

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

CITY COUNCIL
REGULAR MEETING AGENDA
7:00 P.M.
TUESDAY, JULY 22, 2014

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN PARTICIPATION
5. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS
 - a.) Weekly Update Report (*Mayor Warden*) Page 4
 - b.) Police Department Quarterly Report (*Chief Giles*)..... Page 6
6. PUBLIC HEARINGS
 - a.) Police Patrol Vehicles Page 15
 - ~ Open Public Hearing
 - ~Receive Citizen Comments
 - ~Close Public Hearing
 - b.) City Park Restroom Project..... Page 18
 - ~ Open Public Hearing
 - ~Receive Citizen Comments
 - ~Close Public Hearing
7. CONSENT AGENDA
 - a. Approve Payment of Washington Trust Bank Claim Checks Nos. 1052 through 1053 in the Amount of \$4,745.18, for the Period Ending July 22, 2014..... Page 27
 - b. Approve Payment of Payroll Checks Nos. 600119 through 600121 in the Amount of \$2,173.87 and Direct Deposits in the Amount of \$12,137.98, for the Period Ending July 15, 2014..... Page 29

*The first Ordinance passed will be Ordinance 14-2899
The first Resolution passed will be Resolution 14-1461*

- c. Approve Payment of Claim Checks Nos. 10902 through 10903 and 10905 through 10992, in the Amount of \$234,636.18 and Electronic Payments in the Amount of \$31,856.77, for the Period Ending July 22, 2014 *Page 31*
- d. Accept Monthly Report by Prosser Economic Development Association for the Month of June 2014 and Authorize Payment for those Services in the Amount of \$2,166.66 and Authorize Payment in the Amount of \$1,416.67 for Grant Writer Services *Page 42*
- e. Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 5 in the Amount of \$4,573.50 for the Zone 2.5 Water Supply Improvements Project and Authorize the Mayor to Sign the Documents *Page 45*
- f. Approve Progress Bill No. 3 in the Amount of \$11,388.00 for Work Performed by HLA, Inc., Through June 30, 2014, for Preliminary Engineering and Design on the Old Inland Empire Highway Improvements Project and Authorize the Mayor to Sign the Documents *Page 53*
- g. Review and Confirm the Appointment of Mayor Paul Warden and Council Member Don Aubrey, as the Alternate, to the Good Roads Committee, as Appointed by Mayor Warden *Page 57*
- h. Approve the June 3, 2014 Meeting Minutes *Page 60*
- i. Approve the June 10, 2014 Meeting Minutes *Page 63*

8. COUNCIL ACTION

- a.) **Approve Payment of Claim Check No. 10904 in the Amount of \$1,101.40, for the Period Ending July 22, 2014** *Page 66*

RECOMMENDATION: Approve Payment of Claim Check No. 10904 in the Amount of \$1,101.40, for the Period Ending July 22, 2014.

- b.) **Consideration of RESOLUTION NO. 14-_____ Providing for the Submission to Qualified Electors at an Election to be Held on November 4, 2014 of a Proposition Creating the Prosser Regional Fire Authority and Approving the Regional Fire Protection Service Authority Plan** *Page 68*

RECOMMENDATION: Adopt Resolution No. 14-_____ Providing for the Submission to Qualified Electors at an Election to be Held on November 4, 2014 of a Proposition Creating the Prosser Regional Fire Authority and Approving the Regional Fire Protection Service Authority Plan.

***The first Ordinance passed will be Ordinance 14-2899
The first Resolution passed will be Resolution 14-1461***

- c.) **Consideration of ORDINANCE NO. 14-_____ Establishing Prosser Municipal Code Chapter 9.20.010 to Make Having Two or More False Alarms in a Ninety Day Period Unlawful and Consideration of RESOLUTION NO. 14-_____ Setting Emergency Response Registration Fees and a Late Penalty for Late Payment of Such Registration Page 122**

RECOMMENDATION: Adopt Ordinance No. 14-_____ Establishing Prosser Municipal Code Chapter 9.20.010 to Make Having Two or More False Alarms in a Ninety Day Period Unlawful and Consideration of Resolution No. 14-_____ Setting Emergency Response Registration Fees and a Late Penalty for Late Payment of Such Registration.

- d.) **Adopt ORDINANCE NO. 14-_____ Approving Position Descriptions for Certain Appointed and Un-appointed Positions Page 139**

RECOMMENDATION: Adopt Ordinance No. 14-_____ Approving Position Descriptions for Certain Appointed and Un-appointed Positions.

9. COUNCIL DISCUSSION

10. ADD ON ITEMS

11. ADJOURNMENT

*The first Ordinance passed will be Ordinance 14-2899
The first Resolution passed will be Resolution 14-1461*

Rachel Shaw

From: Paul Warden
Sent: Friday, July 11, 2014 5:40 PM
To: Barry Morrow; David Giles; LJ Dacorsi; Paul Warden; Rachel Shaw; Regina Mauras; Steve Zetz; Toni Yost
Subject: Council Update 7-11-14

Council Update, Thursday, 07-11-2014

- **USDA Grant Opportunity** – Thanks to herculean efforts by Regina, Toni and Dave Giles we have our grant application in to Sue Jetter for a last check over and then on to the USDA ahead of the tight deadline. The vehicle costs went up as we thought they might. We brought the council best guess numbers based on the most recent patrol vehicle purchase from late 2012/early2013. The total cost for two kitted out patrol vehicles is closer to \$93,000 up \$5000 from \$88,000. If successful the grant level is still 35% so the City cost of the purchase is \$60,450 with the grant paying the balance of \$32,550 for a total of \$93,000. According to Sue Jetter we should know thumbs up or down if we were awarded the grant around Oct. 1,2014 which is the end/start of the Federal fiscal year. If successful we can expect to be funded before the end of 2014. How we handle this from a 2015 budget perspective is a question for us going forward, but we can probably hold out on a final decision about that portion of the PD budget until early October.
- **Altitudes Retail Marijuana Opening** – The first day of business for Altitudes was Tuesday, July 8th. From a city law enforcement standpoint the day was pretty much a non-event. Since that day we have had a couple nearby business complain that some of Altitudes customers have been parking on their bare land or across the street in other business's parking lots. We asked the operator's of Altitude's to have their outside staff to keep an eye out for people parking off site to please park their cars in Altitudes parking area. They agreed to try to monitor and mitigate that. In the meantime the two property owners have or will be posting their parking areas to prohibit parking or to warn of towing if not a customer of the premises being parked on.
- **Irrigation Issues** – SVID has been trying to trouble shoot low water flow to the big weir box next to the hospital that has been causing issues

city wide. SVID has determined that either a leak or more likely an obstruction of some kind is in the supply pipe between the hospital and the river. In order to locate it they would have to gain access to the pipe and open it up to allow access of cameras or other devices to find the location and exact nature of the problem. Doing so would render the city irrigation system non-functional for an indeterminate time frame which is not an option this late in the summer. They plan to supplement the water supply to the system with work arounds to get us through the irrigation season this year, however they only anticipate being able to supply about 75% of what we would normally have. With that substantial deficit in the system we will be doing everything possible to get our almost 900 irrigation users to adhere to PMC 9.92.030 which states that even numbered addresses water on even numbered days and odd numbered houses water on odd numbered days along with other conservation measures. There is a one hundred dollar penalty if found in violation by District Court provided for in the PMC, but we will appeal to our irrigation users sense of civic duty with as much information as we can bring to bear for compliance.

Have a good weekend, Paul

*Paul Warden
Mayor/Admin, City of Prosser
509.786.8216, off
509.786.0071, mob
pwarden@ci.prosser.wa.us*



Prosser Police Department

601 7th Street (Mailing Address) • 1227 Bennett Ave (Physical Address) Prosser, Washington 99350
(509) 786-1500 • Fax (509) 786-2292 • www.cityofprosser.com • www.crimetips@prosserpd.org

QUARTERLY REPORT, SECOND QUARTER 2014

Patrol

The calls for service and self initiated activity have increased 13% from fiscal year 2013, 2,548 to 2,871. As discussed in the 1st quarter 2014 report, below are possible reasons for the 2nd quarter 2014 increase.

- Patrol units are more proactive.
- Residents are more comfortable with calling police for service.
- In 2013 the Department was down 2-3 officers during most of the year reducing our pro-activity.
- MDT's were just been introduced in June 2013, Officers have now become more familiar with their use, resulting in more accurate activity statistics and better productivity on the part of the officers.
- New implementation of monthly emphasis patrols and implementation of department policy which requires a minimum staffing level of two officers on duty 24/7.
- Increased calls for assistance from outside law enforcement agencies.

Police Department Overtime

Department overtime costs for the first six months of 2014 indicate a 39% decrease over the first six months of 2013. We are seeing a cost savings of approximately \$24,797.00 over the first six months of 2013.

2014	2013	2014	2013
Hours of OT	Hours of OT	Cost for OT	Cost for OT
1,074.3	1,574.25	\$38,957.38	\$63,737.10

Staff Meetings

During the 2nd quarter, supervisory staff meetings were conducted on April 25, May 30th and June 18th.

Training

Year to date training hours combined with pre-scheduled training for department personnel is up around 440 hours, we are right on track for everyone to meet the mandatory 24 hours of in service training for 2014.

During the 2nd quarter of 2014:

Sgt Markus attended the “Sergeants Academy” from April 14 through April 18. The Sergeants Academy is given by the Results Group a professional management consulting and training firm located in Spokane Washington.

Officer Buck attended the N/W Gang Conference from April 19 through April 23. The conference was held in Spokane Washington.

Officer Ohler attended the advance Driving Under the Influence (DUI) conference held in Spokane Washington from April 30th through May 2nd.

All sworn officers attended the mandatory quarterly firearms qualification requirement on June 10th and 11th.

Officer Hellyer attended the Glock Armor class on June 7th and 8th.

Officer Hellyer attended the Taser instructor re-certification class on June 12th.

Reserve Officer Colvig graduated from the Reserve Academy on June 12.

Officer Spurgeon graduated from the Washington State Criminal Justice Equivalency Academy on June 25th.

All sworn officers received Taser re-certification during the 2nd quarter.

Investigation

Clearance rate of Part I Offenses has decreased by 25% from last year.

- Clearance rate for Part I Offenses investigated second quarter in 2013 is 36%. Out of 87 cases, 31 were cleared.
- Clearance rate for Part I Offenses investigated second quarter in 2014 is 27%. Out of 84 cases, 23 were cleared.
- **See attachments (A) and (B) for a comparison of clearance percentages between second quarters of fiscal year 2013 and 2014.**

Clearance rates are dictated by the type of crime and the resources available to follow up the crime. It is anticipated that once the department is fully staffed and fully operational, a full time detective will be put in place, which should increase clearance rates.

Charts show the number of offenses. Cases can have multiple offenses which is why there is a difference between the number of cases and the number of offenses.

Part I Offenses 2014

Offense	Amount
Sex Offenses	2
Assaults/Harassment	17
Burglary	3
Larceny-Theft	30
Motor Vehicle Theft	6
Counterfeiting/Forgery	0
Fraud	0
Stolen Property	1
Destruction/Damage/Vandalism of Property	14
Drug Offenses	7
Violation of No Contact Order	3
Weapons Offense	1
TOTAL PART I OFFENSES	84
Part II Offenses	17
COMBINED TOTAL OFFENSES	101

Part I Offenses 2013

Offense	Amount
Sex Offenses	1
Assaults/Harassment	10
Burglary	5
Larceny-Theft	19
Motor Vehicle Theft	6
Counterfeiting/Forgery	2
Fraud	1
Stolen Property	2
Destruction/Damage/Vandalism of Property	29
Drug Offenses	10
Violation of No Contact Order	1
Weapons Offense	1
TOTAL PART I OFFENSES	87
Part II Offenses	23
COMBINED TOTAL OFFENSES	110

Reserves

- Prosser Police Reserves contributed approximately 93 hours during the 2nd quarter 2014. We should anticipate a rise in the amount of hours contributed by our Reserve Officers in the third quarter with the addition of Reserve Colvig, whom recently graduated from the Reserve Academy.

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Dates Worked	Approximate Hours Based on Call Times
04/17	10
05/23	4
05/24	3
05/28	6
06/26	12

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Dates Worked	Approximate Hours Based on Call Times
04/14-04/15	8
04/15	7
04/29	11
05/18	9
05/19	8

06/30	6
TOTAL	41

06/14	9
TOTAL	52

Traffic Infractions

- During the 2nd quarter of 2014 the Prosser PD conducted 945 self initiated traffic stops/traffic complaints. As a result, 301 traffic citations were issued, which resulted in a traffic citation being issued 32% of the time, or approximately 3 out of every 10 traffic infractions encountered by patrol officers resulted in a traffic citation being issued.
- **Infractions Written- 2nd Quarter of 2014 indicates a 98% increase over 2nd quarter of 2013.**

2014	2013
301	152

Burglar Alarm Responses

- During the 2nd quarter of 2014 the Prosser PD has responded to 50 total burglar alarms, all of which have been false. Assuming that the current rate does not increase or decrease for the remainder of the 2014 fiscal year, a 19% increase over fiscal year 2013 will be realized.

Domestic Violence Incidents

- Increase in domestic violence (DV) related incidents in the second quarter of 2014 by 50% from 6 incidents in 2013 to 9 in 2014. This statistic does not include outside law enforcement requests for DV assists that the Prosser PD has provided.

Summary

As stated earlier, during the 2nd quarter of 2014, calls for service are up 13% from the 2nd quarter of 2013, 2,548 to 2,871. We are seeing a slight decrease in Part I Crimes by 3%, and a decrease in part 2 crimes of 26%. Felony arrests are up by 25%.

- **Part 1 Crimes, - 2nd Quarter 2014 is showing a 3% decrease over 2nd quarter of 2013.**

2014	2013
84	87

- **Part II Crimes, - 2nd Quarter 2014 is showing a 26% decrease over 2nd quarter 2013.**

2014	2013
17	23

Part II Offenses consist of the following incidents

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

Criminal Citations Written- 2nd Quarter of 2014 indicates a 24% decrease over 2nd quarter of 2013.

2014	2013
47	62

Felony Arrests- 2nd Quarter of 2014 indicates a 25% increase over 2nd quarter of 2013.

2014	2013
10	8

Prosser PD - Summary of Offense

For 04/01/2014 through 06/30/2014

NIBRS Offenses	Attempt	Complete	Total	Arrest	Exception	Total Clear	Percent Cleared
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0.00 %
Forcible Sex Offenses	0	2	2	0	0	0	0.00 %
Forcible Rape	0	0	0	0	0	0	0.00 %
Forcible Sodomy	0	0	0	0	0	0	0.00 %
Sexual Assault With Object	0	0	0	0	0	0	0.00 %
Forcible Fondling	0	0	0	0	0	0	0.00 %
Robbery	0	0	0	0	0	0	0.00 %
Aggravated Assault	0	2	2	2	0	2	100.00 %
Simple Assault	0	10	10	6	2	8	80.00 %
Intimidation	0	5	5	4	0	4	80.00 %
Non-Forcible Sex Offenses	0	0	0	0	0	0	0.00 %
Incest	0	0	0	0	0	0	0.00 %
Statutory Rape	0	0	0	0	0	0	0.00 %
Kidnapping	0	0	0	0	0	0	0.00 %
Human Trafficking	0	0	0	0	0	0	0.00 %
Human Trafficking - Commerical Sex Acts	0	0	0	0	0	0	0.00 %
Human Trafficking - Involuntary Servitude	0	0	0	0	0	0	0.00 %
Burglary/Breaking And Entering	0	3	3	1	0	1	33.33 %
Arson	0	0	0	0	0	0	0.00 %
Larceny	0	30	30	0	0	6	20.00 %
Pocket-Picking	0	0	0	0	0	0	0.00 %
Purse-Snatching	0	0	0	0	0	0	0.00 %
Shoplifting	0	7	7	4	0	4	57.14 %
Theft From Building	0	3	3	0	0	0	0.00 %
Theft From Coin-Operated Machine or Device	0	0	0	0	0	0	0.00 %
Theft From Motor Vehicles	2	5	7	1	0	1	17.28 %
Theft From Motor Vehicles Parts/ Accessories	0	2	2	0	0	0	0.00 %
All Other Larceny	0	11	11	1	0	1	9.09 %
Motor Vehicle Theft	0	6	6	0	0	0	0.00 %
Extortion/Blackmail	0	0	0	0	0	0	0.00 %
Counterfeiting/Forgery	0	0	0	0	0	0	0.00 %
Fraud	0	0	0	0	0	0	0.00 %
False Pretenses/Swindle/Confidence Game	0	0	0	0	0	0	0.00 %
Credit Card/Auto Teller Machine Fraud	0	0	0	0	0	0	0.00 %
Impersonation	0	0	0	0	0	0	0.00 %
Welfare Fraud	0	0	0	0	0	0	0.00 %
Wire fraud	0	0	0	0	0	0	0.00 %
Embezzlement	0	0	0	0	0	0	0.00 %
Stolen Property Offenses	0	1	1	1	0	1	100.00 %
Destruction/Damage/Vandalism of Property	0	14	14	3	0	3	21.42 %
Drug/Narcotic Offenses	0	7	7	6	0	6	85.71 %
Drug/Narcotic Violations	0	6	6	5	0	5	83.33 %
Drug Equipment Violations	0	1	1	1	0	1	100.00 %
Pornography/Obscene Material	0	0	0	0	0	0	0.00 %
Gambling Offenses	0	0	0	0	0	0	0.00 %
Prostitution Offenses	0	0	0	0	0	0	0.00 %

Prostitution	0	0	0	0	0	0	0.00 %
Assist or Promote Prostitution	0	0	0	0	0	0	0.00 %
Purchasing Prostitution	0	0	0	0	0	0	0.00 %
Violation of No Contact Order	0	3	3	0	0	0	0.00 %
Bribery	0	0	0	0	0	0	0.00 %
Weapon Law Violations	0	1	1	1	0	1	100.00 %

Prosser PD - Summary of Offense

For 04/01/2013 through 06/30/2013

NIBRS Offenses	Attempt	Complete	Total	Arrest	Exception	Total Clear	Percent Cleared
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0.00 %
Forcible Sex Offenses	0	0	0	0	0	0	0.00 %
Forcible Rape	0	0	0	0	0	0	0.00 %
Forcible Sodomy	0	0	0	0	0	0	0.00 %
Sexual Assault With Object	0	0	0	0	0	0	0.00 %
Forcible Fondling	0	0	0	0	0	0	0.00 %
Robbery	0	0	0	0	0	0	0.00 %
Aggravated Assault	0	3	3	3	0	3	100.00 %
Simple Assault	0	6	6	6	0	6	100.00 %
Intimidation	0	0	0	0	0	0	0.00 %
Non-Forcible Sex Offenses	0	0	0	0	0	0	0.00 %
Incest	0	0	0	0	0	0	0.00 %
Statutory Rape	0	0	0	0	0	0	0.00 %
Kidnapping	0	0	0	0	0	0	0.00 %
Human Trafficking	0	0	0	0	0	0	0.00 %
Human Trafficking - Commerical Sex Acts	0	0	0	0	0	0	0.00 %
Human Trafficking - Involuntary Servitude	0	0	0	0	0	0	0.00 %
Burglary/Breaking And Entering	1	4	5	0	0	0	0.00 %
Arson	0	0	0	0	0	0	0.00 %
Larceny	0	17	17	6	0	6	35.29 %
Pocket-Picking	0	0	0	0	0	0	0.00 %
Purse-Snatching	0	0	0	0	0	0	0.00 %
Shoplifting	0	1	1	1	0	1	100.00 %
Theft From Building	0	3	3	1	0	1	33.33 %
Theft From Coin-Operated Machine or Device	0	0	0	0	0	0	0.00 %
Theft From Motor Vehicles	0	4	4	0	0	0	0.00 %
Theft From Motor Vehicles Parts/ Accessories	0	1	1	1	0	1	100.00 %
All Other Larceny	0	8	8	3	0	3	37.50 %
Motor Vehicle Theft	1	5	6	1	0	1	16.67 %
Extortion/Blackmail	0	0	0	0	0	0	0.00 %
Counterfeiting/Forgery	0	2	2	2	0	2	100.00 %
Fraud	1	0	1	0	0	0	0.00 %
False Pretenses/Swindle/Confidence Game	1	0	1	0	0	0	0.00 %
Credit Card/Auto Teller Machine Fraud	0	0	0	0	0	0	0.00 %
Impersonation	0	0	0	0	0	0	0.00 %
Welfare Fraud	0	0	0	0	0	0	0.00 %
Wire fraud	0	0	0	0	0	0	0.00 %
Embezzlement	0	0	0	0	0	0	0.00 %
Stolen Property Offenses	0	2	2	2	0	2	100.00 %
Destruction/Damage/Vandalism of Property	0	29	29	1	0	1	3.45 %
Drug/Narcotic Offenses	0	8	8	8	0	8	100.00 %
Drug/Narcotic Violations	0	5	5	5	0	5	100.00 %
Drug Equipment Violations	0	3	3	3	0	3	100.00 %
Pornography/Obscene Material	0	0	0	0	0	0	0.00 %
Gambling Offenses	0	0	0	0	0	0	0.00 %
Prostitution Offenses	0	0	0	0	0	0	0.00 %
Prostitution	0	0	0	0	0	0	0.00 %
Assist or Promote Prostitution	0	0	0	0	0	0	0.00 %

Purchasing Prostitution	0	0	0	0	0	0	0.00 %
Violation of No Contact Order	0	1	1	1	0	1	100.00 %
Bribery	0	1	1	0	0	0	0.00 %
Weapon Law Violations	0	1	1	1	0	1	100.00 %

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Public Hearing for 2014 USDA 55% grant match for two Police Patrol Vehicles.		Meeting Date: July 22, 2014 Regular Meeting	
Department: Police Department	Director: Dave Giles	Contact Person: Paul Warden	Phone Number: (509) 786-2332
Cost of Proposal: \$61,100.00		Account Number: 5942164	
Amount Budgeted: N/A		Name and Fund# General Fund (001)	
Reviewed by Finance Department:			
Attachments to Agenda Packet Item:			
1. Public Hearing Notice			
Summary Statement:			
<p>The City of Prosser was identified by the USDA through an EII Report to our regional USDA office as being eligible for a 35% match grant that would be best suited for city equipment.</p> <p>Last year, due to scarcity of funds and competing projects in the General Fund, the council did not move forward with the Police Department's request for two new patrol vehicles to replace the two remaining 2007 Crown Victoria black and whites in their fleet. In 2013, the replacement and purchase of six patrol vehicle resulted in: zero repair costs (other than routine maintenance) for the new vehicles; increased officer productivity; operational and cost efficiencies due to better year round handling and fuel consumption.</p> <p>The two 2007 Crown Vics both have serious mechanical and electrical issues that require frequent repair costs and downtime. The opportunity costs of not spending resources on the 2007 vehicles should be considered as well.</p>			

Financial Summary:

\$44,600 City portion of vehicle purchase
\$48,400* USDA grant portion of vehicle purchase

\$93,000 Total Project Cost - Two New Ford Interceptor Patrol Vehicles

*Note: the \$48,400 figure represents 55% of \$88,000 which is the figure used for the grant application.

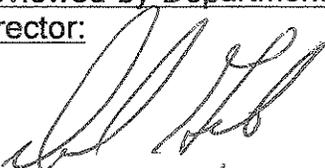
The City portion would come from the current General Fund cash balance of \$800,116.00.

FYI - The General Fund Reserve is currently at \$233,916 and staff recommends not using this fund for this project.

Consistent with or Comparison to:

Recommended City Council Action/Suggested Motion:

Conduct a Public Hearing for 2014 USDA 55% grant match for two Police Patrol Vehicles.

<u>Reviewed by Department Director:</u>  Date: 7/18/14	<u>Reviewed by City Attorney:</u>  Date: 7/17/14	<u>Approved by Mayor:</u>  Date: 7-18-2014
<u>Today's Date:</u> July 18, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

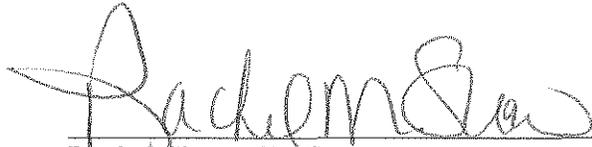
**City of Prosser, Washington
Public Hearing Notice
Prosser Police Car Project
July 22, 2014**

Notice is hereby given by the undersigned City Clerk of the City of Prosser, Washington, that the Prosser City Council will conduct a Public Hearing on Tuesday, July 22, 2014, at 7:00 p.m., or as soon thereafter as may be heard, for the purpose of receiving citizen comments on a grant application with USDA, Rural Development for funding the purchase two new police cars. The Public Hearing will be held in the City Council Chambers, Prosser City Hall, 601 7th Street, Prosser, Washington.

All interested persons are encouraged to attend. No qualified individuals with a disability shall be excluded or denied the benefit of participation in the Public Hearing. Materials supporting the rationale for the proposed goals can be reviewed at City Hall, 601 7th Street, Prosser, Washington.

If you require assistance to comment at the Public Hearing, please contact Prosser City Hall at (509) 786-2332 at least 7 days prior to the date of the Public Hearing to make arrangements.

Dated: July 10, 2014



Rachel Shaw, CMC
City Clerk

Publication Date: July 16, 2014

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Conduct a Public Hearing for City Park Restroom Project		<u>Meeting Date:</u> July 22, 2014 Regular Meeting													
<u>Department:</u> Public Works	<u>Director:</u> L.J. Da Corsi	<u>Contact Person:</u> L.J. Da Corsi	<u>Phone Number:</u> (509) 786-2332												
<u>Cost of Proposal:</u> \$175,600		<u>Account Number:</u> To Be Determined (TBD)													
<u>Amount Budgeted:</u> \$87,800		<u>Name and Fund#</u> TBD - A project fund will be created if awarded													
<u>Reviewed by Finance Department:</u> R Mauer															
<u>Attachments to Agenda Packet Item:</u> 1. Public Hearing Notice 2. Project Application Report															
<u>Summary Statement:</u> The City of Prosser has applied for a grant in the amount of \$87,800 through the Recreation and Conservation office for the construction of a new restroom facility at City Park. The estimated cost of this new facility is approximately \$175,600. Funding for the facility is as follows:															
<table> <tr> <td>RCO Grant - Local Parks</td> <td>\$ 87,800</td> </tr> <tr> <td>City of Prosser</td> <td>\$ 52,200</td> </tr> <tr> <td>Force Account - Equipment</td> <td>\$ 4,000</td> </tr> <tr> <td>Force Account - Labor</td> <td>\$ 21,600</td> </tr> <tr> <td>USDA Grant</td> <td>\$ 10,000</td> </tr> <tr> <td> Total Project Funding</td> <td> \$175,600</td> </tr> </table>				RCO Grant - Local Parks	\$ 87,800	City of Prosser	\$ 52,200	Force Account - Equipment	\$ 4,000	Force Account - Labor	\$ 21,600	USDA Grant	\$ 10,000	 Total Project Funding	 \$175,600
RCO Grant - Local Parks	\$ 87,800														
City of Prosser	\$ 52,200														
Force Account - Equipment	\$ 4,000														
Force Account - Labor	\$ 21,600														
USDA Grant	\$ 10,000														
 Total Project Funding	 \$175,600														
<p>This development project will include demolition of existing restrooms and construction of new restroom facilities at Prosser's City Park. Access routes from the picnic shelters, playground, 7th Street and Sommers Avenue will be improved. A stormwater infiltration trench will be installed, existing utility lines will be routed underground to the building, two security lights will be installed for safety/security, and minor changes will be made to sewer and water lines to</p>															

accommodate connections to the new building. One new ADA compliant parking place will be designated on 7th street with a smooth access route to the restroom entrance.

Consistent with or Comparison to:

Recommended City Council Action/Suggested Motion:

Conduct a Public Hearing for City Park Restroom Project.

Reviewed by Department Director:


Date: 7/18/14

Today's Date:

July 17, 2014

Reviewed by City Attorney:


Date: 7/17/14

Revision Number/Date:

Approved by Mayor:


Date: 7-18-14

File Name and Path:

City of Prosser, Washington
Public Hearing Notice
City Park Restroom Replacement Project
July 22, 2014

Notice is hereby given by the undersigned City Clerk of the City of Prosser, Washington, that the Prosser City Council will conduct a Public Hearing on Tuesday, July 22, 2014, at 7:00 p.m., or as soon thereafter as may be heard, for the purpose of receiving citizen comments on a grant/loan application with USDA, Rural Development for funding the demolition of existing City Park restroom and construction of new restroom with improved access routes, lighting and underground utility lines. The Public Hearing will be held in the City Council Chambers, Prosser City Hall, 601 7th Street, Prosser, Washington.

All interested persons are encouraged to attend. No qualified individuals with a disability shall be excluded or denied the benefit of participation in the Public Hearing. Materials supporting the rationale for the proposed goals can be reviewed at City Hall, 601 7th Street, Prosser, Washington.

If you require assistance to comment at the Public Hearing, please contact Prosser City Hall at (509) 786-2332 at least 7 days prior to the date of the Public Hearing to make arrangements.

Dated: July 10, 2014



Rachel Shaw, CMC
City Clerk

Publication Date: July 16, 2014

Project #14-1415, Prosser City Park Restrooms

Current Status: Application Submitted

Project Details

Primary Sponsor: City of Prosser

Primary Contact: LJ Da Corsi
(509) 786-2332
publicworks@cityofprosser.com

Funding Program: WWRP - Local Parks

Project Type: Development

Project Description

This development project will include demolition of existing restrooms and construction of new restroom facilities at Prosser's City Park. Access routes from the picnic shelters, playground, 7th Street and Sommers Avenue will be improved. A stormwater infiltration trench will be installed, existing utility lines will be routed underground to the building, two security lights will be installed for safety/security, and minor changes will be made to sewer and water lines to accommodate connections to the new building. One new ADA-compliant parking place will be designated on 7th street with a smooth access route to the restroom entrance.

Project Overall Metrics (Outcomes, Benefits)

Category / Work Type / Metric	Application Answer
Community Values	
Service Area Radius	5-25 miles (10-30 minute drive)
Management Priority	Mixed-use Park
Connecting children with nature	City Park is the most heavily used park in Prosser. Children experience nature and outdoor play there. Updated, safe restrooms will ensure that families continue bringing children to the park to participate in outdoor activities held at the site.
Project sustainability	The following sustainable elements will be included in this project: LED lighting; water-saving fixtures; low energy/high output ventilation and hand-dryers; heating system will operate in cold season only; no forced air cooling system.
Economic Benefit	
Projected economic benefit provided by the project	City Park is the site for a number of popular Prosser events, including Farmer's Market (weekly May-Oct; twice a month Nov-Apr). It is also the destination of the annual Easter Egg Hunt, 4th of July Celebration, Latin Diversity Fest, and State's Day celebration each Labor Day. These community events have a combined estimated attendance of more than 43,000 attendees. In addition, City records show that the Pavilion was reserved for 70 special events (in 2013) ranging from reunions to church activities. Lastly, City Park is used each Fall (Mon-Fri) as a practice field for the Lower Valley Soccer Association. Accessible restrooms are a critical amenity that support these events and the quality of life in Prosser.
Sites Improved	
Project acres developed	0.00
Project acres renovated	0.11
Completion Date	
Projected date of completion	10/31/2016

Project Funding

Funding Request		Funding %	Min Match Required	Sponsor Match	Source	
WWRP - Local Parks (FY2016)	\$87,800	50.00 %			Appropriation \ Cash	\$52,200
Sponsor Match	\$87,800	50.00 %	50%		Force Acct - Equipment	\$4,000
Total Project Funding	\$175,600	100.00 %			Force Acct - Labor	\$21,600
					Grant - Federal	\$10,000

Project Cost Summary		Project %	Admin/A&E %	Maximum for Selected Program
DEVELOPMENT COSTS				\$500,000
Development	\$157,600			
A&E	\$18,000		11.42 %	\$31,520 (20%)
Subtotal	\$175,600	100.00 %		
Total Cost Estimate	\$175,600	100.00 %		

Worksites and Properties

County: Benton
 Legislative Districts 2012: 16
 Congressional Districts 2012: 04
 Sections: 01
 Township: T08NR24E
 Coordinates: 46.20440175
 -119.76481697

Worksite #1: City Park, Prosser, Washington

Coordinates from Mapped Point: Latitude: 46.20440175 Longitude: -119.76481697
 Coordinates from Worksite Latitude: 46.204150 Longitude: -119.765469
 Directions:

Worksite Description: The project will be completed at the site of the existing restrooms, on the corner of 7th Street and Sommers Avenue in the southwest corner of City Park. Restrooms are conveniently located adjacent to the picnic pavilion, between the play structure and concession stands. Other nearby landmarks include Prosser Public Library (to the west), Benton County Historical Museum (east) and Prosser High School (across the street to the south).

Site Access Directions: Take Prosser Exit #80 - Wine Country Road off Interstate 82. Turn right onto Wine Country Road. Follow into town, over the 6th Street Bridge, veer left, and continue through to the traffic stoplight. One block past this traffic stoplight is the intersection of Wine Country Road and 7th Street. There is a flashing traffic signal light at this intersection. Turn Right on 7th and follow 4 full blocks (going SE). The project site is located on the left side of the street, on the corner of 7th Street and Sommers Avenue.

Worksite Address:
 1301 Seventh Street
 Prosser, WA 99350

Development Metrics (Outcomes, Benefits)

Category / Work Type / Metric	Application Answer	Work Type Costs
Buildings and Structures		
Construct / Install restroom		
Total cost for Construct / install restroom		\$110,000.00
Number of restrooms	1 new, 0 renovated	
Select the restroom type	Restroom	
Provide the square feet of each restroom	672 sq.ft.	
General Site Improvements		
Develop paths/walkways		
Total cost for Develop paths/walkways		\$10,000.00
Select the surface of the path/walkway	Concrete	
Linear feet of path/walkway	100	
Minimum width of the path/walkway	6	
Walkway lighting provided (yes/no)	Yes	
Number of walkway bridges	0 new, 0 renovated	
Install lighting (general security)		
Total cost for Install lighting (general security)		\$1,200.00
Number of general security lights installed	2	
Install signs/kiosk		
Total cost for Install signs/kiosk		\$400.00
Number of kiosks	0 new, 0 renovated	
Number of interpretive signs/displays	2 new, 0 renovated	
Number of permanent entrance signs	0 new, 0 renovated	
Number of electronic signs	0 new, 0 renovated	
Project involves installation of informational signs (yes/no)	No	
Install site furnishings		
Total cost for Install site furnishings		\$2,200.00
Select the site furniture / amenities	Bike racks, Drinking fountains, Recycling/Trash receptacles	
Parking and Roads		
Parking development		
Total cost for Parking development		\$200.00
Number of vehicle parking stalls	0 new, 1 renovated	
Number of vehicle with trailer parking stalls	0 new, 0 renovated	
Number of accessible parking stalls - Vehicle	1	
Number of accessible parking stalls - Vehicle with trailers	0	
Select the parking surfaces	Asphalt	
Select the parking enhancements	Curbs, Striping	

Site Preparation
 General site preparation

Total cost for General site preparation		\$10,000.00
Acres of site preparation	0.11	
Number of trail miles for site preparation	0.00	
Buildings / structures to be demolished	Old Restroom Building	
Select the site preparation activities	Demolition, General site prep activities, Mobilization	
Utilities		
Install power utilities		
Total cost for Install power utilities		\$6,500.00
Select the power utilities	General service connection, Relocate/bury power utility	
Install sewage system		
Total cost for Install sewage system		\$1,500.00
Number of dump stations	0 new, 0 renovated	
Select the sewer utilities	Sewer relocation	
Install stormwater system		
Total cost for Install stormwater system		\$7,500.00
Select the stormwater utilities	Catch basins, Oil/water separators, Stormwater line	
Install water system		
Total cost for Install water system		\$2,200.00
Select the water utilities	Water line, Water meter, Water system relocation	
Cultural Resources		
Cultural resources		
Total cost for Cultural resources		\$3,500.00
Acres surveyed for cultural resources	0.11	
Number of trail miles surveyed for cultural resources	0.00	
Permits		
Obtain permits		
Total cost for Obtain permits		\$2,400.00
Number of permits required for implementation of project	3	
Architectural & Engineering		
Architectural & Engineering (A&E)		
Total cost for Architectural & Engineering (A&E)		\$18,000.00

Development Questions

- 1 of 7 **Is the worksite(s) located within an existing park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area and specify if the land is owned by local, state or federal government.**
Yes, This project is in the existing Prosser City Park within the City limits of Prosser Washington. The Park is owned outright by the City of Prosser, a local government.
- 2 of 7 **Identify the source of funds (i.e. federal grant, Conservation Futures, local appropriations, private land donation, etc.) that was originally used to acquire the property.**
The land was a part of the original 'Prosser First Subdivision' which was a part of the City when boundaries were first determined. County records indicate the sale date of the property as 1/1/1900; The deed to the property (attached) indicates that the property was deeded to the City on Feb. 19, 1959.
- 3 of 7 **Has the worksite been investigated for historical, archeological, or cultural resources? If yes, when did this occur and what agencies and tribes were consulted? Attach related documents (letters, surveys, agreements, etc.) to your project in PRISM.**
No.
- 4 of 7 **Describe existing project site conditions. The answer to this question will be used in cultural resource consultation so please provide detailed information.**
The City of Prosser acquired the land for City Park between the time of the City's formation in 1899 and 1915. The 4.49 acre site is slightly sloped with a large open grass area and many large shade trees. City Park amenities include a playground, basketball court, covered picnic pavilion, concession stands and a lighted outdoor stage with permanent bench seating. The Benton County Historical Museum is located on the park grounds. The park is conveniently located across the street from the public library and Prosser High School, just 3 blocks from the downtown core. Private homes line the property across Memorial Street and along a portion of Sommers Avenue. The current restroom has had numerous plumbing, electrical, and ventilation malfunctions over the years, the most recent being mid-June 2014 during a Saturday Farmer's Market, when malfunctions forced a 3-day closure of the facility. Overloading is common and the old system cannot accommodate heavy usage, as it occurs when large events are held at the Park. Maintenance is difficult, time-consuming and costly. Existing piping, plumbing, and electrical connections are embedded in the CMU (concrete masonry unit) walls and concrete floor of the structure hindering repairs; there is no mechanical room. Water and sewer service lines are of old, outdated materials, and may have deteriorated beyond their useful life. It is becoming increasingly difficult to get replacement parts for the fixtures and pipes in the existing restroom. The ventilation system is inoperable, and insulation is insufficient for restroom facilities to be open year round without the risk of frozen pipes.
- 5 of 7 **Describe any proposed ground disturbing activities. That is, will a tool(s) be used to move earth (soil, rock, gravel, etc.) as part of this project? This includes hand or mechanized tools, for example: shovel, auger, pick axe, backhoe, etc. The answer to this question will be used in cultural resource consultation so please provide detailed information on the anticipated depth of excavation and the size of area disturbed.**
Demolition of the existing restrooms; demolition of the 40' x 60' asphalt pad between existing restroom and the picnic pavilion and concession stands; demolition of the first 10' of curb/sidewalk at street corner of 7th Street and Sommers Avenue. Minor relocation of sewer and water lines to connect to new construction; installation of conduit for underground placement of utilities to new restroom building. Tools to be used will include a backhoe and shovels. The maximum depth of ground disturbance will be 3'-4', for utility relocation and creation of the stormwater infiltration trench.
- 6 of 7 **Give street address for this worksite if available.**
1301 7th Street Prosser, WA 99350

7 of 7 If buildings or structures (tidegates, dikes, etc.) will be altered, removed, or demolished, provide for each: identifying name, year constructed, year(s) remodeled/renovated. Attach at least one photograph for each to your project in PRISM. If none: N/A The answer to this question will be used in cultural resource consultation so please provide detailed information.
The only structure that will be demolished is the existing restroom facility, built in 1976 and updated with new privacy panels, paint and fixture replacement in 2000.

Property for City Park, Prosser, Washington Worksite #1: City Park

Activity: Development

Landowner

City of Prosser
601 7th St
Prosser, WA 99350

Control and Tenure

Instrument Type: Sponsor owned property
Purchase Type:
Term Length: Perpetuity
Expiration Date:
Note:

Landowner Type: Local Government

Overall Project Questions

- 1 of 15 Does the project site or project boundary lie within the urban growth area boundary of a city or town with a population of 5,000 or more? If yes, name the community and attach one map called Population Proximity Map under the Attachment Tab in PRISM.
Yes. City Park lies within the urban growth area boundary of the City of Prosser, population 6,017 (US Census 2010).
- 2 of 15 Describe any ground disturbing work that will be necessary as part of the design process, such as geotech work. Include anticipated number of test sites, depth of disturbance, location, etc.
Ground disturbing work, as part of the design process, will include staking and layout of the proposed improvements, and possible soil testing at the location of the infiltration trench. Depth of disturbance for these functions should be no less than 1'-0" and no more than 4'-0". For construction, there will be the removal of the existing walkway, from the restroom to the playground, and the removal of 240 sq. ft. of asphalt concrete pad, originally used to fill in an old wading pool decommissioned in the early 1950s. Electrical lines will be routed underground in the new concrete pad that will be poured as part of this project. The deepest disturbance will be minor rerouting of water lines, sewer lines, and the construction of the stormwater infiltration trench. Maximum depth of these utilities should not exceed 4'-0".
- 3 of 15 When will the project be completed and made available to the public for outdoor recreation uses?
By September 2016 the restroom improvements proposed in this project will be available to the public during use of City Park, as well as during the many community activities that are held at this popular site. After project completion the restrooms will have an automatic timed locking mechanism to unlock and lock the facility each morning and night, reducing City staffing costs. Proper insulation will increase public access to the facility to 365 days per year.
- 4 of 15 Describe any required mitigation as a result of the action in this proposal. Will mitigation occur on this site or another location?
No
- 5 of 15 Are overhead utility lines present at the site, and if so explain how they will be relocated or buried.
Yes. Electric power lines currently run overhead to the restroom building. With construction of the new building, lines will reach the building through conduit in the concrete pad at a depth of 12".
- 6 of 15 Will this proposal create a new public park/recreation area where none presently exists? If yes, what will the area be named?
No
- 7 of 15 Will this proposal renovate or expand an existing public park/recreation area? If yes, what is the name of the existing area?
Yes. This project will improve restroom facilities at the existing City Park within the City limits of Prosser. The new restroom will be better insulated, more energy efficient, less subject to system failure / closure and will be open year around.
- 8 of 15 How does this proposal implement goals in your agency's planning document and/or the Statewide Comprehensive Plan (include references)
RCO Plan adopted May 2011, pg. 27 Goal 2: Maintain and Improve existing Parks and Recreation Facilities Objective: Follow the Capital Improvement Plan to assure proper maintenance and upkeep of City Parks & Recreation properties. City Park is listed in the Capital Improvement Plan under "Restroom Repairs & Additions" City of Prosser Consolidated Comprehensive Plan, adopted 4-5-2011, pg 145, Table 7: City Park 2010-2015 Capital Improvement Program: New Restrooms for City Park were listed for 2013 SCORP (pg. 133) Discusses that "Recogniz(ing) that maintaining existing facilities and opportunities is important to recreationists. Taken as a whole, the results suggest that, although the public is seeking more facilities and opportunities, maintenance of existing facilities is also important. More than a quarter of residents (29%) mentioned problems related specifically to facility, including the poor state of facilities, difficulty with access and broken equipment/poor maintenance."
- 9 of 15 Is this project scope part of a larger effort not reflected in the project application? If so, briefly describe the larger effort, funding amount(s) and source(s).
No.
- 10 of 15 Describe the nature of any rights-of-way, easements, reversionary interests, etc. to the project area.
The entire area under renovation is City property. There are no issues regarding rights-of-way, easements, etc. at the project site.
- 11 of 15 Who will be responsible for administration, design, and/or implementation of this project (i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain.
City of Prosser Staff
- 12 of 15 Is there, or will there be, any significant public access or use restrictions? If yes, explain:
Restrooms will be open year-round from 7:00 am to 10:00 pm. An automatic locking system will be installed to unlock and lock the building on schedule each day.
- 13 of 15 Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.
We plan to apply to USDA Community Facilities fund to acquire a portion of our sponsor match. We are anticipating \$10,000 in USDA grant funds to be awarded no later than Oct. 1, 2014.

14 of 15 Does this application contain elements required for mitigation for other project(s)? If yes, explain:
No

15 of 15 Is this project a subsequent phase to a previously funded RCFB project? If yes, please identify the grant project number(s) if known.
No

Project Permits

Permit Type	Applied Date	Received Date	Expiration Date	Permit Number
Building Permit	06/10/2015			
Other Required Permits	06/10/2015			
Other Required Permits	02/01/2016			

Permit Questions

1 of 1 If this project requires a federal permit, will the scope of that permit cover ALL proposed ground disturbing activities included in this project?
You may need to request a pre-application meeting with the permitting agency to answer this question.
No, N/A

Project Attachments

Required Attachments 5 out of 5 done

Authorizing Resolution/Application Authorization	<input checked="" type="checkbox"/>
Control & Tenure Documentation	<input checked="" type="checkbox"/>
Map: Area of Potential Effect (APE)	<input checked="" type="checkbox"/>
Photo	<input checked="" type="checkbox"/>
Site Plan: Development site plan	<input checked="" type="checkbox"/>

Photos

Attachment Type	Title	Attach Date
Application Review Report	Application Review Report, 14-1415D(rtnd 07/07/14 14:09:40).pdf	07/07/2014
Authorizing Resolution/Application Authorization	Signed RCO Resolution.pdf	04/29/2014
Control & Tenure Documentation	City Park - Control & Tenure.pdf	04/28/2014
Deed	City Park Deed.pdf	07/10/2014
Evaluation: Project presentation - Tech Review Mtg	City Park Restroom Ppt for Tech Review #14-1415.ppt	05/09/2014
Map: Regional Location	City Park & Surrounding Area.pdf	07/11/2014
Map: Site Location	Restroom Location Within Park.pdf	07/10/2014
Photo	Farmer's Mkt Crowd.jpg	07/11/2014
Photo	States Day.jpg	07/11/2014
Photo	Easter Egg Hunt 2.jpg	07/11/2014
Photo	Sommers Ave. Access.jpg	04/30/2014
Photo	Rough Surfaces at Restroom Entrance.jpg	04/30/2014
Photo	Overhead Utilities.jpg	04/30/2014
Photo	Existing Restroom Photo.jpg	04/30/2014
Project Support / Concern Documents	Ltr. of Support - Farmer's Market.pdf	07/10/2014
Site Plan: Development site plan	City Park Restroom Site Plan 7.10.14.pdf	07/10/2014

Application Status

Application Due Date: 05/01/2014

Status	Status Date	Name	Notes
Application Submitted	07/11/2014	Sue Jetter	
Application Returned	07/07/2014	Laura Moxham	Thanks so much! Please let me know of any questions. Laura
Application Submitted	04/30/2014	Sue Jetter	
Preapplication	04/03/2014		

I certify that to the best of my knowledge, the information in this application is true and correct. Further, all application requirements due on the application due date have

been fully completed to the best of my ability. I understand that if this application is found to be incomplete, it will be rejected by RCO. I understand that I may be required to submit additional documents before evaluation or approval of this project and I agree to provide them. (Sue Jetter, 07/11/2014)

Date of last change: 07/11/2014

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of Washington Trust Bank claim Check nos. 1052 through 1053 in the amount of \$4,746.18 for the period ending July 22, 2014

Meeting Date:
July 22, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$4,746.18

Account Number:
See Attached

Amount Budgeted:
See 2014 budget for each item listed.

Name and Fund#
See Attached

Reviewed by Finance Department:

Regina Mauras

Attachments to Agenda Packet Item:

1. Accounts Payable transactions by account and department
2. Check Nos. 1052 through 1053
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. 1052 through 1053 in the amount of \$4,746.18 for the period ending July 22, 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. 1052 through 1053 in the amount of \$4,746.18 for the period ending July 22, 2014

Reviewed by Department Director:

Regina Mauras
Date: 7-17-2014

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Pat Vander
Date: 7-18-2014

Today's Date:

July 17, 2014

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

07/22/2014 To: 07/22/2014

Time: 08:23:26 Date: 07/17/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3579	07/22/2014	Claims	7	1052	Huibregtse, Louman & Assoc	4,643.50	North Prosser Water System Improvements; North Prosser Water System Improvements
			403 - 594 34 41 003 - Capital Professional Services-			381.00	North Prosser Water System Improvements
			403 - 594 34 41 003 - Capital Professional Services-			4,262.50	North Prosser Water System Improvements
3580	07/22/2014	Claims	7	1053	Prosser, City Of	102.68	Reorder Checks-City Reimbursement
			403 - 594 34 63 003 - Capital Other Improvements-l			102.68	Reorder Checks-City Reimbursement
						4,746.18	
403 Water Fund						4,746.18	
						4,746.18	Claims: 4,746.18

[Handwritten Signature]

Signature

[Handwritten Date]

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of payroll check nos. 600119 through 600121 in the amount of \$2,173.87 and direct deposits in the amount of \$12,137.98 for the period ending July 15, 2014

Meeting Date:
July 22, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$14,311.85

Account Number:
Various

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

Name and Fund#
Various

Reviewed by Finance Department:

Regina Mauras

Attachments to Agenda Packet Item:

1. Payroll Check Register

Summary Statement:

Payroll check nos. 600119 through 600121 in the amount of \$2,173.87 and direct deposits in the amount of \$12,137.98 for the period ending July 15, 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. 600119 through 600121 in the amount of \$2,173.87 and direct deposits in the amount of \$12,137.98 for the period ending July 15, 2014

Reviewed by Department Director:

Regina Mauras

Date: 7-17-2014

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Paul Wanda

Date: 7-18-2014

Today's Date:

July 17, 2014

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

07/15/2014 To: 07/15/2014

Time: 15:38:18 Date: 07/08/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3290	07/15/2014	Payroll	1	EFT		138.52	July Draw
3291	07/15/2014	Payroll	1	EFT		704.72	July Draw
3292	07/15/2014	Payroll	1	EFT		1,015.85	July Draw
3293	07/15/2014	Payroll	1	EFT		554.10	July Draw
3294	07/15/2014	Payroll	1	EFT		1,617.98	July Draw
3295	07/15/2014	Payroll	1	EFT		642.90	July Draw
3299	07/15/2014	Payroll	1	EFT		554.10	July Draw
3300	07/15/2014	Payroll	1	EFT		595.45	July Draw
3301	07/15/2014	Payroll	1	EFT		1,371.50	July Draw
3302	07/15/2014	Payroll	1	EFT		689.22	July Draw
3303	07/15/2014	Payroll	1	EFT		1,545.63	July Draw
3304	07/15/2014	Payroll	1	EFT		1,556.82	July Draw
3305	07/15/2014	Payroll	1	EFT		1,151.19	July Draw
3296	07/15/2014	Payroll	1	600119		411.75	July Draw
3297	07/15/2014	Payroll	1	600120		1,155.67	July Draw
3298	07/15/2014	Payroll	1	600121		606.45	July Draw
						9,562.52	
						3,510.98	
						1,238.35	
						14,311.85	Payroll:
							14,311.85



Signature

7/9/14

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of claim check nos. 10902 through 10903 and 10905 through 10992, in the amount of \$234,636.18 and Electronic Payments in the amount of \$31,856.77 for the period ending July 22, 2014.

Meeting Date:
July 22, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$266,492.95

Account Number:
See Attached

Amount Budgeted:
See 2014 budget for each item listed.

Name and Fund#
See Attached

Reviewed by Finance Department:

R. Mauras

Attachments to Agenda Packet Item:

1. Check Register # 10902 through 10903 and 10905 through 10992

Summary Statement:

Check Payments	Amount		
10902 through 10903	\$5,022.08		
10905 through 10992	\$229,614.10		
Electronic Payments	Amount		
IRS Federal Taxes	\$4,406.34	Xpress Bill Pay	\$417.70
Chase	\$847.68		
Dept of Revenue	\$18,953.06		
WA Trust Bank	\$7,231.99		

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Approve payment of 10902 through 10903 and 10905 through 10992, in the amount of \$234,636.18 and Electronic Payments in the amount of \$31,856.77 for the period ending July 22, 2014.

Reviewed by Department
Director:

Regina Mauras

Date:

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Paul Warden

Date: 7-18-14

Today's Date:

July 17, 2014

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

07/15/2014 To: 07/15/2014

Time: 16:19:55 Date: 07/08/2014
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3308	07/15/2014	Payroll	1	EFT	Irs Federal Taxes	4,406.34	941 Deposit For 07/15/2014 - 07/15/2014
3309	07/15/2014	Claims	1	10902	Cascade Natural Gas Corp	4,518.98	Natural Gas
3310	07/15/2014	Claims	1	10903	WA Dept Retirement	503.10	Elected Officials Retirement Contriution-Employer
						511 Legislative	503.10
						514 Financial, Recording & Elections	221.85
						518 Centralized Services	14.39
						521 Law Enforcement	558.83
						524 Protective Inspections	65.03
						572 Libraries	18.18
						576 Park Facilities	3,959.57
						580 Non Expenditures	3,076.15
						<u>001 General Fund</u>	<u>8,417.10</u>
						542 Streets - Maintenance	19.13
						<u>102 Street Fund</u>	<u>19.13</u>
						534 Water Utilities	323.83
						<u>403 Water Fund</u>	<u>323.83</u>
						535 Sewer	668.36
						<u>407 Sewer Fund</u>	<u>668.36</u>
						Claims:	5,022.08
						9,428.42 Payroll:	4,406.34

[Handwritten Signature]

Signature

[Handwritten Date: 7/8/14]

Date

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City Of Prosser
MCAG #: 0205

07/22/2014 To: 07/22/2014

Time: 17:04:43 Date: 07/16/2014
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3485	07/22/2014	Claims	1	EFT	Chase	847.68	UB Electronic Payments; Non-UB Electronic Payments
					001 - 514 30 49 000 - Miscellaneous	121.77	Non-UB Electronic Payments
					403 - 534 80 49 000 - Miscellaneous	110.45	
					407 - 535 80 49 000 - Miscellaneous	110.44	
					448 - 537 80 49 000 - Miscellaneous	110.44	
					403 - 539 20 49 000 - Miscellaneous	110.45	
					001 - 576 20 49 001 - Miscellaneous	284.13	Non-UB Electronic Payments
3486	07/22/2014	Claims	1	EFT	Dor Electronic Payments	18,953.06	Excise Taxes
					001 - 514 30 44 000 - External Taxes	0.99	Excise Taxes
					403 - 534 80 44 000 - External Taxes	7,416.55	Excise Taxes
					407 - 535 80 44 000 - External Taxes	3,396.70	Excise Taxes
					448 - 537 80 44 000 - External Taxes	3,578.63	Excise Taxes
					001 - 571 22 44 000 - External Taxes	329.85	Excise Taxes
					001 - 576 20 44 001 - External Taxes	4,230.34	Excise Taxes
3487	07/22/2014	Claims	1	EFT	Washington Trust Bank	7,231.99	North Prosser Loan Interest
					403 - 594 34 63 003 - Capital Other Improvements-I	7,231.99	North Prosser Loan Interest
3488	07/22/2014	Claims	1	EFT	Xpress Billpay	417.70	Online Statements And Payments
					001 - 514 30 49 000 - Miscellaneous	20.87	Online Statements And Payments
					403 - 534 80 49 000 - Miscellaneous	87.72	Online Statements And Payments
					407 - 535 80 49 000 - Miscellaneous	87.72	Online Statements And Payments
					448 - 537 80 49 000 - Miscellaneous	87.72	Online Statements And Payments
					403 - 539 20 49 000 - Miscellaneous	87.72	Online Statements And Payments
					001 - 576 20 49 001 - Miscellaneous	45.95	Online Statements And Payments
3489	07/22/2014	Claims	1	10907	AICPA	315.00	Membership Renewal-R. Mauras
					001 - 514 23 49 000 - Miscellaneous	315.00	Membership Renewal-R. Mauras
3490	07/22/2014	Claims	1	10908	AWC	375.00	2014 Annual Conference Registration-P. Warden
					001 - 511 60 49 000 - Miscellaneous	375.00	2014 Annual Conference Registration-P. Warden
3491	07/22/2014	Claims	1	10909	Abadan Inc	363.84	Copy Machine- Waste Water; Annex Copy Machine Maintenance
					001 - 514 23 48 000 - Repairs & Maintenance	330.82	
					403 - 534 80 48 000 - Repairs & Maintenance	4.91	
					407 - 535 80 48 000 - Repairs & Maintenance	12.18	Copy Machine- Waste Water
					407 - 535 80 48 000 - Repairs & Maintenance	4.91	
					448 - 537 80 48 000 - Repairs & Maintenance	4.91	
					403 - 539 20 48 000 - Repairs & Maintenance	4.91	
					102 - 542 90 48 000 - Repairs & Maintenance	1.20	
					001 - 576 20 48 000 - Repairs & Maintenance		
3492	07/22/2014	Claims	1	10910	American Red Cross	81.00	Lifeguard Class
					001 - 576 20 49 001 - Miscellaneous	81.00	Lifeguard Class
3493	07/22/2014	Claims	1	10911	Anchor Qea	227.50	Shoreline Master Plan
					001 - 558 60 41 001 - Professionl Services-SMP	227.50	Shoreline Master Plan
3494	07/22/2014	Claims	1	10912	Lindsay Barnes	37.49	Sunscreen, Dawn, Lighters
					001 - 576 20 31 000 - Office & Operating Supplies	37.49	Sunscreen, Dawn, Lighters
3495	07/22/2014	Claims	1	10913	Benton Co Prosecutor's Off	266.95	Kids Haven 2nd Qtr
					001 - 521 20 51 000 - Intergov't Professional Servic	266.95	Kids Haven 2nd Qtr
3496	07/22/2014	Claims	1	10914	Benton Co Sheriff	10,854.84	Custody Billing-May 2014
					001 - 523 60 51 000 - Intergov't Professional Servic	10,854.84	Custody Billing-May 2014
3497	07/22/2014	Claims	1	10915	Benton Co Treas Office	141.63	Crime Victim Comp

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 586 00 03 000 - PSEA and CVC Disbursemen			141.63	Crime Victim Comp
3498	07/22/2014	Claims	1	10916	Benton Co Treasurer	4,256.75	Chip Seal-2014
			103 - 542 30 41 103 - Professional Service			4,256.75	Chip Seal-2014
3499	07/22/2014	Claims	1	10917	Benton PUD	31,775.07	Electric Bill-6th St.; Electric Bill-WCR; Electric Bill
			001 - 518 31 47 000 - Public Utility Services			1,162.79	
			403 - 534 80 47 000 - Public Utility Services			14,959.46	
			407 - 535 80 47 000 - Public Utility Services			8,512.80	
			403 - 539 20 47 000 - Public Utility Services			479.68	
			102 - 542 63 47 000 - Public Utility Services			178.20	Electric Bill-6th St.
			102 - 542 63 47 000 - Public Utility Services			469.82	Electric Bill-WCR
			102 - 542 63 47 000 - Public Utility Services			3,520.97	
			102 - 542 90 47 000 - Public Utility Services			304.06	
			001 - 569 21 47 000 - Public Utility Services			468.00	
			001 - 572 50 47 000 - Public Utility Services			428.93	
			001 - 576 20 47 000 - Public Utility Services			945.51	
			001 - 576 80 47 000 - Public Utility Services			344.85	
3500	07/22/2014	Claims	1	10918	Benton Rea	798.42	Meter Reading-WCR; Meter Reading-Water Tower; Virtual Domain, Wireless Residential Base
			001 - 518 88 42 000 - Communications			9.95	Virtual Domain, Wireless Residential Base
			403 - 534 80 42 000 - Communications			59.95	Virtual Domain, Wireless Residential Base
			403 - 534 80 47 000 - Public Utility Services			60.72	Meter Reading-Water Tower
			102 - 542 63 47 000 - Public Utility Services			667.80	Meter Reading-WCR
3501	07/22/2014	Claims	1	10919	Bleyhl Farm Service Gas	6,373.48	Fuel- Waste Water And Building Dept; Fuel Charges-PW; PD Fuel Charges
			001 - 521 20 32 000 - Fuel Consumed			3,610.13	PD Fuel Charges
			001 - 524 20 32 000 - Fuel Consumed			64.70	Fuel- Waste Water And Building Dept
			403 - 534 80 32 000 - Fuel Consumed			536.87	
			407 - 535 80 32 000 - Fuel Consumed			551.16	Fuel- Waste Water And Building Dept
			403 - 539 20 32 000 - Fuel Consumed			536.88	
			102 - 542 90 32 000 - Fuel Consumed			536.87	
			001 - 576 80 32 000 - Fuel Consumed			536.87	
3502	07/22/2014	Claims	1	10920	Bleyhl Farm Service Inc	279.24	Line Trimmer; Oil
			407 - 535 80 31 000 - Office & Operating Supplies			214.51	Oil
			001 - 576 80 31 000 - Office & Operating Supplies			64.73	Line Trimmer
3503	07/22/2014	Claims	1	10921	Bohemian Enterprises Inc	50.00	Business License Refund
			001 - 321 99 00 000 - General Business Registration			-50.00	Business License Refund
3504	07/22/2014	Claims	1	10922	Cascade Analytical	88.12	Kjeldahl Total Nitrogen; Kjeldahl Total Nitrogen, Env Mngmt Fee
			407 - 535 80 41 000 - Professional Services			44.06	Kjeldahl Total Nitrogen
			407 - 535 80 41 000 - Professional Services			44.06	Kjeldahl Total Nitrogen, Env Mngmt Fee
3505	07/22/2014	Claims	1	10923	Centurylink Communications Inc	156.53	Longdistance Bill
			001 - 518 31 42 000 - Communications			92.05	Longdistance Bill
			403 - 534 80 42 000 - Communications			16.30	Longdistance Bill
			407 - 535 80 42 000 - Communications			13.35	Longdistance Bill
			448 - 537 80 42 000 - Communications			6.95	Longdistance Bill
			403 - 539 20 42 000 - Communications			6.95	Longdistance Bill
			102 - 542 90 42 000 - Communications			7.01	Longdistance Bill
			102 - 543 30 42 102 - Communication			6.95	Longdistance Bill
			001 - 576 20 42 000 - Communications			6.97	Longdistance Bill

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3506	07/22/2014	Claims	1	10924	Chervenell Construction Company	53.22	Refund inactive customer credit balance
					409 - 586 00 00 000 - Utility Deposits Refunded	53.22	
3507	07/22/2014	Claims	1	10925	Code Publishing Co	70.46	PMC: Electronic Update
					001 - 514 30 41 000 - Professional Services	42.26	
					403 - 534 80 41 000 - Professional Services	5.64	
					407 - 535 80 41 000 - Professional Services	5.64	
					448 - 537 80 41 000 - Professional Services	5.64	
					403 - 539 20 41 000 - Professional Services	5.64	
					102 - 542 90 41 000 - Professional Services	5.64	
3508	07/22/2014	Claims	1	10926	Commercial Tires	105.05	Repair On Backhoe
					102 - 542 90 48 000 - Repairs & Maintenance	105.05	Repair On Backhoe
3509	07/22/2014	Claims	1	10927	Cook's True Value	440.49	WD Shims; Galv Nipple; 9V Batery; Clear Safety Glasses; 1/4" Staple; Nitrile Tough Glove; Univ Cart Filter; Adj Wrench Set, Port Work Light; CHR J Bend; Reuse Dry Filt Disc, Wet Pick-Up Foam Filter; H
					001 - 521 20 31 000 - Office & Operating Supplies	10.28	GT Adj HD MTL Nozzle
					403 - 534 80 31 000 - Office & Operating Supplies	12.97	Reuse Dry Filt Disc, Wet Pick-Up Foam Filter
					403 - 534 80 31 000 - Office & Operating Supplies	42.93	Roll Refill, Fib Roll Cover, Glide Brush, Paint Tray
					403 - 534 80 31 000 - Office & Operating Supplies	27.05	Simple Green, Wash Brush
					403 - 534 80 31 000 - Office & Operating Supplies	18.13	MPT Connector
					407 - 535 80 31 000 - Office & Operating Supplies	12.97	Nitrile Tough Glove
					407 - 535 80 31 000 - Office & Operating Supplies	16.23	Univ Cart Filter
					407 - 535 80 31 000 - Office & Operating Supplies	48.70	Adj Wrench Set, Port Work Light
					403 - 539 20 31 000 - Office & Operating Supplies	20.25	Galv Nipple
					403 - 539 20 31 000 - Office & Operating Supplies	32.47	9V Batery
					403 - 539 20 31 000 - Office & Operating Supplies	47.61	Roll Refill, Fib Roll Cover, Glide Brush, Paint Tray
					403 - 539 20 31 000 - Office & Operating Supplies	7.03	3/4 Fem Coupling
					102 - 542 90 31 000 - Office & Operating Supplies	4.41	Hitch Pin Clip, Repai Lap Link
					001 - 576 20 31 000 - Office & Operating Supplies	30.31	Epoxy Paste
					001 - 576 20 31 000 - Office & Operating Supplies	4.10	1/4 MPT Adapter
					001 - 576 80 31 000 - Office & Operating Supplies	7.13	WD Shims
					001 - 576 80 31 000 - Office & Operating Supplies	6.49	Clear Safety Glasses
					001 - 576 80 31 000 - Office & Operating Supplies	4.86	1/4" Staple
					001 - 576 80 31 000 - Office & Operating Supplies	17.32	CHR J Bend
					001 - 576 80 31 000 - Office & Operating Supplies	8.65	Foam Sealant
					001 - 576 80 31 000 - Office & Operating Supplies	60.60	Fogger, Turrent Nozzle, NeverKink Hose
3510	07/22/2014	Claims	1	10928	DB Secure Shred	15.00	Media Destruction, Records Destruction
					001 - 521 20 41 000 - Professional Services	15.00	Media Destruction, Records Destruction
3511	07/22/2014	Claims	1	10929	David & Dorothy Evans	346.66	Apply Planning Deposit
					001 - 589 00 07 000 - Planning Deposit Disburseme	346.66	Apply Planning Deposit
3512	07/22/2014	Claims	1	10930	Ferguson Enterprises Inc	173.28	Swivel Female
					403 - 534 80 31 000 - Office & Operating Supplies	173.28	Swivel Female
3513	07/22/2014	Claims	1	10931	Furniture Leisure	342.70	Replacement Parts For Pool Chairs
					001 - 576 20 31 000 - Office & Operating Supplies	342.70	Replacement Parts For Pool Chairs
3514	07/22/2014	Claims	1	10932	Sonny Garwood	121.93	Refund inactive customer credit balance

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			409 - 586 00 00 000		Utility Deposits Refunded	121.93	
3515	07/22/2014	Claims	1	10933	Gemmy Industrial Corp	341.80	Speckled Beige Rectangular Table
			001 - 514 23 31 000		Office & Operating Supplies	341.80	Varidesk-Pro+
3516	07/22/2014	Claims	1	10934	Grainger Inc	195.73	Miniature Lampe, Knocker Loose; High Pressure Sodium Lamp
			407 - 535 80 31 000		Office & Operating Supplies	53.88	Miniature Lampe, Knocker Loose
			102 - 542 90 31 000		Office & Operating Supplies	141.85	High Pressure Sodium Lamp
3517	07/22/2014	Claims	1	10935	Grandview Lumber Co	58.48	Door Jamb, Weathersrip
			001 - 576 80 31 000		Office & Operating Supplies	58.48	Door Jamb, Weathersrip
3518	07/22/2014	Claims	1	10936	Green River Community College	560.00	Water Treatment Plant Operator Certificate Exam-A. Robinson; Water Treatment Plant Operator Certificate Exam-B. Lum
			403 - 534 80 43 000		Travel		Class Registration
			403 - 534 80 43 000		Travel	280.00	Class Registration
			403 - 534 80 43 000		Travel	280.00	Class Registration
			403 - 534 80 43 000		Travel		Class Registration
3519	07/22/2014	Claims	1	10937	HD Fowler, Co	179.69	Nipple Brass, Barass Bell Reducer; Wilkins Ball Valve, Shutoff Valve
			403 - 534 80 31 000		Office & Operating Supplies	52.97	
			403 - 534 80 31 000		Office & Operating Supplies	126.72	Wilkins Ball Valve, Shutoff Valve
3520	07/22/2014	Claims	1	10938	Hach Inc	459.72	DPD Free Chlorine, DPD TOT Chlorine
			001 - 576 20 31 000		Office & Operating Supplies	459.72	DPD Free Chlorine, DPD TOT Chlorine
3521	07/22/2014	Claims	1	10939	Hasty Awards	507.94	Little League Award Medals
			001 - 571 22 31 001		Office & Operating Supplies	463.90	Little League Medals & Sponsors Plaque
			001 - 571 22 31 001		Office & Operating Supplies	44.04	Shipping
3522	07/22/2014	Claims	1	10940	Deb Heintz	70.00	Refund Punch Card-Youth
			001 - 347 30 00 000		Activity Fees	-70.00	Refund Punch Card-Youth
3523	07/22/2014	Claims	1	10941	Shane Hellyer	253.99	Glock Armor Class-Travel; K9 Meds
			001 - 521 20 31 000		Office & Operating Supplies	147.74	K9 Meds
			001 - 521 20 43 000		Travel	106.25	Glock Armor Class-Travel
3524	07/22/2014	Claims	1	10942	Jonah Hoefer	150.00	Baseball Umpire-Little League 2014
			001 - 571 22 41 001		Professional Services	150.00	Baseball Umpire-Little League 2014
3525	07/22/2014	Claims	1	10943	Holiday Inn Express Portland	113.44	Hotel For Taser Training-Hellyer
			001 - 521 20 43 000		Travel	113.44	Hotel For Taser Training-Hellyer
3526	07/22/2014	Claims	1	10944	Huibregtse, Louman & Assoc	16,324.00	Old Inland Empire Highway; Zone 2.5 Water Supply; 2014 General Services
			403 - 534 80 41 000		Professional Services	145.00	2014 General Services
			102 - 542 90 41 000		Professional Services	217.50	2014 General Services
			420 - 594 34 41 420		Professional Services	4,573.50	Zone 2.5 Water Supply
			302 - 595 10 60 000		Engineering	11,388.00	Old Inland Empire Highway
3527	07/22/2014	Claims	1	10945	Icma Retirement Corporation	125.00	Annual Plan Fee 3rd Qtr
			001 - 511 60 49 000		Miscellaneous	125.00	Annual Plan Fee 3rd Qtr
3528	07/22/2014	Claims	1	10946	International Code Council, In	125.00	Membership Renewal- B. Morrow
			001 - 524 20 49 000		Miscellaneous	125.00	Membership Renewal- B. Morrow
3529	07/22/2014	Claims	1	10947	Iron Horse Real Estate & Prop	100.00	Underground Pipeline

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			407 - 535 80 45 000		- Operating Rentals & Leases	100.00	Underground Pipeline
3530	07/22/2014	Claims	1	10948	The Janitor's Closet	382.72	Can Liner, Paper Towel, Toilet Paper
			001 - 576 20 31 000		- Office & Operating Supplies	382.72	Can Liner, Paper Towel, Toilet Paper
3531	07/22/2014	Claims	1	10949	City of Kennewick	2,274.00	BiPin Comp Support
			001 - 521 20 51 000		- Intergov't Professional Servic	2,274.00	BiPin Comp Support
3532	07/22/2014	Claims	1	10950	LaCrosse Footwear Inc	210.27	Boot Repairs
			001 - 521 20 48 000		- Repairs & Maintenance	210.27	Boot Repairs
3533	07/22/2014	Claims	1	10951	Leaf	413.33	Front Desk Copy Machine Lease
			001 - 514 23 45 000		- Operating Rentals & Leases	177.74	
			403 - 534 80 45 000		- Operating Rentals & Leases	12.87	
			407 - 535 80 45 000		- Operating Rentals & Leases	12.87	
			448 - 537 80 45 000		- Operating Rentals & Leases	12.87	
			403 - 539 20 45 000		- Operating Rentals & Leases	12.87	
			102 - 542 90 45 000		- Operating Rentals & Leases	2.90	
			001 - 571 22 45 000		- Operating Rentals & Leases		
			001 - 576 20 45 000		- Operating Rentals & Leases	181.21	
3534	07/22/2014	Claims	1	10952	The Markets LLC	128.23	Super Chill Water; Super Chill Water; EED Matches Book; Party Ice, Bowls; Swim Diapers; Swim Diapers; Ice
			407 - 535 80 31 000		- Office & Operating Supplies	9.73	Super Chill Water
			407 - 535 80 31 000		- Office & Operating Supplies	16.68	Super Chill Water
			407 - 535 80 31 000		- Office & Operating Supplies	4.85	EED Matches Book
			001 - 571 22 31 001		- Office & Operating Supplies	17.49	Ice
			001 - 576 20 31 000		- Office & Operating Supplies	12.84	Party Ice, Bowls
			001 - 576 20 31 000		- Office & Operating Supplies	47.60	Swim Diapers
			001 - 576 20 31 000		- Office & Operating Supplies	19.04	Swim Diapers
3535	07/22/2014	Claims	1	10953	Christy Mendoza	14.00	ACCESS TAC Training-PerDiem
			001 - 521 20 43 000		- Travel	14.00	ACCESS TAC Training-PerDiem
3536	07/22/2014	Claims	1	10954	Mountain States Construction	434.91	Apply Planning Deposit
			001 - 589 00 07 000		- Planning Deposit Disburseme	434.91	Apply Planning Deposit
3537	07/22/2014	Claims	1	10955	John Nesbitt	424.12	Apply Planning Deposit
			001 - 589 00 07 000		- Planning Deposit Disburseme	424.12	Apply Planning Deposit
3538	07/22/2014	Claims	1	10956	Office Depot	174.03	Desktop Calculator; Self Ink Stamp; Speakers; Speakers, Tape, Duster, Paper
			001 - 514 23 31 000		- Office & Operating Supplies	23.82	Self Ink Stamp
			001 - 514 23 31 000		- Office & Operating Supplies	36.77	Speakers
			001 - 514 23 31 000		- Office & Operating Supplies	97.61	Speakers, Tape, Duster, Paper
			001 - 576 20 31 000		- Office & Operating Supplies	15.83	Desktop Calculator
3539	07/22/2014	Claims	1	10957	Outwest Pet Rescue	360.00	Animal Control Services
			001 - 524 20 41 000		- Professional Services	360.00	
3540	07/22/2014	Claims	1	10958	Benkomatic / Owen Equipment	653.37	Support Drag Shield
			102 - 542 67 31 000		- Office & Operating Supplies	653.37	Support Drag Shield
3541	07/22/2014	Claims	1	10959	Oxarc	4,027.39	Sodium Hypochlorite; High Pressure Acetylene; Calcium Hypochlorite Drum Granular, Calcium Chloride; Sodium Hypochlorite
			403 - 534 80 31 000		- Office & Operating Supplies	2,499.03	Sodium Hypochlorite
			407 - 535 80 45 000		- Operating Rentals & Leases	41.15	High Pressure Acetylene

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			001 - 576 20 31 000 - Office & Operating Supplies			570.47	Calcium Hypochlorite Drum Granular, Calcium Chloride
			001 - 576 20 31 000 - Office & Operating Supplies			916.74	Sodium Hypochlorite
3542	07/22/2014	Claims	1	10960	Pallis Pool & Patio	32.46	R-0010 Reagent, R-0004 Reagent
			001 - 576 20 31 000 - Office & Operating Supplies			32.46	R-0010 Reagent, R-0004 Reagent
3543	07/22/2014	Claims	1	10961	Pocketinet Communications	398.00	Wide Area Network, Dedicated 3 Mbps
			001 - 518 88 42 000 - Communications			398.00	Wide Area Network, Dedicated 3 Mbps
3544	07/22/2014	Claims	1	10962	Powell-Christensen Inc	231.52	Apply Planning Deposit
			001 - 589 00 07 000 - Planning Deposit Disburseme			231.52	Apply Planning Deposit
3545	07/22/2014	Claims	1	10963	The Print Guys Inc	106.64	Business Cards- R.S. & S.Z.
			001 - 514 23 31 000 - Office & Operating Supplies			106.64	Business Cards- R.S. & S.Z.
3546	07/22/2014	Claims	1	10964	Prosser Economic Development A	3,583.33	Contract For Services, Grant Writer Agreement
			001 - 558 70 41 000 - Professional Services			2,166.66	PEDA: Contract For Services
			001 - 558 70 41 000 - Professional Services			1,416.67	Grant Writer Services
3547	07/22/2014	Claims	1	10965	Prosser Napa	685.73	Tri-Power Ind V-Belt; Ho Clamp; Super HC Ind V-Belt
			403 - 534 80 31 000 - Office & Operating Supplies			21.61	Ho Clamp
			407 - 535 80 31 000 - Office & Operating Supplies			101.59	Tri-Power Ind V-Belt
			407 - 535 80 31 000 - Office & Operating Supplies			562.53	Super HC Ind V-Belt
3548	07/22/2014	Claims	1	10966	Prosser Rentals	16.96	Propane
			001 - 576 20 31 000 - Office & Operating Supplies			16.96	Propane
3549	07/22/2014	Claims	1	10967	Prosser, City Of	73,559.08	Water Utility Tax; Waste Water Utility Tax; Garbage Utility Tax
			403 - 534 80 44 000 - External Taxes			33,394.28	Water Utility Tax
			407 - 535 80 44 000 - External Taxes			36,639.64	Waste Water Utility Tax
			448 - 537 80 44 000 - External Taxes			3,525.16	Garbage Utility Tax
3550	07/22/2014	Claims	1	10968	Public Safety Testingcom	135.00	Subscription Fees 2nd Qtr
			001 - 521 20 41 000 - Professional Services			135.00	Subscription Fees 2nd Qtr
3551	07/22/2014	Claims	1	10969	Rainwater Water Co	30.00	Water; Water; Water
			407 - 535 80 31 000 - Office & Operating Supplies			6.00	Water
			407 - 535 80 31 000 - Office & Operating Supplies			18.00	Water
			407 - 535 80 31 000 - Office & Operating Supplies			6.00	Water
3552	07/22/2014	Claims	1	10970	Jason Raver	75.03	Refund inactive customer credit balance
			403 - 343 41 00 000 - Water Revenues			-75.03	
3553	07/22/2014	Claims	1	10971	Martha Reynosa	216.78	Apply Planning Deposit
			001 - 589 00 07 000 - Planning Deposit Disburseme			216.78	Apply Planning Deposit
3554	07/22/2014	Claims	1	10972	City Of Richland	27,992.75	Quarterly 800 MHZ Usage Fee; Quarterly Dispatch Services
			001 - 521 20 51 000 - Intergov't Professional Servic			4,677.75	Quarterly 800 MHZ Usage Fee
			001 - 522 21 51 000 - Intergovmnt Professional Serv			23,315.00	Quarterly Dispatch Services
3555	07/22/2014	Claims	1	10973	Royal Greens LLC	50.00	Refund Business License
			001 - 321 99 00 000 - General Business Registration			-50.00	Refund Business License
3556	07/22/2014	Claims	1	10974	Karen Rumsey	50.00	Install Lettering Police Car #131
			001 - 521 20 31 000 - Office & Operating Supplies			50.00	Install Lettering Police Car #131
3557	07/22/2014	Claims	1	10975	ST Michelle Winery	185.56	Apply Planning Deposit
			001 - 589 00 07 000 - Planning Deposit Disburseme			185.56	Apply Planning Deposit

CHECK REGISTER

City Of Prosser
MCAG #: 0205

07/22/2014 To: 07/22/2014

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3558	07/22/2014	Claims	1	10976	Saxton Riley, PLLC	4,609.58	Sewer Dept; Water Dept; Administration; 1952 Mountain View Drive (Parsons); Administration (Civil); Animal Control; Building; Code Enforcement; Planning; Prosser Police Dept; Records Request (Civil); R
					001 - 512 50 41 000 - Professional Services	1,665.68	Prosser Police Dept
					001 - 515 30 41 000 - Professional Services	90.00	Administration
					001 - 515 30 41 000 - Professional Services	120.00	1952 Mountain View Drive (Parsons)
					001 - 515 30 41 000 - Professional Services	1,143.00	Administration (Civil)
					001 - 515 30 41 000 - Professional Services	180.00	Records Request (Civil)
					001 - 515 30 41 000 - Professional Services	15.00	Records Request (Criminal)
					001 - 524 20 41 000 - Professional Services	75.00	Animal Control
					001 - 524 20 41 000 - Professional Services	105.90	Building
					001 - 524 20 41 000 - Professional Services	30.00	Code Enforcement
					403 - 534 80 41 000 - Professional Services	345.00	Water Dept
					407 - 535 80 41 000 - Professional Services	135.00	Sewer Dept
					001 - 558 60 41 000 - Professional Services	675.00	Planning
					001 - 558 60 41 001 - Professional Services-SMP	30.00	SMP Updates
3559	07/22/2014	Claims	1	10977	Sherwin Williams	55.01	Multi Acry U Deep
					403 - 534 80 31 000 - Office & Operating Supplies	55.01	Multi Acry U Deep
3560	07/22/2014	Claims	1	10978	Stripe Rite Inc	10,613.40	Restripping
					102 - 542 64 48 000 - Repairs & Maintenance	10,613.40	Striping
3561	07/22/2014	Claims	1	10979	Sunnyside Glass	438.62	Bronze O-P Mapes Panel
					001 - 572 50 48 000 - Repairs & Maintenance	438.62	Bronze O-P Mapes Panel
3562	07/22/2014	Claims	1	10980	Tony's Albrecht Glass LLC	120.21	Plexyglass
					001 - 576 20 48 000 - Repairs & Maintenance	120.21	Plexyglass
3563	07/22/2014	Claims	1	10981	US Bank	28.00	Investment Maintenance Fee
					001 - 514 23 49 000 - Miscellaneous	28.00	Investment Maintenance Fee
3564	07/22/2014	Claims	1	10982	Utilities Underground Loc	33.54	Excavation Notifications
					403 - 534 80 41 000 - Professional Services	16.77	Excavation Notifications
					407 - 535 80 41 000 - Professional Services	16.77	Excavation Notifications
3565	07/22/2014	Claims	1	10983	Valley Pipe Co	1,178.73	1" PVC AV; RB Max Paw.; 10" Green Gaskit, PGJ; 8" Cap Slip, 6" Pvc Flange, Gal P68
					403 - 534 80 31 000 - Office & Operating Supplies	45.03	1" PVC AV
					403 - 534 80 31 000 - Office & Operating Supplies	317.70	RB Max Paw,
					407 - 535 80 31 000 - Office & Operating Supplies	409.56	10" Green Gaskit, PGJ
					403 - 539 20 31 000 - Office & Operating Supplies	406.44	8" Cap Slip, 6" Pvc Flange, Gal P68
3566	07/22/2014	Claims	1	10984	Valley Publishing Co Inc	54.00	Ordinance Summary 2896-2898
					001 - 514 30 41 000 - Professional Services	54.00	Ordinance Summary 2896-2898
3567	07/22/2014	Claims	1	10985	Verizon Wireless	1,453.07	PD Wireless Cell Phone; Internet Charges-Pool; 4G Mobile Broadband; Building Dept MiFi Card
					001 - 518 31 42 000 - Communications	231.47	PD Wireless Cell Phone
					001 - 518 88 42 000 - Communications	40.01	Building Dept MiFi Card
					001 - 521 20 42 000 - Communications	849.22	PD Wireless Cell Phone
					403 - 534 80 42 000 - Communications	60.01	
					407 - 535 80 42 000 - Communications	60.02	
					001 - 576 20 42 000 - Communications	212.34	Internet Charges-Pool

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3568	07/22/2014	Claims	1	10986	Vine Tech Equipment	250.00	Refund inactive customer credit balance
			403 - 343 41 00 000 -		Water Revenues	-250.00	
3569	07/22/2014	Claims	1	10987	WA Auditor's Office	167.20	Federal Single Audit
			403 - 534 80 51 000 -		Intergov'T Professional Servic	167.20	Federal Single Audit
3570	07/22/2014	Claims	1	10988	WA Dept Of Enterprise Services	2,598.38	July Newsletter; June Utility Statement
			001 - 514 30 41 000 -		Professional Services	273.26	
			403 - 534 80 41 000 -		Professional Services	36.43	
			403 - 534 80 41 000 -		Professional Services	535.74	
			407 - 535 80 41 000 -		Professional Services	36.43	
			407 - 535 80 41 000 -		Professional Services	535.74	
			448 - 537 80 41 000 -		Professional Services	36.43	
			448 - 537 80 41 000 -		Professional Services	535.74	
			403 - 539 20 41 000 -		Professional Services	36.43	
			403 - 539 20 41 000 -		Professional Services	535.75	
			102 - 542 90 41 000 -		Professional Services	36.43	
3571	07/22/2014	Claims	1	10989	WA Patrol Budget & Fiscal Srvc	96.50	Background Check; Background Check
			001 - 576 20 51 000 -		Intergov't Professional Servic	80.00	Background Check
			001 - 586 00 01 000 -		Concealed Pistol Lic Disburse	16.50	Background Check
3572	07/22/2014	Claims	1	10990	WA State Treasurer	7,669.35	PSEA
			001 - 586 00 03 000 -		PSEA and CVC Disbursemen	7,669.35	PSEA
3573	07/22/2014	Claims	1	10991	Paul Allen Warden	596.23	AWC Annual Confrence 2014-Travel
			001 - 511 60 43 000 -		Travel	596.23	AWC Annual Confrence 2014-Travel
3574	07/22/2014	Claims	1	10992	Whitney Equipment Co Inc	5,132.63	Drying Beds Pump-Wastewater
			407 - 535 80 31 000 -		Office & Operating Supplies	5,132.63	Drying Beds Pump-Wastewater
			320 Licenses & Permits			100.00	
			340 Charges For Goods & Services			70.00	
			511 Legislative			1,096.23	
			512 Judicial			1,665.68	
			514 Financial, Recording & Elections			1,971.35	
			515 Legal Services			1,548.00	
			518 Centralized Services			1,934.27	
			521 Law Enforcement			12,480.03	
			522 Contracted Services			23,315.00	
			523 Detention/Correction			10,854.84	
			524 Protective Inspections			760.60	
			558 Planning & Community Devel			4,515.83	
			569 Senior Center			468.00	
			571 Education & Recreation			1,005.28	
			572 Libraries			867.55	
			576 Park Facilities			10,186.62	
			580 Non Expenditures			9,667.03	
			001 General Fund			82,506.31	
			542 Streets - Maintenance			17,466.48	
			543 Streets Admin & Overhead			6.95	
			102 Street Fund			17,473.43	
			542 Streets - Maintenance			4,256.75	
			103 Transportation Benefit Distric			4,256.75	

CHECK REGISTER

City Of Prosser
MCAG #: 0205

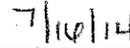
07/22/2014 To: 07/22/2014

Time: 17:04:43 Date: 07/16/2014
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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		594		Capital Expenditures	11,388.00	
		302		OIE Improvement Project Fund	11,388.00	
		340		Charges For Goods & Services	325.03	
		534		Water Utilities	61,924.30	
		539		Irrigation And Reclamation	2,331.08	
		594		Capital Expenditures	7,231.99	
		403		Water Fund	71,812.40	
		535		Sewer	56,974.50	
		407		Sewer Fund	56,974.50	
		580		Non Expenditures	175.15	
		409		Consumer Utility Deposits Fund	175.15	
		594		Capital Expenditures	4,573.50	
		420		Zone 2.5 Water Supply Improv	4,573.50	
		537		Garbage & Solid Waste	7,904.49	
		448		Garbage Fund	7,904.49	
					<u>257,064.53</u>	
						Claims: 257,064.53
				* Transaction Has Mixed Revenue And Expense Accounts	257,064.53	



Signature



Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Accept Monthly Report by Prosser Economic Development Association for the month of June 2014 and authorize payment for those services in the amount of \$2,166.66 and authorize payment in the amount of \$1,416.67 for Grant Writer Services.		Meeting Date: July 22, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-2332
Cost of Proposal: \$3,583.33		Account Number: 001-558-519-70-41	
Amount Budgeted: \$42,000.00		Name and Fund# General Fund - Professional Services	
Reviewed by Finance Department: <i>Regina Mauras</i>			
Attachments to Agenda Packet Item: 1. Invoice Number 2151 for June 2014 contracted service 2. PEDA Monthly Report for May 2014			
Summary Statement: Check has been reviewed and approved by department heads, the Finance Director, and Mayor as necessary. Check no. 10964 has been generated for Council approval.			
Consistent with or Comparison to: City's policy to pay bills in a timely manner.			
Recommended City Council Action/Suggested Motion: Accept Monthly Report by Prosser Economic Development Association for the month of June 2014 and authorize payment for those services in the amount of \$2,166.66 and authorize payment in the amount of \$1,416.67 for Grant Writer Services			
Reviewed by Department Director: <i>Regina Mauras</i> Date: 7/17/2014	Reviewed by City Attorney: N/A Date:	Approved by Mayor: <i>Paul Wanda</i> Date: 7-18-2014	
Today's Date: July 17, 2014	Revision Number/Date:	File Name and Path:	

Prosser EDA
1230 Bennett Avenue
PROSSER, WA 99350

Invoice

RECEIVED
JUL 02 2014
CITY OF PROSSER

DATE	INVOICE #
6/30/2014	2151

BILL TO

CITY OF PROSSER
601 7th Street
PROSSER WA 99350

001-558-70-41 *SM*

DESCRIPTION	AMOUNT
CONTRACT FOR SERVICES - June 2014	2,166.66
GRANT WRITER AGREEMENT - June 2014	1,416.67
Thank you!	Total \$3,583.33



Prosser EDA Board Meeting
Walter Clore Wine and Culinary Center
Conference Room

Friday, May 16, 2014
Board Meeting 5:30-6:00 p.m.

AGENDA

1. **Welcome & Introductions**
2. **Regular Board Meeting**
 - A. **Minutes Presented by Dianne Torres, Secretary**
 - B. **Financials Presented by Brian Newhouse, Treasurer**
3. **Director Report**
4. **Committee Reports:**
 - **Organization – Shon Small, Chair**
 - **Business Recruitment – Brian Newhouse, Chair**
 - **Water Sub Committee – Bob Stevens, Chair**
 - **Project Specific / Troy Berglund, Chair**
 - **Housing Sub Committee – Tyson Jones & Josh Mott, Co-Chairs**
5. **Board Comments**
6. **June Board Meeting**
7. **Adjournment**

2014 Speaker Series
6:00-7:00 p.m.

Rob McKinney
14 Hands Winery Tour

After the business meeting is adjourned at the Clore Center, we will be driving to the 14 Hands Winery and production facility.

Please be advised that the contents of meetings are of a confidential and sensitive nature.

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 5 in the amount of \$4,573.50 for the Zone 2.5 Water Supply Improvements Project and authorize the Mayor to sign the documents.		<u>Meeting Date:</u> July 22, 2014 Regular Meeting	
<u>Department:</u> Public Works	<u>Director:</u> L.J. DaCorsi	<u>Contact Person:</u> L.J. DaCorsi	<u>Phone Number:</u> (509) 786-2332
<u>Cost of Proposal:</u> Estimated Total Project Cost - \$881,500.00 Revised DWSRF Invoice Voucher Request No. 5 - \$4,573.50		<u>Account Number:</u> <u>Name and Fund#</u> Zone 2.5 Water Supply Improvements Fund 420	
<u>Amount Budgeted:</u> Funding derived through an approved low-interest loan from the Drinking Water State Revolving Fund (DWSRF)			
<u>Reviewed by Finance Department:</u> <i>R Maurer</i>			
<u>Attachments to Agenda Packet Item:</u> <ol style="list-style-type: none"> 1. Public Works Board - DWSRF Project Status Report 2. WA State Department of Commerce Form A19-1A Voucher Distribution for \$4,573.50 dated 06/01/14 - 06/31/14 3. HLA Invoice Number 13109E-007 for \$4,573.50, dated 7/01/2014 4. Project Cost To Date Breakdown Sheet, dated 6/10/2014 			
<u>Summary Statement:</u> <p>The City of Prosser applied for and received 2013 Drinking Water State Revolving Fund (DWSRF) loan monies to construct 4,000 linear feet of new 12" water transmission main from the Water Treatment Plant on SR 22 to the Painted Hills Booster Station. Included in the project is the demolition of the Booster Station and retiring of service of the Painted Hills Reservoir which will no longer be necessary upon project completion. The total original contract amount is \$890,315.00. The project budget is \$881,500.00 and the loan fee is \$8,815.00.</p> <p>Expenses to Date - \$ 56,695.20 Loan Balance - \$824,804.80</p>			

NOTE:

(On August 27, 2013, the Prosser City Council approved the contractual agreement between the City of Prosser and the Public Works Board for this project. The funds originate from the U.S. Environmental Protection Agency and are appropriated by the Public Works Board from the Drinking Water Assistance Account (DWSRF). The Board then enters into contract with the City of Prosser to disburse the funds, oversee the loan, and perform other services as defined in the Contract. The City also has contractual obligations that it must adhere to for the life of the loan, which in this case is 24 years. The time of performance for this project is 48 months from the Contract execution date to Project Completion date).

This Agenda Bill is to approve Voucher Request No.5 in the amount of \$4,573.50 for engineering services to date on this project and authorize the Mayor to sign the documents. This cost includes Project Administration, Design, Final Plans and Specifications. This portion of the project is 6% complete.

As with standard procedures for other City utility projects funded by state and federal agencies, Council must approve the pay voucher requests before the funding agency can release any monies.

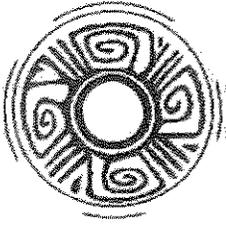
Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Approve Revised Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 5 in the amount of \$4,573.50 for the Zone 2.5 Water Supply Improvements Project and authorize the Mayor to sign the documents.

<u>Reviewed by Department Director:</u>  Date: 7/18/14	<u>Reviewed by City Attorney:</u>  Date: 7/18/14	<u>Approved by Mayor:</u>  Date: 7-18-2014
<u>Today's Date:</u> July 14, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>



**Washington State
Public Works Board**

1011 Plum Street SE
Post Office Box 42525
Olympia, Washington 98504-2525

DWSRF PROJECT STATUS REPORT

Submitter: Paul Warden - Mayor

Date of Submission: _____

This form must be completed each time you submit a reimbursement request. Reimbursement requests will not be processed unless accompanied by a current Project Status Report.

Client Name:	Prosser
Contract Number:	DM13-952-140
Project Name:	Zone 2.5 Water Supply Improvements
Scheduled Project Completion Date:	9/30/2017

1) Project Progress

Please describe the progress you have made to date on your project's scope of work (see Attachment A in your contract).

Design engineering, surveying and environmental compliance required for the project are ongoing.

Approximately, what percentage of the project is complete?	6 %
------------------------------------------------------------	-----

When do you expect the project to be completed (month/day/year)?	12/01/2015
------------------------------------------------------------------	------------

if the anticipated completion date is different from the one above, what factors led to the change in the completion date?

2) Disadvantaged Business Enterprises (DBEs)

Did you award any DBE contracts this Quarter? NO

Total DBE contracted out this Quarter or Reporting Period: \$ 0.00

Type of Business	Contract Total	Award Date	Indicate Type of Service * construction * supplies * services * equipment	Contractor Name	Contractor Address
Minority Owned Business					
Women Owned Business					
Small Business in Rural Area					
Small Business Enterprise (SBE)					
Historically Underutilized Business (HUB) Zone Small Business Concerns					
Labor Surplus Area Firms (LSAF)					
Other Entities Meeting EPA's DBE Rule Criteria					

3) Federal Funds Expenditures

What is your jurisdiction's fiscal year? January To: December

During the fiscal year, how much has your system expended in (all sources) federal funds? \$1,477,478.84
(2014)

(Fiscal year is your fiscal year as determined by your organization)

Note: Borrowers that expend \$500,000 or more in federal funds (all sources) in their fiscal year must have an audit conducted in accordance with Office of Management and Budget (OMB) revised Circular A-133. The audit must be conducted within nine months of the end of the fiscal year in which the audit was "triggered." The applicable federal category for the DWSRF is CFDA 66.468.

4) Dedicated Repayment Account (Private Systems Only)

Please enter the current account balance for the repayment account: \$ 0.00



Huibregtse, Louman Associates, Inc.
 2803 River Road
 Yakima, WA 98902

City of Prosser
 601 Seventh St.
 Prosser, WA 99350

Invoice number 13109E-007
 Date 07/01/2014

Project **13109E Prosser - Zone 2.5 Water Supply Improvements**

Payment is Due within 30 Days of the Date of this Invoice.

FOR:

Professional Engineering and Land Surveying Services in connection with the Zone 2.5 Water Supply Improvements project, per your request, for services performed June 1 through June 30, 2014.

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Phase 4 - Design and Final Plans and Specifications	79,500.00	60.00	43,725.00	47,700.00	3,975.00
Total	79,500.00	60.00	43,725.00	47,700.00	3,975.00

Phase 1 - Environmental Compliance

	Hours	Rate	Billed Amount
Licensed Professional Engineer	3.00	145.00	435.00
Phase subtotal			435.00

Phase 2 - Project Administration

	Hours	Rate	Billed Amount
Contract Administrator	1.50	109.00	163.50
Phase subtotal			163.50

Invoice total **4,573.50**

HUIBREGTSE, LOUMAN ASSOCIATES, INC.


 Jeffrey T. Louman, PE
 President

PHASE 1 - ENVIRONMENTAL COMPLIANCE

*Contract Amount: \$10,000.00
Total Amount Billed to Date: \$7,959.70
Contract Balance Remaining: \$2,040.30*

PHASE 2 - PROJECT ADMINISTRATION

*Contract Amount: \$10,000.00
Total Amount Billed to Date: \$1,035.50
Contract Balance Remaining: \$8,964.50*

PHASE 3 - EASEMENT AQUISITION ASSISTANCE

*Contract Amount: \$5,000.00
Total Amount Billed to Date: \$0.00
Contract Balance Remaining: \$5,000.00*

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Approve Progress Bill No. 3 in the amount of \$11,388.00 for work performed by HLA, Inc., through June 30, 2014, for preliminary engineering and design on the Old Inland Empire Highway Improvements Project and authorize the Mayor to sign the documents.		<u>Meeting Date:</u> July 22, 2014 Regular Meeting	
<u>Department:</u> Public Works	<u>Director:</u> L.J. Da Corsi	<u>Contact Person:</u> L.J. Da Corsi	<u>Phone Number:</u> (509) 786-2332
<u>Cost of Proposal:</u> \$284,700.00 <u>Amount Budgeted:</u> \$285,700 \$247,000 (STPUS) 38,567 (Local Match)		<u>Account Number:</u> <u>Name and Fund#</u> #302	
<u>Reviewed by Finance Department:</u> 			
<u>Attachments to Agenda Packet Item:</u> <ol style="list-style-type: none"> 1. Local Programs Progress Billing Form - STPUS-B030(001) Progress Billing No. 3 2. Invoice 13093E-004 from HLA, Inc., to the City of Prosser in the amount of \$11,388.00, dated July 1, 2014 3. Project Costs To Date Sheet, dated July 8, 2014 			
<u>Summary Statement:</u> HLA, Inc., has performed work in connection with their contract for preliminary engineering and design of the Old Inland Empire Highway Improvements Project. The amount due, \$11,388.00, must have Council approval prior to this invoice being sent to WSDOT for processing and subsequent payment to HLA, Inc.			
<u>Consistent with or Comparison to:</u> Payment as per contractual agreements require City Council approval.			

City of Prosser
 601 7th Street
 Prosser, WA 99350
 Fed Tax ID No.: 91-6001268
 Agency Use:

Local Programs Progress Billing

Federal Aid Project: STPUS-B030(001)
 Agreement Number: LA-8286
 Last Supplement :
 Project Title: Old Inland Empire Highway Improvements

Progress Bill No: 3
 Final Progress Bill? No
 Billing Period from: 6/1/2014
 through: 6/30/2014

	1	2	3	4	5	6	7	8
PE	Total Eligible This Period	Total Eligible To Date	Participation Rate	Amount Claimed This Period <i>Col 1 x Col 3</i>	Amount Claimed Prior Periods	Total Claimed To Date <i>Col 4 + Col 5</i>	Amount Authorized Per Agreement	Remaining Federal Funds <i>Col 7 - Col 6</i>
TA-5331				0.00		0.00		0.00
10 Consultant	11,388.00	19,929.00	86.5000%	9,850.62	7,387.97	17,238.59	246,235.00	228,996.41
<i>Total Preliminary Engineering</i>	11,388.00	19,929.00		9,850.62	7,387.97	17,238.59	246,235.00	228,996.41
RW				0.00		0.00		0.00
				0.00		0.00		0.00
<i>Total Right of Way</i>	0.00	0.00		0.00	0.00	0.00	0.00	0.00
CN				0.00	0.00	0.00	0.00	0.00
30 Contract	0.00	0.00	86.5000%	0.00	0.00	0.00	0.00	0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
CE				0.00	0.00	0.00	0.00	0.00
31 Consultant	0.00	0.00	86.5000%	0.00	0.00	0.00	0.00	0.00
				0.00		0.00		0.00
<i>Total Construction</i>	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL PROJECT	11,388.00	19,929.00		9,850.62	7,387.97	17,238.59	246,235.00	228,996.41

Submission of this request for payment certifies that in accordance with the laws of the State of Washington and under the conditions of approval for the project identified above, actual costs claimed have been incurred and are eligible for the purposes specified; also, that no other claims have been presented to, or payment made by, the State of Washington for those costs claimed for reimbursement.

 Signee - Paul Warden
 Mayor
 Title Date

 Approved by Regional Local Programs Office Date

Return to Regional Local Programs Office

Revised 09/2008



Civil Engineering • Land Surveying • Planning

Huibregtse, Louman Associates, Inc.
2803 River Road
Yakima, WA 98902

City of Prosser
601 Seventh St.
Prosser, WA 99350

Invoice number 13093E-004
Date 07/01/2014

Project 13093E Prosser - Old Inland Empire
Highway Improvements

Payment is Due within 30 Days of the Date of this Invoice.

FOR:

Professional Engineering and Land Surveying Services in connection with the Old Inland Empire Highway Improvements project, per your request, for services performed June 1 through June 30, 2014.

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Design Plans, Specifications and Estimate	284,700.00	7.00	8,541.00	19,929.00	11,388.00
Total	284,700.00	7.00	8,541.00	19,929.00	11,388.00

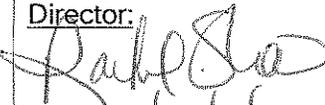
Invoice total 11,388.00

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

Jeffrey T. Louman, PE
President

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Review and confirm the appointment of Mayor Paul Warden and Council Member Don Aubrey as the alternate, to the Good Roads Committee, as appointed by Mayor Warden.		<u>Meeting Date:</u> June 22, 2014 Regular Meeting	
<u>Department:</u> City Clerk	<u>Director:</u> Rachel Shaw	<u>Contact Person:</u> Rachel Shaw	<u>Phone Number:</u> (509) 786-8218
<u>Cost of Proposal:</u> n/a		<u>Account Number:</u> n/a	
<u>Amount Budgeted:</u> n/a		<u>Name and Fund#:</u> n/a	
<u>Reviewed by Finance Department:</u> n/a			
<u>Attachments to Agenda Packet Item:</u> 1. City of Prosser Boards, Commissions, and Committee Appointment Listing			
<u>Summary Statement:</u> Recently Council Member Steve Becken stepped down from his appointment to the Good Roads Committee and it is necessary to fill that position. Attached are the appointments made by Mayor Warden to be confirmed by City Council.			
<u>Consistent with or Comparison to:</u> EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
<u>Recommended City Council Action/Suggested Motion:</u> Confirm the appointment of Mayor Paul Warden and Council Member Don Aubrey as the alternate, to the Good Roads Committee, as appointed by Mayor Warden.			
<u>Reviewed by Department Director:</u> 	<u>Reviewed by City Attorney:</u> 	<u>Approved by Mayor:</u> 	
Date: 7/17/14	Date: 7/17/14	Date: 7-18-2014	
<u>Today's Date:</u> July 16, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>	

City Boards, Commissions & Committees

Name	Committee	Length of Term	Day/Time	Meeting Location	Meeting Location Address	Beginning of Current Term	Term Expiration	Date of Appointment or Reappointment
Steve Becken	Ben Franklin Transit Board	2 year term	2nd Thursday, 7:00 pm	Three Rivers Transit	7109 W Okunogan Pl.	1/1/2013	1/1/2015	1/8/2013
Randy Taylor (Mayor Pro-tem - Alternate)	Ben Franklin Transit Board	2 year term	2nd Thursday, 7:00 pm		Kennewick	1/1/2013	1/1/2015	1/8/2013
Paul Warden	Benton County Law & Justice Committee		2nd Tuesday, 12:00 pm			1/1/2008	upon resignation	1/8/2008
Thomas Groom	Benton County Mosquito Control Board	2 year term				1/1/2013	12/31/2014	12/11/2012
Steve Becken	Benton Franklin Community Action Council		4th Thursday, 5:30 pm	BF Action Office	720 W Court St, Pasco	1/8/2008	upon resignation	1/8/2008
Randy Taylor	Benton Franklin Council of Governments		3rd Friday, 11:30 am			1/8/2008	upon resignation	1/8/2008
Paul Warden (Alternate)	Benton Franklin Council of Governments		3rd Friday, 11:30 am			1/1/2008	upon resignation	1/3/2008
Bob Elder	Benton Franklin Solid Waste Advisory Council		Quarterly, 6 p.m.	WSU Ext, County Annex	5600 E W Canal Dr, Kennewick	1/1/2012	1/1/2014	1/14/2015
Tammy McKeirman	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	5/8/2012	1/1/2017	1/14/2014
Mike Kelley	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2011	1/1/2017	1/14/2014
Bill Riley	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2012	1/1/2015	2/14/2012
Idalia Aguilar	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2012	1/1/2015	8/27/2012
Gary Krebs	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2013	1/1/2016	11/26/2013
Eric Stage	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2013	1/1/2016	5/10/2011
Dan Baldwin	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2013	1/1/2016	6/22/2010
TBD	Board of Health		4th Thursday, 7:00 pm	BFHD Office	412 W Clark St., Pasco			
Marvin Ward	Budget & Finance Committee		2nd & 4th Tuesday, 5:30pm	City Hall	601 7th St. Prosser	1/1/2014		5/6/2014
Randy Taylor	Budget & Finance Committee		2nd & 4th Tuesday, 5:30pm	City Hall	601 7th St. Prosser	1/1/2013		1/8/2008
Steve Becken	Budget & Finance Committee		2nd & 4th Tuesday, 5:30pm	City Hall	601 7th St. Prosser	1/1/2013		1/8/2008
Don Aubrey	Chamber Board		2nd Friday, 7am	Chamber Conference Room	1230 Bennett Prosser	1/1/2014	12/31/2014	1/28/2014
Wyatt Cone	Civil Service Commission	6 year term	2nd Thursday, 10:30 am	City Hall	601 7th St. Prosser	1/1/2012	12/31/2015	3/13/2012
Dan Baldwin	Civil Service Commission	6 year term	2nd Thursday, 10:30 am	City Hall	601 7th St. Prosser	1/1/2012	12/31/2016	1/8/2013
Glenda Schmidt	Civil Service Commission	6 year term	2nd Thursday, 10:30 am	City Hall	601 7th St. Prosser	1/1/2012	12/31/2017	3/13/2012
Morgan Everett	Council Policy and Procedures Committee		As Needed	City Hall	601 7th St. Prosser	1/1/2008		
Randy Taylor	Council Policy and Procedures Committee		As Needed	City Hall	601 7th St. Prosser	1/1/2008		
TBD	Council Policy and Procedures Committee		As Needed	City Hall	601 7th St. Prosser	1/1/2008		
TBD	County Seat Task Force Committee		As Needed					
TBD	County Seat Task Force Committee		As Needed					
TBD	Depot, Inc.		As Needed					
TBD	Downtown Revitalization Committee		3rd Monday, noon	Depot Conference Room	1230 Bennett, Prosser			
Steve Becken	Farmer's Market Liason		4th Monday, 7:00 pm			1/8/2008		1/8/2008

City Boards, Commissions & Committees

Name	Committee	Length of Term	Day/Time	Meeting Location	Meeting Location Address	Beginning of Current Term	Term Expiration	Date of Appointment or Reappointment
TBD	Flood Hazard Management Citizens Advisory Committee		As Needed					
* Paul Warden	Good Roads Committee		3rd Wednesday, 6:00 pm			1/8/2008		7/22/2014
* Don Aubrey	Good Roads Committee (Alternate)		3rd Wednesday, 6:00 pm			7/22/2014		7/22/2014
TBD	Benton Franklin Housing Continuum of Care		2nd Wednesday, 3:30 pm	BF Action Office	720 W Court St, Pasco			
Becky Yeaman	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Fred Lamb	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Tom Denlea	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Marilyn Dalstra	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Morgan Everett	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Rob Steelman	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Deb Augustavo	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2014	12/31/2014	1/14/2014
Bob Elder	LEOFF Board	2 year term	1st Wednesday, 2:00 pm	County Commissioner's	620 Market, Prosser	1/1/2014	12/31/2016	1/28/2014
TBD	MidColumbia Library Board (Appointed by the County)	7 years	3rd Monday, 7:00 pm	MidColumbia Library -	405 S. Dayton, Kennewick			
Marvin Ward	PEDA		1st Thursday, 5:30 pm	Depot Conference Room	1230 Bennett	1/1/2014	12/31/2014	5/6/2014
Paul Warden (alternate)	PEDA		1st Thursday, 5:30 pm	Depot Conference Room	1230 Bennett	1/1/2014	12/31/2014	1/28/2014
Glenda Schmidt, Chair	Planning Commission Position No. 1	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2011	6/30/2014	6/10/2014
Trevor Day	Planning Commission Position No. 2	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/26/2012	6/30/2015	11/26/2013
Robin Siemens	Planning Commission Position No. 3	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2013	6/30/2016	5/6/2013
Dorothy Evans	Planning Commission Position No. 4	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/26/2012	6/30/2015	6/26/2012
Jeremy Lynn	Planning Commission Position No. 5	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2013	6/30/2016	7/9/2013
Samuel Fitch	Planning Commission Position No. 6	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2013	6/30/2016	7/9/2013
Devina Riojas	Planning Commission Position No. 7	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2011	6/30/2014	6/10/2014
Bob Elder	Regional Fire Authority Board			Fire Department		1/10/2012		1/1/2012
Morgan Everett	Regional Fire Authority Board			Fire Department		3/24/2009		3/24/2009
Randy Taylor	Regional Fire Authority Board			Fire Department				
Randy Taylor	RTPO (Regional Transportation)		2nd Thursday, 7:00 am					
TBD	School District Facilities Committee		As Needed					
Paul Warden	Sign Committee		As Needed			1/8/2008		1/8/2008
Don Aubrey	Yakima Sub-Basin Recovery Board	1 year term	Quarterly, 2 p.m.	1110 West Lincoln Ave. Yakima	1110 West Lincoln Ave. Yakima	1/1/2014	12/31/2014	5/27/2014
Steve Zetz	Benton and Franklin Counties Steering Committee		Annually	Dept of Human Services	7207 West Deschutes Ave Kennewick			

Last Modified: 7/16/2014

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL SPECIAL MEETING
TUESDAY, JUNE 3, 2014**

CALL TO ORDER

Mayor Warden called the Special Meeting of the Prosser City Council to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

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

Others in attendance were City Clerk Shaw, Finance Director Mauras, Public Works Director DaCorsi, Police Chief Giles, and City Attorney Saxton.

CITIZEN PARTICIPATION

Leif Luglan, 601 Lincoln Court, spoke in favor of the proposed false alarm ordinance. Mr. Luglan did express his concern with the notification process and the fee outlined in the ordinance and requested Council consider amending that portion.

Henry Burnell, 210 Chardonnay Avenue, owner of Silver Dollar Store, inquired when the registration paperwork be made available.

Finance Manager Yost explained upon approval and adoption of the proposed Ordinance and Resolution setting the fee, the forms will be mailed out.

MAYOR AND COUNCIL REPORTS AND COMMENTS

Council Member Everett reported progress is continuing to be made on the Regional Fire Authority (RFA) Plan and should be coming forward for Council consideration at a future City Council meeting.

PUBLIC HEARING

PROPOSED 2015 - 2020 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM

At 7:07 p.m., Mayor Warden recessed the Special Meeting of the Prosser City Council to conduct a Public Hearing on the proposed 2015 – 2020 Six Year Transportation Improvement Program. Mayor Warden called for public comment. With no comments being offered, Mayor Warden closed the public hearing and reconvened the Special Meeting of the Prosser City Council at 7:08 p.m.

COUNCIL ACTION

CONSIDERATION OF ORDINANCE REGARDING FALSE ALARMS AND CONSIDERATION OF RESOLUTION SETTING EMERGENCY RESPONSE REGISTRATION FEES AND A LATE PENALTY FEE

Council Member Hamilton inquired into the history of the staff proposal of the Ordinance and Resolution and stated it was his preference that officers check the doors and windows at businesses to engage with business owners rather than fining citizens for false alarms.

City Attorney Saxton explained staff hoped to encourage citizens and business owners to be good stewards of the community by properly training their employees or individuals who operate the alarms and decrease the incidences of false alarms.

Council Member Ward stated he felt the proposed fee was too high and was concerned with the impact to tax payers.

Council Member Everett asked where the formula for the proposed fee came from.

Chief Giles explained it was based on an average hourly rate of officers along with the average response time on these types of calls.

Council Member Everett asked if there was an appeal process.

City Attorney Saxton explained not as the ordinance was currently written however that could be amended to include such language.

Council directed staff to change the fee amount to fifty-dollars and add an appeal process.

Mayor said staff will make the amendments and bring back the ordinance and resolution at a future City Council meeting for consideration.

DISCUSSION ITEMS

RESERVE OFFICERS

Chief Giles provided a brief background on the request to offer pay of fifteen-dollars per hour to reserve officers. There was discussion regarding the Law Enforcement overtime budget and the City's contribution to the pension and disability plan of reserve officers.

Council directed staff to research the City's current contribution level to the pension and disability plan and bring the item back for consideration at a future City Council meeting.

REVIEW AND DISCUSS PROPOSED CHANGES TO THE PROSSER MUNICIPAL CODE 3.62 REGARDING COMPETITIVE BIDDING

Finance Manager Yost explained in 2004 the City adopted a Competitive Bidding Policy and no changes have been made to update the policy, therefore staff proposed amendments for Council's consideration. Ms. Yost reviewed the changes and discussed the draft administrative policy

which is intended to provide staff with an outline on purchasing requirements. She further explained the next step in the process would be for staff to draft an ordinance implementing the policy.

Council directed staff to prepare the ordinance for Council consideration at a future City Council meeting.

ADD ON ITEMS

K-9 SITUATION BRIEFING

Mayor Warden advised the K-9 Officer is experiencing some health issues. The extent of those issues is unclear at this point.

ADJOURNMENT

There being no further business before the City Council at this time, the Special Meeting of the Prosser City Council was adjourned at 7:59 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, JUNE 10, 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 “Kid that Cares” Shaili Butler.

ROLL CALL

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

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

CITIZEN PARTICIPATION (None)

MAYOR AND COUNCIL REPORTS AND COMMENTS

Council Member Elder stated he noticed irrigation water running in some of the streets in town and wondered if Mayor could add a water conservation reminder in the monthly newsletter insert to citizens.

Council Member Aubrey reported he and the Mayor attended the Yakima Sub-Basin Recover Board meeting which was a tour of Kittitas County.

PUBLIC HEARING

WATER USE EFFICIENCY GOALS

At 7:03 p.m., Mayor Warden recessed the Regular Meeting of the Prosser City Council to conduct a Public Hearing regarding water use efficiency goals. Mayor Warden called for public comments. With no comments being offered, the Public Hearing was continued to the Regular Meeting of the Prosser City Council on June 24, 2014.

CONSENT AGENDA

A motion was made by Council Member Becken, seconded by Council Member Hamilton to approve Consent Agenda Items “A – H”. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

- a. Approve Payment of Payroll Checks Nos. 600061 through 600071 in the Amount of \$17,647.20 and Direct Deposits in the Amount of \$97,558.46, for the Period Ending June 10, 2014

- b. Approve Payment of Claim Checks Nos. 10697 through 10706 and 10708 through 10781, in the Amount of \$156,744.83, and Electronic Payments in the Amount of \$106,342.17, for the Period Ending June 10, 2014
- c. Accept Monthly Report by Prosser Economic Development Association for the Month of May 2014 and Authorize Payment for those Services in the Amount of \$2,166.66 and Authorize Payment in the Amount of \$1,416.67, for Grant Writer Services
- d. Approve the March 2014 Financial Statement
- e. Accept the 2013 Annual Report for the Year ending December 31, 2013
- f. Approve USDA Outlay Report and Draw Request No. 31, in an Amount of \$4,746.18, for Costs Associated with the Northwest Prosser Water and Sewer improvements Project (Contract Addendum No. 2) and Authorize the Mayor to Sign the Documents
- g. Review and Confirm the Appointment of Council Member Aubrey to the Yakima Sub-Basin Recovery Board as Appointed by Mayor Warden
- h. Approve the May 27, 2014 Meeting Minutes

COUNCIL ACTION

APPROVE PAYMENT OF CLAIM CHECK NO. 10707 IN THE AMOUNT OF \$59,925.20, FOR THE PERIOD ENDING JUNE 10, 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 no. 10707 in the amount of \$59,925.20, for the period ending June 10, 2014. Motion passed 5 YES, 0 NO, 1 ABSENT (Taylor), 1 ABSENTION (Hamilton).

CONSIDERATION OF RESOLUTION NO. 14-1458 APPROVING THE CITY OF PROSSER SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 2015 – 2020

A motion was made by Council Member Hamilton, seconded Council Member Ward to adopt Resolution No. 14-1458 approving the City of Prosser Six Year Transportation Improvement Program (TIP) 2015 – 2020. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

CONSIDERATION OF ORDINANCE NO. 14-2893 AND RESOLUTION NO. 14-1459 APPROVING A COMPETITIVE BIDDING POLICY AND FORM CONTRACTS

A motion was made by Council Member Becken, seconded by Council Member Elder to adopt Ordinance No. 14-2893 amending 3.62 of the Prosser Municipal Code regarding the Competitive Bidding Policy. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

A motion was made by Council Member Everett, seconded by Council Member Elder to adopt Resolution No. 14-1459 establishing approved contract forms to use in conjunction with Prosser Municipal Code 3.62. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

CONSIDERATION OF ORDINANCE NO. 14-2894 AND ORDINANCE NO. 14-2895 AMENDING PMC 13 AND THE CITY OF PROSSER'S UTILITY FEE SCHEDULE

A motion was made by Council Member Becken, seconded by Council Member Elder to adopt Ordinance No. 14-2894 amending various sections of Prosser Municipal Code Chapter 13. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

A motion was made by Council Member Everett, seconded by Council Member Becken to adopt Ordinance No. 14-2895 amending the City of Prosser Utility Fee Schedule. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

DISCUSSION ITEMS

NON-UNION SALARY STUDY REVIEW

Finance Director Mauras provided a 2015 Analysis of Non-Union Employee Salaries handout and discussed the highlights.

Council Member Everett asked that staff use the same cities that were used in the 2004 salary study instead of cities west side of the state as a comparison.

Mayor Warden said staff will bring back an updated comparison to a Work Session for further discussion.

ADJOURNMENT

There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 7:26 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of claim
Check no. 10904 in the amount of
\$1,101.40 for the period ending July 22,
2014.

Meeting Date:
July 22, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$1,01.40

Account Number:
See Attached

Amount Budgeted:
See 2014 budget for each item listed.

Name and Fund#
See Attached

Reviewed by Finance Department:

Regina Mauras

Attachments to Agenda Packet Item:

1. Check Register # 10904

Summary Statement:

Approve payment of claim check no. 10904 in the amount of \$1,101.40 for the period ending July 22, 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. 10904 in the amount of \$1,101.40 for the period ending July 22, 2014.

Reviewed by Department Director:

Regina Mauras

Date: 7-17-2014

Today's Date:

Reviewed by City Attorney:

N/A

Date:

Revision Number/Date:

Approved by Mayor:

Paul Vander

Date: 7-18-2014

File Name and Path:

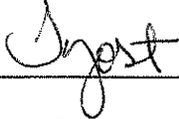
CHECK REGISTER

City Of Prosser
MCAG #: 0205

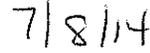
07/16/2014 To: 07/16/2014

Time: 16:21:31 Date: 07/08/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3311	07/16/2014	Claims	1	10904	Senior Health Insurance	1,101.40	Longterm Care Insurance-LEOFF 1
517 Employee Benefit Programs						1,101.40	
117 Employee Benefits Security						1,101.40	
						1,101.40	Claims: 1,101.40



Signature



Date

**CITY OF PROSSER, WASHINGTON
AGENDA BILL**

Agenda Title: Consider of Resolution 14-_____ Providing for the Submission to Qualified Electors at an Election to be Held on November 4, 2014 of a Proposition Creating the Prosser Regional Fire Protection Service Authority and Approving the Regional Fire Protection Service Authority Plan.		Meeting Date: July 22, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Regina Mauras	Phone Number: 509-786-2332
Cost of Proposal: Significant amount of staff and attorney time reviewing and preparing RFA plan documents for Council's consideration		Account Number: 5143051	
Amount Budgeted: None in 2014		Name and Fund#: General Fund (001)	
Reviewed by Finance Department: <i>R Mauras</i>			
Attachments to Agenda Packet Item: 1. Joint Resolution 14-_____ 2. West Benton RFA Plan			
Summary Statement: The attached joint resolution will place before the voters of Benton County Fire Protection District Number 3 (BCFPD3) and the voters of the City of Prosser the issue whether to form a regional fire protection service authority (RFA) in accordance with Chapter 52.26 RCW. If approved by the voters at the November 4, 2014, election, the RFA Plan would be approved and the RFA would exist effective January 1, 2015. All fire protection assets owned by the City will, by operation of law, be transferred into the RFA, including but not limited to the Fire Station and Fire Apparatus. The City's fire hydrants are not being transferred into the RFA. All fire-related debts are also being transferred into the RFA with the exception of the			

bonded indebtedness owed on the fire station.

For 2015, the RFA will be governed by a board made up of three City Council Members and three BCFPD3 Commissioners. Commencing January 1, 2016, the RFA will be governed by a fire-member board that is directly elected by the voters. Two commissioner districts are created in the RFA Plan. Two RFA Commissioners would be elected from a district that is the same as the City Limits of Prosser. Two RFA Commissioners would be elected from a district that is the remainder of the RFA. One RFA Commissioner would be elected at large.

The RFA would be authorized to levy regular property taxes up to \$.95/\$1,000 assessed value and other sources identified in the RFA Plan. With a future levy lid lift approved by the voters of the RFA, the maximum levy could be increased to \$1.50/\$1,000 assessed value.

The amount of the RFA levy will be deducted from the City's maximum levy rate of \$3.375/\$1,000 assessed value resulting in a maximum City levy of \$2.425/\$1,000 assessed value. For 2014, the City levy rate is \$2.93335488/\$1,000 assessed value. For 2014, the City budgeted \$318,948 for fire services.

Consistent with or Comparison to:

Recommended City Council Action/Suggested Motion:

Consider of Resolution 14-_____ Providing for the Submission to Qualified Electors at an Election to be Held on November 4, 2014 of a Proposition Creating the Prosser Regional Fire Protection Service Authority and Approving the Regional Fire Protection Service Authority Plan.

<u>Reviewed by Department Director:</u> Regina Namas Date: 7-18-2014	<u>Reviewed by City Attorney:</u>  Date: 7/18/14	<u>Approved by Mayor:</u>  Date: 7-18-2014
<u>Today's Date:</u> July 18, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

JOINT RESOLUTION NO. _____

A JOINT RESOLUTION of the City Council of the City of Prosser, Washington, and the Board of Commissioners of Benton County Fire Protection District No. 3, providing for the submission to qualified electors of the City and the District, at the general election to be held on November 4, 2014, of a proposition that, pursuant to Chapter 52.26 of the Revised Code of Washington, approves a plan to form a regional fire protection service authority within the boundaries of the City and the District, effective January 1, 2015 and providing for other matters properly related thereto.

RECITALS

A. The ability to respond to emergency situations by fire protection and emergency medical service agencies has not kept up or progressed with community needs and special service demands. Providing an effective fire protection and emergency medical service system requires a collaborative partnership and responsibility among local and regional governments and the private sector.

B. There are efficiencies that can be gained by regional fire protection and emergency medical service delivery, while maintaining local control.

C. The City of Prosser (“the City”) and Benton County Fire Protection District No. 3 (“the District”) have had a cooperative partnership, striving to provide the highest level of fire protection and emergency medical services to their citizens within the confines of available resources. This cooperative partnership began with an interlocal agreement in 2002, which created a separate entity to provide services funded through contributions from both parties.

D. In March 2014, the City and the District formed a Planning Committee to evaluate regional fire protection needs, stable funding mechanisms and the parameters of the Regional Fire Protection Service Authority (the “Prosser RFA”);

E. The Planning Committee met and prepared a Plan to create the “West Benton Regional Fire Authority,” and to govern and finance its operation. The Plan is

being formally approved and adopted by each entity pursuant to this Joint Resolution. A copy of the Plan is attached as Exhibit A and incorporated by this reference. Copies are also available from the administrative offices of the City and the District.

F. Authority to form a Regional Fire Protection Service Authority is authorized by Chapter 52.26 RCW. Chapter 52.26 RCW requires that in order to create a Regional Fire Protection Service Authority, the Plan must be approved by the voters of the area affected by the Plan. Therefore, in accordance with the Plan and state law, it is appropriate to place before voters within the proposed service boundaries of the Regional Fire Protection Services Authority, at the general election to be held on November 4, 2014, calling for the creation of the West Benton Regional Fire Authority, to be funded by a property tax levy, and the approval of the Plan, all in accordance with state law.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, AND THE BOARD OF COMMISSIONERS OF BENTON COUNTY FIRE PROTECTION DISTRICT NO. 3, DO HEREBY RESOLVE AS FOLLOWS:

RESOLUTION

SECTION 1. – *Findings of Prosser City Council and Benton County Fire Protection District No. 3.* The City Council of the City of Prosser Washington and the Board of Commissioners of Benton County Fire Protection District No.3 hereby find that it is in the best interests of the City and the District to submit to the qualified electors of the City and the District at the general election to be held on November 4, 2014, a proposition to approve the Plan and to create the West Benton Regional Fire Authority. The Plan authorizes the RFA to be initially funded by a regular property tax levy of \$.95 per \$1,000 of assessed value, which is offset by a state law mandated reduction in City and District property tax levy rates. Certain other revenue sources may be authorized in the future, including additional voted tax levies and fire benefit charges, if the voters authorize such revenue sources in accordance with statutory requirements.

If approved by a simple majority of the voters within the boundaries of the proposed Authority voting on the ballot proposition in accordance with RCW 52.26.060, this proposition would create a regional fire protection service authority as provided in chapter 52.26 RCW called the "West Benton Regional Fire Authority," with boundaries coextensive with the boundaries of the City of Prosser and Benton County Fire Protection District No. 3, effective January 1, 2015 funded by a property tax and other sources that do not require supermajority voter approval. Certain provisions of the Plan may be amended by the Governing Board of the proposed Authority without requiring voter approval, all as set forth in the Plan.

SECTION 2. - *Proposition for Voter Submittal.* There shall be submitted to the qualified electors of the District and the City for their ratification or rejection, at the general election on November 4, 2014, the question of whether or not the West Benton Regional Fire Authority should be created in accordance with the Plan. The Board of Commissioners of Benton County Fire Protection District No. 3 and the City Council of the City of Prosser hereby requests the Auditor of Benton County, as *ex-officio* Supervisor of Elections, to call such election and to submit to the voters of the City and the District the following proposition at such election, in the form of a ballot title, which has been prepared by the City Council and the District Board, pursuant to RCW 52.26.060, as follows:

[Continued on next page.]

**CITY OF PROSSER
BENTON COUNTY FIRE PROTECTION DISTRICT No. 3
PROPOSITION 1**

The City of Prosser and Benton County Fire Protection District No. 3 have adopted a Joint Resolution approving the West Benton Regional Fire Authority Plan (“Plan”) concerning creation of the West Benton Regional Fire Authority (“Authority”), effective January 1, 2015.

If this measure is approved, it would approve the Plan and create the West Benton Regional Fire Authority to provide regional fire protection and emergency medical services funded with a property tax of \$.95/\$1,000 assessed value and other sources identified in the Plan. City and District levies would be reduced to offset the Fire Authority’s levy. Fire benefit charges and additional voted taxes may be collected only upon future supermajority voter approval.

Should the Plan for and formation of the West Benton Regional Fire Authority be approved?

YES []

NO []

SECTION 3. – *Authorize Continued Acts of Regional Fire Authority Planning Committee.* The City Council of the City of Prosser Washington and the Board of Commissioners of Benton County Fire Protection District No. 3 hereby authorize the Regional Fire Authority Planning Committee to continue operating on an as needed basis until the effective date of the Authority. The Planning Committee shall function as the governing board for the purposes of carrying out the requirements of Chapter 52.26 RCW until such time as a new governing board is established on January 1, 2015 pursuant to the Plan.

SECTION 4. – *Pro and Con Committee Appointments.* The Prosser City Council and the Benton County Fire Protection District No. 3 Board of Commissioners hereby assign to the Regional Fire Authority Planning Committee the task of appointing members to a committee to advocate voters’ approval of the proposition and to a committee to prepare arguments advocating voters’ rejection of the proposition.

SECTION 5. - *Designation of Individuals to Receive Notices re: Ballot Title.* For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Prosser City Council and the Board of Fire Commissioners hereby designates the Fire Chief/District Secretary and the City Attorney as the individuals to whom the County Auditor shall provide such notice.

SECTION 6.- Implementation. The Fire Chief/District Secretary is authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation, including modifying the text of the “West Benton RFA Plan” and the text of the ballot title and any other text, language and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution. No substantive modifications to the ballot title, text, language and/or descriptions of any document shall be made without the approval of the Mayor.

SECTION 7. Copies Filed with the Benton County Auditor. The City Clerk and the Fire Chief/District Secretary, or his or her designee, are each hereby authorized and directed, no later than August 5, 2014, to provide to the County Auditor a certified copy of this resolution and the proper City and District officials are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters of the proposed Authority at the November 4, 2014 election.

SECTION 8. – Severability. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

SECTION 9. - Ratification. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

SECTION 10. - Effective Date. This resolution shall take effect and be in force immediately upon its passage.

PASSED at a regular open public meeting by the City Council this 22nd day of July, 2014.

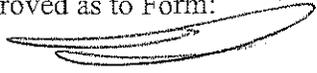
CITY OF PROSSER

MAYOR PAUL WARDEN

Attest:

RACHEL SHAW, CITY CLERK

Approved as to Form:



HOWARD SAXTON, CITY ATTORNEY

ADOPTED by the Board of Commissioners of Benton County Fire Protection District No.3, Benton County, Washington, at a regular open public meeting of such Board on the __ day of _____, 20__, the below commissioners being present and voting.

COMMISSIONER

COMMISSIONER

COMMISSIONER

ATTEST:

FIRE CHIEF/ SECRETARY



EXHIBIT "A"

7/22/2014

Regional Fire Authority Plan

City of Prosser Benton County
Fire Protection District #3





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ACKNOWLEDGEMENT

Recognizing the challenges and opportunities that all fire jurisdictions are facing, the City of Prosser and Benton County Fire Protection District #3, through a partnership of many years, agreed in 2008, to explore the different governance options available in operating and funding Prosser Fire District #3.

In February 2009, the Prosser Fire District #3 Joint Fire Board recommended that the City and Fire Protection District develop a Regional Fire Authority (RFA) Plan. After an unsuccessful attempt in 2012 to validate the effort at the November 2012 election, the Joint Fire Board committed themselves to reviewing and seeking community input to address the governance issue. Through the efforts, dedication and professional commitment of the individuals acknowledged, the Joint Fire Board has completed the 2014 WBRFA Plan.

On behalf of the City of Prosser and Benton County Fire Protection District #3, and all Prosser Fire District #3 personnel, I want to thank everyone who participated in creating the future vision of our organization that will ultimately provide the citizens we serve and protect an enhanced opportunity to determine the level of service they desire.

Your efforts are recognized and very much appreciated.

RANDY FOX

Joint Fire Board Chairman

Regional Fire Authority Planning Committee Members:

Morgan Everett, *City Council*
Bob Elder, *City Council*
Randy Taylor, *City Council*
Randy Fox, *Fire Commissioner*
Max Benitz, *Fire Commissioner*
Tim Stewart, *Fire Commissioner*

City of Prosser and PFD3 Leadership, Staff and Personnel:

Paul Warden, *Mayor*
Regina Mauras, *Finance Director*
Doug Merritt, *Fire Chief*
Seth Johnson, *Captain*
Josh Smith, *Captain*

Prosser Fire District #3 Community Task Force Members:

Gayle Wheeler **Mike Means**
Kevin Hanlon **Bruce Etzel**
Glenn Bestebraeur



REGIONAL FIRE AUTHORITY

VISION

Prosser Fire District #3 is a community partnership of the City of Prosser and Benton County Fire Protection District #3, providing effective and sustainable Fire, Rescue and EMS services that maximize the resources entrusted to us to serve the needs of a changing community.

STRATEGIC OPPORTUNITY

To strategically position Prosser Fire District #3, which includes the City of Prosser and Benton County Fire Protection District #3, in a cost effective governance partnership that provides the community with effective and sustainable Fire, Rescue and EMS services.

- Effective Fire and lifesaving EMS service is dependent on three components:
 - **Fire/Hazard/Injury Prevention**
 - Safe buildings reduce fire risk, life loss, and reduce the long term cost of emergency response;
 - **Public Education**
 - Perfect emergency response is not possible, the public must be empowered to reduce their own risk and provide time critical actions prior to arrival of firefighters;
 - **Emergency Response**
 - Perfect prevention does not exist, emergency responders must arrive prior to flashover in fire, and brain death in non-breathing patients.
- The three legs of the Fire Service delivery system: *fire prevention, public education and emergency response*, can only be sustained with adequate funding.
 - Level of Service performance objectives provide the measure of adequate service;
 - Prevention, Education and Response resources must be balanced to meet the Level of Service objective and assure the most cost effective delivery of service;
 - Adequate funding of the fire service delivery system is evidenced by its ability to meet level of service performance objectives. (**Appendix E**)



	SECTION 1	BACKGROUND & NEEDS STATEMENTS	
	<i>Adopted</i>	July 22, 2014	

THE FEASIBILITY OF FIRE DEPARTMENT PARTNERSHIPS

During the past three decades, fire protection in America has undergone a process of remarkable transformation. Change began in the early 1970’s, roughly corresponding with the publication of *America Burning* by The National Commission on Fire Prevention and Control. Fire departments across the nation began to assume a greater role in the protection of citizens from many more hazards than in the past—quickly expanding from fire suppression to greater emphasis on fire prevention, emergency medical service, ambulance transport, hazardous materials, specialized operations, natural disasters, and (in the recent past) Homeland Security. *This was the dawning of the “ALL RISKS” first responder doctrine in the Fire Service in America.*

The process of change continues today, although some fire agencies feel that the progress made is not in the spirit of 1973’s *America Burning*. While many goals of *America Burning* (and of the *Fire Prevention and Control Act* of 1974 that followed) have not materialized, the responsibilities, scope of service, and emergency incidents of community fire departments continue to increase. Urban and suburban expansion have reached unprecedented levels across America, yet laws that limit the funding of public services increasingly restrict emergency services in those same communities. Nearly all such tax limit laws trace their roots to California’s Proposition 13, passed by voters in that state in 1978.

Well before the date of *America Burning* and the California tax revolt, private sector businesses recognized the benefit of merger and collaboration as a means to increase efficiency. For years, critics have advised government to *reinvent itself* and to administer programs more like a business. An increasing number of executive fire officials and policymakers now recognize the moral imperative to maximize the efficiency and effectiveness of emergency service resources through a process of strategic cooperation.

Consequently, what was once relatively uncommon in the fire protection industry has become more widespread as fire department leaders react to internal forces promoting maximization of



West Benton Regional Fire Authority Plan

resources and the external drivers (i.e., expanding scope of service, increased populations, rapid community development, and limited capital).

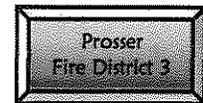
More and more, local fire agencies partner with other jurisdictions to eliminate service duplication and to focus resources on providing essential services. Such strategic alliances between fire protection agencies began in areas experiencing rapid economic development, primarily surrounding burgeoning West Coast cities like Los Angeles, San Diego, Denver, Seattle, Salt Lake City, and Portland. Now, as the economic development that so characterized large metropolitan centers during the last two decades spreads and external forces act to limit the ability of the once isolated surrounding communities to unilaterally react to the change; the *strategic partnership* of emergency service organizations becomes an alternative more frequently considered by policymakers.

There are over 400 fire protection districts and 270 cities and towns in the State of Washington today. In the past ten years, the State of Washington has experienced:

- A remarkable increase in the number of cooperative efforts, consolidations, and fire protection district mergers.
- An increase in the number of cities and fire protection districts developing and improving cooperative services, consolidations and/or mergers and inter-local contractual agreements for emergency services. Examples are: City of Sumner and East Pierce Fire & Rescue; Cities of Auburn, Algona, and Pacific; and Lewis County Fire Protection District #12 and the City of Centralia.
- A consistent pace of cities that have annexed into fire protection districts.
- Legislative authorization to form Regional Fire Protection Services Authorities (RFA's).

Many factors have led to the increase in these cooperative agreements, mergers, or annexations. These factors include:

- Recent committee studies and state legislation encouraging or providing incentives for cooperative services.
- State and federal grant criteria requires or allows for higher scoring for entities with cooperative or consolidated services.
- Tax limitation initiatives and referendums that have reduced the revenue available to many counties, cities, towns, and special purpose districts, thereby increasing the need to consolidate activities to achieve efficiencies and reduce operating costs.



West Benton Regional Fire Authority Plan

- The Growth Management Act and its implementation in Washington counties that requires long-term planning of facilities and operations by counties, cities, towns, and special purpose tax districts.
- The cost of emergency operations; the cost of purchasing emergency apparatus and equipment; the cost of constructing fire station facilities; and the cost of fire suppression equipment, emergency medical and rescue equipment, and clothing have significantly increased.

In 2009, as a part of a joint project to provide strategic planning efforts to Prosser Fire District #3, the Joint Fire Board endeavored to consider a change in governance models to better address some of the challenges and inefficiencies of the current Interlocal Agreement which was entered into by both parties in 1994. These efforts culminated in the establishment of the 2009 Prosser Planning Committee and subsequent 2010 Prosser RFA Plan which was turned down by the electorate in November of 2010.

It was in a climate of ongoing regional change and continued challenges to a sustainable level of service in the current governance model (ILA) that the Prosser Fire District #3 Joint Fire Board selected, commissioned and facilitated the Prosser Fire District #3 Community Level Of Service Task Force with the sole mission of reviewing and analyzing Prosser Fire District #3 data, history, strengths, short-falls and gaps in service to the community. The resultant *conclusions, findings* and *recommendations* of the Community Task Force were memorialized in a **Task Force Final Report** (included in part as **Appendix D**). Based on this background, the *findings* and *recommendations* of the Community Task Force identified as the primary and pivotal recommendation for achieving a sustainable level of service to be ***the change of governance model in the form of a Regional Fire Authority***. This became the basis of the Joint Fire Board's revitalization of their efforts to change the current governance model.

Based on this background the Planning Committee has identified the following NEEDS STATEMENTS for the formation of the West Benton Regional Fire Authority:

1. The ability to respond to emergency situations by Prosser Fire District #3 for fire protection, rescue and emergency medical services has not kept up or progressed with the community's needs and special service demands.
2. Providing a fire protection, rescue and emergency medical service system requires a collaborative partnership and responsibility among local and regional governments and the private sector. Vital elements of that collaborative effort must be a focus on levels of service and a dedicated and sustainable funding mechanism to meet those demands and standards.
3. There are efficiencies to be gained by regional fire protection, rescue and emergency medical service delivery, while maintaining the balance of local control that has been successful for the joint provision of services under the Interlocal Agreement between the City and Benton County Fire Protection District #3.



West Benton Regional Fire Authority Plan

4. Timely development of significant projects can best be achieved through enhanced funding options for regional fire protection, emergency services, specialized rescue, hazardous material mitigation, using already existing taxing authority to address fire protection and emergency service needs, with new authority to address critical fire protection projects and emergency services.

5. The City and Benton County Fire Protection District #3 have had a cooperative partnership, striving to provide the highest level of fire and emergency services to our citizens within the confines of available resources, the creation of an RFA will continue this partnership on a permanent basis with a stable governance and financial system.



	SECTION 2	DEFINITIONS	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The DEFINITIONS section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

DEFINITIONS

The definitions in this section apply throughout this **WBRFA Plan**, unless the context clearly requires otherwise.

1. "**BCFD#3**" means Benton County Fire Protection District #3.
2. "**Board**" or "**Governance Board**" or "**Governing Board**" means the Governance body of a regional fire protection service authority.
3. "**City**" means the City of Prosser.
4. "**Effective Date**" means January 1st, 2015 pending approval of the WBRFA Plan by voters of the Participating Jurisdictions.
5. "**Interlocal Agreement**" means the Interlocal Agreement Between the City and Benton County Fire Protection District #3 For The Joint Operation of a Combined Fire Department as a Separate Agency dated November 4, 2002.
6. "**Participating Jurisdictions**" means the City and Benton County Fire Protection District #3.
7. "**Prosser Fire District #3**" or "**PFD3**" means the interlocal agency formed by the City and BCFD#3, pursuant to the Interlocal Agreement.
8. "**West Benton Regional Fire Authority**" or "**WBRFA**" means the Regional Fire Protection Service Authority defined in this plan whose boundaries are coextensive with the City and BCFD#3, which shall use a dba of West Benton Fire/Rescue.
9. "**RCW**" means Revised Code of Washington.



West Benton Regional Fire Authority Plan

10. "**Regional Fire Protection Service Authority**" or "**Regional Fire Authority**" or "**RFA**" means a regional fire protection service authority formed pursuant to chapter 52.26 RCW. An RFA is a municipal corporation, an independent taxing authority within the meaning of Article VII, Section 1 of the state Constitution, and a taxing district within the meaning of Article VII, Section 2 of the state Constitution.
11. "**Regional Fire Authority Planning Committee**" or "**Planning Committee**" means the advisory committee created under RCW 52.26.030 to create and propose to the City and BCFD#3 the Regional Fire Authority Plan.
12. "**Regional Fire Authority Plan,**" "**WBRFA Plan**" or "**Plan**" means a regional fire protection service authority plan, in accordance with RCW 52.26.040(3)(b), for the development and financing of the RFA, including, but not limited to, specific capital projects, fire operations and emergency service operations, and the preservation and maintenance of existing or future facilities and services.

WBRFA SECTION 2 PLAN REVISION DISPOSITION:

The **DEFINITIONS** section of the **WBRFA Plan** is subject to amendment or revision only by a majority vote of the WBRFA Governance Board.



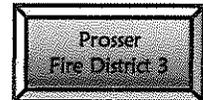
	SECTION 3	FORMATION AUTHORITY	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The FORMATION AUTHORITY section of the WBRFA Plan is subject to amendment or revision only by submission of a revised WBRFA Plan to the electorate for approval.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. Authority for the formation of a Regional Fire Authority by the City of Prosser and Benton County Fire Protection District #3 (Participating Jurisdictions) is authorized by Chapter 52.26 RCW.

B. PLANNING COMMITTEE.

1. Authority to form and operate a Planning Committee is authorized by Chapter 52.26.030 and 52.26.040 RCW.
2. The Planning Committee included three (3) members of the Prosser City Council and three (3) Commissioners of Benton County Fire Protection District #3 – which also served as the current Joint Fire Board.
3. The mission and goal of the Planning Committee is to develop and present to the elected officials of each participating jurisdiction, the WBRFA Plan.
4. Upon development, approval and adoption of the WBRFA Plan by the Planning Committee, the WBRFA Plan shall be presented to each participating jurisdiction's elected legislative body for approval and adoption by resolution for placement of the WBRFA Plan on the ballot for consideration by a vote of the people within the boundaries of the proposed RFA.
5. Upon approval of the WBRFA Plan by the elected legislative body of each participating jurisdiction, the Participating Jurisdictions shall draft a joint ballot title, give notice as required by law for ballot measures, and perform other duties as required to put the WBRFA Plan before the voters of the Participating Jurisdictions for approval or rejection as a single ballot measure.

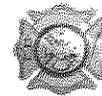


C. WBRFA PLAN IMPLEMENTATION.

1. The current Interlocal Agreement shall remain in effect until the Effective Date and no current activity or operation of Prosser Fire District #3 will change prior to the Effective Date.
2. Should the WBRFA Plan be approved by 50% of the voters of the Participating Jurisdictions, the West Benton Regional Fire Authority shall be formed on, January 1st, 2015, in accordance with RCW 52.26.070.
3. Should the WBRFA Plan be approved by 50% of the voters of the Participating Jurisdictions, on the Effective Date, the City Council of Prosser and the Board of Commissioners of BCFD#3 will terminate the current Interlocal Agreement and Prosser Fire District #3 will transfer all operations to the WBRFA.
4. If the Plan is not approved by 50% of the voters, then operations relating to the services set forth herein shall remain unchanged.
5. Upon voter approval of the WBRFA Plan, the City of Prosser and Benton County Fire Protection District #3 shall continue to exist as Washington State Municipal Corporations. The exclusive purpose of the continued existence of Benton County Fire Protection District #3 shall be to levy and collect taxes and/or other fire protection district revenue to be transferred to the WBRFA until such time as the WBRFA collects its own revenues and to provide representation to the newly formed WBRFA Governance Board. Benton County Fire Protection District #3 may be dissolved by the voters effective January 1, 2016 pursuant to a ballot measure submitted for the November 2015 general election.
6. The transfer of the powers, duties, functions, and personnel of the Participating Jurisdictions shall not affect the validity of any act performed before the creation of the WBRFA.
7. The mission and vision of WBRFA is set forth in **Appendix A** of this WBRFA Plan.

WBRFA SECTION 3 PLAN REVISION DISPOSITION:

The **FORMATION AUTHORITY** section of the **WBRFA Plan** is subject to amendment or revision only by submission of a revised WBRFA Plan to the electorate for approval.



	SECTION 4	JURISDICTIONAL BOUNDARIES	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The JURISDICTIONAL BOUNDARIES section of the WBRFA Plan is subject to amendment or revision only by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

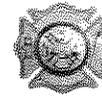
1. The jurisdictional boundaries of the WBRFA at formation shall be defined pursuant to RCW 52.26.020(2), and any alterations shall be made only in accordance with, the WBRFA Plan, chapter 52.26 RCW or other applicable state law, as it may be amended from time to time.

B. JURISDICTIONAL BOUNDARIES ON DATE OF FORMATION.

1. On the Effective Date, the jurisdictional boundaries of the WBRFA shall be the legal boundaries of the Participating Jurisdictions. The boundaries are depicted on the map and legal descriptions attached hereto and marked as **Appendix B** of this WBRFA Plan.

C. CHANGES IN JURISDICTIONAL BOUNDARIES AFTER FORMATION OF WBRFA.

1. *Boundary Changes that do not require a WBRFA Plan amendment.*
 - a. **City annexations of areas included within the boundaries of BCFD#3.** Such annexations will not affect the WBRFA since the areas will already be within the WBRFA boundaries. Pursuant to RCW 52.26.290 there will be no required asset or employee transfers between the fire protection district and the city.
 - b. **City annexations of areas not included within BCFD#3.** On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the WBRFA pursuant to RCW 52.26.290. The territory added to the WBRFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the WBRFA. Any transfer of assets or employees that occurs as a result of annexation shall be between the transferring entity and the WBRFA.



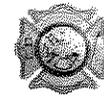
c. **Annexation of a portion of BCFD#3 by a City that is not a participating jurisdiction in the WBRFA.** On the effective date of such annexation, the territory annexed shall automatically be removed from the boundaries of the WBRFA. In this situation the WBRFA shall not be obligated to transfer employees or assets of the WBRFA and the annexing city shall be restricted solely to assets and employees of the fire district, if any.

2. *Boundary Changes that require a WBRFA Plan Amendment.*

a. **Annexations of Adjacent Fire Protection Jurisdictions.** The boundaries of the WBRFA may be expanded to include adjacent fire protection jurisdictions through the Plan Amendment and annexation procedures set forth at RCW 52.26.300.

WBRFA SECTION 4 PLAN REVISION DISPOSITION:

The **JURISDICTIONAL BOUNDARIES** section of the **WBRFA Plan** is subject to amendment or revision only by a majority vote of the WBRFA Governance Board.



	SECTION 5	GOVERNANCE and ORGANIZATIONAL STRUCTURE	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The GOVERNANCE and ORGANIZATIONAL STRUCTURE section of the WBRFA Plan is subject to amendment or revision only by submission of a revised WBRFA Plan to the electorate for approval.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority to provide *governance* for the Regional Fire Authority is provided by RCW 52.26.080 and RCW 52.26.090.

B. GOVERNING BOARD STRUCTURE AND OPERATION.

1. **Effective Date.** As provided by RCW 52.26.080, the WBRFA Governing Board shall be established and have authority as of January 1, 2015.
2. **Commissioner Districts.** Commencing January 1, 2016, the WBRFA shall have two separate Commissioner Districts based on the boundaries of the Participating Jurisdictions (the City Commissioner District and the Unincorporated Commissioner District) as authorized by RCW 52.26.080(4)(b). After formation of the WBRFA the City Commissioner District boundaries will change when the City boundaries change. The Unincorporated Commissioner District boundaries will include all areas of the WBRFA that are not located in the City including future annexations of the rural area into the WBRFA.
3. **WBRFA Commissioner Positions.** Until the end of the 2015 Fiscal Year, the Governing Board shall consist of the existing PFD3 Joint Fire Board members consisting of the three elected Fire Commissioners of Benton County Fire Protection District Number 3 and the three elected City Council persons appointed by the City as summarized in Table 1 in **Appendix C**. Thereafter, the Governing Board shall consist of five WBRFA Commissioner positions with staggered six-year terms (as set forth in Paragraph 4 and summarized in Table 2 – **Appendix C**) established pursuant to RCW 52.26.080(3)(a) as follows.



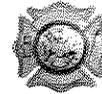
- a. WBRFA Commissioner Position 1 shall be filled by a registered voter residing anywhere within the boundaries of the WBRFA.
- b. WBRFA Commissioner Positions 2 and 3 shall be filled by registered voters residing in the City Commissioner District.
- c. WBRFA Commissioner Positions 4 and 5 shall be filled by registered voters residing in the Unincorporated Commissioner District.

4. WBRFA Commissioner Positions and Terms of Positions.

- a. **WBRFA Commissioner Position 1** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016 and shall serve until December 31, 2019. The individual elected to fill WBRFA Commissioner Position 1 in the November 2019 general election shall take office on January 1, 2020 and shall serve a six-year term.
- b. **WBRFA Commissioner Position 2** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve a six-year term.
- c. **WBRFA Commissioner Position 3** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve until December 31, 2017. The individual elected to fill WBRFA Commissioner Position 3 in the November 2017 general election shall take office on January 1, 2018 and shall serve a six-year term.
- d. **WBRFA Commissioner Position 4** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve a six-year term.
- e. **WBRFA Commissioner Position 5** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve until December 31, 2017. The individual elected to fill WBRFA Commissioner Position 5 at the November 2017 general election shall take office on January 1, 2018 and shall serve a six-year term.

5. **Governing Rules.** The elected 2016 WBRFA Governing Board shall develop and adopt governance policies and rules for the WBRFA Governing Board to conduct business beginning in 2016 for the WBRFA in accordance with RCW 52.26.080.

6. **Authority.** The WBRFA Governing Board shall have all the power and authority granted governing boards under Washington State law, and shall include the power and authority to make any decisions appropriate for the WBRFA and for matters related to Title 52 RCW. During 2015 the Governance Board shall primarily serve in a custodial role and, where reasonable, shall defer making any long term financial or



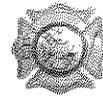
West Benton Regional Fire Authority Plan

contractual commitments, reserving such decisions to the WBRFA Governance Board that takes office on January 1, 2016.

7. **Plan Amendments During 2015.** During 2015 any plan provision that may be modified by a simple majority of the Governing Board shall require the unanimous consent of the Governing Board this provision shall prevail over any specific Plan Revision Disposition Section under any other Section of the Plan that is based on a simple majority vote of the Governing Board.

WBRFA SECTION 4 PLAN REVISION DISPOSITION:

The **GOVERNANCE and ORGANIZATIONAL STRUCTURE** section of the **Plan** may be amended by a majority vote of the WBRFA Governance Board.



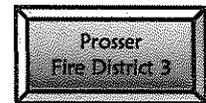
	SECTION 6	FUNDING and FINANCE	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The FUNDING and FINANCE section of the WBRFA Plan is subject to amendment or revision by the Governing Board except when voter approval is required by statute or voter approval is required by Section Six (Funding and Finance) of the WBRFA Plan.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority to levy taxes and provide funding for the WBRFA is provided by chapters RCW 52.26, RCW 84.52 and RCW 84.55 as such statutes may be amended from time to time.

B. WBRFA REVENUES:

1. The WBRFA shall be authorized to levy and collect taxes in accordance with RCW 52.26.050 (1) (b) subject to the following restrictions:
 - a. The WBRFA shall be funded beginning in fiscal year 2016 by an authorized ad valorem property tax of \$.95 per thousand of assessed valuation. The initial levy shall serve as WBRFA's highest lawful levy under RCW 84.55.010 and shall establish the tax base for the calculation of subsequent tax levies. The WBRFA Plan shall not be construed as creating any banked capacity under RCW 84.55.010 or RCW 84.55.092. The WBRFA Governance Board shall adopt an annual budget and set its levy amount at a rate each year in accordance with state law and the adopted budget policies of the WBRFA. Any subsequent tax levies shall be limited by the limit factor under RCW 84.55.0101 unless the WBRFA voters approve a levy lid lift pursuant to RCW 84.55.050. This subsection of the plan may only be amended or revised by submission of a revised WBRFA Plan to the electorate for approval.
2. This Plan shall not approve the implementation of a benefit charge under RCW 52.26.050(a) but the WBRFA Governing Board may, in the future ask the voters to approve a benefit charge consistent with the requirements of RCW 52.26.180 through RCW 52.26.270.



3. To the extent permitted by law, the WBRFA Governance Board shall have the authority to pursue and contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.
4. The WBRFA Governing Board shall have the authority to pursue, subject to any applicable statutory voter approval requirements and WBRFA Plan Amendment, if required, all additional revenue sources authorized by law including but not limited to revenue sources specifically identified in Title 52 RCW and Title 84 RCW that are not otherwise addressed in chapter 52.26 RCW.

C. TRANSFER OF ASSETS.

1. On the Effective Date, Prosser Fire District #3 shall immediately transfer any remaining and future financial assets to the WBRFA.
2. On the Effective Date, Benton County Fire District #3 shall immediately transfer all financial assets to WBRFA including the current Equipment Reserve Fund which shall be temporarily used for operations until such time as the 2015 WBRFA tax levy is collected in 2016.
3. At such time as property taxes adequately fund the approved operational and administrative budget of the WBRFA, the BCFD#3 equipment reserve funds shall be transferred into the appropriate WBRFA apparatus fund.
4. Except as otherwise provided in this WBRFA Plan, on the Effective Date, all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdictions pertaining to fire protection and emergency services powers, functions and duties shall be delivered to the WBRFA.
5. On the Effective Date, all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property used by the Participating Jurisdictions in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the WBRFA. City water systems including fire hydrants and related appurtenances shall not be transferred and shall remain City property. All funds, credits, or other assets held by the Participating Jurisdictions in connection with the fire protection and emergency services powers, functions, and duties shall be transferred and credited to WBRFA.
6. On the Effective Date, ownership of the fire station shall be transferred to the WBRFA. The bonds issued for the original acquisition and construction of the fire station shall not be assumed by the WBRFA, but shall remain obligations of, and shall continue to be repaid by, the City and BCFD#3, respectively, until they are fully repaid in 2015.
7. Except as otherwise provided in this WBRFA Plan, any appropriations made to the Participating Jurisdictions for carrying out the fire protection and emergency services powers, functions, and duties shall be transferred and credited to the WBRFA.



8. Except as otherwise provided in this West Benton Regional Fire Authority Plan, whenever any question arises as to the transfer of any personnel, funds, books, documents, records, papers, files, equipment, or other tangible property used or held in the exercise of the powers and the performance of the duties and functions transferred, the governing body of the participating fire protection jurisdiction shall make a determination as to the proper allocation.

D. OPERATIONAL FINANCING AND WBRFA FUNDS.

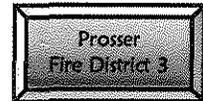
1. The operational and administrative budget for fiscal year 2015 for the newly formed WBRFA shall be established by the current sitting Joint Fire Board of Prosser Fire District #3 based upon current and projected services.
2. The funding of the WBRFA operations and administration for fiscal year 2015 (January 1st, 2015 – December 31st, 2015) shall be furnished jointly by the Participating Jurisdictions with the sharing of costs the same as the current operating Interlocal Agreement -- split 40% being funded by the City of Prosser and 60% by Benton County Fire District #3.
3. All future costs incurred by Fire District #3 beginning in 2016 shall be borne by the WBRFA.

E. DEBT.

1. The City of Prosser and Benton County Fire District #3 shall each retain its respective General Obligation bonded indebtedness existing on the Effective Date and each shall continue to impose its individual voter-approved special levies until such debt is fully redeemed or defeased.
2. All other instruments of debt, financial liability or deferred payments owed by Prosser Fire District #3 or Benton County Fire District #3 shall be transferred to the WBRFA on the Effective Date. Unless specifically provided for in this WBRFA Plan no debt shall be transferred from the City of Prosser to the WBRFA.

WBRFA SECTION 3 PLAN REVISION DISPOSITION:

The **FUNDING AND FINANCE** section of the **WBRFA Plan** is subject to amendment or revision by the Governing Board except when voter approval is required by statute or voter approval is required by Section Six (Funding and Finance) of the WBRFA Plan.



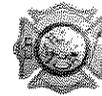
	SECTION 7	DEPLOYMENT; OPERATIONS and EMERGENCY MANAGEMENT	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The DEPLOYMENT; OPERATIONS and EMERGENCY MANAGEMENT section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority for the WBRFA to operate and establish LEVELS OF SERVICE components of the WBRFA Plan is provided in RCW 52.26.040, .090 and chapter 52.33 RCW.

B. EMERGENCY SERVICES AND SERVICE LEVELS:

1. On the Effective Date, WBRFA shall be organized and managed administratively and operationally with the leadership as shown in **Appendix F** of this Plan.
2. All current operational and service delivery aspects of Prosser Fire District #3 shall be transferred to the WBRFA on the Effective Date unless otherwise stated in this WBRFA Plan. WBRFA shall continue to provide all emergency services in the manner and at the levels of service currently provided as shown in **Appendix E**.
3. Current staffing models, standards of coverage, deployment standards, field operations, command staffing, and operational policies and procedures shall be transferred and continued at the current level of service on the Effective Date.
4. In recognition for the efforts and recommendations of the Prosser Level of Service Task Force, the Final Report of the Task Force has been provided in **Appendix D** which includes recommendations for emergency services, levels of service and desired response performance goals. Said future services and service levels are set forth as goals in **Appendix E** of this WBRFA Plan.
5. This WBRFA Plan requires that WBRFA undertake an organizational Deployment Plan exercise in 2016-17 to adopt more specific targets for services, service levels and delivery models based upon the 'all risks' recommendation of the Community Task Force. As a result of that exercise, the Governance Board shall formally adopt, by resolution, service delivery plans, standards of coverage and deployment models.



West Benton Regional Fire Authority Plan

6. All current automatic aid and mutual aid agreements, and any other contractual services agreements, documents, or memorandums currently in place with the Prosser Fire District #3, shall be transferred over on to WBRFA on the Effective Date to provide continuous, seamless readiness and emergency services coverage.
7. On the Effective Date, WBRFA shall record, process and regularly report its incident activity and response performance data collectively as an RFA and individually between the rural and the city. WBRFA will annually compile and generate an annual report that will be available to the public and provided to the City of Prosser.
8. As a component of the 2016 WBRFA Deployment Plan, considerations and contingencies shall be incorporated to develop an alternate, subordinate EMS response and transport delivery system to supplement the current hospital-based system.
9. On the Effective Date, emergency management services within the boundaries of the WBRFA shall be provided as follows:
 - a. Within the City. WBRFA will actively participate and facilitate emergency management services for the City pursuant to an inter-local agreement to be negotiated prior to the Effective Date.
 - b. Within unincorporated Benton County. Benton County shall remain the provider of emergency management services, however, WBRFA shall coordinate, liaison and facilitate joint planning and mitigation efforts between City emergency management planning and operations and Benton County emergency management planning and operations.

C. WBRFA SECTION 7 OPERATIONS AND DEPLOYMENT PLAN REVISION DISPOSITION:

The **DEPLOYMENT; OPERATIONS and EMERGENCY MANAGEMENT** section of The **WBRFA Plan** is subject to amendment by a majority vote of the WBRFA Governance Board.



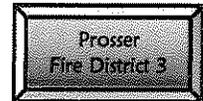
	SECTION 8	ADMINISTRATIVE/MANAGEMENT/ PERSONNEL COMPONENTS	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The ADMINISTRATIVE/MANAGEMENT/PERSONNEL COMPONENTS section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority for the WBRFA to establish and provide Administrative, Management and Personnel components is provided in RCW 52.26.040 and RCW 52.26.100.

B. ORGANIZATION AND STAFFING.

1. WBRFA shall be organized as provided in **Appendix F** of the WBRFA Plan.
2. On the Effective Date, the Fire Chief of Prosser Fire District #3 shall serve as the Fire Chief of the WBRFA. The Fire Chief shall at all times be appointed and serve at the pleasure of the Governance Board.
3. The existing staff of Prosser Fire District #3 shall transfer to the WBRFA to fulfill assigned duties as outlined in the organizational structure in **Appendix F**.
4. All current FTE's of PFD3 and Volunteers shall be transferred on the Effective Date at their current rank, grade and seniority. The administrative staff of the WBRFA shall be the current members of the PFD3 administrative staff.
5. All current administrative and business functions, agreements, documents, operations, and policies and procedures from PFD3 shall transfer over to the WBRFA unless otherwise noted in this plan.
6. All current employee agreements, collective bargaining unit agreements, outstanding labor issues, personal service contracts, and any other contracts or agreements pertaining to work, duties, services or employment with Prosser Fire District #3 shall be transferred over with all personnel on the Effective Date.



West Benton Regional Fire Authority Plan

7. As a part of the WBRFA Deployment Plan exercise, the WBRFA shall review, revise and update all current agreements and contracts currently executed with Prosser Fire District #3.

8. Unless otherwise noted in the WBRFA Plan, the transfer of authority and the administration and management of the WBRFA shall be seamless and shall initially model the current administrative and management components of the current Prosser Fire District #3 municipal partnership.

WBRFA SECTION 8 PLAN REVISION DISPOSITION:

The **ADMINISTRATIVE/MANAGEMENT/PERSONNEL COMPONENTS** section of The **WBRFA Plan** is subject to amendment by a majority vote of the WBRFA Governance Board.



	SECTION 9	HAZARD PREVENTION, PUBLIC EDUCATION SERVICES	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The HAZARD PREVENTION, PUBLIC EDUCATION SERVICES section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority for the West Benton Regional Fire Authority to provide Fire/Hazard Prevention, Public Education and Fire Investigation components is provided in RCW 52.26.040, RCW 52.26.090(2), RCW 52.12.031 (3),(6) and (7)

B. SERVICES PROVIDED.

1. Benton County shall continue to maintain its authority to adopt and enforce fire and life safety codes per RCW and shall continue to provide fire prevention and investigation services in the unincorporated portions of WBRFA.
2. The City shall continue to maintain its authority to adopt and enforce fire and life safety codes per RCW. WBRFA personnel shall assist in adoption/revision of updated codes from time to time.
3. The City shall maintain the authority to provide code enforcement activities for non-complaint properties and other fire prevention/safety requirements.
4. The WBRFA shall provide fire/hazard prevention and public safety education services in the same manner and at the same level as the current Prosser Fire District #3.
5. The City and the WBRFA shall enter into a Post RFA interlocal agreement for those fire prevention inspection/notification services, pre-construction plan reviews and other fire/hazard safety activities that are provided by the WBRFA within the City limits of Prosser.
6. The WBRFA shall, under the new ILA, insure compliance with and maintenance of the current City of Prosser Fire Rating with the Washington Survey and Rating Bureau.

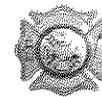


West Benton Regional Fire Authority Plan

7. As a part of the WBRFA Deployment Plan exercise, the WBRFA shall develop and adopt, in conjunction with the City, a new Fire Prevention/Safety Education platform to ensure a full scope of services for WBRFA.
8. On the Effective Date of the adoption of Post RFA interlocal agreement for fire prevention inspection/notification services, pre-construction plan reviews and other fire/hazard safety activities, WBRFA shall provide quarterly reports on said activities to the City.

WBRFA SECTION 9 PLAN REVISION DISPOSITION:

The **HAZARD PREVENTION, PUBLIC EDUCATION SERVICES** section of The **WBRFA Plan** is subject to amendment by a majority vote of the WBRFA Governance Board.



	SECTION 10	SUPPORT SERVICES	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The SUPPORT SERVICES section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority for the West Benton Regional Fire Authority to provide Support Service components is provided in RCW 52.26.040, RCW 52.26.090 and RCW 52.26.100.

B. SUPPORT SERVICES.

1. All current aspects, provisions, levels of service of Prosser Fire District #3 Internal Support Services programs shall be transferred over to the WBRFA on the Effective Date.
2. The current FTE, part-time and Volunteer PFD3 personnel assigned to support services, logistics, supply, fleet maintenance and facilities shall be transferred over to fulfill the duties of those services outlined in the organizational structure in **Appendix C**.
3. As a part of the WBRFA Deployment Plan, the WBRFA shall develop and adopt a new Internal Support Services Plan to maintain a state of readiness and ensure a full scope of services and support to the responders, staff, and internal customers of WBRFA.

WBRFA SECTION 10 PLAN REVISION DISPOSITION:

The **SUPPORT SERVICES** section of The **WBRFA Plan** is subject to amendment by a majority vote of the WBRFA Governance Board.



APPENDIX 'A' – WBRFA Plan

WBRFA RFA MISSION STATEMENT:

"The Mission Statement for West Benton Regional Fire Authority is to maintain a state of readiness in order to plan for and provide a system of hazard prevention and emergency mitigation services to the citizens and visitors of the Prosser community"

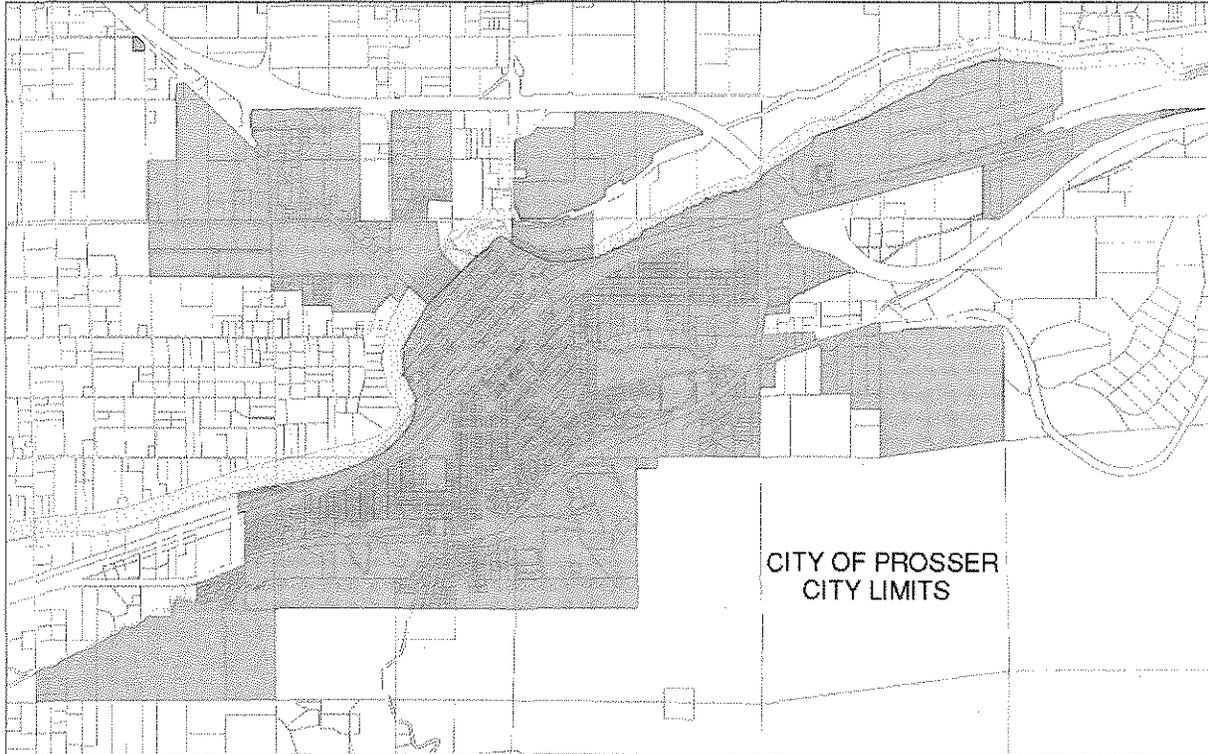
WBRFA VISION STATEMENT:

The West Benton Regional Fire Authority seeks to be:

- An organization that is fully prepared for all emergencies
- An organization that strives to provide resources and services that reflect the diverse needs of the community and environment
- An organization that is always preparing for future emergency needs
- An organization that is financially responsible, financially stable and that is enthusiastically supported by our community
- An organization that promotes a safe, productive and healthy work environment
- An organization that maintains a high level of legislative/management/workforce partnerships that embraces making decisions collaboratively
- An organization that influences and embraces change
- An organization committed to the professional development of its members and whose members are effective, empowered and enthusiastic about their service



APPENDIX 'B' – WBRFA Plan



City of Prosser:

Beginning at the northeast corner of Lot 2 Short Plat #1088, records of Benton County, Washington; Thence west to the northwest corner of said Lot 2; Thence south along the east right of way line of Albro Road to the south right of way line of Nunn Road; Thence east to the northeast corner of Lot 1, Short Plat #1153; Thence south along east boundary of said short plat to its intersection with the westerly extension of the south line of lot 1, short plat #1744; Thence east along south boundary of said short plat to the southeast corner of said Short Plat; Thence south to the northwest corner of Lot 1, of Short Plat #1702 ; Thence east to the northeast corner of Lot 2 of said Short Plat; Thence north to the southwest corner of Short plat 1646; Thence east to the north right of way line of North River Road; thence northeasterly along said right of way line to the southwesterly right of way line of Wine Country Road; Thence southeasterly along said right of way line to the center of the Yakima River; Thence southwesterly along the Yakima River for 4,070 feet more or less to a point being 799 feet west of the east line of Section 10, Township 8 North, Range 24 East; Thence south to the centerline of the railroad right of way; Thence easterly along said centerline to the northerly extension of the west line of Lot C, Short Plat #598; Thence south to the northwest corner of said Lot C: Thence west to the northwest corner of Plat MONTECITO ESTATES, Lot 35: Thence south to the south boundary of unnamed canal: Thence west to the northeast corner of parcel 110844000005000: Thence south along east boundary of said parcel to the southeast corner of said parcel: Thence west to the



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southwest corner of said parcel: Thence west along unnamed canal to its intersection with Richards Rd: Thence south along Richards Rd. to the north boundary of Section 15, Township 8 North, Range 24 East: Thence east to the northeast corner of Section 15, Township 8 North, Range 24 East: Thence North along east boundary of Section 10, Township 8 North, Range 24 East for 1964 feet: Thence east to the intersection of the centerline of Section 12, Township 8 North, Range 24 East: Thence north along centerline of Section 12, Township 8 North, Range 24 East for 3,000 feet: Thence east 436 feet: Thence north to the north boundary of Section 12, Township 8 North, Range 24 East: Thence east along north boundary of Section 12, Township 8 North, Range 24 East to the northeast corner of Section 12, Township 8 North, Range 24 East: Thence north along the east line of Section 1, Township 8 North, Range 24 East, 1,500 feet: Thence east 310 feet: Thence north to the south boundary of SR 221: Thence east along the south boundary of SR 221 for 1,020 feet: Thence south 1,020 feet: Thence east 690 feet; Thence south for 331 feet: Thence east to the centerline of Section 6, Township 8 North, Range 25: Thence south to the south boundary of Section 6, Township 8 North, Range 25: Thence east to the southeast corner of Section 6, Township 8 North, Range 25: Thence north to the northeast corner of the south half of Section 6, Township 8 North, Range 25: Thence west along the north boundary of the south half of Section 6, Township 8 North, Range 25 East to the center line of Section 6, Township 8 North, Range 25 East: Thence north for 220 feet: Thence west along the north boundary of SR 221 to the southeast corner of Lot 3, Short Plat #1389;: Thence north to the northeast corner of said Lot 3: Thence west to the east right of way line of SR 22: Thence north along said right of way line to the northwest corner of Short Plat #1408: Thence east to the northeast corner of said Short Plat: Thence north to the south boundary of an unnamed canal: Thence east along unnamed canal to the northeast corner of parcel 106852000016000: Thence north to the south boundary of East I-82: Then west along the south boundary of East I-82 for 726 feet: Thence north for 600 feet: Thence west for 476 feet to the boundary of Wine Country Rd: Thence northeasterly along Wine Country Rd for 4,777 feet: Thence south 1,200 feet: Thence east 320 feet to the west boundary of W I-82: Thence northeasterly along W I-82 for 2070 feet: Thence north 100 feet to Wittkopf Loop: Thence northwesterly along Wittkopf Loop to the north boundary of Wine Country Rd: Thence north 75 feet: Thence southwest 1,060 feet: Thence north 275 feet: Thence east along the south boundary of Lot 2, Short Plat #850 to the southeast corner of Lot 2, Short Plat #850: Thence north along the east boundary of Lot 2, Short Plat #850 to the intersection with Lot 2, Short Plat No. 850: Thence northeasterly along the east boundary of Lot 2, Short Plat No. 850 to the south boundary of the Yakima River: Thence west along the Yakima River to the east line of the west 400 feet of Government Lot 4 of Section 1, Township 8 North, Range 24 East: Thence north to the north line of said Section 1: Thence west to the west line of said Section 1; thence north to the south line of parcel 136943000006004: Thence east along said south line to the intersection with the west line of parcel 136944020052005: Thence east along the south line of said parcel to the northeast corner thereof; Thence west along the north line of parcel 136944020052005 and 136943000006004 to the east line of Section 35 Township 8 North, Range 24 East: Thence south along said east line to the centerline of the Yakima River: Thence west along said centerline 1,590 feet more or less to the intersection with the southerly extension of the west line of parcel 136943000006004; Thence northwesterly along said line to the intersection with Old Inland Empire Hwy: Thence west along Old Inland Empire Hwy to the Southeast corner of Lot 15 of the amended Plat of EMPIRE SUBDIVISION thence north to the northeast corner of Lot 19 of said Plat: thence east to the southeast corner of Lot 28 of said Plat: Thence north to the southerly right of way line of I-



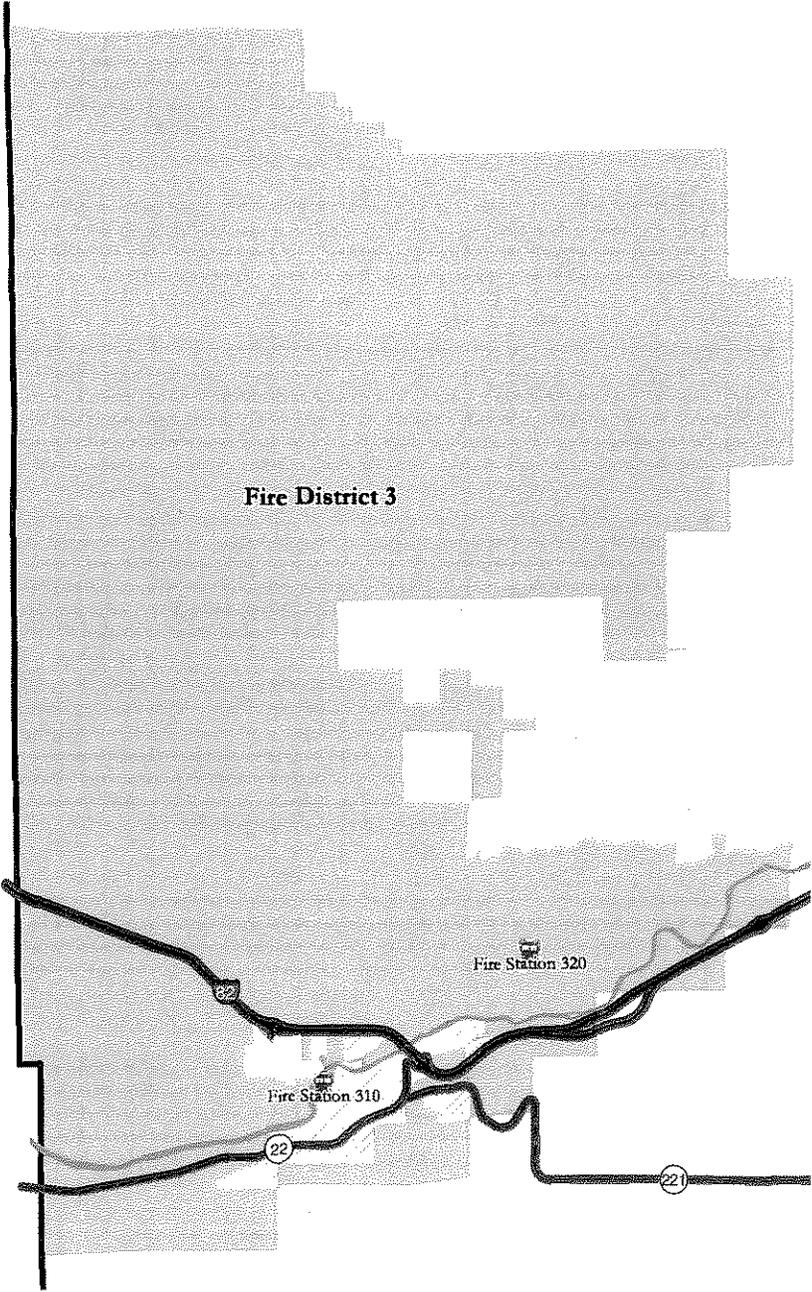
West Benton Regional Fire Authority Plan

82: Thence west along said right of way line to the east right of way line of Gap Rd: Thence south along Gap Road to the west line of Section 35, Township 8 North, Range 24 East: Thence south along said west line to the southwesterly right of way line of Wine Country Road; Thence northwesterly along said right of way line 2,030 feet: Thence west 185 feet: Thence south to the point of beginning.

Situate in Benton County, Washington.



West Benton Regional Fire Authority Plan





Fire Protection District 3:

Beginning at the northwest corner of Section 18 Township 11 Range 24; Thence south to the southwest corner of Section 18 Township 8 Range 24; Thence east to the southeast corner of Section 15 Township 8 Range 24; Thence north to the northeast corner of Section 15 Township 8 Range 24; Thence east to the northeast corner of Section 18 Township 8 Range 25; Thence north to the northwest corner of Section 8 Township 8 Range 25; Thence east to the northeast corner of Section 8 Township 8 Range 25; Thence north to the northwest corner of Section 4 Township 8 Range 25; Thence east to the northeast corner of Section 4 Township 8 Range 25; Thence north to the northwest corner of Section 34 Township 9 Range 25; Thence east to the northeast corner of Section 35 Township 9 Range 25; Thence north to the northwest corner of Section 25 Township 9 Range 25; Thence east to the northeast corner of Section 25 Township 9 Range 25; Thence north to the northeast corner of Section 1 Township 10 Range 25; Thence west to the northwest corner of Section 1 Township 10 Range 25; Thence north to the northeast corner of Section 26 Township 11 Range 25; Thence west to the northwest corner of Section 30 Township 10 Range 25; Thence north to the northwest corner of SECTION 19 TOWNSHIP 11 NORTH RANGE 25; LOT 4; Thence west 1334ft; Thence north 1301 ft; Thence west 2660 ft; Thence north 1294 ft; Thence west to the boundary of Section 23 Township 11 Range 24; Thence north to the northeast corner of Section 23 Township 11 Range 24; Thence north to the north center line of Section 14 Township 11 Range 24; Thence west to the point of beginning.

Excluding: The area within the incorporate limits of the city of Prosser

Excluding: Beginning at the northwest corner of Section 36 Township 10 Range 24; Thence south to the southwest corner of Section 36 Township 10 Range 24; Thence east to the southwest corner of Section 31 Township 10 Range 25; Thence south to the west center line of Section 6 Township 10 Range 25; Thence east to the center of Section 6 Township 10 Range 25; Thence north to the north center line of Section 6 Township 10 Range 25; Thence east to the northwest corner of Section 5 Township 10 Range 25; Thence south 1410 ft; Thence east to the center line of Section 5 Township 10 Range 25; Thence south 2720 ft; Thence east to the east boundary of Section 5 Township 10 Range 25; Thence south to the southeast corner of Section 5 Township 10 Range 25; Thence west to the north center line of Section 8 Township 10 Range 25; Thence south to the south center line of Section 8 Township 10 Range 25; Thence west to the southwest corner of Section 7 Township 10 Range 25; Thence north to the northwest corner of Section 7 Township 10 Range 25; Thence east to the northeast corner of Section 7 Township 10 Range 25; Thence south 10,031 ft to unnamed canal; Thence east along unnamed canal to the west boundary of parcel 11495300001001; Thence northeasterly 1420 ft; Thence south 1885 ft to Swaley Rd; Thence east to the southwest corner of parcel 114954000003000; Thence north to the northwest corner of parcel 114954000001002; Thence east to the boundary of Section 13 Township 9 Range 25; Thence south 1612 ft to the unnamed canal; Thence east to the west boundary of Section 13 Township 9 Range 25; Thence north to the northeast corner of Section 24 Township 10 Range 25; Thence west to the northwest corner of Section 24 Township 10 Range 25; Thence south to the northwest corner of Section 25 Township 10 Range 25; Thence west to the northwest corner of Section 26 Township 10 Range 25; Thence south to the northwest corner of parcel 135053000002000; Thence east to the northeast corner of parcel 135053000002000; Thence south to the southeast corner of parcel 135053000002000; Thence west to the west boundary of Section 35 Township 10 Range 25; Thence south to the southeast corner of Section 34 Township 10 Range 25; Thence west to the southwest corner of Section 34 Township 10 Range 25; Thence north to the northwest corner of Section 34 Township 10 Range 25; Thence west to the point of beginning.



APPENDIX 'C' – WBRFA Plan

Table 1 Governance Structure through fiscal year 2015

WBRFA Commissioner	Initial Appointment	Term Ends
Prosser City Council Member	January 1, 2015	December 31, 2015
Prosser City Council Member	January 1, 2015	December 31, 2015
Prosser City Council Member	January 1, 2015	December 31, 2015
Benton County Fire Protection District Number 3 Commissioner	January 1, 2015	December 31, 2015
Benton County Fire Protection District Number 3 Commissioner	January 1, 2015	December 31, 2015
Benton County Fire Protection District Number 3 Commissioner	January 1, 2015	December 31, 2015

Table 2 Governance Structure after fiscal year 2015

WBRFA Commissioner Position	Initial Term (varying years)	Ongoing Term (6 years)
1 (At Large)	2016-2019 (4 year term)	2020-2025
2 (City Commissioner District)	2016-2021 (6 year term)	2022-2027
3 (City Commissioner District)	2016-2017 (2 year term)	2018-2023
4 (Unincorporated Commissioner District)	2016-2021 (6 year term)	2022-2027
5 (Unincorporated Commissioner District)	2016-2017 (2 year term)	2018-2023



APPENDIX 'D' – WBRFA Plan

PROSSER TASK FORCE RECOMMENDATIONS

DISCUSSION

This Final Report to the Joint Fire Board contains exhaustive summaries and information used and explored during the DISCOVERY phase of this project. While our 'methodology matrix' reflects three distinct elements of the project, in reality, the majority of the DISCUSSION occurred simultaneously with our DISCOVERY efforts. However, the project culminated on Week 6 with a deliberation by the Task Force with a lengthy discussion of 'what did we learn' and how it may be applied in the form of a Level-Of-Service recommendation. Therefore, this report will not record or reflect the on-going discussion or conversations both in Task Force meetings and in other formats such as emails and phone calls.

DECISION

While it would be somewhat facetious to assume that the Task Force would actually "make decisions" for the Joint Fire Board, there were a number of discussions, recommendations and conclusions drawn to finality at the end of the process by this fastidious group. This Final Report reflects those 'decisions' made by the Task Force in three formats.

The first format is crafted in an INVENTORY OF SERVICES table which the Task Force believes services and level of training that are within reach by the Fire District to provide to the community. This 'inventory' -- keeping in line with the guiding principles of a 'First Responder' agency for nearly all emergency incidents – indicates the current services and number of volunteer members trained to defined levels. It also provides the Task Force's desired recommendation for future services and the number or percentage of PFD3 trained and certified members for the various response disciplines. (See **Appendix E**)

The second 'DECISION format' – (completed by Task Force) combined with the Level-Of-Service (LOS) Survey's that each member conducted through-out the community – is reflected in one of the key elements of LOS doctrine: that is, RESPONSE PERFORMANCE. The basic question of 'how fast' should trained PFD3 emergency help be at a household in crises remains at the heart of the LOS question. After analysis and discussion the Task Force submits the following matrix in recommendation form:



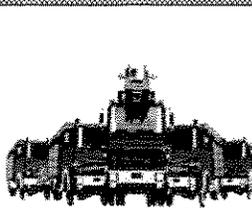
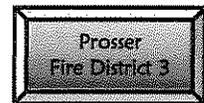
PFD3 Level of Service Matrix					
	'Level of Service' Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	CALL PROCESSING & DISPATCH				
	<i>The amount of time it takes for SECOM to receive a 9-1-1 call, adequately process it and dispatch it to PFD3</i>	Fire Response	1:30 mins	1:30 mins	1:30 mins
		EMS/Rescue Response	1:30 mins	1:30 mins	1:30 mins
		Haz Mat Response	1:30 mins	1:30 mins	1:30 mins
		Public Service	2:00 mins	2:00 mins	2:00 mins
	'Level of Service' Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	PFD3 'TURN-OUT' TIME				
	<i>The amount it takes for the first staffed PFD3 unit to respond after being dispatched</i>	Fire Response	3:00 mins	7:00 mins	8:00 mins
		EMS/Rescue Response	3:00 mins	7:00 mins	8:00 mins
		Haz Mat Response	3:00 mins	7:00 mins	8:00 mins
		Public Service	3:00 mins	9:00 mins	11:00 mins
	'Level of Service' Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	FIRST PFD3 UNIT ON THE SCENE				
	<i>The amount it takes for the first staffed PFD3 unit to arrive at the emergency scene</i>	Fire Response	7:30 mins	9:45 mins	12:45 mins
		EMS/Rescue Response	7:30 mins	9:45 mins	12:45 mins
		Haz Mat Response	7:30 mins	9:45 mins	12:45 mins
		Public Service	8:30 mins	10:45 mins	12:45 mins
	'Level of Service' Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	ARRIVAL OF THE REMAINING 'EFFECTIVE RESPONSE FORCE'				
	<i>The amount it takes for the remaining first-alarm assigned units to arrive at the scene</i>	Fire Response	9:45 mins	10:45 mins	13:45 mins
		EMS/Rescue Response	9:45 mins	10:45 mins	13:45 mins
		Haz Mat Response	9:45 mins	10:45 mins	13:45 mins
		Public Service	10:45 mins	12:45 mins	14:45 mins

Figure 1--PFD3 Task Force RECOMMENDED Response Performance Goals

CONCLUSIONS

As a final effort by the PFD3 Task Force, the group deliberated both in person and also electronically (email) to make their conclusions. The following are the FINDINGS and RECOMMENDATIONS of the PFD3 Task Force:



TASK FORCE RECOMMENDATIONS

The major findings of the Task Force effort and deliberations include recommendations which address current and future PFD3 needs which must be addressed. These findings and recommendations will have a direct effect on current and future levels of service, delivery models, governance and costs and are *time and outcome based*.

In taking all of the information into consideration, the Task Force has determined these recommendations to be desirable and attainable for the community as well as provides a sustainable emergency services model – now and in the future.

Those recommendations include:

Governance Model:

- Different Governance model: *Consider a completely different model for the governance of PFD3 by revisiting the model to form a Regional Fire authority to increase preparedness and fairly spreading the cost associated with Fire, Rescue and EMT risks across a larger population, and over a larger region.*

Administration:

- Business Planning: *This is a joint venture, there needs to be a proper level-of-service driven business plan for current year, 5 year and 10 year planning for this Joint Venture Agency. The LOS business plan must address the subjects of Fire, Rescue and EMT services for BCFD#3 and the City of Prosser in the areas of administration, facilities, fleet, training levels, delivery services, and response times, staffing, administrative staffing, governance, and funding requirements. Integrate the business plan into the Interagency Agreement for use by the Joint Venture Agency.*
- Work Plan: *Prepare an overall work plan for this Joint Venture Agency. Break down the work to be performed, describe the work, prepare an estimate, and prepare a time phased plan (to an appropriate level of detail) describing how and when work will get done.*
- Goals: *Establish Goals or Key Performance Parameters based upon: LOS goals with clear definition concerning what is to be achieved, when the goal is to be achieved and who will be responsible for achieving the goal. Make this part of the Agency business plan. Amend the Agency joint venture agreement to include the Goals or Key Performance Parameters goal and the dates these goals will be met.*



Facilities:

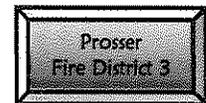
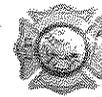
- *Planning: Prepare a "Facilities", purchase, property improvements, and maintenance plan in conjunction with the overall LOS business plan for the Agency.*
- *Develop cash set aside values based on a schedule that the Agency will live up to and fund monthly/annually to meet "Facilities" needs.*
- *Focus attention finishing the upstairs dorms to promote night shift operations to improve call time response overall.*
- *Develop plan for expansion of facilities to outer areas of PFD 3 district to improve response times in an effort to reduce property owner insurance premiums in the higher populated outer areas of the fire district.*

Fleet:

- *Planning: Prepare a "Fleet", purchase, improvements, and maintenance plan in conjunction with the overall business plan for the Agency.*
- *Develop cash set aside values based on a schedule that the Agency will live up to and fund monthly/annually to meet "Facilities" needs.*
- *The factor for inflation in the existing equipment replacement plan is 3.5% - 5% (planning rates), suggest using a ten year running average actual inflation rate (currently 2.41%) for equipment under \$250K. The replacement cost will decrease significantly overall by this change over the life cycle of the replacement plan.*

Training Levels:

- *Planning: Prepare a "Training Levels" plan in conjunction with the overall LOS business planning for the Agency. Prepare estimated cost in conjunction with a work plan outlining the overall goals.*
- *The end result of training needs to result in the ability to respond to complex dangerous commercial, industrial, airport, and marine fire/rescue.*
- *Those surveyed for this study requested the PFD 3 personnel be trained to a level of 8.5 out of 10 for Fire, Rescue, and EMT.*
- *Expand training to include complex dangerous commercial, industrial, airport, and marine fire/rescue response.*



Delivery Services:

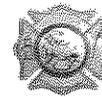
- *Planning: Prepare a "Delivery Services" plan in conjunction with the overall business planning for the Agency. Prepare estimated cost in conjunction with a work plan outlining the overall goals.*
- *PFD 3 is not an "All Risk" Agency, they are a first response Agency that trains all personnel to a near professional level in the areas of Fire, Rescue, and EMT.*
- *Expand Delivery Services to include complex dangerous industrial, airport, and marine fire/rescue response.*
- *Prepare a community risk analysis/assessment starting with current mapping of PFD 3 risks by area. Identify red zone risks and response capabilities by the Agency.*
- *Consider potential "Regional" approach for Delivery Services, (i.e.: ambulance, Station Cover, Mutual Aid, etc.)*

Response Times:

- *The average response time for PFD 3 in 2011 was 9.37 min. The 2012 average response time was 10:29 min. These average times generally coincide with the expectations of those surveyed over the past few months in that 62% expect service in 8-10 minutes 80% of the time.*
- *Set a Goal to reach an average response time of 9:00 minutes, 80% of the time within two years.*
- *Consider focusing attention on finishing the upstairs dorms to promote night shift operations to improve the call time response overall.*

Response Staffing:

- *Prepare an overall "Response Staffing" plan in conjunction with the development of the overall business plan. Prepare scope statements and cost estimates to support this type of plan.*
- *Based on those surveyed, a minimum of 4 personnel should respond to any incident, but a majority (71%) of those surveyed requested "as many as needed" as a response to any incident.*



West Benton Regional Fire Authority Plan

Staffing Model:

- *Current Program: Maintain the volunteer program and ensure training brings the volunteers up to a standard nearly equal to that of career firefighters.*
- *Continue staffing PFD 3 with a mix of daytime career and volunteers.*
- *Develop a plan for volunteer day/night dorm accommodations.*
- *Establish cover shifts for volunteers to ensure response times and personnel.*
- *Review the potential for seasonal hiring to meet peak season requirements of the plan.*
- *Look into a regional approach for use of volunteer firefighters from other districts.*
- *Incentivize volunteer participation based on training, certification and severity of call.*
- *Prepare plan for the recognition of businesses in town that become involved with a fire department response/recess program during daytime hours. Educate the community concerning the needs of the program, along with developing incentives for businesses.*
- *Prepare a community awareness plan, PFD 3 needs to increase visibility of the fire department in the newspaper.*
- *Look into the use of a volunteer recruiter for PFD 3 and look into sharing cost with other regional volunteer districts.*
- *Develop an Explorer Program for Volunteer Firefighting with PHS.*

Administrative Staffing:

- *Prepare an administrative plan as a part of the business plan to address current and future "Administrative Staffing" needs as the department matures over the next ten years.*

Financing:

- *Financial Planning: This is a joint venture, there needs to be a proper financial plan the for current year, 5 year and 10 year planning for this Joint Venture Agency. The financial plan must address the subjects of*



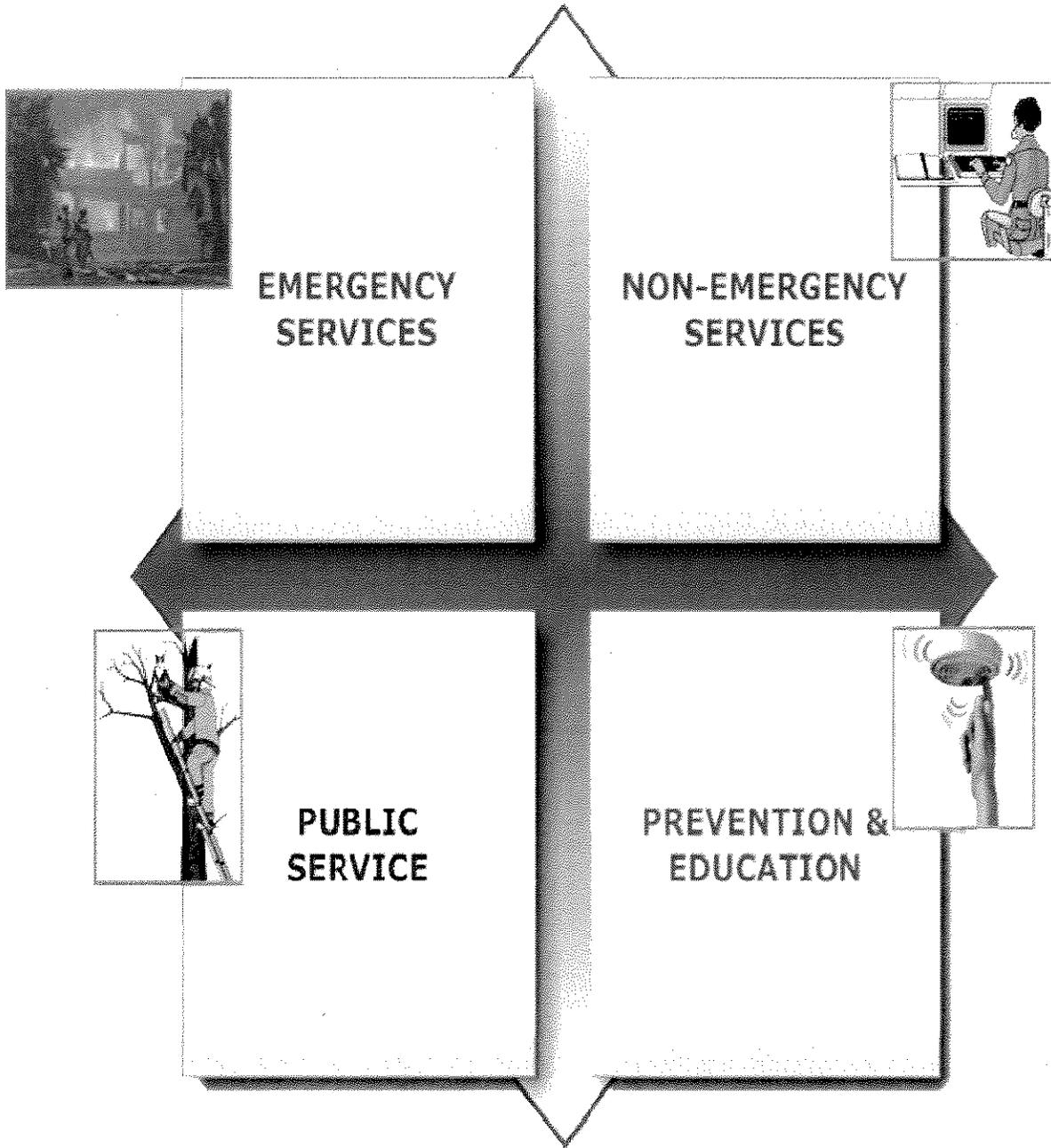
West Benton Regional Fire Authority Plan

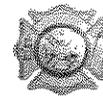
Fire, Rescue and EMT services for BCFD#3 and the City of Prosser in the areas of administration, facilities, fleet, training levels, delivery services, and response times, staffing, administrative staffing, governance, and funding requirements. Integrate the business plan into the Interagency Agreement for use by the Joint Venture Agency

- *Work Plan: Prepare an overall work plan for this Joint Venture Agency. Break down the work to be performed, describe the work, prepare an estimate, and prepare a time phased plan describing how and when work will get done.*
- *Annual Budgets: All annual and multi-year financial planning should include inflationary factoring. The inflation factor should be based on a ten year federal average rate.*
- *The Financing agreement for the Agency should be amended to accommodate complex commercial and industrial structures throughout PFD3 to determine risk & associated cost for fire, rescue & EMT services.*
- ***The current Inter-agency cost division formula does not properly address future risk preparation and response to support potential risk related cost associated with the density of complex commercial and industrial structures in the City of Prosser.***
- *Developing a proper governance model will solve the issue related to the funding share that would be considered adequate, fair, and equitable.*
- *Address unfunded liabilities for PFD3.*
- *Review the maps and listing of complex commercial and industrial structures throughout PFD3 to determine risk & associated cost for fire, rescue & EMT services. Identify the structures sizes by; SF, CF, mechanical systems, chemical systems, materials stored, materials processed, facility construction, response scenarios, compressed gases, liquefied gases, boiler systems, heated oils, stored oils and fuels, etc.*
- *Look at the cost associated with responses and the balance of higher risk operations associated with responses to city verses the rural regions of BCFD#3.*



APPENDIX 'E' – WBRFA Plan

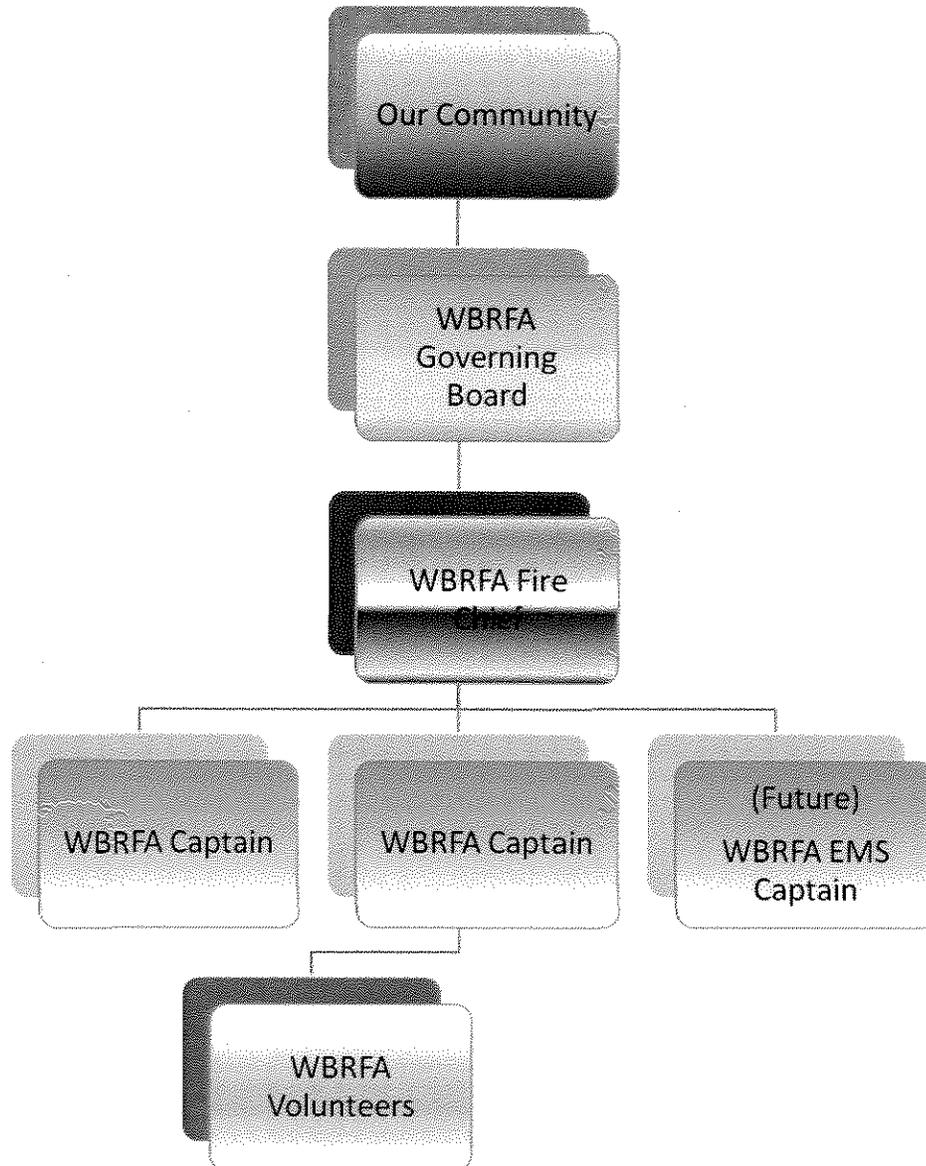


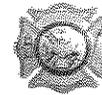


PROSSER REGIONAL FIRE AUTHORITY	EMERGENCY / PUBLIC SERVICES		
	JULY 2014	FUTURE DESIRED LEVEL	OUTSIDE AGENCY
FIRE SUPPRESSION Structural Vehicle Natural Cover Aircraft	First Responder IDLH Structural FF-1 Red Card FF-1 Incident Command Safety Officer	Incident Command (certified) Structural FF-II Red Card FF-II Aircraft Technician	Mutual Aid
EMERGENCY MEDICAL	BLS First Responder Transport Capable	ALS Transport Capable	Mutual Aid
HAZ MAT	Awareness R&I	Operations	Technical
VEHICLE RESCUE	First Responder	Advanced (certified)	
WATER RESCUE	Awareness Operations	Technical	Technical
ICE RESCUE	Awareness Operations	Technical	Technical
ROPE RESCUE	Awareness Operations	Technical	Technical
URBAN RESCUE	Awareness Operations	Technical	Technical
DISASTER SERVICES	Planning Mitigation EOC	Expand	Coordinate/Cooperate
PUBLIC SERVICE	All Routine Requests	All Routine Requests	
OCCUPANCY INSPECTIONS	Courtesy	Certified Inspectors Code Enforcement	
SAFETY EDUCATION	Fire Safety School Curriculum	CPR First Aid C.E.R.T.	



APPENDIX 'F' – WBRFA Plan





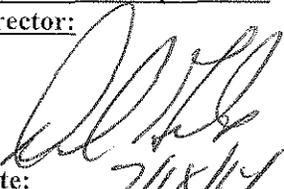
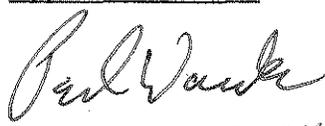
APPENDIX 'G' – *WBRFA Plan*

TO BE INSERTED BEFORE APPROVED BY BCFPD#3 AND CITY.

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Consideration of Ordinance 14-_____ establishing Prosser Municipal Code Chapter 9.20.010 to make having two or more false alarms in a ninety day period unlawful and consideration of Resolution 14-_____ setting emergency Response registration fees and a late penalty for late payment of such registration.		Meeting Date: July 22, 2014 Regular Meeting	
Department: Police	Director: David Giles	Contact Person: David Giles	Phone Number: (509) 786-8220
Cost of Proposal: N/A		Account Number:	
Amount Budgeted: N/A		Name and Fund#	
Reviewed by Finance Department: <i>R Mamas</i>			
Attachments to Agenda Packet Item: 1. Proposed Ordinance 14-_____ 2. Proposed Resolution 14-_____ 3. Agenda Bill from June 3, 2014			
Summary Statement: Council previously discussed the false alarm ordinance on June 3, 2014. At that time, Council directed staff to add a waiver process to the ordinance allowing the city to waive the false alarm fee in the event that multiple false alarms occurred within a twenty four hour period. The attached ordinance allows the city to waive the false alarm fee providing all of the following apply: A. That multiple false alarms all occurred within a consecutive twenty-four hour period; B. That the false alarms were due to an equipment failure; and C. That the person responsible to maintain the premises where the false alarms occurred was not reasonably capable of disabling the alarm system to prevent the multiple false alarms.			

<u>Consistent with or Comparison to:</u> Existing adopted or previous plans, policies or actions taken by the Council		
<u>Recommended City Council Action/Suggested Motion:</u>		
<u>Motion #1:</u> Adopt Ordinance 14-_____ establishing Prosser Municipal Code Chapter 9.20 to make having two or more false alarms in a ninety day period unlawful and imposing a penalty of fifty for each unlawful false alarm.		
<u>Motion #2:</u> Adopt Resolution 14-_____ setting emergency Response registration fees and a late penalty for late payment of such registration.		
<u>Reviewed by Department Director:</u> 	<u>Reviewed by City Attorney:</u> 	<u>Approved by Mayor:</u> 
Date: 7/18/14	Date: 7/18/14	Date: 7-18-2014
<u>Today's Date:</u> July 16, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 14-_____

AN ORDINANCE ESTABLISHING PROSSER MUNICIPAL CODE CHAPTER 9.20 TO MAKE HAVING TWO OR MORE FALSE ALARMS IN A NINETY DAY PERIOD UNLAWFUL, IMPOSING A PENALTY OF FIFTY DOLLARS FOR EACH UNLAWFUL FALSE ALARM, MAKING IT UNLAWFUL TO HAVE OR MAINTAIN ON ANY PREMISES A BURGLARY AND/OR ROBBERY OR FIRE ALARM UNLESS THERE IS ON FILE WITH THE CITY OF PROSSER POLICE CHIEF A CURRENT EMERGENCY RESPONSE REGISTRATION, AND ESTABLISHING A FEE FOR SUCH REGISTRATION. THE ORDINANCE ALSO PROVIDES FOR A FEE WAIVER UNDER CERTAIN CONDITIONS AS SET FORTH IN ORDINANCE. 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, for the period from January 1, 2013, to December 31, 2013, the Prosser Police Department responded to 10,049 calls for service with 232 calls related to responding to alarms; and

WHEREAS, 100 hundred percent of those alarm calls during that period were false; and

WHEREAS, 100 percent of those alarm calls during that period were for burglar alarms; and

WHEREAS, 100 percent of those burglar alarm calls during that period were false; and

WHEREAS, for the period from January 1, 2013, to December 31, 2013, approximately 3 percent of all emergency calls for service involved responding to noise complaints; and

WHEREAS, 25 percent of those noise complaints relate to alarms; and

WHEREAS, 100 percent of those noise complaints related to alarms were false; and

WHEREAS, emergency calls for service normally require the response of two uniformed officers; and

WHEREAS, for false alarms, the Police Department's average cost to respond to each false alarm is approximately Sixty Dollars; and

WHEREAS, for the period from January 1, 2013, to December 31, 2013, the Police Department's total cost to respond to all false alarms was approximately \$13,920 and

WHEREAS, the administrative cost to bill persons who have more than one false alarm

in any ninety day period, is approximately Fifteen Dollars; and

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

Section 1. Prosser Municipal Code Section 9.20.010 is hereby established to read as follows:

9.20.010 False alarm defined.

For the purposes of this chapter, the term “false alarm” means the activation of a burglary and/or robbery or fire alarm by other than a forced entry or attempted forced entry to the premises, or by other than a fire and at a time when no burglary or robbery is being committed or attempted on the premises, or when no fire exists on the premises.

Section 2. Prosser Municipal Code Section 9.20.020 is hereby established to read as follows:

9.20.020 False alarm prohibited when-Fee.

It is unlawful for any person, business, or other legal entity having or conducting a private alarm system for fire, theft, burglary, or other protection to have two or more false alarms within a ninety-day period. The owner of any residence, business, or premises in which said alarm system exists shall pay a fifty dollar false alarm fee for the second and each additional false alarm in any ninety-day period.

Section 3. Prosser Municipal Code Section 9.20.030 is hereby established to read as follows:

9.20.030 Notice – payment of fee—waiver of fee--appeal.

The Police Department shall notify the party responsible for paying the fee, and if said fee is not paid to the City Finance Director within thirty days, a summons and complaint shall be executed by the City and the responsible party shall thereby be brought within the jurisdiction Benton County District Court. In the alternative if the fee is not paid within thirty days and at the sole discretion of the Mayor, or his or her designee, the Mayor, or his or her designee, may assign collection of the fee to a collection agency. If the collection of the fee is turned over to a collection agency, then the agency can add a reasonable fee in accordance with RCW 19.16.500.

The chief of police shall waive the false alarm fee if the person liable to pay the

false alarm fee files an application for a fee waiver within twenty days from the date the police department notified him or her that the false alarm fee was due proving by a preponderance of the evidence:

- A. That multiple false alarms all occurred within a consecutive twenty-four hour period;
- B. That the false alarms were due to an equipment failure; and
- C. That the person responsible to maintain the premises where the false alarms occurred was not reasonably capable of disabling the alarm system to prevent the multiple false alarms.

The chief of police shall notify the applicant whether the waiver has been granted within 20 days from the date that the fee waiver application is received by the city. If the waiver is denied, then the false alarm fee shall be due and payable on or before 30 days from the date of denial. The chief of police is authorized to create forms and administrative procedures to implement the waiver process.

Section 4. Prosser Municipal Code Section 9.20.040 is hereby established to read as follows:

9.20.040 Emergency response registration – payment of fee.

It shall be unlawful to have or maintain on any premises a burglary and/or robbery or fire alarm unless there is on file with the city of Prosser police chief a current emergency response registration including, but not limited to, the name(s) and current telephone number(s) of person(s) authorized to enter such premises and turn off any such alarm at all hours of the day and night, and an emergency response registration fee has been paid in an amount set by the City Council by ordinance or resolution. The city's police chief is hereby authorized to establish policies and procedures to establish emergency response registration forms. In the event that an emergency response registration is not filed by the person maintaining the burglary and/or robbery or fire alarm within 30 days after the police chief issues a written demand to obtain such emergency response registration, then a late penalty in the amount set by the City Council by ordinance or resolution shall be paid before the police chief may issue the registration for the burglary and/or robbery or fire alarm.

Section 5. Prosser Municipal Code Section 9.20.990 is hereby established to read as follows:

9.20.990 Severability.

The provisions of this chapter are hereby declared to be severable. If any section, subsection, sentence, clause, phrase, or word 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, phrase, or word be held unconstitutional or invalid.

Section 6. SEVERABILITY. The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, phrase, or word 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, phrase, or word be held unconstitutional or invalid.

Section 7. 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 ESTABLISHING PROSSER MUNICIPAL CODE CHAPTER 9.20 TO MAKE HAVING TWO OR MORE FALSE ALARMS IN A NINETY DAY PERIOD UNLAWFUL, IMPOSING A PENALTY OF FIFTY DOLLARS FOR EACH UNLAWFUL FALSE ALARM, MAKING IT UNLAWFUL TO HAVE OR MAINTAIN ON ANY PREMISES A BURGLARY AND/OR ROBBERY OR FIRE ALARM UNLESS THERE IS ON FILE WITH THE CITY OF PROSSER POLICE CHIEF A CURRENT EMERGENCY RESPONSE REGISTRATION, AND ESTABLISHING A FEE FOR SUCH REGISTRATION. THE ORDINANCE ALSO PROVIDES FOR A FEE WAIVER UNDER CERTAIN CONDITIONS SET FORTH IN ORDINANCE. 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

CITY OF PROSSER, WASHINGTON
RESOLUTION NO. 14- _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PROSSER,
SETTING EMERGENCY RESPONSE REGISTRATION FEES AND A
LATE PENALTY FOR LATE PAYMENT OF SUCH REGISTRATION
FEE.**

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

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

WHEREAS, the City Council has provided for emergency response registration fee and a late penalty for late payment of such registration fee to be set by Resolution;

NOW THEREFORE, BE IT RESOLVED,

That the following fees are hereby set by the City Council and the City Clerk shall add these fees to the City's fee schedule:

Emergency response registration fee:	\$5.00
Emergency response registration fee late penalty:	\$10.00

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

A handwritten signature in black ink, consisting of a large, stylized 'S' shape with a horizontal line through it, and a smaller 'H' shape below it.

HOWARD SAXTON, CITY ATTORNEY

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Consideration of Ordinance 14-_____ establishing Prosser Municipal Code Chapter 9.20.010 to make having two or more false alarms in a ninety day period unlawful and consideration of Resolution 14-_____ setting emergency Response registration fees and a late penalty for late payment of such registration.		<u>Meeting Date:</u> June 3, 2014 Special Meeting	
<u>Department:</u> Police	<u>Director:</u> David Giles	<u>Contact Person:</u> David Giles	<u>Phone Number:</u> (509) 786-8220
<u>Cost of Proposal:</u> N/A		<u>Account Number:</u>	
<u>Amount Budgeted</u> N/A		<u>Name and Fund#</u>	
<u>Reviewed by Finance Department:</u> N/A			
<u>Attachments to Agenda Packet Item:</u> 1. Proposed Ordinance 14-_____ 2. Proposed Resolution 14-_____			
<u>Summary Statement:</u> For the period from January 1, 2013 through December 31, 2013 the Prosser Police Department responded to 10,049 calls for service. Research conducted indicates 232 of those calls were related to responding to burglar alarms. Further research indicates that all 232 of the burglar alarm responses during that time period were false. Burglar alarm responses are considered emergency calls for service and normally require the response of two uniformed officers, the Police Department's average cost to respond to each false alarm is approximately \$60.00; and for the period from January 1, 2013 through December 31, 2013 the Police Department's cost to respond to the 232 false alarms was approximately \$13,920.00. The Mayor and Police Chief sent letters out to businesses on May 23, 2014, in town providing information and requesting comments on the upcoming burglar alarm ordinance proposal.			

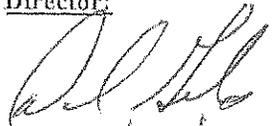
The proposed ordinance will establish Prosser Municipal Code Chapter 9.20.010 making two or more false alarms in a ninety day period unlawful and imposing a penalty of seventy-five dollars for each unlawful false alarm. Additionally the ordinance will make it unlawful to have or maintain on any premises a burglary and/or robbery or fire alarm unless there is on file with the city of Prosser Police Department a current emergency response registration, and an emergency response registration fee has been paid. The proposed Resolution sets those fees.

Consistent with or Comparison to: Existing adopted or previous plans, policies or actions taken by the Council

Recommended City Council Action/Suggested Motion:

Motion #1: Adopt Ordinance 14-_____ establishing Prosser Municipal Code Chapter 9.20 to make having two or more false alarms in a ninety day period unlawful and imposing a penalty of seventy-five dollars for each unlawful false alarm.

Motion #2: Adopt Resolution 14-_____ setting Emergency Response Registration Fees and a Late Penalty for Late Payment of Such Registration.

<p><u>Reviewed by Department Director:</u>  Date: 5/30/2014</p>	<p><u>Reviewed by City Attorney:</u>  Date: 5/30/14</p>	<p><u>Approved by Mayor:</u>  Date: 5-30-14</p>
<p><u>Today's Date:</u> May 30, 2014</p>	<p><u>Revision Number/Date:</u></p>	<p><u>File Name and Path:</u></p>

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 14-_____

AN ORDINANCE ESTABLISHING PROSSER MUNICIPAL CODE CHAPTER 9.20 TO MAKE HAVING TWO OR MORE FALSE ALARMS IN A NINETY DAY PERIOD UNLAWFUL, IMPOSING A PENALTY OF SEVENTY-FIVE DOLLARS FOR EACH UNLAWFUL FALSE ALARM, MAKING IT UNLAWFUL TO HAVE OR MAINTAIN ON ANY PREMISES A BURGLARY AND/OR ROBBERY OR FIRE ALARM UNLESS THERE IS ON FILE WITH THE CITY OF PROSSER POLICE CHIEF A CURRENT EMERGENCY RESPONSE REGISTRATION, AND ESTABLISHING A FEE FOR SUCH REGISTRATION. 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, for the period from January 1, 2013, to December 31, 2013, the Prosser Police Department responded to 10,049 calls for service with 232 calls related to responding to alarms; and

WHEREAS, 100 hundred percent of those alarm calls during that period were false; and

WHEREAS, 100 percent of those alarm calls during that period were for burglar alarms;
and

WHEREAS, 100 percent of those burglar alarm calls during that period were false; and

WHEREAS, for the period from January 1, 2013, to December 31, 2013, approximately 3 percent of all emergency calls for service involved responding to noise complaints; and

WHEREAS, 25 percent of those noise complaints relate to alarms; and

WHEREAS, 100 percent of those noise complaints related to alarms were false; and

WHEREAS, emergency calls for service normally require the response of two uniformed officers; and

WHEREAS, for false alarms, the Police Department's average cost to respond to each false alarm is approximately Sixty Dollars; and

WHEREAS, for the period from January 1, 2013, to December 31, 2013, the Police Department's total cost to respond to all false alarms was approximately \$13,920 and

WHEREAS, the administrative cost to bill persons who have more than one false alarm in any ninety day period, is approximately Fifteen Dollars; and

WHEREAS, the Mayor and Police Chief sent out a letter on May 23, 2014, to businesses in the city providing information and requesting comments on the upcoming alarm ordinance proposal;

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

Section 1. Prosser Municipal Code Section 9.20.010 is hereby established to read as follows:

9.20.010 False alarm defined.

For the purposes of this chapter, the term "false alarm" means the activation of a burglary and/or robbery or fire alarm by other than a forced entry or attempted forced entry to the premises, or by other than a fire and at a time when no burglary or robbery is being committed or attempted on the premises, or when no fire exists on the premises.

Section 2. Prosser Municipal Code Section 9.20.020 is hereby established to read as follows:

9.20.020 False alarm prohibited when-Fee.

It is unlawful for any person, business, or other legal entity having or conducting a private alarm system for fire, theft, burglary, or other protection to have two or more false alarms within a ninety-day period. The owner of any residence, business, or premises in which said alarm system exists shall pay a seventy-five dollar false alarm fee for the second and each additional false alarm in any ninety-day period.

Section 3. Prosser Municipal Code Section 9.20.030 is hereby established to read as follows:

9.20.030 Notice – payment of fee.

The Police Department shall notify the party responsible for paying the fee, and if said fee is not paid to the City Finance Director within thirty days, a summons and complaint shall be executed by the City and the responsible party shall thereby be brought within the jurisdiction Benton County District Court. In the alternative if the fee is not paid within thirty days and at the sole discretion of the Mayor, or his or her designee, the Mayor, or his or her designee, may assign collection of the fee to a collection agency. If the collection of the fee is turned over to a collection agency, then the agency can add a reasonable fee in accordance with RCW 19.16.500.

Section 4. Prosser Municipal Code Section 9.20.040 is hereby established to read as follows:

9.20.040 Emergency response registration – payment of fee.

It shall be unlawful to have or maintain on any premises a burglary and/or robbery or fire alarm unless there is on file with the city of Prosser police chief a current emergency response registration including, but not limited to, the name(s) and current telephone number(s) of person(s) authorized to enter such premises and turn off any such alarm at all hours of the day and night, and an emergency response registration fee has been paid in an amount set by the City Council by ordinance or resolution. The city's police chief is hereby authorized to establish policies and procedures to establish emergency response registration forms. In the event that an emergency response registration is not filed by the person maintaining the burglary and/or robbery or fire alarm within 30 days after the police chief issues a written demand to obtain such emergency response registration, then a late penalty in the amount set by the City Council by ordinance or resolution shall be paid before the police chief may issue the registration for the burglary and/or robbery or fire alarm.

Section 5. Prosser Municipal Code Section 9.20.990 is hereby established to read as follows:

9.20.990 Severability.

The provisions of this chapter are hereby declared to be severable. If any section, subsection, sentence, clause, phrase, or word 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, phrase, or word be held unconstitutional or invalid.

Section 6. **SEVERABILITY.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, phrase, or word 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, phrase, or word be held unconstitutional or invalid.

Section 7. 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

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 ESTABLISHING PROSSER MUNICIPAL CODE CHAPTER 9.20 TO MAKE HAVING TWO OR MORE FALSE ALARMS IN A NINETY DAY PERIOD UNLAWFUL, IMPOSING A PENALTY OF SEVENTY-FIVE DOLLARS FOR EACH UNLAWFUL FALSE ALARM, MAKING IT UNLAWFUL TO HAVE OR MAINTAIN ON ANY PREMISES A BURGLARY AND/OR ROBBERY OR FIRE ALARM UNLESS THERE IS ON FILE WITH THE CITY OF PROSSER POLICE CHIEF A CURRENT EMERGENCY RESPONSE REGISTRATION, AND ESTABLISHING A FEE FOR SUCH REGISTRATION. 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

CITY OF PROSSER, WASHINGTON
RESOLUTION NO. 14- _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PROSSER,
SETTING EMERGENCY RESPONSE REGISTRATION FEES AND A
LATE PENALTY FOR LATE PAYMENT OF SUCH REGISTRATION
FEE**

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

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

WHEREAS, the City Council has provided for emergency response registration fee and a late penalty for late payment of such registration fee to be set by Resolution;

NOW THEREFORE, BE IT RESOLVED, that the following fees are hereby set by the City Council and the City Clerk shall add these fees to the City's fee schedule:

Emergency response registration fee:	\$5.00
Emergency response registration fee late penalty:	\$10.00

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

MAYOR PAUL WARDEN

ATTEST:

RACHEL SHAW, CITY CLERK

APPROVED AS TO FORM:



HOWARD SAXTON, CITY ATTORNEY

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Adopt Ordinance No. 14-____ approving position descriptions for certain appointed and un-appointed positions.	<u>Meeting Date:</u> July 22, 2014 Regular Meeting
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<u>Department:</u> Finance	<u>Director:</u> Regina Mauras	<u>Contact Person:</u> Toni Yost	<u>Phone Number:</u> (509) 786-8215
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<u>Cost of Proposal:</u>	<u>Account Number:</u>
<u>Amount Budgeted:</u>	<u>Name and Fund#</u>

Reviewed by Finance Department:
R Mauras

Attachments to Agenda Packet Item:
1. Proposed Ordinance No. 14-_____

Summary Statement:
Attached is an Ordinance approving position descriptions for the following appointed and un-appointed positions :

Finance Director	Appointed
City Clerk	Appointed
City Planner	Un-Appointed
Finance Manager	Un-Appointed
Assistant Finance Manger	Un-Appointed

Position descriptions and duties can change from time to time based upon expertise, department needs, and changing requirements. As a result, it is necessary to review position description to ensure that they properly reflect position responsibilities and duties. The attached position descriptions have been updated to reflect these changes and additions.

Revised Code of Washington (RCW) 35A.11.020 outlines the Council's authority to define the functions, Powers, and duties of its officers and employees.

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

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 14-_____

AN ORDINANCE APPROVING POSITION DESCRIPTIONS FOR CERTAIN APPOINTED AND UN-APPOINTED POSITIONS DESCRIBED IN THE ORDINANCE. 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, Revised Code of Washington (RCW) 35A.11.020 outlines that the Governing Body shall define the functions, powers, and duties of its officers and employees; and

WHEREAS, Prosser Municipal Code 2.01.100 provides that job descriptions for the appointive officers shall be approved and changed from time to time by separate ordinance of the city council.

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

Section 1. The position description for the appointed office of Finance Director is hereby adopted to read as follows: see Exhibit "A" attached hereto and incorporated herein by reference.

Section 2. The position description for the appointed office of City Clerk Is hereby adopted to read as follows: see Exhibit "B" attached hereto and incorporated herein by reference.

Section 3 The position description for the appointed office of City Planner is hereby adopted to read as follows: see Exhibit" C" attached hereto and incorporated herein by reference.

Section 4. The position description for the un-appointed office of Finance Manager is hereby adopted to read as follows: see Exhibit "D" attached hereto and incorporated herein by reference.

Section 5. The position description for the un-appointed office of Assistant Finance Manager is hereby adopted to read as follows: see Exhibit "E" attached hereto and incorporated herein by reference.

Section 6. 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 7. 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:

RACHEL SHAW, CITY CLERK

APPROVED AS TO FORM:



HOWARD SAXTON, CITY ATTORNEY

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 APPROVING POSITION DESCRIPTIONS FOR CERTAIN APPOINTED AND UN-APPOINTED POSITIONS DESCRIBED IN THE ORDINANCE. 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"

**CITY OF PROSSER, WASHINGTON
POSITION DESCRIPTION**

Title: Finance Director
Department: Finance
Reports to: City Administrator

FLSA: Exempt
Union Status: Non-Union
Date: July 2014

GENERAL PURPOSE

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City Government. Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the city.

SUPERVISION REQUIRED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over clerical, financial, other staff, and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in all departments to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Finance Director Position Description (continued)

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
Prepares agenda items for Council Meetings as directed.

Prepares a variety of studies, reports and related information for decision-making purposes.

Prepares surveys and other reports as directed.

Serves as chief financial advisor to the City Administrator.

Establishes and maintains internal control procedures and assures that state and national standard account procedures are maintained.

Maintains and reconciles financial records and prepares financial reports.

Oversees the central computerized financial and management information systems of the City.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well-being of the City.

Prepares and executes the budget of the City; prepares and executes the Annual Financial Statements to the Office of the State Auditor; prepares and executes the Annual Street Report to the Department of Transportation.

Oversees payroll, accounts payable processing, accounts receivable, and utility and other billings.

Oversees the posting of ledgers and accounts.

Directs the preparation of state and federal reports, including tax reports.

Supervises the collection of taxes, fees and other receipts in accordance with laws and regulations.

Manages investment of City funds in accordance with investment policies and goals, and local, state and Federal regulations.

Serves as Grants/Loan Manager for Federal, state and local assistance programs.

Establishes and maintains records needed for bond payments, fiscal agent, and related ledgers.
Manages and maintains local improvement district records, billings and collections.

Serves as Human Resources Director.

Works in conjunction with Mayor and City Council to manage labor contracts and negotiate terms and conditions.

Oversees the training and development of financial and clerical staff.
Performs all other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Attend seminars and workshops related to Finance Director duties and responsibilities.

Performs general management duties for the City Administrator as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. Working knowledge of the principals and practices of modern public administration; extensive knowledge of the office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;
- B. Skill in operation of listed tools and equipment;
- C. Ability to establish and maintain effective working relationships with employees, other departments, public officials, and citizens and other members of the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise workers and assigned staff.
- D. Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll, accounts payable and utility billing functions; working knowledge of budgetary, accounting and reporting systems (BARS), GAAFR, GAAP, and GASB;
- E. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures.

SPECIAL REQUIREMENTS

Must be bondable.

Must possess and be able to maintain a valid Washington State Driver's License.

TOOLS AND EQUIPMENT USES

Typewriter; personal computer, including word processing, spreadsheet and database software; central financial computer; 10-key calculator; phone; copy machine; fax machine; postage meter; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk and stand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, evaluation and rating of education and experience; oral interview and reference check; job related tests may be required.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.

Approval _____

Date _____

I have read the above position description as it applies to the position for which I am employed and hereby verify that I understand what is expected of me in relation to my employment with the City of Prosser, Washington.

Signature _____

Date _____

EXHIBIT "B"

CITY OF PROSSER, WASHINGTON POSITION DESCRIPTION

Title: City Clerk

Department: Administration

Reports to: City Administrator

FLSA: Exempt

Union Status: Non-Union

Date: July 2014

GENERAL PURPOSE

Under the direction of the City Administrator, provide a variety of routine and complex supervisory, clerical, and administrative work in the administration of City Government. Responsible for the management and preparation of City Council agenda, legal notices, business licensing, public relations, records management, retention and archives. Serves as the Public Records Officer and Records Custodian for the City including management of public inquires and disclosure and is the local official who administers democratic processes. Manage and direct all aspects of the City's computer, network, communications, and telephone operations.

SUPERVISION REQUIRED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Directly or indirectly supervises all assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City Government. Responsible for the management and preparation of City Council agenda, legal notices, business licensing, public relations, records management, retention and archives and arranges for ceremonial and official functions. Serves as the Public Records Officer and Records Custodian for the City including management of public inquires and disclosure and is the local official who administers democratic processes such as access to City records and all legislative actions ensuring transparency to the public.

Serve as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records.

Direct the codification of ordinances into the Prosser Municipal Code to ensure comprehensive and cohesive compilation of City laws. Coordinate preparation and revision of legislation with staff and the City Attorney's office prior to adoption, execution by the Mayor and submission to

the codifier. Provide technical expertise regarding information retrieval and Code reorganization. Supervise the codification and distribution of City record keeping policy and procedures. Analyze record keeping, filing, and recording policies and practices related to land use applications such as annexations and vacations and insure that all due and payable revenues resulting from ordinance and land use actions are received.

Direct and oversee the City's records management and retention program citywide; conduct records management and retention training sessions for personnel citywide; serve as technical expert in the area of records management and retention.

Develop procedures for the protection, identification, and recovery of vital records; directs the recovery of records damaged or destroyed in the event of a disaster.

Prepare agendas, minutes, Council packets, and other associated documents; attend work sessions, special meetings, and City Council meetings; Oversees or performs an accurate recording of the proceedings, preparation of the minutes in proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Draft legal advertising notices and special meeting notices for distribution to the Mayor, Council Members, and Department Directors in accordance with regulations as set forth in the Revised Code of Washington and Washington Administrative Code; communicate with Council Members and others as necessary to provide reminders of special meetings or changes in meeting times.

Assure compliance with the Open Public Meetings Act, public notice requirements, and all legal requirements associated with public records; functions as Public Records Officer citywide; manages all responses and coordinates requests for official City records.

Administer public bidding procedures in accordance with local, State and Federal laws; officiate at bid openings, and determine responsiveness of bids prior to Council award of contract.

Administer the issuance of municipal licenses and registrations, including business, animal, and various other regulatory licenses as assigned in accordance with applicable City ordinances and other regulations.

Evaluate and oversee the City's contracts and procedures to assure compliance with existing local and State laws, and recommend revisions when warranted.

Provide leadership and direction in the development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations. Develop, revise and implement City and department policies and operating procedures, and recommend adjustments in programs, activities, policies and objectives. Establish departmental goals, objectives,

priorities, and performance criteria; monitor and measure and implement corrective actions and objectives for the innovative and prudent management of the performance.

Prepare, present, monitor and control annual departmental budgets; approve expenditures; present programmatic budget requests; select consultants as necessary; review work of consultants and authorize payment of services.

Direct the preparation, distribution, and disposition of legislative support documents associated with vacations, annexations, and local improvement districts.

Serve as legislative historian by establishing accurate and complete records. Evaluate and recommend records management system software, equipment, filing systems, and other new equipment proposals, coordinate and installation with vendors, contractors, and staff; design implementation procedures, evaluate configuration of equipment for optimal use; schedule employee training; and coordinate maintenance of equipment.

Serve as public records information center, communicate with the public and other agencies to respond to and resolve complaints, conflicts, concerns and questions from public/private agencies concerning City records services, policies and procedures, activities and programs; and exchange information to encourage cooperation, improvement and efficiency of City records and associated information services.

Performs tasks related to website maintenance citywide to ensure site is current at all times; recommends and implements changes or updates to the website which are beneficial to the community.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Administers Oath of Office to public officials.

Serves as a Notary Public.

Responsible for the daily operation and planning of the City's Information Technology/Systems including hardware and software management, network sustainability, communications, and license management. Oversee the telecommunication system and acquisition; short and long range planning for future information technology services such as enhanced Internet access, interagency connectivity, and internal system improvements. Implement and enforce City-wide computer and information technology policies. Negotiate and administer contracting process, including monitoring compliance, for a variety of consulting, maintenance, and technical service contracts. Perform leadership, direction, goal setting and planning role; oversee major

information technology acquisition project management activities. Work cooperatively with staff and the City's contracted service provider to develop and maintain high levels of customer service, professionalism and problem resolution.

Performs all other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

May serve as staff on various boards, commissions, and committees.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. Working knowledge of the principals and practices of modern public administration; extensive knowledge of the office practices and procedures;
- B. Working knowledge of Washington State Public Disclosure Act; knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure; knowledge of archival procedures for document cataloging, indexing, and retrieval;
- C. Working knowledge of Washington State Open Meetings Act; ability to comply with posting and publication guidelines and requirements;
- D. Skill in operation of listed tools and equipment; and,
- E. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, public officials, and citizens and other members of the public; ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS

Must be bondable.

Must possess and be able to maintain a valid Washington State Driver's License.

Must possess and be able to maintain a Notary Public certification, or ability to obtain certification within six months.

Attendance at evening and some weekend meetings required.

TOOLS AND EQUIPMENT USED

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, base radio, and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Interruptions and distractions may be frequent.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval _____

Date _____

I have read the above position description as it applies to the position for which I am employed and hereby verify that I understand what is expected of me in relation to my

employment with the City of Prosser, Washington. I verify that I can perform the essential functions of the job with or without reasonable accommodations.

Signed _____

Date _____

EXHIBIT "C"

CITY OF PROSSER, WASHINGTON
POSITION DESCRIPTION

Title: City Planner
Department: Planning Department
Reports To: City Administrator

FLSA Status: Non-Exempt
Union Status: Non-Exempt
Date: July 2014

GENERAL PURPOSE

The City Planner oversees all aspects of the Planning Department. The Director will manage contracts and consultants for planning services. The Planner will ensure that the City of Prosser is compliant with all short term and long term planning projects and will maintain compliance with the Growth Management Act,

SUPERVISION RECEIVED

City Administrator

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintain a good working relationship with co-workers and other agencies

Manage permit processing system, including interface with the Finance Department for billing and information technology systems

Process building and planning permits

Maintain building and planning records

Complete planning projects including annual Comprehensive Plan update and City Code updates, subarea plans, and development regulations

Serve as coordinating lead for Planning Commission and Board of Adjustment meetings

Present items for consideration to Planning Commission and Board of Adjustment

Attend and sometimes present at City Council meetings where planning and permit review items are being considered

Serve as City's State Environmental Protection Act (SEPA) Official

Assist with federal environmental review process for City projects

Lead City's Development Review Team in the review of development projects

Keep the public informed about planning projects
Will prepare annual Planning Department budget

Where necessary, attend regional and statewide meetings on behalf of the City including the State Department of Commerce Planners' Forums and planning meetings at the Benton Franklin Council of Governments

Manage planning contracts for service

Monitor annual Planning budget

Maintain and update the Planning Section of the Prosser City Website

Look for new and innovative ways to engage the public, enhance services, or save on costs

Provide the public with information about water and sewer locations as needed

Manage grants that are specific to planning projects

Work with the public and establish new boards or committees in order to find solutions to issues that are complex in nature.

Other duties as assigned

PERIPHERAL DUTIES

Serve as a Public Information Officer

Other duties may include filling in for the Building Official, providing basic building inspection services providing assistance to the Public Works Department, Code Enforcement, Animal Control or other agencies as directed by the City Administrator

Ability to operate and prepare data from traffic counters

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of municipal planning and development permitting desired

Desired skills include writing, customer service, interpersonal, presentation, process management, computer software (mapping software particularly desired), analytical, budgeting, contract management, and leadership

Ability to apply complex state and local planning laws is required

SPECIAL REQUIREMENTS

Planning sometimes involves controversial issues. The Planner should be able to maintain good working relationships with the public even when there is strong vocal opposition. The Planner should be prepared to attend meetings after normal working hours and be willing to accommodate meeting with citizens and developers on weekends and after hours.

TOOLS AND EQUIPMENT USED

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, base radio, and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Interruptions and distractions may be frequent.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval _____

Date _____

I have read the above position description as it applies to the position for which I am

employed and hereby verify that I understand what is expected of me in relation to my employment with the City of Prosser, Washington

Signed _____

Date _____

EXHIBIT "D"

CITY OF PROSSER, WASHINGTON POSITION DESCRIPTION

Title: Finance Manager
Department: Administration
Reports to: Finance Director

FLSA: Exempt
Union Status: Non-Union
Date: July 2014

GENERAL PURPOSE

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City Government. Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the city. Serves as assistant to the Finance Director.

SUPERVISION REQUIRED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

Exercises supervision over staff in the department

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assumes the duties of the Finance Director in the absence of the Finance Director.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in all departments to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Finance Manger Position Description (continued)

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Fills in for City Clerk as needed.

Prepares a variety of studies, reports and related information for decision-making purposes.

Prepares agenda items for Council Meetings as directed.

Prepares surveys and other reports as directed.

Establishes and maintains internal control procedures and assures that state and national standard account procedures are maintained.

Maintains and reconciles financial records and prepares financial reports.

Oversees the central computerized financial and management information systems of the City.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well-being of the City.

Prepares and executes the budget of the City; prepares and executes the Annual Financial Statements to the Office of the State Auditor; prepares and executes the Annual Street Report to the Department of Transportation.

Oversees payroll, accounts payable processing, accounts receivable, and utility and other billings.

Oversees the posting of ledgers and accounts.

Directs the preparation of state and federal reports, including tax reports.

Supervises the collection of taxes, fees and other receipts in accordance with laws and regulations.

Oversees the preparation of daily bank deposits.

Manages investment of City funds in accordance with investment policies and goals, and local, state and Federal regulations.

Manages and maintains local improvement district records, billings and collections.

Finance Manger Position Description (continued)

Processes advance travel requests for Finance Director's review and signature; prepares check for advance travel and obtains appropriate signatures; distributes advance travel check to employee or Department Head.

Calculates and prepares excise, utility taxes, and other federal, state, and local payments as needed or required.

Ensures payments are made on all bonds and debt prior to the due date; maintains detailed records for bond and debt payments; invoices agencies such as the Fire Department for their portion of annual debt service payments.

Ensures compliance with grant contracts and agreements; prepares invoices in relation to grants; processes requests for reimbursement for grant funds; maintains master grant files including but not limited to formal agreement or contract, records of all invoices, expenditures, and check copies, and records of all billings and revenues received; monitors budget-to-actual expenditures for compliance; prepares year-end grant expenditure reports.

Maintains and reconciles a variety of ledgers, reports, and accounting data; examines and corrects accounting transactions to ensure accuracy; prepares journal entries for the Finance Director's review and posting.

Performs month-end processing and year-end and reconciliations and assists Finance Director with month-end and year-end closings and financial reports.

Maintains Master Personnel Files.

Serves as Human Resource Director in the absence of the Finance Director.

Serves as Civil Service Secretary/Chief Examiner for the Prosser Civil Service Commission. Responsibilities include the preparation of monthly agendas and minutes, ensure fair testing process for civil service positions. Assist the commission in ensure that policies and practices are up to date and free of bias. Also manages civil service records, assist with the civil service required hearings and other administrative procedures.

Oversees the training and development of financial and clerical staff.

Maintains personnel files and assist with personnel functions.

Maintains employee compensation, benefit database, and leave accrual files.

Compiles payroll data such as hours worked, taxes, insurance, union dues to be withheld, and employee identification number from time sheets and other records such as the signed personnel action form (PAF).

Finance Manger Position Description (continued)

Records changes affecting net wages such as exemptions, insurance, wage garnishments, and other payroll deductions for each employee to update master payroll records after receipt of signed PAF or other appropriate documentation.

Records data concerning transfer of employees between departments.

Computes wages and deductions, and processes City payroll draws and monthly paychecks timely.

Reviews wages computed and corrects errors to ensure accuracy of payroll; prepares and balances payroll reports and related information; submits time sheets, reports, checks, remittances, and warrants to Finance Director for review and approval; upon approval submits warrants to City Council for approval.

Answers payroll related questions from employees.

Assists the Finance Director with labor negotiations by completing research studies, compensation studies, financial impact analysis, and assists in strategic planning.

Reviews payroll documents, budgetary charges, and vendor payments to ensure accuracy, completeness, and compliance with applicable rules, policies, and procedures such as compliance with budget-to-actual expenditure levels; notifies Finance Director of any issues or concerns.

Balances payroll at month-end and year-end.

Prepares 941's and W-2's for Finance Director's review and approval; mails 941's and W-2's.

Administers insurance program; processes and investigates all claims for damage.

Maintains City's insurance files; confers with the City's insurance broker to update the insurance policy and risk management program and communicates any changes to Finance Director.

Analyzes and reports risks and frequency of risks to Finance Director.

Provides technical information regarding insurance programs, risk, safety and loss control issues.

Ensures that all City vehicles are licensed and insured when purchased.

Coordinates drug and alcohol testing and maintains files.

Manages the daily operation, budget preparation, and financial reporting of the Prosser Transportation Benefit District.

Performs all other duties as assigned.

Finance Manger Position Description (continued)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Attend seminars and workshops related to Finance Director duties and responsibilities.

May attend City Council meetings.

Operates a vehicle to attend training, conferences, and to run errands.

May serve as a member of various boards, commissions, and committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a college or university with a bachelor's degree in business management, records management, public administration, accounting, finance, or a closely related field, and,
- B. Four years of related experience; or,
- C. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. Working knowledge of the principals and practices of modern public administration; extensive knowledge of the office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;
- B. Skill in operation of listed tools and equipment;
- C. Ability to establish and maintain effective working relationships with employees, other departments, public officials, and citizens and other members of the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise workers and assigned staff.
- D. Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll, accounts payable and utility billing functions; working knowledge of budgetary, accounting and reporting systems (BARS), GAAFR, GAAP, and GASB;
- E. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures.

SPECIAL REQUIREMENTS

Must be bondable.

Must possess and be able to maintain a valid Washington State Driver's License.

TOOLS AND EQUIPMENT USES

Typewriter; personal computer, including word processing, spreadsheet and database software; central financial computer; 10-key calculator; phone; copy machine; fax machine; postage meter; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk and stand.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this position include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, evaluation and rating of education and experience; oral interview and reference check; job related tests may be required.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.

Approval _____ Date _____

I have read the above position description as it applies to the position for which I am employed and hereby verify that I understand what is expected of me in relation to my employment with the City of Prosser, Washington.

Signature _____ Date _____

EXHIBIT "E"

CITY OF PROSSER, WASHINGTON POSITION DESCRIPTION

Title: Assistant Finance Manager
Department: Administration
Reports To: Finance Director

FLSA Status: Non-exempt
Union Status: Exempt
Date: July 2014

POSITION SUMMARY

Provides a variety of routine and complex clerical, bookkeeping, accounting, and administrative work in the administration of the City Government. Assists with financial planning, preparing annual financial report, budget projections, monitoring and analyzing budget, preparing revenue and expenditure estimates.

SUPERVISION RECEIVED

Finance Director

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Compiles payroll data such as hours worked, taxes, insurance, union dues to be withheld and employee identification number from time sheets and other records such as signed personnel action forms (PAF).

Computes wages and deductions, and processes City payroll draws and monthly paychecks timely; processes remittances to appropriate agencies for funds withheld from paychecks including benefits and payroll taxes.

Review wages computed to correct errors to ensure accuracy of payroll; prepares and balances payroll reports and related information; submits time sheets, reports, checks, and remittances to Finance Manager for review and approval; upon approval submits warrants to City Council for approval.

Prints payroll warrants and checks; obtains appropriate signatures on payroll warrants and checks; distributes payroll warrants and checks to employees or Department Heads.

Compile, analyze, and interpret confidential and sensitive financial data used in estimating labor and benefit costs to prepare expenditure projections for formulation of annual budget.

Reviews payroll documents, budgetary charges, and vendor payments to ensure accuracy, completeness and compliance with applicable rules, policies and procedures such as compliance with budget-to-actual expenditure levels; notifies Finance Manager of any issues or concerns.

Balances payroll and accounts payable at month-end and year-end; performs month-end processing and year-end reconciliations and assists Finance Manager with month-end and year-end closing and financial reports, including the preparation of the annual financial report.

Audit payroll and accounts payable files to ensure that all documentation required is filed and to ensure that all warrants are accounted for in the Council minutes.

Files various payroll, accounts payable, and other accounting or City records.

Prepares 941's and W-2's for Finance Manager's review and approval; mails 941's and W-2's

Enters invoices into vendor files.

Creates, recommends, and implements purchase order system; works with all departments on purchase orders which need to be issued; maintains log of open purchase orders and tracks total encumbrances for each fund or department as required by the Finance Manager; review purchase orders for budgetary compliance.

Matches invoices, vouchers, and claims with purchase orders; checks all claims for accuracy; processes invoices, vouchers, and claims for payment; assists departments with coding expenditures to the correct line item; checks all claims against budget to determine whether expenditure was appropriated; obtains signatures/approval for all invoices, vouchers, and claims for payment from departments; resolves disputes within area of authority and responsibility.

Prints checks; obtains appropriate signatures on checks; mails checks after City Council approval unless payment depends on funds from another agency; mails checks upon receipt of funds from other agency.

Ensures all payments are submitted to Council and made on time to avoid finance charges and late fees.

Calculates and prepares excise and utility taxes for payment.

Prepare and maintain bond and loan files, including files for local improvement districts, to ensure that all documentation required by federal and state government agencies is obtained and retained for auditing purposes.

Maintain and monitor debt/loan service schedules to ensure payments are made prior to the due date and as required by ordinance; sends invoices timely to ensure revenue is received in order to have the cash flow necessary to pay debt service.

Calculates amount due and prepares invoices for Local Improvement District (LID) billings annually and submits to Finance Manager for review and approval; mails invoices after approval.

Analyzes cash available to pay debt service; maintains detailed records for bond and debt payments; invoices agencies such as the Fire Department for their portion of annual debt service.

Assist in the development of the budget, budget amendments, and long-range forecasting.

Assist in projecting year-end fund balances.

Monitor budget for compliance and adherence to local, state, and federal policies and procedures.

Identify, prepare, and track line item transfers for department and administrative approval.

Prepare cash flow analysis in relation to the budget and pending or processed invoices, vouchers, claims, and warrants to verify the availability of funds and to ensure expenditures do not exceed the available cash and appropriated budget.

Review accounting entries and documents to ensure accuracy in recording of all revenue and expenditures to the proper funds and accounts.

Analyze daily, monthly, quarterly, and annual financial statements and reports to help identify potential problems or opportunities.

Audit payroll and accounts payable files to ensure that all documentation required is filed and to ensure that all warrants are accounted for in the Council minutes.

May reconcile funds, accounts, statements, or other documents.

Assist with short and long-term financial planning.

Assist with preparation of annual financial report.

Prepare a variety of statistical reports and other written materials regarding historical costs, economic trends, labor extrapolations, revenue and expenditure projections and budget variances.

Prepare comprehensive reports to provide useful, timely information to department managers by researching and interpreting accounting records and related information.

Assist in the development of internal control procedures by identifying and notifying supervisor of any discrepancies or inconsistencies, and making recommendations for improvements.

Assist in review of the City's accounting policies and systems in conformance with the state's budgeting, accounting and reporting system and generally accepted accounting principles.

Recommend policy and procedure changes which would assist with streamlining processes to create more efficient operations.

Prepare detailed financial analysis regarding financial impacts related to contracts, agreements, projects, grants, and policies and procedures.

Assist with project and grant accounting and ensure compliance with project and grant contracts and agreements.

Prepare and maintain master project and grant files for federal, state, and local grant programs to ensure that all documentation required by grant and federal, state, and local government agencies is obtained and retained for auditing purposes. Documentation would include, but is not limited to, formal agreement or contract, records of all invoices, expenditures, and check copies, and records of all billings and revenues received.

Prepare quarterly and year-end project and grant expenditure reports, reconciliations, and other required documentation.

Prepare invoices and requests reimbursement for projects, grants, and loans.

May prepare recommendation for liquidation of investments or interfund loans if necessary.

Perform cashier duties such as accepting payments, issuing receipts, and balancing cash drawers.

May prepare or verify deposits and deliver to the bank daily.

Provide support and primary backup for Utility Billing.

May serve as a member of various boards, commissions, and committees.

May attend City Council meetings.

Perform other related professional financial and administrative functions as assigned including serving as backup to other City positions.

May answer phones, greet customers, screen calls, direct calls to appropriate parties, take messages, and refer callers or customers to correct destination.

May perform a variety of routine administrative support functions, to include opening, sorting, date stamping, and distributing incoming mail; preparing outgoing mail; gathering, organizing, copying, binding, and preparing documents, files, and informational packets; typing and entering data; and filing documents and records.

Operates listed office machines as required.

Performs all other duties as assigned. The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related of a logical assignment to the position.

MINIMUM QUALIFICATIONS

Five (5) years of experience in budgeting, financial analysis, accounting, or related work and two (2) year degree in accounting, finance, or related field, preferably in local government, or a combination of education, training, and experience that provides an equivalent background required to perform the work described.

PREFERRED CRITERIA

Ability to speak Spanish.

Human resources or risk management experience or training is a favored.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of municipal budgeting and governmental accounting concepts, principles, and systems.

Knowledge of BARS and GAAP.

Requires a broad understanding of federal, state and local grant accounting and requirements.

Knowledge and experience managing and auditing capital projects and grants.

Requires the use of complex formulas and a thorough understanding of analytical, statistical, forecasting, and research methods.

Ability to analyze complex data and make logical conclusions.

Requires excellent verbal and written communication skills.

Ability to work under pressure to meet deadlines in an environment, which has many interruptions and distractions.

Ability to work independently with minimal instructions and guidance and establish own methods of accomplishing assigned projects.

Ability to work as a team player.

Must be able to maintain confidentiality.

Ability to apply policies, procedures, rules, and regulations.

SPECIAL REQUIREMENTS

Valid WA State driver's license and acceptable driving record at time of hire.

Must be bondable.

TOOLS AND EQUIPMENT USED

Use of computer and related software applications such as governmental accounting software and Microsoft Word, Excel, and PowerPoint.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, cash drawer, receipt printer, and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, , talk hear, walk, use hands to operate, finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Interruptions and distractions may be frequent.

Attendance at evening meetings or other off-site events may be required.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval _____

Date _____

I have read the above position description as it applies to the position for which I am employed and hereby verify that I understand what is expected of me in relation to my employment with the City of Prosser, Washington

Signed _____

Date _____