

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

CITY COUNCIL
REGULAR MEETING AGENDA
7:00 P.M.
TUESDAY, AUGUST 26, 2014

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN PARTICIPATION
5. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS
 - a.) Wastewater Treatment Plant Outstanding Performance Award (*Ian Laseke, Department of Ecology*)..... *Page 3*
6. CONSENT AGENDA
 - a. Approve Payment of Payroll Checks Nos. 600164 through 600166 in the Amount of \$2,173.87 and Direct Deposits in the Amount of \$12,137.98, for the Period Ending August 15, 2014..... *Page 4*
 - b. Approve Payment of Claim Checks Nos. 11094 through 11153 and 111555, in the Amount of \$239,748.01 and Electronic Payments in the Amount of \$30,854.64, for the Period Ending August 26, 2014 *Page 6*
 - c. Approve Payment of Washington Trust Bank Claim Checks No. 1055, in the Amount of \$4,775.76 and Electronic Payments in the Amount of \$250.00, for the Period Ending August 26, 2014 *Page 16*
 - d. Accept Monthly Report by Prosser Economic Development Association for the Month of July 2014 and Authorize Payment for those Services in the Amount of \$2,166.66 and Authorize Payment in the Amount of \$1,416.67 for Grant Writer Services *Page 18*
 - e. Accept Invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the Month of June, July and August and Authorize Payment for those Services in the Amount of \$19,500.00 *Page 22*

*The first Ordinance passed will be Ordinance 14-2903
The first Resolution passed will be Resolution 14-1464*

- f. Approve July 2014 Financial Statement *Page 38*
- g. Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 6 in the Amount of \$10,462.00 for the Zone 2.5 Water Supply Improvements Project and Authorize the Mayor to Sign the Documents *Page 106*
- h. Approve the USDA Outlay Report and Draw Request No. 34 in an Amount of \$70,280.85 for Costs Associated with the Northwest Prosser Water and Sewer System Improvements (Contract Addendum No. 2) and Authorize the Mayor to Sign the Documents *Page 114*
- i. Approve Amendment to Interagency Contract between the City of Prosser and Washington State Department of Revenue Regarding Changes Made by Business Licensing Services and Authorize the Mayor to Sign the Contract..... *Page 123*
- j. Appoint Robin Siemens to the Hotel/Motel Local Tax Advisory and Tourist Promotion (TPA) Committees *Page 141*
- k. Approve the amended April 22, 2014 Meeting Minutes *Page 144*

7. COUNCIL ACTION

- a.) **Approve Payment of Claim Check No. 11154 in the Amount of \$123.23, for the Period Ending August 26, 2014** *Page 149*

RECOMMENDATION: Approve Payment of Claim Check No. 11154 in the Amount of \$123.23, for the Period Ending August 26, 2014.

- b.) **Consideration of Agreement for Professional Services between the City of Prosser and HLA, Inc., for the Purpose of Providing Professional Engineering Services for the Wastewater Treatment Plant Upgrade Project** *Page 151*

RECOMMENDATION: Approve Agreement for Professional Services between the City of Prosser and HLA, Inc., for the purpose of providing Professional Engineering Services for the Wastewater Treatment Plant Upgrade Project and Authorize the Mayor to sign the agreement.

8. COUNCIL DISCUSSION

- a) **Non-Union Salary Pay**

9. ADD ON ITEMS

10. ADJOURNMENT

*The first Ordinance passed will be Ordinance 14-2903
The first Resolution passed will be Resolution 14-1464*



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

June 18, 2014

RECEIVED
JUN 23 2014
CITY OF PROSSER

The Honorable Paul Warden
Mayor of Prosser
601 Seventh St.
Prosser, WA 99350

Dear Mayor Warden:

Congratulations! The City of Prosser Wastewater Treatment Plant is receiving the 2013 “Wastewater Treatment Plant Outstanding Performance” award. Of approximately 300 wastewater treatment plants statewide, yours is one of 125 that achieved full compliance with its National Pollutant Discharge Elimination System (NPDES) permit in 2013.

My staff evaluated wastewater treatment plants in Washington for compliance with the effluent limits, monitoring and reporting requirements, spill prevention planning, pretreatment, and overall operational demands of the NPDES permit.

It takes diligent operators and a strong management team, working effectively together, to achieve this high level of compliance. It is not easy to operate a wastewater treatment plant 24 hours a day, 365 days a year, without violations. The Washington State Department of Ecology (Ecology) appreciates the extraordinary level of effort your plant operators demonstrated throughout 2013. Talented and proficient operators are critical to successful plant operations and protecting the health of Washington’s waters. This is the sixth consecutive year the City of Prosser Wastewater Treatment Plant received this award. Your excellent record is a credit to the dedicated operators who are responsible for operating this award-winning plant.

Ecology will issue a news release recognizing the 2013 award recipients including the City of Prosser Wastewater Treatment Plant.

Please call Donna Smith at 509-575-2612 if you have any questions or comments about your award.

Thank you for the excellent service you provide. Congratulations!

Sincerely,

Heather R. Bartlett
Water Quality Program Manager



CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of payroll check nos. 600164 through 600166 in the amount of \$2,173.87 and direct deposits in the amount of \$12,137.98 for the period ending August 15, 2014

Meeting Date:
August 26, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauraas

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:

Regina Mauraas

Attachments to Agenda Packet Item:

1. Payroll Check Register

Summary Statement:

Payroll check nos. 600122 600164 through 600166 in the amount of \$2,173.87 and direct deposits in the amount of \$12,137.98 for the period ending August 15, 2014.

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Approve payment payroll check nos. 600164 through 600166 in the amount of \$2,173.87 and direct deposits in the amount of \$12,137.98 for the period ending August 15, 2014

Reviewed by Department Director:

Regina Mauraas

Date: 8-20-2014

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Paul Vank

Date: 8-21-14

Today's Date:

August 20, 2014

Revision Number/Date:

File Name and Path:

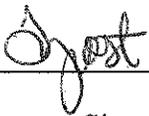
CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/15/2014 To: 08/15/2014

Time: 12:05:19 Date: 08/12/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo	
4212	08/15/2014	Payroll	1	EFT		138.52	August Draw	
4213	08/15/2014	Payroll	1	EFT		704.72	August Draw	
4214	08/15/2014	Payroll	1	EFT		1,015.85	August Draw	
4215	08/15/2014	Payroll	1	EFT		554.10	August Draw	
4216	08/15/2014	Payroll	1	EFT		1,617.98	August Draw	
4217	08/15/2014	Payroll	1	EFT		642.90	August Draw	
4221	08/15/2014	Payroll	1	EFT		554.10	August Draw	
4222	08/15/2014	Payroll	1	EFT		595.45	August Draw	
4223	08/15/2014	Payroll	1	EFT		1,371.50	August Draw	
4224	08/15/2014	Payroll	1	EFT		689.22	August Draw	
4225	08/15/2014	Payroll	1	EFT		1,545.63	August Draw	
4226	08/15/2014	Payroll	1	EFT		1,556.82	August Draw	
4227	08/15/2014	Payroll	1	EFT		1,151.19	August Draw	
4218	08/15/2014	Payroll	1	600164		411.75	August Draw	
4219	08/15/2014	Payroll	1	600165		1,155.67	August Draw	
4220	08/15/2014	Payroll	1	600166		606.45	August Draw	
							514 Financial, Recording & Elections	2,561.48
							521 Law Enforcement	6,256.07
							524 Protective Inspections	744.97
							<u>001 General Fund</u>	9,562.52
							534 Water Utilities	3,510.98
							<u>403 Water Fund</u>	3,510.98
							535 Sewer	1,238.35
							<u>407 Sewer Fund</u>	1,238.35
							<u>14,311.85 Payroll:</u>	14,311.85



Signature

8/12/14

Date

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Approve payment of claim check nos. 11094 through 11153 and 111555, in the amount of \$239,748.01 and Electronic Payments in the amount of \$30,854.64 for the period ending August 26, 2014.

Meeting Date:
August 26, 2014
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$270,602.65

Account Number:
See Attached

Amount Budgeted:
See 2014 budget for each item listed.

Name and Fund#
See Attached

Reviewed by Finance Department:

R Mauras

Attachments to Agenda Packet Item:

1. Check Register # 11094 through 11153

Summary Statement:

Check Payments	Amount		
11094 through 11153	\$232,620.31		
11155	\$7,127.70		
Electronic Payments	Amount		
Chase	\$739.35	WA Trust Bank	\$7,506.68
Dept of Revenue	\$22,340.61		
City of Prosser	\$250.00		
WA Dept of Licensing	\$18.00		

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Approve payment of 11094 through 11153, in the amount of \$232,620.31 and Electronic Payments in the amount of \$30,854.64 for the period ending August 26, 2014.

Reviewed by Department

Director:
Regina Mauras
Date: 8/21/2014

Reviewed by City Attorney:

N/A
Date:

Approved by Mayor:

Paul Wanda
Date: 8-22-14

Today's Date:
August 21, 2014

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/26/2014 To: 08/26/2014

Time: 14:51:59 Date: 08/20/2014
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4356	08/26/2014	Claims	1	EFT	Chase	739.35	UB CC Payments; Non-UB CC Charges
					001 - 514 30 49 000 - Miscellaneous	23.22	Non-UB CC Charges
					403 - 534 80 49 000 - Miscellaneous	120.33	UB CC Payments
					407 - 535 80 49 000 - Miscellaneous	120.34	UB CC Payments
					448 - 537 80 49 000 - Miscellaneous	120.34	UB CC Payments
					403 - 539 20 49 000 - Miscellaneous	120.34	UB CC Payments
					001 - 576 20 49 001 - Miscellaneous	234.78	Non-UB CC Charges
4357	08/26/2014	Claims	1	EFT	Dor Electronic Payments	22,340.61	Excise Tax
					001 - 514 30 44 000 - External Taxes	3.73	
					001 - 521 20 44 000 - External Taxes	17.45	
					403 - 534 80 44 000 - External Taxes	9,894.56	
					407 - 535 80 44 000 - External Taxes	4,011.83	
					448 - 537 80 44 000 - External Taxes	3,953.22	
					001 - 571 22 44 000 - External Taxes	177.55	
					001 - 576 20 44 001 - External Taxes	4,282.27	
4358	08/26/2014	Claims	1	EFT	Prosser, City Of	250.00	Wa Trust Bank Legal Fees-Cash Advance
					403 - 594 34 63 003 - Capital Other Improvements-l	250.00	Wa Trust Bank Legal Fees-Cash Advance
4359	08/26/2014	Claims	1	EFT	WA Dept Licensing-Cpl	18.00	Concealed Pistol License
					001 - 586 00 01 000 - Concealed Pistol Lic Disburse	18.00	Benton Co. Dist. Court And Office Of Public Defense-July
4360	08/26/2014	Claims	1	EFT	Washington Trust Bank	7,506.68	North Prosser Loan Interest
					403 - 594 34 63 003 - Capital Other Improvements-l	7,506.68	North Prosser Loan Interest
4361	08/26/2014	Claims	1	11094	Abadan Inc	420.74	Front Desk Copy Machine Maintenance; Annex Copy Machine Maintenance
					001 - 514 23 48 000 - Repairs & Maintenance	110.19	
					001 - 514 23 48 000 - Repairs & Maintenance	276.88	Annex Copy Machine Maintenance
					403 - 534 80 48 000 - Repairs & Maintenance	4.08	Front Desk Copy Machine Maintenance
					403 - 534 80 48 000 - Repairs & Maintenance	2.21	Annex Copy Machine Maintenance
					407 - 535 80 48 000 - Repairs & Maintenance	4.08	Front Desk Copy Machine Maintenance
					407 - 535 80 48 000 - Repairs & Maintenance	2.21	Annex Copy Machine Maintenance
					448 - 537 80 48 000 - Repairs & Maintenance	4.08	Front Desk Copy Machine Maintenance
					448 - 537 80 48 000 - Repairs & Maintenance	2.21	Annex Copy Machine Maintenance
					403 - 539 20 48 000 - Repairs & Maintenance	4.08	Front Desk Copy Machine Maintenance
					403 - 539 20 48 000 - Repairs & Maintenance	2.21	Annex Copy Machine Maintenance
					102 - 542 90 48 000 - Repairs & Maintenance	1.32	Front Desk Copy Machine Maintenance
					102 - 542 90 48 000 - Repairs & Maintenance	0.99	Annex Copy Machine Maintenance
					001 - 576 20 48 000 - Repairs & Maintenance	6.20	Front Desk Copy Machine Maintenance
4362	08/26/2014	Claims	1	11095	Are-Sea Carpet & Floor Service	1,823.00	Carpet Cleaning-City Hall, PD, Library
					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		Windows & Bldg Wash
					001 - 518 31 48 000 - Repairs & Maintenance		Carpet Cleaning
					001 - 518 31 48 000 - Repairs & Maintenance	728.00	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	216.00	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	879.00	Carpet Cleaning
					001 - 572 50 48 000 - Repairs & Maintenance		Tile Scrub/Wax

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4363	08/26/2014	Claims	1	11096	Autozone	22.62	Blue Threadlocker
					102 - 542 90 31 000 - Office & Operating Supplies	22.62	Blue Threadlocker
4364	08/26/2014	Claims	1	11097	Benton Co Sheriff	4,733.66	Custody Billing-July 2014
					001 - 523 60 51 000 - Intergov't Professional Servic	4,733.66	Custody Billing-July 2014
4365	08/26/2014	Claims	1	11098	Benton Co Treas Office	5,318.99	Crime Victim Comp; Benton Co. Dist. Court And Office Of Public Defense-July
					001 - 512 50 51 000 - Intergov't Professional Servic	5,120.08	Benton Co. Dist. Court And Office Of Public Defense-July
					001 - 586 00 03 000 - PSEA and CVC Disbursemen	198.91	Crime Victim Comp
4366	08/26/2014	Claims	1	11099	Benton County Road Fund	79,835.50	Chip Seal
					103 - 542 30 51 000 - Intergov't Professional Servic	64,902.57	Chip Seal
					102 - 542 30 51 102 - Intergov't Professional Servic	14,932.93	Chip Seal
4367	08/26/2014	Claims	1	11100	Benton Franklin Dist Health	168.00	Drinking Water Bacteria
					403 - 534 80 41 000 - Professional Services	168.00	Drinking Water Bacteria
4368	08/26/2014	Claims	1	11101	Benton PUD	33,390.35	Electric Bill-WCR; Electric Bill
					001 - 518 31 47 000 - Public Utility Services	1,199.01	
					403 - 534 80 47 000 - Public Utility Services	15,600.23	
					407 - 535 80 47 000 - Public Utility Services	8,867.06	
					403 - 539 20 47 000 - Public Utility Services	1,004.06	
					102 - 542 63 47 000 - Public Utility Services	441.33	Electric Bill-WCR
					102 - 542 63 47 000 - Public Utility Services	3,490.13	
					102 - 542 90 47 000 - Public Utility Services	304.83	
					001 - 569 21 47 000 - Public Utility Services	525.58	
					001 - 572 50 47 000 - Public Utility Services	453.61	
					001 - 576 20 47 000 - Public Utility Services	1,168.09	
					001 - 576 80 47 000 - Public Utility Services	336.42	
4369	08/26/2014	Claims	1	11102	Bestebreur Bros. Construction	69.06	Refund inactive customer credit balance
					403 - 343 41 00 000 - Water Revenues	-69.06	
4370	08/26/2014	Claims	1	11103	Edward Blackburn	230.00	FBI/Leeda Leadership Training
					001 - 521 20 43 000 - Travel	230.00	FBI/Leeda Leadership Training
4371	08/26/2014	Claims	1	11104	Bleyhl Farm Service Gas	6,914.78	PW Fuel Charges; Fuel Charges-City Hall And Waste Water; PD Fuel Charges
					001 - 511 60 32 000 - Fuel	88.99	Fuel Charges-City Hall And Waste Water
					001 - 521 20 32 000 - Fuel Consumed	3,431.92	PD Fuel Charges
					001 - 524 20 32 000 - Fuel Consumed	89.75	Fuel Charges-City Hall And Waste Water
					403 - 534 80 32 000 - Fuel Consumed	655.87	PW Fuel Charges
					407 - 535 80 32 000 - Fuel Consumed	680.66	Fuel Charges-City Hall And Waste Water
					403 - 539 20 32 000 - Fuel Consumed	655.87	PW Fuel Charges
					102 - 542 90 32 000 - Fuel Consumed	655.86	PW Fuel Charges
					001 - 576 80 32 000 - Fuel Consumed	655.86	PW Fuel Charges
4372	08/26/2014	Claims	1	11105	Brown's Tire Co Inc	18.44	Deluxe Lawn And Garden Tube
					001 - 576 80 31 000 - Office & Operating Supplies	18.44	Deluxe Lawn And Garden Tube
4373	08/26/2014	Claims	1	11106	Cascade Analytical	612.46	Nitrate, Phosphorus, Dissolved Solids, Hexane Extract, Hardness Titration
					407 - 535 80 41 000 - Professional Services	612.46	Nitrate, Phosphorus, Dissolved Solids, Hexane Extract, Hardness Titration
4374	08/26/2014	Claims	1	11107	Centurylink	2,323.46	Telephone Bill
					001 - 518 31 42 000 - Communications	1,053.41	
					403 - 534 80 42 000 - Communications	311.29	

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City Of Prosser
MCAG #: 0205

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					407 - 535 80 42 000 - Communications	342.42	
					448 - 537 80 42 000 - Communications	83.16	
					403 - 539 20 42 000 - Communications	83.16	
					102 - 542 90 42 000 - Communications	247.48	
					102 - 543 30 42 102 - Communication	83.16	
					001 - 576 20 42 000 - Communications	109.38	
4375	08/26/2014	Claims	1	11108	Charter Communications	7.64	PD Basic Cable
					001 - 521 20 42 000 - Communications	7.64	PD Basic Cable
4376	08/26/2014	Claims	1	11109	Cities Insurance Assoc	623.29	Insurance Policy Renewal-TBD
					103 - 543 30 46 000 - Insurance	623.29	Insurance Policy Renewal-TBD
4377	08/26/2014	Claims	1	11110	City Of Prosser	6.46	Refund inactive customer credit balance
					403 - 343 90 00 000 - Irrigation Fees & Charges	-6.46	
4378	08/26/2014	Claims	1	11111	Terrence Cleary	65.00	Party Rate Refund
					001 - 347 30 00 000 - Activity Fees	-65.00	Party Rate Refund
4379	08/26/2014	Claims	1	11112	Cliff's Septic Services	248.17	Drain Unclogging-City Park
					001 - 576 80 48 000 - Repairs & Maintenance	248.17	Drain Unclogging-City Park
4380	08/26/2014	Claims	1	11113	Columbia Basin Water Work	3,051.96	Large Metere Test/Repair/Recalibrate
					403 - 534 80 48 000 - Repairs & Maintenance	3,051.96	Large Metere Test/Repair/Recalibrate
4381	08/26/2014	Claims	1	11114	Cook's True Value	328.86	Circle Cutter; Plas Weld Syringe; Fasteners; Fasteners; Carb Wire Brush; PVC Tubing; Primer Spray; Fasteners; OxyAcet Tip Cleaner; Fasteners, Mag Screw Guide; Wire GA Drill Bit, Plug Scr Tap; Fastener
					001 - 521 20 42 000 - Communications	20.88	UPS Shipping
					403 - 534 80 31 000 - Office & Operating Supplies	10.38	Wire GA Drill Bit, Plug Scr Tap
					403 - 534 80 31 000 - Office & Operating Supplies	9.23	Fasteners
					403 - 534 80 31 000 - Office & Operating Supplies	45.64	Tool Brush, Sol Wire Lead, FPT Adapter
					407 - 535 80 31 000 - Office & Operating Supplies	12.99	Circle Cutter
					407 - 535 80 31 000 - Office & Operating Supplies	14.06	Plas Weld Syringe
					407 - 535 80 31 000 - Office & Operating Supplies	162.62	PVC Tubing
					407 - 535 80 31 000 - Office & Operating Supplies	4.86	Clothesline
					102 - 542 90 31 000 - Office & Operating Supplies	7.57	OxyAcet Tip Cleaner
					001 - 569 21 31 000 - Office & Operating Supplies	12.55	Fasteners, Mag Screw Guide
					001 - 576 20 31 000 - Office & Operating Supplies	9.29	Carb Wire Brush
					001 - 576 80 31 000 - Office & Operating Supplies	1.48	Fasteners
					001 - 576 80 31 000 - Office & Operating Supplies	5.10	Fasteners
					001 - 576 80 31 000 - Office & Operating Supplies	7.72	Primer Spray, Fasteners
					001 - 576 80 31 000 - Office & Operating Supplies	4.49	Fasteners
4382	08/26/2014	Claims	1	11115	Denchel's Ford Country	154.12	Repair Wrench Light,; The Works Fuel Package
					001 - 521 20 48 000 - Repairs & Maintenance	113.17	Repair Wrench Light,
					001 - 521 20 48 000 - Repairs & Maintenance	40.95	The Works Fuel Package
4383	08/26/2014	Claims	1	11116	Doxo	2,599.20	Online Billing-Connection Termination
					403 - 534 80 41 000 - Professional Services	649.80	Online Billing-Connection Termination
					407 - 535 80 41 000 - Professional Services	649.80	Online Billing-Connection Termination
					448 - 537 80 41 000 - Professional Services	649.80	Online Billing-Connection Termination
					403 - 539 20 41 000 - Professional Services	649.80	Online Billing-Connection Termination
4384	08/26/2014	Claims	1	11117	Gemmy Industrial Corp	410.71	Veridesk-Pro Plus
					001 - 514 23 31 000 - Office & Operating Supplies	410.71	Veridesk-Pro+

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/26/2014 To: 08/26/2014

Time: 14:51:59 Date: 08/20/2014

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4385	08/26/2014	Claims	1	11118	Grainger Inc	124.76	Fluorescent Lamp
					001 - 518 31 31 000 - Office & Operating Supplies	62.38	Fluorescent Lamp
					001 - 572 50 31 000 - Office & Operating Supplies	62.38	Fluorescent Lamp
4386	08/26/2014	Claims	1	11119	HD Fowler, Co	5,277.17	Hydrant Meters; Stainless Steel, Gasket
					403 - 534 80 31 000 - Office & Operating Supplies	303.77	Stainless Steel, Gasket
					403 - 534 80 35 000 - Small Tools & Minor Equipm	4,946.32	Hydrant Meters
					403 - 534 80 35 000 - Small Tools & Minor Equipm	27.08	Hydrant Meters
4387	08/26/2014	Claims	1	11120	Shane Hellyer	119.94	Dog Food-Bosco
					001 - 521 20 31 000 - Office & Operating Supplies	119.94	Dog Food-Bosco
4388	08/26/2014	Claims	1	11121	Holiday Inn Express-Spokane	99.42	Glock Training Lodging-Hellyer
					001 - 521 20 43 000 - Travel	99.42	Glock Training Lodging-Hellyer
4389	08/26/2014	Claims	1	11122	Huibregtse, Louman & Assoc	29,008.50	Zone 2.5 Water Supply Improvements; O.I.E. Highway Improvements; 2014 General Services
					001 - 511 60 41 000 - Professional Services	1,760.00	2014 General Services
					403 - 534 80 41 000 - Professional Services	217.50	2014 General Services
					407 - 535 80 41 000 - Professional Services	828.00	2014 General Services
					403 - 539 20 41 000 - Professional Services	640.00	2014 General Services
					102 - 543 30 41 102 - Professional Services	145.00	2014 General Services
					102 - 543 30 41 102 - Professional Services	2,263.00	2014 General Services
					001 - 558 60 41 000 - Professional Services	1,305.00	2014 General Services
					403 - 594 34 41 003 - Capital Professional Services-	10,462.00	Zone 2.5 Water Supply Improvements
					302 - 595 10 60 000 - Engineering	11,388.00	O.I.E. Highway Improvements
4390	08/26/2014	Claims	1	11123	The Janitor's Closet	794.23	Toilet Paper, Paper Towels, Trash Bags, Gloves
					001 - 518 31 31 000 - Office & Operating Supplies	511.58	Toilet Paper, Paper Towels, Trash Bags, Gloves
					001 - 576 20 31 000 - Office & Operating Supplies	282.65	Toilet Paper, Paper Towels, Trash Bags, Gloves
4391	08/26/2014	Claims	1	11124	Leaf	370.37	Front Desk Copy Machine Lease
					001 - 514 23 45 000 - Operating Rentals & Leases	290.43	Front Desk Copy Machine Lease
					403 - 534 80 45 000 - Operating Rentals & Leases	14.51	Front Desk Copy Machine Lease
					407 - 535 80 45 000 - Operating Rentals & Leases	14.51	Front Desk Copy Machine Lease
					448 - 537 80 45 000 - Operating Rentals & Leases	14.51	Front Desk Copy Machine Lease
					403 - 539 20 45 000 - Operating Rentals & Leases	14.51	Front Desk Copy Machine Lease
					102 - 542 90 45 000 - Operating Rentals & Leases	1.25	Front Desk Copy Machine Lease
					001 - 576 20 45 000 - Operating Rentals & Leases	20.65	Front Desk Copy Machine Lease
4392	08/26/2014	Claims	1	11125	LexisNexis Risk Solutions	102.89	Subscription Renewal
					001 - 521 20 41 000 - Professional Services	102.89	Subscription Renewal
4393	08/26/2014	Claims	1	11126	Lincoln Equipment Inc	158.17	Large Filter Bag
					001 - 576 20 31 000 - Office & Operating Supplies	158.17	Large Filter Bag
4394	08/26/2014	Claims	1	11127	Brandon Lum	102.00	CDL Skills Test
					403 - 534 80 49 000 - Miscellaneous	102.00	CDL Skills Test
4395	08/26/2014	Claims	1	11128	The Markets LLC	60.11	Swim Diapers; Super Chill Water
					407 - 535 80 31 000 - Office & Operating Supplies	12.51	Super Chill Water
					001 - 576 20 31 000 - Office & Operating Supplies	47.60	Swim Diapers
4396	08/26/2014	Claims	1	11129	Kendall J Murphey	37.60	Employee Appreciation BBQ Supplies
					001 - 511 60 40 000 - Miscellaneous	37.60	Employee Appreciation BBQ Supplies

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/26/2014 To: 08/26/2014

Time: 14:51:59 Date: 08/20/2014
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4397	08/26/2014	Claims	1	11130	North Central Laboratories	475.08	Ammonia, Whirl-pak, Petri Dishes, BOD Seed
					407 - 535 80 31 000 - Office & Operating Supplies	475.08	Ammonia, Whirl-pak, Petri Dishes, BOD Seed
4398	08/26/2014	Claims	1	11131	Outwest Pet Rescue	440.00	Animal Control Services
					001 - 524 20 41 000 - Professional Services	440.00	Animal Control Services
4399	08/26/2014	Claims	1	11132	Oxarc	3,932.97	Sodium Hypochlorite; Sodium Hypochlorite; Sodium Hypochlorite Bulk; Hydrochloric Acid, Sodium Hypochlorite; Vctr Deluxe Performer Outfit, Hose Coupler
					403 - 534 80 31 000 - Office & Operating Supplies	1,797.78	Sodium Hypochlorite
					102 - 542 30 31 102 - Office & Operating Supplies	302.74	Vctr Deluxe Performer Outfit, Hose Coupler
					001 - 576 20 31 000 - Office & Operating Supplies	412.19	Sodium Hypochlorite
					001 - 576 20 31 000 - Office & Operating Supplies	522.23	Sodium Hypochlorite Bulk
					001 - 576 20 31 000 - Office & Operating Supplies	898.03	Hydrochloric Acid, Sodium Hypochlorite
4400	08/26/2014	Claims	1	11133	Arturo Perez	20.00	Park Reservation Refund
					001 - 362 40 00 000 - Space & Facilities Rental (Sh	-20.00	Park Reservation Refund
4401	08/26/2014	Claims	1	11134	Pocketinet Communications	398.00	Wide Area Network, Dedicated 3 Mbps
					001 - 518 88 42 000 - Communications	398.00	Wide Area Network, Dedicated 3 MbpsWide Area Network, Dedicated 3 Mbps
4402	08/26/2014	Claims	1	11135	Prosser Chamber Of Commerce	19,500.00	VIC Operations And Tourism Promotion-June, July, August
					130 - 573 90 41 000 - Professional Services - Chaml	15,000.00	VIC Operations And Tourism Promotion
					131 - 573 90 41 131 - Professional Services	4,500.00	Tourism Promotion Area
4403	08/26/2014	Claims	1	11136	Prosser Economic Development A	3,583.33	Contract For Services, Grant Writer Agreement
					001 - 558 70 41 000 - Professional Services	1,416.67	Grant Writer Services
					001 - 558 70 41 000 - Professional Services	2,166.66	PEDA: Contract For Services
4404	08/26/2014	Claims	1	11137	Prosser Napa	201.58	Air Filter, Tune-Up; Hi Power Ind V-Belt; IND Belt; Wiper Blade; Mirror
					403 - 534 80 31 000 - Office & Operating Supplies	46.74	Wiper Blade
					403 - 534 80 31 000 - Office & Operating Supplies	28.15	Mirror
					102 - 542 67 31 000 - Office & Operating Supplies	41.33	Air Filter, Tune-Up
					102 - 542 90 31 000 - Office & Operating Supplies	30.32	Air Filter, Tune-Up
					001 - 576 80 31 000 - Office & Operating Supplies	52.72	Hi Power Ind V-Belt
					001 - 576 80 31 000 - Office & Operating Supplies	2.32	IND Belt
4405	08/26/2014	Claims	1	11138	Prosser Rentals	23.87	Propane
					102 - 542 30 31 102 - Office & Operating Supplies	23.87	Propane
4406	08/26/2014	Claims	1	11139	Rainwater Water Co	56.22	Cooler Rental; Cooler Rental; Cooler Rental; Water
					407 - 535 80 31 000 - Office & Operating Supplies	24.00	Water
					407 - 535 80 45 000 - Operating Rentals & Leases	10.74	Cooler Rental
					407 - 535 80 45 000 - Operating Rentals & Leases	10.74	Cooler Rental
					407 - 535 80 45 000 - Operating Rentals & Leases	10.74	Cooler Rental
4407	08/26/2014	Claims	1	11140	Saxton Riley, PLLC	6,997.24	1952 Mountain View Drive: Administration (Civil); Indigent Defense Issue; Murray /Day Lawsuit; Planning; Prosser Police Department; Records Request (Civil); Streets; Sewer Dept; Public Workds Dept; Wa

CHECK REGISTER

City Of Prosser
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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 512 50 41 000		Professional Services	15.00	Indigent Defense Issue
		001 - 512 50 41 000		Professional Services	1,765.45	Prosser Police Department
		001 - 515 30 41 000		Professional Services	66.75	1952 Mountain View Drive
		001 - 515 30 41 000		Professional Services	2,650.95	Administration (Civil)
		001 - 515 30 41 000		Professional Services	30.00	Murray /Day Lawsuit
		001 - 515 30 41 000		Professional Services	1,054.09	Records Request (Civil)
		403 - 534 80 41 000		Professional Services	176.66	Water Dept
		407 - 535 80 41 000		Professional Services	311.66	Sewer Dept
		102 - 542 90 41 000		Professional Services	56.68	Streets
		102 - 542 90 41 000		Professional Services	15.00	Public Workds Dept
		001 - 558 60 41 000		Professional Services	855.00	Planning
4408	08/26/2014	Claims	1	11141 Rachel M Shaw	42.56	Bi-Pin Meeting Travel
				001 - 514 30 43 000 - Travel	42.56	Bi-Pin Meeting Travel
4409	08/26/2014	Claims	1	11142 Sunnyside New Holland Inc	546.15	Blade
				001 - 576 80 31 000 - Office & Operating Supplies	546.15	Blade
4410	08/26/2014	Claims	1	11143 Tolman Electric	346.56	Service Call Waste Water Pump; Repair Pump Moter- WWTP
				407 - 535 80 41 000 - Professional Services	119.13	Service Call Waste Water Pump
				407 - 535 80 41 000 - Professional Services	227.43	Repair Pump Moter- WWTP
4411	08/26/2014	Claims	1	11144 Traffic Safety Supply Inc	212.33	Plastic Stencil Sheet
				102 - 542 64 31 000 - Office & Operating Supplies	212.33	Plastic Stencil Sheet
4412	08/26/2014	Claims	1	11145 US Bank	28.00	Investment Maintenance
				001 - 514 23 49 000 - Miscellaneous	28.00	Investment Maintenance
4413	08/26/2014	Claims	1	11146 Utilities Underground Loc	24.51	Excavation Notification
				403 - 534 80 41 000 - Professional Services	12.25	Excavation Notification
				407 - 535 80 41 000 - Professional Services	12.26	Excavation Notification
4414	08/26/2014	Claims	1	11147 Cecilia Valencia	200.00	Refund Pool Party Rate
				001 - 347 30 00 000 - Activity Fees	-200.00	Refund Pool Party Rate
4415	08/26/2014	Claims	1	11148 Valley Publishing Co Inc	575.86	Highlighter, Pens; Dry Erase Markers; City Project Restroom Replacement Project; Public Hearing Notice-Police Car Project; Notice Of Complete App-Variance; Notice Civil Service Testing; Notice Civil
				001 - 514 30 41 000 - Professional Services	36.00	City Project Restroom Replacement Project
				001 - 514 30 41 000 - Professional Services	33.00	Public Hearing Notice-Police Car Project
				001 - 514 30 41 000 - Professional Services	180.00	Notice Civil Service Testing
				001 - 514 30 41 000 - Professional Services	128.55	Notice Civil Service Testing
				001 - 514 30 41 000 - Professional Services	69.00	Notice Ordinance Summary
				001 - 514 30 41 000 - Professional Services	54.00	Banking RFP
				403 - 534 80 31 000 - Office & Operating Supplies	1.71	Highlighter, Pens
				403 - 534 80 31 000 - Office & Operating Supplies	5.49	Dry Erase Markers
				407 - 535 80 31 000 - Office & Operating Supplies	1.70	Highlighter, Pens
				448 - 537 80 31 000 - Office & Operating Supplies	1.71	Highlighter, Pens
				403 - 539 20 31 000 - Office & Operating Supplies	1.70	Highlighter, Pens
				001 - 558 60 41 000 - Professional Services	63.00	Notice Of Complete App- Variance
4416	08/26/2014	Claims	1	11149 Verizon Wireless	745.63	Police MDT Data; Pool Internet Usage; Building Dept MiFi Card; 4G Mobile Broadband
				001 - 518 88 42 000 - Communications	40.01	Building Dept MiFi Card
				001 - 521 20 42 000 - Communications	445.48	Police MDT Data
				403 - 534 80 42 000 - Communications	60.02	4G Mobile Broadband
				407 - 535 80 42 000 - Communications	60.03	4G Mobile Broadband

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City Of Prosser
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 576 20 42 000 - Communications			140.09	Pool Internet Usage
4417	08/26/2014	Claims	1	11150	WA Auditor's Office	551.76	Single Federal Audit-North Prosser
			403 - 594 34 63 003 - Capital Other Improvements-I			551.76	Single Federal Audit-North Prosser
4418	08/26/2014	Claims	1	11151	WA Dept Of Enterprise Services	2,116.15	Utility Statements-July
			403 - 534 80 41 000 - Professional Services			529.04	Utility Statements-July
			407 - 535 80 41 000 - Professional Services			529.04	Utility Statements-July
			448 - 537 80 41 000 - Professional Services			529.04	Utility Statements-July
			403 - 539 20 41 000 - Professional Services			529.03	Utility Statements-July
4419	08/26/2014	Claims	1	11152	WA State Treasurer	11,736.41	PSEA
			001 - 586 00 03 000 - PSEA and CVC Disbursemen			11,736.41	PSEA
4420	08/26/2014	Claims	1	11153	Paul Allen Warden	234.47	Valley Mayor's Meeting, Employee BBQ Food, Hillary Swink City Logo Design Recognition
			001 - 511 60 43 000 - Travel			65.80	Valley Mayor's Meeting, Employee BBQ Food, Hillary Swink City Logo Design Recognition
			001 - 511 60 49 000 - Miscellaneous			93.98	Valley Mayor's Meeting, Employee BBQ Food, Hillary Swink City Logo Design Recognition
			001 - 511 60 49 000 - Miscellaneous			74.69	Valley Mayor's Meeting, Employee BBQ Food, Hillary Swink City Logo Design Recognition
			340 Charges For Goods & Services			265.00	
			360 Interest & Other Earnings			20.00	
			511 Legislative			2,121.06	
			512 Judicial			6,900.53	
			514 Financial, Recording & Elections			1,686.27	
			515 Legal Services			3,801.79	
			518 Centralized Services			4,218.39	
			521 Law Enforcement			4,629.74	
			523 Detention/Correction			4,733.66	
			524 Protective Inspections			529.75	
			558 Planning & Community Devel			5,806.33	
			569 Senior Center			538.13	
			571 Education & Recreation			177.55	
			572 Libraries			1,394.99	
			576 Park Facilities			10,170.49	
			580 Non Expenditures			11,953.32	
			001 General Fund			58,947.00	
			542 Streets - Maintenance			20,788.58	
			543 Streets Admin & Overhead			2,491.16	
			102 Street Fund			23,279.74	
			542 Streets - Maintenance			64,902.57	
			543 Streets Admin & Overhead			623.29	
			103 Transportation Benefit Distric			65,525.86	
			573 Cultural & Community Activities			15,000.00	
			130 Hotel/Motel Tax Fund			15,000.00	
			573 Cultural & Community Activities			4,500.00	
			131 Tourism Promotion Area Fund			4,500.00	

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/26/2014 To: 08/26/2014

Time: 14:51:59 Date: 08/20/2014
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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		594		Capital Expenditures	11,388.00	
	302	OIE Improvement Project Fund			11,388.00	
		340		Charges For Goods & Services	75.52	
		534		Water Utilities	38,792.60	
		539		Irrigation And Reclamation	3,704.76	
		594		Capital Expenditures	18,770.44	
	403	Water Fund			61,343.32	
		535		Sewer	18,132.96	
	407	Sewer Fund			18,132.96	
		537		Garbage & Solid Waste	5,358.07	
	448	Garbage Fund			5,358.07	
					263,474.95	Claims:
				* Transaction Has Mixed Revenue And Expense Accounts	263,474.95	

Djost

Signature

8/20/14

Date

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/26/2014 To: 08/26/2014

Time: 12:27:16 Date: 08/21/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4441	08/26/2014	Claims	1	11155	Rotschy Inc	7,127.70	Disinfection, Filtration And Source Improvements
			403 - 594 34 63 002 - Capital Other Improvements-I			7,127.70	Disinfection, Filtration And Source Improvements
						<u>7,127.70</u>	
						<u>7,127.70</u>	
						<u>7,127.70</u>	Claims: 7,127.70

Regina Maus

Signature

8-21-2014

Date

CITY OF PROSSER, WASHINGTON
AGENDA BILL

<u>Agenda Title:</u> Approve payment of Washington Trust Bank claim Check nos. 1055 in the amount of \$4,775.76 and Electronic Payments of \$250.00 for the period ending August 26, 2014	<u>Meeting Date:</u> August 26, 2014 Regular Meeting
--	---

<u>Department:</u> Finance	<u>Director:</u> Regina Mauras	<u>Contact Person:</u> Toni Yost	<u>Phone Number:</u> (509) 786-2332
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<u>Cost of Proposal:</u> \$14,905.16 <u>Amount Budgeted:</u> See 2014 budget for each item listed.	<u>Account Number:</u> See Attached <u>Name and Fund#</u> See Attached
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Reviewed by Finance Department:

Regina Mauras

Attachments to Agenda Packet Item:

1. Check Registrar

Summary Statement:

Checks have been reviewed and approved by department heads, the Finance Director, and Mayor as necessary. Washington Trust Bank claim Check nos. 1055 in the amount of \$4,775.76 and Electronic Payments of \$250.00 for the period ending August 26, 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. 1055 in the amount of \$4,775.76 and Electronic Payments of \$250.00 for the period ending August 26, 2014

<u>Reviewed by Department Director:</u> <i>Regina Mauras</i> Date: 8-20-2014	<u>Reviewed by City Attorney:</u> <p style="text-align: center;">N/A</p> Date:	<u>Approved by Mayor:</u>  Date: 8-22-14
<u>Today's Date:</u> August 20, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

CHECK REGISTER

City Of Prosser
MCAG #: 0205

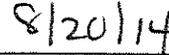
08/27/2014 To: 08/27/2014

Time: 15:33:54 Date: 08/20/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4423	08/27/2014	Claims	7	EFT	Washington Trust Bank	250.00	Loan Extension-Legal Fees
4422	08/27/2014	Claims	7	1055	Huibregtse, Louman & Assoc	4,775.76	North Prosser Water System Construction
403 Water Fund						5,025.76	
						<u>5,025.76</u>	Claims: 5,025.76
						5,025.76	



Signature



Date

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Accept Monthly Report by Prosser Economic Development Association for the month of July 2014 and authorize payment for those services in the amount of \$2,166.66 and authorize payment in the amount of \$1,416.67 for Grant Writer Services.

Meeting Date:
 August 26, 2014
 Regular Meeting

Department:
 Finance

Director:
 Regina Mauras

Contact Person:
 Toni Yost

Phone Number:
 (509) 786-2332

Cost of Proposal:
 \$3,583.33

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

Amount Budgeted:
 \$42,000.00

Name and Fund#
 General Fund -
 Professional
 Services

Reviewed by Finance Department:

Regina Mauras

Attachments to Agenda Packet Item:

1. Invoice Number 2154 for July 2014 contracted service
2. PEDA Monthly Report for June 2014

Summary Statement:

Check has been reviewed and approved by department heads, the Finance Director, and Mayor as necessary. Check no. 11136 has been generated for Council approval.

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Accept Monthly Report by Prosser Economic Development Association for the month of July 2014 and authorize payment for those services in the amount of \$2,166.66 and authorize payment in the amount of \$1,416.67 for Grant Writer Services

Reviewed by Department Director:

Regina Mauras
 Date: 8 20 2014

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Paul Vank
 Date: 8-22-14

Today's Date:

August 20, 2014

Revision Number/Date:

File Name and Path:

Invoice

DATE	INVOICE #
7/31/2014	2154

BILL TO
CITY OF PROSSER 601 7th Street PROSSER WA 99350

RECEIVED
 AUG 11 2014
 CITY OF PROSSER

001-558-70-41 - *pw*

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

**Prosser Economic Development Association
Board of Directors Meeting Minutes
May 16, 2014**

Attendees: Shon Small, Bill Jenkin, Bob Stevens, Deb Heintz, Dianne Torres, Dick Poteet, Julie Peterson, Jane Hagarty, Jeff Andrews, Josh Mott and Michelle Moyer

Absent: Scott Pontin, Jennifer Ely, Dyann Horton, Troy Berglund, Brian Newhouse, Tyson Jones, Scott Wingert and Jenny Sparks

Approval of Minutes: Moved to approve by Julie Peterson, seconded by Shon Small. Motion carried

Financial Report: Moved to approve by Shon Small, seconded by Bob Stevens. Motion carried

Director Report:

Project Fruit Cocktail – It was thought this project was off the table due to infrastructure needs. Received an email indicating they were still interested and would like to visit Prosser again to tour sites. Working with the Port of Benton and Tridec to assist in scheduling a visit.

Project Vision – Put together a meeting for the state and Yakima Economic Development Council. This meeting consisted of growers for this business lead. Prosser EDA provided a recruitment packet with detailed crop information. After the meeting, building sites were visited as well as a couple of farms to see how the crops are grown here. This client is also looking at Michigan and New York to locate.

Project Army – Local interest in purchasing a govt. building that is for sale. The interested party has a potential tenant and possibly other ideas to spur economic development.

Project Diamond – Client signed lease for restaurant space. Improvements were made within the building. This client has indicated they were interested in updating their business plan to reflect the current lease payment. It is anticipated that they will need assistance in the future.

Clore Center

Capital campaign efforts continue at the Center with invited guests touring the facilities. Approximately half of the \$300,000 has been contributed and more effort is needed to reach the goal. The WA Wine Commission has signed a 5 year lease for office space, the building is coming to life as spaces are being utilized and the public Grand Opening has been scheduled for 1-3pm on May 30th.

Annual Meeting

The annual meeting was held on April 7, with a great turnout. Dr. Desmond O'Rourke presented a futuristic view of agriculture and rural community development. His presentation can be found on our website at www.prosser.org.

Food & Beverage Survey

Tridec has graciously included the Prosser area in their food and beverage survey. Gary White from Tridec, has coordinated with Prosser EDA to meet with key food manufacturers to obtain data for growth projections and identification of specialty food and value added agricultural businesses for recruitment.

HDPA Economic Restructuring Committee

In partnering with the City to obtain a long range strategic plan for downtown, Prosser EDA and the grantwriter wrote a draft RFP that will hire a consultant to provide research, data and engage the community and businesses for a downtown renovation plan. It is in the process of being reviewed by an attorney, the City and HDPa Board. Upon approval, it will be advertised and posted for the bidding process.

Benton PUD

Participated in Benton PUD's public meeting held in April regarding their retail rate design and strategy. Working with NewGen Strategies & Solutions, Benton PUD has implemented a thoughtful approach to project objectives and engage stakeholders. Prosser EDA is thankful for the invitation to be included in this process and appreciates the request for feedback.

Committee Reports:

Water – Committee will be working on a White Paper containing statistics on current water usage, current laws, what water is available to Prosser and the costs involved.

Housing- Focusing on single dwelling housing development, since the Catholic Charities Project is bringing in 51 units with a completion date aimed for 2015. The committee looked at potential areas for development; the next step is getting developers to attend a meeting to discuss possibilities.

Catholic Charities is also building eight stick homes within the mobile home park on Wamba Road.

Board Reports:

Port of Benton is working with The Clore Center on the Grand Opening May 30th.

Prosser EDA's tour of Port of Benton properties is scheduled for June 5, covering Prosser, Benton City and Richland. There are 34 RSVP's at this time. Crow Butte Park Picnic will be on June 28th from 12 pm to 2 pm. The park has 12 new boat slips, restrooms, a new dock that is fish friendly, handicapped accessible and a fish cleaning station.

Tourism – during the Balloon Rally slots at the RV Park are full. This coming year, there will be dry camping available. The RV Park is also offering wine tasting events and is going over very well with the campers.

WSU-IAREC is starting construction on its expansion. This week also was the graduation ceremonies for both the Tri-Cities and Pullman campuses.

PMH Medical Center is starting the OB unit three million dollar remodeling project with completion expected in September of 2014. Two new pediatricians will be coming in as well.

Historic Downtown Prosser is hosting a Networking Breakfast on May 21, 2014 at 8 am at Bacchus on Meade Street, with Deb Augustavo as the speaker.

Prosser School Board will hold its executive session on Tuesday, May 21st at 6 pm to discuss the upcoming school bond. Prosser Senior graduation will be on June 7, 2014.

Benton County - The Criminal Justice .03% tax increase will be put on the ballot later this year. The old Crisis Center has been removed and relocated to a new building after remodeling which opened on May 12, 2014. Benton County Commissioners are still working on the jail bed rate issues and how best to utilize available jail space. Marijuana continues to be in discussion on whether to allow licenses or not.

Meeting Adjourned

Program: 14 Hands Tour – (postponed for a future date)

CITY OF PROSSER, WASHINGTON
AGENDA BILL

<p>Agenda Title: Accept invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the month of June, July, and August and authorize payment for those services in the amount of \$19,500.00.</p>	<p>Meeting Date: August 26, 2014 Regular Meeting</p>
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Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-2332
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<p>Cost of Proposal: \$19,500.00</p> <p>Amount Budgeted: \$102,000</p> <ul style="list-style-type: none"> • \$80,000- Hotel/Motel #130 • \$22,000- Tourism Promotion Area (TPA) #131 	<p>Account Number: 130-573-90-41 131-573-10-41</p> <p>Name and Fund# Hotel/Motel Tax Fund #130 Tourism Promotion Area #131</p>
--	--

Reviewed by Finance Department:

R Mauras

Attachments to Agenda Packet Item:

1. Invoice number 4253 for June, July and August 2014 services
2. Monthly Reports for May, June, and July 2014

Summary Statement:

Check has been reviewed and approved by department heads, the Finance Director, and Mayor as necessary. Check no. 11135 in the amount of \$19,500 has been generated for Council approval.

Consistent with or Comparison to:
City's policy to pay bills in a timely manner.

Recommended City Council Action/Suggested Motion:
Accept invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the month of May, June and July 2014 and authorize payment for those services in the amount of \$19,500.00.

<p>Reviewed by Department Director:</p> <p style="text-align: center;"><i>Regina Mauras</i></p> <p>Date: 8-20-2014</p>	<p>Reviewed by City Attorney:</p> <p style="text-align: center;">N/A</p> <p>Date:</p>	<p>Approved by Mayor:</p> <p style="text-align: center;"><i>Paul W...</i></p> <p>Date: 8-21-14</p>
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Today's Date: August 20, 2014	Revision Number/Date:	File Name and Path:
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Prosser Chamber of Commerce

1230 Bennett Avenue
Prosser, WA 99350

Invoice

Date	Invoice #
8/14/2014	4253

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

RECEIVED
AUG 20 2014
CITY OF PROSSER

130 - 573 - 90 - 41 - 15,000⁰⁰

131 - 573 - 90 - 41 - 4,500⁰⁰

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	City Contract for Tourism and Promotion / June	1,500.00	1,500.00
	City Contract for VIC Operations / June	5,000.00	5,000.00
	City Contract for Tourism and Promotion / July	1,500.00	1,500.00
	City Contract for VIC Operations / July	5,000.00	5,000.00
	City Contract for Tourism and Promotion / August	1,500.00	1,500.00
	City Contract for VIC Operations / August	5,000.00	5,000.00
SIGNATURE NOT REQUIRED Per City of Prosser Purchasing Policy Sec. 6.1.6.2			
		Total	\$19,500.00

Attachment to the invoice for Hotel / Motel Reimbursement for

May 2014

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

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

Days of Operations	31
Brochures and Mailings	64
Business Referrals	75+/-

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

Yes	X
No	
Previously Completed	

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

Yes	X
No	
Previously Completed	

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

Yes	X
No	

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

Yes	
No	X
Total Number YTD	8

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

Washington Wine Commission Guide

Yes	X
No	
Previously Completed	

Yakima Visitor & Convention Bureau Visitors Guide

Yes	X
No	
Previously Completed	

Tri-Cities Visitor & Convention Bureau Visitors Guide

Yes	X
No	
Previously Complete	

Other: _____

Monthly Income & Expense Report - May - 2014

Revenues Received - \$ 5,000

Revenues Invested - \$ 5737.45

Marketing Program	Cost	Potential Impact on Hotel Stays
Visitor Information Center administration and operation	2500.00	Personal greeting with visitors provides opportunities for recommendations regarding lodging. Handle accommodations requests from phone, e-mail, & website
E-Zine	37.45	Weekly & Quarterly E-zines provide potential visitors with up-to-date information regarding events and attractions in Prosser. They serve as a quick reference point and reminder of what's happening here. Our current e-zine mailing list reaches over 875 recipients all over the Pacific Northwest.
Web Development 2014 www.tourprosser.com	3200.00	Providing prospective visitors with detailed information about our city and it's attractions, the website promotes Prosser 24 hours a day in all parts of the world. More visits to the site come from lodging inquiries than any other category. We track hits to the site and market in those areas. We added a mobile feature to our site making it easy for travelers to access from their smart phones

Total Expenses	5737.45
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Attachment to the invoice for Hotel / Motel Reimbursement for

JUNE 2014

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

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

Days of Operations	<u>30</u>
Brochures and Mailings	<u>75</u>
Business Referrals	<u>110</u>

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

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

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

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

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

Yes	<u> X </u>
No	<u> </u>

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

Yes	<u> </u>
No	<u> X </u>
Total Number YTD	<u> 9 </u>

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

Washington Wine Commission Guide

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

Yakima Visitor & Convention Bureau Visitors Guide

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

Tri-Cities Visitor & Convention Bureau Visitors Guide

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

Other: _____

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

Yes X
No
Total Number (month) 9

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

Yes X
No

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

The Chamber continues to promote Prosser as a travel destination through partnerships with the Tri-City Visitor & Convention Bureau and the Yakima Valley VCB through website advertising promoting our local events. The Chamber has purchase co-op advertising with Tasting Room Magazine focusing on the wine enthusiast. These magazines are distributed widely over Washington, Oregon, Idaho and Northern California.

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

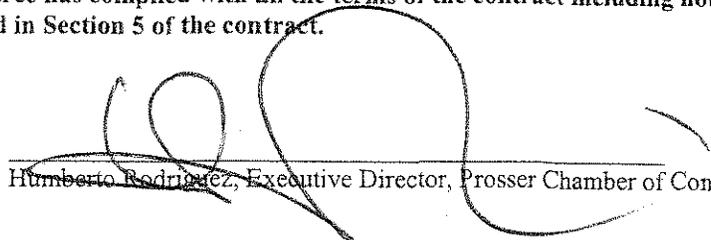
The Chamber continues to distribute our anchor visitor's brochure the Attraction Directory, which is available to visitor at over 100 locations in Prosser. In June the Chamber purchased radio advertising on Northwest Public Radio's Washington State Network to attract new visitors to our community.

The Chamber has produced new ad copy for our HAR advertising for the 2014 season. The Chamber continues to update our tourism website to include a mobile application site to make it easier for visitors to research Prosser on any smart phone adding convenience to their travels. We continue to market Prosser and its events through social media including Facebook and Twitter.

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

The Chamber promoted the following community events – Prosser Sportsfest, Prosser Scottish Fest, Art Walk & Wine Gala and the Prosser Wine & Food Fair.

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



Humberto Rodriguez, Executive Director, Prosser Chamber of Commerce

Monthly Income & Expense Report - June - 2014

Revenues Received - \$ 5,000

Revenues Invested - \$ 7,582.45

Marketing Program	Cost	Potential Impact on Hotel Stays
Visitor Information Center administration and operation	2500.00	Personal greeting with visitors provides opportunities for recommendations regarding lodging. Handle accommodations requests from phone, e-mail, & website
E-Zine	37.45	Weekly & Quarterly E-zines provide potential visitors with up-to-date information regarding events and attractions in Prosser. They serve as a quick reference point and reminder of what's happening here. Our current e-zine mailing list reaches over 875 recipients all over the Pacific Northwest.
Tourism Website / tourprosser.com / Style Guide Design / Social Media	3500.00	Providing prospective visitors with detailed information about our city and it's attractions, the website promotes Prosser 24 hours a day in all parts of the world. More visits to the site come from lodging inquiries than any other category. We track hits to the site and market in those areas. We added a mobile feature to our site making it easy for travelers to access from their smart phones
RV Trade Show Co-Op	1550.00	Wine enthusiasts, outdoor sports and recreation travelers recognize the Tri-Cities as great location for leisure travel. Given our proximity, partnering with local RV park we can encourage travel to prosser.

Total Expenses	7587.45
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Attachment to the invoice for Hotel / Motel Reimbursement for

JULY 2014

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

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

Days of Operations	<u>31</u>
Brochures and Mailings	<u>93</u>
Business Referrals	<u>100</u>

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

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

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

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

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

Yes	<u>X</u>
No	<u> </u>

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

Yes	<u> </u>
No	<u>X</u>
Total Number YTD	<u>10</u>

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

Washington Wine Commission Guide

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

Yakima Visitor & Convention Bureau Visitors Guide

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

Tri-Cities Visitor & Convention Bureau Visitors Guide

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

Other: _____

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

Yes X
No
Total Number (month) 11

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

Yes X
No

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

The Chamber continues to promote Prosser as a travel destination through partnerships with the Tri-City Visitor & Convention Bureau and the Yakima Valley VCB through website advertising promoting our local events. The Chamber has purchase co-op advertising with Tasting Room Magazine focusing on the wine enthusiast. These magazines are distributed widely over Washington, Oregon, Idaho and Northern California.

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

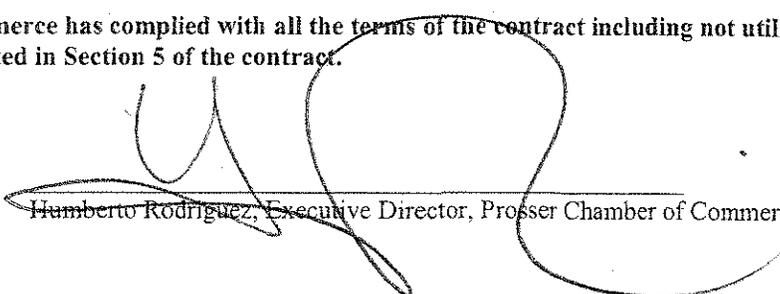
The Chamber continues to distribute our anchor visitor's brochure the Attraction Directory, which is available to visitor at over 100 locations in Prosser. In June the Chamber purchased radio advertising on Northwest Public Radio's Washington State Network to attract new visitors to our community.

The Chamber has produced new ad copy for our HAR advertising for the 2014 season. The Chamber continues to update our tourism website to include a mobile application site to make it easier for visitors to research Prosser on any smart phone adding convenience to their travels. We continue to market Prosser and its events through social media including Facebook and Twitter.

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

The Chamber promoted the following community events –Art Walk & Wine Gala and the Prosser Wine & Food Fair, States Day, Great Prosser Balloon Rally, Prosser Beer & Whiskey Festival.

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


Humberto Rodriguez, Executive Director, Prosser Chamber of Commerce

Monthly Income & Expense Report - July - 2014

Revenues Received - \$ 5,000

Revenues Invested - \$ 3457.45

Marketing Program	Cost	Potential Impact on Hotel Stays
Visitor Information Center administration and operation	2500.00	Personal greeting with visitors provides opportunities for recommendations regarding lodging. Handle accommodations requests from phone, e-mail, & website
E-Zine	37.45	Weekly & Quarterly E-zines provide potential visitors with up-to-date information regarding events and attractions in Prosser. They serve as a quick reference point and reminder of what's happening here. Our current e-zine mailing list reaches over 875 recipients all over the Pacific Northwest.
Wine Press NW	920.00	A quarterly magazine for those with an interest in wine, from the novice to the veteran. The focus is on Washington, Oregon, Idaho & British Columbia's talented winemakers & the wineries, vintners & restaurants that showcase Northwest wines & are dedicated to all who savor the fruits of their labor.

Total Expenses	3457.45
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Attachment to the invoice for Hotel / Motel Reimbursement for

August 2014

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

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

Days of Operations	<u>30</u>
Brochures and Mailings	<u>115</u>
Business Referrals	<u>120+/-</u>

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

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

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

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

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

Yes	<u>X</u>
No	<u> </u>

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

Yes	<u> </u>
No	<u>X</u>
Total Number YTD	<u>12</u>

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

Washington Wine Commission Guide

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

Yakima Visitor & Convention Bureau Visitors Guide

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

Tri-Cities Visitor & Convention Bureau Visitors Guide

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

Other: _____

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

Yes X
No
Total Number (month) 10

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

Yes X
No

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

The Chamber continues to promote Prosser as a travel destination through partnerships with the Tri-City Visitor & Convention Bureau and the Yakima Valley VCB through website advertising promoting our local events. The Chamber has purchase co-op advertising with Tasting Room Magazine focusing on the wine enthusiast. These magazines are distributed widely over Washington, Oregon, Idaho and Northern California.

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

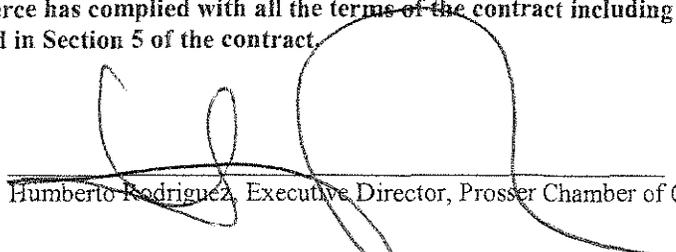
The Chamber continues to distribute our anchor visitor's brochure the Attraction Directory, which is available to visitor at over 100 locations in Prosser. In June the Chamber purchased radio advertising on Northwest Public Radio's Washington State Network to attract new visitors to our community.

The Chamber has produced new ad copy for our HAR advertising for the 2014 season. The Chamber continues to update our tourism website to include a mobile application site to make it easier for visitors to research Prosser on any smart phone adding convenience to their travels. We continue to market Prosser and its events through social media including Facebook and Twitter.

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

The Chamber promoted the following community events –Prosser Wine & Food Fair, States Day, Great Prosser Balloon Rally, Prosser Beer & Whiskey Festival.

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


Humberto Rodriguez, Executive Director, Prosser Chamber of Commerce

Monthly Income & Expense Report - August - 2014

Revenues Received - \$ 5,000

Revenues Invested - \$ 2537.45

Marketing Program	Cost	Potential Impact on Hotel Stays
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Visitor Information Center administration and operation	2500.00	Personal greeting with visitors provides opportunities for recommendations regarding lodging. Handle accommodations requests from phone, e-mail, & website
E-Zine	37.45	Weekly & Quarterly E-zines provide potential visitors with up-to-date information regarding events and attractions in Prosser. They serve as a quick reference point and reminder of what's happening here. Our current e-zine mailing list reaches over 875 recipients all over the Pacific Northwest.

Total Expenses	2537.45
----------------	---------

Prosser Chamber of Commerce
Profit & Loss
 January through July 2014

	Jan - Jul 14
Income	
Administration & Chamber	
Membership Dues	13,960.65
Miscellaneous	411.68
Administration & Chamber - Other	-358.86
Total Administration & Chamber	14,013.47
Chamber Events Income	
Community Awards Banquet	
Banquest Ticket Sales	1,290.00
Banquet Auction Cash Donations	577.71
Banquet Table Sponsors	2,160.00
Community Awards Banquet - Other	480.00
Total Community Awards Banquet	4,507.71
Depot Square Marketplace	130.00
NW Preparedness Expo	
Admission Reciepts	3,795.00
Vendor Fees	1,025.00
NW Preparedness Expo - Other	-98.63
Total NW Preparedness Expo	4,721.37
Chamber Events Income - Other	50.00
Total Chamber Events Income	9,409.08
City Contract	
Tourism & Promotion Funding	34,000.00
VIC Funding	25,000.00
Total City Contract	59,000.00
Community Events	
Art Walk and Wine Gala	
Art Walk Other	75.00
Art Walk Tickets and Script	3,800.00
Art Walk and Wine Gala - Other	25.00
Total Art Walk and Wine Gala	3,900.00
Concert Scholarships	440.00
Harvest Festival	2,040.00
Miss Prosser & Float	
Miss Prosser Donations	1,834.00
Miss Prosser Sign Revenue	4,005.00
Miss Prosser & Float - Other	1,325.12
Total Miss Prosser & Float	7,164.12
Prosser Sports Fest	
Basketball Team Registrations	1,050.00
Sports Fest Other Sales	210.00
Prosser Sports Fest - Other	630.00
Total Prosser Sports Fest	1,890.00
Scottishfest	
Advertising	-478.54
PSF - Athletics	-220.00
PSF - Dance	7.00
PSF - Gate Sales	4,012.50
PSF - Other Sales	50.00
PSF - Vendors	470.00
Scottishfest - Other	-1,514.66
Total Scottishfest	2,326.30
States Day	-84.00
Total Community Events	17,676.42

Prosser Chamber of Commerce
Profit & Loss
 January through July 2014

	Jan - Jul 14
Donations	0.00
Harlem Ambassadors	-472.32
Total Income	99,626.65
Expense	
Administration, Chamber & VIC	
Advertising	19,297.61
Bank Fees	25.00
Casual Office Labor	267.50
Depot Rent	1,950.00
Education	400.00
Equip Rental	1,823.41
Equipment	512.10
Insurance	6,210.09
License & Permits	433.92
Miscellaneous	0.00
NSF Checks	50.00
Office Supplies	1,419.22
Payroll Expenses	
Employment Security Liability	79.59
Labor & Industries	316.21
Payroll Expenses - Other	25,969.89
Total Payroll Expenses	26,365.69
Postage	1,223.99
Printing/Copy Costs	809.93
Telephone & Internet	902.67
Travel and Meals	608.64
Administration, Chamber & VIC - Other	2,152.79
Total Administration, Chamber & VIC	64,452.56
After Hour Chamber Social	120.72
Chamber Event Costs	
Beer & Whiskey Festival	270.00
Community Awards Banquet Costs	
Banquet Auction Items	750.00
Banquet Event Expense	7,338.04
Community Awards Banquet Costs - Other	3,284.28
Total Community Awards Banquet Costs	11,372.32
Easter & Christmas Costs	480.71
Chamber Event Costs - Other	-33.05
Total Chamber Event Costs	12,089.98
Chamber Retreat	52.63
Chamber Truck	218.02
Community Event Costs	
Art Walk & Wine Gala Costs	8,344.50
Discover Prosser	40.00
Harvest Fest Costs	1,058.57
Miss Prosser & Float	
Chaperone's Fuel Expense	38.42
Chewelaha Parade Food	71.56
Chewelaha Parade Hotel	216.82
Court Attire	1,676.25
Float Creation Expense	191.96
Lilac Parade Food	303.47
Lilac Parade Hotel	417.08
Miss Prosser & Float - Other	2,066.74
Total Miss Prosser & Float	4,982.30

Prosser Chamber of Commerce
Profit & Loss
 January through July 2014

	Jan - Jul 14
NW Preparedness Expo	
Facilities	583.00
Office Expense	1,374.48
Speaker Costs	574.99
NW Preparedness Expo - Other	2,363.05
Total NW Preparedness Expo	4,895.52
PACT Street Painting Costs	100.00
Prosser Sports Fest Costs	1,615.00
Sage Rat Run	487.56
Scottishfest	
Advertising	1,240.32
Scottishfest - Other	10,024.99
Total Scottishfest	11,265.31
Community Event Costs - Other	4,160.16
Total Community Event Costs	36,948.92
Shuttle Van Expense	180.00
Tourism & Promotion	
Advertising Costs	13,425.00
Printing and Copying Costs	1,424.26
Tradeshow	1,191.49
Tourism & Promotion - Other	5,585.60
Total Tourism & Promotion	21,626.35
Total Expense	135,689.18
Net Income	-36,062.53

CITY OF PROSSER, WASHINGTON
AGENDA BILL

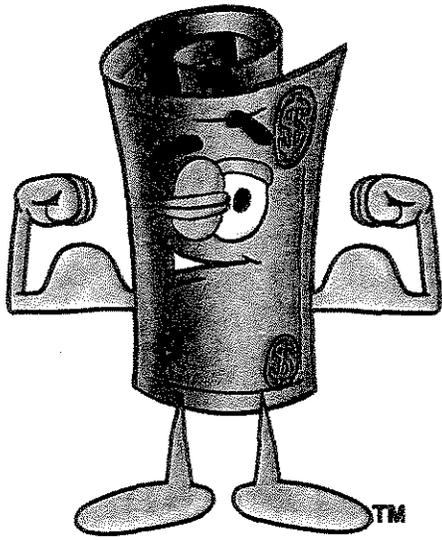
Agenda Title: Approval of the July 2014 Financial Statement.		Meeting Date: August 26, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-2332
Cost of Proposal:		Account Number:	
Amount Budgeted:		Name and Fund#	
Reviewed by Finance Department: <i>Regina Mauras</i>			
Attachments to Agenda Packet Item: 1.) July 2014 Financial Statement			
Summary Statement: The July 2014 Financial Statement reflects revenue and expenditure activity which occurred within the City of Prosser through July 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 July 2014 Financial Statements.			
Reviewed by Department Director: <i>Regina Mauras</i> Date: 8 20 2014	Reviewed by City Attorney: N/A Date:	Approved by Mayor: <i>Paul Wank</i> Date: 8-22-14	
Today's Date: August 20, 2014	Revision Number/Date:	File Name and Path:	



City of Prosser

Financial Statement

July 2014



Cash Reconciliation

July 2014

Checkbook

Money Market	\$1,651,445.04
Advance Travel-Closed	0.00
Section 125-Closed	0.00
Washington Trust Bank	14,924.66
Investment:	
WA State Pool	2,862,033.46
US Bank SafeKeeping	5,989,341.55
Petty Cash	650.00
	10,518,394.71

TOTAL

0.00

BIAS

cash	10,361,097.66
investment	0.00
Outstanding WTB checks	0.00
outstanding payroll	143,417.68
outstanding claims	13,879.37
	10,518,394.71

✕

General Ledger

Cash and Investment Report1

Jul-14

Fund	Description	2014 End Bal
001	General Fund	838,444.42
102	Street Fund	111,126.75
103	Transportation Benefit Distric	69,008.43
110	Arterial Street Fund	131,940.62
111	Municipal Capital Improvement	135,356.22
115	General Fund Reserve	233,971.63
116	City Facilities Reserve Fund	24,363.20
117	Employee Benefits Security	25,930.57
119	Parks Reserve Fund	5,008.19
130	Hotel/Motel Tax Fund	40,508.82
131	Tourism Promotion Area Fund	9,632.38
144	PS Enhancement Fund	18,489.53
145	Narcotics Dog Operations Fund	2,478.61
146	Drug Enforcement Fund	12,681.51
147	Police Investigative Fund	44,784.78
148	Criminal Justice Fund	914,362.86
152	Infrastructure Develop Reserve	495,592.92
221	LID Guarantee Fund	55,771.54
229	1996 GO Bond - Fire Station	88,003.94
233	2011 GO Bond - Pool	43,138.36
234	Local Improvment Dist 10-23	3,583.52
301	REET - First Quarter %	9,607.95
302	OIE Improvement Project Fund	26,119.43
403	Water Fund	695,526.05
407	Sewer Fund	1,081,699.28
409	Consumer Utility Deposits Fund	3,636.36
420	Zone 2.5 Water Supply Improv	-
442	1997 W/S Refunding Bond Redemp	73,172.30
443	1997 W/S Refunding Bond Reserv	628,494.33
444	1998 Water Revenue Bond Redemp	110,574.44
445	1998 Water Revenue Bond Reserv	170,498.75
448	Garbage Fund	576,375.50
449	1999 Water Revenue Bond Redemp	76,818.73
450	1999 Water Revenue Bond Reserv	84,891.48
451	Water Facilities Reserve Fund	217,489.71
452	Sewer Facilities Reserve Fund	2,851,457.28
453	N Prosser Water Sys Debt Red.	413,032.67
454	N Prosser Water Sys Debt Res.	25,454.35
606	Library Memorial Fund	12,070.25
Asset Total		10,361,097.66

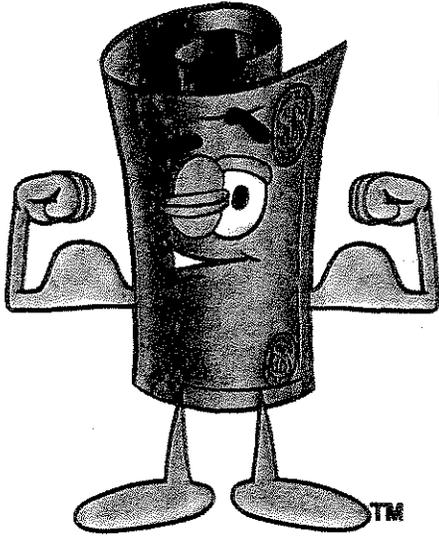
Outstanding WTB check

Payroll Outstanding Checks 143,417.68

Accounts Payable Outstanding Checks 13,879.37

TOTAL

10,518,394.71 *BT*



Fund Balance & Activity

TREASURERS REPORT

Fund Totals

City Of Prosser
MCAG #: 0205

07/01/2014 To: 07/31/2014

Time: 12:55:03 Date: 08/15/2014
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	896,147.30	326,932.41	384,635.29	838,444.42	1,977.73	94,581.96	-5,884.95	929,119.16
102 Street Fund	145,831.69	11,125.81	45,830.75	111,126.75	10,753.87	11,161.60	0.00	133,042.22
103 Transportation Benefit Distric	73,265.18	0.00	4,256.75	69,008.43	0.00	0.00	0.00	69,008.43
110 Arterial Street Fund	131,937.00	3.62		131,940.62	0.00	0.00	0.00	131,940.62
111 Municipal Capital Improvement	133,283.47	2,072.75		135,356.22	0.00	0.00	0.00	135,356.22
115 General Fund Reserve	233,965.22	6.41		233,971.63	0.00	0.00	0.00	233,971.63
116 City Facilities Reserve Fund	24,362.53	0.67		24,363.20	0.00	0.00	0.00	24,363.20
117 Employee Benefits Security	25,202.48	3,750.69	3,022.60	25,930.57	0.00	1,921.20	0.00	27,851.77
119 Parks Reserve Fund	5,008.05	0.14		5,008.19	0.00	0.00	0.00	5,008.19
130 Hotel/Motel Tax Fund	31,936.52	8,572.30		40,508.82	0.00	0.00	0.00	40,508.82
131 Tourism Promotion Area Fund	8,083.12	1,549.26		9,632.38	0.00	0.00	0.00	9,632.38
144 PS Enhancement Fund	18,489.02	0.51		18,489.53	0.00	0.00	0.00	18,489.53
145 Narcotics Dog Operations Fund	2,478.54	0.07		2,478.61	0.00	0.00	0.00	2,478.61
146 Drug Enforcement Fund	12,681.16	0.35		12,681.51	0.00	0.00	0.00	12,681.51
147 Police Investigative Fund	44,771.20	13.58		44,784.78	0.00	0.00	0.00	44,784.78
148 Criminal Justice Fund	898,442.78	15,920.08		914,362.86	0.00	0.00	0.00	914,362.86
152 Infrastructure Develop Reserve	495,579.33	13.59		495,592.92	0.00	0.00	0.00	495,592.92
221 LID Guarantee Fund	55,770.01	1.53		55,771.54	0.00	0.00	0.00	55,771.54
229 1996 GO Bond - Fire Station	87,314.70	689.24		88,003.94	0.00	0.00	0.00	88,003.94
233 2011 GO Bond - Pool	31,364.77	11,773.59		43,138.36	0.00	0.00	0.00	43,138.36
234 Local Improvement Dist. 10-23	3,583.42	0.10		3,583.52	0.00	0.00	0.00	3,583.52
301 REET - First Quarter %	9,993.14	2,069.36	2,454.55	9,607.95	0.00	0.00	0.00	9,607.95
302 OIE Improvement Project Fund	31,349.93	6,157.50	11,388.00	26,119.43	0.00	0.00	0.00	26,119.43
403 Water Fund	587,313.56	266,922.78	158,710.29	695,526.05	964.55	15,969.51	-16,287.65	696,172.46
407 Sewer Fund	1,056,629.88	196,076.14	171,006.74	1,081,699.28	130.00	19,654.69	-11,452.47	1,090,031.50
409 Consumer Utility Deposits Fund	2,475.00	2,028.17	866.81	3,636.36	53.22	0.00	-250.00	3,439.58
420 Zone 2.5 Water Supply Improv	-13,991.70	18,565.20	4,573.50	0.00	0.00	0.00	0.00	0.00
442 1997 W/S Refunding Bond	73,170.29	2.01		73,172.30	0.00	0.00	0.00	73,172.30
Redemp								
443 1997 W/S Refunding Bond Reserv	628,477.10	17.23		628,494.33	0.00	0.00	0.00	628,494.33
444 1998 Water Revenue Bond	110,571.41	3.03		110,574.44	0.00	0.00	0.00	110,574.44
Redemp								
445 1998 Water Revenue Bond Reserv	170,494.08	4.67		170,498.75	0.00	0.00	0.00	170,498.75
448 Garbage Fund	500,445.52	84,440.98	8,511.00	576,375.50	0.00	128.72	-7,647.62	568,856.60
449 1999 Water Revenue Bond	66,919.90	9,898.83		76,818.73	0.00	0.00	0.00	76,818.73
Redemp								
450 1999 Water Revenue Bond Reserv	84,889.15	2.33		84,891.48	0.00	0.00	0.00	84,891.48
451 Water Facilities Reserve Fund	217,483.75	5.96		217,489.71	0.00	0.00	0.00	217,489.71

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
452 Sewer Facilities Reserve Fund	2,851,413.59	43.69		2,851,457.28	0.00	0.00	0.00	2,851,457.28
453 North Prosser Debt Redemption	397,271.78	15,760.89		413,032.67	0.00	0.00	0.00	413,032.67
454 North Prosser Debt Reserve	24,121.02	1,333.33		25,454.35	0.00	0.00	0.00	25,454.35
606 Library Memorial Fund	12,069.93	0.32		12,070.25	0.00	0.00	0.00	12,070.25
	<u>10,170,594.82</u>	<u>985,759.12</u>	<u>795,256.28</u>	<u>10,361,097.66</u>	<u>13,879.37</u>	<u>143,417.68</u>	<u>-41,522.69</u>	<u>10,476,872.02</u>

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	American West Checking	1,318,792.96	917,881.79	742,526.76	1,494,147.99	-41,522.69	157,297.05	1,609,922.35
7	Washington Trust	19.50	19,651.34	4,746.18	14,924.66	0.00	0.00	14,924.66
9	Petty Cash	650.00	0.00	0.00	650.00	0.00	0.00	650.00
Total Cash:		1,319,462.46	937,533.13	747,272.94	1,509,722.65	-41,522.69	157,297.05	1,625,497.01
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10	State Pool	2,861,790.81	242.65	0.00	2,862,033.46	0.00	0.00	2,862,033.46
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:		8,851,132.36	242.65	0.00	8,851,375.01	0.00	0.00	8,851,375.01
		10,170,594.82	937,775.78	747,272.94	10,361,097.66	-41,522.69	157,297.05	10,476,872.02



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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Fund	289,746.67		24.57	24.57	18,665.79	271,105.45
102 000 Street Fund	47,151.01		4.00	4.00	11,222.90	35,932.11
110 000 Arterial Street Fund	42,658.50		3.62	3.62		42,662.12
111 000 Municipal Capital Improvement	43,093.86	669.03	3.65	672.68		43,766.54
115 000 General Fund Reserve	75,646.76		6.41	6.41		75,653.17
116 000 City Facilities Reserve Fund	7,877.01		0.67	0.67		7,877.68
117 000 Employee Benefits Security	8,148.59	235.21	0.69	235.90		8,384.49
119 000 Parks Reserve Fund	1,619.22		0.14	0.14		1,619.36
130 000 Hotel/Motel Tax Fund	10,325.87	2,771.51	0.88	2,772.39		13,098.26
131 000 Tourism Promotion Area Fund	2,613.49	500.86	0.22	501.08		3,114.57
144 000 PS Enhancement Fund	5,977.96		0.51	0.51		5,978.47
145 000 Narcotics Dog Operations Fund	801.37		0.07	0.07		801.44
146 000 Drug Enforcement Fund	4,100.14		0.35	0.35		4,100.49
147 000 Police Investigative Fund	14,475.64	3.98	1.23	5.21		14,480.85
148 000 Criminal Justice Fund	290,488.86	5,139.69	24.63	5,164.32		295,653.18
152 000 Infrastructure Develop Reserve	160,233.10		13.59	13.59		160,246.69
221 000 LID Guarantee Fund	18,031.83		1.53	1.53		18,033.36
229 000 1996 GO Bond - Fire Station	28,231.01	222.10	2.39	224.49		28,455.50
233 000 2011 GO Bond - Pool	10,141.01	3,806.64	0.86	3,807.50		13,948.51
234 000 Local Improvement Dist. 10-23	1,158.61		0.10	0.10		1,158.71
301 000 REET - First Quarter %	3,231.03		0.27	0.27	124.64	3,106.66
302 000 OIE Improvement Project Fund	10,136.22		0.86	0.86	1,691.53	8,445.55
403 000 Water Fund	189,893.05	34,984.58	16.10	35,000.68		224,893.73
407 000 Sewer Fund	341,634.67	8,096.66	28.97	8,125.63		349,760.30
442 000 1997 W/S Refunding Bond Redemp	23,657.77		2.01	2.01		23,659.78
443 000 1997 W/S Refunding Bond Reserv	203,202.24		17.23	17.23		203,219.47
444 000 1998 Water Revenue Bond Redemp	35,750.48		3.03	3.03		35,753.51
445 000 1998 Water Revenue Bond Reserv	55,124.98		4.67	4.67		55,129.65

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
448 000 Garbage Fund	161,806.46	24,547.02	13.72	24,560.74		186,367.20
449 000 1999 Water Revenue Bond Redemp	21,636.87	3,200.13	1.83	3,201.96		24,838.83
450 000 1999 Water Revenue Bond Reserv	27,446.76		2.33	2.33		27,449.09
451 000 Water Facilities Reserve Fund	70,317.89		5.96	5.96		70,323.85
452 000 Sewer Facilities Reserve Fund	515,282.60		43.69	43.69	57,996.13	457,330.16
453 000 North Prosser Debt Redemption	128,447.84	5,092.67	10.89	5,103.56		133,551.40
454 000 North Prosser Debt Reserve	7,798.92	430.91	0.66	431.57		8,230.49
606 000 Library Memorial Fund	3,902.52		0.32	0.32		3,902.84
10 - State Pool	2,861,790.81	89,700.99	242.65	89,943.64	89,700.99	2,862,033.46
001 000 General Fund	202,948.71				13,073.06	189,875.65
102 000 Street Fund	33,026.22				7,860.25	25,165.97
110 000 Arterial Street Fund	29,879.51					29,879.51
111 000 Municipal Capital Improvement	30,184.44	468.57		468.57		30,653.01
115 000 General Fund Reserve	52,985.64					52,985.64
116 000 City Facilities Reserve Fund	5,517.34					5,517.34
117 000 Employee Benefits Security	5,707.56	164.73		164.73		5,872.29
119 000 Parks Reserve Fund	1,134.17					1,134.17
130 000 Hotel/Motel Tax Fund	7,232.60	1,941.10		1,941.10		9,173.70
131 000 Tourism Promotion Area Fund	1,830.56	350.80		350.80		2,181.36
144 000 PS Enhancement Fund	4,187.17					4,187.17
145 000 Narcotics Dog Operations Fund	561.31					561.31
146 000 Drug Enforcement Fund	2,871.87					2,871.87
147 000 Police Investigative Fund	10,139.25	2.80		2.80		10,142.05
148 000 Criminal Justice Fund	203,468.56	3,599.71		3,599.71		207,068.27
152 000 Infrastructure Develop Reserve	112,232.87					112,232.87
221 000 LID Guarantee Fund	12,630.12					12,630.12
229 000 1996 GO Bond - Fire Station	19,773.98	155.54		155.54		19,929.52

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
233 000 2011 GO Bond - Pool	7,103.12	2,666.07		2,666.07		9,769.19
234 000 Local Improvement Dist. 10-23	811.53					811.53
301 000 REET - First Quarter %	2,263.13				87.29	2,175.84
302 000 OIE Improvement Project Fund	7,099.75				1,184.70	5,915.05
403 000 Water Fund	133,007.74	24,502.35		24,502.35		157,510.09
407 000 Sewer Fund	239,292.88	5,670.70		5,670.70		244,963.58
442 000 1997 W/S Refunding Bond Redemp	16,570.73					16,570.73
443 000 1997 W/S Refunding Bond Reserv	142,329.96					142,329.96
444 000 1998 Water Revenue Bond Redemp	25,040.89					25,040.89
445 000 1998 Water Revenue Bond Reserv	38,611.45					38,611.45
448 000 Garbage Fund	113,334.91	17,192.13		17,192.13		130,527.04
449 000 1999 Water Revenue Bond Redemp	15,155.21	2,241.29		2,241.29		17,396.50
450 000 1999 Water Revenue Bond Reserv	19,224.68					19,224.68
451 000 Water Facilities Reserve Fund	49,253.12					49,253.12
452 000 Sewer Facilities Reserve Fund	360,922.02				40,619.06	320,302.96
453 000 North Prosser Debt Redemption	89,969.35	3,566.77		3,566.77		93,536.12
454 000 North Prosser Debt Reserve	5,462.64	301.80		301.80		5,764.44
606 000 Library Memorial Fund	2,733.45					2,733.45
12 - US Bank 2607	2,004,498.44	62,824.36	0.00	62,824.36	62,824.36	2,004,498.44
001 000 General Fund	201,564.76				12,983.92	188,580.84
102 000 Street Fund	32,801.00				7,806.65	24,994.35
110 000 Arterial Street Fund	29,675.76					29,675.76
111 000 Municipal Capital Improvement	29,978.61	465.38		465.38		30,443.99
115 000 General Fund Reserve	52,624.32					52,624.32

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
116 000 City Facilities Reserve Fund	5,479.71					5,479.71
117 000 Employee Benefits Security	5,668.63	163.60		163.60		5,832.23
119 000 Parks Reserve Fund	1,126.43					1,126.43
130 000 Hotel/Motel Tax Fund	7,183.28	1,927.86		1,927.86		9,111.14
131 000 Tourism Promotion Area Fund	1,818.08	348.41		348.41		2,166.49
144 000 PS Enhancement Fund	4,158.62					4,158.62
145 000 Narcotics Dog Operations Fund	557.48					557.48
146 000 Drug Enforcement Fund	2,852.30					2,852.30
147 000 Police Investigative Fund	10,070.10	2.78		2.78		10,072.88
148 000 Criminal Justice Fund	202,081.07	3,575.17		3,575.17		205,656.24
152 000 Infrastructure Develop Reserve	111,467.54					111,467.54
221 000 LID Guarantee Fund	12,544.00					12,544.00
229 000 1996 GO Bond - Fire Station	19,639.15	154.48		154.48		19,793.63
233 000 2011 GO Bond - Pool	7,054.68	2,647.89		2,647.89		9,702.57
234 000 Local Improvement Dist. 10-23	806.00					806.00
301 000 REET - First Quarter %	2,247.69				86.70	2,160.99
302 000 OIE Improvement Project Fund	7,051.34				1,176.62	5,874.72
403 000 Water Fund	132,100.74	24,335.27		24,335.27		156,436.01
407 000 Sewer Fund	237,661.10	5,632.03		5,632.03		243,293.13
442 000 1997 W/S Refunding Bond Redemp	16,457.73					16,457.73
443 000 1997 W/S Refunding Bond Reserv	141,359.40					141,359.40
444 000 1998 Water Revenue Bond Redemp	24,870.13					24,870.13
445 000 1998 Water Revenue Bond Reserv	38,348.16					38,348.16
448 000 Garbage Fund	112,562.06	17,074.90		17,074.90		129,636.96
449 000 1999 Water Revenue Bond Redemp	15,051.87	2,226.01		2,226.01		17,277.88
450 000 1999 Water Revenue Bond Reserv	19,093.58					19,093.58

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
451 000 Water Facilities Reserve Fund	48,917.25					48,917.25
452 000 Sewer Facilities Reserve Fund	358,460.83				40,342.08	318,118.75
453 000 North Prosser Debt Redemption	89,355.84	3,542.45		3,542.45		92,898.29
454 000 North Prosser Debt Reserve	5,425.39	299.74		299.74		5,725.13
606 000 Library Memorial Fund	2,714.81					2,714.81
13 - US Bank 2608	1,990,829.44	62,395.97	0.00	62,395.97	62,395.97	1,990,829.44
001 000 General Fund	101,276.70				6,523.80	94,752.90
102 000 Street Fund	16,480.94				3,922.47	12,558.47
110 000 Arterial Street Fund	14,910.66					14,910.66
111 000 Municipal Capital Improvement	15,062.82	233.83		233.83		15,296.65
115 000 General Fund Reserve	26,441.22					26,441.22
116 000 City Facilities Reserve Fund	2,753.29					2,753.29
117 000 Employee Benefits Security	2,848.22	82.20		82.20		2,930.42
119 000 Parks Reserve Fund	565.98					565.98
130 000 Hotel/Motel Tax Fund	3,609.26	968.66		968.66		4,577.92
131 000 Tourism Promotion Area Fund	913.50	175.06		175.06		1,088.56
144 000 PS Enhancement Fund	2,089.51					2,089.51
145 000 Narcotics Dog Operations Fund	280.11					280.11
146 000 Drug Enforcement Fund	1,433.14					1,433.14
147 000 Police Investigative Fund	5,059.75	1.40		1.40		5,061.15
148 000 Criminal Justice Fund	101,536.12	1,796.35		1,796.35		103,332.47
152 000 Infrastructure Develop Reserve	56,007.13					56,007.13
221 000 LID Guarantee Fund	6,302.76					6,302.76
229 000 1996 GO Bond - Fire Station	9,867.74	77.62		77.62		9,945.36
233 000 2011 GO Bond - Pool	3,544.64	1,330.44		1,330.44		4,875.08
234 000 Local Improvement Dist. 10-23	404.97					404.97
301 000 REET - First Quarter %	1,129.36				43.56	1,085.80

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
302 000 OIE Improvement Project Fund	3,542.96				591.20	2,951.76
403 000 Water Fund	66,374.33	12,227.31		12,227.31		78,601.64
407 000 Sewer Fund	119,413.39	2,829.83		2,829.83		122,243.22
442 000 1997 W/S Refunding Bond Redemp	8,269.23					8,269.23
443 000 1997 W/S Refunding Bond Reserv	71,026.37					71,026.37
444 000 1998 Water Revenue Bond Redemp	12,496.06					12,496.06
445 000 1998 Water Revenue Bond Reserv	19,268.12					19,268.12
448 000 Garbage Fund	56,557.07	8,579.32		8,579.32		65,136.39
449 000 1999 Water Revenue Bond Redemp	7,562.85	1,118.46		1,118.46		8,681.31
450 000 1999 Water Revenue Bond Reserv	9,593.62					9,593.62
451 000 Water Facilities Reserve Fund	24,578.59					24,578.59
452 000 Sewer Facilities Reserve Fund	180,109.48				20,269.97	159,839.51
453 000 North Prosser Debt Redemption	44,897.05	1,779.91		1,779.91		46,676.96
454 000 North Prosser Debt Reserve	2,726.00	150.61		150.61		2,876.61
606 000 Library Memorial Fund	1,364.06					1,364.06
14 - US Bank 2833	<u>1,000,297.00</u>	<u>31,351.00</u>	<u>0.00</u>	<u>31,351.00</u>	<u>31,351.00</u>	<u>1,000,297.00</u>
001 000 General Fund	100,610.46				6,480.88	94,129.58
102 000 Street Fund	16,372.52				3,896.67	12,475.85
110 000 Arterial Street Fund	14,812.57					14,812.57
111 000 Municipal Capital Improvement	14,963.74	232.29		232.29		15,196.03
115 000 General Fund Reserve	26,267.28					26,267.28
116 000 City Facilities Reserve Fund	2,735.18					2,735.18
117 000 Employee Benefits Security	2,829.48	81.66		81.66		2,911.14
119 000 Parks Reserve Fund	562.25					562.25
130 000 Hotel/Motel Tax Fund	3,585.51	962.29		962.29		4,547.80

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
131 000 Tourism Promotion Area Fund	907.49	173.91		173.91		1,081.40
144 000 PS Enhancement Fund	2,075.76					2,075.76
145 000 Narcotics Dog Operations Fund	278.27					278.27
146 000 Drug Enforcement Fund	1,423.71					1,423.71
147 000 Police Investigative Fund	5,026.46	1.39		1.39		5,027.85
148 000 Criminal Justice Fund	100,868.17	1,784.53		1,784.53		102,652.70
152 000 Infrastructure Develop Reserve	55,638.69					55,638.69
221 000 LID Guarantee Fund	6,261.30					6,261.30
229 000 1996 GO Bond - Fire Station	9,802.82	77.11		77.11		9,879.93
233 000 2011 GO Bond - Pool	3,521.32	1,321.69		1,321.69		4,843.01
234 000 Local Improvement Dist. 10-23	402.31					402.31
301 000 REET - First Quarter %	1,121.93				43.27	1,078.66
302 000 OIE Improvement Project Fund	3,519.66				587.31	2,932.35
403 000 Water Fund	65,937.70	12,146.88		12,146.88		78,084.58
407 000 Sewer Fund	118,627.84	2,811.21		2,811.21		121,439.05
442 000 1997 W/S Refunding Bond Redemp	8,214.83					8,214.83
443 000 1997 W/S Refunding Bond Reserv	70,559.13					70,559.13
444 000 1998 Water Revenue Bond Redemp	12,413.85					12,413.85
445 000 1998 Water Revenue Bond Reserv	19,141.37					19,141.37
448 000 Garbage Fund	56,185.02	8,522.89		8,522.89		64,707.91
449 000 1999 Water Revenue Bond Redemp	7,513.10	1,111.11		1,111.11		8,624.21
450 000 1999 Water Revenue Bond Reserv	9,530.51					9,530.51
451 000 Water Facilities Reserve Fund	24,416.90					24,416.90
452 000 Sewer Facilities Reserve Fund	178,924.68				20,136.64	158,788.04

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
453 000 North Prosser Debt Redemption	44,601.70	1,768.20		1,768.20		46,369.90
454 000 North Prosser Debt Reserve	2,708.07	149.61		149.61		2,857.68
606 000 Library Memorial Fund	1,355.09					1,355.09
16 - US Bank 1826	993,716.67	31,144.77	0.00	31,144.77	31,144.77	993,716.67
	<u>8,851,132.36</u>	<u>277,417.09</u>	<u>242.65</u>	<u>277,659.74</u>	<u>277,417.09</u>	<u>8,851,375.01</u>

TREASURERS REPORT

Fund Investment Totals

City Of Prosser
MCAG #: 0205

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Fund	896,147.30		24.57	24.57	57,727.45	838,444.42	0.00
102 Street Fund	145,831.69		4.00	4.00	34,708.94	111,126.75	0.00
103 Transportation Benefit Distric						0.00	69,008.43
110 Arterial Street Fund	131,937.00		3.62	3.62		131,940.62	0.00
111 Municipal Capital Improvement	133,283.47	2,069.10	3.65	2,072.75		135,356.22	0.00
115 General Fund Reserve	233,965.22		6.41	6.41		233,971.63	0.00
116 City Facilities Reserve Fund	24,362.53		0.67	0.67		24,363.20	0.00
117 Employee Benefits Security	25,202.48	727.40	0.69	728.09		25,930.57	0.00
119 Parks Reserve Fund	5,008.05		0.14	0.14		5,008.19	0.00
130 Hotel/Motel Tax Fund	31,936.52	8,571.42	0.88	8,572.30		40,508.82	0.00
131 Tourism Promotion Area Fund	8,083.12	1,549.04	0.22	1,549.26		9,632.38	0.00
144 PS Enhancement Fund	18,489.02		0.51	0.51		18,489.53	0.00
145 Narcotics Dog Operations Fund	2,478.54		0.07	0.07		2,478.61	0.00
146 Drug Enforcement Fund	12,681.16		0.35	0.35		12,681.51	0.00
147 Police Investigative Fund	44,771.20	12.35	1.23	13.58		44,784.78	0.00
148 Criminal Justice Fund	898,442.78	15,895.45	24.63	15,920.08		914,362.86	0.00
152 Infrastructure Develop Reserve	495,579.33		13.59	13.59		495,592.92	0.00
221 LID Guarantee Fund	55,770.01		1.53	1.53		55,771.54	0.00
229 1996 GO Bond - Fire Station	87,314.70	686.85	2.39	689.24		88,003.94	0.00
233 2011 GO Bond - Pool	31,364.77	11,772.73	0.86	11,773.59		43,138.36	0.00
234 Local Improvement Dist. 10-23	3,583.42		0.10	0.10		3,583.52	0.00
301 REET - First Quarter %	9,993.14		0.27	0.27	385.46	9,607.95	0.00
302 OIE Improvement Project Fund	31,349.93		0.86	0.86	5,231.36	26,119.43	0.00
403 Water Fund	587,313.56	108,196.39	16.10	108,212.49		695,526.05	0.00
407 Sewer Fund	1,056,629.88	25,040.43	28.97	25,069.40		1,081,699.28	0.00
409 Consumer Utility Deposits Fund						0.00	3,636.36
442 1997 W/S Refunding Bond Redemp	73,170.29		2.01	2.01		73,172.30	0.00
443 1997 W/S Refunding Bond Reserv	628,477.10		17.23	17.23		628,494.33	0.00
444 1998 Water Revenue Bond Redemp	110,571.41		3.03	3.03		110,574.44	0.00
445 1998 Water Revenue Bond Reserv	170,494.08		4.67	4.67		170,498.75	0.00
448 Garbage Fund	500,445.52	75,916.26	13.72	75,929.98		576,375.50	0.00
449 1999 Water Revenue Bond Redemp	66,919.90	9,897.00	1.83	9,898.83		76,818.73	0.00
450 1999 Water Revenue Bond Reserv	84,889.15		2.33	2.33		84,891.48	0.00
451 Water Facilities Reserve Fund	217,483.75		5.96	5.96		217,489.71	0.00
452 Sewer Facilities Reserve Fund	1,593,699.61		43.69	43.69	179,363.88	1,414,379.42	1,437,077.86
453 North Prosser Debt Redemption	397,271.78	15,750.00	10.89	15,760.89		413,032.67	0.00
454 North Prosser Debt Reserve	24,121.02	1,332.67	0.66	1,333.33		25,454.35	0.00
606 Library Memorial Fund	12,069.93		0.32	0.32		12,070.25	0.00

TREASURERS REPORT

Fund Investment Totals

City Of Prosser
MCAG #: 0205

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
	8,851,132.36	277,417.09	242.65	277,659.74	277,417.09	8,851,375.01	1,509,722.65

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

10,361,097.66

2014 BUDGET POSITION

City Of Prosser
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001 General Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
310 Taxes	3,852,479.00	237,243.52	2,281,460.25	1,571,018.75	59.2%
320 Licenses & Permits	151,850.00	9,242.45	82,040.90	69,809.10	54.0%
330 Intergovernmental Revenues	102,615.00	2,699.00	57,302.83	45,312.17	55.8%
340 Charges For Goods & Services	243,078.00	62,648.50	150,469.45	92,608.55	61.9%
350 Fines & Penalties	103,500.00	7,365.15	60,988.26	42,511.74	58.9%
360 Interest & Other Earnings	28,210.00	2,097.76	21,099.60	7,110.40	74.8%
380 Non Revenues	114,700.00	5,636.03	59,258.79	55,441.21	51.7%
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	326,932.41	2,712,620.08	1,883,811.92	59.0%

Expenditures	Amt Budgeted	July	YTD	Remaining	
510 General Government					
511 Legislative	128,010.00	11,894.98	69,861.17	58,148.83	54.6%
512 Judicial	105,000.00	6,426.03	46,940.16	58,059.84	44.7%
513 Executive	0.00	0.00	0.00	0.00	0.0%
023 Financial Services	440,670.00	35,115.32	236,293.73	204,376.27	53.6%
030 Records Services	96,405.00	7,335.43	52,928.30	43,476.70	54.9%
040 Election Services	5,500.00	0.00	5,679.29	(179.29)	103.3%
514 Financial, Recording & Elections	542,575.00	42,450.75	294,901.32	247,673.68	54.4%
515 Legal Services	30,000.00	1,548.00	14,535.94	15,464.06	48.5%
010 Labor Relations & AWC	23,600.00	1,403.28	12,807.56	10,792.44	54.3%
031 Custodial Services	193,093.00	6,090.82	56,372.18	136,720.82	29.2%
088 Information Technology	100,635.00	2,972.32	44,304.30	56,330.70	44.0%
518 Centralized Services	317,328.00	10,466.42	113,484.04	203,843.96	35.8%
510 General Government	1,122,913.00	72,786.18	539,722.63	583,190.37	48.1%

520 Public Safety

521 Law Enforcement	1,419,195.00	115,560.72	798,630.08	620,564.92	56.3%
010 Fire Services	318,948.00	26,600.00	159,606.49	159,341.51	50.0%
011 Dispatch Services	90,000.00	23,315.00	69,945.00	20,055.00	77.7%
522 Contracted Services	408,948.00	49,915.00	229,551.49	179,396.51	56.1%
523 Detention/Correction	120,000.00	11,046.14	39,594.95	80,405.05	33.0%
524 Protective Inspections	148,380.00	12,846.13	89,666.72	58,713.28	60.4%
520 Public Safety	2,096,523.00	189,367.99	1,157,443.24	939,079.76	55.2%

550 Economic Environment

060 Planning	139,978.00	6,816.84	60,465.67	79,512.33	43.2%
070 Economic Development	53,000.00	3,583.33	21,499.98	31,500.02	40.6%
558 Planning & Community Devel	192,978.00	10,400.17	81,965.65	111,012.35	42.5%

2014 BUDGET POSITION

City Of Prosser
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001 General Fund

Expenditures	Amt Budgeted	July	YTD	Remaining	
550 Economic Environment	192,978.00	10,400.17	81,965.65	111,012.35	42.5%
560 Mental & Physical Health					
566 Substance Abuse	456.00	0.00	362.05	93.95	79.4%
569 Senior Center	24,047.00	1,419.75	10,179.41	13,867.59	42.3%
560 Mental & Physical Health	24,503.00	1,419.75	10,541.46	13,961.54	43.0%
570 Culture And Recreation					
571 Education & Recreation	81,325.00	1,005.28	42,100.26	39,224.74	51.8%
020 Library Services	175,071.00	0.00	89,219.46	85,851.54	51.0%
050 Library Facility	26,664.00	1,117.38	6,961.65	19,702.35	26.1%
572 Libraries	201,735.00	1,117.38	96,181.11	105,553.89	47.7%
020 Swimming Pools	227,072.00	56,952.12	114,363.01	112,708.99	50.4%
080 General Parks	256,479.00	22,130.17	116,705.71	139,773.29	45.5%
576 Park Facilities	483,551.00	79,082.29	231,068.72	252,482.28	47.8%
570 Culture And Recreation	766,611.00	81,204.95	369,350.09	397,260.91	48.2%
580 Non Revenue					
580 Non Expenditures	179,700.00	16,351.96	109,251.64	70,448.36	60.8%
580 Non Revenue	179,700.00	16,351.96	109,251.64	70,448.36	60.8%
590 Debt Service					
591 Debt Service - Principal Repayment	500.00	36.11	347.56	152.44	69.5%
590 Debt Service	500.00	36.11	347.56	152.44	69.5%
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	102,477.26	71,022.74	59.1%
597 Other Financing Uses	173,500.00	13,068.18	102,477.26	71,022.74	59.1%
Fund Expenditures:	4,572,228.00	384,635.29	2,371,099.53	2,201,128.47	51.9%
Fund Excess/(Deficit):	24,204.00	(57,702.88)	341,520.55		

2014 BUDGET POSITION

City Of Prosser
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102 Street Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
310 Taxes	388,239.00	736.35	219,162.57	169,076.43	56.5%
320 Licenses & Permits	1,000.00	50.00	875.00	125.00	87.5%
330 Intergovernmental Revenues	118,524.00	10,285.46	67,148.55	51,375.45	56.7%
360 Interest & Other Earnings	750.00	54.00	362.29	387.71	48.3%
397 Interfund Transfers	15,000.00	0.00	0.00	15,000.00	0.0%
Fund Revenues:	523,513.00	11,125.81	287,548.41	235,964.59	54.9%

Expenditures	Amt Budgeted	July	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	4,836.79	36,604.95	37,395.05	49.5%
064 Traffic Control	24,530.00	10,735.14	12,434.58	12,095.42	50.7%
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	653.37	784.93	6,715.07	10.5%
070 Roadside	27,000.00	676.87	2,655.16	24,344.84	9.8%
090 Administration & Overhead	281,497.00	20,351.60	155,244.53	126,252.47	55.1%
542 Streets - Maintenance	453,027.00	37,253.77	226,890.44	226,136.56	50.1%
543 Streets Admin & Overhead	34,741.00	2,111.86	17,874.77	16,866.23	51.5%
540 Transportation	487,768.00	39,365.63	244,765.21	243,002.79	50.2%

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	6,465.12	6,465.12	(0.12)	100.0%
590 Debt Service	6,465.00	6,465.12	6,465.12	(0.12)	100.0%

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	45,830.75	251,230.33	258,002.67	49.3%
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2014 BUDGET POSITION

City Of Prosser
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102 Street Fund

Fund Excess/(Deficit):	14,280.00	(34,704.94)	36,318.08
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2014 BUDGET POSITION

City Of Prosser
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103 Transportation Benefit Distric

Revenues	Amt Budgeted	July	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	July	YTD	Remaining	
542 Streets - Maintenance	80,000.00	4,256.75	9,439.43	70,560.57	11.8%
543 Streets Admin & Overhead	0.00	0.00	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	4,256.75	10,069.41	74,930.59	11.8%
Fund Excess/(Deficit):	(4,500.00)	(4,256.75)	64,242.59		

2014 BUDGET POSITION

City Of Prosser
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110 Arterial Street Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	500.00	3.62	316.12	183.88	63.2%
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:	500.00	3.62	316.12	183.88	63.2%
Expenditures	Amt Budgeted	July	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	3.62	316.12		

2014 BUDGET POSITION

City Of Prosser
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111 Municipal Capital Improvement

Revenues	Amt Budgeted	July	YTD	Remaining	
310 Taxes	27,500.00	2,069.10	16,771.01	10,728.99	61.0%
360 Interest & Other Earnings	100.00	3.65	301.62	(201.62)	301.6%
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	2,072.75	17,072.63	10,527.37	61.9%
Expenditures	Amt Budgeted	July	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	2,072.75	17,072.63		

2014 BUDGET POSITION

City Of Prosser
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115 General Fund Reserve

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	500.00	6.41	555.97	(55.97)	111.2%
397 Interfund Transfers	6,000.00	0.00	6,000.00	0.00	100.0%
Fund Revenues:	6,500.00	6.41	6,555.97	(55.97)	100.9%
Expenditures	Amt Budgeted	July	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	6.41	6,555.97		

2014 BUDGET POSITION

City Of Prosser
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116 City Facilities Reserve Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	500.00	0.67	58.34	441.66	11.7%
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	0.67	58.34	441.66	11.7%
Expenditures	Amt Budgeted	July	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	0.67	58.34		

2014 BUDGET POSITION

City Of Prosser
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117 Employee Benefits Security

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	500.00	0.69	62.33	437.67	12.5%
397 Interfund Transfers	45,000.00	3,750.00	26,250.00	18,750.00	58.3%
Fund Revenues:	45,500.00	3,750.69	26,312.33	19,187.67	57.8%
Expenditures	Amt Budgeted	July	YTD	Remaining	
517 Employee Benefit Programs	50,000.00	3,022.60	32,289.81	17,710.19	64.6%
Fund Expenditures:	50,000.00	3,022.60	32,289.81	17,710.19	64.6%
Fund Excess/(Deficit):	(4,500.00)	728.09	(5,977.48)		

2014 BUDGET POSITION

City Of Prosser
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118 General Fund Capital Reserve

Revenues	Amt Budgeted	July	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	July	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
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119 Parks Reserve Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.14	8.19	(8.19)	0.0%
397 Interfund Transfers	5,000.00	0.00	5,000.00	0.00	100.0%
Fund Revenues:	5,000.00	0.14	5,008.19	(8.19)	100.2%
Fund Excess/(Deficit):	5,000.00	0.14	5,008.19		

2014 BUDGET POSITION

City Of Prosser
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125 Contingency Fund

Revenues	Amt Budgeted	July	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	July	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
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130 Hotel/Motel Tax Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
310 Taxes	80,000.00	8,571.42	34,833.04	45,166.96	43.5%
360 Interest & Other Earnings	50.00	0.88	82.25	(32.25)	164.5%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	80,050.00	8,572.30	34,915.29	45,134.71	43.6%
Expenditures	Amt Budgeted	July	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)	8,572.30	(10,084.71)		

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131 Tourism Promotion Area Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
340 Charges For Goods & Services	22,000.00	1,548.75	7,170.00	14,830.00	32.6%
360 Interest & Other Earnings	100.00	0.51	23.68	76.32	23.7%
Fund Revenues:	22,100.00	1,549.26	7,193.68	14,906.32	32.6%
Expenditures	Amt Budgeted	July	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)	1,549.26	(4,306.32)		

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144 PS Enhancement Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
330 Intergovernmental Revenues	10,450.00	0.00	2,613.13	7,836.87	25.0%
360 Interest & Other Earnings	50.00	0.51	38.10	11.90	76.2%
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	0.51	2,651.23	7,848.77	25.2%
Expenditures	Amt Budgeted	July	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	0.51	2,651.23		

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145 Narcotics Dog Operations Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	3,005.00	0.07	1,706.55	1,298.45	56.8%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	3,005.00	0.07	1,706.55	1,298.45	56.8%
Expenditures	Amt Budgeted	July	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	0.07	1,706.55		

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146 Drug Enforcement Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
350 Fines & Penalties	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	50.00	0.35	30.38	19.62	60.8%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	50.00	0.35	30.38	19.62	60.8%
Expenditures	Amt Budgeted	July	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	0.35	30.38		

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147 Police Investigative Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
350 Fines & Penalties	200.00	12.35	114.81	85.19	57.4%
360 Interest & Other Earnings	150.00	1.23	107.19	42.81	71.5%
Fund Revenues:	350.00	13.58	222.00	128.00	63.4%
Expenditures	Amt Budgeted	July	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	13.58	222.00		

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148 Criminal Justice Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
310 Taxes	80,000.00	8,646.87	48,884.52	31,115.48	61.1%
330 Intergovernmental Revenues	6,566.00	1,795.88	13,787.89	(7,221.89)	210.0%
360 Interest & Other Earnings	1,500.00	24.63	2,052.54	(552.54)	136.8%
380 Non Revenues	63,500.00	5,416.59	37,916.13	25,583.87	59.7%
390 Other Financing Sources	1,000.00	36.11	347.56	652.44	34.8%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	152,566.00	15,920.08	102,988.64	49,577.36	67.5%
Expenditures	Amt Budgeted	July	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	15,920.08	102,988.64		

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152 Infrastructure Develop Reserve

Revenues	Amt Budgeted	July	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	400.00	13.59	1,216.82	(816.82)	304.2%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	400.00	13.59	1,216.82	(816.82)	304.2%
Expenditures	Amt Budgeted	July	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)	13.59	(37,383.18)		

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221 LID Guarantee Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
310 Taxes	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	1.53	133.63	(133.63)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	1.53	133.63	(133.63)	0.0%
Fund Excess/(Deficit):	0.00	1.53	133.63		

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229 1996 GO Bond - Fire Station

Revenues	Amt Budgeted	July	YTD	Remaining	
310 Taxes	157,474.00	686.85	88,974.98	68,499.02	56.5%
360 Interest & Other Earnings	0.00	2.39	136.68	(136.68)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	157,474.00	689.24	89,111.66	68,362.34	56.6%
Expenditures	Amt Budgeted	July	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	689.24	82,874.66		

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233 2011 GO Bond - Pool

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.86	33.69	(33.69)	0.0%
397 Interfund Transfers	129,500.00	11,772.73	82,409.11	47,090.89	63.6%
Fund Revenues:	129,500.00	11,773.59	82,442.80	47,057.20	63.7%
Expenditures	Amt Budgeted	July	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	11,773.59	42,834.80		

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234 Local Improvement Dist. 10-23

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	1,700.00	0.10	3,583.52	(1,883.52)	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	0.10	3,583.52	(1,883.52)	210.8%
Expenditures	Amt Budgeted	July	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	0.10	3,583.52		

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301 REET - First Quarter %

Revenues	Amt Budgeted	July	YTD	Remaining	
310 Taxes	27,500.00	2,069.09	16,770.99	10,729.01	61.0%
360 Interest & Other Earnings	100.00	0.27	22.27	77.73	22.3%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	27,600.00	2,069.36	16,793.26	10,806.74	60.8%
Expenditures	Amt Budgeted	July	YTD	Remaining	
597 Interfund Transfers	27,000.00	2,454.55	17,181.85	9,818.15	63.6%
Fund Expenditures:	27,000.00	2,454.55	17,181.85	9,818.15	63.6%
Fund Excess/(Deficit):	600.00	(385.19)	(388.59)		

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302 OIE Improvement Project Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
330 Intergovernmental Revenues	247,100.00	6,156.64	7,387.97	239,712.03	3.0%
360 Interest & Other Earnings	0.00	0.86	60.46	(60.46)	0.0%
397 Interfund Transfers	38,600.00	0.00	38,600.00	0.00	100.0%
Fund Revenues:	285,700.00	6,157.50	46,048.43	239,651.57	16.1%
Expenditures	Amt Budgeted	July	YTD	Remaining	
594 Capital Expenditures	285,700.00	11,388.00	19,929.00	265,771.00	7.0%
Fund Expenditures:	285,700.00	11,388.00	19,929.00	265,771.00	7.0%
Fund Excess/(Deficit):	0.00	(5,230.50)	26,119.43		

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311 Well 4B Construction Fund

Revenues	Amt Budgeted	July	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	July	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		

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403 Water Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	2,223,257.00	243,508.36	1,218,598.18	1,004,658.82	54.8%
350 Fines & Penalties	38,000.00	3,530.73	13,528.79	24,471.21	35.6%
360 Interest & Other Earnings	2,500.00	129.67	2,464.74	35.26	98.6%
380 Non Revenues	0.00	46,525.28	113,558.40	(113,558.40)	0.0%
390 Other Financing Sources	1,000,000.00	(26,771.26)	1,300,944.52	(300,944.52)	130.1%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	3,263,757.00	266,922.78	2,649,094.63	614,662.37	81.2%
Expenditures	Amt Budgeted	July	YTD	Remaining	
534 Water Utilities	1,336,235.00	101,847.07	631,844.22	704,390.78	47.3%
539 Irrigation And Reclamation	298,802.00	11,440.36	233,180.95	65,621.05	78.0%
580 Non Expenditures	0.00	102.68	102.68	(102.68)	0.0%
591 Debt Service - Principal Repayment	155,697.00	6,465.12	12,938.46	142,758.54	8.3%
594 Capital Expenditures	1,192,510.00	11,875.39	1,450,046.33	(257,536.33)	121.6%
597 Interfund Transfers	623,580.00	26,979.67	585,588.38	37,991.62	93.9%
Fund Expenditures:	3,606,824.00	158,710.29	2,913,701.02	693,122.98	80.8%
Fund Excess/(Deficit):	(343,067.00)	108,212.49	(264,606.39)		

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407 Sewer Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	1,868,061.00	194,465.18	1,176,950.74	691,110.26	63.0%
350 Fines & Penalties	2,000.00	1,506.99	(34.74)	2,034.74	1.7%
360 Interest & Other Earnings	900.00	103.97	2,769.95	(1,869.95)	307.8%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	1,870,961.00	196,076.14	1,179,685.95	691,275.05	63.1%
Expenditures	Amt Budgeted	July	YTD	Remaining	
535 Sewer	1,584,063.00	164,541.62	813,573.33	770,489.67	51.4%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
591 Debt Service - Principal Repayment	86,751.00	6,465.12	58,704.13	28,046.87	67.7%
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	171,006.74	872,277.46	922,229.54	48.6%
Fund Excess/(Deficit):	76,454.00	25,069.40	307,408.49		

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409 Consumer Utility Deposits Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
380 Non Revenues	15,000.00	2,028.17	7,953.17	7,046.83	53.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	15,000.00	2,028.17	7,953.17	7,046.83	53.0%
Expenditures	Amt Budgeted	July	YTD	Remaining	
580 Non Expenditures	15,000.00	866.81	5,266.81	9,733.19	35.1%
Fund Expenditures:	15,000.00	866.81	5,266.81	9,733.19	35.1%
Fund Excess/(Deficit):	0.00	1,161.36	2,686.36		

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420 Zone 2.5 Water Supply Improv

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	100.00	0.00	0.00	100.00	0.0%
390 Other Financing Sources	890,315.00	18,565.20	56,695.20	833,619.80	6.4%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	890,415.00	18,565.20	56,695.20	833,719.80	6.4%
Expenditures	Amt Budgeted	July	YTD	Remaining	
594 Capital Expenditures	890,315.00	4,573.50	56,695.20	833,619.80	6.4%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	890,315.00	4,573.50	56,695.20	833,619.80	6.4%
Fund Excess/(Deficit):	100.00	13,991.70	0.00		

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442 1997 W/S Refunding Bond Redemp

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	500.00	2.01	175.31	324.69	35.1%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	500.00	2.01	175.31	324.69	35.1%
Expenditures	Amt Budgeted	July	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)	2.01	175.31		

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443 1997 W/S Refunding Bond Reserv

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	1,300.00	17.23	1,505.77	(205.77)	115.8%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	1,300.00	17.23	1,505.77	(205.77)	115.8%
Expenditures	Amt Budgeted	July	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)	17.23	1,505.77		

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444 1998 Water Revenue Bond Redemp

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	100.00	3.03	136.95	(36.95)	137.0%
397 Interfund Transfers	154,912.00	0.00	180,730.69	(25,818.69)	116.7%
Fund Revenues:	155,012.00	3.03	180,867.64	(25,855.64)	116.7%
Expenditures	Amt Budgeted	July	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	3.03	103,411.64		

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445 1998 Water Revenue Bond Reserv

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	400.00	4.67	408.49	(8.49)	102.1%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	400.00	4.67	408.49	(8.49)	102.1%
Fund Excess/(Deficit):	400.00	4.67	408.49		

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448 Garbage Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
340 Charges For Goods & Services	973,611.00	81,980.16	536,071.52	437,539.48	55.1%
350 Fines & Penalties	2,500.00	2,447.10	6,094.95	(3,594.95)	243.8%
360 Interest & Other Earnings	0.00	13.72	974.49	(974.49)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	976,111.00	84,440.98	543,140.96	432,970.04	55.6%
Expenditures	Amt Budgeted	July	YTD	Remaining	
537 Garbage & Solid Waste	925,583.00	8,511.00	319,095.56	606,487.44	34.5%
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	8,511.00	319,095.56	606,487.44	34.5%
Fund Excess/(Deficit):	50,528.00	75,929.98	224,045.40		

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449 1999 Water Revenue Bond Redemp

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	100.00	1.83	95.65	4.35	95.7%
397 Interfund Transfers	79,176.00	9,897.00	69,279.00	9,897.00	87.5%
Fund Revenues:	79,276.00	9,898.83	69,374.65	9,901.35	87.5%
Expenditures	Amt Budgeted	July	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)	9,898.83	69,374.65		

2014 BUDGET POSITION

City Of Prosser
MCAG #: 0205

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450 1999 Water Revenue Bond Reserv

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	0.00	2.33	203.39	(203.39)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	2.33	203.39	(203.39)	0.0%
Fund Excess/(Deficit):	0.00	2.33	203.39		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

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451 Water Facilities Reserve Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	50.00	5.96	9.49	40.51	19.0%
397 Interfund Transfers	216,000.00	0.00	216,000.00	0.00	100.0%
Fund Revenues:	216,050.00	5.96	216,009.49	40.51	100.0%
Expenditures	Amt Budgeted	July	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	5.96	216,009.49		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

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452 Sewer Facilities Reserve Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	5,000.00	43.69	5,196.25	(196.25)	103.9%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	5,000.00	43.69	5,196.25	(196.25)	103.9%
Expenditures	Amt Budgeted	July	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)	43.69	5,196.25		

2014 BUDGET POSITION

City Of Prosser
 MCAG #: 0205

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453 North Prosser Debt Redemption

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	0.00	10.89	942.64	(942.64)	0.0%
397 Interfund Transfers	157,500.00	15,750.00	110,250.00	47,250.00	70.0%
Fund Revenues:	157,500.00	15,760.89	111,192.64	46,307.36	70.6%
Expenditures	Amt Budgeted	July	YTD	Remaining	
591 Debt Service - Principal Repayment	157,500.00	0.00	39,588.00	117,912.00	25.1%
Fund Expenditures:	157,500.00	0.00	39,588.00	117,912.00	25.1%
Fund Excess/(Deficit):	0.00	15,760.89	71,604.64		

2014 BUDGET POSITION

City Of Prosser
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454 North Prosser Debt Reserve

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.66	49.09	(49.09)	0.0%
397 Interfund Transfers	15,992.00	1,332.67	9,328.69	6,663.31	58.3%
Fund Revenues:	15,992.00	1,333.33	9,377.78	6,614.22	58.6%
Fund Excess/(Deficit):	15,992.00	1,333.33	9,377.78		

2014 BUDGET POSITION

City Of Prosser
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470 Waste Water Treatment Plant Improvement

Revenues	Amt Budgeted	July	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	July	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

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606 Library Memorial Fund

Revenues	Amt Budgeted	July	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.32	28.88	(28.88)	0.0%
Fund Revenues:	0.00	0.32	28.88	(28.88)	0.0%
Expenditures	Amt Budgeted	July	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)	0.32	28.88		

2014 BUDGET POSITION TOTALS

City Of Prosser
MCAG #: 0205

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Fund	Revenue	July	Received		Expenditures	July	Spent	
001 General Fund	4,596,432.00	326,932.41	2,712,620.08	59.0%	4,572,228.00	384,635.29	2,371,099.53	51.9%
102 Street Fund	523,513.00	11,125.81	287,548.41	54.9%	509,233.00	45,830.75	251,230.33	49.3%
103 Transportation Benefit Distric	80,500.00	0.00	74,312.00	92.3%	85,000.00	4,256.75	10,069.41	11.8%
110 Arterial Street Fund	500.00	3.62	316.12	63.2%	0.00	0.00	0.00	0.0%
111 Municipal Capital Improvement	27,600.00	2,072.75	17,072.63	61.9%	0.00	0.00	0.00	0.0%
115 General Fund Reserve	6,500.00	6.41	6,555.97	100.9%	0.00	0.00	0.00	0.0%
116 City Facilities Reserve Fund	500.00	0.67	58.34	11.7%	0.00	0.00	0.00	0.0%
117 Employee Benefits Security	45,500.00	3,750.69	26,312.33	57.8%	50,000.00	3,022.60	32,289.81	64.6%
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	0.14	5,008.19	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	8,572.30	34,915.29	43.6%	80,500.00	0.00	45,000.00	55.9%
131 Tourism Promotion Area Fund	22,100.00	1,549.26	7,193.68	32.6%	22,600.00	0.00	11,500.00	50.9%
144 PS Enhancement Fund	10,500.00	0.51	2,651.23	25.2%	0.00	0.00	0.00	0.0%
145 Narcotics Dog Operations Fund	3,005.00	0.07	1,706.55	56.8%	0.00	0.00	0.00	0.0%
146 Drug Enforcement Fund	50.00	0.35	30.38	60.8%	0.00	0.00	0.00	0.0%
147 Police Investigative Fund	350.00	13.58	222.00	63.4%	0.00	0.00	0.00	0.0%
148 Criminal Justice Fund	152,566.00	15,920.08	102,988.64	67.5%	0.00	0.00	0.00	0.0%
152 Infrastructure Develop Reserve	400.00	13.59	1,216.82	304.2%	38,600.00	0.00	38,600.00	100.0%
221 LID Guarantee Fund	0.00	1.53	133.63	0.0%	0.00	0.00	0.00	0.0%
229 1996 GO Bond - Fire Station	157,474.00	689.24	89,111.66	56.6%	157,474.00	0.00	6,237.00	4.0%
233 2011 GO Bond - Pool	129,500.00	11,773.59	82,442.80	63.7%	129,113.00	0.00	39,608.00	30.7%
234 Local Improvement Dist. 10-23	1,700.00	0.10	3,583.52	210.8%	1,700.00	0.00	0.00	0.0%
301 REET - First Quarter %	27,600.00	2,069.36	16,793.26	60.8%	27,000.00	2,454.55	17,181.85	63.6%
302 OIE Improvement Project Fund	285,700.00	6,157.50	46,048.43	16.1%	285,700.00	11,388.00	19,929.00	7.0%
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	266,922.78	2,649,094.63	81.2%	3,606,824.00	158,710.29	2,913,701.02	80.8%
407 Sewer Fund	1,870,961.00	196,076.14	1,179,685.95	63.1%	1,794,507.00	171,006.74	872,277.46	48.6%
409 Consumer Utility Deposits Fund	15,000.00	2,028.17	7,953.17	53.0%	15,000.00	866.81	5,266.81	35.1%
420 Zone 2.5 Water Supply Improv	890,415.00	18,565.20	56,695.20	6.4%	890,315.00	4,573.50	56,695.20	6.4%
442 1997 W/S Refunding Bond Redemp	500.00	2.01	175.31	35.1%	73,000.00	0.00	0.00	0.0%
443 1997 W/S Refunding Bond Reserv	1,300.00	17.23	1,505.77	115.8%	627,200.00	0.00	0.00	0.0%
444 1998 Water Revenue Bond Redemp	155,012.00	3.03	180,867.64	116.7%	154,912.00	0.00	77,456.00	50.0%
445 1998 Water Revenue Bond Reserv	400.00	4.67	408.49	102.1%	0.00	0.00	0.00	0.0%
448 Garbage Fund	976,111.00	84,440.98	543,140.96	55.6%	925,583.00	8,511.00	319,095.56	34.5%
449 1999 Water Revenue Bond Redemp	79,276.00	9,898.83	69,374.65	87.5%	79,676.00	0.00	0.00	0
450 1999 Water Revenue Bond Reserv	0.00	2.33	203.39	0.0%	0.00	0.00	0.00	0.0%
451 Water Facilities Reserve Fund	216,050.00	5.96	216,009.49	100.0%	0.00	0.00	0.00	0.0%

2014 BUDGET POSITION TOTALS

City Of Prosser
MCAG #: 0205

Months: 01 To: 07

Time: 13:02:03 Date: 08/15/2014

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Fund	Revenue	July	Received		Expenditures	July	Spent	
452 Sewer Facilities Reserve Fund	5,000.00	43.69	5,196.25	103.9%	2,550,000.00	0.00	0.00	0.0%
453 North Prosser Debt Redemption	157,500.00	15,760.89	111,192.64	70.6%	157,500.00	0.00	39,588.00	25.1%
454 North Prosser Debt Reserve	15,992.00	1,333.33	9,377.78	58.6%	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	0.32	28.88	0.0%	12,500.00	0.00	0.00	0.0%
	17,189,414.00	985,759.12	8,549,752.16	49.7%	17,392,165.00	795,256.28	7,126,824.98	41.0%

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 6 in the amount of \$10,462.00 for the Zone 2.5 Water Supply Improvements Project and authorize the Mayor to sign the documents.		Meeting Date: August 26, 2014 Regular Meeting	
Department: Public Works	Director: L.J. DaCorsi	Contact Person: L.J. DaCorsi	Phone Number: (509) 786-2332
Cost of Proposal: Estimated Total Project Cost - \$881,500.00 Revised DWSRF Invoice Voucher Request No. 6 - \$10,462.00		Account Number: Name and Fund# Zone 2.5 Water Supply Improvements Fund 420	
Amount Budgeted: Funding derived through an approved low-interest loan from the Drinking Water State Revolving Fund (DWSRF)			
Reviewed by Finance Department: <i>R Mauras</i>			
Attachments to Agenda Packet Item: <ol style="list-style-type: none"> 1. Public Works Board - DWSRF Project Status Report 2. WA State Department of Commerce Form A19-1A Voucher Distribution for \$10,462.00 dated 07/01/14 - 07/31/14 3. HLA Invoice Number 13109E-008 for \$10,462.00, dated 8/01/2014 4. Project Cost To Date Breakdown Sheet, dated 8/19/2014 			
Summary Statement: <p>The City of Prosser applied for and received 2013 Drinking Water State Revolving Fund (DWSRF) loan monies to construct 4,000 linear feet of new 12" water transmission main from the Water Treatment Plant on SR 22 to the Painted Hills Booster Station. Included in the project is the demolition of the Booster Station and retiring of service of the Painted Hills Reservoir which will no longer be necessary upon project completion. The total original contract amount is \$890,315.00. The project budget is \$881,500.00 and the loan fee is \$8,815.00.</p> <p>Expenses to Date - \$ 67,157.20 Loan Balance - \$814,342.80</p>			

NOTE:

(On August 27, 2013, the Prosser City Council approved the contractual agreement between the City of Prosser and the Public Works Board for this project. The funds originate from the U.S. Environmental Protection Agency and are appropriated by the Public Works Board from the Drinking Water Assistance Account (DWSRF). The Board then enters into contract with the City of Prosser to disburse the funds, oversee the loan, and perform other services as defined in the Contract. The City also has contractual obligations that it must adhere to for the life of the loan, which in this case is 24 years. The time of performance for this project is 48 months from the Contract execution date to Project Completion date. Design is currently underway and should be completed in September 2014. Construction is tentatively scheduled to commence November 2014 and reach completion by August 2015.)

This Agenda Bill is to approve the DWSRF Invoice Voucher Request No. 6 in the amount of \$10,462.00 for engineering services to date on this project and authorize the Mayor to sign the documents. This cost includes Project Administration, Design, Final Plans and Specifications. This portion of the project is 7% complete.

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

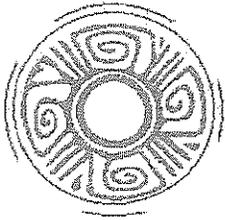
Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No.6 in the amount of \$10,462.00 for the Zone 2.5 Water Supply Improvements Project and authorize the Mayor to sign the documents..

<u>Reviewed by Department Director:</u> <i>Not Available-</i>	<u>Reviewed by City Attorney:</u> 	<u>Approved by Mayor:</u> 
Date:	Date: <i>8/21/14</i>	Date: <i>8-22-14</i>
<u>Today's Date:</u> August 21, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>



**Washington State
Public Works Board**

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

DWSRF PROJECT STATUS REPORT

Submitter: Paul Warden - Mayor

Date of Submission: _____

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

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

1) Project Progress

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

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

Approximately, what percentage of the project is complete?	7	%
--	---	---

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

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

2) Disadvantaged Business Enterprises (DBEs)

Did you award any DBE contracts this Quarter? NO

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

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

3) Federal Funds Expenditures

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

During the fiscal year, how much has your system expended in (all sources) federal funds? \$1,523,216.57
(2014)

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

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

4) Dedicated Repayment Account (Private Systems Only)

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



WASHINGTON STATE
DEPARTMENT OF COMMERCE

Form
A19-1A

VOUCHER DISTRIBUTION
DEPARTMENT OF COMMERCE
PO BOX 42525
OLYMPIA, WA 98504-2525

AGENCY NUMBER

Short Code

Commerce Contract Number

1030

DM13-952-140

VENDOR OR CLAIMANT (Warrant is to be payable to:)

City of Prosser
601 Seventh Street
Prosser WA, 99350

INSTRUCTIONS TO VENDOR OR CLAIMANT:

Submit this form to claim payment for materials, merchandise, or services. Show complete detail for each item.

Vendor's Certificate: The individual signing this voucher warrants they have the authority to do so as authorized and on the behalf of the entity identified in the Vendor/Client section. The individual signing below certifies under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race creed, color, national origin, handicap, religion or Vietnam era or disabled veterans status.

Contact Person: Toni Yost
Phone: (509) 786-2332
Contract Period: 9/30/2017
REPORT PERIOD: 07/01/14 - 07/31/14

By:

Mayor (TITLE) (SIGN IN BLUE INK) (DATE)

Date	DESCRIPTION	Budget	Previously Requested	Amount of This Invoice	Award Remaining Balance
	Original Contract Amount	\$880,315.00			
	Loan Fee (if any)	\$8,815.00			
8/19/2014	Design and Final Plans and Specifications, Environmental, Proj Admin Voucher No. 6	\$881,500.00	\$56,695.20	\$10,462.00	\$814,342.80
Totals		\$881,500.00	\$56,695.20	\$10,462.00	\$814,342.80

Match: Year / Dollars / Coding				PROGRAM APPROVAL (the individual signing this voucher warrants they have the authority to sign this voucher)				DATE	
DOC DATE		CURRENT DOC. NO.		REFERENCE DOC. NO.		VENDOR NUMBER and SUFFIX SWV0015958-00			
ACCOUNT NO.				ASD NUMBER 28185		VENDOR MESSAGE			
TRANS CODE	MASTER	INDEX	SUB OBJ	SUB OBJ	GL	ACCT	SUBSID	AMOUNT	INVOICE
SIGNATURE OF ACCOUNTING PREPARER FOR PAYMENT							DATE		WARRANT TOTAL
ACCOUNTING APPROVAL FOR PAYMENT							DATE		



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

City of Prosser
 601 Seventh St.
 Prosser, WA 99350

Invoice number 13109E-008
 Date 08/01/2014

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

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

FOR:

Professional Engineering and Land Surveying Services in connection with the Zone 2.5 Water Supply Improvements project, per your request, for services performed July 1 through July 31, 2014.

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Phase 4 - Design and Final Plans and Specifications	79,500.00	73.00	47,700.00	58,035.00	10,335.00
Total	79,500.00	73.00	47,700.00	58,035.00	10,335.00

Phase 1 - Environmental Compliance

	Hours	Rate	Billed Amount
Licensed Professional Engineer	0.50	145.00	72.50
Phase subtotal			72.50

Phase 2 - Project Administration

	Hours	Rate	Billed Amount
Contract Administrator	0.50	109.00	54.50
Phase subtotal			54.50

Invoice total 10,462.00

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

Jeffrey T. Louman, PE
 President

PHASE 1 - ENVIRONMENTAL COMPLIANCE

*Contract Amount: \$10,000.00
Total Amount Billed to Date: \$8,032.20
Contract Balance Remaining: \$1,967.80*

PHASE 2 - PROJECT ADMINISTRATION

*Contract Amount: \$10,000.00
Total Amount Billed to Date: \$1,090.00
Contract Balance Remaining: \$8,910.00*

PHASE 3 - EASEMENT ACQUISITION ASSISTANCE

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

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve the USDA Outlay Report and Draw Request No. 34 in an amount of \$70,280.85 for costs associated with the Northwest Prosser Water and Sewer System Improvements Project (Contract Addendum No. 2) and authorize the Mayor to sign the documents.		Meeting Date: August 26, 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: \$70,280.85		Account Number:	
Amount Budgeted: Based on USDA funding		Name and Fund# Water 403	
Reviewed by Finance Department: R MAMAD			
Attachments to Agenda Packet Item: <ol style="list-style-type: none"> 1. Letter from HLA to Mayor Warden, Re: USDA Draw Request No. 34, and dated August 11, 2014 2. Outlay Report and Request for Reimbursement Draw Request No. 34 3. Partial Payment Estimate 4. HLA Invoice Number 10024C-04, 8/01/2014 for \$6,234.85 5. Copy of August 5, 2014 Letter from HLA, Inc. to City of Prosser Re: Progress Estimate No. 4 6. Progress Estimate No. 4, for \$64,046.00, dated July 31, 2014 			
Summary Statement: <p>The billed costs or disbursements as shown on the form are in accordance with the terms of the project and the reimbursement amount of \$70,280.85 represents the Federal share due the city of Prosser for the Northwest Prosser Water and Sewer Systems Improvements and Reservoir Projects as per Contract Addendum No. 2. This project is approximately 94.25% complete.</p> <p>By a motion and approval, the Council grants the Mayor the authority to sign the documents and by doing so signifies Owner's approval of the USDA Outlay Report and Request for Reimbursement - Number 34, Northwest Prosser Water and Sewer Systems Improvements and Reservoir Projects, for \$70,280.85 from USDA Rural Development.</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>		
Approve the USDA Outlay Report and Draw Request No. 34 in an amount of \$70,280.85 for costs associated with the Northwest Prosser Water and Sewer System Improvements Project (Contract Addendum No. 2) and authorize the Mayor to sign the documents.		
<u>Reviewed by Department Director:</u>	<u>Reviewed by City Attorney:</u>	<u>Approved by Mayor:</u>
<i>Not Available</i>		
Date:	Date: <i>8/21/14</i>	Date: <i>8-22-14</i>
<u>Today's Date:</u>	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>
August 15, 2014		

August 11, 2014

RECEIVED
AUG 12 2014
CITY OF PROSSER

City of Prosser
601 Seventh St.
Prosser, WA 99350

Attn: Mayor Paul Warden

Re: City of Prosser
NORTHWEST PROSSER WATER
AND SEWER SYSTEM IMPROVEMENTS
HLA Project No.: 10024
USDA Draw Request No. 34

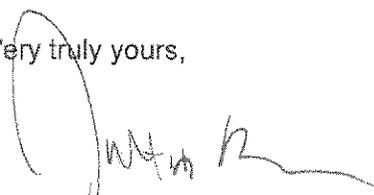
Dear Mayor Warden:

Enclosed, please find two (2) original and one (1) copy each of USDA Outlay Report Draw Request Number 34 for the amount of \$70,280.85, which includes HLA costs associated with Contract Addendum No. 2 (10024T), for your review and approval.

Please keep the copy marked for the City, and return the two (2) remaining original executed copies to HLA for processing to USDA Rural Development. Upon USDA approval, USDA will return one executed set for your retention. USDA will create a letter to accompany this Outlay Report and send both items to Washington Trust Bank for processing the payment to the City of Prosser.

Please advise if we may answer any questions or provide additional information.

Very truly yours,


Justin L. Bellamy, PE

JLB/crf

Enclosures

Copy: L.J. DaCorsi, City of Prosser
Caroline Fitzsimmons, HLA
Correspondence File

OUT LAY REPORT AND REQUEST FOR REIMBURSEMENT								
Draw Request Number:	Frosser			NW Frosser		USDA Rural Development	Balance Remaining	%
	Initial Budget	Current Budget	Previous Paid to Date	34	Paid to Date			
34								
Misc. Soft Costs								
Administrative & Legal	7,300.00	7,300.00	2,398.11		2,398.11		4,901.89	32.85%
Bond Counsel								0.00%
Interior Interest	90,000.00	90,000.00					90,000.00	0.00%
Land Acquisition - Appraisal	85,000.00	85,000.00	80,000.00		80,000.00		5,000.00	94.12%
Computer and Software	7,370.04	7,370.04	7,370.04		7,370.04			100.00%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
Engineering/Architectural								
Basic Services	242,000.00	426,250.00	426,250.00		426,250.00			100.00%
Inspection Services	408,600.00	468,693.53	461,969.30	6,234.85	468,204.15		489.38	99.90%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
Construction w/ sales tax								
Schedule A Water System Imp	564,505.09	679,499.13	670,140.57		670,140.57		9,358.56	98.62%
								0.00%
Booster Pump & PRV Sta	654,541.88	654,541.88	652,546.70		652,546.70		21,995.18	96.64%
1.2 MG Standpipe Reservoir	1,279,365.07	1,279,365.07	1,273,460.36		1,273,460.36		5,904.71	99.54%
Telemetry System Improvements	113,384.46	150,755.38	79,749.30	64,046.00	143,795.30		6,960.08	95.38%
								0.00%
								0.00%
Contingency	477,933.46	81,224.97					81,224.97	
Contingency as a Percent of Total	12.16%	2.07%						
Total	3,930,000.00	3,930,000.00	3,633,884.38	70,280.85	3,704,165.23		225,834.77	94.25%
PROJECT FUNDING BREAKDOWN								
Applicant contribution	423,000.00	423,000.00	423,000.00		423,000.00			100.00%
Other Funders 2								0.00%
Other Funders 3								0.00%
Other Funders 4								0.00%
Other Funders 5								0.00%
Other Funders 6								0.00%
Other Funders 7								0.00%
Other Funders 8								0.00%
Other Funders 9								0.00%
USDA RD Loan	3,507,000.00	3,507,000.00	3,210,884.38	70,280.85	3,281,165.23		225,834.77	93.56%
USDA RD Grant								0.00%
Total	3,930,000.00	3,930,000.00	3,633,884.38	70,280.85	3,704,165.23		225,834.77	94.25%
FUNDS - DIFFERENCE								
Date of Outlay Report 8/11/2014								
APPROVAL AND SIGNATURE SECTION								
OWNER'S APPROVAL:								
Mayor			DATE			Version 3.1 - 06/25/2008		
ENGINEER/ARCHITECT APPROVAL:			DATE			OWNER CERTIFICATION: I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.		
Justin L. Bellamy, PE			8/11/14			Invoices will be approved by the borrower and their engineer, as appropriate, and submitted to the processing office for concurrence. The review and acceptance of project costs, including construction pay estimates, by USDA Rural Development does not attest to the correctness of the amounts, the quantities shown or that the work has been performed under the terms of the agreements or contracts.		
USDA RURAL DEVELOPMENT CONCURRENCE:								
Marli Canatsey, RD Specialist Name			DATE			Notes:		

Form RD 1924-18 (rev. 6-97)		UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT FARM SERVICE AGENCY PARTIAL PAYMENT ESTIMATE		CONTRACT NO. 10024T	
				PARTIAL PAYMENT ESTIMATE NO. 4	
				PAGE 1 of 1	
OWNER CITY OF PROSSER		CONTRACTOR Total Energy Management, Inc.		PERIOD OF ESTIMATE FROM 03/05/14 TO 06/05/14	
CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
No.	Agency Approval Date	Amount			
		Additions	Deductions		
Change Order No. 1	27-Dec-2013		\$3,088.99	1 Original Contract	\$86,698.37
Change Order No. 2	30-Jan-2014	\$67,146.00		2 Change Orders	\$64,057.01
				3 Revised Contract (1+2)	\$150,755.38
				4 Work Completed	\$150,755.38
				5 Stored Materials	\$0.00
				6 Subtotal (4+5)	\$150,755.38
				7 Retainage*	\$6,960.08
				8 Previous Payments	\$79,749.30
TOTALS		\$67,146.00	\$3,088.99	9 Amount Due (6-7-8)	\$64,046.00
NET CHANGE		\$67,146.00	\$3,088.99	*Detailed breakdown attached	
CONTRACT TIME					
Original (days)	40	On Schedule	Yes /-No	Starting Date	10/07/13
Revised	50			Projected Completion	07/18/14
Remaining	0				
CONTRACTOR'S CERTIFICATION			ARCHITECT OR ENGINEER'S CERTIFICATION		
<p>The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.</p>			<p>The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.</p>		
Contractor	Total Energy Management, Inc.		Architect or Engineer	Huibregtse, Louman Assoc., Inc.	
By			By		
Date	8-5-14		Date	8/11/14	
APPROVED BY OWNER			ACCEPTED BY AGENCY		
Owner	City of Prosser		The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.		
By			By		
Date			Title		
			Date		

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB Control number. The valid OMB control number for this information collections is 0575-0042. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing.



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

City of Prosser
 601 Seventh St.
 Prosser, WA 99350

Invoice number 10024C-044
 Date 08/01/2014

Project 10024C Prosser - North Prosser Water
 System Improvements - Construction
 Services

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

FOR:

Professional Engineering Services in connection with the North Prosser Water System Improvements project, services during construction, per your request, for services performed July 1 through July 31, 2014.

Telemetry System Improvements

	Hours	Rate	Billed Amount
Licensed Principal Engineer	3.50	176.00	616.00
Licensed Professional Engineer	3.50	145.00	507.50
Contract Administrator	5.50	109.00	599.50
Engineering Technician	1.50	70.00	105.00
	Cost Amount	Multiplier	Billed Amount
Conley Engineering, Inc.	4,118.55	1.07	4,406.85
	Phase subtotal		6,234.85
		Invoice total	<u><u>6,234.85</u></u>

HUIBREGTSE, LOUMAN ASSOCIATES, INC.


 Jeffrey T. Louman, PE
 President

Contract Amount: \$468,693.53
Total Amount Billed to Date: \$468,204.15
Contract Balance Remaining: \$489.38



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

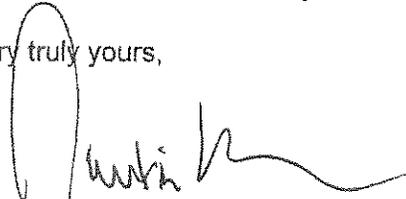
Re: City of Prosser
TELEMETRY UPGRADES
HLA Project No.: 10024T
Progress Estimate No.: 4

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

G:\PROJECTS\2010\10024T-C PR TELEMETRY UPGRADES - Total Energy Mngmt\PROGRESS ESTIMATES\PROG EST NO. 4\2013-08-05 PROGRESS EST NO 4 LTR.rtf

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	

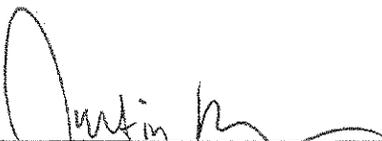
Progress Estimate No. 1 \$ 28,526.11

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

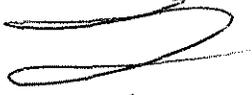
CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve Amendment to Interagency Contract between the City of Prosser and the Washington State Department of Revenue regarding changes made by Business Licensing Services.		Meeting Date: August 26, 2014 Regular Meeting	
Department: Clerk	Director: Rachel Shaw	Contact Person: Rachel Shaw	Phone Number: (509) 786-8218
Cost of Proposal: No Cost.		Account Number: N/A	
Amount Budgeted: N/A		Name and Fund# N/A	
Reviewed by Finance Department: <i>Regina Hauwaas</i>			
Attachments to Agenda Packet Item: 1. Contract Amendment No. K815-1 2. Approved Interagency Contract K815 between Department of Revenue and City of Prosser			
Summary Statement: The Department of Revenue currently provides Business Licensing Services (BLS) for the City of Prosser allowing business owners to apply for several permits or registrations in one place. BLS collects the application and fees and then remits the information and City fees to the City for review. BLS will be moving to a new payment system in the fall and will begin passing debit/credit card fees on to customers that choose this payment method. The transaction fee will not be charged or received by BLS but by a third party vendor. The City will not be required to reimburse BLS for these fees as the Contract Amendment allows for implementation of a suitable alternative to the credit card processing, this alternative is passing the fees on to the customer applying for the permits or registrations. BLS offers a free e-check payment option for customers who do not wish to pay the transaction fees to use a debit/credit card. The amendment also reflects additional changes made to address confidential licensing information and data sharing.			
Consistent with or Comparison to: EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			

Recommended City Council Action/Suggested Motion:

Approve Amendment to Interagency Contract between the City of Prosser and the Washington State Department of Revenue regarding changes made by Business Licensing Services and authorize the Mayor to sign the Contract.

<u>Reviewed by Department Director:</u>  Date: 8/22/2014	<u>Reviewed by City Attorney:</u>  Date: 8/22/14	<u>Approved by Mayor:</u>  Date: 8-22-14
<u>Today's Date:</u> August 11, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

INTERAGENCY/INTERLOCAL CONTRACT BETWEEN

DEPARTMENT OF REVENUE
AND
CITY OF PROSSER

CONTRACT AMENDMENT NO. K815-1
TO
INTERAGENCY/INTERLOCAL CONTRACT NO. K815

Interagency/Interlocal Contract No. K815, by and between the Department of Revenue (REVENUE) and City of Prosser (PARTNER) is amended as follows:

BUSINESS LICENSING SERVICES AGREEMENT

II. Purpose

The purpose of this Agreement is to establish the terms under which the Business Licensing Services (BLS) program of the Department of Revenue will act as Partner's agent for the purpose of collecting, processing, and disbursing information, licenses, and fees related to Partner's licensing or other regulatory activities, hereafter referred to as Confidential Licensing Information. Partner retains all power and authority over its business licensing and other regulatory activities except as expressly delegated to Revenue under this Agreement.

VI. Compensation

The first bullet point under this section is deleted and replaced with the following:

- The Partner shall reimburse Revenue for all fees charged by credit card processors and/or financial institutions upon any funds charged, collected, or refunded by Revenue in processing applications and/or collecting fees related to Partner's licensing or other regulatory activities. If a suitable alternative to the credit card processing can be established, eliminating the requirement of Partner reimbursement for credit card bank fees, this provision can be disregarded upon implementation of the suitable alternative without amending this Agreement. The Partner is still accountable for remaining credit card bank fees owed prior to implementation of the suitable alternative.

EXHIBIT A

1. Purpose and Scope

The following provisions establish the terms under which Revenue and Partner will share all data, including Confidential Licensing Information, pursuant to the BLS Agency Partnership Agreement (the "Agreement").

2. Definitions

"Confidential Licensing Information" has the same meaning as "Licensing Information" under RCW 19.02.115(1)(b) and includes, but is not limited to, any information included in the business license applications, renewal applications, and business licenses under the Business Licensing Service program. Confidential Licensing Information is classified as at least Category 3 data under Washington's Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.

3. Confidentiality



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

Partner and Revenue each agree to keep confidential and secure from unauthorized use, access, or disclosure, all Confidential Licensing Information received under the Agreement.

- A. Ensuring Security: Partner and Revenue shall each establish and implement physical, electronic, and managerial policies, procedures, and safeguards to ensure that all Confidential Licensing Information received by it under this Agreement is secure from unauthorized use, access, or disclosure.
- B. Proof of Security. Revenue reserves the right to monitor, audit, or investigate Partner's security policies, procedures, and safeguards for Confidential Licensing Information. Partner agrees to provide information or proof of its security policies, procedures, and safeguards as reasonably requested by Revenue.

4. Statutory Prohibition Against Disclosure: Secrecy Affidavit.

- A. Criminal Sanctions. RCW 19.02.115 prohibits the disclosure of Confidential Licensing Information, except as expressly authorized by RCW 19.02.115. It is a misdemeanor for any person acquiring Confidential Licensing Information under this Agreement to disclose such information in violation of the disclosure limitations stated in RCW 19.02.115. Additionally, if the person is a state officer or employee, the person must forfeit such office or employment and is incapable of holding any public office or employment in Washington for a period of two years thereafter.
- B. Partner will require employees with access to Confidential Licensing Information to sign a copy of the secrecy affidavit attached at Exhibit B.

5. Authorized Use, Access, and Disclosure

- A. Permitted Uses: Confidential Licensing Information may be used for official purposes only.
- B. Permitted Access: Confidential Licensing Information may be accessed only by Partner's employees and agents that have a bona fide need to access such information in carrying out their official duties.
- C. Permitted Disclosure: Confidential Licensing Information received under the Agreement must not be disclosed to non-parties unless the disclosure is:
 - permitted under an express disclosure exception in RCW 19.02.115;
 - ordered under any judicial or administrative proceeding; or
 - otherwise expressly authorized by Revenue in writing.
- D. Public Records Requests: In the event that Partner reasonably believes that it must disclose information pursuant a Public Records Request, and Partner is prohibited from disclosing such information under the terms of this Agreement, Partner must give notice to Revenue of its intention to disclose. The notice shall be provided at least 14 business days in advance of disclosure, the notice shall contain a copy of the public records request, and the notice shall reasonably identify the information that Partner believes is prohibited from disclosure under this Agreement.

6. Breach of Confidentiality

In the event of any use, access, or disclosure of Confidential Licensing Information by Partner or its employees or agents in material violation of the confidentiality terms of this Agreement:

- A. Partner shall notify Revenue in writing as soon as practicable, but no later than three working



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

days, after determining that a violation has occurred.

- B. Revenue may immediately terminate this Agreement and require the certified return or destruction of all records containing Confidential Licensing Information; however, Revenue shall provide Partner with an electronic record containing all information collected for Partner's licensing or other regulatory activities in an electronic medium.

7. Ownership and Retention of Records

Except as otherwise expressly provided in this Agreement, Partner may retain possession of all such records in accordance with Chapter 40.14 RCW and applicable local government retention schedules as approved by the Office of the Secretary of State.

8. Data Security

All data provided by Revenue shall be stored on a secure environment with access limited to the least number of staff needed to complete the purpose of this Agreement.

a. Protection of Data

Partner agrees to store data on one or more of the following media and protect the data as described:

- 1) Workstation Hard disk drives. Data stored on local workstation hard disks. Access to the data will be restricted to authorized users by requiring logon to the local workstation using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. If the workstation is located in an unsecured physical location the hard drive must be encrypted to protect Revenue data in the event the device is stolen.
- 2) Network server disks. Data stored on hard disks mounted on network servers and made available through shared folders. Access to the data will be restricted to authorized users through the use of access control lists which will grant access only after the authorized user has authenticated to the network using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism. Backup copies for disaster recovery purposes must be encrypted if recorded to removable media.
- 3) Optical discs (e.g. CDs, DVDs, Blu-Rays) in local workstation optical disc drives. Data provided by Revenue on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a secure area. When not in use for the Agreement purpose, such discs must be locked in a drawer, cabinet or other container to which only authorized users have the key, combination or mechanism required to access the contents of the container. Workstations which access Revenue data on optical discs must be located in an area which is accessible only to authorized individuals, with access controlled through use of a key, card key, combination lock, or comparable mechanism.
- 4) Data storage on portable devices or media.
 - a) Confidential Licensing Information may be stored by Partner on portable devices or media provided the data shall be given the following protections:
 - i. Encrypt the data with a key length of at least 128 bits



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

- ii. Control access to devices with a unique user ID and password or stronger authentication method such as a physical token or biometrics.
 - iii. Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.
 - iv. Physically protect the portable device(s) and/or media by:
 - Keeping them in locked storage when not in use;
 - Using check-in/check-out procedures when they are shared; and
 - Taking frequent inventories.
 - b) When being transported outside of a secure area, portable devices and media with Confidential Licensing Information must be under the physical control of Partner staff with authorization to access the data.
 - c) Portable devices include, but are not limited to; handhelds/PDAs, Ultramobile PCs, flash memory devices (e.g. USB flash drives, personal media players), portable hard disks, and laptop/notebook computers.
 - d) Portable media includes, but is not limited to; optical media (e.g. CDs, DVDs, Blu-Rays), magnetic media (e.g. floppy disks, tape, Zip or Jaz disks), or flash media (e.g. CompactFlash, SD, MMC).
- 5) Confidential Licensing Information received from Revenue will be encrypted using National Institute of Standards and Technology (NIST) approved cryptographic algorithms or modules when transmitted over the Internet, including information attached to or within email.
- b. Safeguards Against Unauthorized Access and Re-disclosure

Partner shall exercise due care to protect all Confidential Licensing Information from unauthorized physical and electronic access. Partner shall establish and implement the following minimum physical, electronic and managerial safeguards for maintaining the confidentiality of information provided by either party pursuant to this Agreement:

- 1) Partner will store the information in an area that is safe from access by unauthorized persons when not in use.
- 2) Partner shall take precautions to ensure that only authorized personnel and agents are given access to on-line files containing confidential or sensitive data.
- 3) Partner shall instruct all individuals with access to the Confidential Licensing Information regarding the confidential nature of the information, the requirements of Use of Data and Safeguards Against Unauthorized Access and Re-Disclosure clauses of this Agreement, and the sanctions specified in federal and state laws against unauthorized disclosure of information covered by this Agreement.



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

ALL OTHER PROVISIONS OF THE ORIGINAL AGREEMENT WILL REMAIN IN EFFECT FOR THE CONTRACT PERIOD.

Dan Contris
Chief Financial Officer
Department of Revenue

Date

City of Prosser

Date

Approved as to form:

On File

Kelly Owings
Assistant Attorney General

July 22, 2014

Date

Tax and License Confidentiality Affidavit

This form must be completed and signed by every individual (including mayor, councilmember, treasurer, city manager, etc.) with access to confidential tax or licensing information.

An individual who discloses confidential information to an unauthorized person is guilty of a misdemeanor. See RCW 82.32.330(6) and 19.02.115(5)

Acknowledgement of Confidentiality

I _____ employed by _____
(Print name)

swear or affirm that I have read and understand the requirements regarding the protection of tax and/or licensing information provided by the Department as stated in RCW 82.32.330 and 19.02.115. I further understand that this information is privileged and confidential, and therefore shall not be disclosed to any person not entitled to knowledge of such information. I understand that my use or disclosure of confidential tax information may be further restricted by an information-sharing agreement.

Dated: _____
(Signature)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, _____

(Signature of Notary Public)

Notary in and for the State of _____

Residing at _____

My commission expires _____

Authorization - Authorization is given by someone other than the person being given access to information.

I _____ of _____
(Print name and title) *(Print jurisdiction)*

authorize _____ who has a business need to access the following
(Print name and title)

from the Washington State Department of Revenue (check all that apply):

Licensing Information

Tax Information

(Signature)

Taxpayer and licensing information reported to the Department of Revenue (Department) is confidential and only authorized individuals with a business need may view these records. In addition, the information may only be shared with individuals in your jurisdiction who have a signed Confidentiality Affidavit on file with the Department.

Licensing Information RCW 19.02.115

<http://apps.leg.wa.gov/RCW/default.aspx?cite=19.02.115>

Licensing information that is collected and maintained through the Business Licensing Service (BLS) is confidential and may not be disclosed by any person unless and to the extent expressly authorized by statute, local law, or administrative rule.

Licensing information is defined under RCW 19.02.115(1)(b) and includes, without limitation, all information included in any initial and renewal business license applications and business licenses under the BLS program.

Tax Information RCW 82.32.330

<http://apps.leg.wa.gov/RCW/default.aspx?cite=82.32.330>

Tax information is information reported to the Department by a taxpayer, any Department actions with a taxpayer, or other data received by, recorded by, prepared by, furnished to, or collected by the Department with respect to any actions with the taxpayer. Tax information includes the taxpayer's identity, nature, source, or amount of the taxpayer's income, payments, credits, or tax payments. The following taxes are covered by this statute including but not limited to:

- Business & Occupation Tax
- Sales/Use Tax
- Lodging taxes
- Public Utility Tax
- Brokered Natural Gas (BNG)
- E-911 taxes
- Real Estate Excise Tax (REET)
- Leasehold Excise Tax

Data Security

Keep all data secure regardless of medium.

- ✓ Print only information you need
- ✓ Do not leave documents on printers
- ✓ Copy or download electronic data only as needed and save where only authorized persons can access
- ✓ Communication of confidential information via email, including attachments, is prohibited

Determining Whether Information is Confidential

Pages 3 and 5 of this form include examples demonstrating what is confidential, when information may be disclosed, and to whom it may be disclosed.

Disclosure Penalty

Any person acquiring knowledge of any licensing or tax information as provided under RCW 19.02.115 or 82.32.330 who discloses any such licensing or tax information to another person not entitled to knowledge of such information under the provisions of these statutes is guilty of a misdemeanor.

Forms Submission & Questions

Send your completed form to Patti Wilson, Local Government Liason at PattiW@dor.wa.gov. If you have questions contact by email or by calling (360) 534-1543.

What types of tax or licensing information received from the Department are confidential?

This table provides examples of when information your jurisdiction receives from the Department may or may not be shared with others.

#	Scenario	Confidential Information Yes or No?	Access
1.	The Mayor asks if ABC Painting is reporting sales tax to your city.	Yes, detailed information about a business's tax reporting is confidential. Even though the mayor didn't ask for actual dollar amounts, disclosing whether the business has reported or not is considered a disclosure.	If the Mayor has a business need and submitted a signed Confidentiality Affidavit to the Department, the information may be shared.
2.	A councilmember asks how much tax Jim's Plumbing has reported to your jurisdiction.	Yes, detailed information regarding a business's tax reporting is confidential.	If the councilmember has a business need and submitted a signed Confidentiality Affidavit to the Department, the information may be shared.
3.	An employee of the fire department wants to know if Joe's Automotive indicated on their business license that they would be storing flammable or toxic materials.	Yes, the information contained on the business application, including the city addendum, is confidential.	If the employee of the fire department has a business need and submitted a signed Confidentiality Affidavit to the Department, the information may be shared.
4.	The county's monthly local tax distribution amount is higher than normal due to reporting of one taxpayer. At a council meeting, the difference is discussed but no taxpayer name is disclosed.	No, talking about the distribution amounts as a whole and even stating that it is due to one taxpayer's reporting is allowed as long as the taxpayer's name and the amount the taxpayer reported is not disclosed. The taxpayer's business activity (i.e. hotel) cannot be disclosed if there are less than three businesses with that activity in the jurisdiction.	General public, city/county staff, media

#	Scenario	Confidential Information Yes or No?	Access
5.	The Treasurer asks whether a business is registered and if so what is their address?	<p>No, any information contained in the on-line <u>Business Registration Lookup</u> is considered public information. (http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/)</p> <p>Information contained in the Department's on-line <u>Business License Lookup</u> is also considered public information. (http://bls.dor.wa.gov/LicenseSearch/)</p>	General public, city/county staff, media
6.	Another jurisdiction contacts you to see if ABC Painting has reported sales tax to your jurisdiction.	Yes, the information we send one jurisdiction may not be shared with another.	<p>The Department provides each jurisdiction the information they are entitled to receive based on how the taxpayer has reported on their Combined Excise Tax Return.</p> <p>The jurisdiction requesting the information should contact the Department to investigate the taxpayer's local tax coding.</p>
7.	A reporter contacts you to confirm the amount of tax reported by a taxpayer to your jurisdiction. The reporter got the figure from the business.	Yes.	Even though the reporter got the amount from the taxpayer, any confirmation by a local jurisdiction is considered a release of confidential information.

#	Scenario	Confidential Information Yes or No?	Access
8.	A Finance Director prepares a report for a council meeting showing the sales tax distributions by NAICS code.	<p>Depends on the number of taxpayers:</p> <p>Yes As a policy, DOR does not disclose information when there are less than three taxpayers in a NAICS code. If there are less than three, the public or the taxpayers involved may be able to determine the income reported by the taxpayers.</p> <p>No If there are three or more taxpayers, there is no risk of disclosure.</p>	<p>If less than three - only the jurisdiction's employees or authorized individuals (mayor, councilperson, etc.) with a business need and a signed Confidentiality Affidavit on file may view the information.</p> <p>Three or more – general public, city/county staff, media.</p>

NOTE: a local jurisdiction may release taxpayer information if you provide the Department a Confidential Tax Information Authorization form (<http://dor.wa.gov/Docs/forms/Misc/27-0055e.pdf>) signed by the taxpayer.

To inquire about this form in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.

BUSINESS LICENSING SERVICES AGREEMENT

I. Parties and Contact Information

This Business Licensing Services Agreement ("Agreement") is entered into between the parties identified below:

	State of Washington Department of Revenue Business Licensing Services ("Revenue")	City of Prosser ("Partner")
Mailing Address	PO Box 47475 Olympia, WA 98504-7475	601 7 th Street Prosser, WA 99350
Delivery Address	6500 Linderson Way SW, Ste 102 Tumwater, WA 98501	601 7 th Street Prosser, WA 99350
Contact Person:	Maria Moore Phone: (360) 705-6641 FAX: (360) 705-6699 E-Mail: mariam@dor.wa.gov	Rachel Shaw Phone: (509) 786-8218 FAX: (509) 786-3717 E-Mail: rshaw@ci.prosser.wa.us

II. Purpose.

The purpose of this Agreement is to establish the terms under which the Business Licensing Services Division of the Department of Revenue will act as Partner's agent for the purpose of collecting, processing, and disbursing information, licenses, and fees related to Partner's licensing or other regulatory activities. Partner retains all power and authority over its business licensing and other regulatory activities except as expressly delegated to Revenue under this Agreement.

III. Effective date.

This Agreement is effective as of (*check one*): (mm/dd/yyyy).

the date of the last signature of the parties.

IV. Services provided by Revenue

Revenue will perform the services identified in this Section IV using best efforts in a manner determined by Revenue in good faith to be appropriate considering objectives, costs, and effectiveness.

- Distribute and process initial and renewal internet and/or paper-based applications for Partner's business licensing and/or other regulatory activities.
- Collect and process license fees and licensing information received from applicants and licensees. Disburse collected fees as directed by Partner.
- Issue Business License with Partner's license endorsement as authorized by Partner.
- Provide routine reports on Partner's business licenses as requested by Partner, which may include daily lists of new business applications and renewals, fees processed each day, weekly list of pending accounts, and lists of businesses for which fees have been transferred.

- Maintain electronic or microfilm images of all paper documents and electronic representations of electronic filings received by Revenue from applicants and provide copies or certified copies as requested.
- Maintain a database containing information received from applicants and licensees (the BLS Database).
- Provide technical assistance to establish and configure appropriate BLS Database access and secure access for Partner staff.
- Provide initial training to Partner staff in the use of the BLS Database, and ongoing training to address changes to the BLS database/access protocols or in Partner staff. Training will occur at Partner's location, over the telephone, or online, as agreed upon by the parties.
- Effect reasonable modifications in the BLS system, database, process, or forms to accommodate Partner's licensing or other regulatory requirements. Revenue will consult with Partner in evaluating alternatives and determining the most feasible and timely means of achieving Partner objectives.
- Timely notify Partner of other modifications to the BLS system, database, process, or forms, including modifications accommodating other BLS partners.

V. Partner obligations

- Timely provide Revenue with all information requested to implement Partner's participation in the BLS program.
- Follow all requirements identified by Revenue as necessary for participation in the BLS program, including using :
 - The Business License Application and other forms and processes established by Revenue;
 - The "Business License" document for proof of licensure under Partner's licensing or regulatory program.
 - The Unified Business Identifier (UBI) number to identify licensees and license accounts in all communications with Revenue.
- Obtain and maintain at its own cost, all necessary equipment and on-line services required at Partner's business location(s) to support Partner's access into and use of the BLS Database. End-to-end testing will take place until such time as Revenue is satisfied.
- Ensure Partner Licensing and Information Technology staff are available to respond promptly to Revenue. Partner staff will be knowledgeable of Partner operations and/or technology and be able to assist Revenue staff with process improvements and/or troubleshooting.
- Provide timely advance notice to Revenue of potential changes to Partner business licensing requirements, fees or processes.
- Upon request by Revenue, provide statistical data associated with the BLS Partner Partnership Agreement such as Full Time Equivalent (FTE) savings, change in number of Partner licensees, and change in revenue flow.

VI. Compensation

Services identified in this Agreement are provided by Revenue at no charge with the exception of the following:

- Partner shall reimburse Revenue for all fees charged by credit card processors and/or financial institutions upon any funds charged, collected, or refunded by Revenue in processing applications and /or collecting fees related to Partner's licensing or other regulatory activities.
- Partner shall reimburse Revenue the costs of developing and producing ad hoc informational reports. Ad hoc reports will be created only if requested by the Partner and agreed-upon by Revenue.
- Partner shall reimburse Revenue's expenses for the implementation of changes to the BLS process, if requested by the Partner and agreed-upon by Revenue.
- All project coordination costs, including travel-related expenses, shall be absorbed by the respective parties for their own staff.
- The Partner shall reimburse Revenue for Partner's share of mainframe charges from the Department of Enterprise Services. Partner's share includes per inquiry/entry charge for access and usage of the BLS system, costs required to transmit Word document reports, and costs associated with ad hoc reports requested (if any).

VII. Billing procedures.

Partner will provide and maintain with Revenue its current billing addresses and the personnel, if any, to whom invoices should be directed. Revenue shall submit invoices to Partner as-needed, but in no event more frequently than monthly. Partner shall pay all invoices by warrant or account transfer within thirty (30) calendar days of the invoice issue date. Upon expiration or termination of this Agreement, any claim for payment not already made shall be submitted within ninety (90) calendar days after the expiration/termination date or the end of the fiscal year, whichever is earlier.

VIII. Confidentiality and data sharing.

The parties agree to the confidentiality and data sharing provisions set forth in Exhibit A and incorporated herein by this reference.

IX. Term and Termination.

This agreement is effective until terminated. Either party may terminate this Agreement upon ninety (90) calendar days' prior written notice to the other party.

X. Disputes.

The parties agree to participate in good faith mediation to resolve any disputes that are not otherwise resolved by agreement, prior to any action in court or by arbitration. At any time, either party may initiate formal mediation by providing written request to the other party setting forth a brief description of the dispute and a proposed mediator. If the parties cannot agree upon a mediator within fifteen (15) calendar days after receipt of the written request for mediation, the parties shall use a mediation service that selects the mediator for the parties. Each party shall be responsible for one-half of the mediation fees, if any, and its own costs and attorneys' fees.

XI. Miscellaneous.

- A. **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Washington. Any action arising out of this Agreement must be commenced in Thurston County, Washington.
- B. **Interpretation.** This Agreement shall be interpreted to the extent possible in a manner consistent with all applicable laws and not strictly for or against either party.

- C. No Waiver. The failure of either party to enforce any term in any one or more instance will not be construed as a waiver or otherwise affect any future right to insist upon strict performance of the term. No waiver of any term of this Agreement shall be effective unless made in writing and signed by personnel authorized to bind the party against whom enforcement is sought.
- D. Assignment and Delegation. Either party may assign any right or interest, or delegate any duty or obligation, arising under this Agreement upon thirty (30) days written notice to the other party.
- E. Severability. If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions of this Agreement shall be given effect to the extent consistent with applicable law and the fundamental purpose of this Agreement.
- F. Survival. Terms of this Agreement which by their nature would continue beyond termination will survive termination of this Agreement for any reason, including without limitation, Sections 3 through 7 in Exhibit A.
- G. No third party beneficiaries. This Agreement is for the benefit of the parties and their successors and may not be enforced by any non-party.
- H. Amendments. No amendment to this Agreement is enforceable unless made in writing and signed by personnel authorized to bind the party against whom enforcement is sought.
- I. Merger and integration. This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.
- J. Changes in law. The provisions of this Agreement shall be deemed to change in a manner that is consistent with any changes to any directly applicable statutory authority, provided that the change is consistent with the manifest intent of this Agreement and does not conflict with any of its express provisions. Any such change to this Agreement shall be effective on the effective date of the change in authority.

IN WITNESS WHEREOF, this Agreement is executed effective as of the date specified above.

State of Washington
Department of Revenue
Business Licensing Services

Partner



7-12-2012 Date



6/28/2012 Date

Template approved as to form

Approved as to form

ON FILE

Rebecca Glasgow,
Assistant Attorney General for Washington State



Howard Saxton
6/28/2012 Date

EXHIBIT A
CONFIDENTIALITY AND DATA SHARING

1. Purpose and Scope

The following provisions establish the terms under which Revenue and Partner will share Confidential Licensing Information pursuant to the BLS Agency Partnership Agreement (the "Agreement").

2. Definitions

"Confidential Licensing Information" has the same meaning as "Licensing Information" under RCW 19.02.115(1) (b) and includes, but is not limited to, any information included in the master applications, renewal applications, and master licenses under the business licensing service program. Confidential Licensing Information is classified as at least Category 3 data under Washington's Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.

3. Confidentiality

Partner and Revenue each agree to keep confidential and secure from unauthorized use, access, or disclosure, all Confidential Licensing Information received under the Agreement.

- A. **Ensuring Security:** Partner and Revenue shall each establish and implement physical, electronic, and managerial policies, procedures, and safeguards to ensure that all Confidential Licensing Information received by it under this Agreement is secure from unauthorized use, access, or disclosure.
- B. **Electronic Security:** Partner's electronic security policies, procedures, and safeguards must be at least as stringent as those set forth in *Washington's Standard for Securing Information Technology Assets*, OCIO Standard No. 141.10, as amended from time to time.
- C. **Proof of Security.** Revenue reserves the right to monitor, audit, or investigate Partner's security policies, procedures, and safeguards for Confidential Licensing Information. Partner agrees to provide information or proof of its security policies, procedures, and safeguards as reasonably requested by Revenue.

4. Statutory Prohibition Against Disclosure: Secrecy Affidavit.

- A. **Criminal Sanctions.** RCW 19.02.115 prohibits the disclosure of Confidential Licensing Information, except as expressly authorized by RCW 19.02.115. It is a misdemeanor for any person acquiring Confidential Licensing Information under this Agreement to disclose such information in violation of the disclosure limitations stated in RCW 19.02.115. Additionally, if the person is a state officer or employee, the person must forfeit such office or employment and is incapable of holding any public office or employment in Washington for a period of two years thereafter.
- B. Partner will require employees with access to Confidential Licensing Information to sign a copy of the secrecy affidavit attached at Exhibit B.

5. Authorized Use, Access, and Disclosure

- A. **Permitted Uses:** Confidential Licensing Information may be used for official purposes only.
- B. **Permitted Access:** Confidential Licensing Information may be accessed only by Partner's employees and agents that have a bona fide need to access such information in carrying out their official duties.
- C. **Permitted Disclosure:** Confidential Licensing Information received under the Agreement must not be disclosed to non-parties unless the disclosure is:
 - permitted under an express disclosure exception in RCW 19.02.115;

- ordered under any judicial or administrative proceeding; or
 - otherwise expressly authorized by Revenue in writing.
- D. **Public Records Requests:** In the event that Partner reasonably believes that it must disclose information pursuant a Public Records Request, and Partner is prohibited from disclosing such information under the terms of this Agreement, Partner must give notice to DOR of its intention to disclose. The notice shall be provided at least 14 business days in advance of disclosure, the notice shall contain a copy of the public records request, and the notice shall reasonably identify the information that Partner believes is prohibited from disclosure under this Agreement.

6. Breach of Confidentiality

in the event of any use, access, or disclosure of by Partner or its employees or agents in material violation of the confidentiality terms of this Agreement:

- A. Partner shall notify Revenue in writing as soon as practicable, but no later than three working days, after determining that a violation has occurred.
- B. Revenue may immediately terminate this Agreement and require the certified return or destruction of all records containing Confidential Licensing Information, however, Revenue shall provide Partner with an electronic record containing all information collected for Partner's licensing or other regulatory activities in an electronic medium.

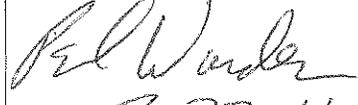
7. Ownership and Retention of Records

Records furnished to Partner in any medium remain the property of Revenue. However, except as otherwise expressly provided in this Agreement, Partner may retain possession of all such records in accordance with its own electronic information and document retention policies.

****end****

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Appoint Robin Siemens to the Hotel/Motel Local Tax Advisory and Tourist Promotion (TPA) Committees.		<u>Meeting Date:</u> August 26, 2014 Regular Meeting	
<u>Department:</u> City Clerk	<u>Director:</u> Rachel Shaw	<u>Contact Person:</u> Rachel Shaw	<u>Phone Number:</u> (509) 786-8218
<u>Cost of Proposal:</u> n/a		<u>Account Number:</u> n/a	
<u>Amount Budgeted:</u> n/a		<u>Name and Fund#:</u> n/a	
<u>Reviewed by Finance Department:</u> n/a			
<u>Attachments to Agenda Packet Item:</u> 1. City of Prosser Boards, Commissions, and Committee Appointment Listing			
<u>Summary Statement:</u> Recently a position on the Hotel/Motel Local Tax Advisory and Tourist Promotion (TPA) Committees was vacated and it is necessary to fill that position. Administration recommends appointing Robin Siemens to the Committee.			
<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> Appoint of Robin Siemens to the Hotel/Motel Local Tax Advisory and Tourist Promotion (TPA) Committee.			
<u>Reviewed by Department Director:</u> 	<u>Reviewed by City Attorney:</u> 	<u>Approved by Mayor:</u> 	
Date: 8/22/2014	Date: 8/22/14	Date: 8-22-14	
<u>Today's Date:</u> August 22, 2014	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>	

City Boards, Commissions & Committees

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

City Boards, Commissions & Committees

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

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL REGULAR MEETING
TUESDAY, APRIL 22, 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 recited.

ROLL CALL

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

Others in attendance were City Clerk Shaw, Police Chief Giles, Finance Director Mauras, City Planner Zetz, and City Attorney Saxton.

CITIZEN PARTICIPATION

Kennewick Police Chief Ken Hohenberg and retired City of Richland Captain Al Wehner, both members of the Citizens for Safe Community Committee, were present to speak in support of the Ballot Proposition Resolution.

MAYOR AND COUNCIL REPORTS AND COMMENTS

Council Member Elder reported the recent citywide Sharefest event was well attended with approximately seventy-five participants.

Council Member Becken stated the Winter Farmer's Market finished it's last Saturday for the season and will open for the regular season the first Saturday in May.

Council Member Taylor advised the Regional Fire Authority (RFA) Planning Committee is going well.

Mayor Warden stated the coordinator for annual Rotary Track Meet is in need of volunteers. If anyone is interested in taking shifts, contact Jim Hancock.

COUNCIL ACTION

RESOLUTION NO. 14-1454 STATING THE CITY COUNCIL'S SUPPORT OF BENTON COUNTY PROPOSITION NUMBER 14-5 PLACING ON THE BALLOT A PROPOSITION FOR AN INCREASE IN SALES AND USE TAX FOR FUNDING PUBLIC SAFETY NEEDS IN BENTON COUNTY AT THE AUGUST 5, 2014, PRIMARY ELECTION

Mayor Warden called for public comments in favor of the proposed Resolution.

City of Kennewick Police Chief Ken Hohenberg congratulated the City Council on their decision to hire Police Chief Giles and spoke favorably of his interaction with the regional Police Departments.

Chief Hohenberg spoke in favor of the ballot item for Council's consideration and provided Council hand outs related to the item. He thanked Mayor Warden for his involvement on the Citizens for Safe Community Committee and support.

Council Member Elder inquired how much revenue is to be expected if the ballot item passes.

Chief Hohenberg said approximately \$9.2 million per year.

Mr. Al Wehner stated the impact to tax payers has been estimated at \$87 per year or \$7.25 per month.

Mayor Warden called for public comments opposing the proposed Resolution. With no comments being offered, Aa –motion was made by Council Member Taylor, seconded by Council Member Hamilton to adopt Resolution No. 14-1454 stating the City Council's support of placing on the ballot a proposition for an increase in Sales and Use Tax for funding public safety needs in Benton County at the August 5, 2014, Primary Election. Motion passed 6 YES, 0 NO, 0 ABSENT.

PUBLIC HEARING

POSSIBLE SIX-MONTH EXTENSION OF THE EXISTING MORATORIUM ON THE ESTABLISHMENT OF MEDICAL CANNABIS DISPENSARIES AND COLLECTIVE GARDENS

At 7:25 p.m., Mayor Warden recessed the Regular Meeting of the Prosser City Council to conduct a Public Hearing regarding a possible six-month extension of the existing moratorium on the establishment of medical cannabis dispensaries and collective gardens. Mayor Warden called for public comments. With no comments being offered, the Public Hearing was closed and the Regular Meeting reconvened at 7:25 p.m.

DISCUSSION ITEMS

POSSIBLE SIX-MONTH EXTENSION OF THE EXISTING MORATORIUM ON THE ESTABLISHMENT OF MEDICAL CANNABIS DISPENSARIES AND COLLECTIVE GARDENS

City Attorney Saxton provided background information related to the recent City of Kent case related to the item. There was discussion regarding the extent of the jurisdiction. Council directed staff to draft an Ordinance and work plan regarding the extension of the existing medical cannabis moratorium to bring back at a future City Council meeting for consideration.

CONSENT AGENDA

A motion was made by Council Member Becken, seconded by Council Member Everett to approve Consent Agenda Items "A – L." Motion passed 6 YES, 0 NO, 0 ABSENT.

- a. Approve Payment of Payroll Checks Nos. 600042 through 600044 in the Amount of \$2,173.87, and Direct Deposits in the Amount of \$12,137.98, for the Period Ending April 15, 2014
- b. Approve Payment of Claim Checks Nos. 10468 through 10529, in the Amount of \$856,623.66 and Electronic Payments in the Amount of \$26,629.84, for the Period Ending April 22, 2014
- c. Approve Payment of Washington Trust Bank Claim Check No. 1047 in the Amount of \$6,240.50, for the Period Ending April 8, 2014
- d. Approve the 2013 Annual USDA Report
- e. Approve the 2013 Annual WSDOT Report
- f. Approve Maintenance Contract Renewals with Abadan for Konica Minolta Bizhub 451 Copier and Authorize the Mayor to Sign the Contract
- g. Approve the Special Event Application for the Prosser Chamber of Commerce, Multiple Events, for the 2014 Calendar Year
- h. Approve the Request for Fireworks Ban Special Use Waiver for the Prosser Scottish Festival Anvil Launch to be Held on June 21, 2014, at the Port of Benton East Prosser Wine and Food Park
- i. Approve the USDA Outlay Report and Draw Request No. 30 in the Amount of \$5,768.48, for Costs Associated with the Northwest Prosser Water and Sewer System Improvements Project (Contract Addendum No. 2) and authorize the Mayor to Sign the Documents
- j. Approve the Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 3 in the Amount of \$5,044.50, for the Zone 2.5 Water Supply Improvements Project and authorize the Mayor to Sign the Documents
- k. Adopt Resolution 14-1455 Surplusing City of Prosser Property
- l. Approve the March 4, 2014 Meeting Minutes

COUNCIL ACTION

APPROVE PAYMENT OF CLAIM CHECK NO. 10467 IN THE AMOUNT OF \$1,101.40 FOR THE PERIOD ENDING APRIL 22, 2014

Council Member Hamilton recused himself due to a conflict of interest. A motion was made by Council Member Everett, seconded by Council Member Taylor to approve payment of claim check no. 10467 in the Amount of \$1,101.40 for the period ending April 22, 2014. Motion passed 5 YES, 0 NO, 0 ABSENT, 1 ABSENTION (Hamilton).

ADOPT RESOLUTION NO. 14-1456 AUTHORIZING THE SUBMITTAL OF GRANT FUNDING ASSISTANCE, THROUGH THE WASHINGTON WILDLIFE AND RECREATION PROGRAM PROJECT, TO THE RECREATION AND CONSERVATION OFFICE

A motion was made by Council Member Taylor, seconded by Council Member Everett to adopt Resolution No. 14-1456 authorizing the submittal of grant funding assistance, through the Washington Wildlife and Recreation Program Project, to the Recreation and Conservation Office. Motion passed 6 YES, 0 NO, 0 ABSENT.

ADOPT ORDINANCE NO. 14-2883 AMENDING THE 2014 BUDGET FOR FUND 606, LIBRARY MEMORIAL FUND

A motion was made by Council Member Everett, seconded by Council Member Becken Adopt Ordinance No. 14-2883 amending the 2014 Budget for Fund 606, Library Memorial Fund. Motion passed 6 YES, 0 NO, 0 ABSENT.

[Clerk's Note: At 7:39 p.m., Mayor Warden stated Council would take a 5 minute recess. Council reconvened at 7:44 p.m.]

DISCUSSION ITEMS

Mayor Warden stated City Clerk Shaw received an email from former Council Member Brumley indicating her interest in returning to her vacated position on Council. Mayor explained it was Council's discretion on whether or not to consider Mrs. Brumley and stated she would need to go through the interview process like the other applicants.

Council concurred it was their desire to move forward with the process to be fair to all parties involved.

CONSIDER CANDIDATES FOR APPOINTMENT TO VACANT CITY COUNCIL POSITION NO. 3 TO SERVE UNTIL THE POSITION IS FILLED BY THE VOTERS AT THE NOVEMBER 2015 ELECTION

The Council conducted interviews with the following applicants:

1. Mr. Robin Siemens
2. Mr. Ernest Troemel
3. Mr. Marvin Ward

At 8:07 p.m., Mr. Siemens expressed his desire to withdraw his candidacy, stating he felt he was not ready for the position. Mr. Siemens thanked Mayor and Council.

EXECUTIVE SESSION

At 8:27 p.m., Mayor Warden recessed the Regular Meeting of the Prosser City Council to conduct an Executive Session pursuant to RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public. The Executive Session was expected to last for 10 minutes and was to include Mayor and Council Members.

At 8:37 p.m., Mayor Warden reconvened the Regular Meeting of the Prosser City Council and stated no action occurred.

COUNCIL ACTION

APPOINTMENT OF CANDIDATE TO VACANT CITY COUNCIL POSITION NO. 3

A motion was made by Council Member Becken, seconded by Council Member Everett to appoint Marvin Ward to City Council Position No. 3 to serve until the position is filled by the voters at the November 2015 election. Motion passed 6 YES, 0 NO, 0 ABSENT.

Mayor Warden thanked all candidates.

OATH OF OFFICE OF NEWLY APPOINTED COUNCIL MEMBER

City Clerk Shaw administered the Oath of Office for Marvin Ward as Council Member – Position No. 3.

ADJOURNMENT

There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 8:44 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of claim Check no. 11154 in the amount of \$123.23 for the period ending August 26, 2014.		Meeting Date: August 26, 2014 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-2332
Cost of Proposal: \$123.23		Account Number: See Attached	
Amount Budgeted: See 2014 budget for each item listed.		Name and Fund# See Attached	
Reviewed by Finance Department: <i>Regina Mauras</i>			
Attachments to Agenda Packet Item: 1. Check Register # 11154			
Summary Statement: Approve payment of claim check no. 11154 in the amount of \$123.23 for the period ending August 26, 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. 11154 in the amount of \$123.23 for the period ending August 26, 2014.			
Reviewed by Department Director: <i>Regina Mauras</i>	Reviewed by City Attorney: N/A	Approved by Mayor: <i>Pat Warden</i>	
Date: 8 20 2014	Date:	Date: 8-22-14	
Today's Date:	Revision Number/Date:	File Name and Path:	

CHECK REGISTER

City Of Prosser
MCAG #: 0205

08/26/2014 To: 08/26/2014

Time: 14:52:15 Date: 08/20/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4421	08/26/2014	Claims	1	11154	Gerald Sherman	123.23	LEOFF 1 Reimbursement
			117 - 517 91 20 001 - Personnel Benefits			123.23	LEOFF 1 Reimbursement
517 Employee Benefit Programs						123.23	
117 Employee Benefits Security						123.23	
						123.23	Claims: 123.23

[Handwritten Signature]

Signature

[Handwritten Date]

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Consideration of Professional Services Agreement between the City of Prosser and HLA, Inc., for the Wastewater Treatment Plant Upgrade Project and authorize the Mayor to sign the agreement.		Meeting Date: August 26, 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: \$6,725,000		Account Number:	
Amount Budgeted: \$2,550,000 Sewer Reserve Fund \$4,125,000 PWTF Loan		Name and Fund#	
Reviewed by Finance Department:			
Attachments to Agenda Packet Item:			
<ol style="list-style-type: none"> 1. Copy of the Agreement for Professional Services between HLA, Inc., and the City of Prosser (11 pages) 2. Copy of Exhibit "A", Schedules of Rates 1/1/2014 - 12/31/2014, 1/1/2015 - 12/31/2015, 1/1/2016 - 12/31/2016 			
Summary Statement:			
<p>The City of Prosser is in the preliminary stages of engineering, design, and environmental compliance studies, for the pending Wastewater Treatment Plant Upgrade Project.</p> <p>This project consists of several improvements to the treatment plant to correct deficiencies and meet current and future industrial and municipal demands. Scheduled major improvements are as follows:</p> <ul style="list-style-type: none"> • Replace the aging, existing 150-foot trickle filter drive mechanism • Construct a third sequencing batch reactor (SBR) • Construct a new primary digester and convert the existing primary digester to a secondary digester • Construct a new fixed roof primary digester • Install a new rotary drum thickener 			

Minor improvements include:
 Replace the existing headworks door with a larger door
 Replace the plug valves within the SBR pump room
 Replace the existing trickle filter supply pumps

The total cost of the project is \$6,725,000. Funding for the project is through a low interest loan from the Public Works Trust Fund Construction Loan Program in the amount of \$4,175,000, and City of Prosser Sewer Reserve Fund in the amount of \$2,550,000. Construction is tentatively scheduled for 2015 with completion late in 2016.

In order to move forward with preliminary engineering, environmental reviews, scope of work development, etc., an agreement, approved by the City Council, with the City's engineering consulting firm is necessary to do this work.

Consistent with or Comparison to:

Previous infrastructure improvement project engineering agreements requiring Council approval.

Recommended City Council Action/Suggested Motion:

Approve the Professional Services Agreement between the City of Prosser and HLA, Inc., for the Wastewater Treatment Plant Upgrade Project and authorize the Mayor to sign the agreement.

Reviewed by Department Director:

Not Available

Date:

Today's Date:

August 8, 2014

Reviewed by City Attorney:



Date:

8/22/14

Revision Number/Date:

Approved by Mayor:



Date:

8/22/2014

File Name and Path:

AGREEMENT FOR PROFESSIONAL SERVICES

City of Prosser Wastewater Treatment Plant Improvements

HLA Project No. 14084

THIS AGREEMENT entered into this _____ day of _____, 2014, by the CITY OF PROSSER, 601 7TH Street, Prosser, WA 99350, hereinafter called the CITY, and HUIBREGTSE, LOUMAN ASSOCIATES, INC., 2803 River Road, Yakima, WA 98902, hereinafter called the CONSULTANT.

WHEREAS, the CITY and the CONSULTANT are desirous of entering into a contract to formalize their relationship; and

WHEREAS, the CITY has received funding from the Washington State Department of Commerce (COMMERCE), Public Works Board, Public Works Trust Fund (PWTF) Construction Loan Program, Loan No. PC12-951-068, for completion of the Wastewater Treatment Plant Improvements; and

WHEREAS, it would be beneficial to the CITY to utilize the CONSULTANT as an independent entity to accomplish the Scope of Work as set forth herein and such endeavor would tend to best accomplish the objectives of the local project;

NOW, THEREFORE, in consideration of the mutual promises, covenants and provisions contained herein, and the mutual benefits to be derived therefrom, the parties hereto agree as follows:

1. **ENGAGEMENT OF CONSULTANT:** The CITY, acting pursuant to its vested authority, does hereby hire the CONSULTANT and the CONSULTANT agrees to perform professional engineering and surveying services, as requested by the CITY, in connection with the proposed Wastewater Treatment Plant Improvements (PROJECT). The City Council of the City of Prosser at its meeting of _____, 2014, authorized the Mayor to sign this Agreement for Professional Services. Mayor Paul Warden, or designated representative, will act as the liaison for the CITY and Mr. Jeffrey T. Louman, PE, will act as liaison for the CONSULTANT for administration of this Agreement. This Agreement for Professional Services can only be amended or revised by the written agreement of both parties.

The relationship of the CONSULTANT to the CITY shall be that of an independent consultant rendering professional services. The CONSULTANT shall have no authority to execute contracts or to make commitments on behalf of the CITY and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the CITY and the CONSULTANT.

2. **CHARACTER AND EXTENT OF SERVICES:** The CONSULTANT shall perform certain professional engineering and surveying services for the PROJECT described as follows:

Project Description

Loadings to the City of Prosser wastewater treatment plant have exceeded the design criteria for biochemical oxygen demand (BOD), specified in Appendix A, Section S4.A of the CITY's National Pollutant Discharge Elimination System (NPDES) Waste Discharge Permit, issued by the Washington State Department of Ecology (WDOE) in May 2012. Excess BOD loadings can lead to pass-through of untreated BOD and to increased solids created during the treatment process that will not be removed and can be discharged in the effluent. Consequently, increased loadings cause effluent violations. The loadings to the treatment plant are heavily influenced by the food process industries and wineries within the CITY, which rely upon having adequate wastewater treatment plant capacity available to not restrict their production.

The biosolids treatment system of the CITY's wastewater treatment plant is inadequate and inefficient. This deficiency was identified in the 1997 Wastewater Facility Plan. Treatment process solids are generated at the primary clarifier, intermediate clarifier, and sequencing batch reactors (SBRs). These solids are treated in a dual process. Solids from the primary and intermediate clarifiers are comingled and sent to a primary anaerobic digester where they receive treatment to Class B standards and are suitable for land application. However, solids from the SBRs are sent to an undersized aerobic holding tank that does not have adequate holding time to reliably meet Class B standards, requiring these solids to be dewatered and hauled to sludge drying beds for further treatment, increasing treatment costs.

Treatment plant reliability and redundancy is compromised by a trickling filter drive mechanism and secondary digesters that have reached the end of their useful life, and the lack of a third SBR tank to allow for process redundancy, or to take one tank out of service for routine maintenance and repairs. Both existing SBR tanks must be in operation at all times to meet effluent limits.

To the extent that project funding is available, the following treatment plant improvements will be made to correct these deficiencies and to meet current and future industrial and municipal demands:

- Replace the existing 150-foot trickling filter drive mechanism with a new rotary flow distributor with upper bearing drive. This improvement will replace an old, outdated, and unreliable piece of equipment, increase BOD treatment capacity through better flow distribution to the rock media, and improve process performance and flexibility with the ability to vary wastewater flow rates to the filter. BOD treatment capacity will be increased from 6,750 lbs/day to approximately 9,300 lbs/day.
- Construct a third tank to the sequencing batch reactor (SBR) treatment system, including a new blower building for the third tank, and all piping, valves, and other modifications to operate a three-tank SBR system. This improvement will increase BOD capacity through addition of tank volume and aeration. Process redundancy will be improved by adding the third tank and process flexibility will be increased by allowing for adjustable treatment times. Treatment plant hydraulic capacity will be increased from 1.8 MGD to 2.7 MGD.
- Convert the existing primary digester to a secondary digester and demolish the existing secondary digesters, which will eliminate the old, cracked, and deteriorated structures.
- Construct a new fixed roof primary digester to provide anaerobic digestion of all treatment process solids, eliminating the need for drying bed treatment.
- Install a rotary drum thickener in a new building, including supply and discharge sludge pumps, and associated piping, to improve the solids concentrations delivered to the primary digester from the existing aerobic holding tank.

Other improvements will include:

- Replace the existing door to the headworks building with a larger door to allow for maneuvering a standard sized grit receptacle.
- Replace the plug valves within the SBR pump room with new plug valves.
- Replace the existing trickling filter supply pumps.

Professional engineering and surveying services for the PROJECT shall include, but not necessarily be limited to, the following items of work:

Phase 1 - Environmental Compliance

- A. Assist CITY with cultural and historical resource review process (Section 106 or Executive Order 05-05) as required by the funding agency, including preparation of an Archaeological Resource Survey.
- B. Assist CITY with State Environmental Review Process (SERP) requirements, including preparation of a SEPA checklist for transmittal to lead agency for review and action. An Environmental Impact Statement (EIS) is not anticipated to be required for this PROJECT. Should it be determined that an EIS must be prepared, it will be added as a separate and additional phase of work.

Phase 2 - Project Administration

- A. Assist CITY with financial and construction management requirements of funding agency.
- B. Assist the CITY with securing approval of such governmental authorities as have jurisdiction over design criteria applicable to the PROJECT.
- C. Monitor the construction contractor's compliance with State and Federal labor standards.
- D. Assist CITY with funding agency reimbursement process.
- E. Assist CITY with funding agency project closeout process.

Phase 3 - Engineering Design and Final Plans, Specifications, and Estimate

- A. Perform the field investigations necessary to design the identified improvements.
- B. Conduct a topographic survey of project area, as required to complete design, plans, and specifications.
- C. Prepare preliminary design plans for review and discussion with City staff.
- D. On the basis of approved preliminary plans, perform the final design, and prepare complete plans and specifications for bid call on the proposed work, as authorized by the CITY.
- E. Prepare sequence of construction, construction quality assurance plan, request for construction-related bypass, and other documents required for agency approval of construction plans and specifications.
- F. Submit construction plans, specifications, cost estimates, and preliminary construction schedule for agency review and approval.
- G. Furnish forty (40) copies of the final plans and specifications for bidding.
- H. Answer and supply such information as is requested by prospective bidders.
- I. Prepare and issue addenda, if necessary.
- J. Prepare Engineer's Estimate of construction cost.
- K. Attend bid opening and participate in the bid opening and evaluation process.
- L. Prepare tabulation of all bids received by the City and review bidder's qualifications.
- M. Make recommendation to the City of construction contract award to the lowest responsible bidder.

Phase 4 - Services During Construction

- A. Furnish a qualified resident engineer who shall make construction observations and be on the job site at all times that significant work is in progress, whose duty shall be to provide surveillance of project construction for substantial compliance with plans and specifications.
- B. Prepare and file progress reports on the PROJECT with the CITY and provide monthly progress estimates to the CITY.
- C. Consult and advise the CITY during construction and make a final report of the completed work.
- D. Monitor the construction contractor's compliance with State labor standards.
- E. Review Contractor's submission of samples and shop drawings, where applicable.
- F. Recommend progress payments for the construction contractor to the CITY.
- G. Prepare and submit proposed contract change orders when applicable.

- H. Prepare draft operation and maintenance manual for agency review.
- I. Prepare final operation and maintenance manual for agency approval.
- J. Assist with initial start-up of the new treatment process.
- K. Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the CITY's construction contractor.
- L. Participate in the 11th month warranty inspection and make recommendations to construction contractor for warranty work that needs to be addressed.

3. **ITEMS TO BE FURNISHED AND RESPONSIBILITY OF CITY:** The CITY will provide or perform the following:

- A. Provide full information as to CITY requirements of the PROJECT.
- B. Assist the CONSULTANT by placing at his disposal all available information pertinent to the site of the PROJECT including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
- C. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the CONSULTANT and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the CONSULTANT.
- D. Obtain approval of all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from such other individuals or bodies as may be necessary for completion of the PROJECT.
- E. Pay the cost of publishing environmental review documents.
- F. Advertise for hearings and proposals for bidders, open the proposals at the appointed time and place, and pay for all costs incidental thereto.

4. **COMPLETION TIMES:** The services called for under the various phases of Section 2 of this Agreement shall be completed as follows:

Phase 1 - Environmental Compliance

Environmental and cultural resource review and compliance information shall be prepared and submitted to the controlling authority/authorities within 60 calendar days after the date of authorization to proceed.

Phase 2 - Project Administration

Project administration services shall begin immediately upon notice of authorization to proceed and continue until all funding and labor compliance closeout requirements for the PROJECT have been satisfied.

Phase 3 - Engineering Design and Final Plans, Specifications, and Estimate

Plans, specifications, cost estimates, and a preliminary construction schedule for all project elements shall be completed and submitted for approval no later than March 31, 2015.

Phase 4 - Services During Construction

Engineering services during construction for the PROJECT shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through construction contract completion and funding administration closeout.

5. **PROFESSIONAL FEES:** For the services furnished by the CONSULTANT as described under Section 2 of this Agreement, the CITY agrees to pay the CONSULTANT the fees as set forth herein. The maximum amounts listed below may be revised only by written agreement of both parties.

Phase 1 - Environmental Compliance

All work for this PROJECT phase shall be performed for the lump sum fee of \$10,000.00.

Phase 2 - Project Administration

All work for this PROJECT phase shall be performed for the lump sum fee of \$25,000.00.

Phase 3 - Engineering Design and Final Plans, Specifications, and Estimate

All work for this PROJECT phase shall be performed for the lump sum fee of \$510,000.00.

Phase 4 - Services During Construction

According to Exhibit A - Schedule of Hourly Rates on a time spent basis plus reimbursement for direct non-salary expenses such as laboratory testing, reproduction expenses, out of town travel costs, long distance telephone calls, and outside subconsultants. Outside subconsultant's billings shall be marked up by a factor of 1.07 times the subconsultant billing. The maximum amount payable by the CITY to the CONSULTANT for services shall not exceed \$584,000.00.

Additional Work

Any additional work requested shall be performed on a time spent basis in accordance with the attached Exhibit A - Schedule of Hourly Rates, plus reimbursement for direct non-salary expenses such as laboratory testing, reproduction expenses, out of town travel costs, long distance phone calls, and outside engineers. Outside subconsultant's billings shall be marked up by a factor of 1.07 times the subconsultant billing.

6. **PAYMENT:** Monthly payments payable according to Section 7 of this Agreement, based on the documented amount due.
7. **CITY PAYMENT SCHEDULE:** The CITY will process for payment all statements received by the 10th day of each month for work done from the 1st day of the prior month. All statements not paid within 30 days of the date of billing shall be subject to service charges of one and one-quarter percent (1.25%) per month.
8. **REVISION OF THE WORK:** The CITY may, from time to time, require changes or modifications in the Scope of Work to be performed. Such changes, including any decrease or increase in the amount of compensation, which are mutually agreed upon by the CITY and the CONSULTANT shall be incorporated in written amendments to this contract.

If, after the preliminary work on the PROJECT has been approved and the CONSULTANT is authorized to proceed with the preparation of final plan and specifications and has performed work in prosecuting the same and the CITY authorizes new or substantially alters the PROJECT, the CITY will pay the CONSULTANT a just and equitable compensation as determined by the CITY and CONSULTANT or arbitrators in the event an agreement cannot be reached between the CITY and the CONSULTANT.

9. **ADDITIONAL WORK:** If, during the performance of the Agreement, other or additional services than herein specified are required in connection with the PROJECT, the CITY may order the CONSULTANT in writing to perform such services for the consideration provided in Section 5, such services in all other respects to be subject to the terms of this Agreement.

10. **FACILITIES TO BE FURNISHED BY THE CONSULTANT:** The CONSULTANT shall furnish and maintain a central office, drafting space, and equipment suitable and adequate for the prosecution of the work that is normal to the functioning of an established consulting engineering and surveying practice.

11. **SUSPENSION, TERMINATION AND CLOSE OUT:** If the CONSULTANT fails to comply with the terms and conditions of this contract, the CITY may pursue such remedies as are legally available, including but not limited to, the suspension or termination of this contract in the manner specified herein:

a. **Suspension** - If the CONSULTANT fails to comply with the terms and conditions of this contract, or whenever the CONSULTANT is unable to substantiate full compliance with provisions of this contract, the CITY may suspend the contract pending corrective actions or investigation, effective not less than seven (7) days following written notification to the CONSULTANT or its authorized representative. The suspension will remain in full force and effect until the CONSULTANT has taken corrective action to the satisfaction of the CITY and is able to substantiate its full compliance with the terms and conditions of this contract. No obligations incurred by the CONSULTANT or its authorized representative during the period of suspension will be allowable under the contract except:

- (1) Reasonable, proper and otherwise allowable costs which the CONSULTANT could not avoid during the period of suspension;
- (2) If upon investigation, the CONSULTANT is able to substantiate complete compliance with the terms and conditions of this contract, otherwise allowable costs incurred during the period of suspension will be allowed; and
- (3) In the event all or any portion of the work prepared or partially prepared by the CONSULTANT is suspended, abandoned or otherwise terminated, the CITY shall pay the CONSULTANT for work performed to the satisfaction of the CITY, in accordance with the percentage of the work completed.

b. **Termination for Cause** – If the CONSULTANT fails to comply with the terms and conditions of this contract and any of the following conditions exists:

- (1) The lack of compliance with the provisions of this contract was of such scope and nature that the CITY deems continuation of the contract to be substantially detrimental to the interests of the CITY;
- (2) The CONSULTANT has failed to take satisfactory action as directed by the CITY or its authorized representative within the time period specified by same;
- (3) The CONSULTANT has failed within the time specified by the CITY or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this contract; then,

The CITY may terminate this contract in whole or in part and thereupon shall notify the CONSULTANT of termination, the reasons therefore, and the effective date, provided such effective date shall not be prior to notification of the CONSULTANT. After this effective date, no charges incurred under any terminated portions of the Scope of Work are allowable.

c. **Termination for Other Grounds** – This contract may also be terminated in whole or in part:

- (1) By the CITY, with the consent of the CONSULTANT, or by the CONSULTANT with the consent of the CITY, in which case the two parties shall devise by mutual agreement, the conditions of termination, including effective date and in case of termination in part, that portion to be terminated;

- (2) If the funds allocated by the CITY via this contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services;
- (3) In the event the CITY fails to pay the CONSULTANT promptly or within sixty (60) days after invoices are rendered, the CITY agrees that the CONSULTANT shall have the right to consider said default a breach of this agreement and the duties of the CONSULTANT under this agreement terminated. In such event, the CITY shall then promptly pay the CONSULTANT for all services performed and all allowable expenses incurred; and
- (4) The CITY may terminate this contract at any time giving at least thirty (30) days notice in writing to the CONSULTANT. If the contract is terminated for convenience of the CITY as provided herein, the CONSULTANT will be paid for time provided and expenses incurred up to the termination date.

If no notice of termination is given, the relationships and obligations created by this Agreement, unless otherwise expressly provided, shall be terminated upon completion of all applicable requirements of this Agreement.

12. **ARBITRATION:** All claims, disputes, and other matters in question arising out of, or related to, this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Rules of the American Arbitration Association. This agreement so to arbitrate shall be specifically enforceable under the prevailing arbitration law.

Notice of the demand for arbitration shall be filed in writing with the other party of this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event shall the demand for arbitration be made after institution of legal or equitable proceedings based upon such claim, dispute, or other matter in question would be barred by applicable statute of limitations.

The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in any court having jurisdiction.

In the event of a claim, jurisdiction and venue shall be in Benton County, Washington.

13. **INDEMNIFICATION:** The CONSULTANT shall indemnify, defend, and hold harmless the CITY, its officers, agents and employees, from and against any and all claims, losses, or liabilities or any portion thereof arising from injury or death to persons or damage to property occasioned by the sole negligent act, omission, or failure of the CONSULTANT, its officers, agents, and employees, in performing the work required by this Agreement. The CONSULTANT shall not indemnify, defend, nor hold harmless the CITY for the CITY's sole or proportional negligent act, omission, or failure to perform its work and duties on the PROJECT.

The CONSULTANT shall comply with all federal government, state, and local laws and ordinances applicable to the work to be done under this Agreement.

The CONSULTANT shall secure and maintain in force throughout the duration of this Agreement, comprehensive general liability insurance written on an occurrence basis with a minimum coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate for personal injury, \$1,000,000 per occurrence/aggregate for property damage, and \$1,000,000 professional liability insurance.

In the event the CITY requires contractors or subcontractors working on CITY projects to acquire and provide proof of insurance covering public liability, death, and property damage naming the CITY as an insured, the CITY shall require said contractors or subcontractors to name the CONSULTANT as an additional insured.

14. **ASSIGNMENT:** The CONSULTANT shall not assign this Agreement, or any of the work or services covered by this Agreement, without the express written consent of the CITY.

15. **STANDARD FOR PERFORMANCE:** The CONSULTANT shall perform its services in accordance with generally accepted engineering and consultant standards and shall be responsible for the professional and technical soundness and accuracy of all work and services furnished pursuant to this Agreement.
16. **OPINIONS OF COST:** The CONSULTANT has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or other competitive bidding or market conditions, and its opinions of probable project or construction costs are to be made on the basis of its experience and qualifications and represents its judgment as an experienced and qualified Professional Engineer, familiar with the construction industry. However, the CONSULTANT cannot and does not guarantee that proposals, bids, or actual project or construction costs will not vary from the opinions of probable costs prepared by it.
17. **CONSTRUCTION AND SAFETY:** The CONSULTANT shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractors or the safety precautions and programs incidental to work of contractors. It is the intent that the construction contractor will be held responsible for means and methods of construction and all safety issues.
18. **SUBMITTAL REVIEW:** Review of proposed contractor substitutions of materials and equipment by CONSULTANT is only for general conformance with the design concept of the PROJECT and general compliance with the information given in the Contract Documents. The review does not affect the contractor's responsibility to perform all contract requirements.
19. **OWNERSHIP AND REUSE OF DOCUMENTS:** The originals of all documents, including drawings and Specifications, prepared by CONSULTANT pursuant to this Agreement shall become the property of the CITY and are instruments of service in respect of the PROJECT. The CONSULTANT shall provide the CITY with reproducible copies of all documents, drawings, specifications, and other work products which shall be the property of the CITY. Such documents, drawings, and Specifications are not intended nor represented by the CONSULTANT to be suitable for reuse by the CITY or others on extensions of the services provided for the intended project or on any other project. Any reuse without written verification or adaptation by the CONSULTANT for the specific purpose intended will be at the CITY's sole risk and without liability or legal exposure to the CONSULTANT, and the CITY shall indemnify and hold harmless the CONSULTANT from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation by the CONSULTANT will entitle the CONSULTANT to further compensation at rates to be agreed upon by the CITY and the CONSULTANT.

The above provisions also apply to electronic media files. The CONSULTANT shall provide the CITY with "ASCII" and/or "AutoCAD drawing (dwg)" files of work performed for and paid for by the CITY at the request of the CITY, with the following provisions:

- a. The documents are protected by the rules and regulations of U.S. Copyright Laws.
- b. The use or reuse of original or altered electronic files by the CITY or others the CITY has released these files to will be at the CITY's own risk and liability.
- c. The CONSULTANT shall be indemnified and held harmless by the CITY to the fullest extent of the law from any and all claims, suit, liability, demands, or costs arising out of the information contained in the files.
- d. The CONSULTANT cannot guarantee the accuracy of the electronic information and, therefore, disclaims any and all responsibility for any results obtained as a result of their use.

All of the reports, information, data, etc., prepared or assembled by the CONSULTANT under this contract are confidential and the CONSULTANT agrees that they shall not be made available to

any individual or organization without prior written approval of the CITY.

No report, maps or other documents produced in whole or in part under this contract shall be subject of an application for copyright by or on behalf of the CONSULTANT.

20. **CITY-PROVIDED INFORMATION:** CONSULTANT is entitled to rely on all information furnished or to be furnished by CITY. CITY agrees to defend and indemnify CONSULTANT, its officers, agents, and employees from any and all claims of any kind arising out of or relating to any claims caused by an error or omissions if information provided by the CITY were the cause of the claim for damages, and provided further that the CONSULTANT'S reliance on such information was reasonable under the circumstances.
21. **THIRD-PARTY BENEFICIARIES:** It is recognized that the services performed by CONSULTANT are for the benefit of the CITY and no other party. There are no third-party beneficiaries to this Agreement.
22. **EXECUTIVE ORDER 11246 CLAUSE:**
 - A. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, sex, color, or national origin. The CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, or national origin. Such action shall include, but not be limited to, the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the CITY setting forth the provisions of this nondiscrimination clause.
 - B. The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.
 - C. The CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies and raw materials.
 - D. The CONSULTANT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - E. The CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the CITY, the Washington State Planning and Community Affairs Agency, and the U.S. Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - F. In the event of the CONSULTANT's noncompliance with the noncompliance provision clauses of this contract or with any such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONSULTANT may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 25, 1965, or as otherwise provided by law.
 - G. The CONSULTANT will include the provisions of paragraphs (A) through (F) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the

Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the CITY may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the CITY, the CONSULTANT may request the United States to enter into such litigation to protect the interest of the United States.

23. **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 CLAUSE:** Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This shall include compliance with all applicable provisions of the Regulations of the U.S. Department of Commerce (Part 8 of Subtitle 15 of the Code of Federal Regulations) issued pursuant to the Civil Rights Act of 1964.
24. **ACCESS TO RECORDS CLAUSE:** The CITY, COMMERCE and other authorized representatives of the state and federal governments shall have access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to the Agreement for the purposes of making audits, examination, excerpt, and transcriptions.

All such records and all other records pertinent to this Agreement and work undertaken under this Agreement shall be retained by the CONSULTANT for a period of six years after the final audit of the CITY'S project, unless a longer period is required to resolve audit findings or litigation. In such cases, the CITY shall request a longer period for record retention.

The CITY, COMMERCE and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records and books of the CONSULTANT involving transactions related to this local program and contract.

25. **INTEREST OF MEMBERS OF A CITY:** No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercises any functions or responsibilities in connection with the planning and carrying out of the PROJECT, shall have any personal financial interest, direct or indirect, in this contract; and the CONSULTANT shall take appropriate steps to assure compliance.
26. **INTEREST OF OTHER PUBLIC OFFICIALS:** No member of the governing body of the locality and no other public official of such locality who exercises any functions or responsibilities in connection with the planning and carrying out of the PROJECT, shall have any personal financial interest, direct or indirect, in this Agreement; and the CONSULTANT shall take appropriate steps to assure compliance.
27. **INTEREST OF CONSULTANT AND EMPLOYEES:** The CONSULTANT covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The CONSULTANT further covenants that in the performance of this Agreement, no person having such interest shall be employed.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF PROSSER

PAUL WARDEN, MAYOR

ATTEST:

(SEAL)

RACHEL SHAW, CITY CLERK

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

JEFFREY T. LOUMAN, PRESIDENT

EXHIBIT "A"
SCHEDULE OF RATES
FOR
HUIBREGTSE, LOUMAN ASSOCIATES, INC.
Effective January 1, 2014, Through December 31, 2014

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

EXHIBIT "A"
SCHEDULE OF RATES
FOR

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

Effective January 1, 2015, through December 31, 2015

Licensed Principal Engineer	\$183.00 per hour
Licensed Principal Land Surveyor	\$165.00 per hour
Licensed Professional Engineer	\$150.00 per hour
Licensed Professional Land Surveyor	\$136.00 per hour
Project Engineer	\$123.00 per hour
CAD Technician	\$108.00 per hour
Resident Engineer/Inspector	\$102.00 per hour
Surveyor	\$102.00 per hour
Senior Engineering Technician	\$102.00 per hour
Engineering Technician	\$72.00 per hour
Word Processing Technician	\$72.00 per hour
Surveyor on Two Man Crew	\$98.00 per hour
Surveyor on Three Man Crew	\$86.00 per hour
Vehicle Mileage	\$0.57 per mile
Global Positioning Survey System Fee	\$93.00 per hour

EXHIBIT "A"
SCHEDULE OF RATES
FOR

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

Effective January 1, 2016, through December 31, 2016

Licensed Principal Engineer	\$190.00 per hour
Licensed Principal Land Surveyor	\$170.00 per hour
Licensed Professional Engineer	\$155.00 per hour
Licensed Professional Land Surveyor	\$141.00 per hour
Project Engineer	\$127.00 per hour
Contract Administrator	\$117.00 per hour
CAD Technician	\$112.00 per hour
Resident Engineer/Inspector	\$106.00 per hour
Surveyor	\$106.00 per hour
Senior Engineering Technician	\$106.00 per hour
Engineering Technician	\$75.00 per hour
Word Processing Technician	\$75.00 per hour
Surveyor on Two Man Crew	\$101.00 per hour
Surveyor on Three Man Crew	\$89.00 per hour
Vehicle Mileage	\$0.60 per mile
Global Positioning Survey System Fee	\$96.00 per hour