

**City of Prosser**  
**CITY COUNCIL**  
**REGULAR MEETING AGENDA**  
Council Chambers, 601 7<sup>th</sup> Street, Prosser WA 99350  
Tuesday, September 22, 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**

**6. CONSENT AGENDA**

- a) Approve Payment of Payroll Check Nos. 600532 through 600536 in the amount of \$3,604.53 and Direct Deposits in the Amount of \$13,963.33 for the Period Ending September 15, 2015..... *Page 3*
- b) Approve Payment of Claim Checks Nos. 13067 through 13189, in the Amount of \$637,746.96 and Electronic Payments in the Amount of \$27,324.33 for the Period Ending September 22, 2015..... *Page 5*
- c) Approve the August 2015 Financial Statement ..... *Page 14*
- d) Approve Resolution 15-\_\_\_\_\_ Setting the Date for a Public Hearing concerning the Prosser City Council’s Intent to Assume the Rights, Powers, Functions, and Obligations of the Prosser Transportation Benefit District, as of December 8, 2015, as Allowed by Second Engrossed Substitute Senate Bill 5987, Section 302 ..... *Page 88*

**7. COUNCIL ACTION**

- a.) **Criminal Justice Fund Appropriation Request..... *Page 96***

**RECOMMENDATION:** Authorize the appropriation of an additional \$10,000 to complete the demolition and site cleanup for 1311 Bennett Avenue.

*The first Ordinance passed will be Ordinance 15-2944*  
*The first Resolution passed will be Resolution 15-1494*

- b.) **Consideration of an ORDINANCE Accepting Grant Funding from the US Department of Health and Human Services for a Drug Free Community Grant and Establishing a Fund and Budget for the Project ..... Page 99**

**RECOMMENDATION:** Adopt Ordinance No. 15-\_\_\_\_\_ Accepting Grant Funding from the US Department of Health and Human Services for a Drug Free Community Grant and Establishing a Fund and Budget for the Project.

- c.) **Consideration of an ORDINANCE Adopting Benton County’s Indigent Defense Standards ..... Page 120**

**RECOMMENDATION:** Adopt Ordinance No. 15-\_\_\_\_\_ Adopting Benton County’s Indigent Defense Standards.

- d.) **Selection of a Firm to Recruit the next City Administrator and Authorize the Mayor to Negotiate and Sign a Contract with the Firm Council Selects..... Page 131**

**RECOMMENDATION:** Move that the Firm of \_\_\_\_\_ be Selected to Recruit the Position of City Administrator and Authorize the Mayor to Negotiate and Sign a Contract for Such Services in an Amount Not to Exceed \$\_\_\_\_\_.

- e.) **Accept the Bid from Apollo Inc., and Award a Construction Contract to Apollo, Inc., in the Amount of \$6,764,694.00 for the 2015 Waste Water Treatment Plant Improvements Project and Authorize the Mayor to Sign the Contract Documents Page 156**

**MOTION #1:** Move Accept the Bid from Apollo Inc., and Award a Construction Contract to Apollo, Inc., in the Amount of \$6,764,694.00 for the 2015 Waste Water Treatment Plant Improvements Project.

**MOTION #2:** Move to Approve a Construction Contract to Apollo, Inc., in the Amount of \$6,764,694.00 for the 2015 Waste Water Treatment Plant Improvements Project and Authorize the Mayor to Sign the Contract Documents.

**8. COUNCIL DISCUSSION**

- a.) **2016 Budget**

**9. ADJOURNMENT**

*The first Ordinance passed will be Ordinance 15-2944  
The first Resolution passed will be Resolution 15-1494*

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

<b>Agenda Title:</b> Approve payment of payroll check nos. 600532 through 600536 in the amount of \$3,604.53 and direct deposits in the amount of \$13,963.33 for the period ending September 15, 2015		<b>Meeting Date:</b> September 22, 2015 Regular Meeting	
<b>Department:</b> Finance	<b>Director:</b> Toni Yost	<b>Contact Person:</b> Elia Lara	<b>Phone Number:</b> (509) 786-2332
<b>Cost of Proposal:</b> \$17,567.86		<b>Account Number:</b> Various	
<b>Amount Budgeted:</b> Various amounts in salaries, wages, and benefits.		<b>Name and Fund#</b> Various	
<b>Reviewed by Finance Department:</b>  <p align="center"><i>Yost</i></p>			
<b>Attachments to Agenda Packet Item:</b>  1. Payroll Check Register			
<b>Summary Statement:</b> Payroll check nos. 600532 through 600536 in the amount of \$3,604.53 and direct deposits in the amount of \$13,963.33 for the period ending September 15, 2015			
<b>Consistent with or Comparison to:</b>  EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
<b>Recommended City Council Action/Suggested Motion:</b>  Approve payment payroll check nos. 600532 through 600536 in the amount of \$3,604.53 and direct deposits in the amount of \$13,963.33 for the period ending September 15, 2015			
<b>Reviewed by Department Director:</b>  <p align="center"><i>Yost</i></p> <b>Date:</b> 9/15/15	<b>Reviewed by City Attorney:</b>  N/A <b>Date:</b>	<b>Approved by Mayor:</b>  <p align="center"><i>Pat Vank</i></p> <b>Date:</b> 9-18-15	
<b>Today's Date:</b> September 15, 2015	<b>Revision Number/Date:</b>	<b>File Name and Path:</b>	

# CHECK REGISTER

City Of Prosser  
MCAG #: 0205

09/15/2015 To: 09/15/2015

Time: 09:11:36 Date: 09/11/2015  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6616	09/15/2015	Payroll	1	EFT		138.52	September Draw
6618	09/15/2015	Payroll	1	EFT		858.95	September Draw
6619	09/15/2015	Payroll	1	EFT		554.10	September Draw
6620	09/15/2015	Payroll	1	EFT		1,617.98	September Draw
6621	09/15/2015	Payroll	1	EFT		642.90	September Draw
6622	09/15/2015	Payroll	1	EFT		1,098.96	September Draw
6627	09/15/2015	Payroll	1	EFT		1,699.24	September Draw
6628	09/15/2015	Payroll	1	EFT		646.45	September Draw
6629	09/15/2015	Payroll	1	EFT		1,371.50	September Draw
6630	09/15/2015	Payroll	1	EFT		689.22	September Draw
6631	09/15/2015	Payroll	1	EFT		1,937.50	September Draw
6632	09/15/2015	Payroll	1	EFT		1,556.82	September Draw
6633	09/15/2015	Payroll	1	EFT		1,151.19	September Draw
6617	09/15/2015	Payroll	1	600532		646.45	September Draw
6623	09/15/2015	Payroll	1	600533		704.63	September Draw
6624	09/15/2015	Payroll	1	600534		411.75	September Draw
6625	09/15/2015	Payroll	1	600535		1,235.25	September Draw
6626	09/15/2015	Payroll	1	600536		606.45	September Draw

001 General Fund  
403 Water Fund  
407 Sewer Fund

11,966.85  
3,665.21  
1,935.80

17,567.86 Payroll: 17,567.86

  
\_\_\_\_\_  
Signature

9/11/2015  
\_\_\_\_\_  
Date

**CITY OF PROSSER, WASHINGTON**  
**AGENDA BILL**

**Agenda Title:** Approve payment of claim check nos. 13067 through 13189, in the amount of \$637,746.96 and Electronic Payments in the amount of \$27,324.33 for the period ending September 22, 2015.

**Meeting Date:**  
September 22, 2015  
Regular Meeting

**Department:**  
Finance

**Director:**  
Toni Yost

**Contact Person:**  
Elia Lara

**Phone Number:**  
(509) 786-2332

**Cost of Proposal:**  
\$665,071.29

**Account Number:**  
See Attached

**Amount Budgeted:**  
See 2015 budget for each item listed.

**Name and Fund#**  
See Attached

**Reviewed by Finance Department:**

*Yost*

**Attachments to Agenda Packet Item:**

Check Register # 12919 through 12988

**Summary Statement:**

Check Payments	Amount	Check Payments	Amount
13067 through 13189	\$637,746.96		
<b>Electronic Payments</b>		<b>Amount</b>	
IRS Federal Taxes	\$4,657.57	American West Bank	\$93.91
Chase	\$885.17	Dept of Revenue	\$19,980.68
USDA	\$1689.00	WA Dept of Licensing	\$18.00

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

**Recommended City Council Action/Suggested Motion:**

Approve payment of check nos. 13067 through 13189, in the amount of \$637,746.96 and Electronic Payments in the amount of \$27,324.33 for the period ending September 22, 2015

**Reviewed by Department**  
**Director:**

**Date:** *Yost*  
*9/15/15*  
**Today's Date:**  
September 15, 2015

**Reviewed by City Attorney:**

**Date:** N/A  
**Revision Number/Date:**

**Approved by Mayor:**

*Pat Warden*  
**Date:** *9-19-15*  
**File Name and Path:**

# CHECK REGISTER

City Of Prosser  
MCAG #: 0205

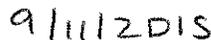
09/15/2015 To: 09/15/2015

Time: 09:19:13 Date: 09/11/2015  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6645	09/15/2015	Payroll	1	EFT	Irs Federal Taxes	4,657.57	941 Deposit For 09/15/2015 - 09/15/2015
		001 General Fund				2,507.78	
		403 Water Fund				1,071.39	
		407 Sewer Fund				1,078.40	
						<u>4,657.57</u>	Payroll: 4,657.57



Signature



Date

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09/22/2015 To: 09/22/2015

Time: 12:50:16 Date: 09/15/2015  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6703	09/22/2015	Claims	1	EFT	American West Bank	93.91	Analysis Charge
			001 - 514 23 49 000		Miscellaneous	93.91	Analysis Charge
6705	09/22/2015	Claims	1	EFT	Chase	219.10	Non-UB Credit Card Fees
			001 - 514 30 49 000		Miscellaneous	109.55	Non-UB Credit Card Fees
			001 - 576 20 49 001		Miscellaneous	109.55	Non-UB Credit Card Fees
6706	09/22/2015	Claims	1	EFT	Chase	666.07	UB Credit Card Fees
			403 - 534 80 49 000		Miscellaneous	166.52	UB Credit Card Fees
			407 - 535 80 49 000		Miscellaneous	166.52	UB Credit Card Fees
			448 - 537 80 49 000		Miscellaneous	166.51	UB Credit Card Fees
			403 - 539 20 49 000		Miscellaneous	166.52	UB Credit Card Fees
6707	09/22/2015	Claims	1	EFT	DOR Electronic Payments	19,980.68	Excise Taxes August
			001 - 514 30 44 000		External Taxes	0.37	Excise Taxes August
			403 - 534 80 44 000		External Taxes	10,438.96	Excise Taxes August
			407 - 535 80 44 000		External Taxes	3,684.98	Excise Taxes August
			448 - 537 80 44 000		External Taxes	4,368.46	Excise Taxes August
			001 - 571 22 44 000		External Taxes	4.35	Excise Taxes August
			001 - 576 20 44 001		External Taxes	1,483.56	Excise Taxes August
6708	09/22/2015	Claims	1	EFT	USDA	1,689.00	LID 10-23 Loan Payment
			234 - 591 48 73 000		Special Assesment Bonds	1,009.15	LID 10-23 Loan Payment
			234 - 592 48 83 000		Interest on Long-Term Extern	679.85	LID 10-23 Loan Payment
6709	09/22/2015	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
6710	09/22/2015	Claims	1	13128	Abadan Inc	130.96	Annex Copy Machine Maintenance
			001 - 514 23 48 000		Repairs & Maintenance	125.83	Annex Copy Machine Maintenance
			403 - 534 80 48 000		Repairs & Maintenance	1.26	Annex Copy Machine Maintenance
			407 - 535 80 48 000		Repairs & Maintenance	1.26	Annex Copy Machine Maintenance
			448 - 537 80 48 000		Repairs & Maintenance	1.26	Annex Copy Machine Maintenance
			403 - 539 20 48 000		Repairs & Maintenance	1.26	Annex Copy Machine Maintenance
			102 - 542 90 48 000		Repairs & Maintenance	0.04	Annex Copy Machine Maintenance
			001 - 571 22 48 001		Repairs & Maintenance	0.05	Annex Copy Machine Maintenance
6711	09/22/2015	Claims	1	13129	Alpine Products	3,140.64	Street Paint For Markings
			102 - 542 64 31 000		Office & Operating Supplies	3,140.64	Street Paint For Markings
6712	09/22/2015	Claims	1	13130	Amerigas Sunnyside	135.95	Tank Rental
			407 - 535 80 45 000		Operating Rentals & Leases	135.95	Tank Rental
6713	09/22/2015	Claims	1	13131	Nancy Andringa	51.18	Refund inactive customer credit balance
			403 - 343 41 00 000		Water Revenues	-17.37	
			407 - 343 60 00 000		Sewer Revenues	-25.21	
			448 - 343 71 00 000		Garbage Service Charges	-8.60	
6714	09/22/2015	Claims	1	13132	Benton Co Treas Office	138.27	Crime Victim Comp
			001 - 586 00 03 000		PSEA and CVC Disbursemen	138.27	Crime Victim Comp
6715	09/22/2015	Claims	1	13133	Benton PUD	34,229.81	Electric Bill
			001 - 518 31 47 000		Public Utility Services	1,222.70	Electric Bill
			403 - 534 80 47 000		Public Utility Services	17,544.89	Electric Bill
			407 - 535 80 47 000		Public Utility Services	7,910.18	Electric Bill
			403 - 539 20 47 000		Public Utility Services	1,046.27	Electric Bill
			102 - 542 63 47 000		Public Utility Services	3,576.65	Electric Bill
			102 - 542 90 47 000		Public Utility Services	292.66	Electric Bill
			001 - 569 21 47 000		Public Utility Services	603.72	Electric Bill
			001 - 572 50 47 000		Public Utility Services	393.97	Electric Bill
			001 - 576 20 47 000		Public Utility Services	1,243.59	Electric Bill

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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 47 000 - Public Utility Services			395.18	Electric Bill
6716	09/22/2015	Claims	1	13134 Bleyhl Farm Service Gas	5,595.78	PD Fuel Charges; PW Fuel Charges; Fuel Charges-Building & PW
		001 - 521 20 32 000 - Fuel Consumed			2,816.21	PD Fuel Charges
		001 - 524 20 32 000 - Fuel Consumed			90.02	Fuel Charges-Building & PW
		403 - 534 80 32 000 - Fuel Consumed			444.43	PW Fuel Charges
		407 - 535 80 32 000 - Fuel Consumed			911.85	Fuel Charges-Building & PW
		403 - 539 20 32 000 - Fuel Consumed			444.43	PW Fuel Charges
		102 - 542 90 32 000 - Fuel Consumed			444.42	PW Fuel Charges
		001 - 576 80 32 000 - Fuel Consumed			444.42	PW Fuel Charges
6717	09/22/2015	Claims	1	13135 Blumenthal	54.48	Handcuff Key
		001 - 521 20 31 000 - Office & Operating Supplies			54.48	Handcuff Key
6718	09/22/2015	Claims	1	13136 CK Home Comfort Systems	1,045.10	Replaced AC Filters -Senior Center; Replaced AC Filters -City Library; Replaced AC Filters -Waste Water; Washed LG Mini Unit Filter In Server Room-City Hall; Replaced HVAC Filters-Water Dept
		001 - 518 31 48 000 - Repairs & Maintenance			341.15	Washed LG Mini Unit Filter In Server Room-City Hall
		403 - 534 80 48 000 - Repairs & Maintenance			140.79	Replaced HVAC Filters-Water Dept
		407 - 535 80 48 000 - Repairs & Maintenance			151.62	Replaced AC Filters -Waste Water
		001 - 569 21 48 000 - Repairs & Maintenance			238.26	Replaced AC Filters -Senior Center
		001 - 572 50 48 000 - Repairs & Maintenance			173.28	Replaced AC Filters -City Library
6719	09/22/2015	Claims	1	13137 Cascade Analytical	600.91	Fecal MPN A-1 Media; Kjeldahl Total Nitrogen; Hardness Titration; TTHM-HAA5
		403 - 534 80 41 000 - Professional Services			465.56	TTHM-HAA5
		407 - 535 80 41 000 - Professional Services			64.89	Fecal MPN A-1 Media
		407 - 535 80 41 000 - Professional Services			44.50	Kjeldahl Total Nitrogen
		407 - 535 80 41 000 - Professional Services			25.96	Hardness Titration
6720	09/22/2015	Claims	1	13138 Columbia Basin Water Work	2,310.03	Meter Testing
		403 - 534 80 48 000 - Repairs & Maintenance			335.03	Meter Testing
		403 - 534 80 48 000 - Repairs & Maintenance			1,975.00	Meter Testing
6721	09/22/2015	Claims	1	13139 Cook's Hardware Inc.	121.51	MM 10 PC Precip Set; Plasti Dip, Wire Ground, Ruber Tape, Hex Lock; Return Super Chlor Granule; Rainsuit 3 Piece Yellow Med, Rainsuit PVC Yellow, Noble; Fuse Elect Equip; Ace Angle Poly Brush, UPS Ship
		001 - 518 88 31 000 - Office & Operating Supplies			14.49	MM 10 PC Precip Set
		403 - 534 80 31 000 - Office & Operating Supplies			-184.61	Return Super Chlor Granule
		403 - 534 80 31 000 - Office & Operating Supplies			26.11	Ace Angle Poly Brush, UPS Shipping
		407 - 535 80 31 000 - Office & Operating Supplies			42.40	Plasti Dip, Wire Ground, Ruber Tape, Hex Lock
		407 - 535 80 31 000 - Office & Operating Supplies			51.68	Rainsuit 3 Piece Yellow Med, Rainsuit PVC Yellow, Noble
		403 - 539 20 31 000 - Office & Operating Supplies			5.69	Fuse Elect Equip
		001 - 571 22 31 001 - Office & Operating Supplies			165.75	Deck Box XL
6722	09/22/2015	Claims	1	13140 Day Wireless Systems	1,342.67	Rewire Emergency Lighting And Equipment: SRO Vehicle
		149 - 521 20 48 149 - Law Enforcement - Repairs &			1,342.67	Rewire Emergency Lighting And Equipment: SRO Vehicle

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6723	09/22/2015	Claims	1	13141	Denchel's Ford Country	258.08	Works Fuel Saver Package; Repair Power Windows; Works Fuel Saver Package
					001 - 521 20 48 000 - Repairs & Maintenance	36.09	Works Fuel Saver Package
					001 - 521 20 48 000 - Repairs & Maintenance	186.49	Repair Power Windows
					001 - 521 20 48 000 - Repairs & Maintenance	35.50	Works Fuel Saver Package
6724	09/22/2015	Claims	1	13142	Fulcrum Enviromental Consulting	1,900.00	Asbestos, Lead, Hazardous Materials Inspection
					148 - 594 21 64 000 - Capital Outlay	1,900.00	Asbestos, Lead, Hazardous Materials Inspection
6725	09/22/2015	Claims	1	13143	General Pacific Inc	5,782.65	2" Meters
					403 - 534 80 31 000 - Office & Operating Supplies	5,782.65	2" Meters
6726	09/22/2015	Claims	1	13144	Grainger Inc	314.11	Waxed Paper; Gas Regulator; Mini Blinds; Return Mini Blinds
					001 - 518 31 31 000 - Office & Operating Supplies	45.76	Waxed Paper
					403 - 534 80 31 000 - Office & Operating Supplies	242.40	Gas Regulator
					403 - 534 80 31 000 - Office & Operating Supplies	75.37	Mini Blinds
					403 - 534 80 31 000 - Office & Operating Supplies	-49.42	Return Mini Blinds
6727	09/22/2015	Claims	1	13145	HD Fowler, Co	2,609.08	Centurion Break Flange Repair; Quick Joint Coupling, Quick Joint Adapter, Brass Import, Nipple Brass; 6" Flange Gate Valve, 4" Flange Gate Valve, Full Face Rubber Gasket
					403 - 534 80 31 000 - Office & Operating Supplies	357.58	Centurion Break Flange Repair
					403 - 534 80 31 000 - Office & Operating Supplies	446.39	Quick Joint Coupling, Quick Joint Adapter, Brass Import, Nipple Brass
					403 - 534 80 31 000 - Office & Operating Supplies	1,805.11	6" Flange Gate Valve, 4" Flange Gate Valve, Full Face Rubber Gasket
6728	09/22/2015	Claims	1	13146	Hall Chevrolet - Buick Inc	586.09	Tow Bill:Case Investigation 15-01780
					001 - 521 20 31 000 - Office & Operating Supplies	586.09	Tow Bill:Case Investigation 15-01780
6729	09/22/2015	Claims	1	13147	Lorena & Roy Hernandez	190.00	Refund Party Rate Rental
					001 - 347 30 00 000 - Activity Fees	-190.00	Refund Party Rate Rental
6730	09/22/2015	Claims	1	13148	Horse Heaven Hills High	40.00	Refund Business License Registration
					001 - 321 99 00 000 - General Business Registrator	-40.00	Refund Business License Registration
6731	09/22/2015	Claims	1	13149	Huibregtse, Louman & Assoc	253,168.43	Wastewater Treatment Plant Improvements; 2015 General Services
					403 - 534 80 41 000 - Professional Services	1,181.25	2015 General Services
					407 - 535 80 41 000 - Professional Services	4,078.25	2015 General Services
					102 - 542 90 41 000 - Professional Services	7,129.82	2015 General Services
					001 - 558 60 41 000 - Professional Services	9,879.11	2015 General Services
					470 - 594 35 41 000 - Engineering	230,900.00	Wastewater Treatment Plant Improvements
6732	09/22/2015	Claims	1	13150	Leaf	392.94	Front Desk Copy Machine Lease
					001 - 514 23 45 000 - Operating Rentals & Leases	328.94	Front Desk Copy Machine Lease
					403 - 534 80 45 000 - Operating Rentals & Leases	11.79	Front Desk Copy Machine Lease
					407 - 535 80 45 000 - Operating Rentals & Leases	11.79	Front Desk Copy Machine Lease
					448 - 537 80 45 000 - Operating Rentals & Leases	11.79	Front Desk Copy Machine Lease
					403 - 539 20 45 000 - Operating Rentals & Leases	11.79	Front Desk Copy Machine Lease
					001 - 571 22 45 000 - Operating Rentals & Leases	0.57	Front Desk Copy Machine Lease
					001 - 576 20 45 000 - Operating Rentals & Leases	16.27	Front Desk Copy Machine Lease
6733	09/22/2015	Claims	1	13151	LexisNexis Risk Solutions	106.27	Subscription Service-August

# CHECK REGISTER

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09/22/2015 To: 09/22/2015

Time: 12:50:16 Date: 09/15/2015  
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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 521 20 41 000		Professional Services	106.27	Subscription Service-August
6734	09/22/2015	Claims	1	13152 The Markets LLC	32.25	Mountain Mist Water; Dry Ice, Super Chill Water
		407 - 535 80 31 000		Office & Operating Supplies	13.90	Mountain Mist Water
		407 - 535 80 31 000		Office & Operating Supplies	18.35	Dry Ice, Super Chill Water
6735	09/22/2015	Claims	1	13153 Northwest Handling Systems	244.35	Walkie Stacker Rental
		403 - 534 80 45 000		Operating Rentals & Leases	244.35	Walkie Stacker Rental
6736	09/22/2015	Claims	1	13154 Office Depot	877.88	Printer Ink, Office Duster; Copy Paper, Tape
		001 - 514 23 31 000		Office & Operating Supplies	0.84	Printer Ink, Office Duster
		001 - 514 23 31 000		Office & Operating Supplies	181.85	Copy Paper, Tape
		403 - 534 80 31 000		Office & Operating Supplies	4.31	Copy Paper, Tape
		407 - 535 80 31 000		Office & Operating Supplies	677.95	Printer Ink, Office Duster
		407 - 535 80 31 000		Office & Operating Supplies	4.31	Copy Paper, Tape
		448 - 537 80 31 000		Office & Operating Supplies	4.31	Copy Paper, Tape
		403 - 539 20 31 000		Office & Operating Supplies	4.31	Copy Paper, Tape
6737	09/22/2015	Claims	1	13155 Outwest Pet Rescue	440.00	Animal Control Services
		001 - 524 20 41 000		Professional Services	440.00	Animal Control Services
6738	09/22/2015	Claims	1	13156 Benkomatic / Owen Equipment	102.36	BRG-.750ID; Sweeper
		102 - 542 67 31 000		Office & Operating Supplies	59.61	BRG-.750ID
		102 - 542 67 31 000		Office & Operating Supplies	42.75	Sweeper
6739	09/22/2015	Claims	1	13157 Oxarc	4,106.63	High Pressure Acetylene, Low Pressure Oxygen; Sodium Hypochlorite; Sodium Hypochlorite
		403 - 534 80 31 000		Office & Operating Supplies	2,943.06	Sodium Hypochlorite
		407 - 535 80 31 000		Office & Operating Supplies	50.77	High Pressure Acetylene, Low Pressure Oxygen
		001 - 576 20 31 000		Office & Operating Supplies	1,112.80	Sodium Hypochlorite
6740	09/22/2015	Claims	1	13158 Attn: HOA & Utility Dept PK Management Group C/O Assero Svs	16.88	Refund inactive customer credit balance
		403 - 343 90 00 000		Irrigation Fees & Charges	-16.88	
6741	09/22/2015	Claims	1	13159 PMH Medical Center	110.00	Drug Testing
		403 - 534 80 41 000		Professional Services	110.00	Drug Testing
6742	09/22/2015	Claims	1	13160 Platt Electric Company	131.38	Sector Hybrid, Flanker, Strobe
		407 - 535 80 31 000		Office & Operating Supplies	131.38	Sector Hybrid, Flanker, Strobe
6743	09/22/2015	Claims	1	13161 Prosser Autobody Repair	1,053.71	SRO Vehicle Repairs
		149 - 521 20 48 149		Law Enforcement - Repairs &	1,053.71	SRO Vehicle Repairs
6744	09/22/2015	Claims	1	13162 Prosser Napa	49.53	Wiper Blades; Wiper Blade
		149 - 521 20 48 149		Law Enforcement - Repairs &	37.27	Wiper Blade
		001 - 576 80 31 000		Office & Operating Supplies	12.26	Wiper Blades
6745	09/22/2015	Claims	1	13163 Prosser Rentals	38.05	Propane
		001 - 576 20 31 000		Office & Operating Supplies	38.05	Propane
6746	09/22/2015	Claims	1	13164 Prosser, City Of	90,531.17	Water Utility Tax; Garbage Utility Tax; Wastewater Utility Tax
		403 - 534 80 44 000		External Taxes	46,663.13	Water Utility Tax
		407 - 535 80 44 000		External Taxes	39,614.83	Wastewater Utility Tax
		448 - 537 80 44 000		External Taxes	4,253.21	Garbage Utility Tax
6747	09/22/2015	Claims	1	13165 Pumptech Inc	7,319.64	Pump Replacement Parts

# CHECK REGISTER

City Of Prosser  
MCAG #: 0205

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					407 - 535 80 35 000 - Small Tools & Minor Equipm	7,319.64	Pump Replacement Parts
6748	09/22/2015	Claims	1	13166	Rainwater Water Co	21.48	Cooler Rent; Cooler Rent
					407 - 535 80 45 000 - Operating Rentals & Leases	10.74	Cooler Rent
					407 - 535 80 45 000 - Operating Rentals & Leases	10.74	Cooler Rent
6749	09/22/2015	Claims	1	13167	City Of Richland	56.45	Reimbursement For Dispatch Shared Line Longdistance Charges
					001 - 521 20 51 000 - Intergov"t Professional Servic	56.45	Reimbursement For Dispatch Shared Line Longdistance Charges
6750	09/22/2015	Claims	1	13168	Rogers Machinery Company Inc	3,362.67	Air Compressor Repairs
					407 - 535 80 48 000 - Repairs & Maintenance	3,362.67	Air Compressor Repairs
6751	09/22/2015	Claims	1	13169	Safety Kleen Co	137.98	5G Parts Washer-Solvent
					403 - 534 80 31 000 - Office & Operating Supplies	34.50	5G Parts Washer-Solvent
					403 - 539 20 31 000 - Office & Operating Supplies	34.50	5G Parts Washer-Solvent
					102 - 542 90 31 000 - Office & Operating Supplies	34.50	5G Parts Washer-Solvent
					001 - 576 80 31 000 - Office & Operating Supplies	34.48	5G Parts Washer-Solvent
6752	09/22/2015	Claims	1	13170	Rachel M Shaw	40.94	Bi-Pin Meeting Travel
					001 - 514 30 43 000 - Travel & Training	40.94	Bi-Pin Meeting Travel
6753	09/22/2015	Claims	1	13171	Shi International Corp	123.80	Microsoft Surface Type Cover-Keyboard
					001 - 514 23 35 000 - Small Tools & Minor Equipm	3.06	3M Easy-On Privacy Filter-Screen
					001 - 514 23 35 000 - Small Tools & Minor Equipm	108.94	Microsoft Surface Pro 3
					001 - 514 23 35 000 - Small Tools & Minor Equipm	11.80	Microsoft Surface Type Cover-Keyboard
6754	09/22/2015	Claims	1	13172	Shred-It USA LLC	23.38	Secure Shred Services
					001 - 521 20 41 000 - Professional Services	23.38	Secure Shred Services
6755	09/22/2015	Claims	1	13173	Spokane Co. Sheriff's Office	35.00	Public Records Disclosure Course
					001 - 521 20 49 000 - Miscellaneous	35.00	Public Records Disclosure Course
6756	09/22/2015	Claims	1	13174	Timothy Stewart	337.00	Evergreen Rual Water 2015 Fall Confrence- Meals And Mileage
					403 - 534 80 49 000 - Miscellaneous	337.00	Evergreen Rual Water 2015 Fall Confrence- Meals And Mileage
6757	09/22/2015	Claims	1	13175	Sure Brands, LLC	26.00	SurePrint Fingerprint Enhancer Wipes
					001 - 521 20 31 000 - Office & Operating Supplies	26.00	SurePrint Fingerprint Enhancer Wipes
6758	09/22/2015	Claims	1	13176	Traffic Safety Supply Inc	822.05	Cone Trimline, Super Bundy Adhesive
					102 - 542 64 31 000 - Office & Operating Supplies	822.05	Cone Trimline, Super Bundy Adhesive
6759	09/22/2015	Claims	1	13177	US Bank	30.00	Monthly Maintenance-Investments
					001 - 514 23 49 000 - Miscellaneous	30.00	Monthly Maintenance-Investments
6760	09/22/2015	Claims	1	13178	USA Blue Book	104.43	Chessell Chart Pen Red
					403 - 534 80 31 000 - Office & Operating Supplies	104.43	Chessell Chart Pen Red
6761	09/22/2015	Claims	1	13179	Utilities Underground Loc	15.48	Excavation Notifications
					403 - 534 80 41 000 - Professional Services	7.74	Excavation Notifications
					407 - 535 80 41 000 - Professional Services	7.74	Excavation Notifications
6762	09/22/2015	Claims	1	13180	Valley Publishing Co Inc	142.54	Ordinance Summary 15-2942 &15-2943; Note Books, Envelopes, Pen Refill.; Notice Of Filing 2016 Preliminary Budget-TBD; Public Hearing Notice 2016 Revenue Sources-TBD; Notice Of Complete Application-SEP

# CHECK REGISTER

City Of Prosser  
MCAG #: 0205

09/22/2015 To: 09/22/2015

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 514 23 31 000 - Office & Operating Supplies			2.16	Envelopes, Pen Refill,
			001 - 514 30 41 000 - Professional Services			60.00	Ordinance Summary 15-2942 & 15-2943
			403 - 534 80 31 000 - Office & Operating Supplies			1.90	Notebooks
			407 - 535 80 31 000 - Office & Operating Supplies			1.90	Notebooks
			448 - 537 80 31 000 - Office & Operating Supplies			1.90	Notebooks
			403 - 539 20 31 000 - Office & Operating Supplies			1.90	Notebooks
			102 - 543 30 31 102 - Office & Operating Supplies			1.89	Notebooks
			103 - 543 30 41 103 - Professional Service			15.00	Notice Of Filing 2016 Preliminary Budget-TBD
			103 - 543 30 41 103 - Professional Service			21.00	Public Hearing Notice 2016 Revenue Sources-TBD
			001 - 558 60 41 000 - Professional Services			33.00	Notice Of Complete Application-SEPA
			001 - 576 80 31 000 - Office & Operating Supplies			1.89	Notebooks
<b>6763</b>	<b>09/22/2015</b>	<b>Claims</b>	<b>1</b>	<b>13181</b>	<b>Verizon Wireless</b>	<b>590.08</b>	<b>PD Wireless Cell Phone; Building Dept MiFi Card</b>
			001 - 518 88 42 000 - Communications			40.01	Building Dept MiFi Card
			001 - 521 20 42 000 - Communications			550.07	PD Wireless Cell Phone
<b>6764</b>	<b>09/22/2015</b>	<b>Claims</b>	<b>1</b>	<b>13182</b>	<b>Vine Tech Equipment</b>	<b>246.95</b>	<b>Freen Layline, Male Pipe/Hose, Female Swivel Hose; U-Joint Metric, Drive Shaft Tube; Female Coupler Body</b>
			403 - 534 80 31 000 - Office & Operating Supplies			30.12	Freen Layline, Male Pipe/Hose, Female Swivel Hose
			403 - 539 20 31 000 - Office & Operating Supplies			30.12	Freen Layline, Male Pipe/Hose, Female Swivel Hose
			102 - 542 30 31 000 - Office & Operating Supplies			-34.09	Female Coupler Body
			102 - 542 90 31 000 - Office & Operating Supplies			114.18	Freen Layline, Male Pipe/Hose, Female Swivel Hose
			001 - 576 80 31 000 - Office & Operating Supplies			106.62	U-Joint Metric, Drive Shaft Tube
<b>6765</b>	<b>09/22/2015</b>	<b>Claims</b>	<b>1</b>	<b>13183</b>	<b>WA Assoc Code Enforcement</b>	<b>40.00</b>	<b>2015 Annual Membership</b>
			001 - 524 20 49 000 - Miscellaneous			40.00	2015 Annual Membership
<b>6766</b>	<b>09/22/2015</b>	<b>Claims</b>	<b>1</b>	<b>13184</b>	<b>WA Auditor's Office</b>	<b>726.52</b>	<b>TBD Financial Audit; Singel Federal And Financial Audit</b>
			001 - 514 23 51 000 - Intergov"t Professional Servic			407.56	Singel Federal And Financial Audit
			403 - 534 80 51 000 - Intergov"t Professional Servic			230.36	Singel Federal And Financial Audit
			103 - 543 30 51 103 - Road & Street Administration			88.60	TBD Financial Audit
<b>6767</b>	<b>09/22/2015</b>	<b>Claims</b>	<b>1</b>	<b>13185</b>	<b>WA Dept Of Commerce</b>	<b>198,716.22</b>	<b>Loan Payment: DM11-952-030 #2; Loan Payment: DM11-952-030 #3; Loan Payment: DM11-952-030 #4; Lan Payment: 01-65101-022</b>
			403 - 591 34 78 000 - Intergovernmental Loans			27,459.25	Loan Payment: DM11-952-030 #2
			403 - 591 34 78 000 - Intergovernmental Loans			62,531.75	Loan Payment: DM11-952-030 #3
			403 - 591 34 78 000 - Intergovernmental Loans			9,999.00	Loan Payment: DM11-952-030 #4
			403 - 591 34 78 000 - Intergovernmental Loans			45,744.41	Lan Payment: 01-65101-022
			403 - 592 34 83 403 - Interest On Long-Term Exterr			16,594.08	Loan Payment: DM11-952-030 #2
			403 - 592 34 83 403 - Interest On Long-Term Exterr			28,473.64	Loan Payment: DM11-952-030 #3
			403 - 592 34 83 403 - Interest On Long-Term Exterr			2,424.76	Loan Payment: DM11-952-030 #4
			403 - 592 34 83 403 - Interest On Long-Term Exterr			5,489.33	Lan Payment: 01-65101-022
<b>6768</b>	<b>09/22/2015</b>	<b>Claims</b>	<b>1</b>	<b>13186</b>	<b>WA Dept Of Enterprise Services</b>	<b>2,700.18</b>	<b>Utility Statement-August; September Newsletter</b>
			001 - 514 30 41 000 - Professional Services			281.56	September Newsletter
			403 - 534 80 41 000 - Professional Services			557.73	Utility Statement-August
			403 - 534 80 41 000 - Professional Services			37.54	September Newsletter
			407 - 535 80 41 000 - Professional Services			557.73	Utility Statement-August
			407 - 535 80 41 000 - Professional Services			37.54	September Newsletter

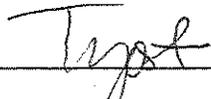
# CHECK REGISTER

City Of Prosser  
MCAG #: 0205

09/22/2015 To: 09/22/2015

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			448 - 537 80 41 000		Professional Services	557.73	Utility Statement-August
			448 - 537 80 41 000		Professional Services	37.54	September Newsletter
			403 - 539 20 41 000		Professional Services	557.73	Utility Statement-August
			403 - 539 20 41 000		Professional Services	37.54	September Newsletter
			102 - 542 90 41 000		Professional Services	37.54	September Newsletter
<b>6769</b>	<b>09/22/2015</b>	<b>Claims</b>	<b>1</b>	<b>13187</b>	<b>WA State Treasurer</b>	<b>7,350.91</b>	<b>PSEA</b>
			001 - 586 00 03 000		PSEA and CVC Disbursemen	7,279.41	PSEA
			001 - 589 00 02 000		State Building Fee Disbursmt	71.50	PSEA
<b>6770</b>	<b>09/22/2015</b>	<b>Claims</b>	<b>1</b>	<b>13188</b>	<b>Yakima Federal Savings &amp; Loan</b>	<b>12.43</b>	<b>Refund inactive customer credit balance</b>
			448 - 343 71 00 000		Garbage Service Charges	-0.02	
			403 - 343 90 00 000		Irrigation Fees & Charges	-12.41	
<b>6704</b>	<b>09/22/2015</b>	<b>Claims</b>	<b>1</b>	<b>13189</b>	<b>Benton REA</b>	<b>2,785.70</b>	<b>Virtual Domain; I T Services; Meter Reading-WCR; Meter Reading- Water Tower</b>
			001 - 518 88 41 000		Professional Services	9.95	Virtual Domain
			001 - 518 88 41 000		Professional Services	561.09	I T Services
			403 - 534 80 41 000		Professional Services	773.78	I T Services
			403 - 534 80 47 000		Public Utility Services	29.67	Meter Reading- Water Tower
			407 - 535 80 41 000		Professional Services	285.06	I T Services
			102 - 542 63 47 000		Public Utility Services	841.07	Meter Reading-WCR
			001 - 576 20 41 001		Professional Services	285.08	I T Services
						<b>33,617.50</b>	
						<b>16,503.73</b>	
						<b>124.60</b>	
						<b>1,900.00</b>	
						<b>2,433.65</b>	
						<b>1,689.00</b>	
						<b>294,421.62</b>	
						<b>69,412.29</b>	
						<b>9,411.33</b>	
						<b>230,900.00</b>	
						<b>660,413.72</b>	<b>Claims:</b>
						<b>660,413.72</b>	<b>660,413.72</b>
* Transaction Has Mixed Revenue And Expense Accounts							

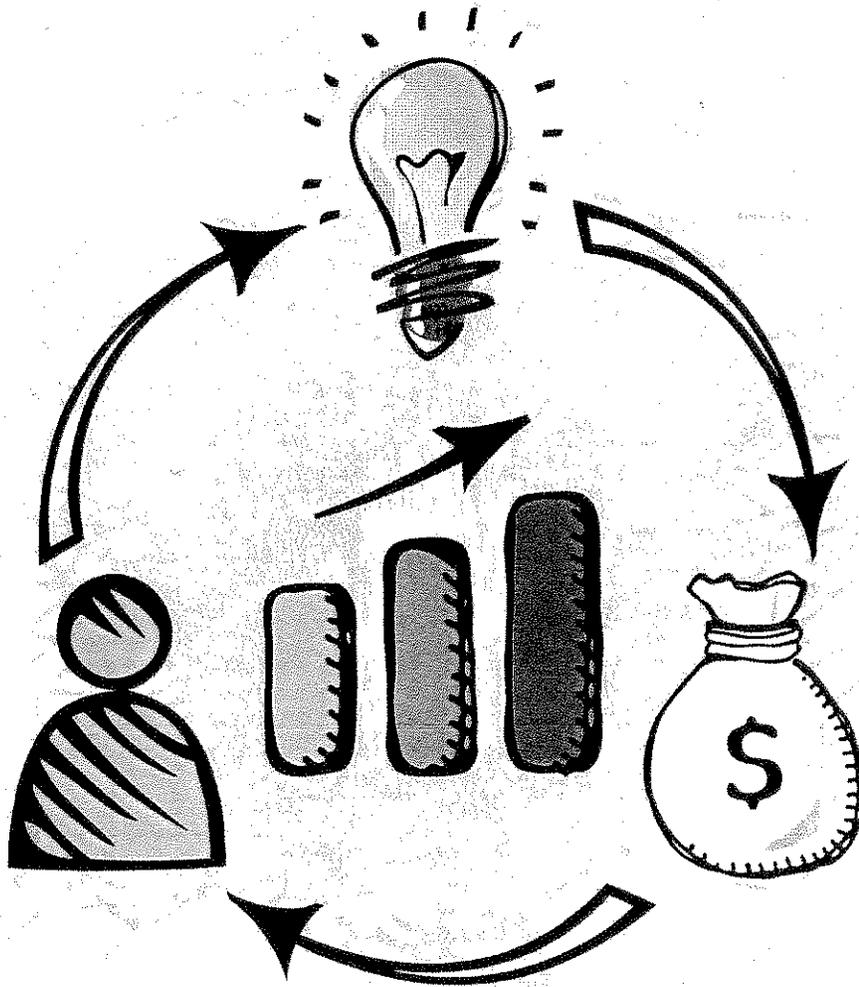
  
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9/15/15  
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Date

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

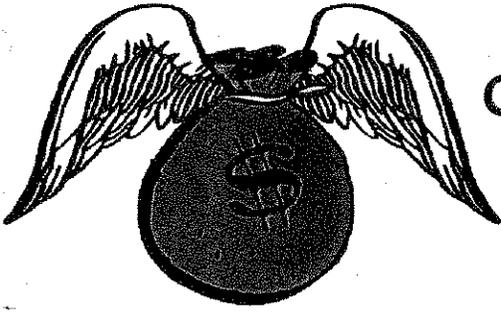
<b>Agenda Title:</b> Approval of the August 2015 Financial Statement.		<b>Meeting Date:</b> September 22, 2015 Regular Meeting	
<b>Department:</b> Finance	<b>Director:</b> Toni Yost	<b>Contact Person:</b> Elia Lara	<b>Phone Number:</b> (509) 786-2332
<b>Cost of Proposal:</b>		<b>Account Number:</b>	
<b>Amount Budgeted:</b>		<b>Name and Fund#</b>	
<b>Reviewed by Finance Department:</b> 			
<b>Attachments to Agenda Packet Item:</b>  1.) August 2015 Financial Statement			
<b>Summary Statement:</b>  The August 2015 Financial Statement reflects revenue and expenditure activity which occurred within the City of Prosser through August 2015.			
<b>Consistent with or Comparison to:</b>  EXISTING ADOPTED OR PREVIOUS PLANS, POLICIES OR ACTIONS TAKEN BY THE COUNCIL			
<b>Recommended City Council Action/Suggested Motion:</b>  Approval of the August 2015 Financial Statement.			
<b>Reviewed by Department Director:</b>    Date: 9/15/15	<b>Reviewed by City Attorney:</b>  N/A  Date:	<b>Approved by Mayor:</b>    Date: 9-18-15	
<b>Today's Date:</b>  September 15, 2015	<b>Revision Number/Date:</b>	<b>File Name and Path:</b>	



# City of Prosser

## Financial Statement

August 2015



## Cash Reconciliation

**City of Prosser, WA**

**Cash & Investments**

Cash	Jun-15	Jul-15	Aug-15
Money Market Account (AWB)	1,254,828.32	1,242,824.36	1,413,204.20
Petty Cash	650.00	650.00	650.00
Washington Trust Bank			
Other			
<b>Total Cash</b>	<b>\$ 1,255,478.32</b>	<b>\$ 1,243,474.36</b>	<b>\$ 1,413,854.20</b>

Investments	Jun-15	Jul-15	Aug-15
State Investment Pool	\$ 2,865,898.01	\$ 2,866,250.27	\$ 2,866,630.18
US BANK Time Value Investments	\$ 6,994,133.99	\$ 6,994,133.99	\$ 6,994,133.99
<b>Total investments</b>	<b>\$ 9,860,032.00</b>	<b>\$ 9,860,384.26</b>	<b>\$ 9,860,764.17</b>

**Total Cash & Investments \$ 11,115,510.32 \$ 11,103,858.62 \$ 11,274,618.37**

**Reconciling Items**

Current Pending Deposits	Jun-15	Jul-15	Aug-15
Deposits not Credited	\$ (27,833.53)	\$ (35,060.79)	\$ (38,484.22)
Deposits credited, not posted	\$ 0.30		
Other :			
<b>Total Pending Deposits</b>	<b>\$ (27,833.23)</b>	<b>\$ (35,060.79)</b>	<b>\$ (38,484.22)</b>

Outstanding Checks	Jun-15	Jul-15	Aug-15
Payments not Credited			
Payments credited, not posted	\$ (530.00)	\$ (0.05)	
	\$ (2,643.17)	\$ (103.89)	
	\$ (11.00)		
<b>Total Outstanding Checks</b>	<b>\$ (3,184.17)</b>	<b>\$ (103.94)</b>	<b>\$ -</b>

Returned Items (NSF)	Jun-15	Jul-15	Aug-15
	\$ (13.12)		
	\$ (15.07)		
	\$ (89.91)		
<b>Total Returned Items (NSF)</b>	<b>\$ (118.10)</b>	<b>\$ -</b>	<b>\$ -</b>

**Total Reconciling Items \$ (31,135.50) \$ (35,164.73) \$ (38,484.22)**

**Sub-Total \$ 11,146,645.82 \$ 11,139,023.35 \$ 11,313,102.59**

**\$ - \$ - \$ -**

**Outstanding Checks**

Outstanding WTB Checks	0.00	0.00	0.00
Outstanding Payroll Checks	174,032.83	149,224.04	155,734.33
Outstanding Accounts Payable Checks	100,515.48	165,222.28	192,300.61
	274,548.31	314,446.32	348,034.94

**General Ledger Balance \$ 10,872,097.51 \$ 10,824,577.03 \$ 10,965,067.65**

*TRF*

August 2015

Checkbook	
Money Market	\$1,451,688.42
Advance Travel-Closed	0.00
Section 125-Closed	0.00
Washington Trust Bank	0.00
Investment:	
WA State Pool	2,866,630.18
US Bank SafeKeeping	6,994,133.99
Petty Cash	650.00
	11,313,102.59

TOTAL 0.00

BIAS	
cash	10,965,067.65
investment	0.00
Outstanding WTB checks	0.00
outstanding payroll	155,734.33
outstanding claims	192,300.61
	11,313,102.59

*Trg*

# General Ledger

## Cash and Investment Report1

Aug-15

Fund	Description	2015 End Bal
001	General Fund	1,206,666.36
102	Street Fund	155,859.44
103	Transportation Benefit Distric	2,061.81
105	General Fund Small Projects	125.63
110	Arterial Street Fund	114,828.52
111	Municipal Capital Improvement	181,468.92
115	General Fund Reserve	41,108.39
116	City Facilities Reserve Fund	24,523.20
117	Employee Benefits Security	26,859.97
119	Parks Reserve Fund	5,041.06
130	Hotel/Motel Tax Fund	22,903.92
131	Tourism Promotion Area Fund	5,435.01
144	PS Enhancement Fund	31,999.65
146	Drug Enforcement Fund	12,764.81
147	Police Investigative Fund	45,143.44
148	Criminal Justice Fund	859,743.17
149	Public Safety Sales Tax Fund	47,819.85
152	Infrastructure Develop Reserve	498,847.89
221	LID Guarantee Fund	56,137.83
229	1996 GO Bond - Fire Station	87,655.84
233	2011 GO Bond - Pool	48,623.77
234	Local Improvement Dist 10-23	6,055.89
301	REET - First Quarter %	28,827.53
302	OIE Improvement Project Fund	17,010.25
303	7th Street ADA Sidwalk Ramp	1,216.97
304	OIE Highway Improvements	11,091.12
305	Energy Efficiency Improvement Project	234,221.57
403	Water Fund	939,784.43
407	Sewer Fund	1,555,864.82
420	Zone 2.5 Water Supply Improv	(270.00)
444	1998 Water Revenue Bond Redemp	7,687.87
445	1998 Water Revenue Bond Reserv	171,618.57
448	Garbage Fund	485,588.25
449	1999 Water Revenue Bond Redemp	47,346.15
450	1999 Water Revenue Bond Reserv	85,449.03
451	Water Facilities Reserve Fund	600,306.66
452	Sewer Facilities Reserve Fund	630,056.23
453	N Prosser Water Sys Debt Red.	344,675.84
454	N Prosser Water Sys Debt Res.	190,619.72
455	Irrigation Reservre Fund	69,985.24
470	WasteWater Treatment Plant Improvement	2,060,988.65
603	Consumer Utility Deposits Fund	1,324.38
606	Library Memorial Fund	-
Asset Total		10,965,067.65
	Outstanding WTB check	-
	Payroll Outstanding Checks	155,734.33
	Accounts Payable Outstanding Checks	192,300.61
	<b>TOTAL</b>	<b>11,313,102.59</b>

*Ting*

# CITY OF PROSSER

## INVESTMENT REPORT - 8/31/2015

Investments were made through TVI ProEquities -  
All funds were transferred from the Pool to:

American West, our local bank, to:  
US Bank, into a newly created \*Safekeeping Account.

The Following investments were made:

Investment:	Federal Home Ln Mtg Corp	Federal Natl Mtg Assn	Federal Natl Mtg Assn	Federal Home Loan	Federal Home Loan	Federal Farm Credit	Total
CUSIP:	31334G4-6W-3	3135GO-TD-5	3135GO-XL-2	3134G36D7	313382H97	3133EC5N0	
Interest Rate:	0.56%	1.00%	0.65%	1.20%	1.44%	1.25%	
Trade Date:	6/20/2013	6/6/2013	6/6/2013	4/1/2014	6/23/2015	6/23/2015	
Maturity Date:	6/20/2016	12/28/2017	2/27/2017	3/20/2018	4/5/2019	3/4/2019	
Int. Payment Frequency	Semi - Annual	Semi-Annual	Semi-Annual	Semi-Annual	Semi-Annual	Semi- Annual	
<b>Investment Amount</b>	-	<b>2,004,498</b>	<b>1,990,829</b>	<b>993,717</b>	<b>1,003,160</b>	<b>1,001,929</b>	<b>6,994,134</b>

Called 6/22/0015

Fair Market Value							
6/30/2015	-	1,993,734	1,996,522	1,000,158	996,140	994,635	6,981,189

2015 - Interest Paid - Deposited in American West Bank							
2/27/2015			6,500				6,500
3/20/2015				6,000			6,000
6/22/2015	2,850						2,850
6/29/2015		10,000					10,000
8/27/2015			6,500				6,500
							-
							-
							-
<b>Year To Date Interest</b>	<b>2,850</b>	<b>10,000</b>	<b>13,000</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>31,850</b>

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

Note: Current Interest Rates with the Pool are .16%



## Fund Balance & Activity

# TREASURER'S REPORT

## Fund Totals

City Of Prosser  
MCAG #: 0205

08/01/2015 To: 08/31/2015

Time: 11:41:13 Date: 09/15/2015

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	1,251,791.84	353,894.65	399,020.13	1,206,666.36	47,001.16	107,375.96	-3,074.05	1,357,969.43
102 Street Fund	172,315.70	13,058.74	29,515.00	155,859.44	8,467.24	11,061.26	0.00	175,387.94
103 Transportation Benefit Distric	2,504.81	0.00	443.00	2,061.81	443.00	0.00	0.00	2,504.81
105 General Fund Small Projects Fund	125.55	0.08		125.63	0.00	0.00	0.00	125.63
110 Arterial Street Fund	114,748.46	80.06		114,828.52	0.00	0.00	0.00	114,828.52
111 Municipal Capital Improvement	171,442.74	10,026.18		181,468.92	0.00	0.00	0.00	181,468.92
115 General Fund Reserve	41,079.73	28.66		41,108.39	0.00	0.00	0.00	41,108.39
116 City Facilities Reserve Fund	24,506.11	17.09		24,523.20	0.00	0.00	0.00	24,523.20
117 Employee Benefits Security	25,013.72	3,767.45	1,921.20	26,859.97	0.00	1,921.20	0.00	28,781.17
119 Parks Reserve Fund	5,037.55	3.51		5,041.06	0.00	0.00	0.00	5,041.06
130 Hotel/Motel Tax Fund	33,644.80	13,259.12	24,000.00	22,903.92	0.00	0.00	0.00	22,903.92
131 Tourism Promotion Area Fund	4,802.23	3,632.78	3,000.00	5,435.01	0.00	0.00	0.00	5,435.01
144 PS Enhancement Fund	31,977.34	22.31		31,999.65	0.00	0.00	0.00	31,999.65
146 Drug Enforcement Fund	12,755.91	8.90		12,764.81	0.00	0.00	0.00	12,764.81
147 Police Investigative Fund	45,110.60	32.84		45,143.44	0.00	0.00	0.00	45,143.44
148 Criminal Justice Fund	851,979.54	13,316.72	5,553.09	859,743.17	3.09	0.00	0.00	859,746.26
149 Public Safety Sales Tax Fund	36,281.14	21,649.73	10,111.02	47,819.85	0.00	2,748.61	0.00	50,568.46
152 Infrastructure Develop Reserve	498,500.07	347.82		498,847.89	0.00	0.00	0.00	498,847.89
221 LID Guarantee Fund	56,098.69	39.14		56,137.83	0.00	0.00	0.00	56,137.83
229 1996 GO Bond - Fire Station	86,717.98	937.86		87,655.84	0.00	0.00	0.00	87,655.84
233 2011 GO Bond - Pool	37,805.72	10,818.05		48,623.77	0.00	0.00	0.00	48,623.77
234 Local Improvement Dist. 10-23	6,051.67	4.22		6,055.89	0.00	0.00	0.00	6,055.89
301 REET - First Quarter %	21,156.21	9,921.32	2,250.00	28,827.53	0.00	0.00	0.00	28,827.53
302 OIE Improvement Project Fund	16,998.39	11.86		17,010.25	0.00	0.00	0.00	17,010.25
303 7th Street ADA Sidewalk Ramp Improvement Project Fund	1,216.12	0.85		1,216.97	0.00	0.00	0.00	1,216.97
304 OIE Highway Improvements - Phase 2 Fund	11,083.38	7.74		11,091.12	0.00	0.00	0.00	11,091.12
305 Energy Efficiency Improvement Project	157,184.04	77,037.53		234,221.57	0.00	0.00	0.00	234,221.57
403 Water Fund	838,669.15	257,699.14	156,583.86	939,784.43	39,460.34	14,851.41	-16,271.96	977,824.22
407 Sewer Fund	1,513,513.23	180,807.04	138,455.45	1,555,864.82	18,371.89	17,636.04	-13,107.07	1,578,765.68
409 Consumer Utility Deposit	0.00	0.00		0.00	53.22	0.00	0.00	53.22
420 Zone 2.5 Water Supply Improv	-270.00	0.00		-270.00	0.00	0.00	0.00	-270.00
444 1998 Water Revenue Bond Redemp	85,084.50	59.37	77,456.00	7,687.87	77,456.00	0.00	0.00	85,143.87
445 1998 Water Revenue Bond Reserv	171,498.91	119.66		171,618.57	0.00	0.00	0.00	171,618.57
448 Garbage Fund	477,986.28	91,938.13	84,336.16	485,588.25	758.11	139.85	-6,031.14	480,455.07

# TREASURERS REPORT

## Fund Totals

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
449 1999 Water Revenue Bond Redemp	37,423.04	9,923.11		47,346.15	0.00	0.00	0.00	47,346.15
450 1999 Water Revenue Bond Reserv	85,389.45	59.58		85,449.03	0.00	0.00	0.00	85,449.03
451 Water Facilities Reserve Fund	599,888.10	418.56		600,306.66	0.00	0.00	0.00	600,306.66
452 Sewer Facilities Reserve Fund	629,616.92	439.31		630,056.23	0.00	0.00	0.00	630,056.23
453 North Prosser Debt Redemption	344,435.52	240.32		344,675.84	0.00	0.00	0.00	344,675.84
454 North Prosser Debt Reserve	190,486.81	132.91		190,619.72	0.00	0.00	0.00	190,619.72
455 Irrigation Reserve Fund	69,936.45	48.79		69,985.24	0.00	0.00	0.00	69,985.24
470 Waste Water Treatment Plant Improvement	2,060,424.45	768.20	204.00	2,060,988.65	204.00	0.00	0.00	2,061,192.65
603 Consumer Utility Deposit Fund	2,555.18	1,350.00	2,580.80	1,324.38	82.56	0.00	0.00	1,406.94
606 Library Memorial Fund	9.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00
	<b>10,824,577.03</b>	<b>1,075,929.33</b>	<b>935,438.71</b>	<b>10,965,067.65</b>	<b>192,300.61</b>	<b>155,734.33</b>	<b>-38,484.22</b>	<b>11,274,618.37</b>

# TREASURERS REPORT

## Account Totals

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	American West Checking	963,542.77	1,051,708.77	911,598.06	1,103,653.48	-38,484.22	348,034.94	1,413,204.20
9	Petty Cash	650.00	0.00	0.00	650.00	0.00	0.00	650.00
<b>Total Cash:</b>		<b>964,192.77</b>	<b>1,051,708.77</b>	<b>911,598.06</b>	<b>1,104,303.48</b>	<b>-38,484.22</b>	<b>348,034.94</b>	<b>1,413,854.20</b>

Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10	State Pool	2,866,250.27	379.91	0.00	2,866,630.18	0.00	0.00	2,866,630.18
12	US Bank 2607	2,004,498.44	0.00	0.00	2,004,498.44	0.00	0.00	2,004,498.44
13	US Bank 2608	1,990,829.44	0.00	0.00	1,990,829.44	0.00	0.00	1,990,829.44
16	US Bank 1826	993,716.67	0.00	0.00	993,716.67	0.00	0.00	993,716.67
17	US Bank 6881	1,003,160.00	0.00	0.00	1,003,160.00	0.00	0.00	1,003,160.00
18	US Bank 6882	1,001,929.44	0.00	0.00	1,001,929.44	0.00	0.00	1,001,929.44
<b>Total Investments:</b>		<b>9,860,384.26</b>	<b>379.91</b>	<b>0.00</b>	<b>9,860,764.17</b>	<b>0.00</b>	<b>0.00</b>	<b>9,860,764.17</b>

<b>10,824,577.03</b>	<b>1,052,088.68</b>	<b>911,598.06</b>	<b>10,965,067.65</b>	<b>-38,484.22</b>	<b>348,034.94</b>	<b>11,274,618.37</b>
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**TREASURERS REPORT**  
**Fund Investments By Account**

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Fund	363,875.15		48.23	48.23	13,132.49	350,790.89
102 000 Street Fund	50,089.33		6.64	6.64	4,785.94	45,310.03
105 000 General Fund Small Projects Fund	36.50	0.01		0.01		36.51
110 000 Arterial Street Fund	33,355.48	21.99	4.42	26.41		33,381.89
111 000 Municipal Capital Improvement	49,835.60	2,912.79	6.61	2,919.40		52,755.00
115 000 General Fund Reserve	11,941.19	7.88	1.58	9.46		11,950.65
116 000 City Facilities Reserve Fund	7,123.53	4.70	0.94	5.64		7,129.17
117 000 Employee Benefits Security	7,271.05	536.44	0.96	537.40		7,808.45
119 000 Parks Reserve Fund	1,464.34	0.97	0.19	1.16		1,465.50
130 000 Hotel/Motel Tax Fund	9,779.99		1.30	1.30	3,122.87	6,658.42
131 000 Tourism Promotion Area Fund	1,395.94	183.89	0.19	184.08		1,580.02
144 000 PS Enhancement Fund	9,295.28	6.14	1.23	7.37		9,302.65
146 000 Drug Enforcement Fund	3,707.93	2.44	0.49	2.93		3,710.86
147 000 Police Investigative Fund	13,112.91	9.05	1.74	10.79		13,123.70
148 000 Criminal Justice Fund	247,656.31	2,247.43	32.83	2,280.26		249,936.57
149 000 Public Safety Sales Tax Fund	10,546.32	3,354.02	1.40	3,355.42		13,901.74
152 000 Infrastructure Develop Reserve	144,905.70	95.52	19.21	114.73		145,020.43
221 000 LID Guarantee Fund	16,306.95	10.74	2.16	12.90		16,319.85
229 000 1996 GO Bond - Fire Station	25,207.49	271.68	3.34	275.02		25,482.51
233 000 2011 GO Bond - Pool	10,989.47	3,144.49	1.46	3,145.95		14,135.42
234 000 Local Improvement Dist. 10-23	1,759.14	1.16	0.23	1.39		1,760.53
301 000 REET - First Quarter %	6,149.75	2,229.90	0.82	2,230.72		8,380.47
302 000 OIE Improvement Project Fund	4,941.13	3.26	0.65	3.91		4,945.04
303 000 7th Street ADA Sidewalk Ramp Improvement Project F	353.51	0.24	0.05	0.29		353.80
304 000 OIE Highway Improvements - Phase 2 Fund	3,221.76	2.12	0.43	2.55		3,224.31
305 000 Energy Efficiency Improvement Project	45,690.79	22,393.88	6.06	22,399.94		68,090.73
403 000 Water Fund	243,787.22	29,385.90	32.31	29,418.21		273,205.43
407 000 Sewer Fund	439,953.21	12,295.10	58.32	12,353.42		452,306.63

**TREASURERS REPORT**  
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
444 000 1998 Water Revenue Bond Redemp	24,732.67		3.28	3.28	22,500.99	2,234.96
445 000 1998 Water Revenue Bond Reserv	49,851.91	32.87	6.61	39.48		49,891.39
448 000 Garbage Fund	138,942.68	2,204.62	18.42	2,223.04		141,165.72
449 000 1999 Water Revenue Bond Redemp	10,878.25	2,884.33	1.44	2,885.77		13,764.02
450 000 1999 Water Revenue Bond Reserv	24,821.29	16.37	3.29	19.66		24,840.95
451 000 Water Facilities Reserve Fund	174,377.53	114.96	23.11	138.07		174,515.60
452 000 Sewer Facilities Reserve Fund	183,019.22	120.66	24.26	144.92		183,164.14
453 000 North Prosser Debt Redemption	100,121.69	66.01	13.27	79.28		100,200.97
454 000 North Prosser Debt Reserve	55,371.37	36.51	7.34	43.85		55,415.22
455 000 Irrigation Reserve Fund	20,329.37	13.40	2.69	16.09		20,345.46
470 000 Waste Water Treatment Plant Improvement	320,048.71		42.41	42.41	41,066.57	279,024.55
606 000 Library Memorial Fund	2.61				2.61	
10 - State Pool	<u>2,866,250.27</u>	<u>84,611.47</u>	<u>379.91</u>	<u>84,991.38</u>	<u>84,611.47</u>	<u>2,866,630.18</u>
001 000 General Fund	254,474.34				9,182.92	245,291.42
102 000 Street Fund	35,029.73				3,346.58	31,683.15
105 000 General Fund Small Projects Fund	25.52	0.02		0.02		25.54
110 000 Arterial Street Fund	23,326.99	15.38		15.38		23,342.37
111 000 Municipal Capital Improvement	34,852.28	2,036.78		2,036.78		36,889.06
115 000 General Fund Reserve	8,351.02	5.50		5.50		8,356.52
116 000 City Facilities Reserve Fund	4,981.80	3.28		3.28		4,985.08
117 000 Employee Benefits Security	5,085.01	375.11		375.11		5,460.12
119 000 Parks Reserve Fund	1,024.07	0.67		0.67		1,024.74
130 000 Hotel/Motel Tax Fund	6,839.59				2,183.67	4,655.92
131 000 Tourism Promotion Area Fund	976.23	128.59		128.59		1,104.82
144 000 PS Enhancement Fund	6,500.62	4.28		4.28		6,504.90

**TREASURERS REPORT**  
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
146 000 Drug Enforcement Fund	2,593.12	1.71		1.71		2,594.83
147 000 Police Investigative Fund	9,170.44	6.32		6.32		9,176.76
148 000 Criminal Justice Fund	173,197.28	1,571.52		1,571.52		174,768.80
149 000 Public Safety Sales Tax Fund	7,375.52	2,345.31		2,345.31		9,720.83
152 000 Infrastructure Develop Reserve	101,339.12	66.80		66.80		101,405.92
221 000 LID Guarantee Fund	11,404.19	7.52		7.52		11,411.71
229 000 1996 GO Bond - Fire Station	17,628.73	189.97		189.97		17,818.70
233 000 2011 GO Bond - Pool	7,685.46	2,198.80		2,198.80		9,884.26
234 000 Local Improvement Dist. 10-23	1,230.23	0.81		0.81		1,231.04
301 000 REET - First Quarter %	4,300.81	1,559.26		1,559.26		5,860.07
302 000 OIE Improvement Project Fund	3,455.57	2.28		2.28		3,457.85
303 000 7th Street ADA Sidewalk Ramp Improvement Project F	247.22	0.16		0.16		247.38
304 000 OIE Highway Improvements - Phase 2 Fund	2,253.11	1.49		1.49		2,254.60
305 000 Energy Efficiency Improvement Project	31,953.64	15,658.98		15,658.98		47,612.62
403 000 Water Fund	170,491.43	20,548.17		20,548.17		191,039.60
407 000 Sewer Fund	307,679.18	8,597.39		8,597.39		316,276.57
444 000 1998 Water Revenue Bond Redemp	17,296.67				15,733.87	1,562.80
445 000 1998 Water Revenue Bond Reserv	34,863.68	22.98		22.98		34,886.66
448 000 Garbage Fund	97,168.91	1,541.59		1,541.59		98,710.50
449 000 1999 Water Revenue Bond Redemp	7,607.66	2,016.88		2,016.88		9,624.54
450 000 1999 Water Revenue Bond Reserv	17,358.66	11.44		11.44		17,370.10
451 000 Water Facilities Reserve Fund	121,950.09	80.39		80.39		122,030.48
452 000 Sewer Facilities Reserve Fund	127,993.60	84.37		84.37		128,077.97
453 000 North Prosser Debt Redemption	70,019.64	46.15		46.15		70,065.79
454 000 North Prosser Debt Reserve	38,723.69	25.53		25.53		38,749.22

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
455 000 Irrigation Reserve Fund	14,217.25	9.37		9.37		14,226.62
470 000 Waste Water Treatment Plant Improvement	223,824.51				28,715.93	195,108.58
606 000 Library Memorial Fund	1.83				1.83	
12 - US Bank 2607	2,004,498.44	59,164.80	0.00	59,164.80	59,164.80	2,004,498.44
001 000 General Fund	252,739.03				9,120.30	243,618.73
102 000 Street Fund	34,790.85				3,323.76	31,467.09
105 000 General Fund Small Projects Fund	25.35	0.02		0.02		25.37
110 000 Arterial Street Fund	23,167.92	15.27		15.27		23,183.19
111 000 Municipal Capital Improvement	34,614.58	2,022.89		2,022.89		36,637.47
115 000 General Fund Reserve	8,294.07	5.47		5.47		8,299.54
116 000 City Facilities Reserve Fund	4,947.83	3.26		3.26		4,951.09
117 000 Employee Benefits Security	5,050.32	372.55		372.55		5,422.87
119 000 Parks Reserve Fund	1,017.09	0.67		0.67		1,017.76
130 000 Hotel/Motel Tax Fund	6,792.95				2,168.78	4,624.17
131 000 Tourism Promotion Area Fund	969.58	127.72		127.72		1,097.30
144 000 PS Enhancement Fund	6,456.28	4.26		4.26		6,460.54
146 000 Drug Enforcement Fund	2,575.45	1.70		1.70		2,577.15
147 000 Police Investigative Fund	9,107.91	6.28		6.28		9,114.19
148 000 Criminal Justice Fund	172,016.22	1,560.80		1,560.80		173,577.02
149 000 Public Safety Sales Tax Fund	7,325.23	2,329.31		2,329.31		9,654.54
152 000 Infrastructure Develop Reserve	100,648.07	66.35		66.35		100,714.42
221 000 LID Guarantee Fund	11,326.43	7.47		7.47		11,333.90
229 000 1996 GO Bond - Fire Station	17,508.51	188.67		188.67		17,697.18
233 000 2011 GO Bond - Pool	7,633.05	2,183.81		2,183.81		9,816.86
234 000 Local Improvement Dist. 10-23	1,221.84	0.80		0.80		1,222.64
301 000 REET - First Quarter %	4,271.48	1,548.63		1,548.63		5,820.11
302 000 OIE Improvement Project Fund	3,432.02	2.26		2.26		3,434.28
303 000 7th Street ADA Sidewalk Ramp Improvement Project F	245.55	0.16		0.16		245.71

**TREASURERS REPORT**  
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
304 000 OIE Highway Improvements - Phase 2 Fund	2,237.75	1.48		1.48		2,239.23
305 000 Energy Efficiency Improvement Project	31,735.75	15,552.19		15,552.19		47,287.94
403 000 Water Fund	169,328.82	20,408.05		20,408.05		189,736.87
407 000 Sewer Fund	305,581.06	8,538.76		8,538.76		314,119.82
444 000 1998 Water Revenue Bond Redemp	17,178.71				15,626.58	1,552.13
445 000 1998 Water Revenue Bond Reserv	34,625.93	22.82		22.82		34,648.75
448 000 Garbage Fund	96,506.29	1,531.07		1,531.07		98,037.36
449 000 1999 Water Revenue Bond Redemp	7,555.78	2,003.13		2,003.13		9,558.91
450 000 1999 Water Revenue Bond Reserv	17,240.28	11.36		11.36		17,251.64
451 000 Water Facilities Reserve Fund	121,118.49	79.84		79.84		121,198.33
452 000 Sewer Facilities Reserve Fund	127,120.79	83.80		83.80		127,204.59
453 000 North Prosser Debt Redemption	69,542.15	45.84		45.84		69,587.99
454 000 North Prosser Debt Reserve	38,459.63	25.35		25.35		38,484.98
455 000 Irrigation Reserve Fund	14,120.30	9.31		9.31		14,129.61
470 000 Waste Water Treatment Plant Improvement	222,298.28				28,520.11	193,778.17
606 000 Library Memorial Fund	1.82				1.82	
13 - US Bank 2608	1,990,829.44	58,761.35	0.00	58,761.35	58,761.35	1,990,829.44
001 000 General Fund	126,153.95				4,552.37	121,601.58
102 000 Street Fund	17,365.74				1,659.05	15,706.69
105 000 General Fund Small Projects Fund	12.65	0.01		0.01		12.66
110 000 Arterial Street Fund	11,564.20	7.62		7.62		11,571.82
111 000 Municipal Capital Improvement	17,277.73	1,009.72		1,009.72		18,287.45
115 000 General Fund Reserve	4,139.97	2.73		2.73		4,142.70
116 000 City Facilities Reserve Fund	2,469.69	1.63		1.63		2,471.32

**TREASURER'S REPORT**  
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
117 000 Employee Benefits Security	2,520.86	185.96		185.96		2,706.82
119 000 Parks Reserve Fund	507.68	0.33		0.33		508.01
130 000 Hotel/Motel Tax Fund	3,390.67				1,082.54	2,308.13
131 000 Tourism Promotion Area Fund	483.96	63.75		63.75		547.71
144 000 PS Enhancement Fund	3,222.63	2.12		2.12		3,224.75
146 000 Drug Enforcement Fund	1,285.52	0.85		0.85		1,286.37
147 000 Police Investigative Fund	4,546.19	3.13		3.13		4,549.32
148 000 Criminal Justice Fund	85,861.39	779.07		779.07		86,640.46
149 000 Public Safety Sales Tax Fund	3,656.37	1,162.67		1,162.67		4,819.04
152 000 Infrastructure Develop Reserve	50,238.19	33.12		33.12		50,271.31
221 000 LID Guarantee Fund	5,653.56	3.73		3.73		5,657.29
229 000 1996 GO Bond - Fire Station	8,739.32	94.18		94.18		8,833.50
233 000 2011 GO Bond - Pool	3,810.02	1,090.04		1,090.04		4,900.06
234 000 Local Improvement Dist. 10-23	609.87	0.40		0.40		610.27
301 000 REET - First Quarter %	2,132.09	772.99		772.99		2,905.08
302 000 OIE Improvement Project Fund	1,713.08	1.13		1.13		1,714.21
303 000 7th Street ADA Sidewalk Ramp Improvement Project F	122.55	0.08		0.08		122.63
304 000 OIE Highway Improvements - Phase 2 Fund	1,116.98	0.74		0.74		1,117.72
305 000 Energy Efficiency Improvement Project	15,840.80	7,762.83		7,762.83		23,603.63
403 000 Water Fund	84,519.98	10,186.62		10,186.62		94,706.60
407 000 Sewer Fund	152,529.89	4,262.10		4,262.10		156,791.99
444 000 1998 Water Revenue Bond Redemp	8,574.69				7,799.96	774.73
445 000 1998 Water Revenue Bond Reserv	17,283.43	11.39		11.39		17,294.82
448 000 Garbage Fund	48,170.85	764.23		764.23		48,935.08
449 000 1999 Water Revenue Bond Redemp	3,771.45	999.85		999.85		4,771.30
450 000 1999 Water Revenue Bond Reserv	8,605.44	5.67		5.67		8,611.11

**TREASURERS REPORT**  
**Fund Investments By Account**

City Of Prosser  
 MCAG #: 0205

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
451 000 Water Facilities Reserve Fund	60,455.94	39.85		39.85		60,495.79
452 000 Sewer Facilities Reserve Fund	63,451.97	41.83		41.83		63,493.80
453 000 North Prosser Debt Redemption	34,711.76	22.88		22.88		34,734.64
454 000 North Prosser Debt Reserve	19,197.01	12.65		12.65		19,209.66
455 000 Irrigation Reserve Fund	7,048.10	4.65		4.65		7,052.75
470 000 Waste Water Treatment Plant Improvement	110,959.59				14,235.72	96,723.87
606 000 Library Memorial Fund	0.91				0.91	
16 - US Bank 1826	993,716.67	29,330.55	0.00	29,330.55	29,330.55	993,716.67
001 000 General Fund	127,352.80				4,595.63	122,757.17
102 000 Street Fund	17,530.78				1,674.81	15,855.97
105 000 General Fund Small Projects Fund	12.77	0.01		0.01		12.78
110 000 Arterial Street Fund	11,674.10	7.69		7.69		11,681.79
111 000 Municipal Capital Improvement	17,441.97	1,019.32		1,019.32		18,461.29
115 000 General Fund Reserve	4,179.30	2.75		2.75		4,182.05
116 000 City Facilities Reserve Fund	2,493.16	1.64		1.64		2,494.80
117 000 Employee Benefits Security	2,544.80	187.73		187.73		2,732.53
119 000 Parks Reserve Fund	512.50	0.34		0.34		512.84
130 000 Hotel/Motel Tax Fund	3,422.90				1,092.83	2,330.07
131 000 Tourism Promotion Area Fund	488.56	64.36		64.36		552.92
144 000 PS Enhancement Fund	3,253.26	2.14		2.14		3,255.40
146 000 Drug Enforcement Fund	1,297.74	0.86		0.86		1,298.60
147 000 Police Investigative Fund	4,589.39	3.16		3.16		4,592.55
148 000 Criminal Justice Fund	86,677.33	786.47		786.47		87,463.80
149 000 Public Safety Sales Tax Fund	3,691.11	1,173.72		1,173.72		4,864.83
152 000 Infrastructure Develop Reserve	50,715.60	33.43		33.43		50,749.03
221 000 LID Guarantee Fund	5,707.28	3.76		3.76		5,711.04
229 000 1996 GO Bond - Fire Station	8,822.38	95.07		95.07		8,917.45
233 000 2011 GO Bond - Pool	3,846.22	1,100.40		1,100.40		4,946.62

**TREASURER'S REPORT**  
**Fund Investments By Account**

City Of Prosser  
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
234 000 Local Improvement Dist. 10-23	615.67	0.41		0.41		616.08
301 000 REET - First Quarter %	2,152.36	780.34		780.34		2,932.70
302 000 OIE Improvement Project Fund	1,729.35	1.14		1.14		1,730.49
303 000 7th Street ADA Sidewalk Ramp Improvement Project F	123.72	0.08		0.08		123.80
304 000 OIE Highway Improvements - Phase 2 Fund	1,127.58	0.74		0.74		1,128.32
305 000 Energy Efficiency Improvement Project	15,991.34	7,836.60		7,836.60		23,827.94
403 000 Water Fund	85,323.18	10,283.42		10,283.42		95,606.60
407 000 Sewer Fund	153,979.39	4,302.60		4,302.60		158,281.99
444 000 1998 Water Revenue Bond Redemp	8,656.19				7,874.08	782.11
445 000 1998 Water Revenue Bond Reserv	17,447.68	11.50		11.50		17,459.18
448 000 Garbage Fund	48,628.60	771.49		771.49		49,400.09
449 000 1999 Water Revenue Bond Redemp	3,807.28	1,009.36		1,009.36		4,816.64
450 000 1999 Water Revenue Bond Reserv	8,687.22	5.73		5.73		8,692.95
451 000 Water Facilities Reserve Fund	61,030.46	40.23		40.23		61,070.69
452 000 Sewer Facilities Reserve Fund	64,054.96	42.22		42.22		64,097.18
453 000 North Prosser Debt Redemption	35,041.63	23.10		23.10		35,064.73
454 000 North Prosser Debt Reserve	19,379.44	12.77		12.77		19,392.21
455 000 Irrigation Reserve Fund	7,115.08	4.69		4.69		7,119.77
470 000 Waste Water Treatment Plant Improvement	112,014.00				14,371.00	97,643.00
606 000 Library Memorial Fund	0.92				0.92	
17 - US Bank 6881	1,003,160.00	29,609.27	0.00	29,609.27	29,609.27	1,003,160.00
001 000 General Fund	127,196.57				4,590.00	122,606.57
102 000 Street Fund	17,509.27				1,672.76	15,836.51

**TREASURERS REPORT**  
**Fund Investments By Account**

City Of Prosser  
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
105 000 General Fund Small Projects Fund	12.76	0.01		0.01		12.77
110 000 Arterial Street Fund	11,659.77	7.69		7.69		11,667.46
111 000 Municipal Capital Improvement	17,420.58	1,018.07		1,018.07		18,438.65
115 000 General Fund Reserve	4,174.18	2.75		2.75		4,176.93
116 000 City Facilities Reserve Fund	2,490.10	1.64		1.64		2,491.74
117 000 Employee Benefits Security	2,541.68	187.50		187.50		2,729.18
119 000 Parks Reserve Fund	511.87	0.34		0.34		512.21
130 000 Hotel/Motel Tax Fund	3,418.70				1,091.49	2,327.21
131 000 Tourism Promotion Area Fund	487.96	64.28		64.28		552.24
144 000 PS Enhancement Fund	3,249.27	2.14		2.14		3,251.41
146 000 Drug Enforcement Fund	1,296.15	0.85		0.85		1,297.00
147 000 Police Investigative Fund	4,583.76	3.16		3.16		4,586.92
148 000 Criminal Justice Fund	86,571.01	785.51		785.51		87,356.52
149 000 Public Safety Sales Tax Fund	3,686.59	1,172.28		1,172.28		4,858.87
152 000 Infrastructure Develop Reserve	50,653.39	33.39		33.39		50,686.78
221 000 LID Guarantee Fund	5,700.28	3.76		3.76		5,704.04
229 000 1996 GO Bond - Fire Station	8,811.55	94.95		94.95		8,906.50
233 000 2011 GO Bond - Pool	3,841.50	1,099.05		1,099.05		4,940.55
234 000 Local Improvement Dist. 10-23	614.92	0.41		0.41		615.33
301 000 REET - First Quarter %	2,149.72	779.38		779.38		2,929.10
302 000 OIE Improvement Project Fund	1,727.24	1.14		1.14		1,728.38
303 000 7th Street ADA Sidewalk Ramp Improvement Project F	123.57	0.08		0.08		123.65
304 000 OIE Highway Improvements - Phase 2 Fund	1,126.20	0.74		0.74		1,126.94
305 000 Energy Efficiency Improvement Project	15,971.72	7,826.99		7,826.99		23,798.71
403 000 Water Fund	85,218.52	10,270.81		10,270.81		95,489.33
407 000 Sewer Fund	153,790.50	4,297.32		4,297.32		158,087.82
444 000 1998 Water Revenue Bond Redemp	8,645.57				7,864.43	781.14

**TREASURER'S REPORT**  
**Fund Investments By Account**

City Of Prosser  
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
445 000 1998 Water Revenue Bond Reserv	17,426.28	11.49		11.49		17,437.77
448 000 Garbage Fund	48,568.95	770.55		770.55		49,339.50
449 000 1999 Water Revenue Bond Redemp	3,802.62	1,008.12		1,008.12		4,810.74
450 000 1999 Water Revenue Bond Reserv	8,676.56	5.72		5.72		8,682.28
451 000 Water Facilities Reserve Fund	60,955.59	40.18		40.18		60,995.77
452 000 Sewer Facilities Reserve Fund	63,976.38	42.17		42.17		64,018.55
453 000 North Prosser Debt Redemption	34,998.65	23.07		23.07		35,021.72
454 000 North Prosser Debt Reserve	19,355.67	12.76		12.76		19,368.43
455 000 Irrigation Reserve Fund	7,106.35	4.68		4.68		7,111.03
470 000 Waste Water Treatment Plant Improvement	111,876.58				14,353.39	97,523.19
606 000 Library Memorial Fund	0.91				0.91	
18 - US Bank 6882	1,001,929.44	29,572.98	0.00	29,572.98	29,572.98	1,001,929.44
	9,860,384.26	291,050.42	379.91	291,430.33	291,050.42	9,860,764.17

# TREASURERS REPORT

## Fund Investment Totals

City Of Prosser  
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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Fund	1,251,791.84		48.23	48.23	45,173.71	1,206,666.36	0.00
102 Street Fund	172,315.70		6.64	6.64	16,462.90	155,859.44	0.00
103 Transportation Benefit Distric						0.00	2,061.81
105 General Fund Small Projects Fund	125.55	0.08		0.08		125.63	0.00
110 Arterial Street Fund	114,748.46	75.64	4.42	80.06		114,828.52	0.00
111 Municipal Capital Improvement	171,442.74	10,019.57	6.61	10,026.18		181,468.92	0.00
115 General Fund Reserve	41,079.73	27.08	1.58	28.66		41,108.39	0.00
116 City Facilities Reserve Fund	24,506.11	16.15	0.94	17.09		24,523.20	0.00
117 Employee Benefits Security	25,013.72	1,845.29	0.96	1,846.25		26,859.97	0.00
119 Parks Reserve Fund	5,037.55	3.32	0.19	3.51		5,041.06	0.00
130 Hotel/Motel Tax Fund	33,644.80		1.30	1.30	10,742.18	22,903.92	0.00
131 Tourism Promotion Area Fund	4,802.23	632.59	0.19	632.78		5,435.01	0.00
144 PS Enhancement Fund	31,977.34	21.08	1.23	22.31		31,999.65	0.00
146 Drug Enforcement Fund	12,755.91	8.41	0.49	8.90		12,764.81	0.00
147 Police Investigative Fund	45,110.60	31.10	1.74	32.84		45,143.44	0.00
148 Criminal Justice Fund	851,979.54	7,730.80	32.83	7,763.63		859,743.17	0.00
149 Public Safety Sales Tax Fund	36,281.14	11,537.31	1.40	11,538.71		47,819.85	0.00
152 Infrastructure Develop Reserve	498,500.07	328.61	19.21	347.82		498,847.89	0.00
221 LID Guarantee Fund	56,098.69	36.98	2.16	39.14		56,137.83	0.00
229 1996 GO Bond - Fire Station	86,717.98	934.52	3.34	937.86		87,655.84	0.00
233 2011 GO Bond - Pool	37,805.72	10,816.59	1.46	10,818.05		48,623.77	0.00
234 Local Improvement Dist. 10-23	6,051.67	3.99	0.23	4.22		6,055.89	0.00
301 REET - First Quarter %	21,156.21	7,670.50	0.82	7,671.32		28,827.53	0.00
302 OIE Improvement Project Fund	16,998.39	11.21	0.65	11.86		17,010.25	0.00
303 7th Street ADA Sidewalk Ramp Improvement Project F	1,216.12	0.80	0.05	0.85		1,216.97	0.00
304 OIE Highway Improvements - Phase 2 Fund	11,083.38	7.31	0.43	7.74		11,091.12	0.00
305 Energy Efficiency Improvement Project	157,184.04	77,031.47	6.06	77,037.53		234,221.57	0.00
403 Water Fund	838,669.15	101,082.97	32.31	101,115.28		939,784.43	0.00
407 Sewer Fund	1,513,513.23	42,293.27	58.32	42,351.59		1,555,864.82	0.00
420 Zone 2.5 Water Supply Improv						0.00	-270.00
444 1998 Water Revenue Bond Redemp	85,084.50		3.28	3.28	77,399.91	7,687.87	0.00
445 1998 Water Revenue Bond Reserv	171,498.91	113.05	6.61	119.66		171,618.57	0.00
448 Garbage Fund	477,986.28	7,583.55	18.42	7,601.97		485,588.25	0.00
449 1999 Water Revenue Bond Redemp	37,423.04	9,921.67	1.44	9,923.11		47,346.15	0.00
450 1999 Water Revenue Bond Reserv	85,389.45	56.29	3.29	59.58		85,449.03	0.00
451 Water Facilities Reserve Fund	599,888.10	395.45	23.11	418.56		600,306.66	0.00

## TREASURERS REPORT

### Fund Investment Totals

City Of Prosser  
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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
452 Sewer Facilities Reserve Fund	629,616.92	415.05	24.26	439.31		630,056.23	0.00
453 North Prosser Debt Redemption	344,435.52	227.05	13.27	240.32		344,675.84	0.00
454 North Prosser Debt Reserve	190,486.81	125.57	7.34	132.91		190,619.72	0.00
455 Irrigation Reserve Fund	69,936.45	46.10	2.69	48.79		69,985.24	0.00
470 Waste Water Treatment Plant Improvement	1,101,021.67		42.41	42.41	141,262.72	959,801.36	1,101,187.29
603 Consumer Utility Deposit Fund						0.00	1,324.38
606 Library Memorial Fund	9.00				9.00	0.00	0.00
	9,860,384.26	291,050.42	379.91	291,430.33	291,050.42	9,860,764.17	1,104,303.48

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

**10,965,067.65**

**TREASURER'S REPORT**

**Signature Page**

City Of Prosser  
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We the undersigned officers for the City of Prosser have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed:  9/15/15  
Finance Manager / Date

Signed:  9/15/15  
Finance Director / Date

## 2015 BUDGET POSITION

City Of Prosser  
MCAG #: 0205

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### 001 General Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
310 Taxes	3,952,476.00	280,327.91	2,603,726.68	1,348,749.32	65.9%
320 Licenses & Permits	151,350.00	30,620.73	154,232.80	(2,882.80)	101.9%
330 Intergovernmental Revenues	137,891.00	407.50	108,653.61	29,237.39	78.8%
340 Charges For Goods & Services	240,950.00	19,741.04	194,637.73	46,312.27	80.8%
350 Fines & Penalties	106,160.00	8,630.34	82,965.26	23,194.74	78.2%
360 Interest & Other Earnings	33,641.00	3,855.40	39,959.56	(6,318.56)	118.8%
380 Non Revenues	113,700.00	10,302.73	92,619.38	21,080.62	81.5%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	9.00	9.00	(9.00)	0.0%
398 Insurance Recoveries	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>4,736,168.00</b>	<b>353,894.65</b>	<b>3,276,804.02</b>	<b>1,459,363.98</b>	<b>69.2%</b>

Expenditures	Amt Budgeted	August	YTD	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

### 510 General Government

511 Legislative	149,769.00	9,167.23	75,692.85	74,076.15	50.5%
512 Judicial	106,000.00	6,000.00	71,432.01	34,567.99	67.4%
513 Executive	0.00	0.00	0.00	0.00	0.0%
023 Financial Services	489,141.00	39,809.55	292,664.27	196,476.73	59.8%
030 Records Services	106,611.00	7,961.71	68,673.71	37,937.29	64.4%
040 Election Services	5,500.00	0.00	5,902.91	(402.91)	107.3%
<b>514 Financial, Recording &amp; Elections</b>	<b>601,252.00</b>	<b>47,771.26</b>	<b>367,240.89</b>	<b>234,011.11</b>	<b>61.1%</b>
515 Legal Services	39,000.00	0.00	7,411.23	31,588.77	19.0%
010 Labor Relations & AWC	23,631.00	2,563.28	16,318.08	7,312.92	69.1%
031 Custodial Services	201,654.00	7,633.94	69,696.93	131,957.07	34.6%
088 Information Technology	87,458.86	4,614.35	46,661.35	40,797.51	53.4%
<b>518 Centralized Services</b>	<b>312,743.86</b>	<b>14,811.57</b>	<b>132,676.36</b>	<b>180,067.50</b>	<b>42.4%</b>
<b>510 General Government</b>	<b>1,208,764.86</b>	<b>77,750.06</b>	<b>654,453.34</b>	<b>554,311.52</b>	<b>54.1%</b>

### 520 Public Safety

521 Law Enforcement	1,454,193.00	105,956.25	889,620.89	564,572.11	61.2%
010 Fire Services	334,200.00	27,850.00	194,956.49	139,243.51	58.3%
011 Dispatch Services	92,000.00	23,687.00	71,061.00	20,939.00	77.2%
<b>522 Contracted Services</b>	<b>426,200.00</b>	<b>51,537.00</b>	<b>266,017.49</b>	<b>160,182.51</b>	<b>62.4%</b>
523 Detention/Correction	120,000.00	8,431.05	56,818.03	63,181.97	47.3%
524 Protective Inspections	162,124.00	14,175.17	107,062.20	55,061.80	66.0%
<b>520 Public Safety</b>	<b>2,162,517.00</b>	<b>180,099.47</b>	<b>1,319,518.61</b>	<b>842,998.39</b>	<b>61.0%</b>

### 550 Economic Environment

060 Planning	118,866.14	8,312.10	60,796.82	58,069.32	51.1%
070 Economic Development	58,000.00	3,583.33	25,166.68	32,833.32	43.4%

## 2015 BUDGET POSITION

City Of Prosser  
MCAG #: 0205

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### 001 General Fund

Expenditures	Amt Budgeted	August	YTD	Remaining	
<b>558 Planning &amp; Community Devel</b>					
558 Planning & Community Devel	176,866.14	11,895.43	85,963.50	90,902.64	48.6%
<b>550 Economic Environment</b>	<b>176,866.14</b>	<b>11,895.43</b>	<b>85,963.50</b>	<b>90,902.64</b>	<b>48.6%</b>
<b>560 Mental &amp; Physical Health</b>					
566 Substance Abuse	1,600.00	308.21	951.13	648.87	59.4%
569 Senior Center	24,162.00	1,271.48	8,207.36	15,954.64	34.0%
<b>560 Mental &amp; Physical Health</b>	<b>25,762.00</b>	<b>1,579.69</b>	<b>9,158.49</b>	<b>16,603.51</b>	<b>35.6%</b>
<b>570 Culture And Recreation</b>					
571 Education & Recreation	81,325.00	7,388.07	54,656.27	26,668.73	67.2%
020 Library Services	180,000.00	15,321.72	122,573.76	57,426.24	68.1%
050 Library Facility	20,332.00	2,209.71	11,512.20	8,819.80	56.6%
<b>572 Libraries</b>	<b>200,332.00</b>	<b>17,531.43</b>	<b>134,085.96</b>	<b>66,246.04</b>	<b>66.9%</b>
020 Swimming Pools	261,173.00	54,882.61	181,334.44	79,838.56	69.4%
080 General Parks	243,326.00	26,894.69	139,236.09	104,089.91	57.2%
<b>576 Park Facilities</b>	<b>504,499.00</b>	<b>81,777.30</b>	<b>320,570.53</b>	<b>183,928.47</b>	<b>63.5%</b>
<b>570 Culture And Recreation</b>	<b>786,156.00</b>	<b>106,696.80</b>	<b>509,312.76</b>	<b>276,843.24</b>	<b>64.8%</b>
<b>580 Non Revenue</b>					
580 Non Expenditures	124,533.00	8,707.01	84,930.72	39,602.28	68.2%
<b>580 Non Revenue</b>	<b>124,533.00</b>	<b>8,707.01</b>	<b>84,930.72</b>	<b>39,602.28</b>	<b>68.2%</b>
<b>590 Debt Service</b>					
591 Debt Service - Principal Repayment	500.00	0.00	13.54	486.46	2.7%
<b>590 Debt Service</b>	<b>500.00</b>	<b>0.00</b>	<b>13.54</b>	<b>486.46</b>	<b>2.7%</b>
<b>594 Capital Outlay</b>					
594 Capital Expenditures	21,250.00	0.00	14,877.54	6,372.46	70.0%
<b>594 Capital Outlay</b>	<b>21,250.00</b>	<b>0.00</b>	<b>14,877.54</b>	<b>6,372.46</b>	<b>70.0%</b>
<b>597 Other Financing Uses</b>					
597 Interfund Transfers	276,311.00	12,291.67	143,899.36	132,411.64	52.1%
<b>597 Other Financing Uses</b>	<b>276,311.00</b>	<b>12,291.67</b>	<b>143,899.36</b>	<b>132,411.64</b>	<b>52.1%</b>
<b>Fund Expenditures:</b>	<b>4,782,660.00</b>	<b>399,020.13</b>	<b>2,822,127.86</b>	<b>1,960,532.14</b>	<b>59.0%</b>

# 2015 BUDGET POSITION

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001 General Fund

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<b>Fund Excess/(Deficit):</b>	<b>(46,492.00)</b>	<b>(45,125.48)</b>	<b>454,676.16</b>
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## 2015 BUDGET POSITION

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### 102 Street Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
310 Taxes	411,169.00	2,012.63	236,330.63	174,838.37	57.5%
320 Licenses & Permits	1,000.00	300.00	1,200.00	(200.00)	120.0%
330 Intergovernmental Revenues	117,885.00	10,625.88	78,055.69	39,829.31	66.2%
360 Interest & Other Earnings	15,750.00	120.23	22,202.40	(6,452.40)	141.0%
397 Interfund Transfers	78,245.00	0.00	0.00	78,245.00	0.0%
<b>Fund Revenues:</b>	<b>624,049.00</b>	<b>13,058.74</b>	<b>337,788.72</b>	<b>286,260.28</b>	<b>54.1%</b>

Expenditures	Amt Budgeted	August	YTD	Remaining	
<b>540 Transportation</b>					
030 Roadway	75,700.00	0.00	16,047.22	59,652.78	21.2%
040 Drainage	0.00	0.00	0.00	0.00	0.0%
050 Structures	2,500.00	0.00	0.00	2,500.00	0.0%
061 Side Walk	1,000.00	0.00	0.00	1,000.00	0.0%
063 Street Light	75,500.00	5,045.89	41,153.12	34,346.88	54.5%
064 Traffic Control	24,530.00	0.00	22,329.44	2,200.56	91.0%
065 Parking Facilities	0.00	0.00	0.00	0.00	0.0%
066 Sanding/Snow/Ice	8,500.00	0.00	209.72	8,290.28	2.5%
067 Sweeper	7,500.00	0.00	2,893.39	4,606.61	38.6%
070 Roadside	76,500.00	3.05	4,296.34	72,203.66	5.6%
090 Administration & Overhead	303,449.00	21,930.85	173,116.93	130,332.07	57.1%
<b>542 Streets - Maintenance</b>	<b>575,179.00</b>	<b>26,979.79</b>	<b>260,046.16</b>	<b>315,132.84</b>	<b>45.2%</b>
<b>543 Streets Admin &amp; Overhead</b>	<b>36,155.00</b>	<b>2,535.21</b>	<b>21,152.64</b>	<b>15,002.36</b>	<b>58.5%</b>
<b>540 Transportation</b>	<b>611,334.00</b>	<b>29,515.00</b>	<b>281,198.80</b>	<b>330,135.20</b>	<b>46.0%</b>

### 580 Non Revenue

580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
<b>580 Non Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 590 Debt Service

591 Debt Service - Principal Repayment	6,465.00	0.00	6,465.12	(0.12)	100.0%
<b>590 Debt Service</b>	<b>6,465.00</b>	<b>0.00</b>	<b>6,465.12</b>	<b>(0.12)</b>	<b>100.0%</b>

### 594 Capital Outlay

594 Capital Expenditures	6,250.00	0.00	0.00	6,250.00	0.0%
<b>594 Capital Outlay</b>	<b>6,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,250.00</b>	<b>0.0%</b>

<b>Fund Expenditures:</b>	<b>624,049.00</b>	<b>29,515.00</b>	<b>287,663.92</b>	<b>336,385.08</b>	<b>46.1%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(16,456.26)</b>	<b>50,124.80</b>		
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### 103 Transportation Benefit Distric

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	80,000.00	0.00	0.00	80,000.00	0.0%
340 Charges For Goods & Services	500.00	0.00	0.00	500.00	0.0%
<b>Fund Revenues:</b>	<b>80,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,500.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
542 Streets - Maintenance	75,000.00	0.00	2,352.83	72,647.17	3.1%
543 Streets Admin & Overhead	0.00	443.00	582.75	(582.75)	0.0%
597 Interfund Transfers	5,000.00	0.00	0.00	5,000.00	0.0%
<b>Fund Expenditures:</b>	<b>80,000.00</b>	<b>443.00</b>	<b>2,935.58</b>	<b>77,064.42</b>	<b>3.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>500.00</b>	<b>(443.00)</b>	<b>(2,935.58)</b>		

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### 105 General Fund Small Projects Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	43,600.00	0.00	43,600.00	0.00	100.0%
360 Interest & Other Earnings	0.00	0.08	0.47	(0.47)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>43,600.00</b>	<b>0.08</b>	<b>43,600.47</b>	<b>(0.47)</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	43,600.00	0.00	43,600.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>43,600.00</b>	<b>0.00</b>	<b>43,600.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.08</b>	<b>0.47</b>		

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110 Arterial Street Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	500.00	80.06	407.13	92.87	81.4%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>500.00</b>	<b>80.06</b>	<b>407.13</b>	<b>92.87</b>	<b>81.4%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>500.00</b>	<b>80.06</b>	<b>407.13</b>		

## 2015 BUDGET POSITION

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### 111 Municipal Capital Improvement

Revenues	Amt Budgeted	August	YTD	Remaining	
310 Taxes	27,500.00	9,906.55	31,462.93	(3,962.93)	114.4%
360 Interest & Other Earnings	100.00	119.63	579.53	(479.53)	579.5%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>27,600.00</b>	<b>10,026.18</b>	<b>32,042.46</b>	<b>(4,442.46)</b>	<b>116.1%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>27,600.00</b>	<b>10,026.18</b>	<b>32,042.46</b>		

## 2015 BUDGET POSITION

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115 General Fund Reserve

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	500.00	28.66	435.08	64.92	87.0%
397 Interfund Transfers	206,000.00	0.00	6,000.00	200,000.00	2.9%
<b>Fund Revenues:</b>	<b>206,500.00</b>	<b>28.66</b>	<b>6,435.08</b>	<b>200,064.92</b>	<b>3.1%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
514 Financial, Recording & Elections	0.00	0.00	0.00	0.00	0.0%
518 Centralized Services	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	200,000.00	0.00	200,000.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>200,000.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>6,500.00</b>	<b>28.66</b>	<b>(193,564.92)</b>		

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### 116 City Facilities Reserve Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	500.00	17.09	86.94	413.06	17.4%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>500.00</b>	<b>17.09</b>	<b>86.94</b>	<b>413.06</b>	<b>17.4%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>500.00</b>	<b>17.09</b>	<b>86.94</b>		

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### 117 Employee Benefits Security

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	500.00	17.45	85.25	414.75	17.1%
397 Interfund Transfers	50,000.00	3,750.00	30,000.00	20,000.00	60.0%
<b>Fund Revenues:</b>	<b>50,500.00</b>	<b>3,767.45</b>	<b>30,085.25</b>	<b>20,414.75</b>	<b>59.6%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
517 Employee Benefit Programs	50,000.00	1,921.20	36,581.14	13,418.86	73.2%
<b>Fund Expenditures:</b>	<b>50,000.00</b>	<b>1,921.20</b>	<b>36,581.14</b>	<b>13,418.86</b>	<b>73.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>500.00</b>	<b>1,846.25</b>	<b>(6,495.89)</b>		

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118 General Fund Capital Reserve

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

## 2015 BUDGET POSITION

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119 Parks Reserve Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	0.00	3.51	17.85	(17.85)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>3.51</b>	<b>17.85</b>	<b>(17.85)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>3.51</b>	<b>17.85</b>		

## 2015 BUDGET POSITION

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130 Hotel/Motel Tax Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
310 Taxes	80,000.00	13,235.64	56,689.94	23,310.06	70.9%
360 Interest & Other Earnings	120.00	23.48	117.58	2.42	98.0%
<b>Fund Revenues:</b>	<b>80,120.00</b>	<b>13,259.12</b>	<b>56,807.52</b>	<b>23,312.48</b>	<b>70.9%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
573 Cultural & Community Activities	111,500.00	24,000.00	90,000.00	21,500.00	80.7%
<b>Fund Expenditures:</b>	<b>111,500.00</b>	<b>24,000.00</b>	<b>90,000.00</b>	<b>21,500.00</b>	<b>80.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>(31,380.00)</b>	<b>(10,740.88)</b>	<b>(33,192.48)</b>		

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131 Tourism Promotion Area Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
340 Charges For Goods & Services	20,000.00	3,628.50	12,684.00	7,316.00	63.4%
360 Interest & Other Earnings	100.00	4.28	22.35	77.65	22.4%
<b>Fund Revenues:</b>	<b>20,100.00</b>	<b>3,632.78</b>	<b>12,706.35</b>	<b>7,393.65</b>	<b>63.2%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
573 Cultural & Community Activities	22,500.00	3,000.00	18,000.00	4,500.00	80.0%
<b>Fund Expenditures:</b>	<b>22,500.00</b>	<b>3,000.00</b>	<b>18,000.00</b>	<b>4,500.00</b>	<b>80.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>(2,400.00)</b>	<b>632.78</b>	<b>(5,293.65)</b>		

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**144 PS Enhancement Fund**

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	10,450.00	0.00	5,154.72	5,295.28	49.3%
360 Interest & Other Earnings	50.00	22.31	102.58	(52.58)	205.2%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>10,500.00</b>	<b>22.31</b>	<b>5,257.30</b>	<b>5,242.70</b>	<b>50.1%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
518 Centralized Services	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>10,500.00</b>	<b>22.31</b>	<b>5,257.30</b>		

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**146 Drug Enforcement Fund**

Revenues	Amt Budgeted	August	YTD	Remaining	
350 Fines & Penalties	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	50.00	8.90	45.28	4.72	90.6%
<b>Fund Revenues:</b>	<b>50.00</b>	<b>8.90</b>	<b>45.28</b>	<b>4.72</b>	<b>90.6%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
521 Law Enforcement	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>50.00</b>	<b>8.90</b>	<b>45.28</b>		

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### 147 Police Investigative Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
350 Fines & Penalties	200.00	1.36	46.32	153.68	23.2%
360 Interest & Other Earnings	150.00	31.48	159.98	(9.98)	106.7%
<b>Fund Revenues:</b>	<b>350.00</b>	<b>32.84</b>	<b>206.30</b>	<b>143.70</b>	<b>58.9%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
521 Law Enforcement	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	45,263.00	0.00	0.00	45,263.00	0.0%
<b>Fund Expenditures:</b>	<b>45,263.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,263.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>(44,913.00)</b>	<b>32.84</b>	<b>206.30</b>		

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### 148 Criminal Justice Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
310 Taxes	80,000.00	12,722.26	74,847.52	5,152.48	93.6%
330 Intergovernmental Revenues	6,623.00	0.00	5,397.86	1,225.14	81.5%
360 Interest & Other Earnings	3,000.00	594.46	3,385.90	(385.90)	112.9%
380 Non Revenues	10,833.00	0.00	10,833.18	(0.18)	100.0%
390 Other Financing Sources	14.00	0.00	13.54	0.46	96.7%
397 Interfund Transfers	128,429.00	0.00	83,166.00	45,263.00	64.8%
<b>Fund Revenues:</b>	<b>228,899.00</b>	<b>13,316.72</b>	<b>177,644.00</b>	<b>51,255.00</b>	<b>77.6%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
521 Law Enforcement	0.00	3.09	494.54	(494.54)	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	1,119,238.00	3,300.00	208,170.65	911,067.35	18.6%
597 Interfund Transfers	30,000.00	2,250.00	18,000.00	12,000.00	60.0%
<b>Fund Expenditures:</b>	<b>1,149,238.00</b>	<b>5,553.09</b>	<b>226,665.19</b>	<b>922,572.81</b>	<b>19.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>(920,339.00)</b>	<b>7,763.63</b>	<b>(49,021.19)</b>		

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149 Public Safety Sales Tax Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
310 Taxes	105,300.00	19,374.41	83,523.31	21,776.69	79.3%
360 Interest & Other Earnings	0.00	25.32	65.47	(65.47)	0.0%
397 Interfund Transfers	30,000.00	2,250.00	18,000.00	12,000.00	60.0%
<b>Fund Revenues:</b>	<b>135,300.00</b>	<b>21,649.73</b>	<b>101,588.78</b>	<b>33,711.22</b>	<b>75.1%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
521 Law Enforcement	112,917.00	10,111.02	53,768.93	59,148.07	47.6%
<b>Fund Expenditures:</b>	<b>112,917.00</b>	<b>10,111.02</b>	<b>53,768.93</b>	<b>59,148.07</b>	<b>47.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>22,383.00</b>	<b>11,538.71</b>	<b>47,819.85</b>		

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152 Infrastructure Develop Reserve

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	400.00	347.82	1,768.71	(1,368.71)	442.2%
<b>Fund Revenues:</b>	<b>400.00</b>	<b>347.82</b>	<b>1,768.71</b>	<b>(1,368.71)</b>	<b>442.2%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
542 Streets - Maintenance	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>400.00</b>	<b>347.82</b>	<b>1,768.71</b>		

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221 LID Guarantee Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	0.00	39.14	199.04	(199.04)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>39.14</b>	<b>199.04</b>	<b>(199.04)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>39.14</b>	<b>199.04</b>		

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229 1996 GO Bond - Fire Station

Revenues	Amt Budgeted	August	YTD	Remaining	
310 Taxes	158,500.00	877.36	86,182.34	72,317.66	54.4%
360 Interest & Other Earnings	200.00	60.50	189.70	10.30	94.9%
<b>Fund Revenues:</b>	<b>158,700.00</b>	<b>937.86</b>	<b>86,372.04</b>	<b>72,327.96</b>	<b>54.4%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
591 Debt Service - Principal Repayment	158,384.00	0.00	3,192.00	155,192.00	2.0%
<b>Fund Expenditures:</b>	<b>158,384.00</b>	<b>0.00</b>	<b>3,192.00</b>	<b>155,192.00</b>	<b>2.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>316.00</b>	<b>937.86</b>	<b>83,180.04</b>		

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233 2011 GO Bond - Pool

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	75.00	26.38	75.60	(0.60)	100.8%
397 Interfund Transfers	129,500.00	10,791.67	86,333.36	43,166.64	66.7%
<b>Fund Revenues:</b>	<b>129,575.00</b>	<b>10,818.05</b>	<b>86,408.96</b>	<b>43,166.04</b>	<b>66.7%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
591 Debt Service - Principal Repayment	127,963.00	0.00	38,784.89	89,178.11	30.3%
<b>Fund Expenditures:</b>	<b>127,963.00</b>	<b>0.00</b>	<b>38,784.89</b>	<b>89,178.11</b>	<b>30.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,612.00</b>	<b>10,818.05</b>	<b>47,624.07</b>		

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234 Local Improvement Dist. 10-23

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	1,700.00	4.22	3,142.48	(1,442.48)	184.9%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>1,700.00</b>	<b>4.22</b>	<b>3,142.48</b>	<b>(1,442.48)</b>	<b>184.9%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
591 Debt Service - Principal Repayment	1,700.00	0.00	0.00	1,700.00	0.0%
<b>Fund Expenditures:</b>	<b>1,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,700.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>4.22</b>	<b>3,142.48</b>		

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301 REET - First Quarter %

Revenues	Amt Budgeted	August	YTD	Remaining	
310 Taxes	27,500.00	9,906.55	33,293.33	(5,793.33)	121.1%
360 Interest & Other Earnings	100.00	14.77	67.85	32.15	67.9%
<b>Fund Revenues:</b>	<b>27,600.00</b>	<b>9,921.32</b>	<b>33,361.18</b>	<b>(5,761.18)</b>	<b>120.9%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
597 Interfund Transfers	27,000.00	2,250.00	18,000.00	9,000.00	66.7%
<b>Fund Expenditures:</b>	<b>27,000.00</b>	<b>2,250.00</b>	<b>18,000.00</b>	<b>9,000.00</b>	<b>66.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>600.00</b>	<b>7,671.32</b>	<b>15,361.18</b>		

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**302 OIE Improvement Project Fund**

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	166,642.00	0.00	59,364.01	107,277.99	35.6%
360 Interest & Other Earnings	0.00	11.86	45.63	(45.63)	0.0%
<b>Fund Revenues:</b>	<b>166,642.00</b>	<b>11.86</b>	<b>59,409.64</b>	<b>107,232.36</b>	<b>35.7%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	193,000.00	0.00	45,424.30	147,575.70	23.5%
<b>Fund Expenditures:</b>	<b>193,000.00</b>	<b>0.00</b>	<b>45,424.30</b>	<b>147,575.70</b>	<b>23.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>(26,358.00)</b>	<b>11.86</b>	<b>13,985.34</b>		

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**303 7th Street ADA Sidewalk Ramp Improvemer**

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	14,041.00	0.00	6,147.88	7,893.12	43.8%
360 Interest & Other Earnings	0.00	0.85	2.16	(2.16)	0.0%
<b>Fund Revenues:</b>	<b>14,041.00</b>	<b>0.85</b>	<b>6,150.04</b>	<b>7,890.96</b>	<b>43.8%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	16,232.00	0.00	7,127.37	9,104.63	43.9%
<b>Fund Expenditures:</b>	<b>16,232.00</b>	<b>0.00</b>	<b>7,127.37</b>	<b>9,104.63</b>	<b>43.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>(2,191.00)</b>	<b>0.85</b>	<b>(977.33)</b>		

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304 OIE Highway Improvements - Phase 2 Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	100,580.00	0.00	29,446.87	71,133.13	29.3%
360 Interest & Other Earnings	0.00	7.74	26.25	(26.25)	0.0%
<b>Fund Revenues:</b>	<b>100,580.00</b>	<b>7.74</b>	<b>29,473.12</b>	<b>71,106.88</b>	<b>29.3%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	116,277.00	0.00	19,782.20	96,494.80	17.0%
<b>Fund Expenditures:</b>	<b>116,277.00</b>	<b>0.00</b>	<b>19,782.20</b>	<b>96,494.80</b>	<b>17.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>(15,697.00)</b>	<b>7.74</b>	<b>9,690.92</b>		

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### 305 Energy Efficiency Improvement Project

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	230,162.00	0.00	0.00	230,162.00	0.0%
360 Interest & Other Earnings	0.00	109.68	373.31	(373.31)	0.0%
390 Other Financing Sources	694,838.00	76,927.85	76,927.85	617,910.15	11.1%
397 Interfund Transfers	200,000.00	0.00	200,000.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>1,125,000.00</b>	<b>77,037.53</b>	<b>277,301.16</b>	<b>847,698.84</b>	<b>24.6%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	925,000.00	0.00	43,079.59	881,920.41	4.7%
597 Interfund Transfers	200,000.00	0.00	0.00	200,000.00	0.0%
<b>Fund Expenditures:</b>	<b>1,125,000.00</b>	<b>0.00</b>	<b>43,079.59</b>	<b>1,081,920.41</b>	<b>3.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>77,037.53</b>	<b>234,221.57</b>		

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306 WCR Crosswalk Project

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

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307 City Park Restroom Improvement

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

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### 403 Water Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	2,327,694.00	253,274.48	1,459,436.54	868,257.46	62.7%
350 Fines & Penalties	39,500.00	2,964.55	20,878.61	18,621.39	52.9%
360 Interest & Other Earnings	2,500.00	585.11	2,920.67	(420.67)	116.8%
380 Non Revenues	0.00	875.00	187,223.98	(187,223.98)	0.0%
390 Other Financing Sources	3,507,000.00	0.00	3,507,000.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>5,876,694.00</b>	<b>257,699.14</b>	<b>5,177,459.80</b>	<b>699,234.20</b>	<b>88.1%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
534 Water Utilities	1,476,367.00	133,121.85	859,066.29	617,300.71	58.2%
539 Irrigation And Reclamation	308,514.00	13,184.01	251,016.30	57,497.70	81.4%
580 Non Expenditures	3,507,000.00	0.00	3,496,698.90	10,301.10	99.7%
591 Debt Service - Principal Repayment	229,171.00	0.00	12,938.46	216,232.54	5.6%
594 Capital Expenditures	119,250.00	381.00	122,191.17	(2,941.17)	102.5%
597 Interfund Transfers	303,828.00	9,897.00	303,828.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>5,944,130.00</b>	<b>156,583.86</b>	<b>5,045,739.12</b>	<b>898,390.88</b>	<b>84.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>(67,436.00)</b>	<b>101,115.28</b>	<b>131,720.68</b>		

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### 407 Sewer Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
340 Charges For Goods & Services	1,901,222.00	179,267.61	1,396,774.92	504,447.08	73.5%
350 Fines & Penalties	10,000.00	483.34	5,389.89	4,610.11	53.9%
360 Interest & Other Earnings	900.00	1,056.09	7,009.52	(6,109.52)	778.8%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>1,912,122.00</b>	<b>180,807.04</b>	<b>1,409,174.33</b>	<b>502,947.67</b>	<b>73.7%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
535 Sewer	1,633,883.00	138,455.45	988,938.36	644,944.64	60.5%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
591 Debt Service - Principal Repayment	86,664.00	0.00	58,569.24	28,094.76	67.6%
594 Capital Expenditures	125,750.00	0.00	58,292.24	67,457.76	46.4%
<b>Fund Expenditures:</b>	<b>1,846,297.00</b>	<b>138,455.45</b>	<b>1,105,799.84</b>	<b>740,497.16</b>	<b>59.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>65,825.00</b>	<b>42,351.59</b>	<b>303,374.49</b>		

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420 Zone 2.5 Water Supply Improv

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	100.00	0.00	0.00	100.00	0.0%
390 Other Financing Sources	768,600.00	0.00	659,349.53	109,250.47	85.8%
<b>Fund Revenues:</b>	<b>768,700.00</b>	<b>0.00</b>	<b>659,349.53</b>	<b>109,350.47</b>	<b>85.8%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	768,600.00	0.00	642,639.44	125,960.56	83.6%
<b>Fund Expenditures:</b>	<b>768,600.00</b>	<b>0.00</b>	<b>642,639.44</b>	<b>125,960.56</b>	<b>83.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>100.00</b>	<b>0.00</b>	<b>16,710.09</b>		

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444 1998 Water Revenue Bond Redemp

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	100.00	59.37	212.65	(112.65)	212.7%
397 Interfund Transfers	154,912.00	0.00	154,912.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>155,012.00</b>	<b>59.37</b>	<b>155,124.65</b>	<b>(112.65)</b>	<b>100.1%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
591 Debt Service - Principal Repayment	154,912.00	77,456.00	154,912.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>154,912.00</b>	<b>77,456.00</b>	<b>154,912.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>100.00</b>	<b>(77,396.63)</b>	<b>212.65</b>		

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445 1998 Water Revenue Bond Reserv

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	750.00	119.66	608.50	141.50	81.1%
<b>Fund Revenues:</b>	<b>750.00</b>	<b>119.66</b>	<b>608.50</b>	<b>141.50</b>	<b>81.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>750.00</b>	<b>119.66</b>	<b>608.50</b>		

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448 Garbage Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
340 Charges For Goods & Services	944,398.00	89,502.37	591,028.21	353,369.79	62.6%
350 Fines & Penalties	4,000.00	2,012.26	15,978.24	(11,978.24)	399.5%
360 Interest & Other Earnings	1,500.00	423.50	1,765.37	(265.37)	117.7%
<b>Fund Revenues:</b>	<b>949,898.00</b>	<b>91,938.13</b>	<b>608,771.82</b>	<b>341,126.18</b>	<b>64.1%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
537 Garbage & Solid Waste	941,850.00	84,336.16	518,597.15	423,252.85	55.1%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>941,850.00</b>	<b>84,336.16</b>	<b>518,597.15</b>	<b>423,252.85</b>	<b>55.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>8,048.00</b>	<b>7,601.97</b>	<b>90,174.67</b>		

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449 1999 Water Revenue Bond Redemp

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	125.00	26.11	85.14	39.86	68.1%
397 Interfund Transfers	79,176.00	9,897.00	79,176.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>79,301.00</b>	<b>9,923.11</b>	<b>79,261.14</b>	<b>39.86</b>	<b>99.9%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
591 Debt Service - Principal Repayment	79,176.00	0.00	39,588.00	39,588.00	50.0%
<b>Fund Expenditures:</b>	<b>79,176.00</b>	<b>0.00</b>	<b>39,588.00</b>	<b>39,588.00</b>	<b>50.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>125.00</b>	<b>9,923.11</b>	<b>39,673.14</b>		

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450 1999 Water Revenue Bond Reserv

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	0.00	59.58	302.96	(302.96)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>59.58</b>	<b>302.96</b>	<b>(302.96)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>59.58</b>	<b>302.96</b>		

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451 Water Facilities Reserve Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	50.00	418.56	2,128.44	(2,078.44)	*****%
<b>Fund Revenues:</b>	<b>50.00</b>	<b>418.56</b>	<b>2,128.44</b>	<b>(2,078.44)</b>	<b>*****%</b>
<b>Fund Excess/(Deficit):</b>	<b>50.00</b>	<b>418.56</b>	<b>2,128.44</b>		

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452 Sewer Facilities Reserve Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	2,500.00	439.31	2,233.90	266.10	89.4%
<b>Fund Revenues:</b>	<b>2,500.00</b>	<b>439.31</b>	<b>2,233.90</b>	<b>266.10</b>	<b>89.4%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,500.00</b>	<b>439.31</b>	<b>2,233.90</b>		

## 2015 BUDGET POSITION

City Of Prosser  
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453 North Prosser Debt Redemption

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	0.00	240.32	1,163.67	(1,163.67)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>240.32</b>	<b>1,163.67</b>	<b>(1,163.67)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
591 Debt Service - Principal Repayment	159,920.00	0.00	0.00	159,920.00	0.0%
<b>Fund Expenditures:</b>	<b>159,920.00</b>	<b>0.00</b>	<b>0.00</b>	<b>159,920.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>(159,920.00)</b>	<b>240.32</b>	<b>1,163.67</b>		

## 2015 BUDGET POSITION

City Of Prosser  
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454 North Prosser Debt Reserve

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	0.00	132.91	675.86	(675.86)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>132.91</b>	<b>675.86</b>	<b>(675.86)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>132.91</b>	<b>675.86</b>		

## 2015 BUDGET POSITION

City Of Prosser  
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455 Irrigation Reserve Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	0.00	48.79	245.24	(245.24)	0.0%
397 Interfund Transfers	69,740.00	0.00	69,740.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>69,740.00</b>	<b>48.79</b>	<b>69,985.24</b>	<b>(245.24)</b>	<b>100.4%</b>
<b>Fund Excess/(Deficit):</b>	<b>69,740.00</b>	<b>48.79</b>	<b>69,985.24</b>		

## 2015 BUDGET POSITION

City Of Prosser  
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470 Waste Water Treatment Plant Improvement

Revenues	Amt Budgeted	August	YTD	Remaining	
330 Intergovernmental Revenues	3,312,000.00	0.00	0.00	3,312,000.00	0.0%
360 Interest & Other Earnings	100.00	768.20	5,200.97	(5,100.97)	*****%
<b>Fund Revenues:</b>	<b>3,312,100.00</b>	<b>768.20</b>	<b>5,200.97</b>	<b>3,306,899.03</b>	<b>0.2%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
594 Capital Expenditures	3,312,000.00	204.00	256,606.42	3,055,393.58	7.7%
<b>Fund Expenditures:</b>	<b>3,312,000.00</b>	<b>204.00</b>	<b>256,606.42</b>	<b>3,055,393.58</b>	<b>7.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>100.00</b>	<b>564.20</b>	<b>(251,405.45)</b>		

## 2015 BUDGET POSITION

City Of Prosser  
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603 Consumer Utility Deposit Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
380 Non Revenues	15,000.00	1,350.00	8,906.23	6,093.77	59.4%
<b>Fund Revenues:</b>	<b>15,000.00</b>	<b>1,350.00</b>	<b>8,906.23</b>	<b>6,093.77</b>	<b>59.4%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
580 Non Expenditures	15,000.00	2,580.80	8,431.85	6,568.15	56.2%
<b>Fund Expenditures:</b>	<b>15,000.00</b>	<b>2,580.80</b>	<b>8,431.85</b>	<b>6,568.15</b>	<b>56.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(1,230.80)</b>	<b>474.38</b>		

## 2015 BUDGET POSITION

City Of Prosser  
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606 Library Memorial Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings	0.00	0.00	9.00	(9.00)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>9.00</b>	<b>(9.00)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	August	YTD	Remaining	
572 Libraries	13,000.00	0.00	12,106.46	893.54	93.1%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	9.00	9.00	(9.00)	0.0%
<b>Fund Expenditures:</b>	<b>13,000.00</b>	<b>9.00</b>	<b>12,115.46</b>	<b>884.54</b>	<b>93.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>(13,000.00)</b>	<b>(9.00)</b>	<b>(12,106.46)</b>		

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Fund	Revenue	August	Received		Expenditures	August	Spent	
001 General Fund	4,736,168.00	353,894.65	3,276,804.02	69.2%	4,782,660.00	399,020.13	2,822,127.86	59.0%
102 Street Fund	624,049.00	13,058.74	337,788.72	54.1%	624,049.00	29,515.00	287,663.92	46.1%
103 Transportation Benefit Distric	80,500.00	0.00	0.00	0.0%	80,000.00	443.00	2,935.58	3.7%
105 General Fund Small Projects Fund	43,600.00	0.08	43,600.47	100.0%	43,600.00	0.00	43,600.00	100.0%
110 Arterial Street Fund	500.00	80.06	407.13	81.4%	0.00	0.00	0.00	0.0%
111 Municipal Capital Improvement	27,600.00	10,026.18	32,042.46	116.1%	0.00	0.00	0.00	0.0%
115 General Fund Reserve	206,500.00	28.66	6,435.08	3.1%	200,000.00	0.00	200,000.00	100.0%
116 City Facilities Reserve Fund	500.00	17.09	86.94	17.4%	0.00	0.00	0.00	0.0%
117 Employee Benefits Security	50,500.00	3,767.45	30,085.25	59.6%	50,000.00	1,921.20	36,581.14	73.2%
118 General Fund Capital Reserve	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
119 Parks Reserve Fund	0.00	3.51	17.85	0.0%	0.00	0.00	0.00	0.0%
130 Hotel/Motel Tax Fund	80,120.00	13,259.12	56,807.52	70.9%	111,500.00	24,000.00	90,000.00	80.7%
131 Tourism Promotion Area Fund	20,100.00	3,632.78	12,706.35	63.2%	22,500.00	3,000.00	18,000.00	80.0%
144 PS Enhancement Fund	10,500.00	22.31	5,257.30	50.1%	0.00	0.00	0.00	0.0%
146 Drug Enforcement Fund	50.00	8.90	45.28	90.6%	0.00	0.00	0.00	0.0%
147 Police Investigative Fund	350.00	32.84	206.30	58.9%	45,263.00	0.00	0.00	0.0%
148 Criminal Justice Fund	228,899.00	13,316.72	177,644.00	77.6%	1,149,238.00	5,553.09	226,665.19	19.7%
149 Public Safety Sales Tax Fund	135,300.00	21,649.73	101,588.78	75.1%	112,917.00	10,111.02	53,768.93	47.6%
152 Infrastructure Develop Reserve	400.00	347.82	1,768.71	442.2%	0.00	0.00	0.00	0.0%
221 LID Guarantee Fund	0.00	39.14	199.04	0.0%	0.00	0.00	0.00	0.0%
229 1996 GO Bond - Fire Station	158,700.00	937.86	86,372.04	54.4%	158,384.00	0.00	3,192.00	2.0%
233 2011 GO Bond - Pool	129,575.00	10,818.05	86,408.96	66.7%	127,963.00	0.00	38,784.89	30.3%
234 Local Improvement Dist. 10-23	1,700.00	4.22	3,142.48	184.9%	1,700.00	0.00	0.00	0.0%
301 REET - First Quarter %	27,600.00	9,921.32	33,361.18	120.9%	27,000.00	2,250.00	18,000.00	66.7%
302 OIE Improvement Project Fund	166,642.00	11.86	59,409.64	35.7%	193,000.00	0.00	45,424.30	23.5%
303 7th Street ADA Sidewalk Ramp Improvement Project Fund	14,041.00	0.85	6,150.04	43.8%	16,232.00	0.00	7,127.37	43.9%
304 OIE Highway Improvements - Phase 2 Fund	100,580.00	7.74	29,473.12	29.3%	116,277.00	0.00	19,782.20	17.0%
305 Energy Efficiency Improvement Project	1,125,000.00	77,037.53	277,301.16	24.6%	1,125,000.00	0.00	43,079.59	3.8%
306 WCR Crosswalk Project	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
307 City Park Restroom Improvement	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
403 Water Fund	5,876,694.00	257,699.14	5,177,459.80	88.1%	5,944,130.00	156,583.86	5,045,739.12	84.9%
407 Sewer Fund	1,912,122.00	180,807.04	1,409,174.33	73.7%	1,846,297.00	138,455.45	1,105,799.84	59.9%
420 Zone 2.5 Water Supply Improv	768,700.00	0.00	659,349.53	85.8%	768,600.00	0.00	642,639.44	83.6%
444 1998 Water Revenue Bond Redemp	155,012.00	59.37	155,124.65	100.1%	154,912.00	77,456.00	154,912.00	100.0%
445 1998 Water Revenue Bond Reserv	750.00	119.66	608.50	81.1%	0.00	0.00	0.00	0.0%
448 Garbage Fund	949,898.00	91,938.13	608,771.82	64.1%	941,850.00	84,336.16	518,597.15	55.1%
449 1999 Water Revenue Bond Redemp	79,301.00	9,923.11	79,261.14	99.9%	79,176.00	0.00	39,588.00	50.0%

## 2015 BUDGET POSITION TOTALS

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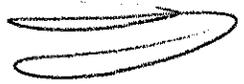
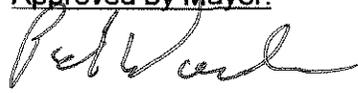
Fund	Revenue	August	Received		Expenditures	August	Spent	
450 1999 Water Revenue Bond Reserv	0.00	59.58	302.96	0.0%	0.00	0.00	0.00	0.0%
451 Water Facilities Reserve Fund	50.00	418.56	2,128.44	4256.9%	0.00	0.00	0.00	0.0%
452 Sewer Facilities Reserve Fund	2,500.00	439.31	2,233.90	89.4%	0.00	0.00	0.00	0.0%
453 North Prosser Debt Redemption	0.00	240.32	1,163.67	0.0%	159,920.00	0.00	0.00	0.0%
454 North Prosser Debt Reserve	0.00	132.91	675.86	0.0%	0.00	0.00	0.00	0.0%
455 Irrigation Reserve Fund	69,740.00	48.79	69,985.24	100.4%	0.00	0.00	0.00	0.0%
470 Waste Water Treatment Plant Improvement	3,312,100.00	768.20	5,200.97	0.2%	3,312,000.00	204.00	256,606.42	7.7%
603 Consumer Utility Deposit Fund	15,000.00	1,350.00	8,906.23	59.4%	15,000.00	2,580.80	8,431.85	56.2%
606 Library Memorial Fund	0.00	0.00	9.00	0.0%	13,000.00	9.00	12,115.46	93.2%
	<b>21,111,341.00</b>	<b>1,075,929.33</b>	<b>12,845,465.86</b>	<b>60.8%</b>	<b>22,222,168.00</b>	<b>935,438.71</b>	<b>11,741,162.25</b>	<b>52.8%</b>

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

<b>Agenda Title:</b> Consideration of Resolution Setting the Date for a Public Hearing Concerning the Prosser City Council's Intent to Assume the Rights, Powers, Functions, and Obligations of the Prosser Transportation Benefit District, as of December 8, 2015, as Allowed by Second Engrossed Substitute Senate Bill 5987, Section 302.		<b>Meeting Date:</b> September 22, 2015 Regular Meeting	
<b>Department:</b> Finance	<b>Director:</b> Toni Yost	<b>Contact Person:</b> Toni Yost	<b>Phone Number:</b> (509) 786-2332
<b>Cost of Proposal:</b> n/a		<b>Account Number:</b>	
<b>Amount Budgeted:</b> n/a		<b>Name and Fund#</b>	
<b>Reviewed by Finance Department:</b>			
<b>Attachments to Agenda Packet Item:</b>			
<ol style="list-style-type: none"> <li>1. Resolution 15-_____</li> <li>2. Engrossed Substitute Senate Bill 5987, Section 302</li> <li>3. MRSC Summary of Legislative changes made in 2015 regarding Transportation Benefit Districts.</li> </ol>			
<b>Summary Statement:</b>			
<p>In 2015, Washington amended a number of statutes which relate to governance issues relative to Transportation Districts(TBDS). The changes permit Cities with TBDS having the same boundaries as its forming City, to assume the rights, powers, functions, and obligations of the TBDS. The Council must first conduct a public hearing to determines that "public interest or welfare would be satisfied" by the assumption of the District. The attached Resolution sets a public hearing on the issue for Council consideration on December 8, 2015.</p>			
<b>Consistent with or Comparison to:</b>			
Per Council Direction on September 1, 2015			
<b>Recommended City Council Action/Suggested Motion:</b>			
<p>Pass Resolution Number 15-_____ Setting the Date for a Public Hearing Concerning the Prosser City Council's Intent to Assume the Rights, Powers, Functions, and Obligations of the Prosser Transportation Benefit District, as of</p>			

December 8, 2015, as Allowed by Second Engrossed Substitute Senate Bill 5987, Section 302.

<u>Reviewed by Department Director:</u> <i>Not Available-</i>	<u>Reviewed by City Attorney:</u> 	<u>Approved by Mayor:</u> 
<u>Date:</u>	<u>Date:</u> 9/18/15	<u>Date:</u> 9-18-15
<u>Today's Date:</u> September 18, 2015	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

**CITY OF PROSSER, WASHINGTON  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF PROSSER, SETTING THE DATE FOR A PUBLIC HEARING CONCERNING THE PROSSER CITY COUNCIL'S INTENT TO ASSUME THE RIGHTS, POWERS, FUNCTIONS, AND OBLIGATIONS OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT, AS OF DECEMBER 8, 2015, AS ALLOWED BY SECOND ENGROSSED SUBSTITUTE SENATE BILL 5987, SECTION 302.**

**WHEREAS**, the City Council of the City of Prosser has adopted Ordinance Number 09-2650 creating the Prosser Transportation Benefit District with the same boundaries as the City limits; and

**WHEREAS**, Ordinance Number 09-2650 is codified in Chapter 3.90 of the Prosser Municipal Code; and

**WHEREAS**, Second Engrossed Substitute Senate Bill 5987, in Section 302, which took effect on July 15, 2015, provides that "the assumption of the rights, powers, functions and obligations of a transportation benefit district may be initiated by the adoption of an ordinance or resolution by the city or county legislative authority indicating its intention to conduct a hearing concerning the assumption of such rights, powers, functions and obligations"; and

**WHEREAS**, the City of Prosser is required to identify the time, date, and place for when a public hearing on the proposed assumption of the rights, powers, functions and obligations of the Prosser Transportation Benefit District will take place; and

**WHEREAS**, the Prosser City Council considered the adoption of this Resolution during its regular meeting held on September 22, 2015;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE PROSSER CITY COUNCIL AS FOLLOWS:**

Section 1. Hearing Date. The City of Prosser City Council will hold a public hearing on the proposed assumption of the rights, powers, functions, and obligations of the Prosser Transportation Benefit District on December 8, 2015, at 7:00 p.m. or as soon thereafter as may be heard. The hearing will be held at Prosser City Hall, 601 7<sup>th</sup> Street, Prosser, Washington 99350. All persons interested may appear and be heard. No individuals with a disability shall be excluded or denied the benefit of participation in the public hearing. If any such person requires assistance to participate in the public hearing, such individuals need to contact the City Clerk at 509-786-2332 at least seven days prior to December 8, 2015, to make arrangements.

Section 2. Publication. This Resolution shall be published at least two times during the two weeks preceding the scheduled hearing, in the newspapers of daily circulation printed or published in the City of Prosser.

PASSED by the City of Prosser this 22<sup>nd</sup> day of September, 2015.

\_\_\_\_\_  
MAYOR PAUL WARDEN

ATTEST:

\_\_\_\_\_  
RACHEL SHAW, CITY CLERK

APPROVED AS TO FORM



\_\_\_\_\_  
HOWARD SAXTON, CITY ATTORNEY

1 the city or county may by ordinance or resolution of the city or  
2 county legislative authority assume the rights, powers, functions,  
3 and obligations of the transportation benefit district in accordance  
4 with this chapter.

5 NEW SECTION. **Sec. 302.** (1) The assumption of the rights,  
6 powers, functions, and obligations of a transportation benefit  
7 district may be initiated by the adoption of an ordinance or a  
8 resolution by the city or county legislative authority indicating its  
9 intention to conduct a hearing concerning the assumption of such  
10 rights, powers, functions, and obligations. If the city or county  
11 legislative authority adopts such an ordinance or a resolution of  
12 intention, the ordinance or resolution must set a time and place at  
13 which the city or county legislative authority will consider the  
14 proposed assumption of the rights, powers, functions, and obligations  
15 of the transportation benefit district, and must state that all  
16 persons interested may appear and be heard. The ordinance or  
17 resolution of intention must be published at least two times during  
18 the two weeks preceding the scheduled hearing in newspapers of daily  
19 general circulation printed or published in the city or county in  
20 which the transportation benefit district is to be located.

21 (2) At the time scheduled for the hearing in the ordinance or  
22 resolution of intention, the city or county legislative authority  
23 must consider the assumption of the rights, powers, functions, and  
24 obligations of the transportation benefit district and hear those  
25 appearing and all protests and objections to it. The city or county  
26 legislative authority may continue the hearing from time to time, not  
27 exceeding sixty days in all.

28 NEW SECTION. **Sec. 303.** (1) If, after receiving testimony, the  
29 city or county legislative authority determines that the public  
30 interest or welfare would be satisfied by the city or county assuming  
31 the rights, powers, immunities, functions, and obligations of the  
32 transportation benefit district, the city or county legislative  
33 authority may declare that to be its intent and assume such rights,  
34 powers, immunities, functions, and obligations by ordinance or  
35 resolution, providing that the city or county is vested with every  
36 right, power, immunity, function, and obligation currently granted to  
37 or possessed by the transportation benefit district.



## New Legislation Affecting Transportation Benefit Districts

August 6, 2015 by [Bob Meinig \(/Home/Stay-Informed/MRSC-Insight.aspx?aid=103\)](/Home/Stay-Informed/MRSC-Insight.aspx?aid=103)

Category: [Transportation \(/Home/Stay-Informed/MRSC-Insight.aspx?catID=149&cat=Transportation\)](/Home/Stay-Informed/MRSC-Insight.aspx?catID=149&cat=Transportation), [Finance \(/Home/Stay-Informed/MRSC-Insight.aspx?catID=158&cat=Finance\)](/Home/Stay-Informed/MRSC-Insight.aspx?catID=158&cat=Finance)



The 2015 Legislature included within its large transportation funding bill, [2ESSB 5987](#) (<http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf>), a number of changes to the laws governing transportation benefit districts (TBDs). To me, the most interesting of these changes is a provision that basically allows a city or county that has a TBD with the same boundaries as the city or

county to absorb the TBD and assume all the TBD's "rights, powers, functions, and obligations," with the result that the TBD would cease to exist as a separate entity. But more significantly, this legislation increased the permissible amount of the nonvoted vehicle license fee that certain TBDs may impose – up to a maximum of \$50. This legislation was effective on July 15.

[Section 301 \(http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=52\)](http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=52) of [2ESSB 5987 \(http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf\)](http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf) authorizes this assumption of control over a TBD by a city or county with the same boundaries as the TBD. The process to accomplish this is set out in [Sections 302-303 \(http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=52\)](http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=52), and it begins with the city or county legislative authority passing a resolution or ordinance indicating its intention to hold a public hearing on the proposed assumption of the rights, powers, functions, and obligations of the TBD, and setting the time and place of the hearing. The ordinance or resolution must be published according to the requirements in [Section 302 \(http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=52\)](http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=52), and, at the hearing, the legislative authority must hear all protests and objections to the proposed assumption. If, after the hearing, the legislative authority determines that "public interest or welfare would be satisfied" by the assumption of the TBD, it passes an ordinance or resolution assuming the rights, powers, functions, and obligations of the TBD. The passage of the ordinance abolishes the TBD governing body and vests the city or county legislative authority with all the rights, powers, functions, and obligations that the TBD governing body possessed. See [Section 303 \(http://lawfilesexternal.wa.gov/biennium](http://lawfilesexternal.wa.gov/biennium)

[/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=52](#)).

Sections 304 (<http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=54>)-307 (<http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=55>) make it clear that the city or county steps completely into the shoes of the TBD when it assumes the rights, powers, functions, and obligations of the TBD. Of course, a city or county that has not already established a TBD will have to first establish one before it can assume the its rights, powers, functions, and obligations.

As to the increase in the nonvoted vehicle license fee, this legislation at Section 308 (<http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5987-S.SL.pdf#page=55>) amends RCW 36.73.065 (<http://app.leg.wa.gov/rcw/default.aspx?cite=36.73.065>) to increase the amount of that fee that a TBD governing board - or a city or county legislative authority that has assumed a TBD - may impose without a public vote. (To be authorized to enact a nonvoted vehicle license fee, the TBD must include all the territory of the jurisdiction or jurisdictions that established it. See RCW 36.73.065 (<http://app.leg.wa.gov/rcw/default.aspx?cite=36.73.065>)(4) and RCW 82.80.140 (<http://app.leg.wa.gov/RCW/default.aspx?cite=82.80.140>)(2).) If a \$20 nonvoted fee has been imposed for at least 24 months, that fee may be increased without a public vote to \$40. If, subsequently, a \$40 nonvoted fee has been imposed for at least 24 months, that fee may be increased without a public vote up to \$50; however, that nonvoted fee of more than \$40 is subject to referendum if a petition is filed containing the signatures of at least eight percent of the number of voters registered and voting in the district for the office of the governor at the last preceding gubernatorial election. The petition must be filed within 90 days of the publication of the notice of the intention to increase the fee to more than \$40, which notice is to be filed by April 1st of the year in which the vehicle fee is to be imposed. The question whether the fee may be imposed is decided by majority vote.

Finally, in a change that will affect only TBDs that include a city with a population of 500,000 or more (i.e., the City of Seattle), the threshold below which such a TBD may provide rebates of vehicle fees, sales taxes, and tolls is increased from 45 percent to 75 percent of the median household income. (Rebate programs, as defined in RCW 36.73.015 (<http://app.leg.wa.gov/rcw/default.aspx?cite=36.73.015>)(4), are not authorized for other TBDs.)

For more information on TBDs, see our [Transportation Benefit Districts \(http://mrsc.org/Home/Explore-Topics/Transportation/Transportation-Funding/Transportation-Benefit-Districts.aspx\)](http://mrsc.org/Home/Explore-Topics/Transportation/Transportation-Funding/Transportation-Benefit-Districts.aspx) webpage.



## About Bob Meinig

Bob has written extensively on the state Open Public Meetings Act and on municipal incorporation and annexation. At MRSC, he has also advised local governments for over 25 years on diverse legal issues.

[VIEW ALL POSTS BY BOB MEINIG ▶ \(/Home/Stay-Informed/MRSC-Insight.aspx?aid=103\)](#)

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## Comments

## 0 comments on New Legislation Affecting Transportation Benefit Districts

Blog post currently doesn't have any comments.

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CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<u>Agenda Title:</u> Criminal Justice Fund Appropriation Request.		<u>Meeting Date:</u> September 22, 2015 Regular Meeting	
<u>Department:</u> Admin	<u>Director:</u> Mayor Warden	<u>Contact Person:</u> Mayor Warden	<u>Phone Number:</u> (509) 786-2332
<u>Cost of Proposal:</u> \$10,000		<u>Account Number:</u>	
<u>Amount Budgeted:</u> N/A		<u>Name and Fund#</u> Criminal Justice/ General Fund	
<u>Reviewed by Finance Department:</u>			
<u>Attachments to Agenda Packet Item:</u>			
1. Summary Table of Expenditures			
<u>Summary Statement:</u>			
<p>In 2014, the Council approved expending \$150,000 of Criminal Justice funds in 2015 for the purchase and demolition of 1311 Bennett Ave. as future site for a new Police Station. The subsequent Phase 1 Environmental Assessment recommended a Hazardous Building Material survey which turned up Asbestos Containing Material, (ACM) in a portion of the asphalt roof.</p> <p>Because of the presence of ACM and the additional cost to remove it, the total estimated cost of purchase and demo related expenses is \$157,557. Three quotes were solicited from the small works roster for the demo and disposal of the structure per the City's purchasing policy.</p> <p>Though the CJ Funds were budgeted it is necessary for Council to authorize the additional expenditure.</p>			
<u>Consistent with or Comparison to:</u> Past projects and Council action.			
<u>Recommended City Council Action/Suggested Motion:</u>			
Authorize the appropriation of an additional \$10,000 to complete the demolition and site cleanup for 1311 Bennett Ave.			

<u>Reviewed by Department Director:</u>  Date: 9-18-15	<u>Reviewed by City Attorney:</u>  Date: 9/18/15	<u>Approved by Mayor:</u>  Date: 9-18-15
<u>Today's Date:</u> September 16, 2015	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

**Summary - 1311 Bennett Purchase & Demo**

	\$	127,178.00
Purchase - \$120,578, Phase 1 Environment		
Assesment - \$2,500, Hazardous Building Material		
Inspection - \$1900 and Survey - \$2200 *		
Complete Demo and Disposal - Including tax	\$	18,325.00
Abestos Abatement Portion of Demo incl tax	\$	12,054.00
<b>Total</b>	<b>\$</b>	<b>157,557.00</b>

**CITY OF PROSSER, WASHINGTON**

**AGENDA BILL**

<p><b>Agenda Title:</b> Consideration of an Ordinance Accepting Grant Funding from the US Department of Health and Human Services for a Drug Free Community Grant and establishing a Fund and Budget for the project.</p>	<p><b>Meeting Date:</b> September 22, 2015 Regular Meeting</p>
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<b>Department:</b> Finance	<b>Director:</b> Toni Yost	<b>Contact Person:</b> Toni Yost	<b>Phone Number:</b> (509) 786-2332
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<b>Cost of Proposal:</b> \$125,000 each year for five years.	<b>Account Number:</b>
<b>Amount Budgeted:</b> \$0	<b>Name and Fund#</b> #151

**Reviewed by Finance Department:**

Funding	Requested YTD	Remaining
City Funding	In kind labor and support \$125,000	
DFC grant	\$125,000	

- Attachments to Agenda Packet Item:**
1. Ordinance
  2. Notice of Award

**Summary Statement:**

The City applied for funding with the US Department of Health and Human Services to fund a Drug Free Community (DFC) Program and recently, the City was awarded the grant.

This grant award consists of \$125,000 per year for five years or a total of \$625,000. The City will provide \$125,000 additionally each year for five years through in-kind service and support.

The ordinance attached allows the Mayor to execute the agreements and other paperwork necessary in order to receive these funds and establishes a project fund and budget.

Recommended City Council Action/Suggested Motion:

Adopt Ordinance 15-\_\_\_\_ accepting the grant awarded by the US Department of Health and Human Services in the amount of \$625,000 over a five year term for a Drug Free Community Project; approving of the grant agreements; establishing fund 151, the Drug Free Community Grant Fund, and establishing a budget for the project.

<u>Reviewed by Department Director:</u> <i>Not Available</i>	<u>Reviewed by City Attorney:</u>  Date: <i>9/18/15</i>	<u>Approved by Mayor:</u>  Date: <i>9-18-15</i>
<u>Today's Date:</u> September 11, 2015	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

CITY OF PROSSER, WASHINGTON  
ORDINANCE NO. 15-\_\_\_\_\_

AN ORDINANCE APPROVING A DRUG FREE COMMUNITY PROJECT GRANT AGREEMENT BETWEEN THE CITY OF PROSSER AND THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES; THIS ORDINANCE ALSO AUTHORIZES THE MAYOR OR THE APPROPRIATE CITY OFFICIAL TO EXECUTE ALL DOCUMENTS NECESSARY TO EXECUTE AND IMPLEMENT THE AGREEMENT AND FURTHER AUTHORIZE THEM TO RECEIVE AND EXPEND ALL MONIES RECEIVED UNDER THE AGREEMENTS FOR THE PROJECT. THIS ORDINANCE ALSO CREATES PROJECT FUND 151 AND APPROPRIATES FOR EXPENDITURE THE SUM OF \$125,000 TO THAT FUND FOR 2015 AND AUTHORIZES THE FINANCE DIRECTOR TO MAKE INTERFUND LOANS TO SUPPORT CASH FLOW TO FUND 151. THE ORDINANCE ALSO DECLARES THAT THE PROVISIONS OF THE ORDINANCE ARE SEVERABLE FROM ONE ANOTHER AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES FOR PUBLICATION BY SUMMARY.

WHEREAS, the US Department of Health and Human Services provided a Drug Free Community Grant Agreement to the City in a project amount of \$625,000; to be allocated in \$125,000 increments each year for five years; and

WHEREAS, additional project funding and support for the project will be received from the City of Prosser through in-kind contributions of \$125,000 annually each year for the next five years;

WHEREAS, administration has determined that approval of the Agreement should be evidenced by an Ordinance; and

WHEREAS, administration has determined that a project fund should be established for this Project and similar projects and should be assigned Fund Number 151, Drug Free Community Grant; and

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

**Section 1:** The recitals set forth above are hereby incorporated herein.

**Section 2:** The Mayor or the appropriate City official are authorized to execute all documents necessary to execute and implement the Agreements with the US Department of Health and Human Services and are further authorized to receive and expend all monies received under the Agreements for the Project.

**Section 3.** Fund Number 151, Drug Free Communities Grant Fund, is hereby established to track revenue and expenditures for the Project and other similar projects.

**Section 4.** The 2015 Budget is hereby amended to establish a budget for Fund 151, at the fund level as follows:

FUND NO.	FUND	REVENUE	EXPENDITURE
151	Drug Free Community Grant Fund	\$145,000	\$145,000

**Section 5.** 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 35A.33.120.

**Section 6.** The Finance Director is hereby authorized to close this fund when it is deemed to be no longer necessary and in the best interest of the City. Additionally, the Finance Director is authorized to make transfers, inter-fund loans, and other transactions necessary in order to carry out the intent of this ordinance and amendment.

**Section 7.** The Finance Director, or her designee, is authorized to make interfund loans from an appropriate City Funds to Fund 151 in the minimum amount necessary to cover any cash flow shortage in Fund 151 caused by the Agreement. These loans shall be repaid as soon as funding is available to cover the cash flow shortage. All terms required by the State BARS manual shall be incorporated into the loan document, including interest, if applicable.

**Section 8: 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 9:** This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

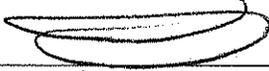
**PASSED** by the City Council and **APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
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

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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 APPROVING A DRUG FREE COMMUNITY PROJECT GRANT AGREEMENT BETWEEN THE CITY OF PROSSER AND THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES; THIS ORDINANCE ALSO AUTHORIZES THE MAYOR OR THE APPROPRIATE CITY OFFICIAL TO EXECUTE ALL DOCUMENTS NECESSARY TO EXECUTE AND IMPLEMENT THE AGREEMENT AND FURTHER AUTHORIZE THEM TO RECEIVE AND EXPEND ALL MONIES RECEIVED UNDER THE AGREEMENTS FOR THE PROJECT. THIS ORDINANCE ALSO CREATES PROJECT FUND 151 AND APPROPRIATES FOR EXPENDITURE THE SUM OF \$125,000 TO THAT FUND FOR 2015 AND AUTHORIZES THE FINANCE DIRECTOR TO MAKE INTERFUND LOANS TO SUPPORT CASH FLOW TO FUND 151. THE ORDINANCE ALSO DECLARES THAT THE PROVISIONS OF THE ORDINANCE 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

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CITY CLERK, RACHEL SHAW



DFC  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Center for Substance Abuse Prevention

**Grant Number:** 1H79SP020753-01  
**FAIN:** SP020753

**Program Director:**  
Jennifer Dorsett

**Project Title:** Drug-Free Community Project

Grantee Address	Business Address
CITY OF PROSSER WASHINGTON Jennifer Dorsett City of Prosser Prosser CIA Coalition 601 S. 7th Street Prosser, WA 993501459	Toni Yost Finance Manager City of Prosser 601 S. 7th Street Prosser, WA 993501459

**Budget Period:** 09/30/2015 – 09/29/2016  
**Project Period:** 09/30/2015 – 09/29/2020

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$125,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to CITY OF PROSSER WASHINGTON in support of the above referenced project. This award is pursuant to the authority of the DFC Act 1997 (PL 105-20) reauth.PL107-82,115 STAT 814 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

LaTosha Mathis  
Grants Management Officer  
Division of Grants Management

See additional information below

**SECTION I – AWARD DATA – 1H79SP020753-01**

**Award Calculation (U.S. Dollars)**

Salaries and Wages	\$50,400
Fringe Benefits	\$4,200
Personnel Costs (Subtotal)	\$54,600
Equipment	\$1,924
Supplies	\$21,350
Consortium/Contractual Cost	\$7,360
Travel Costs	\$27,266
Direct Cost	\$112,500
Indirect Cost	\$12,500
Approved Budget	\$250,000
Federal Share	\$125,000
Non-Federal Share	\$125,000
Cumulative Prior Awards for this Budget Period	\$0

**AMOUNT OF THIS ACTION (FEDERAL SHARE) \$125,000**

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$125,000
2	\$125,000
3	\$125,000
4	\$125,000
5	\$125,000

\*Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**Fiscal Information:**

CFDA Number: 93.276  
 EIN: 1916001268A1  
 Document Number: 15SP20753A  
 Fiscal Year: 2015

IC	CAN	Amount
SP	C96R655	\$125,000

IC	CAN	2015	2016	2017	2018	2019
SP	C96R655	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000

**SP Administrative Data:**

PCC: DFC / OC: 4145

**SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SP020753-01**

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

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### **SECTION III – TERMS AND CONDITIONS – 1H79SP020753-01**

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:**  
Additional Costs

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### **SECTION IV – SP Special Terms and Conditions – 1H79SP020753-01**

#### **PROGRAM OVERVIEW**

The Drug-Free Communities (DFC) Support Program is a collaborative effort between the Office of National Drug Control Policy (ONDCP) and the Substance Abuse and Mental Health Services Administration (SAMHSA). ONDCP issues grant awards to community coalitions through an interagency agreement with SAMHSA. According to the Drug-Free Communities Act of 1997, the purpose of DFC funding is to address two major goals: 1) establish and strengthen collaboration among communities, public and private non-profit agencies, and Federal, state, local and tribal governments to support the efforts of community coalitions, and 2) reduce substance use among youth and, over time, among adults.

While responsibility rests with the recipient for achieving the primary goals of the program, SAMHSA shall monitor and provide continuing technical assistance, consultation, and coordination in the execution of the project during the funding period. You can find additional details about the support available to you as a recipient on the program's website at <http://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program>.

In addition to these Terms and Conditions and the applicable statutes and regulations, recipients are bound by the HHS Grants Policy Statement, which can be accessed at <http://beta.samhsa.gov/grants/grants-management/policies-regulations> and all requirements in the Request for Applications (RFA) for the FY 2015 Drug-Free Communities (DFC) Support Program available at <http://www.samhsa.gov/grants/grant-announcements/sp-15-001>.

#### **TERMS AND CONDITIONS OF AWARD**

Failure to comply with the Terms and Conditions of the award may result in financial drawdown restrictions on your Payment Management System account or denial of funding in the future as outlined in the following section. Sub-recipients and contractors under grants are subject to the requirements of the cost principles otherwise applicable to their type of organization and to any requirements placed on them by the recipient to be able to comply with the Terms and Conditions

of the award. Please refer to the HHS Grants Policy Statement available at <http://beta.samhsa.gov/grants/grants-management/policies-regulations> for detailed information.

#### PROGRESSIVE DISCIPLINE AND APPEALS PROCESS

If for any reason you do not comply with the applicable terms, conditions, rules and regulations for the DFC Program, your grant will be subject to the Progressive Discipline and Appeals Process developed by ONDCP and SAMHSA. There are three progressive discipline actions that can be taken: 1) High Risk status, 2) Suspension, and 3) Termination. Failure to comply with special Terms and Conditions may also result in a financial drawdown restriction on your Payment Management System account or denial of funding in the future.

An overview of this plan and the complete explanation and procedures are posted on the Drug-Free Communities Support Program website at <http://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program>.

#### ROLES AND RESPONSIBILITIES OF THE RECIPIENT

For the purposes of the DFC Program, a "recipient" is either a coalition that has received a grant or is an outside agent that is serving as the recipient on behalf of a community coalition. The following Statutory Eligibility Requirements must be met each year while the coalition is funded by the DFC Program. Failure to meet one of these requirements is considered non-compliance with grant regulations (see Progressive Discipline and Appeals Process).

Statutory Eligibility Requirements for DFC-funded coalitions (if you are the recipient for a separate coalition, you are still responsible for ensuring all eligibility criteria are met by the coalition):

- " The coalition must have at least one representative from the required 12 sectors, as outlined in the RFA and the Drug-Free Communities Act of 1997;
- " The coalition must maintain meeting minutes that demonstrates it is a unique entity that has substantial involvement from its members and is working toward the goals of the DFC Program;
- " The coalition must address multiple (more than one) drugs in its 12-Month Action Plan for each year of funding;
- " The coalition must have as its principal mission the reduction of youth substance use;
- " The coalition has not received 10 years of DFC funding; and
- " The coalition must capture and provide specific data as required by the DFC National Evaluation team.

Statutory Eligibility Requirements for all DFC Recipients (coalitions or outside agents):

- " The recipient must be an entity eligible to receive Federal funds;
  - " The recipient must not request more than \$125,000 per year;
  - " The recipient must document the level of non-Federal match defined in the DFC Act;
- and
- " The recipient can only be awarded one DFC Grant at a time.

Other Requirements for all DFC Recipients (coalitions or outside agents):

- " The recipient must continue implementing the specific goals and objectives outlined in their approved application for DFC funding. The recipient must develop a funding plan that ensures (1) the required match of requested Federal funds and (2) solicitation of substantial financial support from non-Federal sources for sustainability purposes.
- " The lead "key" personnel (Program Director/Project Coordinator) of the DFC-funded coalition must participate in the DFC Me system (<https://dfcme.ondcp.eop.gov/>) so that he/she receives information from ONDCP DFC Staff on a timely basis (see Special Term #7 below for more details).
- " The recipient must use the Strategic Prevention Framework (SPF), a five-step evidence based process for community planning and decision making.
- " The recipient must plan and implement the appropriate environmental strategies as part of their comprehensive 12-Month Action Plan.

#### Requirements for Recipients in Year 3 and 7:

The coalition must submit via email a Sustainability Plan to the Government Project Officer (GPO) within 60 days of the start of years 3 and 7 of DFC funding. The GPO will review and provide the coalition with feedback on their plan within 30 days of receipt.

#### RESTRICTIONS ON RECIPIENT LOBBYING

(c) Title 18 > Part I > Chapter 93 > Section 1913: No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his/her request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute as a violation of section 1352 (a) of title 31.

#### SPECIAL TERMS OF AWARD

1. The recipient must receive and expend non-Federal matching funds as required in the Request for Applications (RFA) and the Drug-Free Communities Act. In-kind support (i.e., donations, volunteer time, etc.) may also be used to satisfy the match requirement.

2. The recipient must comply with the DFC National Evaluation requirements. ONDCP requires all recipients to collect core measures data specific to the geographic area designated in the approved application. The core measures data collection size must be sufficient to provide an accurate and meaningful statistical representation of the people being surveyed in each of the geographical areas served by the coalition.

Data for the following four core measures must be collected and reported every two years on alcohol, tobacco, marijuana, and prescription drugs for three grades (6th-12th) with a recommended combination of at least one middle school grade and at least one high school grade:

1. Past 30-day use
2. Perception of risk or harm
3. Perception of parental disapproval of use
4. Perception of peer disapproval of use

The recipient is responsible for providing these core measures data every two years on or before the deadline established for each reporting period as highlighted on the program website at <http://www.whitehouse.gov/ondcp/information-for-current-grantees>.

Failure to meet established deadlines could result in the GPO placing the grantee on High-Risk status, which could lead to an eventual suspension or termination of the grant for failure to comply with reporting requirements. ONDCP reserves the right to change measures for effective and meaningful evaluation of the program.

3. When requested, the recipient must develop a Corrective Action Plan (CAP) and complete the approved plan within the designated timeframe designated by the GPO. The Corrective Action Plan must be designed to address identified deficiencies in performance and/or in the conditions contributing or causing the identified unsatisfactory performance.

4. Recipients are required to adhere to all the sections of the Roles and Responsibilities of Grantees as outlined in earlier sections of the Notice of Award (NoA).
5. The recipient must continue to meet the Statutory Eligibility Requirements, as required by the original Request for Applications and the Drug-Free Communities Act during each year of funding.
6. Requests to carryover funds from one fiscal year to another are due to the GMO by the first Monday in February. All such requests must include a copy of the coalition meeting minutes showing coalition approval of the request.
7. The lead "key" personnel (Program Director/Project Coordinator) of the DFC-funded coalition must participate in the DFC Me system (<https://dfcme.ondcp.eop.gov/>), so that he/she receives information from ONDCP DFC Staff on a regular basis. This includes submitting the lead paid staff's contact information, as well as the contact information of one member from each of the required 12 sectors. The lead paid staff should discuss the use of the DFC Me system with sector members chosen to represent each sector, so that they understand their role in distribution of information sent to them. Information sent to specific sectors will always be sent to the "key" personnel.
8. The DUNS number recipients use on their application must be registered and active in the System for Award Management (SAM) which can be accessed at <https://www.sam.gov>. Recipients must update their SAM information at least every 12 months to maintain an active account.

#### STANDARD TERMS OF AWARD

1. As required by the Federal Funding Accountability and Transparency Act of 2006, this new award is subject to the subaward and executive compensation reporting requirement of 2 CFR Part 170. Although the full text of this regulation is attached, you may access the language online at <http://www.samhsa.gov/grants/subaward.aspx>.

The following SAMHSA Term of Award is applicable to all (Type 1) new SAMHSA grants which start on or after Oct. 1, 2010. At this time, Type 2s (competing renewals) and Type 3s (competing supplements) are not included, but may be subject to this requirement in the future:

1. Reporting Subawards and Executive Compensation
  1. Reporting of first-tier subawards.
  2. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
  2. Where and when to report.
    - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsr.gov>.
    - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
  3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsr.gov> specify.

a) Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if-

- I. the total Federal funding authorized to date under this award is \$25,000 or more;
- II. in the preceding fiscal year, you received-

A. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile, you must access the System for Award Management (SAM) at: <https://www.sam.gov/portal/public/SAM/>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if-

i. in the subrecipient's preceding fiscal year, the subrecipient received-

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

## 2. Indirect Cost Rates: §200.414/§75.414

(f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200/Appendix VII to part 75 -States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403/§75.403 Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

(g) Any non-Federal entity that has a current federally negotiated indirect cost rate may apply for a one-time extension of the rates in that agreement for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted the non-Federal entity may not request a rate review until the extension period ends. At the end of the 4-year 5 extension, the non-Federal entity must re-apply to negotiate a rate. Subsequent one-time extensions (up to four years) are permitted if a renegotiation is completed between each extension request.

## 3. Mandatory disclosures.

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321).

## 4. English Language

All Federal financial assistance announcements and Federal award information must be in the English language. Applications must be submitted in the English language and must be in the terms of U.S. dollars. If the Federal awarding agency receives applications in another currency,

the Federal awarding agency will evaluate the application by converting the foreign currency to United States currency using the date specified for receipt of the application.

5. Non-Federal entities may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the non-Federal entity's employees who are working on the Federal award are not fluent in English, the non-Federal entity must provide the Federal award in English and the language(s) with which employees are not fluent in English, the non-Federal entity must provide the Federal award in English and the language(s) with which employees are more familiar.

6. The Division of Grants Management created a Public Assistance (P) Account in the Division of Payment Management's (DPM) Payment Management System to provide a separate accounting of Federal funds per SAMHSA grant. When discussing your account with the DPM's Account Representative, provide the document number identified on Page 2 of the Notice of Award under Section I - AWARD DATA, Fiscal Information.

7. As the recipient organization, you acknowledge acceptance of the grant Terms and Conditions by drawing down or otherwise obtaining funds from the Payment Management System. In doing so, your organization must ensure that you exercise prudent stewardship over Federal funds and that all costs are allowable, allocable and reasonable.

8. The Department of Health and Human Services' (HHS), Office of General Counsel (OGC) has provided guidance on how the lobbying restrictions in the Fiscal Year 2012 Consolidated Appropriations Act (CAA, 2012) will affect HHS programs. Section 503 of the Labor, HHS, and Education Appropriation Act (Division F of the CAA, 2012) is the most comprehensive provision focused on lobbying restrictions. Recent changes to this section may have implications for SAMHSA and its grantees. Language provided by OGC, below provides specific guidance on: agency actions; grantee lobbying; tax increases and other restrictions on legal consumer products; and clarification of Internal Revenue Code provisions.

#### Section 503 - Agency Actions

a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

#### Section 503(b) - Recipient and Contractor Lobbying

b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed,

pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

9. Grant funds cannot be used to supplant current funding of existing activities. Under the HHS Grants Policy Directives, 1.02 General-Definition: Supplant is to replace funding of a recipient's existing program with funds from a Federal grant.

10. The recommended future support as indicated on the NoA reflects total costs (direct plus indirect). Funding is subject to the availability of Federal funds, the demonstration of matching funds, and acceptable documentation of the progress of the grant.

11. Confidentiality of Alcohol and Drug Abuse Patient Records regulations (42 CFR 2) are applicable to any information about alcohol and other drug abuse patients obtained by a program (42 CFR 2.11) if the program is Federally-assisted in any manner (42 CFR 2.12b). Accordingly, all project patient records are confidential and may be disclosed and used only in accordance with (42 CFR 2). The grantee is responsible for assuring compliance with these regulations and principles, including responsibility for assuring the security and confidentiality of all electronically transmitted patient material.

12. Accounting Records and Disclosure: Awardees and sub-recipients must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to grant or sub-grant awards matching funds and in-kind support, and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. The awardee, and all its sub-recipients, should expect that SAMHSA, or its designee, may conduct a financial compliance audit and on-site program review of grants with significant amounts of Federal funding. Please reference the Reporting Requirements section for Audit Requirements.

13. Per (45 CFR 75) and the HHS Grants Policy Statement, any copyrighted or copyrightable works developed under this cooperative agreement/grant shall be subject to a royalty-free, non-exclusive and irrevocable license to the government to reproduce, publish, or otherwise use them and to authorize others to do so for Federal government purposes. Income earned from any copyrightable work developed under this grant must be used as program income.

14. A notice in response to the President's Welfare-to-Work Initiative was published in the Federal Register on May 16, 1997. This initiative is designed to facilitate and encourage grantees and their sub-recipients to hire welfare recipients and to provide additional needed training and/or mentoring as needed. The text of the notice is available electronically on the OMB home page at <http://www.whitehouse.gov/omb/fedreg/omb-not.html>.

15. Program income accrued under this award may be used in accordance with the additional costs alternative described in (45 CFR 75.307 (e)(2)) as applicable. Program income must be used to further the grant objectives and shall only be used for allowable costs as set forth in the applicable OMB Circulars A-102 ("Grants and Cooperative Agreements with State and Local Governments") and A-110 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations").

Program income must be used to further the grant objectives and shall only be used for allowable costs as set forth in the applicable OMB Circulars A-102 (Grants and Cooperative Agreements with State and Local Governments) and A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations). Any other use of program income (such as to meet match requirements) must have prior approval from the Division of Grants Management.

16. Actions that require prior approval must be submitted in writing to the GMO and copy the GPO. The request must bear the signature of the authorized business official of the grantee organization as well as the Program Director. Approval of the request may only be granted by the

GMO and will be in writing. No other written or oral approval should be accepted and will not be binding on SAMHSA. Post-award requirements and instructions may be found at [www.samhsa.gov](http://www.samhsa.gov) then click on "grants", then "grants management".

17. The recipient is required to notify the Government Program Official (GPO) in writing if the Program Director (PD) or key personnel specifically named in the NoA will withdraw from the project entirely, be absent from the project during any continuous period of 3 months or more, or reduce time devoted to the project by 25 percent or more from the level that was approved at the time of award (for example, a proposed change from 40 percent effort to 30 percent or less effort). SAMHSA must approve any alternate arrangement proposed by the recipient, including any replacement of the PD or key personnel named in the NoA.

The request for approval of a substitute PD/key person should include a justification for the change, the biographical sketch of the individual proposed, other sources of support (if applicable), and any budget changes resulting from the proposed change. If the arrangements proposed by the recipient, including the qualifications of any proposed replacement, are not acceptable to SAMHSA, the grant may be suspended or terminated. If the recipient wants to terminate the project because it cannot make suitable alternate arrangements, it must notify the GMO, in writing, of its wish to terminate, and the GMO will forward closeout instructions. Key staff (or key staff positions, if staff has not been selected) is listed below:

Jennifer Dorsett, Program Director @ 25% level of effort  
TBD, Project Coordinator @ 75% level of effort

All changes in key personnel including level of effort must be sent electronically to the GPO, including a biographical sketch and other documentation and information as stated above who will make a recommendation for approval or disapproval to the assigned Grants Management Specialist (GMS). Only the GMO may approve key personnel changes.

18. Refer to the NoA under Section II (Payment/Hotline Information) regarding the Payment Management System and the HHS Inspector General's Hotline concerning fraud, waste or abuse.

19. As the recipient organization, you acknowledge acceptance of the grant Terms and Conditions by drawing or otherwise obtaining funds from the Payment Management System. In doing so, your organization must ensure that you exercise prudent stewardship over Federal funds and that all costs are allowable, allocable and reasonable.

20. No HHS funds may be paid as profit (fees) per (45 CFR Part 75.215 (b)).

21. Where a conference is funded by a grant or cooperative agreement the recipient must include the following statement on all conference materials (including promotional materials, agenda, and internet sites):

Funding for this conference was made possible (in part) by (insert grant or cooperative agreement award number) from ONDCP and SAMHSA. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Office of National Drug Control Policy or the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

22. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to: <http://www.samhsa.gov/grants/grants-management/policies-regulations/additional-directives>.

23. Recipients must comply with the requirements of the National Historical Preservation Act and EO 13287, Preserve America. The HHS Grants Policy Statement provides clarification and uniform guidance regarding preservation issues and requirements (pages I-20, "Preservation of

Cultural and Historical Resources). Questions concerning historical preservation, please contact SAMHSA's Office of Program Services, Building, Logistics and Telecommunications Branch at 240-276-1001.

24. Executive Order 13410: Promoting Quality and Efficient Health Care in Federal Government Administered or Sponsored Health Care Programs promotes efficient delivery of quality health care through the use of health information technology, transparency regarding health care quality and price, and incentives to promote the widespread adoption of health information technology and quality of care. Accordingly, all grantees that electronically exchange patient level health information to external entities where national standards exist must:

" Use recognized health information interoperability standards at the time of any Health Information Technology (HIT) system update, acquisition, or implementation, in all relevant information technology systems supported, in whole or in part, through this agreement/contract. Please consult <http://www.healthit.gov> for more information.

" Use Electronic Health Record systems (EHRs) that are certified by agencies authorized by the Office of the National Coordinator for Health Information Technology (ONC), or that will be certified during the life of the grant. For additional information contact: Jim Kretz at 240-276-1755 or [Jim.Kretz@samhsa.hhs.gov](mailto:Jim.Kretz@samhsa.hhs.gov); Kathryn Wetherby at 240-276-2899 or [Kathryn.Wetherby@samhsa.hhs.gov](mailto:Kathryn.Wetherby@samhsa.hhs.gov). Questions and issues may be raised on SAMHSA's HIT Forum at <http://cmhbbs.samhsa.gov/>.

25. If Federal funds are used by the grantee to attend a meeting, conference, etc. and meal(s) are provided as part of the program, then the per diem applied to the Federal travel costs (M&IE allowance) must be reduced by the allotted meal cost(s).

26. By signing the Standard Form 424 application face page in Item #21, the Authorized Representative (AR) certifies (1) to the statements contained in the list of certifications\* and (2) provides the required assurances\* and checking the I AGREE box provides SAMHSA with the AR's agreement of compliance. It is not necessary to submit signed copies of these documents, but should be retained for your records.

\*The documents are available on the SAMHSA website at <http://beta.samhsa.gov/grants/applying/forms-resources> or contained within the Request for Applications (RFA).

## REPORTING REQUIREMENTS

### Semi-Annual Progress Reports:

1. The DFC Semi-Annual Progress Reports, submitted through the DFC Me system, are completed twice a year in February and August. Completion of the DFC Semi-Annual Progress Report requires in part that DFC grantees report activity data within each strategy type. DFC Recipients may enter activity data into the DFC Me system throughout the reporting period as activities are completed. DFC Recipients are NOT required to report the core measures during every reporting period. It is the responsibility of the grantee to know when core measure data is required and to enter it at the proper time (every two years starting with baseline collection year).

DFC Me Reports for all FY 2015 Year 1 and Year 6 grantees are due on the following dates:

February 2016  
August 2016

All Year 1 recipients will report baseline core measure data in February 2016. This is the data provided in your initial application to the DFC Program or the most recent core measure data available to you. Year 1 recipients will not report core measures data again until February 2018.

Year 6 recipients who received continuous funding between Years 5 and 6 will remain on the core measure reporting schedule established in the first five years of DFC funding. Year 6 recipients that have not had sequential years of DFC funding will need to speak with the DFC National Evaluation Team to determine when to report core measures.

Annual Coalition Classification Tool:

2. In addition, all DFC Recipients must complete the Coalition Classification Tool (CCT) once per year:

August 2016

Financial Reports:

3. The Federal Financial Report (FFR), Standard Form 425 (SF-425) is required on an annual basis and must be submitted for each budget period on the report due date(s) schedule after the close of the 12- month budget period. The FFR is required for each 12-month period, regardless of the overall length of the approved extension period authorized by SAMHSA. In addition, a final FFR is due within 90 days after the end of the extension.

The FFR must be submitted no later than:

Monday, January 30, 2017

a) NOTE: SINGLE GRANT REPORTING IS REQUIRED FOR EACH SAMHSA PROJECT AS STATED ON THE FFR (#10 d-o). Do not include any amount in Line 10f that has been reported in Line 10e. If applicable, include the required match on this form under Recipient Share (#10 i-k) and Program Income (l-o) in order for SAMHSA to determine whether matching is being provided and the rate of expenditure is appropriate. Adjustments to the award amount, if necessary, will be made if the grantee fails to meet the match.

b) The FFR must be prepared on a cumulative basis and all program income must be reported.

c) If your organization intends to automatically carryover an unobligated balance of funds from the prior year(s) up to 10 percent of the federal share as reflected in the current Notice of Award, it must be stated in the Remarks section (#12) of the FFR. The subsequent FFR must reflect the actual carryover amount in the Remarks section (#12) also. If the actual carryover amount exceeds the 10 percent threshold, the excess grant funds must be returned. SAMHSA reserves the right to change and/or suspend the practice of permitting grantees to automatically carryover unobligated balances of funds without prior approval.

d) When submitting the FFR to SAMHSA, the amounts reported under Transactions (#10 a-c) to the (DPM), must equal or be reconciled with the Federal Expenditures and Unobligated Balance reported in (#10d-h). The FFR may be accessed from the following website at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms) including instructions. The data can be entered directly on the form and the system will calculate the figures, then it can be printed and mailed to this office.

4. Audit requirements for Federal award recipients are detailed at [http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf). Specifically, non-Federal entities that expend a total of \$500,000 or more in Federal awards, during each Fiscal Year, are required to have an audit completed in accordance with OMB Circular A-133. The Circular defines Federal awards as Federal financial assistance (grants) and Federal cost-reimbursement (contracts) received both directly from a Federal awarding agency as well as indirectly from a pass-through entity and requires entities submit, to the Federal Audit

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Clearinghouse (FAC), a completed Data Collection Form (SF-SAC) along with the Audit Report, within the earlier of 30 days after receipt of the report or nine months after the fiscal year end.

1. Submission of the Federal Cash Transactions Report PSC 272 is due 45 days after the end of each fiscal quarter. This Division of Payment Services report is completed on-line. To access the information and review the exact due dates go to <http://www.dpm.psc.gov/>

2. The recipient must comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the RFA or by the Program Official. This information is needed in order to comply with PL 102-62 which requires that SAMHSA report evaluation data to ensure the effectiveness and efficiency of its programs. Please contact your Program Official for additional submission information.

The Data Collection Forms and Audit Reports MUST be submitted to the FAC electronically at <http://harvester.census.gov/fac/collect/ddeindex.html>. For questions and information concerning the submission process, please visit <http://harvester.census.gov/sac/> or call the FAC 1-800-253-0696.

Failure to comply with the above stated Terms and Conditions may result in suspension, classification as High Risk status, termination of this award, or denial of funding in the future.

All previous Terms and Conditions remain in effect until specifically approved and removed by the Grants Management Officer.

All responses to special Terms and Conditions of award and post-award requests must be electronically mailed to the Division of Grants Management Specialist and to the Government Project Officer as identified on your Notice of Award.

It is essential that the Grant Number be included in the SUBJECT line of the email.

#### CONTACTS

All responses to Terms and Conditions of award and post-award requests must be mailed to the Division of Grants Management, Office of Financial Resources (OFR), SAMHSA below:

For Regular Delivery:  
Division of Grants Management  
OFR, SAMHSA  
1 Choke Cherry Road, Room 7-1091  
Rockville, MD 20857

For Overnight or Direct Delivery:  
Division of Grants Management  
OFR, SAMHSA  
1 Choke Cherry Road, Room 7-1091  
Rockville, MD 20850

Barbara Howes, Program Official  
**Phone:** (240) 276-2547 **Email:** [barbara.howes@samhsa.hhs.gov](mailto:barbara.howes@samhsa.hhs.gov)

Erwin Morales, Grants Specialist  
**Phone:** (240) 276-1425 **Email:** [erwin.morales@samhsa.hhs.gov](mailto:erwin.morales@samhsa.hhs.gov) **Fax:** (240) 276-1430

CITY OF PROSSER, WASHINGTON AGENDA BILL			
<b>Agenda Title:</b> Consideration of an Ordinance Adopting Benton County's Indigent Defense Standards.		<b>Meeting Date:</b> September 22, 2015 Regular Meeting	
<b>Department:</b> Administration	<b>Director:</b> Paul Warden	<b>Contact Person:</b> Paul Warden	<b>Phone Number:</b> (509) 786-2332
<b>Cost of Proposal:</b> N/A		<b>Account Number:</b>	
<b>Amount Budgeted:</b> N/A		<b>Name and Fund#</b>	
<b>Reviewed by Finance Department:</b>			
<b>Attachments to Agenda Packet Item:</b>			
<ol style="list-style-type: none"> <li>1. Ordinance 15-_____</li> <li>2. Benton &amp; Franklin Counties Office of Public Defense Case Weighting System</li> </ol>			
<b>Summary Statement:</b>			
<p>RCW 10.101.030 requires cities to adopt standards for the delivery of public defense services, regardless of whether those services are provided by contract, assigned counsel, or a public defender office. Standards shall include: compensation of counsel, duties and responsibilities of counsel, case load limits and types of cases, responsibility for expert witness fees and other costs associated with representation, administrative expenses, support services, reports of attorney activity and vouchers, training, supervision, monitoring and evaluation of attorneys, substitution of attorneys or assignment of contracts, limitations on private practice of contract attorneys, qualifications of attorneys, disposition of client complaints, cause for termination of contract or removal of attorney, and nondiscrimination.</p> <p>The City of Prosser contracts with the Benton and Franklin Counties Office of Public Defense to provide public defense services to defendants appearing in Benton County District Court on matters prosecuted by the City of Prosser. In 2009, Benton County adopted Ordinance 470, relating to public defense standards, covering the requirements identified in RCW 10.101.030.</p> <p>In order to comply with RCW 10.101.030, the City of Prosser must adopt indigent defense standards. The logical approach, since the City contracts with Benton County for these services, is to adopt standards that are consistent with those</p>			

enacted and followed by Benton County.

The proposed ordinance adopts Benton County's indigent defense standards, thereby bringing the City into compliance with RCW 10.101.030 and into alignment with the standards utilized by our contracted services provider

Benton County Code Chapter 5.18 related to indigent defense standards is attached for Council's review.

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-\_\_\_\_\_ adopting Benton County's Indigent Defense Standards.

Reviewed by Department Director:

  
Date: 9-18-15

Reviewed by City Attorney:

  
Date: 9/18/15

Approved by Mayor:

  
Date: 9-18-15

CITY OF PROSSER, WASHINGTON  
ORDINANCE NO. 15- \_\_\_\_\_

**AN ORDINANCE ADOPTING BENTON COUNTY'S INDIGENT DEFENSE STANDARDS. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.**

**WHEREAS**, RCW 10.101.030 requires cities operating a court to adopt standards for the delivery of public defense services; and

**WHEREAS**, the City of Prosser contracts with the Benton & Franklin Counties Office of Public Defense to provide public defense services to defendants appearing in Benton County District Court on matters prosecuted by the City of Prosser; and

**WHEREAS**, the Benton & Franklin Counties Office of Public Defense has proposed, and Benton County has adopted, an ordinance relating to public defense standards as required by RCW 10.101.030; and

**WHEREAS**, in order to establish standards consistent with the services provider, the City Council for the City of Prosser has determined that it is in the best interests of the City to adopt the same standards as Benton County for the provision of public defense services;

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

**Section 1.** The City of Prosser hereby adopts Benton County Ordinance Number 470 and Benton County Resolution Number 2015-153 together with the case weighting system adopted by the Benton & Franklin Counties Office of Public Defense, as they now exist or as they may hereafter be amended by Benton County to establish indigent defense standards as required by RCW 10.101.030.

**Section 2.** **SEVERABILITY.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, sentence, clause, or phrase be held unconstitutional or invalid.

**Section 3.** 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

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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 ADOPTING BENTON COUNTY'S INDIGENT DEFENSE STANDARDS. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.

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

DATED this \_\_\_\_ day of \_\_\_\_\_, 2015

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CITY CLERK, RACHEL SHAW

# Benton & Franklin Counties Office of Public Defense Case Weighting System

For District Court & Superior Court  
cases (OP 7.1)

## Purpose

This policy implements a system for weighting public defense cases for purposes of certifying to public defense misdemeanor and felony caseloads pursuant to Washington Supreme Court's Standards for Indigent Defense. This policy recognizes that appropriate case weighting allows reasonable workloads for public defense attorneys consistent with applicable rules and standards.

## Applicable Court Rules, Regulations & Standards

- A. Washington State Rules of Professional Conduct ("RPC")
- B. Criminal Rules for Superior Court ("CrR"), as applicable to adult and juvenile proceedings; & Criminal Rules for Courts of Limited Jurisdiction ("CrRLJ")
- C. Washington Supreme Court Standards for Indigent Defense ("SID")
- D. Benton County Public Defense Ordinance #470; and Franklin County Public Defense Ordinance 13.04.010 – 13.04.170, Franklin County Code (Ordinance #7-2009)

## Definitions

- A. **Case:** the filing of a document with the court naming a person as defendant or respondent, to which an attorney is appointed in order to provide representation.
  - a. In courts of limited jurisdiction multiple citations from the same incident can be counted as one "case."
  - b. The number of counts in a single cause number does not affect the definition of a "case."
  - c. When there are multiple charges or counts arising from the same set of facts, the weighted credit will be assigned based on the most serious charge.
- B. **Case Weighting:** the process of assigning a numerical value, or "weighted credit," to specific types of cases that recognizes the greater or lesser attorney workload required for those cases compared to an average case.

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- C. **Caseload:** the complete array of cases in which an attorney represents or provides service to clients.
- D. **Docket/Calendar Representation:** a grouping of filings where a public defense attorney is designated to represent indigent defendants on a provisional basis, without screening for indigency (as provided and authorized by RCW 10.101.020(4)), and without an expectation of further or continuing representation<sup>1</sup>. Examples include, but are not limited to, first appearance calendars/arraignment calendars, fine/legal financial obligation review calendars, and probation or sentence violation calendars.
- E. **Full Time:** working approximately forty hours per week. It is presumed that a “full-time” public defense attorney spends approximately 1,800 hours annually on case representation. It is expected that other work time is spent on administrative activities, attending CLEs, participating in professional associations or committees, and spending time on vacation, holiday, or sick leave.
- F. **Local Factors:** practices, characteristics, or challenges that are unique to the delivery of public defense in a given jurisdiction, and that substantially impact the time required for effective delivery of public defense services.
- G. **Non-Charge Representation:** matters where public defense attorneys represent clients who are eligible for public defense representation for matters that do not involve the filing of new criminal charges. Examples include, but are not limited to, sentence violations, extraditions, and representations of material witnesses.
- H. **Partial Representations:** situations where clients are charged with crimes, but representation is either cut short at early stages of the case, or begins significantly later. Such situations include, but are not limited to, client failures to appear, preliminary appointments in cases in which no charges are filed, withdrawals or transfers for any reason, representation on a misdemeanor or gross misdemeanor case at or later than the juncture wherein the prosecution is seeking to revoke a previously entered Stipulated Order of Continuance or Deferred Prosecution, where the attorney either did not previously represent the defendant on the same case, or when more than a year has elapsed since the conclusion of representation on the same case (ie concluding with the entry of the Stipulated Order of Continuance or Deferred Prosecution).

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<sup>1</sup> In the instance of sentence violation or financial obligation review dockets, subsequent provisional representation on the docket by a public defense attorney as a result of a) court mandated re-appearance for the sole purposes of compliance check, proof of completion of sentence requirement, production of documents or any other purely administrative purpose; or b) a subsequent summons by the court, separate allegation of sentence or financial obligation violation, defendant-initiated court appearance or other similar reason, shall not constitute an expectation of “further or continuing representation” so as to take such cases out of the definition of Docket/Calendar Representation.

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- I. **Public Defense Attorney:** a licensed attorney who is employed or contracted to representing indigent defendants. "Public Defense Attorney" also refers to a licensed attorney who is list-appointed to represent indigent defendants on a case-by-case basis.
- J. **Weighted Credit:** one weighted credit represents a type of case which, on average, requires six hours of attorney time.

## Caseload Limits

As provided in the Washington Supreme Court Standards for Indigent Defense, the caseload of a full-time public defense attorney should not exceed 300 misdemeanor weighted credits per year, which is equivalent to the time spent on 400 average misdemeanor cases per year; 150 felony cases, or 250 juvenile criminal cases. The caseload of a full-time Rule 9 Intern who has not graduated from law school may not exceed 75 misdemeanor weighted credits per year.

## Caseload Limits

- A. Caseload limits reflect the maximum caseloads for fully supported full-time defense attorneys for cases of average complexity and effort.
- B. Caseload limits are set to ensure that all public defense attorneys have adequate time to provide quality representation.
- C. Caseload limits assume a reasonably even distribution of cases throughout the year.
- D. If the public defense attorney is carrying a mixed caseload with non-misdemeanor cases, the attorney's caseload should be calculated proportionately by case type, as provided in the Standards.
- E. If the public defense attorney also maintains a private law practice, the public defense caseload should be proportionate to the percentage of work time the attorney devotes to public defense.
- F. If the attorney provides public defense services in multiple courts, the combination of cases from all courts are used for caseload calculations.

## Applicability of this Policy

This policy only applies to the following types of Cases:

- a) Cases on sentence or probation violation calendars (held in courts of limited jurisdiction);

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- b) Cases on fine or legal financial obligation review calendars (held in Courts of Limited Jurisdiction or Superior Court);
- c) Provisional representation by public defense attorneys at preliminary appearance or arraignment docket calendars (held in Courts of Limited Jurisdiction or Superior Court);
- d) Provisional representation by public defense attorneys at preliminary appearance, arraignment docket calendars and sentence or probation violations hearings (held in the Juvenile Division of Superior Court);

**Case types to which this Policy does not apply are counted as "cases" irrespective of the complexity or seriousness (or lack thereof) of the case, toward a 400 case annual maximum for misdemeanor/gross misdemeanor cases, 150 case annual maximum for felony cases, and 250 case annual maximum for juvenile criminal cases.**

## Weighted Credits

### A. Guilty Pleas at First Appearance or Arraignment

As required by Standard 3.5, resolution of cases by pleas of guilty to criminal charges at a first appearance or arraignment hearing are presumed to be rare occurrences requiring careful evaluation of the evidence and the law, as well as thorough communication with clients. Therefore, if the attorney is appointed as counsel of record, these guilty pleas must be valued as one case.

### B. Sentence Violations and Other Non-Charge Representation

- 1) Except for cases that qualify under the definition of Docket/Calendar Representation, sentence violations and other non-charge representations (not including such cases where the only allegation is failure to pay legal financial obligations or where the only allegation is a new criminal offense and the case is assigned to "track" with the new criminal case) shall all be counted as **0.28 case credits (1/3 case credit less the 0.05 case credit downward adjustment because of local factors)**.
- 2) Sentence violations and other non-charge representations where the only allegation is a new criminal offense and the case is assigned to "track" with the new criminal case **shall not be counted, by the attorney appointed to the new criminal case, as an additional case credit toward that attorney's annual maximum caseload under the SID.** However, contractual provisions or policies may provide additional compensation to that attorney for having the sentence violation added to the new charge case.

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- 3) Sentence violations and other non-charge representations where the only allegation is failure to pay legal financial obligations shall all be counted as **0.20 case credits (0.25 case credit less the 0.05 case credit downward adjustment because of local factors)**.
- 4) Sentence violations and other non-charge representations in Juvenile Court shall be counted as **0.33 case credits**.

1. **Docket/Calendar Representation**

Cases on a criminal first appearance or arraignment docket where the attorney is designated, appointed, or contracted to represent groups of clients without an expectation of further or continuing representation and which are not resolved at that time (except by dismissal or amendment to an infraction), and cases on a sentence violation, probation violation or failure to pay legal financial obligation docket where the attorney is designated, appointed, or contracted to represent groups of clients without an expectation of further or continuing representation beyond that particular docket, are not counted individually. Instead, the attorney's hours needed for appropriate client contact, preparation, and court time are calculated as a percentage of the net annual hours of work time, and then applied to reduce the attorney's caseload. **Each hour of such docket time is assigned 0.17 weighted credits (based on a 300 weighted credit annual caseload maximum) for such time on dockets in Courts of Limited Jurisdiction (pursuant to the Model Weighting System published by the State Office of Public Defense) and 0.075 weighted credits for such time on dockets in Superior Court<sup>2</sup>.**

## Adjustments

A. **Local Factors**

Due to the listed local factors that have been identified as reducing attorney time, the maximum downward adjustment of 0.05 case credits (in counting cases in Courts of Limited Jurisdiction only) is applicable to this policy:

- 1) Court calendars or dockets dedicated to public defense cases, resulting in reduced attorney wait time (in Benton County District Court only);
- 2) Security badges issued to public defenders (including contract defenders) allowing them to bypass lines at metal detectors;
- 3) Regular use of technological tools to reduce time of representation (including, but not limited to electronic discovery and a web-portal to facilitate the

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<sup>2</sup> Based on an assumption of such attorneys working 2,000 hours a year on a caseload of 150 cases.

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interaction of contract attorneys with the Benton & Franklin Counties Office of Public Defense);

- 4) Close proximity of the jail to courtrooms (located on same campus, within easy walking distance);

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E: [OPD@co.benton.wa.us](mailto:OPD@co.benton.wa.us)

P: (509) 222-3700

W: [BentonFranklinDefense.org](http://BentonFranklinDefense.org)

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

**Agenda Title:** Selection of a Firm to Recruit the next City Administrator and Authorize the Mayor to Negotiate and Sign a Contract with the Firm Council Selects.

**Meeting Date:**  
September 22, 2015,  
Regular Meeting

**Department:**  
Admin

**Director:**  
Mayor Warden

**Contact Person:**  
Randy Taylor

**Phone Number:**  
(509) 786-2332

**Cost of Proposal:**  
\$18,500 - \$27,000, plus miscellaneous expenses

**Account Number:**  
511- 041

**Amount Budgeted:**  
\$20,000

**Name and Fund#**  
Legislative  
Professional  
Services

**Reviewed by Finance Department:**

**Attachments to Agenda Packet Item:**

1. Proposal - Prothman
2. Proposal - Colin Baenziger & Associates
3. Proposal - Waldron HR

**Summary Statement:**

At the September 8, 2015 City Council meeting, Council reviewed and discussed proposals from four different executive recruitment firms for the next City Administrator. At that meeting, Council directed staff to send three out of the four Firms eight follow-up questions for further Council discussion and consideration.

The responses to those questions are attached.

**Consistent with or Comparison to:**

Past recruitment processes.

**Recommended City Council Action/Suggested Motion:**

Move that the firm of \_\_\_\_\_ be selected to recruit the position of City Administrator and authorize the Mayor to negotiate and sign a contract for such services in an amount not to exceed \$\_\_\_\_\_.

<u>Reviewed by Department Director:</u>  Date: 9-18-15	<u>Reviewed by City Attorney:</u>  Date: 9/18/15	<u>Approved by Mayor:</u>  Date: 9-18-15
<u>Today's Date:</u> September 17, 2015	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>

**1. In the last 5 years, how many of the City Administrators/Managers that you have placed are still in those positions?**

Prothman has completed 30 city administrator/manager recruitments in the last five years. Three have stayed less than 5 years. The average city administrator tenure placed by Prothman is 7.8 years which is almost twice the national average.

**2. Please provide the resume of the coordinator the City will be working with.**

**John Hodgson - Project Lead**

John is a senior consultant for Prothman and brings 33 years of municipal service including, most recently, 7 ½ years as City Administrator/Chief Administrative Officer for the City of Kent, the sixth largest city in the state of Washington. Prior to that, John had 26 years in parks and recreation management for the City of Vancouver, WA, the Metropolitan Park District of Tacoma, and Director of Parks, Recreation and Community Services for the City of Kent from 1994-2005. John's awards for his service include Kent Chamber of Commerce Public Employee of the Year, WRPA Honor Fellow, Kiwanis Distinguished President, and the Kent Lions Club Community Service Award. John has a Bachelor of Science degree in Parks and Recreation Management from the University of Oregon (1980) and he completed the Cascade Management Series from the University of Washington Graduate School of Public Affairs (1992).

**Greg Prothman - Project Co-Lead**

As President of the Prothman Company, Greg offers a unique combination of 20+ years experience in various functions of government and 17 years of experience in public sector recruitment. Prior to forming the Prothman Company, Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master of Public Administration degree and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. After nine years in Des Moines, Greg left city management to become a partner in a local executive recruitment firm and went out on his own in 2001. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration degree from the University of Washington. Greg is a member of SMR (Seattle Mountain Rescue).

**3. What is the number one quality you look for in your candidates?**

We evaluate the candidates on many levels but high on the list is competency as a city administrator in all areas of municipal government, and their fit with the community. These two factors alone will often determine if the administrator will be effective in their role and will stay in the community for 7 or 8 years. However, if we must select a single quality in a candidate, then honesty would certainly be near the top. Without personal credibility and trust, in the end, nothing else really matters!

**4. What process do you follow when screening candidates?**

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 4 key steps:

**Application Review.** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.

**Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

**Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.

**Work Session:** We will prepare a detailed summary report which includes each candidate's application materials and the results of the personal interviews and publication search. We will travel to Prosser and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

**5. Please quantify your advertising methods.**

We recognize that often the best candidates are not actively looking for a new position--*this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

**Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites. (An example of ads typically placed are listed below.)

**Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified city management professionals who are not actively searching for a new position.

**Direct Contact Calls & Emails** placed directly to city management professionals we know.

**Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

A summary of the ads placed and letters sent for the City of Moses Lake City Manager search (currently in progress) is listed below:

**Candidate Sourcing Summary**

Advertisements were placed with the following websites and periodicals:

Int'l City/County Mgmt. Assoc. (ICMA)	League of Kansas Municipalities
Association of Washington Cities	Oklahoma Municipal League
League of Oregon Cities	Utah League of Cities & Towns
Association of Idaho Cities	South Dakota Municipal League
govtjobs.com	North Dakota League of Cities
The Job Board	League of Arizona Cities & Towns
National Association of Counties	craigslist
Careers in Government	www.prothman.com

A total of 864 announcements were mailed to Administrators/Managers and Deputies/Assistants at selected cities and counties of comparable size in the following states:

Arizona	Montana	South Dakota
California	Nevada	Utah
Colorado	New Mexico	Washington
Idaho	North Dakota	Wyoming
	Oregon	

**6. How do you measure or incorporate comments on social media in your evaluation process?**

As mentioned in our answer to Question 4, we conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you. Not only do we look at news media reports, we also, from time to time, find blogs and other citizen comments in various formats. While we read all comments, we will use discretion as these are frequently one person's views.

**7. Please provide a "not-to-exceed" amount in the quote.**

\$24,500 (Excluding Candidate Travel)

The majority of the "expenses" are in the advertising and direct mailers which we feel are critical to getting a talented candidate pool. From time to time our competitors will often offer a lower "not to exceed" price by placing less ads and not doing a direct mailer to promising candidates, relying only on an email solicitation. We have found that by skimping on advertising and outreach via direct mail results in a weak candidate pool. Most city administrators/managers are now getting over 100 emails a day and often a job announcement email gets buried very quickly in an inbox! The feedback we get from candidates is that they always see our job flyers and if one interests them, they set it aside for further review.

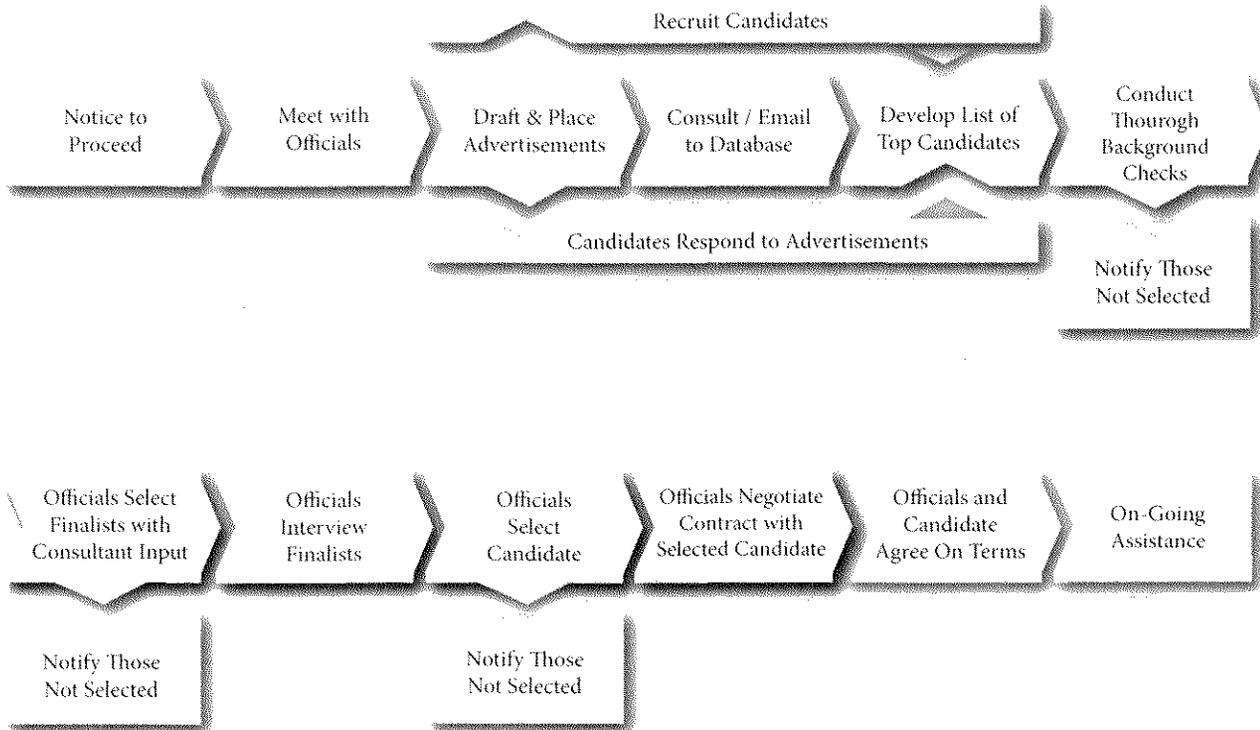
**8. Would you be willing to consider amending your proposal to include language that speaks to not approaching the selected candidate for any other position as long as the individual is employed by the City?**

The municipal family in Washington State is very small and a consultant's reputation is easily verified by a quick call to other mayors or city council members. If we were in the business of recruiting managers we have recently placed, we would be out of business very quickly. When qualifying semifinalist candidates, we ask that they make a minimum of a five to seven year commitment to the city. If that tenure is not in their career plans, we don't move them forward. We also will not review or source a candidate who we placed for a minimum of five years. Occasionally, a candidate who we placed will apply for a job before the five year commitment is completed. We will always call the candidate and inquire as to the reason for wanting to leave and unless there is some type of rare, extraordinary circumstance, we will not review their application.

As indicated in our answer to Question 1, our excellent city management tenures demonstrates we are not in the business of recruiting a manager we have recently placed. We do send our recruitment brochures to all managers in a target area, so from time to time, a Prothman placed manager will get one of our letters. We do this not to recruit that manager but to ensure that the word is getting out to everyone. Often a manager is very happy in their job but may know of someone ready for a move and will pass the information along.

Lastly, there does often come a time for a manager to seek other employment. This often occurs when a new mayor or a majority of the city council is elected and they want to take the city in a different direction. City administrators will dutifully follow the policy direction of their elected officials and will often be associated with an outgoing mayor or council. As a result, a new mayor may want their "own" city administrator. This almost always occurs after 7 or 8 years or longer of tenure. Under this scenario, the city may want Prothman to consider the city administrator's application.

*Our Process*



**ATTACHMENT #2**

City of Prosser: Answers to Questions from Colin Baenziger & Associates

- 1. In the last 5 years, how many of the City Administrators/Managers that you have placed are still in those positions?**

Answer: 80 placed / 65 still there. Of the 15 that left:

- Six retired.
- Six left at the request of the elected body. Five were within our warranty period and we repeated the search when requested under the terms of our warranty.
- One left to take his dream job.
- One had his contract terminated after three months and immediately upon a new Council taking office. It appeared to be a political decision.
- One left to care for his wife after she was diagnosed with cancer. We probably did not need to honor our warranty but did so anyway.

- 2. Please provide the resume of the coordinator the City will be working with.**

Answer: See Attachment A.

- 3. What is the number one quality you look for in your candidates?**

Answer: Integrity. Without that, nothing else matters.

- 4. What process do you follow when screening candidates?**

Answer: See Attachment B.

- 5. Please quantify your advertising methods.**

Answer: See Attachment C.

- 6. How do you measure or incorporate comments on social media in your evaluation process?**

Answer: We review the social media but take them with a grain of salt. For example, many blogs are written by angry people and are not accurate. We pay much more attention to what the references say and what we find in the newspapers and from reputable sources on the Internet.

City of Prosser: Answers to Questions from Colin Baenziger & Associates

**7. Please provide a “not-to-exceed” amount in the quote.**

Answer: Yes. Our standard pricing is described in Attachment D and that is what we offer to Prosser.

**8. Would you be willing to consider amending your proposal to include language that speaks to not approaching the selected candidate for any other position as long as the individual is employed by the City?**

Answer: Yes. Our standard warranty is described in Attachment D and that is what we offer to Prosser.

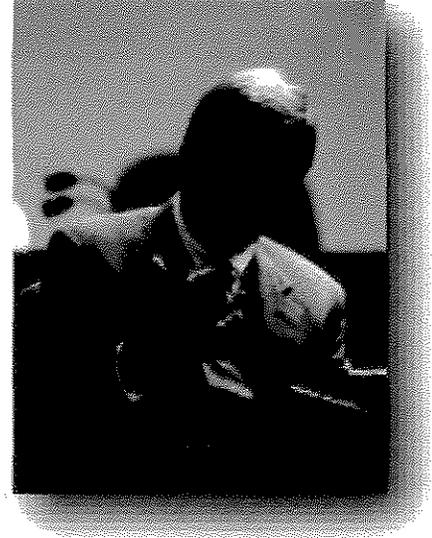
## Attachment A: Resume of Project Coordinator

### ***Colin Baenziger, M.P.A.***

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**Principal**

Colin Baenziger is a student of local government and responsible for the executive recruitment functions at Colin Baenziger & Associates. Over the years, he has worked with a number of cities on recruitments and on management, operational, and organizational issues. As a former manager and someone who actively consults with governments, he understands what it takes to do the manager's job effectively. Furthermore, because he is active in a number of professional associations, he knows many of the nation's managers on a first-name basis.



Some of Mr. Baenziger's searches for local governments include:

- City Manager, Ankeny, IA (population 51,600)
- City Manager, Ashland, KY (population 21,400)
- City Manager, Bellevue, WA (population 144,000)
- City Manager, Cottonwood Heights, UT (population 34,000)
- City Manager, Fayetteville, NC (population 208,000)
- City Manager, Fruitland Park, FL (population 4,300)
- Village Manager, Key Biscayne, FL (population 11,000)
- Economic Development Director, Loudoun County, VA (population 326,000)
- City Manager, Mountlake Terrace, WA (20,700)
- Borough Manager, Matanuska-Susitna Borough, Alaska (population 88,000)
- City Manager, Mount Dora, FL (population 12,000)
- County Manager, Clackamas County, OR (population 380,000)
- City Manager, Palm Coast, FL (population 51,000)
- City Manager, Roanoke, VA (population 96,000)
- City Manager, Tacoma, WA (population 200,000)
- City Manager, Winchester, VA (population 27,300)
- County Manager, Union County, NC (population 290,000)
- City Manager, Yakima, WA (population 93,300)

Other efforts include an operational review of Tamarac's water utility, a business practices review for a division of Martin County government, an operational reconciliation for Palm Beach County Water, development of an automated system to pay royalties to featured recording artists for the Recording Industry Association of America, and a review of financial procedures for a division of the Marriott Corporation.

Mr. Baenziger has a Master's degree with distinction in public administration from Cornell University's Graduate School of Management, and a Bachelor of Arts degree from Carleton College. He is also active in the International City Management Association and the Florida City and County Management Association. He has also been called upon frequently to speak at conferences of the Utah and Florida City/County Managers' Associations, and the Florida Public Personnel Association.

## **Attachment B: Candidate Screening**

At the outset, we should note that we firmly believe that all background work we have outlined should be completed early in the process. Hence the full screening described below is performed prior to any candidate being recommended to the City. That way the client knows the individuals to be interviewed are all top performers and do not have anything embarrassing in their pasts that might come to light after selection. It also means that once our client has made a selection, it can move forward promptly, negotiate a contract and make an announcement.

Based on our most recent recruiting efforts, we anticipate receiving resumes from sixty to one hundred applicants. We will narrow the field and present information on candidates to the Mayor and City Councilmembers. This process requires a mixture of in-depth research and subjective evaluation. Our process is as follows.

It should be noted that selecting strong candidates is more an art than a science. While we consider standard ranking factors and the elements of the job, ultimately the most important factor is who we believe will be a good fit with the City and the community. Typically forty percent of our finalists are women and/or minorities.

Specifically, our efforts will involve:

**Step One. Resume Review.** CB&A will evaluate all resumes and identify the ten to fifteen outstanding candidates. Some of these may be in-house candidates or individuals who have held high-level positions in other governments but who have never been the Manager. Often these people simply need the opportunity. Using a football analogy, Vince Lombardi was an assistant coach with the New York Giants prior to being hired by the Green Bay Packers. Hence, we do not believe we should only consider those who have already held the position we are recruiting for.

**Step Two. Screening Interview.** Our lead recruiter, and possibly other senior representatives of the firm, will interview each of these candidates. Using what we learned in Phase I and our experience as managers and recruiters, as well as our unique ability to assess candidates, we will determine whether or not to consider them further.

**Step Three. Candidate Materials and Background Investigations.** For those that remain in consideration, CB&A will:

- **Ask the Candidates to Prepare a Written Introduction:** We will ask the candidates to prepare a written introduction to themselves as part of their preliminary background checks. This is done for several reasons. First, it allows the candidates to tell their own story and balance the negativity that is so often characteristic of the press. It also allows the City to evaluate the candidates written and communications skills.
- **Candidate Disclosure Statement:** We will ask candidates if there is anything controversial in their background that we should be made aware of prior to further consideration. While it is unlikely that we find anything not previously publicized in the press, we believe redundant checks offer superior security for our client.

## Attachment B: Candidate Screening

- **Interviews of References:** We tell the candidate with whom we wish to speak. These include current and former Councilmembers, the municipal attorney, the external auditor, staff members, peers, news media representatives, the director of the local chamber of commerce, community activists, and others who know the candidate. We also attempt to contact some individuals who are not on the candidate's list. Typically we reach eight to ten people and prepare a written summary of each conversation.
- **Legal Checks:** Through our third party vendor, American DataBank, we will conduct the following checks: criminal records at the county, state and national level; civil records for any litigation at the county and federal level; and bankruptcy and credit.
- **Search the Internet and Newspaper Archives:** Virtually every local newspaper has an archive that provides stories about perspective candidates, the issues they have dealt with, how they resolved them and the results. These articles can also provide valuable insights into the candidate's relationship with the public and the Councilmembers. Of course, not all news sources are unbiased and we consider that in our evaluation. This step is conducted in order to quickly discover candidates with problems in their backgrounds and eliminate them.
- **Verification of Education:** We also verify claimed educational degrees to assure the candidate is being totally forthright.
- **Verification of Work History:** We verify employment for the past fifteen years.

## **Attachment C: Advertising and Candidate Recruitment**

CB&A uses a number of approaches to identify the right people for this position. We say people, and not person, because our goal is to bring you six to ten excellent semi-finalists, all of whom will do the job extraordinarily well and who are so good you will have a difficult time choosing among them. You then select the top three to five people to interview and ultimately choose the candidate who is the best fit with you and your community. The approaches we use are:

- **Networking:** The best approach is diligent outreach. We will network with our colleagues and consult our data base. As we identify outstanding candidates (many of whom are not in the market), we will approach them and request that they apply. Often excellent candidates are reluctant to respond to advertisements because doing so may alienate their current employers. When we approach them, their credentials are enhanced rather than diminished. One of the tools we use is Linked-In.
- **Advertising** While we will seek out the best, we will not ignore the trade press as it often also yields strong candidates. We intend to contact the members of organizations such as the Association of Washington Cities, International City/ County Management Association, Washington City/County Management Association and so on. We will also post it on our website, [www.cb-asso.com](http://www.cb-asso.com). We generally do not use newspapers or generic websites because while they produce large numbers of applications, they generally do not produce the type of candidates our clients are seeking.
- **Email:** We will also e-mail the recruitment profile to our listserv of eleven thousand managers and professionals who are interested in local government management. One of the advantages of e-mail is that if the recipient is not interested, he/she can easily forward the recruitment profile to someone else who may be interested.

## Appendix D: Fee and Warranty

### Fee

CB&A offers a firm, fixed fee of \$23,250 to recruit the City Administrator. *Please note these fees include all our expenses and costs.* In other words, the only thing the City will pay CB&A is the agreed upon fee. The only other costs the City will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations and meals for the interview process. The advantage to the City is it knows exactly what it will pay. The advantage to CB&A is that we do not have to keep track of every minor expense. Should the City choose to include our optional services, the additional charges are indicated below.

We will bill the fee as the phases are completed and according to the following schedule:

Tasks	Cost
<b>Phase I:</b> Needs Analysis / Information Gathering	\$ 3,250
<b>Phase II:</b> Recruiting	9,000
<b>Phase III:</b> Screening	7,500
<b>Phase IV:</b> Interview Process Coordination and Selection	1,750
<b>Phase V:</b> Warranty / Negotiation / Continuing Assistance	1,750
<b>Total</b>	<b>\$23,250</b>

If the City asks us to perform work that is clearly beyond the scope of this proposal, it will be billed at a rate of \$125 per hour. No such work will be performed without your written authorization. Please note, as previously stated, that we have neither billed nor requested additional funds beyond our originally quoted fee even when we have been entitled to it.

### Warranty

Colin Baenziger & Associates offers the best warranty in the industry. We can offer it because we have confidence in our work. Provided the City instructs us with conducting a full search (Phases I-V) and assuming it selects from among the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate for any other position as long as the individual is employed by the City.
- 2) If the selected individual leaves for any reason other than an Act of God (such as total incapacitation or death) within the first year, CB&A will repeat the search at no charge for our services. If the individual leaves for any reason other than an Act of God in the second year, CB&A will repeat the search for our expenses only.
- 3) If you are not satisfied with the candidates we present, CB&A will repeat the search until you are satisfied.
- 4) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

# ATTACHMENT #3

Rachel Shaw

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**From:** Heather Gantz [heather@waldronhr.com]  
**Sent:** Wednesday, September 16, 2015 2:42 PM  
**To:** Rachel Shaw  
**Subject:** Prosser City Administrator Recruitment Follow Up  
**Attachments:** City of Prosser Proposal.pdf

Rachel,

Good afternoon, thank you including Waldron in your follow up process. I have attached a proposal that outlines our 4 stage process, along with our recent public sector recruitments for additional information.

1. All but 3 are still in their leadership roles.
2. I would be the Search Lead for this project and my bio is included in the attached document.
3. The City would drive/identify the traits and characteristics that are important to them in their next Administrator. In addition to accounting for the qualities that are important to the City, Integrity and Ethics are important to me.
4. Traditional behavioral interviewing is my tendency. Again, we focus on the qualities as outlined through our backgrounding efforts as well as the priorities the City has identified. Interviews are done in person if local or through the use of Skype or FaceTime. We do preliminary background checking and on-line media searches as a part of this process preliminary interview step.
5. We do limited advertising. A few key targeted ads but our primary form of "advertising" is direct outreach.
6. That is a piece of the puzzle but not the whole. We look for trends and common themes, positive or negative and do additional due diligence as needed.
7. Included in the attached document.
8. Our standard contract language has a "Non-Solicitation" clause already built in.

If I can provide any additional information, please let me know.

Thank you again for your time and consideration.

Best,  
Heather

Heather Gantz  
Branch Director  
p 503.620.1266 | m 503.860.1111  
10220 SW Greenburg Road, Suite 380 | Portland, OR 97223  
[heather@waldronhr.com](mailto:heather@waldronhr.com) | [www.waldronhr.com](http://www.waldronhr.com)  
[LinkedIn](#) | [Twitter](#)



waldron

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**From:** Rachel Shaw <[RShaw@ci.prosser.wa.us](mailto:RShaw@ci.prosser.wa.us)>  
**Date:** September 9, 2015 at 7:31:39 PM CDT  
**To:** Undisclosed recipients;;  
**Subject:** Prosser City Administrator Recruitment Follow Up

Good evening,

Thank you for your recently submitted proposal to provide City Administrator recruitment services for the City of Prosser. During the September 8, 2015 City Council meeting discussions, Council posed the following list of questions and/or requests to the potential selected recruiter:

1. In the last 5 years, how many of the City Administrators/Managers that you have placed are still in those positions?
2. Please provide the resume of the coordinator the City will be working with.
3. What is the number one quality you look for in your candidates?
4. What process do you follow when screening candidates?
5. Please quantify your advertising methods.
6. How do you measure or incorporate comments on social media in your evaluation process?
7. Please provide a "not-to-exceed" amount in the quote.
8. Would you be willing to consider amending your proposal to include language that speaks to not approaching the selected candidate for any other position as long as the individual is employed by the City?

Please provide written responses no later next Wednesday, September 16<sup>th</sup> in preparation of the September 22<sup>nd</sup> City Council discussion. If you have any questions, please do not hesitate to contact me.

*Thank you!*

*Rachel Shaw, CMC*

City Clerk/Public Records Officer

City of Prosser, Washington

601 7<sup>th</sup> Street, Prosser, WA 99350

(509) 786-8218 | (509) 786-3717 - fax

[rshaw@ci.prosser.wa.us](mailto:rshaw@ci.prosser.wa.us) | [www.cityofprosser.com](http://www.cityofprosser.com)

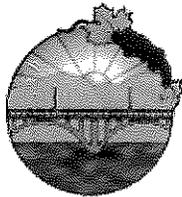




waldron

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PROPOSAL TO PROVIDE  
EXECUTIVE SEARCH SERVICES



PROSSER, WA

*Birthplace of the Washington Wine Industry*

CITY ADMINISTRATOR

Heather Gantz  
Branch Director  
Executive Search  
[heather@waldronhr.com](mailto:heather@waldronhr.com)

Seattle | Portland | San Francisco  
LinkedIn | Twitter | [www.waldronhr.com](http://www.waldronhr.com) | 503.620.1106

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- 7 SAMPLE PROJECT TIMELINE
- 8 EXECUTIVE SEARCH TEAM

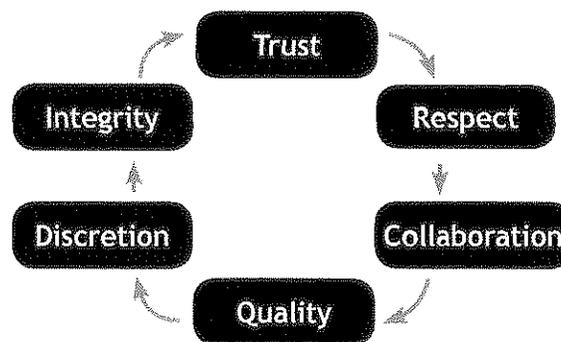
# ABOUT WALDRON

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**W**aldron specializes in finding leaders who make transformative contributions to our clients' organizations, preserve the best of their cultures and who stay committed for the long term. As a dedicated partner to the public sector, we help to create impact by identifying, attracting and integrating effective leaders who drive success in their communities.

Waldron has earned a strong reputation for success in conducting executive searches for key leaders and board members, helping organizations fulfill their missions and mandates. We work closely with councils, governing boards, staff leadership, financial sponsors and other key stakeholders to understand the context in which our client organizations operate, as well as the culture into which a new leader must integrate. We are known for our discretion, judgment, care and sound strategic counsel, combined with our state-of-the-art candidate research and national networks across a number of relevant sectors. We have demonstrated high efficacy with important projects where diligent use of sound process is critical.

## OUR VALUES



## EEO/INCLUSION

Since the 1980s, Waldron has been recognized for diversity and inclusion in the candidate pools that we present. Our work requires high levels of cultural competency, as do the roles we help fill. Our commitment to facilitating an open and inclusive search process enables you to uphold your organization's values and policies regarding a diverse and progressive workplace.

# SELECTED PUBLIC SECTOR RECRUITMENTS OREGON & WASHINGTON

City	State	Population	Recruitment(s)
Corvallis	OR	55,000	City Manager
Damascus	OR	11,000	City Manager, Director of Marketing and Public Relations
Hillsboro	OR	93,000	Human Resources Director, Police Chief, Library Director
Medford	OR	76,000	City Manager
Sherwood	OR	19,000	City Manager
Silverton	OR	10,000	City Manager
Salem	OR	160,000	City Manager ( <i>Active Search</i> )
Talent	OR	6,000	City Manager
Tigard	OR	49,000	Community Development Director, Finance Director, Accounting Supervisor
Troutdale	OR	16,000	City Manager
Tualatin	OR	27,000	Finance Director, Economic Development Program Manager, Public Works Director
Wilsonville	OR	20,000	City Manager, Finance Director, Parks & Recreation Director

City	State	Population	Recruitment(s)
Bothell	WA	34,000	City Manager
Burien	WA	34,000	City Manager
Camas	WA	20,000	City Administrator
Federal Way	WA	93,000	City Attorney, Economic Development Director
Lakewood	WA	59,000	City Manager, Public Works Director
Longview	WA	37,000	City Manager, Asst. City Manager, HR Director, Police Chief, Fire Chief
Monroe	WA	18,000	City Administrator
Olympia	WA	47,000	City Manager, Community Development Director, City Attorney, Parks & Rec. Director
Puyallup	WA	37,000	City Manager, Economic Development Director, City Attorney, Police Chief
Richland	WA	52,000	Finance Manager, Community Development Director
Tukwila	WA	20,000	City Manager
Vancouver	WA	165,000	City Manager, Police Chief, Fire Chief, Parks & Recreation Director, Deputy Fire Chief, CFO

For an additional list of cities we work with please visit:  
<http://www.waldronhr.com/index.php/social-enterprises/clients>

# CLIENT REFERENCES

---

**Michael Brown**

**City Manager, City of Hillsboro**

503-681-6139

michael.brown@hillsboro-oregon.gov

*Successfully partnered with Michael on three searches as he made changes to his Leadership Team.*

**Bryan Cosgrove**

**City Manager, City of Wilsonville**

503-570-1504

cosgrove@ci.wilsonville.or.us

*Recruited Bryan to the City Manager position. Proceeded to partner with Bryan as he made changes to his Executive Leadership Team including the first ever Parks and Recreation Director.*

**Jennifer Gorsuch**

**Administrative Services (Human Resources) Director, City of Camas**

360-817-7013

jsgorsuch@cityofcamas.us

*Jennifer served as the main contact for this important search. It was the first time the City recruited a City Administrator.*

*Additional references available upon request*

# WALDRON'S FOUR-STAGE SEARCH PROCESS

---

## STAGE 1 DISCOVERY

A distinctive part of our delivery model is our in-depth background discovery work. We interview key stakeholders, including City Leadership, staff members, and appropriate stakeholders, to ensure that we have a comprehensive understanding of the culture and operating environment, selection criteria, geographical preferences, key issues and any concerns relating to the position and organization.

### What you can expect from us:

- Waldron representatives will meet with the City of Prosser's leadership to outline the project plan and timeline.
- Waldron representatives will speak confidentially to anyone who will be included in the process to gain input for the position profile (i.e. city leadership, city staff, key stakeholders, and others as directed).
- Waldron will review documents related to the position such as strategic plans, marketing/communications collateral, annual reports, budget documents, job descriptions and goals, among others.
- Waldron will create a comprehensive position profile that addresses the priorities, responsibilities, operational issues, education, training, competencies and other factors relevant to the position.

## STAGE 2 OUTREACH

Another differentiating feature of Waldron's approach is our engagement with potential candidates proactively, frequently and personally, using a variety of methods. Our background information gathering informs the development of a custom database of targeted candidates for the position. We design a recruiting strategy incorporating the organization type, position/title, and geographic parameters that have surfaced in the discovery phase.

### What you can expect from us:

- A customized recruitment strategy and a target list developed using leading-edge research technology, contemporary social networking techniques and engagement of our full-time, dedicated in-house research team. An open dialogue with you to guide and refine our outreach to ensure that we target the right level and type of domain expertise.
- A targeted visibility campaign for position postings.
- Networking, collaboration and direct inquiries to prospects including targeted distribution of the position profile to high-potential candidates.
- Our approach is heavily recruitment driven and our success in bringing the best candidates forward relies on our ability to discretely and directly solicit known, desirable candidates, in-person, by phone, email and social media.
- Preliminary phone, video and in-person interviews with candidates.
- Initial backgrounding on candidates (online media searches, network contacts, etc.).
- Weekly confidential dashboard progress reports detailing our outreach efforts, titles and employers of applicants and a list of high-potential candidates. No other firm offers this level of reporting detail and transparency.

# WALDRON'S FOUR-STAGE SEARCH PROCESS

## STAGE 3 CANDIDATE PRESENTATION

Extensive recruitment, refinement, screening interviews, peer reviews and background research allows us to bring the best prospects forward for your consideration. We use the position profile as our roadmap to establish the assessment criteria for evaluating each candidate to ensure we bring forward leaders with the skills and attributes required for success. Waldron uses a unique internal peer review process to ensure the candidates presented to you meet or exceed qualifying standards. ALL candidates presented will have had at least one preliminary interview with Waldron, whether they are internal or external candidates.

### What you can expect from us:

- Waldron conducts initial interviews with high potential candidates and performs competency evaluations.
- Waldron will deliver weekly dashboards of all active candidates and their status.
- Candidate materials are compiled, delivered and presented.
- Waldron provides an assessment of each candidate's key strengths and potential weaknesses.
- Waldron representatives facilitate a discussion with you concerning the relative merits of each high potential candidate.
- Semi-finalists are identified during a work session with the selection committee.
- All candidates are notified about their continuing status on a timely basis

## STAGE 4 FINAL CANDIDATE SELECTION

Waldron will work with the City of Prosser's leadership to select the top candidates as finalists. We facilitate the involvement of the Mayor, City Council, City leadership, staff members, and other stakeholders in the interview process and drive completion by ensuring excellent project management through the extension of an offer and acceptance.

### What you can expect from us:

- Working with your team, an appropriate interview process is designed.
- Communication with all candidates about their continuing status, including respectful notifications to unsuccessful candidates.
- All logistical arrangements for interviews and any desired follow-up such as on-site visits or special additional meetings to close the process.
- Candidate materials are compiled and distributed to all interviewers and panelists.
- Orchestration of debriefing sessions to ensure all voices are heard.
- In depth reference checks are conducted with individuals who are or have been in a position to evaluate each candidates' performance and behaviors in past professional roles.
- Waldron will facilitate background checks from a third party.
- Facilitation of the offer and negotiation process with selected candidates.
- Should you elect to not hire any candidates from the initial pool of finalists, Waldron will re-open recruiting until an acceptable candidate is engaged.

# PROJECT COST

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**Professional Services Fee:** Our typical fee is one-third (33 1/3 percent) of the starting salary for each position. In the interest of partnering with the City of Prosser, and our knowledge of the public sector, Waldron proposes a flat fee of \$27,000 for City Administrator search.

**Expenses:** Costs incurred by Waldron in the course of conducting search are at the expense of the client. Waldron will pre-approve expenditures over \$1,500 and maintain accurate records at all times. Relevant expenses include, but may not be limited to advertising the position, candidate travel, background checks, and video conferencing. Expenses, excluding candidate travel, will not exceed \$3,000.

**Invoicing:** Professional fees are invoiced in three equal installments during the course of the search. The initial installment is invoiced at the time Waldron is engaged. The second installment is invoiced following the Candidate Presentation. The final installment is invoiced at the conclusion of the search. Expenses may be billed monthly. All invoices are due upon receipt by the client.

**Early Termination:** You have the right to cancel the search at any time, with 15 days notice to allow for an orderly disengagement. Your only obligation to Waldron would be the fees incurred pro-rata and expenses actually incurred through the search termination date. The fee is pro rated over a 90-day schedule for these purposes. Cancellation must be in writing; via email is acceptable.

**Guarantee:** Waldron guarantees placement of a qualified candidate. Waldron will provide a one year search guarantee of the selected individual. If the selected individual leaves the position for any reason other than death, physical or mental incapacity or separation initiated by the client without cause, we will conduct a replacement search on a cost-sharing basis at one third of the original search fee. Within the guarantee period, Waldron must be notified in writing of a separation within 30-days of its occurrence.

**Follow-Up:** Waldron continues its involvement throughout the first year following the completion of the search by conducting check-in meetings with the board and the candidate at the three months, six months, and one year marks.

# SAMPLE PROJECT TIMELINE

Week	Activity	Status	City of Prosser Participation
<b>Week 1</b>	<b>Kick-Off</b>		
	Kick-off meeting		✓
	Gather input from internal stakeholders		✓
	Discuss position profile		✓
	Refine research strategy		
<b>Week 4</b>	<b>Position Profile Development</b>		
	Deliver draft position profile		
	Develop visibility campaign strategy		
<b>Week 5</b>	<b>Outreach/Recruitment Phase</b>		
	Launch visibility and outreach campaign		
	Targeted recruitment, networking and sourcing for referrals		
<b>Week 8</b>	Mid-point status report and first dashboard; dashboards thereafter until presentation of candidates; continue screening and interviewing of potential candidates		✓
	Complete active recruitment phase. Interested candidates should provide materials (cover letter and resume) by this time		
	Screening and interviewing in progress		
<b>Week 12</b>	<b>Candidate Presentation and Review</b>		
	Deliver materials for candidates Waldron has shortlisted		
	Waldron presents candidates to the Selection Committee and facilitates round table discussion to determine which candidates will proceed for interviews		✓
<b>Week 13</b>	<b>Interview Phase</b>		
	Final in-person interviews and candidate visits, with a debriefing sessions facilitated by Waldron		✓
	Successful candidate selection; background check		✓
	Waldron assists with offer and negotiations as needed; notifies unsuccessful candidates		✓

# EXECUTIVE SEARCH LEADERS

---

## **Heather Gantz, Branch Director**

A human resource professional with over 15 years of experience, Heather successfully leads executive searches for public sector agencies, non-profit organizations, foundations, and select private sector clients. Within the public sector Heather has recruited City Administrators, City Managers, Finance Directors, Community & Economic Development Directors, Public Safety Officials, Parks & Recreation Directors and many more. Heather also manages account relationships for our public sector clients. She is known for her thoroughness as well as engendering trusting relationships with both the client and candidate while providing exceptional customer service throughout the entire process.

Heather has a strong background in staffing, recruiting, coaching and program management. Prior to joining Waldron, Heather managed two large staff augmentation programs for Nike and Freightliner. She has recruited individuals for information technology, finance and creative divisions. Heather holds a Bachelor's degree in Business Management from University of Phoenix. Additionally, Heather serves as an Advisory Board Member of the Oregon Emerging Local Government Leaders Network (ELGL).

## **Robert Colichio, Consultant**

Robert is a Consultant who works closely with the Executive Search and Career Transition practice. He helps Search Leads in recruiting the best candidates and is directly responsible for developing materials, research, monitoring projects and metrics, and supporting clients and participants.

Prior to joining Waldron, Robert worked in project management and market research for several firms in Portland, Oregon. He has an M.B.A. from Portland State University and a B.S. in Business Administration from the University of Oregon.

CITY OF PROSSER, WASHINGTON

**AGENDA BILL**

<b>Agenda Title:</b> Accept the Bid from Apollo, Inc and Award a Construction Contract to Apollo, Inc. in the Amount of \$6,764,694.00 for the 2015 Wastewater Treatment Plant Improvements Project and Authorize the Mayor to Sign the Documents.		<b>Meeting Date:</b> September 22, 2015 Regular Council Meeting	
<b>Department:</b>	<b>Director:</b>	<b>Contact Person:</b>	<b>Phone Number:</b>
Public Works	L.J. Da Corsi	L.J. Da Corsi	(509) 786-2332
<b>Cost of Proposal:</b> \$6,764,694.00			<b>Account Number:</b>
<b>Amount Budgeted:</b> Contingent on funding agency approval (Public Works Trust Fund)			<b>Name and Fund#</b>
<b>Reviewed by Finance Department:</b>			
<b>Attachments to Agenda Packet Item:</b>			
<ol style="list-style-type: none"> <li>1. Letter from HLA, Inc., recommending award to Apollo, Inc. and entering into a construction contract for \$6,764,694.00.</li> <li>2. Bid Summary Document for Bidder #1, #2, and #3.</li> <li>3. Apollo's Bid Proposal and Bid Bond Documentation</li> <li>4. Contract Documents</li> </ol>			
<b>Summary Statement:</b>			
<p>On Thursday, September 3, 2015, sealed bids were opened and read aloud publicly at City Hall, for the 2015 Wastewater Treatment Plant Improvements. A total of eight (8) bids were received with the low bid of \$6,764,694.00 submitted by Apollo, Inc., Kennewick, WA.</p> <p>The bids were reviewed by the engineers and their recommendation is to award a construction contract to Apollo, Inc. Apollo's low bid was approximately one (1) percent above the Engineer's Estimate of \$6,706,918.80.</p>			
<b>Consistent with or Comparison to:</b> PREVIOUS COUNCIL ACTION			
<b>Recommended City Council Action/Suggested Motion:</b>			
<ol style="list-style-type: none"> <li>1. Accept the Bid from Apollo, Inc. in the amount of \$6,764,694.00 for the 2015 Wastewater Treatment Plant Improvements Project.</li> </ol>			

2. Approve a Construction Contract to Apollo, Inc. in the Amount of \$6,764,694.00 for the 2015 Wastewater Treatment Plant Improvements Project and Authorize the Mayor to Sign the Contract Documents.

<u>Reviewed by Department Director:</u>  Date: 9/18/15	<u>Reviewed by City Attorney:</u>  Date: 9/18/15	<u>Approved by Mayor:</u>  Date: 9-18-15
<u>Today's Date:</u> 9/10/15	<u>Revision Number/Date:</u>	<u>File Name and Path:</u>



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

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

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

Civil Engineering ♦ Land Surveying ♦ Planning

September 4, 2015

City of Prosser  
601 Seventh Street  
Prosser, WA 99350

Attn: Mayor Paul Warden

Re: City of Prosser  
2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
PWTF No.: PC12-951-068  
HLA Project No.: 14084  
Recommendation of Award

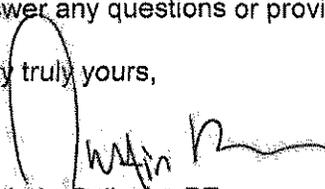
Dear Mayor Warden:

The bid opening for the above referenced project was held at Prosser City Hall at 2:00 p.m. on Thursday, September 3, 2015. A total of eight (8) bids were received with the low bid of \$6,764,694.00, being offered by Apollo, Inc. of Kennewick, Washington. This low bid is approximately one (1) percent above the Engineer's Estimate of \$6,706,918.80.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Prosser award a construction contract to Apollo, Inc. in the amount of \$6,764,694.00, contingent on funding agency approval. Please send us a copy of the City of Prosser Council minutes authorizing award of this project.

Enclosed are six (6) copies of the project Bid Summary for your review. Please advise if we may answer any questions or provide additional information.

Very truly yours,

  
Justin L. Bellamy, PE

JLB/crf

Enclosures

Copy: L.J. DaCorsi, Public Works Director (Email)  
Carrie Calleja, Department of Commerce (Email)  
Steve Sziebert, HLA  
Caroline Fitzsimmons, HLA  
Brent Schilperoort, HLA  
Correspondence File

G:\PROJECTS\2014\14084C PR 2015 WW TREATMENT PLANT - APOLLO, INC\2015-09-04 RECAWARD.DOC

BID SUMMARY						BIDDER #1		BIDDER #2		BIDDER #3	
Owner: CITY OF PROSSER						Apollo, Inc.		Rotschy, Inc.		Mountain States Const. Co.	
Project: 2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS						1133 West Columbia Drive		9210 NE 62nd Avenue		P.O. Box 918	
HLA Project No. 14084						Kernewick, WA 99336		Vancouver, WA 98665		Sunnyside, WA 98944	
Bid Opening Date: September 3, 2015											
Item No.	Item Description	Unit	Quantity	ENGINEER'S ESTIMATE		Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
				Unit Price	Amount						
1	Mobilization	LS	1	\$300,000.00	\$300,000.00	\$610,000.00	\$610,000.00	\$550,000.00	\$550,000.00	\$353,600.00	\$353,600.00
2	Temporary Erosion/Water Pollution Control	LS	1	\$20,000.00	\$20,000.00	\$21,000.00	\$21,000.00	\$30,000.00	\$30,000.00	\$66,200.00	\$66,200.00
3	Clearing and Grubbing	LS	1	\$20,000.00	\$20,000.00	\$14,000.00	\$14,000.00	\$10,000.00	\$10,000.00	\$46,500.00	\$46,500.00
4	Existing Structure and Treatment Equipment Demolition	LS	1	\$70,000.00	\$70,000.00	\$71,000.00	\$71,000.00	\$115,000.00	\$115,000.00	\$58,700.00	\$58,700.00
5	Unclassified Excavation and Backfill	CY	7,000	\$10.00	\$70,000.00	\$16.00	\$112,000.00	\$2.50	\$17,500.00	\$22.20	\$155,400.00
6	Shoring or Extra Excavation	LS	1	\$1,000.00	\$1,000.00	\$59,000.00	\$59,000.00	\$60,000.00	\$60,000.00	\$74,900.00	\$74,900.00
7	Anaerobic Digester and Pipe Gallery, Complete	LS	1	\$1,150,000.00	\$1,150,000.00	\$1,182,410.00	\$1,182,410.00	\$1,500,000.00	\$1,500,000.00	\$1,052,100.00	\$1,052,100.00
8	Sludge Thickening and Digester Control Building, Complete	LS	1	\$700,000.00	\$700,000.00	\$812,000.00	\$812,000.00	\$834,500.00	\$834,500.00	\$934,700.00	\$934,700.00
9	Sequencing Batch Reactor (SBR), Complete	LS	1	\$1,100,000.00	\$1,100,000.00	\$990,000.00	\$990,000.00	\$1,000,000.00	\$1,000,000.00	\$1,130,800.00	\$1,130,800.00
10	Existing SBR Control Building and Pump Room Modifications, Complete	LS	1	\$580,000.00	\$580,000.00	\$600,000.00	\$600,000.00	\$475,000.00	\$475,000.00	\$517,600.00	\$517,600.00
11	Trickling Filter Rotary Distributor, Complete	LS	1	\$240,000.00	\$240,000.00	\$165,000.00	\$165,000.00	\$150,000.00	\$150,000.00	\$194,300.00	\$194,300.00
12	Site Piping, Fittings, and Valves, Complete	LS	1	\$350,000.00	\$350,000.00	\$288,000.00	\$288,000.00	\$400,000.00	\$400,000.00	\$593,800.00	\$593,800.00
13	Electrical and Control System Improvements, Complete	LS	1	\$1,200,000.00	\$1,200,000.00	\$813,000.00	\$813,000.00	\$700,000.00	\$700,000.00	\$838,100.00	\$838,100.00
14	100 Ampere Circuit Breaker Replacement	EA	3	\$5,000.00	\$15,000.00	\$2,000.00	\$6,000.00	\$938.00	\$2,814.00	\$2,040.00	\$6,120.00
15	150 Ampere Circuit Breaker Replacement	EA	2	\$5,000.00	\$10,000.00	\$4,000.00	\$8,000.00	\$2,370.00	\$4,740.00	\$4,170.00	\$8,340.00
16	225 Ampere Circuit Breaker Replacement	EA	1	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$4,170.00	\$4,170.00
17	400 Ampere Circuit Breaker Replacement	EA	3	\$5,300.00	\$15,900.00	\$6,300.00	\$18,900.00	\$2,560.00	\$7,680.00	\$6,510.00	\$19,530.00
18	800 Ampere Circuit Breaker Replacement	EA	2	\$5,600.00	\$11,200.00	\$11,800.00	\$23,600.00	\$6,460.00	\$12,920.00	\$12,180.00	\$24,360.00
19	Engine Generator and Transfer Switches, Complete	LS	1	\$120,000.00	\$120,000.00	\$128,000.00	\$128,000.00	\$120,850.86	\$120,850.86	\$126,800.00	\$126,800.00
20	Site Grading and Drainage, Complete	LS	1	\$30,000.00	\$30,000.00	\$79,000.00	\$79,000.00	\$130,000.00	\$130,000.00	\$59,600.00	\$59,600.00
21	Landscape and Irrigation System Improvements, Complete	LS	1	\$3,000.00	\$3,000.00	\$17,000.00	\$17,000.00	\$3,750.00	\$3,750.00	\$10,200.00	\$10,200.00
22	Quarry Spalls	CY	700	\$35.00	\$24,500.00	\$59.00	\$41,300.00	\$42.00	\$29,400.00	\$56.00	\$39,200.00
23	Gravel Backfill for Walls	CY	400	\$30.00	\$12,000.00	\$57.00	\$22,800.00	\$50.00	\$20,000.00	\$57.00	\$22,800.00
24	Crushed Surfacing Top Course	TON	300	\$25.00	\$7,500.00	\$24.60	\$7,380.00	\$15.00	\$4,500.00	\$25.00	\$7,500.00
25	Crushed Surfacing Base Course	TON	2,500	\$20.00	\$50,000.00	\$24.60	\$61,500.00	\$15.00	\$37,500.00	\$69.70	\$174,250.00
26	HMA CI 1/2-Inch PG 64-28	TON	180	\$105.00	\$18,900.00	\$102.00	\$18,360.00	\$100.00	\$18,000.00	\$117.00	\$21,060.00
27	4-Inch Cement Concrete Sidewalk, Incl. Aggregate Base	SY	280	\$35.00	\$9,800.00	\$62.00	\$17,360.00	\$96.00	\$26,880.00	\$88.00	\$24,640.00
28	6-Inch Cement Concrete Sidewalk, Incl. Aggregate Base	SY	20	\$100.00	\$2,000.00	\$93.00	\$1,860.00	\$127.00	\$2,540.00	\$196.00	\$3,920.00
29	Chain Link Fencing	LF	480	\$25.00	\$12,000.00	\$22.00	\$10,560.00	\$22.00	\$10,560.00	\$23.00	\$11,040.00
30	Chain Link Swing Gate, 20 Feet Wide	EA	1	\$3,000.00	\$3,000.00	\$970.00	\$970.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
31	Record Drawings (Minimum Bid \$5,000.00)	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
32	O&M Manuals (Minimum Bid \$5,000.00)	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
33	Minor Change	FA	Est.	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00



**BID PROPOSAL**

A Proposal of Apollo, Inc. (hereinafter called "BIDDER"), organized and existing under the laws of the State of Washington doing business as a corporation<sup>1</sup>. To the City of Prosser, Washington, (hereinafter called "OWNER").

In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all work for the construction of the 2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS, PWTF NO. PC12-951-068, HLA PROJECT NO. 14084, in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, ~~each~~ BIDDER certifies, in the case of a joint BID each party thereto certifies as to its own organization, ~~that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.~~

BIDDER hereby agrees to commence work under this Contract within ten (10) calendar days after NOTICE TO PROCEED and to fully complete the PROJECT within two hundred (200) working days of such NOTICE TO PROCEED.

BIDDER further agrees to pay as liquidated damages the sum specified for each working day thereafter as provided in Section 1-08.9 of the Standard Specifications.

BIDDER acknowledges receipt of the following ADDENDA:

Addenda 1

Addenda 2

Addenda will be posted on the internet at the Engineer's website, [www.hiacivil.com](http://www.hiacivil.com).

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices or lump sum amounts:

<sup>1</sup> Insert "a corporation," "a partnership," or "an individual" as applicable.

## UNIT PRICE BID PROPOSAL

**NOTE: Unit prices for all items, all extensions, and total amount of bid must be shown. Any changes/corrections to the bid must be initiated by the signer of the bid, in accordance with Section 1-02.5 of the Special Provisions. In accordance with Section 1-02.6 of the Special Provisions, if minimum bid amounts are shown, the unit or lump sum price must equal or exceed the minimum amount indicated.**

CITY OF PROSSER  
 2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
 PWTF NO. PC12-951-068  
 HLA PROJECT NO. 14084

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY		UNIT PRICE DOLLARS-CTS		AMOUNT DOLLARS-CTS
1	Mobilization	LS	---	X	60,000. <sup>00</sup>	=	60,000. <sup>00</sup>
2	Temporary Erosion/Water Pollution Control	LS	---	X	21,000. <sup>00</sup>	=	21,000. <sup>00</sup>
3	Clearing and Grubbing	LS	---	X	14,000. <sup>00</sup>	=	14,000. <sup>00</sup>
4	Existing Structure and Treatment Equipment Demolition	LS	---	X	71,000. <sup>00</sup>	=	71,000. <sup>00</sup>
5	Unclassified Excavation and Backfill	CY	7,000	X	16. <sup>00</sup>	=	112,000. <sup>00</sup>
6	Shoring or Extra Excavation	LS	---	X	59,000. <sup>00</sup>	=	59,000. <sup>00</sup>
7	Anaerobic Digester and Pipe Gallery, Complete	LS	---	X	1,182,410. <sup>00</sup>	=	1,182,410. <sup>00</sup>
8	Sludge Thickening and Digester Control Building, Complete	LS	---	X	812,000. <sup>00</sup>	=	812,000. <sup>00</sup>
9	Sequencing Batch Reactor (SBR), Complete	LS	---	X	990,000. <sup>00</sup>	=	990,000. <sup>00</sup>
10	Existing SBR Control Building and Pump Room Modifications, Complete	LS	---	X	600,000. <sup>00</sup>	=	600,000. <sup>00</sup>
11	Trickling Filter Rotary Distributor, Complete	LS	---	X	165,000. <sup>00</sup>	=	165,000. <sup>00</sup>
12	Site Piping, Fittings, and Valves, Complete	LS	---	X	288,000. <sup>00</sup>	=	288,000. <sup>00</sup>
13	Electrical and Control System Improvements, Complete	LS	---	X	813,000. <sup>00</sup>	=	813,000. <sup>00</sup>
14	100 Ampere Circuit Breaker Replacement	EA	3	X	2,000. <sup>00</sup>	=	6,000. <sup>00</sup>
15	150 Ampere Circuit Breaker Replacement	EA	2	X	4,000. <sup>00</sup>	=	8,000. <sup>00</sup>
16	225 Ampere Circuit Breaker Replacement	EA	1	X	4,000. <sup>00</sup>	=	4,000. <sup>00</sup>
17	400 Ampere Circuit Breaker Replacement	EA	3	X	6,300. <sup>00</sup>	=	18,900. <sup>00</sup>
18	800 Ampere Circuit Breaker Replacement	EA	2	X	11,800. <sup>00</sup>	=	23,600. <sup>00</sup>
19	Engine Generator and Transfer Switches, Complete	LS	---	X	128,000. <sup>00</sup>	=	128,000. <sup>00</sup>
20	Site Grading and Drainage, Complete	LS	---	X	79,000. <sup>00</sup>	=	79,000. <sup>00</sup>
21	Landscape and Irrigation System Improvements, Complete	LS	---	X	17,000. <sup>00</sup>	=	17,000. <sup>00</sup>
22	Quarry Spalls	CY	700	X	59. <sup>00</sup>	=	41,300. <sup>00</sup>
23	Gravel Backfill for Walls	CY	400	X	57. <sup>00</sup>	=	22,800. <sup>00</sup>
24	Crushed Surfacing Top Course	TON	300	X	24. <sup>60</sup>	=	7,380. <sup>00</sup>
25	Crushed Surfacing Base Course	TON	2,500	X	24. <sup>60</sup>	=	61,500. <sup>00</sup>

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY		UNIT PRICE DOLLARS-CTS		AMOUNT DOLLARS-CTS	
26	HMA CI 1/2-Inch PG 64-28	TON	180	X	<del>112</del> 102.00	=	18,360.00	
27	4-Inch Cement Concrete Sidewalk, Incl. Aggregate Base	SY	280	X	62.00	=	17,360.00	
28	6-Inch Cement Concrete Sidewalk, Incl. Aggregate Base	SY	20	X	93.00	=	1,860.00	
29	Chain Link Fencing	LF	480	X	22.00	=	10,560.00	
30	Chain Link Swing Gate, 20 Feet Wide	EA	1	X	970.00	=	970.00	
31	Record Drawings (Minimum Bid \$5,000.00)	LS	---	X	5000.00	=	5000.00	
32	O&M Manuals (Minimum Bid \$5,000.00)	LS	---	X	5000.00	=	5,000.00	
33	Minor Change	FA	Est.	X	\$15,000.00	=	15,000.00	
BID SUBTOTAL								6,229,000.00
8.6% STATE SALES TAX								535,694.00
BID TOTAL								6,764,694.00

*OK*  
*29/04/15*

## MAJOR EQUIPMENT ITEMS AND PRODUCTS

CITY OF PROSSER  
2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
PWTF NO. PC12-951-068  
HLA PROJECT NO. 14084

In connection with the major equipment items and products to be furnished and installed for this project, the Bidder expressly agrees to the provisions of Section 01 25 50 – Substitution of Major Equipment Items and Products and to the following:

1. That the TOTAL BID PRICE stated hereinbefore includes only the installed prices for major equipment items or products of manufacturers listed as "Basis of Bid" in Column 1 of Table 1.
2. That Bidders desiring to offer price quotes for substitute major equipment items or products may at their option fill in the name of one manufacturer on the line listed as "Alternate" in Column 2 of Table 1, and provide the installed price of each proposed "Alternate" major equipment item or product on an installed basis in the space provided.
3. That all installed prices stated in Both Column 1 and Column 2 of Table 1 include the preparation and submittal of detailed shop drawings showing all modifications, if any, to the Construction Plans necessary to accommodate such equipment and, furthermore, that all installed costs stated on Table 1 include a complete operating installation, and the furnishing and installing of any and all changes or additions in structures, piping, buildings, mechanical and electrical work, accessories, and controls necessary to accommodate the equipment or product.
4. That all proposed "Alternate" major equipment items or products listed in Table 1 are of equal quality and function to the identified "Basis of Bid" major equipment items and products, and that the proposed "Alternate" major equipment items or products will perform satisfactorily and continuously.
5. That the undersigned agrees to furnish and install such major equipment items or products for a contract price equal to the TOTAL BID PRICE, including tax, adjusted by the sum of the differences between the installed price as stated on Table 1 for each "Basis of Bid" major equipment item or product (Column 1) and the installed price for each "Alternate" major equipment item or product (Column 2) proposed by the Bidder and accepted as "or equal" by the Engineer.
6. That, if awarded a Contract on this project, all major equipment items or products be guaranteed by the undersigned and his Surety to meet the performance requirements of the Contract Documents.

CITY OF PROSSER  
 2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
 PWTF NO. PC12-951-068  
 HLA PROJECT NO. 14084

TABLE 1 – TABULATION OF MAJOR EQUIPMENT ITEMS AND PRODUCTS

Spec Section	Description	Column 1		Column 2	
		"Basis of Bid" Manufacturer	Installed Price	"Alternate" Manufacturer	Installed Price
40 91 11	Electric Motor Valve Actuators	Rotork Controls, Inc.	\$34,700.00	N/A	N/A
40 91 21	Pneumatic Rotary Vane Valve Actuators	Rotork Controls, Inc.	\$42,500.00		
42 11 13	Low Pressure Process Boiler	Burnham/Mechanical Sales, Inc.	\$181,300.00		
43 11 33	Rotary Lobe Blowers	Aerzen USA, Inc.	\$380,600.00		
43 23 17	Horizontal Centrifugal Chopper Pumps	Vaughn Co., Inc.	\$27,400.00		
43 23 58	Rotary Lobe Positive Displacement Pumps	Vogelsang, Inc.	\$22,800.00		
46 33 33	Polymer Blending and Feed System	Fluid Dynamics	\$24,400.00		
46 53 53	Sequencing Batch Reactor	Aqua-Aerobic Systems, Inc.	\$515,500.00		
46 71 33	Rotary Drum Thickening Equipment	FKC Co., Ltd.	\$112,300.00		
46 73 37	Top Entering Digester Tank Mixer	Philadelphia Mixing Solutions, Ltd.	\$124,700.00		

NOTE: The installed prices of all "Basis of Bid" major equipment items or products must be written in the space provided. Failure to furnish the installed price for each "Basis of Bid" major equipment item or product may be cause for rejection of the bid. If the Bidder proposes to offer an "Alternate" major equipment item or product, both the manufacturer's name and the installed price of the equipment must be written in the space provided. Where more than one "Basis of Bid" Manufacturer is listed, the Contractor shall circle the name of the manufacturer for which the installed price is submitted. The prices in Table 1 should not include state sales tax.





STATE OF WASHINGTON

Department of Labor & Industries

# Certificate of Workers' Compensation Coverage

September 4, 2015

WA UBI No.	601 490 907
L&I Account ID	442,528-04
Legal Business Name	APOLLO INC
Doing Business As	APOLLO INC
Workers' Comp Premium Status:	Account is current.
Estimated Workers Reported (See Description Below)	Quarter 2 of Year 2015 "Greater than 100 Workers"
Account Representative	T0 / CAROLYN CRAWFORD (360) 902-4715 - Email: CRAI235@lni.wa.gov
Licensed Contractor?	Yes
License No.	APOLLI*061KB
License Expiration	08/25/2017

### What does "Estimated Workers Reported" mean?

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

### Industrial Insurance Information

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due. Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation (See [RCW 51.12.050](#) and [51.16.190](#)).

USER NAME  PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

# Entity Dashboard

- [Entity Record](#)
- [Core Data](#)
- [Assertions](#)
- [Reps & Certs](#)
- [POCs](#)
- [Reports](#)
- [Service Contract Report](#)
- [BioPreferred Report](#)
- [Exclusions](#)
- [Active Exclusions](#)
- [Inactive Exclusions](#)
- [Excluded Family Members](#)
- [RETURN TO SEARCH](#)

**APOLLO, INC.**  
 DUNS: 933214892 CAGE Code: 1BFU9  
 Status: Active

1133 W COLUMBIA DR  
 KENNEWICK, WA, 99336-3459,  
 UNITED STATES

Expiration Date: 05/31/2016  
 Purpose of Registration: All Awards

## Entity Overview

**Entity Information**

Name: APOLLO, INC.  
 Business Type: Business or Organization  
 POC Name: Janelle LaFlamme  
 Registration Status: Active  
 Activation Date: 06/01/2015  
 Expiration Date: 05/31/2016

**Exclusions**

Active Exclusion Records? No

SAM | System for Award Management 3.0

IBM v1.P.34.20150710-1415

WWW7

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.





**BASIC SEARCH DIRECTIONS**

**Step 1:** Select or Enter Search Terms

**Step 2:** Press the "Search" Button Near Bottom of Screen

<b>Search by Business/DBA or Description of Work/NAICS Keywords</b>		
Business / DBA	<input type="text"/>	<input type="radio"/> Starts With <input checked="" type="radio"/> Contains
Description of Work / NAICS Code Description Keywords	<input type="text"/>	<input type="radio"/> Any Keyword <input checked="" type="radio"/> All Keywords
Business File Number	<input type="text"/>	
<b>Search by NAICS Code</b>		<a href="#">NAICS Code website</a>
NAICS Code	<input type="text"/>	
<b>Search By Owner</b>		
Owner Name	<input type="text"/>	
<b>Search By UBI</b>		
UBI Number	801490807	<i>Apollo</i>
<b>Search By Location</b>		
City	<input type="text"/>	
State	[Select an Option] v	
Zip Code	<input type="text"/>	
County	[Select an Option] v	
<b>Search By Certification Type</b>		
Certification Type	[Select an Option] v	
<small>NOTE: All firms certified as Disadvantaged Business Enterprise (DBE and ACDBE) are also certified as Small Business Enterprise (SBE).</small>		
<b>To generate a filtered list of certified firms in EXCEL, enter your search parameters and click "EXCEL Results". To generate a list of ALL certified firms in EXCEL, leave the search parameters blank and click "EXCEL Results".</b>		
<input type="button" value="Search"/>	<input type="button" value="Clear Search Form"/>	<input type="button" value="EXCEL Results"/>

**Search Results:**

No Data matches the search criteria

BID DEPOSIT

CITY OF PROSSER  
2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
PWTF NO. PC12-951-068  
HLA PROJECT NO. 14084

Herewith find deposit in the form of a certified check or cashier's check in the amount of \$ \_\_\_\_\_, which amount is not less than five percent (5%) of our total bid for this project.

Sign Here \_\_\_\_\_

OR

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS:

That we Apollo, Inc., as Principal, and Western Surety Company, as Surety, are held and firmly bound unto the CITY OF PROSSER, as Obligee, in the penal sum of Five percent of total amount bid Dollars, for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

The condition of this obligation is such that if the Obligee shall make any award to the Principal for 2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS, PWTF NO. PC12-951-068, HLA PROJECT NO. 14084, according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall duly make and enter into a Contract with the Obligee in accordance with the terms of said proposal or bid and award and shall give bond for the faithful performance thereof, with Surety or Sureties approved by the Obligee; or if the Principal shall, in case of failure so to do, pay and forfeit to the Obligee the penal amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the Surety shall forthwith pay and forfeit to the Obligee, as penalty and liquidated damages, the amount of this bond.

SIGNED, SEALED, AND DATED THIS 11th DAY OF August, 2015.

Apollo, Inc.

Principal

Western Surety Company

Surety Lori McKinny, Attorney-in-Fact

August 11, 2015

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Donna S Martinez, Alex B Hodge, Rod Lewis, Kenneth J Frick, Lori McKimmy, Individually**

of Yakima, WA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

### - In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 24th day of March, 2015.



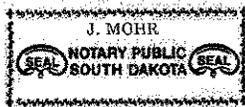
WESTERN SURETY COMPANY

Paul T. Bruflat  
Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 24th day of March, 2015, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires  
June 23, 2015



J. Mohr  
J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 11th day of August, 2015



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary

**Authorizing By-Law**

**ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY**

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

Search > WESTERN SURETY COMPANY

# WESTERN SURETY COMPANY

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## General information

**Name:** WESTERN SURETY COMPANY  
**Corporate family group:** [CNA INS GRP](#) [What is this?](#)  
**Organization type:** PROPERTY

**WAOIC:** 1446  
**NAIC:** 13188

**Status:** ACTIVE  
**Admitted date:** 07/22/1958  
**Ownership type:** STOCK

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## Contact information

**Registered address**    **Mailing address**  
101 S REID ST            333 S WABASH AVE  
SIOUX FALLS, SD 57103    CHICAGO, IL 60604

**Telephone**                            **Telephone**  
605-336-0850                            Unavailable

## Types of coverage authorized to sell [What is this?](#)

Insurance types
Casualty
Marine
Property
Surety
Vehicle

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## Agents and agencies that represent this company (Appointments) [What is this?](#)

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## Company complaint history [What is this?](#)

[View complaints](#)

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## Disciplinary orders 2008-2015 [What is this?](#)

*No disciplinary orders are found*

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## National information on insurance companies

Want more information about this company? The NAIC's Consumer Information (CIS) page allows you to retrieve national financial and complaint information on insurance companies, plus has information and tips to help you understand current insurance issues.

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## Ratings by financial organizations

The following organizations rate insurance companies on their financial strength and stability. Some of these companies charge for their services.

A.M. Best
Weiss Group Ratings
Standard and Poor's Corp
Moody's Investors Service
Fitch IBCA, Duff and Phelps Ratings

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Hampshire.

**West American Insurance Company (NAIC #44393)**

BUSINESS ADDRESS: 350 E. 96th Street, Indianapolis, IN 46240. PHONE: 617-357-9500. UNDERWRITING LIMITATION b/: \$4,517,000. SURETY LICENSES c,f/: AL, AK, AZ, AR, CO, CT, DE, DC, FL, GA, ID, IL, IN, IA, KS, KY, LA, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, WA, WV, WI, WY. INCORPORATED IN: Indiana.

**WEST BEND MUTUAL INSURANCE COMPANY (NAIC #15350)**

BUSINESS ADDRESS: 1900 South 18th Avenue, West Bend, WI 53095. PHONE: 262-334-5571. UNDERWRITING LIMITATION b/: \$82,312,000. SURETY LICENSES c,f/: IL, IN, IA, KS, KY, MI, MN, MO, NE, OH, WI. INCORPORATED IN: Wisconsin.

**Westchester Fire Insurance Company (NAIC #10030)**

BUSINESS ADDRESS: 436 Walnut Street, P.O.Box 1000, Philadelphia, PA 19106. PHONE: 215-640-1000. UNDERWRITING LIMITATION b/: \$90,606,000. SURETY LICENSES c,f/: AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MP, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VT, VA, VI, WA, WV, WI, WY. INCORPORATED IN: Pennsylvania.

**Western National Mutual Insurance Company (NAIC #15377)**

BUSINESS ADDRESS: P.O. BOX 1463, MINNEAPOLIS, MN 55440. PHONE: 952-835-5350. UNDERWRITING LIMITATION b/: \$34,995,000. SURETY LICENSES c,f/: ~~AK, AZ, CO, ID, IL, IN, IA, KS, MD, MI, MN, MO, MT, NE, NV, NJ, NM, ND, OH, OR, PA, RI, SD, TX, UT, WA, WI~~. INCORPORATED IN: Minnesota.

**Western Surety Company (NAIC #13188)**

BUSINESS ADDRESS: 333 S. WABASH AVE, CHICAGO, IL 60604. PHONE: 312-822-5000. UNDERWRITING LIMITATION b/: \$135,982,000. SURETY LICENSES c,f/: AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY. INCORPORATED IN: South Dakota.

**Westfield Insurance Company (NAIC #24112)**

BUSINESS ADDRESS: P. O. Box 5001, Westfield Center, OH 44251 - 5001. PHONE: 330-887-0101. UNDERWRITING LIMITATION b/: \$104,304,000. SURETY LICENSES c,f/: AL, AK, AZ, AR, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY. INCORPORATED IN: Ohio.

**Westfield National Insurance Company (NAIC #24120)**

BUSINESS ADDRESS: P. O. Box 5001, Westfield Center, OH 44251 - 5001. PHONE: 330-887-0101. UNDERWRITING LIMITATION b/: \$26,306,000. SURETY LICENSES c,f/: AZ, CA, CO, DE, FL, GA, IL, IN, IA, KY, MD, MI, MN, NM, NC, ND, OH, OK, PA, SC, SD, TN, TX, VA, WV, WI. INCORPORATED IN: Ohio.

**Westport Insurance Corporation (NAIC #39845)**

BUSINESS ADDRESS: P.O. Box 2991, OVERLAND PARK, KS 66202 - 1391. PHONE: 913-676-5200. UNDERWRITING LIMITATION b/: \$124,631,000. SURETY LICENSES c,f/: AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, VI, WA, WV, WI, WY. INCORPORATED IN: Missouri.

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**XL Reinsurance America Inc. (NAIC #20583)**

BUSINESS ADDRESS: SEAVIEW HOUSE, 70 SEAVIEW AVENUE, STAMFORD, CT 06902. PHONE: 203-964-5200. UNDERWRITING LIMITATION b/: \$169,308,000. SURETY LICENSES c,f/: AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY. INCORPORATED IN: New York.

**XL Specialty Insurance Company (NAIC #37885)**

BUSINESS ADDRESS: SEAVIEW HOUSE, 70 SEAVIEW AVENUE, STAMFORD, CT 06902. PHONE: 203-964-5200. UNDERWRITING LIMITATION b/: \$14,318,000. SURETY LICENSES c,f/: AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MP, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VT, VA, VI, WA, WV, WI, WY. INCORPORATED IN: Delaware.

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**SUBCONTRACTOR LIST**

CITY OF PROSSER  
2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
PWTF NO. PC12-951-068  
HLA PROJECT NO. 14084

**To be Submitted with the Bid Proposal**

Every invitation to bid on a prime contract that is expected to cost one million dollars or more for the construction, alteration, or repair of any public building or public work of the state or a state agency or municipality as defined under RCW 39.04.010 or an institution of higher education as defined under RCW 28B.10.016 shall require each prime contract bidder to submit as part of the bid, or within one hour after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the Contract, will subcontract for performance of the work of: HVAC (heating, ventilation, and air condition); plumbing as described in chapter 18.106 RCW; and electrical as described in chapter 19.28 RCW, or to name itself for the work. The prime contract bidder shall not list more than one subcontractor for each category of work identified, unless subcontractors vary with bid alternates, in which case the prime contract bidder must indicate which subcontractor will be used for which alternate. Failure of the prime contract bidder to submit as part of the bid the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the prime contract bidder's bid nonresponsive and, therefore, void.

Supplemental subcontractor information required to be listed, as identified in the Information for Bidders, shall be included below or attached to this form. Refer to Section 1-02.1(1) of the Special Provisions and the Instructions to Bidders for additional supplemental bidder qualification requirements.

If no subcontractor is listed below, the bidder acknowledges that it does not intend to use any subcontractor to perform those items of work.

Subcontractor Name TOTAL ENERGY MANAGEMENT

Categories of Work HVAC

Subcontractor Name HAGE ELECTRIC

Categories of Work ELECTRICAL

Subcontractor Name ALDEN PLUMBING

Categories of Work PLUMBING

## Company Overview

Quality Controls Corporation began business in January 2001. The company was founded by a group of highly skilled individuals with many years of experience in providing all aspects of SCADA/Telemetry design and integration services to Municipal Water and Wastewater clients throughout the Pacific Northwest.

In an industry thought by many to be driven exclusively by the "Low Bid- Low Performance" mind set, QCC takes a different approach. We believe that long term success in this business is dependent on two things:

First, our business must be efficient enough and our staff skilled enough to deliver high quality work to the complete satisfaction of the client at competitively bid price levels, on every project.

Second, and more importantly, we strongly believe that low bid, well executed contracts lead to long-term relationships which greatly benefit both the municipal client and our company.

The majority of our work centers on the design, fabrication, programming/software development and on-going field service of process control, instrumentation and telemetry systems supplied via traditional "low bid" to municipal water and wastewater clients.

In the examples detailed below we have included projects which illustrate our commitment to excellence and our high level of expertise.

Quality Controls Corporation is certified by Underwriters Laboratories (**UL-508A**) for the design and manufacture of Industrial Control Panels and (**UL 698A**) for Industrial Control Panels with connection to hazardous locations.

Our office and fabrication facility is located in Lynnwood, Washington.

Over 90% of our revenue is derived from municipal clients located throughout Washington and Oregon. The company reached profitability in October of 2001, exactly as predicted in its business plan, and has remained profitable every year since. While the company has access to a seven figure line of credit, we have been totally self-financed for over two years; the company carries no debt at this time.

### Company Capabilities

- UL 508A & 698A Panel Fabrication
- PLC and SCADA Programming
- Emergency Control System Support
- As-Built documentation and CAD
- Allen Bradley Certified SI
- Telemetry System Design and Build
- Instrument Maintenance & Calibrations
- Radio Communication Systems
- Variable Frequency Drive Systems
- Wonderware Certified SI

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## Recent Relevant Project Experience

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### ***City of Anacortes Wastewater Treatment Plant***

Anacortes, Washington

QCC has been the City of Anacortes preferred systems integrator for the last five years. In that time QCC has completed numerous projects, including a complete upgrade of the plant SCADA system for the city's Wastewater Treatment plant, and numerous VFD control panels and pump station upgrades.

QCC was responsible for design, programming, testing, start-up, commissioning, programming and training for all aspects of the control system, including a complete replacement of the plant's Factory Talk View SE SCADA system.

We are currently working on a project to upgrade all the programmable logic controller (PLC) hardware in the plant from an aging PLC5 system to the latest Allen Bradley ControlLogix platform. QCC is providing all engineering, hardware, installation, programming, and startup/commissioning for the project. QCC has completed approximately 60% of the replacement project and will complete the project in early March with zero plant downtime or plant staff overtime. Once complete QCC will provide the plant with much needed as-built control system drawings, IO lists, and O&M manuals.

#### Project Contacts-

Owner:                      City of Anacortes  
                                    Steve Doebler  
                                    Ph: 360 299 0963

### ***Post Point Waste Water Treatment Plant Upgrades***

Bellingham, Washington

Quality Controls Corporation was selected to provide the new control system hardware and software for the estimated \$43 million upgrade to the existing waste water treatment plant. The project involves construction of a chemical facility to enhance solids removal during primary treatment; modifications to existing primary effluent and Return Activated Sludge (RAS) pump stations and flow splitting structures; a new anaerobic selector basin; additional activated sludge basins and associated mechanical facilities; a fourth secondary clarifier; a new blower building to provide oxygen to the biological process; retrofits to the existing activated sludge basins for conversion to air; and modifications and improvements to existing electrical and control systems.

QCC's scope included design and fabrication of over a dozen new control panels using Allen Bradley ControlLogix and CompactLogix PLCs. The PLCs were networked to the existing TI-505 PLCs and existing SCADA system using industrial Ethernet with Ntron managed switches. QCC provided all programming of the new PLCs and upgrades to the existing TI-505 PLC software. QCC provided the required programming of the existing Wonderware System Platform SCADA system to integrate the new control system. QCC provided field services for instrument calibrations, I/O checkout, commissioning, and acceptance testing of the new control system.

Completion: Spring 2014

#### Project contacts-

Prime Contractor: Mortenson Construction  
Erin Erwin  
425.497.7023  
Erin.Erwin@mortenson.com

Owner: City of Bellingham Public Works  
Larry Bateman  
(360) 778-7852  
[lbateman@cob.org](mailto:lbateman@cob.org)

Engineer: Carollo Engineers  
Jim Griffith  
714-593-5100  
JGriffith@carollo.com

### ***Firgrove Mutual Water Telemetry System Upgrade***

Puyallup, Washington

QCC was responsible for the complete design and build of a new Ethernet Telemetry system utilizing a private spread spectrum Freewave Ethernet radio network. The system was designed to provide remote monitoring and control over 18 RTU sites including reservoirs, booster stations, interties, and well sites. Each of the existing site's local controls was modified to allow a new PLC RTU panel to execute control of all site equipment. Equipment control is initiated by commands received over the Ethernet radio network based on levels and process parameters at the system reservoirs. QCC was responsible for providing a turnkey system based on Allen Bradley PLCs and OITs at the remote RTU sites and Wonderware System Platform SCADA software at the system headquarters. QCC's tasks included control panel design, fabrication, instrumentation supply, programming, testing, and startup. QCC has successfully completed installations at ten locations and is currently in the process of upgrading the telemetry system at eight additional sites.

Completion: Phase I: Summer 2012  
Phase II: Winter 2013

#### Project contacts-

Owner: Firgrove Mutual Water Company  
Leonard Horton, Field Superintendent  
Office: (253) 845-1542, Cell: (253) 377-9108  
leonard@firgrove.org

Larry D. Jones, General Manager  
Office 253.845.1542  
ljones@firgrove.org

***Soos Creek Water and Sewer District Telemetry Replacement Project***

Renton, Washington

QCC provided the complete design and build of a new Ethernet Telemetry system utilizing the Verizon Cellular network. The system was designed to replace an existing Autocon system at over 40 remote water and sewer sites. QCC was responsible for providing a turnkey system based on Allen Bradley PLCs and Wonderware Intouch SCADA software. QCC has provided hardware, programming and network configuration for the district's new system. QCC has successfully completed installations at two locations and is currently in the process of upgrading the telemetry system at six additional sites.

Completion: Winter 2013

Project contacts-

Owner: Soos Creek Water and Sewer District  
Joe Bulaong  
(253) 630-9900  
jbulaong@sooscreek.com



## Prosser Waste Water Treatment Plant

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2.0 FACTOR I: RECENT OR CURRENT REVELANT TECHNICAL EXPIERENCE.....	.....
3.0 FACTOR II: RECENT OR CURRENT RELEVANT PERFORMANCE.....	.....



## Prosser Waste Water Treatment Plant

### 1.0 INTRODUCTION

This work plan details the approach and the procedures for the completion of the Prosser WWTP.

**Factor I** includes the current relevant projects by Hage Electric

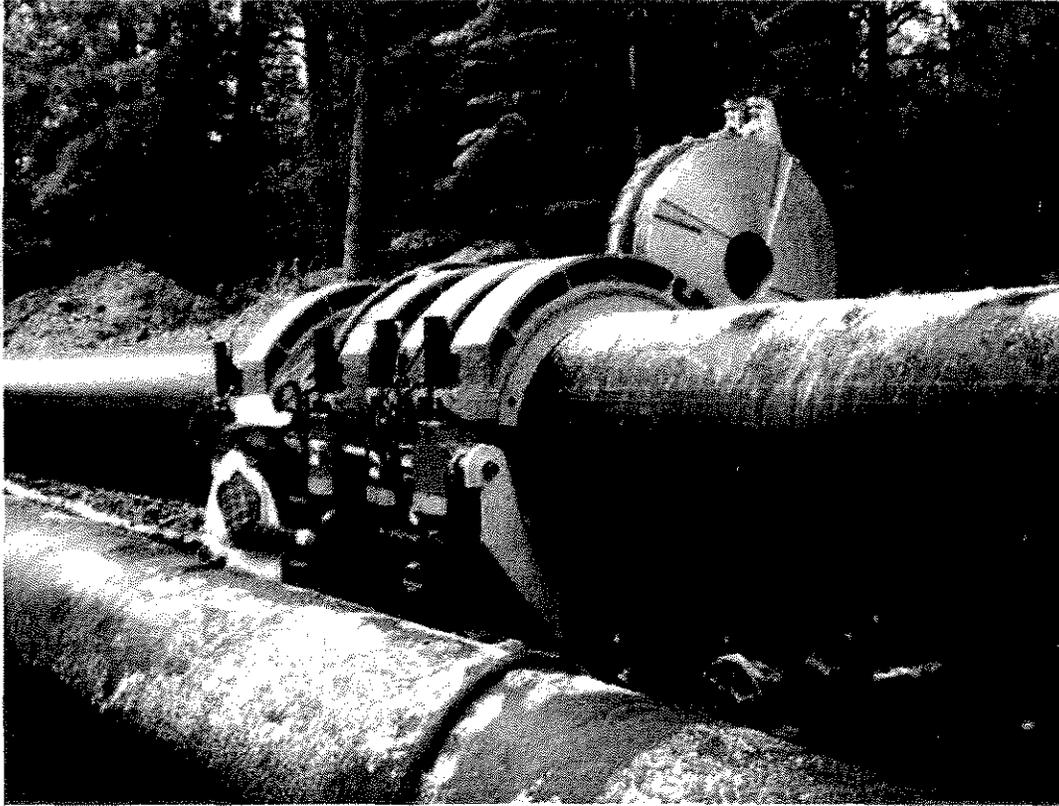
**Factor II** Will include the past performance of Hage Electric as related to the Prosser WWTP.

### SITE LOCATION



## Prosser Waste Water Treatment Plant

### WATSON HYDROELECTRIC PROJECT



**Three Sisters Irrigation District**

**6800 Hwy 20 West**

**Bend, OR 97701**

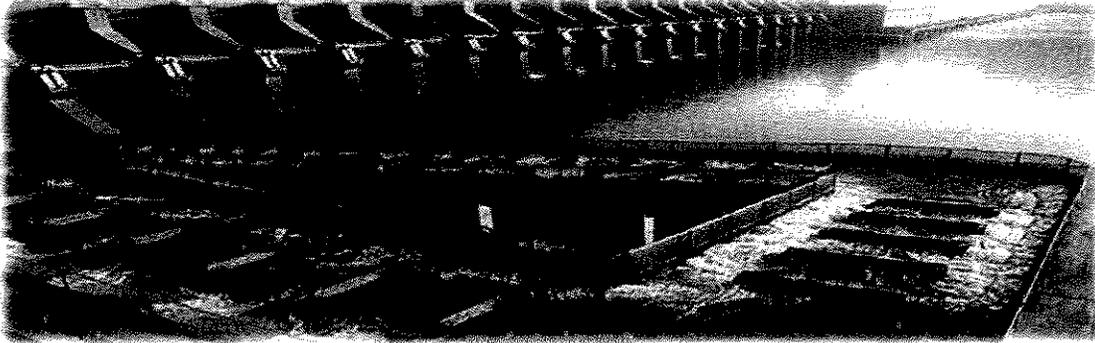
Installation and testing of electrical system for lighting, power, instrument, and control.

## FACTOR I



## Prosser Waste Water Treatment Plant

### John Day North Fish Ladder Phase



#### Project Scope / Description of Work:

In 2010 Hage Electric worked on the John Day Dam Fish Ladder project.

The project there included the following:

1. Provided a complete set of submittals for all conduits; fittings including all wire and devices, control cabinets and breakers and transformers.
2. We provided GANT charts of the personnel that worked on the project along with each person's resume and background checks. Each employee also attended a government orientation program before performing any work on the project site. Each employee was badged by the government and was required to show the badge daily before entering the project.
3. The work there included cutting and threading rigid metal conduit on concrete deck area and above the water on the fish ladder. All of the work included environmental protection clean-up process. Most of the work was over the fish ladder area that contained water where we were required to have a complete clean-up process to avoid any excess oil leaking into the water or on to the concrete deck and walls. The sizes of rigid conduit we were working with ranged from  $\frac{1}{4}$ " to 3". A bending table was used to assure that where multiple conduits made transitions, all conduits were in a precise pattern. We were required to use an aerial lift to install part of the conduit runs to avoid conflict with having ladders in the water of the fish ladder. As the conduit system was being installed we also installed NEMA 4X junction boxes along the rail of the walkway above the fish ladder by using SS U-bolts and SS Kindorf.
4. The conduit system was installed using half straps with a backer to insure any water or any other material would flow around the conduit, as well as using stainless steel Kindorf when more than 1 conduit were racked together. All conduits were terminated into NEMA 4X junction boxes by using stainless steel Meyer's hubs with a grounding locknut to ensure the continuity of the conduit system. At each junction box the ground wire carried inside the conduit systems was terminated onto the grounding locknut of each entry to the box as well as a ground terminal lug inside the junction boxes.
5. After the conduit system was installed Hage Electric pulled wire by using mule tape and a fish tape. While pulling the wire, Ideal pulling soap was used to make sure all of the wires being pulled did not have more tension or friction than manufacturer recommendations. After pulling the wire into the conduit system we made up the connections at the terminal boxes installed along the fish ladder that were installed with the conduit system. By using tarps, careful attention was paid to ensure that no pieces of wire or wire sheaths went into the waterway. After all of the wire was terminated a portable vacuum was used to clean each junction box installed as well as the area on the deck to ensure no wire or wire clippings would enter the waterway.
6. Hage Electric built the control cabinets in shop for the fish viewing screen by using custom built cabinets and installing a disconnect handle in the door. We also installed illuminated control buttons and performed the interior control wiring by using a wire management system and labeled all wires and devices. After completion of the device and control wiring Hage Electric megged each wire, insuring the continuity with a government employee witnessing all testing. The control



## Prosser Waste Water Treatment Plant

panels were also bench tested to ensure that they worked according to the governments specifications. After the bench test UL sticker was applied to the interior of each box certifying the components met all UL standards.

7. Another part of the project was to retrofit control buckets in existing MCC. Each bucket was completely disassembled and then sanded and repainted. Then a new breaker and disconnect assembly was installed. After the disconnect assembly was installed new lighted push buttons, control switches, and a new control transformer was installed along with new termination blocks. After the components were installed Hage Electric then installed new wiring and before each connection the wires were megged in the presence of a government employee. After the final wiring the buckets were tested for operation before being energized.
8. Hage Electric also installed a stand-alone control cabinet complete with interior lighting, heater, vent exhaust fan and louvers for cooling including thermostatic controls. The cabinet also included transformers, breaker panels, lighted control buttons and a wire management system. All wiring was megged in the presence of a government employee before any components were energized and the conduit system was tied into the cabinet.
9. While on the John Day Dam fish project Hage Electric employees kept daily records and logbook, and maintained the work area in a clean and safe manner.

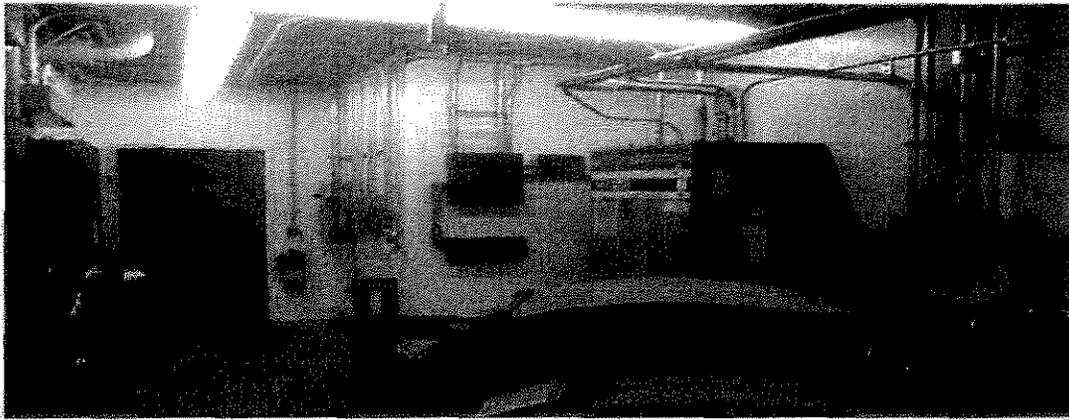
**Team Members involved and their capacity:** Project Manager: Gene Ladoucer Foreman: Daryl Kavalska Electricians: Jason Hage, Josh Pray, Ray Jackson, Jim Shaver and Apprentice Justin Rodda

**Relevance to Brooklyn Yard project:** Hage Electric has worked before on projects including rigid conduit and control cabinets. The projects also have the similar characteristics in breaker installation and lock out tag out procedures.

## The Dalles Lock and Dam Elevator Refurbishment



## Prosser Waste Water Treatment Plant



### Project Scope / Description of Work

1. Provided a complete set of submittals for all conduits; fittings including all wire and devices, control cabinets and breakers and transformers.
3. Installed conduit in elevator shafts. Installed new disconnect and transformers in East, West and Station Service Elevator rooms. Installed conduit from bay 1 to bay 22.
4. Installation of new service gear SQ5 at elevation 157.5. Installed new service conductors as well as feeders for existing circuits. Rewired elevator rooms and wired air conditioning units. Installed conduit for Fire alarm System.
5. Provided a complete set of submittals for all conduits; fittings including all wire and devices, control cabinets and breakers and transformers, disconnect s and fire alarm
6. We provided GANT charts of the personnel that worked on the project along with each person's resume and background checks. Each employee also attended a government orientation program before performing any work on the project site. Each employee was badged by the government and was required to show the badge daily before entering the project

**Team Members Involved:** Project Manager-Jason Hage. Foreman-Kyle Ruder Electricians Jim Shaver, Mike Hammel and Apprentices Mike Moore and Noe Zaragoza

**Relevance to the Brooklyn Yard project:** Hage Electric has worked on the John Dam and For The USACE. They are familiar with Rigid Conduit and MCC, Transformers, Panels and Disconnects. They are familiar with changing out equipment and panels. Both projects involved control wiring and control cabinet installations.

## MCNARY DAM JUVINELLE FISH BY-PASS



## Prosser Waste Water Treatment Plant



### **SCOPE:** Installation of Lamprey fish by-pass system

1. Provided a complete set of submittals for all conduits; fittings including all wire and devices, control cabinets and breakers and transformers.

2.. We provided GANT charts of the personnel that worked on the project along with each person's resume and background checks. Each employee also attended a government orientation program before performing any work on the project site. Each employee was badged by the government and was required to show the badge daily before entering the project

3. Installed conduit for the new fish by-pass outfall. Most of the conduit was installed on the existing bypass support system and walkway. Expansion fittings were used where the transition from the old outfall pipe system to the new outfall pipe that extended 1200' from the dam. PVC conduit was installed in the ground and transitioned to rigid conduit at above ground elevations. Submersible boxes and conduit system were installed for the outfall pipe that extended into the river on the structure.

4. Installed new Breakers into existing switchgear JCQ\$, J\$ and JR5.1 panels. Also installed new controls and wiring for the outfall predator sprinkler system. Installed and terminated fiber optic cabling for Pacific states who does the monitoring. Rewired and provided controls for the water flow gates including installation of limit switches and level sensors

**Team Members Involved:** Project Manager-Gary Hage. Foreman-Bryan Zuercher .Electricians Kyle Ruder, Jason Hage, Ryan Johnson and Apprentices Noe Zaragoza

**Relevance to Brooklyn Yard project:** Hage Electric has worked on the John Dam and For The USACE. They are familiar with Protocol and procedures working on a dam. They also installed Rigid Conduit. They are familiar with changing out equipment and panels. Both projects involved control wiring and control cabinet installations.

## OAK SPRINGS FISH HATCHERY



## Prosser Waste Water Treatment Plant



**SCOPE:** Installation of new hydro-electric turbine.

1. Provided a complete set of submittals for all conduits; fittings including all wire and devices, control cabinets and breakers and transformers and generator
2. Provided GANT chart for the complete work plan, including personnel breakdown
3. Installed Rigid and PVC conduit for the installation of the new turbine.

**Team Members Include:** Project Manager Garry Hage Foreman Mike Hammel. Electricians Josh Adams.

**Relevance to the Brooklyn Yard project:** Hage Electric worked Oaks Springs Hatchery hydroelectric project from the ground up installing rigid conduit, control cabinets and feeders to intertie systems.

## BENTON IRRIGATION DISTRICT



## Prosser Waste Water Treatment Plant



**SCOPE:** Installation of 6 medium voltage pumps for Benton irrigation district

1. Provided a complete set of submittals for all conduits; fittings including all wire and devices, control cabinets and breakers and transformers.
2. Hage Electric installed all conduit, wiring and associated controls for medium voltage pumps. The Conduit installed was PVC conduit in the ground and rigid metal conduit above ground
3. We installed 6 Cutler Hammer Medium voltage VFD cabinets and provided and installed all of the medium voltage wiring including the terminations. We also provide and installed all of the controls and logic associated with the medium voltage VFD's for proper operation of flow and control of water for the irrigation district. We assisted in the programming of the HMI screens and provide the wiring and interface for them. Installed 480 volt drives for the filtration and provide all of the control wiring and programing associated with the operation.
4. Worked with Benton utility district helping set the high voltage transformers required. We also provided and installed all the high voltage conductors.

Team Members Involved: Project Manager Mike Hammel Foreman Ryan Johnson Electricians Jim Shaver, Jason Hage, Josh Pray, Shawn Lindhorst

**Relevance to the Brooklyn Yard project:** Hage Electric installed Medium Voltage Switchgear and wiring. Installed rigid conduit. Installed control cabinets and performed the associated wiring and programing that was involved in order for the pumps and the filtration system to work.

## FACTOR II PAST PERFORMANCE



## **Prosser Waste Water Treatment Plant**

### **JOHN DAY DAM NORTH FISH LADDER**

**Owner:** USACE Portland District

**Prime Contractor:** Slayden Construction Group  
500 Willamette Ave, Stayton Or. 97383

**CONTACT:** Christian Coleman: cell 1.971.209.5456 Office 1.503.769.1969

### **THE DALLES LOCK AND DAM ELEVATOR REFURBISHMENT**

**Owner:** USACE Portland District

**Prime Contractor:** Todd Construction  
18407 Boones Ferry Rd  
Portland Or 97224

**CONTACT:** Jason Crone Cell 1.971.235.2261 Office 1.503.620.7652

### **MCNARY DAM JUVINELLE FISH BY-PASS**

**Owner:** USACE Walla Walla District

**Prime Contractor:** Advanced American Construction Inc,  
8444 NW St Helens Rd  
Portland, OR 97231

**CONTACT:** Kainan Bondelos cell 1.503.706.5844 Office 1.503.445.9000

### **OAK SPRINGS FISH HATCHERY**

**Owner:** Oregon Department of Fish and Wildlife

**Prime Contractor:** Elk Mountain Construction  
22735 SE Firwood Rd  
Sandy, OR 97055-7627

**CONTACT:** Wendy Office 1.503.445.9000

### **BENTON IRRIGATION DISTRICT**

**Owner:** Benton Irrigation District

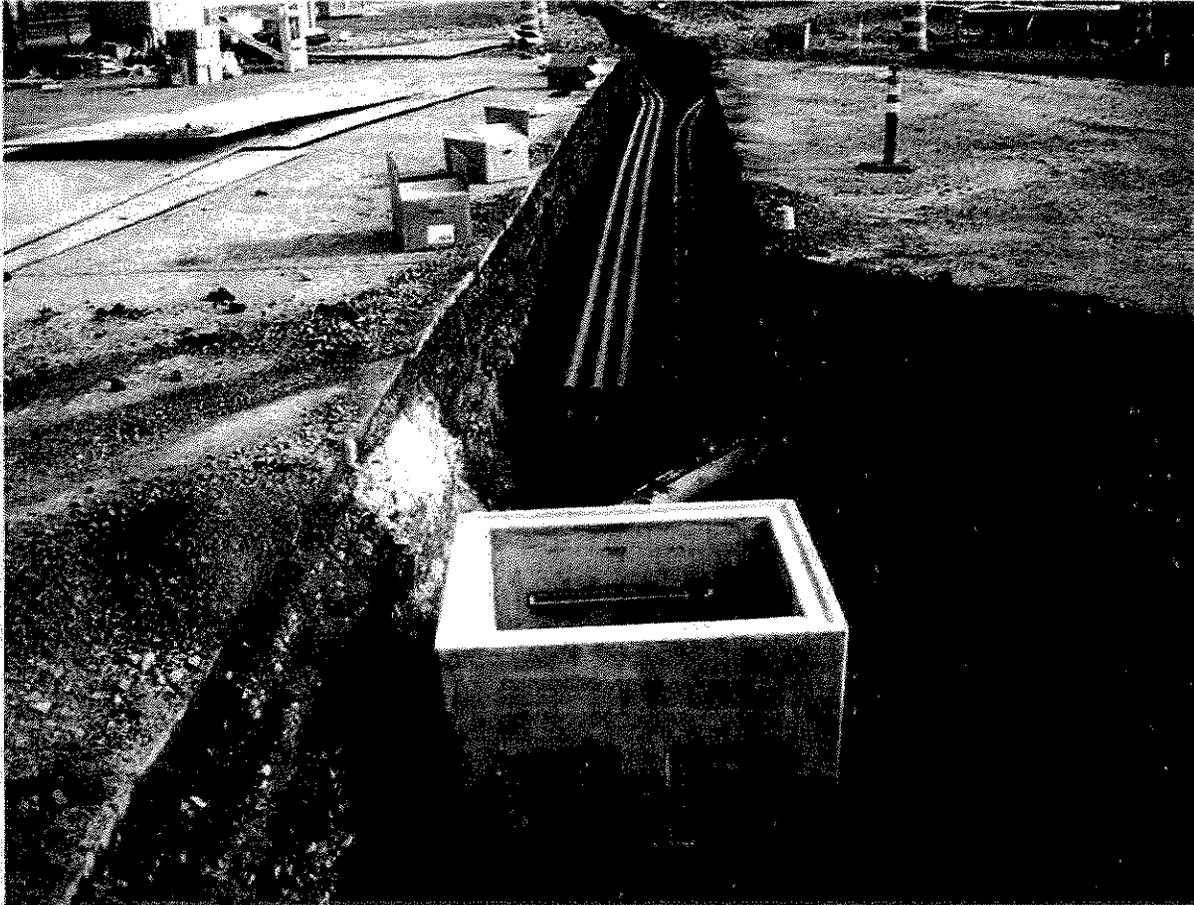
**Prime Contractor:** Emery & Sons Construction  
3831 Fairview Industrial Dr SE  
Salem Or. 97032

**CONTACT:** Bill Martinak cell 1.503.931.5261 Office 1.503.588.7576

### **UPRR PHASE 1 & 2**



## Prosser Waste Water Treatment Plant



### Scope:

1. Installation of medium voltage cable/sectionalizing enclosures. As well as 500 KVA transformer and associated site work.
2. Musco Towers
3. Crew change building.

Team Members: Jim Shaver (project manager/ foreman. Noa Zargoza (apprentice). Jason Hage ( Journeyman ). Josh Pray ( Jounceyman).

Project Name	Final Contract Amount	Finish Date	Project Location	General Contractor	General Contractor Project Manager	Telephone Number
Columbia Gorge Community College Utilities	\$ 301,462.10	May-07	The Dalles, OR	Crestline Construction	Erik Kerr	541-506-4000
Columbia Gorge Community College Health & Sciences	\$ 844,240.63	Aug-08	The Dalles, OR	Todd Construction	Brent Schafer	503-620-7652
Public Works SOW	\$ 292,720.58	Mar-09		Design Structures	Mike Zingg	541-296-5440
Mosier Waste Water Treatment Plant SOW	\$ 252,385.21	Jun-09	Mosier, OR	Mountain States Construction	Mike Thielen	509-837-6822
New Packinghouse	\$ 1,003,118.81	Jun-09	Dallesport, WA	Underwood Fruit	Terry Beckwith	509-493-1722
Skyline Hospital Addition	\$ 998,828.00	Feb-10	White Salmon, WA	Skanska USA Building	Jason Oak	503-641-2500
MCMC Wellness Tenant Improvement	\$ 524,756.14	Jun-10	The Dalles, OR	Integrity Structures	Chris Welp	360-601-8033
Benton Irrigation Improvements	\$ 1,414,637.14	Aug-10	Benton City, WA	Emery & Sons Construction	Tim	503-588-7576
John Day Dam Fish Ladder	\$ 332,346.74	Aug-10	Rufus, OR	Slayden Construction	Darren Funk	503-779-7317
ICE Building	\$ 510,223.56	Feb-11	White Salmon, WA	Design Structures	Mike Zingg	541-296-5440
Hood River Crossing	\$ 408,346.84	Mar-11	Hood River, OR	Bogatay Construction		541-882-5370
Griffth Motors Buildings	\$ 416,136.17	Apr-12	The Dalles, OR	Design Structures	Dave Griffith	541-296-2271
Maryhill Museum	\$ 598,400.79	May-12	Goldendale, WA	Schommer & Sons	Bob Schommer	503-287-4646
McNary Dam	\$ 263,276.57	Dec-12	Umatilla, OR	Advanced American Construction	Ryan Boone	503-445-9000
UPRR Brooklyn Yard Phase I	\$ 329,496.85	May-13	Portland, OR	Kerr Contractors	Joel Jensen	971-235-7920
The Dalles Dam Elevator Refurbishment	\$ 383,207.94	Jun-13	The Dalles, OR	Todd Construction	Mark Roach	503-620-7652
John Day Dam Fish Ladder Entrance	\$ 262,633.25	Oct-13	Rufus, OR	Slayden Construction	Darren Funk	503-779-7317
UPRR Brooklyn Yard Phase II	\$ 272,338.50	Jan-14	Portland, OR	Kerr Contractors	Joel Jensen	971-235-7920
Dorenà Dam	\$ 1,467,313.64	Mar-14	Cottage Grove, OR	Mowat Construction	John Sandstrom	425-398-0205
The Dalles Fruit Company CA Rooms	\$ 258,909.00	Aug-14	Dallesport, WA	Hage Electric	Garry Hage	541-296-1962
Waste Management lighting project	\$ 1,625,767.00	15-Apr	Arlington, OR	Hage Electric	Jason Hage	541-296-1962

**Alden Plumbing, LLC**

105 Newtown Rd  
Walla Walla, WA 99362  
509-876-4633

**Milton-Freewater Oregon Wastewater Treatment Plant**

Contract Value: \$65,000.00.

**Scope:**

Installation of plumbing, trench drains and fixtures at WWTP.

**City of Pasco Wastewater Treatment Plant.**

Contract Value: \$43,750.0.

**Scope:**

Installation of plumbing, trench drains and fixtures at WWTP

**Nysa Oregon Wastewater Plant.**

General Contractor: Mike Becker Construction, Contract Value: \$79,000.00.

**Scope:**

New plumbing installation and upgrades.

**Columbia Crest Winery Barrel Room Improvements.**

Contract Value: \$86,000.00.

**Scope:**

Installation of 1,000 LF of trench drains

**Gesa Building Improvements**

Contract Value: \$34,680.00.

**Scope:**

Install of 300 LF of trench drain and floor drains.



**Benton City Waste Water Treatment Plant, Benton City, WA.**

General Contractor: IMCO General Contracting, Contract Value: \$16,609.00.

**Scope:**

Install mechanical ventilation systems for new WWTP Building.

**City of Richland Waste Water Treatment Plant, Richland, WA.**

General Contractor: Total Energy Management Contract Value: \$18,625.0.

**Scope:**

Provide labor and materials to install City of Richland supplied new water source HVAC equipment.

**Wilbur Waste Water Treatment Plant, Bellingham, WA.**

General Contractor: Boss Construction, Contract Value: \$19,900.00.

**Scope:**

Install mechanical HVAC and exhaust ventilation systems for new waste treatment building in Bellingham.

**Omak Waste Water Treatment Plant, Omak, WA.**

General Contractor: Intermountain Electric, Contract Value: \$25,020.00.

**Scope:**

Install mechanical ventilation systems for new process building. Also provide full controls integration.

**City of College Place Waste Water Treatment Plant, College Place, WA.**

General Contractor: IMCO General Contracting, Contract Value: \$75,420.00.

**Scope:**

Install mechanical ventilation systems and HVAC systems in 3 new process buildings. Systems included DX refrigeration cooling for equipment and controls rooms and ventilation systems for process areas.

**LIST OF REFERENCES**

CITY OF PROSSER  
2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
PWTF NO. PC12-951-068  
HLA PROJECT NO. 14084

List all projects of a similar nature completed by the BIDDER during the previous five (5) years. Similar projects are considered to be those projects with a contract amount of not less than 50 percent of the amount bid on this project with the type of construction, materials, and methods necessary for completion of this project. Provide name of contact person and phone number. Failure to complete this List of References may be cause for rejection of the BID.

<u>Previous Similar Projects</u>	<u>Contact Person</u>	<u>Phone Number</u>
<u>Pendleton WWTP Upgrades</u>	<u>Bob Patterson</u>	<u>541-966-0202</u>
<u>Pendleton AB Solids</u>	<u>Bob Patterson</u>	<u>541-966-0202</u>
<u>Wenatchee WWTP</u>	<u>Bruce Dudzik</u>	<u>509-546-2040</u>
<u>Pullman WWTP</u>	<u>Greta Gilman</u>	<u>509-747-2000</u>
<u>Rock Island WWTP</u>	<u>Kurt Holland</u>	<u>509-328-6066</u>
<u>City of Bridgeport WWTF</u>	<u>Nancy Wetch</u>	<u>509-453-4833</u>
<u>Mabton WWTP</u>	<u>David VanCleve</u>	<u>509-453-4833</u>
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## **BIDDER'S RESPONSIBILITY STATEMENT**

CITY OF PROSSER  
2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
PWTF NO. PC12-951-068  
HLA PROJECT NO. 14084

A Bidder will be deemed not responsible if the Bidder does not meet the mandatory bidder responsibility criteria in RCW 39.04.350(1), as amended; or does not meet the following Supplemental Criteria:

### 1. **Delinquent State Taxes**

- A. **Criterion**: The Bidder shall not owe delinquent taxes to the Washington State Department of Revenue without a payment plan approved by the Department of Revenue.
- B. **Documentation**: The Bidder shall not be listed on the Washington State Department of Revenue's "Delinquent Taxpayer List" website: <http://dor.wa.gov/content/fileandpaytaxes/latefiling/dtlwest.aspx>, or if they are so listed, they must submit a written payment plan approved by the Department of Revenue, to the Contracting Agency by the deadline listed below.

### 2. **Federal Debarment**

- A. **Criterion**: The Bidder shall not currently be debarred or suspended by the Federal government.
- B. **Documentation**: The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database ([www.sam.gov](http://www.sam.gov)).

### 3. **Subcontractor Responsibility**

- A. **Criterion**: The Bidder's standard subcontract form shall include the subcontractor responsibility language required by RCW 39.06.020, and the Bidder shall have an established procedure which it utilizes to validate the responsibility of each of its subcontractors. The Bidder's subcontract form shall also include a requirement that each of its subcontractors shall have and document a similar procedure to determine whether the sub-tier subcontractors with whom it contracts are also "responsible" subcontractors as defined by RCW 39.06.020.
- B. **Documentation**: The Bidder, if and when required as detailed below, shall submit a copy of its standard subcontract form for review by the Contracting Agency, and a written description of its procedure for validating the responsibility of subcontractors with which it contracts.

### 4. **Prevailing Wages**

- A. **Criterion**: The Bidder shall not have a record of prevailing wage violations as determined by Washington Department of Labor and Industries in the five years prior to the bid submittal date, that demonstrates a pattern of failing to pay workers prevailing wages, unless there are extenuating circumstances and such circumstances are deemed acceptable to the Contracting Agency.
- B. **Documentation**: The Bidder, if and when required as detailed below, shall submit a list of all prevailing wage violations in the five years prior to the bid submittal date, along with an explanation of each violation and how it was resolved. The Contracting Agency will evaluate these explanations and the resolution of each complaint to determine whether the violation demonstrates a pattern of failing to pay its workers prevailing wages as required.

### 5. **Claims Against Retainage and Bonds**

- A. **Criterion**: The Bidder shall not have a record of excessive claims filed against the retainage or payment bonds for public works projects in the three years prior to the bid submittal date, that

demonstrate a lack of effective management by the Bidder of making timely and appropriate payments to its subcontractors, suppliers, and workers, unless there are extenuating circumstances and such circumstances are deemed acceptable to the Contracting Agency.

B. **Documentation:** The Bidder, if and when required as detailed below, shall submit a list of the public works projects completed in the three years prior to the bid submittal date that have had claims against retainage and bonds and include for each project the following information:

- Name of project;
- The owner and contact information for the owner;
- A list of claims filed against the retainage and/or payment bond for any of the projects listed;
- A written explanation of the circumstances surrounding each claim and the ultimate resolution of the claim.

6. **Public Bidding Crime**

A. **Criterion:** The Bidder and/or its owners shall not have been convicted of a crime involving bidding on a public works contract in the five years prior to the bid submittal date.

B. **Documentation:** The Bidder, if and when required as detailed below, shall sign a statement (on a form to be provided by the Contracting Agency) that the Bidder and/or its owners have not been convicted of a crime involving bidding on a public works contract.

7. **Termination for Cause / Termination for Default**

A. **Criterion:** The Bidder shall not have had any public works contract terminated for cause or terminated for default by a government agency in the five years prior to the bid submittal date, unless there are extenuating circumstances and such circumstances are deemed acceptable to the Contracting Agency.

B. **Documentation:** The Bidder, if and when required as detailed below, shall sign a statement (on a form to be provided by the Contracting Agency) that the Bidder has not had any public works contract terminated for cause or terminated for default by a government agency in the five years prior to the bid submittal date; or if Bidder was terminated, describe the circumstances.

8. **Lawsuits**

A. **Criterion:** The Bidder shall not have lawsuits with judgments entered against the Bidder in the five years prior to the bid submittal date that demonstrate a pattern of failing to meet the terms of contracts, unless there are extenuating circumstances and such circumstances are deemed acceptable to the Contracting Agency.

B. **Documentation:** The Bidder, if and when required as detailed below, shall sign a statement (on a form to be provided by the Contracting Agency) that the Bidder has not had any lawsuits with judgments entered against the Bidder in the five years prior to the bid submittal date that demonstrate a pattern of failing to meet the terms of contracts, or shall submit a list of all lawsuits with judgments entered against the Bidder in the five years prior to the bid submittal date, along with a written explanation of the circumstances surrounding each such lawsuit. The Contracting Agency shall evaluate these explanations to determine whether the lawsuits demonstrate a pattern of failing to meet terms of construction related contracts.

As evidence that the Bidder meets the mandatory and supplemental responsibility criteria stated above, the apparent two lowest Bidders must submit to the Contracting Agency by 12:00 P.M. (noon) of the second business day following the bid submittal deadline, a written statement verifying that the Bidder meets all of the mandatory and supplemental criteria together with supporting documentation including but not limited to that detailed above (sufficient in the sole judgment of the Contracting Agency) demonstrating compliance with all mandatory and supplemental responsibility criteria. The Contracting Agency reserves the right to request such documentation from other Bidders as well, and to request further documentation as needed to assess Bidder responsibility. The Contracting Agency also reserves

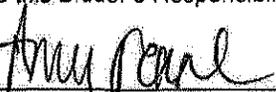
the right to obtain information from third-parties and independent sources of information concerning a Bidder's compliance with the mandatory and supplemental criteria, and to use that information in their evaluation. The Contracting Agency may (but is not required to) consider mitigating factors in determining whether the Bidder complies with the requirements of the supplemental criteria.

The basis for evaluation of Bidder compliance with these mandatory and supplemental criteria shall include any documents or facts obtained by Contracting Agency (whether from the Bidder or third parties) including but not limited to: (i) financial, historical, or operational data from the Bidder; (ii) information obtained directly by the Contracting Agency from others for whom the Bidder has worked, or other public agencies or private enterprises; and (iii) any additional information obtained by the Contracting Agency which is believed to be relevant to the matter.

If the Contracting Agency determines the Bidder does not meet the bidder responsibility criteria above and is therefore not a responsible Bidder, the Contracting Agency shall notify the Bidder in writing, with the reasons for its determination. If the Bidder disagrees with this determination, it may appeal the determination within two (2) business days of the Contracting Agency's determination by presenting its appeal and any additional information to the Contracting Agency. The Contracting Agency will consider the appeal and any additional information before issuing its final determination. If the final determination affirms that the Bidder is not responsible, the Contracting Agency will not execute a contract with any other Bidder until at least two business days after the Bidder determined to be not responsible has received the Contracting Agency's final determination.

Request to Change Supplemental Bidder Responsibility Criteria Prior To Bid: Bidders with concerns about the relevancy or restrictiveness of the Supplemental Bidder Responsibility Criteria may make or submit requests to the Contracting Agency to modify the criteria. Such requests shall be in writing, describe the nature of the concerns, and propose specific modifications to the criteria. Bidders shall submit such requests to the Contracting Agency no later than five (5) business days prior to the bid submittal deadline and address the request to the Project Engineer or such other person designated by the Contracting Agency in the Bid Documents.

By signing below, bidder acknowledges this Bidder's Responsibility Statement.

  
\_\_\_\_\_  
(Authorized Signature)



**BUILDING PEOPLE WHO BUILD GREAT THINGS**

1133 West Columbia Drive Kennewick, WA 99336

OR CCB #117497 WA #APOLLI\*061KB

## **VP, Project Executive**

### **Education**

Bachelor of Science  
Construction Management  
Central Washington University,  
1998

### **Apollo Tenure**

14 Years

### **Industry Tenure**

16 Years

## **Amy Jenne**

Amy Jenne is a highly technical Project Executive with 16 years of hands-on experience managing multi-million dollar wastewater treatment, water treatment, and pump station projects in the private and public sectors. Amy excels at communication and leadership for her team to provide customer satisfaction time and time again. She effectively leads her team during preconstruction services, construction procurement, budgets, scheduling, and executive status meetings during the duration of each project to ensure on budget on time project deliveries for each customer.

### **Relevant Experience:**

#### **Hyalite/Sourdough Water Treatment Plant, Bozeman MT**

Construction of new 42,000 sf water treatment building that houses administration, maintenance, chemical storage, membrane treatment, maintenance, laboratory and preliminary treatment areas. Included installation of Pall membrane treatment at a capacity of 22mgd, construction of residuals storage lagoon, residuals dry beds, on-site sewage treatment system, and demolition of exiting water treatment plant.

#### **City of Wenatchee WWTP Improvement Project, Wenatchee WA**

Upgrade including demolition of existing screening system, construction of new headworks bldg. including new screens and washier/compactors and four lair ducting and fans. Const. of foul air ducting for former existing grit work and influent junction box. Construction of biofilter fans in existing Screenings Bldg. Foul air ducting and fans for existing Solids Handling Bldg. including hoods for the belt filter press, thickener, and Digesters 1,2,and 3. Demolish existing internals of Primary Clarifier No. 1, new Primary Clarifier No. 1 internals and cover, new cover for Primary Clarifier No. 2. Foul Air Collection system for Primary Clarifiers No. 1 and 2 and the Influent Pumping Station including ducting and fans. Relocate existing Wastewater Sampler from Pre-Aeration Chamber to a new enclosure outside of the Screening Bldg. Biofilter and its associated media for treatment of foul air.

#### **Pullman Secondary Process Improvements, City of Pullman WA**

Modifications/improvements to the existing tow aeration basins, two secondary clarifiers, return activated sludge pumping system, and addition of two new aeration basins and a mixed liquor flow splitter structure.

#### **City of Kennewick Ranney Collector, Kennewick WA**

Rehabilitation of well caisson and laterals, removal/replacement of ranney collector pumps, UV reactors, reconstruction of existing pump station buildings, 72" concrete contactor pipe, electrical switch gear and transformers, associated yard piping.

#### **Saddle Gap Pumping Plant, Othello WA**

Construction of new pumping plant and penstock pipeline. The pumping plant includes four (4) vertical turbine pumps totaling 2,800 horsepower with 54" steel discharge manifold to 3,585 linear feet of penstock pipeline 54-inch diameter bar-wrapped steel lined reinforced concrete pipe.



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**Walla Walla Wastewater Treatment Plant, Walla Walla WA**

Upgrade including wastewater treatment plant improvements and 22M gallon lagoon site improvements re-build sand filters, effluent diversion pump stations, side stream equalization pumping, submersible mixers, and associated yard piping.

**City of Colville WWTP, Colville WA**

New 1.45 MGD activated sludge wastewater treatment plant. Major elements include: earthwork, site improvements, utility and road improvements, lagoon modifications, concrete process basins, supply and installation of process equipment, process and operations bldgs., electrical and controls.

**Walla Walla Wastewater Treatment Plant, Walla Walla WA**

Upgrade including influent screen, sludge storage canopy, sludge mixer, laboratory remodel, and site civil work.

**City of Kennewick WTP, Kennewick WA**

Flocculation/sed basin upgrades and modifications; rapid mix chamber and powdered activated carbon system addition. Conversion of existing ozone basins to flocculation basins, mod to existing flocculation basins and sedimentation basin. Filer building elect room addition; mod to filter building to convert existing gravity filters to submerged membranes; and installation of submerged membrane system. Modification to existing WW Reclamation building to house membrane support equipment, electrical room addition and sodium bisulfite room addition along with all associated electrical, instrumentation, yard piping and site work for all above modifications.



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## **Project Superintendent**

### **Education**

Carpenters JATC Apprenticeship

### **Apollo Tenure**

20 Years

### **Certifications**

OSHA 10-hr Safety and Health  
First-aid/CPR

## **Josh Prock**

Josh Prock is a proven project superintendent with 20 years of hands-on construction experience and 14 years project superintendent experience managing multi-million dollar wastewater treatment and water treatment projects. Josh excels at proactive project pre-planning, scheduling, safety, execution and communication with all project stakeholders.

### **Relevant Experience:**

**City of Bridgeport WWTP, \$3.7M** - 2014 Upgrade, construct modifications to existing headworks gates and screens, new influent pump station, new aerated grit basin, bioselectors, and aeration basin. Clean and construct modifications to the oxidation ditch, construct new secondary clarifier splitter box, and construct modifications to existing secondary clarifier. Construct new secondary clarifier and adjacent scum pump station, and new grit/electrical building. Install new dewatering screw press and polymer system in an existing solid handling building, install new non-potable water system, and new sludge pump in existing operations building. Construct modifications to existing drying beds, and install all required piping and appurtenances. Construct all required site grading and asphalt paving, and restore all surfaces disturbed by construction activities. City of Bridgeport, Stuart Dezelle, 509-686-3613.

**City of Wenatchee WWTP, \$7.4M** – 2014 Upgrade, Demolition of existing screening system, construction of new headworks bldg. including new screens and washier/compactors and four air ducting and fans. Const. of foul air ducting for former existing grit work and influent junction box. Construction of biofilter fans in existing Screenings Bldg. Foul air ducting and fans for existing Solids Handling Bldg. including hoods for the belt filter press, thickener, and Digesters 1,2, and 3. Demolish existing internals of Primary Clarifier No. 1, new Primary Clarifier No. 1 internals and cover, new cover for Primary Clarifier No. 2. Foul Air Collection system for Primary Clarifiers No. 1 and 2 and the Influent Pumping Station including ducting and fans. Relocate existing Wastewater Sampler from Pre-Aeration Chamber to a new enclosure outside of the Screening Bldg. Biofilter and its associated media for treatment of foul air. City of Wenatchee, Chuck Mayhew, 509-888-3206

**Rock Island WWTP, \$3.8M** – 2013 New, 225 MGD extended aeration wastewater treatment plant. Major elements of the work include: earthwork, site improvements, concrete process basins, supply and installation of process equipment, process and operations buildings, sludge drying beds, electrical, and controls.

**City of Kennewick Zone 5 Reservoir \$1.8 Million** – 2012, Construction of a 1.0 million gallon concrete reservoir. Work includes site improvements, site lighting,



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### **Project Manager**

#### **Education**

Bachelor of Science  
Construction Management  
Central Washington University,  
2008

#### **Apollo Tenure**

7 Years

#### **Industry Tenure**

10 Years

### **Dan Sjule**

Dan has nearly 10 years of experience in the construction industry and is responsible for managing multiple construction projects. Abilities: Extensive coordination and effective communication with the owner, design engineer, and subcontractors throughout all phases of Construction. Detailed knowledge of scheduling, estimating, cost/budget management and value engineering. He is also experienced in construction within and near environmentally sensitive areas.

#### **Relevant Experience:**

**Wapato Wastewater Treatment Plant Improvements, \$7.5M** – Project Manager: Construction of new 6,700 SF membrane biological reactor (MBR) treatment facility consisting of a CMU process control building, concrete tanks, concrete foundation and floor slab, steel joist roof framing and membrane roofing, bridge crane and hoist, guardrail, walkways, aluminum covers, masonry partition walls, and electrical room, process piping, ventilation fans and louvers, gas heating system, lighting, electrical and control systems. Furnishing and installing three closed-vessel medium-pressure ultraviolet treatment units; one packaged process water booster pump station, two rotary lobe sludge pumps. Installation of major equipment furnished by Kubota Membrane: thirty-six submerged membrane units with scour air diffusers, two pre-aeration diffuser systems, five packaged rotary lobe positive displacement blowers, three feed forward submersible pumps including guide rail system, two submersible mixers, misc. piping, fittings, valves, and control instruments, and MBR system control panel.

**Granger WWTF Improvements and Expansion, \$3.2M** – Project Manager: Construction and installation of earthwork, pavement, headworks screening modifications, concrete process basins, site piping, outfall, sewer mainline replacements, drying beds, maintenance building, effluent sampling structure, and associated site electrical power and control modifications.

**Grandview Wastewater Pumping Facilities, \$2.3M** – Project Manager: Reconstruction of the existing lift station building, including demolition of existing building, pumps and piping, expansion of the existing concrete wetwell and drywell and CMU block building, installation of new vertical solids handling pumps, piping, bridge crane and hoist system, HVAC, lighting, electrical and control systems, site piping, and final site grading. This schedule of work also included temporary bypass pumping. Construction of 24- x 40-foot CMU block primary clarifier sludge pump building complete with rotary lobe positive displacement pumps, inline sewage macerator, piping, HVAC, lighting, electrical and control systems, site piping, scum pit, and final site grading. This work also included demolition of the existing concrete sludge pump building and other is miscellaneous on-site treatment facility structures. Replacement of the existing primary clarifier weirs and baffles and resurfacing a portion of the existing concrete clarifier structure.



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**Trestle Creek Bridge, Hope ID \$3.6M** – Project Manager: Construction of a new bridge and realignment of Trestle Creek near Hope, Idaho. The project spanned nearly three-quarters of a mile in an environmentally sensitive area that required rock blasting, piling, structural concrete, retaining walls, roadwork, numerous stream diversions within a strict “in water work” window to minimize adverse effects to the native habitat, box culvert replacement and roadway widening on Idaho State Highway 200. In order to keep the highway open to the traveling public, the new bridge was designed to be constructed in two phases and incorporated precast abutments with bulb T girders.

**Picnic Point Wastewater Treatment Facility, Edmonds WA \$85** – Project Engineer: Upgrade to include new liquid and solids treatment, odor control systems, an Operations Bldg., and associated systems. Includes all temporary and permanent site, architectural, structural, process, mechanical, HVAC, Building services, electrical, and instrumentation and control work and testing, training, and commissioning along with incidental earthwork, yard piping, site electrical, storm water management and dewatering.



## CONTRACT

THIS AGREEMENT, made and entered into in triplicate, this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Prosser, hereinafter called the OWNER, and Apollo, Inc., a Washington Corporation, hereinafter called the CONTRACTOR,

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the parties hereto covenant and agree as follows:

- I. The CONTRACTOR shall do all work and furnish all tools, materials, and equipment for 2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS, PWTF NO. PC12-951-068, HLA PROJECT NO. 14084, in accordance with and as described in the Plans and Specifications and the Standard Specifications for Road, Bridge, and Municipal Construction, all of which are by this reference incorporated herein and made a part hereof, and shall perform any alterations in or additions to the work provided under this Contract and every part thereof.

Work shall start within ten (10) calendar days after Notice to Proceed and shall be completed within two hundred (200) working days of the date of such Notice to Proceed (see SPECIAL PROVISIONS - Section 1-08.5).

If said work is not completed within the time specified, the CONTRACTOR agrees to pay to the OWNER for each and every working day said work remains uncompleted after expiration of the specified time, liquidated damages as determined in Section 1-08.9.

The CONTRACTOR shall provide and bear the expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this Contract and every part thereof, except such as are mentioned in the Specifications to be furnished by the OWNER.

- II. The OWNER hereby promises and agrees with the CONTRACTOR to employ, and does employ the CONTRACTOR to provide the materials and to do and cause to be done the above described work and to complete and finish the same according to the Plans and Specifications incorporated by reference above and the terms and conditions herein contained; and hereby contracts to pay for the same according to the Specifications incorporated herein by reference above and the schedule of unit or itemized prices hereto attached, at the time and in the manner and upon the conditions provided for in this Contract.
- III. The CONTRACTOR for himself, and for his/her heirs, executors, administrators, successors, and assigns does hereby agree to the full performance of all the covenants herein upon the part of the CONTRACTOR.
- IV. It is further provided that no liability shall attach to the OWNER by reason of entering into this Contract, except as expressly provided herein.
- V. CONTRACTOR is an independent contractor and not an employee of the OWNER. The OWNER has designated the Contract performance and the CONTRACTOR shall be responsible for the details of that work. The parties recognize the CONTRACTOR has unique skills not otherwise available to the OWNER to accomplish the purpose of the Contract. The CONTRACTOR shall supply all equipment and supplies necessary to accomplish the Contract. The parties recognize that the purpose of the Contract is not within the regular course of business of the OWNER. The parties state that the right of control over the activities necessary to perform the Contract are with the CONTRACTOR.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first herein above written.

OWNER:

City of Prosser, Washington

(SEAL)

By: \_\_\_\_\_

ATTEST:

Name: Paul Warden

Title: City Mayor

\_\_\_\_\_  
Name: Rachel Shaw

Title: City Clerk

CONTRACTOR:

By: \_\_\_\_\_

(SEAL)

Name: \_\_\_\_\_  
*(Please Print or Type)*

ATTEST:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_  
*(Please Print or Type)*

\_\_\_\_\_  
Name: \_\_\_\_\_

**UNIT PRICE BID PROPOSAL**

**NOTE: Unit prices for all items, all extensions, and total amount of bid must be shown. Any changes/corrections to the bid must be initialed by the signer of the bid, in accordance with Section 1-02.5 of the Special Provisions. In accordance with Section 1-02.6 of the Special Provisions, if minimum bid amounts are shown, the unit or lump sum price must equal or exceed the minimum amount indicated.**

CITY OF PROSSER  
 2015 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
 PWTF NO. PC12-951-068  
 HLA PROJECT NO. 14084

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY		UNIT PRICE DOLLARS-CTS		AMOUNT DOLLARS-CTS
1	Mobilization	LS	---	X	610,000. <sup>00</sup>	=	610,000. <sup>00</sup>
2	Temporary Erosion/Water Pollution Control	LS	---	X	21,000. <sup>00</sup>	=	21,000. <sup>00</sup>
3	Clearing and Grubbing	LS	---	X	14,000. <sup>00</sup>	=	14,000. <sup>00</sup>
4	Existing Structure and Treatment Equipment Demolition	LS	---	X	71,000. <sup>00</sup>	=	71,000. <sup>00</sup>
5	Unclassified Excavation and Backfill	CY	7,000	X	16. <sup>00</sup>	=	112,000. <sup>00</sup>
6	Shoring or Extra Excavation	LS	---	X	59,000. <sup>00</sup>	=	59,000. <sup>00</sup>
7	Anaerobic Digester and Pipe Gallery, Complete	LS	---	X	1,182,410. <sup>00</sup>	=	1,182,410. <sup>00</sup>
8	Sludge Thickening and Digester Control Building, Complete	LS	---	X	812,000. <sup>00</sup>	=	812,000. <sup>00</sup>
9	Sequencing Batch Reactor (SBR), Complete	LS	---	X	990,000. <sup>00</sup>	=	990,000. <sup>00</sup>
10	Existing SBR Control Building and Pump Room Modifications, Complete	LS	---	X	600,000. <sup>00</sup>	=	600,000. <sup>00</sup>
11	Trickling Filter Rotary Distributor, Complete	LS	---	X	165,000. <sup>00</sup>	=	165,000. <sup>00</sup>
12	Site Piping, Fittings, and Valves, Complete	LS	---	X	288,000. <sup>00</sup>	=	288,000. <sup>00</sup>
13	Electrical and Control System Improvements, Complete	LS	---	X	813,000. <sup>00</sup>	=	813,000. <sup>00</sup>
14	100 Ampere Circuit Breaker Replacement	EA	3	X	2,000. <sup>00</sup>	=	6,000. <sup>00</sup>
15	150 Ampere Circuit Breaker Replacement	EA	2	X	4,000. <sup>00</sup>	=	8,000. <sup>00</sup>
16	225 Ampere Circuit Breaker Replacement	EA	1	X	4,000. <sup>00</sup>	=	4,000. <sup>00</sup>
17	400 Ampere Circuit Breaker Replacement	EA	3	X	6,300. <sup>00</sup>	=	18,900. <sup>00</sup>
18	800 Ampere Circuit Breaker Replacement	EA	2	X	11,800. <sup>00</sup>	=	23,600. <sup>00</sup>
19	Engine Generator and Transfer Switches, Complete	LS	---	X	128,000. <sup>00</sup>	=	128,000. <sup>00</sup>
20	Site Grading and Drainage, Complete	LS	---	X	79,000. <sup>00</sup>	=	79,000. <sup>00</sup>
21	Landscape and Irrigation System Improvements, Complete	LS	---	X	17,000. <sup>00</sup>	=	17,000. <sup>00</sup>
22	Quarry Spalls	CY	700	X	59. <sup>00</sup>	=	41,300. <sup>00</sup>
23	Gravel Backfill for Walls	CY	400	X	57. <sup>00</sup>	=	22,800. <sup>00</sup>
24	Crushed Surfacing Top Course	TON	300	X	24. <sup>60</sup>	=	7,380. <sup>00</sup>
25	Crushed Surfacing Base Course	TON	2,500	X	24. <sup>60</sup>	=	61,500. <sup>00</sup>

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY		UNIT PRICE DOLLARS-CTS		AMOUNT DOLLARS-CTS	
26	HMA CI 1/2-Inch PG 64-28	TON	180	X	<del>112</del> 102.00	=	18,360.00	
27	4-Inch Cement Concrete Sidewalk, Incl. Aggregate Base	SY	280	X	62.00	=	17,360.00	
28	6-Inch Cement Concrete Sidewalk, Incl. Aggregate Base	SY	20	X	93.00	=	1,860.00	
29	Chain Link Fencing	LF	480	X	22.00	=	10,560.00	
30	Chain Link Swing Gate, 20 Feet Wide	EA	1	X	970.00	=	970.00	
31	Record Drawings (Minimum Bid \$5,000.00)	LS	---	X	5,000.00	=	5,000.00	
32	O&M Manuals (Minimum Bid \$5,000.00)	LS	---	X	5,000.00	=	5,000.00	
33	Minor Change	FA	Est.	X	\$15,000.00	=	15,000.00	
<b>BID SUBTOTAL</b>								6,229,000.00
<b>8.6% STATE SALES TAX</b>								535,694.00
<b>BID TOTAL</b>								6,764,694.00

*CRF*  
*09/04/15*