

City of Prosser
CITY COUNCIL
REGULAR MEETING AGENDA
Council Chambers, 601 7th Street, Prosser WA 99350
Tuesday, February 24, 2015 at 7:00 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CITIZEN PARTICIPATION

5. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS

- a) **Benton Franklin Transit “I Walk, I Bike, I Ride the Bus” Art Award Winners
Aaron Whittaker and Esther Bowen Presentation**
- b) **Yakima Valley Tourism Annual Report** (*John Cooper, Executive Director*)
- c) **Quarterly Financial Report** (*Regina Maraus, Finance Director*)

6. CONSENT AGENDA

- a) Approve Payment of Payroll Check Nos. 600310 through 600314 in the amount of \$4,487.40 and Direct Deposits in the Amount of \$12,735.08, for the Period Ending February 15, 2015..... *Page 13*
- b) Approve Payment of Claim Checks Nos. 11960 through 12001 in the Amount of \$289,549.74 and Electronic Payments in the Amount of \$82,712.28 for the Period Ending February 24, 2015..... *Page 15*
- c) Accept Invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the Month of February and Authorize Payment for Those Services in the Amount \$19,000.00 *Page 23*
- d) Approve Progress Bill No. 2 in the Amount of \$1,005.80 for Work Performed by HLA, Inc., through January 31, 2015, for Preliminary Engineering and Design on the 7th Street ADA Sidewalk Ramp Improvements Project and Authorize the Mayor to Sign the Documents *Page 32*
- e) Approve Progress Bill No. 2 in the Amount of \$5,439.04 for Work Performed by HLA, Inc., through January 31, 2015, for Preliminary Engineering and Design on the Old Inland Empire Highway Improvements Phase 2 Project and Authorize the Mayor to Sign the Documents *Page 37*

The first Ordinance passed will be Ordinance 15-2925
The first Resolution passed will be Resolution 15-1478

- f) Approve Progress Bill No. 9 in the Amount of \$17,323.05 for Work Performed by HLA, Inc., through January 31, 2015, for Preliminary Engineering and Design on the Old Inland Empire Highway Improvements and Authorize the Mayor to Sign the Documents *Page 41*
- g) Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 12 in the Amount of \$203,879.68 for the Zone 2.5 Water Supply Improvements Project and Authorize the Mayor to Sign the Documents *Page 46*
- h) Review and Confirm the Appointment of Reuel Paradis to the Board of Adjustment with a Term Set to Expire January 1, 2016, as Appointed by Mayor Warden..... *Page 64*

7. COUNCIL ACTION

- a.) **Approval of Claim Check**..... *Page 67*

RECOMMENDATION: Approve Payment of Claim Check Nos. 12002 in the Amount of \$1,015.90 for the Period Ending February 25, 2015.

- b.) **Authorization of Low Bid for the 2015 Benton County BST Program**..... *Page 69*

RECOMMENDATION: Authorize the low bid of \$67,355 submitted by Granite Construction Company in conjunction with the Benton County 2015 BST Program.

- c.) **Consideration of ORDINANCE regarding the 2015 Budget** *Page 75*

RECOMMENDATION: Adopt ORDINANCE NO. 15-_____ Amending the 2015 Budget for Fund 403, Water Fund.

- d.) **Consideration of Action Allowing for the Refinancing for Certain Long Term Debt**..... *Page 81*

RECOMMENDATION: Approve the Underwriting Engagement Letter with D.A. Davidson and Allow the Mayor, or his designee, to execute the agreement.

8. COUNCIL DISCUSSION

- a.) **Consideration of ORDINANCE regarding the 2015 Budget** *Page 91*

*The first Ordinance passed will be Ordinance 15-2925
The first Resolution passed will be Resolution 15-1478*

9. EXECUTIVE SESSION

RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

10. ADJOURNMENT

*The first Ordinance passed will be Ordinance 15-2925
The first Resolution passed will be Resolution 15-1478*



City of Prosser

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

Quarterly Financial Report - December 2014

This quarterly report provides a summary of budget to actual comparisons of revenues and expenditures for each fund through the fourth quarter of 2014 (July - December 2014). At this point in the year we can expect to see that revenues and expenditures should be approximately 100% or less.

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

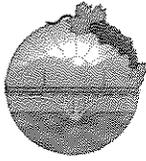
General Fund:

General Fund Revenues:

Through the fourth quarter of 2014, the financial condition and economic trends are relatively positive for the City of Prosser. The City has experienced a slowdown of Building Permits through the fourth quarter.

Construction & Permit Activity			
	2014	2013	%
	Jan - Dec	Jan - Dec	Change
Building Permits	215	253	-17.7%
Permit Valuation	7,708,329	12,027,867	-56.0%
Permit Fees	90,935	132,850	-46.1%

During the fourth quarter there were four new building permits for single family dwelling units, and a permit for Benton County Courthouse alterations.



City of Prosser

Another indicator of how the City is doing is the issuance of Business Licenses. In 2014, there were 848 Active Business Licenses, with 47 new permits being issued in the 4th Quarter of 2014. In 2013, there were 808 Active Business Licenses with 49 New Permits issued in the fourth quarter of 2013.

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

Revenues Category	December 2014 YTD Actual	2014 Budget	% Received
Property Tax	990,362	998,328	99.2%
Sales Tax	1,187,296	1,072,750	110.7%
Utility Tax	1,784,518	1,722,951	103.6%
Other Tax	63,320	58,700	107.9%
Building Permits	51,414	66,000	77.9%
Franchise Fees	32,217	31,000	103.9%
General Business Registration	41,629	35,000	118.9%
Other Licenses & Permits	22,422	19,850	113.0%
Intergov't Revenue	87,538	102,615	85.3%
Charges for Services	190,940	243,078	78.6%
Fines & Penalties	108,837	103,500	105.2%
Miscellaneous and Other Revenue	155,218	145,410	106.7%
Total 12/31/2014 Revenues	4,715,710	4,599,182	102.5%

Property Tax: Property tax revenues are generally received during the second and fourth quarters of the year. The City of Prosser received 99.2% of the anticipated budget amount. 2014 receipts were 6.8% higher than \$927,470 for 2013.

The five top property taxpayers are:

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



City of Prosser

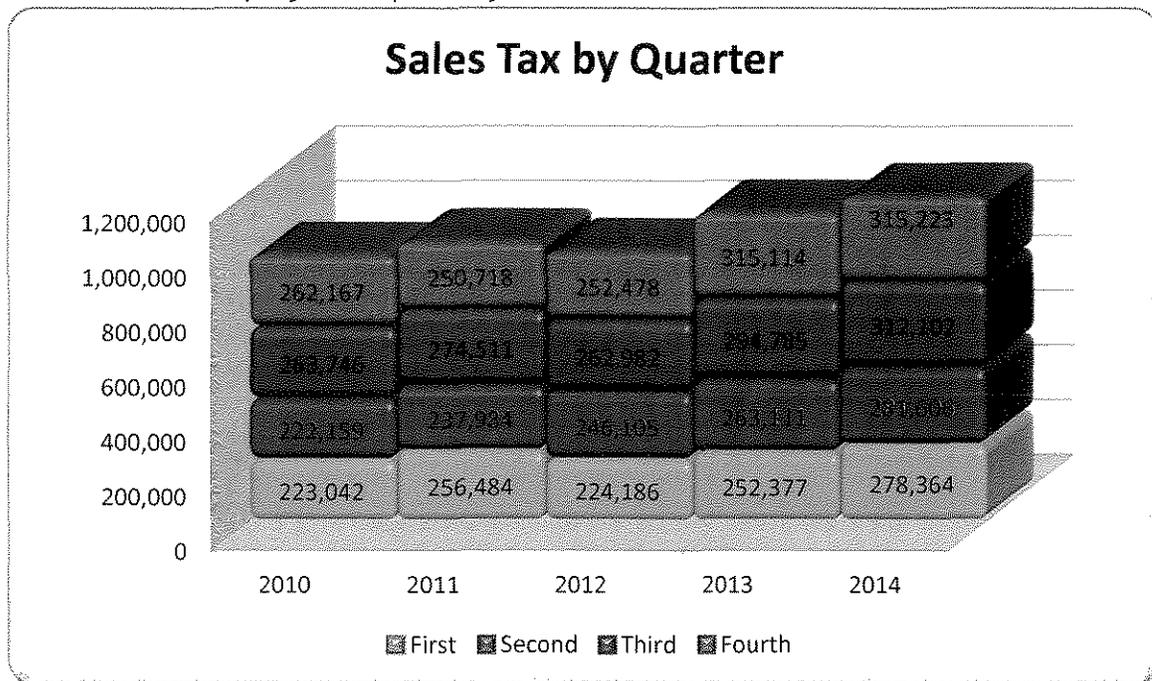
Sales Tax: The sales tax base is the selling price of tangible personal property and selected food and services. The current sales tax rate for the City of Prosser is 8.3%. For every \$100.00 in applicable sales in Prosser, the consumer pays \$8.30. Of the \$8.30 in sales tax paid, the City receives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

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

Retail sales and use tax is the second largest revenue source for Prosser's General Fund. Revenue from sales tax increased by 22.3% for the fourth quarter of 2014 compared to the fourth quarter of 2013.

Sales tax receipts for the first three quarters of 2014 are higher than for previous years, however, the same fluctuation is not reflected in the fourth quarter of 2014. In the fourth quarter sales tax receipts are almost the exact same as in 2013.

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



*Unaudited



City of Prosser

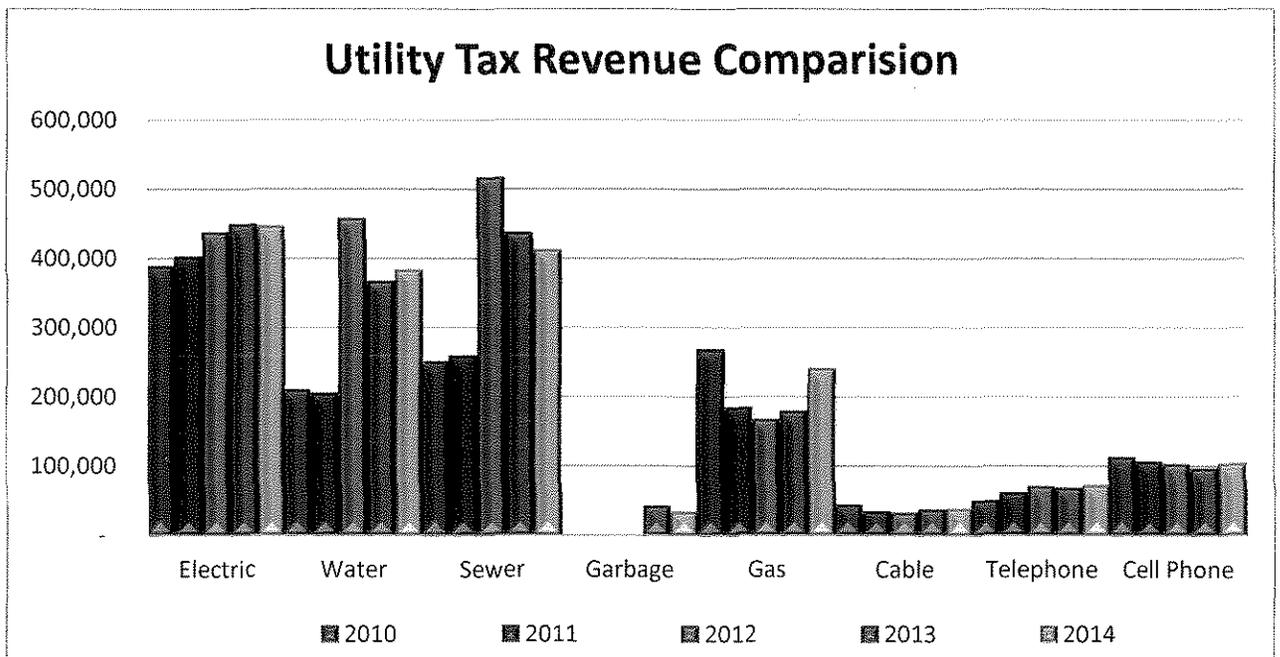
Quarterly					
	First	Second	Third	Fourth	Total
2010	223,042	222,159	263,746	262,167	971,113
2011	256,484	237,984	274,511	250,718	1,019,697
2012	224,186	246,105	262,982	252,478	985,752
2013	252,377	263,111	294,785	315,114	1,125,387
2014	278,364	281,606	312,102	315,223	1,187,295

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

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

Current receipts of Utility Tax are \$1,784,518, or 103.6% of the 2014 Budgeted Amount of \$1,722,951.

The following table reflects utility tax revenue received since 2010.



Unaudited



City of Prosser

General Fund Expenditures:

Total General Fund expenditures through the 4th quarter of 2014 total \$4,460,328, or 97.6% of the budgeted amount of \$4,572,228.

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

General Fund Expenditures

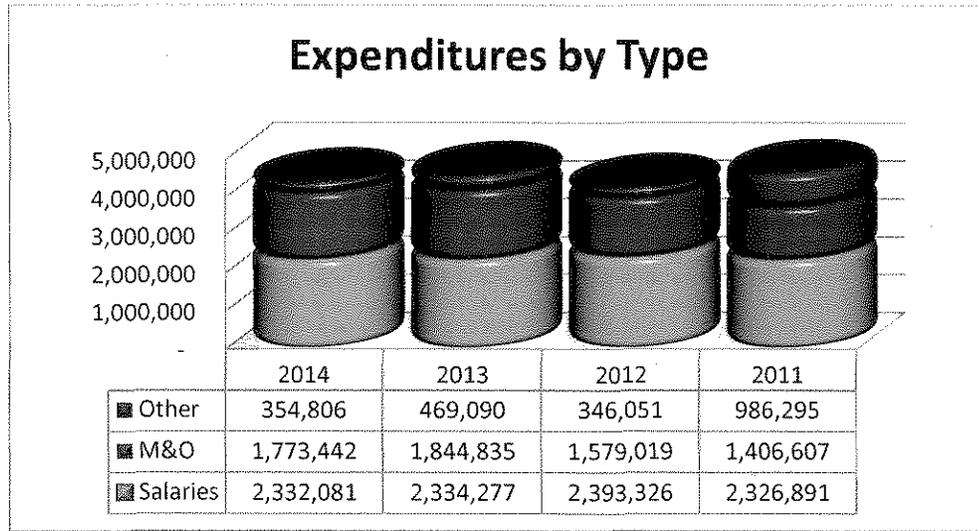
Expenditure Category	2014 Actual ¹⁾	2014 Budget	% Expended
Legislative	120,635	128,010	94.2%
Judicial	95,113	105,000	90.6%
Financial Services	435,938	440,670	98.9%
Records Services	95,722	96,405	99.3%
Election Services	5,679	5,500	103.3%
Legal Services	27,353	30,000	91.2%
Labor Relations	24,448	23,600	103.6%
Custodial Services	215,540	193,093	111.6%
Information Technology	70,287	100,635	69.8%
Law Enforcement	1,392,196	1,419,195	98.1%
Fire Services	319,206	318,948	100.1%
Dispatch Services	93,260	90,000	103.6%
Detention/Correction	82,402	120,000	68.7%
Protective Inspections	159,555	148,380	107.5%
Planning & Economic Development	168,644	192,978	87.4%
Senior Center	21,577	24,047	89.7%
Education & Recreation	80,684	81,325	99.2%
Libraries Services & Facility	205,636	201,735	101.9%
Swimming Pools	231,450	227,072	101.9%
General Parks	259,213	256,479	101.1%
Non-Departmental	180,300	180,656	99.8%
Capital Outlay	16,991	15,000	113.3%
Transfers	158,500	173,500	91.4%
Total 12/31/2014 Expenditures	4,460,328	4,572,228	97.6%

¹⁾ Unaudited.



City of Prosser

This chart depicts the General Fund Expenditures by Type of Expenditure.



Unaudited

Salaries and Benefits are on average 50% of the General Fund Expenditures. Of this, overtime represents 3%. For the 4th quarter, salaries and benefits are \$2,332,081, or 52% of the 2014th expenditures.

Although overtime expenditures exceed the 2014 budget by \$18,130, total actual salaries and benefits are at 98.7%. This is due to the Police Departments overtime increased due to staff scheduling and staff shortages. Police Department total salaries and benefits for 2014 were under budget by \$8,695.

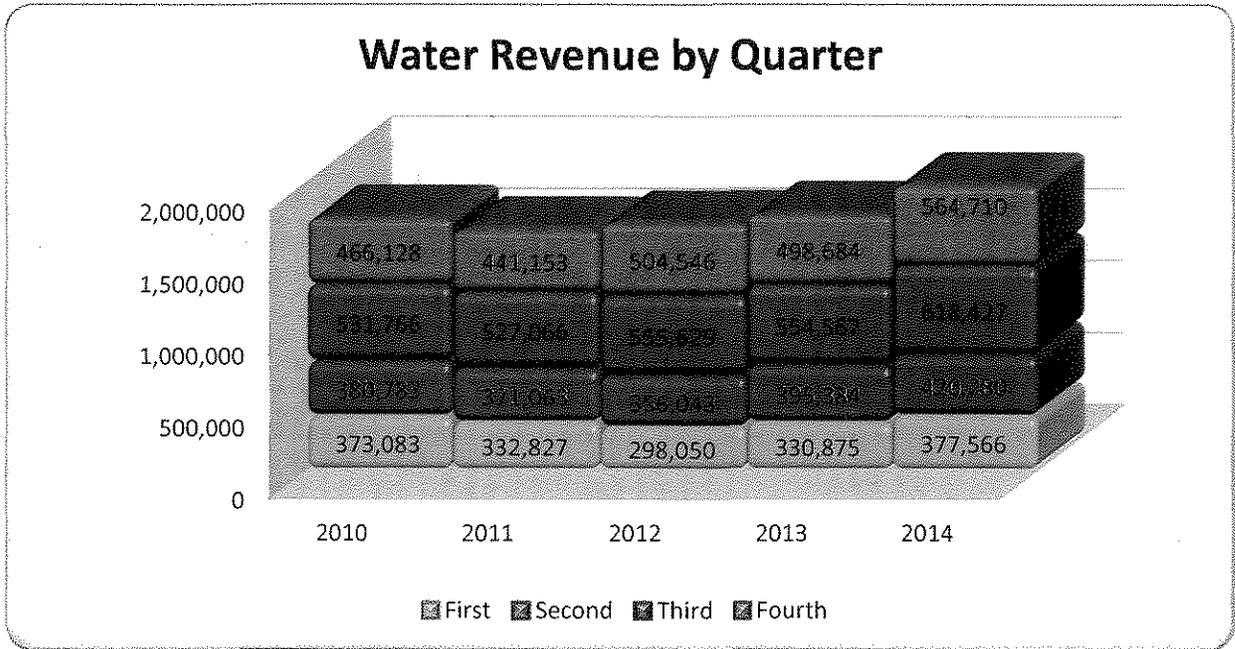
WATER FUNDS

The water revenues for the 4th quarter of 2014 are 104.6% of what was budgeted for the year. The increase in revenues for the 2014 year are directly associated with an increase of usage by our industrial users.

During 2014, some Water Fund Projects are being accounted for in the Operating Fund (403) which distorts the actual operations by inflating the financial data. These are separated out for comparative purposes and analysis herein.



City of Prosser



Quarterly Charges for Services – Water Revenue Only					
	First	Second	Third	Fourth	Total
2010	373,083	380,783	531,766	466,128	1,751,761
2011	332,827	371,063	527,066	441,153	1,672,110
2012	298,050	356,043	555,629	504,546	1,714,268
2013	330,875	395,384	554,567	498,684	1,779,510
2014	377,566	420,280	618,427	564,710	1,980,983

Unaudited

Irrigation revenues are \$326,528 through 4th Quarter of 2014. This is 102.2% of what was budgeted.

Operating Expenses for the Water Fund are 99.7% or \$2,405,923 of the 2014 Budget of \$2,414,314.

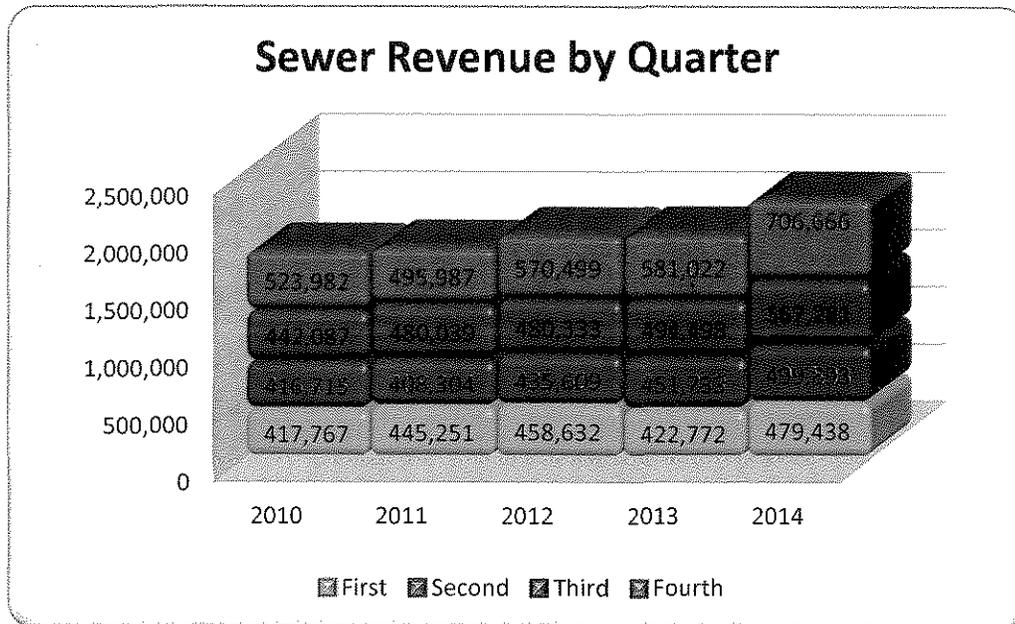
Project Revenues were budgeted at \$1,750,000, actual receipts are \$1,905,073, while expenditures were budgeted at \$1,902,510 and actual expenditures through the 4th Quarter are \$1,688,605.



City of Prosser

SEWER FUNDS

The sewer fund revenues for the 4th quarter of 2014 are about 121% of what was budgeted for the year. The increase in revenues for the 2014 year are directly associated with an increase of usage by our industrial users.



Quarterly					
	First	Second	Third	Fourth	Total
2010	417,767	416,715	442,087	523,982	1,800,551
2011	445,251	408,304	480,039	495,987	1,829,580
2012	458,632	435,609	480,333	570,499	1,945,073
2013	422,772	451,733	494,498	581,022	1,950,026
2014	479,438	499,893	567,281	706,666	2,253,277

Unaudited

The Sewer Fund expenditures through the 4th quarter of 2014 total \$1,799,080, or 100.3% of the budgeted amount of \$1,794,507.

GARBAGE FUND:

The Garbage Fund revenues for the 2014 4th Quarter are \$939,299, or 96.2% of the 2014 Budget of \$976,111. The 4th Quarter Expenditures of the Garbage Fund are 96.8% of 2014 Budget.



City of Prosser

OTHER FUNDS:

The following table provides the Fund Activity for each fund through the 4th Quarter of 2014. It shows the revenues, expenditures, compared to the 2014 Budget for each fund.

2014 BUDGET POSITION TOTALS

City Of Prosser
MCAG #: 0205

Time: 16:46:31 Date: 02/03/2015
Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	4,596,682.00	4,715,709.86	102.6%	4,572,228.00	4,460,329.47	97.6%
102 Street Fund	523,513.00	520,003.64	99.3%	509,233.00	488,033.42	95.8%
103 Transportation Benefit Distric	89,750.00	93,549.65	104.2%	94,250.00	93,318.10	99.0%
105 General Fund Small Projects Fun	126,766.00	83,291.16	65.7%	126,766.00	83,480.04	65.9%
110 Arterial Street Fund	500.00	684.89	137.0%	17,888.00	17,888.00	100.0%
111 Municipal Capital Improvement	27,600.00	31,142.87	112.8%	0.00	0.00	0.0%
115 General Fund Reserve	6,500.00	7,257.65	111.7%	0.00	0.00	0.0%
116 City Facilities Reserve Fund	500.00	131.40	26.3%	0.00	0.00	0.0%
117 Employee Benefits Security	45,500.00	45,150.52	99.2%	50,000.00	43,702.71	87.4%
118 General Fund Capital Reserve	0.00	0.00	0.0%	0.00	0.00	0.0%
119 Parks Reserve Fund	5,000.00	5,023.21	100.5%	0.00	0.00	0.0%
125 Contingency Fund	0.00	0.00	0.0%	0.00	0.00	0.0%
130 Hotel/Motel Tax Fund	80,050.00	85,637.87	107.0%	80,500.00	80,135.00	99.5%
131 Tourism Promotion Area Fund	22,100.00	18,789.96	85.0%	22,600.00	22,000.00	97.3%
144 PS Enhancement Fund	10,500.00	10,904.05	103.8%	0.00	0.00	0.0%
145 Narcotics Dog Operations Fund	3,005.00	1,710.17	56.9%	2,500.00	2,482.23	99.3%
146 Drug Enforcement Fund	50.00	68.40	136.8%	0.00	0.00	0.0%
147 Police Investigative Fund	350.00	374.36	107.0%	0.00	0.00	0.0%
148 Criminal Justice Fund	196,166.00	180,556.14	92.0%	83,166.00	83,166.00	100.0%
152 Infrastructure Develop Reserve	400.00	2,703.08	675.8%	38,600.00	38,600.00	100.0%
221 LID Guarantee Fund	0.00	300.88	0.0%	0.00	0.00	0.0%
229 1996 GO Bond - Fire Station	157,474.00	156,820.52	99.6%	157,474.00	157,474.00	100.0%
233 2011 GO Bond - Pool	129,500.00	129,610.42	100.1%	129,113.00	128,914.25	99.8%
234 Local Improvement Dist. 10-23	1,700.00	3,593.26	211.4%	1,700.00	679.85	40.0%
301 REET - First Quarter %	27,600.00	30,469.81	110.4%	27,000.00	27,000.05	100.0%
302 OIE Improvement Project Fund	285,700.00	118,304.36	41.4%	285,700.00	115,279.45	40.3%
303 7th Street ADA Sidewalk Ramp J	16,232.00	2,194.30	13.5%	16,232.00	4,325.18	26.6%
304 OIE Highway Improvements - Pt	116,277.00	15,720.62	13.5%	116,277.00	14,320.42	12.3%
311 Well 4B Construction Fund	0.00	0.00	0.0%	0.00	0.00	0.0%
403 Water Fund	4,013,757.00	4,262,574.02	106.2%	4,356,824.00	4,414,251.58	101.3%
407 Sewer Fund	1,870,961.00	2,277,279.86	121.7%	1,794,507.00	1,799,079.82	100.3%
409 Consumer Utility Deposits Fund	15,000.00	10,450.00	69.7%	15,000.00	10,925.00	72.8%
420 Zone 2.5 Water Supply Improv	890,415.00	104,483.25	11.7%	890,315.00	121,463.34	13.6%
442 1997 W/S Refunding Bond Rede.	500.00	280.57	56.1%	73,500.00	73,277.56	99.7%
443 1997 W/S Refunding Bond Reser	1,300.00	562.94	43.3%	628,500.00	627,551.50	99.8%
444 1998 Water Revenue Bond Rede	155,012.00	155,224.42	100.1%	154,912.00	154,912.00	100.0%
445 1998 Water Revenue Bond Reser	400.00	919.81	230.0%	0.00	0.00	0.0%
448 Garbage Fund	976,111.00	939,299.14	96.2%	925,583.00	896,202.33	96.8%
449 1999 Water Revenue Bond Rede	79,276.00	79,404.93	100.2%	79,676.00	79,176.00	99.4%
450 1999 Water Revenue Bond Reser	0.00	457.98	0.0%	0.00	0.00	0.0%
451 Water Facilities Reserve Fund	595,130.00	596,698.00	100.3%	0.00	0.00	0.0%
452 Sewer Facilities Reserve Fund	327,322.00	331,561.30	101.3%	2,550,000.00	2,550,000.00	100.0%
453 North Prosser Debt Redemption	157,500.00	2,084.14	1.3%	157,500.00	0.00	0.0%
454 North Prosser Debt Reserve	15,992.00	173,867.33	1087.2%	0.00	0.00	0.0%
470 Waste Water Treatment Plant Im	3,385,100.00	2,551,972.10	75.4%	546,000.00	239,578.00	43.9%
606 Library Memorial Fund	0.00	65.09	0.0%	12,500.00	0.00	0.0%
	18,953,191.00	17,746,887.93	93.6%	18,516,044.00	16,827,545.30	90.9%

CITY OF PROSSER, WASHINGTON
AGENDA BILL

Agenda Title: Approve payment of payroll check nos. 600310 through 600314 in the amount of \$4,487.40 and direct deposits in the amount of \$12,735.08 for the period ending February 15, 2015

Meeting Date:
 February 24, 2015
 Regular Meeting

Department:
 Finance

Director:
 Regina Mauras

Contact Person:
 Toni Yost

Phone Number:
 (509) 786-2332

Cost of Proposal:
 \$17,222.48

Account Number:
 Various

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

Name and Fund#
 Various

Reviewed by Finance Department:

Yost

Attachments to Agenda Packet Item:

1. Payroll Check Register

Summary Statement:

Payroll check nos. 600310 through 600314 in the amount of \$4,487.40 and direct deposits in the amount of \$12,735.08 for the period ending February 15, 2015

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Approve payment payroll check nos. 600310 through 600314 in the amount of \$4,487.40 and direct deposits in the amount of \$12,735.08 for the period ending February 15, 2015

Reviewed by Department Director:

Regina Mauras
 Date: 2-20-2015

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Paul Vander...
 Date: 2-20-15

Today's Date:

February 17, 2015

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
 MCAG #: 0205

02/13/2015 To: 02/13/2015

Time: 12:52:40 Date: 02/10/2015
 Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo	
937	02/13/2015	Payroll	1	EFT		138.52	February Draw	
938	02/13/2015	Payroll	1	EFT		858.95	February Draw	
939	02/13/2015	Payroll	1	EFT		1,015.85	February Draw	
940	02/13/2015	Payroll	1	EFT		554.10	February Draw	
941	02/13/2015	Payroll	1	EFT		1,617.98	February Draw	
942	02/13/2015	Payroll	1	EFT		642.90	February Draw	
947	02/13/2015	Payroll	1	EFT		554.10	February Draw	
948	02/13/2015	Payroll	1	EFT		646.45	February Draw	
949	02/13/2015	Payroll	1	EFT		1,371.50	February Draw	
951	02/13/2015	Payroll	1	EFT		689.22	February Draw	
952	02/13/2015	Payroll	1	EFT		1,937.50	February Draw	
953	02/13/2015	Payroll	1	EFT		1,556.82	February Draw	
954	02/13/2015	Payroll	1	EFT		1,151.19	February Draw	
943	02/13/2015	Payroll	1	600310		704.63	February Draw	
944	02/13/2015	Payroll	1	600311		411.75	February Draw	
945	02/13/2015	Payroll	1	600312		1,235.25	February Draw	
946	02/13/2015	Payroll	1	600313		606.45	February Draw	
950	02/13/2015	Payroll	1	600314		1,529.32	February Draw	
							12,267.92	
							3,665.21	
							1,289.35	
							17,222.48	Payroll:

17,222.48 Payroll: 17,222.48

[Handwritten Signature]

Signature

2/10/15

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of claim check nos. 11960 through 12001, in the amount of \$289,549.74 and Electronic Payments in the amount of \$82,712.28 for the period ending February 24, 2015.

Meeting Date:
February 24, 2015
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$372,262.02

Account Number:
See Attached

Amount Budgeted:
See 2015 budget for each item listed.

Name and Fund#
See Attached

Reviewed by Finance Department:

T. Yost

Attachments to Agenda Packet Item:

Check Register # 11960 through 12001

Summary Statement:

Check Payments	Amount	Check Payments	Amount
11960 through 12001	\$289,549.74		
Electronic Payments		Amount	
IRS Federal Taxes	\$4,600.33	WA Dept of Licensing	\$72.00
Chase	\$583.95		
USDA	\$77,456.00		

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

Recommended City Council Action/Suggested Motion:

Approve payment of check nos. 11960 through 12001, in the amount of \$289,549.74 and Electronic Payments in the amount of \$82,712.28 for the period ending February 24, 2015

Reviewed by Department Director: *Regina Mauras*

Reviewed by City Attorney:
N/A

Approved by Mayor: *Paul White*

Date: *2-20-2015*

Date:

Date: *2-20-15*

Today's Date:
February 17, 2015

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

02/13/2015 To: 02/13/2015

Time: 12:43:26 Date: 02/10/2015
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
961	02/13/2015	Payroll	1	EFT	Irs Federal Taxes	4,600.33	02/13/2015 Draw Taxes
		001 General Fund				2,557.64	
		403 Water Fund				1,071.39	
		407 Sewer Fund				971.30	
						<u>4,600.33</u>	Payroll: 4,600.33

J. Jost

Signature

2/10/15

Date

CHECK REGISTER

City Of Prosser
MCAG #: 0205

02/24/2015 To: 02/24/2015

Time: 10:38:06 Date: 02/17/2015

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1039	02/24/2015	Claims	1	11965	Benton REA	788.55	Virtual Domain; Meter Reading-WCR; Meter Reading-North Prosser
					001 - 518 88 42 000 - Communications	9.95	Virtual Domain
					403 - 534 80 47 000 - Public Utility Services	110.80	Meter Reading- North Prosser
					102 - 542 63 47 000 - Public Utility Services	667.80	Meter Reading-WCR
1040	02/24/2015	Claims	1	11966	Paul Brooks	94.45	Refund inactive customer credit balance
					603 - 586 00 00 000 - Utility Deposits Refunded	94.45	
1041	02/24/2015	Claims	1	11967	Brown's Tire Co Inc	15.20	Flat Repair
					102 - 542 70 31 000 - Office & Operating Supplies	7.60	Flat Repair
					001 - 576 80 31 000 - Office & Operating Supplies	7.60	Flat Repair
1042	02/24/2015	Claims	1	11968	Cascade Analytical	213.90	Enviro Mngmt Fee, Fecal Coliform MPN Solid; Fecal MPN A-1 Conversion; Hardness Titration
					407 - 535 80 41 000 - Professional Services	91.80	Enviro Mngmt Fee, Fecal Coliform MPN Solid
					407 - 535 80 41 000 - Professional Services	52.33	Fecal MPN A-1 Conversion
					407 - 535 80 41 000 - Professional Services	69.77	Hardness Titration
1043	02/24/2015	Claims	1	11969	Church Of Christ	113.85	Refund inactive customer credit balance
					403 - 343 41 00 000 - Water Revenues	-113.85	
1044	02/24/2015	Claims	1	11970	Cities Insurance Assoc	1,250.00	Deductible Reimbursement- Florian*39004; Deductible Reimbursement- Ford*41346
					001 - 518 31 46 000 - Insurance	250.00	Deductible Reimbursement- Ford*41346
					407 - 535 80 46 000 - Insurance	1,000.00	Deductible Reimbursement- Florian*39004
1045	02/24/2015	Claims	1	11971	Code Publishing Co	231.06	PMC: Electronic Update
					001 - 514 30 41 000 - Professional Services	138.66	PMC: Electronic Update
					403 - 534 80 41 000 - Professional Services	18.48	PMC: Electronic Update
					407 - 535 80 41 000 - Professional Services	18.48	PMC: Electronic Update
					448 - 537 80 41 000 - Professional Services	18.48	PMC: Electronic Update
					403 - 539 20 41 000 - Professional Services	18.48	PMC: Electronic Update
					102 - 542 90 41 000 - Professional Services	18.48	PMC: Electronic Update
1046	02/24/2015	Claims	1	11972	Cook's True Value	288.03	Fasteners; Chain, Clevis Grab Hook; Recip Blade; D Batterires; Coupling/Stop, Cop Tee; PVC Cond Coupling, Redu Bushing, Straight Connector; Tubing, Med Cement, Tight Elbow, Redu Bushing; Ratchet Caulk
					403 - 534 80 31 000 - Office & Operating Supplies	17.37	Fasteners
					403 - 534 80 31 000 - Office & Operating Supplies	100.84	Chain, Clevis Grab Hook
					403 - 534 80 31 000 - Office & Operating Supplies	9.22	D Batterires
					403 - 534 80 31 000 - Office & Operating Supplies	15.01	Coupling/Stop, Cop Tee
					403 - 534 80 31 000 - Office & Operating Supplies	23.88	Fasteners
					403 - 539 20 31 000 - Office & Operating Supplies	21.71	Recip Blade
					403 - 539 20 31 000 - Office & Operating Supplies	15.13	PVC Cond Coupling, Redu Bushing, Straight Connector
					403 - 539 20 31 000 - Office & Operating Supplies	23.02	Tubing, Med Cement, Tight Elbow, Redu Bushing
					403 - 539 20 31 000 - Office & Operating Supplies	27.12	HubxFem Adapter, Styrene Plug, Sanitary Tee
					001 - 572 50 31 000 - Office & Operating Supplies	34.73	Ratchet Caulk Gun
1047	02/24/2015	Claims	1	11973	Day Wireless Systems	3,250.40	Light Bar Installation

CHECK REGISTER

City Of Prosser
MCAG #: 0205

02/24/2015 To: 02/24/2015

Time: 10:38:06 Date: 02/17/2015
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 521 20 35 000		- Small Tools & Minor Equipm	3,250.40	Light Bar Installation
1048	02/24/2015	Claims	1	11974	Galls, An Aramark Co LLC	305.12	Acadia Noninsulated Goretex Boots
			001 - 521 20 21 000		- Uniforms & Equipment	305.12	Acadia Noninsulated Goretex Boots
1049	02/24/2015	Claims	1	11975	Grainger Inc	246.63	Warning Sign, Chemical Sotrage Area; Coated Gloves; Coated Gloves, Safety Valve; Coated Gloves
			407 - 535 80 31 000		- Office & Operating Supplies	113.04	Warning Sign, Chemical Sotrage Area
			407 - 535 80 31 000		- Office & Operating Supplies	28.24	Coated Gloves
			407 - 535 80 31 000		- Office & Operating Supplies	84.17	Coated Gloves, Safety Valve
			407 - 535 80 31 000		- Office & Operating Supplies	21.18	Coated Gloves, Safety Valve
1050	02/24/2015	Claims	1	11976	Granich Engineered Products	2,017.28	4 Check Valves 2 Diaphragms For Belt Press
			407 - 535 80 31 000		- Office & Operating Supplies	2,017.28	4 Check Valves 2 Diaphragms For Belt Press
1051	02/24/2015	Claims	1	11977	Stephen & Shellie Hudson	20.70	Refund inactive customer credit balance
			403 - 343 41 00 000		- Water Revenues	-9.03	
			403 - 343 90 00 000		- Irrigation Fees & Charges	-11.67	
1052	02/24/2015	Claims	1	11978	Huibregtse, Louman & Assoc	179,745.40	2015 General Services; Water System Plan Update; Old Inland Empire; OIE Phase 2; 7th Street ADA; Wastewater Treatment Plant; Zone 2.5 Water Supply Improvements; Zone 2.5 Water Supply Improvements
			403 - 534 80 41 000		- Professional Services	2,833.50	Water System Plan Update
			407 - 535 80 41 000		- Professional Services	306.27	2015 General Services
			407 - 535 80 41 000		- Professional Services	616.77	2015 General Services
			102 - 542 90 41 000		- Professional Services	6.26	2015 General Services
			420 - 594 34 41 420		- Professional Services	850.15	Zone 2.5 Water Supply Improvements
			420 - 594 34 41 420		- Professional Services	34,064.56	Zone 2.5 Water Supply Improvements
			470 - 594 35 41 000		- Engineering	117,300.00	Wastewater Treatment Plant
			303 - 595 10 41 000		- Roads/Streets Const. & Other	1,005.80	7th Street ADA
			304 - 595 10 41 304		- Roads/Streets Const. & Other	5,439.04	OIE Phase 2
			302 - 595 10 60 000		- Engineering	17,323.05	Old Inland Empire
1053	02/24/2015	Claims	1	11979	Leaf	394.03	Front Desk Copy Machine Lease
			001 - 514 23 45 000		- Operating Rentals & Leases	310.41	
			403 - 534 80 45 000		- Operating Rentals & Leases	20.88	
			407 - 535 80 45 000		- Operating Rentals & Leases	20.88	
			448 - 537 80 45 000		- Operating Rentals & Leases	20.88	
			403 - 539 20 45 000		- Operating Rentals & Leases	20.88	
			102 - 542 90 45 000		- Operating Rentals & Leases	0.10	
1054	02/24/2015	Claims	1	11980	LexisNexis Risk Solutions	103.17	Monthly Subscription
			001 - 521 20 41 000		- Professional Services	103.17	Monthly Subscription
1055	02/24/2015	Claims	1	11981	Lourdes Occupational Health	238.00	Comprehensive Physical
			001 - 521 20 41 000		- Professional Services	238.00	Comprehensive Physical
1056	02/24/2015	Claims	1	11982	The Markets LLC	17.77	Super Chill Water; Dry Ice
			407 - 535 80 31 000		- Office & Operating Supplies	16.30	Super Chill Water
			407 - 535 80 31 000		- Office & Operating Supplies	1.47	Dry Ice
1057	02/24/2015	Claims	1	11983	Mid-Columbia Library	26,984.00	MCL Capital Repairs
			606 - 572 20 51 606		- Libraries - Intergovernmental	12,106.46	MCL Capital Repairs
			001 - 594 72 63 000		- Improvements - Library	14,877.54	MCL Capital Repairs
1058	02/24/2015	Claims	1	11984	Mountain States Construction	150.00	Refund Utility Deposit

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City Of Prosser
MCAG #: 0205

02/24/2015 To: 02/24/2015

Time: 10:38:06 Date: 02/17/2015

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			603 - 586 00 00 000		Utility Deposits Refunded	150.00	Refund Utility Deposit
1059	02/24/2015	Claims	1	11985	Oxarc	50.06	Small Cylinders Compliance Charge
			407 - 535 80 45 000		Operating Rentals & Leases	50.06	Small Cylinders Compliance Charge
1060	02/24/2015	Claims	1	11986	Pentair Valves & Controls Us	3,278.30	Actuators For The Filters
			403 - 594 34 64 000		Machinery & Equipment	3,248.23	Actuators For The Filters
			403 - 594 34 64 000		Machinery & Equipment	30.07	Actuators For The Filters
1061	02/24/2015	Claims	1	11987	Prosser Chamber Of Commerce	19,000.00	Tourism Promotion And VIC
			130 - 573 90 41 000		Professional Services - Chaml	15,000.00	VIC Operations And Tourisim Promotion
			131 - 573 90 41 131		Professional Services	4,000.00	Tourisim Promotion Area
1062	02/24/2015	Claims	1	11988	Prosser Napa	27.82	Fitting; Oil Filter
			102 - 542 70 31 000		Office & Operating Supplies	0.89	Fitting
			102 - 542 70 31 000		Office & Operating Supplies	13.02	Oil Filter
			001 - 576 80 31 000		Office & Operating Supplies	0.90	Fitting
			001 - 576 80 31 000		Office & Operating Supplies	13.01	Oil Filter
1063	02/24/2015	Claims	1	11989	Rogers Machinery Company Inc	2,852.27	Repairs Made To WWTP
			407 - 535 80 31 000		Office & Operating Supplies	2,769.30	Repairs Made To WWTP
			407 - 535 80 31 000		Office & Operating Supplies	82.97	Repairs Made To WWTP
1064	02/24/2015	Claims	1	11990	Sealant Specialst	681.60	Limestone, Cartridge Gun; Limestone QT 12/cs
			001 - 572 50 31 000		Office & Operating Supplies	455.94	Limestone, Cartridge Gun
			001 - 572 50 31 000		Office & Operating Supplies	225.66	Limestone QT 12/cs
1065	02/24/2015	Claims	1	11991	Taser International	175.00	Taser Instructor Re-Certification
			001 - 521 20 49 000		Miscellaneous	175.00	Taser Instructor Re-Certification
1066	02/24/2015	Claims	1	11992	Telquist Ziobro McMillen Clare, PLLC	1,961.19	SEPA Issue
			001 - 558 60 41 000		Professional Services	1,961.19	SEPA Issue
1067	02/24/2015	Claims	1	11993	US Bank	28.00	Monthly Maintenance-Investment
			001 - 514 23 49 000		Miscellaneous	28.00	Monthly Maintenance-Investment
1068	02/24/2015	Claims	1	11994	Utilities Underground Loc	10.32	Excavation Notifications
			403 - 534 80 41 000		Professional Services	5.16	Excavation Notifications
			407 - 535 80 41 000		Professional Services	5.16	Excavation Notifications
1069	02/24/2015	Claims	1	11995	Valley Publishing Co Inc	395.12	RFP Aquatic Center Concessions; RFP Aquatic Center Concessions; Waste Water Treatment System Upgrades; Notice Of Public Hearing; Notebooks For PD
			001 - 514 23 31 000		Office & Operating Supplies	9.32	Notebooks For PD
			001 - 514 30 41 000		Professional Services	45.00	Notice Of Public Hearing
			001 - 576 20 41 001		Professional Services	94.80	RFP Aquatic Center Concessions
			001 - 576 20 41 001		Professional Services	144.00	RFP Aquatic Center Concessions
			470 - 594 35 41 000		Engineering	102.00	Waste Water Treatment System Upgrades
1070	02/24/2015	Claims	1	11996	Verizon Wireless	1,054.81	PD Wireless Cell Phones; Police MDT Data Usage; 4G Mobile Broadband; Building Dept MiFi Card
			001 - 518 88 42 000		Communications	40.01	Building Dept MiFi Card
			001 - 521 20 42 000		Communications	544.19	PD Wireless Cell Phones
			001 - 521 20 42 000		Communications	350.56	Police MDT Data Usage
			403 - 534 80 42 000		Communications	60.03	4G Mobile Broadband
			407 - 535 80 42 000		Communications	60.02	4G Mobile Broadband

CHECK REGISTER

City Of Prosser
MCAG #: 0205

02/24/2015 To: 02/24/2015

Time: 10:38:06 Date: 02/17/2015
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1071	02/24/2015	Claims	1	11997	WA Dept Health	174.00	Waterworks Operator Exam; Waterworks Operator Exam
					403 - 534 80 49 000 - Miscellaneous	87.00	Waterworks Operator Exam
					403 - 534 80 49 000 - Miscellaneous	87.00	Waterworks Operator Exam
1072	02/24/2015	Claims	1	11998	WA Dept Of Enterprise Services	2,878.69	ELI Applications; Utility Statements-January; February Newsletter
					001 - 514 30 41 000 - Professional Services	281.56	February Newsletter
					403 - 534 80 41 000 - Professional Services	73.80	ELI Applications
					403 - 534 80 41 000 - Professional Services	528.55	Utility Statements-January
					403 - 534 80 41 000 - Professional Services	37.54	February Newsletter
					407 - 535 80 41 000 - Professional Services	73.81	ELI Applications
					407 - 535 80 41 000 - Professional Services	73.81	ELI Applications
					407 - 535 80 41 000 - Professional Services	528.55	Utility Statements-January
					407 - 535 80 41 000 - Professional Services	37.54	February Newsletter
					448 - 537 80 41 000 - Professional Services	528.56	Utility Statements-January
					448 - 537 80 41 000 - Professional Services	37.54	February Newsletter
					403 - 539 20 41 000 - Professional Services	73.80	ELI Applications
					403 - 539 20 41 000 - Professional Services	528.55	Utility Statements-January
					403 - 539 20 41 000 - Professional Services	37.54	February Newsletter
					102 - 542 90 41 000 - Professional Services	37.54	February Newsletter
1073	02/24/2015	Claims	1	11999	WA Patrol Budget & Fiscal Srvc	16.50	Police Background Check
					001 - 586 00 01 000 - Concealed Pistol Lic Disburse	16.50	Police Background Check
1074	02/24/2015	Claims	1	12000	Paul Allen Warden	22.28	Office Supplies-City Hall
					001 - 514 23 31 000 - Office & Operating Supplies	22.28	Office Supplies-City Hall
1075	02/24/2015	Claims	1	12001	Yakima Herald Republic	144.00	Subscription Renewal
					001 - 521 20 41 000 - Professional Services	144.00	Subscription Renewal
						30,164.29	001 General Fund
						8,100.90	102 Street Fund
						15,000.00	130 Hotel/Motel Tax Fund
						4,000.00	131 Tourism Promotion Area Fund
						17,323.05	302 OIE Improvement Project Fund
						1,005.80	303 7th Street ADA Sidewalk Ramp Improvement Proje
						5,439.04	304 OIE Highway Improvements - Phase 2 Fund
						22,310.63	403 Water Fund
						19,575.78	407 Sewer Fund
						34,914.71	420 Zone 2.5 Water Supply Improv
						2,618.58	448 Garbage Fund
						77,456.00	453 North Prosser Debt Redemption
						117,402.00	470 Waste Water Treatment Plant Improvement
						244.45	603 Consumer Utility Deposit Fund
						12,106.46	606 Library Memorial Fund
* Transaction Has Mixed Revenue And Expense Accounts						367,661.69	Claims:
						367,661.69	

CHECK REGISTER

City Of Prosser
MCAG #: 0205

02/24/2015 To: 02/24/2015

Time: 10:38:06 Date: 02/17/2015
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Trans Date Type Acct # Chk # Claimant Amount Memo

[Handwritten Signature]

Signature

2/17/15

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Accept invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the month of February and authorize payment for those services in the amount of \$19,000.00.

Meeting Date:
February 24, 2015
Special Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Toni Yost

Phone Number:
(509) 786-2332

Cost of Proposal:
\$19,000.00

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

Amount Budgeted:
\$130,000

- \$110,000- Hotel/Motel #130
- \$20,000- Tourism Promotion Area (TPA) #131

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

Reviewed by Finance Department:

Pd to Date (Including this pymt) = \$50,000
Remaining Balance = \$80,000

Ty

Attachments to Agenda Packet Item:

1. Invoice number 4412 for February 2015 services
2. Monthly Reports for January 2015

Summary Statement:

Check has been reviewed and approved by department heads, the Finance Director, and Mayor as necessary. Check no. 11987 in the amount of \$19,000 has been generated for Council approval.

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Accept invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the month of February 2015 and authorize payment for those services in the amount of \$19,000.00.

Reviewed by Department Director:

Regina Mauras

Date: *2-20-2015*

Today's Date:
February 17, 2015

Reviewed by City Attorney:

N/A

Date:

Revision Number/Date:

Approved by Mayor:

Paul Vander...

Date: *2-20-15*

File Name and Path:

Prosser Chamber of Commerce

Invoice

1230 Bennett Avenue
Prosser, WA 99350

Date	Invoice #
2/17/2015	4412

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

RECEIVED
FEB 17 2015
CITY OF PROSSER

130-573-90-41 - 15,000

131-573-90-41 - 4000

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	City Contract for VIC Operations	15,000.00	15,000.00
	City Contract for Tourism and Promotion	4,000.00	4,000.00
SIGNATURE NOT REQUIRED Per City of Prosser Purchasing Policy §§§. 0.1.0.2			
		Total	\$19,000.00

RECEIVED

FEB 20 2015

Attachment to the invoice for Hotel / Motel Reimbursement for

CITY OF PROSSER

January 2015

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

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

Days of Operations	<u>20</u>
Brochures and Mailings	<u>75</u>
Business Referrals	<u>47</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>X</u>
No	<u> </u>
Total Number YTD	<u>0</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.

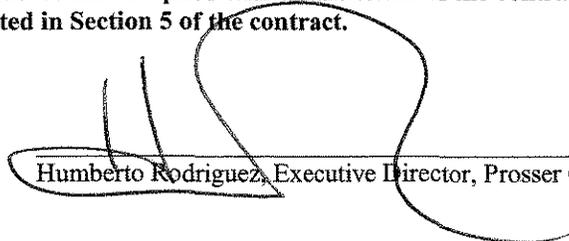
Listed below are additional marketing programs intended to bring visitors and increase over-night stays.

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

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

The Chamber promoted the following community events – Community Awards Banquet

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


Humberto Rodriguez, Executive Director, Prosser Chamber of Commerce

Prosser Chamber of Commerce
Profit & Loss
 January 2015

	<u>Jan 15</u>
Income	
Administration & Chamber	
Chamber Luncheon	60.00
Interest Income	0.23
Membership Dues	610.00
Administration & Chamber - Other	<u>6,500.00</u>
Total Administration & Chamber	7,170.23
Chamber Events Income	
Community Awards Banquet	
Banquet Ticket Sales	1,800.00
Banquet Auction	26,595.14
Banquet Table Sponsors	115.65
Community Awards Banquet - Other	<u>375.00</u>
Total Community Awards Banquet	28,885.79
Easter & Christmas	<u>500.00</u>
Total Chamber Events Income	29,385.79
Community Events	
Miss Prosser & Float	
Miss Prosser Sign Revenue	<u>280.00</u>
Total Miss Prosser & Float	280.00
Total Community Events	<u>280.00</u>
Total Income	36,836.02
Expense	
Administration, Chamber & VIC	
Advertising	315.00
Bank Fees	330.56
Depot Rent	650.00
Dues & Subscriptions	9.99
Equip Rental	422.87
Equipment	315.43
Health Insurance	300.00
Insurance	2,342.33
Miscellaneous	25.00
Office Supplies	132.59
Payroll Expenses	
Health Insurance	300.00
Payroll Expenses - Other	<u>5,337.03</u>
Total Payroll Expenses	5,637.03
Repair & Maintenance	108.60
Telephone & Internet	187.06
Administration, Chamber & VIC - Other	<u>1,431.64</u>
Total Administration, Chamber & VIC	12,208.10
Chamber Event Costs	
Community Awards Banquet Costs	
Banquet Auction Items	185.85
Banquet Event Expense	864.30
Community Awards Banquet Costs - Other	<u>487.27</u>
Total Community Awards Banquet Costs	1,537.42
Community Yard Sale Costs	<u>9.64</u>
Total Chamber Event Costs	1,547.06
Chamber Retreat	139.60
Chamber Truck	45.00
Community Event Costs	
Harvest Fest Costs	123.10

Prosser Chamber of Commerce
Profit & Loss
January 2015

	<u>Jan 15</u>
Miss Prosser & Float	
Chamber Banquet	47.09
Court Attire	151.83
Court Travel Food	141.50
Total Miss Prosser & Float	<u>340.42</u>
Total Community Event Costs	463.52
Tourism & Promotion	
Advertising Costs	1,125.00
Tourism & Promotion - Other	7,750.00
Total Tourism & Promotion	<u>8,875.00</u>
Total Expense	<u>23,278.28</u>
Net Income	<u><u>13,557.74</u></u>

Statement

PixelSoft Films LLC
 104 Clover Island Dr. Suite 201
 Kennewick, WA 99336

Date
1/12/2015

To:
Prosser Tourism 1230 Bennett Ave. Prosser WA 99350

Amount Due	Amount Enc.
\$7,750.00	

Date	Transaction	Amount	Balance
10/31/2014	Balance forward		255.00
11/06/2014	INV #2384. Due 11/06/2014.	170.00	425.00
11/18/2014	PMT #11864.	-170.00	255.00
11/18/2014	2014 NWJ Advertising- PMT #11864.	-225.00	30.00
01/12/2015	2015 Attractions Directory design updates- INV #2445. Due 01/12/2015.	1,500.00	1,530.00
01/06/2015	2015 Website management- INV #2435. Due 01/06/2015.	4,500.00	6,030.00
01/12/2015	Eblasts for 2015- INV #2446. Due 01/12/2015.	1,750.00	7,780.00
11/18/2014	Grapevine Ad Design- PMT #11864.	-30.00	7,750.00
12/19/2014	Pop up displays- INV #2424. Due 12/19/2014.	806.97	8,556.97
01/02/2015	PMT #11886.	-806.97	7,750.00

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
3,250.00	4,500.00	0.00	0.00	0.00	\$7,750.00

PixelSoft Films LLC
 104 Clover Island Dr. Suite 201
 Kennewick, WA 99336

Statement

Date
1/12/2015

To:
Prosser Chamber 1230 Bennett Ave Prosser, WA 99350

		Amount Due	Amount Enc.		
		\$1,196.64			
Date	Transaction	Amount	Balance		
10/31/2014	Balance forward		670.00		
12/12/2014	INV #2415. Due 12/12/2014.	380.00	1,050.00		
01/02/2015	PMT #11886.	-380.00	670.00		
11/18/2014	2014 new website, hosting- PMT #11864.	-240.00	430.00		
01/06/2015	2015 Website support and hosting- INV #2438. Due 01/06/2015.	1,000.00	1,430.00		
01/07/2015	Alice Business cards- INV #2440. Due 01/07/2015.	126.64	1,556.64		
12/12/2014	Banquet poster- INV #2414. Due 12/12/2014.	240.00	1,796.64		
01/02/2015	PMT #11886.	-240.00	1,556.64		
11/18/2014	Beer & Whiskey fest poster- PMT #11864.	-370.00	1,186.64		
11/18/2014	Harvest Festival poster- PMT #11864.	-60.00	1,126.64		
01/07/2015	NW Preparedness Expo- INV #2439. Due 01/07/2015.	70.00	1,196.64		
PERCENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
	1,196.64	0.00	0.00	0.00	\$1,196.64

PixelSoft Films LLC

1/27/2015

Date Type Reference
1/27/2015 Bill 2456

Original Amt.
315.00

Balance Due
315.00

Discount

Payment
315.00
315.00

Check Amount

AmericanWest Bank

315.00

PRODUCT SSLT104 USE WITH 91663 ENVELOPE

		Due on receipt	Tourism Ad design
Quantity	Description	Rate	Amount
	Graphic Design- Ads for Tourism- Yakima/wine guide	315.00	315.00
		Total	\$315.00

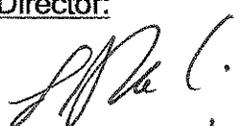
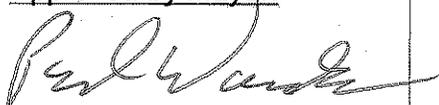
CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve Progress Bill No. 2 in the amount of \$1,005.80 for work performed by HLA, Inc., through January 31, 2015, for preliminary engineering and design on the 7 th Street ADA Sidewalk Ramp Improvements Project and authorize the Mayor to sign the documents.		Meeting Date: February 24, 2015 Regular Meeting	
Department: Public Works	Director: L.J. Da Corsi	Contact Person: L.J. Da Corsi	Phone Number: (509) 786-2332
Cost of Proposal: \$15,600.00 (Total) \$ 1,005.80 (Bill No. 2)		Account Number:	
Amount Budgeted: \$15,600 \$13,522 (TAP Funds from STP-US) \$ 2,078 (City Match)		Name and Fund# #303	
Reviewed by Finance Department: Previous (#1) = 2838.00 This Report (2) = 870.02		Remaining Funding = 9813.98	
Attachments to Agenda Packet Item: 1. Local Programs Progress Billing Form - TAP-1020(013) Progress Bill No. 2 2. HLA Invoice 14087E-002 from HLA, Inc., in the amount of \$1,005.80, dated 02/01/2015 3. Project Costs To Date Sheet, dated 2/9/2015			
Summary Statement: HLA, Inc., has performed work in connection with their contract for preliminary engineering and design of the 7 th Street ADA Sidewalk Ramp Improvements Project. The amount due, \$1,005.80 must have Council approval prior to this invoice being sent to WSDOT for processing and subsequent payment to HLA, Inc.			
Consistent with or Comparison to: Payment as per contractual agreements require City Council approval.			

Recommended City Council Action/Suggested Motion:

Approve Progress Bill No. 2 in the amount of \$1,005.80 for work performed by HLA, Inc., through January 31, 2015, for preliminary engineering and design on the 7th Street ADA Sidewalk Ramp Improvements Project and authorize the Mayor to sign the documents.

<u>Reviewed by Department Director:</u>  Date: 2/20/15	<u>Reviewed by City Attorney:</u>  Date: 2/13/15	<u>Approved by Mayor:</u>  Date: 2-20-15
<u>Today's Date:</u> 02/12/15	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

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

Local Programs Progress Billing

Federal Aid Project: TAP-1020(013)
 Agreement Number: LA-8501
 Last Supplement :
 Project Title: 7TH ST ADA SIDEWALK RAMP IMPROVEMENTS

Progress Bill No: 2
 Final Progress Bill? No
 Billing Period from: 1/1/2015
 through: 1/31/2015

	1	2	3	4	5	6	7	8
PE	Total Eligible This Period	Total Eligible To Date	Participation Rate	Amount Claimed This Period <i>Col 1 x Col 3</i>	Amount Claimed Prior Periods	Total Claimed To Date <i>Col 4 + Col 5</i>	Amount Authorized Per Agreement	Remaining Federal Funds <i>Col 7 - Col 6</i>
TA-5553				0.00		0.00		0.00
10 Consultant	1,005.80	4,286.73	86.5000%	870.02	2,838.00	3,708.02	13,522.00	9,813.98
<i>Total Preliminary Engineering</i>	1,005.80	4,286.73		870.02	2,838.00	3,708.02	13,522.00	9,813.98
RW				0.00		0.00		0.00
				0.00		0.00		0.00
<i>Total Right of Way</i>	0.00	0.00		0.00	0.00	0.00	0.00	0.00
CN				0.00	0.00	0.00	0.00	0.00
30 Contract	0.00	0.00	86.5000%	0.00	0.00	0.00	0.00	0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
CE				0.00	0.00	0.00	0.00	0.00
31 Consultant	0.00	0.00	86.5000%	0.00	0.00	0.00	0.00	0.00
				0.00		0.00		0.00
<i>Total Construction</i>	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL PROJECT	1,005.80	4,286.73		870.02	2,838.00	3,708.02	13,522.00	9,813.98

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

 Signee - Paul Warden Title Date

 Approved by Regional Local Programs Office Date

Return to Regional Local Programs Office

Revised 09/2008



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

City of Prosser
 601 Seventh St.
 Prosser, WA 99350

Invoice number 14087E-002
 Date 02/01/2015

Project 14087E Prosser - 7th Street ADA
 Sidewalk Ramp Improvements

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

FOR:

Professional Engineering and Land Surveying Services in connection with the 7th Street ADA Sidewalk Ramp Improvements project, per your request, for services performed beginning January 1 through January 31, 2015.

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Design, Plans, Specifications and Estimate	15,600.00	27.48	3,280.93	4,286.73	1,005.80
Total	15,600.00	27.48	3,280.93	4,286.73	1,005.80

Invoice total 1,005.80

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

Jeffrey T. Louman, PE
 President

CITY OF PROSSER, WASHINGTON

AGENDA BILL

<u>Agenda Title:</u> Approve Progress Bill No. 2 in the amount of \$5,439.04 for work performed by HLA, Inc., through January 31, 2014, for preliminary engineering and design on the Old Inland Empire Highway Improvements Phase 2 Project and authorize the Mayor to sign the documents.		<u>Meeting Date:</u> February 24, 2015 Regular Meeting	
<u>Department:</u> Public Works	<u>Director:</u> L.J. Da Corsi	<u>Contact Person:</u> L.J. Da Corsi	<u>Phone Number:</u> (509) 786-2332
<u>Cost of Proposal:</u> \$115,770.00 (Total) \$ 5,439.04 (Bill No. 2)		<u>Account Number:</u>	
<u>Amount Budgeted:</u> N/A \$115,770		<u>Name and Fund#</u> #304	
<u>Reviewed by Finance Department:</u> Previous (#1) = 12,387.16 This Report (#2) = 4,704.77		Remaining Funding = Ty \$83,055.07	
<u>Attachments to Agenda Packet Item:</u> 1. Local Programs Progress Billing Form - STPUS-3735(001) Progress Bill No. 2 2. HLA Invoice 14088E-002 from HLA, Inc., in the amount of \$5,439.04, dated 02/01/2015 3. Project Costs To Date Sheet, dated 2/09/2015			
<u>Summary Statement:</u> HLA, Inc., has performed work in connection with their contract for preliminary engineering and design of the Old Inland Empire Highway Improvements Phase 2 Project. The amount due, \$5,439.04, must have Council approval prior to this invoice being sent to WSDOT for processing and subsequent payment to HLA, Inc.			
<u>Consistent with or Comparison to:</u> Payment as per contractual agreements require City Council approval.			

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

Local Programs Progress Billing

Federal Aid Project: STPUS-3735(001)
 Agreement Number: LA-8499
 Last Supplement :
 Project Title: Old Inland Empire Highway Improvements - PH 2

Progress Bill No: **2**
 Final Progress Bill? **No**
 Billing Period from: **1/1/2015**
 through: **1/31/2015**

	1	2	3	4	5	6	7	8
	Total Eligible This Period	Total Eligible To Date	Participation Rate	Amount Claimed This Period <i>Col 1 x Col 3</i>	Amount Claimed Prior Periods	Total Claimed To Date <i>Col 4 + Col 5</i>	Amount Authorized Per Agreement	Remaining Federal Funds <i>Col 7 - Col 6</i>
PE TA-5551				0.00		0.00		0.00
10 Consultant	5,439.04	19,759.46	86.5000%	4,704.77	12,387.16	17,091.93	100,147.00	83,055.07
<i>Total Preliminary Engineering</i>	5,439.04	19,759.46		4,704.77	12,387.16	17,091.93	100,147.00	83,055.07
RW				0.00		0.00		0.00
				0.00		0.00		0.00
<i>Total Right of Way</i>	0.00	0.00		0.00	0.00	0.00	0.00	0.00
CN				0.00	0.00	0.00	0.00	0.00
30 Contract	0.00	0.00	86.5000%	0.00	0.00	0.00	0.00	0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
CE				0.00	0.00	0.00	0.00	0.00
31 Consultant	0.00	0.00	86.5000%	0.00	0.00	0.00	0.00	0.00
				0.00		0.00		0.00
<i>Total Construction</i>	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL PROJECT	5,439.04	19,759.46		4,704.77	12,387.16	17,091.93	100,147.00	83,055.07

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

 Signee - Paul Warden
 Mayor Title Date

 Approved by Regional Local Programs Office Date

Return to Regional Local Programs Office

Revised 09/2008



Civil Engineering • Land Surveying • Planning

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

City of Prosser
 601 Seventh St.
 Prosser, WA 99350

Invoice number 14088E-002
 Date 02/01/2015

Project 14088E Prosser - Old Inland Empire
 Highway - Phase 2

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

FOR:

Professional Engineering and Land Surveying Services in connection with the Old Inland Empire Highway - Phase 2 project, per your request, for services performed beginning January 1 through January 31, 2015.

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Design, Plan, Specifications and Estimate	115,770.00	17.07	14,320.42	19,759.46	5,439.04
Total	115,770.00	17.07	14,320.42	19,759.46	5,439.04

Invoice total 5,439.04

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

Jeffrey T. Louman, PE
 President

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve Progress Bill No. 9 in the amount of \$17,323.05 for work performed by HLA, Inc., through January 31, 2015, for preliminary engineering and design on the Old Inland Empire Highway Improvements Project and authorize the Mayor to sign the documents.		Meeting Date: February 24, 2015 Regular Meeting	
Department: Public Works	Director: L.J. Da Corsi	Contact Person: L.J. Da Corsi	Phone Number: (509) 786-2332
Cost of Proposal: \$284,700.00 (Total) \$ 17,323.05 (Bill No. 9)		Account Number:	
Amount Budgeted: N/A \$285,700 \$247,000 (STPUS) \$38,567 (Local Match)		Name and Fund# #302	
Reviewed by Finance Department: Previous (1-8) = 99716.73 This Report (9) = 14,984.44		Remaining Funding = \$ 131,533.83 Tg	
Attachments to Agenda Packet Item: 1. Local Programs Progress Billing Form - STPUS-B030(001) Progress Billing No. 9 2. Invoice 13093E-010 from HLA, Inc., to the City of Prosser in the amount of \$17,323.05, dated 02/01/2015 3. Project Costs To Date Sheet, dated 02/09/2015			
Summary Statement: HLA, Inc., has performed work in connection with their contract for preliminary engineering and design of the Old Inland Empire Highway Improvements Project. The amount due, \$17,323.05, must have Council approval prior to this invoice being sent to WSDOT for processing and subsequent payment to HLA, Inc.			
Consistent with or Comparison to: Payment as per contractual agreements require City Council approval.			

Recommended City Council Action/Suggested Motion:

Approve Progress Bill No. 9 in the amount of \$17,323.05 for work performed by HLA, Inc., through January 31, 2015, for preliminary engineering and design on the Old Inland Empire Highway Improvements Project and authorize the Mayor to sign the documents.

<u>Reviewed by Department Director:</u>  Date: 2/20/15	<u>Reviewed by City Attorney:</u>  Date: 2/20/15	<u>Approved by Mayor:</u>  Date: 2-20-15
<u>Today's Date:</u> 02/12/15	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

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

Local Programs Progress Billing

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

Progress Bill No: **9**
 Final Progress Bill? **No**
 Billing Period from: 1/1/2015
 through: 1/31/2015

	1	2	3	4	5	6	7	8
	Total Eligible This Period	Total Eligible To Date	Participation Rate	Amount Claimed This Period <i>Col 1 x Col 3</i>	Amount Claimed Prior Periods	Total Claimed To Date <i>Col 4 + Col 5</i>	Amount Authorized Per Agreement	Remaining Federal Funds <i>Col 7 - Col 6</i>
PE TA-5331				0.00		0.00		0.00
10 Consultant	17,323.05	132,602.50	86.5000%	14,984.44	99,716.73	114,701.17	246,235.00	131,533.83
<i>Total Preliminary Engineering</i>	17,323.05	132,602.50		14,984.44	99,716.73	114,701.17	246,235.00	131,533.83
RW				0.00		0.00		0.00
				0.00		0.00		0.00
<i>Total Right of Way</i>	0.00	0.00		0.00	0.00	0.00	0.00	0.00
CN				0.00	0.00	0.00	0.00	0.00
30 Contract	0.00	0.00	86.5000%	0.00	0.00	0.00	0.00	0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
CE				0.00	0.00	0.00	0.00	0.00
31 Consultant	0.00	0.00	86.5000%	0.00	0.00	0.00	0.00	0.00
				0.00		0.00		0.00
<i>Total Construction</i>	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL PROJECT	17,323.05	132,602.50		14,984.44	99,716.73	114,701.17	246,235.00	131,533.83

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

Signee - Paul Warden
 Mayor
 Title

Date

Approved by Regional Local Programs Office

Date

Return to Regional Local Programs Office

Revised 09/2008



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

City of Prosser
 601 Seventh St.
 Prosser, WA 99350

Invoice number 13093E-010
 Date 02/01/2015

Project **13093E Prosser - Old Inland Empire Highway Improvements**

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

FOR:

Professional Engineering Services in connection with the Old Inland Empire Highway Improvements project, per your request, for services performed January 1 through January 31, 2015.

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Design Plans, Specifications and Estimate	284,700.00	46.58	115,279.45	132,602.50	17,323.05
Total	284,700.00	46.58	115,279.45	132,602.50	17,323.05

Invoice total 17,323.05

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

Jeffrey T. Louman, PE
 President

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No.12 in the amount of \$203,879.68 for the Zone 2.5 Water Supply Improvements Project and authorize the Mayor to sign the documents.		Meeting Date: February 24, 2015 Regular Meeting	
Department: Public Works	Director: L.J. Da Corsi	Contact Person: L.J. Da Corsi	Phone Number: (509) 786-2332
Cost of Proposal: Estimated Total Project Cost - \$881,500.00		Account Number:	
HLA Invoices amount- \$ 34,914.71		Name and Fund# Zone 2.5 Water Supply Improvements Fund 420	
Payment to Contractor- \$168,964.97			
DWSRF Invoice Voucher Request No. 12 - \$203,879.68			
Amount Budgeted: Funding derived through an approved low-interest loan from the Drinking Water State Revolving Fund (DWSRF)			
Reviewed by Finance Department: Previous (1-11) = 121,274.34 This Report (12) = 203,879.68		Remaining Balance = 556,345.98	
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 \$203,879.68 dated 1/01/15 - 1/31/15 3. HLA Invoice Number 13109C-002 for \$34,064.56, dated 02/01/2015 4. HLA Invoice Number 13109E- 014 for \$850.15, dated 02/01/2015 5. Letter from HLA recommending payment to Contractor for \$168,964.97 6. Itemized Project Quantities for Construction dated 1/23/15 7. Prevailing Wage Documents 8. Project Cost To Date Breakdown Sheet, dated 01/15/2015 			
Summary Statement:			
<p>This Agenda Bill is to approve the DWSRF Invoice Voucher Request No. 12 in the amount of \$203,879.68 for construction and engineering services to date on this project and authorize the Mayor to sign the documents. Mountain States Construction began work on January 5, 2015 and the project is anticipated to be completed by March 30, 2015.</p>			

History:

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. The total original contract amount is \$890,315.00. The project budget is \$881,500.00 and the loan fee is \$8,815.00.

Expenses to Date - \$325,154.02

Loan Balance - \$556,345.98

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.11 in the amount of \$12,079.09 for the Zone 2.5 Water Supply Improvements Project and authorize the Mayor to sign the documents.

Reviewed by Department Director:



Date: 2/20/15

Today's Date:

February 12, 2015

Reviewed by City Attorney:



Date: 2/13/15

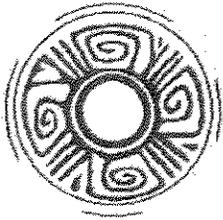
Revision Number/Date:

Approved by Mayor:



Date: 2-20-15

File Name and Path:



**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:	City of 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, and environmental compliance required for the project are complete. The construction contract was awarded to Mountain States Construction. Construction began on January 5th and is anticipated to be complete March 30, 2015.

Approximately, what percentage of the project is complete?	37	%
--	----	---

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? \$10,301.10 (2015)

(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 Control 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 below 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	01/01/15 - 01/31/15

By:

(SIGN IN BLUE INK)

Mayor
(TITLE)

(DATE)

Date	DESCRIPTION	Budget	Previously Requested	Amount of This Invoice	Award Remaining Balance
	Original Contract Amount	\$890,315.00			
	Loan Fee (if any)	\$8,815.00			
2/10/2015	Proj Admin, Telemetry Sys., Serv During Const. HLA INV 13109E-014, 13109C-002, Prog Est No. 1 (Mtn States Const. Co.) Voucher No. 12	\$881,500.00	\$121,274.34	\$203,879.68	\$556,345.98
Totals		\$881,500.00	\$121,274.34	\$203,879.68	\$556,345.98

Match: Year/Dollars / Coding				PROGRAM APPROVAL (See or Federal 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		VENDOR MESSAGE			
				28185					
TRANS CODE	MASTER	INDEX	SUB OBJ	SUB SUB OBJ	GL	ACCT	SUBSD	AMOUNT	INVOICE
SIGNATURE OF ACCOUNTING PREPARER FOR PAYMENT							DATE		WARRANT TOTAL
ACCOUNTING APPROVAL FOR PAYMENT							DATE		

Washington State Department of Commerce

**PUBLIC WORKS BOARD
DRINKING WATER STATE REVOLVING FUND
LABOR STANDARDS CERTIFICATION**

City of Prosser
Legal Name

DM13-952-140
Contract Number

12
Invoice Voucher Request #

CERTIFICATION

I hereby certify that all certified payrolls for the period supported by the attached invoice voucher have been reviewed to ensure that all laborers and mechanics are being paid at least the higher of the wage rates contained in the applicable federal or state wage decisions for the type of work performed.

Borrowers Signature: _____

Print Name: Paul Warden

Title: Mayor

Date: _____



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

City of Prosser
 601 Seventh St.
 Prosser, WA 99350

Invoice number 13109C-002
 Date 02/01/2015

Project 13109C Prosser - Zone 2.5 Water Supply
 Improvements - Construction Services

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 for services during construction, per your request, for services performed January 1 through January 31, 2015.

Phase 5 - Services During Construction

	Hours	Rate	Billed Amount
Licensed Principal Engineer	1.00	183.00	183.00
Licensed Principal Land Surveyor	3.00	165.00	495.00
Licensed Professional Engineer	11.50	150.00	1,725.00
Licensed Professional Land Surveyor	2.00	136.00	272.00
Project Engineer	25.00	123.00	3,075.00
Resident Engineer/Inspector	172.50	102.00	17,595.00
Contract Administrator	9.50	113.00	1,073.50
Engineering Technician	7.50	72.00	540.00
Word Processing Technician	0.50	72.00	36.00
Surveyor on Two-Man Crew	8.00	98.00	784.00
Surveyor on Three-Man Crew	76.50	86.00	6,579.00
	Units	Rate	Billed Amount
Reproduction			21.00
Vehicle Miles	2,958.00	0.57	1,686.06
Phase subtotal			34,064.56

Invoice total 34,064.56

Invoice Summary

Description	Contract Amount	Total Billed	Remaining
Phase 5 - Services During Construction	92,500.00	42,357.41	50,142.59
Total	92,500.00	42,357.41	50,142.59

HUIBREGTSE, LOUMAN ASSOCIATES, INC.



Jeffrey T. Louman, PE
President



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

City of Prosser
 601 Seventh St.
 Prosser, WA 99350

Invoice number 13109E-014
 Date 02/01/2015

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

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

FOR:

Professional Engineering Services in connection with the Zone 2.5 Water Supply Improvements project, per your request, for services performed January 1 through January 31, 2015.

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Phase 4 - Design and Final Plans and Specifications	92,900.00	100.00	92,900.00	92,900.00	0.00
Total	92,900.00	100.00	92,900.00	92,900.00	0.00

Phase 2 - Project Administration

	Hours	Rate	Billed Amount
Contract Administrator	4.50	113.00	508.50
	Units	Rate	Billed Amount
Shipping & Delivery			28.67
Subtotal			28.67
Phase subtotal			537.17

Phase 6 - Telemetry System Improvements

	Cost Amount	Multiplier	Billed Amount
Conley Engineering, Inc.	292.50	1.07	312.98
Subtotal	292.50		312.98
Phase subtotal			312.98

Invoice total **850.15**

HUIBREGTSE, LOUMAN ASSOCIATES, INC.



Jeffrey T. Louman, PE
President

PHASE 1 - ENVIRONMENTAL COMPLIANCE

Contract Amount: \$10,000.00
Total Amount Billed to Date: \$8,974.70
Contract Balance Remaining: \$1,025.30

PHASE 2 - PROJECT ADMINISTRATION

Contract Amount: \$10,000.00
Total Amount Billed to Date: \$6,374.47
Contract Balance Remaining: \$3,625.53

PHASE 3 - EASEMENT ACQUISITION ASSISTANCE

Contract Amount: \$5,000.00
Total Amount Billed to Date: \$3,987.25
Contract Balance Remaining: \$1,012.75

PHASE 6 - TELEMETRY SYSTEM IMPROVEMENTS

Addendum No. 1 Contract Amount: \$12,300.00
Total Amount Billed to Date: \$817.22
Contract Balance Remaining: \$11,482.78

Caroline Fitzsimmons

From: Caroline Fitzsimmons
Sent: Thursday, January 29, 2015 11:47 AM
To: LJ Dacorsi
Cc: Rachel Shaw (rshaw@ci.prosser.wa.us); Toni Yost; Regina Mauras; Dustin Posten; Steve Sziebert (ssziebert@hlacivil.com)
Subject: FW: 13109C PR ZONE 2.5 WATER SUPPLY IMPROVEMENTS - PROG EST NO 1 - Labor In
Attachments: 2015-01-28 13109 MTN STATES INT.pdf

Importance: High

Good Morning L.J.,

HLA has received all required subcontractor labor documentation for Progress Estimate No. 1. We recommend payment be made to Mountain States Const. Co., after City of Prosser Council approval of Progress Estimate No. 1.

Attached, please find Mountain States Const. Co. approved Intent. Please attach the approved Intent to Progress Estimate No. 1.

Please call, should you have any questions.

Thank You,

Caroline Fitzsimmons

Huibregtse, Louman Associates, Inc.
2803 River Road Yakima, WA 98902 <<<<<< WE HAVE MOVED!
Phone: (509)966-7000 | Fax: (509)965-3800
cfitzsimmons@hlacivil.com | www.hlacivil.com

From: Caroline Fitzsimmons
Sent: Tuesday, January 27, 2015 9:45 AM
To: LJ Dacorsi
Cc: Rachel Shaw (rshaw@ci.prosser.wa.us); Toni Yost; Regina Mauras; Dustin Posten; Steve Sziebert (ssziebert@hlacivil.com)
Subject: 13109C PR ZONE 2.5 WATER SUPPLY IMPROVEMENTS - PROG EST NO 1
Importance: High

Good Morning L.J.,

Attached, please find Progress Estimate No. 1 for the project referenced above. The original will be hand carried to you tomorrow.

HLA is recommending the Progress Estimate be considered and approved by the Prosser City Council, however, **payment to the Contractor should be withheld** until the Contractor provides the required subcontractors labor documentation to HLA. HLA will inform you upon receipt of said documents, for release of payment to Mountain States Const. Co.

Please let me know if you have any questions.

Thank You,



Jeffrey T. Louman, PE
Theodore W. Pooler, PE
Michael T. Battie, PE
Eric T. Herzog, PLS

Terry D. Alapeteri, PE
Gene W. Soules, PE
Timothy D. Fries, PLS
Justin L. Bellamy, PE

Stephanie J. Ray, PE
Dustin L. Posten, PE
Stephen S. Hazzard, PE
Michael R. Heit, PE

Civil Engineering ♦ Land Surveying ♦ Planning
January 27, 2015

City of Prosser
601 7th Street
Prosser, WA 99350

Attn: Accounts Payable

Re: City of Prosser
ZONE 2.5 WATER SUPPLY IMPROVEMENTS
DWSRF Contract No.: DM13-952-140
HLA Project No.: 13109C
Progress Estimate No.: 1

To Whom It May Concern:

Enclosed is Progress Estimate No. 1 for work performed by Mountain States Const. Co., through January 23, 2015, in connection with their contract on the above referenced project. The amount due the Contractor of \$168,964.97 is net after retainage, as per the contract documents. We have received Certified Payrolls through January 18, 2015 from Mountain States Const. Co. We recommend this Progress Estimate be considered and approved for payment by the City of Prosser.

Mountain States Const. Co. required approved "Intent to Pay Prevailing Wages" form for the City Council is attached.

We are awaiting required approved "Intent to Pay Prevailing Wages" from Mountain States Const. Co. subcontractors. The City shall hold payment to Mountain States until notification from HLA indicating the missing "Intents to Pay Prevailing Wages" have been received.

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

Very truly yours,

Dustin L. Posten, PE

DLP/crf

Enclosure

copy: L.J. DaCorsi, City of Prosser (Hard Copy, Email)
Mountain States Const. Co.
Steven Sziebert, HLA
Benji Martin, HLA
Caroline Fitzsimmons, HLA

G:\PROJECTS\2013\13109C PR ZONE 2.5 WATER SUPPLY IMPR - MTN STATES CONST. CO\PROGRESS ESTIMATES\PROG EST NO 1\2015-01-27 PROG EST NO 1 LTR.rtf

City of Prosser
 601 Seventh Street
 Prosser, WA 99350

ZONE 2.5 WATER SUPPLY IMPROVEMENTS

HLA Project No.: 13109C
 DWSRF Contract No.: DM13-952-140
 Progress Estimate No.: 1

TO: Mountain States Const. Co.
 P.O. Box 918
 Sunnyside, WA 98944

Date: January 23, 2015

Item No.	Description	Unit	Contract Quantity	Unit Price	Estimate 1 Quantity	Quantity to Date	Amount	Contract Quantity
1	Mobilization	LS	1	\$42,575.00	50%	50%	\$21,287.50	50%
2	Project Temporary Traffic Control	LS	1	\$3,000.00	0%	0%	\$0.00	0%
3	Clearing and Grubbing	LS	1	\$6,500.00	52%	52%	\$3,405.00	52%
4	Existing Reservoir Abandonment	LS	1	\$2,500.00	0%	0%	\$0.00	0%
5	Unclassified Excavation Incl. Haul	CY	325	\$16.00	0	0	\$0.00	0%
6	Select Backfill, as Directed	CY	50	\$16.00	0	0	\$0.00	0%
7	Gravel Borrow Incl. Haul	TON	560	\$24.25	0.00	0.00	\$0.00	0%
8	Crushed Surfacing Base Course	TON	650	\$31.00	0.00	0.00	\$0.00	0%
9	Crushed Surfacing Top Course	TON	300	\$30.00	0.00	0.00	\$0.00	0%
10	HMA Cl. 1/2-Inch PG 64-28	TON	250	\$119.00	0.00	0.00	\$0.00	0%
11	Zone 3 to Zone 2.5 PRV Station, Complete	LS	1	\$55,000.00	0%	0%	\$0.00	0%
12	Zone 2.5 to Zone 1 PRV Station, Complete	LS	1	\$42,000.00	0%	0%	\$0.00	0%
13	Zone 3 to Zone 2.5 Flowmeter, Complete	LS	1	\$15,000.00	0%	0%	\$0.00	0%
14	PRV Station Remote Monitoring, Complete	LS	1	\$25,000.00	0%	0%	\$0.00	0%
15	Shoring or Extra Excavation	LF	4,160	\$1.00	374	374	\$374.00	9%
16	D.I. Pipe for Culvert 12 In. Diam.	LF	40	\$67.15	0	0	\$0.00	0%
17	PVC Pipe for Water Transmission Main 12 In. Diam.	LF	3,450	\$36.25	374	374	\$13,557.50	11%
18	D.I. Pipe for Water Distribution Main 12 In. Diam.	LF	630	\$48.60	0	0	\$0.00	0%
19	D.I. Pipe for Water Distribution Main 8 In. Diam.	LF	40	\$158.35	0	0	\$0.00	0%
20	Steel Casing Pipe 24 In. Diam.	LF	55	\$145.00	30	30	\$4,350.00	55%
21	PVC Casing Pipe 18 In. Diam.	LF	60	\$73.20	0	0	\$0.00	0%
22	Tapping Sleeve and Valve Assembly 12 In.	EA	1	\$4,500.00	1	1	\$4,500.00	100%
23	Butterfly Valve 12 In.	EA	8	\$1,525.00	0	0	\$0.00	0%
24	Gate Valve 8 In.	EA	3	\$1,350.00	0	0	\$0.00	0%
25	Comb. Air Release/Air Vacuum Valve Assembly 2 In.	EA	3	\$2,500.00	0	0	\$0.00	0%
26	Hydrant Assembly	EA	2	\$4,375.00	0	0	\$0.00	0%
27	Concrete Valve Marker	EA	3	\$200.00	0	0	\$0.00	0%
28	Bollard	EA	8	\$620.00	0	0	\$0.00	0%
29	Adjust Manhole	EA	2	\$625.00	0	0	\$0.00	0%
30	Project Completion Documentation	LS	1	\$1,000.00	0%	0%	\$0.00	0%
31	Minor Change	FA	EST.	\$10,000.00	0.00	0.00	\$0.00	0.0%
SUBTOTAL							\$47,474.00	

State of Washington
 Department of Labor & Industries
 Prevailing Wage Section - Telephone 360-902-5335
 PO Box 44540, Olympia, WA 98504-4540

Statement of Intent to Pay Prevailing Wage

Document Received Date: 1/13/2015	Intent ID: 673292	Affidavit ID:	Status: Approved On 1/14/2015
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Company Details

Company Name:	MOUNTAIN STATES CONST CO
Address:	P O BOX 918 SUNNYSIDE, WA, 98944
Contractor Registration No.	MOUNTSC352DC
WA UBI Number	393002413
Phone Number	509-837-6822
Industrial Insurance Account ID	
Email Address	scrowe@mtstates.com
Filed By	Burnes, Cheryl

Prime Contractor

Company Name	MOUNTAIN STATES CONST CO
Contractor Registration No.	MOUNTSC352DC
WA UBI Number	393002413
Phone Number	509-837-6822

Project Information

Awarding Agency	PROSSER, CITY OF PO BOX 271 PROSSER, WA - 99350
Awarding Agency Contact	L J DaCorsi
Awarding Agency Contact Phone Number	509-786-2332
Contract Number	13109C
Project Name	Zone 2.5 Water Supply Improvements

Contract Amount \$548,098.18
 Bid due date 12/2/2014
 Award Date 12/9/2014
 Project Site Address or Directions

Payment Details

Check Number:
 Transaction Id: 104613689

Intent Details

Expected project start date: (MM-DD-YYYY) 1/6/2015
 In what county (or counties) will the work be performed? Benton
 In what city (or nearest city) will the work be performed? Prosser
 What is the estimated contract amount? OR is this a time and materials estimate? \$548,098.18
 Will this project utilize American Recovery and Reinvestment Act (ARRA) funds? No
 Specifically, will this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)? No
 Does your company intend to hire ANY subcontractors? Yes
 Does your company intend to hire subcontractors to perform ALL work? No
 Will your company have employees perform work on this project? Yes
 Do you intend to use any apprentices? (Apprentices are considered employees.) No
 How many owner/operators performing work on the project own 30% or more of the company? 0

Journey Level Wages

County	Trade	Occupation	Wage	Fringe	# Workers
Benton	Power Equipment Operators-Underground Sewer & Water	Backhoe (45,000 Gw & Under)	\$31.93	\$8.33	1
Benton			\$32.21	\$8.33	1

	Power Equipment Operators- Underground Sewer & Water	Backhoe (45,000 Gw To 110,000 Gw)			
Benton	Power Equipment Operators- Underground Sewer & Water	Blade (finish & Bluetop), Automatic, Cmi, Abc, Finish Athey & Huber & Similar When Used As Automatic	\$32.48	\$8.33	1
Benton	Power Equipment Operators- Underground Sewer & Water	Bob Cat (skid Steer)	\$31.61	\$8.33	1
Benton	Power Equipment Operators- Underground Sewer & Water	Dozer / Tractors (d-6 & Equivalent & Over)	\$32.21	\$8.33	1
Benton	Power Equipment Operators- Underground Sewer & Water	Loaders (overhead & Front- end, Under 4 Yds.. R/t)	\$31.77	\$8.33	1
Benton	Power Equipment Operators- Underground Sewer & Water	Rollers, All Types On Subgrade, including Seal And Chip Coating (farm Type, Case, John Deere And Similar, or Compacting Vibrator), Except When Pulled B	\$30.68	\$8.33	1
Benton	Truck Drivers	Dump Truck & Trailer (E.WA- 690)	\$32.36	\$8.33	1
Benton	Truck Drivers	Other Trucks (E.WA-690)	\$32.25	\$8.33	1
Benton	Laborers - Underground Sewer & Water	General Laborer & Topman	\$27.08	\$8.33	1
Benton	Laborers - Underground Sewer & Water	Pipe Layer	\$27.62	\$8.33	1
Benton	Power Equipment Operators- Underground Sewer & Water	Grade Checker	\$31.93	\$8.33	1

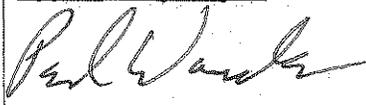
Public Notes

Show/Hide Existing Notes

No note exists

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Review and confirm the appointment of Reuel Paradis to the Board of Adjustment as appointed by Mayor Warden.		Meeting Date: February 24, 2015 Regular Meeting	
Department: City Clerk	Director: Rachel Shaw	Contact Person: Rachel Shaw	Phone Number: (509) 786-8218
Cost of Proposal: n/a		Account Number: n/a	
Amount Budgeted: n/a		Name and Fund# n/a	
Reviewed by Finance Department: NA-			
Attachments to Agenda Packet Item: 1. City of Prosser Boards, Commissions, and Committee Appointment Listing			
Summary Statement: A position on the Board of Adjustment was recently vacated. It is necessary to appoint a replacement member accordingly. Mayor Warden has appointed Reuel Paradis with a term set to expire January 1, 2016.			
Consistent with or Comparison to: EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
Recommended City Council Action/Suggested Motion: Confirm the appointment of Reuel Paradis to the Board of Adjustment with a term set to expire January 1, 2016, as appointed by Mayor Warden.			
Reviewed by Department Director:  Date: 2/19/2015	Reviewed by City Attorney:  Date: 2/19/15	Approved by Mayor:  Date: 2-20-15	

City of Prosser
Boards, Commissions and 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.	1/1/2015	1/1/2016	12/9/2014
Randy Taylor (Alternate)	Ben Franklin Transit Board	2 year term	2nd Thursday, 7:00 pm	Three Rivers Transit	7109 W Okanogan Pl.	1/1/2015	1/1/2016	12/9/2014
Paul Parish	Benton County Clean Air Authority Board (County appoints)	4 year term	4th Thursday, 5:30 pm	Board Room	526 South Clodfelter Road Kennewick	1/1/2015	1/1/2019	1/1/2015
Paul Warden	Benton County Law & Justice Committee		2nd Tuesday, 12:00 pm	BC Sheriff's Office	7320 W. Quinault	1/1/2008	upon resignation	1/8/2008
Thomas Groom	Benton County Mosquito Control Board	2 year term	4th Monday, 7:00 pm	BCM CB Office	4951 W. Van Giesen	1/1/2013	12/31/2014	12/9/2014
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	BFCoG Office	1622 Terminal Drive	1/8/2008	upon resignation	1/8/2008
Paul Warden (Alternate)	Benton Franklin Council of Governments		3rd Friday, 11:30 am	BFCoG Office	1622 Terminal Drive	1/1/2008	upon resignation	1/3/2008
Bob Elder	Benton Franklin Solid Waste Advisory Council	1 year term	Quarterly, 6 p.m.	WSU Ext, County Annex	5600 E W Canal Dr, Kennewick	1/1/2015	1/1/2016	12/9/2014
Tammy McKeirman	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	5/8/2012	1/1/2017	1/14/2014
Mike Kelley	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2011	1/1/2017	1/14/2014
Bill Riley	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2012	1/1/2015	2/14/2012
Idalia Aguilar	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2012	1/1/2015	8/27/2012
Gary Krebs	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2013	1/1/2016	11/26/2013
Renel Paradis	Board of Adjustment	3 year term	1st Thursday, 6:00 pm	City Hall	601 7th St. Prosser	1/1/2013	1/1/2016	2/24/2015
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	1/1/2015	12/31/2015	12/9/2014
Wyatt Cone	Civil Service Commission	6 year term	2nd Thursday, 10:30 am	City Hall	601 7th St. Prosser	1/1/2012	12/31/2015	3/13/2012
Dan Baldwin	Civil Service Commission	6 year term	2nd Thursday, 10:30 am	City Hall	601 7th St. Prosser	1/1/2012	12/31/2016	1/8/2013
Glenda Schmidt	Civil Service Commission	6 year term	2nd Thursday, 10:30 am	City Hall	601 7th St. Prosser	1/1/2012	12/31/2017	3/13/2012
Morgan Everett	Council Policy and Procedures Committee		As Needed	City Hall	601 7th St. Prosser	1/1/2008		
Randy Taylor	Council Policy and Procedures Committee		As Needed	City Hall	601 7th St. Prosser	1/1/2008		
TBD	Council Policy and Procedures Committee		As Needed	City Hall	601 7th St. Prosser	1/1/2008		
TBD	County Seat Task Force Committee		As Needed					
TBD	County Seat Task Force Committee		As Needed					
TBD	Depot, Inc.		As Needed					
TBD	Downtown Revitalization Committee		3rd Monday, noon	Depot Conference Room	1230 Bennett, Prosser			
Steve Becken	Farmer's Market Liason		4th Monday, 7:00 pm			1/8/2008		1/8/2008
TBD	Flood Hazard Management Citizens Advisory Committee		As Needed					

City of Prosser
Boards, Commissions and Committees

Name	Committee	Length of Term	Day/Time	Meeting Location	Meeting Location Address	Beginning of Current Term	Term Expiration	Date of Appointment or Reappointment
Paul Warden	Good Roads Committee		3rd Wednesday, 6:00 pm	Location varies		1/8/2008		7/22/2014
Don Aubrey (Alternate)	Good Roads Committee		3rd Wednesday, 6:00 pm	Location varies		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			
TBD	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2015	12/31/2015	12/9/2014
Fred Lamb	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2015	12/31/2015	12/9/2014
Tom Denlea	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2015	12/31/2015	12/9/2014
Marilyn Dalstra	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2015	12/31/2015	12/9/2014
Morgan Everett	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2015	12/31/2015	12/9/2014
Rob Steelman	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2015	12/31/2015	12/9/2014
Robin Siemens	Hotel/Motel Local Tax Advisory Committee/TPA	1 year term	As Needed	City Hall	601 7th St. Prosser	1/1/2015	12/31/2015	12/9/2014
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 (County appoints)	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	12/9/2014
Paul Warden (Alternate)	PEDA		1st Thursday, 5:30 pm	Depot Conference Room	1230 Bennett	1/1/2014	12/31/2014	12/9/2014
Glenda Schmidt, Chair	Planning Commission Position No. 1	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2014	6/30/2017	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
Jay Boyle	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	12/9/2014
Devina Riojas	Planning Commission Position No. 7	3 year term	3rd Thursday, 6:00 pm	City Hall	601 7th St. Prosser	6/30/2014	6/30/2017	6/10/2014
Bob Elder	Regional Fire Authority Board			Fire Department		1/10/2012		1/1/2012
Morgan Everett	Regional Fire Authority Board			Fire Department		3/24/2009		3/24/2009
Randy Taylor	Regional Fire Authority Board			Fire Department				
Randy Taylor	RTPO (Regional Transportation)		2nd Thursday, 7:00 am	Location varies				
Paul Warden (Alternate)	RTPO (Regional Transportation)		2nd Thursday, 7:00 am	Location varies				
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	1/1/2015	12/31/2015	12/9/2014
Steve Zetz	Benton and Franklin Counties Steering Committee		Annually	Dept of Human Services	7207 West Deschutes Ave Kennewick			

Last Modified: 2/19/2015

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of claim Check no. 12002 in the amount of \$1,015.90 for the period ending February 25, 2015	Meeting Date: February 24, 2015 Regular Meeting
--	--

Department: Finance	Director: Regina Mauras	Contact Person: Toni Yost	Phone Number: (509) 786-2332
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Cost of Proposal: \$1,015.90	Account Number: See Attached
Amount Budgeted: See 2015 budget for each item listed.	Name and Fund# See Attached

Reviewed by Finance Department:
Yost

Attachments to Agenda Packet Item:

1. Check Register # 12002

Summary Statement:

Approve payment of claim check no. 12002 in the amount of \$1,015.90 for the period ending February 25, 2015.

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. 12002 in the amount of \$1,015.90 for the period ending February 25, 2015.

Reviewed by Department Director: <i>Regina Mauras</i> Date: 2-20-2015	Reviewed by City Attorney: N/A Date:	Approved by Mayor: <i>Paul Warden</i> Date: 2-20-15
Today's Date:	Revision Number/Date:	File Name and Path:

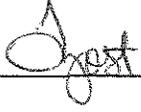
CHECK REGISTER

City Of Prosser
MCAG #: 0205

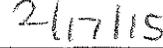
02/25/2015 To: 02/25/2015

Time: 10:45:25 Date: 02/17/2015
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1077	02/25/2015	Claims	1	12002	Transamerica Life Insurance Co	1,015.90	Long Term Care Insurance
					117 Employee Benefits Security	1,015.90	
						<u>1,015.90</u>	Claims: 1,015.90
						1,015.90	



Signature



Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Authorize the low bid of \$67,355.00 submitted by Granite Construction Company in conjunction with the Benton County 2015 BST program.

Meeting Date:
February 24, 2015
Regular Meeting

Department:

Public Works

Director:

L.J. Da Corsi

Contact Person:

L.J. Da Corsi

Phone Number:

(509) 786-2332

Cost of Proposal:

\$67,355.00

Account Number:

Amount Budgeted:

Funding for the 2015 BST Program is provided by the Transportation Benefit District (TBD).

Name and Fund#

TBD

Reviewed by Finance Department:

Spert

Attachments to Agenda Packet Item:

1. Letter from Marty Groom - Engineer II, Benton County Public Works, and dated February 19, 2015
2. Bid Tab Results, dated February 19, 2015
3. Letter from the City to Benton County authorizing the City of Prosser portion as bid.
4. List of City streets for the 2015 BST program

Summary Statement:

Benton County Public Works has received and compiled the bids for the 2015 BST (Bituminous Surface Treatment - aka: chipseal) program. There were three bids submitted to the County and the low bid of \$67,355.00 for the City streets was submitted by Granite Construction Company, Yakima, WA. The Engineer's Estimate was \$75,125.00.

In order for the County to proceed with the process, and prior to award of the contract, the City must authorize the bid as submitted by Granite Construction and notify Benton County by letter that this bid has been authorized.

On or after March 3, 2015, Benton County will award the contract.

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Authorize the low bid of \$67,355.00 submitted by Granite Construction Company in conjunction with the Benton County 2015 BST program.

<u>Reviewed by Department Director:</u>  Date: 2/20/15	<u>Reviewed by City Attorney:</u>  Date: 2/20/15	<u>Approved by Mayor:</u>  Date: 2-20-15
<u>Today's Date:</u> February 20, 2015	<u>Revision Number/Date:</u> 	<u>File Name and Path:</u>

Daniel S. Ford, P.E.
Director of Public Works/County
Engineer

Matthew S. Rasmussen, P.E.
Assistant County Engineer

Benton County

Department of Public Works

Post Office Box 1001 - Courthouse
Prosser, Washington 99350-0954

Area Code 509
Prosser 786-5611
Tri-Cities 736-3084
Ext. 5664
Fax 786-5627

February 19, 2015

L.J. DaCorsi, Public Works Director
City of Prosser
601 7th Street
Prosser, WA 99350

RE: City Streets for BST 2015

L.J.:

Bids for BST 2015 were received and opened today in the Public Works conference room. Granite Construction Company was the low bidder. The Cities low bid for BST was \$67,355.00. I have attached the bid tabs for your convenience. Please submit a letter authorizing the City of Prosser portion as bid. The letter needs to be submitted to this office prior to award of the contract. The award of the contract will be on or after Tuesday, March 3.

Seal coating is anticipated to begin in May on the City of Prosser streets. You will need to have your streets patched and swept prior to this time. Tree limbs should be trimmed to a height of 15 foot from the roadway to accommodate raised truck beds unloading into the spreader hopper.

If you have any further questions, please contact our office.

Sincerely,

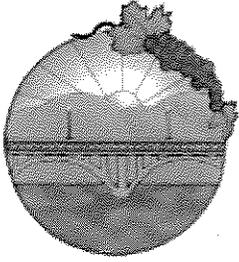


Marty Groom, Project Engineer

c: Shannon Christen, Contract Coordinator

"Dedicated to Maintaining the Transportation Infrastructure of Benton County for Future Generations"

PROJECT: CE 1977 PRES - B S T 2015				GRANITE CONSTRUCTION, INC.		COLUMBIA ASPHALT & GRAVEL, INC.		CENTRAL WASHINGTON ASPHALT, INC.		ENGINEER'S ESTIMATE	
LOCATION: BENTON COUNTY				80 Pond Road		P O Box 9337		P O Box 939			
LET BY: BOARD OF COUNTY COMMISSIONERS				Yakima, WA 98901		Yakima, WA 98909		Moses Lake, WA 98837			
DATE: February 19, 2013; 2:00 p.m., Local Time											
ITEM NO	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT
BITUMINOUS SURFACE TREATMENT 3/8" to #10 BENTON COUNTY ROADS											
1	EMULSIFIED ASPHALT CRS-2P	1,288.00	TON	670.00	862,960.00	653.00	841,064.00	595.00	766,360.00	705.00	908,040.00
2	AGGREGATE FROM STOCKPILE SITE SP-133 FOR B.S.T.	8,838.00	C.Y.	19.50	172,341.00	22.00	194,436.00	35.00	309,330.00	24.00	212,112.00
3	PAINTED SKIP STRIPE YELLOW	24.88	MILE	105.00	2,612.40	120.00	2,985.60	125.00	3,110.00	130.00	3,234.40
4	PAINTED SOLID STRIPE YELLOW	31.29	MILE	280.00	8,761.20	290.00	9,074.10	295.00	9,230.55	310.00	9,699.90
5	PAINTED SOLID STRIPE WHITE	52.33	MILE	280.00	14,652.40	290.00	15,175.70	295.00	15,437.35	310.00	16,222.30
6	CONSTRUCTION SIGNS CLASS A	651.00	S.F.	16.50	10,741.50	13.00	8,463.00	12.00	7,812.00	23.00	14,973.00
7	PROJECT TEMPORARY TRAFFIC CONTROL	Lump Sum	L.S.	Lump Sum	64,709.00	Lump Sum	92,000.00	Lump Sum	85,000.00	Lump Sum	79,600.00
8	SPCC PLAN	Lump Sum	L.S.	Lump Sum	1,000.00	Lump Sum	500.00	Lump Sum	500.00	Lump Sum	500.00
TOTAL BENTON COUNTY ROADS				1,137,777.50		1,163,698.40		1,196,779.90		1,244,381.60	
BITUMINOUS SURFACE TREATMENT 3/8" to #10 CITY OF PROSSER STREETS											
9	EMULSIFIED ASPHALT CRS-2P	55.00	TON	785.00	43,175.00	677.00	37,235.00	595.00	32,725.00	735.00	40,425.00
10	FURNISHING AND PLACING CRUSHED SCREENINGS 3/8" to #10 FOR B.S.T.	380.00	C.Y.	48.50	18,430.00	68.00	25,840.00	85.00	32,300.00	65.00	24,700.00
11	PROJECT TEMPORARY TRAFFIC CONTROL	Lump Sum	L.S.	Lump Sum	5,500.00	Lump Sum	8,000.00	Lump Sum	12,000.00	Lump Sum	9,500.00
12	SPCC PLAN	Lump Sum	L.S.	Lump Sum	250.00	Lump Sum	100.00	Lump Sum	500.00	Lump Sum	500.00
TOTAL CITY OF PROSSER				67,355.00		71,175.00		77,525.00		75,125.00	
GRAND TOTAL				1,205,132.50		1,234,873.40		1,274,304.90		1,319,506.60	



City of Prosser

February 20, 2015

Benton County Department of Public Works
Post Office Box 1001 – Courthouse
Prosser, WA 99350-0954
Marty Groom, Eng II

RE: BST Program 2015 – Authorization of City of Prosser Portion as Bid

Mr. Groom,

Thank you for your work on the 2015 BST Program bid process for the City of Prosser.

I have reviewed the 2015 BST bid tabs for City streets provided by Benton County Public Works. As Public Works Director for the City of Prosser, I am obligated to report to the City Council the results of the bid, recommending to them to authorize the bid of \$67,355.00 submitted by Granite Construction Company, and that a formal resolution to accept the bid will be forthcoming.

This item is slated for action at the February 24, 2015 the next regular City Council Meeting, to be held at 7:00 p.m., in Prosser City Hall – Council Chambers. The meeting is open to the public.

If you have any questions, please contact me at our office.

Sincerely,

L.J. Da Corsi, PW Dir.
City of Prosser

APPENDIX B
 BITUMINOUS SURFACE TREATMENT SEAL COAT 3/8" - #10 2015
 CITY OF PROSSER STREETS

Asphalt application rate of 0.35 gal/sq yd

Street Name	From	To	Length (Mi)	Width (Ft)	(Sq Yd)	CRS-2P (Ton)	Pickup Broom
DUDLEY AVE	GUERNSEY	SIXTH	0.04	35	903	1.32	X
DUDLEY AVE	SIXTH	SEVENTH	0.09	35	1,848	2.70	X
DUDLEY AVE	SEVENTH	EIGHTH	0.09	48	2,506	3.65	X
DUDLEY AVE	EIGHTH	END PAVEMENT	0.08	38	1,694	2.47	X
PROSSER AVE	FIFTH	SIXTH	0.08	19	836	1.22	X
YAKIMA AVE	GUERNSEY	SIXTH	0.16	28	2,645	3.86	X
SPOKANE ST	FOURTH	SIXTH	0.18	35	3,593	5.24	X
BUDD AVE	PARKER CT	SIXTH	0.10	28	1,643	2.40	X
PARKER CT	CAMPBELL DR	FIFTH	0.13	18	1,404	2.05	X
FOURTH ST	GUERNSEY	SPOKANE	0.06	19	647	0.94	X
FIFTH ST	JAMES	BUDD	0.03	25	367	0.53	X
FIFTH ST	BUDD	PROSSER AVE	0.21	36	4,520	6.59	X
SIXTH ST	BUDD	SPOKANE	0.08	41	1,924	2.81	X
SIXTH ST	SPOKANE AVE	SPOKANE AVE, N	0.03	38	669	0.98	X
SIXTH ST	SPOKANE AVE, N	PROSSER AVE	0.11	45	2,904	4.24	X
SIXTH ST	PROSSER AVE	DUDLEY	0.07	68	2,793	4.07	X
PLAYFIELD	SIXTH	SUNSET	0.09	27	1,426	2.08	X
SEVENTH	MEMORIAL	PROSSER AVE	0.12	37	2,605	3.80	X
SEVENTH	PROSSER AVE	DUDLEY	0.10	50	2,933	4.28	X
			1.84		37,859	55.21	

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Consideration of an Ordinance Regarding the 2015 Budget		Meeting Date: February 24, 2015 Regular Meeting	
Department: Finance Public Works	Director: Regina Mauras LJ Da Corsi	Contact Person: Regina Mauras LJ Da Corsi	Phone Number: (509) 786-2332
Cost of Proposal: \$75,750		Account Number: 594-43-64	
Amount Budgeted: \$0		Name and Fund# Water Fund (403)	
Reviewed by Finance Department: 			
Attachments to Agenda Packet Item:			
<ol style="list-style-type: none"> 1. Ordinance 15-_____ 2. Water Truck Spreadsheet - dealers contacted, equipment search and price comparisons 			
Summary Statement:			
<p>It was anticipated in the 2016 budget that the Water Department would request and budget for a replacement flush truck. Recently, we were made aware of the availability of a flush truck and felt it was necessary to bring the opportunity to the Council's attention for their review and recommendation.</p> <p>What do we have now? Currently, the Public Works Department uses a 1980 Ford 800 which has been failing for some time. Unfortunately, most operations with the vehicle have been either cancelled or postponed because the equipment will not start, run, and the costs to repair exceed the benefit.</p> <p>What do we need a flush truck for? Many projects would be aided by the use and availability of the flush truck. For instance, annually the water distribution system must be flushed to ensure that it operates correctly and to prolong it's useful life. In certain areas of the city which lack curb, sidewalk and gutter, this can be difficult without risking damage to personal property. Therefore, this important maintenance has not been done for many years.</p> <p>How will this new truck help? First, it will always the department to do the maintenance that has been put off for so long. This truck, including tax and licensing will cost approximately \$75,750 which is a significant savings over the \$120,000 a new truck would cost.</p>			

<p>How do we pay for it? Funding for this purchase was anticipated to come from reserved cash in the water fund. Currently, the Water Fund has approximately \$1,406,633 in reserved cash. This purchase would reduce that balance to \$1,330,883.</p>		
<p><u>Consistent with or Comparison to:</u> EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL</p>		
<p><u>Recommended City Council Action/Suggested Motion:</u> Adopt Ordinance No. 15 - _____ amending the 2015 Budget for fund 403, Water Fund.</p>		
<p><u>Reviewed by Department Director:</u>  Date: 2/20/15</p>	<p><u>Reviewed by City Attorney:</u>  Date: 2/20/15</p>	<p><u>Approved by Mayor:</u>  Date: 2-20-15</p>
<p><u>Today's Date:</u> February 11, 2015</p>	<p><u>Revision Number/Date:</u></p>	<p><u>File Name and Path:</u></p>

**CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 15-_____**

AN ORDINANCE AMENDING THE 2015 BUDGET ADOPTED BY ORDINANCE 14-2919 FOR THE WATER FUND (403) TO APPROPRIATE RESERVED CASH FOR EXPENDITURE. THE ORDINANCE AMENDS THE 2015 BUDGET FOR THE ABOVE FUNDS AT THE FUND LEVEL AND FINDS THAT THIS AMENDMENT TO THE 2015 BUDGET IS IN THE BEST INTEREST OF THE CITY. THE ORDINANCE ALSO AUTHORIZES THE FINANCE DIRECTOR TO MAKE ALL ADJUSTMENTS TO THE 2015 BUDGET NECESSARY TO ACCOMPLISH THE PURPOSE OF THIS ORDINANCE. THE ORDINANCE ALSO PROVIDES THAT THE SECTIONS ARE SEVERABLE FROM ONE ANOTHER AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES FOR PUBLICATION BY SUMMARY.

WHEREAS, the Water Department has the need for a tanker truck to be used for various functions including water system flushing; and

WHEREAS, typically the cost of this type of truck can range from \$95,000 upwards to \$120,000; and

WHEREAS, a used truck has become available at a sale price of \$75,748.50 including taxes and licensing fees; and

WHEREAS, It is in the best interest of the City of seize this opportunity due to the cost savings and the amount of \$75,750.00 should be appropriated for expenditure to Fund Number 403 for the year 2015 and the 2015 City Budget should be amended for this purpose; and

WHEREAS, this ordinance was presented to Council for consideration during the February 10, 2015 Regular Council Meeting for their review; and

WHEREAS, pursuant to RCW 35A.33.090 , a public emergency exists which could not have been reasonably foreseen at the time of the filing of the 2015 Budget which requires the receipt and expenditure of money not provided for in the annual budget and is not one of the emergencies specifically enumerated in RCW 34A.33.080; and

WHEREAS, the facts constituting an emergency are enumerated as follows:

1. The adopted 2015 budget was an estimate of revenues and expenditures; and
2. The City was not aware of the availability of this equipment during the budget process; and
3. Prudent fiscal management requires immediate amendment of the budget; and
4. It is in the best interest of the city of Prosser to amend the budget; and

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

Section 1. The 2015 Budget is hereby amended for the following fund at the fund level as follows:

Fund No.	Fund Name	Beginning Fund Balance	Revenue	Expense	Ending Fund Balance
403	Water Fund				
	Adopted	\$617,064	\$2,369,694	\$2,437,130	\$549,628
	Adjustment	\$0	\$0	\$75,750	-75,750
	Amendment Total	\$617,064	\$2,369,694	\$2,512,880	\$473,878

Section 2. The Finance Director is hereby authorized to make all adjustments to the City's Budget to accomplish the purposes of this Ordinance in accordance with RCW Chapter 35A.33.090.

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

Section 4. An emergency is declared to exist and the recitals set forth above are hereby adopted as findings in support of such emergency.

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

PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2015.

MAYOR PAUL WARDEN

ATTEST:

CITY CLERK, RACHEL SHAW

Approved as to form: _____

CITY ATTORNEY, HOWARD SAXTON

Date of Publication: _____

SUMMARY OF ORDINANCE NO. 15-_____

of the City of Prosser, Washington

On the ____ day of _____, 2015, the City of Prosser, Washington, passed Ordinance No. _____. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE AMENDING THE 2015 BUDGET ADOPTED BY ORDINANCE 14-2919 FOR THE WATER FUND (403) TO APPROPRIATE RESERVED CASH FOR EXPENDITURE. THE ORDINANCE AMENDS THE 2015 BUDGET FOR THE ABOVE FUNDS AT THE FUND LEVEL AND FINDS THAT THIS AMENDMENT TO THE 2015 BUDGET IS IN THE BEST INTEREST OF THE CITY. THE ORDINANCE ALSO AUTHORIZES THE FINANCE DIRECTOR TO MAKE ALL ADJUSTMENTS TO THE 2015 BUDGET NECESSARY TO ACCOMPLISH THE PURPOSE OF THIS ORDINANCE. THE ORDINANCE ALSO PROVIDES THAT THE SECTIONS ARE SEVERABLE FROM ONE ANOTHER AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES FOR PUBLICATION BY SUMMARY.

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

DATED this ____ day of _____, 2015.

CITY CLERK, RACHEL SHAW

DEALER	MAKE/MODEL	YEAR	MILEAGE	COST	
MOUNTAIN HI TRUCK & EQUIPMENT LLC	KENWORTH T-800B	2005	500,000>	\$ 76,500.00	
MOUNTAIN HI TRUCK & EQUIPMENT LLC	PETERBILT 379	2004	512,689	\$ 69,500.00	
MOUNTAIN HI TRUCK & EQUIPMENT LLC	INTERNATIONAL 7400	2003	395,192	\$ 60,900.00	
MOUNTAIN HI TRUCK & EQUIPMENT LLC	PETERBILT 377	1997	1,019,719	\$ 69,500.00	
COLUMBIA RIVER MACHINERY	PETERBILT 340	2009	65,000	\$ 90,000.00	
L&M TRUCK SALES	INTERNATIONAL 7400	2006	63,665	\$65k-\$75k	
PUGET SOUND TRUCK SALES	FREIGHTLINER FL112	2004	53,000	\$ 79,500.00	
ONE.7	This has been SOLD	FREIGHTLINER	2003	66,428	\$ 68,000.00
DEALERS CONTACTED BUT NON-RESPONSIVE	Location				
BROADWAY SALES	Spokane				
BRYANT MOTORS	Renton				
CLASS 8 TRUCK SALES	Spokane				
FREEDOM TRUCK CENTERS	Spokane				
JIM'S PACIFIC GARAGES INC	Pasco				
KENWORTH NORTHWEST	Seattle				
KENWORTH SALES OF PASCO	Pasco				
KENWORTH SALES OF SPOKANE	Spokane				
KOOLIT TRUCK & EQUIPMENT	Sumner				
LKQ KC TRUCK PARTS	Spokane				
MATSON EQUIPMENT COMPANY	Spokane				
MOTOR TRUCKS INC	Bellingham				
RAINIER TRUCK AND TRAILER	Pacific				

Factors that influence price:

Seasonal demand, mileage, age, condition

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Consideration of action allowing for the refinancing for certain long term debt.		Meeting Date: February 24, 2015 Regular Meeting	
Department: Finance	Director: Regina Mauras	Contact Person: Regina Mauras	Phone Number: (509) 786-2332
Cost of Proposal: \$0		Account Number:	
Amount Budgeted: \$0		Name and Fund#	
Reviewed by Finance Department: 			
Attachments to Agenda Packet Item: 1. Underwriting Engagement Letter 2. Debt Service Amortizations Schedule			
Summary Statement: <p>Currently, the City has a variety of long term debt. Upon inspection, it has been determined that the City could benefit financially if certain water fund debts were re-financed. Attached is an engagement letter which allows the City to work in cooperation with Jim Nelson from D.A. Davidson & Co. to begin the process to refinance these long term debt items.</p> <p>Included in the engagement letter are different financing options for the Council to consider. It is staff's recommendation that Council consider option number 3 which, while it does not provide a significant annual savings, will shorten the term of the loans by 8 years and provide overall savings of \$787,623.</p> <p>If approved, staff will work with Mr. Nelson to develop the necessary documents and ordinances and present those at a future council meeting for further consideration.</p>			
Consistent with or Comparison to: EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
Recommended City Council Action/Suggested Motion: Approve the Underwriting Engagement Letter with D.A. Davison and allow the Mayor, or his designee, to execute the agreement.			

<u>Reviewed by Department Director:</u> R Mamas Date:	<u>Reviewed by City Attorney:</u>  Date: 2/19/15	<u>Approved by Mayor:</u>  Date: 2-20-15
<u>Today's Date:</u> February 19, 2015	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>



February 13, 2015

City of Prosser
Attention: Ms. Regina Mauras, Finance Director
601 Seventh Street
Prosser, WA 99350

Re: Underwriting Engagement Letter for Water Revenue Refunding Bonds

On behalf of D.A. Davidson & Co. (“Davidson”), we wish to thank you for the opportunity to serve as underwriter for the City of Prosser (“Issuer”) on its proposed offering and issuance of Water Revenue Refunding Bonds (the “Securities”). This letter will confirm the terms of our engagement; however, it is anticipated that this letter will be replaced and superseded by a bond purchase agreement to be entered into by the parties (the “Purchase Agreement”) if and when the Securities are priced following successful completion of the offering process.

1. Services to be Provided by Davidson. The Issuer hereby engages Davidson to serve as managing underwriter of the proposed offering and issuance of the Securities, and in such capacity Davidson agrees to provide the following services:

- Analyze and report on the cost-effectiveness of refinancing any outstanding Water Revenue debt
- Develop a marketing plan for the offering, including identification of potential investors
- Assist in the preparation of the official statement and other offering documents
- Contact potential investors, provide them with offering-related information, respond to their inquiries and, if requested, coordinate their due diligence sessions
- If the Securities are to be rated, assist in preparing materials to be provided to securities ratings agencies and in developing strategies for meetings or conference calls with the ratings agencies
- Consult with counsel and other service providers about the offering and the terms of the Securities
- Inform the Issuer of the marketing and offering process
- Negotiate the pricing, including the interest rate, and other terms of the Securities
- Obtain CUSIP number(s) for the Securities and arrange for their DTC book-entry eligibility
- Plan and arrange for the closing and settlement of the issuance and the delivery of the Securities
- Such other usual and customary underwriting services as may be requested by the Issuer

As underwriter, Davidson will not be required to purchase the Securities except pursuant to the terms of the Purchase Agreement, which will not be signed until successful completion of the pre-sale offering period. This letter does not obligate Davidson to purchase any of the Securities.

2. No Advisory or Fiduciary Role. The Issuer acknowledges and agrees that: (i) the primary role of Davidson, as an underwriter, is to purchase securities, for resale to investors, in an arm's-length commercial transaction between the Issuer and Davidson and that Davidson has financial and other interests that may differ from those of the issuer.; (ii) Davidson is not acting as a municipal advisor, financial advisor, or fiduciary to the Issuer and has not assumed any advisory or fiduciary responsibility to the Issuer with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto (irrespective of whether Davidson has provided other services or is currently providing other services to the Issuer on other matters); (iii) the only obligations Davidson has to the Issuer with respect to the transaction contemplated hereby expressly are set forth in this agreement; and (iv) the Issuer has consulted its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate. If the Issuer would like a municipal advisor in this transaction that has legal fiduciary duties to the Issuer, then the Issuer is free to engage a municipal advisor to serve in that capacity.

In addition, the Issuer acknowledges receipt of certain regulatory disclosures as required by the Municipal Securities Rulemaking Board that are attached to this agreement as Exhibit A. Issuer further acknowledges that Davidson may be required to supplement or make additional disclosures as may be necessary as the specific terms of the transaction progress.

3. Fees and Expenses. Davidson's proposed underwriting fee/spread is less than 1% of the principal amount of the Securities issued. The underwriting fee/spread will represent the difference between the price that Davidson pays for the Securities and the public offering price stated on the cover of the final official statement. In addition to the underwriting fee/spread, the Issuer shall pay to Davidson a fee equal to \$4,000 (or less) as compensation for its services in assisting in the preparation of the official statement and providing various financial analyses, and for the use of Davidson's capital to advance certain costs prior to settlement, and to reimburse for Davidson's payment of CUSIP, DTC, IPREO (electronic book-running/sales order system), printing and mailing/distribution charges, review of prior Continuing Disclosure undertakings, etc. The Issuer shall be responsible for paying or reimbursing Davidson for all other costs of issuance, including without limitation, bond counsel, rating agency fee and expenses, and all other expenses incident to the performance of the Issuer's obligations under the proposed offering.

4. Term and Termination. The term of this engagement shall extend from the date of this letter to the closing of the offering of the Securities. Notwithstanding the forgoing, either party may terminate Davidson's engagement at any time without liability of penalty upon at least 30 days' prior written notice to the other party. If Davidson's engagement is terminated by the Issuer, the Issuer agrees to reimburse Davidson for its out-of-pocket expenses incurred until the date of termination.

5. Indemnification; Limitation of Liability. The Issuer agrees that neither Davidson nor its employees, officers, agents or affiliates shall have any liability to the Issuer for the services provided hereunder except to the extent it is judicially determined that Davidson engaged in gross negligence or willful misconduct. In addition, to the extent permitted by applicable law, the Issuer shall indemnify, defend and hold Davidson and its employees, officers, agents and affiliates harmless from and against any

losses claims, damages and liabilities that arise from or otherwise relate to this Agreement, actions taken or omitted in connection herewith, or the transactions and other matters contemplated hereby, except to the extent such losses, claims, damages or liabilities are judicially determined to be the result of Davidson's gross negligence or willful misconduct.

6. Miscellaneous. This letter shall be governed and construed in accordance with the laws of the State of Washington. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party.

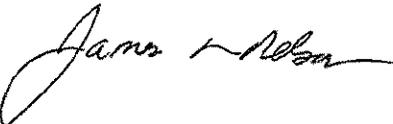
If there is any aspect of this Agreement that you believe requires further clarification, please do not hesitate to contact us. If the foregoing is consistent with your understanding of our engagement, please sign and return the enclosed copy of this letter.

Again, we thank you for the opportunity to assist you with your proposed financing and the confidence you have placed in us.

Very truly yours,

D.A. DAVIDSON & CO.

By: James M. Nelson

Signature: 

Title: Senior Vice President

Accepted this ___ day of February, 2015

City of Prosser

By: _____ (print name)

Signature: _____

Title: _____

EXHIBIT A

D.A. Davidson & Co. (hereinafter referred to as "Davidson" or "underwriter") intends/ proposes to serve as an underwriter, and not as a financial advisor or municipal advisor, in connection with the issuance of the Bonds.

As part of our services as sole underwriter, Davidson may provide advice concerning the structure, timing, terms, and other similar matters concerning the issuance of the Bonds.

Disclosures Concerning the Underwriters Role:

- (i) MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors.
- (ii) The underwriters' primary role is to purchase the Bonds with a view to distribution in an arm's-length transaction with the Issuer. The underwriters financial and other interests that may differ from those of the Issuer.
- (iii) Unlike a municipal advisor, the underwriters do not have a fiduciary duty to the Issuer under the federal securities laws and are, therefore, not required by federal law to act in the best interests of the Issuer without regard to their own financial or other interests.
- (iv) The underwriters have a duty to purchase the Bonds from the Issuer at a fair and reasonable price, but must balance that duty with their duty to sell the Bonds to investors at prices that are fair and reasonable.
- (v) The underwriter will draft and review the official statement for the Bonds in accordance with, and as part of, their respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.

Disclosures Concerning the Underwriters Compensation:

As underwriter, Davidson will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriter may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

Additional Conflicts Disclosure:

Davidson has not identified any additional potential or actual material conflicts that require disclosure

Risk Disclosures Pursuant to MSRB Rule G-17 - Fixed Rate Bonds

The following is a general description of the financial characteristics and security structures of fixed rate municipal bonds ("Fixed Rate Bonds"), as well as a general description of certain financial risks that you should consider before deciding whether to issue Fixed Rate Bonds.

Financial Characteristics

Maturity and Interest. Fixed Rate Bonds are interest-bearing debt securities issued by state and local governments, political subdivisions and agencies and authorities. Maturity dates for Fixed Rate Bonds are fixed at the time of issuance and may include serial maturities (specified principal amounts are payable on the same date in each year until final maturity) or one or more term maturities (specified principal amounts are payable on each term maturity date) or a combination of serial and term maturities. The final maturity date typically will range between 10 and 30 years from the date of issuance. Interest on the Fixed Rate Bonds typically is paid semiannually at a stated fixed rate or rates for each maturity date.

Redemption. Fixed Rate Bonds may be subject to optional redemption, which allows you, at your option, to redeem some or all of the bonds on a date prior to scheduled maturity, such as in connection with the issuance of refunding bonds to take advantage of lower interest rates.

Fixed Rate Bonds will be subject to optional redemption only after the passage of a specified period of time, often approximately ten years from the date of issuance, and upon payment of the redemption price set forth in the bonds, which may include a redemption premium. You will be required to send out a notice of optional redemption to the holders of the bonds, usually not less than 30 days prior to the redemption date. Fixed Rate Bonds with term maturity dates also may be subject to mandatory sinking fund redemption, which requires you to redeem specified principal amounts of the bonds annually in advance of the term maturity date. The mandatory sinking fund redemption price is 100% of the principal amount of the bonds to be redeemed.

Security

Payment of principal of and interest on a municipal security, including Fixed Rate Bonds, may be backed by various types of pledges and forms of security, some of which are described below.

Revenue Bonds. The Bonds are special fund revenue obligations of the City payable from the Water System Revenue Bond Account (the "Bond Fund") into which the City has obligated itself to pay certain amounts from, and secured by a pledge of and lien and charge on the Net Revenue, which is defined in the Bond Ordinance to include the Gross Revenue less Operating and Maintenance Expenses. The lien and charge of the Parity Bonds (including the Bonds, any Outstanding Parity Bonds and any Future Parity Bonds) on the Net Revenue is prior and superior to any other liens or charges whatsoever.

The description above regarding "Security" is only a brief summary of certain possible security provisions for the bonds and is not intended as legal advice. You should consult with your bond counsel for further information regarding the security for the bonds.

The Bonds are not obligations of the State, the County or any other municipal corporation other than the City.

Financial Risk Considerations

Certain risks may arise in connection with your issuance of Fixed Rate Bonds, including some or all of the following:

Issuer Default Risk. You may be in default if the funds pledged to secure your bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you and, depending on applicable state law and the terms of the authorizing documents, the holders of the bonds, the trustee and any credit support provider may be able to exercise a range of available remedies against you. For example, if the bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes. Other budgetary adjustments also may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. A default may negatively impact your credit ratings and may effectively limit your ability to publicly offer bonds or other securities at market interest rate levels. Further, if you are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, you may find it necessary to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the bonds.

This description is only a brief summary of issues relating to defaults and is not intended as legal advice. You should consult with your bond counsel for further information regarding defaults and remedies.

Redemption Risk. Your ability to redeem the bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

Refinancing Risk. If your financing plan contemplates refinancing some or all of the bonds at maturity (for example, if you have term maturities or if you choose a shorter final maturity than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent you from refinancing those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict your ability to refund the bonds to take advantage of lower interest rates.

Reinvestment Risk. You may have proceeds of the bonds to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the bonds, which is referred to as “negative arbitrage”.

Tax Compliance Risk. The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of your representations or your failure to comply with certain tax-related covenants may cause the interest on the bonds to become taxable retroactively to the date of issuance of the bonds, which may result in an increase in the interest rate that you pay on the bonds or the mandatory redemption of the bonds.

The IRS also may audit you or your bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the bonds are declared taxable, or if you are subject to audit, the market price of your bonds may be adversely affected. Further, your ability to issue other tax-exempt bonds also may be limited.

This description of tax compliance risks is not intended as legal advice and you should consult with your bond counsel regarding tax implications of issuing the bonds.

If you or any other Issuer officials have any questions or concerns about these disclosures, please make those questions or concerns known immediately to the undersigned. In addition, you should consult with the Issuer's own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

City of Prosser, Washington
Water Revenue Refunding Bonds, 2015
{draft} Preliminary Schedule of Events
(As of February 13, 2015)

CITY: City of Prosser (City Council meets: 2nd & 4th Tuesday 7:00 PM, 1st Tues. Work Session at 7:00 PM)
DAD: Underwriter (Jim Nelson of D.A. Davidson)
BC: Bond Counsel (Marc Greenough of Foster Pepper)

Date	Event	Participants
February 17	Distribute Preliminary Schedule and Distribution List	DAD
February 19	Provide City with list of data requirements for the Preliminary Official Statement (POS)	DAD
February 27	Distribute 1 st draft of Bond (Delegation) Ordinance	BC
March 3	Jim Nelson will present information at City Council Work Session	CITY, DAD
March 5	Comments due on 1 st draft of Bond Ordinance	ALL
March 10	Distribute 2 nd draft of Bond Ordinance & Legal Opinion	BC
March 10	City provides all/most of the requested data requirements information for the POS	CITY
March 13	Comments due on 2 nd draft of Bond Ordinance & legal opinion	ALL
March 13	Distribute 1 st draft Preliminary Official Statement for review	DAD
March 19	Comments due on 1 st draft of POS	ALL
March 23	Send information to Standard & Poor's (S&P) (draft POS, draft Ordinance, last 3 Audits, recent Budget, CIP, Rate Study, etc.)	DAD
March 23	Distribute 2 nd draft of POS & draft of Purchase Contract	DAD
March 24	Council approves the Bond Ordinance	ALL
March 25	Distribute draft Rating Presentation to the City for review	DAD
March 27	Rating call rehearsal @ TBD	CITY, DAD
March 31	Rating conference call with S&P @ TBD	CITY, DAD
March 31	Final comments due on POS	ALL
April 7	Receive rating grade from S&P	DAD
April 7	Distribute POS to potential investors	DAD
April 15	Review market conditions/ pre-pricing call @ 1:00 pm	DAD, CITY
April 16	Bond Order Period – sign purchase contract	DAD, CITY, BC
May 5	Bond Closing and distribution of proceeds	ALL

*Preliminary, subject to change

Preliminary payment structure: Dated Date May 5, First Coupon is 12/1/2015, First Principal is 12/1/2015, Last Principal is 12/1/2034 (19.5 years).

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Consideration of an Ordinance Regarding the 2015 Budget

Meeting Date:
February 24, 2015
Regular Meeting

Department:
Finance

Director:
Regina Mauras

Contact Person:
Regina Mauras

Phone Number:
(509) 786-2332

Cost of Proposal: \$920,648

Account Number:
595-60-(64)(41)

Amount Budgeted: \$0

Name and Fund#
General Fund Reserve (115)
Energy Efficiency (305)

Reviewed by Finance Department:

J. J. J.

Attachments to Agenda Packet Item:

1. Ordinance

Summary Statement:

As you are aware, recently the City was awarded funding from Washington State Department of Commerce and the State Treasurer's office to complete an Energy Efficiency Improvement Project. This project is anticipated to cost \$920,648 of which \$230,162 will be funded by a Department of Commerce grant and the remainder, approximately \$630,264, will be financed via a loan with the State Treasurer.

In previous actions, the Council has approved the agreement for these financing options and now it is time to amend the 2015 budget to allow for this project. The attached budget amendment allows for the transfer of \$200,000 from the General Fund Reserve to a new fund, the Energy Efficiency Project Fund, to provide the cash flow needed for the project. At project completion, which expected to be this summer, the \$200,000 will be transferred back to the General Fund Reserve.

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

No Action: This item is presented for Council's review and consideration. It will be presented at a future meeting for action.

<u>Reviewed by Department Director:</u> <i>Pegria Mamas</i> Date: <i>2/20/2015</i>	<u>Reviewed by City Attorney:</u>  Date: <i>2/20/15</i>	<u>Approved by Mayor:</u>  Date: <i>2-20-15</i>
<u>Today's Date:</u> February 11, 2015	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 15-_____

AN ORDINANCE CREATING THE ENERGY EFFICENCY PROJECT FUND AND ESTABLISHING A BUDGET FOR THIS PROJECT FUND; AND AMENDING THE 2015 BUDGET FOR THE GENERAL FUND RESERVE FUND (115) TO APPROPRIATE RESERVED CASH FOR EXPENDITURE. THE ORDINANCE AMENDS THE 2015 BUDGET FOR THE ABOVE FUNDS AT THE FUND LEVEL AND FINDS THAT THE THIS AMEMDMENT TO THE 2015 BUDGET IS IN THE BEST INTERST OF THE CITY. THE ORDINANCE ALSO AUTHORIZES THE FINANCE DIRECTOR TO MAKE ALL ADJUSTMENTS TO THE 2015 BUDGET NECESSARY TO ACCOMPLISH THE PURPOSE OF THIS ORDINANCE. THE ORDINANCE ALSO PROVIDES THAT THE SECTIONS ARE SEVERABLE FROM ONE ANOTHER AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES FOR PUBLICATION BY SUMMARY.

WHEREAS, the City of Prosser recently was awarded funding from the Washington State Department of Commerce and Treasurer's Office to complete an Energy Efficiency Improvement Project; and

WHEREAS, the project is anticipated to cost \$920,648 of which \$230,162 will be funding by a Department of Commerce grant and the remainder, approximately \$630,264, will be financed via a loan with the Washington State Treasurer; and

WHEREAS, reserved cash in the amount of \$200,000 from the General Fund Reserve Fund (115) will be used to support the projects cashflow needs, but these funds will be returned to the Reserve Fund once the project is complete; and

WHEREAS, in order to properly account for project revenue and expenses, it is necessary to establish the Energy Efficiency Project Fund and establish a project budget for this project; and

WHEREAS, Resolution 15-1473 identified the General Fund Small Projects Fund as the associated project fund, but given the project scope and comingled utility improvements, it has been determined that a Capital Projects Fund would be more appropriate; and

WHERAS, this ordinance was presented to Council for consideration during the February 24, 2015 Regular Council Meeting for their review; and

WHEREAS, pursuant to RCW 35A.33.090 , a public emergency exists which could not have been reasonably foreseen at the time of the filing of the 2015 Budget which requires the receipt and expenditure of money not provided for in the annual budget and is not one of the emergencies specifically enumerated in RCW 34A.33.080; and

WHEREAS, the facts constituting an emergency are enumerated as follows:

1. The adopted 2015 budget was an estimate of revenues and expenditures; and
2. The City was recently awarded project funding; and
3. Prudent fiscal management requires immediate amendment of the budget; and
4. It is in the best interest of the city of Prosser to amend the budget; and

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

Section 1. The 2015 Budget is hereby amended as follows:

Fund No.	Fund Name	Beginning Fund Balance	Revenue	Expense	Ending Fund Balance
305	Energy Efficiency Project				
	Adopted	\$0	\$0	\$0	\$0
	Adjustment	\$0	\$1,125,000	\$1,125,000	\$0
	Amendment Total	\$0	\$1,125,000	\$1,125,000	\$0
115	General Fund Reserve Fund				
	Adopted	\$233,916	\$6,500	\$0	\$240,416
	Adjustment	\$0	\$200,000	\$200,000	\$0
	Amendment Total	\$233,916	\$206,500	\$200,000	\$240,416

Section 2. The Finance Director is hereby authorized to make all adjustments to the City's Budget to accomplish the purposes of this Ordinance in accordance with RCW Chapter 35A.33.090.

Section 3. The Finance Director, or her designee, is authorized to make interfund loans from an appropriate City Fund to Fund 305, in the minimum amount necessary to cover any cash flow shortage in Fund 305. These loans shall be repaid as soon as funding is available to cover the cash flow shortage. All terms required by the State BARS manual shall be incorporated into the loan document, including interest, if required at the rate the city then is receiving as interest from its investments in the State Pool. The Finance Director and is authorized to dissolve the interfund loan at project completion.

Section 4. The Finance Director is hereby authorized to close this project fund following project completion.

Section 5. Section 3 of Resolution 15-1473 is replaced with the following:

The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from the Energy Efficiency Project Fund in order to closely monitor and segregate

revenues and expenditures associated with the project.

Section 6. An emergency is declared to exist and the recitals set forth above are hereby adopted as findings in support of such emergency.

Section 7. SEVERABILITY. The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid.

Section 8. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2015.

MAYOR PAUL WARDEN

ATTEST:

CITY CLERK, RACHEL SHAW

Approved as to form:



CITY ATTORNEY, HOWARD SAXTON

Date of Publication: _____

SUMMARY OF ORDINANCE NO. 15-_____

of the City of Prosser, Washington

On the ____ day of _____, 2015, the City of Prosser, Washington, passed Ordinance No. _____. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE CREATING THE ENERGY EFFICENCY PROJECT FUND AND ESTABLISHING A BUDGET FOR THIS PROJECT FUND; AND AMENDING THE 2015 BUDGET FOR THE GENERAL FUND RESERVE FUND (115) TO APPROPRIATE RESERVED CASH FOR EXPENDITURE. THE ORDINANCE AMENDS THE 2015 BUDGET FOR THE ABOVE FUNDS AT THE FUND LEVEL AND FINDS THAT THE THIS AMEMDMENT TO THE 2015 BUDGET IS IN THE BEST INTERST OF THE CITY. THE ORDINANCE ALSO AUTHORIZES THE FINANCE DIRECTOR TO MAKE ALL ADJUSTMENTS TO THE 2015 BUDGET NECESSARY TO ACCOMPLISH THE PURPOSE OF THIS ORDINANCE. THE ORDINANCE ALSO PROVIDES THAT THE SECTIONS ARE SEVERABLE FROM ONE ANOTHER AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES FOR PUBLICATION BY SUMMARY.

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

DATED this ____ day of _____, 2015.

CITY CLERK, RACHEL SHAW

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Review and Discuss Proposed Changes to the Personnel Policy Manual.	Meeting Date: February 24, 2015 Regular Meeting
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Department: Administration	Director: Paul Warden	Contact Person: Toni Yost	Phone Number: (509) 786-8215
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Cost of Proposal: \$0	Account Number: Various
Amount Budgeted: \$0	Name and Fund# Various

Reviewed by Finance Department:
J. Yost

Attachments to Agenda Packet Item:

1. Personnel Policy Update Power Point
2. Personnel Policy Pages 1 -50

Summary Statement:

At the February 3, 2015 City Council Work Session, Council reviewed the staff recommended changes to the Personnel Policy Manual. Council directed staff to prepare a summary of the changes and bring it back in two sections of fifty pages each for Council's discussion and consideration.

As previously discussed, the last revision of the Personnel Policy was in February of 2014. As a result several of the components of the Policy have become out of date or inconsistent with other units of the City.

The attached power point outlines the proposed revisions of the first fifty pages of the Policy in order to be consistent with changes in State law and previous Council discussion.

At the next Regular City Council meeting, staff will present the remaining fifty pages of recommended changes to the Personnel Policy Manual per Council's previous direction. Based on Council's discussion and direction staff will draft an ordinance to formally adopt these Policy changes section by section. As changes occur in the future, staff and Council will be able to adjust individual sections without having to re-adopt the entire policy by reference or as an addendum (similarly to how code sections are amended).

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

Recommended City Council Action/Suggested Motion:

Review and discuss proposed changes to the Personnel Policy Manual. Provide staff direction regarding the preparation of an Ordinance to implement these polices.

<u>Reviewed by Department Director:</u> <i>Regina Maurer</i> Date: 2-20-2015	<u>Reviewed by City Attorney:</u>  Date: 2/12/15	<u>Approved by Mayor:</u> <i>Red Vander</i> Date: 2-20-15
<u>Today's Date:</u> February 18, 2015	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

Personnel Policy Update

Pages 1-50

February 24, 2015

Personnel Policy Update

- The City of Prosser's Personnel Policy consists of 95 pages and contains 10 policy categories that act as an informational guide to our City's current employment policies. This PowerPoint covers the first 50 pages and changes, if any, to the following policy categories.

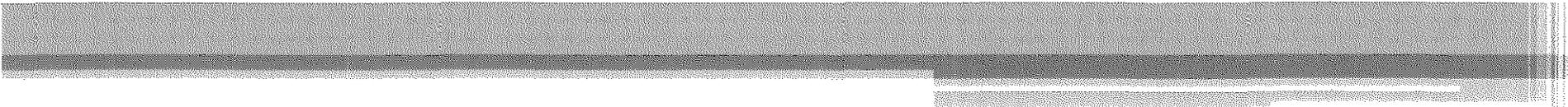
Policy Numbers	Category
101-109	General Responsibilities
201-205	Hours of Work and Attendance
301-305	Recruitment and Hiring
401-408	Compensation and Awards
501	Business Travel Expense
601-602	Performance Evaluations and Training
701-704	Benefits
801-814	Leaves of Absence and Time Off
901-915	Employee Responsibility and Conduct
1001-1002	Layoff and Resignation

NO Changes

- The following presentation only represents recommended changes.
- Several section have no recommended modifications, and therefore, are not summarized in the slideshow.

Table of Contents

- Addition of policy 107
- Renumber policies which follow 107
- Addition of policy 603



Policy 102: Function of This Manual/Severability Clause page 6

- Allows Mayor, or his/her designee, to prepare administrative policies to ensure compliance with manual.

Policy 104: Definitions

Page 8-11

- Additional Definitions for:
 - Registered Domestic Partnership
 - Workplace

Policy 107: Workplace Violence and Weapons Prohibited

Page 18-20

- Purpose is to prohibit weapons or the verbal threat to use weapons, intimidation, or violence in the workplace.
- Law enforcement are exempt provided they are working in their official capacity.

Policy 108 and 109

Page 21-22

- Renumbered to accommodate the addition of policy 107.

Policy 201: Hours of Work and Overtime

Page 23

- Added section 201.8 to clarify requirements for exempt (salary) staff.

Policy 401: Employee Pay Rates

Page 35

- Adds language to clarify pay progression schedule and wage adjustments.

Policy 408: Special Recognition Award

Page 42

- Allows administration to provide a semi-annual Employee Awards Banquet and Appreciation Day.

Policy 602 Training Policy

Page 46

- Made adjustment to allow for the addition of policy 603: Tuition Reimbursement.

Policy 603: Tuition Reimbursement

Page 47-50

- Must be pre-approved by the Mayor or City Administration under the direction of the Mayor and the Department Head as being a benefit to the City.
- Subject to budgetary and scheduling constraints
- Employee must receive a B grade or better.
- Covers only tuition costs (no books, travel costs, or enrollment fees)
- Maximum reimbursement will be \$5,000 of the amount budgeted whichever is less in any calendar year for each employee.
- Employees shall remain in good standing for 24 months following tuition reimbursement. Employees who separate from employment shall repay all tuition reimbursements paid in the 24 months prior to separation.

End of Section 1!!

Policy and Title	Summary of Changes
Table of Contents	Incorporate and Renumber Policies
Policy 102: Function of Manual – page 6	Allows Mayor or Administrator to create administrative policies
Policy 104: Definitions– page 4	Add definitions
Policy 107: Workplace Violence – page 18-20	Prohibit weapons in the workplace.
Policy 201: Hours of Work and Overtime - Page 23	Clarify requirements for salary staff
Policy 401: Employee Pay Rates – page 35	Clarify pay progression schedule and wage adjustments.
Policy 408: Special Recognition – page 42	Allow for awards banquet
Policy 603: Tuition Reimbursement – page 47-50	Allow for employee reimbursement of pre-approved education courses.

City of Prosser, Washington

Personnel Policy Manual

Adopted by Ordinance 154-

1 | Page

| Last Updated: January 23~~February 11~~, 20154-

**CITY OF PROSSER, WASHINGTON
PERSONNEL POLICIES**

TABLE OF CONTENTS

General Responsibilities

Policy 101	Receipt of Personnel Policies
Policy 102	Function of Manual/Severability Clause
Policy 103	Equal Employment Opportunity
Policy 104	Definitions
Policy 105	Harassment
Policy 106	Whistleblower Policy
Policy 107	Workplace Violence and Weapons Prohibited
Policy 10 7 7	Employee Personnel Records
Policy 10 8 8	References

Hours of Work and Attendance

Policy 201	Hours of Work and Overtime
Policy 202	Attendance
Policy 203	Breaks and Meal Periods
Policy 204	Duty to Report to Work in Event of Disaster/Emergency Situation
Policy 205	Payroll Records

Recruiting and Hiring

Policy 301	Recruiting Employees
Policy 302	Hiring Employees
Policy 303	Temporary/Seasonal Employees: Non-Exempt
Policy 304	Employment of Relatives (Nepotism)
Policy 305	Promotions and Transfers: Non-Exempt Employees

Compensation and Awards

Policy 401	Employee Pay Rates
Policy 402	Longevity Pay
Policy 403	Cell Phone Allowance
Policy 404	Bi-Lingual Allowance
Policy 405	Paydays
Policy 406	Deductions
Policy 407	Compensation Upon Termination
Policy 408	Special Recognition Award

Business Travel Expenses

Policy 501	Reimbursement of Business Travel Expenses
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2 | Page

| Last Updated: ~~January 23~~ February 11, 201~~5~~4

Performance Evaluations and Training

- Policy 601 Performance Evaluations
- Policy 602 Training Policy
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Layoff and Resignation

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POLICY 101: RECEIPT OF PERSONNEL POLICIES

DISCLAIMER OF LIABILITY

This manual is a publication of the City of Prosser, Washington. This manual is a general information guide to the City's current employment policies and shall not be construed as a contract. These materials are not intended and should not be used as a substitute for specific legal advice or opinions regarding personnel policies and procedures. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. If any valid and effective collective bargaining contract does not have applicable language included in that contract, these personnel policies will apply to those employees even though they are covered by a collective bargaining contract. The City of Prosser will not be responsible for liability due to the use of language contained in this document. I hereby acknowledge that I have read this disclaimer and that I have received a copy of the Personnel Policy Manual of the City of Prosser, Washington.

Signature

Date

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POLICY 102: FUNCTION OF THIS MANUAL/SEVERABILITY CLAUSE

This manual is a general informational guide to the City's current employment policies and shall not be construed as a contract. The City reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual as the City deems necessary and appropriate without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The City also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens. The Mayor or the Mayor's designee will be responsible for creating, maintaining, and implementing administrative policies to ensure compliance with this manual and its policies.

These personnel policies shall apply to all City employees. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract, or in cases where the application of these policies would conflict with applicable civil services rules and regulations, the provisions of the labor contract and/or civil service rules shall govern. These policies shall not apply to elected officials and independent contractors. In addition, if any valid and effective collective bargaining contract and/or civil service rules do not have applicable language included in that contract and or rules, the personnel policies will apply to those employees even though they are covered by a collective bargaining contract and/or civil service rules.

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

POLICY 103: EQUAL EMPLOYMENT OPPORTUNITY

The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, marital status, sexual orientation, pregnancy, race, creed, color, national origin, honorably discharged veteran or military status, presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless a bona fide occupational qualification exists, provided that the prohibition against such discrimination because of such disability shall not apply if the particular disability prevents the proper performance of the particular worker involved.

The City will not discriminate against applicants or employees with a sensory, physical or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of an essential element of the job.

Employees with life threatening illnesses, such as cancer, heart disease, or HIV/AIDS conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as other employees. They are permitted to continue working so long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The City will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions when substantial and unusual safety risk to fellow City employees or the public exists.

POLICY 104: DEFINITIONS

Abandonment of a Position: Unauthorized absence from work for a period of three consecutive days.

Administrative Leave: Paid leave of absence during disciplinary investigation or where it is determined, to be in the best interest of the operation of the City by the City Manager or his/her designee.

Demotion: The movement of an employee from one classification level or pay grade to a lower classification level or pay grade as a result of reclassification, reorganization, voluntary change, or disciplinary action.

Department Head: An employee who has responsibility for directing and controlling one or more departments within the City organization.

Emergency: A circumstance that is not immediately changed may cause damage to persons or property.

Exempt: An employee who is classified as executive, administrative or professional under the definitions of the Fair Labor Standards Act (FLSA).

Human Resources Director/Personnel: An employee who has responsibility for handling personnel functions and maintaining official personnel files within the City organization. The City of Prosser's Human Resources Director is the Finance Director.

Immediate Family: An employee's immediate family includes the employee's spouse, child, parent, parent-in-law, brother, sister, son or daughter-in-law, sister or brother-in-law, grandparent, step relative, and domestic partner.

Improper governmental action: Any action by a local government officer or employee that:

- A. is undertaken in the performance of the officer's or employee's official duties, whether or not within the scope of the employee's employment; and
- B. is violation of any federal, state or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds. The phrase does not include any personnel or labor actions.

Lay Off: The separation from City service of an employee who has completed six (6) months of employment because of reorganization, a change in the duties of a position, lack of work, changing needs of the organization, insufficient funding or operational analysis.

Merit Date: The effective date that a regular status employee is eligible for a merit increase. Merit increases may occur annually and are generally based upon the anniversary date of the employee's first merit increase.

Overtime: Time worked by a non-exempt employee in excess of 40 hours in an FLSA defined workweek compensable at the regular rate of time and one-half. Time worked does not include paid leave time.

Promotion: Movement of an employee from one classification level or pay grade to a higher classification level or pay grade as a result of reclassification, voluntary change, or reorganization.

Qualifying Exigency: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Reassignment: Movement of an employee to a different work group with no change in classification or pay grade.

Reclassification of Position: The changing of a classification level or position of an employee as a result of a classification review and/or amendments to the classification plan in recognition of changes in job duties and responsibilities that have occurred over time, excluding any action which is disciplinary in nature.

Reemployment: An employee who has terminated employment and who is subsequently rehired when such employment does not qualify as reinstatement.

Registered Domestic Partnership: A domestic partnership registered with the Washington State Secretary of State pursuant to the provisions of Chapter 26.50 RCW. In accordance with State Law, registered domestic partners are to be treated the same as married couples. In this policy and all other documents of the City the term "married" shall be synonymous with "registered domestic partner".

Regular Full-Time Employee: An employee who regularly works a minimum of forty (40) hours a week on a continuing basis. In order to meet this definition, an employee must be regularly scheduled to work 2080 hours in a calendar year.

Regular Part-Time Employee: An employee who regularly works a minimum of twenty (20) hours per week and may work up to forty (40) hours per week, but is regularly scheduled to work less than 2080 hours in a calendar year. Regular part-time employees

may be eligible for pro-rated City benefits based on regularly scheduled hours at date of hire.

Regular Position: A City Council created and budgeted full-time equivalent or some portion thereof.

Reinstatement: Return of a regular status employee to a former position within 2 years following a layoff, a leave of absence without pay, or a classification reduction for cost savings.

Reorganization: Reallocation of duties, assignments, workload, programs, service, and/or responsibilities to achieve organizational objectives.

Retaliatory action: Any adverse change in an employee's employment status or the terms and conditions of employment including:

- A. denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or
- B. hostile actions by another employee towards the employee that were encouraged by a supervisor, Department Head, or official.

Retirement: Retirement means to withdraw from active service, to be eligible for retirement under the rules and provisions of the Washington State Department of Retirement Systems (DRS), and to submit a written retirement application to DRS.

Service Organization: A nonprofit organization which benefits the community of Prosser or the poor and infirm in Prosser.

Supervisor: Works under the control of a Department Head and supervises employees within a department or departments.

Temporary/Seasonal Employee: An employee who holds a job of limited duration arising out of special projects, abnormal workloads or emergencies. Temporary/seasonal employees are not eligible for City benefits.

Transfer: Reassignment of an employee to a different classification within the same pay grade.

Unlawful Discrimination: Discrimination in employment as prohibited by state, local or federal law.

Workplace: means City Hall, Community Center, Police Department, City Shop, City Yard, Wastewater Treatment Plant, Water Treatment Plant, various wells or liftstations, and any other City administrative or operation offices, spaces, or facilities. It also includes City vehicles.

Workweek: A workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight on Saturday.

POLICY 105: HARASSMENT

The City of Prosser will not tolerate conduct by any employee that harasses, disrupts, or interferes with an employee’s work performance or which creates an intimidating, offensive, or hostile environment. The City is committed to maintaining a working environment free from all forms of harassment, whether based upon sex, marital status, sexual orientation, pregnancy, race, creed, color, national origin, honorably discharged veteran or military status, presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability or as defined in RCW 49.60.040 as now codified or hereafter amended, in violation of any applicable federal or state law or regulations or other legally protected characteristic or status.

Behavior such as telling ethnic jokes, making religious slurs, using offensive “slang” or other derogatory terms denoting a person’s race, age, national origin, disability, or mimicking one’s speech, accent or disability, are examples of prohibited conduct and will not be tolerated in the organization. Retaliating or harassing individuals by making derogatory comments regarding protected statuses or characteristics and any other words or conduct that might create a hostile or offensive working atmosphere are also prohibited.

While all forms of harassment are prohibited. Actions are considered to be sexual harassment under the following conditions:

- A. If submission to the conduct is in any way deemed to be a term or condition of employment; or
- B. If submission to, or rejection of, the conduct is used as the basis for any employment-related decisions; or
- C. If the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings or photographs; whistling, staring, inappropriate touching; hugging or kissing is strictly prohibited and are not tolerated within the City.

Each Department Head or supervisor has a responsibility to maintain the workplace free of any form of sexual harassment. No Department Head, supervisor, or employee shall threaten or insinuate, explicitly or implicitly, that an employee’s refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career

development. Sexually harassing conduct in the workplace, whether committed by a Department Head, supervisor, or non-managerial employee is prohibited.

This policy covers conduct in the workplace, at social functions sponsored by the City (such as holiday dinners, picnics, sporting events, etc.) and business functions (such as conventions, trade shows, etc.).

The City provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of the City of Prosser, employees have the responsibility to immediately report any actions or words by a Department Head, supervisor, co-worker, vendor or other individual that he/she believes to be unwelcome harassment. Employees should report the incident to his/her Department Head or supervisor, or any other Department Head or supervisor, or to the Mayor, or the City Administrator under the direction of the Mayor, if the complaint involves his/her direct Department Head or supervisor. If the incident involves the City Administrator, the incident should be reported to the Mayor. The City will not retaliate against an employee for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, employees, co-workers or non-employees such as customers, vendors and contractors.

Employees must submit complaints in writing to their supervisor, Department Head, City Administrator, Mayor, or Finance Director. The written complaint shall identify the policy violated, date the event(s) occurred, people involved, and requested remedy. Any supervisor or Department Head receiving a complaint of harassment must notify the Finance Director within 48 hours.

All complaints of harassment will be investigated promptly and in an impartial manner. Discretion will be used during the investigation in order to maintain as much confidentiality as is possible while still being able to effectively complete the investigation. A response will be given to the employee, in writing, within 14 calendar days of the date of receipt of the written complaint. If the employee is not satisfied with the handling of a complaint or the action taken, then the employee should bring the written complaint to the next higher level of authority within 14 days of receipt of the response. If a complaint is received by the Mayor or City Administrator under direction of the Mayor, a written response will be given to the employee filing such complaint with the final findings and conclusions of such investigation. The Mayor or City Administrator under direction of the Mayor may choose to have a third party review and investigate the complaint. The third party will provide their recommendation to the Mayor or City Administrator under direction of the Mayor within 30 days. The Mayor or City Administrator under direction of the Mayor will provide their final decision within 14 days of receipt of the complaint or the third parties' findings whichever applies.

Any employee or member of management who is found, after appropriate investigation, to have engaged in harassment of another employee or to have retaliated against an

employee for reporting harassment, will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

POLICY 106: WHISTLEBLOWER POLICY

This policy implements Washington State’s Local Government Whistleblower Protection Act. This policy applies to all City employees and departments.

It is the policy of the City of Prosser to encourage employees to report information concerning any allegedly improper action by the City’s officers or employees. It is further the policy of the City to prevent retaliation against any employee who in good faith reports such alleged improper action. Employees who feel they have been retaliated against may appeal to the Mayor, or the City Administrator under the direction of the Mayor.

106.1 Reporting Allegedly Improper Action

- 106.1.1 Every City employee has the right to report to the appropriate person information concerning an alleged improper governmental action.
- 106.1.2 Any City employee who desires to report alleged improper governmental action shall first report in writing such action to the following persons:
 - 106.1.2.1 Mayor; or
 - 106.1.2.2 City Administrator; or
 - 106.1.2.3 Finance Director.

It is the responsibility of the receiving official to notify the Finance Director who will pass the information to the Whistle Blower Panel comprised of the Finance Director, City Attorney and the employee’s bargaining unit representative, if applicable.

- 106.1.3 The Whistleblower Panel shall investigate the received complaint (to include the hiring of outside investigators, if needed) and made a final report to the complainant within 30 days.
- 106.1.4 Except in the case of an emergency, an employee shall NOT provide information of an improper governmental action to a person or an entity who is not a public official or person listed in subsection 106.1.2 above. An employee who fails to make a good faith attempt to follow this procedure shall not receive the protections of the policy or the State Whistleblower Protection Act.
- 106.1.5 The City shall keep confidential the identity of the person reporting to the extent possible under law, unless the employee authorizes in writing the disclosure of his or her identity.

106.2 Retaliatory Action Forbidden

- 106.2.1 No City official or employee may take retaliatory action against a City employee because the employee provided information in good faith in accordance with the provisions of this policy that an improper governmental action occurred.
- 106.2.2 If an employee believes she or he has been retaliated against in violation of this policy, the employee must provide a written notice of the charge or retaliatory action to the Finance Director of the City. The notice must specify the alleged retaliatory action, the date(s) it occurred, people involved, and the relief requested.
- 106.2.3 The charge must be delivered to the Finance Director no later than thirty (30) calendar days after the occurrence of the alleged retaliatory action. The burden of proof is on the employee to prove his or her claim by a preponderance of the evidence. The City will then have thirty (30) calendar days to respond to the charge and the requested relief.
- 106.2.4 Upon receipt of either the response by the City or after the lapse of the thirty (30) calendar days, the employee may request a hearing to determine whether a retaliatory action had occurred and to obtain appropriate relief. The request for a hearing must be made within fifteen (15) calendar days of the receipt of the response by the City of the lapse or the City's thirty (30) calendar day response time. Requests must be made to the City Administrator in writing.
- 106.2.5 If the claimant had met all the time requirements, the City Administrator will hold a hearing. The burden of proof is on the employee to prove his or her claim by a preponderance of the evidence. The City Administrator will issue a final decision consisting of findings of fact, conclusions of law, and judgment no longer than forty-five (45) calendar days following the request for hearing. The City Administrator may grant extension of time upon the request of either party showing of good cause or on his or her own motion.
- 106.2.6 The City Administrator may grant reinstatement, with or without back pay, and injunctive relief as may be necessary to return to the employee to the position he or she held before the retaliatory action and to prevent any recurrence of retaliatory action.

106.2.7 The City Administrator may issue corrective action up to and including termination for any employee that may have retaliated against any employee for an improper governmental action.

106.2.8 Either party may appeal to Superior Court from an adverse determination by the City Administrator. The City Administrator's decision is subject to judicial review under the arbitrary and capricious standard.

POLICY 107: WORKPLACE VIOLENCE AND WEAPONS PROHIBITED

The purpose of this policy is to prohibit weapons or the verbal threat to use weapons, intimidation, or violence, in the workplace.

This policy does not apply to: law enforcement personnel; or any official security personnel provided that they are acting in their official capacity. This policy also does not apply to any person engaged in military activities sponsored by the federal or state government, providing they are acting in their official capacity.

107.1. City employees, other than those exempted above, shall not possess firearms or any other dangerous weapons of any type in the workplace, City vehicles or facilities owned and/or managed by the City of Prosser. This prohibition applies even though an individual may be licensed in his/her private capacity to carry a concealed weapon. In addition, any other related object carried for the purpose to injure or intimidate others is not permitted in the workplace, City vehicles, or City facilities unless otherwise authorized by the Mayor.

107.2. Firearms or other dangerous weapons shall include, at a minimum:

- Pistols, revolvers, shotguns, rifles, and the like
- Dangerous knives (defined below) not necessary in the performance of work duties
- Explosive devices of any kind
- Sling shots, nunchaku sticks, and the like
- Clubs, sand clubs, throwing stars, and the like
- Metal knuckles
- Air guns, pellet guns, blow guns
- Dirks, daggers, and similar knives fitted for stabbing
- Any replica or other item that simulates any of the above items

107.3. City employees are prohibited from engaging in any violent behavior towards others, with the exception of law enforcement officers while acting in an official capacity. Any physical, verbal or visual act (with or without a weapon) that threatens, attempts to intimidate, creates fear, or has the purpose of unreasonably interfering with an individual's work performance, creates an intimidating, hostile or offensive work environment is prohibited. This includes aggressive or hostile behavior, intentionally damaging property, committing acts motivated by, or related to, workplace harassment or domestic violence.

Non-exclusive examples of conduct which is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Acting aggressively or hostilely, creating reasonable fear of injury for another person or subjecting another individual to emotional distress;

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- Damaging employer or employee property;
- Possessing a firearm or dangerous weapon while on City property or while on City business;
- Committing hostile acts motivated by, or related to, workplace harassment or domestic violence;
- Conducting harassing surveillance, i.e. stalking;
- Threatening to bring weapons or bringing them to the workplace,
- Displaying overt signs of extreme resentment, hostility or anger,
- Making threatening remarks,
- Displaying irrational or inappropriate behavior.

107.4. Procedures.

107.4.1 Employees will report any threat or behavior as outlined in section 3 above. Any employee who is subject to, or observes, violent behavior or threat of violent behavior, a firearm or other weapon, or any situation that appears to be potentially dangerous, must immediately report such action to his/her supervisor, Department Director, or the Human Resources Department.

107.4.2 Supervisors, Department Directors, or the Human Resources Department will immediately take corrective action to resolve any violent behavior situation. This includes, but is not limited to, summoning police officers or calling 911. If the situation is urgent employees may summon police officers or call 911.

107.4.3 The Human Resources Department will assist supervisors, managers and Department Directors in investigating and preparing documentation for action surrounding an incident of violent behavior. In some cases, a referral to the employee assistance program may also be appropriate.

107.4.3.1. Incidents that constitute criminal acts will be referred to the Prosser Police Department.

107.4.3.2 Disciplinary action may be taken, up to and including termination, for violations of this policy.

107.4.3.3 In no case shall any employee or private person who reports threats or acts of violence be retaliated against through disciplinary action, workload reassignments, denial of promotion, harassment, or any other manner of retribution. Any acts of retaliation will be reported immediately to the appropriate Department Director, the Human Resources Director, or, if appropriate, the Mayor pursuant to Policy 106: Whistleblower Policy

107.5 Additional Employee Obligations

107.5.1 Occasionally an employee may face a threat from a person outside the workplace. If any employee has reason to believe an outsider may harm the employee in any way in the workplace, the employee is required to report those concerns to the employee's immediate supervisor.

107.5.2 If an employee has obtained any legal protection order, such as a No Contact" or "Anti-Harassment" or restraining order, against any other individual, and the employee believes the individual may attempt to contact that employee at the workplace in violation of the protective order, the employee is required to report those concerns to the employee's immediate supervisor, and to supply a copy of that order to the City's Human Resources Department. The Human Resources Department will place the copy in the employee's personnel file and will forward a copy to the Prosser Police Department. Such information will be kept confidential to the extent possible, but will be provided to appropriate personnel on a "need to know" basis.

107.5.3 Any employee concerned about personal safety may request an escort or other appropriate intervention by law enforcement personnel.

107.5.4 Employees should follow the same procedure in section 4 above if any citizen or visitor to the workplace is observed with or known to possess a firearm or other dangerous weapon, or where a verbal threat of assault of an employee or another person is observed at the workplace. Supervisors, Department Directors, or the Human Resources Department should follow the procedures outlined in section 4 as appropriate.

POLICY 1087: EMPLOYEE PERSONNEL RECORDS

A personnel file for each employee shall be kept under the control of the Finance Director. Access to that personnel file shall be limited to the employee, the employee's immediate supervisor, the Department Head, Finance Director and/or designee, City Administrator and Mayor. An employee's personnel file normally contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, annual performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

An employee has the right to review his/her file. Files must be reviewed in the Finance Department with the Finance Director or his/her designee. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the immediate supervisor, Department Head, or City Administrator denies the employee's request to remove the information, the employee may deliver a written rebuttal statement to be delivered to the Finance Director to be placed in his/her personnel file.

Personnel files are kept confidential to the maximum extent permitted by law. Except as required by law, no information from any employee's personnel file will be released to the public, including the press, without a written request or authorization from the employee allowing for release of specific information.

POLICY 1098: REFERENCES

The City does not give references, other than to confirm the dates of employment and last salary, without the express written consent of the employee, which consent shall include a written release of the City from all liability.

Any employee, supervisor or Department Head receiving inquiries from the public concerning past or present employees should direct such inquiries or reference requests to the Finance Director. The Finance Director will respond to such requests or forward them to the City Administrator or Department Head when appropriate.

POLICY 201: HOURS OF WORK AND OVERTIME

- 201.1 The standard workweek for the City is Monday through Friday from 8:00 a.m. to 5:00 p.m. with a one (1) hour unpaid lunch period. There may be deviations from this standard or a flexible workweek may be authorized by departments provided that the department will have sufficient staff to ensure delivery of services.
- 201.2 A normal working schedule for regular full-time employees, except for those classified as exempt under the definitions of the Fair Labor Standards Act (FLSA), consists of forty (40) hours each workweek.
- 201.3 Part-time and temporary/seasonal employees will work hours as specified by their Department Head.
- 201.4 All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act (FLSA) regulations. An exempt employee is one who is classified as executive, administrative, or professional under the definitions of the Fair Labor Standards Act (FLSA).
- 201.5 Non-exempt employees shall receive overtime compensation payable at one and one-half times the employee's regular rate of pay for all time worked beyond the established forty (40) hour workweek. When computing overtime, holidays, sick leave, vacation, and any other leave listed under Policy 801 will NOT be counted as hours worked. Overtime will take effect when the employee has worked over forty (40) hours in one (1) workweek. This policy does not apply to the Police Department when working a 28-day work cycle.
- 201.6 All overtime should be pre-approved in writing on the approved form by the employee's Department Head or supervisor.
- 201.7 Exempt employees are not covered by the Fair Labor Standards Act (FLSA) overtime provisions and do not receive overtime pay.
- 201.8 Exempt employees shall only account for leave taken in excess of 4 hours each day.

POLICY 202: ATTENDANCE

- 202.1 Punctual and consistent attendance is a condition of employment. Each Department Head is responsible for maintaining an accurate attendance record of his/her employees.
- 202.2 Employees unable to work or unable to report to work on time must notify their Department Head or their immediate supervisor as soon as possible, ordinarily before the workday begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one (1) day, the employee is responsible for reporting in each day. If the supervisor or Department Head is unavailable, the employee must leave a message with the Finance Director or his/her designated representative, stating the reason for being late or unable to report for work.
- 202.3 The City reserves the right to require an employee to provide documentation from the employee's doctor or professional health care provider verifying an illness or injury which results from absence from work.
- 202.4 Employees are expected to be at work during inclement weather. A Department Head may allow an employee to be late or leave early during severe weather conditions. However, non-attendance will be counted as absence from work. Employees will be given the option of taking leave without pay or using vacation leave.
- 202.5 An employee who is absent without authorization or notification for a period of more than three (3) consecutive days may be assumed to have abandoned his/her position or voluntarily resigned without notice and is subject to disciplinary action, including possible termination.

POLICY 203: BREAKS AND MEAL PERIODS

Employees are entitled to one (1) fifteen-minute break for every four (4) hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public. Employees should not work more than three (3) hours without a break and breaks should be scheduled as near as possible to the midpoint of the work period.

Meal periods shall be scheduled by the employee's Department Head or supervisor. The scheduling of meal periods may vary depending upon department workload. Meal periods are unpaid and usually one (1) hour in length.

In accordance with State laws, employees shall not be required to work more than five (5) consecutive hours without a meal period of one-half hour in duration.

POLICY 204: DUTY TO REPORT TO WORK IN THE EVENT OF DISASTER/EMERGENCY SITUATION

It is the City's policy to continue to provide vital services to the community during emergency conditions, while maintaining a primary concern for the safety of City employees and their families. In the event of a widespread disaster that necessitates the activation of the Emergency Operations Center, the following procedures shall apply.

204.1 During Non-Work Hours

All regular employees and hourly workers are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all regular employees and hourly workers are required to report to work, pursuant to departmental operating procedures. The Emergency Operations Board must approve any departmental procedure that is less restrictive than this stated policy and procedure.

204.2 During Work Hours

Departments shall make every reasonable effort to allow regular employees and hourly workers to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in the City's Emergency Operations Plan.

The City Administrator will determine the instances when an allowance for time off with pay for unusual circumstances will be made for any employee during a disaster or emergency situation.

204.3 Controlled Substances

No employee shall report to duty or remain on duty under the influence of any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the employee that the substance will not adversely affect the employee's ability to perform their essential duties.

No supervisor or Department Head having actual knowledge that an employee has used a controlled substance prior to reporting to work, or has used a control substance while on duty, shall permit the employee to perform, or continue to perform functions.

POLICY 205: PAYROLL RECORDS

The Finance Director keeps the official payroll records. Each Department Head shall turn in on a monthly basis a signed work record for each employee within his or her department, noting hours worked, leave taken, and overtime hours worked.

Department Heads and other exempt employees need to only turn in a record showing any leave taken or time off that should be charged to his or her leave.

POLICY 301: RECRUITING EMPLOYEES

- 301.1 It is the policy of the City that all vacant regular, full-time and part-time, employment positions with the City shall be filled only after advertising the position. Unless the position is filled through in-house promotion, advertisements shall be published no less than once per week for two (2) consecutive weeks in a newspaper or publication with general circulation in the Prosser area. The City Clerk shall ensure that all applications received for a position are kept according to State retention requirements. Publication of an additional notification will not be needed if a similar position is being filled within a six (6) month timeframe.
- 301.2 Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to sex, marital status, sexual orientation, pregnancy, race, creed, color, national origin, honorably discharged veteran or military status, presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless a bona fide occupational qualification exists, provided that the prohibition against such discrimination because of such disability shall not apply if the particular disability prevents the proper performance of the particular worker involved.
- 301.3 Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the City's official application.
- 301.4 Any applicant supplying false or misleading information is subject to immediate termination, if hired.
- 301.5 In the recruitment of a City Administrator, Department Head, or other essential position, the Council may chose to enter into a contract with a recruitment firm to recruit qualified candidates.

POLICY 302: HIRING EMPLOYEES

- 302.1 A written offer of employment outlining the conditions of employment with the City shall be given to the successful applicant. Written offers will be signed by the City Administrator or his/her designee.
- 302.2 Applicants for positions in which the applicant is expected to operate a City-owned motor vehicle must be at least eighteen (18) years old and will be required to present a valid Washington State Driver's License with any necessary endorsements. Prior to employment, applicants will be required to present a driving record abstract at their own expense. Applicants with poor driving records, as determined by the City, may be disqualified from employment with the City in positions requiring driving of City-owned vehicles.
- 302.3 The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City. The City may contract with any competent agency or individual to prepare and/or administer examinations.
- 302.4 After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical or psychological examination (which may include testing for alcohol and controlled substances). The purpose of the examination is to determine if the individual is physically and/or mentally able to perform the job and to ensure his/her physical or mental condition will not endanger the health, safety or well-being of his/her self, other employees or the public. The offer of employment may be conditioned on the results of the examination.
- 302.5 *If a successful applicant is being hired into a position which requires mandatory, random drug and alcohol testing, and during the past two years has worked as a driver of a commercial vehicle, the applicant must authorize a request from all employers of the driver within the past two years a release of information on the following: 1) positive alcohol or drug tests; and, 2) refusals to be tested.*
- 302.6 A candidate may be disqualified from consideration if: 1) found to be physically or mentally unable to perform the duties of the position, and the individual's condition cannot reasonably be accommodated in the workplace; 2) the candidate refuses to submit to a pre-employment medical or psychological examination or to complete medical history forms; or, 3) if the pre-employment screening reveals use of alcohol and/or controlled substances.
- 302.7 All successful applicants for any City position may be subject to a criminal history background check. Applicants found to have a criminal history may be disqualified from employment.

302.8 All successful applicants for any City position requiring contact with or supervision of minors, vulnerable adults, or developmentally disabled persons including temporary/seasonal employees shall be subject to a criminal history background check prior to being hired, and periodically thereafter. Any applicant found to have a criminal history of violations against minors shall be automatically disqualified from employment.

302.9 Relocation costs may be paid in accordance with a contract approved by the City Council detailing repayment terms if the employee voluntarily leaves employment or is terminated for cause before twenty-four (24) continuous months of service.

302.10 Pre-employment credit history checks may be required for certain positions to determine the individual's ability to perform the work of that position. Any pre-employment credit history checks must be developed and validated under the direction of the Finance Director.

302.11 Prospective employees that may operate a vehicle for business purposes, are required to provide the City of Prosser with a five (5) year driving record abstract (pre-employment driving record) which is attainable from the Department of Licensing in each state where the employee was residing for the previous five (5) year period. The cost of the driving record abstract is the responsibility of the prospective employee.

For those jobs requiring employees to drive a City vehicle, a condition of hire is an acceptable driving record (as shown in the Scoring of Acceptable Driving Record table shown below). Minimum age for drivers of City vehicles is eighteen (18). Exceptions will be assessed on an individual basis and approved by the Mayor or City Administrator under the direction of the Mayor.

Scoring of Acceptable Driving Record (Five Years)

VIOLATIONS	GRADING CRITERIA
0-1 Minor Violation	Acceptable driving record
2 Minor Violations	Borderline approval (consider carefully)
3 Minor Violations	Poor (approval by Mayor/City Admin only)
4 Minor Violations	Unsatisfactory (not acceptable)
Any Major Violation	Unsatisfactory (not acceptable)
MINOR VIOLATIONS	MAJOR VIOLATIONS (CRIMINAL CONVICTION OF THE BELOW OFFENSES)
Stop sign/traffic signal offenses	DUI alcohol/drugs
Speeding (not more than 20 mph over posted speed limit)	Leaving scene of an accident
Improper turn; failure to signal	Reckless driving
Seat belt violation	Falsifying an accident report

Illegal passing	Vehicular homicide or assault
	Attempt to elude an officer

POLICY 303: TEMPORARY/SEASONAL EMPLOYEES: NON-EXEMPT

- 303.1 With approval of the Mayor, or City Administrator under the direction of the Mayor, temporary/seasonal employees may be used during emergencies or other peak workload periods; or to temporarily replace regular employees absent due to disability, illness, vacation, or other approved leave; or to temporarily fill a vacancy until a regular employee is hired or a position is authorized.
- 303.2 Temporary or seasonal employees may be hired without competitive recruitment or examination.
- 303.3 Temporary or seasonal employees are not eligible for and do not receive retirement, vacation, sick leave, health insurance, holiday, or any other benefits during their employment.
- 303.4 Employment of minors will only be allowed on a temporary or seasonal, part-time basis, and only in accordance with Child Labor Laws.

POLICY 304: EMPLOYMENT OF RELATIVES (NEPOTISM)

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

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

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

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

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

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

POLICY 305: PROMOTIONS AND TRANSFERS: NON-EXEMPT EMPLOYEES

- 305.1 The City encourages current City employees to apply for vacant City positions for which they are qualified. Promotions and transfers are based on the Department Head's recommendation, workforce requirements, performance evaluations, job descriptions and related City requirements, and will be subject to approval by the Mayor, or City Administrator under the direction of the Mayor.
- 305.2 Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must possess the qualifications for the vacant position, unless the Mayor, or City Administrator under the direction of the Mayor, determines that it is in the best interest of the City to waive such requirements.

POLICY 401: EMPLOYEE PAY RATES

- 401.1 Employees shall be paid the amount approved by the City Council within the adopted budget.
- 401.2 Usually, new employees will start their employment at the entry-level pay for their position. However, a new employee may be employed at a higher pay than the entry level when the employee's experience, training, or proven capability warrant. The entry-level pay rate (or step 1) is a twelve month step and the employee will remain on that step for the duration of those twelve months. Following the twelve month period and for each pay step that follows (steps 2 through 5) the duration is twenty four (24) months. The final step for each employee is step 5. Once the employee reaches the final pay step (or step 5) they will remain on this step and will not receive additional adjustment unless an adjusted wage schedule is approved by Council.
- 401.3 Salary adjustments may be granted upon the recommendation of the Mayor, or City Administrator under the direction of the Mayor, and approval of the City Council (unless already authorized in the budget by City Council). Dependent upon an employee's performance, a Department or City Administrator could request that the Mayor consider an advanced increase of up to half of their next scheduled wage increase (or step increase). This request can be made provided that the employee in question has completed at least 12 months in their current wage rate or step. The Mayor, or the City Administrator under the direction of the Mayor may approve these requested provided that budget is available to fund the adjustment. Otherwise the adjustment must be approved by the City Council (HMS1).
- 401.4 If an employee's performance is consistently unsatisfactory, as based on the job performance evaluation, the Mayor and/or City Administrator under the direction of the Mayor, may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

POLICY 402: LONGEVITY PAY

402.1 Non-union employees of the City shall, after 10 years of service, receive ten dollars (\$10.00) per month for every year of service thereafter. The maximum amount, which can be earned per month, shall be one hundred dollars (\$100.00).

402.2 An employee who previously started earning longevity pay prior to 10 years of service shall continue to receive the current amount of longevity pay. No additional amounts will accrue until such employee has reached 10 years of service. When the employee reaches 10 years of service, the employee will continue accruing in accordance with Policy 402.1.

402.2.1 As an example, an employee who has not reached 10 years of service but received \$90 of longevity pay in the previous year will continue to receive \$90 until the beginning of his/her 20th year of service when his/her longevity pay will increase to the maximum amount of \$100.

402.3 Longevity payments will be made in lump-sum amounts in November of each year.

POLICY 403: CELL PHONE ALLOWANCE

Employees may be provided a cell phone allowance in the amount of \$45.00 each month on their regular payroll checks at the discretion of the Mayor or the City Administrator under the direction of the Mayor. This allowance shall be increased annually beginning January 1, 2010 equal to 100% of the US All Cities CPI-W June-June with the lowest annual increase being 2% and the highest annual increase being 4%.

Employees utilizing cell phones for City business must not utilize written cell phone capabilities such as text messaging or email for City business unless such phone is synchronized with the City's computer system so that such electronic records can be maintained according to the State records retention requirements.

Employees utilizing cell phones and driving City vehicles or personal vehicles for City business must use a hands-free device when utilizing a cell phone and driving a vehicle.

POLICY 404: BI-LINGUAL ALLOWANCE

Employees in positions requiring bilingual capabilities and who are able to satisfactorily complete a test of their bilingual ability may be given an allowance of \$25.00 each month on their regular payroll checks. The City will determine the positions requiring such abilities as well as the test to be utilized and the rating scale for such test.

POLICY 405: PAYDAYS

- 405.1 City employees will be paid on a monthly payroll system. Employee paychecks will be issued on the last working day of the month.
- 405.2 Regular full-time and regular part-time City employees may elect to receive payroll draws on the fifteenth (15th) of each month. Requests for payroll draws must be received by the Finance Department by the first (1st) of each month in order to be effective for that month. Payroll draws may not exceed 70% of base wages earned to the date of the draw for that month, nor more than 40% of base wages earned for the entire month in which the draw is taken.
- If the 15th day of the month falls on a Saturday, Sunday or holiday, payroll draw checks will be available on the preceding workday.
- 405.3 Providing at least 25 City employees request direct deposit of their paychecks in accordance with RCW 41.04.240, employees may elect to deposit payroll checks directly into a savings or checking account of their choice upon completion of the appropriate form.

POLICY 406: DEDUCTIONS

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, applicable union contract, or statute. Voluntary deductions must be requested in writing by the employee to the Finance Department.

POLICY 407: COMPENSATION UPON TERMINATION

407.1 When an employee's employment with the City is terminated by retirement, dismissal or resignation, the employee will receive the following compensation.

407.1.1 Upon termination of employment by retirement, dismissal or resignation, all regular employees shall be paid for accrued and unused vacation time up to a maximum of thirty (30) days at their regular wage provided however, that the employee has been employed for at least six (6) months.

407.1.2 At the date of retirement or resignation, one-half of the total sick leave time accrued shall be paid to the employee, provided that the employee has a minimum of forty-five (45) days accrued, up to a maximum of one hundred twenty days (120) days accrued. In order to be eligible to receive compensation for accrued sick leave, the employee must give at least two (2) weeks' notice prior to the effective date of his/her retirement or resignation. An employee who has been dismissed from his/her position is not eligible for sick leave compensation. In the event of death of an employee, one hundred percent (100%) of the accrued sick leave compensation shall be paid.

407.2 In the case of death of an employee, such compensation as provided in subsections 1 and 2 above, shall be made to the designated beneficiary of the deceased.

POLICY 408: SPECIAL RECOGNITION AWARD

The Mayor or his/her designee may establish a special recognition award program in compliance with the terms of this policy. No award may be provided to an appointed official of the City. The maximum amount of an award shall not exceed the amount approved by the City Council in its annual budget. The special recognition award will not be incorporated into an employee's base salary rate of pay for the purposes of computing overtime/compensatory time accruals, unless required by the Fair Labor Standards Act, but will remain a separate, one-time recognition of contribution or innovative ideas put to practice in the organization. The special recognition award program shall be limited to awards for:

- A. A project or work product that is specific and identifiable with both start and end dates.
- B. A project or work product assignment that may be interdepartmental, with an assigned "total award" which is shared equally among all members of the task group.
- C. A demonstrated level of creativity, skill, or conscientiousness that is beyond that normally expected for the position.
- D. Individual contribution or leadership without which the project or product results would not have been achieved, and which are beyond what is normally expected for the position.
- E. Innovation or conscientiousness that may have resulted in substantial savings or reduced costs.

The Mayor or his/her designee may hold a semi-annual Employee Awards Banquet and Appreciation Day to honor and recognize employees receiving such awards. The banquet and awards may include appointed and/or elected officials (MS2). The event may be held at a City facility at no cost to employees, appointed officials, elected officials, or their family members. The City may choose to provide food, non-alcoholic drinks, or other like items at the banquet. All items provided at the banquet will not be incorporated into an employee's base salary rate.

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POLICY 501: REIMBURSEMENT OF BUSINESS TRAVEL EXPENSES

Reimbursement rates for business travel expenses are established at the State of Washington per diem rate as now exists or is hereafter amended. The Department Head is responsible for verifying the trip is necessary and clearly in the best interest of the City, that budgeted funds are available, and ensuring that these procedures have been followed. Business travel expenses are categorized as follows:

- 501.1 Travel is to be by the most direct route and by the most economical mode available in the form of transportation approved by the Department Head.
- 501.2 Reservations for commercial air transportation may be made by each department. Employees are not required to fly on aircraft not able to carry at least twenty passengers. All promotional airfare, tickets, discounts, negotiable items of value, or coupons received as a result of travel on City business may not be used by an employee for personal purposes.
- 501.3 A City vehicle should be used for travel purposes when a department has one available.
- 501.4 Travelers using privately owned automobiles on City business will be reimbursed for actual miles driven at the Washington State privately owned vehicle or motorcycle mileage rate at it now exists or is hereafter amended.

501.4.1 If more expensive transportation is used, reimbursement is limited to costs that would have been incurred had the most economical means been used. If traveling by automobile, all travelers to the same event shall travel together in the same vehicle. Those choosing not to share a ride will be required to cover their own transportation costs above the per diem amount for the actual miles driven.

501.4.2 It is the Department Head's responsibility to ensure that an employee traveling in a City-owned or a privately-owned vehicle has provided the City with a copy of his/her driving record abstract in the current calendar year showing he/she has an acceptable driving record according to Policy 302.11 prior to traveling on City business.

501.4.3 An employee traveling for business purposes must ensure he/she has the minimum required insurance coverage prior to traveling on City business.

- 501.5 Lodging should be at the lowest available government, corporate, or conference rate. Travelers may stay at the conference center hotel even if less expensive lodging is located nearby.
- 501.6 Meals will be reimbursed at the established Washington State per diem rate based upon partial-day or full-day travel status as it now exists or is hereafter amended. Meals included in registration fees or included with lodging are not reimbursable. Tips and taxes are included in the maximum per diem rate.
- 501.7 Necessary miscellaneous business travel expenses such as taxi or bus fare, ferries, tolls, parking fees, and educational materials are reimbursable. Detailed receipts are required for reimbursement of miscellaneous business travel expenses.
- 501.8 Non-allowable expenses of a personal nature that do not benefit the City are not reimbursable. Examples include, but are not limited to, dependent expenses, entertainment, traffic fines, loss or damage of personal property, personal telephone calls, in-room movies, laundry service, valet service, and alcoholic beverages.
- 501.9 Employees traveling need to keep in mind that they are responsible for the accuracy of information reported on City travel documents.
- 501.10 Requests for reimbursement of travel related expenses should be submitted to the Department Head and forwarded to the Finance Department within 5 (five) business days of completion of travel.

POLICY 601: PERFORMANCE EVALUATIONS

- 601.1 To achieve the City's goal to train, promote and retain the most qualified employee for every job, the City conducts performance evaluations for all positions at least annually.
- 601.2 The Finance Director is responsible for developing and maintaining the City's performance evaluation program.
- 601.3 Employees are to be evaluated by their Department Heads during their first six (6) months of employment and at least once every twelve (12) months thereafter.
- 601.4 The evaluation is part of an employee's personnel record and may be a factor in determining whether the employee receives a wage increase, or whether the employee is promoted, transferred, demoted, laid off, or terminated.
- 601.5 The employee is allowed to provide a reply or rebuttal statement indicating his/her agreement or disagreement with the evaluation findings. Statements will be attached to the evaluation and filed with the employee's personnel record.

POLICY 602: TRAINING POLICY

- 602.1 The City seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge and abilities directly related to City employment, to obtain and maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars and workshops sponsored by other agencies and organizations outside the City.
- 602.2 Unless prohibited by law, the City may pay for renewals of all required certifications needed for employment subject to budgetary constraints.
- ~~602.3 If an employee desires to take an advanced education course, and the course is pre-approved by the Mayor or the City Administrator under the direction of the Mayor and the Department Head as being a benefit to the City, subject to budgetary and scheduling constraints, the City may reimburse the employee for the cost of tuition, provided that the employee receives a B grade or better. No regular or overtime compensation will be paid to any employee as a result of participation in this program.~~

POLICY 603: TUITION REIMBURSEMENT

- 603.1 The City is dedicated to providing personal and professional development opportunities for all employees as long as educational courses provide a benefit to the City. While tuition reimbursement is not the only training and development offered to employees, it is an essential benefit which provides learning and career growth opportunities. Tuition reimbursement also assists in attracting and retaining employees and demonstrates the degree of value the City places on its employees.
- 603.2 If an employee desires to take an advanced education course, the course must be pre-approved by the Mayor or the City Administrator under the direction of the Mayor and the Department Head as being a benefit to the City. Any approval is subject to budgetary and scheduling constraints. Reimbursement will only be made for college courses from an accredited college or university. --Each semester or quarter shall require separate approval and submission of a Tuition Reimbursement Form.
- 603.3 The City may reimburse the employee for the cost of tuition, provided that the employee receives a B grade or better. Official grade reports must be submitted with the request for tuition reimbursement. Reimbursement requests and official grade reports must be submitted within ninety (90) days of completion of each course. Tuition reimbursement includes the cost of tuition only. Other costs not covered by this policy include but are not limited to the following: parking, transportation, recreation fees, lab fees, student fees, and textbooks. No regular or overtime compensation will be paid to any employee as a result of participation in this program.
- 603.4 The total maximum reimbursable amount will be \$5,000 or the amount budgeted, whichever is less, in any calendar year for each employee. If requests for tuition reimbursement exceed the amount allowed by the City's current budget, then requests by employees will be funded according to the date on which the employee submitted the Tuition Reimbursement Form.--
- 603.5 Tuition reimbursement may be subject to income and FICA tax withholding depending on the IRS tax codes in effect. Employees should contact their accountant or tax advisor for guidance on the tax laws related to tuition reimbursement.
- 603.6 Employees shall remain in an active, good-standing position with the City for 24 months after any tuition reimbursement is provided. Employees separating prior to completing this obligation shall be financially liable for reimbursing the City for all tuition reimbursement provided to the employee within 24 months from the date of the employee's separation from employment from the City. The employee and

his or her spouse, if applicable, shall sign a Tuition Reimbursement Form with the City before any tuition reimbursement is provided in substantially the following form:

TUITION REIMBURSEMENT FORM

Name of Employee _____

Date of Application _____

I request approval to take the following courses under the City's tuition reimbursement program:

Course Name(s) _____

School _____

Accreditation Information _____

Reason for taking course _____

Beginning Date _____ Completion Date _____

1. City related tuition costs		\$
2. less Outside/non-personal assistance	-	\$
3. Subtotal (line 1 - line 2)		\$
4. less Prior tuition claim(s) in same year	-	\$
5. Total tuition reimbursement requested (line 3 - line 4)		\$

Notes: Tuition reimbursement may not exceed \$5,000 per year

I understand that I must pay the cost of tuition and fees in advance, and upon successful completion of the course(s), the City will reimburse me at the appropriate rate as outlined in the policy. I understand that I must furnish a grade report within ninety (90) days of completion of the course and receipt of expenses before reimbursement will be made. I agree to abide by all other provisions of the tuition reimbursement policy. I also understand that if I leave the City within 24 months calculated from the date of reimbursement, I will be required to repay any amount received, in full, in accordance with the terms of exhibit "A" attached hereto as incorporated herein as if fully set forth.

Employee Signature _____ Date _____

Department Head Approval _____ Date _____

City Administrator Approval _____ Date _____

I have completed the course(s) and submit my expenses and grade report for reimbursement (receipts attached)

Employee Signature _____ Date _____

I, the undersigned, being the spouse of the above named employee, have read the above tuition reimbursement form and attached exhibit "A" and understand the terms thereof. I hereby consent to the provisions of the tuition reimbursement form and accept and ratify them as binding upon me, insofar, as the agreement effects my community rights.

Spouse Signature _____ Date _____

Exhibit "A"

Employee and Employee's Spouse promises to pay to City at (601 7th Street, Prosser, Washington), the principal sum of _____ without interest on or before employee's separation from employment from the City. The employee agrees that the City may deduct the amount due by employee from employee's last paycheck. Employee also promises as follows:

1. DEFAULT INTEREST: After maturity, or failure to make any payment, any unpaid principal shall accrue interest at the rate of twelve percent (12%) per annum.
2. CURRENCY: All principal and interest payments shall be made in lawful money of the United States.
3. ATTORNEY'S FEES AND COSTS: Employee shall pay all costs incurred by City in collecting sums due under this agreement after a default, including reasonable attorney's fees, whether or not suit is brought.
4. NON-WAIVER: No failure or delay by City in exercising its rights under this Note shall be a waiver of such rights.
5. SEVERABILITY: If any clause or any other portion of this Agreement shall be determined to be void or unenforceable for any reason, such determination shall not affect the validity or enforceability of any other clause or portion of this agreement, all of which shall remain in full force and effect.

6. INTEGRATION: There are no verbal or other agreements which modify or affect the terms of this agreement. This agreement may not be modified or amended except by written agreement signed by Employee and City Administrator. This agreement shall be considered to be a promissory note, enforceable under the laws of the State of Washington.

603.7 Employees who receive financial assistance for their education from another source must disclose the source and amount on their Tuition Reimbursement Request Form. If employees are receiving 100% funding for their education from another source, the City will not provide reimbursement. Under certain circumstances, it is possible that the tuition reimbursement program can be coordinated with other funding sources. In all instances, total financial assistance and tuition reimbursement will not exceed the educational expenditures incurred.

603.8 HOW TO APPLY FOR TUITION REIMBURSEMENT

1. Complete the Tuition Reimbursement Form.
2. Submit this completed form to the department head for recommendation to the City Administrator.
3. When the City Administrator, or department head, returns the approved Tuition Reimbursement Form to the employee (or otherwise informs the volunteer of course approval), he/she may then enroll in the course.
4. Within 90 days after successful completion of the course, attach a copy of the payment/sales receipts and evidence of satisfactory course completion, if applicable, to the previously approved Tuition Reimbursement Form (or other evidence of prior course approval). Forward the documentation to the City's Finance Director for processing.