

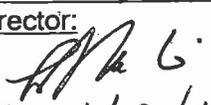
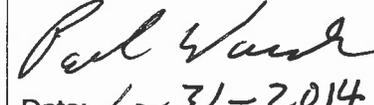
City of Prosser, WA  
601 7<sup>th</sup> Street  
Prosser, WA 99350

CITY COUNCIL  
WORK SESSION AGENDA  
7:00 P.M.  
TUESDAY, FEBRUARY 4, 2014

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS
5. DISCUSSION ITEMS
  - a.) Proposed Park Fees (*L.J. DaCorsi, Public Works Director*)..... *Page 1*
  - b.) Proposed Personnel Policy Manual Amendments (*Regina Mauras, Finance Director*) ..... *Page 11*
6. ADD ON ITEMS
7. ADJOURNMENT

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<p><u>Agenda Title:</u> Discussion of Proposed Ordinance No. 14-_____ Delegating Authority to the Mayor to Promulgate Written Policies and Procedures for Use of City Parks and Park Facilities, and Establishing Fees for Such Park Usage, Repeal PMC Chapter 3.82 and Repeal Ordinance No. 03-2408.</p>		<p><u>Meeting Date:</u> February 4, 2014 Work Session</p>	
<p><u>Department:</u> Public Works</p>	<p><u>Director:</u> L.J. Da Corsi</p>	<p><u>Contact Person:</u> L.J. Da Corsi</p>	<p><u>Phone Number:</u> (509) 786-2332</p>
<p><u>Cost of Proposal:</u> N/A</p>		<p><u>Account Number:</u></p>	
<p><u>Amount Budgeted:</u> N/A</p>		<p><u>Name and Fund#</u></p>	
<p><u>Reviewed by Finance Department:</u> N/A</p>			
<p><u>Attachments to Agenda Packet Item:</u></p> <ol style="list-style-type: none"> <li>Proposed Ordinance No. 14-_____ delegating authority to Mayor and repealing PMC Chapter 3.82 and Ordinance No. 03-2408</li> <li>Copy of Ordinance No. 03-2408</li> <li>Copy of Agenda Bill used for Council discussion of proposed park usage fees and ordinance</li> </ol>			
<p><u>Summary Statement:</u></p> <p>This item was discussed with the Prosser City Council during the November 5, 2013 Work Session. Following a discussion of adopting fees for the use of City Parks and Facilities, Council directed staff to move forward with this ordinance. Council was in agreement to establish the fees as presented and an ordinance for these fees will be necessary after adoption of this ordinance.</p>			
<p><u>Recommended City Council Action/Suggested Motion:</u></p> <p>Discussion of Proposed Ordinance No. 14-_____ Delegating Authority to the Mayor to Promulgate Written Policies and Procedures for Use of City Parks and Park Facilities, and Establishing Fees for Such Park Usage, Repeal PMC Chapter 3.82 and Repeal Ordinance No. 03-2408.</p>			
<p><u>Reviewed by Department Director:</u>  Date: 1/30/14</p>	<p><u>Reviewed by City Attorney:</u>  Date: 1/31/14</p>	<p><u>Approved by Mayor:</u>  Date: 1-31-2014</p>	

CITY OF PROSSER, WASHINGTON  
ORDINANCE NO. 13-\_\_\_\_\_

AN ORDINANCE DELEGATING AUTHORITY TO THE MAYOR TO PROMULGATE WRITTEN POLICIES AND PROCEDURES FOR USE OF CITY PARKS AND PARK FACILITIES, AND ESTABLISHING FEES FOR SUCH PARK USAGE. THE ORDINANCE ALSO REPEALS PROSSER MUNICIPAL CODE CHAPTER 3.82 AND REPEALS ORDINANCE NUMBER 03-2408. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.

Whereas, the City has not updated its park usage rules since 2003 when the City Council adopted Ordinance Number 03-2408; and

Whereas, families and groups often reserve park facilities for their exclusive use; and

Whereas, the City's current regulations do not allow enough flexibility to allow for the exclusive use of park facilities; and

Whereas, the City should charge a fee for such exclusive use of park facilities in an amount sufficient to reimburse the City for the cost to process applications for the exclusive use of park facilities and to reimburse the city for the cost of maintenance of such facilities;

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

**Section 1.** Prosser Municipal Code Section 21.02.010 is hereby enacted to read as follows:

**21.02.010 Use of parks by community groups, athletic teams or private parties.**

A. Subject to subsection B of this section, the Mayor is hereby authorized to promulgate written policies and procedures for use of city parks and park facilities, including by way of example only picnic shelters, athletic facilities, and concert venues for use by community groups, athletic teams and private parties. The Mayor is further authorized to promulgate forms for park use or lease agreements for such purposes, subject to approval by the city attorney. Such policies and procedures and forms shall require indemnity of the city and may require liability insurance with limits determined by the Mayor to be sufficient to protect the city. The Mayor is authorized to establish rules to determine when the city must require a certificate of liability insurance from applicants.

B. The following activities shall not be subject to approval by the Mayor but shall require either the approval of the city council or the issuance of a special event permit in accordance with Chapter 5.30 of the Prosser Municipal Code:

1. Any event at which alcoholic beverages will be served;
2. Any event at which an admission charge will be imposed;
3. Any event at which food or beverages will be sold for consumption in the park; provided, that an approved park rental agreement may allow use of established concession stands;
4. Any event at which food products, arts and crafts, souvenirs or merchandise of any kind will be sold;
5. Any event at which fireworks will be discharged;
6. Any event at which sounds of any origin will exceed 50 dB at any park property boundary after 10:00 p.m.;
7. Any event which is proposed to last more than one day, or proposed as a series of events; and
8. Any event where expected attendance will exceed 150 people.

C. Private for-profit events that infringe on the primary purpose of city parks to provide recreation for the public as a whole should generally not be allowed unless city council finds that such event would promote some other public purpose, such as promoting tourism or cultural values.

D. An applicant shall pay a rental fee at the time of filing the application in the amount established by ordinance of the city council

**Section 2.** Ordinance Number 03-2408 and Prosser Municipal Code Chapter 3.82 are hereby both repealed.

**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, 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 \_\_\_\_\_, 2013.

\_\_\_\_\_  
**MAYOR PAUL WARDEN**

ATTEST:

\_\_\_\_\_  
**CITY CLERK, RACHEL SHAW**

Approved as to form:

  
\_\_\_\_\_  
**CITY ATTORNEY, HOWARD SAXTON**

Date of Publication: \_\_\_\_\_

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SUMMARY OF ORDINANCE NO. 13-

of the City of Prosser, Washington

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On the \_\_\_\_ day of \_\_\_\_\_, 2013, 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 DELEGATING AUTHORITY TO THE MAYOR TO PROMULGATE WRITTEN POLICIES AND PROCEDURES FOR USE OF CITY PARKS AND PARK FACILITIES, AND ESTABLISHING FEES FOR SUCH PARK USAGE. THE ORDINANCE ALSO REPEALS PROSSER MUNICIPAL CODE CHAPTER 3.82 AND REPEALS ORDINANCE NUMBER 03-2408. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.**

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

DATED this \_\_\_\_ day of \_\_\_\_\_, 2013

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CITY CLERK, RACHEL SHAW

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CITY OF PROSSER, WASHINGTON

ORDINANCE NO. 03-2408

AN ORDINANCE RE-ENACTING CHAPTER 3.82 - PARK FACILITIES TO  
TITLE 3 OF THE PROSSER MUNICIPAL CODE

**WHEREAS**, Prosser Municipal Code Chapter 3.82 was erroneously repealed by section one of Ordinance Number 01-2295; and

**WHEREAS**, Section one of Ordinance Number 01-2295 has been amended and corrected; and

**WHEREAS**, correcting the error in section one of Ordinance Number 01-2295 will not revive Prosser Municipal Code Section 3.82;

**NOW THEREFORE**,

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

**Section 1.** There is hereby enacted a new chapter to the Prosser Municipal Code Title 3 which shall read as follows:

**3.82 Park Facilities**

**3.82.010 Concession Stand Usage and Deposit**

A. Any non-profit group or association desiring to use a concession stand at the City Park shall submit an application to the Public Works Director of the City of Prosser on such form as provided by the Public Works Department together with a damage and cleaning deposit of one hundred dollars (\$100.00) for each day or portion thereof that such group or association uses the concession stand.

B. The amount so deposited with the Public Works Department shall be refunded to the group or association after its usage only after the Public Works Director or his designee has made a thorough inspection to insure that the concession stand has been properly cleaned and any damages have been properly repaired. The deposit or such portion thereof as is needed shall be applied to the costs of cleaning and repair of the concession stand if, in the determination of the Public Works Director or his designee, the concession stand has not been properly cleaned or repaired. Any remaining balance shall

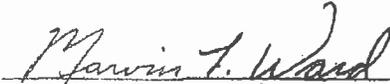
be refunded to the group or association.

C. The group or association using a concession stand shall be fully liable for any and all damage or injury to the concession stand over and above the amount of the deposit.

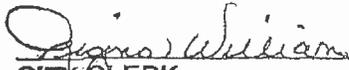
D. The Public Works Director shall develop policies and provide a list of all requirements for the usage of the concession stand.

**Section 2.** This Ordinance shall become effective 5 days after passage and publication as provided for by law.

PASSED by the City Council and APPROVED by the Mayor, this 10<sup>th</sup> day of June, 2003.

  
MAYOR

ATTEST:

  
CITY CLERK

APPROVED AS TO FORM:

  
CITY ATTORNEY

Date of Publication: 6/18/03

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**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

<b>Agenda Title:</b> Discuss proposed park usage fees and park usage ordinance, directing staff to continue the process toward adoption of said fees and ordinance.	<b>Meeting Date:</b> November 5, 2013 Work Session
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<b>Department:</b> Public Works	<b>Director:</b> L.J. Da Corsi	<b>Contact Person:</b> L.J. Da Corsi	<b>Phone Number:</b> (509) 786-2332
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<b>Cost of Proposal:</b> N/A For presentation and discussion only.	<b>Account Number:</b>
<b>Amount Budgeted:</b> N/A	<b>Name and Fund#</b>

**Reviewed by Finance Department:**

- Attachments to Agenda Packet Item:**
1. Proposed Ordinance Draft
  2. Current Ordinance Number 03-2408, to be repealed.

**Summary Statement:**

This proposed ordinance delegates authority to the mayor to promulgate written policies and procedures for use of city parks and park facilities, and establishes fees for such park usage. The ordinance also repeals Prosser Municipal Code Chapter 3.82 and repeals Ordinance Number 03-2408.

The City has not updated its park usage rules since 2003 when the City Council adopted Ordinance Number 03-2408; and the City's current regulations do not allow enough flexibility to allow for the exclusive use of park facilities. After evaluating the costs to operate the parks and the usage of specific park facilities, staff determined the City should charge a fee for such exclusive use of park facilities. These fees would be in an amount sufficient to reimburse the City for the cost to process applications for the exclusive use of park facilities and to reimburse the city for the cost of maintenance of such facilities;

Currently, there are no fees for reserving and using any of these facilities within Prosser's parks. The cost of electricity, water, sewer and general maintenance do tend to increase each year and the City has never imposed any fee to help offset some of these expenses. The following information will demonstrate the anticipated benefits of implementing a simple parks usage fee for certain park facilities.

Prosser's parks receive considerable usage throughout the summer season with City Park and E.J. Miller Park topping the list for the most users. Users, in this case, are defined as those patrons who reserve specific park facilities for private functions or events such as birthday parties, family reunions, company picnics, etc. **Table - 1** below

depicts this usage from 2007 through 2012.

**Table - 1**

PARK FACILITY	2007	2008	2009	2010	2011	2012	AVG
Sylvan Stage	8	11	11	14	28	23	15
City Park Pavilion	89	75	60	79	90	78	79
City Park Concessions	10	2	5	7	6	7	6
E.J. Miller Park Pavilion	69	64	55	65	51	37	57
Crawford Park Pavilion	43	40	21	22	24	28	30
<b>TOTAL</b>	<b>219</b>	<b>192</b>	<b>152</b>	<b>187</b>	<b>199</b>	<b>173</b>	<b>187</b>

City Staff researched four other nearby municipalities to assess what fees they have adopted for their parks usage. Richland, Kennewick, Pasco and Sunnyside have all adopted park use fees. Richland and Kennewick charge by the hour whereas Pasco charges by the half day/full day. Sunnyside, on the other hand, charges by the size of the group. Each of those cities also charges separate fees for residents and non-residents and Richland also has separate fees for commercial and non-profit. Table - 2 illustrates the basic park use fee structure for each of the municipalities listed.

**Table - 2**

KENNEWICK	
RESIDENT	\$10.00/Hour
NON-RESIDENT	\$15.00/Hour

RICHLAND	
RESIDENT	\$10.75/Hour
NON-RESIDENT	\$16.50/Hour
COMMERCIAL	\$20.00/Hour
NON-PROFIT	\$ 5.75/Hour

PASCO			
SHELTERS	RESIDENTS	NON-RESIDENTS	DEPOSIT
Chiawana #1	\$50.00/Half Day	\$75.00/Half Day	\$100.00
Kurtzman Memorial Volunteer	\$90.00/Full Day	\$135.00/Full Day	
Chiawana #2 & Chiawana #3	\$35.00/Half Day \$60.00/Full Day	\$52.00/Half Day \$90.00/Full Day	\$50.00

SUNNYSIDE			
GROUP SIZE	RESIDENTS	NON-RESIDENTS	DEPOSIT
<49	\$20.00	\$25.00	\$50.00
50-100	\$40.00	\$50.00	\$75.00
101-300	\$60.00	\$75.00	\$100.00
301-500	\$100.00	\$125.00	\$300.00
501>	\$151.00	\$188.75	\$500.00

Based upon the data for the number of users at Prosser's park facilities and the fee

schedules for other municipal parks nearby, staff built three options for consideration. Unlike the other cities, there is no hourly fee, no deposit, or no fee increase based on group size. It is based on a flat fee rate. A simple fee structure (with three options), based upon the 6-year average attendance/use is shown in Table - 3 below.

The Parks budget could recognize a slight increase in the revenue stream that would help offset some of the costs of electrical usage and sewer usage. To illustrate, parks electrical costs are approximately \$4,000.00 per year, water costs just for the restrooms are approximately \$3,200 per year and sewer costs are approximately \$6,430.00 per year. Revenue from the parks fees could be \$3900 - \$6000, depending upon which option is selected.

Table - 3

PARK FACILITY	AVG	OPTION 1 @\$20	OPTION 2 @\$25	OPTION 3 @\$30
Sylvan Stage	15	\$ 300	\$ 375	\$ 450
City Park Pavilion	79	\$1580	\$1975	\$2370
Miller Park Pavilion	57	\$1140	\$1425	\$1710
Crawford Park Pavilion	30	\$ 600	\$ 750	\$ 900
YEARLY SUB-TOTAL		\$3620	\$4525	\$5430
Concession Fee (no longer a deposit)		No.1 @\$50	No. 2 @\$75	No. 3 @\$100
City Park Concession	6	\$300	\$450	\$600
GRAND TOTALS		\$3920	\$4975	\$6030

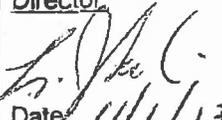
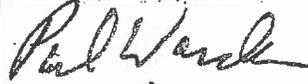
Considering the City's parks do not generate revenue but costs continue to inflate, any revenue stream beyond what is already in place would truly benefit the fund. Staff is presenting this fee proposal to the Council to seek their input, incorporate their ideas and suggestions, and the direction to move forward with an ordinance.

Consistent with or Comparison to:

EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL

Recommended City Council Action/Suggested Motion:

Discuss proposed park usage fees and park usage ordinance, directing staff to continue the process toward adoption of said ordinance.

<b>Reviewed by Department Director:</b>  Date: 11/1/13	<b>Reviewed by City Attorney:</b>  Date: 11/1/13	<b>Approved by Mayor:</b>  Date: 11-1-13
<b>Today's Date:</b> November 1, 2013	<b>Revision Number/Date:</b>	<b>File Name and Path:</b>

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

<b>Agenda Title:</b> Review and Discuss Proposed Changes to the Personnel Policy Manual.		<b>Meeting Date:</b> February 4, 2014 Work Session	
<b>Department:</b> Administration	<b>Director:</b> Paul Warden	<b>Contact Person:</b> Regina Mauras	<b>Phone Number:</b> (509) 786-8225
<b>Cost of Proposal:</b> \$26,180		<b>Account Number:</b> Various	
<b>Amount Budgeted:</b> \$0		<b>Name and Fund#</b> Various	
<b>Reviewed by Finance Department:</b>  N/A			
<b>Attachments to Agenda Packet Item:</b>  <ol style="list-style-type: none"> <li>1. Policy 802 : Vacation</li> <li>2. Policy 409: Education Allowance</li> <li>3. Policy 404: Bi-Lingual Pay</li> </ol>			
<b>Summary Statement:</b>  <p>It has been some time since the Personnel Policy Manual has been updated. As a result several of the components of the policy have become out of date or inconsistent with other units of the City.</p> <p>The attached policies have been revised to be as consistent as possible to provisions provided to the bargaining units of the City. If adopted, these policies would apply to non-union staff members.</p> <p>Vacation buyback is advantageous to the City in that periodically buying back vacation during an employee's tenure will cost less than if the employee cashed out vacation time at retirement after topping out in their pay grade. The cost of a vacation buy back is cheaper in the year vacation is cashed out opposed to future years when an employee is making more money.</p> <p>The opportunity to cash out vacation shall be offered once per year in the month of December. Requests must be submitted by November 15<sup>th</sup> on forms designated by the payroll office and will be paid in December. It should be recognized that emergencies happen. Accordingly, language should be written to include something to the effect of "In the event of an emergency, at the approval of the Finance Department (who would verify the availability of vacation hours), and the approval of the City Administrator; a vacation buyback would be approved for cash out at different time of the year."</p>			

To be eligible to cash out vacation, an employee must have used a minimum of 40 hours vacation and floating holiday in the prior calendar year.

The vacation sell-back option is subject to funding limitations and availability of adequate funds. Vacation sales may be restricted or suspended by the Mayor/City Administrator.

In the event vacation requests exceed available funds, the Human Resources Department shall develop procedures to equitably apportion vacation sales among employees with pending requests.

**Language from the Union Contracts:**

- **Police Department:**
  - 6.5 VACATION BUYBACK - Once annually an employee may elect to exercise the vacation buy back option. If they do so, the City shall compensate them up to a maximum of eighty (80) hours at straight time rate of pay. Regular part time employees shall not be eligible to receive vacation buy back.
  
- **OPEIU: (under negotiation)**
  - 4.5 VACATION BUYBACK: Once annually in December payroll an employee may elect to exercise the vacation buyback option. An employee may elect to exercise the vacation buy back option if they have used a minimum of forty (40) hours vacation during the year. If they do so, the City shall compensate them up to the maximum hours at the straight time rate of pay. Regular part-time employees shall not be eligible to receive vacation buy back.
  
- **Public Works: (under negotiation)**
  - Annual Vacation Buyback will be paid out once a year in the month of December. An employee may exercise the buyback option, and if they do so, the City shall compensate them up to the maximum of forty (40) hours at the straight time rate of pay. Employees may only buy back vacation up to the maximum of forty (40) hours of if he/she has taken a minimum of forty (40) hours vacation in the year. Regular part-time employees shall not be eligible to receive vacation buyback.

**Consistent with or Comparison to:**

EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL

**Recommended City Council Action/Suggested Motion:**

Review and Discuss Proposed Changes to the Personnel Policy Manual. Provide staff direction regarding the preparation of an ordinance to implement these polices.

**Reviewed by Department**

**Director:**



Date: 1-31-2014

**Reviewed by City Attorney:**

Date:

**Approved by Mayor:**



Date: 1-31-2014

**POLICY 802: VACATION**

802.1 Each regular, full-time, unionized employee is entitled to vacation leave, with pay, at his/her regular wage as follows:

START OF YEAR	END OF YEAR	HOURS PER MONTH
0 years	4 years	6.67 hours per month
5 years	9 years	10 hours per month
10 years		10 hours per month plus .67 hours per month for each additional year of service (maximum of 20 hours per month)

802.2 Each regular, full-time, non-union employee is entitled to vacation leave, with pay, at his/her regular wage as follows:

START OF YEAR	END OF YEAR	HOURS PER MONTH
0 years	4 years	8.67 hours per month
5 years	9 years	12 hours per month
10 years		12 hours per month plus .67 hours per month for each additional year of service (maximum of 20 hours per month)

802.2.1 Provided that, upon approval of the Mayor, or the City Administrator under the direction of the Mayor, and/or City Council, an employee hired into a management position (i.e. City Clerk, Finance Director, Police Chief, Public Works Director, Building Official, or Recreation Director) may be placed at the zero, five, or ten-year category above based on experience, education and training as deemed appropriate by the Mayor, or the City Administrator under the direction of the Mayor. Employees starting at the five-year level will move to the ten-year level after five years of service.

802.3 Maximum vacation earned for any employee will be thirty (30) days or 20 hours per month during any anniversary year. Vacation with pay may be accumulated to a total of thirty (30) days (two hundred forty (240) hours).

802.4 No vacation days will be accrued during a leave of absence without pay.

802.5 All new employees must complete six (6) months of their employment to be entitled to vacation leave. Employees resigning prior to completing six (6) months of employment are not entitled to cash out vacation. Regular, part-time

employees will receive vacation on a pro-rata basis. Temporary/seasonal employees are not eligible for any vacation benefits.

802.6 Each department is responsible for scheduling its employee's vacations without undue disruption of department operations. Vacation requests of two (2) days or less should be submitted at least forty-eight (48) hours prior to the time being requested off. Vacation requests of three (3) days or longer normally shall be submitted at least thirty (30) days in advance of the requested time off. Vacation schedules will be established by the Department Head or supervisor who will consider operating conditions and other needs prior to authorizing vacation. Seniority will be considered in establishing such schedules and in resolving conflicting requests.

In the event of an unexpected personnel shortage or work overload, the City may cancel vacation, without the payment of overtime and reschedule the vacation at a mutually agreeable time. Employees that have made travel plans shall be accommodated if the cancellation of vacation will result in an economic loss.

802.7 In cases where City operations have made it impractical for an employee to use vacation time, the Department Head, with the approval of the Mayor, or the City Administrator under the direction of the Mayor, may authorize additional accruals.

802.8 During the first month of employment, vacation hours will be earned as follows:

- Start date on or before the 15<sup>th</sup> of the month – full month accrual; or
- Start date on or after the 16<sup>th</sup> of the month – one-half (½) month accrual.

During the last month of employment, vacation hours will be earned as follows:

- Last date of employment on or before the 15<sup>th</sup> of the month – one-half (½) month accrual; or
- Last date of employment on or after the 16<sup>th</sup> of the month – full month accrual.

802.9 **Once annually an employee may elect to exercise the vacation buy back option. If they do so, the City shall compensate them up to a maximum of eighty (80) hours at the straight time rate of pay.**

**POLICY 409: EDUCATION ALLOWANCE**

409.1 Non Union staff shall receive fifty dollars (\$50.00) per month for an "AA" degree, seventy-five dollars (\$75.00) per month for a "BA/BS" degree, or one hundred dollars (\$100.00) for a MA/MS. The school used to obtain the degree shall be recognized and accepted by the City of Prosser.

**POLICY 404: BI-LINGUAL ALLOWANCE**

Employees in positions requiring bilingual capabilities and who are able to satisfactorily complete a test of their bilingual ability may be given an allowance of **\$40.00** each month on their regular payroll checks. The City will determine the positions requiring such abilities as well as the test to be utilized and the rating scale for such test.