



SELAH CITY COUNCIL

Study Session

March 26, 2024

4:30 – 5:30 p.m.: City of Selah Middle Housing
Options/Development Regulations presented by
Tom Beckwith, Beckwith Consulting LLC

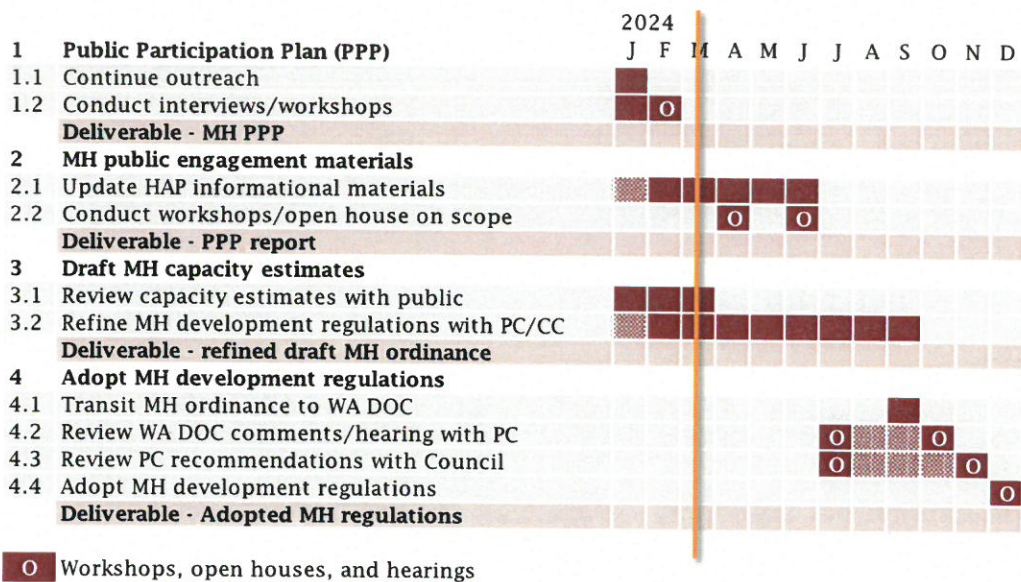
Selah, Washington ADU/Middle Housing Analysis



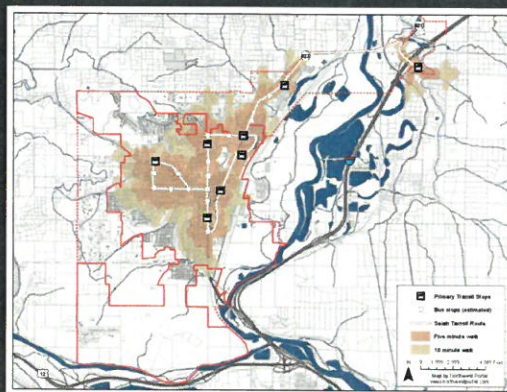
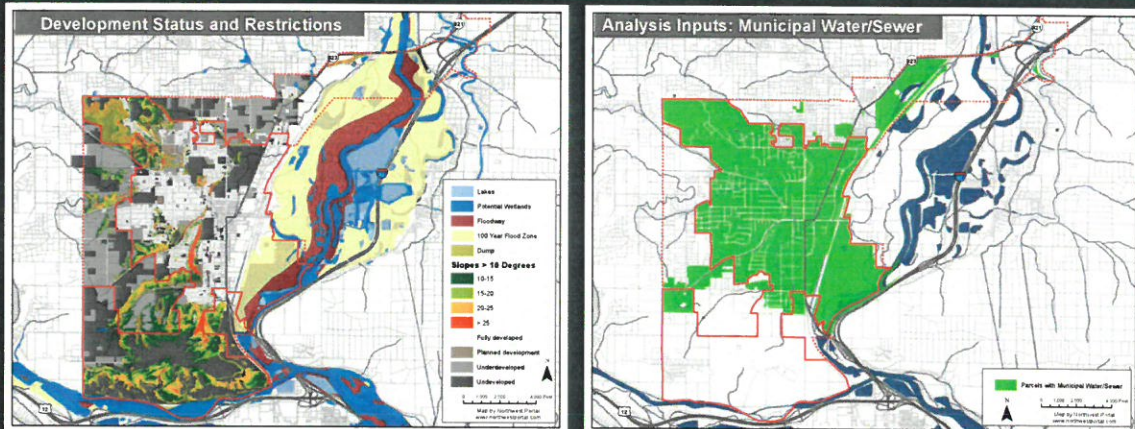
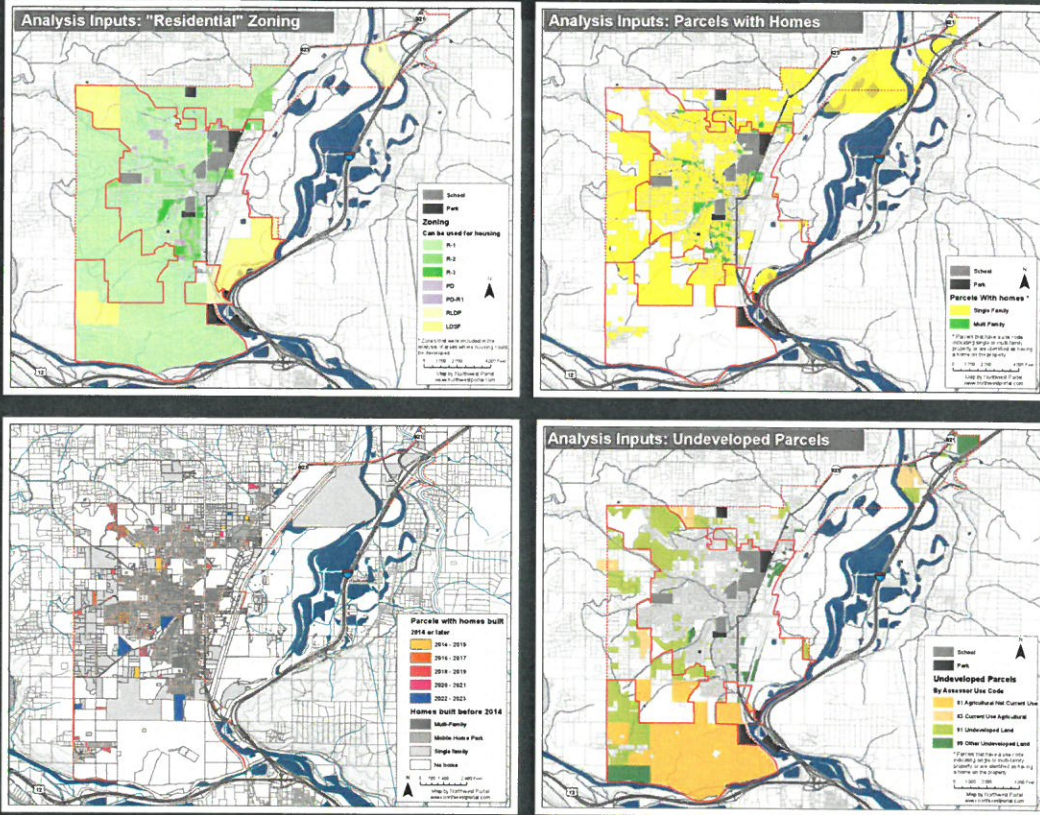
City Council Briefing
26 March 2024

Gantt Chart

Middle Housing (MH) schedule



Buildable capacity analysis



Selah buildable capacity lands

	Parcels	Total SqFt	Sq Ft outside of critical areas					Potential Sq Ft	City water or sewer	
			Slope <10	Slope <15	Slope <20	Slope <25	Any slope		Parcels	Sq Ft
Undeveloped	582	88,829,521	49,868,863	59,735,738	68,385,012	68,385,012	74,999,506	415	32,435,953	
Partially developed	446	41,345,656	32,642,516	36,378,564	38,947,972	38,947,972	40,246,699	150	8,861,323	
Fully developed	2,147	25,153,958	19,477,146	20,370,575	21,193,623	21,193,623	21,964,041	2,011	22,224,230	

	Parcels	Total SqFt	Acres outside of critical areas					Potential Sq Ft	City water or sewer	
			Slope <10	Slope <15	Slope <20	Slope <25	Any slope		Parcels	Acres
Undeveloped	382	2,039	1,145	1,371	1,570	1,570	1,722	0	745	
Partially developed	446	949	749	835	894	894	924	840	203	
Fully developed	2,147	577	447	468	487	487	504	0	510	

Analysis is looking at properties that have a zoning that allows residential use (per the project definition)
 Undeveloped does not have a home on the property (non residential structures such as barns are considered undeveloped in this analysis)
 Partially developed means that the acreage of the lot is at least 2.5x the minimum acreage considering slope factors.
 Potential

Selah buildable lands analysis:

Based on the methodology used for the Buildable Lands & Land Capacity Analysis prepared for the city of Mount Vernon, modified to the specific conditions and regulations for Selah and Yakima County.

This analysis looked at parcels in the residential zones of the city and UGA.

The analysis was done by Jennifer Hackett of Northwest Portal using spatial analysis tools and data layers provided by the city and county.

You can find a detailed description of the methodology on the next tab or download the word document from dropbox:

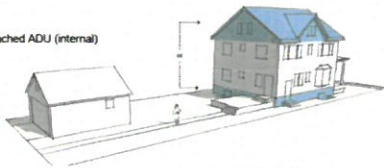
<https://www.dropbox.com/scl/fi/2ewdl3n33gyxquyrozcg/Selah-buildable-lands-analysis.docx?rlkey=btzyb0l4sen1kb91itnyopbvz&d=0>

Accessory Dwelling Unit (ADU)

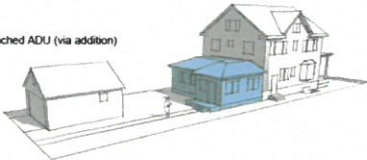
Examples of Accessory Dwelling Units (ADUs)

ADUs in blue; main residence in white

Attached ADU (internal)



Attached ADU (via addition)



Detached ADU



Image credit: City of Saint Paul, MN



Accessory Dwelling Units (ADU) August 2023

HB 1337, passed in 2023, requires jurisdictions to allow two ADUs per lot within urban growth areas (UGAs) by six months after the next periodic update due date.

Benefits of ADUs

- Add to the diversity of housing options.
- Provide a housing type that blends in well with existing low density residential neighborhoods.
- Cater to our state's changing demographics, including more seniors and smaller household sizes.
- Provide housing that is typically more affordable than traditional detached single-family homes.
- Add housing units without expanding urban growth areas.
- Correct historic economic and racial exclusion by opening up single-family neighborhoods to more diverse housing and household types.
- Reduce climate impacts because ADUs tend to be smaller and use less energy than traditional single-family homes.
- Use existing infrastructure such as sewer, water and streets.

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In 2023, HB 1337 amended RCW 36.70A to add significant changes to local government roles for regulating ADUs. Within urban growth areas, cities and counties:

- Must allow two ADUs per residential lot. They may be attached, detached, or a combination of both, or may be conversions of existing structures.
- May not require the owner to occupy the property and may not prohibit sale as independent units.
- May not charge more than 50% of impact fees charged for the principal unit.
- Must allow an ADU of at least 1,000 square feet and must adjust zoning to be consistent with the bill for things such as height, setbacks, and other regulations.
- Must set consistent parking requirements based on distance from transit and lot size.

If a city or county does not amend its rules to be consistent with the law, the statute will "supersede, preempt and invalidate any conflicting local development regulations."

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Other new provisions in HB 1337

- Actions taken by a city or county to comply with new requirements are **exempt from legal challenge** under GMA or SEPA.
- Cities and counties are **not required to authorize** the construction of an ADU where development is restricted under rules as a result of **physical proximity to on-site sewage system infrastructure, critical areas, or other unsuitable physical characteristics of a property.**
- Cities and counties **may restrict the use of ADUs for short term rentals.**
- Cities and counties may apply public health, safety, building code, and environmental permitting requirements to an ADU that would be applicable to the principal unit, **including regulations to protect ground and surface waters from on-site wastewater.**
- ADUs are not required to be allowed on lots with critical areas, or around SeaTac airport.
- Local governments are **protected from civil liability** if they issue a permit for an ADU on a lot with a covenant or deed restricting ADUs.

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Requirements

1. Allow two ADUs per lot

Within urban growth areas, cities and counties must allow two ADUs on all lots in zoning districts that allow for single-family homes. The ADUs may be:

- 2 attached ADUs such as unit in a basement, attic, or garage;
- 1 attached ADU and one detached ADU; or
- 2 detached ADUs, which may be comprised of either one or two detached structures.
- A conversion of an existing structure, such as a detached garage.

When lots are small

Cities and counties must allow an ADU on any lot that meets the minimum lot size required for the principal unit. Minimum lot sizes set the base lot size for development as part of a subdivision process. To support more ADU development, local governments should **reduce or eliminate minimum lot size requirements for ADUs with existing development and allow ADUs on all lots.** Where lots are smaller than the minimum allowed by the zone, cities may choose to rely on the capacity of the lot, sewer, septic, parking, and landscaping or other regulations to set the limits on 1 or 2 ADUs.

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Restricted development locations

Cities and counties are not authorized to allow construction of ADUs in locations where development is restricted under other laws, rules, or ordinances due to physical proximity to on-site sewage system infrastructure, critical areas or other unsuitable physical characteristics of a property. This includes critical areas protection standards, such as buffers and setbacks, as well as associated environmental permitting review and process requirements.

In short, cities and counties should apply the same public health, safety, building code and environmental permitting requirements to an ADU that would be applicable to the principal unit, including regulations to protect ground and surface waters from on-site wastewater. The provisions of HB 1337 provide no authority to override local ordinances that address public health and safety.

Cities and counties may restrict ADU development:

- Within areas designated as critical areas (see below).
- In shoreline areas so designated under a shoreline master program (see below).
- On lots in a watershed serving a reservoir for potable water if that watershed is or was listed, as of July 1, 2023, as impaired or threatened under Section 303(d) of the federal Clean Water Act (33 U.S.C. Sec. 1313(d)).
- In zones with a density of 1 dwelling unit per acre or less that are in critical areas, designated as wetlands, fish and wildlife habitats, flood plains, or geologically hazardous areas. Generally, any zones with such low densities within UGAs are so designated to protect the critical area, so adding additional development in the form of an ADU is not consistent with this exception.

For areas without sewer:

- Cities/counties may prohibit ADUs on properties not served by sewers.
- Septic and related wastewater rules to protect water-quality located in local health codes and 246-272A and -272B WAC continue to apply to on-site systems for ADUs.
- The Department of Health expects attached ADUs to be more likely to be connected to the same septic system as the primary single-family residence since they are easier to build compliant with Department of Health rules. The septic system needs to be designed to accommodate this additional wastewater flow.
- Detached ADUs could, depending on local rules, be served by a separate septic system. The requirements, including horizontal setback and maximum density requirements of the rule(s) would apply.

Allow separate sale of ADUs:

A city or county may not prohibit the sale or other conveyance of a condominium unit independently of a principal unit solely on the grounds that the condominium unit was originally built as an accessory dwelling unit. Washington's Condominium Act, which provides for the creation of condominiums, does not preclude ADUs from being created as a part of a condominium development. Here, the unit is individually owned, and the remainder of the property is under common ownership. Local governments wanting to regulate how ADUs are converted to a condominium form of ownership should work closely with their legal counsel in reviewing RCW 64.90.025 and other related laws.

Zero lot line subdivisions and lot splits are mentioned in Section 4(2) of HB 1337, however, there is currently no authorization for lot splits in Washington, creating true independent units for ADUs. SB 5258 amends RCW 58.17.060 to require all cities and towns to adopt procedures for unit lot subdivisions to allow division of a parent lot into separately owned unit lots or owned in common by the owners of the lots. However, this is better used for developments such as townhouses.

Parking requirements:

Parking limits for ADUs are subject to the following:

- Off street parking may not be required as a condition of permitting ADUs within 0.5 mile of a major transit stop.
- On lots smaller than 6,000 square feet, no more than 1 off-street parking space may be required per ADU before any zero lot line subdivisions or lot splits.
- On lots greater than 6,000 square feet, no more than 2 off-street parking spaces per ADU may be required before any zero lot line subdivisions or lot splits.

A parking study

Cities may choose to require more parking if Commerce concurs with a locally-conducted empirical study prepared by a credentialed transportation or land use planning professional that clearly demonstrates that parking consistent with the law would be significantly less safe for pedestrians, bicyclists, or people in vehicles than if the jurisdiction's parking requirements were applied to the same location for the same number of detached houses. Commerce is required to develop guidance on the contents of the study by the end of 2023.

Setbacks, design standards, height:

A city or county may not impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, aesthetic requirements, or requirements for design review for ADUs that are more restrictive than those for principal units.

A city or county must allow detached ADUs to be sited at a lot line if the lot line abuts a public alley, unless the city or county routinely plows snow on the public alley.

A city or county may not impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, aesthetic requirements, or requirements for design review for ADUs that are more restrictive than those for principal units.

The city or county may not establish roof height limits on an ADU of less than 24 feet, unless the height limitation on the principal unit is less than 24 feet, in which case, a city or county may not impose roof height limitation ADUs is less than the height limit that applies to the principal unit.

Recommendations:

1. Allow prefabricated units

Prefabricated detached ADUs can provide a degree of cost savings, which may make them more affordable for property owners, especially in more remote areas that may not have access to the tradespeople needed to construct ADUs. Because materials and manufacturing are centralized at an off-site manufacturing facility, prefabricated units require less construction time than conventionally built structures and can be constructed year-round in a climate-controlled factory.

RCW 35A.21.312 allows for consumer choice in housing, requiring local government to allow the placement of factory-built homes in any location where site-built homes are permitted.

2. Streamline ADU permitting processes

A local permitting process should be designed to make it as easy as possible for an applicant to prepare and submit a development permit application, and for the permit review staff to review and quickly approve it. This approach should be particularly true for the types of development that a community is actively trying to encourage, such as ADUs.

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Local governments should allow ADUs “by-right,” with project review and approval to be done administratively. Having an expedited or shorter review process for ADUs can also include preferential review of ADU proposals. Providing pre-approved ADU plans is another method for reducing the time needed to review an ADU proposal. Streamlining can be additionally bolstered by checklists that clarify the ADU approval process.

3. Offer incentives to encourage ADUs that are affordable to lower-income households

While ADUs are generally more affordable than a typical single-family home, most aren't affordable to households making less than 80% of the area median income (AMI). To address this issue, some local governments offer incentives for ADUs that are affordable for lower-income households (that is, less than 80% AMI) for a set number of years (such as 50 years). These types of incentives usually involve requiring affordability in exchange for providing a “bonus,” like higher densities in the form of an additional ADU.

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Example Seattle – Accessory Dwelling Unit (ADU)



Freedom POD dWELLing Collection

A healthy, barrier-free and Accessible Home for All

Categories

Accessible ADU
Small Forefront ADU
Low-Cost ADU

Project Description

The Freedom POD is an all-ADU developed by the University of Washington and designed by the University of Washington. It is a small, single-story ADU that is designed to be accessible to all people, including those with physical disabilities. The unit is designed to be a healthy environment, an integral part of the community, and a model for future ADUs. The unit is designed to be a healthy environment, an integral part of the community, and a model for future ADUs.

The Freedom POD is a small, single-story ADU that is designed to be accessible to all people, including those with physical disabilities. The unit is designed to be a healthy environment, an integral part of the community, and a model for future ADUs.



Sunset POD

dWELLing collection

A healthy and barrier-free unit for all ages for All

Categories

Low-cost ADU
Family-friendly ADU
Project Narrative

The Sunset POD is designed to be a healthy and barrier-free unit for all ages. It is a two-story ADU that is designed to be accessible to all people, including those with physical disabilities. The unit is designed to be a healthy environment, an integral part of the community, and a model for future ADUs.



Waterhaus POD

L & I certified or site built

dWELLing collection

A healthy and barrier-free and Accessible Home for All

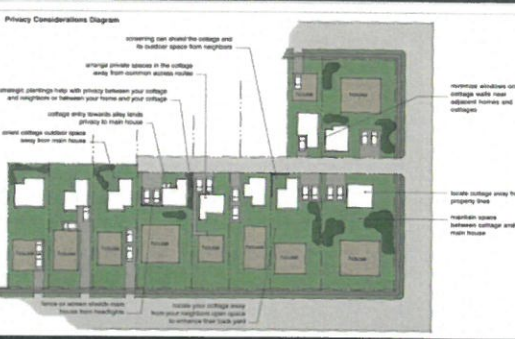
Categories

Low-cost ADU
Family-friendly ADU
Accessible ADU

PROJECT DESCRIPTION

The Waterhaus model demonstrates the Built Green Principle. Designed as a factory built modular home, it can also be a prefabricated site built home using the Structurally Insulated Panels ensuring a well-insulated and light building envelope. It shows an energy efficient, low maintenance and non-toxic materials promoting superior indoor air quality in the water tight home.

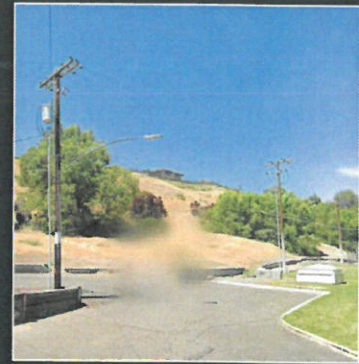
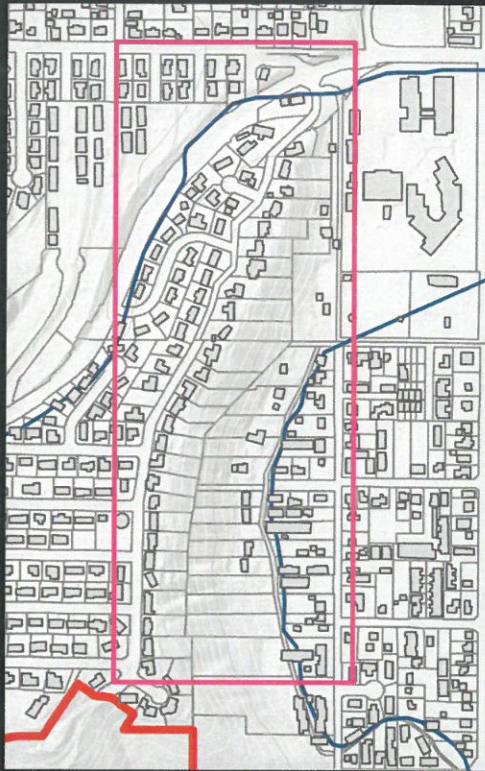
The Waterhaus is designed in a U-shaped layout. This indent allows both the living room and the bedroom to have corner windows. The view and sound is directed away from neighboring houses and to a waterfall. The deck becomes a private sanctuary. The glass window provide additional privacy, light and ventilation. Translucent glass panels in the passage doors will allow all arrive naturally lit and enlarge the space.



Potential application



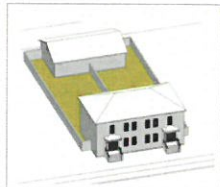
Potential application?



Accessory Dwelling Unit



Duplex



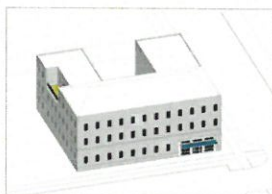
Cottage



Townhouse



Courtyard Building



Multiplex



Live-Work



SEDU

Missing Middle Housing (MMH) allowed in existing zoning

Existing zoning	LDSF	R-1	R-2	R-3	PD
Accessory Dwelling Unit (ADU)					
Duplex		1	1	1	1*
Triplex			2	1	1*
Fourplex			2	1	1*
Multiplex 0-5 units/acre			2	1	1*
Multiplex 6-11 units/acre			2	1	1*
Multiplex 12+ units/acre			3	1	1*
Cottage, Bungalow Court					
Townhome, Rowhouse			2	1	1*
Courtyard Building			2	1	1*
Live-Work				3	1*
SEDU and EDU			2	1	1*
Mixed-use building				3	1*

1 – allowed, 2 and 3 – allowed subject to review for conformance with Comprehensive Plan.

1* No more than 40% of development can be two or multifamily development and no more than 40% in the R-2 and R-3 can be single-family.

* Allowed under Planned Development (PD) contract zone.

Source: Selah Municipal Code

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Tier 3 Middle Housing Model Ordinance 23 Jan 2024

If necessary, supersede, preempt, and invalidate the city's development regulations that conflict with this ordinance until such time the city takes all actions necessary to implement RCW 36.70A.635, if the city has not taken action necessary to implement RCW 36.70A.635 by the time frame required by RCW 36.70A.635. The model ordinance shall remain in effect until the city has taken all necessary actions to implement RCW 36.70A.635.

Scenario 1 – city adopts regulations by deadline (6 months after periodic comprehensive plan update)

Scenario 2 – city has not adopted regulations by deadline

Scenario 3 – city adopts regulations after deadline

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General Provisions of Model Ordinance

A. Nothing in this ordinance prohibits the city from permitting detached single-family residences.

B. Nothing in this ordinance prohibits the city from requiring any development, including middle housing development, to provide affordable housing, either on-site or through an in-lieu payment, nor limit the city's ability to expand or modify the requirements of an existing affordable housing program enacted under RCW 36.70A.540.

C. Nothing in this ordinance requires the issuance of a building permit if other federal, state, and local requirements for a building permit are not met.

D. Nothing in this ordinance affects or modifies the responsibilities of the city to plan for or provide "urban governmental services" as defined in RCW 36.70A.030.

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E. The city shall not approve a building permit for middle housing without compliance with the adequate water supply requirements of RCW 19.27.097.

F. The city shall not require through development regulations any standards for middle housing that are more restrictive than those required for detached single-family residences, but may apply any objective development regulations that are required for detached single-family residences, including, but not limited to, set-back, lot coverage, stormwater, clearing, and tree canopy and retention requirements to ensure compliance with existing ordinances intended to protect critical areas and public health and safety.

G. The same development permit and environmental review processes shall apply to middle housing that apply to detached single-family residences, unless otherwise required by state law including, but not limited to, shoreline regulations under chapter 90.58 RCW, building codes under chapter 19.27 RCW, energy codes under chapter 19.27A RCW, or electrical codes under chapter 19.28 RCW.

H. Conflicts. In the event of a conflict between this ordinance and other development regulations applicable to middle housing, the standards of this ordinance control.

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Applicability

A. The provisions of this ordinance shall apply to all lots zoned predominantly for residential use.

B. The provisions of this ordinance do not apply to:

1. Lots designated with critical areas designated under RCW 36.70A.170 or their buffers as required by RCW 36.70A.170.

2. A watershed serving a reservoir for potable water if that watershed is or was listed, as of July 23, 2023, as impaired or threatened under section 303(d) of the federal clean water act (33 U.S.C. Sec. 1313(d)).

3. Lots that have been designated urban separators by countywide planning policies as of July 23, 2023.

Unit density

A. The permitted unit density on all lots zoned predominantly for residential use is 2 units per lot, unless zoning permitting higher densities or intensities applies.

B. The standard of subsection (A) does not apply to lots after subdivision below 1,000 square feet unless the city has a smaller allowable lot size in the zone.

Dimensional standards

1. The city shall not require through development regulations any standards for middle housing that are more restrictive than those required for detached single-family residences but may apply any objective development regulations that are required for detached single-family residences. This includes, but is not limited to, the following types of dimensional standards: building height, setbacks, lot coverage, floor area ratio, lot area and lot dimension, impervious surface, open space, and landscaped area standards.

2. Maximum building height 35 feet.

E. Minimum setbacks from property lines for middle housing buildings greater than the following are invalid:

- a. Street or front: 15 feet, except 10 feet for lots with a unit density of 3 or more.
- b. Street or front, garage door (where accessed from a street): 20 feet.
- c. Side street: 5 feet.
- d. Side interior: 5 feet, and 0 feet for attached units internal to the development.
- e. Rear, without an alley: 20 feet.
- f. Rear alley: 0 feet, and 3 feet for a garage door where it is accessed from the alley.

Parking standards

A. Off-street parking for middle housing shall be subject to the following:

1. No off-street parking shall be required within 0.5-mile walking distance of a major transit stop.

2. A maximum of 1 off-street parking space per unit shall be required on lots smaller than 6,000 square feet, before any zero lot line subdivisions or lot splits.

3. A maximum of 2 off-street parking spaces per unit shall be required on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

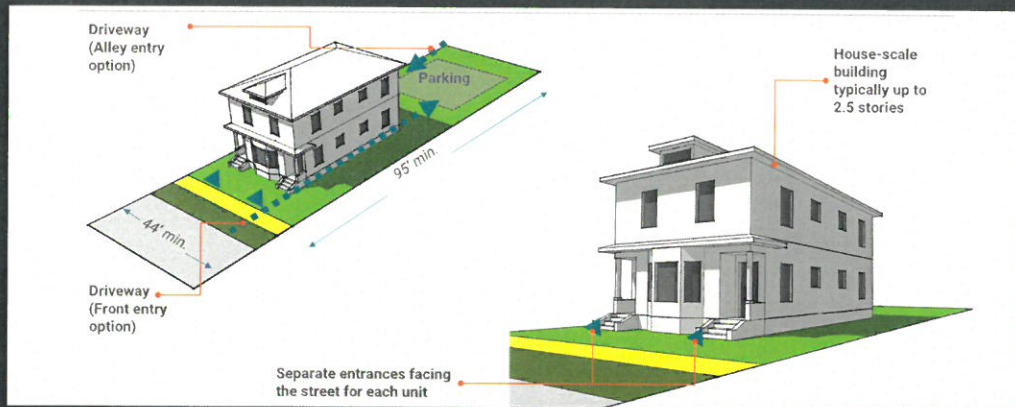
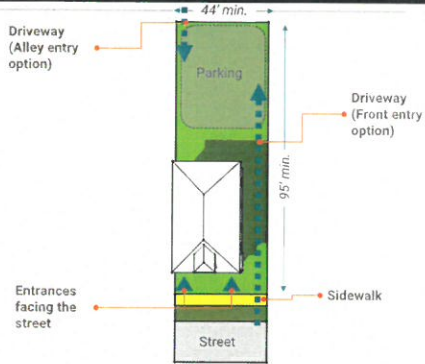
B. The provisions of subsection (A) do not apply to:

1. Portions of the city for which the Department of Commerce has certified a parking study in accordance with RCW 36.70A.635(7)(a), in which case off-street parking requirement shall be as provided in the certification from the Department of Commerce.

Example WA DOC – Duplex stacked

A small-to-medium sized, detached, house-scaled building consisting of two stacked units which both face the street and are contained within a single building, typically up to two and a half stories in height.

Typical Dimensions	
Building Width x Depth	24'x45'
Min. Lot Width x Depth	44'x95'
Gross Built Up Area	2,000 sf
Net Leasable Area (88% of Gross)	1,760 sf
Avg Unit Size	880 sf



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Example Selah – Duplex side by side

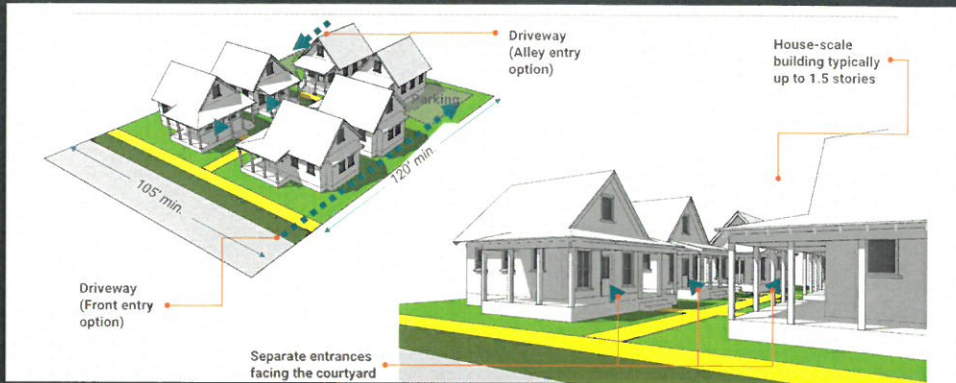
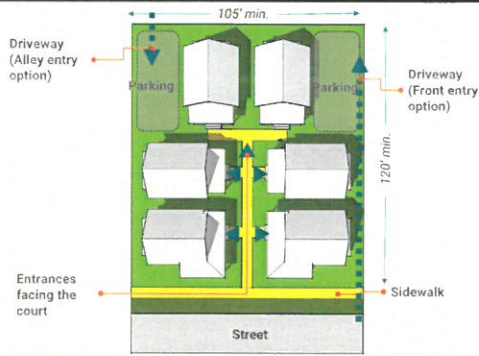


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Example WA DOC – Cottage housing

A group of six small, detached, house-scaled buildings typically up to one and a half stories in height, arranged to define a shared court open to and visible from the street.

Typical Dimensions	
Building Width x Depth	21'x22'
Minimum Lot Width x Depth	105'x120'
Average Unit Size (6 units)	462 sf



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Example Selah – Cottage housing



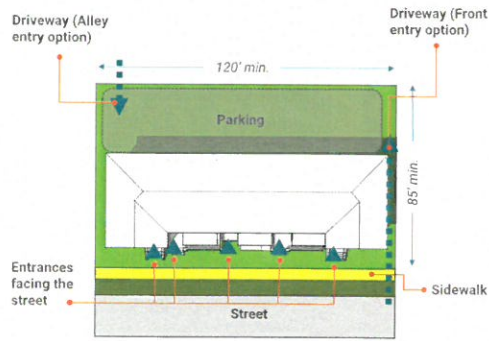
@ Water Lily/Goodlander Road

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Example WA DOC – Townhouse

A small sized, attached, house-scaled building consisting of individual units with common walls. Each of the five townhouses is typically two to three stories in height and has its own entrance.

Typical Dimensions	
Building Width x Depth	22' x 35'
Minimum Lot Width x Depth	120' x 85'
Townhouses in a Row (Attached)	5
Average Unit Size	1,540 sf



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Example Selah – Townhouse



Canyon Cliff

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Example Selah – Townhouse



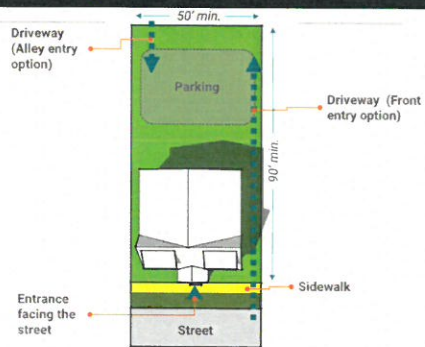
Virginia Crossing

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Example WA DOC – Fourplex

A small-to-medium sized, detached, house-scaled building typically up to two and a half stories in height, consisting of four units, two on each floor. These units share a common entry which faces the street.

Typical Dimensions	
Building Width x Depth	40' x 40'
Min. Lot Width x Depth	50' x 90'
Gross Built Up Area	3,200 sf
Net Leasable Area (85% of Gross)	2,720 sf
Avg Unit Size	680 sf

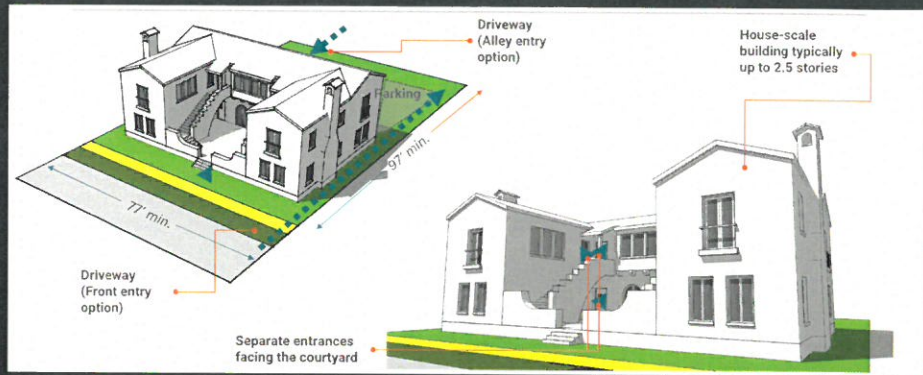
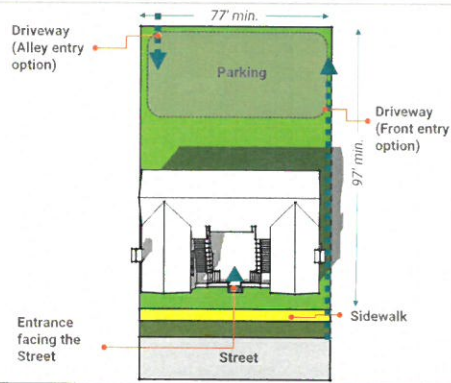


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Example WA DOC – Courtyard building

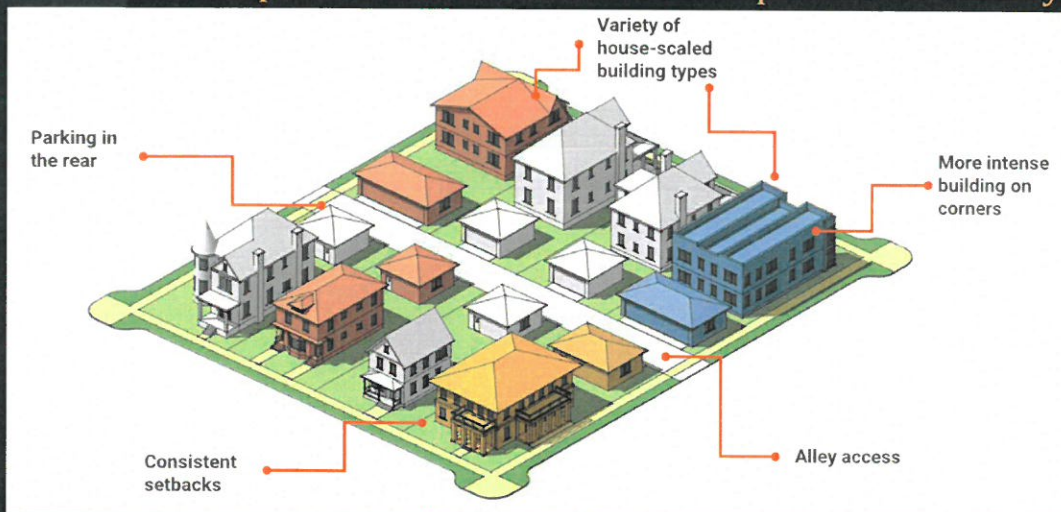
A detached or attached, house-scaled building typically up to two and a half stories in height that consists of at least six attached units with individual entrances off the central courtyard.

Typical Dimensions	
Building Width x Depth	67'x47'
Minimum Lot Width x Depth	77'x97'
Gross Built Up Area	4,668 sf
Net Leasable Area (88% of Gross)	4,108 sf
Average Unit Size (6 units)	695 sf



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Example WA DOC – Block development with alley



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Example WA DOC – Block development with street frontage



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Questions?

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SELAH CITY COUNCIL

Regular Meeting

March 26, 2024

5:30 p.m.: Regular Scheduled Meeting

Significant items on the Agenda – such as Consent Agenda Items, Public Hearings, Ordinances and Resolutions – will have an explanatory Agenda Item Sheet (AIS)

A yellow AIS cover page indicates an action item.

A blue AIS cover page indicates an informational/non-action item.



Selah City Council
Meeting Date: March 26, 2024
4:30 p.m.: Study Session
5:30 p.m.: Regular Meeting

City of Selah
115 W. Naches Ave.
Selah, WA 98942

Mayor:	Roger Bell
Mayor Pro Tempore	Kevin Wickenhagen
Councilmembers:	Jared Iverson Elizabeth Marquis Clifford Peterson William Longmire Michael Costello David Monaghan
City Administrator:	Rich Huebner
City Attorney:	Rob Case
Clerk/Treasurer:	Kimberly Grimm

AGENDA

- 1) **Call to Order – Mayor Bell**
- 2) **Roll Call**
- 3) **Registering in record of councilmember absence(s) as excused absence(s), per SMC 1.06.070**
- 4) **Pledge of Allegiance**
- 5) **Invocation with Aaron Crumrine from Selah Covenant Church**
- 6) **Announcement of changes, if any, from previously-published Agenda**
- 7) **Getting to know local businesses, agencies and/or people (up to 5 minutes total)**
 - A. Noah Lorton, Selah School District student
- 8) **Comments from the public (up to 30 minutes total)**

The City of Selah is a non-charter code city and we are presently conducting a regular meeting between the Mayor and City Council. A maximum of thirty minutes will be allotted for public comments.

Common-sense standards of decorum apply. Comments must be respectful; no profanity or insults are allowed. Comments pertaining to City business and official actions are the most valued, but comments pertaining to City officials' ability to fulfill their job duties due to events, actions, or activities that occurred outside the scope of their duties as a City official may also be offered. Constructive criticism of City officials is allowed including constructive criticism specifically mentioning City officials or employees by name as to official actions, but defamation, personal attacks and impertinent assertions are not allowed.

Commenters are limited to one comment per meeting and each comment is subject to a duration limit. City staff may disallow or modify any received written comment that exceeds its duration limit or that is deemed inappropriate, and the Mayor or Presiding Officer may turn off the podium microphone or otherwise silence any in-person comment that exceeds its duration limit or is deemed inappropriate.

These standards are subject to revision and will be updated whenever necessary in order to comply with constitutional requirements.

- A. Pre-arranged oral comments (up to 5 minutes each): None
- B. Reading of received written comments (up to 2 minutes each): None
- C. Oral comments by people in attendance (up to 2 minutes each):

9) **Proclamations/announcements - none**

10) **Consent Agenda**

Consent Agenda items are listed with an asterisk (). Those items are considered routine and will be addressed via a joint motion, without any discussion or debate. However, upon the request of any Councilmember an item will be removed from the Consent Agenda, will be addressed separately, and will be subject to discussion and debate.*

- A. Treesa Morales * Approval of Minutes from March 12, 2024 Study Session and Council Meeting
- B. Kimberly Grimm * Approval of Claims & Payroll
- C. Rocky Wallace * Resolution Authorizing the Mayor to “Task Order No. 2024-03” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s Well No. 6 and Zone 3 Booster Pump Station Generator Project

11) **Public Hearings – None**

12) **General Business**

- A. New Business
 - i. Kaylene Stiles and Richard Perez from United Way
- B. Old Business
 - i. Evaluation and Approval or Disapproval of Conceptual Design of Mural
 - ii. Resumption of Appeal Hearing (“Appeal” of Decision on a Code Complaint)

13) **Resolutions**

- A. Rocky Wallace Resolution Declaring the Well No. 3 Pump Replacement Project to be Complete and Accepting the Work and Materials
- B. Rich Huebner Resolution approving a 6% increase to the City of Selah’s Solid Waste Utility rate, effective July 1, 2024.

- C. Rich Huebner Yakima County Development Association (YCDA) 2024-2028 Funding Request
- D. Rich Huebner Resolution Authorizing the Mayor to Offer a Contractual Amendment to the Police Chief and, if the Police Chief Accepts Such Offer, Further Authorizing the Mayor to Sign and Enter into the Amendment on Behalf of the City
- E. Rich Huebner Resolution approving the reclassification of the Human Resources/Public Records Manager/Administrative Assistant and Clerk/Treasurer positions to Finance Director, authorizing the addition of a Human Resources & Community Outreach Specialist position, and approving the job descriptions for each.

14) **Ordinances**

- A. Rich Huebner Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Positions
- B. Rich Huebner Ordinance Amending the 2024 Budget to Approve Salary Adjustments, Position Reclassifications and Additions

15) **Reports/Announcements**

- A. Departments
- B. Councilmembers, personally and on behalf of committees and boards
- C. City Attorney
- D. City Administrator
- E. Mayor or Presiding Officer, personally and on behalf of committees and board

16) **Executive Session – None**

17) **Closed Session – None**

18) **Adjournment**

Next Regular Study Session: April 9, 2024

Next Regular Meeting: April 9, 2024



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: *10-A **

Action Item

Title: Approval of Meeting Minutes from March 12, 2024 Council Meeting

From: Treesa Morales, Executive Assistant

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: N/A

Recommended Motion: I move to approve the Consent Agenda in the form presented (This item is part of the consent agenda).

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken:** None

**City of Selah | City Council
Study Session Minutes
March 12, 2024**

Call to Order:

Mayor Bell called the meeting to order at 4:30 p.m.

Councilmembers Present: David Monaghan, Clifford Peterson, Elizabeth Marquis, Michael Costello, Kevin Wickenhagen, William Longmire, Jared Iverson

Guest Present: Chris Wickenhagen from YVCOG

Mrs. Wickenhagen provided an update to the Council regarding the 2023 Member's Report. (Documents attached).

At 5:00 p.m., Mayor Bell introduced Rex Reed, who provided information on the Fire Commission and the Fire District. After presentation,

Mayor Bell asked how the funds received are determined and divided up. Mr. Reed explained that it is based on call volume in the county versus the City, and that year over year, the distribution of call remains relatively the same.

Councilmember Wickenhagen asked about the increase in call volume and if the majority of the calls received by Selah Fire were EMS calls. Mr. Reed replied yes, approximately 82% of calls are for EMS incidents, which is consistent with the national trend. Mr. Wickenhagen asked if it would be practical to set up an education opportunity for the public to reduce EMS calls? Mr. Reed explained that the Fire Department holds open houses to help the public understand what the Department does, and it is always good to discuss other educational opportunities. But, Mr. Reed said, the department will always have the EMS calls. Chief Lange also explained ways in which the Selah Fire Department is trying to be proactive on the subject as well.

Mayor Bell stated that it is important for the Council to understand that the Fire Commissioners, in conjunction with Selah Fire, have been very responsible with their finances and were able to pay cash for the new ladder truck. Mr. Bell also explained that since they paid cash, and since it took so long for the fire truck to arrive, if the same fire truck was purchased today, it would have cost \$500,000 more. Mr. Bell extended his gratitude to both the Commissioners and Chief Lange.

5:17 p.m. Break until regular meeting.

**City of Selah | City Council
Regular Meeting Minutes
March 12, 2024**

Call to Order:

Mayor Bell called the meeting to order at 5:30 p.m.

Roll Call:

Councilmembers Present: David Monaghan, Clifford Peterson, Elizabeth Marquis, Michael Costello, Kevin Wickenhagen, William Longmire, Jared Iverson

Staff Present: Rich Huebner, City Administrator; Rob Case, City Attorney; James Lange, Fire Chief; Rocky Wallace, Public Works Director; Kimberly Grimm, City Clerk/Treasurer; Jeff Peters, Community Development Supervisor; Zack Schab, Recreation Director; Dan Christman, Police Chief; and Treesa Morales, Executive Assistant.

Pledge of Allegiance was said by all in attendance

Invocation:

Councilmember Wickenhagen provided prayer.

Comments from the Public:

Kelliann Ergeson and Carol Holden gave the Council and update on the SPRSA meetings and upcoming season. After speaking for 2 minutes, the timer went off, and Councilmember Peterson moved to extend their time for 5 more minutes. Councilmember Costello seconded. Mrs. Ergeson continued. Mrs. Ergeson stated that last summer, the pool staffed 38 employees, many of which it was a first job. Mrs. Ergeson also reminded council that due to the ongoing expenses the pool will require a continued M&O levy for operation, and the SPRSA board is still deciding when to present this to the voters. Ms. Holden said that the board is considering a \$0.07 cent rate, which would be approximately \$17.00 for a house with an assessed value of \$245,000, and provide critical income to operate the pool.

Next, Katrina Henkle from the Selah Downtown Association presented updates including a reminder about the B&O Tax and the Beautification Grant. Mrs. Henkle also announced that the SDA was selected for an Economical Entrepreneurial Ecosystem Grant, bring people from Mainstreet America, Washington Mainstreet and two other economic vitality companies into Selah to talk about our permitting process, put our small business owners through a survey to see what their challenges are in Selah, with the hopes to bring more diverse types of businesses to Selah. After presentation, Councilmember Monaghan asked if David from the American Legion contacted the SDA about a beautification grant. Mrs. Henkle said yes, but she still does not have an application.

Then, Russel Carlson, community member, spoke about Agenda Item 12.A.i, regarding the Mural Design and stated he feels like it fits well, but has two recommendations – first, the committee talked about putting names on the mural, and Mr. Carlson suggests not doing so;

second, Mr. Carlson expressed his recommendation that all members of the sign committee have not viewed the design and he believes all members should approve it before moving forward. Finally, Mr. Carlson spoke on behalf of Chief Dan Christman and highly recommends that the City find a way to fit him into the budget because Mr. Carlson feels the replacement cost would be much more expensive then finding a way to make it work.

Consent Agenda (all items listed with an asterisk (*) are considered part of the consent agenda and are enacted in one motion).

Mayor Bell presented the stipulations of the Consent Agenda. Councilmember Wickenhagen requested to the consent agenda as presented. Councilmember Peterson seconded. Mayor Bell restated the motion and asked council for discussion. Hearing none, Mayor Bell requested a voice vote to approve the motion. By voice vote motion carries.

Approved Consent Agenda:

- A. Treesa Morales * Approval of Minutes from February 27, 2024 Council Meeting
- B. Kimberly Grimm * Approval of Claims & Payroll
Payroll Checks No.: 86110 – 86134 for a total of \$376,795.99
Claim Checks No.: 181200 - 181277 for a total of \$175.889.66
- C. Jennifer Leslie * Minutes from December 19, 2023 and February 06, 2024 Planning Commission Meeting
- D. Rocky Wallace * Resolution Declaring the Carlon Park North Tennis Courts Reconstruction Project to be Complete and Accepting the Work and Materials
- E. Daniel Christman * Resolution Declaring Specified Vehicles to be Surplus and Providing for their Disposition

General Business

A. New Business

i. Evaluation and Approval or Disapproval of Conceptual Design of Mural

Presented by City Attorney Rob Case. After presentation, Mayor Bell called Mindy Clark and Courtney Hernandez to the podium to present the conceptual design for the mural.

Ms. Clark explained the process the Design Committee went through to get to the current design. Ms. Clark explained to the Council the reasoning behind the water portion with the fish, the images of the people standing together which will be actual kids from Selah High School in the final product, and the purpose of the different color wheels. Ms. Clark stated that the mural

length will be 270 feet, which will be measured and painted section by section and will be the longest Mural in Central Washington. Ms. Hernandez added that the committee has been working with a diverse group of student and abilities, so that over the years people can feel represented. Ms. Hernandez said the purpose is for everyone to feel welcomed and invited, and the design allows for people to identify with different parts.

Councilmember Longmire asked about having students participate in the design. Ms. Clark explained that the Council received the timeline, and stated their hopes to begin working on painting before school starts to allow student input. Ms. Clark discussed the probable need for student and community members to sign up for time spots to ensure safety while painting near the road. Ms. Clark discussed the thought of adding names to mural but that they would be very small. Mr. Case asked if those would be the names of the students in the mural or names of students that help paint? Ms. Clark responded they would be the names of the student pictured in the mural.

Councilmember Marquis asked about the Committee's discussion with students and asked if they were asked to share the opinions for designs or how they felt about this final design. Ms. Clark said the students haven't seen this current concept, but she spoke with them a year ago and provided information to them regarding the circles and discussed where their families are from.

Councilmember Peterson said initially he didn't understand the circles at all, but now he sees the full picture. Mr. Peterson added that he is not sure about including names because if the point is to bring everyone together, does it make sense to individualize them in the painting? Mr. Peterson also said he liked the idea of putting the words in the fish in different languages, and that he agreed that with a 5-person committee, and only two people here, he would like to have the approval of the full committee.

Ms. Hernandez said they worked hard to invite all members of the committee, and had 4 out of five participate, but one never responded, and she's not sure what she can do if the person doesn't want to come.

Councilmember Wickenhagen also mentioned he didn't understand the circles, but he likes the idea that it represents the community through the fish and the backs of the students. Mr. Wickenhagen said he felt it is missing a part that represents Selah, like colors or orchards, or parks. Ms. Hernandez said the people who do not currently feel welcomed in Selah will recognize it, and maybe we could include a QR code that would explain the different circles. Ms. Hernandez also said the committee talked about including apples or orchards, but that's already here, and this design is something new.

Mayor Bell announced that the conversation would need to take a quick break so the Fire Department can quickly introduce their new training officer before they move the truck outside and go to another meeting.

Chief Lange presented the Department's new Training Officer, Jason Wood and commented on his background before turning the microphone over to Mr. Wood. Mr. Wood introduced himself

and his experience and then stated he is grateful for the community and to serve here. Council welcomed Mr. Wood.

After the Fire Staff left, Mayor Bell called Ms. Hernandez and Ms. Clark back to the podium to continue their discussion.

Councilmember Iverson said he loved it right away, and was drawn to the design. He expressed how he appreciated the different parts and how it represents the community. Mr. Iverson said his thoughts on including the name is how are they going to be selected, and that including the names might portray the opposite goal where some students may feel left out. Mr. Iverson said he loves the river and fish and he feels the colors will make the mural pop, and maybe some words could be added in the circles to explain what they mean. Mr. Iverson also said the thought the QR code was a great idea.

Councilmember Costello said he thought the design was amazing. He stated he saw the people first and likes the way it looks. Mr. Costello also said he appreciates the explanation on the circles and colors and now he understands how others will recognize it.

Councilmember Marquis said she wants to echo the comments from the other Councilmembers. Mrs. Marquis said she was nervous at first because this is a hard task, but said the committee did a great job. Mrs. Marquis said she doesn't love the idea of names on the backs of the students either because showing them from behind as in the design makes it seem like it could be anyone, which is great. Mrs. Marquis also expressed her concern that all five members of the committee have not reviewed the design. Councilmember Costello asked if the person who wasn't showing up was one that was selected by the City? Ms. Hernandez said yes, and she wasn't sure how it was decided, but he changed his mind. Ms. Clark added that they have been trying to contact him since last April, but at some point they had to move forward. Councilmember Iverson asked if the other four have seen this current design? Ms. Hernandez said three have seen it, and the other one has been involved but not seen the final concept. Ms. Marquis asked Mr. Case if that was a concern for the City? Mr. Case responded that it was up to the Council, adding that they could amend the resolution for the design, or not approve it if they aren't ready. City Administrator Huebner added that approval from 3 out of 5 is a majority, so the council could accept that as a quorum from that body.

Councilmember Costello made a motion to approve the design with a change to make sure not to include names on the people. Councilmember Peterson seconded. Mayor Bell restated the motion and asked for discussion.

Councilmember Iverson asked Ms. Clark and Ms. Hernandez what they thought about not including names. Ms. Clark said it was just an idea and she is just fine with it. Mr. Case confirmed this is just a conceptual design, and the Committee will bring back more for council? Ms. Clark said yes, they will bring back an actual scale model with paint. Ms. Marquis said she's not comfortable with the Committee doing more work if other members appointed by the City have not participated. Mr. Case said the Council could table this discussion and approval until the City members approve the design. Ms. Hernandez said, what if it just keeps happening

and he continues not to show up? Councilmember Marquis said she doesn't feel comfortable moving forward yet. Councilmember Peterson asked the Committee if two weeks would be long enough to contact the City-Appointed members? Ms. Clark said they would try, but the timeline is very tight. Ms. Marquis confirmed there were only two members appointed by the City? Ms. Hernandez said there are three appointed by the City. Councilmember Costello said he didn't know if having two or three more opinions would make a difference and restated that this design is good work. Mr. Case confirmed the three members from the City were appointed by Mayor Raymond. Councilmember Longmire said having input from the other three would not change his opinion on it. Mr. Case proposed that Councilmember Costello amend his motion to state that "no names shall be included on the mural." Mr. Costello agreed to amend his motion. Councilmember Peterson agreed as well. Mayor Bell asked Ms. Morales to call roll.

Executive Assistant Morales called roll. Councilmember Monaghan – no; Councilmember Peterson – yes; Councilmember Marquis – no; Councilmember Costello – yes; Councilmember Wickenhagen – no; Councilmember Longmire – yes; Councilmember Iverson – no. Motion fails with 3-yes votes and 4-no votes.

Councilmember Marquis requested to table this until the next meeting. Ms. Hernandez asked what council would like for the next meeting? Councilmember Iverson stated his disappointment that more members of the Committee have not seen the design, and not that his disappointed with Ms. Hernandez and Ms. Clark, just with them. City Administrator Huebner asked Council if they would be ok with the Committee hearing from one of the two members who have not seen the design by the next council meeting? Council generally agreed.

Councilmember Marquis moved to table the discussion until next meeting or until the Committee has received approval from more members. Councilmember Wickenhagen seconded. Mayor Bell asked Ms. Morales to call roll.

Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

Councilmember Iverson asked Mayor Bell if they could reach out to the City-appointed members. Mr. Huebner said he doesn't see why not. Ms. Hernandez said they are ok with that, and added that he has caused problems in the past, so he might continue to slow it down. Mayor Bell said he was never aware that people were not showing up because the reports the City received were that the decision was unanimous by the committee. Ms. Hernandez said they said 'majority' not 'unanimous.' Mayor Bell said the City would appreciate being informed of what is going on. Mr. Huebner said to the Committee to let the City know if they cannot get ahold of someone and if they receive more votes on the design from the Committee, to bring it back to Council and let us know.

General Business

A. New Business

ii. "Appeal" of Decision on a Code Complaint

City Attorney Case presented the complaint. After presentation, said the goal is to specify the relief the appellant is requesting.

Mr. Longmire took the podium and presented his side of the case. After presentation, Mr. Longmire said that he sent the complaint under Code section 6.75 and if the City doesn't use 6.75, then why is he even here. Mr. Longmire said that there were multiple emails that were not shared with the Code Enforcement Officer during her investigation, and when he brought up the concern with the Planning Department, nothing was done. Mr. Longmire said that it feels like the City failed in that process because no one can admit that anything was wrong. Mr. Longmire outlined other concerns over the handling of his complaint and said this is why he ran for council – because he doesn't want the façade of a beautiful city, it should be a well-built city.

Councilmember Wickenhagen said, after reading through the material, it appears the person doing the inspection was the City of Yakima, and that the rebar and footing was not actually inspected. Mr. Longmire confirmed and explained why that was a concern, including noting on the inspection card that the footings are not going to be poured at the same time. Mr. Longmire also said he reported his concerns when it was going on, an no stop work order or citation from the City was issued. Mr. Longmire asked what is he supposed to do to prevent this from happening if not go to the planning department.

Councilmember Wickenhagen asked the Community Development Supervisor, Jeff Peters, what would cause a stop work order? Mr. Peters said he would need to receive a statement from the property owner stating the violation with evidence stating how it varied from the standard. Mr. Peters said with this situation, they did not have evidence, and that the City spoke to Mr. Brons, former City of Selah building inspector who inspected Mr. Longmire's project at the time, and asked him to review his cards. Mr. Peters said the Mr. Brons said his card indicated that he inspected the entire footing/foundation for the garage and the house and that rebar was present. Councilmember Wickenhagen confirmed, that was after being fixed? Mr. Peters said yes, that the footings go up first, and then the contractor can pour, but Mr. Brons' card indicates that the footings were inspected and passed. Mr. Peters explained that the contractor came back and installed the forms for the foundation wall, and that's when Yakima came out and found that rebar was not appropriately placed in the forms and ordered them to correct the situation. Then, Mr. Peters continued, the contractor came back and the correction was put into place to meet standards which allowed them to move forward. Mr. Case provided more information and noted which pages the Council could reference in the packet, concluding that his understanding is that the approval from Yakima allowed them to move forward.

Mr. Longmire again expressed his frustration with the process and his belief that the building code is in place for a purpose, but no one from the prior administration wanted to respond to him.

Councilmember Iverson confirmed that rebar was needed in the basement floor? Mr. Longmire said yes, for a structurally reinforced in-slab footing, which wasn't poured at the same time as the rest of the foundation, and there was no inspection card for the slab.

Councilmember Wickenhagen asked Mr. Case, what is the roll of the council here? What are the ramifications for this? Mr. Case said the options you have are specified in the International Property Code, which means you have an appeal – which challenges an underlying decision which is by Erin Hamilton stating that she cannot substantiate either of two violations that were specified in the complaint. Mr. Case said the council can affirm the decision without modification, modify the decision, reverse the decision saying the appeal wins, or any version on that continuum. Mr. Wickenhagen asked does it mean if the appeal wins? Mr. Case said that means the decision would be overturned, but that he is not sure there is anything beyond that because no relief has been requested.

Councilmember Peterson referenced the comment on the card, saying that it was covered by blankets so spots were checked. Mr. Peterson also asked about where the contractor was while this was going on, and if the contractor listened to Mr. Longmire's concerns because the City cannot be your bodyguard. Mr. Longmire said he did not have cards, he only noticed it after he realized there was no rebar in the footing which set all this in motion. Councilmember Peterson asked if the rebar was supposed to be there because of the code or because of the design. Mr. Longmire replied, the design, and if the contractor wanted to change it, he would have to submit new plans for the City to approve. Councilmember Peterson said how specific are you going with exactly what the plan says if the plan is putting in more structural components then the code requires, what is the City's responsibilities? Mr. Longmire says the code requires builders to follow the plans, and if there are any changes, there is a process that the contractor needs to go through. Councilmember Iverson said he wants to understand this part too, and that he's never seen a footing that didn't have rebar in it, and he wants to understand if the code supersedes the plans. Mr. Case said there could be a distinction between the plans and what the minimum code says. But, Mr. Case said, there is a fundamental issue here that need to be addressed, which is, if City officials were bad at their job in 2018 or 2019, conceptually, that's not a basis for a code complaint in 2023 or 2024. Mr. Case said, usually code complaints are about a then existing or new issue with a property, so whether City officials did a great job or a poor job at the time, is beside the point as to what the code complaint alleges and the appeal of the code complaint, which by Mr. Case's reading, alleges that violations occurred by the builder and that's what Ms. Hamilton tried to investigate in 2023, and she was not able to substantiate that the builder committed a violation. Mr. Case said the appeal would have to negate her decision on that, and Mr. Case said he believes the real focus should be if the Council can substantiate that the builder did wrong, not by contrast, a debate if the City officials were good at their job in 2018 or 2019.

Mr. Longmire said the complaint was lodged during the 6.75 and that Mr. Case keeps referring to the property maintenance code, but that's something that was changed in the last 4 or 5 months. Mr. Longmire said the original complaint was filed under 6.75 where it actually addressed citations and permits. Mr. Longmire said he didn't feel like all the information was provided to Ms. Hamilton to allow her to do a thorough investigation. Mr. Longmire also commented that part of the problem is that he couldn't get a straight answer from anyone and

that he tried to get an answer for over a year, and he had to submit a public disclosure request, and it took so long just to get to this point, and that is on the City. Mr. Case said, as to the issue of what Ms. Hamilton did or did not review, when he interviewed her, he asked her that question and she showed me the email correspondence with Mr. Longmire where she asked for any supporting information and you sent back the timeline document, and Ms. Hamilton told Mr. Case that she reviewed everything she received from Mr. Longmire. And Mr. Longmire said he also told Ms. Hamilton that Mr. Peters had multiple of emails. Mr. Case said and she signed the code complaint under penalty of perjury saying she read those emails. Mr. Longmire asked, all of them? Mr. Case said the ones that Mr. Longmire identified in his appeal that you are questioning whether she reviewed or not. Mr. Longmire said if she would have read the emails included in the packet today and then looked for the inspection card, and Mr. Longmire said he does not believe she did because there is not inspection card for these footings. Mr. Huebner said just for the record, that is part of the decision that council will need to make regarding the decision of the outcome, and to please direct questions to the Council or Mr. Case.

Councilmember Peterson asked if the issue tonight is whether or not Erin conducted an accurate investigation? Mr. Case said that is partially right. Mr. Case explained that Mr. Longmire is challenging the process that Erin used, but also her conclusion. Mr. Peterson then asked Mr. Longmire what does a resolution look like, what does the end look like? Mr. Longmire said he would like to be validated as someone who's a resident and knows how to read plans and what does that look like for the City because he is being told the City has no duty to uphold the law when it comes to building enforcement. Mr. Longmire said when he reads through the code, it appears there is a process but the City isn't following it, so if the City truly believes that we don't have a duty do this or this process doesn't need to be followed, we are going to keep doing this? Mr. Longmire said he really wants to know that there is a process in place, what he has been reading is true, why isn't the City following it, and are we going to keep on that path?

Councilmember Monaghan said he is going to follow up to Councilmember Peterson's question, is he looking for someone to admit guilt or what does the end look like? Mr. Longmire said there is a problem, and if we can't admit there is a problem how can we fix it. Mr. Peterson said he is not sure that Mr. Longmire has been able to clearly identify what the problem is, so how can he fix something if we can't explain what we're trying to fix?

Councilmember Wickenhagen attempted to summarize the whole process, to which Mr. Longmire says yes. Mr. Longmire said yes, and that he was told that by the building inspector that he did not inspect them. Mr. Case said it seems that part of Mr. Longmire's grievance was that a stop work order was not issued in 2018 when you reported to the City Staff that you believe your builder did something wrong. Mr. Longmire said yes. Mr. Case said, now that we are here and that is the issue, what would be a remedy for that? Mr. Longmire replied, if there was supposed to be one submitted, is the City going to keep going down the path of letting stuff slide like that? Mr. Longmire said he doesn't see how we can get to that point without admitting the problem, and said that he is trying to figure out the process because he has never received one even in all the emails he has sent.

Councilmember Wickenhagen asked Mr. Peters if there is a process if a homeowner challenges what the inspection says? Mr. Peters answered, yes, if a homeowner submits a letter with evidence that the City can verify. Mr. Peters continued, that in this case, with regard to both the footing and stem wall, for evidence, we have Mr. Brons' two inspection cards with conflicting evidence. Councilmember Wickenhagen pointed out that the one inspection card does not say anything. Mr. Peters said we have an email from the Yakima Inspector. Mr. Wickenhagen said the card doesn't say anything and that's the official record. Mr. Peters said yes, but he asked the Yakima building inspector if they inspected the stem wall, and they said yes, they did, but they did not inspect the footing, because that was under Mr. Brons' record. Mr. Huebner asked Mr. Peters to identify just the procedure. Mr. Peters said they have to submit a letter and have substantiating evidence.

After more back and forth discussion, Mrs. Marquis commented that if the Council requests to have Ms. Hamilton's decision overturned, then Erin would have to conduct another investigation, correct. And, Mrs. Marquis continued, inherently, a reinvestigation would need to include a different person because having the same person reinvestigate doesn't seem like it would result in a different outcome. Mrs. Marquis then stated to Mr. Longmire that, secondly, that the contract is between the contractor and the builder and that if the City was liable for every contractor, we would be in a world of trouble. Ms. Marquis then said she felt like this whole thing is less about a code complaint and more of a process complaint and perhaps an overhaul and review of how these situations are handled is necessary with ideas of how to revamp the system. Mr. Longmire said he agrees with some of what Mrs. Marquis says, but that everything is really confusing and most of it goes against what he has read, and that he would really like to see staff put something together to say what the process should be since the previous 6.75 was overwritten to include only graffiti and nuisance. Mr. Iverson said that it was his understanding that the code had items added to it, not that it was overwritten. Mr. Longmire said, no, it was overwritten to include only graffiti and nuisance violations. Mr. Case replied that the City is required to adopt various International Codes, and among the various codes that our City has adopted through Title 11 of our City Municipal Code - and will always have to adopt - are the International Building Code and the International Residential Code. Mr. Case explained that each of those codes vests our staff with the authority to issue stop work orders, so we do have a process to issue stop work orders, which addresses the question on if there is a process to issue stop work orders, which we have, rather than a process by which the City is forced to issue a stop work order. Mr. Case said that the real question becomes 'when should they issue a stop work order' and the real answer becomes 'when they feel is it justified and warranted' and not, by contrast, can somebody force them to do so. Mr. Case explained the other side is the property maintenance code, and with that code, a complaint gets the ball rolling, and then the Code Enforcement Officer has a duty to investigate. Councilmember Iverson said he wanted to make one last comment that he is disappointed in how drawn out this was, and he finds it extremely disappointing that the City put this off for this long, and it seems like it was drug out, so moving forward, the City should take accountability and move things forwards. Mr. Wickenhagen said he doesn't disagree with that statement.

Mr. Case asked the Council if it was their desire to vote today because the Council will have 30 days from the date of the appeal hearing to make a decision. Mr. Huebner pointed out that the

Council will meet on March 26th and again on April 9th, so there will be two meetings before the 30-day deadline.

After more discussion, Councilmember Wickenhagen said he would need time to put together questions to ask staff and what the current process is. Councilmember Wickenhagen moved to table the issue for two weeks. Councilmember Monaghan seconded. Mr. Case said he would have information on the next agenda. Hearing no further discussion, Mayor Bell requested roll call.

Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – no; Councilmember Wickenhagen – yes; Councilmember Longmire – abstained due to being the appellant; Councilmember Iverson – no. Motion passes with 4-yes votes and 2-no votes.

Resolutions

13-A. Resolution Authorizing the Mayor to Sign a Fifteen-Page Interagency Agreement with the Washington State Department of Commerce for the 2023-2025 Climate Planning Grant, and also a Nine-Page Agreement Amendment with The Beckwith Consulting Group Which is Serving as Selah's Consultant on this Project

Introduced by Mayor Bell. Presented by Community Development Supervisor, Jeff Peters. After discussion,

Councilmember Costello moved to approve the Resolution as presented. Councilmember Peterson seconded. Mayor Bell restated the motion and asked Council for discussion.

Councilmember Marquis asked about the attachment regarding the deliverables in the scope of work that should have been completed, and asked if they were done? Mr. Peters said no, and that he had the same questions. Mr. Peters said that Beckwith expects the deliverables will be submitted throughout the grant process but because of the slowness for grants, they have authorized us to start work and can bill ahead of the contract since Selah is still working on the Housing Action Plan (HAP) development regulations. Mrs. Marquis asked why didn't we have YVCOG do the HAP and Climate project? Mr. Peters said YVCOG did not submit a proposal during the request for proposals and qualifications (RFP/RFQ) solicitation, and for the Climate portion, the Beckwith contract has a clause that indicated that we would extend work on the comprehensive plan to Beckwith. Mrs. Marquis confirmed that the Beckwith contract says the City would automatically award the Climate portion? Mr. Peters said not the climate portion but the comprehensive plan updates. Mrs. Marquis asked why Mr. Peters or the City didn't reach out to YVCOG, and that she is just trying to understand the process. Mr. Peters said he cannot say what past City Administration said or did, and that he was not made aware that YVCOG was working on them, and that it was never brought up to Mr. Peters as an option. Mr. Peters also said that he believes that the Administration at the time thought that the new regulations may not

be an issue for Selah due to our population and that could have played a role in information not being passed on. Mr. Peters said all he can say is that he didn't receive any inquiries from YVCOG until after the contract was awarded to Beckwith.

Councilmember Wickenhagen asked how can the City award a \$150,000 contract without going out for bid? City Attorney Case said there are only a few scenarios where an RFP/RFQ is required by law – which is for engineers and architects. Mr. Case gave some examples, and said that he does not believe an RFP/RFQ was necessary for the HAP contract, and he does not believe it would be required here as well. Mr. Huebner echoed Mr. Case's comment, and also stated that it sounds like there was a clause in the original contract that says if this Beckwith gets the contract, and the City gets the money, then Beckwith would be awarded the work, then that is a contractual allowed procedure. Councilmember Wickenhagen said the Climate portion is not included in that contract. Mr. Huebner said, correct, but because it is not a required step to do an RFP, and because the council has worked with this contractor in the past and desire continuity, the Council does have the option to authority to pass this resolution if the Council chooses to do so.

Councilmember Longmire asked if the City would even need an RFP/RFQ to work with YVCOG? Mr. Case responded no. Mr. Longmire asked Mr. Peters where Beckwith Consulting is located? Mr. Peters said La Connor, WA in Skagit County.

Hearing no further discussion, Mayor Bell requested roll call from Mrs. Morales. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – no; Councilmember Costello – yes; Councilmember Wickenhagen – no; Councilmember Longmire – no; Councilmember Iverson – no. Motion fails with 3-yes votes and 4-no votes.

Staff Updates:

The following staff members provided a department update.

- Police Chief, Dan Christman
- Community Development Supervisor, Jeff Peters
- Public Works Director, Rocky Wallace
- Clerk/Treasurer, Kimberly Grimm

Councilmember Updates:

Councilmembers did not have any updates but thanked the Mayor and YVCOG for their efforts at the Council Workshop last week.

City Attorney Update: Mr. Case stated that he anticipates bringing forward 3 CBA's for the next council meeting. Mr. Case also said that all three will require the City apply the conditions retroactively to January 1, 2024, but said that the City will have two payrolls after the vote to get caught up on it.

City Administrator Update: Mr. Huebner provided an update on the Fire Department on behalf of Chief Lange as he had to go to another meeting. Mr. Huebner also updated Council on his

meetings for the past week including meeting with Basin Pacific, YCDA, meeting with a local group who is interested in partnering with the City for a youth sports complex, and preparing a new LTAC Contract for recipients of LTAC funds.

Update from the Mayor: Mayor Bell reminded council to complete their F-1 Reporting, due by April 15th. Mayor Bell also told Council that he will be providing a worksheet in the Council boxes sometime this week to review the numbers on the increase fuel surcharge from Basin Pacific. Mayor Bell then asked that Council keep their packet on the Mural Project and the Appeal for next meeting. Finally, Mayor Bell notified council that by not passing Resolution 13-A for the Department of Commerce Grant, they are giving back \$150,000 and the City will still have to complete part of the Comprehensive Plan.

Councilmember Marquis asked if a City of our size was required to do one? Mr. Case said yes. Mr. Huebner suggested that Mr. Peters contacts the Department of Commerce to see if he can change the designated consultant with new information and then bring back an answer to the next Council meeting.

Councilmember Longmire asked if the City could reach out to YVCOG as well. Mr. Huebner said the City first needs to find out if we can change the consultant on the grant application and then if not, make sure that Council wants to pay for it out of the general fund. Mr. Longmire reminded the group that it sounded, from Mrs. Wickenhagen's earlier presentation, that YVCOG gets money for this. Mr. Huebner said he thought it was too late. Mr. Longmire said he understood it to be that if Selah was interested, we would just need to contact her right away. Mrs. Wickenhagen came to the podium and said yes, there was still time, she just needs to know right away as the Department of Commerce is developing a contract right now, and because they don't anticipate needing the full \$150,000 for the comprehensive plan updates, YVCOG believes there will be left over funding to implement some decisions selected for the climate element.

Mr. Peters then spoke to say that because Beckwith was authorized by the Mayor and City Administrator to help prepare the grant, the City will need to pay him for his time.

Executive Session

Mayor Bell announced that the Council will take a 5-minute break and then go into an executive session for RCW 42.30.110(g), to review the performance of a public employee. Mayor Bell forewarned the Council that he anticipates the discussion taking more than 30 minutes. Councilmember Marquis said she would prefer a 30-minute session and then after coming back on the record, more time could be requested. Mayor Bell agreed to a 30-minute session after a five-minute break.

8:47 p.m. – Council went into executive session

9:16 p.m. – Council came out of executive session and returned the record. Mayor Bell stated no votes were taken and no decisions were made. Council requested to go back into the executive session. Mayor Bell announced the Council would go back into executive session for 15 minutes for RCW 42.30.110(g), to review the performance of a public employee.

9:16 p.m. – Council went into executive session

9:31 p.m. – Council came out of executive session and returned the record. Mayor Bell stated no votes were taken and no decisions were made. Council requested to go back into the executive session. Mayor Bell announced the Council would go back into executive session for 15 minutes for RCW 42.30.110(g), to review the performance of a public employee.

9:31 p.m. – Council went into executive session

9:45 p.m. – Council came out of executive session and returned the record. Mayor Bell stated no votes were taken and no decisions were made.

Councilmember Marquis moved to add an item to the agenda. Councilmember Costello seconded. Mayor Bell restated the motion and asked for discussion. Hearing none, Mayor Bell asked for roll call. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion passes.

Mr. Huebner announced for the record that Council added agenda item 12.A.iii to new business and he is open to a motion for that item. Councilmember Marquis said she wanted to move to increase the Police Chief’s salary by \$10,000 annually. Councilmember Monaghan seconded. Mayor Bell restated the motion. Mr. Huebner requested that Councilmember Marquis amend her motion and the second to authorize staff to bring an amended employment agreement as well. Councilmembers Marquis and Monaghan both agree to amend their motion and second to include the employment contract. Mayor Bell asked if that included the additional two weeks of vacation? Councilmember Marquis said she did not want to include that in her motion. Mayor Bell asked for discussion. Councilmember Iverson asked if it was going to be retroactive, as was discussed for the new CBA agreements? Mr. Case said there are different rules on CBAs and typically you are not supposed to do retroactive pay for work that has already been done for non-union employees. Mr. Huebner said it would take affect when the contract was approved, along with an amended salary ordinance. Councilmember Iverson said he would really like to see the two weeks’ vacation added if the change is not going to be retroactive. Councilmember Marquis said she would be willing to amend her motion to include the additional two weeks’ vacation. Councilmember Monaghan seconded.

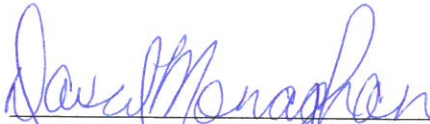
Mayor Bell asked for roll call. Executive Assistant Morales called roll. Councilmember Monaghan – yes; Councilmember Peterson – yes; Councilmember Marquis – yes; Councilmember Costello – yes; Councilmember Wickenhagen – yes; Councilmember Longmire – yes; Councilmember Iverson – yes. Motion carries.

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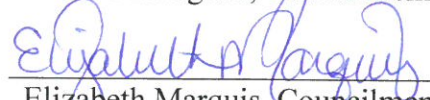
Adjournment

Councilmember Costello moved to adjourn the meeting. Councilmember Marquis seconded. By voice vote, motion carries.

Meeting ended at 9:50 p.m.

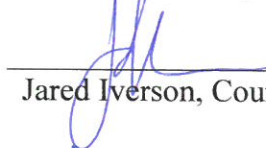


David Monaghan, Councilmember



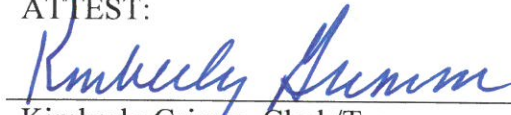
Elizabeth Marquis, Councilmember

Kevin Wickenhagen, Councilmember

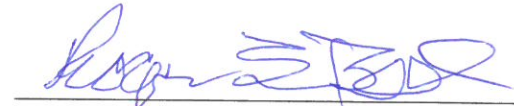


Jared Iverson, Councilmember

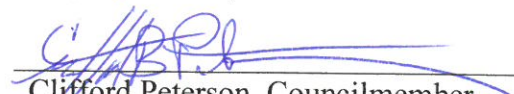
ATTEST:



Kimberly Grimm, Clerk/Treasurer



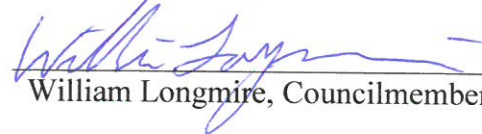
Roger Bell, Mayor



Clifford Peterson, Councilmember



Michael Costello, Councilmember



William Longmire, Councilmember



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: 10-B *

Action Item

Title: Approval of Claims and Payroll

From: Kimberly Grimm, City Clerk/Treasurer

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: See attached payroll and claims directories

Funding Source: N/A

Background/Findings/Facts: N/A

Recommended Motion: I move to approve the Consent Agenda in the form presented (This item is part of the consent agenda).

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken:** None

Payroll Register 03/15/2024

Employee ID	Department	Pay Period	Amount
86135	Dept of Labor & Industries	2024 - MAR - 1ST COUNCIL	\$8,404.11
86136	Employment Security Department	2024 - MAR - 1ST COUNCIL	\$442.90
86137	Employment Security Department - PFML	2024 - MAR - 1ST COUNCIL	\$1,771.49
86138	Employment Security Department - WA CARES	2024 - MAR - 1ST COUNCIL	\$782.24
86139	HRA VEBA Trust - PD & PW YA063	2024 - MAR - 1ST COUNCIL	\$2,995.77
86140	Selah Police Association Employee Fund	2024 - MAR - 1ST COUNCIL	\$290.00
86141	Teamsters Local #760 - PD Dues	2024 - MAR - 1ST COUNCIL	\$1,673.00
86142	WA State Council Police Officer Dues	2024 - MAR - 1ST COUNCIL	\$187.50
86143	Western Conf of Teamsters Pension Tr-PD	2024 - MAR - 1ST COUNCIL	\$2,712.50
86144	Western Conf of Teamsters Pension Tr-PW	2024 - MAR - 1ST COUNCIL	\$1,689.60
EFT031152024-AFLAC	AFLAC Remittance Processing	2024 - MAR - 1ST COUNCIL	\$129.32
EFT03152024-DCP	Dept of Retirement - Def Comp	2024 - MAR - 1ST COUNCIL	\$4,345.02
EFT03152024-DRS	Dept of Retirement Systems	2024 - MAR - 1ST COUNCIL	\$32,983.36
EFT03152024-FIT/FICA	Default Tax Vendor-Fed W/H, FICA/Medicare	2024 - MAR - 1ST COUNCIL	\$51,987.39
EFT03152024-WSSR	Washington State Support Registry	2024 - MAR - 1ST COUNCIL	\$628.50
March 15 2024	Payroll Vendor	2024 - MAR - 1ST COUNCIL	\$151,734.57
			\$262,757.27

Payroll Approval

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Selah, and that I am authorized to authenticate and certify to said claim.

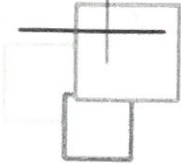

Payroll Specialist


City Clerk/Treasurer

Subscribed this 15th day of March, 2024

The following voucher/checks are approved for payment:

Voucher/check number 86135 through 86144 Total \$ 262,757.27
+ EFT03152024-AFLAC, FIT/FICA, DCP, DRS, WSSR



Accounts Payable Register 03/12/2024

Fiscal: 2024
 Deposit Period: 2024 - MAR
 Check Period: 2024 - MAR - IST COUNCIL

Number	Name	Print Date	Clearing Date	Amount
Banner Bank				
Check				
181278	Medstar Cabulance, Inc.	2/29/2024		\$14,267.74
181281	Owen Equipment Company	2/29/2024		\$140.99
181282	Washington State Department of Licensing	2/29/2024		\$19.25
181283	Card Service Center	3/1/2024		\$3,168.43
181284	City of Selah	3/11/2024		\$51.01
181285	Washington State Treasurer	3/11/2024		\$9,945.57
181286	Yakima County Prosecutors	3/11/2024		\$132.61
181287	Daniel Polage	3/12/2024		\$9,000.00
181288	Abadan	3/12/2024		\$331.65
181289	Amazon Capital Services	3/12/2024		\$2,395.34
181290	AMB Tools & Equipment	3/12/2024		\$12.19
181291	AmeriGas	3/12/2024		\$230.93
181292	Anatek Labs	3/12/2024		\$195.00
181293	Aquatic Specialty Services	3/12/2024		\$475.00
181294	Axon Enterprise, Inc	3/12/2024		\$16,820.92
181295	Basin Disposal Of Yakima, LLC	3/12/2024		\$92,414.19
181296	Brooke Fritas	3/12/2024		\$82.50
181297	Carbonated Carpet Solutions	3/12/2024		\$400.00
181298	Cascade Fire & Safety	3/12/2024		\$81,306.52
181299	Centurylink	3/12/2024		\$157.68
181300	Charter Communications	3/12/2024		\$85.00
181301	Christensen, Inc.	3/12/2024		\$1,327.86
181302	Cindy Lofland	3/12/2024		\$72.50
181303	Consolidated Communications	3/12/2024		\$2,796.93
181304	Core & Main LP	3/12/2024		\$274.67
181305	Culligan Yakima	3/12/2024		\$192.12
181306	Envirotech Services, Inc.	3/12/2024		\$10,646.81
181307	First Responder Outfitters, Inc	3/12/2024		\$269.80
181308	FP Mailing Solutions	3/12/2024		\$146.21

181309	HD Fowler Company	3/12/2024	\$2,483.59
181310	Helliesen Lumber & Supply	3/12/2024	\$620.05
181311	Helms Hardware Company	3/12/2024	\$1,621.16
181312	Independent Water Service, Inc.	3/12/2024	\$2,645.44
181313	KCDA Purchasing Cooperative	3/12/2024	\$931.91
181314	Keller Supply Company	3/12/2024	\$2,527.72
181315	Kelley's Tele-Communications	3/12/2024	\$287.58
181316	L. Paul Schneider, Ph.d., Abpp	3/12/2024	\$1,735.00
181317	LabTest	3/12/2024	\$72.50
181318	Lacy Wagner	3/12/2024	\$140.56
181319	Laura Conger/Petty Cash	3/12/2024	\$2,965.84
181320	Les Schwab Tires	3/12/2024	\$194.94
181321	Lightning Graphics, Inc.	3/12/2024	\$11,805.69
181322	Medstar Cabulance, Inc.	3/12/2024	\$640.49
181323	MES - Municipal Emergency Services	3/12/2024	\$323.00
181324	Michael Gause	3/12/2024	\$768.00
181325	Moon Security Service, Inc.	3/12/2024	\$240.50
181326	NCSI	3/12/2024	\$702.69
181327	Northwest Truck Repair & Salvage, Inc	3/12/2024	\$1,115.12
181328	ODP Business Solutions, LLC	3/12/2024	\$390.58
181329	Office Of Minority And Women's Business	3/12/2024	\$853.00
181330	On Scene Medical Services P.C.	3/12/2024	\$19.89
181331	One Call Concepts	3/12/2024	\$5,339.23
181332	Operation Omni Janitorial Service	3/12/2024	\$81.40
181333	O'Reilly Automotive Inc	3/12/2024	\$55.06
181334	Pape Material Handling	3/12/2024	\$188.44
181335	Res-Com Services LLC	3/12/2024	\$60.77
181336	Ricoh USA, Inc.	3/12/2024	\$600.00
181337	Robert R. Northcott	3/12/2024	\$249.24
181338	Roger Bell	3/12/2024	\$56.86
181339	Smitty's Outdoor Power Equipment, Inc.	3/12/2024	\$99,644.12
181340	Systems for Public Safety, Inc	3/12/2024	\$2,163.63
181341	Thunder Electric, Inc.	3/12/2024	\$3,726.50
181342	Timken Motor & Crane Service LLC	3/12/2024	\$81.23
181343	TransUnion Risk & Alternative Data Solutions, Inc.	3/12/2024	\$81.40
181344	ULINE	3/12/2024	\$767.06
181345	US Postmaster	3/12/2024	\$3,440.28
181346	Valley Athletics	3/12/2024	\$164.62
181347	Valley Lock & Key Service LLC	3/12/2024	\$145.00
181348	Valley Septic Services LLC	3/12/2024	\$527.28
181349	Valvoline Instant Oil Change	3/12/2024	\$7,381.50
181350	Washington State Department of Ecology	3/12/2024	
	Cashiering Section		
181351	Washington State Department of Licensing	3/12/2024	\$318.00
181352	Washington State Department of Transportation - Yakima	3/12/2024	\$2,396.75

181353
181354
181355
181356
181357
181358
181359
181162 VOID

Washington State Patrol
Wenas Feed & Rental
Wilcox + Flegel
Yakima Battery & Auto Electric
Yakima County Treasurer
Yakima Herald Republic
Yakima Lock & Safe
Owens Pump & Equipment

3/12/2024
3/12/2024
3/12/2024
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3/12/2024
3/12/2024
3/12/2024
2/12/2024


\$66.25
\$361.80
\$2,248.98
~~\$248.74~~
Void
\$73.50
\$324.90
(\$140.99)


Total Check
Total 1306024212
Grand Total

\$411,471.22
\$411,471.22
\$411,471.22

Claims Voucher/Check Approval

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due, and unpaid obligation against the City of Selah, and that I am authorized to authenticate and certify to said claim.


Accounts Payable Specialist


Clerk/Treasurer

Subscribed this 12th day of March, 2024

The following voucher/checks are approved for payment:

Voucher/check numbers 181278 through 181359 Total \$ 411,471.22
& 181162VOID



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: 10-C*

Action Item

Title: Resolution Authorizing the Mayor to “Task Order No. 2024-03” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s Well No. 6 and Zone 3 Booster Pump Station Generator Project

From: Rocky Wallace, Public Works Director

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: \$90,000.00 for engineering services. (The actual costs for engaging a contractor to perform the work and purchasing a generator are not yet known, will be presented later, and will be separately acted upon by the City Council.)

Funding Source: 411, Water Fund

Background/Findings/Facts: The City’s Well No. 6 and Zone 3 Booster Pump Station Generator Project (Project) will install a permanent engine generator where one does not currently exist.

The entity of HLA Engineering and Land Surveying, Inc. (HLA) is one of the City’s contracted engineering firms and provides professional engineering services to the City on a project-by-project basis, because the City does not directly employ any engineer(s) on its staff. HLA is willing and able to provide the necessary engineering services on this Project. A written task order – labeled “Task Order No. 2024-03” – has been prepared, reflecting HLA’s expected maximum fees of \$90,000.00.

The attached proposed Resolution will, if approved, authorize the Mayor to sign Task Order No. 2024-03, so that work can commence on this Project forthwith. The City’s adopted 2024 budget - via Ordinance No. 2216 – already includes sufficient monies for this Project.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken:** None

RESOLUTION NO. 3099

RESOLUTION AUTHORIZING THE MAYOR SIGN "TASK ORDER NO. 2024-03" WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL SERVICES RELATED TO THE CITY'S WELL NO. 6 AND ZONE 3 BOOSTER PUMP STATION GENERATOR PROJECT

WHEREAS, the City desires – as its Well No. 6 and Zone 3 Booster Pump Station Generator Project (Project) – to install a permanent engine generator where one does not currently exist; and

WHEREAS, the entity of HLA Engineering and Land Surveying, Inc. (HLA) is one of the City's contracted engineering firms and provides professional engineering services to the City on a project-by-project basis pursuant to a previously-entered-into Contract for Professional Engineering Services, because the City does not directly employ any engineer(s) on its staff; and

WHEREAS, HLA is willing and able to provide the professional planning services that are necessary for this Project; and

WHEREAS, HLA has drafted a six-page "Task Order No. 2024-03", which recites HLA's scope of work and HLA's expected maximum fees of \$90,000.00; and

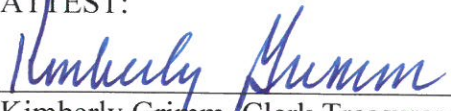
WHEREAS, the terms of Task Order No. 2024-03 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

WHEREAS, the City Council finds that good causes exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be and is authorized to sign the six-page Task Order No. 2024-03 in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of March, 2024.

ATTEST:




Kimberly Grimm, Clerk Treasurer



Roger Bell, Mayor

APPROVED AS TO FORM:



Rob Case, City Attorney

TASK ORDER NO. 2024-03

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SELAH AND HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Well No. 6 and Zone 3 Booster Pump Station Generator **HLA Project No. 24067E**

The City of Selah (CITY) plans to install a permanent engine generator, including associated electrical and control system improvements, at the Well No. 6 and Zone 3 Booster Pump Station to improve water system supply reliability. The new engine generator will be sized to power both the well pump and booster pumps during an outage. Professional services for this project include both design and construction engineering. Electrical and control system design will be completed by HLA's subconsultant, Connetix Engineering, Inc. (CEI). The total estimated project cost is \$415,000 including design, construction, and contingency.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide professional engineering services for the Well No. 6 and Zone 3 Booster Pump Station Generator (PROJECT). HLA services shall include the following

1.0 Design Engineering

- 1.1 Provide complete PROJECT management to deliver the PROJECT within mutually determined expectations.
- 1.2 Conduct a topographic survey of the PROJECT area as required to complete design, plans, and specifications, including call for utility locates.
- 1.3 Perform field investigations necessary to design the identified improvements.
- 1.4 Attend meetings with the CITY to address technical aspects of the work related to scope, design, and schedule of the PROJECT. Up to two (2) meetings are anticipated.
- 1.5 Review preliminary generator equipment sizing information, configuration, specifications, and site layout with CITY.
- 1.6 It is anticipated the generator equipment will be pre-purchased by the CITY using a cooperative purchase agreement through Sourcwell or a similar agency. HLA will assist the CITY with the pre-purchase of the generator equipment based on required sizing information prepared by CEI.
- 1.7 Review pre-purchase agreement quotation, scope of work, and submittal documents provided by the supplier and return comments to the CITY for final approval of equipment pre-purchase.
- 1.8 Based on final approved pre-purchase submittal document package and drawings, perform and present design to CITY for contractor installation of pre-purchased equipment at 60% and 90% completion for final review and coordination.
- 1.9 Incorporate CITY review comments on generator equipment installation plans and specifications and prepare final draft plans, specifications, and estimate for review and approval by CITY.

- 1.10 Perform quality control and assurance review of all final documents.
- 1.11 Provide final plans and specifications to the CITY in electronic format suitable for printing and use at time of bid advertisement. It is anticipated HLA will prepare one (1) complete set of plans and specifications for one bid call; additional bid packages will be considered additional services.
- 1.12 Prepare advertisement for bids. Coordinate with CITY on number and location publications. All advertising fees to be paid by the CITY.
- 1.13 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 1.14 Answer and supply information as requested by prospective bidders.
- 1.15 Prepare and issue addenda to contract documents, if necessary.
- 1.16 Attend bid opening and participate in the evaluation process.
- 1.17 Prepare summary of bids received and review bidder's qualifications and responsiveness.
- 1.18 Make recommendation of award to the CITY for construction contract.

2.0 Construction Engineering

- 2.1 Following Council award authorization, prepare notice of award to the Contractor, assemble construction contract documents, and coordinate contract execution with the CITY and Contractor.
- 2.2 Review Contractor's submission of certificate of insurance and contract bond.
- 2.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies.
- 2.4 Prepare and transmit notice to proceed to Contractor.
- 2.5 Furnish a field survey crew to provide geometric control, including construction staking.
- 2.6 Furnish a qualified resident engineer (inspector) to observe construction for substantial compliance with plans and specifications and CITY Construction Standards. Only periodic inspections are anticipated for this project. We estimate a total of five (5) days of on-site inspection throughout the construction duration.
- 2.7 Review Contractor's submission of samples and shop drawings and maintain a record of submitted items.
- 2.8 Respond to Contractor requests for information (RFI).
- 2.9 Interpret plans and specifications when necessary.
- 2.10 Prepare daily progress reports.
- 2.11 Prepare weekly statements of working days.
- 2.12 Consult and advise the CITY during construction and make final review and report of the completed work with CITY representatives.

- 2.13 Coordinate testing scheduling with the Contractor's materials testing firm and review acceptance sampling and testing for construction materials.
- 2.14 Coordinate and attend construction meetings anticipated once per week during the duration of improvements.
- 2.15 Perform measurement and computation of pay items.
- 2.16 Prepare and provide monthly progress estimates to the CITY and recommend progress payments for the Contractor.
- 2.17 Prepare proposed contract change orders and/or force account computations as required.
- 2.18 Conduct final walkthrough inspection with the Contractor and CITY. Prepare and transmit punchlist to Contractor.
- 2.19 Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records provided by the resident engineer and those submitted by the Contractor.
- 2.20 Prepare and submit recommendation of PROJECT acceptance.
- 2.21 Prepare and submit Notice of Completion of Public Works Contract (NOC). Monitor lien releases from state agencies.
- 2.22 Notify CITY when retainage may be released.

3.0 Electrical Design and Construction Engineering

CEI will complete the following electrical design and construction engineering tasks for the PROJECT:

- 3.1 Prepare electrical design drawings and specifications for new generator and automatic transfer switch additions.
- 3.2 Complete one (1) site visit to verify existing conditions, equipment ratings, and connections for existing site as-built drawings.
- 3.3 Assist CITY with a prepurchase of the generator equipment, including providing a usable specification equivalent to what would be used on a bid project.
- 3.4 Review vendor supplied quotations and/or submittals prior to CITY purchase and provide electrical commentary.
- 3.5 Prepare final design drawings and specifications for installation of pre-purchased generator equipment.
- 3.6 Review and respond to electrical, and electrical portions of non-electrical, contractor bid questions.
- 3.7 Prepare electrical portions of bidding phase addenda.
- 3.8 Review of electrical, and electrical portions of non-electrical, contractor Requests for Information (RFIs), Change Order Proposals (COPs), and Change Order Requests (CORs).
- 3.9 Review of electrical, and electrical portions of non-electrical, construction submittals and O&M submittals.
- 3.10 Review and provide comment on electrical portions of Contractor Pay Requests.

- 3.11 Participate in construction meetings as required. Note that CEI budget includes sixteen (16) hours for this work (meetings and record keeping). Excessive meetings (quantity or length) for this PROJECT will require budgetary modification.
- 3.12 Complete local and water system Master PLC program modifications to incorporate the new generator connection, as well as any automatic transfer switch (ATS) signal modifications.
- 3.13 Complete water system Human Machine Interface (HMI) modifications to incorporate the new generator and any changes for the ATS.
- 3.14 Review daily progress construction photos provided by the Contractor (as required in the specifications).

4.0 Additional Services

Provide professional engineering services for additional work requested by the CITY that is not included in this Task Order.

5.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 5.1 Provide full information as to CITY requirements for the PROJECT.
- 5.2 Provide all available information pertinent to the PROJECT relative to completion of design and construction of the PROJECT.
- 5.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 5.4 Obtain approval of all governmental authorities with jurisdiction over the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT.
- 5.5 Pay for advertising, notices, or other publications as may be required.
- 5.6 Pay for all necessary permits and testing fees not paid by the Contractor.

TIME OF PERFORMANCE:

HLA will diligently pursue completion of the PROJECT as follows:

1.0 Design Engineering

- 1.1 HLA will provide preliminary generator equipment sizing information for CITY review within forty (40) working days from receipt of signed Task Order.
- 1.2 HLA will provide 60% draft plans, specifications, and cost estimate for CITY review within ninety (90) working days from receipt of final generator equipment pre-purchase scope of work and submittal documentation.
- 1.3 90% draft plans, specifications, and estimate will be provided within twenty (20) working days of receiving CITY comments on 60% plans, specifications, and estimate.
- 1.4 100% draft plans, specifications, and estimate will be provided within twenty (20) working days of receiving CITY comments on 90% plans, specifications, and estimate.

- 1.5 Final plans, specifications, and estimate will be provided to the CITY within twenty (20) working days of receiving comments on 100% draft plans, specifications, and estimate.

2.0 Construction Engineering

- 2.1 Construction engineering services shall begin upon construction contract award by the CITY to the lowest responsible bidder and extend through the completion of construction, and completion of as-constructed drawings.
- 2.2 A maximum of twenty (20) working days has been assumed for the construction of the improvements, utilizing a standard 40-hour work week.
- 2.3 Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, services during construction beyond the twenty (20) working days shall be considered additional services.

3.0 Electrical Design and Construction Engineering

- 3.1 All electrical design shall be completed in a timely manner adhering to the schedule for CITY deliverables as described in phase 1.0.
- 3.2 Construction engineering services related to any electrical improvements shall be provided upon construction contract award by the CITY to the lowest responsible bidder and extend through the completion of construction, and completion of as-constructed drawings.

4.0 Additional Services

Time for completion of work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time service is requested by the CITY.

FEE FOR SERVICES:

For the services furnished by HLA as described within this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

1.0 Design Engineering

All work for design engineering services shall be performed for the lump sum fee of \$30,700.

2.0 Construction Engineering

All work for construction engineering services shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$40,600. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered Additional Services until an amendment to this Task Order is executed.

3.0 Electrical Design and Construction Engineering

Services performed by HLA's subconsultant CEI shall be provided for the total estimated fee of \$18,700 as described below.

- 3.1 All work for electrical design services shall be performed for the estimated fee of \$10,230.
- 3.2 All work for electrical construction engineering services shall be performed for the estimated fee of \$8,470.

4.0 Additional Services

Additional work requested by the CITY not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA will perform additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

Proposed:  3/6/2024
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President

Approved:  3/26/2024
City of Selah Date
Roger Bell, Mayor



* TRANSMITTAL *

Date: March 5, 2024

Project No.: 24067E

To: City of Selah
222 S. Rushmore Road
Selah, WA 98942

Attention: Rocky Wallace
Public Works Director

From: Justin L. Bellamy, PE

Re: Well No. 6 and Zone 3 Booster Pump Station Generator
Task Order No. 2024-03

We are sending you the attached following items:

Two (2) Original Task Order Agreements

Comment:

Rocky:

Attached for your review and consideration are two (2) signed original Task Order No. 2024-03 agreements for the Well No. 6 and Zone 3 Booster Pump Station Generator project.

Please execute the Task Orders and return one signed original to our office.

We very much appreciate the opportunity to work with you and serve the City of Selah. If you have any questions or need additional information, please contact me.

Copy to: _____ Signed: _____

Justin Bellamy
For Justin Bellamy

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Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: **2.4.i**

Informational Item

Title: Presentation from United Way

From: Mayor Bell and Guest Speakers, Kaylene Stiles and Richard Perez

Action Requested: Informational - No Action Needed

Background/Findings/Facts: None

Recommended Motion: None

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken:** None



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: 12.B.i

Old Business

Item: Evaluation and Approval or Disapproval of Conceptual Design of Mural

From: Rob Case, City Attorney (with a co-presentation by Mindy Clark and Courtney Hernandez, as members of the Mural Commission)

Staff Recommendation: N/A

Board/Commission Recommendation: N/A

Fiscal Impact: The City is contractually obligated to contribute up to \$25,000.00 toward design and installation of the mural.

Funding Source: 001, General Fund

Background/Findings/Facts: In early 2022, the City entered into a "Settlement Agreement" with the Selah Alliance for Equality (SAFE) and eight of its members in order to resolve a federal lawsuit. Among other things, the Settlement Agreement specified that a mural would be installed on the City-owned concrete retaining wall that is located on the western side of North First Street between Merinda Drive (to the north) and Hillview Avenue and Wernex Loop Road (to the south), essentially between entrances to Selah High School (to the north) and Selah Middle School (to the south).

In full, the Settlement Agreement says the following with regard to the mural:

Mural. The City shall appoint a mural Commission ("Commission") consisting of five (5) total members, three of which shall be chosen by Mayor Sherry Raymond with at least one of those three being a current employee of the Selah School District, and the other two of which shall be chosen by attorney Joe Cutler on behalf of S.A.F.E. The Commission members shall be specifically identified within thirty (30) days of the Final Execution Date. The Commission shall be responsible for issuing a Request for Proposals (RFP), selecting one or more artists or creators, and recommending the design of a painted or applied mural on the City-owned retaining wall located on North First Street. The City shall have final authority to approve the recommended design. The City shall pay up to \$25,000.00 towards the mural. The Commission may seek additional non-City funds to use in designing and creating the mural. The mural shall communicate the message "all are welcome in Selah," although those exact words need not be included. The mural shall be completed no later than one year from the Final Execution Date if possible.

The Mural Commission has agreed on a conceptual design. Prior to finalizing the design, the Mural Commission and its primary artist (Mindy Clark, from Red Art Studios) desire a vote by the City Council that approves or disapproves the conceptual design. Substantial additional work will be required to generate the final design, and, understandably, they do not want to undertake that work without knowing – in advance – that the conceptual design is acceptable; because such work might prove for naught if the conceptual design was – for some reason – deemed not acceptable. If the conceptual design is approved, there will be subsequent vote by the City Council at a later date as to the final design (once it has been created).

Three items are appended to this AIS. The first item is a one-page sheet that includes four color images, which images show the general conceptual design. The second item is a two-page explanatory document, which provides further details including a potential schedule. The final item is a proposed Resolution, which – adopted – would approve the conceptual design so that the necessary work to create the final design can then proceed (followed later, as indicated above, by a subsequent City Council vote once the final design is created).

On Wednesday, March 6th, an in-person meeting occurred relative to the conceptual design. On behalf of the City, the attendees were the Mayor, City Administrator, City Attorney, and Councilmember Longmire. On behalf of SAFE and the Mural Commission, the attendees were Mindy Clark, Courtney Hernandez, Anita Callahan, and Kalah James. Several details were discussed during the meeting.

This AIS (which has been drafted by the City Attorney) will summarize certain details, so that the City Council can customarily prepare for the upcoming March 12th meeting. Additional details will be offered by Ms. Clark and Ms. Hernandez during the meeting who, as indicated above, will co-present this matter during the meeting. They have firsthand knowledge about the conceptual design, whereas this AIS is effectively presenting secondhand knowledge. Thus, if any inconsistencies exist between the recitation within this AIS and the oral presentation of Ms. Clark and Ms. Hernandez, the City Council is advised to rely upon what Ms. Clark and Ms. Hernandez say rather than any details that might be accidentally misstated within this AIS. Subject to that proviso, the following details are offered via this AIS:

- Four color images will become a singular mural: A singular mural will be created. The four color images effectively represent portions of what will ultimately be combined into a single mural. Stated another way, those four images do not represent that four separate things/murals will be created. Rather, everything will ultimately be combined into a singular mural image.
- Color specks will be deleted; background will be white: Some of the color images include specks of color toward the top of the images, above a drawn line and the words “top of wall”. Those are just color samples that were used during creation of the conceptual design. The specks will not be included on the final design/mural. The background color of the mural will be white or a shade of near-white, despite being shown in more of a cream or tan color on the conceptual design.
- The mural will be painted: The mural will be painted on the concrete wall. The attached two-page explanatory sheet summarizes the prep work that will occur,

the type of paint that will be used, and that an anti-graffiti coating will be applied as the final layer.

- The size of the mural: The mural will occupy essentially the entire concrete wall.
- The color circles will “bookend” the mural: The four colored images depict colored circles only at one of the conceptual design. However, the final design will include the colored circles on both ends of the mural – effectively serving as “bookends”. (Creating those colored circles is a time-consuming process, and that explains why the conceptual images only show the circles at one end of the design.) The colored circles are not corporate logos or affiliated with any particular entity or movement, other than the blue circle which includes a logo that is affiliated with the United Farm Workers organization (which a number of parents and students from the Selah School District have a connection to).
- Words and names: The mural will include a few words and also some names. Toward the bottom of the design, fish are depicted. Within the bodies of the fish, the word “friend” will be written in multiple languages. In addition, the names of Selah School District students and/or of the persons who actually help paint the mural on the wall are also contemplated to be included within the mural.
- Black-and-white and/or greyscale images of people: The middle portion of the mural, which will be its main section, will include black-and-white and/or greyscale images of people. The people will be shown from behind (rather than face-front) and will include a diverse group of subjects. At present, generic bodies have been included within the conceptual design. However, various students from the Selah School District will be photographed and those photographs will then be used to create the actual human images that will be included in the final design. On the final design, the human images will likely be spaced apart somewhat in groups, despite the conceptual design currently showing essential one large continuous group.

Further details (and perhaps corrections, if any details recited within this AIS are accidentally misstated) will be offered by Ms. Clark and Ms. Hernandez during the meeting.

As stated above, the City Council is only being asked to approve the conceptual design at this point. A future vote will occur after the final design is ready.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken: None**

RESOLUTION NO. 3040

RESOLUTION APPROVING CONCEPTUAL MURAL DESIGN

WHEREAS, during its regularly-scheduled meeting on March 12, 2024, the City Council commenced evaluating the conceptual design for a to-be-created mural on a City-owned wall; and

WHEREAS, more specifically, the City Council reviewed a one-page document that included four images and also a two-page text document that provided explanatory remarks; and

WHEREAS, the City Council also received and evaluated oral testimony by two members of the Mural Commission, specifically Mindy Clark and Courtney Hernandez; and

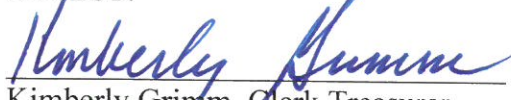
WHEREAS, on March 12th the City Council neither approved nor disapproved the conceptual design, but, instead, continued the matter to March 26, 2024; and

WHEREAS, the City Council resumed its evaluation on March 26th, received additional testimony, and found that good cause exists for approving the instant Resolution;

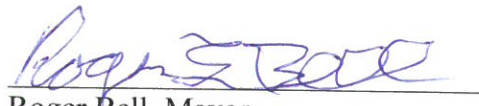
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, as follows: (1) that the conceptual mural design, as presented via the above-referenced documents and oral testimony, be and is approved, provided however that no names shall be included or used in the design; (2) that the City Council reserves its contractual right to separately evaluate – and vote on – the final mural design once it is ready, including potentially disapproving the final design if it deviates from the conceptual design in an unacceptable manner or degree; and (3) that no physical installation work shall occur unless and until the City Council approves the final design.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of March, 2024.

ATTEST:

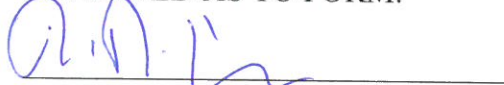


Kimberly Grimm, Clerk Treasurer



Roger Bell, Mayor

APPROVED AS TO FORM:



Rob Case, City Attorney

MURAL CONCEPT MEETING with city representatives
3-6-2024

Selah

A Native American name, meaning still or smooth water, given by the Yakama Native American people to about one and a half miles of the Yakima River where it emerges from Kittitas Canyon.

For centuries, Yakama Indians camped near the confluence of Wenas Creek and the Yakima River, where the water tended to swirl, thereby making it easier to catch fish. The tribe also found fertile land in the valleys of Wenas and Selah creeks, which flow from west (Wenas) and east (Selah) into the Yakima River a few miles north of the confluence of the Yakima and the Naches, an excellent place to grow food.

con·flu·ence *noun*—the junction of two rivers, especially rivers of approximately equal width.

Convergence, meeting, junction, joining, conflux.

An act or process of merging.

Coming together, yet calm and still and fruitful.

LOCATION IS A FACTOR. The mural will be seen, primarily, by people driving by. Needs to be easy to see, bold, colorful. Complete vision builds over time as people drive by repeatedly, coming and going. Details for people walking on the sidewalk should be part of it. Best view is from the soccer field across the street. The wall cannot be seen from the parking lot or near the building. People need to make a connection to what they see. The initial coming together and then the multicultural references in the design elements. Thoughts of friends and family and appreciating others.

This mural will be the longest in Central Washington and will get attention from the press and state arts commission for its content, reason for being installed, size, and the fact that art is being put in a public place. There will be a response from outside the city that Selah appreciates the arts and celebrates the people who live here. Something positive to nurture in the press. Having students as the subject matter and students participating in the installation, encourages a longer lasting process of change.

DISCUSS DESIGN ELEMENTS that will adjust or change

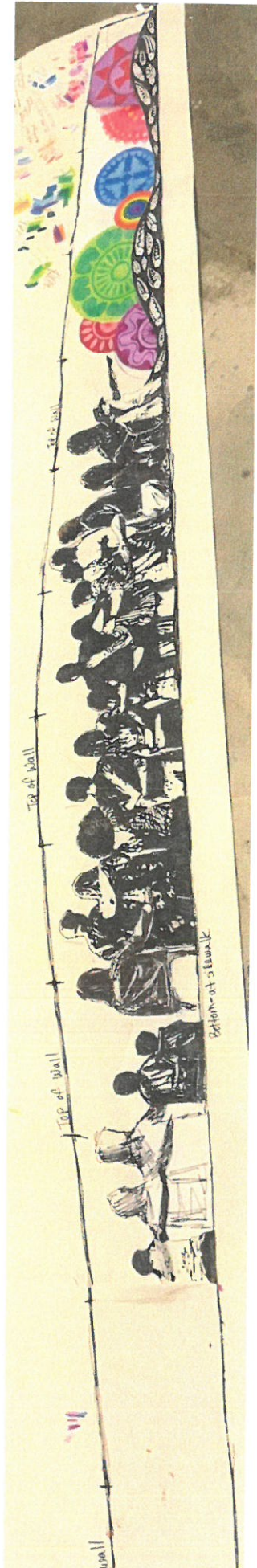
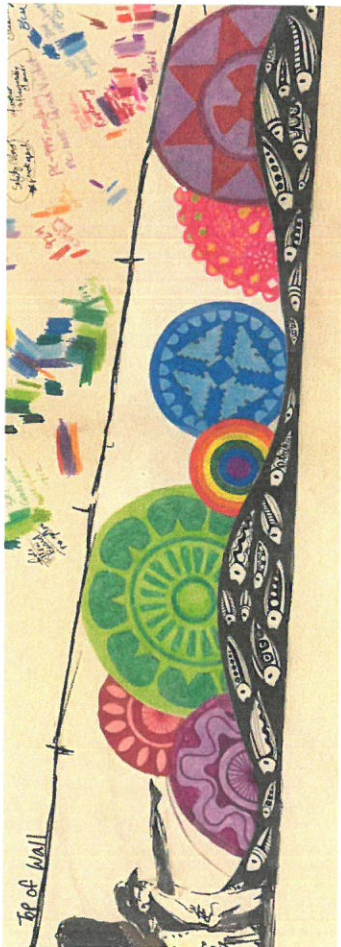
- People will be replaced with students from Selah.
- Some people will be subtracted. Bits of space will be placed between groups of people.
- Colors and designs on the circles will be adjusted
 - Colors will have less contrast and value so the fish come forward and it is less busy
 - Designs in the circles will be different cultural designs that rotate around the center axis.
- Adding more content to the fish. The word "friend" will be written on some of the fish (in such a way that it looks like a pattern at first) using the translation from multiple languages. This is something for folks walking along the sidewalk to see so there are multiple ways to view and respond to the art. Names of the students in the imagery and students who participated in the installation may also be integrated into the design.
- Wall is approximately 270 feet long and about 15 feet tall at its highest point. Accurate measurements will be taken and a highly detailed scaled model will be created after approval.
- The design should feel like it is somehow passing by the wall and not contained by the wall. Since this is a drive by mural, the flow and movement can be felt. Circles may shift and change size to support the sense of movement.

WALL PREP, SUPPLIES, COSTS

- The wall will need to be pressure washed and inspected in May. Allen's Pressure Washing inspected the wall and provided an estimate. LeVonte Allen will be washing the wall with a chemical solution that will prepare it for painting. In June, the wall will be checked again and another quick water wash will be done if necessary.
- Epoxy resin is used in the graffiti coat and needs to be applied by a professional. A professional has already been identified. Estimated cost: \$300.
- The total for paint, primer and sealant is about \$5,000. A more specific quote will be available once the measurements are confirmed. When the materials are ordered in May, a sales representative will then be able to offer a discount.
- The estimate for application/installation supplies is \$700.
- Design and Labor: \$16,000

TIMELINE

- May—cleaning and inspection—order supplies
- June—another cleaning if necessary
- July 19-21—transfer outline of design to wall for primer.
- July 22-23 apply primer sealant
- July 26-28— draw in design details and label colors
- July 29-August 4—paint in the black and white areas only.
- August 5-11—paint in the colorful portions, touch up and finish
- August 12-15—graffiti proof final coat is applied. 2 coats.





Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: 12. B. ii

Old Business

Item: Resumption of Appeal Hearing (“Appeal” of Decision on a Code Complaint)

From: City Staff

Staff Recommendation: Affirm the Decision without Modification

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: This matter was originally scheduled for February 27, 2024, but was then postponed to March 12, 2024. The hearing commenced on March 12th, but it was then continued to the present date – March 26, 2024.

The relevant documents and information were previously submitted and will again be referenced.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken:
10/19/23	Decision by Code Enforcement Officer, which is now challenged via this Appeal
02/27/24	Originally-Scheduled Date for Appeal Hearing (which was then postponed)
03/12/24	Commencement of Appeal Hearing (which was then continued)



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024
Agenda Number: 13-A

Action Item

Title: Resolution Declaring the Well No. 3 Pump Replacement Project to be Complete and Accepting the Work and Materials

From: Rocky D. Wallace, Public Works Director

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: 411, Water Fund

Background/Findings/Facts: The City contracted with Picatti Brothers, Inc., to replace the pump at Well No. 3. The contractor's scope of work is finished and all materials are in place. The City's retained engineering firm – HLA Engineering and Land Surveying, Inc. (HLA) – inspected the work and materials, and has not noticed any defects or deficiencies. The work appears to meet the contract specifications. Thus, the City recommends that the City Council approve a Resolution that declares the project as complete and that accepts the work and materials.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken:
7/25/2023	Resolution No. 3033 Authorizing the Mayor to sign a contract with Picatti Brothers, Inc., related to the City's Well No. 3 Pump Replacement Project.
2/14/2023	Resolution No. 2979 Authorizing the Mayor to sign a Task Order No. 2023-06 with HLA Engineering and Land Surveying, Inc., for professional services related to the City's Well No. 3 Pump Replacement Project

RESOLUTION NO. 3041

RESOLUTION DECLARING THE WELL NO. 3 PUMP REPLACEMENT
PROJECT TO BE COMPLETE AND ACCEPTING THE WORK AND
MATERIALS

WHEREAS, the City contracted with Picatti Brothers, Inc., to replace the pump at Well No. 3; and


WHEREAS, all work is finished and all materials are in place; the City's retained engineering firm – HLA Engineering and Land Surveying, Inc. (HLA) – has inspected the work and materials; and no defects or deficiencies were noted; and

WHEREAS, the work appears to meet the contract specifications, and thus City Staff recommends that the City Council declare the project as complete and accept the work and materials;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the project known as the Well No. 3 Pump Replacement Project be and is declared as complete and the City accepts the work and materials.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of March, 2024.

ATTEST:

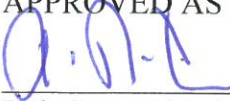


Kimberly Grimm, Clerk Treasurer



Roger Bell, Mayor

APPROVED AS TO FORM:



Rob Case, City Attorney



March 12, 2024

City of Selah
115 W Naches Ave
Selah, WA 98942

Attn: Rocky Wallace

Re: Well No. 3 Pump Replacement
HLA Project No.: 23055C
Project Acceptance Recommendation

Dear Rocky:

This letter serves as our recommendation for acceptance for the above referenced project by the City of Selah. We have reviewed the work performed by Picatti Brothers, Inc on this project and believe it has been completed satisfactorily. If everything is acceptable, please provide us with a copy of the City of Selah resolution authorizing project acceptance.

Once the project has been accepted as complete by the City of Selah, the required "Notice of Completion of Public Works Contract" will be completed by our office and submitted to the Department of Revenue (DOR), Department of Labor and Industries (L&I), and Employment Security Department (ESD) through our access to your Labor and Industries Portal. If the City prefers to submit the Notice of Completion, please let us know.

The retainage on this project in the amount of \$6,286.66, shall be released to Picatti Brothers, Inc after acceptance of the project and when the City of Selah has received lien releases from DOR, L&I, and ESD. The City should also confirm no additional liens have been received on this project.

The City will receive the following from HLA Engineering and Land Surveying, Inc. (HLA) in a One Drive Link for download:

- ❖ The Final Contract Voucher Certification signed by the contractor stating all labor and materials furnished on the project have been paid for.
- ❖ Required project labor and equal employment opportunity documents including:
 - Contractor Verifications for the Prime Contractor.
 - Statement of Intent to Pay Prevailing Wages approved by the Washington State Department of Labor and Industries.
 - Affidavit of Wages Paid approved by the Washington State Department of Labor and Industries.
 - Please note there were no subcontractors performing work on this project.

Please contact this office if you have questions or if we may provide additional information.

Sincerely,

A handwritten signature in blue ink that reads "Justin B." with a stylized flourish at the end.

Digitally signed by Justin Bellamy
Date: 2024.03.12 15:05:06-07'00'

Justin L. Bellamy, PE

JLB/dld

Copy: Doug Picatti, Picatti Brothers, Inc.
Angela Ringer, Taylor Denny, HLA



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: 13-B

Action Item

Title: Resolution approving a 6% increase to the City of Selah's Solid Waste Utility rate, effective July 1, 2024.

From: Rich Huebner, City Administrator

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: On February 28, 2024, the City received a request from Basin Disposal to add a 2.14% fuel surcharge to the City of Selah's billing for solid waste collection. This surcharge is being requested pursuant to Section 9 ii of the contract between the City and Basin Disposal, which allows Basin to apply for rate adjustments to reflect unforeseen increases in operational costs. The 2.14% was calculated by Basin using current fuel prices in February, and will be applied to the billing invoices of May and June, 2024.

At the time that the surcharge rate was calculated in February, the cost of diesel was \$4.672 per gallon. Fuel prices have continued to increase in March, and are likely to continue through the summer. Rather than enact incremental increases throughout the year, the administration is proposing a one-time rate increase of 6%, to become effective July 1, 2024. Barring incredibly unexpected and unforeseen circumstances, this one-time rate increase is expected to be sufficient to cover any additional increases in fuel charges through the summer season.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: N/A **Action Taken:** N/A

RESOLUTION NO. 3042

A RESOLUTION APPROVING A 6% INCREASE TO THE CITY OF SELAH'S SOLID WASTE UTILITY RATE, EFFECTIVE JULY 1, 2024

WHEREAS, on February 28, 2024, the City of Selah received a request from Basin Disposal to add a 2.14% fuel surcharge to its solid waste collection billing; and

WHEREAS, proposed surcharge was submitted pursuant to section 9 ii of the contract between the City and Basin Disposal, which allows Basin to request rate adjustments for unforeseen increases in operational costs; and


WHEREAS, the average cost of diesel fuel in the month of February 2024 was \$4.672 per gallon, and continues to increase; and

WHEREAS, the City of Selah desires to adjust utility rates as infrequently as possible and in a manner that is least impactful to citizen rate payers; and

WHEREAS, the City believes that a one-time rate increase of 6%, effective July 1, 2024, is sufficient to cover additional fuel cost increases throughout the year.

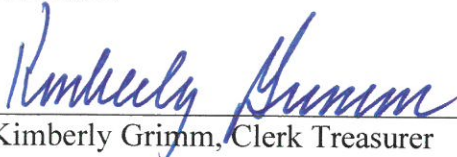
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, approves a 6% increase to the City of Selah's Solid Waste Utility Rate, effective July 1, 2024.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 26th day of March, 2024.

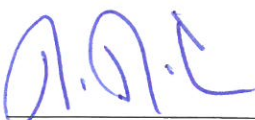


Roger Bell, Mayor

ATTEST:



Kimberly Grimm, Clerk Treasurer



Rob Case, City Attorney



2024-02-28

Selah
Attn: Roger Bell, Mayor
115 W. Naches Avenue
Selah, WA, 98942

Honorable Mayor Bell,

Enclosed is the paperwork related to the Fuel Surcharge for the City of Selah garbage billing. We are submitting this for your approval.

- We are using the current fuel pricing for February
- West Coast No. 2 Diesel Ultra Low Sulfur, at \$4.672 per gallon
- This produces a fuel surcharge of 2.14%
- Applied to the billing invoices of May and June 2024

Web page to reference the most current Diesel Price Index:
https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r50_m.htm

Section 9 ii of the Contract states that Contractor may also apply to the City for rate adjustments to reflect any unforeseen increases in costs of operations. The cost of fuel remains higher than normal. To capture the additional fuel expense required to operate our fleet, we are requesting a Fuel Surcharge.

Basin Disposal Inc. is certainly appreciative of the opportunity to provide services to the City of Selah.

Thank you for your attention in this matter, and please feel free to contact me at (509) 544 7709, should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Francisco Alcalá".

Francisco Alcalá
Basin Disposal Inc.

Encs.



Exhibit F

Fuel Surcharge Worksheet

Billing Invoices: May and June 2024

City of Selah

1 Base Fuel Expense

Base Fuel Expense = 9.45% Fixed

2 Percentage Increase in Cost of Fuel

<u>Current Fuel Price</u>	\$ 4.672 Variable	
Minus <u>Base Fuel Price</u>	- \$ 3.809 Fixed	
Equals Fuel Price Difference	= \$ 0.863 Variable	
Divided By <u>Base Fuel Price</u> (Line 6)	÷ \$ 3.809 Fixed	
Equals Fuel Percent Change		= <u>22.66%</u> Variable

3 Fuel Surcharge Calculation

<u>Base Fuel Expense</u> (Line 1)	9.45%
Multiplied By Percent Change in Fuel Price	x <u>22.66%</u>

Fuel Surcharge 2.14%



Selah City Council
 Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: **13-C**

Action Item

Title: Yakima County Development Association (YCDA) 2024-2028 Funding Request

From: Rich Huebner, City Administrator

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: Increase of \$700 annually (on average) from previous funding level

Funding Source: General Fund

Background/Findings/Facts: As mentioned during the City Administrator’s Report at the March 12, 2024 City Council Meeting, Mayor Bell and City Administrator Huebner met with staff from the Yakima County Development Association (YCDA) on Friday, March 1. During that meeting, YCDA Economic Development Manager Joe Schmitt and Investor Relations Manager Terry Edmands detailed the success of YCDA’s 2019-2023 efforts on behalf of the Yakima Valley, and shared their goals for the 2024-2028 Capital Campaign. Details on the 2019-2023 accomplishments and 2024-2028 goals are detailed in the pamphlet attached to this AIS.

Mr. Schmitt and Ms. Edmands requested the City of Selah continue to provide financial support of the YCDA during the 2024-2028 timeframe. If approved at the requested level, the City of Selah would commit a total of \$10,000 over the five-year timeframe, an average of \$2,000 per year; the City committed a total of \$6,500 from 2019-2023, an average of \$1,300 per year.

If the City Council chooses to make a financial commitment to YCDA in the 2024-2028 campaign, the City can determine the annual contribution amount based off of the total amount committed. For example, if the City Council chooses to approve the \$10,000 requested, the City could remit payment at \$2,000 per year, or establish an incremental payment schedule that may be more conducive to the City’s budget, such as:

2024: \$1,500	2025: \$1,750	2026: \$2,000	2027: \$2,250	2028: \$2,500
---------------	---------------	---------------	---------------	---------------

Recommended Motion: I move to approve the Resolution in the form presented, and:

- a. Establish an annual payment of \$2,000; **OR**
- b. Authorize the Mayor to determine the appropriate 2024 payment rate and recommend appropriate funding rates for 2025-2028 in each year’s budget.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: N/A **Action Taken:** N/A

RESOLUTION NO. 3043

A RESOLUTION APPROVING THE CONTINUED FUNDING SUPPORT OF THE YAKIMA COUNTY DEVELOPMENT ASSOCIATION (YCDA)

WHEREAS, the City of Selah has provided financial support of the Yakima County Development Association (YCDA) at an amount of \$6,500 for the years 2019-2023; and

WHEREAS, the YCDA has provided the City of Selah with a report of their activities in that same calendar period; and

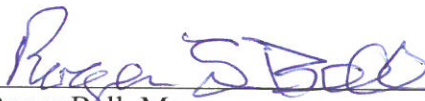
WHEREAS, the City of Selah recognizes the benefit to the economic development, growth and vitality of the Yakima Valley provided by the YCDA; and

WHEREAS, the YCDA has requested that the City of Selah continue to provide financial support in the amount of \$10,000 for the period of 2024-2028; and

WHEREAS, the City of Selah desires to continue to support the YCDA at the amount and for the period requested;

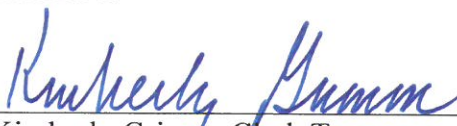
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, approves the funding requested by the Yakima County Development Association (YCDA) and authorizes the Mayor to remit payment in a manner consistent with the passage of this resolution.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 26th day of March, 2024.




Roger Bell, Mayor

ATTEST:



Kimberly Grimm, Clerk Treasurer



Rob Case, City Attorney



Yakima County Development Association

2024 - 2028 | CAPITAL CAMPAIGN

YCDA- WHAT WE DO

PG. 3

WHY IT MATTERS

PG. 4

WHO WE ARE

PG. 5

PAST PERFORMANCE

PROJECTED VS ACTUAL

PG. 4

4 Key Takeaways 2022 Feasibility Results

PGS. 6-9

WHY INVEST?

Return on Investment

PG. 11

**Growing Opportunities, Cultivating Success:
Invest in Yakima County's Economic Future**

Prospective Investor

What can YCDA do to mitigate the economic challenges facing Yakima County businesses while capitalizing on the opportunities for growth?

To answer this question, confidential Feasibility Study interviews were conducted with 56 local business, community, and elected representatives. Interviewees were asked about Yakima County's economy, YCDA's effectiveness and the 2024-2028 Strategic Plan Prospectus. Their feedback identified workforce skills, infrastructure, and perception of our communities as the key challenges we face. Our region's natural resources, innovation, airport, mill site and downtown/main streets were seen as the greatest economic opportunities.

The community spoke, and YCDA utilized the Feasibility Study results to finalize its 2024-2028 Strategic Plan. This brochure details our plan and dedication to leveraging our county's unique resources, talents, and opportunities to create a thriving business environment. By investing in YCDA you become an essential partner in our mission to foster economic growth through our strategic initiatives.

"Economic Development is not something YCDA does to the community, it is what YCDA does with the community."

We start with the building blocks of any community, its people. Our workforce is paramount. YCDA will continue to work with our partners to prepare the existing workforce with the skills needed to meet the current and evolving labor needs. YCDA alone can't fix the social issues of poverty, homelessness, and crime, but we can be at the table where these issues are being addressed and ensure the business community is part of the solution. *(Initiative 1, pg. 6)*

From there, we work directly with the building blocks of any economy, its businesses. YCDA will continue daily business outreach and engagement to understand their challenges and explore resources. To eliminate accessibility barriers, we will visit each community in the Valley and provide business owners with one-on-one assistance in English and Spanish. Through new partnerships with accelerators and regional start-up investors, YCDA will bring financial investment to the county to support high-growth entrepreneurship. *(Initiative 2, pg. 7)*

To bring outside investment to the Valley, YCDA will target businesses that compliment our existing industry clusters to locate in Yakima County. Attracting business and industry that match our needs and competitive advantages results in win-win solutions. This will also provide jobs for our residents and attract new talent to our communities. *(Initiative 4, pg. 9)*

Finally, for our economy to grow we need infrastructure to support new development. Over \$125 million will be spent on new infrastructure in the next five years. Large projects at the mill site, the airport, and cities and port districts across the valley will create shovel-ready sites supporting economic growth and jobs. *(Initiative 3, pg. 8)*

This brings us back to where we started, the basic building blocks, Yakima County's people, and its businesses. Economic Development is not something YCDA does to the community, it is what YCDA does **with** the community. With increased financial support and its network of over fifty resource partners, YCDA is uniquely positioned with the essential resources needed for Yakima Valley's economy to flourish.

Jonathan Smith, CEcD

Jonathan Smith, CEcD
Executive Director
Yakima County Development Association

What is the Yakima County Development Association (YCDA)?

YCDA is a nonprofit (501c3) organization dedicated to Yakima County's business environment and livability. While the fundamentals of Economic Development remain business retention, expansion, and attraction, our work fosters solutions to Yakima Valley's unique economic challenges.

Our professional staff delivers no-cost services to entrepreneurs, start-ups, all-sized businesses, franchises, global corporations, and Fortune 500 companies.

Our specific work includes:

- Daily outreach and engagement with businesses
- Business & Talent Attraction
- Site Selector Inquires & Follow up
- Facilitate local planning, revitalization, and development
- Training in English & Spanish

How is YCDA Unique?

YCDA is Yakima County's designated Associate Development Organization (ADO) appointed by the County Commissioners. Each county in Washington State is represented by an ADO to further its economic development goals. ADOs are the principal contact for the state Department of Commerce and all county Economic Development elements (businesses, towns, ports, chambers, etc.) to coordinate their efforts. YCDA's performance and expertise is critical to growing the economy and building communities.

How is YCDA Funded?

We are funded solely by public and private contributions, including grants. Every five years a capital campaign is launched to secure commitments to fund the following five-year strategic plan. Due to the direct and indirect financial impact of our work, YCDA contributors are recognized as Investors.

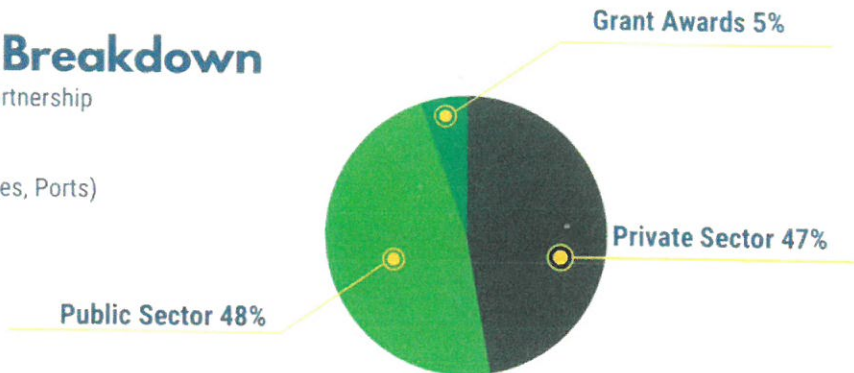
*"As the designated ADO for Yakima County, YCDA has a strong track record of services resulting in new jobs, new tax revenue, and economic vitality for the community. **Now is the time to commit additional funding for YCDA** as it takes on exciting and additional responsibilities to further the Yakima County economy."*

Suzanne Dale Estey, Executive Director
Washington Economic Development Association

Funding Sources Breakdown

YCDA is funded by a collaborative partnership between public and private sectors

- Public Sector (State, County, Cities, Ports)
- Private Sector
- Grant Awards



Why it Matters- Past Performance

2019 - 2023 Overachievement

Building Local Business



- 261 Outreach visits
- 9 Local expansion projects
- 373 Total new jobs
- \$17.6 Million annual payroll

Supporting Investments in Economic Development (SIED)



- 19 Projects
- \$21.5 Million Awarded
- 735 Total new jobs
- \$28.6 Million annual payroll

Small Business Support in English & Spanish



- 366 Business trainings
- 61 Start-up 1:1 trainings
- 478 Total new jobs
- \$17.7 Million annual payroll

Business Recruitment



- 24 Site visits
- Chino Valley Truck Wash, Corumat, Windmill Farms, Royal Interpack
- 394 Total new jobs
- \$16.4 Million annual payroll

Projected vs Actual

- 2,880 total jobs created
- 2,494 projected **+15%**



- \$119 million new payroll
- \$92 million projected **+29%**

"Our family's investment in YCDA has been one of GREAT returns for 38 straight years. Job retention, expansion, and attraction is where we begin and end each day at YCDA. This wonderful effort has been and will continue to be only possible with all of us investing together to insure amazing results and benefits. Please help us and yourself by pledging your support today!!!!"

Bob Hall,
YCDA Board Member Emeritus

1985 - Present Outcomes

Past Accomplishments - 38 Year History

- Served 100+ businesses annually
- 6,630 New jobs at 155+ businesses
- \$606 Million in private investments



A NOD TO THE PAST

1986,
1st YCDA Board President,
Mr. Allen Pruett



"Coca-Cola Company was proud to sponsor YCDA's support of small businesses. Three hundred small businesses throughout the Valley received training in financial management, accessing capital, marketing, digital literacy, and other business development skills. Providing these trainings in both English and Spanish ensured Yakima's diverse business community could fully participate."

Adam Dolsen, President CEO
The Dolsen Companies

Who we are

YCDA Team

Carmela Solorzano, Communication & Events Manager
Joe Schmitt, Economic Development Manager
Jon Smith, Executive Director
Terry Edmands, Investor Relations Director
Yani Cisneros, Bilingual Business Development Manager

Board of Directors

Amanda McKinney, *Yakima County Commissioner District 1*
Amy Martinez, *South Central Workforce*
Andy Marble, *Horizon Distribution, Inc.*
Austin Beebe, *HUB International*
Ben Annen, *HLA Engineering & Land Surveying Inc.*
Brad Hansen, *Baker Boyer Bank*
Brittney Hill, *Yakima Chief Hops*
Celina Sanchez, *Assoc. of General Contractors of WA.*
Christine Cote, *Perry Technical Institute*
Cus Arteaga, *City of Grandview*
Dan Maycock, *Loftus Labs*
David Cobia, *CliftonLarsonAllen LLP*
Jay Hester, *Port of Sunnyside*
Jeff Cromer, *Washington Beef*
Jeff Perrault, *Perrault Farms Inc.*
John Hodkinson, *City of Union Gap*
John Cooper, *Yakima Valley Tourism*
Jon DeVaney, *Washington State Tree Fruit Association*

Linda DiLembo, *CenterCal Properties- Yakima Valley Mall*
Linda Kaminski, *Yakima Valley College*
Lindsey Beddeson, *Tri-Ply Construction*
Maria Rodriguez, *Vizions*
Matt Brown, *Yakima City Council District 6*
Mike Battle, *HLA Engineering*
Moriet Miketa, *Heritage Real Estate Group*
Natasha Trudeau, *Triumph Actuation Systems*
Peter Marinace, *KeyBank*
Roslyn Oglesby, *City of Yakima*
Scott Carmack, *City of Zillah*
Toni Petty, *Pacific Power*
Vicki Baker, *Yakima Grocery Outlet*

*"YCDA supports the growth and development of existing businesses and sectors, in addition to attracting new investment. New arrivals and diversification attract the most notice, but YCDA's approach **benefits everyone in our community.**"*

*Jon DeVaney, 2023 YCDA Board Chair
Washington State Tree Fruit Association*

YCDA helped Northwest Harvest double their food distribution across Washington state with their new 200,000 square foot facility.

**Photo: Northwest Harvest Distribution Center tour
Yakima, WA**



Initiative #1: Build a Strong Workforce: Train, Attract & Retain

Feasibility Study Key Take-away: Address the immediate and emerging needs of businesses and workers so all can thrive in Yakima County.



YCDA Role:

- Connect Yakima County businesses with existing training programs to meet their workforce needs.
- Develop and deploy customized year-round training with partner organizations to address the professional development needs of local employers.
- Track and report workforce trends for Yakima County's key industry clusters.
- Strengthen methods of connecting local graduates with local jobs.

NEW

Serve as Liaison for the business community and the many organizations that work to improve and promote Yakima Valley as a great place to live and work. Inform stakeholders of progress in these areas and how they can participate in solutions.



Success Story:

Resources for Employee Retention & Development

YCDA co-hosted the "Workers Wanted" conference, where local business leaders learned how to access programs and dollars to retain and train their workforce.

"YCDA took time to learn about our in-home care business's unique challenges. They connected us with the 'Shared Work' program, which turned out to be a fit for our business and **will allow us to keep our highly trained employees working through the ups and downs of our business cycle.**"

Teyia Smith & Patrina Williams, Certified Senior Care Manager
Mother's Arms Homecare, LLC.

"The 'Workers Wanted' conference introduced Yakima Chief Hops to programs designed to increase competitiveness, avert potential layoffs, and upskill our workforce. With the state's SharedWork program we are seeing the benefits of cost savings, employee satisfaction and employee retention. We have also been successful in securing worker training funding through the Job Skills and Incumbent Working Training Programs."

Lisa Garcia, Chief People Officer
Yakima Chief Hops

Initiative #2: Diversify our Business Ecosystem for Agriculture and Beyond

Feasibility Study Key Take-away: Build upon the stability of our Agricultural foundation by supporting Innovation & Entrepreneurship.



YCDA Role:

- Provide one-on-one business outreach in English and Spanish with local businesses to facilitate timely solutions to their unique needs.
- Continue to host WSU's Small Business Development Center (SBDC) certified Advisor.
- Assist businesses to navigate site selection, permitting, regulations, workforce, and funding.
- Host large-scale resource fairs to connect business owners with subject matter experts in Strategy, Entrepreneurship, and Business Development.
- Host events to showcase local business accomplishments.
- Maintain a comprehensive online database of local businesses to guide strategic decisions.
- Provide leadership to establish a professionally managed venture capital investment fund that is overseen by local leaders.
- Provide industry-specific training to craft beverage, Ag-tech, Childcare, and other industry clusters.

NEW

Mobile Computer Lab for convenient digital and financial literacy training in English and Spanish.



Success Story:

COVID-19 Business Assistance

YCDA administered \$12 million in CARES Act Grants that impacted roughly 1 out of every 4 businesses in Yakima County.

- 6,000 jobs supported
- Awarded "Tourism Ambassador 2022" *Business Key to Recovery*
- Identified training needs for marginalized business owners to access resources to grow their business.

"The Washington SBDC is pleased to partner with YCDA to create a community of collaboration and equity where all small businesses can grow and succeed. As the local SBDC funding partner, YCDA is home to one of our 10+ bilingual business advisors across the state who provide confidential, no-cost, one-on-one business advising in English and Spanish. Together we are reducing barriers and cultivating opportunities."

Sheryl McGrath, State Director
Washington Small Business Development Centers

Initiative #3: Bring New Industry, Jobs, and Investment to Yakima County

Feasibility Study Key Take-away: Attract companies that match Yakima County's needs, assets, and competitive advantages.



YCDA Role:

- Proactively maintain and develop relationships with site selectors and local commercial real estate professionals.
- Research, identify, and target companies that align with local development goals, and have growth potential to support our economy.
- Assist businesses from outside the area to establish operations in Yakima County.
- Develop and distribute compelling marketing materials to targeted industry site selectors.
- Invite local businesses to co-exhibit at select trade shows.

NEW

Target logistics and transportation companies that can meet the needs of our industrial and agricultural sectors.



Success Story:

Pacific Ag Renewables Sunnyside, WA

Pacific Ag's new renewable natural gas facility will employ 30 full-time people at an average loaded salary of \$68,379 per year and convert an estimated 900,000 tons of regional dairy waste, diverted from lagoons, into 800,000 MMBtu of renewable natural gas annually. Construction is scheduled to begin later in 2023.

"YCDA's expertise was pivotal in locating Pacific Ag Renewables \$100 million bioenergy facility site on 60 acres in Sunnyside, Washington. YCDA identified the ideal site at the Port of Sunnyside and connected us with a variety of resources including funding for public infrastructure that the Port has now secured to support our project and future development."

Kipp Curtis, Renewables Regional Manager
Pacific Ag Renewables

Initiative #4: Develop Infrastructure for a Thriving Economy

Feasibility Study Key Take-away: Facilitate public and private partnership to increase the number of shovel-ready sites in Yakima County.



YCDA Role:

- Identify, qualify, and advise project funding through the Supporting Investments in Economic Development (SIED) program.
- Provide economic impact analysis for public works projects that support job and business growth.
- Help reduce the costs and risks associated with private development.
- Assist local cities and the county in streamlining and improving permitting and regulatory processes.
- Support and pursue funding for transportation, private & public utilities, and broadband throughout Yakima County.
- Provide economic development training and advice to local cities and towns.

NEW

Maintain an online countywide infrastructure map to guide strategic investment.



Success Story:

Midvale Industrial Park Port of Sunnyside, WA

Yakima County's SIED program was instrumental in financing water, sewer, and road infrastructure to expand the Midvale Industrial Park. These infrastructure improvements allow Yakima County to compete with neighboring counties and states for development projects that were previously out of reach.

"YCDA played a critical role in connecting the Port and City of Sunnyside with over \$12 million in funding. These dollars will construct infrastructure to open over 400 acres to industrial development helping to grow jobs and industry that will positively impact Yakima County for years to come."

Jay Hester, Executive Director
Port of Sunnyside

2024 - 2028

Budget by Initiative

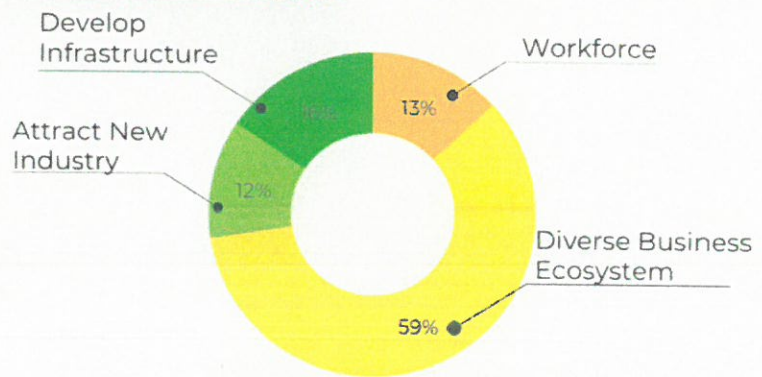
INITIATIVE	ANNUAL BUDGET	TOTAL BUDGET
1 BUILD A STRONG WORKFORCE: TRAIN, ATTRACT & RETAIN	\$105,000	\$525,000
2 DIVERSIFY BUSINESS ECOSYSTEM FOR AGRICULTURE & BEYOND	\$475,000	\$2,375,000
3 BRING NEW INDUSTRY, JOBS & INVESTMENT TO YAKIMA COUNTY	\$95,000	\$475,000
4 DEVELOP INFRASTRUCTURE FOR A THRIVING ECONOMY	\$125,000	\$625,000
	\$800,000	\$4,000,000

"Our company invests in YCDA because their organization is a catalyst for helping promote business in our region.

Their leadership in workforce development, local business growth & expansion while attracting new business to our valley leads to a great economic future and quality of life."

David Rankin, CEO
Rankin Equipment Co.

Budget Breakdown



"Since I joined the YCDA board I have learned how truly passionate the team is about growing and developing the community. The tireless work of the staff and partners in the community are a key to all of our success. I will continue to support YCDA because it checks all the boxes to improve our communities through business growth, training and improving our infrastructure."

Jeff Cromer, General Manager
AB Foods/Washington Beef

Measure, Report & Analyze - Our Performance

- Outreach, Engagement & Resource Utilization
- Employer & Partner Satisfaction
- Corporate Site Location Inquiries
- Employment, Retention & Payroll
- Public & Private Investment
- Tax Assessment



1 Expected Outcomes

Return on Investment

One unique measure of YCDA's work is the economic impact of new and retained jobs at businesses we assist. The table below illustrates the predicted downstream expenditures of annual payroll due to YCDA's efforts over the next five years (2024-2028).

ECONOMIC IMPACT ON JOBS	
² Direct and Indirect Jobs Created	43,927
Direct and Indirect Weighted Average Wage Rate	\$65,672.73
Total Payroll	\$257,896,828
Disposable Personal Income	\$197,416,494
PROJECTED ANNUAL IMPACT ON FINANCIAL SERVICE INDUSTRIES	
Personal Insurance & Pensions	\$23,222,867
New Personal Deposits (Savings rate of 4.5% of Disposable Income)	\$8,883,742
Mortgage Interest & Charges	\$8,203,073
Vehicle Finance Charges	\$802,314
PROJECTED ANNUAL IMPACT ON SELECTED RETAIL INDUSTRIES	
Housing Ownership & Rentals	\$39,106,919
Healthcare	\$16,081,681
Groceries	\$15,512,392
Vehicle Purchases (New & Used)	\$14,241,077
Utilities	\$12,456,518
Entertainment	\$10,524,475
Restaurants & Catering	\$8,937,544
Home Furnishings & Equipment	\$7,967,098
Home Services & Supplies	\$7,200,180
Charitable Contributions	\$7,123,488
Gas & Motor Oil Purchases	\$6,335,923
Apparel	\$5,173,747
Vehicle Insurance	\$4,507,118
Education & Reading	\$3,952,577
Vehicle Maintenance & Repair	\$2,875,943
Alcohol & Tobacco Products/Supplies	\$2,639,967
Personal Care Products & Services	\$2,274,207
Newspaper & Reading Materials	\$336,264

¹ Outcomes calculated using Type II RIMS (Regional Input-Output Modeling System) multipliers supplied by the Bureau of Economic Analysis, U.S. Department of Commerce, using 2021 (the most recent available) regional economic accounts for the region defined as the Yakima Metropolitan Statistical Area.

² Direct refers to the jobs created by the new or newly expanded firm; Indirect refers to the jobs created by regional companies supplying goods and services to the new or newly expanded firm. (Source JobsEQ)

IN THEIR OWN WORDS

"YCDA is such an asset for the Yakima Valley. We view them as a **knowledge hub for businesses operating in Yakima, as well as prospective businesses considering a move here**. You can use them as a resource on issues ranging from best hiring practices, new regulations, to infrastructure. This valley is fortunate to have an organization like YCDA."

Andy Marble, President & COO, Horizon Distribution, Inc.

"YCDA provides expertise and economic development support to the City of Grandview. As a small Community with limited resources, **we are more competitive because of the professional assistance from the YCDA staff.**"

Cus Arteaga, City Administrator, City of Grandview

"YCDA is a means for diverse stakeholders to come together and create opportunity for others. Whether it be building human capital, breaking ground on a commercial project, or promoting our beautiful valley to prospective businesses, YCDA has an impressive assemblage of resources available. Perrault Farms Inc. is a proud supporter."

Jeff Perrault, Vice President, Perrault Farms

"YCDA is a great contributor to the economy of the County. Its success is shown in many ways; recruiting new business and jobs, providing skills and sustainability for new and existing businesses, locating commercial property and finding grants and low interest loans to assist new and existing business expansion. The City of Union Gap has always supported YCDA."

John Hodgkinson, Position #1, City of Union Gap

"YCDA is **uniquely positioned to impact and improve the Yakima valley**. My investment with YCDA is money well spent by supporting existing business and attracting new companies to the county. The team is exceptional and provides an incredible professional approach to local economic development."

Moriet Miketa, Broker/Owner, Heritage Real Estate Group

"We invest in YCDA because **it is the organization that strengthens the economic engine of our valley which we believe will improve the quality of life of residents for generations to come**. Our Valley is blessed with plentiful natural advantages: climate, soil, geography, and water. We can only fully achieve the benefits of this special place with a thriving business community that works in tandem with our local institutions to thoughtfully pursue growth."

Sean Gilbert, General Manager, Gilbert Orchards

"With the important addition of bilingual support for small businesses in our rural area, **YCDA is able to support our many local businesses, their employees, and entrepreneurs whose primary language may be Spanish**. With a focused and inclusive approach to community development, we're seeing the impact of a community working together more successfully for a thriving and collaborative community."

Sharon Miracle, President & CEO, Yakima Valley Community Foundation



Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: **13-D**

Action Item

Item: Resolution Authorizing the Mayor to Offer a Contractual Amendment to the Police Chief and, if the Police Chief Accepts Such Offer, Further Authorizing the Mayor to Sign and Enter into the Amendment on Behalf of the City

From: Rich Huebner, City Administrator

Staff Recommendation: Approve the Resolution in the form presented.

Board/Commission Recommendation: N/A

Fiscal Impact: An additional \$10,000.00 gross of annual salary, which will also result in higher employer-side taxes being owed by the City. In addition, if the Police Chief eventually qualifies to receive longevity incentive pay (whether under the currently-applicable City of Selah Personnel Rules and Regulations dated January 1, 2011, or any future replacement(s) thereof), the amount of such payment (which is a percentage of annual gross pay, such as 2%) will prove to be higher amount due to the base amount having been increased.

Funding Source: 001, General Fund.

Background/Findings/Facts: At the conclusion of its regularly-scheduled meeting on March 12, 2024, the City Council affirmatively voted that it desires to see the currently-existing seven-page Police Chief Employment Contract (“Contract”) amended in limited regards. Specifically, the City Council voted (1) that it desires to increase the Police Chief’s annual salary by \$10,000.00 gross, and (2) that it desires to increase the Police Chief’s annual vacation accrual to four (4) weeks.

A three-page Amendment to Police Chief Employment Contract (“Amendment”) has been prepared by City staff. The Amendment would – if approved by the City Council, and then signed and entered into by the parties – effectuate three (3) contractual amendments, each taking effect as of April 1, 2024. The reason an additional/third amendment has been included is that the existing Contract includes language saying the Police Chief is eligible for “annual pay scale step increases” but, in fact, pay scale steps do not actually exist for the Police Chief position. Thus, the additional/third amendment is a clean-up of defunct language.

The Amendment recites a new monthly salary amount, whereas the not-yet-amended Contract recites an annual salary amount. The intent is to avoid any confusion as to whether the to-be-increased amount is retroactive for the totality of 2024 (which it is not), and also to avoid any need for the Clerk-Treasurer to calculate a pro-rata amount based on an annual amount for the remainder of 2024. Using a new monthly amount, rather than a new annual amount, should make things simpler and clearer for City staff.

In addition, the Amendment recites the new vacation accrual as a number of days per calendar year (*i.e.*, 20 days per calendar year), rather than as a number of weeks per calendar year. When the topic is vacation, it is typically better to speak in terms of days (or sometimes hours) rather than weeks. The Amendment also specifies that the pro-rata amount of fifteen (15) days shall apply for the remainder of 2024, in order to avoid any confusion as to whether increased vacation accrual is being granted retroactively for the totality of 2024 (which it is not). Finally, the Amendment also specifies that for years 2025 and beyond, the vacation accrual shall be the greater of twenty (20) days per each calendar year or the amount that otherwise applies per each calendar year according to then-applicable City policy.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken:
09/20/2020	Resolution No. 2808: Resolution Authorizing the Mayor to Sign a “Police Chief Employment Contract” with Daniel V. Christman
03/13/2024	Vote by City Council expressing its desire to see amendments made to the Police Chief Employment Contract

RESOLUTION NO. 3044

RESOLUTION AUTHORIZING THE MAYOR TO OFFER A CONTRACTUAL AMENDMENT TO THE POLICE CHIEF AND, IF THE POLICE CHIEF ACCEPTS SUCH OFFER, FURTHER AUTHORIZING THE MAYOR TO SIGN AND ENTER INTO THE AMENDMENT ON BEHALF OF THE CITY

WHEREAS, on or about September 22, 2020, the City entered into a seven-page Police Chief Employment Contract (“Contract”) with Daniel V. Christman (“Police Chief” and/or “Employee”); and

WHEREAS, such Contract remains in force and effect as of the present date and it has not been previously amended; and

WHEREAS, in recognition of the Police Chief’s past and ongoing performance and as an effort to retain the Police Chief as an employee, the City Council desires to authorize the Mayor to offer a contractual amendment to the Police Chief that will increase his annual salary by \$10,000.00 gross and also increase his vacation accrual to four (4) weeks per calendar year; and

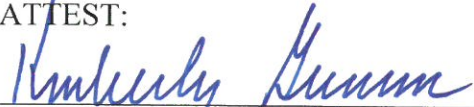
WHEREAS, a three-page Amendment to Police Chief Employment Contract (“Amendment”) has been prepared by City staff, and the terms thereof accurately reflect the specific contractual amendments that the City Council desires to authorize the Mayor to offer to the Police Chief and, if the Police Chief accepts such offer, for the Mayor to sign and enter into on behalf of the City; and

WHEREAS, the City Council finds that good cause exists;

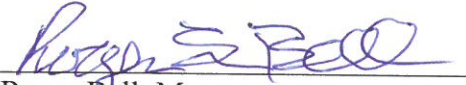
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, (1) that the Mayor be and is authorized to offer a contractual amendment to the Police Chief as set forth in the three-page Amendment appended hereto, and (2) that, if the Police Chief accepts such offer, the Mayor be and is authorized to sign and enter into the Amendment on behalf of the City.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of March, 2024.

ATTEST:




Kimberly Grimm, Clerk Treasurer



Roger Bell, Mayor

APPROVED AS TO FORM:



Rob Case, City Attorney

**AMENDMENT TO
POLICE CHIEF EMPLOYMENT CONTRACT**

Background:

On or about September 22, 2020, the City of Selah (“City”) and Daniel V. Christman (“Police Chief” and/or “Employee”) signed and entered into a written seven-page Police Chief Employment Contract (“Contract”). Such Contract established an open-ended term, without any specific or contemplated end date. Such Contract remains in force and effect as of the present date and it has not been previously amended.

The parties now desire to amend to the Contract in limited regards, each taking effect as of April 1, 2024. Specifically: (1) to increase the Police Chief’s salary by \$10,000.00 per calendar year¹; (2) to remove the concept of annual pay scale step increases, because pay scale steps do not actually exist for the Police Chief position; and (3) to increase the Police Chief’s annual vacation accrual, to a new amount of at least twenty (20) days per calendar year (with a pro-rated amount applying for the remainder of 2024).

Accordingly, the parties are now signing and entering into this written three-page Amendment to Police Chief Employment Contract (“Amendment”).

Preexisting Language and Current Amendments:

Compensation:

At present (and prior to the current Amendment taking effect), paragraph 3.1 labeled “Base Annual Salary” reads and provides as follows:

3.1 Base Annual Salary. As compensation to Employee for services rendered to the City as its Police Chief, upon hire Employee shall be paid an initial base annual salary of One Hundred and Twelve Thousand and Five Hundred Dollars (\$112,500.00) gross, payable in accordance with the City’s regular payroll periods and procedures and subject to all withholdings and deductions required by law. Employee shall be eligible for annual pay scale step increases based on satisfactory performance in accordance with City policy. The position of Police Chief is exempt from overtime under state and federal law and Employee therefore shall not be eligible for overtime pay or compensatory time. Employee shall be eligible to receive the same cost-of-living adjustment that applies to the City’s other management-level non-represented City employees, as determined annually by the City Council.

Such preexisting language is now amended and modified (as shown in strikethrough and double-underlined editing marks) to hereafter read and provide as follows:

3.1 Base Annual Salary. As compensation to Employee for services rendered to the City as its Police Chief, ~~upon hire Employee shall be paid an initial base annual~~

¹ The now-being-amended Contract recites an initial base annual salary of \$112,500.00. However, due to subsequent year-end cost-of-living adjustments, the currently-applicable annual base salary (prior to this Amendment taking effect) is \$129,612.00. Divided by 12 months per year, the currently-applicable annual amount of \$129,612.00 equates to \$10,801.00 per month. The to-be-effective new annual amount (after this Amendment takes effect) of \$139,612.00 equates, after being divided by 12 months per year, to \$11,634.33 per month.

~~salary of One Hundred and Twelve Thousand and Five Hundred Dollars (\$112,500.00) gross effective as of April 1, 2024, Employee shall be paid a base salary of Eleven Thousand Six Hundred Thirty-Four Dollars and Thirty-Three Cents (\$11,634.33) gross per calendar month, payable in accordance with the City's regular payroll periods and procedures and subject to all withholdings and deductions required by law. Employee shall be eligible for annual pay scale step increases based on satisfactory performance in accordance with City policy.~~ The position of Police Chief is exempt from overtime under state and federal law and Employee therefore shall not be eligible for overtime pay or compensatory time. Employee shall be eligible to receive the same cost-of-living adjustment that applies to the City's other management-level non-represented City employees, as determined annually by the City Council.

With the editing marks removed and thus in a "clean" presentation, such paragraph will hereafter read and provide as follows:

3.1 Base Annual Salary. As compensation to Employee for services rendered to the City as its Police Chief, effective as of April 1, 2024, Employee shall be paid a base salary of Eleven Thousand Six Hundred Thirty-Four Dollars and Thirty-Three Cents (\$11,634.33) gross per calendar month, payable in accordance with the City's regular payroll periods and procedures and subject to all withholdings and deductions required by law. The position of Police Chief is exempt from overtime under state and federal law and Employee therefore shall not be eligible for overtime pay or compensatory time. Employee shall be eligible to receive the same cost-of-living adjustment that applies to the City's other management-level non-represented City employees, as determined annually by the City Council.

Vacation:

At present (and prior to the current Amendment taking effect), paragraph 4.1 labeled "Vacation" reads and provides as follows:

4.1 Vacation. Upon hire, Employee shall be allotted eighty (80) hours of accrued vacation. Thereafter, Employee shall accrue vacation on the same terms as other management-level non-represented City employees.

Such preexisting language is now amended and modified (as shown in strikethrough and double-underlined editing marks) to hereafter read and provide as follows:

4.1 Vacation. Upon hire, Employee shall be allotted eighty (80) hours of accrued vacation. ~~Thereafter, Employee shall accrue vacation on the same terms as other management-level non-represented City employees.~~ For the year of 2024, Employee shall accrue fifteen (15) days of vacation (which amount, taking effect on April 1, 2024, is a pro-rated amount of twenty days per calendar year). For 2025 and each successive calendar year, Employee shall accrue the greater of twenty (20) days of vacation per calendar year or the amount of vacation per calendar year that otherwise applies per then-applicable City policy.

With the editing marks removed and thus in a "clean" presentation, such paragraph will hereafter read and provide as follows:

4.1 Vacation. Upon hire, Employee shall be allotted eighty (80) hours of accrued vacation. For the year of 2024, Employee shall accrue fifteen (15) days of vacation (which amount, taking effect on April 1, 2024, is a pro-rated amount of four weeks per calendar year). For 2025 and each successive calendar year, Employee shall accrue the greater of twenty (20) days of vacation per calendar year or the amount of vacation per calendar year that otherwise applies per then-applicable City policy.


Effective Date:

The parties agree that the amendments effectuated by this Amendment shall take effect and be applicable commencing at 12:01 a.m., Monday, April 1, 2024, and shall remain in force and effect indefinitely thereafter.

AGREED TO AND ENTERED INTO BY AND BETWEEN:

CITY OF SELAH ("City")

DANIEL V. CHRISTMAN ("Police Chief" and/or
"Employee")

By: 
Roger Bell, Mayor

Daniel V. Christman

Dated: 3/26/2024

Dated: _____

POLICE CHIEF EMPLOYMENT CONTRACT

This Police Chief Employment Contract (hereinafter "Contract") is made and entered into by and between the City of Selah, a Washington municipal corporation (hereinafter "City"), and Daniel V. Christman (hereinafter "Employee"), on this 20th day of September 2020.

WHEREAS, the City desires to employ Employee as its Police Chief and Employee has agreed to serve in this capacity.

THEREFORE, in consideration of the terms and conditions of this Contract, the parties agree as follows:

1. Duties and Responsibilities

- 1.1 Title. Effective October 15, 2020, the City will employ Employee as its Police Chief. Employee hereby accepts such employment upon the terms and conditions set forth in this Contract.
- 1.2 Duties. Employee shall have, and agrees to perform in good faith and to the best of his ability, the duties and responsibilities of Police Chief consistent with the laws of the State of Washington and the ordinances and policies of the City. Under the general direction of the Mayor and City Administrator (with the Mayor's directions taking priority over any conflicting or inconsistent directions from the City Administrator), Employee shall manage, administer, and direct the Selah Police Department's functions and operations, including but not limited to: administering Department contracts, organizing and planning on a timely basis the annual Department budget in conjunction with other City Departments and the City Administrator, maintaining open communications with the community, promoting responsive and courteous public service, and performing other legally permissible and proper functions as are appropriate to the office of Police Chief.
- 1.3 Devotion of Time and Effort. Employee shall devote his full time, energies, interests, and abilities to the performance of the duties and responsibilities of Police Chief and shall not engage in activities that conflict with or interfere with his performance of such duties and responsibilities. So long as Employee remains employed by the City, Employee agrees to remain in the exclusive employ of the City and shall neither accept other employment nor become employed by any other person or entity, provided that Employee may engage in occasional teaching and/or consulting on Employee's own time with advance approval of the Mayor or City Administrator.

1.4 Work Schedule. The typical minimum work week shall be approximately 40 hours, plus any additional work time reasonably required to discharge the duties and responsibilities of the office of Police Chief. When Employee devotes a great deal of time outside of normal office hours on business for the City, Employee shall be allowed to establish an appropriate work schedule that allows for time away from the office during normal office hours.

2. **At-Will Employment**

Employee shall be employed for an indefinite term commencing October 15, 2020. Employee's employment with the City is "at-will" and may therefore be terminated at any time by the City or Employee on a "without cause" basis or on a "with cause" basis (as defined in paragraphs 6.1 and 6.2 below).

3. **Compensation**

3.1 Base Annual Salary. As compensation to Employee for services rendered to the City as its Police Chief, upon hire Employee shall be paid an initial base annual salary of One Hundred and Twelve Thousand and Five Hundred Dollars (\$112,500.00) gross, payable in accordance with the City's regular payroll periods and procedures and subject to all withholdings and deductions required by law. Employee shall be eligible for annual pay scale step increases based on satisfactory performance in accordance with City policy. The position of Police Chief is exempt from overtime under state and federal law and Employee therefore shall not be eligible for overtime pay or compensatory time. Employee shall be eligible to receive the same cost-of-living adjustment that applies to the City's other management-level non-represented City employees, as determined annually by the City Council.

3.2 Retirement. Employee's position qualifies him for membership in the Washington State LEOFF retirement program and the City shall make all required employer contributions to the LEOFF retirement system, as required by law.

3.3 Moving/Temporary Housing Reimbursement. The City shall reimburse Employee up to Fifteen Thousand Dollars (\$15,000.00) in moving and/or temporary housing expenses incurred by Employee in order to perform services under this Contract. Expenses must be incurred and submitted for reimbursement to the City within Employee's first six (6) months of employment. Payment shall be made upon receipt by the City of documentation that the expenses have been incurred and are deemed reasonable.

3.4 Expenses. The City agrees to reimburse Employee for reasonable and necessary expenses incurred for the benefit of the City in accordance with City policy.

3.5 Professional Development. The City shall budget and pay for the professional dues and subscriptions of Employee for his continuation and full participation in state, local and national associations and organizations necessary for his continued professional participation, growth and advancement to better serve the interests of the City. The City further recognizes the value of having Employee participate in and be directly involved in local civic clubs or organizations. Accordingly, the City shall pay for reasonable membership fees and dues to enable Employee to become an active member in local civic clubs and organizations.

4. Benefits

4.1 Health and Other Insurance. Employee is eligible to participate in the City's health and other insurance benefits on the same terms as those benefits are provided to other management-level non-represented City employees.

4.2 Vacation. Upon hire, Employee shall be allotted eighty (80) hours of accrued vacation. Thereafter, Employee shall accrue vacation on the same terms as other management-level non-represented City employees.

4.3 Sick Leave. Upon hire, Employee shall be allotted eighty (80) hours of sick leave. Thereafter, Employee shall accrue sick leave on the same terms as other management-level non-represented City employees.

4.4 Holidays and Other Paid/Unpaid Leave. Employee shall receive holiday leave and other paid/unpaid leave benefits as the City may provide from time to time on the same terms as those benefits are provided to other management-level non-represented City employees.

4.5 Life Insurance. During Employee's employment, the City shall pay the premium for a term life insurance policy for the face-value benefit of One Hundred Thousand Dollars (\$100,000). Employee shall name the beneficiary(ies) of said term life insurance.

4.6 Police Vehicle. Employee shall have the use of a Police Department vehicle. In the event Employee uses his own vehicle for City business, the City shall reimburse Employee for mileage in accordance with City policy.

4.7 Mobile Phone. The City shall provide Employee with a mobile phone for use in accordance with City policy.

4.8 Other City Benefits and Policies. Employee will receive other benefits provided by, and

be subject to any obligations included in, applicable City policies as may from time-to-time be adopted or amended by the City; provided that no such policy will be applicable to the extent that it conflicts with a term of this Contract.

5. Performance Standards and Evaluation

Employee will be evaluated on his job performance and satisfaction of established goals and objectives after roughly six (6) months of employment and also roughly annually thereafter or when otherwise deemed appropriate by the Mayor or City Administrator.

6. Termination

6.1 Termination on a "Without Cause" Basis; Possible Severance Payment. The City may at any time, in its unlimited and continuing discretion, terminate Employee's employment on a "without cause" basis at any time by providing written notice to Employee. In such event, the City will pay Employee his then-applicable base salary earned through his final day of employment (on a gross basis, and thus subject to all withholdings and deductions required by law) and the City will also pay Employee the cash-out value of his then-existing accrued but unused vacation (also on a gross basis, and thus also subject to all withholdings and deductions required by law). In the event the City effectuates a without cause termination earlier than or on October 14, 2026 (which is, or is roughly, six years after Employee's date of hire), the City will also pay Employee six (6) months of Employee's then-applicable base salary as severance pay (again on a gross basis, and thus again subject to all withholdings and deductions as required by law) if and only if and in exchange for Employee agreeing to, signing and not revoking a Separation Agreement and Release of Claims in a form and substance acceptable to the City.

6.2 Termination on a "For Cause" Basis. The City may at any time terminate Employee's employment on a "for cause" basis by providing written notice to Employee. "Cause" is defined to include any or all of the following acts or omissions by Employee: (i) dishonesty related to his employment; (ii) commission of negligence, recklessness or intentionality that results in financial or reputational harm to the City; (iii) failure to follow a lawful directive from the Mayor or City Administrator; (iv) failure to perform his duties and responsibilities under this Contract (provided that in non-emergency situations Employee has been given notice and a reasonable opportunity to cure the alleged failure); (v) commission of a felony or crime of moral turpitude; or (vi) willful violation of City policy or other willful misconduct. In such event, the City will pay Employee his then-applicable base salary earned through the date of termination (on a gross basis, and thus subject to all withholdings and deductions required by law) and the City will also pay Employee the cash-out value of his then-existing accrued but unused vacation (also on a gross basis, and thus also subject to all withholdings and deductions required by law). By contrast, Employee shall not be entitled to receive

any severance pay.

6.3 Resignation/Retirement. Employee may at any time, in his unlimited and continuing discretion, resign and relinquish his employment by providing written notice to the Mayor or City Administrator. In such event, the City will pay Employee his then-applicable base salary earned through his final day of employment (on a gross basis, and thus subject to all withholdings and deductions required by law). Moreover, the City will also pay Employee the cash-out value of his then-existing accrued but unused vacation (also on a gross basis, and thus also subject to all withholdings and deductions required by law) if and only if and in exchange for Employee providing such notice to the Mayor or City Administrator at least thirty (30) calendar days prior to Employee's effective resignation date (or by such other lesser deadline as the Mayor or City Administrator may agree to), otherwise such gross cash-out payment to Employee shall be reduced by the number of days/hours that Employee would have been expected to work during the thirty-day period immediately following the latter of the date that Employee actually provided such notice or his effective resignation date. By contrast, Employee shall not be entitled to receive any severance pay.

6.4 Disability; Death. The City may terminate Employee's employment due to any permanent or temporary disability or incapacity that renders Employee unable to fully perform his duties and responsibilities for a cumulative or successive duration of six (6) months during any 12-month period (and not necessarily judged on a calendar-year basis) by providing written notice to Employee or to a proper agent of Employee. Employee's employment shall be deemed automatically terminated upon Employee's death. In the event of termination of Employee's employment on either basis, the City will pay Employee or his estate Employee's then-applicable base salary earned through his final day of employment (on a gross basis, and thus subject to all withholdings and deductions required by law) and the City will also pay Employee or his estate the cash-out value of Employee's then-existing accrued but unused vacation (also on a gross basis, and thus also subject to all withholdings and deductions required by law). By contrast, neither Employee nor his estate shall be entitled to receive any severance payment.

7. Integration/Entire Agreement

This Contract constitutes the entire agreement between the parties and supersedes all prior oral or written negotiations, offers, agreements, or understandings between the parties with respect to the subject matter of this Contract. No waiver, alteration, or modification of any of the provisions of this Contract will be binding unless in writing and signed by duly authorized representatives of the parties. To the extent that any provision of this Contract conflicts with any provision of any City policy or rule, the provisions of this Contract shall prevail and control. By contrast, to the extent that any provision of this Contract conflicts with any provision of now-existing law including now-existing City code

and ordinances, the provisions of now-existing law and now-existing City code and ordinances shall prevail and control. If any provision of this Contract is held to be unenforceable, such provision shall be treated as automatically modified so as to be enforceable and the other provisions of this Contract shall remain in full force and effect without modification.

8. Other Terms and Conditions

8.1 Any notice to the City under this Contract shall be furnished in physical written form by Employee to the Mayor or City Administrator. Any notice to Employee under this Contract shall be furnished in physical written form by the City to Employee. All such notices must be sent by first-class mail with postage prepaid or delivered in person (but a duplicate may be sent via email, provided that such emailed-duplicate shall not constitute or be effective on its own as original notice).

8.2 The Mayor or City Administrator may at any time, in their unlimited and continuing discretion, establish, promulgate, and impose any new or clarified lawful policy or rule as to Employee's duties and responsibilities or Employee's performance by providing notice to Employee, provided that such policies and rules are not inconsistent with or in conflict with the provisions of this Contract, then-applicable City code or ordinances, or any other then-applicable law.

8.3 All now-existing or later-existing provisions of City code, City ordinances, City regulations, City policies and rules shall apply to and for Employee to the same extent that such apply to other employees of the City, except as may be specifically otherwise stated in this Contract.

8.4 This Contract shall be interpreted, construed, and enforce according to the internal laws of the State of Washington (not including any choice-of-law or conflict-of-law laws).

8.5 All captions and section headings used in this Contract are for convenience only and do not alter the substantive effect of any provision of this Contract.

8.6 No waiver by either party of any breach or violation by either party of the provisions of this Contract shall be deemed a waiver of any subsequent breach or violation.

9. Counterparts

This Contract may be executed in counterparts, and each counterpart will have the same force and effect as an original and will constitute an effective, binding agreement on the part of each party.

IN WITNESS WHEREOF, the undersigned have executed this Contract on the dates indicated below.

CITY OF SELAH ("City"):

Sherry Raymond
Sherry Raymond, Mayor

Dated: Sept. 22, 2020

ATTEST:

Dale Novobielski
Dale Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Rob Case
Rob Case, City Attorney

DANIEL V. CHRISTMAN ("Employee"):

Daniel V. Christman
Daniel V. Christman

Dated: 09-29-2020



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: **13-E**

Action Item

Title: Resolution approving the reclassification of the Human Resources/Public Records Manager/Administrative Assistant position to City Clerk and the Clerk/Treasurer position to Finance Director, authorizing the addition of a Human Resources & Community Outreach Specialist position, and approving the job descriptions for each.

From: Rich Huebner, City Administrator

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: Increase of up to **\$4,151** for the City Clerk position, and increase of up to **\$52,823.40** for the Human Resources & Community Outreach Specialist position. There is **no anticipated fiscal impact** to the City in 2024, as the increased salaries will be more than offset by salary savings.

Funding Source: General Fund

Background/Findings/Facts: On March 6, 2024, the current Human Resources/Public Records Manager/Administrative Assistant, Treesa Morales, submitted her notice of resignation, as she has accepted a career advancement opportunity with another municipality. Ms. Morales was appointed to her current role in 2019. Due to her unique educational and professional background, Ms. Morales was assigned to fill what had previously been three separate and distinct positions.

As the City prepares for Ms. Morales's departure, Mayor Bell and City Administrator Huebner recognize the unlikelihood of identifying a candidate who has the same breadth of background and experience as Ms. Morales. To that end, and in recognition of a priority established by the City Council in its March 5, 2024 Workshop meeting, the administration is proposing reclassifying the current role as City Clerk, and adding a Human Resources & Community Outreach Specialist.

As municipalities continue to grow and the ability to serve residents becomes more complex, many municipalities have bifurcated the Clerk/Treasurer position into two. The City of Quincy is currently undergoing a similar process, creating the separate and distinct positions of Finance Director and City Clerk.

Should this AIS be approved, the current Clerk/Treasurer will be retitled as Finance Director. This title is more congruent with the job description published in 2023, and reflective of the

functions of the position. Other standard Clerk functions such as public notices, updating of ordinances, preparing Council meeting agenda packets and facilitating Council meetings have either been fulfilled by the previous Executive Assistant or reassigned to Ms. Morales following her transfer to City Hall. This proposal will consolidate all Clerk functions into one position.

Additionally, the administration is proposing the addition of a Human Resources & Community Outreach Specialist. Previously, Human Resources duties were handled by a Human Resources Manager who also served as Assistant to the City Administrator. This new position will re-centralize Human Resources functions into a separate role, which will also fulfill the functions of Community Outreach. This important role was identified by the City Council as a priority at its March 5, 2024 Workshop meeting. Responsibilities assigned to this role will include (but not be limited to) managing the update of the City's website, expansion and management of City social media accounts, and direct engagement with residents and community partners.

The Police Department is expected to realize salary savings of **at least** \$80,139 due to the current vacancies of Police Lieutenant and Police Officer. The Executive Department is expected to realize salary savings of **at least \$13,822** during the vacancy period following Ms. Morales's departure, which will more than offset the \$4,151 anticipated increase for the year to the City Clerk position. The combined salary savings from the Police Department and the vacancy period will more than offset City Clerk position increase and the cost of the Human Resources & Community Outreach Specialist position, if approved.

Proposed job descriptions for each position is attached to this AIS. An updated Salary Ordinance and Budget Amendment are included as separate agenda items.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: N/A **Action Taken:** N/A

RESOLUTION NO. 2045

A RESOLUTION APPROVING THE RECLASSIFICATION OF THE HUMAN RESOURCES/PUBLIC RECORDS MANAGER/ADMINISTRATIVE ASSISTANT POSITION TO CITY CLERK AND THE CLERK/TREASURER POSITION TO FINANCE DIRECTOR, AUTHORIZING THE ADDITION OF A HUMAN RESOURCES & COMMUNITY OUTREACH SPECIALIST POSITION, AND APPROVING THE JOB DESCRIPTIONS FOR EACH

WHEREAS, the City of Selah previously consolidated the positions of Human Resources Manager, Public Records Manager, and Administrative Assistant into one position; and

WHEREAS, the incumbent Human Resources/Public Records Manager/Administrative Assistant has submitted their resignation; and

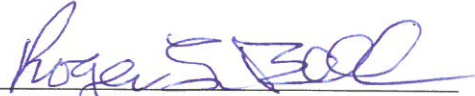
WHEREAS, the City of Selah recognizes the unlikelihood of identifying a candidate with the same unique educational and professional background as the incumbent; and

WHEREAS, the City of Selah is committed to cultivating and maintaining a professional, competent, and inclusive workforce; and

WHEREAS, to ensure the continuation of such a workforce and to continue to best serve the interests of residents, the City desires to update the titles and job descriptions of two current positions and add an additional position.

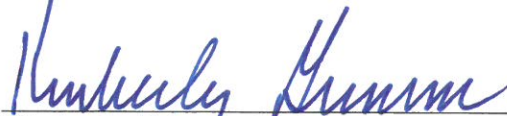
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, approves the reclassification of the Human Resources/Public Records Manager/Administrative Assistant position to City Clerk and the Clerk/Treasurer position to Finance Director, authorizes the addition of a Human Resources & Community Outreach Specialist position, and approves the job descriptions for each.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 26th day of March, 2024.

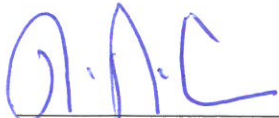


Roger Bell, Mayor

ATTEST:



Kimberly Grimm, Clerk Treasurer



Rob Case, City Attorney

City of Selah



Position Title Human Resources and Community Outreach Specialist

This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job.

Department: Executive (City Hall)

Classifications: Permanent; Full time; Non-Union; Exempt

Benefits: Position receives full benefits

Summary of Position

Under the direction of the Mayor and the City Administrator, with limited supervision, the Human Resources and Community Outreach Specialist coordinates the operations of the City of Selah's Human Resources (HR) Department; provides advice and council to City Staff and management for resolution of HR issues, interprets and administers policies and agreements as they relate to Human Resources; performs professional activities developing and delivering a robust community outreach plan to support the goals and programs of the Mayor and City Council; ensures important and topical information regarding City functions is community to public quickly and efficiently; and serves as the City's designated Public Information Officer (PIO).

Supervision and Direction to be Received

Receives direction from the Mayor and City Administrator, and when appropriate from the City Attorney. Works with limited supervision and often exercises independent judgement.

Supervision and Direction to be Exercised

Will supervise and direct any deputy positions or separate subordinate position that may be established. Will also provide direction as it pertains to human resources, public records, or records retention as required for all staff within the City.

Essential Job Functions

Essential functions and duties include, but are not limited to, the following:

Human Resources

1. Oversee and directs human resources for the City; exercises independent judgment within broad policy guidelines; provides leadership; direction and guidance on policy and priorities; monitors change in state and federal employment laws, regulations and standards; manages compensation, benefits, recruitment, retention, training and staff development, labor and employee relations, labor negotiations and dispute resolution, collective bargaining, regulatory compliance, and personnel policies, records and coordinates as needed for payroll files.
2. Provides advice and consultation to department heads on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures; mediates employee relation issues and assists with disciplinary actions while exercising the highest degree of confidentiality and professionalism.
3. Instructs and counsels employees and workers on policies, procedures and employment issues; assures the consistent interpretation and application of City, state, and federal laws, regulations, standards, policies, and procedures.

4. Monitors and assures the quality of performance, services and work product; coordinates issues with elected officials and outside agencies; reviews and approves employee status changes; interprets and explains City standards, policies and procedures.
5. Maintains absolute confidentiality on work-related issues, client records and City information, assures compliance with the confidentiality standards of the Privacy Act of 1974. {U.S.C. § 552A}; performs related duties as required or assigned.
6. Serves as the coordinator and administrator of the Worker's Compensation (L&I) and Unemployment Compensation programs, filing and keeping track of related and necessary records. Serves as the City's coordinator and administrator of such programs as the Fair Labor Standards Act, the Family and Medical Leave Act, and the Americans with Disabilities Act.
7. Serves as the Secretary/Chief Examiner of the City's Civil Service Commission; maintains the Rules and Regulations; advertises, administers testing and certifies to the Appointing Authority the respective entry level promotional eligibility lists; and provides for meetings and hearings as necessary.
8. Provides assistance to and resources for all departments in the processing and administration of the various personnel functions including, but not limited to, interviewing techniques, elimination of sexual harassment, job safety, and training.
9. Accurately files state reports as required for Human Resources, specifically JLARC, PFML, OSHA, and Title 6 reports (as well as any others that might be requested of the Mayor or City Administrator).

Community Outreach

1. Create and implement a master communication plan that aligns with the strategic initiatives and values of the City and City Council.
2. Plan, lead, and organize timely communication to accurately inform Selah residents of City issues, actions, services, emergency information, and important legislation.
3. Serve as lead digital communicator, online content editor, webmaster and social media manager; manages day-to-day online communications and customer service requests.
4. Provide oversight of written publication processes including writing articles, speeches, publications, and/or presentations.
5. Review and/or edit drafts of various written information produced by other City departments and divisions for errors in fact or inconsistencies with style or voice.
6. Manage the City's press and media relations strategy; builds relations with media and community leaders.
7. Serve as the City spokesperson, as appropriate, reinforcing the positions and perspectives of the City Council and leadership team.
8. Remain neutral, transparent, proactive, resident-focused, and works within the parameters of City code and legislation.
9. Maintain knowledge of local, regional, and national current events to inform strategic thinking and City Council response.

General

1. Serves as a principal advisor to the Mayor, City Administrator, City Attorney, and members of the City Council.

Peripheral Duties

1. Serves as the City's website administrator. Coordinates with and trains department heads and staff tasked with updating departmental website content.
2. Attends and participates in meetings with constituents, interest groups, contractors, and suppliers, prospective contractors and suppliers, and others; includes evening and/or weekend meetings and events as assigned.

- 3. Answers and responds to telephone calls, email inquiries, and physical correspondence.

Tools and Equipment Used

Requires frequent use of personal computer, including word processing, email, data processing and spreadsheet programs; also requires frequent use of telephone, photocopy machine and fax machine.

Position-Specific Qualifications

The following position-specific qualifications are required:

- **Typing:** Ability to type 50 words per minute (WPM)
- **Attendance and Performance:** Regular attendance and consistent performance
- **Driver’s License:** Possession (within three months of assuming position) of a valid Washington State **Driver’s License**, and uninterrupted possession thereafter.
- **Education and/or Experience:** Graduation from an accredited four-year college or university with a Bachelor’s degree (or higher) in human resources, communications, journalism, marketing, public relations, public administration, business management or an equivalent discipline; three (3) years professional experience in human resources, government relations, journalism, public relations, and/or marketing; or any equivalent combination of education and experience on a year for year basis.

The following position-specific qualifications are not strict requirements, and instead are merely preferences:

- **Human Resources Certificate:** Possession of a SHRM-CP certificate or SHRM-SCP Certificate

Working Conditions:

- **Reasonable Accommodations are Available:** Reasonable accommodations will be granted due to documented disabilities that, absent such accommodations, would impede an applicant’s or employee’s performance.
- **Typical Working Environment:** The typical work environment will be an office setting. Noise levels, lighting levels, temperature levels, and privacy levels are customary for an office setting.
- **Physical Demands:** While performing this job, the employee is frequently required to sit for extended periods of time; listen and talk; use hands to type on a keyboard, handle, feel or operate objects, tools, or controls; and reach with hands and arms. In addition, the employee is occasionally required to walk moderate distances and to sometimes lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved for Publication:

Roger Bell
Mayor

Rich Huebner
City Administrator

Date

I have read this job description and understand the requirements and expectations listed within.

Employee Signature

Date

City of Selah

Position Title City Clerk



This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job.

Department: Executive (City Hall)

Classifications: Permanent; Full time; Non-Union; Exempt

Benefits: Position receives full benefits

Summary of Position

Under the direction of the Mayor and the City Administrator, with limited supervision, the City Clerk manages, coordinates, and performs the administrative duties of the City Clerk's office as outlined in Chapters 35A.12.020, 35A.39.010, and 35A.42.040 of the Revised Code of Washington (RCW), including: serving as the custodian of all records associated with the proceedings of the City Council, contracts, and all official documents; acts as the Public Records Officer and administers the City's records management program; oversees the public disclosure process in coordination with all City departments; and functions, in a limited capacity, as an assistant to the Mayor and City Administrator.

Supervision and Direction to be Received

Receives direction from the Mayor and City Administrator, and when appropriate from the City Attorney. Works with limited supervision and often exercises independent judgement.

Supervision and Direction to be Exercised

Will supervise and direct any deputy positions or separate subordinate position that may be established. Will also provide direction as it pertains to public records or records retention as required for all staff within the City.

Essential Job Functions

Essential functions and duties include, but are not limited to, the following:

1. Prepares City Council agenda and electronic packets, including coordinating and reviewing agenda documents and distributions; ensures City Council procedures have been maintained, and that legal notices and publication requirements have been met.
2. Attends regular and special City Council meetings, and any boards and commissions as may be assigned; performs an accurate recording of the proceedings and preparation of the minutes, using proper legislative terminology; maintains City Council action database and related logs for Council information; performs follow-up meeting activities, including publication and filing of ordinations and resolutions.
3. Keeps a full and true record of every act and proceeding of the City Council and make such reports available as may be required by the State Auditor.
4. Maintains, catalogs and documents all official City records as Public Records Officer; directs the public records processes, including receiving, tracking, and responding to Public Records Requests; facilitates departmental retrieval of records in response to Public Records Requests; coordinates compliance with public disclosure requests within all City departments; reviews and redacts documents consistent with state and federal laws; makes arrangements for and coordinates

- appointments with the requestors seeking to view or obtain public records; and ensures compliance with City administrative procedures and state and federal laws.
5. Responsible for developing and administering the City's record and information management policies; proposes changes as needed to reflect changing technology and City systems.
 6. Provides public records and information to citizens, civic groups, the media and other agencies as requested.
 7. Responsible for document retention and preservation, including the digital archive of City documents. Maintains said records according to the standards & guidelines of the Washington State Archives and the current records retention schedule.
 8. Serves as custodian of official City records, public documents, and the City seal. Performs certification and recording for the City as required on legal documents and other records requiring such certification. Seal and attest by signature to ordinances, resolutions, contracts, easements, deeds, bonds, and other documents requiring certification.
 9. Ensures compliance with all relevant state and City legislation for handling, processing, and maintaining official records, legal and public notices, open meetings act, public disclosure, and records management.
 10. Accurately files state reports as required for Public Records, specifically JLARC (as well as any others that might be requested of the Mayor or City Administrator).
 11. Maintains knowledge of new and revised legislation related to areas of responsibility and implement changes to the Selah Municipal Code (SMC) as necessary.
 12. Records appropriate City documents with Yakima County, including but limited to easements, deeds, and agreements.
 13. Maintains and updates website content information related to City Council meeting information, Public Records Requests, and other City Clerk functions.
 14. Coordinates City elections/ballot items with Yakima County.
 15. Provides executive support to the Mayor and City Administrator, and the City Attorney as needed.
 16. Serves as a principal advisor to the City Administrator, Mayor, City Attorney, and members of the City Council.

Peripheral Duties

1. Attends and participates in meetings with constituents, interest groups, contractors, and suppliers, prospective contractors and suppliers, and others.
2. Answers and responds to telephone calls, email inquiries, and physical correspondence.
3. Makes photocopies, processes mail and otherwise performs customary executive support tasks.

Tools and Equipment Used

Requires frequent use of personal computer, including word processing, email, data processing and spreadsheet programs; also requires frequent use of telephone, photocopy machine and fax machine.

Position-Specific Qualifications

The following position-specific qualifications are required:

- **Typing:** Ability to type 50 words per minute (WPM)
- **Attendance and Performance:** Regular attendance and consistent performance
- **Driver's License:** Possession (within three months of assuming position) of a valid Washington State **Driver's License**, and uninterrupted possession thereafter.
- **Notary Certificate:** Possession (within three months of assuming position) of a valid Washington State Notary Public Certificate in Washington State, and uninterrupted possession thereafter.
- **Education and/or Experience:** Graduation from an accredited four-year college or university with a Bachelor's degree (or higher) in public or business administration, or a Certification in Public Records or Paralegal Studies, or an equivalent discipline; three (3) years clerical support,

two (2) year of public records management experience, and/or one (1) year of experience working as a paralegal or legal assistant; or any equivalent combination of education and experience on a year for year basis. Experience working in a municipal government agency is preferred.

The following position-specific qualifications are not strict requirements, and instead are merely preferences:

- **Legal Assistant Certification:** Possession of any certification as a paralegal, legal assistant or limited practice officer.
- **Municipal Clerk:** Possession of a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) certification, or the ability to obtain within three years of assuming position.
- **Public Records Officer Certificate:** Possession of a valid Public Records Officer Certificate in Washington State.

Working Conditions:

- **Reasonable Accommodations are Available:** Reasonable accommodations will be granted due to documented disabilities that, absent such accommodations, would impede an applicant's or employee's performance.
- **Typical Working Environment:** The typical work environment will be an office setting. Noise levels, lighting levels, temperature levels, and privacy levels are customary for an office setting.
- **Physical Demands:** While performing this job, the employee is frequently required to sit for extended periods of time; listen and talk; use hands to type on a keyboard, handle, feel or operate objects, tools, or controls; and reach with hands and arms. In addition, the employee is occasionally required to walk moderate distances and to sometimes lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved for Publication:

Roger Bell
Mayor

Rich Huebner
City Administrator

Date

I have read this job description and understand the requirements and expectations listed within.

Employee Signature

Date



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024

Agenda Number: **14-A**

Action Item

Title: Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Positions

From: Rich Huebner, City Administrator

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: Increase of \$7,497 for the year to the Police Chief Salary, and up to \$5,145 for the Police Lieutenant Salary. Increase of up to \$4,151 for the City Clerk position, and increase of up to \$52,823.40 for the Human Resources & Community Outreach Specialist position. There is **no anticipated fiscal impact** to the City in 2024, as the increased salaries will be more than offset by salary savings.

Funding Source: General Fund

Background/Findings/Facts: At its March 12, 2024 meeting, the City Council authorized a salary increase of \$10,000 for the Police Chief. In addition to that increase, the City Council considered a Resolution at its March 26, 2024 meeting that would authorize the reclassification of the Human Resources/Public Records Manager/Administrative Assistant and Clerk/Treasurer positions and approve the addition of a Human Resources & Community Outreach Specialist position.

The attached ordinance reflects the updated salary for the Police Chief, the above referenced reclassifications, and the above referenced addition. The attached ordinance also reflects the recommendation of the Administration to eliminate the title of Deputy Chief in the Police Department, and place the position of the Police Lieutenant into the salary range currently assigned to the Deputy Chief position. It is the recommendation of Police Chief Dan Christman that the City of Selah discontinue the use of a Deputy Chief title as such a position is not needed in a department the size of Selah, and that the Police Lieutenant position be the designated second-in-command in the Police Department. The reassignment of the Police Lieutenant position to the current-Deputy Chief salary range is reflective of the current compensation level for this position at other agencies within the City of Selah's comparable set.

The Police Department is expected to realize salary savings of **at least** \$80,139 due to the current vacancies of Police Lieutenant and Police Officer. The Executive Department is expected to realize salary savings of **at least** \$13,822 during the vacancy period following Ms. Morales's

departure, which will more than offset the \$4,151 anticipated increase for the year to the City Clerk position. The combined salary savings from the Police Department and the vacancy period will more than offset the cost of the Human Resources & Community Outreach Specialist position, if approved.

Recommended Motion: I move to approve the Ordinance in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken:
02/27/2024	Ordinance No. 2221 – Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Employment Positions
01/09/2024	Ordinance No. 2218 – Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Employment Positions
12/12/2023	Ordinance No. 2215 – Ordinance Establishing the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Employment Positions

ORDINANCE NO. 2222

ORDINANCE ESTABLISHING THE 2024 BASE SALARY AND WAGE SCHEDULE FOR
UNREPRESENTED (A/K/A NON-UNION) POSITIONS

WHEREAS, the City needs to establish the salary and wage schedule that will apply for the City’s unrepresented (a/k/a non-union) positions during the calendar year of 2024;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Salary and Wage Rates for 2024. During the calendar year of 2024, the following respective monthly salary ranges and hourly wage ranges will apply for the City’s unrepresented (a/k/a non-union) positions:

Full-Time Regular Employee
Positions Established by
SMC 1.10.031(f):

(all figures are gross)
Monthly Salary:

minimum **maximum**

Executive

Administration

	(ranges of approx. 15%)	
City Administrator	\$ 9,600	\$11,262
Finance Director	\$ 8,600	\$10,131
City Attorney	\$12,900	\$15,070
City Clerk	\$ 6,400	\$ 7,504
HR & Community Outreach Spclst.	\$ 4,375	\$ 5,107
Payroll & Accts. Pyabl. Spclst.	\$ 4,375	\$ 5,107
Utility Billing Specialist	\$ 4,375	\$ 5,107
Court Clerk & Administrator	\$ 4,375	\$ 5,107

Community Development

	(ranges of approx. 15%)	
Community Dvlpmt. Superv. (a/k/a Cmty. Plnr. or Code Dftr.)	\$ 7,500	\$ 8,821
Building & Code Inspector	\$ 5,000	\$ 5,943
Code Enfor. & Strwtr. Mgmt.	\$ 4,000	\$ 4,666
	(range of approx. 20%)	
Plnng. & Bldg. Permit Spclst.	\$ 3,600	\$ 4,465

Community Services

	(ranges of approx. 15%)	
Community Services Mngr.	\$ 4,600	\$ 5,462
Recr. Coord. – Youth Sports	\$ 3,400	\$ 4,038
Facility Coord. – Civic Center	\$ 3,400	\$ 4,038

Public Works

Administration & Utilities

	(ranges of approx. 15%)	
Public Works Director	\$ 7,900	\$ 9,269
Public Works Utility Superv.	\$ 7,500	\$ 8,821
Public Works Engineer Tech.	\$ 4,600	\$ 5,369
Public Works Admin. Asst.	\$ 4,100	\$ 5,107

Wastewater Treatment Plant

	(ranges of approx. 15%)	
WWTP. Supervisor	\$ 6,900	\$ 8,130
WWTP. Lab Tech IV	\$ 5,500	\$ 6,325
WWTP Lab Tech III	\$ 5,300	\$ 6,217
WWTP. Operator IV	\$ 5,300	\$ 6,217
WWTP. Operator III	\$ 5,100	\$ 5,952
WWTP. Operator II	\$ 4,700	\$ 5,577
WWTP. Operator I	\$ 4,450	\$ 5,198
WWTP. Operator Trainee	\$ 4,100	\$ 4,820
WWTP. Mechanic	\$ 4,400	\$ 5,150

Police Department

	(ranges of approx. 15%)	
Police Chief	\$ 9,964	\$11,634
Police Lieutenant	\$ 8,600	\$10,080

Fire Department

	(range of approx. 15%)	
Fire Chief	\$10,200	\$11,991
	(step ranges of approx. 4%)	
Deputy Fire Chief – Step 3	\$ 9,242	\$ 9,593
Deputy Fire Chief – Step 2	\$ 8,890	\$ 9,242
Deputy Fire Chief – Step 1	\$ 7,683	\$ 8,890
Captain – Step 3	\$ 7,479	\$ 7,684
Captain – Step 2	\$ 7,274	\$ 7,479
Captain – Step 1	\$ 7,070	\$ 7,274
Lieutenant – Step 3	\$ 6,884	\$ 7,070
Lieutenant – Step 2	\$ 6,699	\$ 6,884
Lieutenant – Step 1	\$ 6,504	\$ 6,699
Firefighter – Step 3	\$ 5,983	\$ 6,504
Firefighter – Step 2	\$ 5,286	\$ 5,983
Firefighter – Step 1	\$ 5,062	\$ 5,286
Firefighter – Probationary	\$ 4,300	\$ 5,062
	(range of approx. 20%)	
Fire Dept. Admin. Asst.	\$ 4,300	\$ 5,107

Part-Time, Seasonal &

(all figures are gross)

Temporary Positions:

Hourly Rate:

	<u>minimum</u>	<u>maximum</u>
Office Assistant	\$ 17.58	\$ 20.51
PW. Laborer II	\$ 18.64	\$ 21.53
PW. Laborer I	\$ 16.28	\$ 18.38
Recr. Sports Supervisor	\$ 16.28	\$ 18.38
Recr. Programs: Spts. Ref. III	\$ 16.28	\$ 17.22
Recr. Programs: Spts. Ref. II	\$ 16.28	\$ 16.91
Recr. Programs: Spts. Ref. I or Scorekeeper	\$ 16.28	\$ 16.80

The state-wide minimum wage during 2024 will be \$16.28 per hour. As allowed by state law, any referee or scorekeeper who is 14 or 15 years of age may be employed at an hourly rate that is 85% of the then-applicable minimum wage, which will equate to \$13.84 per hour during the calendar year of 2024.

Section 2. Clarifications and Cross-References. The following clarifications and cross-references apply:

- a. Not every position recited above is presently occupied as of the date of this Ordinance and the City is not required to fill every position. As allowed by SMC 1.10.031(e), some positions recited above are nonexclusive positions, which means that multiple people may occupy those positions at the same time.
- b. As allowed by SMC 1.10.031(a) & (c), additional or different positions may be created at the discretion of the Mayor, and multiple positions may be combined at the discretion of the Mayor so long as the salary/wage rate paid to any person occupying a combined position does not exceed the maximum amount specified on this Ordinance for the highest-paid of the combined positions or a new amount specifically approved by the City Council. As of the date of this Ordinance, the three positions of Human Resources Manager, Public Records Manager and [City Hall] Administrative Assistant are combined and are occupied by a single person, and such person will be paid a salary that does not exceed the maximum amount specified on this Ordinance for such combined position.
- c. This Ordinance establishes a salary/wage range for each position. Whenever the City advertises an opening as to any position recited above, the full salary/wage range should be specified within the advertisement(s). Any new person hired into a fulltime position recited above should ordinarily begin at, or near, the minimum rate amount specified for that position. Thereafter, one or more periodic salary/wage increase(s) should occur when appropriate prior to the person then earning the maximum salary/wage for the fulltime position. When a person is promoted from a fulltime position to a higher fulltime position, the person may immediately be paid the maximum rate specified for the higher fulltime position at the discretion of the Mayor.

- d. This Ordinance only establishes base salary rates and base wage rates. By contrast, it does not establish, guarantee or restrict any fringe benefits (such as insurance coverage, vacation and leave accruals, and retirement accruals), any longevity pay accruals or any overtime or comp time accruals that might exist or apply.
- e. As reflected by its title and body, this Ordinance only pertains to unrepresented (a/k/a non-union) positions. Represented employees (a/k/a union members) will be paid the salaries/wages specified by the then-applicable Collective Bargaining Agreement (or other union contract) that governs their employment. As of the date of this Ordinance, most Police Department employees and many Public Works Department employees are represented employees (a/k/a union members).
- f. Ordinance No. 2185 was the applicable salary and wage ordinance for the year of 2023.

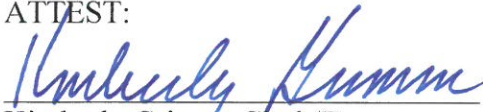
Section 3. Publishing and Effective Date. A summary of this Ordinance shall be published in the City's official newspaper, consistent with RCW 35A.12.120 and .160. This Ordinance shall take effect and be in full force five calendar days following publication.

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of March, 2024.




Roger Bell, Mayor

ATTEST:



Kimberly Grimm, Clerk/Treasurer

APPROVED AS TO FORM:



Rob Case, City Attorney

ORDINANCE ESTABLISHING THE 2024 BASE SALARY AND WAGE SCHEDULE FOR UNREPRESENTED (A/K/A NON-UNION) POSITIONS

WHEREAS, the City needs to establish the salary and wage schedule that will apply for the City's unrepresented (a/k/a non-union) positions during the calendar year of 2024;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Salary and Wage Rates for 2024. During the calendar year of 2024, the following respective monthly salary ranges and hourly wage ranges will apply for the City's unrepresented (a/k/a non-union) positions:

Full-Time Regular Employee
Positions Established by
SMC 1.10.031(f):

(all figures are gross)
Monthly Salary:

minimum **maximum**

Executive

Administration

City Administrator

(ranges of approx. 15%)

\$ 9,600 \$11,262

~~Clerk-Treasurer~~ Finance Director

\$ 8,600

\$10,131

City Attorney

\$12,900 \$15,070

~~Human Resres./Public Recds.~~ City Clerk

\$ ~~56,900~~ 400 \$

~~6,911~~ 7,504

~~— Mngr./Admin. Asst.~~

~~— (as 3 combined positions)~~

~~Human Resources Manager~~

~~\$ 4,500 \$ 5,250~~

~~Public Records Manager~~

~~\$ 4,650 \$ 5,436~~

~~Admin. Asst. (a/k/a Exec. Asst.)~~ HR & Community Outreach Spclst.

\$

4,375

\$ 5,107

Payroll & Accts. Pyabl. Spclst.

\$ 4,375 \$ 5,107

Utility Billing Specialist

\$ 4,375 \$ 5,107

Court Clerk & Administrator

\$ 4,375 \$ 5,107

Community Development

(ranges of approx. 15%)

Community Dvlpmt. Superv.

\$ 7,500 \$ 8,821

(a/k/a Cmty. Plnr. or Code Dftr.)

Building & Code Inspector

\$ 5,000 \$ 5,943

Code Enfor. & Strwtr. Mgmt.

\$ 4,000 \$ 4,666

(range of approx. 20%)

Plnng. & Bldg. Permit Splst.		\$ 3,600	\$ 4,465
<u>Community Services</u>			(ranges of approx. 15%)
Community Services Mngr.		\$ 4,600	\$ 5,462
Recr. Coord. – Youth Sports		\$ 3,400	\$ 4,038
Facility Coord. – Civic Center		\$ 3,400	\$ 4,038
<u>Public Works</u>			
<u>Administration & Utilities</u>			(ranges of approx. 15%)
Public Works Director		\$ 7,900	\$ 9,269
Public Works Utility Superv.		\$ 7,500	\$ 8,821
Public Works Engineer Tech.		\$ 4,600	\$ 5,369
Public Works Admin. Asst.		\$ 4,100	\$ 5,107
<u>Wastewater Treatment Plant</u>			(ranges of approx. 15%)
WWTP. Supervisor		\$ 6,900	\$ 8,130
WWTP. Lab Tech IV		\$ 5,500	\$ 6,325
WWTP Lab Tech III		\$ 5,300	\$ 6,217
WWTP. Operator IV		\$ 5,300	\$ 6,217
WWTP. Operator III		\$ 5,100	\$ 5,952
WWTP. Operator II		\$ 4,700	\$ 5,577
WWTP. Operator I		\$ 4,450	\$ 5,198
WWTP. Operator Trainee		\$ 4,100	\$ 4,820
WWTP. Mechanic		\$ 4,400	\$ 5,150
<u>Police Department</u>			(ranges of approx. 15%)
Police Chief		\$ 9,250	\$ 9,634
	\$1011,801		
Deputy Chief of Police Police Lieutenant		\$ 8,600	
	\$10,080		
Police Lieutenant		\$ 8,000	\$ 9,345
<u>Fire Department</u>			
			(range of approx. 15%)
Fire Chief		\$10,200	\$11,991
			(step ranges of approx. 4%)
Deputy Fire Chief – Step 3		\$ 9,242	\$ 9,593
Deputy Fire Chief – Step 2		\$ 8,890	\$ 9,242
Deputy Fire Chief – Step 1		\$ 7,683	\$ 8,890
Captain – Step 3		\$ 7,479	\$ 7,684
Captain – Step 2		\$ 7,274	\$ 7,479
Captain – Step 1		\$ 7,070	\$ 7,274
Lieutenant – Step 3		\$ 6,884	\$ 7,070

Lieutenant – Step 2	\$ 6,699	\$ 6,884
Lieutenant – Step 1	\$ 6,504	\$ 6,699
Firefighter – Step 3	\$ 5,983	\$ 6,504
Firefighter – Step 2	\$ 5,286	\$ 5,983
Firefighter – Step 1	\$ 5,062	\$ 5,286
Firefighter – Probationary	\$ 4,300	\$ 5,062
	(range of approx. 20%)	
Fire Dept. Admin. Asst.	\$ 4,300	\$ 5,107

Part-Time, Seasonal & Temporary Positions:

(all figures are gross)
Hourly Rate:

	<u>minimum</u>	<u>maximum</u>
Office Assistant	\$ 17.58	\$ 20.51
PW. Laborer II	\$ 18.64	\$ 21.53
PW. Laborer I	\$ 16.28	\$ 18.38
Recr. Sports Supervisor	\$ 16.28	\$ 18.38
Recr. Programs: Spts. Ref. III	\$ 16.28	\$ 17.22
Recr. Programs: Spts. Ref. II	\$ 16.28	\$ 16.91
Recr. Programs: Spts. Ref. I or Scorekeeper	\$ 16.28	\$ 16.80

The state-wide minimum wage during 2024 will be \$16.28 per hour. As allowed by state law, any referee or scorekeeper who is 14 or 15 years of age may be employed at an hourly rate that is 85% of the then-applicable minimum wage, which will equate to \$13.84 per hour during the calendar year of 2024.

Section 2. Clarifications and Cross-References. The following clarifications and cross-references apply:

- a. Not every position recited above is presently occupied as of the date of this Ordinance and the City is not required to fill every position. As allowed by SMC 1.10.031(e), some positions recited above are nonexclusive positions, which means that multiple people may occupy those positions at the same time.
- b. As allowed by SMC 1.10.031(a) & (c), additional or different positions may be created at the discretion of the Mayor, and multiple positions may be combined at the discretion of the Mayor so long as the salary/wage rate paid to any person occupying a combined position does not exceed the maximum amount specified on this Ordinance for the highest-paid of the combined positions or a new amount specifically approved by the City Council. As of the date of this Ordinance, the three positions of Human Resources Manager, Public Records Manager and [City Hall] Administrative Assistant are combined and are occupied by a single person, and such person will be paid a salary that does not exceed the maximum amount

specified on this Ordinance for such combined position.

- c. This Ordinance establishes a salary/wage range for each position. Whenever the City advertises an opening as to any position recited above, the full salary/wage range should be specified within the advertisement(s). Any new person hired into a fulltime position recited above should ordinarily begin at, or near, the minimum rate amount specified for that position. Thereafter, one or more periodic salary/wage increase(s) should occur when appropriate prior to the person then earning the maximum salary/wage for the fulltime position. When a person is promoted from a fulltime position to a higher fulltime position, the person may immediately be paid the maximum rate specified for the higher fulltime position at the discretion of the Mayor.
- d. This Ordinance only establishes base salary rates and base wage rates. By contrast, it does not establish, guarantee or restrict any fringe benefits (such as insurance coverage, vacation and leave accruals, and retirement accruals), any longevity pay accruals or any overtime or comp time accruals that might exist or apply.
- e. As reflected by its title and body, this Ordinance only pertains to unrepresented (a/k/a non-union) positions. Represented employees (a/k/a union members) will be paid the salaries/wages specified by the then-applicable Collective Bargaining Agreement (or other union contract) that governs their employment. As of the date of this Ordinance, most Police Department employees and many Public Works Department employees are represented employees (a/k/a union members).
- f. Ordinance No. 2185 was the applicable salary and wage ordinance for the year of 2023.

Section 3. Publishing and Effective Date. A summary of this Ordinance shall be published in the City's official newspaper, consistent with RCW 35A.12.120 and .16. This Ordinance shall take effect and be in full force five calendar days following publication.

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this ~~27th~~26th day of ~~February~~March, 2024.

Roger Bell, Mayor

ATTEST:

Kimberly Grimm, Clerk/Treasurer

APPROVED AS TO FORM:



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 3/26/2024
Agenda Number: 14-B

Action Item

Title: Ordinance Amending the 2024 Budget for Approved Salary Adjustments, Position Reclassifications and Additions

From: Rich Huebner, City Administrator

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: Approval

Fiscal Impact: Increase of \$7,497 for the year to the Police Chief Salary, and up to \$5,145 for the Police Lieutenant Salary. Increase of up to \$4,151 for the City Clerk position, and increase of up to \$52,823.40 for the Human Resources & Community Outreach Specialist position. There is **no anticipated fiscal impact** to the City in 2024, as the increased salaries will be more than offset by salary savings.

Funding Source: General Fund

Background/Findings/Facts: At its March 26, 2024 meeting, The City Council considered a Resolution to approve the reclassification of the Human Resources/Public Records Manager/Administrative Assistant position to City Clerk and the Clerk/Treasurer position to Finance Director, to authorize the addition of a Human Resources & Community Outreach Specialist position, and to approve the job descriptions for each. The City Council further considered an Ordinance to update the salary ordinance to reflect the previously approved salary increase for the Police Chief, the elimination of the Deputy Police Chief position and placement of the Police Lieutenant position at the Deputy Chief pay scale, and the salaries for the City Clerk and Human Resources & Community Outreach positions.

This budget amendment incorporates each of these approved changes into the 2024 budget.

Recommended Motion: I move to approve the Ordinance in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: N/A **Action Taken:** N/A

ORDINANCE NO. 2223

AN ORDINANCE AMENDING THE 2024 BUDGET TO INCORPORATE APPROVED SALARY ADJUSTMENTS, POSITION RECLASSIFICATIONS AND ADDITIONS

WHEREAS, the City desires to adjust the 2024 Budget to incorporate the reclassification of the Human Resources/Public Records Manager/Administrative Assistant and Clerk/Treasurer positions; and

WHEREAS, the City further desires to adjust the 2024 Budget to incorporate the approved salary increase for the Police Chief position; and

WHEREAS, the City further desires to adjust the 2024 Budget eliminate the position of Deputy Chief in the Police Department and reassign the Police Lieutenant position to the current-Deputy Chief salary range.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, does hereby ordain that the Clerk-Treasurer is authorized to amend the 2024 Budget as follows:

Fund 514 – Financial, Recording & Elections

514.21.11.000 Payroll Increase New Position \$21,129.36

Fund 534 – Water

534.80.11.000 Payroll Increase New Position \$10,564.68

Fund 535 – Sewer

535.70.11.000 Payroll Increase New Position \$10,564.68

Fund 537 – Solid Waste

537.80.11.000 Payroll Increase New Position \$10,564.68

Fund 521 – Law Enforcement

521.20.11.000 Savings in General Fund 001 Payroll (\$80,139.00)

Fund 534 – Water

534.80.11.000 Transfer to Water Regular Pay (\$10,564.68)

Fund 535 – Sewer

535.70.11.000 Transfer to Sewer Regular Pay (\$10,564.68)

Fund 537 – Solid Waste


537.80.11.000 Transfer to Solid Waste Regular Pay (\$10,564.68)

Ending fund balance in General Fund 001 \$3,144,980.00

Ending Fund Balance in Water Fund 534 \$4,642,742.00


Ending Fund Balance in Sewer Fund 535 \$6,529,136.00

Ending Fund Balance in Solid Waste Fund 537 \$1,236,908.00




Roger Bell, Mayor

ATTEST:



Kimberly Grimm, Clerk/Treasurer

APPROVED AS TO FORM:



Rob Case, City Attorney

CITY OF SELAH COUNCIL MEETING SIGN-IN SHEET

DATE: MARCH 26, 2024

Name	Address
Fatma Henke	Selah
Richard Perez	United Way of Central WA
Russell Carlson	Selah
AARON CRUMBINE	SELAH COV. CHURCH
Barb Peten	604 Lancaster
Andrea Lorton	.
Aunt Callie	
maureen + wame Bowman	
Trevis Lorton	Selah
Lisa Gordon	102 ENGLISH
Courtney Henry	
Demetrest	

COUNCIL ROLL CALL LIST: Meeting Date: MARCH 26, 2024

YES	ATTENDANCE	NO
✓	Councilmember Monaghan	
✓	Councilmember Peterson	
✓	Councilmember Marquis	
✓	Councilmember Costello	
ADSTENKE	Councilmember Wickenhagen	
✓	Councilmember Longmire	
✓	Councilmember Iverson	
	RESULTS	
	PASS (Y) (N)	

YES	12. B. i	NO
	Councilmember Monaghan	✓
✓	Councilmember Peterson	
✓	Councilmember Marquis	
✓	Councilmember Costello	
	Councilmember Wickenhagen	
✓	Councilmember Longmire	
✓	Councilmember Iverson	
5	RESULTS	1
	PASS (Y) (N)	

CONSENT +

YES	12-A	NO
X	Councilmember Monaghan	
X	Councilmember Peterson	
X	Councilmember Marquis	
X	Councilmember Costello 1	
	Councilmember Wickenhagen	
X	Councilmember Longmire	
X	Councilmember Iverson 2	
6	RESULTS	0
	PASS (Y) (N)	

VOICE VOTE

MOTION TO LIFT/HOLD

YES	12. B. ii	NO
✓	Councilmember Monaghan	
✓	Councilmember Peterson 1	
✓	Councilmember Marquis	
✓	Councilmember Costello 2	
	Councilmember Wickenhagen	
	Councilmember Longmire - ABSTAIN	
✓	Councilmember Iverson	
5	RESULTS	
	PASS (Y) (N)	

COUNCIL ROLL CALL LIST: Meeting Date: MARCH 26, 2024

YES	13-B	NO
✓	Councilmember Monaghan	
✓	Councilmember Peterson	
✓	Councilmember Marquis 2	
✓	Councilmember Costello 1	
	Councilmember Wickenhagen	
✓	Councilmember Longmire	
✓	Councilmember Iverson	
6	RESULTS	
	PASS (Y) (N)	

YES	13-D	NO
✓	Councilmember Monaghan 1	
✓	Councilmember Peterson	
✓	Councilmember Marquis	
✓	Councilmember Costello	
	Councilmember Wickenhagen	
✓	Councilmember Longmire	
✓	Councilmember Iverson	
6	RESULTS	0
	PASS (Y) (N)	

YES	13-C	NO
✓	Councilmember Monaghan 2	
✓	Councilmember Peterson	
✓	Councilmember Marquis	
✓	Councilmember Costello	
	Councilmember Wickenhagen	
✓	Councilmember Longmire	
✓	Councilmember Iverson 1	
6	RESULTS	0
	PASS (Y) (N)	

YES	13-E	NO
✓	Councilmember Monaghan	
✓	Councilmember Peterson	
✓	Councilmember Marquis	
✓	Councilmember Costello	
	Councilmember Wickenhagen	
✓	Councilmember Longmire	
✓	Councilmember Iverson	
6	RESULTS	0
	PASS (Y) (N)	

COUNCIL ROLL CALL LIST: Meeting Date: MARCH 26, 2024

YES	14-A	NO
✓	Councilmember Monaghan	
✓	Councilmember Peterson	
✓	Councilmember Marquis	
✓	Councilmember Costello	
	Councilmember Wickenhagen	
✓	Councilmember Longmire	
✓	Councilmember Iverson	
6	RESULTS	0
	PASS (Y) (N)	

YES		NO
	Councilmember Monaghan	
	Councilmember Peterson	
	Councilmember Marquis	
	Councilmember Costello	
	Councilmember Wickenhagen	
	Councilmember Longmire	
	Councilmember Iverson	
	RESULTS	
	PASS (Y) (N)	

YES	14-B	NO
✓	Councilmember Monaghan	
✓	Councilmember Peterson	
✓	Councilmember Marquis	
✓	Councilmember Costello	
	Councilmember Wickenhagen	
✓	Councilmember Longmire	
✓	Councilmember Iverson	
6	RESULTS	0
	PASS (Y) (N)	

YES		NO
	Councilmember Monaghan	
	Councilmember Peterson	
	Councilmember Marquis	
	Councilmember Costello	
	Councilmember Wickenhagen	
	Councilmember Longmire	
	Councilmember Iverson	
	RESULTS	
	PASS (Y) (N)	