

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

CITY COUNCIL  
REGULAR MEETING AGENDA  
7:00 P.M.  
TUESDAY, JANUARY 14, 2014

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN PARTICIPATION
5. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS
6. DISCUSSION ITEMS
  - a.) Prosser Economic Development Association/Grant Writer Quarterly Report  
(*Deb Heintz, Executive Director and Sue Jetter, Grant Writer*)..... Page 5
  - b.) Prosser Fire District #3 Governance Model ..... Page 8
7. CONSENT AGENDA
  - a. Approve Payment of Payroll Checks Nos. 502753 through 502755 in the Amount of \$2,171.79 and Direct Deposits in the Amount of \$10,900.89 for the Period Ending December 13, 2013 ..... Page 13
  - b. Approve Payment of Payroll Checks Nos. 502756 through 502766 in the Amount of \$21,321.47 and Direct Deposits in the Amount of \$105,135.78 for the Period Ending December 31, 2014..... Page 19
  - c. Approve Payment of Claim Checks Nos. 71952 through 71971 in the Amount of \$36,263.58, and Electronic Payments in the Amount of \$7,350.93 for the Period Ending January 14, 2014..... Page 25
  - d. Approve Payment of Claim Checks Nos. 10000 through 10027 in the Amount of \$228,738.70 and Electronic Payments in the Amount of \$18.00 for the Period Ending January 14, 2014..... Page 35

*The first Ordinance passed will be Ordinance 14-2863  
The first Resolution passed will be Resolution 14-1440*

- e. Approve November 2013 Financial Statement..... *Page 39*
- f. Accept Invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the Month of January and Authorize Payment for those Services in the Amount of \$24,000.00 ..... *Page 69*
- g. Accept Monthly Report by Prosser Economic Development Association for the Month of December 2013 and Authorize Payment for those Services in the Amount of \$2,166.66 and Authorize Payment in the Amount of \$1,333.34 for Grant Writer Services ..... *Page 79*
- h. Adopt the PEDTA Grant Writer Agreement Extension Order for 2014 in the Amount of \$16,000 ..... *Page 84*
- i. Adopt Resolution No. 14-\_\_\_\_\_ Designating the Official Newspaper for the City of Prosser ..... *Page 88*
- j. Approve Addendum No. 3 to Agreement for Professional Services – North Prosser Water System Improvements Project, between the City of Prosser and HLA, Inc., and Authorize the Mayor to Sign the Contract Documents ..... *Page 96*
- k. Approve Progress Estimate No. 3 in the Amount of \$59,604.10 for Work Performed by Rotschy, Inc. through December 24, 2013, on Disinfection, Filtration and Source Improvements Project and Authorize the Mayor to Sign the Documents ..... *Page 104*
- l. Adopt Resolution 14- \_\_\_\_\_ Approving the Interlocal Cooperation Agreement between the City of Prosser and Benton County for the Bituminous Surface Treatment Program 2014 and Authorize the Mayor to Sign the Contract Documents..... *Page 110*
- m. Approve a Memorandum of Agreement between the City of Prosser and Teamsters Local 839 Representing the Police Officers Health and Welfare Changes ..... *Page 122*
- n. Approve a Memorandum of Agreement between the City of Prosser and Teamsters Local 839 Representing the Police Officers Pension Diversion..... *Page 125*
- o. Review and confirm Mayor Warden’s Appointments of Tammy McKeirnan and Mike Kelley to the Board of Adjustment and Other Various Board, Commission, and Committee Appointments by Mayor Warden ..... *Page 129*

**ACTION:**

**8. COUNCIL ACTION**

*The first Ordinance passed will be Ordinance 14-2863  
The first Resolution passed will be Resolution 14-1440*

- a.) **Approve Payment of Claim Check Nos. 10028 and 10029 in the Amount of \$5,346.37 for the Period Ending January 14, 2014** ..... *Page 132*

**RECOMMENDATION:** Move to approve payment of claim check nos. 10028 and 10029 in the Amount of \$5,346.37 for the Period Ending January 14, 2014.

**ACTION:**

- b.) **Adopt Resolution No. 14-\_\_\_\_\_ Establishing Fees for the Recreation Department**..... *Page 134*

**RECOMMENDATION:** Move to adopt RESOLUTION NO. 14-\_\_\_\_\_ establishing fees for the Recreation Department.

**ACTION:**

- c.) **Approve an Agreement with Lexipol for Updating of Police Department Policy Manual and Access to the Lexipol Knowledge Management System for Subscription to the Service and Authorize the Mayor, or his Designee, to Sign the Documents** ..... *Page 138*

**RECOMMENDATION:** Move to approve an agreement with Lexipol for updating of Police Department Policy Manual and access to the Lexipol Knowledge Management System for subscription to the service and authorize the Mayor, or his Designee, to sign the documents.

**ACTION:**

- d.) **ORDINANCE 14-\_\_\_\_\_ Amending Prosser Municipal Code Section 10.04.380 and Amending Section 10 of Ordinance No. 01-2284** ..... *Page 152*

**RECOMMENDATION:** Move to adopt ORDINANCE 14-\_\_\_\_\_ Amending Prosser Municipal Code Section 10.04.380 and Amending Section 10 of Ordinance No. 01-2284.

**ACTION:**

- e.) **ORDINANCE 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** ..... *Page 165*

*The first Ordinance passed will be Ordinance 14-2863  
The first Resolution passed will be Resolution 14-1440*

**RECOMMENDATION:** Move to adopt ORDINANCE 13-\_\_\_\_\_ 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.

**ACTION:**

f.) **ORDINANCE 14-\_\_\_\_\_ Adopting Park Rental Fees in Accordance with Prosser Municipal Code Section 21.02.010.....** *Page 179*

**RECOMMENDATION:** Move to adopt ORDINANCE 14-\_\_\_\_\_ adopting Park Rental Fees in Accordance with Prosser Municipal Code Section 21.02.010.

**ACTION:**

**9. ADD ON ITEMS**

**10. ADJOURNMENT**

*The first Ordinance passed will be Ordinance 14-2863  
The first Resolution passed will be Resolution 14-1440*

**PEDA Grantwriter Report  
January through December 2013**

**Services Provided:**

**Submissions:**

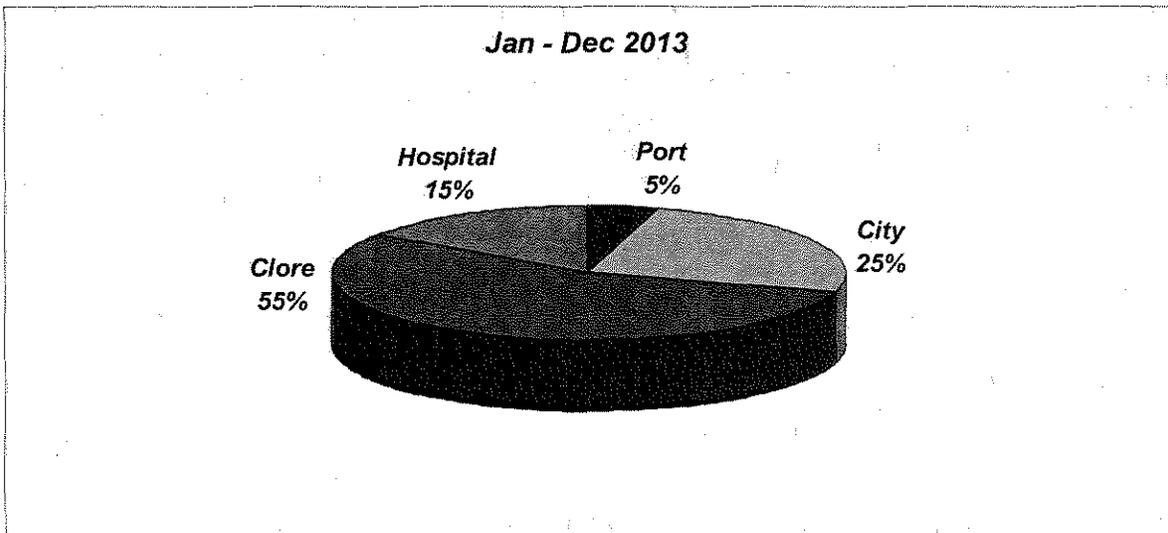
- WA Specialty Crop Block Grant – Marketing Assistance
- COPS – Hiring Program – School Resources Officer
- Mead Foundation – Clore Exhibit
- Kinsman Foundation – Clore Exhibit
- Glide Foundation – Clore Exhibit
- Three Rivers Community Foundation – Library Flooring
- Three Rivers Community Foundation – Clore Exhibits
- Surdna Foundation – Clore Exhibit (Ltr of Inquiry)
- MDU Foundation (Cascade Gas) – Library Flooring
- Northwest Farm Credit Services – Library Flooring
- Ambrose Monell Foundation – Clore Exhibits (Ltr of Inquiry)

**Project Development or Applications Currently in Process**

- eCivis Subscription - Search Efforts & Training – all partners
- 2014 WA Recreation & Conservation Office Grants –  
Crow Butte Park – Port of Benton

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**Time Allocations:** Time provided for the partnership in 2013 totaled 767.25 hours (38% FTE) and was allocated as follows:



## Grantwriter Projects by Partner

**Prosser Memorial Hospital –**

Health Occupation Students – Scholarship Assistance

**City –**

Federal COPS Program – School Resources Officer

Library Flooring Project

**Port of Benton –**

Ongoing search efforts for Crow Butte Park

**Shared Project w/City & Port Benefit – Walter Clore Wine & Culinary Center**

Exhibit Design and Construction – Numerous Applications and Letters of Inquiry

USDA Rural Business Enterprise Grant

Assistance to Capital Campaign & Budget Committees

### Application Status – January through December 2013

**Awarded:**

USDA – Rural Business Enterprise Grant – Clore Equipment	\$ 90,195
Northwest Farm Credit Services – Library Flooring	\$ 1,000
<b>Total Awarded</b>	<b>\$ 90,195</b>

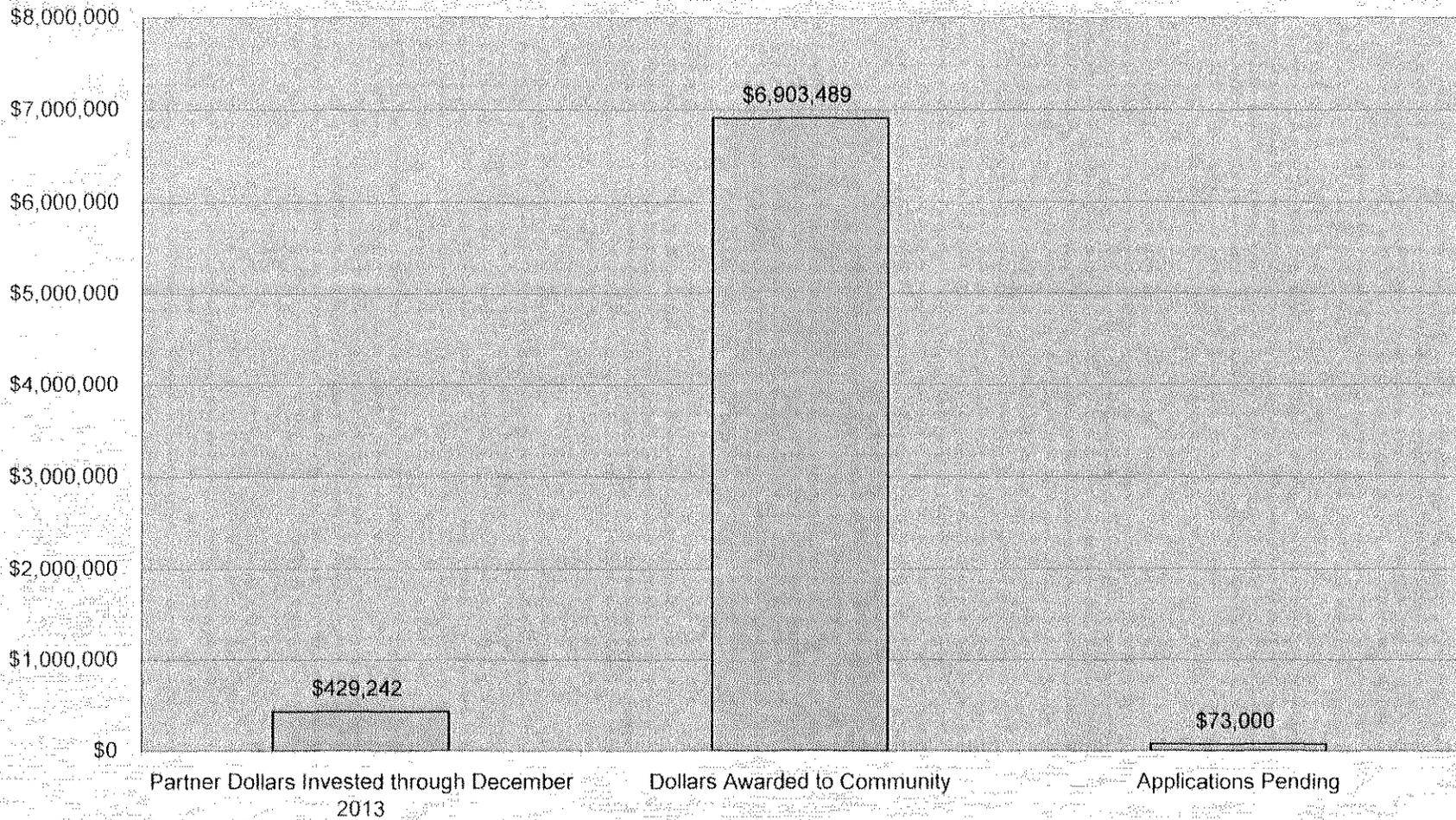
**Pending:**

Three Rivers Community Foundation – Library Flooring	\$ 5,000
Three Rivers Community Foundation – Clore Exhibits	\$ 5,000
Ambrose Monell Foundation – Clore Exhibits (Ltr of Inquiry)	\$ 60,000
MDU Foundation (Cascade Gas) – Library Flooring	\$ 3,000
<b>Total Pending</b>	<b>\$ 73,000</b>

**Denied:**

WA Specialty Crop Block Grant – Clore Exhibit	\$ 86,700
COPS – Hiring Program – School Resources Officer	\$ 223,561
Mead Foundation – Clore Exhibit	\$ 25,000
Glide Foundation – Clore Exhibit	\$ 30,000
Kinsman Foundation – Clore Exhibit	\$ 25,000
Surdna Foundation – Clore Exhibit (Ltr of Inquiry)	\$ 75,000
<b>Total Denied</b>	<b>\$ 465,261</b>

**PEDA Community Grantwriter Program  
Community Return on Investment through December 2013  
\$16.08 returned for every \$1.00 invested**





## *Benton County Fire Protection District #3*

1200 Grant Avenue • Prosser, Washington 99350 • 509/786-3873

January 7, 2014

Dear Joint Fire Board Members,

At the Benton County Fire District #3 meeting last night, the Board of Commissioners held a discussion in regard to changing the Governance Model for PFD 3. In that discussion the Board of Commissioners established a list of deliverables that we believe serve the best interests of all our citizens and should be included in any change in the current Governance Model. The list is as follows:

- No Limitations on the New Government
- No Cap on Tax Levy Rate
- No Cap on 1% Budget Increase
- No Pro-Rationing Agreement
- Increase Board to a 5-Person Board; Consisting of 2-Elected Fire Commissioners from BCFD #3, 2- Elected Fire Commissioners from the City of Prosser and 1 Position at Large.

Respectfully yours,

A handwritten signature in black ink that reads "Randy Fox". The signature is written in a cursive, flowing style.

Randy Fox

Chairman

Annexation of City Into the Fire District		Regional Fire Authority	
<i>PRO</i>	<i>Con</i>	<i>PRO</i>	<i>Con</i>
Emergency Services governed by special purpose district with no competing priorities	City Council no longer 'controls' LOS of Emergency Services	Emergency Services governed by special purpose district with no competing priorities	City Council no longer 'controls' LOS of Emergency Services
Direct governance of Fire District by elected commissioners		Direct governance of Fire District by elected commissioners	
Equalized funding contribution to Fire Department Operations	Potential increase in City property tax	Equalized funding contribution to Fire Department Operations	Potential increase in City property tax
Less government – no Joint Fire Board – direct access by citizens to Fire Commissioners		Less government – no Joint Fire Board – direct access by citizens to Fire Commissioners	
Direct representation to Fire Commissioners by the citizens		Direct representation to RFA Commissioners by the citizens	)
All citizens vote directly on all Fire issues	Potential City-weighted vote on issues (more voters)	All citizens vote directly on all Fire issues	Potential City-weighted vote on issues (more voters)
All Citizens vote directly for elected representatives (Fire Commissioners) – not 'chosen' by Mayor	Potential City-weighted vote on issues (more voters)	All Citizens vote directly for elected representatives (RFA Commissioners) – not 'chosen' by Mayor	Potential City-weighted vote on issues (more voters)
All citizens may become Fire Commissioners	Potential City-weighted vote on issues (more voters)	All citizens in City may become RFA Commissioners	Potential City-weighted vote on issues (more voters)
Potential to increase elected Board to 5 members	Separate ballot issue	Potential to increase elected Board to ??? members	
Potential opportunity to establish voting wards for equal representation	Separate ballot issue	Potential opportunity to establish voting wards for equal representation	
Increased taxing capacity for City	Remote potential long term reduction in property tax collections if the City is also annexed into library district	Immediate potential tax decrease for Fire District	Remote potential long term reduction in property tax collections if the City is also annexed into library district

Immediate potential tax decrease for Fire District	Remote potential long term reduction in property tax collections if the City is also annexed into library district	Immediate and direct savings/increase in City General Fund	Remote potential long term reduction in property tax collections if the City is also annexed into library district
Immediate and direct savings/increase in City General Fund	Remote potential long term reduction in property tax collections if the City is also annexed into library district	No impact by future City annexations	
No impact by future City annexations		Ease of 'expansion' if other jurisdictions desire to join	
SEPARATE simple majority vote	<b>ELECTION RISKS</b> <ul style="list-style-type: none"> <li>• Both votes must pass</li> <li>• Separate ballot issue in Fire District for five (5) Board members</li> <li>• Separate ballot issue for establishing voting wards</li> </ul>	COMBINED simple majority vote	<b>ELECTION RISKS</b> One or other voting block my ultimately decide the election
	Post-Annexation Agreement must be executed between City and Fire District: <ul style="list-style-type: none"> <li>• First year funding</li> <li>• Assets</li> <li>• G.O. Bonds</li> <li>• Fire Prevention activities</li> </ul>		

## IMPLEMENTATION STEPS FOR GOVERNANCE MODELS

Annexation of City Into the Fire District		Regional Fire Authority	
ACTION	OBJECTIVES	ACTION	OBJECTIVES
1. Joint Fire Board Recommendation	After careful deliberation and consideration of Task Force Recommendations, the Joint Board chooses a governance model whereby the City would be annexed into the jurisdiction of the Fire District. Recommendation must determine size of Fire Commissioner Board and 'voter wards' for equal representation.	1. Joint Fire Board Recommendation	After careful deliberation and consideration of Task Force Recommendations, the Joint Board chooses a governance model whereby the City and Fire District would merge into a Regional Fire Protection Authority (RFA)
2. Resolutions	Both entities would facilitate and prepare and adopt mirrored resolutions expressing the desire for annexation and to place the issue at the next authorized voter election. Depending on determination of size/representation of Fire Commissioners, a second ballot issue would authorize the size and voter wards of the expanded Fire District.	2. RFA Planning Committee	The RFA Planning Committee consisting of three appointed City Councilor's and three Fire Commissioners reconvene
3. Post Annexation Agreement	Both entities would negotiate the terms of a "Post Annexation Agreement" to determine and establish agreement on issues that concern assets, finances, services and liabilities	3. Homework Assignment	Both sets of RFA Planning Committee representatives return to their respective legislative bodies for "Gotta Have's" and "Unless otherwise stated" exercise
4. Election	Both jurisdictions must pass the Annexation ballot by a simple majority	4. Negotiations / facilitation	RFA Planning Committee returns and discusses, negotiates and determines if Step #3 requirements of each entity are suitable and agreeable to go forward with the RFA Plan
5. Transfer	On the day of vote certification, the	5. RFA Plan	RFA Planning committee walks

	<p><i>jurisdictional boundaries of the Fire District now include the City of Prosser. Current ILA is eliminated and elements of Post Annexation agreement are enacted; transfer of assets to Fire District executed.</i></p>		<p><i>through the 2010 Prosser RFA Plan and updates, revises and re-writes the 2014 RFA Plan in preparation for adoption by both legislative bodies</i></p>
		6. Adoption	<p><i>Both legislative bodies approve, adopt and pass resolutions placing the RFA issue on the next ballot</i></p>
		7. Public education	<p><i>City and Fire District facilitate joint Public Education effort concerning the formation of the RFA</i></p>
		8. Election	<p><i>Single ballot issue unless there are additional financial elements. Overall , combined simple majority vote for both jurisdictions</i></p>
		9. Transfer	<p><i>On the day of vote certification, the Prosser RFA is formed. Current ILA is eliminated and elements of Post Annexation agreement are enacted; transfer of assets to RFA executed.</i></p>

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

**Agenda Title:** Approve payment of payroll check nos. 502753 through 502755 in the amount of \$2,171.79 and direct deposits in the amount of \$10,900.89 for the period ending December 13, 2013.

**Meeting Date:**  
January 14, 2014  
Regular Meeting

**Department:**  
Finance

**Director:**  
Regina Mauras

**Contact Person:**  
Toni Yost

**Phone Number:**  
(509) 786-2332

**Cost of Proposal:**  
\$13,072.68

**Account Number:**  
Various

**Amount Budgeted:**  
Various amounts in salaries, wages, and benefits.

**Name and Fund#**  
Various

**Reviewed by Finance Department:**

*R. Mauras*

**Attachments to Agenda Packet Item:**

1. Payroll GL Distribution Report
2. Payroll Check Nos. 502753 through 502755
3. ACH Check Register

**Summary Statement:**

Payroll check nos. 502753 through 502755 in the amount of \$2,171.79 and direct deposits in the amount of \$10,900.89 for the period ending December 13, 2013.

**Consistent with or Comparison to:**

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

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

Approve payment payroll check nos. 502753 through 502755 in the amount of \$2,171.79 and direct deposits in the amount of \$10,900.89 for the period ending December 13, 2013.

**Reviewed by Department Director:**

*Regina Mauras*

Date: 12/10/2013

**Reviewed by City Attorney:**

N/A

Date:

**Approved by Mayor:**

*Paul Wacker*

Date: 1-9-2014

**Today's Date:**

December 10, 2013

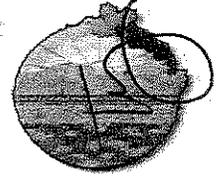
**Revision Number/Date:**

**File Name and Path:**

Payroll  
G/L Distribution Report

User: elia  
Batch: 705-12-2013COMPUTER  
City of Prosser

*City of Prosser*  
601 7th St.  
Prosser, WA 99350  
(509)-786-2332



Account Number	Debit Amount	Credit Amount	Description
Fund 001	General Fund		
Dept			
001-000-110-10-00	0.00	1,842.38	Cash
001-000-210-10-00	0.00	2,095.75	Warrants Payable
<b>Dept Total:</b>	<b>0.00</b>	<b>3,938.13</b>	
001-514-514-23-10	84.15	0.00	Salaries & Wages
001-514-514-23-20	84.15	0.00	Personnel Benefits
001-514-514-30-10	256.03	0.00	Salaries & Wages
001-514-514-30-20	137.70	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>562.03</b>	<b>0.00</b>	
001-521-521-20-10	1,960.16	0.00	Salaries & Wages
001-521-521-20-20	420.75	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>2,380.91</b>	<b>0.00</b>	
001-524-524-20-10	711.48	0.00	Salaries & Wages
001-524-524-20-20	65.03	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>776.51</b>	<b>0.00</b>	
001-576-576-80-10	174.69	0.00	Salaries & Wages
001-576-576-80-20	43.99	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>218.68</b>	<b>0.00</b>	
<b>Fund Total:</b>	<b>3,938.13</b>	<b>3,938.13</b>	
Fund 102	Street Fund		
Dept			
102-000-110-10-00	0.00	247.07	Cash
102-000-210-10-00	0.00	198.01	Warrants Payable
<b>Dept Total:</b>	<b>0.00</b>	<b>445.08</b>	

Account Number	Debit Amount	Credit Amount	Description
102-542-542-90-10	359.98	0.00	Salaries & Wages
102-542-542-90-20	54.31	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>414.29</b>	<b>0.00</b>	
102-543-543-30-10	20.60	0.00	Salaries & Wages
102-543-543-30-20	10.19	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>30.79</b>	<b>0.00</b>	
<b>Fund Total:</b>	<b>445.08</b>	<b>445.08</b>	
Fund 403			Water Fund
Dept			
403-000-110-10-00	0.00	82.34	Cash
403-000-210-10-00	0.00	670.16	Warrants Payable
<b>Dept Total:</b>	<b>0.00</b>	<b>752.50</b>	
403-534-534-80-10	314.52	0.00	Salaries & Wages
403-534-534-80-20	125.85	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>440.37</b>	<b>0.00</b>	
403-539-539-20-10	237.30	0.00	Salaries & Wages
403-539-539-20-20	74.83	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>312.13</b>	<b>0.00</b>	
<b>Fund Total:</b>	<b>752.50</b>	<b>752.50</b>	
Fund 407			Sewer Fund
Dept			
407-000-110-10-00	0.01	0.00	Cash
407-000-210-10-00	0.00	1,051.85	Warrants Payable
<b>Dept Total:</b>	<b>0.01</b>	<b>1,051.85</b>	
407-535-535-80-10	856.76	0.00	Salaries & Wages
407-535-535-80-20	195.08	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>1,051.84</b>	<b>0.00</b>	

Account Number	Debit Amount	Credit Amount	Description
<b>Fund Total:</b>	<b>1,051.85</b>	<b>1,051.85</b>	
Fund 448			Garbage Fund
Dept			
448-000-110-10-00	0.00	0.01	Cash
448-000-210-10-00	0.00	9.61	Warrants Payable
<b>Dept Total:</b>	<b>0.00</b>	<b>9.62</b>	
448-537-537-80-10	6.44	0.00	Salaries & Wages
448-537-537-80-20	3.18	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>9.62</b>	<b>0.00</b>	
<b>Fund Total:</b>	<b>9.62</b>	<b>9.62</b>	
<b>Report Total:</b>	<b>6,197.18</b>	<b>6,197.18</b>	

City of Prosser  
User: elia

Payroll  
Computer Check Register

Printed: 12/10/13 09:06  
Batch: 705-12-2013

<u>Check No</u>	<u>Check Date</u>	<u>Employee Information</u>	<u>Amount</u>
502753	12/13/2013		411.75
502754	12/13/2013		1,154.42
502755	12/13/2013		605.62
Total Number of Employees: 3			2,171.79



**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

**Agenda Title:** Approve payment of payroll check nos. 502756 through 502766 in the amount of \$21,321.47 and direct deposits in the amount of \$105,135.78 for the period ending December 31, 2013.

**Meeting Date:**  
January 14, 2014  
Regular Meeting

**Department:**  
Finance

**Director:**  
Regina Mauras

**Contact Person:**  
Toni Yost

**Phone Number:**  
(509) 786-2332

**Cost of Proposal:**  
\$126,457.25

**Account Number:**  
Various

**Amount Budgeted:**  
Various amounts in salaries, wages, and benefits.

**Name and Fund#**  
Various

**Reviewed by Finance Department:**

*Regina Mauras*

**Attachments to Agenda Packet Item:**

1. Payroll GL Distribution Report
2. Payroll Check Nos. 502756 through 502766
3. ACH Check Register

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

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**Reviewed by Department Director:**

*Regina Mauras*

Date: 12/30/2013

**Today's Date:**

December 27, 2013

**Reviewed by City Attorney:**

N/A

Date:

**Revision Number/Date:**

**Approved by Mayor:**

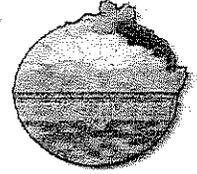
*Paul Wacker*

Date: 1-9-2014

**File Name and Path:**

Payroll  
G/L Distribution Report

*City of Prosser*  
601 7th St.  
Prosser, WA 99350  
(509)-786-2332



User: elia  
Batch: 701-12-2013COMPUTER  
City of Prosser

Account Number	Debit Amount	Credit Amount	Description
Fund 001			General Fund
Dept			
001-000-110-10-00	0.00	7,821.98	Cash
001-000-210-10-00	0.00	83,216.06	Warrants Payable
<b>Dept Total:</b>	<b>0.00</b>	<b>91,038.04</b>	
001-511-511-60-10	2,963.25	0.00	Salaries & Wages
001-511-511-60-20	2,145.97	0.00	Personnel Benefits
001-511-511-60-43	46.00	0.00	Travel & Training
<b>Dept Total:</b>	<b>5,155.22</b>	<b>0.00</b>	
001-514-514-23-10	5,623.87	0.00	Salaries & Wages
001-514-514-23-20	9,338.85	0.00	Personnel Benefits
001-514-514-30-10	955.81	0.00	Salaries & Wages
001-514-514-30-20	1,823.94	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>17,742.47</b>	<b>0.00</b>	
001-518-510-31-10	1,424.28	0.00	Salaries & Wages
001-518-510-31-20	1,424.11	0.00	Personnel Benefits
001-518-518-88-10	264.01	0.00	Salaries and Wages
001-518-518-88-20	458.88	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>3,571.28</b>	<b>0.00</b>	
001-521-521-20-10	19,029.52	0.00	Salaries & Wages
001-521-521-20-12	6,020.72	0.00	Overtime
001-521-521-20-20	22,968.85	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>48,019.09</b>	<b>0.00</b>	
001-524-524-20-10	2,340.78	0.00	Salaries & Wages
001-524-524-20-20	3,633.45	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>5,974.23</b>	<b>0.00</b>	
001-528-528-80-10	607.73	0.00	Salaries & Wages
001-528-528-80-20	903.16	0.00	Personnel Benefits

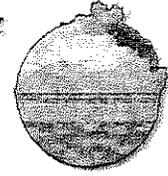
Account Number	Debit Amount	Credit Amount	Description
<b>Dept Total:</b>	<b>1,510.89</b>	<b>0.00</b>	
001-558-558-60-10	1,263.84	0.00	Salaries & Wages
001-558-558-60-20	1,848.97	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>3,112.81</b>	<b>0.00</b>	
001-576-575-20-10	8.27	0.00	Salaries & Wages
001-576-575-20-20	11.54	0.00	Personnel Benefits
001-576-576-80-10	3,098.84	0.00	Salaries & Wages
001-576-576-80-12	138.63	0.00	Standby
001-576-576-80-20	2,694.77	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>5,952.05</b>	<b>0.00</b>	
<b>Fund Total:</b>	<b>91,038.04</b>	<b>91,038.04</b>	
Fund 102	Street Fund		
Dept			
102-000-110-10-00	0.00	3,847.92	Cash
102-000-210-10-00	0.00	9,763.93	Warrants Payable
<b>Dept Total:</b>	<b>0.00</b>	<b>13,611.85</b>	
102-542-542-90-10	7,528.78	0.00	Salaries & Wages
102-542-542-90-12	192.52	0.00	Standby
102-542-542-90-20	4,823.55	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>12,544.85</b>	<b>0.00</b>	
102-543-543-30-10	465.51	0.00	Salaries & Wages
102-543-543-30-20	601.49	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>1,067.00</b>	<b>0.00</b>	
<b>Fund Total:</b>	<b>13,611.85</b>	<b>13,611.85</b>	
Fund 403	Water Fund		
Dept			
403-000-110-10-00	0.00	829.95	Cash
403-000-210-10-00	0.00	21,073.20	Warrants Payable
<b>Dept Total:</b>	<b>0.00</b>	<b>21,903.15</b>	
403-534-534-80-10	6,339.84	0.00	Salaries & Wages

Account Number	Debit Amount	Credit Amount	Description
403-534-534-80-12	1,544.36	0.00	Standby
403-534-534-80-20	9,189.01	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>17,073.21</b>	<b>0.00</b>	
403-539-539-20-10	2,219.03	0.00	Salaries & Wages
403-539-539-20-12	88.55	0.00	Standby
403-539-539-20-20	2,522.36	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>4,829.94</b>	<b>0.00</b>	
<b>Fund Total:</b>	<b>21,903.15</b>	<b>21,903.15</b>	
Fund 407			Sewer Fund
Dept			
407-000-110-10-00	0.00	8,821.62	Cash
407-000-210-10-00	0.00	21,137.36	Warrants Payable
<b>Dept Total:</b>	<b>0.00</b>	<b>29,958.98</b>	
407-535-535-80-10	15,942.36	0.00	Salaries & Wages
407-535-535-80-12	1,743.93	0.00	Standby
407-535-535-80-20	12,272.69	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>29,958.98</b>	<b>0.00</b>	
<b>Fund Total:</b>	<b>29,958.98</b>	<b>29,958.98</b>	
Fund 448			Garbage Fund
Dept			
448-000-210-10-00	0.00	268.27	Warrants Payable
<b>Dept Total:</b>	<b>0.00</b>	<b>268.27</b>	
448-537-537-80-10	113.42	0.00	Salaries & Wages
448-537-537-80-20	154.85	0.00	Personnel Benefits
<b>Dept Total:</b>	<b>268.27</b>	<b>0.00</b>	
<b>Fund Total:</b>	<b>268.27</b>	<b>268.27</b>	
<b>Report Total:</b>	<b>156,780.29</b>	<b>156,780.29</b>	

<u>Check No</u>	<u>Check Date</u>	<u>Employee Information</u>	<u>Amount</u>
502756	12/31/2013		4,409.81
502757	12/31/2013		529.16
502758	12/31/2013		1,446.09
502759	12/31/2013		110.41
502760	12/31/2013		3,395.15
502761	12/31/2013		1,179.24
502762	12/31/2013		2,452.18
502763	12/31/2013		2,531.01
502764	12/31/2013		478.44
502765	12/31/2013		4,411.79
502766	12/31/2013		378.19
Total Number of Employees: 1			21,321.47

Payroll  
ACH Check Register

*City of Prosser*



User: elia  
Printed: 12/26/2013 - 2:06 PM  
Batch: 701-12-2013  
Include Partial: Yes

601 7th St.  
Prosser, WA 99350  
(509)-786-2332

Check Date	Check Number	Partial ACH	Employee Name	Amount
12/31/2013				2,295.84
12/31/2013				1,426.07
12/31/2013				1,750.24
12/31/2013				3,421.37
12/31/2013				2,679.60
12/31/2013				2,759.60
12/31/2013				3,650.83
12/31/2013				3,460.46
12/31/2013				5,174.96
12/31/2013				4,507.32
12/31/2013				4,273.56
12/31/2013				128.81
12/31/2013				5,156.38
12/31/2013				3,533.29
12/31/2013				4,512.14
12/31/2013				3,666.99
12/31/2013				85.72
12/31/2013				3,394.62
12/31/2013				1,680.83
12/31/2013				5,220.84
12/31/2013				2,554.45
12/31/2013				3,371.44
12/31/2013				1,476.91
12/31/2013				3,101.64
12/31/2013				4,086.34
12/31/2013				2,444.43
12/31/2013				3,589.06
12/31/2013				3,066.96
12/31/2013				1,958.13
12/31/2013				1,836.79
12/31/2013				147.21
12/31/2013				4,099.88
12/31/2013				4,038.40
12/31/2013				3,888.43
12/31/2013				2,696.24

Total Employees: 35

Partial ACH: 0.00  
Regular ACH: 105,135.78  
Total: 105,135.78

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

**Agenda Title:** Approve payment of claim check nos. 71952 through 71971, in the amount of \$36,263.58 and Electronic Payments in the amount of \$7,350.93 for the period ending January 14, 2014.

**Meeting Date:**  
January 14, 2014  
Regular Meeting

**Department:**  
Finance

**Director:**  
Regina Mauras

**Contact Person:**  
Toni Yost

**Phone Number:**  
(509) 786-2332

**Cost of Proposal:**  
\$43,614.51

**Account Number:**  
See Attached

**Amount Budgeted:**  
See 2013 budget for each item listed.

**Name and Fund#**  
See Attached

**Reviewed by Finance Department:**

*R. Mauras*

**Attachments to Agenda Packet Item:**

1. Accounts Payable transactions by account and department
2. Check Nos. 71952 through 71971
3. Checks for Approval

**Summary Statement:**

Check Payments	Amount
71952 through 71971	\$36,263.58
Electronic Payments	Amount
Washington Trust Bank	\$6,915.96
Deluxe Business Checks	\$434.97

**Consistent with or Comparison to:**

City's policy to pay bills in a timely manner.

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

Approve payment of claim check 71952 through 71971, in the amount of \$36,263.58 and Electronic Payments in the amount of \$7,350.93 for the period ending January 14, 2014.

**Reviewed by Department Director:**

*Regina Mauras*

**Date:** 1-9-2014

**Reviewed by City Attorney:**

N/A

**Date:**

**Approved by Mayor:**

*Paul Warden*

**Date:** 1-9-2014

**Today's Date:**  
January 9, 2014

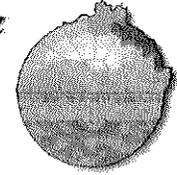
**Revision Number/Date:**

**File Name and Path:**

Accounts Payable  
Transactions by Account and Department

User: elia  
Printed: 01/09/2014 9:37 AM  
Batch: 031-12-2013

*City of Prosser*  
601 7th St.  
Prosser, WA 99350  
(509)-786-2332



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
001-514-514-23-31	Deluxe Business Checks	AP Checks	12/31/2013	0	131.73	
001-514-514-23-31	Deluxe Business Checks	Payroll Checks	12/31/2013	0	129.24	
001-514-514-23-49	US Bank	Monthly Maintenance- Investment Account D	12/31/2013	71970	28.00	
Subtotal for Dept: 514					288.97	
001-518-510-31-31	Grandview Lumber Co	1x6-10' Pine	12/31/2013	71961	32.37	
Subtotal for Dept: 518					32.37	
001-521-521-20-48	Denchel's Ford Country	Replace Engine Cooling Fan	12/31/2013	71957	446.80	
Subtotal for Dept: 521					446.80	
001-524-524-20-32	Bleyhl Farm Service Gas	Fuel Costs-Waste Water and Building	12/31/2013	71955	73.41	
Subtotal for Dept: 524					73.41	
001-558-519-70-41	Prosser Economic Developm	Contract for Services, GrantWriter Agree	12/31/2013	71959	2,166.66	00002994
001-558-519-70-41	Prosser Economic Developm	Contract for Services, GrantWriter Agree	12/31/2013	71959	1,333.34	00002994

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Dept: 558	3,500.00
001-571-571-22-41	Boys & Girls Clubs	Boys and Girls Club	12/31/2013	71967	5,833.33	00002992
					Subtotal for Dept: 571	5,833.33
001-572-572-20-51	Mid-Columbia Library	Mid-Columbia Library-Dec	12/31/2013	71962	14,022.57	00003031
					Subtotal for Dept: 572	14,022.57
001-576-575-20-31	RSI	Season Pass Cards	12/31/2013	71968	288.23	
001-576-575-20-42	Benton REA	Wireless Internet	12/31/2013	71953	79.95	
001-576-576-80-31	Grainger, Inc.	Service Jack	12/31/2013	71960	60.28	
001-576-576-80-31	Commercial Tires	New Tires PW Truck #109	12/31/2013	71969	213.84	
001-576-576-80-32	Bleyhl Farm Service Gas	PW Fuel Costs	12/31/2013	71955	370.39	
					Subtotal for Dept: 576	1,012.69
001-586-586-00-03	Benton Co. Treas. Office	Crime Victim Comp	12/31/2013	71952	156.66	
001-586-586-00-03	WA State Treasurer	PSEA	12/31/2013	71958	5,899.45	
					Subtotal for Dept: 586	6,056.11
					Subtotal for Fund: 001	31,266.25
102-542-542-63-47	Benton REA	Meter Reading- WCR	12/31/2013	71953	667.80	
102-542-542-90-31	Cook's True Value	Leak Seal Spray, Splashblock	12/31/2013	71956	41.65	
102-542-542-90-31	Deluxe Business Checks	AP Checks	12/31/2013	0	17.57	
102-542-542-90-31	Deluxe Business Checks	Payroll Checks	12/31/2013	0	17.23	
102-542-542-90-31	Grainger, Inc.	Service Jack	12/31/2013	71960	60.28	
102-542-542-90-31	Commercial Tires	New Tires PW Truck #109	12/31/2013	71969	213.84	
102-542-542-90-32	Bleyhl Farm Service Gas	PW Fuel Costs	12/31/2013	71955	370.38	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Subtotal for Dept: 542					1,388.75	
Subtotal for Fund: 102					1,388.75	
403-534-534-80-31	Deluxe Business Checks	AP Checks	12/31/2013	0	17.57	
403-534-534-80-31	Deluxe Business Checks	Payroll Checks	12/31/2013	0	17.23	
403-534-534-80-31	Grainger, Inc.	Service Jack	12/31/2013	71960	60.28	
403-534-534-80-31	Commercial Tires	New Tires PW Truck #109	12/31/2013	71969	213.85	
403-534-534-80-31	R&M Equipment	Roots synthetic oil,Filter Elements	12/31/2013	71971	348.00	00003130
403-534-534-80-31	R&M Equipment	Roots synthetic oil,Filter Elements	12/31/2013	71971	112.00	00003130
403-534-534-80-32	Bleyhl Farm Service Gas	PW Fuel Costs	12/31/2013	71955	370.38	
403-534-534-80-41	Utilities Underground Loc.	Excavation Notification	12/31/2013	71966	5.16	
403-534-534-80-42	Benton REA	Wireless Internet	12/31/2013	71953	59.95	
403-534-534-80-47	Benton REA	Meter Reading-Water Tower	12/31/2013	71953	113.22	
Subtotal for Dept: 534					1,317.64	
403-539-539-20-31	Deluxe Business Checks	AP Checks	12/31/2013	0	17.57	
403-539-539-20-31	Deluxe Business Checks	Payroll Checks	12/31/2013	0	17.23	
403-539-539-20-31	Grainger, Inc.	Service Jack	12/31/2013	71960	60.28	
403-539-539-20-31	Commercial Tires	New Tires PW Truck #109	12/31/2013	71969	213.84	
403-539-539-20-32	Bleyhl Farm Service Gas	PW Fuel Costs	12/31/2013	71955	370.39	
Subtotal for Dept: 539					679.31	
403-594-594-34-63	Washington Trust Bank	North Prosser Loan Interest	12/31/2013	0	6,915.96	
Subtotal for Dept: 594					6,915.96	
Subtotal for Fund: 403					8,912.91	

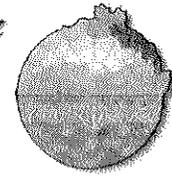
Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
407-535-535-80-31	Bleyhl Farm Service Inc.	Oil Auto Gold	12/31/2013	71954	185.37	
407-535-535-80-31	Deluxe Business Checks	AP Checks	12/31/2013	0	17.57	
407-535-535-80-31	Deluxe Business Checks	Payroll Checks	12/31/2013	0	17.23	
407-535-535-80-31	The Markets, LLC	Super Chill Water	12/31/2013	71964	16.68	
407-535-535-80-32	Bleyhl Farm Service Gas	Fuel Costs-Waste Water and Building	12/31/2013	71955	437.69	
407-535-535-80-41	Utilities Underground Loc.	Excavation Notification	12/31/2013	71966	5.16	
407-535-535-80-45	Oxarc	High Pressure Acetylene, Low Pressure Ox	12/31/2013	71963	34.33	
407-535-535-80-48	Total Energy Management	Repairs to VFD in fire screen	12/31/2013	71965	1,297.77	00003134
Subtotal for Dept: 535					2,011.80	
Subtotal for Fund: 407					2,011.80	
448-537-537-80-31	Deluxe Business Checks	Payroll Checks	12/31/2013	0	17.23	
448-537-537-80-31	Deluxe Business Checks	AP Checks	12/31/2013	0	17.57	
Subtotal for Dept: 537					34.80	
Subtotal for Fund: 448					34.80	
Report Total:					43,614.51	

		<u>Check Amount</u>
<b>Check No:</b> 0	<b>Check Date:</b> 01/14/2014	
Vendor: 32521	Vendor Name: Deluxe Business Checks	434.97
<b>Check No:</b> 0	<b>Check Date:</b> 01/14/2014	
Vendor: 999WTB	Vendor Name: Washington Trust Bank	6,915.96
<b>Check No:</b> 71952	<b>Check Date:</b> 01/14/2014	
Vendor: 30930	Vendor Name: Benton Co. Treas. Office	156.66
<b>Check No:</b> 71953	<b>Check Date:</b> 01/14/2014	
Vendor: 30990	Vendor Name: Benton REA	920.92
<b>Check No:</b> 71954	<b>Check Date:</b> 01/14/2014	
Vendor: 31140	Vendor Name: Bleyhl Farm Service Inc.	185.37
<b>Check No:</b> 71955	<b>Check Date:</b> 01/14/2014	
Vendor: 31141	Vendor Name: Bleyhl Farm Service Gas	1,992.64
<b>Check No:</b> 71956	<b>Check Date:</b> 01/14/2014	
Vendor: 31960	Vendor Name: Cook's True Value	41.65
<b>Check No:</b> 71957	<b>Check Date:</b> 01/14/2014	
Vendor: 32530	Vendor Name: Denchel's Ford Country	446.80
<b>Check No:</b> 71958	<b>Check Date:</b> 01/14/2014	
Vendor: 32601	Vendor Name: WA State Treasurer	5,899.45
<b>Check No:</b> 71959	<b>Check Date:</b> 01/14/2014	
Vendor: 32830	Vendor Name: Prosser Economic Development A	3,500.00
<b>Check No:</b> 71960	<b>Check Date:</b> 01/14/2014	
Vendor: 33630	Vendor Name: Grainger, Inc.	241.12
<b>Check No:</b> 71961	<b>Check Date:</b> 01/14/2014	
Vendor: 33640	Vendor Name: Grandview Lumber Co	32.37
<b>Check No:</b> 71962	<b>Check Date:</b> 01/14/2014	
Vendor: 35288	Vendor Name: Mid-Columbia Library	14,022.57
<b>Check No:</b> 71963	<b>Check Date:</b> 01/14/2014	
Vendor: 35600	Vendor Name: Oxarc	34.33
<b>Check No:</b> 71964	<b>Check Date:</b> 01/14/2014	
Vendor: 36670	Vendor Name: The Markets, LLC	16.68
<b>Check No:</b> 71965	<b>Check Date:</b> 01/14/2014	
Vendor: 38516	Vendor Name: Total Energy Management	1,297.77
<b>Check No:</b> 71966	<b>Check Date:</b> 01/14/2014	
Vendor: 38880	Vendor Name: Utilities Underground Loc.	10.32
<b>Check No:</b> 71967	<b>Check Date:</b> 01/14/2014	
Vendor: 40292	Vendor Name: Boys & Girls Clubs	5,833.33
<b>Check No:</b> 71968	<b>Check Date:</b> 01/14/2014	
Vendor: 40369	Vendor Name: RSI	288.23
<b>Check No:</b> 71969	<b>Check Date:</b> 01/14/2014	
Vendor: 40433	Vendor Name: Commercial Tires	855.37
<b>Check No:</b> 71970	<b>Check Date:</b> 01/14/2014	
Vendor: 40641	Vendor Name: US Bank	28.00
<b>Check No:</b> 71971	<b>Check Date:</b> 01/14/2014	
Vendor: 40838	Vendor Name: R&M Equipment	460.00
<b>Date Total:</b>		<b>43,614.51</b>
<b>Report Total:</b>		<b>0.00 43,614.51</b>

Accounts Payable  
Checks for Approval

*City of Prosser*

601 7th St.  
Prosser, WA 99350  
(509)-786-2332



User: elia  
Printed: 01/09/2014 - 9:40 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
0	01/14/2014	General Fund	Office & Operating Supplies	Deluxe Business Checks	129.24
0	01/14/2014	Street Fund	Office & Operating Supplies	Deluxe Business Checks	17.23
0	01/14/2014	Water Fund	Office & Operating Supplies	Deluxe Business Checks	17.23
0	01/14/2014	Water Fund	Office & Operating Supplies	Deluxe Business Checks	17.23
0	01/14/2014	Sewer Fund	Office & Operating Supplies	Deluxe Business Checks	17.23
0	01/14/2014	Garbage Fund	Office & Operating Supplies	Deluxe Business Checks	17.23
0	01/14/2014	Water Fund	Improvements Other Than Bldgs	Washington Trust Bank	6,915.96
0	01/14/2014	General Fund	Office & Operating Supplies	Deluxe Business Checks	131.73
0	01/14/2014	Water Fund	Office & Operating Supplies	Deluxe Business Checks	17.57
0	01/14/2014	Water Fund	Office & Operating Supplies	Deluxe Business Checks	17.57
0	01/14/2014	Sewer Fund	Office & Operating Supplies	Deluxe Business Checks	17.57
0	01/14/2014	Garbage Fund	Office & Operating Supplies	Deluxe Business Checks	17.57
0	01/14/2014	Street Fund	Office & Operating Supplies	Deluxe Business Checks	17.57
Check Total:					7,350.93
71952	01/14/2014	General Fund	PSEA and CVC Disbursement	Benton Co. Treas. Office	156.66
Check Total:					156.66
71953	01/14/2014	Street Fund	Public Utility Services	Benton REA	667.80
71953	01/14/2014	Water Fund	Public Utility Service	Benton REA	113.22
71953	01/14/2014	General Fund	Communications	Benton REA	79.95
71953	01/14/2014	Water Fund	Communications	Benton REA	59.95
Check Total:					920.92
71954	01/14/2014	Sewer Fund	Office & Operating Supplies	Bleyhl Farm Service Inc.	185.37
Check Total:					185.37
71955	01/14/2014	Sewer Fund	Fuel Consumed	Bleyhl Farm Service Gas	437.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
71955	01/14/2014	General Fund	Fuel Consumed	Bleyhl Farm Service Gas	73.41
71955	01/14/2014	Water Fund	Fuel Consumed	Bleyhl Farm Service Gas	370.38
71955	01/14/2014	Water Fund	Fuel Consumed	Bleyhl Farm Service Gas	370.39
71955	01/14/2014	General Fund	Fuel Consumed	Bleyhl Farm Service Gas	370.39
71955	01/14/2014	Street Fund	Fuel Consumed	Bleyhl Farm Service Gas	370.38
Check Total:					1,992.64
71956	01/14/2014	Street Fund	Office & Operating Supplies	Cook's True Value	41.65
Check Total:					41.65
71957	01/14/2014	General Fund	Repairs & Maintenance	Denchel's Ford Country	446.80
Check Total:					446.80
71958	01/14/2014	General Fund	PSEA and CVC Disbursement	WA State Treasurer	5,899.45
Check Total:					5,899.45
71959	01/14/2014	General Fund	Professional Services	Prosser Economic Development A	2,166.66
71959	01/14/2014	General Fund	Professional Services	Prosser Economic Development A	1,333.34
Check Total:					3,500.00
71960	01/14/2014	Street Fund	Office & Operating Supplies	Grainger, Inc.	60.28
71960	01/14/2014	Water Fund	Office & Operating Supplies	Grainger, Inc.	60.28
71960	01/14/2014	Water Fund	Office & Operating Supplies	Grainger, Inc.	60.28
71960	01/14/2014	General Fund	Office & Operating Supplies	Grainger, Inc.	60.28
Check Total:					241.12
71961	01/14/2014	General Fund	Office & Operating Supplies	Grandview Lumber Co	32.37
Check Total:					32.37
71962	01/14/2014	General Fund	Intergov't Professional Servic	Mid-Columbia Library	14,022.57
Check Total:					14,022.57
71963	01/14/2014	Sewer Fund	Operating Rentals & Leases	Oxarc	34.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	34.33
71964	01/14/2014	Sewer Fund	Office & Operating Supplies	The Markets, LLC	16.68
				Check Total:	16.68
71965	01/14/2014	Sewer Fund	Repairs & Maintenance	Total Energy Management	1,297.77
				Check Total:	1,297.77
71966	01/14/2014	Water Fund	Professional Services	Utilities Underground Loc.	5.16
71966	01/14/2014	Sewer Fund	Professional Services	Utilities Underground Loc.	5.16
				Check Total:	10.32
71967	01/14/2014	General Fund	Professional Services	Boys & Girls Clubs	5,833.33
				Check Total:	5,833.33
71968	01/14/2014	General Fund	Office & Operating Supplies	RSI	288.23
				Check Total:	288.23
71969	01/14/2014	Water Fund	Office & Operating Supplies	Commercial Tires	213.85
71969	01/14/2014	Water Fund	Office & Operating Supplies	Commercial Tires	213.84
71969	01/14/2014	General Fund	Office & Operating Supplies	Commercial Tires	213.84
71969	01/14/2014	Street Fund	Office & Operating Supplies	Commercial Tires	213.84
				Check Total:	855.37
71970	01/14/2014	General Fund	Miscellaneous	US Bank	28.00
				Check Total:	28.00
71971	01/14/2014	Water Fund	Office & Operating Supplies	R&M Equipment	348.00
71971	01/14/2014	Water Fund	Office & Operating Supplies	R&M Equipment	112.00
				Check Total:	460.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
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Report Total:	43,614.51
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**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

**Agenda Title:** Approve payment of claim check nos. 10000 through 10027, in the amount of \$228,738.70 and Electronic Payments in the amount of \$18.00 for the period ending January 14, 2014.

**Meeting Date:**  
January 14, 2014  
Regular Meeting

**Department:**  
Finance

**Director:**  
Regina Mauras

**Contact Person:**  
Toni Yost

**Phone Number:**  
(509) 786-2332

**Cost of Proposal:**  
\$228,756.70

**Account Number:**  
See Attached

**Amount Budgeted:**  
See 2014 budget for each item listed.

**Name and Fund#**  
See Attached

**Reviewed by Finance Department:**

*R Mauras*

**Attachments to Agenda Packet Item:**

1. Check Register # 10000 through 10027

**Summary Statement:**

Check Payments	Amount
10000 through 10027	\$228,738.70
Electronic Payments	Amount
Wa Dept of Licensing	\$18.00

**Consistent with or Comparison to:**

City's policy to pay bills in a timely manner.

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

Approve payment of claim 10000 through 10027, in the amount of \$228,738.70 and Electronic Payments in the amount of \$18.00 for the period ending January 14, 2014.

**Reviewed by Department Director:**  
*Regina Mauras*  
**Date:** 1-9-2014

**Reviewed by City Attorney:**  
N/A  
**Date:**

**Approved by Mayor:**  
*Paul Warden*  
**Date:** 1-9-2014

**Today's Date:**  
January 9, 2014

**Revision Number/Date:**

**File Name and Path:**

# CHECK REGISTER

City Of Prosser  
MCAG #: 0205

01/01/2014 To: 01/31/2014

Time: 09:08:22 Date: 01/14/2014

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2	01/14/2014	Claims	1	EFT	WA Dept Licensing-CPL	18.00	Concealed Pistol License-WL.
					001 - 586 00 01 000 - Concealed Pistol Lic Disburse	18.00	Concealed Pistol License-WL.
3	01/14/2014	Claims	1	10000	AWC	3,591.00	2014 Membership Fee
					001 - 518 10 41 000 - Professional Services	3,591.00	2014 Membership Fee
4	01/14/2014	Claims	1	10001	Abadan Inc.	35.74	Finance Dept Printer Maintenance; PD Copy Machine Maintenance
					001 - 514 23 48 000 - Repairs & Maintenance	16.25	Finance Dept Printer Maintenance
					001 - 514 23 48 000 - Repairs & Maintenance	19.49	PD Copy Machine Maintenance
5	01/14/2014	Claims	1	10002	BIAS Software	12,335.55	2014 Service Agreement
					001 - 518 88 48 000 - Repairs & Maintenance	2,319.74	
					403 - 534 80 48 000 - Repairs & Maintenance	3,047.50	
					407 - 535 80 48 000 - Repairs & Maintenance	3,047.50	
					448 - 537 80 48 000 - Repairs & Maintenance	1,601.07	
					102 - 543 30 48 102 - Repairs & Maintenance	2,319.74	
6	01/14/2014	Claims	1	10003	Bank of New York Mellon	301.75	Administration Fee- 2011 LTGO Bond
					233 - 592 75 85 000 - Bond Admin Fees	301.75	Administration Fee- 2011 LTGO Bond
7	01/14/2014	Claims	1	10004	Cook's True Value	68.31	AA Battery; Linen Spr Refill, Lysol Neutra Air Refil; 22" Snow Brush, Mini Glasss Scraper, Sandpaper; PW Supplies
					001 - 518 31 31 000 - Office & Operating Supplies	8.52	22" Snow Brush, Mini Glasss Scraper, Sandpaper
					001 - 518 31 31 000 - Office & Operating Supplies	4.65	Toil Hing Bolt
					001 - 518 31 31 000 - Office & Operating Supplies	10.27	Paint Rollers
					407 - 535 80 31 000 - Office & Operating Supplies	11.89	Poly Whisk Brom
					407 - 535 80 31 000 - Office & Operating Supplies	5.40	Pull Lamp Adapter
					102 - 542 90 31 000 - Office & Operating Supplies	10.82	AA Battery
					102 - 542 90 31 000 - Office & Operating Supplies	16.76	Linen Spr Refill, Lysol Neutra Air Refil
8	01/14/2014	Claims	1	10005	Bradley Dennis	115.00	CDL Physical
					403 - 534 80 49 000 - Miscellaneous	28.75	CDL Physical
					403 - 539 20 49 000 - Miscellaneous	28.75	CDL Physical
					102 - 542 90 49 000 - Miscellaneous	28.75	CDL Physical
					001 - 576 80 49 000 - Miscellaneous	28.75	CDL Physical
9	01/14/2014	Claims	1	10006	International Institute	170.00	2014 Membership Renewal
					001 - 514 30 49 000 - Miscellaneous	170.00	2014 Membership Renewal
10	01/14/2014	Claims	1	10007	The Janitor's Closet	742.63	Cleaning Supplies
					001 - 518 31 31 000 - Office & Operating Supplies	394.28	Paper Towels, Glass Cleaner, Can Liners
					001 - 572 50 31 000 - Office & Operating Supplies	348.35	Paper Towels, Glass Cleaner, Can Liners
11	01/14/2014	Claims	1	10008	LEAF	136.05	PD Copy Machine Maintenance
					001 - 514 23 45 000 - Operating Rentals & Leases	136.05	PD Copy Machine Maintenance
12	01/14/2014	Claims	1	10009	Tim Medley	115.00	CDL Physical
					403 - 534 80 49 000 - Miscellaneous	28.75	CDL Physical
					403 - 539 20 49 000 - Miscellaneous	28.75	CDL Physical
					102 - 542 90 49 000 - Miscellaneous	28.75	CDL Physical
					001 - 576 80 49 000 - Miscellaneous	28.75	CDL Physical
13	01/14/2014	Claims	1	10010	Mid-Columbia Library	14,022.57	Mid-Columbia Library Service
					001 - 572 20 51 000 - Intergov't Professional Servic	14,022.57	Mid-Columbia Library Services
14	01/14/2014	Claims	1	10011	Moon Security	54.95	Basic Commercial Monitoring
					001 - 521 20 41 001 - Professional Services	54.95	Basic Commercial Monitoring

# CHECK REGISTER

City Of Prosser  
MCAG #: 0205

01/01/2014 To: 01/31/2014

Time: 09:08:22 Date: 01/14/2014  
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
15	01/14/2014	Claims	1	10012	NCW Chapter of ICC	460.00	Annual Building Officials Short Course-Barry Morrow; Annual Building Officials Short Course March 13-14 2014- Nick Alsbury
					001 - 524 20 49 000 - Miscellaneous	230.00	
					001 - 524 20 49 000 - Miscellaneous	230.00	
16	01/14/2014	Claims	1	10013	Northwest Biosolids Management	510.00	2014 Annual Dues
					407 - 535 80 49 000 - Miscellaneous	510.00	
17	01/14/2014	Claims	1	10014	PNWS - AWWA	250.00	2014 Annual Dues
					403 - 534 80 49 000 - Miscellaneous	250.00	
18	01/14/2014	Claims	1	10015	Platt Electric Company	15.53	Swivel Mount
					403 - 534 80 31 000 - Office & Operating Supplies	15.53	Swivel Mount
19	01/14/2014	Claims	1	10016	Prosser Chamber of Commerce	24,000.00	Tourisim And Promotion
					131 - 573 10 41 000 - Professional Services	4,000.00	Tourisim Promotion Area
					130 - 573 90 41 000 - Professional Services - Chaml	20,000.00	VIC Operations And Tourisim Promotion
20	01/14/2014	Claims	1	10017	Rainwater Water Co.	6.00	Water
					407 - 535 80 31 000 - Office & Operating Supplies	6.00	
21	01/14/2014	Claims	1	10018	Brian and Julie Sollers	105.00	CPL Refund
					001 - 322 90 00 000 - Other Non-Bus Lic & Permits	-32.00	CPL Refund
					001 - 386 10 01 000 - Concealed Pistol Lic - State	-73.00	CPL Refund
22	01/14/2014	Claims	1	10019	Sunnyside Valley Irrigation	157,039.93	2014 Irrigation Assessment; 2014 Irrigation Assessment
					403 - 539 20 47 000 - Public Utility Services	156,930.04	
					403 - 539 20 47 000 - Public Utility Services	109.89	
23	01/14/2014	Claims	1	10020	The Markets, LLC	12.51	Mountain Mist Water
					407 - 535 80 31 000 - Office & Operating Supplies	12.51	Mountain Mist Water
24	01/14/2014	Claims	1	10021	WA Assoc Bldg Officials	95.00	2014 Membership Renewal
					001 - 524 20 49 000 - Miscellaneous	95.00	2014 Membership Renewal
25	01/14/2014	Claims	1	10022	WA Assoc Sheriffs & Chiefs	180.00	2014 Dues
					001 - 521 20 51 001 - Intergov't Professional Servic	180.00	2014 Dues
26	01/14/2014	Claims	1	10023	WA Assoc of Public Records	25.00	2014 Membership Renewal
					001 - 514 30 49 000 - Miscellaneous	25.00	2014 Membership Renewal
27	01/14/2014	Claims	1	10024	WA Certification Services	42.00	2014 BAT Renewal
					403 - 534 80 49 000 - Miscellaneous	42.00	
28	01/14/2014	Claims	1	10025	WA Dept of Commerce	12,946.68	Loan Payment C1999-128
					403 - 591 34 78 000 - Intergovernmental Loans	5,325.63	
					407 - 591 35 78 000 - Intergovernmental Loans	5,325.64	
					403 - 592 34 83 403 - Interest On Long-Term Exterr	1,147.71	
					407 - 592 35 83 000 - Interest On Long-Term Exterr	1,147.70	
29	01/14/2014	Claims	1	10026	WA Finance Officers Assoc	150.00	2014 Membership Renewal-T.Y., E.B., R.M.
					001 - 514 23 49 000 - Miscellaneous	150.00	2014 Membership Renewal-T.Y., E.B., R.M.
30	01/14/2014	Claims	1	10027	eCivis, Inc	1,212.50	ECivis Master Subscription And Service Agreement-2014 Subscription
					001 - 511 60 49 000 - Miscellaneous	1,212.50	

320 Licenses & Permits	32.00
380 Non Revenues	73.00
511 Legislative	1,212.50

# CHECK REGISTER

City Of Prosser  
MCAG #: 0205

01/01/2014 To: 01/31/2014

Time: 09:08:22 Date: 01/14/2014  
Page: 3

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo	
		514		Financial, Recording & Elections	516.79		
		518		Centralized Services	6,328.46		
		521		Law Enforcement	234.95		
		524		Protective Inspections	555.00		
		572		Libraries	14,370.92		
		576		Park Facilities	57.50		
		580		Non Expeditures	18.00		
		<b>001 General Fund</b>			<b>23,399.12</b>		
		542		Streets - Maintenance	85.08		
		543		Streets Admin & Overhead	2,319.74		
		<b>102 Street Fund</b>			<b>2,404.82</b>		
		573		Cultural & Community Activities	20,000.00		
		<b>130 Hotel/Motel Tax Fund</b>			<b>20,000.00</b>		
		573		Cultural & Community Activities	4,000.00		
		<b>131 Tourism Promotion Area Fund</b>			<b>4,000.00</b>		
		591		Debt Service - Principal Repayment	301.75		
		<b>233 2011 GO Bond - Pool</b>			<b>301.75</b>		
		534		Water Utilities	3,412.53		
		539		Irrigation And Reclamation	157,097.43		
		591		Debt Service - Principal Repayment	6,473.34		
		<b>403 Water Fund</b>			<b>166,983.30</b>		
		535		Sewer	3,593.30		
		591		Debt Service - Principal Repayment	6,473.34		
		<b>407 Sewer Fund</b>			<b>10,066.64</b>		
		537		Garbage & Solid Waste	1,601.07		
		<b>448 Garbage Fund</b>			<b>1,601.07</b>		
						<b>Claims:</b>	<b>228,756.70</b>
		* Transaction Has Mixed Revenue And Expense Accounts				<b>228,756.70</b>	



Signature

1/9/2014

Date

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<u>Agenda Title:</u> Approval of the November 2013 Financial Statement.		<u>Meeting Date:</u> January 14, 2014 Regular Meeting	
<u>Department:</u> Finance	<u>Director:</u> Regina Mauras	<u>Contact Person:</u> Toni Yost	<u>Phone Number:</u> (509) 786-2332
<u>Cost of Proposal:</u>		<u>Account Number:</u>	
<u>Amount Budgeted:</u>		<u>Name and Fund#</u>	
<u>Reviewed by Finance Department:</u> <i>R Mauras</i>			
<u>Attachments to Agenda Packet Item:</u>  Financial Statement for November 2013			
<u>Summary Statement:</u>  The November 2013 Financial Statement reflects revenue and expenditure activity which occurred within the City of Prosser through November 2013.			
<u>Consistent with or Comparison to:</u>  EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
<u>Recommended City Council Action/Suggested Motion:</u>  Approval of the November 2013 Financial Statements.			
<u>Reviewed by Department Director:</u>  <i>Regina Mauras</i>  Date: <i>11/3/2014</i>	<u>Reviewed by City Attorney:</u>  N/A  Date:	<u>Approved by Mayor:</u>  <i>Paul Warden</i>  Date: <i>1-9-2014</i>	
<u>Today's Date:</u>  January 3, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>	



# **City of Prosser**

# **Financial Statement**

**November 2013**



## Cash Reconciliation



**City of Prosser, WA**

**Cash & Investments**

Cash	Sep-13	Oct-13	Nov-13
Money Market Account (AWB)	444,844.51	607,323.42	858,746.89
Advance Travel Account (AWB)	1,000.00	1,000.00	1,000.00
IRS Section 125 (AWB)	1,140.46	1,140.46	1,140.46
Petty Cash	650.00	650.00	650.00
Washington Trust Bank	21,179.42	4,114.70	2.45
Other			
<b>Total Cash</b>	<b>\$ 468,814.39</b>	<b>\$ 614,228.58</b>	<b>\$ 861,539.80</b>

Investments	Sep-13	Oct-13	Nov-13
State investment Pool	\$ 2,859,459.56	\$ 2,859,765.37	\$ 2,860,038.32
US BANK Time Value Investments	\$ 5,997,910.77	\$ 5,997,910.77	\$ 5,997,910.77
<b>Total investments</b>	<b>\$ 8,857,370.33</b>	<b>\$ 8,857,676.14</b>	<b>\$ 8,857,949.09</b>

<b>Total Cash &amp; Investments</b>	<b>\$ 9,326,184.72</b>	<b>\$ 9,471,904.72</b>	<b>\$ 9,719,488.89</b>
-------------------------------------	------------------------	------------------------	------------------------

**Reconciling Items**

Current Pending Deposits	Sep-13	Oct-13	Nov-13
Deposits not Credited	\$ (29,329.54)	\$ (187,548.08)	\$ (583.79)
Deposits credited, not posted	\$ 149,422.21	\$	\$ 4,604.85
Other :			
<b>Total Pending Deposits</b>	<b>\$ 120,092.67</b>	<b>\$ (187,548.08)</b>	<b>\$ 4,021.06</b>

Outstanding Checks	Sep-13	Oct-13	Nov-13
Payments not Credited			
Payments credited, not posted	\$ (1,037.24)	\$ (1,037.24)	\$ (4,147.15)
<b>Total Outstanding Checks</b>	<b>\$ (1,037.24)</b>	<b>\$ (1,037.24)</b>	<b>\$ (4,147.15)</b>

Returned Items (NSF)	Sep-13	Oct-13	Nov-13
	\$ (135.84)		
	\$ (184.44)		
<b>Total Returned Items (NSF)</b>	<b>\$ (320.28)</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Reconciling Items</b>	<b>\$ 118,735.15</b>	<b>\$ (188,585.32)</b>	<b>\$ (126.09)</b>
--------------------------------	----------------------	------------------------	--------------------

<b>Sub-Total</b>	<b>\$ 9,207,449.57</b>	<b>\$ 9,660,490.04</b>	<b>\$ 9,719,614.98</b>
------------------	------------------------	------------------------	------------------------

	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ -</b>
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Outstanding Checks	Sep-13	Oct-13	Nov-13
Outstanding WTB Checks	15,708.92	4,114.25	0.00
Outstanding Payroll Checks	24,639.65	18,246.36	13,904.58
Outstanding Accounts Payable Checks	317,363.00	170,832.42	415,589.62
	357,711.57	193,193.03	429,494.20

<b>General Ledger Balance</b>	<b>\$ 8,849,738.00</b>	<b>\$ 9,467,297.01</b>	<b>\$ 9,290,120.78</b>
-------------------------------	------------------------	------------------------	------------------------

November 2013

Checkbook	
Money Market	\$858,872.98
Advance Travel	1,000.00
Section 125	1,140.46
Washington Trust Bank	2.45
Investment:	
WA State Pool	2,860,038.32
US Bank SafeKeeping	5,997,910.77
Petty Cash	650.00

9,719,614.98 ✓

TOTAL

0.00

springbrook	
cash	9,290,120.78
investment	0.00
Outstanding WTB checks	0.00
outstanding payroll	13,904.58
outstanding claims	415,589.62

9,719,614.98 ✓

*100*

# General Ledger

## Cash and Investment Report1

User: elia

Printed: 12/17/13 14:28:40

Period 11 - 11

Fiscal Year 2013 - 2013

		<b>2013</b>
<b>Fund</b>	<b>Description</b>	<b>End Bal</b>
001	General Fund	607,828.13
102	Street Fund	103,687.55
103	Transportation Benefit Distric	2,158.88
110	Arterial Street Fund	131,429.24
111	Municipal Capital Improvement	115,625.35
115	General Fund Reserve	227,078.29
116	City Facilities Reserve Fund	24,459.75
117	Employee Benefits Security	30,034.63
118	General Fund Capital Reserve	0
130	Hotel/Motel Tax Fund	46,109.73
131	Tourism Promotion Area Fund	12,610.16
141	Public Works Equipment Reserve	0
144	PS Enhancement Fund	13,187.89
145	Narcotics Dog Operations Fund	770.91
146	Drug Enforcement Fund	12,633.11
147	Police Investigative Fund	44,496.67
148	Criminal Justice Fund	785,654.99
150	Water Debt Payoff Reserve	0
152	Infrastructure Develop Reserve	532,185.45
221	LID Guarantee Fund	55,555.38
227	1993 GO Bond Flexline - Fire	0
228	1994 GO Bond Flexline - Sewer	0
229	1996 GO Bond - Fire Station	3,607.96
230	LID 94-1 - Gap Road	0
231	1999 LTGO Bond - PW Equipment	0
232	ULID 99-1 E Prosser Indust Pk	0
233	2011 GO Bond - Pool	303.45
234	Local Improvment Dist 10-23	0.01
301	REET - First Quarter %	7,498.95
307	Wine Country Rd Impr Constrctn	0
313	Skatepark Construction Fund	0
403	Water Fund	1,193,277.45
407	Sewer Fund	738,111.18
409	Consumer Utility Deposits Fund	1,650.00
420	Zone 2.5 Water Supply Improv	0
442	1997 W/S Refunding Bond Redemp	72,880.71
443	1997 W/S Refunding Bond Reserv	626,058.44
444	1998 Water Revenue Bond Redemp	7,152.18
445	1998 Water Revenue Bond Reserv	169,837.94

448	Garbage Fund	416,952.18
449	1999 Water Revenue Bond Redemp	7,433.04
450	1999 Water Revenue Bond Reserv	84,562.45
451	Water Facilities Reserve Fund	1,478.02
452	Sewer Facilities Reserve Fund	2,842,672.48
453	N Prosser Water Sys Debt Red.	340,921.53
454	N Prosser Water Sys Debt Res.	16,052.73
606	Library Memorial Fund	12,023.51
612	IRS Section 125 Fund	1,140.46
631	Claims Fund	0
632	Payroll Fund	0
633	Fiscal Agency Clearing Fund	0
634	Investment Control Fund	0
635	Petty Cash Fund	0
636	Advance Travel Expense Fund	1,000.00
637	PFD Liquidation Fund	0
	Asset Total	9,290,120.78

	Outstanding WTB check	0.00
	Payroll Outstanding Checks	13,904.58
	Accounts Payable Outstanding Checks	415,589.62

TOTAL 9,720,614.98



## Fund Balance & Activity



**CITY OF PROSSER**  
**FINANCIAL STATEMENT**  
For the Period Ending November 30, 2013

BARS CODE		Fund Number and Name					
		001 General Fund					
		2013 Budget	2013 Actual	% Spent/ Received	% of budget	2013 Projected	2012 Actual
	<b>Beginning Net Cash and Investments</b>	<b>\$300,500.00</b>	<b>\$441,123.18</b>			<b>\$441,123.18</b>	<b>\$276,945.21</b>
	<b>Revenues and Other Sources</b>						
310	Taxes	\$3,646,950.00	\$3,470,526.50		95.16%	\$3,714,262.71	\$3,475,548.90
320	Licenses and Permits	\$130,900.00	\$156,392.08		119.47%	\$159,752.08	\$152,137.43
330	Intergovernmental	\$252,278.00	\$207,751.11		82.35%	\$208,046.50	\$126,946.06
340	Charges for Goods and Services	\$196,925.00	\$202,394.18		102.78%	\$203,417.97	\$221,526.44
350	Fines and Forfeits	\$102,700.00	\$84,439.17		82.22%	\$91,021.00	\$83,833.90
360	Miscellaneous	\$33,260.00	\$30,916.24		92.95%	\$32,397.03	\$34,573.88
370	Capital Contributions	\$0.00	\$0.00		0.00%	\$0.00	\$0.00
390	Other Financing Sources	\$17,355.24	\$19,495.70		112.33%	\$17,355.24	\$0.00
	<b>Total Revenues and Other Sources</b>	<b>\$4,380,368.24</b>	<b>\$4,171,914.98</b>	<b>95.24%</b>	<b>95.24%</b>	<b>\$4,426,252.53</b>	<b>\$4,094,566.61</b>
	<b>Total Resources</b>	<b>\$4,680,868.24</b>	<b>\$4,613,038.16</b>	<b>98.55%</b>	<b>98.55%</b>	<b>\$4,867,375.71</b>	<b>\$4,371,511.82</b>
	<b>Operating Expenditures:</b>						
510	<b>General Government</b>	<b>\$1,147,726.00</b>	<b>\$948,054.91</b>	<b>82.60%</b>	<b>82.60%</b>	<b>\$1,133,780.00</b>	<b>\$913,917.02</b>
	511- City Council	\$124,508.00	\$100,058.22		80.36%	\$115,000.00	\$27,940.53
	512- Judicial	\$105,000.00	\$84,810.71		80.77%	\$95,000.00	\$88,546.87
	513- Administration	\$0.00	\$0.00		0.00%	\$0.00	\$59,261.16
	51423 - Finance	\$429,230.00	\$361,208.73		84.15%	\$400,000.00	\$357,341.75
	51430 - Clerk	\$91,100.00	\$84,186.04		92.41%	\$105,500.00	\$75,084.14
	515 - Legal	\$30,000.00	\$15,886.06		52.95%	\$20,000.00	\$33,427.53
	51810- Labor Relations	\$52,600.00	\$36,167.72		68.76%	\$75,000.00	\$75,371.70
	51831 - Facilities	\$203,508.00	\$176,829.99		86.89%	\$190,000.00	\$151,062.94
	51888 - Information Systems	\$98,780.00	\$82,103.68		83.12%	\$120,280.00	\$45,880.40
	Other	\$13,000.00	\$6,803.76		52.34%	\$13,000.00	\$0.00
520	<b>Public Safety</b>	<b>\$2,144,828.00</b>	<b>\$1,947,862.38</b>	<b>90.82%</b>	<b>90.82%</b>	<b>\$2,162,459.00</b>	<b>\$1,942,020.05</b>
	521 - Police	\$1,342,268.00	\$1,285,124.45		95.74%	\$1,360,000.00	\$1,028,714.84
	52210 - Fire	\$318,760.00	\$253,139.79		79.41%	\$303,760.00	\$313,031.24
	52221 - Dispatch	\$196,200.00	\$201,601.02		102.75%	\$220,149.00	\$0.00
	523 - Detention	\$115,000.00	\$58,163.92		50.58%	\$115,000.00	\$452,912.89
	524 - Building	\$172,600.00	\$149,833.20		86.81%	\$163,550.00	\$147,361.08
	525 - Hospital (EMS)	\$0.00	\$0.00		0.00%	\$0.00	\$0.00
530	<b>Physical Environment</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>
540	<b>Transportation</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>
550	<b>Economic Environment</b>	<b>\$254,900.00</b>	<b>\$188,442.99</b>		73.93%	<b>\$211,430.00</b>	<b>\$87,417.62</b>
560	<b>Mental and Physical Health</b>	<b>\$32,125.00</b>	<b>\$23,311.33</b>		72.56%	<b>\$25,400.00</b>	<b>\$19,557.25</b>
	56600 - Alcohol + Substance Abuse	\$750.00	\$780.20		104.03%	\$900.00	\$1,317.27
	56921 - Senior Center	\$31,375.00	\$22,531.13		71.81%	\$24,500.00	\$18,239.98
570	<b>Culture and Recreation</b>	<b>\$705,965.65</b>	<b>\$692,020.26</b>	<b>98.02%</b>	<b>98.02%</b>	<b>\$728,640.65</b>	<b>\$640,930.00</b>
	57122 - Recreation	\$75,600.00	\$68,207.83		90.22%	\$75,600.00	\$69,319.76
	572 - Libraries	\$184,320.65	\$172,239.39		93.45%	\$184,320.65	\$164,029.03
	57620 - Swimming Pool	\$184,500.00	\$219,897.90		119.19%	\$224,570.00	\$191,464.64
	57680 - Parks	\$261,545.00	\$231,675.14		88.58%	\$244,150.00	\$216,116.57
	<b>Total Operating Expenditures</b>	<b>\$4,285,544.65</b>	<b>\$3,799,691.87</b>	<b>88.66%</b>	<b>88.66%</b>	<b>\$4,261,709.65</b>	<b>\$3,603,841.94</b>
91-593	Debt Service	\$1,000.00	\$628.09		62.81%	\$1,000.00	\$0.00
94-595	Capital Outlay	\$169,500.00	\$141,918.09			\$141,918.00	\$0.00
	<b>Total Expenditures</b>	<b>\$4,456,044.65</b>	<b>\$3,942,238.05</b>	<b>88.47%</b>	<b>88.47%</b>	<b>\$4,404,627.65</b>	<b>\$3,603,841.94</b>
97-599	Other Financing Uses	\$161,600.00	\$160,437.89		99.28%	\$151,000.00	\$216,033.69
	<b>Total Expenditures and Other Uses</b>	<b>\$4,617,644.65</b>	<b>\$4,102,675.94</b>	<b>88.85%</b>	<b>88.85%</b>	<b>\$4,555,627.65</b>	<b>\$3,819,875.63</b>
	<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$63,223.59</b>	<b>\$510,362.22</b>	<b>807.23%</b>	<b>807.23%</b>	<b>\$311,748.06</b>	<b>\$551,636.19</b>
380	Nonrevenues (Except 384 and 388.80)	\$290,700.00	\$214,449.33		73.77%	\$213,878.83	\$109,355.62
580	Nonexpenditures (Except 584 and 588.80)	\$226,700.00	\$114,842.96		50.66%	\$138,870.00	\$101,976.78
	<b>Ending Net Cash and Investments</b>	<b>\$127,223.59</b>	<b>\$609,968.59</b>		<b>479.45%</b>	<b>\$386,756.89</b>	<b>\$559,015.03</b>

**CITY OF PROSSER**  
**FINANCIAL STATEMENT**  
For the Period Ending November 30, 2013

BARS CODE	Fund Number and Name					
	102 Street Fund					
	2013 Budget	2013 Actual	% Spent/ Received	% of budget	2013 Projected	2012 Actual
<b>Beginning Net Cash and Investments</b>	\$91,895.00	\$127,962.34			\$91,895.00	\$85,451.71
<b>Revenues and Other Sources</b>						
310 Taxes	\$369,511.56	\$359,424.44		97.27%	\$359,021.58	\$355,640.93
320 Licenses and Permits	\$1,000.00	\$1,275.00		127.50%	\$1,150.00	\$725.00
330 Intergovernmental	\$122,247.00	\$109,123.65		89.26%	\$122,250.00	\$107,681.12
340 Charges for Goods and Services	\$0.00	\$0.00				\$0.00
350 Fines and Forfeits						\$0.00
360 Miscellaneous	\$500.00	\$4,690.47		938.09%	\$5,100.00	\$28,296.99
370 Capital Contributions						\$0.00
390 Other Financing Sources	\$0.00	\$18,582.06		0.00%	\$18,582.06	\$9,275.90
<b>Total Revenues and Other Sources</b>	<b>\$493,258.56</b>	<b>\$493,095.62</b>	<b>99.97%</b>	<b>99.97%</b>	<b>\$506,103.64</b>	<b>\$501,619.94</b>
<b>Total Resources</b>	<b>\$585,153.56</b>	<b>\$621,057.96</b>	<b>106.14%</b>	<b>106.14%</b>	<b>\$597,998.64</b>	<b>\$587,071.65</b>
<b>Operating Expenditures:</b>						
510 General Government						
520 Public Safety						
530 Physical Environment						
540 Transportation	\$566,924.00	\$509,604.73	89.89%	89.89%	\$535,042.00	\$410,651.41
550 Economic Environment						
560 Mental and Physical Health						
570 Culture and Recreation						
<b>Total Operating Expenditures</b>	<b>\$566,924.00</b>	<b>\$509,604.73</b>	<b>89.89%</b>	<b>89.89%</b>	<b>\$535,042.00</b>	<b>\$410,651.41</b>
591-593 Debt Service	\$6,465.00	\$6,465.12	100.00%	100.00%	\$6,465.00	\$6,465.12
594-595 Capital Outlay	\$0.00	\$1,300.66	0.00%	0.00%	\$1,300.00	\$13,707.93
<b>Total Expenditures</b>	<b>\$573,389.00</b>	<b>\$517,370.41</b>	<b>90.23%</b>	<b>90.23%</b>	<b>\$542,807.00</b>	<b>\$430,824.46</b>
599 Other Financing Uses	\$0.00	\$0.00			\$0.00	\$0.00
<b>Total Expenditures and Other Uses</b>	<b>\$573,389.00</b>	<b>\$517,370.41</b>	<b>90.23%</b>	<b>90.23%</b>	<b>\$542,807.00</b>	<b>\$430,824.46</b>
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$11,764.56</b>	<b>\$103,687.55</b>	<b>881.36%</b>	<b>881.36%</b>	<b>\$55,191.64</b>	<b>\$156,247.19</b>
380 Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00				\$0.00
580 Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00				\$0.00
<b>Ending Net Cash and Investments</b>	<b>\$11,764.56</b>	<b>\$103,687.55</b>		<b>881.36%</b>	<b>\$55,191.64</b>	<b>\$156,247.19</b>

**CITY OF PROSSER**  
**FINANCIAL STATEMENT**  
For the Period Ending November 30, 2013

BARS CODE	Fund Number and Name					
	110 Arterial Street Fund					
	2013 Budget	2013 Actual	% Spent/ Received	% of budget	2013 Projected	2012 Actual
Beginning Net Cash and Investments	\$239,878.11	\$91,206.64	38.02%	38.02%	\$91,206.64	\$338,598.11
<b>Revenues and Other Sources</b>						\$0.00
310 Taxes						\$0.00
320 Licenses and Permits						\$0.00
330 Intergovernmental	\$0.00	\$95,768.83			\$95,768.83	\$1,079,874.17
340 Charges for Goods and Services						\$0.00
350 Fines and Forfeits						\$0.00
360 Miscellaneous	\$500.00	\$380.81			\$376.76	\$6,136.45
370 Capital Contributions						\$0.00
390 Other Financing Sources	\$0.00	\$0.00			\$0.00	\$0.00
<b>Total Revenues and Other Sources</b>	<b>\$500.00</b>	<b>\$96,149.64</b>	<b>19229.93%</b>		<b>\$96,145.59</b>	<b>\$1,086,010.62</b>
<b>Total Resources</b>	<b>\$240,378.11</b>	<b>\$187,356.28</b>	<b>77.94%</b>	<b>77.94%</b>	<b>\$187,352.23</b>	<b>\$1,424,608.73</b>
<b>Operating Expenditures:</b>						
510 General Government						\$0.00
520 Public Safety						\$0.00
530 Physical Environment						\$0.00
540 Transportation						\$0.00
550 Economic Environment						\$0.00
560 Mental and Physical Health						\$0.00
570 Culture and Recreation						\$0.00
<b>Total Operating Expenditures</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>		<b>\$0.00</b>	<b>\$0.00</b>
91-993 Debt Service						\$0.00
94-995 Capital Outlay	\$240,378.11	\$55,927.04			\$55,927.04	\$1,329,944.49
<b>Total Expenditures</b>	<b>\$240,378.11</b>	<b>\$55,927.04</b>			<b>\$55,927.04</b>	<b>\$1,329,944.49</b>
97-999 Other Financing Uses	\$0.00	\$0.00		0.00%	\$0.00	\$0.00
<b>Total Expenditures and Other Uses</b>	<b>\$240,378.11</b>	<b>\$55,927.04</b>	<b>23.27%</b>	<b>23.27%</b>	<b>\$55,927.04</b>	<b>\$1,329,944.49</b>
<b>Surplus (Deficit) of Resources Over Uses</b>	<b>\$0.00</b>	<b>\$131,429.24</b>			<b>\$131,425.19</b>	<b>\$94,664.24</b>
380 Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00			\$0.00	\$0.00
580 Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00			\$0.00	\$0.00
Ending Net Cash and Investments	\$0.00	\$131,429.24			\$131,425.19	\$94,664.24

**CITY OF PROSSER**  
**FINANCIAL STATEMENT**  
For the Period Ending November 30, 2013

BARS CODE	Fund Number and Name					
	403 Water Fund					
	2013 Budget	2013 Actual	% Spent/ Received	% of budget	2013 Projected	2012 Actual
<b>Beginning Net Cash and Investments</b>	\$916,513.00	\$1,096,409.69	119.63%	119.63%	\$1,096,409.69	\$1,452,928.27
<b>Revenues and Other Sources</b>						
310 Taxes						
320 Licenses and Permits						
330 Intergovernmental	\$17,997.00	\$0.00		0.00%	\$0.00	\$0.00
340 Charges for Goods and Services	\$2,145,106.25	\$1,965,963.08		91.65%	\$2,288,855.00	\$1,875,087.98
350 Fines and Forfeits	\$15,000.00	\$32,129.25		214.20%	\$34,500.00	\$21,510.58
360 Miscellaneous	\$266,000.00	\$8,575.19		3.22%	\$8,600.00	\$24,388.43
370 Capital Contributions						\$0.00
390 Other Financing Sources	\$2,558,000.00	\$329,281.09			\$336,510.00	\$448,208.35
<b>Total Revenues and Other Sources</b>	<b>\$5,002,103.25</b>	<b>\$2,335,948.61</b>	<b>46.70%</b>	<b>46.70%</b>	<b>\$2,668,465.00</b>	<b>\$2,369,195.34</b>
<b>Total Resources</b>	<b>\$5,918,616.25</b>	<b>\$3,432,358.30</b>	<b>57.99%</b>	<b>57.99%</b>	<b>\$3,764,874.69</b>	<b>\$3,822,123.61</b>
<b>Operating Expenditures:</b>						
510 General Government						
520 Public Safety						
530 Physical Environment	\$1,570,574.83	\$1,333,280.94		84.89%	\$1,463,960.00	\$1,405,098.75
540 Transportation						
550 Economic Environment						
560 Mental and Physical Health						
570 Culture and Recreation						
<b>Total Operating Expenditures</b>	<b>\$1,570,574.83</b>	<b>\$1,333,280.94</b>	<b>84.89%</b>	<b>84.89%</b>	<b>\$1,463,960.00</b>	<b>\$1,405,098.75</b>
91-593 Debt Service	\$101,544.00	\$65,544.53		64.55%	\$101,544.00	\$66,329.01
94-595 Capital Outlay	\$2,229,600.00	\$290,967.37		13.05%	\$291,000.00	\$640,604.04
<b>Total Expenditures</b>	<b>\$3,901,718.83</b>	<b>\$1,689,792.84</b>	<b>43.31%</b>	<b>43.31%</b>	<b>\$1,856,504.00</b>	<b>\$2,112,031.80</b>
Other Financing Uses	\$536,793.00	\$549,288.00		102.33%	\$549,293.00	\$568,038.04
<b>Total Expenditures and Other Uses</b>	<b>\$4,438,511.83</b>	<b>\$2,239,080.84</b>	<b>50.45%</b>	<b>50.45%</b>	<b>\$2,405,797.00</b>	<b>\$2,680,069.84</b>
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$1,480,104.42</b>	<b>\$1,193,277.46</b>	<b>80.62%</b>	<b>80.62%</b>	<b>\$1,359,077.69</b>	<b>\$1,142,053.77</b>
380 Nonrevenues (Except 384 and 388.80)	\$0.00	\$7,370.04		0.00%	\$0.00	\$95,393.09
580 Nonexpenditures (Except 584 and 588.80)	\$0.00	\$7,370.04			\$7,370.00	\$95,393.09
<b>Ending Net Cash and Investments</b>	<b>\$1,480,104.42</b>	<b>\$1,193,277.46</b>		<b>80.62%</b>	<b>\$1,351,707.69</b>	<b>\$1,142,053.77</b>

**CITY OF PROSSER**  
**FINANCIAL STATEMENT**  
For the Period Ending November 30, 2013

BARS CODE		Fund Number and Name 407 Sewer Fund					
		2013 Budget	2013 Actual	% Spent/ Received	% of budget	2013 Projected	2012 Actual
	<b>Beginning Net Cash and Investments</b>	<b>\$1,029,500.00</b>	<b>\$816,632.51</b>	<b>79.32%</b>	<b>79.32%</b>	<b>\$816,632.51</b>	<b>\$798,883.50</b>
	<b>Revenues and Other Sources</b>						
310	Taxes			0.00%			
320	Licenses and Permits						
330	Intergovernmental	\$1,043,750.00	\$0.00				\$0.00
340	Charges for Goods and Services	\$1,806,228.20	\$1,729,165.80		95.79%	\$1,896,602.00	\$1,702,140.91
350	Fines and Forfeits	\$2,000.00	\$12,674.55			\$13,000.00	\$4,512.39
360	Miscellaneous	\$900.00	\$5,530.91		614.55%	\$5,800.00	\$10,085.35
370	Capital Contributions						\$0.00
390	Other Financing Sources	\$1,800,000.00	\$166.16				\$0.00
	<b>Total Revenues and Other Sources</b>	<b>\$4,651,878.20</b>	<b>\$1,747,537.41</b>	<b>37.57%</b>	<b>37.57%</b>	<b>\$1,915,402.00</b>	<b>\$1,716,738.65</b>
	<b>Total Resources</b>	<b>\$5,681,378.20</b>	<b>\$2,564,169.92</b>	<b>45.13%</b>	<b>45.13%</b>	<b>\$2,732,034.51</b>	<b>\$2,515,622.15</b>
	<b>Operating Expenditures:</b>						
510	General Government						
520	Public Safety						
530	Physical Environment	\$1,552,812.71	\$1,272,734.52		81.96%	\$1,462,550.00	\$1,508,449.72
540	Transportation						
550	Economic Environment						
560	Mental and Physical Health						
570	Culture and Recreation						
	<b>Total Operating Expenditures</b>	<b>\$1,552,812.71</b>	<b>\$1,272,734.52</b>	<b>81.96%</b>	<b>81.96%</b>	<b>\$1,462,550.00</b>	<b>\$1,508,449.72</b>
91-593	Debt Service	\$209,439.00	\$86,835.47		41.46%	\$209,439.00	\$69,112.95
94-595	Capital Outlay	\$935,000.00	\$342,798.75		36.66%	\$342,800.00	\$0.00
	<b>Total Expenditures</b>	<b>\$2,697,251.71</b>	<b>\$1,702,368.74</b>	<b>63.11%</b>	<b>63.11%</b>	<b>\$2,014,789.00</b>	<b>\$1,577,562.67</b>
9	Other Financing Uses	\$123,693.00	\$123,690.00		100.00%	\$123,690.00	\$125,179.02
	<b>Total Expenditures and Other Uses</b>	<b>\$2,820,944.71</b>	<b>\$1,826,058.74</b>	<b>64.73%</b>	<b>64.73%</b>	<b>\$2,138,479.00</b>	<b>\$1,702,741.69</b>
	<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$2,860,433.49</b>	<b>\$738,111.18</b>	<b>25.80%</b>	<b>25.80%</b>	<b>\$593,555.51</b>	<b>\$812,880.46</b>
380	Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00				\$0.00
580	Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00				\$17,889.89
	<b>Ending Net Cash and Investments</b>	<b>\$2,860,433.49</b>	<b>\$738,111.18</b>		<b>25.80%</b>	<b>\$593,555.51</b>	<b>\$794,990.57</b>

CITY OF PROSSER  
 FINANCIAL STATEMENT  
 For the Period Ending November 30, 2013

BARS CODE	Fund Number and Name 448 Garbage Fund						
	2013 Budget	2013 Actual	% Spent/ Received	% of budget	2013 Projected	2012 Actual	
<b>Beginning Net Cash and Investments</b>							
	\$275,166.00	\$314,097.40	114.15%	114.15%	\$314,097.00	\$219,215.08	
<b>Revenues and Other Sources</b>							
310	Taxes						
320	Licenses and Permits						
330	Intergovernmental						
340	Charges for Goods and Services	\$920,200.00	\$864,343.58		93.93%	\$942,400.00	\$864,662.59
350	Fines and Forfeits	\$2,000.00	\$3,838.64			\$4,000.00	\$2,249.26
360	Miscellaneous	\$0.00	\$1,126.91		0.00%	\$1,500.00	\$568.05
370	Capital Contributions						\$0.00
390	Other Financing Sources	\$0.00	\$0.00				\$0.00
	<b>Total Revenues and Other Sources</b>	<b>\$922,200.00</b>	<b>\$869,309.13</b>	<b>94.26%</b>	<b>94.26%</b>	<b>\$947,900.00</b>	<b>\$867,479.90</b>
	<b>Total Resources</b>	<b>\$1,197,366.00</b>	<b>\$1,183,406.53</b>	<b>98.83%</b>	<b>98.83%</b>	<b>\$1,261,997.00</b>	<b>\$1,086,694.98</b>
<b>Operating Expenditures:</b>							
510	General Government						
520	Public Safety						
530	Physical Environment	\$881,831.38	\$766,954.35		86.97%	\$906,250.00	\$706,169.09
540	Transportation						
550	Economic Environment						
560	Mental and Physical Health						
570	Culture and Recreation						
	<b>Total Operating Expenditures</b>	<b>\$881,831.38</b>	<b>\$766,954.35</b>	<b>86.97%</b>	<b>86.97%</b>	<b>\$906,250.00</b>	<b>\$706,169.09</b>
91-593	Debt Service						\$0.00
94-595	Capital Outlay						\$0.00
	<b>Total Expenditures</b>	<b>\$881,831.38</b>	<b>\$766,954.35</b>	<b>86.97%</b>	<b>86.97%</b>	<b>\$906,250.00</b>	<b>\$706,169.09</b>
9	Other Financing Uses	\$0.00	\$0.00		0.00%	\$0.00	\$0.00
	<b>Total Expenditures and Other Uses</b>	<b>\$881,831.38</b>	<b>\$766,954.35</b>	<b>86.97%</b>	<b>86.97%</b>	<b>\$906,250.00</b>	<b>\$706,169.09</b>
	<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$315,534.62</b>	<b>\$416,452.18</b>	<b>131.98%</b>	<b>131.98%</b>	<b>\$355,747.00</b>	<b>\$380,525.89</b>
380	Nonrevenues (Except 384 and 388.80)						\$0.00
580	Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00			\$0.00	\$0.00
	<b>Ending Net Cash and Investments</b>	<b>\$315,534.62</b>	<b>\$416,452.18</b>		<b>131.98%</b>	<b>\$355,747.00</b>	<b>\$380,525.89</b>

CITY OF PROSSER			
FINANCIAL STATEMENT			
For the Period Ending November 30, 2013			
Fund Number and Name			
103 Transportation Benefit District			
Fund Type:	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$1,750.00	\$903.11	51.61%
Revenue and Other Financing Sources	\$165,000.00	\$63,874.78	38.71%
<b>Total Resources</b>	\$166,750.00	\$64,777.89	38.85%
<b>Expenditures And Other Financing Uses</b>	\$166,750.00	\$62,619.01	37.55%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$2,158.88	
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	0.00%
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	0.00%
<b>Ending Net Cash and Investments</b>	\$0.00	\$2,158.88	
Fund Number and Name			
111 Municipal Capital Imp			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$72,000.00	\$80,089.58	111.24%
Revenue and Other Financing Sources	\$55,100.00	\$73,034.72	132.55%
<b>Total Resources</b>	\$127,100.00	\$153,124.30	120.48%
<b>Expenditures And Other Financing Uses</b>	\$157,100.00	\$37,498.95	23.87%
<b>Excess (Deficit) of Resources Over Uses</b>	(\$30,000.00)	\$115,625.35	
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	
<b>Ending Net Cash and Investments</b>	(\$30,000.00)	\$115,625.35	
Fund Number and Name			
115 General Fund Reserve			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$219,816.00	\$220,437.95	100.28%
Revenue and Other Financing Sources	\$6,500.00	\$6,640.34	102.16%
<b>Total Resources</b>	\$226,316.00	\$227,078.29	100.34%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$226,316.00	\$227,078.29	100.34%
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	
<b>Ending Net Cash and Investments</b>	\$226,316.00	\$227,078.29	100.34%

CITY OF PROSSER			
FINANCIAL STATEMENT			
For the Period Ending November 30, 2013			
Fund Number and Name			
116 City Facilities			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$144,000.00	\$84,850.74	58.92%
Revenue and Other Financing Sources	\$500.00	\$169.57	33.91%
<b>Total Resources</b>	<b>\$144,500.00</b>	<b>\$85,020.31</b>	<b>58.84%</b>
<b>Expenditures And Other Financing Uses</b>	<b>\$144,500.00</b>	<b>\$60,560.56</b>	<b>41.91%</b>
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$0.00</b>	<b>\$24,459.75</b>	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$24,459.75	
Fund Number and Name			
117 Employee Benefit			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$36,350.00	\$34,498.32	94.91%
Revenue and Other Financing Sources	\$45,500.00	\$41,324.18	90.82%
<b>Total Resources</b>	<b>\$81,850.00</b>	<b>\$75,822.50</b>	<b>92.64%</b>
<b>Expenditures And Other Financing Uses</b>	<b>\$81,850.00</b>	<b>\$45,787.87</b>	<b>55.94%</b>
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$0.00</b>	<b>\$30,034.63</b>	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$30,034.63	
Fund Number and Name			
118 Gen Fund Cap Reserve			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Expenditures And Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$0.00	

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
125 Contingency Fund			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	
Fund Number and Name			
130 Hotel/Motel Tax			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$34,750.00	\$38,856.70	111.82%
Revenue and Other Financing Sources	\$70,050.00	\$74,900.03	106.92%
<b>Total Resources</b>	\$104,800.00	\$113,756.73	108.55%
<b>Expenditures And Other Financing Uses</b>	\$75,000.00	\$67,647.00	90.20%
<b>Excess (Deficit) of Resources Over Uses</b>	\$29,800.00	\$46,109.73	154.73%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$29,800.00	\$46,109.73	154.73%
Fund Number and Name			
131 TPA Tax			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$12,610.16	0.00%
<b>Total Resources</b>	\$0.00	\$12,610.16	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$12,610.16	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$12,610.16	

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
141 Public Works Equip-Closed			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	
Fund Number and Name			
144 P.S. Enhancement			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$10,600.00	\$13,187.89	124.41%
<b>Total Resources</b>	\$10,600.00	\$13,187.89	124.41%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$10,600.00	\$13,187.89	
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	
<b>Ending Net Cash and Investments</b>	\$10,600.00	\$13,187.89	
Fund Number and Name			
145 Narcotics Dog Ops			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$2,013.00	\$768.71	38.19%
Revenue and Other Financing Sources	\$3,005.00	\$2.20	0.07%
<b>Total Resources</b>	\$5,018.00	\$770.91	15.36%
<b>Expenditures And Other Financing Uses</b>	\$5,018.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$770.91	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$770.91	

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
146 Drug Enforcement			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$12,476.00	\$12,597.93	100.98%
Revenue and Other Financing Sources	\$200.00	\$35.18	17.59%
<b>Total Resources</b>	\$12,676.00	\$12,633.11	99.66%
<b>Expenditures And Other Financing Uses</b>	\$12,676.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$12,633.11	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$12,633.11	
Fund Number and Name			
147 Police Investigative			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$36,176.00	\$44,172.72	122.11%
Revenue and Other Financing Sources	\$500.00	\$323.95	62.58%
<b>Total Resources</b>	\$36,676.00	\$44,496.67	121.29%
<b>Expenditures And Other Financing Uses</b>	\$36,676.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$44,496.67	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$44,496.67	
Fund Number and Name			
148 Criminal Justice			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$1,003,000.00	\$1,028,412.10	102.53%
Revenue and Other Financing Sources	\$88,413.00	\$104,096.49	117.74%
<b>Total Resources</b>	\$1,091,413.00	\$1,132,508.59	103.77%
<b>Expenditures And Other Financing Uses</b>	\$1,027,413.00	\$254,771.52	24.80%
<b>Excess (Deficit) of Resources Over Uses</b>	\$64,000.00	\$877,737.07	
Nonrevenues (Except 384 and 388.80)	\$64,000.00	\$35,917.92	
Nonexpenditures (Except 584 and 588.80)	\$128,000.00	\$128,000.00	
<b>Ending Net Cash and Investments</b>	\$0.00	\$785,654.99	

CITY OF PROSSER			
FINANCIAL STATEMENT			
For the Period Ending November 30, 2013			
Fund Number and Name			
150 Water Debt Payoff- CLOSED			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$0.00	
Fund Number and Name			
152 Infrastructure Dev			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$460,167.00	\$495,731.49	107.73%
Revenue and Other Financing Sources	\$400.00	\$36,453.96	9113.49%
<b>Total Resources</b>	\$460,567.00	\$532,185.45	115.55%
<b>Expenditures And Other Financing Uses</b>	\$460,567.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$532,185.45	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$532,185.45	
Fund Number and Name			
221 LID Guarantee			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$55,700.00	\$55,398.51	99.46%
Revenue and Other Financing Sources	\$100.00	\$156.87	156.87%
<b>Total Resources</b>	\$55,800.00	\$55,555.38	99.56%
<b>Expenditures And Other Financing Uses</b>			0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$55,800.00	\$55,555.38	99.56%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$55,800.00	\$55,555.38	99.56%

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
227 1993 GO Bond-CLOSED			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	
Fund Number and Name			
228 1994 GO Bond-CLOSED			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	
Fund Number and Name			
229 1996 GO Bond			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$6,031.00	\$5,525.73	91.62%
Revenue and Other Financing Sources	\$156,050.00	\$153,340.23	98.26%
<b>Total Resources</b>	\$162,081.00	\$158,865.96	98.02%
<b>Expenditures And Other Financing Uses</b>	\$156,228.00	\$155,258.00	99.38%
<b>Excess (Deficit) of Resources Over Uses</b>	\$5,853.00	\$3,607.96	
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	
<b>Ending Net Cash and Investments</b>	\$5,853.00	\$3,607.96	

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

**Fund Number and Name**

**230 LID 94-1-CLOSED**

	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	0.00%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	0.00%

**Fund Number and Name**

**231 1999 LTGO Bond-CLOSED**

	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	

**Fund Number and Name**

**232 ULID 99-1-CLOSED**

	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$331.44	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.86	0.00%
<b>Total Resources</b>	\$0.00	\$332.30	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$332.30	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
233 2011 GO Bond-Pool			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$1,429.50	\$9.19	0.64%
Revenue and Other Financing Sources	\$130,100.00	\$130,082.69	99.99%
<b>Total Resources</b>	\$131,529.50	\$130,091.88	98.91%
<b>Expenditures And Other Financing Uses</b>	\$130,055.00	\$129,788.43	99.80%
<b>Excess (Deficit) of Resources Over Uses</b>	\$1,474.50	\$303.45	20.58%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$1,474.50	\$303.45	
Fund Number and Name			
234 Local Improvement District 10-23			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$69,300.00	\$37,922.57	54.72%
<b>Total Resources</b>	\$69,300.00	\$37,922.57	54.72%
<b>Expenditures And Other Financing Uses</b>	\$69,300.00	\$37,922.57	54.72%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	0.00%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	
Fund Number and Name			
301 REET 1st Qtr			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$30,000.00	\$7,498.95	25.00%
<b>Total Resources</b>	\$30,000.00	\$7,498.95	25.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$30,000.00	\$7,498.95	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$30,000.00	\$7,498.95	

CITY OF PROSSER			
FINANCIAL STATEMENT			
For the Period Ending November 30, 2013			
Fund Number and Name			
305 City Hall/Police-CLOSED			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$0.00	
Fund Number and Name			
307 WCR Impv Construction			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	
Ending Net Cash and Investments	\$0.00	\$0.00	
Fund Number and Name			
310 No. Prosser Bus-CLOSED			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$0.00	

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
311 Well #4B			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	
Fund Number and Name			
313 Skatepark Cons-CLOSED			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$0.00	
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	
Fund Number and Name			
409 Consumer Utility Dep			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$68,589.73	\$1,050.00	1.53%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$68,589.73	\$1,050.00	1.53%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$68,589.73	\$1,050.00	1.53%
Nonrevenues (Except 384 and 388.80)	\$0.00	\$11,475.00	
Nonexpenditures (Except 584 and 588.80)	\$0.00	\$10,875.00	
<b>Ending Net Cash and Investments</b>	\$68,589.73	\$1,650.00	2.41%

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
420 Zone 2.5 Water Suply Impv.			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$890,315.00	\$0.00	0.00%
<b>Total Resources</b>	\$890,315.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$890,315.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	0.00%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$0.00	0.00%
Fund Number and Name			
442 1997 W/S Refunding			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$72,112.00	\$72,198.62	100.12%
Revenue and Other Financing Sources	\$269,897.50	\$269,579.59	99.88%
<b>Total Resources</b>	\$342,009.50	\$341,778.21	99.93%
<b>Expenditures And Other Financing Uses</b>	\$269,397.50	\$268,897.50	99.81%
<b>Excess (Deficit) of Resources Over Uses</b>	\$72,612.00	\$72,880.71	100.37%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$72,612.00	\$72,880.71	100.37%
Fund Number and Name			
443 1997 W/S Refunding			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$623,947.00	\$624,290.58	100.06%
Revenue and Other Financing Sources	\$1,000.00	\$1,767.86	176.79%
<b>Total Resources</b>	\$624,947.00	\$626,058.44	100.18%
<b>Expenditures And Other Financing Uses</b>			0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$624,947.00	\$626,058.44	100.18%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$624,947.00	\$626,058.44	100.18%

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
444 1998 Water Revenue			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$7,021.00	\$7,018.96	99.97%
Revenue and Other Financing Sources	\$155,012.00	\$155,045.22	100.02%
<b>Total Resources</b>	<b>\$162,033.00</b>	<b>\$162,064.18</b>	<b>100.02%</b>
<b>Expenditures And Other Financing Uses</b>	<b>\$154,920.00</b>	<b>\$154,912.00</b>	<b>99.99%</b>
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$7,113.00</b>	<b>\$7,152.18</b>	<b>100.55%</b>
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	<b>\$7,113.00</b>	<b>\$7,152.18</b>	<b>100.55%</b>
Fund Number and Name			
445 1998 Water Revenue			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$162,322.00	\$169,358.36	104.33%
Revenue and Other Financing Sources	\$300.00	\$479.58	159.86%
<b>Total Resources</b>	<b>\$162,622.00</b>	<b>\$169,837.94</b>	<b>104.44%</b>
<b>Expenditures And Other Financing Uses</b>			0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$162,622.00</b>	<b>\$169,837.94</b>	<b>104.44%</b>
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			0.00%
<b>Ending Net Cash and Investments</b>	<b>\$162,622.00</b>	<b>\$169,837.94</b>	<b>104.44%</b>
Fund Number and Name			
449 1999 Water Revenue			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$6,397.00	\$7,310.76	114.28%
Revenue and Other Financing Sources	\$79,276.00	\$79,298.28	100.03%
<b>Total Resources</b>	<b>\$85,673.00</b>	<b>\$86,609.04</b>	<b>101.09%</b>
<b>Expenditures And Other Financing Uses</b>	<b>\$79,680.00</b>	<b>\$79,176.00</b>	<b>99.37%</b>
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$5,993.00</b>	<b>\$7,433.04</b>	<b>124.03%</b>
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	<b>\$5,993.00</b>	<b>\$7,433.04</b>	<b>124.03%</b>

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
450 1999 Water Revenue			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$84,300.00	\$84,323.65	100.03%
Revenue and Other Financing Sources	\$150.00	\$238.80	159.20%
<b>Total Resources</b>	\$84,450.00	\$84,562.45	100.13%
<b>Expenditures And Other Financing Uses</b>			0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$84,450.00	\$84,562.45	100.13%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$84,450.00	\$84,562.45	100.13%
Fund Number and Name			
451 Water Facilities			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$17,450.00	\$1,473.84	8.45%
Revenue and Other Financing Sources	\$50.00	\$4.18	8.36%
<b>Total Resources</b>	\$17,500.00	\$1,478.02	8.45%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$17,500.00	\$1,478.02	8.45%
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$17,500.00	\$1,478.02	8.45%
Fund Number and Name			
452 Sewer Facilities			
Fund Type:	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$2,836,090.00	\$2,835,662.63	99.98%
Revenue and Other Financing Sources	\$5,000.00	\$7,009.85	140.20%
<b>Total Resources</b>	\$2,841,090.00	\$2,842,672.48	100.06%
<b>Expenditures And Other Financing Uses</b>	\$1,800,000.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$1,041,090.00	\$2,842,672.48	
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	0.00%
Nonexpenditures (Except 584 and 588.80)			0.00%
<b>Ending Net Cash and Investments</b>	\$1,041,090.00	\$2,842,672.48	

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
453 North Prosser Debt Redemption			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$0.00	\$170,196.45	0.00%
Revenue and Other Financing Sources	\$157,500.00	\$170,725.08	108.40%
<b>Total Resources</b>	<b>\$157,500.00</b>	<b>\$340,921.53</b>	<b>216.46%</b>
Expenditures And Other Financing Uses	\$157,500.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$0.00</b>	<b>\$340,921.53</b>	<b>0.00%</b>
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$340,921.53	
Fund Number and Name			
454 North Prosser Debt Reserve			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$15,992.00	\$16,007.41	100.10%
Revenue and Other Financing Sources	\$0.00	\$45.32	0.00%
<b>Total Resources</b>	<b>\$15,992.00</b>	<b>\$16,052.73</b>	<b>100.38%</b>
Expenditures And Other Financing Uses			0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$15,992.00</b>	<b>\$16,052.73</b>	<b>100.38%</b>
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$15,992.00	\$16,052.73	100.38%
Fund Number and Name			
606 Library Memorial			
	Budget	Actual	% Spent/ Received
Beginning Net Cash and Investments	\$11,984.00	\$11,989.54	100.05%
Revenue and Other Financing Sources	\$20.00	\$33.97	169.85%
<b>Total Resources</b>	<b>\$12,004.00</b>	<b>\$12,023.51</b>	<b>100.16%</b>
Expenditures And Other Financing Uses	\$12,004.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	<b>\$0.00</b>	<b>\$12,023.51</b>	<b>0.00%</b>
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
Ending Net Cash and Investments	\$0.00	\$12,023.51	

**CITY OF PROSSER  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2013

Fund Number and Name			
612 IRS Section 125-CLOSED			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$1,140.46	\$1,140.46	100.00%
Revenue and Other Financing Sources			0.00%
<b>Total Resources</b>	\$1,140.46	\$1,140.46	100.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$1,140.46	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$1,140.46	\$0.00	
Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00	
Nonexpenditures (Except 584 and 588.80)	\$1,140.46	\$0.00	
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	
Fund Number and Name			
631 Claims Fund-CLOSED			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	0.00%
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	
Fund Number and Name			
632 Payroll Fund-Closed			
	Budget	Actual	% Spent/ Received
<b>Beginning Net Cash and Investments</b>	\$0.00	\$0.00	0.00%
Revenue and Other Financing Sources	\$0.00	\$0.00	0.00%
<b>Total Resources</b>	\$0.00	\$0.00	0.00%
<b>Expenditures And Other Financing Uses</b>	\$0.00	\$0.00	0.00%
<b>Excess (Deficit) of Resources Over Uses</b>	\$0.00	\$0.00	
Nonrevenues (Except 384 and 388.80)			
Nonexpenditures (Except 584 and 588.80)			
<b>Ending Net Cash and Investments</b>	\$0.00	\$0.00	

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

**Agenda Title:** Accept invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the month of January and authorize payment for those services in the amount of \$24,000.00.

**Meeting Date:**  
January 14, 2014  
Regular Meeting

**Department:**  
Finance

**Director:**  
Regina Mauras

**Contact Person:**  
Toni Yost

**Phone Number:**  
(509) 786-2332

**Cost of Proposal:**  
\$24,000.00

**Amount Budgeted:**  
\$102,000

- \$80,000- Hotel/Motel #130
- \$22,000- Tourism Promotion Area (TPA) #131

**Account Number:**  
130-573-90-41  
131-573-10-41

**Name and Fund#**  
Hotel/Motel Tax  
Fund #130  
Tourism Promotion  
Area #131

**Reviewed by Finance Department:**

*Regina Mauras*

**Attachments to Agenda Packet Item:**

1. Invoice number 4095 for January 2014 services
2. Monthly Reports for December 2013

**Summary Statement:**

Check has been reviewed and approved by department heads, the Finance Director, and Mayor as necessary. Check no. 10016 in the amount of \$24,000 has been generated for Council approval.

**Consistent with or Comparison to:**

City's policy to pay bills in a timely manner.

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

Accept invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the month of January 2014 and authorize payment for those services in the amount of \$24,000.00.

**Reviewed by Department Director:**

*Regina Mauras*

**Date:** 1-9-2014

**Reviewed by City Attorney:**

N/A

**Date:**

**Approved by Mayor:**

*Paul Warden*

**Date:** 1-9-2014

**Today's Date:**

January 9, 2014

**Revision Number/Date:**

**File Name and Path:**

15208

# Invoice

Prosser Chamber of Commerce

1230 Bennett Avenue  
Prosser, WA 99350

Date	Invoice #
1/8/2014	4095

<b>Bill To</b>
City of Prosser 601 7th Street Prosser, WA 99350

**RECEIVED**  
**JAN 08 2014**  
**CITY OF PROSSER**

131-573-10-41 - \$4,000

130-573-90-41 - \$20,000

Description	Amount
City Contract for Tourism and Promotion - H/M Tax	20,000.00
City Contract for Tourism and Promotion - TPA	4,000.00
<b>Total</b>	<b>\$24,000.00</b>

*R. Mans...*

December 2013

RECEIVED  
JAN 09 2014  
CITY OF PROSSER

During this reporting month the following work was performed or completed.

During the month noted above the Prosser Chamber of Commerce operated the Prosser Visitor and Information Center in conformance with paragraph 4.A.

Days of Operations	<u>20</u>
Brochures and Mailings	<u>47</u>
Business Referrals	<u>58</u>

During the month noted above the Prosser Chamber of Commerce updated and maintained the attractions directory.

Yes	<u>X</u>
No	<u>          </u>
Previously Completed	<u>          </u>

During the month noted above the Prosser Chamber of Commerce provided the attractions directory electronically to the City.

Yes	<u>X</u>
No	<u>          </u>
Previously Completed	<u>          </u>

During the month noted above the Prosser Chamber of Commerce maintained a web site as customary in the industry.

Yes	<u>X</u>
No	<u>          </u>

During the month noted above the Prosser Chamber of Commerce attended a convention, conference or trade show specifically targeted at tourists. *Minimum 5.*

Yes	<u>          </u>
No	<u>X</u>
Total Number YTD	<u>8</u>

During the month noted above the Prosser Chamber of Commerce conducted the following Bureau Advertising:

**Washington Wine Commission Guide**

Yes	<u>X</u>
No	<u>          </u>
Previously Completed	<u>          </u>

**Yakima Visitor & Convention Bureau Visitors Guide**

Yes	<u>X</u>
No	<u>          </u>
Previously Completed	<u>          </u>

**Tri-Cities Visitor & Convention Bureau Visitors Guide**

Yes	<u>X</u>
No	<u>          </u>
Previously Complete	<u>          </u>

Other: \_\_\_\_\_

During the month noted above the Prosser Chamber of Commerce produced weekly E-Zines.

Yes     X      
No \_\_\_\_\_  
Total Number (month)     8    

During the month noted above the Prosser Chamber of Commerce participated in the HAR site.

Yes     X      
No \_\_\_\_\_

In addition to the above activities and services, the Prosser Chamber of Commerce conducted regional advertising in the following manner: *(Portland, Seattle, Spokane, radio, cable and print, distinctive, consistent and unified)*  
The purpose of the advertising is to promote Prosser as a destination travel venue which will increase our over-night stays.

The Chamber continues to promote Prosser as a travel destination through partnerships with the Tri-City Visitor & Convention Bureau and the Yakima Valley VCB through website advertising promoting our local events.

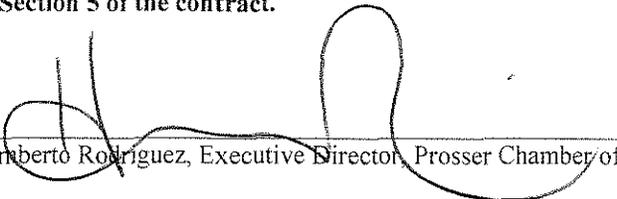
Listed below are additional marketing programs intended to bring visitors and increase over-night stays.

The Chamber continues to distribute our anchor visitor's brochure the Attraction Directory, which is available to visitor at over 100 locations in Prosser. We continue to market Prosser through social media outlets like Facebook and Twitter. Chamber continues to update our tourism website to include a mobile application site to make it easier for visitors to research Prosser on any smart phone adding convenience to their travels

During the month noted above the Prosser Chamber of Commerce marketed the following community events:

The Chamber promoted the following community events –Family Christmas Festival

The Prosser Chamber of Commerce has complied with all the terms of the contract including not utilizing Hotel/Motel funds for items listed in Section 5 of the contract.

  
\_\_\_\_\_  
Humberto Rodriguez, Executive Director, Prosser Chamber of Commerce

Prosser Chamber of Commerce  
Profit & Loss  
December 2013

	Dec 13
<b>Income</b>	
Administration & Chamber	
Membership Dues	360.00
Miscellaneous	1,466.89
Administration & Chamber - Other	-550.14
<b>Total Administration &amp; Chamber</b>	<b>1,276.75</b>
Chamber Events Income	
Easter & Christmas	63.62
<b>Total Chamber Events Income</b>	<b>63.62</b>
Community Events	
Miss Prosser & Float	50.00
<b>Total Community Events</b>	<b>50.00</b>
Harlem Ambassadors	400.00
<b>Total Income</b>	<b>1,790.37</b>
<b>Expense</b>	
Administration, Chamber & VIC	
Bank Fees	30.00
Casual Office Labor	127.50
Depot Rent	325.00
Donation	20.00
Equip Rental	300.00
Insurance	2,144.64
Payroll Expenses	4,344.25
Postage	1.32
Administration, Chamber & VIC - Other	627.90
<b>Total Administration, Chamber &amp; VIC</b>	<b>7,920.61</b>
Chamber Event Costs	
Easter & Christmas Costs	607.09
Chamber Event Costs - Other	71.38
<b>Total Chamber Event Costs</b>	<b>678.47</b>
Community Event Costs	
Harvest Fest Costs	188.95
<b>Total Community Event Costs</b>	<b>188.95</b>
Tourism & Promotion	22.97
<b>Total Expense</b>	<b>8,811.00</b>
<b>Net Income</b>	<b>-7,020.63</b>

**Prosser Chamber of Commerce**  
**Profit & Loss**  
 January through December 2013

	Jan - Dec 13
<b>Income</b>	
Administration & Chamber	
Interest Income	9.93
Membership Dues	21,219.00
Miscellaneous	2,792.60
Administration & Chamber - Other	3,171.84
<b>Total Administration &amp; Chamber</b>	<b>27,193.37</b>
<b>Chamber Events Income</b>	
Community Awards Banquet	
Banquet Ticket Sales	3,240.00
Banquet Auction	19,044.01
Banquet Auction Cash Donations	1,425.00
Banquet Table Sponsors	3,120.00
<b>Total Community Awards Banquet</b>	<b>26,829.01</b>
Depot Square Marketplace	620.00
Easter & Christmas	108.62
<b>Total Chamber Events Income</b>	<b>27,557.63</b>
<b>City Contract</b>	
Tourism & Promotion Funding	58,000.00
VIC Funding	7,000.00
City Contract - Other	7,000.00
<b>Total City Contract</b>	<b>72,000.00</b>
<b>Community Events</b>	
4th of July	1,095.00
Art Walk and Wine Gala	
Art Walk Other	40.00
Art Walk Program Ads	3,959.00
Art Walk Tickets and Script	15,935.00
Art Walk and Wine Gala - Other	181.25
<b>Total Art Walk and Wine Gala</b>	<b>20,115.25</b>
Concert Scholarships	2,220.00
Harvest Festival	6,860.00
Miss Prosser & Float	
Float Donations	100.00
Miss Prosser Donations	2,736.50
Miss Prosser Sign Revenue	3,260.00
Miss Prosser & Float - Other	350.00
<b>Total Miss Prosser &amp; Float</b>	<b>6,446.50</b>
Prosser Sports Fest	
Basketball Team Registrations	6,867.00
Prosser Sports Fest - Other	4,150.00
<b>Total Prosser Sports Fest</b>	<b>11,017.00</b>
Scottishfest	
PSF - Athletics	725.00
PSF - Dance	912.00
PSF - Gate Sales	15,192.88
PSF - Other Sales	275.00
PSF - Sponsors	251.00
PSF - Vendors	1,332.50
Scottishfest - Other	550.00
<b>Total Scottishfest</b>	<b>19,238.38</b>
States Day	3,510.00
Community Events - Other	10.00
<b>Total Community Events</b>	<b>70,512.13</b>
Harlem Ambassadors	1,884.26

**Prosser Chamber of Commerce**  
**Profit & Loss**  
 January through December 2013

	Jan - Dec 13
Shuttle Van	2,759.17
Tourism - Co-Op Advertising	515.00
<b>Total Income</b>	<b>202,421.56</b>
<b>Expense</b>	
<b>Administration, Chamber &amp; VIC</b>	
Advertising	1,895.30
Bank Fees	
Merchant Fees	521.67
Bank Fees - Other	626.70
<b>Total Bank Fees</b>	<b>1,148.37</b>
Casual Office Labor	227.50
Depot Rent	3,975.00
Donation	89.90
Dues & Subscriptions	561.37
Equip Rental	3,351.06
Equipment	4,692.82
Insurance	9,869.58
License & Permits	867.00
Office Supplies	1,862.47
<b>Payroll Expenses</b>	
Employment Security Liability	66.99
F/W, Soc. Sec., Medicare	2,602.94
Labor & Industries	240.80
Payroll Expenses - Other	53,580.30
<b>Total Payroll Expenses</b>	<b>56,491.03</b>
Postage	1,617.39
Printing/Copy Costs	2,073.11
Repair & Maintenance	43.27
Telephone & Internet	1,173.46
Travel and Meals	699.00
Administration, Chamber & VIC - Other	1,838.16
<b>Total Administration, Chamber &amp; VIC</b>	<b>92,475.79</b>
<b>Chamber Event Costs</b>	
<b>Community Awards Banquet Costs</b>	
Banquet Auction Items	1,596.52
Banquet Event Expense	337.90
Community Awards Banquet Costs - Other	5,140.85
<b>Total Community Awards Banquet Costs</b>	<b>7,075.27</b>
Community Yard Sale Costs	118.60
Easter & Christmas Costs	1,184.84
Harlem Ambassadors Basketball	3,005.50
Chamber Event Costs - Other	131.38
<b>Total Chamber Event Costs</b>	<b>11,515.59</b>
<b>Chamber Truck</b>	<b>917.10</b>
<b>Community Event Costs</b>	
4th of July Costs	1,376.48
Art Walk & Wine Gala Costs	10,783.18
Concert Scholarship Costs	650.00
Discover Prosser	385.00
Harvest Fest Costs	1,663.95
Miss Prosser & Float	6,250.79
PACT Street Painting Costs	3,218.44
Prosser Sports Fest Costs	4,797.28
Sage Rat Run	509.21
Scottishfest	15,741.37
States Day Costs	1,531.39
Valley's Got Talent	195.00
Community Event Costs - Other	113.36
<b>Total Community Event Costs</b>	<b>47,215.45</b>

8:51 AM

01/09/14

Accrual Basis

**Prosser Chamber of Commerce**  
**Profit & Loss**  
January through December 2013

	Jan - Dec 13
Milne Farewell Reception	206.94
Reconciliation Discrepancies	162.05
Shuttle Van Expense	5,506.35
Tourism & Promotion	
Advertising Costs	16,393.96
Convention Costs	254.12
Printing and Copying Costs	6,643.74
Tradeshow	5,338.61
Tourism & Promotion - Other	230.44
<b>Total Tourism &amp; Promotion</b>	<b>28,860.87</b>
Trunk or Treat	180.27
<b>Total Expense</b>	<b>187,040.41</b>
<b>Net Income</b>	<b>15,381.15</b>

**Prosser Chamber of Commerce**  
**Balance Sheet**  
 As of December 31, 2013

Dec 31, 13

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AmericanWest Bank	-3,387.78
AWB CD #7118	3,663.39
AWB Money Market	42,151.21
US Bank - Checking	16,420.27
US Bank - Flag Account	-0.02
Us bank acct 2761	-625.75
Yakima Federal CD	3,599.59
Total Checking/Savings	<u>61,820.91</u>
Accounts Receivable	
Accounts Receivable	5,768.13
Total Accounts Receivable	<u>5,768.13</u>
Total Current Assets	<u>67,589.04</u>
<b>TOTAL ASSETS</b>	<b><u>67,589.04</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-6,900.00
Total Accounts Payable	<u>-6,900.00</u>
Other Current Liabilities	
Payroll Liabilities	10,001.83
Wine & Food Fair Monies	8,899.95
Total Other Current Liabilities	<u>18,901.78</u>
Total Current Liabilities	<u>12,001.78</u>
Total Liabilities	12,001.78
Equity	
Opening Balance Equity	39,295.22
Unrestricted Net Assets	910.89
Net Income	15,381.15
Total Equity	<u>55,587.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>67,589.04</u></b>

## Monthly Income & Expense Report - December 2013

Revenues Received - \$2,500		Revenues Invested -
Marketing Program	Cost	Potential Impact on Hotel Stays
Visitor Information Center administration and operation	2500.00	Personal greeting with visitors provides opportunities for recommendations regarding lodging. Handle accommodations requests from phone, e-mail, & website
E-Zine	37.45	Weekly & Quarterly E-zines provide potential visitors with up-to-date information regarding events and attractions in Prosser. They serve as a quick reference point and reminder of what's happening here. Our current e-zine mailing list reaches over 800 recipients all over the Pacific Northwest.
Total Expenses	2537.45	

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

**Agenda Title:** Accept Monthly Report by Prosser Economic Development Association for the month of December 2013 and authorize payment for those services in the amount of \$2,166.66 and authorize payment in the amount of \$1,333.34 for Grant Writer Services.

**Meeting Date:**  
January 14, 2014  
Regular Meeting

**Department:**  
Finance

**Director:**  
Regina Mauras

**Contact Person:**  
Toni Yost

**Phone Number:**  
(509) 786-2332

**Cost of Proposal:**  
\$3,500.00

**Account Number:**  
001-558-519-70-41

**Amount Budgeted:**  
\$42,000.00

**Name and Fund#**  
General Fund -  
Professional  
Services

**Reviewed by Finance Department:**

*Regina Mauras*

**Attachments to Agenda Packet Item:**

1. Invoice Number 2103 for December 2013 contracted service
2. PEDAs Monthly Report for November 2013

**Summary Statement:**

Check has been reviewed and approved by department heads, the Finance Director, and Mayor as necessary. Check no. 71959 has been generated for Council approval.

**Consistent with or Comparison to:**

City's policy to pay bills in a timely manner.

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

Accept Monthly Report by Prosser Economic Development Association for the month of December 2013 and authorize payment for those services in the amount of \$2,166.66 and authorize payment in the amount of \$1,333.34 for Grant Writer Services

**Reviewed by Department Director:**

*Regina Mauras*

**Date:**

**Reviewed by City Attorney:**

N/A

**Date:**

**Approved by Mayor:**

*Paul W. Warden*

**Date:** 1-9-2014

**Today's Date:**

January 9, 2014

**Revision Number/Date:**

**File Name and Path:**

Prosser EDA  
1230 Bennett Avenue  
PROSSER, WA 99350

**Invoice**

DATE	INVOICE #
12/31/2013	2103

BILL TO

CITY OF PROSSER  
601 7th Street  
PROSSER WA 99350

**RECEIVED**  
JAN 03 2014  
CITY OF PROSSER

001-558-70-41  
R. MAULAB

DESCRIPTION	AMOUNT
CONTRACT FOR SERVICES - December 2013	2,166.66
GRANT WRITER AGREEMENT - December 2013	1,333.34
<b>Total</b>	
	\$3,500.00

**Prosser Economic Development Association  
Board of Directors Meeting Minutes  
November 7, 2013**

**Attendees:** Dianne Torres, Deb Heintz, Amber Burnett, Shelley Clark, Jane Hagarty, Robert Stevens, Jeff Andrews, Jenny Sparks, Dick Poteet, Josh Mott, Bill Jenkin, Tyson Jones,

**Guests:** Art Tackett, BFCOG. Marv Kinney, Port of Benton.

**Absent:** Brian Newhouse, Troy Berglund, Candice Bluechel, Jennifer Ely, Dr. Michelle Moyer, Julie Petersen, Scott Pontin, Shon Small, Scott Wingert, Ernie Troemel.

**Business:**

**Approval of Minutes:** It was moved and seconded to approve the minutes. Motion carried.

**Financial Report:** It was moved and seconded to accept the financial report. Motion carried.

Please send any suggestions for 2014 speakers to Deb or Amber.

The Organization Committee will be meeting soon to start working on the Annual Meeting. We are still looking for a speaker.

The Nominations Committee is working on the slate of officers for 2014. Elections will be held at the December 12<sup>th</sup> meeting.

The budget for 2014 will be distributed one week prior to the December meeting. There has been an idea for the office now housed at the Depot to be moved to office space available at the Walter Clore Center. Rent will be in the range of \$400-\$450. Dick Poteet also said there is office space available at his office building in town.

The M&O School Levy will be on the February ballot. The committee is thinking of changing from a 2 year renewal to a 4 year renewal and asked for feedback. The 4 year option would hopefully avoid the M&O Levy being on the ballot in the same year as a bond to build a new high school. There was concurrence that the 4 year levy request was a good option.

**Director Report:**

**Recruitment**

**Project Fruit Cocktail** - Conference call with City and their engineer determined client water needs were not feasible in terms of timeline, capital outlay nor water rights. An example of that same amount of residential water usage would be that of approximately 400,000 homes. The client was contacted.

**Project Scattered-** This individual is new to the community and has attended culinary school. She is working on a business plan that would incorporate a pre-school, child care, café and community center into one sustainable business venture.

**Project Diamond** – This customer submitted business plan for review and next steps. Food related business start-up.

**Clore Center**

A large portion of Prosser EDA's time this month was spent on Clore Center, acting as interim President while Bob Stevens was traveling. Working with the budget committee is tedious and time consuming, but we are nearing our goal to provide a 2014 budget. A successful raffle garnered over \$15,000 in fundraising efforts and the new owner for the Harley was drawn at a "biker rally" social held at the Vineyard Pavilion on Nov. 1<sup>st</sup>. 300 banquet chairs are a real need for the Clore Center. It has been difficult to determine whether to book an event in March, due to the uncertainty of some of the supply/equipment needs for the Center. A legends committee debriefing determined to seek nominations for Legends this fall.

**Leadership Prosser**

Planning has begun for the 2014 class. Deadline application to the program is in December. This program is gaining momentum as there is a small reserve in funds from the 2013 class to be rolled over to the 2014 class.

**Fall Membership Drive**

The other portion of Prosser EDA's time this month was visiting with current and potential members. At the end of this membership drive, half of our members were visited, there will be 3 or 4 new members and we will have hit our budgeted goal.

**Global Entrepreneurship Week**

Mrs. Padelford and Mr. Fassler were contacted regarding running a poster contest during the week of Nov. 18-22. Mr. Fassler agreed to focus his curriculum around entrepreneurship and Prosser EDA members Gary Christensen, from RE Powell and Pam Montgomery from Chukar Cherries are scheduled to speak to the class during this week. A panel of judges have been obtained and a rubric was created to assist in judging. Due to the generous sponsorships of Lower Valley Credit Union and Chukar Cherries, Prosser EDA will be able to award 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes. Judging takes place on Nov. 21<sup>st</sup> at PHS beginning at 6:30pm.

**Committee Reports:**

Organization: No report

Business Recruitment: No report

Project Specific/ Housing: Some discussion regarding duplex building is being coordinated with WSU to accommodate student housing needs. WSU can help with providing dates for student transitions (moving in/out dates).

**Board Reports:**

One project has been dropped from the director's list due to not enough water available for their needs.

Benton PUD will be holding customer roundtable meetings.

HDPa – The Building next to Edward Jones will be a tasting room. Feedback was requested regarding future closure of the downtown streets during the Trick-or-Treat event. For safety, it would be more manageable with the streets closed.

Meeting adjourned.

**Program:**

Marv Kinney, Port of Benton, spoke about the progress on the Walter Clore center. Phase I, the parking lot, and Phase II, the Pavilion have been completed. The main building is slated to be complete by December 31<sup>st</sup>. This project is being submitted for an award from the builder.

The next challenge will be to fund the equipment needed for the building. There will be a soft opening, then a grand opening at a later date. They expect the impact on tourism to be significant as it will be a starting point for tourists and they expect 20,000 visits per year.

There has been a little difficulty obtaining a liquor license as the Clore Center does not fall into traditional categories offered by the state. They are confident that they will solve the problem soon.

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

<b>Agenda Title:</b> Adopt the PEDAs Grant Writer Agreement Extension Order for 2014 in the amount of \$16,000.		<b>Meeting Date:</b> January 14, 2014 Regular Meeting	
<b>Department:</b> Administration	<b>Director:</b> Paul Warden	<b>Contact Person:</b> Rachel Shaw	<b>Phone Number:</b> 509-786-8218
<b>Cost of Proposal</b> \$16,000		<b>Account Number:</b> 01-519-519-91-41	
<b>Amount Budgeted:</b> \$16,000		<b>Name and Fund#:</b> General Fund #001	
<b>Reviewed by Finance Department:</b>  <i>Regina Mauras</i>			
<b>Attachments to Agenda Packet Item:</b>  <ol style="list-style-type: none"> <li>1. Letter from Prosser Economic Development Association (PEDA) regarding the extension of the Interlocal agreement for grant writing services (Benton County recording #2004-037157)</li> <li>2. Grant Writer Extension Order 2014</li> </ol>			
<b>Summary Statement:</b>  <p>The 2014 Budget contains \$16,000 for the City's contribution toward the Interlocal Agreement for grant writing services. The attached Agreement would extend the City's base agreement recorded at Benton County in 2004 and memorialize the City's contribution of \$16,000 for 2014.</p>			
<b>Consistent with or Comparison to:</b>  <p>Council authorization of agreements in excess of \$15,000</p>			
<b>Recommended City Council Action/Suggested Motion:</b>  <p>Adopt the PEDAs Grant Writer Agreement Extension Order for 2014 in the amount of \$16,000 and authorize the Mayor to sign the grant writer extension order.</p>			

<u>Reviewed by Department Director:</u> <i>Paul Wanda</i> Date: <i>1-9-14</i>	<u>Reviewed by City Attorney:</u> <i>CONFLICT OF INTEREST</i> Date:	<u>Approved by Mayor:</u> <i>Paul Wanda</i> Date: <i>1-9-14</i>
<u>Today's Date:</u> January 8, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

RECEIVED  
JAN 07 2014  
CITY OF PROSSER

October 17, 2013

Paul Warden  
Mayor of Prosser and Interim City Administrator  
City of Prosser  
601 7<sup>th</sup> Street  
Prosser, WA 99350

RE: *Extension of Interlocal Agreement for Grant Writing Services  
Benton County Recording Number 2004-037157*

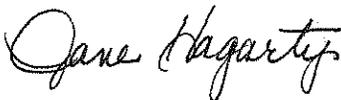
This letter serves to inform you of funding requirements for the Extension of the Interlocal Agreement for community grant writer services and request a response on your commitment for the upcoming year. The position is to remain part-time, 50% FTE.

Enclosed is an extension agreement which amends the above referenced Interlocal Agreement for continuation of Grant Writer Services for 2014. The 2014 annual funding requirement for the City of Prosser is \$17,000.00. The monthly payment schedule referenced in the attached extension order is based upon your prior years' request. Please sign and date a copy of the document for your records and return the original signature document to Prosser EDA as soon as possible.

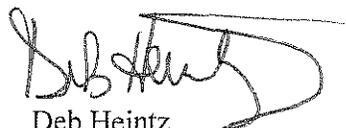
Prosser EDA would welcome the opportunity to schedule a time for a presentation with you when this extension order goes before decision makers, allowing us to recap the year and provide information regarding current projects and future goals. The community continues to benefit greatly from this program due to your continued financial commitment. Our deepest appreciation goes to all of you and your boards, commissioners and councils, who have seen the many advantages of co-sponsoring this program. Thank you for agreeing to be a partner for the long haul.

If you have any questions regarding this extension order please contact us at 509-786-3600.

Respectfully,



Jane Hagarty  
President



Deb Heintz  
Executive Director

enclosure

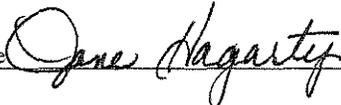
# PROSSER ECONOMIC DEVELOPMENT ASSOCIATION

1230 Bennett Avenue  
Prosser, WA 99350

## Grant Writer Agreement Extension Order 2014

<b>Extension Change</b>  2014	<b>Reference Agreement</b>  Interlocal Agreement in effect, recorded on 10/19/04 in Benton County. Number 2004-037157	<b>New Effective Date</b>  January 1, 2014
<b>Contractor</b>  City of Prosser 601 7 <sup>th</sup> Street Prosser, WA 99350	<b>New Contracted Amount – 2014</b>  \$17,000.00	<b>Contract Schedule Adjustment</b>  Expires December 31, 2014

<p><b>Extension Agreement Description</b> Continue the Agreement for Grant Writing and Coordination Services with Benton PUD, Port of Benton, Prosser Memorial Hospital and City of Prosser for 2014. Cost sharing contracted ½ time position grant writing services. The funding requirement for City of Prosser is \$17,000.00. This cost is the agreed upon amount for 2014 with equal payments of \$1,416.67 due monthly.</p> <p>EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE INTERLOCAL AGREEMENT REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT</p>
--

Name of Contractor – City of Prosser	Prosser Economic Development Association
Signature	Signature 
Title	Title President
Printed Name	Printed Name Jane Hagarty
Date	Date 1-6-14

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

Agenda Title: Adopt Resolution No. 14 - \_\_\_\_\_  
Designating the Official  
Newspaper for the City of Prosser.

Meeting Date:  
January 14, 2014  
Regular Meeting

Department:  
City Clerk

Director:  
Rachel Shaw

Contact Person:  
Rachel Shaw

Phone Number:  
(509) 786-8218

Cost of Proposal:  
n/a

Account Number:

Amount Budgeted:  
n/a

Name and Fund#

Reviewed by Finance Department:

*R. Mawers*

Attachments to Agenda Packet Item:

1. Invitation to Bid
2. Bid Tabulation Form
3. Bid from Prosser Record Bulletin
4. Resolution 14- \_\_\_\_\_

Summary Statement:

The City is required to seek bids for its Official Newspaper and designate that newspaper as the City's Official Newspaper by resolution. The City's Competitive Bidding Policy requires that annual bids for the City's Official Newspaper be obtained.

The City received a total of two bids from the following bidders: Prosser Record Bulletin and Tri-City Herald. The bid opening was scheduled for December 18, 2013 at 10:00 a.m. The lowest qualified bidder is Prosser Record Bulletin.

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Adopt Resolution No. 14 - \_\_\_\_\_ Designating the Official Newspaper for the City of Prosser.

<u>Reviewed by Department Director:</u> <i>Not Available for signature</i> Date:	<u>Reviewed by City Attorney:</u>  Date: <i>1/9/14</i>	<u>Approved by Mayor:</u>  Date: <i>1-9-2014</i>
<u>Today's Date:</u>  January 9, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

**City of Prosser, Washington  
Invitation to Bid  
2014 Official Newspaper**

The City of Prosser is requesting bids to provide the service of the Official Newspaper of the City of Prosser. The term of the agreement will be for one year. This bid includes all types of publishing that the City may wish to publish during the term of this agreement.

The City's estimated usage for the year is \$7,500.00. This is an estimate only and is provided as a basis for your bid. The City does not guarantee that it will place legal and non-legal ads totaling this amount during the term of the agreement.

Written bids will be accepted by the City Clerk for the City of Prosser until 10:00 am, Wednesday, December 18, 2013. All submitted bids must be stamped as received by the City Clerk prior to this time.

Bids may be rescinded or changed anytime prior to 10:00 a.m., Wednesday, December 18, 2013. All bids received will be considered final as of 10:00 a.m., Wednesday, December 18, 2013.

Any party submitting a timely bid will be liable for that bid until the City Council awards the agreement for sixty (60) days, whichever comes first.

Bids will be evaluated to determine the lowest responsible bidder. In the event that specifications differ from bid to bid, the City Council for the City of Prosser will have the sole responsibility of determining the lowest bid.

If you have any questions regarding this request for bid, or to obtain a bid packet you may contact Rachel Shaw, City Clerk at (509) 786-2332, between the hours of 8:00 a.m. and 5:00 p.m., excluding lunch hour between 11:00 a.m. and 12:00 p.m., Monday thru Friday.



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Rachel Shaw, CMC  
City Clerk

Publication Date: December 4, 2013

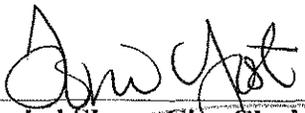
# City of Prosser

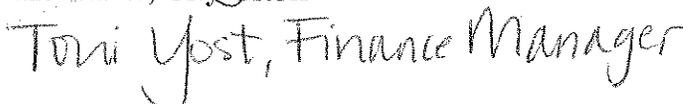
## 2014 Official Newspaper Bid Tabulation Form

December 18, 2013, 10:00 A.M.

1.	Date:	12/18/2013	12/16/2013				
	Time Received:	8:07 am	10:47 a.m.				
2.	Number of days per week published:	1	7				
3.	Type of Publication:	newspaper /online	newspaper /online				
4.	Rate (per column inch) Legal Notices:	6.00	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><u>Mon-Fri</u></td> <td style="text-align: center; border: none;"><u>Sat-Sun</u></td> </tr> <tr> <td style="text-align: center; border: none;">17.15/16.50</td> <td style="text-align: center; border: none;">18.25/16.85</td> </tr> </table>	<u>Mon-Fri</u>	<u>Sat-Sun</u>	17.15/16.50	18.25/16.85
<u>Mon-Fri</u>	<u>Sat-Sun</u>						
17.15/16.50	18.25/16.85						
5.	Advertising:	8.20	Same as above				
6.	Charges, surcharges, taxes or other fees:	none	none				
7.	How much lead time is required:	8:30 am Tues Prior to week Publication	2 Business Days				
8.	Additional services provided:	none	none				

This is a true and correct recording of the bids received on December 18, 2013.

  
 Rachel Shaw, City Clerk

  
 Tori Yost, Finance Manager

BID FORM  
OFFICIAL NEWSPAPER

I/We the undersigned, having read all requirements of this call for bids, together with all the special provisions and specifications set forth herein, do agree in every particular, and will provide the service as specified herein as follows:

Name of Newspaper: Prosser Record-Bulletin

Number of days per week newspaper is published: 1 days per week.

**Services and Rates.**

Describe rate(s) to be charged to the City of Prosser for publications. Please describe all rates to be charged, and note different rates, if any, for different types of publication (i.e., legal notices, advertising, etc.) Please describe rate per column inch of publication:

<u>Type of Publication</u>	<u>Rate (per column inch)</u>
Legal notice	\$6.00
Display Advertising	\$8.20

NOTE: Rates must not exceed the national advertising rate as defined in RCW 65.16.091.

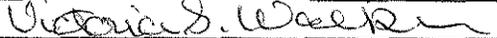
Bidder's Name: Prosser Record-Bulletin

Address (Office of Publication): 613 Seventh St., Prosser, WA 99350

Mailing Address: PO Box 750, Prosser, WA 99350

Telephone Number: (509) 786-1711

Fax Number: (509) 786-1779

Signature of Authorized Official: 

Print Name: Victoria Walker Title of Official: Editor

Official Newspaper Bid – Page 4

1. Are there any charges, surcharges, taxes or other fees in addition to the above-described rates? If so, please describe:

None

2. If the City of Prosser desires publication of an item on a particular date, how much lead time is required by the bidder?

8:30 a.m. Tuesday, prior to Wednesday publication.

3. Please describe the services to be provided by bidder to the City of Prosser, together with any other information which bidder feels makes its newspaper the best choice for the "Official Newspaper" of the City of Prosser.

The Prosser Record-Bulletin has a long history with the City of Prosser and its residents. We strive to provide the local feel of the community and ensure that our paper is tailored to Prosser. We are committed to providing "local service" by having an editor/office/retail store in Prosser.

**PROSSER**  
**Record Bulletin**  
P.O. BOX 750  
PROSSER, WA. 99350

"

OFFICIAL NEWSPAPER BID

City of Prosser  
Rachel Shaw, City Clerk  
601 7<sup>th</sup> St  
Prosser WA 99350

RECEIVED  
DEC 1 2018  
CITY OF PROSSER  
8:07 am

**CITY OF PROSSER, WASHINGTON  
RESOLUTION NO. 14-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF PROSSER DESIGNATING THE OFFICIAL  
NEWSPAPER FOR THE CITY OF PROSSER**

**WHEREAS**, an Invitation to Bid for the Official Newspaper of the City of Prosser for 2014 was advertised; and

**WHEREAS**, the newspaper which responded is a qualified bidder; and

**WHEREAS**, State Law required (RCW 35A.21.230) that the official newspaper be designated by Resolution; and

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Prosser that it the desire of the City Council that:

1. The Prosser Record Bulletin, a weekly newspaper of general circulation pursuant to RCW 65.16, is hereby designated as the official newspaper of the City of Prosser for 2014.
2. The Mayor or his designee is authorized to enter into a Professional Services Agreement with the Prosser Record Bulletin.
3. All legal notices shall be placed in the newspaper of record beginning the date of this Resolution.

**ADOPTED** by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this \_\_\_\_\_, day of January, 2014.

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

ATTEST:

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

Approved as to form:

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

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

**Agenda Title:** Approve Addendum No. 3 to the Agreement for Professional Services - North Prosser Water System Improvements Project, between the City of Prosser and HLA, Inc., and authorize the Mayor to sign the documents.

**Meeting Date:**  
January 14, 2014  
Regular Meeting

**Department:**

Public Works

**Director:**

L.J. Da Corsi

**Contact Person:**

L.J. Da Corsi

**Phone Number:**

(509) 786-2332

**Cost of Proposal:** \$20,000.00

**Account Number:**

**Amount Budgeted:** Funding approved through USDA Rural Development.

**Name and Fund#**

Current Contract Amount \$448,693.53  
 Additional Engineering 20,000.00 (Addendum No. 3)  
 New Maximum Amount \$468,693.53

**Reviewed by Finance Department:**

*Regina Mauras*

**Attachments to Agenda Packet Item:**

1. Letter from HLA to the City of Prosser, RE: Agreement for Professional Services - Addendum No. 3
2. E-mail correspondence between Justin Bellamy, P.E., HLA, Inc. and Dave Dunnell, USDA Rural Development Engineer
3. Addendum No. 3, Agreement for Professional Services - North Prosser Water System Improvements
4. Exhibit "A" - Schedule of Rates (2014) for HLA, Inc.

**Summary Statement:**

Upon completion of the telemetry system upgrades, the City's existing Well No. 6 VFD (Variable Frequency Drive) failed due to several damaged internal components. Initially, this damage was not evident at the start of the project, as all systems were functioning, but rather manifested itself after the new system was brought online. The old VFD is unreliable and vulnerable to failure due to its age. Components and replacement parts are either in an unknown condition or unavailable. To date, the corrective action taken replaced the VFD and related components and all systems are functioning. The cost for the materials and labor for this was \$67,146.00, which did not include engineering.

Additional engineering was required in order to design and program the new components, as well as administer the construction. Costs for these services is \$20,000.

Prior to any of the work taking place, USDA Rural Development was contacted to assure funds would be available. The USDA RD Engineer concurred with the additional work and issuance of a change order. Prior to beginning the telemetry upgrades, approximately \$162,282 remained in contingency funds for the project. After completing the additional work, including engineering costs, \$78,136 in contingency funds will still remain.

Contingency Funds	\$165,282
VFD Costs	(67,146)
	\$ 98,146
Engineering Costs	(20,000)
Contingency Remaining	\$ 78,146

Consistent with or Comparison to:

Council approval for previous Addendums to the Contract for North Prosser water System Improvements Project.

Recommended City Council Action/Suggested Motion:

Approve Addendum No. 3 to the North Prosser Water System Improvements project for additional professional services to complete the Well No. 6 VFD replacement and authorize the Mayor to sign the documents.

<p><u>Reviewed by Department Director:</u> Not Available for Signature Date:</p>	<p><u>Reviewed by City Attorney:</u>  Date: 1/8/14</p>	<p><u>Approved by Mayor:</u>  Date: 1-9-2014</p>
<p><u>Today's Date:</u> January 8, 2014</p>	<p><u>Revision Number/Date:</u></p>	<p><u>File Name and Path:</u></p>

December 17, 2013

RECEIVED  
DEC 20 2013  
CITY OF PROSSER

City of Prosser  
601 Seventh Street  
Prosser, WA 99350

Attn: LJ DaCorsi, Public Works Director

Re: Agreement for Professional Services – Addendum No. 3  
NORTH PROSSER WATER SYSTEM IMPROVEMENTS  
Phase 2 – Services During Construction  
HLA Project No. 10024C

Dear LJ:

Enclosed for council approval and execution by the Mayor are three original signed copies of Addendum No. 3 to the Agreement for Professional Services for the North Prosser Water System Improvements project. This addendum is for additional professional services required for completion of the Well No. 6 variable frequency drive (VFD) replacement as part of the Telemetry Upgrades portion of this project, including engineering design, programming, services during construction, and project administration.

The enclosed Addendum No. 3 increases the compensation to our firm for the addition of the Well No. 6 VFD replacement work to the Telemetry Upgrades portion of the project as follows:

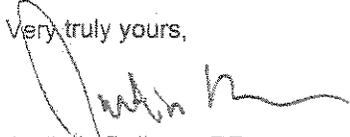
Phase 2 - Services During Construction

The maximum amount payable for Phase 2 services will be increased by \$20,000.00 from the current contract maximum amount of \$448,693.53 (per Addendum No. 1 and Addendum No. 2) to a new total maximum amount of \$468,693.53.

USDA Rural Development State Engineer, David Dunnell, PE, has concurred with the scope of work (see attached 12/10/13 email) proposed for the Well No. 6 VFD replacement, including required additional professional services during construction.

If the agreement is acceptable, please have the Mayor sign all three originals, keep one for your files, and return the other two to our office. Should you have any questions or need further information about the addendum agreement, please contact our office.

Very truly yours,



Justin L. Bellamy, PE

JLB/sms

Enclosure

## Justin Bellamy

---

**From:** Dunnell, Dave - RD, Wenatchee, WA <Dave.Dunnell@wa.usda.gov>  
**Sent:** Tuesday, December 10, 2013 9:11 AM  
**To:** Justin Bellamy  
**Cc:** Canatsey, Marlene - RD, Yakima, WA; L. J. Dacorsi; Steven Sziebert; Caroline Fitzsimmons  
**Subject:** RE: Prosser Telemetry Upgrades and Well No. 6 VFD Replacement

Justin:

Thanks for the additional information. I can concur with this additional work to purchase and install the new driver for the well 6 pump. Recommend proceeding with the issuance of the change order for signatures.

Sincerely

David Dunnell  
USDA RD State Engineer  
Rural Development  
U.S. Department of Agriculture | Wenatchee Area Office  
301 Yakima Street, Suite 317 | Wenatchee, WA 98801  
Phone: 509-663-4019 Ext. 239 | Fax: 855-847-5491 | [www.rurdev.usda.gov/wa](http://www.rurdev.usda.gov/wa)

---

**From:** Justin Bellamy [<mailto:jbellamy@hlacivil.com>]  
**Sent:** Monday, December 09, 2013 4:00 PM  
**To:** Dunnell, Dave - RD, Wenatchee, WA  
**Cc:** Canatsey, Marlene - RD, Yakima, WA; L. J. Dacorsi; Steven Sziebert; Caroline Fitzsimmons  
**Subject:** RE: Prosser Telemetry Upgrades and Well No. 6 VFD Replacement

Dave:

See attached quotation received from Total Energy Management. The estimate excluded freight and sales tax, so I discussed with the contractor and added to the total cost. \$61,500 + \$500 freight + \$5,146 sales tax (8.3%) = \$67,146. If you need any additional information, please let me know.

Thank you,

Justin Bellamy, PE  
Huibregtse, Louman Associates, Inc.  
801 North 39th Avenue  
Yakima, WA 98902  
P: (509) 966-7000  
F: (509) 965-3800  
[www.hlacivil.com](http://www.hlacivil.com)

---

**From:** Dunnell, Dave - RD, Wenatchee, WA [<mailto:Dave.Dunnell@wa.usda.gov>]  
**Sent:** Monday, December 09, 2013 3:39 PM  
**To:** Justin Bellamy  
**Cc:** Canatsey, Marlene - RD, Yakima, WA; L. J. Dacorsi; Steven Sziebert; Caroline Fitzsimmons  
**Subject:** RE: Prosser Telemetry Upgrades and Well No. 6 VFD Replacement

Justin:

Can you send a copy of the construction quote/estimate.

David Dunnell  
USDA RD State Engineer  
Rural Development  
U.S. Department of Agriculture | Wenatchee Area Office  
301 Yakima Street, Suite 317 | Wenatchee, WA 98801  
Phone: 509-663-4019 Ext. 239 | Fax: 855-847-5491 | [www.rurdev.usda.gov/wa](http://www.rurdev.usda.gov/wa)

---

**From:** Justin Bellamy [<mailto:jbellamy@hlacivil.com>]  
**Sent:** Tuesday, November 26, 2013 3:30 PM  
**To:** Dunnell, Dave - RD, Wenatchee, WA  
**Cc:** Canatsey, Marlene - RD, Yakima, WA; L. J. Dacorsi; Steven Sziebert; Caroline Fitzsimmons  
**Subject:** Prosser Telemetry Upgrades and Well No. 6 VFD Replacement

Dave:

Construction of the telemetry upgrades portion of North Prosser Water System Improvements project is nearing completion. While completing work at the City's Well No. 6 site the existing VFD failed, and though back in operation, is currently unreliable. Please see the attached memorandum, dated November 14, 2013, from Conley Engineering, Inc., which summarizes the VFD failure, current condition, and recommendations. As noted in the attached memorandum, we have requested a proposal from the Total Energy Management (TEM) to replace the existing Well No. 6 VFD. The total construction cost will be approximately \$67,146. Additional engineering, programming, and construction administration costs are estimated to be approximately \$20,000.

We are requesting USDA consideration to add this work to the telemetry upgrades portion of the project, as a contract change order with TEM. As shown in the previous Outlay Report (copy attached), prior to beginning the telemetry upgrades, there was approximately \$165,282 remaining in contingency funds for the project. With this additional work, approximately \$78,136 in contingency funds will still remain as shown in the attached revised draft Outlay Report.

If you have any questions, or need any further information, please let me know.

Thank you,

Justin Bellamy, PE  
Huibregtse, Louman Associates, Inc.  
801 North 39th Avenue  
Yakima, WA 98902  
P: (509) 966-7000  
F: (509) 965-3800  
[www.hlacivil.com](http://www.hlacivil.com)

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**Addendum No. 3  
AGREEMENT FOR PROFESSIONAL SERVICES**

**North Prosser Water System Improvements**

**HLA Project No. 10024**

WHEREAS, the City of Prosser, 601 Seventh Street, Prosser, WA 99350 (CITY) and Huibregtse, Louman Associates, Inc., 801 North 39<sup>th</sup> Avenue, Yakima, WA 98902 (CONSULTANT) have entered into an Agreement for Professional Services dated January 12, 2010, to provide professional engineering and surveying services to the CITY; and

WHEREAS, said agreement includes providing design engineering (Phase 1) and services during construction (Phase 2) for the CITY; and

WHEREAS, there remains approximately \$165,200 of the original project budget (USDA loan and CITY funds) after completion of all engineering and construction work to date; and

WHEREAS, the CITY's existing Well No. 6 VFD failed upon completion of telemetry system upgrades, and is unreliable and vulnerable to future failure due to its age, the presence of several damaged internal components, and the limited availability and unknown condition of replacement parts; and

WHEREAS, the CITY has received permission from USDA Rural Development to use remaining loan funds for replacement of the Well No. 6 VFD as part of the Telemetry Upgrades portion of the project, and required engineering, programming, and services during construction; and

WHEREAS, the total estimated cost of said water telemetry improvements including engineering, programming, and services during construction is approximately \$87,146, which is within the original project budget amount.

NOW, THEREFORE, the parties hereto mutually agree as follows:

**2. CHARACTER AND EXTENT OF SERVICE**

Section 2. CHARACTER AND EXTENT OF SERVICE shall be amended as follows:

The following element shall be added to the PROJECT DESCRIPTION:

- ❖ Well No. 6 VFD Replacement. Replacement of the City's existing failed Well No. 6 VFD with a new VFD, including required engineering, programming, and services during construction, as a part of the Telemetry Upgrades portion of the project.

**5. PROFESSIONAL FEES:**

Section 5. PROFESSIONAL FEES shall be amended as follows:

Phase 2 – Services During Construction

All work for Phase 2 shall be performed on a time spent basis in accordance with Exhibit A – Schedule of Hourly Rates attached hereto, plus reimbursement for direct non salary expenses such as laboratory testing, reproduction expenses, out of town travel costs, long distance telephone calls, and outside consultants. Outside consultant's billings shall be marked up by a factor of 1.07 times the subconsultant's billing. The maximum amount payable by the CITY to the CONSULTANT for services provided during construction shall not exceed \$468,693.53.

IN WITNESS WHEREOF the parties hereto have executed this Addendum No. 3, dated \_\_\_\_\_, 2014, to the Agreement for Professional Services.

CITY OF PROSSER

\_\_\_\_\_  
PAUL WARDEN, MAYOR



ATTEST:

(SEAL)

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

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

  
\_\_\_\_\_  
JEFFREY T. LOUMAN, PRESIDENT

**EXHIBIT "A"**  
**SCHEDULE OF RATES**  
**FOR**

**HUIBREGTSE, LOUMAN ASSOCIATES, INC.**

**Effective January 1, 2014, Through December 31, 2014**

Licensed Principal Engineer	\$176.00 per hour
Licensed Principal Land Surveyor	\$160.00 per hour
Licensed Professional Engineer	\$145.00 per hour
Licensed Professional Land Surveyor	\$132.00 per hour
Project Engineer	\$119.00 per hour
CAD Technician	\$104.00 per hour
Resident Engineer/Inspector	\$99.00 per hour
Surveyor	\$99.00 per hour
Senior Engineering Technician	\$99.00 per hour
Engineering Technician	\$70.00 per hour
Word Processing Technician	\$70.00 per hour
Surveyor on Two Man Crew	\$95.00 per hour
Surveyor on Three Man Crew	\$83.00 per hour
Vehicle Mileage	\$0.55 per mile
Global Positioning Survey System Fee	\$90.00 per hour

CITY OF PROSSER, WASHINGTON

## AGENDA BILL

<p><b>Agenda Title:</b> Approve Progress Estimate No. 3 in the amount of \$59,604.10 for work performed by Rotschy, Inc., through December 24, 2013, on the Disinfection, Filtration and Source Improvements Project and authorize the Mayor to sign the documents.</p>		<p><b>Meeting Date:</b> January 14, 2014 Regular Meeting</p>	
<p><b>Department:</b> Public Works</p>	<p><b>Director:</b> L.J. Da Corsi</p>	<p><b>Contact Person:</b> L.J. Da Corsi</p>	<p><b>Phone Number:</b> (509) 786-2332</p>
<p><b>Cost of Proposal:</b> \$59,604.10</p>		<p><b>Account Number:</b> 594-34-63</p>	
<p><b>Amount Budgeted:</b> Receipt of funds contingent on funding agency approvals. \$2,190,600 (Total Project Cost) \$1,980,000 DWSRF Loan Amount 184,000 Water Facilities Reserve Fund 451 26,000 Water Fund 403</p>		<p><b>Name and Fund#</b> Water #403</p>	
<p><b>Reviewed by Finance Department:</b> <i>Regina Mauras</i></p>			
<p><b>Attachments to Agenda Packet Item:</b></p> <ol style="list-style-type: none"> <li>1. Letter from HLA, Inc., to the City of Prosser recommending approval of Progress Estimate No. 3, dated January 8, 2014</li> <li>2. Itemized Contract Quantity Sheet, dated December 24, 2013</li> </ol>			
<p><b>Summary Statement:</b></p> <p>Rotschy, Inc., has performed work on the Disinfection, Filtration and Source Improvements Project through December 24, 2013, in connection with their contract. The amount due the Contractor of \$59,604.10 is net after retainage, as per the contract documents. The City's engineering consultant, HLA (Huibregtse Louman Associates, Inc.), has received Certified Payrolls from Rotschy, Inc., and hereby recommends Progress Estimate Number 3 be considered and approved for payment by the City of Prosser.</p>			

**NOTE - for new Council Members:**

The City of Prosser applied for and received 2011 Drinking Water State Revolving Fund loan monies to make specific improvements to the potable water system. The total amount of monies to be received is \$1,980,000.

The improvements include:

- Water Treatment Plant Disinfection System - Construct a new system to improve safety and performance.
- Water Treatment Plant Green Sand Pressure Filters - Add two new 0.9 MGD filters to increase capacity from 5.3 MGD to 7.1 MGD, and add new feed pumps to increase efficiency and performance.
- Backup Power Supplies at Well #4-B and Well #6 - Add new power generators to each well in order to maintain water supply to the community in the event of a power failure.

The bid opening for this project was held July 31, 2013 and a total of six (6) bids were received. The lowest bid of \$1,766,932.91 was offered by Rotschy, Inc., of Vancouver, WA. This low bid was approximately thirteen (13) percent below the Engineer's Estimate of \$2,047,249.05.

Based on these bid results, there was a project funding shortfall of \$210,600 in the Construction portion of the project. The original budget approved Construction at \$1,576,400 and the updated Construction cost is \$1,766,933. The shortfall was funded by using funds from two sources: 1) A portion of the money set aside for filter media replacement, and 2) reducing the amount of the proposed transfer to reserves in 2014.

To explain, Water Fund 403 budgeted \$126,600 for filter media replacement for the existing filter units. The estimated cost of media replacement is \$100,000. Therefore, \$26,000 is available to cover a portion of the shortfall and the remaining \$100,000 will be held in Water Fund 403 until the media is replaced in 2014.

Long range financial planning for the water rate analysis included a \$400,000 transfer to Water Facilities Reserve Fund 451 in 2014. \$184,000 of this transfer can be used to cover the remainder of the shortfall with the balance of \$216,000 being transferred to reserves as planned. This method of funding the construction shortfall does not affect water rates. However, the disadvantage of using the reserve money is that reserves will not build as fast for future projects.

Staff recommended these methods of funding the shortfall and moving forward with the bid award and improvements project as planned. Council concurred and the project is underway.

<u>Consistent with or Comparison to:</u> EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL Payment as per contractual agreements require City Council approval.		
<u>Recommended City Council Action/Suggested Motion:</u> Approve Progress Estimate No.3 in the amount of \$59,604.10 for work performed by Rotschy, Inc., through December 24, 2013, on the Disinfection, Filtration and Source Improvements Project and authorize the Mayor to sign the documents.		
<u>Reviewed by Department Director:</u> Not available for signature Date:	<u>Reviewed by City Attorney:</u>  Date: 1/8/14	<u>Approved by Mayor:</u>  Date: 1-9-2014
<u>Today's Date:</u> January 9, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>



Jeffrey T. Louman, PE      Terry D. Alapeteri, PE      Stephanie J. Ray, PE  
Theodore W. Pooler, PE      Gene W. Soules, PE      Dustin L. Posten, PE  
Michael T. Battle, PE      Timothy D. Fries, PLS      Stephen S. Hazzard, PE  
Eric T. Herzog, PLS      Justin L. Bellamy, PE      Michael R. Heit, PE

Civil Engineering ♦ Land Surveying ♦ Planning

January 8, 2014

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

Attn: Accounts Payable

Re: City of Prosser  
DISINFECTION, FILTRATION AND SOURCE IMPROVEMENTS  
HLA Project No.: 11110C  
Progress Estimate No.: 3

To Whom It May Concern:

Enclosed is Progress Estimate No. 3 for work performed by Rotschy, Inc., through December 24, 2013, in connection with their contract on the above referenced project. The amount due the Contractor of \$59,604.10 is net after retainage, as per the contract documents. We have received Certified Payrolls through December 14, 2013 from Rotschy, Inc. and subcontractors. We recommend this Progress Estimate be considered and approved for payment by the City of Prosser.

Please contact this office if you have questions or if we may furnish additional information.

Very truly yours,

Dustin L. Posten, PE

DLP/crf

Enclosure

copy: L.J. DaCorsi, City of Prosser  
Rotschy, Inc.  
Steven Sziebert, HLA  
Archie McPherson, HLA  
Caroline Fitzsimmons  
Correspondence File

City of Prosser  
601 Seventh Street  
Prosser, WA 99350

DISINFECTION, FILTRATION AND SOURCE IMPROVEMENTS

HLA Project No.: 11110C

TO: Rotschy, Inc.  
9210 NE 62nd Avenue  
Vancouver, WA 98665

Progress Estimate No.: 3

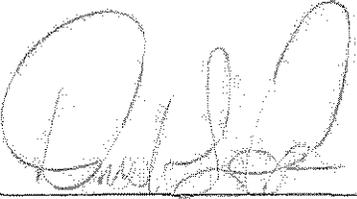
Date: December 24, 2013

Item No.	Description	Unit	Contract Quantity	Unit Price	Estimate 3 Quantity	Quantity to Date	Amount	Contract Quantity
<b>NEW DISINFECTION BUILDING</b>								
1	Mobilization	LS	1	\$175,500.00	0%	100%	\$175,500.00	100%
2	Clearing and Grubbing	LS	1	\$10,000.00	0%	100%	\$10,000.00	100%
3	Existing Disinfection Facility Demolition	LS	1	\$10,000.00	0%	0%	\$0.00	0%
4	Building Excavation and Backfill	LS	1	\$20,000.00	0%	100%	\$20,000.00	100%
5	Site Grading and Drainage, Complete	LS	1	\$50,000.00	0%	10%	\$5,000.00	10%
6	Crushed Surfacing Base Course	TON	130	\$35.00	0.00	173.19	\$6,061.65	133%
7	Crushed Surfacing Top Course	TON	80	\$35.00	0.00	0.00	\$0.00	0%
8	HMA Cl. 3/8 In., PG 64-28	TON	30	\$245.00	0.00	0.00	\$0.00	0%
9	Cement Concrete Sidewalk, 4 In., Incl. Aggregate Base	SY	125	\$56.90	0.00	126.95	\$7,223.46	102%
10	Disinfection Building, Complete	LS	1	\$194,014.00	22%	77%	\$148,900.00	77%
11	Disinfection Building Equipment, Piping, Fittings, and Valves, Complete	LS	1	\$121,932.00	0%	1%	\$1,000.00	1%
12	Heating and Ventilation System, Complete	LS	1	\$13,285.00	0%	0%	\$0.00	0%
13	Disinfection Building Electrical and Control System, Complete	LS	1	\$75,000.00	9%	46%	\$34,800.00	46%
14	Site Piping, Complete	LS	1	\$100,000.00	0%	61%	\$60,500.00	61%
15	Shoring or Extra Excavation	LS	1	\$1,000.00	0%	100%	\$1,000.00	100%
16	Chain Link Security Fencing	LF	150	\$35.35	0.00	0.00	\$0.00	0%
17	Bollard	EA	4	\$377.00	0	0	\$0.00	0%
18	Record Drawing (Minimum Bid \$3,000)	LS	1	\$3,000.00	0%	0%	\$0.00	0%
19	O&M Manuals (Minimum Bid \$2,000)	LS	1	\$2,000.00	0%	0%	\$0.00	0%
20	Minor Change	FA	1	\$15,000.00	0.00	0.00	\$0.00	0%
<b>FILTER BUILDING IMPROVEMENTS</b>								
21	Existing Building Modifications	LS	1	\$15,763.00	0%	0%	\$0.00	0%
22	Elevated Access Platform for New Filter Units, Complete	LS	1	\$9,300.00	0%	0%	\$0.00	0%
23	Raw Water Booster Pump And Motor	LS	1	\$50,000.00	0%	0%	\$0.00	0%
24	Piping, Fittings, and Valves, Complete	LS	1	\$80,000.00	0%	0%	\$0.00	0%
25	Vertical Pressure Filter Units, Complete	LS	1	\$300,000.00	0%	0%	\$0.00	0%
26	Filter Building Electrical and Control System, Complete	LS	1	\$30,000.00	0%	39%	\$11,700.00	39%
<b>WELL NO. 4B ENGINE GENERATOR</b>								
27	Well No. 4B Engine Generator, Complete	LS	1	\$105,000.00	4%	4%	\$4,000.00	4%
<b>WELL NO. 6 ENGINE GENERATOR</b>								
28	Well No. 6 Engine Generator and Transfer Switch, Complete	LS	1	\$124,000.00	4%	6%	\$7,000.00	6%
<b>ADDITIVE BID ITEMS</b>								
29	Additive Bid Item No. 1 - Replace Existing Raw Water Pump VFDs	LS	1	\$38,700.00	0%	0%	\$0.00	0%

Item No.	Description	Unit	Contract Quantity	Unit Price	Estimate 3 Quantity	Quantity to Date	Amount	Contract Quantity
30	Additive Bid Item No. 2 - Replace Existing Raw Water Pump Motors	LS	1	\$40,900.00	0%	0%	\$0.00	0%
31	Additive Bid Item No. 3 - Remove and Replace Existing Filter Media	EA	6	\$135,000.00	0.00	0.00	\$0.00	0%
32	Additive Bid Item No. 4 - North Elevated Access Platform, Complete	LS	1	\$18,500.00	0%	0%	\$0.00	0%
33	Additive Bid Item No. 5 - South Elevated Access Platform, Complete	LS	4	\$26,000.00	0%	0%	\$0.00	0%
34	Additive Bid Item No. 6 - Elevated Access Platform Stairway, Complete	LS	4	\$13,000.00	0%	0%	\$0.00	0%
35	Additive Bid Item No. 7 - Water Main Connection for Future Zone 2.5 Improvements	LS	4	\$16,000.00	0%	0%	\$0.00	0%
SUBTOTAL							\$492,685.11	
SUBTOTAL, WORK TO DATE							\$492,685.11	
PLUS MATERIALS ON HAND							\$0.00	
SUBTOTAL AMOUNTS							\$492,685.11	
8.3% STATE SALES TAX							\$40,892.86	
TOTAL							\$533,577.97	
LESS TOTAL RETAINAGE							\$24,634.26	
LESS AMOUNTS PREVIOUSLY PAID							\$449,339.61	
AMOUNT NOW DUE							\$59,604.10	

Progress Estimate No. 1 \$ 217,987.64  
Progress Estimate No. 2 \$ 231,351.97  
Progress Estimate No. 3 \$ 59,604.10

I hereby certify that the foregoing is a true and correct statement of the work performed under this Contract.

  
\_\_\_\_\_  
Dustin L. Posten, PE

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

<b>Agenda Title:</b> Approve Resolution No. 14-____ approving the Interlocal Cooperation Agreement between the City of Prosser and Benton County for the Bituminous Surface Treatment Program 2014 and authorize the Mayor to sign the agreement.		<b>Meeting Date:</b> January 14, 2014 Regular Meeting	
<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
<b>Cost of Proposal:</b> \$80,000-85,000		<b>Account Number:</b>	
<b>Amount Budgeted:</b> Funding derived from the City of Prosser Transportation Benefit District		<b>Name and Fund#</b>  TBD	
<b>Reviewed by Finance Department:</b>  <i>Regina Mauer</i>			
<b>Attachments to Agenda Packet Item:</b>  <ol style="list-style-type: none"> <li>1. City of Prosser Resolution No. 14-____</li> <li>2. INTERLOCAL COOPERATION AGREEMENT BITUMINOUS SURFACE TREATMENT 2014 from Benton County</li> <li>3. Exhibit "A" - List of streets to be seal coated</li> <li>4. Exhibit "B" City of Prosser Resolution No. 14-____</li> <li>5. Exhibit "C" Benton County Resolution</li> </ol>			
<b>Summary Statement:</b>  <p>The City of Prosser is in need of street maintenance/preservation and bituminous surface treatment (BST or seal coat) is a necessary part of this maintenance. The program involves specialized equipment and trained technicians and therefore, the City must rely upon private contractors to perform this work properly. In addition, qualified technical engineers are often required to be on site and assure the application of materials meets standards.</p> <p>The City is lacking in equipment and qualified personnel to perform these functions, but Benton County is properly qualified and staffed to carry out a BST program. In order for the City to overcome this hardship in the lack of equipment and staffing, it must utilize another government agency's resources such as those already available from the County. To properly achieve this, an Interlocal Cooperation Agreement between the City and the County is required for this program.</p>			
<b>Consistent with or Comparison to:</b>  Previous Interlocal Agreements for the chipseal program through Benton County.			

Recommended City Council Action/Suggested Motion:

Approve Resolution No. 14-\_\_\_\_\_ approving the Interlocal Cooperation Agreement between the City of Prosser and Benton County for the Bituminous Surface Treatment Program 2014 and authorize the Mayor to sign the agreement.

Reviewed by Department Director:

Not Available  
for Signature

Date:

Today's Date:

January 6, 2014

Reviewed by City Attorney:



Date:

1/7/14

Revision Number/Date:

Approved by Mayor:



Date:

1-9-2014

File Name and Path:

**CITY OF PROSSER, WASHINGTON  
RESOLUTION NO. 14-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF PROSSER,  
WASHINGTON, CITY COUNCIL APPROVING  
INTERLOCAL COOPERATION AGREEMENT BETWEEN  
THE CITY OF PROSSER AND BENTON COUNTY  
REGARDING THE BITUMINOUS SURFACE  
TREATMENT 2014**

**WHEREAS**, the City of Prosser has a need to preserve its streets through a street maintenance program that includes bituminous surface treatment, and

**WHEREAS**, the City of Prosser does not have the equipment, resources, materials or available staffing to adequately perform a bituminous surface treatment to seal coat its streets, and

**WHEREAS**, the City has selected certain streets within the City limits to be seal coated, and

**WHEREAS**, the City has a bituminous surface treatment seal coat maintenance plan for street preservation, and

**WHEREAS**, the City of Prosser desiring to have certain streets within the City limits seal coated, has requested that Benton County undertake the seal coating of those streets as part of Benton County's contract to seal coat, and

**WHEREAS**, an Interlocal Agreement defining the responsibilities of the County and the City has been prepared and Approved as to Form by the Prosecuting Attorney's Office and Approved as to Form by the City of Prosser Attorney, and

**WHEREAS**, the Public Works Director has recommended approval of said Interlocal Agreement, **NOW**,

**THEREFORE, BE IT RESOLVED**, that the Interlocal Agreement by and between the City of Prosser and Benton County for the Bituminous Surface Treatment 2014 is hereby approved and the Mayor is authorized to sign said agreement.

**ADOPTED** by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

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

APPROVED AS TO FORM



HOWARD SAXTON, CITY ATTORNEY

Return to: Benton County Engineer  
P.O. Box 1001  
Prosser, WA 99350

**INTERLOCAL COOPERATION AGREEMENT  
BITUMINOUS SURFACE TREATMENT 2014**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Prosser whose address is 601 7<sup>th</sup> Street; Prosser, Washington, 99350 (hereinafter "the City") and Benton County, whose address is P.O. Box 1001, Prosser, Washington, 99350 (hereinafter "Benton County").

WHEREAS, in the interest of public safety and motor vehicle traffic safety, the City desires to have Benton County seal coat certain city streets as defined in **Exhibit "A"**, in conjunction with Benton County's 2014 Bituminous Surface Treatment Program; and

WHEREAS, the parties hereto agree that Benton County should act as the Contract Administrator pursuant to the Washington Interlocal Cooperation Act, RCW 39.34, and RCW 35.21.730 through RCW 35.21.740 and in furtherance thereof, Benton County will execute the contract for the convenience and benefit of the City.

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein contained, the parties agree as follows:

1. **Contract Administration.** Benton County agrees to administer and oversee implementation of the bituminous surface treatment of certain city streets as defined in **Exhibit "A"**, attached hereto and by this reference incorporated herein. Benton County contract administration responsibilities will include the following:
  - A. The preparation of plans, specifications, estimates, and bid solicitation documents.
  - B. The selection of a contract in accordance with all federal, state, and local laws and bidding requirements.
  - C. The execution of the Bituminous Surface Treatment 2014 contract and administration oversight of contract implementation.

- D. The submission to the City of a certified statement setting forth all of Benton County's labor, engineering services, equipment, supplies and expenses involved in project design and contract administration.
  - E. Certify all payrolls to ensure that the amounts are appropriate for the local area and in compliance with all federal, state, and local laws.
  - F. Ensure that the contractor complies with all provisions of the seal coat contract and that all work is performed in accordance with Washington State Department of Transportation and Federal Highway Administration rules, regulations, and standards.
2. **Responsibilities of the City of Prosser:** The City shall have the following duties and responsibilities under this Agreement:
- A. Approve all specifications, plans, estimates, bid documents, and contract provisions.
  - B. Pay directly to Benton County all amounts set forth in certified statements of Benton County's labor, engineering services, equipment, supplies, and expenses involved in project design and contract administration allocated to the specific project described herein within thirty (30) days of receipt of a certified statement of these documents.
  - C. City maintenance forces shall have all streets listed in **Exhibit "A"** crack sealed, patched, and power broomed prior to the bituminous surface treatment options. This work shall be completed by May 1, 2014.
  - D. City maintenance forces shall locate and cover all City monuments, manholes, water/sewer valves, and irrigation valves during the bituminous surface treatment operations for the roads listed in **Exhibit "A"**.
3. **Representation, Warranties, and Indemnities:**
- A. The City represents and warrants to Benton County that it has authority to enter into this Interlocal Agreement pursuant to RCW 39.34.030(2). The City agrees to assume and accept Benton County's contract obligations arising out of the City's portion of the Bituminous Surface Treatment 2014 contract to be executed between Benton County and the contractor, notwithstanding the fact that Benton County will actually sign said contract for the convenience and benefit of the City. The City shall not at any time allow Benton County to become responsible for actual payment of any amounts due to the contractor under the City's portion of the Bituminous Surface Treatment 2014 contract regardless of whether any dispute may arise with said contractor.
  - B. Benton County represents and warrants to the City that it has the authority to enter into this Interlocal Agreement pursuant to RCW 39.34.030(2). Benton County shall not at any time allow the City to become responsible for actual payment of any amounts due to the contractor under Benton County's portion of the Bituminous

Surface Treatment 2014 contract regardless of whether any dispute may arise with said contractor.

- C. Each party shall defend, protect, and hold harmless the other party from and against all claims, suits, and/or actions arising from negligent or intentional acts or omissions of that party's employees and agents while performing this Agreement. In case of joint negligence, any damages allowed shall be levied in proportion to the percentage of negligence attributed to each party. In addition, Benton County shall indemnify the City for any damages recovered from the performance bond of the contractor.
4. **Duration of Agreement.** The term of this Agreement shall commence upon the execution by both parties and shall expire on or before December 31, 2014.
  5. **Termination of Agreement.** This Agreement may be terminated by either party, by providing written notice to the designated contacts for each party identified in Section 12 of this Agreement. This written notice must be served on the other party within sixty days (60) of the date of termination.
  6. **Partial Invalidity.** Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provisions of this Agreement which shall prove to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provisions herein, and such other provisions shall remain in full force and effect.
  7. **No Third-Party Rights.** Except as expressly provided herein, nothing in this Agreement shall be construed to permit anyone other than the parties hereto and their successors and assigns to rely upon the covenants and agreements herein not to give any such third party a cause of action (as a third-party beneficiary or otherwise) on account of nonperformance hereunder.
  8. **Assignability.** The rights, duties, and other obligations of either party to this Agreement may not be assigned to any third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.
  9. **Entire Agreement.** This Agreement, including **Exhibit "A"** and any amendments thereto mutually agreed to by the parties, constitutes the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties. Either party may request changes to the Agreement. This Agreement cannot be orally modified, and any proposed changes that are mutually agreed upon must be incorporated by written amendment hereto.
  10. **Dispute Resolution.** It is the parties' intent to resolve any disputes relating to the interpretation or application of this Agreement informally through discussions at the staff level. In the event disputes cannot be resolved informally at the staff level, then the

parties agree to first submit the dispute to non-binding mediation/dispute resolution before resorting to litigation.

**11. Litigation.** In the event that any suit or action is instituted by either party to enforce compliance with or interpret any of the terms, covenants, or conditions of this Agreement, the prevailing party shall be entitled to collect, in addition to necessary court costs, such sums as the court may adjudge as reasonable attorney fees. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court for Benton County, Washington.

**12. Notices.** All notices and demands shall be in writing and sent to the parties hereto at their address as follows:

To Benton County:

Benton County Public Works  
P.O. Box 1001  
Prosser, WA 99350-0954

To City of Prosser:

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

**13. Filing of Agreement.** Executed copies of this agreement shall be filed as required by RCW 39.34.040 prior to this agreement becoming effective.

**14. Evidence of Authority.** Upon execution of this Agreement, the City shall provide Benton County and Benton County shall provide the City with a certified copy of the resolution, ordinance, or other authority given to execute this Agreement pursuant to RCW 39.34.030(2), and said document will be attached hereto and incorporated herein as **Exhibit "B"** (City) and **Exhibit "C"** (County).

IN WITNESS WHEREOF said parties have caused this Agreement to be signed by the duly authorized officials on the day and year first written above.

CITY OF PROSSER,  
WASHINGTON

BENTON COUNTY,  
WASHINGTON

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Chairman, Board of County  
Commissioners

Attest:

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Clerk of the Board

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

Approved as to form:



\_\_\_\_\_  
Attorney, City of Prosser

\_\_\_\_\_  
Benton County Prosecuting Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Exhibit "B"**

Exhibit "C"

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF AN AGREEMENT BETWEEN THE CITY OF PROSSER AND BENTON COUNTY TO SEAL COAT ROADS

WHEREAS, Benton County will be seal coating County roads in the Reata area as a part of the Bituminous Surface Treatment 2014 program, and

WHEREAS, the City of Prosser desiring to have certain streets within the City limits seal coated, has requested that Benton County undertake the seal coating of those certain streets as a part of Benton County's contract to seal coat, and

WHEREAS, an Interlocal Agreement, expiring December 31, 2014, defining the responsibilities of the County and the City has been prepared and has been Approved as to Form by the Prosecuting Attorney's Office and has been approved by the City of Prosser, and

WHEREAS, the Public Works Manager has recommended approval of said Interlocal Agreement, NOW, THEREFORE,

BE IT RESOLVED that the Interlocal Agreement by and between the City of Prosser and Benton County for the Bituminous Surface Treatment 2014 is hereby approved and the Chairman is authorized to sign said agreement.

Dated this \_\_\_\_\_ day \_\_\_\_\_ 2014.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Chairman Pro-Tem

\_\_\_\_\_  
Member

Attest: \_\_\_\_\_  
Clerk of the Board

Constituting the Board of County  
Commissioners of Benton County,  
Washington

Pub. Wks.: S. Becken

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<b>Agenda Title:</b> Approve an Memorandum of Agreement Between the City of Prosser and Teamsters Local 839 Representing the Police Officers Health and Welfare Changes.		<b>Meeting Date:</b> January 14, 2014 Regular Meeting	
<b>Department:</b> Administration	<b>Director:</b> Mayor Paul Warden	<b>Contact Person:</b> Regina Murras	<b>Phone Number:</b> (509) 786-8225
<b>Cost of Proposal:</b> \$158,800		<b>Account Number:</b> 001-521-20-20	
<b>Amount Budgeted:</b> \$158,800		<b>Name and Fund#</b> (001) General Fund	
<b>Reviewed by Finance Department:</b> <i>Regina Murras</i>			
<b>Attachments to Agenda Packet Item:</b>  1. Proposed Memorandum of Agreement			
<b>Summary Statement:</b>  Members of the Teamsters bargaining unit in the Police Department have requested that the employee contribution for health care coverage be standardized so that each employee pays the same premium. The attached agreement provides that each bargaining unit member will pay \$301.21 per month and the City's contribution will be \$1,169.64 per month.			
<b>Consistent with or Comparison to:</b>  EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
<b>Recommended City Council Action/Suggested Motion:</b>  Approve an Memorandum of Agreement Between the City of Prosser and Teamsters Local 839 Representing the Police Officers Regarding Health and Welfare Changes, and authorize the Mayor, or his designee, to sign the documents.			

<u>Reviewed by Department Director:</u> <i>not available for signature</i> Date:	<u>Reviewed by City Attorney:</u>  Date: <i>1/9/14</i>	<u>Approved by Mayor:</u>  Date: <i>1-9-2014</i>
<u>Today's Date:</u> January 8, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

**LETTER OF AGREEMENT  
BY AND BETWEEN  
THE CITY OF PROSSER  
AND  
TEAMSTERS LOCAL UNION NO 839  
REPRESENTING SWORN POLICE OFFICERS**

**HEALTH & WELFARE CHANGES**

12.1 The employees' medical coverage will continue to be the Washington Teamsters Welfare Trust Plan A with Domestic Partners Medical Coverage. Employees' dental coverage will remain under Washington Teamsters Welfare Trust Plan A. Employees' vision coverage will remain under AWC VSP \$10 Deductible Plan. The City will continue to fund the Washington Teamsters Welfare Trust RWT – Plus Plan.

Beginning February 1<sup>st</sup>, 2014, the Employees and Employer will discontinue paying for the above-mentioned Health & Welfare Plans in the manner that was memorialized in the Letter of Agreement signed by both parties in October 2013. Going forward, the Employees will pay a shared, equal amount of their portion of the premiums—which will be cost neutral to the Employer.

For 2014, the combined premium for the above-listed plans is:

Medical Plan A:	\$1208.55
Domestic Partners:	\$14.00
Dental Plan A:	\$130.50
Domestic Partner:	\$2.20
Vision (AWC \$10):	\$20.75
RWT Plus Plan:	\$94.85
<hr/>	
Total:	\$1470.85

Each member of the bargaining unit, beginning February 1<sup>st</sup>, 2014 will pay \$301.21 per month.

Beginning January 1<sup>st</sup>, 2014, the City will pay for each member of the bargaining unit \$1169.64 per month.

For 2015, the parties agree to pay a 50/50 split in any increase to Medical Plan A and Dental Plan A. Employer pays 50% of the premiums increase – Employee pays 50% of the premiums increase. The City will continue to pay 100% of the cost of the AWC VSP \$10 Deductible Plan, The Domestic Partners Rider on the Medical and Dental Plans, and the RWT Plus Plan.

\_\_\_\_\_  
Paul Warden  
Mayor City of Prosser

\_\_\_\_\_  
Robert C. Hawks  
Secretary-Treasurer Local 839

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
THE CITY OF PROSSER  
AND  
TEAMSTERS LOCAL UNION NO 839  
REPRESENTING SWORN POLICE OFFICERS**

**PENSION DIVERSION**

Employees have elected to divert by way of wage diversion the following amount to the Western Conference of Teamsters Pension Trust (the Trust). The diversion shall be applicable to all compensable hours including overtime hours, and shall be computed monthly. The overtime rate of pay will be calculated based on the total wages and pension diverted. The employer will pay into the Trust amounts diverted on account of each member of the bargaining unit, but otherwise there is no Employer contribution, and the Union agrees that, during the term of this Agreement, it will not request that the Employer make any other contribution. Effective January 1<sup>st</sup>, 2014, the hourly wage diversion shall be One Dollar (\$1.00) per compensable hour.

The Employer hereby acknowledges that it has received true copies of the Western Conference of Teamsters Pension Trust Agreement and Declaration of Trust Regulations and shall be considered a party thereto. The Employer (City of Prosser) agrees that the employer trustees in the said trust are and shall be its representatives and consents to be bound by the actions and determinations of the Trustees.

\_\_\_\_\_  
**Paul Warden**  
Mayor City of Prosser

\_\_\_\_\_  
**Robert C. Hawks**  
Secretary-Treasurer Local 839

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# THE WESTERN CONFERENCE OF TEAMSTERS PENSION TRUST FUND

## EMPLOYER – UNION PENSION CERTIFICATION

THE UNDERSIGNED EMPLOYER AND UNION HEREBY CERTIFY THAT A WRITTEN LABOR AGREEMENT IS IN EFFECT BETWEEN THE PARTIES PARTICIPATING FOR CONTRIBUTIONS TO THE WESTERN CONFERENCE OF TEAMSTERS PENSION TRUST FUND ("TRUST FUND") AND THAT SUCH AGREEMENT CONFORMS TO THE TRUSTEE POLICY ON ACCEPTANCE OF EMPLOYER CONTRIBUTIONS (AS REPRODUCED ON THE REVERSE OF THIS FORM) AND IS NOT OTHERWISE DETRIMENTAL TO THE PLAN. A COMPLETE COPY OF THE LABOR AGREEMENT IS ATTACHED OR, IF NOT YET AVAILABLE, WILL BE FURNISHED TO THE AREA ADMINISTRATIVE OFFICE AS SOON AS AVAILABLE. THE UNDERSIGNED AGREE THAT THE PROVISIONS OF ANY MEMORANDUM OF UNDERSTANDING, SUPPLEMENT, AMENDMENT, ADDENDUM OR OTHER MODIFICATION OF THE LABOR AGREEMENT DIRECTLY OR INDIRECTLY AFFECTING THE EMPLOYER'S OBLIGATION TO CONTRIBUTE TO THE TRUST FUND SHALL NOT BIND THE TRUSTEES UNLESS AND UNTIL A COMPLETE WRITTEN AND SIGNED COPY OF THOSE PROVISIONS IS FURNISHED TO THE AREA ADMINISTRATIVE OFFICE AND ACCEPTED BY THE TRUSTEES, AND FURTHER AGREE TO FURNISH THOSE PROVISIONS TO THE AREA ADMINISTRATIVE OFFICE IN A TIMELY MANNER. IF A NEW PENSION ACCOUNT, THE EMPLOYER AGREES TO PROVIDE THE AREA ADMINISTRATIVE OFFICE WITH COMPLETED PAST EMPLOYMENT DATA FORMS. THE NEGOTIATING PARTIES CERTIFY THAT THIS DOCUMENT HAS NOT BEEN MODIFIED IN ANY MANNER.

NAME OF EMPLOYER City of Prosser NAME OF ASSOCIATION Police Department  
IF AN ASSOCIATION WITH AUTHORITY TO SIGN ON BEHALF OF EMPLOYERS, ATTACH LIST OF NAMES AND ADDRESSES OF EACH SUCH EMPLOYER

STREET ADDRESS 601 7th St CITY, STATE, ZIP CODE Prosser, WA 99350

EFFECTIVE DATE OF THIS LABOR AGREEMENT 1/1/2014

IF THIS CERTIFICATION IS SIGNED BY AN ASSOCIATION, THE ASSOCIATION WARRANTS AND REPRESENTS THAT IT HAS WRITTEN AUTHORIZATION FROM EACH LISTED EMPLOYER TO SIGN THIS CERTIFICATION AND TO SIGN THE LABOR AGREEMENT ON BEHALF OF SUCH EMPLOYER (IF THE LABOR AGREEMENT IS NOT SIGNED BY THE EMPLOYER).

### INDICATE:

RENEWAL  NEW PENSION ACCOUNT  PREVIOUSLY MADE PENSION CONTRIBUTIONS   
EMPLOYER OWNERSHIP CHANGE  DATE OF CHANGE \_\_\_\_\_ SELLER \_\_\_\_\_  
EMPLOYER IS PART OF A CONTROLLED GROUP OF CORPORATIONS FOR FEDERAL TAX PURPOSES

NAME OF PARENT COMPANY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

### FOR LABOR AGREEMENT RENEWALS:

INDICATE PENSION ACCOUNT NUMBER(S) \_\_\_\_\_

EMPLOYER IS A: CORPORATION  PARTNERSHIP  UNINCORPORATED SOLE PROPRIETORSHIP   
PUBLIC ENTITY  LIMITED LIABILITY COMPANY  (INDICATE - PARTNERSHIP  CORPORATION   
(PARTNERS OR UNINCORPORATED OWNERS ARE INELIGIBLE TO PARTICIPATE PERSONALLY IN THIS TAX-EXEMPT TRUST.)

APPROXIMATE NUMBER OF COVERED EMPLOYEES 11

THE UNDERSIGNED UNION AND EMPLOYER AGREE TO BE BOUND BY THE WESTERN CONFERENCE OF TEAMSTERS AGREEMENT AND DECLARATION OF TRUST AND PENSION PLAN AS NOW CONSTITUTED OR AS HEREAFTER AMENDED, AND TO BE BOUND BY THE ACTS OF THEIR RESPECTIVE UNION AND EMPLOYER TRUSTEES OR THEIR SUCCESSORS. THE EMPLOYER AGREES TO PAY THE TRUST FUND THE PENSION CONTRIBUTIONS SPECIFIED IN THE LABOR AGREEMENT WITH THE UNION. THE UNDERSIGNED UNION AND EMPLOYER SHALL BECOME PARTIES TO SAID AGREEMENT AND DECLARATION OF TRUST UPON ACCEPTANCE AS SUCH BY THE TRUSTEES. UPON THE EXPIRATION OF THIS OR ANY SUBSEQUENT LABOR AGREEMENT, THE EMPLOYER AGREES TO CONTINUE TO CONTRIBUTE TO THE TRUST FUND IN THE SAME AMOUNT AND MANNER AS REQUIRED IN THE MOST RECENT EXPIRED LABOR AGREEMENT UNTIL SUCH A TIME AS THE UNDERSIGNED EITHER NOTIFIES THE OTHER PARTY IN WRITING (WITH A COPY TO THE TRUST FUND) OF ITS INTENT TO CANCEL SUCH OBLIGATION FIVE DAYS AFTER RECEIPT OF NOTICE OR ENTERS INTO A SUCCESSOR LABOR AGREEMENT WHICH CONFORMS TO THE TRUSTEE POLICY, WHICHEVER EVENT OCCURS FIRST. SIMILARLY, THE TRUSTEES RESERVE THE RIGHT TO GIVE NOTICE TO THE EMPLOYER AND UNION OF INTENT TO TERMINATE ACCEPTANCE OF FURTHER CONTRIBUTIONS FROM THE EMPLOYER. THE UNDERSIGNED AGREES THAT UPON RENEWAL OF THE LABOR AGREEMENT A COMPLETE COPY OF THE RENEWED LABOR AGREEMENT, INCLUDING MODIFICATIONS TO THE AGREEMENT, WILL BE FURNISHED TO THE AREA ADMINISTRATIVE OFFICE AS SOON AS AVAILABLE; AND, UPON WRITTEN ACCEPTANCE OF THE RENEWED LABOR AGREEMENT BY THE TRUSTEES, THE FOREGOING TERMS OF THE EMPLOYER-UNION PENSION CERTIFICATION SHALL BE APPLICABLE TO SUCH RENEWAL OF THE LABOR AGREEMENT. THE UNDERSIGNED UNION AND EMPLOYER ACKNOWLEDGE RECEIPT OF THE TRUSTEE POLICY ON ACCEPTANCE OF EMPLOYER CONTRIBUTIONS EFFECTIVE APRIL 1, 1970 AND OF THE TRUSTEE POLICY ON ACCEPTANCE OF EXTENDED, RENEWED, MODIFIED OR REPLACED PENSION AGREEMENTS WHERE THE EMPLOYER IS ON REFERRAL TO DELINQUENCY COLLECTION ATTORNEYS.

UNION Teamsters Local Union No. 839  
BY Robert C. Hawks DATE 12-3-13  
(SIGNATURE)

EMPLOYER \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
(SIGNATURE)

(PRINT NAME OF INDIVIDUAL SIGNING)

(PRINT NAME OF INDIVIDUAL SIGNING)

TITLE Secretary-Treasurer PHONE NO. (509) 547-7993 TITLE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ACCEPTED BY THE TRUSTEES OF THE WESTERN CONFERENCE OF TEAMSTERS PENSION TRUST FUND.

BY \_\_\_\_\_ DATE \_\_\_\_\_

**TRUSTEE POLICY ON ACCEPTANCE OF EMPLOYER CONTRIBUTIONS  
EFFECTIVE APRIL 1, 1970**

(As revised for amendments, extensions and new Pension Agreements effective on or after April 1, 2000)

It is the policy of the Trustees of the Western Conference of Teamsters Pension Trust Fund to accept as Employer Contributions only payments made in accordance with a Pension Agreement that is not detrimental to the Plan. The determination of whether or not a Pension Agreement is detrimental to the Plan shall be made by the Trustees in their sole discretion. However, the list of provisions that follows is furnished as an illustration of those whose inclusion in a Pension Agreement may result in a determination by the Trustees that the Pension Agreement is detrimental to the Plan. It should be noted, however, that the list is not intended as an inclusive list of all such types of provisions.

1. Provisions that limit the employees on whose account contributions are to be made to those above a specific age.
2. Provisions that limit the employees on whose account contributions are to be made to those who will be eligible for retirement within a specified period.
3. Provisions that limit the employees on whose account contributions are to be made to those who have satisfied a specific minimum period of employment or seniority, except that part-time regular and full-time regular employees serving a probationary period may, for a period not to exceed ninety (90) calendar days, be covered under a contribution rate not less than ten (10) cents per hour, including PEER. Casuals, extras, jobbers and hiring hall employees are not subject to the foregoing exception.
4. Provisions that limit the employees on whose account contributions are to be made to those who have worked more than a specified minimum number of hours in a particular period.
5. Provisions that permit contributions on a basis that will produce a contribution less than on all straight time hours worked by the employee, provided that for purpose of this rule paid vacation and paid holiday hours shall be included in straight time hours worked.
6. Provisions which permit or require pension contributions for persons who are not members of the bargaining unit.
7. Provisions which reduce contributions for each compensable hour to less than that which applied prior to any date, except as provided in Number 3 above.
8. Provisions that provide different contribution rates within the same job classification other than during the specified waiting period as dened in Number 3 above. (Different contribution rates for substantially different job descriptions or classifications are permissible as determined by the Trustees in their sole discretion. To illustrate this concept: driver, warehouse, ofce, mechanic, sales, production would be considered substantially different descriptions/classifications under this provision.)

In administering the foregoing provisions, the Trustees, with regard to the interpretation of these Guidelines, will attempt to accommodate the bona fide needs of the parties to Pension Agreements as long as the Pension Agreements are not detrimental to the Plan. The Trustees, while retaining sole discretion over these issues, invite the parties to Pension Agreements to present proposals to the Trustees in advance of their adoption so that the Trustees may advise the parties on the acceptability of such proposals.

**TRUSTEE POLICY ON ACCEPTANCE OF EXTENDED,  
RENEWED, MODIFIED OR REPLACED PENSION AGREEMENTS  
WHERE EMPLOYER IS ON REFERRAL TO  
DELINQUENCY COLLECTION ATTORNEYS**

If a Covered Employer has been on referral to the Trust Fund's attorneys for a period of three months or more for collection of delinquent pension contributions due under a Pension Agreement, then the decision of whether to accept as a Pension Agreement any extensions, renewal, modification or replacement of that Pension Agreement shall be made by the Chairman and Co-Chairman/Secretary, acting jointly, rather than by an Area Administrative Office of the Trust Fund.

This Policy shall not apply to an extension, renewal, modification or replacement of a Pension Agreement where the sole reason the Covered Employer is on referral is a delinquency discovered through an examination of the books and records of the Covered Employer by the Trustees or their representatives or resulting from a Trust billing for contribution amounts supplemental to amounts the Covered Employer has reported to the Trust Fund on monthly transmittal report forms.

This Policy is supplemental to, and not in derogation of, the existing authority of the Chairman and Co-Chairman/Secretary to determine whether a collective bargaining agreement or other written agreement qualifies as a Pension Agreement and whether Employer Contributions under such agreement are accepted under the rules and regulations of the Trust Fund.

Labor Agreement Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<b>Agenda Title:</b> Review and confirm Mayor Warden's appointments of Tammy McKeirnan and Mike Kelley to the Board of Adjustment and other various board, commission, and committee appointments by Mayor Warden.		<b>Meeting Date:</b> January 14, 2014 Regular Meeting	
<b>Department:</b> City Clerk	<b>Director:</b> Rachel Shaw	<b>Contact Person:</b> Rachel Shaw	<b>Phone Number:</b> (509) 786-8218
<b>Cost of Proposal:</b> n/a		<b>Account Number:</b> n/a	
<b>Amount Budgeted:</b> n/a		<b>Name and Fund#:</b> n/a	
<b>Reviewed by Finance Department:</b>			
<b>Attachments to Agenda Packet Item:</b>			
1. City of Prosser Boards, Commissions, and Committee Appointment Listing			
<b>Summary Statement:</b>			
Some of the current Boards, Commissions, and Committee terms will be expiring soon. It is necessary to appoint or in some cases re-appoint members accordingly. Attached are the appointments made by Mayor Warden to be confirmed by City Council.			
<b>Consistent with or Comparison to:</b>			
EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
<b>Recommended City Council Action/Suggested Motion:</b>			
Review and confirm Mayor Warden's appointments of Tammy McKeirnan and Mike Kelley to the Board of Adjustment and other various board, commission, and committee appointments by Mayor Warden.			
<b>Reviewed by Department Director:</b> Not Available for signature Date:	<b>Reviewed by City Attorney:</b>  Date: 1/10/14	<b>Approved by Mayor:</b> Not Available for signature Date:	
<b>Today's Date:</b> January 9, 2014	<b>Revision Number/Date:</b>	<b>File Name and Path:</b>	

## City Boards, Commissions & Committees

Name	Committee	Length of Term		Meeting Location	Meeting Location Address	Beginning of Current Term	Term Expiration	Date of Appointment or Reappointment
		Day/Time						
Steve Becken	Ben Franklin Transit Board	2 year term	2nd Thursday, 7:00 pm	Three Rivers Transit	7109 W Okanogan Pl.	1/1/2013	1/1/2015	1/8/2013
Randy Taylor (Mayor Pro-tem - Alternate)	Ben Franklin Transit Board	2 year term	2nd Thursday, 7:00 pm		Kennewick	1/1/2013	1/1/2015	1/8/2013
Paul Warden	Benton County Law & Justice Committee		2nd Tuesday, 12:00 pm			1/1/2008		1/8/2008
Thomas Groom	Benton County Mosquito Control Board	2 year term				1/1/2013	12/31/2014	12/11/2012
Steve Becken	Benton Franklin Community Action Council		4th Thursday, 5:30 pm	BF Action Office	720 W Court St, Pasco	1/8/2008	upon resignation	1/8/2008
Randy Taylor	Benton Franklin Council of Governments		3rd Friday, 11:30 am			1/8/2008	upon resignation	1/8/2008
Paul Warden (Alternate)	Benton Franklin Council of Governments		3rd Friday, 11:30 am			1/1/2008		1/3/2008
Bob Elder	Benton Franklin Solid Waste Advisory Council		Quarterly, 6 p.m.	WSU Ext, County Annex	5600 E W Canal Dr, Kennewick	1/1/2012	1/1/2014	1/14/2014
Tammy McKeirnan	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	5/8/2012	1/1/2014	1/14/2014
Mike Kelley	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2011	1/1/2014	1/14/2014
Bill Riley	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2012	1/1/2015	2/14/2012
Idalia Aguilar	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2012	1/1/2015	8/27/2012
Gary Krebs	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2013	1/1/2016	11/26/2013
Eric Stagg	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2013	1/1/2016	5/10/2011
Dan Baldwin	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2013	1/1/2016	6/22/2010
TBD	Board of Health		4th Thursday, 7:00 pm	BFHD Office	412 W Clark St., Pasco			
Scott Hamilton (Rotate Councilmembers)	Budget & Finance Committee		2nd & 4th Tuesday, 5:30pm	City Hall	601 7th St. Prosser	1/1/2013		1/8/2013
Randy Taylor	Budget & Finance Committee		2nd & 4th Tuesday, 5:30pm	City Hall	601 7th St. Prosser	1/1/2013		1/8/2008
Steve Becken	Budget & Finance Committee		2nd & 4th Tuesday, 5:30pm	City Hall	601 7th St. Prosser	1/1/2013		1/8/2008
Bob Elder	Chamber Board		2nd Friday, 7am	Chamber Conference Room	1230 Bennett Prosser	1/1/2014	12/31/2014	1/14/2014
Wyatt Cone	Civil Service Commission	6 year term	2nd Thursday, 10:30 am	City Hall	601 7th St. Prosser	1/1/2012	12/31/2017	3/13/2012
Dan Baldwin	Civil Service Commission	6 year term	2nd Thursday, 10:30 am	City Hall	601 7th St. Prosser	1/1/2012	12/31/2017	1/8/2013
Glenda Schmidt	Civil Service Commission	6 year term	2nd Thursday, 10:30 am	City Hall	601 7th St. Prosser	1/1/2012	12/31/2017	3/13/2012
Morgan Everett	Council Policy and Procedures Committee		As Needed	City Hall	601 7th St. Prosser	1/1/2008		1/4/2008
Randy Taylor	Council Policy and Procedures Committee		As Needed	City Hall	601 7th St. Prosser	1/1/2008		1/4/2008
TBD	Council Policy and Procedures Committee		As Needed	City Hall	601 7th St. Prosser	1/1/2008		
TBD	County Seat Task Force Committee		As Needed					1/8/2008
TBD	County Seat Task Force Committee		As Needed					
TBD	Depot, Inc.		As Needed					
TBD	Downtown Revitalization Committee		3rd Monday, noon	Depot Conference Room	1230 Bennett, Prosser			
Steve Becken	Farmer's Market Liason		4th Monday, 7:00 pm			1/8/2008		1/8/2008

## City Boards, Commissions & Committees

Name	Committee	Length of Term	Day/Time	Meeting Location	Meeting Location Address	Beginning of Current Term	Term Expiration	Date of Appointment or Reappointment
TBD	Flood Hazard Management Citizens Advisory Committee		As Needed					
Steve Becken	Good Roads Committee		3rd Wednesday, 6:00 pm			1/8/2008		1/8/2008
Paul Warden	Good Roads Committee (Alternate)		3rd Wednesday, 6:00 pm			1/8/2008		1/8/2008
TBD	Benton Franklin Housing Continuum of Care		2nd Wednesday, 3:30 pm	BF Action Office	720 W Court St. Pasco			
Becky Yeaman	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Fred Lamb	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Tom Denlea	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Marilyn Dalstra	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Morgan Everett	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Rob Steelman	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Deb Augustavo	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Bob Elder	LEOFF Board		1st Wednesday, 2:00 pm	County Commissioner's	620 Market, Prosser			
	MidColumbia Library Board (Appointed by the County)	7 years	3rd Monday, 7:00 pm	MidColumbia Library -	405 S. Dayton, Kennewick,	3/1/2010	12/31/2013	1/1/2007
TBD	PEDA		1st Thursday, 5:30 pm	Depot Conference Room	1230 Bennett	1/1/2013	12/31/2013	1/24/2012
Paul Warden (alternate)	PEDA		1st Thursday, 5:30 pm	Depot Conference Room	1230 Bennett	1/1/2014	12/31/2014	1/14/2014
Glenda Schmidt, Chair	Planning Commission Position No. 1	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2011	6/30/2014	3/22/2011
Trevor Day	Planning Commission Position No. 2	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/26/2012	6/30/2015	11/26/2013
David Sullivan	Planning Commission Position No. 3	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2013	6/30/2016	7/9/2013
Dorothy Evans	Planning Commission Position No. 4	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/26/2012	6/30/2015	6/26/2012
Jeremy Lynn	Planning Commission Position No. 5	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2013	6/30/2016	7/9/2013
Samuel Fitch	Planning Commission Position No. 6	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2013	6/30/2016	7/9/2013
Devina Riojas	Planning Commission Position No. 7	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2011	6/30/2014	3/12/2013
Bob Elder	Regional Fire Authority Board			Fire Department		1/10/2012		1/1/2012
Morgan Everett	Regional Fire Authority Board			Fire Department		3/24/2009		3/24/2009
Randy Taylor	Regional Fire Authority Board			Fire Department				
Randy Taylor	RTPO (Regional Transportation)		2nd Thursday, 7:00 am					
TBD	School District Facilities Committee		As Needed					
Paul Warden	Sign Committee		As Needed			1/8/2008		1/8/2008
Scott Hamilton	Yakima Sub-Basin Recovery Board	1 year term	Quarterly, 2 p.m.	1110 West Lincoln Ave. Yakima	1110 West Lincoln Ave. Yakima	1/1/2014	12/31/2014	1/14/2014
Steve Zetz	Benton and Franklin Counties Steering Committee		Annually	Dept of Human Services	7207 West Deschutes Ave Kennewick			

Last Modified: 1/9/2014

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

**Agenda Title:** Approve payment of claim Check no. 10028 and 10029 in the amount of \$5,346.37 for the period ending January 14, 2014.

**Meeting Date:**  
January 14, 2014  
Regular Meeting

**Department:**  
Finance

**Director:**  
Regina Mauras

**Contact Person:**  
Toni Yost

**Phone Number:**  
(509) 786-2332

**Cost of Proposal:**  
\$5,346.37

**Account Number:**  
See Attached

**Amount Budgeted:**  
See 2014 budget for each item listed.

**Name and Fund#**  
See Attached

**Reviewed by Finance Department:**

*R Mauras*

**Attachments to Agenda Packet Item:**

1. Check Register # 10028 and 10029

**Summary Statement:**

Approve payment of claim check no. 10028 and 10029 in the amount of \$5,346.37 for the period ending January 14, 2014.

**Consistent with or Comparison to:**

City's policy to pay bills in a timely manner.

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

Approve payment of claim Approve payment of claim check no. 10028 and 10029 in the amount of \$5,346.37 for the period ending January 14, 2014.

**Reviewed by Department Director:**

*Regina Mauras*

**Reviewed by City Attorney:**

N/A

**Approved by Mayor:**

*Pat Yost*

**Date:** *1-9-2014*

**Date:**

**Date:** *1-9-2014*

**Today's Date:**

January 9, 2014

**Revision Number/Date:**

**File Name and Path:**

# CHECK REGISTER

City Of Prosser  
MCAG #: 0205

01/01/2014 To: 01/31/2014

Time: 09:08:07 Date: 01/14/2014  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
31	01/14/2014	Claims	1	10028	Jackson National Life Insurance Company	4,244.97	Long-Term Care Insurance; Long-Term Care Insurance-L.S.H
					117 - 517 91 20 001 - Personnel Benefits	2,146.33	Long-Term Care Insurance
					117 - 517 91 20 001 - Personnel Benefits	2,098.64	Long-Term Care Insurance-L.S.H
32	01/14/2014	Claims	1	10029	Senior Health Insurance	1,101.40	Long Term Care Insurance- J. C.
					117 - 517 91 20 001 - Personnel Benefits	1,101.40	Long Term Care Insurance- J. C.
517 Employee Benefit Programs						5,346.37	
<del>117 Employee Benefits Security</del>						<del>5,346.37</del>	
						5,346.37	Claims: 5,346.37



Signature

1/14/2014

Date

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<u>Agenda Title:</u> Adopt Resolution No.14- _____ Establishing Fees for the Recreation Department.		<u>Meeting Date:</u> January 14, 2014 Regular Meeting	
<u>Department:</u> Administration	<u>Director:</u> Paul Warden	<u>Contact Person:</u> Paul Warden	<u>Phone Number:</u> (509) 786-8216
<u>Cost of Proposal:</u> \$31,778 anticipated revenue for 2014		<u>Account Number:</u> 001-347-30-00 001-347-60-00	
<u>Amount Budgeted:</u> Included in 2014 Adopted Budget		<u>Name and Fund#</u> General Fund (001)	
<u>Reviewed by Finance Department:</u>  <i>Regina Mauras</i>			
<u>Attachments to Agenda Packet Item:</u>  1. Resolution 14-_____			
<u>Summary Statement:</u>  During the 2014 budget development process Council considered and informally approved of proposed recreation rate increases. The attached resolution will implement these rate increase.			
<u>Consistent with or Comparison to:</u>  EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
<u>Recommended City Council Action/Suggested Motion:</u>  Adopt Resolution No.14- _____ Establishing Fees for the Recreation Department.			
<u>Reviewed by Department Director:</u>  <i>Paul Warden</i>	<u>Reviewed by City Attorney:</u>  	<u>Approved by Mayor:</u>  <i>Paul Warden</i>	
<u>Date:</u> 1-9-2014	<u>Date:</u> 1/9/14	<u>Date:</u> 1-9-2014	
<u>Today's Date:</u>  January 9, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>	

**CITY OF PROSSER, WASHINGTON  
RESOLUTION NO. 14-**

**A RESOLUTION OF THE CITY OF PROSSER, WASHINGTON CITY COUNCIL TO ESTABLISH FEES FOR THE RECREATION DEPARTMENT PURSUANT TO THE AUTHORITY OF CHAPTER 20.20 OF THE PROSSER MUNICIPAL CODE WHICH PROVIDES THAT RECREATION FEES SHALL BE ESTABLISHED PURSUANT TO RESOLUTION OF THE CITY COUNCIL AND PROVIDING FOR THE EFFECTIVE DATE OF THE RESOLUTION.**

**WHEREAS**, the City Council of the City of Prosser has determined that it is in the best interest of the City of Prosser to move toward providing a single, efficient, and convenient listing of all fees and charges for permits, licenses, services, applications and filing fees; and

**WHEREAS**, such a listing will better facilitate the updating and uniform review of all such fees and charges; and

**WHEREAS**, the City Council has provided for recreation fees to be set by Resolution; and

**WHEREAS**, the City Council desires to replace all previously established Recreation fees;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON THAT THE FOLLOWING FEES AND CHARGES REPLACE ALL PREVIOUSLY ESTABLISHED RECREATION FEES AND CHARGES AND SUCH FEES AND ARE HEREBY ESTABLISHED:**

Swim Lessons	\$ 30
Daily Admission	
Three years and under	Free with paying adult
Ages 4 to 17	\$ 4
Ages 18 & up	\$ 5
Senior (65+)	\$ 4
Group (up to 5 people)	\$ 15
Punch Card (15 individual visits)	
Three years and under	Free with paying adult
Ages 4 to 17	\$ 40
Ages 18 & up	\$ 55
Senior (65+)	\$ 40

Season Swim Passes

Individual

Three years and under	Free with paying adult
Ages 4 to 17	\$ 85
Ages 18 & up	\$ 110
Senior (65+)	\$ 85
Group (up to 5 people)	\$ 195
Additional people up to 8	\$ 30 each additional person
Swim team members	\$ 25 each team member <u>OR</u> Season pass.

Pavilion Rental (includes 1 grill & 10 chairs)

All Day \$ 75

Party Rate (includes pavilion, grill, admission & chairs all day)

25 or fewer individuals (10 chairs) \$ 150

26-50 (2 pavilions & 20 chairs) \$ 200

Picnic Table & Grill Rental

\$ 5 per hour

\$ 25 all day

Life jacket deposit

\$ 5, refundable upon return  
of jacket with no damages,  
on the same day of rental

Pool Rental Cost per HOUR (3 guards for each pool or 6 for both pools)

Recreation pool up to 50 participants \$ 150 per hour

Lap pool up to 50 participants \$ 150 per hour

Both pools up to 100 participants \$ 250 per hour

Each additional 25 participants \$ 50 per hour

Replacement Season Swim Pass

\$ 4

Season pass discount if using previous pass care

\$ 4 up to \$20 max

Youth Baseball and Softball registration

\$ 15

Company Sponsorship

\$ 200 for full team

Adult Programs

Calculated rate which  
attempts to recover cost

Late Registration Assessment

\$ 10

**BE IT FURTHER RESOLVED, THAT THE MAYOR, OR HIS DESIGNEE, IS AUTHORIZED TO ESTABLISH FEES FOR ADULT PROGRAMS IN AN EFFORT TO ATTEMPT TO RECOVER THE CITY'S DIRECT COST FOR PROVIDING THE PROGRAM.**

**BE IT FURTHER RESOLVED THAT THE CITY CLERK SHALL ADD THE ABOVE FEES TO THE CITY'S EXISTING FEE SCHEDULE.**

**ADOPTED** by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this \_\_\_\_ day of \_\_\_\_\_ 2014.

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

ATTEST:

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

APPROVED AS TO FORM:

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

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

Agenda Title: Approve an Agreement with Lexipol for updating of Police Department policy manual and access to the Lexipol Knowledge Management System for subscription to the service. Authorize the Mayor, or his designee, to sign the documents.

Meeting Date:  
January 14, 2014  
Regular Meeting

Department:  
Police

Director:  
Chief David Giles

Contact Person:  
Chief David Giles

Phone Number:  
(509) 786-8220

Cost of Proposal: \$4,950

Account Number:  
001-521-20-41

Amount Budgeted: \$6,000

Name and Fund#  
(001) General Fund

Reviewed by Finance Department:

*Regina Maurer*

Attachments to Agenda Packet Item:

1. Lexipol Terms and Conditions for Use of Subscription Materials
2. Lexipol Policy Manual & Daily Training Bulletins - Prosser Police Department Proposal

Summary Statement:

In the 2014 Budget, Council approved the purchase of Lexipol services. The programs offered by Lexipol will assist the department in establishing updated departmental policies, and will also prepare training bulletins which will enhance and test the employees understanding of policies and procedures.

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Approve an Agreement with Lexipol for updating of the police department's policy manual, and access to the Lexipol Knowledge Management System for Subscription to the Service. Authorize the Mayor, or his designee, to sign the documents.

<u>Reviewed by Department Director:</u>  Date:	<u>Reviewed by City Attorney:</u>  Date: 1/8/14	<u>Approved by Mayor:</u>  Date: 1-9-2014
<u>Today's Date:</u> January 8, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>



Predictable is Preventable

Lexipol LLC  
6B Liberty, Suite 200  
Aliso Viejo, CA 92656  
Tel: 949.484.4444  
Fax: 949.484.4443

## **TERMS AND CONDITIONS FOR USE OF SUBSCRIPTION MATERIAL**

### **I. ACCEPTANCE OF TERMS**

The services that Lexipol, LLC, a Delaware Limited Liability Company (hereinafter "Lexipol"), provides to Agency, Customer, User, Purchaser are subject to the following Terms and Conditions of Use. These Terms and Conditions are valid through the subscription period of one year. Lexipol reserves the right to update/change the Terms and Conditions of Use on the renewal date of the subscription agreement period whereas those updates/changes on the Terms and Conditions of Use will be valid for the new subscription period. This document represents the most current version of the Terms and Conditions of Use. Any changes or updates can be reviewed by clicking on the "Terms and Conditions of Use" hypertext link located on Lexipol's Forum page once Agency becomes a subscriber. AGENCY MUST AGREE WITH THESE TERMS AND CONDITIONS OF USE BEFORE AGENCY CAN USE THIS ONLINE PLATFORM.

### **II. DESCRIPTION OF SERVICES**

Through Lexipol's online platform, Lexipol provides Agency with access to the Lexipol Knowledge Management System. Lexipol provides numerous subscriptions to this system, each with varying services depending on the level of subscription. The Agency is subscribing to the services indicated on the data page included on the last page of this agreement.

### **III. MEMBER ACCOUNT, PASSWORD AND SECURITY**

If any of the Services provided to Agency by this online platform requires Agency to open an account, Agency must complete the registration process by providing Lexipol with current, complete and accurate information as prompted by the applicable registration form. Agency will also be able to change the user name and password on the account after initial login. Agency is entirely responsible for maintaining the confidentiality of Agency's password and account. Agency is entirely responsible for any and all activities that occur under Agency's account. Agency agrees to notify Lexipol immediately of any unauthorized use of Agency's account or any other breach of security.

Agency may not use any other Agency's account at any time, as Agency's password and user name are for the purchaser's sole use. Purchasers of content through this online platform are not permitted to share, distribute, sell, or otherwise transfer their password to other individuals. Significant or unusual use of a single user name and password (including, but not limited to, significant use of a single user name and password on multiple computers) could result in suspension of that password.

Neither Agency nor its administrators or users may permit use of user names and passwords by third parties. Neither Agency nor its users may provide access to any of the services to any third party, or any other user not authorized to access services provided pursuant to this agreement. Agency Administrator may be granted administrator passwords permitting access to Lexipol Forum Pages, Release Notes and Guide Sheets; Agency Administrators may not permit use of administrator user names and administrator passwords by any other user.

Agency, administrators and users are responsible for maintaining the confidentiality of user names and passwords assigned to them and for restricting access to Lexipol services by unauthorized users.

Unauthorized use of user names and passwords could result in suspension of access to Lexipol services.

#### IV. NOTICES

Any notice to be given to the parties shall be sent to Lexipol at the address above or if to the Agency to the contact person registered as the authorized signer.

#### V. PAYMENT TERMS

Agency agrees to pay the current fees for all services purchased using Agency's user name and password. All services are payable in full within thirty (30) days from invoice date. Any amounts past sixty (60) days from due date shall accrue interest at one (1%) percent per month for past due accounts. Invoices are sent thirty (30) days previous to the subscription start date and anniversary date thereafter. All payments are applied to the oldest balance.

#### VI. PRIVACY POLICY

Lexipol shall keep all information Agency provides confidential and private unless required to provide information in accordance with an order from a court of competent jurisdiction. Agency acknowledges Lexipol may provide view only access and summary information to the Agency's affiliated Risk Management Authority, Insurance Pool or Group if they have provided an economic subsidy. Because security is important to Lexipol and our users, Lexipol will always make reasonable efforts to ensure the security of Lexipol's systems. Lexipol employs security systems to protect the information Lexipol receives from Agency's users. The Lexipol Policy online platform uses Secure Socket Layer (SSL) Protocol for browsers supported by Lexipol application(s). SSL encrypts information as it travels between customer and Lexipol. Please be aware that Internet data transmission is not always 100% secure and Lexipol cannot warrant that information Agency transmits utilizing Lexipol's Service or online platform is 100% secure.

#### VII. APPLICATION OF LAW AND JURISDICTION

Agency agrees that any claim, action, or proceeding arising out of these Terms and Conditions of Use, or Agency's use of the online platform, shall be governed by and construed in accordance with the laws of the State of Delaware applicable to contracts to be wholly performed therein, and any action based on or alleging a breach of this Agreement must be brought in a state or federal court in Delaware. This Agreement shall be governed and interpreted pursuant to the laws of the State of Delaware, United States of America, notwithstanding any principles of conflicts of law.

#### VIII. INDEMNIFICATION

Agency understands that Lexipol and its agents, employees and representatives have developed policy guidelines and content in a good faith effort to comply with all applicable statutes, case law and industry standards in effect at the time such policies were approved and adopted by Agency. Agency acknowledges that Lexipol shall not be responsible for updating these policies to adhere to subsequent changes in the law or other conditions and those changes and updates will only be provided by Lexipol as a part of an annual subscription. While Lexipol has made a good faith effort to develop all policies and training in accordance with existing law and standards, Agency acknowledges that neither Lexipol nor any of its agents, attorneys, employees or representatives are obligated to provide legal representation, defense, or indemnification for any litigation in which said policies are subject to challenge.

To the fullest extent permissible under applicable law, and except as otherwise herein, Lexipol and/or other persons creating or transmitting the information and the service will in no event be liable to

V05.13.13

Agency or anyone else for any direct, indirect, consequential, incidental, special, exemplary, or punitive damages for the information, even if Lexipol or other persons creating or transmitting the information or the service shall have been advised of the possibility of such damages. To the fullest extent permitted by law, Lexipol or other persons creating or transmitting the service and the information shall have no responsibility or liability to Agency or anyone else under any tort, contract, negligence, strict liability, products liability or other theory with respect to any subject matter of this agreement or terms and conditions of use thereto with the exception of liability resulting from a finding of gross negligence, and/or willful and wanton conduct of Lexipol.

## IX. COPYRIGHT

Agency expressly acknowledges and agrees that each and every policy provided by Lexipol including, but not limited to, all updates, revisions to Lexipol content, Supplemental Policy Publications and/or Procedure Manuals, and Daily Training Bulletins are expressly created for Agency's exclusive use. Agency further agrees that Lexipol owns the copyright to all content created by Lexipol which is incorporated into Policy Manual(s), content created by Lexipol which is incorporated into Supplemental Policy Publications and/or Procedure Manuals, Policy and/or Procedure update content and Daily Training Bulletins (hereinafter "Lexipol Content"). Agency further agrees that any content within an Agency Policy Manual prepared by Agency, based in whole or in part on content created by Lexipol, or based on any Supplemental Policy Publications and/or Procedure Manuals, and Daily Training Bulletins copyrighted by Lexipol shall be derivative works subject to the copyright of Lexipol.

Agency may not copy, republish, lend, modify, distribute, post on servers, transmit, redistribute, display, in whole or in part, by any means electronic or mechanical, or by any information storage and retrieval system, for commercial purposes, any Lexipol Content or derivative works thereof.

Agency may not copy, republish, lend, modify, distribute, post on servers, transmit, redistribute, display, in whole or in part, by any means electronic or mechanical, or by any information storage and retrieval system, to any third party agency or company, regardless of commercial purpose or compensation, any Lexipol Content or derivative works thereof.

Agency may not copy, republish, lend, modify, distribute, post on servers, transmit, redistribute, display, in whole or in part, by any means electronic or mechanical, or by any information storage and retrieval system, to any third party which provides services comparable to the services provided under this agreement in competition with Lexipol, regardless of commercial purpose or compensation, any Lexipol Content or derivative works thereof.

Agency may not copy, republish, lend, modify, distribute, post on servers, transmit, redistribute, display, in whole or in part, by any means electronic or mechanical, or by any information storage and retrieval system, to effect importation into any third party Knowledge/Content Management Service which provides services comparable to the services provided under this agreement in competition with Lexipol, regardless of commercial purpose or compensation, any Lexipol Content or derivative works thereof.

Nothing in this statement is intended to prohibit or restrict Agency from access and reproduction for department functions and providing any policies contained within the Policy Manual(s) pursuant to and authorized by a request under the Public Records Act, pursuant to Court order or any other lawful process. Nor is there intent to restrict Agency from use of any content created independently by agency and included in Lexipol's knowledge management systems.

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V05.13.13

Pages, Release Notes and Guide Sheets to any third party for any purpose without prior written permission of Lexipol.

Agency is hereby given permission by Lexipol to reproduce any or all of the contents of Policy Manual(s), Supplemental Policy Publications and/or Procedure Manuals, Policy and/or Procedure update content and Daily Training Bulletins for its internal use. Agency is hereby given permission by Lexipol to prepare derivative works based on any or all of the contents of Policy Manual(s), Supplemental Policy Publications and/or Procedure Manuals, Policy and/or Procedure update content and Daily Training Bulletins for its internal use.

Subject to the provisions of this Section IX, Agency shall have a perpetual right and license to use all materials provided by Lexipol for internal use under this Agreement, and all derivative works based on such materials.

#### X. DISCLAIMER OF WARRANTIES

The service and all information is provided "as is" without warranties, express or implied, or representations of any kind whatsoever. There shall be no warranties of merchantability, fitness for a particular use, non-infringement of proprietary rights, enjoyment of the information or service, system integration, or accuracy of the information. To the fullest extent permitted by law, Lexipol disclaims any warranties for the security, reliability, timeliness, and performance of the information and the service. The entire risk as to satisfactory quality, performance, accuracy and effort is with Agency.

Some jurisdictions do not allow the disclaimer of implied warranties. In such jurisdictions, the foregoing disclaimers may not apply to Agency insofar as they relate to implied warranties. In those jurisdictions Lexipol shall use its best efforts, including industry standards of care, to insure satisfactory quality, performance and accuracy.

#### XI. NON-WAIVER AND SEVERABILITY

Lexipol's failure to exercise any right or provision of this Agreement shall not constitute a waiver of such right or provision. If a court of competent jurisdiction holds any provision of this Agreement to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and agree that the other provisions of this Agreement remain in full force and effect.

#### XII. POLICY ADOPTION

The Agency hereby agrees and certifies that any and all policies developed and provided by Lexipol and its agents, employees and representatives have been individually reviewed, customized and adopted for the exclusive use of the Agency. It is further acknowledged and agreed that Lexipol and its agents, employees and representatives shall not be considered "policy makers" in any legal or other sense and that, upon acceptance of the policy manual(s) and execution of this Agreement, the chief executive of the Agency for all purposes be considered the "policy maker" with regard to each and every policy contained in said manual.

#### XIII. TERMINATION

This Subscription Agreement may be terminated at the annual anniversary date of the subscription period by written notice to the other party at least 30 days preceding the subscription anniversary date.

**Agency is purchasing the following service(s):**

POLICY MANUAL SUBSCRIPTIONS:	
Law Enforcement Policy Manual	<input type="checkbox"/>
Custody Policy Manual	<input type="checkbox"/>
Fire Policy Manual – includes DTBs	<input type="checkbox"/>

TRAINING SUBSCRIPTIONS:	
Law Enforcement Daily Training Bulletins (DTB)	<input type="checkbox"/>
Custody Daily Training Bulletins (CDTB)	<input type="checkbox"/>
National Daily Training Bulletins (NDTB)	<input type="checkbox"/>

**Please complete all fields and place N/A where applicable.**

(Chief/Sheriff Name)                      (Title)                      (Chief/Sheriff Email)                      (Chief/Sheriff Direct Phone)

(Custody Facility Manager Name)      (Title)      (Custody Fac. Mgr Email)      (Custody Fac. Mgr Direct Phone)

(Name of Agency as you want it to appear on the manual)

(Agency Street Address)                      (City)                      (State)                      (Zip Code)                      (County)

(Custody Street Address – If different)      (City)                      (State)                      (Zip Code)                      (County)

(Billing Address if different from above)                      (City)                      (State)                      (Zip Code)

(Agency Phone)                      (Fax)                      (Email)

(Risk Management Group/Insurance Pool)                      (Accreditation Agency)

(No. of Authorized Sworn Officers)      (If Custody – No. of Beds)      (Agency Fiscal Year End)      (Agency Website)

(Policy Primary User Full Name)                      (Title)                      (Policy Primary User Phone)                      (Policy Primary User Email)

(Custody Primary User Full Name)                      (Title)                      (Custody Primary User Phone)                      (Custody Primary User Email)

(Policy Unique User ID number for system access; 2-5 digits i.e. badge number, employee number)

(Custody Unique User ID number for system access; 2-5 digits i.e. badge number, employee number)

**The subscription agreement is authorized and approved by:**

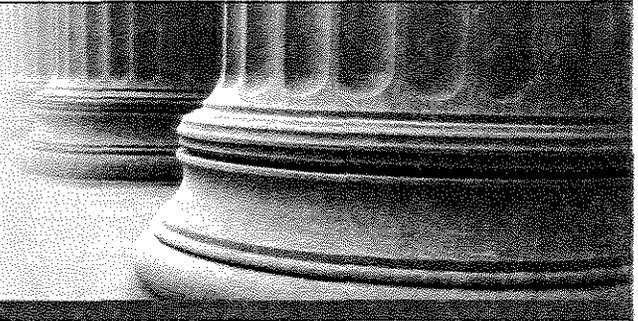
(Name of Authorized Signer)                      (Title)                      (Email, Authorized Signer)                      (Phone, Authorized Signer)

Authorized Agency Signature                      Date

**Please return all five (5) pages via fax, email or send to:**  
**Fax:** 949.484.4443 - **Email:** [contracts@lexipol.com](mailto:contracts@lexipol.com)  
**Send:** Lexipol LLC, 6B Liberty, Suite 200, Aliso Viejo, CA 92656



Predictable is Preventable®



PROPOSAL

**LAW ENFORCEMENT  
POLICY MANUAL &  
DAILY TRAINING BULLETINS**

Presented to:

**PROSSER POLICE DEPARTMENT**

January 7, 2014

**Lexipol**  
6B Liberty, Suite 200  
Aliso Viejo, California 92656  
949.484.4444  
[www.lexipol.com](http://www.lexipol.com)

Karen Keyser  
Client Services Representative  
949.325.1230  
[kkeyser@lexipol.com](mailto:kkeyser@lexipol.com)



Predictable is Preventable®

January 7, 2014

Chief David Giles  
Prosser Police Department  
22 E Market St.  
Prosser, Washington 95202

Dear Chief Giles,

Thank you for allowing Lexipol the opportunity to propose our Policy Manual and integrated Daily Training Bulletin service. Our goal is to help our clients successfully face the evolving challenges in the world of public safety. Lexipol provides clear benefits in terms of managing, disseminating and archiving your agency's policies and training records. Agencies that adopt our policy subscription service have clear, effective policy manuals that reflect the true values and policing philosophy of their agency.

Lexipol is uniquely qualified to provide our Policy Manual and Daily Training Bulletin service to your agency. Since 2003, our proven policy and training solutions have helped public safety agencies across the country reduce risk and avoid litigation. Lexipol's risk-based, continuous improvement system is derived from President Gordon Graham's 5 Pillars of Success: People, Policy, Training, Supervision and Discipline.

Lexipol is America's leading provider of risk management resources for public safety organizations, delivering its services through a unique, web-based development system and an integrated training component. Lexipol provides a highly cost-effective model and powerful, easy-to-use web-based tools that will support your department:

- Policies and procedures that reflect up-to-date, applicable industry standards and best practices;
- Customized content for the state of Washington;
- Daily scenario-based training that reinforces agency approved policies and procedures;
- Regular updates to agency policies and procedures as statutes, case law, and regulations change.

Thank you again for your interest in Lexipol.

Sincerely,

LEXIPOL, LLC

Karen Keyser  
Client Services Representative

## LEXIPOL OVERVIEW

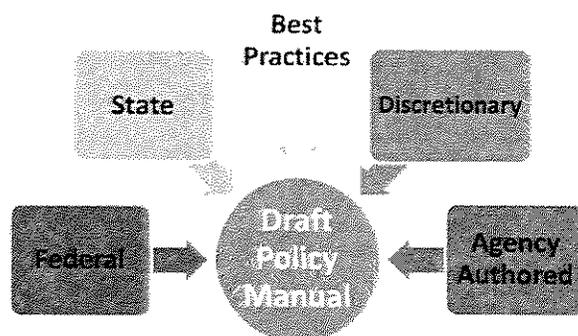
**Policy Manual Development:** Lexipol has created policy content that is specific to federal and to Washington state law. This "master" content can then be customized by Prosser Police Department. Your agency is prompted through interactive online software to develop policies standardized with regulatory requirements, yet customized to the agency's unique mission, philosophy and resource availability. The proprietary software allows efficient and accurate generation of a draft version of the manual from an online questionnaire.

**Daily Training Bulletin Component:** The training component consists of Lexipol's Daily Training Bulletins. These give Prosser Police Department the ability to train and test employees on its policies and procedures. The DTBs consist of a brief scenario illustrating realistic circumstances officers typically encounter. Each scenario is linked to a policy, which puts the policy in an operational context and helps sworn personnel understand why the policy exists and how it applies to their daily tasks. The DTB system includes a brief test, which the officer must pass to be credited with the DTB training. Your policy administrator will receive DTB packages (via email) monthly, with each bulletin linked to a current policy. Your agency will also have the ability to create customized DTBs in the Lexipol system as you identify areas that require additional training.

Lexipol's DTB training component allows your agency to track training by officer, topic or policy. This information is archived electronically and can be produced immediately for current reports, or retrieved years later, thereby providing significant litigation and administrative support.

**Unique Qualifications:** Lexipol has established a unique set of risk management tools for public safety agencies by integrating agency-specific, customized policy manuals with the Daily Training Bulletin service. The Lexipol policy and training system has helped public safety agencies throughout Washington and the country, reduce risk and stay ahead of litigation trends, while at the same time communicating clear and concise policy guidance to their employees.

**Proprietary System and Tools:** Approximately 150 core policies based on federal standards and state statutes and case law, regulatory actions, and law enforcement best practices are available with our intuitive tool set. Your agency has full editing capability to customize the manual to reflect your agency's mission and philosophy. Our color-coded key reflects the origin of the content and its relative importance. The final product, which is not color-coded, is a professional, well organized, easy-to-read manual online in Lexipol's Knowledge Management System and in hard copy. **There is no other system in the nation that incorporates all of these features at affordable annual subscription rates.**



**Updates:** Lexipol provides regular updates in response to legislative mandates, case law and evolution in best practices. We also provide client alerts in response to precedent-setting court decisions or events that call for immediate changes to policy. **These updates can be customized by your agency to reflect your agency's mission and philosophy.**

**Adaptability:** Our clients range from one to 3,500 sworn personnel and include municipal police departments, county sheriff offices, county district attorney offices, port police, probation departments, school district and university police, tribal police, state regulatory, fire and law enforcement agencies, federal agencies and military agencies.

**Scale:** Over 1,500 public safety organizations representing more than 86,000 law enforcement and fire personnel in 15 states use the Lexipol system. Our subscriber base is one of the largest private networks of public safety policy collaborators in the nation.

**Archiving:** Each version of your manual is archived on the Lexipol system. This is an invaluable resource in defense litigation or personnel matters that call for authenticated copies of policy or training records years after an incident.

**Cost Effective Development:** A fully burdened officer can cost an agency upward of \$100K in salary and benefits. Most small to mid-sized agencies assign one officer to update and maintain their policy manual, which can consume 50% to 80% of the officer's time.

A typical officer does not have the experience or resources to translate statutes, case law and emerging trends into usable, defensible policy in patrol, investigations, traffic, property, custody or personnel. At Lexipol we proactively do this work for you, typically at less than 5% of the cost of an officer.

**Ready Access:** Many agencies describe their pre-Lexipol policy system as convoluted, reactive and not serving the agency well. Their employees have trouble accessing the policy system because the documents are contained in disparate silos of information.

**Policy Training:** The integrated Daily Training Bulletin component is a customized, scenario-based daily training program that links directly to the policy manuals. The Daily Training Bulletin program is standardized, verifiable, realistic, and ongoing training that links directly to your policy manual. Archiving of training records provides verifiable evidence of achieving specific learning objects.

Lexipol is uniquely qualified to provide our Policy Manual and Daily Training Bulletin service to Prosser Police Department. For the past 10 years, we have created proven, court-tested, state-

specific policy content. Actuarial data shows Lexipol's unique, cost-effective policy and training system reduces the numbers of claims and claims paid – typically by 69% over previous years. In addition, Lexipol provides a highly cost-effective model and powerful, easy-to-use web-based tools that support your agencies and provide:

- Policies and procedures that reflect up-to-date, applicable industry standards and best practices;
- Customized content for the Prosser Police Department;
- Daily scenario-based training that reinforces your approved policies and procedures;
- Regular updates to your policies and procedures as statutes, case law, and regulations change;

Lexipol is America's leading source of risk management resources for public safety organizations, delivering its services through a unique, web-based development system and an integrated training component.

**Accreditation Feature:** The Lexipol system is an excellent complement to those agencies seeking to obtain or maintain accreditation. The Lexipol system addresses the vast majority of accreditation requirements, but maintains flexibility with its customization features in order to stay current with court decisions and agency-specific changes.

Lexipol has a unique *accreditation feature* – a specialized system which allows mapping specific accreditation requirements within Lexipol policy sections and subsections. Agencies seeking to meet accreditation requirements simply activate this feature, and are able to add any accreditation standard that applies to that section. When used in conjunction with Lexipol's easy-to-use editing tools, agencies can update policies to meet accreditation standards at their discretion.

Lexipol's accreditation feature also aids in making the accreditation process easier with its reporting abilities. Reports can be quickly and accurately created to reflect current policy compliance with specified accreditation standards.

**Supplemental Publication Service (SPS):** Lexipol's Supplemental Publication Service is 100% web-based and can be used electronically link your agency-specific procedures to your policy manual. Lexipol's SPS can be used to document your operations procedures, field training guide, communications procedures or property and evidence procedures, and link them to your policy.

**Training Support:** Your assigned policy administrators may attend any and all online training sessions (which can be repeated as many times as necessary):

1. Knowledge Management System (KMS) Training – which is your portal for policy editing and development and;
2. Project Management session – which will introduce your Policy Manager to the Lexipol Electronic Client Toolkit (ECT) and the Project Management Guide (PMG).

Our Project Management Guide and Electronic Toolkit are included in the Lexipol subscription fee, and will aid your agency in completing your manual in a timely fashion. Our Project Management Guide provides tips and guidelines on how to achieve this goal. The Electronic Toolkit contains a couple of “best practices” examples that may give your agency some ideas as to how others have implemented the manual.

Our Program Development and Customer Service teams are also available throughout the development process to provide guidance and answer questions.

**Lexipol History:** Lexipol was founded in 2003 by merging Bruce Praet's acclaimed policy manual work with Gordon Graham's innovative "Five Pillars of Success" approach to risk management.

Today, Lexipol is comprised of an all-star team of public safety veterans. Former executives of law enforcement and fire services lead the major divisions of the company. In fact, a large number of Lexipol employees are former or active duty public safety members.

This confluence of real world experiences in the areas of law, public service, and business gave rise to Lexipol's unique system of risk management tools. Lexipol has become America's leading source of risk management resources for public safety organizations. We currently serve over 1,500 public safety organizations in 15 states. We train more than 86,000 law enforcement and fire personnel every day.



**Lexipol**

Predictable is Preventable

**Pricing – 2014**

**Prosser Police Department – Washington**

**Law Enforcement Policy Manual & Daily Training Bulletins**

Based on 12 full time sworn

**Year 1**

**1<sup>st</sup> Year Subscription Fee – \$4,950** *(This fee includes all development tools, policy updates, Daily Training Bulletins, Lexipol Forum, Supplementary Publication Service)*

**Year 2** (to be billed annually beginning Year 2)

**Annual Update Fee - \$4,450** *(Billed Year 2 – This fee includes all development tools, policy updates, Daily Training Bulletins, Lexipol Forum, Supplementary Publication Service)*

Lexipol Annual subscription service includes:

- Lexipol **Washington Law Enforcement Policy Manual** (150+ policies), accessed through Lexipol's proprietary web-based Knowledge Management System (KMS);
- Editing and customization tools;
- Regular policy updates in response to legislative mandates, case law and evolution in best practices;
- Daily Training Bulletins;
- Archiving and reporting capabilities;
- Accreditation feature;
- Training and customer service support;
- Supplemental Publication Service;
- Lexipol Forum

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<b>Agenda Title:</b> Adopt Ordinance No. 14-_____ Amending Prosser Municipal Code Section 10.04.380 and Amending Section 10 of Ordinance No. 01-2284		<b>Meeting Date:</b> January 14, 2014 Regular Meeting	
<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
<b>Cost of Proposal:</b> N/A		<b>Account Number:</b>	
<b>Amount Budgeted:</b> N/A		<b>Name and Fund#</b>	
<b>Reviewed by Finance Department:</b> <i>Regina Mouras</i>			
<b>Attachments to Agenda Packet Item:</b>  1. Proposed Ordinance No. 14-_____ 2. Ordinance Number 01-2284.			
<b>Summary Statement:</b>  The parking regulation signs posted in the downtown prohibit parking between the hours of four a.m. and six a.m. on Tuesday's only. The reason for this is to allow for street sweeping operations to proceed without obstructions.  However, the current language in the code is inconsistent with the posted signage. This can cause confusion for not only those who park in the prohibited locations but for police officers intending to enforce the code.  The Prosser Municipal Code (PMC) Chapter 10, Section 10.04.380 reads as follows:  10.04.380 Parking prohibition—Between four a.m. and six a.m.  A. Between four a.m. and six a.m. on Mondays and Fridays, except when such day is a legal holiday, it is unlawful for any person to stop, park or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic, or to allow free passage of a fire engine, ambulance, or other emergency vehicle, or in compliance with the direction of a policeman or traffic signal, in any portion of the following streets:			

1. Sixth Street between the railroad tracks and Dudley Avenue;
2. Seventh Street between the railroad tracks and Meade Avenue;
3. Meade Avenue between Dudley Avenue and Eighth Street; and
4. Bennett Avenue between Fifth Street and Eighth Street.

B. Subsection A of this section shall not apply to the driver of any vehicle which is disabled while on any portion of such street in such a manner and to such an extent that it is impossible to avoid stopping and temporarily leaving such disabled vehicle in such position. (Ord. 2284 § 10, 2001).

To achieve consistency, an amendment to the code is necessary. Staff recommends deleting the text ".....Mondays and Fridays....." and inserting "...Tuesday...". The amended code would read as follows:

**10.04.380 Parking prohibition—Between four a.m. and six a.m.**

A. Between four a.m. and six a.m. on Tuesdays, except when such day is a legal holiday, it is unlawful for any person to stop, park or leave standing any.....

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

Adopt Ordinance No.14- \_\_\_\_ Amending Prosser Municipal Code Section 10.04.380 and Amending Section 10 of Ordinance No. 01-2284.

<p><u>Reviewed by Department Director:</u>  <i>Not available for signature</i>  <u>Date:</u></p>	<p><u>Reviewed by City Attorney:</u>    <u>Date:</u> <i>1/9/14</i></p>	<p><u>Approved by Mayor:</u>    <u>Date:</u> <i>1-9-2014</i></p>
<p><u>Today's Date:</u>          January 7, 2014</p>	<p><u>Revision Number/Date:</u></p>	<p><u>File Name and Path:</u></p>

CITY OF PROSSER, WASHINGTON  
ORDINANCE NO. 14-\_\_\_\_\_

**AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE SECTION 10.04.380 AND SECTION 10 OF ORDINANCE NUMBER 01-2284 TO CHANGE THE DAY CERTAIN DOWNTOWN STREETS ARE CLOSED TO PUBLIC PARKING FROM MONDAY AND FRIDAYS TO TUESDAYS. 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's no-parking signs posted in the downtown prohibit parking between the hours of four a.m. and six a.m. on Tuesday's only; and

WHEREAS, the purpose of this restriction is to allow for street sweeping operations to proceed without obstructions; and

WHEREAS, the provisions contained in Prosser Municipal Code Section 10.04.380 are inconsistent with the signage in the downtown area; and

WHEREAS, the City currently sweeps the streets in the downtown area on Tuesdays;

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

**Section 1.** Prosser Municipal Code Section 10.04.380 and Section 10 of Ordinance 01-2284 are hereby both amended to read as follows:

10.04.380 Parking prohibition—Between four a.m. and six a.m.

A. Between four a.m. and six a.m. on Tuesdays, except when such day is a legal holiday, it is unlawful for any person to stop, park or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic, or to allow free passage of a fire engine, ambulance, or other emergency vehicle, or in compliance with the direction of a policeman or traffic signal, in any portion of the following streets:

1. Sixth Street between the railroad tracks and Dudley Avenue;
2. Seventh Street between the railroad tracks and Meade Avenue;
3. Meade Avenue between Dudley Avenue and Eighth Street; and
4. Bennett Avenue between Fifth Street and Eighth Street.

B. Subsection A of this section shall not apply to the driver of any vehicle which is disabled while on any portion of such street in such a manner and to such an extent that it is impossible to avoid stopping and temporarily leaving such disabled vehicle in such position.

**Section 2. 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 3.** This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

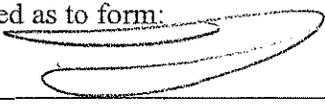
**PASSED** by the City Council and **APPROVED** by the Mayor, this \_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

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

Approved as to form:

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

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

**SUMMARY OF ORDINANCE NO. 14-\_\_\_\_\_**

of the City of Prosser, Washington

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On the \_\_\_\_ day of \_\_\_\_\_, 2014, the City of Prosser, Washington, passed Ordinance No. \_\_\_\_\_. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE SECTION 10.04.380 AND SECTION 10 OF ORDINANCE NUMBER 01-2284 TO CHANGE THE DAY CERTAIN DOWNTOWN STREETS ARE CLOSED TO PUBLIC PARKING FROM MONDAY AND FRIDAYS TO TUESDAYS. 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 \_\_\_\_\_, 2014

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CITY CLERK, RACHEL SHAW

CITY OF PROSSER, WASHINGTON

ORDINANCE NO. 01-2284

AN ORDINANCE REPEALING ORDINANCES NUMBER 944 Article IV §§ 1 and 2; 1767 §§ 1, 2, 3, 4, and 5; 1022 §§ 1-4; 2005 § 1; 1024 §§ 1 and 2; 2134 §§ 1 AND 2; 1081 § 2; 1119 §§ 1 and 2; 2113 § 1; 977 §§ 1, 2, and 3; 2114 §1; 2118 § 1; 1804 § 1; 1937 § 1; 1961 § 1; and 1982 § 1; AND RE-ENACTING AND AMENDING PROSSER MUNICIPAL CODE SECTIONS 10.04.320, 10.04.330, 10.04.340, 10.04.341, 10.04.350, 10.04.355, 10.04.360, 10.04.370, 10.04.380, 10.04.390, 10.04.392, 10.04.440, 10.04.460, 10.04.480, 10.04.490, 10.04.500, 10.04.510, 10.04.525, AND ADOPTING NEW SECTIONS TO THE P.M.C. AS 10.04.520, AND 10.04.530 TO FURTHER REGULATE PARKING AND ADOPTING A NEW SECTION TO THE PROSSER MUNICIPAL CODE TO PROVIDE FOR A PENALTY FOR THE NEW, RE-ENACTED AND AMENDED CODES SECTIONS REFERRED TO ABOVE.

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

**Section 1.** The following Ordinances of the City of Prosser are hereby repealed: 944 Article IV §§ 1 and 2; 1767 §§ 1, 2, 3, 4, and 5; 1022 §§ 1-4; 2005 § 1; 1024 §§ 1 and 2; 2134 §§ 1 AND 2; 1081 § 2; 1119 §§ 1 and 2; 2113 § 1; 977 §§ 1, 2, and 3; 2114 §1; 2118 § 1; 1804 § 1; 1937 § 1; 1961 § 1; and 1982 § 1.

**Section 2.** Prosser Municipal Code Section 10.04.320 is hereby re-enacted and amended to read as follows:

**10.04.320 Close to curb-Parallel to roadway.**

No person shall stand or park a vehicle in a roadway other than parallel with the edge of the roadway headed in the direction of lawful traffic movement and with the wheels of the vehicle on that side which is consistent with the lawful movement of traffic within twelve inches of the curb or edge of the roadway except as otherwise provided in this article.

**Section 3.** Prosser Municipal Code Section 10.04.330 is hereby re-enacted and amended to read as follows:

**10.04.330 Obedience to angle-parking signs or markings.**

Upon those streets which have been signed or marked for angle parking, no person shall park

or stand a vehicle other than at the angle to the curb or edge of the roadway indicated by such signs or markings.

**Section 4.** Prosser Municipal Code Section 10.04.340 is hereby re-enacted and amended to read as follows:

**10.04.340 Angle parking—Special restrictions.**

A. Angle parking within the city of any vehicle having an overall length of twenty-two feet or more is prohibited.

B. Angle parking of any vehicle whereby such angle parking is dangerous to those using the street or interferes with the free movement of traffic is prohibited.

C. "Vehicle" includes every device capable of being moved upon a public highway and in, upon, or by which any persons or property is or may be transported or drawn upon a public highway.

**Section 5.** Prosser Municipal Code Section 10.04.341 is hereby re-enacted and amended to read as follows:

**10.04.341 Angle parking—Yakima Avenue.**

Angle parking is established over and along the northerly one hundred seven feet of the southeasterly portion of the right of way of Yakima Avenue located between 5<sup>th</sup> and 6<sup>th</sup> Street in the City of Prosser.

**Section 6.** Prosser Municipal Code Section 10.04.350 is hereby re-enacted and amended to read as follows:

**10.04.350 Parking prohibition—Ellen Avenue.**

A. It is unlawful for any person to stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic, or to allow free passage of a fire engine, ambulance, or other emergency vehicle, or in compliance with the direction of a policeman or traffic signal, at any place on the north side of Ellen Avenue between Kinney Way and Market Street.

**Section 7.** Prosser Municipal Code Section 10.04.355 is hereby re-enacted and amended to read as follows:

**10.04.355 No parking—Stacy Street.**

A. It is unlawful for any person to stop, park or leave standing, any vehicle, whether attended or unattended, except transit buses or except when necessary to avoid conflict with other traffic or to allow free passage of a fire engine, ambulance or other emergency vehicle, or in compliance with the direction of a policeman or traffic signal, along that portion of the southeasterly side of Stacy Street between the South corner of the intersection of Stacy Street and 7<sup>th</sup> Street and a point which is located on the Southeasterly side of Stacy Street and which is one hundred eighty feet Southwesterly from the South corner of the intersection of Stacy Street and 7<sup>th</sup> Street.

**Section 8.** Prosser Municipal Code Section 10.04.360 is hereby re-enacted and amended to read as follows:

**10.04.360 Parking prohibition—Meade Avenue.**

A. It is unlawful for any person to stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic, or to allow free passage of a fire engine, ambulance, or other emergency vehicle, or in compliance with the direction of a policeman or traffic signal, in the first parking space on the southerly side of Meade Avenue at the intersection with Market Street.

**Section 9.** Prosser Municipal Code Section 10.04.370 is hereby re-enacted and amended to read as follows:

**10.04.370 Off-street parking—Restricted.**

A. In those off-street parking areas in the city which have been signed or marked for the manner, positions and places of parking vehicles, no person shall park or stand a vehicle within an off-street parking area other than as indicated by such signs or markings.

**Section 10.** Prosser Municipal Code Section 10.04.380 is hereby re-enacted and amended to read as follows:

**10.04.380 Parking prohibition—Between four a.m. and six a.m.**

A. Between four a.m. and six a.m. on Mondays and Fridays, except when such day is a legal holiday, it is unlawful for any person to stop, park or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic, or to allow free passage of a fire engine, ambulance, or other emergency vehicle, or in compliance with the direction of a policeman or traffic signal, in any portion of the following streets:

1. Sixth Street between the railroad tracks and Dudley Avenue;
2. Seventh Street between the railroad tracks and Meade Avenue;
3. Meade Avenue between Dudley Avenue and Eighth Street; and

4. Bennett Avenue between Fifth Street and Eighth Street.

B. Subsection A of this section shall not apply to the driver of any vehicle which is disabled while on any portion of such street in such a manner and to such an extent that it is impossible to avoid stopping and temporarily leaving such disabled vehicle in such position.

**Section 11.** Prosser Municipal Code Section 10.04.390 is hereby re-enacted and amended to read as follows:

**10.04.390 Parking restricted—Sixth Street.**

A. It is unlawful for any person to stop, park or leave standing any vehicle, whether attended or unattended, for more than two hours total time each day between eight a.m. and five p.m. Mondays through Fridays inclusive, except when such day is a legal holiday, except when necessary to avoid conflict with other traffic, or to allow free passage of a fire engine, ambulance, or other emergency vehicle, or in compliance with the direction of a policeman or traffic signal, along the northeast side of Sixth Street between Stacy Avenue and the alley situated between Stacy Avenue and Sheridan Avenue.

B. Subsection A of this section shall not apply to the driver of any vehicle which is disabled while on the above described portion of Sixth Street in such a manner and to such an extent that it is impossible to avoid stopping and temporarily leaving such disabled vehicle in such position.

**Section 12.** Prosser Municipal Code Section 10.04.392 is hereby re-enacted and amended to read as follows:

**10.04.392 Parking restricted—Library.**

A. It is unlawful for any person to stop, park or leave standing any vehicle, whether attended or unattended, for more than two hours total time each day between eight a.m. and eight p.m. Mondays through Saturdays inclusive, except when such day is a legal holiday, except when necessary to avoid conflict with other traffic, or to allow free passage of a fire engine ambulance, or other emergency vehicle, or in compliance with the direction of a policeman or traffic signal, along the northeast side of Seventh Street between Prosser Avenue and Sommers Avenue.

B. Subsection A of this section shall not apply to the driver of any vehicle which is disabled while on the above described portion of Seventh Street in such a manner and to such an extent that it is impossible to avoid stopping and temporarily leaving such disabled vehicle in such position.

**Section 13.** Prosser Municipal Code Section 10.04.440 is hereby re-enacted and amended to read as follows:

**10.04.440 Parking prohibited—Cherry Lane.**

A. No person shall stop, park or leave standing any vehicle, whether attended or unattended, in the Southerly one hundred seventy-five feet of Cherry Lane.

**Section 14.** Prosser Municipal Code Section 10.04.460 is hereby re-enacted and amended to read as follows:

**10.04.460 Parking prohibited and restricted in residential zones.**

A. It is unlawful for any person to park or leave standing in any residential zone of the City of Prosser any tractor-trailer truck; semi-truck; gasoline, oil or fuel tanker truck; or chemical tanker truck, except for the purpose of loading or unloading the cargo of such truck and then only for such a period of time as is reasonably necessary to load or unload the cargo.

B. It is unlawful for any person to park or leave standing on the public roadway in any residential zone of the city any park trailer, travel trailer, motor home, camper, boat, trailer or any vehicle exceeding six thousand pounds empty scale weight for a period of more than seven days in any continuous thirty-day period commencing on the first day that the vehicle is left standing or parked on the public roadway.

**Section 15.** Prosser Municipal Code Section 10.04.480 is hereby re-enacted and amended to read as follows:

**10.04.480 Parking prohibited—Highland Drive.**

A. No person shall stop, park or leave standing any vehicle, whether attended or unattended, on the South side of Highland Drive extending easterly from the intersection of Highland Drive and Alexander Court to State Highway 22.

**Section 16.** Prosser Municipal Code Section 10.04.490 is hereby re-enacted and amended to read as follows:

**10.04.490 Parking prohibited—Merlot Drive.**

A. No person shall stop, park or leave standing any vehicle, whether attended or unattended, on the North and South side of Merlot Drive extending Easterly from the intersection of Merlot Drive and Wine Country Road to the intersection of Chardonnay Avenue.

**Section 17.** Prosser Municipal Code Section 10.04.500 is hereby re-enacted and amended to read as follows:

**10.04.500 Parking prohibited—Chardonnay Avenue.**

A. No person shall stop, park or leave standing any vehicle, whether attended or unattended, on the East and West side of Chardonnay Avenue commencing twenty-nine feet before the curve and extending to twenty feet beyond the curve on each side of Chardonnay Avenue. This area is more particularly described as follows:

On the East side of Chardonnay Avenue, this no-parking one commences at a point which is five hundred eighty-two feet North of the Northeast corner of the intersection of Chardonnay Avenue and Wine Country Road and extends Northerly along the East side of Chardonnay Avenue to a point which is eight hundred-seven feet North of the Northeast corner of the intersection of Chardonnay Avenue and Wine Country Road;

On the West side of Chardonnay Avenue, this no-parking zone commences at a point which is five hundred-thirty feet North of the Northwest corner of the intersection of Chardonnay Avenue and Wine Country Road and extends Northerly along the West side of Chardonnay Avenue to a point which is seven hundred-forty feet North of the Northwest corner of the intersection of Chardonnay Avenue and Wine Country Road.

**Section 18.** Prosser Municipal Code Section 10.04.510" is hereby re-enacted and amended to read as follows:

**10.04.510 Parking restricted—Grant Avenue.**

A. No person shall stop, park or leave standing any vehicle, whether attended or unattended, on the Southeast side of Grant Avenue between Wine Country Road and 7<sup>th</sup> Street, except as follows:

1. That portion hereinafter described that is restricted to firefighter parking only: The following described thirty-five foot section of the Southeast side of Grant Avenue between Wine Country Road and 7<sup>th</sup> Street is restricted to firefighter parking only, to wit: commencing at the South corner of the intersection of Grant Avenue and 7<sup>th</sup> Street; thence Southwesterly along the Southeast side of Grant Avenue a distance of three hundred-ten feet to the point of beginning; thence continuing Southwesterly along the Southeast side of Grant Avenue a distance of thirty-five feet to the terminus of said section.

2. The North one hundred-fifty feet of the Southeast side of Grant Avenue between 7<sup>th</sup> and Wine Country Road.

**Section 19.** "Prosser Municipal Code Section 10.04.525" is hereby re-enacted and amended to read as follows:

**10.04.525 Prohibited Parking-7th Street-Except School Buses.**

A. On school days from the hours of 1:30 p.m. to 3:30 p.m., no person shall stop, park, or leave standing any vehicle, whether attended or unattended, except for School Buses, on that portion of the Southwesterly side of 7<sup>th</sup> Street described as follows: Commencing at the curb on the Southeasterly corner of the intersection of 7<sup>th</sup> Street and Prosser Avenue and extending Southeasterly along the Southwesterly side of 7<sup>th</sup> Street for one hundred and forty-nine feet from said curb.

Section 20. Prosser Municipal Code Section 10.04.520 is adopted to read as follows:

**10.04.520 Parking not to obstruct traffic.**

A. No person shall park a vehicle upon a highway or street in such a manner or under such conditions as to leave available less than ten feet of the width of the roadway for free movement of vehicular traffic.

B. No person shall stop, stand, or park a vehicle within an alley in such position as to block the driveway entrance to any abutting property.

Section 21. Prosser Municipal Code Section 10.04.530 is adopted to read as follows:

**10.04.530 Parking for certain purposes.**

A. No person shall park any vehicle upon any highway or street for the principle purpose of:

1. Displaying advertising;
2. Displaying such vehicle for sale;
3. Selling merchandise from such vehicle, except when authorized.

B. No person shall park any vehicle upon any roadway for the principle purpose of washing, greasing, or repairing such vehicle except repairs necessitated by an emergency.

Section 22. Prosser Municipal Code Section 10.04.700 is adopted to read as follows:

**10.04.700 Violation for certain parking violations.**

A. Violation of the following sections of the Prosser Municipal Code shall constitute an infraction with a monetary penalty in the amount of Fifty Dollars plus any state assessments now or hereafter imposed by the State of Washington: 10.04.320, 10.04.330, 10.04.340, 10.04.341, 10.04.350, 10.04.355, 10.04.360, 10.04.370, 10.04.380, 10.04.390, 10.04.392, 10.04.440, 10.04.460, 10.04.480, 10.04.490, 10.04.500, 10.04.510, 10.04.520, 10.04.530, and 10.04.540.

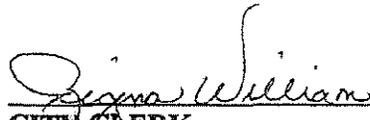
**Section 23. SEVERABILITY.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid.

**Section 24.** 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 9<sup>th</sup> day of October, 2001.

  
\_\_\_\_\_  
**MAYOR**

ATTEST:

  
\_\_\_\_\_  
**CITY CLERK**

APPROVED AS TO FORM:

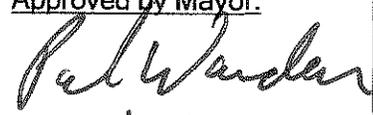
  
\_\_\_\_\_  
**CITY ATTORNEY**

Date of Publication: 10/17/01

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CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<u>Agenda Title:</u> Adopt 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 03-2408.		<u>Meeting Date:</u> January 14, 2014 Regular Meeting	
<u>Department:</u> Public Works	<u>Director:</u> L.J. Da Corsi	<u>Contact Person:</u> L.J. Da Corsi	<u>Phone Number:</u> (509) 786-2332
<u>Cost of Proposal:</u> N/A		<u>Account Number:</u>	
<u>Amount Budgeted:</u> N/A		<u>Name and Fund#</u>	
<u>Reviewed by Finance Department:</u> <i>Regina Mauras</i>			
<u>Attachments to Agenda Packet Item:</u> 1. Proposed Ordinance No. 14-____ delegating authority to Mayor and repealing PMC Chapter 3.82 and Ordinance No. 03-2408 2. Ordinance No. 03-2408 ( <i>part of Attachment No. 3</i> ) 3. November 5, 2013 City Council Agenda Bill Packet			
<u>Summary Statement:</u> <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>			
<u>Recommended City Council Action/Suggested Motion:</u> <p>Adopt 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 03-2408.</p>			
<u>Reviewed by Department Director:</u> <i>Not available for signature</i> Date:	<u>Reviewed by City Attorney:</u>  Date: <i>1/8/14</i>	<u>Approved by Mayor:</u>  Date: <i>1-9-2014</i>	
<u>Today's Date:</u> January 6, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>	

CITY OF PROSSER, WASHINGTON  
ORDINANCE NO. 14- \_\_\_\_\_

**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 \_\_\_\_\_, 2014.

\_\_\_\_\_  
**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.**

of the City of Prosser, Washington

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On the \_\_\_\_ day of \_\_\_\_\_, 2014, 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 \_\_\_\_\_, 2014

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CITY CLERK, RACHEL SHAW

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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:**

- Proposed Ordinance Draft
- 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
TOTAL	219	192	152	187	199	173	187

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 \$5,430.00 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

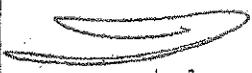
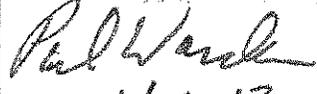
Considering the City's parks do not generate revenue but costs continue to inflate, any revenue stream beyond what is already in place would truly benefit the fund. Staff is presenting this fee proposal to the Council to seek their input, incorporate their ideas and suggestions, and the direction to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

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

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

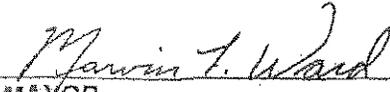
be refunded to the group or association.

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.

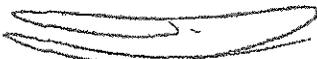
PASSED by the City Council and APPROVED by the Mayor, this 10<sup>th</sup> day of June, 2003.

  
MAYOR

ATTEST:

  
CITY CLERK

APPROVED AS TO FORM:

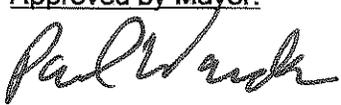
  
CITY ATTORNEY

Date of Publication: 6/18/03

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CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<u>Agenda Title:</u> Adopt Ordinance No. 14-____ Adopting Park Rental Fees in Accordance with Prosser Municipal Code Section 21.02.010.		<u>Meeting Date:</u> January 14, 2014 Regular Meeting	
<u>Department:</u> Public Works	<u>Director:</u> L.J. Da Corsi	<u>Contact Person:</u> L.J. Da Corsi	<u>Phone Number:</u> (509) 786-2332
<u>Cost of Proposal:</u> N/A		<u>Account Number:</u>	
<u>Amount Budgeted:</u> N/A		<u>Name and Fund#:</u>	
<u>Reviewed by Finance Department:</u> <i>Regina Mauas</i>			
<u>Attachments to Agenda Packet Item:</u>  1. Ordinance No. 14-____ adopting park rental fees.			
<u>Summary Statement:</u>  This Ordinance adopts the park rental fees that were discussed with the Prosser City Council during the November 5, 2013 Work Session. Following the discussion, Council directed staff to bring forth an ordinance establishing the fees.			
<u>Consistent with or Comparison to:</u> N/A			
<u>Recommended City Council Action/Suggested Motion:</u>  Move to Adopt Ordinance No. 14-____ Adopting Park Rental Fees in Accordance with Prosser Municipal Code Section 21.02.010.			
<u>Reviewed by Department Director:</u> <i>Not available for signature</i> Date:	<u>Reviewed by City Attorney:</u>  Date: <i>1/8/14</i>	<u>Approved by Mayor:</u>  Date: <i>1-9-2014</i>	
<u>Today's Date:</u> January 6, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>	

CITY OF PROSSER, WASHINGTON  
ORDINANCE NO. 14-\_\_\_\_\_

AN ORDINANCE ADOPTING PARK RENTAL FEES IN ACCORDANCE WITH PROSSER MUNICIPAL CODE SECTION 21.02.010. 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.

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

**Section 1.** In accordance with Prosser Municipal Code Section 21.02.010, the City Council hereby adopts park rental fees in the amounts set forth on Exhibit "A" which is attached hereto and incorporated herein as if fully set forth.

**Section 2. 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 3.** 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 January, 2014.

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

ATTEST:

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

Approved as to form:



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

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

**SUMMARY OF ORDINANCE NO. 14-\_\_\_\_\_**

of the City of Prosser, Washington

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On the \_\_\_\_ day of January, 2014, 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 ADOPTING PARK RENTAL FEES IN ACCORDANCE WITH PROSSER MUNICIPAL CODE SECTION 21.02.010. 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 January, 2014

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CITY CLERK, RACHEL SHAW

**EXHIBIT "A"**

City Park Pavilion	\$30.00 per day
City Park Sylvan Stage	\$30.00 per day
City Park Concession Stand	\$100.00 per day
Crawford Park Pavilion	\$30.00 per day
EJ Miller Park Pavilion	\$30.00 per day
Administrative Fee (when processing refunds)	\$10.00