



ABERDEEN CITY COUNCIL

October 28, 2015

COUNCIL MEETING AGENDA

7:15 p.m. Third Floor, City Hall

COMMITTEE OF THE WHOLE

- A. Guest Speakers
- B. Additions to Agenda
- C. Department Heads
- D. Mayor's Report
- E. Non-Standing Committee Reports

COUNCIL MEETING

- I. ROLL CALL
- II. FLAG SALUTE
- III. APPROVAL OF MINUTES
- IV. PUBLIC COMMENT Re: Agenda Items (Please limit your comments to 3 minutes)
- V. FINANCE COMMITTEE
 - A. Committee Chair Report
 - B. Approval of expenditures
 - 1. Recommend approval of expenditures and payroll.
 - C. Public Hearings
 - 1. This is the date set for public hearing on the 2016 budgeted revenue sources, including consideration of possible increases in property tax revenues.
 - D. Ordinances
 - 1. First reading of Bill No. 15-11 suspending the levy of the admissions tax for a period of three years, adding a new section 3.72.035 to the AMC, and amending Ordinance No. 5862.
 - 2. First reading of Bill No. 15-12 providing for the levy in 2015 upon all taxable property within the City of Aberdeen for 2016 for all municipal purposes authorized by law and fixing the amount thereof.
- VI. PUBLIC WORKS
 - A. Committee Chair Report
 - B. Reports & Communications
 - 1. Report from Public Works and Public Works Director recommending that the City Council authorize City staff to purchase the utility trailer from Olympic Trailer & Truck, Inc.

VII. PUBLIC SAFETY

- A. Committee Chair Report
- B. Ordinances
 - 1. Third reading of Bill No. 15-03B adopting a new chapter 12.72 of the AMC relating to the permitting of public festivals and parades, repealing chapter 5.44 of the AMC and Ordinance 5441.

VIII. SPECIAL AGENDA ITEMS

- A. Reports & Communications
 - 1. Report from Personnel and the Human Resources Director recommending that the City Council approve changes to the Maintenance Worker IV job description.
 - 2. Report from Personnel and the Human Resources Director recommending that the City council approve changes to the Personnel Policy 8.20 regarding Leave of Absence without Pay.
 - 3. Report from Personnel and the Human Resources Director requesting a temporary 5% pay increase for Assistant Parks and Recreation Director.
 - 4. Report from Personnel and the Human Resources Director requesting a temporary 5% pay increase for Deputy Public Works Director.

IX. CITY COUNCIL COMMENT PERIOD

X. PUBLIC COMMENT PERIOD (Please limit your comments to 3 minutes)

XI. EXECUTIVE SESSION

The City of Aberdeen does not discriminate against or exclude anyone from participation in public meetings. Requests for assistance should be made by contacting the Finance Department at 360-537-3236, 48 hours in advance of the meeting. Thank you.

ORDINANCE NO. _____

AN ORDINANCE SUSPENDING THE LEVY OF THE ADMISSIONS TAX FOR A PERIOD OF THREE YEARS, ADDING A NEW SECTION 3.72.035 TO THE ABERDEEN MUNICIPAL CODE, AND AMENDING ORDINANCE 5862.

WHEREAS, the city council has determined that the admissions tax should be temporarily suspended for a period of three years and then automatically reinstated without further action by the city council; **NOW, THEREFORE**,

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ABERDEEN:

SECTION 1. NEW CODE SECTION ADOPTED. The following Section 3.72.035 is hereby added to the Aberdeen Municipal Code:

AMC 3.72.035 Admissions tax suspended. The admissions tax levied in AMC 3.72.035 shall be suspended for the time period beginning January 1, 2016, and ending on December 31, 2018. No admissions tax imposed under AMC 3.72.035 shall be levied during the period of suspension. The levy of the admissions tax shall resume on January 1, 2019.

SECTION 2. PUBLICATION BY SUMMARY. The Finance Director is authorized and directed to publish the attached summary in lieu of this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage, signing, and publication.

PASSED and APPROVED this ____ day of _____, 2015.

ATTESTED:

Bill Simpson, Mayor

Kathryn Skolrood, Finance Director

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE LEVY IN 2015 UPON ALL TAXABLE PROPERTY WITHIN THE CITY OF ABERDEEN FOR 2016 FOR ALL MUNICIPAL PURPOSES AUTHORIZED BY LAW AND FIXING THE AMOUNT THEREOF PURSUANT TO RCW 84.55.120.

WHEREAS, on October 28, 2015, after notice as required by law, the city council held a public hearing on revenue sources for the city's following year's current expense budget, including consideration of possible increases in property tax revenues;

WHEREAS, the city's annual levy amount from 2015 was \$2,840,388;

WHEREAS, the population of the city is more than 10,000;

WHEREAS, the city's assessed valuation for 2016 taxes of all taxable real and personal property for regular levy purposes within the city of Aberdeen is estimated to be \$ 898,738,864 and for special levy purposes \$ 888,592,550; **NOW, THEREFORE**,

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ABERDEEN:

1. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2016 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$28,404 which is a percentage increase of one (1%) from the previous year. This increase is exclusive of the special levy for collection in 2016 in the amount of \$ 59,000 for the 2002 Fire/Refunding Bonds previously approved by the citizens of Aberdeen; and additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

2. This Ordinance and the levies herein provided for shall be certified by the Finance Director of the City of Aberdeen to the proper officers of Grays Harbor County as provided by law.

PASSED and APPROVED this 23rd day of November, 2015.

ATTESTED:

Bill Simpson, Mayor

Kathryn Skolrood, Finance Director

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR:

THE MEMBERS OF
YOUR COMMITTEE ON: Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Street Department Utility Trailer Purchase

REPORTS AS FOLLOWS: The Public Works Street Department received and reviewed 3 bids for a utility trailer to haul the new E42 Bobcat Excavator, Vehicle/Equipment No. 42. Bids were received from Capital Industrial, Inc. in Tumwater, Olympic Trailer & Truck, Inc. in Olympia and Bulldog Trailer Sales in Chehalis. After reviewing the bids from all 3 companies, City staff determined that the best option for the City (best quality for the price) would be the trailer from Olympic Trailer & Truck, Inc. The bid information is listed below.

Capital Industrial, Inc.	\$7,455.24
Olympic Trailer & Truck, Inc.	\$7,199.84
Bulldog Trailer Sales	\$6,491.72

RECOMMEND AS FOLLOWS: That City Council authorize City staff to purchase the utility trailer from Olympic Trailer & Truck, Inc.

Rick Sangder
Deputy Public Works Director

CHAIRMAN

Reported _____, 2015

Adopted _____, 2015

COMMITTEE



CAPITAL INDUSTRIAL INC.
 2649 R W JOHNSON BLVD. SW
 TUMWATER, WA 98512-6110
 www.capitalindustrialinc.com
 PH: 360-786-1890 FX: 360-786-0399

CUST NO: 1144 JOB NO: 000
 BILL TO: CITY OF ABERDEEN
 1101 WEST HERON
 ABERDEEN WA98520-6809
 360-532-4100

DOCUMENT NUMBER PAGE NO
 320536 1

CLERK	SALESPERSON	DATE / TIME
MR		10/8/15 2:57
TERMINAL	REFERENCE	
558		

ORDER

SHIP VIA	PO NUMBER	ORDER NO
		320536
DUE DATE		TERMS
		NET 30 DAYS
TAX		RESALE NUMBER
001 3406-TUMWATER		

LN#	ITEM	UM	DESCRIPTION	ORDERED	B/O	SHIPPED	PRICE /PER	EXTENSION
11	OM14-2S 16+4	EA	FB 16' TILT 4' DECK 14K GVW SURG	1		1	6845.95 /EA	5345.95
12			WARNING - Re-tightening of					
13			lugnuts is the Owner's					
14			Responsibility and should be					
15			tightened within 100 miles after					
16			each installation					
17			VIN TBD SILVER					
19			SURGE BRAKES AND PINTLE EYE					

TAXABLE 5845.95
 NON-TAXABLE 0.00
 SUBTOTAL 5845.95

DEPOSIT AMOUNT 0.00
 BALANCE DUE 7455.24

TAX AMOUNT 509.27
TOTAL AMOUNT 7455.24

X

Products sold by Capital Industrial Inc. have manufacturer specific warranties. Please ask for details.
 Warranties do not extend to labor, freight, down time or travel expenses.

Printed: 10/8/2015 3:47:43 PM
Store: 1

Sales Receipt #HELD

10/8/2015
Cashier: garyh
Page 1

REPRINTED

ATTN. Steve Rendick
360-532-2452



Olympic Trailer & Truck Accessories

7830 Martin Way E
Olympia, WA 98516
(360) 357-3065
(360) 459-1418 Fax
Website www.olympictrailer.com

Item #	VIN#	ITEM	COLOR	SIZE	Qty	Price	Ext Price
103		pj tr6202 7k axles with surge brakes			1	\$5,599.99	\$5,599.99
103		surge brke upgrd			1	\$950.00	\$950.00
151		Document Fee Negotiable \$150			1	\$50.00	\$50.00
155		TRIP PERMIT/3 DAY			1	\$30.00	\$30.00

	Subtotal:	\$6,629.99
OLYMPIA TAX	8.7 % Tax	+ \$569.85
	RECEIPT TOTAL:	\$7,199.84

Thank you for your business!
HELD

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A NEW CHAPTER 12.72 OF THE ABERDEEN MUNICIPAL CODE RELATING TO THE PERMITTING OF PUBLIC FESTIVALS AND PARADES, REPEALING CHAPTER 5.44 OF THE ABERDEEN MUNICIPAL CODE AND ORDINANCE 5441.

WHEREAS, on May 13, 2015, the city council adopted the recommendation of a Public Safety Committee Report that the city's current "Parade Permit" ordinance be replaced with an ordinance designed to deal with all manner of public events held on city property and rights of way; **NOW, THEREFORE,**

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ABERDEEN:

SECTION 1. NEW CODE CHAPTER ADOPTED. The following Chapter 12.72 relating to Festival Events is hereby added to the Aberdeen Municipal Code:

12.72.010 Purpose

It is the purpose of this chapter to promote ~~provide for the issuance of~~ Festival Events ~~permits to regulate such events~~ on the public properties and rights-of-way of the city by providing a uniform permit process to assist sponsors and city staff in planning and allocating available city resources. Conditions in Festival Events permits are imposed in the interest of public health, safety and welfare; to provide for fees and charges as authorized by the city council; and to administer the permit process. Nothing contained in this chapter or any procedures adopted hereunder is intended to be or shall be construed to create or form the basis for liability on the part of the city, or its officers, employees or agents, for any injury or damage resulting from the failure of the applicant or sponsor to comply with the provisions hereof.

12.72.020 Definitions

For purposes of this chapter, the following terms shall be defined as follows, unless a different meaning is expressly stated:

- A. "Applicant" means the individual who completes the application and who shall act as primary contact for the event.
- B. "Director" means the Parks and Recreation Director or the Director's designee.

C. "Festival event" means an event held in a fixed location on city property or city right-of-way, which the general public may attend, and any activity in a non-fixed location associated with the event such as a parade, walk-a-thon, or run-a-thon. Festival Events include arts and craft shows, carnivals, circuses, dances, entertainment activities, exhibitions, fairs, flea markets, parades, rallies, shows, or other similar events. Not included in this definition of Festival Events are events exclusively involving political or religious activity or events intended primarily for the communication or expression of ideas where no vendor activities are involved and which are protected under the First and Fourteenth Amendments. Also not included in this definition of Festival Event are requests for road or sidewalk closures associated with traffic safety or pedestrian safety related to an event held on private property where no vendor activities on public property are involved.

C. "Nonprofit vendor" means any person, firm or organization who sells goods and services at a Festival Event and who has active status registration with the Washington Secretary of State as a nonprofit corporation.

E. "Permit" means the permit issued by the Parks & Recreation Director or the Director's appointed designee pursuant to this chapter.

F. "Sponsor" means the group who is listed on the permit application as the responsible party for the event.

G. "Qualified nonprofit event sponsor" means a sponsor who has an active status registration with the Washington Secretary of State as a nonprofit corporation.

H. "Vendor" means any individual, firm, or organization who sells goods or services at a Festival Event, including but not limited to concessions, food counters, and booths for the sale of crafts, memorabilia, souvenirs, services, or other similar items.

12.72.030 Permit required

A. Any person or group desiring to conduct or sponsor a Festival Event on city property or city rights-of-way, other than Festival Events conducted entirely within a city park under the jurisdiction of the Aberdeen Parks Board, shall first ~~obtain~~ apply for a Festival Event permit under this chapter. An application for a festival event permit must Applications should be submitted at least ninety (90) days prior to the proposed date of the Festival Event to allow adequate time for event planning. The Director shall issue or deny a permit within thirty (30) days from the date a complete application is received.

B. Any person or group desiring to conduct or sponsor a Festival Event in a city park under the jurisdiction of the Aberdeen Parks Board shall comply with all regulations and permit requirements established by the Parks Board. A Festival Event permit under this chapter shall also be required for Festival Events that do not take place entirely within a city park under the jurisdiction of the Park Board. The Director, with the approval of the Park Board, may issue a consolidated Festival Events permit under this chapter that incorporates the permitting requirements adopted by the Park Board.

12.72.040 Permit duration

A Festival Event permit issued under this chapter shall be valid only for the time period approved by the city and vests no permanent rights in the applicant. A single permit may cover multiple events associated with a licensed business or non-profit in the same calendar year where each event is for the same activity. Single permits issued for multiple events may be revoked under AMC 12.72.110 or by providing 90 days written notice to the event sponsor by personal service or by certified mail at the address specified by the permittee in the application.

12.72.050 Administration Permit application—fee—timelines for issuance

A. The Director shall establish a Festival Event permit application form, process, and approval/denial criteria; and publish such forms, process and criteria on the city's website. The criteria for approval/denial shall be reviewed and approved by the Police and Fire Departments prior to adoption by the Director. The process for approval/denial of individual permit applications shall include an opportunity for review and comment by all city departments.

~~B. The application fee for a Festival Event permit shall be \$50. The fee shall be submitted with an application for a Festival Event permit at least ninety (90) days prior to the proposed date of the event. The Director shall issue or deny the permit within thirty (30) days from the date a complete application is received.~~

C.—The Director may approve, deny, modify, or condition an application for a Festival Event permit.

12.72.055 Appeal of denial or revocation of permit

Any sponsor aggrieved by the action of the Director in refusing to issue any permit or revoking a permit issued under this chapter shall have the right to appeal the Director's action to the Aberdeen City Council, or such other hearing body or officer as may be designated by the City Council, by filing a notice of appeal with the Finance Director within ten (10) calendar days of issuance of notice of the denial or revocation. Any appeal shall be accompanied by a statement indicating the grounds for such appeal. The hearing body or officer shall set a date for hearing such appeal, to take place within twenty (20) calendar days of the date of receipt of the notice of appeal, unless the appellant agrees to a longer time frame. If the twentieth day falls on a weekend or holiday, the next business day would be the final day for holding a hearing. At such hearing the appellant and other interested persons may appear and be heard, subject to rules adopted by the city council or the hearing body. The hearing body or officer shall render its decision on the appeal within ten (10) business days following the close of the appeal hearing. The decision of the hearing body or officer is final.

12.72.060 Conditions authorized and additional permits

A. The Director may include in a Festival Event permit, among other provisions, reasonable terms or conditions as to the: (1) time, place and manner of the event; (2)

compliance with health and sanitary regulations; (3) provision of emergency services, security, and other services deemed necessary by the city for health, safety, and welfare purposes; and (4) payment of or reimbursement for city costs associated with the event.

B. In addition to the reasonable terms and conditions that may be included in a Festival Event permit, a Festival Event permit shall ensure that:

1. No fee may be charged nor donations solicited for admission to a Festival Event located on City properties or rights-of-way or any entertainment venue at the event located on City properties or rights-of-way. This condition does not prevent the event sponsor from collecting vendor fees and charges, or allowing the sale of goods and services at the event, or soliciting or allowing the solicitation of donations for support of non-profit organizations in a manner such that the solicitation would not reasonably be construed by the general public as a charge or donation for admissions.

2. The event sponsor is responsible for all equipment set-up and take-down, litter and garbage clean-up and disposal at the event venue, and prompt removal of all event equipment and site clean-up at the end of the event.

3. No stakes, pegs, or other affixed hardware may be placed into city property or rights-of-way unless such activity is allowed under the Festival Event permit.

4. The sponsor of a Festival Event shall make provision for the free exercise of speech at the event ~~and submit in writing with its application a statement as to how the free exercise of speech will be accommodated.~~ If the sponsor intends to impose any manner and location restrictions on the free exercise of speech at the event the restrictions must be submitted in writing with the application and must include a statement as to how the free exercise of speech will be accommodated. Any manner and location restrictions imposed by the sponsor must comply with those clearly set forth in the permit.

5. Each Festival Event sponsor at which food is sold or served shall ~~prominently place in and adjacent to all areas where food is sold or served a minimum of three (3) signs no smaller in size than two (2) feet wide by three (3) feet high which state "No animals other than service animals allowed in food sales, serving, and preparation areas;" or shall propose in writing with its application, subject to city approval, an alternate method of how notification will be given to~~ propose a method of notifying event vendors and attendees that only service animals are allowed in areas where food is prepared and served. Sponsors will be presumed to have provided adequate notice by prominently placing in or adjacent to all areas where food is sold or served signs which state "No animals other than service animals allowed in food sales, serving, and preparation areas."

C. The city may condition any event permit on a requirement that the permittee give written advance notice of the event and its probable impact to the general public and any property owners or tenants adjacent to the event location or any event venue.

D. Additional permits and licenses may be required for Festival Events to meet the conditions established by the permit or other city codes.

12.72.070 Fees and charges

The Festival Event permit is for the use of city property and the provision of city services associated with the event. Any person, firm or organization who sponsors a Festival Event within the city must also:

A. Pay all city property usage fees in accordance with applicable code or fee schedules adopted by city council resolution. ~~The application fee shall be applied as a credit against any property usage fee.~~

B. Obtain all applicable permits and licenses required by Aberdeen Municipal Code and pay associated fees in accordance with the code.

C. Apply for city utility services in advance of the event and pay associated usage charges and fees in accordance with city utility billing policies and practices. Pay the city's commercial customer fees for city utility services provided to the event.

D. Reimburse the city for actual costs of city personnel, services and supplies required as a direct result of the sponsor's failure to comply with permit conditions for the event within 45 days of the date of issuance of invoices for such by the city.

E. Pay taxes, as applicable to the event, in accordance with city and state regulations.

12.72.080 Waiver of fees and charges exempted—Qualified nonprofit event sponsor

The Director may waive all or any portion of the following fees and charges for a ~~Qualified Nonprofit Event Sponsor~~ an event sponsor if in the Director's opinion support for the event will not cause a significant disruption in the delivery of normal city services and the event is of sufficient public benefit to warrant the expenditure of city funds without reimbursement by the sponsor:

A. The actual cost of city personnel for services incurred on behalf of the event during regular work hours.

B. Incidental city costs for supplies, mileage and vehicle maintenance that are not included in the ordinary rate for city utility services.

C. The fees for ~~reeycling~~ solid waste collection services provided to the event by the city if the sponsor files a recycling plan with the event application, said plan is approved by the city, and the event sponsor makes a good faith effort to implement the approved plan.

The Director's decision to deny a requested waiver of fees or costs may be appealed under AMC 12.72.055. In the alternative, the Director may directly submit requests for waivers to the city council for approval. The Director should take reasonable steps to determine the approximate cost of all city services provided to events without charge.

12.72.090 Hold Harmless

As a condition to the issuance of any permit under this chapter, the sponsor shall agree to defend, indemnify and hold harmless the city, its officers, employees and agents, for any and all suits, claims or liabilities caused by, or arising out of any use or activity authorized by any such permit.

12.72.100 Insurance requirements

The sponsor shall provide general liability insurance naming the city as an additional insured. Limits of coverage will be determined by the city's risk manager. Certificates of insurance are to be submitted to the city for approval prior to the issuance of the Festival Event permit. Acceptability of insurance is subject to approval by the city's Finance Director or the city's designated risk manager.

12.72.110 Revocation of permit

Any permit issued under this chapter may be summarily revoked by the city at any time when, by reason of disaster, public calamity, riot or other emergency or exigent circumstances, the city determines the safety of the public or property requires such immediate revocation. The city may also summarily revoke any permit issued pursuant to this ordinance if the city finds that the permit has been issued based upon false information or when the permittee exceeds the scope of the permit or fails to comply with any condition of the permit. Notice of such action revoking a permit shall be delivered in writing to the event sponsor by personal service or by certified mail at the address specified by the permittee in the application.

SECTION 2. CODE SECTION REPEALED. Ordinance 5441, as amended by Ordinance 5688, codified as Chapter 5.44 AMC, is hereby repealed.

SECTION 3. SAVINGS CLAUSE. Chapter 5.44 AMC, which is repealed by this ordinance, shall remain in force and effect until the effective date of this ordinance and shall remain in force and apply to all applications made and permits issued prior to the effective date of this ordinance.

SECTION 4. SEVERABILITY. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any other person or situation.

SECTION 5. PUBLICATION BY SUMMARY. The Finance Director is authorized and directed to publish the attached summary in lieu of this ordinance.

SECTION 6. EFFECTIVE DATE. This ordinance shall take effect immediately following its passage, signing, and publication.

PASSED and APPROVED this ____ day of _____, 2015.

Bill Simpson, Mayor

ATTESTED:

Kathryn Skolrood, Finance Director



Kathryn Skolrood <kskolrood@aberdeenwa.gov>

Festival Events ordinance - proposed revisions

1 message

Eric Nelson <enelson@aberdeenwa.gov>

Fri, Sep 25, 2015 at 2:01 PM

To: Alan Richrod <arichrod@aberdeenwa.gov>, Bill Simpson <mayor@aberdeenwa.gov>, Denny Lawrence <dlawrence@aberdeenwa.gov>, Doug Paling <dpaling@aberdeenwa.gov>, Jeff Cook <jeffcook@aberdeenwa.gov>, Jim Cook <jcook@aberdeenwa.gov>, Kathi Hoder <khoder@aberdeenwa.gov>, Margo Shortt <mshortt@aberdeenwa.gov>, Pete Schave <pschave@aberdeenwa.gov>, Tawni Andrews <tandrews@aberdeenwa.gov>, Tim Alstrom <talstrom@aberdeenwa.gov>
 Cc: Bob Torgerson <rtorgerson@aberdeenwa.gov>, Debbie Lund <dlund@aberdeenwa.gov>, Karl Harris <krharris@aberdeenwa.gov>, Kathryn Skolrood <kskolrood@aberdeenwa.gov>, Lisa Scott <lscott@aberdeenwa.gov>, Malcolm Bowie <mbowie@aberdeenwa.gov>, Tom Hubbard <thubbard@aberdeenwa.gov>, Stacie Barnum <sbarnum@aberdeenwa.gov>

I have drafted a revised Bill 15-03 (version 15-03B, attached) in an attempt to address the concerns raised by councilmembers and the public.

Changes from Bill 15-03A are shown as underlined/strikeout.

I will be at the municipal attorney's conference next Wednesday night. You may want to continue the second reading and public hearing to October 14 so I will have a chance to get your feedback before amending the ordinance.

If the amendments work as written, simply "move to amend Bill 15-03A to read as set forth in Bill 13-03B."

In summary, section by section:

12.72.010 Purpose. The old language was "not friendly." It now states the purpose of this ordinance is to promote Festival Events and to assist sponsors, not just to regulate them. It also emphasizes that any fees or charges must be adopted by the city council.

12.72.020 Definitions. This changes the definition of "Festival Event" to exclude minor events that would not require sanitation or other services. Street closures would still require city approval, but not a full-blown event permit.

12.72.030 Permit required. Again, its more friendly for event sponsors. The 90 days is no longer mandatory. We'll leave it up to the event sponsors to allow adequate time for planning.

12.72.040 Permit duration. Revised to allow one permit to cover multiple events - subject to our right to cancel future events if we need to. For example, the new definition of "Festival Event" might exclude street closures for the D&R. But if the D&R wants vendor or sponsor activities on the streets or sidewalks they could apply for one permit to cover multiple events, so long as each event had the same number of vendors, etc.

12.72.050 Administration. The much-hated and reviled \$50 application fee is gone. Hallelujah!

12.72.060 Conditions authorized and additional permits. In B4, the "free speech" provision now only requires an "accommodation" if the sponsor is proposing a restriction in the first place.

In B5, the "no dogs allowed" signs become an alternative and not the default requirement.

12.72.070 Fees and charges. An explanation has been added for the "other permits and licenses." Any fees for using city property must be adopted by city council resolution or ordinance.

12.72.080 Waiver of fees and charges. The changes allow any event sponsor, whether non-profit or semi-profit, to request a waiver of charges for city services. A primary benefit from special events is the economic activity generated and that benefit is received whether or not the sponsor makes a profit.

Even if the event has a public benefit, the decision to waive charges will likely be based on the cost and how much money is in the budget. So new language gives the Director the option of punting the funding request directly to the city council.

Eric S. Nelson

Corporation Counsel

City of Aberdeen

200 E. Market Street

Aberdeen, WA 98520

(360) 537-3233

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15-03B Festival Events - draft.doc

46K

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A NEW CHAPTER 12.72 OF THE ABERDEEN MUNICIPAL CODE RELATING TO THE PERMITTING OF PUBLIC FESTIVALS AND PARADES, REPEALING CHAPTER 5.44 OF THE ABERDEEN MUNICIPAL CODE AND ORDINANCE 5441.

WHEREAS, on May 13, 2015, the city council adopted the recommendation of a Public Safety Committee Report that the city's current "Parade Permit" ordinance be replaced with an ordinance designed to deal with all manner of public events held on city property and rights of way; **NOW, THEREFORE**,

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ABERDEEN:

SECTION 1. NEW CODE CHAPTER ADOPTED. The following Chapter 12.72 relating to Festival Events is hereby added to the Aberdeen Municipal Code:

12.72.010 Purpose

It is the purpose of this chapter to provide for the issuance of Festival Event permits to regulate such events on the public properties and rights-of-way of the city in the interest of public health, safety and welfare; to provide for fees and charges; and to administer the permit process. Nothing contained in this chapter or any procedures adopted hereunder is intended to be or shall be construed to create or form the basis for liability on the part of the city, or its officers, employees or agents, for any injury or damage resulting from the failure of the applicant or sponsor to comply with the provisions hereof.

12.72.020 Definitions

For purposes of this chapter, the following terms shall be defined as follows, unless a different meaning is expressly stated:

- A. "Applicant" means the individual who completes the application and who shall act as primary contact for the event.
- B. "Director" means the Parks and Recreation Director or the Director's designee.
- C. "Festival event" means an event held in a fixed location on city property or city right-of-way, which the general public may attend, and any activity in a non-fixed location associated with the event such as a parade, walk-a-thon, or run-a-thon. Festival Events include arts and craft shows, carnivals, circuses, dances, entertainment activities, exhibitions,

fairs, flea markets, parades, rallies, shows, or other similar events. Not included in this definition of Festival Events are events exclusively involving political or religious activity or events intended primarily for the communication or expression of ideas where no vendor activities are involved and which are protected under the First and Fourteenth Amendments.

C. "Nonprofit vendor" means any person, firm or organization who sells goods and services at a Festival Event and who has active status registration with the Washington Secretary of State as a nonprofit corporation.

E. "Permit" means the permit issued by the Parks & Recreation Director or the Director's appointed designee pursuant to this chapter.

F. "Sponsor" means the group who is listed on the permit application as the responsible party for the event.

G. "Qualified nonprofit event sponsor" means a sponsor who has an active status registration with the Washington Secretary of State as a nonprofit corporation.

H. "Vendor" means any individual, firm, or organization who sells goods or services at a Festival Event, including but not limited to concessions, food counters, and booths for the sale of crafts, memorabilia, souvenirs, services, or other similar items.

12.72.030 Permit required

A. Any person or group desiring to conduct or sponsor a Festival Event on city property or city rights-of-way, other than Festival Events conducted entirely within a city park under the jurisdiction of the Aberdeen Parks Board, shall first obtain a Festival Event permit under this chapter. An application for a festival event permit must be submitted at least ninety (90) days prior to the proposed date of the Festival Event. The Director shall issue or deny a permit within thirty (30) days from the date a complete application is received.

B. Any person or group desiring to conduct or sponsor a Festival Event in a city park under the jurisdiction of the Aberdeen Parks Board shall comply with all regulations and permit requirements established by the Parks Board. A Festival Event permit under this chapter shall also be required for Festival Events that do not take place entirely within a city park under the jurisdiction of the Park Board. The Director, with the approval of the Park Board, may issue a consolidated Festival Events permit under this chapter that incorporates the permitting requirements adopted by the Park Board.

12.72.040 Permit duration

A Festival Event permit issued under this chapter shall be valid only for the time period approved by the city and vests no permanent rights in the applicant.

12.72.050 ~~Administration~~ Permit application – fee – timelines for issuance

A. The Director shall establish a Festival Event permit application form, process, and approval/denial criteria; and publish such forms, process and criteria on the city's website. The criteria for approval/denial shall be reviewed and approved by the Police and Fire

Departments prior to adoption by the Director. The process for approval/denial of individual permit applications shall include an opportunity for review and comment by all city departments.

B. The application fee for a Festival Event permit shall be \$50. The fee shall be submitted with an application for a Festival Event permit at least ninety (90) days prior to the proposed date of the event. The Director shall issue or deny the permit within thirty (30) days from the date a complete application is received.

C. The Director or the Director's designee may approve, deny, modify, or condition an application for a Festival Event permit.

12.72.055 Appeal of denial or revocation of permit

Any sponsor aggrieved by the action of the Director in refusing to issue any permit or revoking a permit issued under this chapter shall have the right to appeal the Director's action to the Aberdeen City Council, or such other hearing body or officer as may be designated by the City Council, by filing a notice of appeal with the Finance Director within ten (10) calendar days of issuance of notice of the denial or revocation. Any appeal shall be accompanied by a statement indicating the grounds for such appeal. The hearing body or officer shall set a date for hearing such appeal, to take place within twenty (20) calendar days of the date of receipt of the notice of appeal, unless the appellant agrees to a longer time frame. If the twentieth day falls on a weekend or holiday, the next business day would be the final day for holding a hearing. At such hearing the appellant and other interested persons may appear and be heard, subject to rules adopted by the city council or the hearing body. The hearing body or officer shall render its decision on the appeal within ten (10) business days following the close of the appeal hearing. The decision of the hearing body or officer is final.

12.72.060 Conditions authorized and additional permits

A. The Director may include in a Festival Event permit, among other provisions, reasonable terms or conditions as to the: (1) time, place and manner of the event; (2) compliance with health and sanitary regulations; (3) provision of emergency services, security, and other services deemed necessary by the city for health, safety, and welfare purposes; and (4) payment of or reimbursement for city costs associated with the event.

B. In addition to the reasonable terms and conditions that may be included in a Festival Event permit, a Festival Event permit shall ensure that:

1. No fee may be charged nor donations solicited for admission to a Festival Event located on City properties or rights-of-way or any entertainment venue at the event located on City properties or rights-of-way. This condition does not prevent the event sponsor from collecting vendor fees and charges, or allowing the sale of goods and services at the event, or soliciting or allowing the solicitation of donations for support of non-profit organizations in a manner such that the solicitation would not reasonably be construed by the general public as a charge or donation for admissions.

2. The event sponsor is responsible for all equipment set-up and take-down, litter and garbage clean-up and disposal at the event venue, and prompt removal of all event equipment and site clean-up at the end of the event.

3. No stakes, pegs, or other affixed hardware may be placed into city property or rights-of-way unless such activity is allowed under the Festival Event permit.

4. The sponsor of a Festival Event shall make provision for the free exercise of speech at the event and submit in writing with its application a statement as to how the free exercise of speech will be accommodated. Any manner and location restrictions on the free exercise of speech must comply with those clearly set forth in the permit.

5. Each Festival Event sponsor at which food is sold or served shall prominently place in and adjacent to all areas where food is sold or served a minimum of three (3) signs no smaller in size than two (2) feet wide by three (3) feet high which state "No animals other than service animals allowed in food sales, serving, and preparation areas;" or shall propose in writing with its application, subject to city approval, an alternate method of how notification will be given to event vendors and attendees that only service animals are allowed in areas where food is prepared and served.

C. The city may condition any event permit on a requirement that the permittee give written advance notice of the event and its probable impact to the general public and any property owners or tenants adjacent to the event location or any event venue.

D. Additional permits and licenses may be required for Festival Events to meet the conditions established by the permit or other city codes.

~~12.72.070 Rates established for use of City streets~~

~~—The rate for use of City streets for stationary activities of a Festival Event shall be \$50 per day or partial day of event operation, and shall be paid in advance of or at the time of permit issuance. Stationary event activities include but are not limited to areas for vendors, food consumption, displays, entertainment, event entryways, and supply and equipment storage.~~

12.72.070 Fees and charges

Any person, firm or organization who sponsors a Festival Event within the city must:

A. Pay all city property usage fees in accordance with applicable code or resolution. The application fee shall be applied as a credit against any property usage fee.

B. Obtain all applicable permits and licenses required by Aberdeen Municipal Code and pay associated fees in accordance with the code.

C. Apply for city utility services in advance of the event and pay associated usage charges and fees in accordance with city utility billing policies and practices. Pay the city's commercial customer fees for city utility services provided to the event.

D. Reimburse the city for actual costs of city personnel, services and supplies required as a direct result of the sponsor's failure to comply with permit conditions for the event within 45 days of the date of issuance of invoices for such by the city.

E. Pay taxes, as applicable to the event, in accordance with city and state regulations.

12.72.080 Fees and charges exempted - Qualified nonprofit event sponsor

The Director or the Director's designee may waive the following fees and charges for a Qualified Nonprofit Event Sponsor if in the Director's opinion support for the event will not cause a significant disruption in the delivery of normal city services and the event is of sufficient public benefit to warrant the expenditure of city funds without reimbursement by the sponsor:

A. The actual cost of city personnel for services incurred on behalf of the event during regular work hours.

B. Incidental city costs for supplies, mileage and vehicle maintenance that are not included in the ordinary rate for city utility services.

C. The fees for recycling services provided to the event by the city if the sponsor files a recycling plan with the event application, said plan is approved by city, and the event sponsor makes a good faith effort to implement the approved plan.

12.72.090 Hold Harmless

As a condition to the issuance of any permit under this chapter, the sponsor shall agree to defend, indemnify and hold harmless the city, its officers, employees and agents, for any and all suits, claims or liabilities caused by, or arising out of any use or activity authorized by any such permit.

12.72.100 Insurance requirements

The sponsor shall provide general liability insurance naming the city as an additional insured. Limits of coverage will be determined by the city's risk manager. Certificates of insurance are to be submitted to the city for approval prior to the issuance of the Festival Event permit. Acceptability of insurance is subject to approval by the city's Finance Director or the city's designated risk manager.

12.72.110 Revocation of permit

Any permit issued under this chapter may be summarily revoked by the city at any time when, by reason of disaster, public calamity, riot or other emergency or exigent circumstances, the city determines the safety of the public or property requires such immediate revocation. The city may also summarily revoke any permit issued pursuant to this ordinance if the city finds that the permit has been issued based upon false information or when the permittee exceeds the scope of the permit or fails to comply with any condition of the permit. Notice of such action revoking a permit shall be delivered in writing to the event sponsor by personal service or by certified mail at the address specified by the permittee in the application.

SECTION 2. CODE SECTION REPEALED. Ordinance 5441, as amended by Ordinance 5688, codified as Chapter 5.44 AMC, is hereby repealed.

SECTION 3. SAVINGS CLAUSE. Chapter 5.44 AMC, which is repealed by this ordinance, shall remain in force and effect until the effective date of this ordinance and shall remain in force and apply to all applications made and permits issued prior to the effective date of this ordinance.

SECTION 4. SEVERABILITY. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any other person or situation.

SECTION 5. PUBLICATION BY SUMMARY. The Finance Director is authorized and directed to publish the attached summary in lieu of this ordinance.

SECTION 6. EFFECTIVE DATE. This ordinance shall take effect immediately following its passage, signing, and publication.

PASSED and APPROVED this ____ day of _____, 2015.

Bill Simpson, Mayor

ATTESTED:

Kathryn Skolrood, Finance Director

LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Bill Simpson

**The Members of
Your Committee On:** Personnel and the Human Resources Director

To Whom Was Referred: Job description update for the classification of
Maintenance Worker IV

Reports and Recommends as Follows: On October 15, 2015, members of the Personnel Committee met and discussed the proposed changes to the Maintenance Worker IV job description.

This proposal updates the job description last updated in 2014. The proposed changes only apply to the job classification for work in the Water Department. The Water Department does not currently have any employees classified as Maintenance Worker IV. In early 2015, the Water Department sought and received approval to promote Maintenance Worker IV employees to the newly created position of Lead Water Treatment Plant Operator II. Three employees were ultimately affected by this change.

Due to a recent retirement, one of those three employees has been promoted to the recently vacated position. This leaves a vacancy as Lead Water Treatment Plant Operator II. The Operator II position requires certifications that no current employee possesses. The Water Department is interested in encouraging employees to pursue the certification by creating a transitional appointment to Maintenance Worker IV in which they can serve while earning their Operator II certifications. Other minor punctuation and grammar edits are included in the proposal.

The AFSCME union and current Maintenance Worker IVs (from other Public Works divisions) were notified of this proposal on October 9, 2015.

It is recommended that the City Council adopt the attached job description for the position of Maintenance Worker IV effective immediately.

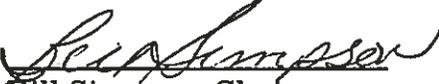


Debbie Lund
Human Resources Director

Reported: October 28, 2015

Adopted: _____, 2015

PERSONNEL COMMITTEE



Bill Simpson, Chairman



Peter Schave, Council President



Tim Alstrom, Member

**CITY OF ABERDEEN
POSITION CLASSIFICATION
MAINTENANCE WORKER IV**

Salary Range: 19

Union Status: AFSCME

FLSA Status: Non-Exempt

Date Adopted: 10/01, 03/14, 10/15

Page 1 of 3

DEFINITION: The Maintenance Worker IV leads and performs highly skilled Public Works maintenance, operations, and construction in the Street, Wastewater and/or Water Departments. Specific duties depend on department functions. The position is responsible for equipment operations, emergency services, traffic controls, computerized data systems, and department or multi-department specialty and trade skills. Examples include running paving and drainage jobs, sewer or water line replacements, serving as Water Treatment Plant Operator, and serving as Lead for the service truck.

REPORTS TO: Any of the various Public Works Supervisors, or as assigned.

SUPERVISES: Provides lead direction to Maintenance Workers I, II or III and temporary or seasonal employees.

DISTINGUISHING CHARACTERISTICS:

This position frequently leads Maint. Workers I, II and III. Work is performed outdoors and incumbents layout jobs, direct crews, keep track of material and time with computerized tracking and operating systems; respond to emergency call outs, and perform manual activities as well as operation of a wide variety of heavy construction and mechanical equipment and hand tools.

ESSENTIAL JOB FUNCTIONS:

Coordinates and performs emergency and first response duties for main breaks, snow, flood, ice, traffic, or other emergencies.

Leads crew on a regular basis and acts as supervisor in the absence of the various Public Works managers and supervisors.

Leads or operates heavy construction equipment such as backhoes, boom truck crawler tractors, 3-axle trucks and equipment common to heavy construction.

Performs carpentry, plumbing, welding, and masonry duties with moderate skill.

As lead person, lays out and runs jobs, and is responsible for traffic, trench boxes, safety, time and material, and computerized records and reports.

Examples of Duties for Street/Stormwater Department

Leads and runs day-to-day street and storm water construction and maintenance involving locates, traffic controls, excavation, surface, subgrade and overlays.

Works with traffic engineer to run crews and maintain traffic control markings; orders paint, reflectors and other necessary materials. Also maintains dikes, tide gates, open and closed drain systems, and storm water pumps.

Examples of Duties for Water Department

Serves as a transitional position for training future Lead Water Treatment Plant Operators, serves as a shift operator for the water filtration plant, and ~~will serve as WTP~~ serves as Water Treatment Plant lead operator in the absence of the Water Treatment Plant Operations and Maintenance Supervisor. ~~Within 1 year, must be able to obtain a Water Treatment Plant Operators (WTPO) Level I Certification. (See the "Licenses, Certificates and Other Requirements" section of this description for additional criteria required for the Water Department.)~~

Leads crew and oversees and participates in various water system maintenance, repair and construction projects such as water main or hydrant replacements, pump and or pump station repairs or industrial water system repairs.

Serves as lead for service truck and installs new services and locates water mains and services for contractors and other utilities. Uses leak detection and other equipment in locating and repairing water leaks and broken water lines.

Examples of Duties for Wastewater Systems Department

Functions as working foreman with responsibility for a field crew: oversees and participates in wastewater system maintenance, repair, inspection, fabrication, and construction projects.

Oversees and assists in inspecting and testing sewer lines using smoke testing and television equipment.

OTHER JOB FUNCTIONS:

Serves on various employee safety committees as assigned; performs essential job functions as listed for Maintenance Worker III, and performs other related duties as assigned.

WORK ENVIRONMENT/EQUIPMENT USED:

Work is performed outdoors often in inclement weather. While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk and hear, reach with hands and arms and use hands and fingers to handle, feel or operate objects, tools or controls. The employee works in trench boxes and confined spaces and proximity to heavy equipment, and is required to balance, stoop, kneel, crouch, crawl, twist, climb and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Equipment used includes but is not limited to motorized vehicles such as pickup trucks and small dump trucks; backhoe, crawler tractors, street sweeper, 8-Yard capacity dump trucks and 3-axle trucks, 2-Axle flatbed and tank trucks; chainsaws, shovels, rakes, machetes, axes, weed eaters, push and riding lawn mowers; electric sanders and blasters, paint brushes, rollers and sprayers and other commonly used hand and power tools, carpentry tools and brush cutting equipment; propane-fired tar pot; 90 lb. jack hammer, picks, breaker bars and sledge hammers; hand and power tampers, plate compactor, vibrators and rollers; compressors, generators, wrenches, post hole diggers, ditch witches, detection devices, pressure gauges; herbicide applicators and chemical, survey levels, computers, mobile radios and phone.

DESIRABLE QUALIFICATIONS:

Knowledge of: methods, materials, equipment and standards for repair and replacement of streets, roads, surface and sanitary sewers, pump stations, water lines and related installations. Application and limitations of common water main, pump station, road and surface construction equipment; geography of area to which assigned; rules and safe operation of vehicles and tools; Washington State motor vehicle laws and rules governing traffic and use of City equipment; methods and tools used in servicing and maintaining equipment; fundamentals of rough construction, including common methods of leveling and alignment; departmental and City policy and procedures, heavy equipment and hazards associated with area of work assignment, and familiarity with basic computerized systems and computer operations.

Ability to: work efficiently and safely without immediate supervision; exercise leadership in assuring that work performed meets desired standards of quality and quantity; perform heavy physical labor for extended periods of time and in inclement weather; operate equipment in a safe and skillful manner; make adjustments and emergency repairs to equipment; follow oral and written instructions; proceed through several stages of assigned projects without on-site supervision; work efficiently and safely; perform operating maintenance as scheduled on assigned equipment; keep records of completed work.

EDUCATION AND EXPERIENCE:

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

High school graduation or GED with continuing education and workshops; Five years of journey level water, wastewater, or street construction and maintenance at a level comparable to a Maintenance Worker III which includes operation of light and heavy construction equipment, job layouts, and emergency services.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Valid WA State Driver's License free from serious or frequent violations.

Class A CDL or the ability to obtain one.

Flagging and First Aid Cards

A Maintenance Worker IV in the Water Department must within 1 year (12 months) of appointment to this job classification obtain a Water Treatment Plant Operators (WTPO) Level I certification. Within two years (24 months) of appointment to this job classification in the Water Department, incumbent must obtain the WTPO Level II certification and meet all mandatory requirements for the position of Lead Water Treatment Plant Operator II. If an individual is unable to obtain either certification or meet the requirements within the timelines stated here, they will be returned to their previously held position and pay range. If the previously held position is not available, the individual will follow provisions in the union contract allowing for possible bumping rights.

Specialty licenses and certifications may/will be required on a department basis. Examples include, Boom Truck Certification. Additionally ~~for the Water Department;~~ may require a Pesticide License; Water Distribution Specialist, or Water Treatment Plant Operator (WTPO) Level I, ~~for Wastewater Systems Department;~~ may require a Pesticide License, ~~for The Street;~~ Department may require a Pesticide License.

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mayor: Hon. Bill Simpson

**The Members of
Your Committee On:** Personnel and the Human Resources Director

To Whom Was Referred: Proposed change to Personnel Policy 8.20: Leave of
Absence Without Pay

Reports and Recommends as Follows: On October 15, 2015, members of the Personnel Committee met and discussed the proposed changes to Personnel Policy 8.20 regarding leaves of absence without pay.

The current language “15 calendar days” is not clear. It does not identify for the reader if the 15 calendar days is per month, per calendar year, per rolling 12 months (like FMLA), per career, or per some other measure of time.

It is likely that the intention of this policy was to provide a “sabbatical” type leave (hence the one year the Mayor can allow). It is also likely that the language pre-dates all of the other types of leave now provided by law (reserve Military member, FMLA, family care, faith based leave, etc.)

Therefore, this proposal:

1. Clarifies that the days are consecutive days per calendar year, and
2. Clarifies that the anniversary date of the employee only be changed if the leave of absence without pay exceeds 6 months.

Anniversary Date: This change prevents the paperwork and tracking difficulties that could develop for short term absences and is in the best interest of the employee for their step increase date.

Please note, there is no change to the one year the Mayor can approve. Anyone exceeding the department head allowance can request the leave without pay from the Mayor.

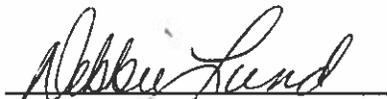
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Personnel Committee Report

RE: Personnel Policy 8.20 Leave of Absence Without Pay

The unions were notified of this proposal on Tuesday, October 6, 2015.

It is recommended that the City Council adopt the proposed changes to Personnel Policy 8.20 Leave of Absence Without Pay effective immediately.



Debbie Lund
Human Resources Director

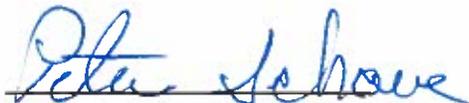
Reported: October 28, 2015

Adopted: _____, 2015

PERSONNEL COMMITTEE



Bill Simpson, Chairman



Peter Schave, Council President



Tim Alstrom, Member

8.20 Leave of Absence Without Pay.

Upon written request of a City employee, and with the express recommendation of the appropriate department head, the Mayor may grant an employee a leave of absence without pay not to exceed one year.

A department head may approve a request for a leave of absence without pay which does not exceed 15 ~~calendar days~~ consecutive calendar days per calendar year without the consent of the Mayor.

Approval of such extended leave shall be in writing, signed by the department head or the Mayor. No vacation or sick leave benefits or any other employee fringe benefit shall accrue while a City employee is on approved leave of absence without pay. Any employee on an approved leave of absence may continue his or her medical and dental insurance coverage by paying the full cost to the City in advance for each month or portion thereof for which the employee is absent.

Upon expiration of an approved leave of absence without pay, the employee shall be reinstated in the position held at the time the leave was granted unless such position has been affected by a layoff or reorganization, in which case the employee may be returned to an equivalent position or placed on layoff.

The employee's anniversary date will be adjusted by the length of the leave taken if the leave exceeds 6 consecutive months.

LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Bill Simpson

The Members of
Your Committee On: Personnel

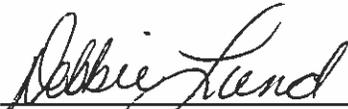
To Whom Was Referred: Authorization for temporary 5% pay increase for
Assistant Parks and Recreation Director

Reports and Recommends as Follows: On October 15, 2015, members of the Personnel Committee met and discussed a request from outgoing Parks and Recreation Director Karl Harris to temporarily increase the pay of the Assistant Parks and Recreation Director, Stacie Barnum, due to his departure.

Director Harris is now on an extended vacation until December 31, 2015, which will be his retirement date from the City of Aberdeen. This request is to authorize payment of an additional 5% to Assistant Director Barnum. In exchange, Ms. Barnum will perform the following duties that would have otherwise been performed by Mr. Harris:

1. Represent the Parks and Recreation Department at all meetings that would have been attended by Mr. Harris.
2. Work with the Mayor, City Council and Finance Director to finalize the 2016 Parks and Recreation budget.
3. Serve as secretary to the lodging tax advisory committee.
4. Perform other duties as required by the Mayor in the absence of the Director.

It is recommended that the City Council authorize this 5% pay increase for the Assistant Parks and Recreation Director retroactive to October 1, 2015, expiring no later than January 31, 2016. In the event that a new Parks and Recreation Director has not been named by January 31, 2016, the council authorizes the Mayor to extend this pay increase up to an additional 90 days.



Debbie Lund
Human Resources Director

Reported: October 28, 2015

Adopted: _____, 2015

PERSONNEL COMMITTEE



Bill Simpson, Chairman



Peter Schave, Council President



Tim Alstrom, Member

LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Bill Simpson

The Members of
Your Committee On: Personnel

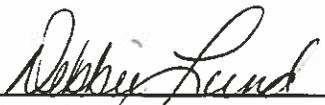
To Whom Was Referred: Authorization for temporary 5% pay increase for Deputy
Public Works Director

Reports and Recommends as Follows: On October 15, 2015, members of the Personnel Committee met and discussed a request from Mayor Simpson to temporarily increase the pay of the Deputy Public Works Director, Rick Sangder, as a result of the termination of the previous Public Works Director, Malcolm Bowie.

This request is to authorize payment of an additional 5% to Deputy Director Rick Sangder. In exchange, Mr. Sangder will perform the following duties that would have otherwise been performed by Mr. Bowie:

1. Represent the Public Works Department at all meetings that would have been attended by Mr. Bowie.
2. Serve as supervisor for all staff previously supervised by Mr. Bowie.
3. Work with the Mayor, City Council and Finance Director to finalize the 2016 Public Works budget and all other budgets related to Public Works that otherwise fell under the purview of the Public Works Director.
4. Act as the primary City of Aberdeen contact for all Public Works projects, delegating responsibilities to qualified staff when appropriate.
5. Ensure timely completion of the Sam Benn Park project.
6. Perform other duties as required by the Mayor in the absence of the Director.

It is recommended that the City Council authorize this 5% pay increase for the Deputy Public Works Director retroactive to October 1, 2015, expiring no later than January 31, 2016. In the event that a new Public Works Director has not been named by January 31, 2016, the council authorizes the Mayor to extend this pay increase up to an additional 90 days.


Debbie Lund
Human Resources Director

Reported: October 28, 2015

Adopted: _____, 2015

PERSONNEL COMMITTEE


Bill Simpson, Chairman


Peter Schave, Council President


Tim Alstrom, Member