



SELAH CITY COUNCIL

5:30pm September 8, 2020



*Selah City Council
Regular Meeting
Tuesday, September 8, 2020
5:30pm
Via Zoom*

Mayor:
Mayor Pro Tem:
Council Members:

Sherry Raymond
Roger Bell
Russell Carlson
Jacquie Matson
Kevin Wickenhagen
Clifford Peterson
Suzanne Vargas

CITY OF SELAH
115 West Naches Avenue
Selah, Washington 98942

City Administrator:
City Attorney:
Clerk/Treasurer:

Donald Wayman
Rob Case
Dale Novobielski

AGENDA

- A. Call to Order –Mayor Raymond
- B. Roll Call
- C. Councilmember Absence – Motion to Excuse
- D. Pledge of Allegiance
- E. Invocation
- F. Agenda Changes
- G. Public Appearances/Introductions/Presentations
 - 1. Katrina Henkle, Selah Downtown Association – Update
- H. Getting To Know Our Businesses **None**
- I. Communications
 - 1. Oral

This is a public meeting. There will be 30 minutes allotted for oral public comment, with those wishing to speak identified in the order that public comment forms are received. Written comments submitted will be read into the record at the end of the oral comment period. At the end of each person's allotted time, they will be notified that their time is up and muted to allow for the next person to speak.

Each person wishing to speak shall have a total of three minutes to address the Mayor and Council. Your three-minute comment period is not intended to be a question and answer session with the Council; it is simply an opportunity for you to express your perspective regarding any matter surrounding the Selah Community.

Persons wishing to speak are required to maintain appropriate civility. Comments that are impertinent, degrading, slanderous, or impugn the integrity of any member of the Council, employee of the city, or any member of the public shall not be permitted.

- 2. Written **None**
- J. Proclamations/Announcements **None**

K. Consent Agenda

All items listed with an asterisk (*) are considered routine by the City Council and will be enacted by one motion, without discussion. Should any Council Member request that any item of the Consent Agenda be considered separately, that item will be removed from the Consent Agenda and become a part of the regular Agenda.

Monica Lake * 1. Approval of Minutes: August 25, 2020 Council Meeting

Dale N. * 2. Approval of Claims & Payroll

L. Public Hearings **None**

M. General Business

1. New Business **None**

2. Old Business **None**

N. Resolutions

Jeff Peters 1. Resolution Authorizing the Mayor to Enter into a Contract with Dude Solutions, Inc. for the Purchase of Their SmartGov Permitting Software and Submit for Reimbursement under the CARES Act

Eric Steen 2. Resolution declaring Police Service Shotgun Surplus and Authorizing Disposition of the Same as Additional Consideration for Service Provided

O. Ordinances

Joe Henne 1. Ordinance Amending Section 8.70.020 of the Selah Municipal Code, "Parking Prohibited on Certain Streets", Providing for Severability; and Establishing an Effective Date

Dale N. 2. Ordinance Amending the 2020 Budget for Legal Services

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

2. Council Members

3. City Administrator

4. Boards

Monica Lake a. Lodging Tax Advisory Committee Minutes – April 27, 2020

4. Mayor

R. Executive Session **None**

S. Adjournment

Next Regular Meeting September 22, 2020

Each item on the Council Agenda is covered by an Agenda Item Sheet (AIS)

A yellow AIS indicates an action item.

A blue AIS indicates an information/non-action item.



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting

Informational Item

9/8/2020

Q – 4a

Title: Lodging Tax Advisory Committee Minutes – April 27, 2020

From: Monica Lake, Executive Assistant

Action Requested: Informational - No action needed

Staff Recommendation: N/A

Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: Informational only

City of Selah
Lodging Tax Advisory Committee Meeting
Monday, April 27, 2020
Electronically via Zoom

A. CALL TO ORDER

Chairman Carlson called the meeting to order at 10:58am.

B. ROLL CALL

Members Present: Russell Carlson; Bill Harris; Jean Brown

Members Absent: Shelly Monson; Tina Garner

Staff Present: Donald Wayman, City Administrator; Treesa Morales, Recreation Manager; Andrew Potter, Human Resources Manager; Monica Lake, Executive Assistant

Guests: None

C. APPROVAL OF MINUTES

1. Minutes from Board Meeting February 24, 2020

Board Member Harris moved, and Board Member Brown seconded, to approve the February 24, 2020 Minutes. By voice vote, approval was unanimous.

D. COMMUNICATIONS

1. March 2020 Financials

Chairman Carlson referred the board members to the copies provided, saying that everything has come to a standstill, and monies previously allocated have not been distributed due to cancellation of events such as Community Days.

A brief discussion followed on the current balance and 2020 expenditures.

E. GENERAL BUSINESS

1. Cash out schedule for approved funds

Chairman Carlson broached the subject of timely disbursement of monies to approved applicants such as the Selah Community Days Association (SCDA), who had their application approved last November, as he felt there had been different variations regarding disbursement.

Discussion followed on topics including the difference in events, why this was a discussion item, the possibility of funds being used for security deposits rather than simply reimbursement from receipts, the need for consistency, amending the application to add a line item to check if funds are needed for deposits and requesting a schedule up front from the applicant, the need to show the State auditors that they have complete control over the funds, the ability of LTAC to indicate on the application where the approved funds would have to go, not putting any timeline on disbursement of funds, leaving it as is standard reimbursement of receipts unless a security deposit needs to be paid up front.

2. Event cancellation and use of funds

Chairman Carlson wondered how they would handle an event cancellation if money had already been distributed.

Discussion followed on topics including money lost on dated merchandise, the need to support the cancellation with appropriate documentation for the State Auditor, down payments and booking fees, the possibility of adding legal language to protect funds from abuse for future events that may be canceled, the risk to both the LTAC board and promoters when an event is canceled, and the need to be a bit flexible when funds were used for deposits.

3. Adding clauses for #1 and #2 to the contract

Recreation Manager Morales said that they have discussed needing money up front for deposits, and that she would verify whether there was anything on the application about event cancellation, but would leave as is unless directed to change it.

4. Discussion of approved funds for 2020 Community Days

Chairman Carlson said that he didn't believe any money was disbursed to SCDA.

Recreation Manager Morales agreed, saying that the funds were approved for 2020 and they would need to resubmit to use them for a different event than listed in the application.

5. Potential for conservative year based on decreased hotel stays

Chairman Carlson said that he had hoped that Board Member Garner would be in attendance, as his expectation was that funds would be more conservative this year. He suggested that they go sparingly on funding events this year as they know what will happen next year for events.

A brief discussion followed on all AA and private team leagues being suspended at the moment, and no information yet from the Selah Little League regarding their end of July tournament.

6. List of 2019, 2020, and 2021 events

Chairman Carlson asked about getting a list of events to have as a comparable on what was approved from the previous year.

Recreation Manager Morales replied that the four main events are the 2A tournament, Selah Community Days, the 4th of July, and the Hot Rods on 1st Street car show, all of which had been approved for LTAC funds the previous year and were anticipated to be approved for the following calendar year. She noted that the only new one for 2020 would have been the All-Star Tournament put on by the Selah Little League, as they indicated they would be submitting an application.

A brief discussion followed on when they would turn in an application, what the funds would be used for, the financial health of the SCDA, and where the SCDA funds are generated beyond LTAC funds.

7. Airbnb occupancy fees

Chairman Carlson asked if there had been any research done on collection of the Airbnb fees.

Recreation Manager Morales replied that the information received from Clerk/Treasurer Novobielski revealed that the City had received transient rental tax from Quality Inn, Yakima Elks Club, Airbnb Inc, Homeaway Inc, and VRBO Rental Home.

Chairman Carlson inquired as to the City's Airbnb policy.

City Administrator Wayman responded that they don't regulate them; they aren't addressed in the municipal code.

8. May meeting date switch to 5/18/2020 due to holiday weekend

Board Member Harris moved, and Board Member Brown seconded, to change the May meeting date to May 18, 2020 due to the holiday weekend. By voice vote, approval was unanimous.

F. NEW BUSINESS

1. Fund 121 Tourism Budget

Chairman Carlson spoke about Recreation Manager Morales's regular pay and personal benefits not being included in applications for approval the past four years, saying that he had a discussion with Clerk/Treasurer Novobielski about the State RCW requiring all monies from Fund 121 to have an application and recommendation from LTAC to justify why the money was going out of the account.

Discussion followed on expenditures from the fund, the legal standpoint, the need for the City to justify the salary and personal benefits in the LTAC budget, Recreation Manager Morales's involvement in community events and tourism, and ensuring the board is compliant with State RCW.

Board Member Brown moved, and Board Member Harris seconded, to recommend that they remind the City to submit application for any funds needed from LTAC. By voice vote, approval was unanimous.

G. BOARD MEMBER REPORTS

Board Member Harris said that GYGSA was discussing their options for the season, and if the May 5 deadline was extended at all they might cancel softball league for the year.

Board Member Brown said that the Selah Chamber would be putting on a fall event, and would be reaching out to the Selah Downtown Association (SDA) and other entities to partner with them on Wine, Dine and Beyond, which is slated for October.

Chairman Carlson commented that the SDA Sip & Stroll was postponed with a scheduled date yet to be determined.

Recreation Manager Morales said that they received notification that morning that Governor Inslee was slated to make an announcement that afternoon that might address park and recreation use, after which there would be a meeting to see what other communities are doing with regard to sports.

H. ADJOURNMENT

Board Member Harris moved, and Board Member Brown seconded, to adjourn the meeting. By voice vote approval was unanimous.

The meeting was adjourned at 11:49pm.



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
9/8/2020	K – 1

Title: Approval of Minutes: August 25, 2020 Council Meeting

From: Monica Lake, Executive Assistant

Action Requested: Approval

Staff Recommendation: Approval of Minutes

Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: See Minutes for details

Recommended Motion: Motion to approve the Consent Agenda as read.
(This item is part of the Consent Agenda)

City of Selah
Council Minutes
August 25, 2020

Regular Meeting
Electronically Via Zoom
115 West Naches Avenue
Selah, WA 98942

- A. Call to Order Mayor Raymond called the meeting to order at 5:30 pm.
- B. Roll Call
- Members Present: Kevin Wickenhagen; Jacquie Matson; Clifford Peterson; Roger Bell; Russell Carlson; Suzanne Vargas
- Members Absent:
- Staff Present: Donald Wayman, City Administrator; Rob Case, City Attorney; Joe Henne, Public Works Director; Andrew Potter, Human Resources Manager; Monica Lake, Executive Assistant

- C. Councilmember Absence – Motion to Excuse **None**

- D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance.

- E. Invocation

Pastor Scott Ruark gave the prayer.

- F. Agenda Changes

Add: G – 1

- G. Public Appearances/Introductions/Presentations

1. Katrina Henkle, Selah Downtown Association – Update

Katrina Henkle, Selah Downtown Association Executive Director, addressed the Council. She said that they have a refill on their stock of free masks to give out to businesses, which will be the last from Emergency Management, and that they have a group of volunteers working with Comprehensive Mental Healthcare to do a series of webinars regarding COVID, the quarantine, and how to spot issues, where people would be able to ask questions anonymously. She remarked that they are working side by side with the City on grants for Selah businesses, and anticipate that applications would be available by the beginning of next week.

City Administrator Wayman commented that they would have approximately one hundred fifty thousand dollars to distribute to businesses with their committee, and requested that Ms. Henkle announce the names of the committee members.

Ms. Henkle stated that the three were David Smeback, a former Selah Council Member; Brian Rafferty, President of the Selah Chamber of Commerce; and Owen Packard, a Selah Downtown Association board member.

Mayor Raymond thanked her for all her work on that.

H. Getting To Know Our Businesses **None**

I. Communications

1. Oral

Mayor Raymond opened the Public Meeting, reading aloud the rules of conduct stated in the Agenda.

Executive Assistant Lake said that there were thirty-eight comments submitted, of which seven were duplicate submissions and seven would not be read aloud. She requested that the public refrain from submitting duplicates of the same comment via the online portal for any one Council Meeting, adding that they would receive an automated notification that their comment had been received. She read aloud the following statements provided via the online public comment submission form.

From Bill Callahan:

City Attorney Rob Case appeared to send a "Cease and Desist" via a message on FaceBook to a parody City of Selah account. He wrote: "This is an imposter Facebook account. It is not an actual City of Selah account. I am the municipal ATTONTEY for the City of Selah. In that role, I am hereby instructing whomever is running this account to immediately take it down and to forever cease and desist. You will be SURE civilly and/or prosecuted criminally if you do not comply." Please note that the only words he misspelled (attontey instead of attorney and sure instead of sue) are some of the only words in his message that actually relate to his profession. Many citizens who saw this message wondered if it was even legal to order a cease and desist via FaceBook comment. His message raises potential censorship concerns for many Selah citizens. We are SURE civically that there is a long and solid history of freedom of speech protection for parody and satire in the United State of America!

From Odessa Moore:

Donald Wayman's recent behavior toward Selah Police officers, combined with the City's dismissal of the Police Department's Union who expressed concern on their behalf, seem to indicate a clear lack of appreciation on the City's behalf. Donald Wayman stated that the police chief has been expected to retire for some time, and Mr. Potter stated that officer Singletary left to pursue education. This seems to be in stark contrast to what Union Representative Dave Simmons has said about the matter. He has stated that several officers are looking for jobs outside of Selah, along with the police chief retiring at the end of this month. He has stated that he believes the harsh stance the City has taken on chalk is a "significant contributing" factor to those events. Simmons stated that officers are "being placed in a situation here of what they believe to be in the middle of two opposing opinions...

they feel like they're in a no win situation,". It seems misleading that in the last City Council meeting this pressuring factor was not even mentioned as a possibility as to why officers are leaving the Selah Police Department.

From Daniel Callahan:

On July 21st, 2020 City Attorney Rob Case claimed "I don't believe I've had any conversations with... even police department people. The only people I've been speaking to at the City in regards to this would be the mayor and the administrator and some other office type folks". "This", in reference to the chalk issue. Between Late May when the issue began and July 21st, Rob Case had multiple meetings with the Chief of Police Richard Hayes Present. Sergeant Reeves also stated on July 6th that he received direction from the City Attorney on that same day, specifically regarding how to enforce chalk on public property. Rob Case and Sergeant Reeves were both present at a protest on July 6th that involved chalk art in front of city hall. Rob Case and Sergeant Reeves were both spotted on their mobile phones that evening. According to Rob Case's July 21st statements, he never corresponded with any "police department people". I hope he meant police officers, as I would expect that he knows that's what we usually call people who enforce laws and work for police departments, but I digress. Many members of the public find it hard to believe that the topic of chalk art and it's legality never came up during multiple meetings with the police chief. They are similarly skeptical that Case was at no time speaking with any police officers about chalk while on the phone on July 6th. They are skeptical still that Rob Case didn't speak to Sergeant Reeves about the issue they were both at City Hall for, despite both being present at the same time on July 6th. I sincerely hope Mr. Case was not lying to the Selah public during an official City town hall meeting. I'm sure all would agree that it would be inappropriate for a city employee to do so.

From Courtney Hernandez:

Donald Wayman has been recorded standing next to his City of Selah vehicle, while it's lights were flashing, and while he was directing a sidewalk cleaning, yelling hate speech at a local citizen. He shouted "Are you still a drunk?". Many citizens consider this extremely inappropriate behavior for Mr. Wayman to be engaging in while he is obviously on duty, working for the City of Selah. City officials should be held to a higher standard.

From Colton Backer:

The City of Selah has threatened to prosecute chalk artists for drawing solely on sidewalks. This is not libelous. This happened at least once on July 6th, 2020. According to Sergeant Reeves of the SPD chalk artists drawing on sidewalks were to be given a verbal warning, and if caught again they were to be charged with a graffiti violation and malicious mischief. Officer Reeves claimed that he was told by the City Attorney that the Supreme Court of the United States ruled that any writing on government property was illegal, everywhere across the country, regardless of medium. This is despite cases in cities like Seattle, Spokane, Orlando, Las Vegas and San Diego where chalk art on government property is often not considered illegal. Reeves said that he received word that this Supreme Court case concluded in 2019. This raises potential censorship concerns for many Selah citizens.

From Julie Field:

Mayor Sherry Raymond stated that there would be multiple town hall meetings hosted by the City last July. She hosted one meeting on July 21st, and soon afterward sent out a letter saying no more town hall meetings would be held. She went back on her word. This raises potential censorship concerns for many Selah citizens.

I would it if Mayor Sherry would herself respond to this NOT Mr Wayman or Mr Case please.

From Gabriel Fabian:

Chalk and dirt are quite similar, chemically speaking. They both deface public property to a similar degree when they are on streets and sidewalks. They are both swept away at nearly the same rate when a vehicle passes over them. They are almost identically water soluble. Yet our city has seemed much more focussed on removing chalk from sidewalks and streets than dirt. From a chemists' viewpoint, chalk and common dirt are quite hard to distinguish. If the city is to threaten prosecution for chalk on public property, they must also do the same to individuals who spill dirt on streets. Any definition of graffiti or malicious mischief that includes chalk would have to include dirt because of the similar chemical properties. Many members of the public consider it ridiculous to consider something as elementary as dirt "graffiti", yet by transitive property, if chalk meets this standard then so does dirt.

From Anita Callahan:

According to City Attorney Rob Case, The City of Selah found and destroyed a memorial dedicated to a fallen soldier. According to him it occurred on the 4th of July. I could not think of a less appropriate time to disrespect someone who died for our country. The public has a right to know that this is what city leadership thinks of our military.

From Caleb Nass:

Here are excerpts from the police department union representative's letter in regards to the recent chalk issue. This document is a matter of public record and I believe the public deserves to know what it says: "As I expressed to you and the City Attorney in our meeting on July 16, 2020, the actions and provocations by the City Administrator concerning protesters have inflamed a volatile situation which we fear places the citizenry and officers at risk. We want you to understand the difficulty that causes police officers, who work in an environment that is based on following directions and lawful orders. The current situation is causing officers to consider leaving the Selah Police Department and has had a negative impact on the officer's morale.

This letter will also memorialize our concerns over the position adopted by the City regarding the criminality of an individuals' use of chalk as communication on public walkways within city limits. As I am sure that you know, chalk art on walkways has been a mode of communication within the City of Selah over the years on a variety of topics. Until recently, individuals were able to engage in expressing speech on walkways without direction to the police officers from the city to take enforcement action in any way. Now, however, the city has directed police officers to take action against those who use chalk art in support of a particular political view under the theory that such an act now constitutes a criminal act. For reasons described herein, the city's divergent application of what constitutes criminal activity is deeply concerning to the Union on behalf of the represented employees.

As part of the Union's investigation into whether the City's directive constitutes a lawful order, I have attached a copy of an Order issued by the Chief Judge of the United States District Court for the Eastern District of Washington in Bledsoe v. Ferry County Case No. 2:19-CV-227-RMP. This is the division of the U. S. District Court that includes The City of Selah.

As explained therein, the Court concluded that the criminal reach of the malicious mischief statute, RCW 9A.48.090, did not extend to an individual's use of chalk on public walkways. Most significant for purposes of this letter, is the Court's analysis concerning subsection (b) of the malicious mischief statute which allows for prosecution in cases

involving federal buildings even without a showing of property damage. The District Court specifically noted that the plain language of this subsection made clear that it did not apply to public walkways.

Because of the potential of individual liability to officers for a constitutional violation in the course of employment, the Union requests that the city provide an explanation as to how it would constitutionally and statutorily distinguish its directive to criminally investigate and report individuals who use chalk on public walkways within the city limits to express speech from the scope of the Order of the U.S. District Court in *Bledsoe v. Ferry County* which notes that such conduct does not constitute criminal activity. This request is made pursuant to RCW Chapter 41.56."

From Lindsay Johnson:

During the last City Council meeting 3 out of 10 public comments submitted were not read. All 3 comments were critical of city leadership. No comments in support of the Mayor or City Administrator were excluded. This raises potential censorship concerns for many Selah citizens.

From Kalah Lalley:

Recently, a letter from the police union that represents our police department requested that an outside entity conduct an investigation into the actions of our city administrator, Don Wayman. Furthermore, we have Selah police officers who are considering leaving the department, and arguably some who already have, due to his directing officers to take action against those who use chalk to express a particular political opinion. This is not libelous as the letter is now a matter of public record. I have significant concerns that this same man is now heading up the recruitment and ultimate hiring of our new police chief. This is entirely unacceptable and demonstrates the same lack of oversight Selah that continues to harm the reputation of our town.

From Anita Callahan:

I do not believe that Mr. Case's contract should be amended to give him an extra \$1,000.00/month raise. Mr. Case agreed to the contract he signed in September of last year. That contract stipulated that he be paid \$9,000 a month for his legal services. If Mr. Case no longer agrees with the conditions of the contract he signed, it would behoove him to quit his job as the Municipal Attorney. Additionally, I find it inappropriate that Mr. Wayman is recommending the approval of this contract change, considering the fact that Mr. Case is representing him in a private capacity. It may be better for all parties involved if Selah found an attorney who was not representing the man proposing his raise.

From Jackie Bobeck:

I think it is entirely inappropriate to give Rob Case, city attorney, \$10,000 a month with a \$1,000 increase suggested by Donald Wayman. It is extremely disheartening that that even be under consideration seeing as he also defends him privately. My tax money should not fund this mans paycheck. There is a definite conflict of interest and this needs to be addressed.

From Wayne Worby:

The utility tax being collected to retire the debt on the Marudo property was projected to be paid off in September. Is that time line still accurate and when may citizens see the reduction in utility bills. Thank you.

From Ben Johnson:

I believe there is a time when a leader must look at their material situation and ask "regardless of my intentions, have I improved conditions for those I'm serving?" I think if Selah's top elected and un-elected officials ask themselves that in regards to the course of action taken from the time of Mr. Wayman's conversation with Yakima Council-member Cousens until today, the answer is "no." Selah's reputation is worse and its residents are more divided as a result of their leadership.

I hope those officials can look past their personal interests and pride to realize that they've lost the confidence of enough of their residents to make their continued leadership counter-productive to the long term well being of the people they are serving. I ask those officials to put the needs of their fellow residents before their own and resign.

From Tricia Smith:

The following is an excerpt from a police report describing a June 30th incident where Donald Wayman gave orders to a Selah Police officer to arrest citizens if caught drawing on sidewalks with chalk. It is a matter of public record: "I exited my patrol vehicle and approached Wayman, as I neared him he said in a very serious voice "AND WHAT TIME DID YOU GET IN?" I advised him I got on shift today at 1600 hours.... He was quite upset while speaking with me and I felt as though he was taking out his frustrations on me as he stated "THESE HOOLIGANS AND THUGS ARE DEFACING PROPERTY" He very sternly stated "I WANT THEM ARRESTED AND CHARGED WITH MALICIOUS MISCHIEF, IT'S A GROSS MISDEMEANOR."... I advised Wayman that I would check on the property throughout the night as time allowed and if anyone was defacing the property we would deal with it. He was still as frustrated and did not seem happy with my answer, prior to ending our conversation he stated "IF THEY WANT A FIGHT THEY WILL GET ONE". This report seems to indicate that Wayman has resentment for Selah police officers. It also seems to indicate that Wayman gave orders to arrest chalk artists drawing on sidewalks, despite the court ruling in the "Blesdoe v. Ferry County" case, which proved that the Washington malicious mischief statute doesn't apply to sidewalks. This begs the question, if this law doesn't apply to the chalk art present on the night of this police report, why would Donald Wayman order a Selah police officer to arrest and charge the artists?

From Breanna Rowe:

During the City Council Meeting on June 24, 2020, City Administrator Donald Wayman went on record calling Selah residents and activists across the country "Devoid of intellect and reason". During this time the City was not allowing any public comments at City Council meetings. This leaves us with one of two possibilities. Either the City made an exception for Mr. Wayman to give public comments as a private citizen when no other community members were allowed to, or he went on record as a representative and highest paid employee of the City and stated that these people were "devoid of intellect of reason". I think the public has a right to know whether Mr. Wayman was allowed to give a public comment, violating the open meetings act, or he was acting in his duties as city administrator and got paid to spew hate speech aimed at those he disagrees with.

From Darla Markle:

I've been following the issues with the BLM activists & the chalk graffiti on city property. I'm appalled at the push of a political agenda onto a city. This is not about bringing a community together but to sow discourse. For almost 6 months now we've seen burning, looting, chaos, hate & destruction all with the name Black Lives Matter group attached proudly to these riots. They are not protests because protests do not burn buildings & harm others. Why is one group so bent on bringing a name of an activist group connected to chaos to our community? Its not about

Black lives. If you live in a community, you do not get special privilege to graffiti your political messages wherever you please. Or else its open season for all political beliefs. Would this group object MAGA all over city property? Enough of division. And yes, BLM leaders have declared themselves as Trained Marxists. Reading their mission on their website shows they have nothing in line with values of Selah community.

From Julie Field:

Mayor Sherry Raymond stated that there would be multiple town hall meetings hosted by the City last July. She hosted one meeting on July 21st, and soon afterward sent out a letter saying no more town hall meetings would be held. She went back on her word. This raises potential censorship concerns for many Selah citizens.

I would like to hear why from the Mayor herself NOT Mr. Case or Mr. Wayman. Thank you.

From Julianne Moore:

I strongly oppose a pay raise to Rob Case
Many Selah residents are out of work and are struggling.
It is unacceptable to increase a contract employees salary at this time.
Not surprised that Wayman suggested the increase to his personal attorney .
Are we sponsoring Don Waymans's legal fees to Rob Case(through the back door) !!!!
Wayman and Case need to go NOW
Selah was a lot better of without them

From Jason Moore:

The City of Selah has repeatedly removed chalk art advocating for racial equality from a dead end street, several times. This raises potential censorship concerns for many Selah citizens. The city has allowed various forms of chalk art in the past. Why now does there seem to be such a concern about this issue?

From Sarah Runion:

The City Code states that Political Signs do not need a permit, however, recent political signage that calls to Fire Wayman(a political figure) are being removed. This blatantly shows discrimination, and when contacting the code enforcer, we are instead directed to Wayman. This town deserves leadership that is empathetic to the concerns of its citizens.

From Joe Tanner:

Mr. Wayman, can you please refrain from referring to the current virus as "Wuhan virus".

From Cassandra Collins:

The City police department recently took down their official facebook page. Before it was taken down many comments questioned why a post said a recent police report was cleared of suspicion despite the patrol officer telling the family involved to call 911 if they saw a certain individual or vehicle in their neighborhood. This raises potential censorship concerns for many Selah citizens.

Having no further comments to be read, Mayor Raymond closed the Meeting.

2. Written

a. Code Enforcement Report for July 2020

J. Proclamations/Announcements **None**

K. Consent Agenda

Executive Assistant Lake read the Consent Agenda.

All items listed with an asterisk (*) were considered as part of the Consent Agenda.

* 1. Approval of Minutes: August 11, 2020 Council Meeting

* 2. Approval of Claims and Payroll:

Payroll Checks Nos. 83729 – 83743 for a total of \$210,210.28

Claim Checks Nos. 75250 – 75312 for a total of \$309,679.68

Council Member Bell moved, and Council Member Matson seconded, approval of the Consent Agenda. By voice vote, approval was unanimous.

L. Public Hearings **None**

M. General Business

1. New Business **None**

2. Old Business **None**

N. Resolutions

1. Resolution Authorizing the Mayor to sign a contract between the City of Selah and General Industries, Inc. of Spokane, WA. for the Well No. 7 Redevelopment – New Pump Installation Project

Public Works Director Henne addressed N – 1. He briefly spoke about what had been done to Well No. 7 to increase water flow and maximize the City's water rights, including a camera to examine the well casing, scrub and bale out of the bore hole, and test pumping to determine the size of turbine pump and depth needed to provide the flows they were looking to acquire. He went on to say that they sent out a request for bids, with the lowest responsible bid at twelve percent above the engineer's estimate from Spokane Valley General Industries, Inc., and that Public Works is recommending to move forward with awarding the contract to allow them to install the new pump over the winter while demand is low and they can take the well offline.

Council Member Carlson asked where Well No. 7 was located.

Public Works Director Henne answered that it's the pump house in northeast corner of Carlon Park adjacent to Goodlander Road and west of the coffeeshop on the corner.

Council Member Carlson inquired as to what issues they were seeing as a result of lower flow, that caused the need for all the work to be done.

Public Works Director Henne replied that Well No. 7 is an artesian well put that in over twenty years ago, and as the water level has dropped in the well casing the centrifugal pump has dropped down to eleven hundred gallons per minute. He added that the City's water rights are for two thousand per minute, and they wish to keep those water rights intact.

Council Member Carlson wondered if any businesses or homes were feeling a loss of pressure or if it was about water rights.

Public Works Director Henne responded that it was about water rights, as they want to have water rights up to the two thousand gallons per minute they currently have.

City Administrator Wayman commented that they have not moved forward with selling the property behind the motor lodge in case they need to drill a well there, but the hope is that this meets their pumping allocation.

Council Member Carlson agreed that it seems like the cheapest option.

Council Member Wickenhagen moved, and Council Member Peterson seconded, to Approve the Resolution Authorizing the Mayor to sign a contract between the City of Selah and General Industries, Inc. of Spokane, WA. for the Well No. 7 Redevelopment – New Pump Installation Project. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Vargas – yes; Council Member Peterson – yes; Council Member Bell – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

1. Resolution authorizing the Mayor to sign an Amendment to the Contract for Legal Services with D.R. (Rob) Case, (WSBA #34313)

City Administrator Wayman addressed N – 2. He recommended approval of the contract amendment for City Attorney Case that would amend his salary to ten thousand per month, the same as Bob Noe was making prior to his departure. He said that with sales tax reports showing exceptionally high figures for July and August, he's quite comfortable recommending a bump in pay for the City Attorney. He explained to Council that when Rob Case was selected as the City Attorney they weren't sure about his experience with municipal operations, but as far as he and the Mayor are concerned he's done an excellent job with regard to matters such as understanding the law, doing very thorough research, drafting and reviewing legal documents for staff, and spending more time than anticipated on each before moving onto the next project. He went on to say that during his consideration for employment it was understood that he should be hired on a get to know you price regarding his monthly and yearly income, and as far as Mayor and he were concerned he's more than earned the ability to draw an

additional thousand dollars per month to put him on par with the previous attorney. He noted that the City Attorney has done this in the face of some of the vilest personal attacks anyone in public service could possibly imagine, but has persevered and continued to work hard.

Mayor Raymond remarked that City Attorney Case has been very thorough, and she has faith in him. She felt that if a thousand more a month fits into the budget then he deserved the increase, although she wasn't sure if they had discussed bringing it up before.

City Administrator Wayman replied that he can't talk about what was discussed in Executive Session.

Mayor Raymond commented that she knew after six months he was well worth what he was making.

Council Member Matson had a number of questions to ask, starting with how the City Attorney felt about the wage he was hired at when he signed a contract last year.

City Attorney Case responded that technically it was just compensation, saying that he understood it to be a discounted initial rate, and he was willing to sign on for it at that time for a get to know you price. He added that he was aware of what Bob Noe was making and the proposal for an in-house attorney.

Council Member Matson asked if the City has asked him to do anything outside the contract that he has not been compensated for.

City Attorney Case answered in the negative, saying that were he to do work and not get compensated for it there would be a discussion about that. He went on to say that his contract has two components to it, and while there have been things that weren't contemplated at the outset, such as COVID, discussions with the Governor, and recent chalk issues, the simple answer is no.

Council Member Matson requested an explanation for why such a large increase would be justified.

City Attorney Case replied that, while he isn't aware of anyone being asked to justify their potential raise in the past, the Mayor and City Administrator Wayman are happy with his work and it is them bringing this forward to put him on a par with what Bob Noe was making. He noted that he would still be underpaid on a two-year period compared to his predecessor, and that he feels the City would be best served by an in-house full-time position at twelve thousand a month, but that wasn't a subject for discussion today.

Council Member Matson wondered if they felt that Mr. Noe and City Attorney Case have had comparable experience in municipality representation.

Mayor Raymond responded that they are two different personalities. She said she has worked more with City Attorney Case than she ever did with Mr. Noe, adding that City Attorney Case is very thorough in what he does, and that while she is sure Mr. Noe is too, she never saw that side of him.

Council Member Matson asked how often in the past has an adjustment on compensation been made in regard to their legal services.

Mayor Raymond deferred to City Administrator Wayman.

City Administrator Wayman answered that he believed they came back to Council a couple times to ask for raises for Mr. Noe, Ms. Dornay and the public defender.

Council Member Bell commented that to him it's not an issue about City Attorney Case's performance, as he feels that over the course of the past year they've gotten great advice on different matters that have come before Council and have been given answers for Council to help them make better decisions going forward. He added that he personally checked with other people that he knows in the Yakima and Selah area as to City Attorney Case's qualifications and their experience with him and had several people make unsolicited comments that have spoken very highly of City Attorney Case's knowledge and ability to represent the City. He stated that they already went through the issue of his representation of City Administrator Wayman on a personal matter before, which to him was put to bed, but his questions going forward relate to the timing for it, as historically he believes that raises have been considered through the budget process. He said that in his opinion these kinds of matter would be better served in budget process rather than a separate Resolution, as it opens the door to allow additional negotiations outside the budget process for other people.

Council Member Carlson read aloud an excerpt from the Agenda Item Summary, saying that he truly doesn't recall a conversation about raising his contract after an appropriate period of observation. He remarked that he can't speak on whether some people had that in their minds, but he didn't recall discussion about that. He felt it very unfortunate and inappropriate what City Attorney Case has had to deal with, as people should treat others with respect, and apologized from his seat for what he was having to deal with, although he noted that another attorney in that seat would have dealt with the same for City events and COVID responses. He definitely felt this was a matter to discuss during budgeting, adding that from a business perspective just because money was there today doesn't mean it would be there tomorrow, and it should be stored away for a rainy day in order to be cautious of taxpayer money.

Council Member Vargas said that she had been doing some thinking about it as well, and that she felt an eleven percent raise was hard to justify in the midst of a pandemic and outside the budget process. She added that they're in the business of saving taxpayer dollars, and if they have extra money they need to save it and discuss it when they go into budgeting. She stated that she would need a really strong justification to look at amending a contract outside the normal process, and that in looking at the going rate for an attorney of between two hundred seventy-five to three hundred twenty-five dollars per hour it would be thirty-two to thirty-eight hours instead of the thirty-one to thirty-six hours proposed.

City Administrator Wayman responded the budget goal set for sales tax was one million, three hundred seventy-eight thousand, and to date they're at over one point five million and set to exceed the goal by upwards of half a million dollars.

Council Member Vargas inquired if there was a ledger of billable hours they could see.

City Administrator Wayman answered that City Attorney Case doesn't keep a ledger of hours, but if they wanted to overlay an hourly rate of that they would be paying more than nine thousand per month.

Council Member Wickenhagen echoed what had been said about increasing the City Attorney's compensation, adding that, having worked with a very limited budget and needing to hire professionals, he knows how difficult it can be to fill a position. He commented that if City Attorney Case decided to drop services for Selah, changing attorneys in the middle of some things would be very difficult, and he looked at it more as trying to meet a professional position demand, which is how City Attorney Case is judged on his job. He noted that he got outvoted the previous time for Mr. Noe, but that was more in the neighborhood of a one hundred, sixty-thousand-dollar proposal, in trying to make sure the position gets filled by a competent attorney.

Council Member Peterson said that his thoughts ran along the same line as Council Member Vargas in that he was very happy with the work City Attorney Case has done. He went on to say that two hundred dollars an hour for an attorney is a cheap lawyer for only fifty hours a week, which is accounted for with meetings alone, not including research, and that in reviewing a salary survey of similar cities from AWC he determined that City Attorney Case is actually the lowest at his current salary, as most cities give a salary range. He remarked that he attended the budget meetings last fall and there was mention in those budget meetings that there would likely be an increase. He said that as far as the timing, it's the anniversary of the contract and evaluation time, and it seems to him that it would be an appropriate time with the anniversary of the contract to implement it.

City Attorney Case thanked him for his comments, clarifying that two hundred per hour would be fifty hours per month, not per week.

Council Member Peterson agreed, and that he misspoke.

City Attorney Case commented that to compare himself to city attorneys at other locales can create an unfair comparison, as he's a contract employee not a city employee, and the bulk of those folks would be full-time employees with regular fringe benefits on top of salary.

Council Member Peterson replied that he understood it doesn't include benefits.

City Attorney Case expressed his appreciation for the research done to compare his position to some other city attorneys in the locale.

City Administrator Wayman remarked that doing things outside the budget cycle isn't out of the norm, as they do that every time they meet. He stated that the budget request for next year will include a pay raise for City Attorney Case, which may be more than ten thousand dollars, adding that they are really looking at an additional four thousand for this calendar year. He opined that what it boils down to is a vote of confidence in City Attorney Case, as they will see a budget request that includes a raise for him. He reiterated that for those concerned about his relationship with the City Attorney, they already have a signed conflict of interest waiver and the Washington State Bar Association has ruled that they do not have a conflict of interest.

Council Member Carlson said that he has spoken with City Attorney Case before and indicated that they do appreciate both him and his work, and as such he wouldn't characterize this as a lack of confidence or confidence vote. He went on to say that he's a qualified candidate doing a good job, but he didn't

want an increase for four months only to hear another one for another increase, opining that they need to take a business approach, be careful with the money, and put it away for a rainy day.

Council Member Bell said that he understood that the pool for attorneys that are willing to be city attorneys was pretty small, especially when talking about experienced attorneys who can represent the City, and he values the experience the City Attorney provides to the City and Council.

Council Member Wickenhagen moved, and Council Member Peterson seconded, to Approve the Resolution authorizing the Mayor to sign an Amendment to the Contract for Legal Services with D.R. (Rob) Case, (WSBA #34313). Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Vargas – no; Council Member Peterson – yes; Council Member Bell – no; Council Member Carlson – no. Mayor Raymond cast the tie-breaking vote in favor of approving the motion. Motion passed with four yes votes and three no votes.

O. Ordinances None

P. Public Appearances None

Q. Reports/Announcements

1. Departments

Human Resources Manager Potter gave an update on the police chief position, listing the places it has been advertised and that it closes on Friday September 4, after which they will be compiling a series of interviews for those who qualify. He noted that he has received four applications thus far, two in-house and two out of house, along with several phone calls demonstrating interest. He said that he's been working with the Fire Department on plans for when Fire Chief Hanna retires, and they have put together a good plan for that transition that will enable them to maintain that service through his retirement, which is scheduled for next year.

Council Member Carlson asked for details on the plan of succession.

Human Resources Manager Potter replied that it has to be approved by the Fire Commissioners, and until they've formally approved it he won't go into detail. He went on to say that the proposal is that Deputy Fire Chief Lange will take over as chief and they will advertise for the deputy position, adding that he has excelled and will be mentored by Fire Chief Hanna, with an overlap of three months with two deputy chiefs training at the same time.

Council Member Carlson was curious as to why the same method wasn't being used for the Police Department.

Mayor Raymond responded because there is already talk about favoritism, and she didn't think it a good idea for herself or the City Administrator to choose a chief without seeing who's available and making it a fair chance.

Human Resources Manager Potter remarked that the situations aren't as similar as they appear, as the Fire Chief has been very clear about his intent to retire and the date of intent, while the Police Chief gave them much shorter notice.

City Administrator Wayman added that they don't have a Police Commission as a governing body who can screen a candidate; it's the Mayor's sole decision on who she hires for that. He went on to say that they are advertising the position and have had some in-house discussions regarding the process.

Council Member Bell remarked that, having been the City's representative to the Fire Commissioners' Board for several years now, it's been a discussion for that entire time, and they hired Deputy Fire Chief Lange with the intent to have a transition period. He noted that the Fire Commissioners are elected, not appointed, and they also confer with the Clerk/Treasurer, City Administrator, and Mayor.

Mayor Raymond noted that Deputy Fire Chief Lange sent a message that he had no report.

Public Works Director Henne said that the John Campbell site plans have been submitted and reviewed, he's working on the budget, there's an auditor looking at the East Goodlander project, the West Goodlander project is moving along, and the Taylor Ditch drainage structures were delayed.

Mayor Raymond inquired about the progress on the tennis courts.

Public Works Director Henne replied that it was going slow, although the contractor was still promising to have it done before the weather cools.

City Attorney Case said that there is a Back The Blue event planned this weekend in the City, which the City has no direct involvement in, to support the police in general. He expressed his appreciation for the kind and warm words spoken by the Mayor and City Administrator, and the four votes in a show of confidence.

2. Council Members

Council Member Peterson had no report.

Council Member Vargas had no report.

Council Member Bell said that the final punch list check at pool is complete, and the only item left now was to get their permanent occupancy permit as soon as the dumpster enclosure is completed.

Council Member Carlson had no report.

Council Member Matson said that YVCOG would be holding their September meeting via Zoom or the like. She remarked that she had a meeting with Ms. Henkle last week and wanted to tell her how much she appreciates all the hard work put into leadership of the SDA.

Council Member Wickenhagen had no report.

3. City Administrator

City Administrator Wayman talked briefly about the Marudo debt, saying that the estimate for possibly lifting the utility tax was September, but would like be October based on the dollar amount still needed. He stated that Staff would be bringing back a recommendation to retire the tax with regard to the Marudo debt when they have the full amount. He noted that they have auditors here for the annual audit.

4. Boards **None**

5. Mayor

Mayor Raymond had no report.

R. Executive Session **None**

S. Adjournment

Council Member Carlson moved, and Council Member Wickenhagen seconded, that the meeting be adjourned. By voice vote, approval was unanimous.

The meeting adjourned at 7:04pm.

Sherry Raymond, Mayor

Roger Bell, Council Member

Russell Carlson, Council Member

Jacquie Matson, Council Member

Kevin Wickenhagen, Council Member

Clifford Peterson, Council Member

Suzanne Vargas, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
9/8/2020	K – 2

Title: Claims & Payroll

From: Monica Lake, Executive Assistant

Action Requested: Approval

Staff Recommendation:

Approval of Claims & Payroll as listed on Check Registers.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: See Check Registers

Funding Source: See Check Registers

Background / Findings & Facts: See Check Registers

Recommended Motion: Motion to Approve the Consent Agenda as read.
(This item is part of the Consent Agenda)



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Action Item

9/8/2020

N – 1

Title: Resolution Authorizing the Mayor to Enter into a Contract with Dude Solutions, Inc. for the Purchase of Their SmartGov Permitting Software and Submit for Reimbursement under the CARES Act

From: Jeff Peters, Community Development Supervisor

Action Requested: Approval

Staff Recommendation: Pass the accompanying resolution.

Fiscal Impact: \$63,616.79 to be reimbursed.

Funding Source: CARES Act

Background / Findings & Facts: As of the start of COVID-19, cities and counties have been directed by the state to limit their exposure to the public and expand their online permitting and communication capabilities. To this end, the City of Selah Building, Planning, and Public Works departments has reached out to Dude Solutions Inc. to provide our division with an online permitting system that will allow the public to continue applying for permits and communicate with the division without having to come into the building. This will further promote social distancing by allowing them to apply online, make payments online and receive their issued permits online. Our staff will have access to manage their workload anywhere there is internet access, therefore providing remote capabilities to maintain social distance. Mobile capabilities will enable field workers to complete work in the field, reducing staff needed to come into the office. Additionally, as the City of Yakima (the city's residential plan reviewers) currently uses SmartGov for their permitting software, the City of Selah Building Department will be able to allow its plan reviewers to log on remotely, enter notes on various permits, and ultimately approve them.



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Recommended Motion: I move that the City of Selah Council pass the accompanying resolution authorizing the Mayor to enter into a contract with Dude Solutions, Inc. and submit for reimbursement under the CARES Act.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH DUDE SOLUTIONS, INC. FOR THE PURCHASE OF THEIR SMARTGOV PERMITTING SOFTWARE AND SUBMIT FOR REIMBURSEMENT UNDER THE CARES ACT.

WHEREAS, the cities and counties of Washington State have been greatly affected by the spread of COVID-19; and,

WHEREAS, the Governor, and state and local health officials have directed that city and county public employees should limit their exposure to the public during COVID-19 and expand their online permitting and communication capabilities; and,

WHEREAS, the City of Selah's Building, Planning, and Public Works permit software does not provide for any of the online permit issuance or communication features necessary to limit our staffs exposure during COVID-19, and provide the pubic with an alternative for permit submittal and payment; and,

WHEREAS, the City of Selah Public Works Department has found that Dude Solution's SmartGov permitting software will improve the departments online permitting and communication capabilities as directed by the state; and,

WHEREAS, Congress has established the Coronavirus Relief Fund (CARES Act) to reimburse state, territorial, local and tribal governments for expenditures related to COVID-19; and,

WHEREAS, City staff has reviewed the Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments provided by the Treasury Department and the Washington Association of Building Officials (WABO) Guidance for Smaller Jurisdictions Seeking CARES Act Funding for Virtual Need, and is confident that the subject permitting software complies with the requirements for reimbursement; and,

WHEREAS, City staff is requesting council authorization to enter into a contract with Dude Solutions, Inc. for the purchase, installation, and maintenance of their SmartGov permitting software and submit for reimbursement under the CARES Act;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor is authorized to enter into a contract with Dude Solutions, Inc. for purchase, installation, and maintenance of the company's SmartGov permitting software, and for City Staff to submit for Reimbursement under the CARES Act.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH,
WASHINGTON, this 8th day of September 2020.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Rob Case, City Attorney

RESOLUTION NO. _____

CARES Act 2020 Purchase Request

Contact Name: Jeff Peters – Community Development Supervisor
Department/Organization: Planning – Building/City of Selah
Contact Number: 509-698-7367
Email: jeff.peters@selahwa.gov

Project Purchase: Community Development Online Permit Software	
Please provide a brief description of the purchase: Community Development Software for permitting, inspections, code enforcement and licensing.	
Please provide a brief description explaining why this purchase is necessary during COVID-19? This system will be used by the Building, Planning, and Public Work staff to allow the public to apply for permits and communicate with the department without having to come into the building. This software will further promote social distancing by allowing the public to apply online, make payments online, and receive their issued permits online. The public portal feature of this software will also add an additional feature to allow any member of the public to view any and all permits and submitted documents online without having to come into the office. Our staff will have access to manage their workload anywhere there is internet access, therefore providing remote capabilities to maintain social distancing. Mobile capabilities will enable field workers to complete work in the field, thus reducing the staffs needed to come into the office. Overall, automation of the process with software will reduce the overall need for in-person interaction and the passing of paper back & forth. It's critical that our jurisdiction be able to continue the work that brings revenue into this department and right now we do not have a system to safely do so. <i>See below for applicable bullet points from the US Treasury Guidance Document</i>	
Product purchased from: Dude Solutions, Inc Product name: SmartGov	
Additional Comments: <ul style="list-style-type: none">• <i>Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.</i>• <i>Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.</i>• <i>Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.</i>• <i>Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.</i> https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf <ul style="list-style-type: none">• WABO Guidance for Smaller Jurisdictions Seeking CARES Act Funding for Virtual Needs (see attached).	
	Total Purchase Cost: \$63,616.79

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Guidance for Smaller Jurisdictions Seeking CARES Act Funding for Virtual Needs

The federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which was enacted March 27, 2020 provides \$150 billion to assist state, local, tribal, and territorial (SLTT) governments in responding to the coronavirus pandemic through a newly established Coronavirus Relief Fund (CRF). The U.S. Treasury Department has provided this funding to the states, local government, tribes and territories (SLTT) governments by formula.

Funding conditions: CRF funding can be used to fund code department virtual (virtual inspections, e-permitting, and remote plan review) needs so long those needs were not addressed in a budget approved as of March 27, 2020 and the funding is allocated before the end of 2020. Additional guidance from Treasury is available [here](#) and a FAQ is available [here](#).

Activities SLTTs will fund and timeline: Individual SLTTs will determine which activities will receive funding based on the priorities that individual SLTTs identify as "necessary expenditures" due to the public health emergency. The SLTT will also determine the timeline for distributing the funds. Funding announcements have been made through press releases and executive orders.

What You Can Do: Localities with populations under 500,000 need to work through their state to access CRF funding. Non-county localities with populations under 500,000 may also work through their county to access this funding if their county received CRF funds directly. The amount of funding allocated to states and counties/localities with populations above 500,000 is listed [here](#). Treasury [permits](#) recipients of CARES Act funding to transfer funding to constituent local governments.

- Talk with the decision makers in your jurisdiction and ask who the person is in your jurisdiction that knows about accessing federal grants and funds. That person should know the gauntlet the state and or county has and how to run a request for funds.
- Be persistent and advocate for your needs.
- Explain to the decision makers that employees in building and fire prevention departments have been identified as essential workers.
- Make the point that these federal funds can be used to improve and enhance your jurisdictions ability to perform e-permitting, remote plan review and virtual inspections.

BUILDING SAFETY and COVID – 19 Survey Results

VIRTUAL CAPABILITIES:

- 23% Said their employees do not have access to needed hard copy code books
- 40% Do not have the capability to do electronic/remote plan reviews
- 30% Do not have the capability to do any aspect of electronic/remote permitting
- 61% Do not have the capability for electronic/remote inspections

We encourage our members, partners, and allies to advocate to their state and, where appropriate, their county, that CRF funding be provided to assist code departments in developing virtual capabilities. The best time to shape the scope of what activities an individual SLTT will fund is prior to that SLTT's developing initial guidance. That's why advocacy now (in June at the latest) is critical. Talking points are available [here](#). We encourage you to coordinate your efforts with [your Government Relations staff liaison](#). Until specific appointments are made to administer CRF funds, advocacy should be directed to the SLTT's executive branch (e.g. Governor, County Executive, etc.).

Washington Association of Building Officials
PO Box 7310 Olympia, WA 98507
Phone: (360) 628-8669





Software for Smarter Operations

PREPARED FOR

City Of Selah

Jeff Peters

City Planner

115 West Naches Avenue

Selah, WA 98942

PREPARED BY

Dude Solutions, Inc.

PUBLISHED ON

July 22, 2020





Q-165566

This SOW has been defined to leverage DSI's experience, while optimizing the use of resources, thereby maximizing cost efficiencies on behalf of Client.

Based on our current understanding of the complexity and scope of this effort and the expected involvement of the DSI team resources, the current estimated Fixed Price for this engagement is shown in the Investment table. This estimated cost breakdown is as follows:

Pricing based on...

Subscription	
SmartGov Connector Financial	\$884.80
SmartGov Connector Merchant Preferred	\$707.84
SmartGov Connector Contractor	\$884.80
SmartGov - Enterprise	\$11,207.73
SmartGov Permitting	\$0.00
SmartGov Code Enforcement	\$0.00
SmartGov Business License	\$0.00
Subscription Term: 12 months	Subtotal: \$13,685.17
Implementation & Services	
Data Migration	\$11,628.00
Fees Configuration (Pages)	\$2,826.25
Department Types / General Configuration	\$16,553.75
Project Management	\$6,512.82
Web-Based Training	\$5,095.80
Financial Connector Configuration	\$1,900.00
Merchant Connector Configuration	\$1,140.00
	Subtotal: \$49,931.62



Software for Smarter Operations

Contractor Connector Configuration	\$950.00
Portal Configuration	\$950.00
Parcel Connector Configuration	\$2,375.00
	Subtotal: \$49,931.62
Total Initial Investment	\$63,616.79

Data Migration is based on 120 hours of DSI professional service time.

The above level of effort and associated pricing is based on the SMARTGOV package selected by City Of Selah and is subject to change based on defined client requirements that may be discovered during project delivery. Any identified project scope or requirements changes will be addressed via DSI Change Control Authorization ("CCA") process.





Software for Smarter Operations



Introduction

Dude Solutions, Inc. ("DSI") is pleased to submit this Statement of Work ("SOW") to City Of Selah for SmartGov Professional Services. SmartGov streamlines permitting, planning/zoning, inspections, code enforcement, and business licensing, providing efficiency for your jurisdiction and enhanced customer service for your citizens. The package City Of Selah has chosen for implementation of SmartGov will be implemented using proven processes and methodologies managed by an experienced project manager dedicated to delivering a successful project.

DSI looks forward to the opportunity to deliver these services and the ever-lasting development of a strong business partnership.

Definitions

In addition to the terms defined elsewhere in this SOW, the following terms have the following meanings:

"Change Control Authorization" or "CCA" means any request by the client to modify the scope of work, schedule, or costs will require preparation of a Change Control Authorization ("CCA" or "change order") form detailing the work to be performed, as well as the associated costs and schedule impact. Additional work will be performed only after both parties have duly executed the CCA. Scope of work changes will impact the project schedule which will be updated to reflect such changes upon CCA approval.

"Closing Phase" means the phase that represents the completion of a project where all metrics are finalized, all deliverables are complete and accepted by client, and all remaining billing/invoicing takes place prior to project closure and acceptance.

"Deliverable Acceptance Form" means the form that is a standard PMO form used for client to agree to accept a deliverable as complete and final.

"Escort" means the client provided resource/person to take Dude Solutions, Inc. ("DSI") resources around client facilities and provide access to restricted areas agreeable between client and DSI as needed.

"Executing Phase" means the phase of the project where deliverables are developed and completed.

"Fixed Price/Fixed Fee/Fixed Price Project" means the project pricing includes all services, tasks, and expenses associated with the client project.

"Monitoring and Controlling Phase" means the phase for measuring project progression and performance and ensuring that everything happening aligns with the project management plan.

"Onsite Services Completion" means onsite services have been completed and when necessary, the Deliverable Acceptance form will be used to document the completion of deliverables provided during the onsite services visit.

"Orientation Call" or "Project Kick-Off Call" means the call/meeting which begins the project and proper expectations are set between DSI and the client.

"Output Documents" standard or custom documents generated from SmartGov "e.g. permits, Certificates of Occupancy, violation letters, business licenses, receipts"

"Orientation Call Completion" means the Orientation Call or Project Kick-Off Call has been completed and the project has begun and proper expectations have been set between DSI and the client.

"Professional Services or Services" means professional, technical, consulting and/or other services.

"Project Completion" means the project completion occurs when all deliverables of the project have been completed and accepted by the client via the Project Completion Acceptance Form.

"Project Completion Acceptance Form" means the form that is a standard PMO form used for client to agree to accept a project as complete and final.

"Project Management Methodology" means the manner and process used to deliver services projects.

"Project Management Office" or "PMO" means the office that provides the oversight and standardized processes to consistently deliver projects in a concise, consistent, and standardized manner. The PMO manages and maintains the processes and standard templates utilized to manage DSI projects.

"SmartGov Modules" means the Permitting Module (permits for all departments), the code Enforcement Module, the Business Licensing Module, and the Recurring Inspection module.

"Software Component Configuration" means the components within the software have been configured per client specifications.

"Statement of Work Acceptance" means the signing and accepting of the terms of the Statement of Work document by client.

"Support Engagement" means the point in the project where implementation services end and product support begins.

"System Configuration Completion" means the configuration items within the software have been configured per client specifications.

"System Level Configuration Items" standard configurable items that are applied across departments and case templates.

"Training Completion" means the onsite or virtual training has been completed and when necessary, the Deliverable Acceptance form will be used to document the completion of deliverables provided for completion of the onsite or virtual training services.

"User Acceptance Testing – UAT" means that after the system is configured the client will have an opportunity to perform user level testing based on client developed test scripts. DSI will correct issues as documented and presented during this process.

Project Scope and Approach

Implementation Process Overview

In order to successfully implement the SmartGov application, DSI will work with City Of Selah to understand requirements necessary to configure and set up the SmartGov application to streamline processes related to permitting, planning/zoning, inspections, code enforcement and business licensing for your jurisdiction and citizens. Once the City Of Selah has reviewed, and approved these requirements and processes, DSI will configure and setup the application to support the City Of Selah's unique business rules.

Following the configuration and modeling work, DSI will train the City Of Selah's team using its jurisdiction-specific configuration. After training, DSI will work with City Of Selah to test the work performed and provide the necessary updates to successfully implement the solution. The system will then be ready to go live in production. If the City Of Selah purchases "Go-Live Support" packages, DSI will provide support for the period of time defined in the statement of work.

Customer Implementation Engagement Sessions ("CIES")

Client project team representatives and DSI project team representatives will dedicate time to meet in person or via teleconference to maintain communication and conduct coordination of project activities and tasks.

Deliverables

Dude Solutions will provide the following task deliverables:

- Project Management Meeting Schedule
- Data Migration and Technical Design Meeting Schedule
- Configuration Meeting Schedule
- Meeting notes or recordings for all scheduled meetings

The client will provide the following resources or task deliverables:

- A complete project team roster, including email addresses, phone numbers, and roles / titles
- Necessary communication / information to allow all project schedules to be finalized
- Timely response to task-related emails or phone calls to enable on-time completion of all assignments
- A minimum of 24-hour notice if all minimum required members for any scheduled meeting cannot attend the meeting. This will allow the meeting coordinator sufficient time to cancel or re-schedule the meeting as necessary

Assumptions and Constraints

- Initial proposed meeting plans from DSI will reflect the minimum recommended frequency, duration, participants (by job title or role), topics, and action items to address the full SOW
- Final meeting plan will be approved by the client key sponsor(s)
- Coordination and integration of the PM meeting, data migration, technical design meeting, and configuration meeting will align with the scope of the project, client organizational structure, and assigned resources
- The Client will provide dedicated knowledgeable technical resource available for questions
- The Client will provide a dedicated knowledgeable resource for mapping analysis

- The Client will provide read only access and screen shots for various permits/case types to provide context to DSI data migration specialists
- The Client will provide resources for validation throughout the process
- Client will provide side-by-side data entry for 2 weeks prior to go-live
- Response time for questions is one business day
- DSI may require up to 3 backups of data for each database throughout the process

Planning, Initial Set Up & System Level Configuration

Configuration begins with planning and analysis necessary to establish the overall configuration approach. After planning, and once the approach is documented and agreed to, DSI will set up the SmartGov environments to support implementation. DSI Consultants begin configuration with system level items or items that apply generally across all departments and types of configuration items.

Setup of environments to support SmartGov implementation and configuration of core items in each SmartGov module that are specific to City Of Selah 's requirements. These core items are defined/configured at the client level [i.e. these are configurable items that will be standard or shared across all departments and configuration types].

Deliverables

Dude Solutions will provide the following task deliverables:

- A Configuration Plan document that includes:
 - Identified current and future state business processes to be supported by the final product via the configuration work effort
 - Recommended approach to configuration that supports the identified business processes and activities
 - Configuration details for all permit, inspection, license, and code enforcement types to be configured in SmartGov. All templates required for creating the configuration types will be created in SmartGov based on requirements gathered in meetings with the client
- SmartGov Environments to support the implementation process including:
 - Configuration (Dude Solution access only for configuration)
 - Validation (client has access for testing, can be refreshed with configuration copy upon request)
 - Training
- Weekly configuration status reports (in PDF format) generated from the client specific configuration instance of SmartGov. These reports serve as the primary source to demonstrate core configuration elements, status, and needs
- Jurisdiction configuration, per Configuration Plan, to include as needed:
 - Parcel and/or address information management
 - Contact information management
 - Contractor license information management
 - Receipt/transaction information management
 - Inspection scheduling information management
 - Configurable screen display settings
- User configuration per Configuration Plan, to include as needed:

- Individual User Rights
 - Available Departments
 - Available Distribution Groups
 - Available Inspection Qualifications
 - Available Security Groups
- Job configuration per Configuration Plan, to include as needed:
 - Default list of available queued jobs
 - Queued job parameters
 - Administrative & shared configuration rules per Configuration Plan, to include as needed:
 - Administrative processing rules where available in the configurable Jurisdiction Values list
 - Standard status options for cases, submittal items, workflow steps, step actions, inspection types, inspection actions, accounts, and intervals
 - Standard expiration rules
 - Standard online processing rules [for the portal]
 - Standard reports available across all case types

Assumptions and Constraints

- The Configuration Plan will be based on information delivered to, or collected by, the DSI Consultant within a specified time frame established at the project kick-off
 - During the development of the Configuration Plan, the client provides representatives for all work units with work activity to be supported by the final delivered product
- Client will provide access to the appropriate leaders and/or subject matter experts to ensure meaningful engagement at all required meetings and to ensure on-time completion of assigned action items
- Client will provide access/links to any public, or private, web sites or operating systems, if needed, to gather complete business requirements
- The Configuration Plan can meet client requirements and can be fully executed within existing product design in all modules
- The Configuration instance will be solely owned by the DSI Implementation team and serves as the primary source for the final delivered product design
- The Validation instance will be sole source used by the client to complete all assigned configuration UAT tasks
- The Training instance will be used solely by members of the client project team to assist in understanding SmartGov functionality. It will contain default data sets and serves as a temporary "sand box" for assigned users.
- The client will designate one person on their project team to serve as the final decision-maker for all system level configuration elements. These are configured settings that are shared across SmartGov modules, and/or are settings common to all departments / divisions / users
- When configuration tasks, or related work effort, requires information to be submitted to the DSI Implementation team in a specific file format or within specified parameters, the client is able to comply with these stated requirements

- Note: If the client cannot provide information in the DSI standard format, the assigned Project Manager will determine if a formal Change Request or additional contracted SOW is needed to provide assistance in developing or converting the information into the desired format

Module Case / Department Types

SmartGov implementation activities include the set up of case templates in one or more of these modules: Permitting, Licensing, Code Enforcement and Recurring Inspections. These case templates must be used to create records in SmartGov in each module. Your DSI Consultant will provide specific information about the minimum required elements to be configured for the case templates in each module; these required case template elements do vary by module.

Deliverables

Dude Solutions will provide the following task deliverables:

- Case template baseline elements, per the Configuration Plan, to include as needed:
 - Case record reference information
 - Template specific expiration, renewal or interval rules
 - Template specific default submittal list
 - Template specific details (custom attributes) that are required for any of the following: application intake, workflow step completion, inspection completion, fee calculation, or mandatory regulatory reporting
 - Template specific default workflow steps for Admin, Review, and Final work lists
 - Template specific default inspection list
 - Template specific list screens such as Bonds, Fixtures, Valuations, Violations, Citations, Lien, or Items
- Once baseline case template configuration is completed, any expanded configuration beyond baseline must be discussed during Configuration Meetings with the Consultant and approved by the assigned PM. Expanded configuration elements, if approved, may include
 - Non-essential custom attributes
 - Work step dependencies and due dates
 - Step actions and Inspection actions
 - Default Parent-Child case linkages
 - Workflow cycling feature
 - Template specific tab appearance
 - Standard note types and note codes
 - Standard condition types and conditions
 - Standard code references
 - Template specific report links

The client will provide the following resources or task deliverables:

- Specific lists of all types of applications, forms, or other documents that describe all services to be supported by SmartGov at the time of project "Go Live"
 - This list should be inclusive of all in-scope departments
 - This list should conform to requested formatting and scope instructions, as communicated by DSI

- A PDF or Word version of all customer-facing documents (forms, letters, cards, etc.) expected to be generated by SmartGov
- A publicly accessible URL, or electronic copies of reference information, that provide all pertinent state, county or local regulatory information that are known to impact business operations to be supported by SmartGov
- A fully approved version of the template validation workbook
- Approval via email or other written correspondence of any other identified forms, as requested by the Consultant

Assumptions and Constraints

- The scoped number of department templates for this SOW are 41 types. If the number of department types identified during the configuration work effort exceed the number of types scoped for this SOW, the additional types may be introduced into the scope of the project via the DSI CCA process once signed and approved by the DSI Project Manager and the client Project Manager.
- Case template configuration will be completed within existing product design in each module.
- DSI will configure each application or request type in the SmartGov module that best supports the associated workflow. The primary goal of configuration of case templates is to optimize SmartGov capability
 - Note: This assumption means that recommended case template configuration may or may not align with current internal customer naming convention or legacy system design
- The total number of case templates to be configured across all modules will be stated in the Configuration Plan. This total may vary from the initial sales order, where applicable, if approved by the DSI Project Manager
- A complete list of case templates to be configured across all modules will be approved by the client key sponsor, or their delegate, no later than the third Configuration Meeting
- Baseline configuration for case templates identified in the Configuration Plan will be completed before any expanded template configuration work will be done
- Baseline configuration for case templates listed in the Configuration Plan will support the end-to-end work steps that correspond to each default SmartGov Process State in the applicable module.
- If case templates or department types are identified during the configuration work effort, that are not documented in the original Configuration Plan or exceed the number of types scoped for this SOW, the additional templates or types may be introduced into the scope of the project via the DSI CCA process once signed and approved by the DSI Project Manager and the client Project Manager.
- Super Admin training will include how to maintain or update case templates

Financial Setup and Fees Pages

Configuration of GL Accounts and Fee Codes as needed to support financial transactions for any business activity to be supported by SmartGov.

Deliverables

Dude Solutions will provide the following task deliverables:

- A weekly Fee List Report that reflects all configured active fees and their associated GL Accounts
- Configuration of permitting module fee codes necessary to support all configured case templates
- Configuration of Licensing module fee codes necessary to support all configured case templates

- Configuration of Code Enforcement module fee codes necessary to support all configured case templates
- Configuration of Recurring Inspection module fee codes necessary to support all configured case templates
- Configuration of other fee codes required to support routine transaction activity including NSF ("Non-Sufficient Funds") fees, administrative fees, fines, regulated surcharges, convenience fees, and the like
- Configuration of fast track fees, deferred fees, and tax exempt fees within current product design.
- Configuration of the timing during the workflow process that each fee will be assessed and may have payment applied against the fee within current product design
- Configuration elements as needed to support online [SmartGov portal] payments
- Setup and definition of Fees Pages

The client will provide the following resources or task deliverables:

- A copy of all current fee schedules for all in-scope departments and business functions
- A current list of GL Accounts
- The last two monthly or quarterly relative financial reports
- A copy of any other operating document that contains pertinent information regarding any assessed charges, surcharges, potential fines, etc
- Contact information for one or more subject matter experts in the appropriate finance departments. This is to facilitate efficient information gathering from both operating and finance departments / divisions

Assumptions and Constraints

- All fee codes will be configured within existing product design
- A GL Account list approved / authorized by the client's finance department is provided to the DSI Consultant. This GL Account list will be limited to accounts associated to fee codes to be configured in SmartGov
- GL Accounts and Fee Codes will be configured with product design parameters
- All configured fee codes will be derived from documented fee schedules or comparable client documentation provided to the DSI Consultant. Updated fee schedules or related documents that are provided after the initial versions may be incorporated into the final configuration if there is no adverse impact on the project schedule
- Fee codes will be configured to optimize SmartGov capability, and therefore may not be identical to legacy system fees
- Determination of the specific fee codes to be defaulted within each module case template will be determined by the designated client project team member
- Validation of case templates will include validation of fee code functionality
- User security rights will address fee code management within current product capability
- Super Admin training will include instructions for maintenance of GL Accounts and configured fee codes

Portal Configuration Setup

Configuration of required elements to enable in-scope functionality associated with the SmartGov online portal, as stated in the Configuration Plan.

Deliverables

Dude Solutions will provide the following task deliverables:

- A Portal Validation site to demonstrate and test Portal configuration
- Information regarding Portal set up options
- A Portal set up workbook template

The client will provide the following resources or task deliverables:

- A fully completed and approved Portal Set up workbook
- Any written content to be visible in portal that is not configurable
- Resources to test Portal configuration

Assumptions and Constraints

- The client will be responsible for taking steps to integrate the SmartGov portal into existing online sites
- Online payments will not be enabled without also purchasing the Merchant Services connector
- The client will be able to determine the level of online integration with their business processes, within existing product design
- Portal configuration will occur along with configuration of module case templates.
- Validation tasks will include distinct tasks to approve Portal set up
- Portal user security will be defined using existing product functionality
- Super Admin training will include information about options for the client to maintain / update portal configuration

Parcel Connector Setup

The parcel connector is an optional feature that is used to keep the parcel repository in SmartGov up to date. Parcel data that is typically maintained in a county assessor's system is used as the primary reference for modules in the SmartGov application. Parcel profile information, such as Parcel Number, Site Addresses, Current Owner, Legal Description, Section, Township, Range, Quarter, Subdivision, Block, Lot, and Neighborhood, is accommodated in standard data fields. Additional attribute data may also be stored in our custom detail area. Additionally, if the associated latitude and longitude data is available, those coordinates can be added to the parcel record to allow users to geographically locate information on the map.

Deliverables

Dude Solutions will provide the following task deliverables:

- A tested, working parcel connector along with a list of unresolvable errors to be addressed

Assumptions and Constraints

- Parcel Connector required fields supplied

Financial Connector Setup

The receipt extract for the Financial Connector is a job process that allows SmartGov to export data in electronic file format that can then be imported into an external financial management system ("FMS"). The purpose of receipt extract is to automate the export process and allows users to update their preferred FMS with the selected receipt data generated in SmartGov. The extract is provided in a comma delimited file format that is run as an on-demand job within the SmartGov application. The file format and export settings are fully

customizable depending on the needs of the client FMS. These export settings will be defined early on during the planning phase, so all stakeholders have a clear understanding on the type of data that needs to be included in the extract file.

Deliverables

- Financial Reports with summary and detail information processed in the system:
- Receipt detail
- Reconciliation Reports
- Financial reports for daily extract validation

Assumptions and Constraints

- Client will provide Financial Management System ("FMS") data access for extracts
- Client to provide list of data elements for the connector integration
- FMS data will be extracted into a .txt file for SmartGov consumption
- Extract jobs can be scheduled or run manually

Merchant Service Connector Setup

SmartGov's public portal can be configured to interface with 3rd party payment gateways to accept credit card transactions. SmartGov does not store any credit card information or other sensitive information relating to credit card transactions processed via the portal. Most payment gateway providers will transition the user from the SmartGov site to their own secure site in order to complete the transaction before redirecting the user back to SmartGov. This allows the payment gateway provider to maintain the secure information and pass only necessary information, such as a confirmation or transaction reports, to SmartGov.

The first step to implement the connector is for DSI to build the interface between SmartGov and the selected payment provider. If the provider is new, DSI will first need to build the technical backend process to enable electronic transactions to/from SmartGov. Once the initial backend setup is complete, SmartGov can be configured to process payments.

Each payment gateway provider has different sets of specifications that they require to be sent to their system to authenticate payment information. When DSI builds a connector to a payment gateway provider, a new option will become available in the Payment Vendor drop down menu on the Administration Portal Payment Configuration page. If a payment gateway provider does not have a connector to SmartGov, no option will be available in the drop down menu. The payment gateway provider should provide the necessary information to the Jurisdiction in order to complete the setup process. Administrators may be asked to provide additional URLs to SmartGov pages for navigation purposes.

Deliverables

- Configure the Merchant Service connector to process payments for client services and transactions processed in SmartGov
- Configure the 3rd party payment gateway to accept credit card transactions

Assumptions and Constraints

- SmartGov does not store any credit card information or other sensitive information relating to credit card transactions processed via the portal
- Merchant Services Gateway Payment Provider Partners include:
 - ACI Universal (Official Payments) – Integrated Level 1 Payment Process - Postback v2.4
 - Authorize.NET Service Integration method (SIM)
 - BridgePay
 - ETS Corporation – Hosted E-Com Payment Page Service v1.50<
 - First Data Global Gateway Connect v1.3
 - First Data Global Gateway E4
 - FISGlobal – PayDirect Web
 - GovPay
 - PACE Technology Engine
 - PayPal – Pay Flow Pro
 - Point & Pay – Parameter Passing v3.0
 - PayGov
 - Paymentus
 - Reliant Pay
 - TransFirst
 - US Bank – E-Payment Service v12.1 (Elavon)
 - Wells Fargo
 - XpressBillPay

Contractor Connector

The Contractor Connector automatically updates the SmartGov contractor repository with the contractor information including license expiration and qualifications.

Deliverables

DSI will provide the following task deliverables:

- Configure the Contractor connector based on the jurisdiction's specifications
- Establish a final approved connector

The client will provide the following resources or task deliverables:

- The jurisdiction must identify the subset of data to be imported and what frequency to execute the update
- Testing and validating the connector

Assumptions and Constraints

- It is the responsibility of the jurisdictions to provide access to the necessary source data
- The entity managing the source database must be able to provide the contractor information in a CSV file format

Data Migration

Data Migration can be a complex process and demands that solid requirements are well defined in order to prepare for the data migration process. Many clients start out with "we want everything" migrated to SmartGov. However, experience has shown that once the requirements of data to be utilized in SmartGov have been reviewed, this often reduces the need for all information in legacy systems. Dude Solutions will help the client determine the real needs for data to be migrated from the legacy system to SmartGov. Decisions will be made jointly via a thorough analysis of the legacy system data and how or if the legacy data should be targeted to be migrated to SmartGov.

The consulting team will ask a series of questions, such as:

- What is the reason you want to migrate your data?
- What are your public data request requirements?
- What is the required retention period?
- What elements are required to meet the need? Once determined, this can expand or lessen the scope to include or eliminate other data points that need to be tracked moving forward
- Are legacy systems still available to extract data from?
- Do you need to report on this data?
- Do you need to be able to search for this data? What is the Search criteria? These questions will help us determine where to store data within SmartGov

The data migration process will include the following steps:

1. Define requirements
2. Map data elements
3. Extract data
4. Transform data
5. Load data
6. Perform data validation with client
7. Resolve data issues
8. Validate resolution
9. Obtain fresh copy of data
10. Add migrated data to configuration
11. Validate data and system configuration
12. Perform end to end testing

13. Perform final data migration
14. Move to Production/Training environments
15. Migration sign-off

Deliverables

- Dataset assessment and set priorities with client
- Evaluate data quality
- Work with client to cleanse data prior to extract
- Map data elements
- Determine migration pre-requisites and sequencing
- Define migration approach based on requirements definition
- Create and execute validation checklists

Assumptions and Constraints

- Client will provide information related to:
 - Data Source
 - Database/Source Type (SQL Server, Access, Oracle, etc...)
 - Type of Data (tabular, documents, permits, financial, etc...)
 - Active data usage
 - Point of Contact who know the data structure and content usage
 - Provide data validation and testing resources

Standard Reports (70 Reports Included)

DSI will provide the client reports (reports and output documents) that includes 70 standard reports. Normal modifications to these reports to entail updating client specific information and logos not related to data output.

- Custom Reports: SmartGov comes with 70 standard reports and output documents. Using tools in SmartGov, client staff can add the client's logo and modify header and footer information.

Deliverables

- 70 standard reports
- Edits will be made to add client specific logo and information i.e. company name, address, phone

Assumption and Constraints

- Modification to standard reports will be related to Client branding and logos

Post Go-Live Support

DSI will provide the client with "Post Go-Live Support" which includes additional training, configuration support, reporting assistance, transaction based support, and work with the client on basic production related issues or questions for utilizing the system.

Deliverables

Provide production related post go-live support for 30 days after go-live date.

Assumptions and Constraints

- System configuration and all implementation tasks have been completed and client is using the SmartGov system in production

User Acceptance Testing "UAT"

DSI will work with the client to conduct User Acceptance Testing ("UAT") upon the completion of configuration and development tasks to confirm SmartGov functionality using the client's UAT Test scripts, developed by the client. The client will execute their test scripts and communicate the results of the test scenario as either pass or fail. DSI will review the UAT test log for issues and will assign these issues to the appropriate resource for resolution. DSI will have up to ten (10) days to correct any functional item that fails a test, or provide a mutually acceptable written explanation of when the failed item will be corrected. In the event a bug is identified, the bug issue will be assigned to the DSI Engineering Team for assessment. DSI Engineering will then provide an estimated time frame for resolution. The client has the right to conduct additional UAT Testing for items within project scope.

Deliverables

DSI will provide the following task deliverables

- SmartGov Validation environment ready for system User Acceptance Testing
- Review any discrepancies found by the client during UAT Testing
- Correct any functional item that fails a test within 10 days, or provide a mutually acceptable written explanation of when DSI will correct the failed item
- Identified software bugs will be addressed by DSI Engineering for assessment. DSI Engineering will then provide an estimated time frame for resolution
- Provide tools for documenting UAT test scripts in the UAT testing Plan and issue tracking log as needed, client may use their own UAT Testing Plan document if available

The client will provide the following resources or task deliverables

- Create a User Acceptance Test Plan with scenario based test scripts to include end-to-end system and client business process functionality, system workflow, system configuration, data migration, interfaces, reports, etc
- Execute UAT Testing Plan
- Track and document test results

- Written acceptance of System User Acceptance Testing complete via the DSI Deliverable Acceptance Form

Assumptions and Constraints

- The client will develop a UAT Test Plan
- The client will provide resources for User Acceptance Testing throughout the process
- The client will track and document test results in a mutually agreed format
- DSI will provide resources to address discrepancies

Upon successful completion of UAT Testing, Client will sign a DSI Deliverable Acceptance form, provided by the DSI Project Manager, to document their acceptance of UAT Testing and acknowledgement that UAT Testing has been completed successfully

Project Management / Engagement Management

The Project Manager's primary goal is to deliver the project within defined constraints through planning, scheduling, and controlling those activities required to achieve the project's objectives and meet customer expectations. The Project Manager strives to deliver on schedule, within budget, within scope, and at the desired performance level.

DSI assigns a professional Project Manager and/or a professional Engagement Manager for every consulting engagement. DSI's Project Management Office ("PMO") and Project Management Methodology provides Project Managers with a formal framework that is used in initiating, planning, managing (executing, monitoring, and controlling), and closing DSI's customer projects. DSI's Project Manager will have the primary responsibility for coordinating all activities for this SOW including scheduling resources, confirming project activities and that all project deliverable and defined activities are executed within the scope of this SOW. DSI's Project Manager will serve as the single point of contact for the project related to this SOW.

DSI's Project Management Methodology provides a defined set of phases and deliverables per Project Management Institute Best Practices which include a series of planning phase activities, including initial alignment meetings to prepare for the kickoff meeting to enable all project participants to understand the project scope, project plan, and objectives. The project kickoff meeting will allow all participants to be introduced, review and understand the delivery methodology, define team roles and responsibilities, review the communications and risk management plans, review documentation templates, review the SOW and project schedule. The Executing phase allows DSI Project Managers to direct and manage project progress through task execution, distribute project related information per the Communications plan, Quality Assurance per the SOW guidelines, project team development and coaching, and checkpoint meetings to review project progress during each work week, and weekly status meetings. The Monitoring and Controlling phase provides the DSI PM with the toolset to manage the triple constraint triangle of scope, cost, and schedule through integrated change control, quality assurance, deliverable validation, risk monitoring and control, performance monitoring to plan and schedule, and initiating corrective action measures. In the Closing phase, the Project Manager will verify product and deliverable acceptance, perform final financial audits, lessons learned, project archive delivery and updates, and formal project completion acceptance from the customer.

Project Management activities include:

- Project planning and kickoff meetings

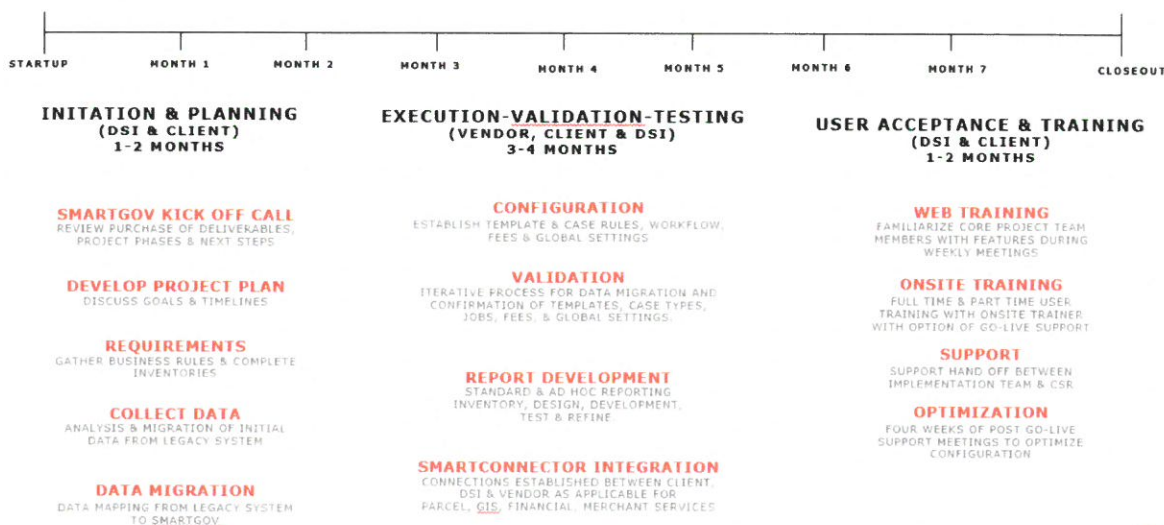
- Project schedule developed per SOW tasks, deliverables, and resource assignments
- Status reporting and status meeting
- Continuously communicating, planning, and scheduling updates
- Schedule and budget monitoring, and scope management
- Risk Management planning to continuously identify, analyze, and mitigate risks
- Action Item and decision tracking, as well as resolving and escalating issues
- Quality Control
- Change control management
- DSI project resource management
- Work product completion and deliverable acceptance management
- Project Completion Acceptance execution

Project Timeline

DSI anticipates commencing this project on a mutually agreeable start date upon receipt of an executed SOW acceptance page ("Acceptance") found at the conclusion of this document. Within two weeks of the Orientation Call, the DSI Project Manager will schedule a mutually agreeable date and time for the project kick-off meeting. As a deliverable of the kick-off meeting, the DSI Project Manager will develop a project schedule to be shared with the clients' project manager for review and agreement. As a deliverable of the kick-off meeting, the DSI Project Manager will develop a project schedule to be shared with the clients' project manager for review and agreement.

The following generic process will be followed for the implementation of this project. Below is a depiction of the generic process the DSI Project Manager/Engagement Manager will follow for the implementation, DSI reserves the right to modify this process to reflect the scope of this project.

SMARTGOV High Level Process



Professional Services Invoicing / Billing

Invoicing Terms

DSI will generate project invoices when the above product codes are completed for the value of the product code as shown in the Investment table.

Travel Expenses

Travel expenses are inclusive in Dude Solutions pricing for your project.

DSI understands there are extenuating circumstances that require a change in scheduling. DSI will make every attempt to accommodate cancellation/rescheduling requests on an as-needed basis. Rescheduling requests will be subject to resource availability and every attempt will be made to meet requested timeframes and timelines, however, no guarantee can be made for requested dates or times. Client accepts that DSI will reschedule based upon our resources' next availability that meets the project duration requirement to complete the scope of work.

Cancellation Policy

Cancellation and Rescheduling requests will be managed per the below policy:

Cancellation/Rescheduling Fees: In the event that the Client requests to reschedule their onsite work date(s), Client must reschedule 14 days in advance of the scheduled onsite work. Any requests for rescheduling onsite work within the 14-day window prior to the scheduled onsite date, will require the Client to reimburse DSI the full cost of any **Cancellation Fees** and **Re-booking Fees** incurred.

Definitions:

- **Cancellation Fees:** Any actual fees incurred by DSI from its travel providers which are the result of the Client canceling work for scheduled date(s) which are not immediately rescheduled, including, but not limited to fees charged for airfare, train, rental car, and hotel.
- **Re-booking Fees:** Any change fees associated with changing travel arrangements to accommodate a rescheduled date requested by Client including, but not limited to, any difference in reasonable travel costs (airfare increase, hotel increase, rental car increase) incurred when re-booking for requested dates.
- **Force Majeure:** Client will not be held liable for Cancellation or Re-booking Fees incurred by DSI as a result of an act of God, such as an earthquake, hurricane, tornado, flooding, winter super storm, winter weather that shuts down a facility, or other natural disaster, or in the case of war, action of foreign enemies, terrorist activities, labor dispute or strike, government sanction, blockage, embargo, or failure of electrical service within a facility's power grid.

DSI Project Team Roles and Responsibilities

The roles listed below comprise the DSI team supporting this project. The team brings a wealth of experience and knowledge that will provide you with the highest caliber of expertise, thought leadership, and project management. *Due to the size and scope of the project, one person may play multiple roles, to be determined by DSI as appropriate.*

- **Senior Implementation Consultant:** The Senior Technical Consultant ("STC") will develop and deploy the solution and ensure that it meets the business requirements for the project. The STC's goal is to deliver a responsive system that complies with the functional specification. The STC defines, designs, and implements the features or products that meet the client's functional expectations.
- **Implementation Consultant:** The Implementation Consultants ("IS") primary role is to provide project implementation support by setting up a client's account, performing system configuration as defined in the scope of the project, creating/modifying templates as defined in the scope of the project, and creating or modifying standard or custom reports as defined in the scope of the project or requirements discovered during requirements gathering sessions.
- **Project Manager / Engagement Manager:** The Project Manager's ("Project Manager" or "PM") / Engagement Manager's ("Engagement Manager" or "EM") primary role is to deliver the project within the project's defined constraints through planning, scheduling, monitoring progress, controlling scope, and managing client expectations. The PM/EM manages the process to release the correct product on schedule and within budget.

Project Assumptions and Constraints

DSI has made the following general assumptions in this SOW to derive the estimated cost for this project. It is the responsibility of City Of Selah to validate these assumptions and responsibilities before signing the Acceptance. Deviations from these assumptions may impact DSI's ability to successfully complete the project and will be addressed via a CCA process, as appropriate. Any changes in scope, schedule, or costs will be documented via the CCA process, whether there is a cost impact or not. Zero dollar CCA's will be used as mutual agreement documentation for scope and schedule changes.

Project Assumptions

- Client business stakeholders must be available for onsite visits and working phone conversations.
- DSI resources will be onsite as planned and scheduled.
- Prerequisite data gathering, related to an orientation call or requirements gathering session onsite, must be completed prior to scheduled onsite or orientation call date in order to maximize onsite consulting time and resource productivity.
- DSI is not responsible for delays caused by missing data or other configuration information that is required to be available prior to the onsite visit. Having the requested data and configuration information available prior to the onsite visit may minimize delays so progress can be made quickly.

- Regarding requested enhancements or new feature development, the request will be fully documented and delivered to the DSI software engineering team for review for product inclusion, definition, development, prioritization, and sprint release development and confirmation.

General, Administrative, and Cost

- DSI must be in receipt of this SOW, signed by an authorized Client representative, prior to initiation of services including orientation calls or onsite visits.
- As applicable, designated deliverables must be approved in writing using the *DSI Deliverable Acceptance form*.
- Upon satisfactory completion of project, Client must provide project sign-off using the *DSI Project Completion Acceptance form*.
- DSI is not responsible for delays caused by Client, its contractors, or any third party vendors or third party service providers.
- All project documentation will be prepared in DSI standard format in Microsoft Word, Excel, PowerPoint, Project, Visio, and/or PDF.
- This document could include technical inaccuracies and/or typographical errors.
- **Any request** by City Of Selah to modify the scope of work, schedule, or costs will require preparation of a CCA form detailing the work to be performed, as well as the associated costs. Additional work will be performed only after both parties have duly executed the CCA. Scope of work changes will impact the project schedule which will be updated to reflect such changes upon CCA approval.
- All on-site work will be conducted at Client's physical location. As required, appropriate Client personnel will be made available either at that location or via alternate means (e.g., conference call) for in-person meetings, tours, and ad-hoc meetings with appropriate personnel for additional fact finding, data gathering, and reiteration demos.

Client's Support

- Client will provide the needed input, resources, and documentation to support the tasks contained herein.
- Client will assign a project manager/leader to coordinate activities, reviews, and the collection of information in support of this project and to act as a point of contact.
- Client team members will be identified and be part of the decision-making process as it relates to changes in process, applications, technology, etc.
- Client will provide assistance in the development of functional requirements and will confirm those requirements meet the project's overall business objective.
- Client business and technical staff must be available for team workshops, requirements gathering, data gathering, and/or consulting sessions.

- Client will be responsible for scheduling and coordinating all meetings and interviews involving other teams, departments, jurisdictions, management teams, or other necessary resources required for the success of this project.
- Client will provide access to resources in a manner consistent with the proposed schedule and provide suitable designees in the absence of required resources.
- Client will provide adequate working facilities (i.e., desk, computer, telephone, contractor identification, access badge, parking pass, etc.) for DSI to perform any portion of this project that must be conducted at Client's facility and access to all applicable software, databases, tools, and systems at their facilities.
- Client will ensure that the consultant(s) are granted access to the facilities and/or systems required to conduct the necessary work defined in this SOW.
- Client will provide a knowledgeable Escort for data gathering, requirements gathering, tours, and access to restricted personnel as necessary.
- A minimum of 24-hour notice if all minimum required members for any scheduled meeting cannot attend the meeting. This will allow the meeting coordinator sufficient time to cancel or re-schedule the meeting.
- Advance notice if there is to be any additional incurred travel expenses above and beyond the contract. DSI will confirm approval of all travel dates and expenses in email from the appropriate project sponsors prior to being on site.

Client Engagement Responsibilities

The below table demonstrates the anticipated client engagement responsibilities and level of effort involvement to ensure the success of the project.

Role	Time (% FTE)	Responsibilities
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Implementation Project Lead	30-40%	<ul style="list-style-type: none"> • Serve as primary Person of Contact • Work with Dude PM to plan and schedule client resources • Manage the scope of the paid services in SOW • Coordinate Client staff assignments • Manage Client activities to meet schedule commitments • Mitigate all implementation risks • Define requirement/layouts of reports purchased • Identify requirements for any connectors purchased • Sign-off on completion of all implementation services delivered
Subject Matter Experts (Multiple)	40-60%	<ul style="list-style-type: none"> • Attend Implementation/configuration meetings • Define and provide input into configuration • Attend User Acceptance and validation Training • Validate data and configuration • Develop UAT Test Scripts
IT Lead	5-10%	<ul style="list-style-type: none"> • Manage infrastructure changes to support SmartGov • Provide the data to be migrated from systems • Mitigate any technical issues • Coordinate technical assignments required to implement • SMARTConnectors, including GIS and parcel data
Data Validator / UAT Testing	20-30%	<ul style="list-style-type: none"> • Validate all data migrated • Comprehend the data in the prior system and how it translates to Community Development • Verify the data that was validated • Participate in UAT Testing, execute test scripts and provide feedback

		<ul style="list-style-type: none"> • Manage SmartGov Configuration • Create user accounts • Handle user access/privileges • Reset passwords • Supervise organization information changes • Regulate system values • Customize attributes • Generate ad hoc reports • Support internal usage of SmartGov
System Administrator	10-15%	
		<ul style="list-style-type: none"> • Manage data within SmartGov, specifically: • Accreditations • Task lists • Training Tracks • Assessments • Training Items • Training Location (conference room, off-site, etc.)
Training Coordinator	10%	
User	Case-by-Case	<ul style="list-style-type: none"> • Participate in SmartGov training • Participate in UAT Testing, execute Test Scripts

Change Control Authorization Process

In order to maintain a positive relationship with our clients and to complete all services and deliverables of a project on a timely basis, all facets of the project must be agreed upon, and any changes to the project must be requested and evaluated for impacts. Change control is an essential mechanism to monitor and document all project changes and deviations from the original scope and objectives of the project. All project changes must be requested via the project CCA process. The basic steps for a change are:

- The client team or DSI team discovers a need to change the project.
- The authorized client project manager or DSI Project Manager is notified and a CCA is initiated.
- The written project change request is reviewed by all necessary parties and either accepted or rejected.
- If rejected, the change request is maintained in the project file for reference purposes.
- If the written change request is accepted, then:
 - All necessary signatures are recorded on the change request
 - All affected documentation is revised to reflect the change(s)

- Any adjustments to schedule, scope, and/or cost are made to the overall project plan
- Signatures are required for all change requests
- Copies of the official approved and signed CCA are forwarded to the customer project manager and DSI Project Manager for the documentation archive. DSI will forward a copy to the Project Accounting Team in the office to update the project information and budget (if necessary).

Change Control Authorizations Process Steps

Step	Type	Description
1	Request	A request is made for a change to the agreed upon scope baseline. The request may be internally or externally generated, must be formally written and communicated to the project manager, and may have been prompted by any number of reasons or events.
2	Evaluate	The project manager facilitates an evaluation to confirm that the requested change is in fact a change to the agreed upon scope baseline. If so, the project manager implements the request as described below.
3	Assess	If the request is in fact a change to the scope baseline, the project manager assesses the impact on project schedule, budget and work products, using a similar approach as the original project planning process, utilizing team member expertise as needed.
4	Document	The project manager documents the project impact and other critical information in a CCA form. A summary of the change is recorded in a change order log. This log is required, and is a very useful tracking tool, and is included in the project status report.
5	Decide	The change order is presented to the project's governing authority, typically a steering committee, stakeholder's, or equivalent. In some cases, the project may have a separate change management board to process change requests. The governing authority decides whether or not to implement the change, and obtains approval for any needed additional resources (if it does not itself have the authority to authorize resource changes).
6	Incorporate	The project manager incorporates changes into the project's scope baseline in the form of such artifacts as contracts, statements of work, project plans, requirements and design documents per the approved CCA document.
7	Implement	The project team implements the changes.



Proposal terms

- Proposal has been prepared for City Of Selah ("Subscriber")
- Proposal expires in sixty (60) days
- Initial Term: 12 months
- Should you not be reimbursed from the CARES Act, and can provide documentation that DSI's software was not accepted as a qualifying purchase/expense. DSI will offer a 100% refund of your software purchase. Services rendered cannot be refunded.

Order Form terms

- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Subscription Agreement found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- The Effective Date of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.

Additional information

- DSI fees do not include any taxes, levies, duties, or similar government assessments for which Subscriber may be responsible. Tax exemption certifications can be sent to accountsreceivable@dudesolutions.com (<mailto:accountsreceivable@dudesolutions.com>).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-165566 on any applicable purchase order; address purchase order to: Dude Solutions, 11000 Regency Parkway, Suite 110, Cary, NC 27518
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services. Proof of insurance can be provided upon request.



CITY OF SELAH

Planning Department • 222 South Rushmore RD. • Selah, WA 98942 • Ph: (509) 698-7365 • www.selahwa.gov

August 25, 2020

Dude Solutions
11000 Regency Pky #110
Cary, NC 27518

Subject: City of Selah Cares Act Funding Process

To whom it may concern,

1. The City of Selah will take its Dude Solutions contract to the city council for approval and submittal for Cares Act Funding on September 8, 2020;
2. On September 22, 2020, the city will take its total Cares Act Funding package to the city council for their approval prior to submittal to the Washington State Department of Commerce;
3. The week following the September 22, 2020 city council meeting, the City of Selah will submit their entire Cares Act Funding package to the Washington State Department of Commerce;
4. The city's Department of Commerce representative has identified that the city's funding package will be reviewed and funds disbursed to the city within two to four weeks from review and approval.
5. Additionally, it has been explained that the Department of Commerce may or may not provide an explanation for denial of a specific Cares Act reimbursement request. Rather they will remove the item from the total package and reimburse the city for the remainder of the requested submittals.

Sincerely,

Jeff Peters
Community Development Supervisor



Software for Smarter Operations





Software for Smarter Operations

Signature

Presented to:

Q-165566

July 22, 2020, 4:28:24 PM

Accepted by:

Printed Name

Signed Name

Title

Date





CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Action Item

9/8/2020

N – 2

Title: Resolution declaring Police Service Shotgun Surplus and Authorizing Disposition of the Same as Additional Consideration for Service Provided

From: Eric Steen, Deputy Chief

Action Requested: Approval

Staff Recommendation: An approval recommendation is requested.

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: It is recommended we continue with the tradition of surplusizing one of a retiring officer's duty weapons and providing it to the retiring officer.

Recommended Motion: Approve the Resolution declaring Police Service Shotgun Surplus and Authorizing Disposition of the Same as Additional Consideration for Service Provided

CITY OF SELAH, WASHINGTON
RESOLUTION NO. _____

A RESOLUTION declaring police service shotgun surplus and authorizing disposition of the same as additional consideration for service provided.

WHEREAS, Chief Richard Hayes is retiring after having served on the City of Selah's Police for many years;

WHEREAS, Chief Hayes' service to the City has been exemplary;

WHEREAS, during Chief Hayes' service with the City he has carried a service shotgun, a Remington 870, serial number RS10940R;

WHEREAS, as additional consideration for Chief Hayes' outstanding service to the City, the City's Police Department would like to surplus the service shotgun Richard Hayes carried and provide it to Richard Hayes upon his retirement;

WHEREAS, the City of Selah wishes to surplus and provide the service pistol to Richard Hayes in acknowledgment of the exemplary service he provided to the City and as additional consideration for that service;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, HEREBY RESOLVES as follows:

Section 1. Police Service Remington 870 shotgun, serial number RS1940R is hereby declared surplus.

Section 2. The City of Selah Police Department is authorized to transfer the Pistol to retiring Chief Hayes a in acknowledgment of and as additional consideration for his years of exemplary service to the City of Selah and its residents.

PASSED this 8th day of September 2020.

Sherry Raymond, Mayor

ATTEST:

APPROVED AS TO FORM:

Dale Novobielski, Clerk/Treasurer

Rob Case, City Attorney



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Action Item

9/8/2020

O – 1

Title: Ordinance Amending Section 8.70.020 of the Selah Municipal Code, “Parking Prohibited on Certain Streets”, Providing for Severability; and Establishing an Effective Date.

From: Joe Henne, Public Works Director

Action Requested: Approval

Staff Recommendation: Approve the Amendment to Section 8.70.020 of the Selah Municipal Code Related to Parking Prohibited on Certain Streets.

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: At present, Selah Municipal Code section 8.70.020 (labeled “Parking Prohibited on Certain Streets”) prohibits the parking of vehicles on twenty-four designated portions of public streets. The City’s Public Works Department had identified additional portions of public streets that due to one or more reasons are also not suitable for vehicle parking. Specifically, Friday Point Place on both sides and West Goodlander both sides from North First Street to Lander Road. The department has received complaints regarding parked vehicles at the specified locations. Therefore, the Department recommends that “No Parking” signs be installed at the specified location and the specified location be added-respectively as number (25) and (26) to the list of Public Street portions that are designated in Selah Municipal Code section 8.70.020 as parking-prohibited locations.

Recommended Motion: To approve the ordinance.



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)

Date:	Action Taken:
1/14/2020	Ordinance Amending Section 8.70.020 of the Selah Municipal Code, "Parking Prohibited on Certain Streets", Providing for Severability; and Establishing an Effective Date
2/13/2018	Ordinance Amending Section 8.70.020 of the Selah Municipal Code, "Parking Prohibited on Certain Streets", Providing for Severability; and Establishing an Effective Date
4/26/2011	Ordinance Amending Section 8.70.020 of the Selah Municipal Code, "Parking Prohibited on Certain Streets;" Providing for Severability; and Establishing an Effective Date
1/11/2011	Ordinance Amending Section 8.70.020 of the Selah Municipal Code, "Parking Prohibited on Certain Streets;" Providing for Severability; and Establishing an Effective Date
8/26/2008	Ordinance Amending Title 8, Chapter 8.70.020 of Selah Municipal Code (SMC), Parking Prohibited On Certain Streets by Adding East Fremont Avenue
10/10/2006	Ordinance Amending S.M.C. Title 8, Chapter 8.70.020 Parking on Certain Streets

ORDINANCE NO. _____

ORDINANCE AMENDING SECTION 8.70.020 OF THE SELAH
MUNICIPAL CODE, "PARKING PROHIBITED ON CERTAIN
STREETS", PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council wishes to amend section 8.70.020 to include an additional street on which parking is prohibited;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON does ordain that Selah Municipal Code be Amended as follows and a new section adopted as follows:

Section 1. SMC 8.70.020 amended as follows:

8.70.020 Parking Prohibited on Certain Streets.

When signs are erected giving notice thereof, no person shall park a vehicle upon any street or parts of the following streets:

- (1) First Street, North and South, either side;
- (2) Wenas Road, north of Naches Avenue, either side;
- (3) East & West Fremont Avenues, from North Wenas Road to North 14th Street, both sides;
- (3)(A) Fremont Avenue, between North 14th Street and North 16th Street, north side;
- (4) Bartlett Avenue, north side, between First and Third Streets;
- (5) Third Street, west side, north of Bartlett Avenue;
- (6) Third Street, west side, Naches Avenue to Park Avenue;
- (7) Third Street, west side, Selah Avenue to Valleyview Avenue;
- (8) Fourth Street, either side, Naches Avenue to Fremont Avenue;
- (9) Fifth Street, west side, Riverview to Pleasant Avenue;
- (10) Naches Avenue, south side, Third to Fourth Street;
- (11) Pear Avenue, north side, North Tenth to North Eleventh Street;
- (12) Eleventh Street, east side, Fremont to Speyers Road;
- (13) Speyers Road, south side, Eleventh to Thirteenth;
- (14) East Goodlander, south side, North Park Drive east to the end of the pavement;
- (15) North Park Drive and South Park Drive both sides, south of East Goodlander;
- (16) West Yakima Avenue, both sides, west of 16th Street;
- (17) 16th Street, both sides, West Yakima Avenue to Cedar Lane;
- (18) North Fourth Street, both sides, 100 feet north of West Fremont Avenue.
- (19) East side of North Third Street from Fremont to Bartlett.
- (20) Larson Drive, both sides, from North Wenas Road to South Park Drive.
- (21) East Goodlander Road, both sides, from North First Street to North Wenas Road.

- (22) Dwinell Drive, both sides.
- (23) Third Street, east side, between Naches Avenue and Selah Avenue.
- (24) Bartlett Avenue, south side, between First Street and Third.
- (25) Friday Point Place, both sides.
- (26) West Goodlander, both sides, from North First Street to Lander Road.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH,
WASHINGTON this 8th day of September, 2020.

Sherry Raymond, Mayor

ATTEST:

Dale Novobielski, Clerk Treasurer

APPROVED AS TO FORM:

Rob Case, City Attorney

ORDNANCE NO. _____



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Action Item

9/8/2020 O – 2

Title: ORDINANCE AMENDING THE 2020 BUDGET FOR LEGAL SERVICES

From: Dale Novobielski, Clerk/Treasurer

Action Requested: Approval

Staff Recommendation: Approve Ordinance.

Fiscal Impact: \$ 4,000

Funding Source: Fund 001 General \$ 2,400, Fund 103 Fire Control \$ 200, Fund 411 Water \$ 400, Fund 415 Sewer \$ 800 and Fund 420 Solid Waste \$ 200.

Background / Findings & Facts: At the August 25, 2020 Council meeting an amendment was approved to the contract for legal services with D.R. (Rob) Case, accordingly a budget adjustment is appropriate.

Recommended Motion: I move to approve an Ordinance amending the 2020 Budget for legal services.

Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)

Date:

8/25/2020

Action Taken:

An amendment was approved to the contract for legal services with D.R. (Rob) Case.

AN ORDINANCE AMENDING THE 2020 BUDGET FOR LEGAL SERVICES

WHEREAS, the City desires to approve an adjustment to the 2020 Budget for legal services;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, does ordain as follows: that the Clerk-Treasurer be authorized to amend the 2020 Budget as follows:

001 General**Legal**

001.000.015.515.30.41.00	Professional Services	\$ 2,400
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Non-Departmental

001.000.999.508.80.00.00	New Ending Unreserved Fund Balance	556,236
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103 Fire Control

103.000.022.522.20.41.00	Professional Services	\$ 200
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103.000.999.508.80.00.00	New Ending Unreserved Fund Balance	\$ 679,044
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411 Water

411.000.034.534.80.41.00	Professional Services	\$ 400
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411.000.999.508.80.00.00	New Ending Unreserved Fund Balance	\$ 1,017,943
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415 Sewer

415.000.035.535.70.41.00	Professional Services	\$ 400
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415.000.035.535.80.41.00	Professional Services	400
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415.000.999.508.80.00.00	New Ending Unreserved Fund Balance	\$ 836,530
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420 Solid Waste

420.000.037.537.80.41.00	Professional Services	\$ 200
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420.000.999.508.80.00.00	New Ending Unreserved Fund Balance	258,405
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PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 8th day of September 2020.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk-Treasurer

APPROVED AS TO FORM:

Rob Case, City Attorney