



CITY ADMINISTRATOR'S MONTHLY REPORT



Birthplace of the Washington Wine Industry

WASHINGTON

July 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. This report provides 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 Administrator's Monthly 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. Summer is now fully underway and our parks and aquatic center are buzzing with activity. Several of our street maintenance projects have already been completed with others starting this month. The expansion of our waste water facility is nearly complete and the updates are worth celebrating. New or revised interest in residential, commercial, and industrial expansion continues and new ideas for the community are shared through City partnerships weekly. In general, complaints about the quality of City services are low.

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

WORKING CLOSELY WITH WEST BENTON REGIONAL FIRE AUTHORITY

Staff is getting closer to completing a draft agreement for fire inspection and other services to be provided by West Benton Regional Fire Authority. The services being negotiated will include, but are not limited to:

- Fire prevention inspections for regular businesses, target hazards and critical facilities
- Life Safety/Special Hazard
- Pre-Construction Plan Review
- New Construction Plan and Building Review as needed
- Assistance with pertinent comprehensive and other plans
- Assistance with all water planning
- Assistance with fire appliance placement in any facility
- Community Events Planning Assistance
- Community Events Standby and Compliance Inspections
- Disaster Planning Assistance
- And other topics still being discussed

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. 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. Council directed staff to further research and work closely with FruitSmart to consider the use of their waste water treatment facility. Regular bi-monthly meetings are now occurring. Staff anticipates a report will be available to Council by the end of September.
- A review of many of our current software systems and some potential systems to improve operations has begun. Staff will begin to informally view software demonstrations for programs to assist with maintenance, park reservations, fleet management, and some others. We are also starting to talk to other local jurisdictions to learn what programs they use to help them with their operations. Staff is hopeful that there are software programs available that could reduce costs, increase efficiencies and accuracies, and provide better direct services to the public. A much more thorough investigation will begin in early Fall.

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. 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:

- **Weed abatement of all City streets is scheduled for July 12-14.**
- City Annex Roof Repair – Quotes Received, scheduling work to be completed by end of August.
- PAC Old Bathhouse – Electrical upgrades/repairs have started, fall work is scheduled to be completed by the end of July.
- Continuing to aggressively pursue high percentage domestic water system leak causes and solutions.
- STIP Development – Scheduled for Council review/approval on 7/12/16, then to BFCOG on 7/13/16.
- Developing list for Immediate Project Street Repair List (for the newly received \$120,000 from budget amendment). List will come to Council for review and direction on 7/26/16.

Vandalism at Parks

- None to report

Local Celebrations Preparation Work Completed (Year to Date)

- Independence Day Celebration
- Mini Hydros Event
- Memorial Day Weekend Pool Opening
- Sage Rat Run
- HoopFest

2016 BUDGETED PROJECTS	Start Date	Anticipated	
		Completion Date	Status Update
City Park Restroom Project	In Progress	9/2016	Environ. Inspection Completed Building Permit Under Review Applying for Other Permits Developing Site Plan Demolition Scheduled for 7/19
LED Retrofit Project	In Progress	6/2016	Closeout in progress
Chipseal Program	5/2016	Completed	Approx. 1.9 miles

WWTP Upgrade	In Progress	9/2016	Project is on schedule
Sr. Center Paint Exterior	7/2016	7/2016	Waiting on contract
Skate Park Modification	6/2016	8/2016	<i>no activity</i>
Street Tree Maintenance	7/2016	7/2016	Developing scope
WCR Lighted Crosswalk	8/2016	8/2016	Preliminary work in progress
Sidewalk Repair Wamba/OIE	8/2016	8/2016	<i>no activity</i>

Anticipated

PLANNED FUTURE PROJECTS	Start Date	Completion Date	Status Update
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 PE/Design to begin 8/16
Cory Scissor Hydrant Replacement	4/2017	10/2017	<i>no activity</i>
Highland Dr. Water-Main Extension	Completed	Completed	450 Linear Feet Completed

DOMESTIC WATER STATS

Month	Average Per Day (MG)		Peak Day (MG)		Total (MG)	
	2016	2015	2016	2015	2016	2015
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
GRAND TOTAL:					286.8	283.2

WASTEWATER STATS

Month	Total Flow (million gallons)
March	21.391 MG
April	21.388 MG
May	24.054 MG
June	<i>not available at time of report preparation</i>

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

June	0	0	100.0%	0/0
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UNSCHEDULED/EMERGENCY WATER PROJECTS

No unscheduled/emergency issues

POTHLES PATCHED

Month	Description	Approx. Sq. Ft. Total
April	2 locations	197
May	Alexander Ct. shoulder, Old PUD Alley	870
June	<i>no patching operations this month</i>	

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 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
 - Blasting to be done soon for storage tanks
- Catholic Charities Housing Services (CCHS)
 - All units of Phase I (Apartments) are expected to be occupied by mid-July. Staff has worked with CCHS to iron out the last elements of the project in order to issue the final occupancy permit.
 - Phase II (a 28 lot subdivision with single family dwellings) is expected to begin in early September.
- Lighted Crosswalk funding secured via donations and parts have been ordered. Installation will begin by the end of July.
- Planning Intern began work on June 16th to assist with the Comprehensive Plan. His top assignment is work on lane use analysis.
- Sign Code Update has been approved for recommendation to City Council.
- Working with some community members and businesses on getting some electric vehicle (EV) charging stations in Prosser. The dialogue is focusing on “Destination Stations” and seems to be promising.
- In discussions with commercial developer *(not authorized to disclose the name at this time)*
- In discussions with developer representing a national chain *(not authorized to disclose the name at this time)*.
- Continued strong interest by residential developers looking for project space in Prosser. We have fielded several calls and attended multiple meetings.

BUILDING PERMITS

Month	# of Permits Issued	\$ Value	Fees Collected
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
YTD Total:		\$13,102,113	\$99,614

CODE ENFORCEMENT

Type	# of Inspections		
	April	May	June
Animal at Large	0	0	1
Animal Neglect	0	0	1
Excess Animals	0	0	1
Fire/Life/Safety	40	95	30
Inoperable Vehicle	3	4	0
No Address on Building	11	2	0
Noise Complaint (Animal)	0	2	2
Outside Storage	1	2	0
Potentially Dangerous Dog	0	1	0
Rental Inspection	0	18	0
Rubbish/Garbage/Yard	25	0	1
Sidewalk/Street Obstruction	0	1	2
Sight Obstruction	1	0	0
Unpermitted Construction	4	2	1
Unpermitted Sign	0	1	2
Unsafe Fence	1	0	0
Weeds/Brush/Debris	21	20	29
Total:	86	148	70

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

- 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). Council approved the program application and agreement.
- Preliminary Budget Preparation: Staff developed worksheets for use by the departments to prepare their proposals for the 2017 Budget.
- Attended Training hosted by the Department of Revenue regarding legislative changes impacting our revenues and reporting requirements.
- Participated in webinar regarding utility collection issues.

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. Additional, staff is research programs which will assist with the budget such as replacement plans and project accounting.
- 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.
- The State Auditor's office has notified us that they will be beginning the audit in late July. You can expect to see entrance conference invitations coming soon. You are welcome to attend and we will provide the same meeting materials to all those who are not able to attend.
- Continues recruitment for Lateral/exception police applicant.
- Recruitment began for part-time police administrative assistant position.
- 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.
- 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
YTD	1,545

ELECTRONIC PAYMENTS RECEIVED

<u>Month</u>	<u># Received</u>
January	692
February	743
March	804
April	742
May	815
June	1,100
YTD	4,896

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
YTD	13,292

**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:

- Both the City Clerk and Administrative Assistant attended a week-long training in Tacoma hosted by Northwest Clerks Institute at the University of Puget Sound, for continued education. The City Clerk is currently pursuing her Master Municipal Clerk (MMC) certification through International Institute for Municipal Clerks (IIMC) and anticipates accomplishing the designation by the Summer of 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

- Announcement of the winner of the website photo contest will now occur when the new website is completed. We will announce the winner and give a short demonstration of the newly launched site at the same time.

PUBLIC RECORDS REQUESTS

City Hall: 18 requests year-to-date compared to 15 during the same time last year. Approximately 60 hours of staff time to fill these requests.

Police Department: 93 requests year-to-date compared to 72 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:

- Discussion with Council regarding recruiting for vacant officer positions occurred in June. The direction received was to allow staff to update the recruitment to include a signing bonus incentive as part of our effort to attract quality applicants. The recruitment was updated that same week and interest in the vacant position has increased. Staff anticipates receiving applications in July and are hopeful to be able to hire new officers to fill our vacancies.

**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.*