



# CITY ADMINISTRATOR'S MONTHLY REPORT



*Birthplace of the Washington Wine Industry*

WASHINGTON

May 2016

[www.cityofprosser.com](http://www.cityofprosser.com)

(509) 786-2332

## 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 that a monthly Administrator's Report be provided each month during Work Session. This report will provide performance information to the Mayor, City Council and the public on City services and programs. It is anticipated, upon adoption of Council Goals, this report will focus on outcome-based objectives in the current fiscal year and future years towards the achievement of those goals. The City Administrator's Report reflects the City's progress toward the accomplishment of these goals and current service levels. The performance data in this report is compiled internally, analyzed, and then organized for presentation.

It is an exciting time for the City as we transition toward becoming more performance driven. I am proud of the direction in which our community is headed. The City has built positive partnerships and relationships with many organizations including local businesses, the Prosser School District, Benton County, the Port of Benton, PEDDA, Chamber of Commerce, The Boys and Girls Club, and many others to name a few. Continuing to build upon these partnerships will be crucial to continued strategic, well managed, and dynamic growth for Prosser. City staff works diligently to bring Prosser the high quality service levels our citizens expect and to achieve the goals established by Council.

I am pleased to present to you the May 2016 City Administrator's Report. I hope that you continue to stay informed on City issues and progress. Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Dave Stockdale  
Prosser City Administrator  
601 7<sup>th</sup> Street  
Prosser, WA 99350  
[dstockdale@ci.prosser.wa.us](mailto:dstockdale@ci.prosser.wa.us)

## **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.

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

What is being called as "the '09 dollars" because of its origination stemming from 2009 statewide economic development legislation, Prosser will begin to see a refund, of sorts, coming to the city as early as July. This refund comes from the city's participation in assisting with the funding of the new jail. Exact dollar amounts are not yet certain, but preliminary estimates are that Prosser is likely to receive approximately \$400,000 a year for the next 9 years, with an additional \$400,000 (for a total of approximately \$800,000) in 2016. These funds must be earmarked as economic development dollars only (must clearly demonstrate that the use of these funds will yield job growth). Projects like infrastructure expansion, all-new businesses, expansion of existing businesses, or even the development of temporary/seasonal businesses are examples of qualifying expenses. The funds do not need to be spent upon receipt, but allowed to be banked to be used when desired. They can also be used to leverage other funding like grants. More information about these '09 dollars will be made available to City Council as we learn more.

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

- Expansion of domestic water, waste water, and partnering utility providers across Interstate 82. I have asked Ted Pooler from HLA to provide me with a quote for the development of an expansion plan.
- Capacity growth of waste water. The waste water expansion project is nearing completion this fall. Though the capacity expansion project is something we should all be very proud of, planning for the next expansion should likely occur soon. Options of expansion at the current processing facility and all-new locations are being examined. Discussions with our largest consumers about their needs are also occurring.
- Byron Road. This road has exceeded the point of repair and will require a complete replacement. Available grants and other potential funding are being researched. I am hopeful to have a proposal available to Council by the end of summer.
- Horse Heaven Hills Conservation. A property owner with significant acreage of Horse Heaven Hills may be interested in negotiating with the City a highly discounted sales price in order to preserve the hills as a low-impact recreation area. The total acreage would exceed 1,000 acres. If this were to be achieved, it would be one of the largest (if not the largest) city-owned preserves in the state. Available grants are being researched.

## PUBLIC WORKS Department

The Public Works Department provides Domestic Water, Wastewater, Street, Parks, garbage, irrigation, and tree services. Not all performance data (garbage, irrigation, and tree) was available for this report at time of compilation. The information below is a summary to the projects and operations of the department.

2016 BUDGETED PROJECTS	Start Date	Anticipated Completion Date
LED Retrofit Project	In Progress	5/2016
Chipseal Program	In Progress	6/2016
City Park Restroom Project	In Progress	9/2016
WWTP Upgrade	In Progress	9/2016
Street Tree Maintenance	6/2016	6/2016
Sr. Center Paint Exterior	6/2016	6/2016
Skate Park Modification	6/2016	8/2016
WCR Lighted Crosswalk	8/2016	8/2016
Sidewalk Repair Wamba/OIE	8/2016	8/2016

PLANNED FUTURE PROJECTS	Start Date	Anticipated Completion Date
Yakima Ave.		
Guernsey to 6 <sup>th</sup> Sidewalk Upgrade	5/2016	8/2017
Market to Guernsey Reconstruct	2/2017	2/2018
Irrigation System Analyses	6/2016	3/2017
Water Valve Replacements	8/2016	4/2017
Irrigation Delivery Box #2 Upgrade	9/2016	5/2017
Irrigation Main Replacements	11/2016	5/2017
7TH St. Improvements	1/2017	8/2017
Cory Scissor Hydrant Replacement	4/2017	10/2017
Highland Dr. Water-Main Extension	6/2017	9/2017

### DOMESTIC WATER STATS

Month	Average Per Day (MG)		Peak Day (MG)		Total (MG)	
	2016	2015	2016	2015	2016	2015
January	1.2	0.975	1.80	1.58	39.2	30.2
February	2.1	0.947	2.10	1.36	37.7	26.5
March	1.2	1.090	1.70	1.84	38.2	33.9
April	1.6	1.620	2.10	2.71	42.0	40.5

### WASTEWATER STATS

Month	Total Flow (million gallons)
March	21.391 MG

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

<b>Month</b>	<b>Serviced</b>	<b>Out Of Service</b>	<b>% In Service</b>	<b>Replaced</b>
March	18	1 - #Z3A-22	99.8%	0
April	11	1 - #Z5-18	99.8%	2

**POTHoles PATCHED (April)** – 12 (197 SQ.FT.)

**CRACK SEAL PROGRAM (April)**

Paterson Rd. from Playfield to SR22	(1.46 lane miles)
Alexander Ct. from Paterson Rd. to Miller Ave.	(.92 lane miles)
Wine Country Road from SR22 to Meade Ave.	(2.04 lane miles)
<b>4.42 - Total Lane Miles Crack Sealed</b>	

**BUILDING & PLANNING Departments**

The Building and Planning Departments are responsible for compliance with all local, state, and federal regulations for environmental protections as well as for 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 Shop
  - Permit was issued on April 4<sup>th</sup> for a
    - 7,974 sq. ft. convenience store,
    - 3,101 sq. ft. Carl’s Jr. Restaurant, and
    - 8,802 sq. ft. Tire Center with two fuel island canopies.
  - Pre-Construction Meeting scheduled for May 9<sup>th</sup>
  - Plans for a 4-story 49,802 sq. ft. hotel from Love’s Hospitality is anticipated to be received in the month of May
- Catholic Charities Housing Services (CCHS) is nearing completion of Phase I (51-unit apartment complex) of their development project. A limited Occupancy Permit was issued in April with at least 8 units already occupied. All work is expected to be completed by the end of May with all units occupied by the end of June.
  - Phase II (a 28 lot subdivision with single family dwellings) will begin shortly after completion of Phase I.
- Kang Property is once again under construction (355 Wine Country Rd.)
- Closed out 2 Boundary Line Adjustments (BLA’s)
- Processing a new Notice of Intent (NOI) to Annex (Hwy 22 and 241 area)
- Working on current Petition for Annexation (Exit 80 South)
- Drafting/Reviewing proposed changes to Chapter 17 of Prosser Municipal Code (PMC)
- Working with County on Comprehensive Plan Buildable Lands Analysis and County Wide Planning Policies
- Completing Water Plan SEPA

- Preliminary Comprehensive Planning research and joint meetings
- Closed/Completed Holiday Inn Conditional Use Permit Application
- Ordered crosswalk parts, paid for from mitigation payments
- Set counters and collected counters on Merlot Ave. providing us with up-to-date traffic/speed/classification counts. This data will be used as pre-construction counts for this intersection prior to the Love's Travel Shop opening in 2017.
- Preparing Variance request hearing scheduled for Board of Adjustment (BOA) on May 5<sup>th</sup>
- Preparing draft of Sign Code revisions for Planning Commission
- Initial drafting of Development Guidelines Information packets

#### **BUILDING 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
<b>April</b>	<b>24</b>	<b>\$ 4,971,618</b>	<b>\$36,304</b>
<b>YTD Total:</b>		<b>\$12,842,963</b>	<b>\$94,043</b>

#### **CODE ENFORCEMENT (April)**

<b>Type</b>	<b># of Inspections</b>
Fire/Life/Safety	40
Sight Obstruction	1
Weeds	18
Weeds/Brush Near Alley	3
Rubbish/Garbage/Yard	25
Unsafe Fence	1
No Address on Building	11
Outside Storage	1
Inoperable Vehicle	3
Unpermitted Construction	4

### **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.

- Quarterly Financial Statement was available April 4, 2016.

**CHECKS/EFT PAYMENTS ISSUED**

<u>Month</u>	<u># of Payments</u>
January	338
February	221
March	245
<b>YTD</b>	<b>804</b>

**ELECTRONIC PAYMENTS RECEIVED**

<u>Month</u>	<u># Received</u>
January	692
February	743
March	804
<b>YTD</b>	<b>2,239</b>

**BILLS SENT OUT**

<u>Month</u>	<u># Sent Out</u>
January	2,208
February	2,206
March	2,207
<b>YTD</b>	<b>6,621</b>

## 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). Below is a summary of outputs from this department.

**PHONE UPDATE PROJECT**

The RFP was sent out April 6<sup>th</sup> with bids due April 20, 2016. We received four competitive bids. Staff has completed their analysis and will be bringing their recommendation for contract and bid award at the May 10<sup>th</sup> City Council meeting.

**WEBSITE UPGRADE/PHOTO CONTEST**

In conjunction with the City's website upgrade project, our first upgrade in more than eight years, the Clerk's Office is running a photo contest to collect pictures to be considered as background images on the website. The press release will go out on Wednesday, May 4<sup>th</sup>. The contest will run through Friday, June 3<sup>rd</sup>. The winner(s) of the contest will be announced at the June 14<sup>th</sup> Council meeting.

**iCOMPASS**

Training for the last module for the Agenda Manager portion of the software is now completed. Staff continues to work diligently to migrate documents into the Records Manager/Document Center. At the current rate of migration, staff is hopeful to have up to 25% of all City documents into the system by 3<sup>rd</sup> quarter.

**MDT (MOBILE DATA TERMINALS)**

The MDT contract was awarded last month and we are now moving forward with the purchase of 5 MDTs. They will be installed into two new vehicles with the other three going into older patrol cars.

**PUBLIC RECORDS REQUESTS**

City Hall: 10 requests year-to-date compared to 9 during the same time last year. Approximately 40 hours to staff time to fill these requests.

Police Department: 53 requests year-to-date compared to 45 year-to-date during the same time last year.

**POLICE DEPARTMENT**

Since the Police Department gave their quarterly report at last week’s Council meeting, there is nothing further to report at this time.