

City of Prosser
CITY COUNCIL
REGULAR MEETING AGENDA
Council Chambers, 601 7th Street, Prosser WA 99350
Tuesday, May 26, 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. Chamber of Commerce Quarterly Report (*Humberto Rodriguez, Executive Director*)

b. Historic Downtown Prosser Association Quarterly Report (*Dan Smith, Executive Director*)

6. CONSENT AGENDA

- a) Approve Payment of Payroll Check Nos. 600357 through 600360 in the amount of \$2,958.08 and Direct Deposits in the Amount of \$15,492.65, for the Period Ending May 26, 2015..... **Page 4**

- b) Approve Payment of Claim Checks Nos. 12390 through 12477 in the Amount of \$312,207.48 and Electronic Payments in the Amount of \$18,823.58 for the Period Ending May 26, 2015..... **Page 6**

- c) Accept Invoice for Operation of the Visitor Information Center and Reimbursable Tourism and Promotional Expenses for the Month of March 2015 and Authorize Payment for those Services in the Amount of \$12,000.00 **Page 16**

- d) Approve Progress Bill No. 5 in the Amount of \$409.78 for Work Performed by HLA, Inc., through April 30, 2015, for Preliminary Engineering and Design on the 7th Street ADA Sidewalk Ramp Improvements Project and Authorize the Mayor to Sign the Documents. **Page 23**

- e) Approve Progress Bill No. 12 in the Amount of \$5,864.99 for Work Performed by HLA, Inc., through April 30, 2015, for Preliminary Engineering and Design on the Old Inland Empire Highway Improvements Project and Authorize the Mayor to Sign the Documents. **Page 28**

The first Ordinance passed will be Ordinance 15-2933
The first Resolution passed will be Resolution 15-1486

- f) Approve Progress Bill No. 5 in the Amount of \$4,535.64 for Work Performed by HLA, Inc., through April 30, 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 33*
- g) Approve Contract Amendment to the Industrial Wastewater User Contract between Hogue Cellars, LTD., and the City of Prosser and Authorize the Mayor to Sign the Contract Amendment..... *Page 38*
- h) Approve the Request for Fireworks Ban Special Use Waiver for the Prosser Scottish Festival Anvil Launch to be Held on June 20, 2015 at the Port of Benton East Prosser Wine and Food Park..... *Page 42*
- i) Approve the Special Event Application for the Prosser Chamber of Commerce, Multiple Events, for the 2015 Calendar Year *Page 45*
- j) Approve the Special Event Application for the Sacred Heart Parish Latin Festival, August 9, 2015, at the Prosser City Park *Page 59*
- k) Approve February 10, 2015 Meeting Minutes..... *Page 66*
- l) Approve February 24, 2015 Meeting Minutes..... *Page 69*
- m) Approve March 3, 2015 Meeting Minutes..... *Page 73*
- n) Approve March 10, 2015 Meeting Minutes..... *Page 77*
- o) Approve March 24, 2015 Meeting Minutes..... *Page 80*

7. COUNCIL ACTION

- a.) **Consideration of RESOLUTION Amending Interlocal Agreement with Benton County for District Court Services..... *Page 83***

RECOMMENDATION: Adopt Resolution No. 15-_____ Approving the Amended and Restated Interlocal Agreement between Benton County and the City of Prosser for District Court Services and Authorize the Mayor to Sign the Agreement.

- b.) **Consideration of ORDINANCE Amending the 2015 Budget for the Criminal Justice Fund (148)..... *Page 92***

RECOMMENDATION: Adopt Ordinance No. 15-_____ Amending the 2015 Budget for the Criminal Justice Fund 148.

***The first Ordinance passed will be Ordinance 15-2933
The first Resolution passed will be Resolution 15-1486***

c.) **Consideration of ORDINANCE Amending the 2015 Budget for the Street Fund (102)..... Page 97**

RECOMMENDATION: Adopt Ordinance No. 15-_____ Amending the 2015 Budget for the Street Fund 102.

8. COUNCIL DISCUSSION

9. ADJOURNMENT

*The first Ordinance passed will be Ordinance 15-2933
The first Resolution passed will be Resolution 15-1486*

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of payroll check nos. 600357 through 600360 in the amount of \$2,958.08 and direct deposits in the amount of \$15,492.65 for the period ending May 26, 2015

Meeting Date:
May 26, 2015
Regular Meeting

Department:
Finance

Director:
Toni Yost

Contact Person:
Elia Lara

Phone Number:
(509) 786-2332

Cost of Proposal:
\$18,450.73

Account Number:
Various

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

Name and Fund#
Various

Reviewed by Finance Department:

Elia Lara

Attachments to Agenda Packet Item:

1. Payroll Check Register

Summary Statement:

Payroll check nos. 600357 through 600360 in the amount of \$2,958.08 and direct deposits in the amount of \$15,492.65 for the period ending May 26, 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 600357 through 600360 in the amount of \$2,958.08 and direct deposits in the amount of \$15,492.65 for the period ending May 26, 2015

Reviewed by Department Director:

Oyert

Date: 5/21/15

Today's Date:

May 21, 2015

Reviewed by City Attorney:

N/A

Date:

Revision Number/Date:

Approved by Mayor:

Paul Ward

Date: 5-22-15

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

05/15/2015 To: 05/15/2015

Time: 10:43:45 Date: 05/12/2015
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|--------|----------|-----------|-----------|
| 3071 | 05/15/2015 | Payroll | 1 | EFT | | 138.52 | May Draw |
| 3072 | 05/15/2015 | Payroll | 1 | EFT | | 858.95 | May Draw |
| 3073 | 05/15/2015 | Payroll | 1 | EFT | | 554.10 | May Draw |
| 3074 | 05/15/2015 | Payroll | 1 | EFT | | 1,617.98 | May Draw |
| 3075 | 05/15/2015 | Payroll | 1 | EFT | | 642.90 | May Draw |
| 3076 | 05/15/2015 | Payroll | 1 | EFT | | 1,098.96 | May Draw |
| 3081 | 05/15/2015 | Payroll | 1 | EFT | | 1,699.24 | May Draw |
| 3082 | 05/15/2015 | Payroll | 1 | EFT | | 646.45 | May Draw |
| 3083 | 05/15/2015 | Payroll | 1 | EFT | | 1,371.50 | May Draw |
| 3084 | 05/15/2015 | Payroll | 1 | EFT | | 1,529.32 | May Draw |
| 3085 | 05/15/2015 | Payroll | 1 | EFT | | 689.22 | May Draw |
| 3086 | 05/15/2015 | Payroll | 1 | EFT | | 1,937.50 | May Draw |
| 3087 | 05/15/2015 | Payroll | 1 | EFT | | 1,556.82 | May Draw |
| 3088 | 05/15/2015 | Payroll | 1 | EFT | | 1,151.19 | May Draw |
| 3077 | 05/15/2015 | Payroll | 1 | 600357 | | 704.63 | May Draw |
| 3078 | 05/15/2015 | Payroll | 1 | 600358 | | 411.75 | May Draw |
| 3079 | 05/15/2015 | Payroll | 1 | 600359 | | 1,235.25 | May Draw |
| 3080 | 05/15/2015 | Payroll | 1 | 600360 | | 606.45 | May Draw |
| | | | | | | 11,796.93 | |
| | | | | | | 1,699.24 | |
| | | | | | | 3,665.21 | |
| | | | | | | 1,289.35 | |
| | | | | | | 18,450.73 | Payroll: |
| | | | | | | | 18,450.73 |

Djest

Signature

5/12/15

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title: Approve payment of claim check nos. 12390 through 12477, in the amount of \$312,207.48 and Electronic Payments in the amount of \$18,823.58 for the period ending May 26, 2015.

Meeting Date:
May 26, 2015
Regular Meeting

Department:
Finance

Director:
Toni Yost

Contact Person:
Elia Lara

Phone Number:
(509) 786-2332

Cost of Proposal:
\$331,031.06

Account Number:
See Attached

Amount Budgeted:
See 2015 budget for each item listed.

Name and Fund#
See Attached

Reviewed by Finance Department:



Attachments to Agenda Packet Item:

Check Register # 12390 through 12477

Summary Statement:

| Check Payments | Amount | Check Payments | Amount |
|----------------------------|--------------|--------------------|-------------|
| 12390 through 12477 | \$312,207.48 | | |
| Electronic Payments | | | |
| IRS Federal Taxes | \$4,712.03 | American West Bank | \$174.80 |
| Chase | \$574.63 | WA Dept of Revenue | \$13,344.12 |
| Wa Dept of Licensing-CPL | \$18.00 | | |

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

Recommended City Council Action/Suggested Motion:

Approve payment of check nos. 12390 through 12477, in the amount of \$312,207.48 and Electronic Payments in the amount of \$18,823.58 for the period ending May 26, 2015

Reviewed by Department
Director:

Date: *Yost*
5/21/15

Reviewed by City Attorney:

N/A

Date:

Approved by Mayor:

Palumbo
Date: *5-22-15*

Today's Date:
May 21, 2015

Revision Number/Date:

File Name and Path:

CHECK REGISTER

City Of Prosser
MCAG #: 0205

05/15/2015 To: 05/15/2015

Time: 10:55:42 Date: 05/12/2015
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|----------------------------------|--------|-------|-------------------|-----------------|-----------------------|
| 3089 | 05/15/2015 | Payroll | 1 | EFT | Irs Federal Taxes | 4,712.03 | 05/15/2015 Draw Taxes |
| | | 001 General Fund | | | | 2,387.82 | |
| | | 149 Public Safety Sales Tax Fund | | | | 281.52 | |
| | | 403 Water Fund | | | | 1,071.39 | |
| | | 407 Sewer Fund | | | | 971.30 | |
| | | | | | | <u>4,712.03</u> | Payroll: 4,712.03 |



5/12/15

Signature

Date

CHECK REGISTER

City Of Prosser
MCAG #: 0205

05/26/2015 To: 05/26/2015

Time: 09:08:26 Date: 05/21/2015
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|--------|-------|--|-----------|--|
| 3226 | 05/26/2015 | Claims | 1 | EFT | American West Bank | 174.80 | Analysis Charges |
| | | | | | 001 - 514 23 49 000 - Miscellaneous | 174.80 | Analysis Charges |
| 3227 | 05/26/2015 | Claims | 1 | EFT | Chase | 574.63 | UB Credit Card Fees; Non-UB Credit Card Fees |
| | | | | | 001 - 514 30 49 000 - Miscellaneous | 35.58 | Non-UB Credit Card Fees |
| | | | | | 403 - 534 80 49 000 - Miscellaneous | 134.76 | UB Credit Card Fees |
| | | | | | 407 - 535 80 49 000 - Miscellaneous | 134.76 | UB Credit Card Fees |
| | | | | | 448 - 537 80 49 000 - Miscellaneous | 134.77 | UB Credit Card Fees |
| | | | | | 403 - 539 20 49 000 - Miscellaneous | 134.76 | UB Credit Card Fees |
| 3228 | 05/26/2015 | Claims | 1 | EFT | DOR Electronic Payments | 13,344.12 | Excise Taxes |
| | | | | | 403 - 534 80 44 000 - External Taxes | 5,765.65 | Excise Taxes |
| | | | | | 407 - 535 80 44 000 - External Taxes | 4,052.41 | Excise Taxes |
| | | | | | 448 - 537 80 44 000 - External Taxes | 3,498.53 | Excise Taxes |
| | | | | | 001 - 571 22 44 000 - External Taxes | 8.48 | Excise Taxes |
| | | | | | 001 - 576 20 44 001 - External Taxes | 19.05 | Excise Taxes |
| 3229 | 05/26/2015 | Claims | 1 | EFT | WA Dept Licensing-Cpl | 18.00 | Concealed Pistol License |
| | | | | | 001 - 586 00 01 000 - Concealed Pistol Lic Disburse | 18.00 | Concealed Pistol License |
| 3230 | 05/26/2015 | Claims | 1 | 12390 | ALS Laboratory Group | 225.00 | BTU Heat Content, Tedlar Bags 1 Liter Capacity & Kit |
| | | | | | 407 - 535 80 31 000 - Office & Operating Supplies | 225.00 | BTU Heat Content, Tedlar Bags 1 Liter Capacity & Kit |
| 3231 | 05/26/2015 | Claims | 1 | 12391 | AWC | 375.00 | 2015 Annual Conference Registration - B. Elder |
| | | | | | 001 - 511 60 49 000 - Miscellaneous | 375.00 | 2015 Annual Conference Registration |
| 3232 | 05/26/2015 | Claims | 1 | 12392 | Abadan Inc | 13.44 | Waste Water Printer Maintenance |
| | | | | | 407 - 535 80 48 000 - Repairs & Maintenance | 13.44 | Waste Water Printer Maintenance |
| 3233 | 05/26/2015 | Claims | 1 | 12393 | Aquatic Distributors | 25.49 | Drive Belts (Pair) |
| | | | | | 001 - 576 20 31 000 - Office & Operating Supplies | 25.49 | Drive Belts (Pair) |
| 3234 | 05/26/2015 | Claims | 1 | 12394 | Arrow Construction | 3,692.40 | Tar Pot Rental |
| | | | | | 102 - 542 30 45 000 - Operating Rentals & Leases | 3,040.80 | Tar Pot Rental |
| | | | | | 102 - 542 30 45 000 - Operating Rentals & Leases | 651.60 | Tar Pot Rental Deliver & Pick Up Fee |
| 3235 | 05/26/2015 | Claims | 1 | 12395 | Autozone | 22.56 | Wax & Tar Removal |
| | | | | | 102 - 542 90 31 000 - Office & Operating Supplies | 22.56 | Wax & Tar Removal |
| 3236 | 05/26/2015 | Claims | 1 | 12396 | BDI | 61,602.26 | Garbage Billing |
| | | | | | 448 - 537 80 47 000 - Public Utility Services | 61,602.26 | Garbage Billing |
| 3237 | 05/26/2015 | Claims | 1 | 12397 | Benton Co Treas Office | 8,423.74 | Benton Co. Dist Court & Office Of Public Defense - April 15' |
| | | | | | 001 - 512 50 51 000 - Intergov't Professional Servic | 8,423.74 | Benton Co. Dist Court & Office Of Public Defense - April 15' |
| 3238 | 05/26/2015 | Claims | 1 | 12398 | Benton Co Treas Office | 185.41 | Crime Victim Comp |
| | | | | | 001 - 586 00 03 000 - PSEA and CVC Disbursemen | 185.41 | Crime Victim Comp |
| 3239 | 05/26/2015 | Claims | 1 | 12399 | Benton Co Treas Office | 6.48 | 2015 Property Taxes |
| | | | | | 102 - 542 90 44 000 - External Taxes | 6.48 | 2015 Property Taxes |
| 3240 | 05/26/2015 | Claims | 1 | 12400 | Benton Franklin & Walla Walla | 75.00 | 2015 Membership Dues - P. Warden |
| | | | | | 001 - 511 60 49 000 - Miscellaneous | 75.00 | 2015 Membership Dues - P. Warden |
| 3241 | 05/26/2015 | Claims | 1 | 12401 | Benton Franklin Counties | 327.21 | 2% Liquor Taxes |
| | | | | | 001 - 566 00 51 000 - Intergov't Professional Servic | 327.21 | 2% Liquor Taxes |
| 3242 | 05/26/2015 | Claims | 1 | 12402 | Benton Franklin Dist Health | 168.00 | Drinking Water Bacteria |

CHECK REGISTER

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Time: 09:08:26 Date: 05/21/2015
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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|---------------------|-------|--------------------------------|-----------|---|
| | | | 403 - 534 80 41 000 | | Professional Services | 168.00 | Drinking Water Bacteria |
| 3243 | 05/26/2015 | Claims | 1 | 12403 | Benton PUD | 29,002.55 | Electric Bill; Electric Bill - WCR |
| | | | 001 - 518 31 47 000 | | Public Utility Services | 847.10 | Electric Bill |
| | | | 403 - 534 80 47 000 | | Public Utility Services | 11,858.07 | Electric Bill |
| | | | 407 - 535 80 47 000 | | Public Utility Services | 9,815.71 | Electric Bill |
| | | | 403 - 539 20 47 000 | | Public Utility Services | 93.86 | Electric Bill |
| | | | 102 - 542 63 47 000 | | Public Utility Services | 3,576.09 | Electric Bill |
| | | | 102 - 542 63 47 000 | | Public Utility Services | 643.86 | Electric Bill - WCR |
| | | | 102 - 542 90 47 000 | | Public Utility Services | 319.09 | Electric Bill |
| | | | 001 - 569 21 47 000 | | Public Utility Services | 494.37 | Electric Bill |
| | | | 001 - 572 50 47 000 | | Public Utility Services | 194.51 | Electric Bill |
| | | | 001 - 576 20 47 000 | | Public Utility Services | 802.32 | Electric Bill |
| | | | 001 - 576 80 47 000 | | Public Utility Services | 357.57 | Electric Bill |
| 3244 | 05/26/2015 | Claims | 1 | 12404 | Benton REA | 998.34 | Regular Bill: WCR, WCR & Chard & Merlot Dr |
| | | | 102 - 542 63 47 000 | | Public Utility Services | 998.34 | Regular Bill: WCR, WCR & Chard & Merlot Dr |
| 3245 | 05/26/2015 | Claims | 1 | 12405 | Bleyhl Farm Service Gas | 6,639.18 | PD Fuel Charges; PW Fuel Charges; Waste Water, Bldg Dept & P. Warden Fuel Charges |
| | | | 001 - 511 60 32 000 | | Fuel | 30.14 | P. Warden Fuel Charges |
| | | | 001 - 521 20 32 000 | | Fuel Consumed | 4,492.36 | PD Fuel Charges |
| | | | 001 - 524 20 32 000 | | Fuel Consumed | 58.17 | Bldg. Dept Fuel Charges |
| | | | 403 - 534 80 32 000 | | Fuel Consumed | 422.54 | PW Fuel Charges |
| | | | 407 - 535 80 32 000 | | Fuel Consumed | 368.37 | Waste Water Fuel Charges |
| | | | 403 - 539 20 32 000 | | Fuel Consumed | 422.54 | PW Fuel Charges |
| | | | 102 - 542 90 32 000 | | Fuel Consumed | 422.53 | PW Fuel Charges |
| | | | 001 - 576 80 32 000 | | Fuel Consumed | 422.53 | PW Fuel Charges |
| 3246 | 05/26/2015 | Claims | 1 | 12406 | Campbell's Resort- Lake Chelan | 593.82 | LEOFF Conference Room Reservation - B. Elder |
| | | | 001 - 511 60 43 000 | | Travel | 593.82 | |
| 3247 | 05/26/2015 | Claims | 1 | 12407 | Rogelio Cardenas | 20.00 | Park Reservation Refund |
| | | | 001 - 362 40 00 000 | | Space & Facilities Rental (Sh | -20.00 | Park Reservation Refund |
| 3248 | 05/26/2015 | Claims | 1 | 12408 | Cascade Analytical | 117.42 | Environmental Mngnt Fee - Fecal Conversion; Environmental Mngnt Fee - Solid % |
| | | | 407 - 535 80 41 000 | | Professional Services | 58.71 | Environmental Mngnt Fee - Fecal Conversion |
| | | | 407 - 535 80 41 000 | | Professional Services | 58.71 | Environmental Mngnt Fee - Solid % |
| 3249 | 05/26/2015 | Claims | 1 | 12409 | Danny Joe Cavazos | 102.00 | CDL Endorsement |
| | | | 407 - 535 80 49 000 | | Miscellaneous | 102.00 | CDL Endorsement |
| 3250 | 05/26/2015 | Claims | 1 | 12410 | Centurylink | 2,465.14 | Telephone Bill |
| | | | 001 - 518 31 42 000 | | Communications | 1,183.23 | Telephone Bill |
| | | | 403 - 534 80 42 000 | | Communications | 335.03 | Telephone Bill |
| | | | 407 - 535 80 42 000 | | Communications | 365.16 | Telephone Bill |
| | | | 448 - 537 80 42 000 | | Communications | 96.54 | Telephone Bill |
| | | | 403 - 539 20 42 000 | | Communications | 96.54 | Telephone Bill |
| | | | 102 - 542 90 42 000 | | Communications | 265.54 | Telephone Bill |
| | | | 102 - 543 30 42 102 | | Communication | 96.54 | Telephone Bill |
| | | | 001 - 576 20 42 000 | | Communications | 26.56 | Telephone Bill |
| 3251 | 05/26/2015 | Claims | 1 | 12411 | Cities Insurance Assoc | 1,000.00 | Deductible Reimbursement - 41329 Horse H. Mobile |

CHECK REGISTER

City Of Prosser
MCAG #: 0205

05/26/2015 To: 05/26/2015

Time: 09:08:26 Date: 05/21/2015
Page: 3

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------------|-------------------|---------------|---|--------------|-------------------------------|---------------|---|
| | | | 407 - 535 80 46 000 - Insurance | | | 1,000.00 | Deductible Reimbursement - 41329 Horse H. Mobile |
| 3252 | 05/26/2015 | Claims | 1 | 12412 | Cook's True Value | 642.78 | Flux Brush, Anvil & Bypass Shear; Red Wire Connector; Clear K&B Seal & Blue Wire Connector; White Polar Connector; 6" Jab Saw; Deck Scrub Brush, Cleaner Paint Tray Liner; Close Galv Nipple; (48) GT 17 |
| | | | 001 - 521 20 31 000 - Office & Operating Supplies | | | 32.57 | Personal Heater Black |
| | | | 403 - 534 80 31 000 - Office & Operating Supplies | | | 16.04 | Flux Brush, Anvil & Bypass Shear |
| | | | 403 - 534 80 31 000 - Office & Operating Supplies | | | 64.31 | (18) 1/2 COP FPT Adapter |
| | | | 403 - 534 80 31 000 - Office & Operating Supplies | | | 64.02 | Adapter, DWV Pipe, Task Light & Battery |
| | | | 407 - 535 80 31 000 - Office & Operating Supplies | | | 207.99 | (48) GT 17.5oz Wasp Spray |
| | | | 407 - 535 80 31 000 - Office & Operating Supplies | | | 30.40 | Hole Saw |
| | | | 407 - 535 80 31 000 - Office & Operating Supplies | | | 41.26 | Asphalt Felt |
| | | | 407 - 535 80 31 000 - Office & Operating Supplies | | | 18.44 | Pressure Gauge |
| | | | 407 - 535 80 31 000 - Office & Operating Supplies | | | 20.46 | Poly Mender, Coupler, Connectors |
| | | | 403 - 539 20 31 000 - Office & Operating Supplies | | | 3.57 | Close Galv Nipple |
| | | | 102 - 542 90 31 000 - Office & Operating Supplies | | | 14.10 | Hawai & Apple Spring Refill |
| | | | 001 - 576 20 31 000 - Office & Operating Supplies | | | 46.26 | Angle Tool 1x1" |
| | | | 001 - 576 80 31 000 - Office & Operating Supplies | | | 5.20 | Red Wire Connector |
| | | | 001 - 576 80 31 000 - Office & Operating Supplies | | | 25.49 | Clear K&B Seal & Blue Wire Connector |
| | | | 001 - 576 80 31 000 - Office & Operating Supplies | | | 7.58 | White Polar Connector |
| | | | 001 - 576 80 31 000 - Office & Operating Supplies | | | 8.68 | 6" Jab Saw |
| | | | 001 - 576 80 31 000 - Office & Operating Supplies | | | 31.09 | Deck Scrub Brush, Cleaner Paint Tray Liner |
| | | | 001 - 576 80 31 000 - Office & Operating Supplies | | | 5.32 | 2 1/2 Cut Off Tool |
| 3253 | 05/26/2015 | Claims | 1 | 12413 | Denchel's Ford Country | 272.01 | Wiper Blades Parts & Labor; Oil Filter, Signal Lights Maint; Tire Replacement, Wheel Alignment |
| | | | 001 - 521 20 48 000 - Repairs & Maintenance | | | 54.08 | Wiper Blades Parts & Labor |
| | | | 001 - 521 20 48 000 - Repairs & Maintenance | | | 36.82 | Oil Filter, Signal Lights Maint |
| | | | 001 - 521 20 48 000 - Repairs & Maintenance | | | 181.11 | Tire Replacement, Wheel Alignment |
| 3254 | 05/26/2015 | Claims | 1 | 12414 | Robert C Elder | 224.52 | LEOFF Education Training - Mileage & Meal Reiburs. |
| | | | 001 - 511 60 43 000 - Travel | | | 224.52 | LEOFF Education Training - Mileage & Meal Reiburs. |
| 3255 | 05/26/2015 | Claims | 1 | 12415 | Force Options, LLC | 295.00 | PD Training Class - "Close-Quarter Carbine" T. Pottle |
| | | | 001 - 521 20 49 000 - Miscellaneous | | | 295.00 | PD Training Class - "Close-Quarter Carbine" T. Pottle |
| 3256 | 05/26/2015 | Claims | 1 | 12416 | G&R Ag Products | 60.63 | Spindle Housing & Round Head Bolt |
| | | | 102 - 542 70 31 000 - Office & Operating Supplies | | | 30.31 | Spindle Housing & Round Head Bolt |
| | | | 001 - 576 80 31 000 - Office & Operating Supplies | | | 30.32 | Spindle Housing & Round Head Bolt |
| 3257 | 05/26/2015 | Claims | 1 | 12417 | Diana Godinez | 75.00 | Lifeguard Class Refund |
| | | | 001 - 347 30 00 000 - Activity Fees | | | -75.00 | Lifeguard Class Refund |
| 3258 | 05/26/2015 | Claims | 1 | 12418 | Grainger Inc | 994.40 | Changing Station Liners - Library; Lobby Broom & Dust Pan; (4) Antibacterial Soap 1 Gal; (6) Hand Cleaning Towels; Safety Glasses, Clear Lens, Razor Scraper, Carbon Steel; Insulated Connector; Solenoi |
| | | | 001 - 518 31 31 000 - Office & Operating Supplies | | | 85.75 | Lobby Broom & Dust Pan |
| | | | 001 - 518 31 31 000 - Office & Operating Supplies | | | 24.74 | Safety Glasses, Clear Lens, Razor Scraper, Carbon Steel |
| | | | 403 - 534 80 31 000 - Office & Operating Supplies | | | 138.66 | Insulated Connector |

CHECK REGISTER

City Of Prosser
MCAG #: 0205

05/26/2015 To: 05/26/2015

Time: 09:08:26 Date: 05/21/2015
Page: 4

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|---------------------|-------|-------------------------------|-----------|--|
| | | | 407 - 535 80 31 000 | | Office & Operating Supplies | 77.37 | (4) Antibacterial Soap 1 Gal |
| | | | 407 - 535 80 31 000 | | Office & Operating Supplies | 53.24 | (6) Hand Cleaning Towels |
| | | | 407 - 535 80 31 000 | | Office & Operating Supplies | 517.86 | Solenoid Valve |
| | | | 001 - 572 50 31 000 | | Office & Operating Supplies | 96.78 | Changing Station Liners - Library |
| 3259 | 05/26/2015 | Claims | 1 | 12419 | Grandview Lumber Co | 167.25 | 36" Storm Door - Senior Center |
| | | | 001 - 569 21 31 000 | | Office & Operating Supplies | 167.25 | 36" Storm Door - Senior Center |
| 3260 | 05/26/2015 | Claims | 1 | 12420 | Huibregtse, Louman & Assoc | 39,162.76 | Old Inland Empire Highway Improvements; Zone 2.5 Water Supply Improvements; 7th St ADA Sidewalk Ramp Improvements; Water System Plan Update; 15003G - 2015 General Services; Old Inland Empire Highway - |
| | | | 403 - 534 80 41 000 | | Professional Services | 122.00 | 15003G - 2015 General Services |
| | | | 407 - 535 80 41 000 | | Professional Services | 579.50 | 15003G - 2015 General Services |
| | | | 102 - 542 90 41 000 | | Professional Services | 122.00 | 15003G - 2015 General Services |
| | | | 001 - 576 20 41 001 | | Professional Services | 640.50 | 15003G - 2015 General Services |
| | | | 403 - 594 34 41 004 | | Capital Professional Services | 21,972.44 | Water System Plan Update |
| | | | 420 - 594 34 41 420 | | Professional Services | 4,915.91 | Zone 2.5 Water Supply Improvements |
| | | | 303 - 595 10 41 000 | | Roads/Streets Const. & Other | 409.78 | 7th St ADA Sidewalk Ramp Improvements |
| | | | 304 - 595 10 41 304 | | Roads/Streets Const. & Other | 4,535.64 | Old Inland Empire Highway - Phase 2 |
| | | | 302 - 595 10 60 000 | | Engineering | 5,864.99 | Old Inland Empire Highway Improvements |
| 3261 | 05/26/2015 | Claims | 1 | 12421 | The Janitor's Closet | 1,413.53 | Box -Toilet Tissue, Fold Towels, Foam Disinfect, Wiper |
| | | | 001 - 518 31 31 000 | | Office & Operating Supplies | 909.18 | Box -Toilet Tissue, Fold Towels, Foam Disinfect, Wiper |
| | | | 001 - 572 50 31 000 | | Office & Operating Supplies | 504.35 | Box -Toilet Tissue, Fold Towels, Foam Disinfect, Wiper |
| 3262 | 05/26/2015 | Claims | 1 | 12422 | Stacy & Jeb Knox | 15.00 | Little League Refund |
| | | | 001 - 347 60 00 000 | | Program Fees | -15.00 | Little League Refund |
| 3263 | 05/26/2015 | Claims | 1 | 12423 | Elia N Lara | 56.24 | Annual Labor Relations Institute Training - Mileage |
| | | | 001 - 514 23 43 000 | | Travel | 56.24 | Annual Labor Relations Institute Training - Mileage |
| 3264 | 05/26/2015 | Claims | 1 | 12424 | Larsen Firearms | 146.61 | Magpul Mbus-Rear Only |
| | | | 001 - 521 20 31 000 | | Office & Operating Supplies | 146.61 | Magpul Mbus-Rear Only |
| 3265 | 05/26/2015 | Claims | 1 | 12425 | Leaf | 392.94 | Front Desk Copy Machine Lease |
| | | | 001 - 514 23 45 000 | | Operating Rentals & Leases | 119.73 | Front Desk Copy Machine Lease |
| | | | 403 - 534 80 45 000 | | Operating Rentals & Leases | 10.70 | Front Desk Copy Machine Lease |
| | | | 407 - 535 80 45 000 | | Operating Rentals & Leases | 10.70 | Front Desk Copy Machine Lease |
| | | | 448 - 537 80 45 000 | | Operating Rentals & Leases | 10.70 | Front Desk Copy Machine Lease |
| | | | 403 - 539 20 45 000 | | Operating Rentals & Leases | 10.71 | Front Desk Copy Machine Lease |
| | | | 102 - 542 90 45 000 | | Operating Rentals & Leases | 2.13 | Front Desk Copy Machine Lease |
| | | | 001 - 571 22 45 000 | | Operating Rentals & Leases | 228.27 | Front Desk Copy Machine Lease |
| 3266 | 05/26/2015 | Claims | 1 | 12426 | LexisNexis Risk Solutions | 103.17 | Monthly Subscription |
| | | | 001 - 521 20 41 000 | | Professional Services | 103.17 | Monthly Subscription |
| 3267 | 05/26/2015 | Claims | 1 | 12427 | The Markets LLC | 18.60 | Super Chil Water |
| | | | 407 - 535 80 31 000 | | Office & Operating Supplies | 18.60 | Super Chil Water |
| 3268 | 05/26/2015 | Claims | 1 | 12428 | Kathya D Martinez | 192.86 | Eastern WA Finance Officers Training - Mileage |
| | | | 001 - 514 23 43 000 | | Travel | 192.86 | Eastern WA Finance Officers Training - Mileage |
| 3269 | 05/26/2015 | Claims | 1 | 12429 | Microflex | 44.00 | Tax Audit Program |

CHECK REGISTER

City Of Prosser
MCAG #: 0205

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|---------------------|-------|-------------------------------|-----------|---|
| | | | 001 - 514 23 41 000 | | Professional Services | 44.00 | Tax Audit Program |
| 3270 | 05/26/2015 | Claims | 1 | 12430 | Mountain States Construction | 34,987.81 | Zone 2.5 Water Supply Improvements |
| | | | 420 - 594 34 63 420 | | Improvements Other than Bui | 34,987.81 | Zone 2.5 Water Supply Improvements |
| 3271 | 05/26/2015 | Claims | 1 | 12431 | National Barricade Of Spokane | 92.77 | Signs Post |
| | | | 102 - 542 64 31 000 | | Office & Operating Supplies | 92.77 | Signs Post |
| 3272 | 05/26/2015 | Claims | 1 | 12432 | Northwest Sign Recycling | 1,822.43 | Streets Signs |
| | | | 102 - 542 64 31 000 | | Office & Operating Supplies | 1,822.43 | Streets Signs |
| 3273 | 05/26/2015 | Claims | 1 | 12433 | Office Depot | 953.25 | Clear Plastic Pocket; Paper, Organizer, Pencil Cup, Letter Tray; Dishmate Grapefruit Dish Soap; File Roll Folder Organizer; 29" LED Computer Screen & Arm Wall Maounting; Black Leather Chair - R. Shaw |
| | | | 001 - 514 23 31 000 | | Office & Operating Supplies | 5.34 | Clear Plastic Pocket |
| | | | 001 - 514 23 31 000 | | Office & Operating Supplies | 13.74 | Paper, Organizer, Pencil Cup, Letter Tray |
| | | | 001 - 514 23 31 000 | | Office & Operating Supplies | 184.61 | Black Leather Chair - R. Shaw |
| | | | 001 - 518 31 31 000 | | Office & Operating Supplies | 2.81 | Dishmate Grapefruit Dish Soap |
| | | | 001 - 518 88 35 001 | | Small Tools & Minor Equipm | 528.86 | 29" LED Computer Screen & Arm Wall Maounting |
| | | | 403 - 534 80 31 000 | | Office & Operating Supplies | 12.79 | Paper, Organizer, Pencil Cup, Letter Tray |
| | | | 403 - 534 80 31 000 | | Office & Operating Supplies | 23.53 | File Roll Folder Organizer |
| | | | 407 - 535 80 31 000 | | Office & Operating Supplies | 12.79 | Paper, Organizer, Pencil Cup, Letter Tray |
| | | | 407 - 535 80 31 000 | | Office & Operating Supplies | 23.53 | File Roll Folder Organizer |
| | | | 448 - 537 80 31 000 | | Office & Operating Supplies | 12.79 | Paper, Organizer, Pencil Cup, Letter Tray |
| | | | 448 - 537 80 31 000 | | Office & Operating Supplies | 23.53 | File Roll Folder Organizer |
| | | | 403 - 539 20 31 000 | | Office & Operating Supplies | 12.79 | Paper, Organizer, Pencil Cup, Letter Tray |
| | | | 403 - 539 20 31 000 | | Office & Operating Supplies | 23.53 | File Roll Folder Organizer |
| | | | 102 - 543 30 31 102 | | Office & Operating Supplies | 12.79 | Paper, Organizer, Pencil Cup, Letter Tray |
| | | | 102 - 543 30 31 102 | | Office & Operating Supplies | 23.53 | File Roll Folder Organizer |
| | | | 001 - 576 80 31 000 | | Office & Operating Supplies | 12.78 | Paper, Organizer, Pencil Cup, Letter Tray |
| | | | 001 - 576 80 31 000 | | Office & Operating Supplies | 23.51 | File Roll Folder Organizer |
| 3274 | 05/26/2015 | Claims | 1 | 12434 | Outwest Pet Rescue | 480.00 | Animal Control Service |
| | | | 001 - 524 20 41 000 | | Professional Services | 480.00 | Animal Control Service |
| 3275 | 05/26/2015 | Claims | 1 | 12435 | Oxarc | 50.77 | Small Cylinders |
| | | | 407 - 535 80 45 000 | | Operating Rentals & Leases | 50.77 | Small Cylinders |
| 3276 | 05/26/2015 | Claims | 1 | 12436 | Platt Electric Company | 33.13 | Control Clam Shell |
| | | | 102 - 542 63 31 000 | | Office & Operating Supplies | 33.13 | Control Clam Shell |
| 3277 | 05/26/2015 | Claims | 1 | 12437 | Pollard Water | 678.21 | Bacterial Supplement High Grease Food |
| | | | 407 - 535 80 31 000 | | Office & Operating Supplies | 678.21 | Bacterial Supplement High Grease Food |
| 3278 | 05/26/2015 | Claims | 1 | 12438 | Prosser Chamber Of Commerce | 12,000.00 | Tourism Promotion & VIC Operations |
| | | | 130 - 573 90 41 000 | | Professional Services - Chaml | 10,000.00 | VIC Operations |
| | | | 131 - 573 90 41 131 | | Professional Services | 2,000.00 | Tourism Promotion |
| 3279 | 05/26/2015 | Claims | 1 | 12439 | Prosser Napa | 48.75 | Battery, Cable & Wiper Blade |
| | | | 403 - 534 80 31 000 | | Office & Operating Supplies | 48.75 | Battery, Cable & Wiper Blade |
| 3280 | 05/26/2015 | Claims | 1 | 12440 | Prosser Rentals | 200.91 | 24" Trencher Rent + Fuel |
| | | | 403 - 534 80 31 000 | | Office & Operating Supplies | 200.91 | 24" Trencher Rent + Fuel |
| 3281 | 05/26/2015 | Claims | 1 | 12441 | Prosser, City Of | 72,170.01 | Water Utility Tax; Waste Water Utility Tax; Garbage Utility Tax |
| | | | 403 - 534 80 44 000 | | External Taxes | 25,432.26 | Water Utility Tax |

CHECK REGISTER

City Of Prosser
MCAG #: 0205

05/26/2015 To: 05/26/2015

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|---|-------|--------------------------------|-----------|---|
| | | | 407 - 535 80 44 000 - External Taxes | | | 43,301.20 | Waste Water Utility Tax |
| | | | 448 - 537 80 44 000 - External Taxes | | | 3,436.55 | Garbage Utility Tax |
| 3282 | 05/26/2015 | Claims | 1 | 12442 | Rainwater Water Co | 28.74 | Cooler Rent H&C; 3 Waters |
| | | | 407 - 535 80 31 000 - Office & Operating Supplies | | | 18.00 | 3 Waters |
| | | | 407 - 535 80 45 000 - Operating Rentals & Leases | | | 10.74 | Cooler Rent H&C |
| 3283 | 05/26/2015 | Claims | 1 | 12443 | Ralph's Auto Trim | 515.85 | Door Logos Signs |
| | | | 407 - 535 80 31 000 - Office & Operating Supplies | | | 515.85 | Door Logos Signs |
| 3307 | 05/26/2015 | Claims | 1 | 12444 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3308 | 05/26/2015 | Claims | 1 | 12445 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3309 | 05/26/2015 | Claims | 1 | 12446 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3310 | 05/26/2015 | Claims | 1 | 12447 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3311 | 05/26/2015 | Claims | 1 | 12448 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3312 | 05/26/2015 | Claims | 1 | 12449 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3313 | 05/26/2015 | Claims | 1 | 12450 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3314 | 05/26/2015 | Claims | 1 | 12451 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3315 | 05/26/2015 | Claims | 1 | 12452 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3316 | 05/26/2015 | Claims | 1 | 12453 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3317 | 05/26/2015 | Claims | 1 | 12454 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3318 | 05/26/2015 | Claims | 1 | 12455 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3319 | 05/26/2015 | Claims | 1 | 12456 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3320 | 05/26/2015 | Claims | 1 | 12457 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3321 | 05/26/2015 | Claims | 1 | 12458 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3322 | 05/26/2015 | Claims | 1 | 12459 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3323 | 05/26/2015 | Claims | 1 | 12460 | Spoiled Check - Printing Error | | Spoiled Check - Printing Error |
| 3284 | 05/26/2015 | Claims | 1 | 12461 | Seawestern Inc | 315.00 | SCBA Regulator Flow Test & Facepiece Flow Test |
| | | | 403 - 534 80 48 000 - Repairs & Maintenance | | | 315.00 | SCBA Regulator Flow Test & Facepiece Flow Test |
| 3285 | 05/26/2015 | Claims | 1 | 12462 | Rachel M Shaw | 32.78 | SCWMA Bi-Annual Mtg. - Mileage |
| | | | 001 - 514 30 43 000 - Travel | | | 32.78 | SCWMA Bi-Annual Mtg. - Mileage |
| 3286 | 05/26/2015 | Claims | 1 | 12463 | Thomas E Stewart | 65.00 | CDL Physical |
| | | | 403 - 534 80 49 000 - Miscellaneous | | | 65.00 | CDL Physical |
| 3287 | 05/26/2015 | Claims | 1 | 12464 | Tolman Electric | 10,903.44 | Service Call Waste Water - Trouble Shoot VED & Motor; Install Electrical Chlorine Mixer |
| | | | 403 - 534 80 48 000 - Repairs & Maintenance | | | 10,534.20 | Install Electrical Chlorine Mixer |
| | | | 407 - 535 80 41 000 - Professional Services | | | 369.24 | Service Call Waste Water - Trouble Shoot VED & Motor |
| 3288 | 05/26/2015 | Claims | 1 | 12465 | Tri Lingua Interpreting | 1,150.00 | Translation Service |
| | | | 001 - 521 20 41 000 - Professional Services | | | 1,150.00 | Translation Service |
| 3289 | 05/26/2015 | Claims | 1 | 12466 | US Bank | 28.00 | Monthly Charges |
| | | | 001 - 514 23 49 000 - Miscellaneous | | | 28.00 | Monthly Charges |

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City Of Prosser
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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|--------|-------|---|----------|--|
| 3290 | 05/26/2015 | Claims | 1 | 12467 | United Parcel Service (ups) | 62.35 | UPS Shipping |
| | | | | | 403 - 534 80 42 000 - Communications | 62.35 | UPS Shipping |
| 3291 | 05/26/2015 | Claims | 1 | 12468 | Utilities Underground Loc | 28.38 | Excavation Notifications |
| | | | | | 403 - 534 80 41 000 - Professional Services | 14.19 | Excavation Notifications |
| | | | | | 407 - 535 80 41 000 - Professional Services | 14.19 | Excavation Notifications |
| 3292 | 05/26/2015 | Claims | 1 | 12469 | Valley Pipe Co | 65.16 | 100 1/2 MFA & 100 1/2 FA |
| | | | | | 001 - 576 80 31 000 - Office & Operating Supplies | 65.16 | 100 1/2 MFA & 100 1/2 FA |
| 3293 | 05/26/2015 | Claims | 1 | 12470 | Valley Publishing Co Inc | 978.50 | Lateral Police Advertisement; Employment: Police Officer Ad; Spring Cleanup Adv. 4/15/2015; Spring Cleanup Adv. 4/8/2015; Ordinance Summary 15-2928 Through 15-2930; Ordinance 15-2926 Published; Notice |
| | | | | | 001 - 514 30 41 000 - Professional Services | 51.00 | Ordinance Summary 15-2928 Through 15-2930 |
| | | | | | 001 - 514 30 41 000 - Professional Services | 54.00 | Ordinance 15-2926 Published |
| | | | | | 001 - 521 20 41 000 - Professional Services | 198.75 | Lateral Police Advertisement |
| | | | | | 001 - 521 20 41 000 - Professional Services | 198.75 | Employment: Police Officer Ad |
| | | | | | 448 - 537 80 41 000 - Professional Services | 160.00 | Spring Cleanup Adv. |
| | | | | | 448 - 537 80 41 000 - Professional Services | 160.00 | Spring Cleanup Adv. 4/8/2015 |
| | | | | | 001 - 558 60 41 000 - Professional Services | 72.00 | Notice Of Public Hearing 05-13-2015 |
| | | | | | 001 - 558 60 41 000 - Professional Services | 84.00 | Notice Of Complete Application - 05-13-2015 |
| 3294 | 05/26/2015 | Claims | 1 | 12471 | Verizon Wireless | 835.03 | Police Wireless Cell Phone; Pool Internet Usage; Building Dept MiFi Card; 4G Mobile Broadband |
| | | | | | 001 - 518 88 42 000 - Communications | 40.01 | Building Dept MiFi Card |
| | | | | | 001 - 521 20 42 000 - Communications | 534.84 | Police Wireless Cell Phone |
| | | | | | 403 - 534 80 42 000 - Communications | 60.02 | 4G Mobile Broadband |
| | | | | | 407 - 535 80 42 000 - Communications | 60.03 | 4G Mobile Broadband |
| | | | | | 001 - 576 20 42 000 - Communications | 140.13 | Pool Internet Usage |
| 3295 | 05/26/2015 | Claims | 1 | 12472 | WA Dept Of Enterprise Services | 2,585.63 | May Newsletters; Utility Statements-April |
| | | | | | 001 - 514 30 41 000 - Professional Services | 293.79 | May Newsletters |
| | | | | | 403 - 534 80 41 000 - Professional Services | 39.17 | May Newsletters |
| | | | | | 403 - 534 80 41 000 - Professional Services | 524.00 | Utility Statements-April |
| | | | | | 407 - 535 80 41 000 - Professional Services | 39.17 | May Newsletters |
| | | | | | 407 - 535 80 41 000 - Professional Services | 524.00 | Utility Statements-April |
| | | | | | 448 - 537 80 41 000 - Professional Services | 39.18 | May Newsletters |
| | | | | | 448 - 537 80 41 000 - Professional Services | 523.98 | Utility Statements-April |
| | | | | | 403 - 539 20 41 000 - Professional Services | 39.17 | May Newsletters |
| | | | | | 403 - 539 20 41 000 - Professional Services | 524.00 | Utility Statements-April |
| | | | | | 102 - 542 90 41 000 - Professional Services | 39.17 | May Newsletters |
| 3296 | 05/26/2015 | Claims | 1 | 12473 | WA Finance Officers Assoc | 650.00 | WFOA 2015 Annual Conference - E. Lara & T. Yost |
| | | | | | 001 - 514 23 49 000 - Miscellaneous | 650.00 | WFOA 2015 Annual Conference - E. Lara & T. Yost |
| 3297 | 05/26/2015 | Claims | 1 | 12474 | WA Patrol Budget & Fiscal Srvc | 73.75 | Police Background Check |
| | | | | | 001 - 586 00 01 000 - Concealed Pistol Lic Disburse | 73.75 | Police Background Check |
| 3298 | 05/26/2015 | Claims | 1 | 12475 | WA State Treasurer | 9,761.62 | PSEA |
| | | | | | 001 - 586 00 03 000 - PSEA and CVC Disbursemen | 9,761.62 | PSEA |

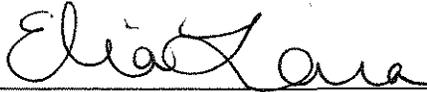
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City Of Prosser
MCAG #: 0205

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Time: 09:08:26 Date: 05/21/2015
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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|--|------------|--------|--------|-------|---|-------------------|---|
| 3299 | 05/26/2015 | Claims | 1 | 12476 | Water Env Federation | 140.00 | Wastewater Guide For Class III & Class IV |
| | | | | | 407 - 535 80 31 000 - Office & Operating Supplies | 70.00 | Guide For Class III |
| | | | | | 407 - 535 80 31 000 - Office & Operating Supplies | 70.00 | Guide For Class IV |
| 3300 | 05/26/2015 | Claims | 1 | 12477 | Tonelle M Yost | 112.47 | Annual Labor Relations Institute Training - Mileage |
| | | | | | 001 - 514 23 43 000 - Travel | 112.47 | Annual Labor Relations Institute Training - Mileage |
| | | | | | | 38,376.61 | |
| 001 General Fund | | | | | | 12,235.79 | |
| 102 Street Fund | | | | | | 10,000.00 | |
| 130 Hotel/Motel Tax Fund | | | | | | 2,000.00 | |
| 131 Tourism Promotion Area Fund | | | | | | 5,864.99 | |
| 302 OIE Improvement Project Fund | | | | | | 409.78 | |
| 303 7th Street ADA Sidewalk Ramp Improvement Proje | | | | | | 4,535.64 | |
| 304 OIE Highway Improvements - Phase 2 Fund | | | | | | 79,765.86 | |
| 403 Water Fund | | | | | | 63,527.81 | |
| 407 Sewer Fund | | | | | | 39,903.72 | |
| 420 Zone 2.5 Water Supply Improv | | | | | | 69,698.83 | |
| 448 Garbage Fund | | | | | | <u>326,319.03</u> | Claims: 326,319.03 |
| * Transaction Has Mixed Revenue And Expense Accounts | | | | | | 326,319.03 | |



Signature



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 March and authorize payment for those services in the amount of \$12,000.00. | | Meeting Date: May 26, 2015 Regular Meeting | |
| Department: Finance | Director: Toni Yost | Contact Person: Elia Lara | Phone Number: (509) 786-2332 |
| Cost of Proposal: \$12,000.00 | | Account Number: 130-573-90-41 131-573-10-41 | |
| Amount Budgeted: \$130,000 <ul style="list-style-type: none"> • \$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:  | | | |
| Attachments to Agenda Packet Item: <ol style="list-style-type: none"> 1. Invoice number 4418 for March 2015 services 2. Monthly Reports for February 2015 | | | |
| Summary Statement: Check has been reviewed and approved by department heads, the Finance Director, and Mayor as necessary. Check no. 12438 in the amount of \$12,000 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 March 2015 and authorize payment for those services in the amount of \$12,000.00. | | | |
| Reviewed by Department Director:  Date: 5/21/15 | Reviewed by City Attorney: N/A Date: | Approved by Mayor:  Date: 5-22-15 | |
| Today's Date: May 21, 2015 | Revision Number/Date: | File Name and Path: | |

Prosser Chamber of Commerce

1230 Bennett Avenue
Prosser, WA 99350

Invoice

| | |
|----------|-----------|
| Date | Invoice # |
| 3/3/2015 | 4418 |

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

130-573-90-41 = \$ 10,000

131-573-90-41 = \$ 2,000

| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | Rate | Amount |
|--|---|--------------|-------------|
| | City Contract for VIC Operations | 10,000.00 | 10,000.00 |
| | City Contract for Tourism and Promotion | 2,000.00 | 2,000.00 |
| <p>SIGNATURE NOT REQUIRED Per City of Prosser Purchasing Policy Sec. 6.1.6.2</p> | | | |
| | | Total | \$12,000.00 |

Attachment to the invoice for Hotel / Motel Reimbursement for

February 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>82</u> |
| Business Referrals | <u>50</u> |

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

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

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

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

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

| | |
|-----|---------------|
| Yes | <u>X</u> |
| No | <u> </u> |

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

| | |
|------------------|---------------|
| Yes | <u> </u> |
| No | <u> </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) 8

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.

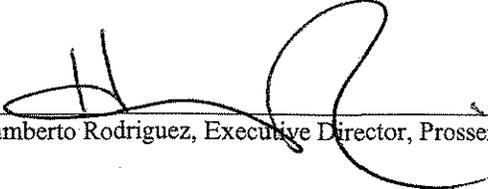
Listed below are additional marketing programs intended to bring visitors and increase over-night stays.

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:

Red Wine & Chocolate

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
 February 2015

| | Feb 15 |
|--|-------------------|
| Income | |
| Administration & Chamber | |
| Membership Dues | 0.00 |
| Administration & Chamber - Other | -14,133.00 |
| Total Administration & Chamber | -14,133.00 |
| Chamber Events Income | |
| Community Awards Banquet | |
| Banquet Ticket Sales | 290.00 |
| Banquet Auction | 200.00 |
| Total Community Awards Banquet | 490.00 |
| NW Preparedness Expo | |
| Vendor Fees | 620.00 |
| Total NW Preparedness Expo | 620.00 |
| Total Chamber Events Income | 1,110.00 |
| City Contract | |
| Tourism & Promotion Funding | 4,000.00 |
| VIC Funding | 15,000.00 |
| Total City Contract | 19,000.00 |
| Community Events | |
| Miss Prosser & Float | |
| Miss Prosser Sign Revenue | 70.00 |
| Pageant | 2,231.00 |
| Miss Prosser & Float - Other | 222.00 |
| Total Miss Prosser & Float | 2,523.00 |
| Scottishfest | |
| PSF - Vendors | 65.00 |
| Total Scottishfest | 65.00 |
| Total Community Events | 2,588.00 |
| Total Income | 8,565.00 |
| Expense | |
| Administration, Chamber & VIC | |
| Advertising | 6,832.50 |
| Depot Rent | 425.00 |
| Dues & Subscriptions | 325.00 |
| Equip Rental | 127.78 |
| Insurance | 0.00 |
| Miscellaneous | 336.62 |
| Office Supplies | 125.06 |
| Payroll Expenses | 4,476.90 |
| Postage | 98.00 |
| Repair & Maintenance | 362.96 |
| Telephone & Internet | 55.00 |
| Administration, Chamber & VIC - Other | 911.45 |
| Total Administration, Chamber & VIC | 14,076.27 |
| Chamber Event Costs | |
| Beer & Whiskey Festival | 220.00 |
| Easter & Christmas Costs | 320.54 |
| Uncommon Threads | 1,015.00 |
| Total Chamber Event Costs | 1,555.54 |
| Community Event Costs | |
| Miss Prosser & Float | |
| Court Attire | 43.26 |
| Court Travel Food | 170.70 |

1:49 PM
03/17/15
Accrual Basis

Prosser Chamber of Commerce
Profit & Loss
February 2015

| | <u>Feb 15</u> |
|---------------------------------------|-------------------------|
| Pageant | |
| pageant contestant attire | 302.99 |
| Pageant - Other | 450.48 |
| Total Pageant | <u>753.47</u> |
| Total Miss Prosser & Float | <u>967.43</u> |
| Total Community Event Costs | 967.43 |
| Shuttle Van Expense | 53.19 |
| Tourism & Promotion | |
| Advertising Costs | -300.00 |
| Total Tourism & Promotion | <u>-300.00</u> |
| Total Expense | <u>16,352.43</u> |
| Net Income | <u><u>-7,787.43</u></u> |

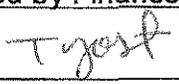
Monthly Income & Expense Report - February - 2015

| Revenues Received - \$ 31,000 | | |
|---|---------------------|---|
| Marketing Program | Cost | Potential Impact on Hotel Stays |
| Visitor Information Center administration and operation | 3333.00 | Personal greeting with visitors provides opportunities for recommendations regarding lodging. Handle accommodations requests from phone, e-mail, & website |
| E-Zine | 37.45 | Weekly & Quarterly E-zines provide potential visitors with up-to-date information regarding events and attractions in Prosser. They serve as a quick reference point and reminder of what's happening here. Our current e-zine mailing list reaches over 875 recipients all over the Pacific Northwest. |
| NW Journey Advertising | 1250.00 | Small Video shorts played in regional broadcasting highlighting Prosser as destination. |
| Conference Sales Manager/ Clore Center | 1,067 ^{HR} | Focused on bringing conferences and over night stays to help with heads on beds. |
| Wine Press NW | 125.50 | Wine Press Northwest is a quarterly consumer magazine focused on the wines of Washington, Oregon and Idaho. |
| Uncommon Threads | 2000.00 | New Prosser Event |
| WA State Wine Guide | 2175.00 | This annual wine guide features all of Washington's wineries and is widely known as "the bible" in touring circles for Washington wine. The guide is available at hundreds of locations throughout the state including wineries, liquor stores, visitor centers, and hotels. |
| Tasting Room Magazine | 3280.00 | The ultimate glossy wine magazine for people who love wine tasting and touring in Washington State. |
| RV Shows | 1600.00 | Tradeshows in partnership with Wine Country RV Park. |

TOTAL Expenses 15400.95

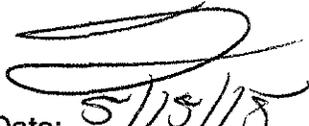
CITY OF PROSSER, WASHINGTON

AGENDA BILL

| | | | |
|--|-----------------------------------|---|--|
| <u>Agenda Title:</u> Approve Progress Bill No. 5 in the amount of \$409.78 for work performed by HLA, Inc., through April 30, 2015, for preliminary engineering and design on the 7 th Street ADA Sidewalk Ramp Improvements Project and authorize the Mayor to sign the documents. | | <u>Meeting Date:</u> May 26, 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> \$15,600.00 (Total) 409.78 (Bill No. 5) | | <u>Account Number:</u> | |
| <u>Amount Budgeted:</u> N/A \$15,600 | | <u>Name and Fund#</u> | |
| \$13,522 (TAP Funds from STP-US) 2,078 (City Match) | | #303 | |
| <u>Reviewed by Finance Department:</u>  | | | |
| <u>Attachments to Agenda Packet Item:</u> 1. Local Programs Progress Billing Form - TAP-1020(013) Progress Bill No. 5 2. HLA Invoice 14087E-005 from HLA, Inc., in the amount of \$409.78, dated 05/01/2015 3. Project Costs To Date Sheet, dated 5/13/2015 | | | |
| <u>Summary Statement:</u> 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, \$409.78 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. | | | |

Recommended City Council Action/Suggested Motion:

Approve Progress Bill No. 5 in the amount of \$409.78 for work performed by HLA, Inc., through April 30, 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: 5/22/15 | <u>Reviewed by City Attorney:</u>  Date: 5/15/15 | <u>Approved by Mayor:</u>  Date: |
| <u>Today's Date:</u> 05/15/15 | <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: **5**
 Final Progress Bill? **No**
 Billing Period from: 4/1/2015
 through: 4/30/2015

| | 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-5553 | | | | 0.00 | | 0.00 | | 0.00 |
| 10 Consultant | 409.78 | 5,930.76 | 86.5000% | 354.46 | 4,775.65 | 5,130.11 | 13,522.00 | 8,391.89 |
| <i>Total Preliminary Engineering</i> | 409.78 | 5,930.76 | | 354.46 | 4,775.65 | 5,130.11 | 13,522.00 | 8,391.89 |
| 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 | 409.78 | 5,930.76 | | 354.46 | 4,775.65 | 5,130.11 | 13,522.00 | 8,391.89 |

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-005
 Date 05/01/2015

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

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

FOR:

Professional Engineering Services in connection with the 7th Street ADA Sidewalk Ramp Improvements project, per your request, for services performed April 1 through April 30, 2015.

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Current Billed |
|--|-----------------|------------------|--------------|--------------|----------------|
| Design, Plans, Specifications and Estimate | 15,600.00 | 38.02 | 5,520.98 | 5,930.76 | 409.78 |
| Total | 15,600.00 | 38.02 | 5,520.98 | 5,930.76 | 409.78 |

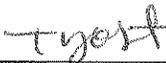
Invoice total 409.78

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

Jeffrey T. Louman, PE
 President

CITY OF PROSSER, WASHINGTON

AGENDA BILL

| | | | |
|--|-----------------------------------|---|--|
| <u>Agenda Title:</u> Approve Progress Bill No. 12 in the amount of \$5,864.99 for work performed by HLA, Inc., through April 30, 2015, for preliminary engineering and design on the Old Inland Empire Highway Improvements Project and authorize the Mayor to sign the documents. | | <u>Meeting Date:</u> May 26, 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> \$284,700.00 (Total) 5,864.99 (Bill No. 12) | | <u>Account Number:</u> | |
| <u>Amount Budgeted:</u> N/A \$285,700.00 \$247,000.00 (STPUS) 38,567.00 (Local Match) | | <u>Name and Fund#</u> #302 | |
| <u>Reviewed by Finance Department:</u>  | | | |
| <u>Attachments to Agenda Packet Item:</u> 1. Local Programs Progress Billing Form - STPUS-B030(001) Progress Billing No. 12 2. Invoice 13093E-013 from HLA, Inc., to the City of Prosser in the amount of \$5,864.99 dated 05/01/2015 3. Project Costs To Date Sheet, dated 05/13/2015 | | | |
| <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 Project. The amount due, \$5,864.99, 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. | | | |

Recommended City Council Action/Suggested Motion:

Approve Progress Bill No. 12 in the amount of \$5,864.99 for work performed by HLA, Inc., through April 30, 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: 5/22/15 | <u>Reviewed by City Attorney:</u>  Date: 5/15/15 | <u>Approved by Mayor:</u>  Date: |
| <u>Today's Date:</u> 05/15/15 | <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: 12
 Final Progress Bill? No
 Billing Period from: 4/1/2015
 through: 4/30/2015

| | 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-5331 | | | | 0.00 | | 0.00 | | 0.00 |
| 10 Consultant | 5,864.99 | 152,954.98 | 86.5000% | 5,073.22 | 127,232.85 | 132,306.07 | 246,235.00 | 113,928.93 |
| <i>Total Preliminary Engineering</i> | 5,864.99 | 152,954.98 | | 5,073.22 | 127,232.85 | 132,306.07 | 246,235.00 | 113,928.93 |
| 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 | 5,864.99 | 152,954.98 | | 5,073.22 | 127,232.85 | 132,306.07 | 246,235.00 | 113,928.93 |

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



HLA

Huibregtse, Louman Associates, Inc.

Civil Engineering ♦ Land Surveying ♦ Planning

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

City of Prosser
601 Seventh St.
Prosser, WA 99350

Invoice number 13093E-013
Date 05/01/2015

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 April 1 through April 30, 2015.

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Current Billed |
|--|-----------------|------------------|--------------|--------------|----------------|
| Design, Plans, Specifications and Estimate | 284,700.00 | 53.72 | 147,089.99 | 152,954.98 | 5,864.99 |
| Total | 284,700.00 | 53.72 | 147,089.99 | 152,954.98 | 5,864.99 |

Invoice total 5,864.99

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

Jeffrey T. Louman, PE
President

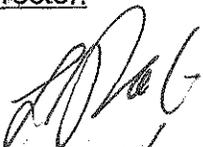
CITY OF PROSSER, WASHINGTON

AGENDA BILL

| | | | |
|--|---|--|--|
| <p>Agenda Title: Approve Progress Bill No. 5 in the amount of \$4,535.64 for work performed by HLA, Inc., through April 30, 2015, for preliminary engineering and design on the Old Inland Empire Highway Improvements Phase 2 Project and authorize the Mayor to sign the documents.</p> | | <p>Meeting Date: May 26, 2015 Regular Meeting</p> | |
| <p>Department: Public Works</p> | <p>Director: L.J. Da Corsi</p> | <p>Contact Person: L.J. Da Corsi</p> | <p>Phone Number: (509) 786-2332</p> |
| <p>Cost of Proposal: \$115,770.00 (Total) 4,535.64 (Bill No. 5)</p> <p>Amount Budgeted: N/A \$115,770</p> <p>\$100,147 (STP-US) 15,623 (City Match)</p> | | <p>Account Number:</p> <p>Name and Fund# #304</p> | |
| <p>Reviewed by Finance Department: <i>Tygest</i></p> | | | |
| <p>Attachments to Agenda Packet Item:</p> <ol style="list-style-type: none"> Local Programs Progress Billing Form - STPUS-3735(001) Progress Bill No. 5 HLA Invoice 14088E-005 from HLA, Inc., in the amount of \$4,535.64, dated 05/01/2015 Project Costs To Date Sheet, dated 5/13/2015 | | | |
| <p>Summary Statement:</p> <p>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, \$4,535.64, must have Council approval prior to this invoice being sent to WSDOT for processing and subsequent payment to HLA, Inc.</p> | | | |
| <p>Consistent with or Comparison to:</p> <p>Payment as per contractual agreements require City Council approval.</p> | | | |

Recommended City Council Action/Suggested Motion:

Approve Progress Bill No. 5 in the amount of \$4,535.64 for work performed by HLA, Inc., through April 30, 2015, for preliminary engineering and design on the Old Inland Empire Highway Improvements Phase 2 Project and authorize the Mayor to sign the documents.

| | | |
|---|---|--|
| <u>Reviewed by Department Director:</u>  Date: 5/22/15 | <u>Reviewed by City Attorney:</u>  Date: 5/15/15 | <u>Approved by Mayor:</u>  Date: 5-22-15 |
| <u>Today's Date:</u> 05/15/15 | <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-3735(001)
 Agreement Number: LA-8499
 Last Supplement :
 Project Title: Old Inland Empire Highway Improvements - PH 2

Progress Bill No: **5**
 Final Progress Bill? **No**
 Billing Period from: **4/1/2015**
 through: **4/30/2015**

| | 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 | 4,535.64 | 27,736.39 | 86.5000% | 3,923.33 | 20,068.65 | 23,991.98 | 100,147.00 | 76,155.02 |
| <i>Total Preliminary Engineering</i> | 4,535.64 | 27,736.39 | | 3,923.33 | 20,068.65 | 23,991.98 | 100,147.00 | 76,155.02 |
| 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 | 4,535.64 | 27,736.39 | | 3,923.33 | 20,068.65 | 23,991.98 | 100,147.00 | 76,155.02 |

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 14088E-005
 Date 05/01/2015

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

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

FOR:

Professional Engineering Services in connection with the Old Inland Empire Highway - Phase 2 project, per your request, for services performed April 1 through April 30, 2015.

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Current Billed |
|--|-----------------|------------------|--------------|--------------|----------------|
| Design, Plans, Specifications and Estimate | 115,770.00 | 23.96 | 23,200.75 | 27,736.39 | 4,535.64 |
| Total | 115,770.00 | 23.96 | 23,200.75 | 27,736.39 | 4,535.64 |

Invoice total 4,535.64

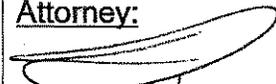
HUIBREGTSE, LOUMAN ASSOCIATES., INC.

Jeffrey T. Louman, PE
 President

CITY OF PROSSER, WASHINGTON

AGENDA BILL

| | | | |
|--|-----------------------------------|---|--|
| <u>Agenda Title:</u> Consideration of Contract Amendment to the Industrial Wastewater User Contract between Hogue Cellars, LTD., and the City of Prosser and Authorize the Mayor to sign the Contract Amendment. | | <u>Meeting Date:</u> May 26, 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> N/A | | <u>Account Number:</u> | |
| <u>Amount Budgeted:</u> N/A | | <u>Name and Fund#</u> | |
| <u>Reviewed by Finance Department:</u> <i>Tjest</i> | | | |
| <u>Attachments to Agenda Packet Item:</u> 1. Contract Amendment | | | |
| <u>Summary Statement:</u> The attached contract amends the Industrial Wastewater User Contract between the City and Hogue Cellars (Contract). The existing Contract allows for the use capacity to be amended, and the City has adequate wastewater capacity to accommodate the new usage numbers listed in the amended Contract. All industrial dischargers are required to enter into contracts with the City before they discharge waste to the City pursuant to PMC 13.34.060 and WAC Chapter 173-26. | | | |
| <u>Consistent with or Comparison to:</u> EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL | | | |
| <u>Recommended City Council Action/Suggested Motion:</u> Approve Contract Amendment to the Industrial Wastewater User Contract between Hogue Cellars, LTD., and the City of Prosser and Authorize the Mayor to sign the Contract Amendment. | | | |

| | | |
|---|---|--|
| <u>Reviewed by Department</u> <u>Director:</u>  Date: 5/22/15 | <u>Reviewed by City</u> <u>Attorney:</u>  Date: 5/21/15 | <u>Approved by Mayor:</u>  Date: 5-22-15 |
|---|---|--|

CITY OF PROSSER
Industrial Wastewater User Contract

CONTRACT AMENDMENT

Contracted User: The Hogue Cellars, LTD
P.O. Box 31
Prosser, WA 99350

Date: June 1, 2015

WHEREAS, the City of Prosser, a municipal corporation, has entered into an Industrial Wastewater User Contract with the above Contracted User; and

WHEREAS, paragraph 2.9 of the Industrial Wastewater User Contract provides for the allocation of a portion of the capacity of the City's wastewater treatment facilities to the Contracted User in accordance with Schedule A attached to the Contract; and

WHEREAS, the City has been monitoring the Contracted User's discharges to the system, and data are available to determine the magnitude of the allowable discharges to the City; and

WHEREAS, pursuant to a Washington State Permit to Discharge Industrial Wastewater to a Publicly-Owned Treatment Works (POTW), Permit No. ST-9141, The Hogue Cellars' wastewater flow is sampled twice weekly with results reported as monthly averages and totals to the Washington State Department of Ecology, allowing flexibility in relation to the allowable maximum daily flows; and

WHEREAS, changes in waste discharges due to seasonal variations in harvest and production can be accommodated by allowing for flexibility in the timing of the discharges within the total seasonal amounts previously included in Schedule A; and

WHEREAS, the Contract allows for the adjustment of Contracted Capacity, and adjustments in capacity are reasonable based on additional information collected through metering and monitoring of the industrial discharges from the Contracted User.

NOW, THEREFORE, the parties agree to amend the Industrial User Contract as follows:

1. The Schedule A attached hereto shall replace the Schedule A included in the contract.

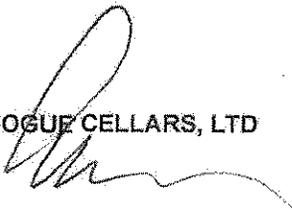
IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment as of the day and year first above written.

CITY OF PROSSER

PAUL WARDEN, MAYOR

ATTEST:

RACHEL SHAW, CITY CLERK


THE HOGUE CELLARS, LTD

DULY AUTHORIZED REPRESENTATIVE

UPDATED SCHEDULE A - The Hogue Cellars, LTD

Capacity Allocation Summary
Effective June 1, 2015

City of Prosser
Wastewater Treatment Facilities
INDUSTRIAL WASTEWATER USER CONTRACT

Project No. 15003
June 1, 2015

| | MAXIMUM MONTHLY ALLOCATION ³ | | | | | | | | | | | | |
|--|---|--------|--------|--------------------------|-------|-------|--------------------------|-------|--------|--------------------------|--------|--------|---------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual |
| Contract Allocation | | | | | | | | | | | | | |
| Flow (MGD) ² | 0.013 | 0.013 | 0.013 | 0.013 | 0.013 | 0.013 | 0.013 | 0.013 | 0.023 | 0.028 | 0.023 | 0.013 | 0.016 |
| Flow (1,000 gallons per month) | 403 | 364 | 403 | 390 | 403 | 390 | 403 | 403 | 690 | 868 | 690 | 403 | 5,810 |
| Peak Flow (1,000 gallons per quarter) ¹ | Quarterly Total = 1,170 | | | Quarterly Total = 1,183 | | | Quarterly Total = 1,496 | | | Quarterly Total = 1,961 | | | |
| BOD (pounds per day) ² | 440 | 380 | 880 | 380 | 250 | 250 | 230 | 230 | 1,000 | 1,250 | 1,000 | 630 | 577 |
| BOD (pounds per month) | 13,640 | 10,640 | 27,280 | 11,400 | 7,750 | 7,500 | 7,130 | 7,130 | 30,000 | 38,750 | 30,000 | 19,530 | 210,750 |
| Peak Loading (pounds per quarter) ¹ | Quarterly Total = 51,560 | | | Quarterly Total = 26,650 | | | Quarterly Total = 44,260 | | | Quarterly Total = 88,280 | | | |
| TSS (pounds per day) ² | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 315 | 750 | 380 | 250 | 225 |
| TSS (pounds per month) | 3,875 | 3,500 | 3,875 | 3,750 | 3,875 | 3,750 | 3,875 | 3,875 | 9,450 | 23,250 | 11,400 | 7,750 | 82,225 |
| Peak Loading (pounds per quarter) ¹ | Quarterly Total = 11,250 | | | Quarterly Total = 11,375 | | | Quarterly Total = 17,200 | | | Quarterly Total = 42,400 | | | |

1. The Contracted User may exceed the monthly contract allocation so long as the quarterly amount (3 month total) does not exceed the Quarterly Total amount listed.
2. The above allowable wastewater discharges are considered to be the maximum discharge for a month expressed in terms of gallons or pounds per day. They represent the average daily loading over the month based on available test data. They do not represent maximum daily discharge limits.
3. Wastewater discharges shall not be considered a violation of the Industrial User's Washington Department of Ecology State Waste Discharge Permit until they reach 120% of the values listed in Schedule A
4. The discharge of toxic substances as described in paragraph 4.1 of the contract, or harmful waste as described in section 13.34.030 of the Prosser Municipal Code, is prohibited.

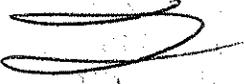
CITY OF PROSSER, WASHINGTON

AGENDA BILL

| | | | |
|---|----------------------------------|---|----------------------------------|
| <u>Agenda Title:</u> Approve the Request for Fireworks Ban Special Use Waiver for the Prosser Scottish Festival Anvil Launch to be held on June 20, 2015 at the Port of Benton East Prosser Wine and Food Park. | | <u>Meeting Date:</u> May 26, 2015 Regular Meeting | |
| <u>Department:</u> Public Works | <u>Director:</u> L.J. DaCorsi | <u>Contact Person:</u> L. J. DaCorsi | <u>Phone Number:</u> 786-2332 |
| <u>Cost of Proposal:</u> N/A | | <u>Account Number:</u> | |
| <u>Amount Budgeted:</u> N/A | | <u>Name and Fund#</u> | |
| <u>Reviewed by Finance Department:</u> <i>Tyosif</i> | | | |
| <u>Attachments to Agenda Packet Item:</u> 1) Letter to Prosser City Council from Prosser Scottish Festival Planning Committee dated April 20, 2015, Request for Fireworks Ban Special Use Waiver | | | |
| <u>Summary Statement:</u> On June 20, 2015, the Prosser Scottish Festival will be held at the Port of Benton East Prosser Wine and Food Park and commences with a traditional anvil launch to kick off the festivities. As in years past, the anvil launch has been considered a pyrotechnic event and the City requires a waiver from <u>PMC Chapter 8.20</u> , banning fireworks in the City. Council action is required to approve the request. This will be the 15 th season for the Scottish Fest and the 15 th anvil launch. The Prosser City Council has approved this request for each of the previous years of the event. To date, there have been no injuries, property damage, or any other negative impacts to the area from this anvil launch which is performed by trained professionals. | | | |
| <u>Consistent with or Comparison to:</u> The event's Planning Committee has presented this request in previous years and Council has approved the waiver for each of these years. | | | |

Recommended City Council Action/Suggested Motion:

Approve the Request for Fireworks Ban Special Use Waiver for the Prosser Scottish Festival Anvil Launch to be held on June 20, 2015 at the Port of Benton East Prosser Wine and Food Park.

| | | |
|---|---|---|
| <u>Reviewed by Department Director:</u>  Date: 5/22/15 | <u>Reviewed by City Attorney:</u>  Date: 5/12/15 | <u>Approved by Mayor:</u>  Date: 5-22-15 |
| <u>Today's Date:</u> May 11, 2015 | <u>Revision Number/Date:</u> | <u>File Name and Path:</u> |



SCOTTISH FEST

Prosser Chamber of Commerce
1230 Bennett Avenue
Prosser, WA 99350-1479

786-3177
(800) 408-1517



To: Prosser City Council
From: Prosser Scottish Fest and Highland Games Planning Committee
Date: April 20, 2015
Subject: Request for Fireworks Ban Special Use Waiver

The *Infamous Anvil Launch* is a modestly famous display at our annual Prosser Scottish Fest and Highland Games and for some, the main attraction. *This is our 15th Anniversary!* The Fest is on Saturday, June 20th

The actual launch consists of a specific, pre-measured charge of black powder loaded into a specifically designed base onto which the anvil is placed for launching. Once ignited, the charge lifts the anvil 75 to 100 feet nearly straight up into the air, delivering a rather loud report in the process. Two or three launches can be expected.

As you know, each year we coordinate with the Prosser Fire Department who standby at the ready and offer assistance which, we are proud to say has never been needed.

While not a fireworks display in and of itself, it could easily be considered a pyrotechnic event, in which case we are seeking a waiver to the fire works ban again this year.

It is noteworthy that of all the anvil launches conducted by the attending specialists, never once has there been an accident, incident or even the slightest injury and we do not intend to deviate from our performance record.

SAFETY IS OUR FIRST CONSIDERATION.

We appreciate the support of the City of Prosser as our unique family celebration. We hope that you all will join us as special guests during the noon Welcoming Ceremony on June 20th.

Respectfully,

Wayne R. Pearson, Anvil Launch Specialist
Prosser Scottish Fest Planning Committee, 2015

CITY OF PROSSER, WASHINGTON

AGENDA BILL

| | | | |
|--|-----------------------------------|---|--|
| <u>Agenda Title:</u> Approve the Special Event Application for the Prosser Chamber of Commerce, multiple events, for the 2015 calendar year. | | <u>Meeting Date:</u> May 26, 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) 786-7300 |
| <u>Cost of Proposal:</u> N/A | | <u>Account Number:</u> N/A | |
| <u>Amount Budgeted:</u> N/A | | <u>Name and Fund#</u> N/A | |
| <u>Reviewed by Finance Department:</u> <i>T. J. Jost</i> | | | |
| <u>Attachments to Agenda Packet Item:</u> 1. Special Event Application submitted by the Chamber of Commerce, received April 3, 2015. | | | |
| <u>Summary Statement:</u> The Prosser Chamber of Commerce organizes and stages several events throughout the City of Prosser each year. The Chamber has applied for permission to use selected City property and Rights of Way on various days throughout the 2015 calendar year. Not all of these events fall under the requirements to be approved by council. However, due to the new special event application process, the Chamber has applied for all events under one permit application. Some of the events in the Chamber's submitted application suggests more than 500 people will be gathered in one location in any one given hour of any event. Therefore, this requires Council action and subsequent approval of the Chamber's application. City staff has distributed notices to all property owners as necessary and within requirements. The Chamber is continually diligent in providing the City with the required certificates of insurance for each of their events. Without fail, the certificates of insurance are delivered by Chamber staff to the City several days in advance of each event. | | | |
| <u>Consistent with or Comparison to:</u> EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL | | | |
| <u>Recommended City Council Action/Suggested Motion:</u> Approve the Special Event Application for the Prosser Chamber of Commerce, multiple events, for the 2015 calendar year. | | | |

| | | |
|---|---|--|
| <u>Reviewed by Department Director:</u>  Date: 5/22/15 | <u>Reviewed by City Attorney:</u>  Date: 5/21/15 | <u>Approved by Mayor:</u>  Date: 5-22-15 |
| <u>Today's Date:</u> May 11, 2015 | <u>Revision Number/Date:</u> | <u>File Name and Path:</u> U:\Public Works Dept\Project Files\Agendas |



CITY OF PROSSER, WA

601 7th Street, Prosser, Washington 99350

(509)786-2332 • Fax (509)786-3717

RECEIVED

APR 03 2015

SPECIAL EVENT APPLICATION ALLOW 30 DAYS TO PROCESS

Special Event Permit Fee:

\$250.00

Additional costs may be incurred, depending on the additional services that your event requires.

CITY OF PROSSER

APPLICANT INFORMATION

Name: PROSSER CHAMBER OF COMMERCE Contact Number: 786-3177

E-mail: INFO@PROSSERCHAMBER.ORG Alternate Number: 305-1542

Address: 1230 BENNETT AVE City: PROSSER State: WA Zip: 99350

EVENT(S) INFORMATION

1. Event Name: EASTER EGGS HUNT

Location of Event: CITY PARK Date(s) of Event: APRIL 4-15

Expected No. of Attendees: 300 Responsible Person: HUMBERTO R. Phone #: 305-1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-------------|
| | | | | | | 4/4 |
| | | | | | | 8am 11am |

Describe your event and the activities that will take place: CHILDREN'S EASTER EGGS HUNT

2. Event Name: SPRING YARD SALE

Location of Event: CITY PARK Date(s) of Event: MAY 2-15

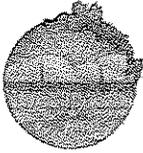
Expected No. of Attendees: 700 Responsible Person: HUMBERTO R Phone #: 305-1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | 5/4 |
| | | | | | | |

Describe your event and the activities that will take place: GIANT YARD SALE TO INCLUDE FOOD VENDORS, ARTS & CRAFTS, COMMERCIAL & YARD SALE VENDORS.

If you have more than 2 events, please copy and reuse this page.



CITY OF PROSSER, WA

601 7th Street, Prosser, Washington 99350
(509)786-2332 • Fax (509)786-3717

Special Event Permit Fee:

\$250.00

Additional costs may be incurred, depending on the additional services that your event requires.

SPECIAL EVENT APPLICATION ALLOW 30 DAYS TO PROCESS

APPLICANT INFORMATION

Name: _____ Contact Number: _____

E-mail: _____ Alternate Number: _____

Address: _____ City: _____ State: _____ Zip: _____

EVENT(S) INFORMATION

1. Event Name: SAGE RAT RUN

Location of Event: DEPOT SQUARE PARKING Date(s) of Event: MAY 16 & 17th - 2015

Expected No. of Attendees: 500 Responsible Person: MIKE ATKINS Phone #: 882-7904

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN <u>5/17</u> | MON <u>/</u> | TUE <u>/</u> | WED <u>/</u> | THU <u>/</u> | FRIS <u>5/16</u> | SAT <u>5/16</u> |
|-----------------|--------------|--------------|--------------|--------------|------------------|-----------------|
| 6 am 3 pm | | | | | | 6 am 3 pm |

Describe your event and the activities that will take place: RUNNING EVENTS THAT END AT THE DEPOT SQUARE PARKING LOT.

2. Event Name: PROSSER SLOBS FEST

Location of Event: 7th ST. : MEADE AVE Date(s) of Event: JUNE 13-14 - 2015

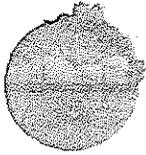
Expected No. of Attendees: 800 Responsible Person: HUMBERTO R. Phone #: 305-1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN <u>/</u> | MON <u>/</u> | TUE <u>/</u> | WED <u>/</u> | THU <u>/</u> | FRIS <u>6/13</u> | SAT <u>6/14</u> |
|--------------|--------------|--------------|--------------|--------------|------------------|-----------------|
| | | | | | 7 am 7 pm | 9 am 5 pm |

Describe your event and the activities that will take place: 3on3 BASKETBALL TOURNAMENT FOR BOYS & GIRLS.

If you have more than 2 events, please copy and reuse this page.



CITY OF PROSSER, WA

601 7th Street, Prosser, Washington 99350
(509)786-2332 • Fax (509)786-3717

Special Event Permit Fee:

\$250.00

Additional costs may be incurred, depending on the additional services that your event requires.

SPECIAL EVENT APPLICATION ALLOW 30 DAYS TO PROCESS

APPLICANT INFORMATION

Name: _____ Contact Number: _____

E-mail: _____ Alternate Number: _____

Address: _____ City: _____ State: _____ Zip: _____

EVENT(S) INFORMATION

1. Event Name: 4TH OF JULY CELEBRATION

Location of Event: PROSSER CITY PARK Date(s) of Event: JULY 4TH 2015

Expected No. of Attendees: 800 Responsible Person: HUMBERTO R Phone #: 305 1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN ___/___ | MON ___/___ | TUE ___/___ | WED ___/___ | THU ___/___ | FRI ___/___ | SAT 7/4 |
|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| | | | | | | 7am 5pm |

Describe your event and the activities that will take place: KIDS games, fiddle parade
concessions, bongos, stage show, Fireworks Art
Ficker stadium

2. Event Name: ART WALK & WINE GALA

Location of Event: 6th st between mead & dudley Date(s) of Event: July 18 2015

Expected No. of Attendees: 600 Responsible Person: Humberto R Phone #: 305-1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN ___/___ | MON ___/___ | TUE ___/___ | WED ___/___ | THU ___/___ | FRI ___/___ | SAT 7/18 |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | | | | | 8am 12am |

Describe your event and the activities that will take place: Art vendors, wineries.
Food & live music.

If you have more than 2 events, please copy and reuse this page.

Revised April 4, 2013



CITY OF PROSSER, WA

601 7th Street, Prosser, Washington 99350
(509)786-2332 • Fax (509)786-3717

Special Event Permit Fee:

\$250.00

Additional costs may be incurred, depending on the additional services that your event requires.

SPECIAL EVENT APPLICATION ALLOW 30 DAYS TO PROCESS

APPLICANT INFORMATION

Name: _____ Contact Number: _____

E-mail: _____ Alternate Number: _____

Address: _____ City: _____ State: _____ Zip: _____

EVENT(S) INFORMATION

1. Event Name: 4th OF JULY MINI HYDROPLANE RACE
Location of Event: YAKIMA RIVER @ CRAWFORD PARK Date(s) of Event: 7-3 TO 7-5-15
Expected No. of Attendees: 500+ Responsible Person: HUMBERTO Phone #: 509-305-1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN <u>7/5</u> | MON <u>/</u> | TUE <u>/</u> | WED <u>/</u> | THU <u>/</u> | FRI <u>7/3</u> | SAT <u>7/4</u> |
|----------------|--------------|--------------|--------------|--------------|----------------|----------------|
| <u>6pm</u> | | | | | <u>6am</u> | <u>—</u> |

Describe your event and the activities that will take place: ~~PROSSER~~ STATE LINE OUTBOARD RACING ASSOCIATION will hold a BOAT RACE 4th OF JULY WEEKEND IN PARTNERSHIP w/ PROSSER CHAMBER.

2. Event Name: _____

Location of Event: _____ Date(s) of Event: _____

Expected No. of Attendees: _____ Responsible Person: _____ Phone #: _____

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN <u>/</u> | MON <u>/</u> | TUE <u>/</u> | WED <u>/</u> | THU <u>/</u> | FRI <u>/</u> | SAT <u>/</u> |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | | | | |

Describe your event and the activities that will take place: _____

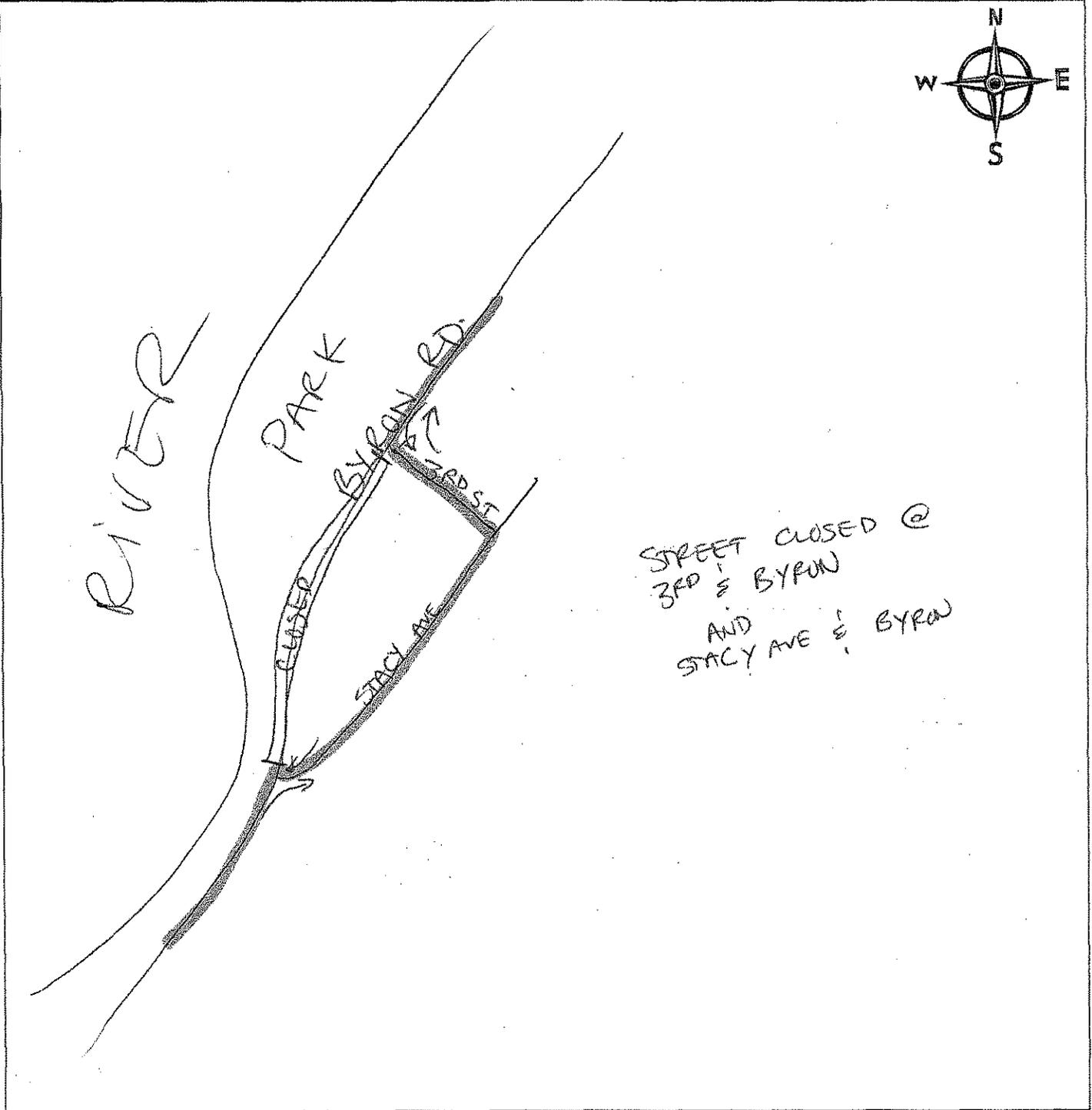
If you have more than 2 events, please copy and reuse this page.

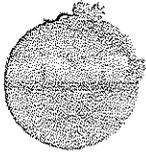
SPECIAL REQUESTS (Check all that apply)

- Trash Cans Traffic Control Street Sweeping Barricades Power Parking
 Fire Police OTHER: _____

SITE MAP

Please use the box below to draw a map showing street closures, parking, restrooms, and vendor/activity locations.





CITY OF PROSSER, WA

601 7th Street, Prosser, Washington 99350
(509)786-2332 • Fax (509)786-3717

Special Event Permit Fee:
\$250.00

Additional costs may be incurred,
depending on the additional services that
your event requires.

SPECIAL EVENT APPLICATION ALLOW 30 DAYS TO PROCESS

APPLICANT INFORMATION

Name: _____ Contact Number: _____

E-mail: _____ Alternate Number: _____

Address: _____ City: _____ State: _____ Zip: _____

EVENT(S) INFORMATION

1. Event Name: 90th states day Celebration & Parade
Location of Event: city park / parade route Date(s) of Event: September 7th 2015
Expected No. of Attendees: 3000+ Responsible Person: Humberto R. Phone #: 305-1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN 9/6 | MON 9/7 | TUE ___/___ | WED ___/___ | THU ___/___ | FRI 9/4 | SAT 9/5 |
|----------------|--------------|-------------|-------------|-------------|---------------|----------------|
| 12 pm 10 pm | 6am 10 pm | | | | 4 pm 10 pm | 10 am 10 pm |

Describe your event and the activities that will take place:
Parade starts at 10am and proceeds thru downtown Prosser back to Keene Riverview. Bingo Carnival food games stage show

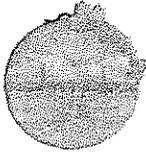
2. Event Name: Depot Square market place
Location of Event: Depot Square Parking Date(s) of Event: Sept. 19
Expected No. of Attendees: 700 Responsible Person: Humberto R. Phone #: 305 1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN ___/___ | MON ___/___ | TUE ___/___ | WED ___/___ | THU ___/___ | FRI ___/___ | SAT 9/19 |
|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| | | | | | | 6am 3pm |

Describe your event and the activities that will take place: giant yard sale
Food & Arts & crafts & commercial & yard sale vendors.

If you have more than 2 events, please copy and reuse this page.



CITY OF PROSSER, WA

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(509)786-2332 • Fax (509)786-3717

Special Event Permit Fee:
\$250.00

Additional costs may be incurred,
depending on the additional services that
your event requires.

SPECIAL EVENT APPLICATION ALLOW 30 DAYS TO PROCESS

APPLICANT INFORMATION

Name: _____ Contact Number: _____

E-mail: _____ Alternate Number: _____

Address: _____ City: _____ State: _____ Zip: _____

EVENT(S) INFORMATION

1. Event Name: Harvest Festival

Location of Event: 6th & mead. Date(s) of Event: Sept. 25-26 & 27

Expected No. of Attendees: 500 Responsible Person: Humberto R Phone #: 305 1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN 9/27 | MON ___/___ | TUE ___/___ | WED ___/___ | THU ___/___ | FRI 9/25 | SAT 9/26 |
|------------|-------------|-------------|-------------|-------------|------------|------------|
| 7am 5pm | | | | | 7am 6pm | 9am 6pm |

Describe your event and the activities that will take place:
Custom Arts & crafts vendors - Food vendors
Live entertainment & chalk artist on the street.

2. Event Name: Veterans day parade

Location of Event: parade route Date(s) of Event: _____

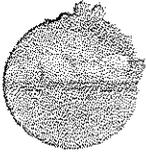
Expected No. of Attendees: 500 Responsible Person: Humberto R Phone #: 305-1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN ___/___ | MON ___/___ | TUE ___/___ | WED 11/11 | THU ___/___ | FRI ___/___ | SAT ___/___ |
|-------------|-------------|-------------|--------------|-------------|-------------|-------------|
| | | | 10am 12pm | | | |

Describe your event and the activities that will take place: Parade starts @ keene
riverview & proceeds downtown and back to school.

If you have more than 2 events, please copy and reuse this page.



CITY OF PROSSER, WA

601 7th Street, Prosser, Washington 99350
(509)786-2332 • Fax (509)786-3717

Special Event Permit Fee:

\$250.00

Additional costs may be incurred, depending on the additional services that your event requires.

SPECIAL EVENT APPLICATION ALLOW 30 DAYS TO PROCESS

APPLICANT INFORMATION

Name: _____ Contact Number: _____

E-mail: _____ Alternate Number: _____

Address: _____ City: _____ State: _____ Zip: _____

EVENT(S) INFORMATION

1. Event Name: Trick or treat on downtown streets.

Location of Event: 6th & meade ave Humberts R Date(s) of Event: Oct 31 2015

Expected No. of Attendees: 1500 Responsible Person: Dan Smith Phone #: 786 3177

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----------------------------|
| / | / | / | / | / | / | <u>10/31</u> |
| | | | | | | <u>12 pm</u> <u>5 pm</u> |

Describe your event and the activities that will take place: Downtown trick or treating & fun for kids - (safe activities)

2. Event Name: Family Christmas Festival.

Location of Event: Depot Square Date(s) of Event: Nov. 29

Expected No. of Attendees: 600-300 Responsible Person: Humberto R Phone #: 305-1542

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN | MON | TUE | WED | THU | FRI | SAT |
|----------------------------|-----|-----|-----|-----|-----|-----|
| <u>11/29</u> | / | / | / | / | / | / |
| <u>2 pm</u> <u>6 pm</u> | | | | | | |

Describe your event and the activities that will take place: Santas arrival - pictures giveaways & fire pits.

If you have more than 2 events, please copy and reuse this page.

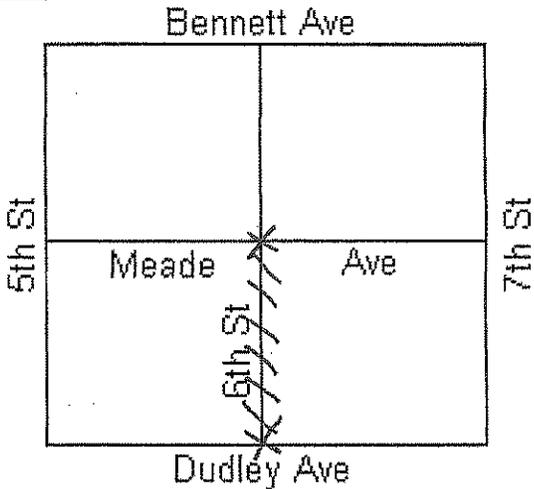
SPECIAL REQUESTS (Check all that apply)

- Trash Cans
 Traffic Control
 Street Sweeping
 Barricades
 Power
 Parking
 Fire
 Police
 OTHER: _____

SITE MAP

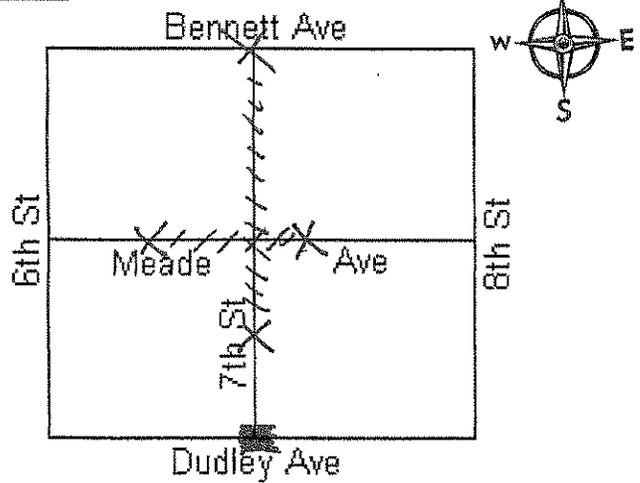
Please use the box below to draw a map showing street closures, parking, restrooms, and vendor/activity locations.

Art Walk



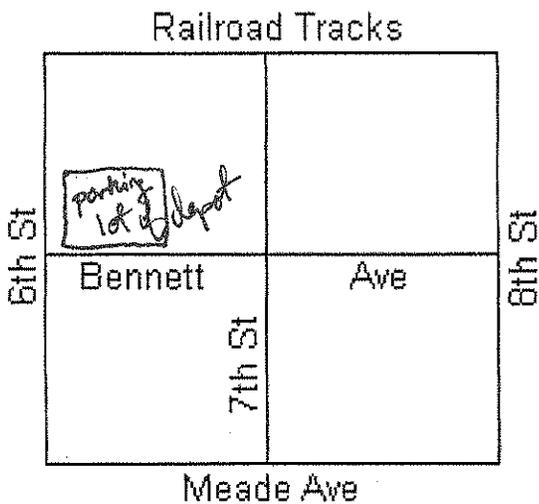
Trash Cans, Sweeping, Barricades, Power

Sportsfest



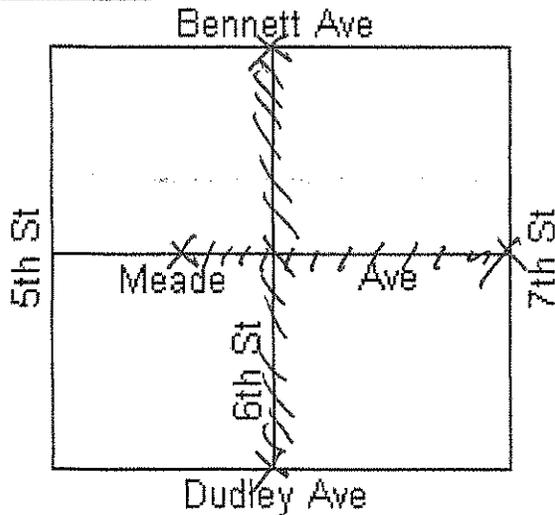
Trash Cans, Sweeping, Barricades, Power

Spring/Fall City Yard Sales



Sweeping, Barricades

Harvest Festival



Trash Cans, Sweeping, Barricades, Power

States Day

REGULAR
PARADE
ROUTE

Trash Cans, Sweeping, Barricades, Traffic Control

Veterans Day Parade

REGULAR
PARADE
ROUTE

Trash Cans, Sweeping, Barricades, Traffic Control

ADDITIONAL INFORMATION (Please Read Carefully)
EVENT All City Yard Sales, Easter Egg Hunt, Sage Rat Run

- | | | | |
|----|---|------------------------------|--|
| 1. | Will alcohol be served, displayed, or consumed at this event? <i>If you answered YES please attach a copy of the liquor license.</i> | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | Will there be amplified sound or music at this event? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 3. | Will your event require street closures? <i>If you answered YES, please attach a list of the streets.</i> | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |

EVENT Art Walk and Wine Gala

- | | | | |
|----|---|---|-----------------------------|
| 1. | Will alcohol be served, displayed, or consumed at this event? <i>If you answered YES please attach a copy of the liquor license.</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | Will there be amplified sound or music at this event? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Will your event require street closures? <i>If you answered YES, please attach a list of the streets.</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

EVENT Sportsfest and Harvest Festival

- | | | | |
|----|---|---|--|
| 1. | Will alcohol be served, displayed, or consumed at this event? <i>If you answered YES please attach a copy of the liquor license.</i> | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | Will there be amplified sound or music at this event? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Will your event require street closures? <i>If you answered YES, please attach a list of the streets.</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

EVENT 4th of July Celebration and Xmas Festival

- | | | | |
|----|---|---|--|
| 1. | Will alcohol be served, displayed, or consumed at this event? <i>If you answered YES please attach a copy of the liquor license.</i> | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | Will there be amplified sound or music at this event? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Will your event require street closures? <i>If you answered YES, please attach a list of the streets.</i> | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |

EVENT States Day Celebration and Veterans Day Parade

- | | | | |
|----|---|---|--|
| 1. | Will alcohol be served, displayed, or consumed at this event? <i>If you answered YES please attach a copy of the liquor license.</i> | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | Will there be amplified sound or music at this event? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Will your event require street closures? <i>If you answered YES, please attach a list of the streets.</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

ADDITIONAL INFORMATION (Please Read Carefully)

- | | | | |
|----|---|---|-----------------------------|
| 1. | Will alcohol be served, displayed, or consumed at this event? <i>If you answered YES please attach a copy of the liquor license.</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | Will there be amplified sound or music at this event? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Will your event require street closures? <i>If you answered YES, please attach a list of the streets.</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

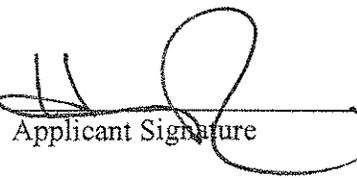
CITY REQUIREMENTS

You must have the following before approval for your event can be considered:

- \$1,000,000 Certificate of Insurance listing the City of Prosser as an additional insured, if your event is taking place on City property. The original certificate must be filed with the City Clerk and a copy attached to this application prior to permit being issued.
- A copy of the permit obtained for the sale of food, beverages, or alcohol (if applicable).
- A letter from property owners authorizing the use of private property for your event (if applicable).

I, the undersigned, do hereby certify that, to the best of my knowledge, the information on this application and other submitted information is true and correct. In addition, I understand that the City's acceptance of this application and any fees does not constitute submittal of a valid application or guarantee approval of my request. I further understand that I am responsible for cleaning up after the event and that Prosser Municipal Code (PMC) 21.04.050 states: By signing the application for a permit pursuant to Section 21.04.040, the signer personally guarantees that all garbage, trash, litter, debris, or other material or substance deposited or left in the park by any person attending the event for which the permit was issued is cleaned up and that the park is restored to its condition immediately preceding the permitted event. Any person found to be in violation of this section shall be deemed to have committed a civil infraction and shall be subject to a civil penalty of two hundred fifty dollars.

5-30-050
HO


Applicant Signature

4-3-15
Date

Property Owner's Signature (if applicable) Date

OFFICE USE ONLY:

Approved Denied

By: _____ Date: _____

Reason for Application Denial: _____

NOTE: This form is subject to public disclosure.
This institution is an equal opportunity provider, and employer.

Receipt: 9445 04/03/2015
Acct #: 15208 COPY
City Of Prosser
601 7th Street
Prosser, WA 99350
(509) 786-2332

Prosser Chamber Of Commerce
1230 Bennett Ave
Prosser, WA 99350-0000

Treasurer's Receipts

| | |
|-----------------------|---------------|
| Parks - Special Event | 250.00 |
| Non Taxed Amt: | <u>250.00</u> |
| Total: | 250.00 |
| CC: CC35482158PT | <u>250.00</u> |
| Ttl Tendered: | 250.00 |
| Change: | 0.00 |

Issued By: Veronica
04/03/2015 11:23:08

Thank you for your payment and have a
great day!

Please call with questions:
(509) 786-2332

CITY OF PROSSER, WASHINGTON

AGENDA BILL

| | | | |
|---|-----------------------------------|---|--|
| Agenda Title: Consideration of a Special Event Application for the Sacred Heart Parish Latin Diversity Festival, August 9, 2015, at the Prosser City Park. | | Meeting Date: May 26, 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: N/A | | Account Number: | |
| Amount Budgeted: N/A | | Name and Fund# | |
| Reviewed by Finance Department: <i>Tyost</i> | | | |
| Attachments to Agenda Packet Item: 1. Special Event Application submitted by Sacred Heart Parish, received March 3, 2015. (5 pages) | | | |
| Summary Statement: The annual Sacred Heart Parish Latin Diversity Festival organizers have applied for permission to use the Prosser City Park for their event again this year, to be held August 9, 2015. This event may draw more than 800 people. Therefore, the application is brought before the City Council for approval. Staff has discussed the issue of noise during this event and the use of the City's decibel meters by the Police should a complaint arise. The first and second years of the festival did generate noise complaints and these were addressed with event organizers. Since that time, the festival has continued without incident each year. City staff has distributed notices to all property owners as necessary and within requirements. | | | |
| 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 Special Event Application for the Sacred Heart Parish Latin Festival, August 9, 2015, at the Prosser City Park. | | | |

| | | |
|---|---|--|
| <u>Reviewed by Department Director:</u>  Date: 5/22/15 | <u>Reviewed by City Attorney:</u>  Date: 5/12/15 | <u>Approved by Mayor:</u>  Date: 5-22-15 |
| <u>Today's Date:</u> May 11, 2015 | <u>Revision Number/Date:</u> | <u>File Name and Path:</u> \\rainier\users\lbardessono\Public Works Dept\Project Files\Agendas\Sacred Heart Event Permit Approval 4.8.15.docx |



CITY OF PROSSER, WA

601 7th Street, Prosser, Washington 99350
(509)786-2332 • Fax (509)786-3717

Special Event Permit Fee:
\$250.00

Additional costs may be incurred,
depending on the additional services that
your event requires.

SPECIAL EVENT APPLICATION ALLOW 30 DAYS TO PROCESS

APPLICANT INFORMATION

Name: SACRED HEART PARISH Contact Number: 509-786-1783

E-mail: _____ Alternate Number: 509-840-0398

Address: 1905 ~~1908~~ Highland Drive City: Prosser State: WA Zip: 99350

EVENT(S) INFORMATION

1. Event Name: SACRED HEART PARISH FESTIVAL

Location of Event: CITY PARK Date(s) of Event: August 8 & 9, 2015

Expected No. of Attendees: @ 800 Responsible Person: JUANITA LOPEZ Phone #: 509-840-0398

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN <u>08/09</u> | MON ___/___ | TUE ___/___ | WED ___/___ | THU ___/___ | FRI ___/___ | SAT <u>08/08</u> |
|--------------------------|-------------|-------------|-------------|-------------|-------------|--------------------------|
| <u>06:00 am - 8:00pm</u> | | | | | | <u>12:00 pm - 9:00pm</u> |

Describe your event and the activities that will take place: PARISH FESTIVAL TO INCLUDE, ENTERTAINMENT, MUSIC, TALENT SHOWS, PONY RIDES, FOOD BOOTHS, BOUNCY HOUSES.

2. Event Name: _____

Location of Event: _____ Date(s) of Event: _____

Expected No. of Attendees: _____ Responsible Person: _____ Phone #: _____

Operating Hours of Event: (please fill out applicable times for the appropriate day and include the exact date)

| SUN ___/___ | MON ___/___ | TUE ___/___ | WED ___/___ | THU ___/___ | FRI ___/___ | SAT ___/___ |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | | | | | |

Describe your event and the activities that will take place: _____

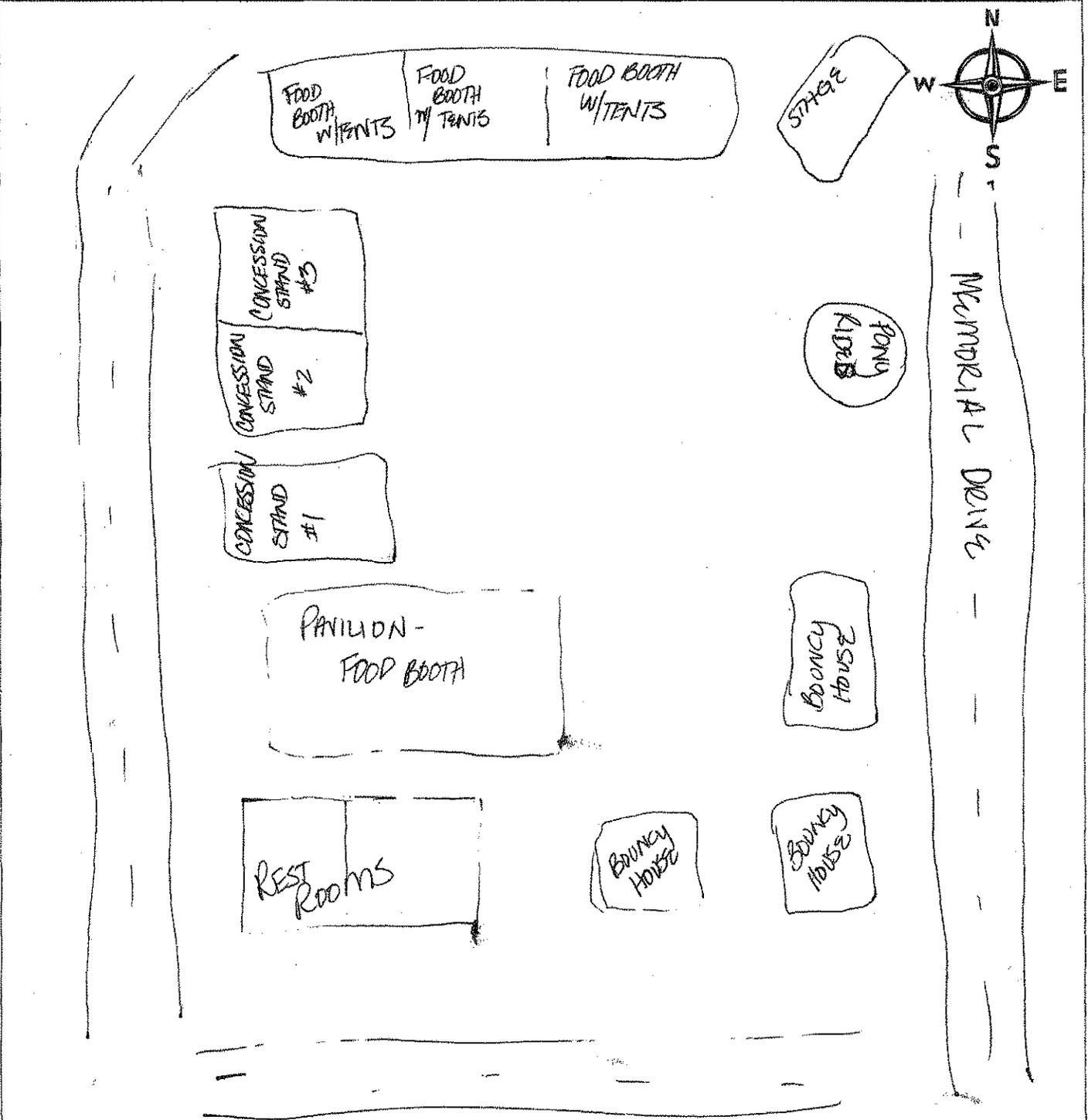
If you have more than 2 events, please copy and reuse this page.

SPECIAL REQUESTS (Check all that apply)

- | | | | | | |
|--|--|--|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> Trash Cans | <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Street Sweeping | <input type="checkbox"/> Barricades | <input checked="" type="checkbox"/> Power | <input checked="" type="checkbox"/> Parking |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Police | <input type="checkbox"/> OTHER: _____ | | | |

SITE MAP

Please use the box below to draw a map showing street closures, parking, restrooms, and vendor/activity locations.



ADDITIONAL INFORMATION (Please Read Carefully)

| | | | |
|----|---|---|--|
| 1. | Will alcohol be served, displayed, or consumed at this event? <i>If you answered YES please attach a copy of the liquor license.</i> | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | Will there be amplified sound or music at this event? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Will your event require street closures? <i>If you answered YES, please attach a list of the streets.</i> | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |

CITY REQUIREMENTS

You must have the following before approval for your event can be considered:

- \$1,000,000 Certificate of Insurance listing the City of Prosser as an additional insured, if your event is taking place on City property. The original certificate must be filed with the City Clerk and a copy attached to this application prior to permit being issued.
- A copy of the permit obtained for the sale of food, beverages, or alcohol (if applicable).
- A letter from property owners authorizing the use of private property for your event (if applicable).

I, the undersigned, do hereby certify that, to the best of my knowledge, the information on this application and other submitted information is true and correct. In addition, I understand that the City's acceptance of this application and any fees does not constitute submittal of a valid application or guarantee approval of my request. I further understand that I am responsible for cleaning up after the event and that Prosser Municipal Code (PMC) ~~21.04.040~~ states: By signing the application for a permit pursuant to Section ~~21.04.040~~ the signer personally guarantees that all garbage, trash, litter, debris, or other material or substance deposited or left in the park by any person attending the event for which the permit was issued is cleaned up and that the park is restored to its condition immediately preceding the permitted event. Any person found to be in violation of this section shall be deemed to have committed a civil infraction and shall be subject to a civil penalty of two hundred fifty dollars.

30.050

Grant L... 02/27/15 _____
 Applicant Signature Date Property Owner's Signature (if applicable) Date

OFFICE USE ONLY:

Approved Denied

By: _____ Date: _____

Reason for Application Denial: _____

Receipt #: 8642 Date: 3/31/15 (VP) Check #: 13617

NOTE: This form is subject to public disclosure.
 This institution is an equal opportunity provider, and employer.

Revised April 4, 2013

Receipt: 8642 03/03/2015
Acct #: 15392 COPY
City Of Prosser
601 7th Street
Prosser, WA 99350
(509) 786-2332

Sacred Heart Parish
205 Avenue E
Grandview, WA 98930

Treasurer's Receipts

| | |
|-----------------------|---------------|
| Parks - Special Event | 250.00 |
| Non Taxed Amt: | <u>250.00</u> |
| Total: | 250.00 |
| Chk: 15617 | <u>250.00</u> |
| Ttl Tendered: | 250.00 |
| Change: | 0.00 |

Issued By: Veronica
03/03/2015 12:24:59

Thank you for your payment and have a
great day!

Please call with questions:
(509) 786-2332

Certificate of Coverage

Date: 3/20/2014

Certificate Holder
 Cooperation of the Roman Catholic Bishop of Yakima
 Chancery Office
 5301 A Tieton Drive
 Yakima, WA 98908

Covered Location
 Sacred Heart Church
 1905 Highland Drive
 Prosser, WA 99350

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

| | Type of Coverage | Certificate Number | Coverage Effective Date | Coverage Expiration Date | Limits |
|--|--|--------------------|-------------------------|--------------------------|----------------------------|
| | Property | | | | Real & Personal Property |
| | D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made | 8509 | 5/15/2014 | 5/15/2015 | Each Occurrence |
| | | | | | General Aggregate |
| | | | | | Products-Comp/OP Agg |
| | | | | | Personal & Adv Injury |
| | | | | | Fire Damage (Any one fire) |
| | | | | | Med Exp (Any one person) |
| | Excess Liability | | | | Each Occurrence |
| | | | | | Annual Aggregate |
| | Other | | | | Each Occurrence |
| | | | | | Claims Made |
| | | | | | Annual Aggregate |
| | | | | | Limit/Coverage |

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage is verified for claims arising out of Sacred Heart Catholic Church's use of Prosser School District's parking lot across from the City Park for a festival August 9-10, 2014.

Holder of Certificate

Prosser School District
 1126 Meade Ave Ste. A
 Prosser, WA 99350

0166001291

Cancellation

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative: *Michael A. Johnson*

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 10, 2015**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

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

Others in attendance were City Clerk Shaw, Finance Manager Yost, Public Works Employee Andrew Robinson, and City Attorney Saxton.

CITIZEN PARTICIPATION (None)

MAYOR AND COUNCIL REPORTS AND COMMENTS

Council Member Becken reported two senior Prosser High School students Aaron Whittaker and Esther Bowen, were recently won an art contest from Ben-Franklin Transit and their posters will be displayed on the sides of transit buses. Additionally Council Member Becken would like to have both students recognized at an upcoming City Council meeting.

Confirmation and Oath of Office – Police Officer Lee Reed

City Clerk Shaw administered the Oath of Office for new Police Officer Lee Reed. Mayor Warden and Council congratulated and welcomed Officer Reed to the City.

Chamber of Commerce Quarterly Report

This item was moved to the February 24, 2015 Regular City Council meeting.

ADD-ON ITEM

Mayor Warden explained Council of the need to add two items to the Council agenda for consideration.

Flusher Truck

Finance Manager Yost provided a memo along with a draft budget amendment ordinance for Council's consideration. Mrs. Yost explained the Water Department planned to request a replacement flusher truck in the 2016 budget however staff had recently been made aware of a less expensive option for the City and felt it necessary to make Council aware of a significant cost savings.

Andrew Robinson, Water Utility Water explained the options available and discussed the need for the new truck due to aged and failing equipment employees are currently using.

Discussion ensued about the bidding process and their concern with amending the budget two weeks into 2015. Staff explained the budget amendment process particularly the RWC that governs the emergency language contained in budget amendment ordinances.

Council directed staff to gather more information about the flusher truck and research different options to bring back at a future City Council meeting for further discussion and consideration.

Energy Efficiency Improvement Project

This item will be discussed at the end of the agenda.

MAYOR AND COUNCIL REPORTS AND COMMENTS (cont.)

Swim Team Championship

Mayor Warden briefed Council on the upcoming Swim Team Championship event in late July early August. The event comes every seven years; the last time was in 2008.

CONSENT AGENDA

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

- a) Approve Payment of Payroll Check Nos. 600300 through 600309 in the amount of \$19,410.04 and Direct Deposits in the Amount of \$105,279.73 for the Period Ending January 30, 2015
- b) Approve Payment of Claim Checks Nos. 11881 through 11889 and 11891 through 11959, in the Amount of \$361,649.46 and Electronic Payments in the Amount of \$61,289.84 for the Period Ending February 10, 2015
- c) Approve Change Order No. 1 in the Amount of \$17,988.63 for the Zone 2.5 Water Supply Improvements Project and Authorize Mayor to Sign the Documents
- d) Adopt Resolution 15-1475 Declaring Certain Police Department Property as Surplus and Allowing for the Donation of the Property to the Walla Walla Police Department
- e) Adopt Resolution 15-1476 and Final Draw Request for the Police Patrol Car Project
- f) Approve Huibregtse Louman Associates, Inc., (HLA) as the City of Prosser's Consulting City Engineer for Municipal Engineering Services for 2015 and Authorize the Mayor to Sign the Contract
- g) Accept Monthly Report by Prosser Economic Development Association for the Month of January 2015 and Authorize Payment for those Services in the Amount \$2,166.66 and Authorize Payment in the Amount of \$1,416.67 for Grant Writer Services and \$83.37 for December 2014 Grant Writer Services

COUNCIL ACTION

APPROVAL OF CLAIM CHECK

Council Member Hamilton recused himself due to a conflict of interest. A motion was made by Council Member Everett, seconded by Council Member Becken to approve payment of claim check nos. 11890 in the amount of \$62,549.46 for the period ending February 10, 2015. Motion passed 6 YES, 0 NO, 0 ABSENT, 1 ABSENTION (Hamilton).

CONSIDERATION OF ORDINANCE NO. 15-2923 CREATING FUND

A motion was made by Council Member Becken, seconded by Council Member Taylor to adopt Ordinance No. 15-2923 creating the Forfeitures and Seizure Fund No. 150. Motion passed 7 YES, 0 NO, 0 ABSENT.

CONSIDERATION OF RESOLUTION NO. 15-1477 AND ORDINANCE NO. 15-2924 REGARDING THE NORTH PROSSER WATER SYSTEM IMPROVEMENT PROJECT BOND

A motion was made by Council Member Taylor, seconded by Council Member Becken to adopt Resolution No. 15-1477 authorization and providing for the incurrence of indebtedness for the North Prosser Water System Improvement Project. Motion passed 7 YES, 0 NO, 0 ABSENT.

City Clerk Shaw explained the City had received an email from the City's Bond Counsel, Foster Pepper that described the need to amend Section 1(jj) of the proposed ordinance to conform the annual payment, essentially changing the amortization schedule. The amended ordinance was emailed to Council earlier in the day for their review.

A motion was made by Council Member Taylor, seconded by Council Member Ward to adopt Ordinance No. 15-2924 providing for the issuance of \$3,507,000 water revenue bond for the purpose of providing funds to pay and redeem the City's outstanding Water Revenue Bond Anticipation Note, 2011. Motion passed 7 YES, 0 NO, 0 ABSENT.

ADD-ON ITEM

Energy Efficiency Improvement Project – Budget Amendment

Finance Manager Yost provided Council a memo with a draft budget amendment ordinance and explained that the ordinance was for Council's review. No action was needed at this meeting and will be brought back at the next City Council meeting for consideration and possible action.

ADJOURNMENT

There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 7:38 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 24, 2015**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Prosser Heights Elementary “Kids that Care” award recipients Kory McClure and Noah Moreno.

ROLL CALL

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

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

MAYOR AND COUNCIL REPORTS AND COMMENTS

Benton Franklin Transit “I Walk, I Bike, I Ride the Bus” Art Award Winners Aaron Whittaker and Esther Bowen Presentation

Council Member Becken introduced Aaron Whittaker and Esther Bowen and presented them with certificates.

CITIZEN PARTICIPATION

Kit Watson, Prosser Resident, expressed his concerns with Section 2 of PMC 15.30 Rental License Fees. Mr. Watson explained he owns multiple rental homes in Prosser and had a conflict with the wording in the Code as it related to the City requirement of rental home inspections on private property. Furthermore Mr. Watson stated he felt it was unconstitutional for the City to enact a rental inspection program and requested the City Council to repeal PMC 15.30.

Council Member Aubrey advised this item will be on the next City Council Work Session meeting for discussion.

Mayor Warden stated it is not staff’s recommendation to repeal the Code however staff has worked on a proposal to help reduce the burden on property owners. The proposal will be provided to Council for discussion and consideration at the March 3, 2015 City Council Work Session.

MAYOR AND COUNCIL REPORTS AND COMMENTS (Cont.)

Yakima Valley Tourism Annual Report

John Cooper, President and CEO provided the Yakima Valley Tourism 2014 Annual Report as well as the 2015 Yakima Valley Travel Guide and discussed the highlights over the year.

Council thanked Mr. Cooper for his report and contribution to the Prosser community.

Quarterly Financial Report

Finance Director Mauras reviewed and discussed the highlights of the 2014 Fourth Quarter Financial Report.

CONSENT AGENDA

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

- 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
- 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
- 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
- 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
- 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
- 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
- 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
- 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

COUNCIL ACTION

APPROVAL OF CLAIM CHECK

Council Member Hamilton recused himself due to a conflict of interest. A motion was made by Council Member Everett, seconded by Council Member Becken to approve payment of claim check nos. 12002 in the amount of \$1,015.90 for the period ending February 25, 2015. Motion passed 6 YES, 0 NO, 0 ABSENT, 1 ABSENTION (Hamilton).

AUTHORIZATION OF LOW BID FOR THE 2015 BENTON COUNTY BST PROGRAM

A motion was made by Council Member Taylor, seconded by Council Member Hamilton to authorize the low bid of \$67,355 submitted by Granite Construction Company in conjunction with the Benton County 2015 BST Program. Motion passed 7 YES, 0 NO, 0 ABSENT.

CONSIDERATION OF ORDINANCE REGARDING THE 2015 BUDGET

Council Member Becken stated his displeasure with the proposed ordinance and inquired as to why the budget amendment for the flusher truck was not originally proposed in the 2015 budget.

Public Work Director DaCorsi explained the timing of the request and the potential cost savings that could be recognized.

Finance Director Mauras stated the money to purchase the flusher truck is available in the Reserve Fund.

Mayor Warden further explained by purchasing the truck now rather than waiting until 2016 it will save the City money.

A motion was made by Council Member Aubrey, seconded by Council Member Elder to adopt an ORDINANCE amending the 2015 Budget for Fund 403, Water Fund. Motion failed 3 YES (Aubrey, Ward, Elder), 4 NO (Taylor, Hamilton, Everett, Becken), 0 ABSENT.

CONSIDERATION OF ACTION ALLOWING FOR THE REFINANCING FOR CERTAIN LONG TERM DEBT

A motion was made by Council Member Taylor, Council Member Everett to approve the Underwriting Engagement Letter with D.A. Davidson and allow the Mayor, or his designee, to execute the agreement. Motion passed 7 YES, 0 NO, 0 ABSENT.

COUNCIL DISCUSSION

CONSIDERATION OF ORDINANCE REGARDING THE 2015 BUDGET

Council reviewed the proposed ordinance and directed staff to bring back the ordinance at a future City Council meeting for consideration.

PERSONNEL POLICY MANUAL AMENDMENTS

Finance Manager Yost reviewed the proposed Personnel Policy Manual amendments and discussed the highlights. Council directed staff to bring back the second set of proposed amendments for further discussion at the March 3, 2015 Work Session.

EXECUTIVE SESSION

At 8:50 p.m., Mayor Warden recessed the Regular Meeting of the Prosser City Council to conduct an Executive Session pursuant to RCW 42.30.110(1)(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. The Executive Session was expected to last for 10 minutes and was to include Mayor and Council Members, and City Attorney.

At 9:00 p.m., Mayor Warden reconvened the Regular Meeting of the Prosser City Council and stated no action occurred.

COUNCIL COMMENTS CONTINUED

Council Member Taylor asked about the procedure for placing signs in the City's right-of-way. Mayor Warden said he will discuss with staff and report back to Council.

ADJOURNMENT

There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 9:05 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL WORK SESSION
TUESDAY, MARCH 3, 2015**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Prosser Heights Elementary “Kids that Care” award recipient Joseph Blom.

ROLL CALL

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

Others in attendance were City Clerk Shaw, Building Official Morrow, Finance Director Mauras, Finance Manager Yost, and City Attorney Saxton.

MAYOR AND COUNCIL REPORTS AND COMMENTS

Confirmation and Oath of Office – Police Officer Scott Orate

City Clerk Shaw administered the Oath of Office for Scott Orate, in the position of Police Officer.

Chamber of Commerce Quarterly Report

Humberto Rodriguez, Executive Director provided a review of the quarterly report and discussed the highlights.

Boys & Girls Club Youth of the Year Presentation and Quarterly Report

Dena Lodahl, Executive Director provided Council a copy of the 2014 Program Statistic and Facts Sheet and reviewed the quarterly report. After reviewing the quarter’s highlights, Ms. Lodahl introduced Stephanie Castellija, Club Youth of the Year award recipient.

Ms. Castellija recited her Youth of the Year speech and discussed her personal experience at the Boys and Girls Club and the impact the Club has had on her life.

Mayor Warden and Council thanked both presenters.

COUNCIL DISCUSSION

[Clerk’s Note: Agenda Item 5b was moved to the beginning of the Council Discussion portion of the agenda to accommodate the citizens in attendance.]

At 7.24 p.m. Mayor Warden recessed the Work Session to take a brief 3 minute break to retrieve items off his desk relevant to the upcoming agenda item. At 7:27 p.m. Mayor Warden reconvened the Work Session meeting.

Crime Free Rental Housing

Mayor Warden provided a handout to Council listing the number of current Crime Free Rental properties and estimated violations and discussed how the program works including the inspection process.

Council discussed in great length the process and the proposed change in inspection fees. Mayor Warden explained that staff could prepare an ordinance with options and bring back for Council's consideration at a future meeting.

Council Member Hamilton stated at the September 25, 2010, City Council meeting, prior to becoming a Council Member, he addressed the current City Council about his concerns with the City potentially adopting an ordinance that would enact the Crime Free Rental Housing program. Council Member Hamilton read the meeting minutes from that meeting and reiterated his current concerns with the program.

Mayor Warden explained how the City came to the decision to adopt the ordinance and move forward with the program.

Council Member Hamilton asked Chief Giles if the program was a tool the Police Department used and or needed.

Chief Giles confirmed it was and explained the process.

Building Official Morrow explained how the program works in conjunction with both the Building and the Police Departments.

Council discussed the proposed fee increase from \$30.00 to \$50.00.

Council Member Everett stated he would only support the proposed increase if it would recover costs.

Mayor Warden said staff will draft an ordinance and bring back to the March 24, 2015 City Council meeting for further discussion and potential adoption.

Amplified Sound at City Park

Mayor Warden stated he would like to approach the Port of Benton with an idea to redirect all City events to the amphitheater located on Port property.

Council Member Everett stated the City has a noise ordinance and a decibel meter to gauge noise and the noise ordinance needs to be enforced. He further stated he would not support sending City events to Port of Benton property when the tools are already in place to help with the noise issue.

Mayor Warden said he had explored the issue based on comments from Council Members about a concern with noise related to private events at the City Park.

Chief Giles confirmed all Police Officers have been trained on the decibel meter.

Council agreed to not make any changes to the noise ordinance and further directed staff to enforce the noise ordinance and to utilize the decibel meter.

Personnel Policy Manual Amendment

Finance Manager Yost summarized the proposed changes in Sections 703, 802 and 809 of the Personnel Policy.

[Clerk's Note: Dan Denchel, audience member, approached the podium and invited Council to attend the BMW open house at Desert Valley Motor Sports on March 28, 2015.]

Finance Manager Yost continued her presentation and review of Sections 904 and 910 of the Policy.

City Clerk Shaw stated she is working on a draft of an Administrative Policy related to Information Technology and Electronic Devices that would take the place of Section 906 Computer, Electronic Mail (email), Internet and Technology Use of the Personnel Policy. Once those changes are complete a draft will be brought forward to a future City Council meeting for review and discussion.

Finance Manager Yost said staff is working on drafting an ordinance which if adopted will allow amendments to sections of the Personnel Policy Manual instead of having to bring the entire ordinance to Council every time an amendment is proposed.

COUNCIL COMMENTS CONTINUED

Council Member Aubrey congratulated Finance Manager Yost on the announcement of her promotion to Finance Director.

Council Member Ward inquired of the status of the Drug Free Communities Grant.

Mayor Warden said the application deadline is March 18, 2015. The City will submit the application and should know whether the City will be awarded the grant soon thereafter.

Council Member Hamilton asked about the history of the abandoned railroad tracks on Stacey Avenue.

City Attorney Saxton explained the entire road would have to be reconstructed which could prove to be very expensive.

Council Member Aubrey asked if staff looked into getting lights installed at the recycling bins.

Mayor Warden said the City received a quote that was very expensive and are currently looking into other options. Mayor will report back to Council on his findings at future City Council meeting once he has gathered more information.

ADJOURNMENT

There being no further business before the City Council at this time, the Work Session of the Prosser City Council was adjourned at 8:21 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL REGULAR MEETING
TUESDAY, MARCH 10, 2015**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Prosser Heights Elementary “Kids that Care” award recipients Kory McClure and Noah Moreno.

ROLL CALL

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

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

CITIZEN PARTICIPATION (None)

MAYOR AND COUNCIL REPORTS AND COMMENTS

Confirmation and Oath of Office Acting Finance Director Toni Yost

A motion was made by Council Member Aubrey, seconded by Council Member Hamilton to confirm the Mayor’s appointment of Toni Yost to the position of Acting Finance Director effective March 14, 2015 through March 31, 2015, and effective April 1, 2015, Mrs. Yost shall assume the appointed position of Finance Director for the City of Prosser. Motion passed 6 YES, 0 NO, 1 ABSENT (Everett). City Clerk Shaw administered the Oath of Office for Toni Yost in the position of Acting Finance Director.

The Council wished Finance Director Mauras well in all her future endeavors.

Mid-Columbia Libraries Quarterly Report

Katy McLaughlin, Prosser Branch Manager provided Council a 1st Quarter Library Report and reviewed the highlights over the quarter. Mrs. McLaughlin reported on the remodel project continued to be on time with a re-grand opening scheduled for Saturday, May 2, 2015. Invitations will be provided to the City for Council and City staff members.

Benton County Historical Museum Project Status Update

Alys Means, Museum Curator provided a status update on the proposed BCHM project.

LaRoy Gant, Project Architect addressed Council’s previously expressed concerns with the parking lot issues. Mr. Gant presented two options and highlighted option #2 which consisted of a single exit and entrance point.

Council Member Becken stated option #2 met his concerns and approved of the design. Council Member Aubrey agreed.

Council Member Ward stated he would like to see the building moved closer to a ten foot setback to free up more park space.

Council Member Hamilton asked how many parking stalls are being proposed.

Mr. Gant said twenty-three stalls are being proposed in the current design.

Mayor Pro-tem Taylor advised Mr. Gant and Mrs. Means the Council approves of the design concept and directed the Board to move forward to the next phase of the project.

Mrs. Means thanked Council and said she would be in touch with City Clerk Shaw to schedule the next presentation to Council at a future meeting.

CONSENT AGENDA

A motion was made by Council Member Becken, seconded by Council Member Ward to approve Consent Agenda Items "A – D." Motion passed 6 YES, 0 NO, 1 ABSENT (Everett).

- a) Approve Payment of Payroll Check Nos. 600315 through 600325 in the amount of \$19,672.87 and Direct Deposits in the Amount of \$98,074.76, for the Period Ending March 10, 2015
- b) Approve Payment of Claim Checks Nos. 12003 through 12011 and 12013 through 12088, in the Amount of \$475,999.84 and Electronic Payments in the Amount of \$3,576,246.93 for the Period Ending March 10, 2015
- c) Approve the 2014 Annual USDA Report
- d) Approve January 13, 2015 Meeting Minutes

COUNCIL ACTION

APPROVAL OF CLAIM CHECK

Council Member Hamilton recused himself due to a conflict of interest. A motion was made by Council Member Becken, seconded by Council Member Aubrey to approve payment of claim check nos. 12012, 12089 and 12090 in the amount of \$67,120.92 for the period ending March 10, 2015. Motion passed 5 YES, 0 NO, 1 ABSENT (Everett), 1 ABSENTION (Hamilton).

CONSIDERATION OF DONATION TO THE PROSSER POLICE DEPARTMENT

A motion was made by Council Member Aubrey, seconded by Council Member Becken to accept the donation of equipment from Cottage Court Market. Motion passed 6 YES, 0 NO, 1 ABSENT (Everett).

ADD-ON ITEM

REAL ESTATE PURCHASE AND SALE AGREEMENT

City Attorney Saxton briefed Council on the time constraints of the proposed add-on item. A motion was made by Council Member Aubrey, seconded by Council Member Taylor to approve the Purchase and Sale Agreement as drafted and to execute the agreement and authorize the mayor to sign the agreement. Motion passed 6 YES, 0 NO, 1 ABSENT (Everett).

ADJOURNMENT

There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 7:34 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL REGULAR MEETING
TUESDAY, MARCH 24, 2015**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Prosser Heights Elementary “Kids that Care” award recipient Haylee Andrews.

ROLL CALL

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

Others in attendance were City Clerk Shaw, Finance Director Yost, and City Attorney Saxton.

CITIZEN PARTICIPATION (None)

MAYOR AND COUNCIL REPORTS AND COMMENTS

Council Member Aubrey said he and the Leadership Prosser group recently participated in a tour of the View Point.

Council Member Elder expressed his gratitude to the volunteers of Jubilee Ministry for donating their time in serving our community.

CONSENT AGENDA

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

- a) Approve Payment of Payroll Check Nos. 600326 through 600329 in the amount of \$2,958.08 and Direct Deposits in the Amount of \$16,183.42, for the Period Ending March 15, 2015
- b) Approve Payment of Claim Checks Nos. 12091 through 12144, in the Amount of \$238,228.11 and Electronic Payments in the Amount of \$17,177.44 for the Period Ending March 24, 2015
- c) Approve the December 2014 Draft Financial Statement
- d) Accept Monthly Report by Prosser Economic Development Association for the Month of February 2015 and Authorize Payment for Those Services in the Amount of \$2,166.66 and Authorize Payment in the Amount of \$1,416.67 for Grant Writer Services

- e) Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 13 in the Amount of \$244,372.41 for the Zone 2.5 Water Supply Improvements Project and Authorize the Mayor to Sign the Documents
- f) Approve Progress Bill No. 10 in the Amount of \$8,252.03 for Work Performed by HLA, Inc., through February 28, 2015, for Preliminary Engineering and Design on the Old Inland Empire Highway Improvements Project and Authorize the Mayor to Sign the Documents
- g) Approve Progress Bill No. 3 in the Amount of \$1,400.81 for Work Performed by HLA, Inc., through February 28, 2015, for Preliminary Engineering and Design on the Old Inland Empire Highway Improvements Phase 2 Project and Authorize the Mayor to Sign the Documents
- h) Approve Progress Bill No. 3 in the Amount of \$934.11 for Work Performed by HLA, Inc., through February 28, 2015, for Preliminary Engineering and Design on the 7th Street ADA Sidewalk Ramp Improvements Project and Authorize the Mayor to Sign the Documents

PUBLIC HEARING

PROPOSED CHANGES TO PROSSER MUNICIPAL CODE (PMC) CHAPTERS 18 AND 19

At 7:06 p.m., Mayor Warden recessed the Regular Meeting of the Prosser City Council to conduct a Public Hearing regarding proposed changes to Prosser Municipal Code (PMC) Chapter 18 and 19. Mayor Warden called for public comment, with none being offered. At 7:06 p.m., Mayor Warden closed the Public Hearing and the Regular of the Prosser City Council was reconvened.

City Attorney Saxton presented Council with new Land Use Action signs and advised Council that staff would begin using the signs in the near future.

Mayor Pro-tem Taylor said he would like to see changes to the PMC that allows more Council input on Type 3 Land Use Action applications.

City Attorney Saxton said he and staff are working on those changes and will be bringing back to Council at a future meeting.

Mayor Pro-tem Taylor reiterated his stated emphasizing on the need to have more than administrative approval on applications for new signs.

Council Member Everett asked about the Clore Center's new sign that appears to be in the right-of-way.

City Attorney Saxton explained that the request was approved through the Board of Adjustment.

Mayor Pro-tem Taylor asked if the Prosser Memorial Hospital sign was now grandfathered in or could it be readdressed.

City Attorney Saxton confirmed Mayor Pro-tem Taylor's statements and advised the Planning Department continues to work on the Sign Code and will bring a proposal to Council at a future meeting for discussion.

COUNCIL ACTION

CONSIDERATION OF ORDINANCE NO. 15-2925 REGARDING PMC CHAPTER 18 AND 19

A motion was made by Council Member Becken, seconded by Council Member Ward to adopt Ordinance No. 15-2925 making changes to the Prosser Municipal Code Chapter 18 and 19 clarifying site review and assigning and establishing the type of application and method of processing and notification requirements. Motion passed 6 YES, 1 NO (Taylor), 0 ABSENT.

BENTON COUNTY FIRE PROTECTION DISTRICT NO. 3 AND WEST BENTON REGIONAL FIRE AUTHORITY INTERLOCAL AGREEMENT

A motion was made by Council Member Taylor, seconded by Council Member Everett to approve the Interlocal Agreement between the City of Prosser, Benton County Fire Protection District Number 3, and West Benton Regional Fire Authority. Motion passed 7 YES, 0 NO, 0 ABSENT.

ADJOURNMENT

There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 7:25 p.m.

Mayor Paul Warden

Attest:

City Clerk Rachel Shaw

CITY OF PROSSER, WASHINGTON

AGENDA BILL

| | | | |
|--|--|--|---|
| <u>Agenda Title:</u> Consideration of a Resolution Approving Amended and Restated Interlocal Agreement between Benton County and the City of Prosser for District Court Services. | | <u>Meeting Date:</u> May 26, 2015 Regular Meeting | |
| <u>Department:</u> Administration/ Police Department | <u>Director:</u> Paul Warden/ David Giles | <u>Contact Person:</u> Paul Warden | <u>Phone Number:</u> (509) 786-2332 |
| <u>Cost of Proposal:</u> N/A | | <u>Account Number:</u> | |
| <u>Amount Budgeted:</u> N/A | | <u>Name and Fund#</u> | |
| <u>Reviewed by Finance Department:</u> <i>Just</i> | | | |
| <u>Attachments to Agenda Packet Item:</u> 1. Resolution No. 15-_____ 2. Interlocal Agreement Amendment | | | |
| <u>Summary Statement:</u> The attached Resolution approves an amendment to the City's existing Interlocal agreement with Benton County for the use of District Court Services. Benton County intends to create a Mental Health Court, as authorized by RCW 2.28.180, the additional cost of which will be borne by the County and not allocated to the City. The amended Interlocal (paragraphs 1 and 2) provides that if Benton County establishes a Mental Health Court that the cost such court will not be passed on to the City of Prosser. If the Mental Health Court is formed, Prosser defendants, if eligible, may participate in the court at no cost to the City. | | | |
| <u>Consistent with or Comparison to:</u> EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL | | | |
| <u>Recommended City Council Action/Suggested Motion:</u> Adopt Resolution No. 15-____ Approving the Amended and Restated Interlocal Agreement between Benton County and the City of Prosser for District Court Services and Authorize the Mayor to Sign the Agreement. | | | |

| | | |
|---|---|---|
| <u>Reviewed by Department</u> <u>Director:</u>  Date: 5-22-15 | <u>Reviewed by City</u> <u>Attorney:</u>  Date: 5/21/15 | <u>Approved by Mayor:</u>  Date: 5-22-15 |
|---|---|---|

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

**A RESOLUTION APPROVING THE AMENDED AND RESTATED
INTERLOCAL AGREEMENT BETWEEN BENTON COUNTY
AND THE CITY OF PROSSER FOR DISTRICT COURT
SERVICES AND AUTHORIZING THE MAYOR TO EXECUTE
THE AGREEMENT.**

BE IT RESOLVED, by the City Council of the City of Prosser that the Amended and Restated Interlocal Agreement between Benton County and the City of Prosser for District Court Services attached hereto and incorporated herein by reference, is adopted by the City Council; and

BE IT FURTHER RESOLVED that the Mayor is authorized to execute the above described Interlocal Agreement on behalf of the City.

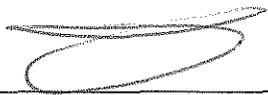
ADOPTED by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this _____ day of _____, 2015.

PAUL WARDEN MAYOR

Attest/Authenticated:

RACHEL SHAW, CITY CLERK

Approved as to Form:



HOWARD SAXTON, CITY ATTORNEY

Please return recorded document to:

Rachel Shaw, City Clerk
601 7th Street
Prosser, WA 99350

AMENDED AND RESTATED
INTERLOCAL AGREEMENT
BETWEEN
BENTON COUNTY
AND
THE CITY OF PROSSER
FOR DISTRICT COURT SERVICES

THIS AGREEMENT is made this _____ day of _____, 2015, by and between the CITY OF PROSSER, a municipal corporation, hereinafter called "City" and BENTON COUNTY, a political subdivision of the State of Washington, hereinafter called "County."

WHEREAS, the County has an established District Court System; and

WHEREAS, a municipal department of the Benton County District Court for the City was established by the Benton County Commissioners pursuant to the adoption of the Benton County District Court Districting Plan on June 8, 1973, under Chapters 3.38 and 3.46, Revised Code of Washington; and

WHEREAS, in 2009 the City and the County agreed to terminate the City's municipal department and that the County would provide the services of its District Court System to the City pursuant to an Interlocal Agreement authorized by RCW 39.34.180 and executed in July and August of 2009 by the City and the County, respectively; and

WHEREAS, the District Court Districting Plan was amended on August 31, 2009, and is consistent with this Interlocal Agreement; and

WHEREAS, the City currently pays its pro rata share of the Judges' salaries and benefits, the salaries and benefits of the District Court personnel, and all other costs of District Court, except for certain costs expressly identified, based on the City's share of usage of District Court; and

WHEREAS, the County intends to create a Mental Health Court, as authorized by RCW 2.28.180, the additional cost of which will be borne by the County and not allocated to the City; and

INTERLOCAL AGREEMENT – Page 1

WHEREAS, the purpose of this Interlocal Agreement is to amend and restate the parties' 2009 agreement, to exclude the costs of a Mental Health Court from those to be allocated to the City and to set forth the terms of usage of District Court by the City pursuant to RCW 39.34.180; NOW THEREFORE,

BE IT AGREED by and between the parties as follows:

- (1) **District Court Services.** The County and its District Court shall furnish to the City the facilities and services of the Benton County District Court for all cases filed by the City in the District Court, over which District Court has jurisdiction, for purposes of enforcing violation of state statutes or city ordinances committed by persons within the City's jurisdiction that constitute gross misdemeanors, misdemeanors, or civil infractions. Nothing in this Agreement shall permit the City to regulate the administration of the court. District Court services shall include the use of the County's Mental Health Court, if any, for City defendants that meet the participation requirements.
- (2) **Compensation.**
 - (a) Calculation of Percentage of Usage. The parties have determined, and do hereby agree, that in return for the facility usage and services of District Court, the City shall pay to the County, the City's pro rata share of the total costs of and overhead of the District Court, including the salaries and benefits of the District Court Judges. This pro rata share shall be an amount equal to the ratio of the total number of violations filed by the City, whether infractions or criminal violations, to the total number of: (1) violations filed by all jurisdictions in the District Court, plus (2) felony complaints filed in District Court, plus (3) small claims cases filed, plus (4) civil cases filed, plus (5) petitions for anti-harassment orders. The payment of such pro rata share of costs by the City constitutes a fair reimbursement to the County for the facility usage and services of District Court, and the parties agree that no separate filing fee shall be required from the City for the cases it files in District Court under this Agreement.
 - (b) Costs to be Allocated by Percentage. The total costs allocated by paragraph 2(a) above shall include, but are not limited to, the salaries and benefits of the District Court Judges, salaries and benefits of the District Court personnel and all other costs of and overhead for the District Court, excluding: (i) expenditures from the Benton County Probation Assessment Fund, which is separately funded by the payment of probation assessments by criminal defendants as ordered by District Court in criminal cases filed by the City and other jurisdictions; (ii) the costs of public defense for criminal defendants in District Court, which shall be reimbursed by the City pursuant to a separate agreement between the parties; and (iii) the costs of a Mental Health Court established under RCW 2.28.180 that are reflected in a budget separate from the County's General Fund Budget for

expenses payable from the additional sales tax adopted in 2014 for public safety purposes (the "Public Safety Tax Budget").

- (c) Time Period for Determining Percentage. The ratio described above in paragraph 2(a) shall for each year be based on the figures for the twelve-month time period consisting of the preceding August through July, unless the Presiding District Court Judge notifies the County and the City that a different 12-month period will be used for such calculations.
- (3) **Billings.** The County will invoice the City monthly for the City's pro rata share of the expenses incurred by District Court in the preceding month. All sums due to the County from the City shall be paid within thirty (30) days of mailing of such invoice, via regular mail or electronic mail.
- (4) **Distribution of Revenues to the City.** All money received by the District Court pursuant to court action in a case filed by the City, including penalties, fines, bail forfeitures, fees and costs, except as otherwise provided herein, shall be paid by District Court to the City; provided, that the County may retain all money received as payments of assessments for probation costs ordered in the City's cases. The City shall not be entitled to any revenue received by District Court other than revenues received pursuant to court action in a case filed by the City.
- (5) **City Obligations with Respect to Revenues.** The District Court shall provide the City a Remittance Summary prepared by the Washington State Administration of the Courts (AOC) for the appropriate time period at the same time it makes a payment to the City under paragraph (4) above. It shall be the City's obligation to pay from the revenues, including interest revenues, that it receives pursuant to paragraph (4) above, all amounts due and owing to the State of Washington and to deposit that portion of the revenues that it retains in accordance with law. The City agrees to hold the County harmless with respect to any claims or allegations that the City has not remitted the required amounts to the State of Washington.
- (6) **Term.** This Agreement shall be effective upon execution by the parties and recording with the Benton County Auditor and shall remain in effect through December 31, 2022, unless earlier terminated pursuant to the terms of this Agreement or extended by written amendment.
- (7) **Termination and Notice of Termination.** This Agreement is terminable by either party without cause if such party provides written notice of intent to terminate in accordance with RCW 3.50.810 and 35.20.010. Any such notice from the City must be received by the Chairperson of the Benton Board of County Commissioners by the statutorily required date, and any such notice from the County must be received by the Mayor of the City by the statutorily required date.

- (8) **Ownership of Property.** All real and personal property used in the operation of District Court has been and shall continue to be acquired by the County, owned by the County and may be disposed of in the discretion of the County.
- (9) **Waiver of Binding Arbitration.** Provided that this Agreement is not earlier terminated pursuant to the terms stated above, this Agreement will expire on December 31, 2022, unless a written renewal Agreement is executed prior to such date. The City and the County waive and release any right to invoke binding arbitration under RCW 3.62.070, 35.20.010, 39.34.180 or other applicable law as related to this Agreement, any extension or amendment of this Agreement, or any discussions or negotiations relating thereto.
- (10) **Advisory Committee.** The appropriate costs and overhead of the District Court shall be determined by the County legislative authority. An advisory committee composed of the Chairperson of the Board of Benton County Commissioners or his or her designee, the Presiding Judge of the District Court, the District Court Administrator, and a designee from each city within the County that pursuant to agreement pays a pro rata share of the cost of District Court will meet prior to the adoption of each General Fund Budget by the County to review that portion of the General Fund Budget pertaining to District Court and may make a recommendation on such budget to the County legislative authority. Such committee may also make a recommendation to the Presiding Judge regarding any requested change in the twelve-month period used to allocate costs for the following year.
- (11) **Indemnification Regarding City Ordinances.** The City agrees that the County does not assume any liability or responsibility for or release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, rules or regulations, policies or procedures. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any City ordinance, rule, regulation, policy or procedure is at issue, the City shall defend the same at its sole expense and if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and attorney fees. This provision shall survive the termination of this Agreement.
- (12) **General Indemnification.** The City and the County each agree to defend and indemnify the other and its elected and appointed officials, officers, employees and agents against all claims, losses, damages, suits, and expenses, including reasonable attorneys' fees and costs, to the extent they arise out of, or result from, the negligence or willful misconduct of the indemnitor or its elected or appointed officials, officers, employees and agents in the performance of this Agreement. The indemnitor's duty to defend and indemnify extends to claims by the elected or appointed officials, officers, employees or agents of the indemnitor or of any contractor or subcontractor or indemnitor. The indemnitor waives its immunity under Title 51 of the Revised Code of Washington solely for the purpose of this provision and acknowledges that this waiver was mutually negotiated. This provision shall survive the termination of this Agreement.

- (13) **Captions.** The paragraph and subsection captions used in this Agreement are for convenience only and shall not control or affect the meaning or construction of any provisions of this Agreement.
- (14) **Entire Agreement.** This Agreement contains the entire Agreement and understanding of the parties with respect to the subject matter hereof, and supersedes all prior oral or written understandings, agreements, promises or other undertakings between the parties, including but not limited to the interlocal agreement executed by the parties in 2009 for District Court Services.
- (15) **Governing Law.** This Agreement shall be interpreted in accordance with the laws and court rules of the State of Washington in effect on the date of execution of this Agreement. In the event any party deems it necessary to institute legal action or proceedings to ensure any right or obligation under this Agreement, the parties agree that such action shall be brought in a court of competent jurisdiction situated in Benton County, Washington.
- (16) **No Third Party Rights.** Except as expressly provided herein, nothing in this Agreement shall be construed to permit anyone other than the parties hereto to rely upon the covenants and agreements herein contained nor to give any such third party a cause of action (as a third party beneficiary or otherwise) on account of any nonperformance hereunder.

[CONTINUED ON NEXT PAGE]

(17) **Amendment or Waiver.** This Agreement may not be modified or amended except by written instrument approved by resolution or ordinance duly adopted by the City and the County. No course of dealing between the parties or any delay in exercising any rights hereunder shall operate as a waiver of any rights of any party.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year herein above mentioned.

Date: _____

Date: _____

CITY OF PROSSER

BOARD OF COUNTY COMMISSIONERS
OF BENTON COUNTY

PAUL WARDEN, Mayor

JEROME DELVIN, Chairman

Attest:

RACHEL SHAW, City Clerk

SHON SMALL, Commissioner

Approved as to Form:



HOWARD SAXTON, City Attorney

JAMES BEAVER, Commissioner

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest:

CAMI MCKENZIE, Clerk of the Board

Approved as to Form:

RYAN BROWN, Deputy Prosecuting Attorney

CITY OF PROSSER, WASHINGTON

AGENDA BILL

| | |
|--|--|
| Agenda Title: Consideration of an Ordinance Amending the 2015 Budget for the Criminal Justice Fund (148). | Meeting Date: May 26, 2015 Regular Meeting |
|--|--|

| | | | |
|-------------------------------|-------------------------------|-------------------------------------|--|
| Department: Finance | Director: Toni Yost | Contact Person: Toni Yost | Phone Number: (509) 786-2332 |
|-------------------------------|-------------------------------|-------------------------------------|--|

| | |
|--------------------------------------|--|
| Cost of Proposal: \$0 | Account Number: |
| Amount Budgeted: \$180,000 | Name and Fund# Criminal Justice Fund (148) |

Reviewed by Finance Department:

Tyost

Attachments to Agenda Packet Item:

1. Ordinance 15-_____

Summary Statement:

In the 2015 Budget the Council approved the Criminal Justice Fund budget at \$180,000. These funds were budgeted to accommodate costs associated with the hire of an additional police officer (\$30,000) and for costs associated with new police station. Recent action requires that this fund be amended to accommodate some additional project costs. It is proposed that the balance of the Criminal Justice be budgeted to accommodate these items and to help expedite future council actions. It is important to note that these funds can only be accessed if provided very direct council authorization.

For your convenience I have prepared the chart below to illustrate the impact of the amendment.

| Fund No. | Fund Name | Beginning Fund Balance | Revenue | Expense | Ending Fund Balance |
|------------|------------------------------|------------------------|------------------|--------------------|---------------------|
| 148 | Criminal Justice Fund | | | | |
| | Adopted | \$963,939 | \$185,299 | \$180,000 | \$969,238 |
| | Adjustment | \$0 | \$0 | \$969,238 | (-\$969,238) |
| | Amendment Total | \$963,939 | \$185,299 | \$1,149,238 | \$0 |

Consistent with or Comparison to:

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

| | | |
|---|---|--|
| Recommended City Council Action/Suggested Motion: | | |
| Adopt Ordinance 15- _____ Amending the 2015 Budget for the Criminal Justice Fund (148). | | |
| Reviewed by Department Director: | Reviewed by City Attorney: | Approved by Mayor: |
| Tyost |  |  |
| Date: 5/8/15 | Date: 5/8/15 | Date: 5-8-15 |
| Today's Date: | Revision Number/Date: | File Name and Path: |
| May 8, 2015 | | |

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

AN ORDINANCE AMENDING THE 2015 BUDGET FOR THE CRIMINAL JUSTICE FUND (148) 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 AMEMDMMENT 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, 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. Prudent fiscal management requires immediate amendment of the budget; and
3. 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 |
|----------|-----------------------|------------------------|-----------|-------------|---------------------|
| 148 | Criminal Justice Fund | \$963,939 | \$185,299 | \$1,149,238 | \$0 |

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.

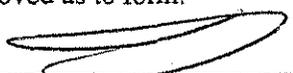
PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2015.

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 FOR THE CRIMINAL JUSTICE FUND (148) 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

| | |
|---|--|
| <p>Agenda Title: Consideration of an Ordinance Amending the 2015 Budget for the Street Fund (102).</p> | <p>Meeting Date: May 26, 2015 Regular Meeting</p> |
|---|--|

| | | | |
|-------------------------------|-------------------------------|-------------------------------------|--|
| Department: Finance | Director: Toni Yost | Contact Person: Toni Yost | Phone Number: (509) 786-2332 |
|-------------------------------|-------------------------------|-------------------------------------|--|

| | |
|--------------------------------------|--|
| Cost of Proposal: \$55,000 | Account Number: |
| Amount Budgeted: \$35,000 | Name and Fund# Street Fund (102) |

Reviewed by Finance Department:

Yost

Attachments to Agenda Packet Item:

1. Ordinance 15-_____

Summary Statement:

In the 2015 Budget the Council approved the expenditure of \$35,000 for the Village Park Tree Removal Project. It is estimated that the project will cost \$55,000. Of this amount \$15,000 will be contributed by the homeowners association through a cost sharing agreement. The remaining balance of \$40,000 will be contributed by the City. As stated earlier, only \$35,000 of this amount was included in the 2015 Budget, therefore it is necessary to amend the 2015 Budget to accommodate the total project cost, including the contribution of the homeowners association.

Originally, it was proposed that \$35,000 of this project would be funded via a transfer from the General Fund (001). Staff recommends that this transfer be reduced to \$28,245 (a reduction of \$6,755) because of additional revenue received in the Street Fund.

For your convenience I have prepared the chart below to illustrate the impact of the amendment.

| Fund No. | Fund Name | Beginning Fund Balance | Revenue | Expense | Ending Fund Balance |
|------------|------------------------|------------------------|------------------|------------------|---------------------|
| 102 | Street Fund | | | | |
| | Adopted | \$105,734 | \$615,804 | \$604,049 | \$117,489 |
| | Adjustment | \$0 | \$8,245 | \$20,000 | -\$11,755 |
| | Amendment Total | \$105,734 | \$624,049 | \$624,049 | \$105,734 |

Consistent with or Comparison to:

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

Recommended City Council Action/Suggested Motion:

Adopt Ordinance 15- _____ Amending the 2015 Budget for the Street Fund (102).

Reviewed by Department Director:

Conroy

Date: 5/22/15

Today's Date:

May 21, 2015

Reviewed by City Attorney:

[Signature]

Date: 5/22/15

Revision Number/Date:

Approved by Mayor:

Paul Wunderlin

Date: 5-22-15

File Name and Path:

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

AN ORDINANCE AMENDING THE 2015 BUDGET FOR THE STREET FUND (102) 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 has entered into a cost sharing agreement of homeowners located with the sub division commonly known as Village Park to remove some nuisance trees; and

WHEREAS, the homeowners have agreed to contribute \$15,000 to this project; and

WHEREAS, the City has agreed to contribute \$40,000 to this project; and

WHERAS, only a portion of this expense was budgeted for in the 2015 therefore it is necessary to amend the 2015 budget to reflect the expected expenditure; 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 actual cost of the project will exceed budget estimates; 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 |
|----------|-------------|------------------------|-----------|-----------|---------------------|
| 102 | Street Fund | \$105,734 | \$624,049 | \$624,049 | \$105,734 |

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.

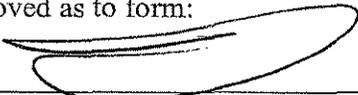
PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2015.

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 FOR THE STREET FUND (102) 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