preparedness, Response and Recovery education for essential City workers and the public.
3. Business and residential response team training for disasters

### B. City Worker Training

The Department of Emergency Services is responsible for training and education of the City work force. Training or refresher training will be conducted to reinforce technical skills and to review operational plans and procedures. The Incident Commander will work with department or division representatives to tailor training periods that specifically relate to that department or division and their adopted Emergency Operational Procedures

### C. Materials Screened Through Emergency Preparedness

To provide for the most efficient use of all instructions, educational materials, training aids, and facilities, all emergency training and education programs, and any educational material used, will be screened and approved through the Department of Emergency Services prior to distribution, regardless of whether distribution will occur in-house or outside the City work force.

### D. Training of EOC Team

As training becomes available through the State Division of Emergency Management, the EOC team members will be informed of such training and encouraged to attend. It is the policy of the City of McCleary to allow EOC team members or other staff likely involved in direct emergency preparedness activities or responses to provide as much training and education as is possible.

### **E. City Department Responsibilities**

Each City department or division (as appropriate) is responsible for ensuring their employees are trained in the concepts of the City's CEMP as contained in this document, and in their Emergency Operational Procedures.

### **F. Annual Exercises**

The City of McCleary Department of Emergency Services will develop and implement at least one functional or full scale exercise to evaluate the effectiveness of the CEMP, determine areas needing adjustment and determine future training issues. (An actual occurrence and activation of the EOC may be substituted for the annual exercise, if the Incident Commander/Fire Chief makes such a determination.)

## **III. ORGANIZATION AND RESPONSIBILITIES**

The Department of Emergency Services will be responsible for the designing and delivering the preparedness education programs. In addition, training to the City of McCleary elected officials will be made available on at least an annual basis. Elected officials training will focus on the responsibilities of elected officials before, during, and after a disaster, review of hazards in the community, the need for comprehensive emergency planning, as well as skills development in crisis decision making.

### **A. City Departments**

1. Develops Emergency Operational Procedures, which define employees' responsibilities during emergencies.
2. Ensures each employee is given the opportunity for training on the SOPs.

**APPENDIX 7**

**PROCLAMATION OF LOCAL EMERGENCY**

**PROCLAMATION OF LOCAL EMERGENCY**

Whereas, the Incident Commander has reported to the Mayor that the City of McCleary has experienced a \_\_\_\_\_ to such an extent that

(Type of disaster)

\_\_\_\_\_ has occurred; and Whereas, the City of

(Type of damage)

McCleary has experienced an event that necessitates the enacting of emergency plans; and

Whereas, the conditions of extreme peril to the safety of persons and property currently exist

with the City; and Whereas, all available resources are committed to disaster work; and Whereas,

the City requires supplemental assistance; and Whereas, the severity of this disaster is beyond the

capability of local resources; and Whereas, the existing conditions warrant the proclamation of

the existence of a LOCAL EMERGENCY;

THEREFORE, I, \_\_\_\_\_, Mayor of McCleary, Washington, do hereby declare

(Name)

that a LOCAL EMERGENCY now exists due to \_\_\_\_\_ throughout the City

(Type of disaster)

of McCleary, Washington, and that Emergency Operations are in effect, and this necessitates the

utilization of emergency powers granted under RCW 38.52.070.

Signed: \_\_\_\_\_

Mayor

\_\_\_\_\_  
Date

Attest:

City Clerk \_\_\_\_\_

**EMERGENCY SUPPORT FUNCTION (ESF)**  
**ANNEXES**  
ANNEX GUIDE

ESF-1 TRANSPORTATION .....  
ESF-2 COMMUNICATIONS .....  
ESF-3 PUBLIC WORKS AND ENGINEERING .....  
ESF-4 FIREFIGHTING .....  
ESF-5 EMERGENCY MANAGEMENT .....  
ESF-6 MASS CARE, EMERGENCY ASSISTANCE HOUSING AND HUMAN  
SERVICES ..... 139 .....  
ESF-7 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT .....  
ESF-8 PUBLIC HEALTH AND MEDICAL SERVICES .....  
ESF-9 SEARCH AND RESCUE .....  
ESF-10 OIL AND HAZARDOUS MATERIALS RESPONSE .....  
ESF-11 AGRICULTURE AND NATURAL RESOURCES .....  
ESF-12 ENERGY .....  
ESF-13 PUBLIC SAFETY AND SECURITY .....  
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ESF-15 EXTERNAL AFFAIRS .....  
ESF-16 EVACUATION & MOVEMENT .....  
ESF-17 DAMAGE ASSESSMENT .....  
ESF-18 RELIGIOUS AND VOLUNTARY AGENCY AFFAIRS .....  
ESF-19 ANIMAL CARE .....

# EMERGENCY SUPPORT FUNCTION - 1

## TRANSPORTATION ANNEX

Lead Agency: Incident Commander

Support Agency: Public Works Department

### **I. PURPOSE**

To provide for the effective coordination, mobilization, use and maintenance of available transportation services and resources required to meet emergency needs of the City of McCleary and supporting organizations.

### **II. CONCEPT OF OPERATIONS**

#### **A. Primary Movement**

The primary movement of people, equipment, and supplies will be by privately owned vehicles, common carrier trucks, privately owned trucks and mass transit or para-transit busses. Other transportation systems such as air and water transport, will be used as secondary or back-up systems. In the event that Deception Pass Bridge is inoperable, air and or water transportation would become the primary means of emergency transportation.

#### **B. Providers Responsibility**

Transportation system providers or operators (whether public or private) will operate their own systems and facilities to provide the maximum essential services and support possible.

#### **C. Mission Specific Requests**

Transportation support responsibilities and requests will be assigned on a mission by mission basis, depending upon the nature and location of the emergency or disaster.

#### **D. Rationing**

Consumer rationing regulations, as specified by the City, County, State or Federal governments, or all, will be adhered to in providing fuel for operation of transportation equipment.

#### **E. Private Vehicle Use**

Minimum use of private vehicles will be recommended in order to conserve fuel supplies, spare parts, and expense. The public will be informed of restrictions on private vehicle use to avoid confusion and reduce congestion under disaster circumstances.

#### **F. User Requirements**

Users of transportation systems or carriers, including the City of McCleary and its departments, are responsible for establishing their own internal transportation procedures. They are also responsible for arranging directly with carriers for actual accomplishments of movement, unless restrictions are placed on a carrier during a disaster. This does not apply to those situations that are coordinated from the EOC.

#### **G. Primary Human Transport**

Automobiles, vans, buses, and light trucks will be used as a primary source of transportation of people.

#### **H. City Owned Vehicles**

All City-owned vehicles are subject to requisitions for emergency transportation services and may be assigned as required during a disaster. The regular driver of any City-owned vehicle may be required to staff the vehicle during a disaster as required or assigned from the EOC.

#### **I. City Motor Pools**

During and immediately after a disaster, City of McCleary motor pools will be established by:

1. Mobilizing those resources owned by the City through mutual aid or other agreement or contract.
2. Facilities to be used include all City owned facilities, those owned by County, State, or Federal agencies, and subsequently, other facilities owned and operated by private individuals, corporations, or institutions.

#### **J. Maintenance**

Maintenance priorities will be established consistent with the requirements of the disaster or emergency in progress. Maintenance of vehicles used to transport people, particularly in evacuation prone circumstances, will be given first priority.

#### **K. Priority**

Vehicles will be dispatched for use according to a priority system. Priority will be awarded to those services primarily concerned with fire, rescue, law enforcement and crowd and traffic control and other services whose specific responsibilities provide health functions for the City of McCleary. Establishing priority will be consistent with and reflect the nature of the existing circumstances, as determined by the EOC or Incident Commander.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. Primary Responsibility**

The basic, primary responsibilities for direction, control, and coordination of the emergency transportation services for the City of McCleary are assigned to the Incident Commander. The authority to accomplish various emergency transportation activities shall be given to departmental staff and division managers as directed. Overall direction, control, and coordination authority will be given to the Transportation Unit coordinator in the Logistics Section of the EOC.

#### **B. Incident Commander**

1. The Director shall ensure the Transportation Unit of the Logistics Section is staffed as needed.

#### **C. Public Works**

1. The Public Works Department has the primary responsibility of staffing the Transportation Unit.
2. Public Works will establish priorities and policies for use of City-owned vehicles and services.
3. The department shall coordinate the maintenance, use, and allocation of City-owned resources to City Departments or divisions for emergency transportation of people, supplies and equipment, through the Transportation Unit.
4. Coordinate with the Purchasing Manager as required for the rental of equipment required for emergency transportation of people, equipment, and supplies.
5. Create and maintain an Emergency Resource Manual identifying public and private resources available to the extent the emergency would include the loss of Deception Pass Bridge. This list must include air and marine assets capable of transporting people, equipment, and supplies including fuel.
6. Assign and select alternates for assignment as the Transportation Unit Coordinator.

## **EMERGENCY SUPPORT FUNCTION - 2 COMMUNICATIONS ANNEX**

Lead Agency: ????

Support Agencies: All City of McCleary Departments  
Amateur Radio Operators

### **I. PURPOSE**

To provide for the receipt and rapid dissemination of warning information, protection instructions and related intelligence, and to alert key City and private sector individuals to potential or existing hazardous conditions.

### **II. CONCEPT OF OPERATIONS**

Upon receiving information on potential hazardous conditions from one or more reliable sources, the recipient will copy the information and alert the Incident Commander. He/she will, if necessary, consult with the Mayor's office and/or the Emergency Preparedness Council to determine what necessary actions should be taken.

If action is required, the Incident Commander will inform key officials and/or departments, news media, and others regarding the information and any instructions necessary, according to the type of disaster situation.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. Emergency Alert System**

1. The Emergency Alert System (EAS) will be used in the event of a disaster or hazardous incident where mass media is needed to alert the public quickly.

#### **B. Secondary Warning Systems**

1. Agencies and organizations within the City having a communications and public access capability will assist in the dissemination of warning messages and information.

#### **C. City Personnel**

The City departments/offices/divisions with emergency services responsibilities will alert their personnel in accordance with department Emergency Operational Procedures which provide for the alerting of designated personnel during both duty and non-duty hours.



## **IV. ORGANIZATION AND RESPONSIBILITIES**

### **A. City Government**

1. Provide warning information and instructions to key officials and essential workers of each department, division, or office.
2. Provide warning, information and instructions to private sector resource providers that may be called upon to support City emergency response efforts.
3. Direct department and office field units to use all personnel/equipment available to assist in the warning of the public.

### **B. Mayor**

1. Evaluate warning information and coordinate with the Incident Commander, Public Works Director, and Fire Chief on the dissemination of warning and instruction to the public and key officials.

### **C. Incident Commander**

1. Coordinate the dissemination of warning information, instructions, and related intelligence to the Mayor and the Fire Chief.
2. Ensure warning information is given to the public through all available methods.

### **D. Police Chief**

1. Coordinate the dissemination of warning information, instructions, and related intelligence with the Incident Commander and the Mayor.

## **COMMUNICATIONS**

### **I. PURPOSE**

To organize, provide, and maintain communications capabilities for emergency response operations and coordination with County, State, and Federal response agencies.

## **II. CONCEPT OF OPERATIONS**

### **A. Objectives Defined**

The basic objectives of emergency communications capability for emergency response are:

1. Provide reliable communications systems for day-to-day operations, disaster response and recovery operations, and coordination with non-City emergency response agencies, whether public or private.
2. Prepare for the effective use of existing communications systems under emergency conditions.
3. Provide for alternative communications systems in the event of failure or reduced effectiveness of existing systems.
4. Maximize the use of communications resources from the private sector.

### **B. Communications Systems**

Emergency communications are dependent on systems owned, operated and maintained by both the public and private sectors, and used primarily to support day-to-day activities.

1. Telephone systems are the primary communications methods used for directing, controlling and coordinating emergency services.
2. Cellular telephone systems are the primary backup to the telephone systems and will be used to supplement two-way radio systems for field operations. Sensitive information that needs to be rapidly communicated to field units will be handled over Cellular telephone when possible.
3. Two-way radio is used as a second back-up to the telephone system and provides the primary method of communications with personnel conducting emergency services in the field.
4. Facsimile and/or e-mail communication systems will be used, if available and where appropriate, when communication of written material is required during and after a disaster.
5. Amateur radio systems owned, operated and staffed by volunteers are incorporated into this response plan, and will be the primary communications method used in transmitting and receiving information from County and State EOCs in the event telephone communications is disrupted.

6. Coordination with Citizen Band radio systems and organizations may be utilized based upon the needs of the City.

### **C. Control of City Communications**

The operations, direction and control of the City communications system, under emergency conditions will be through the EOC as directed by the Incident Commander.

### **D. Planning and Coordination**

1. All future significant City communications planning and upgrade shall take into consideration the City's communication system ability to withstand a disaster and its potential contribution to the City's overall communications ability in disaster response.
2. The City's EOC Team, made up of representatives of various departments and divisions, shall provide guidance of such communications planning, upgrade and use of general City communications assets, including any communications centers established by the City.
3. Land use or other City codes or regulations that may impact amateur radio operations on City, business, or private property will be reviewed by the Department of Emergency Services to ensure the least amount of impact on amateur radio operations during emergency or disaster situations.

The EOC has the capability of transmitting and receiving on designated frequencies for Police, Fire, and Public Works. Other frequencies mutually available in the County are accessible through this communications center.

## **III. ORGANIZATION AND RESPONSIBILITIES**

### **A. Department Responsibilities**

Each department and office of City government shall be responsible for making available all communications resources to support City emergency services and/or operations.

## **EMERGENCY SUPPORT FUNCTION - 3 PUBLIC WORKS AND ENGINEERING ANNEX**

Lead Agency: Public Works Department  
Support Agencies: Development Services Department  
Fire Department  
Police Department  
Parks Department  
Other City Departments

### **I. PURPOSE**

To provide for demolition of unsafe structures, debris and wreckage clearance; temporary repair of essential facilities; and the inspection of facilities for structural condition, shelter upgrades needs and safety.

### **II. CONCEPT OF OPERATIONS**

#### **A. Lead Agency Assignment**

The City of McCleary Public Works Department is the lead agency for the coordination of activities involved in emergency engineering services, including all facilities owned both inside and outside the City boundaries. The Planning, Engineering, and Building Divisions, will be assigned to assist and provide technical information where necessary to the Public Works Department.

#### **B City Infrastructure**

The Public Works Department shall provide damage assessment of all City owned facilities, transportation routes, and essential City owned or leased building/structures. The department will provide for and coordinate emergency repair and restoration of City owned facilities and structures on a priority basis, selecting those facilities or structures based upon critical need. The priority order for emergency repair shall be:

- Buildings that house critical response units or staff
- Roads, streets or bridges that act as main evacuation routes
- Public facilities that serve or may need to serve as shelters
- Facilities providing essential services to the public (Water, sewer, etc.)
- Facilities used or needed to provide for emergency public information
- Debris clearance on City right-of-way

### **C. Coordination**

The department will coordinate with private utility companies and other private organizations responsible for electricity, natural gas, telephone, cable, and solid waste collection services to ensure all response and recovery operations conducted within the public right-of-way are done so in as orderly a manner as possible.

### **D. Representatives**

The Director of Public Works shall designate EOC representatives to coordinate field operations and resources from the EOC when it is activated. The representative to the EOC will normally be the Public Works Department representative on the EOC Team.

### **E. Public Works Operations**

The Director of Public Works will establish a field operations center or field command post and will designate a communications operator to operate Public Works radio equipment, preferably from a different location other than the EOC. The Director shall provide for a communications operator to the EOC if requested by the Incident Commander to coordinate the allocation of City resources.

The use of command posts for field operations will be the normal method of coordination at the scene. The On-Scene commander for Public Works shall provide regular and timely status reports regarding any needed emergency public information to the Public Works Operations Center. This information will be coordinated through the EOC. In the event of a multiple department or agency response, co-location of command posts or a Unified Command, is the preferred method of operation.

The alert process to obtain Public Works personnel shall be the normal established callout method established by the Public Works Department. Should this become unavailable or fail, the emergency public information system(s) will be used to call out necessary staff or runners will be sent to make direct contact.

### **F. Additional Staff/Volunteer Assistance/Special Equipment**

Additional personnel, be it other governmental agency or volunteer assistance and equipment support will be organized and used as may be required due to the nature of the incident. The City of McCleary shall utilize all its resources prior to requesting outside assistance.

If an incident is beyond the scope of the City of McCleary or its resources, the Grays Harbor County Department of Emergency Services shall be requested through the EOC to assist in providing any such requests.

### **III. ORGANIZATION AND RESPONSIBILITIES**

The Public Works Department has under its span of control large and diverse responsibilities.

The following list outlines specific responsibilities for all of Public Works, regardless of the divisional breakdown of the Department.

The Department shall ensure that the responsibilities listed here and in the Basic Plan are adequately addressed in their Emergency Operational Procedures.

#### **A. Public Works**

1. Maintains operation of the public water, water storage, pumping, and distribution systems.
2. Coordinates with appropriate water purveyors.
3. Maintains operation of Storm Drainage collection and conveyance system.
4. Maintains operation of the public sewer collection pumping systems, assists in meeting public sanitation needs and controls sewage pollution to the environment.
5. Communicates health and environmental issues to the appropriate agencies.
6. Maintains passable vehicular circulation on priority routes.
7. Maintains operation of fuel equipment and ensures adequate fuel supply for City owned vehicles and equipment.
8. Provides damage assessment for City property, water, sewer, street and City owned equipment.
9. Provides for priority restoration of critical facilities.
10. Provides information related to emergency public information through the EOC regarding matters of public health and hazards related to facilities damaged.
11. Provides for or contracts for major recovery work, debris clearance, and/or services as appropriate.
12. Assists other divisions or City departments when requested.

13. Coordinates repair operations with outside agencies as appropriate.

**B. Development Services Department (Building Division)**

1. Assists in providing damage assessment of City owned buildings or leased facilities.
2. Provides safety evaluations of City facilities.
3. Provides field support for Public Works.
4. Adjusts permitting process as needed.
5. Provides for damage assessment of both residential and business property within the City.
6. Provides for the coordination and support for mitigation, repair and re-construction activities in City facilities.

**C. Fire Department**

1. Assists in providing damage assessment throughout the City.
2. Assists in securing unsafe structures.

**D. Police Department**

1. Assists in providing damage assessment throughout the City.
2. Assists in the securing unsafe structures.

**E. Light and Power Department**

1. Maintains operation of the public electric systems.
2. Coordinates with appropriate electric providers
3. Communicates health and environmental issues to the appropriate agencies.
4. Maintains passable vehicular circulation on priority routes.
5. Maintains operation of fuel equipment and ensures adequate fuel supply for City owned vehicles and equipment.
6. Provides damage assessment for City property, power system and City owned equipment.
7. Provides for priority restoration of critical facilities.

8. Provides information related to emergency public information through the EOC regarding matters of public health and hazards related to facilities damaged.
9. Provides for or contracts for major recovery work, debris clearance, and/or services as appropriate.
10. Assists other divisions or City departments when requested.
11. Coordinates repair operations with outside agencies as appropriate.

**F. Other City Departments**

1. Provides necessary assistance as requested.



## **EMERGENCY SUPPORT FUNCTION - 4 FIREFIGHTING ANNEX**

Primary Agency: Fire Department  
Support Agencies: Incident Commander  
Public Works  
Police Department

### **I. PURPOSE**

To provide for the command, control and coordination of fire prevention and suppression services within the City of McCleary.

To provide for the coordinated use of emergency rescue, basic emergency medical services, and advanced life support services.

To provide for the coordinated use of fire department and support agency resources in the decontamination of personnel, equipment, and facilities contaminated by hazardous materials.

### **II. CONCEPT OF OPERATIONS**

#### **A. Lead Agency**

The McCleary Fire Department is the lead agency for fire suppression, emergency medical, rescue, and hazardous materials activities within the City of McCleary. The department may work in coordination with other City departments and outside agencies as necessary.

#### **B. Mutual Aid and Assistance**

Request for assistance may be made through these existing mutual aid agreements, or, when not available through normal channels. The EOC will coordinate assistance from County or State government.

#### **C. Communications**

Communications will be through established channels and means. Unless absolutely necessary, the EOC will not be used as the primary communications point for the Fire Department.

#### **D. Alerting**

The McCleary Fire Department is responsible for the notification methods and procedures used in alerting or mobilizing off duty personnel. Unless otherwise indicated, the normal alert methods will be used to call off duty personnel. Back up notification shall be by the emergency public information procedures.

#### **E. EOC Response**

The Fire Department, through the Fire Chief or his/her designee, will provide staff to the EOC for the Operations Section Fire Unit.

#### **F. Fire Department Control**

The Fire Chief shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department Emergency Operational Procedures and exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

#### **G. Incident Command**

The on-scene management of emergencies will follow the Incident Command System. Command posts may be established for the coordination of field operations. The On-Scene Commander shall provide regular status reports to the EOC. The coordination of resources and requests for assistance will normally be through the EOC. Co-location of command posts or Unified Command will be the preferred method of field operations when multiple departments/agencies have command posts established or when multiple agencies are involved in the response.

#### **I. Grays Harbor County Plan**

Coordination for assistance from Grays Harbor County will be handled through the EOC. The Grays Harbor County EOC and the McCleary EOC will remain in close communications to ensure proper resource allocation occurs.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. Lead Department**

The McCleary Fire Department is responsible for direction, control and the coordination of emergency fire, medical, rescue, and hazardous materials response for the City.

#### **B. City Departments**

Other City departments and requested agencies will render the appropriate assistance when requested or required.

**C. Fire Department**

1. Provides fire suppression and control, and immediate life safety services within the City of McCleary.
2. Develops lists of resources which includes apparatus, equipment, personnel and supplies.
3. Develops Emergency Operational Procedures for use during major emergencies or disasters.
4. Provides a representative to the EOC to assist in the prioritization and coordination of **Citywide** response efforts as well as regional coordination with Grays Harbor County and the Region when appropriate.

**D. Incident Commander**

1. Provides coordination and notification of outside agencies providing operational support.
2. Supports operations through the coordination of resources not available through mutual aid.
3. Assists in the coordination with the Grays Harbor County EOC and Washington State EOC.
4. Activates the EOC per the CEMP.

**E. Public Works**

1. Supports Fire Department requests for resources as required.

**F. Police Department**

1. Supports Fire Department requests for traffic or scene control and evacuation as required.

**EMERGENCY SUPPORT FUNCTION - 5  
EMERGENCY MANAGEMENT ANNEX**

Lead Agency: Incident Commander  
Support Agencies: Fire Department  
Public Works Department  
Development Services Department  
Police Department

**I. PURPOSE**

To collect, report, and assist in the evaluation of disaster information throughout all phases of an emergency or disaster; to provide a system to facilitate warning, emergency response, emergency public information, disaster analysis, local (Grays Harbor area) requests for state assistance, emergency and disaster proclamation preparation, damage assessment, and recovery efforts.

**II. CONCEPT OF OPERATIONS**

**A. Initial Reports**

Initial reporting of disaster or emergency effects will be made by field personnel to the EOC. After a disaster proclamation has been made by the Mayor, operational readiness reports and operational situation reports will be made to the Incident Commander and coordinated through the Planning Section Head. All reports will be evaluated and used by the Incident Commander in evaluating initial situations and reporting of the initial situation to the City staff, the County, and the State.

**B. City Department Reporting**

All City departments are required to keep the EOC informed as to their status of readiness, needs, and situation. All departments and/or divisions/offices will make situation reports to the EOC when so required.

**C. City Department Assignments**

Each City Department (or division, as necessary) will be requested by the EOC to assign the coordination and control of reporting and receiving reports to one staff member.

#### **D. Use of Reports**

Operations reports will provide a basis for:

1. Briefings of the Emergency Preparedness Council
2. Briefings of government officials
3. Requests for assistance
4. Allocation of essential resources
5. Damage assessment

#### **E. Information Dissemination**

All information collected will be analyzed, evaluated, and made available to departments and agencies involved in emergency operations. Methods of dissemination will be through briefings, display boards, computer bulletins, and reports.

#### **F. Damage Assessment Reports**

Damage assessment reports are the most critical in terms of recovering costs in the event of a presidential declared disaster, or an event of such magnitude that other federal or state agencies may be available for monetary assistance. Reports on damage in the categories of public, private, and agriculture (if any) will be made available to State and Federal agencies and other political subdivisions in support of operational needs and recovery issues.

#### **G. Post-Disaster Reports**

Reports generated during an event will be collected and organized through the Planning Section Head. After an event, these reports will be used to generate a thorough analysis of the event and the City's performance, what areas were deficient, and what steps are needed to correct any deficiencies. This analysis will include financial assessments and impacts, as required.

#### **H. Briefings**

Daily briefings will be held for the purpose of updating the Mayor, other elected and key officials, and the media. The situation reports will be used as a basis for this briefing. Briefings may occur at more frequent intervals if warranted by the nature of the event.

#### **I. Collection Point**

The collection and dissemination of written reports provided for in this Annex will be accomplished from the EOC and approved by the Incident Commander. Briefings concerning information generated through these reports will be made at announced locations.

## **J. Public Access**

Information and reports collected by the City as part of an emergency or disaster made under this annex may be released as public information only with the approval of the Incident Commander. All individuals gathering such information and generating reports will refer all requests for information and copies of reports to the Department of Emergency Services.

## **III. ORGANIZATION AND RESPONSIBILITIES**

### **A. Emergency Preparedness Response**

Under normal operations, no one agency is assigned the responsibility of collecting information and preparing reports. Under disaster situations, this responsibility falls on the Incident Commander. The Director will appoint a Planning Section Head to coordinate data collection, information analysis, and preparation of reports.

### **B. Damage Assessment**

Under normal conditions, the City's Public Works, Fire, and Police Departments have the responsibility of damage assessment and reporting of City conditions. Under emergency disaster situations, the lead departments for damage assessment are; the Public Works Department for public facilities and the Development Services Department for residential and business property. The Fire, Police and Public Works departments are assigned to assist in the gathering of information.

### **C. City Support**

Records, data, and information collection and analysis personnel of all City departments are considered support resources to both Operational Reports and Damage Assessment coordination.

### **D. Field Support**

All field forces of all City departments will be used in the collection of information and data for reports and damage assessments.

### **E. Incident Commander**

1. Shall have overall responsibility for directing and controlling City government emergency reports.
2. Shall work with the Planning Section Head, and give appropriate guidance and direction to carry out the assigned tasks and responsibilities to the Document Unit.
3. The Document Unit will collect, code, and prepare operational readiness reports, damage reports, and operations situation reports for distribution.
4. Ensures that operational reports are forwarded to the State division of Emergency Management, as required.
5. Provides information, guidance, forms, and instructions to all City government agencies for the retention of information and supporting data and procedures for forwarding operational reports and information through the EOC.

#### **F. City Departments**

1. Shall make disaster reports to the EOC when so required.
2. Assign the coordination and control of reporting responsibility to one individual.

#### **G. Public Works**

1. Shall conduct damage surveys and situational evaluations of the City's buildings and structures, utilizing assistance from the Building division.
2. Through the Operations Section Head, shall direct and control City damage assessment operations throughout all emergency operational periods.
3. Shall provide a damage assessment coordinator, giving appropriate authority to carry out assigned responsibilities.
4. Shall coordinate the provision of damage assessment information and data to the Planning Section Head or the Situation Unit.
5. Establish procedures for obtaining information on damage from private sector organizations and Grays Harbor County Government agencies if required or necessary.

#### **H. Development Services Department**

1. Provides personnel to conduct damage surveys and situational evaluations of both public and private property; and assists the Public Works department in assessing other public property such as roads, streets, bridges, utilities, etc.
2. Assists the damage assessment coordinator by providing damage analysis and assessments of the above facilities and systems as soon as emergency or disaster operations permit.

**I. Fire Department and Police Department**

1. In addition to the City department responsibilities, provides assistance to the damage assessment coordinator in providing "windshield survey" information.

**J. Human Resources**

1. In addition to the City department responsibilities, will provide emergency worker volunteers that may be able to assist in damage assessment activities.



## Appendix 1 Situation Report Format

SITUATION REPORT NUMBER \_\_\_\_\_

Date \_\_\_\_\_ EOC Phone \_\_\_\_\_ Regular Phone \_\_\_\_\_ Time \_\_\_\_\_

<b>1) GENERAL SITUATION SUMMARY</b>					
ACTIONS	YES	NO	DATE ENACTED	TIME	
1A) Local EOC Open?					
1B) Local Emergency Proclamation in Effect?					
<b>2) PEOPLE AFFECTED</b>					
2A) GENERAL					
2B) CASUALTIES REQUIRING HOSPITALIZATION _____					
2C) CASUALTIES NOT REQUIRING HOSPITALIZATION _____					
2D) PERSONS DECEASED _____					
2E) PERSONS MISSING _____					
2F) PERSONS EVACUATED (# & to what location) _____					
2G) PERSONS ISOLATED/STRANDED (# & location) _____					
<b>3) PRIVATE PROPERTY</b>					
3A) GENERAL					
Number of:	Homes	Mobile Homes	Multiple Dwelling Homes	Farm Homes	Businesses
Destroyed/ Non-livable	3B)	3C)	3D)	3E)	3F) (Non-operational)
Damaged	3G)	3H)	3I)	3J)	3K)
<b>4) FACILITY DAMAGE</b>					
4A) GENERAL					
	DESTROYED	DAMAGED		DESTROYED	DAMAGED
4B) City Facilities			4J) Sewage Treatment		

4C) Roads & Streets			4K) Schools	
4D) Water Supply			4L) Marina Facilities	
4E) Water Tanks			4K) Hospitals	
4F) Elect. Supply			4L) Convalescent Facilities	
4G) Telephone Facilities			4M) Bridges	
4H) Radio/TV Station			4N) Other	
4I) Natural Gas			4O) Other	
5) <u>AGRICULTURAL LOSSES</u>				
5A) GENERAL				
_____ _____ _____				
	TYPE	NO. OF ACRES	% OF YIELD LOSS	DOLLAR AMOUNT
5B) Crop or livestock damage				
5C) Other: e.g. equipment, supplies, outbuildings, etc.				
6) <u>ANTICIPATED ASSISTANCE NEEDS</u>				
6A) GENERAL				
_____ _____ _____				
CAPABILITY	% OF TOTAL CAPABILITY USED	DESCRIPTION OF ANTICIPATED NEEDS		
6B) Search & Rescue				
6C) Medical Services				
6D) Engineering Services				
6E) Fire Suppression				
6F) Law Enforcement				
6G) Transportation				
6H) Communications				
6I) Mass Care				
6J) Public Health				
6K) Mortuary Service				
6L) Individual Assistance				
6M) Public Assistance				
6N) Other				
7) OTHER COMMENTS: (e.g. loss of revenue, projected economic impact, unemployment, etc.)				
_____ _____ _____ _____ _____ _____				

**INFORMATION ANALYSIS AND PLANNING**  
**Appendix 2 Damage to the Private Sector**

JURISDICTION: \_\_\_\_\_

TYPE OF OCCURRENCE: \_\_\_\_\_ DATE OF OCCURRENCE: \_\_\_\_\_

NAME, ADDRESS AND PHONE	OWN/ RENT?	PRIV. RES., SEC'D. RES. MOB. HOME, FARM, BUSINESS	EST. OF \$ LOSS	% OF LOSS COV'D BY INSUR.	HABITABLE/ USABLE?	COMMENTS: ACCESS OR UTIL., OTHER

**EMERGENCY SUPPORT FUNCTION - 6  
MASS CARE, EMERGENCY ASSISTANCE, HOUSING,  
AND HUMAN SERVICES ANNEX**

Primary Agency: Incident Commander  
Support Agencies: Clerks Office  
Development Services Department  
Public Works Department

## **MASS CARE**

### **I. PURPOSE**

To provide for the maximum protection of the population from the effects of disasters or the potential effects of disasters, and to provide for a process that efficiently operates local emergency shelters within the City of McCleary; to provide coordination between public agencies that may request shelter assistance; to provide coordination with County and State organizations in sheltering needs.

### **II. CONCEPT OF OPERATIONS**

#### **A. Lead Organization**

1. Sheltering shall be coordinated from the EOC. All emergency operations that may lead to the use of sheltering or mass feeding, congregate care.
2. The activation of sheltering or mass care facilities may include the provision of emergency food, water, shelter, clothing, health and mental health care, and crisis training of City staff.
3. Voluntary organizations may be called upon by the City of McCleary to provide sheltering needs and to meet the emergency needs of displaced populations.

#### **B. Facilities Used**

Designated City-owned facilities may be used as emergency shelter facilities, when it is the most expedient method for providing temporary shelter during a disaster. Public Works Department staff will manage City-owned facility operations. Activation of City facilities for sheltering shall be coordinated by the Public Works Department through the EOC, through the Operations and Logistics Section Heads.

#### **C. Staffing Requirements**

City of McCleary staff may be requested to act as emergency workers. The Clerk Office shall be responsible for the assignment of City workers, as coordinated from the EOC through the Logistics Section Head.

**D. Public Information Required**

Any active situation that requires the activation of sheltering shall include a public information officer to adequately brief the media and the public on the status of the situation.

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. City Staff Shelters**

The \_\_\_\_\_ is designated as the City staff shelter. The use of the \_\_\_\_\_ will be limited to City staff when necessary to provide sheltering, feeding, and sleeping areas during a protracted event that involves a large contingent of the City staff, or when a number of City staff have not been able to return to their homes due to a disaster.

**B. Incident Commander**

1. Provides coordination of agencies and activities to ensure adequate shelter needs are met.
2. Coordinates between other jurisdictions, county, state, and federal agencies.

**C. Public Information Officer**

1. Coordinates public information concerning sheltering services. Coordination may be necessary at shelter sites as well as at the EOC.
2. Assures that necessary information is disseminated to the public according to Annex E.

**D. Fire Department**

1. Provides emergency medical services and fire suppression as needed at shelters.

**E. ???? Department**

1. Develops plans for and coordination of the utilization of City facilities and park sites for use as reception centers, staging areas, or shelters, and provides staffing, as available.
2. Provides assistance in staffing the Senior Center as a designated shelter for City employees.

**F. Clerk's Office**

1. Coordinates the registration and use of City staff and volunteers at City owned shelter facilities.
2. In cooperation with other City departments, provides for emergency sheltering of City staff during disaster activities.
3. Coordinates private offers of assistance.

**G. Police Department**

1. Establishes security as needed at public shelter locations.
2. Provides crowd and traffic control at public shelter or mass care facilities.
3. Assists in identifying safe routes of travel to and from shelter sites.

**H. Public Works Department**

1. Coordinates the disposal of solid waste from shelter sites.
2. Assists in emergency repairs at shelter as appropriate.
3. Provides and identifies safe routes of travel to and from shelter sites.
4. Assists in crowd control operations through signing and barricades.
5. Assists in providing emergency radio communications between shelters and the EOC.

**I. All City Departments**

1. Provide emergency service workers as requested.

**EMERGENCY SUPPORT FUNCTION ESF - 7**  
**LOGISTICS MANAGEMENT AND RESOURCE SUPPORT ANNEX**

Lead Agency: City Administration (Mayor/City Administrator)

Support Agencies: All City Departments

**RESOURCE SUPPORT**

**I. PURPOSE**

To provide for the effective utilization and conservation of available local resources of the City of McCleary; and to coordinate the provisioning of available regional resources with surrounding cities, Grays Harbor County, State of Washington, and the Federal Government.

To administer economic stabilization measures, as authorized, through coordinated rationing of food, fuel, and other essential items and by stabilization of prices and rents, including sales prices of real property, as authorized.

**II. CONCEPT OF OPERATIONS**

**A. Mobilization Responsibilities**

In order to carry out its resource mobilization responsibilities effectively, the City will make provision for the development and administration of policies, programs, and measures for the management of each major category of resources under its emergency control and the overall coordination and direction of its resource program.

Responsibilities for administering individual resource programs will be assigned, as much as possible, to existing departments or divisions within the City of McCleary government, with the appropriate utilization of private business as appropriate.

Emergency management of any resource will involve the following functions:

1. Evaluating the relationship between the current and probable future supply of and the requirements for a particular resource.
2. Determining the extent to which available resources can be used to meet current operating needs as compared with longer-range needs.
3. Taking actions necessary to channel resources for use in essential activities.
4. Ensuring the most effective use of existing and potential supplies of the resource and to take measures to improve the future supply situation.
5. Evaluating and adjusting such policies, programs and measures to meet new emergency needs and conditions, and changes in the supply and requirements of a given resource.

## **B. Free Market**

A free market economy and existing distribution systems will be maintained to the maximum extent possible as the primary means for continuing operation of the Cities and regions economic and private sector systems. However, efforts to support regional, state, or federal requests in support of mobilization efforts, for whatever hazard, may require a modification of normal business procedures.

## **C. Controls**

Where government resource management is required, voluntary controls, as opposed to mandatory controls, will be encouraged. It is the policy of the City of McCleary that controls will only be placed where necessary and be removed as soon as possible.

## **D. Regulation of Activities**

Activities may be regulated based upon the availability (or lack) of a commodity in short supply. The control of a commodity necessary to the essential survival of the general population or the government will take precedence over any activities that are nonessential.

## **E. Regulations Transferred**

Regulations that are used to control one resource may be used to control other resources. The duplication of regulations will be avoided if at all possible in the controlling of resources.

## **F. Public Information**

The public will be encouraged to cooperate with emergency resource management measures imposed by the City through aggressive public information programs.

## **G. Preparedness Activities**

It is the policy of the City of McCleary to ensure a continuing state of preparedness within the City to manage its own resources and those available to it on a day-to-day basis. Normal City organizational responsibilities will be used as much as possible to ensure this is accomplished.

## **H. Emergency Services**

During and directly after a disaster, emergency service needs will become the major users of resources. Resource needs will be coordinated through the EOC. Needs for resources will be submitted and coordinated with the County and State Emergency Management organizations.



## I. Primary Resources Defined

The primary categories of resources and services deemed most essential to the survival and recovery of the City and region are: food, water, construction and housing, electrical power, telecommunications, medical and health services, natural gas, petroleum, transportation, and personnel.

## J. Staging

The following is a list of disaster staging areas that have been pre-selected in the event of a **large-scale** emergency or local disaster situation. These locations will be utilized by the Operations Section within the EOC where responding units/organizations may stage personnel, supplies, and equipment in response to, and support of, the emergency situation. These areas may also function as temporary storage facilities of heavy equipment and material, if so required.

Should any of the listed staging areas not be available due to the effects of an emergency or disaster, or for any other reason, alternate locations will be selected by the EOC and in coordination with responding field forces.

### DISASTER STAGING AREAS

1. Northeast
  - a.
  - b.
2. Northwest
  - a.
  - b.
3. Southeast
  - a.
  - b.
  - c.
4. Southwest
  - a.
  - b.
  - b.
5. Central
  - a.
  - b.
  - c.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. National Obligations**

In the event of a limited national defense and/or security emergency, City government would support national resource mobilization policies and goals by complying with Federal rules and regulations on resource production, distribution, conservation, and use, as they pertain and are communicated to us through the State Emergency organization.

#### **B. Assumption of Responsibility**

In the event of a general national defense and/or security emergency, City government would, as required, direct the conservation, distribution (including rationing), and use of those resources essential to the protection and general welfare of the people of the City until effective Federal or State direction and control could be established. The City will not assume responsibility for managing those resources under the jurisdiction of a Federal or State agency capable of providing that function. However, the City will **assist**, if requested by the controlling agency, by providing whatever resources it has available.

#### **C. Liaison**

In addition to the Liaison position in the EOC, the Incident Commander, along with the Mayor, shall select business or industry representatives to serve as liaison between the private sector resource providers and the EOC, and to act as advisors on production, distribution, and use of resources available.

#### **D. Authority and Control**

State and local government controls over specific resources and economic activities are assigned by State emergency operations, State statutes, County charter and City ordinances.

1. There are basic measures or forms of economic stabilization available to the City for mobilization of resources in any emergency. They are designed to achieve two basic purposes: Control the use of resources
2. Increase the supply of resources

The basic measures or forms include:

1. Indirect - Voluntary and indirect control measures include special financial arrangements to encourage expanded function, and training and information through Public Information to solicit voluntary cooperation from the public and from industry.

2. Direct - Mandatory direct control measures include priority systems of distribution, allocation systems, production directives, conservation measures, consumer rationing, anti-hoarding measures, and construction (or restriction) directives.
3. Anti-hoarding - The authority to prohibit the accumulation and hoarding for business, personal or home consumption.
4. Priority - The authority to require that performance under contracts and orders deemed necessary to promote stability after a disaster would take priority over any other contract or order (i.e. National defense and security would be priority over other activities).
5. Allocation - The authority whereby a scarce and critical item, material, commodity or product, could be assigned or reserved for exclusive use.
6. Requisitioning - The authority whereby, in certain urgent circumstances and under certain specified conditions, the City may obtain the use of any equipment, materials, supplies, components or facilities and other real property needed, provided just compensation is made.

#### **E. Primary Responsibilities**

The primary emergency resource management responsibilities of the City are:

1. To maintain or restore vital facilities and essential public services.
2. Provide essential supplies.
3. Exercise government control of acquisition and disposition of local resources.
4. Monitor rebuilding and rehabilitation of privately owned homes and facilities
5. Maintain, repair or restore local roads and utilities, provide emergency supplies of water, power and transportation; inspect, demolish and remove debris from hazardous structures and areas.
6. Maintain inventory and control of food, water, medical supplies, petroleum products and other essential supplies and equipment; re-supply shelters.
7. Monitor emergency shutdowns of industrial facilities and issue building, electrical and other construction related permits requiring conformity with City, County, and State statutes.

**F. Mayor (Executive)**

1. Have the primary responsibility for managing locally available resources as authorized by Federal and State plans and laws.
2. Appoint ration, price control, and/or rent boards or any sub-boards or committees which may be required for the City to assume the emergency duties as indicated in the Washington State Emergency Resource Management Plan.
3. Establish specific priorities in the assignment and use of all resources, including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services.

**G. City Council**

1. Responsible for making policy, adopting and enacting ordinances and motions to place economic controls into effect, as authorized by state statutes.

**H. Incident Commander**

1. Provides guidance for City officials on the relative urgency of essential services.
2. Assists the Mayor's office in drafting appropriate ordinances for Council approval.
3. Assists in selecting members at large to serve on boards or committees required to control resources.

**I. Police Department**

1. Provide the necessary security to ensure that stockpiled and/or stored materials and supplies and secured from looting or vandalism.
2. Provide crowd control during distribution of resources.

**J. ??? Department**

1. Coordinate the use of any parks facility for the purposes outlined in this Annex.

**K. Public Works**

1. Ensure City of McCleary resources are maintained and cataloged in proper order for use during emergencies or disasters.

## **L. Building Division**

1. Evaluation of all buildings or facilities used for stockpiling of resources for health and safety.

## **CLERK'S OFFICE**

### **I. PURPOSE**

To provide for the recruitment, allocation, utilization and general management of civilian labor forces required for emergency activities essential to emergency response and recovery operations; to ensure proper accounting of spontaneous voluntary forces during emergencies.

### **II. CONCEPT OF OPERATIONS**

#### **A. City of McCleary Use of Personnel**

All City departments and agencies or supporting organizations will operate in any disaster using normal and available personnel before requesting additional resources for disaster operations. Where personnel needs are beyond the capabilities of the City of McCleary resource pool, additional resources will be requested through the EOC. The EOC will initiate the necessary procedures to meet the required personnel requirements from the following resources, in priority order:

1. Neighboring jurisdictions
2. County
3. State
4. Federal
5. Volunteers

#### **B. City Employee Status**

All employees of the City of McCleary are designated as Emergency Workers. It is the City's policy to assign emergency workers to assignments during an emergency or disaster that best suit their abilities and area(s) of training. This does not preclude the possibility that City employees would be assigned outside their area of abilities under direction of the EOC and/or the Incident Commander in the field.

#### **C. Clerk-Treasurer**

The Human Resources Director will make full use of the voluntary cooperation generated by a disaster, and of the capabilities of the State Department of Employment Security, labor, management and other groups in coordinating personnel mobilization programs.

The Clerk-Treasurer will identify a member or members of staff to coordinate and assist in this activity.

#### **D. Activities Coordinated**

The coordination of personnel made available for emergency operations by private sector organizations, including volunteer organizations, will be accomplished through the EOC.

#### **E. Spontaneous Volunteers**

It is assumed that spontaneous volunteers will be available during any such disaster. Should these individuals appear at a disaster scene or scenes, the Incident Commander will notify the EOC on the number available. Unless needed immediately at the incident site by the Incident Commander, spontaneous volunteers will be assigned appropriately by the EOC.

Appropriate personal information will be obtained from the spontaneous volunteer for the purpose of documenting his/her activities, and to meet state law concerning emergency workers (RCW 38.52).

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. City Government**

The City of McCleary is responsible for the coordination and implementation of Federal, State, County and City programs for the emergency management of available civilian personnel resources within the City of McCleary.

It is the policy of the City of McCleary to utilize all available local personnel resources within the City of McCleary to specifically assist the City in emergency and recovery operations. If it is determined that the City of McCleary pool of available emergency workers is not expended, these resources will be made available to neighboring jurisdictions, County, State, and Federal requests through the EOC, as requested.

The City is responsible for the recruitment and priority referral of available personnel resources to essential emergency services for City agencies and supporting organizations.

The City is responsible for providing guidance in the pre-emergency identification, assignment, and effective utilization of community personnel resources.

## **B. City Departments**

1. Each City Department will maintain a list of all active full time, part time, and temporary employees and will maintain call-out data for use during an emergency.
2. Each City Department will work with the Human Resources Department to ensure each employee fills out and returns the Family Area Network information.
3. Each City Department will identify volunteer organizations that are, or would likely be, available during a disaster and provide two emergency contact names and phone numbers to the Human Resources Department.

## **C. Incident Commander**

1. Maintains liaisons with local, private sector, and personnel resource providers.
2. Assists the Human Resources Department in maintaining a current list of emergency services workers.
3. Assists the Human Resources Department in issuing Emergency Identification Cards to those individuals identified in pre-disaster interviews.

## **D. Human Resources**

1. Develops procedures to provide for the effective mobilization of available personnel resources.
2. Coordinates the recruitment and allocation of personnel resources required for essential activities of City government and supporting agencies.
3. Establishes liaison with Grays Harbor County government for the management of emergency personnel resources and personnel support requests, if required.
4. Establishes liaison with the branch office manager of the Department of Employment Security to coordinate personnel resources and support requirements, if required.
5. Assists City departments and offices in reallocation of existing personnel resources to meet essential needs of City government.
6. Assists the Public Information Officer in preparing news releases on personnel needs and requirements, recruitment and utilization policies, and general management procedures.

**EMERGENCY SUPPORT FUNCTION - 8  
PUBLIC HEALTH AND MEDICAL SERVICES ANNEX**

Primary Agency: Fire Department  
Support Agencies: Local Health Providers  
Police Department

**I. PURPOSE**

- A. To provide for the organization, mobilization, coordination and direction of emergency medical, emergency health, and emergency mortuary services and resources in a disaster.
- B. To provide for the coordination of emergency hospital services.
- C. To provide for the care of the sick, injured, and deceased resulting from a disaster.
- D. To provide for the coordinated use of medical personnel and communications.
- E. To provide for the systems and methods required to prevent or control disease.

**II. CONCEPT OF OPERATIONS**

**A. Health, Environmental Health and Mortuary Services**

- 1. Emergency health, emergency environmental health, and mortuary services will be directed and controlled by Grays Harbor County Department of Public Health officials and private health and mortuary providers pursuant to the responsibilities section of this Annex. Department of Health officials may operate from the EOC if needed. The coordination and call - out of the Department of Health will be handled through the Grays Harbor Department of Emergency Services. Field locations for operations or emergency operating locations will be established under the direction of the Health Department in accordance with their Emergency Operational Procedures.
- 2. Emergency health and emergency environmental health support of private institutions, business and organizations required in the City of McCleary will be coordinated as much as possible through the Grays Harbor County Department of Public Health.
- 3. The City of McCleary shall endeavor to keep a current list of emergency health support available within this City.



## **B. Emergency Medical Services**

1. Emergency medical services organization and mobilization during emergencies will be the responsibility of the City of McCleary Fire Department.
2. On-scene management of emergencies will follow the Incident Command System (ICS) as established and adopted by the Fire Department.
3. In the event of structural failure or inaccessibility of medical clinics and hospitals in a disaster, any City facility or temporarily established site may act as a remote emergency clinic, temporary hospital or morgue for its local area until coordination of more permanent facilities can be established by the EOC.
4. Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, temporary hospital, or temporary morgue in any other functional capacity appropriate for the situation.
5. The Fire Department shall establish a system to expand emergency medical support, and provide support to local hospitals in the coordination and establishment of expanded hospital facility needs during an emergency.
6. When activated, the Fire Department will work with the EOC to coordinate expansion of hospital care to field operations when needed.
7. Mutual aid agreements exist with numerous jurisdictions and departments throughout Grays Harbor County. Requests for assistance will normally be coordinated through the EOC in conjunction with Grays Harbor County.
8. Assignments of patients to hospitals or temporary treatment facilities will be coordinated through \_\_\_\_\_
9. \_\_\_\_\_ will provide support for coordination of medical supplies available in Grays Harbor County upon request.

## **C. Emergency Hospital Services**

1. Medical care for the injured will be provided at local hospitals, temporary treatment, and medical facilities. Direction and control of emergency operations at hospital facilities or medical facilities will be the responsibility of the facility managers, directors, or staff.
2. \_\_\_\_\_ is designated as the primary "Medical Control"..
3. Medical Control will coordinate the distribution of patients to hospitals or temporary treatment and medical facilities.

#### **D. Scene Response Requirements**

All first responders of the City of McCleary (Police, Fire, Public Works, or Light and Power) shall:

1. Verify alarms.
2. Prior to arrival of medical personnel (Aid or Medic), assess the situation and inform or advise their dispatcher. Appropriate contact with emergency dispatch personnel will take precedence over other activities.
3. The first responder shall provide as much emergency traffic routing information and patient information as possible or available.
4. First responders shall establish an initial command post and provide first aid until arrival of medical personnel (Aid or Medic).

#### **E. Communications**

1. Activation of the "all-call alert" to notify hospitals of the incident.
2. Return exchange of hospital patient capabilities from hospitals to "Medical Control".

#### **F. Ancillary Services**

1. Disaster relief organizations will be requested to provide emergency medical and health services consistent with their resources, personnel and capabilities.
2. Emergency medical, health, and mortuary services, personnel and supplies not available within the City of McCleary will be requested from the Grays Harbor County Department of Emergency Services through the Grays Harbor County EOC.
3. Private ambulances or other private transport units may be used, including buses, to transport patients. The Incident Commander will coordinate this through the EOC.

#### **G. Temporary Mortuary Services**

1. In the event of a large number of fatalities, temporary morgue facilities may be set up through the use of semi-tractor/trailer refrigeration units until such time as other facilities are available.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. Providers**

Medical, health, mortuary, and hospital services are provided to residents of the City of McCleary primarily by the McCleary Fire Department, Grays Harbor County Department of Public Health, and Grays Harbor Hospital District #1. Additional medical, health, and mortuary services are provided by numerous private medical service providers. All unassigned City personnel shall be made available for duties related to a mass casualty incident as necessary.

#### **B. Additional Providers**

Non-City government, private, or non-profit organizations will be requested to support the City of McCleary medical, health, and mortuary services and hospitals by providing emergency services consistent with their abilities and capabilities.

#### **C. Fire Department**

1. The Fire Department shall develop an inventory of medical facilities, clinics, medical personnel, medical transportation, communications, and supply sources as published in supporting documents.
2. The Fire Department officer in charge of the incident shall establish incident command and provide initial incident evaluation to ensure appropriate coordination of resources and mitigation of the incident.
3. Assure that the implementation of the Simple Triage and Rapid Treatment (S.T.A.R.T) system is not delayed pending the arrival of the primary medic units. Then the Incident Commander shall ensure that all responsibilities of the Medical Group Supervisor position are completed.
4. The Incident Commander' responsibilities shall include but are not limited to: fire suppression, rescue and mitigation of mass casualties.
5. Coordinate all aspects of medical care and transportation of patients at a specific scene, including but not limited to: triage, treatment, transportation and set-up of an initial morgue area.
6. Contact \_\_\_\_\_ as the appropriate disaster medical control facility.
7. Provide assistance to health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing medical care for patients that cannot be evacuated.
8. Provide incident status and operational needs to the EOC at regular intervals.
9. Evaluates the on-scene situation and determine whether or not there is a need for post incident Critical Incident Stress Debriefing (CISD).
10. Provide initial coordination and notification of outside agencies providing operational support based on requests for assistance from field personnel.

**D. Local Hospitals**

1. Provide a liaison at the EOC when appropriate for coordination of operations.
2. Coordinate movement of patients from the field to area hospitals through "Medical Control".
3. Coordinate the establishment of temporary medical facilities with the EOC and the Fire Department.

**E. Grays Harbor County Public Health Department**

1. Organization and mobilization of public health services during an emergency.
2. Monitor potential causes of communicable diseases in the wake of a disaster.
3. Identify and coordinate activation of additional mental health professionals when needed.
4. Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate.
5. Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation and food.
6. Provide inoculation of individuals if warranted by threat of disease.
7. Provide information on health department activities to the EOC.

**F. Grays Harbor County Medical Examiner**

1. Coordinate with the local morticians to expand mortuary services as appropriate to the situation.
2. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
3. Coordinate activities with the EOC, morticians, police, and incident commander(s).
4. Provide liaison at the EOC to assist in coordination of activities when appropriate.

**G. Local Morticians**

1. Assist the medical examiner in establishing temporary morgues and transporting and storing corpses until final dispositions are determined.
2. Provide liaison at the EOC to assist in coordination activities when requested.

**H. Police Department**

1. Provide assistance to the medical examiner in the identification of deceased victims.
2. Provide security to field morgue operations and facilities.

## **EMERGENCY SUPPORT FUNCTION - 9 SEARCH AND RESCUE ANNEX**

Lead Agency: Police Department  
Support Agencies: Fire Department  
Incident Commander

### **I. PURPOSE**

To provide for the coordinated control and use of available urban search and rescue, specialty rescue, and wilderness area search and rescue operations.

### **II. CONCEPT OF OPERATIONS**

#### **A. Responsible Agency**

The Chief of Police for the City of McCleary will conduct urban search and rescue operations in buildings that have been damaged during a natural or man-made event. State law places responsibility for Search and Rescue with the chief law enforcement jurisdiction. However, practically speaking, the fire and rescue agencies will be the lead agency in conducting building search and rescue.

#### **B. Resources Used**

The existing search and rescue resources consist of Fire and Police Department personnel, qualified volunteer search and rescue units, and explorer posts. These shall be the nucleus around which operations may be expanded and conducted in a major emergency or disaster. Any person used for search and rescue operations will be appropriately registered as an emergency service worker.

#### **C. Priorities**

The search for a recovery of bodies will be conducted secondarily to rescue of survivors or potential survivors. Once all efforts have been extended to surviving victims and the environment will allow for safe operations by search and rescue personnel, recovery of bodies will take place.

#### **D. Fire Department Expertise**

The Police Chief or his/her designate may request Fire Department assistance through normal communications channels and will set up a unified command post at the scene for coordination of activities.

#### **E. Call Out**

Should an incident present a situation that is beyond the City of McCleary capabilities, the Incident Commander or the Chief of Police will request assistance for Search and Rescue units through ICOM Communications Center. If the search and rescue operation is in conjunction with a disaster that has activated the EOC, the call out of additional support personnel will be coordinated through the EOC.

### **III. ORGANIZATION AND RESPONSIBILITIES**

The Police Chief, as the chief law enforcement officer of the City, is responsible for search and rescue operations within the City. The Incident Commander shall be responsible for coordinating and supporting actual administrative and field operations with other local governments, volunteers, and other support units, as required.

#### **A. Police Department**

1. Assumes responsibility for the direction and control of search and rescue activities and supporting units and organizations.
2. Advises the Mayor's office when search and rescue operations may warrant media attention.
3. Initiates all necessary documentation on staff and equipment use during search and rescue operations.
4. Assigns staff personnel (one or more) as the Search and Rescue Coordinator. For the purposes of this Annex, the designated on-duty Sergeant shall be the coordinator unless otherwise assigned.

#### **B. Fire Department**

1. Will assign a Coordinator within the Fire Department to act as a liaison with the Police Department.
2. Will provide any necessary staff or equipment as requested by the Police Department.

#### **C. Human Resources**

1. Provides for the registration of emergency service search and rescue workers for employee status under WAC 118-04.

#### **D. Incident Commander**

1. Notifies the State Emergency Management Division of all search and rescue missions; obtains mission number at the request of the Police Department.
2. Notifies the Grays Harbor County Office of Emergency Management of any significant search and rescue efforts.
3. Forwards all records of personnel involved in search and rescue to the State for accounting in mission activities.
4. Works with the Finance Director and the Compensation Board in processing compensation claims (medical and property loss/damage) arising from search and rescue missions, for volunteers or political subdivisions, as necessary (see RCW 38.52.210 – “The compensation board shall be composed of the mayor; the director of emergency management; one councilmember or commissioner selected by the council or the commission; the City attorney or corporation counsel; and the local coordinator of medical and health services.”).

**EMERGENCY SUPPORT FUNCTION - 10  
OIL AND HAZARDOUS MATERIALS ANNEX**

Lead Agency: Fire Department  
Support Agencies: Incident Commander  
Northwest Clean Air Agency

**I. PURPOSE**

To provide procedures and an organizational capability within the City of McCleary to detect, measure, report, and reduce hazards involving any hazardous substances or material, including radioactive materials.

**II. CONCEPT OF OPERATIONS**

**A. Primary Response Agency**

The City of McCleary Fire Department has the primary responsibility for responding to and coordinating additional response, evacuation, or other measures in the event of a radiological/technological hazard. The City of McCleary Fire Department has in place mutual aid agreements and will maintain its relationship to other agencies that coordinate together to form the Haz-Mat team(s).

1. Haz-Mat Coordination

The Fire Department will maintain a current list of private contractors or vendors for clean-up responsibilities.

**B. Organization Support**

The Fire Department will, when necessary, coordinate through the Incident Commander on any such incidents which will require the movement of people, sheltering, food, bedding or clothing requirements.

**C. Coordination**

The Fire Department will coordinate with outside agencies as required.

**D. County/State Assistance**

In the event of a radiological event that is beyond the Fire Department's capabilities, the Incident Commander or his/her designee will request County and/or State assistance.



## **E. Radiological Policy**

The City of McCleary recognizes the potential use of nuclear weapons, although reduced, still exists. However, the policy of the City of McCleary is to prepare for isolated incidents or events caused by random terrorist activity that may be related to a radiological release.

## **III. ORGANIZATION AND RESPONSIBILITIES**

### **A. Fire Department**

The Fire Department has the primary responsibility for radiological/technological hazard materials incidents and shall coordinate, when necessary, with the EOC as required.

### **B. Incident Commander**

1. Will provide necessary support to the City of McCleary Fire Department as required.
2. Shall serve or appoint a radiological officer to coordinate the City's radiological equipment and training.

### **C. City Departments**

1. City Departments will coordinate, as necessary, with the Fire Department and notify them when hazardous materials or radiological issues come to their attention.

### **D. Grays Harbor County Department of Health**

1. Grays Harbor County Health shall have the primary responsibility for determining when a contaminated site is safe for re-occupancy.

### **F. Federal Government**

1. The Federal Emergency Management Agency (FEMA) shall provide guidance and support for drills and exercises, and coordinate information in this region regarding radioactive fallout potentials, survival supplies, and emergency and operational status reports.
2. The Environmental Protection Agency (EPA) will provide necessary support to the Fire department as required, and responds with advice and technical resources to protect the environment from all types of hazardous substances.

**G. Northwest Clean Air (Air Pollution Authority (NWAPA))**

1. NWCA shall provide support, as necessary, to the Fire Department, and responds with advice and technical assistance and resources on identified incidents.

**H. State Government**

1. The Department of Ecology provides on-scene coordination, technical information on containment, cleanup, disposal and recovery, environmental damage assessment, laboratory analysis and evidence collection for enforcement actions for nonradioactive environment threatening hazardous materials incidents, as required.
2. The Washington Military Department Emergency Management Division provides 24 hour capabilities to receive notifications of incidents and requests for assistance and initial notification to local, state, and federal response organizations.
3. The Washington State Department of Fisheries will coordinate and provide resource information on potential or actual fish and fish habitat damage and cleanup.
4. The Department of Transportation (DOT) will coordinate and provide personnel and equipment needed to establish traffic control and cleanup activities on state roads and interstate highways. DOT requests off of state or interstate routes must be made through the County office of Emergency Management.

**I. State Patrol**

1. The WSP acts as designated Incident Command for hazardous materials incidents on all interstate and state highways unless the local jurisdiction assumes that responsibility. The City of McCleary has assumed that responsibility.

**EMERGENCY SUPORT FUNCTION - 11  
AGRICULTURE AND NATURAL RESOURCES ANNEX**

Lead Agency: McCleary Finance Department Support

Agencies: McCleary Finance Department  
City of McCleary Equipment and Purchasing Coordinator  
McCleary Police Department  
Grays Harbor County Public Health Department

**I. PURPOSE**

Determine nutrition assistance needs, obtain appropriate food supplies, and arrange for delivery, control, and distribution of the supplies. Respond to animal and plant diseases and pests, including outbreak of highly contagious or economically devastating disease.

**II. CONCEPT OF OPERATIONS**

**A. Normal Operations**

Elected and appointed head of City departments and offices will operate under the City of McCleary municipal code and/or the appropriate ordinance(s) for authorizing normal and emergency purchase of supplies, food, and equipment. Established procedures for procurement of supplies, food, and equipment will be followed by all departments and divisions, as set out by the Director of Finance.

**B. Disaster Operations**

Where the magnitude of the disaster is such that the City of McCleary cannot support emergency operations logistically from local resources, the Incident Commander will coordinate requests for supplemental supplies, food, and/or equipment with other local jurisdictions, the County, and the State Emergency Management Division.

**C. Priority Use of Resources**

The City of McCleary recognizes its responsibility to properly manage food and other resources that may be in short supply in a disaster. In case of the need of emergency control of food resources, the City will prioritize the distribution of food to ensure all segments of the population are adequately treated.

Emergency workers actively participating in the response and recovery efforts will receive appropriate rations of food and water commensurate with the activities involved.

#### **D. Public Information**

The public will be informed as to the status of food and other supplies that may be needed, the location where distribution will take place, the time or times when such distribution will take place, and where the public may go to advise the Incident Commander about shortfalls or needed supplies not listed in public information press releases.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. City Departments and City Council**

1. Request all emergency procurement of supplies shall be through the City of McCleary Equipment & Purchasing Coordinator, except as provided by ordinance and/or specific procedures issued.
2. Request all emergency procurement of supplies not available through the Equipment & Purchasing Coordinator through the EOC or, if not activated, through the Incident Commander.
3. Provide necessary support to the Equipment & Purchasing Coordinator for coordinating, supervising, documenting, and managing the procurement of supplies and other materials in a disaster.

#### **B. Incident Commander**

1. The Incident Commander shall work closely with the Equipment & Purchasing Coordinator for the procurement supplies and other materials not available through normal channels (i.e., through County or State government).

#### **C. Finance Department**

1. The Finance Department will establish procedures as necessary for the procurement of emergency supplies and equipment not covered within normal City ordinances or emergency procedures.

#### **D. Equipment & Purchasing Coordinator**

1. The Equipment & Purchasing Coordinator shall be the central point of contact with private sector suppliers, and shall be given the necessary support when requested.
2. The Equipment & Purchasing Coordinator will assist the Department of Emergency Services office in preparing and maintaining lists of available essential supplies and equipment.
3. The Equipment & Purchasing Coordinator will establish and maintain liaison with the private sector and government resource providers.

4. Assist the Incident Commander in determining priorities for procurement of supplies and equipment based on justification provided by requesting entities or citizens.

**E. Police Department**

1. The Police Department will ensure to the extent possible the safety of supplies in transit, and will **ensure** that crowd control measures are in place at distribution points established by the Incident Commander.

**EMERGENCY SUPPORT FUNCTION - 12**  
**ENERGY ANNEX**

Lead Agency:           Public Works Department  
Support Agencies: \_\_\_\_\_

**I.    PURPOSE**

To maintain a liaison with public utilities providing services within the City of McCleary and coordinate the continued emergency services of public utilities necessary to provide essential services.

**II.   CONCEPT OF OPERATIONS**

**A.    Requirements**

When the requirement for coordinated use and mobilization of public utility resources is necessary to the City of McCleary operations, or for the protection of life and property, the Incident Commander will assign staff to the Utilities Unit of the Operations Section

**B.    Utilities - Expectations of City**

All public utilities, whether publicly or privately owned, will be expected to manage and operate the utility within their own service areas, providing emergency services based upon City requirements and their capabilities.

**C.    Capabilities Exceeded**

When requests for public utility resources cannot be filled locally, requests for utility support will be made through the EOC. The EOC staff Utilities Unit will forward requests for assistance through the County and/or State EOCs.

**D.    Utilities Operation**

To the maximum extent possible, and within the limitations imposed by either the Federal or State government, public utilities will continue to provide emergency service through their normal means. However, if curtailment of service is required, the systems will, under the control of the City of McCleary government if required, comply with such curtailment.

#### **E. Utilities Unit**

The Utilities Unit will act as the liaison with public utilities not under the direct control of the City, should no representative be in the EOC. The Utilities Unit will coordinate emergency utility services from the EOC when required.

#### **F. Public Information**

The Utilities Unit, in conjunction with the utility providers and the Public Information Officer, will maintain an information program to keep the public and other utilities informed as to services available, restrictions, and requirements.

#### **G. Compliance**

The Public Works Department will provide personnel and equipment necessary to ensure that the public utilities are in compliance with State Statutes, Federal Law, and local codes, through inspections, review of designs, and construction management, to the extent possible under emergency conditions.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. Public Works Department/Utilities Unit**

1. Coordinates inspection of emergency utility work if the work falls within the normal purview of inspections.
2. Reviews emergency utility designs and construction within the normal purview of responsibilities.
3. Establishes a liaison with all public utilities providing essential services to the City, as needed or required.
4. Conducts emergency utilities liaison services from the EOC.
5. Advises the Emergency Preparedness Council and the Incident Commander, utility service status.
6. Advises utilities of essential emergency services needed to protect life and property.
7. May assign clerical or communications support to the EOC to assist in maintaining close communications with all utilities in a major disaster.

**EMERGENCY SUPPORT FUNCTION - 13  
PUBLIC SAFETY ANNEX**

Lead Agency: Police Department  
Support Agencies: Grays Harbor County Sheriff's Office

**I. PURPOSE**

Provide public safety and security to support incident operations, including threat or pre-incident and post-incident situations. Provide effective coordination of local law enforcement operations and resources during major emergencies and disasters.

**II. CONCEPT OF OPERATIONS**

**A. Lead Agency**

McCleary Police Department is the lead agency for the coordination of law enforcement activities within the City of McCleary.

**B. Coordination of Activities**

The Chief of Police will designate an EOC representative to assist in the coordination of field activities and resources associated with an emergency or disaster. The EOC staff shall provide efficient direction, control and coordination of emergency police enforcement services.

Mobilization of personnel and equipment will be determined by the degree of mobilization required to handle an event or series of events, and may include the activation of mutual aid agreements already in place. The operational structure of the Police Department may be modified during emergency operations.

When necessary, a field command post(s) may be established and staffed to handle field operations. Under widespread events, the field command post may be a department operations center linked to the EOC for coordination.

Field communications posts may be established whenever the disaster requires the response of multiple agencies and the coordination of police activities with those agencies in the field.

The Incident Command System will be followed at command posts. The On-Scene Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. Co-located or unified command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.



### **C. Communications**

The Police Chief or his/her designee will designate a communications support person to operate back up communications equipment in the EOC when requested by the Incident Commander. This will be requested to supplement regular communications capabilities and provide for coordination and/or allocation of City resources. In no case shall the EOC be utilized to be a radio communications site in place of regular communications procedures unless absolutely necessary.

The alert system utilized to mobilize police department personnel shall be the call out system established with the Police Department. Back up notification shall be by emergency public information outlets.

### **D. Outside Agency Assistance**

In the event that the police department requests outside assistance under mutual aid agreement or under emergency or disaster requests, the unified command structure will be utilized when at all possible.

### **E. Military Support**

The Police Chief or his/her designee will coordinate activities with the on-scene military commander in the event military troops are utilized to maintain order or assist in other activities.

## **III. ORGANIZATION AND RESPONSIBILITIES**

### **A. Police Chief**

1. The Chief of the McCleary Police Department is responsible for the direction, control, and coordination of emergency police services for City government.
2. Emergency police services will be provided through the personnel and equipment available within the department and/or supported through mutual aid, if required.
3. The Chief shall issue instructions to ensure coordinated and effective deployment of personnel and equipment.
4. The Chief will inform the Mayor to emergency police activities related to the disaster, as appropriate, through the Emergency Preparedness Council briefing.
5. The Chief will request assistance and/or mutual aid from neighboring police agencies, Grays Harbor County, State and Federal law enforcement departments, though the EOC.
6. The Chief will periodically conduct/coordinate briefings pertaining to law enforcement activities for key officials as requested.
7. The Chief will appoint an Operations Section Law Enforcement Unit staff member for the EOC.

## **B. Police Department**

1. Determines personnel and equipment needs for conducting field operations.
2. Establishes field command posts and staging areas as required.
3. Establishes vital facility and supply security and area access controls.
4. Coordinates evacuations of endangered areas as necessary.

### **Mutual Aid Example and List of Agencies Signing Mutual Aid**

A copy of the mutual aid agreement and the list of agencies signing the agreement with the City of McCleary Police Department are kept in the files of the office of the Chief of Police.

Police Department Emergency Operational Procedures and Unusual Occurrence Procedures are confidential in nature, and are kept on file with the department.

**EMERGENCY SUPPORT FUNCTION - 14  
LONG-TERM COMMUNITY RECOVERY ANNEX**

Lead Agency: Incident Commander  
Support Agencies: All City Departments

**I. PURPOSE**

To provide guidance in reporting long-term community recovery information to state and local emergency management agencies. Coordinate mechanisms and requirements for post-incident assessments, plans, and activities; including the needs of special needs populations. Identify long-term environmental restoration issues, coordinate with animal welfare and agricultural stakeholders and service providers in long-term community recovery efforts.

**II. OPERATIONAL CONCEPT**

Upon activation of the City of McCleary EOC, a call-out will be conducted to each City department to inform them of the activation.

- A. Department Heads will provide a representative to the EOC if response activities involve their department's resources or at the request of the Incident Commander.
- B. Department Heads or their designees will report the following information to the EOC:
  - 1. Situation status
  - 2. Resource status (personnel, equipment, and facilities)
  - 3. Preliminary damage assessment
  - 4. Projected needs.
- C. The Incident Commander and Department of Community Development will compile the information necessary to provide Grays Harbor County Department of Emergency Management and Washington State Division of Emergency Management with a reasonable account of the situation. State Form DCD/EMD 105A will be used for this purpose. The information will be updated as necessary throughout the event.
- D. A copy of any local declaration of emergency will be sent in the most expedient means possible (telephone, radio, facsimile, teletype) to the Grays Harbor County Department of Emergency Services and the Washington State Division of Emergency Management. Any request for assistance from state or federal agencies or requests beyond the purview of ordinary mutual aid agreements will be handled in like manner.

**EMERGENCY SUPPORT FUNCTION - 15  
EXTERNAL AFFAIRS ANNEX**

ESF Coordinator: Mayor  
Primary Agency: Incident Commander  
Support Agencies: Police Department

## **I. PURPOSE**

To provide for the most effective use of federal assistance made available to the City of McCleary during a disaster.

## **II. CONCEPT OF OPERATIONS**

### **A. Channels**

Requests for federal assistance to alleviate emergency conditions will be supported by proper authorization issued by the Mayor and submitted to the Governor through the Incident Commander and the State Division of Emergency Management.

### **B. City Resources Used First**

Federal assistance will be requested to complement, and not be a substitute for, ~~the~~ City of McCleary participation in disaster operations. City government resources will be used first to support emergency requirements, with military resources being used only as necessary to support City capabilities.

### **C. Assets Committed**

All City of McCleary government assets available at the time of emergency operations will be committed to the relief efforts prior to military resources being utilized.

### **D. Release of Federal Support**

Federal personnel or equipment will be released from City government support operations as soon as possible upon the restoration of law and order and/or services normally provided by the City.

### **E. Coordination**

Federal assistance operations will be coordinated through the EOC to ensure a common understanding of emergency service requirements for military support and capabilities, and to provide for the exchange of pertinent intelligence information.

## **III. ORGANIZATION AND RESPONSIBILITIES**

Only the Mayor, or his/her successor, may request federal assistance from the Governor of the State of Washington. This request is to be channeled through the Incident Commander and proper channels for approval by the Governor.

**A. Mayor's Office**

1. Authorizes and approves all requests to the Governor and/or military unit commanders for emergency federal assistance, except under conditions where written or oral delegated authority is actually delivered to meet rapidly developing events.

**B. Incident Commander**

1. Forwards all City of McCleary requests for federal assistance to the Washington State Division of Emergency Management.
2. Coordinates federal support operations with military unit commanders and City officials.
3. Makes all required reports to the Washington State Emergency Management Division after a federal support operation.
4. Notifies the Grays Harbor County Department of Emergency Services on any federal support operation request.

**C. Police Department**

1. Shall designate a ranking staff officer to act as a liaison with any federal operation(s) in the City of McCleary.

Lead Agency: Mayor  
Support Agencies: Incident Commander  
Public Works Department  
Fire Department  
Police Department

## **I. PURPOSE**

To provide for and assist in the coordinated evacuation or temporary relocation of all or part of the population of the City of McCleary from any area when that population is threatened or stricken by a natural or technological disaster.

## **II. CONCEPT OF OPERATIONS**

### **A. Responsibility**

In the event of an incident requiring the evacuation of all or part of the City, the evacuation order may be issued by the Mayor, the Incident Commander, Police Chief, or Public Works Director. On-scene Incident Commanders may issue evacuation orders to mitigate dangerous and /or **life-threatening** situations. Except in situations where there exists an immediate **life-threatening** situation, evacuation efforts shall be coordinated through the EOC.

### **B. Scope**

It is likely that a major evacuation will affect surrounding jurisdictions. To aid in the coordinating of evacuation activities in or near the risk area or affected by movement of people, the EOC will coordinate with State, County, and local jurisdictions.

### **C. Activation of the EOC**

The individual ordering an evacuation shall request the Incident Commander to activate the EOC any time there is a need to evacuate individuals to public shelter or across jurisdictional boundaries.

### **D. Control**

The City of McCleary will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC.

### **E. Highest Ranking Official Responsible**

Evacuation orders shall be issued by the highest ranking official available at the time of the emergency. Evacuation information shall be clear and direct as to provoke an immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel whenever possible.

#### **F. Special Needs and Mass Transit**

Any provisions for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case by case basis, according to the specific needs of the situation.

#### **G. Fallout Area**

The City of McCleary would experience radioactive fallout area in the event of a nuclear device detonation as a result of war or terrorist attack. It is anticipated that in the event of a nuclear threat, citizens may choose to spontaneously evacuate. Direction and control during an evacuation of this type will be limited to recommending evacuation routes, traffic control where possible, and coordination with jurisdictions outside the threat area for reception and shelter requirements.

#### **H. Information**

Dissemination of evacuation information shall be through the procedures of Warning and Communications ESF as appropriate.

### **III. ORGANIZATIONS AND RESPONSIBILITIES**

#### **A. Mayor**

1. Issues a local Emergency Proclamation and evacuation orders when appropriate.

#### **B. Incident Commander**

1. Issues evacuation orders in the absence of a higher authority.
2. Appoints a Public Information Officer to prepare media releases and emergency public information.
3. Activates the EOC as appropriate.
4. Coordinates the use of resources for involved agencies.
5. Communicates and coordinates with nearby jurisdictions, Grays Harbor County, and the State regarding emergency activities, including evacuation routes, destination areas and reception/shelter centers.
6. Coordinates the dissemination of emergency public information, as needed by the Public Information Officer.

7. Coordinates the activation of the Emergency Broadcast System (EAS) through Grays Harbor County.

**C. Public Works Department**

1. Provides assessment of transportation routes, identifies alternate routes, and provides temporary traffic control measures/devices and operational control of traffic signals when appropriate.
2. Coordinates public transportation resources planned for use in an evacuation and coordinates with outside resources.
3. Provides for the removal of debris or other transportation obstacles from evacuation routes when requested.
4. Provides for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.

**E. Fire Department**

1. Provides direction and control for evacuation when designated as the lead agency.
2. Provides support to the EOC in dissemination of evacuation information to the public.

**F. Police Department**

1. Provides internal and perimeter control and security of the evacuation area.
2. Provides for emergency traffic control in and around the evacuation area.
3. Coordinates evacuation activities with other law enforcement jurisdictions and with the State Patrol when appropriate.
4. Provides direction and control for evacuation efforts when designated as the lead agency or provides support to any other lead agency in evacuation efforts affecting the City of McCleary.
5. Provides dissemination of evacuation information to the public as appropriate.



Lead Agency: Development Services Department  
Support Agencies: Incident Commander

## **I. PURPOSE**

The implementation of a detailed safety assessment program during the early hours after a disaster will give the City critical information on the type of damage in the community, and help establish priorities for additional inspection.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

The goals of a safety assessment program are to identify structures that are and are not safe to occupy and, thereby, to get as many people as possible back into their homes and buildings as soon as possible.

To assist the City in this task, a state and federally recognized/organized resource pool of qualified and trained, volunteer engineers, architects, and building inspectors are maintained within the State of Washington. Safety Assessment Volunteers will be requested through the City Building Department and coordinated through the Incident Commander.

### **B. Initial Reporting**

Part of the Safety Assessment Program is a set of placards indicating the condition of inspected buildings. The current version has three placards:

1. INSPECTED
2. RESTRICTED USE (limited entry)
3. UNSAFE
4. RESTRICTED USE

These placards refer to the immediate condition of the building at the time of inspection; they are not engineering evaluations or notification of demolition.

Buildings which have been tagged with a "Limited Entry" or an "Unsafe" placard are required to have an additional evaluation by the owner's engineer/s to establish any allowable occupancy and structural repairs in conjunction with the Building Official. If the owner is absent, occupancy would be determined by the Building Official.

### **C. City Department Reporting/Assignments**

The Development Services Department is responsible for coordinating the Safety Assessment Program. All reporting forms will be copied and returned to the Incident Commander at the end of each workday.

#### **D. Use of Reports**

Reports will provide the basis for:

1. Briefings of the Emergency Preparedness Council
2. Briefings of government officials
3. Requests for assistance
4. Allocation of essential resources
5. Damage assessment
6. Dissemination of information

#### **E. Action Checklist**

1. Identify types of buildings that will be given priority for inspections (e.g. essential City service facilities, mass care facilities, hospitals, schools).
2. Establish phone numbers to handle phone call requests for inspections.
3. Create a database to manage records of damaged buildings and to provide daily reports of building status.
4. Request additional inspectors to help with Safety Assessments.

This request can then be transmitted to the county and then to the state if necessary. This assures the most effective use of resources and makes reimbursement easier. (NOTE: Safety assessments are reimbursable from FEMA if a Presidential Declaration is declared; damage assessments, as required for Preliminary Damage Assessments [PDA's], are not.)

5. Make sure there are additional copies of Procedures for Post-Earthquake Evaluations of Buildings (ATC-20) and of the Field Manual (ATC-20-1) to give to volunteer inspectors. Also have ample supplies of the placards and evaluation forms.
6. Clarify the role of other designated inspection groups, such as the fire department (for occupancies), the state for inspection of schools, City, state, and federal buildings.
7. The City will be responsible for providing the volunteers with food, lodging and transportation. If necessary, make arrangements with local restaurants and hotels to provide these services. These costs are reimbursable if there is a Presidential Disaster Declaration.
8. In order for the volunteers to post buildings with official jurisdiction placards, they need to be accompanied by an assigned City representative. It is simplest to deputize the volunteers as deputy building inspectors. The volunteers should

be registered as Disaster Service Workers with the state. This can be accomplished through the Incident Commander in advance, or at the time of the incident.

9. Those performing safety assessments will be, in many cases, the first "officials" seen by citizens. Develop information lists for use by safety assessors with addresses and phone numbers of:
  - a. first aid stations
  - b. emergency shelters
  - c. food and water distribution centers
  - d. emergency agencies
  - e. utility companies
  - f. Disaster Centers

Much of this information will need to be provided after the event when damage locations are known.

**EMERGENCY SUPPORT FUNCTION- 18  
RELIGIOUS AND VOLUNTARY AGENCY AFFAIRS**

Lead Agency: Chaplains, Police and Fire  
Support Agencies: Local Church leaders

**I. PURPOSE**

- A. To provide an organized group within the City of McCleary government to assist emergency preparedness workers.
- B. To coordinate and provide spiritual direction, counseling and leadership to those that may request or need such care.
- C. To coordinate the use of churches and private schools in their use as mass care and social service activities or needs.
- D. To assist in the dissemination of emergency information and instructions to the population.
- E. To promote voluntary groups within the City of McCleary at both the residential and business level.

**II. CONCEPT OF OPERATIONS**

**A. Police and Fire Department Lead**

The chaplain programs available through the McCleary Police and Fire Departments will be used in disaster or emergency situations, if appropriate.

**B. Chaplain Role in Disaster**

The chaplains on call during an emergency situation will be used to minimize potential injury and damage, expedite recovery operations, and encourage the public through public information avenues.

**C. Local Churches Role**

The local churches in the City of McCleary shall be asked to volunteer resources and personnel to support emergency operations.

#### **D. Chaplain Liaison**

The chaplains available to the City will provide a liaison to the City's EOC if requested.

#### **E. Denomination Responsibility**

The executive head of each denomination will be responsible for the religious leadership and action taken by respective denominational groups. The City of McCleary does not promote nor involve itself in the religious affairs of any organization or any segment of the population.

#### **F. City Use of Volunteers Not Restricted**

The City of McCleary will work with any denominational group that volunteers resources, time, or personnel.

#### **G. Denominational Non-Discrimination Encouraged**

The City of McCleary encourages all denominational groups to provide assistance without regard to spiritual faith, social status, or race.

#### **H. Other Groups**

Other volunteer groups that can provide resources will be utilized to the greatest extent possible during and after a disaster. Such groups include the Community Emergency Response Teams (CERT).

### **III. ORGANIZATION AND RESPONSIBILITIES**

The coordination of religious affairs will be done through the Chaplain program of the McCleary Fire and Police Departments.

The coordination of other volunteer groups will be processed through the Department of Emergency Services.

It is expected that, during a major disaster, spontaneous volunteers will arrive. The coordination of spontaneous volunteers will be handled through the McCleary Fire Department.

**EMERGENCY SUPPORT FUNCTION- 19  
ANIMAL CARE ANNEX**

Lead Agency: Police Department (Animal Control)  
Support Agencies: WAIF  
American Red Cross  
WSU Cooperative Extension

**I. PURPOSE**

A. To address the needs of animals following an emergency or disaster by providing emergency care and shelter and supporting congregate shelter and basic animal needs provided through private organizations.

**II. CONCEPT OF OPERATIONS**

- A. The McCleary Animal Control Holding Facility, non-emergency operations:
1. Operated by the City of McCleary for lost and found animals.
  2. This facility is not an Animal Shelter. Animals cannot be dropped off or adopted from this location.
  3. Stray animals picked up by the City of McCleary Police Department will be taken to this location.
- B. Requests for disaster services may be directed to the individual care providers or may be coordinated through the Incident Command Post.

**III. RESPONSIBILITIES**

- A. City of McCleary Animal Control Holding Facility
- a. Provides public information about emergency/disaster considerations for animals.
  - b. Provides information and/or services for the disposal of dead animals.
  - c. Provides emergency feeding and limited emergency shelter for animals.
- B. Office of Emergency Management
- a. Maintains contact with a designated local Disaster Veterinarian Coordinator who may assist in the coordination of care providers and local veterinarians concerning animal related disaster issues.