

City of Prosser, WA
601 7th Street
Prosser, WA 99350

CITY COUNCIL
REGULAR MEETING AGENDA
7:00 P.M.
TUESDAY, FEBRUARY 11, 2014

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN PARTICIPATION
5. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS
6. CONSENT AGENDA
 - a. Approve Payment of Payroll Checks Nos. 600005 through 600015 in the Amount of \$25,167.56 and Direct Deposits in the Amount of \$114,750.36 for the Period Ending January 31, 2014..... *Page 4*
 - b. Approve Payment of Claim Checks Nos. 10089 through 10096, in the Amount of \$373,146.73, and Electronic Payments in the Amount of \$52,283.15, for the Period Ending February 11, 2014..... *Page 7*
 - c. Approve Payment of Washington Trust Bank Claim Check Nos. 1043 through 1046 in the Amount of \$103,956.68, for the Period Ending February 11, 2014 *Page 17*
 - d. Reapprove the PEDDA Grant Writer Agreement Extension Order for 2014 in the Amount of \$17,000 *Page 20*
 - e. Approve Contract between the City of Prosser and CK Home Comfort Systems for the Purpose of General HVAC Maintenance Services for City Facilities and Authorize the Mayor to Sign the Contract Documents..... *Page 25*
 - f. Approve the January 7, 2014 Meeting Minutes..... *Page 34*
 - g. Approve the January 14, 2014 Meeting Minutes..... *Page 38*

*The first Ordinance passed will be Ordinance 14-2867
The first Resolution passed will be Resolution 14-1444*

7. COUNCIL ACTION

- a.) **Approve Payment of Claim Check Nos. 10097 in the Amount of \$57,232.50, for the Period Ending February 11, 2014 Page 42**

RECOMMENDATION: Move to approve payment of claim check nos. 10077 in the Amount of \$57,232.50, for the Period Ending February 11, 2014.

- b.) **RESOLUTION No. 14-____ Authorizing Investment of City of Prosser Monies in the Local Government Investment Pool..... Page 44**

RECOMMENDATION: Move to adopt RESOLUTION NO. 14-____ Authorizing Investment of City of Prosser Monies in the Local Government Investment Pool.

- c.) **ORDINANCE 14-____ Delegating Authority to the Mayor to Promulgate Written Policies and Procedures for Use of City Parks and Park Facilities, and Establish Fees for Such Park Usage, Repeal PMC Chapter 3.82 and Repeal Ordinance 03-2408 and Adopt ORDINANCE 14-____ Establishing Park Rental Fees Page 58**

MOTION #1: Move to adopt ORDINANCE 14-____ delegating authority to the Mayor to promulgate written policies and procedures for use of City parks and park facilities, and establish fees for such park usage, repeal PMC Chapter 3.82 and repeal Ordinance 03-2408.

MOTION #2: Move to adopt ORDINANCE 14-____ Establishing Park Rental Fees.

- d.) **ORDINANCE 14-____ Closing the Parks and Recreation Capital Account (Also Known as the Parks and Recreation Capital Fund), Repealing Prosser Municipal Code Chapter 3.72 and Ordinance 1554 (an Ordinance that Established the Parks and Recreation Capital Account). Page 69**

RECOMMENDATION: Move to adopt ORDINANCE 14-____ Closing the Parks and Recreation Capital Account (Also Known as the Parks and Recreation Capital Fund), Repealing PMC Chapter 3.72 and Ordinance 1554 (an Ordinance that Established the Parks and Recreation Capital Account).

- e.) **ORDINANCE 14-____ Repealing Ordinance 1383 and 1560 and Chapter 2.80 of the Prosser Municipal Code Regarding Hiring and Employment Policies..... Page 75**

RECOMMENDATION: Move to adopt ORDINANCE 14-____ Repealing Ordinance 1383 and 1560 and Chapter 2.80 of the Prosser Municipal Code Regarding Hiring and Employment Policies.

***The first Ordinance passed will be Ordinance 14-2867
The first Resolution passed will be Resolution 14-1444***

f.) **ORDINANCE 14-_____ Amending the 2014 Budget for Fund 409, Utility Deposits Page 81**

RECOMMENDATION: Move to adopt ORDINANCE 14-_____ Amending the 2014 Budget for Fund 409, Utility Deposits.

g.) **ORDINANCE 14-_____ Amending the City of Prosser Personnel Policy Manual to Include Amendments Made to Policy 802: Vacations Page 85**

RECOMMENDATION: Move to adopt ORDINANCE 14-_____ Amending the City of Prosser Personnel Policy Manual to Include Amendments Made to Policy 802: Vacations.

8. DISCUSSION ITEMS

9. ADD ON ITEMS

10. ADJOURNMENT

*The first Ordinance passed will be Ordinance 14-2867
The first Resolution passed will be Resolution 14-1444*

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Approve payment of payroll check nos. 600005 through 600015 in the amount of \$25,167.56 and direct deposits in the amount of 114,750.36 for the period ending January 31, 2014	Meeting Date: February 11, 2014 Regular Meeting
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Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-2332
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Cost of Proposal: \$139,917.92	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 Check Register

Summary Statement:
 Payroll check nos. 600005 through 600015 in the amount of \$25,167.56 and direct deposits in the amount of 114,750.36 for the period ending January 31, 2014.

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. 600000 600005 through 600015 in the amount of \$25,167.56 and direct deposits in the amount of 114,750.36 for the period ending January 31, 2014

Reviewed by Department Director: <i>Regina Mauras</i> Date: <i>1/31/2014</i>	Reviewed by City Attorney: N/A Date:	Approved by Mayor: <i>Paul Warden</i> Date: <i>1-7-14</i>
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Today's Date: January 31, 2014	Revision Number/Date:	File Name and Path:
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CHECK REGISTER

City Of Prosser
MCAG #: 0205

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

Time: 16:38:23 Date: 01/28/2014

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
143	01/31/2014	Payroll	1	EFT		2,412.29	January Payroll
145	01/31/2014	Payroll	1	EFT		1,622.11	January Payroll
148	01/31/2014	Payroll	1	EFT		1,627.49	January Payroll
149	01/31/2014	Payroll	1	EFT		3,789.80	January Payroll
150	01/31/2014	Payroll	1	EFT		3,223.19	January Payroll
152	01/31/2014	Payroll	1	EFT		5,018.65	January Payroll
153	01/31/2014	Payroll	1	EFT		3,717.91	January Payroll
154	01/31/2014	Payroll	1	EFT		3,568.57	January Payroll
155	01/31/2014	Payroll	1	EFT		4,167.26	January Payroll
156	01/31/2014	Payroll	1	EFT		4,609.42	January Payroll
157	01/31/2014	Payroll	1	EFT		4,059.32	January Payroll
158	01/31/2014	Payroll	1	EFT		147.36	January Payroll
160	01/31/2014	Payroll	1	EFT		5,264.56	January Payroll
162	01/31/2014	Payroll	1	EFT		73.75	January Payroll
163	01/31/2014	Payroll	1	EFT		3,835.27	January Payroll
164	01/31/2014	Payroll	1	EFT		4,827.38	January Payroll
165	01/31/2014	Payroll	1	EFT		10,960.04	January Payroll
168	01/31/2014	Payroll	1	EFT		1,831.18	January Payroll
169	01/31/2014	Payroll	1	EFT		5,332.49	January Payroll
171	01/31/2014	Payroll	1	EFT		2,674.05	January Payroll
173	01/31/2014	Payroll	1	EFT		3,397.76	January Payroll
174	01/31/2014	Payroll	1	EFT		1,432.92	January Payroll
175	01/31/2014	Payroll	1	EFT		3,124.34	January Payroll
176	01/31/2014	Payroll	1	EFT		4,293.72	January Payroll
177	01/31/2014	Payroll	1	EFT		3,068.66	January Payroll
178	01/31/2014	Payroll	1	EFT		3,223.00	January Payroll
179	01/31/2014	Payroll	1	EFT		4,304.97	January Payroll
181	01/31/2014	Payroll	1	EFT		828.36	January Payroll
182	01/31/2014	Payroll	1	EFT		1,961.35	January Payroll
183	01/31/2014	Payroll	1	EFT		2,262.01	January Payroll
184	01/31/2014	Payroll	1	EFT		4,056.00	January Payroll
185	01/31/2014	Payroll	1	EFT		4,053.95	January Payroll
186	01/31/2014	Payroll	1	EFT		3,218.38	January Payroll
187	01/31/2014	Payroll	1	EFT		2,762.85	January Payroll
144	01/31/2014	Payroll	1	600005		230.34	January Payroll
146	01/31/2014	Payroll	1	600006		4,017.09	January Payroll
147	01/31/2014	Payroll	1	600007		1,230.12	January Payroll
151	01/31/2014	Payroll	1	600008		230.34	January Payroll
159	01/31/2014	Payroll	1	600009		224.14	January Payroll
161	01/31/2014	Payroll	1	600010		3,738.95	January Payroll
166	01/31/2014	Payroll	1	600011		1,345.21	January Payroll
167	01/31/2014	Payroll	1	600012		3,052.20	January Payroll
170	01/31/2014	Payroll	1	600013		3,073.27	January Payroll
172	01/31/2014	Payroll	1	600014		4,497.57	January Payroll
180	01/31/2014	Payroll	1	600015		3,528.33	January Payroll
						6,389.67	
						23,109.07	
						2,964.66	
						85,206.40	
						7,493.66	
						4,039.80	
						6,279.76	
						-68,279.31	
						67,203.71	
						12,961.43	
						1,533.02	

CHECK REGISTER

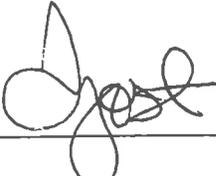
City Of Prosser
MCAG #: 0205

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

Time: 16:38:23 Date: 01/28/2014

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		102 Street Fund				14,494.45	
			534 Water Utilities			20,366.94	
			539 Irrigation And Reclamation			6,693.40	
		403 Water Fund				27,060.34	
			535 Sewer			30,776.27	
		407 Sewer Fund				30,776.27	
			537 Garbage & Solid Waste			383.15	
		448 Garbage Fund				383.15	
						<hr/>	
						139,917.92	Payroll: 139,917.92



Signature

1/28/14

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of claim check nos. 10089 through 10096 and 10098 through 10155, in the amount of \$373,146.73 and Electronic Payments in the amount of \$52,283.15 for the period ending February 11, 2014.

Meeting Date:
February 11, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$425,429.88

Account Number:
See Attached

Amount Budgeted:
See 2014 budget for each item listed.

Name and Fund#
See Attached

Reviewed by Finance Department:

RM

Attachments to Agenda Packet Item:

1. Check Register # 10089 through 10096 and 10098 through 10155

Summary Statement:

Check Payments	Amount
10089 through 10096	\$33,483.24
10098 through 10155	\$339,663.49
Electronic Payments	Amount
Wa Dept of Licensing	\$57.00
IRS Federal Taxes	\$52,226.15

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 10089 through 10096 and 10098 through 10155, in the amount of \$373,146.73 and Electronic Payments in the amount of \$52,283.15 for the period ending February 11, 2014.

Reviewed by Department Director:
Regina Mauras
Date: *2-6-2014*

Reviewed by City Attorney:

N/A
Date:

Approved by Mayor:
Paul Warden
Date: *1-7-14*

Today's Date:
February 6, 2014

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

01/31/2014 To: 02/10/2014

Time: 08:40:41 Date: 02/06/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
188	01/31/2014	Payroll	1	EFT	IRS Federal Taxes	52,226.15	941 Deposit For 01/31/2014 - 01/31/2014
189	01/31/2014	Payroll	1	10089	AFLAC	1,378.45	01/31/2014 To 01/31/2014 - AFLAC Pre-Tax; 01/31/2014 To 01/31/2014 - AFLAC Post-Tax
190	01/31/2014	Payroll	1	10090	AWC Employment Ben Trust	767.75	01/31/2014 To 01/31/2014 - Vision
191	01/31/2014	Payroll	1	10091	ICMA Retirement Trust	762.97	01/31/2014 To 01/31/2014 - 401(R)
192	01/31/2014	Payroll	1	10092	OPEIU	557.13	01/31/2014 To 01/31/2014 - Union Dues - OPEIU
193	01/31/2014	Payroll	1	10093	Prosser, City of	135.00	01/31/2014 To 01/31/2014 - Vehicle Use
194	01/31/2014	Payroll	1	10094	Teamsters Legal Defense Fund	72.40	01/31/2014 To 01/31/2014 - Legal Defense Fund
195	01/31/2014	Payroll	1	10095	Teamsters Local Union No 839	1,096.00	01/31/2014 To 01/31/2014 - Union Dues - Teamsters
196	01/31/2014	Payroll	1	10096	WA Dept Retirement	28,713.54	01/31/2014 To 01/31/2014 - PERS 2; 01/31/2014 To 01/31/2014 - PERS 3; 01/31/2014 To 01/31/2014 - LEOFF 2; 01/31/2014 To 01/31/2014 - DRS - DCP

511 Legislative	985.03
514 Financial, Recording & Elections	4,140.34
518 Centralized Services	497.28
521 Law Enforcement	10,456.82
524 Protective Inspections	1,344.87
558 Planning & Community Devel	680.02
576 Park Facilities	1,014.67
580 Non Expeditures	54,311.84
001 General Fund	73,430.87
542 Streets - Maintenance	2,077.58
543 Streets Admin & Overhead	257.92
102 Street Fund	2,335.50
534 Water Utilities	3,656.49
539 Irrigation And Reclamation	1,083.32
403 Water Fund	4,739.81
535 Sewer	5,138.75
407 Sewer Fund	5,138.75
537 Garbage & Solid Waste	64.46
448 Garbage Fund	64.46
85,709.39 Payroll:	85,709.39

CHECK REGISTER

City Of Prosser
MCAG #: 0205

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

Time: 09:24:58 Date: 02/06/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
198	01/31/2014	Payroll	1	10098	Western Conf. of Teamsters Pension Trust	1,913.75	01/31/2014 To 01/31/2014 - TPT
580 Non Expenditures						1,913.75	
001 General Fund						1,913.75	
						<u>1,913.75</u>	
						1,913.75 Payroll:	1,913.75

CHECK REGISTER

City Of Prosser
MCAG #: 0205

02/11/2014 To: 02/11/2014

Time: 16:50:57 Date: 02/05/2014

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
214	02/11/2014	Claims	1	EFT	WA Dept Licensing-CPL	57.00	Concealed Pistol License; Concealed Pistol License-M.R.; Concealed Pistol License-C.M.
			001 - 586 00 01 000 - Concealed Pistol Lic Disburse			18.00	Concealed Pistol License-R.H.
			001 - 586 00 01 000 - Concealed Pistol Lic Disburse			18.00	Concealed Pistol License-M.R.
			001 - 586 00 01 000 - Concealed Pistol Lic Disburse			21.00	Concealed Pistol License-C.M.
215	02/11/2014	Claims	1	10099	Abadan Inc.	19.49	PD Copy Machine Maintenance
			001 - 514 23 48 000 - Repairs & Maintenance			19.49	PD Copy Machine Maintenance
216	02/11/2014	Claims	1	10100	AutoZone	45.98	Micro Edge Wiper; Neg 20 Windshield Fluid
			403 - 534 80 31 000 - Office & Operating Supplies			4.87	Micro Edge Wiper
			403 - 534 80 31 000 - Office & Operating Supplies			6.63	Neg 20 Windshield Fluid
			403 - 539 20 31 000 - Office & Operating Supplies			4.87	Micro Edge Wiper
			403 - 539 20 31 000 - Office & Operating Supplies			6.63	Neg 20 Windshield Fluid
			102 - 542 90 31 000 - Office & Operating Supplies			4.87	Micro Edge Wiper
			102 - 542 90 31 000 - Office & Operating Supplies			6.62	Neg 20 Windshield Fluid
			001 - 576 80 31 000 - Office & Operating Supplies			4.86	Micro Edge Wiper
			001 - 576 80 31 000 - Office & Operating Supplies			6.63	Neg 20 Windshield Fluid
217	02/11/2014	Claims	1	10101	Avaya, Inc	756.27	Phone Maintenance
			001 - 518 88 48 000 - Repairs & Maintenance			756.27	Phone Maintenance
218	02/11/2014	Claims	1	10102	Beaver Bark	194.92	Concrete, 5 Bag Mix
			102 - 542 90 31 000 - Office & Operating Supplies			194.92	Concrete, 5 Bag Mix
219	02/11/2014	Claims	1	10103	Benton Co. Sheriff	1,122.67	Interlocal Agreement; Medical Supplies Cost Recovery-Nov 2013
			001 - 521 20 51 001 - Intergov't Professional Servic			1,000.00	Interlocal Agreement
			001 - 523 60 51 000 - Intergov't Professional Servic			122.67	Medical Supplies Cost Recovery-Nov 2013
220	02/11/2014	Claims	1	10104	Benton Co. Treas. Office	147.82	Crimve Victim Comp
			001 - 586 00 03 000 - PSEA and CVC Disbursemen			147.82	Crimve Victim Comp
221	02/11/2014	Claims	1	10105	Benton Franklin Council of	2,909.00	2014 Member Assesment
			403 - 534 80 41 000 - Professional Services			969.67	2014 Member Assesment
			407 - 535 80 41 000 - Professional Services			969.67	2014 Member Assesment
			102 - 542 30 41 102 - Other Services & Charges			969.66	2014 Member Assesment
222	02/11/2014	Claims	1	10106	Benton PUD	288.25	Electric Bill-6th St
			102 - 542 63 47 000 - Public Utility Services			288.25	Electric Bill-6th St
223	02/11/2014	Claims	1	10107	Benton REA	2,868.19	Meter Reading-Water Tower; Wireless Internet; IT Professional Services; Meter Reading-WCR
			001 - 518 88 41 000 - Professional Services			1,930.53	IT Professional Services
			403 - 534 80 42 000 - Communications			59.95	Wireless Internet
			403 - 534 80 47 000 - Public Utility Services			129.96	Meter Reading-Water Tower
			102 - 542 63 47 000 - Public Utility Services			667.80	Meter Reading-WCR
			001 - 576 20 42 000 - Communications			79.95	Wireless Internet
224	02/11/2014	Claims	1	10108	Blumenthal	152.65	Men's Jacekt-Sabalza
			001 - 521 20 21 001 - Uniforms & Equipment			152.65	Men's Jacekt-Sabalza
225	02/11/2014	Claims	1	10109	Boys & Girls Clubs	6,250.00	Boys And Girls Club
			001 - 571 22 41 001 - Professional Services			6,250.00	Boys And Girls Club
226	02/11/2014	Claims	1	10110	Cascade Analytical	97.72	Kjeldahl Total Nitrogen; Kjeldahl Total Nitrogen
			407 - 535 80 41 000 - Professional Services			51.43	Kjeldahl Total Nitrogen
			407 - 535 80 41 000 - Professional Services			46.29	Kjeldahl Total Nitrogen

CHECK REGISTER

City Of Prosser
MCAG #: 0205

02/11/2014 To: 02/11/2014

Time: 16:50:57 Date: 02/05/2014

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
227	02/11/2014	Claims	1	10111	Cascade Natural Gas Corp.	5,918.78	Natural Gas; Natural Gas; Natural Gas; Natural Gas; Natural Gas; Natural Gas
					001 - 518 31 47 000 - Public Utility Services	719.03	Natural Gas
					407 - 535 80 47 000 - Public Utility Services	219.24	Natural Gas
					407 - 535 80 47 000 - Public Utility Services	1,970.86	Natural Gas
					102 - 542 90 47 000 - Public Utility Services	695.32	Natural Gas
					001 - 572 50 47 000 - Public Utility Services	491.42	Natural Gas
					001 - 576 20 47 000 - Public Utility Services	1,822.91	Natural Gas
228	02/11/2014	Claims	1	10112	Centurylink Communications Inc	127.23	Longdistance Telephone Bill
					001 - 518 31 42 000 - Communications	83.20	Longdistance Telephone Bill
					403 - 534 80 42 000 - Communications	9.62	Longdistance Telephone Bill
					407 - 535 80 42 000 - Communications	7.70	Longdistance Telephone Bill
					448 - 537 80 42 000 - Communications	6.27	Longdistance Telephone Bill
					403 - 539 20 42 000 - Communications	6.27	Longdistance Telephone Bill
					102 - 542 90 42 000 - Communications	7.90	Longdistance Telephone Bill
					102 - 543 30 42 102 - Communication	6.27	Longdistance Telephone Bill
229	02/11/2014	Claims	1	10113	Charter Communications	229.00	Charter Internet-City Hall
					001 - 518 88 42 000 - Communications	229.00	Charter Internet-City Hall
230	02/11/2014	Claims	1	10114	Code Publishing Co.	70.46	PMC: Electronic Update
					001 - 514 30 41 000 - Professional Services	42.26	PMC: Electronic Update
					403 - 534 80 41 000 - Professional Services	5.64	PMC: Electronic Update
					407 - 535 80 41 000 - Professional Services	5.64	PMC: Electronic Update
					448 - 537 80 41 000 - Professional Services	5.64	PMC: Electronic Update
					403 - 539 20 41 000 - Professional Services	5.64	PMC: Electronic Update
					102 - 542 90 41 000 - Professional Services	5.64	PMC: Electronic Update
231	02/11/2014	Claims	1	10115	Cook's True Value	499.88	3V Lith Battery; Conc Protectant, Microfib Cloth; 14 Pk WD Shims; Galv Nipple, Thrd Ball Valve; Poly Whisk Broom; Auto Coupler, Galv Nipple; Nails; Engineer Hammer; San Angelo Bar; Fasteners; New Work
					001 - 521 20 31 001 - Office & Operating Supplies	7.57	3V Lith Battery
					001 - 521 20 31 001 - Office & Operating Supplies	20.01	Conc Protectant, Microfib Cloth
					001 - 521 20 31 001 - Office & Operating Supplies	6.49	Field Inv Spray
					001 - 521 20 42 000 - Communications	13.78	UPS Shipping Charges
					403 - 534 80 31 000 - Office & Operating Supplies	5.95	Poly Whisk Broom
					403 - 534 80 31 000 - Office & Operating Supplies	23.82	Engineer Hammer
					403 - 534 80 31 000 - Office & Operating Supplies	43.31	San Angelo Bar
					403 - 534 80 31 000 - Office & Operating Supplies	19.48	Men's Cow Gloves
					403 - 534 80 31 000 - Office & Operating Supplies	19.24	AAA, 9V Battery
					403 - 534 80 31 000 - Office & Operating Supplies	49.55	Seal Adhesive, Elec Tape
					407 - 535 80 31 000 - Office & Operating Supplies	12.43	Galv Nipple, Thrd Ball Valve
					407 - 535 80 31 000 - Office & Operating Supplies	23.82	Foldable Ear Muffs
					102 - 542 90 31 000 - Office & Operating Supplies	3.24	14 Pk WD Shims
					102 - 542 90 31 000 - Office & Operating Supplies	13.84	Auto Coupler, Galv Nipple
					102 - 542 90 31 000 - Office & Operating Supplies	25.56	Nails
					102 - 542 90 31 000 - Office & Operating Supplies	2.08	Fasteners
					102 - 542 90 31 000 - Office & Operating Supplies	5.77	New Work SWT/Out Box
					102 - 542 90 31 000 - Office & Operating Supplies	19.46	Corner Iron, Fasteners
					102 - 542 90 31 000 - Office & Operating Supplies	16.83	Circuit Breaker, Screw Connector
					102 - 542 90 31 000 - Office & Operating Supplies	51.95	Lysol Fresh Air Kit, LG Bisque Drainer Tray
					102 - 542 90 31 000 - Office & Operating Supplies	11.57	Dplx Outlet, Fasteners, Wall Plate
					102 - 542 90 31 000 - Office & Operating Supplies	3.87	TOG Switch, Wall Plate

CHECK REGISTER

City Of Prosser
MCAG #: 0205

02/11/2014 To: 02/11/2014

Time: 16:50:57 Date: 02/05/2014

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					102 - 542 90 31 000 - Office & Operating Supplies	20.45	Dplx Outlest, Nyl Plate
					102 - 542 90 31 000 - Office & Operating Supplies	20.43	Nails, Fasteners
					102 - 542 90 31 000 - Office & Operating Supplies	18.17	Wing Connector, New Work Ceiling Box
					102 - 542 90 31 000 - Office & Operating Supplies	7.14	Wall Plate, Nails
					102 - 542 90 31 000 - Office & Operating Supplies	7.56	Nails
					102 - 542 90 31 000 - Office & Operating Supplies	21.65	JNT Compound
					102 - 542 90 31 000 - Office & Operating Supplies	4.86	Nails
232	02/11/2014	Claims	1	10116	DB Secure Shred	23.38	Destruction Services
					001 - 521 20 41 001 - Professional Services	23.38	Destruction Services
233	02/11/2014	Claims	1	10117	Denchel's Ford Country	37.37	Works Fuel Saver Package
					001 - 521 20 48 001 - Repairs & Maintenance	37.37	Works Fuel Saver Package
234	02/11/2014	Claims	1	10118	Galls, an Aramark Co., LLC	74.16	Accumold Universal Radio Holder; Accumold Universal Radio Holder
					001 - 521 20 21 001 - Uniforms & Equipment	37.08	Accumold Universal Radio Holder
					001 - 521 20 21 001 - Uniforms & Equipment	37.08	Accumold Universal Radio Holder
235	02/11/2014	Claims	1	10119	Grainger, Inc.	2,377.30	Inverted Marking Paint; Marking Paint, White; Marking Wand; Selector Switch; Magnetic Lcator W/Power Line Indicator; Ear Muffs; LED Lamp; LED Lamp, LED Refelctor Lamp
					001 - 518 31 31 000 - Office & Operating Supplies	15.78	LED Lamp
					001 - 518 31 31 000 - Office & Operating Supplies	45.92	LED Lamp, LED Refelctor Lamp
					403 - 534 80 31 000 - Office & Operating Supplies	1,544.03	Magnetic Lcator W/Power Line Indicator
					407 - 535 80 31 000 - Office & Operating Supplies	241.73	Inverted Marking Paint
					407 - 535 80 31 000 - Office & Operating Supplies	115.32	Selector Switch
					407 - 535 80 31 000 - Office & Operating Supplies	171.29	Ear Muffs
					102 - 542 90 31 000 - Office & Operating Supplies	104.49	Marking Paint, White
					102 - 542 90 31 000 - Office & Operating Supplies	138.74	Marking Wand
236	02/11/2014	Claims	1	10120	Grandview Lumber Co	921.19	Lumber For Shop Repairs; 2x4-16' 2 BTR S4s Fir; 4x8 Sheeting, S4s Fir; Nail Stops; BTR S4S Fir, Econo Joist Hanger,; Sheetrock, 90 Degree Nail, Joint Tape; Sheetrock, 90 Degree Nail
					403 - 534 80 31 000 - Office & Operating Supplies	68.83	Lumber For Shop Repairs
					403 - 539 20 31 000 - Office & Operating Supplies	68.83	Lumber For Shop Repairs
					102 - 542 90 31 000 - Office & Operating Supplies	68.83	Lumber For Shop Repairs
					102 - 542 90 31 000 - Office & Operating Supplies	20.20	2x4-16' 2 BTR S4s Fir
					102 - 542 90 31 000 - Office & Operating Supplies	226.15	4x8 Sheeting, S4s Fir
					102 - 542 90 31 000 - Office & Operating Supplies	56.22	Nail Stops
					102 - 542 90 31 000 - Office & Operating Supplies	152.73	BTR S4S Fir, Econo Joist Hanger,
					102 - 542 90 31 000 - Office & Operating Supplies	64.72	Sheetrock, 90 Degree Nail, Joint Tape
					102 - 542 90 31 000 - Office & Operating Supplies	125.85	Sheetrock, 90 Degree Nail
					001 - 576 80 31 000 - Office & Operating Supplies	68.83	Lumber For Shop Repairs
237	02/11/2014	Claims	1	10121	Green River Community College	1,125.00	WA Operator Workshop-Veloz; WA Operator Workshop-Dennis; WA Operator Workshop-Harris; WA Operator Workshop-Cavazos; WA Operator Workshop-Beck
					403 - 534 80 49 000 - Miscellaneous	225.00	STEVE VELOZ
					403 - 534 80 49 000 - Miscellaneous	225.00	WA Operator Workshop-Dennis
					407 - 535 80 49 000 - Miscellaneous	225.00	PERRY HARRISWA Operator Workshop-Harris
					407 - 535 80 49 000 - Miscellaneous	225.00	WA Operator Workshop-Cavazos
					407 - 535 80 49 000 - Miscellaneous	225.00	WA Operator Workshop-Beck

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City Of Prosser
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
238	02/11/2014	Claims	1	10122	LEAF	136.05	PD Copy Machine Lease
			001 - 514 23 45 000		Operating Rentals & Leases	136.05	PD Copy Machine Lease
239	02/11/2014	Claims	1	10123	Lexipol, LLC	4,950.00	Law Enforcement Policy Manual
			001 - 521 20 41 001		Professional Services	4,950.00	Law Enforcement Policy Manual
240	02/11/2014	Claims	1	10124	John H Markus	53.00	Travel Reimbursement
			001 - 521 20 43 001		Travel	53.00	Travel Reimbursement
241	02/11/2014	Claims	1	10125	Mid-Columbia Library	14,022.57	Mid-Columbia Library
			001 - 572 20 51 000		Intergov't Professional Servic	14,022.57	Mid-Columbia Library Services
242	02/11/2014	Claims	1	10126	Office Depot	545.65	Epson Ink-Black; PGI 250 Cartridge; Highlighters, Post-It, Pens, Label Tape, Tape; Copy Paper, Tape, Battery
			001 - 514 23 31 000		Office & Operating Supplies	14.07	Epson Ink-Black
			001 - 514 23 31 000		Office & Operating Supplies	8.88	Highlighters, Post-It, Pens, Label Tape, Tape
			001 - 514 23 31 000		Office & Operating Supplies	59.66	Copy Paper, Tape, Battery
			403 - 534 80 31 000		Office & Operating Supplies	3.76	Highlighters, Post-It, Pens, Label Tape, Tape
			407 - 535 80 31 000		Office & Operating Supplies	34.63	PGI 250 Cartridge
			407 - 535 80 31 000		Office & Operating Supplies	382.46	Highlighters, Post-It, Pens, Label Tape, Tape
			448 - 537 80 31 000		Office & Operating Supplies	3.76	Highlighters, Post-It, Pens, Label Tape, Tape
			403 - 539 20 31 000		Office & Operating Supplies	3.76	Highlighters, Post-It, Pens, Label Tape, Tape
			102 - 543 30 31 102		Office & Operating Supplies	3.76	Highlighters, Post-It, Pens, Label Tape, Tape
			001 - 576 20 31 000		Office & Operating Supplies	27.15	Highlighters, Post-It, Pens, Label Tape, Tape
			001 - 576 80 31 000		Office & Operating Supplies	3.76	Highlighters, Post-It, Pens, Label Tape, Tape
243	02/11/2014	Claims	1	10127	Oxarc	34.33	High Pressure Acetylene
			407 - 535 80 45 000		Operating Rentals & Leases	34.33	High Pressure Acetylene
244	02/11/2014	Claims	1	10128	Pentair Valves & Controls US	2,495.24	Actuators For WTP; Actuator
			403 - 534 80 31 000		Office & Operating Supplies	1,611.50	Actuators For WTP
			403 - 534 80 31 000		Office & Operating Supplies	540.42	Actuators For WTP
			403 - 534 80 31 000		Office & Operating Supplies	28.51	Actuators For WTP
			403 - 534 80 31 000		Office & Operating Supplies	314.81	Actuator
245	02/11/2014	Claims	1	10129	Platt Electric Company	96.41	Raco Box, Flat Clank CVR, WG-Coils
			102 - 542 90 31 000		Office & Operating Supplies	96.41	Raco Box, Flat Clank CVR, WG-Coils
246	02/11/2014	Claims	1	10130	Pollard Water	676.33	Bacterial Supplement, High Grease, Food Processing
			407 - 535 80 31 000		Office & Operating Supplies	676.33	Bacterial Supplement, High Grease, Food Processing
247	02/11/2014	Claims	1	10131	Prosser Fire Dist No 3	26,600.00	IPS: Jan
			001 - 522 10 51 000		Intergov't Professional Srvc-F	26,600.00	Intergovernmental Professional Services
248	02/11/2014	Claims	1	10132	Prosser Rentals	9.10	Propane
			403 - 534 80 31 000		Office & Operating Supplies	9.10	Propane
249	02/11/2014	Claims	1	10133	Prosser, City of	12,807.46	Water Bill
			001 - 518 31 47 000		Public Utility Services	498.30	
			403 - 534 80 47 000		Public Utility Services	964.77	
			407 - 535 80 47 000		Public Utility Services	8,453.96	
			102 - 542 90 47 000		Public Utility Services	928.06	
			001 - 569 21 47 000		Public Utility Services	499.23	
			001 - 576 20 47 000		Public Utility Services	1,152.06	
			001 - 576 80 47 000		Public Utility Services	311.08	
250	02/11/2014	Claims	1	10134	Q-Tech Auto Service Ctr	649.87	Replace Front Brakes
			001 - 524 20 48 000		Repairs & Maintenance	649.87	Replace Front Brakes

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
251	02/11/2014	Claims	1	10135	Rainwater Water Co.	36.00	Water; Water
					407 - 535 80 31 000 - Office & Operating Supplies	24.00	Water
					407 - 535 80 31 000 - Office & Operating Supplies	12.00	Water
252	02/11/2014	Claims	1	10136	Rotschy Inc	223,097.01	Disinfection, Filtration And Source Improvements
					403 - 594 34 63 403 - Improvements Other Than Blk	223,097.01	Disinfection, Filtration And Source Improvements
253	02/11/2014	Claims	1	10137	Pearl Royer	20.00	Animal License Refund
					001 - 322 30 00 000 - Animal Licenses	-20.00	Animal License Refund
254	02/11/2014	Claims	1	10138	Schuknecht's POF Polygraph Service	175.00	Polygraph Service
					148 - 521 20 41 000 - Professional Services	175.00	Polygraph Service
255	02/11/2014	Claims	1	10139	Matthew B Shanafelt	228.24	Travel Reimbursement; Access Level 1&2
					001 - 521 20 43 001 - Travel	53.00	Travel Reimbursement
					001 - 521 20 43 001 - Travel	175.24	Access Level 1&2
256	02/11/2014	Claims	1	10140	The Markets, LLC	20.69	Dry Ice
					407 - 535 80 41 000 - Professional Services	20.69	Dry Ice
257	02/11/2014	Claims	1	10141	Tolman Electric	1,686.13	Repair Air Compressor At WWTP; Repairs Pumps And Fuses-Water Dept; Repair Power Outage -PD
					001 - 518 31 41 000 - Professional Services	454.86	Repair Power Outage -PD
					403 - 534 80 41 000 - Professional Services	852.22	Repairs Pumps And Fuses-Water Dept
					407 - 535 80 41 000 - Professional Services	379.05	Repair Air Compressor At WWTP
258	02/11/2014	Claims	1	10142	Total Energy Management	701.78	WWTF: Troubleshoot Fine Screen
					407 - 535 80 48 000 - Repairs & Maintenance	701.78	WWTF: Troubleshoot Fine Screen
259	02/11/2014	Claims	1	10143	Uline	406.05	Nitrile Powder-Free Glove
					001 - 521 20 31 001 - Office & Operating Supplies	406.05	Nitrile Powder-Free Glove
260	02/11/2014	Claims	1	10144	Valley Pipe Co.	459.71	4X3 Rb, 3"SCH 40, 1"SCH 80; Union Ball Valve
					407 - 535 80 31 000 - Office & Operating Supplies	419.19	Union Ball Valve
					403 - 539 20 31 000 - Office & Operating Supplies	40.52	4X3 Rb, 3"SCH 40, 1"SCH 80
261	02/11/2014	Claims	1	10145	Valley Publishing Co., Inc.	198.84	Notice Of Public Hearing-SMP; Aquatics Manager
					001 - 558 60 41 000 - Professional Services	42.00	Notice Of Public Hearing-Shorline Master Plan
					001 - 576 20 41 001 - Professional Services	156.84	Aquatics Manager
262	02/11/2014	Claims	1	10146	Verizon Wireless	1,007.49	PD Wireless Phone Charges
					001 - 518 31 42 000 - Communications	231.47	PD Wireless Phone Charges
					001 - 521 20 42 000 - Communications	776.02	PD Wireless Phone Charges
263	02/11/2014	Claims	1	10147	WA Dept Ecology	4,104.00	Wastewater Permit
					407 - 535 80 49 000 - Miscellaneous	4,104.00	Wastewater Permit
264	02/11/2014	Claims	1	10148	WA Dept Health	3,583.00	2014 Operator Permit Application
					403 - 534 80 49 000 - Miscellaneous	3,583.00	2014 Operator Permit Application
265	02/11/2014	Claims	1	10149	WA Dept Licensing-CPL	125.00	Firearms Dealer License
					001 - 586 00 01 000 - Concealed Pistol Lic Disburse	125.00	Firearms Dealer License
266	02/11/2014	Claims	1	10150	WA State Treasurer	5,992.82	PSEA
					001 - 586 00 03 000 - PSEA and CVC Disbursemen	5,992.82	PSEA

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
267	02/11/2014	Claims	1	10151	WA Wildlife and Recreation Co,	125.00	2014 Membership
					001 - 571 22 41 001 - Professional Services	125.00	2014 Membership
268	02/11/2014	Claims	1	10152	Paul Allen Warden	63.39	Meeting Mileage
					001 - 511 60 43 000 - Travel	63.39	Meeting Mileage
269	02/11/2014	Claims	1	10153	The Wesley Group	1,730.00	Labor Relations Consultations
					001 - 518 10 41 000 - Professional Services	1,730.00	Labor Relations Consultations
270	02/11/2014	Claims	1	10154	Wilbur-Ellis	4,604.87	Spray For Weeds; Esplande 200SC/Agency
					102 - 542 70 31 102 - Office & Operating Supplies	201.05	Spray For Weeds
					102 - 542 70 31 102 - Office & Operating Supplies	774.02	Spray For Weeds
					102 - 542 70 31 102 - Office & Operating Supplies		Spray For Weeds
					102 - 542 70 31 102 - Office & Operating Supplies		Spray For Weeds
					102 - 542 70 31 102 - Office & Operating Supplies		Spray For Weeds
					102 - 542 70 31 102 - Office & Operating Supplies		Spray For Weeds
					102 - 542 70 31 102 - Office & Operating Supplies		Spray For Weeds
					001 - 576 80 31 000 - Office & Operating Supplies	1,484.97	Spray For Weeds
					001 - 576 80 31 000 - Office & Operating Supplies	217.96	Spray For Weeds
					001 - 576 80 31 000 - Office & Operating Supplies	495.47	Spray For Weeds
					001 - 576 80 31 000 - Office & Operating Supplies		Spray For Weeds
					001 - 576 80 31 000 - Office & Operating Supplies	1,431.40	Spray For Weeds
					001 - 576 80 31 000 - Office & Operating Supplies		Spray For Weeds
					001 - 576 80 31 000 - Office & Operating Supplies		Spray For Weeds
					001 - 576 80 31 000 - Office & Operating Supplies		Spray For Weeds
271	02/11/2014	Claims	1	10155	WorkSAFE Services Inc	52.00	Drug Test
					407 - 535 80 41 000 - Professional Services	52.00	Drug Test
					320 Licenses & Permits	20.00	
					511 Legislative	63.39	
					514 Financial, Recording & Elections	280.41	
					518 Centralized Services	6,694.36	
					521 Law Enforcement	7,748.72	
					522 Contracted Services	26,600.00	
					523 Detention/Correction	122.67	
					524 Protective Inspections	649.87	
					558 Planning & Community Devel	42.00	
					569 Senior Center	499.23	
					571 Education & Recreation	6,375.00	
					572 Libraries	14,513.99	
					576 Park Facilities	7,263.87	
					580 Non Expeditures	6,322.64	
					001 General Fund	77,196.15	
					542 Streets - Maintenance	6,052.88	
					543 Streets Admin & Overhead	10.03	
					102 Street Fund	6,062.91	
					521 Law Enforcement	175.00	
					148 Criminal Justice Fund	175.00	
					534 Water Utilities	11,318.64	
					539 Irrigation And Reclamation	136.52	
					594 Capital Expenditures	223,097.01	
					403 Water Fund	234,552.17	
					535 Sewer	19,804.84	

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Time: 16:50:57 Date: 02/05/2014
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		407 Sewer Fund				19,804.84	
		537 Garbage & Solid Waste				15.67	
		448 Garbage Fund				15.67	
						<u> </u>	Claims: 337,806.74
		* Transaction Has Mixed Revenue And Expense Accounts				337,806.74	



Signature

2/5/14

Date

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Approve payment of Washington Trust Bank claim Check nos. 1043 through 1046 in the amount of \$103,956.68 for the period ending February 11, 2014		Meeting Date: February 11, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-2332
Cost of Proposal: \$103,956.68		Account Number: See Attached	
Amount Budgeted: See 2014 budget for each item listed.		Name and Fund# See Attached	
Reviewed by Finance Department: <i>R Maura</i>			
Attachments to Agenda Packet Item: <ol style="list-style-type: none"> 1. Accounts Payable transactions by account and department 2. Check Nos. 1043 through 1046 3. Checks for Approval 			
Summary Statement: Checks have been reviewed and approved by department heads, the Finance Director, and Mayor as necessary. Washington Trust Bank claim Check nos. 1043 through 1046 in the amount of \$103,956.68 for the period ending February 11, 2014			
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 of Washington Trust Bank claim Check nos. 1043 through 1046 in the amount of \$103,956.68 for the period ending February 11, 2014			
Reviewed by Department Director: <i>Regina Maura</i> Date: 1:31:2014	Reviewed by City Attorney: N/A Date:	Approved by Mayor: <i>Paul Wanda</i> Date: 1-7-14	
Today's Date: January 31, 2014	Revision Number/Date:	File Name and Path:	

CHECK REGISTER

City Of Prosser
MCAG #: 0205

01/23/2014 To: 01/23/2014

Time: 14:11:07 Date: 01/23/2014
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
199	01/23/2014	Claims	7	1043	Total Energy Management	28,526.11	North Prosser
			403 - 594 34 41	403 -	Professional Services	28,526.11	North Prosser Water System Improvements
200	01/23/2014	Claims	7	1044	Huibregtse, Louman & Assoc.	14,637.95	North Prosser; North Prosser
			403 - 594 34 41	403 -	Professional Services	12,787.50	North Prsser Water System Improvements
			403 - 594 34 41	403 -	Professional Services	1,850.45	North Prosser Water System Improvements
403 Water Fund						43,164.06	
						<u>43,164.06</u>	Claims: 43,164.06
						43,164.06	



Signature



Date

CHECK REGISTER

City Of Prosser
MCAG #: 0205

01/30/2014 To: 01/30/2014

Time: 15:08:15 Date: 01/30/2014
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
202	01/30/2014	Claims	7	1045	Total Energy Management	42,442.94	P.E. #2
			403 - 594 34 41	403 - Professional Services		42,442.94	North Prosser Water System Improvements
203	01/30/2014	Claims	7	1046	Huibregtse, Louman & Assoc.	18,349.68	North Prosser Water System Improvements; North Prosser Water System Improvements
			403 - 594 34 41	403 - Professional Services		17,050.00	North Prosser Water System Improvements
			403 - 594 34 41	403 - Professional Services		1,299.68	North Prosser Water System Improvements
						60,792.62	
403 Water Fund						60,792.62	Claims: 60,792.62
						60,792.62	

Ingt

Signature

1/30/14

Date

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Reapprove the PEDAGrant Writer Agreement Extension Order for 2014 in the amount of \$17,000.		Meeting Date: February 11, 2014 Regular Meeting	
Department: Administration	Director: Paul Warden	Contact Person: Rachel Shaw	Phone Number: 509-786-8218
Cost of Proposal \$17,000		Account Number: 01-519-519-91-41	
Amount Budgeted: \$17,000		Name and Fund#: General Fund #001	
Reviewed by Finance Department: <i>R. Mawar</i>			
Attachments to Agenda Packet Item: 1. January 14, 2014 City Council Meeting Agenda Bill and Attachments			
Summary Statement: At the January 14, 2014, City Council meeting, Council approved the PEDAGrant Writer Agreement Extension Order. However, the City's contribution noted on the agenda bill was at the 2013 Budget rate of \$16,000 rather than the approved 2014 Budget amount \$17,000. Therefore it is necessary to reapprove the Agreement at the correct dollar amount.			
Consistent with or Comparison to: Council authorization of agreements in excess of \$15,000			
Recommended City Council Action/Suggested Motion: Reapprove the PEDAGrant Writer Agreement Extension Order for 2014 in the amount of \$17,000 and authorize the Mayor to sign the grant writer extension order.			
Reviewed by Department Director: <i>Rachel M Shaw</i>	Reviewed by City Attorney: <i>Conflict of Interest</i>		Approved by Mayor: <i>Paul Warden</i>
Date: <i>2/4/2014</i>	Date: <i>Interest</i>		Date: <i>1-7-14</i>
Today's Date: February 5, 2014	Revision Number/Date:		File Name and Path:

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Adopt the PEDA Grant Writer Agreement Extension Order for 2014 in the amount of \$16,000 ^{\$17,000}	Meeting Date: January 14, 2014 Regular Meeting
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Department: Administration	Director: Paul Warden	Contact Person: Rachel Shaw	Phone Number: 509-786-8218
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Cost of Proposal: \$16,000	Account Number: 01-519-519-91-41
Amount Budgeted: \$16,000	Name and Fund#: General Fund #001

Reviewed by Finance Department:
Regina Mauras

- Attachments to Agenda Packet Item:**
1. Letter from Prosser Economic Development Association (PEDA) regarding the extension of the Interlocal agreement for grant writing services (Benton County recording #2004-037157)
 2. Grant Writer Extension Order 2014

Summary Statement:

The 2014 Budget contains ~~\$16,000~~ ^{\$17,000} 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~~ ^{\$17,000} for 2014.

Consistent with or Comparison to:

Council authorization of agreements in excess of \$15,000

Recommended City Council Action/Suggested Motion:

Adopt the PEDA Grant Writer Agreement Extension Order for 2014 in the amount of \$16,000 and authorize the Mayor to sign the grant writer extension order.
~~\$16,000~~ ^{\$17,000}

<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 7th 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.

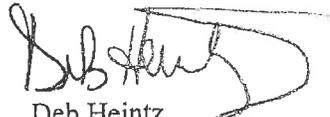
Prosser EDA would welcome the opportunity to schedule a time for a presentation with you when this extension order goes before decision makers, allowing us to recap the year and provide information regarding current projects and future goals. The community continues to benefit greatly from this program 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

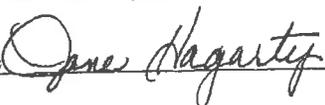
PROSSER ECONOMIC DEVELOPMENT ASSOCIATION

1230 Bennett Avenue
Prosser, WA 99350

Grant Writer Agreement Extension Order 2014

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

<p>Extension Agreement Description 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

<p>Agenda Title: Approve Contract between the City of Prosser and CK Home Comfort Systems for the purpose of general HVAC maintenance services for City facilities and authorize the Mayor to sign the Contract</p>	<p>Meeting Date: February 11, 2014 Regular Meeting</p>
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Department: Public Works	Director: L.J. Da Corsi	Contact Person: L.J. Da Corsi	Phone Number: 509-786-2332
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<p>Cost of Proposal: \$4,400.00</p> <p>Amount Budgeted: \$5,000.00</p>	<p>Account Number: 403, 407, 001, 102</p> <p>Name and Fund# Water #48 Waste Water #48 General Fund #48 Streets #48</p>
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Reviewed by Finance Department:
R. Manna

- Attachments to Agenda Packet Item:**
1. Copy of the Contract between the City of Prosser and CK Home Comfort Systems.
 2. Copy of the pricing sheet filled out at the time of our request for proposals.

Summary Statement:
This project consists of general HVAC services that are needed throughout the year for routine and preventive maintenance on City facilities HVAC systems. These systems are located at the Water Treatment Plant, Well Houses, Wastewater Treatment Plant, City Shop, Library, Community Center, Aquatic Center, City Hall and Police Department. In the event service on a unit is necessary, then only this contractor would be contacted as per the agreement.

Yearly agreements with service contractors are standard practice in facility maintenance and a benefit to the City's operations. Establishing a yearly agreement with a specific contractor reduces the need for seeking estimates for service, affords immediate service, reduces the cost for individual calls as pricing is already agreed upon, and eliminates the need for making individual service calls for routine maintenance. In addition, the contractor also becomes familiar with each unit thereby eliminating some of the time taken for trouble shooting, parts replacement and repair.

The contract is valid for one year at which time the contract terminates. The City would then seek RFQ's (Request for Quotes) and proceed with the selection process for 2015.

Consistent with or Comparison to:
EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL

Recommended City Council Action/Suggested Motion:

Approve Contract between the City of Prosser and CK Home Comfort Systems for the purpose of general HVAC maintenance services for City facilities and authorize the Mayor to sign the Contract.

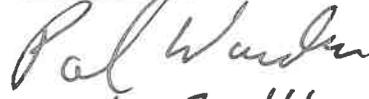
Reviewed by Department Director:


Date: 2/7/14

Reviewed by City Attorney:


Date: 2/5/14

Approved by City Administrator:


Date: 1-7-14

Today's Date:

February 5, 2014

Revision Number/Date:

File Name and Path:

\\rainier\users\bardessono\Public Works Dept\Agendas

CITY OF PROSSER, WASHINGTON
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made by and between The City of Prosser, a Municipal Corporation, hereinafter referred to as "City" and CK Home Comfort Systems hereinafter referred to as "Contractor".

RECITALS

WHEREAS, City desires to secure the professional services of Contractor; and

WHEREAS, Contractor represents and warrants that he/she is duly qualified and trained, to provide professional services; and

WHEREAS, City and Contractor wish to memorialize their Agreement in writing;

NOW THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein, the parties enter into the following:

AGREEMENT

1.00 ENGAGEMENT. City hereby engages Contractor to provide professional services.

2.00 DURATION OF AGREEMENT. This Agreement shall commence on February 1st, 2014.

3.00 SERVICES. Contractor shall provide professional services including, but not limited to: the inspection of all HVAC electrical, mechanical, refrigeration and heating components and related equipment for repair, replacement, evaluation, etc., such as pumps, motors, relays, switches, circuit boards, power systems, compressors, receivers, heat exchangers, housings, guards, wiring, refrigerant levels, refrigeration fittings, tubing, coils, electrical connections, conduits, fans, pulleys, belts, hoses, thermostats, air returns, vents, plenums, ductwork, filter cleaning and replacement, and any and all components necessary for the efficient, continuous operation of the units and other necessary services pursuant to the terms and conditions hereinafter described. HVAC maintenance will be performed no less than twice per year; once prior to the cooling season and once prior to the heating season and shall include the cost of servicing and replacing the filters as well as the inspection services and the annual maintenance for each Facility as listed in the RFQ will be in strict accordance with the rates as specified in the RFQ.

4.00 COMPLIANCE WITH LAWS, RULES AND REGULATIONS. Contractor shall comply fully with all applicable laws, rules and regulations promulgated by the Federal Government and its agencies, the State of Washington and its agencies, and the Ordinances and policies of City. Contractor specifically agrees to obtain a City of Prosser business license prior to beginning work on the contract.

5.00 RENEGOTIATION. In the event federal, state or local government, or

agencies thereof, promulgate laws or rules and regulations which affect the terms and conditions contained herein, this Agreement shall be immediately subject to renegotiation upon the initiative of either party.

6.00 ADMINISTRATION L.J. Da Corsi, Public Works Director shall administer this Agreement on behalf of the City.

7.00 RELATIONSHIP OF PARTIES. The parties intend that an independent contractor relationship will be created by this Agreement. The City is interested primarily in the results to be achieved; subject to paragraphs herein, the implementation of services will lie solely with the discretion of the Contractor. No agent, employee, servant or representative of the Contractor shall be deemed to be an employee, servant or representative of the City for any purpose, and the employees of the Contractor are not entitled to any of the benefits the City provides for its employees except as otherwise expressly provided herein. Contractor shall be solely responsible for paying all employment taxes, including income tax, Social Security, Employment Security and Labor and Industries and any other such employment taxes that may arise to Contractor by way of services. Contractor shall defend and hold City harmless from any and all of the above stated taxes or employment assessments. Contractor will be solely and entirely responsible for its act and for the acts of any agents, employees, servants, subcontractors or representatives during the performance of this Agreement. In the performance of the services herein contemplated the Contractor is an independent contractor with the authority to control and direct the performance of the details of the work, however, the result of the work contemplated herein must meet the approval of the City and shall be subject to the City's general rights of inspection and review to secure the satisfactory completion thereof.

8.00 CONSIDERATION. Subject to paragraph 12.00, below, and such other provisions as may be contained elsewhere herein, City agrees to pay Contractor **based upon the attached price sheet** for the above work. Reimbursable expenses will be approved by Supervisor in advance and will be reimbursed in accordance with the rates set forth in the City of Prosser's Personnel Policy Manual. If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. No payment shall be made for any work performed by the Contractor except for the work identified and set forth in this Contract.

9.00 SUPPLIES, EQUIPMENT, SPACE, AND OWNERSHIP. Subject to budgetary considerations and/or constraints, City shall furnish all supplies, equipment and space for Contractor to provide services under this Agreement. All finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

10.00 BILLING. Contractor shall submit an invoice which describes all services provided and provides the amount due to City on a monthly basis on or before the 15th of each month for the prior month. Receipts will be provided to City for reimbursable expenses such as

meals and hotels.

11.00 DISPUTE RESOLUTION

11.01 Any dispute arising from the interpretation or administration of the Agreement shall first be resolved by a meeting between Contractor and supervisor listed in 6.00. If closure is not reached at such meeting, the dispute shall be referred to the City Administrator of the City of Prosser. Upon hearing testimony from both the Contractor and supervisor, within seven (7) days of such hearing, the City Administrator shall render a written report which shall be final and binding upon Contractor.

12.00 TERMINATION/TERM OF THE AGREEMENT

12.01 The term of this agreement shall be for the 2014 calendar year commencing on **February 1st, 2014**.

12.02 Either party may terminate this Agreement without cause by delivering to the other fourteen (14) days written notice of such termination.

12.03 City may terminate this Agreement immediately and without prior notice provided such termination is for cause. "Cause" shall be defined as: (1) any material breach of an express provision contained in this Agreement, (2) failure of Contractor to perform or provide services as agreed upon herein or (3) death or disability of Contractor. In the event of termination for cause, Contractor or his/her heirs shall be entitled to any sums for which services has been provided prior to such termination.

13.00 GENERAL PROVISIONS

13.01 WAIVER. Failure by either party at any time to require performance by the other of any of the provisions hereof shall in no way affect the party's rights hereunder to enforce the same, nor shall waiver by him of any breach hereof be held to be a waiver of any succeeding breach, nor a waiver of this non-waiver clause.

13.02 BINDING EFFECT. The covenants, terms and conditions of this Agreement shall extend to, be binding upon and inure to the benefit of Contractor and City and to City's successors and assigns.

13.03 ASSIGNMENT. Nothing contained in this Agreement shall be construed to permit the assignment by Contractor of any right or obligations hereunder, and such assignment is expressly prohibited without the prior written approval of City.

13.04 INTERPRETATION. This Agreement shall be interpreted according to, and enforced under, the Laws of the State of Washington. Venue for any legal action under this Agreement shall be in Benton County, State of Washington.

13.05 SEVERABILITY. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such circumstances shall not affect any other provision(s) hereof, and this Agreement shall be construed as if such provisions had never been contained herein.

13.06 AMENDMENTS. This Agreement may be amended only by an instrument reduced to writing and signed by the parties hereto.

13.07 HOLD HARMLESS AND INDEMNIFICATION. The Contractor shall indemnify and hold the City and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, loss, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, or in connection with, or incident to, the execution of this Agreement and/or the Contractor's performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and/or officers, this indemnity provisions shall be valid and enforceable only to the extent of the negligence of the Contractor; and provided further, that nothing herein shall require the Contractor to hold harmless or defend the City, its agents, employees, and/or officers for damages or loss caused by the City's sole negligence. The Contractor expressly agrees that the indemnification provided herein constitutes the contractor's waiver of immunity under Title 51 R.C.W., for the purposes of this Agreement. The parties have mutually negotiated this waiver. The provisions of this section shall survive the expiration or termination of this Agreement.

13.08 NOTICE. All notices, requests, demands and other communications required by or permitted under this Agreement shall be reduced to writing and deemed to have been duly given when received by the party to whom directed: Provided however, that notice shall be deemed conclusively given at the time of its deposit when sent by Certified or Registered mail, Return Receipt Requested, at the address as set forth below, or such other address as is hereafter designated by either party by written notice thereof to the other party.

CITY: City of Prosser
Attn: City Clerk
601 Seventh Street
Prosser, Washington 99350
(509) 786-2332

CONTRACTOR: **CK Home Comfort Systems**
1460 North Forsell Road
Grandview, WA 98930
Phone (509)882-4822

13.09 NUMBER, GENDER AND CAPTION. In construing this Agreement, it is understood that if the context so requires, the singular shall include the plural and the plural the singular. The masculine and neuter shall include the masculine, feminine and neuter as the context requires. All captions used herein are intended solely for convenience for reference, shall in no way limit any provision(s) of this Agreement and are not to be considered in the interpretation of its terms.

13.10 CONFLICT OF PROVISIONS. In case of conflict, the more specific provision of this Agreement shall control.

13.11 TIME. Time is of the essence of this Agreement.

13.12 ENTIRE AGREEMENT. This document is the entire, final and complete Agreement of the parties pertaining to the engagement of Contractor for professional services and supercedes and replaces all written and oral agreements heretofore made or existing by and between the parties insofar as the engagement hereinabove described is concerned.

13.13 DUPLICATE ORIGINALS. At the time of signing this Agreement, the parties acknowledged that two (2) copies were signed and each shall be treated as a duplicate original.

14.00 NON-DISCRIMINATION. Each party agrees that it shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, age, marital status, political affiliation or belief, sexual orientation as defined in RCW 49.60.040, or the presence of any sensory, mental or physical handicap in violation of any applicable federal or state law or regulation and each party agrees to be an Equal Opportunity Employer.

15.00 TITLE VI. The following provisions apply to all City Contracts subject to TITLE VI and the regulations thereunder. During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

15.01 COMPLIANCE WITH REGULATIONS. The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

15.02 NON-DISCRIMINATION. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

15.03 SOLICITATIONS FOR SUB-CONTRACTS, INCLUDING PROCUREMENT OF MATERIALS AND EQUIPMENT. In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

15.04 INFORMATION AND REPORTS. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this

information, the contractor shall so certify to the City, WSDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

15.05 SANCTIONS FOR NON-COMPLIANCE. In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the City shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

15.06 INCORPORATION OF PROVISIONS. The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the City or WSDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request WSDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Signed and dated by the parties as hereinafter described:

CITY: By _____
MAYOR DATE

ATTEST:

CITY CLERK

CONTRACTOR:



DATE 1/24/2014

Christopher L Kitelle
PRINTED NAME

Form W-9 Completed and Attached: Yes _____ No _____ On File

HVAC ANNUAL MAINTENANCE
CONTRACTOR: CK HOME COMFORT

FACILITY	ANNUAL COST
CITY HALL/POLICE DEPT	\$1,260.00
COMMUNITY CENTER	\$880.00
AQUATIC CENTER	\$160.00
LIBRARY	\$640.00
WATER DEPT	\$520.00
WASTEWATER DEPT	\$560.00
CITY SHOP	\$380.00
TOTAL ANNUAL COST	\$4,400.00
HOURLY RATES	
STANDARD	\$75.00
EMERGENCY	\$112.50
WEEKEND/HOLIDAY	\$112.50

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL SPECIAL MEETING
TUESDAY, JANUARY 7, 2014**

CALL TO ORDER

Mayor Warden called the Special Meeting of the Prosser City Council to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Prosser Heights Elementary “Kids that Care” Kadence Shaw and Kashus Shaw.

ROLL CALL

Council Members Aubrey, Brumley, Hamilton, Taylor, Everett, Becken, and Elder were present.

Others in attendance were City Clerk Shaw, Finance Director Mauras, and Finance Manager Yost.

CITIZEN PARTICIPATION (None)

MAYOR AND COUNCIL REPORTS AND COMMENTS

Oath of Office for Newly Elected Officials

City Clerk Shaw administered the Oath of Office for Don Aubrey as Council Member – Position No. 1, Morgan Everett as Council Member – Position No. 2, and Deb Brumley as Council Member – Position No. 3.

Oath of Office Officer Matt Shanafelt

City Clerk Shaw administered the Oath of Office for Matt Shanafelt in the position of Police Officer.

[Clerk's Note: City Clerk Shaw left after the Oath of Offices and Finance Manger Yost assumed the role of Clerk of the Special Meeting]

COUNCIL ACTION

ELECTION OF MAYOR OF PRO-TEM

A motion was made by Council Member Hamilton, seconded by Council Member Becken to nominate Randy Taylor as the Mayor Pro-Tem. Motion passed 7 YES, 0 NO, 0 ABSENT.

DISCUSSION ITEMS

Prosser Chamber of Commerce Contract

Nick Cox, Chamber President, Fred Lamb, Tourism Board Member were present to discuss the Chamber of Commerce contract. Mr. Cox and Mr. Lamb discussed the revenue received from Hotel/Motel and believe that the funds received should be forwarded back into tourism. Mr. Cox

and Mr. Lamb encouraged Council to let the tourism professionals in Prosser determine who to best utilize the tourism funds to best support and increase tourism in the community.

Jennifer Ely, Chamber Board Member expressed her desire to see the tourism funding be spent on tourism and not on public restroom improvements, although she supports that effort, she said she felt that was not the best use of the tourism revenue. Additionally, Ms. Ely invited Council to attend a Tourism Committee meeting.

Rob Seamans echoed Ms. Ely's statements regarding the use of the tourism revenue.

Kerry Warden stated many people in the community resent the wine industry and tourist. If the Chamber and Tourism Committees supported the bathroom remodel project, than the community might better appreciate and support tourism and events.

Mr. Cox indicated the Chamber would be willing to help fund raising efforts for the bathroom remodel improvements project.

COUNCIL ACTION

APPROVE CONTRACT WITH PROSSER CHAMBER OF COMMERCE

A motion was made by Council Member Becken, seconded by Council Member Hamilton to approve contract with Prosser Chamber of Commerce for Tourist Information and Promotion Services for the term of January 1, 2014 through December 31, 2014, and authorize the Mayor or his designee to sign the contract documents. Motion passed 5 YES, 2 NO (Taylor, Everett), 0 ABSENT.

CONSENT AGENDA

A motion was made by Council Member Becken, seconded by Council Member Everett to approve Consent Agenda Items "A – F." Motion passed 7 YES, 0 NO, 0 ABSENT.

- a. Accept invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the month of December 2013 and Authorize Payment for those Services in the Amount of \$2,500
- b. Approve Payment of Claim Checks Nos. 71841 through 71862, and 71864 through 71951, in the Amount of \$447,081.33, and Electronic Payment in the Amount of \$63,623.88 for the Period Ending January 7, 2014
- c. Approve the USDA Outlay Report and Draw Request No. 26 in an Amount of \$60,792.62, for Costs Associated with the Northwest Improvements Project (Contract Addendum No. 2) and Authorize the Mayor to Sign the Documents
- d. Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 8 in an Amount of \$258,423.16, for the

Disinfection, Filtration and Source Improvements Project and Authorize the Mayor to Sign the Documents

- e. Adopt Resolution 14-1439 Approving Contract Amendment No. 1 to Professional Services Agreement with the Boys & Girls Clubs of Benton and Franklin Counties and Authorize the Mayor to Sign the Contract Documents
- f. Approve Contract Amendment No. 2 to Interlocal Agreement between Washington State Department of Corrections and the City of Prosser and Authorize the Mayor to Sign the Contract Documents

COUNCIL ACTION

APPROVE PAYMENT OF CLAIM CHECK NO. 77863 IN THE AMOUNT OF \$1,921.20, FOR THE PERIOD ENDING JANUARY 7, 2014

Council Member Hamilton recused himself due to a conflict of interest. A motion was made by Council Member Taylor, seconded by Council Member Brumley to approve payment of Claim Check No. 77863 in the amount of \$1,921.20, for the period ending January 7, 2014. Motion passed 6 YES, 0 NO, 0 ABSENT, 1 ABSENTION (Hamilton).

After the motion was passed, Finance Manager Yost noticed that the check number listed was not accurate. The check for approval should have been listed as Check No. 71863. A motion was made by Council Member Everett, seconded by Council Member Taylor to approve payment of Claim Check No. 71863 in the amount of \$1,921.20, for the period ending January 7, 2014. Motion passed 6 YES, 0 NO, 0 ABSENT, 1 ABSENTION (Hamilton).

ORDINANCE NO. 14-2861 CLOSING FUND NO. 125, CONTINGENCY FUND

A motion was made by Council Member Taylor, seconded by Council Member Hamilton to adopt Ordinance No. 14-2861 closing Fund No. 125, Contingency Fund. Motion passed 7 YES, 0 NO, 0 ABSENT.

ORDINANCE 14-2862 CLOSING FUND NO. 311, WELL 4B CONSTRUCTION FUND

A motion was made by Council Member Everett, seconded by Council Member Becken to adopt Ordinance No. 14-2862 closing Fund No. 311, Well 4B Construction Fund. Motion passed 7 YES, 0 NO, 0 ABSENT.

MAYOR AND CITY COUNCIL REPORTS AND COMMENTS (continued)

Council Member Taylor stated that the Fire Board would like the City Council to discuss what the City would like out of a new governance model for the Fire District. Council directed staff to put the item on the February Work Session for Council discussion.

EXECUTIVE SESSION

At 8:07 p.m., Mayor Warden recessed the Special Meeting of the Prosser City Council to conduct an Executive Session pursuant to RCW 42.140(4)(a) collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions

relating to the interpretation or application of a labor agreement; or (b), that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. The Executive Session was expected to last for 10 minutes and was to include Mayor and Council Members, City Clerk, Finance Director, Police Chief, and City Attorney.

At 8:17 p.m., Finance Manager Yost stated an additional 5 minutes was needed.

At 8:21 p.m., Finance Manager Yost stated an additional 5 minutes was needed.

At 8:26 p.m., Mayor Warden reconvened the Special Meeting of the Prosser City Council and stated no action occurred.

ADJOURNMENT

There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 8:27 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 14, 2014**

CALL TO ORDER

Mayor Warden called the Regular Meeting of the Prosser City Council to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Prosser Heights Elementary "Kids that Care" Haden Hicks and Luke Wolters.

ROLL CALL

Council Members Aubrey, Hamilton, Everett, Becken, and Elder were present. Council Members Brumley and Taylor requested an excused absence

Others in attendance were City Attorney Saxton, Police Chief Giles, Public Works Director DaCorsi, and Finance Manager Yost.

CITIZEN PARTICIPATION

Daniel Owen, 865 West Byron Road, addressed his concern with Washington State made errors when processing the Transportation Benefit District fees collected with vehicle registrations. Mr. Owen does not live within the city limits and yet still receives the \$20 fee on his renewal notice.

MAYOR AND COUNCIL REPORTS AND COMMENTS

Council Member Hamilton expressed the need for improved audio recording of City Council meetings. It was suggested staff consider using lapel microphones for Council Members.

Prosser Tower Site Inc. Donation Acceptance

The Prosser Tower Site Inc. donated six new radar equipment packages, a value of \$6,570.00, to the Prosser Police Department. A motion as made by Council Member Aubrey, seconded by Council Member Hamilton to accept Prosser Tower Site, Inc. gift to the Prosser Police Department of six radar packages. Motion Passed 5 YES, 0 NO, 2 ABSENT (Brumley, Taylor).

Mayor Warden requested Council Action Agenda Items 8e and 8f tabled until the Regular Meeting on January 28, 2014.

DISCUSSION ITEMS

Prosser Economic Development Association/Grant Writer Quarterly Report

Deb Heintz, Prosser EDA Executive Director updated Council the projects completed, in progress, and planned for the Prosser community. Some projects included legislative tours, downtown improvements, Leadership Prosser, business training, and entrepreneur program for high school students. Future projects include water issues, business expansion and retention, and

recreational tourism. Ms. Heintz advised the PEDDA office would soon be relocating to the new Walter Clore and Culinary Center.

Sue Jetter, Grant Writer, reviewed with Council the projects for 2013. Ms. Jetter also discussed the use of eCivics which will assist in the research of available grant funds. Ms. Jetter stated she intends on meeting with each participating agency monthly in order to identify needs. Additionally she reported on two upcoming projects which are the public restroom remodel project and the illuminated crosswalk project.

Prosser Fire District #3 Governance Model

Council Member Everett provided the history of Prosser's fire services and the Agreement with Benton County for those services. Council would like to further discuss and review the differences and impacts of the different options. Council also reviewed the purposed of the pro-rationing agreement, and Board composition.

CONSENT AGENDA

Council Member Becken removed Item "L" from the Consent Agenda. A motion was made by Council Member Becken, seconded by Council Member Elder to approve Consent Agenda Items "A – K, M – O." Motion passed 5 YES, 0 NO, 2 ABSENT (Brumley, Taylor).

- 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
- 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
- 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
- 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
- e. Approve November 2013 Financial Statement
- 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
- 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

- h. Adopt the PEDA Grant Writer Agreement Extension Order for 2014 in the Amount of \$16,000
- i. Adopt Resolution No. 14-1440 Designating the Official Newspaper for the City of Prosser
- 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
- 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
- m. Approve a Memorandum of Agreement between the City of Prosser and Teamsters Local 839 Representing the Police Officers Health and Welfare Changes
- n. Approve a Memorandum of Agreement between the City of Prosser and Teamsters Local 839 Representing the Police Officers Pension Diversion
- 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

Council Member Becken recused himself due to a conflict of interest. A motion was made by Council Member Everett, seconded by Council Member Elder to approve Consent Agenda Item “L.” Motion passed 4 YES, 0 NO, 2 ABSENT (Brumley, Taylor), 1 ABSENTION (Becken).

- l. Adopt Resolution 14-1441 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

COUNCIL ACTION

APPROVE PAYMENT OF CLAIM CHECK NOS. 10028 AND 10029 IN THE AMOUNT OF \$5,346.37 FOR THE PERIOD ENDING JANUARY 14, 2014

Council Member Hamilton recused himself due to a conflict of interest. A motion was made by Council Member Everett, seconded by Council Member Becken to approve payment of claim

check nos. 10028 and 10029 in the amount of \$5,346.37 for the period ending January 14, 2014. Motion passed 4 YES, 0 NO, 2 ABSENT (Brumley, Taylor), 1 ABSENTION (Hamilton).

ADOPT RESOLUTION ESTABLISHING FEES FOR THE RECREATION DEPARTMENT

This item was to be brought back for consideration at the Regular Meeting on January 28, 2014.

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

A motion was made by Council Member Everett, seconded by Council Member Aubrey 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. Motion passed 5 YES, 0 NO, 2 ABSENT (Brumley, Taylor).

ORDINANCE 14-2863 AMENDING PROSSER MUNICIPAL CODE SECTION 10.04.380 AND AMENDING SECTION 10 OF ORDINANCE NO. 01-2284

A motion was made by Council Member Everett, seconded by Council Member Aubrey to adopt Ordinance No. 14-2863 amending Prosser Municipal Code Section 10.04.380 and amending section 10 of Ordinance No. 01-2284. Motion passed 5 YES, 0 NO, 2 ABSENT (Brumley, Taylor).

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, REPEAL PMC CHAPTER 3.82 AND REPEAL ORDINANCE NO. 03-2408

This item was to be brought back for consideration at the Regular Meeting on January 28, 2014.

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

This item was to be brought back for consideration at the Regular Meeting on January 28, 2014.

ADJOURNMENT

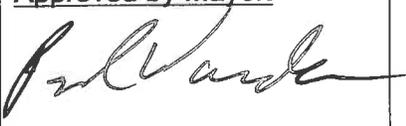
There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 8:38 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Approve payment of claim Check no. 10097 in the amount of \$57,232.50 for the period ending February 11, 2014.		Meeting Date: February 11, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-2332
Cost of Proposal: \$57,232.50		Account Number: See Attached	
Amount Budgeted: See 2014 budget for each item listed.		Name and Fund# See Attached	
Reviewed by Finance Department: RM			
Attachments to Agenda Packet Item: 1. Check Register # 10097			
Summary Statement: Approve payment of claim check no. 10097 in the amount of \$57,232.50 for the period ending February 11, 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. 10097 in the amount of \$57,232.50 for the period ending February 11, 2014.			
Reviewed by Department Director: Regina Mauras Date: 2-6-2014	Reviewed by City Attorney: N/A Date:	Approved by Mayor:  Date: 1-7-14	
Today's Date: February 6, 2014	Revision Number/Date:	File Name and Path:	

CHECK REGISTER

City Of Prosser
MCAG #: 0205

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

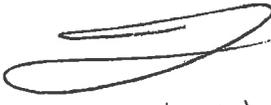
Time: 09:24:10 Date: 02/06/2014

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
197	01/31/2014	Payroll	1	10097	Washington Teamsters Welfare	57,232.50	01/31/2014 To 01/31/2014 - WTWT
			511		Legislative	1,164.52	
			514		Financial, Recording & Elections	6,938.00	
			518		Centralized Services	1,209.52	
			521		Law Enforcement	14,005.44	
			524		Protective Inspections	2,394.04	
			558		Planning & Community Devel	1,164.52	
			576		Park Facilities	1,339.66	
			580		Non Expenditures	11,082.46	
		001	General Fund			39,298.16	
			542		Streets - Maintenance	2,660.39	
			543		Streets Admin & Overhead	346.55	
		102	Street Fund			3,006.94	
			517		Employee Benefit Programs	1,921.20	
		117	Employee Benefits Security			1,921.20	
			534		Water Utilities	5,004.22	
			539		Irrigation And Reclamation	1,445.84	
		403	Water Fund			6,450.06	
			535		Sewer	6,463.57	
		407	Sewer Fund			6,463.57	
			537		Garbage & Solid Waste	92.57	
		448	Garbage Fund			92.57	
						57,232.50	Payroll: 57,232.50

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Adopt Resolution 14 - _____ Authorizing Investment of City of Prosser Monies in the Local Government Investment Pool.		Meeting Date: February 11, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Regina Mauras	Phone Number: (509) 786-8225
Cost of Proposal: \$0		Account Number: N/A	
Amount Budgeted: \$0		Name and Fund# N/A	
Reviewed by Finance Department: <i>Regina Mauras</i>			
Attachments to Agenda Packet Item: 1. Resolution 14- _____ 2. Local Government Investment Pool Prospectus 3. Local Government Investment Pool Transaction Authorization Form 4. Correspondence from LGIP regarding resolution and prospectus.			
Summary Statement: Recently the Local Government Investment Pool or LGIP created a prospectus regarding the pool and it's practices. Currently, the City maintains investments with the LGIP and therefore is required to review the prospectus and adopted the attached resolution.			
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 14 - _____ Authorizing Investment of City of Prosser Monies in the Local Government Investment Pool.			
Reviewed by Department Director: <i>Regina Mauras</i> Date: 2/6/2014	Reviewed by City Attorney:  Date: 2/5/14	Approved by Mayor:  Date: 1-7-14	

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

**A RESOLUTION OF THE PROSSER, WASHINGTON CITY COUNCIL
AUTHORIZING INVESTMENT OF CITY OF PROSSER MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL AND PROVIDING FOR THE
EFFECTIVE DATE OF THE RESOLUTION.**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, the City of Prosser, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City of Prosser, the “governing body” or any designee of the governing body pursuant to this resolution. or a subsequent resolution; and

WHEREAS, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Finance Director Regina Mauras and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Mayor Paul Warden, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

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

**LOCAL GOVERNMENT INVESTMENT POOL
TRANSACTION AUTHORIZATION FORM**

Please fill out this form completely, including any existing information, as this form will replace the previous form.

Name of Entity: City of Prosser	Mailing Address: 601 7 th Street
Fax Number: 509-786-3717	Prosser, WA 99350
E-mail Contact: tyost@cityofprosser.com	

Do you wish to have your monthly LGIP statements faxed to the number listed above?

Please note – if you choose to receive statements via fax, you will not receive another copy via U.S. mail.

YES, please fax statements

No, please send statements via U.S. mail

Bank account where funds will be wired when a withdrawal is requested.

(Note: Funds **will not** be transferred to any account other than that listed).

Bank Name: Americanwest Bank
Branch Location: Prosser, Wa
Bank Routing Number: 125107037
Account Number: 2200800361
Account Name: City of Prosser

Persons authorized to make deposits and withdrawals for the entity listed above.

Name	Title	Signature	Telephone Number
Paul Warden	Mayor		509-786-2332
Regina Mauras	Finance Director		509-786-82215
Tonelle Yost	Finance Manager		509-786-8215

By signature below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Signature)</i>	<i>(E-mail Address)</i>	<i>(Telephone number)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer. Please mail this form to the address listed below:

OFFICE OF THE STATE TREASURER
LOCAL GOVERNMENT INVESTMENT POOL
PO BOX 40200
OLYMPIA, WA 98504-0200
FAX: (360) 902-9044

Date Received: ___ / ___ / ___ Fund Number: _____ <i>(for LGIP use only)</i>
--

State of Washington)
County of _____) ss.

Signed or attested before me by _____
Dated this ___ day of _____, 20__.

Signature of Notary

SEAL OR STAMP

Typed or printed name of Notary
Notary Public in and for the State of Wash.

47 My appointment expires: _____

LOCAL GOVERNMENT
INVESTMENT POOL

Prospectus

January 2014



James L. McIntire

Washington State Treasurer

Contents

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1. The LGIP

The Local Government Investment Pool (the "LGIP") is an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer (the "State Treasurer") for investment and reinvestment as defined by RCW 43.250.020. The purpose of the LGIP is to allow eligible governmental entities to participate with the state in the investment of surplus public funds, in a manner that optimizes liquidity and return on such funds. In establishing the LGIP, the legislature recognized that not all eligible governmental entities are able to maximize the return on their temporary surplus funds, and therefore it provided a mechanism whereby they may, at their option, utilize the resources of the State Treasurer to maximize the potential of their surplus funds while ensuring the liquidity of those funds.

The State Treasurer has established a sub-pool within the LGIP whose shares are offered by means of this Prospectus: The LGIP-Money Market Fund (the "LGIP-MMF" or the "Fund"). The State Treasurer has the authority to establish additional sub-pools in the future.

The Fund offered in this Prospectus seeks to provide current income by investing in high-quality, short term money market instruments. These standards are specific to the Fund, as illustrated in the following table. The LGIP-MMF offers daily contributions and withdrawals.

FUND SNAPSHOT

The table below provides a summary comparison of the Fund's investment types and sensitivity to interest rate risk. This current snapshot can be expected to vary over time.

Fund	Investment Types	Maximum Dollar-Weighted Average Maturity for LGIP-MMF
LGIP-Money Market Fund	Cash	60 days
Current Investments (as of November 1, 2013)	Bank Deposits US Treasury bills Repurchase agreements US Government agency obligations	

Fees and Expenses

Administrative Fee. The State Treasurer charges pool participants a fee representing administration and recovery costs associated with the operation of the Fund. The administrative fee accrues daily from pool participants' earnings prior to the earnings being posted to their account. The administrative fee will be paid monthly. In the event that there are no earnings, the administrative fee will be deducted from principal.

The chart below illustrates the operating expenses of the LGIP-MMF for past years, expressed in basis points as a percentage of fund assets.

Local Government Investment Pool-MMF
Operating Expenses by Fiscal Year (in Basis Points)

	2006	2007	2008	2009	2010	2011	2012	2013
<i>Total Operating Expenses</i>	1.12	0.96	0.84	0.88	0.64	0.81	0.68	0.87

(1 basis point = 0.01%)

Because most of the expenses of the LGIP-MMF are fixed costs, the fee (expressed as a percentage of fund assets) will be affected by: (i) the amount of operating expenses; and (ii) the assets of the LGIP-MMF. The table below shows how the fee (expressed as a percentage of fund assets) would change as the fund assets change, assuming an annual fund operating expenses amount of \$800,000.

Fund Assets	\$6.0 bn	\$8.0 bn	\$10.0 bn
Total Operating Expenses (in Basis Points)	1.33	1.0	.80

Portfolio Turnover: The Fund does not pay a commission or fee when it buys or sells securities (or “turns over” its portfolio). However, debt securities often trade with a bid/ask spread. Consequently, a higher portfolio turnover rate may generate higher transaction costs that could affect the Fund’s performance.

II. Local Government Investment Pool - Money Market Fund

Investment Objective

The LGIP-MMF will seek to effectively maximize the yield while maintaining liquidity and a stable share price of \$1.

Principal Investment Strategies

The LGIP-MMF will seek to invest primarily in high-quality, short term money market instruments. Typically, at least 55% of the Fund’s assets will be invested in US government securities and repurchase agreements collateralized by those securities. The LGIP-MMF means a sub-pool of the LGIP whose investments will primarily be money market instruments. The LGIP-MMF will only invest in eligible investments permitted by state law. The LGIP-MMF will not be an SEC-registered money market fund and will not be required to follow SEC Rule 2a-7. Investments of the LGIP-MMF will conform to the LGIP Investment Policy, the most recent version of which will be posted on the LGIP website and will be available upon request.

Principal Risks of Investing in the LGIP-Money Market Fund

Counterparty Credit Risk. A party to a transaction involving the Fund may fail to meet its obligations. This could cause the Fund to lose the benefit of the transaction or prevent the Fund from selling or buying other securities to implement its investment strategies.

Interest Rate Risk. The LGIP-MMF’s income may decline when interest rates fall. Because the Fund’s income is based on short-term interest rates, which can fluctuate significantly over short periods, income risk is expected to be high. In addition, interest rate increases can cause the price of a debt security to decrease and even lead to a loss of principal.

Liquidity Risk. Liquidity risk is the risk that the Fund will experience significant net withdrawals of Fund shares at a time when it cannot find willing buyers for its portfolio securities or can only sell its portfolio securities at a material loss.

Management Risk. Poor security selection or an ineffective investment strategy could cause the LGIP-MMF to underperform relevant benchmarks or other funds with a similar investment objective.

Issuer Risk. The LGIP-MMF is subject to the risk that debt issuers and other counterparties may not honor their obligations. Changes in an issuer's credit rating (e.g., a rating downgrade) or the market's perception of an issuer's creditworthiness could also affect the value of the Fund's investment in that issuer. The degree of credit risk depends on both the financial condition of the issuer and the terms of the obligation. Also, a decline in the credit quality of an issuer can cause the price of a money market security to decrease.

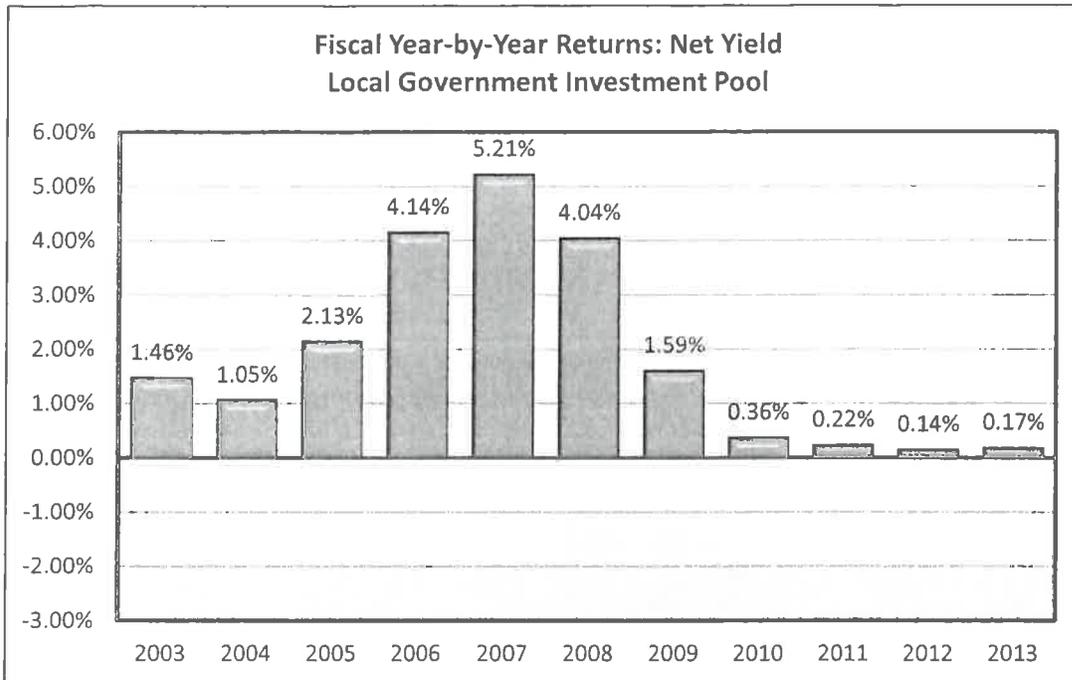
Securities Lending Risk and Reverse Repurchase Agreement Risk. The LGIP-MMF may engage in securities lending or in reverse repurchase agreements. Securities lending and reverse repurchase agreements involve the risk that the Fund may lose money because the borrower of the Fund's securities fails to return the securities in a timely manner or at all or the Fund's lending agent defaults on its obligations to indemnify the Fund, or such obligations prove unenforceable. The Fund could also lose money in the event of a decline in the value of the collateral provided for loaned securities or a decline in the value of any investments made with cash collateral.

Risks Associated with use of Amortized Cost. The use of amortized cost valuation means that the LGIP-MMF's share price may vary from its market value NAV per share. In the unlikely event that the State Treasurer were to determine that the extent of the deviation between the Fund's amortized cost per share and its market-based NAV per share may result in material dilution or other unfair results to shareholders, the State Treasurer may cause the Fund to take such action as it deems appropriate to eliminate or reduce to the extent practicable such dilution or unfair results.

An investment in the LGIP-MMF is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of investments at \$1 per share, pool participants could lose money by investing in the LGIP-MMF. There is no assurance that the LGIP-MMF will achieve its investment objective.

Performance

The following information is intended to address the risks of investing in the LGIP-MMF. The information illustrates changes in the performance of the LGIP-MMF's shares from year to year. Returns are based on past results and are not an indication of future performance. Updated performance information may be obtained on our website at www.tre.wa.gov or by calling the LGIP toll-free at 800-331-3284.



<u>Local Government Investment Pool-Money Market Fund</u>			
<u>Average Accrued Net Yield</u>			
<u>1 Year</u>	<u>3 years</u>	<u>5 years</u>	<u>10 years</u>
0.17%	0.19%	.52%	1.94%

Transactions: LGIP-MMF

General Information

The minimum transaction size (contributions or withdrawals) for the LGIP-MMF will be five thousand dollars. The State Treasurer may, in its sole discretion, allow for transactions of less than five thousand dollars.

Valuing Shares

The LGIP-MMF will be operated using a net asset value (NAV) calculation based on the amortized cost of all securities held such that the securities will be valued at their acquisition cost, plus accrued income, amortized daily.

The Fund's NAV will be the value of a single share. NAV will normally be calculated as of the close of business of the NYSE, usually 4:00 p.m. Eastern time. If the NYSE is closed on a particular day, the Fund will be priced on the next day the NYSE is open.

NAV will not be calculated and the Fund will not process contributions and withdrawals submitted on days when the Fund is not open for business. The time at which shares are priced and until which contributions and withdrawals are accepted is specified below and may be changed as permitted by the State Treasurer.

To the extent that the LGIP-MMF's assets are traded in other markets on days when the Fund is not open for business, the value of the Fund's assets may be affected on those days. In addition, trading in some of the Fund's assets may not occur on days when the Fund is open for business.

Transaction Limitation

The State Treasurer reserves the right at its sole discretion to set a minimum and/or maximum transaction amount from the LGIP-MMF and to limit the number of transactions, whether contribution, withdrawal, or transfer permitted in a day or any other given period of time.

The State Treasurer also reserves the right at its sole discretion to reject any proposed contribution, and in particular to reject any proposed contribution made by a pool participant engaged in behavior deemed by the State Treasurer to be abusive of the LGIP-MMF.

A pool participant may transfer funds from one LGIP-MMF account to another subject to the same time and contribution limits as set forth in WAC 210.10.060.

Contributions

Pool participants may make contributions to the LGIP-MMF on any business day. All contributions will be effected by electronic funds transfer to the account of the LGIP-MMF designated by the State Treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such electronic transfers to the State Treasurer. Failure to wire funds by a pool participant after notification to the State Treasurer of an intended transfer will result in penalties. Penalties for failure to timely wire will be assessed to the account of the pool participant responsible.

Notice. To ensure same day credit, a pool participant must inform the State Treasurer of any contribution over one million dollars no later than 9 a.m. on the same day the contribution is made. Contributions for one million dollars or less can be requested at any time prior to 10 a.m. on the day of contribution. For all other contributions over one million dollars that are requested prior to 10 a.m., a pool participant may receive same day credit at the sole discretion of the State Treasurer. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which no notice is received prior to 10:00 a.m. will be credited as of the following business day.

Notice of contributions may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to State Treasurer's Treasury Management System ("TMS"). Please refer to the [LGIP-MMF Operations Manual](#) for specific instructions regarding contributions to the LGIP-MMF.

Direct deposits from the State of Washington will be credited on the same business day.

Pricing. Contribution requests received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that contribution date.

Withdrawals

Pool participants may withdraw funds from the LGIP-MMF on any business day. Each pool participant shall file with the State Treasurer a letter designating the financial institution at which funds withdrawn from the LGIP-MMF shall be deposited (the "Letter"). This Letter shall contain the name of the financial institution, the location of the financial institution, the account name, and the account number to which funds will be deposited. This Letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-10-020.

Disbursements from the LGIP-MMF will be effected by electronic funds transfer. Failure by the State Treasurer to wire funds to a pool participant after proper notification to the State Treasurer to disburse funds to a pool participant may result in a bank overdraft in the pool participant's bank account. The State Treasurer will reimburse a pool participant for such bank overdraft penalties charged to the pool participant's bank account.

Notice. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal over one million dollars no later than 9 a.m. on the same day the withdrawal is made. Withdrawals for one million dollars or less can be requested at any time prior to 10 a.m. on the day of withdrawal. For all other withdrawals from the LGIP-MMF over one million dollars that are requested prior to 10 a.m., a pool participant may receive such withdrawal on the same day it is requested at the sole discretion of the State Treasurer. No earnings will be credited on the date of withdrawal for the amounts withdrawn. Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Pricing. Withdrawal requests with respect to the LGIP-MMF received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that withdrawal date.

Suspension of Withdrawals. If the State Treasurer has determined that the deviation between the Fund's amortized cost price per share and the current net asset value per share calculated using available market quotations (or an appropriate substitute that reflects current market conditions) may result in material dilution or other unfair results, the State Treasurer may, if it has determined irrevocably to liquidate the Fund, suspend withdrawals and payments of withdrawal proceeds in order to facilitate the permanent termination of the Fund in an orderly manner. The State Treasurer will distribute proceeds in liquidation as soon as practicable, subject to the possibility that certain assets may be illiquid, and subject to subsequent distribution, and the possibility that the State Treasurer may need to hold back a reserve to pay expenses.

The State Treasurer also may suspend redemptions if the New York Stock Exchange suspends trading or closes, if US bond markets are closed, or if the Securities and Exchange Commission declares an emergency. If any of these events were to occur, it would likely result in a delay in the pool participants' redemption proceeds.

The State Treasurer will notify pool participants within five business days of making a determination to suspend withdrawals and/or irrevocably liquidate the fund and the reason for such action.

Earnings and Distribution

LGIP-MMF Daily Factor

The LGIP-MMF daily factor is a net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee. The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days. The reporting of a 7-day annualized yield based solely on investment income which excludes realized gains or losses is an industry standard practice that allows for the fair comparison of funds that seek to maintain a constant NAV of \$1.00.

LGIP-MMF Actual Yield Factor

The LGIP-MMF actual yield factor is a net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

Dividends

The LGIP-MMF's dividends include any net realized capital gains or losses, as well as any other capital changes other than investment income, and are declared daily and distributed monthly.

Distribution

The total net earnings of the LGIP-MMF will be declared daily and paid monthly to each pool participant's account in which the income was earned on a per-share basis. These funds will remain in the pool and earn additional interest unless withdrawn and sent to the pool participant's designated bank account as specified on the Authorization Form. Interest earned will be distributed monthly on the first business day of the following month.

Monthly Statements and Reporting

On the first business day of every calendar month, each pool participant will be sent a monthly statement which includes the pool participant's beginning balance, contributions, withdrawals, transfers, administrative charges, earnings rate, earnings, and ending balance for the preceding calendar month. Also included with the statement will be the monthly enclosure. This report will contain information regarding the maturity structure of the portfolio and balances broken down by security type.

III. Management

The State Treasurer is the manager of the LGIP-MMF and has overall responsibility for the general management and administration of the Fund. The State Treasurer has the authority to offer additional sub-pools within the LGIP at such times as the State Treasurer deems appropriate in its sole discretion.

Administrator and Transfer Agent. The State Treasurer will serve as the administrator and transfer agent for the Fund.

Custodian. A custodian for the Fund will be appointed in accordance with the terms of the LGIP Investment Policy.

IV. Miscellaneous

Limitation of Liability

All persons extending credit to, contracting with or having any claim against the Fund offered in this Prospectus shall look only to the assets of the Fund that such person extended credit to, contracted with or has a claim against, and none of (i) the State Treasurer, (ii) any subsequent sub-pool, (iii) any pool participant, (iv) the LGIP, or (v) the State Treasurer's officers, employees or agents (whether past, present or future), shall be liable therefor. The determination of the State Treasurer that assets, debts, liabilities, obligations, or expenses are allocable to the Fund shall be binding on all pool participants and on any person extending credit to or contracting with or having any claim against the LGIP or the Fund offered in this Prospectus. There is a remote risk that a court may not enforce these limitation of liability provisions.

Amendments

This Prospectus and the attached Investment Policy may be amended from time to time. Pool participants shall receive notice of changes to the Prospectus and the Investment Policy. The amended and restated documents will be posted on the State Treasurer website: www.tre.wa.gov.

Should the State Treasurer deem appropriate to offer additional sub-pools within the LGIP, said sub-pools will be offered by means of an amendment to this prospectus.

LGIP-MMF Contact Information

Internet: www.tre.wa.gov Treasury Management System/TMS

Phone: 1-800-331-3284 (within Washington State)

Mail:

Office of the State Treasurer
Local Government Investment Pool
PO Box 40200
Olympia, Washington 98504
FAX: 360-902-9044

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: 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 and Adopt Ordinance No. 14-____ Establishing Park Rental Fees.		Meeting Date: February 11, 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: N/A		Account Number:	
Amount Budgeted: N/A		Name and Fund#	
Reviewed by Finance Department: <i>R. Moura</i>			
Attachments to Agenda Packet Item: <ol style="list-style-type: none"> 1. Ordinance No. 03-2408 2. Proposed Ordinance No. 14-____ delegating authority to Mayor and repealing PMC Chapter 3.82 and Ordinance No. 03-2408 3. Proposed Ordinance No. 14-____ establishing Park Rental Fees 4. Exhibit "A" 			
Summary Statement: <p>This item was discussed with the Prosser City Council during the Work Sessions of November 5, 2013 and February 4, 2014. Following a discussion of adopting fees for the use of City Parks and Facilities, Council directed staff to move forward with this ordinance.</p> <p>The existing Ordinance Number 03-2408 has been in effect since 2003 and doesn't fit the conditions for exclusive park usage. Families and groups often reserve park facilities for their exclusive use and the existing regulations do not allow enough flexibility for the exclusive use of park facilities.</p> <p>The new ordinance would allow for the exclusive use of park facilities by charging a fee in an amount sufficient enough to reimburse the City for the costs to process reservation applications and for the cost of maintenance of such facilities.</p> <p>In addition, the new ordinance delegates authority to the Mayor to declare written policies and procedures for parks and park facilities and establish usage fees. The ordinance also repeals:</p>			

1. Prosser Municipal Code (PMC) Chapter 3.82
2. Ordinance Number 03-2408

Recommended City Council Action/Suggested Motion:

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 and Adopt Ordinance No. 14-_____ Establishing Park Rental Fees.

<p><u>Reviewed by Department Director:</u></p>  <p>Date: 2/17/14</p>	<p><u>Reviewed by City Attorney:</u></p>  <p>Date: 2/5/14</p>	<p><u>Approved by Mayor:</u></p>  <p>Date: 1-7-14</p>
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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

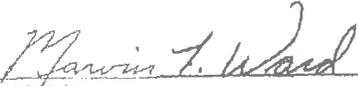
be refunded to the group or association.

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.

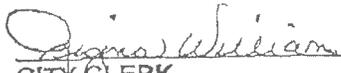
D. The Public Works Director shall develop policies and provide a list of all requirements for the usage of the concession stand.

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 10th 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
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.

E. This Chapter shall not apply to persons who apply for and obtain a Special Event Permit in accordance with Chapter 5.30 of the Prosser Municipal Code.

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.

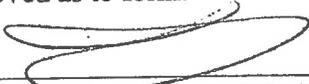
PASSED by the City Council and **APPROVED** by the Mayor, this ____ day of _____, 2014.

MAYOR PAUL WARDEN

ATTEST:

CITY CLERK, RACHEL SHAW

Approved as to form:



CITY ATTORNEY, HOWARD SAXTON

Date of Publication: _____

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Feb 2014-2.doc

SUMMARY OF ORDINANCE NO.

of the City of Prosser, Washington

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

CITY CLERK, RACHEL SHAW

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Feb 2014-2.doc

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.

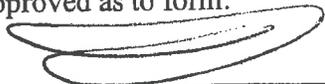
PASSED by the City Council and APPROVED by the Mayor, this _____ day of _____, 2014.

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

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 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 _____, 2014

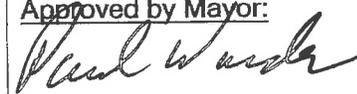
CITY CLERK, RACHEL SHAW

Exhibit "A"

PARK FACILITY	
Sylvan Stage	\$30
City Park Pavilion	\$30
Miller Park Pavilion	\$30
Crawford Park Pavilion	\$30
Concession Stand Fee	\$100

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Adopt Ordinance 14 - _____ Closing the Parks and Recreation Capital Account (Also Known as the Parks and Recreation Capital Fund), Repealing Prosser Municipal Code Chapter 3.72 and Ordinance 1554 (an Ordinance that Established the Parks and Recreation Capital Account).		Meeting Date: February 11, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauraas	Contact Person: Regina Mauraas	Phone Number: (509) 786-8225
Cost of Proposal: \$0		Account Number: N/A	
Amount Budgeted: \$0		Name and Fund# N/A	
Reviewed by Finance Department: <i>R Mauraas</i>			
Attachments to Agenda Packet Item: 1. Ordinance 1554 2. Proposed Ordinance 14- _____			
Summary Statement: In a review of the Prosser Municipal Code this chapter and section was brought to our attention. This Capital Reserve Fund is no longer active and has not been active for many years. To resolve the outdated information, an ordinance has been prepared to repeal the originating ordinance and this code section.			
Consistent with or Comparison to: EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
Recommended City Council Action/Suggested Motion: Adopt Ordinance 14 - _____ Closing the Parks and Recreation Capital Account (Also Known as the Parks and Recreation Capital Fund), Repealing Prosser Municipal Code Chapter 3.72 and Ordinance 1554 (an Ordinance that Established the Parks and Recreation Capital Account).			
Reviewed by Department Director: <i>R Mauraas</i> Date: 2/1	Reviewed by City Attorney:  Date: 2/5/14	Approved by Mayor:  Date: 1-7-14	

CITY OF PROSSER, WASHINGTON

ORDINANCE NO. 1554

AN ORDINANCE ESTABLISHING A PARKS AND RECREATION CAPITAL FUND

WHEREAS, the City of Prosser has heretofore engaged in the development and equipping of parks throughout the City, and

WHEREAS, the City of Prosser intends to continue to develop and equip parks in the future, and

WHEREAS, it is necessary for accounting purposes to establish a fund to account for the major capital construction costs and the costs of major items of equipment for said parks.

NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. There shall be established within the City Finance Department, an account entitled "Parks and Recreation Capital Account".

Section 2. This account is established for the purpose of accounting for major capital expenditures relative to City Parks and the cost of major capital items of equipment for the City Parks.

Section 3. This fund shall be an ongoing fund and shall be permanent in nature until such fund is closed by an ordinance of the Council, and is not specific to any one park project.

PASSED by the City Council and APPROVED by the Mayor, this 26th day of November, 1991.

Wayne Hoque
MAYOR



Conley C. Harney
CITY CLERK

APPROVED AS TO FORM:

James R. [Signature]
CITY ATTORNEY

**CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 14-_____**

AN ORDINANCE CLOSING THE PARKS AND RECREATION CAPITAL ACCOUNT (ALSO KNOWN AS THE PARKS AND RECREATION CAPITAL FUND), REPEALING PROSSER MUNICIPAL CODE CHAPTER 3.72 AND ORDINANCE 1554 (AN ORDINANCE THAT ESTABLISHED THE PARKS AND RECREATION CAPITAL ACCOUNT); SETTING FORTH ITS EFFECTIVE DATE, AND PROVIDING FOR PUBLICATION BY SUMMARY.

WHEREAS, Ordinance 1554 was adopted on November 26, 1991, establishing a Parks and Recreation Capital Account; and

WHEREAS, this "Account" is also called the Parks and Recreation Capital Fund in the Prosser Municipal Code; and

WHEREAS, Prosser Municipal Code Chapter 3.72 was enacted to outline the funds purpose and status; and

WHEREAS, the Parks and Recreation Capital Account is an inactive account/fund and there is no further need to maintain such an account/fund;

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

Section 1. The Parks and Recreation Capital Account, also known as the Parks and Recreation Capital Fund, is closed. Chapter 3.72 of the Prosser Municipal Code and Ordinance Number 1554 are hereby repealed.

Section 2. 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

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:

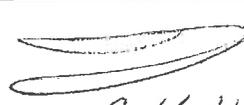
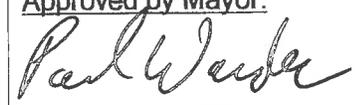
AN ORDINANCE CLOSING THE PARKS AND RECREATION CAPITAL ACCOUNT (ALSO KNOWN AS THE PARKS AND RECREATION CAPITAL FUND), REPEALING PROSSER MUNICIPAL CODE CHAPTER 3.72 AND ORDINANCE 1554 (AN ORDINANCE THAT ESTABLISHED THE PARKS AND RECREATION CAPITAL ACCOUNT); SETTING FORTH ITS EFFECTIVE DATE, AND PROVIDING FOR PUBLICATION BY SUMMARY.

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

DATED this ____ day of _____, 2014

CITY CLERK, RACHEL SHAW

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Adopt Ordinance 14 - _____ Repealing Ordinance 1383 and 1560 and Chapter 2.80 of the Prosser Municipal Code Regarding Hiring and Employment Policies.		Meeting Date: February 11, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Regina Mauras	Phone Number: (509) 786-8225
Cost of Proposal: \$0		Account Number: N/A	
Amount Budgeted: \$0		Name and Fund# N/A	
Reviewed by Finance Department: RM			
Attachments to Agenda Packet Item: 1. Ordinance 1383 2. Ordinance 1560 3. Proposed Ordinance 14- _____			
Summary Statement: In a review of the Prosser Municipal Code this chapter and section was brought to our attention. Some time ago the City adopted a Personnel Policy (ordinance 09-2661). The Personnel Policy addresses the many hiring and employment policies of the City therefore it is not necessary to maintain this code section. The attached ordinance would close this out of date code section.			
Consistent with or Comparison to: EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
Recommended City Council Action/Suggested Motion: Adopt Ordinance 14 - _____ Repealing Ordinance 1383 and 1560 and Chapter 2.80 of the Prosser Municipal Code Regarding Hiring and Employment Policies.			
Reviewed by Department Director: Regina Mauras Date: 2-6-2014	Reviewed by City Attorney:  Date: 2/6/14	Approved by Mayor:  Date: 1-7-14	

CITY OF PROSSER, WASHINGTON

ORDINANCE NO. 1383

AN ORDINANCE TO ESTABLISH HIRING AND EMPLOYMENT
POLICY OF THE CITY OF PROSSER, AND ADDING CHAPTER
2.80 TO THE PROSSER MUNICIPAL CODE

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

Section 1. Definition. "Official" includes those offices,
in all the various departments, provided in Title 2 of the Prosser
Municipal Code.

Section 2. Employment Within the Same Department. No
relatives closer than the fourth degree shall be employed within
the same department of the City of Prosser.

Section 3. Employment of Relatives. No relative, of any
degree, of an elected official shall be employed by the City of
Prosser in any capacity.

Section 4. Outside Employment. No appointed official or
supervisory personnel of the City of Prosser shall be employed
outside their city employment during the normal business hours of
that department.

Section 5. Existing Employees and Personnel Excepted. The
policies of this Ordinance, or this Chapter, shall not affect existing
employees or personnel on the date of adoption.

Section 6. Penalty. Any person violating any of the provisions
of this Chapter shall commit a criminal offense and shall be
punished as set forth in Section 1.28.020 of the Prosser Municipal
Code.

Section 7. This Ordinance is added Chapter 2.80 of the Prosser
Municipal Code.

Section 8. This Ordinance shall take effect five (5) days
after approval and publication as provided by law.

PASSED by the City Council and APPROVED by the Mayor this 18th
day of April, 1988.

ATTEST:

Mayor

Wayne Hogue

APPROVED AS TO FORM:

Alma P. Correll
City Clerk

City Attorney

76

Publication: May 25, 1988

Dwight G. Falstad

CITY OF PROSSER, WASHINGTON

ORDINANCE NO. 1560

AN ORDINANCE AMENDING PMC CODE 2.80.020

WHEREAS, under Ordinance 13.83, § 2, part VII, 1988, the City of Prosser adopted PMC Code 2.80.020, which code section is set forth as follows:

Employment within the same Department. No relatives closer than the fourth degree shall be employed within the same department of the City, and

WHEREAS, there has been concern between the various departments and the City of Prosser as to the interpretation and definition of the word "Department" for purposes of this ordinance, and

WHEREAS, it is necessary for the proper operation of the City of Prosser to amend PMC 2.80.020, for purposes of clarification,

NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. PMC 2.80.020 is hereby amended to read as follows:

"2.80.020 Employment within the same Department. No relative closer than the fourth degree shall be employed within the same Department of the City. " Department within the City " is defined for purposes herein, to include the Water Department, Sewer Department, Irrigation Department, Parks Department, Transit Department, Finance Department, Clerks Department, Dispatch Department, Police Department and any other departments hereinafter established by the City of Prosser."

Section 3. Said amendment shall become effective upon approval of the City Council and upon completion of publication.

ADOPTED by the City Council of the City of Prosser and APPROVED by the Mayor, this 14th. day of January, 1992.

Wayne Hogue
Mayor

ATTEST:

Dwight R. Harvey
City Clerk

APPROVED AS TO FORM:

Johnny Howard
City Attorney

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 14-_____

AN ORDINANCE REPEALING PROSSER MUNICIPAL CODE 2.80 AND REPEALING ORDINANCES NUMBERED 1383 AND 1560, THAT ESTABLISHED A HIRING AND EMPLOYMENT POLICY THAT HAS SINCE BEEN REPLACED BY THE PROSSER PERSONNEL POLICY; AND SETTING FORTH ITS EFFECTIVE DATE AND PROVIDING FOR PUBLICATION BY SUMMARY.

WHEREAS, Ordinance 1383 was adopted on April 18, 1988, establishing Prosser Municipal Code 2.80; and

WHEREAS, Ordinance 1560 was later adopted on January 14, 1992 amending Prosser Municipal Code 2.80.020; and

WHEREAS, Ordinance 09-2661 adopted the City of Prosser Personnel Policy and included information regarding the City's hiring and employment policies;

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

Section 1. Prosser Municipal Code 2.80 and Ordinance Number 1383 and Ordinance Number 1560 are all hereby repealed.

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

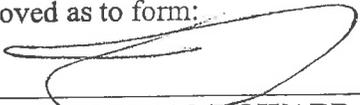
PASSED by the City Council and **APPROVED** by the Mayor, this _____ day of _____, 2014.

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

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 REPEALING PROSSER MUNICIPAL CODE 2.80 AND ORDINANCE 1383 AND ORDINANCE 1560, ORDINANCE ESTABLISHING A HIRING AND EMPLOYMENT POLICY; AND SETTING FORTH ITS EFFECTIVE DATE AND PROVIDING FOR PUBLICATION BY SUMMARY.

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

DATED this ____ day of _____, 2014

CITY CLERK, RACHEL SHAW

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Adopt Ordinance 14 - _____ Amending the 2014 Budget for Fund 409, Utility Deposits.	Meeting Date: February 11, 2014 Regular Meeting
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Department: Finance	Director: Regina Mauras	Contact Person: Regina Mauras	Phone Number: (509) 786-8225
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Cost of Proposal: \$15,000	Account Number: n/a
Amount Budgeted: \$0	Name and Fund# Utility Deposits (409)

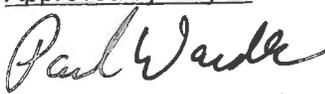
Reviewed by Finance Department:
RM

Attachments to Agenda Packet Item:
 1. Proposed Ordinance 14- _____

Summary Statement:
 Customers are required to pay a deposit before being issued either a temporary hydrant meter or temporary dumpster. These funds are held in the utility deposit fund until the account is closed at which time the funds are applied to the balance due on the utility account. The attached budget amendment allows for these transaction in 2014.

Consistent with or Comparison to:
 EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL

Recommended City Council Action/Suggested Motion:
 Adopt Ordinance 14 - _____ Amending the 2014 Budget for Fund 409, Utility Deposits.

Reviewed by Department Director: <i>R Mauras</i>	Reviewed by City Attorney:  Date: <i>2/6/14</i>	Approved by Mayor:  Date: <i>1-7-14</i>
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Today's Date: February 4, 2014	Revision Number/Date:	File Name and Path:
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**CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 14-_____**

AN ORDINANCE AMENDING THE 2014 BUDGET FOR THE UTILITY DEPOSIT FUND (409) IN THE AMOUNT OF \$15,000 FOR ADDITIONAL REVENUE OR UNAPPROPRIATED REVENUE RECEIVED BY THE CITY DURING 2014. THE ORDINANCE ALSO PROVIDES FOR EXPENDITURE OF THOSE ADDITIONAL APPROPRIATIONS. THE ORDINANCE AMENDS THE 2014 BUDGET FOR THE ABOVE FUNDS AT THE FUND LEVEL AND FINDS THAT AMENDMENTS TO THE 2014 BUDGET ARE IN THE BEST INTEREST OF THE CITY. THE ORDINANCE ALSO AUTHORIZES THE FINANCE DIRECTOR TO MAKE ALL ADJUSTMENTS TO THE 2014 BUDGET NECESSARY TO ACCOMPLISH THE PURPOSE OF THIS ORDINANCE. THE ORDINANCE ALSO DECLARES THAT THE PROVISIONS OF THE ORDINANCE ARE SEVERABLE FROM ONE ANOTHER AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDING FOR PUBLICATION BY SUMMARY.

WHEREAS, The City receives utility deposits from customers for the use of temporary hydrant meters and temporary garbage dumpster service and has the need to refund the customers for these deposits once the account is closed;

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

Section 1. The City expects additional revenue in the amount \$15,000 which it desires to appropriate for expenditure to the Utility Deposit Fund (409) at the Fund level.

Section 2. The City Council finds that it is in the best interest of the City of Prosser, Washington to amend the 2014 City Budget to appropriate the additional revenues and to provide for the expenditure of those revenues or appropriations at the fund level as set forth in Section 3 below.

Section 3. The 2014 Budget Adopted by Ordinance Number 13-2859 is hereby amended for the following funds in the following amounts:

FUND NO.	FUND	REVENUE	EXPENDITURE
409	UTILITY DEPOSIT FUND	\$15,000	\$15,000

Section 4. The Finance Director is hereby authorized to make all adjustments to the City's Budget to accomplish the purposes of this Ordinance in accordance with RCW 35A.33.120.

Section 5. 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 6. Since this budget amendment is being approved in accordance with RCW 35A.33.120, its passage requires the affirmative vote of 5 Council Members. 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

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 THE 2014 BUDGET FOR THE UTILITY DEPOSIT FUND (409) IN THE AMOUNT OF \$15,000 FOR ADDITIONAL REVENUE OR UNAPPROPRIATED REVENUE RECEIVED BY THE CITY DURING 2014. THE ORDINANCE ALSO PROVIDES FOR EXPENDITURE OF THOSE ADDITIONAL APPROPRIATIONS. THE ORDINANCE AMENDS THE 2014 BUDGET FOR THE ABOVE FUNDS AT THE FUND LEVEL AND FINDS THAT AMENDMENTS TO THE 2014 BUDGET ARE IN THE BEST INTEREST OF THE CITY. THE ORDINANCE ALSO AUTHORIZES THE FINANCE DIRECTOR TO MAKE ALL ADJUSTMENTS TO THE 2014 BUDGET NECESSARY TO ACCOMPLISH THE PURPOSE OF THIS ORDINANCE. THE ORDINANCE ALSO DECLARES THAT THE PROVISIONS OF THE ORDINANCE ARE SEVERABLE FROM ONE ANOTHER AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDING FOR PUBLICATION BY SUMMARY.

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

DATED this ____ day of _____, 2014

CITY CLERK, RACHEL SHAW

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Adopt Ordinance 14 - _____ amending the City of Prosser Personnel Policy Manual to Include Amendments Made to Policy 802: Vacations.		Meeting Date: February 11, 2014 Regular Meeting	
Department: Administration	Director: Paul Warden	Contact Person: Regina Mauras	Phone Number: (509) 786-8225
Cost of Proposal: \$10,700		Account Number: Various	
Amount Budgeted: \$0		Name and Fund#: Various	
Reviewed by Finance Department: N/A			
Attachments to Agenda Packet Item: <ol style="list-style-type: none"> 1. Ordinance 09-2661 2. Ordinance 10-2686 3. Ordinance 13-2817 4. Proposed Ordinance 14- _____ 5. Personnel Policy Manual 			
Summary Statement: At the February 4 th Work session Council discussed proposed changes to the Personnel Policy Manual. During this discussion Council provided staff with direction regarding the proposed policy amendments. Please find attached a complete Personnel Policy Manual which includes the amendments to Policy 802 regarding vacations.			
Consistent with or Comparison to: EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
Recommended City Council Action/Suggested Motion: Adopt Ordinance 14 - _____ amending the City of Prosser Personnel Policy Manual to Include Amendments Made to Policy 802: Vacations.			
Reviewed by Department Director: <i>Regina Mauras</i> Date: 2-8-2014	Reviewed by City Attorney:  Date: 2/8/14	Approved by Mayor: <i>Paul Warden</i> Date: 1-7-14	

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 09-2661

AN ORDINANCE REGARDING THE ADOPTION OF A PERSONNEL POLICY MANUAL FOR THE CITY OF PROSSER. THE ORDINANCE ALSO MAKES THE PROVISIONS OF THE ORDINANCE SEVERABLE FROM ONE ANOTHER, AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE.

WHEREAS, the Personnel Policy Manual previously adopted by the City of Prosser has been substantially revised and updated; and,

WHEREAS, the updated Personnel Policy Manual was provided to each of the Council Members prior to the meeting date; and,

WHEREAS, it has been determined that it is in the best interest of the City of Prosser to adopt the revised and updated Personnel Policy Manual;

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

Section 1. The Personnel Policy Manual adopted by Resolution No. 03-1177 on January 27, 2004, is hereby rescinded.

Section 2. The Personnel Policy Manual, a copy of which is attached hereto and incorporated herein by reference, is hereby adopted and shall hereafter be the Personnel Policy Manual of the City of Prosser.

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

Section 4. This Ordinance shall become effective 5 days after passage and publication as provided for by law.

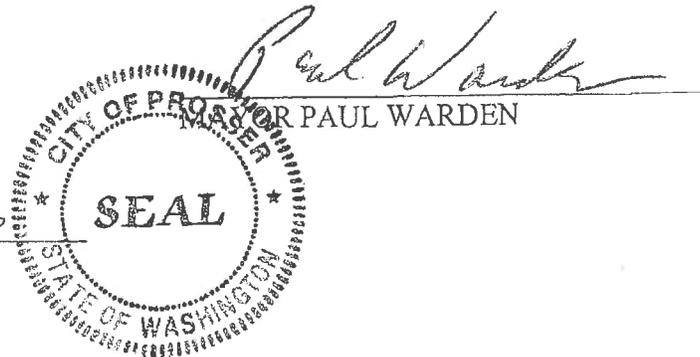
PASSED by the City Council and APPROVED by the Mayor, this 12th day of May 2009.

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY



Publication Date: May 20, 2009

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 10-2686

AN ORDINANCE ESTABLISHING A PUBLIC SAFETY VOLUNTEER LEAVE POLICY FOR NON-REPRESENTED EMPLOYEES AND AUTHORIZING THE MAYOR, OR HIS DESIGNEE, TO SIGN MEMORANDA OF UNDERSTANDING, EXTENDING THE POLICY TO REPRESENTED EMPLOYEES. 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 Council approved a public safety volunteer leave policy on August 26, 2008, by passage of Resolution No. 08-1252; and

WHEREAS, Resolution No. 08-1252 contained a sunset clause which terminated the policy effective December 31, 2009; and

WHEREAS, the City Council has determined that it desires to continue the public safety volunteer leave policy indefinitely; and

WHEREAS, the City has a vital resource in its employees whose skills and efforts can aid in providing support for local public safety services; and

WHEREAS, the City is dedicated to assisting and aiding local public safety;

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

SECTION 1. The Public Safety Volunteer Leave is hereby established and adopted as Policy 814 by the City Council for non-represented employees, as set forth below. The City Finance Director shall add the policy set forth below to the City's Personnel Policy as Policy 814:

Public Safety Volunteer Leave Policy

A. Introduction:

Ensuring the public safety needs of the community serves a fundamental purpose of the City of Prosser, Washington. The community relies on the efforts of volunteers to meet many of its public safety needs. City employees are an invaluable resource for special skills that can aid in such

volunteer activities. Without a leave policy, city employees must take unpaid leave to respond to the public safety needs of the community. A policy to encourage city employees to volunteer to meet the public safety needs of the community will help the city ensure the public safety needs of the community. Therefore, a City Public Safety Leave Policy is established for non-represented employees to facilitate such volunteer efforts. An employee may be eligible for a maximum of 80 hours of additional paid leave (or the equivalent/proportionate paid leave if on alternative/reduced work schedule) to volunteer with an agency in support of the public safety of the community. Public Safety Volunteer Leave (PSVL) is subject to Departmental/City Administrator approval. Fiscal impacts limit the total number of employees who can use this program. A city employee is not entitled to use such leave to volunteer as a reserve police officer.

B. Definitions:

“Community” means the corporate limits of the City of Prosser, or the service area of Prosser Fire District Number 3, or any governmental agency with which the City of Prosser or Prosser Fire District Number 3 has a mutual aid agreement.

“Public Safety” means the protection of persons or property from the imminent threat of harm, death, illness, fire, or destruction and shall also mean a response to a declaration of an emergency from any local, state, or federal agency.

C. PSVL Approval Process:

1. **Initial Manager Contact:** Employee contacts his/her manager if s/he wishes to volunteer under this policy to discuss possible times the employee can take leave and/or workload issues.

2. **Volunteer Agency Contact:** After the initial manager contact, the employee should contact one or more volunteer agencies involved in the volunteer effort for which leave is requested. The employee is responsible for finding volunteer agencies that will provide adequate written documentation that the employee will not be engaged in ineligible activities listed in C(6) below prior to PSVL approval. The employee shall inform the agency that s/he must obtain final approval from the employer. In addition to the documentation regarding no ineligible activities, agency approved

employees shall bring back to their manager written confirmation of the volunteer placement, including the dates of the placement and the skill or service to be provided. This information will aid managers if they must choose among employees because of workload or other constraints.

3. It is within a department director's discretion, with the concurrence of the City Administrator or designee, whether to approve PSVL taking into consideration workload, fiscal and other relevant issues. No city official shall approve employees for leave where it would plan to backfill in their absence. Employees wishing to take PSVL must complete all required forms including an acknowledgment of the employee's acceptance of the terms of this policy.

4. Upon return to the City from the PSVL, the employee shall provide written confirmation from the volunteer agency of the dates the employee volunteered with the agency. Failure to provide adequate written confirmation may result in not receiving the pay for PSVL.

5. Ineligible Employees: Part time and temporary employees, employees who are serving an initial probationary period or have not worked for the City for at least six continuous months, employees who are on a performance improvement plan or similar program, employees who have documented excessive absences (unrelated to protected FMLA or Family Care leave), employees who are being counseled regarding excessive absences, and employees who are currently the subject of a disciplinary investigation are not eligible for PSVL.

6. Ineligible Activities: The city will not approve PSVL for: a) Any activity not directly related to public safety in the community; b) fundraising for volunteer organizations; c) activities associated with agencies that do not provide services on a nondenominational basis; d) activities that involve proselytizing for a religion; and c) volunteer activities that conflict, on an ongoing basis, with an employee's work schedule.

D. Benefit:

1. An employee approved for PSVL is eligible to receive up to 80 hours of paid leave per calendar year. Employees who work alternative or reduced schedules are eligible for an equivalent or proportional benefit.

2. As with any other paid leave, employees will continue to receive health, retirement and accrued leave benefits if otherwise eligible for these benefits.

3. PSVL does not accrue to an employee's leave bank, cannot be cashed out upon termination or retirement and is not eligible for credit for retirement purposes. PSVL is only available when an employee meets the above approval conditions and takes PSVL.

4. While on PSVL, an employee is not acting as a city employee. Therefore, the employee is not covered by the City's workers compensation program for an injury, illness or death that occurs while on leave including while volunteering or training for an agency and while traveling to and from the volunteer agency. Additionally, any travel or miscellaneous expenses incurred during volunteer activities but not covered by the volunteer organization is the sole responsibility of the PSVL participant..

5. In the sole discretion of the City Administrator, an employee may be eligible for additional unpaid PSVL beyond the 80 hours for a volunteer commitment.

6. In the City Administrator's sole discretion, the PSVL policy may be suspended at any time. Suspension of the program can result in an employee not receiving PSVL even though he or she has already been approved by an agency, and employee's department. Every effort will be made to give employees notice of the suspension of the PSVL program. The City Council may terminate the PSVL, at any time, by repealing the Ordinance establishing the policy.

E. Volunteer Agencies:

The City does not warrant or make any endorsement of the safety or reliability of a volunteer agency or its volunteer placements when an employee is approved for PSVL. The employee is solely responsible for making these determinations. The City does not bear any risk or liability to the employee for any accident, injury or death while on PSVL (including training, travel to and from the volunteer site, and while engaged in the volunteer effort).

F. Administrative Rule Making Authority.

The City Administrator is authorized to establish policies and procedures to implement this Ordinance.

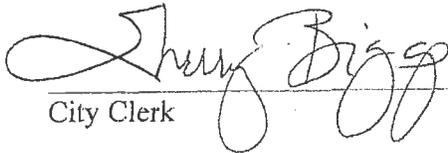
SECTION 2. The Mayor, or his designee, is authorized to sign Memoranda of Understanding with bargaining representatives that extend the Public Safety Volunteer Policy, established by Section 1 above, to represented employees.

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 9th day of February, 2010.

Attest:



City Clerk

Approved as to form:



Howard M. Saxton, III
City Attorney

Publication Date February 17, 2010



MAYOR PAUL WARDEN



The seal is circular with the text "CITY OF PROSSER" at the top and "WASHINGTON" at the bottom. In the center, the word "SEAL" is written in a stylized font.

SUMMARY OF ORDINANCE NO. 10-2686

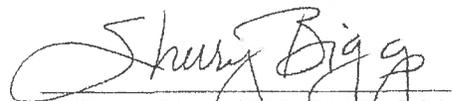
of the City of Prosser, Washington

On the 9th day of February, 2010, the City of Prosser, Washington, passed Ordinance No. 10-2686. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE ESTABLISHING A PUBLIC SAFETY VOLUNTEER LEAVE POLICY FOR NON-REPRESENTED EMPLOYEES AND AUTHORIZING THE MAYOR, OR HIS DESIGNEE, TO SIGN MEMORANDA OF UNDERSTANDING, EXTENDING THE POLICY TO REPRESENTED EMPLOYEES. 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 10th day of February, 2010


CITY CLERK, SHERRY BIGGS

**CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 13-2817**

AN ORDINANCE AMENDING POLICY 304: EMPLOYMENT OF RELATIVES (NEPOTISM) OF THE PROSSER PERSONNEL POLICY MANUAL FOR THE CITY OF PROSSER. 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 Policy 304: Employment of Relatives (Nepotism) is more restrictive than required by State or Federal Law; and

WHEREAS, the updated Policy 304 was provided to each of the Council Members prior to the meeting date; and

WHEREAS, the update to Policy 304 removed the following language from the existing policy:

304.3 No relatives closer than third degree as defined in RCW 11.02.005(5) as now codified or hereafter amended, shall be employed within the same department of the City. Departments are defined as those approved by the City Council and as shown in the current organizational chart of the City.

AND WHEREAS, it has been determined that it is in the best interest of the City of Prosser to adopt the revised and updated Policy 304: Employment of Relatives (Nepotism) of the Personnel Policy Manual;

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

Section 1. Policy 304 contained in the Personnel Policy Manual adopted by Ordinance 09-2661 is hereby amended to read as follows:

POLICY 304: EMPLOYMENT OF RELATIVES (NEPOTISM)

304.1 The following restrictions apply to married individuals. Married employees will not be employed by the City under any of the following circumstances:

304.1.1 Where one of the parties would have authority, or practical power, to supervise, appoint, remove, or discipline the other; or

304.1.2 Where one party would be responsible for auditing the work of the other; or

304.1.3 Where other circumstances exist which would place the spouses in a situation of actual or reasonably foreseeable conflict between the City's interest and their own; or

304.1.4 Where, in order to avoid the reality or appearance of improper influence or favor, or to protect its confidentiality, the City must limit the employment of close relatives of policy level officers of customers, competitors, regulatory agencies, or others with whom the city deals.

304.2 If two employees working in the same department marry, become related, begin sharing living quarters with one another, or begin dating each other, and in the City's judgment, the potential problems noted in Section 304.1 above exist or reasonably could exist, only one of the employees will be permitted to stay employed with the City, unless reasonable accommodations, as determined by the Mayor, or City Administrator under the direction of the Mayor, can be made to eliminate the potential problems. The decision as to which employee will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become related, begin sharing living quarters with each other, or begin dating each other. If no decision has been made during this time, the City reserves the right to terminate either employee. When possible, the City will consider reassignment of an employee before termination.

Section 2. 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 3. 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 12th day of March, 2013.

Paul Warden

MAYOR PAUL WARDEN

ATTEST:

Rachel M. Shaw

CITY CLERK, RACHEL SHAW



APPROVED AS TO FORM:

Howard Saxton

CITY ATTORNEY, HOWARD SAXTON

Publication Date: 3/20/2013

SUMMARY OF ORDINANCE NO. 13-2817

of the City of Prosser, Washington

On the 13th day of March, 2013, the City of Prosser, Washington, passed Ordinance No. 13-2817. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE AMENDING POLICY 304: EMPLOYMENT OF RELATIVES (NEPOTISM) OF THE PROSSER PERSONNEL POLICY MANUAL FOR THE CITY OF PROSSER. 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 13th day of March, 2013



CITY CLERK, RACHEL SHAW

**CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 14-_____**

AN ORDINANCE AMENDING ORDINANCES 09-2661; 10-2686; AND 13-2817 REGARDING THE PERSONNEL POLICY MANUAL BY AMENDING THE PERSONNEL POLICY MANUAL FOR THE CITY OF PROSSER WITH A CHANGE TO SECTION 802 OF THE POLICY. THIS ORDINANCE ALSO MAKES THE PROVISIONS OF THE ORDINANCE SEVERABLE FROM ONE ANOTHER, AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE.

WHEREAS, Ordinance 09-2661 was adopted on May 12, 2009, adopting the Personnel Policy Manual for the City of Prosser; and

WHEREAS, Ordinance 10-2686 was adopted on February 9, 2010, amending the Personnel Policy Manual; and

WHEREAS, Ordinance 13-2817 was adopted on March 12, 2013, amending the Personnel Policy Manual; and

WHEREAS, Council has found it necessary to update the Policy 802: Vacations of the Personnel Policy Manual; and

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

Section 1. Ordinances number 09-2661, 10-2686, and 13-2817 are hereby amended to read as follows: The Personnel Policy Manual, a copy of which is attached hereto and incorporated herein by reference, is hereby adopted and shall hereafter be the Personnel Policy Manual of the City of Prosser and the attached personnel policy shall replace all previous versions of such personnel policy.

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

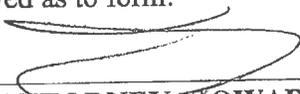
PASSED by the City Council and **APPROVED** by the Mayor, this ____ day of _____, 2014.

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

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 ORDINANCES 09-2661; 10-2686; AND 13-2817 REGARDING THE PERSONNEL POLICY MANUAL BY AMENDING THE PERSONNEL POLICY MANUAL FOR THE CITY OF PROSSER WITH A CHANGE TO SECTION 802 OF THE POLICY. THIS ORDINANCE ALSO MAKES THE PROVISIONS OF THE ORDINANCE SEVERABLE FROM ONE ANOTHER, AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE.

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

DATED this ____ day of _____, 2014

CITY CLERK, RACHEL SHAW

POLICY 802: VACATION

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

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

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

START OF YEAR	END OF YEAR	HOURS PER MONTH
0 years	4 years	8.66 hours per month
5 years	9 years	12 hours per month
10 years		12 hours per month plus .67 hours per month for each additional year of service (maximum of 20 hours per month)

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

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

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

802.5 All new employees must complete six (6) months of their employment to be entitled to vacation leave. Employees resigning prior to completing six (6) months of employment are not entitled to cash out vacation. Regular, part-time employees will receive vacation on a pro-rata basis. Temporary/seasonal employees are not eligible for any vacation benefits.

802.6 Each department is responsible for scheduling its employee's vacations without undue disruption of department operations. Vacation requests of two (2) days or less should be submitted at least forty-eight (48) hours prior to the time being requested off. Vacation requests of three (3) days or longer normally shall be submitted at least thirty (30) days in advance of the requested time off.

Vacation schedules will be established by the Department Head or supervisor who will consider operating conditions and other needs prior to authorizing vacation. Seniority will be considered in establishing such schedules and in resolving conflicting requests.

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

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

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

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

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

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

802.9 Annual Vacation Buy Back will be paid out once a year in the month of December. An employee may exercise the buy-back option, and if they do so, the City shall compensate them up to the maximum of forty (40) hours at the regular rate of pay. Employees may only buy back vacation up to maximum of forty (40) hours if he/she had taken a minimum of forty (40) hours of vacation in the year.

In the event of an emergency, at the approval of the Finance Department (who will verify the availability of vacation hours) and the approval of the City Administrator, under the direction of the Mayor, a vacation buy back could be approved for cash out at a different time of year. This emergency vacation buy back cannot exceed forty

(40) hours and the employee receiving the emergency vacation buy back would not be eligible for the regular buy out in December.