

**WEST RICHLAND CITY COUNCIL MEETING  
TUESDAY, JANUARY 15, 2019  
6:00 p.m.  
Preliminary Agenda**

**1. MEETING CALLED TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA**

**5. PRESENTATIONS** - Pam Larson, Hanford Communities

**6. CONSENT AGENDA**

- a. Approve Payment of Bills
- b. Approve Minutes of Special and Regular City Council Meetings and Workshop of December 18, 2018
- c. Accept Landscaping Project for Municipal Services Facility as Complete
- d. Confirm Mayor's Reappointments to the Board of Adjustment, Economic Development Board, Park Board and Planning Commission
- e. RES – Adopting Updated Policy for Scheduling of Athletic Fields and Repealing Resolution 9-15 and RES – Adopting Updated Policy for Athletic Fields Usage Fees and Repealing Resolution 33-15

**7. ORDINANCES, RESOLUTIONS, MOTIONS AND PUBLIC HEARINGS**

- a. Public Hearing – RES – Authorizing Frontage Improvement Waiver – Richland School District
- b. RES – Authorizing Frontage Improvement Waiver – Richland School District
- c. ORD – Amending the 2019-2020 Biennial Budget and ORD – Relating to Establishment and Use of Funds and Amending Title 3 of the WRMC
- d. RES – Amending the West Richland Salary Schedule For Proposed Animal and Code Compliance Officer and a Motion Authorizing the Mayor to Execute Memorandum of Understanding (MOU) Between City of West Richland and the West Richland Police Officers Association (WRPOA)

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

- a. Council Community Agency Boards and Committee Assignments

**10. CITIZENS PUBLIC COMMENT**

**11. STAFF AND COUNCIL ANNOUNCEMENTS, REPORTS AND COMMENTS**

- a. Staff Reports
- b. Council Reports

**12. EXECUTIVE SESSION**

**13. ADJOURNMENT**



3100 Belmont Blvd Ste 100 \* West Richland, WA 99353 \* www.westrichland.org  
 Administration & Finance Department \* (509) 967-3431 \* FAX (509) 967-5706

We, the undersigned City Council of West Richland, Benton County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following are approved for payment this 15<sup>th</sup> day of January 2019:

Description	Check Number(s)	Amount
Accounts Payable Checks	63394-63577	\$2,022,077.66
Accounts Payable Voided Checks	63152, 63402	\$(341,962.95)
Manual Payroll	16543, 16545	\$1,755.97
Manual Payroll Voided Checks	16544	\$0.00
Direct Deposits		\$267,406.19
Electronic Wire Payments	1.12.18-22.12.18, 24.12.18	\$494,982.97
		<b>\$2,444,259.84</b>

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COUNCILMEMBER

Fund Number	Fund Name	Amount
001	General	\$532,673.45
101	Streets	\$258,223.31
105	Criminal Justice	\$6,469.03
121	Library Services	\$36,690.80
203	2014 Bond	\$135,700.00
206	Street Light Retro Fit Program	\$10,800.00
302	REET II – Street Overlay	\$50,000.00
309	Yakima River Gateway	\$122.46
355	Transportation Improvement	\$840,832.66
401	Water/Sewer	\$215,764.84
402	Irrigation	\$2,051.30
404	Storm Water	\$16,621.28
405	Solid Waste	\$114,679.38
441	Water System Development	\$212,287.34
442	Sewer System Development	\$(448.20)
452	Sewer Line Development	\$70.97
621	Treasurer's Trust	\$648.16
631	Treasurer's Agency	\$11,073.06
	<b>TOTAL</b>	<b>\$2,444,259.84</b>

**CITY OF WEST RICHLAND  
CITY COUNCIL MEETING  
TUESDAY, DECEMBER 18, 2018**

- 1. Call to Order** – Mayor Brent Gerry called the meeting to order at 6:00 p.m.
- 2. Roll Call** – Mayor Brent Gerry and Mayor Pro Tem Rich Buel were present. Council Members Richard Bloom, Fred Brink, Gail Brown, David Fetto, and John Smart were also present. Staff members present were Police Chief Ben Majetich, Community Development Director Aaron Lambert, Finance Director Jessica Platt, Public Works Director Roscoe Slade, City Attorney Bronson Brown and City Clerk Julie Richardson.

*Upon motion by Councilmember Brink, seconded by Councilmember Bloom, Council unanimously excused Councilmember Ken Stoker from the meeting.*

- 3. Pledge of Allegiance** – Councilmember Brink led the council, staff, and audience in the recitation of the Pledge of Allegiance.
- 4. Approval of Agenda** – Mayor Gerry announced the addition of a presentation by Troy Bergland from Benton Rural Electric.

*Upon motion by Councilmember Brown, seconded by Mayor Pro Tem Buel, Council unanimously approved the agenda as revised.*

- 5. Presentations** – Troy Bergland, from Benton Rural Electric, presented the city with a capital credit check in the amount of \$7,318.70.
- 6. Consent Agenda** – Upon motion by Councilmember Brink, seconded by Councilmember Brown, Council unanimously approved the consent agenda.

**a. Approve Payment of Bills**

Description	Check Number(s)	Amount
Accounts Payable Checks	63241-63393	\$939,801.21
Direct Deposits		\$251,244.67
Manual Payroll	16536-16542	\$4,778.86
Electronic Wire Payments	21.10.2018, 02.11.2018-22.11.2018	\$352,927.54
Accounts Receivable Write-off		\$3,940.30
Utility Account Write-off		\$3,000.65
		<b>\$1,555,693.23</b>

- b. Approve Minutes of City Council Meeting of December 4, 2018 and Workshop of December 11, 2018**
- c. Authorize Reimbursement to Developer for Up-Sizing of Water Main – Belmont Heights Phase 4**
- d. RES - Transportation Impact Fee Mitigation Agreement – Plat of Belmont Heights & Repealing Resolutions 26-12 & 29-16.**

**RESOLUTION 46-18** - A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AND EXECUTE A TRANSPORTATION IMPACT FEE MITIGATION AGREEMENT WITH THE OWNER / DEVELOPER OF THE PLAT OF BELMONT HEIGHTS SUBDIVISION AND REPEALING RESOLUTIONS 26-12 and 29-16

- e. Authorize Mayor to Execute TIB Arterial Preservation Program Grant Agreement**
- f. Authorize Engineering Services Contract for Flat Top Water & Sewer Modification Project**
- g. Approve Agreement with Elavon for Merchant Services**
- h. Approve Authorization and Agreement for Cash Management Services**
- i. RES - Authorizing Mayor to Sign the Bureau of Land Management "Application for Land for Recreation or Public Purposes"**

**RESOLUTION 47-18** - A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE BUREAU OF LAND MANAGEMENT APPLICATION FOR LAND FOR RECREATION OR PUBLIC PURPOSES

- 7. Ordinances, Resolutions, Motions, and Public Hearings – a. RES – Relating to Proposed New Police Facility and Providing for a Voted Bond Ballot Proposition for the April 23, 2019 Special Election and Approve Engagement Letter for Bond Counsel Services with Foster Pepper, LLC** - Chief Majetich presented a recommendation to approve a voted bond ballot proposition for a public vote on a bond for a new police facility scheduled for special election on April 23, 2019. Staff also recommends Council approve and authorize the Mayor to sign the Engagement Letter for professional services with Foster Pepper, PLLC for bond council services. The resolution was presented for first reading and discussion during the December 4, 2018 City Council meeting and is presented during this meeting for action.

Responding to inquiries regarding possible land acquisition from Bureau of Land Management and how that will affect the bond amount, Chief Majetich responded that the city would propose leasing the land with the option to buy. Also, more land is needed so the city would want to purchase adjacent private property.

Councilmember Smart still has concerns about the scope of the project but supports having the public decide. He also is concerned about the cost of the special election and asked about adding it to another special election to save costs.

Chief Majetich responded that timing is very important and he did not want to conflict with the Richland School District or Benton County Fire District #4. If the bond ballot is successful, the city can use the bond funds for the special election costs.

**RESOLUTION 48-18** - A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON, WASHINGTON, PROVIDING FOR THE SUBMISSION TO THE VOTERS OF THE CITY AT A SPECIAL

ELECTION TO BE HELD ON APRIL 23, 2019, OF A PROPOSITION AUTHORIZING THE CITY TO ISSUE ITS GENERAL OBLIGATION BONDS FOR THE PURPOSE OF ACQUIRING LAND, CONSTRUCTING AND EQUIPPING A NEW POLICE FACILITY, IN THE PRINCIPAL AMOUNT OF NO MORE THAN \$12,465,000 PAYABLE BY ANNUAL PROPERTY TAX LEVIES TO BE MADE IN EXCESS OF REGULAR PROPERTY TAX LEVIES, AND TO LEVY THOSE EXCESS PROPERTY TAXES

*Councilmember Brink moved to approve resolution 47-18 relating to the proposed new police facility and providing for a ballot proposition for the April 23, 2019 special election and to approve the engagement letter for bond counsel services with Foster Pepper, LLC for the police facility bond, seconded by Councilmember Bloom. The motion carried unanimously.*

- b. ORD – Amending the 2017-2018 Biennial Budget and RES - Amending Resolution 7-18, Interfund Loan from Water/Sewer Fund 401 to Transportation Improvement Fund 355**  
– Finance Director Platt presented a recommendation to approve an ordinance modifying the budget to reflect changes in the spending plans of the City, and a resolution amending Resolution 7-18 to increase the interfund loan from \$500,000 to \$1,000,000 to cash flow transportation projects supported by grants and local agency funds which are received on a reimbursement bases. The interfund loan will be immediately repaid once grant funds are received.

**ORDINANCE 35-18** – AN ORDINANCE OF THE CITY OF WEST RICHLAND, WASHINGTON, AMENDING THE BUDGET FOR THE CITY FOR THE BIENNIUM ENDING DECEMBER 31, 2018

**RESOLUTION 49-18** - A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON, AMENDING RESOLUTION 7-18

*Councilmember Brink moved to pass Ordinance 35-18 amending the City of West Richland 2017-2018 biennial budget and Resolution 49-18 amending Resolution 7-18, an interfund loan from the Water/Sewer Fund 401 to the Transportation Improvement Fund 355, seconded by Councilmember Fetto. The motion carried unanimously.*

**8. Unfinished Business** – There was no unfinished business.

**9. New Business** – There was no new business.

**10. Citizens Public Comment** – There were none.

**11. Announcements, Reports & Comments**

**a. Staff Reports**

Chief Majetich reported on the murder that occurred in the city on December 9th and said it was an isolated incident. He is unhappy with how the media sensationalized it with no regard for the family members. He is very proud of how the West Richland Police Department and other agencies handled everything.

Community Development Director Lambert said he is recruiting for Planning Commissioners.

**b. Council Reports**

Councilmember Smart received a comment from a neighbor commending the Public Works Department on the Collins Road project.

Councilmember Bloom reported on Ben Franklin Transit and said they hope to have limited service to Finley the first week of January. He also said the governor is proposing \$1 million to save the orcas. This will result in grant funding for the Yakima Basin Fish and Wildlife Recovery Board. They will be looking for organizations who have projects that need funding.

Mayor Pro Tem Buel attended the final 2018 meeting of Visit Tri-Cities, during which new bylaws were passed.

Mayor Gerry said City Clerk Richardson will be sending out City Council liaison and committee assignments that need updating. He asked Council Members to send their preferences to him or City Clerk Richardson.

**12. Executive Session** – There was no executive session.

**13. Adjournment** – The meeting was adjourned at 6:40 p.m.

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Brent Gerry, Mayor

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Julie Richardson, City Clerk

**CITY OF WEST RICHLAND  
CITY COUNCIL WORKSHOP  
TUESDAY, DECEMBER 18, 2018**

- 1. Call to Order** – Mayor Gerry called the meeting to order at 6:45 p.m.
- 2. Roll Call** – Mayor Brent Gerry and Mayor Pro Tem Rich Buel were present. Council Members Richard Bloom, Fred Brink, Gail Brown, David Fetto, and John Smart were present. Staff member Aaron Lambert was also present.
- 3. WRMC Title 17.16, Wireless Communications Facilities** – Community Development Director Lambert went proposed new WRMC Section 17.16, Wireless Communications Facilities. Council Members provided their input and suggested changes.
- 4. Adjournment** – The workshop was adjourned at 7:55 p.m.

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Brent Gerry, Mayor

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Julie Richardson, City Clerk

## WEST RICHLAND AGENDA ACTION ITEMS

<b>AGENDA ITEM:</b>	6c	<b>TYPE OF ACTION NEEDED</b>		
<b>MEETING DATE:</b>	January 15, 2019	<i>Execute Contract</i>		<i>Consent Agenda</i> X
<b>SUBJECT:</b>	Motion to accept Landscaping Project for Municipal Services Facility as complete.	<i>Pass Resolution</i>		<i>Public Hearing</i>
		<i>Pass Ordinance</i>		<i>1st Discussion</i>
<b>Prepared by:</b>	Roscoe C. Slade III, PW Director <i>RS</i>	<i>Pass Motion</i>	X	<i>2nd Discussion</i>
<b>Reviewed by:</b>	Brent Gerry, Mayor <i>BG</i>	<i>Other</i>		<i>Other</i>

**COUNCIL STRATEGIC FOCUS AREA:**

**SFA #2 – Quality and Adequate Infrastructure and Facilities**

**GOAL # 1 – Provide City facilities to meet operational needs**

**BACKGROUND INFORMATION:**

In November 2017, City Council accepted the Municipal Service Facility Project with TW Clark as complete. There were twenty-four change orders issued on the project totaling \$821,641.54 of which \$633,777.56 (77.1% of change orders) was for additional scope approved by City Council associated with constructing façade / unfinished office space for Finance Department and adding in Alternative Bids #4, #7, #9, and #11 which were not originally awarded but included in 2017/18 adopted budget. The total TW Clark contract amount was \$5,246,331.34 including sales tax. While the contract with TW Clark is complete, there were still various items, equipment, and other misc. items left to complete such as landscaping before the overall project is complete. One of the final items remaining to complete the overall Municipal Services Facility is installation of the irrigation system and landscaping. The bid opening for the landscaping project was on February 27, 2018. The City received 5 bids ranging from \$87,909.53 to \$190,535.44 including sales tax. The low bidder was J & B Construction. The engineer's estimate was \$162,400.44. On March 6, 2018, City Council awarded the project to J & B Construction in the amount of \$87,909.53.

**SUMMARY:**

The Landscaping Project for the Municipal Services Facility is complete and ready for Council acceptance. There were 3 change orders issued on the project totaling \$7,813.77 including sales tax. The total contract amount was \$95,491.81. The project was previously deemed substantially complete earlier in 2018, but the project was not accepted as complete at that time due to landscaping warranty items, misc. punch-list items that needed to be completed and project close-out paperwork the needed to be submitted by the contractor.

**RECOMMENDATION:**

Staff recommends Council accept the Landscaping Project for the Municipal Services Facility as complete.

**ALTERNATIVES:**

None.

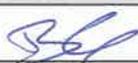
**FISCAL IMPACT (Indicate amount, fund and impact on budget):**

\$95,491.81 split (approx.75% /25%) between the 461 Municipal Services Facility Fund and 001 General Fund.

**MOTION(s):**

**I move to accept the Landscaping Project for the Municipal Services Facility as complete.**

## WEST RICHLAND AGENDA ACTION ITEMS

<b>AGENDA ITEM:</b>	6d	<b>TYPE OF ACTION</b>		
<b>MEETING DATE:</b>	January 15, 2019	<b>Execute Contract</b>		<b>Consent Agenda</b> X
<b>SUBJECT:</b>	Reappointments to Boards and Commissions	<b>Pass Resolution</b>		<b>Public Hearing</b>
		<b>Pass Ordinance</b>		<b>1st Discussion</b>
<b>STRATEGIC FOCUS AREA</b>	SFA 3 – Financial & Operational Effectiveness, Stability & Accountability	<b>Pass Motion</b>	X	<b>2nd Discussion</b>
<b>Prepared by:</b>	Julie Richardson for B. Gerry			<b>Other</b>
<b>Reviewed by:</b>	B. Gerry 			

**BACKGROUND INFORMATION:** The terms of several boards and commissions members expired on 12-31-18. The majority of those members would like to continue to serve for another term. Staff and Mayor agree they should be reappointed.

**SUMMARY:** Mayor Gerry reappoints the following as shown below:

Planning Commission: Kate Moran, Kathleen Smith, Trini Garabay  
 Park Board: Benito Amescua, Hollie Melgren, Sandra Fiskum  
 Economic Development Board: Aimie Green, Steve LePage  
 Board of Adjustment: Patrick Grengs

**RECOMMENDATION:** Confirm reappointments to the Planning Commission, Park Board, Economic Development Board and Board of Adjustment.

**FISCAL IMPACT (Indicate amount, fund, and impact on budget):** None

**MOTION:** I move to confirm Mayor Gerry's reappointments to the West Richland Planning Commission, Park Board, Economic Development Board and Board of Adjustment.

## WEST RICHLAND AGENDA ACTION ITEMS

<b>AGENDA ITEM:</b>	6e	<b>TYPE OF ACTION NEEDED</b>			
<b>MEETING</b>	January 15, 2018	<i>Execute</i>		<i>Consent Agenda</i>	X
<b>SUBJECT:</b>	Resolution adopting updated Park Policy for Scheduled Use of Athletic Fields and repealing current Resolution 09-15 Exhibit B & Resolution adopting updated Policy for Athletic Fields Usage Fees Administration and repealing current Resolution 33-15.	<i>Pass Resolution</i>		<i>Public Hearing</i>	
		<i>Pass Ordinance</i>	X	<i>1st Discussion</i>	
<b>Prepared by:</b>	Karin Volpe, Planner	<i>Pass Motion</i>	X	<i>2nd Discussion</i>	
<b>Reviewed by:</b>	Aaron Lambert, Director <i>AL</i> Brent Gerry, Mayor <i>BG</i>	<i>Other</i>		<i>Other</i>	

The Mission of the Community Development Department is to proactively manage and facilitate enhanced vitality of the city's neighborhoods, business districts, and parks. We are committed to attracting and incentivizing high-quality development, creation of new jobs, diversity of housing opportunities, city financial growth to support quality services, and to the prevention of decay & degradation of neighborhoods, business districts, and parks.

**AMENDMENTS TO THE WEST RICHLAND MUNICIPAL CODE ARE SUBJECT TO THE CITY'S TYPE VII REVIEW PROCESS (LEGISLATIVE ACTION). THE RECOMMENDATION MADE BY THE PLANNING COMMISSION WAS FORWARDED TO THE CITY COUNCIL FOR THEIR REVIEW AND CONSIDERATION.**

Attached Exhibits: 1) Draft Policy for Scheduled Use of Athletic Fields Resolution; 2) Draft Policy for Athletic Fields Usage Fees Administration Resolution; 3) Park Board Memo; 4) Draft Parks and Recreation Board Minutes

**DESCRIPTION OF PROPOSAL:**

The City of West Richland Community Development Department is proposing to adopt an updated version of the Policy for Scheduled Use of Athletic Fields and Park Reservations that includes corrected closure information, updates block time users from reservations increments to every 30 minutes vs every hour, and includes an updated Bounce House policy that has been seen and worked on with both Parks and Recreation Board and WCIA. The proposal will repeal the policy found in Resolution 09-15 Exhibit B.

The proposal includes adopting an updated version of the Policy for Athletic Fields Usage Fees

# **EXHIBIT 1**

## **Draft Policy for Scheduled Use of Athletic Fields Resolution**



Soccer Field 1  
Soccer Field 2  
Soccer Field 3  
Soccer Field 4  
Soccer Field 5  
Soccer Field 6  
Baseball Field 1  
Baseball Field 2  
Baseball Field 3  
Baseball Field 4

## 2.2 Flat Top Park

Soccer Field  
Softball Field: Not Fenced  
Pavilion and Kitchen

## 3. SCHEDULING POLICIES:

3.1 The City of West Richland will have preferential use of all parks and recreation fields and facilities for classes, events, leagues and any other use as determined by the City.

3.2 Facilities are scheduled for three periods each year:

Spring & Summer: March -July

Fall: August - November

Winter: CLOSED December - February

3.3 Field Reservation requests will be accepted in person or via email at West Richland Community Development office.

3.4 **Block Time Users:** Leagues, organizations or clubs may apply for blocks of time for ongoing league sanctioned events (practices and games) and/or tournaments lasting more than one day.

- Spring/Summer Applications: (For use March 1 through July 31)  
Athletic field reservation request forms must be filed at the West Richland Community Development Department Office between January 2 – 30 to be considered for Block Time User application.
- Fall Application: (For use August 1 through November 30)  
Athletic field reservation request forms must be filed at the West Richland Community Development Department Office between June 1 – 30 to be considered for Block Time User application.
- Winter Applications: (For use December 1 through February 28/29)  
Fields will be CLOSED for Winter season.

3.4.1 Regular Athletic field reservation request (practices & games) for Block Time Users must be submitted to the City within the above listed dates.

- Location of activities must show on certificate (For example: City of West Richland)
- Type of activities must show on certificate (For example: Softball, Baseball, and Soccer)
- Separate Endorsement Sheet
- Dates of coverage
- Insurance carrier may FAX to the City of West Richland at 509-967-2419.

4.3 Failure to provide acceptable insurance coverage prior to the first day of field use will result in loss of permission to use the fields.

4.4 The Community Development Director may, at his/her discretion, waive the insurance requirements for individuals or groups who use the field on a limited, short-term basis (e.g., family picnics, or non-league youth teams). If the insurance requirement is waived, a Hold Harmless agreement will be required.

4.5 Amusement rides including bounce houses or other inflatable devices will be allowed with the issuance of a Parks Special Use Permit at Flat Top Park and Bombing Range Sports Complex only. The amusement ride/inflatable must be provided by a vendor who has an up to date annual operating permit from the Department of Labor and Industries (L&I) and the ride or inflatable must have a valid operating decal posted on the ride or inflatable in an easily viewable location. In addition, the vendor must provide the City with a Certificate of Insurance, evidencing that the vendor has liability insurance with limits of at least \$1 million and shall list the City of West Richland as an additional insured. Finally, the vendor must be responsible for set-up, take-down and supervision of the amusement ride or inflatable while the equipment is in use on City property. A list of certified amusement ride/inflatable operators can be found on the L&I website.

## **5. RULES AND REGULATIONS:**

5.1 Failure to comply with rules and regulations in WRMC 12.12.030 may result in cancellation of use, forfeiture of any applicable fees, and/or suspension of team/league from using the park.

5.2 Pets are prohibited on the fields and the dugouts.

5.3 Smoking and Tobacco use are prohibited.

5.4 Metal cleats or spikes are prohibited.

5.5 League Teams may not use fields unless pre-scheduled.

5.6 No subleasing the field permitted.

5.7 The park hours are as follows:

Summer (April 1 – September 30) 5am – 11pm

Winter (October 1 – March 31) 6am – 9pm

No activities are permitted outside of this time.

5.8 Permittee must designate a Responsible Party for all field rentals. This person is directly responsible for informing team coaches, representatives, and participants of the West Richland

# **EXHIBIT 2**

## **Draft Policy for Athletic Fields Usage Fees Administration Resolution**



3.2 The opportunity to propose contributions and/ or donations in lieu of fees are only available to formally established sports teams and associations, which operate in a non-profit role with an established board of directors, or other similar such leadership structure.

3.3 Fees may be reduced or discounted in exchange for the donation of tangible assets and capital improvements (i.e. goal post, scoreboard) or for maintenance services rendered by user group volunteers, which benefit multiple user groups and/or casual park visitors.

3.4 This discount or reduction must be requested ahead of time (at least 30 days before the start of the sport season) via a written proposal to the City's Community Development Director. Maintenance and volunteer credit will only be given for the current calendar year. Capital improvements may be considered for multiple year credits. Proposals should include detailed schedules, improvement plans, drawings and other information requested by the Community Development Department. The credit granted annually cannot exceed the reservation fees. If approved maintenance, volunteer work, or capital improvements are not completed as approved, the fee waiver will be revoked.

3.5 Credit proposals of less than \$5,000 may be approved by the Community Development Director; proposals between \$5,000 - \$25,000 may be approved by the Mayor, and credits over \$25,000 may be approved by City Council. Decisions which are made by the Director or Mayor may be appealed to the City Council.

3.6 Volunteer hours are generally valued at the Washington State current minimum wage. A sport association or team may submit a proposal for professional services at the price paid by the association or donated by the professional, or propose a higher rate for skilled volunteers with a justification for the rate.

3.7 The Community Development Director has authority to ensure quality control. He/she may inspect projects to ensure that acceptable improvements are made and contributions are completed according to city standards. There may be other conditions or qualifications placed by the City Staff upon approval of an applicant's proposal, upon acceptance by the City.

3.8 Any equipment such as soccer goals left on City park property shall be considered a donation to the City of West Richland.



## ATHLETIC FIELD RESERVATION REQUEST FORM

City of West Richland

3100 Belmont Blvd Ste 104, West Richland, WA 99353  
Phone: (509) 967-5902 Fax: 967-2419

- Goals and lines are **NOT** guaranteed with reservations.
- Scheduling priority will be given to youth over adults; residents over non-residents; and recreational use over competitive use per Scheduled Use of Athletic Fields and Park Reservations Policy.
- City reserves the right to deny, restrict or cancel use based on proposed or actual activity.
- Park Hours are 5am to 11pm; noise ordinance begins at 10pm WRMC 9.38.020.

APPLICANT/TEAM INFORMATION			
Applicant:		Today's Date:	
Address:			
Applicant Phone:		Applicant Email:	
Association:		Association Phone:	
<input type="checkbox"/> Youth League	Ages:	<input type="checkbox"/> Adult League	<input type="checkbox"/> Competitive <input type="checkbox"/> Recreation
West Richland Resident Status (at least 51% of players)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
League Liability Insurance Delivered to City?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

PRIMARY DATE AND TIME REQUESTED *minimum 30 minute increments			
Season Start Date:	Reservation Day(s):	Start Time:	End Time:
Season End Date:	S M T W TH F SA		

SECONDARY REQUEST *minimum 30 minute increments			
Season Start Date:	Reservation Day(s):	Start Time:	End Time:
Season End Date:	S M T W TH F SA		

FIELD(S) REQUESTED		
Select Field Preference by listing 1, 2, and 3 next to your preferred field (1 is first preference)		
<b>BRSC Fields</b>		
<input type="checkbox"/> Soccer Field #1	<input type="checkbox"/> Soccer Field #5	<input type="checkbox"/> Baseball Field #1
<input type="checkbox"/> Soccer Field #2	<input type="checkbox"/> Soccer Field #6	<input type="checkbox"/> Baseball Field #2
<input type="checkbox"/> Soccer Field #3	<input type="checkbox"/> Clubhouse/Concession Stand	<input type="checkbox"/> Baseball Field #3
<input type="checkbox"/> Soccer Field #4	<input type="checkbox"/> Football Field	<input type="checkbox"/> Baseball Field #4
<b>Flat Top Fields:</b>		
<input type="checkbox"/> Soccer Field (Lower Lawn)	<input type="checkbox"/> Softball Field (Upper Lawn)	

### Signature of Applicant

I have read and agree to follow the Use of City Fields/Parks/Facilities Agreement, the Cancellation Policy, and the Changes to Reservations policy on the back of this form and agree to abide by them as well as all laws, codes and regulations. I agree to indemnify and hold harmless the City of West Richland and any officers, employees, representatives, directors of agents either from and against all liability, claims, suits damages, levies, costs, losses and fees, including attorney fees, arising out of or related to my activities at the park. I agree to comply with the city's concussion policy.

I have received a copy of the West Richland Park Rules and Use of City Fields/Parks/Facilities Agreement.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date



# FLAT TOP PARK RESERVATION REQUEST FORM

City of West Richland

3100 Belmont Blvd Ste 104, West Richland, WA 99353  
Phone: (509) 967-5902 Fax: 967-2419

- Goals and lines are **NOT** guaranteed with reservations.
- Scheduling priority will be given to youth over adults; residents over non-residents; and recreational use over competitive use per Scheduled Use of Athletic Fields and Park Reservations Policy.
- City reserves the right to deny, restrict or cancel use based on proposed or actual activity.
- Park Hours are 5am to 11pm; noise ordinance begins at 10pm WRMC 9.38.020.

Applicant/Team Information	
Applicant/Group:	Today's Date:
Address:	
Phone:	Email:
Contact Person (if different):	Contact Phone:
Group (if applicable):	Group Size:
Event Purpose:	
Liability Insurance Delivered to City?	

Date and Time Requested		
Date(s):	Start Time:	End Time:
<i>Time includes set-up, tear-down, clean-up, etc.</i>		

Park Area Requested: Please Check	
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Upper Lawn (comes with reservation of Pavilion)
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Lower Lawn

Special Use Permit and/or Liability Insurance may be required			
Will liquor be onsite?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has liquor permit been ordered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Liability Insurance Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will admission be charged or donations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is event open to Public?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are more than 100 people expected to attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be any music or live entertainment?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you need to drive on Park lawn(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If Yes, purpose?		

## Signature of Applicant

I have read and agree to follow the Use of City Fields/Parks/Facilities Agreement, the Cancellation Policy, and the Changes to Reservations policy on the back of this form and agree to abide by them as well as all laws, codes and regulations. I agree to indemnify and hold harmless the City of West Richland and any officers, employees, representatives, directors of agents either from and against all liability, claims, suits damages, levies, costs, losses and fees, including attorney fees, arising out of or related to my activities at the park. I agree to comply with the city's concussion policy.

I have received a copy of the West Richland Park Rules and Use of City Fields/Parks/Facilities Agreement.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date



# LARGE EVENT RESERVATION REQUEST FORM

City of West Richland

3100 Belmont Blvd Ste 104, West Richland, WA 99353

Phone: (509) 967-5902 Fax: 967-2419

- Goals and lines are **NOT** guaranteed with reservations.
- Scheduling priority will be given to youth over adults; residents over non-residents; and recreational use over competitive use per Scheduled Use of Athletic Fields and Park Reservations Policy.
- City reserves the right to deny, restrict or cancel use based on proposed or actual activity.
- Park Hours are 5am to 11pm; noise ordinance begins at 10pm WRMC 9.38.020.

Applicant/Team Information	
Applicant/Group:	Today's Date:
Address:	
Phone:	Email:
Contact Person (if different):	Contact Phone:
Group (if applicable):	Group Size:
Event Purpose:	

Date and Time Requested		
Date(s):	Start Time:	End Time:
<i>Time includes set-up, tear-down, clean-up, etc.</i>		

Park Area Requested: Please Check	
<input type="checkbox"/> Soccer Fields	<input type="checkbox"/> Football Field
<input type="checkbox"/> Baseball Fields	<input type="checkbox"/> Clubhouse
<input type="checkbox"/> Pavilion and Upper Lawn	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Softball Field	<input type="checkbox"/> Clubhouse

Special Use Permit and/or Liability Insurance may be required			
Will liquor be onsite?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has liquor permit been ordered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will admission be charged or donations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is event open to Public?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be any music or live entertainment?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you need to drive on park lawn(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, purpose? _____			

I have read and agree to follow the park rules and regulations and agree to abide by them as well as all laws, codes and regulations. I agree to indemnify and hold harmless the City of West Richland and any officers, employees, representatives, directors of agents either from and against all liability, claims, suits damages, levies, costs, losses and fees, including attorney fees, arising out of or related to my activities at the park.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

## Use of City Fields/Parks/Facilities Agreement



3.4 This discount or reduction must be requested ahead of time (at least 30 days before the start of the sport season) via a written proposal to the City's Community Development Director. Maintenance and volunteer credit will only be given for the current calendar year. Capital improvements may be considered for multiple year credits. Proposals should include detailed schedules, improvement plans, drawings and other information requested by the Community Development Department. The credit granted annually cannot exceed the reservation fees. If approved maintenance, volunteer work, or capital improvements are not completed as approved, the fee waiver will be revoked.

3.5 Credit proposals of less than \$5,000 may be approved by the Community Development Director; proposals between \$5,000 - \$10,000 may be approved by the Mayor, and credits over \$10,000 may be approved by City Council. Decisions which are made by the Director or Mayor may be appealed to the City Council.

3.6 Volunteer hours are generally valued at the Washington State current minimum wage. A sport association or team may submit a proposal for professional services at the price paid by the association or donated by the professional, or propose a higher rate for skilled volunteers with a justification for the rate.

3.7 The Community Development Director has authority to ensure quality control. He/she may inspect projects to ensure that acceptable improvements are made and contributions are completed according to city standards. There may be other conditions or qualifications placed by the City Staff upon approval of an applicant's proposal, upon acceptance by the City.

3.8 Any equipment such as soccer goals left on City park property shall be considered a donation to the City of West Richland.

Football Field 1  
Soccer Field 1  
Soccer Field 2  
Soccer Field 3  
Soccer Field 4  
Soccer Field 5  
Soccer Field 6  
Baseball Field 1  
Baseball Field 2  
Baseball Field 3  
Baseball Field 4

## 2.2 Flat Top Park

Soccer Field  
**Softball:** Not Fenced  
Pavilion and Kitchen

## 3. SCHEDULING POLICIES:

3.1 The City of West Richland will have preferential use of all parks and recreation fields and facilities for classes, events, leagues and any other use as determined by the City.

3.2 Facilities are scheduled for three periods each year:

Spring & Summer: March -July

Fall: August - November

Winter: **CLOSED** December - February

3.3 Field Reservation requests will be accepted in person or via email at West Richland Community Development office.

3.4 **Block Time Users:** Leagues, organizations or clubs may apply for blocks of time for ongoing league sanctioned events (practices and games) and/or tournaments lasting more than one day.

- **Spring/Summer Applications: (For use March 1 through July 31)**  
Athletic field reservation request forms must be filed at the West Richland Community Development Department Office between January 2 – 30 to be considered for Block Time User application.
- **Fall Application: (For use August 1 through November 30)**  
Athletic field reservation request forms must be filed at the West Richland Community Development Department Office between June 1 – 30 to be considered for Block Time User application.
- **Winter Applications: (For use December 1 through February 28/29)**  
**Fields will be CLOSED for Winter season.**

3.4.1 Regular Athletic field reservation request (practices & games) for Block Time Users must be submitted to the City within the above listed dates.

- Location of activities must show on certificate (For example: City of West Richland)
- Type of activities must show on certificate (For example: Softball, Baseball, and Soccer)
- Separate Endorsement Sheet
- Dates of coverage
- Insurance carrier may FAX to the City of West Richland at 509-967-2419.

4.3 Failure to provide acceptable insurance coverage prior to the first day of field use will result in loss of permission to use the fields.

4.4 The Community Development Director may, at his/her discretion, waive the insurance requirements for individuals or groups who use the field on a limited, short-term basis (e.g., family picnics, or non-league youth teams). If the insurance requirement is waived, a Hold Harmless agreement will be required.

## **5. RULES AND REGULATIONS:**

5.1 Failure to comply with rules and regulations in WRMC 12.12.030 may result in cancellation of use, forfeiture of any applicable fees, and/or suspension of team/league from using the park.

5.2 Pets are prohibited on the fields and the dugouts.

5.3 Smoking and Tobacco use are prohibited.

5.4 Metal cleats or spikes are prohibited.

5.5 League Teams may not use fields unless pre-scheduled.

5.6 No subleasing the field.

5.7 The park hours are 5am to 11pm. No activities are permitted outside of this time.

5.8 Permittee must designate a Responsible Party for all field rentals. This person is directly responsible for informing team coaches, representatives, and participants of the West Richland policies for Athletic Field usage and for ensuring payment of all fees assessed for field rentals and usage.

5.9 Use of peripheral items or equipment such as scoreboard controls or P.A. systems must be requested in advance and authorized individuals identified in the request. Permission to use or operate these items must be pre-approved and authorized by City staff.

5.10 The City of West Richland reserves the right to cancel any event or to close the park. Closure of the park may be the result of an emergency, severe weather, vandalism, maintenance, adverse playing conditions, damage that could cause safety concerns, or any other reason at the discretion of the City.

5.11 Baseball/Softball Users are responsible for ensuring that individual teams clean up their respective dugouts after each practice/game and rake or sweep the dirt back on to the mound

# **EXHIBIT 4**

## **Draft Parks and Recreation Board Minutes**



**5. Announcements, Reports, and Comments:**

There were no reports or comments.

**6. Unfinished Business:**

Commissioners were reminded of the Joint Parks Board Meeting in September. Commissioners agreed to meet in September to go over Joint Parks Board Presentation before the Joint Parks Board Meeting.

**7. Citizens Public Comments:**

There was no public comment.

**8. Adjournment:**

S. Fiskum adjourned the meeting at 7:25 pm.

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Sandra Fiskum, Chair

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Karin Volpe, Recorder

## WEST RICHLAND AGENDA ACTION ITEMS

<i>AGENDA ITEM:</i>	7a & 7b	<i>TYPE OF ACTION NEEDED</i>			
<i>MEETING DATE:</i>	January 15, 2019	<i>Execute Contract</i>		<i>Consent Agenda</i>	
<i>SUBJECT:</i>	Public Hearing & RES ___-19 Granting a frontage improvement waiver – Richland School District TLAC Project – Keene Road.	<i>Pass Resolution</i>	X	<i>Public Hearing</i>	X
		<i>Pass Ordinance</i>		<i>1st Discussion</i>	
<i>Prepared by:</i>	Roscoe C. Slade III, PW Director <i>RS</i>	<i>Pass Motion</i>		<i>2nd Discussion</i>	
<i>Reviewed by:</i>	Brent Gerry, Mayor <i>BG</i>	<i>Other</i>		<i>Other</i>	

### ATTACHMENTS:

- Resolution 42-18 setting public hearing date
- Copy of Richland School District’s frontage improvement waiver petition letter dated 11/26/18
- Vicinity Map of RSD TLAC Project
- Copy of notice.

### BACKGROUND INFORMATION:

Ordinances 27-18 and 30-18 codified in Chapter 12.04 of the West Richland Municipal Code, Frontage Improvements Required, establishes the method for property owners / developers to petition City Council for a frontage improvement waiver.

The City Council is required to adopt a resolution fixing a time when the public hearing for the frontage improvement waiver petition will be heard and determined. Said time shall not be more than 90 days nor less than 21 days after the passage of the resolution. Attached Resolution 42-18 establishes Tuesday, January 15, 2019 City Council meeting as the time when the public hearing will occur on said petition. At the January 15, 2019 City Council meeting, Council will take public comment on the issue and then, determine if a frontage improvement waiver will or will not be granted. If the frontage improvement waiver is approved, Council may place conditions on the waiver. Per WRMC, notices were mailed to abutting property owners within 600 feet of the subject property, the subject property was posted, and notices were posted in several locations around the City as required.

### SUMMARY:

Richland School District has petitioned the City Council for a frontage improvement waiver for specific improvements to Keene Road associated with the District’s TLAC Project. Please see Richland School District’s frontage improvement waiver petition dated November 26, 2018.

Per WRMC section 12.04.060, a waiver from the application of any of the provisions of this chapter may be granted by the City Council by resolution with or without conditions upon the findings that a waiver from the terms or requirements of this chapter will in no way be detrimental to the best interests of the city, will not be contrary to its intent or to the public interest, safety, health and welfare and where due to special conditions or exceptional characteristics of the subject property, a literal enforcement of this chapter would result in practical difficulties or unnecessary hardships.

### RECOMMENDATION:

Staff recommends that City Council pass Resolution \_\_\_-18 granting the Richland School District grant a frontage improvement waiver for the following required frontage improvements to Keene Road associated with Richland School District’s TLAC Project as follows:

- 1) Curb, gutters ADA handicap ramps and sidewalks along the parcel’s Keene Road frontage shall not be required.
- 2) Widening of Keene Road from its preexisting edge to the new curb line shall only be required to accommodate a center-left turn lane along the frontage of the TLAC Project and associated pavement tapers.
- 3) Installation of LED Street Lights shall only be required at the new intersection of Keene Road and Preakness Blvd (total of 4 LED streetlights required at intersection).
- 4) Milling and asphalt pavement overlayment of Keene Road to the centerline shall not be required.

Staff recommends the granting of the frontage improvement waiver be conditioned on the following: 1) all of the required frontage improvements waived with Richland School District's TLAC Project shall be required to be constructed by the Richland School District if a high school is constructed on the property or if an addition, attached or detached, is constructed to the TLAC Facility expanding the overall square footage of the facility.

**ALTERNATIVES:**

As amended by City Council

**FISCAL IMPACT (Indicate amount, fund and impact on budget):**

RSD responsible for payment of frontage improvement waiver fee and associated postage per the City's Master Fee Schedule to cover City's estimated administrative costs of processing said petition.

**MOTION:**

**I move to pass RES \_\_\_-18 Granting a frontage improvement waiver for frontage improvements to Keene Road per WRMC 12.04.060 for Richland School District's TLAC Project.**

**CITY OF WEST RICHLAND  
RESOLUTION NO. \_\_\_- 18**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON,  
GRANTING A FRONTAGE IMPROVEMENT WAIVER FOR FRONTAGE  
IMPROVEMENTS TO KEENE ROAD PER WRMC 12.04.060 FOR  
RICHLAND SCHOOL DISTRICT'S TLAC PROJECT.**

**(Benton County parcel #1-1297-300-0001-002)**

**WHEREAS**, pursuant to Resolution No. 42-18 passed by the City Council on December 4, 2018, setting forth the City's intention to consider granting a frontage improvement waiver for specific frontage improvements to Keene Road associated with the Richland School District's TLAC Project, a public hearing was held before the City Council of the City of West Richland on January 15, 2018; and

**WHEREAS**, written notice of the City's intention to consider granting a frontage improvement waiver for specific frontage improvements to Keene Road associated with the Richland School District's TLAC Project together with a statement of the time and place affixed for a hearing before the West Richland City Council to determine whether said frontage improvement waiver shall be granted has been posted in three public places in the City, posted on the proposed property the frontage improvement waiver is sought for and the owners of the property with 600 feet of said property were notified according to law; and

**WHEREAS**, all other steps and proceedings required by law to grant a frontage improvement waiver have been duly taken and performed;

**NOW THEREFORE THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON**, does ordain as follows:

**Section 1.** The Richland School District is hereby granted a frontage improvement waiver for the following required frontage improvements to Keene Road associated with Richland School District's TLAC Project as follows:

- 1) Curb, gutters ADA handicap ramps and sidewalks along the parcel's

Keene Road frontage shall not be required.

- 2) Widening of Keene Road from its preexisting edge to the new curb line shall only be required to accommodate a center-left turn lane along the frontage of the TLAC Project and associated pavement tapers.
- 3) Installation of LED Street Lights shall only be required at the new intersection of Keene Road and Preakness Blvd (total of 4 LED streetlights required at intersection).
- 4) Milling and asphalt pavement overlayment of Keene Road to the centerline shall not be required.

**Section 2.** The City Council hereby conditions the granting of said frontage improvement waiver for frontage improvements to Keene Road for Richland School District's TLAC Project on the following: 1) all of the required frontage improvements waived with Richland School District's TLAC Project shall be required to be constructed by the Richland School District if a high school is constructed on the property or if an addition , attached or detached, is constructed to the TLAC Facility expanding the overall square footage of the facility.

**Section 3.** City Council hereby finds that granting a frontage improvement waiver from the requirements of West Richland Municipal Code Chapter 12.04 with the conditions in Section 2 will in no way be detrimental to the best interests of the city, will not be contrary to its intent or to the public interest, safety, health and welfare and where due to special conditions or exceptional characteristics of the subject property, a literal enforcement of this chapter would result in practical difficulties or unnecessary hardships for the Richland School District.

**Section 4.** This resolution shall be in effect immediately upon approval.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,  
WASHINGTON,** this 15th day of January, 2018.

\_\_\_\_\_  
Brent Gerry, Mayor

ATTEST:

\_\_\_\_\_  
Julie Richardson, City Clerk

APPROVED AS TO CONTENT AND FORM:

\_\_\_\_\_  
Bronson Brown, City Attorney



**CITY OF WEST RICHLAND**  
PUBLIC WORKS DEPARTMENT  
3100 BELMONT BLVD., SUITE 102  
WEST RICHLAND, WA 99353  
(509) 967-5434 FAX: (509) 967-2419

## **NOTICE OF PUBLIC HEARING BEFORE THE WEST RICHLAND CITY COUNCIL**

**Notice is hereby given that Resolution 42-18 was passed by the City of West Richland's City Council on December 4, 2018 setting the date for a Public Hearing to consider a petition from the Richland School District for a frontage improvement waiver for specific frontage improvements to Keene Road associated with their new Teaching, Learning and Administration Center Facility.**

**Per Resolution 42-18, an open Public Hearing will be held at the West Richland City Council Chambers located at 3100 Belmont Blvd, West Richland, on January 15, 2019, at 6:00pm to consider the Richland School District's petition for a frontage improvement waiver per West Richland Municipal Code Chapter 12.04. Please see attached petition letter, vicinity map and copy of Resolution 42-18.**

**The petition requests a waiver for the following frontage improvements to Keene Road: 1) curb, gutter, ADA handicap ramps and sidewalks, 2) widening the street from its preexisting edge to the new curb line and 3) LED street lights. Anyone for or objecting to the proposed frontage improvement waiver should attend the public hearing or send a letter to the City Clerk, Julie Richardson, indicating his or her opinion prior to the public hearing date. Written comments must be received by the City Clerk no later than 3:00pm, January 15, 2018. Letters should be addressed to the City Clerk at the following address: 3100 Belmont Blvd Suite 106, West Richland, Washington 99353 or via email to [julie@westrichland.org](mailto:julie@westrichland.org).**

**Please contact the West Richland Public Works Department at 967-5434 with any questions regarding the proposed frontage improvement waiver.**

**Roscoe C. Slade III, P.E.  
City of West Richland  
Director of Public Works**

**CITY OF WEST RICHLAND  
RESOLUTION NO. 42-18**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON,  
SETTING THE PUBLIC HEARING DATE TO CONSIDER A PETITION  
FOR A FRONTAGE IMPROVEMENT WAIVER PER WRMC 12.04.060**

**WHEREAS**, West Richland Municipal Code Chapter 12.04, Frontage Improvements Required, requires property owners / developers to construct frontage improvements, as defined by WRMC section 12.04.030(a), along the full abutting street frontage of property when developed; and

**WHEREAS**, the Richland School District has submitted a petition for a frontage improvement waiver dated November 26, 2018 requesting a waiver for specific frontage improvements to Keene Road associated with their TLAC Project; and

**WHEREAS**, the City Council is required to adopt a resolution fixing a time when the petition will be heard and determined; and

**WHEREAS**, said time shall not be more than 90 days nor less than 21 days after the passage of the resolution;

**NOW, THEREFORE**, the City Council of the City of West Richland, Washington does hereby resolve as follows:

**Section 1.** There shall be a public hearing to consider the petition for a frontage improvement waiver before the City Council of the City of West Richland, Washington, at its regularly scheduled meeting to be held on the 15th day of January, 2019, at 6:00pm.

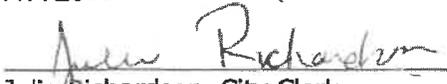
**Section 2.** The proposed frontage improvements to Keene Road petitioned to be waived are as follows: 1) curb, gutters, ADA handicap ramps and sidewalks, 2) widening the street from its preexisting edge to the new curb line and 3) LED street lights.

**Section 3.** This resolution shall be in effect immediately upon approval.

**PASSED** by the City Council of the City of West Richland, Washington, this 4th day of December, 2018.

  
Brent Gerry, Mayor

ATTEST:

  
Julie Richardson, City Clerk

APPROVED AS TO FORM:

  
Bronson Brown, City Attorney



DESIGN  
WEST

November 26, 2018

Drew Woodruff, P.E.  
City Engineer  
City of West Richland  
3100 Belmont Blvd., Suite 102  
West Richland, WA 99353

RE: **Frontage Improvement Waiver Petition**  
Richland School District – TLAC Project

Dear Drew,

In accordance with Section 12.04.060 WRMC, the Richland School District requests a frontage improvement waiver for its property located on Keene Road, Benton County parcel number 112973000001002. Specific frontage improvements requested for waiver include:

1. Curbs, gutters, ADA handicap ramps and sidewalks
2. Widening the street from its preexisting edge to the new curb line
3. LED Street Lights

The Richland School District's Teaching, Learning, & Administration Center (TLAC) will be located on the north-east corner of the parcel noted above. The parcel is 72 acres in size, only 8 of which will be developed at this time for the new TLAC facility. The remaining 64 will acres will be developed in the future and contain a new High School campus for the school district. Approximately 60% of the existing parcel frontage is beyond the TLAC project boundaries.

Nearly 90% of this 72 acre parcel will be developed in the future and the Richland School District requests that full frontage improvements occur at that time while the High School is constructed rather than during the TLAC project. Design of the High School campus has not yet occurred and constructing frontage improvements now in front of this non-developed portion of the parcel will limit future design flexibility or result in the unnecessary modifications of relatively new improvements.

It is understood by the Richland School District that widening of Keene Road is required in front of the TLAC project. Our request is to limit the road widening to the length of the TLAC project frontage and omit curbs, gutters, ADA ramps, and sidewalks in their entirety until the High School project is constructed. We also request limiting street lighting to what is required for the new signaled intersection only. All remaining lighting would be installed on the south side of Keene Road when the High School is constructed.

Please consider this Frontage Improvement Waiver request and feel free to contact us with any questions.

Sincerely,

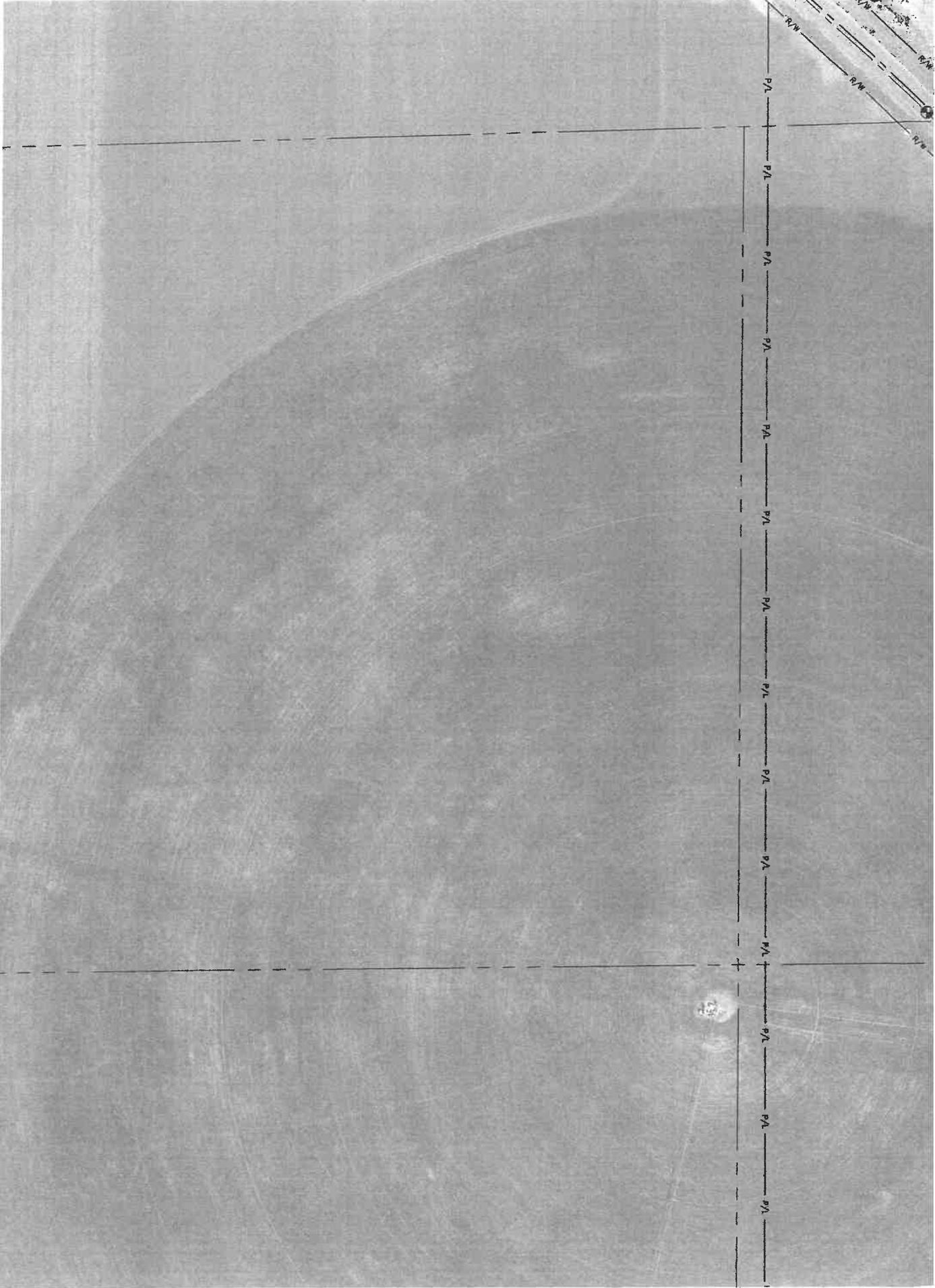
Matt Whitish, AIA  
Design West Architects

Caren Johnson  
Richland School District

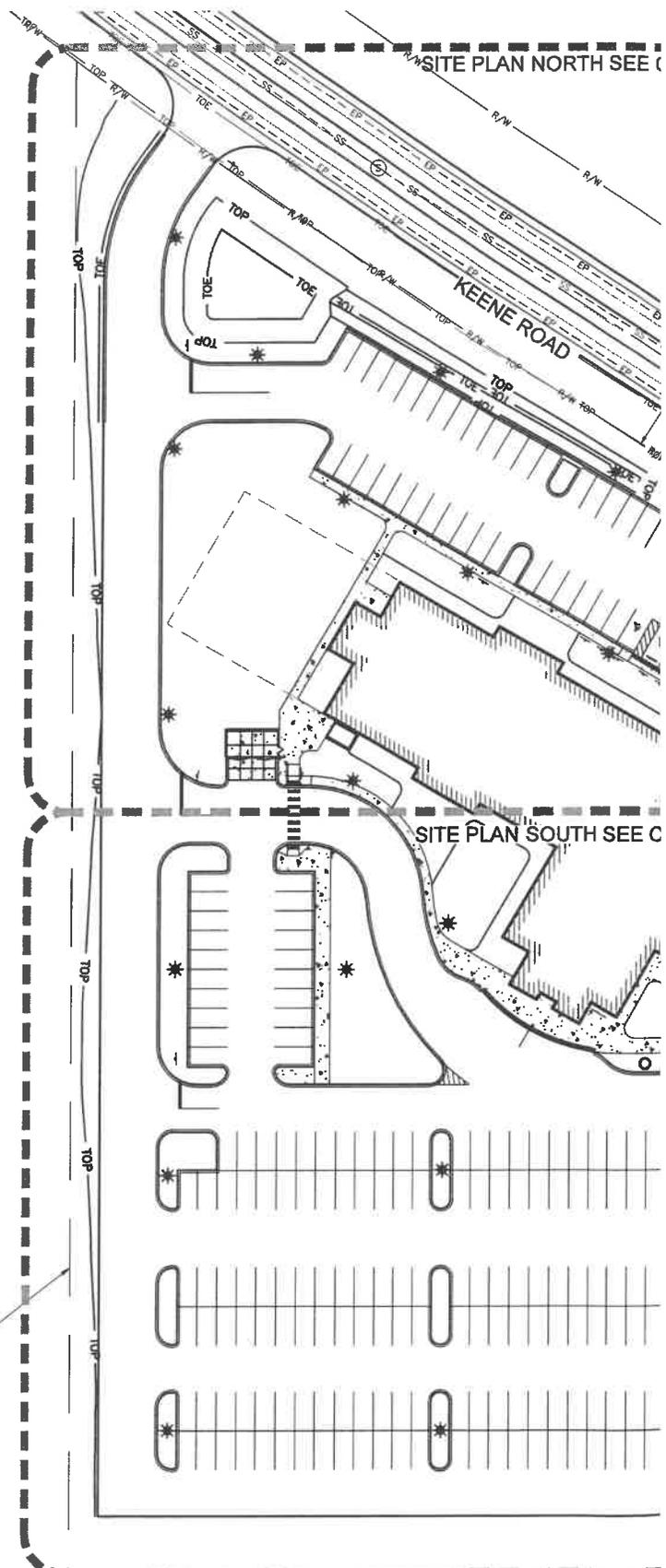
MERIDIAN, IDAHO  
PULLMAN, WASHINGTON  
KENNEWICK, WASHINGTON  
SPOKANE, WASHINGTON  
ONTARIO, OREGON

DESIGN WEST  
ARCHITECTS, P.A.

830 N. COLUMBIA CENTER BLVD.  
SUITE E  
KENNEWICK, WA 99336  
TEL 509-783-2244  
www.designwestpa.com



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Drawn by: J.S. 10/14/14 10:17 AM



Know what's below.  
Call before you dig.

**CALL 2 BUSINESS DAYS IN ADVANCE BEFORE  
YOU DIG, GRADE, OR EXCAVATE FOR THE  
MARKING OF UNDERGROUND MEMBER  
UTILITIES**

PROJECT  
LIMITS

APPROVED FOR CONSTRUCTION BY:

PROJECT  
LIMITS

CITY OF WEST RICHLAND  
PUBLIC WORKS DIRECTOR

DATE

**WEST RICHLAND AGENDA ACTION ITEMS**

<b>AGENDA ITEM:</b>	<b>7c</b>	<b>TYPE OF ACTION NEEDED</b>		
<b>MEETING DATE:</b>	January 15, 2019	<b>Execute Contract</b>		<b>Consent Agenda</b>
<b>SUBJECT:</b>	Amending the 2019-2020 Budget	<b>Pass Resolution</b>		<b>Public Hearing</b>
		<b>Pass Ordinance</b>	X	<b>1st Discussion</b>
<b>Prepared by:</b>	Jessica Platt, Finance Director	<b>Pass Motion</b>		<b>2nd Discussion</b>
<b>Reviewed by:</b>	Brent Gerry, Mayor 	<b>Other</b>		<b>Other</b>

*SFA 3 – Financial & Operational Effectiveness, Stability, and Accountability*

**BACKGROUND INFORMATION:** The budget amendment ordinance provides an opportunity to formally appropriate items previously approved by Council.

The budget adjustments include the following:

**001 General Fund**

- Recognize carryover from 2018 for the operational contingency line item.

**302 REET II Street Overlay Fund**

- Recognize TIB roadway preservation grant in the amount of \$250,534 and corresponding expense for the Grosscup Blvd from SR 224 to N. 62<sup>nd</sup> Ave overlay project. Approximately \$49,466 will be needed from the 302 REET II fund balance.

**309 Yakima River Gateway Fund**

- Recognize 2018 carryover to finalize the project in 2019.

**355 Transportation Improvement Fund**

- Appropriate \$10,000 for the N/S Corridor Study with the City of Richland.

**374 Van Giesen Redev Ph 1**

- Recognize 2018 carryover to finalize the project in 2019.

**401 Water/Sewer Operating Fund**

- Appropriate \$275,000 for the Water Main Replacement Program to replace steel and AC water mains in Flat Top Park that have outlived their useful life.

**SUMMARY:** The attached ordinance modifies the budget (as detailed in the supporting worksheets) to reflect changes in the spending plans of the City.

**RECOMMENDATION:** Passage of the attached ordinance.

**ALTERNATIVES:** Without an amendment, the City has no authority to complete these transactions and funds would not be accounted for in a proper manner.

**FISCAL IMPACT (Indicate amount, fund and impact on budget):** This amendment authorizes an increase in the 2019-2020 appropriation in the amount of \$845,035 and recognizes an increase in total resources in the amount of \$510,569 bringing the revised budget to a total of \$60,450,347.

**MOTION:** I move to pass Ordinance     -19 amending the City of West Richland 2019-2020 biennial budget.

**CITY OF WEST RICHLAND  
ORDINANCE NO. -19**

**AN ORDINANCE OF THE CITY OF WEST RICHLAND, WASHINGTON  
AMENDING THE BUDGET FOR THE CITY FOR THE BIENNIUM ENDING  
DECEMBER 31, 2020.**

**WHEREAS**, on January 15, 2019, the City Council of the City of West Richland considered the budget for the City for the biennium ending December 31, 2020; and

**WHEREAS**, the City Council having made such adjustments and changes as it deemed necessary and proper, and it appearing in the best interests of the City;

**NOW THEREFORE THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON**, do ordain as follows:

**Section 1.** The 2019-2020 biennial budget for the City of West Richland is hereby amended.

**Section 2.** The following accounts contained in the 2019-2020 Budget are hereby amended as set forth in Exhibit "A".

**Section 3.** The explanations of the amendments are listed in Exhibit "B".

**Section 4.** The Facilities Reserve 004 Fund is hereby created for facility maintenance and repairs or as directed by City Council.

**Section 5.** This ordinance shall be in full force and effective five days following the date of its publication in the official newspaper of the City.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON**, this 15th day of January, 2019.

\_\_\_\_\_  
Brent Gerry, Mayor

ATTEST:

\_\_\_\_\_  
Julie Richardson, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bronson Brown, City Attorney

CITY OF WEST RICHLAND -- 2019/2020 BUDGET AMENDMENT -- January 15, 2019

Exhibit A:

FUND	REVENUES/RESOURCES						EXPENDITURES/USES					
	Beginning Fund Balance		Revenues		Proposed Budget	Total Resources	Expenditures		Ending Fund Balance		Proposed Budget	Total Expenditures/Uses
	Previous Budget	Adjustment	Previous Budget	Adjustment			Previous Budget	Adjustment	Previous Budget	Adjustment		
<b>General Fund:</b>												
001 General	3,939,879	181,757	4,121,636	13,818,219	13,818,219	17,939,855	14,867,843	181,757	15,069,600	2,870,255	2,870,255	17,939,855
002 Cumulative Reserve	1,636,709		1,636,709	18,000	18,000	1,654,709	100,000		100,000	1,554,709	1,554,709	1,654,709
003 Real Estate Conservation/Management	29,300		29,300	101	101	29,401	29,105		29,105	296	296	29,401
004 Facilities Reserve Fund				100,052	100,052	100,052				100,052	100,052	100,052
<b>Total General Fund(s)</b>	<b>5,605,888</b>	<b>181,757</b>	<b>5,787,645</b>	<b>13,936,372</b>	<b>13,936,372</b>	<b>19,724,017</b>	<b>15,076,948</b>	<b>181,757</b>	<b>15,198,705</b>	<b>4,525,312</b>	<b>4,525,312</b>	<b>19,724,017</b>
<b>Other Funds:</b>												
101 Street	325,896		325,896	981,154	981,154	1,307,050	1,149,479		1,149,479	157,571	157,571	1,307,050
104 Park Impact	440,079		440,079	207,656	207,656	647,735	18,447		18,447	629,288	629,288	647,735
105 Criminal Justice	189,421		189,421	1,723,081	1,723,081	1,912,502	1,701,218		1,701,218	211,284	211,284	1,912,502
106 Tourism Promotion Fund	5,032		5,032	1,311	1,311	6,343				6,343	6,343	6,343
121 Library Services	162,350		162,350	1,074,240	1,074,240	1,236,590	970,422		970,422	266,168	266,168	1,236,590
301 Capital Imp - Real Estate Excise Tax I	575,969		575,969	401,616	401,616	977,585	178,162		178,162	799,423	799,423	977,585
302 Capital Imp - Real Estate Excise Tax II	929,492		929,492	403,030	403,030	1,583,056	256,108		256,108	1,076,414	(49,466)	1,583,056
309 Capital Imp - Yakima River Gateway			63,993			63,993			63,993			63,993
355 Capital Imp - Transp Improvement Program	252,032		252,032	1,699,805	1,699,805	1,951,837	1,616,718		1,616,718	335,119	(10,000)	1,951,837
374 Capital Imp - Van Gieson Redev Ph 1			14,285			14,285			14,285			14,285
<b>Water/Sewer Utility:</b>												
401 Water/Sewer Operating	5,858,827		5,858,827	14,638,446	14,638,446	20,497,273	14,763,484		15,038,484	5,733,789	(275,000)	20,497,273
441 Water System Development	1,657,343		1,657,343	2,206,570	2,206,570	3,863,913	3,591,330		3,591,330	272,583		3,863,913
442 Sewer System Development	327,506		327,506	633,503	633,503	961,009	657,721		657,721	303,288		961,009
451 Water Line Development	46,764		46,764	32,101	32,101	78,865	76,874		76,874	1,991		78,865
452 Sewer Line Development	41,036		41,036	10,101	10,101	51,137	49,571		49,571	1,566		51,137
<b>Total Water/Sewer Utility</b>	<b>7,931,476</b>		<b>7,931,476</b>	<b>17,520,721</b>	<b>17,520,721</b>	<b>25,452,197</b>	<b>19,138,980</b>		<b>19,138,980</b>	<b>6,313,217</b>	<b>(275,000)</b>	<b>25,452,197</b>
<b>Other Prorated Funds:</b>												
402 Irrigation Utility	63,212		63,212	220,012	220,012	283,224	221,888		221,888	61,336		283,224
404 Stormwater Utility	627,201		627,201	1,175,650	1,175,650	1,802,851	1,256,467		1,256,467	546,384		1,802,851
405 Solid Waste Utility	219,708		219,708	3,240,500	3,240,500	3,460,208	3,246,241		3,246,241	213,967		3,460,208
461 Public Works Operations Facility	26,874		26,874			26,874	26,874		26,874			26,874
<b>Total Budgeted Funds</b>	<b>17,354,630</b>	<b>260,035</b>	<b>17,614,665</b>	<b>42,685,148</b>	<b>42,685,148</b>	<b>60,450,347</b>	<b>44,797,952</b>	<b>845,035</b>	<b>45,642,987</b>	<b>15,141,826</b>	<b>(334,466)</b>	<b>60,450,347</b>

CITY OF WEST RICHLAND - 2019/2020 BUDGET AMENDMENT - January 15, 2019

Exhibit B:

FUND	G/L ACCOUNT	ACCOUNT TITLE	2019/2020 PREVIOUSLY APPROVED BUDGET	2019/2020 PROPOSED AMENDMENT	2019/2020 NEW AMENDED BUDGET	DESCRIPTION
<b>001 General Fund</b>						
<i>Revenues/Resources:</i>						
	001-000-308-x	Beginning Balance	-	181,757	181,757	
<b>Increase/(Decrease) In Revenues/Resources</b>				<b>181,757</b>		
<i>Expenditures/Uses:</i>						
	001-900-515-41-41-002	Operational Contingency	-	181,757	181,757	Carryover expense line item from 2018, operational contingency reserve for consultant and legal review
<b>Increase/(Decrease) In Appropriations</b>				<b>181,757</b>		
	<b>001-000-508-x</b>	<b>Ending Fund Balance</b>		<b>-</b>		
<b>302 REET II Fund</b>						
<i>Revenues/Resources:</i>						
	302-000-334-03-80-005	TIB - Roadway Preservation	-	250,534	250,534	TIB Grant
<b>Increase/(Decrease) In Revenues/Resources</b>				<b>250,534</b>		
<i>Expenditures/Uses:</i>						
	302-710-595-30-63-005	Roadway Preservation	-	300,000	300,000	Overlay - Grosscup Blvd from SR 224 to N. 62nd Ave.
<b>Increase/(Decrease) In Appropriations</b>				<b>300,000</b>		
	302-000-508-x	Ending Fund Balance:		<b>(49,466)</b>		
<b>309 Yakima River Gateway Fund</b>						
<i>Revenues/Resources:</i>						
	309-000-308-x	Beginning Balance	-	63,993	63,993	Recognize carryover from 2018
<b>Increase/(Decrease) In Revenues/Resources</b>				<b>63,993</b>		
<i>Expenditures/Uses:</i>						
	309-900-594-76-63-000	Other Improvements	-	63,993	63,993	
<b>Increase/(Decrease) In Appropriations</b>				<b>63,993</b>		
	309-000-508-x	Ending Fund Balance		<b>-</b>		
<b>355 Transportation Improvement Fund</b>						
<i>Revenues/Resources:</i>						
<b>Increase/(Decrease) In Revenues/Resources</b>				<b>-</b>		
<i>Expenditures/Uses:</i>						
	355-710-544-40-41-000	Professional Services		10,000	10,000	N/S Corridor Study with City of Richland
<b>Increase/(Decrease) In Appropriations</b>				<b>10,000</b>		
	355-000-508-x	Ending Fund Balance		<b>(10,000)</b>		

CITY OF WEST RICHLAND – 2019/2020 BUDGET AMENDMENT – January 15, 2019

Exhibit B:

FUND	G/L ACCOUNT	ACCOUNT TITLE	2019/2020 PREVIOUSLY APPROVED BUDGET	2019/2020 PROPOSED AMENDMENT	2019/2020 NEW AMENDED BUDGET	DESCRIPTION
<b>374 Van Giesen Redev Ph 1</b>						
	<i>Revenues/Resources:</i>					
	374-000-308-x	Beginning Balance	-	14,285	14,285	Recognize carryover from 2018
	<b>Increase/(Decrease) in Revenues/Resources</b>			<b>14,285</b>		
	<i>Expenditures/Uses:</i>					
	374-710-595-70-63-001	Yakima River Gateway Project	-	14,285	14,285	
	<b>Increase/(Decrease) in Appropriations</b>			<b>14,285</b>		
	374-000-508-x	Ending Fund Balance		-		
<b>401 Water/Sewer Operating Fund</b>						
	<i>Revenues/Resources:</i>					
	<b>Increase/(Decrease) in Revenues/Resources</b>			<b>-</b>		
	<i>Expenditures/Uses:</i>					
	401-710-594-34-63-100	Water Repair/Replace		275,000	275,000	Water Main Replacement Program to replace steel and AC water mains in Flat Top Park that have outlived their useful life.
	<b>Increase/(Decrease) in Appropriations</b>			<b>275,000</b>		
	401-000-508-x	Ending Fund Balance		(275,000)		

**CITY OF WEST RICHLAND  
ORDINANCE NO. \_\_\_-19**

**AN ORDINANCE OF THE CITY OF WEST RICHLAND, WASHINGTON,  
RELATING TO ESTABLISHMENT AND USE OF FUNDS AND AMENDING  
TITLE 3 OF THE WEST RICHLAND MUNICIPAL CODE**

**THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON,** do hereby ordain as follows:

**Section 1.** Title 3 "Revenue and Finance" is hereby amended as follows:

**Created – Facilities Reserve Fund.**

1. Source of money. There exists a Facilities Reserve Fund into which shall be placed monies transferred from other funds as appropriated by city council.
2. Use of funds. Monies received and deposited into the Facilities Reserve Fund shall be used and expended for the purpose of paying for facility maintenance and transfers to other funds as appropriated by city council.

**Section 2. Severability.** If any portion of this Ordinance or its application to any person or circumstances is held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the remainder of the Ordinance or the application of the remainder to other persons or circumstances.

**Section 3.** This ordinance shall become effective five (5) days after its passage and publication as required by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,  
WASHINGTON,** this 15th day of January, 2019.

\_\_\_\_\_  
Brent Gerry, Mayor

ATTEST:

\_\_\_\_\_  
Julie Richardson, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bronson Brown, City Attorney

**WEST RICHLAND AGENDA ACTION ITEMS**

<b>AGENDA ITEM:</b>	7d	<b>TYPE OF ACTION</b>		
<b>MEETING DATE:</b>	January 15, 2019	<b>Execute Contract</b>	X	<b>Consent Agenda</b>
<b>SUBJECT:</b>	Amending Salary Schedule for proposed Animal & Code Compliance Officer position and MOU with the WRPOA	<b>Pass Resolution</b>	X	<b>Public Hearing</b>
		<b>Pass Ordinance</b>		<b>1st Discussion</b>
<b>STRATEGIC FOCUS AREA</b>	SFA 3 – FINANCIAL & OPERATIONAL EFFECTIVENESS, STABILITY, & ACCOUNTABILITY	<b>Pass Motion</b>	X	<b>2nd Discussion</b>
<b>Prepared by:</b>	Chief Ben Majetich			<b>Other</b>
<b>Reviewed by:</b>	Mayor Brent Gerry 			

**BACKGROUND INFORMATION:** The City of West Richland recently contracted for kennel services with Tri-City Animal Control, which has reduced the workload of the Animal Control Officer (ACO). The city has also identified a need for a residential code compliance officer who would address code enforcement activities to monitor nuisance code and compliance in the areas of weeds, junk, uninhabitable or dangerous structures, inoperable and/or unlicensed vehicles and other code enforcement activities, in coordination with city and community development staff.

Therefore, it is proposed we reclassify the ACO position to an Animal and Code Compliance Officer (ACCO), which encompasses both the animal control duties and the code compliance duties. The position will be carried out by our current Animal Control Officer so the City's FTE count will not increase.

The ACCO position will be a non-bargaining position. The West Richland Police Officer Association has agreed to release the ACO position from the bargaining unit.

The recommended salary range for the proposed Animal and Code Compliance Officer is:

<u>Minimum</u>	<u>Mid</u>	<u>Maximum</u>
\$3,986.67/mo.	\$4,333.33/mo.	\$4,680.00/mo.

This range is based on a combination of the previous ACO/Code Enforcement salary range (2006-2011) and the current unfilled Seasonal Code Enforcement position. The additional cost for the ACCO position, including salary, benefits and equipment, is estimated at \$ 28,965 for 2019/2020 and is within the existing funding limits of the 2019-2020 budget.

**SUMMARY:** The creation/reclassification of the Animal and Code Compliance Officer would allow for continued animal control services and in addition provide pro-active residential code enforcement at a cost savings to the city.

**RECOMMENDATION:** Staff recommends Council authorize the Mayor to sign the MOU with the WRPOA removing the ACO from the bargaining unit and establishing the proposed Animal and Code Compliance Officer position and salary schedule.

**FISCAL IMPACT (Indicate amount, fund, and impact on budget):** There is no additional impact to the 2019-2020 budget.

**MOTION:** I move to approve Resolution \_\_\_\_\_-19 amending the salary schedule for the proposed Animal and Code Compliance Officer position and to authorize the Mayor to sign the Memorandum of Understanding (MOU) between the city and the West Richland Police Officers Association (WRPOA)

**CITY OF WEST RICHLAND  
RESOLUTION NO. \_\_\_\_\_-19**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON, AMENDING THE SALARY SCHEDULE FOR THE 2019-2020 BIENNIUM AND AMENDING RESOLUTION 45-18**

**WHEREAS**, the City Council of the City of West Richland is responsible by RCW to establish a budget which includes a salary schedule for all City personnel; and

**WHEREAS**, the Council has determined that the best interest of the City is served by amending the 2019-2020 salary schedule resolution approved in Resolution 45-18;

**NOW THEREFORE**, the West Richland City Council does resolve as follows:

1. Resolution 45-18 is hereby amended to include:

Classification	Status	Position Title	Monthly Salary Range		
			Min	Mid	Max
	Non-Exempt	Animal Control Officer	3,223.66	3,489.39	3,852.57
Specialist, Confidential, Support	Non-Exempt	Animal Control and Compliance Officer	3,987.67	4,333.33	4,680.00

**PASSED** by the City Council of the City of West Richland, Washington, this 15th day of January 2019.

\_\_\_\_\_  
Brent Gerry, Mayor

ATTEST:

\_\_\_\_\_  
Julie Richardson, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bronson Brown, City Attorney

**MEMORANDUM OF UNDERSTANDING**

**By and Between**

**CITY OF WEST RICHLAND**

**and**

**WEST RICHLAND POLICE OFFICERS ASSOCIATION**

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**Re: Animal and Code Compliance Officer Position**

This Memorandum of Understanding is between the City of West Richland (“City”) and West Richland Police Officers Association (“Association”). The City and Association are parties to a collective bargaining agreement (“Agreement”) with a term through \_\_\_\_\_.

WHEREAS, the Agreement includes the Animal Control Officer (ACO) and recognizes that this position is a limited commission, non-uniformed position and as such, it is not eligible for interest arbitration under RCW 41.56;

WHEREAS, the Public Employment Relations Commission has held that interest arbitration eligible positions should not be included in the same bargaining unit as non-interest arbitration eligible positions;

WHEREAS, the work of the ACO has been significantly reduced due to the contracting of kennel services for the animals;

WHEREAS, the City has the need for a residential Code Enforcement Officer, which is a civilian, non-represented and non-commissioned position.

NOW THEREFORE, The parties agree as follows:

1. The Animal Control Officer position will be removed from the bargaining unit;
2. The Animal Control Officer position will be reclassified as the Animal and Code Compliance Officer (ACCO). This new position will be responsible for residential code enforcement in addition to the duties of the animal control officer that remain following the contracting of kennel service.
3. Except as set forth above the remaining terms and conditions of the Agreement remain in full force and effect.
4. This agreement shall not establish a precedent.

**CITY OF WEST RICHLAND**

**WEST RICHLAND POLICE OFFICERS  
ASSOCIATION**

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**BRENT GERRY**  
Mayor

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**Date**

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**Date**