



# CITY ADMINISTRATOR'S QUARTERLY REPORT



*Birthplace of the Washington Wine Industry*

WASHINGTON

## Introduction to City Administrator's Report

Elected officials at the City of Prosser have received reports from staff in a variety of ways in the past. In an effort to be more transparent to the public and to ensure that all elected officials receive accurate information at the same time, Prosser City Council has requested an Administrator's Report. This report provides performance and status update information to the Mayor, City Council and the public on City services and programs. Prosser City Council adopted 2016 – 2019 goals in September of this year. This report will focus on outcome-based objectives in the current fiscal year and future years towards the achievement of those goals. The Administrator's Quarterly Report reflects the City's progress toward the accomplishment, current service levels, and progress towards achievement of these goals. The performance data in this report is compiled internally, analyzed, and then organized for presentation.

I am happy to report on the activities of city staff and resources. Summer is now in the rearview mirror and our focus has turned to work on the 2017 budget, negotiations of wastewater use with our industrial users, planning for future capacity needs, and methods for managing the current and expected growth of Prosser. We also continue to meet with our service partners often to continue improvements to communication between parties.

I am pleased to present to you the 3<sup>rd</sup> Quarter City Administrator's Quarterly Report. I strive to keep Council and the public well-informed on City issues and progress. Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

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## GENERAL

*This section is designated to report on all things general to the City, such as economic development, general health and livability, and research on potential future projects that might be in the city's best interest.*

### **WHAT'S HAPPENING:**

- Ward Gap Fire – end of July/early Aug. Met with State Mobilization units and local Fire Dept to debrief on the incident.
- Active Shooter Training – Aug. Great Success! First time in history City Hall was closed to the public for training purposes.
- PAC Close-out – Aug.
- Hosted Public Input Session on Council Goals – Aug.
- Council Goals were adopted in September
- Council Member Rodriguez resignation was followed by new Council Member Stephanie Groom's appointment

### **WORKING CLOSELY WITH WEST BENTON REGIONAL FIRE AUTHORITY**

Staff anticipates bringing a draft agreement for fire inspection and other services to be provided by West Benton Regional Fire Authority to Council for review, discussion, and direction in November.

### **UPDATE ON NEW ECONOMIC DEVELOPMENT REVENUE COMING TO PROSSER**

The "09 dollars" (formally known as Benton County Rural Capital Funds) discussions with the county and all other eligible agencies are ongoing. Exactly how the funds will be distributed and under what requirements are still being worked out. There have been considerable administrative delays from Benton County on the exact process and distribution of funds, but communication has been open. All participants in the program throughout the county are eager to adopt the process and get the funds out to their communities. Staff is hopeful that this will all be worked out before the end of the year.

### **NEW PROJECTS BEING RESEARCHED BY STAFF FOR POTENTIAL FUTURE CONSIDERATION**

- Capacity growth of wastewater. Council directed staff to further research and work closely with FruitSmart to consider the use of their waste water treatment facility. Several internal research reports have been generated on the facility's functionality, estimated market value, re-commissioning plan, and others. The Port of Benton, upon request from the City Administrator, has generously joined in this effort by providing their Director of Real Estate to assist in the research and negotiation process. Staff is working to come up with an acquisition deal for the facility that is satisfactory to both parties. We anticipate either reaching a deal or moving on to other options by the end of the year.
  - Staff is working with Sue Jetter, contracted Grant Writer, on a Community Economic Revitalization Board (CERB) application for grant funds to assist with the purchase/acquisition of this property in anticipation of successful negotiations. Information about this grant and direction to proceed with submittal of the application is anticipated to come before Council at their November 8<sup>th</sup> Council Meeting.

- A review of many of our current software systems and some potential systems to improve operations has begun. Staff has viewed multiple software demonstrations for programs to assist with maintenance, park reservations, fleet management, and some others. Research is ongoing to find software programs available that reduce costs, increase efficiencies and accuracies, and provide better direct services to the public.
- A review of some City-owned parcels has begun to determine what would be the best future use. Additionally, staff has met with members of the community who wish to either sell or gift property to the City for future use. Staff anticipates bringing a report on specific parcels and some recommended uses to Council in December or January.
- Discussions with the Senior Center regarding future use and operations have also occurred. Staff is working to determine opportunities for use of the facilities on days/times when Senior programs are not occurring.

#### **LIST OF ONGOING RESEARCH PROJECTS FOR POTENTIAL FUTURE CONSIDERATION (*reported date*)**

- Electric Vehicle Charging Stations (*June 2016*)
- Expansion of Water and Other Utilities Across I-82 (*May 2016*)
- Capacity Growth of Waste Water System. (*May & June 2016*)
- Byron Road (*May 2016*)
- Horse Heaven Hills Conservation (*May 2016*)

## **PUBLIC WORKS Department**

*The Public Works Department provides Domestic Water, Wastewater, Street, Parks, garbage, irrigation, and tree services. The information below is a summary to the projects and operations of the department.*

#### **WHAT'S HAPPENING:**

- **City Park Restroom Project.** Old restroom building has been demolished and site preparation continues for installation of the pre-fabricated new restroom. The new restroom is scheduled for installation on November 10<sup>th</sup>. Additional work, such as landscaping and water facet installation, will continue throughout November.
- **City Annex Roof Repair.** Project was completed in August.
- **PAC Old Bathhouse.** Center area has been fully enclosed (new/updated walls), electrical updates were installed and some outlets relocated
- **Domestic Water Leak System-wide Analysis.** A few minor leaks in the system were located and repaired. An analysis of the system has revealed that the likelihood of major leaks is exceptionally low, but rather, the reason for reported leaks is more closely tied to administrative methods of reporting. Staff is working to update how it is reported and working with our contractors to assist with that change. We anticipate, upon completion to the updates of our reporting methods, that Prosser will make significant improvements in our compliance status to state and other authorities.
- **Franchise Agreements.** Public Works is working closely with several organizations and even utilities on franchise agreements. These agreements will ultimately yield the installation of new communication systems throughout the City.

- **Street Lights.** Installed five new decorative LED street lights on 6<sup>th</sup> Street in front of FruitSmart. These replaced the old lights that had deteriorated at the base and had fallen apart.
- **Sidewalk Replacement.** Replaced approximately 200 linear feet of sidewalk on Yakima Avenue near Prosser High School.
- **Leak Detection Analysis.** Zone 2 completed.
- **Plastic Meter Boxes.** Worked to locate and replace any and all plastic meter boxes and lids still located in the field.
  - Found and replaced nine (ongoing program)
  - Annual cleaning in and around meter boxes (ongoing program)
  - Changed out three 2” meters.
  - Installed one all new service tap on Miller Avenue.

Vandalism at Parks

- None to report

Parks Repairs

- City Park Pavilion – Painted
- Farrand Park Restroom – Fascia boards replaced and painted
- Crawford Park Restroom – Siding replaced and painted

Tree Maintenance Program

- Removed three dead trees, trimmed deadwood on three trees, grounded multiple stumps from previous removals, and removed dead trunks. For your information, the City of Prosser has approximately 900 trees that require ongoing maintenance throughout our streets, parks, and public spaces.

Local Celebrations Preparation Work Completed (3<sup>rd</sup> Quarter)

- The Great Prosser Balloon Rally
- State’s Day Celebration
- Independence Day Celebration
- Mini Hydros Event

<b>2016 BUDGETED PROJECTS</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Status Update</b>
City Park Restroom Project	In Progress	11/2016	Environ. Inspection Completed Building Permit Under Review Applying for Other Permits Developing Site Plan Demolition Scheduled for 7/19
LED Retrofit Project	In Progress	<b>Completed Sept.</b>	
Chipseal Program	5/2016	<b>Completed Aug.</b>	Approx. 1.9 miles
WWTP Upgrade	In Progress	11/2016	System testing
Sr. Center Paint Exterior	7/2016	<b>Completed July</b>	
Skate Park Modification	6/2016	12/2016	Contract underway
Street Tree Maintenance	7/2016	<b>Completed Aug.</b>	Developing scope

WCR Lighted Crosswalk	8/2016	5/2017	Materials have arrived. No responsive contractors. Seeking new Quotes
Sidewalk Repair Wamba/OIE	8/2016	12/2016	<i>no activity</i>

***Anticipated***

<b>PLANNED FUTURE PROJECTS</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Status Update</b>
Yakima Ave.			
Guernsey to 6 <sup>th</sup> Sidewalk Upgrade	5/2016	8/2017	Grant Prep – SRTS for 2017 Reduced project to 125 l.f. 2 new ADA ramps + sidewalk
Market to Guernsey Reconstruct	2/2017	2/2018	<i>no activity</i>
Irrigation System Analyses	6/2016	3/2017	<i>no activity</i>
Water Valve Replacements	8/2016	4/2017	<i>no activity</i>
Irrigation Delivery Box #2 Upgrade	9/2016	5/2017	<i>no activity</i>
Irrigation Main Replacements	11/2016	5/2017	<i>no activity</i>
7TH St. Improvements	1/2017	8/2017	TIB agreement signed by Mayor PE/Design underway
Cory Scissor Hydrant Replacement	4/2017	10/2017	<i>no activity</i>
Highland Dr. Water-Main Extension	<b>Completed</b>	<b>Completed June</b>	450 Linear Feet Completed

**DOMESTIC WATER STATS**

<b>Month</b>	<b>Average Per Day (MG)</b>		<b>Peak Day (MG)</b>		<b>Total (MG)</b>	
	<b>2016</b>	<b>2015</b>	<b>2016</b>	<b>2015</b>	<b>2016</b>	<b>2015</b>
January	1.20	0.98	1.80	1.58	39.2	30.2
February	2.10	0.95	2.10	1.36	37.7	26.5
March	1.20	1.09	1.70	1.84	38.2	33.9
April	1.60	1.62	2.10	2.71	42.0	40.5
May	2.18	2.09	3.19	3.14	56.8	64.8
June	2.43	2.82	3.40	3.64	72.9	87.3
July	2.81	3.08	3.79	4.01	78.8	95.5
August	2.79	2.73	3.98	3.79	86.4	84.5
September	2.51	2.44	3.97	3.16	75.4	73.0
<b>GRAND TOTAL:</b>					<b>527.4</b>	<b>536.2</b>

**WASTEWATER STATS**

<b>Month</b>	<b>Total Flow (million gallons)</b>
March	21.391
April	21.388
May	24.054
June	19.611
July	26.350
August	24.825
September	24.761

**HYDRANT MAINTENANCE** (approx. 400 total hydrants)

<b>Month</b>	<b>Serviced</b>	<b>Out Of Service</b>	<b>% In Service</b>	<b>Replaced/Repaired</b>
March	18	1	99.8%	0/2
April	11	1	99.8%	2/0
May	27	2 (one day only)	100.0%	0/2
June	0	0	100.0%	0/0
July	0	0	100.0%	0/0
August	0	0	100.0%	0/0
September	152	3 (2 weeks)	99.4%	0/3

**UNSCHEDULED/EMERGENCY WATER PROJECTS**

7/2016 – One service break (corp. stop ripped out of the main) on Sheridan Avenue

9/2016 – Water main repair on Nunn Rd. Found during leak detection tests

9/2016 – 1104 & 1108 Grant St. meters serviced

**POTHoles PATCHED**

<b>Month</b>	<b>Description</b>	<b>Accomplishment</b>
April	2 locations	197 sq. ft.
May	Alexander Ct. shoulder, Old PUD Alley	870 sq. ft.
June	<i>no patching operations this month</i>	<i>n/a</i>
July	Completed Highland Drive preparation	<i>n/a</i>
August	Highland Drive	14 tons asphalt
September	WCR north, Anna St., Roza Vista Dr.	7 tons asphalt

**CRACK SEAL PROGRAM (Projects Completed in 2016)**

All projects for 2016 are now completed. 4.42 total miles were crack sealed this year.

**BUILDING & PLANNING Departments**

*The Building and Planning Departments are responsible for compliance with all local, state, and federal regulations for environmental protections and land use laws, as well as the issuance of building permits and enforcement of applicable building codes. Below is a summary of current development in Prosser as well as other outputs of these departments.*

**WHAT'S HAPPENING:**

- Love's Travel Center
  - Project continues to move forward, but slightly slower than both the contractor and the City expected. Updated opening date for Travel Center is expected to be April/May 2017.
- Catholic Charities Housing Services (CCHS)
  - All units of Phase I (Apartments) now occupied.
  - Phase II (a 28 lot subdivision with single family dwellings) construction began at the end of September.

- Lighted Crosswalk funding secured via donations and parts have been ordered. Installation will occur in Spring 2017.
- Work on the Comprehensive Plan in ongoing. Significant data collection has occurred with more still pending. Analysis and calculations has begun.
  - Working with Prosser High School seniors to provide use information from a younger demographic. The idea here was/is to involve young people in the planning process so that they can gain experience and knowledge of how a city goes about planning for our future, and, since Prosser is and will become the city they inherit, it is valuable information to learn what they hope and expect from their City's growth management.
- Sign Code Update has been approved and adopted
- Discussions about getting electrical vehicle charging stations in Prosser are ongoing. Investigating grants and business partnerships for locations and installations.
- City new SUV has been received and outfitted and is now in use.
- Draft of Recreation Survey has been completed and is under review. This will serve three purposes: 1) to assist with requirements of our Comprehensive Plan, and 2) to assist us with eligibility for some grants, and 3) to assist us with the prioritizations of current and future park and recreational services.
- Began internal departmental work sessions for updates to P.M.C. Chapter 17 in an effort to reduce redundancies, add best practices, and reduce what is often considered excessive costs to developers. It is our hope that upon completion, a much more streamlined and affordable commercial and residential building code will exist.
- Began an internal review and City-owned properties to come up with recommendations for future Council consideration for best use and options for these properties.

**PERMITS**

<b>Month</b>	<b># of Permits Issued</b>	<b>\$ Value</b>	<b>Fees Collected</b>
January	10	\$ 59,074	\$ 1,189
February	21	\$ 637,512	\$ 8,079
March	10	\$ 7,174,759	\$48,471
April	24	\$ 4,971,618	\$36,304
May	18	\$ 141,347	\$ 3,628
June	18	\$ 117,803	\$ 1,943
July	22	\$ 1,103,365	\$ 9,961
August	22	\$ 374,061	\$ 5,954
September	34	\$ 7,669,610	\$62,323
<b>YTD Total:</b>	<b>179</b>	<b>\$22,249,149</b>	<b>\$177,852</b>

## CODE ENFORCEMENT

Type	# of Inspections		
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Animal Impounds	0	20	
Animal at Large	0	0	
Animal Neglect	0	0	
Campers/Trailers Non-Setback	0	2	
Excess Animals	0	1	
Fire/Life/Safety	165	132	
Fire Hazard Abatement	0	1	
Inoperable Vehicle	7	6	
Kennel License Application	0	1	
No Address on Building	13	0	
Noise Complaint (Animal)	4	4	
Notice to License Rental	0	5	
Outside Storage	3	0	
Potentially Dangerous Dog	1	5	
Rental Inspection	18	6	
Rubbish/Garbage/Yard	26	0	
Sidewalk/Street Obstruction	3	0	
Sight Obstruction	1	0	
Unpermitted Construction	7	2	
Unpermitted Sign	3	2	
Unsafe Structure	1	1	
Weeds/Brush/Debris	70	25	
<b>Total:</b>	<b>322</b>	<b>188</b>	

## FINANCE Department

*The Finance Department manages all financial operations and the budget for the City. This department also manages Human Resources and Personnel as well as Risk Management. Below is a summary of outputs from this department.*

### WHAT'S HAPPENING:

#### Completed

- Received a “clean” State Audit report, with only positive remarks provided to staff.
- Prepared and sent 2017 Proposed Budget to City Council in September.
- Successfully worked with Police Department and hired part-time administrative staff.

#### In Process

- Software Programs: Staff is investigating various software programs aimed at improving our customer service and experience. These programs range from online recreation registration to employment applications.

- The Finance Department will be implementing internal audits as a tool to prevent to reduce policy errors. It is our goal to perform them at least quarterly and will be reporting to Council regarding our findings. This information can be found in the Finance Department’s quarterly report.
- Internal Control Policy: Staff is working to update and review the existing internal control manual. The policy should be reviewed regularly and updated based on new services, practices, or as positions change.

**CHECKS/EFT PAYMENTS ISSUED**

<u>Month</u>	<u># of Payments</u>
January	338
February	221
March	245
April	236
May	239
June	266
July	191
August	266
September	290
<b>YTD</b>	<b>2,292</b>

**ELECTRONIC PAYMENTS RECEIVED**

<u>Month</u>	<u># Received</u>
January	692
February	743
March	804
April	742
May	815
June	1,100
July	1,251
August	1,095
September	765
<b>YTD</b>	<b>8,007</b>

**BILLS SENT OUT**

<u>Month</u>	<u># Sent Out</u>
January	2,208
February	2,206
March	2,207
April	2,219
May	2,229
June	2,223
July	2,219
August	2,219
September	2,225
<b>YTD</b>	<b>19,955</b>

*\*Please Note: The Finance Department’s Quarterly Report is far more comprehensive than the information provided here and provides in-depth financials of City affairs. The Finance Department Quarterly Report is provided to City Council within 45 days of the conclusion of any quarter. Please see that report for further information.*

## CLERK'S Office

*The Clerk's Office is the official keeper of the municipal records (agendas, minutes, audio, ordinances, resolutions, etc.) Prosser's Clerk's Office is also responsible for IT, telecommunications, and Public Information (including Public Records Requests) and is the City's Public Information Officer (PIO) for media contact. Below is a summary of outputs from this department.*

### **WHAT'S HAPPENING:**

- Both the City Clerk and Administrative Assistant attended a one day Fall Academy training in Leavenworth hosted by Washington Municipal Clerk's Association (WMCA). The City Clerk is actively pursuing her Master Municipal Clerk (MMC) certification through International Institute for Municipal Clerks (IIMC) and anticipates accomplishing the designation by Summer 2017.

### **PHONE UPDATE PROJECT**

- The project has now been released to the local Charter teams. A Construction Coordinator has not yet been assigned, but the Network Technician is assigned and will be responsible for the installation of the required electronics once construction is completed. A walkout meeting is scheduled in July and will include determinations for route of construction, in-ground facilities, entry points, location of equipment, and type of equipment to be installed. Permitting is underway, to be followed by construction beginning in late August.
- Completion anticipated in October

### **WEBSITE UPGRADE/PHOTO CONTEST:**

- Staff continues to work with website designers to finalize the upgrade project. Announcement of the website photo contest winner will occur when the website is completed. Announcement of the winner and a short demonstration of the newly launched site will be presented at an upcoming City Council meeting.
- Project completion is anticipated by year end 2016.

### **ICOMPASS RECORDS MANAGEMENT/DOCUMENT SOFTWARE:**

- Along with the City's website upgrade project, staff continues their work on migrating older documents into the iCompass Records Management/Document software. iCompass and the City's website integrate in order to provide a seamless flow of access to public documents. By doing so, this continues to free up staff time allowing records requestors to search the City's website and/or iCompass for public documents, rather than staff spending time searching for paper records. This is a several phased project that will continue into 2018. Higher priority has been given to permanent and current documents as per the State Archivist Office retention schedule.

### **PUBLIC RECORDS REQUESTS**

City Hall: 41 requests year-to-date compared to 28 during the same time last year. Approximately 120 hours of staff time to fill these requests.

Police Department: 166 requests year-to-date compared to 122 year-to-date during the same time last year.

## POLICE DEPARTMENT

*The mission of the Prosser Police Department is to protect the lives, rights and quality of life of all residents and visitors we serve with honor and integrity. The men and women of the department of fully committed to accomplishing this mission through four fundamental objectives: Crime Prevention, Crime Control, Community Involvement, and Team Building. Below is a summary of highlights from this department.*

### **WHAT'S HAPPENING:**

- Hired two new officers: Tanner Woody and Jerrica Sparks

*\*In General, the Police Department's Quarterly Report is far more comprehensive and a more appropriate method for reporting the "happenings" of the Police Department. That report provides in-depth analysis, trends, outputs/outcomes, and statuses. The Police Department Quarterly Report is provided to City Council within 45 days of the conclusion of any quarter. Please see that report for further information.*