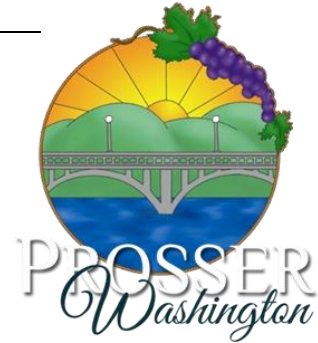

May 10, 2024

To: City Council
From: Mayor Gary Vegar
Re: Weekly Report



Upcoming Events approved by the City:

- Rotary Bike Ride | May 18th | Kids Pony Ride in Downtown and Adult Ride from Prosser to Grandview and/or Sunnyside | Hosted by Prosser Rotary and Co-Hosted by Prosser Parks and Recreation.
- Memorial Day Weekend at the Pool | May 25th – 27th | Aquatic Center | Hosted by Prosser Parks and Recreation and sponsored by Milne.

Public Works:

- Streets/Parks – Current project/tasks: Sweeping schedule, vegetation spraying, mowing, landscape rock mulch, PAC preparation, janitorial at all facilities, irrigation repairs
- Water – Current project/tasks: City meter replacements, development meter installs, irrigation repairs, load, pressure test, flush water main at Bella Vista 3, water connection inspections at new B&G Club
- Wastewater – Current project/tasks: WWTP maintenance, WW yard cleanup, Lift Station 4 maintenance
- Zone 2.5 Waterline Extension Project: Final walk through
- Lower Valley Pathway Connection to Merlot Project: Pre-Construction meeting
- Chardonnay/Merlot Sidewalk Improvements Project: Pre-Construction meeting
- PAC Heater Replacement Project: Heater installation including gas piping, regulator install and startup
- Well 7 Pump House Project: Electrical energize, testing and pre startup
- Training: Tara Clark, Building Inspector 1 received Cross Connection Specialist (CCS) certification, Jason Villanueva, WW, received his Operator 2 certification

Recreation:

- Prosser Recreation Dept. is hosting a home Volleyball game this weekend at the Prosser Middle School, more than 20 teams from Hermiston, Pasco, Kennewick, Richland and Prosser will be competing this weekend. It starts at 8am and last game ends at 7pm. Thanks to the Prosser School District for allowing us the use of their gym.
- Next Tuesday & Thursday, is the Soccer Academy World Cup at Bethel Church, more than 229 kids participating in this amazing event with music, food and lots of fun! Thanks to Bethel Church and Cindy Little for allowing the Recreation Dept. the use of their soccer complex for our academy once again this year.
- Prosser 3on3 registrations are now open! Tournament will take place July 20th – 21st in the Street of Downtown Prosser. To register: www.cityofprosser.com/events
- Youth Baseball teams are now being finalized, registration is now closed. Season begins May 20th.
- Lifeguard certification classes will start next week at the PAC.

Police Department:

- Officers had the honor of participating in the “Dia del niño y los libros” event organized by Mid-Columbia Libraries last Friday evening. It was a wonderful event, and officers truly appreciated the chance to connect with and have conversations with members of the community.
- The Miss Prosser Court visited the Police Department on Wednesday and conducted interviews with several officers for upcoming articles in the Record Bulletin. The officers had a great time answering their interesting and creative questions and are looking forward to reading the articles.

Building Department:

- Building Department staff will be meeting with members of Prosser Rotary and West Benton Fire Rescue in the coming weeks in preparation for the 2024 Prosser Rotary 4th of July Fireworks Display.

Community Development:

- The City of Prosser participates in the Benton Franklin Housing Continuum of Care Committee, and is a voting member. The mission is to provide a strong and supportive continuum of care system for at-risk and/or homeless individuals and families that will reduce and help prevent homelessness; provide access to affordable, stable, and decent housing and promote achievement of the highest possible level of self-sufficiency. Homelessness is not just someone sleeping in a tent. It is families displaced by unforeseen economic conditions, persons escaping at home violence, teens avoiding unsafe living conditions, seniors on fixed incomes that have little resources to absorb ever rising costs. As pandemic rental assistance and eviction moratoriums lift there will be an increase in the number of those who will be at risk for homelessness. We encourage anyone with an interest in tackling this problem to contact Community Development Director Steve Zetz at szetz@ci.prosser.wa.us or 509-786-8212 to find out how you can contribute. Additional information can also be found here <https://www.bfcac.org/housing-assistance>.

Proposed City Reorganization:

Mayor Vegar and Department Heads have been working to review and evaluate the current organizational structure of the City. As a product of that process the following amendments are being recommended to City Council for consideration:

What is the proposal?**City Administration**

- Mayor will provide direct supervision and evaluation of Department Heads.
- Mayor will be an active teammate within the day-to-day City operations and project planning.
- Proposed position of Deputy City Administrator/City Clerk.
- Recreation Manager and aquatic staff will report to Deputy City Administrator/City Clerk.

City Clerk Department

- *Planned for 2025: Deputy Clerk position will become full time.*

Community Development Department

- Recreation Department (including aquatics) will no longer report here.
- Building Department staff will no longer report here.
- Act as the City's Grant Coordinator and will work with departments and City's contracted Grant Writer to strategically plan for, apply for, and manage grants received.

Public Works Department

- Building Department staff will report directly to Public Works Director.
- *Planned for 2025: Senior Building Inspector will be appointed as Building Official and become a department head.*

Why are these changes needed?

An audit of department activities would reflect that administration and Department Directors are fully engaged and diligently working to meet the goals and objectives of the City. In past City administrative practice, Department Directors and their related staff were sometimes assigned illogical supervision and/or tasks for three reasons: (1) our growing city needs, (2) needs of the organization and size of our staff that serves our city (3) oversimplification of addressing personal conflict between personnel. Department Head staff and administration are recommending the reorganization as presented. In the past five months, several departments have already embraced the logical reorganization. We believe the Council approval of the proposed reorganization will codify the framework our departments require to thrive in a continual organizational improvement model, leading to improvement of City workflow and work product, in service to our community.

What changes and impacts need to be considered?

Appointive Offices:

1. City Administrator - clarifies that in the absence of the City Administrator duties of that office can be delegated by the Mayor.
2. City Attorney - no changes
3. Deputy City Administrator - updates position duties to include staff support in cooperation with the Mayor and provides for compensation for these supplemental duties.
4. City Clerk - updates duties to include role as Information Technology Director and Public Information Officer which are currently being performed.
5. Finance Director - updates duties to include role as Human Resource Director and Risk Manager which are currently being performed.
6. Police Chief - no changes
7. Public Works Director - clarifies the duty to maintain City facilities.
8. Building Official - clarifies that this position will serve as the City's Fire Code Official and also provides for the delegation of duties in the absence of the Building Official.
9. Community Development Director - reflects current responsibilities.

Cost impact summary - In the 2024 Budget \$166,000 was budgeted for the City Administrator's wage and benefits.

Overall, the reorganization proposal as presented reflects a 2024 budget savings of (\$56,395) and an estimated cost savings in 2025 of \$64,086. Said savings may be utilized to meet other organizational needs in terms of staffing or operation costs. We believe the reorganization proposal reflects good fiscal management and excellent use of current human resources meeting the needs of our community conducting business as an *adaptive organization*. Goal #2 Financial Sustainability and #5 Operational Excellence.

Public Service Recognition Week Photo Recap

- Below are group photos taken during the activities/tours that occurred as part of Public Service Recognition Week. City Staff helped with trash/litter collection at City Park and toured the Water, Wastewater and Police Department Facilities.

