



City Of Prosser

CITY COUNCIL

SPECIAL MEETING AGENDA

Council Chambers, 620 Market St, 1st Floor, Prosser WA
99350

Tuesday, April 7, 2026 @ 6:00 PM

To join the meeting, please click the following link:

<https://prosser.webex.com/meet/prosser>

Join by phone: +1-206-207-1700, Access code: 231 459 39313, Hit #, No
Attendee Code, Hit #

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS
 - a. Senior Citizen Appreciation Proclamation 3
[Proclamation](#)
6. COUNCIL DISCUSSION
 - a. Council Goals and Priorities - Mission, Vision, and Ethos/Core Values (*Michelle Holt, Benton-Franklin Council of Governments*) 4 - 5
[Summary](#)

Recommendation: *Discuss and provide staff with direction.*
7. CITY ADMINISTRATOR REPORTS AND COMMENTS
 - a. Benton County Courthouse Tenant Improvements Project Acceptance (*Marty Groom, Public Works Director*)
 - b. Prosser Economic Development Association Quarterly Report (*Neal Ripplinger, Executive Director*) 6 - 15
[Quarterly Report - Written Only](#)
 - c. Police Department Quarterly Report (*John Markus, Police Chief*) 16 - 25
[Quarterly Report](#)
8. COUNCIL DISCUSSION
 - a. Ordinance Updating the Prosser Personnel Policy Manual (*Toni Yost, Finance Director*) 26 - 149
[Ordinance](#)

Recommendation: *Review and provide staff direction related to the proposed Personnel Policy Manual updates.*

- b. Resolution Updating PMC 2.52 Reserve Officer Compensation (*Toni Yost, Finance Director*) 150 - 160
[Ordinance](#)

Recommendation: Review and provide staff direction on the proposed Ordinance related to Reserve Officer Compensation Program.

9. EXECUTIVE SESSION

- a. RCW 42.30.110 (1)(c) 161
[Executive Session Notice](#)

10. COUNCIL ACTION

- a. Purchase and Sale Agreements (*Rachel Shaw, City Administrator*)
- b. Scope of Work and Professional Services Agreement with Rupert to Develop a Strategic Vision for Prosser's Future (*Toni Yost, Finance Director*) 162 - 179
[Scope of Work](#)

Recommended Motion: Approve the proposed Scope of Work and Professional Services Agreement with Rupert to develop a strategic vision for Prosser's future.

11. ADJOURNMENT

Proclamation

- WHEREAS,** the City of Prosser is proud to be home to a strong and vibrant senior community whose lives and legacies are deeply woven into the history and identity of our City; and
- WHEREAS,** many of Prosser's seniors have helped build and sustain our community through their work in agriculture, local businesses, public service, education, and volunteerism; and
- WHEREAS,** seniors continue to play an important role in preserving the values, traditions, and sense of community that make Prosser a special place to live; and
- WHEREAS,** fostering a community where seniors feel valued, respected, and connected is a shared priority; and
- WHEREAS,** the City of Prosser wishes to honor the lifelong contributions of Prosser's seniors and express its sincere appreciation for their lasting impact on our City.

NOW, THEREFORE, BE IT RESOLVED, that I, Gary Vegar, Mayor of the City of Prosser, Washington, and the City Council and citizens of Prosser do hereby proclaim April 7, 2026, as Senior Appreciation Day in the City of Prosser and encourage all residents to join in recognizing and thanking seniors in our community for their contributions, wisdom, and enduring presence.

Mayor Gary Vegar

City Clerk Jacqueline Renteria

This 7th day of April, 2026.

CITY OF PROSSER, WASHINGTON AGENDA BILL			
<u>Agenda Title:</u> Council Goals and Priorities - Mission, Vision, and Ethos/Core Values <u>Item Type:</u> Discussion		<u>Meeting Date:</u> April 7, 2026 Special City Council Meeting	
<u>Department:</u> Administration	<u>Director:</u> Rachel Shaw	<u>Contact Person:</u> Rachel Shaw	<u>Phone Number:</u> 509-786-8218
<u>Cost of Proposal:</u> N/A <u>Amount Budgeted:</u> N/A		<u>Fund Name and Number:</u> N/A	
<u>Reviewed by Finance Department:</u> N/A			
<u>Attachments to Agenda Packet Item:</u> (None)			
<u>Summary Statement:</u> In September 2025, the City of Prosser launched a community-wide survey to gather input from staff, residents, youth, businesses, and stakeholders on the City's mission, vision, core values, and community priorities. Staff shared the survey results with Council at the Regular Council meeting on October 14, 2025. Next steps were to include further discussion of results in an effort to establish a list of priorities to be adopted by resolution, along with the development of a strategic plan to support the Council's goals and priorities. On March 3, 2026, Michelle Holt with Benton-Franklin Council of Governments, reviewed with Council the current Mission, Vision, Ethos/Core Values of the City and how they aligned with the Community survey. This is a continued discussion based on the feedback provided by Council during the special meeting.			

Consistent with Council Goal:

Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommendation: *Discuss and provide staff with direction.*

**Reviewed by Department
Director:**

Date:

Reviewed by City Attorney:

N/A

Date:

**Approved by City
Administrator:**

Date:



2025 Annual Executive Director Report

Business Start-Ups, Recruitment, Expansion, Relocation & Consulting

- Project Jaw – This client has had it on their radar to expand next year. Continuing to look for locations. Discussion about current available property and will continue to send site suggestions in the hopes of finding their ideal new location. In recent conversation with client decision made to build rather than attempt to find existing space. Search for land is on. Oct. update, assisted client looking at multiple parcels, one not yet on market. Mar. Update, client meeting to discuss multiple available commercial options and land availability. Aug. update, met with client to review two possible options they are considering. One purchase of existing building and one land and build. Gave contact info and support data for properties. Will continue to assist. Oct.25 Update, informed client of new commercial listing that meets size/business requirements. Forwarded listing info, other general data. Will continue to assist.
- Spoke with multiple local property owners in effort to generate a data average for rent/lease rates for commercial spaces. Work continues.
- Met with client July 11th to assist with questions regarding lease of their location and opportunities for future expansion. Follow up closer to lease renewal. Will continue to assist
- Met with client Aug. 23rd regarding possible second location of business in Prosser. Assisted with contact information. Discussed business structure and ideas. Will continue to assist as needed.
- Follow up talks Sep. and Nov. Plans moving forward.
- Continued talks with client Dec and Jan., possible plan changes, possible expansion of existing business instead of second location.
- WIT and Naratiff partnered to start a wine bar in Roselyn, WA. Best of luck with their joint venture.
- Spoke with Community Engagement at Hapo to welcome them to community, offer any assistance they may need, and offer a city tour for them and incoming branch manager. Scheduled for end of early April, prior to grand opening.
- Client request for bookkeeper recommendations for their business March 6
- Client looking for space for graphic design, art, sketching. March 11th Reached out to a few people. Put in contact with possible location.
- Consult with new tasting room owner March 27th. Help with resources and contacts. Will continue to assist.
- Assisted client with supply chain issue March 21th. Put in contact with Prosser business that could supply need.
- Meeting with client regarding business March 24th, resources provided, follow up and additional help to follow.
- Client meeting April 2nd regarding space for two possible businesses locating to Prosser. They are interested in a particular property which may become available for purchase. Contacted property owners and made introductions to help facilitate. Will continue to assist.
- Follow up with client April 30th to confirm interest and see if any additional help or information needed.
- April 10 City tour for Prosser's Hapo branch manager, and community relations staff
- April 18 Spoke with client interested in business expansion and resources in promoting business.
- April 24 Spoke at Hapo ribbon cutting, event well attended.
- April 21 Met with client to discuss purchase of business. Funding options, financials, etc. Will continue to assist. Additional meetings planned.
- May 12 Client meeting to assist with business loan/funding options.
- May 13 Client meeting to discuss marketing strategies. Provided tools/info to help. Low cost or free options, and strategies to help streamline social media.
- May 15 Contact with org to assist multiple local businesses with possible contract purchase agreements.

- May 19 Spoke with client about possible business in Prosser. Location (land or building) purchase and feasibility of business in Prosser. Will provide demographic and other related data. Will continue to assist.
- June 2 Client meeting to assist with marketing funding and access to LTAC funds
- June 23 Client assist with winery/tourism info and demographic data
- June 27 Client meeting to assist organization with grant writing efforts
- July 1 Client meeting regarding permitting issues for possible business in county. Assisted with contacts, resources, and potential modifications that would allow use.
- July 18 client looking for supplier for business, put together contact information for potential vendors
- Sleep Inn project on Merlot has resubmitted their application for the hotel. Trees being removed from property.
- Conversations regarding zoning at Vintners continues. Likely outcome would be to make both phase zoning match. Port of Benton assisting in working with existing property owners.
- Aug 19 Client meeting assisting with questions on marketing and customer outreach.
- Aug 21 Client meeting to answer questions for start-up business. Funding availability, marketing and partnership agreements. Will continue to assist as needed
- Aug 28 Client meeting with new business owner, discussed their plans, timeline for implementation, troubleshooting where needed.
- Sep 4 Client contact for assistance with city/port. Permitting and other issues. Was able to assist with immediate needs. Will continue to keep in contact as project progresses.
- Sep 8 Client contact requesting information on development in city. Answered questions and will continue to assist as needed.
- Sep 9 Request from city staff for market analysis assistance. Gathered all pertinent data and confirmed with other industry experts before delivering to staff.
- Sep 11 Port staff contacted to transfer a client to me. Provided project background and information. Will assist as needed
- Sep 15 Client contact regarding project. Answered questions and discussed scope of project, possible pain points. Some additional clarification needed for client, made introduction to Port Real Estate staff. Update Oct 9, additional meeting. Follow up on progress, additional questions
- Sep 16 Assisted Port of Benton and local business with marketing efforts. Sister to Sister on the Ave needed actors for a commercial the Port was filming for Vintners Village businesses. Taryn and I were pressed into service. Awaiting word of our Clio nomination
- Sep 22 Client meeting regarding short and mid-term rental market. Provided demographic and development data. Discussed client's plans and approach. Will continue to assist as needed. Oct 29 update, second meeting. Invited client to Business After Hours, Prosser Leadership, made introduction to PMH staff for potential link in services of short-term rentals and Locums/Travelers, etc. Continue to assist as needed
- Oct 28 Client request for demographic data. Supplied updated OFM estimates, workforce and ESD data for Prosser and BF MSA, large employer, anticipated growth, and housing market.
- Nov 13 Client meeting- Looking for business ideas for purchased property in county. Discussed potential ideas, requirements, and provided resources, data, contacts. Will continue to assist.
- Nov 20 Client Meeting – First meeting with new client looking to expand business. Looking for BM location. Provided business plan info, demographic data, start-up cost info, real estate availability for potential locations. Will continue to assist.
- Dec 3 Client Meeting- Consult with client and son about new business idea. Provided requested information, contacts, market analysis. Will continue to assist as needed

Leadership Prosser Program

Goal: To train up new leaders for the community

- Additional candidates found, applications in, 8 total for class of 2025
- Dec 13th Leadership Alumni and 2025 class social
- Jan 15th 1st Leadership Class. Introduction, Non-Profits, Personality Tests, Class led by me, thanks to PMH for use of personality testing program.



- Introduced class at Chamber Awards Banquet Jan 27th with short speech. Class also did split the pot fundraiser selling keys for 'Stock your Cellar' event again.
- Feb 12th 2nd Leadership class, Public Services Day. Led by Mayor and Rachel Shaw. Class visited City Hall, Police Department, Courthouse, Fire Station and Chamber. Thanks to Gary, Rachel and all who took time for tours.
- March 12th 3rd Leadership class- Healthcare and Social Services. Tours of New Prosser Memorial Health Hospital Facility, Jubilee Thrift and Food Bank, Yakima Valley Farm Workers Clinic, and HOBBS Hospice.
- April 9th 4th Leadership class – Ag Day- Tours of Yakima Fish Hatchery, Zirkle/Four Feathers facilities. Thanks to host, Don Aubrey
- Class decided on their project, decorative lighting for downtown streetlamp poles. Cost estimates and installation to be determined
- May 14 5th Leadership class- History, Downtown and School District. Walking tour of downtown with history and Museum hosted by Alys Means. PHS tour hosted by Deanna Flores
- June 11 Leadership Class -Business & Industry. Tours of Brewminatti, Windermere Horse Heaven Hills Realty, MnE Boutique, Monson Ranch Distillers, Chukar Cherries, and Cork & Taps. Class led by Neal Ripplinger and Taryn Baze
- July 9 Leadership class- Education & Utilities. Tours of Benton PUD facility and electrical demonstration trailer, Boys & Girls Club Facility, and WSU/IAREC
- Graduation for class of 2025 is scheduled for Friday August 15th at Cork & Taps
- Aug. 4 Schedule Leadership Committee to review/approve upcoming class
- Aug 15 Leadership Graduation. Held at Cork & Taps. A few of the class were unable to make it but we had good turn out of alumni and event went well.
- Aug 25 Leadership Committee 2026 program review. Everything set, Taryn set up weekly social media promotion (throw-back of previous classes) for 6 weeks prior to sign-up deadline.
- Oct applications coming in, 7 received prior to Nov 1st, 8th application in just after, 9th approved by employer and awaiting arrival for full class.
- Planning our December meet and greet event for Dec 11th 5-7pm. Working with location now to lock up details.
- Dec 11 Leadership class of 2026 meet and greet social held at cork and taps. First class set for January.

Workforce Training Committee

Goal: Serving as a training program to equip key employers with a qualified workforce and assisting to prepare high school students to become job ready.

(This committee was formed out of the Upskill/Backfill meetings held in 2017 & 2018).

- A Facebook group is being created for Prosser job listings. This is a group like the restaurant page that exists now where any business can post their listing. Prosser EDA and Chamber will attempt to keep an eye on the listings and copy them to Instagram with a graphic specifically created for it as well as a hashtag we created as well. #ProsserWaJobs
- ProsserWaJobs up to 4400 followers as of September 2024
- Additional contact with WSU Cougar Tracks Director Nov. 5th. Have received additional information on program for promotion.
- Partnering with Farmers Market Manager to assist workshop development for Youth Vendor Program. Creating walkthrough of Business License procedure, assisting in other content and speakers for workshop.
- April 28 Farmers Market Youth Vendor Class held at Whitehead conference room. Brian Newhouse spoke to parents and youth about taxes, accounts, etc. I gave a walkthrough on setting up their business license through the state. Provided info, links, video walkthroughs, etc. Confirmed with MBP sponsor that we could use a small portion of excess funds to pay for the license fees for youth vendors in attendance. (4 so far, \$50 each, \$200 total. We had remaining community cash purchased for MBP for kids that dropped)
- Aug. 2 Met with Farmers Market Manager, Brian Newhouse, and Youth Vendors at market to congratulate all that started a business with the assistance of our class/resources.

- Aug. 27 ProsserWaJobs reached 5000 followers. Taryn is doing a great job keeping page up to date and adding available listed jobs when she spots them
- Sep 16 First College and Career Fair meeting. Adding an Industry Panel of speakers in Auditorium this year for students to rotate through when not in fair. Includes: PD/FD, Medical, Trades, Hanford, Agriculture, Cosmetology/Esthetician.
- Sep 25 second Career fair meeting. Follow up on previous details and review progress. Panel speaker commitments from PMH, and Sunheaven Farms so far. Awaiting responses from others.
- Oct 9 Career Fair Meeting, continued logistics and follow up for event.
- Oct 16 Career Fair meeting - scheduling checks, panelist presentations, etc. Sponsorship funds used to provide snacks for vendors and panelists at event.
- Oct 21 Final committee meeting before career fair. Last minute details
- Oct 24 College and Career Fair at PHS. Event and panel went well, received more survey responses than previous years. Would like to expand panelist portion into own event in future.

Projects, Partner Org Assistance, & Committee Work

- Monthly Prosser partner meetings continue with Prosser EDA, City, Chamber and HDPA
- Have been asked by PHS to chair the Business/Marketing Advisory Committee. This Committee helps their business dept decide on curriculum, programs and keep it up to date. Meetings are quarterly, or as needed.
- **Economic Vitality Committee (HDP)**
- Resolution from city council to approve creative arts district passed Dec 10th.
- Creative District Committee submitted the workbook to ArtsWA Dec. 11th.
- Director of ArtsWa we had been working with left position at end of year. Awaiting notice of new director and details on process to apply now that workbook is in.
- Continued work with City and Port regarding additional fixed EV charging infrastructure in Prosser. Met with rep from Energy NW Nov 14th to discuss opportunities for locations and partnership
- Fixed infrastructure EV charging through partnership with Energy Northwest grant has been submitted. Grant is through USDOT/FHWA Charging Fueling and Infrastructure (CFI) Program. The full scope will be to place stations at 13 sites in the Columbia Basin. Ours would be in Vintners Village via partnership with Port of Benton. Prosser EDA submitted a Letter of Support for this and worked with Tanya at ENW for more than a year to find funding and locations that would work in Prosser. Thanks to POB for helping to make this work. Expected grant award announcement is Feb/March 2025.
- Jan 13th Energy Northwest's grant application for the USDOT/FHWA CFI Grant (Prosser and other locations EV Charging Stations) was not selected. They are committed to the project. Will keep in contact and continue to assist.
- Contact out to Energy NW to ask about the EV project in Prosser end of Feb. with current political climate and changes/reductions in funding, there are no opportunities to apply for. Energy NW remains committed and Port of Benton is still willing to partner. Will continue to watch for funding.
- Continued meetings with community organization. Assisting with advice on planning and fundraising efforts
- Asked to sit on Prosser's Climate Advisory Team. Passage of HB1181 requires climate element planning for comp plan updates.
- Jan 1st. Chamber hired new Executive Director Alex Steinbock and Event Coordinator Larelle Michener.
- Jan. 10th PMH Foundation board listed job description for Executive Director.
- Jan 11th attended the PMH open house walkthrough event. First weekend for staff/board/friends and family. Very well attended. The facility looks great. Huge logistical lift coming with the move of locations.
- Grand Opening of new B & G club and Chamber ribbon cutting scheduled for Feb. 19th (RSVP req'd)
- Jan 13th EV Committee discussion of consultant proposal and costs.
- Booked MeasureMeant consultants from Climate Action Committee for luncheon as speaker in February as part of necessary community engagement
- Tourism Meeting Jan 14th. Last minute discussion of banquet and upcoming events
- Meeting with BFT Jan 21st regarding service in Prosser, extension of route to service new hospital, student access for running start, etc. Connected BFT with PMH to discuss logistics of bus service, connected with PHS to distribute information to counselors.
- Attended Community Awards Banquet Jan 27th



- SCORE webinar on business trends Jan 29th
- Jan 28th Business/Marketing Advisory Board
- Jan 28th Climate Action Meeting
- Feb 10th EV Committee, no word back from other communities on sharing costs for downtown consultants. Continued talks on business engagement and additional classes.
- Feb 11th Tourism Committee. Update on Chamber Banquet, event did better than previous year. Bugs to work out with changes made, etc.
- First meeting scheduled for MBP competition planning. Tentative date for event in May.
- Feb 13th Executive Director Interviews for PMH foundation board. Narrowed to 2 candidates.
- Feb 13th PUD Key Account Meeting. Rick Dunn explained changes in industry driving rates.
- Feb
- Feb 19th was asked to speak at Boys & Girls club Ribbon Cutting. Nice event, well attended. New Chamber director did a good job putting her first one together.
- Feb 21st PMH Physician tour Gastro
- Feb 24th PMH Physician tour Occ Med
- Feb 26th PMH Physician tour Occ Med
- Feb 27th Prosser Partners, discussed city, EDA, Chamber and HDP joining to put on business classes. The city may use the time for other informational purposes.
- Saturday March 1st, Chamber Board workshop
- March 11th Tourism Committee, people are starting their giant pumpkins, bed races coming up
- March 7 PMH Physician Tour (CRNA) Abbey Carson
- March 10 PMH Physician Tour (Occ Med, MD) Laila Lobo
- March 20 PMH Physician Tour (Cardiology) Ana Robles
- March 21 PMH Physician Tour (Dermatologist) Hany Deirawan
- March 28 PMH Physician Tour (OB/GYN) Payden White
- March 17th MBP Comp. Committee meeting. Reviewed budget, date/time, discussed additional information for students to use in preparing their plans. Provided PHS start up cost template, sample business plans, and employer costs for annual employee at 2025 minimum wage.
- Org Committee March 12th- Annual Meeting prep, date set for May 7th 5:30 pm in place of regular board meeting. Held at Prosser PUD meeting room. Speakers are new Chamber and HDP Directors, and Mayor Vegas.
- Port of Benton Commissioner presentation March 19th at Clore Center.
- Prosser Climate Action Team Meeting March 25th- review of comments from community engagement events, and continued work on document. Meeting hacked
- April 3 PMH Physician Tour (ARNP Primary Care) Cynthia Hurtado
- April 11 PMH Tour (Foundation Director) Troy McGregor
- April 15 PMH Physician Tour (ARNP Primary Care) Mariana Guerrero-Sanchez
- April 21 PMH Physician Tour (PA-C Orthopedic) Mathew Porter
- April 23 PMH Physician Tour (ARNP Pediatrics) Danielle Crawford
- April 7 Benton & Franklin CHA Key Informant Interview- was asked to assist with their effort of gathering information for the Prosser area.
- April 8 Tourism Committee, preview of new Tour Prosser website and functionality
- Mustang Business Plan speakers scheduled for April classes at PHS. Thanks to Keith Sattler, Alma Ayala and Tyson Jones
- Prosser CAT meeting April 22
- Chamber Board April 17th, start of event planning push for the year.
- April 17 PMH Foundation Scholarship review Committee meeting. Had 40+ candidates to review.
- April 22 PHS Business Advisory Board meeting. Approval of curriculum
- April 24th Asked to speak at HAPO ribbon cutting. Really good attendance.
- April 24 Prosser partners meeting, Mayor would like Chamber and HDP to look at local TV advertising to boost traffic. HDP has reached out to marketing company for estimate
- April 30 PUD meeting room set up for the annual meeting. Thanks Taryn and Jenny

- May 2 PMH Physician Tour CRNA (Nina McClymont)
- May 16 PMH Physician Tour CRNA (Brock Smith)
- May 23 PMH Physician Tour CNM (Lisa Marie Morgan)
- May 6 Prosser EDA annual meeting at PUD Building. Mayor, Chamber and HDP presenting. Benton PUD was awarded Member of the Year. Thanks to all board members who were able to attend
- May 8 Attended signing ceremony at Benton County courthouse for City Hall lease agreement
- May 8 Mustang Business Plan Competition at PHS. Thanks to our judges Michelle Moyer, Johnny Prado, Michelle Villareal, Marty Taylor and Shannon Hitchcock.
- May 13 Tourism meeting Art & Wine walk is possibly moving to Vinthners from downtown. Vendors and Artists are declining to return. Wineries have trouble staffing outside location. 100% commitment from wineries if held at village, additional vendors and artists as well due to indoor, cooled spaces available.
- May 15 PMH Foundation Scholarship Award ceremony
- May 19 Economic Vitality Committee- Discussed TV advertising, AI produced downtown mock-up photos (thanks Taryn) business classes. 2 new committee members
- May 19 BASH networking event at Clore. Chamber and Prosser Wine Network joint event
- May 20 PHS General Advisory board meeting. Was elected chair of General Advisory board for 2026.
- May 29 PHS Business Advisory meeting additional curriculum approval for 2026
- June 2 Email introductions for PMH Exec Director to local business owners
- June 4 Port of Benton Strategic Planning Committee work
- June 5 PMH Community Tour - Locums Recruiters
- June 10 Tourism Meeting- Discussion of upcoming Art walk details and other events.
- June 12 PMH Foundation Board- Golf Tourney prep and other fundraising efforts
- June 16 Economic Vitality Committee- working with marketing company for pricing on possible ad package for HDP and Chamber.
- June 18 First Chamber/HDP BASH business after hours event
- June 19 Chamber Board meeting
- June 23 County RFI distributed to businesses. Subagent for licensing in Prosser.
- June 24 follow up with interested businesses on RFI
- June 27 Hapo Reality Fair at Prosser Boys & Girls Club. Was asked to assist with event, helped kids with two booths. Debt and savings. Great opportunity for youth to learn about budgeting and real world financial choices
- July 7 PMH Physician Tour- Dr. Milam (Urologist)
- July 16 PMH Physician Tour- Dr. Webster (ARNP Mental Health)
- July 21 PMH Physician Tour- Dr. Dressler (Family Medicine)
- July 29 PMH Physician Tour- Dr. Loh (Pediatrician)
- July 31 PMH Physician Tour- Dr. Manke (Ortho PA)
- July 8 Tourism Committee- review preliminary Art Walk results, discussion of vendors for Spirits of the West
- July 17 Chamber Board Meeting
- July 21 Economic Vitality Committee- review current projects
- Aug. 4 PMH Physician Tour Dr. Paula Borges (ENT)
- Aug. 4 HDP Promotion Committee meeting to discuss East of the Cascades magazine ad
- Aug. 5 National Night Out, Dunk Tank Victim
- Aug 7 attended Port of Benton Tenant Appreciation BBQ
- Aug 11 Chamber Governance Committee
- Aug 12 Tourism Committee, upcoming Spirits of the West, States Day, volunteer considerations, etc.
- Aug 12 Chamber Exec meeting
- Aug 14 PMH Foundation Board meeting. Sep 5th golf tournament is sold out. (Meat Auction!)
- Aug 18 Economic Vitality Committee, 3D Scavenger Hunt was kicked off. Jason at C&T was involved as well, lots of excited people (young and old) looking for the figures.
- Aug 23, volunteered at Spirits of the West. Event did not perform as well as hoped with rebranding effort. Fewer pre-sale and gate tickets.
- Aug 28 Prosser Partners. City is moving on land sales. Will work with Rachel/staff to help promote as well as other available locations
- Sep 3rd Invited by Yakima Valley Tourism to take part in introductory class and provide feedback for Certified Tourism Ambassador program. Half-day class and testing, now along with Cat from Wit, and



Monica from Martinez & Martinez we are Certified Tourism Ambassadors. The program requires annual recertification and continuing education.

- Sep 5th PMH Foundation Tournament at Canyon Lakes. Successful event, more raised this year and additional ideas proposed for future events.
- Sep 10 Port of Benton Commission Meeting at Clore Center. Gave presentation to board and staff. Update of recent past, current and upcoming notable events.
- Sep 10 Meeting with City staff to discuss upcoming property sales. Strategies to assist with marketing efforts, etc. Building tour, map and demographic packet for developers/potential buyers
- Sep 11 PMH Foundation Board Meeting
- Sep 13 Saturday Visitor Center Volunteer at Chamber
- Sep 15 Economic Vitality Committee- 3D print promotion went well, planning another for fall/Halloween to help promote local businesses again.
- Sep 18 Chamber Board meeting. Executive Director Hiring process to begin. Alex leaves Oct. 15th
- Oct 2nd - 1st round of Chamber Director candidate interviews
- Oct 3rd - 2nd round of Chamber candidate interviews
- Nicole Jech Hired as new Chamber Director Oct 15
- Oct 6 Budget work
- Oct 8 Board contact started for 2026 elections
- Oct 13 Tourism Committee, date change to accommodate additional members.
- Oct 15 Assisted Boys & Girls Festival of Trees Committee with contacts for donations
- Oct 20 Economic Vitality Committee, planning for 2026, review of year and remaining projects.
- Oct 20 Benton PUD Community Forum
- Oct 23 Chamber Board meeting
- Oct 23 Meet & Greet with WSU Dean Raj Khosla (IRAEC) was unable to attend but Taryn made it.
- Oct 27 Prosser EDA Exec Board Meeting for budget and election discussion, recommendation and annual review
- Oct 30 Commercial shoot assist (why does this keep happening to Taryn and I?) at Whitstran Steakhouse and Prosser House.
- Oct 27 PMH Physician Tour – Psych NP (Mackenzie Blackwell)
- Oct 31 PMH Physician Tour – ENT Locums (Dr. Roa)
- Nov 3 Business After Hours Event at Clore with Chamber and Prosser Wine Network. Introduction of new Chamber Director Nicole Jech.
- Nov 4 Election day - new port commissioner, Bill O'Neil elected. Bill Jenkin and Julie Mercer elected to open city council positions. Felix Cortes re-elected.
- Nov 4 PMH Physician Tour (Sarah Lew SRNA)
- Nov 10 Chamber Exec Meeting- upcoming elections and governance
- Nov 10 Tourism Committee
- Nov 12 PMH Physician Tour (Jennifer Kelly -Gen Surgery PA-C)
- Nov 12 Attended the Hayden Homes, Merlot Meadows Groundbreaking event
- Nov 14 Boys and Girls Club Festival of Trees
- Nov 17 EV Committee
- Nov 18 PHS Business Advisory Board. Labor Market Data and curriculum review.
- Nov 18 PMH Physician Tour (Rebecca Reinhard GI PA-C)
- Nov 20 Chamber Board Meeting
- Nov 20 Prosser Partners Meeting. Added Prosser Wine Network representative to our group.
- Nov 20 HDP Volunteer appreciation event at Museum. Unable to attend.
- Nov 21 PMH Physician Tour (Dr Richard Lin Dermatologist)
- Dec 5 Davinci 5 surgical robot demonstration at PMH
- Dec 12 PMH Physician Tour (Dr Jesse Wealing Pediatrician)
- Dec 15 Economic Vitality Committee – Plans for upcoming year. New chair from HDP board not yet determined.
- Dec 18 Chamber Board Meeting – elections completed

- Dec 18 Prosser Partners meeting. Year end close out. Events and plans through start of new year, chamber banquet, wine network plans, etc.
- Dec 19 Contact with city consultant regarding city owned properties to be sold. Will assist with promotion of city land and promotion of additional available lots and buildings.

Grant Writer Program

- Megan has developed a client self-assessment for project rating and a stoplight program to rank grant opportunities she brings to the partners for their initial evaluation.
- Meetings with Megan to track program status and continued communication
- Megan assisted me in identifying a few different grants that could be available for EV charging stations
- Regular meetings with Megan to review progress with partners and assist where needed
- Dec 9th meeting with Megan for year end review and planning for 2025.
- Megan has created new grant request form templates for partners and has the 'Grants 101' presentation available
- Community Dev. Director leaving city at end of Dec. Was city contact this year for grant program. Will need to have new staff take that role.
- Work to put together proposed plan of action for remaining grant partners
- Meetings began with remaining partners to explain how the program would continue to function in 2025 at the same cost as currently budgeted with the same hours per partner. The reduction would fall on the grant writer. Once done, meeting scheduled with Megan to explain and get her approval of reduced partnership.
- Multiple grant program meetings throughout January with partners and Megan.
- City council meeting Jan. 28th to answer questions for new interlocal with removal of Benton City.
- Interlocal resolution approved Jan 28th.
- Out to remaining partners for signatures Jan 31st
- Jan 31st City authorized use of their time for Megan to assist Thrive during month of February with preparation of federal grant for their organization.
- Feb 28 Thrive grant work has exceeded city contracted hours for February, Megan donated 20+ additional hours to the effort. Awaiting decision from the city on how they would like to proceed.
- March 6th Grant meeting with city staff to review status and future work plan.
- March 26th, grant research on possible projects for PMH sent to staff. Awaiting follow up.
- April 14th meeting with Port Director to discuss loan of grant writer to BC.
- June 23 PMH notified interlocal participants they will terminate their participation in the grant writer program effective 12-31-25
- City of Prosser intends to bring continuation of the program up for council discussion again before August 1st.
- July 23 City of Prosser terminates participation in grant writer interlocal agreement effective 12-31-25
- July 24 Grant Writer partner meeting with Port of Benton
- July 25 Grant Writer follow up meeting with city
- Aug 11 PMH meeting to discuss options for grant writer program use for remainder of year.
- Aug 12 meeting with Megan to discuss partners leaving the program at year end, plans for remainder of year, scenarios for possible continuation in 2026. Made introduction to Troy at PMH for potential collaboration.
- Sep 18 Talks with outgoing partner to explore program further, organization needs, and potential for continuation of grant writer program in 2026. Lunch meeting canceled, reschedule in progress.
- Oct update- Grant Writer has decided her health has declined to a point she cannot work required hours if partners are retained.



Benton Franklin Council of Governments

- The Comprehensive Economic Development Strategy (CEDS) continues to have committee meetings. Review of plan and any modifications or additions if needed
- Have been asked to sit on BFCOG's Economic Development District Advisory Committee. Our committee will give recommendations to board regarding any economic development related issues.
- I will serve on the CEDS Strategy Committee as well. A completely new CEDS produced in 2025 for years 2026-2030
- Jan. 28th EDDAC Committee. CEDS SWOT review and approval with additions and changes, agenda and schedule for calendar year meetings.
- Feb 18th EDDAC meeting, Project lists for CEDS reviewed.
- May 6 BFCOG EDDAC meeting, CEDS draft review
- June 3rd BFCOG EDDAC meeting CEDS committee review
- Sep 24 EDDAC Committee meeting. Review of portion of CEDS, program updates, metrics reports
- Oct 15 EDDAC meeting, committee format review, schedule of upcoming meetings.
- Nov 18 BFCOG EDDAC Meeting

Broadband Action Team

Goal: Partner with Stakeholders to find gaps in fiber infrastructure to prepare and deliver optimal services to future businesses and workforce.

Been added as a member of the BFCOG broadband action team.

Business Recruitment Information:

There are several ways business recruitment efforts are undertaken. We rely on relationships built with other professionals and organizations to send clients to us when we can assist. We receive RFP's via Dept. of Commerce for projects shopping locations in Washington. We also do our own outreach on a project or prospect basis. Due to financial constraints much of this work is done using hours or inexpensive means rather than marketing funds or advertising for site selection.

Targeted Outreach to Businesses working/growing in Prosser

Tracking food trucks, pop-ups, seasonal vendors, and market sellers already coming to town. Facebook and Etsy sellers as well. Follow up with a no-pressure conversation, are they looking to grow? Looking for a brick & mortar location? Etc.

We began conversations recently with a local building owner about possible artisan promotion on a regular basis in their building. This would allow promotion of the creative district, the artisans in Prosser and their creations, assist them in scaling their business growth and exposure, and allow them to gauge community/visitor response to their pop-up. Possible opportunities for other unused buildings downtown to do the same.

'You Belong Here' style Direct Outreach

Look for businesses within 30–60 miles that are:

Outgrowing their space, looking to reduce overhead, already serving our residents, considering a second location. Send out handwritten notes or personal emails: Why Prosser fits their business and what makes operating easier here.

No full recruitment packets yet, initial contact starts with a personal approach before dropping packets of data on them. Some recruitment info is used to describe why we make it easy to operate and how their business will fit.

Business Walks and Clustering

Knowing what businesses are missing that would compliment our existing business helps narrow successful choices for recruitment. It helps improve the odds of success for both the new incoming business and the existing clustered business. As an example, if a bridal shop was interested in Prosser we would first start looking for appropriate space as close to a business that would help support it. Maybe a flower shop or cake shop. Most small businesses that are looking for space we typically start downtown to try and find something. If there isn't an appropriate fit, we look further out. Infill is always considered, open spaces for lease or sale rather than construction is first choice. Every client and business has different requirements and needs.

We have started discussing a business walk downtown. Having a group walk through and discuss any open space, the businesses that exist, ones the group feel may be missing or desirable, and other observations will help create a plan of action. The types of missing or desired businesses can be researched and recruitment efforts made.

Support of Existing Business

Just as finding new business to invest in Prosser is important, so is supporting our existing business. We have recently partnered with Hapo to help promote local businesses with a monthly spotlight program. We have also begun our Prosser Business Connect classes as well. This effort is providing free classes and resources for our local community to help find solutions to issues that face their business.

Make it Feel Easy to Work with City/County/Port

One of the most common things we run into when working with a new business is how often we can help with things that feel overwhelming to the client. Introductions to the correct people, information they require on demographics or templates for a business plan or start-up costs. Where to go for permits, lenders, or utilities, etc. It's about becoming a single point of contact that they can trust. It reduces friction and helps speed the process up. What we do is not offered in many smaller cities and it is incredibly valuable to have less stress and know you can reach out to an organization that wants to help. We typically have great luck with our municipalities but when something doesn't go as planned, it's great to have the client know they have us as a resource for help.

Specific recruitment efforts are typically made on project basis or recommendation basis. Many of these businesses both large and small exist in Prosser now. Some have failed to materialize and some are still underway.

|



Prosser Police Department

620 Market Street, 1st Floor (Mailing Address) • 205 Hagarty Lane (Physical Address) Prosser, WA 99350
(509) 786-1500 • Fax (509) 786-2292 • www.cityofprosser.com • crimetips@prosserpd.org

QUARTERLY REPORT, FOURTH QUARTER 2025

Patrol

During the fourth quarter of 2025 calls for service/self-initiated activity decreased by 9% from the fourth quarter of 2024, from 2,087 to 1,890.

Officer Sereno resigned during the fourth quarter of 2025, accepting a position with Pasco Police Department.

Officer Miller graduated from the Pasco Academy BLEA Class 925 in December and is currently in FTO.

The Department hired Officer Maria Saucedo during the fourth quarter of 2025, she is set to begin the Pasco Academy starting in February 2026.

Police Department Overtime

Department overtime hours during the fourth quarter of 2025 indicate a 7% increase as compared to the fourth quarter of 2024. We saw a cost increase of approximately \$4,396.96.

Total Hours of Overtime		Total Cost for Overtime	
2025	2024	2025	2024
743	691.50	\$41,544.99	\$37,148.03

Training

Department personnel logged 1,168 hours of training for fiscal year 2025. Each Commissioned Officer exceeded the mandatory 24-hour training requirement for the State.

During the fourth quarter of 2025:

Officers Bustamante, Connolly, Garza, and Sergeant Orate completed Taser recertification training.

Officer Picard completed ACCESS2 recertification training.

Officer Connolly attended Field Training Officer (FTO) training.

Detective Forsyth attended Internal Affairs training.

Officer Cox attended Reid Interview and Interrogation training.

Officer Garza attended Rescue Task Force Instructor training.

Officer Saucedo completed Taser certification.

Officers Connolly, Garza and Sergeant Orate completed Use of Force 101 and Defensive Tactics training.

All sworn officers completed mandatory Crisis Intervention Training (CIT) for 2025.

All sworn officers completed Search Warrant and Building Searches training.

All sworn officers completed mandatory quarterly firearms qualifications.

Investigations

During the fourth quarter of 2025, clearance rate of Group A Offenses are as follows:

- Clearance rate for Group A Offenses investigated fourth quarter in 2025 is 47%. Out of 36 offenses, 17 were cleared.
- Clearance rate for Group A Offenses investigated fourth quarter in 2024 is 44%. Out of 64 offenses, 28 were cleared.

Clearance rates are dictated by the type of crime and the resources available to follow up the crime.

Group A Offenses 2025		Group A Offenses 2024	
Offense	Amount	Offense	Amount
Robbery	1	Robbery	0
Sex Offenses	0	Sex Offenses	2
Assaults/Harassment	11	Assaults/Harassment	11
Kidnapping/Abduction	0	Kidnapping/Abduction	1
Human Trafficking, Commercial Sex Acts	0	Human Trafficking, Commercial Sex Acts	1
Burglary	2	Burglary	7
Larceny-Theft	8	Larceny-Theft	15
Motor Vehicle Theft		Motor Vehicle Theft	3
Fraud	3	Fraud	3
Destruction/Damage/Vandalism of Property	6	Destruction/Damage/Vandalism of Property	8
Pornography/Obscene Material		Pornography/Obscene Material	1
Violation of No Contact Order	1	Violation of No Contact Order	11
Drug/Narcotic Offenses	3	Drug/Narcotic Offenses	1
Weapon Law Violations	1	Weapon Law Violations	0
TOTAL GROUP A OFFENSES	36	TOTAL GROUP A OFFENSES	64

Group B Offenses	31	Group B Offenses	21
COMBINED TOTAL OFFENSES	67	COMBINED TOTAL OFFENSES	85

Traffic Infractions

- During the fourth quarter of 2025 the Prosser PD conducted 612 self-initiated traffic stops/traffic complaints. As a result, 77 traffic citations were issued, which resulted in a traffic citation being issued approximately 13% of the time, or approximately 1 out of every 10 traffic infractions encountered by patrol officers resulted in a traffic citation being issued.

Non-Criminal Traffic & Non-Traffic Infractions Issued-Fourth quarter of 2025 indicates a 2% increase over fourth quarter of 2024.

Total Infractions Issued	
2025	2024
45	44

Criminal Traffic and Non-Traffic Citations Issued-Fourth quarter of 2025 indicates a 4% increase over fourth quarter of 2024.

Total Criminal Citations Issued	
2025	2024
49	47

Traffic Accidents

- During the fourth quarter, the department responded to 41 traffic accidents.

Burglar Alarm Responses

- During the fourth quarter of 2025 Prosser PD responded to 30 total alarm calls, all of which were found to be false alarms. During the same time in 2024 the department responded to 39, indicating a 23% decrease in false alarms.

Subsequently, the Department invoiced four premises five violating Prosser Municipal Code 9.20 False Alarms.

During the fourth quarter of 2025, commercial businesses accounted for 27 out of the 30 alarm responses, which translates into the commercial businesses being responsible for approximately 90% of our alarm responses during this quarter.

Domestic Violence Incidents

- We observed a 45% decrease in domestic violence (DV) related incidents in the fourth quarter of 2025 as compared to the fourth quarter 2024 from 22 incidents to 12 in 2025.

This statistic does not include outside law enforcement requests for DV assists that the Prosser PD has provided.

Reserves

- Prosser Police Reserve Officer Colvig contributed approximately 61.5 hours during the fourth quarter 2025.

Police Department Public Records Requests & Interagency Requests Fourth Quarter 2025

- Public Records Requests received in the fourth quarter of 2025 indicate a 6% increase from the fourth quarter of 2024.
- Requests for body/dash camera footage have increased by 400%

Public & Interagency Records Requests	
2025	2024
66 (10 for body/dash camera footage)	62 (2 for body/dash camera footage)

Concealed Pistol Licenses Processed

- Concealed pistol licenses processed in the fourth quarter 2025 indicates a 59% increase over fourth quarter of 2024.

Concealed Pistol Licenses			
2025		2024	
Original CPL	9	Original CPL	8

Renewal CPL	18	Renewal CPL	9
Late Renewal CPL	0	Late Renewal CPL	0
Replacement CPL	0	Replacement CPL	0
Denied CPL	(0)	Denied CPL	(0)

Summary

During the fourth quarter of 2025 we are seeing a 9% decrease in Calls for Service. Group A Offenses decreased by 44% and Group B Offenses increased by 48%. We are also seeing a 4% increase in Criminal Citations and 29% increase in Felony Arrests.

Group A Offenses		Group B Offenses	
2025	2024	2025	2024
36	64	31	21

Group B Offenses consist of the following incidents

- Bad Checks
- Curfew/Loitering/Vagrancy
- Disorderly Conduct
- Driving Under the Influence
- Drunkenness
- Family Offenses-Non-Violent
- Liquor Laws Violations
- Peeping Tom
- Trespass of Real Property
- All Other Offenses

Felony Arrests- Fourth quarter of 2025 indicates a 29% increase over fourth quarter of 2024.

Felony Arrests	
2025	2024
9	7

Burglaries-Fourth quarter of 2025 indicates a 71% decrease from fourth quarter of 2024.

Burglaries 2025		
Type	Attempted	Completed
Commercial	0	1
Residential	1	0

Burglaries 2024		
Type	Attempted	Completed
Commercial	0	2
Residential	0	5

2025 Year End Summary

Police Department Overtime

Total Department overtime costs for fiscal year 2025 indicate a 10% decrease from 2024. We saw cost savings of approximately \$17,327.62.

This translates into a decrease of 1,107 hours in overtime use from the fiscal year of 2025 as compared to the fiscal year of 2024.

Authorized 2025 general PD operating overtime budget was set at \$73,000 and the Public Safety Sales Tax overtime budget was set at \$8,500. For a total budgeted overtime of \$81,500.

Total 2025 overtime costs were \$151,770.78.

Total Hours of Overtime 2025	2024
2,647.25	2,943.30

Total Cost for Overtime 2025	2024
\$151,770.78	\$169,098.40

Total calls for service for the fiscal year 2025 and 2024 indicate a 12% decrease.

Total Calls for Service 2025	2024
7,999	9,106

Total Group A Offenses for fiscal year 2025 and 2024 indicate a 25% decrease.

Total Group A Offenses 2025	2024
214 (104 Cleared)	285 (93 Cleared)

Total Group B Offenses for fiscal year 2025 and 2024 indicate an 86% increase.

Total Group B Offenses	
2025	2024
95 (86 Cleared)	80 (70 Cleared)

Total infractions issued for fiscal year 2025 and 2024 indicate a 24% decrease.

Total Infractions Issued	
2025	2024
175	229

Total criminal citations issued for fiscal year 2025 and 2024 indicate a 10% decrease.

Total Criminal Citations Issued	
2025	2024
171	191

Total felony arrests for fiscal year 2025 and 2024 indicate a 24% increase.

Total Felony Arrests	
2025	2024
31	25



NIBRS Report
Summary of Offense
 All Group A Crimes

Prosser Police Department (WA0030300)

Based on Crime Type
 By NIBRS Code

For Year(s): 2024
 For Month(s): Oct, Nov, Dec

Warning - The Coplink NIBRS dashboard is being released as a beta version. Users are cautioned that not all reports or data have been verified.

Offense	Attempt	Complete	Total	Clearances by Arrest	Clearances by Exceptional Means	Total Clearances	Percent Clearances
11A Rape					1	1	
11D Fondling		1	1	1		1	100%
Sex Offenses - Sub Total:		1	1	1	1	2	200%
13A Aggravated Assault		4	4	2		2	50%
13B Simple Assault		7	7	4		4	57.14%
13C Intimidation					5	5	
Assault Offenses - Sub Total:		11	11	6	5	11	100%
100 Kidnapping/Abduction		1	1				
64A Human Trafficking, Commercial Sex Acts		1	1	1		1	100%
220 Burglary/Breaking & Entering		7	7	1		1	14.29%
23C Shoplifting		2	2	2		2	100%
23D Theft From Building		1	1				
23F Theft From Motor Vehicle		4	4				
23G Theft Of Motor Vehicle Parts Or Accessories		2	2				
23H All Other Larceny		6	6				
Larceny/Theft Offenses - Sub Total:		15	15	2		2	13.33%
240 Motor Vehicle Theft		3	3				
250 Counterfeiting/Forgery		1	1				
False 26A Pretenses/Swindle/Confidence Game		1	1				
26B Credit Card/Automatic Teller Machine Fraud		1	1				
26F Identity Theft		1	1				

3/12/26, 7:36 AM

SoundThinking NIBRS Reports

Fraud Offenses - Sub Total:		3	3				
290	Destruction/Damage/Vandalism Of Property	8	8	3		3	37.5%
35B	Drug Equipment Violations	1	1				
370	Pornography/Obscene Material	1	1				
500	Violation Of No Contact Or Protection Orders	11	11	8		8	72.73%
Total:		64	64	22	6	28	43.75%



NIBRS Report
Summary of Offense
 All Group A Crimes

Prosser Police Department (WA0030300)

Based on Crime Type
 By NIBRS Code

For Year(s): 2025
 For Month(s): Oct, Nov, Dec

Warning - The Coplink NIBRS dashboard is being released as a beta version. Users are cautioned that not all reports or data have been verified.

Offense	Attempt	Complete	Total	Clearances by Arrest	Clearances by Exceptional Means	Total Clearances	Percent Clearances
120 Robbery		1	1	1		1	100%
13A Aggravated Assault		1	1	1		1	100%
13B Simple Assault		8	8	5		5	62.5%
13C Intimidation		2	2				
Assault Offenses - Sub Total:		11	11	6		6	54.55%
220 Burglary/Breaking & Entering	1	1	2	2		2	100%
23C Shoplifting		3	3	1		1	33.33%
23F Theft From Motor Vehicle		1	1	1		1	100%
23H All Other Larceny		4	4	1		1	25%
Larceny/Theft Offenses - Sub Total:		8	8	3		3	37.5%
26A False Pretenses/Swindle/Confidence Game	1	1	2				
26E Wire Fraud		1	1				
Fraud Offenses - Sub Total:	1	2	3				
290 Destruction/Damage/Vandalism Of Property		6	6	2		2	33.33%
35A Drug/Narcotic Violations		2	2	2		2	100%
35B Drug Equipment Violations		1	1	1		1	100%
Drug/Narcotic Offenses - Sub Total:		3	3	3		3	100%
500 Violation Of No Contact Or Protection Orders		1	1				
520 Weapon Law Violations		1	1				
Total:	2	34	36	17		17	47.22%

CITY OF PROSSER, WASHINGTON

AGENDA BILL**Agenda Title:**

Ordinance Updating the Prosser Personnel Policy Manual

Item Type:

Discussion

Meeting Date:April 7, 2026
Special City Council Meeting**Department:**

Finance

Director:

Toni Yost

Contact Person:

Rachel Shaw

Phone Number:

509-786-2332

Cost of Proposal:

N/A

Amount Budgeted:

N/A

Fund Name and Number:

N/A

Reviewed by Finance Department:

TY 03/20/2026

Attachments to Agenda Packet Item:

1. Ordinance Personnel Policy Manual
2. Personnel Policy Manual

Summary Statement:

The Personnel Policy Manual has been updated to improve clarity, organization, and ease of use for employees and supervisors. The revised version restructures sections, simplifies language, and enhances overall navigation to ensure policies are more accessible and understandable.

In addition to these formatting and usability improvements, the manual has been updated to reflect current laws and regulations, including revisions related to the Washington State Paid Family and Medical Leave (PFML) Program. These updates ensure the City remains compliant with state requirements and that employees have accurate information regarding available benefits and leave provisions.

The updated manual is intended to provide clearer guidance, improve consistency in application, and support both employees and management in understanding their rights and responsibilities.

Consistent with Council Goal:

Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommendation: Review and provide staff direction related to the proposed Personnel Policy Manual updates.

Reviewed by Department Director:

Toni Yost

Date: Mar 20, 2026

Reviewed by City Attorney:

Benjamin Goodwin

Date: Apr 3, 2026

Approved by City Administrator:

Rachel Shaw

Date: Apr 2, 2026

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 26-_____

AN ORDINANCE AMENDING ORDINANCE 24-3231 ADOPTING AN UPDATED PERSONNEL POLICY MANUAL BY REFERENCE. THIS ORDINANCE ALSO MAKES THE PROVISIONS OF THE ORDINANCE SEVERABLE FROM ONE ANOTHER, PROVIDES FOR PUBLICATION BY SUMMARY, AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE.

Whereas, Ordinance 24-3231 was adopted June 11, 2024.

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

Section 1. Ordinance 24-3231 is hereby amended.

Section 2 The City of Prosser Personnel Policy Manual attached hereto and incorporated herein is fully set forth, is hereby adopted in its entirety.

Section 3. **SEVERABILITY.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid.

Section 4. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council and **APPROVED** by the Mayor, this ____ day of _____, 2026.

MAYOR GARY VEGAR

[] APPROVE

[] VETO

ATTEST:

JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:

BENJAMIN GOODWIN, CITY ATTORNEY

Date of Publication: _____

SUMMARY OF ORDINANCE NO. 26-_____

of the City of Prosser, Washington

On the ____ day of _____, 2026, the City of Prosser, Washington, passed Ordinance No. _____. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE AMENDING ORDINANCE 24-3231 ADOPTING AN UPDATED PERSONNEL POLICY MANUAL BY REFERENCE. THIS ORDINANCE ALSO MAKES THE PROVISIONS OF THE ORDINANCE SEVERABLE FROM ONE ANOTHER, PROVIDES FOR PUBLICATION BY SUMMARY, AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE

The full text of this Ordinance will be mailed upon request.

DATED this ____ day of _____, 2026

JACQUELINE RENTERIA, CITY CLERK

Personnel Policy Manual



Approved by Ordinance 26 -



Personnel Policy Manual

TABLE OF CONTENTS

POLICY 101: RECEIPT OF PERSONNEL POLICIES.....	6
POLICY 102: FUNCTION OF THIS MANUAL/SEVERABILITY CLAUSE	7
POLICY 103: EQUAL EMPLOYMENT OPPORTUNITY	9
POLICY 104: DEFINITIONS.....	10
POLICY 105:HARASSMENT	14
POLICY 106:WHISTLEBLOWER POLICY.....	17
POLICY 107:WORKPLACE VIOLENCE AND WEAPONS PROHIBITED.....	19
POLICY 108: EMPLOYEE PERSONNEL RECORDS.....	22
POLICY 109: REFERENCES	23
POLICY 110: EMPLOYMENT AGREEMENT	23
POLICY 111: ADMINISTRATIVE AMENDMENTS	25
POLICY 112: ADMINISTRATIVE AND DEPARTMENTAL POLICIES & PROCEDURES.....	26
POLICY 113: RESPONSIBILITY FOR EMPLOYEE PERSONAL PROPERTY	27
POLICY 201: HOURS OF WORK AND OVERTIME	28
POLICY 202: ATTENDANCE.....	30
POLICY 203: BREAKS AND MEAL PERIODS	31



Personnel Policy Manual

POLICY 204: DUTY TO REPORT TO WORK IN THE EVENT OF DISASTER/EMERGENCY SITUATION.....	32
POLICY 205: PAYROLL RECORDS.....	33
POLICY 206: UNUSUAL WEATHER CONDITIONS:	33
POLICY 301: RECRUITING EMPLOYEES.....	36
POLICY 302: HIRING EMPLOYEES	37
POLICY 303: TEMPORARY/SEASONAL EMPLOYEES: NON-EXEMPT	40
POLICY 304: EMPLOYMENT OF RELATIVES (NEPOTISM)	41
POLICY 305: PROMOTIONS AND TRANSFERS: NON-EXEMPT EMPLOYEES.....	42
POLICY 401: COMPENSATION AND PAY ADJUSTMENTS	43
POLICY 402: LONGEVITY PAY	44
POLICY 403: CELL PHONE ALLOWANCE	45
POLICY 404: BI-LINGUAL ALLOWANCE	46
POLICY 405: PAYROLL AND PAY DISTRIBUTION	47
POLICY 406: DEDUCTIONS.....	48
POLICY 407: COMPENSATION UPON SEPERATION	49
POLICY 408: SPECIAL RECOGNITION AWARD.....	50
POLICY 501: BUSINESS TRAVEL AND EXPENSE REIMBURSEMENT	52
POLICY 601: PERFORMANCE EVALUATIONS.....	55



Personnel Policy Manual

POLICY 602: TRAINING AND DEVELOPMENT	56
POLICY 603: TUITION REIMBURSEMENT	57
POLICY 701: RETIREMENT BENEFITS.....	59
POLICY 702: WORKER’S COMPENSATION BENEFITS.....	60
POLICY 703: INSURANCE BENEFITS	62
POLICY 704: UNEMPLOYMENT COMPENSATION.....	64
POLICY 801: LEAVE OF ABSENCE	65
POLICY 802: VACATION LEAVE.....	66
POLICY 803: SICK LEAVE	69
POLICY 804: LEAVE WITHOUT PAY	71
POLICY 805: JURY AND WITNESS LEAVE	73
POLICY 806: ADMINISTRATIVE LEAVE	74
POLICY 807: MILITARY LEAVE	75
POLICY 808: HOLIDAY LEAVE	76
POLICY 809: RELIGIOUS HOLIDAY LEAVE	78
POLICY 810: FAMILY AND MEDICAL LEAVE	80
POLICY 811: BEREAVEMENT LEAVE.....	83
POLICY 812: DOMESTIC VIOLENCE LEAVE	84
POLICY 813: PREGNANCY LEAVE	86



Personnel Policy Manual

POLICY 814: PUBLIC SAFETY VOLUNTEER LEAVE	88
POLICY 901: CITY VALUES AND PROFESSIONAL CONDUCT	91
POLICY 902: OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST	92
POLICY 903: POLITICAL ACTIVITIES	94
POLICY 904: USE OF CITY VEHICLES	95
POLICY 905: USE OF CITY-OWNED CELL PHONES	98
POLICY 906: COMPUTER, EMAIL, INTERNET AND TECHNOLOGY USE	100
POLICY 907: CARE AND USE OF CITY PROPERTY	103
POLICY 908: BULLETIN BOARDS	105
POLICY 909: CONTACT WITH NEWS MEDIA	106
POLICY 910: DRIVER'S LICENSE REQUIREMENTS	108
POLICY 911: SAFETY	110
POLICY 912: DRUG- AND ALCOHOL-FREE WORKPLACE	112
POLICY 913: COMPLAINT PROCEDURES	113
POLICY 914: ENROLLMENT IN SERVICE ORGANIZATIONS	115
POLICY 915: EMPLOYEE SPEECH, EXPRESSION AND SOCIAL NETWORKING	116
POLICY 1001: LAY-OFF	118
POLICY 1002: RESIGNATION	119



Personnel Policy Manual

POLICY 101: RECEIPT OF PERSONNEL POLICIES

DISCLAIMER OF LIABILITY

This manual is a publication of the City of Prosser, Washington. This manual is a general information guide to the City's current employment policies and shall not be construed as a contract. These materials are not intended and should not be used as a substitute for specific legal advice or opinions regarding personnel policies and procedures. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. If any valid and effective collective bargaining contract does not have applicable language included in that contract, these personnel policies will apply to those employees even though they are covered by a collective bargaining contract. The City of Prosser will not be responsible for liability due to the use of language contained in this document. I hereby acknowledge that I have read this disclaimer and that I have received a copy of the Personnel Policy Manual of the City of Prosser, Washington.

Signature

Date



Personnel Policy Manual

POLICY 102: FUNCTION OF THIS MANUAL/SEVERABILITY CLAUSE

This manual is a general informational guide to the City's current employment policies and shall not be construed as a contract. The City reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual as the City deems necessary and appropriate without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The City also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens. The Mayor or the Mayor's designee will be responsible for creating, maintaining, and implementing administrative policies to ensure compliance with this manual and its policies.

These personnel policies shall apply to all City employees. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract, or in cases where the application of these policies would conflict with applicable civil services rules and regulations, the provisions of the labor contract and/or civil service rules shall govern. These policies shall not apply to elected officials and independent contractors. In addition, if any valid and effective collective bargaining contract and/or civil service rules do not have applicable language included in that contract and or rules, the personnel policies will apply to those employees even though they are covered by a collective bargaining contract and/or civil service rules.

The provisions of this manual are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this manual or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this manual shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid.

To help employees understand how decisions are made, responsibilities under these personnel policies are shared as follows:

Mayor: Serves as the appointing authority and makes final decisions when required by law or ordinance.

City Administrator (under direction of the mayor): Oversees daily City operations, manages personnel administration, applies these policies, and handles appeals when assigned.

Finance Director / Human Resources: Manages personnel programs, maintains official personnel records, ensures compliance with employment laws, and helps employees and supervisors understand these policies.



Personnel Policy Manual

References throughout this manual to approvals or decisions should be understood using this framework.

References throughout this manual to approval or action by these roles should be understood consistent with this policy.



Personnel Policy Manual

POLICY 103: EQUAL EMPLOYMENT OPPORTUNITY

The City of Prosser is an equal employment opportunity employer. We make employment decisions based on merit, qualifications, and ability to perform the job.

The city does not discriminate in hiring, promotion, compensation, discipline, or any other employment decision based on sex, marital status, sexual orientation, pregnancy, race, creed, color, national origin, veteran or military status, disability, or the use of a trained service animal, or any other status protected by law.

Applicants and employees with physical, mental, or sensory disabilities will not be discriminated against. The city will provide reasonable accommodations, when possible unless doing so would prevent the employee from performing the essential duties of the job or create an undue hardship.

Employees with serious or chronic medical conditions, including life-threatening or communicable illnesses, are treated the same as all other employees. Employees may continue working as long as they are able to perform their job safely and effectively and do not pose a health or safety risk to themselves, co-workers, or the public. When necessary, the city may explore reasonable adjustments or alternative assignments to protect employees and public safety.



Personnel Policy Manual

POLICY 104: DEFINITIONS

The following definitions apply throughout this Personnel Policy and Employee Handbook.

Abandonment of Position

An unauthorized absence from work for three (3) consecutive workdays without notice or approval.

Administrative Leave

Temporary leave from work, with or without pay, authorized by the Mayor or the City Administrator under the direction of the mayor. Administrative leave may be used during investigations, pending disciplinary or administrative proceedings, emergency situations, or when it is determined to be in the best interest of City operations, employee safety, or the public.

City Administrator:

The chief administrative officer of the City, responsible for the day-to-day management of City operations and implementation of City policies, ordinances, and directives of the Mayor and City Council. When referenced in these policies, actions taken by the City Administrator are subject to the direction and authority of the mayor unless otherwise stated.

Demotion

Movement of an employee to a lower classification level or pay grade due to reclassification, reorganization, voluntary change, or disciplinary action.

Department Head

An employee responsible for directing and managing one or more City departments.

Emergency

A situation that, if not promptly addressed, may cause harm to people or damage to property.

Essential Employee:

An employee designated by their Department Head as necessary to maintain critical City services, public safety, or essential operations during emergencies, disasters, severe weather events, or City closures. Essential status may change based on operational needs and may vary by situation or event.

Exempt Employee

An employee classified as executive, administrative, or professional under the Fair Labor Standards Act (FLSA) and not eligible for overtime.

Human Resources Director / Personnel



Personnel Policy Manual

The employee responsible for personnel administration and maintaining official personnel records. For the City of Prosser, this role is fulfilled by the Finance Director.

Immediate Family

Includes an employee's spouse, domestic partner, child, parent, parent-in-law, sibling, sibling-in-law, son- or daughter-in-law, grandparent, grandchild, niece, nephew, and step-relatives.

Improper Governmental Action

An action by a city officer or employee, taken while performing official duties, that:

- Violates federal, state, or local law or rule.
- Constitutes an abuse of authority.
- Creates a substantial and specific danger to public health or safety; or
- Results in a gross waste of public funds.

This term does **not** include personnel or labor relations matters.

Layoff

Separation from City employment after at least six (6) months of service due to lack of work, reorganization, funding limitations, operational changes, or changes in City needs.

Protected Activity:

An employee's good-faith participation in actions protected by law or City policy, including but not limited to:

- Reporting suspected improper governmental action or violations of law or City policy.
- Filing a complaint or grievance.
- Cooperating with or participating in an investigation, audit, or legal proceeding.
- Exercising rights under whistleblowers, discrimination, harassment, safety, family and medical leave, or labor laws.

Merit Date

The date on which a regular employee becomes eligible for a merit (step) increase, typically based on the anniversary of the employee's first merit increase.

Overtime

Time worked by a non-exempt employee beyond forty (40) hours in a defined FLSA workweek, paid at one and one-half times the employee's regular rate. Paid leave time does not count as hours worked.

Promotion

Movement of an employee to a higher classification level or pay grade due to reclassification, voluntary change, or reorganization.



Personnel Policy Manual

Qualifying Exigency

A qualifying event related to military service, including short-notice deployment, military events, childcare or school activities, financial or legal arrangements, counseling, rest and recuperation, post-deployment activities, or other agreed-upon activities.

Reassignment

Movement of an employee to a different work group with no change in classification or pay grade.

Reclassification of Position

A change in a position's classification based on a formal review of job duties and responsibilities over time. Reclassification is not disciplinary in nature.

Reemployment

The rehiring of a former employee whose return does not qualify as reinstatement.

Registered Domestic Partnership

A domestic partnership registered with the Washington State Secretary of State under Chapter 26.60 RCW. Registered domestic partners are treated the same as married couples for all City policies.

Regular Full-Time Employee

An employee regularly scheduled to work forty (40) hours per week and at least 2,080 hours per calendar year.

Regular Part-Time Employee

An employee regularly scheduled to work at least twenty (20) hours per week but fewer than 2,080 hours per year. Regular part-time employees may be eligible for prorated benefits.

Regular Position

A City Council-approved and budgeted position, either full-time or part-time.

Reinstatement

Return of a regular employee to a former position within two (2) years following a layoff, unpaid leave of absence, or classification reduction for cost-savings purposes.

Reorganization

The reassignment or redistribution of duties, programs, services, or staffing to meet organizational goals.

Retaliatory Action

Any adverse employment action taken against an employee, including but not limited to discipline, demotion, transfer, pay reduction, denial of promotion, harassment encouraged by management, or other actions intended to punish an employee.



Personnel Policy Manual

Retirement

Withdrawal from active City service and eligibility for retirement under Washington State Department of Retirement Systems (DRS), with submission of a formal retirement application.

Service Organization

A nonprofit organization that benefits the Prosper community or serves individuals who are poor or infirm.

Supervisor

An employee who reports to a Department Head and is responsible for overseeing other employees.

Temporary / Seasonal Employee

An employee hired for a limited duration due to special projects, increased workload, or emergencies. Temporary/seasonal employees are not eligible for City benefits except paid sick leave as required by law.

Transfer

Movement of an employee to a different classification within the same pay grade.

Unlawful Discrimination

Employment discrimination is prohibited by federal, state, or local law.

Workplace

All City-owned or operated facilities, properties, worksites, and vehicles, including City Hall, parks, utilities, treatment plants, shops, and offices.

Workweek

The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.



Personnel Policy Manual

POLICY 105:HARASSMENT

Our Commitment

The City of Prosser is committed to providing a respectful, professional workplace. Harassment of any kind is not tolerated. This includes behavior that disrupts work, affects job performance, or creates an intimidating, hostile, or offensive work environment.

Harassment is prohibited whether it is based on sex, pregnancy, marital status, sexual orientation, race, creed, color, national origin, military or veteran status, disability, use of a service animal, or any other characteristic protected by law.

What Is Harassment?

Harassment includes unwelcome words or actions that make someone feel disrespected, threatened, or uncomfortable at work.

Examples of prohibited behavior include, but are not limited to:

- Ethnic or racial jokes
- Religious slurs
- Offensive or derogatory language
- Mimicking someone's speech, accent, disability, or appearance
- Comments or actions meant to demean or single someone out
- Retaliating against someone for reporting concerns

Sexual Harassment

Sexual harassment is a form of harassment and is strictly prohibited.

Sexual harassment may include:

- Unwelcome sexual advances or requests for sexual favors
- Sexual jokes, comments, or innuendo
- Displaying inappropriate or offensive images
- Whistling, staring, or making suggestive gestures
- Inappropriate touching, hugging, or kissing



Personnel Policy Manual

Sexual harassment may occur when:

- Submission to the conduct is made a condition of employment.
- Employment decisions are based on acceptance or rejection of the conduct; or
- The conduct interferes with work performance or creates a hostile or offensive environment.

Harassment is prohibited regardless of whether it is committed by a supervisor, coworker, contractor, vendor, or member of the public.

Supervisor Responsibilities

Department Heads and supervisors are responsible for maintaining a harassment-free workplace. No employee may threaten or imply that refusing unwanted conduct will affect job assignments, evaluations, pay, promotion, scheduling, or any other condition of employment.

Where This Policy Applies

This policy applies to:

- All City workplaces and facilities
- City-sponsored events and social functions
- Business-related travel, meetings, and conferences

Reporting Harassment

Employees are encouraged to report harassment as soon as possible.

You may report concerns to:

- Your supervisor or Department Head
- Any other Department Head or supervisor
- The Finance Director (HR)
- The City Administrator (under direction of the mayor)
- The mayor (if the concern involves the City Administrator)

Reports must be made in writing and should include:

- What happened
- When it occurred
- Who was involved
- What resolution is being requested

Any supervisor or Department Head who receives a complaint must notify the Finance Director within 48 hours.



Personnel Policy Manual

No Retaliation

The city strictly prohibits retaliation against anyone who reports harassment or participates in an investigation. Retaliation by employees, supervisors, vendors, or contractors will not be tolerated.

Investigation Process

All harassment complaints will be reviewed promptly and fairly. The city will handle investigations as confidentially as possible while still conducting a thorough review.

- Employees will receive a written response within 14 calendar days of submitting a complaint.
 - If additional review is needed, the complaint may be escalated or reviewed by a third party.
 - Final decisions will be provided in writing once the review is complete.
-

Corrective Action

Employees or managers found to have violated this policy, or to have retaliated against someone for reporting harassment, will be subject to corrective action. Discipline may include counseling, training, suspension, or termination, depending on the circumstances.



Personnel Policy Manual

POLICY 106:WHISTLEBLOWER POLICY

Our Commitment

The City of Prosser wants employees to speak up when something does not seem right. Employees are encouraged to report concerns about improper governmental actions without fear of retaliation.

Improper governmental actions may include:

- Violations of law
- Misuse of authority
- Serious risks to public health or safety
- Significant waste of public funds

Employees who report concerns honestly and in good faith are protected from retaliation. Retaliation is not allowed and may result in disciplinary action.

This policy follows Washington State's Local Government Whistleblower Protection Act and applies to all City employees and departments.

How to Report a Concern

Who Can Report

Any City employee may report improper governmental action.

Who to Contact

Concerns must be reported **in writing** to one of the following:

- Mayor
- City Administrator
- Finance Director / Human Resources

The person receiving the report will notify the Finance Director, who will refer the matter to the **Whistleblower Panel**. The panel includes the Finance Director, City Attorney, and a bargaining unit representative (if applicable).

Important: Except in an emergency, employees should not report concerns to individuals or organizations outside the city. Reporting through the proper process is required in order to receive whistleblower protections under this policy and state law.

How Reports Are Reviewed

The Whistleblower Panel will review and investigate the concern. This may include using an outside investigator if needed.

- The city will provide a written response to the employee within **30 calendar days**.



Personnel Policy Manual

- The city will protect the employee's identity as much as possible under the law.

Protection from Retaliation

Retaliation against an employee for reporting a concern in good faith is strictly prohibited.

Examples of retaliation may include discipline, demotion, reassignment, harassment, or other negative employment actions taken because an employee reported a concern.

What to Do If You Believe You Were Retaliated Against

If you believe retaliation has occurred, you must submit a **written complaint** to the Finance Director within **30 calendar days** of the retaliatory action. The complaint should include:

- What happened
- When it occurred
- Who was involved
- What resolution you are requesting

The city will respond within **30 calendar days** of receiving the complaint.

Requesting a Hearing

If you disagree with the City's response, you may request a hearing by submitting a written request to the City Administrator within **15 calendar days** after receiving the response (or after the City's response period ends).

- The City Administrator will hold the hearing if all deadlines are met.
- A written decision will be issued within **45 calendar days**, unless extended for good cause.

Possible Outcomes

If retaliation is confirmed, the City Administrator may:

- Order reinstatement, with or without back pay
- Take steps to prevent further retaliation
- Impose corrective action, up to and including termination

Either party may appeal the final decision to Superior Court as allowed by law.

Bottom Line

If you see something that concerns you, speak up. The city will take your report seriously and will protect you from retaliation when concerns are raised in good faith.



Personnel Policy Manual

POLICY 107:WORKPLACE VIOLENCE AND WEAPONS PROHIBITED

Our Commitment to Safety

The City of Prosser is committed to maintaining a safe workplace. Threats, intimidation, violence, and weapons in the workplace are not allowed.

This policy is intended to protect employees, visitors, and the public.

Weapons in the Workplace

Weapons are generally not allowed in City workplaces, City vehicles, or City-owned or managed facilities.

This policy does not apply to:

- Law enforcement officers acting in an official capacity
- Official security personnel acting in an official capacity
- Individuals engaged in authorized military activities

Employees who hold a valid Washington Concealed Pistol License (CPL) must provide a copy to the Finance Department.

CPL holders who are not law enforcement officers may only carry a concealed firearm on their person and may not carry any other weapons listed below.

Prohibited Weapons

Weapons include, but are not limited to:

- Firearms (handguns, rifles, shotguns)
- Dangerous knives not required for work duties
- Explosives
- Clubs, metal knuckles, throwing stars
- Air guns, pellet guns, or blow guns
- Daggers or stabbing weapons
- Any replica or item made to look like a weapon

Any object carried with the intent to threaten, intimidate, or cause harm is also prohibited unless specifically authorized by the mayor.

Violence and Threatening Behavior

Violence or threatening behavior of any kind is not allowed. This includes physical, verbal, or visual actions that create fear, intimidation, or a hostile work environment.

Examples of prohibited behavior include:

19 | Page

Approved by Ordinance 26 -



Personnel Policy Manual

- Causing or attempting to cause physical harm
- Making threats or threatening remarks
- Aggressive or hostile behavior that causes fear
- Damaging City or personal property
- Bringing or threatening to bring weapons to work
- Harassment, stalking, or intimidation
- Behavior related to workplace harassment or domestic violence
- Displaying extreme anger, hostility, or irrational behavior

Law enforcement officers are exempt only when acting in their official duties.

What to Do If You See or Experience a Threat

Employee Reporting

Employees must immediately report:

- Threats or violent behavior
- Weapons or suspected weapons
- Any situation that feels unsafe

Reports should be made to:

- A supervisor or Department Director
- Human Resources
- Call 911 if the situation is urgent or dangerous

City Response

Supervisors, Department Directors, and Human Resources will act quickly to address safety concerns. This may include:

- Removing individuals from the area
- Contacting law enforcement
- Investigating the situation
- Referring employees to support resources, such as the Employee Assistance Program

Criminal behavior will be reported to the Prosser Police Department.

Violations of this policy may result in corrective action, up to and including termination.

No Retaliation

The city will not tolerate retaliation against anyone who reports safety concerns or participates in an investigation. Retaliation may include discipline, reassignment, harassment, or denial of opportunities and will be addressed immediately under Policy 106 (Whistleblower Policy).



Personnel Policy Manual

Additional Safety Responsibilities

- If you believe someone outside the workplace may threaten your safety at work, notify your supervisor immediately.
- If you have a protective order (such as a no-contact or restraining order) and believe it may be violated at work, notify your supervisor and Human Resources and provide a copy of the order.
- Employees may request a safety escort or law enforcement assistance if they feel unsafe.
- If a visitor or member of the public is seen with a weapon or making threats, report it immediately and follow the reporting steps above.

Bottom Line

Everyone deserves a safe workplace. If something feels unsafe, say something. The city will take concerns seriously and act to protect employees and the public.



Personnel Policy Manual

POLICY 108: EMPLOYEE PERSONNEL RECORDS

Personnel Files

The city keeps a personnel file for each employee. Personnel files are maintained by the Finance Director and kept secure.

Access to personnel files is limited to:

- The employee
- The employee's immediate supervisor
- The Department Head
- The Finance Director or designee
- The City Administrator
- The mayor

A personnel file may include information such as job title, department, pay history, job description, training records, performance evaluations, and personnel actions, including discipline.

Reviewing Your File

Employees have the right to review their own personnel file. Reviews must take place in the Finance Department with the Finance Director or a designated representative present.

If an employee believes information in their file is incorrect or not relevant, they may request that it be removed. If the request is denied, the employee may submit a written statement explaining their concern. This statement will be placed in the personnel file.

Confidentiality

Personnel files are confidential to the extent allowed by law. Information from a personnel file will not be released to the public, including the media, unless required by law or authorized in writing by the employee.



Personnel Policy Manual

POLICY 109: REFERENCES

The City of Prosser limits employment references to confirming an employee's dates of employment and last salary. No additional information will be released without the employee's written consent and a signed release of liability.

Any requests for information or references about current or former employees must be directed to the Finance Director. Supervisors, Department Heads, and employees should not respond directly to reference requests.

The Finance Director will handle the request or forward it to the City Administrator or Department Head when appropriate.

Why we do this:

This approach helps ensure consistency, protects employee privacy, and reduces the risk of misunderstandings or legal issues for both the employee and the City.



Personnel Policy Manual

POLICY 110: EMPLOYMENT AGREEMENT

In some cases, the City may enter into an individual employment agreement or contract with the City Administrator or another City official. If the terms of that agreement are different from this Personnel Policy, the terms of the employment agreement will apply.

(Adopted by Ordinance 16-2965)



Personnel Policy Manual

POLICY 111: ADMINISTRATIVE AMENDMENTS

In emergencies or unusual situations—such as public health events, natural disasters, severe weather, cybersecurity incidents, or other circumstances that affect safety or City operations—the mayor, or the City Administrator under the Mayor’s direction, may temporarily change how these personnel policies are applied.

Any temporary change will be limited to what is necessary to respond to the situation, shared with affected employees as soon as possible, and will remain in effect only for the duration of the emergency unless formally adopted through the normal approval process.



Personnel Policy Manual

POLICY 112: ADMINISTRATIVE AND DEPARTMENTAL POLICIES & PROCEDURES

(Ordinance 15-2932)

From time to time, new policies or procedures may be proposed by Department Directors, the Mayor, or the City Administrator.

Before a policy or procedure is finalized, copies will be shared with affected departments and employees for review and comment. When applicable, the appropriate collective bargaining unit will also be notified.

The review period is typically **14 days**. After the review period, policies and procedures are signed by the Mayor or City Administrator and generally become effective **7 days after signing**. This timeline may be shortened only when immediate action is needed to prevent loss or damage to property, protect the safety of employees or residents, or comply with legal requirements.

Unless otherwise stated, changes to existing policies follow the same review and approval process as new policies.

Current administrative policies are available on the City's website or may be reviewed in the City Clerk's Office.

Employees are expected to follow all administrative and departmental policies and procedures, just as they would any other City directive.



Personnel Policy Manual

POLICY 113: RESPONSIBILITY FOR EMPLOYEE PERSONAL PROPERTY

The City of Prosser is not responsible for the loss of or damage to employees' personal property while at work or while performing job duties.

Employees are responsible for safeguarding their personal belongings while on City property or during work-related activities.

Employees are encouraged to avoid bringing valuable personal items to work unless necessary.

Why we do this:

This policy helps set clear expectations and encourages employees to take reasonable steps to protect their personal items while at work.



Personnel Policy Manual

POLICY 201: HOURS OF WORK AND OVERTIME

Standard Work Schedule

The City's standard work schedule is **Monday through Friday, 8:00 a.m. to 5:00 p.m.**, with a **one-hour unpaid lunch break**.

Departments may approve different or flexible schedules when needed, as long as services are properly staffed and operational needs are met.

Work Hours by Employee Type

- **Full-time employees:** A normal work schedule is **40 hours per workweek**, unless the position is classified as exempt.
- **Part-time and temporary/seasonal employees:** Work schedules are set by the Department Head.

Exempt and Non-Exempt Status

All City positions are classified as either **exempt** or **non-exempt** under the Fair Labor Standards Act (FLSA).

- **Non-exempt employees** are eligible for overtime pay.
- **Exempt employees** are classified as executive, administrative, or professional and are not eligible for overtime pay.

Overtime for Non-Exempt Employees

Non-exempt employees are paid **one and one-half times** their regular rate of pay for all hours worked over **40 hours in a workweek**.

The following time is **not counted as hours worked** when calculating overtime:

- Holidays
- Sick leave
- Vacation
- Other paid or unpaid leave

Overtime applies only after more than 40 hours are actually worked in a workweek.

This overtime policy does not apply to Police Department employees working a 28-day work cycle.

All overtime must be **approved in advance in writing** by a supervisor or Department Head.



Personnel Policy Manual

Exempt Employees

Exempt employees are not subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and are not eligible for overtime compensation.

Exempt employees are expected to fulfill the responsibilities of their positions, which may require work beyond normal office hours. In recognition of these additional time commitments, exempt employees may, with the approval of the Mayor or City Administrator, establish flexible work schedules that allow for time away from the office during standard business hours.

Exempt employees are expected to work a minimum of forty (40) hours per week. If an exempt employee does not meet this expectation, appropriate leave shall be used in accordance with City policy.



Personnel Policy Manual

POLICY 202: ATTENDANCE

Attendance Expectations

Regular and punctual attendance is an important part of every City position. Department Heads are responsible for maintaining accurate attendance records for their employees.

Reporting an Absence or Late Arrival

If you are unable to work or will be late, you must notify your supervisor or Department Head as soon as possible. Whenever possible, notification should be made **before the workday begins** or **within 30 minutes of your normal start time**.

If your absence lasts more than one day, you are expected to check in each day unless other arrangements have been approved.

If you are unable to reach your supervisor or Department Head, you must leave a message with the Finance Director or a designated representative explaining the reason for your absence or lateness.

Medical Documentation

The city may request documentation from a doctor or licensed health care provider to verify absences related to illness or injury.

Unreported Absences

An employee who is absent for **more than three consecutive workdays** without approval or notice may be considered to have abandoned their position. This may result in disciplinary action, up to and including termination.



Personnel Policy Manual

POLICY 203: BREAKS AND MEAL PERIODS

Employees are entitled to a **15-minute paid break for every four hours worked**. Breaks should be scheduled so they do not disrupt City services or service to the public.

Employees should not work more than **three consecutive hours without a break**, and breaks should be taken as close as possible to the middle of the work period.

Meal periods are scheduled by the employee's supervisor or Department Head and may vary based on departmental needs. Meal periods are **unpaid** and are usually **one hour** in length.

In accordance with state law, employees will not be required to work more than **five consecutive hours without a meal period of at least 30 minutes**.



Personnel Policy Manual

POLICY 204: DUTY TO REPORT TO WORK IN THE EVENT OF DISASTER/EMERGENCY SITUATION

Our Approach

During disasters or emergency situations, the City's goal is to continue providing essential services to the community while also prioritizing the safety of employees and their families.

When a widespread emergency requires activation of the City's Emergency Operations Center (EOC), the following guidelines apply.

During Non-Work Hours

Employees are encouraged to first ensure the safety and well-being of their families and homes.

After making necessary arrangements, regular and hourly employees are expected to report to work in accordance with their department's emergency operating procedures. Any department procedures that are less restrictive than this policy must be approved by the Mayor or the City Administrator under the Mayor's direction.

During Work Hours

During an emergency that occurs while employees are at work, departments will make reasonable efforts to allow employees to check on their families and homes, as long as doing so does not interfere with critical emergency response duties outlined in the City's Emergency Operations Plan.

The City Administrator will determine when paid time off may be granted for unusual circumstances during a disaster or emergency.

Controlled Substances

Employees must not report to work or remain on duty under the influence of controlled substances.

Prescription medications may be used only when prescribed by a licensed medical provider and when the employee has been advised that the medication will not affect their ability to safely perform essential job duties.

Supervisors and Department Heads who become aware that an employee may be impaired must not allow the employee to perform or continue performing job duties.

Bottom Line

In emergencies, employee safety comes first. Once personal safety needs are addressed, employees may be required to report to work to help maintain essential City services.



Personnel Policy Manual

POLICY 205: PAYROLL RECORDS

The Finance Director maintains the City's official payroll records.

Each Department Head is responsible for submitting a **signed monthly work record** for employees in their department. These records must show hours worked, leave taken, and any overtime worked.

Department Heads and other exempt employees are only required to submit records showing leave taken or any time off that should be charged to leave.



Personnel Policy Manual

POLICY 206: UNUSUAL WEATHER CONDITIONS:

City Office Closures

To help protect employees' safety, the Mayor or the City Administrator under the Mayor's direction may decide to close City offices, delay opening, or close early due to adverse weather or unsafe conditions.

When offices are closed:

- **Non-essential employees** who are working at the time of the closure will receive **paid leave** for the duration of the closure.
- **Essential employees** who are required to work will be paid according to the applicable collective bargaining agreement and will receive **vacation time equal to the hours provided as paid leave to non-essential employees**.
- **Not impacted employees** (those who are working remotely or not scheduled to work at the time of the closure) will not receive additional paid leave.

If possible, employees and the public will be notified of closures through electronic messaging.

Employee Classifications for This Policy

For purposes of this policy:

- **Non-essential employees** are employees not designated as essential by their Department Head and who are working at the time of the closure.
- **Essential employees** are those designated by their Department Head as necessary to maintain critical services. Essential status may change based on operational needs.
- **Not impacted employees** are employees who are working remotely or are not scheduled to work at the time of the closure.

Emergency service personnel (such as police officers, sergeants, detectives, and similar positions) are required to report to duty regardless of weather conditions and are not covered by this policy.

When Offices Remain Open

If offices remain open but an employee believes they cannot safely travel to work due to weather conditions, the employee must notify their supervisor or the mayor as soon as possible.

In this situation, the employee may use available leave, such as vacation, compensatory time, or leave without pay, to cover the absence.



Personnel Policy Manual

Alternate Work Arrangements

When weather conditions raise safety concerns, employees may request approval from their supervisor or the mayor to work remotely or use technology to complete work from home, when feasible.

Bottom Line

Employee safety is important. When weather impacts City operations, the City will communicate closures clearly and apply this policy consistently.

For Example

Situation: City Hall is closed at 4:00 p.m. due to icy roads and heavy snow fall.

Impact to non-essential staff: **Non-Essential Employee A** will be released from work and will report on their timecard all hours worked in the “regular” column and report closure hours in “other leave” column.

Impact to essential staff: **Essential Employee B** at 4 will continue to work as directed. They will be paid their regular wage and receive 1 hour of “weather leave adjustment” on their next timecard. This time will be added to their vacation bank



Personnel Policy Manual

POLICY 301: RECRUITING EMPLOYEES

Filling Vacant Positions

The city fills vacant regular full-time and part-time positions through an open recruitment process. Positions are advertised before being filled, unless the position is filled through an internal promotion.

Job openings are typically advertised at least once per week for **two consecutive weeks** in a newspaper or publication that serves the Prosser area. If a similar position is filled within **six months**, additional advertising may not be required.

The City Clerk is responsible for maintaining all job applications in accordance with state records retention requirements.

Fair Hiring Practices

Recruitment and hiring decisions are based on qualifications, experience, skills, and the ability to perform the job.

The city does not discriminate in hiring based on sex, pregnancy, marital status, sexual orientation, race, creed, color, national origin, military or veteran status, disability, use of a service animal, or any other status protected by law. A bona fide occupational qualification may be considered when permitted by law.

Application Requirements

All applicants must complete and sign the City's official employment application before being considered for a position. Resumes may be submitted in addition to the application but do not replace it.

Applicants who provide false or misleading information during the hiring process may be disqualified or, if hired, subject to termination.

Executive and Specialized Recruitment

For the recruitment of a City Administrator, Department Head, or other critical position, the City Council may choose to work with a professional recruitment firm to identify qualified candidates.



Personnel Policy Manual

POLICY 302: HIRING EMPLOYEES

Job Offers

All successful applicants will receive a **written offer of employment** that outlines the conditions of employment. Employment offers are signed by the City Administrator or a designated representative.

Driving Requirements

Some City positions require operating a city-owned vehicle.

For positions that involve driving:

- Applicants must be **at least 18 years old**
- Applicants must have a **valid Washington State driver's license** with any required endorsements
- Applicants must provide a **driving record abstract** at their own expense before hire
- Applicants with unacceptable driving records may be disqualified from positions that require driving

For positions that require driving City vehicles:

- An acceptable driving record is a condition of employment
- Exceptions may be considered on a case-by-case basis with approval from the Mayor or the City Administrator under the Mayor's direction

Applicants who may drive for City business must provide a **five-year driving record** from each state where they lived during that time. The cost of obtaining driving records is the responsibility of the applicant.



Personnel Policy Manual

Scoring of Acceptable Driving Record (Five Years)

VIOLATIONS	GRADING CRITERIA
0-1 Minor Violation	Acceptable driving record
2 Minor Violations	Borderline approval (consider carefully)
3 Minor Violations	Poor (approval by Mayor/City Admin only)
4 Minor Violations	Unsatisfactory (not acceptable)
Any Major Violation	Unsatisfactory (not acceptable)
MINOR VIOLATIONS	MAJOR VIOLATIONS (CRIMINAL CONVICTION OF THE BELOW OFFENSES)
Stop sign/traffic signal offenses	DUI alcohol/drugs
Speeding (not more than 20 mph over posted speed limit)	Leaving scene of an accident
Improper turn; failure to signal	Reckless driving
Seat belt violation	Falsifying an accident report
Illegal passing	Vehicular homicide or assault
Distracted Driving	Attempt to elude an officer
	Speeding (more than 20 mph over posted speed limit)

Pre-Employment Testing and Examinations

The city may require applicants to complete pre-employment testing to assess job-related qualifications and abilities. Testing may be conducted by the City or a qualified third party.

After a conditional job offer is made, applicants may be required to successfully complete a **medical or psychological examination**, which may include testing for alcohol or controlled substances. These exams help ensure the individual can safely perform job duties and does not pose a risk to themselves, coworkers, or the public.

Employment offers may be **conditional** based on the results of required examinations.

Drug and Alcohol Testing for Commercial Drivers

Applicants being hired into positions that require mandatory, random drug and alcohol testing, and who have worked as commercial vehicle drivers within the past two years, must authorize the release of information from prior employers regarding:

- Positive drug or alcohol tests
- Refusals to submit to testing



Personnel Policy Manual

Disqualification from Employment

An applicant may be disqualified if:

- They are unable to perform the essential duties of the position, and the condition cannot be reasonably accommodated
- They refuse to complete required medical, psychological, or screening examinations
- Pre-employment screening reveals alcohol or controlled substance use that disqualifies the applicant

Background Checks

Successful applicants may be required to complete a **criminal history background check**. Criminal history may result in disqualification, depending on the position and the nature of the offense.

Applicants for positions that involve contact with or supervision of **minors, vulnerable adults, or developmentally disabled individuals**, including temporary or seasonal positions, must pass a background check before hire and may be subject to periodic rechecks. Any applicant with a criminal history involving offenses against minors will be disqualified from employment.

Credit History Checks

Some positions may require a **pre-employment credit history check** when relevant to job duties. Any credit checks will be developed and validated under the direction of the Finance Director.

Relocation Expenses

Relocation expenses may be paid when approved by the City Council and outlined in an employment contract. Contracts may include repayment terms if the employee voluntarily leaves employment or is terminated for cause before completing **24 consecutive months of service**.

Bottom Line

Some positions require additional screening to ensure safety, compliance, and job readiness. Any required testing or checks will be job-related and conducted in accordance with applicable laws.



Personnel Policy Manual

POLICY 303: TEMPORARY/SEASONAL EMPLOYEES: NON-EXEMPT

When Temporary or Seasonal Employees Are Used

With approval from the Mayor or the City Administrator under the Mayor's direction, the City may hire temporary or seasonal employees to:

- Respond to emergencies or peak workload periods
- Temporarily replacing employees who are on approved leave
- Fill a vacancy until a regular employee is hired or a position is authorized

Hiring Process

Temporary and seasonal employees may be hired without competitive recruitment or formal examination process.

Benefits Eligibility

Temporary and seasonal employees are not eligible for retirement, vacation, health insurance, holidays, or other employee benefits during their employment.

Temporary and seasonal employees are eligible for sick leave as outlined in Policy 803.

Employment of Minors

Minors may be employed only on a temporary or seasonal, part-time basis and only in compliance with applicable child labor laws.



Personnel Policy Manual

POLICY 304: EMPLOYMENT OF RELATIVES (NEPOTISM)

Purpose

The City of Prosser strives to avoid conflicts of interest, favoritism, and situations that could create the appearance of unfair treatment. For this reason, certain restrictions apply when employees are related or have close personal relationships.

Supervision and Conflicts of Interest

Married employees, or employees with close personal relationships, may not work in situations where:

- One employee supervises, appoints, disciplines, or has authority over the other
- One employee audits or reviews the work of the other
- A real or reasonably foreseeable conflict of interest exists
- The relationship could create the appearance of improper influence, favoritism, or compromised confidentiality

These restrictions also apply when necessary to protect the City's interests when employees are closely related to policy-level officials of customers, competitors, regulatory agencies, or others with whom the City conducts business.

Changes in Personal Relationships

If two employees working in the same department marry, become related, begin living together, or enter into a dating relationship—and the city determines that a conflict of interest exists or could reasonably exist—the city will review the situation.

When possible, the city will consider **reasonable accommodations**, such as reassignment, to eliminate the conflict. Any accommodation must be approved by the Mayor or the City Administrator under the Mayor's direction.

If no reasonable accommodation is available:

- The two employees must decide which employee will remain employed with the city within **30 calendar days**
- If no decision is made within that timeframe, the city may choose which position will be separated
- Reassignment will be considered before termination whenever feasible

Bottom Line

Personal relationships are respected, but work assignments must remain fair, impartial, and free from conflicts of interest.



Personnel Policy Manual

POLICY 305: PROMOTIONS AND TRANSFERS: NON-EXEMPT EMPLOYEES

Opportunities for Advancement

The city encourages current employees to apply for vacant positions when they meet the qualifications. Promotions and transfers help support employee growth while meeting the City's staffing needs.

How Decisions Are Made

Promotions and transfers are based on factors such as:

- The Department Head's recommendation
- Operational and staffing needs
- Job performance and evaluations
- Job requirements and qualifications

All promotions and transfers are subject to approval by the Mayor or the City Administrator under the Mayor's direction.

Eligibility

Regular non-exempt employees may be considered for:

- Promotion
- Transfer
- Voluntary demotion

To be considered, employees must meet the qualifications for the vacant position unless the Mayor or the City Administrator under the Mayor's direction determines that waiving a requirement is in the best interest of the city.



Personnel Policy Manual

POLICY 401: COMPENSATION AND PAY ADJUSTMENTS

Pay Authorization

Employees are paid according to the rates approved by the City Council as part of the adopted budget.

Starting Pay and Pay Steps

New employees typically begin at the entry-level pay for their position. In some cases, a higher starting rate may be approved based on relevant experience, training, or demonstrated skills.

Each position is assigned a pay scale with nine steps. Employees generally move to the next step every 12 months. Once an employee reaches the final step (Step 9), pay remains at that level unless the City Council approves an updated wage schedule.

Pay Increases and Adjustments

Pay increases may be granted based on:

- Recommendation from the Mayor or the City Administrator under the Mayor's direction
- Available budget
- Approval by the City Council, unless already authorized through the budget

In certain situations, an employee may be considered for an early or partial step increase of up to one-half of the next scheduled increase. To be eligible, the employee must have completed at least six months at their current pay step. These adjustments may be approved by the Mayor or City Administrator when budget allows, or by the City Council if required.

Performance and Pay Increases

If an employee's performance is consistently unsatisfactory, a scheduled pay increase may be delayed until performance improves, as documented through the performance evaluation process.

Temporary Assignment Pay

Non-union employees who are temporarily assigned to perform supervisory duties or the duties of another appointed official—such as during a vacancy or special project—for three days or more may receive additional pay.

Temporary assignment pay may be up to 15% above the employee's base rate, depending on the scope of the assignment and available budget. The percentage and approval are at the discretion of the mayor or a designated representative.



Personnel Policy Manual

POLICY 402: LONGEVITY PAY

Who Is Eligible

Non-union employees become eligible for longevity pay after 10 years of service with the City.

How Longevity Pay Works

After reaching 10 years of service, eligible employees receive \$10 per month for each additional year of service, up to a maximum of \$100 per month.

Employees with Prior Longevity Pay

Employees who began receiving longevity pay before reaching 10 years of service will continue to receive their current amount. However, no additional longevity pay will be added until the employee reaches 10 years of service.

Once the employee reaches 10 years of service, longevity pay will increase in accordance with this policy.

Example:

An employee receiving \$90 per month in longevity pay before reaching 10 years of service will continue receiving \$90 until they reach 10 years of service. At that point, longevity pay will increase according to this policy, up to the \$100 monthly maximum.

Payment Schedule

Longevity pay is paid as a lump-sum payment each November.



Personnel Policy Manual

POLICY 403: CELL PHONE ALLOWANCE

Cell Phone Allowance

Some employees may be eligible to receive a monthly cell phone allowance to help cover the cost of using a personal phone for City business. The allowance is \$45.00 per month and is paid through regular payroll.

Eligibility for the allowance is determined by the Mayor or the City Administrator under the Mayor's direction.

The allowance amount is adjusted annually based on the U.S. All Cities CPI-W (June to June). Annual increases will be no less than 2% and no more than 4%.

Use of Cell Phones for City Business

Employees using a cell phone for City business must follow records retention requirements.

Text messaging or email may not be used for City business unless the device is synchronized with the City's computer system so that records can be properly retained in accordance with state law.

Cell Phone Use While Driving

Employees may not use handheld cell phones while driving a city vehicle or a personal vehicle for City business. A hands-free device must be used at all times when using a cell phone while driving.

Bottom Line

Cell phones may be used to support City business when approved, but employees must use them safely and in compliance with records retention laws.



Personnel Policy Manual

POLICY 404: BI-LINGUAL ALLOWANCE

Employees in positions that require bilingual skills may be eligible for a **monthly bilingual pay allowance of \$50.00**.

To qualify, employees must:

- Be in a position designated by the city as requiring bilingual abilities, and
- Successfully complete a city-approved bilingual proficiency test

The City determines which positions qualify for bilingual pay, the testing method used, and the rating criteria for eligibility.



Personnel Policy Manual

POLICY 405: PAYROLL AND PAY DISTRIBUTION

Pay Schedule

City employees are paid on a **monthly payroll**. Paychecks are issued on the **last working day of each month**.

Payroll Draws

Regular full-time and regular part-time employees may choose to receive a **payroll draw** on the **15th of each month**.

To receive a payroll draw:

- Requests must be submitted to the Finance Department by the **1st of the month**
- Payroll draws may not exceed **70% of wages earned** through the draw date
- Payroll draws may not exceed **30% of the employee's total base wages** for that month

If the 15th falls on a weekend or holiday, the payroll draw will be available on the **preceding workday**.

Direct Deposit

Once at least **25 City employees** have requested direct deposit, employees may choose to have their pay deposited directly into a checking or savings account of their choice. Direct deposit requires completion of the appropriate authorization form and is administered in accordance with state law.



Personnel Policy Manual

POLICY 406: DEDUCTIONS

Some payroll deductions are required by law, while others are optional and chosen by the employee.

The city will withhold:

- Deductions required by law, and
- Any voluntary deductions authorized by the employee, a collective bargaining agreement, or state statute

Voluntary deductions must be requested **in writing** and submitted to the Finance Department.



Personnel Policy Manual

POLICY 407: COMPENSATION UPON SEPERATION

Final Pay When Employment Ends

When an employee separates from employment due to retirement, resignation, or dismissal, the city will provide final compensation as outlined below.

Vacation Pay

Regular employees who have been employed for at least six (6) months will be paid for accrued and unused vacation time, up to a maximum of 30 days, at their regular rate of pay.

Sick Leave Pay

At the time of retirement or resignation, eligible employees may receive payment for one-half of their accrued sick leave, provided:

- The employee has accrued at least 45 days of sick leave
- Payment is capped at 120 days of accrued sick leave
- The employee provides at least two weeks' written notice prior to the effective date of retirement or resignation

Employees who are dismissed are not eligible for sick leave payout.

In the event of an employee's death, 100% of accrued sick leave will be paid.

Payment to Beneficiaries

If an employee passes away, any compensation owed under this policy will be paid to the employee's designated beneficiary.

Temporary and Seasonal Employees

Temporary and seasonal employees are not eligible for sick leave payout when employment ends.

If a temporary or seasonal employee separates with a sick leave balance of up to 40 hours, that balance will be held for 12 months. If the employee returns to City employment within that time, the sick leave balance will be reinstated and accruals will resume.

Bottom Line

Final pay depends on the reason for separation, length of service, and accrued leave balances. Employees with questions about their final paycheck should contact the Finance Department.



Personnel Policy Manual

POLICY 408: SPECIAL RECOGNITION AWARD

Purpose

The city values employee contributions and may recognize outstanding work, innovation, and performance through a special recognition award program. This program is intended to celebrate efforts that go above and beyond normal job expectations.

Appointed officials are not eligible to receive special recognition awards.

Types of Recognition

Special recognition may be provided in one of the following ways:

- **Additional time off** (up to one working day), or
- **One-time monetary compensation**, not to exceed the amount approved by the City Council in the annual budget

Recognition awards are **one-time awards** and are not added to an employee's base pay or used to calculate overtime or compensatory time, unless required by law.

What May Be Recognized

Awards may be granted for:

- A specific project or work assignment with clear start and end dates
- Team or inter-departmental projects, with awards shared equally among team members
- Exceptional creativity, skill, or dedication beyond normal job duties
- Individual leadership or contributions critical to the success of a project
- Innovations or actions that result in cost savings or improved efficiency
- Sustained superior performance or consistently exceeding performance standards

Approval and Administration

The mayor or a designated representative may establish and administer the special recognition award program in accordance with this policy and available budget.

Employee Recognition Events

The mayor or designee may host a **semi-annual Employee Awards Banquet or Appreciation Day** to recognize employees receiving awards.

- Events may include appointed and/or elected officials
- Events may be held at a city facility at no cost to employees or their families
- The city may provide food, non-alcoholic beverages, or similar items
- Items provided at recognition events are not considered wages or part of base pay



Personnel Policy Manual

Employee Recognition and Wellness Program

The mayor or designee may also establish an employee recognition and wellness program to:

- Boost morale and engagement
- Promote teamwork and collaboration
- Support a positive workplace culture

This program may include quarterly activities such as potlucks, games, competitions, or other recognition events. Funding for each event:

- Will be shared by all departments
- Will not exceed **\$1,000 per event**
- Must be available to all departments and staff

Bottom Line

The city believes recognizing great work matters. Special recognition awards and events are one way the city says “thank you” for outstanding contributions and commitment.



Personnel Policy Manual

POLICY 501: BUSINESS TRAVEL AND EXPENSE REIMBURSEMENT

General Guidelines

The City reimburses approved business travel expenses in accordance with the **State of Washington per diem rates**, as updated from time to time.

Before travel occurs, the Department Head must confirm that:

- The travel is necessary and, in the City's, best interest
- Funds are available in the budget
- All travel requirements are followed

Transportation

Travel Methods

Travel should be by the **most direct and cost-effective route** using transportation approved by the Department Head.

Air Travel

Departments may make airline reservations for employees. Employees are not required to fly on aircraft with fewer than 20 passenger seats.

Any promotional items, travel credits, or discounts earned while traveling on City business belong to the city and may not be used for personal purposes.

The city will cover:

- One checked bag (in addition to carry-on)

The city will **not** cover:

- Additional or overweight baggage fees

City and Personal Vehicles

When available, a **city vehicle** should be used for business travel.

Employees using a personal vehicle for City business will be reimbursed at the **State of Washington mileage rate** in effect at the time of travel.



Personnel Policy Manual

If multiple employees attend the same event, they are expected to **travel together** when practical. Employees who choose not to share transportation may be responsible for their own costs unless pre-approved.

Department Heads must ensure that employees:

- Have an acceptable driving record on file
- Meet minimum insurance requirements before travel

Lodging

Lodging should be booked at the **lowest available government, corporate, or conference rate**. Employees may stay at a conference hotel even if less expensive lodging is available nearby.

Meals

Meal expenses are reimbursed based on **Washington State per diem rates** for partial or full travel days.

Meals included with conference registration or lodging are **not reimbursable**. Tips and taxes are included in the per diem rate.

To qualify for meal reimbursement, employees must be in travel status during the full meal period:

- **Breakfast:** 6:00 a.m. – 7:00 a.m.
- **Lunch:** 12:00 p.m. – 1:00 p.m.
- **Dinner:** 6:00 p.m. – 7:00 p.m.

Travel status begins when the employee leaves their work location (or other approved departure point) and ends when they return.

Other Reimbursable Expenses

Necessary business-related expenses may be reimbursed, including:

- Taxi, bus, ferry, and tolls
- Parking fees
- Required educational or training materials

Itemized receipts are required for reimbursement of these expenses.

Non-Reimbursable Expenses

Personal expenses that do not benefit the city will not be reimbursed. Examples include:

- Expenses for dependents
- Entertainment
- Traffic or parking fines



Personnel Policy Manual

- Alcoholic beverages
- Laundry, valet service, or in-room movies
- Personal phone calls
- Lost or damaged personal property
- Oversized or overweight baggage fees

Expense Reporting

Employees are responsible for submitting **accurate and complete travel expense documentation**. Reimbursement requests must be submitted to the Department Head and forwarded to the Finance Department within **14 business days** after travel is completed.

Extended or Upgraded Travel

If an employee chooses to:

- Upgrade accommodations
- Extend travel dates
- Have family members accompany them

The employee must notify their supervisor and obtain approval from the Finance Department **before travel**.

The city will reimburse only the amount it would have paid for standard travel arrangements. Expenses beyond that amount are the employee's responsibility. Travel not approved in advance may be denied reimbursement.

Local Travel and Meetings

Travel-related expenses for meetings held in Prosser or within **45 miles of Prosser** require **prior written approval**.

Additional documentation may be required, including:

- Business purpose
- Attendance information
- Itemized receipts
- Approval documentation

Approval Schedule	
Requested By	Approved By
Employee	Department Head, City Administrator, or Mayor
Department Head	City Administrator or Mayor
City Administrator	Mayor



Personnel Policy Manual

POLICY 601: PERFORMANCE EVALUATIONS

Purpose

Performance evaluations help the city train, support, and retain qualified employees. Evaluations are used to provide feedback, recognize strengths, and identify areas for growth.

Evaluation Program

The Finance Director is responsible for developing and maintaining the City's performance evaluation program.

When Evaluations Occur

- New employees are evaluated during their **first six months of employment**
- All employees are evaluated **at least once every 12 months** after that

Evaluations are completed by the employee's Department Head.

How Evaluations Are Used

Performance evaluations become part of the employee's personnel file and may be considered when making decisions about:

- Pay increases
 - Promotions or transfers
 - Demotions
 - Layoffs
 - Termination
-

Employee Input

Employees have the right to respond to their performance evaluation. Employees may submit a written statement agreeing or disagreeing with the evaluation. Any response will be attached to the evaluation and kept in the employee's personnel file.

Bottom Line

Performance evaluations are meant to support growth, communication, and fair decision-making.



Personnel Policy Manual

POLICY 602: TRAINING AND DEVELOPMENT

Our Approach

The city supports employee learning and development. When resources allow, training is provided to help employees perform their jobs effectively, maintain required certifications, and build skills that support City services.

Training Opportunities

Training opportunities may include:

- On-the-job training
- In-house workshops
- Seminars, classes, or conferences offered by outside organizations

Training must be job-related and approved in advance by the employee's supervisor or Department Head.

Required vs. Optional Training

Some training may be required to maintain licenses, certifications, or job qualifications. Other training may be optional and intended for professional development.

Supervisors will determine whether training:

- Occurs during work hours, or
- Requires the use of leave if it takes place outside normal work hours

Certification and License Renewal

When allowed by law and subject to available budget, the city may pay for the renewal of licenses or certifications required for an employee's position. This may include renewal fees, exams, or required continuing education.

Why We Do This

Training helps employees succeed, supports career growth, and ensures the city continues to provide high-quality services to the community.



Personnel Policy Manual

POLICY 603: TUITION REIMBURSEMENT

Our Commitment

The city supports employee learning and professional development when education directly benefits the city. Tuition reimbursement is one way the city encourages skill development, career growth, and employee retention.

Eligibility and Approval

Employees who wish to take college-level courses must receive **advance approval** from:

- Their Department Head, and
- The Mayor or the City Administrator under the Mayor's direction

Courses must be job-related and offered by an **accredited college or university**. Approval is subject to budget availability and scheduling considerations.

Each semester or quarter requires **separate approval** and submission of a Tuition Reimbursement Form. Approval to take a course does not guarantee reimbursement if annual budget limits are reached.

Reimbursable Expenses

The city may reimburse **tuition costs only** if the employee earns a **grade of B or better**.

The following expenses are **not reimbursable**:

- Textbooks
- Lab, student, recreation, or parking fees
- Transportation or travel costs
- Any other non-tuition expenses

Employees must submit:

- A reimbursement request, and
- Official grade documentation
within **90 days of completing the course**.

Participation in this program does not qualify as paid work time and does not result in additional regular or overtime pay.



Personnel Policy Manual

Annual Reimbursement Limits

The maximum tuition reimbursement is **\$5,000 per employee per calendar year**, or the amount budgeted by the city, whichever is less.

If total reimbursement requests exceed the available budget, requests will be funded based on the date the Tuition Reimbursement Form was submitted.

Tax Considerations

Tuition reimbursement may be subject to income and payroll tax withholding depending on IRS rules in effect at the time. Employees are encouraged to consult a personal tax advisor regarding potential tax impacts.

Service Commitment

Employees receiving tuition reimbursement must remain actively employed and in good standing with the city for **24 months** after reimbursement is provided.

If an employee separates from employment before completing this commitment, the employee is required to **repay the city for all tuition reimbursement received during the prior 24 months**.

Before reimbursement is issued, the employee (and spouse, if applicable) must sign a Tuition Reimbursement Agreement acknowledging this obligation.

Why We Do This

Tuition reimbursement supports employee growth while ensuring the City's investment benefits public service and organizational stability.



Personnel Policy Manual

POLICY 701: RETIREMENT BENEFITS

Overview

The City provides retirement benefits to eligible employees through State of Washington retirement systems. These systems set contribution rates, benefit levels, and eligibility requirements.

Social Security

The City contributes to the **Social Security system** on behalf of all eligible employees, in addition to employee contributions required by law.

Law Enforcement Retirement (LEOFF)

Regular full-time and eligible part-time **uniformed police officers** are covered under the **Law Enforcement Officers' and Fire Fighters' (LEOFF) Retirement System**.

Benefits and contribution rates for LEOFF are established and administered by the State of Washington.

Public Employees Retirement System (PERS)

Regular full-time and eligible part-time **non-uniformed employees** are covered under the **Public Employees' Retirement System (PERS)**.

Benefits and contribution rates for PERS are established and administered by the State of Washington.

Part-Time Employees

Retirement benefits for regular part-time employees are provided in accordance with State of Washington retirement system requirements.

Planning for Retirement

Employees planning to retire are encouraged to notify their Department Head at least **three (3) months** before their intended retirement date. Employees should also contact the Finance Department and the appropriate State retirement system to plan for retirement benefits and timelines.

Why We Do This

The city participates in State-administered retirement systems to provide consistent, reliable retirement benefits while ensuring compliance with state law.



Personnel Policy Manual

POLICY 702: WORKER'S COMPENSATION BENEFITS

Overview

Workers' Compensation provides benefits to employees who are injured on the job or experience a job-related illness.

All employees, except those covered by **LEOFF Plan 1**, are covered under the **Washington State Industrial Insurance Program**, administered by the Department of Labor & Industries (L&I).

Reporting a Work-Related Injury or Illness

All work-related injuries or illnesses must be reported **immediately** to your supervisor or Department Head.

The Department Head is responsible for promptly reporting the incident to the Finance Director so the appropriate paperwork can be completed.

Filing a Claim

If an employee misses **one or more workdays** due to a work-related injury or illness, the employee is required to file a Workers' Compensation claim with L&I.

While the claim is being processed:

- The city will continue paying the employee's regular salary as long as the employee has available sick leave or other qualifying leave
- Sick leave will be used first, followed by other eligible leave types

Coordination of Pay and Benefits

When L&I begins paying Workers' Compensation (time-loss) benefits, the employee must repay the city for any wages that were advanced and covered by those benefits.

Employees may not receive both:

- Full paid leave from the city, **and**
- L&I time-loss payments
for the same period of time.

If an employee receives both, all L&I payments must be returned to the city. The city will then restore a proportional amount of leave to the employee's leave balance through the leave buy-back process.



Personnel Policy Manual

Medical Evaluations and Return to Work

The city may require a medical examination, at the City's expense, by a physician of the City's choosing. This exam may be used to determine:

- When the employee can safely return to work, and
- Whether the employee can perform the essential duties of their position

Why We Do This

These procedures help ensure employees receive timely pay while recovering from work-related injuries, comply with state law, and prevent overpayment or benefit duplication.

Bottom Line

If you are injured at work, report it right away. The city will work with you to ensure pay continues appropriately while your Workers' Compensation claim is processed.



Personnel Policy Manual

POLICY 703: INSURANCE BENEFITS

Overview

The City offers insurance benefits to eligible employees. Specific coverage, eligibility rules, and effective dates are governed by the terms of each insurance plan and carrier requirements.

Benefit options and eligibility details are explained during the hiring process. The City may change insurance carriers or plan provisions when necessary.

Eligibility and Coverage Start

Employees who meet eligibility requirements may enroll in the City's insurance program. Coverage begins according to the underwriting rules of the selected healthcare plan.

Part-Time Employee Benefits

Regular part-time employees receive insurance benefits on a pro-rated basis, based on their regularly scheduled hours at the time of hire.

- Temporary increases in hours of up to two consecutive workweeks do not change benefit levels.
- If hours increase for more than two consecutive workweeks, benefit proration will be adjusted based on actual hours worked during that period.

Insurance During Unpaid Leave

With mutual agreement and in accordance with plan rules, employees on an approved unpaid leave of absence may continue insurance coverage at their own expense.

If coverage is not continued through the City, employees may be eligible for COBRA continuation coverage.

Workers' Compensation

While an employee is receiving Workers' Compensation benefits, the City may continue paying the employee's insurance premiums.

If the City does not continue premium payments, the employee may choose to continue coverage through COBRA at their own expense.

Coverage After Employment Ends

After separation from City employment, employees may choose to continue insurance coverage at their own expense through COBRA, as provided by law.



Personnel Policy Manual

Premium Cost Sharing

Any insurance premium increases are shared equally:

- 50% paid by the city
- 50% paid by the employee

Flexible Spending Accounts (IRS Code 125)

The city offers an IRS Code 125 Plan, which allows employees to participate in pre-tax benefit options, including medical and dependent (childcare) expenses.

Why We Do This

Insurance plans are governed by external carriers and regulations. These policies help ensure consistent access to benefits while allowing the City to manage costs responsibly and comply with legal requirements.

Bottom Line

Insurance benefits are an important part of employment with the City. Because plans and rules can change, employees are encouraged to review plan materials and contact the Finance Department with questions.



Personnel Policy Manual

POLICY 704: UNEMPLOYMENT COMPENSATION

After employment with the City ends, employees may be eligible for **Washington State Unemployment Compensation**, depending on the reason for separation and in accordance with state guidelines.

Eligibility and benefit amounts are determined by the State of Washington.



Personnel Policy Manual

POLICY 801: LEAVE OF ABSENCE

Types of Leave

The city provides a variety of leave options to support employees' health, personal needs, and civic responsibilities. Eligibility, approval requirements, and pay status vary by leave type. Details for each type of leave are outlined in the sections that follow.

The following types of leave are available to eligible employees:

Paid and Accrued Leave

- Vacation Leave
- Sick Leave
- Holiday Leave

Statutory and Protected Leave

- Family and Medical Leave
- Pregnancy Leave
- Military Leave
- Jury and Witness Leave
- Domestic Violence Leave
- Public Safety Volunteer Leave

Other Leave Types

- Administrative Leave
- Religious Holiday Leave
- Emergency Leave
- Leave Without Pay
- Executive Leave

Why We Do This

Offering different types of leave helps employees balance work, personal responsibilities, and public service while allowing the city to continue providing essential services.



Personnel Policy Manual

POLICY 802: VACATION LEAVE

Overview

Vacation leave allows employees time away from work for rest and personal needs while ensuring City services continue smoothly. Vacation is earned monthly and must be scheduled in advance.

Who Is Eligible

- **Regular full-time, non-union employees** earn paid vacation leave
- **Regular part-time employees** earn vacation on a pro-rated basis
- **Temporary/seasonal employees** are not eligible for vacation leave

Employees must complete **six (6) months of employment** before becoming eligible to use or cash out vacation leave.

Vacation Accrual Rates

Eligible employees earn vacation leave each month based on years of service:

Years of Service	Monthly Accrual
0–4 years	8.67 hours
5–9 years	12 hours
10+ years	12 hours + 0.67 hours per additional year (up to 22 hours/month)

With approval from the Mayor or the City Administrator under the Mayor's direction, employees hired into designated management positions may begin at a higher accrual level and/or a starting bank of leave based on experience and qualifications.

Accrual Limits

- Maximum monthly accrual: **22 hours**
- Maximum annual accrual: **33 days**
- Maximum vacation balance: **240 hours (30 days)**

No vacation is accrued during an unpaid leave of absence.

Using Vacation Leave

Vacation requests must be approved in advance and scheduled to minimize disruption to City operations.

- **1–2 days:** Submit request at least **48 hours in advance**
- **3 or more days:** Submit request at least **30 days in advance**



Personnel Policy Manual

Department Heads or supervisors approve vacation requests based on operational needs. Seniority may be considered when resolving scheduling conflicts.

In rare cases of staffing shortages or emergencies, approved vacation may be canceled and rescheduled. If an employee has already incurred travel expenses, the City will work to avoid financial loss whenever possible.

Employees requesting to cancel approved vacation or sick leave must do so at least **48 hours before** the scheduled leave, subject to operational needs.

Additional Accruals

If City operations prevent an employee from using vacation time, additional accruals may be authorized by the Department Head with approval from the Mayor or the City Administrator under the Mayor's direction.

First and Last Month of Employment

Vacation accrual is prorated as follows:

First Month

- Start date on or before the 15th: full month accrual
- Start date on or after the 16th: half-month accrual

Last Month

- Separation on or before the 15th: half-month accrual
- Separation on or after the 16th: full month accrual

Vacation Buy-Back

Employees may request a **vacation buy-back once per year in December**, up to **80 hours**, at their regular rate of pay.

To qualify:

- The employee must have used at least **80 hours of vacation** in the prior 12 months
- The employee must retain at least **40 hours** of vacation after the buy-back

In emergencies, and with approval from the Finance Department and City Administrator under the Mayor's direction, an employee may request an **emergency buy-back** of up to **40 hours** at another time of year. Employees who receive an emergency buy-back are not eligible for the December buy-back that year.



Personnel Policy Manual

Why We Do This

Vacation policies support employee well-being while ensuring the City can continue delivering reliable public services.



Personnel Policy Manual

POLICY 803: SICK LEAVE

Purpose

Sick leave is provided to protect employee health, support family care needs, and prevent the spread of illness in the workplace.

Eligibility and Accrual

Regular Full-Time Employees

- Accrue **8 hours of sick leave per month**
- Maximum accrual: **120 days (960 hours)**

Regular Part-Time Employees

- Accrue sick leave on a **pro-rated basis** based on regularly scheduled hours
- Maximum accrual: **120 days (960 hours)**

Temporary/Seasonal Employees

- Begin accruing sick leave on the **90th day of employment**
- Accrue **4 hours per month**
- Sick leave accrual and use comply with applicable state law

Unused sick leave carries over each year, up to the maximum accrual limit.

Employees do **not accrue sick leave while on unpaid leave.**

When Sick Leave May Be Used

Sick leave may be used for:

- An employee's own illness, injury, or medical condition (see Policy 702 for work-related injuries)
- Care of an immediate family member who is ill
- Medical or dental appointments for the employee or a dependent child (appointments should be scheduled to minimize work disruption when possible)
- Exposure to a contagious illness where working would risk others' health
- Use of prescription medication that impairs safe job performance
- Pregnancy-related illness, disability, childbirth, or recovery

Use and Verification

Regular employees may begin using accrued sick leave on the **first day of the month following hire.**



Personnel Policy Manual

A medical provider's note may be required for absences longer than **three (3) consecutive workdays**. The city may request a second medical opinion, at the City's expense, if needed to assess ongoing work limitations.

Employees whose absences prevent the effective delivery of City services and cannot be reasonably accommodated may be subject to further employment action, consistent with law.

Exhaustion of Sick Leave

Employees who exhaust all accrued sick leave and need additional time off due to illness or injury may request **leave without pay**, subject to approval by the Mayor or the City Administrator under the Mayor's direction.

First and Last Month Accrual

Sick leave accrues as follows:

First Month

- Start date on or before the 15th: full month accrual
- Start date on or after the 16th: half-month accrual

Last Month

- Separation on or before the 15th: half-month accrual
- Separation on or after the 16th: full month accrual

Sick Leave Donation (Non-Union Employees)

Regular non-union employees may donate sick leave to another employee on an hour-for-hour basis if all of the following apply:

- The receiving employee has completed **six (6) months** of employment
- The receiving employee has exhausted all paid leave
- The donating employee retains at least **173.3 hours** of sick leave after the donation
- No employee may donate more than **40 hours per calendar year**

Sick Leave Buy-Back (Short-Term Disability)

Employees receiving benefits from a voluntary short-term disability program may choose to remit those funds to the City to restore a proportional amount of previously used sick leave.

Why We Do This

Sick leave protects employees' well-being, supports family responsibilities, and helps maintain a healthy workplace for employees and the public.



Personnel Policy Manual

POLICY 804: LEAVE WITHOUT PAY

Purpose

Leave Without Pay may be granted when an employee needs time away from work that is not covered by another type of leave, or when all other available leave has been exhausted.

When Leave Without Pay May Be Used

Leave Without Pay may be approved for situations such as:

- Extended illness or recovery
- Parenting or caregiving responsibilities
- Caring for an immediate family member
- Educational pursuits
- Military service exceeding 15 days per year
- Pregnancy, childbirth, or recovery
- Situations involving domestic violence

Eligibility and Approval

Full-time and part-time employees may request Leave Without Pay, subject to the following conditions:

- Leave may be approved for up to 90 days with consultation from the Department Head and approval by the Mayor or the City Administrator under the Mayor's direction
- Extensions beyond 90 days may be approved at the City's discretion
- Employees must use all accrued paid leave before taking Leave Without Pay

Benefits During Leave

While on Leave Without Pay:

- Vacation, sick leave, and other benefits do not accrue
- Benefits are generally suspended until the employee returns to work

In some cases, employees may be eligible to continue insurance coverage at their own expense.

See Policy 703: Insurance Benefits for details.

Return to Work

Employees are expected to return to work promptly at the end of an approved Leave Without Pay. Failure to do so may be treated as a voluntary resignation without notice.

Employees returning from a temporary disability may, at the City's discretion, be returned to the



Personnel Policy Manual

same or a similar position at a comparable rate of pay.

If the leave was due to illness or injury, the city may require a medical release confirming the employee is able to safely perform the essential duties of the position.

Why We Do This

Leave Without Pay provides flexibility during challenging life circumstances while allowing the city to plan staffing and continue providing essential services.

Bottom Line

Leave Without Pay is available when needed, but it requires advance approval and affects pay and benefits. Employees should speak with their supervisor or the Finance Department before requesting this type of leave.



Personnel Policy Manual

POLICY 805: JURY AND WITNESS LEAVE

Purpose

The city supports employees in fulfilling their civic duties, including jury service and court appearances.

Eligibility and Pay

Regular full-time and regular part-time employees are provided paid time off to:

- Serve on a jury, or
- Appear in court as a witness

If an employee is summoned during a critical work period, the city may ask the employee to request a deferral or waiver of jury service when permitted by the court.

Pay While on Jury or Witness Duty

Employees will continue to receive their regular City pay while serving.

However, employees must reimburse the city for any compensation received from the court for jury or witness service, excluding mileage or expense reimbursements.

Why We Do This

This policy allows employees to meet legal and civic obligations while ensuring public funds are used appropriately.

Bottom Line

If you are called for jury or witness duty, notify your supervisor as soon as possible so arrangements can be made.



Personnel Policy Manual

POLICY 806: ADMINISTRATIVE LEAVE

Purpose

Administrative leave may be used to temporarily remove an employee from the workplace when it is in the best interest of the city, the employee, or the public.

Administrative leave is not necessarily disciplinary and may be used during investigations, administrative reviews, or other situations where a temporary separation from duties is appropriate.

Use of Administrative Leave

On a case-by-case basis, the city may place an employee on administrative leave with or without pay for a period of time determined by the Mayor or the City Administrator under the Mayor's direction.

Administrative leave may be used during:

- Pending investigations
- Administrative or legal proceedings
- Situations requiring immediate action to protect City operations, employees, or the public

Why We Do This

Administrative leave allows the city to address sensitive situations fairly and thoughtfully while maintaining workplace safety, integrity, and public trust.

Bottom Line

Administrative leave is a management tool used to protect all parties and ensure proper review of issues. Questions about administrative leave should be directed to the Finance Department or City Administrator.



Personnel Policy Manual

POLICY 807: MILITARY LEAVE

Purpose

The city supports employees who serve in the military and recognizes the importance of military readiness and public service.

Eligibility and Pay

Employees who are members of the **National Guard or a federal military reserve unit** may take **paid military leave** when ordered to perform military duty.

Eligible employees may receive up to **21 days of paid military leave** each military leave year.

The military leave year runs from **October 1 through September 30**.

Paid military leave covers:

- Time spent performing ordered military duty, and
- Reasonable travel time to and from military duty

Additional Protections

Military leave is provided in accordance with applicable state and federal law. Employees may be entitled to additional unpaid leave or job protections beyond this policy.

Related Leave

Employees should also refer to **Policy 810: Family and Medical Leave** for information on how military service may interact with other leave protections.

Why We Do This

The city values employees who serve in the military and is committed to supporting their service while maintaining continuity of City operations.

Bottom Line

If you are called to military duty, notify your supervisor as soon as possible so arrangements can be made.



Personnel Policy Manual

POLICY 808: HOLIDAY LEAVE

Purpose

The City recognizes certain holidays each year and provides paid holiday leave to eligible employees.

Recognized Holidays

The city observes the following holidays:

- **New Year's Day** – January 1
- **Martin Luther King Jr. Day** – Third Monday in January
- **Presidents' Day** – Third Monday in February
- **Memorial Day** – Last Monday in May
- **Independence Day** – July 4
- **Labor Day** – First Monday in September
- **Veterans Day** – November 11
- **Thanksgiving Day** – Fourth Thursday in November
- **Day After Thanksgiving** – Fourth Friday in November
- **Christmas Eve** – December 24
- **Christmas Day** – December 25
- **Floating Holiday** (see below)

Observed Holiday Dates

- If a holiday falls on a **Saturday**, it will be observed on the **preceding Friday**
- If a holiday falls on a **Sunday**, it will be observed on the **following Monday**

Holiday Pay

Regular Full-Time and Part-Time (Non-Exempt) Employees

- Receive holiday pay, **plus**
- Receive **one and one-half (1½) times** their regular rate for any hours worked on the holiday
- Holiday work must be **pre-approved** by the Department Head

Temporary/Seasonal Employees

- Are paid their **regular straight-time rate** for hours worked on a holiday
- Do not receive paid holiday leave when not working

Floating Holiday

A floating holiday provides flexibility for employees to observe a holiday of their choice, subject to approval.



Personnel Policy Manual

- New employees (excluding temporary/seasonal employees) hired **on or before July 1** receive one floating holiday for that calendar year
- Employees hired **after July 1** do not receive a floating holiday in their year of hire

Use of the floating holiday must be scheduled and approved in advance.

Why We Do This

Holiday leave supports work-life balance, recognizes important civic and cultural observances, and ensures consistent treatment of employees.

Bottom Line

Holiday eligibility and pay depend on employee classification and whether work is performed on the holiday. Employees with questions should contact their supervisor or the Finance Department.



Personnel Policy Manual

POLICY 809: RELIGIOUS HOLIDAY LEAVE

Purpose

The city respects the diverse religious beliefs and practices of its employees and provides unpaid leave to allow for religious observance or matters of conscience.

Leave Entitlement

Employees may take up to **two (2) unpaid religious holidays per calendar year** for:

- Religious observance or practice
- Matters of faith or conscience
- Organized activities sponsored by a religious denomination, church, or religious organization

Scheduling and Approval

Employees may choose which days they wish to take as religious holidays, in consultation with their supervisor.

Requests will be approved unless the absence would:

- Unduly disrupt City operations
- Create an undue hardship for the department
- Affect public safety or essential services

The term “**undue hardship**” is defined by rules established by the Washington State Office of Financial Management (WAC 82.56.010).

Request Process

When possible, employees should submit a **written request at least two (2) days in advance**.

Religious holiday leave is not considered approved unless it has been **authorized in writing** by the employee’s supervisor. Supervisors will consider:

- The employee’s request and preferences
- Work schedules and peak workload periods
- Emergency response needs
- Availability of qualified coverage
- Applicable undue hardship standards

Annual Limit

Religious holiday leave:

- Is unpaid
- Must be used within the calendar year



Personnel Policy Manual

- Does **not carry over** from year to year

Why We Do This

This policy supports religious freedom and inclusivity while ensuring the City can continue to provide essential services to the community.

Bottom Line

Employees are encouraged to plan ahead and communicate early when requesting religious holiday leave.



Personnel Policy Manual

POLICY 810: FAMILY AND MEDICAL LEAVE

Overview

The City provides family and medical leave in accordance with federal and Washington State law. These laws protect eligible employees who need time away from work for certain medical, family, or military-related reasons.

This policy explains:

- Your rights under FMLA (federal leave)
- Your rights under PFML (Washington paid leave)
- How leave is requested and administered

If this policy conflicts with the law, the law always applies.

Who Administers Leave

Human Resources (HR) determines eligibility and approves or designates leave. Supervisors and Department Heads may not approve, deny, or delay FMLA or PFML leave. Supervisors must immediately refer all requests to HR.

SECTION 1: FEDERAL FAMILY & MEDICAL LEAVE (FMLA)

What FMLA Provides

FMLA provides **job-protected, unpaid leave** for eligible employees.

- Up to **12 workweeks** in a rolling 12-month period
 - Up to **26 weeks** to care for a covered injured or ill service member
 - Health insurance continues during leave under the same terms
-

Who Is Eligible

You may qualify for FMLA if you:

- Have worked for the city for **at least 12 months**, and
 - Have worked **1,250 hours** in the past 12 months
-

Reasons FMLA May Be Used

FMLA may be used for:

- Birth, adoption, or foster placement of a child
 - Your own serious health condition (including pregnancy and childbirth)
 - Care of a spouse, child, or parent with a serious health condition
 - Certain military-related situations
 - Care of a covered injured or ill service member
-



Personnel Policy Manual

Paid Leave and FMLA

- Available **paid leave must be used first**, unless otherwise allowed by law
- Paid leave runs **at the same time** as FMLA
- Using paid leave does **not extend** FMLA entitlement

Return to Work

- A **fitness-for-duty release** may be required
 - Employees generally return to the same or an equivalent position
 - Certain “key employees” may be treated differently, as allowed by law
-

SECTION 2: WASHINGTON PAID FAMILY & MEDICAL LEAVE (PFML)

What PFML Provides

PFML provides **partial wage replacement** and, in some cases, **job protection**.

- Benefits are paid by the **Employment Security Department (ESD)**, not the city
- Eligibility and payment amounts are determined by the State

More information: www.paidleave.wa.gov

PFML Eligibility

You may qualify for PFML benefits if you:

- Worked at least **820 hours in Washington State**
- Meet ESD eligibility rules

Beginning **January 1, 2026**, job protection applies after **180 days of employment**, subject to employer size rules.

Reasons PFML May Be Used

PFML may be used for:

- Bonding with a new child
 - Your own serious health condition
 - Care for a qualifying family member
 - Military exigency
 - Bereavement related to childbirth or placement
-

How Much PFML Is Available

- Up to **12 weeks** (medical or family leave)
 - Up to **16 weeks combined**
-



Personnel Policy Manual

- Up to **18 weeks** for pregnancy-related incapacity

PFML and FMLA will **run concurrently** when both apply.

Paid Leave & PFML

- Paid leave is **not supplemental** to PFML benefits
 - Rules differ from FMLA and are governed by State law
 - Employees may use paid leave during waiting periods
-

SECTION 3: RULES THAT APPLY TO ALL FAMILY & MEDICAL LEAVE

Notice Requirements

- Provide **30 days' notice** when foreseeable
 - If not foreseeable, notify as soon as practicable
 - Notice should be given to **HR and your supervisor**
-

Medical Certification

HR may require medical or military certification as allowed by law. HR will handle all medical documentation to protect employee privacy.

Protection from Retaliation

The city **strictly prohibits retaliation** for requesting or using FMLA or PFML leave.

Working While on Leave

Employees may **not work or perform outside employment** during hours for which paid FMLA or PFML benefits are claimed.

Why We Do This

Family and medical leave laws protect employees during critical life events while allowing the city to continue providing essential public services in a lawful and consistent way.

Bottom Line

If you think you may need family or medical leave:

1. Notify your supervisor
 2. Contact HR as soon as possible
 3. HR will guide you through the process
-



Personnel Policy Manual

POLICY 811: BEREAVEMENT LEAVE

Purpose

The city recognizes the impact of loss and provides bereavement leave to support employees during difficult times.

Bereavement Leave – Immediate Family

Regular employees are eligible for **up to five (5) paid workdays** of bereavement leave following the death of an **immediate family member**.

(Immediate family is defined elsewhere in this handbook.)

Bereavement Leave – Other Losses

Regular employees are also eligible for **one (1) paid workday** of bereavement leave for the death of a friend or relative not covered under the immediate family definition.

Pay and Leave Use

Bereavement leave:

- Is **paid at the employee's regular rate of pay**
- Is **not deducted** from accrued sick leave or vacation balances

Compassionate Flexibility

The city understands that grief affects individuals differently. Supervisors may allow reasonable flexibility with:

- Scheduling
- Documentation requirements
- Use of additional available leave

Such flexibility will be considered based on individual circumstances while balancing operational needs.

Why We Do This

Providing bereavement leave supports employee well-being and acknowledges the importance of compassion during times of loss.

Bottom Line

Employees experiencing a loss are encouraged to notify their supervisor as soon as practicable so support and scheduling needs can be addressed.



Personnel Policy Manual

POLICY 812: DOMESTIC VIOLENCE LEAVE

Purpose

The city is committed to supporting employees who are affected by domestic violence, sexual assault, or stalking. This policy provides leave and flexibility so employees can take steps to protect their safety, health, and well-being.

Who May Take Domestic Violence Leave

An employee may take a **reasonable amount of paid or unpaid leave**, including intermittent leave, if the employee is a victim of:

- Domestic violence
- Sexual assault
- Stalking

An employee may also take leave to assist a **family member** who is a victim of domestic violence, sexual assault, or stalking.

For purposes of this policy, *family members* include:

- Spouse
- Children
- Parents and parents-in-law
- Grandparents
- A person with whom the employee has a dating relationship

Reasons Leave May Be Used

Domestic Violence Leave may be used to:

- Seek medical treatment or mental health counseling
- Obtain social services or victim advocacy support
- Participate in safety planning
- Obtain legal assistance or attend court proceedings
- Meet with law enforcement

Employees may use available paid leave (such as sick leave or vacation) or may take unpaid leave, consistent with law and City policy.

Notice Requirements

Employees should provide advance notice when possible.

If the need for leave is not foreseeable, notice must be provided **no later than the end of the first day** the leave is taken.



Personnel Policy Manual

Verification

The city may request verification when required by law. Acceptable verification may include one or more of the following:

- A police report
- A court order or protection order
- Documentation from a healthcare provider, attorney, clergy member, or other professional
- A written statement from the employee confirming the need for leave

Verification of family relationship may be established through documentation or a written employee statement.

Benefits During Leave

During Domestic Violence Leave, the City will continue the employee's group health insurance coverage, provided the employee continues to pay their share of insurance premiums.

Confidentiality and Support

Information related to Domestic Violence Leave will be handled **confidentially to the extent permitted by law**.

The city recognizes that employees affected by domestic violence, sexual assault, or stalking may be dealing with trauma. Supervisors are expected to apply this policy with care and may allow reasonable flexibility with notice or documentation timing when appropriate and consistent with legal requirements.

Why We Do This

This policy exists to support employee safety, dignity, and recovery while ensuring compliance with state law and continuity of City operations.

Bottom Line

If you or a family member are affected by domestic violence, sexual assault, or stalking, support is available. Employees are encouraged to contact their supervisor or Human Resources to discuss leave and resources in a confidential and supportive manner.



Personnel Policy Manual

POLICY 813: PREGNANCY LEAVE

Purpose

The city supports employees who are pregnant or recovering from childbirth and is committed to complying with all applicable state and federal pregnancy-related leave and accommodation laws.

Pregnancy Leave Rights

Employees may be eligible for leave or workplace accommodations related to:

- Pregnancy
- Childbirth
- Miscarriage
- Recovery from childbirth
- Pregnancy-related medical conditions

Pregnancy-related leave and accommodations are provided on the same basis as other medical conditions, as required by law.

Related Leave Options

Depending on the employee's situation and eligibility, pregnancy-related leave may be provided under:

- Sick Leave
- Family and Medical Leave (FMLA)
- Washington Paid Family and Medical Leave (PFML)
- Leave Without Pay
- Other applicable protections under state or federal law

These leaves may run concurrently when permitted by law.

Accommodations

The City will engage in an interactive process to provide reasonable accommodations related to pregnancy or childbirth, consistent with legal requirements.

Why We Do This

Supporting pregnancy-related health needs helps ensure employee well-being, equity in the workplace, and continuity of City services.



Personnel Policy Manual

Bottom Line

Employees who are pregnant or experiencing pregnancy-related conditions are encouraged to contact Human Resources early to discuss leave options and accommodations.



Personnel Policy Manual

POLICY 814: PUBLIC SAFETY VOLUNTEER LEAVE

Purpose

The City recognizes that public safety relies on volunteers and encourages eligible employees to support community public safety efforts when possible. Public Safety Volunteer Leave (PSVL) allows approved employees to volunteer their skills while maintaining City operations and fiscal responsibility.

What Is Public Safety Volunteer Leave

Public Safety Volunteer Leave provides **up to 80 hours of paid leave per calendar year** for eligible, non-represented employees to volunteer with approved public safety agencies. Employees on alternative or reduced schedules may receive a proportional equivalent. PSVL is **discretionary**, subject to approval, and limited by operational and budget considerations.

Who May Be Eligible

To be eligible for PSVL, an employee must:

- Be a **regular, non-represented employee**
- Have completed at least **six (6) continuous months of employment**
- Be in good standing (not on probation, performance improvement, or under active investigation)
- Meet departmental staffing and workload requirements

PSVL may **not** be used to volunteer as a **reserve police officer**.

Who Is Not Eligible

The following employees are not eligible for PSVL:

- Part-time or temporary employees
- Employees in an initial probationary period
- Employees with documented excessive absenteeism (excluding protected leave)
- Employees on a performance improvement plan
- Employees currently under disciplinary investigation

Eligible Volunteer Activities

PSVL may be approved only for activities that directly support **public safety**, including emergency response or services related to protection of people or property.

PSVL will not be approved for:

- Activities unrelated to public safety
- Fundraising



Personnel Policy Manual

- Religious or denominational activities
- Proselytizing
- Volunteer activities that conflict on an ongoing basis with work schedules

Approval Process

1. Employee Discussion

The employee must first discuss the request with their supervisor to review workload and timing.

2. Volunteer Agency Confirmation

The employee must secure written confirmation from the volunteer agency describing:

- Dates of service
- Skills or services provided
- Confirmation that no ineligible activities are involved

3. City Approval

PSVL approval is at the discretion of the Department Director, with concurrence from the City Administrator or designee.

PSVL will not be approved if the City would need to backfill the position.

4. Post-Service Verification

Upon return, the employee must provide written confirmation of volunteer service dates. Failure to do so may result in denial of PSVL pay.

Pay and Benefits

- Employees may receive up to **80 hours of paid PSVL per year**
- PSVL does **not accrue**, cannot be cashed out, and does not count toward retirement credit
- Employees continue to receive benefits as they would with other paid leave

Additional unpaid PSVL beyond 80 hours may be approved at the City Administrator's discretion.

Workers' Compensation & Liability

While on PSVL, employees are **not acting as City employees**.

- Injuries, illness, or death occurring during PSVL (including training or travel) are **not covered** by the City's workers' compensation program
- Any travel or incidental expenses not covered by the volunteer organization are the employee's responsibility
- The city does not endorse or guarantee the safety of volunteer agencies or placements

Program Suspension

The City Administrator may suspend the PSVL program at any time due to operational or fiscal needs. The City Council may terminate the program by repealing the authorizing ordinance. Reasonable notice will be provided when possible.



Personnel Policy Manual

Administrative Authority

The City Administrator may adopt additional procedures to administer this policy.

Why We Do This

Public Safety Volunteer Leave supports community safety while ensuring responsible use of public resources and continuity of City services.

Bottom Line

PSVL is a valuable but limited benefit. Employees interested in participating should plan ahead, communicate early, and understand approval depends on City needs.



Personnel Policy Manual

POLICY 901: CITY VALUES AND PROFESSIONAL CONDUCT

The city has adopted a **Values, Vision, and Mission Statement** by resolution.

Our mission is to provide dependable service to a safe, sustainable community of businesses, families, and neighbors with integrity, accountability, and stewardship.

Employees are expected to keep the City's values, vision, and mission in mind in all interactions—whether serving the public, working with coworkers, or supporting internal operations.

Professional Conduct Expectations

Representing the City

All employees are expected to represent the city in a professional, respectful, and helpful manner. This includes being courteous, responsive, and efficient when interacting with the public and with coworkers.

Appearance

Employees must maintain a clean and neat appearance appropriate to their job duties. Department Heads may set reasonable appearance standards based on work assignments and safety requirements.

Standards of Conduct

A positive and productive workplace depends on professionalism, accountability, and mutual respect. At a minimum, employees are expected to:

- Treat members of the public and coworkers with courtesy and respect
- Follow City policies, procedures, and safety rules
- Use good judgment and safe work practices
- Follow lawful and reasonable directions from supervisors
- Protect and responsibly use City property, equipment, and resources
- Perform work in an efficient, organized, and cost-effective manner



Personnel Policy Manual

POLICY 902: OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

The City expects employees to avoid outside work, financial interests, or activities that could interfere with their city duties or create a real or perceived conflict of interest. Employees' primary responsibility is to perform their city job with independence, good judgment, and integrity.

Outside Employment

Employees may have outside employment, contract work, or self-employment **only with prior approval** from the Mayor or the City Administrator (under the direction of the mayor).

Outside work is **not permitted** if it:

- Interferes with the employee's ability to perform City duties
- Limits availability during emergencies, peak workloads, or after-hours needs
- Occurs during City work hours
- Uses City time, equipment, vehicles, computers, phones, supplies, or facilities
- Could reasonably be viewed by the public as a conflict of interest or harmful to public trust

Approval may be withdrawn if outside employment later creates a conflict or interferes with City operations.

Conflicts of Interest

Employees must not take part in any activity that conflicts with—or appears to conflict with—their official City responsibilities.

A conflict of interest may exist if an employee:

- Has a financial interest in a city purchase, contract, or service when the employee knew the City intended to make that purchase
- Participates in making or influencing a city contract in which the employee has a personal or financial interest
- Accepts or solicits gifts, favors, or anything of economic value from individuals or organizations that do business with or seek action from the city

Exceptions may include:

- Attendance at meetings or events directly related to City business
- Gifts or items that would have been given regardless of City employment
- City-sponsored or City-partnered events involving community donations



Personnel Policy Manual

Additional Prohibited Activities

Employees may not:

- Use confidential City information for personal gain
- Perform private work that impairs independence, judgment, or official decision-making
- Represent private interests before courts or government agencies in matters involving the city (except for personal matters or when legally required)
- Accept compensation that depends on a specific action by the city
- Participate in City Council decisions or provide official input on matters where the employee has a personal or financial interest without fully disclosing that interest on the public record

Employees whose job duties involve land use or development decisions may not hold real property interests in the City for financial gain, **except**:

- Property used as a personal residence
- Property interests held prior to adoption of this policy

Why This Matters

These rules protect:

- Public trust in City government
- Fair and unbiased decision-making
- Employees from unintentional ethical violations
- The City from legal and reputational risk

When in doubt, employees are encouraged to **disclose early and ask for guidance**.

Bottom Line

If an activity could raise questions about fairness, judgment, or loyalty to the City's mission—**pause and check first**. Approval and transparency protect both the employee and the City.



Personnel Policy Manual

POLICY 903: POLITICAL ACTIVITIES

The City respects employees' rights to participate in political and civic activities on their own time. At the same time, the city must remain neutral and ensure public resources are not used for political purposes.

What's Allowed

Employees may take part in political or partisan activities **on their own time**, as private individuals, as long as they:

- Do **not** use City time, facilities, equipment, funds, uniforms, or other City resources
- Do **not** represent or imply they are representing the city
- Do **not** allow City property or resources to be used by others for political activities
- Do **not** let political activities interfere with their job duties or work performance

What's Not Allowed

While working or representing the city, employees may not:

- Campaign or advocate for a candidate or ballot issue
- Wear or display political buttons, badges, stickers, or similar items when interacting with the public
- Solicit political contributions on City time or City property
- Use City facilities, vehicles, equipment, email, or funds for political purposes

Employee Rights

Except as outlined above, employees are free to exercise their **First Amendment rights** and engage in political activities on their own time and in their personal capacity.

Why This Policy Exists

These rules help:

- Keep City government neutral and nonpartisan
- Prevent confusion about whether the city is endorsing a political position
- Protecting employees from unintended policy or legal violations

Bottom Line

Be politically active on your own time—but keep politics separate from City work, City resources, and your role as a public employee.



Personnel Policy Manual

POLICY 904: USE OF CITY VEHICLES

City vehicles and equipment are provided to support City operations and serve the public. Because these vehicles are highly visible and represent a significant public investment, employees are expected to use them safely, responsibly, and professionally at all times.

Authorization to Drive

Employees—whether full-time, part-time, temporary, or seasonal—may operate City vehicles **only when authorized** by their Department Head or designee and only for official City business.

Passengers

Only authorized passengers with a legitimate City or public purpose may ride in City vehicles. Approved passengers may include:

- Other City employees
- Contracted or temporary workers performing City work
- Other government officials or City contractors
- Citizens participating in approved programs (such as police ride-alongs)

Family members are **not permitted** as passengers unless they qualify under the approved categories above.

Employees attending work-related events with family members must use personal vehicles. Reimbursement may be provided up to the cost the City would have incurred using a city vehicle, if approved.

Rules of Operation

Employees operating or riding in City vehicles must:

- Follow all state and local traffic laws
- Wear seat belts at all times
- Use hands-free devices when using a cell phone while driving
- Follow departmental vehicle policies and procedures

City vehicles may **not** be used for personal profit.

Personal Convenience Stops

Brief, incidental stops related to work duties may be allowed if they do not significantly deviate from the authorized route. Stops outside City limits are only allowed when the authorized trip includes an out-of-City destination, and the stop does not create a detour.



Personnel Policy Manual

Vehicle Storage

When a city vehicle must be stored overnight away from a city facility, it should be parked off-street or in secured parking whenever possible.

Fuel Use

Employees authorized to drive City vehicles will be issued a city gas card.

- Vehicles must be refueled when the tank drops below one-quarter full
- City fueling stations must be used whenever possible due to discounted rates
- Proper fueling ensures readiness for emergency response

Alcohol, Drugs, and Medical Conditions

Employees may **not** operate City vehicles:

- While under the influence of alcohol, drugs, or intoxicants
- While affected by medical conditions or medications that impair driving

Employees must notify their supervisor if a medical condition or medication could affect driving ability.

No employee may consume alcohol within four (4) hours of knowing they will operate a city vehicle. City vehicles may not be used to travel to bars, taverns, or similar establishments.

Tobacco Use

Smoking, vaping, or use of any tobacco products—including e-cigarettes—is prohibited in City vehicles.

Licensing and Qualifications

- Drivers must hold a valid Washington State driver's license with appropriate endorsements
- Operators of commercial or specialized equipment must meet departmental certification requirements
- Employees with a commercial driver's license are subject to all applicable City policies

Driving Records

- A three-year driving record abstract is required at least every 36 months
- The City will reimburse employees for the cost of required abstracts (except pre-employment submissions)
- Employees with unsatisfactory driving records may be restricted from driving or subject to discipline

Employees must immediately report any change to their driver's license status.



Personnel Policy Manual

Accidents, Damage, and Maintenance

Employees must immediately report:

- All vehicle accidents or incidents
- Damage to City vehicles or property
- Mechanical problems or safety concerns

Accidents involving City vehicles will be reviewed by the City's Safety Committee. Incidents involving personal vehicles used for City business must also be reported.

Taxable Vehicle Use

Employees subject to IRS vehicle-use rules must report any commuting use of City vehicles. Required tax withholdings will be applied according to IRS regulations.

Vehicle Care and Public Courtesy

Employees are expected to:

- Keep City vehicles clean and orderly
- Drive courteously and professionally
- Show consideration to pedestrians and other drivers

Why We do this

Safe and responsible vehicle use:

- Protects employees and the public
- Preserves City resources
- Reduces liability and costs
- Maintains public trust

Bottom Line

City vehicles are for City business. Drive safely, follow the rules, and treat City equipment—and the public—with respect.



Personnel Policy Manual

POLICY 905: USE OF CITY-OWNED CELL PHONES

City-owned cell phones are provided to support City business and efficient communication. Because these devices are public property, their use must comply with City policies, public records laws, and safety requirements.

Additional guidance is available in the City's *IT and Electronic Device Administrative Policies*.

Assignment and Plans

Employees assigned to a city-owned cell phone will be placed on a calling or data plan selected by the city based on job responsibilities and operational needs.

Business and Limited Personal Use

City-owned cell phones are intended **primarily for City business**.

- Limited personal use is allowed if it:
 - Does not interfere with work duties, and
 - Does not result in additional cost to the city

Employees are responsible for any personal or non-business charges.

Employee Agreement and Cost Recovery

Before using a city-owned cell phone, employees must sign an acknowledgment confirming that:

- The phone is City property
- Any non-business charges may be deducted from the employee's paycheck

Departments are responsible for reviewing monthly invoices. Any additional costs related to personal use will be recovered through payroll deduction.

Texting, Email, and Public Records

Employees may **not** use texting or email on City-owned cell phones for City business **unless** the device is synchronized with the City's systems to ensure compliance with public records retention laws.

- Brief, transitory messages (such as short scheduling texts) may be permitted
- Messages related to City business may be subject to public disclosure

When in doubt, employees should use approved City systems.



Personnel Policy Manual

Safe Driving

Employees using cell phones while driving on City business—whether in a city vehicle or personal vehicle—must use **hands-free devices** and comply with all state and local laws.

Inspection and Privacy

City-owned cell phones are **public property** and may be inspected or reviewed by the City at any time, with or without notice.

Employees should **not expect privacy** when using City-owned devices.

Why we do this

This policy helps:

- Protect public records and ensure legal compliance
 - Promote safe driving and workplace safety
 - Preventing misuse of public resources
 - Set clear expectations for employees
-

Bottom Line

Use City-owned cell phones mainly for City business, keep personal use minimal, follow safety rules, and remember that City devices—and their contents—belong to the public.



Personnel Policy Manual

POLICY 906: COMPUTER, EMAIL, INTERNET AND TECHNOLOGY USE

This policy applies to all City employees, officers, and elected officials, unless otherwise addressed by a collective bargaining agreement.

City technology systems are provided to support City operations, protect public information, and ensure transparency and security in the delivery of services.

Additional detailed guidance is provided in the City's *IT Administrative Policies*.

Appropriate Use of Technology

City computers, email, internet access, software, networks, and technology systems are intended **primarily for City business**.

- Limited personal use may be allowed if it does not interfere with work duties, violate policy or law, or create additional cost or risk to the City
- All use must comply with City policies, job responsibilities, and applicable laws

Email, Messaging, and Public Records

City-related communications—including emails, text messages, instant messages, and electronic documents—may be considered **public records** under Washington State law.

- City business conducted on **City systems or personal devices** may be subject to disclosure
- Employees should **not expect privacy** in City-related communications
- Employees are responsible for managing City records in accordance with records retention requirements

Employees should avoid using City systems for confidential personal matters.

Internet and Network Use

Employees must use City internet and network resources responsibly and, in a manner, consistent with job duties, security standards, and applicable law.

Activities that introduce security risks, malware, or unauthorized access are prohibited.

Passwords, Security, and Devices

Employees are responsible for safeguarding City technology and information, including:

- Protecting passwords and login credentials
- Using approved storage devices and software
- Preventing viruses, malware, or unauthorized access



Personnel Policy Manual

- Following security practices outlined in IT policies

Employees may not install unauthorized software or connect unauthorized devices to City systems.

Personal Devices (BYOD)

Limited use of personal devices for City business may be allowed with approval.

Employees should understand that:

- City business conducted on personal devices may be subject to public records requests
- Records retention and security requirements still apply
- Personal devices used for City business may be subject to inspection for public records purposes

Remote and Hybrid Work

Remote or hybrid work arrangements may be approved when operationally appropriate and must be authorized by the Department Head and the City Administrator (under the direction of the mayor).

- Remote work is **not guaranteed** and may be modified or ended based on business needs
- Employees must comply with all City policies related to confidentiality, security, and records retention while working remotely

Harassment and Preservation of Records

Employees who believe they have been subjected to harassment must **not delete** related emails, messages, or electronic records.

Complaints must be submitted in writing in accordance with [Policy 105: Harassment](#).

Inspection and Monitoring

City technology systems and data are City property. The City may monitor, inspect, or review use of City systems at any time to ensure compliance with policy, law, and security requirements.

Why we do this

This policy helps the City:

- Comply with public records and transparency laws
 - Protect sensitive and confidential information
 - Maintain secure and reliable systems
 - Use public resources responsibly
 - Support safe and effective remote work
-



Personnel Policy Manual

Bottom Line

Use City technology responsibly, assume City business may be public, protect information, and ask questions when unsure.



Personnel Policy Manual

POLICY 907: CARE AND USE OF CITY PROPERTY

City property is purchased with public funds and is provided to support City services. Employees are expected to use City property responsibly and protect it from loss, damage, or misuse.

Proper Use of City Property

Employees must not:

- Use City property for personal purposes
- Take, remove, sell, give away, or misuse City property
- Steal, damage, or improperly handling City equipment, tools, supplies, or materials

City property must be used only for authorized City business.

Loaning City Property

City property may be loaned only to another government agency and only with approval from the Department Head

A written record must be maintained that includes:

- The item loaned
- The receiving agency
- Loan and return dates

City property may never be loaned to private individuals.

Employee Responsibility

Employees are responsible for the proper care, safe use, and safekeeping of City property assigned to them or used in their work.

Employees must promptly report:

- Lost or stolen property
- Damage to City equipment
- Suspected misuse or theft

Why we do this

This policy helps:

- Protect public resources
- Ensure equipment is available and functional for City services
- Prevent loss, misuse, or damage
- Maintain public trust in City operations



Personnel Policy Manual

Bottom Line

City property belongs to the public. Use it only for City work, take care of it, and speak up if something goes wrong.



Personnel Policy Manual

POLICY 908: BULLETIN BOARDS

City bulletin boards are used to share official information and announcements of general interest to employees.

Purpose

Bulletin boards help ensure employees receive important information in a consistent and accessible way.

Official Postings

The city may post official notices on bulletin boards, including but not limited to:

- Policy updates
- Safety notices
- Employment-related information
- Required legal or regulatory postings

These postings may be placed on physical bulletin boards or electronic bulletin boards, when applicable.

Non-City or Personal Postings

Personal, non-City, or outside organization postings may only be displayed with prior approval from the Department Head or designee.

Posting materials without approval may be removed.

Maintenance

Bulletin boards are maintained by the city or designated staff. The City reserves the right to remove outdated, unauthorized, or inappropriate materials at any time.

Why we do this

This policy ensures:

- Timely and consistent communication
- Compliance with legal posting requirements
- An orderly and professional workplace

Bottom Line

Check bulletin boards regularly for important information and get approval before posting anything that is not official City business.



Personnel Policy Manual

POLICY 909: CONTACT WITH NEWS MEDIA

The city is committed to providing accurate, timely, and consistent information to the public. To support this goal, official communication with news media is coordinated through designated City leadership.

Authorized Media Contacts

The following individuals are responsible for official contact with the news media on behalf of the city:

- The mayor
- The City Administrator
- A Department Head or other employee designated by the Mayor or City Administrator

These individuals may authorize specific employees to provide factual, procedural, or historical information on particular topics.

Employee Responsibilities

Employees who are contacted by members of the news media in connection with City business should:

- Politely refer the inquiry to their Department Head, the City Administrator, or the mayor
- Avoid making statements or providing information on behalf of the city unless authorized

Employees may not represent themselves as speaking for the city unless specifically designated to do so.

Personal Capacity

This policy does not restrict employees from speaking with the media in their **personal capacity**, provided they clearly state they are not speaking on behalf of the City and do not disclose confidential or non-public information.

Why We Do This

This policy helps:

- Ensure accurate and consistent public messaging
 - Protect the integrity of City operations
 - Avoid confusion about official City positions
 - Maintain public trust
-



Personnel Policy Manual

Bottom Line

If a reporter contacts you about City business, don't guess—refer the request. Authorized spokespeople will handle official responses.



Personnel Policy Manual

POLICY 910: DRIVER'S LICENSE REQUIREMENTS

Some City positions require employees to operate City vehicles or drive personal vehicles for City business. To ensure safety, legal compliance, and reliable service delivery, employees in these positions must meet all applicable driver's license requirements.

License Requirements

Employees whose job duties require driving must maintain:

- A valid **Washington State Driver's License**, or
- A valid **Commercial Driver's License (CDL)**, when required for the position

The required license must be current, valid, and in the employee's possession.

Reporting License Issues

Employees must **immediately notify** their Department Head if their driver's license:

- Is suspended, revoked, restricted, or expired
- Is lost or otherwise not valid

Employees will be removed from driving duties until proof of a valid license is provided.

Impact on Employment

If an employee cannot perform assigned job duties without a valid license:

- The employee may be placed on unpaid suspension until a valid license is restored
- Depending on the circumstances and length of time without a valid license, disciplinary action may occur, up to and including termination

Each situation will be evaluated based on job requirements and operational needs.

Driving Record Abstracts

Employees who:

- Drive City vehicles, or
- Use personal vehicles for City business

must provide a **three-year driving record abstract** at least once every **36 months**.

- The City will reimburse the cost upon submission of a receipt and the correct abstract
- Reimbursement does not apply to driving abstracts required as a condition of hire
- Employees with unsatisfactory driving records may be restricted from driving or subject to further action if driving is an essential job function



Personnel Policy Manual

Why We Do This

This policy helps:

- Protecting employees and public safety
 - Ensure compliance with state law
 - Reduce liability and risk
 - Confirm employees meet essential job requirements
-

Bottom Line

If your job requires driving, keep your license current, report issues right away, and submit required driving records on time.



Personnel Policy Manual

POLICY 911: SAFETY

The city is committed to providing a safe and healthy work environment for employees, contractors, and the public. Safety is a shared responsibility, and every employee plays an important role in preventing injuries and accidents.

Safety Information and Training

All employees will receive access to the City's:

- Safety & Accident Prevention Manual
- Hazard Communication Manual
- Exposure Control Plan

These materials are provided at the time of hire and updated as needed.

Employee Responsibilities

Every employee is expected to:

- Follow all City safety rules, procedures, and training
- Use required personal protective equipment (PPE)
- Work safely and use good judgment at all times
- Promptly report unsafe or hazardous conditions
- Report on near-miss incidents and potential hazards

The city will make every reasonable effort to correct safety concerns as quickly as possible.

Accidents and Injuries

Any work-related accident, injury, or illness—no matter how minor—must be reported **immediately** to the employee's Department Head or supervisor and documented in accordance with City procedures.

Prompt reporting helps ensure:

- Appropriate medical care
- Timely investigation
- Prevention of future incidents

Why We Do This

This policy helps:

- Preventing injuries and accidents
- Promote awareness and accountability
- Ensure compliance with safety laws and regulations
- Protect employees, the public, and City resources



Personnel Policy Manual

Bottom Line

Work safely, speak up about hazards, and report injuries right away. Safety is everyone's responsibility.



Personnel Policy Manual

POLICY 912: DRUG- AND ALCOHOL-FREE WORKPLACE

The city is committed to maintaining a safe, healthy, and productive workplace. Employees are expected to be able to perform their duties safely and effectively at all times.

Workplace Expectations

Employees must report to work—and remain at work—**free from the influence of alcohol, illegal drugs, or impairing substances**. This policy applies during:

- Regular work hours
- On-call duty
- City meetings, training, or events
- Any situation where an employee represents the city

Prescription and Over-the-Counter Medications

The lawful use of prescription or over-the-counter medication is permitted **only if** the medication does not impair the employee's ability to perform their job safely and effectively.

- Employees must notify their supervisor if a medication may cause drowsiness, slowed reaction time, impaired judgment, or other safety concerns
- Employees may be temporarily reassigned or removed from certain duties if safety could be affected

Why We Do This

This policy helps:

- Protecting employees and public safety
- Maintain reliable City services
- Reduce workplace accidents and liability
- Preserve public trust

Bottom Line

Come to work clear-headed and ready to work safely. If medication could affect your performance, speak up—safety comes first.



Personnel Policy Manual

POLICY 913: COMPLAINT PROCEDURES

The city believes concerns should be addressed fairly, promptly, and respectfully. Employees are encouraged to raise workplace concerns so they can be reviewed and resolved in a constructive manner.

Which Process Applies

Some employees may have complaints or grievance rights under:

- A collective bargaining agreement, or
- Civil Service Rules

Employees who are covered by those processes must follow the procedures outlined in their applicable contract or rules.

This complaint procedure applies **only when no other grievance or appeal process exists**. Employees may not use more than one complaint or appeal process for the same issue.

Step 1: Talk with Your Supervisor

Employees should first try to resolve concerns by discussing the issue with their immediate supervisor.

Many issues can be resolved quickly through open communication.

Step 2: Submit a Written Complaint

If the issue is not resolved, or if the employee disagrees with the application of City policies or procedures, the employee may submit a **written complaint** to one of the following:

- Department Head
- City Administrator (under the direction of the mayor)
- Finance Director

If the complaint involves the City Administrator, it should be reported directly to the mayor. The city strictly prohibits retaliation against any employee for filing a complaint or participating in an investigation.

What to Include in the Written Complaint

The complaint must include:

- A description of the issue
- The policy or procedure was believed to be violated or misapplied
- The date of the event or when the employee became aware of it



Personnel Policy Manual

- The resolution or remedy being requested

Timelines

- Complaints must be submitted within **ten (10) working days** of the incident or when the employee becomes aware of the issue
- The person receiving the complaint will meet with the employee within **five (5) working days**
- A written response will be provided within **five (5) working days** after the meeting

Step 3: Final Review

If the employee is not satisfied with the response, the complaint may be submitted in writing to the next higher level of authority.

The mayor, or the City Administrator, under the direction of the mayor, may meet with the parties and will issue a written decision within **ten (10) working days** of the meeting.

The decision at this step is **final**.

Why We Do This

This process:

- Encourages early and respectful resolution of concerns
- Promotes fairness and consistency
- Protects employees from retaliation
- Supports a professional and accountable workplace

Bottom Line

Speak up early, follow the process that applies to you, and know that concerns will be reviewed fairly and without retaliation.



Personnel Policy Manual

POLICY 914: ENROLLMENT IN SERVICE ORGANIZATIONS

The city supports employee involvement in community service organizations that benefit the public. Employees are encouraged to volunteer in ways that strengthen the community, provided such activities do not interfere with City operations or job responsibilities.

Volunteering in the Community

Employees may volunteer with nonprofit or community service organizations, subject to:

- Department Head approval, and
- Consideration of workload, scheduling, and operational needs

Volunteering must not conflict with the employee's City duties or the best interests of the city.

Volunteer Activities Must Not

Volunteer activities may not:

- Interfere with availability for work, including emergencies or peak workload periods
- Take place during City work hours
- Use City time, facilities, equipment, supplies, or technology unless specifically approved
- Create a real or perceived conflict of interest or reflect negatively on public service

Costs and Enrollment Fees

In most cases, employee volunteer activities should not result in additional costs to the city.

An employee may request City payment of enrollment or membership fees for service organizations that benefit the community. Approval of such requests:

- Is discretionary
- Must be approved by the Mayor or the City Administrator (under the direction of the mayor)
- Is subject to budget availability

Any additional costs beyond approved enrollment fees require separate review and approval.

Why We Do This

This policy:

- Encourages civic engagement and community service
- Supports positive relationships between the city and the community
- Ensures volunteer activities do not interfere with City operations or public trust

Bottom Line

The city supports community involvement—just keep volunteer activities separate from City work, resources, and responsibilities.



Personnel Policy Manual

POLICY 915: EMPLOYEE SPEECH, EXPRESSION AND SOCIAL NETWORKING

The City recognizes that employees have First Amendment rights to freedom of speech and expression. At the same time, employees are expected to use good judgment when engaging in speech or social media activities that may affect the workplace, coworkers, or public trust in City government.

This policy applies to all City employees and is intended to provide guidance—not to restrict lawful personal expression.

Using Social Media Responsibly

Social media can be a positive way to connect and share information. However, certain uses may create legal, operational, or reputational risks for the City.

Employees are expected to use social media in a manner that:

- Is respectful and professional
- Does not interfere with job performance
- Does not harm coworkers or the City's mission

Interaction With Other City Policies

Social media use—whether on or off duty—may implicate other City policies, including:

- Harassment and discrimination
- Workplace violence
- Ethics and conflicts of interest
- Technology and records retention

Off-duty conduct may result in discipline only when it has a clear and adverse impact on the workplace or City operations and does not violate constitutional protections.

Prohibited Conduct

Employees may not use social media to:

- Harass, discriminate against, or retaliate against coworkers or others
 - Make threats of violence
 - Knowingly post false, misleading, or fraudulent information
 - Post obscene, pornographic, or sexually explicit material using City devices (except as required for law enforcement duties)
 - Engage in political campaigning or partisan activity using City resources or City devices
-



Personnel Policy Manual

City Business and Public Records

- Social media content related to City business may be considered a **public record** under Washington law.
- Except when assigned as part of official duties, employees **may not conduct City business on social media**.
- Employees should not create City records on personal social media accounts.

Identifying Yourself as a City Employee

Employees may identify themselves as City employees on personal social media accounts.

However:

- Employees may not imply they are speaking on behalf of the city unless authorized.
- If there is a reasonable possibility of confusion, employees should clearly state that opinions are personal and not official City statements.

Use of City Devices

- Limited personal use of social media on City devices may be permitted if it is brief, infrequent, and complies with IT policies.
- All content created, accessed, or stored on City systems is City property.
- Employees have **no expectation of privacy** when using City computers, networks, or devices.
- Electronic communications on City systems may be subject to public disclosure.

No Retaliation

The city strictly prohibits retaliation against any employee who:

- Reports a suspected violation of this policy, or
- Cooperates in an investigation related to social media or workplace conduct

Why We Do This

This policy helps:

- Protecting employees' constitutional rights
- Maintain a respectful, inclusive workplace
- Preserve public trust and transparency
- Reduce legal and operational risk for the City

Bottom Line

You're free to speak as a private citizen—just be clear when you're speaking for yourself, avoid using City resources for personal expression, and remember that online conduct can affect the workplace.



Personnel Policy Manual

POLICY 1001: LAY-OFF

The city may implement layoffs when necessary due to lack of work, budgetary constraints, organizational changes, or other operational needs. A layoff is not a disciplinary action and does not reflect an employee's performance or conduct.

Authority to Implement Layoffs

Layoffs may be authorized by a Department Head, the Mayor, or the City Administrator under the direction of the mayor.

Selection for Layoff

When determining which positions or employees will be affected by a layoff, the city will consider:

- The operational needs of the city
- An employee's performance
- The qualifications required for remaining positions

When performance and qualifications are determined to be equal, seniority will be considered.

Notice and Communication

When practicable, the city will provide affected employees with advance notice of a layoff and information regarding benefits, final pay, and available resources.

Reemployment After Layoff

Employees who are laid off may be considered for reemployment if a vacancy occurs in a position for which they are qualified. Reemployment is not guaranteed and will depend on operational needs and available funding at the time of the vacancy.

Why We Do This

This policy allows the City to responsibly manage public resources while ensuring that layoff decisions are made fairly, consistently, and based on legitimate business needs.



Personnel Policy Manual

POLICY 1002: RESIGNATION

Employees who choose to resign from City employment are expected to provide at least two (2) weeks' written notice. This notice period may be waived by the Mayor or the City Administrator under the direction of the mayor, based on operational needs.

Final pay, including any payout of accrued leave, will be handled in accordance with [Policy 407 \(Compensation Upon Termination\)](#).

Exit Interview

Departing employees are encouraged to participate in an exit interview prior to receiving their final paycheck. Exit interviews may be conducted by the Mayor, the City Administrator under the direction of the mayor, or a designee.

The purpose of the exit interview is to:

- Understand the employees' reasons for leaving.
- Identify opportunities for organizational improvement; and
- When appropriate, explore options for retention.

Participation in an exit interview is encouraged but not required.

Why We Do This

Providing advance notice helps the city maintain continuity of services and allows for an orderly transition. Exit interviews help the city learn from employee experiences and improve the workplace for current and future employees.

CITY OF PROSSER, WASHINGTON

AGENDA BILL**Agenda Title:**Resolution Updating PMC 2.52 Reserve
Officer Compensation**Meeting Date:**April 7, 2026
Special City Council Meeting**Item Type:**

Discussion

Department:

Finance

Director:

Toni Yost

Contact Person:

John Markus

Phone Number:

509-786-2332

Cost of Proposal:

N/A

Fund Name and Number:

001 - General Fund

Amount Budgeted:

\$3,000

Reviewed by Finance Department:

TY 03/20/2026

Attachments to Agenda Packet Item:

1. Ordinance
2. Reserve Officer Compensation Program

Summary Statement:

The City's existing Reserve Officer compensation structure was originally based on a time-based "unit" system that no longer aligns with current best practices or legal guidance regarding volunteer compensation. In particular, compensation models that resemble hourly wages may create risk of unintentionally establishing an employer-employee relationship under state and federal law.

To address this, the proposed update replaces the existing system with a **Service Point Compensation Program**, which provides nominal, stipend-based compensation tied to participation in approved activities rather than hours worked. This approach is consistent with Washington State law governing volunteer public safety personnel and helps ensure the program remains compliant with applicable regulations.

The updated program:

- Establishes a standardized point system for approved activities (e.g., patrol support, training, community events)
- Converts accumulated points into compensation using a City Council-approved per-

- point value • Maintains the volunteer status of reserve officers by avoiding hourly or wage-based structures • Improves transparency, consistency, and administrative tracking of participation This update modernizes the program, supports continued recruitment and retention of reserve officers, and reduces legal risk while continuing to recognize the valuable service they provide to the community.

Consistent with Council Goal:

Goal #2: Financial Sustainability, Goal #3: Promote Economic Development & Jobs, Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommendation: Review and provide staff direction on the proposed Ordinance related to Reserve Officer Compensation Program.

<u>Reviewed by Department Director:</u> Toni Yost Date: Mar 20, 2026	<u>Reviewed by City Attorney:</u> Benjamin Goodwin Date: Apr 3, 2026	<u>Approved by City Administrator:</u> Rachel Shaw Date: Apr 2, 2026
---	---	---

**CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 26 -**

AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE 2.52.030 AND PROSSER MUNICIPAL CODE 2.52.040 PROVIDING FOR NOMINAL COMPENSATION FOR RESERVE POLICE OFFICERS. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE. PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER, SETS FORTH ITS EFFECTIVE DATE, AND PROVIDES FOR PUBLICATION BY SUMMARY.

WHEREAS, RCW 49.46.065 provides that persons who volunteer with a local governmental agency may be reimbursed a nominal amount of compensation per unit of volunteer service; and

WHEREAS, 29 Code of Federal Regulations Section 553.106(e) provides as follows:

(e) Individuals do not lose their volunteer status if they receive a nominal fee from a public agency. A nominal fee is not a substitute for compensation and must not be tied to productivity. However, this does not preclude the payment of a nominal amount on a “per call” or similar basis to volunteer firefighters. The following factors will be among those examined in determining whether a given amount is nominal: The distance traveled and the time and effort expended by the volunteer; whether the volunteer has agreed to be available around-the-clock or only during certain specified time periods; and whether the volunteer provides services as needed or throughout the year. An individual who volunteers to provide periodic services on a year-round basis may receive a nominal monthly or annual stipend or fee without losing volunteer status.

AND WHEREAS, 29 Code of Federal Regulations Section 553.106(f) provides as follows:

(f) Whether the furnishing of expenses, benefits, or fees would result in individuals' losing their status as volunteers under the FLSA can only be determined by examining the total amount of payments made (expenses, benefits, fees) in the context of the economic realities of the particular situation.

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

Section 1. Prosser Municipal Code Section 2.52.030 is hereby repealed.

Section 2. Prosser Municipal Code Section 2.52.040 is hereby amended to read as follows:

3.52.040 Reserve Officers Compensation

A. Definitions.

For the purposes of this section, the following definitions apply:

1. **“Reserve Officer”** means any volunteer, non-employee, fully commissioned police officer who provides services to support and augment the Prosser Police Department. Reserve Officers serve on a voluntary basis and are not considered employees of the City, except as otherwise provided by law.
2. **“Service Points”** means the standardized unit of measurement assigned to approved Reserve Officer activities as established by department policy and adopted by the City Council.
3. **“Approved Activities”** means those activities authorized by the Police Department for which Service Points may be earned, including but not limited to patrol assistance, training, meetings, community events, special assignments, recruitment activities, and emergency call-outs.

B. Service Point Compensation Program.

1. The City establishes a Service Point Compensation Program to provide nominal stipend-based compensation to Reserve Officers for participation in Approved Activities.
2. Service Points shall be assigned in accordance with a schedule approved by the Police Department and consistent with applicable state law.
3. Service Points accumulated by a Reserve Officer shall be converted to compensation based on a per-point dollar value established annually by the City Council through the budget process.
4. Compensation provided under this section is intended to be nominal, stipend-based compensation for volunteer services and shall not be construed as wages or salary, nor shall it create an employer-employee relationship.

C. Point Accrual and Participation.

1. Reserve Officers shall be responsible for documenting participation in Approved Activities, including:
 - Date of activity
 - Type of activity
 - Duration of service
 - Supervising officer verification
2. The Police Chief or designee shall establish procedures for tracking, reviewing, and approving Service Points.
3. The department may establish minimum participation expectations and eligibility requirements consistent with program policy.

D. Compensation and Payment.

1. Approved Service Points shall be totaled on a monthly basis.
2. Compensation shall be issued monthly based on the total approved Service Points and the established per-point value.
3. The City may establish a maximum annual compensation limit for Reserve Officers through the annual budget process.

E. Administration.

The Police Chief or designee shall administer this program and is authorized to:

1. Approve eligible activities
2. Establish scheduling and participation procedures
3. Review and approve Service Point submissions
4. Ensure compliance with applicable state laws and training standards

Section 4. **SEVERABILITY.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, sentence, clause, or phrase be held unconstitutional or invalid.

Section 5. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council and **APPROVED** by the Mayor, this ____ day of _____, 2026.

MAYOR GARY VEGAR

[] APPROVE
[] VETO

ATTEST:

JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:

BENJAMIN GOODWIN, CITY ATTORNEY

Date of Publication: _____

SUMMARY OF ORDINANCE NO. 26 -

of the City of Prosser, Washington

On the ____ day of _____, 2026, the City of Prosser, Washington, passed Ordinance No. 26 - _____. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE AMENDING PROSER MUNICIPAL CODE 2.52.030 AND PROSSER MUNICIPAL CODE 2.52.040 PROVIDING FOR NOMINAL COMPENSATION FOR RESERVE POLICE OFFICERS. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE. PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER, SETS FORTH ITS EFFECTIVE DATE, AND PROVIDES FOR PUBLICATION BY SUMMARY.

The full text of this Ordinance will be mailed upon request.

DATED this ____ day of _____, 2026

JACQUELINE RENTERIA, CITY CLERK



Reserve Police Officer Service Point Compensation Program

1. Purpose

The purpose of this policy is to establish a structured compensation program for Reserve Police Officers through a **Service Point System**. The program recognizes the time, commitment, and service provided by reserve officers while maintaining compliance with Washington State law regarding volunteer reserve personnel.

This program provides modest compensation based on participation in approved departmental activities including patrol assistance, training, meetings, and community engagement.

2. Authority

This program is authorized by the City Council and administered by the Police Department.
(PMC 2.52.040)

Compensation provided under this program is considered **stipend-based volunteer compensation**, not hourly employment.

Reserve officers serve in accordance with:

- **RCW 35.21.775** – Volunteer services
- **RCW 41.24** – Volunteer public safety benefits
- **Washington State Criminal Justice Training Commission (CJTC) Reserve Officer standards**

Participation in this program does not establish an employer-employee relationship.

3. Program Structure

Reserve officers earn **Service Points** for participation in approved activities.

Points accumulated during the calendar year are converted into compensation based on a **dollar value per point established annually by the City Council** during the budgeting process.
Recommended Point Value

\$3.00 per point

Payments are issued **monthly**.



4. Eligible Activities

Service points may be earned through attendance at the following activities:

Activity	Points
Community Event Participation (≤4 hrs)	5
Community Event Participation (5 hrs +)	10
Ride-Along Patrol (≤4 hrs)	10
Ride-Along Patrol (5 hrs +)	20
Department Training (≤4 hrs)	5
Department Training (5 hrs +)	10
Department Meetings	5
Special Assignment / Work Detail	10
Recruitment / Public Outreach	5

5. Activity Definitions

Community Events

Includes events where reserve officers represent the department or assist with public safety.

Examples:

- Parades
- Community festivals
- National Night Out
- School events
- Public safety fairs
- Community outreach programs

Ride-Along Patrol

Reserve officers may participate in patrol activities while assigned to a commissioned officer.

Activities may include:

- Patrol observation and assistance
- Traffic control
- Event patrol
- Non-hazardous support tasks



CITY OF PROSSER

Washington

620 Market Street – 1st Floor
Prosser, WA 99350
(509) 786-2332
Fax (509) 786-3717
www.cityofprosser.com

Ride-along assignments must be scheduled and approved by the department.

Department Training

Training activities include but are not limited to:

- CJTC-approved reserve training
- Firearms qualification
- Defensive tactics
- Department policy training
- Emergency response exercises

Training participation helps ensure reserve officers meet operational standards.

Department Meetings

Reserve officers may receive points for attending official department meetings including:

- Reserve officer unit meetings
- Department briefings
- Policy or procedural updates

Special Assignments

Special assignments include operational support such as:

- Traffic control
- Search operations
- Disaster response support
- Special events requiring additional staffing

6. Point Tracking and Documentation

Reserve officers are responsible for logging their service activities.

All point submissions must include:

- Date of activity
- Type of activity
- Hours served
- Supervising officer verification

The **Reserve Coordinator or designated supervisor** shall verify and approve all submitted points.



CITY OF PROSSER *Washington*

620 Market Street – 1st Floor
Prosser, WA 99350
(509) 786-2332
Fax (509) 786-3717
www.cityofprosser.com

7. Compensation Calculation

Total points accumulated during the period will be multiplied by the **approved point value** to determine annual compensation.

8. Participation Expectations

Reserve officers are expected to maintain active participation in the program.

Minimum participation: **120 service points annually**

Reserve officers failing to meet minimum participation requirements may be reviewed for continued program eligibility.

9. Maximum Annual Compensation

To maintain the volunteer nature of the reserve program, the City may establish a maximum annual compensation limit.

Compensation Cap: **\$3,500 per reserve officer per calendar year**

The City Council may adjust this cap through the annual budget process.

10. Program Administration

The Chief of Police or designee shall administer this program and may:

- Establish scheduling procedures
 - Approve eligible activities
 - Review participation levels
 - Ensure compliance with state law and CJTC standards
-

11. Program Review

This program will be reviewed annually to evaluate:

- Participation levels
- Budget impact
- Operational effectiveness
- Alignment with CJTC reserve officer requirements

Recommended adjustments may be presented to City Council as part of the annual budget process.

*Exceptional Public Service ♦ Responsible Stewardship ♦ Effective Leadership
Commitment to Employees ♦ Integrity*



TY OF PROSSER

Washington

620 Market Street – 1st Floor
Prosser, WA 99350
(509) 786-2332
Fax (509) 786-3717
www.cityofprosser.com

12. Effective Date

This policy becomes effective upon approval by the City Council and implementation by the Police Department.



EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(c)

*To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.
However, final action selling or leasing public property shall be taken in a meeting open to the public;*

CITY OF PROSSER, WASHINGTON AGENDA BILL			
<u>Agenda Title:</u> Scope of Work and Professional Services Agreement with Rupert to Develop a Strategic Vision for Prosser's Future <u>Item Type:</u> Action		<u>Meeting Date:</u> April 7, 2026 Special City Council Meeting	
<u>Department:</u> Finance	<u>Director:</u> Toni Yost	<u>Contact Person:</u> Toni Yost	<u>Phone Number:</u> 509-786-2332
<u>Cost of Proposal:</u> \$39,640 <u>Amount Budgeted:</u> N/A		<u>Fund Name and Number:</u> 131 - Tourism Promotion Area Fund	
<u>Reviewed by Finance Department:</u> TY 03/27/2026			
<u>Attachments to Agenda Packet Item:</u> 1. Scope of Work 2. Vision Workshop 3. Slide Deck			
<u>Summary Statement:</u> On March 10, 2026, City Council received a presentation regarding the need to establish a cohesive, community-supported vision for Prosser's future. Council provided direction to continue efforts and return with a defined scope of work, timeline, and budget for consideration. Proposal: The City proposes to engage Rupert to facilitate a structured visioning and strategic planning process. Key components include: • Discovery Phase: Stakeholder interviews, research, and site visits • Vision Workshop: Facilitated sessions to identify community priorities and build consensus • Strategic Vision Development: ○ Vision Narrative (guiding statement) ○ Conceptual Imagery (visual representations of future opportunities) ○ Anchor Project Ideas (short- and long-term implementation concepts)			

Deliverables will culminate in a Strategic Plan to guide policy decisions, economic development, and community branding efforts.

Timeline:

The project is anticipated to begin upon Council approval and proceed over several phases including discovery, workshop facilitation, draft development, and final plan delivery. The full process is expected to span approximately 6-8 weeks.

Consistent with Council Goal:

Goal #1: Livability & Quality of Life, Goal #2: Financial Sustainability, Goal #3: Promote Economic Development & Jobs, Goal #4: Infrastructure & Transportation, Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommended Motion: Approve the proposed Scope of Work and Professional Services Agreement with Rupert to develop a strategic vision for Prosser's future.

Reviewed by Department Director:

Toni Yost

Date: Mar 27, 2026

Reviewed by City Attorney:

Benjamin Goodwin

Date: Apr 3, 2026

Approved by City Administrator:

Rachel Shaw

Date: Apr 2, 2026

Scope of Work

Prosser / Prosser Vision Discovery and Development / March 31, 2026

Brief

The brief is meant to help get everyone's heads in the right place before we begin the project.

Project Background

Prosser, Washington has been a fixture in the Washington wine industry for over a hundred years and is sometimes known as "The Birthplace of Washington Wines". It hosts over 30 wineries that produce some of Washington's finest wines.

And yet, the city has little name recognition statewide (and less nationally). Despite its historic buildings and charm, the downtown core has struggled as businesses have closed and not been replaced. And as wine sales decline nationally, Prosser is searching for new income streams.

An obvious solution would be to make Prosser an attractive destination for tourists. But until the city is able to create a more tourist-friendly environment that encourages word-of-mouth and repeat visits, the fear is that any revenue driven from advertising will be short-lived.

Something to rally around

Prosser has a lot of pride and does not lack for ideas for how to make Prosser a better place. But in order to make meaningful progress, we believe that it's important that Prosserites share a common strategic vision. Currently there is a lot of activity, but not necessarily in concert. Prosser needs a single vision and message so that all parties can "pull together" toward the common goal.

Project Objective or Main Message

Rupert has been asked to help Prosser define and articulate its strategic vision for the future. What could Prosser become? We want to get the people of Prosser to get excited about a shared vision for what's next.

Project Scope

Deliverables

Vision Workshop – Moderated workshop session(s) for up to 16 participants (potentially including representatives from the City Council, Port of Benton, Downtown Association, etc.)

- First part will be to brainstorm elements of Prosser Vision, e.g. wine country, history, balloon rally, etc.)
- After a break, a second session will align stakeholder visions and build consensus around a single vision for what Prosser can become.

Strategic Vision Narrative – The Vision Narrative is the touchstone that helps drive future decisions and marketing efforts (e.g. slogan selection, marketing campaign, town improvements, etc.) This is a single-page statement intended to both inspire and guide future development. Consider this the north star or manifesto that will direct the work to come, both in terms of policy and consensus building, even marketing.

Conceptual Imagery – Visual aids meant to excite and inspire activism and investment. For example, this could be illustrations or AI-assisted images of what a revitalized downtown street could look like, a proposed tourist attraction for social media, or an example of a potential ad campaign.

Anchor Project Ideas – These are project ideas that could help set Prosser on its path toward its ideal future. They'll include short-term, "easy wins" as well as longer, more ambitious ideas. The intent is to provide Prosser with concrete next steps, along with potential budgets.

Process

Discovery

- Desk research and remote interviews (up to 16)
 - Winery owners
 - Local organizations and business groups
 - Other stakeholders as needed
- Return visit
 - Tour city and surrounding areas, capture photography or video assets if needed
 - Visit up to three neighboring cities/towns (Walla Walla, Tieton, and one more TBD)

Vision Workshop

- Workshop preparation
 - Design activities and prepare materials
 - Share/assign Prosser stakeholder pre-assignments
- Return to Prosser 1-2 days:
 - Guided workshop with key stakeholders (parts 1 and 2)
 - Part 1: Brainstorm elements of Prosser (gather opinions and perspectives)
 - Share visions for the future
 - List inventory of positive attributes (what does Prosser have that is attractive?)
 - Identify tourism gap (what is Prosser missing?)
 - Part 2: Build consensus
 - Group elements from the brainstorm into themes (e.g. agriculture and wine might become "culinary excellence")
 - Build consensus around one or two themes that are worth exploring further

RUPERT

Vision Development and Strategic Plan

- Draft, revise Narrative and develop Conceptual Imagery
- Develop Anchor Ideas
 - First 6, 12 and 24 months
 - Longer term ideas
- Present Strategic Plan: Narrative, Imagery and Anchor Ideas
- Hand off final deliverables:
 - Deck with Vision Narrative, Conceptual Imagery and Anchor Ideas

Schedule

Milestone	Date	Responsibility
Scope Approved	April 8 – or - TBD	Client
Discovery - Interviews (16) and desk research - Visit alternate towns (3)	2-3 weeks	Rupert
Vision Workshop Prep	3 days	Rupert
Vision Workshop	2 days	Rupert & Client
Present Vision Narrative Draft and Findings Report	1 week	Rupert
Feedback	2 days	Client
Revised Vision Narrative	2 days	Rupert
Feedback	1 days	Client
Present Strategic Plan: Final Vision Narrative, Conceptual Imagery and Anchor Ideas	1 week	Rupert
Final Review	2 days	Client
Deliver Final Strategic Plan: Vision Narrative, Conceptual Imagery and Anchor Ideas	3 days	Rupert

Project Costs

Agency fees: \$39,640

Sales tax not included. It is our understanding that consulting does not fall under the new WA state sales tax.

Legal Stuff

Project Assumptions and General Terms:

Client will provide consolidated, actionable feedback within the project schedule timeline. Failure to provide this feedback within the scheduled time

period may result in the issuance of a change order to account for changes in cost, scope or schedule due to delay.

RUPERT

This Project Description, approved by Client (via e-mail, fax, or hard copy), authorizes Rupert Inc to perform the services and provide the deliverables described herein and confirms Client's agreement to the fees set forth herein. If the specifications change during the project, Rupert Inc will notify Client of the changes and any price adjustments that may be needed. Upon written approval of the changes, Rupert Inc will be authorized to continue the project as modified by the changes.

Rupert Inc will bill 50% of the project upon approval and the remaining 50% upon completion. All fees which are not paid within 30 days after date of the invoice are subject to a late payment fee of 1.5% per month. For any reason Client decides to terminate this Project Description, Client will pay for services and deliverables provided through the effective date of termination, including stranded costs Rupert Inc has incurred in reliance on the project described herein.

Neither party makes any representations or warranties regarding their respective obligations under this Project Description, including the services

and deliverables provided hereunder. Both parties expressly disclaim all warranties, express and implied, including the warranties of merchantability, fitness for a particular use and non-infringement. The parties acknowledge that the services and deliverables are provided by Rupert Inc hereunder on an "as is" basis.

In no event will either party be liable for any incidental, indirect, punitive, special or consequential damages for any claim arising under this Project Description, regardless of the cause of action and even if a party has been advised of the possibility of such damages. Neither party's total liability to the other party for any claim arising under this Project Description will exceed the total amount paid and owing by Client to Rupert Inc. This Project Description is governed by the laws of the State of Washington, excluding its conflicts of law rules. Exclusive venue for any action hereunder will lie in the state and federal courts located in Seattle, King County, Washington

Sign to Approve

Signature

Printed Name & Title

Date

Prosser Vision Project

Prosser / PWA001_Vision / Mar 24, 2026

Workshop Plan

Project Objective

- Articulate a vision for what Prosser could become (and why people would want to invest or visit)

Workshop Objectives

- Gather opinions and perspectives from a group of stakeholders on what the Prosser vision could be
- Build consensus around 1 or 2 possible directions for the vision

Pre Work for Participants

- Consider the following:
 - Imagine Prosser in 10 years. What kinds of businesses are there? Who lives there? What does downtown look like? What draws visitors to Prosser and what do they do there?
 - What about Prosser or its history is important to you? What would be an example of an object that represents something about Prosser that is worth keeping.

Part 1 - The Brainstorm

- We'll start by reading our descriptions of future Prosser and we'll look for common elements (e.g. small business or public art). We'll build a list of the most common elements.
- Then we'll go through our artifacts. What about Prosser and its history is important to us? Are there any additional elements or contradictions that emerge?
- We'll also look at other towns and what makes them successful (or not) in terms of attracting visitors and investment.
- Finally we'll brainstorm things that tourists or investors might want that Prosser lacks. These gaps can either be something the Prosser vision can aspire to bridge, or pitfalls to avoid. The point is to identify the gaps, not surrender to them.

Part 2 - Build Themes

- After a break, we'll return and review the results of our brainstorm.
- How can these elements be combined (and recombined) to create different themes? We'll pull multiple elements together to create a handful of themes that could form the basis of the Prosser vision.
- Next we'll break into groups to discuss the themes and rank them in order of their viability, attractiveness and authenticity.
- Finally, we'll share our rankings with the wider group and focus on 1 or 2 themes to explore further.



Findings Report

- As part of the broader Vision project, Rupert will present a findings report, along with a draft vision narrative, approximately one week after we conduct the workshop. This findings report will recap our discussions and rationale for the theme we selected to build our vision upon.



Articulating a Common Vision

Prepared for Prosser Stakeholders

March 26, 2026

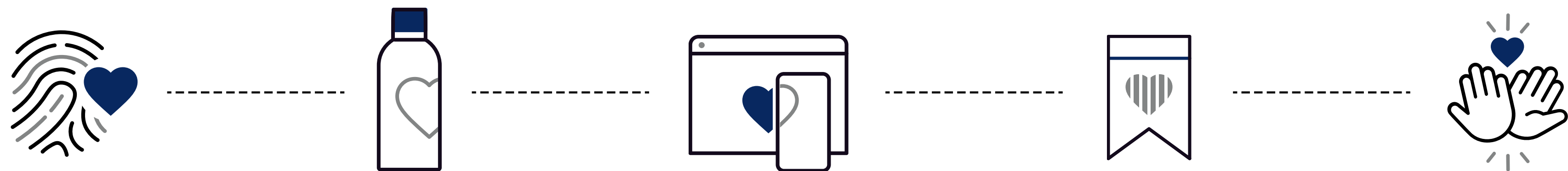
RUPERT



We're Rupert

For the last 15 years, Rupert has quietly built a reputation for delivering effective, memorable marketing strategies and campaigns for organizations of all sizes.

Rupert From Start to Finish



STRATEGY & CONSULTING

Messaging platforms, market research, media strategies. The underpinnings of great marketing.

ADVERTISING & BRANDING

Creative concepts and brand system design. Basically the big ideas behind brands or ad campaigns.

CREATIVE SERVICES

Video, digital, packaging, animation, social, billboards, ebooks, audio ads. You name it, we make it.

RUPERT

x

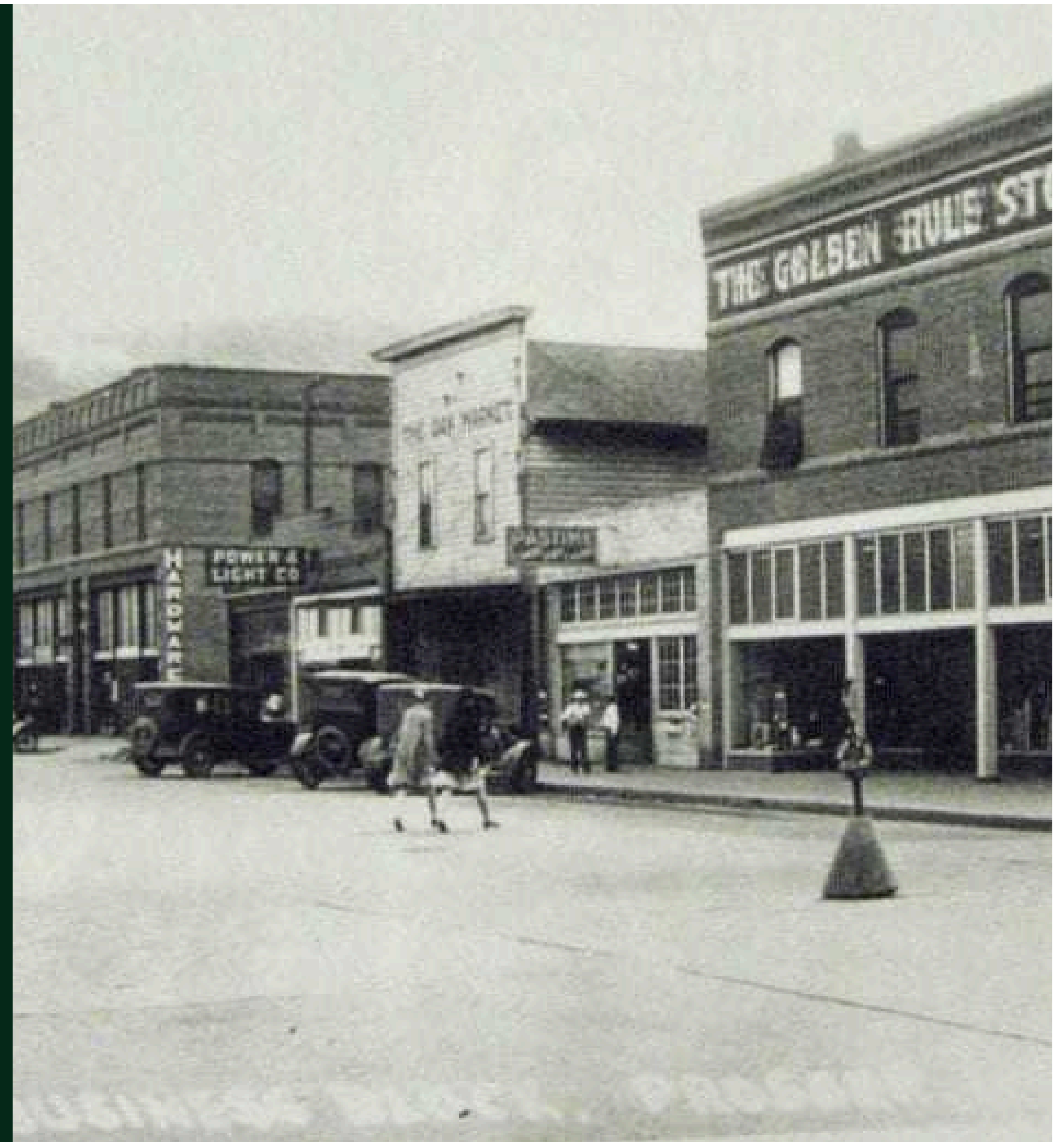
The Situation

as we understand it.

- Wine sales are down 30%
- Development in Prosser has been happening on the outskirts
- Downtown is struggling
 - Business/restaurants are closing
 - Not very walkable in summer, few trees
 - Lack of public/private investment
- But there is momentum and interest in revitalizing downtown
 - Lots of groups and initiatives working toward similar goals, but not necessarily working together or saying the same things.

Prosser needs a shared vision.

RUPERT



Our Proposal

A strategic vision for Prosser

- Articulate a shared vision narrative that can be communicated to all audiences (investors, tourists, community)
- Built through consensus and collaboration among stakeholders and guided by marketing experts (that's us)
- Inspiring and organizing the efforts of a broad range of organizations to present tourists and investors with the answer to the question, "Why Prosser?"

If Walla Walla and Port Townsend can do it,
why not Prosser?

RUPERT



When we all pull together

01

Alignment

With a shared vision narrative, the efforts of all organizations and stakeholders will reinforce and build upon each other, for maximum impact and value.

02

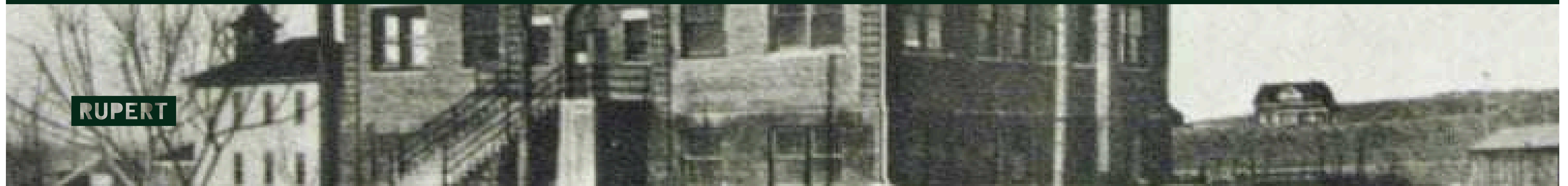
Awareness

Investors and tourists will hear a consistent message and image of Prosser and why it is a special place worth visiting or living in.

03

Growth

A revitalized downtown will lift all boats, creating a virtuous cycle. More local businesses attract more visitors which attract more businesses...



RUPERT

How Rupert Can Help

Project costs

Agency fees: \$37,750

Process

→ Discovery

- Visit Prosser again, as well as other important “competitors” like Walla Walla, Toppenish, Tieton, etc.
- Talk to wide range of Mustang stakeholders and community members to understand what your vision for Prosser is and what makes Prosser special.

→ Vision Workshop

- The first part will be to brainstorm elements of Prosser Vision, e.g. wine country, history, balloon race, etc.)
- After a break, a second session will align stakeholder visions and build consensus around a single vision for what Prosser can become.

→ Vision Narrative

- Single-page statement intended to both inspire and guide future development. Consider this the north star or manifesto that will direct the work to come, both in terms of policy and consensus building, even marketing.

→ Conceptual Imagery

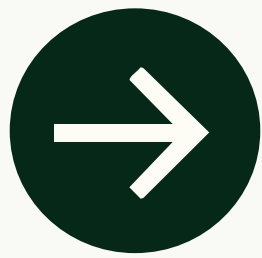
- Visual aids meant to excite and inspire activism and investment. For example, this could be illustrations or AI-assisted images of what a revitalized downtown street could look like or a sample ad that communicates the Prosser vision.

→ Anchor Ideas

- These are project ideas that could help set Prosser on its path toward its ideal future. They’ll include short-term, “easy wins” as well as longer, more ambitious ideas. The intent is to provide Prosser with concrete next steps, along with potential budgets.

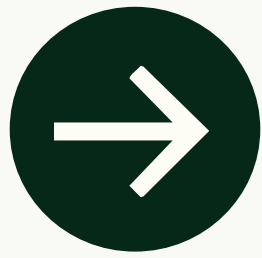
RUPERT

Example Anchor Ideas



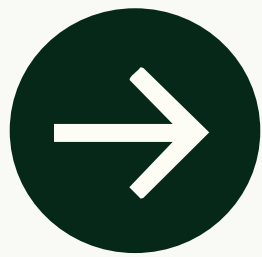
For Prosserites and investors

- Engage community with volunteer campaign (eg tree planting)
- Leverage vision work to create a pitch deck for downtown Prosser



To drive tourism

- Advertising via a broad reach media campaign (CTV, Meta, etc)
- Influencer campaign (provide kits and discounts)



To improve organic growth

- Create an icon, build memorable social media photo opportunity.
- Consistent messaging to drive word of mouth and AI share of voice

RUPERT



Next Steps

Finalize stakeholders and scope

Schedule kick off in early April

Thank you

RUPERT

Est. Seattle 2010

holler@thisisrupert.com

| +1 206. 880. 0873

| thisisrupert.com