



REGULAR CITY COUNCIL MEETING

January 5, 2016

A G E N D A

Council Chambers
7pm

TURN OFF ALL CELL PHONES & PAGERS-EMERGENCY PERSONNEL USE SILENT ALERT

OATH OF OFFICE – COUNCILWOMAN COATES, COUNCILMAN SANDRETTO & COUNCILMAN MOKLER

A. CALL TO ORDER/PRESENTATION OF COLORS

B. ROLL CALL

C. READING AND APPROVAL OF MINUTES

1. *Regular Meeting – December 15, 2015*

D. OPENING REMARKS, “HOUSEKEEPING” ITEMS, EXECUTIVE SESSION REQUESTS, ETC.

E. APPROVAL OF AGENDA (Only essential changes not requiring preparation, review, public notice, or action may be added)

F. VISITOR COMMENTS- *for non-agenda items.*

Council will not take action on an item not already on agenda without time to research, read, and receive staff report. Items may be added on future agenda, but not current agenda. Please do not speak or make remarks unless recognized by the Chair, then if you are called, come forward to microphone, give name and address for minutes recorder. Council chamber over-flow will be moved to City Community Center.

G. REGULAR REPORTS:

1. EDC Report
2. Staff Report
 - a) Treasurer Report
 - b) Public Works Report
3. Engineer Report
4. Council Committee Reports
 - a) Committee Assignments

SPECIAL PRESENTATION – SUE JETTER & DEB HEINTZ

H. ITEMS FOR APPROVAL:

1. Resolution 2016-01- Proclamations, Certificates & Keys to the City
2. Purchase Request- Council Email & City Technology– Google Apps for Work & Apple Ipad
3. Planning Commission Appointment
4. City Hall Building Improvements
5. Employee Incentives Plan
6. Vouchers

I. ITEMS FOR DISCUSSION:

1. Memorandum from Mayor Lehman
2. Newly Elected Officials Discussion

J. GENERAL COUNCIL COMMENTS:

K. ADJOURNMENT



Oaths of Office

Councilwoman Coates

Councilman Sandretto

Councilman Mokler

**City of Benton City
Regular Council Meeting Minutes
December 15th, 2015**

CALL TO ORDER – Mayor Carnahan called the December 15th, 2015 Regular Council Meeting to order at 7:00 p.m. (01:17:17*Audio recording begins)

PRESENTATION OF THE COLORS – Councilwoman Meredith led the Council and audience in the Pledge of Allegiance. (01:17:10*)

ROLL CALL (01:16:42*) Council Members Present –

**Connie Meredith
Linda Lehman
Mary Lettau
Lisa Stade
Michelle McLeod**

City Staff Present –

**Stephanie Haug, City Clerk/Treasurer
Paula Kauer, General Clerk-Purchasing**

Other Professionals Present –

**Alan Rainey, City Engineer, Spink Engineering LLC (In at 7:07 p.m.)
Eric Ferguson, City Attorney, Kerr Law Group
Capt. Clay Vannoy, Benton County Sheriff's Office**

READING AND APPROVAL OF MINUTES (01:16:28*)

- REGULAR MEETING NOVEMBER 17TH, 2015 & REGULAR MEETING DECEMBER 1ST, 2015

Councilwoman McLeod: The first Minutes where I was missing, I'd like to be excused because I didn't get notification. The unexcused; I'd like to be excused (because) I did come down here and the sign said the first...

Councilwoman Lehman: She came here earlier and there was no one here and the sign said something different.

Councilwoman Lettau: Can we go back and excuse?

Councilwoman Stade: Can I move to excuse her from the meeting?

Councilwoman McLeod: They moved to excuse me last time I was here...

Mayor Carnahan: I think yes, we can do that easy enough. We can do that with a motion right now.

Councilwoman Stade: I move to excuse Councilwoman McLeod from the November 17th Meeting.

Councilwoman Meredith: I second.

MOTION #1- C. L. Stade moved and C. C. Meredith seconded to excuse Councilwoman McLeod from the November 17th, 2015 Regular Council Meeting.

VOICE VOTE #1- C. L. Lehman, C. C. Meredith, C. M. Lettau, C. L. Stade, C. M. McLeod
ALL YEAS. Motion carried.

Councilwoman Stade: And I make a motion to approve the Minutes as corrected.

Councilwoman Meredith: I'll second.

Councilwoman Stade: For November 17th and December 1st.

Councilwoman Meredith: I'll second.

MOTION #2- C. L. Stade moved and C. C. Meredith seconded to approve the Minutes of the November 17th, 2015 Regular Council Meeting and the December 1st, 2015 Regular Council Meeting as corrected.

VOICE VOTE #2- C. L. Lehman, C. C. Meredith, C. M. Lettau, C. L. Stade, C. M. McLeod
ALL YEAS. Motion carried.

OPENING REMARKS, "HOUSEKEEPING" ITEMS, EXECUTIVE SESSION REQUESTS, ETC – (01:15:09*)

Ms. Haug – Mr. Rainey had a family emergency – Trying to make it here – Hoping his item on Agenda – H.5. could be moved to when he's here:

Mayor Carnahan – Can leave it where it's at – Take him when he comes

APPROVAL OF AGENDA – (01:14:29*)

Councilwoman Meredith: Mr. Mayor, I make a motion to approve the Agenda as presented.

Councilwoman Lettau: I second.

MOTION #3- C. C. Meredith moved and C M. Lettau seconded to approve the Agenda of the December 15th, 2015 Regular Council Meeting as presented.

VOICE VOTE #3- C. L. Lehman, C. C. Meredith, C. M. Lettau, C. L. Stade, C. M. McLeod
ALL YEAS. Motion carried.

VISITOR COMMENTS – (01:14:13*)

Heather Duncan, Benton City Chamber of Commerce – Thank you for WinterFest – Parade – Weather-Computers – Try to do a drive through this weekend – December 21st – Monday – 6:00 p.m. – Longest Night Service – For the community – Feeling alone, etc. – December 24th – Methodist Church – Candle-light Service – 4:00 p.m. – Children – 7:00 p.m. and 11:00 p.m. – Thank Lloyd for his years of service – Fresh, friendly face in Benton City – Very much appreciated

REGULAR REPORTS (Mr. Rainey arrives at 7:07 p.m.)

- 1. SHERIFF'S REPORT (01:11:02*) Capt. Clay Vannoy, Benton County Sheriff's Office November 2015**
- 246 Calls for Service v. 287 in 2014 - 18 Case Offenses vs. 34 in 2014 - 18 Infraction Offenses Issued
- 3. ENGINEER REPORT (01:03:33*) Alan Rainey, City Engineer, Spink Engineering LLC Well #5** – Out for bid – Bring back January 19th – Dale Avenue – Sidewalk repair – Not done – Performance bond

ITEMS FOR APPROVAL:

- 5. RESOLUTION #2015-26 – RENEWING ENGINEERING SERVICES – SPINK ENGINEERING (01:02:44*)**

Ms. Haug – Explanation of Resolution #2015-26

Councilwoman Meredith: Mr. Mayor, I move to approve Resolution No. 2015-26, a resolution of the City of Benton City, Washington, renewing the Engineering Services Agreement with Spink Engineering.

Councilwoman Lettau: I second.

MOTION #4- C. C. Meredith moved and C. M. Lettau seconded to approve Resolution #2015-26, a resolution of the City of Benton City, Washington, renewing the Engineering Services Agreement with Spink Engineering.

VOICE VOTE #4- C. L. Lehman, C. C. Meredith, C. L. Stade, C. M. Lettau, C. M. McLeod
ALL YEAS. Motion carried.

REGULAR REPORTS (Continued...) (Mr. Rainey departs at 7:07 p.m.)

- 2. STAFF REPORTS – (01:01:33*) Stephanie Haug, City Clerk/Treasurer - Code Report – In Packets**

- 4. COUNCIL COMMITTEE REPORTS (01:01:31*)**

Councilwoman Stade – Benton Franklin Transit – Advertising – Community Survey – Benton City Community Center – Consideration for route revision – Dial-a-Ride ridership up – Coordination with students from CBC

Ms. Haug – Community Center – January 14th

Councilwoman Lehman – Out of town on 14th – Please ask about getting in sync with Hanford 4-10s

Councilwoman Stade – Monday through Thursday? Considering in discussion for bus transport for Manhattan Project hours? Clearance to go through – Less traffic on road – What are hours of 4-10s

Councilwoman Lehman – Flex hours – Some companies start at 6:00 – My company starts at 6:30 – 6:30 to 5:00 p.m. my hours – Others 6:00 to 6:30

Councilwoman Stade – More consistency in job times – Working on getting new General Manager - Lighted parade – Decorate Three Rivers Transit Center - Carolers – Battelle Choir - Hot cocoa – Ride bus to see lighted homes – Coordinating with Dial-a-Ride so everyone included – December 18th – Order tickets on line or phone at Transit

Councilwoman McLeod – Dial-a-Ride rate increase?

Councilwoman Stade – Ridership has increased – Rates have not

Councilwoman McLeod – Next meeting – Will need to reassign to Mosquito Control

Mayor Carnahan – Groundbreaking went well today

**** SPECIAL PRESENTATION – COMMUNITY ACTION CONNECTIONS ****

Cathy Merrill Holle, Program Development Specialist

Eilene Grigsby, Data Analyst

(Handouts provided) (00:56:11*)

ITEMS FOR APPROVAL: (Continued...)

1. SECOND READING – ORDINANCE #949 - 2016 BUDGET (00:28:58*)

Councilwoman Meredith: Mr. Mayor, I make a motion to approve on the Second Reading, Ordinance No. 949 of the City of Benton City, Washington, adopting the budget for fiscal year ending December 31, 2016.

Councilwoman Lettau: I second.

MOTION #5- C. C. Meredith moved and C. M. Lettau seconded to approve on the Second Reading, Ordinance No. 949 of the City of Benton City, Washington, adopting the budget for fiscal year ending December 31, 2016.

VOICE VOTE #5- C. C. Meredith, C. M. Lettau, C. L. Stade, - YEAS; C. L. Lehman, C. M. McLeod – NAYS. Motion carried.

2. SECOND READING – ORDINANCE #950 - 2016 WAGES & SALARIES (00:28:06*)

Councilwoman Lettau: Mr. Mayor, I move to approve on the Second Reading, Ordinance No. 950, of the City of Benton City, Washington, approving the salaries and benefits to be paid to employees of the City of Benton City, Washington, for the calendar year 2016.

Councilwoman Meredith: I'll second.

MOTION #6- C. M. Lettau moved and C. C. Meredith seconded to approve on the Second Reading, Ordinance No. 950, of City of Benton City, Washington, approving the salaries and benefits to be paid to employees of the City of Benton City, Washington, for the calendar year 2016.

VOICE VOTE #6- C. L. Lehman, C. C. Meredith, C. L. Stade, C. M. Lettau, C. M. McLeod ALL YEAS. Motion carried.

3. FIRST READING – ORDINANCE AMENDING BENTON CITY COMPREHENSIVE PLAN (00:27:31*)

Ms. Haug – Explanation of Amendment to City Comprehensive Plan

Councilwoman Lettau: Mr. Mayor, I move to approve on the First Reading, an ordinance of the City of Benton City, Washington, amending the Comprehensive Plan, including the Land Use Map.

Councilwoman Meredith: I'll second it.

MOTION #7- C. M. Lettau moved and C. C. Meredith seconded to approve of the First Reading, an ordinance of the City of Benton City, Washington, amending the Comprehensive Plan, including the Land Use Map.

VOICE VOTE #7- C. C. Meredith, C. L. Lehman, C. M. Lettau, C. L. Stade, C. M. McLeod ALL YEAS. Motion carried.

4. FIRST READING – ORDINANCE APPROVING REZONE – 1205 13TH STREET (00:23:09*)

Ms. Haug – Explanation of rezone

Councilwoman Lettau: Mr. Mayor, I move to approve, on the First Reading, an ordinance of the City of Benton City, Washington, amending the zoning classification of a certain real property located west of 13th Street, for reference purposes referred to as 1205 13th Street, consisting of approximately .18 acres from C-1 Commercial District to R-3, High Density Residential District.

Councilwoman McLeod: I second it.

MOTION #8- C. M. Lettau moved and C. M. McLeod seconded to approve, on the First Reading, an ordinance of the City of Benton City, Washington, amending the zoning classification of certain real property located west of 13th Street, for reference purposes referred to as 1205 13th Street, consisting of approximately .18 acres from C-1 Commercial District to R-3, High Density Residential District.

VOICE VOTE #8- C. L. Lehman, C. C. Meredith, C. L. Stade, C. M. Lettau, C. M. McLeod
ALL YEAS. Motion carried.

5. (See above)

6. PURCHASE AUTHORIZATION – LARGE SCALE SCANNER/COPIER/PRINTER (00:19:49*)

Ms. Haug – Update for purchase information

Councilwoman McLeod – Concerns regarding buying vs. leasing - Manufacturer's Warranty

Councilwoman Lehman – Not a savings for us to lease?

Ms. Haug – More expensive to lease vs. outright purchase

Mr. Ferguson – Contract pro and cons

Councilwoman Stade: Mr. Mayor, I move to approve the purchase of a Canon IPF 785 MFP scanner/copier/printer for \$7,050.00 plus WA State Sales Tax in January 2016.

Councilwoman Meredith: I'll second.

MOTION #9- C. L. Stade moved and C. C. Meredith seconded to approve the purchase of a Canon IPF 785 MFP scanner/copier/printer for \$7,050.00 plus WA State Sales Tax in January 2016.

ROLL CALL VOTE #9- C. L. Stade, C. M. Lettau, C. C. Meredith, C. L. Lehman – YEAS;
C. M. McLeod - NAY. Motion carried.

7. VOUCHERS (00:13:05*)

Councilwoman Lettau: Mr. Mayor, I move to approve payment of Claim check numbers 27302 thru 27329 with EFTs as listed in the amount of \$37,742.62, and Payroll check numbers 27276, 27293 thru 27301 with EFTs as listed in the amount of 49,190.60 this 15th day of December, 2015.

Councilwoman McLeod: I second.

MOTION #10- C. M. Lettau moved and C. M. McLeod seconded to approve payment of Claim check numbers 27302 through 27329 with EFTs as listed in the amount of \$37,742.62, and Payroll check numbers 27276, 27293 thru 27301 with EFTs as listed in the amount of \$49,190.60 this 15th day of December, 2015.

ROLL CALL VOTE #10- C. C. Meredith, C. M. Lettau, C. L. Stade, C. M. McLeod, C. L. Lehman
ALL YEAS. Motion carries.

ITEMS FOR DISCUSSION - (00:12:07*)

1. OUTDOOR ASHTRAY EXAMPLES (00:12:05*) ** Postpone until 2016 **

2. BENTON COUNTY RURAL COUNTY CAPITAL FUND (00:08:40*)

Mayor Carnahan – Information on future distribution of funds through Benton County

GENERAL COUNCIL COMMENTS – (00:05:28*)

1. SPECIAL PRESENTATION – CLERK HAUG – Certificates of Appreciation – Mayor Carnahan, Councilwoman McLeod and Councilwoman Meredith – Oath of Office – Mayor Elect Lehman – Administered by Mr. Ferguson

ADJOURNMENT – Mayor Carnahan (00:00:52*)

Councilwoman Lettau: Mr. Mayor, I make a motion we adjourn.

Councilwoman Meredith: I'll second.

MOTION #11– C. M. Lettau moved and C. C. Meredith seconded to adjourn the December 15th, 2015 Regular Council Meeting at 8:16 p.m.

**VOICE VOTE #11– C. C. Meredith, C. L. Lehman, C. M. Lettau, C. L. Stade, C. M. McLeod
ALL YEAS. Motion carried.**

Meeting adjourned at 8:16 p.m. (00:00:42*)

Lloyd Carnahan
Mayor, City of Benton City

Stephanie Haug, CMC
City Clerk-Treasurer

Date: _____

TREASURERS REPORT

Fund Totals

City Of Benton City
MCAG #: 199

11/01/2015 To: 11/30/2015

Time: 13:30:37 Date: 12/16/2015
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	742,986.29	83,836.21	66,095.46	760,727.04	14,476.96	15,853.88	-3,416.73	787,641.15
101 City Street Fund	164,498.48	12,043.00	8,824.15	167,717.33	2,440.35	3,832.57	0.00	173,990.25
103 Sos Archive Grant	4,696.41	0.00		4,696.41	0.00	0.00	0.00	4,696.41
302 Park & Recreation Fund	73,590.40	2,129.78	28,937.84	46,782.34	28,395.93	0.00	0.00	75,178.27
350 I-82 Business/Industrial Park	28,135.62	14.90	525.00	27,625.52	525.00	0.00	0.00	28,150.52
401 Water Fund	81,470.72	38,106.29	33,345.75	86,231.26	14,694.40	8,286.91	-2,097.75	107,114.82
402 Sewer Fund	774,329.71	53,602.62	21,024.27	806,908.06	1,986.90	7,946.28	-3,089.83	813,751.41
406 Sewer/water Capital Improvement	91,101.21	348.93		91,450.14	0.00	0.00	0.00	91,450.14
407 Sewer/water Capital Maint.	132,729.34	0.00		132,729.34	0.00	0.00	0.00	132,729.34
	2,093,538.18	190,081.73	158,752.47	2,124,867.44	62,519.54	35,919.64	-8,604.31	2,214,702.31

TREASURERS REPORT

Account Totals

City Of Benton City
MCAG #: 199

11/01/2015 To: 11/30/2015

Time: 13:30:37 Date: 12/16/2015
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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,003,206.36	189,403.26	158,222.96	1,034,386.66	-8,604.31	98,439.18	1,124,221.53
5	Petty Cash Fund	100.00	0.00	0.00	100.00	0.00	0.00	100.00
6	Cash Drawers	200.00	0.00	0.00	200.00	-200.00	0.00	0.00
Total Cash:		1,003,506.36	189,403.26	158,222.96	1,034,686.66	-8,804.31	98,439.18	1,124,321.53
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2	LGIP	1,080,670.44	148.93	0.00	1,080,819.37	0.00	0.00	1,080,819.37
3	Money Market	9,561.38	0.03	0.00	9,561.41	0.00	0.00	9,561.41
Total Investments:		1,090,231.82	148.96	0.00	1,090,380.78	0.00	0.00	1,090,380.78
		2,093,738.18	189,552.22	158,222.96	2,125,067.44	-8,804.31	98,439.18	2,214,702.31

TREASURERS REPORT
Fund Investments By Account

City Of Benton City
 MCAG #: 199

11/01/2015 To: 11/30/2015

Time: 13:30:37 Date:
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12/16/2015
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 Current Expense Fund	333,728.88		29.79	29.79		333,758.67
101 000 City Street Fund	10,977.77		29.79	29.79		11,007.56
302 000 Park & Recreation Fund	74,678.98		14.90	14.90	35,000.00	39,693.88
350 000 I-82 Business/Industrial Park	898.07		14.90	14.90		912.97
401 000 Water Fund	43,324.83		29.79	29.79		43,354.62
402 000 Sewer Fund	485,831.85		29.76	29.76		485,861.61
406 000 Sewer/water Capital Improvement	74,534.06					74,534.06
407 000 Sewer/water Capital Maint.	56,696.00	35,000.00		35,000.00		91,696.00
2 - LGIP	1,080,670.44	35,000.00	148.93	35,148.93	35,000.00	1,080,819.37
001 000 Current Expense Fund	858.14		0.03	0.03		858.17
101 000 City Street Fund	2,800.71					2,800.71
302 000 Park & Recreation Fund	737.13					737.13
350 000 I-82 Business/Industrial Park	612.37					612.37
401 000 Water Fund	1,854.87					1,854.87
406 000 Sewer/water Capital Improvement	1,664.82					1,664.82
407 000 Sewer/water Capital Maint.	1,033.34					1,033.34
3 - Money Market	9,561.38	0.00	0.03	0.03		9,561.41
	1,090,231.82	35,000.00	148.96	35,148.96	35,000.00	1,090,380.78

TREASURERS REPORT

Fund Investment Totals

City Of Benton City
MCAG #: 199

11/01/2015 To: 11/30/2015

Time: 13:30:37 Date: 12/16/2015
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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 Current Expense Fund	334,587.02		29.82	29.82		334,616.84	426,110.20
101 City Street Fund	13,778.48		29.79	29.79		13,808.27	153,909.06
103 Sos Archive Grant						0.00	4,696.41
302 Park & Recreation Fund	75,416.11		14.90	14.90	35,000.00	40,431.01	6,351.33
350 I-82 Business/Industrial Park	1,510.44		14.90	14.90		1,525.34	26,100.18
401 Water Fund	45,179.70		29.79	29.79		45,209.49	41,021.77
402 Sewer Fund	485,831.85		29.76	29.76		485,861.61	321,046.45
406 Sewer/water Capital Improvement	76,198.88					76,198.88	15,251.26
407 Sewer/water Capital Maint.	57,729.34	35,000.00		35,000.00		92,729.34	40,000.00
	1,090,231.82	35,000.00	148.96	35,148.96	35,000.00	1,090,380.78	1,034,486.66

Ending fund balance (Page 1) - Investment balance = Available cash.

2,124,867.44

TREASURERS REPORT

Outstanding Vouchers

City Of Benton City
MCAG #: 199

As Of: 11/30/2015 Date: 12/16/2015
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2015	3941	11/23/2015	Util Pay	1		Xpress Bill-Pay	64.00	Xpress Bill Pay Import - iPay
2015	3945	11/24/2015	Util Pay	1		Xpress Bill-Pay	75.91	Xpress Bill Pay Import - EFT
2015	3946	11/24/2015	Util Pay	1		Xpress Bill-Pay	143.02	Xpress Bill Pay Import - iPay
2015	3974	11/27/2015	Util Pay	1		Xpress Bill Pay, Credit Card Payments	142.00	Xpress Bill Pay Import - CC
2015	3975	11/27/2015	Util Pay	1		Xpress Bill-Pay	616.01	Xpress Bill Pay Import - iPay
2015	3976	11/29/2015	Util Pay	1		Xpress Bill-Pay	100.00	Xpress Bill Pay Import - EFT
2015	3972	11/30/2015	Util Pay	1		Batch Utility Customer	1,202.17	
2015	3977	11/30/2015	Util Pay	1		Batch Utility Customer	566.50	AM Drop Box
2015	3993	11/30/2015	Tr Rec	1		General Customer	20.00	
2015	3994	11/30/2015	Tr Rec	1		AT&T Business Rent 10099803	1,200.00	
2015	3995	11/30/2015	Tr Rec	1		Sprint, SP52XC006	787.50	
2015	3996	11/30/2015	Tr Rec	1		T-Mobile USA, Inc. Base Rent, 2000047316	991.88	
2015	3997	11/30/2015	Tr Rec	1		T-Mobile West LLC, 36-4027581	161.53	
2015	3998	11/30/2015	Util Pay	1		Batch Utility Customer	150.54	
2015	4006	11/30/2015	Util Pay	1		Xpress Bill Pay, Credit Card Payments	2,171.45	Xpress Bill Pay Import - CC
2015	4007	11/30/2015	Util Pay	1		Xpress Bill-Pay	86.09	Xpress Bill Pay Import - EFT
2015	4008	11/30/2015	Util Pay	1		Xpress Bill-Pay	50.50	Xpress Bill Pay Import - Metavante
2015	4009	11/30/2015	Util Pay	1		Xpress Bill-Pay	75.21	Xpress Bill Pay Import - iPay
							8,604.31	
Receipts Outstanding:								
2015	3989	11/30/2015	Payroll	1	EFT	Nicholas Oscarson	1,709.40	
2015	4002	11/30/2015	Payroll	1	EFT	Aflac	407.70	11/01/2015 To 11/30/2015 - Aflac - Accident (Pre); 11/01/2015 To 11/30/2015 - Aflac - STD (Post); 11/01/2015 To 11/30/2015 - Aflac - Hospital IC (Pre)
2015	4003	11/30/2015	Payroll	1	EFT	Department of Retirement Systems	7,593.97	11/01/2015 To 11/15/2015 - Deferred Comp.; 11/01/2015 To 11/30/2015 - PRS2; 11/16/2015 To 11/30/2015 - Deferred Comp.
2015	3983	11/30/2015	Payroll	1	EFT	Paula Kauer	1,384.51	
2015	3990	11/30/2015	Payroll	1	EFT	Ronnie Shumate	2,279.75	
2015	3979	11/30/2015	Payroll	1	EFT	John Brown	1,441.06	
2015	3978	11/30/2015	Payroll	1	EFT	Jose Barragan	1,239.35	
2015	3992	11/30/2015	Payroll	1	EFT	Diana Washburn	1,378.19	
2015	3982	11/30/2015	Payroll	1	EFT	Stephanie Haug	1,769.40	
2015	3981	11/30/2015	Payroll	1	EFT	Krista Harmon	1,472.10	
2011	2331	07/19/2011	Claims	1	23931	Antonio & Maria Mendoza	0.64	Refund For Credit On Closed W/S Account
2013	2245	06/18/2013	Claims	1	25469	Ray & Connie Meredith	100.00	Community Center Deposit Refund
2013	3235	09/17/2013	Claims	1	25661	Dean Little	0.02	Refund Inactive Cust Credit Bal
2013	4181	12/17/2013	Claims	1	25833	Elyssa Guest	10.00	Refund inactive customer credit balance

TREASURERS REPORT

Outstanding Vouchers

City Of Benton City
MCAG #: 199

As Of: 11/30/2015 Date: 12/16/2015
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2014	380	01/21/2014	Claims	1	25926	Melanie Marsh	1.00	Refund inactive customer credit balance
2014	3796	11/18/2014	Claims	1	26492	B.F. Walla Walla Good Roads	75.00	2014 Membership Dues - Lisa Stade
2014	3993	11/30/2014	Payroll	1	26544	Michelle McLeod	138.52	
2015	3530	10/20/2015	Claims	1	27192	Linda Cook	0.17	Refund inactive customer credit balance
2015	3794	11/17/2015	Claims	1	27238	Advanced Analytical Solutions, LLC	380.00	PO#15-046/Inv No. 16279
2015	3795	11/17/2015	Claims	1	27239	Apphus RTD USA Inc	201.25	Acct No 107.CUS006855/Inv No.107.PIN0390364
2015	3796	11/17/2015	Claims	1	27240	B.F. Dept. of Human Svcs	217.04	2015 3Q Liquor Taxes/Profits
2015	3797	11/17/2015	Claims	1	27241	B.F. District Health Dept.	96.00	Acct No. 0101-340/October
2015	3799	11/17/2015	Claims	1	27243	Blueline Equipment Company, LLC	218.50	Acct No. 14568/PO#15-055
2015	3800	11/17/2015	Claims	1	27244	Canon Financial Services	152.05	Acct No. 672589/Inv No. 15446617
2015	3802	11/17/2015	Claims	1	27246	Cascade Analytical, Inc.	1,075.32	Acct No. 5444/Inv No. 216016
2015	3803	11/17/2015	Claims	1	27247	Central Washington Asphalt, Inc.	93.24	Acct No. 16032/Inv No. 11179
2015	3805	11/17/2015	Claims	1	27249	Linda Cook	65.74	Refund inactive customer credit balance
2015	3806	11/17/2015	Claims	1	27250	Detloff A&M	36.97	October Charges Acct No. 34
2015	3808	11/17/2015	Claims	1	27252	Frontier	1,132.64	City Landlines
2015	3809	11/17/2015	Claims	1	27253	Rick & Lena Garza	183.07	Refund inactive customer credit balance
2015	3811	11/17/2015	Claims	1	27255	HD Supply Waterworks, LTD.	11,029.93	Acct No. 110448
2015	3813	11/17/2015	Claims	1	27257	Kerr Law Group	6,552.00	File # 28766-00001/Inv No. 13191 - October
2015	3816	11/17/2015	Claims	1	27260	MRSC Rosters	120.00	Inv No. 32259 - Stephanie Haug
2015	3821	11/17/2015	Claims	1	27265	Reese Concrete Products	1,093.61	2015-11-02 Statement
2015	3822	11/17/2015	Claims	1	27266	Safeguard Business Systems	362.64	Acct No. PMN6WH/Inv No. 031038596
2015	3823	11/17/2015	Claims	1	27267	Sharpe & Preszler Const. Co., Inc.	24,854.68	Job #848 - Archie Borden Park Drainage Improvements
2015	3824	11/17/2015	Claims	1	27268	Spink Engineering	8,735.00	Inv No. 2015-11 October Charges
2015	3825	11/17/2015	Claims	1	27269	Staples Credit Plan	254.05	Acct No. 6035 5178 2017 4653
2015	3826	11/17/2015	Claims	1	27270	The Building Department Inc.	5,418.98	Invoice #691
2015	3830	11/17/2015	Claims	1	27274	WA St Dept of Ecology	60.00	Cert No. 8303 - Renewal - Oscarson, N.W.; Cert No. 6523 - Renewal R.L. Shumate
2015	3980	11/30/2015	Payroll	1	27293	Lloyd Carnahan	604.62	
2015	3984	11/30/2015	Payroll	1	27294	Kyle Kurth	2,177.09	
2015	3985	11/30/2015	Payroll	1	27295	Linda Lehman	138.52	
2015	3986	11/30/2015	Payroll	1	27296	Mary Lettau	138.52	
2015	3987	11/30/2015	Payroll	1	27297	Michelle McLeod	69.26	
2015	3988	11/30/2015	Payroll	1	27298	Connie Meredith	138.52	
2015	3991	11/30/2015	Payroll	1	27299	Lisa Stade	69.26	
2015	4004	11/30/2015	Payroll	1	27300	Teamsters Local 839	447.00	11/01/2015 To 11/30/2015 - TEAMSTERS 839
2015	4005	11/30/2015	Payroll	1	27301	Washington Teamsters Welfare Trust	11,322.90	11/01/2015 To 11/30/2015 - NW Admin

TREASURERS REPORT

Outstanding Vouchers

City Of Benton City
 MCAG #: 199

As Of: 11/30/2015
 Time: 13:30:37

Date: 12/16/2015
 Page: 7

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
							<u>98,439.18</u>		
							Claims	Payroll	
							Total		
001			Current Expense Fund				14,476.96	15,853.88	30,330.84
101			City Street Fund				2,440.35	3,832.57	6,272.92
302			Park & Recreation Fund				28,395.93	0.00	28,395.93
350			I-82 Business/Industrial Park				525.00	0.00	525.00
401			Water Fund				14,694.40	8,286.91	22,981.31
402			Sewer Fund				1,986.90	7,946.28	9,933.18
							<u>62,519.54</u>	<u>35,919.64</u>	<u>98,439.18</u>

TREASURERS REPORT

Signature Page

City Of Benton City
MCAG #: 199

11/01/2015 To: 11/30/2015

Time: 13:30:37 Date: 12/16/2015
Page: 8

I the undersigned officer for the City of Benton City have reviewed the foregoing report and acknowledge that to the best of my knowledge this report is accurate and true:

Signed:  12/16/15
Clerk/Treasurer / Date

City of Benton City-Committee Assignments-2015

	Committee	Meeting Day/Time	Assigned	Alternate	Paid Membership
1	Benton Franklin Council of Governments-Board	Third Friday of each month- Noon	Carrahan		Yes
	Benton Franklin Council of Governments-PAC	Second Thursday of the month- 7am	Carrahan		Yes
	Benton Franklin Council of Governments-TAC	First Thursday of each month -11:30am	Carrahan		Yes
2	Good Roads Association	Third Wednesday of every other month starting in February. 5:30pm	Stade		Yes
3	Ben Franklin Transit	Second Thursday of each month - 7pm	Stade	Meredith	No
5	Emergency Management	Fourth Thursday of Each Month- 7:30am	Carrahan	No Alt. Allowed	Yes
6	Benton County Mosquito Control	4th Monday at each Month at 7pm	McLeod	No Alt. Allowed	No
7	Yakima Basin Fish & Wildlife Recovery Board	Board of Directors-voting-multiple Mayor's	Carrahan	Carrahan	No
8	Benton Clean Air Authority-	multiple Mayors' Cities Appointment	Carrahan	Carrahan	Yes
9	TRIDEC	Wednesday Afternoon - Quarterly?	Meredith	McLeod	No
10	Benton Franklin Solid Waste Management	Second Wednesday of each Month - afternoon	Carrahan	Lehman	Yes
11	Red Mtn. Regional Vision Group		Carrahan	Stade	No
12	Small Cities	4th Wednesday of each month - 1pm	Meredith-(Summers)	Stade	No
13	Ridges to Rivers	Meets about every 6 months, usually in the afternoon	Meredith	Stade	No
14	Benton Co. Fire District #2	First Monday of each Month- 6pm	Stade	Lettau	No
15	Benton And Franklin Counties Continuum Of Care Task Force	Monday of Each month - 3:30PM Tuesdays Every other month, at 3pm	Carrahan	Carrahan	No
16	Finance & Budget	Springtime, as needed to review Annual Finance reports	Meredith	Lettau	No

Local Committees - Open Participation

	Currently Attending
1 Benton City EDC	Lehman
2 Benton City Chamber	

**SPECIAL
PRESENTATION**

**Sue Jetter
&
Deb Heintz**

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Resolution #2016-01-Proclamations, Certificates, & Keys to the City

DATE/ITEM: 01-05-2016- H 1

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND: General

EXPENDITURE: varied

DESCRIPTION/SUMMARY

ACTION

Consideration of adoption of a resolution adopting policies and procedures concerning Proclamations, Certificates and Keys to the City

HISTORY

The City does not currently have a formal policy for awarding Proclamations, Certificates and/or Keys to the City. This resolution addresses that need. It is estimated that each certificate and/or proclamation will cost a nominal fee, whereas awarding a key to the City would cost significantly more (approx. \$25-50 each) for purchase of a custom commemorative Benton City key.

ATTACHMENTS

- | | |
|-------------------------------|----|
| 1) Resolution with attachment | 3) |
| 2) | 4) |

RECOMMENDED ACTION

SAMPLE MOTION:

I move to approve Resolution #2016-01, a resolution adopting policies and procedures concerning Proclamations, Certificates and Keys to the City.

RESOLUTION NO. 2016-01

**A RESOLUTION OF THE CITY OF BENTON CITY,
WASHINGTON ADOPTING POLICIES AND
PROCEDURES CONCERNING PROCLAMATIONS,
CERTIFICATES, AND KEYS TO THE CITY**

WHEREAS, from time to time, there are groups, organizations and individuals worthy of recognition for significant accomplishments; and

WHEREAS, municipal governments have traditionally recognized such significant accomplishments with the issuance of proclamations and certificates; NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF BENTON CITY, WASHINGTON, hereby resolves as follows:

Section 1. The Proclamation, Certificates, and Key to the City Policy and Procedure attached hereto as Exhibit "A" is hereby approved.

BE IT FURTHER RESOLVED that upon the submission of a written request, and a majority vote of the City Council, the Mayor is hereby authorized to present Proclamations, Certificates, and /or Keys to the City on behalf of the City of Benton City recognizing groups, organizations or individuals for significant accomplishments.

ADOPTED this 5 day of January, 2016, by the City Council of the City of Benton City, Washington, and signed in authentication of its passage this 5 day of January, 2016.

Resolution 2016-01 filed and recorded in the office of the City Clerk of the City of Benton City, Washington, this 5 day of January, 2016.

Linda Lehman
Mayor

Attest:

Approved as to Form:

Stephanie Haug, CMC
City Clerk/Treasurer

Kerr Law Group
City Attorney



PROCLAMATION, CERTIFICATE, AND KEY TO THE CITY POLICY AND PROCEDURE

PROCLAMATIONS

Proclamations are ceremonial documents issued by the Mayor with the consent of the City Council that recognize, celebrate, and honor extraordinary achievements. They may include but are not limited to the citizens of the City of Benton City; residents of Benton County, certain organizations, occasions of importance and significance; days that are noteworthy or historically significant; and special events or acts of kindness or generosity. Proclamations are strictly honorary and they are issued as a courtesy. In addition, they are not legally binding and do not constitute an endorsement by the City of Benton City.

CERTIFICATES OF RECOGNITION AND/OR ACHIEVEMENT

Certificates of Recognition and/or Achievement, which are inclusive of any other similar type of recognition, are honorary documents issued by the Mayor with the consent of the City Council that may be used to honor special events or individuals. These may include but are not limited to conferences; conventions; seminars; professional celebrations; retirements; family reunions; community celebrations; award ceremonies; college graduations; significant birthdays; anniversaries and other achievements.

KEY TO THE CITY

The Key to the City is an honor bestowed by The Mayor with the consent of the City Council upon esteemed residents, visitors, and others whom, the City wishes to honor. A Key to the City is strictly honorary.

POLICY AND PROCEDURE

The Mayor, City Councilmembers, individuals and organizations seeking a Proclamation, Certificate or Key to the City shall submit their request in writing to the City of Benton City Office of the City Clerk.

Requestors may use the City's Proclamation and Certificate Request Form or a letter to submit their request at least four (4) weeks in advance of the date needed.

The Proclamation and Certificate Request Form is available on the City's website at www.ci.benton-city.wa.us and at the Office of the City Clerk via telephone at (509)588-3322 or via e-mail at cclerk@owt.com.

Request letters must include the following information:

- Contact person's first and last name, address, telephone number, and email address (if available).
- The name and date of the day, week, month or event to be proclaimed or recognized.
- A brief summary and/or background of the event, organization, or person.
- Draft text for the proclamation including 4 - 6 "whereas" clauses.
- Date to be presented and/or when needed.
- An indication of whether the Proclamation, Certificate or Key to the City is to be mailed, picked-up, or if the requestor wishes to have this presented at a Council Meeting.

Upon the City Council's approval of a request for a Proclamation, Certificate or Key to the City, the Mayor, Councilmembers and City Clerk shall be invited to attend the event at which the Proclamation, Certificate or Key to the City is to be awarded if other than at a scheduled Council Meeting.

Note: Submission of a request for a Proclamation, Certificate, or Key to the City does not guarantee issuance.



PROCLAMATION, CERTIFICATE, AND KEY TO THE CITY POLICY AND PROCEDURE

City's Proclamation and Certificate Request Form

Date to be presented and/or when needed: _____

Recognition Type requested: Proclamation
 Certificate
 Key to the City

Applicant's name: _____

Mailing address: _____

Telephone number: _____

Email address (if available): _____

Name, and date of the day, week, month or event to be proclaimed or recognized:

A brief summary and/or background of the event, organization, or person:

Draft text for the proclamation including 4 - 6 "whereas" clauses (attach on a separate page):

The Proclamation, Certificate or Key to the City is to be:

- Mailed
- Picked-up
- Presented at a Council Meeting

Signature: _____ Date: _____

***Submission of a request for a Proclamation, Certificate, or Key to the City does not guarantee issuance.*

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Purchase Request - Council Email System & City
Technology- Google Apps for Work & Apple Ipad

DATE/ITEM: 01-05-2016- H 2

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND: General

EXPENDITURE: \$5300

DESCRIPTION/SUMMARY

ACTION

Consideration of approval of the purchase of Google for Work and Ipad for elected officials and the City Clerk.

HISTORY

The City does not currently have a system in place for Councilmembers to have an official City email or dedicated technology for accessing emails or City documents. The purchase of Google Apps will give each Councilperson a dedicated City email, as well as access to a cloud based database for City documents. It will keep City work separate from personal devices, and reduce the City's liability for public records requests.

The Ipad will be the vehicle for access to the emails, keeping city business off of personal devices. The Ipad will also allow electronic council meeting packets, which will save the city money in preparing and delivering Council packets. Ipad will remain the property of the City, and users will be required to follow the City's technology policy, which I've included as an attachment to this agenda item.

Google Apps - 15 users - Annual Fee = \$1800

Once time set-up fee= \$499.00

Total = \$2,299.00

6 Wi-Fi Only Ipad w/cover = \$418.00 each (plus WSST)

Total = \$ 2,313.00

1 Ipad with Cellular Data for Mayor through USCellular = \$329.00 plus Approx. \$80/month for 10gbs

Total = \$329.00 plus WSST

IPAD TOTAL= \$2,642.00 plus WA state sales tax

ATTACHMENTS

- | | |
|----|----|
| 1) | 3) |
| 2) | 4) |

RECOMMENDED ACTION

SAMPLE MOTION:

I move to approve the purchase of Google Apps in the amount of \$2299.00 for City email and document services, and the purchase of 7 IPads for Benton City elected officials and the City Clerk in an amount not to exceed \$3,000.00.



2550 James Maury Drive
Herndon VA 20171

November 20th, 2015

Ms. Stephanie Haug
Benton City
708 9th St.
Benton City, WA 99320
(509) 588-3322

RE: Proposal for Google Licensing, Deployment and Support Package

Dear Stephanie,

Suitebriar, Inc. is pleased to provide Benton City a Fixed Price Proposal for **\$2,299.00**. Google Apps for Work Unlimited licensing along with configuration and support services. See attachment A.

Benton City will benefit from the following Google Apps features:

- **Storage** - Unlimited storage.
- **Mobility** - Built in mobile device management and seamless device syncing.
- **99.9% Uptime** - NO planned downtime and 99.99% uptime guarantee.
- **Spam and Virus** - Built in Spam and Virus protection at no additional costs.
- **File Share Collaboration & Version Control** - Real time collaboration in documents with integrated instant messaging, voice calling, and video conferencing.
- **Integrated Calendaring** - Fast and intuitive calendaring for individuals and teams.

This offer expires on **Friday December 4th, 2015**. Please contact the undersigned with any questions regarding this proposal.

Sincerely,

Nick Connolly
Suitebriar, Inc. - Google for Work Solutions
(703) 984-9134 / nick@suitebriar.com
www.suitebriar.com



2550 James Maury Drive
Herndon VA 20171

Attachment A

Google Apps Licensing (Recurring)		
1.0	Google Apps Unlimited (\$120/u/y) *15 users <ul style="list-style-type: none">• Google Apps for Work (Complete Suite of Apps)• Google Vault Archive and E-Discovery• Advanced Auditing Capabilities in Drive• Data Loss Prevention• Unlimited Storage	\$1,800.00
	Total Cost:	\$1,800.00

Google Apps Professional Services		
2.0	\$499 - Basic Setup/Greenfield (3 hours LoE) <ul style="list-style-type: none"><input type="checkbox"/> Provision users<input type="checkbox"/> Verify domain<input type="checkbox"/> Configure GAfB service settings<input type="checkbox"/> Personalization (custom URLs, company logo)<input type="checkbox"/> Change MX records<input type="checkbox"/> SPF/DKIM<input type="checkbox"/> Admin overview<input type="checkbox"/> Basic help sheets, communication templates, and training videos<input type="checkbox"/> 30 minute recorded webinar	\$499.00
	Total:	\$499.00

Grand Total		
3.0	Licensing (Recurring)	\$1,800.00
4.0	Google Professional Services (One time setup)	\$499.00
	Grand Total:	\$2,299.00



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Optional Products and Services		
5.0	Google Apps for Work (\$50/u/y) *15/users <ul style="list-style-type: none">● Email, Calendaring, Contacts, Groups and Websites● Document Creation and File Sharing● Built in Video Conferencing and Free Phone Calls● Administrative Controls: MDM, Security, Domain Customization	\$750.00
6.0	Google Vault Archive and E-Discovery (\$50/u/y) *15 users <ul style="list-style-type: none">● Archive and Export Emails and Chats	\$750.00
7.0	On-Site Training/Support <ul style="list-style-type: none">● Google Apps Consultant Onsite for 8 hour period● 8am - 5pm (1 hr lunch)● Onsite Consulting can be scheduled as "pre go-live" Training OR "go-live" Support● Travel Expenses to be paid by Customer	\$1,499.00
8.0	Additional App Development / Training / Support	\$150/hr
9.0	Google Apps Message Encryption (\$35/u/y) *Up to 100 users	\$3,500.00
10.0	Domain Admin (1 year) <ul style="list-style-type: none">● Make changes to your Control Panel for Google Apps as requested.● Includes: Domain Management, Google Apps Settings, Add/Delete Users, Groups Management, Security, Mobile Device Management, Reports, Admin Roles and Support.	\$499.00
11.0	30 minute live webinar (1 hour LoE) <ul style="list-style-type: none">● CM resource attends kickoff call● Includes choice of existing outlines● Schedule and facilitate 30 minute webinar● Upload and share webinar recording	\$99.00



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Service Descriptions

Suitebriar, Inc. Deployment Business Package Includes:

<ul style="list-style-type: none">● DNS Configuration and Cut MX Records● Guaranteed No Downtime● Provision Secondary Domains and Aliases● CSV User Provisioning● Create Custom URL's (Example: mail.MLI.com)● Customize Service Settings (Email, Calendar, Drive, Chat, Mobile, Sites)● Google Apps Password Sync	<ul style="list-style-type: none">● Complete Server-Side Email Migration● Data Migration & Consultation● Customize Vault Settings (If Applicable)● Communication Template (To notify users of upcoming change)● 2 Week Stability Period (includes 2 weeks of Premium Support)● Setup of Outlook Sync● PST Migration (If Applicable)
--	---

Reseller Support (Included)

All of our clients will receive break-fix support for the core Google Apps suite to include Gmail, Google Calendar, Google Talk, Google Docs, Google Groups and Google Sites as well as Google Vault with Archiving and eDiscovery. Your team can connect with our support staff by phone or email from 8 am EST to 5 pm EST. We answer your requests with support articles that not only solve your problem but that can also help build your internal knowledge base. We will also leverage our relationship with Google Support by submitting support cases with the information gathered in our initial troubleshooting efforts.

- Break-Fix Support for Google Apps Core Suite including Google Vault
- Phone/Email Support 8 am - 8 pm EST
- Answer basic questions on the individual Google Apps services (how-to's)
- Google Apps Administration assistance
- Provide links to the specific help articles so the Admins can build knowledge base
- Open support case with Google Enterprise Support

Training Package

Webinars - These are live sessions held by a Google Apps trainer where users have the opportunity to view demonstrations and ask questions. This recorded session lays the foundation of knowledge to ensure a successful transition for users. Webinars are 1-hour in length with 45 minutes on content and 15 minutes of open Q&A.

Communications and Help Sheets - Your Change Management Lead will develop and deliver communications to users so they know what is expected during the deployment and transition. Help Sheets are also customized to act as quick resource guides for all users.

Transition Site - A website published to your domain that is easily accessible by users and outlines details of deployment and helpful resources.



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Herndon VA 20171

Products and Services

Premium Support for 1 Year:

1. Account Management - Post deployment Support will provide information on how to best integrate the new features provided in the Google's Rapid Release track, keeping your infrastructure up to pace with Google's innovation.
2. Advanced Administration tactics - Administrator will have 30 minutes a month for a one-on-one session with a Google Apps Deployment Specialist to discuss a topic of their choice. Rapid release features for Google and how to best take advantage.
3. UNLIMITED support - phone and email break-fix support for both the Google Apps suite while adhering to the response time in our SLA
4. Remote Desktop Support allows us to support your dispersed workforce by remotely accessing business-critical applications. Inherently this gives you higher level of support on the same or reduced budget as well as reduces incident-handling time.
5. Custom Support Portal provides you with a platform to monitor the progression of support issues and also provides data on where your organization has areas for development and training.

- Support not limited to Technical, but will still only work with the technical POC
- Phone support
- Email support
- Remote desktop support
- Open support cases with Google
- Escalate support cases with Google
- Included in Google road map discussions
- Based on historical request, provide Quarterly Report with Resources with Training offers

Priorities and Response Times

Urgent	30 minutes
High	2 hours
Medium	4 hours
Low	6 hours
None	24 hours



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Herndon VA 20171

On- Site Training-

Classroom style training conducted at client site. Client provides training materials including room, computers, projectors, speakers, etc.

- Curriculum is developed based off client needs and approved before training begins.
- Client is responsible for travel and expenses.
- 8 Hours with a scheduled lunch break.

On-Site Support-

Google Apps Trainer will provide support the day of Go-Live. Trainer will walk around the office and answer general how-to questions relating to Google Apps. Mobile device support is also included with the permission of the client. Trainers are NOT responsible for data, images, text messages, or applications lost from devices during the wipe process or during configuration.

- Dedicated war room for employees to find trainer.
- Individual meetings can be scheduled for group support or 1:1 support.
- High-touch users to be identified prior to visit.
- 8 Hours with a scheduled lunch break.

Items in Your Bag

	iPad Air Wi-Fi 16GB - Silver Delivery: In Stock Add Engraving <input checked="" type="checkbox"/> Show Gift Options	\$379.00	\$2,274.00 Remove Part number: MD788LL/B
	iPad Air Smart Cover - Black Available to ship: 1-2 weeks <input checked="" type="checkbox"/> Show Gift Options	\$39.00	\$39.00 Remove Part number: MGMT2ZM/A

Up to 18 months of special financing

Bag Subtotal	\$2,313.00
Free Shipping	\$0.00
? Estimated Tax	Calculate
Total	\$2,313.00

Save Bag | View Saved Bags | Chat Now

Continue Shopping

Recommended for You

	AppleCare+ for iPad \$99.00 <input type="button" value="Add To Bag"/>		iPad Air Smart Case - Black \$79.00 <input type="button" value="Add To Bag"/>
	iPad Air Smart Cover - Green \$39.00 <input type="button" value="Add To Bag"/>		Kensington International Plug Adapter with Dual USB Charging Ports \$29.95 <input type="button" value="Add To Bag"/>

Questions

When will I get my items?

We need your shipping address before we can give you an accurate delivery estimate. We'll provide delivery dates when you enter your shipping information during checkout. Learn more about Shipping & Pickup.

Can I pick up my items at an Apple Store?

Yes. You can order online and pick up your items at your local Apple Store. You'll see more options during the checkout process. Learn more about Pickup.

What payment methods can I use?

You can use any method of payment presented by the Apple Online Store during checkout. Please note that PayPal, Apple Store Gift Cards, and financing options may not be available for all products. Some customers may qualify for other forms of payment — call 1-877-377-6362 for more information. Learn more about Payment & Pricing.

How is sales tax determined for my order?

The tax listed on the Bag and Checkout pages is an estimate. Your invoice will reflect the final total tax, which includes state taxes, local taxes, and any applicable fees. [Learn more about Payment & Pricing.](#)

Does Apple offer an education discount?

Apple offers special pricing for students, teachers, administrators, staff members, and homeschooling programs. If you think you qualify, visit the Apple Store for Education to place your order. [Learn more about Payment & Pricing.](#)

What financing options are available?

You can apply for a Barclaycard Visa with Apple Rewards. [Learn more](#)

*Subject to credit approval. Minimum purchase required. [See Terms](#)

Color
 Space Gray

Quantity
 1

Add To Cart

Apple® iPad® Air Compare +

★★★★★ (2)
 Write the First Review



Installation Pricing
 Monthly installment pricing is not available for this device.

Business
 \$329.00

Memory
 16GB

Color
 Silver

Quantities are limited. Please call your local store for availability.

Apple® iPad® Pro Compare +

★★★★★ (0)
 Write the First Review

Memory
 16GB

Color
 Space Gray

Quantity
 1

Add To Cart

Apple® iPad® Air 2 Compare +

★★★★★ (0)
 Write the First Review



Installation Pricing
 Monthly installment pricing is not available for this device.

Business
 \$429.00

Memory
 16GB

Color
 Space Gray

Quantities are limited. Please call your local store for availability.

Memory
 16GB

Color
 Space Gray

Quantity
 1

Add To Cart

Apple® iPad® mini 4 Compare +

★★★★★ (0)
 Write the First Review



Installation Pricing
 Monthly installment pricing is not available for this device.

Business
 \$429.99

Installation Pricing
 \$2200 /mo.
 For 24 mos.
 0% APR and \$0 Down + Tax

Memory
 16GB

Color
 Silver

Quantity
 1

Add To Cart

23.0 COMPUTER AND INTERNET USE POLICY

23.1 INTRODUCTION

The purpose of this policy is to communicate to all City of Benton City employees their responsibility for proper use of the Internet and City computers.

23.2 POLICY:

- A. Internet access must be authorized by the City Clerk-Treasurer. The condition of authorization is that all Internet users must read a copy of this policy and all other applicable department policies on Internet use. Departments must keep a register of all Internet users.
- B. All City of Benton City employees are responsible for using the Internet in an ethical, legal, and conservative manner. Internet access is provided to employees as a research and communication tool to help them conduct city business. Employees are trusted and expected to exercise good judgment in both duration and frequency of Internet use and to use Internet access sites only for job related purposes. Internet usage cannot misrepresent the interests of the city.
- C. Accessing the Internet using city resources must be in compliance with all applicable laws and policies (federal, state, and local laws) in addition to city policies. Internet access using city resources must not be used for illegal purposes.
- D. The safety and security of the city's resources must be considered at all times when using the Internet and City computers. When there is a clear business reason for downloading Internet software or other information the appropriate anti-virus detection program should be used to prevent infection. Employees are responsible for adhering to applicable department policies when downloading resources from the Internet. Security passwords are not to be shared with other employees and/or anyone else.
- E. Copyrighted software requires evidence of City of Benton City ownership. If it is unknown if materials are copyrighted, do not use the materials without the written permission of the author.
- G. Resources which are not used for a clear city purpose must not be accessed or downloaded. Resources of any kind, for which there is a fee, must not be accessed or downloaded without prior approval of the department head. Public access data bases must not be created or implemented without prior approval of the Mayor.
- H. There is a wide variety of information on the Internet. Some individuals find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the City of Benton City has no control over and cannot, therefore, be responsible for the content of information available on the Internet.

23.3 RESPONSIBILITY

All City of Benton City employees are responsible for complying with this and all other relevant policies when using the city's resources for accessing the Internet. Use of these same resources in violation of this policy or applicable department policies is grounds for disciplinary action according to the Benton City Administrative Code

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Planning Commission Appt.

DATE/ITEM: 01-05-2016- H 3

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND: General

EXPENDITURE: N/A

DESCRIPTION/SUMMARY

ACTION

Consideration and selection of a planning commission member to fill the vacant position.

HISTORY

The City received one complete application from former Councilwoman Connie Meredith and a letter of intent from former Councilwoman Michelle McLeod.

ATTACHMENTS

- 1) Application/letter of interest from Connie Meredith 3)
- 2) Letter of Interest from Michelle McLeod 4)

RECOMMENDED ACTION

SAMPLE MOTION:

I move to appoint _____ to the Benton City Planning Commission position #2, whose term expires 12/31/2016.

November 20, 2015

To Whom It May Concern:

I am interested in being a member of the Benton City Planning Commission and ask that you consider me for the current open seat. I am no stranger to the Benton City, having lived here since 1960. I attended Ki-Be from grades K-12, graduated from EWU with a BA in Education, Masters in Technology from City University and I have been employed by the Kiona-Benton School District since 1976. I have served on the City Council for the past four years. I am serious in my commitment to Benton City.

As an interested member of our community, I would like to volunteer my time, skills, and talents to assist in planning the future of our city. I foresee Benton City as a gateway to the wineries, utilizing our cities assets and an important leg that will assist in not only promoting our city but also the Tri-Cities future.

What has piqued my interest in seeking appointment to the Planning Commission is my deep desire to serve the city. It is my home. My recent experience with City Council, EDC, and other sectors of Benton City over the past years has cemented my resolve to be an active participant. These experiences have provided me the opportunity to better understand the challenges of managing our growth, improving our infrastructure, and further developing our business center.

I respectfully request your support in being appointed to the Benton City Planning Commission.

Thank you for your consideration.

Sincerely,

Connie Meredith

Stephanie Haug

From: michelle McLeod <mlhmcleod@gmail.com>
Sent: Wednesday, December 23, 2015 10:54 PM
To: cclerk@owt.com
Subject: PLANNING COMMISSION 12-

12-15 of 2015
Michelle Mcleod
P.O. Box 111
Benton City, 99320
(509) 438-6865

Dear Benton City Mayor Elect Linda Lehman,
City Council Member's, Lisa Stade, Mary Lettau,, Vanessa Coates, Joseph Chapin Jr. and Jake Mokler,
City Clerk/Treasurer Stephanie Haug, CMC,

I respectfully request the opening on Planning Commission. I'm a 40 year resident of Benton City. I raised two Children in Benton City and have two grand children now attending Kiona Benton School District. For many years I've been involved in the community, volunteering one year a Methodist Church Pre School, nine years at Kiona Benton, kindergarten through 8th grade. Volunteered six years for Benton City Food Bank. Two of six year's was in charge of team and Community Service Workers. Volunteered for Chamber of Commerce activities such as, Benton City Day's, 4th of July, and Christmas activities. I've been a registered voter 36 years and home owner in Benton City over 30 years. Drivers Ed Teacher At Kiona Benton High School. I've enjoyed being a member of City Council For 2 Years. I attended Columbia Basin Collage two years, and Stratford Career Institute two years, received a Social Psychology and Social Work Certificate. Worked and volunteered for The Ark Of Tri-Cities two years. Worked for Aging and Long Term Care for DSHS ten years. I've been employed for Pasco School district for 16 years. I hope my numerous qualifications and strong community ties make's me your choice for this position.

Thank you for your consideration,

Michelle Mcleod

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: City Hall Building Improvements

DATE/ITEM: 01-05-2016- H 4

BUDGET INFORMATION

DEPT:

BUDGETED?

FUND:

EXPENDITURE:

DESCRIPTION/SUMMARY

ACTION

Approve Spink Engineering to conduct an architectural/structural feasibility report and obtain estimates for accomplishing the re-ordering of work space and evaluate and estimate the cost of eliminating water ingress at City Hall.

HISTORY

Please see the Mayor's memorandum located in agenda item I-1

ATTACHMENTS

1)

3)

2)

4)

RECOMMENDED ACTION

SAMPLE MOTION:

I move to approve the authoizaton of Spink Engineering to conduct an architectural/structural feasibility report and obtain estimates for accomplishing the re-ordering of work space and evaluate and estimate the cost of eliminating water ingress at City Hall.

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Employee Incentives Plan

DATE/ITEM: 01-05-2016- H 5

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND: All

EXPENDITURE: ?

DESCRIPTION/SUMMARY

ACTION

HISTORY

Please see the Mayor's memorandum located in agenda item I-1

ATTACHMENTS

1)

3)

2)

4)

RECOMMENDED ACTION

SAMPLE MOTION:

CITY OF BENTON CITY
Voucher Summary Sheet
Fiscal Year 2015- 13th Month (1)

FUND NAME	FUND NO.	PAYROLL	CLAIMS	TOTAL
CURRENT EXPENSE	001		35,621.24	35,621.24
CITY STREET	101		4,740.94	4,740.94
ARCHIVE	103			0.00
PARK & RECREATION CAPITAL IMPROVEMENT	302			0.00
I-82 BUSINESS PARK	350			0.00
WATER	401		2,486.62	2,486.62
SEWER	402		57,734.66	57,734.66
W/S CAPITAL IMPROVEMENT	406			0.00
W/S CAPITAL MAINTENANCE	407			0.00
'82/97 W/S BOND REDEMPTION	409			0.00
'82/97 W/S BOND RESERVE	410			0.00
TOTALS		0.00	100,583.46	100,583.46

I, Stephanie Haug , Audit Officer for the City of Benton City, hereby submit for approval vouchers as listed below and recommend these vouchers to be authorized for payment this 5th day of January, 2016.

VOUCHER APPROVAL

I move to approve payment of Claim check numbers:

27340 thru 27364 with EFTs as listed in the amount of \$ 100,583.46

this 5th day of January, 2016.

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

CITY CLERK/TREASURER

CHECK REGISTER

City Of Benton City
MCAG #: 199

12/16/2015 To: 12/31/2015

Time: 13:48:08 Date: 12/31/2015
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4285	12/31/2015	Claims	1	EFT	Benton PUD	13.06	Acct No. 1628300000
4286	12/31/2015	Claims	1	EFT	Benton PUD	403.37	Acct No. 6958300000
4287	12/31/2015	Claims	1	EFT	Benton PUD	7,270.93	Acct No. 8297300000
4288	12/31/2015	Claims	1	EFT	Benton PUD	2.36	Acct No 4708300000
4289	12/31/2015	Claims	1	27340	Able Tank & Toilet	123.44	Acct No. 3001321/Inv No. 1751867; Acct No. 3961456/Inv No. 1751869
4290	12/31/2015	Claims	1	27341	Ace Sales & Service, Inc	276.00	Acct No. CITYOFBENT/Inv No. A-29508
4291	12/31/2015	Claims	1	27342	B.F. District Health Dept.	96.00	Acct No. 0101-340/Nov 2015 Charges
4292	12/31/2015	Claims	1	27343	Benton Co. Sheriff Office	25,481.71	2015 Contracted Law Enforcement - December
4293	12/31/2015	Claims	1	27344	Benton Franklin Counties	380.00	Acct No. COBC /Inv No 4522
4294	12/31/2015	Claims	1	27345	Cascade Analytical, Inc.	1,075.32	Acct No. 5444/Inv No. 219598
4295	12/31/2015	Claims	1	27346	Choice Communications	515.85	Inv No. 2633
4296	12/31/2015	Claims	1	27347	Crystal Springs	62.15	Acct No. 30112065416923/Inv No. 5416923 120515
4297	12/31/2015	Claims	1	27348	Dayco Inc.	97.63	Invoice No. WO-3724
4298	12/31/2015	Claims	1	27349	Grainger Inc	23.48	Acct No. 832445266/Inv No. 9914469854
4299	12/31/2015	Claims	1	27350	Home Depot Credit Services	467.01	Acct No 6035 3220 2492 1912
4300	12/31/2015	Claims	1	27351	Inland Alarm LLC	1,466.10	Inv No. A15-924P
4301	12/31/2015	Claims	1	27352	Just A Minute Mart	440.96	December 2015 Fuel Charges
4302	12/31/2015	Claims	1	27353	Kerr Law Group	3,627.00	File #28766-00001/Inv No. 13343
4303	12/31/2015	Claims	1	27354	Ki-Be Market	60.20	Oct/Nov/Dec 2015 Charges
4304	12/31/2015	Claims	1	27355	NW Power Inc	1,406.92	Inv No. 22/Project No 15044; Inv No. 23/Project No. 15049
4305	12/31/2015	Claims	1	27356	Platt Electric Supplies	301.17	Customer #158669/Inv No. 1315501; Acct No. 158669/Inv No. 1322565
4306	12/31/2015	Claims	1	27357	Premier Power Sports	198.40	Acct No. 4097/Inv No. 12502
4307	12/31/2015	Claims	1	27358	Staples Credit Plan	567.89	Acct No. 6035 5178 2017 4653
4308	12/31/2015	Claims	1	27359	Star Rentals	684.18	Acct No. 126143/Inv No. 76818-11
4309	12/31/2015	Claims	1	27360	Tri-City Herald	219.79	Acct No. 447464
4310	12/31/2015	Claims	1	27361	Tri-City Sign & Barricade	1,855.40	Acct No. 43/Inv No. 7256; Customer #43/Inv No. 7316; Acct No. 43/Inv No. 7373; Acct No 43/Inv No 7372
4311	12/31/2015	Claims	1	27362	U.S. Cellular	416.61	Acct No. 952635344/Inv No. 0113362568
4312	12/31/2015	Claims	1	27363	Utilities Underground	20.64	Inv No. 5110102/November
4313	12/31/2015	Claims	1	27364	WA St Dept of Ecology	53,029.89	Loan #L030025A
						35,621.24	
						4,740.94	
						2,486.62	
						57,734.66	
						100,583.46	Claims: 100,583.46

**CITY OF BENTON CITY
Voucher Summary Sheet**

January 1st-January 5th, 2016

FUND NAME	FUND NO.	PAYROLL	CLAIMS	TOTAL
CURRENT EXPENSE	001		18,279.68	18,279.68
CITY STREET	101			0.00
ARCHIVE	103			0.00
PARK & RECREATION CAPITAL IMPROVEMENT	302			0.00
I-82 BUSINESS PARK	350			0.00
WATER	401		15,070.84	15,070.84
SEWER	402		23,639.03	23,639.03
W/S CAPITAL IMPROVEMENT	406			0.00
W/S CAPITAL MAINTENANCE	407			0.00
'82/97 W/S BOND REDEMPTION	409			0.00
'82/97 W/S BOND RESERVE	410			0.00
TOTALS				56,989.55

I, Stephanie Haug, Audit Officer for the City of Benton City, hereby submit for approval vouchers as listed below and recommend these vouchers to be authorized for payment this 5th day of January, 2016.

VOUCHER APPROVAL

I move to approve payment of Claim check numbers:

27365 thru 27271 with EFTs as listed in the amount of \$ 56,989.55
this 5th day of January, 2016.

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

CITY CLERK/TREASURER

CHECK REGISTER

City Of Benton City
MCAG #: 199

01/01/2016 To: 01/05/2016

Time: 14:21:07 Date: 12/31/2015
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1	01/05/2016	Claims	1	27365	Jose Barragan	125.00	Boot Allowance 2015
2	01/05/2016	Claims	1	27366	BIAS Bars Intergrated Accounting System	5,682.29	Invoice No. 8201
3	01/05/2016	Claims	1	27367	Benton Clean Air Agency	2,362.26	CY2016 Local Assessment For City Of Benton City
4	01/05/2016	Claims	1	27368	Evergreen Rural Water of Washington	442.00	Inv No. 30986
5	01/05/2016	Claims	1	27369	WA St Dept of Health	42.00	Cert. Nr. 011235 Shumate, R.
6	01/05/2016	Claims	1	27370	WA St. Assn. of Permit Technicians	35.00	Membership-JG Brown, Jr. - 2016
7	01/05/2016	Claims	1	27371	Washington Cities Insurance Authority	48,301.00	Inv No. 40013
						18,279.68	
001 Current Expense Fund						15,070.84	
401 Water Fund						23,639.03	
402 Sewer Fund						<u>56,989.55</u>	
						Claims:	56,989.55

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Memorandum from Mayor Lehman

DATE/ITEM: 01-06-2016- | 1

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND: All

EXPENDITURE: N/A

DESCRIPTION/SUMMARY

ACTION

Discussion of topics outlines in memo from Mayor Lehman

HISTORY

ATTACHMENTS

- | | |
|---------------------------------|----|
| 1) Memorandum from Mayor Lehman | 3) |
| 2) | 4) |

RECOMMENDED ACTION

SAMPLE MOTION:

N/A- Discussion Only

Memorandum from: Linda Lehman
To: Council and Staff

As the New Year approaches I want to wish all of you, staff, new and current Council members the best that life can offer. I am very excited to take the helm officially, on January 1st. During the transition period I have been meeting with as many people as possible, regarding their suggestions and ideas.

As the magnitude of the responsibilities vested in me sets in, I have taken some time to reflect on the images of Benton City that have emerged for me through the eyes of the citizenry. While some of it is still fuzzy, there are a few things that with your assistance, I would like to initiate immediately. The purpose of this memo is therefore to share with you these ideas and goals in the hopes that you will be supportive, and as those goals mesh with yours, help achieve them.

My previous assumptions regarding the demographics of Benton City, have been shattered. Due to my public involvement here over the past 10 years, I had developed the mis-conception that Benton City was comprised of an older population and that all the youth had moved away. This was in part due to the fact that 95% of the volunteer organizations I have been involved with are comprised of older folks, most in their 60s or beyond, as they are the keepers of traditions. Few young people were visible to me.

My door-belling proved otherwise and showed that Benton City has a very large percentage of young families, many Hispanic, that want to raise their families here, yet little is here to support their needs other than school sponsored clubs or athletics and the skate park. When young teens have nothing to do, trouble can brew. The solution and vision emerging is to have after school activities at the Community Center (or other facility), and occasional movies or shows, similar to those sponsored through the WMCA or Richland Community Center.

Action:

** Explore grants available for such purposes with Council approval.

Of immediate concern to me is the use of space within City Hall. I plan to be a "hands on" Mayor who keeps a presence at City Hall. This will require office space which currently is not available without disrupting staff work flow. While a new City Hall is still years out, much could be done relatively inexpensively with the space we have to improve working conditions.

The solution is a re-ordering of space which will require some repairs first. For instance, the building may currently have leaks that can lead to deterioration and dampness. The building is concrete block construction and from what I can see, the sidewalk in front slopes toward a low spot at the base of the front wall. This situation must be remedied and water-proofed and if required, add other drainage measures. Once we stop water ingress, and bring electrical and HVAC up to code, the lower floor will be usable and is equal in square footage to that of the top floor. It is currently used in part, for records sorting and storage.

Newly elected Councilman Sandretto made a great suggestion, which I believe to be the best solution for space utilization. He has suggested moving the Council Chambers to the lower level since it is used only a few times per month. There is not much that would have to be moved to do this; notably the Council desk, its platform, video and recording equipment and furniture. Handicap access may be feasible through the rear entrance. This arrangement would allow the front office to spread out and office space to be created in part of the space formerly occupied by the Council Chambers.

Implementation Actions:

- ****Council to have Spink Engineering conduct an architectural/structural feasibility report and obtain estimates for accomplishing the re-ordering of work space.**
- ****Council to have Spink Engineering evaluate and estimate the cost of eliminating water ingress.**
- **Staff to start organizing their materials in preparation for a near-term move to temporary quarters. (It may be possible for them to move to the basement once that is complete while the upper level is being redesigned.)**
- **Request Staff to think about and assist in the design of the levels, including security, as they are most aware of the work flow and vulnerabilities.**

Another high priority initiative will be to improve public relations. I see myself as a Mayor "For" the People and as such will work diligently toward the goal of ensuring the citizens of Benton City are treated professionally, respectfully, helpfully and kindly. An additional goal is to speed up, clarify or simplify the permitting process and to economize on all expenditures. Toward these goals, a number of actions are needed:

- **** Council to allow some flexibility regarding bill collection. Can we empathize with the citizens' circumstances and provide staff guidelines? For example, perhaps waiving reconnect fees or fines for extenuating circumstances that cause them to be one or two days late on a payment. Past payment history should be considered. Staff is now required to be inflexible and this is causing a lot of ill-will toward City Hall.**
- ****Require each staff member to attend public service training to create heightened awareness of the spoken word and public perception. I would ask Council to approve this and going forward require this training of any new staff.**
- ****I recognize from years of experience at Hanford, that nothing gets done unless it is incentivized. I ask the Council to allow an incentives program be developed whereby staff is rewarded for making improvements toward the above goals. The union rep may have helpful suggestions for us in this endeavor.**

Additional Items that I would like to act upon immediately are:

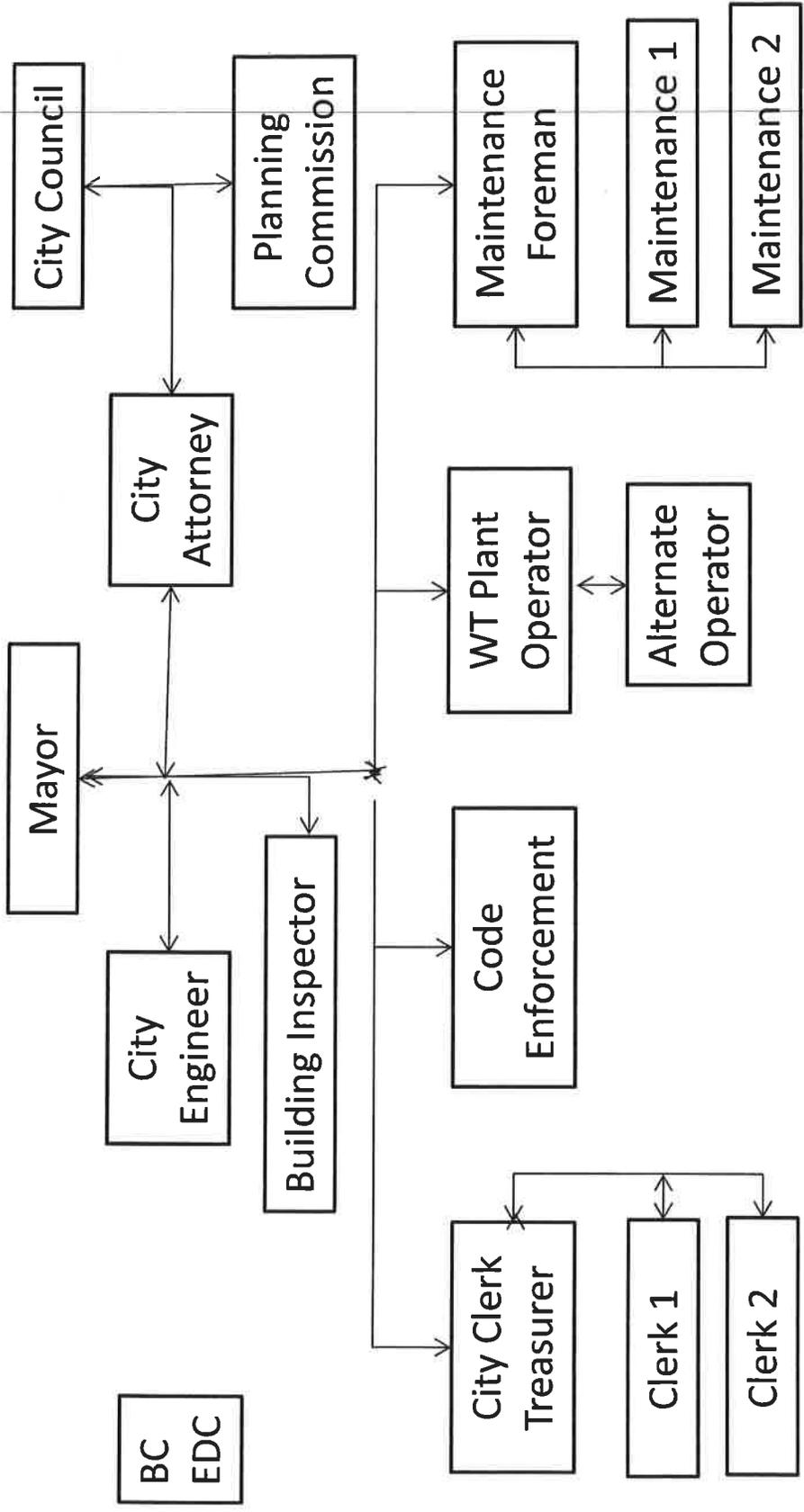
- ****Change all keys or locks at City Hall and other City facilities as a security measure.**
- **Request staff to perform an inventory of all supplies, machines, tools and equipment in each facility owned by the City.**
- ****Require all city trucks, tools and equipment be clearly marked as City property.**
- **Require a log book in each vehicle to be kept up to date.**
- **Create an updated list of properties owned by the City, their current value and all associated expenses and/or revenues generated by them.**

Acting upon – started during transition

- **Publish City Organizational chart.**
- **I will continue to support downtown revitalization in every way I can. I will work with the Revitalization Committee to create incentives to businesses wishing to improve their appearance.**
- **Feral Cat spay/neuter/vacinate**

Thank you and I look forward to working with you in the coming years.

Benton City Organizational Chart 2016



CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Newly Elected Officials Discussion

DATE/ITEM: 01-06-2016- I 2

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND: All

EXPENDITURE: N/A

DESCRIPTION/SUMMARY

ACTION

This is an opportunity for newly elected officials to ask questions about Council meeting procedures, operations, etc. No action will be taken during this discussion.

HISTORY

Please bring any questions you may have to the meeting. The City Attorney, City Engineer, City Clerk and Maintenance Foreman will all be present to answer operations, legal or other questions.

I've provided a copy of "Suggestions for Successful Service" for your reference.

ATTACHMENTS

- | | |
|--|----|
| 1) Suggestions for Successful Public Service | 3) |
| 2) | 4) |

RECOMMENDED ACTION

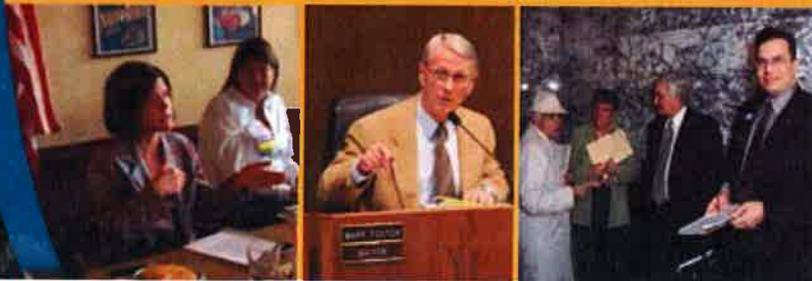
SAMPLE MOTION:

N/A - Discussion Only



Suggestions for Successful Public Service

53 ideas on how you
can govern better

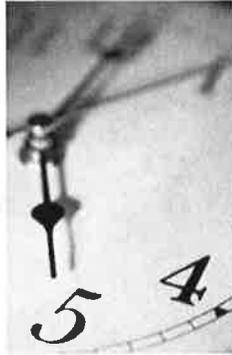


53 Suggestions for Successful Public Service

1 Learn all you can about your city, its history, its operation, its financing. Do your homework. Know your city ordinances. Dust off your comprehensive plan.

2 Devote sufficient time to your office and to studying the present and future problems of your community.

3 Don't burn yourself out on the little things, but recognize that they are often important to the public. Save some energy – and time – for the important matters.



4 Don't act as a committee of one; governing a city requires a team effort – practically and legally.

5 Don't let honest differences of opinion within the governing body degenerate into personality conflicts.

6 Remember that you represent all the people of your community, not just neighbors and friends. Be wary of personal experiences coloring your public decisions.

7 Take your budget preparation job seriously for it determines what your city does or does not do for the coming year, and will influence what happens in future years as well.

8 Establish policy statements. Written policy statements let the public, and the city staff, know where they stand. They help the governing body govern, and writing them provides a process to develop consensus.

9 Make decisions on the basis of public policy, and be consistent. Treat similar situations similarly and avoid favoritism.

10 Focus your attention on ways to prevent problems rather than just trying to solve them as they occur. Filling potholes is one approach to governing – developing plans to prevent them is more important.

11 Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community as a whole, and you may be hearing from the wrong people.



12 Don't be afraid of change. Don't be content to just follow the routine of your predecessors. Charge your appointed officers and employees with being responsible for new ideas and better ways. Listen to what they have to say.

13 Don't rush to judgment. Few final actions have to be taken at the first meeting they are considered. Avoid crisis management.

14 Don't give quick answers when you are not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing, and damaging, to tell a person something that is wrong.

15 As an individual, even if you are the mayor, don't make promises you can't deliver! Most decisions and actions require approval of the governing body, and this takes a majority vote.

16 Remember that you have legal authority as a governing body member only when the governing body is in legal session.

17 Don't spring surprises on your fellow governing body members or your city staff, especially at formal meetings. If a matter is worth bringing up for discussion, it's worth being on the agenda. Surprises may get you some publicity, at the embarrassment of others, and tend to erode the team approach to governance.

18 Conduct your official public meetings with some formality, and follow rules of procedure. Have an agenda, and follow it. Most governing body members agree that formal meetings expedite the process, and tend to promote better decision making.



19 Participate in official meetings with the dignity and decorum fitting those who hold a position of public trust.

Personal dress and courteous behavior at meetings help create an environment for making sound public decisions.

20 Don't be afraid to ask questions. It is one of the ways we learn. But do your homework by studying agenda material before meetings.

21 Vote yes or no on motions. Don't cop out by abstaining, except when you have a conflict of interest. A pass does not relieve you of responsibility when some decision must be made.

22 Once a majority decision of the governing body has been made, respect that official position, and defend it if needed, even if you personally disagree.

23 Respect the letter and intent of the open meetings law. But also keep private and confidential matters to yourself – don't gossip.

24 Retain competent, key employees. Pay them well, trust their professional judgment and recognize their authority and responsibilities.



25 Don't bypass the system! If you have a manager or other chief administrative officer, stick to policymaking and avoid personal involvement in the day-to-day operations of the city. If you do not have an administrative officer, make sure you have some management system that officers, employees, and the public understand.

26 Don't let others bypass the system. Insist that people such as equipment or service suppliers first work with your city staff. If direct contact with governing body members is necessary, it should be with the governing body as a whole, or a committee, and not on a one-on-one basis.

27 Don't pass the buck to the staff or employees when they are only following your policies or decisions.

28 Don't always take no for an answer. The right question may be "How can we do this?" instead of "May we do this?" Be positive!

29 Learn to evaluate recommendations and alternative courses of action. Ask your staff to provide options. Encourage imaginative solutions.

30 Avoid taking short-term gains at the expense of long-term losses. Be concerned with the long-term future of the city.

31 Be friendly and deal effectively with the news media. Make sure what you say is what you mean. Lack of good communication, with the media and the public, is one of the big problems of cities.

32 Remember that what you say, privately and publicly, will often be news. You live in a glass house. Avoid over-publicizing minor problems.



33 In determining the public interest, balance personal rights and property interests, the possible harm to a few versus the good of the many. Recognize that in some situations, everyone can't be a winner.

34 Remember that cities are for people! Be concerned with the total development – physical, economic and social – of your community.

35 Don't act as if the city operates in a vacuum. Cities must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county and school officials.

36 Know your neighbors. Get to know the officials of neighboring and similar size cities. Visit other cities, particularly those with a reputation of being well run.

37 Keep your constituents informed, and encourage citizen participation.



38 Learn to listen – really listen – to your fellow governing body members and the public.

Hear what they are trying to say, not just the words spoken.

39 Expect and respect citizen complaints. Make sure that your governing body members, and your city, have a way to effectively deal with them. Have a follow-up system.

40 Be careful about rumors. Check them out. Help squelch them when you know they are false.

41 Appoint citizen advisory committees and task forces when you need them, but be prepared to follow their advice if you use them.

42 Take care in your appointments to boards and commissions. Make sure they are willing and capable as well as representative of the whole community.

43 Never allow conflicts of interest to arise between your public duties and your private interests. Be sensitive to actions you take that might even give the appearance of impropriety.

44 Seek help. Use manuals, guides and other technical assistance and information available from AWC and other agencies. Attend workshops and conferences put on for the benefit of you and your city.

45 Pace yourself. Limit the number of meetings you attend. Set some priorities, including the need to spend time with your family. Recognize that life – and the city – is dependent on a lot of things you have little control over.

46 Be a leader, as well as part of the team of elected and appointed officials who were selected to make your city an even better place to live.

47 Establish some personal goals and objectives. What do you want to help accomplish this year? Next year?

48 Help develop some short-term and long-term goals and objectives for your city and check your progress at least every six months.

49 Help your city develop a vision of the future. Plan going from the future to the present and listen to different community voices along the way.

50 Focus on the future, and try to leave your city better than that which you inherited as a city officer.



51 At least once a year, schedule a governing body discussion about how you are governing. Review the processes and procedures. Sit back and ask, "How are we doing? How can we do things better?"

52 Be enthusiastic about your public service, and the privilege you have, and let the public know it. But maintain your sense of humor. Don't take yourself or the business of government so seriously that you don't enjoy it. It should be fun as well as a rewarding experience.

53 Celebrate! Always focusing on problems and issues may lead you and the public to believe that nothing positive ever happens. Good things do happen. Let the public share our successes.



Approaches to Governing

Public officials have different styles or approaches to governing. It is vital that a governing body, and its members, spend at least some time on governing – leadership, providing direction, and making policy.

Once in a while sit back and think about “Where do I, an individual, spend most of my time?” “Where does my governing body spend most of its time?” “Where should we spend more of our time?”

Ask yourself the following questions:

- Do you often propose, or do you usually dispose of those matters brought before you?
- Do you act, or do you primarily react?
- Do you plan ahead, or do you spend most of your time responding to the immediate issues confronting you?
- Are you concerned about tomorrow, or mostly about today?
- Do you initiate, or do you mostly review?
- Are you more concerned with preventing problems, or in solving problems once they occur?
- Are you responsive to change, or more interested in preserving the status quo?
- Are you a homemaker, or a housekeeper? (There is a difference between the two.)
- Do you try to exercise control, or are you primarily controlled by events and the actions of others?
- Do you provide some sense of direction to your government, or do you muddle through?
- Do you manage, or are you managed?

- Are you part of an organized team, or a collection of people?
- Do you lead, or do you follow?
- Do you set goals, or do you specialize in crisis management?
- Do you make policy, or simply accumulate policy by individual actions?
- And finally, do you govern, or are you governed?

Use the table on the following page to summarize your answers. For each approach, write down the percentage of time you spend, totaling 100%. For example, you may spend 10% for propose, and 90% for dispose. Then do the same thing for your governing body as a whole on the table that follows.

Looking at the proportionate amount of time spent on each of the options can bring some misleading connotations. The quality of effort may be much more significant than quantity of time. A typical governing body may spend less than 10% of its time on the left hand side. Given the nature of public service at the local level, the great bulk of time must normally be spent on day-to-day concerns, commonly on the right hand side of the ledger.

In helping you more clearly see where you and your governing body spend most of your time, these tables may help you answer the question "Where should we spend more time?"

Percentage of time spent by you:

		%		%
1.	Propose		Dispose	
2.	Act		React	
3.	Plan Ahead		Respond	
4.	Tomorrow		Today	
5.	Initiate		Review	
6.	Prevent Problems		Solve Problems	
7.	Responsive to Change		Preserve Status Quo	
8.	Homemaker		Housekeeper	
9.	Control		Controlled	
10.	Direct		Muddle Through	
11.	Manage		Managed	
12.	Organized Team		Collection of People	
13.	Lead		Follow	
14.	Set Goals		Crisis Management	
15.	Make Policy		Accumulate Policy	
16.	Govern		Governed	

Percentage of time spent by governing body:

		%		%
1.	Propose		Dispose	
2.	Act		React	
3.	Plan Ahead		Respond	
4.	Tomorrow		Today	
5.	Initiate		Review	
6.	Prevent Problems		Solve Problems	
7.	Responsive to Change		Preserve Status Quo	
8.	Homemaker		Housekeeper	
9.	Control		Controlled	
10.	Direct		Muddle Through	
11.	Manage		Managed	
12.	Organized Team		Collection of People	
13.	Lead		Follow	
14.	Set Goals		Crisis Management	
15.	Make Policy		Accumulate Policy	
16.	Govern		Governed	



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