

Tuesday, September 6, 2022
City Council Workshop - Hybrid (In-Person & Electronic)

5:30 P.M.
City Council Workshop - Hybrid (In-Person & Electronic)

In-Person at 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/89333505803>

Or you may call this number to listen: 1-669-900-9128 ID# 893 3350 5803 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Sep 6, 2022 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

Subject :	1.02 Roll Call
Meeting :	Sep 6, 2022 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Norma L. Hernández

Paul T. Jessup,

Michael Cleveland,

Tito Espinoza Jr.,

Council Members Loren Peterson,

Melodie Williams,
Heather Schermann,
Monica Boyle

Administrator, Mike Rizzitiello;
City Attorney, Rea Culwell;
Finance Director, Brian Carleton;
Public Works Director, Robert McAndrews;

Staff Police Chief, Troy Tomaras;
Fire Chief, David Winter;
Community Development Director, Jon Rickard;
HR Manager, Shawn Doering;
City Clerk; Sherri St. Clair

Subject : 1.03 Pledge of Allegiance
Meeting : Sep 6, 2022 - City Council Workshop - Hybrid (In-Person & Electronic)
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 : Sep 6, 2022 - City Council Workshop - Hybrid (In-Person & Electronic)
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 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.

File Attachments

[It is SO EASY to participate in public meetings!.png \(224 KB\)](#)

2. Workshop Topics.

Subject :	2.01 Advisory Boards and Commissions General Regulation - Rea Culwell
Meeting :	Sep 6, 2022 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop Only - No Action

Historical Perspective:

The City has created various advisory boards and commissions; some mandated by grant or by law, others voluntary. All have been created by enacting city code. While some mandatory advisory groups require the City enact code to create and govern the group, others do not. The result is rigid and differing governance and activity between and amongst the groups.

Information for Consideration:

Providing a baseline establishment and regulation of advisory groups should lead to more uniform activity of and efficient staff support for the group. If the City wants to change any aspect of the group such as number of members, member qualification, frequency of meetings and the like, instead of having to go through the process of changing the City code, a group specific policy can be changed, resulting in quicker responsiveness to the City's needs and reduced expense. Many other jurisdictions address advisory groups in this way.

Groups mandated by grants or laws will still need to be codified. If Council approves enacting this code, in doing so, it is recommended that non-mandatory groups created by code be repealed at that time.

***Addition since last council meeting: Item placed on workshop to discuss possible changes to advisory group administration, staff/council member involvement, and activities. Included with information packet is current committee assignments.

File Attachments

[2022_Committee_Assignments_Final \(002\).pdf \(237 KB\)](#)
[Advisory Board & Commissions.pdf \(219 KB\)](#)

Subject :	2.02 Community Service / CleanUp Day - Rea Culwell
Meeting :	Sep 6, 2022 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	

Public Content

Workshop Only - No Action

Historical Perspective:

There is no known history of the City engaging in an community wide organizational event to cleanup or beautify the City and help residents with discarding items which cannot be discarded through waste collection.

Information for Consideration:

National CleanUp Day is a nonprofit organization providing information and tool kits to municipalities to organize and hold a community wide clean up day.

See nationalcleanupday.org and kab.org

Additionally, there has been an interest in a City wide yard sale event which would seem to go hand in hand with a clean up day.

Ideas to consider: community volunteers, business sponsorship, school/university participation, educational program (recycling/reducing waste/resource conservation).

<https://www.nationalcleanupday.org/en/municipalities>

Subject :	2.03 Presentation: Government Finance 101 - Brian Carleton
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Meeting :	Sep 6, 2022 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Information for Consideration:

The City finance director will present basic level government accounting/financing information.

File Attachments

[PowerPoint - Government Finance 101 2022\(PPTX\).pptx \(76 KB\)](#)

Subject :	2.04 Public Works Inspector Salary Range Adjustment /Increase - Shawn Doering
Meeting :	Sep 6, 2022 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop Only - No Action

Information for Consideration:

After an in-depth review of the essential functions and comparable city compensation of the Public Works Inspector position there is a need to update the job description and salary range.

In addition, administration is requesting that the hiring bonus section be updated to include a retention bonus to assist in retaining employees in the current job market.

File Attachments

[Public Works Inspector Salary Study.pdf \(407 KB\)](#)
[Job Description Public Works Inspector Revised 8-2022.pdf \(210 KB\)](#)
[22-XXX Proposed Salary Ordinance 9_6_2022.pdf \(169 KB\)](#)

3. Closing Items.

Subject :	3.01 Conclusion
Meeting :	Sep 6, 2022 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	3. Closing Items.
Access :	Public

Type :

Action

Recommended Action :

Motion to conclude the meeting

**CITY OF COLLEGE PLACE
2022 COMMITTEE ASSIGNMENTS
EXTERNAL COMMITTEES / COMMISSIONS**

BENTON-FRANKLIN / WALLA WALLA REGIONAL COUNCIL (RTPO)

Public Works Director – Robert McAndrews – Technical Advisory Committee (TAC)
Stormwater Engineering Tech – Spencer Myrlie – Alternate TAC

BLUE MOUNTAIN ACTION COUNCIL

Council Position 4 – Loren Peterson

CHAMBER OF COMMERCE (WALLA WALLA VALLEY)

City Administrator – Michael Rizzitiello

COUNCIL ON HOUSING

City Administrator – Michael Rizzitiello

EMERGENCY MANAGEMENT EXECUTIVE COMMITTEE

Mayor – Norma Hernández
City Administrator – Michael Rizzitiello

EMERGENCY MEDICAL SERVICES / TRAUMA CARE COUNCIL

Fire Chief – David Winter

GOOD ROADS AND TRANSPORTATION ASSOCIATION (LOCAL & STATE)

Council Position 6 – Heather Schermann

LEOFF

Council Position 4 – Loren Peterson

PORT OF WALLA WALLA ECONOMIC “ADVISORY” COMMITTEE

Council Position 4 – Loren Peterson	City Administrator – Michael Rizzitiello
Council Position 6 – Heather Schermann	Mayor – Norma Hernández

REGIONAL BICYCLE COMMITTEE

Council Position 2 – Michael Cleveland	Planning Director – Jon Rickard
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SOLID WASTE ADVISORY COMMITTEE (SWAC)

Council Position 7 – Monica Boyle	Public Works Director – Robert McAndrews
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VALLEY TRANSIT BOARD

Council Position 6 – Heather Schermann	Mayor – Norma Hernández
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WALLA WALLA VALLEY METROPOLITAN PLANNING ORGANIZATION (MPO)

City Administrator – Michael Rizzitiello – Policy Advisory Committee (PAC)
Mayor – Norma Hernández – Alternate PAC
Public Works Director – Robert McAndrews – Technical Advisory Committee (TAC)
City Administrator – Michael Rizzitiello - Alternate TAC

CITY OF COLLEGE PLACE 2022 COMMITTEE ASSIGNMENTS

INTERNAL COMMITTEES / COMMISSIONS

CIVIL SERVICE

Position 1 – Roger Maidment

Position 2 – Bill Kelly

Position 3 – JoAnn Wiggins

Staff Support – Human Resources – Shawn Doering

ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS COMMISSION (EDTEC)

REGULAR VOTING MEMBERS:

Pos 1- Jennifer Fuchs, Realtor

Pos 2-Kelli Leen, Rogers Bakery

Pos 3- Doug Case, Columbia REA

Pos 4-Chris Murray, Murray's Rustic Pie

Pos 5-Susan Sanders, Walmart

Pos 6-Bruce Morehead, Community Bank

EX-OFFICIO VOTING MEMBER:

Walla Walla Valley Chamber of Commerce Executive Director (or his/her designee) – Current Designee – Kyle Tarbet

ADVISORY MEMBERS (NON-VOTING)

City Administrator – Michael Rizzitiello

Finance Director – Brian Carleton

Staff Support – City Clerk – Lisa Neissl

FINANCE

Council Position 4, Chair – Loren Peterson

Council Position 1 – Paul Jessup

Council Position 7 – Monica Boyle

Mayor – Norma Hernández

City Administrator – Michael Rizzitiello

Finance Director – Brian Carleton

Staff Support – Deputy FD/HR – DaShari Schmick

HISTORIC PRESERVATION COMMITTEE

Pos 1-vacant

Pos 2-Gary Petersen

Pos 3- Mike Denny

Pos 4-Edward Kontz

Pos 5-Terry Gottschall

Staff Support – Community Development Admin Assistant – Kristi Scherger

LODGING TAX ADVISORY COMMITTEE (LTAC)

Council Position 7, Chair – Monica Boyle

Position 1 – Steve Owens – WW Valley Chamber

Position 2 – Robert Hansen – Walla Walla Wine / Visit Walla Walla

Position 3 – Kristen Taylor – WWU Guest Rooms

Position 4 – Dr. Cheris Current – Vacation Rental Properties

Staff Support – City Clerk – Lisa Neissl

PARKS, ARBOR, AND RECREATION BOARD (PAR)

Pos 1-Jim Fry

Pos 2-Lafe Bissell

Pos 3-Jenna Bicknell

Pos 4- Jordan Green

Pos 5-Troy Fitzgerald

Advisory Member – City Administrator – Michael Rizzitiello

Staff Support – Deputy City Clerk – Sherri St. Clair

CITY OF COLLEGE PLACE
2022 COMMITTEE ASSIGNMENTS
INTERNAL COMMITTEES / COMMISSIONS - continued

PERSONNEL

Council Position 5, Chair – Melodie Selby Council Position 7 – Monica Boyle
Mayor – Norma Hernández Human Resources – Shawn Doering
Staff Support – Deputy FD/HR – DaShari Schmick

PLANNING COMMISSION

Pos 1-Wrandoll Brenes-Morua Pos 2-Brian Roth - Chair
Pos 3-Ben Dawson Pos 4-Dennis Olson
Pos 5-Curtis Nelson Pos 6-Leroy Waggoner
Pos 7-Todd Reiswig – Vice Chair
Advisory Member – Planning Director – Jon Rickard
Staff Support – Community Development Admin Assistant – Kristi Scherger

PUBLIC SAFETY

Council Position 5, Chair – Melodie Selby Council Position 1 – Paul Jessup
Council Position 2 – Michael Cleveland Mayor – Norma Hernández
City Administrator – Michael Rizzitiello Police Chief – Troy Tomaras
Fire Chief – David Winter
Staff Support – PD Records Supervisor – Marianne Barr

PUBLIC WORKS

Council Position 5, Chair – Melodie Selby Council Position 1 – Paul Jessup
Council Position 4 – Loren Peterson Mayor – Norma Hernández
City Administrator – Michael Rizzitiello JUB- Alex Fazzari
Staff Support – Deputy City Clerk – Sherri St. Clair

RESERVE OFFICER BOARD

Mayor – Norma Hernández Council Position 3 – Tito Espinoza
Police Chief – Troy Tomaras Reserve Officer – George Bennett
Member & **Staff Support** – City Clerk – Lisa Neissl

SAFETY COMMITTEE

Dennis Anderson-Vice Chair John Boose-Chair Shawn Doering
DaShari Schmick Ron Nordman Kevin Wolpert
Robert McAndrews
Member & **Staff Support** – Kristi Scherger

UTILITY AND TRANSPORTATION ADVISORY COMMISSION

Pos 1-George Bennett (WWU) – Chair Pos 2-John Cress
Pos 3-Council Pos. 5 Member Selby Pos 4- Dan Thesman
Pos 5-Nancy Riggle
Advisory Member – Public Works Director-Robert McAndrews or Alex Fazzari (JUB)
Staff Support – Deputy City Clerk – Sherri St. Clair

CITY OF COLLEGE PLACE 2022 COMMITTEE ASSIGNMENTS

INTERNAL COMMITTEES / COMMISSIONS - continued

VOLUNTEER FIREMAN'S BOARD

Council Position 3, Chair – Tito Espinoza Mayor – Norma Hernández
Fire Chief – David Winter
Member & **Staff Support** – City Clerk – Lisa Neissl

WELLNESS COMMITTEE

HR Manager – Shawn Doering Comm. Development – Kristi Scherger
Public Wks Rep – Randy Reese PD Rep – Marianne Barr
FD Rep – Charlie Drury
Member & **Staff Support** – Deputy FD/HR – DaShari Schmick

YOUTH ADVISORY COMMITTEE

Position 1, CPHS – Azaiah Garcia Position 2, CPHS – Eli Durand
Position 3, WWVA – Emma Dodds Position 4, WWVA – Caleb Meyer
Position 5, WWU – Aaron Leek Position 6, WWU – Annaliese Grellman
Advisory – City Administrator – Michael Rizzitiello
Advisory & **Staff Support** – Deputy City Clerk – Sherri St. Clair

COUNCIL POSITION / NUMBER OF ASSIGNMENTS

Position 1 – 3	Position 2 – 2	Position 3 – 2	Position 4 – 5
Position 5 – 4	Position 6 – 3	Position 7 – 4	

Confirmed by the City Council of the City of College Place, Washington, this 8th day of February 2022.

DocuSigned by:

Norma L. Hernández

Norma Hernández, Mayor

Attest, DocuSigned by:

Lisa R. Neissl

Lisa R. Neissl, City Clerk

Chapter 2.25 – Advisory Groups

2.25.005 – Preamble

2.25.010 – Definitions

2.25.020 – Creation, dissolution, membership, residency requirements, nomination and confirmation, removal

2.25.030 – Advisory group policies

2.25.040 - Officers, terms of office

2.25.050 – Meetings, quorums, governing procedure, record

2.25.060 – Vacancies

2.25.070 – Conflicts of interest and appearance of fairness

2.25.080 – Liaisons and representatives

2.25.090 – Attendance and absenteeism

2.25.090 – Attendance and absenteeism

2.25.100 – Open Public Meetings Act

2.25.110 – Nondiscrimination

2.25.005 – Preamble

- A. Purpose. This Chapter provides general procedures to form and govern ad hoc advisory groups, councils, commissions, committees, task forces, boards, and the like.
- B. Applicability. This chapter applies to all advisory groups in which the City participates, including but not limited to boards, commissions, committees, councils, and task forces to the extent it does not conflict with a different chapter of the CPMC, City council resolution, applicable grant, or county, state or federal law. This chapter applies to group members representing the City in multi-jurisdictional/agency advisory groups to the extent it does not conflict with the multi-jurisdictional/agency group's policies and procedures or applicable law.
- C. Compliance. The Washington state Revised Code of Washington (RCW) and mandates cities establish boards and committees and other groups in certain circumstances. Grants may mandate the City establish such groups. In addition, state law provides for optional advisory groups. This chapter complies with applicable law and grants and should this chapter conflict with any RCW or grant mandate, the RCW or grant governs. Should a federal law or rule mandate advisory groups, federal law or rule governs.

- A. No duty or benefit created. This chapter does not confer a benefit or create a duty to any one party, entity, or group of people or entities, and confers only benefit or duty to the public as a whole.

2.25.010 – Definitions. Words shall have their ordinary and common meaning, except that, unless the context otherwise indicates, shall have the following meanings:

- A. “Advisory group” means any committee, commission, board, council, task force, or group and the like created by City council to advise on subjects and perform other functions as prescribed by City council. Advisory group includes groups mandated or tasked with decision-making authority. Advisory group includes multi-jurisdictional/agency groups, which have City participation.
- B. “Appearance of fairness issue” means a situation in which a person is in a position or appears to be in a position to conduct duties in an unfair or biased manner. In determining whether a member has an issue with appearance of fairness, the test is as follows: Would a disinterested person, apprised of the totality of a member’s personal interest in a matter being acted upon, be reasonable justified in thinking that partiality may exist? If yes, there exists an appearance of fairness issue.
- C. “Conflict of interest” means a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. A conflict of interest means a conflict between the private interests and the official responsibility of a person in a position of trust.
- D. “Grant” shall also mean endowment, award, donation, contribution, subsidy, allotment, incentive, or other non-regular or singular conditional money given or awarded to the City.
- E. “Reside within City limits”. A person resides within City limits when he, she, or they maintain and reside in the City for at least eight (8) contiguous months out of a year. A person also resides within City limits when he, she, or they move to the City with the intent of permanently or non-temporarily residing within City and at least six (6) months have passed since moving to the City. A person resides within City limits when he, she, or they provide proof of residency to City council and City council determines the person resides within City limits.

2.25.020 – Creation, dissolution, membership, residency requirements, nomination and confirmation, removal, and resignation

- A. City council, by resolution, may create an advisory group to assist the City in performing City functions by:
 - 1. Declaring a group formed;

2. Determining the purpose of the group;
 3. Setting initial number of members, initial member specific qualifications if any, and initial term of membership, which can be modified pursuant to section 2.25.030;
 4. Establishing a sunset provision, which can be extended pursuant to 2.25.030.
- B. City council, by resolution, may dissolve an advisory group, change the number of or qualification of members, redefine the purpose of the group, or modify the sunset date.
- C. The following procedures and requirements apply to all members of each advisory group unless specifically.
1. Members must reside within City limits.
 2. The mayor or City administrator shall nominate persons to be members.
 3. City council must approve, by quorum majority, each member.
 4. Each member shall begin membership activities upon approval by City council or upon effective date of the previous member's resignation, removal, or expiration of the term for the position.
 5. No member can serve on more than one advisory group unless specifically approved by City council.
- D. The mayor or City administrator may demote an officer or remove a member of an advisory group for one or more of the following reasons:
1. Disruptive or obstructive behavior during meetings or group activities or failing to follow the group's policies or this chapter by the member.
 2. The nominated and confirmed member fails to qualify or assume duties of membership within 30 calendar days of required start date on the group.
 3. Three consecutive unexcused absences or such periodic and consistent unexcused absences by member.
 4. Member ceases to have the necessary qualifications to be a member.

5. Member is convicted or enters an *Alford* plea to a crime and the mayor or City administrator, in consultation with the City attorney, determine, due to the nature or circumstances of the crime, that service on the advisory group is not in the best interests of the public.
 6. Member has a standing conflict of interest issue or appearance of fairness issue as it relates to the general activities of the group such that further participation in the group may be deemed unethical.
 7. Other reason as determined by the mayor or City administrator.
- E. Any member removed from an advisory group is disqualified from serving on any advisory group for a period of 24 months from removal.
- F. Any member may voluntarily resign from an advisory group and resignation shall be deemed to occur upon the effective date of the resignation or immediately if no effective date is stated.

2.25.030 – Advisory group policies

The City shall establish a written policy for each advisory group. The policies shall reflect the initial group information established by City council resolution. The policy shall indicate if and when the OPMA applies to the group and shall provide guidance on complying with the OPMA. The policies may be modified if approved by the mayor or City administrator. Advisory group members shall follow the group policy. The policies must include the purpose of the group.

2.25.040 - Officers, terms of office

Each advisory group shall elect from its membership a presiding officer. Advisory group may elect other officers with such duties as set forth in policies established by the City. For advisory groups that meet quarterly or less per year, the presiding officer shall serve for two years. For advisory groups that meet five times or more per a year, the presiding officer shall serve for one year. There are no term limits for officers.

2.25.050 – Meetings, quorums, governing procedure

- A. Meetings. Each advisory group shall meet according to the group's policy.
- B. Quorums. A majority of advisory group members shall constitute a quorum. An affirmative vote of the majority of a quorum in attendance at any meeting is necessary to elect officers, transact business or carry any proposition. The absence of any officer shall not prohibit a group with a quorum from meeting and fulfilling its duties. In the absence of the presiding officer, any other group officer or the liaison shall serve as the presiding officer to conduct the meeting, but shall not participate in any substantive deliberation or voting unless the liaison is a member of the group.

- C. Governing procedure. *Standard Code of Parliamentary Procedure* – [edition utilized by City Clerk] shall govern advisory group deliberations and business.
- D. A record of the agenda, attendance, and meeting notes shall be recorded and kept by the City pursuant to applicable law.

2.25.060 – Vacancies.

The mayor or City administrator shall nominate to City council, a person to fill a group membership vacancy. To serve on the group, City council must approve the nomination. Should the presiding officer step down from the position, the members shall elect a new presiding officer to fulfill the remaining term. Should the presiding officer vacate the advisory group, the remaining members or all members if City council has filled the open position shall elect a new presiding officer to fulfill the remaining term.

2.25.070 – Conflicts of interest and appearance of fairness.

- A. Members of advisory committees are subject to Chapter 42.23 RCW, Code of Ethics for Municipal Officers, and:
 - 1. No member may use his, her, or their position to secure special privileges or exemptions on behalf of himself, herself, or themselves or others.
 - 2. No member may directly or indirectly give or receive or agree to give or receive any compensation, gift, reward, or gratuity from a source except from the City or with the City's approval for a matter connected with or related to the member's services as a member unless allowed by law.
 - 3. No member may accept employment or engage in business or professional activity that the member might reasonably expect would require or induce him, her, or them due to his, her, or their membership position to disclose confidential information acquired due to his, her, or their membership position.
 - 4. No member may disclose confidential information gained due to the member's position, nor may the member otherwise use such information for his, her, or their personal gain or benefit.
- B. If any member concludes they have a conflict of interest respecting a matter pending before the advisory group they shall immediately disqualify themselves from participating in the deliberations and decision-making process with respect to the matter.
- C. If any member concludes they may have an appearance of fairness issue regarding a matter pending before the advisory group, they shall announce such appearance during a scheduled advisory group meeting upon which the remaining members at the meeting shall determine by vote whether the member should immediately disqualify themselves

from participating in the deliberations and decision-making process with respect to the matter. A tie vote results in disqualification of the member's participation. While not necessary, a statement from the subject member that he, she, or they will deliberate and decide in a fair and unbiased manner can be sufficient to overcome the appearance of fairness issue.

- D. If any member concludes they have a standing conflict of interest issue as it relates to the general activities of the group such that further participation in the group may be deemed unethical, said member shall immediately resign from the group.

2.25.080 – Liaisons and representatives.

The City administrator or his designee, with the mayor's approval, may designate himself, herself, or their self, a City council member, or a City employee who will represent the City, liaising between the advisory group and City council.

2.25.090 – Attendance and absenteeism

Attendance at meetings is mandatory and will be taken at all group meetings. No member may be absent and unexcused from any three consecutive meetings. Three consecutive unexcused absences may result in removal from the group. An absence is unexcused if the absent member did not notify the presiding officer or City liaison at least ten (10) days prior to the meeting of the expected absence. A member may request a leave of absence, which must be approved by the mayor or City administrator.

2.25.100 – Open Public Meetings Act

- A. The Washington Open Public Meetings Act, (OPMA), codified in chapter 42.30 RCW and as amended or recodified, requires that all meetings of governing bodies of public agencies, including cities, counties, and special purpose districts, be open to the public.
- B. Unless the law permits otherwise, the following groups are subject to the OPMA:
1. Planning commission;
 2. Parks, Arbor and Recreation Board;
 3. Civil service commissions;
 4. Library boards;
 5. Emergency management group;
 6. Economic Development, Tourism, and Events Commission;

7. Utility and Transportation Advisory Commission;
 8. Lodging Tax Advisory Committee;
 9. Historic Preservation Committee;
 10. Advisory groups, which, in whole or in part, exercise actual or de facto decision-making authority for the City, conduct hearings, or take testimony or public comment.
 11. Other advisory groups as determined by the City.
- C. Advisory groups tasked with making non-binding recommendations, conducting community surveys or research, or serving as a liaison between City council and the community or other special interest, who do not conduct hearings or take testimony or public comment are not subject to the OPMA.
- D. All advisory group members must, upon request and as directed by the City, complete OPMA training.

2.25.110 – Nondiscrimination

No person shall be ineligible as a member of an advisory group by reason of race, color, ethnicity, native or national origin, political belief or affiliation, genetic information, religion, sex or gender, sexual or gender expression, sexual orientation, preferred pronoun use, veteran or military status, marital or pregnancy status, mental or physical disability, or any other class of individual protected from discrimination under state or federal law.

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

Governmental Accounting Finance Budget “101”

Topics

- ▶ Generally Accepted Accounting Principles (GAAP)
- ▶ Basis of Accounting
- ▶ Fund Accounting
- ▶ Governmental Budgeting

Government vs Profit Business

- ▶ KEY DIFFERENCES BETWEEN GOVERNMENTS AND FOR PROFIT BUSINESSES:
 - ▶ Legal structure
 - ▶ Political process
 - ▶ Lack of profit motive
 - ▶ Government activities - resources driven by budgets
 - ▶ For profit businesses - resources driven by the free market
 - ▶ Governments are the provider of services that are not based on fees for service (although some activities that operate as Business type activities are based on user fees such as public utilities, etc.)

Government Financial Statements

▶ FINANCIAL STATEMENT USERS

- ▶ Taxpayers
- ▶ Citizens
- ▶ Creditors
- ▶ Legislative bodies
- ▶ Grantors
- ▶ Management
- ▶ Rating agencies such as Moody's and Fitch/S&P 500

Generally Accepted Accounting Principles

- ▶ Common standards and procedures set by policy boards used to record and report accounting information and compile financial statements.

Basis of Accounting

- ▶ Determined by when transactions are recorded in the financial statements
 - ▶ Cash
 - ▶ Transactions recorded when cash is received and disbursed
 - ▶ Easy to understand
 - ▶ Not GAAP compliant for governmental financial statements
 - ▶ Accrual
 - ▶ Used to prepare government-wide & fund financial statements
 - ▶ Revenue recorded when earned or expected to be realized
 - ▶ Expenses recorded when incurred or goods/services used
 - ▶ Cash exchange is not a factor
 - ▶ GAAP compliant
 - ▶ Modified Accrual
 - ▶ Budgetary
- ▶ Based on WA State RCW [43.09.200](#), the Washington State Auditor's Office allows local governments the option to report on either a GAAP or cash basis. However, while the State Auditor's Office does not require reporting on a GAAP basis, it may be a requirement of federal grants, bonds, contracts, or other oversight agencies.

4.1.7.60 Cash basis reporting

Advantages	Disadvantages
• Financial reports that are simpler and easier to understand and use • Clear presentation of cash flows and available cash • Financial reporting that is aligned with budgets • Financial reporting may be less costly • Less training required for staff	• Statements are focused on short-term rather than long-term financial position • Less information on non-cash assets, including infrastructure, and changes in these assets • Less information on liabilities and changes in liabilities • May not be as familiar to external user

Washington State - Budgeting, Accounting and Reporting System (BARS)

- ▶ The BARS Manual directs accounting and reporting standards for local governments in accordance with [RCW 43.09.200](#). Its purpose is to provide:
 - ▶ 1. Uniform accounting and financial reporting to allow for meaningful use and comparison of financial data;
 - ▶ 2. Accounting and reporting instructions as a resource for local government managers; and
 - ▶ 3. A consistent framework for financial reporting to intended users, including managers, governing bodies, granting and regulatory agencies, the state Legislature, and the general public.
- ▶ The manual is maintained by the State Auditor's Office with input from the [Local Government Advisory Committee](#). It is continuously reviewed to ensure prescription and instructions remain current and appropriate to meet the needs of intended users.
- ▶ This manual is designated for all cash basis cities, counties and special purpose districts.

Fund Accounting

- ▶ Consists of financial statements for governmental accounting entities (Funds).
- ▶ The key **difference** in for-profit and nonprofit standards is the concept of **fund accounting**, which focuses on accountability rather than profitability. Whereas a profit entity would have a general ledger, which is a single self-balancing account, nonprofits typically have a number of general ledgers, or **funds**.
- ▶ The number of separate entities (funds) varies by agency
 - ▶ Legal requirements
 - ▶ Management judgement
- ▶ City of College Place uses 33 separate funds for financial reporting.
- ▶ The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The City uses governmental, proprietary, and fiduciary funds. Each governmental fund, expendable trust, or agency fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Proprietary and similar trust funds use the revenue, expenses, and equity accounts similar to businesses in the private sector. The City of College Place segregates money to funds based on use and function as is specified by the Budgeting Accounting Reporting System (BARS) cash basis manual created by the State of Washington Auditor's Office. The City of College Place has 33 active funds. Funds can be added or omitted to the city ledger of accounts based upon future updates of the BARS manual, recommendation of city finance staff, and passage of an ordinance by City Council. Types and definitions of funds are located below.

Fund Types

- ▶ **Governmental Funds** - The governmental fund is the default fund to be used to account for all activities of a government, except for those required to be accounted for in a different fund.
 - ▶ *Capital projects funds.* Used to account for financial resources that have been set aside for capital outlays (usually major outlays).
 - ▶ *Debt service funds.* Used to account for financial resources that have been set aside to pay for principal and interest.
 - ▶ *General fund.* Used to account for all financial resources not being reported in any other fund.
 - ▶ *Permanent funds.* Used to account for financial resources for which only the earnings can be used for the support of government programs.
 - ▶ *Special revenue funds.* Used to account for the proceeds from targeted revenue sources for which there is a commitment for expenditures other than capital projects or debt service.
- ▶ **Proprietary Funds** - Proprietary funds are used to account for the business-type activities of a government. The proprietary funds category includes the following funds:
 - ▶ *Enterprise funds.* These funds are used to account for any activity for which external users are charged a fee for goods and services, even when the government subsidizes a portion of the activity's costs.
 - ▶ *Internal service funds.* These funds are used to account for activities that provide goods or services to other funds, as well as departments or agencies of the primary government, or to other government entities on a cost-reimbursement basis.
- ▶ **Fiduciary Funds** - Fiduciary funds are used to report on assets held in trust for the benefit of organizations or other governments that are not part of the reporting entity. The fiduciary funds category includes the following funds:
 - ▶ *Agency (custodial) funds.* Used to report on resources held in a custodial capacity, where funds are received, temporarily invested, and remitted to other parties.
 - ▶ *Investment trust funds.* Used to report the external portion of an investment pool that is reported by the sponsoring government.
 - ▶ *Pension and employee benefit trust funds.* Used to report on assets held in trust for pension plans, other postemployment benefit plans, and employee benefit plans.
 - ▶ *Private-purpose trust funds.* Used to report on trust arrangements where individuals, private organizations, and other governments are the beneficiaries.

City of College Place Funds Listing

Governmental

001 Current Expense Fund
005 Current Expense Reserve Fund
012 Technology Reserve Fund
061 Employee Benefit Reserve Fund

Special Revenue

100 Street Fund
120 Criminal Justice Fund
121 Forfeited Proceeds Fund
130 Hotel/Motel Tax

Debt Service

201 ULTGO Bond Fund
235 Commercial Drive Bond Debt Service Fund

Capital

301 Street Capital Contribution Fund
305 Capital Improvement Fund (REET)
306 Capital Improvement Fund (REET 2)
309 CDBG Projects Fund
311 Street Improvement Fund
315 Facility Maintenance Reserve Fund (CE)
320 Equipment Reserve Fund
330 Economic Development Fund
340 Economic Development Reserve Fund

Proprietary

400 Water Fund
410 Water Capital Reserve Fund
413 Water Capital Improvement Reserve Fund
426 Water Bond Reserve Fund
431 Water System Construction Fund
401 Wastewater Fund
411 Wastewater Capital Reserve Fund
412 Wastewater Debt Service Fund
425 Water Revenue Bond Fund
402 Stormwater Fund
403 Stormwater Capital Reserve Fund

Internal Service Fiduciary

440 Ambulance Utility
500 Equipment Rental & Replacement
625 Flexible Benefits Plan Fund

Reserves/Contingencies

- ▶ Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Prudent use of reserve funds enables the City to defray future costs, take advantage of matching funds, and other beneficial (but limited) opportunities. Reserve funds provide the city with the ability to exercise flexible financial planning in developing future capital projects. Reserve funds are necessary to enable the City to deal with unforeseen emergencies.
- ▶ Unreserved Fund Balances - It is the City's policy to maintain an unreserved fund balance within all operating funds in a reasonable amount for emergency or unforeseen needs. The target ending fund balance shall be at least 17% of the budgeted revenues (excluding transfers in and interfund loan repayments) for the Current Expense Fund and at least 60 days' operating and maintenance expense for the other City operating funds.
- ▶ Debt Service Funds - It is the City's policy to maintain, as a target, a one (1) year average annual debt service payment reserve for all debt except assessment debt.
- ▶ Facilities Capital Reserve - The City has Facility Maintenance Reserve Fund #315 to address unforeseen City facilities capital expenditures. Contributions to the Facilities Capital Reserve Fund will be budgeted from the Real Estate Excise Tax (REET) #305 and #306 and/or Current Expense Fund #001 resources. The fund balance target to maintain in this account is \$300,000.
- ▶ Rainy Day Fund #005 - Once unreserved fund balance goals are met the City will establish a rainy day fund with the purpose of meeting any unforeseen municipal expense. Annual contributions to this fund will be budgeted from Current Expense Fund resources. All expenditures from this fund shall have prior approval of the City Council. The City will strive to achieve a target reserve fund balance of 10% of the Current Expense Fund's annual budgeted revenues (excluding transfers in and interfund loan repayments).

Budget

- ▶ The operating budget is probably a municipality's most important work product. The budget serves a number of functions:
 - ▶ At the most basic level it is a legal document that gives local government officials the authority to incur obligations and pay expenses.
 - ▶ It allocates resources among departments, reflecting the legislative body's priorities and policies, and controls how much each department may spend.
 - ▶ In most jurisdictions, the budget has evolved to include more than just financial data. Mission statements, goals, and objectives convey how budget decisions relate to a wider vision for the future of the municipality.
 - ▶ A budget can also be an evaluation tool, comparing commitments made in the previous year's budget with actual accomplishments.

Budget

- ▶ Why have a budget? Budgets play an important role for organizations of all sizes and forms. For example, budgets are used in managing the operations of government agencies, churches, hospitals, small businesses, and manufacturing companies. The expenditure levels in the budget are called appropriations and they represent spending limits.
- ▶ Appropriated Budgets
 - ▶ Appropriated budgets are mandatory in Washington State by RCW for Cities, Counties and Special Purpose Districts.
 - ▶ Budgets are adopted by:
 - ▶ Cities: by Ordinance
 - ▶ Counties: by Resolution
 - ▶ Special Purpose District: by local policy
- ▶ Budgeting affects the following managerial functions:
 - ▶ Planning, which involves setting goals to guide decisions and help motivate employees.
 - ▶ Directing, which involves decisions and actions to achieve budgeted goals.
 - ▶ Controlling, which involves comparing actual performance against the budgeted goals.

City's Budget Process

- ▶ March – August
 - ▶ Pre-Budget Items.
 - ▶ Council retreat.
 - ▶ Update and/or adopt financial policies.
 - ▶ Public hearings for capital facility plan updates.
 - ▶ Public forums or community outreach (ex: community priorities).
 - ▶ Mayor/Administrator communicates budget objectives to staff.
- ▶ Sept 12
 - ▶ Budget request to all department heads.
- ▶ Sept 13-26
 - ▶ Department heads prepare estimates of revenues and expenditures.
 - ▶ Clerk prepares estimates for debt service and all other estimates.
- ▶ Sept 26
 - ▶ Budget estimates from department heads filed with clerk
- ▶ Oct 03
 - ▶ Clerk provides estimates filed by department heads to Mayor/Manager showing complete financial program.

City's Budget Process

- ▶ Oct 4
 - ▶ Mayor/Manager provides Council with estimates of revenues from all sources including estimates prepared by clerk for consideration of setting property tax levy.
- ▶ Mid-October to Mid-November (suggested)
 - ▶ Public hearing on revenue sources including possible increases in property tax.
- ▶ November 2
 - ▶ Mayor/Manager prepares preliminary budget and budget message.
 - ▶ Files with clerk and council.
- ▶ Nov 1-18
 - ▶ Publication notice of preliminary budget and final hearing.
- ▶ Nov 1-25
 - ▶ Public hearing(s) on preliminary budget.
 - ▶ Public hearing on revenue sources for levy setting.
- ▶ Nov 08
 - ▶ Copies of budget available to public.
- ▶ Nov 30
 - ▶ Property tax levies set by ordinance and filed with the County December.
- ▶ Dec 12
 - ▶ Final budget hearing.
- ▶ Dec 31
 - ▶ Budget adoption.

Financial Transparency

- ▶ Monthly Financial Reporting
 - ▶ Actual compared to Budget
- ▶ Financial Policy
- ▶ Comprehensive Annual Financial Reports
- ▶ Adopted Annual Budgets
- ▶ Debt Information
- ▶ All information available on City website

Questions???

Salary information from comparable cities

Public Works Inspector

	Minimum	Maximum
Airway Heights	\$ 4,720	\$ 6,029
Kelso	\$ 4,514	\$ 5,643
Walla Walla	\$ 4,632	\$ 5,911
Selah	\$ 5,442	\$ 5,442
College Place	\$ 4,469	\$ 5,016
Average	\$ 4,755	\$ 5,608

Recommended Range \$ 4,983 \$ 5,608

City of College Place Job Description

TITLE: Public Works Inspector
Works Director

REPORTS TO: ~~Operations Manager~~Public

Position Summary:

The Public Works Inspector performs inspections on right-of-way work, projects, developments, and works with the building division regarding certificate of occupancy requirements. ~~Also works in the various divisions of public works performing operations & maintenance tasks.~~

SUPERVISION RECEIVED:

Serves under the direction of the ~~Operations Manager~~Public Works Director.

SUPERVISION EXERCISED:

None

ESSENTIAL FUNCTIONS

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

- Performs Right-of-Way Inspections.
- Performs Project Inspections.
- ~~Performs Development Inspections.~~
- Performs Stormwater Inspections
- Performs Certificate of Occupancy Inspections.
- Examines road repairs completed by utility companies or other third parties for compliance with plans and specifications.
- Reviews plans for new construction of and repairs to existing roads and road surfaces.
- Assists with the review and updating of Standards.
- Issues Right of Way Permits
- ~~Performs Certificate of Occupancy Inspections~~Assists with inquiries from engineers, contractors, and general public regarding City Standards, location of right-of-way infrastructure, and permitting questions.
- Operate City vehicles and equipment, including CDL vehicles.~~CDL and non-CDL required vehicles.~~

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- Keep accurate maintenance records.
- Represents the City in the field for capital projects.
- Use Power Hand Tools. Maintains records and documents related to projects, permits, and field inspections.
- Assists with preparation of progress pay estimates.
- Responds to Emergencies.
- Performs public works operations & maintenance tasks.
- Performs other duties as assigned.

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MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Basic First Aid & CPR certificate or ability to obtain within 6 months.
- Washington State Approved Flagging and Traffic Control Certificate or ability to obtain within 6 months.
- High School Diploma or equivalent.
- Degree in Construction Management or similar field is desired.
- Five years of experience in road or sewer construction Public Works or Construction Management.
- Experience in inspection work preferred. Previous Public Works or right of way inspection experience is preferred.

KNOWLEDGE REQUIRED:

- Background with computer programs including Microsoft Office.
- City organization, operations, policies and objectives.
- Principles of Construction Management and field inspection.

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SKILLS/ABILITIES REQUIRED

- Familiarity with AutoCAD Civil 2D/3D
- Ability to read and understand construction plans
- Familiarity with plan review software
- Ability to use computer Geographic Information System (GIS) programs.
- Ability to work well with a team and also independently.
- Strong oral and written communication skills.
- Ability to conduct inspections and make professional assessments of work.
- Physical ability to perform the essential job functions.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent organizational skills and attention to detail.
- Safety compliance is a condition of employment.

WORKING CONDITIONS:

Work is performed in a variety of environments.

- Frequently works near moving, mechanical parts.
- Frequently working in an environment of fumes and airborne particles.
- Frequently works in an environment that is loud.
- Will work in all climate conditions.
- Frequently required to stoop, kneel, crouch, or crawl.
- Must be able to walk, climb on ladders, and reach with hands and arms.
- Must be able to use hands to finger, handle, or feel objects, tools, or controls.
- Occasionally work is performed at high elevations, in trenches, and confined spaces.
- Ability to perform heavy labor is required. This position frequently requires lifting 50 pounds and, occasionally, 75 to 100+ pounds.
- Physically able to inspect road and sewer construction and systems.

LICENSE & OTHER REQUIREMENTS:

- Valid State of Washington or Oregon driver’s license with Class A Commercial Driver’s License (CDL) including tank, trailer, and air brake endorsements.
- Certified Erosion & Sediment Control Lead or ability to obtain within 6 months.

Classification History

Created: 9/9/2021
FLSA: Non-Exempt, Union

Mike Rizzitiello, City Administrator	Date
Mayor	Date
Employee	Date

City of College Place, Washington

ORDINANCE NO. 22-~~013~~XXX

AN ORDINANCE REPEALING ORDINANCE NO. 22-~~005-013~~ AND ADOPTING SALARIES AND COMPENSATION FOR THE MAYOR, CITY COUNCIL, APPOINTED OFFICERS, AND EMPLOYEES OF THE CITY OF COLLEGE PLACE AND FIXING THE EFFECTIVE DATE THEREOF.

BE IT ORDAINED by the City Council of the City of College Place, Washington, that;

Section 1. The salaries and wages of the various appointive officers and employees are fixed as set out in this ordinance. The salaries and wages as set out herein shall be effective from and after ~~August~~ September 1, 2022 for all officers and employees. These salaries shall remain in effect until changed by the City Council by a duly enacted ordinance. All salaries and wages are stated at the rate per month except where otherwise indicated. Unless otherwise shown, the positions have been approved with a five-step salary scale.

Position Title	Salary Range				
TITLE	STEP 1	STEP II	STEP III	STEP IV	STEP V
Section 2. NON-UNION, EXEMPT					
City Administrator	11,355				
Police Chief	10,174				
City Attorney	10,166				
Public Works Director	8,907	9,174	9,449	9,732	10,025
Engineer	8,171	8,416	8,668	8,928	9,196
Finance Director	7,911	8,148	8,393	8,645	8,904
Community Development Director	7,683	7,913	8,150	8,395	8,647
Fire Chief	7,457	7,681	7,911	8,148	8,392
Police Lieutenant	7,537	7,763	7,996	8,236	8,483
Building Official	6,710	6,911	7,118	7,332	7,552
Engineering Division Manager	5,896	6,072	6,254	6,442	6,635
City Clerk	5,718	5,889	6,066	6,248	6,435
HR Manager	5,718	5,889	6,066	6,248	6,435
Deputy Finance Director/HR Assistant	4,942	5,091	5,244	5,401	5,563
Mental Health Co-Responder (Limited Term)	4,765	5,099	5,455	5,837	6,246
Section 3. NON-UNION, NON EXEMPT					
Police Sergeant	6,812	7,017	7,227	7,445	7,668
Operations Manager	5,621	5,789	5,963	6,142	6,326
Building Inspector	5,551	5,718	5,889	6,066	6,248
Chief Clerk - Police Department	4,128	4,252	4,379	4,511	4,646
Section 4. PUBLIC EMPLOYEE UNION					
Public Works Inspector	4,983	5,132	5,286	5,445	5,608
Public Works Foreman	4,910	5,057	5,209	5,365	5,526
Water Utility III	4,615	4,753	4,896	5,043	5,194
Fleet Maintenance Manager	4,603	4,741	4,883	5,030	5,181
Water Quality Operator	4,603	4,741	4,883	5,030	5,181
Public Works Inspector	4,593	4,731	4,873	5,019	5,170
Stormwater Program/Permit Coordinator	4,590	4,728	4,870	5,016	5,166
Mechanic II	4,182	4,307	4,436	4,570	4,707

Accounting Clerk III	4,182	4,307	4,436	4,570	4,707
Section 4. PUBLIC EMPLOYEE UNION – Cont.					
Deputy City Clerk/Events Coordinator	4,182	4,307	4,436	4,570	4,707
Water Utility II	4,157	4,282	4,410	4,543	4,679
Special Enforcement Officer	4,146	4,270	4,398	4,530	4,666
Street Worker III - Applicator	4,134	4,258	4,385	4,517	4,653
Parks Worker III	4,134	4,258	4,385	4,517	4,653
Street Worker II	3,816	3,931	4,049	4,170	4,295
Parks Worker II	3,816	3,931	4,049	4,170	4,295
Stormwater Worker II	3,816	3,931	4,049	4,170	4,295
Mechanic I	3,816	3,931	4,049	4,170	4,295
Water Utility I	3,751	3,864	3,979	4,099	4,222
Accounting Clerk II	3,751	3,864	3,979	4,099	4,222
Records Clerk	3,751	3,864	3,979	4,099	4,222
Administrative Assistant I	3,751	3,864	3,979	4,099	4,222
Street Worker I	3,668	3,778	3,891	4,008	4,128
Accounting Clerk I	3,393	3,495	3,599	3,707	3,819

Section 5. POLICE UNION

Probationary (starting pay without state certification) *5043*					
Detective	6,054	6,236	6,424	6,616	6,815
Police Officer	5,874	6,049	6,231	6,418	6,611

Section 6. FIRE FIGHTER UNION

Firefighter	5,275	5,433	5,596	5,764	5,937
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Section 7. MISCELLANEOUS

Reserve Officer / per hour	15.00	
Part-time Police Records Clerk / per hour	21.59	Maximum 16 hours/week
Laborer / per hour		Minimum Wage to \$18.00 per hour
Intern / Work Study Program		Negotiated by Administration
Hiring <u>/Retention</u> Bonus	Up to \$5,000.00	per hire to be negotiated by Administration

Section 8. 2.08.060 Compensation of Mayor. The Mayor shall be paid the sum of one thousand five hundred dollars per month and in addition receive reimbursement for actual expenses incurred in the discharge of his official duties upon presentation of claim for such expenses and approval by members of the City Council. The City Council will provide, by appropriate resolution from time to time, additional necessary supportive expenses for the carrying out of the necessary functions of the Mayor and his/her office.

Section 9. 2.08.070 Compensation of Council. Each member of the Council of the City, if elected subsequent to the effective date of the ordinance codified in this section, shall receive the sum of three hundred seventy-five dollars per month.

Section 10. Insurance - Non-Union, Exempt employees. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Exempt employees: medical, dental, and vision insurance (full family), up to a \$100,000.00 life insurance policy (as offered by vendor), and Long Term Disability Insurance.

Section 11. Insurance - Non-Union, Non-Exempt. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Non-Exempt employees: medical, dental, and vision insurance (full family) with an employee contribution of \$40.00/month, up to a \$100,000.00 life insurance policy (as offered by vendor), and Long Term Disability Insurance.

Section 12. Additional Compensation. Occasionally, the Fire Chief may work as part of a Washington State Incident Management Team involved in fighting fires, wildfires, or other disaster. The City will pay the Fire Chief for work outside of his normal work hours while deployed at 1.5 times his regular rate of pay. The City will subsequently be reimbursed by the agency utilizing his services for the amount of wages and benefits expended.

Section 13. Paid family and Medical Leave Act. The City will contribute the employer portion of the premium and the employee will contribute the employee portion of the premium.

Section 14. Ordinance No. 22-~~005-013~~ is hereby repealed.

Section 15: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 16: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 17: Effective Date. This ordinance shall be effective ~~August~~ September 1, 2022 upon its passage and publication as required by law.

PASSED by the City Council of the City of College Place, Washington, this ~~9th~~-13th day of ~~August~~September, 2022.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

~~Lisa R. Neiss~~Sherri St. Clair,
City Clerk

Rea Culwell, City Attorney