

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

CITY COUNCIL
REGULAR MEETING AGENDA
7:00 P.M.
TUESDAY, AUGUST 12, 2014

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN PARTICIPATION
5. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS
 - a.) Chamber of Commerce Quarterly Report (*Humberto Rodriguez, Executive Director*)
 - b.) Presentation of Senior Project from PHS Student Jenna Essary (*L.J. DaCorsi, Public Works Director*)..... *Page 4*
6. CONSENT AGENDA
 - a. Approve Payment of Washington Trust Bank Claim Check No. 1054 in the Amount of \$14,905.16, for the Period Ending August 12, 2014 *Page 6*
 - b. Approve Payment of Payroll Checks Nos. 600122 through 600163 in the Amount of \$48,012.06 and Direct Deposits in the Amount of \$104,840.23, for the Period Ending July 31, 2014 *Page 8*
 - c. Approve Payment of Claim Checks Nos. 10993 through 11002 and 11004 through 11093, in the Amount of \$379,063.68 and Electronic Payments in the Amount of \$86,669.04, for the Period Ending August 12, 2014 *Page 11*
 - d. Approve Second Quarter Financial Statement..... *Page 24*
 - e. Approve Progress Estimate No. 4, in an Amount of \$64,046.00, for Total Energy Management for the Telemetry Upgrades Project (Contract Addendum No. 2)..... *Page 103*

*The first Ordinance passed will be Ordinance 14-2902
The first Resolution passed will be Resolution 14-1461*

- f. Adopt Resolution 14-_____ Accepting the Disinfection, Filtration and Source Improvements Project as Complete, Approve Final Progress Estimate No. 8 in the Amount of \$7,127.70, and Approve Retainage Release of \$81,329.69 Upon Satisfactorily Fulfilling Specific Conditions *Page 107*
- g. Adopt Resolution 14-_____ Approving Changes to the By-Laws and Interlocal Agreement with Cities Insurance Association of Washington (CIAW)..... *Page 128*
- h. Approve Contract with The Wesley Group to Provide Professional Labor Negotiation Services and Human Resource Support for the Period of November 1, 2014 through October 31, 2015, and Authorize the Mayor to Sign the Documents *Page 178*
- i. Approve the Fire and Irrigation Reroute Easement Between the City of Prosser and Ste. Michelle Wine Estates, Ltd., and Authorize the Mayor to Sign the Document..... *Page 183*
- j. Approve the Transportation Improvement Board (TIB) Application for funding of the 7th Street Roadway Improvements Project and Authorize the Mayor to Sign the Document..... *Page 189*
- k. Approve the June 24, 2014 Meeting Minutes *Page 224*

7. COUNCIL ACTION

- a.) **Approve Payment of Claim Check No. 11003 in the Amount of \$61,375.30, for the Period Ending July 31, 2014..... *Page 232***

RECOMMENDATION: Approve Payment of Claim Check No. 11003 in the Amount of \$61,375.30, for the Period Ending July 31, 2014.

- b.) **Consideration of an RESOLUTION Approving the Selection of Hungerford & Terry Inc., as a Sole Source Vendor and Approve the Purchase of Approximately \$81,900.00, Plus Tax and Shipping of Greensand Plus and Anthracite Filter Media, a Budgeted Expense *Page 234***

RECOMMENDATION: Adopt Resolution No. 14-_____ Approving the Selection of Hungerford & Terry Inc., as a Sole Source Vendor and Approve the Purchase of Approximately \$81,900.00, Plus Tax and Shipping of Greensand Plus and Anthracite Filter Media, a Budgeted Expense.

- c.) **Consideration of an ORDINANCE Approving Position Descriptions for Certain Appointed and Non-Appointed Positions *Page 241***

*The first Ordinance passed will be Ordinance 14-2902
The first Resolution passed will be Resolution 14-1461*

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

d.) Consideration of an ORDINANCE Enacting a Moratorium Page 271

RECOMMENDATION: Adopt Ordinance No. 14-_____ Enacting a Moratorium.

8. COUNCIL DISCUSSION

a) Non-Union Salary Pay

9. ADD ON ITEMS

10. ADJOURNMENT

*The first Ordinance passed will be Ordinance 14-2902
The first Resolution passed will be Resolution 14-1461*

MEMO

August 4, 2014

To: Hon. Paul Warden, Mayor, Prosser City Council

From: L.J. Da Corsi, Public Works Director

RE: Presentation of Senior Project from PHS Student Jenna Essary

Jenna Essary's Senior Project, Turn It Teal, incorporates the partial use of the Wine Country Road Bridge (upstream West side) for the purpose of recognizing Ovarian Cancer Awareness Month during September 2014. A brief layout and description of the project is as follows:

- Teal colored LED light strings will be temporarily attached to the railing and around the light poles of the new bridge (upstream West side).
- Large ribbons will be attached on each light pole at the base of the globe.
- Power will be received from a new 20 amp GFI protected circuit pulled from an existing service J-Box next to the bridge; a new protected outdoor receptacle, mounted on a post, will be installed near the bridge so the lights can be plugged in. The lights will operate by a photocell and come on only at night.
- All electrical work will be performed by a licensed electrician at no cost to the City.
- All permits, materials and labor will be provided for the project at no cost to the City.
- Unless otherwise specified, all electrical modifications (i.e. new circuit, breakers, panels, utility boxes, receptacles, wiring, conduits, etc.) will remain in place and become the property of the City at no cost to the City. However, the City may require at the end of the project that the electrical system be restored to original condition and all new equipment be removed by the project electrician at no cost to the City.
- No equipment will be mounted to the bridge either permanently or temporarily with the exception of the temporary only attachment of the ribbons and string lights.

Jenna's would like to install the lights and ribbons by September 1, 2014 and remove them September 30, 2014. She is seeking permission from the Prosser City Council to use the new bridge, as described, for this project and move forward with the installation.

Thank you.



Respectfully submitted,

Turn it Teal

Jenna Essary- Senior Project

Teal string lights on the bridge walkway with ribbons in honor of ovarian cancer awareness month (September)

- Ribbons sold at farmers market (I will tie onto handrail of east side of walkway)
- Larger ribbons placed top on pole beneath the globe
- LED string teal lights
- ELECTRICAL: We will pull a 20 amp circuit from the service to the J-box next to the bridge and feed a post receptacle which will be GFI'd protected and have a photo cell on it(so it will only come on at night) so we can plug the lights in.
- Lights to be strung on west side of new bridge through the railing and up around the light poles
- I plan to install lights and ribbons September 1st and take them down September 30th, no maintenance or installation from city is needed
- Anticipated sponsors to help finance lights (Tom Denchel Ford, Milne Fruit Product, Alexandria Nicole Cellars, etc)
- NO financial support is needed from city

Permit and electrical work donated by Phase 2 Electric

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of Washington Trust Bank claim Check nos. 1054 in the amount of \$14,905.16 for the period ending August 12, 2014

Meeting Date:
August 12, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$14,905.16

Account Number:
See Attached

Amount Budgeted:
See 2014 budget for each item listed.

Name and Fund#
See Attached

Reviewed by Finance Department:

RM

Attachments to Agenda Packet Item:

1. Accounts Payable transactions by account and department
2. Check Nos. 1054
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. 1054 in the amount of \$14,905.16 for the period ending August 12, 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. 1054 in the amount of \$14,905.16 for the period ending August 12, 2014

Reviewed by Department Director:

Regina Mauras
Date: *8-6-2014*

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Paul Ward
Date: *8-8-14*

Today's Date:

August 6, 2014

Revision Number/Date:

File Name and Path:

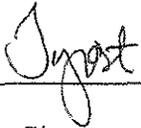
CHECK REGISTER

City Of Prosser
MCAG #: 0205

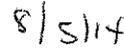
08/05/2014 To: 08/05/2014

Time: 16:26:41 Date: 08/05/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4000	08/05/2014	Claims	7	1054	Huibregtse, Louman & Assoc	14,905.16	North Prosser System Improvements
			403 - 594 34 41 003 - Capital		Professional Services-	14,905.16	North Prosser System Improvements
			594 Capital Expenditures			14,905.16	
			403 Water Fund			14,905.16	
						14,905.16	Claims: 14,905.16



Signature



Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of payroll check nos. 600122 through 600163 in the amount of \$48,012.06 and direct deposits in the amount of \$104,840.23 for the period ending July 31, 2014

Meeting Date:
August 12, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$152,852.29

Account Number:
Various

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

Name and Fund#
Various

Reviewed by Finance Department:

RN

Attachments to Agenda Packet Item:

1. Payroll Check Register

Summary Statement:

Payroll check nos. 600122 through 600163 in the amount of \$48,012.06 and direct deposits in the amount of \$104,840.23 for the period ending July 31, 2014.

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Approve payment payroll check nos 600122 through 600163 in the amount of \$48,012.06 and direct deposits in the amount of \$104,840.23 for the period ending July 31, 2014

Reviewed by Department Director:

Regina Mauras
Date: *8-6-2014*

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Paul Vander
Date: *8-8-14*

Today's Date:

August 6, 2014

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

07/31/2014 To: 07/31/2014

Time: 16:47:42 Date: 07/28/2014

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3761	07/31/2014	Payroll	1	EFT		2,331.96	July Payroll
3762	07/31/2014	Payroll	1	EFT		472.57	July Payroll
3765	07/31/2014	Payroll	1	EFT		1,495.37	July Payroll
3769	07/31/2014	Payroll	1	EFT		1,628.55	July Payroll
3770	07/31/2014	Payroll	1	EFT		5,461.87	July Payroll
3771	07/31/2014	Payroll	1	EFT		637.26	July Payroll
3772	07/31/2014	Payroll	1	EFT		2,679.58	July Payroll
3773	07/31/2014	Payroll	1	EFT		2,931.28	July Payroll
3778	07/31/2014	Payroll	1	EFT		3,329.37	July Payroll
3779	07/31/2014	Payroll	1	EFT		3,178.41	July Payroll
3781	07/31/2014	Payroll	1	EFT		600.57	July Payroll
3782	07/31/2014	Payroll	1	EFT		756.20	July Payroll
3786	07/31/2014	Payroll	1	EFT		4,053.32	July Payroll
3787	07/31/2014	Payroll	1	EFT		4,602.66	July Payroll
3788	07/31/2014	Payroll	1	EFT		3,424.65	July Payroll
3789	07/31/2014	Payroll	1	EFT		221.04	July Payroll
3792	07/31/2014	Payroll	1	EFT		555.44	July Payroll
3793	07/31/2014	Payroll	1	EFT		1,017.48	July Payroll
3794	07/31/2014	Payroll	1	EFT		4,966.20	July Payroll
3798	07/31/2014	Payroll	1	EFT		248.92	July Payroll
3800	07/31/2014	Payroll	1	EFT		2,952.72	July Payroll
3801	07/31/2014	Payroll	1	EFT		4,164.89	July Payroll
3804	07/31/2014	Payroll	1	EFT		650.99	July Payroll
3807	07/31/2014	Payroll	1	EFT		771.26	July Payroll
3808	07/31/2014	Payroll	1	EFT		3,280.51	July Payroll
3810	07/31/2014	Payroll	1	EFT		1,795.80	July Payroll
3811	07/31/2014	Payroll	1	EFT		5,331.03	July Payroll
3814	07/31/2014	Payroll	1	EFT		2,544.82	July Payroll
3816	07/31/2014	Payroll	1	EFT		3,392.68	July Payroll
3819	07/31/2014	Payroll	1	EFT		1,393.64	July Payroll
3821	07/31/2014	Payroll	1	EFT		2,805.25	July Payroll
3822	07/31/2014	Payroll	1	EFT		2,530.56	July Payroll
3823	07/31/2014	Payroll	1	EFT		2,136.55	July Payroll
3825	07/31/2014	Payroll	1	EFT		2,854.45	July Payroll
3828	07/31/2014	Payroll	1	EFT		2,889.63	July Payroll
3831	07/31/2014	Payroll	1	EFT		2,669.35	July Payroll
3832	07/31/2014	Payroll	1	EFT		1,926.06	July Payroll
3834	07/31/2014	Payroll	1	EFT		428.26	July Payroll
3837	07/31/2014	Payroll	1	EFT		1,927.96	July Payroll
3838	07/31/2014	Payroll	1	EFT		3,544.02	July Payroll
3840	07/31/2014	Payroll	1	EFT		230.34	July Payroll
3841	07/31/2014	Payroll	1	EFT		4,049.44	July Payroll
3844	07/31/2014	Payroll	1	EFT		3,215.33	July Payroll
3845	07/31/2014	Payroll	1	EFT		2,761.99	July Payroll
3760	07/31/2014	Payroll	1	600122		513.57	July Payroll
3763	07/31/2014	Payroll	1	600123		230.34	July Payroll
3764	07/31/2014	Payroll	1	600124		743.73	July Payroll
3766	07/31/2014	Payroll	1	600125		2,215.35	July Payroll
3767	07/31/2014	Payroll	1	600126		3,846.86	July Payroll
3768	07/31/2014	Payroll	1	600127		155.43	July Payroll
3774	07/31/2014	Payroll	1	600128		1,447.60	July Payroll
3775	07/31/2014	Payroll	1	600129		475.51	July Payroll
3776	07/31/2014	Payroll	1	600130		575.40	July Payroll
3777	07/31/2014	Payroll	1	600131		230.85	July Payroll
3780	07/31/2014	Payroll	1	600132		990.12	July Payroll
3783	07/31/2014	Payroll	1	600133		1,207.90	July Payroll
3784	07/31/2014	Payroll	1	600134		869.64	July Payroll

CHECK REGISTER

City Of Prosser
MCAG #: 0205

07/31/2014 To: 07/31/2014

Time: 16:47:42 Date: 07/28/2014
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3785	07/31/2014	Payroll	1	600135		648.69	July Payroll
3790	07/31/2014	Payroll	1	600136		224.14	July Payroll
3791	07/31/2014	Payroll	1	600137		1,031.17	July Payroll
3795	07/31/2014	Payroll	1	600138		815.36	July Payroll
3796	07/31/2014	Payroll	1	600139		1,037.06	July Payroll
3797	07/31/2014	Payroll	1	600140		3,513.11	July Payroll
3799	07/31/2014	Payroll	1	600141		972.28	July Payroll
3802	07/31/2014	Payroll	1	600142		500.83	July Payroll
3803	07/31/2014	Payroll	1	600143		1,028.09	July Payroll
3805	07/31/2014	Payroll	1	600144		1,354.85	July Payroll
3806	07/31/2014	Payroll	1	600145		2,475.92	July Payroll
3809	07/31/2014	Payroll	1	600146		281.41	July Payroll
3812	07/31/2014	Payroll	1	600147		1,511.59	July Payroll
3813	07/31/2014	Payroll	1	600148		2,491.31	July Payroll
3815	07/31/2014	Payroll	1	600149		2,278.38	July Payroll
3817	07/31/2014	Payroll	1	600150		983.09	July Payroll
3818	07/31/2014	Payroll	1	600151		649.77	July Payroll
3820	07/31/2014	Payroll	1	600152		476.46	July Payroll
3824	07/31/2014	Payroll	1	600153		975.33	July Payroll
3826	07/31/2014	Payroll	1	600154		618.90	July Payroll
3827	07/31/2014	Payroll	1	600155		738.39	July Payroll
3829	07/31/2014	Payroll	1	600156		3,407.95	July Payroll
3830	07/31/2014	Payroll	1	600157		607.28	July Payroll
3833	07/31/2014	Payroll	1	600158		1,204.11	July Payroll
3835	07/31/2014	Payroll	1	600159		879.60	July Payroll
3836	07/31/2014	Payroll	1	600160		1,064.06	July Payroll
3839	07/31/2014	Payroll	1	600161		1,935.83	July Payroll
3842	07/31/2014	Payroll	1	600162		340.40	July Payroll
3843	07/31/2014	Payroll	1	600163		464.40	July Payroll
<hr/>							
		001 General Fund				82,859.82	
		102 Street Fund				13,444.85	
		403 Water Fund				29,049.60	
		407 Sewer Fund				27,123.59	
		448 Garbage Fund				374.43	
<hr/>							
						152,852.29	Payroll:
							152,852.29

[Handwritten Signature]

Signature

7/28/14

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of claim check nos. 10993 through 11002 and 11004 through 11093, in the amount of \$379,063.68 and Electronic Payments in the amount of \$86,669.04 for the period ending August 12, 2014.

Meeting Date:
August 12, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$465,732.72

Account Number:
See Attached

Amount Budgeted:
See 2014 budget for each item listed.

Name and Fund#
See Attached

Reviewed by Finance Department:

RM

Attachments to Agenda Packet Item:

1. Check Register # 10993 through 11002 and 11004 through 11093

Summary Statement:

Check Payments	Amount		
10993 through 11002	\$38,303.87		
11004 through 11093	\$340,759.81		
Electronic Payments	Amount		
IRS Federal Taxes	\$56,330.53	Xpress Bill Pay	\$438.00
City of Prosser	\$28,878.14	U.S. Bank	\$213.66
Dept of Revenue	736.71		
WA Dept of Licensing	\$72.00		

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Approve payment of 10993 through 11002 and 11004 through 11093, in the amount of \$379,063.68 and Electronic Payments in the amount of \$86,669.04 for the period ending August 12, 2014.

Reviewed by Department Director:

Regina Mauras

Date: 8-6-2014

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Paul ...

Date: 8-8-14

Today's Date:

August 6, 2014

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

07/31/2014 To: 07/31/2014

Time: 14:31:00 Date: 08/06/2014

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3846	07/31/2014	Payroll	1	EFT	Irs Federal Taxes	56,330.53	941 Deposit For 07/31/2014 - 07/31/2014
3847	07/31/2014	Payroll	1	10993	AFLAC	1,533.05	07/31/2014 To 07/31/2014 - AFLAC Pre-Tax; 07/31/2014 To 07/31/2014 - AFLAC Post-Tax
3848	07/31/2014	Payroll	1	10994	AWC Employment Ben Trust	850.75	07/31/2014 To 07/31/2014 - Vision
3849	07/31/2014	Payroll	1	10995	Icma Retirement Trust	762.97	07/31/2014 To 07/31/2014 - 401(R)
3850	07/31/2014	Payroll	1	10996	Kansas Payment Center	1,272.00	07/31/2014 To 07/31/2014 - Support Withholding
3851	07/31/2014	Payroll	1	10997	Opeiu	620.00	07/31/2014 To 07/31/2014 - Union Dues - OPEIU
3852	07/31/2014	Payroll	1	10998	Teamsters Legal Defense Fund	79.64	07/31/2014 To 07/31/2014 - Legal Defense Fund
3853	07/31/2014	Payroll	1	10999	Teamsters Local Union No 839	1,191.00	07/31/2014 To 07/31/2014 - Union Dues - Teamsters
3854	07/31/2014	Payroll	1	11000	WA Dept Retirement	29,117.81	07/31/2014 To 07/31/2014 - PERS; 07/31/2014 To 07/31/2014 - PERS 3; 07/31/2014 To 07/31/2014 - LEOFF 2; 07/31/2014 To 07/31/2014 - DRS - DCP
3855	07/31/2014	Payroll	1	11001	WA Dept Social & Health Serv	41.60	07/31/2014 To 07/31/2014 - DSHS
3856	07/31/2014	Payroll	1	11002	Western Conf Of Teamsters Pension Trust	2,835.05	07/31/2014 To 07/31/2014 - TPT
						82,297.40	001 General Fund
						2,253.22	102 Street Fund
						5,272.42	403 Water Fund
						4,748.34	407 Sewer Fund
						63.02	448 Garbage Fund
						94,634.40	Payroll:
							94,634.40

Drost

Signature

8/6/14

Date

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/01/2014 To: 08/01/2014

Time: 09:58:26 Date: 08/01/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3927	08/01/2014	Claims	1	11004	WA Dept Ecology	680.00	Environmental Laboratory Accreditation
			407 - 535 80 49 000 - Miscellaneous			680.00	Environmental Laboratory Accreditation
			535 Sewer			680.00	
			407 Sewer Fund			680.00	
						680.00	Claims: 680.00

Regina Mauras
Signature

8/1/2014
Date

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/12/2014 To: 08/12/2014

Time: 13:40:22 Date: 08/06/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4020	08/12/2014	Claims	1	EFT	Prosser, City Of	28,878.14	Water Bill
					001 - 518 31 47 000 - Public Utility Services	505.37	Water Bill
					403 - 534 80 47 000 - Public Utility Services	1,410.37	Water Bill
					407 - 535 80 47 000 - Public Utility Services	9,229.44	Water Bill
					102 - 542 90 47 000 - Public Utility Services	2,622.98	Water Bill
					001 - 569 21 47 000 - Public Utility Services	629.07	Water Bill
					001 - 576 20 47 000 - Public Utility Services	2,880.86	Water Bill
					001 - 576 80 47 000 - Public Utility Services	11,600.05	Water Bill
4021	08/12/2014	Claims	1	EFT	US Bank Na	213.66	Credit Card Usage: Warden- BBQ, Car Wash, Newspaper Subscription
					001 - 511 60 49 000 - Miscellaneous	73.95	BBQ, Car Wash, Newspaper Subscription
					001 - 576 20 35 001 - Small Tools & Minor Equipm	139.71	BBQ, Car Wash, Newspaper Subscription
4022	08/12/2014	Claims	1	EFT	WA Dept Licensing-Cpl	72.00	Concealed Pistol License
					001 - 586 00 01 000 - Concealed Pistol Lic Disburse	72.00	Concealed Pistol License
4023	08/12/2014	Claims	1	EFT	WA Dept Revenue (tax)	736.71	Leasehold Excise Tax
					001 - 518 31 44 000 - External Taxes	523.87	Leasehold Excise Tax
					407 - 535 80 44 000 - External Taxes	28.89	Leasehold Excise Tax
					001 - 576 20 44 001 - External Taxes	183.95	Leasehold Excise Tax
4024	08/12/2014	Claims	1	EFT	Xpress Billpay	438.00	Online Payment Processing
					001 - 514 30 49 000 - Miscellaneous	6.57	Online Payment Processing
					403 - 534 80 49 000 - Miscellaneous	98.55	Online Payment Processing
					407 - 535 80 49 000 - Miscellaneous	98.55	Online Payment Processing
					448 - 537 80 49 000 - Miscellaneous	100.74	Online Payment Processing
					403 - 539 20 49 000 - Miscellaneous	98.55	Online Payment Processing
					001 - 576 20 49 001 - Miscellaneous	35.04	Online Payment Processing
4025	08/12/2014	Claims	1	11005	Abadan Inc	175.26	Front Desk Copy Machine Maintenance; PD Copy Machine Maintenance; Finance Copy Machine Maintenance; Water Plant Copy Machine; WWTP Copy Machine Maintenance
					001 - 514 23 48 000 - Repairs & Maintenance	74.80	Front Desk Copy Machine Maintenance
					001 - 514 23 48 000 - Repairs & Maintenance	22.36	PD Copy Machine Maintenance
					001 - 514 23 48 000 - Repairs & Maintenance	16.25	Finance Copy Machine Maintenance
					403 - 534 80 48 000 - Repairs & Maintenance	3.74	Front Desk Copy Machine Maintenance
					403 - 534 80 48 000 - Repairs & Maintenance	29.08	Water Plant Copy Machine
					407 - 535 80 48 000 - Repairs & Maintenance	3.74	Front Desk Copy Machine Maintenance
					407 - 535 80 48 000 - Repairs & Maintenance	12.18	WWTP Copy Machine Maintenance
					448 - 537 80 48 000 - Repairs & Maintenance	3.74	Front Desk Copy Machine Maintenance
					403 - 539 20 48 000 - Repairs & Maintenance	3.73	Front Desk Copy Machine Maintenance
					102 - 542 90 48 000 - Repairs & Maintenance	0.32	Front Desk Copy Machine Maintenance
					001 - 576 20 48 000 - Repairs & Maintenance	5.32	Front Desk Copy Machine Maintenance
4026	08/12/2014	Claims	1	11006	Ace Hardware - Grandview	57.63	Fasteners, Strt Elbow, Hex Bushing
					403 - 534 80 31 000 - Office & Operating Supplies	57.63	Fasteners, Strt Elbow, Hex Bushing
4027	08/12/2014	Claims	1	11007	Amerigas Sunnyside	142.43	Tank Rental
					407 - 535 80 45 000 - Operating Rentals & Leases	142.43	Tank Rental
4028	08/12/2014	Claims	1	11008	Anchor Qea	597.50	Shorline Master Plan
					001 - 558 60 41 001 - Professional Services-SMP	597.50	Shorline Master Plan
4029	08/12/2014	Claims	1	11009	Are-Sea Carpet & Floor Service	1,025.00	Pressure Wash Building And Sidewalk: Carpet Cleaning
					001 - 518 31 48 000 - Repairs & Maintenance		Carpet Cleaning

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/12/2014 To: 08/12/2014

Time: 13:40:22 Date: 08/06/2014
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 518 31 48 000		- Repairs & Maintenance		Tile Scrub/Wax
			001 - 518 31 48 000		- Repairs & Maintenance	200.00	Windows & Bldg Wash
			001 - 518 31 48 000		- Repairs & Maintenance		Carpet Cleaning
			001 - 518 31 48 000		- Repairs & Maintenance		Carpet Cleaning
			001 - 518 31 48 000		- Repairs & Maintenance		Tile Scrub/Wax
			001 - 518 31 48 000		- Repairs & Maintenance		Window & Bldg Wash
			001 - 518 31 48 000		- Repairs & Maintenance		Carpet Cleaning
			001 - 572 50 48 000		- Repairs & Maintenance		Carpet Cleaning
			001 - 572 50 48 000		- Repairs & Maintenance		Tile Scrub/Wax
			001 - 572 50 48 000		- Repairs & Maintenance		Carpet Cleaning
			001 - 572 50 48 000		- Repairs & Maintenance	825.00	Tile Scrub/Wax
			001 - 572 50 48 000		- Repairs & Maintenance		Carpet Cleaning
4030	08/12/2014	Claims	1	11010	Autozone	65.17	Slime 20-120 PSI Tire Guage; Prestone
			407 - 535 80 31 000		- Office & Operating Supplies	60.60	Propane
			102 - 542 90 31 000		- Office & Operating Supplies	4.57	Slime 20-120 PSI Tire Guage
4031	08/12/2014	Claims	1	11011	Avaya Inc	756.27	Phone Maintenance
			001 - 518 88 48 000		- Repairs & Maintenance	756.27	Phone Maintenance
4032	08/12/2014	Claims	1	11012	Avenet LLC	750.00	Annual Service Package
			001 - 518 88 48 000		- Repairs & Maintenance	750.00	Annual Service Package
4033	08/12/2014	Claims	1	11013	Badger Meter Inc	1,071.13	Connect Software Renewal
			403 - 534 80 41 000		- Professional Services	1,071.13	Connect Software Renewal
4034	08/12/2014	Claims	1	11014	Bdi	192,639.23	Garbage Services; Garbage Services; Garbage Services
			448 - 537 80 47 000		- Public Utility Services	64,119.76	Garbage Services
			448 - 537 80 47 000		- Public Utility Services	61,513.98	Garbage Services
			448 - 537 80 47 000		- Public Utility Services	67,005.49	Garbage Services
4035	08/12/2014	Claims	1	11015	Benton Co Sheriff	9,494.54	Custody Billing-June 2014; Medical Supplies Cost Recovery; Professional Cost Recovery-June; Medical Supplies Cost Recovery
			001 - 523 60 51 000		- Intergov't Professional Servic	9,393.58	Custody Billing-June 2014
			001 - 523 60 51 000		- Intergov't Professional Servic	53.40	Medical Supplies Cost Recovery
			001 - 523 60 51 000		- Intergov't Professional Servic	1.48	Professional Cost Recovery-June
			001 - 523 60 51 000		- Intergov't Professional Servic	46.08	Medical Supplies Cost Recovery
4036	08/12/2014	Claims	1	11016	Benton Co Treas Office	5,465.50	Benton Co. Dis. Court And Office Of Public Defense
			001 - 512 50 51 000		- Intergov't Professional Servic	5,465.50	Benton Co. Dis. Court And Office Of Public Defense
4037	08/12/2014	Claims	1	11017	Benton Franklin Dist Health	168.00	Drinking Water Bacteria
			403 - 534 80 41 000		- Professional Services	168.00	Drinking Water Bacteria
4038	08/12/2014	Claims	1	11018	Benton PUD	173.41	Electric Bill- 6th ST
			102 - 542 63 47 000		- Public Utility Services	173.41	Electric Bill- 6th ST
4039	08/12/2014	Claims	1	11019	Benton Rea	1,475.93	IT Repair Services; Meter Reading-WCR; Meter Reading-Water Tower; Virtual Domain
			001 - 518 88 41 000		- Professional Services	703.06	IT Repair Services
			001 - 518 88 42 000		- Communications	9.95	Virtual Domain
			403 - 534 80 47 000		- Public Utility Services	95.12	Meter Reading-Water Tower
			102 - 542 63 47 000		- Public Utility Services	667.80	Meter Reading-WCR
4040	08/12/2014	Claims	1	11020	Bleyhl Farm Service Inc	107.23	Kit Touch; Cylinder, Propane,
			102 - 542 20 31 102		- Office & Operating Supplies	53.29	Kit Touch

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/12/2014 To: 08/12/2014

Time: 13:40:22 Date: 08/06/2014
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			102 - 542 30 31 102		Office & Operating Supplies	53.94	Cylinder, Propane,
4041	08/12/2014	Claims	1	11021	Blueline Equipment Co	211.01	Parts To Repair Lawn Mower
			001 - 576 80 31 000		Office & Operating Supplies	211.01	Parts To Repair Lawn Mower
4042	08/12/2014	Claims	1	11022	Boys & Girls Clubs	12,500.00	Boys And Girls Club-July 2014; Boys And Girls Club-August 2014
			001 - 571 22 41 001		Professional Services	6,250.00	Boys And Girls Club-July 2014
			001 - 571 22 41 001		Professional Services	6,250.00	Boys And Girls Club-August 2014
4043	08/12/2014	Claims	1	11023	Brown's Tire Co Inc	55.16	Flat Tire Repair; Flat Repair
			102 - 542 70 31 000		Office & Operating Supplies	7.58	Flat Tire Repair
			102 - 542 90 31 000		Office & Operating Supplies	40.00	Flat Repair
			001 - 576 80 31 000		Office & Operating Supplies	7.58	Flat Tire Repair
4044	08/12/2014	Claims	1	11024	Michael Lee Buck	226.80	BLEA Graduation For Shannafelt
			001 - 521 20 43 000		Travel	226.80	BLEA Graduation For Shannafelt
4045	08/12/2014	Claims	1	11025	The Building Department	594.85	Plan Review
			001 - 524 20 41 000		Professional Services	594.85	Plan Review
4046	08/12/2014	Claims	1	11026	Cynthia Busto	38.00	Prosser Aquatic Center Refund
			001 - 347 30 00 000		Activity Fees	-38.00	Prosser Aquatic Center Refund
4047	08/12/2014	Claims	1	11027	CK Home Comfort Systems	11,791.96	Replace Heatpump-Well House; Repair Blown Capacitor-City Shop
			403 - 534 80 48 000		Repairs & Maintenance	11,537.45	Replace Heatpump-Well House
			102 - 542 90 48 000		Repairs & Maintenance	254.51	Repair Blown Capacitor-City Shop
4048	08/12/2014	Claims	1	11028	Cascade Analytical	88.12	Kjeldahl Total Nitrogen; Kjeldahl Total Nitrogen, Enviro 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, Enviro Mngmt Fee
4049	08/12/2014	Claims	1	11029	Cascade Natural Gas Corp	2,982.66	Natural Gas; Natural Gas; Natural Gas; Natural Gas; Natural Gas; Natural Gas
			001 - 518 31 47 000		Public Utility Services	14.39	Natural Gas
			407 - 535 80 47 000		Public Utility Services	11.55	Natural Gas
			407 - 535 80 47 000		Public Utility Services	365.29	Natural Gas
			102 - 542 90 47 000		Public Utility Services	18.18	Natural Gas
			001 - 572 50 47 000		Public Utility Services	10.60	Natural Gas
			001 - 576 20 47 000		Public Utility Services	2,562.65	Natural Gas
4050	08/12/2014	Claims	1	11030	Centurylink Communications Inc	144.88	Longdistance Telephone
			001 - 518 31 42 000		Communications	83.05	Longdistance Telephone
			403 - 534 80 42 000		Communications	11.70	Longdistance Telephone
			407 - 535 80 42 000		Communications	10.70	Longdistance Telephone
			448 - 537 80 42 000		Communications	7.75	Longdistance Telephone
			403 - 539 20 42 000		Communications	7.75	Longdistance Telephone
			102 - 542 90 42 000		Communications	8.43	Longdistance Telephone
			102 - 543 30 42 102		Communication	7.75	Longdistance Telephone
			001 - 576 20 42 000		Communications	7.75	Longdistance Telephone
4051	08/12/2014	Claims	1	11031	Centurylink	2,553.67	Telephone Bill-July
			001 - 518 31 42 000		Communications	1,137.07	Telephone Bill-July
			403 - 534 80 42 000		Communications	409.60	Telephone Bill-July
			407 - 535 80 42 000		Communications	353.02	Telephone Bill-July
			448 - 537 80 42 000		Communications	93.96	Telephone Bill-July
			403 - 539 20 42 000		Communications	93.96	Telephone Bill-July
			102 - 542 90 42 000		Communications	258.18	Telephone Bill-July
			102 - 543 30 42 102		Communication	93.96	Telephone Bill-July

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/12/2014 To: 08/12/2014

Time: 13:40:22 Date: 08/06/2014
Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 576 20 42 000		Communications	113.92	Telephone Bill-July
4052	08/12/2014	Claims	1	11032	Cerium Networks	1,386.24	Phone System Repairs
			001 - 518 88 41 000		Professional Services	1,386.24	Phone System Repairs
4053	08/12/2014	Claims	1	11033	Charter Communications	137.64	PD Basic Cable; City Hall High Speed Internet
			001 - 518 88 42 000		Communications	130.00	City Hall High Speed Internet
			001 - 521 20 42 000		Communications	7.64	PD Basic Cable
4054	08/12/2014	Claims	1	11034	Code Publishing Co	447.22	PMC: Supplement Update
			001 - 514 30 41 000		Professional Services	268.33	PMC: Supplement Update
			403 - 534 80 41 000		Professional Services	35.77	PMC: Supplement Update
			407 - 535 80 41 000		Professional Services	35.78	PMC: Supplement Update
			448 - 537 80 41 000		Professional Services	35.78	PMC: Supplement Update
			403 - 539 20 41 000		Professional Services	35.78	PMC: Supplement Update
			102 - 542 90 41 000		Professional Services	35.78	PMC: Supplement Update
4055	08/12/2014	Claims	1	11035	Cook's True Value	431.76	Garment Hook; Hard COP Tube, Ang Valve, Ball Valve; Fasteners; MPT Plug; Hex Bushing, Volt Tester, Multimeter; HD GFCI Outlet; Hose/Regulator Kit; Wall Vent Kit, Vinyl Vent Hose; Galv Nipple, Fem Adap
			001 - 521 20 31 000		Office & Operating Supplies	19.48	Inline Icemaker Filter
			001 - 521 20 48 000		Repairs & Maintenance	9.83	Adhes Sealant, Reduc Washer
			403 - 534 80 31 000		Office & Operating Supplies	12.22	Galv Nipple, Fem Adapter
			403 - 534 80 31 000		Office & Operating Supplies	16.23	Magnet Nutsetter
			407 - 535 80 31 000		Office & Operating Supplies	31.47	Galv Nipple, Galv Union
			403 - 539 20 31 000		Office & Operating Supplies	23.36	Fasteners
			102 - 542 70 31 000		Office & Operating Supplies	12.09	Fasteners
			102 - 542 90 31 000		Office & Operating Supplies	8.65	Garment Hook
			102 - 542 90 31 000		Office & Operating Supplies	48.69	Hex Bushing, Volt Tester, Multimeter
			102 - 542 90 31 000		Office & Operating Supplies	26.84	Wall Vent Kit, Vinyl Vent Hose
			102 - 542 90 31 000		Office & Operating Supplies	14.07	MM Gal Bar And Chain Oil
			001 - 576 20 31 000		Office & Operating Supplies	2.79	MPT Plug
			001 - 576 20 31 000		Office & Operating Supplies	30.31	Hose/Regulator Kit
			001 - 576 20 31 000		Office & Operating Supplies	3.83	Anchor, Fasteners
			001 - 576 20 31 000		Office & Operating Supplies	23.36	Super Scraper Tool, Plas Grill Brush
			001 - 576 80 31 000		Office & Operating Supplies	50.83	Hard COP Tube, Ang Valve, Ball Valve
			001 - 576 80 31 000		Office & Operating Supplies	21.65	HD GFCI Outlet
			001 - 576 80 31 000		Office & Operating Supplies	51.94	Wasp/Hornet Killer
			001 - 576 80 31 000		Office & Operating Supplies	11.90	Aero Shell Finish
			001 - 576 80 31 000		Office & Operating Supplies	12.22	Primer Spray, Chip Brush
4056	08/12/2014	Claims	1	11036	Cues Inc	504.03	Wheel, RBR,75D, 6" H-BTM; Screw, Capt, Hex, 5/16-24UNF
			407 - 535 80 31 000		Office & Operating Supplies	408.59	Wheel, RBR,75D, 6" H-BTM
			407 - 535 80 31 000		Office & Operating Supplies	95.44	Screw, Capt, Hex, 5/16-24UNF
4057	08/12/2014	Claims	1	11037	Denchel's Ford Country	1,338.90	Inspect Driveability Concern; Repair ABS Brake Light; Works Fuel Saver Package
			001 - 521 20 48 000		Repairs & Maintenance	101.26	Inspect Driveability Concern
			001 - 521 20 48 000		Repairs & Maintenance	1,198.11	Repair ABS Brake Light
			001 - 521 20 48 000		Repairs & Maintenance	39.53	Works Fuel Saver Package
4058	08/12/2014	Claims	1	11038	Desert Valley Powersports	479.75	Windshield For ATV
			001 - 521 20 35 000		Small Tools & Minor Equipm	479.75	
4059	08/12/2014	Claims	1	11039	Robert C Elder	32.37	SWAC Committee Meeting Travel
			001 - 511 60 43 000		Travel	32.37	SWAC Committee Meeting Travel

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/12/2014 To: 08/12/2014

Time: 13:40:22 Date: 08/06/2014
Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4060	08/12/2014	Claims	1	11040	Fbi-Leeda Inc	650.00	Supervisor Leadership Institute
					001 - 521 20 49 000 - Miscellaneous	650.00	Supervisor Leadership Institute
4061	08/12/2014	Claims	1	11041	G&r Ag Products	46.45	Bearing-Ball Single Seal
					001 - 576 80 31 000 - Office & Operating Supplies	46.45	Bearing-Ball Single Seal
4062	08/12/2014	Claims	1	11042	Grainger Inc	362.93	Graffiti And Paint Remover Towels; Pressure Gauge Test; Battery Pack; Tool Lanyard; Wasp And Hornet Killer
					001 - 521 20 31 000 - Office & Operating Supplies	27.33	Graffiti And Paint Remover Towels
					407 - 535 80 31 000 - Office & Operating Supplies	10.93	Pressure Gauge Test
					102 - 542 90 31 000 - Office & Operating Supplies	214.43	Battery Pack
					102 - 542 90 31 000 - Office & Operating Supplies	10.70	Tool Lanyard
					102 - 542 90 31 000 - Office & Operating Supplies	49.77	Wasp And Hornet Killer
					001 - 576 80 31 000 - Office & Operating Supplies	49.77	Wasp And Hornet Killer
4063	08/12/2014	Claims	1	11043	Granite Construction	25.00	Refund inactive customer credit balance
					403 - 343 41 00 000 - Water Revenues	-25.00	
4064	08/12/2014	Claims	1	11044	HD Supply Waterworks #586	454.73	12 HYD Ext 4-1/4 2500
					403 - 534 80 31 000 - Office & Operating Supplies	454.73	12 HYD Ext 4-1/4 2500
4065	08/12/2014	Claims	1	11045	Perry A Harris	85.00	CDL Reimbursement
					407 - 535 80 49 000 - Miscellaneous	85.00	CDL Reimbursement
4066	08/12/2014	Claims	1	11046	Irrigation Specialists	169.39	Valve Box
					403 - 539 20 31 000 - Office & Operating Supplies	169.39	Valve Box
4067	08/12/2014	Claims	1	11047	JP Cooke Co	60.50	Animal License Dog Tags
					001 - 514 23 31 000 - Office & Operating Supplies	60.50	Animal License Dog Tags
4068	08/12/2014	Claims	1	11048	The Janitor's Closet	830.32	Bleach, Glass Cleaner, Comet, Nitrile Gloves; Toilet Paper, Paper Towels, Nitrile Gloves, Glass Cleaner; Bowl Sanitizer
					001 - 572 50 31 000 - Office & Operating Supplies	142.85	Bleach, Glass Cleaner, Comet, Nitrile Gloves
					001 - 576 20 31 000 - Office & Operating Supplies	153.59	Bleach, Glass Cleaner, Comet, Nitrile Gloves
					001 - 576 20 31 000 - Office & Operating Supplies	499.18	Toilet Paper, Paper Towels, Nitrile Gloves, Glass Cleaner
					001 - 576 20 31 000 - Office & Operating Supplies	34.70	Bowl Sanitizer
4069	08/12/2014	Claims	1	11049	Kie Supply Corporation	153.51	Ball Valve
					403 - 534 80 31 000 - Office & Operating Supplies	153.51	Ball Valve
4070	08/12/2014	Claims	1	11050	Leaf	123.46	PD Copy Machine Lease
					001 - 514 23 45 000 - Operating Rentals & Leases	123.46	PD Copy Machine Lease
4071	08/12/2014	Claims	1	11051	Lockshop, The	8.63	Duplicate Copies
					001 - 521 20 31 000 - Office & Operating Supplies	8.63	Duplicate Copies
4072	08/12/2014	Claims	1	11052	M Print Marketing	112.94	City Of Prosser Staff- T Shirts
					001 - 576 20 21 000 - Uniforms	112.94	City Of Prosser Staff- T Shirts
4073	08/12/2014	Claims	1	11053	Ricardo Macias	250.00	Baseball Umpire-Little League
					001 - 571 22 41 001 - Professional Services	250.00	Baseball Umpire-Little League

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/12/2014 To: 08/12/2014

Time: 13:40:22 Date: 08/06/2014
Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4074	08/12/2014	Claims	1	11054	The Markets LLC	133.03	Foam Plates, Dixie Cups-Little League Party; Super Chill Water; Super Chill Water; Super Chill Water; Super Chill Water; Dry Ice; Swim Diapers; Party Ice; Super Chill Water
					407 - 535 80 31 000 - Office & Operating Supplies	16.68	Super Chill Water
					407 - 535 80 31 000 - Office & Operating Supplies	11.25	Super Chill Water
					407 - 535 80 31 000 - Office & Operating Supplies	12.51	Super Chill Water
					407 - 535 80 31 000 - Office & Operating Supplies	16.68	Super Chill Water
					407 - 535 80 31 000 - Office & Operating Supplies	9.55	Dry Ice
					407 - 535 80 31 000 - Office & Operating Supplies	23.66	Super Chill Water
					001 - 571 22 31 001 - Office & Operating Supplies	21.17	Foam Plates, Dixie Cups-Little League Party
					001 - 576 20 31 000 - Office & Operating Supplies	19.04	Swim Diapers
					001 - 576 20 31 000 - Office & Operating Supplies	2.49	Party Ice
4075	08/12/2014	Claims	1	11055	Dan & Charlotte McNair	261.51	Refund inactive customer credit balance; Refund inactive customer credit balance
					403 - 343 41 00 000 - Water Revenues	-143.56	
					403 - 343 41 00 000 - Water Revenues	-106.44	
					403 - 343 90 00 000 - Irrigation Fees & Charges	-11.51	
4076	08/12/2014	Claims	1	11056	Mid-Columbia Library	29,739.82	Mid-Columbia Library; Mid-Columbia Library
					001 - 572 20 51 000 - Intergov't Professional Servic	14,869.91	Mid-Columbia Library
					001 - 572 20 51 000 - Intergov't Professional Servic	14,869.91	Mid-Columbia Library
4077	08/12/2014	Claims	1	11057	Mirage Pool N Spa	1,072.07	Chlorine Stenner 85 M Pump
					001 - 576 20 31 000 - Office & Operating Supplies	1,072.07	Chlorine Pump
4078	08/12/2014	Claims	1	11058	Moon Security	54.95	Basic Commercial Monitoring
					001 - 521 20 41 000 - Professional Services	54.95	Basic Commercial Monitoring
4079	08/12/2014	Claims	1	11059	Murphey Brothers	552.33	Gravel
					102 - 542 30 31 102 - Office & Operating Supplies	552.33	Gravel
4080	08/12/2014	Claims	1	11060	The Nathional Business Institute	678.00	Sales And Use Tax Training-R. Mauras; Sales And Use Tax Training-T. Yost
					001 - 514 23 49 000 - Miscellaneous	339.00	R Mauras Sales And Use Tax Training Registration
					001 - 514 23 49 000 - Miscellaneous		T Yost Sales And Use Tax Training Registration
					001 - 514 23 49 000 - Miscellaneous		R Mauras Sales And Use Tax Training Registration
					001 - 514 23 49 000 - Miscellaneous	339.00	T Yost Sales And Use Tax Training Registration
4081	08/12/2014	Claims	1	11061	Office Depot	742.87	Kraft Bub; Pens, Markers, Printer Ink; Kraft Bub; Bowls, Toner, Cups, Note Book, Paper; Labels, Markers, Pens, Chair Mat
					001 - 514 23 31 000 - Office & Operating Supplies	21.19	Kraft Bub
					001 - 514 23 31 000 - Office & Operating Supplies	70.14	Pens, Markers, Printer Ink,
					001 - 514 23 31 000 - Office & Operating Supplies	21.19	Kraft Bub
					001 - 514 23 31 000 - Office & Operating Supplies	298.31	Bowls, Toner, Cups, Note Book, Paper
					001 - 514 23 31 000 - Office & Operating Supplies	9.94	
					001 - 518 31 31 000 - Office & Operating Supplies	24.24	Bowls, Toner, Cups, Note Book, Paper
					403 - 534 80 31 000 - Office & Operating Supplies	8.71	Bowls, Toner, Cups, Note Book, Paper
					403 - 534 80 31 000 - Office & Operating Supplies	8.65	
					407 - 535 80 31 000 - Office & Operating Supplies	8.71	Bowls, Toner, Cups, Note Book, Paper

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/12/2014 To: 08/12/2014

Time: 13:40:22 Date: 08/06/2014

Page: 7

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					407 - 535 80 31 000 - Office & Operating Supplies	8.65	
					448 - 537 80 31 000 - Office & Operating Supplies	8.65	
					403 - 539 20 31 000 - Office & Operating Supplies	8.71	Bowls, Toner, Cups, Note Book, Paper
					403 - 539 20 31 000 - Office & Operating Supplies	8.65	
					102 - 542 90 31 000 - Office & Operating Supplies	0.70	Bowls, Toner, Cups, Note Book, Paper
					102 - 542 90 31 000 - Office & Operating Supplies	8.65	
					102 - 543 30 31 102 - Office & Operating Supplies	8.71	Bowls, Toner, Cups, Note Book, Paper
					001 - 576 20 31 000 - Office & Operating Supplies	7.34	Pens, Markers, Printer Ink,
					001 - 576 20 31 000 - Office & Operating Supplies	192.76	Bowls, Toner, Cups, Note Book, Paper
					001 - 576 20 31 000 - Office & Operating Supplies	10.32	
					001 - 576 80 31 000 - Office & Operating Supplies	8.65	
4082	08/12/2014	Claims	1	11062	Ralph Oldfield	108.19	Refund inactive customer credit balance
					409 - 586 00 00 000 - Utility Deposits Refunded	108.19	
4083	08/12/2014	Claims	1	11063	Outwest Pet Rescue	960.00	Animal Control Services; Animal Control Services
					001 - 524 20 41 000 - Professional Services	520.00	Animal Control Services
					001 - 524 20 41 000 - Professional Services	440.00	Animal Control Services
4084	08/12/2014	Claims	1	11064	Oxarc	4,207.99	Sodium Hypochlorite; Sodium Hypochlorite; Calcium Hypochlorite; Small Cylinders
					403 - 534 80 31 000 - Office & Operating Supplies	2,319.25	Sodium Hypochlorite
					407 - 535 80 45 000 - Operating Rentals & Leases	41.15	Small Cylinders
					001 - 576 20 31 000 - Office & Operating Supplies	1,255.21	Sodium Hypochlorite
					001 - 576 20 31 000 - Office & Operating Supplies	592.38	Calcium Hypochlorite
4085	08/12/2014	Claims	1	11065	Pacific Steel & Recycling	498.02	1/2" 96x288 Formable
					102 - 542 67 31 000 - Office & Operating Supplies	498.02	1/2" 96x288 Formable
4086	08/12/2014	Claims	1	11066	Platt Electric Company	52.93	Wirecon Tan, PHI1500T3Q; O Control Clam Shell
					102 - 542 63 31 000 - Office & Operating Supplies	21.22	O Control Clam Shell
					001 - 576 80 31 000 - Office & Operating Supplies	31.71	Wirecon Tan, PHI1500T3Q
4087	08/12/2014	Claims	1	11067	Pmh Medical Center	30.00	Drug Screening-Lifeguard
					001 - 576 20 41 001 - Professional Services	30.00	Drug Screening-Lifeguard
4088	08/12/2014	Claims	1	11068	Pollard Water	676.33	Bacterial Supplement, High Grease, Food Processing
					407 - 535 80 31 000 - Office & Operating Supplies	676.33	Bacterial Supplement, High Grease, Food Processing
4089	08/12/2014	Claims	1	11069	Prosser Fire Dist No 3	26,600.00	IPS: July 2014
					001 - 522 10 51 000 - Intergov't Professional Srvcs-F	26,600.00	Intergovernmental Professional Services
4090	08/12/2014	Claims	1	11070	Prosser Napa	28.59	Oil Filter
					403 - 534 80 31 000 - Office & Operating Supplies	28.59	Oil Filter
4091	08/12/2014	Claims	1	11071	Prosser Rentals	61.56	Propane; Propane
					102 - 542 30 31 102 - Office & Operating Supplies	8.48	Propane
					001 - 576 20 31 000 - Office & Operating Supplies	53.08	Propane
4092	08/12/2014	Claims	1	11072	Q-Tech Auto Service Ctr	863.59	Repairs To Truck #163
					403 - 534 80 48 000 - Repairs & Maintenance	215.89	Repairs To Truck #163
					403 - 539 20 48 000 - Repairs & Maintenance	215.89	Repairs To Truck #163
					102 - 542 90 48 000 - Repairs & Maintenance	215.92	Repairs To Truck #163
					001 - 576 80 48 000 - Repairs & Maintenance	215.89	Repairs To Truck #163
4093	08/12/2014	Claims	1	11073	Rainwater Water Co	48.00	Water; Water; Water
					407 - 535 80 31 000 - Office & Operating Supplies	18.00	Water
					407 - 535 80 31 000 - Office & Operating Supplies	24.00	Water

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/12/2014 To: 08/12/2014

Time: 13:40:22 Date: 08/06/2014
Page: 8

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			407 - 535 80 31 000		Office & Operating Supplies	6.00	Water
4094	08/12/2014	Claims	1	11074	Jennifer & Joshua Schlegel	50.00	Swim Lessons Refund
			001 - 347 60 00 000		Program Fees	-50.00	Swim Lessons Refund
4095	08/12/2014	Claims	1	11075	Shy's Pizza Connection	584.33	Little League End Of The Season Ceremony
			001 - 571 22 31 001		Office & Operating Supplies	584.33	Little League End Of The Season Ceremony
4096	08/12/2014	Claims	1	11076	Danielle & Wade Stanton	20.00	Swim Lesson Refund
			001 - 347 60 00 000		Program Fees	-20.00	Swim Lesson Refund
4097	08/12/2014	Claims	1	11077	Jason & Talia Stewart	50.97	Refund inactive customer credit balance
			403 - 343 41 00 000		Water Revenues	-56.94	
			407 - 343 60 00 000		Sewer Revenues	25.62	
			448 - 343 71 00 000		Garbage Service Charges	11.23	
			448 - 343 72 00 000		Refuse Tax Collection	0.70	
			448 - 343 74 00 000		Administrative Fee	1.40	
			403 - 343 90 00 000		Irrigation Fees & Charges	-33.98	
			448 - 359 90 00 000		Miscellaneous Penalties	1.00	
4098	08/12/2014	Claims	1	11078	Suntoya Corporation	289.68	Plastic Non-Meter Motor, Strainter Check Stop
			001 - 576 20 31 000		Office & Operating Supplies	289.68	Plastic Non-Meter Motor, Strainter Check Stop
4099	08/12/2014	Claims	1	11079	Tolman Electric	4,384.01	Repair Well #6 HVAC System; Hook Up Flyis Sump Pump Motor; Repairs To Main Well Pump House; Repairs To WCR Lights
			403 - 534 80 41 000		Professional Services	2,990.11	Repair Well #6 HVAC System
			403 - 534 80 41 000		Professional Services	649.11	Repairs To Main Well Pump House
			407 - 535 80 41 000		Professional Services	101.53	Hook Up Flyis Sump Pump Motor
			102 - 542 63 41 000		Professional Services	643.26	Repairs To WCR Lights
4100	08/12/2014	Claims	1	11080	Traffic Safety Supply Inc	492.89	Delineator Carsonite White
			102 - 542 64 31 000		Office & Operating Supplies	492.89	Delineator Carsonite White
4101	08/12/2014	Claims	1	11081	Tri-City Hemp	45.83	Business Registration Refund
			001 - 321 99 00 000		General Business Registration	-45.83	Business Registration Refund
4102	08/12/2014	Claims	1	11082	Valley Pipe Co	458.66	10 Ft Adj RB Nozz; RB Maxi Paw; 1 1/4 Brass BV
			403 - 534 80 31 000		Office & Operating Supplies	27.84	1 1/4 Brass BV
			001 - 576 80 31 000		Office & Operating Supplies	19.71	10 Ft Adj RB Nozz
			001 - 576 80 31 000		Office & Operating Supplies	411.11	RB Maxi Paw
4103	08/12/2014	Claims	1	11083	Valley Publishing Co Inc	105.00	Notice Of Complete Application-Rezone; Public Hearing Notice- 1401 Kinney Way
			001 - 558 60 41 000		Professional Services	72.00	Notice Of Complete Application-Rezone
			001 - 558 60 41 000		Professional Services	33.00	Public Hearing Notice- 1401 Kinney Way
4104	08/12/2014	Claims	1	11084	Verdin Company	777.87	Repair Street Clock
			102 - 542 90 31 000		Office & Operating Supplies	777.87	Repair Street Clock
4105	08/12/2014	Claims	1	11085	Verizon Wireless	236.53	PD Cell Phones
			001 - 518 31 42 000		Communications	236.53	PD Cell Phones
4106	08/12/2014	Claims	1	11086	Vista Veterinary Hospital	604.19	Prednisone, K9 Office Visit; Metronidazole Tabets-Bosco; Boarder Treatment-Bosco
			001 - 521 20 41 000		Professional Services	212.05	Prednisone, K9 Office Visit
			001 - 521 20 41 000		Professional Services	36.83	Metronidazole Tabets-Bosco
			001 - 521 20 41 000		Professional Services	355.31	Boarder Treatment-Bosco

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/12/2014 To: 08/12/2014

Time: 13:40:22 Date: 08/06/2014
Page: 9

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4107	08/12/2014	Claims	1	11087	WA Dept Ecology	3,997.08	Renew Wastewater Permit
					407 - 535 80 49 000 - Miscellaneous	3,997.08	Renew Wastewater Permit
4108	08/12/2014	Claims	1	11088	WA Dept Minority	100.00	Local OMWBE Fee
					001 - 511 60 51 000 - Intergov't Professional Servic	100.00	Local OMWBE Fee
4109	08/12/2014	Claims	1	11089	WA Dept Of Enterprise Services	441.63	August Newsletter
					001 - 514 30 41 000 - Professional Services	264.98	August Newsletter
					403 - 534 80 41 000 - Professional Services	35.33	August Newsletter
					407 - 535 80 41 000 - Professional Services	35.33	August Newsletter
					448 - 537 80 41 000 - Professional Services	35.33	August Newsletter
					403 - 539 20 41 000 - Professional Services	35.33	August Newsletter
					102 - 542 90 41 000 - Professional Services	35.33	August Newsletter
4110	08/12/2014	Claims	1	11090	WA Dept Of Revenue	119.70	Business License Credit Card Fee: 2nd Qtr
					001 - 514 30 51 000 - Intergov't Professional Servic	119.70	Business License Credit Card Fee: 2nd Qtr
4111	08/12/2014	Claims	1	11091	WA Dept Transportation Sc	185.51	Signal Maintenance-North River; Signal Maintenance-6th St
					102 - 542 64 51 000 - Intergov't Professional Servic	90.66	Signal Maintenance-North River
					102 - 542 64 51 000 - Intergov't Professional Servic	94.85	Signal Maintenance-6th St
4112	08/12/2014	Claims	1	11092	The Wesley Group	2,000.00	Labor Relaitons Consultation
					001 - 518 10 41 000 - Professional Services	2,000.00	Labor Relaitons Consultation
4113	08/12/2014	Claims	1	11093	Whitney Equipment Co Inc	4,324.04	Clacier Sampler For AC
					407 - 535 80 35 000 - Small Tools & Minor Equipm	4,118.27	Clacier Sampler For AC
					407 - 535 80 35 000 - Small Tools & Minor Equipm	205.77	Clacier Sampler For AC
					320 Licenses & Permits	45.83	
					340 Charges For Goods & Services	108.00	
					511 Legislative	206.32	
					512 Judicial	5,465.50	
					514 Financial, Recording & Elections	2,055.72	
					518 Centralized Services	8,460.04	
					521 Law Enforcement	3,427.50	
					522 Contracted Services	26,600.00	
					523 Detention/Correction	9,494.54	
					524 Protective Inspections	1,554.85	
					558 Planning & Community Devel	702.50	
					569 Senior Center	629.07	
					571 Education & Recreation	13,355.50	
					572 Libraries	30,718.27	
					576 Park Facilities	23,064.74	
					580 Non Expenditures	72.00	
					001 General Fund	125,960.38	
					542 Streets - Maintenance	8,024.39	
					543 Streets Admin & Overhead	110.42	
					102 Street Fund	8,134.81	
					340 Charges For Goods & Services	377.43	
					534 Water Utilities	21,848.31	
					539 Irrigation And Reclamation	701.10	
					403 Water Fund	22,926.84	
					340 Charges For Goods & Services	-25.62	
					535 Sewer	20,402.87	
					407 Sewer Fund	20,377.25	

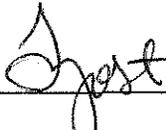
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City Of Prosser
MCAG #: 0205

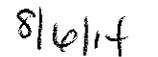
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Time: 13:40:22 Date: 08/06/2014
Page: 10

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		580		Non Expenditures	108.19	
		409		Consumer Utility Deposits Fund	108.19	
		340		Charges For Goods & Services	-13.33	
		350		Fines & Penalties	-1.00	
		537		Garbage & Solid Waste	192,925.18	
		448		Garbage Fund	192,910.85	
						Claims: 370,418.32
				* Transaction Has Mixed Revenue And Expense Accounts	370,418.32	



Signature



Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approval of the 2 nd Qtr Financial Report and June 2014 Financial Statement.		Meeting Date: August 12, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-2332
Cost of Proposal:		Account Number:	
Amount Budgeted:		Name and Fund#	
Reviewed by Finance Department: <i>R Mauras</i>			
Attachments to Agenda Packet Item: 1.) 2 nd Qtr Financial Report 2.) June 2014 Financial Statement			
Summary Statement: The 2nd Qtr Financial Report and June 2014 Financial Statement reflects revenue and expenditure activity which occurred within the City of Prosser through June 2014.			
Consistent with or Comparison to: EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
Recommended City Council Action/Suggested Motion: Approval of the 2 nd Qtr Financial Report and June 2014 Financial Statements.			
Reviewed by Department Director: <i>Regina Mauras</i>	Reviewed by City Attorney: N/A	Approved by Mayor: <i>Paul Ward</i>	
Date: 8.7.2014	Date:	Date: 8-8-14	
Today's Date: August 7, 2014	Revision Number/Date:	File Name and Path:	



City of Prosser

Financial Statement

June 2014



City of Prosser

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

Quarterly Financial Report - June 2014

This quarterly report provides a summary of budget to actual comparisons of revenues and expenditures for each fund through the first quarter of 2014 (January – June 2014).

The information in this report is unaudited and prepared on a cash basis. Accordingly, adjustments may need to be made in accordance with the Budgeting, Accounting and Reporting System (BARS) in preparation of the annual financial reports.

General Fund:

General Fund Revenues:

Through the second quarter of 2014, the financial condition and economic trends are relatively positive for the City of Prosser. The City has experienced a slowdown of Building Permits through the second quarter. Some of the key building permits to be noted during this quarter were:

		<u>Permit Value</u>
Mercer Wine Estates	Barrel Room Addition	\$ 784,496
Prosser Public Hospital	Remodel	\$1,049,000

New Construction Activity			
	2014	2013	
	Jan - Jun	Jan - Jun	% Change
Building Permits	104	135	-29.8%
Permit Valuation	4,453,325	4,632,002	-4.0%
Permit Fees	48,226	54,176	-12.3%

In the third quarter we are expecting to see Catholic Charities North River Project (51 Units) of \$6,000,000 Permit Value of \$84,000 Permit Fees started.



City of Prosser

This table shows the actual revenues collected through June 2014 and compares this information with the Adopted 2014 Budget.

General Fund Revenues			
Revenues Category	June 2014 YTD Actual	2014 Budget	% Expended
Property Tax	561,565	998,328	56%
Sales Tax	559,970	1,072,500	52%
Utility Tax	865,989	1,722,951	50%
Other Tax	78,231	58,700	133%
Building Permits	27,026	66,000	41%
Franchise Fees	15,720	31,000	51%
General Business Registration	22,575	35,000	64%
Other Licenses & Permits	7,478	19,850	38%
Intergov't Revenue	33,066	102,615	32%
Charges for Services	87,841	243,078	36%
Fines & Penalties	53,623	103,500	52%
Miscellaneous and Other Revenue	72,625	142,910	51%
Total 6/30/2014 Revenues	2,385,708	4,596,432	52%
Unaudited.			

Property Tax: Property tax revenues are generally received during the second and fourth quarters of the year. The City of Prosser has received 56.3% of the anticipated budget amount, or \$561,595. This is an increase of 6.5% over 2013.

The five top property taxpayers are:

- ✓ Zirkle Fruit Company
- ✓ Conagra Foods Lamb Weston Inc
- ✓ Kenyon Zero Storage Inc
- ✓ Tree Top Inc.

Sales Tax: The sales tax base is the selling price of tangible personal property and selected food and services. The current sales tax rate for the City of Prosser is 8.3%. For every \$100.00 in applicable sales in Prosser, the consumer pays \$8.30. Of the \$8.30 in sales tax paid, the City receives approximately \$1.80 and the remaining \$6.50 is distributed to the state and county

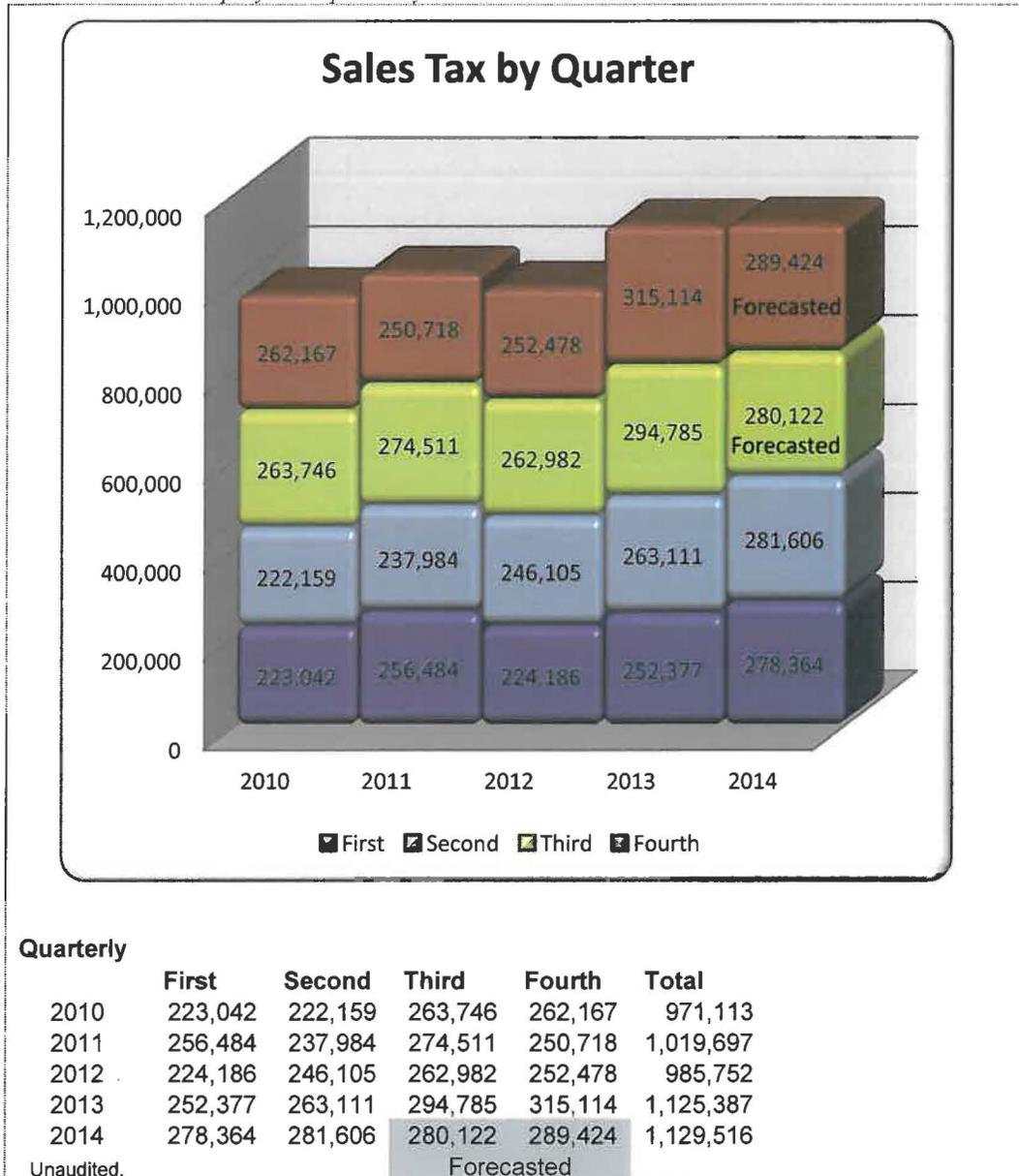
Retail sales and use tax is the second largest revenue source for Prosser's General Fund. Revenue from sales tax increased by 8% for the first quarter of 2014 compared to 2013.

Sales tax collections fluctuate from quarter to quarter due to seasonal activity. The City generally receives more sales tax revenue in the second half of the year. This is because of the combination of construction improvements both privately and publically and inflation.



City of Prosser

The chart below displays the quarterly sales and use tax collected since 2010.



Quarterly

	First	Second	Third	Fourth	Total
2010	223,042	222,159	263,746	262,167	971,113
2011	256,484	237,984	274,511	250,718	1,019,697
2012	224,186	246,105	262,982	252,478	985,752
2013	252,377	263,111	294,785	315,114	1,125,387
2014	278,364	281,606	280,122	289,424	1,129,516
Unaudited.			Forecasted		

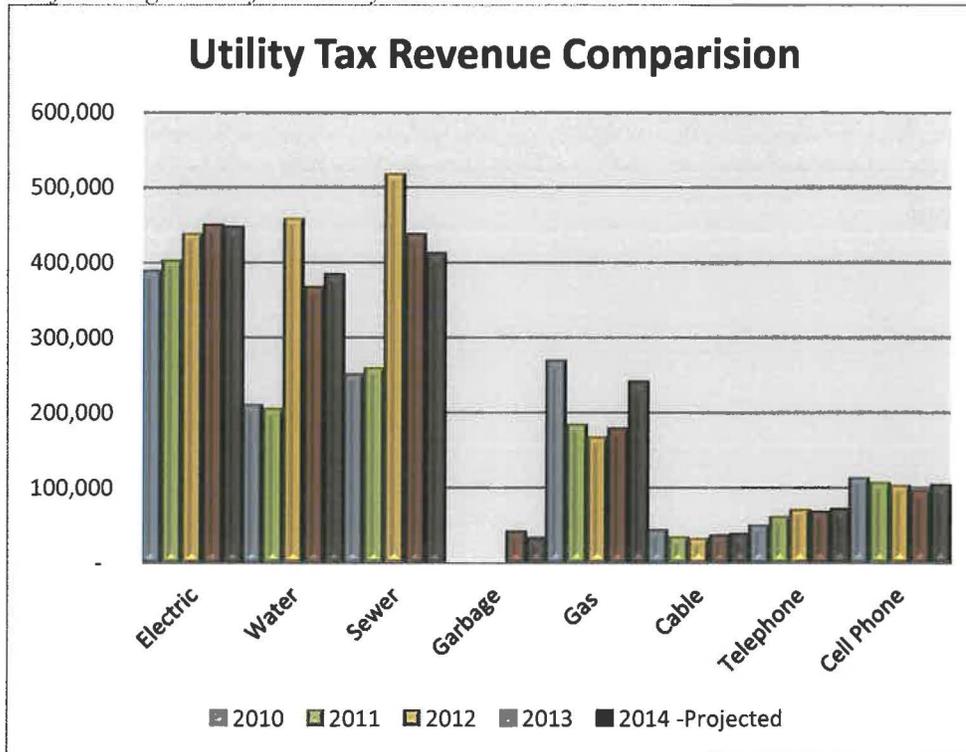


City of Prosser

Utility Taxes: The City collects both internal and external utility taxes. Internal taxes are paid by the City's utility and garbage funds to the General Fund. External taxes are paid by providers of telephone, electric, gas, cell phone, and cable services in the City.

As you can see by the chart below, water and sewer spike in 2012. This was due to a rate increase and adjustments made for the 2011 year in 2012. This distorts the graph adversely.

The following table reflects utility tax revenue received since 2010.



Unaudited



City of Prosser

General Fund Expenditures:

Total General Fund expenditures through the 2nd quarter of 2014 total \$1,986,464, 43% of the budgeted amount of \$4,572,228. Part of the annual expenditures that have yet to be realized include Insurance premium of \$117,000 and some interfund transfers. Additionally, the majority of expenditures for the parks and pool will not be realized until the 3rd quarter of 2014.

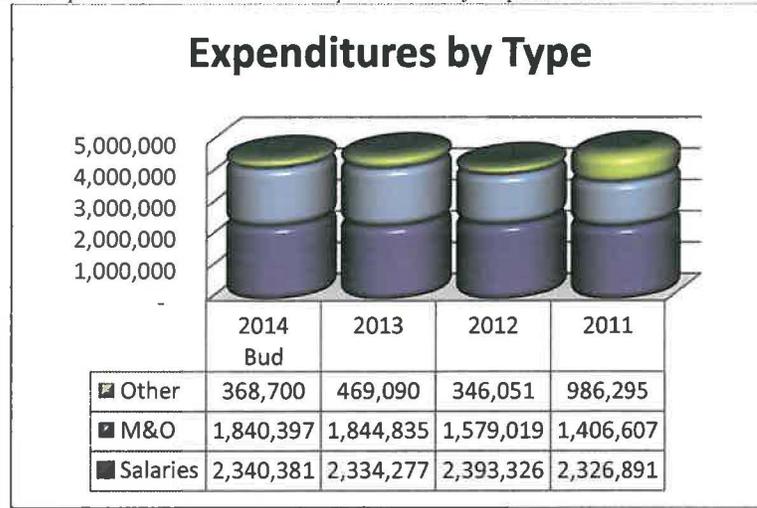
This table shows the actual expenditures paid through June 2014 and compares this information with the Adopted 2014 Budget.

General Fund Expenditures			
Expenditure Category	June 2014 YTD		%
	Actual	2014 Budget	Expended
Legislative	57,966	128,010	45%
Judicial	40,514	105,000	39%
Financial Services	201,178	440,670	46%
Records Services	45,593	96,405	47%
Election Services	5,679	5,500	103%
Legal Services	12,988	30,000	43%
Labor Relations	11,404	23,600	48%
Custodial Services	50,281	193,093	26%
Information Technology	41,332	100,635	41%
Law Enforcement	683,069	1,419,195	48%
Fire Services	133,006	318,948	42%
Dispatch Services	46,630	90,000	52%
Detention/Correction	28,549	120,000	24%
Protective Inspections	76,821	148,380	52%
Planning & Economic Development	71,565	192,978	37%
Senior Center	8,760	24,047	36%
Education & Recreation	41,095	81,325	51%
Libraries Services & Facility	95,064	201,735	47%
Swimming Pools	57,411	227,072	25%
General Parks	94,576	256,479	37%
Non-Departmental	93,573	180,656	52%
Capital Outlay (Fox Sander)	-	15,000	0%
Transfers	<u>89,409</u>	<u>173,500</u>	<u>52%</u>
Total 6/30/2014 Expenditures	1,986,464	4,572,228	43%
Unaudited			



City of Prosser

This chart depicts the General Fund Expenditures by Expenditure.



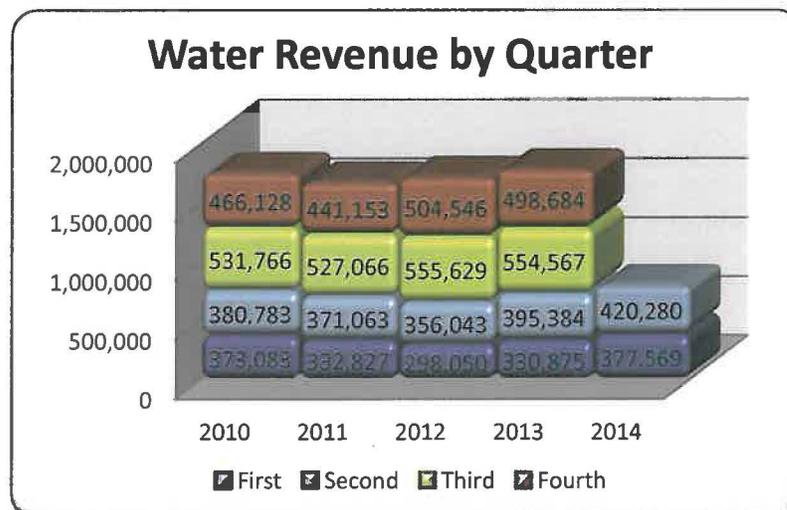
Unaudited

Salaries and Benefits are average 50% of the General Fund Expenditures. Of this, overtime represents 3%. For the 2nd quarter, salaries and benefits are \$1,108,253, or 47.4% of the 2014 budget.

WATER FUNDS

The water revenues for the 2nd quarter of 2014 are 42% of what was budgeted for the year. This is consistent with prior periods as you can see in the chart below. In addition, there was a rate increase of 4%. The rate increase was incorporated to capture the addition costs associated with projects like: Water Disinfection and Sanitation Improvements, the North Prosser Improvement Project, and the Zone 2 Water Improvements, and the hiring of an additional staff member.

Irrigation Fees and Charges are at 53% of the budgeted amount of \$168,731 of \$319,653. Compared to 2013, revenues are 95% less than the revenues received through the 2nd Quarter of 2013.



Unaudited



City of Prosser

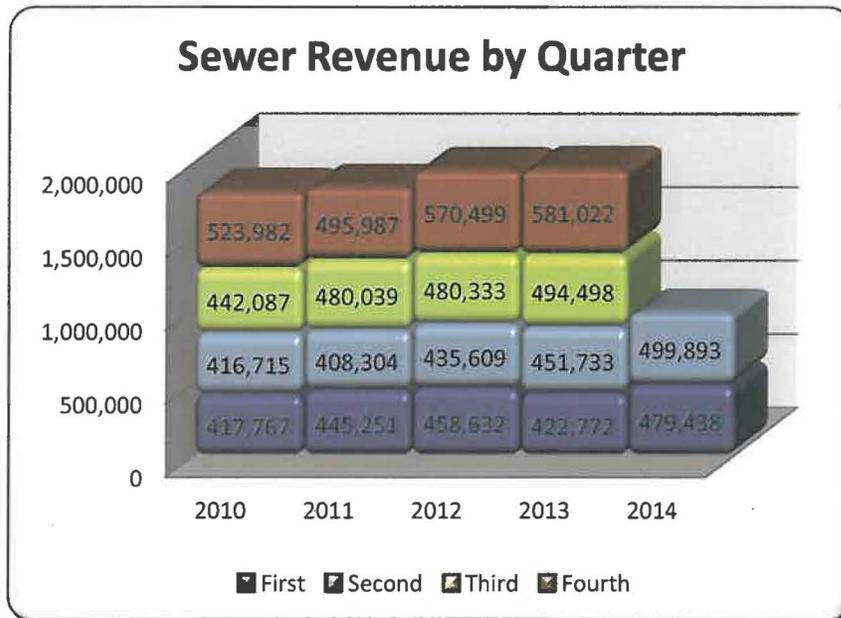
	First	Second	Third	Fourth	Total
2010	373,083	380,783	531,766	466,128	1,751,761
2011	332,827	371,063	527,066	441,153	1,672,110
2012	298,050	356,043	555,629	504,546	1,714,268
2013	330,875	395,384	554,567	498,684	1,779,510
2014	377,569	420,280	-	-	797,848

Unaudited

The Water Fund operating expenditures through the 2nd quarter of 2014 total \$529,957, or 40% of the budgeted amount of \$1,335,235. Part of the annual expenditures that have yet to be realized include Insurance premium of \$60,900 and some interfund transfers. Additionally, the majority of seasonal expenditures will not be realized until the 3rd quarter of 2014.

SEWER FUNDS

The sewer fund revenues for the 2nd quarter of 2014 are about 45% of what was budgeted for the year. This is consistent with prior periods as you can see in the chart below. In addition, there was a rate increase of 2% rate. The rate increase was incorporated to capture the addition costs associated with projects like the Wastewater Treatment Plant Improvements.



Unaudited

Quarterly	First	Second	Third	Fourth	Total
2010	417,767	416,715	442,087	523,982	1,800,551
2011	445,251	408,304	480,039	495,987	1,829,580
2012	458,632	435,609	480,333	570,499	1,945,073
2013	422,772	451,733	494,498	581,022	1,950,026
2014	479,438	499,893	-	-	979,331

Unaudited



City of Prosser

The Sewer Fund expenditures through the 2nd quarter of 2014 total \$701,271, or 28% of the budgeted amount of \$2,460,961. Part of the annual expenditures that have yet to be realized include Insurance premium of \$89,665 and interfund transfers and loans of \$158,205. Additionally, the majority of seasonal expenditures will not be realized until the 3rd quarter of 2014.

GARBAGE FUND:

The Garbage Fund revenues for the 2nd Quarter of 2014 are \$454,091, or 47% of the 2014 Budget of \$973,611. The Garbage Revenue is in the range of 2nd quarter of 2013 cash receipts.

The Expenditures of the Garbage Fund appear to be low compared to budget for the 2nd quarter of 2014 as they are at 34% of the budgeted amount. This is due to the Public Utility Services (BDI) payment of June not being paid yet. Besides this, expenditures are in line with budget.

OTHER FUNDS:

The following table provides the Fund Activity for each fund through the 2nd Quarter of 2014. It shows the beginning fund balance, revenues, expenditures, compared to the 2014 Budget for each fund.



City of Prosser

City of Prosser - Fund Summary

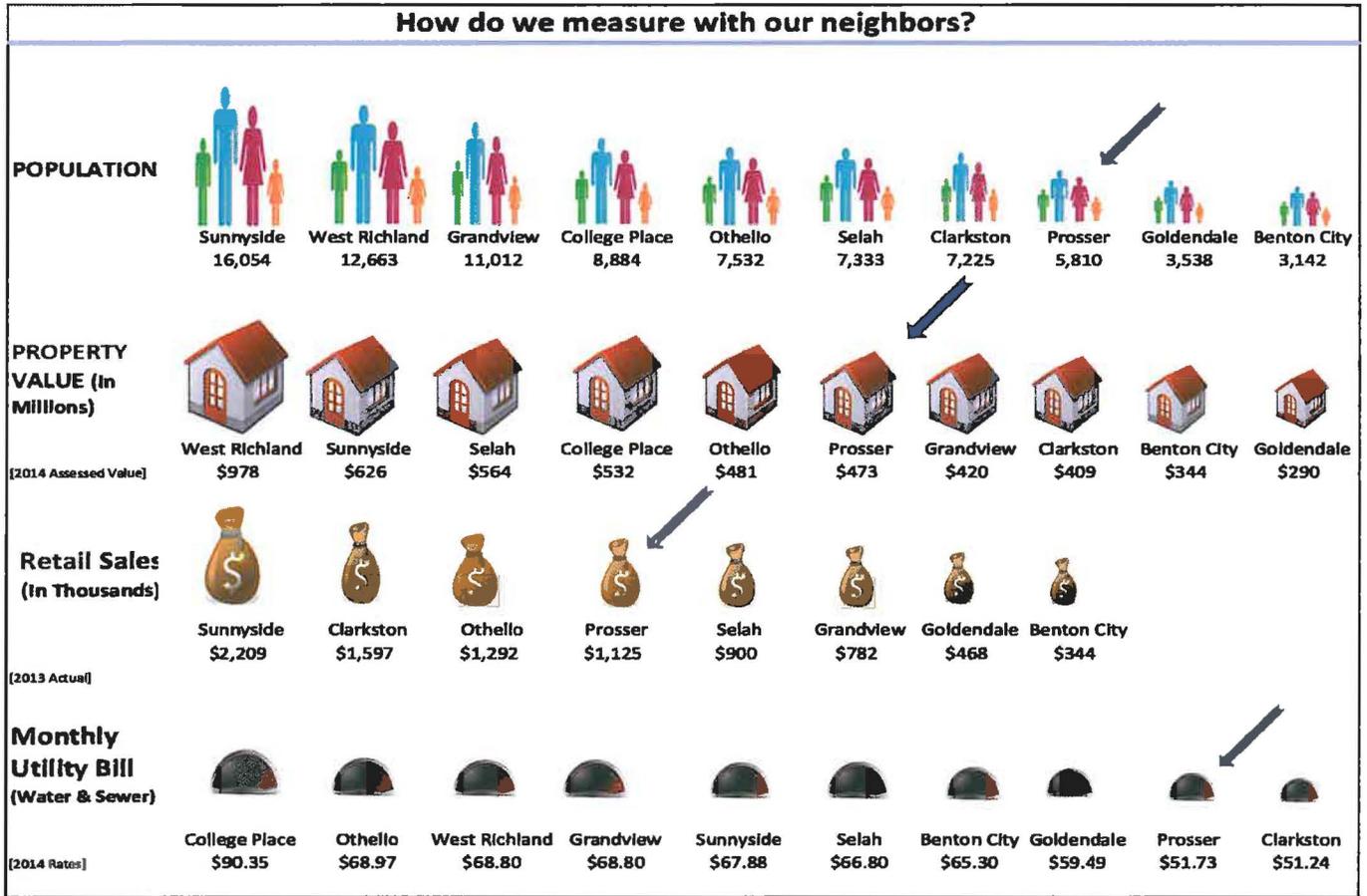
January - Jun 2014

2014 - 2nd Quarter

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	4,946,432.00	2,882,611.54	58.3%	4,946,682.00	1,986,464.24	40.2%
102 Street Fund	573,513.00	351,231.27	61.2%	573,513.00	205,399.58	35.8%
103 Transportation Benefit Distric	85,500.00	79,077.84	92.5%	85,500.00	5,812.66	6.8%
110 Arterial Street Fund	130,500.00	131,937.00	101.1%	130,500.00	0.00	0.0%
111 Municipal Capital Improvement	150,600.00	133,283.47	88.5%	150,600.00	0.00	0.0%
115 General Fund Reserve	233,500.00	233,965.22	100.2%	233,500.00	0.00	0.0%
116 City Facilities Reserve Fund	25,000.00	24,362.53	97.5%	25,000.00	0.00	0.0%
117 Employee Benefits Security	76,500.00	54,469.69	71.2%	76,500.00	29,267.21	38.3%
118 General Fund Capital Reserve	0.00	0.00	0.0%	0.00	0.00	0.0%
119 Parks Reserve Fund	5,000.00	5,008.05	100.2%	5,000.00	0.00	0.0%
125 Contingency Fund	0.00	0.00	0.0%	0.00	0.00	0.0%
130 Hotel/Motel Tax Fund	112,050.00	76,936.52	68.7%	112,050.00	45,000.00	40.2%
131 Tourism Promotion Area Fund	31,100.00	19,583.12	63.0%	31,100.00	11,500.00	37.0%
144 PS Enhancement Fund	10,500.00	18,489.02	176.1%	10,500.00	0.00	0.0%
145 Narcotics Dog Operations Fund	3,775.00	2,478.54	65.7%	3,775.00	0.00	0.0%
146 Drug Enforcement Fund	12,550.00	12,681.16	101.0%	12,550.00	0.00	0.0%
147 Police Investigative Fund	44,850.00	44,771.20	99.8%	44,850.00	0.00	0.0%
148 Criminal Justice Fund	933,766.00	898,442.78	96.2%	933,766.00	0.00	0.0%
152 Infrastructure Develop Reserve	532,400.00	534,179.33	100.3%	532,400.00	38,600.00	7.3%
221 LID Guarantee Fund	55,500.00	55,770.01	100.5%	55,500.00	0.00	0.0%
229 1996 GO Bond - Fire Station	307,224.00	93,551.70	30.5%	307,224.00	6,237.00	2.0%
233 2011 GO Bond - Pool	129,800.00	70,972.77	54.7%	129,800.00	39,608.00	30.5%
234 Local Improvement Dist. 10-23	1,700.00	3,583.42	210.8%	1,700.00	0.00	0.0%
301 REET - First Quarter %	27,600.00	24,720.44	89.6%	27,600.00	14,727.30	53.4%
302 OIE Improvement Project Fund	285,700.00	39,890.93	14.0%	285,700.00	8,541.00	3.0%
311 Well 4B Construction Fund	0.00	0.00	0.0%	0.00	0.00	0.0%
403 Water Fund	4,614,757.00	3,342,304.29	72.4%	4,614,757.00	2,754,990.73	59.7%
407 Sewer Fund	2,460,961.00	1,757,900.60	71.4%	2,460,961.00	701,270.72	28.5%
409 Consumer Utility Deposits Fund	18,000.00	6,875.00	38.2%	18,500.00	4,400.00	23.8%
420 Zone 2.5 Water Supply Improv	890,415.00	38,130.00	4.3%	890,415.00	52,121.70	5.9%
442 1997 W/S Refunding Bond Rede	73,300.00	73,170.29	99.8%	146,300.00	0.00	0.0%
443 1997 W/S Refunding Bond Reser	627,300.00	628,477.10	100.2%	1,254,500.00	0.00	0.0%
444 1998 Water Revenue Bond Rede	162,162.00	188,027.41	116.0%	162,162.00	77,456.00	47.8%
445 1998 Water Revenue Bond Reser	170,200.00	170,494.08	100.2%	170,200.00	0.00	0.0%
448 Garbage Fund	1,326,111.00	811,030.08	61.2%	1,326,111.00	310,584.56	23.4%
449 1999 Water Revenue Bond Rede	86,576.00	66,919.90	77.3%	86,576.00	0.00	0.0%
450 1999 Water Revenue Bond Reser	84,500.00	84,889.15	100.5%	84,500.00	0.00	0.0%
451 Water Facilities Reserve Fund	216,050.00	217,483.75	100.7%	216,050.00	0.00	0.0%
452 Sewer Facilities Reserve Fund	2,845,000.00	2,851,413.59	100.2%	2,845,000.00	0.00	0.0%
453 North Prosser Debt Redemption	314,500.00	436,859.78	138.9%	314,500.00	39,588.00	12.6%
454 North Prosser Debt Reserve	31,992.00	24,121.02	75.4%	31,992.00	0.00	0.0%
470 Waste Water Treatment Plant Imp	3,385,100.00	0.00	0.0%	3,385,100.00	0.00	0.0%
606 Library Memorial Fund	11,984.00	12,069.93	100.7%	24,484.00	0.00	0.0%
	26,033,968.00	16,502,163.52	63.4%	26,747,418.00	6,331,568.70	23.7%



City of Prosser





Cash Reconciliation

June 2014

Checkbook	
Money Market	\$1,557,762.34
Advance Travel-Closed	0.00
Section 125-Closed	0.00
Washington Trust Bank	19.50
Investment:	
WA State Pool	2,861,790.81
US Bank SafeKeeping	5,989,341.55
Petty Cash	650.00
	10,409,564.20

TOTAL 0.00

BIAS	
cash	10,170,594.82
investment	0.00
Outstanding WTB checks	0.00
outstanding payroll	156,393.75
outstanding claims	82,575.63
	10,409,564.20

7/21


General Ledger

Cash and Investment Report1

June-14

Fund	Description	2014 End Bal
001	General Fund	896,147.30
102	Street Fund	145,831.69
103	Transportation Benefit Distric	73,265.18
110	Arterial Street Fund	131,937.00
111	Municipal Capital Improvement	133,283.47
115	General Fund Reserve	233,965.22
116	City Facilities Reserve Fund	24,362.53
117	Employee Benefits Security	25,202.48
119	Parks Reserve Fund	5,008.05
130	Hotel/Motel Tax Fund	31,936.52
131	Tourism Promotion Area Fund	8,083.12
144	PS Enhancement Fund	18,489.02
145	Narcotics Dog Operations Fund	2,478.54
146	Drug Enforcement Fund	12,681.16
147	Police Investigative Fund	44,771.20
148	Criminal Justice Fund	898,442.78
152	Infrastructure Develop Reserve	495,579.33
221	LID Guarantee Fund	55,770.01
229	1996 GO Bond - Fire Station	87,314.70
233	2011 GO Bond - Pool	31,364.77
234	Local Improvement Dist 10-23	3,583.42
301	REET - First Quarter %	9,993.14
302	OIE Improvement Project Fund	31,349.93
403	Water Fund	587,313.56
407	Sewer Fund	1,056,629.88
409	Consumer Utility Deposits Fund	2,475.00
420	Zone 2.5 Water Supply Improv	(13,991.70)
442	1997 W/S Refunding Bond Redemp	73,170.29
443	1997 W/S Refunding Bond Reserv	628,477.10
444	1998 Water Revenue Bond Redemp	110,571.41
445	1998 Water Revenue Bond Reserv	170,494.08
448	Garbage Fund	500,445.52
449	1999 Water Revenue Bond Redemp	66,919.90
450	1999 Water Revenue Bond Reserv	84,889.15
451	Water Facilities Reserve Fund	217,483.75
452	Sewer Facilities Reserve Fund	2,851,413.59
453	N Prosser Water Sys Debt Red.	397,271.78
454	N Prosser Water Sys Debt Res.	24,121.02
606	Library Memorial Fund	12,069.93
Asset Total		10,170,594.82 ✓

Outstanding WTB check

Payroll Outstanding Checks	156,393.75
Accounts Payable Outstanding Checks	82,575.63

TOTAL 10,409,564.20 ✓

7/31
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CITY OF PROSSER

INVESTMENT REPORT - 6/30/2014

Investments were made through TVI ProEquities -

All funds were transferred from the Pool to:

American West, our local bank, to:

US Bank, into a newly created *Safekeeping Account.

The Following Investments were made:

Investment:	Federal Home Ln Mtg Corp	Federal Natl Mtg Assn	Federal Natl Mtg Assn	Federal Natl Mtg Assn	Federal Home Loan	Total
CUSIP:	31334G4-6W-3	3135GO-TD-5	3135GO-VR-1	3135GO-XL-2	3134G36D7	
Interest Rate:	0.56%	1.00%	0.50%	0.65%	1.38%	
Trade Date:	6/20/2013	6/6/2013	6/6/2013	6/6/2013	4/1/2014	
Maturity Date:	6/20/2016	12/28/2017	3/28/2016	2/27/2017	6/20/2018	
Int. Payment Frequency	Semi - Annual	Semi-Annual	Semi-Annual	Semi-Annual	Semi-Annual	
Investment Amount	1,000,297	2,004,498	-	1,990,829	993,717	5,989,342

Called

Fair Market Value						
6/30/2014	1,000,900	1,977,788	-	1,996,884	998,221	5,973,793

2014 - Interest Paid - Deposited in American West Bank						
2/28/2014				6,500		6,500
3/31/2014			2,500			2,500
6/30/2014	2,850	10,000				12,850
Year To Date Interest	2,850	10,000	2,500	6,500	-	21,850

2014 - Gain/Loss on Redemption of Bonds	1,002,286	Purchase Price
	1,000,000	Redemption
	2,285.89	Loss
Interest Earned on this Bond (cumulative)	5,000	
Net Earnings on this bond	2,714	
Net Interest Earned on Bond	0.271%	

*** Safekeeping Account:** An Account that receives interest payments made for purchased securities. Once interest is received, they have 24 hours to deposit the interest in our current bank, American West.

Note: Current Interest Rates with the Pool are .09%



Fund Balance & Activity

TREASURERS REPORT

Fund Totals

City Of Prosser
MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	845,616.51	409,426.95	358,896.16	896,147.30	15,557.14	103,556.96	-5,647.21	1,009,614.19
102 Street Fund	164,395.12	12,785.25	31,348.68	145,831.69	6,897.83	12,753.24	0.00	165,482.76
103 Transportation Benefit Distric	73,392.79	0.00	127.61	73,265.18	0.00	0.00	0.00	73,265.18
110 Arterial Street Fund	131,742.68	194.32		131,937.00	0.00	0.00	0.00	131,937.00
111 Municipal Capital Improvement	130,439.24	2,844.23		133,283.47	0.00	0.00	0.00	133,283.47
115 General Fund Reserve	233,620.64	344.58		233,965.22	0.00	0.00	0.00	233,965.22
116 City Facilities Reserve Fund	24,326.66	35.87		24,362.53	0.00	0.00	0.00	24,362.53
117 Employee Benefits Security	23,339.25	3,784.43	1,921.20	25,202.48	0.00	1,921.20	0.00	27,123.68
119 Parks Reserve Fund	5,000.67	7.38		5,008.05	0.00	0.00	0.00	5,008.05
130 Hotel/Motel Tax Fund	25,705.91	6,230.61		31,936.52	0.00	0.00	0.00	31,936.52
131 Tourism Promotion Area Fund	6,883.83	1,199.29		8,083.12	0.00	0.00	0.00	8,083.12
144 PS Enhancement Fund	15,852.51	2,636.51		18,489.02	0.00	0.00	0.00	18,489.02
145 Narcotics Dog Operations Fund	2,424.96	53.58		2,478.54	0.00	0.00	0.00	2,478.54
146 Drug Enforcement Fund	12,662.48	18.68		12,681.16	0.00	0.00	0.00	12,681.16
147 Police Investigative Fund	44,705.26	65.94		44,771.20	0.00	0.00	0.00	44,771.20
148 Criminal Justice Fund	883,307.22	15,135.56		898,442.78	0.00	0.00	0.00	898,442.78
152 Infrastructure Develop Reserve	494,849.46	729.87		495,579.33	0.00	0.00	0.00	495,579.33
221 LID Guarantee Fund	55,687.87	82.14		55,770.01	0.00	0.00	0.00	55,770.01
229 1996 GO Bond - Fire Station	86,543.39	771.31		87,314.70	0.00	0.00	0.00	87,314.70
233 2011 GO Bond - Pool	19,563.19	11,801.58		31,364.77	0.00	0.00	0.00	31,364.77
234 Local Improvement Dist. 10-23	3,578.15	5.27		3,583.42	0.00	0.00	0.00	3,583.42
30 REET - First Quarter %	9,781.42	2,666.27	2,454.55	9,993.14	0.00	0.00	0.00	9,993.14
302 OIE Improvement Project Fund	36,989.37	54.56	5,694.00	31,349.93	5,694.00	0.00	0.00	37,043.93
403 Water Fund	774,129.70	200,496.55	387,312.69	587,313.56	18,350.31	15,862.54	-2,224.96	619,301.45
407 Sewer Fund	1,017,861.47	172,163.71	133,395.30	1,056,629.88	30,108.11	22,148.64	-3,082.26	1,105,804.37
409 Consumer Utility Deposits Fund	2,895.53	800.00	1,220.53	2,475.00	236.70	0.00	0.00	2,711.70
420 Zone 2.5 Water Supply Improv	-9,058.20	0.00	4,933.50	-13,991.70	4,933.50	0.00	0.00	-9,058.20
442 1997 W/S Refunding Bond	73,062.52	107.77		73,170.29	0.00	0.00	0.00	73,170.29
Redemp								
443 1997 W/S Refunding Bond Reserv	627,551.50	925.60		628,477.10	0.00	0.00	0.00	628,477.10
444 1998 Water Revenue Bond	84,627.92	25,943.49		110,571.41	0.00	0.00	0.00	110,571.41
Redemp								
445 1998 Water Revenue Bond Reserv	170,242.98	251.10		170,494.08	0.00	0.00	0.00	170,494.08
448 Garbage Fund	431,651.14	76,970.28	8,175.90	500,445.52	798.04	151.17	-1,820.19	499,574.54
449 1999 Water Revenue Bond	56,938.92	9,980.98		66,919.90	0.00	0.00	0.00	66,919.90
Redemp								
450 1999 Water Revenue Bond Reserv	84,764.13	125.02		84,889.15	0.00	0.00	0.00	84,889.15
451 Water Facilities Reserve Fund	1,481.57	216,002.18		217,483.75	0.00	0.00	0.00	217,483.75

TREASURERS REPORT

Fund Totals

City Of Prosser
MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
Page: 2

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
452 Sewer Facilities Reserve Fund	2,848,734.64	2,678.95		2,851,413.59	0.00	0.00	0.00	2,851,413.59
453 North Prosser Debt Redemption	420,489.58	16,370.20	39,588.00	397,271.78	0.00	0.00	0.00	397,271.78
454 North Prosser Debt Reserve	22,754.78	1,366.24		24,121.02	0.00	0.00	0.00	24,121.02
606 Library Memorial Fund	12,052.16	17.77		12,069.93	0.00	0.00	0.00	12,069.93
	9,950,588.92	1,195,074.02	975,068.12	10,170,594.82	82,575.63	156,393.75	-12,774.62	10,396,789.58

TREASURERS REPORT

Account Totals

City Of Prosser
MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
Page: 3

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	American West Checking	1,098,991.71	904,796.79	684,995.54	1,318,792.96	-12,774.62	238,969.38	1,544,987.72
7	Washington Trust	19.50	0.00	0.00	19.50	0.00	0.00	19.50
9	Petty Cash	650.00	0.00	0.00	650.00	0.00	0.00	650.00
Total Cash:		1,099,661.21	904,796.79	684,995.54	1,319,462.46	-12,774.62	238,969.38	1,545,657.22

Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10	State Pool	2,861,586.16	204.65	0.00	2,861,790.81	0.00	0.00	2,861,790.81
12	US Bank 2607	2,004,498.44	0.00	0.00	2,004,498.44	0.00	0.00	2,004,498.44
13	US Bank 2608	1,990,829.44	0.00	0.00	1,990,829.44	0.00	0.00	1,990,829.44
14	US Bank 2833	1,000,297.00	0.00	0.00	1,000,297.00	0.00	0.00	1,000,297.00
16	US Bank 1826	993,716.67	0.00	0.00	993,716.67	0.00	0.00	993,716.67
Total Investments:		8,850,927.71	204.65	0.00	8,851,132.36	0.00	0.00	8,851,132.36

		9,950,588.92	905,001.44	684,995.54	10,170,594.82 ✓	-12,774.62 ✓	238,969.38	10,396,789.58 ✓
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TREASURERS REPORT

Fund Investments By Account

City Of Prosser
MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Fund	273,395.59	16,331.53	19.55	16,351.08		289,746.67
102 000 Street Fund	53,150.45		3.80	3.80	6,003.24	47,151.01
110 000 Arterial Street Fund	42,593.62	61.83	3.05	64.88		42,658.50
111 000 Municipal Capital Improvement	42,172.20	918.64	3.02	921.66		43,093.86
115 000 General Fund Reserve	75,531.70	109.66	5.40	115.06		75,646.76
116 000 City Facilities Reserve Fund	7,865.03	11.42	0.56	11.98		7,877.01
117 000 Employee Benefits Security	7,545.80	602.25	0.54	602.79		8,148.59
119 000 Parks Reserve Fund	1,616.75	2.35	0.12	2.47		1,619.22
130 000 Hotel/Motel Tax Fund	8,310.95	2,014.33	0.59	2,014.92		10,325.87
131 000 Tourism Promotion Area Fund	2,225.61	387.72	0.16	387.88		2,613.49
144 000 PS Enhancement Fund	5,125.26	852.33	0.37	852.70		5,977.96
145 000 Narcotics Dog Operations Fund	784.01	17.30	0.06	17.36		801.37
146 000 Drug Enforcement Fund	4,093.90	5.95	0.29	6.24		4,100.14
147 000 Police Investigative Fund	14,453.62	20.99	1.03	22.02		14,475.64
148 000 Criminal Justice Fund	285,581.33	4,887.11	20.42	4,907.53		290,488.86
152 000 Infrastructure Develop Reserve	159,989.36	232.30	11.44	243.74		160,233.10
221 000 LID Guarantee Fund	18,004.41	26.13	1.29	27.42		18,031.83
229 000 1996 GO Bond - Fire Station	27,980.28	248.73	2.00	250.73		28,231.01
233 000 2011 GO Bond - Pool	6,324.96	3,815.60	0.45	3,816.05		10,141.01
234 000 Local Improvement Dist. 10-23	1,156.84	1.69	0.08	1.77		1,158.61
301 000 REET - First Quarter %	3,162.42	68.38	0.23	68.61		3,231.03
302 000 OIE Improvement Project Fund	11,959.00		0.86	0.86	1,823.64	10,136.22
403 000 Water Fund	250,283.25		17.90	17.90	60,408.10	189,893.05
407 000 Sewer Fund	329,083.94	12,527.20	23.53	12,550.73		341,634.67
442 000 1997 W/S Refunding Bond Redemp	23,621.78	34.30	1.69	35.99		23,657.77
443 000 1997 W/S Refunding Bond Reserv	202,893.16	294.57	14.51	309.08		203,202.24
444 000 1998 Water Revenue Bond Redemp	27,360.98	8,387.54	1.96	8,389.50		35,750.48
445 000 1998 Water Revenue Bond Reserv	55,041.12	79.92	3.94	83.86		55,124.98

TREASURERS REPORT

Fund Investments By Account

City Of Prosser
MCA# #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
Page: 5

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
448 000 Garbage Fund	139,556.76	22,239.72	9.98	22,249.70		161,806.46
449 000 1999 Water Revenue Bond Redemp	18,408.88	3,226.67	1.32	3,227.99		21,636.87
450 000 1999 Water Revenue Bond Reserv	27,405.02	39.78	1.96	41.74		27,446.76
451 000 Water Facilities Reserve Fund	479.00	69,838.86	0.03	69,838.89		70,317.89
452 000 Sewer Facilities Reserve Fund	587,227.65		42.00	42.00	71,987.05	515,282.60
453 000 North Prosser Debt Redemption	135,948.14		9.72	9.72	7,510.02	128,447.84
454 000 North Prosser Debt Reserve	7,356.83	441.56	0.53	442.09		7,798.92
606 000 Library Memorial Fund	3,896.56	5.69	0.27	5.96		3,902.52
10 - State Pool	2,861,586.16	147,732.05	204.65	147,936.70	147,732.05	2,861,790.81
001 000 General Fund	191,509.52	11,439.19		11,439.19		202,948.71
102 000 Street Fund	37,231.10				4,204.88	33,026.22
110 000 Arterial Street Fund	29,836.19	43.32		43.32		29,879.51
111 000 Municipal Capital Improvement	29,541.01	643.43		643.43		30,184.44
115 000 General Fund Reserve	52,908.83	76.81		76.81		52,985.64
116 000 City Facilities Reserve Fund	5,509.34	8.00		8.00		5,517.34
117 000 Employee Benefits Security	5,285.71	421.85		421.85		5,707.56
119 000 Parks Reserve Fund	1,132.52	1.65		1.65		1,134.17
130 000 Hotel/Motel Tax Fund	5,821.71	1,410.89		1,410.89		7,232.60
131 000 Tourism Promotion Area Fund	1,559.00	271.56		271.56		1,830.56
144 000 PS Enhancement Fund	3,590.17	597.00		597.00		4,187.17
145 000 Narcotics Dog Operations Fund	549.19	12.12		12.12		561.31
146 000 Drug Enforcement Fund	2,867.71	4.16		4.16		2,871.87
147 000 Police Investigative Fund	10,124.55	14.70		14.70		10,139.25
148 000 Criminal Justice Fund	200,045.47	3,423.09		3,423.09		203,468.56
152 000 Infrastructure Develop Reserve	112,070.17	162.70		162.70		112,232.87
221 000 LID Guarantee Fund	12,611.81	18.31		18.31		12,630.12
229 000 1996 GO Bond - Fire Station	19,599.76	174.22		174.22		19,773.98

TREASURERS REPORT
Fund Investments By Account

City Of Prosser
 MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
 Page: 6

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
233 000 2011 GO Bond - Pool	4,430.54	2,672.58		2,672.58		7,103.12
234 000 Local Improvement Dist. 10-23	810.36	1.17		1.17		811.53
301 000 REET - First Quarter %	2,215.22	47.91		47.91		2,263.13
302 000 OIE Improvement Project Fund	8,377.10				1,277.35	7,099.75
403 000 Water Fund	175,319.68				42,311.94	133,007.74
407 000 Sewer Fund	230,518.41	8,774.47		8,774.47		239,292.88
442 000 1997 W/S Refunding Bond Redemp	16,546.71	24.02		24.02		16,570.73
443 000 1997 W/S Refunding Bond Reserv	142,123.63	206.33		206.33		142,329.96
444 000 1998 Water Revenue Bond Redemp	19,165.97	5,874.92		5,874.92		25,040.89
445 000 1998 Water Revenue Bond Reserv	38,555.48	55.97		55.97		38,611.45
448 000 Garbage Fund	97,757.44	15,577.47		15,577.47		113,334.91
449 000 1999 Water Revenue Bond Redemp	12,895.14	2,260.07		2,260.07		15,155.21
450 000 1999 Water Revenue Bond Reserv	19,196.81	27.87		27.87		19,224.68
451 000 Water Facilities Reserve Fund	335.54	48,917.58		48,917.58		49,253.12
452 000 Sewer Facilities Reserve Fund	411,344.17				50,422.15	360,922.02
453 000 North Prosser Debt Redemption	95,229.64				5,260.29	89,969.35
454 000 North Prosser Debt Reserve	5,153.34	309.30		309.30		5,462.64
606 000 Library Memorial Fund	2,729.50	3.95		3.95		2,733.45
12 - US Bank 2607	<u>2,004,498.44</u>	<u>103,476.61</u>	<u>0.00</u>	<u>103,476.61</u>	<u>103,476.61</u>	<u>2,004,498.44</u>
001 000 General Fund	190,203.59	11,361.17		11,361.17		201,564.76
102 000 Street Fund	36,977.21				4,176.21	32,801.00
110 000 Arterial Street Fund	29,632.74	43.02		43.02		29,675.76
111 000 Municipal Capital Improvement	29,339.55	639.06		639.06		29,978.61
115 000 General Fund Reserve	52,548.03	76.29		76.29		52,624.32

TREASURERS REPORT
Fund Investments By Account

City Of Prosser
 MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
 Page: 7

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
116 000 City Facilities Reserve Fund	5,471.77	7.94		7.94		5,479.71
117 000 Employee Benefits Security	5,249.67	418.96		418.96		5,668.63
119 000 Parks Reserve Fund	1,124.80	1.63		1.63		1,126.43
130 000 Hotel/Motel Tax Fund	5,782.00	1,401.28		1,401.28		7,183.28
131 000 Tourism Promotion Area Fund	1,548.37	269.71		269.71		1,818.08
144 000 PS Enhancement Fund	3,565.69	592.93		592.93		4,158.62
145 000 Narcotics Dog Operations Fund	545.44	12.04		12.04		557.48
146 000 Drug Enforcement Fund	2,848.16	4.14		4.14		2,852.30
147 000 Police Investigative Fund	10,055.50	14.60		14.60		10,070.10
148 000 Criminal Justice Fund	198,681.33	3,399.74		3,399.74		202,081.07
152 000 Infrastructure Develop Reserve	111,305.95	161.59		161.59		111,467.54
221 000 LID Guarantee Fund	12,525.81	18.19		18.19		12,544.00
229 000 1996 GO Bond - Fire Station	19,466.11	173.04		173.04		19,639.15
233 000 2011 GO Bond - Pool	4,400.33	2,654.35		2,654.35		7,054.68
234 000 Local Improvement Dist. 10-23	804.84	1.16		1.16		806.00
301 000 REET - First Quarter %	2,200.13	47.56		47.56		2,247.69
302 000 OIE Improvement Project Fund	8,319.98				1,268.64	7,051.34
403 000 Water Fund	174,124.13				42,023.39	132,100.74
407 000 Sewer Fund	228,946.47	8,714.63		8,714.63		237,661.10
442 000 1997 W/S Refunding Bond Redemp	16,433.87	23.86		23.86		16,457.73
443 000 1997 W/S Refunding Bond Reserv	141,154.47	204.93		204.93		141,359.40
444 000 1998 Water Revenue Bond Redemp	19,035.26	5,834.87		5,834.87		24,870.13
445 000 1998 Water Revenue Bond Reserv	38,292.57	55.59		55.59		38,348.16
448 000 Garbage Fund	97,090.82	15,471.24		15,471.24		112,562.06
449 000 1999 Water Revenue Bond Redemp	12,807.21	2,244.66		2,244.66		15,051.87
450 000 1999 Water Revenue Bond Reserv	19,065.90	27.68		27.68		19,093.58

TREASURERS REPORT
Fund Investments By Account

City Of Prosser
 MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
 Page: 8

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
451 000 Water Facilities Reserve Fund	333.25	48,584.00		48,584.00		48,917.25
452 000 Sewer Facilities Reserve Fund	408,539.14				50,078.31	358,460.83
453 000 North Prosser Debt Redemption	94,580.26				5,224.42	89,355.84
454 000 North Prosser Debt Reserve	5,118.21	307.18		307.18		5,425.39
606 000 Library Memorial Fund	2,710.88	3.93		3.93		2,714.81
13 - US Bank 2608	1,990,829.44	102,770.97	0.00	102,770.97	102,770.97	1,990,829.44
001 000 General Fund	95,568.25	5,708.45		5,708.45		101,276.70
102 000 Street Fund	18,579.29				2,098.35	16,480.94
110 000 Arterial Street Fund	14,889.04	21.62		21.62		14,910.66
111 000 Municipal Capital Improvement	14,741.73	321.09		321.09		15,062.82
115 000 General Fund Reserve	26,402.88	38.34		38.34		26,441.22
116 000 City Facilities Reserve Fund	2,749.30	3.99		3.99		2,753.29
117 000 Employee Benefits Security	2,637.71	210.51		210.51		2,848.22
119 000 Parks Reserve Fund	565.16	0.82		0.82		565.98
130 000 Hotel/Motel Tax Fund	2,905.18	704.08		704.08		3,609.26
131 000 Tourism Promotion Area Fund	777.99	135.51		135.51		913.50
144 000 PS Enhancement Fund	1,791.59	297.92		297.92		2,089.51
145 000 Narcotics Dog Operations Fund	274.06	6.05		6.05		280.11
146 000 Drug Enforcement Fund	1,431.06	2.08		2.08		1,433.14
147 000 Police Investigative Fund	5,052.41	7.34		7.34		5,059.75
148 000 Criminal Justice Fund	99,827.90	1,708.22		1,708.22		101,536.12
152 000 Infrastructure Develop Reserve	55,925.94	81.19		81.19		56,007.13
221 000 LID Guarantee Fund	6,293.62	9.14		9.14		6,302.76
229 000 1996 GO Bond - Fire Station	9,780.79	86.95		86.95		9,867.74
233 000 2011 GO Bond - Pool	2,210.95	1,333.69		1,333.69		3,544.64
234 000 Local Improvement Dist. 10-23	404.39	0.58		0.58		404.97
301 000 REET - First Quarter %	1,105.46	23.90		23.90		1,129.36

TREASURERS REPORT
Fund Investments By Account

City Of Prosser
 MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
 Page: 9

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
302 000 OIE Improvement Project Fund	4,180.40				637.44	3,542.96
403 000 Water Fund	87,489.09				21,114.76	66,374.33
407 000 Sewer Fund	115,034.69	4,378.70		4,378.70		119,413.39
442 000 1997 W/S Refunding Bond Redemp	8,257.24	11.99		11.99		8,269.23
443 000 1997 W/S Refunding Bond Reserv	70,923.40	102.97		102.97		71,026.37
444 000 1998 Water Revenue Bond Redemp	9,564.31	2,931.75		2,931.75		12,496.06
445 000 1998 Water Revenue Bond Reserv	19,240.19	27.93		27.93		19,268.12
448 000 Garbage Fund	48,783.52	7,773.55		7,773.55		56,557.07
449 000 1999 Water Revenue Bond Redemp	6,435.01	1,127.84		1,127.84		7,562.85
450 000 1999 Water Revenue Bond Reserv	9,579.71	13.91		13.91		9,593.62
451 000 Water Facilities Reserve Fund	167.44	24,411.15		24,411.15		24,578.59
452 000 Sewer Facilities Reserve Fund	205,271.47				25,161.99	180,109.48
453 000 North Prosser Debt Redemption	47,522.08				2,625.03	44,897.05
454 000 North Prosser Debt Reserve	2,571.66	154.34		154.34		2,726.00
606 000 Library Memorial Fund	1,362.09	1.97		1.97		1,364.06
14 - US Bank 2833	1,000,297.00	51,637.57	0.00	51,637.57	51,637.57	1,000,297.00
001 000 General Fund	94,939.56	5,670.90		5,670.90		100,610.46
102 000 Street Fund	18,457.07				2,084.55	16,372.52
110 000 Arterial Street Fund	14,791.09	21.48		21.48		14,812.57
111 000 Municipal Capital Improvement	14,644.75	318.99		318.99		14,963.74
115 000 General Fund Reserve	26,229.20	38.08		38.08		26,267.28
116 000 City Facilities Reserve Fund	2,731.22	3.96		3.96		2,735.18
117 000 Employee Benefits Security	2,620.36	209.12		209.12		2,829.48
119 000 Parks Reserve Fund	561.44	0.81		0.81		562.25
130 000 Hotel/Motel Tax Fund	2,886.07	699.44		699.44		3,585.51

TREASURERS REPORT

Fund Investments By Account

City Of Prosser
MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
Page: 10

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
131 000 Tourism Promotion Area Fund	772.86	134.63		134.63		907.49
144 000 PS Enhancement Fund	1,779.80	295.96		295.96		2,075.76
145 000 Narcotics Dog Operations Fund	272.26	6.01		6.01		278.27
146 000 Drug Enforcement Fund	1,421.65	2.06		2.06		1,423.71
147 000 Police Investigative Fund	5,019.18	7.28		7.28		5,026.46
148 000 Criminal Justice Fund	99,171.19	1,696.98		1,696.98		100,868.17
152 000 Infrastructure Develop Reserve	55,558.04	80.65		80.65		55,638.69
221 000 LID Guarantee Fund	6,252.22	9.08		9.08		6,261.30
229 000 1996 GO Bond - Fire Station	9,716.45	86.37		86.37		9,802.82
233 000 2011 GO Bond - Pool	2,196.41	1,324.91		1,324.91		3,521.32
234 000 Local Improvement Dist. 10-23	401.72	0.59		0.59		402.31
301 000 REET - First Quarter %	1,098.19	23.74		23.74		1,121.93
302 000 OIE Improvement Project Fund	4,152.89				633.23	3,519.66
403 000 Water Fund	86,913.55				20,975.85	65,937.70
407 000 Sewer Fund	114,277.96	4,349.88		4,349.88		118,627.84
442 000 1997 W/S Refunding Bond Redemp	8,202.92	11.91		11.91		8,214.83
443 000 1997 W/S Refunding Bond Reserv	70,456.84	102.29		102.29		70,559.13
444 000 1998 Water Revenue Bond Redemp	9,501.40	2,912.45		2,912.45		12,413.85
445 000 1998 Water Revenue Bond Reserv	19,113.62	27.75		27.75		19,141.37
448 000 Garbage Fund	48,462.60	7,722.42		7,722.42		56,185.02
449 000 1999 Water Revenue Bond Redemp	6,392.68	1,120.42		1,120.42		7,513.10
450 000 1999 Water Revenue Bond Reserv	9,516.69	13.82		13.82		9,530.51
451 000 Water Facilities Reserve Fund	166.34	24,250.56		24,250.56		24,416.90
452 000 Sewer Facilities Reserve Fund	203,921.12				24,996.44	178,924.68

TREASURERS REPORT
Fund Investments By Account

City Of Prosser
 MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
 Page: 11

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
453 000 North Prosser Debt Redemption	47,209.46				2,607.76	44,601.70
454 000 North Prosser Debt Reserve	2,554.74	153.33		153.33		2,708.07
606 000 Library Memorial Fund	1,353.13	1.96		1.96		1,355.09
16 - US Bank 1826	993,716.67	51,297.83	0.00	51,297.83	51,297.83	993,716.67
	8,850,927.71	456,915.03	204.65	457,119.68	456,915.03	8,851,132.36

TREASURERS REPORT

Fund Investment Totals

City Of Prosser
MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014

Page: 12

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Fund	845,616.51	50,511.24	19.55	50,530.79		896,147.30	0.00
102 Street Fund	164,395.12		3.80	3.80	18,567.23	145,831.69	0.00
103 Transportation Benefit Distric						0.00	73,265.18
110 Arterial Street Fund	131,742.68	191.27	3.05	194.32		131,937.00	0.00
111 Municipal Capital Improvement	130,439.24	2,841.21	3.02	2,844.23		133,283.47	0.00
115 General Fund Reserve	233,620.64	339.18	5.40	344.58		233,965.22	0.00
116 City Facilities Reserve Fund	24,326.66	35.31	0.56	35.87		24,362.53	0.00
117 Employee Benefits Security	23,339.25	1,862.69	0.54	1,863.23		25,202.48	0.00
119 Parks Reserve Fund	5,000.67	7.26	0.12	7.38		5,008.05	0.00
130 Hotel/Motel Tax Fund	25,705.91	6,230.02	0.59	6,230.61		31,936.52	0.00
131 Tourism Promotion Area Fund	6,883.83	1,199.13	0.16	1,199.29		8,083.12	0.00
144 PS Enhancement Fund	15,852.51	2,636.14	0.37	2,636.51		18,489.02	0.00
145 Narcotics Dog Operations Fund	2,424.96	53.52	0.06	53.58		2,478.54	0.00
146 Drug Enforcement Fund	12,662.48	18.39	0.29	18.68		12,681.16	0.00
147 Police Investigative Fund	44,705.26	64.91	1.03	65.94		44,771.20	0.00
148 Criminal Justice Fund	883,307.22	15,115.14	20.42	15,135.56		898,442.78	0.00
152 Infrastructure Develop Reserve	494,849.46	718.43	11.44	729.87		495,579.33	0.00
221 LID Guarantee Fund	55,687.87	80.85	1.29	82.14		55,770.01	0.00
229 1996 GO Bond - Fire Station	86,543.39	769.31	2.00	771.31		87,314.70	0.00
233 2011 GO Bond - Pool	19,563.19	11,801.13	0.45	11,801.58		31,364.77	0.00
234 Local Improvement Dist. 10-23	3,578.15	5.19	0.08	5.27		3,583.42	0.00
301 REET - First Quarter %	9,781.42	211.49	0.23	211.72		9,993.14	0.00
302 OIE Improvement Project Fund	36,989.37		0.86	0.86	5,640.30	31,349.93	0.00
403 Water Fund	774,129.70		17.90	17.90	186,834.04	587,313.56	0.00
407 Sewer Fund	1,017,861.47	38,744.88	23.53	38,768.41		1,056,629.88	0.00
409 Consumer Utility Deposits Fund						0.00	2,475.00
420 Zone 2.5 Water Supply Improv						0.00	-13,991.70
442 1997 W/S Refunding Bond Redemp	73,062.52	106.08	1.69	107.77		73,170.29	0.00
443 1997 W/S Refunding Bond Reserv	627,551.50	911.09	14.51	925.60		628,477.10	0.00
444 1998 Water Revenue Bond Redemp	84,627.92	25,941.53	1.96	25,943.49		110,571.41	0.00
445 1998 Water Revenue Bond Reserv	170,242.98	247.16	3.94	251.10		170,494.08	0.00
448 Garbage Fund	431,651.14	68,784.40	9.98	68,794.38		500,445.52	0.00
449 1999 Water Revenue Bond Redemp	56,938.92	9,979.66	1.32	9,980.98		66,919.90	0.00
450 1999 Water Revenue Bond Reserv	84,764.13	123.06	1.96	125.02		84,889.15	0.00
451 Water Facilities Reserve Fund	1,481.57	216,002.15	0.03	216,002.18		217,483.75	0.00
452 Sewer Facilities Reserve Fund	1,816,303.55		42.00	42.00	222,645.94	1,593,699.61	1,257,713.98
453 North Prosser Debt Redemption	420,489.58		9.72	9.72	23,227.52	397,271.78	0.00
454 North Prosser Debt Reserve	22,754.78	1,365.71	0.53	1,366.24		24,121.02	0.00

TREASURERS REPORT

Fund Investment Totals

City Of Prosser
MCAG #: 0205

06/01/2014 To: 06/30/2014

Time: 14:07:27 Date: 07/25/2014
Page: 13

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
606 Library Memorial Fund	12,052.16	17.50	0.27	17.77		12,069.93	0.00
	8,850,927.71	456,915.03	204.65	457,119.68	456,915.03	8,851,132.36	1,319,462.46

Ending fund balance (Page 1) - Investment balance = Available cash.

10,170,594.82 ✓

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 1

001 General Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
310 Taxes	3,852,479.00	300,960.10	2,065,754.43	1,786,724.57	53.6%
320 Licenses & Permits	151,850.00	16,889.55	72,798.45	79,051.55	47.9%
330 Intergovernmental Revenues	102,615.00	10,604.23	33,066.13	69,548.87	32.2%
340 Charges For Goods & Services	243,078.00	60,503.42	87,820.95	155,257.05	36.1%
350 Fines & Penalties	103,500.00	7,892.86	53,623.11	49,876.89	51.8%
360 Interest & Other Earnings	28,210.00	3,585.11	19,001.84	9,208.16	67.4%
380 Non Revenues	114,700.00	8,991.68	53,622.76	61,077.24	46.8%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
398 Insurance Recoveries	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	4,596,432.00	409,426.95	2,385,687.67	2,210,744.33	51.9%

Expenditures	Amt Budgeted	June	YTD	Remaining	
510 General Government					
511 Legislative	128,010.00	9,909.14	57,966.19	70,043.81	45.3%
512 Judicial	105,000.00	8,100.03	40,514.13	64,485.87	38.6%
513 Executive	0.00	0.00	0.00	0.00	0.0%
023 Financial Services	440,670.00	33,042.11	201,178.41	239,491.59	45.7%
030 Records Services	96,405.00	7,720.02	45,592.87	50,812.13	47.3%
040 Election Services	5,500.00	0.00	5,679.29	(179.29)	103.3%
514 Financial, Recording & Elections	542,575.00	40,762.13	252,450.57	290,124.43	46.5%
515 Legal Services	30,000.00	2,155.50	12,987.94	17,012.06	43.3%
010 Labor Relations & AWC	23,600.00	2,160.00	11,404.28	12,195.72	48.3%
031 Custodial Services	193,093.00	6,858.01	50,281.36	142,811.64	26.0%
088 Information Technology	100,635.00	4,313.68	41,331.98	59,303.02	41.1%
518 Centralized Services	317,328.00	13,331.69	103,017.62	214,310.38	32.5%
510 General Government	1,122,913.00	74,258.49	466,936.45	655,976.55	41.6%

520 Public Safety

521 Law Enforcement	1,419,195.00	110,035.39	683,069.36	736,125.64	48.1%
010 Fire Services	318,948.00	26,600.00	133,006.49	185,941.51	41.7%
011 Dispatch Services	90,000.00	0.00	46,630.00	43,370.00	51.8%
522 Contracted Services	408,948.00	26,600.00	179,636.49	229,311.51	43.9%
523 Detention/Correction	120,000.00	10,030.37	28,548.81	91,451.19	23.8%
524 Protective Inspections	148,380.00	12,328.48	76,820.59	71,559.41	51.8%
520 Public Safety	2,096,523.00	158,994.24	968,075.25	1,128,447.75	46.2%

550 Economic Environment

060 Planning	139,978.00	9,106.14	53,648.83	86,329.17	38.3%
070 Economic Development	53,000.00	3,583.33	17,916.65	35,083.35	33.8%
558 Planning & Community Devel	192,978.00	12,689.47	71,565.48	121,412.52	37.1%

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 2

001 General Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
550 Economic Environment	192,978.00	12,689.47	71,565.48	121,412.52	37.1%
560 Mental & Physical Health					
566 Substance Abuse	456.00	0.00	362.05	93.95	79.4%
569 Senior Center	24,047.00	972.79	8,759.66	15,287.34	36.4%
560 Mental & Physical Health	24,503.00	972.79	9,121.71	15,381.29	37.2%
570 Culture And Recreation					
571 Education & Recreation	81,325.00	8,986.66	41,094.98	40,230.02	50.5%
020 Library Services	175,071.00	14,869.91	89,219.46	85,851.54	51.0%
050 Library Facility	26,664.00	555.76	5,844.27	20,819.73	21.9%
572 Libraries	201,735.00	15,425.67	95,063.73	106,671.27	47.1%
020 Swimming Pools	227,072.00	35,923.65	57,410.89	169,661.11	25.3%
080 General Parks	256,479.00	19,791.34	94,575.54	161,903.46	36.9%
576 Park Facilities	483,551.00	55,714.99	151,986.43	331,564.57	31.4%
570 Culture And Recreation	766,611.00	80,127.32	288,145.14	478,465.86	37.6%
580 Non Revenue					
580 Non Expenditures	179,700.00	18,745.05	92,899.68	86,800.32	51.7%
580 Non Revenue	179,700.00	18,745.05	92,899.68	86,800.32	51.7%
590 Debt Service					
591 Debt Service - Principal Repayment	500.00	40.62	311.45	188.55	62.3%
590 Debt Service	500.00	40.62	311.45	188.55	62.3%
594 Capital Outlay					
594 Capital Expenditures	15,000.00	0.00	0.00	15,000.00	0.0%
594 Capital Outlay	15,000.00	0.00	0.00	15,000.00	0.0%
597 Other Financing Uses					
597 Interfund Transfers	173,500.00	13,068.18	89,409.08	84,090.92	51.5%
597 Other Financing Uses	173,500.00	13,068.18	89,409.08	84,090.92	51.5%
Fund Expenditures:	4,572,228.00	358,896.16	1,986,464.24	2,585,763.76	43.4%
Fund Excess/(Deficit):	24,204.00	50,530.79	399,223.43		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 3

102 Street Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
310 Taxes	388,239.00	2,132.15	218,426.22	169,812.78	56.3%
320 Licenses & Permits	1,000.00	450.00	825.00	175.00	82.5%
330 Intergovernmental Revenues	118,524.00	9,960.62	56,863.09	61,660.91	48.0%
360 Interest & Other Earnings	750.00	242.48	308.29	441.71	41.1%
397 Interfund Transfers	15,000.00	0.00	0.00	15,000.00	0.0%
Fund Revenues:	523,513.00	12,785.25	276,422.60	247,090.40	52.8%

Expenditures	Amt Budgeted	June	YTD	Remaining	
540 Transportation					
030 Roadway	25,500.00	0.00	16,146.50	9,353.50	63.3%
040 Drainage	0.00	0.00	0.00	0.00	0.0%
050 Structures	2,500.00	0.00	771.24	1,728.76	30.8%
061 Side Walk	2,000.00	0.00	580.00	1,420.00	29.0%
063 Street Light	74,000.00	4,902.00	31,768.16	42,231.84	42.9%
064 Traffic Control	24,530.00	357.00	1,699.44	22,830.56	6.9%
065 Parking Facilities	0.00	0.00	566.00	(566.00)	0.0%
066 Sanding/Snow/Ice	8,500.00	0.00	1,102.55	7,397.45	13.0%
067 Sweeper	7,500.00	0.00	131.56	7,368.44	1.8%
070 Roadside	27,000.00	244.40	1,978.29	25,021.71	7.3%
090 Administration & Overhead	281,497.00	23,564.41	134,892.93	146,604.07	47.9%
542 Streets - Maintenance	453,027.00	29,067.81	189,636.67	263,390.33	41.9%
543 Streets Admin & Overhead	34,741.00	2,280.87	15,762.91	18,978.09	45.4%
540 Transportation	487,768.00	31,348.68	205,399.58	282,368.42	42.1%

580 Non Revenue

580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
580 Non Revenue	0.00	0.00	0.00	0.00	0.0%

590 Debt Service

591 Debt Service - Principal Repayment	6,465.00	0.00	0.00	6,465.00	0.0%
590 Debt Service	6,465.00	0.00	0.00	6,465.00	0.0%

594 Capital Outlay

594 Capital Expenditures	15,000.00	0.00	0.00	15,000.00	0.0%
594 Capital Outlay	15,000.00	0.00	0.00	15,000.00	0.0%

597 Other Financing Uses

597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
597 Other Financing Uses	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	509,233.00	31,348.68	205,399.58	303,833.42	40.3%
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2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 4

102 Street Fund

Fund Excess/(Deficit):	14,280.00	(18,563.43)	71,023.02
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2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
 Page: 5

103 Transportation Benefit Distric

Revenues	Amt Budgeted	June	YTD	Remaining	
330 Intergovernmental Revenues	80,000.00	0.00	74,312.00	5,688.00	92.9%
340 Charges For Goods & Services	500.00	0.00	0.00	500.00	0.0%
Fund Revenues:	80,500.00	0.00	74,312.00	6,188.00	92.3%
Expenditures	Amt Budgeted	June	YTD	Remaining	
542 Streets - Maintenance	80,000.00	0.00	5,182.68	74,817.32	6.5%
543 Streets Admin & Overhead	0.00	127.61	629.98	(629.98)	0.0%
597 Interfund Transfers	5,000.00	0.00	0.00	5,000.00	0.0%
Fund Expenditures:	85,000.00	127.61	5,812.66	79,187.34	6.8%
Fund Excess/(Deficit):	(4,500.00)	(127.61)	68,499.34		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 6

110 Arterial Street Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	500.00	194.32	312.50	187.50	62.5%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	500.00	194.32	312.50	187.50	62.5%
Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	500.00	194.32	312.50		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
 Page: 7

111 Municipal Capital Improvement

Revenues	Amt Budgeted	June	YTD	Remaining	
310 Taxes	27,500.00	2,651.84	14,701.91	12,798.09	53.5%
360 Interest & Other Earnings	100.00	192.39	297.97	(197.97)	298.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	27,600.00	2,844.23	14,999.88	12,600.12	54.3%
Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	27,600.00	2,844.23	14,999.88		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 8

115 General Fund Reserve

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	500.00	344.58	549.56	(49.56)	109.9%
397 Interfund Transfers	6,000.00	0.00	6,000.00	0.00	100.0%
Fund Revenues:	6,500.00	344.58	6,549.56	(49.56)	100.8%
Expenditures	Amt Budgeted	June	YTD	Remaining	
514 Financial, Recording & Elections	0.00	0.00	0.00	0.00	0.0%
518 Centralized Services	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	6,500.00	344.58	6,549.56		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
 Page: 9

116 City Facilities Reserve Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	500.00	35.87	57.67	442.33	11.5%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	500.00	35.87	57.67	442.33	11.5%
Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	500.00	35.87	57.67		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 10

117 Employee Benefits Security

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	500.00	34.43	61.64	438.36	12.3%
397 Interfund Transfers	45,000.00	3,750.00	22,500.00	22,500.00	50.0%
Fund Revenues:	45,500.00	3,784.43	22,561.64	22,938.36	49.6%
Expenditures	Amt Budgeted	June	YTD	Remaining	
517 Employee Benefit Programs	50,000.00	1,921.20	29,267.21	20,732.79	58.5%
Fund Expenditures:	50,000.00	1,921.20	29,267.21	20,732.79	58.5%
Fund Excess/(Deficit):	(4,500.00)	1,863.23	(6,705.57)		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
 Page: 11

118 General Fund Capital Reserve

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
518 Centralized Services	0.00	0.00	0.00	0.00	0.0%
521 Law Enforcement	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 12

119 Parks Reserve Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	0.00	7.38	8.05	(8.05)	0.0%
397 Interfund Transfers	5,000.00	0.00	5,000.00	0.00	100.0%
Fund Revenues:	5,000.00	7.38	5,008.05	(8.05)	100.2%
Fund Excess/(Deficit):	5,000.00	7.38	5,008.05		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
 Page: 13

125 Contingency Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 14

130 Hotel/Motel Tax Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
310 Taxes	80,000.00	6,192.70	26,261.62	53,738.38	32.8%
360 Interest & Other Earnings	50.00	37.91	81.37	(31.37)	162.7%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	80,050.00	6,230.61	26,342.99	53,707.01	32.9%
Expenditures	Amt Budgeted	June	YTD	Remaining	
573 Cultural & Community Activities	80,500.00	0.00	45,000.00	35,500.00	55.9%
Fund Expenditures:	80,500.00	0.00	45,000.00	35,500.00	55.9%
Fund Excess/(Deficit):	(450.00)	6,230.61	(18,657.01)		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 15

131 Tourism Promotion Area Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
340 Charges For Goods & Services	22,000.00	1,188.75	5,621.25	16,378.75	25.6%
360 Interest & Other Earnings	100.00	10.54	23.17	76.83	23.2%
Fund Revenues:	22,100.00	1,199.29	5,644.42	16,455.58	25.5%
Expenditures	Amt Budgeted	June	YTD	Remaining	
573 Cultural & Community Activities	22,600.00	0.00	11,500.00	11,100.00	50.9%
Fund Expenditures:	22,600.00	0.00	11,500.00	11,100.00	50.9%
Fund Excess/(Deficit):	(500.00)	1,199.29	(5,855.58)		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 16

144 PS Enhancement Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
330 Intergovernmental Revenues	10,450.00	2,613.13	2,613.13	7,836.87	25.0%
360 Interest & Other Earnings	50.00	23.38	37.59	12.41	75.2%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	10,500.00	2,636.51	2,650.72	7,849.28	25.2%
Expenditures	Amt Budgeted	June	YTD	Remaining	
518 Centralized Services	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	10,500.00	2,636.51	2,650.72		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 17

145 Narcotics Dog Operations Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	3,005.00	53.58	1,706.48	1,298.52	56.8%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	3,005.00	53.58	1,706.48	1,298.52	56.8%
Expenditures	Amt Budgeted	June	YTD	Remaining	
521 Law Enforcement	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	3,005.00	53.58	1,706.48		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
 Page: 18

146 Drug Enforcement Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
350 Fines & Penalties	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	50.00	18.68	30.03	19.97	60.1%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	50.00	18.68	30.03	19.97	60.1%
Expenditures	Amt Budgeted	June	YTD	Remaining	
521 Law Enforcement	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	50.00	18.68	30.03		

2014 BUDGET POSITION

City Of Prosser
MCA# #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 19

147 Police Investigative Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
350 Fines & Penalties	200.00	0.00	102.46	97.54	51.2%
360 Interest & Other Earnings	150.00	65.94	105.96	44.04	70.6%
Fund Revenues:	350.00	65.94	208.42	141.58	59.5%
Expenditures	Amt Budgeted	June	YTD	Remaining	
521 Law Enforcement	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	350.00	65.94	208.42		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 20

148 Criminal Justice Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
310 Taxes	80,000.00	8,311.67	40,237.65	39,762.35	50.3%
330 Intergovernmental Revenues	6,566.00	63.85	11,992.01	(5,426.01)	182.6%
360 Interest & Other Earnings	1,500.00	1,302.83	2,027.91	(527.91)	135.2%
380 Non Revenues	63,500.00	5,416.59	32,499.54	31,000.46	51.2%
390 Other Financing Sources	1,000.00	40.62	311.45	688.55	31.1%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	152,566.00	15,135.56	87,068.56	65,497.44	57.1%
Expenditures	Amt Budgeted	June	YTD	Remaining	
521 Law Enforcement	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	152,566.00	15,135.56	87,068.56		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 21

152 Infrastructure Develop Reserve

Revenues	Amt Budgeted	June	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	400.00	729.87	1,203.23	(803.23)	300.8%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	400.00	729.87	1,203.23	(803.23)	300.8%
Expenditures	Amt Budgeted	June	YTD	Remaining	
542 Streets - Maintenance	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	38,600.00	0.00	38,600.00	0.00	100.0%
Fund Expenditures:	38,600.00	0.00	38,600.00	0.00	100.0%
Fund Excess/(Deficit):	(38,200.00)	729.87	(37,396.77)		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014

Page: 22

221 LID Guarantee Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
310 Taxes	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	82.14	132.10	(132.10)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	82.14	132.10	(132.10)	0.0%
Fund Excess/(Deficit):	0.00	82.14	132.10		

2014 BUDGET POSITION

City Of Prosser
MCA# #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 23

229 1996 GO Bond - Fire Station

Revenues	Amt Budgeted	June	YTD	Remaining	
310 Taxes	157,474.00	643.66	88,288.13	69,185.87	56.1%
360 Interest & Other Earnings	0.00	127.65	134.29	(134.29)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	157,474.00	771.31	88,422.42	69,051.58	56.2%
Expenditures	Amt Budgeted	June	YTD	Remaining	
591 Debt Service - Principal Repayment	157,474.00	0.00	6,237.00	151,237.00	4.0%
Fund Expenditures:	157,474.00	0.00	6,237.00	151,237.00	4.0%
Fund Excess/(Deficit):	0.00	771.31	82,185.42		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 24

233 2011 GO Bond - Pool

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	0.00	28.85	32.83	(32.83)	0.0%
397 Interfund Transfers	129,500.00	11,772.73	70,636.38	58,863.62	54.5%
Fund Revenues:	129,500.00	11,801.58	70,669.21	58,830.79	54.6%
Expenditures	Amt Budgeted	June	YTD	Remaining	
591 Debt Service - Principal Repayment	129,113.00	0.00	39,608.00	89,505.00	30.7%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	129,113.00	0.00	39,608.00	89,505.00	30.7%
Fund Excess/(Deficit):	387.00	11,801.58	31,061.21		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
 Page: 25

234 Local Improvement Dist. 10-23

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	1,700.00	5.27	3,583.42	(1,883.42)	210.8%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	1,700.00	5.27	3,583.42	(1,883.42)	210.8%
Expenditures	Amt Budgeted	June	YTD	Remaining	
591 Debt Service - Principal Repayment	1,700.00	0.00	0.00	1,700.00	0.0%
Fund Expenditures:	1,700.00	0.00	0.00	1,700.00	0.0%
Fund Excess/(Deficit):	0.00	5.27	3,583.42		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 26

301 REET - First Quarter %

Revenues	Amt Budgeted	June	YTD	Remaining	
310 Taxes	27,500.00	2,651.84	14,701.90	12,798.10	53.5%
360 Interest & Other Earnings	100.00	14.43	22.00	78.00	22.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	27,600.00	2,666.27	14,723.90	12,876.10	53.3%
Expenditures	Amt Budgeted	June	YTD	Remaining	
597 Interfund Transfers	27,000.00	2,454.55	14,727.30	12,272.70	54.5%
Fund Expenditures:	27,000.00	2,454.55	14,727.30	12,272.70	54.5%
Fund Excess/(Deficit):	600.00	211.72	(3.40)		

2014 BUDGET POSITION

City Of Prosser
MCA# #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 27

302 OIE Improvement Project Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
330 Intergovernmental Revenues	247,100.00	0.00	1,231.33	245,868.67	0.5%
360 Interest & Other Earnings	0.00	54.56	59.60	(59.60)	0.0%
397 Interfund Transfers	38,600.00	0.00	38,600.00	0.00	100.0%
Fund Revenues:	285,700.00	54.56	39,890.93	245,809.07	14.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Expenditures	285,700.00	5,694.00	8,541.00	277,159.00	3.0%
Fund Expenditures:	285,700.00	5,694.00	8,541.00	277,159.00	3.0%
Fund Excess/(Deficit):	0.00	(5,639.44)	31,349.93		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 28

311 Well 4B Construction Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 29

403 Water Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	2,223,257.00	195,787.83	975,089.82	1,248,167.18	43.9%
350 Fines & Penalties	38,000.00	3,566.92	9,998.06	28,001.94	26.3%
360 Interest & Other Earnings	2,500.00	1,141.80	2,335.07	164.93	93.4%
380 Non Revenues	0.00	0.00	67,033.12	(67,033.12)	0.0%
390 Other Financing Sources	1,000,000.00	0.00	1,327,715.78	(327,715.78)	132.8%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	3,263,757.00	200,496.55	2,382,171.85	881,585.15	73.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
534 Water Utilities	1,336,235.00	99,686.08	529,997.15	806,237.85	39.7%
539 Irrigation And Reclamation	298,802.00	11,361.87	221,740.59	77,061.41	74.2%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
591 Debt Service - Principal Repayment	155,697.00	0.00	6,473.34	149,223.66	4.2%
594 Capital Expenditures	1,192,510.00	7,466.40	1,438,170.94	(245,660.94)	120.6%
597 Interfund Transfers	623,580.00	268,798.34	558,608.71	64,971.29	89.6%
Fund Expenditures:	3,606,824.00	387,312.69	2,754,990.73	851,833.27	76.4%
Fund Excess/(Deficit):	(343,067.00)	(186,816.14)	(372,818.88)		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 30

407 Sewer Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	1,868,061.00	168,745.21	982,485.56	885,575.44	52.6%
350 Fines & Penalties	2,000.00	1,842.21	(1,541.73)	3,541.73	77.1%
360 Interest & Other Earnings	900.00	1,576.29	2,665.98	(1,765.98)	296.2%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	1,870,961.00	172,163.71	983,609.81	887,351.19	52.6%
Expenditures	Amt Budgeted	June	YTD	Remaining	
535 Sewer	1,584,063.00	115,675.79	649,031.71	935,031.29	41.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
591 Debt Service - Principal Repayment	86,751.00	17,719.51	52,239.01	34,511.99	60.2%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	123,693.00	0.00	0.00	123,693.00	0.0%
Fund Expenditures:	1,794,507.00	133,395.30	701,270.72	1,093,236.28	39.1%
Fund Excess/(Deficit):	76,454.00	38,768.41	282,339.09		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 31

409 Consumer Utility Deposits Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
380 Non Revenues	15,000.00	800.00	5,925.00	9,075.00	39.5%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	15,000.00	800.00	5,925.00	9,075.00	39.5%
Expenditures	Amt Budgeted	June	YTD	Remaining	
580 Non Expenditures	15,000.00	1,220.53	4,400.00	10,600.00	29.3%
Fund Expenditures:	15,000.00	1,220.53	4,400.00	10,600.00	29.3%
Fund Excess/(Deficit):	0.00	(420.53)	1,525.00		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 32

420 Zone 2.5 Water Supply Improv

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	100.00	0.00	0.00	100.00	0.0%
390 Other Financing Sources	890,315.00	0.00	38,130.00	852,185.00	4.3%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	890,415.00	0.00	38,130.00	852,285.00	4.3%
Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Expenditures	890,315.00	4,933.50	52,121.70	838,193.30	5.9%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	890,315.00	4,933.50	52,121.70	838,193.30	5.9%
Fund Excess/(Deficit):	100.00	(4,933.50)	(13,991.70)		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 33

442 1997 W/S Refunding Bond Redemp

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	500.00	107.77	173.30	326.70	34.7%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	500.00	107.77	173.30	326.70	34.7%
Expenditures	Amt Budgeted	June	YTD	Remaining	
591 Debt Service - Principal Repayment	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	73,000.00	0.00	0.00	73,000.00	0.0%
Fund Expenditures:	73,000.00	0.00	0.00	73,000.00	0.0%
Fund Excess/(Deficit):	(72,500.00)	107.77	173.30		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 34

443 1997 W/S Refunding Bond Reserv

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	1,300.00	925.60	1,488.54	(188.54)	114.5%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	1,300.00	925.60	1,488.54	(188.54)	114.5%
Expenditures	Amt Budgeted	June	YTD	Remaining	
597 Interfund Transfers	627,200.00	0.00	0.00	627,200.00	0.0%
Fund Expenditures:	627,200.00	0.00	0.00	627,200.00	0.0%
Fund Excess/(Deficit):	(625,900.00)	925.60	1,488.54		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
 Page: 35

444 1998 Water Revenue Bond Redemp

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	100.00	124.82	133.92	(33.92)	133.9%
397 Interfund Transfers	154,912.00	25,818.67	180,730.69	(25,818.69)	116.7%
Fund Revenues:	155,012.00	25,943.49	180,864.61	(25,852.61)	116.7%
Expenditures	Amt Budgeted	June	YTD	Remaining	
591 Debt Service - Principal Repayment	154,912.00	0.00	77,456.00	77,456.00	50.0%
Fund Expenditures:	154,912.00	0.00	77,456.00	77,456.00	50.0%
Fund Excess/(Deficit):	100.00	25,943.49	103,408.61		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 36

445 1998 Water Revenue Bond Reserv

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	400.00	251.10	403.82	(3.82)	101.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	400.00	251.10	403.82	(3.82)	101.0%
Fund Excess/(Deficit):	400.00	251.10	403.82		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 37

448 Garbage Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
340 Charges For Goods & Services	973,611.00	74,272.85	454,091.36	519,519.64	46.6%
350 Fines & Penalties	2,500.00	2,060.77	3,647.85	(1,147.85)	145.9%
360 Interest & Other Earnings	0.00	636.66	960.77	(960.77)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	976,111.00	76,970.28	458,699.98	517,411.02	47.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
537 Garbage & Solid Waste	925,583.00	8,175.90	310,584.56	614,998.44	33.6%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	925,583.00	8,175.90	310,584.56	614,998.44	33.6%
Fund Excess/(Deficit):	50,528.00	68,794.38	148,115.42		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 38

449 1999 Water Revenue Bond Redemp

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	100.00	83.98	93.82	6.18	93.8%
397 Interfund Transfers	79,176.00	9,897.00	59,382.00	19,794.00	75.0%
Fund Revenues:	79,276.00	9,980.98	59,475.82	19,800.18	75.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
591 Debt Service - Principal Repayment	79,676.00	0.00	0.00	79,676.00	0.0%
Fund Expenditures:	79,676.00	0.00	0.00	79,676.00	0.0%
Fund Excess/(Deficit):	(400.00)	9,980.98	59,475.82		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
 Page: 39

450 1999 Water Revenue Bond Reserv

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	0.00	125.02	201.06	(201.06)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	125.02	201.06	(201.06)	0.0%
Fund Excess/(Deficit):	0.00	125.02	201.06		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 40

451 Water Facilities Reserve Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	50.00	2.18	3.53	46.47	7.1%
397 Interfund Transfers	216,000.00	216,000.00	216,000.00	0.00	100.0%
Fund Revenues:	216,050.00	216,002.18	216,003.53	46.47	100.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	216,050.00	216,002.18	216,003.53		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 41

452 Sewer Facilities Reserve Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	5,000.00	2,678.95	5,152.56	(152.56)	103.1%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	5,000.00	2,678.95	5,152.56	(152.56)	103.1%
Expenditures	Amt Budgeted	June	YTD	Remaining	
597 Interfund Transfers	2,550,000.00	0.00	0.00	2,550,000.00	0.0%
Fund Expenditures:	2,550,000.00	0.00	0.00	2,550,000.00	0.0%
Fund Excess/(Deficit):	(2,545,000.00)	2,678.95	5,152.56		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 42

453 North Prosser Debt Redemption

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	0.00	620.20	931.75	(931.75)	0.0%
397 Interfund Transfers	157,500.00	15,750.00	94,500.00	63,000.00	60.0%
Fund Revenues:	157,500.00	16,370.20	95,431.75	62,068.25	60.6%
Expenditures	Amt Budgeted	June	YTD	Remaining	
591 Debt Service - Principal Repayment	157,500.00	39,588.00	39,588.00	117,912.00	25.1%
Fund Expenditures:	157,500.00	39,588.00	39,588.00	117,912.00	25.1%
Fund Excess/(Deficit):	0.00	(23,217.80)	55,843.75		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 43

454 North Prosser Debt Reserve

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	0.00	33.57	48.43	(48.43)	0.0%
397 Interfund Transfers	15,992.00	1,332.67	7,996.02	7,995.98	50.0%
Fund Revenues:	15,992.00	1,366.24	8,044.45	7,947.55	50.3%
Fund Excess/(Deficit):	15,992.00	1,366.24	8,044.45		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 44

470 Waste Water Treatment Plant Improvement

Revenues	Amt Budgeted	June	YTD	Remaining	
330 Intergovernmental Revenues	835,000.00	0.00	0.00	835,000.00	0.0%
360 Interest & Other Earnings	100.00	0.00	0.00	100.00	0.0%
397 Interfund Transfers	2,550,000.00	0.00	0.00	2,550,000.00	0.0%
Fund Revenues:	3,385,100.00	0.00	0.00	3,385,100.00	0.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Expenditures	546,000.00	0.00	0.00	546,000.00	0.0%
Fund Expenditures:	546,000.00	0.00	0.00	546,000.00	0.0%
Fund Excess/(Deficit):	2,839,100.00	0.00	0.00		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 14:20:48 Date: 07/25/2014
Page: 45

606 Library Memorial Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
360 Interest & Other Earnings	0.00	17.77	28.56	(28.56)	0.0%
Fund Revenues:	0.00	17.77	28.56	(28.56)	0.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
572 Libraries	12,500.00	0.00	0.00	12,500.00	0.0%
Fund Expenditures:	12,500.00	0.00	0.00	12,500.00	0.0%
Fund Excess/(Deficit):	(12,500.00)	17.77	28.56		

2014 BUDGET POSITION TOTALS

City Of Prosser
MCAG #: 0205

Months: 01 To: 06

Time: 14:20:48 Date: 07/25/2014

Page: 46

Fund	Revenue	June	Received		Expenditures	June	Spent	
001 General Fund	4,596,432.00	409,426.95	2,385,687.67	51.9%	4,572,228.00	358,896.16	1,986,464.24	43.4%
102 Street Fund	523,513.00	12,785.25	276,422.60	52.8%	509,233.00	31,348.68	205,399.58	40.3%
103 Transportation Benefit Distric	80,500.00	0.00	74,312.00	92.3%	85,000.00	127.61	5,812.66	6.8%
110 Arterial Street Fund	500.00	194.32	312.50	62.5%	0.00	0.00	0.00	0.0%
111 Municipal Capital Improvement	27,600.00	2,844.23	14,999.88	54.3%	0.00	0.00	0.00	0.0%
115 General Fund Reserve	6,500.00	344.58	6,549.56	100.8%	0.00	0.00	0.00	0.0%
116 City Facilities Reserve Fund	500.00	35.87	57.67	11.5%	0.00	0.00	0.00	0.0%
117 Employee Benefits Security	45,500.00	3,784.43	22,561.64	49.6%	50,000.00	1,921.20	29,267.21	58.5%
118 General Fund Capital Reserve	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
119 Parks Reserve Fund	5,000.00	7.38	5,008.05	100.2%	0.00	0.00	0.00	0.0%
125 Contingency Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
130 Hotel/Motel Tax Fund	80,050.00	6,230.61	26,342.99	32.9%	80,500.00	0.00	45,000.00	55.9%
131 Tourism Promotion Area Fund	22,100.00	1,199.29	5,644.42	25.5%	22,600.00	0.00	11,500.00	50.9%
144 PS Enhancement Fund	10,500.00	2,636.51	2,650.72	25.2%	0.00	0.00	0.00	0.0%
145 Narcotics Dog Operations Fund	3,005.00	53.58	1,706.48	56.8%	0.00	0.00	0.00	0.0%
146 Drug Enforcement Fund	50.00	18.68	30.03	60.1%	0.00	0.00	0.00	0.0%
147 Police Investigative Fund	350.00	65.94	208.42	59.5%	0.00	0.00	0.00	0.0%
148 Criminal Justice Fund	152,566.00	15,135.56	87,068.56	57.1%	0.00	0.00	0.00	0.0%
152 Infrastructure Develop Reserve	400.00	729.87	1,203.23	300.8%	38,600.00	0.00	38,600.00	100.0%
221 LID Guarantee Fund	0.00	82.14	132.10	0.0%	0.00	0.00	0.00	0.0%
229 1996 GO Bond - Fire Station	157,474.00	771.31	88,422.42	56.2%	157,474.00	0.00	6,237.00	4.0%
233 2011 GO Bond - Pool	129,500.00	11,801.58	70,669.21	54.6%	129,113.00	0.00	39,608.00	30.7%
234 Local Improvement Dist. 10-23	1,700.00	5.27	3,583.42	210.8%	1,700.00	0.00	0.00	0.0%
301 REET - First Quarter %	27,600.00	2,666.27	14,723.90	53.3%	27,000.00	2,454.55	14,727.30	54.5%
302 OIE Improvement Project Fund	285,700.00	54.56	39,890.93	14.0%	285,700.00	5,694.00	8,541.00	3.0%
311 Well 4B Construction Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
403 Water Fund	3,263,757.00	200,496.55	2,382,171.85	73.0%	3,606,824.00	387,312.69	2,754,990.73	76.4%
407 Sewer Fund	1,870,961.00	172,163.71	983,609.81	52.6%	1,794,507.00	133,395.30	701,270.72	39.1%
409 Consumer Utility Deposits Fund	15,000.00	800.00	5,925.00	39.5%	15,000.00	1,220.53	4,400.00	29.3%
420 Zone 2.5 Water Supply Improv	890,415.00	0.00	38,130.00	4.3%	890,315.00	4,933.50	52,121.70	5.9%
442 1997 W/S Refunding Bond Redemp	500.00	107.77	173.30	34.7%	73,000.00	0.00	0.00	0.0%
443 1997 W/S Refunding Bond Reserv	1,300.00	925.60	1,488.54	114.5%	627,200.00	0.00	0.00	0.0%
444 1998 Water Revenue Bond Redemp	155,012.00	25,943.49	180,864.61	116.7%	154,912.00	0.00	77,456.00	50.0%
445 1998 Water Revenue Bond Reserv	400.00	251.10	403.82	101.0%	0.00	0.00	0.00	0.0%
448 Garbage Fund	976,111.00	76,970.28	458,699.98	47.0%	925,583.00	8,175.90	310,584.56	33.6%
449 1999 Water Revenue Bond Redemp	79,276.00	9,980.98	59,475.82	75.0%	79,676.00	0.00	0.00	0.0%
450 1999 Water Revenue Bond Reserv	0.00	125.02	201.06	0.0%	0.00	0.00	0.00	0.0%
451 Water Facilities Reserve Fund	216,050.00	216,002.18	216,003.53	100.0%	0.00	0.00	0.00	0.0%

2014 BUDGET POSITION TOTALS

City Of Prosser
MCAG #: 0205

Months: 01 To: 06

Time: 14:20:48 Date: 07/25/2014

Page: 47

Fund	Revenue	June	Received		Expenditures	June	Spent	
452 Sewer Facilities Reserve Fund	5,000.00	2,678.95	5,152.56	103.1%	2,550,000.00	0.00	0.00	0.0%
453 North Prosser Debt Redemption	157,500.00	16,370.20	95,431.75	60.6%	157,500.00	39,588.00	39,588.00	25.1%
454 North Prosser Debt Reserve	15,992.00	1,366.24	8,044.45	50.3%	0.00	0.00	0.00	0.0%
470 Waste Water Treatment Plant Improvement	3,385,100.00	0.00	0.00	0.0%	546,000.00	0.00	0.00	0.0%
606 Library Memorial Fund	0.00	17.77	28.56	0.0%	12,500.00	0.00	0.00	0.0%
	<u>17,189,414.00</u>	<u>1,195,074.02</u>	<u>7,563,993.04</u>	<u>44.0%</u>	<u>17,392,165.00</u>	<u>975,068.12</u>	<u>6,331,568.70</u>	<u>36.4%</u>

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Approve Progress Estimate No. 4 in an amount of \$64,046.00, for Total Energy Management for the Telemetry Upgrades Project (Contract Addendum No. 2).		<u>Meeting Date:</u> August 12, 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> \$64,046.00		<u>Account Number:</u>	
<u>Amount Budgeted:</u> Based on USDA funding		<u>Name and Fund#</u>	
<u>Reviewed by Finance Department:</u> <i>Regina Mauro</i>			
<u>Attachments to Agenda Packet Item:</u> 1. Letter from HLA, Re: Telemetry Upgrades Progress Estimate No. 4, dated August 5, 2014 2. Itemized Quantities, dated July 31, 2014			
<u>Summary Statement:</u> The billed costs as shown on the forms are in accordance with the terms of the project and the amount of \$64,046.00 represents the amount due to Total Energy Management for work performed through July 31, 2014, for the Telemetry Upgrades Project (Northwest Prosser Water and Sewer Systems Improvements Project as per Contract Addendum No. 2).			
<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> Approve Progress Estimate No. 4 in an amount of \$64,046.00, for Total Energy Management for the Telemetry Upgrades Project (Contract Addendum No. 2).			

<u>Reviewed by Department Director:</u>  Date: 8/8/14	<u>Reviewed by City Attorney:</u>  Date: 8/8/14	<u>Approved by Mayor:</u>  Date: 7-8-14
<u>Today's Date:</u> August 5, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>



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

Civil Engineering ♦ Land Surveying ♦ Planning

August 5, 2014

City of Prosser
601 7th Street
Prosser, WA 99350

Attn: Accounts Payable

Re: City of Prosser
TELEMETRY UPGRADES
HLA Project No.: 10024T
Progress Estimate No.: 4

To Whom It May Concern:

Enclosed is Progress Estimate No. 4 for work performed by Total Energy Management, through July 31, 2014, in connection with their contract on the above referenced project. The amount due the Contractor of \$64,046.00 is net after retainage, as per the contract documents. We have received Certified Payrolls through July 19, 2014 from Total Energy Management. We recommend this Progress Estimate be considered and approved for payment by the City of Prosser.

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

Very truly yours,

Justin L. Bellamy, PE

JLB/crf

Enclosures

copy: L.J. DaCorsi, City of Prosser
Total Energy Management, Inc.
Steven Sziebert, HLA
Caroline Fitzsimmons, HLA
Correspondence File

City of Prosser
601 Seventh Street
Prosser, WA 99350

TELEMETRY UPGRADES

HLA Project No.: 10024T

TO: Total Energy Management
1975 Butler Loop
Richland, WA 99354

Progress Estimate No.: 4

Date: July 31, 2014

Item No.	Description	Unit	Contract Quantity	Unit Price	Estimate 4 Quantity	Quantity to Date	Amount	Contract Quantity
1	Telemetry Upgrades, Complete	LS	1	\$52,808.82	0%	100%	\$52,808.82	100%
SUBTOTAL							\$52,808.82	
ADDITIVE ALTERNATE BID ITEMS								
2	Additive Alternate No. 1, Add Operator Interface to Remote Well Site Control	LS	1	\$22,602.06	0%	100%	\$22,602.06	100%
3	Additive Alternate No. 2, Add Panel Meters to Remote Well Site Control Panels	LS	1	\$4,643.01	0%	100%	\$4,643.01	100%
SUBTOTAL							\$27,245.07	
CHANGE ORDER NO. 1								
1-1	New Radios at Water Plant and Well No. 2/3, 4B, 5, 6 and one spare	LS	1	\$7,403.76	0%	100%	\$7,403.76	100%
1-2	Delete Well No. 4 Labor	LS	1	(\$2,153.00)	0%	100%	(\$2,153.00)	100%
1-3	Delete Well No. 4 Operator Interface	LS	1	(\$3,460.00)	0%	100%	(\$3,460.00)	100%
1-4	Delete Additive Alternate No. 2	LS	1	(\$4,643.01)	0%	100%	(\$4,643.01)	100%
CHANGE ORDER NO. 1, SUBTOTAL							(\$2,852.25)	
CHANGE ORDER NO. 2								
2-1	Purchase and installation of new 300 HP VFD at Well No. 6.	LS	1	\$61,500.00	100%	100%	\$61,500.00	100%
2-2	Freight	LS	1	\$500.00	100%	100%	\$500.00	100%
CHANGE ORDER NO. 2, SUBTOTAL							\$62,000.00	
SUBTOTAL, WORK TO DATE							\$139,201.64	
PLUS MATERIALS ON HAND							\$0.00	
SUBTOTAL AMOUNTS							\$139,201.64	
8.3% STATE SALES TAX							\$11,553.74	
TOTAL							\$150,755.38	
LESS TOTAL RETAINAGE							\$6,960.08	
LESS AMOUNTS PREVIOUSLY PAID							\$79,749.30	
AMOUNT NOW DUE							\$64,046.00	

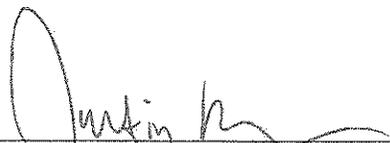
Progress Estimate No. 1 \$ 28,526.11

Progress Estimate No. 2 \$ 42,442.94

Progress Estimate No. 3 \$ 8,780.25

Progress Estimate No. 4 \$ 64,046.00

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


 Justin L. Bellamy, PE

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Consideration of Resolution Accepting the Disinfection, Filtration and Source Improvements Project as Complete, Approve Final Progress Estimate No. 8 in the Amount of \$7,127.70, and Approve Retainage Release of \$81,329.69 Upon Satisfactorily Fulfilling Specific Conditions.		<u>Meeting Date:</u> August 12, 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> \$7,127.70 - Final Progress Estimate \$81,329.69 - Retainage		<u>Account Number:</u>	
<u>Amount Budgeted:</u> Funding conditioned upon approval from DWSRF.		<u>Name and Fund#</u>	
<u>Reviewed by Finance Department:</u> <i>Regina Nawas</i>			
<u>Attachments to Agenda Packet Item:</u> <ol style="list-style-type: none"> 1. Resolution No. 14-_____ accepting the Disinfection, Filtration and Source Improvements Project as complete. 2. Letter from HLA, Inc. recommending approval of Final Progress Estimate No. 8 and acceptance of the project, dated July 29, 2014 3. NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT form. 			
<u>Summary Statement:</u> <p>The Disinfection, Filtration and Source Improvements Project has been satisfactorily completed and is now ready for the Prosser city Council to officially accept the project in order to move forward toward closeout. The City's engineering consultant for the project, HLA, Inc., recommends acceptance of the project, approval of the Final Progress Estimate (\$7,127.70), and the release of the retainage (\$81,329.69) only upon satisfactorily fulfilling the special conditions, as related to retainage, and defined in HLA's letter of recommendation. Additionally, a Notice of Completion of Public Works Contract must now be completed and submitted to the appropriate agencies for review and approval.</p>			
<u>Consistent with or Comparison to:</u> Protocol and procedures necessary for the completion and closeout of public works projects funded through federal and state agencies and programs for municipal infrastructure improvements.			

Recommended City Council Action/Suggested Motion:

Adopt Resolution No. 14-_____ Accepting the Disinfection, Filtration and Source Improvements Project as Complete, Approve Final Progress Estimate No. 8 in the Amount of \$7,127.70, and Approve Retainage Release of \$81,329.69 Upon Satisfactorily Fulfilling Specific Conditions.

<u>Reviewed by Department Director:</u>  Date: 8/8/14	<u>Reviewed by City Attorney:</u>  Date: 8/7/14	<u>Approved by Mayor:</u>  Date: 8-8-14
<u>Today's Date:</u> August 7, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

CITY OF PROSSER, WASHINGTON
RESOLUTION NO. 14-_____

**A RESOLUTION ACCEPTING THE DISINFECTION,
FILTRATION AND SOURCE IMPROVEMENTS PROJECT AS
COMPLETE AND, PURSUANT TO RCW 39.12 AND RCW 60.28,
SUBSEQUENT RELEASE OF RETAINAGE UPON
SATISFACTORY FULFILLMENT AND COMPLETION OF THE
SPECIFIC REQUIREMENTS AND CONDITIONS**

WHEREAS, the City of Prosser's project engineer, Huibregtse Louman Associates, Inc., (HLA) has inspected and reviewed the project and believe it is satisfactory and complete in accordance with City of Prosser Construction Standards and WSDOT Standard Specifications for Road, Bridge, and Municipal Construction 2010 M-41-10; and,

WHEREAS, the City's project engineer, HLA, recommends acceptance of the project as complete;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the City Council of the City of Prosser hereby accepts the Disinfection, Filtration and Source Improvements project as complete; and
2. That administration is authorized to release retainage in the amount of \$81,329.69 relative to this project, pursuant to RCW 39.12 and RCW 60.28, only upon satisfactory fulfillment and completion of the specific requirements and conditions as follows:
 1. The Contractor, Rotschy, Inc., (Contractor) has met the requirements for providing necessary documentation assuring there are no liens or claims for labor and materials furnished on this project filed against the retainage.
 2. A full sixty (60) days have elapsed since the official acceptance of this project by the City of Prosser.
 3. The City has received Notice of Completion clearance from the Department of Revenue, the Employment Security Department, and the Department of Labor and Industry relative to this project.
 4. The City has received from HLA the following:
 - Confirmation that all punch list items identified during the final walk-through inspection have been completed
 - Confirmation that the Contractor has delivered a neatly marked full-size set of record drawings to HLA
 - A notarized certificate from the Contractor which states all labor and materials furnished on this project have been paid for

- Statement of Intent to pay prevailing wages approved by the State Department of Labor and Industries
- Certified payroll(s) of the Contractor and Subcontractors
- Affidavits of Wages Paid completed by the Contractor and Subcontractors and approved by the State Department of Labor and Industries
- Verification that the Contractor and Subcontractors are current in payment of all industrial insurance premiums; and,

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



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

Civil Engineering ♦ Land Surveying ♦ Planning

July 29, 2014

City of Prosser
601 Seventh Street
Prosser, WA 99350

Attn: Mayor Paul Warden

Re: City of Prosser
DISINFECTION, FILTRATION AND SOURCE IMPROVEMENTS
DWSRF Contract No.: DM11-952-030
HLA Project No.: 11110C
Final Progress Estimate and Project Acceptance

Dear Mayor Warden:

Enclosed is Progress Estimate No. 8 designated as the Final for work performed by Rotschy, Inc., through July 7, 2014, in connection with their contract on the above referenced project. The amount due the Contractor of \$7,127.70 is net after retainage, as per the contract documents. We recommend this Final Progress Estimate be considered and accepted by the Prosser City Council.

This letter also serves as our recommendation for acceptance of this project by the City of Prosser. We have reviewed the work performed by Rotschy, Inc. on this project and believe it has been completed satisfactorily. Please provide us a copy of the Council resolution authorizing project acceptance.

Enclosed for your action is the "Notice of Completion of Public Works Contract" to be completed and sent to the Department of Revenue, Department of Labor and Industries, and Employment Security Department in Olympia. Forward one (1) copy each of the Notice of Completion to the Department of Revenue, Department of Labor and Industries, and the Employment Security Department as soon as the Prosser City Council has accepted the project.

The retainage on this project in the amount of \$81,329.69 should be released to Rotschy, Inc., after acceptance of the project and when the following conditions have been satisfied:

1. There are no liens or claims for labor and materials furnished on this project filed against the retainage.
2. A full sixty (60) days have elapsed since the official acceptance of this project by the City of Prosser.
3. The City has received Notice of Completion clearance from the Department of Revenue, Department of Labor and Industries, and the Employment Security Department relative to this contract. Please provide a copy of each to our office.

G:\PROJECTS\2011\11110C - PR DISINFECT FILT & SOURCE - ROTSCHY, INC\PROGRESS ESTIMATES\PROG EST NO 8 AND FINAL\2014-07-29 PROG EST NO 8 AND FINAL LTR.rtf

4. The City has received the following from Huibregtse, Louman Associates, Inc. (HLA):
 - a. HLA has confirmed that all punch list items identified during the final walk-through inspection have been completed.
 - b. HLA will deliver two (2) neatly marked 11"x17" sets of record drawings to the City of Prosser as soon as possible.
 - c. A notarized certificate from the Contractor which states that all labor and materials furnished on this project have been paid for is attached.
 - d. HLA has delivered the required project labor and equal employment opportunity documents to the City of Prosser on July 30, 2014.
 - e. HLA has delivered three (3) sets of Operation and Maintenance Manuals to the City of Prosser on July 8, 2014.

We would appreciate receiving a copy of your Council Resolution authorizing release of retainage.

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

Very truly yours,



Dustin L. Posten, PE

DLP/crf

Enclosures

Copy: Rotschy, Inc.
Caroline Fitzsimmons, HLA
Correspondence File

NOTARIZED STATEMENT

TO THE
City of Prosser

I hereby certify that

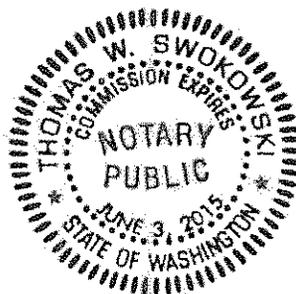
- a) all materials and labor used and performed in the construction of the DISINFECTION, FILTRATION AND SOURCE IMPROVEMENTS – Project Number 11110C, for the City of Prosser, have been paid in full and there are no liens or other legal actions pending;
- b) Rotschy, Inc., has complied with the provisions of Section 1-07.19 (Gratuities) of the Standard Specifications; and
- c) All industrial insurance premiums, as required under RCW 51.12.050 (Public Works) and RCW 51.12.070 (work done by contract) have been paid.

by [Signature]

Nels Homola Project Manager
Name and Title (Please print or type)

Rotschy, Inc.
Contractor

STATE OF Washington)
COUNTY OF CLALLAM) SS



SIGNED AND SWORN TO (OR AFFIRMED) BEFORE ME ON July 14, 2014
BY [Signature]
(Signature)

Notary Public Printed Name: Thomas W. Swokowski

My Appointment Expires: 6/3/15

(Please return completed CERTIFICATION form to HLA)

City of Prosser
601 Seventh Street
Prosser, WA 99350

DISINFECTION, FILTRATION AND SOURCE IMPROVEMENTS

HLA Project No.: 11110C

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

Progress Estimate No.: 8 AND FINAL

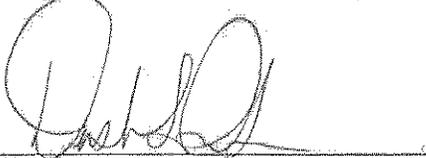
Date: July 7, 2014

Item No.	Description	Unit	Contract Quantity	Unit Price	Estimate 8 Quantity	Quantity to Date	Amount	Contract Quantity
NEW DISINFECTION BUILDING								
1	Mobilization	LS	1	\$175,500.00	0%	100%	\$175,500.00	100%
2	Clearing and Grubbing	LS	1	\$10,000.00	0%	100%	\$10,000.00	100%
3	Existing Disinfection Facility Demolition	LS	1	\$10,000.00	0%	100%	\$10,000.00	100%
4	Building Excavation and Backfill	LS	1	\$20,000.00	0%	100%	\$20,000.00	100%
5	Site Grading and Drainage, Complete	LS	1	\$50,000.00	0%	100%	\$50,000.00	100%
6	Crushed Surfacing Base Course	TON	130	\$35.00	0.00	173.19	\$6,061.65	133%
7	Crushed Surfacing Top Course	TON	80	\$35.00	0.00	109.49	\$3,832.15	137%
8	HMA Cl. 3/8 In., PG 64-28	TON	30	\$245.00	0.00	38.40	\$9,408.00	128%
9	Cement Concrete Sidewalk, 4 In., Incl. Aggregate Base	SY	125	\$56.90	0.00	126.95	\$7,223.46	102%
10	Disinfection Building, Complete	LS	1	\$194,014.00	0%	100%	\$194,014.00	100%
11	Disinfection Building Equipment, Piping, Fittings, and Valves, Complete	LS	1	\$121,932.00	0%	100%	\$121,932.00	100%
12	Heating and Ventilation System, Complete	LS	1	\$13,285.00	0%	100%	\$13,285.00	100%
13	Disinfection Building Electrical and Control System, Complete	LS	1	\$75,000.00	1%	100%	\$75,000.00	100%
14	Site Piping, Complete	LS	1	\$100,000.00	0%	100%	\$100,000.00	100%
15	Shoring or Extra Excavation	LS	1	\$1,000.00	0%	100%	\$1,000.00	100%
16	Chain Link Security Fencing	LF	150	\$35.35	0.00	153.00	\$5,408.55	102%
17	Bollard	EA	4	\$377.00	0	4	\$1,508.00	100%
18	Record Drawing (Minimum Bid \$3,000)	LS	1	\$3,000.00	100%	100%	\$3,000.00	100%
19	O&M Manuals (Minimum Bid \$2,000)	LS	1	\$2,000.00	100%	100%	\$2,000.00	100%
20	Minor Change	FA	1	\$15,000.00	0.00	5,258.05	\$5,258.05	35%
FILTER BUILDING IMPROVEMENTS								
21	Existing Building Modifications	LS	1	\$15,763.00	0%	100%	\$15,763.00	100%
22	Elevated Access Platform for New Filter Units, Complete	LS	1	\$9,300.00	0%	100%	\$9,300.00	100%
23	Raw Water Booster Pump And Motor	LS	1	\$50,000.00	0%	100%	\$50,000.00	100%
24	Piping, Fittings, and Valves, Complete	LS	1	\$80,000.00	0%	100%	\$80,000.00	100%
25	Vertical Pressure Filter Units, Complete	LS	1	\$300,000.00	0%	100%	\$300,000.00	100%
26	Filter Building Electrical and Control System, Complete	LS	1	\$30,000.00	5%	100.0%	\$30,000.00	100.0%
WELL NO. 4B ENGINE GENERATOR								
27	Well No. 4B Engine Generator, Complete	LS	1	\$105,000.00	0%	100%	\$105,000.00	100%
WELL NO. 6 ENGINE GENERATOR								
28	Well No. 6 Engine Generator and Transfer Switch, Complete	LS	1	\$124,000.00	0%	100%	\$124,000.00	100%
ADDITIVE BID ITEMS								
29	Additive Bid Item No. 1 - Replace Existing Raw Water Pump VFDs	LS	1	\$38,700.00	0%	100%	\$38,700.00	100%
30	Additive Bid Item No. 2 - Replace Existing Raw Water Pump Motors	LS	1	\$40,900.00	0%	100%	\$40,900.00	100%

Item No.	Description	Unit	Contract Quantity	Unit Price	Estimate % Quantity	Quantity to Date	Amount	Contract Quantity
31	Additive Bid Item No. 3 - Remove and Replace Existing Filter Media	EA	6	\$135,000.00	0.00	0.00	\$0.00	0%
32	Additive Bid Item No. 4 - North Elevated Access Platform, Complete	LS	1	\$18,500.00	0%	100%	\$18,500.00	100%
33	Additive Bid Item No. 5 - South Elevated Access Platform, Complete	LS	1	\$26,000.00	0%	0%	\$0.00	0%
34	Additive Bid Item No. 6 - Elevated Access Platform Stairway, Complete	LS	1	\$13,000.00	0%	0%	\$0.00	0%
35	Additive Bid Item No. 7 - Water Main Connection for Future Zone 2.5 Improvements	LS	1	\$16,000.00	0%	0%	\$0.00	0%
SUBTOTAL							\$1,626,593.86	
SUBTOTAL, WORK TO DATE							\$1,626,593.86	
PLUS MATERIALS ON HAND							\$0.00	
SUBTOTAL AMOUNTS							\$1,626,593.86	
8.3% STATE SALES TAX							\$135,007.29	
TOTAL							\$1,761,601.15	
LESS TOTAL RETAINAGE							\$81,329.69	
LESS AMOUNTS PREVIOUSLY PAID							\$1,673,143.76	
AMOUNT NOW DUE							\$7,127.70	

Progress Estimate No. 1	\$ 217,987.64	Retainage \$	10,551.19
Progress Estimate No. 2	\$ 231,351.97	Retainage \$	11,198.07
Progress Estimate No. 3	\$ 59,604.10	Retainage \$	2,885.00
Progress Estimate No. 4	\$ 223,097.01	Retainage \$	10,798.50
Progress Estimate No. 5	\$ 314,670.97	Retainage \$	15,230.92
Progress Estimate No. 6	\$ 617,579.95	Retainage \$	29,892.55
Progress Estimate No. 7	\$ 8,852.12	Retainage \$	428.46
Progress Estimate No. 8 AND FINAL	\$ 7,127.70	Retainage \$	345.00

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


 Dustin L. Posten, PE

ACCEPTED:

I hereby accept the Final Progress Estimate and Final Contract Voucher Certification, in accordance with Section 1-09.9 of the WSDOT Standard Specifications.


 Rotschy, Inc.

Date: 7-14-14

City of Prosser
 601 Seventh Street
 Prosser, WA 99350

DISINFECTION, FILTRATION AND SOURCE IMPROVEMENTS

HLA Project No. 11110C

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

Progress Estimate No.: 8 AND FINAL

Date: July 7, 2014

SCHEDULE OF VALUES

Item No.	Description	Unit	Contract Quantity	Unit Price	TOTAL BID	Est 8 Qty	Quantity to Date	Earned Amount	Contract Quantity
2	Clearing and Grubbing	LS	1	\$10,000.00	\$10,000.00		100%	\$10,000.00	100.00%
							TOTAL	\$10,000.00	
3	Existing Disinfection Facility Demolition	LS	1	\$10,000.00	\$10,000.00		100%	\$10,000.00	100.00%
							TOTAL	\$10,000.00	
4	Building Excavation and Backfill	LS	1		\$20,000.00				100.00%
	Excavation			\$10,000.00			100%	\$10,000.00	
	Backfill and compaction			\$10,000.00			100%	\$10,000.00	
				\$20,000.00			TOTAL	\$20,000.00	
5	Site Grading and Drainage, Complete	LS	1		\$50,000.00				100.00%
	Grade out and remove material at fence	LS	1	\$17,000.00			100%	\$17,000.00	
	Grading at sidewalks	LS	1	\$5,000.00			100%	\$5,000.00	
	Grading at rock site	LS	1	\$8,000.00			100%	\$8,000.00	
	Swale East	LS	1	\$9,000.00			100%	\$9,000.00	
	Swales North	LS	1	\$11,000.00			100%	\$11,000.00	
				\$50,000.00			TOTAL	\$50,000.00	
10	Disinfection Building, Complete	LS	1		\$194,014.00				100.00%
	Concrete Footings, Walls and Slab	LS	1	\$48,000.00			100%	\$48,000.00	
	Solution Tank Pad	LS	1	\$7,000.00			100%	\$7,000.00	
	CMU	LS	1	\$35,000.00			100%	\$35,000.00	
	Framing	LS	1	\$8,000.00			100%	\$8,000.00	
	Man Doors and Frames	LS	1	\$20,000.00			100%	\$20,000.00	
	Metal Roof	LS	1	\$33,000.00			100%	\$33,000.00	
	Gutters	LS	1	\$1,000.00			100%	\$1,000.00	
	Dry Wall / Paint	LS	1	\$21,000.00			100%	\$21,000.00	
	Roll Up Doors	EA	2	\$4,000.00			100%	\$4,000.00	
	FRP grating and supports	LS	1	\$5,000.00			100%	\$5,000.00	

Item No.	Description	Unit	Contract Quantity	Unit Price	TOTAL BID	Est 8 Qty	Quantity to Date	Earned Amount	Contract Quantity
	Trench Drain	LS	1	\$8,000.00			100%	\$8,000.00	
	Insulation	LS	1	\$2,000.00			100%	\$2,000.00	
	Interior Trim / Plumbing	LS	1	\$2,014.00			100%	\$2,014.00	
				\$194,014.00			TOTAL	\$194,014.00	
11	Disinfection Building Equipment, Piping, Fittings, and Valves, Complete	LS	1		\$121,932.00				100.00%
	Tanks	LS	1	\$40,000.00			100%	\$40,000.00	
	Chemical Feed / Metering Pumps	LS	1	\$34,000.00			100%	\$34,000.00	
	Vent piping	LS	1	\$1,500.00			100%	\$1,500.00	
	Water service	LS	1	\$1,000.00			100%	\$1,000.00	
	Emergency shower	LS	1	\$1,500.00			100%	\$1,500.00	
	Flow meters	LS	1	\$3,000.00			100%	\$3,000.00	
	Install Tanks and Chemical Feed	LS	1	\$32,000.00			100%	\$32,000.00	
	Chlorine Lines	LS	1	\$6,932.00			100%	\$6,932.00	
	Start-up and Testing	LS	1	\$2,000.00			100%	\$2,000.00	
				\$121,932.00			TOTAL	\$121,932.00	
12	Heating and Ventilation System, Complete	LS	1		\$13,285.00				100.00%
	Heating and Ventilation System	LS	1	\$11,785.00			100%	\$11,785.00	
	Start-up and testing	LS	1	\$1,500.00			100%	\$1,500.00	
				\$13,285.00			TOTAL	\$13,285.00	
13	Disinfection Building Electrical and Control System, Complete	LS	1		\$75,000.00				100.00%
	Underslab conduit	LS	1	\$21,000.00			100%	\$21,000.00	
	Rough-in	LS	1	\$13,800.00			100%	\$13,800.00	
	Major electrical components	LS	1	\$4,200.00			100%	\$4,200.00	
	Lighting	LS	1	\$4,000.00			100%	\$4,000.00	
	Control panels and systems	LS	1	\$24,000.00			100%	\$24,000.00	
	Connecting all equipment and facilities	LS	1	\$8,000.00		5%	100%	\$8,000.00	
				\$75,000.00			TOTAL	\$75,000.00	
14	Site Piping, Complete	LS	1		\$100,000.00				100.00%
	Manhole	LS	1	\$9,000.00			100%	\$9,000.00	
	Sewer Line with Bedding and CDF	LS	1	\$17,000.00			100%	\$17,000.00	
	Water Lines	LS	1	\$7,000.00			100%	\$7,000.00	
	Exterior Trench Drain and Storm Line	LS	1	\$15,000.00			100%	\$15,000.00	
	Chlorine Lines and Tie Ins	LS	1	\$20,000.00			100%	\$20,000.00	
	Remove and Plug Existing Pipe	LS	1	\$10,000.00			100%	\$10,000.00	

Item No.	Description	Unit	Contract Quantity	Unit Price	TOTAL BID	Est 8 Qty	Quantity to Date	Earned Amount	Contract Quantity
	Install Fire Hydrant	LS	1	\$10,000.00			100%	\$10,000.00	
	Underslab Drains	LS	1	\$10,000.00			100%	\$10,000.00	
	Testing	LS	1	\$2,000.00			100%	\$2,000.00	
				\$100,000.00			TOTAL	\$100,000.00	
21	Existing Building Modifications	LS	1		\$15,763.00				100.00%
	Siding	LS	1	\$4,000.00			100%	\$4,000.00	
	Electrical	LS	1	\$2,000.00			100%	\$2,000.00	
	Overhead Door	LS	1	\$6,000.00			100%	\$6,000.00	
	Man Door	LS	1	\$3,763.00			100%	\$3,763.00	
				\$15,763.00			TOTAL	\$15,763.00	
22	Elevated Access Platform for New Filter Units, Complete	LS	1		\$9,300.00				100.00%
	Metal Fabrication	LS	1	\$6,000.00			100%	\$6,000.00	
	Installation	LS	1	\$3,300.00			100%	\$3,300.00	
				\$9,300.00			TOTAL	\$9,300.00	
23	Raw Water Booster Pump and Motor	LS	1		\$50,000.00				100.00%
	Pumps and Parts - Pump Tech (Filter Bldg)	LS	1	\$44,000.00			100%	\$44,000.00	
	Electrician	LS	1	\$2,000.00			100%	\$2,000.00	
	Labor and Parts	LS	1	\$4,000.00			100%	\$4,000.00	
				\$50,000.00			TOTAL	\$50,000.00	
24	Piping, Fittings, and Valves, Complete	LS	1		\$80,000.00				100.00%
	Pipe and Valves	LS	1	\$40,000.00			100%	\$40,000.00	
	Labor - Pipe and Valves	LS	1	\$15,000.00			100%	\$15,000.00	
	Pipe Supports and Stands	LS	1	\$7,000.00			100%	\$7,000.00	
	Labor - Pipe Supports	LS	1	\$3,000.00			100%	\$3,000.00	
	Air piping	LS	1	\$4,000.00			100%	\$4,000.00	
	Pneumatic piping	LS	1	\$5,000.00			100%	\$5,000.00	
	Meters	LS	1	\$3,000.00			100%	\$3,000.00	
	Valve Actuators	LS	1	\$3,000.00			100%	\$3,000.00	
				\$80,000.00			TOTAL	\$80,000.00	
25	Vertical Pressure Filter Units, Complete	LS	1		\$300,000.00				100.00%
	Furnishing and installing new vertical pressure vessels	LS	1	\$229,000.00			100%	\$229,000.00	
	Painting	LS	1	\$7,000.00			100%	\$7,000.00	
	Underdrains	LS	1	\$8,000.00			100%	\$8,000.00	

Item No.	Description	Unit	Contract Quantity	Unit Price	TOTAL BID	Est 8 Qty	Quantity to Date	Earned Amount	Contract Quantity
	Inlet distributor/backwash collector	LS	1	\$5,000.00			100%	\$5,000.00	
	Air scour piping	LS	1	\$5,000.00			100%	\$5,000.00	
	Concrete, support gravel and filter media	LS	1	\$30,000.00			100%	\$30,000.00	
	Filter instrumentation	LS	1	\$6,000.00			100%	\$6,000.00	
	Portable confined space system	LS	1	\$5,000.00			100%	\$5,000.00	
	Startup and testing services	LS	1	\$5,000.00			100%	\$5,000.00	
				\$300,000.00			TOTAL	\$300,000.00	
26	Filter Building Electrical and Control System, Complete	LS	1		\$30,000.00				100.00%
	Conduit	LS	1	\$13,000.00			100%	\$13,000.00	
	Conductor	LS	1	\$9,500.00			100%	\$9,500.00	
	Control panels and systems	LS	1	\$4,000.00			100%	\$4,000.00	
	Connecting all equipment and facilities	LS	1	\$2,000.00			100%	\$2,000.00	
	Startup and testing services	LS	1	\$1,500.00		100%	100%	\$1,500.00	
				\$30,000.00			TOTAL	\$30,000.00	
27	Well No. 4B Engine Generator, Complete	LS	1		\$105,000.00				100.00%
	Electrician	LS	1	\$14,000.00			100%	\$14,000.00	
	Excavation	LS	1	\$1,500.00			100%	\$1,500.00	
	Generator and sub-base tank	LS	1	\$85,000.00			100%	\$85,000.00	
	Concrete	LS	1	\$2,000.00			100%	\$2,000.00	
	Labor - Installation Genset	LS	1	\$2,500.00			100%	\$2,500.00	
				\$105,000.00			TOTAL	\$105,000.00	
28	Well No. 6 Engine Generator and Transfer Switch, Complete	LS	1		\$124,000.00				100.00%
	Electrician	LS	1	\$20,000.00			100%	\$20,000.00	
	Excavation	LS	1	\$2,000.00			100%	\$2,000.00	
	Generator and sub-base tank	LS	1	\$92,000.00			100%	\$92,000.00	
	Concrete	LS	1	\$2,300.00			100%	\$2,300.00	
	Labor - Installation Genset	LS	1	\$2,500.00			100%	\$2,500.00	
	Door Removal and Framing	LS	1	\$5,200.00			100%	\$5,200.00	
				\$124,000.00			TOTAL	\$124,000.00	
29	Additive Bid Item No. 1 - Replace Existing Raw Water Pump VFDs	LS	1		\$38,700.00				100.00%
	Furnishing and installing new wiring	LS	1	\$9,700.00			100%	\$9,700.00	
	VFD's	LS	1	\$25,000.00			100%	\$25,000.00	
	Coordination with the existing raw water pumps and filter building control system	LS	1	\$2,000.00			100%	\$2,000.00	

Item No.	Description	Unit	Contract Quantity	Unit Price	TOTAL BID	Est 8 Qty	Quantity to Date	Earned Amount	Contract Quantity
	Startup and testing services	LS	1	\$2,000.00			100%	\$2,000.00	
				\$38,700.00			TOTAL	\$38,700.00	
30	Additive Bid Item No. 2 - Replace Existing Raw Water Pump Motors	LS	1		\$40,900.00				100.00%
	Electrician	LS	1	\$1,300.00			100%	\$1,300.00	
	Labor - Remove and Replace	LS	1	\$1,600.00			100%	\$1,600.00	
	Pump Tech	LS	1	\$38,000.00			100%	\$38,000.00	
				\$40,900.00			TOTAL	\$40,900.00	
32	Additive Bid Item No. 4 - North Elevated Access Platform, Complete	LS	1		\$18,500.00				100.00%
	Shop drawings - design	LS	1	\$1,000.00			100%	\$1,000.00	
	Metal Fabrication and Rail	LS	1	\$9,500.00			100%	\$9,500.00	
	Gate	LS	1	\$4,000.00			100%	\$4,000.00	
	Installation	LS	1	\$4,000.00			100%	\$4,000.00	
				\$18,500.00			TOTAL	\$18,500.00	
The Schedule of Values is an administrative form used to calculate the percentage of completion. The actual basis of payment are the amounts shown on the Progress Estimate.									

City of Prosser
 601 Seventh Street
 Prosser, WA 99350

DISINFECTION, FILTRATION AND SOURCE IMPROVEMENTS

HLA Project No.: 11110C

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

Progress Estimate No.: 8 AND FINAL

Date: July 7, 2014

MINOR CHANGE

DATE	DESCRIPTION	PAID AS	SUB AMOUNT	GC AMOUNT	TOTAL AMOUNT	SUB NAME	TIME EXTENSION
NEW DISINFECTION BUILDING							
2/21/2014	REPLACE CHAIN HOIST AT EXISTING DOOR	20		\$550.00	\$550.00		
3/31/2014	CHANGE BULK TANK PIPING TO FLEXIBLE PVC TUBING	20		\$1,738.72	\$1,738.72		
4/30/2014	REPLACE WELL NO. 6 DOOR	20		\$2,969.33	\$2,969.33		
				Subtotal	\$5,258.05		
					\$0.00		
					\$0.00		

cc: Rotschy, Inc.
 Dustin Posten, PE, HLA
 Steve Sziebert, HLA
 Archie McPherson, HLA



Original
 Revised # _____

NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT

Date: July 29, 2014

Contractor's UBI Number: 601 099 290

Name & Mailing Address of Public Agency
City of Prosser 601 Seventh Street Prosser, WA 99350 UBI Number: 035 000 400

Department Use Only
Assigned to: _____
Date Assigned: _____

Notice is hereby given relative to the completion of contract or project described below

Project Name Disinfection, Filtration and Source Improvements	Contract Number 11110C	Job Order Contracting: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Description of Work Done/Include Jobsite Address(es) Construction of 48x32 foot CMU block sodium hypochlorite disinfection facility building complete with tanks, metering pumps, piping, HVAC, lighting and electrical control systems. Existing CMU bldg demolished/removed. Existing filter bldg improvements. 601 Seventh St.		
Federally funded transportation project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, provide Contract Bond Statement below)		
Contractor's Name Rotschy, Inc.	E-mail Address anneb@rotschyinc.com	Affidavit ID* 521425
Contractor Address 9210 NE 62nd Avenue Vancouver, WA 98665		Telephone # (360)334-3100
If Retainage is not withheld, please select one of the following and List Surety's Name & Bond Number. <input type="checkbox"/> Retainage Bond <input type="checkbox"/> Contract/Payment bond (valid for federally funded transportation projects).		
Name: _____		Bond Number: _____
Date Contract Awarded 08/27/13	Date Work Commenced 09/30/13	Date Work Completed 07/01/14
Date Work Accepted		
Were Subcontractors used on this project? If so, please complete Addendum A. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Affidavit ID* - No L&I release will be granted until all affidavits are listed.		

Contract Amount	\$ <u>1,631,517.00</u>		
Additions (+)	\$ _____	Liquidated Damages \$	_____
Reductions (-)	\$ <u>4,923.14</u>	Amount Disbursed \$	<u>1,680,271.46</u>
Sub-Total	\$ <u>1,626,593.86</u>	Amount Retained \$	<u>81,329.69</u>
Amount of Sales Tax <u>8.3</u>	\$ _____		
(If various rates apply, please send a breakdown)	\$ <u>135007.29</u>		
TOTAL	\$ <u>1,761,601.15</u>	TOTAL \$	<u>1,761,601.15</u>

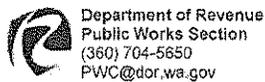
NOTE: These two totals must be equal

Comments:

Note: The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract.
NO PAYMENT SHALL BE MADE FROM RETAINED FUNDS until receipt of all release certificates.
 Submitting Form: Please submit the completed form by email to all three agencies below.

Contact Name: Ms. Rachel Shaw
 Email Address: rshaw@ci.prosser.wa.us

Title: City Clerk/Public Rec Off
 Phone Number: (509)786-8218



City of Prosser
DISINFECTION, FILTRATION AND SOURCE IMPROVEMENTS
 11110C
 Rotschy, Inc.
 Contractor's Phone No.: (360)334-3100

PROJECT CLOSING CHECK LIST

*Ms. Rachel Shaw:

Date Received/Sent:

▪ The City has received the following from HLA:

- Final Progress Estimate:
- Notice of Completion of Public Works Contract DOR/L&I/ESD:
- Notarized Statement:
- Confirmation all Punch List items are complete:
- Record Drawings:

ATTACHED
 ATTACHED
 ATTACHED
 ✓
 07/29/14

Labor and equal employment opportunity documents:

- Statement of Intent / Affidavit of Wages paid approved by the State Department of Labor and Industries:
- Certified payrolls for the Contractor and Sub-contractor:

07/29/14
 07/29/14

▪ Council resolution authorizing project acceptance:

- Copy sent to HLA (cfitzsimmons@hlacivil.com):

▪ Sent 1 copy of Notice of Completion of Public Works Contract to Department of Revenue:

- Received WS Department of Revenue Cert of Payment Of State Excise Taxes by PW Contractor release:
 (Example Copy Attached) ✓

▪ Sent 1 copy of Notice of Completion of Public Works Contract to Employment Security Department:

- Received WS Employment Security Dept Cert of Payment of Contribution.... PW Contract release:
 (Example Copy Attached - Form EMS 8449 760 R3-98) ✓

▪ Sent 1 copy of Notice of Completion of Public Works Contract to Department of Labor and Industries:

- Received Dept. of Labor & Industries Cert of Payment Of Industrial Insurance Premiums by PW Contractor release:
 (Example Copy Attached) ✓

▪ There are no liens or claims for labor and materials filed against retainage:

▪ A full sixty (60) days have elapsed since the official acceptance of this project by the City Council: (08/12/14 Council)

▪ Retainage released (\$81,329.69):

- Copy sent to HLA (cfitzsimmons@hlacivil.com):



Employment Security Department

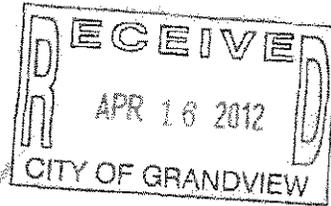
WASHINGTON STATE

P.O. Box 9046 Olympia, WA 98507-9046 | Fax 360-902-9287

CITY OF GRANDVIEW
Attn: ANITA PALACIOS
207 W 2ND ST
GRANDVIEW, WA 98930

) CERTIFICATE OF
) PAYMENT OF CONTRIBUTIONS
) PENALTIES AND INTEREST ON
) PUBLIC WORKS CONTRACT

ES Reference #: 41888600 6
UBI No: 600192346



CONTRACTOR:
A & B ASPHALT INC
P O BOX 5280
BENTON CITY, WA 99320-5280

The Employment Security Department hereby certifies those contributions, penalties and interest due from the above named contractor under the Employment Security Act have been paid in full or provided for with respect to the following public works contract:

Description: EAST WINE COUNTRY ROAD IMPROVEMENTS.

Contract number: 11016C

The Employment Security Department hereby certifies that it has no claim pursuant to RCW 50.24.130 against the public body named above for tax attributable to service performed for said public body by the above named contractor on the above described contract. The Employment Security Department releases its lien on the retained percentage which is provided by RCW 60.28.040 for contributions, penalties and interest due from said contractor.

This certificate does not release said contractor from liability for additional contributions, penalties and interest which may be later determined to be due with respect to the above mentioned contract.

Dated at Olympia, Washington on April 12, 2012.

EMPLOYMENT SECURITY DEPARTMENT

By

Robyn R. Wells
Authorized Representative

Original - Disbursing Officer
Duplicate - Employer
Triplicate - Central Office Files

Washington State
Department of Revenue
PO Box 47474
Olympia, WA 98504-7474

601 672 468

Certificate of Payment of State Excise Taxes by Public Works Contractor

MRM CONSTRUCTION INC
PO BOX 838
ELLENSBURG WA 98926 0838

CITY OF CLE ELUM
TONI FIELDS, CITY CLERK
119 W FIRST ST
CLE ELUM WA 98903 0008

We hereby certify that taxes, increases and penalties due or to become due from the above-named contractor under Chapter 180, Laws of 1935, as amended, with respect to the following public works contract:

CITY OF CLE ELUM

05038-C STAFFORD AVE & SECOND ST TIE SIDEWALK IMPROVES

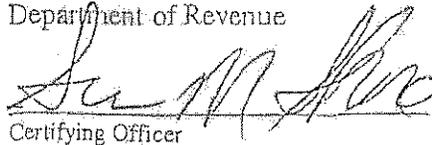
together with all other taxes, increases and penalties due from such contractor, have been paid in full or that they are, in the Department's opinion, readily collectible without recourse to the state's lien on the retained percentage.

This certificate is issued pursuant to the provision of Chapter 60.28 Revised Code of Washington for the sole purpose of informing the state, county, or municipal officer charged with the duty of disbursing or authorizing the payment of public funds to said contractor that the Department of Revenue hereby releases the state's lien on the retained percentage provided by this Chapter for excise taxes due from said contractor.

This certificate does not release said contractor from liability for additional tax that may be later determined to be due with respect to the above-mentioned contract or other activities.

Dated 2/28/2008 at Olympia, Washington,

State of Washington
Department of Revenue


Certifying Officer

To inquire about the availability of this document in an alternate format for the visually impaired or in a language other than English, please call (360) 486-2342. TTY users may call 1-800-451-7985.

REV 31 0028 (10-01-02) ROUTING: Disbursing Officer, Contractor, File, Special File



Washington State Department of
Labor & Industries

Contract Release
PO Box 44274
Olympia, WA 98504-4274

Certificate of Release of the State's Lien on Public Works Contracts

Awarding agency name

Attn: Disbursing officer name

Awarding agency address

With this letter, the Washington State Department of Labor & Industries (L&I) approves of your release or payment of the contract amount retained from the following contractor —

GC dba and address

GC LNI account number

— related to the following public works contract:

Public works contract name and number

In our opinion, all workers' compensation insurance premiums, increases, and penalties due to L&I from this contractor have been paid in full or are readily collectible without recourse to the state's lien on the retained percentage.¹

This letter's sole purpose is to communicate our release of the state's lien to the public official responsible for paying or authorizing the payment of public funds to the contractor named above.

If we later determine that the contractor owes additional premiums related to the above-mentioned contract or other activities, the contractor is still liable for payment.

Dated _____ at Olympia, Washington.

State of Washington
Department of Labor & Industries

Contract Release Specialist

360-902-xxxx or XXX@Lni.wa.gov

¹ Title 51 RCW authorizes L&I to collect workers' compensation insurance premiums, increases, and penalties. Chapter 60.28 RCW establishes L&I's priority regarding the lien.

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Consideration of Resolution Approving Changes to the By-Laws and Interlocal Agreement with Cities Insurance Association of Washington (CIAW).		Meeting Date: August 12, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-8225
Cost of Proposal:		Account Number:	
Amount Budgeted: n/a		Name and Fund#	
Reviewed by Finance Department: <i>R Mauras</i>			
Attachments to Agenda Packet Item:			
<ol style="list-style-type: none"> 1. Renewal Change Memo 2. Proposed Resolution 14-_____ 3. CIAW Interlocal Agreement with proposed changes. 4. CIAW By-Laws with proposed changes 			
Summary Statement:			
<p>The City of Prosser is a member of the Cities Insurance Association of Washington or CIAW. On July 21st the Board of Directors voted to change the effective dates of coverage. In the past, coverage has been provided for the term of September through August annually. The board chose to change the term to December through November. In order to effect this change it is necessary to amend the CIAW by-laws and Interlocal agreement with members like the City of Prosser.</p> <p>The proposed resolution approves of the proposed changes to the by-laws and Interlocal agreement.</p> <p>On a related note, the City will be receiving an extension invoice and certificate in mid-August which will provide coverage from September through November of this year. The City will be billed again in early November for the new term schedule. This is an unanticipated change what will impact the budget. The Finance Department will review the impacts with the CIAW and the department heads and will report back to Council at a future meeting if budget adjustments are necessary. CIAW has provided their membership with a one-time alternate to pay a portion of the 2014-2015 premium in December and the remainder in January of 2015 to assist with budgeting during this transition.</p>			
Consistent with or Comparison to:			
EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			

<u>Recommended City Council Action/Suggested Motion:</u>		
Adopt Resolution No. 14-_____ approving changes to the By-Laws and Interlocal Agreement with Cities Insurance Association of Washington (CIAW).		
<u>Reviewed by Department Director:</u>	<u>Reviewed by City Attorney:</u>	<u>Approved by Mayor:</u>
Regina Mamed Date: 8-8-2014	 Date: 8/7/14	 Date: 8-8-14
<u>Today's Date:</u>	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>
August 7, 2014		



MEMO

TO: CIAW Members

FROM: CIAW Underwriting Department

DATE: July 25, 2014

SUBJECT: Renewal Date Change for 2014-15

This memo is to notify you that the proposed effective date change was approved at the July 21, 2014, board meeting. Starting with the upcoming 2014-15 coverage term, the Cities Insurance Association of Washington (CIAW) renewal date will be December 1.

Please note the following items regarding this change:

- An endorsement will be added to the current MOC extending coverage to the new renewal date of December 1, 2014.
- Extension invoices and certificates covering the three month extension period will be sent approximately the second week in August. Extension invoices will be calculated using existing 2013-14 rates and current exposures, prorated for three months.
- Changes submitted on your 2014-15 renewal application will be reflected on the schedules you will receive with your 2014-15 coverage documents (invoice, coverage confirmation, etc.) in early November. These changes will be kept on file in the interim.
- In order to assist with budgeting during this transition, you have the option of paying part of the premium in December and paying the remainder in January, for this year only.

A sample resolution, along with the revised CIAW Interlocal Agreement and By-Laws, will be sent separately. This resolution will need to be passed by your entity to accept the changes to the Interlocal Agreement and Bylaws.

Our goal is to make this transition as seamless as possible. If you have any questions, please contact Angela Eloff at aelloff@canfieldsolutions.com or 1-800-407-2027, ext. 246.

CITY OF PROSSER, WASHINGTON
RESOLUTION NO. 14-_____

**A RESOLUTION OF THE PROSSER, WASHINGTON CITY COUNCIL
REGARDING CHANGES TO THE BY-LAWS AND INTERLOCAL
AGREEMENT TO THE CITIES INSURANCE ASSOCIATION OF
WASHINGTON (CIAW).**

WHEREAS, the City of Prosser is a member of the Cities Insurance Association of Washington (CIAW); and

WHEREAS, The Cities Insurance Association of Washington (CIAW) is authorized under RCW 48.62 to develop and administer a program which provides an opportunity for members to jointly pool and self-insure their liability losses, and jointly purchase excess insurance, or reinsurance; as well as jointly utilize administrative and other services.

WHEREAS, the CIAW wishes to change its fiscal year.

WHEREAS, The Board of Directors at their regular meeting on June 9, 2014, voted to notify its Members, as well as the Washington State Department of Enterprise Services of a meeting on July 21st, 2014, to vote on said Amendment to the By-Laws and Interlocal Agreement to change the fiscal year.

WHEREAS, The Board of Directors at their regular meeting on July 21, 2014, conducted said vote and the Amendments to the By-Laws and Interlocal Agreement were approved by the membership.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON.

1. Article 14 of the By-Laws is amended to read as follows:

Article 14
Fiscal Year

The fiscal year of the corporation shall be from ~~September 1st through August 31st~~, to **December 1st through November 30th**, of the next calendar year, or as set by the Board of Directors.

2. Section 3.8.11 of the Interlocal Agreement is amended to read as follows:

3.8.11 The Board of Directors shall establish an annual budget for the Association. The Administrator shall submit a proposed budget for the following fiscal year 60 days prior to the end of each fiscal year to the Board of Directors. Fiscal years for the Association shall be from ~~September 1st through August 31st~~ **December 1st through November 30th** of the next calendar year. The Board of Directors shall determine the estimated expenses

and cost to be incurred by the Association for the next fiscal year and shall adopt a budget derived from the Administrator's proposed budget. The budget shall be in a form to provide the following information for the Association as a whole: (1) beginning and ending unreserved fund balance, (2) anticipated revenues in detail, and (3) appropriations in detail. The Board of Directors shall apportion that budget cost among the Members and Associates. All payments due the Association from Members or Associates upon the basis of each budgeted assessment shall be paid as invoiced for the fiscal year for which the assessment is made.

3. Section 3.13 withdrawal. A Member may withdraw only at the end of the Associations fiscal year (~~August 31st~~) (**November 30th**) and only after it has given the Association written notice prior to ~~September~~ **December 1** of the preceding calendar year of its decision to withdraw from this Agreement.

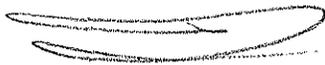
ADOPTED by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this ____ day of _____ 2014.

MAYOR PAUL WARDEN

ATTEST:

RACHEL SHAW, CITY CLERK

APPROVED AS TO FORM:



HOWARD SAXTON, CITY ATTORNEY



INTERLOCAL AGREEMENT

OF

CITIES INSURANCE ASSOCIATION

OF WASHINGTON

TABLE OF CONTENTS
 FOR
 INTERLOCAL AGREEMENT
 CREATING THE
 CITIES INSURANCE ASSOCIATION OF WASHINGTON

1.	Introduction	Page 1
2.	Recitals	1
3.	Agreement.....	1
3.1	Purpose of Agreement	1
3.2	Parties to Agreement	2
3.3	Term of Agreement	3
3.4	Creation of Association	3
3.5	Powers of the Association	4
3.6	Responsibilities of the Association	5
3.7	Responsibilities of Members	6
3.8	Board of Directors' Authority	7
3.9	Service Representative Relationship	9
3.10	Effective Date of Pooled Insurance Purchasing Program	10
3.11	Contingent Liability and Retroactive Assessments.....	10
3.12	New Members	11
3.13	Withdrawal	11
3.14	Cancellation	11

3.15	Effect of Withdrawal or Cancellation	11
3.16	Termination and Distribution	12
3.17	Notices	13
3.18	Amendment.....	13
3.19	Enforcement.....	13
3.20	Default and Remedies.....	13
3.21	No Waivers.....	14
3.22	Prohibition Against Assignment.....	14
3.23	Entire Agreement	14
3.24	Severability.....	15
3.25	Time	15
3.26	Section Headings	15
3.27	Governing Law	15
3.28	Counterpart Copies	15
4.	Execution	16

INTERLOCAL AGREEMENT CREATING THE
CITIES INSURANCE ASSOCIATION OF WASHINGTON

1. *Introduction.*

THIS AGREEMENT is made and entered into in the State of Washington pursuant to the provisions of Chapter 39.34 Revised Code of Washington and Chapter 48.62 Revised Code of Washington by and among the Washington cities and towns or public entities listed in Exhibit A attached hereto (the "Members").

2. *Recitals.*

- 2.1 Chapter 48.62 Revised Code of Washington provides that two or more "local governmental entities" may, pursuant to Chapter 39.34 Revised Code of Washington, jointly purchase insurance (these activities are hereafter collectively referred to as a "Joint Insurance Purchasing Pool").
- 2.2 Revised Code of Washington Section 48.62.020 defines "local government entities" to include cities and towns organized and existing under Title 35 or 35A Revised Code of Washington along with certain districts and municipal corporations.
- 2.3 It is to the mutual benefit of the Members and in the best public interest of the Members to join together to establish this Joint Insurance Purchasing Pool to accomplish the purpose set forth herein.
- 2.4 The Members have determined it is in their best interest to participate in such a program.

3. *Agreement.*

In consideration of the foregoing and the mutual benefits to be derived herefrom, the Members agree as follows:

3.1 *Purpose of Agreement.*

This Agreement is entered into by the Members pursuant to Chapter 39.34 Revised Code of Washington and Chapter 48.62 Revised Code of Washington for the purpose of authorizing the creation of the Cities

Insurance Association of Washington (the "Association"), which shall be organized as a non-profit corporation under Chapter 24.03 Revised Code of Washington, to provide a Joint Insurance Purchasing Pool for the benefit of cities and towns in the State of Washington organized and existing pursuant to Title 35 or 35A Revised Code of Washington and districts and other municipal corporations as defined by RCW 48.62.021(1). The Association shall, in exchange for the payment of annual assessments and retroactive assessments by the Regular Members, administer a Joint Insurance Purchasing Pool wherein the Members will pool their losses and claims and jointly purchase insurance and administrative and other services through the Association including claims adjusting, risk management consulting, loss prevention and related services at levels established in each annual budget. It is also the purpose of this Agreement to provide, to the extent permitted by law, for the inclusion at a subsequent date of such additional cities and towns organized and existing under Title 35 or 35A Revised Code of Washington and districts and other municipal corporations as defined by RCW 48.62.021(1) as may desire to participate in the Joint Insurance Purchasing Pool. It is also the purpose of this Agreement to provide, to the extent permitted by law, that the Association may, at the discretion of its Board of Directors, contract with other local governmental entities in the State of Washington to provide, at a reasonable charge, administrative and other services, including claims adjusting, risk management consulting, loss prevention and training.

3.2 *Parties to Agreement.*

3.2.1 Each party to this Agreement certifies that it intends to contract with all parties who are signatories of this Agreement on its effective date and with such other parties as may later be added to and become signatories to this Agreement pursuant to Section 3.12. Each party to this Agreement also certifies that the withdrawal or cancellation of any party to this Agreement, pursuant to Sections 3.13 or 3.14, shall not affect this Agreement or such party's intent to contract pursuant to the terms of this Agreement with the then remaining parties to this Agreement.

3.2.2 *Types of Memberships.*

There shall be two separate memberships in the Association. Regular Members shall be made up of cities and towns. Regular Members shall be owners of the corporation with full voting rights. Associate Members are Public Entities approved for special membership as per the By-Laws of the Association. Associate Members shall have no ownership in the corporation and shall have no vote in corporate matters.

3.3 *Term of Agreement.*

This Agreement shall become effective on September 1, 1988, and shall remain in force until terminated pursuant to the provisions of Section 3.16.

3.4 *Creation of Association.*

3.4.1 Pursuant to Chapter 48.62 Revised Code of Washington and Chapter 39.34 Revised Code of Washington, the Members authorize the incorporation of the Association as a non-profit corporation pursuant to Chapter 24.03 Revised Code of Washington and articles of incorporation substantially in the form attached as Exhibit B. The initial Board of Directors shall serve until the first annual election of Board of Directors members, which shall be held no later than 180 days after the effective date of this Agreement. Each Regular Member shall become a Member of the corporation. Associate Members shall be an associate of the corporation. The regulation and management of the affairs of the Association shall be governed by this Agreement, and corporate By-Laws substantially in the form attached as Exhibit C, which shall be adopted by the initial Board of Directors immediately upon the incorporation of the Association. The Association's articles of incorporation and By-Laws may be amended from time to time as deemed necessary by the Members and Board of Directors pursuant to the procedures set forth in Chapter 24.03 Revised Code of Washington and Article 17 of the By-Laws.

3.4.2 Notwithstanding the foregoing, the Board of Directors shall have no power or authority to incur any obligations on the part of, or to be chargeable to, Members or Associates in excess of the

requirement of each Member or Associate to compensate the Association or the insurance carrier with whom the Association has affected a transaction as authorized by this Agreement, for the individual Member's or Associate's share or obligation for the purchase of insurance contemplated and authorized by this Agreement. The debts, obligations and liabilities of any Member or Associate shall not become the debts, obligations and liabilities of other Members or Associates except as provided by Section 3.11 of this Agreement.

3.4.3 The insurance afforded to each Member or Associate pursuant to this Agreement is limited to the insurance provided by any insurer of the Association and the coverages defined in the policies of insurance issued by any insurer of the Association. No coverage, benefit or insurance in excess or different from that afforded by any insurer of the Association is offered or afforded to any Member or Associate by execution of this Agreement.

3.5 *Powers of the Association.*

The Members and Associates hereby delegate to the Association the powers which are common to the Members or Associates and which are reasonably necessary and proper to carry out the purposes and terms of this Agreement. Such powers shall include, but not be limited to, the power to:

- 3.5.1 Establish, and require compliance with, all terms of the Joint Insurance Purchasing Pool to be provided by the Association including the types and limits of the insurance coverage, the methodology to be used to allocate the Association's costs among Regular and Associate Members, and the amount of retroactive assessments to be paid by each Regular Member;
- 3.5.2 Make and enter into contracts;
- 3.5.3 Incur debts, liabilities or obligations;
- 3.5.4 Acquire, receive, hold or dispose of property, funds, services, and other forms of assistance from persons, firms, corporations and governmental entities;

- 3.5.5 Sue and be sued, complain and defend, in its corporate name;
- 3.5.6 Hire employees and agents; and
- 3.5.7 Employ a third party administrator to act in accordance with Section 3.8.6.

The powers delegated to the Association shall be exercised pursuant to the terms of this Agreement and in the manner provided by law.

3.6 *Responsibilities of the Association.*

The Association shall have the following responsibilities:

- 3.6.1 Within 30 days after the effective date of this Agreement, the Board of Directors shall adopt a budget. A similar budget shall be adopted by the Board of Directors prior to the beginning of each fiscal year thereafter. Such budget shall specify the types and limits of the insurance coverage to be provided through the Association, the estimated annual assessment to be paid by each Member or Associate, and the methodology to be used to allocate the Association's costs, including deductible costs, administrative costs, and loss costs, to each Regular Member on a retroactive basis and to establish the amount, if any, of each Regular Member's retroactive assessment.
- 3.6.2 The Association will assist each Member's or Associate's risk manager, upon request, with the implementation of risk management programs.
- 3.6.3 The Association may provide loss prevention, safety, and consulting services to Members and Associates.
- 3.6.4 The Association will provide claims adjusting and subrogation services for claims covered by the Association's Joint Insurance Purchasing Pool.
- 3.6.5 The Association will provide loss analysis for the Members and Associates for the purpose of identifying high exposure operations and evaluating proper levels of self-retention and deductibles.

3.6.6 The Association may conduct risk management audits to assess each Member's and Associate's participation in the Joint Insurance Purchasing Pool.

3.7 *Responsibilities of Members.*

Members shall have the following responsibilities:

3.7.1 The governing body of each Member or Associate shall designate in writing a representative who shall be authorized to exercise the Member's or Associate's voting rights with respect to the Association and to act on behalf of the Member or Associate with respect to all matters pertaining to the Association.

3.7.2 Each Member or Associate shall maintain its own set of records, as a loss log, on all categories of loss to ensure accuracy of the Association's loss reporting system and shall provide to the Association a written report of all potential claims or losses within 14 days after they become known to the Member or Associate.

3.7.3 Each Member or Associate shall pay to the Association when due all assessments and retroactive assessments established by the Association pursuant to the terms of this Agreement. After the withdrawal, cancellation, or termination of a Regular Member, such Regular Member shall continue to pay to the Association when due its share of any retroactive assessment established by the Association until all claims, losses, costs, and other unpaid liabilities relating to the Regular Member's period of membership have been resolved fully.

3.7.4 Each Member or Associate shall provide the Association with such information or assistance as may be necessary for the Association to carry out the Joint Insurance Purchasing Pool.

3.7.5 Each Member or Associate shall comply with all By-Laws, resolutions, and policies by the Board of Directors and shall cooperate with the Association, and any insurer of the Association, in accomplishing the purposes of this Agreement.

3.7.6 Each Member or Associate shall participate as provided herein in the selection of members of the Board of Directors.

3.8 *Board of Directors' Authority.*

3.8.1 The Association shall be governed by a Board of Directors. The Board of Directors shall consist of ten members, to be selected from the Regular Membership. Beginning with the second election of members to the Board of Directors, the Regular Members of that Committee shall be selected as follows: the area served by the Association shall be divided into three geographic regions, with each region represented by a number of representatives assigned to the region based on the number of Regular Members from that region.

3.8.2 To ensure that consistent management is provided for the Association into the future, the initial Board of Directors members shall have terms of one, two or three years. After the initial election, all Board of Directors members will be elected for a three-year term. Those terms will provide that four of the ten committee members will be elected for full terms in two consecutive years and three of the regular committee members will be elected for full terms the third year.

3.8.3 The Board of Directors shall elect a Chair for each fiscal year. In addition, the Board of Directors shall elect a Vice-Chair who will in the absence of the Chair or, in the event of the Chair's inability or refusal to act, perform the duties of the Chair.

3.8.4 Each member of the Board of Directors shall have one vote.

3.8.5 A majority of the members of the Board of Directors shall be required to transact the business of the Board of Directors.

3.8.6 The Third Party Administrator shall have the general supervisory control over the day to day decisions and administrative activities of the Association. Activities shall include but not be limited to: (1) negotiations and placement for insurance coverage contracts, (2) disbursement of billings to individual Members and Associates for their proportionate charges, (3) payment and management of claims

sustained by Members or Associates of the Association and liaison with representatives acting on behalf of participating Members or Associates.

- 3.8.7 Administrative costs and charges to be paid to the Third Party Administrator shall be negotiated between the Board of Directors and the Administrator.
- 3.8.8 Pool funds shall be administered by the Association Administrator under the control and supervision of the Board of Directors. The Administrator will be authorized to disburse funds for the processing of covered claims and administrative costs. All parties having check writing authority on Association funds shall be bonded to the Association in an amount established by the Board of Directors.
- 3.8.9 The Board of Directors will provide for an audit of the accounts and records of the Association. When such an audit of the accounts and records is made by the Washington State Auditor's office, a report thereof shall be filed as a record with the office of the Administrator. Such reports shall be conducted and filed as required by law. Costs of this audit shall be borne by the Association and shall be considered as administrative costs.
- 3.8.10 Pursuant to the laws and regulations of the State of Washington, the Association elects to invest its assets in permissible investments in a manner which is permitted by law, such manner of investment to be selected from time to time by resolution of the Board of Directors.
- 3.8.11 The Board of Directors shall establish an annual budget for the Association. The Administrator shall submit a proposed budget for the following fiscal year 60 days prior to the end of each fiscal year to the Board of Directors. Fiscal years for the Association shall be from December 1 through November 30 of the next calendar year. The Board of Directors shall determine the estimated expenses and costs to be incurred by the Association for the next fiscal year and shall adopt a budget derived from the Administrator's proposed budget. The budget shall be in a form to provide the following information for the Association as a whole:
(1) beginning

and ending unreserved fund balance, (2) anticipated revenues in detail, and (3) appropriations in detail. The Board of Directors shall apportion that budget cost among the Members and Associates. All payments due to the Association from Members or Associates upon the basis of each budgeted assessment shall be paid as invoiced for the fiscal year for which the assessment is made.

3.8.12 The first budget and premium assessments shall be proposed by the Administrator and approved by the Board of Directors not later than 30 days after the effective date of this Agreement.

3.8.13 Any vacancies on the Board of Directors that occur during a term of office shall be filled by an election of the Board of Directors by a simple majority vote. Any replacement shall fill out the unexpired term of the committee member replaced.

3.9 *Service Representative Relationship.*

3.9.1 Each participating Member or Associate of the Association shall designate a servicing representative to act on their behalf in liaison with the needs of the Association Administrator. Should a participating Member choose not to designate a local servicing representative, the Association shall supply such services in accordance with a fee schedule adopted annually by the Board of Directors. Service representatives' minimum duties and criteria will be established by resolution of the Board of Directors and reviewed annually. Duties will include, but are not limited to the providing of local claims assistance, the securing of underwriting information, completion of applications, updating of vehicle lists and information and such other functions as the Board of Directors may from time to time establish by resolution.

3.9.2 Any fees to be paid the servicing representative by each Member or Associate will be established and paid by the Member or Associate.

3.9.3 Each Member and Associate agrees to indemnify and hold the Association, its Administrator, employees and agents, harmless from and indemnify them against any claims, complaints, causes

of action or judgments arising from any allegation of a failure of the performance or negligence on the part of the Member's or Associate's servicing representative including a failure to communicate to or forward communications from the Association, the Association's Administrator or any Association insurer. The employment of a servicing representative and the scope of the services performed by that representative is completely within the domain of the Member or Associate. A Member or Associate acts upon the advice and actions or inactions of its servicing representative at its sole risk.

3.10 *Effective Date of Pooled Insurance Purchasing Program.*

The Joint Insurance Purchasing Pool shall become effective on September 1, 1988 or upon execution of this Agreement by two or more Members, whichever occurs first.

3.11 *Contingent Liability and Retroactive Assessments.*

3.11.1 Pursuant to the provisions of Revised Code of Washington Section 48.62.060, each Regular Member shall be contingently liable for the liabilities of the Association in the event the assets or insurance of the Association are not sufficient to cover its liabilities. Any actual or projected deficits of the Association shall be financed through retroactive assessments levied against each Regular Member in accordance with the following cost allocation methodology.

3.11.2 In the event the Association's assets should be insufficient to cover liabilities, the Board of Directors shall direct the Administrator to reassess Regular Members an amount according to the following formula:

$$\begin{array}{l} \text{Member} \\ \text{Reassessment} \\ \text{Amount} \end{array} = \begin{array}{l} \text{(Liability Due and Not} \\ \text{Serviced By Current} \\ \text{Pool Assets) + (Required} \\ \text{Reserve Account)} \end{array} \times \begin{array}{l} \text{Member Contribution or} \\ \text{Assessments Since Inception} \\ \text{TOTAL OF ALL Assessments} \\ \text{or Contributions Since Inception} \end{array}$$

The reassessment will be implemented only after a review of the circumstances surrounding the deficiency by the Board of Directors and approved by the Board of Directors. Should any Member leave

the Association and subsequently a deficiency exist in the period that the entity was a Regular Member of the Association, the city or town in question shall be assessed the amount that the Association is held liable for the period in question.

3.12 *New Members.*

Members admitted as Regular Members of the Association after one year from the effective date of the Joint Insurance Purchasing Pool may be required to pay a reasonable share of the unreserved fund balance of the Association and the costs necessary to analyze their loss data and determine their premiums. Any costs to be paid by the Regular or Associate new Members shall be determined by the Board of Directors.

3.13 *Withdrawal.*

Any Member or Associate may withdraw only at the end of the Association's fiscal year (November 30) and only after it has given the Association written notice prior to December 1 of the preceding calendar year of its decision to withdraw from this Agreement.

3.14 *Cancellation.*

The Association shall have the right to cancel any Member's or Associate's participation in the Joint Insurance Purchasing Pool upon the affirmative vote of at least three-fourths of the whole Board of Directors at any regular or special meeting. Any Member or Associate so canceled shall be given 180 days' notice prior to the effective date of the cancellation.

3.15 *Effect of Withdrawal or Cancellation.*

Neither the withdrawal nor the cancellation of any Member or Associate shall cause the termination of this Agreement. No Member or Associate by withdrawing or having its membership canceled shall be entitled to payment or return of any assessment paid by the Member or Associate to the Association or any Association insurer, or to any distribution of the Association's assets. The withdrawal or cancellation of any Regular Member after the effective date of the Joint Insurance Purchasing Pool shall not terminate its responsibility to contribute its share of any

assessments or retroactive assessments established by the Association until all claims, losses, costs, and other unpaid liabilities relating to the Regular Member's period of membership have been resolved fully and a determination of the final amount of payment owed by the Regular Member or credit due the Regular Member for the period of its membership has been made by the Board of Directors. In making this determination, the Board of Directors shall use the cost allocation methodology or methodologies established by the budgets adopted pursuant to the requirement of Section 3.6.1 hereof. It is the intent of this Agreement that no assets of the Association shall be owned by Associate Members nor shall Associate Members be responsible for debts incurred by the Association other than insurance premiums, assessments and claim deductibles attributed to the Associate Member's membership.

3.16 *Termination and Distribution.*

3.16.1 *Termination.*

This Agreement may be terminated at any time by the written consent of three-fourths of the Members. However, this Agreement and the Association shall continue to exist for the purpose of paying all debts and liabilities, disposing of all claims, distributing net assets, and otherwise winding up and liquidating the affairs of the Association. The Board of Directors is vested with all powers of the Association during such winding up and liquidation, including the power to require Regular Members, including those Regular Members who withdrew prior to the termination date, to pay any retroactive assessments deemed necessary by the Board of Directors to fully resolve and dispose of all claims, losses and liabilities covered by this Agreement. The retroactive assessment shall be determined on the basis of the cost allocation methodology or methodologies established by the resolutions adopted pursuant to the requirements of Sections 3.6.1 and 3.11.2 hereof.

3.16.2 *Distribution.*

Upon termination of this Agreement and full satisfaction of all outstanding claims, losses, and liabilities of the Association, all assets of the Association shall be distributed among the Regular

Members who were Members of the Joint Insurance Purchasing Pool, on the date action to terminate this Agreement was taken, in proportion to the cash payments made by each Regular Member during the term of this Agreement. The Board of Directors shall determine such distribution within six months after the last pending claim or loss covered by this Agreement has been resolved fully.

3.17 *Notices.*

Notice to Members or Associates hereunder shall be sufficient if mailed to the office of the last official address of the respective Member.

3.18 *Amendment.*

This Agreement may be amended at any time by the approval of three-fourths of the Members present or voting at any meeting of the Members. All amendments shall be in writing. Amendments may be proposed by the Board of Directors. Any proposed amendment to this agreement adopted by three-fourths of the whole Board of Directors shall be deemed adopted subject to review by the Members. If four-tenths of the Members present or voting at any meeting of the Members (called in accordance with Article 3 of the By-Laws) vote to repeal any amendment adopted by three-fourths of the whole Board of Directors, that amendment is deemed repealed.

3.19 *Enforcement.*

The Association is hereby granted the authority to enforce the terms of this Agreement. In the event action is instituted to enforce any term of this Agreement or any term of the By-Laws against any Member or Associate or previous Member or Associate, the Member or Associate or previous Member or Associate agrees to pay such sums as the court may fix as reasonable attorneys' fees and costs in said action including fees and costs on appeal.

3.20 *Default and Remedies.*

If any Member or Associate fails to perform any term or condition of this Agreement and such failure continues for a period of sixty days after the Association has given the Member or Associate written notice of such

failure, the Member or Associate shall be in default hereunder. Upon default, the Association may immediately cancel the Member's or Associate's membership effective immediately without further notice, or exercise any remedies herein provided or otherwise provided by law. The rights and remedies of the Association are cumulative in nature and pursuit of any particular remedy shall not be deemed an election of remedies or a waiver of any other remedies available hereunder or otherwise available by law.

3.21 *No Waivers.*

No waiver or forbearance of a breach of any covenant, term, or condition of this Agreement shall be construed to be a waiver or forbearance of any other or subsequent breach of the same or of any other covenant, term or condition, and the acceptance of any performance hereunder, or the payment of any sum of money after the same has become due or at a time when any other default exists hereunder, shall not constitute waiver of the right to demand payment of all other sums owing or a waiver of any other default then or thereafter existing.

3.22 *Prohibition Against Assignment.*

No Member or Associate may assign any right, claim or interest it may have under this Agreement, except to a successor entity following a statutory reorganization. Should any Member or Associate reorganize in accordance with the statutes of the State of Washington, the successor in interest, or successors in interest, may be substituted as a Member or Associate or Members or Associates upon approval of the Board of Directors. No creditor, assignee or third party beneficiary of any Member or Associate shall have any right, claim or title to any part, share, interest, fund premium or asset of the Association.

3.23 *Entire Agreement.*

This Agreement contains the entire understanding of the parties, and they acknowledge that there is no other written or oral understanding or promise between them with respect to the matters addressed by this Agreement. This Agreement may not be altered, amended, or revoked except pursuant to the provision of Section 3.18.

3.24 *Severability.*

If any term or provision of this Agreement shall to any extent be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision in this Agreement shall be valid and be enforceable to the fullest extent permitted by law.

3.25 *Time.*

Time is of the essence of this Agreement and each and every provision hereof.

3.26 *Section Headings.*

The section headings in this Agreement are inserted for convenience only and are not intended to be used in the interpretation of the contents of the sections they introduce.

3.27 *Governing Law.*

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

3.28 *Counterpart Copies.*

This Agreement may be signed in counterpart or duplicate copies, and any signed counterpart or duplicate copy shall be equivalent to a signed original for all purposes.

4. Execution.

The parties have executed this Agreement by authorized officials thereof.

Name of City or Town or Public Entity

Mailing Address

Street Address (if different from above)

City

Zip

Phone

By _____
Signature of Authorized Official

(Print or Type Name)

Title

Date

EXHIBIT A List

of Members



All Members 2013-2014

City Members

1. Town of Albion
2. City of Asotin
3. City of Bingen
4. City of Black Diamond
5. City of Blaine
6. City of Buckley
7. City of Colfax
8. City of College Place
9. Town of Colton
10. City of Colville
11. City of Connell
12. City of Cosmopolis
13. Town of Coulee Dam
14. Town of Creston
15. City of Davenport
16. City of Dayton
17. City of Duvall
18. City of East Wenatchee
19. Town of Electric City
20. Town of Elmer City
21. Town of Endicott
22. City of Entiat
23. City of Ephrata
24. City of Everson
25. City of Fircrest
26. City of Grand Coulee
27. City of Granite Falls
28. Town of Hartline
29. City of Ilwaco
30. Town of Lone
31. City of Kahlotus
32. City of Kittitas
33. Town of Krupp
34. Town of LaCrosse
35. City of Liberty Lake
36. Town of Lind
37. Town of Lyman
38. City of Lynden
39. City of Lynnwood
40. Town of Malden
41. Town of Mansfield
42. Town of Marcus
43. City of Mattawa
44. Town of Metaline Falls
45. City of Moxee
46. City of Napavine
47. Town of Nespelern
48. City of Newport
49. City of Nooksack
50. City of Oakville
51. City of Okanogan
52. City of Omak
53. City of Oroville
54. City of Palouse
55. City of Prosser
56. City of Quincy
57. Town of Reardan
58. City of Republic
59. City of Ritzville
60. Town of Riverside
61. City of Rock Island
62. City of Royal City
63. City of Sedro-Woolley
64. City of Selah
65. City of South Bend
66. Town of South Cle Elum
67. City of Sprague
68. Town of Starbuck
69. Town of St. John
70. City of Stevenson
71. City of Sultan
72. City of Sumas
73. City of Tonasket
74. Town of Uniontown
75. City of Waitsburg
76. Town of Washtucna

Administered by





Cities Insurance Association of Washington

All Members 2013-2014

77. Town of Waterville
78. City of White Salmon
79. Town of Wilbur
80. Town of Wilkeson
81. City of Woodland
82. City of Yakima

Special District Members

1. Alpine Water District
2. Asotin County Cemetery District #1
3. Basin City Water-Sewer District
4. Belfair Water District #1
5. Bellingham Public Development Authority
6. Bellingham-Whatcom Public Facilities District
7. Bridgeport Bar Irrigation District
8. Columbia Valley Water District
9. Columbia Water & Power Irrigation District
10. Consolidated Diking Improvement District #1
11. Consolidated Diking Improvement District #2
12. Consolidated Diking Improvement District #3
13. Consolidated Irrigation District
14. Dallesport Water District
15. Diking Improvement District #15
16. Douglas County Sewer District #1
17. Drainage Improvement District #1
18. East Spokane Water District 1-109
19. Elbe Water & Sewer District
20. Elochoman Valley Partners LLC
21. Endicott Park and Recreation District #7
22. Franklin County Irrigation District #1
23. Gardena Farms Irrigation District #13
24. Garfield Parks & Recreation
25. Garfield Public Development Authority
26. Glacier Water District #14
27. Grant County Cemetery District #1
28. Irvin Water District #6
29. Jefferson County Rural Library District
30. Kennewick Irrigation District
31. Kennewick Public Facilities District
32. King County Drainage District #13
33. Kittitas County Water District #2
34. Kittitas Reclamation District
35. Lake Wenatchee Water District
36. Lakehaven Utility District
37. Lenora Water & Sewer District
38. Lewis County Water & Sewer District #5
39. Lexington Flood Control Zone
40. Lind Cemetery District
41. Lopez Island Solid Waste Disposal District
42. Lower Stemilt Irrigation District
43. Lynden Transportation District
44. Lynnwood Transportation Benefit District
45. Malaga Water District
46. Moab Irrigation District
47. Moses Lake Irrigation & Rehabilitation District
48. Naches-Selah Irrigation District
49. North Spokane Irrigation District 8-232
50. Orchard Ave. Irrigation District 6-179
51. Pasadena Park Irrigation District 17-117
52. Peshastin Water District
53. Pierce County Flood Control District
54. Pierce County Noxious Weed Control Board
55. Point Roberts Parks & Recreation #1
56. Port of Kennewick
57. Port of Quincy
58. Prosser Transportation Benefit District
59. Ritzville Public Development Authority
60. Rosalia Park & Recreation District #5
61. Roza Irrigation District
62. Skagit County Dike Drainage & Irrigation Dist #12
63. Skagit County Drainage District #14
64. Skagit County Drainage District #16
65. Skagit County Sewer District #2
66. South Banks Lake Mosquito Control Dist #3
67. Spokane Aquifer Joint Board
68. Spokane County Water District #3
69. Startup Water District
70. Sunnyside Valley Irrigation District

Administered by





Cities Insurance Association of Washington

All Members 2013-2014

71. Timberland Regional Library
72. Trentwood Irrigation District #3
73. Uniontown Community Development Association
74. Washington State School Directors Association
75. Whitman County Public Hospital District #2
76. Whitman County Water Conservancy Board
77. Yakima County Joint Board of Control #1
78. Yakima Tieton Irrigation District

Fire District Members

1. Adams County FPD # 1
2. Adams County FPD # 2
3. Aero-Skagit Emergency Services
4. Bainbridge Island Fire Department
5. Blue Mountain Fire District # 1
6. Central Kitsap Fire & Rescue
7. Central Valley Ambulance Authority
8. Chelan County FPD #1
9. Chelan County FPD #3
10. Chelan County FPD #4
11. Clallam County FPD #6
12. Columbia County FPD #1
13. Douglas County FPD #2
14. Douglas County FPD #5
15. Ferry/Okanogan Fire District #13
16. Ferry/Okanogan County FPD #14
17. Franklin County FD #1
18. Franklin County FPD #4
19. Glacier Fire & Rescue
20. Grant County FPD #3
21. Grant County FPD #4
22. Grant County FPD #13
23. Grant County FPD #14
24. Grays Harbor County FPD #1
25. Grays Harbor County FPD #2
26. Grays Harbor County FPD #5
27. Grays Harbor County FPD #11
28. Joint County FPD #2
29. Joint Management Group (Kitsap County)
30. Kent Regional Fire District
31. King County FD #4 DBA Shoreline Fire Department
32. King County FPD #28 & Special Rescue
33. King County FPD #34
34. King County FPD #50
35. Kittitas County FPD #6
36. Klickitat County FPD #10
37. Lincoln County Emergency Communications
38. Lincoln County FPD #1
39. Lincoln County FPD #5 & Davenport FPD
40. Lincoln County FPD #7
41. North Pacific County EMS
42. Okanogan County FPD #1
43. Okanogan County FPD #4
44. Okanogan County FPD #9
45. Okanogan County FPD #16
46. Oroville Rural EMS District
47. Pacific County FPD #8
48. Pend Oreille County FPD # 5
49. Pierce County FPD #26
50. Poulsbo Fire Department
51. Region 6 Training Council
52. Riverside Fire & Rescue
53. San Juan County FPD #5
54. Skagit County FPD #10
55. Skagit County Fire District #19
56. Skagit County EMS Commission
57. Snohomish County FPD #5
58. Snohomish County FPD #10
59. South Kitsap Fire & Rescue
60. Stevens County FPD #3
61. Stevens County FPD #6
62. Stevens County FPD #7
63. Stevens County FPD #10
64. Thurston County FPD #16 DBA Gibson Valley Fire District
65. Waitsburg Ambulance Service
66. West Thurston Regional Fire Authority
67. Whatcom County FPD #1

Administered by





All Members 2013-2014

- 68. Whatcom County FPD #5
- 69. Whatcom County FPD #14
- 70. Whitman County FPD #1
- 71. Whitman County FPD #2
- 72. Whitman County FPD #3
- 73. Whitman County FPD #4 & City of Palouse FD
- 74. Whitman County FPD #6
- 75. Whitman County FPD #8

BY-LAWS
OF
CITIES INSURANCE ASSOCIATION OF WASHINGTON

ARTICLE 1
Offices

The principal office of the corporation shall be located within the State of Washington at the offices of the Third Party Administrator. The corporation may have such other offices, either within or without the State of Washington, as the Board of Directors may determine or as the affairs of the corporation may require from time to time.

The corporation shall have and continuously maintain in the State of Washington a registered office, and a registered agent whose office is identical with such registered office, as required by the Washington Non-Profit Corporation Act, Chapter 24.03 Revised Code of Washington. The registered office may be, but need not be, identical with the principal office of the corporation, and the address of the registered office may be changed from time to time by the Board of Directors.

ARTICLE 2
Members

Section 2.1. Classes of Members and Qualifications for Membership. The corporation shall have two classes of Members, Regular and Associate. Eligibility for Regular Membership in the corporation shall be limited to cities and towns organized and existing pursuant to Title 35 or 35A Revised Code of Washington. Cities and towns wishing to become Members of the corporation shall submit an application to the corporation on a form prescribed by the corporation. Cities and towns elected to membership pursuant to Section 3 below shall be required to become a signatory to the Interlocal agreement creating the Cities Insurance Association of Washington (the "Agreement") before such membership shall become effective.

Eligibility for Associate membership shall be limited to districts and municipal corporations as defined by 48.62.021(1) which meet the underwriting and classification criteria established by the Board of Directors. Each Associate Member must become a signature of the Associate Membership Agreement by a Resolution adopted by the entity's Board or Commission.

Section 2.2. Member Representative. Each Regular Member shall appoint one representative who shall be authorized to exercise the Member's voting rights in the corporation, if any, and to act on behalf of the Member with respect to all matters pertaining to the corporation. The name of the person appointed as a Member's representative shall be submitted in writing to the corporation. A change in a Member's appointed representative shall not become effective until the corporation has received written notice of such change. Each Member may also select an alternate Member representative to serve and act in the absence of the Member's representative.

Section 2.3. Selection of Additional Members. Additional Regular Members shall be approved by the Board of Directors. An affirmative majority vote of the Board of Directors members present shall be required for selection. Associate Members shall be approved by the Director or Third Party Administrator subject to the criteria established by the Board of Directors.

Section 2.4. Voting Rights and Procedures. Each Regular Member shall be entitled to one vote on each matter submitted to a vote of the Regular Members unless a record date for voting purposes is fixed by the Board of Directors. Members that are Regular Members on the day of the meeting of the membership shall be entitled to vote at such meeting. Elections and other matters submitted to the vote of Regular Members may, at the discretion of the Chair of the corporation, be conducted by mail ballot. Each Regular Member shall be entitled to one vote on each matter submitted to a vote of the Regular Members.

Section 2.5. Cancellation of Membership. The membership of any Member or Associate of the corporation may be canceled pursuant to the provisions of Section 3.14 of the Agreement.

Section 2.6. Resignation. Any Member or Associate may resign from the corporation pursuant to the procedures and limitations specified in Sections 3.13 and 3.15 of the Agreement.

Section 2.7. Transfer of Membership. Membership in this corporation is not transferable or assignable.

ARTICLE 3
Meetings of Members

Section 3.1. Annual Meeting. At the discretion of the Board Of Directors an annual meeting of the Regular Members shall be held on the last Friday in the month of August in each year, if needed, with a date designated in writing by the Chair of the Board of Directors thirty days before the meeting, at such time and place designated in writing by the Chair, for the purpose of transacting such business as may come before the meeting. .

Section 3.2. Special Meetings. Special meetings of the Members or Associates may be called by the Board of Directors. The Board of Directors or not less than one-fourth of the Regular Members having voting rights.

Section 3.3. Place of Meeting. The The Board of Directors may designate any place, either within or without the State of Washington, as the place of meeting for any annual meeting or for any special meeting called by the Board of Directors. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be the office of the Third Party Administrator in the State of Washington. If all of the Members shall meet at any time and place, either within or without the State of Washington, and consent to the holding of a meeting, such meeting shall be valid without call or notice and any corporate action may be taken at such meeting. Members of the corporation may participate in a meeting of Members by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.

Section 3.4. Notice of Meetings. Written notice stating the place, day and hour of any meeting of Members shall be delivered, either personally or by mail, to each Member entitled to vote at such meeting, not less than ten nor more than fifty days before the date of such meeting, by or at the direction of the Chair of the Board of Directors, or the Third Party Administrator or persons calling the meeting. In case of a special meeting or when required by statute or by these By-Laws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the Member at the address of its representative as it appears on the records of the corporation, with postage thereon prepaid.

Section 3.5. Actions by Members Without a Meeting. Any action required by law to be taken at a meeting of the Members, or any action which may be taken at a meeting of Members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Members entitled to vote with respect to the subject matter thereof.

Section 3.6. Quorum. The Members holding ten percent of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of Members, a majority of the Members present may adjourn the meeting from time to time without further notice.

Section 3.7. Manner of Acting. A majority of the votes entitled to be cast on a matter to be voted upon by the Members present at a meeting at which a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or by these By-Laws.

Section 3.8. Rule of Procedure for Meetings. All meetings of the membership shall be conducted in accordance with Roberts' Rules of Order, except where such rules are in conflict with applicable law, the Agreement, or these By-Laws.

ARTICLE 4 The Board of Directors

Section 4.1. General Powers. The affairs of the corporation shall be managed by its Board of Directors

Section 4.2. Tenure and Qualifications. The Board of Directors shall be comprised of ten representatives of Regular Members of the corporation elected for three year terms as provided in the Agreement.

Section 4.3. Voluntary Resignation. The Board of Directors member who is absent from three consecutive Board of Directors meetings or one-half of the Board of Directors meetings during the year without acceptable excuse shall be deemed to have voluntarily resigned from the Board of Directors. At any meeting of the Board of Director sat which there are absences, the Board of Directors shall determine if they are excused.

Section 4.4. Regular Meetings. A regular annual meeting of the Board of Directors shall be held without other notice than this by-law, in conjunction with, and at the same place as, the annual meeting of Members. The Board of Directors may provide by resolution the time and place, either within or without the State of Washington, for the holding of additional regular meetings of the Board of Directors, or of regular meetings of any committee of the Board of Directors, without notice other than such resolution.

Section 4.5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chair or any three Board of Directors members. Special meetings of any committee of the Board of Directors may be called by or at the request of the Chair of the Board of Directors or Chairman of the committee or any two members of the committee. The person or persons authorized to call special meetings of the Board of Directors or of any committee of the Board of Directors may fix any place, either within or without the State of Washington, as the place for holding any special meeting of the Board of Directors or committee called by them.

Section 4.6. Notice. Notice of any special meeting of the Board of Directors or any committee of the Board of Directors shall be given at least two days prior to the meeting by written notice delivered personally or sent by mail, facsimile transmission or telegram to each committee member at the member's address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. If notice be given by facsimile transmission, such notice shall be deemed to be delivered 24 hours after the transmission so long as no error was received during the transmission. Any committee member may waive notice of any meeting. The attendance of a committee member at any meeting shall constitute a waiver of notice of such meeting, except where a committee member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors or any committee of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these By-Laws. Members of the Board of Directors or any committee of the Board of Directors may participate in a meeting of such committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.

Section 4.7. Quorum. A majority of the Board of Directors shall constitute a quorum for the transacting of any business of the Board of Directors. However, if less than a majority of the Board of Directors members are present at said meeting, a majority of the Board of Directors members present may adjourn the meeting from time to time without further notice.

Section 4.8. Manner of Acting. The act of a majority of the Board of Directors members, or a majority of the members of any committee of the Board of Directors, present at a meeting at which a quorum is present shall be the act of the Board of Directors or its committee, unless the act of a greater number is required by law or by these By-Laws.

Section 4.9. Rule of Procedures for Meetings. All meetings of the Board of Directors or a committee of the Board of Directors shall be conducted in accordance with Roberts' Rules of Order, except where such rules are in conflict with applicable law, and Agreement, or these By-Laws.

Section 4.10. Compensation. The Board of Directors members or its committee members as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board of Directors or any of its committees.

Section 4.11. Action by The Board of Directors Members Without a Meeting. Any action required by law to be taken at a meeting of the Board of Directors or any of its committees, or any action which may be taken at a meeting of the Board of Directors or any of its committees, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Board of Directors members or committee members.

ARTICLE 5
Officers

Section 5.1. Officers. The officers of the corporation shall be a Chair, a Vice Chair, a Fiscal Officer and such other officers as may be elected in accordance with the provisions of this article. The Board of Directors may elect or appoint such other officers, as it shall deem desirable, such officers to have the authority to perform the duties prescribed, from time to time, by the Board of Directors . No two or more offices may be held by the same person.

Section 5.2. Election and Term of Office. The officers of the corporation shall be elected every year by the Board of Directors from among its Regular members prior to the beginning of the fiscal year. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as convenient. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until a successor shall have been duly elected and qualified.

Section 5.3. Removal. Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the corporation would be served thereby.

Section 5.4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5.5. Chair. The Chair of the Board of Directors shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. He or she shall preside at all meetings of the Members and the Board of Directors. He or she may sign, with any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases when the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws or by statute to some other officer or agent of the corporation; and in general he or she shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Board of Directors from time to time.

Section 5.6. Vice Chair. In the absence of the Chair or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned to him or her by the Chair or by the Board of Directors.

Section 5.7. Fiscal Officer. The Fiscal Officer shall be responsible to act with the Third Party Administrator as directed by the Board of Directors to carry out The Board of Directors fiscal policies and procedures.

Section 5.8. Third Party Administrator. The Third Party Administrator shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article 7 of these By-Laws; and in general perform such other duties as from time to time may be assigned to him by the Chair or by the Board of Directors. The Third Party Administrator shall keep the minutes of the meetings of the Members, the Board of Directors, and any committees of the Board of Directors, in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these By-Laws; keep a register of the post office address of each Member and each representative of each Member which shall be furnished to the Third Party Administrator by each Member. The Third Party Administrator shall be bonded in an amount determined by the Board of Directors.

ARTICLE 6 Committees

Section 6.1. Committees of the Board of Directors. The Board of Directors may designate and appoint one or more committees, each of which shall consist of two or more The Board of Directors members, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the corporation, except that no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the By-Laws; electing, appointing or removing any member of any such committee; amending the articles of incorporation; restating articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefor; adopting a plan for the distribution of the assets of the corporation;

or amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee or doing any act in conflict with the duties of the Board of Directors as set forth in the Agreement. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual The Board of Directors member, of any responsibility imposed upon it or him or her by law.

Section 6.2. Other Committees. Other Committees not having and exercising the authority of the Board of Directors in the management of the corporation may be appointed in such manner as may be designated by a resolution adopted by a majority of the Board of Directors members present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be representatives of Members of the corporation, and the Chair of the corporation shall appoint the members thereof. Any member thereof may be removed by the

person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

Section 6.3. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the Members of the corporation and until a successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 6.4. Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 6.5. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

ARTICLE 7 Administrator

Section 7.1. Appointment and Removal. The Board of Directors shall appoint and employ a Third Party Administrator of the corporation (the "Administrator"), who shall be appointed and removable by the Board of Directors pursuant to whatever employment arrangement the Board of Directors shall have agreed to with the Administrator in writing.

Section 7.2. Powers and Duties. The Administrator shall be the chief administrator of the corporation and shall have control of the administrative functions of the corporation. He or she shall carry out the orders of the Board of

Directors and shall be responsible to the Board of Directors for the efficient administration of the affairs of the corporation. The Administrator shall keep the Board of Directors fully advised of the financial condition and needs of the corporation.

Section 7.3. Compensation. The Administrator shall receive such compensation as the Board of Directors shall fix by contract or resolution.

ARTICLE 8 Indemnification

The Board of Directors Members of the corporation; its directors, officers, employees and the Administrator, its agents, directors, officers and employees shall:

1. Use reasonable and ordinary care in the exercise of their duties as relates to the corporation;
2. Be afforded all of the privileges and immunities that attach generally to governmental officers;
3. Not be liable for, and be held harmless and defended by the corporation, for any act of negligence, any mistake of judgment or any other action, made, taken or omitted in good faith and on behalf of the corporation;
4. Not be liable for any loss incurred through investment of funds or failure to invest such funds so long as they are invested according to the direction of the Board of Directors.

The corporation may purchase, subject to availability and cost, insurance providing coverage for The Board of Directors members and the Administrator.

The corporation shall indemnify every person who was or is a party or is or was threatened to be made a party to any action, suit, or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a member of the Board of Directors, any other committee of the corporation, employee, or agent of the corporation, or the Administrator, its agents, directors, officers or employees in the furtherance of corporation business, or is or was serving at the request of the corporation as a member, director, officer, employee, agent, or trustee of another corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise, against expenses (including counsel fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action,

suit or proceeding, to the full extent permitted by applicable law. Such indemnification may, in the discretion of the Board of Directors, include advances of his or her expenses in advance of final disposition of such action, suit or proceeding, subject to the provisions of any applicable statute. This indemnification provided in this Article shall not extend to suits, claims, actions, administrative procedures or investigations brought by or at

the request of the corporation. No indemnification shall extend to any person named above in any litigation, administrative proceeding or process of any type where the corporation and the individual are opposing each other.

ARTICLE 9 Coverage Determinations and Appeal Rights

Section 9.1. Coverage Determinations. All coverage's are limited to those coverage's provided through the corporation as identified in Section 3.4.3 of the Agreement. The Administrator, acting on behalf of the corporation, shall make all initial coverage determinations as respects the corporation's self retention or deductible under the jointly purchased policy or policies of insurance. Such determinations shall be made according to the procedures set forth in this Article and subject to the right of appeal set forth in Section 9.2. Such determination shall be made after appropriate consultation with the corporation's insurance carrier.

- (a) Upon receiving notice of a claim or a Summons and Complaint against a Member and/or persons requesting coverage (the "Covered Party"), the Administrator shall, within forty-five (45) days or such other reasonable time as agreed after receipt of said notice, make an initial coverage determination.
- (b) Upon making a coverage determination, the Administrator shall notify the Covered Party of the determination in writing. If the claim or complaint may exceed the corporation's self retention or deductible, the Administrator shall inform the Member or Covered Party of that determination.
- (c) The written coverage determination shall address the following issues:
 - (1) Whether the corporation will provide the Covered Party legal counsel for defense of the Summons and Complaint.

- (2) Whether the corporation is reserving any rights to make subsequent coverage determinations.
 - (3) Whether the corporation is denying coverage for the claims made in the claim or Summons and Complaint under review. In the event that coverage is denied, the Administrator shall inform the Covered Party in writing of the appeal process contained in Section 2 of this Article.
- (d) In the event that the Administrator determines that the Association should (1) reserve its rights to make subsequent coverage determination, or (2) determines that coverage should be denied, then the written notice shall also state the reasons for any such reservation or denial.
- (e) In the event that a final coverage determination cannot be made by the Administrator until after the facts of the claim or Complaint are determined in a legal proceeding, the Administrator shall make a final coverage determination within sixty (60) days or such reasonable time as agreed after the final disposition of the legal proceeding is provided to the Administrator. The determination shall be provided in writing to the Covered Party and shall contain the information required by Sections 9.1(c) and 9.1(d).
- (f) All written determinations by the Administrator shall be deemed final and binding upon all parties unless the Covered Party files a timely notice of appeal with the Board of Directors in the manner specified in Section 9.2. The determination of the Administrator is only binding upon the corporation and relates only to the self retention or deductible in place at that time under the policy of insurance which insures the Association. The determination of the Administrator is not binding upon the carrier who insures the Association. Covered Parties are required to resolve coverage disputes with the insurance carrier pursuant to the terms of the policy issued by that carrier.

If a claim or Complaint is of such an amount or magnitude that in the opinion of the Administrator that claim or Complaint may exceed the amount of the self retention or deductible in terms of exposure and/or costs of defense, then the Administrator shall not be entitled to make a determination of coverage. In those instances, all determinations of coverage shall be made in accordance with the terms of the insurance policy issued by the Association's carrier.

The Covered Party shall deal with that carrier through the Administrator's office unless otherwise instructed by the Administrator. The provisions of this Article shall not apply in those instances where the claim or Complaint is of such an amount or magnitude that in the opinion of the Administrator that claim or Complaint may exceed the amount of the self retention or deductible in terms of exposure and/or costs of defense.

In those instances if a Covered Party or Member has requested a coverage determination, the Administrator shall notify the Covered Party or Member in writing that the Administrator has determined he or she may not issue a determination of coverage and refer the requesting party to the terms of the policy of insurance for resolution of coverage issues.

- (g) The Administrator shall not be obligated to make any coverage determinations until a claim or a Summons and Complaint has been served upon the Covered Party and until the Administrator has received notice thereof. However, the Administrator shall issue tentative written coverage determinations before a Summons and Complaint has been filed upon the written request of the Covered Party. If the Administrator makes a tentative coverage determination, he or she shall remain obligated to provide a subsequent final written coverage determination after a Summons and Complaint has been served and the Administrator has received notice thereof, as provided in Sections 9.1(a), (b), (c), (d), (e) and (f).

Section 9.2. Appeal. Any written determination made by the Administrator pursuant to Section 9.1(c) and (d) denying coverage to a Covered Party shall be final, as provided in Section 9.1(f), unless the procedures for appeal, provided hereafter, are followed by the Covered Party. The following appeal procedures shall apply in those cases where the Administrator has not determined the claim or Complaint is of such an amount or magnitude that in the opinion of the Administrator that claim or Complaint may exceed the amount of the self retention or deductible in terms of exposure and/or costs of defense. There is no appeal from a determination of the Administrator that the claim or Complaint is of such an amount or magnitude that the claim or Complaint may exceed the amount of the self retention or deductible in terms of exposure and/or costs of defense.

- (a) Any Covered Party aggrieved by the Administrator's written coverage determination may appeal the decision to the Board of Directors. The appeal must be initiated by the Covered Party within thirty (30) days following receipt of the Administrator's written determination.

If an appeal is not initiated within thirty (30) days, as provided herein, the Covered Party shall be deemed to have waived any further right to appeal the decision of the Administrator.

- (b) An appeal is deemed initiated for purposes of this Article when the Covered Party, or his, her, or its legal representative, serves a written Notice of Appeal upon the Administrator or upon the Chair of the corporation. The written Notice of Appeal shall include the following information:
 - (1) The name of the Covered Party initiating the appeal.
 - (2) A brief statement identifying the subject of and basis for the appeal. A copy of the Administrator's written determination should be attached to the Notice of Appeal.
 - (3) The signature of the Covered Party initiating the appeal or the signature of the Covered Party's legal representative.
- (c) Within thirty (30) days, or such time as is agreed, after an appeal has been initiated, a meeting of the Board of Directors shall be convened by the Chairman of the Board of Directors to hear the appeal. Notice of the date set for hearing of the appeal by the Board of Directors shall be sent to the Covered Party not later than fifteen (15) days prior to the date set for the hearing. The Chair of the Board of Directors shall have the authority to set hearing dates for the appeal and to grant continuances where good cause is shown.
- (d) The hearing by the Board of Directors may occur when a quorum of the Committee, pursuant to Section 4.6, is present. Voting by the Board of Directors and the procedures for the meeting of the Board of Directors on the appeal hearing shall be as provided in Sections 4.6 and 4.7. However, members of the Board of Directors shall abstain from participating or voting in any appeals involving a Member with which they are affiliated.
- (e) The hearing of the Board of Directors on the appeal shall proceed as follows:
 - (1) The Chair of the Board of Directors shall administer the hearing and make all necessary procedural rulings during the hearing.
 - (2) The Covered Party or his, her, or its legal representative, if any, shall begin the proceeding with an explanation of the basis for the appeal.

The Covered Party shall present to the Board of Directors all evidence, testimony, argument and legal authority relevant to and in support of the appeal. Thereafter, the Administrator and/or corporation's legal representative may present all evidence, testimony, argument and legal authority relevant and in opposition to the Covered Party's position. Each side shall be provided an opportunity to present rebuttal evidence and argument.

- (3) Following the presentation of evidence, testimony, argument and legal authority, the Board of Directors may retire into executive session to discuss consideration of the appeal. Thereafter, the Board of Directors shall reconvene in public session to consider and vote on any motion made to decide the appeal. The Board of Directors

may vote to uphold the decision of the Administrator or to modify or reverse the decision of the Administrator. The decision of the Board of Directors shall be reduced to writing and signed by the Chairman of the Board of Directors and a copy thereof sent to the Covered Party within seven (7) days following the final decision of the Board of Directors.

- (4) The Chair may adjourn and reconvene any hearing on an appeal as may be necessary to preserve a fair hearing.
- (f) A final decision of the Board of Directors denying the Covered Party the full relief sought shall not preclude the appealing party from seeking judicial review of the Administrator's and/or the Board of Directors's coverage determination. However, no Covered Party may maintain any lawsuit or complaint against the corporation alleging any improper or incorrect coverage denial unless the Covered Party has first exhausted the appeal procedures provided herein. Exhaustion of these appeal procedures shall be a condition precedent to any subsequent legal action or suit by a Covered Party.

ARTICLE 10

Conflict of Interest and Appearance of Fairness Procedure

All Members of the corporation, the Board of Directors, and its committees, shall exercise every effort to avoid conflicts of interest, or the appearance thereof, in their actions relating to the corporation. Any person who has a personal interest in any matter before the Board of Directors or one of its committees which would tend to prejudice his or her action shall so indicate

publicly and may abstain from the deliberations and voting on such matter.

ARTICLE 11
Contracts, Checks, Deposits and Funds

Section 11.1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 11.2. Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Administrator and countersigned by the Board of Directors Chair, The Board of Directors Vice Chair or Fiscal Officer of the corporation.

Section 11.3. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select and as are allowed by the laws of the State of Washington.

Section 11.4. Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation.

Section 11.5. L&I Retro. Pursuant to the authority granted the Association in the Agreement, the Board of Directors may elect to avail itself of the State of Washington, Department of Labor and Industries, Risk Management Services on behalf of those members of the Association electing to participate in programs offered by that agency. Association participation in such risk management services and programs may include participation in a group retrospective rating scheme as approved by the Board of Directors. Association participation in such risk management services or programs shall be on the basis that all Members are entitled to participate if they so elect. The election of any Member not to participate in such risk management services or programs shall not prohibit the expenditure of Association funds in connection with such services and programs as approved by the Board of Directors.

ARTICLE 12
Certificates of Membership

Section 12.1. Certificates of Membership. The Board of Directors may provide for the issuance of certificates evidencing membership in the corporation, which shall be in such form as may be determined by the Committee. Such certificates shall be signed by the Chair or Vice Chair and by the Administrator and shall be sealed with the seal of the corporation. All certificates evidencing membership shall be consecutively numbered. The name and address of each Member and the date of issuance of the certificate shall be entered on the records of the corporation. If any certificate shall become lost, mutilated or destroyed, a new certificate may be issued therefor upon such terms and conditions as the Board of Directors may determine.

Section 12.2. Issuance of Certificates. When a Member has been selected to membership and has paid any fee for the unencumbered fund balances and other charges that may then be required, a certificate of membership shall be issued in its name and delivered to it by the Administrator, if the Board of Directors shall have provided for the issuance of certificates of membership under the provisions of Section 12.1.

ARTICLE 13
Books and Records

The corporation shall keep complete books and records of account and shall also keep minutes of the proceedings of its Members and Board of Directors and shall keep at its registered or principal office a record giving the names and addresses of the Members entitled to vote. All books and records of the corporation may be inspected by any Member, or its attorney, for any proper purpose at any reasonable time.

ARTICLE 14
Fiscal Year

The fiscal year of the corporation shall be from December 1 through November 30 of the next calendar year, or as set by resolution of the Board of Directors.

ARTICLE 15
Seal

The seal of this corporation shall consist of the name of the corporation, the state of its incorporation, and the year of its incorporation.

ARTICLE 16
Waiver of Notice

Whenever any notice is required to be given under the provisions of the Washington Non-Profit Corporation Act or under the provisions of the articles of incorporation or the By-Laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE 17
Amendments to By-Laws

These By-Laws may be altered, amended or repealed and new By-laws may be adopted by a majority of the Board of Directors members present at any regular meeting or at any special meeting, if at least two days' written notice is given of intention to alter, amend, or repeal or to adopt new By-Laws at such meeting.

Adopted by the Board of Directors on July 15, 2003.

TABLE OF CONTENTS
 FOR
 BY-LAWS OF
 THE CITIES INSURANCE ASSOCIATION OF WASHINGTON

ARTICLE 1 Offices..... 1

ARTICLE 2 Members..... 1

Section 2.1 Classes of Members and Qualifications for Membership 1

Section 2.2 Member Representative 2

Section 2.3 Selection of Additional Members 2

Section 2.4 Voting Rights and Procedures 2

Section 2.5 Cancellation of Membership 2

Section 2.6 Resignation 2

Section 2.7 Transfer of Membership..... 2

ARTICLE 3 Meetings of Members 3

Section 3.1 Annual Meeting..... 3

Section 3.2 Special Meetings 3

Section 3.3 Place of Meeting 3

Section 3.4 Notice of Meetings..... 3

Section 3.5 Action by Members Without a Meeting 3

Section 3.6 Quorum 4

Section 3.7 Manner of Acting 4

Section 3.8 Rule of Procedure for Meetings 4

ARTICLE 4 The Board of Directors 4

Section 4.1 General Powers..... 4

Section 4.2 Tenure and Qualifications 4

Section 4.3 Voluntary Resignation..... 4

Section 4.4 Regular Meetings 4

Section 4.5 Special Meetings 5

Section 4.6 Notice 5

Section 4.7 Quorum 5

Section 4.8 Manner of Acting 6

Section 4.9 Rule of Procedures for Meetings 6

Section 4.10 Compensation 6

Section 4.11 Action by The Board of Directors Members Without a Meeting 6

ARTICLE 5 Officers	6
Section 5.1 Officers	6
Section 5.2 Election and Term of Office	6
Section 5.3 Removal	7
Section 5.4 Vacancies	7
Section 5.5 Chair	7
Section 5.6 Vice Chair	7
Section 5.7 Fiscal Officer	7
Section 5.8 Third Party Administrator	7
ARTICLE 6 Committees	8
Section 6.1 Committees of the The Board of Directors	8
Section 6.2 Other Committees	8
Section 6.3 Term of Office	9
Section 6.4 Chairman	9
Section 6.5 Vacancies	9
ARTICLE 7 Administrator	9
Section 7.1 Appointment and Removal	9
Section 7.2 Powers and Duties	9
Section 7.3 Compensation	9
ARTICLE 8 Indemnification	10
ARTICLE 9 Coverage Determinations and Appeal Rights	11
Section 9.1 Coverage Determinations	11
Section 9.2 Appeal	13
ARTICLE 10 Conflict of Interest and Appearance of Fairness Procedure	15
ARTICLE 11 Contracts, Checks, Deposits and Funds	15
Section 11.1 Contracts	15
Section 11.2 Checks, Drafts, etc.	15
Section 11.3 Deposits	16
Section 11.4 Gifts	16
Section 11.5 L&I Retro	16
ARTICLE 12 Certificates of Membership	16
Section 12.1 Certificates of Membership	16
Section 12.2 Issuance of Certificates	17
ARTICLE 13 Books and Records	17
ARTICLE 14 Fiscal Year	17
ARTICLE 15 Seal	17
ARTICLE 16 Waiver of Notice	17
ARTICLE 17 Amendments to By-Laws	18

BY-LAWS

OF

CITIES INSURANCE ASSOCIATION

OF WASHINGTON

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Approval of a Contract with the Wesley Group to provide professional labor negotiation services.		<u>Meeting Date:</u> August 12, 2014 Regular Meeting	
<u>Department:</u> Administration	<u>Director:</u> Paul Warden	<u>Contact Person:</u> Toni Yost	<u>Phone Number:</u> (509) 786-8215
<u>Cost of Proposal:</u> Monthly retainer of \$700.00 and \$80.00 per hour for advice in personnel and human resource matters.		<u>Account Number:</u> 001-519-519-90-41	
<u>Amount Budgeted:</u>		<u>Name and Fund#</u> General Fund - 001	
<u>Reviewed by Finance Department:</u> <i>R Mauras</i>			
<u>Attachments to Agenda Packet Item:</u> 1. Contract for Professional Services			
<u>Summary Statement:</u> The Wesley Group has provided the City of Prosser with labor negotiation services and human resources support for several years. This proposed contract maintains the service levels received in the past. This contract represents NO increase as compared the most recent service contract..			
<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> Approve contract with the Wesley Group to provide professional labor negotiation services and human resources support for the period of November 1, 2014 through October 31, 2015, and authorize the Mayor to sign the contract.			
<u>Reviewed by Department Director:</u> <i>Regina Mauras</i> Date: <i>8-8-2014</i>	<u>Reviewed by City Attorney:</u>  Date: <i>8/5/14</i>	<u>Approved by Mayor:</u>  Date: <i>8-8-14</i>	
<u>Today's Date:</u> August 5, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>	

THE WESLEY GROUP

LABOR RELATIONS

MANAGEMENT
CONSULTANTS

HUMAN RESOURCES

July 28, 2014

Paul Warden, Mayor/ City Administrator
City Of Prosser
601 7th Street
Prosser, WA 99350

Re: Contract for Professional Service

Dear Paul:

Enclosed please find two copies of our renewal contract for service. The contract renewal reflects no modifications except to the effective dates.

Our office, as well as myself, looks forward to working with you and the city staff during the upcoming year to successfully resolve any and all labor relations and human resource issues.

Please contact my office should you have any questions.

Sincerely,



Kevin Wesley
Labor Relations Consultant

**CITY OF PROSSER
AND
THE WESLEY GROUP**

CONTRACT FOR PROFESSIONAL SERVICES

This contract entered into between the City of Prosser, hereinafter called "City", and The Wesley Group, hereinafter called "Contractor", is effective as of November 1, 2014. For and in consideration of the mutual promises and covenants exchanged herein, the parties agree as follows:

ARTICLE I - SERVICES

The Contractor shall perform as principal spokesperson for the City of Prosser in bargaining all labor agreements with represented City units. Services shall include development of bargaining plans, drafting of proposals, advice and recommendations to City elected officials and administrative staff, and if at all possible, bring the negotiations to their conclusion resulting in working contracts between the City of Prosser and the interested bargaining units. The Contractor further agrees to represent the City on an as-needed basis in provided personnel/human resource management advice, contract interpretation, in grievances, and in hearings, if any, before the Public Employment Relations Commission.

ARTICLE II - AGENCY SUPPORT AND ASSISTANCE

The City shall support the bargaining effort by providing parameters; reasonable assistance in preparation for bargaining; financial and clerical support as is mutually determined to be necessary (on-site typing, copying, etc.).

ARTICLE III - CONSIDERATION

In consideration of the Contractor's performance hereunder, the City shall pay the Contractor a monthly retainer of \$700.00 for the above-specified services. The City shall further compensate the contractor at the rate of \$80.00 per hour for advice in personnel/human resource matters, disciplinary matters, grievances, preparation and formal conduct of the City's case in Grievance and Interest arbitration, preparation for and Hearings before the Public Employment Relations Commission. Telephone toll charges and clerical and copying costs shall be reimbursed at actual cost. Mileage to be reimbursed at 48.5 cents per mile. Meals and lodging incurred in the event of extended bargaining or consultation with City officials to be reimbursed at actual cost.

ARTICLE IV - HOLD HARMLESS

The Contractor shall hold and save the City, its officers, agents and employees harmless from liability of any kind, including costs and expenses for and on account of any or all suits, judgments, or damages of any character whatsoever, resulting from injuries or damages sustained by person or persons or property by virtue of performance of this contract.

ARTICLE V – INDEPENDENT CONTRACTER

The Contractor hereunder shall act in an independent capacity and not as an officer or employee or agent of the City in the performance of this contract.

ARTICLE VI – TERMINATION

This Agreement may be terminated prior to its normal expiration pursuant to the following provisions:

- a. Either party may terminate this Agreement in the event of the other party's material breach hereof; provided, however, that termination for breach shall not become effective unless and until the non-terminating party has been given written notice of such breach describing the nature of the breach with sufficient specificity to permit its cure, and such party shall have failed to have cured such breach to the reasonable satisfaction of the other within thirty (30) days following said notice.
- b. In the event a party files a voluntary petition in bankruptcy or makes an assignment for the benefit of creditors or otherwise seeks relief from creditors under any federal or state bankruptcy, insolvency, reorganization or moratorium statute, or is the subject of an involuntary petition in bankruptcy which is not dismissed with prejudice within sixty (60) days of its filing, the other party may terminate this Agreement immediately.

ARTICLE VII - TERM OF CONTRACT

This contract shall be effective for the period beginning with November 1, 2014 through October 31, 2015.

Contractor

City



Kevin Wesley, Consultant
The Wesley Group

City of Prosser

8-5/14

Date

Date

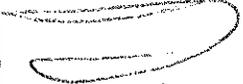
City Clerk

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Approve the Fire and Irrigation Reroute Easement between the City of Prosser and Ste. Michelle Wine Estates, Ltd., and authorize the Mayor to sign the document.		<u>Meeting Date:</u> August 12, 2014 Regular Meeting	
<u>Department:</u> Public Works	<u>Director:</u> L.J. Da Corsi	<u>Contact Person:</u> L.J. Da Corsi	<u>Phone Number:</u> (509) 786-2332
<u>Cost of Proposal:</u> N/A		<u>Account Number:</u>	
<u>Amount Budgeted:</u> N/A		<u>Name and Fund#</u>	
<u>Reviewed by Finance Department:</u> <i>Regina Mauro</i>			
<u>Attachments to Agenda Packet Item:</u> 1. Fire and Irrigation Reroute Easement document 2. Exhibit A - Legal description and plan			
<u>Summary Statement:</u> In preparation for the future improvements to Ste. Michelle Wine Estate, Ltd., 14 Hands facility, the existing water line for fire hydrants must be rerouted and a new easement established 8 feet each side of fire water pipelines, as shown on Exhibit A. In addition, the existing irrigation line must be rerouted and a new easement established 5 feet each side of irrigation pipeline, as shown on Exhibit A. This easement allows for unobstructed access to maintenance and repair these City-owned pipelines. The Grantor, Ste. Michelle, at their expense, shall keep the Easement Area in good order and repair, sufficient for the use as described, and except for damages caused by the Grantee, the City of Prosser.			
<u>Consistent with or Comparison to:</u> N/A			
<u>Recommended City Council Action/Suggested Motion:</u> Approve the Fire and Irrigation Reroute Easement between the City of Prosser and Ste. Michelle Wine Estates, Ltd., and authorize the Mayor to sign the document.			

<u>Reviewed by Department Director:</u>  Date: 8/8/14	<u>Reviewed by City Attorney:</u>  Date: 8/5/14	<u>Approved by Mayor:</u>  Date:
<u>Today's Date:</u> August 4, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

When recorded return to:

Document Title: Fire and Irrigation Easement
Grantor: Ste. Michelle Wine Estates, Ltd.
Grantee: City of Prosser
Abbrev. Legal: over ptn SE-NW-S6-T8N-R25E
Parcel Number(s): 1-0685-201-1782-002, 1-0685-200-0008-003
Related Docs: _____

Fire and Irrigation Reroute Easement

This Fire and Irrigation Reroute Easement, dated as of _____ is made by and between Ste. Michelle Wine Estates, Ltd., formerly known as Stimson Lane, Ltd. ("Grantor"), and City of Prosser ("Grantee").

RECITALS

A. Concurrently herewith, Grantee is approving tank constructions plans of Grantor.

EASEMENT

1. Reroute Easement. Rerouting water line for fire hydrants, and rerouting irrigation line, being 5 feet each side of irrigation pipeline, 8 feet each side of fire water pipelines per Meior, Inc. plan, as shown on Exhibit A, subject to an as-built pipeline location survey to be conducted upon the installation of the rerouted lines.

2. Maintenance and Repair. Grantor, at Grantor's expense, shall keep the Easement Area in good order and repair, sufficient for the use described herein; except for damages caused by grantee.

3. Covenant. This Easement shall be a covenant running with the land and shall bind the successors and assigns of Grantor and Grantee.

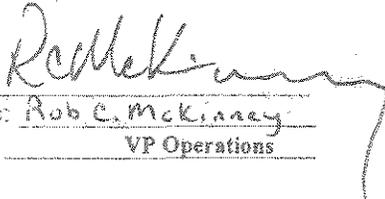
4. Enforcement. Either party hereto, or their successors or assigns, may enforce this Easement by appropriate action and the prevailing party in such action shall be entitled to recover from the other its reasonable costs and attorneys' fees, including its costs and fees on appeal.

5. Governing Law. This Assignment shall be construed and enforced in accordance with the laws of the State of Washington.

[Signatures on Next Page]

In Witness Whereof this Easement was executed as of the day and date first set forth above.

Grantor:
Ste. Michelle Wine Estates, Ltd.

By: 
Name: Rob C. McKinney
Title: VP Operations

Grantee:
City of Prosser

By: _____
Name: _____
Title: _____

State of Washington)
) ss.
County of Benton)

Before me, the undersigned authority, on this day personally appeared Rob C. McKinney
known by me to be the person whose name is subscribed to the above and foregoing instrument,
and acknowledged to me that he executed the same as the VP of
S m w E a _____ for the purposes expressed and in
the capacity therein stated.

Dated: 7-31, 2014



Marian R. Ellwanger
Notary Public for the State of Washington
Printed Name: Marian R. Ellwanger
My commission expires: 1-26-15

State of Washington)
) ss.
County of _____)

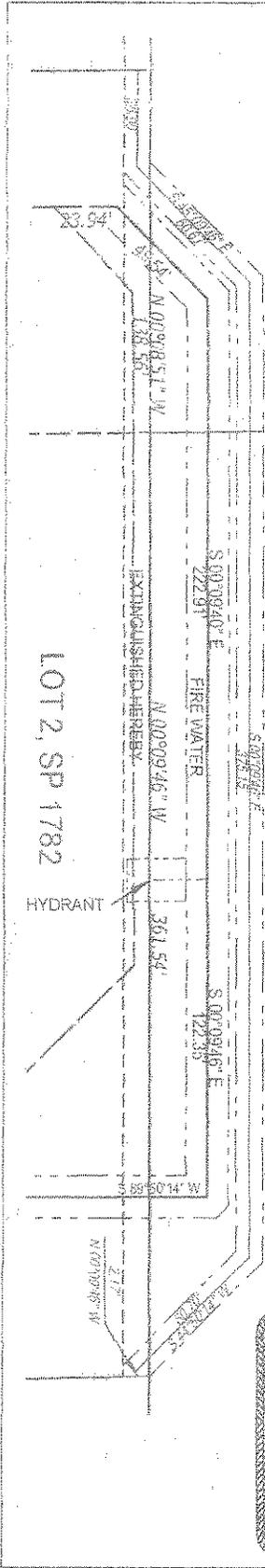
Before me, the undersigned authority, on this day personally appeared _____
known by me to be the person whose name is subscribed to the above and foregoing instrument,
and acknowledged to me that he executed the same as the _____ of
_____ a _____ for the purposes expressed and in
the capacity therein stated.

Dated: _____, 201__

Notary Public for the State of Washington
Printed Name: _____
My commission expires: _____

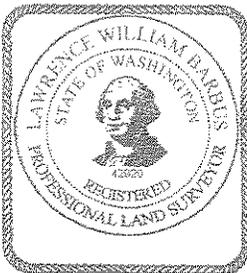
EXHIBIT A

Legal description for rerouting an irrigation line easement.
 An easement for irrigation purposes over portions of Lot 2, short plat 1782 records of Benton County, Washington, and the adjacent easterly parcel, 1-0685-200-0008-003, replacing and extinguishing the unused portion of that irrigation easement established along the East 10 feet of said Lot 2; the rerouted easement being 10 feet in width, the centerline of which is described as follows:
 Beginning on the north line of said Lot 2, at a point 5 feet westerly of the Northeast corner thereof,
 thence the following five courses:
 1.) S 00°08'51" E 36.90 feet;
 2.) S 45°09'46" E 60.67 feet;
 3.) S 00°09'46" E 375.15 feet;
 4.) S 44°50'14" W 60.70 feet;
 5.) S 00°09'46" E 2.17 feet, more or less, to the South line of said Lot 2 and the terminus of said rerouted irrigation easement, at a point 5 feet westerly of the Southeast corner thereof.



1-0685-200-0008-003

Legal description for rerouting a municipal fire line easement.
 An easement for fire water purposes over portions of Lot 2, short plat 1782, records of Benton County, Washington, and the adjacent easterly parcel, 1-0685-200-0008-003, replacing and extinguishing any prior easement on said parcel; the rerouted easement being 16 feet in width, the centerline of which is described as follows:
 Beginning at the existing fire pipe 45 angle at a point 51 feet southerly and 37 feet westerly of the northeast corner of said Lot 2,
 thence the following five courses:
 1.) N 89°28'10" E 23.94 feet;
 2.) S 45°09'46" E 49.54 feet;
 3.) S 00°09'46" E 221.91 feet to a Tee;
 4.) S 00°09'46" E 122.35 feet;
 5.) S 89°50'14" W 117 feet, more or less, to the existing pipeline, being 71 feet northerly of and parallel to the south line of said Lot 2.
 AND from said Tee, S 89°50'14" W 31 feet, for a hydrant.



Lawrence W. Barbus, P.L.S., Wa Reg. #42820,
 Surveying Technical Services, Inc.
 1427 Wine County Road, Prosser, WA 99350
 surveyingtechnicalservices@yahoo.com
 509-786-0648
 Ste Michelle Wine Estates
 Snoqualmie Winery West
 660 FRONTIER RD, PROSSER, WA, 99350
 Jeff Paeschke
 Job #1320
 1320.pcs RGR 4/05/13

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve the Transportation Improvement Board (TIB) Application for funding for the 7 th Street Roadway Improvements Project and authorize the Mayor to sign the application.	Meeting Date: August 12, 2014 Regular Meeting
--	--

Department: Public Works	Director: L.J. Da Corsi	Contact Person: L.J. Da Corsi	Phone Number: (509) 786-2332
------------------------------------	-----------------------------------	---	--

Cost of Proposal: \$1,109,120 Total Project Cost	Account Number:
Amount Budgeted: Funding contingent upon approval from the Transportation Improvement Board (TIB) \$998,208. City Contribution - \$ 96,871 TAP Funds - \$ 14,401	Name and Fund#

Reviewed by Finance Department:
Regina Mauras

- Attachments to Agenda Packet Item:**
1. 2014 Urban Funding Application
 2. Six Year TIP, Page 2, 7th Street Improvements
 3. TIB Urban Crash Worksheet
 4. City of Prosser Consolidated Comprehensive Plan, December 2011, Pages 28, 29, 43,
 5. BFCOG Notice, Re: 2013 STP Project Selections, 2012-2013 TAP Project Selections-City of Prosser \$14,041
 6. Engineer's Project Estimate, 7th Street Improvements from WCR to Bennett Avenue, dated 8/4/14
 7. Project Vicinity Map
 8. Project Location Aerial
 9. Roadway Section Detail
 10. Project Photos

Summary Statement:

The City of Prosser has prepared a Transportation Improvement Board (TIB) Urban Arterial Program (UAP) application to request grant funds in the amount of \$998,208 for roadway improvements to 7th Street, from Wine Country Road to Bennett Avenue. The City's funding obligation would be \$110,912, of which \$14,041 is already obligated to the City through the Transportation Alternative Program (TAP).

This project has been on the Six Year Transportation Improvement Program (TIP) list for several years but was ineligible for TIB and federal funding because 7th Street is unclassified. Early in 2014 the City submitted application to the Washington State Department of Transportation (WSDOT) for functional classification of this roadway. Although the process for classification takes several months and classification has not yet been assigned, the City can still apply for TIB funds because we are officially in the process of classification.

The original project was to reconstruct 7th Street from Wine Country Road to Dudley but this proved to be cost prohibitive after discussing the project with TIB officials. The project location was re-evaluated and the section of roadway in most need of repair is from Wine Country Road to Bennett Avenue. An estimate was prepared and the revised project proved to be more realistically fundable.

The application process moves quickly and the deadline for submittal is August 22, 2014. Upon Council approval and Mayor's authorization, we will submit the application immediately for review by TIB. Results should be made available by late September or early October of this year.

Consistent with or Comparison to:

Previous funding applications for street improvement projects.

Recommended City Council Action/Suggested Motion:

Approve the Transportation Improvement Board (TIB) Application for funding for the 7th Street Roadway Improvements Project and authorize the Mayor to sign the application.

<p><u>Reviewed by Department Director:</u></p>  <p>Date: 8/8/14</p>	<p><u>Reviewed by City Attorney:</u></p>  <p>Date: 8/5/14</p>	<p><u>Approved by Mayor:</u></p>  <p>Date: 8-8-14</p>
<p><u>Today's Date:</u></p> <p>August 5, 2014</p>	<p><u>Revision Number/Date:</u></p>	<p><u>File Name and Path:</u></p>



2014 Urban Funding Application

for Urban Arterial Program (UAP)

Mail your signed application and required attachments to the TIB Office no later than **August 22, 2014**.
 The mailing address for the TIB Office: Post Office Box 40901 ❖ Olympia WA 98504-0901
 For assistance contact Chris Workman, TIB Project Engineer, at (360) 586-1153 or via email at ChrisW@tib.wa.gov

Agency Name	<u>PROSSER</u>	Legislative District(s)	<u>16</u>
Arterial Name	<u>7th Street</u>	Congressional District(s)	<u>4</u>
Project Limits	<u>Wine Country Road to Bennett Avenue</u>	<u>Find Legislative or Congressional District</u>	
Length in Miles	<u>0.20 miles</u>		
Federal Route		Functional Class	<u>Urban Collector</u>
Agency Contact	<u>L.J. DaCorsi, Public Works Director</u>	Phone Number	<u>509-786-7300</u>
Email Address	<u>publicworks@cityofprosser.com</u>		

PROJECT INFORMATION

Fill out this section before continuing the rest of the application.

Enter Requested Total TIB Funds	<u>\$998,208</u>
Project Type	<u>Reconstruction</u>
Is this project an intersection only?	<u>NO</u>
Is this project construction ready?	<u>NO</u>
Does this project support a specific economic development site?	<u>NO</u>
Is this a National Highway System (NHS) Route?	<u>NO</u>

Enter completed or target dates	Date
Start Design Engineering	<u>Mar 2015</u>
Environmental Documentation Complete & Permits Approved	<u>Jul 2015</u>
Right of Way Acquisition Complete	<u> </u>
PS&E Complete	<u>Dec 2015</u>
Contract Advertisement	<u>Mar 2016</u>
Contract Completion	<u>Oct 2016</u>

PROJECT FUNDING

Are TIB funds distributed proportionally through the project phases? YES

Max TIB Ratio 90.0%

Fill out total costs in F36 to F40. Do not fill in TIB Funds

Enter the Total Project Costs to the nearest dollar in cells F36 to F40

	Phase	Total Cost	TIB Funds	Local Funds
Design Phase	Design Engineering	136,510	122,859	13,651
	Right of Way			
Construction Phase	Construction Engineering	119,440	107,496	11,944
	Construction Other			
	Construction Contract	853,170	767,853	85,317
TOTAL		1,109,120	998,208	110,912
NONELIGIBLE ENGINEERING Engineering exceeding 30% of eligible construction costs is not eligible for TIB reimbursement				0
OTHER NONELIGIBLE COSTS (for example, landscaping greater than 5% of eligible construction costs, new utilities)				0
TOTAL ELIGIBLE COST				1,109,120
TIB MATCHING RATIO Total TIB Funds/Total Eligible Costs				90%

FUNDING PARTNERS

Source	Public or Private	Commitment Letter or Status	Amount
PROSSER	Public	In CIP	96,871
TAP	Public	Yes	14,041
TOTAL			110,912
Local funds are correct			

APPLICATION ATTACHMENTS

Include the following attachments with **all** applications

- Excerpt from adopted Six-Year Transportation Improvement Program showing project
- Detailed vicinity map clearly showing project limits
- Detailed project cost estimate signed by a professional engineer registered in Washington State
- Typical roadway section(s)
- Funding commitment letters from all funding partners Number Attached 1
- Crash Analysis worksheet [Link to Request Collision Data from WSDOT](#)
- ~~Intersection configuration worksheet~~
- Excerpt from current agency Comprehensive Plan defining agency CBD & Urban Activity Center(s)
- Written concurrence from WSDOT if project is on or connects to a state highway
- Adopted Bicycle Plan if project includes bicycle facilities
- ~~Development map showing economic development site(s)~~
- ~~Excerpt from current agency Comprehensive Plan defining the economic development project~~
- Department of Archaeology & Historic Preservation (DAHP) documentation, if completed

CERTIFICATION

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package

 Agency Official Signature

Paul Warden, Mayor

 Printed or Typed Name & Title

Date Signed

PROJECT DESCRIPTION

Describe the existing conditions

7th Street (WCR to Bennett Ave.) is in extremely poor condition with longitudinal, transverse, & alligator cracking throughout the entire length. Abandoned railroad tracks still cross the roadway even though the rest of the track on either side of the roadway has been removed. Most of the project area has existing curb and gutter and sidewalk but between Sheridan Ave. and Bennett Ave. there is no sidewalk on the northeast side and a section missing on the southwest side of the roadway. The roadway has inadequate street lighting and no storm drainage facilities.

Describe the proposed improvements

This project consists of the total reconstruction of 7th Street including replacing sporadically located sections of existing curb and gutter and installing new curb and gutter where none exists, install missing segments of sidewalk, new storm drainage, and new illumination improvements. The project will include the scope of the federal Surface Transportation Program (STP) Transportation Alternatives Program (TAP) funded 7th Street ADA Sidewalk Improvements project. These TAP funded ADA improvements are at the Bennett Avenue, Meade Avenue, and Dudley Avenue intersections.

Describe the project benefits

The completed project will improve pedestrian safety by completing missing sections of ADA compliant sidewalks and installing illumination throughout the entire project. Vehicular safety will be improved by eliminating the poor pavement condition, installing storm drainage facilities to remove water ponding and wintertime icing within the streets, and improved vision via the new illumination system.

Why is this project a current priority to the community?

This project has been on the City's Six-Year TIP for many years. This road serves direct access to the City's ever developing central business district, City Hall, the Prosser police department, and farmer's market. The arterial route also continues to the southeast via Patterson Road which connects to the SR22 and SR221 intersection. These improvements will help to promote additional development in this area. This route is not currently federally classified, but a federal functional classification request was completed and submitted for approval June 10, 2014.

Are any overhead utilities being moved underground?

No

ROADWAY GEOMETRICS & FEATURES

Fill out the segment details below and intersection details in rows 138 to 148

Significant difference in cross section or ADT constitute a new segment. Additional segments can be added on the "Additional Segments" tab. If the project is an intersection only, skip this section

	SEGMENT ONE		SEGMENT TWO	
	Existing	Proposed	Existing	Proposed
Segment Termini	WCR to Bennett Ave.			
Length (in feet)	1,050			
Average Daily Traffic Volume	3,616			
Pavement Width Curb to Curb or Edge to Edge	Varies	64 feet		
Number of General Purpose Lanes Do not include Transit/HOV or Continuous Lt Turn Lane	2 lanes	2 lanes		
Number of HOV/Transit Lanes Do not include Continuous Left Turn Lane	0 lanes	0 lanes		
Continuous Left Turn Lane Width	0 feet	0 feet		
Is there a median?	No	No		
Shoulder or Parking Width Enter average width (feet) per side	16 feet	18 feet		
Shoulder or Parking Placement	Intermittent	Both Sides		
Shoulder or Parking Surfacing	Surfaced	Surfaced		
Parking Type	Angle	Angle		
Percentage of the segment that has on street parking (e.g. parking one side is 50%)	80%	90%		
Curb Placement	Intermittent	Both Sides		
Bicycle Lane Type	No Bicycle Facilities	No Bicycle Facilities		
Bicycle Lane Width	0 feet	0 feet		
Pedestrian Buffer Width between Curb and Sidewalk	0 feet	0 feet		
Sidewalk Placement	Intermittent	Both Sides		

Segment Termini	SEGMENT ONE (cont'd)		SEGMENT TWO (cont'd)	
	WCR to Bennett Ave.			
	Existing	Proposed	Existing	Proposed
Sidewalk Width ¹	0-8 feet	6 feet		
Segment meets ADA standards	No	Yes		
Is there any street lighting present?	Yes	Yes		
How many major driveways (serves more than 50 parking spaces) are present?	1	1		
How many minor driveways (serves less than 50 parking spaces) are present?	3	3		
How many fixed objects are present?				
What is the average distance (in feet) from the edge of travel way to the fixed objects?				
¹ Sidewalk with curb or physical separation on both sides is required by TIB policy Minimum width is five feet with no obstructions Please attach justification if the sidewalk does not meet these standards				

Additional segments can be entered on tab 4 "Additional Segments".

Crash Information

(Information automatically generated from Crash Analysis worksheet)

Multiple-vehicle driveway crashes	Fatal and Injury	0	0
	Property damage only	0	0
Multiple-vehicle nondriveway crashes	Fatal and Injury	0	0
	Property damage only	0	0
Single vehicle crashes	Fatal and Injury	0	0
	Property damage only	0	0
Pedestrian or Bicycle related crashes	Pedestrian	0	0
	Bicycle	0	0

INTERSECTION GEOMETRICS & FEATURES

Enter the existing and proposed geometrics for each intersection

	INTERSECTION ONE		INTERSECTION TWO	
	Existing	Proposed	Existing	Proposed
Intersection location	7th St & Sheridan Ave.		7th St. & Stacy Ave.	
Major Approach Average Daily Volume	3,616		3,494	
Minor Approach Average Daily Traffic Volume	Unknown		Unknown	
Intersection control	Stop controlled minor approaches			
Intersection type	4-Leg	4-Leg	4-Leg	4-Leg
Intersection meets ADA standards	Yes	Yes	No	Yes
Is there intersection lighting present?	Yes	Yes	Yes	Yes
Is there a dedicated left turn lane	No	No	No	No
Is there a dedicated right turn lane	No	No	No	No
Is there protected left turn phasing?	No	No	No	No

Additional intersections can be entered on tab 3 "Additional Intersections".

Crash Information

(Information automatically generated from Crash Analysis worksheet)

Multiple-vehicle crashes	Fatal and Injury	0	0
	Property damage only	0	0
Single vehicle crashes	Fatal and Injury	0	0
	Property damage only	0	0
Pedestrian or Bicycle related crashes	Pedestrian	0	0
	Bicycle	0	0

Additional Intersections

Enter the existing and proposed geometrics for each **major** intersection

	INTERSECTION 3		INTERSECTION 4	
	Existing	Proposed	Existing	Proposed
Intersection location	7th St. & Bennett Ave.		7th St. & Meade Ave.	
Major Approach Average Daily Volume	3,371		Unknown	
Minor Approach Average Daily Traffic Volume	Unknown		Unknown	
Intersection Control	All way stop	All way stop	All way stop	All way stop
Intersection type	4-Leg	4-Leg	4-Leg	4-Leg
Intersection meets ADA standards	No	Yes	No	Yes
Is there intersection lighting present?	Yes	Yes	Yes	Yes
Is there a dedicated left turn lane	No	No	No	No
Is there a dedicated right turn lane	No	No	No	No
Is there protected left turn phasing?	No	No	No	No

Crash Information

(Information automatically generated from Crash Analysis worksheet)

Multiple-vehicle crashes	Fatal and Injury	0	0
	Property damage only	0	0
Single vehicle crashes	Fatal and Injury	0	0
	Property damage only	0	0
Pedestrian or Bicycle related crashes	Pedestrian	0	0
	Bicycle	0	0

CONSTRUCTION READINESS

Describe where in the process the project is for each component at the time of application

Plans, specs, estimate percent complete	<u>0%</u>
Permits	<u>Not started</u>
Right of way	<u>None needed</u>
Cultural resources	<u>Not Started</u>
Utilities	<u>No utility work needed</u>
Sensitive areas	<u>No sensitive areas</u>
Are federal permits required for this project?	<u>No</u>

ACCELERATED CONSTRUCTION METHODS

Road will be closed during construction

Describe below any other accelerated construction methods that will be used.

PHYSICAL CONDITION

Does the project fix any of the following issues?

Walls <u>No</u>	If yes, briefly describe:
Culverts <u>No</u>	If yes, briefly describe:
Bridges <u>No</u>	If yes, briefly describe:
Slope Stability <u>No</u>	If yes, briefly describe:
Stormwater conveyance <u>No</u>	If yes, briefly describe:

PROJECT DEFICIENCIES

Select Deficiency Type from the scrolling dropdown menu. Describe the existing deficiency within the project limits Describe the corrective measure(s) that eliminates or mitigates the deficiency.

DEFICIENCY 1 **ACCESS CONTROL/PARKING**

Describe: The church at Bennett and 7th has uncontrolled access to 7th Street creating multiple conflict points with vehicles travelling on the roadway.

Corrective Measure(s) Construct new barrier curb and gutter except at designated driveway locations thereby restricting access points to those allowed by the City.

DEFICIENCY 2 **DRAINAGE**

Describe: Currently the stormwater either sheet flows off the road to the shoulder areas (where no curb and gutter currently exists) or ponds in the curb and gutter (unable to locate existing catch basins), ponding in some locations creating safety hazards such as wintertime icing.

Corrective Measure(s) Construct curb and gutters to control stormwater runoff, collect stormwater with new catch basins, and dispose of stormwater per WDOE regulations - pretreatment manholes and percolation piping.

DEFICIENCY 3 **ILLUMINATION**

Describe: Only four street lights exist within the 1,450 linear feet of the project length.

Corrective Measure(s) Install new illumination system the entire length of the project, spaced to meet city standards.

DEFICIENCY 4 **TURNING RADIUS**

Describe: Various turning radii throughout the project area are small causing vehicular traffic to run over the curb or swing out wide into the adjacent lane in order to make the turn.

Corrective Measure(s) Construct new larger turning radii at the deficient corners.

DEFICIENCY 5

Describe:

Corrective Measure(s)

DEFICIENCY 6

Describe:

Corrective Measure(s)

DEFICIENCY 7

Describe:

Corrective Measure(s)

MOBILITY

CONGESTION

Project addresses congestion on the system or specific adjacent route.

Select Truck Route Classification from dropdown list

[Link to Freight and Goods Map](#)

Not a TRUCK ROUTE

Provides Grade Separation between _____ and _____

NETWORK DEVELOPMENT

Select the appropriate option from the following list

Completes corridor

Enter termini of corridor being completed

*Project must meet **ALL** of the following criteria to qualify as **COMPLETES CORRIDOR***

- ▶ Project is last stage of corridor between logical limits
- ▶ Corridor is a minimum of 2 miles in length
- ▶ The entire corridor meets urban standards

Completes gap between existing improvements

Existing improvements must meet urban standards

Extends existing improvements

Existing improvements must meet urban standards

Project does **not** complete or extend any existing improvements

CENTRAL BUSINESS DISTRICT/URBAN ACTIVITY CENTER ACCESS

Select CBD/Urban Activity Center Access provided by project

Connects to Central Business District

Briefly describe the CBD/Activity Center access improvement

Improvements to 7th Street will enhance access to the commerical and light industrial properties in the CBD by providing a safer and improved roadway section.

MODAL ACCESS

Select freight facility access provided by project

No Freight Facility Access Improvements

Mark ALL freight-carrying modes accessing the facility

- Airplane Rail Ship Truck

Enter Trucks per Day _____

Select transit facility access provided by project

Minor Park and Ride (less than 50 stalls)

Select non motorized path access provided by project

None

Project relieves a bottleneck.

Project adds signal interconnect

Project connects to Traffic Management Center (TMC)

SUSTAINABILITY

ENVIRONMENTAL MEASURES

Select environmental measures within the project limits

- Agency has Adopted Greenhouse Gas Emissions Policy

Enter Policy Number 10-1327

Adoption Date June 22, 2010

- Incorporates Hardscaping or native planting

Describe the measures below

- No permanent irrigation or use of non-potable water for irrigation
 Incorporates low impact drainage or enhanced treatment stormwater controls

Describe the measures below

Pretreatment manholes with infiltration trenches.

Will project remove all fish barriers within project limits?

No

Describe fish barrier work to be done.

N/A

- Project enhances stream bank condition

Describe any stream bank enhancement.

N/A

- Project restores existing impacted sensitive area(s)

Describe the restoration effort.

N/A

RECYCLING MEASURES

Select recycling measures within the project limits

- Reuse/Recycling of materials (on-site or off-site)
- In-place pavement recycling or structural retrofit

Describe the measures below

Recycled asphalt pavement (RAP) will be used in the new hot mix asphalt design for this project.

MODAL MEASURES

Select modal measures within the project limits

- Completes gap in HOV system Enter Gap Location _____
- Adds HOV lanes in each direction
- Adds Queue Jump or Transit Only Lane Enter Location(s) _____
Number of peak hour buses _____

Bicycle Facility

Select option that applies NO bicycle lane or path

ENERGY MEASURES

Select energy measures within the project limits

- Replace or install Low Energy Lighting
- Add Solar-powered Signage

Describe the measures below

LED luminaires will be installed.

GROWTH & DEVELOPMENT

You do not need to fill out this section, points will only be given in this section if there is a specific planned development activity.

You selected 'NO' under 'supports a specific economic development site' in cell G19

[Redacted area]

Describe the development agreement, if one exists

[Redacted area]

Please provide the following information regarding the ECONOMIC DEVELOPMENT SITE this project supports

Number of dwelling units [Redacted] Total development site acreage [Redacted]

Commercial building square footage [Redacted] Number of jobs created [Redacted]

Development Type [Redacted]

Choose the description that best describes where the economic **development site is located**.

Choose the description that best describes the **proximity** of the project to the economic development site.

Choose the description that best describes the status of the **zoning** for the economic development site.

Choose the description that best describes how this project affects the **comprehensive plan**.

[Redacted area]

Choose the description that best describes the status of the infrastructure tied to the economic development site?

Water at development [Redacted] Sewer at development [Redacted] Power at development [Redacted]

Percent of permits issued [Redacted]

GROWTH MANAGEMENT INFORMATION

Complete the questions below to address Land Use Implications as directed by Revised Code of Washington (RCW) 47.26.282.

Describe how the project supports or revitalizes existing urban development in the downtown

7th Street is located within Prosser's core central business area. The land adjacent to 7th Street is mostly Commercial General. This significant reconstruction and improvement on 7th Street will support, encourage, and promote revitalization and commercial development of this central core area.

Describe how the project includes or encourages infill/densification of residential or commercial development consistent with your local comprehensive plan?

Improvements to this street will encourage and promote commercial development on 7th Street. The identified improvements will also encourage use of this roadway by trucks and other vehicles thereby reducing traffic through other areas of the central business district that have more difficult routing and circulation options.

Describe how the project promotes the use of transit and other multimodal transportation

The project will improve the movement and safety of all modes of transportation, including motorized vehicles, pedestrians, and bicyclists. There are missing sidewalk segments which discourage the use of 7th Street by pedestrians and bicyclists. Project completion will correct these problems, make the roadway safe for motorized vehicles and will encourage and promote the use of the street by bicyclists and pedestrians.

Indicate the project's multimodal transportation components

Mark ALL existing or planned components

- Sidewalk Bicycle Lanes HOV Lanes Access to Transit Center or Passenger Terminal
- Other - Explain in space below

Transportation Improvement Board (TIB)
Growth Management Information

Funding Program	Urban Arterial Program (UAP)
Agency Name	PROSSER
Project Name	7th Street ~ Wine Country Road to Bennett Avenue
Project Intent	The completed project will improve pedestrian safety by completing missing sections of ADA compliant sidewalks and installing illumination throughout the entire project. Vehicular safety will be improved by eliminating the poor pavement condition, installing storm drainage facilities to remove water ponding and wintertime icing within the streets, and improved vision via the new illumination system.

Describe how the project supports or revitalizes existing urban development in the downtown

7th Street is located within Prosser's core central business area. The land adjacent to 7th Street is mostly Commercial General. This significant reconstruction and improvement on 7th Street will support, encourage, and promote revitalization and commercial development of this central core area.

Describe how the project promotes the use of transit and other multimodal transportation

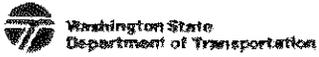
The project will improve the movement and safety of all modes of transportation, including motorized vehicles, pedestrians, and bicyclists. There are missing sidewalk segments which discourage the use of 7th Street by pedestrians and bicyclists. Project completion will correct these problems, make the roadway safe for motorized vehicles and will encourage and promote the use of the street by bicyclists and pedestrians.

The project adds the following multimodal components:

Sidewalk

Access to Transit Center or Passenger Terminal

Other Multimodal Components:



Six Year Transportation Improvement Program From 2015 to 2020

Agency: Prosser

County: Benton

MPO/RTPO: BRCG

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
05	2	7th Street Improvements Grant Avenue to Meade Avenue Planing, hot mix asphalt overlay, storm drainage improvements, and sidewalk.	PROSSER 17	05/10/14	05/10/14		14-1456	06	C P S T W	0.390	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2016		0		0	527,000	527,000
Totals				0		0	527,000	527,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	527,000	0	0	0
Totals	0	527,000	0	0	0

Policy LD 1.6. Ensure that future development of the City is consistent with the Land Use Plan Map of the City.

Strategy LD 1.6.1. Identify and obtain sites for public lands and facilities early in the development of an area to ensure that the facilities are well located to serve the vicinity and to reduce acquisition costs.

Residential Land Use Policies



Goal RU 1 - To encourage residential neighborhoods within the City to have convenient access (including pedestrian) to commercial facilities and parks, and other community services,

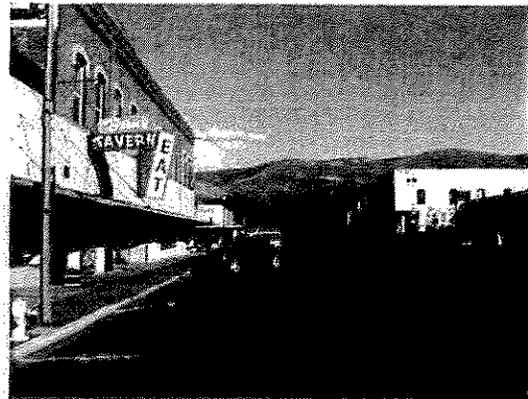
Policy RU 1.1 Encourage the efficient use of developable residential land through application of zoning policies.

Policy RU 1.2 Encourage residential development adjacent to downtown.

Policy RU 1.3 Encourage the use of master plans for large developments which emphasize aesthetics and community compatibility. Include circulation, landscaping, open space, storm drainage, utilities and building location and design, and access to commercial and community facilities in the master plan.

Downtown Area Land Use Policies

Goal DT 1 - To promote a pedestrian oriented downtown in which most residents will be able to access services by all modes of transportation, and which will serve as a center for commercial services for residents of the region, as well as tourists.



Policy DT 1.1 Encourage pedestrian orientation in the scale and development of commercial areas.

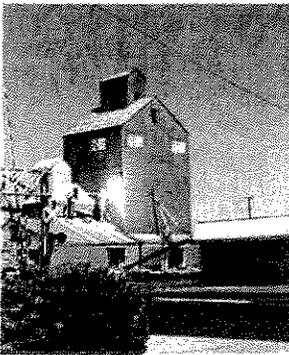
Policy DT 1.2 Direct retail, service, and office development to the present

downtown area and other established commercial areas, through zoning and permitting processes. Specifically encourage new businesses to infill.

- Policy DT 1.3 Encourage downtown expansion to take place adjacent to the existing downtown.
- Policy DT 1.4 Landscape parking areas to avoid large, monotonous expanses of cars. Flexibility in parking requirements, stall size, and landscape requirements should be allowed to limit the amount of land devoted to parking.
- Policy DT 1.5 Encourage the city and downtown business to seek and use outside resources and support from state, federal and private programs that promote and enhance the revitalization of downtown areas such as the Main Street program. .

Industrial/Highway Land Use

Goal IH 1 - To provide a basis for employment in the community without jeopardizing the natural environment.



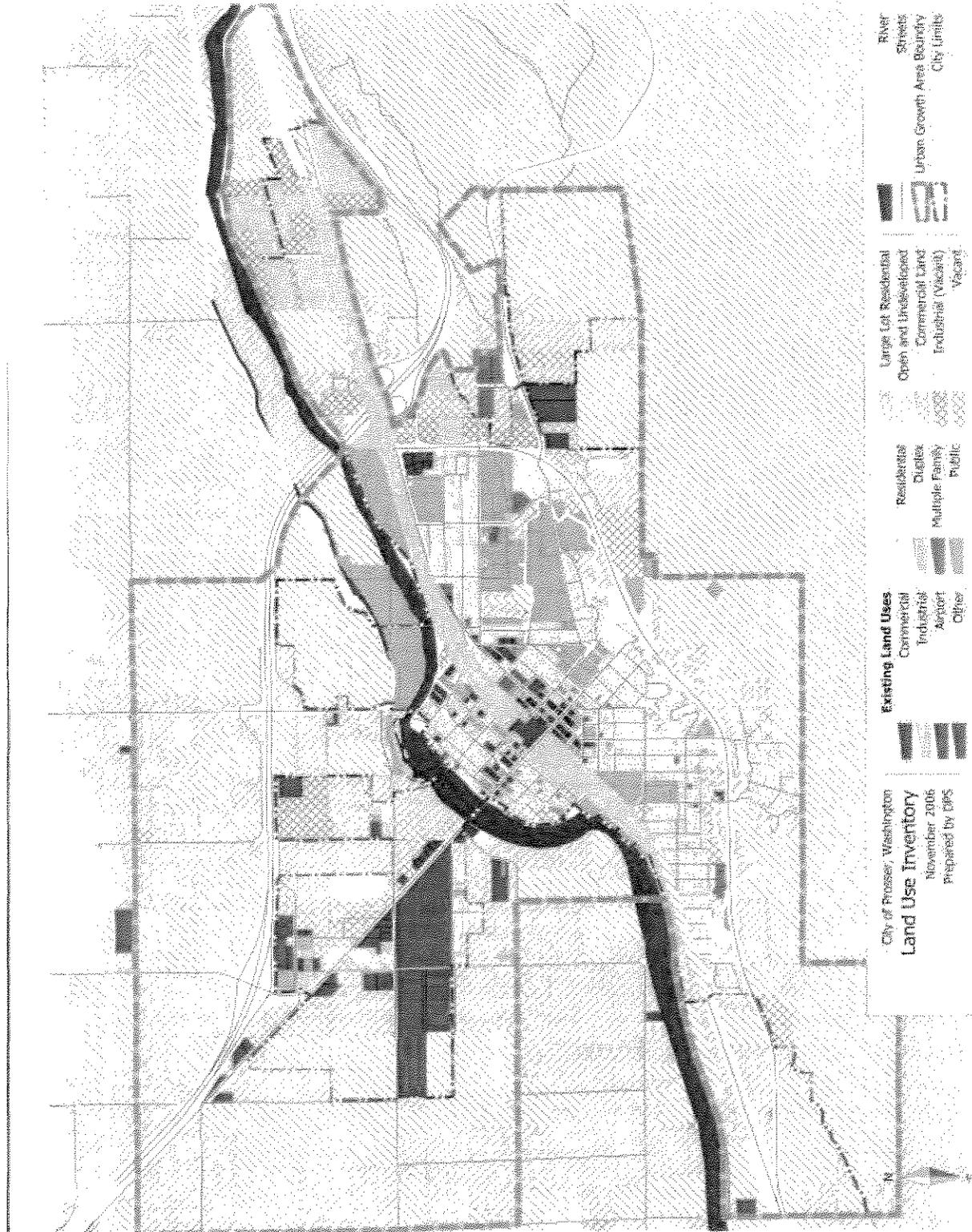
- Policy IH 1.1 Enact an ordinance specifying air quality standards for all industrial development.
- Policy IH 1.2 Encourage industrial development to locate in areas currently zoned industrial and to areas with good highway access. Provide buffers for impacts on the surrounding residential areas.
- Policy IH 1.3 Promote the development of clustered commercial facilities which will accommodate high traffic-generating uses and restrict sprawl along highways.

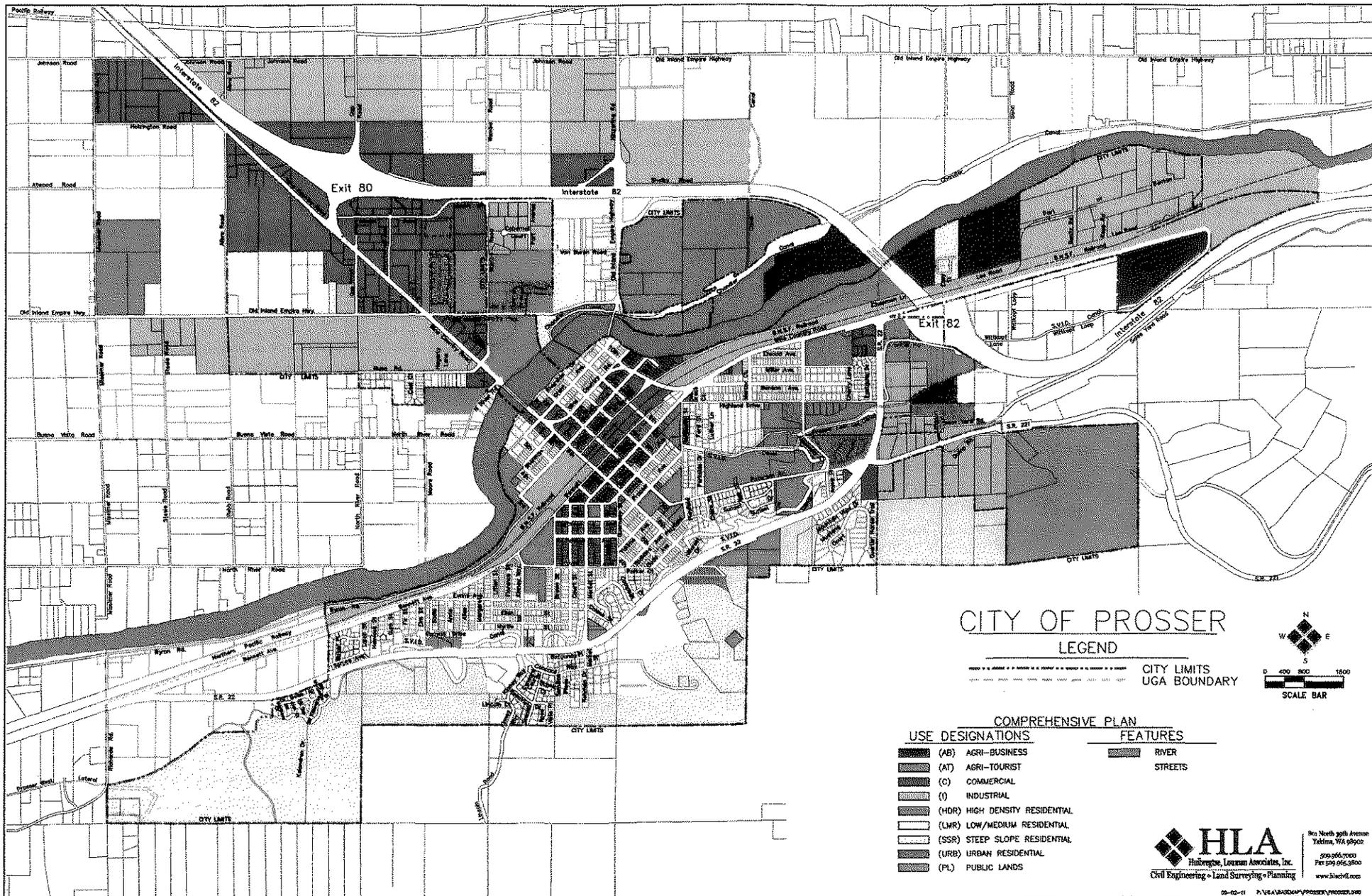
- Policy IH 1.4 The costs of industrial park or site preparation such as roads, public facilities and utilities should be borne by private enterprise whenever possible. Public funding arrangements for such improvements should include means by which public investments can be recovered.

Airport Land Use Policies

Goal AP 1. – To provide the Prosser Airport with reasonable protection from airspace obstructions, incompatible land uses, and nuisance complaints that could restrict operations.

Figure 7: Map of Existing Land Uses

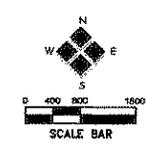




CITY OF PROSSER

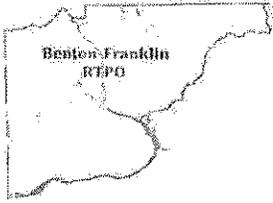
LEGEND

CITY LIMITS
 UGA BOUNDARY



- COMPREHENSIVE PLAN**
- | USE DESIGNATIONS | FEATURES |
|--------------------------------|--|
| (AB) AGRI-BUSINESS | RIVER |
| (AT) AGRI-TOURIST | STREETS |
| (C) COMMERCIAL | |
| (I) INDUSTRIAL | |
| (HDR) HIGH DENSITY RESIDENTIAL | |
| (LMR) LOW/MEDIUM RESIDENTIAL | |
| (SSR) STEEP SLOPE RESIDENTIAL | |
| (URB) URBAN RESIDENTIAL | |
| (PL) PUBLIC LANDS | |

HLA
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 www.hla.com



Benton-Franklin

Regional Transportation Planning Organization

P.O. Box 217
 1622 Terminal Drive
 Richland, Washington 99352

January 21, 2014

To: MPO/RTPO Mayors, Commission Chairs and Transit Chair

From: Mark Kushner, BFCG Transportation Director

Re: 2013 Surface Transportation Program (STP) Project Selections
 2012-2013 Transportation Alternatives Program (TAP) Project Selections

It is our pleasure to report that the project selections for the 2013 STP program and the 2012-2013 TAP were approved at the January 17, 2014 meeting of the BFCG Board.

STP project selections were based on the WSDOT 2013 ESTIMATE of \$3,750,887. The FFY 2013-2014 TAP ESTIMATE was \$580,606.

PROJECT SELECTIONS

AGENCY	PROJECT TITLE	STP AWARD	TAP AWARD
Kennewick	Pavement Preservation - Columbia Center Blvd. (Quinalt to Deschutes)	\$986,100	
Kennewick	Ridgeline Drive/US 395 Intersection Design (PE only)	\$648,950	
Richland	South GWW Safety & Mobility Improvements (Columbia Point Drive - Comstock)	\$86,500	
Richland	Duportail Street Improvements (Wright to Thayer)	\$229,020	
West Richland	S. 38 th Avenue & Mt. Adams View Drive (Orchard/North Lake) (PE,RW only)	\$175,595	
Pasco	Traffic Signal Improvements - Citywide	\$579,703	
Pasco	Argent Road (N. 20 th Ave. to Rd 40)	\$350,000	
Pasco	Traffic Signal Improvements - Citywide		\$126,906
West Richland	Keene Road Pathway - Phase 3 (S. Highlands Blvd to Belmont Blvd.)		\$159,000
Richland	Queensgate Pathway (300' north of Keene to I-182 Pathway)		\$125,470
Richland	Duportail Street Improvements (Wright to Thayer)		\$20,000
TOTAL STP URBANIZED =		\$3,055,868	
TOTAL TAP URBANIZED =			\$431,376

See Urban and Rural projects on the back of this page.

Phone: (509) 943-9185

Fax: (509) 943-6756

Website: www.bfcog.us

A component of

The Benton-Franklin Council of Governments

BFCG hereby gives public notice that it is the agency policy to assure full compliance with Title VI of the 1964 Civil Rights Act, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities.

AGENCY	PROJECT TITLE	STP AWARD	TAP AWARD
Prosser	Old Inland Empire Highway - Phase 2 (Wine Country Rd. to Wamba Rd.)	\$100,580	
Prosser	7 th Street ADA Sidewalk Ramp Improvements		\$14,041
TOTAL STP URBAN =		\$100,580	
TOTAL TAP URBAN =			\$14,041
Benton County	Sellards Road - Phase 1 (SR 221- Powerline)	\$328,189	
Franklin County	Glade North Overlay III (PE)	\$64,875	
Connell	Arterial Surface Restoration (SR 260 to US 395)	\$145,121	
Benton County	Sellards Road - Phase 1 (to 2 miles east of SR 221)		\$82,969
Franklin County	Basin City Alternative Transportation Route Improvements		\$51,950
TOTAL STP RURAL =		\$538,185	
TOTAL TAP RURAL =			\$134,919

CITY OF PROSSER
7TH STREET IMPROVEMENTS
Engineer's Opinion of Construction Cost

8/5/2014

WINE COUNTRY ROAD TO BENNETT AVENUE
 HLA Project No. 14003G

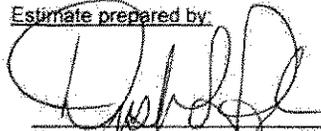
TIB URBAN ARTERIAL PROGRAM (UAP)

Item No.	Description	Unit	Unit Cost	Overall Quantity	Overall Cost
WCR to Bennett Ave. (1,050 LF)					
1	Mobilization	LS	\$80,000.00	1	\$80,000.00
2	Project Temporary Traffic Control	LS	\$60,000.00	1	\$60,000.00
3	Clearing and Grubbing	LS	\$2,000.00	1	\$2,000.00
4	Unclassified Excavation Incl. Haul	CY	\$12.00	3,660	\$43,920.00
5	Crushed Surfacing Base Course	TON	\$21.00	4,550	\$95,550.00
6	Crushed Surfacing Top Course	TON	\$24.00	710	\$17,040.00
7	HMA Cl. 1/2-Inch PG 64-28	TON	\$94.00	1,550	\$145,700.00
8	Cement Conc. Traffic Curb and Gutter	LF	\$15.00	2,200	\$33,000.00
9	Cement Conc. Sidewalk 6-Inch Thick	SY	\$50.00	300	\$15,000.00
10	Cement Conc. Sidewalk 4-Inch Thick	SY	\$40.00	1,300	\$52,000.00
11	Cement Conc. Curb Ramp	EA	\$1,200.00	32	\$38,400.00
12	Shoring or Extra Excavation	LF	\$1.00	360	\$360.00
13	Storm Sewer Pipe 12 In. Diam.	LF	\$40.00	300	\$12,000.00
14	Select Backfill, as Directed	CY	\$35.00	80	\$2,800.00
15	Underdrain Pipe Infiltration Trench System 12 In. Diam.	LF	\$110.00	360	\$39,600.00
16	Catch Basin Type 1	EA	\$1,200.00	8	\$9,600.00
17	Pretreatment Manhole 48 In. Diam.	EA	\$8,500.00	3	\$25,500.00
18	Monument Case and Cover	EA	\$600.00	2	\$1,200.00
19	Adjust Manhole	EA	\$600.00	4	\$2,400.00
20	Adjust Valve Box	EA	\$400.00	12	\$4,800.00
21	Illumination System, Complete	LS	\$45,000.00	1	\$45,000.00
22	Permanent Signing	LS	\$5,000.00	1	\$5,000.00
23	Pavement Markings	LS	\$10,000.00	1	\$10,000.00
24	SPCC Plan	LS	\$1,000.00	1	\$1,000.00
25	Landscape Restoration	FA	\$10,000.00	1	\$10,000.00
26	Minor Change	FA	\$10,000.00	1	\$10,000.00
Subtotal					\$741,870.00
Contingency 15%					\$111,300.00
Total Estimated TIB and City Participation Construction Cost					\$853,170.00
Environmental and Design Engineering 16%					\$136,510.00
Construction Engineering 14%					\$119,440.00
Total Estimated TIB and City Participation Project Cost					\$1,109,120.00
Total Estimated TIB Participation 90%					\$998,208.00
Total Estimated City Participation 10%					\$110,912.00

Assumptions:

1. Tie into curb, gutter, sidewalk, and new pavement from 2012 Sheridan Avenue improvements project, at Sheridan Ave. and 7th Street.
2. Roadway section is 18-in., 4-in. HMA, 2-in. CSTC, 12-in. CSBC
3. 25-foot minimum radius for curb returns
4. 120 LF of infiltration trench per catch basin pairing
5. Does not include replacement or upgrade of utilities, except adjustment to grade.
6. Catch basin pairings every 400' ±
7. Street light spacing every 200' ±
8. Traffic Control includes railroad flagging, assume 15 flagger days.
9. Ramps funded through TAP program included in estimate.

Estimate prepared by:

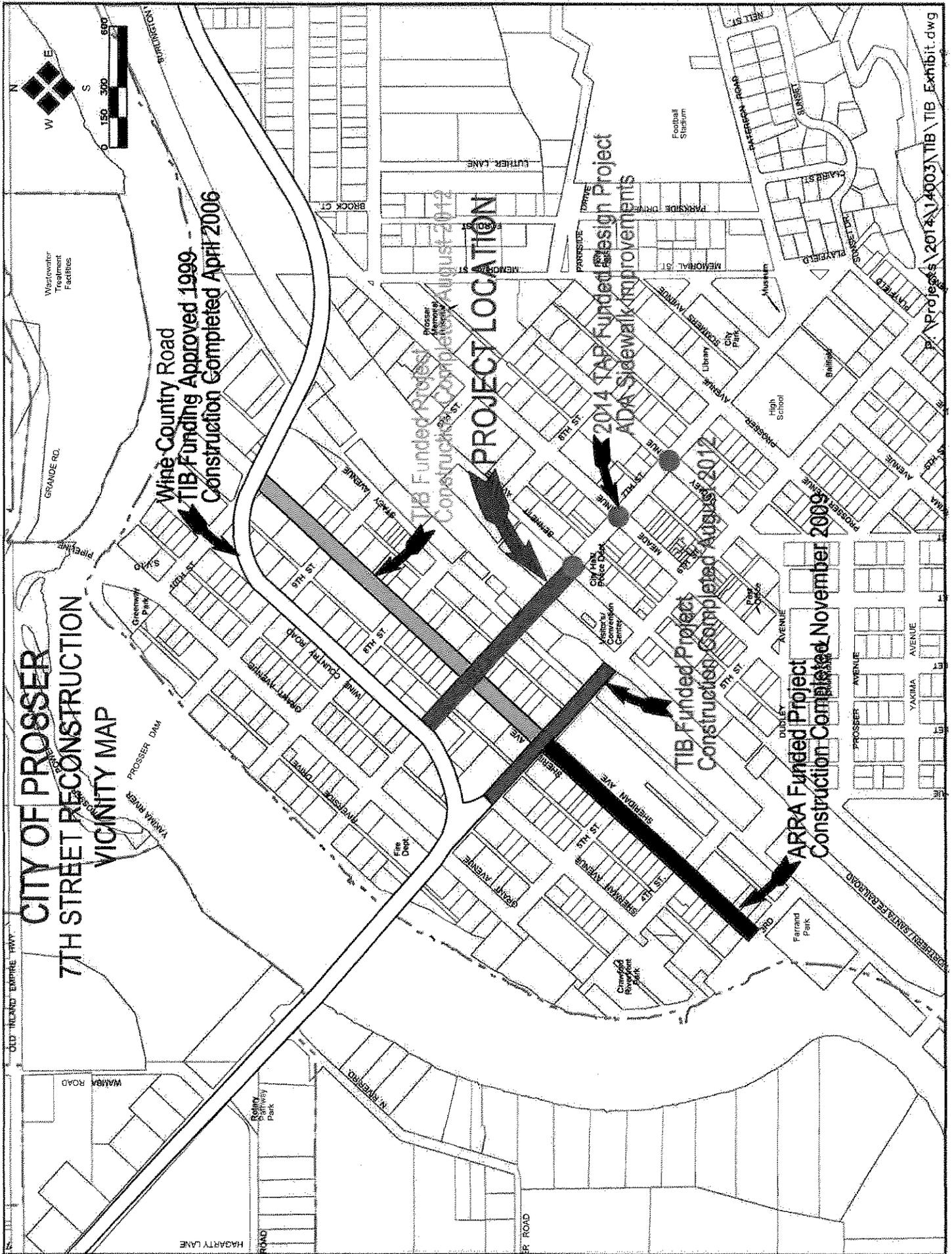


Dustin L. Posten, PE

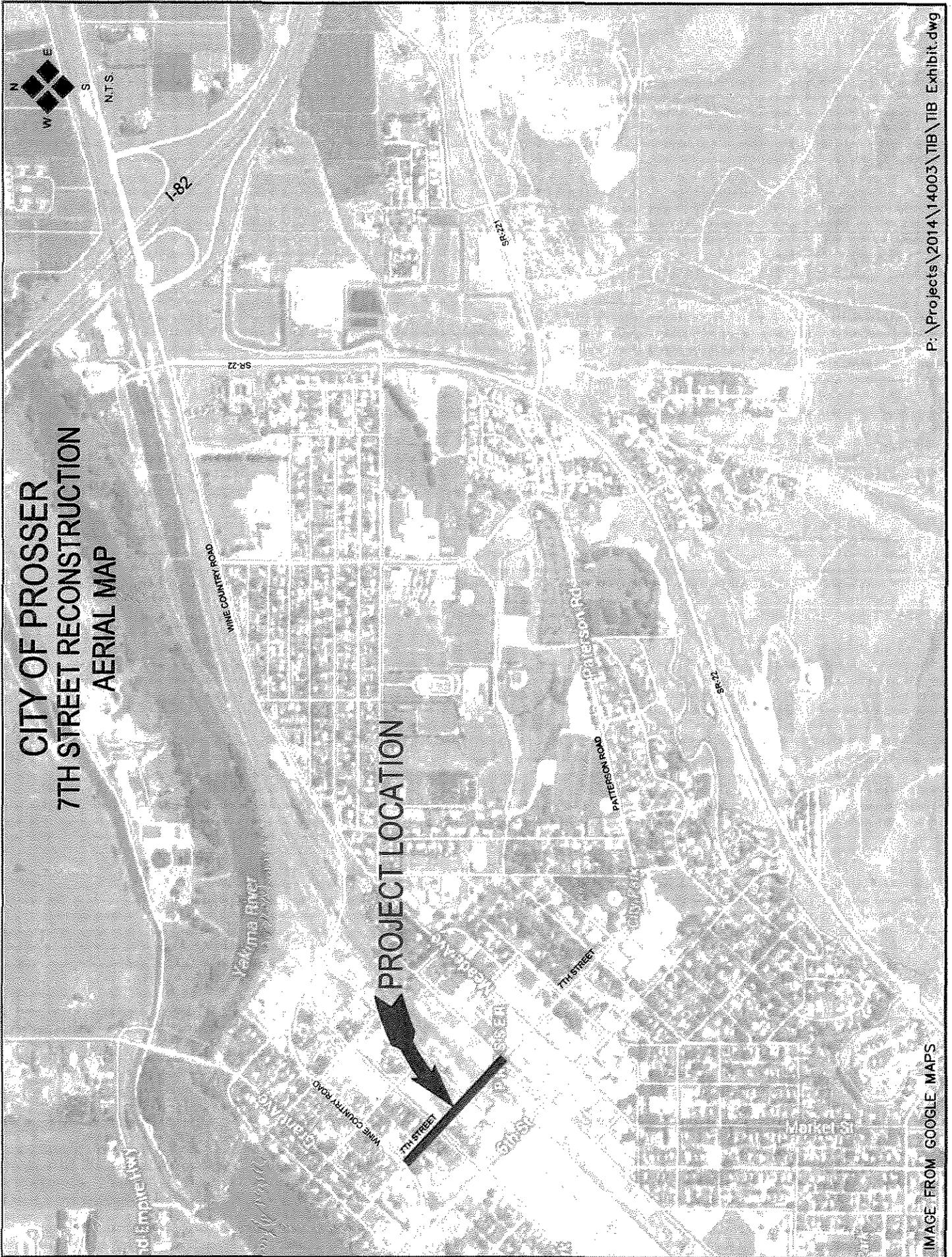
8/5/14

Date

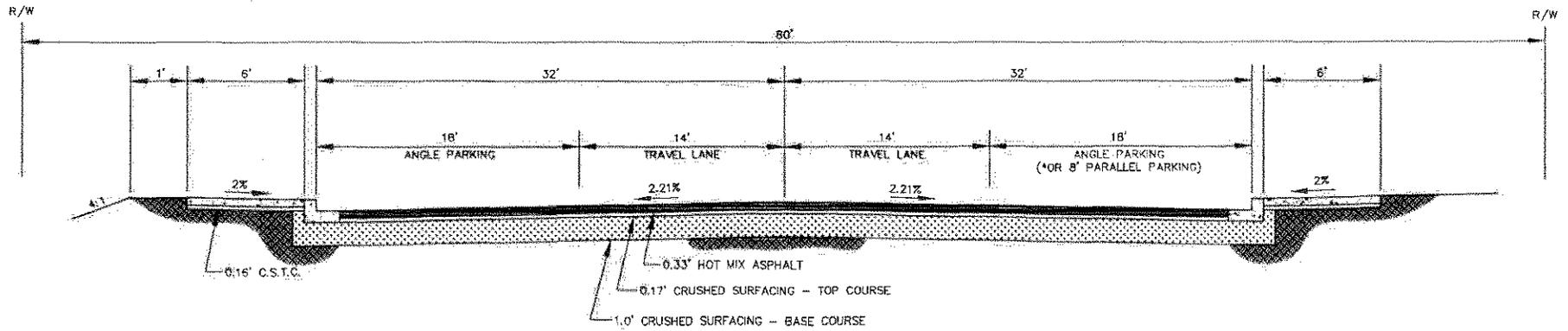
Huibregtse, Louman Associates, Inc.



CITY OF PROSSER 7TH STREET RECONSTRUCTION AERIAL MAP



CITY OF PROSSER 7TH STREET RECONSTRUCTION TYPICAL SECTION



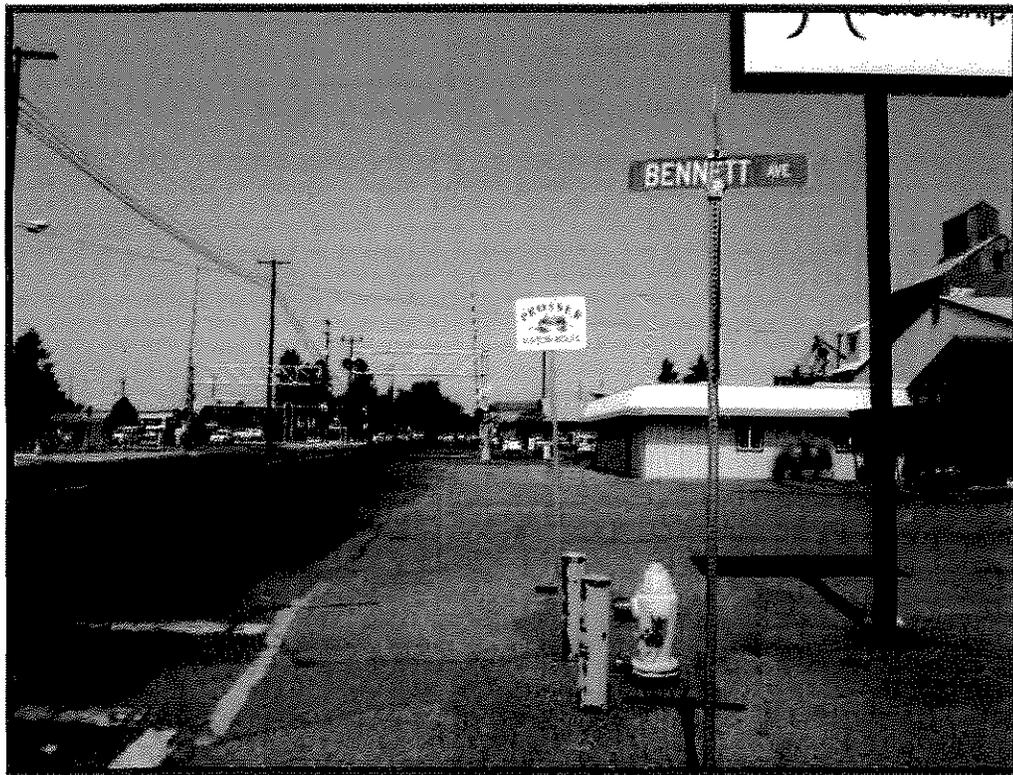
TYPICAL ROADWAY SECTION

NOT TO SCALE

*DUE TO EXISTING DRIVEWAYS, SELECT BLOCKS MAY ONLY HAVE ANGLE PARKING ON ONE SIDE.



7th Street & Bennett Ave (Looking NW)



7th Street & Bennett Ave (Looking NW)



7th Street BNSF Railroad Crossing (No Pedestrian Facility on NE side)



Abandoned Railroad Tracks in 7th Street



Abandoned Railroad Tracks in 7th Street



7th Street Pavement Condition between Sheridan Ave. and Wine Country Road



7th Street Sidewalk Condition between Sheridan Ave. and Wine Country Road



7th Street Pavement Condition between Sheridan Ave. and Wine Country Road

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL REGULAR MEETING
TUESDAY, JUNE 24, 2014**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Prosser Heights Elementary “Kids that Cares” award recipient Ashley Cooper.

ROLL CALL

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

Others in attendance were City Clerk Shaw, Finance Director Mauras, Public Works Director DaCorsi, City Planner Zetz, and City Attorney Saxton.

MAYOR AND COUNCIL REPORTS AND COMMENTS

Mid-Columbia Library Quarterly Report

Katy McLaughlin, Prosser Branch Manager provided Mayor and Council the Library’s Second Quarter Report. Ms. McLaughlin discussed the highlights over the quarter and provided a status update on the Library remodel project.

CITIZEN PARTICIPATION

Discussion of I-502

Mayor Warden introduced the item and thanked the audience for being present to speak. He asked that everyone be respectful of one another, keep to the facts, stated no personal attacks would be tolerated and advised of the three minute time allocation for each speaker.

Council heard testimony from:

1. Rich Korb, 144801 W. Buena Vista Road, spoke in opposition of the item expressing his concern to protect the citizens of Prosser.

Mayor Warden introduced Commander Jim Martinez, Washington State Liquor Control Board (WSLCB) Enforcement Unit, and advised Mr. Martinez was present to answer any questions and to explain how the Enforcement Unit works.

2. Mr. Martinez thanked Council for inviting him to speak on behalf of the WSLCB. Mr. Martinez explained the role of the Enforcement Unit and advised there are twenty-two officers assigned to the unit specializing in marijuana. He addressed compliance, security, background checks for marijuana store employees, transportation of product and

testing requirements licensed marijuana stores have to meet. He also referenced WAC 314-55 Marijuana Licenses, Application Process, Requirements and Reporting, and discussed how marijuana stores have to operate according to the law.

3. Peggy Brown, 1323 Grant Avenue, asked Mr. Martinez a series of questions related to the Enforcement Unit Officers and their location of which Mr. Martinez answered.
4. Shelly Pontin, 146902 W. Hoisington Road, asked for an explanation regarding whether or not the retail store would sell medical marijuana.

Mayor Warden explained Council previously adopted an ordinance that enacted a moratorium on medical marijuana, however retail sales were legal within the City.

5. Ray Tolcacher, Prosser School District, spoke in opposition of the topic and expressed his concern with under age access and use. Additionally, he requested the City increase its enforcement efforts and consequences for adults who provide drugs to minors. Mr. Tolcacher handed City Clerk Shaw a copy of an email from Heidi Maynard, Washington State School Directors' Association, and requested the email be provided to the City Council.
6. Jen Dorsett, Community Coordinator for the Prosser Community Involvement Action (CIA) Coalition, spoke in opposition of the topic and inquired as to the rules on social media advertisement of marijuana stores as it related to accessibility to minors.

Mr. Martinez stated it is illegal to advertise to minors and once the State receives a complaint against a legally, licensed business, an investigation would be opened.

7. Jon Ladines, 350 OIE, stated he was in law enforcement for fourteen years and spoke in opposition of the item expressing his concern with the location of the store and the accessibility to youths.
8. Greg Novell, Prosser, spoke in opposition of the topic and stated, "What we reap as a town is what we sow, it's not man's law, it's God's law."
9. Tom Denlea, 145 W. SR 22, stated he is the General Manager of Best Western Hotel, Wine Country RV Park, property owner of Starbucks and the surrounding retail stores and has a vested interest in the community. Mr. Denlea thanked the Council for volunteering their time as leaders of our community and apologized for not participating in the previously advertised Public Hearings related to the topic. Mr. Denlea asked that Council ban any further marijuana activity in Prosser.
10. Jedidiah Haney, 405 34th Avenue, Yakima, Executive Director of CAUSE-M, stated his business represents the legal and safe recreational cannabis industry and spoke in favor of the item stating it is a legal State law.

11. Scott Masengill, 47504 N. 108 PR NW, Yakima, thanked Council for their openness related to the topic and stated he is a licensed marijuana grower and a job creator. Mr. Masengill further stated it is legal to smoke marijuana in Washington State for consenting adults in the privacy of their homes.
12. Randy McMurrin, 158901 W. OIE, spoke in favor of the topic stating his opinion on potential increased economic benefits that could be recognized from the retail marijuana industry.
13. Peggy Brown, 1323 Grant Avenue, stated she and her husband were the picketers standing outside of City Hall and around town. She expressed her displeasure with the marijuana store and stated the City had the option to not permit the business and a duty to provide information related to the business to citizens.
14. Larry Taylor, 826 Ford, spoke against the item and said, "even if it's legal, it's not moral." Mr. Taylor asked if Council considered the consequences or thought about how this would impact property values.

Mayor Warden spoke about the City's approach to retail marijuana and referenced other cities throughout the State that are being sued for banning retail stores.

15. Shelly Pontin, 146902 W. Hoisington Road, stated her late husband who passed away last November of complications with cancer, used medical marijuana and said he would have suffered much more without the drug.
16. Jeffery McPhee, 6401 St. Rt. 410, Naches, spoke in favor of the item and stated in his opinion the recreational store takes the sale of marijuana out of the hands of drug cartel and off the black market.
17. Paul Tabayoyan, 8 Burning Tree Drive, Yakima, stated he is a marijuana producer, processor, and spoke in favor of retail marijuana.
18. David Rand, 10 Maple Grove, Sunnyside, said he was a successful businessman and spoke in favor of the medical benefits he has personally experienced with the use of marijuana.
19. Jason Rainer, 1954 Mountain View Drive, stated he opposed the marijuana store and expressed his concern with the business opening.
20. Adrienne Rainer, 1954 Mountain View Drive, spoke against the retail marijuana store and empathized with the difficult decision Council had to make.
21. Ken Bierlink, Merlot Drive, opposed the retail marijuana store and inquired about the building standards for new businesses. Mr. Bierlink further stated the store building is unappealing.

22. Larry Marchant, 136601 Huard Road, spoke against the topic and expressed his concern with under age accessibility and use.
23. Frank Vermulm, 2236 Hinzerling Road, stated he is in the trucking business and the marijuana store will put his business at risk. Mr. Verlmulm said the marijuana store is a "moral defeat for Prosser."
24. Jim Hopwood, 221 Mariposa Court, stated he is the Pastor at the Prosser Bethel Church which is currently building a \$3 million dollar facility in Prosser. Furthermore, he expressed his concern with sending the wrong message to children.
25. Jolene Vermulm, 2236 Hinzerling Road, stated she is the mother of eleven children and expressed her deep concern with the retail marijuana store opening and asked that Council not allow any further retail marijuana development.
26. Jim White, 2111 Miller Court, opposed the item stating he has worked in public schools as a teacher for thirty-three years and has seen the destruction marijuana use brings to families. Mr. White further stated that retail marijuana was not an "economic development" for Prosser.

Mayor Warden said that money never entered the discussion and was not a motivation. The product will be highly taxed and the portion of revenues that will be remitted to the cities is minimal.

27. Kris Giracdin, 1108 W. Fremont, Selah, spoke in favor of the item and expressed her gratitude to Council for their consideration of the topic.
28. Cipriano Esparza, 43001 N. Griffin Road, stated marijuana crops are similar to wine grapes and felt that the retail business would be a good thing for the County.
29. Dan Denchel, 325 Merlot Drive, spoke in opposition of the item expressing his concern and disappointment with Council for allowing the sale of retail marijuana in Prosser.
30. Tim Thompson, 11624 N. Missimer Road, stated he is a local Chiropractor and the principal investor of Altitude, the retail marijuana store in Prosser. Mr. Thompson said it was his desire to turn something negative into something positive and expressed his opinion regarding the \$2.5 trillion dollars spent on the "war against drugs that has been lost." He addressed how the store would be regulated and spoke of his hope to help eliminate the black market for marijuana.
31. Lisa Homier, 11624 N. Missimer Road, stated the voters have voted the initiative in, it's law, it's legal and it will be regulated.
32. Zachary Crews, 4013 W. Walnut, Yakima, spoke in favor of the item stating people had the choice to "be a victim or a beneficiary."

33. Richard Esparza, 169302 Hanks Road, stated he was a proponent of retail marijuana, a retired educator, has a master's degree, and hoped the marijuana store benefits the community.

Mayor Warden read into the record an email the City received from Margie Lemberger who wrote in favor of the retail marijuana store expressing her gratitude to be able to purchase known marijuana safely and legally.

34. Nicole Nastri, 42 S. Waverly Street, Kennewick, said she is an educator, has a master's degree and stated the debate is protecting citizenry and freedom. A business man has every right to legally open a store and the sale of marijuana will be taxed and regulated, taking the drug off the black market.
35. Tim Oten, 1219 Quarterhorse Trail, stated he has been a member of the Prosser community since 1990 and spoke in opposition of the sale of retail marijuana. Mr. Oten further stated the marijuana store posed a moral and ethical dilemma that will fundamentally change the town and is nothing to be proud of.
36. Jose Alvarado, Prosser, Prosser, said he is a marijuana user and spoke of the medical benefits he personally has experienced from marijuana and stated he is open with his children about his drug use.
37. Evonne Alvarado, Prosser, stated she is not a user of marijuana, however she supported her husband and said the responsibility of raising and educating children to make good choices starts in the home.

CONSENT AGENDA

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

- a. Approve Payment of Payroll Checks Nos. 600072 through 600074 in the Amount of \$1,627.87 and Direct Deposits in the Amount of \$12,137.98, for the Period Ending June 24, 2014
- b. Approve Maintenance Contract with Abadan for Konica Minolta Bizhub C25 Contract
- c. Approve Payment of Claim Checks Nos. 10782 through 10835, in the Amount of \$152,161.06, and Electronic Payments in the Amount of \$26,427.75, for the Period Ending June 24, 2014
- d. Approve Revised DWSRF Invoice Voucher Request No. 4 in the Amount of \$13,991.70 for the Zone 2.5 Water Supply Improvements Project and Authorize the Mayor to Sign the Documents

- e. Approve Interagency Agreement No. K2853 between the City of Prosser and Department of Enterprise Services and Authorize the Mayor to Sign the Documents

PUBLIC HEARING

WATER USE EFFICIENCY GOALS

At 8:46 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 closed and the Regular Meeting of the Prosser City Council was reconvened at 8:46 p.m.

SHORELINE MASTER PROGRAM

At 8:47 p.m., Mayor Warden recessed the Regular Meeting of the Prosser City Council to conduct a Public Hearing regarding the Shoreline Master Program. Mayor Warden called for public comments. With no comments being offered, the Public Hearing was closed and the Regular Meeting of the Prosser City Council was reconvened at 8:48 p.m.

UPDATES TO THE COMPREHENSIVE PLAN AND LAND USE MAP

At 8:48 p.m., Mayor Warden recessed the Regular Meeting of the Prosser City Council to conduct a Public Hearing regarding updates to the Comprehensive Plan and Land Use Map. Mayor Warden called for public comments. With no comments being offered, the Public Hearing was closed and the Regular Meeting of the Prosser City Council was reconvened at 8:48 p.m.

COUNCIL ACTION

ADOPTION OF RESOLUTION NO. 14-1460 APPROVING THE WATER USE EFFICIENCY GOALS

Council Member Hamilton asked if the adoption of the resolution would pose any rate increases. Public Works Director DaCorsi stated it will not impose any rate increases and it is a review of goals only. A motion was made by Council Member Everett, seconded by Council Member Taylor to adopt Resolution No. 14-1460 approving the Water Use Efficiency Goals. Motion passed 7 YES, 0 NO, 0 ABSENT.

ADOPTION OF ORDINANCE NO. 14-2896 AND ORDINANCE NO. 14-2897 RELATED TO THE SHORELINE MASTER PROGRAM

A motion was made by Council Member Everett, seconded Council Member Taylor to adopt Ordinance No. 14-2896 repealing the existing Shoreline Master Program contained in Prosser Municipal Code Chapter 16.04, adopting a new Shoreline Master Program and adopting Shoreline Designation Maps. Motion passed 7 YES, 0 NO, 0 ABSENT.

A motion was made by Council Member Everett, seconded by Council member Taylor to adopt Ordinance No. 14-2897 amending Prosser Municipal Code Sections 16.10.102, 16.10.130, 16.20.010, 16.20.040, 16.20.050, and 16.60.040 of the City's Critical Areas ordinance to make it consistent with the City's Shoreline Master Program. Motion passed 7 YES, 0 NO, 0 ABSENT.

ADOPTION OF ORDINANCE NO. 14-2898 RELATED TO THE COMPREHENSIVE PLAN AND LAND USE MAP

A motion was made by Council Member Everett, seconded by Council Member Taylor to adopt Ordinance No. 14-2898 modifying the City of Prosser Comprehensive Plan and Land Use Map. Motion passed 7 YES, 0 NO, 0 ABSENT.

DISCUSSION ITEMS

NON-UNION SALARY STUDY REVIEW

This item was removed from the Agenda and will be considered at the next regularly scheduled Council meeting.

EXECUTIVE SESSION

At 8:54 p.m., Mayor Warden recessed the Regular Meeting of the Prosser City Council to conduct an Executive Session pursuant to RCW 42.140(4)(a) collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b), that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. The Executive Session was expected to last for 10 minutes and was to include Mayor and Council Members, City Clerk, Finance Director, and City Attorney.

At 9:04 p.m., Mayor Warden reconvened the Regular Meeting of the Prosser City Council and stated no action occurred.

DISCUSSION ITEMS CONTINUED

Council Member Hamilton said he felt that the citizens of Prosser expected Council to take action on the marijuana item and inquired if that was going to happen at a future meeting.

Mayor Warden stated the purpose of the citizen comment period in the meeting was to allow both sides of the issue to be heard as well as address any questions. No action was required at the meeting.

City Attorney Saxton advised the Planning Commission will be holding a Public Hearing to receive citizen comment regarding the marijuana store hours and regulations.

Council inquired if a moratorium could be enacted.

City Attorney Saxton explained that a moratorium would not stop the active business but would put a hold on any future stores opening until the moratorium expired. At that point Council could consider an ordinance banning marijuana sales.

Council Member Ward asked if the City had design standards for new businesses and if the marijuana store had followed those standards.

Mayor Warden stated the City does not have design standards however the new business does meet the standard Code requirements.

ADJOURNMENT

There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 9:13 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of claim
Check no. 11003 in the amount of
\$61,375.30 for the period ending July 31,
2014.

Meeting Date:
August 12, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$61,375.30

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 # 11003

Summary Statement:

Approve payment of claim check no. 11003 in the amount of \$61,375.30 for the period ending July 31, 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. 11003 in the amount of \$61,375.30 for the period ending July 31, 2014.

Reviewed by Department Director:

Regina Mauras

Date: 8.6.2014

Today's Date:

Reviewed by City Attorney:

N/A

Date:

Revision Number/Date:

Approved by Mayor:

Paul Warden

Date: 8-8-14

File Name and Path:

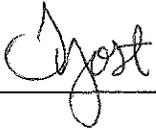
CHECK REGISTER

City Of Prosser
MCAG #: 0205

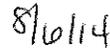
07/31/2014 To: 07/31/2014

Time: 14:31:34 Date: 08/06/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3857	07/31/2014	Payroll	1	11003	Washington Teamsters Welfare	61,375.30	07/31/2014 To 07/31/2014 - WTWT
		001 General Fund				42,241.44	
		102 Street Fund				3,006.94	
		117 Employee Benefits Security				1,921.20	
		403 Water Fund				7,649.58	
		407 Sewer Fund				6,463.57	
		448 Garbage Fund				92.57	
						<u>61,375.30</u>	
						61,375.30 Payroll:	61,375.30



Signature



Date

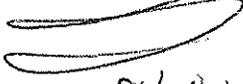
CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Consideration of Resolution Approving the Selection of Hungerford & Terry Inc. as a Sole Source Vendor and Approve the Purchase of Approximately \$81,900, plus tax and shipping, of Greensand Plus and Anthracite Filter Media, a Budgeted Expense.		<u>Meeting Date:</u> August 12, 2014 Regular Meeting	
<u>Department:</u> Public Works	<u>Director:</u> LJ DaCorsi	<u>Contact Person:</u> LJ DaCorsi	<u>Phone Number:</u> (509) 786-2332
<u>Cost of Proposal:</u> \$81,900 plus tax and shipping		<u>Account Number:</u> 594-34-63	
<u>Amount Budgeted:</u> \$100,000		<u>Name and Fund#</u> Water Fund (403)	
<u>Reviewed by Finance Department:</u> <i>R. Mamas</i>			
<u>Attachments to Agenda Packet Item:</u> 1. Proposed Resolution 14-_____ 2. Sole Source Justification Form 3. Hungerford & Terry, Inc - Quote			
<u>Summary Statement:</u> A mixture of Greensand Plus and Anthracite is used by the water department to filter water during the water treatment process. In preparing the 2014 Budget \$100,000 was incorporated to replace this filter media, which needs to be replaced every 3-5 years. In preparing to make this purchase we first contacted the State of Washington to determine if a state contract had been let for this material and found that one could not be located. Additionally, we contacted several vendors provided to us by our engineers and found that they were wholesalers and each of them directed us to Hungerford & Terry as their distributor. Additional research that Hungerford Terry & Inc. was the sole source able to provide the quality of filter media necessary. Pursuant to the recently adopted purchasing policy, (section 6.2.11) the Sole Source Justification form was completed and is attached for your review and consideration. The purchasing policy outlines that Council must, by motion, approve of the vendor distinction and purchase because the anticipated cost exceeds \$50,000.			
<u>Consistent with or Comparison to:</u> EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			

Recommended City Council Action/Suggested Motion:

Adopt Resolution 14-_____ approving the Selection of Hungerford & Terry Inc. as a Sole Source Vendor and Approve the Purchase of Approximately \$81,900, plus tax and shipping, of Greensand Plus and Anthracite Filter Media, a Budgeted Expense.

<u>Reviewed by Department Director:</u>  Date: 8/8/14	<u>Reviewed by City Attorney:</u>  Date: 8/8/14	<u>Approved by Mayor:</u>  Date: 8-8-14
<u>Today's Date:</u> August 5, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

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

**A RESOLUTION OF THE PROSSER, WASHINGTON CITY COUNCIL
IDENTIFYING HUNGERFORD & TERRY AS A SOLE SOURCE
VENDOR PURSUANT TO RCW 39.04.280.**

WHEREAS, the City of Prosser Water Department utilizes Greensand Plus and anthracite as filter media in the water treatment process; and

WHEREAS, the City has budgeted \$100,000 for the purchase of these filter medias; and

WHEREAS, Hungerford & Terry is the sole distributor of these products in North America able to provide the quantity and quality of filter media necessary; and.

WHEREAS, a complete bidding process would likely only produce one bid; and

WHEREAS, pursuant to RCW 39.04.280 and the Prosser Purchasing Policy the City Council must take action to make his distinction.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF PROSSER, WASHINGTON AS FOLLOWS:**

To declare Hungerford & Terry the sole source for Greensand Plus and Anthracite filter media for the city's water department.

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

Sole Source Justification Form

LJ DaCorsi	Public Works – Water Department
Name of Department Head	Dept./Division

Supplier: Hungerford & Terry, Inc.	
Product Description: Greensand Plus and Anthracite	
Use/Need: Replacement Filter Media	Estimated Cost: \$81,900 plus tax and shipping

This is a sole source because: (reference ADM 004 6.2.11.5)

- 6.2.11.5.4 Compatibility to existing City standard or to existing equipment, inventory, system, data, program, or service.
- 6.2.11.5.5 Licensed or patented product with only one dealer.
- 6.2.11.5.6 Only authorized service provider, repair and/or warranty services
- 6.2.11.5.7 Unique design. Requires unique design features that are essential, aesthetic requirements, or not practical to match to existing design or equipment.
- 6.2.11.5.8 Used item. Surplus item bought through an auction or distributor that would represent good value and is advantageous to the City.
- 6.2.11.5.9 Delivery Date. Only one supplier can meet required delivery date.
- 6.2.11.5.10 Project or research continuity. Product, system, service or data must comply with an ongoing project, research, data, testing, or analysis

1. What necessary features does this vendor provide which are not available from other vendors? Please be specific.

Only vendor in North America with the quantity of material necessary and manufacture of Greensand Plus.

2. What steps were taken to verify that these features are not available elsewhere?

- Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)

Other vendors were contacted and each directed us back to Hungerford & Terry as the distributor of the media.

- Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).

Hungerford & Terry (Beaver Equipment)

425-398-8082 Provided Quote

Neisen Corporation
 Browns Hill Sand
 Garnet Abrasive & Water Filtration

800-362-9686 Contact Hungerford & Terry
 412-461-9060 Contact Hungerford & Terry
 414-342-0682 Contact Hungerford & Terry

Sole source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

STATEMENT OF NEED:

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Request: Department Head Signature	Date
Approval: Mayor, or his designee	Date
6.2.11.5.12 When the total expected cost exceeds fifty thousand (\$50,000), the City Council must by motion determine that there is only one source and authorize the purchase.	
Council Meeting Date: (Attach Council Minutes)	



HUNGERFORD & TERRY, INC.
Manufacturers of Water Treating Equipment

P.O. BOX 650
CLAYTON, NEW JERSEY 08312-0650
856-881-3200
FAX 856-881-6859
E-Mail: jtamburini@hungerfordterry.com



April 30, 2014

Reference: GreensandPlus Filter Media Replacement-City of Prosser, WA

Hungerford & Terry, Inc. is pleased to submit for your consideration a formal quotation for replacement GreensandPlus filter media and anthracite for six (6) existing 12'0" diameter pressure filters. The following media quantities and associated pricing are listed below.

680 ft³ of Greensand Plus (113.5 ft³ per filter amounting to a 12" bed)
1360 ft³ of Anthracite (226.5 ft³ per filter amounting to a 24" bed)

The price for the materials listed above amounts to \$81,900.00 USD, which includes freight to Prosser, WA. If an order is placed immediately, the material will be ready for shipment in June.

We very much appreciate the opportunity to submit this proposal, and we hope that it meets with your favorable consideration. Should you have any questions or need for additional information, please feel free to contact our factory representative at the address and telephone number listed below, or the undersigned at our home office in Clayton, New Jersey.

Very truly yours,
HUNGERFORD & TERRY, INC.

A handwritten signature in dark ink, appearing to read 'James Tamburini'. The signature is fluid and cursive, written over a white background.

James Tamburini
Sales Representative

Enclosure

REPRESENTATIVE:
Beaver Equipment Specialty Company
Mike McKamey
P.O. Box 82412
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CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Consideration of Ordinance approving position descriptions for certain appointed and un-appointed positions.		<u>Meeting Date:</u> August 12, 2014 Regular Meeting									
<u>Department:</u> Finance	<u>Director:</u> Regina Mauras	<u>Contact Person:</u> Toni Yost	<u>Phone Number:</u> (509) 786-8215								
<u>Cost of Proposal:</u> n/a		<u>Account Number:</u>									
<u>Amount Budgeted:</u>		<u>Name and Fund#</u>									
<u>Reviewed by Finance Department:</u> N/A											
<u>Attachments to Agenda Packet Item:</u>											
1. Proposed Ordinance No. 14-_____											
<u>Summary Statement:</u>											
Attached is an Ordinance approving position descriptions for the following appointed and un-appointed positions:											
<table border="1"> <tr> <td>City Clerk</td> <td>Appointed</td> </tr> <tr> <td>City Planner</td> <td>Un-Appointed</td> </tr> <tr> <td>Finance Manager</td> <td>Un-Appointed</td> </tr> <tr> <td>Assistant Finance Manger</td> <td>Un-Appointed</td> </tr> </table>		City Clerk	Appointed	City Planner	Un-Appointed	Finance Manager	Un-Appointed	Assistant Finance Manger	Un-Appointed		
City Clerk	Appointed										
City Planner	Un-Appointed										
Finance Manager	Un-Appointed										
Assistant Finance Manger	Un-Appointed										
<p>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. With the exception of the City Planner, the position titles have not been amended, the only change is to update the job descriptions. The proposed position description for the City Planner establishes the position title and description.</p> <p>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.</p>											
<u>Consistent with or Comparison to:</u>											
EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL											
<u>Recommended City Council Action/Suggested Motion:</u>											
Adopt Ordinance No. 14-_____ approving position descriptions for certain appointed and un-appointed positions.											

<u>Reviewed by Department Director:</u> <i>Regina Mauras</i> Date: <i>8-8-2014</i>	<u>Reviewed by City Attorney:</u>  Date: <i>8/7/14</i>	<u>Approved by Mayor:</u>  Date: <i>8-8-14</i>
<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 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 City Clerk is hereby adopted to read as follows: see Exhibit "A" attached hereto and incorporated herein by reference.

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

Section 3. The position description for the un-appointed office of Finance Manager 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 Assistant Finance Manager is hereby adopted to read as follows: see Exhibit "D" attached hereto and incorporated herein by reference.

Section 5. SEVERABILITY. The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid.

Section 6. 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

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 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"

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**CITY OF PROSSER, WASHINGTON
POSITION DESCRIPTION**

Title: City Clerk **FLSA:** Exempt
Department: Administration **Union Status:** Non-Union
Reports to: ~~Deputy City Administrator/Finance Director~~ City Administrator
Date: ~~June 2008~~ August 2014

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GENERAL PURPOSE

~~Under the direction of the Deputy City Administrator/Finance Director~~ City Administrator, provides 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 information. 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.

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SUPERVISION REQUIRED

Works under the general supervision of the ~~Deputy City Administrator/Finance Director~~ City Administrator.

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SUPERVISION EXERCISED

~~None~~ Directly or indirectly supervises all assigned staff.

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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.

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Serves 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.

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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.

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Directs and oversees the City's records management and retention program citywide; conducts records management and retention training sessions for personnel citywide; serves as technical expert in the area of records management and retention.

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

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Prepares agendas, minutes, Council packets, and other associated documents; attends work sessions, special meetings, and City Council meetings as appropriate; ~~directs the maintenance of Prosser Municipal Code to ensure comprehensive and cohesive compilation of City laws. 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.~~

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Drafts 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; ~~contacts/communicate with Council Members and others as necessary by telephone and email to provide reminders of special meetings or changes in meeting times.~~

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Assures 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.

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~~Attends regular and special 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.~~

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Prepares and advertises bids; conducts bid openings.

Administers 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.

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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.

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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.

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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.

Manages and supervises assigned operations to achieve goals within available resources.

~~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.

~~Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations.~~

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

Administers Oath of Office to public officials.

Serves as a Notary Public.

~~Performs all other duties as assigned. 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.~~

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Performs all other duties as assigned.

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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.

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PERIPHERAL DUTIES

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

~~Serves as backup to other related accounting and clerical positions as needed.~~

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, or a closely related field, and;
- Four years of related experience; or,
- B.
- 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.

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PREFERRED CRITERIA

Certified Municipal Clerk Certification

Master Municipal Clerk Certification

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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 _____

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EXHIBIT "B"

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: August 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

EDUCATION AND EXPERIENCE:

Bachelor's Degree in planning or related field

At least three years of full time work experience

Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

PREFERRED CRITERIA

Five years of full time experience in planning or related field

Working knowledge of Residential and Commercial Building Codes

Working knowledge of State Environmental Laws and Regulations

Working Knowledge of Federal Environmental requirements including JARPA and NEPA documents

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.

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 "C"

CITY OF PROSSER, WASHINGTON
POSITION DESCRIPTION

Title: Finance Manager

Department: Administration

Reports to: ~~Deputy City Administrator/~~
Finance Director

FLSA: Exempt

Union Status: Non-Union

Date: ~~June-August 2008~~ 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 ~~Deputy City Administrator/~~Finance Director.

SUPERVISION REQUIRED

Works under the general supervision of the ~~Deputy City Administrator/~~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.

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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.

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.

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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.

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.

Maintains detailed records for bond and debt payments;

Ensures payment 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 payment.

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).

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.

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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.

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Coordinates drug and alcohol testing and maintains files.

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

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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.

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:

- 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,
 - A- Four years of related experience; or,
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

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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 "D"

**CITY OF PROSSER, WASHINGTON
POSITION DESCRIPTION**

Title: Assistant Finance Manager

FLSA Status: Non-exempt

Department: Administration

Union Status: Exempt

Reports To: ~~Deputy City Administrator/~~
Finance Director

Date: ~~January 2011~~ June-August 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

~~Deputy City Administrator/~~ 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.

Manages the daily operation, budget preparation, and financial reporting of the Hotel Motel Tax Committee and Prosser Tourism Promotion Area Committee.

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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

Education and Experience:

- Graduation from a college or university with a 2 year degree in accounting, finance, or a closely related field, and,
- Four years of related experience; or,
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

~~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.~~

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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.

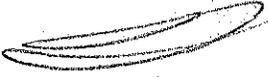
Approval _____ Date _____

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 _____

**CITY OF PROSSER, WASHINGTON
AGENDA BILL**

<u>Agenda Title:</u> Consideration of an Ordinance Declaring a Moratorium, Prohibiting Marijuana Production, Processing and Retail Sales in all Zoning Districts Within the City and Setting Public Hearing for September 23, 2014.		<u>Meeting Date:</u> August 12, 2014 Regular Meeting	
<u>Department:</u> Planning	<u>Director:</u> Steve Zetz	<u>Contact Person:</u> Steve Zetz	<u>Phone Number:</u> (509) 786-8212
<u>Cost of Proposal:</u> \$0		<u>Account Number:</u>	
<u>Amount Budgeted:</u> \$0		<u>Name and Fund#</u>	
<u>Reviewed by Finance Department:</u> N/A			
<u>Attachments to Agenda Packet Item:</u> 1. Proposed Ordinance No. 14-_____			
<u>Summary Statement:</u> At the August 6, 2014 Prosser City Council Meeting staff was directed to bring back an ordinance enacting a moratorium for recreational marijuana uses. A moratorium is imposed prohibiting the establishment, maintenance, or operation of a Marijuana production, processing, or retail business as defined by Initiative Number 502 and Chapter 69.50 RCW as amended, within all zoning districts within the City of Prosser; and a moratorium is imposed on the filing with the City, or the Courts of Competent Jurisdiction, any applications for licenses, permits, or other approvals for the location of Marijuana production, processing or retail businesses as defined above, during the term of this moratorium. This ordinance shall not affect State-licensed Marijuana businesses already located in the city. The Ordinance declares an emergency making its provisions effective immediately. Passage of the Ordinance requires five affirmative votes.			
<u>Consistent with or Comparison to:</u> EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
<u>Recommended City Council Action/Suggested Motion:</u> Adopt Ordinance 14-_____ Declaring a Moratorium, Prohibiting Marijuana Production, Processing and Retail Sales in all Zoning Districts Within the City and Setting Public Hearing for September 23, 2014			

<u>Reviewed by Department Director:</u> Not Available <u>Date:</u>	<u>Reviewed by City Attorney:</u>  <u>Date:</u> 8/7/14	<u>Approved by Mayor:</u>  <u>Date:</u> 8-8-14
<u>Today's Date:</u> August 7, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 14-_____

AN ORDINANCE DECLARING A MORATORIUM PROHIBITING MARIJUANA PRODUCTION, PROCESSING AND RETAIL SALES IN ALL ZONING DISTRICTS WITHIN THE CITY AND SETTING A PUBLIC HEARING THEREON. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.

WHEREAS, the City has adopted a moratorium on medical Marijuana uses:

...prohibiting the establishment, location, operation, registration or licensing, maintenance, or continuation of any medical cannabis collective garden or any medical marijuana dispensary, whether for profit or not for profit, asserted to be authorized or actually authorized under E2SSB 5073, Chapter 181 Laws of 2011, Chapter 69.51A RCW, or any other laws of the State of Washington. No building permit, occupancy permit, or other development permit or approval shall be issued for any of the purposes or activities listed above. No business registration or license shall be granted or accepted while this moratorium is in effect for any of the activities listed above. Any land use approvals, business registrations or licenses or other permits for any of these operations that are issued as a result of error or by use of vague or deceptive descriptions during the moratorium are null and void, and without legal force of effect.

AND WHEREAS, Prosser has one existing licensed recreational Marijuana retail outlet open at this time; and

WHEREAS, the Washington State Liquor Control Board (WSLCB) rules provide that the Board will not issue a Marijuana license if the proposed business is within one thousand feet of the perimeter of the grounds of any of the following entities: Elementary or Secondary School; Playground; Recreation Center or Facility; Childcare Center; Public Park; Public Transit Center; Library or Any Game Arcade; and

WHEREAS, the City has reviewed a draft map showing the amount of property within the City, which, despite the 1000-foot restriction remains eligible for Marijuana-licensed businesses to locate, thus demonstrating the significant impact these uses will have upon neighboring property owners; and

WHEREAS, WSLCB rules will allow for production businesses to grow Marijuana in outdoor open-air facilities pursuant to certain security criteria, but still posing a health and safety risk to neighboring properties; and

WHEREAS, the WSLCB rules provide that the Board will determine how many licenses will be issued to businesses in each County and allow for municipalities to object to potential

applicants; and

WHEREAS, the WSLCB allocated two retail Marijuana licenses in Benton County outside of the Tri-cities metropolitan area and has not limited the number of grower or processor licenses it will issue; and

WHEREAS, pursuant to the existing Prosser Zoning Code retail Marijuana stores could locate in retail zones and Marijuana growers and processors could locate in Agri-business or Industrial zones; and

WHEREAS, the Prosser Planning Commission is currently working on zoning regulations for both medical cannabis and recreational Marijuana; and

WHEREAS, the City Council has an existing work plan for medical cannabis zoning regulations; and

WHEREAS, Washington law authorizes the City to adopt a moratorium with a public hearing which must be held within sixty (60) days of the date of the adoption of a moratorium; and

WHEREAS, the City Council has determined that it is in the best interest of the City that a moratorium be established to provide the City an opportunity to study appropriate regulations for such Marijuana businesses, and to develop a work plan for the implementation of such regulations;

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

Section 1. A moratorium is imposed prohibiting the establishment, maintenance, or operation of a Marijuana production, processing, or retail business as defined by Initiative Number 502 and Chapter 69.50 RCW as amended, within all zoning districts within the City of Prosser; and a moratorium is imposed on the filing with the City, or the Courts of Competent Jurisdiction, any applications for licenses, permits, or other approvals for the location of Marijuana production, processing or retail businesses as defined above, during the term of this moratorium. This ordinance shall not affect State-licensed Marijuana businesses already located in the city.

Section 2. The moratorium imposed by this Ordinance shall become effective on the date hereof, and shall continue in effect for an initial period of six (6) months, unless repealed, extended, or modified by the City Council after a public hearing and entry of appropriate findings of fact as required by RCW 35A.63.220, provided, however, that the moratorium shall automatically expire upon the effective date of zoning regulations adopted by the City Council to address Marijuana production, processing or retail businesses within the City of Prosser.

Section 3. A public hearing shall be scheduled for 7:00 p.m., or as soon thereafter as the matter may be heard, on September 23, 2014, at the City Council Chambers of the Prosser City

Hall, where it will hear evidence and consider comments and testimony of those wishing to speak at such public hearing regarding the moratorium. The City Clerk is directed to cause appropriate notice of such hearing to be given.

Section 4. At the first Council Meeting following the public hearing, the City Council shall adopt additional Findings of Fact justifying its actions before the public hearing, and determine whether a work plan is necessary to address the issues involving the Marijuana production, processing and retail businesses within the City and if appropriate, extending the moratorium to complete a work plan and implementation of appropriate regulations.

Section 5. This Ordinance shall not be codified.

Section 6. The above "Whereas" clauses of this Ordinance constitute specific findings by the Council in support of passage of this Ordinance.

Section 7. SEVERABILITY. The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, sentence, clause, or phrase be held unconstitutional or invalid.

Section 8. The City Council declares that an emergency exists requiring passage of this Ordinance for the protection of public health, safety, welfare, and peace based on the Findings set forth in Section 6 above. This Ordinance shall take effect and be in full force immediately upon passage and shall expire in six months, unless extended or released according to law or as may be earlier terminated in accordance with section 2 above. The City Clerk shall publish a summary of this Ordinance consisting of its 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 DECLARING A MORATORIUM PROHIBITING MARIJUANA PRODUCTION, PROCESSING AND RETAIL SALES IN ALL ZONING DISTRICTS WITHIN THE CITY AND SETTING A PUBLIC HEARING THEREON. 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