



OUR TOWN

The official newsletter of Kalama, WA



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The View From City Hall- Communications

This month we would like you to get to know the person behind the newsletter; Media/Communications/Records Clerk Emily Moore—who just celebrated her 5th anniversary with the City. She understands the importance of social media messaging and public perception for the City. It’s her responsibility to connect and communicate clearly with the public. This is not her only job duty, but one of the many hats she wears. She is the webmaster for the City website, she updates the City’s Facebook and Instagram accounts, and has implemented the TextmyGov software for sending out direct messages to the citizens which includes monitoring the local events.

This year, Emily is the coordinator for the City’s first 4th of July celebration, “Kalama Summer Lights on the Fourth”. She hopes this will be a successful event that will continue in future years. Speaking of events, she is also the main contact for many of the local events and issues special events permits for larger events such as “Big Smoke in Little Kalama,” the Untouchables Car Show, the “Downtown Trick or Treat” event, and the local parades to facilitate public safety planning meetings. You might see her around town snapping pictures of local events for the City’s social media.

She is working to improve the City’s parks and recreation programming and oversees the Kalama Community Building administration/rentals as



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Communications & Records Clerk, Emily Moore

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well. She was the secretary to the Community Building Committee, which has been placed under the now active (recently re-established) Parks & Recreation Advisory Committee. She is the secretary for the Parks & Recreation Advisory Committee and the Tourism Advisory Committee. The secretary's responsibilities include preparing agendas, communicating clear information with committee members, publishing meeting notices, meeting setup (in the meeting room and on Zoom), and preparing meeting minutes. Her involvement with tourism also includes receiving, reviewing, and monitoring the applications and awards for the tourism funds and providing the information to the committee. She also files the annual "JLARC" report which ensures compliance at the state level.

If that isn't enough, she is the City Council secretary that prepares the minutes, provides meeting notices online, and helps prepare agendas for the Council. As records clerk—her least favorite assignment—she has helped re-organize not only the paper filing system, but the computer files of the City, and responds to requests for public records. The department is working to complete the total reorganization and mapping of the city's records for which Emily has been a guiding force. Her additional "hats" include acting as backup to the other positions in the City for payroll and finance, customer service, pet licensing, and administrative assistant. This is one busy lady and we can't fail to mention that she is a wife and mother with three children under age 6, she enjoys being active and running, leisurely shopping, and bakes great cookies.

City Hall Re-design

The City Council approved a design budget for tenant improvements in the 2023 annual budget. The City put out a Request for Qualifications (RFQ) for architectural and design services and received 9 responses from qualified firms. Staff is reviewing the qualifications and will determine a recommended ranking of firms, as required by state law, for the City Council to adopt at a July meeting.



The inside of the City Hall building is still organized like it was when Heritage Bank owned the building 9 years ago. The "History House" display occupies much of the lobby area with historical items and information from Kalama's past. Staff has been utilizing the old teller stations to interact with customers, but the arrangement limits productivity and doesn't allow for added staff members like a city planner or city engineer. The outdated windows, doors, and HVAC system add to high heating and cooling bills. As the city grows, we'll need additional workspace to continue delivering quality service for our citizens.

Renovated work areas for staff and customers will improve productivity. Changes will be limited to the first floor of the building to contain cost. No increases in taxes or fees are planned to accomplish this renovation. Design and construction costs will be paid from the Capital Improvement Reserve (Fund 116) which receives revenue from a portion of the Real Estate Excise Tax (REET), which sellers pay to the County Auditor when they close on the sale of their property. As the number of real estate transactions in the City of Kalama increases, so do the city's REET revenues. This project is an appropriate use of these funds because we need to accommodate the increased construction in city limits including building, planning, engineering, land use planning, subdivision, and infrastructure design review to ensure adequate city services are provided.

Most of the improvements are planned for inside the building. The design process will begin in July once a firm is selected, and a contract is negotiated. There will be opportunities in the design process for public involvement and we encourage community input. Design should be complete at the end of the year resulting in construction drawings and an architect's estimate for the cost to build. If the City Council authorizes the project in the 2024 budget, we will go out to bid in early 2024 with plans for improvements to be complete by 2025.

The Emergency Support Shelter (ESS)



The Emergency Support Shelter (ESS) located out of Longview, WA is a non-profit organization providing FREE emergency shelter and advocacy services to victims involved in domestic violence, sexual violence, and many other serious crimes. Their mission is to end sexual and domestic violence while providing education, safety, and support to our community. On **July 16th, from noon to 5 pm**, ESS will be having an **event**, “No Excuse for Abuse”, at Ashtown Brewery, 1145 11th Ave, Longview, WA to help spread awareness and raise funds to support this great organization. To learn more about how to volunteer or support ESS, visit:

www.emergencysupportshelter.com . **If you or someone you know is being abused ESS can help. Please call 360-425-1176.**

July Parks & Recreation

July classes with Judy Bain: **Drum 4 Fun!**

\$15 for July (\$5 per class)

Tuesdays from 10:15am-11:15am

- July 11th
- July 18th
- July 25th

(no class on July 4th)

Location: 216 Elm Street, Kalama, WA 98625
at the **Kalama Community Building**

Bring your water bottle and free weights if you have them. Other equipment is provided. Bring a check to class, or register here:

<https://www.invoicecloud.com/portal>

Need more info? Contact Emily Moore
apclerk@cityofkalama.com or 360-673-4908

Summer Reading Program

Aloha Kalama! It's time for the Summer Reading Program 2023- Join us at the Library!

- **Wednesday, July 12th** @ 10:00am (at Rising Heights Dance Studio) It's Hula Time! Nani Davis, Hula Dance Instructor
- **Friday, August 4th**, Port of Kalama Marine Park, Kalama Heritage Festival- Kids Day!

All kids are welcome. Be sure to register for each event at the library. Read through the Festival and record your reading on Beanstack through the Kalama Library. For every 10 books you read, you can earn a free Burger Bar ice cream cone! If you read the most books, you'll win the grand prize! Summer reading is fun - especially when it takes you to Hawaii!

Independence Day

City offices and the library will be closed in observance of Independence Day on Tuesday, July 4th, 2023. Garbage service will be on regular schedule.



Mark Your Calendar

- Tuesday, July 4th, the library & City offices will be closed for Independence Day
- Tuesday, July 11th, Parks & Rec Advisory Committee Meeting @ 5:30pm (320 N 1st St)
- Summer Reading Program 2023
 - July 12th
 - August 4th



July Events

Wed & Thurs, June 7 - August 31st (6-9pm)	Evening concerts @ the Westin Amphitheater
Thursdays, June 22nd - August 31st (Click for Details)	Downtown Farmer's Market, north side of the Library
Thursday-Saturday - July 13th-15th	Kalama Fair! See schedule @ kalamafair.com
Saturday, July 15th @ 11am	1st Street Downtown Parade (click here to sign up)

Meeting Info

- City Council : 1st & 3rd Thursdays @ 7pm
- Planning Commission: 2nd Thursday @ 6pm
- Civil Service Commission: 4th Thursday @ 5:30pm
- Library Board: 3rd Wednesday @ 5:15pm (bi-monthly beginning January 19th)
- Parks & Rec: 2nd Tuesday @ 5:30pm

Meeting Location: 320 N 1st St, Kalama, WA 98625 (and via Zoom, click [Agenda](#) for info)

Contact Us

- Public Works 360-673-3706
 - (emergency) 360-703-0168
- Police (office) 360-673-2165
 - (emergency) 911
 - (non emergency) Cowlitz County dispatch 360-577-3098 and press 3
- City Hall 360-673-4562
- Library 360-673-4568
- Building/Planning 360-673-5211
- Utility Billing 360-673-4554
- Community Building 360-673-4908

Helpful Contacts

- City of Kalama - Main ---- 360-673-4562
- Comcast ---- 888-226-2278
- Cowlitz County Assessor ---- 360-577-3010
- Cowlitz Bldg & Planning ---- 360-577-3052
- Cowlitz PUD ---- 360-423-2210
- Fire District #5 (office) ---- 360-673-2222
- Kalama Post Office ---- 360-673-3567
- Kalama Telephone Co. ---- 360-673-2755
- Labor & Industries (L&I) ---- 360-575-6923
- Utilities Locate ---- 800-424-5555
- Waste Control ---- 360-425-4302



We are on [Facebook](#) & [Instagram](#)!

