

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, JULY 28, 2025**

1. **REGULAR MEETING CALL TO ORDER:** 5:30 P.M.
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES:** July 14, 2025 Regular Meeting
5. **PRESENTATION:** Visit Lewis Clark Valley
6. **EXECUTIVE SESSION:** Negotiations
7. **COMMUNICATIONS:**
 - A. From the Public:
 - B. From the Mayor:
 - C. From Staff or Employees:
8. **COMMITTEE REPORTS:**
 - A. Finance/Admin – Audit Report on Current Bills
 - B. Public Safety – 7/23/2025
 - C. Public Works – Did not meet
 - D. Outside Organizations – Visit LC Valley, Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory
9. **UNFINISHED BUSINESS:** None
10. **CONSENT AGENDA:**
 - A. Community Service Worksite Agreement – WA State Dept. of Corrections (Public Safety)
 - B. Electronic Signature Agreement Form – Dept. of Ecology Quality Program (Finance/Admin)
11. **NEW BUSINESS:**
 - A. Resolution 2025-12, 2026 EMS Levy (Public Safety)
 - B. Ordinance 1732, Amending Business License App. Requirements – 1st Reading (Finance/Admin)
 - C. Ordinance 1733, Adopting Business Licensing Threshold Changes – 1st Reading (Finance/Admin)
12. **COUNCIL COMMENTS:**
13. **QUESTIONS FROM THE PRESS:**
14. **ADJOURN:**

Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.

CLARKSTON CITY COUNCIL MINUTES
July 14, 2025

ROLL CALL: Skate Pierce, Pat Holman, Russ Evans, Robin Albers, David Vinton and Sarah Reaves. Sheila McDougall absence was excused on MOTION BY ALBERS/HOLMAN. Motion Carried.

STAFF: Clerk Frost, Chief Daniel, Chief White, PWD Dimmick and Attorney Richardson.

AGENDA CHANGES: Mayor Lawrence advised that Visit Lewis Clark Valley has rescheduled their presentation to the next council meeting on July 28, 2025.

APPROVAL OF MINUTES: Minutes of the June 23, 2025 Regular Meeting were approved as distributed.

PRESENTATION: Valley Vision. Mayor Lawrence introduced Jerry Chavez, President/CEO of Valley Vision, who provided an update on business expansion and retention in the Lewis-Clark Valley.

COMMUNICATIONS:

A. **From the Public:** Joy Kinter, 529 Burns

B. **From the Mayor:** None.

C. **From Staff or Employees:** None.

COMMITTEE REPORTS:

Finance/Admin: Total expenditures for the July 14, 2025 period of \$735,484.26. MOTION BY HOLMAN/EVANS to approve the paying of the bills. Motion Carried.

Public Safety: Mayor Lawrence advised that the minutes were included in the packet

Public Works: Mayor Lawrence advised that the minutes were included in the packet.

Outside Organizations: Mayor Lawrence advised that any minutes were included in the packet.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: MOTION BY VINTON/HOLMAN to approve the Consent Agenda. Motion Carried.

- A. **2021 Stormwater Improvement Agreement – Liberty Northwest Construction (Public Works)**
- B. **Temporary Easement, 13th St & Poplar Roundabout – Clk First Assembly of God (Public Works)**
- C. **Real Property Voucher, 13th St & Poplar Roundabout – Clk First Assembly of God (Public Works)**
- D. **Encumbrance Report, 13th St & Poplar Roundabout – Epic Land Solutions, Inc. (Public Works)**
- E. **WSDOT NEPA Categorical Exclusion Form – 13th St Intersection Improvements (Public Works)**
- F. **Professional Services Agreement – SAFEbuilt, LLC (Public Works)**
- G. **Interlocal Agreement for Parking Enforcement and Impounds – Port of Clarkston (Public Safety)**
- H. **Professional Services Agreement Amendment – Systems Design West LLC (Public Safety)**

NEW BUSINESS: None.

COUNCIL COMMENTS: Councilmember Pierce acknowledged the homelessness issue and the plan to follow Walla Walla's model is still in effect. He advised that they are in the land acquiring stage. He also welcomes Clarkston residents to come to council meetings, visit the Clarkston Website and be apart of what is going on. Councilmember Albers added that around half a million dollars was allocated for the Asotin County Alliance for the Unhoused to acquire land and build safe shelters for the homeless. Councilmember Evans added the property being acquired is scheduled to close in mid-August and is located at 1333 Fair Street. Councilmember Vinton commented that he also deals with 18 wheelers blocking streets and driveways. He hopes once the Safe Route to School projects are completed; Clarkston will have safer sidewalks and streets.

PRESS QUESTIONS: None.

EXECUTIVE SESSION: Mayor Lawrence advised that Council would be entering into Executive Session regarding negotiations at 5:56pm. The session is expected to last 30 minutes, and no decision will be made as a result of the meeting. At 6:26pm, a 15-minute extension was requested. At 6:41pm, a 15-minute extension was requested. At 6:56pm, a 5-minute extension was requested. At 7:01pm Council returned to regular session.

ADJOURNMENT:

Meeting adjourned at 7:02pm.

Rachel Frost, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 7/14/25	Ck # 80649-80722	\$414,560.14
Payroll 7/3/25	Ck #80624-80647	\$320,924.12

Public Safety
July 23, 2025

Attendance: Mayor Monika Lawrence, Chief Josh Daniel, Chief Darren White, Robin Albers, Sheila McDougall and Pat Holman

Police:

- The Washington State Department of Corrections has approved the use of individuals who are needing to complete community restitution requirements for help with miscellaneous community clean-up service. The waivers and paperwork to make this happen are being prepared. Our code enforcement officer will supervise this program.
- Our K-9 officer has a couple more weeks of training. Our K-9 police officer handler has been paired with the dog. He has been paired with a male black lab, named KODA. They should be ready for full service in mid-August.
- Our new portable speed radar is being adapted to a trailer and should be in service in a couple of weeks.

Fire:

- Chief White gave us an update on the EMS levy that will be on the ballot in November. A resolution for this will be part of the City Council meeting on July 28, 2025.

Next public safety meeting will be held August 6, 2025, at 4:00 p.m.

WASHINGTON STATE DEPARTMENT OF CORRECTIONS
Community Corrections Division
COMMUNITY SERVICE WORKSITE AGREEMENT
For
City of Clarkston

This Agreement is entered into by and between the Washington State Department of Corrections, hereinafter referred to as DOC, and City of Clarkston, the Community Service Worksite, hereinafter referred to as Recipient, located at 829 5th Street, Clarkston WA.

1. **PURPOSE:** To detail the responsibilities of DOC and the Recipient for facilitation of compliance with court or Department ordered community restitution requirements for individuals unable to participate on community restitution work crews.
2. **TERM:** This Agreement shall remain in effect for one year from the date of signature by DOC, unless terminated sooner as provided for herein.
3. **DESCRIPTION:** Individuals will not be used to supplant paid workers. Individuals will not be required to perform types of work that employees and/or other volunteers would not be asked to do.
 - A. Recipient of the Services: City of Clarkston
 - B. Location: locations within the city limits of Clarkston, WA
 - C. Property owned by: City of Clarkston
 - D. Work to be performed: _____
4. **CONTACTS**
 - A. For DOC: Amanda Renzelman, Community Corrections Officer 3, 509-552-8205, amanda.renzelman@doc.wa.gov
(Insert name, title, phone, and email address)
 - B. For the Recipient:
 - C.
(Insert name, title, phone, and email address)
5. **PAYMENT:** There will be no payments made between the parties to this Agreement. Individuals providing services under this Agreement will not be paid by either party.
6. **TERMINATION:** Either party may terminate this Agreement upon 5 days' written notice emailed to the Worksite Contact for the other party.
7. **SELECTION**
 - A. The Recipient will provide DOC a detailed description of the eligibility requirements that it will apply in screening individuals and the work individuals will be assigned to perform.
 - B. DOC will review the criminal history and work qualifications of individuals available to provide services. DOC will consider an individual's criminal history and qualifications, the Recipient's eligibility requirements, the work to be performed, and the physical and social characteristics of the worksite. DOC will then refer the individuals that are best-suited to provide services at the Worksite. Information available to DOC and disclosable by law concerning the individual's current offense and criminal history will be available to the Recipient upon request. The final decision to accept an individual to work at the location will be the Recipient's.
 - C. The Department will not refer a predetermined number of individuals to work at the site, and the Recipient does not agree to utilize a predetermined number of individuals.
 - D. The Recipient will not discriminate in its consideration or acceptance of individuals referred to provide services. The Recipient will consider referrals without regard for national origin, race, color, religion, age, gender, marital status or status as a state registered domestic partner, sexual orientation, political views, status as a Vietnam era veteran, wartime veteran,

or disabled veteran, or the presence of a physical, mental, or sensory disability. The Recipient will attempt to make reasonable accommodation for an individual's physical, mental, or sensory limitations.

- E. The Recipient will keep information regarding individuals' criminal history and any physical, mental, or sensory limitations confidential.

8. TOOLS/EQUIPMENT AND TRANSPORTATION:

- A. The Recipient will provide all necessary tools and equipment required to complete the requested work.
- B. Individuals will be responsible for their own transportation to and from the Recipient's worksite.

9. HAZARD ASSESSMENT AND MITIGATION

- A. Before an individual may provide services, DOC will inspect the Recipient's worksite for hazardous conditions or materials. If hazardous conditions or materials are found, DOC, at its own discretion, may a) not refer individuals to the Recipient; b) identify, with the Recipient, the protective equipment or clothing (PPE) that the Recipient must provide to individuals to mitigate the effects of the onsite hazard(s); or c) request that the Recipient remove or otherwise mitigate the hazard before an individual may provide services at that worksite.

10. SAFETY

- A. The Recipient will comply with all applicable safety laws and regulations and provide individuals with workplace safety training relevant to the work and location, and in compliance with all such applicable laws and regulations.
- B. The Recipient will not assign the individual to perform any of the activities identified in the attached list of prohibited work.

11. SUPERVISION

- A. **The Work:** The Recipient, or designee, will train and supervise the individual(s). The Recipient will provide orientation to all individuals, which will include the Recipient's organization, including the roles of individuals and staff, safety orientation, safety equipment, and specific job and job site training. The Recipient will supervise and direct the work performed by the individual(s). The Recipient will report incidents involving individual property damage/loss, injury or attempted injury of other persons, and criminal activity to DOC.
- B. **Illness and Injury:** The Recipient will notify the DOC Contact immediately if an individual becomes ill or is injured. In the event of illness, emergency medical treatment will be obtained at the nearest medical facility, and DOC will pay expenses related to treatment of the illness unless it resulted from Recipient negligence. In the event of injury, the cost of medically necessary treatment provided to individuals beyond first aid for any and all work related injuries will be paid in accordance with Title 51 RCW.

12. WORK PRODUCT and PERFORMANCE

- A. DOC and the Recipient will maintain open, ongoing communication to coordinate and improve the program and worksite, and to assist in resolving issues with individuals at the worksite. The Recipient will provide monthly progress reports to DOC using forms provided by DOC, or as agreed upon by both parties.
- B. Washington State and DOC, including their agents and/or employees, are not responsible for, nor guarantee, the quality of work performed by individuals or the merchantability of any products produced by individuals. Washington State and DOC, including their agents and/or employees, are not responsible for damages to third parties resulting from individuals-performed work.
- C. The Recipient will have complete discretion to terminate an individual from providing services at the Recipient's worksite. The Recipient will notify DOC within one working day following the termination.

13. INDEMNIFICATION and HOLD HARMLESS

- A. The Recipient, its agents, and/or its employees are responsible for any damages resulting from the negligence of its agents and/or its employees and does indemnify, defend, and hold harmless DOC for claims arising from the negligent acts or omissions of the Recipient, its agents, and/or employees.
- B. DOC, its agents, and/or its employees shall only be responsible for damages arising from the negligent security supervision of individuals.
- C. In accordance with the laws of the state of Washington and to the extent permitted by law, if both parties to this Agreement are negligent and jointly liable, each party will assume responsibility for its own negligent acts or omissions.

14. DISPUTES

- A. If the parties hereto are unable to informally resolve any dispute concerning the terms of this Agreement, the dispute will be settled in binding arbitration by an arbitrator chosen by consent of both parties. The parties will share equally in the costs of arbitration.

THIS Agreement is executed by the persons signing below.

RECIPIENT

DEPARTMENT OF CORRECTIONS

(Signature)

(Signature of Field Administrator)

(Printed Name)

(Printed Name)

(Title)

(Date)

(Section)

(Date)

ATTACHMENT: Prohibited Work

Approval on file.

This contract format was approved by Tim Lang, Sr. Assistant Attorney General

October 14, 2014

PROHIBITED WORK – May not be performed

- Logging or timbering activities, with the exception of Department of Natural Resources (DNR) work crews and supervised wood cutting/splitting
- Work requiring the use of a respirator, with the exception of a dust mask. Respirators are anything regulated by the National Institute for Occupational Safety and Health (NIOSH), such as an N-95 particle mask, half mask, full face, PAPR, or a supplied air respirator
- Work where there is exposure to x-ray or radioactive isotopes
- Work involving explosives, including fireworks
- Demolition or any other work where there is known or suspected asbestos-containing material (e.g., boats, ships, buildings constructed before 1980)
- Work requiring the use of hazardous chemicals (i.e. pesticides and herbicides), unless the Recipient has certified to the Department that it is in compliance with WAC 296-307-13025 and WAC 296-800-170
- Work with electrical wires, performing electrical work, or working with energized lines or within 10 feet of an exposed and energized line
- Work at any location where there is known or suspected hazardous materials or environmental hazards (e.g., PCBs)
- Work in active encampment and/or tent cities cleaning up where homeless congregate and live
- Work involving crowd control or moving individuals' personal properties

Electronic Signature Agreement Form

ESAF

Washington State Department of Ecology Water Quality Program

Web site:
<https://ecology.wa.gov/wqwebportal/>

1. Site Location Information

If you are applying for multiple facilities/permits, please include a list containing the site location information and permit numbers for all requested facilities/permits that have the same Permittee (Responsible Official) otherwise complete separate Form for each request.

Permit Number/Application ID: WAR046502

Permit Name: City of Clarkston

Permit Address: 829 5th Street

City/State/Zip: Clarkston, WA 99403

2. Electronic Signer Contact Information

Select One Role: ☒ Facility Signer ☐ Facility Coordinator

Signature Account User Name: _____

Full Name: Sarah J Murt

Work Mailing Address: PO Box 160

City/State/Zip: Asotin, WA 99402

Work Phone No. (Ext): 509-243-2071

Work Email Address: smurt@asotincountywa.gov

3. Proof of Identity

Please include a copy of one of the following documents, with your name on the document, with your ESAF to prove your association with the facility-(ies):

- Your permit's letter of coverage;
- Your permit's cover sheet;
- A previously submitted DMR;
- A correspondence from Ecology that has both the facility name and permit number on the same page;
- Signature authority delegation letter signed by the permittee (responsible official).

4. Electronic Signature Agreement and Certification Statement

By completing and submitting this form to Ecology, I agree to follow the rules and procedures governing the Electronic Signature account. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would.

5. Clean Water Act Certification Statement

All submittals to the Department of Ecology under this WQWebPortal application are subject to the following certification, as required by federal and state regulations:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

6. Certification Statement

I agree that I will:

- Protect my Electronic Signature account, which includes my answers to the verification questions and my password;
- Review the content and meaning of my submitted Annual Reports and Notifications;
- Within 24 hours of discovery, report to Ecology if:
 - My Electronic Signature account is lost, stolen or used by someone else;
 - There is any difference between the information I submitted and the information displayed in WebDMR;
 - My role as a signer for this organization changes.

Agree: SJM (initial here)

I agree that I will not:

- Let anyone else use my Electronic Signature account.

Agree: SJM (initial here)

I, Sarah Murt (print Electronic Signer's name), understand that:

1. My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations;
2. A failure to timely notify Ecology of a possible misuse of my Electronic Signature account may result in my liability for the information submitted;
3. There are significant penalties for submitting false information, including possible fines and imprisonment, related to the federal Department of Justice and federal environmental program;
4. I will be asked to verify that I am following the rules outlined in this agreement when I electronically submit documents.

7. Signature		This form cannot be processed without a handwritten signature.	
		07/14/2025	
Signer's Handwritten Signature		Date	
Sarah Murt		Regional Stormwater Program Coordinator	
Name (print)		Title	
8. Signature of Permittee (Responsible Official)		This form cannot be processed without a handwritten signature.	
I, <u>Monika Lawrence</u> (insert name of permittee or responsible official) acknowledge that the individual named above works at/for <u>City of Clarkston</u> (insert site/facility name) and is authorized to submit documents on the site's/facility's behalf. I understand that I may be contacted by Ecology to validate the account holder's employment at the site/facility name listed above.			
Handwritten Signature		Date	
Monika Lawrence		Mayor	
Name (print)		Title	
Note: You may skip this section if the responsible official has written, signed, and attached a delegation letter to this form or if the responsible official completes this form. To request an ADA accommodation, contact Ecology by phone at 360-407-6401 or email at ecyadacoordinator@ecy.wa.gov, or visit https://ecology.wa.gov/accessibility. For Relay Service or TTY call 711 or 877-833-6341. *To expedite access, we are accepting scanned Electronic Signature Agreement Forms (ESAF). You are required to mail the original signed ESAF to Ecology for our official records.			

*Stormwater Permit Facilities –
Industrial and Construction
Stormwater*

**Washington Department of Ecology
Water Quality Program Stormwater IT
PO Box 47699
Olympia, WA 98504-7699
360-407-7097
wqwebportal@ecy.wa.gov**

*Aquatic Pesticides, Bridgewashing,
CAFO, Irrigation, and Vessel
Deconstruction General Permits:*

**Washington Department of
Ecology Water Quality Program
ATTN: Eman Jabali
PO Box 47696
Olympia, WA 98504-7696
360-407-6600
WQGPUnt@ecy.wa.gov**

For all other permits, please contact one of the following offices:

*Clallam, Clark, Cowlitz, Grays Harbor, Jefferson,
Mason, Lewis, Pacific, Pierce, Skamania, Thurston,
and Wahkiakum counties*

**Washington Department of Ecology
Water Quality Program - SWRO
PO Box 47775
Olympia, WA 98504-7775
360-407-6300
WQWebDMR-SWRO@ecy.wa.gov**

*Benton, Chelan, Douglas, Kittitas, Klickitat,
Okanogan, and Yakima counties*

**Washington Department of Ecology
Water Quality Program - CRO
1250 W Alder St
Union Gap, WA 98903-0009
509-575-2490
WQWebDMR-CRO@ecy.wa.gov**

*Adams, Asotin, Columbia, Ferry, Franklin, Garfield,
Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla
Walla, and Whitman counties*

**Washington Department of Ecology
Water Quality Program - ERO
4601 N Monroe
Spokane, WA 99205-1295
509-329-3400
WQWebDMR-ERO@ecy.wa.gov**

*Island, King, Kitsap, San Juan, Skagit, Snohomish, and
Whatcom counties*

**Washington Department of Ecology
Water Quality Program - NWRO
ATTN: Chris Smith
PO Box 330316
Shoreline, WA 98133-9716
206-594-0169
WQWebDMR-NWRO@ecy.wa.gov**

*Major Industrial Facilities (NPDES
and State Waste Discharge Permits)*

**Washington Department of Ecology
Solid Waste Management Program Industrial Section
ATTN: Ewa Kotwicka
PO Box 47600
Olympia, WA 98504-7600
360-407-6945
WQWebDMR-Industrial@ecy.wa.gov**

RESOLUTION NO. 2025-12

**A RESOLUTION PLACING AN EXCESS PROPERTY TAX LEVY FOR AN
AMBULANCE SERVICE OPERATED BY THE CITY OF CLARKSTON, ON THE
BALLOT AT A SPECIAL ELECTION TO BE HELD ON NOVEMBER 4, 2025 IN
CONJUNCTION WITH THE STATE GENERAL ELECTION TO BE HELD ON THE
SAME DATE.**

WHEREAS, the City of Clarkston has established and operates an ambulance service providing emergency medical services and ambulance transport to the residents of the City of Clarkston; and

WHEREAS, the City portion of the cost of said Ambulance services for 2026 is anticipated to be \$1,539,465.00; and

WHEREAS, if the Ambulance is discontinued, the City will be unable to meet its obligations to IAFF #2299, a labor contract; and

WHEREAS, RCW 84.52.052 AUTHORIZES AN EXCESS PROPERTY TAX LEVY TO SUPPORT OBLIGATIONS OF CONTRACT AND FOR OTHER PURPOSES UPON VOTER APPROVAL; and

WHEREAS, the lack of emergency medical services care to the residents of the City of Clarkston constitutes an emergency dealing with health and welfare of the citizens of the City;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY
COUNCIL OF THE CITY OF CLARKSTON IN REGULAR MEETING ASSEMBLED
AS FOLLOWS:**

SECTION 1.0

That a special election is to be held in the City of Clarkston, State of Washington, on November 4, 2025, in conjunction with the state general election to be held on the same date. This election is for the purpose of submitting an excess levy proposition as authorized by RCW 84.52.052 in the amount of \$1,539,465.00 to the electors of said City for their approval or rejection, the proceeds thereof be placed in the Ambulance/EMS Fund of the City to be used for the maintenance and operation of the Ambulance Service.

SECTION 2.0

Proposition: Shall the City of Clarkston, Washington, authorize the County Commissioners of Asotin County to levy in the year 2026 as part of the ad valorem real property taxes to be collected for the City in 2026 the sum of \$1,539,465.00, which will require a rate of approximately \$2.645 per thousand dollars of assessed valuation of the aforesaid City based upon the assessment ratio of 100 percent of true and fair value. Said tax levy is to be in addition

to the maximum levy provided by law for such City. The proceeds thereof are to be placed in the Ambulance / EMS Fund to be used for the maintenance and operation of the Ambulance / Emergency Medical Services Unit, which shall be submitted to the electors of said City for their approval or rejection in the form of the following ballot title:

**CITY OF CLARKSTON, WASHINGTON
EMERGENCY MEDICAL SERVICES EXCESS
TAX LEVY**

The City Council of the City of Clarkston, Washington, adopted Resolution No. 2025-12 concerning a proposition to finance emergency medical services. This proposition, if approved, would permit maintenance and operation of Ambulance / Emergency Medical Services through the levy of a special excess tax for collection in 2026 of \$1,539,465 requiring approximately \$2.645 per thousand dollars of assessed value (based on 100% of true and fair value). Should this proposition be approved?

LEVY YES☐

LEVY NO☐

SECTION 3.0

The Clerk of the aforesaid City is hereby directed to immediately transmit to the Asotin County Auditor a copy of this Resolution duly signed and attested and upon receipt of which the Asotin County Auditor is hereby requested to concur in the finding of an emergency and to take all procedural steps necessary and as are required by law to the end that this proposition shall be submitted to the voters of said City.

DATED this 28th day of July, 2025.

Monika Lawrence, Mayor

Authenticated by:

Rachel Frost, City Clerk

ORDINANCE NO. 1732

**AN ORDINANCE OF THE CITY OF CLARKSTON, WASHINGTON, AMENDING CLARKSTON
MUNICIPAL CODE 5.02.050 BUSINESS LICENSE APPLICATION REQUIREMENTS**

WHEREAS, the City of Clarkston utilizes the services of the State of Washington Business Licensing Services; and

WHEREAS, applicants for business licenses within the City must purchase a business license with a City endorsement from Business Licensing Services,

THEREFORE, the City Council of the City of Clarkston does ordain to amend as follows:

SECTION 1.0 5.02.050 APPLICATION - REQUIREMENTS

5.02.050 Application Requirements.

~~All application for business licenses shall be made in writing to the licensing officer upon forms provided. The licensing officer shall adopt forms and prescribe the information to be given therein as convenient and necessary for processing the application. The application shall include a declaration that the information contained therein is true and complete to the best of the applicant's knowledge, signed by the applicant or authorized representative of the firm or corporation to be licensed.~~ *All applications for business license within the City of Clarkston shall be made through the State of Washington Business Licensing Services online at dor.wa.gov. Applicants must select the "City of Clarkston" license endorsement at the time of applying for a State of Washington business license.* No license shall be issued until the application has been fully completed and all applicable ordinances have been fully complied with. In addition, the applicant shall obtain a UBI number from the Washington State Department of Licensing and a contractor's registration, if applicable. ~~and that information shall be included on the application.~~ The applicant shall also be responsible for obtaining any additional licenses or certifications as required by state or federal law.

SECTION 2.0 EFFECTIVE DATE

This ordinance shall take effect immediately upon its passage, approval and publication.

Dated this 11th day of August, 2025.

Monika Lawrence, Mayor

Authenticated by:

Approved as to form:

Rachel Frost, City Clerk

Todd Richardson, City Attorney

Publication Date:

ORDINANCE NO. 1733

**AN ORDINANCE OF THE CITY OF CLARKSTON, WASHINGTON, AMENDING CLARKSTON
MUNICIPAL CODE 5.02.031 TO ADOPT EXEMPTION THRESHOLD CHANGES EFFECTIVE
JANUARY 1, 2026**

WHEREAS, the Association of Washington Cities (AWC) has amended the threshold to business licensing requirements; and

WHEREAS, the threshold changes are required to be effective beginning January 1, 2026,

THEREFORE, the City Council of the City of Clarkston does ordain to amend as follows:

SECTION 1.0 5.02.031 (9)

5.02.031(9) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000, and who does not maintain a place of business within the city, shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

Beginning January 1, 2026, the threshold amount is \$4,000. The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight month period, a zero (0) percent increase will be used in computing the annual basis.

SECTION 2.0 EFFECTIVE DATE

This ordinance shall take effect beginning January 1, 2026.

Dated this 11th day of August 2025.

Monika Lawrence, Mayor

Authenticated by:

Approved as to form:

Rachel Frost, City Clerk

Todd Richardson, City Attorney

Publication Date: