



CITY ADMINISTRATOR'S MONTHLY REPORT



Birthplace of the Washington Wine Industry

WASHINGTON

June 2016

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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.

I am happy to report on the activities of city staff and resources. There appears to be a lot of new or revised residential, commercial, and industrial interest in Prosser over the past few months and staff is working collaboratively with those interested parties to get them the most accurate and up-to-date information possible to help them in their research of the City. Summer is just about here and it is easy to see a lot of construction and other commerce activity going on in Prosser. The temporary inconveniences of construction are well worth the long term benefits to the City.

I am pleased to present to you the June 2016 City Administrator's 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.

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 is ongoing. Exactly how the funds will be distributed and under what requirements are still being worked out. But, there is good positive energy moving forward and it is anticipated that the first disbursement of funds are likely to be received in October of this year. The original estimate of approximately \$400,000 a year to the City is still valid.

NEW PROJECTS BEING RESEARCHED BY STAFF FOR POTENTIAL FUTURE CONSIDERATION

- Capacity growth of waste water. Further investigation about a potential option of re-commissioning the private waste water treatment facility on the FruitSmart property (formerly ConAgra) is being investigated with additional discussion occurring at the Council Work Session on June 7th.
- Working with Mr. Garrett Brown from Mid-Columbia Electric Vehicle Association, the Electric Vehicle Infrastructure Transportation Alliance (EVITA), and others regarding the desire and viability of electric vehicle charging stations to be installed in strategic locations in Prosser. Both potential public and private locations are being considered.

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

- Expansion of Water and Other Utilities Across I-82 (*May 2016*)
- Capacity Growth of Waste Water System. (*May 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. 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.

WHAT'S HAPPENING:

- City Annex Roof Repair – Quotes Received, awaiting approval/release of funds
- PAC Old Bathhouse - Upgrade Office, finish floor, electrical modifications, Preliminary Scope of Work
- Aggressively Pursuing High Percentage Domestic Water System leak causes and solutions. Troubleshooting, tracking, leak detection survey, source meter calibration, filter meters change out, methodology, mathematical errors, etc. **Discovered pump run time volume output does not equal volumes registered.** Pumps would need to run continuously to produce as much water as shown.

- TBD Projects and Material Change Policy – developing list of streets, cleaning up the original project plan list and estimates.
- STIP Development – Due to BFCOG before end of June 2016
- Developing list for Immediate Project Street Repair List (for the newly received \$120,000 from budget amendment

Vandalism at Parks

- City Park concession stand door kicked in. **Fixed.**
- City Park concession stand door kicked in again. **Re-fixed.**
- City park concession stand door kicked in once again. **Fixed.**
- City Park Pavilion - 3 roof trusses broken, truss nail plates removed, truss nail plates pried away. Needs Repairs.

Local Celebrations Preparation Work Completed

- Memorial Day Weekend Pool Opening
- Sage Rat Run
- HoopFest

2016 BUDGETED PROJECTS	Start Date	Anticipated		Status Update
		Completion Date		
City Park Restroom Project	In Progress	9/2016		Environmental Inspection completed Council approved purchase of units
LED Retrofit Project	In Progress	6/2016		Closeout in progress
Chipseal Program	Completed	5/31/16		Approx. 1.9 miles
WWTP Upgrade	In Progress	9/2016		Project is on schedule
Street Tree Maintenance	6/2016	6/2016		Developing scope
Sr. Center Paint Exterior	6/2016	6/2016		Waiting on contract
Skate Park Modification	6/2016	8/2016		<i>no activity</i>
WCR Lighted Crosswalk	8/2016	8/2016		Preliminary work in progress
Sidewalk Repair Wamba/OIE	8/2016	8/2016		<i>no activity</i>

PLANNED FUTURE PROJECTS	Start Date	Anticipated		Status Update
		Completion Date		
Yakima Ave.				
Guernsey to 6 th Sidewalk Upgrade	5/2016	8/2017		Grant Prep – SRTS for 2017
Market to Guernsey Reconstruct	2/2017	2/2018		<i>no activity</i>
Irrigation System Analyses	6/2016	3/2017		Engineer Task Order received
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
Cory Scissor Hydrant Replacement	4/2017	10/2017		<i>no activity</i>

Highland Dr. Water-Main Extension 6/2017 9/2017 no activity

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
May	2.184	****	3.193	****	56.789	****

WASTEWATER STATS

Month	Total Flow (million gallons)
March	21.391 MG
April	21.388 MG
May	24.054 MG

HYDRANT MAINTENANCE (approx. 400 total hydrants)

Month	Serviced	Out Of Service	% In Service	Replaced/Repaired
March	18	1 - #Z3A-22	99.8%	0/2
April	11	1 - #Z5-18	99.8%	2/0
May	27	2 (one day only)	100.0%	0/2

UNSCHEDULED/EMERGENCY WATER PROJECTS

- Replaced leaking water main on 9th St.
- Repaired leaking 2" service line to High School Gym
- Replaced 15' leaking section of 6" water main and valve on Alexander Ct. (during chipseal project)
- Sinkhole excavation, alley between 7th St. & 8th. St. (nothing found)

POTHLES PATCHED

Month	Description	Approx. Sq. Ft. Total
April	2 locations	197
May	Alexander Ct. shoulder, Old PUD Alley	870

CRACK SEAL PROGRAM (Projects Completed in 2016)

- 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)
- 4.42 - Total Lane Miles Crack Sealed**

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
 - Most of the sewer has been laid, contractor continues to run into a lot of basalt.
- Catholic Charities Housing Services (CCHS)
 - Nearly all work is completed on Phase I (apartments) of the project. All units are expected to be occupied by the end of June.
 - Phase II (a 28 lot subdivision with single family dwellings) is expected to begin in early September.
- Kang Property is still under construction (355 Wine Country Rd.)
- Received final petition for Exit 80 South area. Will send to count on June 6th for determination. on
- Lighted Crosswalk funding secured via donations and parts have been ordered. Installation will begin by the end of July.
- Intern selected for assistance with Comprehensive Plan. Will begin work on Thursday, June 16th.
- Sign Code Update Public Hearing at Planning Commission scheduled for June 16th. Final Draft is looking very good.
- **We are seeing strong interest by residential developers looking for project space in Prosser. We have fielded several calls and attended multiple meetings.**

BUILDING PERMITS

<u>Month</u>	<u># of Permits Issued</u>	<u>\$ Value</u>	<u>Fees Collected</u>
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
YTD Total:		\$12,984,310	\$97,671

CODE ENFORCEMENT

<u>Type</u>	<u># of Inspections</u>	
	<u>April</u>	<u>May</u>
Fire/Life/Safety	40	95
Sight Obstruction	1	0
Weeds/Brush/Debris	21	20
Rubbish/Garbage/Yard	25	0
Unsafe Fence	1	0
No Address on Building	11	2

CODE ENFORCEMENT (continued)

<u>Type</u>	<u># of Inspections</u>	
	<u>April</u>	<u>May</u>

Outside Storage	1	2
Inoperable Vehicle	3	4
Unpermitted Construction	4	2
Sidewalk/Street Obstruction	0	1
Potentially Dangerous Dog	0	1
Noise Complaint (Animal)	0	2
Unpermitted Sign	0	1
Rental Inspection	0	18

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

- Annual Report Submitted: The City of Prosser is required by state law to submit its annual report to the State Auditor's office by May 29th. Staff worked diligently on the various reports, notes, and schedules and **submitted the report early on May 4th**.
- Orientation of Summer Staff: Prepared various offer letters and conducted orientation of summer staff. This tedious process includes the collection of personal information needed for each staff member and review of policies and expectations.
- Aquatic Center: Staff assisted with various aquatic center needs to ensure the facility was ready for opening.
- Union Contracts: Staff successfully implemented the new contract provision for the Police, Public Works, Clerical, and Non-Bargaining units. These changes included wage and benefit changes, depending on the group.
- Budget Amendment: Staff worked with Departments and Administrator to present and prepare the budget amendment. The Budget Amendment was approved at the May 24th Council Meeting.
- Little League: Staff has been working diligently to prepare and administer this year's little league program. We had a record turnout of T-ball players but did not get enough registrations to conduct the girls softball league. Staff will be looking into ways to increase participation and ways to improve the program for the older groups.
- Key System: The City is working to consolidate our key system and is addressing the change over systematically. In previous years the water plant, senior center, and aquatic center have been updated. This year we have updated all parks facilities and the library and waste water treatment facilities will also be converted to the new system during the construction. Next year's conversion includes City Hall and the City Shop.

In Process

- Banking Service Agreement: The City recently requested proposals for banking services. This request is not prompted by dissatisfaction of any kind but by our duty to ensure that the City is receiving the best service at the best cost. Staff is currently evaluating the proposals and anticipates a having a recommendation to Council in July.
- Building Improvements: Included in the 2016 budget were funds to improve security measures in the Police and City Hall working areas. We are currently working with vendors and are awaiting their proposals. We hope to have improvements in place by September.
- Return on Industrial Insurance Program: The Association of Washington Cities offers programs to Cities which entitles them to support with industrial insurance claims (on the job injuries). Staff is working to gather the application documents and hopes to have this item ready for Council consideration in July.
- 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
YTD	1,279

ELECTRONIC PAYMENTS RECEIVED

<u>Month</u>	<u># Received</u>
January	692
February	743
March	804
April	742
May	815
YTD	3,796

BILLS SENT OUT

<u>Montidsh</u>	<u># Sent Out</u>
January	2,208
February	2,206
March	2,207
April	2,219
May	2,229
YTD	11,069

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

WHAT'S HAPPENING:

- Implemented all-new Flash Alert Service. Residents, neighbors, business owners, and other interested parties in the City of Prosser can now register to receive emails and text alerts during major emergencies, outages, and other service impacts. Many residents are already familiar with this application and program as the Prosser School District also uses the program to alert families about delays, closures, and emergency information.

PHONE UPDATE PROJECT

- Project is in progress
- Completion anticipated in September

WEBSITE UPGRADE/PHOTO CONTEST

- The winner(s) of the contest will be announced at the June 14th Council meeting.

PUBLIC RECORDS REQUESTS

City Hall: 11 requests year-to-date compared to 10 during the same time last year. Approximately 45 hours of staff time to fill these requests.

Police Department: 72 requests year-to-date compared to 58 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 are 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:

- Recruitment for the vacant officer position is ongoing. The national recruitment process has shown significant interest, over 1,800 views online, but has not yielded any applications. Further discussion with Council on recruiting for this vacant position are anticipated during June.

**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.*