

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 13, 2015

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

9:15 COUNTY COMMISSIONERS

Chairman Dozier

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Review warrant list

The county commissioners will take this time (at 9:15 a.m.) to review the list of warrants for approval under the consent agenda. This review time is open to the public. No other business will be transacted until the regular meeting start time of 9:30 a.m.

RECESS.

9:30 COUNTY COMMISSIONERS

- a) Declarations re: conflict of interest
- b) Pledge of Allegiance
- c) Public comment period (time limitations may be imposed)

PLEASE NOTE: *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

d) Action Agenda Items:

- 1) Review submitted Employee Payroll Action Forms

e) Consent Agenda Items:

- 1) Resolution _____ - Minutes of County Commissioners' sessions of April 6 and 7, 2015
- 2) Resolution _____ - Setting date of public hearing to consider amendments to Walla Walla County Code as follows: Modifying Chapter 8.32, revising the health department fee schedule

page 2

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A DATE
OF PUBLIC HEARING TO CONSIDER
AMENDMENTS TO WALLA WALLA
COUNTY CODE AS FOLLOWS:
MODIFYING CHAPTER 8.32, REVISING
THE HEALTH DEPARTMENT FEE
SCHEDULE

RESOLUTION NO.

WHEREAS, the Walla Walla County Department of Community Health is requesting and recommending to the Board of Walla Walla County Commissioners, also acting as the Walla Walla County Board of Health, to consider amendments to Walla Walla County Code as follows: modifying Chapter 8.32, revising the health department fee schedule; and

WHEREAS, it is necessary to hold public hearing to consider the proposed amendments; now therefore

BE IT HEREBY RESOLVED that a hearing date be set for Monday, April 27, 2015, at the hour of 10:00 a.m. in Commissioners' Chambers, County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington, to hear testimony in favor of or in opposition to adoption of an ordinance to revise the health department fee schedule.

BE IT FURTHER RESOLVED that the Clerk of the Board of County Commissioners is hereby instructed to proceed with advertising as prescribed.

"Passed this 13th day of April, 2015 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

Perry L. Dozier, Chairman, District 2

James K. Johnson, Commissioner, District 1

James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

COUNTY COMMISSIONERS (continued)

e) Consent Agenda Items (continued):

- 3) Resolution _____ - Signing Page 4
agreements with various entities
for Emergency Medical Services
- 4) Resolution _____ - Appointment Page 5
of Danna Percifield to the Burbank
Irrigation District No. 4 Board of Directors
- 5) County warrants as follows: 4162128
through 4162408 totaling \$767,345.67
- 6) Payroll action and other forms requiring
Board approval

f) Action Agenda Items:

- 1) Resolution _____ - Request Pages 6-7
by Waitsburg Celebration Days
Association to use county roads
for an all-terrain vehicle event
- 2) Resolution _____ - Designation Page 8
of county legal newspaper for county
printing and advertising
- 3) Discussion and possible action on Pages 9-11
Memorandum of Understanding
Regarding Tax Deduction Pass
Thru with McKinstry Essention

**g) Miscellaneous business to come
before the Board**

**h) Review reports and correspondence;
hear committee and meeting reports**

**i) Review of constituent concerns/possible
updates re: past concerns**

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF SIGNING
AGREEMENTS WITH VARIOUS
ENTITIES FOR EMERGENCY
MEDICAL SERVICES**

RESOLUTION NO.

WHEREAS, the Walla Walla County Commissioners recognize the need for a comprehensive emergency medical services program in Walla Walla County; and

WHEREAS, the cities of Walla Walla, College Place, Prescott, and Waitsburg, and Fire Protection Districts #1, #2, #3, #4, #5, #6, #7, and #8, through the utilization of their resources, are equipped to operate and administer Emergency Medical Services as defined by RCW 18.73.030 (11), and

WHEREAS, Walla Walla County has no full-time Fire Department or staff to provide emergency medical services; and

WHEREAS, the parties recognize the advantages to be gained from the establishment of a single, integrated Comprehensive Emergency Medical Services Program and the County has the authority to establish such a system pursuant to RCW 36.01.095; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve and sign Interagency Agreements between Walla Walla County and the following named entities:

- | | |
|--------------------------------|----------------------------------|
| 1) City of Walla Walla | 7) Fire Protection District # 3 |
| 2) City of Waitsburg | 8) Fire Protection District # 4 |
| 3) City of College Place | 9) Fire Protection District # 5 |
| 4) City of Prescott | 10) Fire Protection District # 6 |
| 5) Fire Protection District #1 | 11) Fire Protection District # 7 |
| 6) Fire Protection District #2 | 12) Fire Protection District # 8 |

BE IT FURTHER RESOLVED that said agreements shall be in effect from January 1, 2015 through December 31, 2015.

"Passed this 13th day of April, 2015 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

Perry L. Dozier, Chairman, District 2

James K. Johnson, Commissioner, District 1

James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPOINTMENT OF DANNA
PERCIFIELD TO THE BURBANK
IRRIGATION DISTRICT NO. 4
BOARD OF DIRECTORS

RESOLUTION NO.

WHEREAS, a vacancy exists on the Board of Directors of the Burbank Irrigation District No. 4, as no one chose to file for election to that position in 2014; and

WHEREAS, RCW 87.03.081 states that vacancies in the office of director of an irrigation district are to be filled by appointment by the Board of County Commissioners; and

WHEREAS, the Board of Directors of Burbank Irrigation District No. 4 has recommended and request the appointment of Danna Percifield to fill said vacancy; now therefore

BE IT RESOLVED by this Board of County Commissioners that Danna Percifield be appointed to fill said vacancy on the Burbank Irrigation District No. 4 Board of Directors.

BE IT FURTHER RESOLVED that the term of said appointment shall be until the next general election of the Burbank Irrigation District.

"Passed this 13th day of April, 2015 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

Perry L. Dozier, Chairman, District 2

James K. Johnson, Commissioner, District 1

James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF A REQUEST
BY THE WAITSBURG
CELEBRATION DAYS
ASSOCIATION TO USE COUNTY
ROADS FOR AN ALL-TERRAIN
VEHICLE EVENT**

RESOLUTION NO.

WHEREAS, RCW 46.09.455 restricts wheeled all-terrain vehicles from being used on public roadways in a County with a population of fifteen thousand or more, unless the County passes an ordinance allowing such uses; and

WHEREAS, RCW 46.09.455 restricts wheeled all-terrain vehicle use to roads with speed limits of 35 miles or less; and

WHEREAS, Walla Walla County had not passed an ordinance allowing wheeled all-terrain vehicles to be generally used on public roadways; however, the Waitsburg Celebration Days Association requested the County approve a proposed wheeled all-terrain vehicle special event near Waitsburg; and

WHEREAS, subsequent to a public hearing and testimony, Walla Walla Ordinance No. 430 was approved, to amend County Code to allow for wheeled all-terrain vehicle special event permits and enact a new Walla Walla County Code Chapter 10.30; and

WHEREAS, via a Special Event Permit filed with the Walla Walla County Public Works Department, the Waitsburg Celebration Days Association is requesting use of certain county roads for the Karen Huwe Mohny Memorial ATV Ride, to be held on May 16, 2015 from 1:00-4:00 p.m.; and

WHEREAS, the event organizers have agreed to notify emergency services prior to the event for the necessary safety and emergency services information; and

WHEREAS, the event organizers shall provide traffic control, signage and flaggers in accordance with the approved Special Event Permit; and

WHEREAS, the event organizers understand that in no event may participants exceed 35 miles per hour, and participants must comply with state law, including, but not limited to RCW 46.09; and

WHEREAS, the event organizers shall obtain any required permissions from Columbia County for event-related travel in that county; and

WHEREAS, the event organizers have provided a certificate of insurance naming Walla Walla County as additional insured and have agreed to include Walla Walla County in their registration/release waiver; and

WHEREAS, the event organizers shall provide a news release to the local newspapers announcing the event date; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the "Special Event Permit" is approved, and permission is granted to the event organizers to use the following Walla Walla County roads: Wilson Hollow Road, Whiskey Creek Road; North Fork Coppei Road; Coppei Road; and McCown Road on May 16, 2015.

BE IT FURTHER RESOLVED that, to the extent these roads have speed limits exceeding 35 miles per hour, the County Engineer shall temporarily lower the speed limits pursuant to Walla Walla County Code Chapter 10.30.020 (E) during the event.

*"Passed this **13th day of April, 2015** by Board members as follows: ☐ Present or ☐ Participating via other means, and by the following vote: ☐ Aye ☐ Nay ☐ Abstained ☐ Absent."*

Attest:

Connie R. Vinti, Clerk of the Board

Perry L. Dozier, Chairman, District 2

James K. Johnson, Commissioner, District 1

James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF THE
DESIGNATION OF COUNTY
LEGAL NEWSPAPER FOR
COUNTY PRINTING AND
ADVERTISING

RESOLUTION NO.

WHEREAS, as advertised, a bid opening was held on April 6, 2015 for designation of Walla Walla County's legal newspaper for printing and advertising for a one year term beginning July 1, 2015 and ending June 30, 2016, with the following bids opened and read publicly:

- 1) **The Times**, Waitsburg, Washington
Legal advertising.....\$4.95 per column inch
Subsequent insertions.....\$4.95 per column inch
- 2) **Union-Bulletin**, Walla Walla, Washington
Legal advertising.....\$5.95 per column inch
Subsequent insertions.....\$5.45 per column inch

WHEREAS, the bid from The Times, Waitsburg, Washington, appears to be the lowest responsible, responsive low bid submitted; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that the bid for Walla Walla County printing and advertising is hereby awarded to The Times, Waitsburg, Washington, for the contract period of one year, commencing on July 1, 2015 and terminating on June 30, 2016.

Attest:

Connie R. Vinti, Clerk of the Board

Perry L. Dozier, Chairman, District 2

James K. Johnson, Commissioner, District 1

James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*



April 8, 2015

Walla Walla County Washington
Board of County Commissioners
PO Box 1506
Walla Walla, WA 99362
(509) 524-2505

MEMORANDUM OF UNDERSTANDING REGARDING TAX DEDUCTION PASS THRU

Board of County Commissioners,

Thank you for the opportunity to design and build a high performance project for Walla Walla County: "Phase 2 DOC Energy Project and Phase 3 Human Services Building HVAC Upgrades". As discussed, section 179-D of the Internal Revenue Code provides a tax deduction for designers of energy efficient buildings. Since tax-exempt entities cannot benefit from tax deductions, the Internal Revenue Service created a provision for public property owners to pass thru the economic value of the tax deduction to the designer to encourage and reward energy efficient design.

After initial review, we anticipate the work performed in "Phase 2 DOC Energy Project and Phase 3 Human Services Building HVAC Upgrades" may qualify for a tax deduction. As designer of the energy efficient systems, we would like to share a portion of the benefit with you, unless otherwise prohibited by law, even though we are not obligated to do so.

In order for McKinstry to realize the tax deduction, we must invest considerable time and resources including engineers, surveyors, independent certifiers, and tax professionals to prepare the necessary tax documentation. Since the effort required to earn the tax deduction dilutes its value, we are prepared to offer Walla Walla County 50% of the estimated post-tax benefit net of our costs illustrated as follows:

| | | |
|--|-----------------|---|
| Tax Deduction | \$69,298 | |
| Post-Tax Benefit | \$24,254 | <i>(based on 35% fed. tax bracket)</i> |
| Less: Costs (Eng., Tax, misc.) | <u>\$ 4,158</u> | |
| Net Economic Benefit | \$20,096 | |
| Free Services Credit to Walla Walla: \$10,048 | | <i>(50% of Net Economic Benefit)</i> |

By signing this document, Walla Walla County is simply acknowledging that McKinstry Essention, LLC, is pursuing the 179-D tax deduction for energy efficient commercial buildings, and that you may receive free services from McKinstry for the amount indicated herein if McKinstry ultimately secures the tax deduction. These free services, future professional services



needed by Walla Walla County, will come in the form of a Free Services Credit. These credits have no cash value, but could be used to offset future work related to "Phase 2 DOC Energy Project and Phase 3 Human Services Building HVAC Upgrades". For McKinstry to finalize tax deduction paperwork, Walla Walla County will need to sign a Government Acknowledgement Form (see example - Appendix 1). If this form is not duly signed by an authorized representative and returned to McKinstry, it is invalid, and no Free Service Credit will be awarded to Walla Walla County.

Please note that Free Services Credit, if awarded, must be redeemed within eighteen months of signing this document. Any credit not redeemed within this timeframe will be null and void. These credits are not transferable. Lastly, the amount indicated on the previous page is a preliminary estimate and is subject to change based on final calculations.

Sincerely,

Patrick Farley
McKinstry Essention

AGREED AND ACCEPTED:

Walla Walla County Representative,
Board of County Commissioners

Date

Cc: Joseph Hagar, McKinstry Essention

EXAMPLE ONLY

Appendix 1: Government Building Primary Designer Acknowledgement

| | | |
|--|--|---|
| Authorized Representative of the Owner of the Government-Owned Building: | | |
| Owner Name: | School District 1 | ✓ |
| Representative Name: | John Doe | |
| Address: | 123 Main Street City, State, Zip | |
| Telephone Number: | (555)-555-555 | |
| Authorized Representative of the Designer: | | |
| Company Name: | McKinstry Essention, LLC | ✓ |
| Representative Name: | John Doe | |
| Address: | 5005 3rd Avenue South Seattle, WA 98134 | |
| Telephone Number: | (206) 832-8322 | |
| Address of the Government-Owned Building: | | |
| | Sample Facility Address, Street City, State, Zip | ✓ |
| Project Cost: | \$ 500,000.00 | ✓ |
| Date Project Placed in Service: | 2013 | ✓ |
| <u>School District 1</u> is aware that <u>McKinstry Essention, LLC</u> is taking 100% of the following Tax Deduction: | | |
| | \$ 100,000.00 | ✓ |
| This Acknowledgement Form has <u>NO</u> accompanying documents | | ✓ |

"Under penalties of perjury, I declare that I have examined this allocation, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct, and complete"

Authorized Representative of Owner: *First, Last*

Authorized Representative of Designer: *First, Last*

9:45

TECHNOLOGY SERVICES DEPARTMENT

Kevin Gutierrez

a) Department update and miscellaneous

Pages 13-14



WALLA WALLA COUNTY
Technology Services Department

Kevin G. Gutierrez
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590

kgutierrez@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

April 13, 2015

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

FYI – I will be attending the ACCIS conference this week in Spokane.

Components (Main infrastructure)

Hardware

- New Data Servers Online (more below)

Software

- No issues

Security/Viruses

- No issues

Network

- No issues

Other Projects

- **Budget /Assets**
 - Our budget prep season is coming up
- **Surplus 2015 #1**
 - Sent a request to BoCC to start the process for the first surplus of the year
 - Has this started moving forward?
- **Security Camera's**
 - Three options (No update – have been shorthanded – **Will look again when Facilities is staffed as well. We need them to pull wires etc.)**
 - Enterprise – One system controlled by SHE department
 - Local – Multiple small systems controlled by departments
 - Mix – small local systems for departments with some enterprise for things like stairways or outside cameras
- **New Data Storage Servers**
 - In place, on line and ready to start testing/moving data
 - Need to assure that the permissions transfer with the data
 - Estimate complete – 2 -3 weeks (by end of April)
 - Will notify all employees when we are ready to begin.
- **Fairgrounds**
 - Looking at moving the server location (No movement yet)
 - May require power and cooling
 - There is no cooling where it is currently located and gets quite warm

- Apparently Shaffer refrigeration is recommending a split cooler, but I don't think I can agree with that assessment. Can be done cheaper.
- Looking at WiFi for Exhibitors office and maintenance shop
- Daryl will be working with the fair board for approval
- **Clerk's Office**
 - No longer an early adopter
 - Will return to converting Clerks info to a local application. (In progress as time allows)
- **Superior Court 1-2 Updates**
 - Wiring is done
 - JAVS order has arrived – scheduled install week of May 18
 - PC's are here and ready to deploy
- **Public Record Requests Last 2 Weeks**
 - 6 = Requests received
 - 3 = Forwarded to departments
 - 3 = Completed
 - 3 = Total Open
 - 3 = Being handled by the PRO
 - Records Retention Training – being developed as time allows
 - Software – All laptops now have the image
 - Will need to find some slack time to start training
 - First session will be only a few people

Definitions

PAV=Potential Archival Value

AOC=Administrative Office of the Courts

PRO=Public Records Officer

USB=Universal Serial Bus

DOL=Department of Licensing

RFP=Request For Pricing

GIS=Geographic Information Systems

EOL=End of Life

JCDA=Joint Community Development Agency

W7=Windows 7

W10=Windows 10

OS=Operating System

JAVS=(Jefferson Audio Video Systems) – Courtroom RecordingSystem

AV=Audio/Visual

WiFi=Wireless network connectivity (Wireless Fidelity)

10:00

COUNTY FAIRGROUNDS

Daryl Hopson

- a)** Fairgrounds update and miscellaneous

10:15

PUBLIC WORKS DEPARTMENT

Randy Glaeser

a) Consent Agenda Items:

- 1) Resolution _____ - Setting a public hearing date for James and Joy Hickman for a franchise to construct, operate, and maintain a utility system within the county road right of way, in Walla Walla County, Washington page 17
- 2) Resolution _____ - Use of county roads for Tour of Walla Walla Bicycle Races Page 18

- b) Department update and miscellaneous Page 19**

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
PUBLIC HEARING DATE FOR JAMES
AND JOY HICKMAN FOR A
FRANCHISE TO CONSTRUCT,
OPERATE, AND MAINTAIN A
UTILITY SYSTEM WITHIN THE
COUNTY ROAD RIGHT OF WAY, IN
WALLA WALLA COUNTY,
WASHINGTON.

}

RESOLUTION NO.

WHEREAS, James and Joy Hickman have requested a franchise to construct, operate, and maintain a utility system within the public right of way in Walla Walla County; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that a public hearing date be set for May 4, 2015 in the Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, at the hour of 10:30 a.m. or as soon thereafter as such hearing may be held.

Passed this 13th day of April, 2015 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

Perry L. Dozier, Chairman, District 2

James K. Johnson, Commissioner, District 1

James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF USE OF
COUNTY ROADS FOR THE TOUR OF
WALLA WALLA BICYCLE RACES**

RESOLUTION NO.

WHEREAS, Allegro Cyclery is hosting the Tour of Walla Walla Bicycle Races and holding divisions of the event for hobby racers with the intent of encouraging youth to engage in positive, healthy activities; and

WHEREAS, said event will be held on Friday, April 17, 2015 beginning at 8:00 a.m. and ending around 7:00 p.m., and Saturday, April 18, 2015 beginning at 8:30 a.m. and ending around 3:00 p.m., and Sunday, April 19, 2015 beginning at 8:00 a.m. and ending around 4:30 p.m.; and

WHEREAS, the event organizers have agreed to notify emergency services prior to the event for the necessary safety and emergency services information; and

WHEREAS, the event organizers shall provide traffic control, signage and flaggers in accordance with the approved Special Event Permit; and

WHEREAS, the event organizers have provided a certificate of insurance naming Walla Walla County as additional insured and have agreed to include Walla Walla County in their registration/release waiver; and

WHEREAS, the event organizers shall provide a news release to the local newspapers announcing the event date; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that permission be granted to the race organizers to use the following County roads: (Wilson Hollow Road, Lower Waitsburg Road, Middle Waitsburg Road, Ferris Road and Bolles Road) Friday, April 17 through Sunday, April 19, 2015.

Passed this 13th day of April, 2015 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

Perry L. Dozier, Chairman, District 2

James K. Johnson, Commissioner, District 1

James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

Walla Walla County Public Works
PO Box 813
Walla Walla, WA 99362



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 10 April 2015

Re: Director's Report for the Week of 6 April 2015

Board Action: 13 April 2015

Resolutions:

In the Matter of a Setting a Public Hearing Date for James and Joy Hickman for a Franchise to Construct, Operate, and Maintain a Utility System within the County Road Right of Way, in Walla Walla County, Washington

In the Matter of Use of County Roads for the Tour of Walla Walla Bicycle Races

ENGINEERING:

- Taumarson Road: Contractor installing storm system.
- Mill Creek Road Federal Highways: Waiting for revised critical area and wetland reports.
- Bussell Road: Writing specifications.
- Cottonwood Road at Hood Road: Looking at design alternatives.
- Blue Creek Bridge on Mill Creek Road: Waiting for funding.

DEVELOPMENT:

- Irongate paving starts 15 April.

MAINTENANCE:

- Conducted bi-monthly safety meeting.
- Crews conducting routine maintenance.

10:25

COUNTY AUDITOR

Karen Martin

- a) Presentation re need to redistrict/
assign 439 voters currently within
the Prospect Point Precinct to a
City of Walla Walla precinct due to
the annexation of certain property
from the county to inside the city
limits of the City of Walla Walla

Page 21

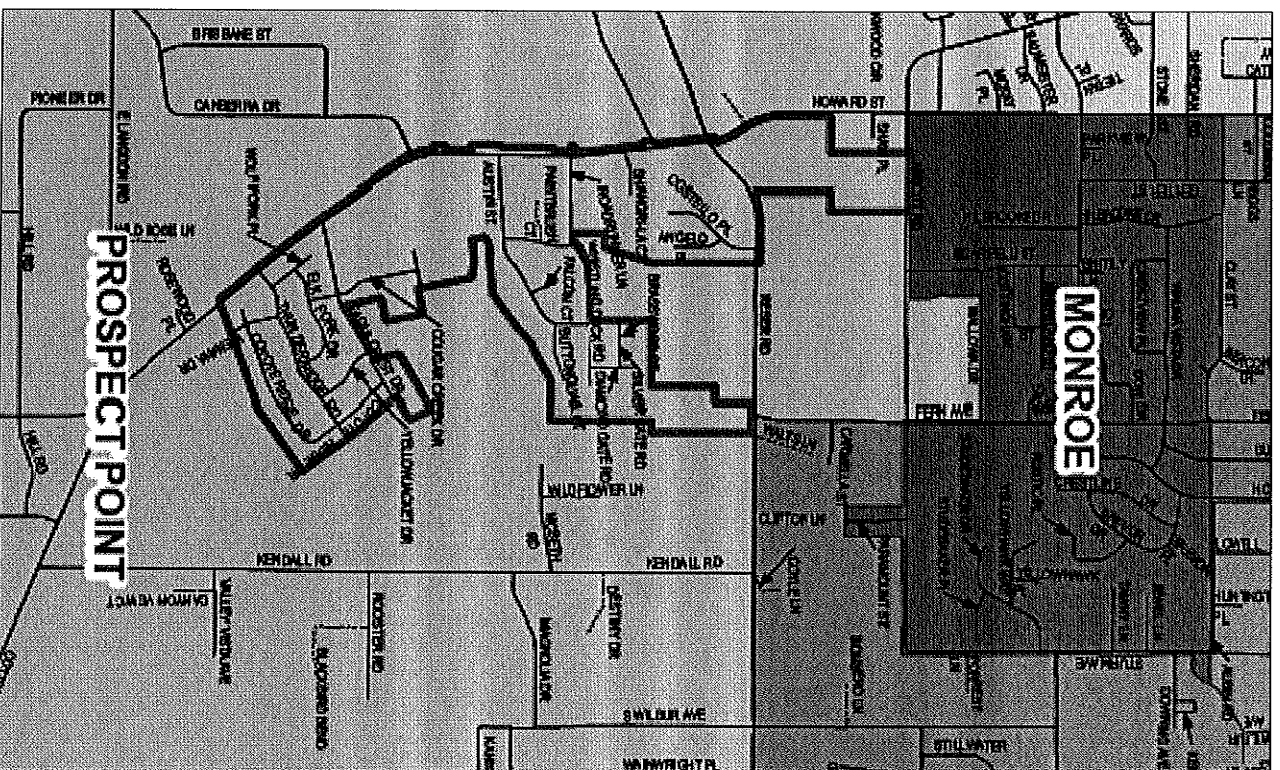
City of Walla Walla "Pipeline" Annexation

Effective July 2014 – City Ordinance 2014-16

Annexed area outlined in red.

439 annexed voters from Prospect Point Precinct need to be assigned to a city precinct. Prospect Point remains with 895 voters.

- Option 1 – assign annexed area to Monroe Precinct. Monroe currently has 882 voters. If approved, precinct will have 1,321 voters.
- Option 2 – create new city precinct for 439 voters in annexed area. Precinct name and number to be determined.



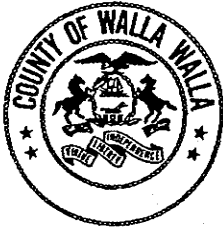
10:45

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))
- d) Review County Sheriff's request to increase salary for the appointed position of Chief Administrative Deputy in the County Sheriff's Office (set by the Board of County Commissioners) Pages 24 -41



**WALLA WALLA COUNTY
PERSONNEL/RISK MANAGEMENT
DEPARTMENT**

509-524-2600
PO Box 1506
Walla Walla, WA 99362

To: WWC Board of County Commissioners

From: Lucy Schwallie, Personnel/Risk Manager

Re: Chief Administrative Deputy, Sheriff's Office, Salary Increase Request

Date: April 3, 2015

I received a Payroll Action Form (PAF) from Sheriff Turner requesting a change in Salary for the Chief Administrative Deputy position from \$5671.18 to \$6830.00. As the appointed salaries of the Chief Deputy positions and the Undersheriff position within the Sheriff's Office have historically been set by BOCC resolution, this salary change would not be done solely by PAF, my understanding is it would require a motion. I reached out to Sheriff Turner asking if there were any backup materials for his request, and he asked that I attach his memorandum that he submitted in January of 2014 as the backup for the request (see attached email and memorandum).

Please let me know if you have any questions.

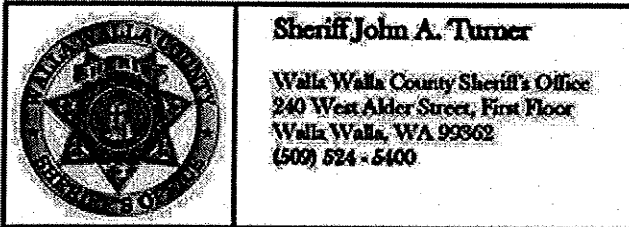
Lucy Schwallie

From: John Turner
Sent: Monday, March 30, 2015 11:43 AM
To: Lucy Schwallie
Subject: RE: PAF - Chief Admin Deputy

Hi Lucy,

Thanks for your time on the phone this morning. As discussed, this is not a change in title, classification, or job description; my recollection is that those were approved last year by the BOCC. This is simply a PAF for the Commissioners' consideration. The materials submitted last year regarding this item remain accurate to the best of my recollection; it's been a while since I have reviewed them in detail, but nonetheless they are still available for the Commissioners to review if they wish. Kindly let me know when this PAF has been sent to the BOCC for their consideration and if you know when it will be on their agenda. Thanks much.

- John



This message is intended for the sole use of the individual and entity it is addressed to, and may contain information that is privileged, law enforcement only sensitive, confidential, and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose, or distribute the message or any information contained in the message. If you have received this message in error, kindly advise the sender by reply email and delete the message. Thank you.

From: Lucy Schwallie
Sent: Tuesday, March 24, 2015 10:55 AM
To: John Turner
Subject: PAF - Chief Admin Deputy

Hi John – I've got a Payroll Action Form on my desk that looks like it's a change of classification for Shanda's position. For our reclassifications of classified positions, they go through the reclassification process in the Policy manual. For a non-classified position, like Shanda's, since the salary is set by BOCC by resolution I'd need some other back up (similar to the memo you wrote in 2/14, your initial salary request memo you did in 3/11, or any additional documents you have related to the request) before sending along to the Commissioners. I'll go ahead and keep the original signed PAF here, so if you send along any backup I can forward it all along to the BOCC at that point.

Lucy Schwallie
Personnel/Risk Manager
Walla Walla County
(509) 524-2602
lschwallie@co.walla-walla.wa.us



**OFFICE OF THE SHERIFF
WALLA WALLA COUNTY
MEMORANDUM**

To: Walla Walla County Board of County Commissioners

From: Sheriff John Turner

Re: Unclassified Service Positions

Date: January 29, 2014

Sirs,

Background

Pursuant to RCW 41.14.070, the Sheriff of Walla Walla County is authorized five unclassified service appointments. Per the same RCW, these appointments "must include selections from the following positions up to the limit of the number of positions authorized: Undersheriff, inspector, chief criminal deputy, chief civil deputy, jail superintendent, and administrative assistant or administrative secretary. In speaking with other Sheriffs and looking at the history of this agency, I learned and believe that it is acceptable practice to modify the titles of these positions somewhat to match the agency's organization so long as the positions remain in accordance with the statute's intent.

Permitted unclassified service appointments per RCW:

| <u>RCW Titles</u> | <u>Current WWSO</u> | <u>Former WWSO</u> |
|--------------------------|-----------------------------|--------------------|
| Undersheriff | Undersheriff | N/A |
| Inspector | N/A | N/A |
| Chief Criminal Deputy | Chief Operations Deputy | Patrol Captain |
| Chief Civil Deputy | Chief Administrative Deputy | Undersheriff |
| Jail Superintendent | Chief Corrections Deputy | Jail Captain |
| Administrative Assistant | Administrative Assistant | Bookkeeper |
| Administrative Secretary | Administrative Secretary | Secretary |

Currently, the positions of Undersheriff, Chief Operations Deputy, Chief Corrections Deputy, and Chief Administrative Deputy are FLSA-exempt managerial positions due to the nature of work performed. As currently situated and per Personnel/Risk Manager Lucy Schwallie, the position of Administrative Assistant, and should there be an Administrative Secretary position appointed, although unclassified, would not be FLSA-exempt positions due to job descriptions and work performed.



OFFICE OF THE SHERIFF WALLA WALLA COUNTY MEMORANDUM

Per the same RCW, "The initial selection of specific positions to be exempt shall be made by the sheriff, who shall notify the civil service commission of his or her selection. Subsequent changes in the designation of which positions are to be exempt may be made only with the concurrence of the sheriff and the civil service commission, and then only after the civil service commission has heard the issue in open meeting."

Current Situation

As you know, Undersheriff Eddie Freyer and Administrative Assistant Abbie VanDonge have submitted their resignations. Although sad to see two great employees leave, this has been a very good opportunity for us to review our work and effectiveness. I have decided to re-organize our five unclassified service appointments to be more effective and provide better public service. These changes have been reviewed in open session and have the Civil Service Commission's concurrence. They have also been reviewed by Personnel/Risk Manager Lucy Schwallie. Please see the attached memos from both.

This memo is to notify you of these changes and respectfully seek the recommended salary designations. These changes and salary designations are not dissimilar to other recent restructuring within other Walla Walla County departments. The goal is to have appropriate, approved salaries which allow any Sheriff to attract, recruit, and retain quality unclassified appointees.

Although authorized, at this time I do not feel that an Inspector position is applicable to our Sheriff's Office, thus I am not seeking a job description or salary designation for an Inspector; however I do feel that having job descriptions and salary designations for the other six possible appointed positions allows greater flexibility towards providing the best public service possible within the authorized five appointments. Having these six job descriptions and salary designations in place would allow a Sheriff to make appropriate appointments as the needs of the agency change without having to "go back to the drawing board" each time a change or an appointment is needed.

As to our current situation, it has become apparent that the Sheriff's Office needs more labor-hours per week to accomplish the administrative work that is required. This re-organization will provide these additional hours while realizing a CE budget savings. For visual reference as to what is being restructured, attached are organizational chart diagrams with corresponding salaries and current expense impact. As you can see, the anticipated CE budget savings will be approximately \$13,200. In other words, this restructure and all below requests may all be accomplished within the current 2014 Sheriff's Office budget.



OFFICE OF THE SHERIFF WALLA WALLA COUNTY MEMORANDUM

Requests & Reasoning

Undersheriff

Currently there is no financial incentive for an individual to take on the additional tasks and responsibilities of Undersheriff. A Chief Deputy is the commanding officer of a Sheriff's Office Division, of which there are three; Operations Division, Administrative Services Division, and Corrections Division. The Undersheriff outranks all Chief Deputies. Referring to the attached job descriptions, one can see that the duties of Undersheriff include the management oversight of all three Chief Deputies and their three divisions, yet the salaries of two Chief Deputies and Undersheriff are the same.

It is respectfully requested that the salary recommended by the Personnel/Risk Manager for Undersheriff be adopted allowing for a certain percentage incentive increase in the Undersheriff salary over that of the Chief Deputies. A 3% incentive was used in the attached documents. The attached job description for Undersheriff has been approved by the Civil Service Commission and Personnel/Risk Manager.

Chief Deputies

Per RCW and our current structure, this office has three Chief Deputies. All are equal in rank, work load, responsibility, command of a Division, and importance to the success of this organization; however one of the Chief Deputy's salaries is significantly lower than the other two. This current inequitable salary structure does not allow a Sheriff to reassign Chief Deputies amongst the divisions if the need arose, does not reflect the attached approved job descriptions and command staff duties, or align with other similarly situated county employees.

It is respectfully requested that uniform salary structures for all WWSO Chief Deputies be adopted, and that the salary of Chief Administrative Deputy be adjusted to match the other two Chief Deputy current salaries. The attached job descriptions for all three Chief Deputies have been approved by the Civil Service Commission and Personnel/Risk Manager.

Administrative Assistant

The attached job description for Administrative Assistant has been approved by the Civil Service Commission and Personnel/Risk Manager. It is respectfully requested that the salary recommended by the Personnel/Risk Manager for Administrative Secretary, tied to the non-represented salary schedule, be adopted allowing for the appointment of this position.



OFFICE OF THE SHERIFF WALLA WALLA COUNTY MEMORANDUM

Administrative Secretary

The attached job description for Administrative Secretary has been approved by the Civil Service Commission and Personnel/Risk Manager. It is respectfully requested that the salary recommended by the Personnel/Risk Manager for Administrative Secretary, tied to the non-represented salary schedule, be adopted allowing for the appointment of this position.

Corrections Clerk

The Civil Service Commission recently approved this position be amended from a part-time position to a full-time civil service position. This provides for an increase of 16 new labor hours per week. The attached job description for Corrections Clerk has been approved by the Civil Service Commission and Personnel/Risk Manager. There is no change in the Corrections Clerk salary, however it is respectfully requested that the forthcoming payroll action form reflecting this change in hours be approved.

Conclusion

The six attached unclassified service appointment position job descriptions and new civil service Corrections Clerk job description have been approved by the Civil Service Commission and Personnel/Risk Manager. Although only five appointments are authorized per RCW, it would be very helpful and advantageous to have these seven positions' salaries approved to assist in making personnel, appointment, and hiring decisions, as well as attracting and retaining high quality employees.

According to police experts, the International Association of Police Chiefs, and the Washington Association of Sheriffs & Police Chiefs, it is imperative that supervisors be allowed and able to address four different responsibilities; to mentor, to model, to nurture, and to empower; responsibilities which this office has embraced. In doing so, they control risks and are able to effectively manage a successful law enforcement agency. Under our current situation, we are finding that many hours of a command officer's week are spent on data entry and other administrative tasks which are more suited to, and could be better handled by, an Administrative Assistant or Administrative Secretary. The goal of this restructure is to allow command level officers the time needed to mentor, to model, to nurture, and to empower the people they supervise, increase the number of clerical "labor-hours" per week to successfully and efficiently accomplish tasks, and realize a cost savings in doing so.

Thank you for your consideration.

**CIVIL SERVICE COMMISSION
WALLA WALLA COUNTY
STATE OF WASHINGTON**

To: Walla Walla County Board of County Commissioners
From: Dan Aycock, Chair, Walla Walla County Civil Service Commission
Date: January 30, 2014
Subject: Walla Walla Sheriff's Office Unclassified Positions Review

I am happy to take this opportunity to present to the Board of Commissioners, an overview of the discussion of the Civil Service Commission (CSC) at a special meeting on January 22, 2014. As chair of the CSC Sheriff John Turner contacted me earlier in the week with a request for a special meeting of the CSC. The purpose of the meeting would be to address two specific issues: a discussion regarding potential changes in the appointed staff members within the Sheriff's Department; and, a request for the CSC to review several modified or new position descriptions for regular civil service and appointed employees within the department.

This review and concurrence is a process required by state civil service law for counties (RCW 41.14) if the Sheriff wishes to make changes within his appointed, non-civil service staff positions. Though there is a requirement for the CSC to review and concur with the process there is no guidance to either of us beyond that point.

During this meeting, Sheriff Turner explained to us that in light of the resignation of the Undersheriff Eddie Fryer he was taking this prime opportunity to review his options to modify the appointed staff line-up within the department. The unclassified position appointments authorized by RCW include selections from the following positions; Undersheriff, Inspector, Chief Criminal Deputy, Chief Civil Deputy, Jail Superintendent, Administrative Assistant or Administrative Secretary, up to the limit of the number of positions authorized per RCW 41.14.070. (History and practice throughout the state indicate that these names are not mandatory, it is the functions that seem to be critical) For Walla Walla County, the number of authorized appointed positions is five.

Sheriff Turner explained that he and his staff were considering a staffing structure that included the Undersheriff, Chief Administrative Deputy, Chief Corrections Deputy, Administrative Assistant, and, Administrative Secretary; NOT filling the position of Chief Operations Deputy. Part of the reasoning centered on the wish to try to remove some of the secretarial type duties that

Jim Davison, Commissioner

Dan Aycock, Chairman
Mail, P.O. Box 1506
Walla Walla, Wa. 99362

Jim Baker, Commissioner

the command positions had to complete, taking them away from management and supervision processes. Not finding any reason for the CSC to object to the process a vote of concurrence was taken by the CSC.

During our meeting one of the items of discussion related to the philosophies of management as it related to law enforcement agencies, and about some of the issues that often created artificial barriers to excellent employee management. A primary point of concern to the current staff is the volume of secretarial type activity that each is mandated to complete as there is insufficient staffing at the secretary/department assistant level to accomplish those duties usually prescribed to them. One of the options of addressing the current issue is to appoint secretarial staff to complete those duties usually prescribed to that position thus relieving the command level staff of the duties and allowing them appropriate time for management and supervision of their assigned areas.

Yesterday Sheriff Turner contacted me regarding the staffing schedule he had presented to the CSC and asked if perhaps the action of the CSC had locked him into the decision presented to the CSC. My response was that it did not, in my opinion, restrict his options. There was ample discussion during the meeting concerning options such as this. The CSC voiced its support for either the current arrangement, the initially proposed arrangement, or, one that might exclude one of the other positions. The CSC feels it is clearly within his authority to make those appointments as he deems necessary, as long as it is with his budget and of course complies with other county personnel rules. At its next meeting the CSC may choose to review the staffing design again if thought to be necessary.

During this conversation yesterday Sheriff Turner asked, based on my position as retired Captain at the Walla Walla Police Department, what my thinking might be regarding the two discussed options for staffing, in particular addressing the issues regarding the right employees doing the right work.

My experiences over a period of 20 years as a command officer was that during those periods that my command and supervision time was being diverted to duties usually assigned to lower lever staffers, my effectiveness was severely hampered. During those twenty years, I observed this degradation of duties occur several times, not only with me but also with the other command officers of the department. While persons in these positions will no doubt now and then have some tasks to complete that might be accomplished at a lower level it is not, in my professional opinion, a good management practice to have it occur as a normal practice.

To me, it makes reasonable sense to realign the appointed command staff into the structure that was discussed with us, with the primary change to past practice being to leave one of the command positions vacant and use the funds to support additional lower level positions. Again, we felt that the staffing

Jim Davison, Commissioner

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Mail: P.O. Box 1506
Walla Walla, Wa. 99362

Jim Baker, Commissioner

design decision was his. My experience suggests that whichever design is determined to be most appropriate today, there will be changes to staff and the department that may make future changes necessary or desirable as well.

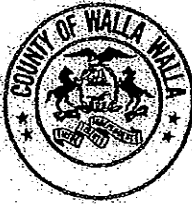
I will close by saying that the CSC had no general concerns voiced about the position descriptions. We did have some minor suggestions for clarification in the descriptions and they were adopted. As a retired law enforcement command professional, I have no reservations, given the staffing allotments and budget, concerning the recommended alignment of appointed staff by Sheriff Turner.

DA

Jim Davison, Commissioner

Dan Aycock, Chairman
Mail P.O. Box 1506
Walla Walla, Wa. 99362

Jim Baker, Commissioner



**WALLA WALLA COUNTY
PERSONNEL/RISK MANAGEMENT
DEPARTMENT**
509-524-2600
PO Box 1506
Walla Walla, WA 99362

To: Walla Walla County Commissioners, Sheriff John Turner
From: Lucy Schwallie, Personnel/Risk Manager
Date: January 30, 2013
Re: Sheriff's Office Unclassified Position Reorganization

A. Job Description Review

Personnel/Risk Management has reviewed the new/modified job descriptions for both the classified (Corrections Clerk, Crime Analyst Technician) and the unclassified appointed positions (Administrative Secretary, Administrative Assistant, Chief Administrative Deputy, Chief Corrections Deputy, Chief Operations Deputy, Undersheriff) that the Sheriff's Office has proposed. We (myself and HR Coordinator Dena Schueler) recommended some changes to better reflect County job descriptions and best practices regarding job descriptions, which were accepted by the Sheriff's Office. As previously there had been no job descriptions for non-civil service Sheriff's Office positions, it is a very positive step to have these job descriptions on file.

B. Salaries for non-FLSA Exempt, non-classified Appointed Positions

As in the past, we've recommended that non-FLSA Exempt, non-classified Appointed Positions be placed in salary ranges that correspond with the non-represented salary schedule. In the Sheriff's Office reorganization plan, there are two of these positions – Administrative Secretary and Administrative Assistant. As you will see on the job descriptions, we have recommended salary range of 20 and 22 for the two positions. These salary ranges correspond with the OA-II and OA-III salary range across the county, and have comparable responsibilities, education, and experience requirements with those titles.

C. Salaries for FLSA Exempt, non-Civil Service Appointed Positions

As far as the salaries of the Chief Deputy Positions and the Undersheriff position within the Sheriff's Office, these positions have historically been set by BOCC resolution, and not tied to any other County salary schedule. I've reviewed the Sheriff's memorandum regarding the

request to (a) create a uniform salary structure for the Chief Deputies, and (b) increase the compensation for the Undersheriff. As far as the latter (b), as the Undersheriff has supervisory responsibilities over all of the divisions of the office, I do not think it is out of line for the salary for the Undersheriff to be higher than the Chief Deputies under the proposed organizational structure of the SO. As far as the former (a), creating a uniform salary structure for the Chief Deputies, this would have the effect of increasing the salary of the Chief Administrative Deputy significantly. In reviewing the Sheriff's memorandum and the job description, I agree that the CAD position has a significant amount of responsibility and important high-level job functions that correspond to the other two Chief Deputy positions within the Sheriff's Office and with certain other positions within the County.¹ Certain duties -- such as ensuring that labor contracts are properly followed, records management, tracking budget capacity, monitoring expenditures, supervising staff's access to sensitive law enforcement materials -- are all high-risk and high-responsibility areas, with the ability to have significant impact on the County's overall financial health. Further, it appears that many of these duties were formerly accomplished by the SO Undersheriff, where the position was compensated at a higher level. To be clear, this is not a recommendation for a *reclassification* of the Chief Administrative Deputy position, as the position is not classified, nor am I recommending a specific salary for the CAD position, as the salaries for the appointed positions are set by the BOCC outside of the County salary schedules. In my review of the materials, however, I do not believe that the requested salary for the Chief Administrative Deputy would be out of line with the current County salary structure, due to the high-level of risk and responsibility associated with the position. As such, I would have no concerns from a personnel policy perspective of the BOCC granting the Sheriff's requests delineated in his memorandum and passing a resolution setting the salaries at the levels he proposes.

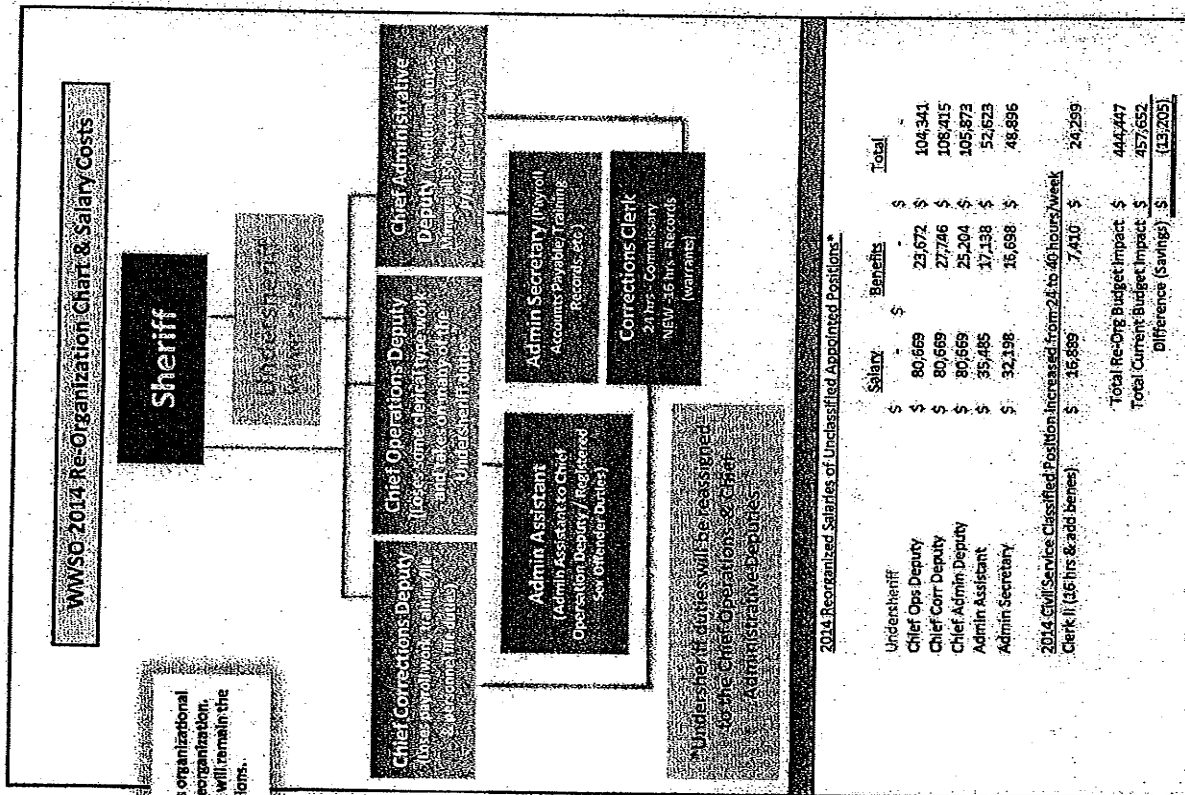
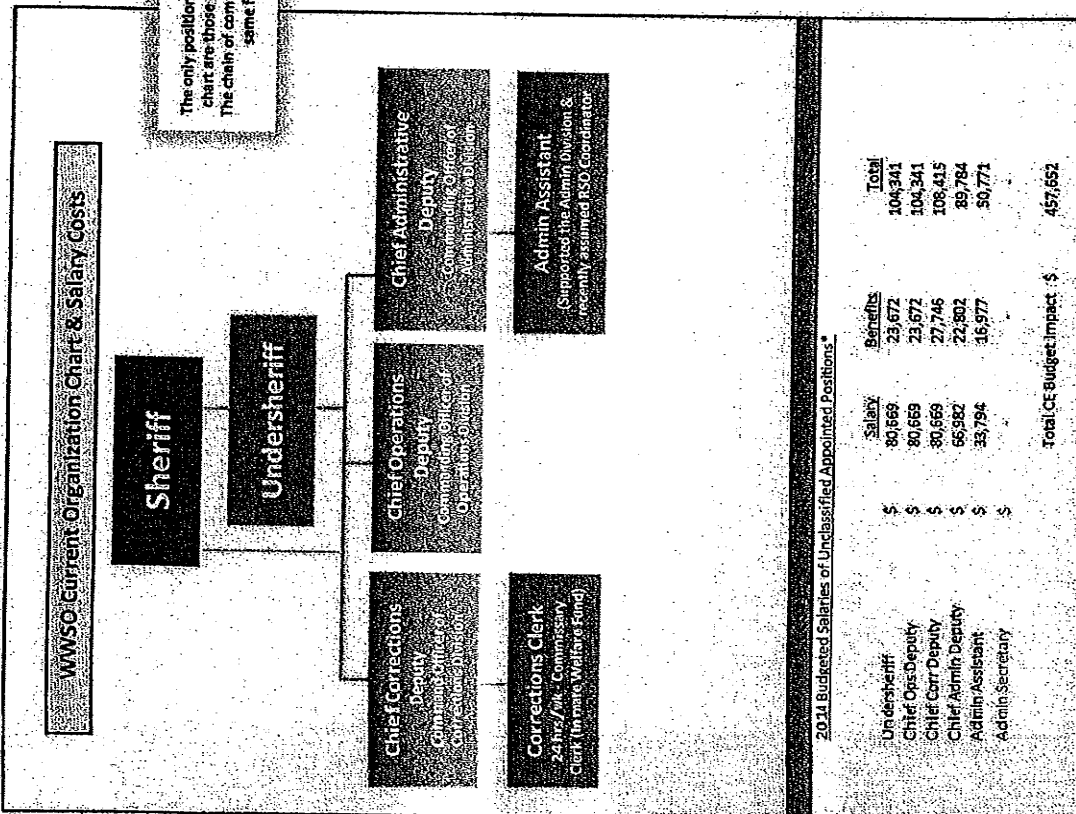
¹ While no positions are directly comparable, certain positions have similar responsibilities from a managerial or financial perspective. These positions include the Chief Financial Officer at Human Services (\$63,732-\$85,404); Clinical Manager at Human Services (\$70,260-\$94,164); Chief Programs and Fleet Management at Public Works (\$73,776-\$98,868).

Former Undersheriff vs. Current Chief Administrative Deputy Comparisons

(Jan 2014)

| Duties | *Former Undersheriff | Current Chief Admin Deputy |
|---|----------------------|----------------------------|
| (This salary does not include the COLA awarded in 2011, 2012, & 2013) 2010 Salary | 73,944 | |
| 2013 Salary | | 66,241 |
| Budget Work | ● | ● |
| Tracks revenue and expenditures against the budget | ● | ● |
| Information requests from outside agencies | ● | ● |
| Public Records Requests | ● | ● |
| Payroll | ● | ● |
| Accounts Payable | ● | ● |
| Depositing of all funds received at the SO | ● | ● |
| Purchasing | ● | ● |
| Travel arrangements | ● | ● |
| Contributed to the Sex Offender Registration Program | ● | ● |
| Supervise staff and deputies when Sheriff/Commanding Officers were unavailable | ● | ● |
| Jail booking records review - as needed | ● | ● |
| Helped with background checks (ran rap sheets) for new hires and sat in on some oral boards | ● | ● |
| Develops and oversees records management processes for data entry of reports, warrants and court orders, records retention, records searches, and report/data generating. | ● | ● |
| Interprets Sheriff's Office Manual, labor contracts, County Personnel Policies and Operations Manual, and Civil Service Rules. | ● | ● |
| Develop and maintain best practice processes for human resource services including maintaining personnel, training, and payroll files. | | ● |
| Managed the L & I claims with HR | ● | ● |
| Payroll action forms & step increase forms | ● | ● |
| Develops and oversee procedures for revenue receipting for all funds and accounts | | ● |
| Trains, models, mentors, motivates & empowers Admin Svcs Division personnel | | ● |
| Develops a staffing model that allows for cross training of personnel so critical systems and services are able to be performed if key personnel are absent. | | ● |
| Develop and manage a training database to facilitate planning and support risk management objectives | | ● |
| Manages special assignments, contracts, programs, & support services | | ● |
| Verifies, tracks and reconciles and/or resolves discrepancies with data | ● | ● |
| Monitors and evaluates the efficiency and effectiveness of service delivery methods for all activities of the Administrative Services Division | | ● |
| Assists in managing the Sheriff's Office Equipment Rental and Revolving Fund (ER&R) in consultation with Public Works Department. | | ● |
| On call and 24 hour call back for SWAT, SAR & emergency logistics | | ● |
| Develops and oversees an inventory of capital, and small and attractable assets | | ● |
| Adheres to and provides cohesive management direction consistent with the Sheriff's Office vision, mission, core values, and the law enforcement code of ethics. | | ● |
| Plans, directs, coordinates, and reviews Administrative Services Division work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures. | | ● |
| Works with other Division Chiefs in completing a physical inventories as required. | | ● |
| Serves as a liaison for the Sheriff's Office with other County departments and outside agencies; negotiates and resolves significant and controversial issues | ● | ● |

*The above results regarding the former Undersheriff were compiled by tenured Admin Svcs Div personnel



**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Chief Administrative Deputy (Appointed)
DEPARTMENT: Sheriff's Office
DIVISION: Administrative Services
REPORTS TO: Undersheriff or Sheriff
PAY RANGE: Determined by the Board of County Commissioners; Full-Time; PLSA Exempt; Benefits Apply

JOB SUMMARY: The Chief Administrative Deputy is a limited-commission civilian command staff position that supervises, coordinates, and manages the programs, activities, and personnel within the Administrative Services Division of the Sheriff's Office and coordinates activities with other Sheriff's Office Divisions, County departments, and outside agencies. The Chief Administrative Deputy assumes management responsibility for all services and activities of Administrative Services Division. Responsible for managing the processes for financial duties and reporting, processes for civil process services, the processes for criminal records management, and the processes for all support services to the Sheriff's Office. Works as an integral member of the Sheriff's Office management team in a multifaceted capacity of financial planning, coordination, monitoring, evaluation of projects and business office operations. The Chief Administrative Deputy provides highly responsible and complex administrative and operational support to the Undersheriff and Sheriff.

SUPERVISORY RESPONSIBILITIES: The Chief Administrative Deputy is the Commanding Officer of Administrative Services Division; as such supervises all Sheriff's Office Administrative Services Division employees. Supervises the Administrative Secretary, Records Management Unit, Civil Services Unit, Support Services Unit, and administrative volunteers.

ESSENTIAL FUNCTIONS:

- Adheres to and provides cohesive management direction consistent with the Sheriff's Office vision, mission, core values, and the law enforcement code of ethics.
- Manages and oversees the activities of Administrative Services Division.
- Plans, directs, coordinates, and reviews Administrative Services Division work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Develops, manages and participates in the administration of the overall Sheriff's Office budget, as well as the Administrative Services Division annual budget; directs the forecast of additional

funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approval of expenditures; directs and implements adjustments as necessary.

- Develops and maintains financial procedures for the revenue receipting of all funds and accounts, accounts payable process, budget building, capacity processes, and reports.
- Develops and maintains best practice procedures for human resource services including maintaining personnel, training and payroll files and managing Labor & Industry and Unemployment claims.
- Develops and oversees records management processes for data entry of reports, warrants and court orders, records retention, records searches, and report/data generating.
- Develops and oversees civil process procedures for receipting of funds, entering of papers, preparation for service, and maintaining all other civil processes.
- Trains, models, mentors, motivates, empowers, and evaluates Administrative Services Division personnel; provides and/or coordinates training.
- Develops a staffing model that allows for cross training of personnel so critical systems and services are able to be performed if key personnel are absent.
- Develops and oversees a training database to facilitate planning and support risk management objectives.
- Interprets Sheriff's Office Manual, labor contracts, County Personnel Policies and Operations Manual, and Civil Service Rules.
- Tracks contract revenues and expenditures against pre-established budgets.
- Assists in managing the Sheriff's Office Equipment Rental and Revolving Fund (ER&R) in consultation with Public Works Department.
- Develops and oversees an inventory of capital and small and attractable assets. Works with other Division Chiefs in completing a physical inventory as required.
- Serves as a liaison for the Sheriff's Office with other County departments and outside agencies; negotiates and resolves significant and controversial issues.

EXAMPLES OF DUTIES:

- Coordinate Administrative Services Division activities with those of other divisions, outside agencies, and organizations.
- Assists in the development and oversees the implementation of goals, objectives, policies, and priorities for assigned Administrative Services Division units.
- Provides responsible staff assistance to the Sheriff and Undersheriff; prepares and presents staff reports and other necessary correspondence.
- Assists Sheriff as liaison to the Board of County Commissioners.
- Recommends appropriate service and staffing levels.
- Recommends and administers policies and procedures, interprets and applies labor agreement and civil service rules.
- Assists in investigations of allegations of employee misconduct.

- Works with employees to correct deficiencies; implements discipline and termination procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loss, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and review with the Sheriff and Undersheriff; implements improvements.
- Assists with the Sheriff's Office hiring processes for Operations Division, Corrections Division, and Administrative Services Division personnel, testing, oral boards, background investigations, and administrative duties related to new hires.
- Manages the training programs for new Administrative Services Division employees.
- Stays abreast of new trends and innovations in the field of law enforcement support, civil, and records management services.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Manages special assignments, contracts, and programs.
- Develops a reliable budget capacity projections process and reporting mechanism.
- Develops and utilizes forward-looking, predictive models, and activity-based financial analyses that provide information into organization's operations and business plans that are consistent with Generally Accepted Accounting Principles (GAAP).
- Monitors monthly vendor billings/expenses against corresponding available resources.
- Processes information for and prepare internal and external reports, and/or other special reports as required.
- Verifies, tracks, updates, reconciles, and/or resolves problems and discrepancies with data, files, forms, statements, or other information and documentation.
- Monitors Personnel actions and prepares Payroll Action Forms and Step Increase Forms.
- Plans, schedules, performs, and assigns a variety of fiscal and clerical tasks.
- Performs related duties as assigned by the Sheriff and/or Undersheriff.

EQUIPMENT TO BE USED: Uses general and specialized office equipment, 10-key calculators, networked computers, individual computers, computer software, printers, copiers, scanners, multi-line phones, and fax machines.

WORKING ENVIRONMENT: Work will be performed both in office environment and outside the office. Physical abilities required for this position are ones typically related to office operations; sitting, standing, bending, reaching, and lifting up to twenty (20) pounds including the need to walk within one-half mile of the office for the purposes of making deposits, attending meetings, and delivery documents and reports when necessary. Abilities include, but not limited to, manual dexterity and visual acuity to operate computers and other office equipment, accessing file cabinets, both on and off site, and sufficient hearing and speech ability to communicate verbally. Must be able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call and 24-hour call-back for emergencies; great mental ability and exertion is required daily.

KNOWLEDGE AND ABILITIES:

- Advanced knowledge and demonstrated ability of Generally Accepted Accounting Principles (GAAP) and Financial Management Systems (FMS) and familiarity with applicable state and federal regulations.
- Ability to manage, direct, and coordinate the work of personnel; provide administrative and professional leadership and direction for Administrative Services Division; recommend and implement goals, objectives, policies and practices for providing effective and efficient law enforcement services.
- Possess knowledge of community resources.
- Ability to develop and maintain positive working relationships with city, county, state, and federal officials, the law enforcement community, and the public.
- Ability to communicate effectively, both orally and in writing, with a diversity of people, including those with social and/or behavioral problems, as well as the handicapped, disabled, and disadvantaged.
- Ability to inspire, mentor, model, nurture, and empower employees.
- Ability to meet multiple deadlines, priorities, and challenging timelines.
- Ability to work independently and as a part of a team.
- Ability to utilize a holistic approach to address needs as they arise.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to maintain adequate data bases.
- Ability to demonstrate sound judgment and ability to make decisions.
- Ability to legally and safely operate a motor vehicle.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile individuals that visit the Sheriff's Office, a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

EDUCATION AND EXPERIENCE: A minimum of one of the following criteria listed for each section must be met:

- Financial: Certified public accountant, or four (4) year accredited college degree (accounting or business) and three (3) years of experience in public finance, or fifteen (15) years of financial work in public finance.
- Supervision: Recognized Human Resource Manager Certification, or a related college degree or five (5) years of experience supervising multiple employees.
- Program Management: Four (4) year college degree related to program management or ten (10) years of experience managing multiple programs.

Policy No.: 10.09.01
HR Effective Date: 01/28/14

LICENSES AND OTHER REQUIREMENTS: Must be a citizen of the United States and at least twenty-one (21) years of age and never have been convicted of a felony or misdemeanor which reflects adversely on the Sheriff's Office. Maintain a current commission as a Washington State Notary Public. Satisfactorily pass the Sheriff's Office background investigation and Sheriff's Office polygraph and/or psychological examination if requested at hire. Maintain a valid driver's license and vehicle insurance coverage. Maintain continuing education and certification.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**

11:15 COUNTY COMMISSIONERS

- a) Miscellaneous or unfinished business to come before the Board

12:00 Recess

1:30 COUNTY COMMISSIONERS

- a) Further discussion and possible decision by the Board of County Commissioners regarding creation of County department of corrections (continued from April 7, 2015)
- b) Miscellaneous or unfinished business to come before the Board

- A D J O U R N -

Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.

Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.