

Wednesday, October 22, 2025
City Council Special Meeting - Hybrid (In-Person & Online)

7:00 P.M.

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=DMMNCR5F531D>
In-Person at College Place City Hall, 625 S College Avenue, College Place Washington

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Zoom Attendee Link: <https://us06web.zoom.us/j/88068929173>

Or you may call this number to listen: 1-669-900-9128 ID#880 6892 9173

Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Oct 22, 2025 - City Council Special Meeting - Hybrid (In-Person & Online)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the workshop to order.

Subject :	1.02 Roll Call
Meeting :	Oct 22, 2025 - City Council Special Meeting - Hybrid (In-Person & Online)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Norma L. Hernández

E. David Lopez,

Michael Cleveland,

Tito Espinoza Jr.,

Council Members Loren Peterson,

Melodie Williams,

Heather Schermann,

Monica Boyle

HR Manager, Shawn Doering;
Staff
City Clerk, Maryelizabeth Garcia

Subject : 1.03 Pledge of Allegiance
Meeting : Oct 22, 2025 - City Council Special Meeting - Hybrid
(In-Person & Online)
Category : 1. Opening Items.
Access : Public
Type : Procedural

Public Content

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Subject : 1.04 Public Comment -
Meeting : Oct 22, 2025 - City Council Special Meeting - Hybrid
(In-Person & Online)
Category : 1. Opening Items.
Access : Public
Type : Information

Public Content

Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using:
(Note that there are deadlines for written comments to be included in the meeting documents.)

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 4:30 PM on the meeting date to be included in the record. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.

Telephone and Virtual Comments:

Any member of the public who desires to make a public comment at the City Council meeting by telephone or remote access, shall provide at least 24 hours notice (excluding weekends and holidays) prior to the start of the meeting at which the member of the public wants to make a comment, notify the City Clerk or designee in writing or by direct verbal communication of their desire to make a comment. Those notice shall include the member's first and last name, address or place of residence, and the topic or topics the comment will touch upon.

- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Council.

2. Action Agenda.

Subject :	2.01 AB 25269 - Confirmation of City Administrator - Mayor Hernández
Meeting :	Oct 22, 2025 - City Council Special Meeting - Hybrid (In-Person & Online)
Category :	2. Action Agenda.
Access :	Public
Type :	Action
Preferred Date :	Oct 22, 2025
Absolute Date :	Oct 22, 2025
Recommended Action :	Make a motion to adopt Resolution #25-054 confirming the Mayor's appointment of Troy Rayburn as City Administrator.

Public Content

Historical Perspective:

The City Administrator position was vacated by former City Administrator Mike Rizzitiello on June 29, 2025.

Information for Consideration:

In partnership with GMP Consultants, the City underwent a nationwide search for a new City Administrator. Over 25 applications were reportedly received and four candidates were selected as finalists to be interviewed for the position. The City held a candidate meet-n-greet forum for the public to meet the finalists and interviews of all candidates were held on October 10, 2025. Troy Rayburn was selected by the Mayor to be College Place's new City Administrator, and this Special Meeting is for Council's confirmation of the candidate for employment.

File Attachments

[Resolution No. 25-054 Council Confirmation of Troy Rayburn as City Administrator.pdf \(189 KB\)](#)
[Final City Administrator Contract 10.21.2025.pdf \(131 KB\)](#)

3. Closing Items.

Subject :	3.01 Good of the Order - Next Regular Meeting 10/28 /2025
Meeting :	Oct 22, 2025 - City Council Special Meeting - Hybrid (In-Person & Online)
Category :	3. Closing Items.
Access :	Public
Type :	Discussion, Information

Public Content

Next Regular Meeting: 10/28/2025 at 7PM in Council Chambers.

Subject :	3.02 Conclusion
Meeting :	Oct 22, 2025 - City Council Special Meeting - Hybrid (In-Person & Online)
Category :	3. Closing Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will conclude the workshop.

CITY OF COLLEGE PLACE
CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into by and between the CITY OF COLLEGE PLACE, a municipal corporation, duly organized under the laws of the State of Washington, by and through its duly authorized representative, hereinafter referred to as "CITY", and TROY RAYBURN, hereinafter referred to as "EMPLOYEE."

WITNESSETH:

WHEREAS, CITY desires to employ the services of EMPLOYEE as City Administrator of the City of College Place; and

WHEREAS, both CITY and EMPLOYEE agree that it is appropriate to enter into this Agreement in order to provide benefits, conditions of employment, and the term of employment; and

WHEREAS, EMPLOYEE desires to accept employment as City Administrator of the CITY OF COLLEGE PLACE;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the CITY OF COLLEGE PLACE does hereby employ the services of Troy Rayburn as its City Administrator under, and in accord with, the following terms and conditions:

SECTION 1. DUTIES

A. As City Administrator, the EMPLOYEE shall be the chief administrative officer of the City of College Place. The EMPLOYEE shall be responsible to and take direction from the Mayor for the administration of the City as outlined in College Place Municipal Code 2.08.045-.048. He shall be answerable to the Mayor for his exercise of independent professional judgment.

B. The EMPLOYEE shall be charged with the effective and impartial enforcement of all ordinances, codes, and laws within the purview of the City for the protection of all citizens who live in or who visit the City. The EMPLOYEE shall be responsible for planning, organizing, directing, staffing, and coordinating City operations.

C. The EMPLOYEE shall be responsible for reporting the operational performance of the City. The EMPLOYEE shall assist in the preparation of a budget.

D. The EMPLOYEE shall perform other legally permissible and proper duties and functions that are reasonably related to the Office of City Administrator, as the Mayor shall, from time to time, assign through official action, or the Council through implementation of policy as the governing body.

E. The EMPLOYEE shall formulate departmental rules, regulations, and procedures in cooperation with the Mayor, to whom the EMPLOYEE reports, and to whom the EMPLOYEE is responsible for the efficient and proper operation of the City, and EMPLOYEE shall endeavor to conform any such rules, regulations, or procedures to existing CITY policies governing similar matters.

F. EMPLOYEE shall represent management in collective bargaining negotiations with any bargaining unit representing the City's rank and file.

SECTION 2. TERM

This Agreement shall commence on the 24th day of November 2025 and terminate as set forth in Section 10 herein unless modified by mutual agreement of both parties. It is understood by the EMPLOYEE and CITY that, in conformance with state law, this is an at-will employment relationship and may be terminated at will with or without cause.

SECTION 3. SALARY

A. CITY shall pay EMPLOYEE for his services an annual base salary payable in equal periodic installments made at the same time as other Department Heads and Supervisors are paid.

B. The annual base salary will be in the amount of \$150,000/year until the end of 2026 and then as amended by the Salary Ordinance approved by Council.

C. In addition, each year of this contract after 2026, in the month of January, CITY agrees to increase EMPLOYEE's salary by the U. S. all-cities CPI-W (Sept.- Sept.).

SECTION 4.

PERFORMANCE EVALUATION

A. The Mayor shall review and evaluate the performance of the EMPLOYEE at least once annually. The EMPLOYEE shall be entitled to discuss the evaluation fully with the City Council.

B. The evaluation shall be in writing and shall address matters relating to the degree of success in attaining stated objectives and goals; fiscal responsibility; the quality of oral and written reports rendered to the Mayor/Council and the effectiveness of EMPLOYEE's communication with the City Council; complaints and commendations from any source; initiative; morale of City employees; relations with other managers and supervisors; career development; and such other matters as are reasonably related to the duties and responsibilities of the office of City Administrator. Any form created to facilitate the required evaluation shall provide an opportunity for a response by EMPLOYEE.

C. The Mayor shall evaluate the EMPLOYEE's job performance no later than the

EMPLOYEE's anniversary date. If, as a result of this evaluation, a salary increase is merited, the increase shall be forwarded to the Council for review and approval after 2026. The parties hereto recognize that any salary adjustment is subject to the budgetary restraints of the City.

SECTION 5.

HOURS OF WORK

A. EMPLOYEE shall be a full-time employee of the City and shall devote that amount of time and energy that is reasonably necessary for EMPLOYEE to faithfully perform the duties of City Administrator under this Agreement.

B. It is recognized that EMPLOYEE must devote a great deal of time outside the normal office hours to business of the City, and to that end EMPLOYEE shall be allowed to take time off as he shall deem appropriate during said normal office hours, as is convenient for the City and not prejudicial to the interests of the City.

SECTION 6.

ADMINISTRATIVE AND SICK LEAVE

A. The EMPLOYEE shall be entitled to 120 hours of Administrative Leave annually. Administrative Leave does not accumulate from year to year.

B. The EMPLOYEE shall be entitled to accrue sick leave at the same rate as other management employees of the city but shall be granted an initial 40 hours of sick leave into his sick leave bank at the time of employment.

C. If the EMPLOYEE voluntarily resigns or retires from employment with the notice required in Section 6. D., the EMPLOYEE shall be paid at the time of termination at his current rate of pay for accrued administrative and sick leave time, not to exceed two hundred forty (240) hours total.

D. EMPLOYEE agrees to provide written notice to the City prior to resignation or retirement. If EMPLOYEE resigns the following shall apply: Resignation shall require three (3) month's notification. Notification requirements may be waived upon written agreement between the Mayor and EMPLOYEE.

SECTION 7.

INSURANCE

CITY agrees to put into force or make required premium payments for EMPLOYEE for insurance policies which may include health, life, accident and disability insurance. The total insurance coverage and amount of premium paid by CITY shall be equivalent to that which

is provided other management employees of CITY.

SECTION 8.

RETIREMENT

The CITY agrees to pay an amount or proportion equal to that which is provided to senior management into a retirement plan, or plans, on the EMPLOYEE's behalf, in the same fashion as such funds are paid for the benefit of other employees; such to be paid into the Washington State Retirement System (PERS).

SECTION 9.

DUES AND SUBSCRIPTIONS

CITY agrees to budget and to pay an appropriate amount for the professional dues and subscriptions of EMPLOYEE necessary for his continuation and participation in state and local professional City Manager's associations and organizations which will further his continued professional growth and advancement, and inure to the benefit of the CITY. The EMPLOYEE shall recommend the amount to be appropriated in accordance with the budgetary processes of the CITY, taking into consideration prevailing budget limitations and the contemporary practice of his peers in comparable communities in the Eastern Washington State area.

SECTION 10.

REMOVAL AND SEVERANCE PAY

A. The EMPLOYEE may be terminated for cause for the following acts:

- Arrest for crimes involving theft or moral turpitude;
- Misuse of public funds;
- Default in the performance of any obligation set forth herein provided that the default persists after five (5) days written notice to cure; or
- Death or disability.

B. If the EMPLOYEE is terminated without cause, employee shall be afforded severance pay and health benefits, based on the following schedule, and payment for any accrued administrative and sick leave at the current rate of pay not to exceed two hundred forty (240) hours total. EMPLOYEE shall be afforded three (3) months notification of termination or pay and health benefits in lieu thereof for any portion of notification not complied with. EMPLOYEE shall be afforded six (6) months' pay and health benefits ONLY in the event termination is done without cause within 6 months of a newly elected or

appointed Mayor.

SECTION 11.

INDEMNIFICATION

A. CITY shall, consistent with the requirements and limitations of applicable statutory or the common law of the State of Washington; defend, hold harmless, and indemnify EMPLOYEE for acts or an alleged act or omission occurring in the legal and responsible performance of EMPLOYEE's official duties as City Administrator of the City of College Place to the extent provided in the applicable City Ordinance.

B. In the event of a conflict of interest, the City Attorney shall represent the interests of the CITY and independent counsel will be provided for EMPLOYEE at CITY expense. In the event that public funds are expended in EMPLOYEE's behalf, said funds shall be repaid or recovered if EMPLOYEE is found to be personally liable by virtue of having acted outside the scope of his employment, or was acting in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety or property,

SECTION 12.

OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The City Mayor/Council, in consultation with the EMPLOYEE, may modify, amend or fix such other terms and conditions of employment as may be determined, from time to time, to be necessary or appropriate, provided that such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, or any other applicable law. Further, all provisions of the City Code and regulations and rules of the CITY relating to administrative and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to EMPLOYEE as they would to other employees of the CITY, in addition to any benefits enumerated specifically for the benefit of the EMPLOYEE, except as herein provided.

SECTION 13.

NO REDUCTION OF BENEFITS

CITY shall not at any time during this Agreement unilaterally reduce the salary, compensation, or other financial benefit of EMPLOYEE, except to the degree of such reduction across-the-board for all employees of the CITY.

SECTION 14. LEGAL RESOURCES

The CITY agrees to provide reasonable access to the City Attorney for legal advice and consultation in matters of substantial interest to the City, and to retain independent counselor consultants when prudent or necessary to do so (e. g., collective bargaining, etc.). EMPLOYEE will keep the Mayor fully informed of the matters that require legal assistance.

SECTION 15. NOTICES

Notices pursuant to this Agreement shall be given by United States Mail, postage prepaid, addressed as follows:

CITY:

City of College Place, 625 S. College Avenue, College Place, WA 99324

EMPLOYEE:

Troy Rayburn, at the address on file with Human Resources

Alternatively, notices required pursuant to this Agreement may be personally served. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice into the United States Mail Service.

SECTION 16. ASSIGNMENT

The rights and obligations of CITY and EMPLOYEE under this Agreement are personal and shall be binding upon EMPLOYEE and any and all City Council persons and Mayor or equivalent authority of the City of College Place.

SECTION 17. RESIDENCE

It is preferred that the EMPLOYEE reside within the corporate boundaries of the City of College Place and locate a place of residence within such boundaries within six months from the date of this Employment Agreement. The Mayor, in her absolute discretion, may extend this time period if she deems same in the best interests of the City.

SECTION 18. MOVING EXPENSES

In consideration of compliance with Section 17 above, the City shall reimburse the EMPLOYEE up to three thousand five hundred dollars (\$3,500.00) plus payroll taxes as determined by the IRS as employee compensation, for temporary housing and/or moving expenses to include the rental of a moving truck, moving supplies, labor support, and gas after receipts are provided. This is not to be interpreted as the reimbursement of hiring a professional moving company.

SECTION 19. ENTIRE AGREEMENT

This Agreement shall constitute the entire agreement of the parties. No oral agreement or arrangement differing from or alternating the terms contained herein, not reduced to writing and signed by the representatives for the parties, shall have any force and effect; provided, however, that the creation or ordinance amendmment of a local ordinance shall automatically be incorporated by reference, except as otherwise expressed herein, into the terms and provisions of this Agreement after proper adoption by the City Council; and provided further that this Agreement shall be binding upon and inure to the benefit of the heirs at law and personal representatives of the EMPLOYEE.

This agreement shall become effective commencing the 24th day of November 2025. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of the Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

The CITY OF COLLEGE PLACE, WASHINGTON, has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested by the City Clerk, and the form approved by the City Attorney after discussion with and approval of the EMPLOYEE who has had adequate time to seek independent legal review; and the EMPLOYEE has signed and executed this agreement , both in duplicate this _____ day of _____.

CITY OF COLLEGE PLACE

EMPLOYEE

Attest:

Attest:

Mayor

Employee

Approved as to form:

Attest:

City Attorney

City Clerk

City of College Place, Washington

RESOLUTION NO. 25-054

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON, CONFIRMING THE MAYOR'S APPOINTMENT OF TROY RAYBURN AS CITY
ADMINISTRATOR.**

WHEREAS, the City of College Place is a non-charter code city governed by the rules and regulations of the Revised Code of Washington (RCW) 35A; and

WHEREAS, the City of College Place operates under the Mayor-Council (Strong Mayor) form of government, wherein the Mayor serves as the Chief Executive Officer of the City; and

WHEREAS, pursuant to Chapter 2.08.045 of the College Place Municipal Code and RCW 35A.12.090, the Mayor has the authority to appoint and remove department heads and other administrative officers, subject to confirmation by the City Council; and

WHEREAS, the position of City Administrator exists to assist the Mayor in the overall management and coordination of City operations, the supervision of department activities, the implementation of City policies and directives, and the advancement of strategic goals adopted by the Mayor and City Council; and

WHEREAS, following a comprehensive search and evaluation process, the Mayor has selected Troy Rayburn as the most qualified candidate to serve as City Administrator; and

WHEREAS, the City Council of the City of College Place has reviewed the Mayor's appointment and finds that Troy Rayburn possesses the experience, leadership skills, and professional qualifications necessary to effectively serve in this capacity;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE AS FOLLOWS:

- 1. CONFIRMATION.** The College Place City Council hereby confirms the Mayor's appointment of Troy Rayburn as City Administrator for the City of College Place, effective November 24, 2025.
- 2. AUTHORITY AND RESPONSIBILITIES.** The City Administrator shall perform the duties as outlined in the College Place Municipal Code 2.08.047 and as directed by the Mayor, consistent with applicable laws and policies.

CLERICAL CORRECTIONS. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

EFFECTIVE DATE. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 22nd day of October, 2025.

Signed by:

Norma L. Hernández

Norma L. Hernández, Mayor

Attest:

Mary Elizabeth Garcia

Mary Elizabeth E. Garcia, City Clerk