City of West Richland
Public Works Department
2015-16 Strategic Focus Area Accomplishments
Roscoe Slade
11/30/15

SFA #1 Community Economic Vitality, Competitiveness & Diversity

Goal #2 Improve economic vitality and competitiveness through implementation of the Economic Development Strategic Plan.

Objective #1a – Design, permit and construct (PW's portion – Butte Court Alleyway Project) of Yakima River Gateway. COMPLETED
– Acquisition of alleyway easements, design, permitting and construction of Butte Ct. alleyway and removal of Butte Court along Yakima River completed in September 2015. Developed a residential parking area on Butte Court.

Objective #1b – Design, permit and construct Yakima River Gateway Project (RCO Grant).
- Acquisition of property including a portion of Yakima River Dike (inter-local agreement with Benton County Diking District) 100% complete. Conversion of WSDOT deed restriction at 75% complete. Project design at 90%. Permitting at 70% complete. On schedule to begin construction activities in the spring/summer of 2016.

Objective #2 – Complete design and construct site improvements for SSC (CERB Loan). COMPLETED
– Engineering plans and specifications completed. Coordinated various service contracts with Charter and Benton REA to substantially reduce power and fiber extension costs. Site improvements completed by end of November 2015.

SFA #2 Quality and Adequate Infrastructure and Facilities

Goal #1 Provide city facilities to meet operational needs.

Objective #3 – Design, permit, and construct Municipal Services Facility on Belmont Property.
- Design and permitting complete. Bid opening on Nov.17, 2015. Bids received were 35% over architect's estimate. Working with architect and contractors to determine reason for difference, revise plans, and rebid project. Construction originally scheduled to begin January 2016 and be completed by spring of 2017, but is now delayed 3 to 4 months.

Objective #4 – Complete assessment of Community Development, Finance and Library Facilities with implementation of study in 2016/2017. COMPLETED

Objective #6 – Design, permit and construct Belmont Blvd Phase 3 & 4 with associated water and sewer extensions (Federal STP-UL Grant).
– Permitting and design of completed. Construction of Belmont Blvd Phase 3 & 4 to be completed by November 2015. Installation of traffic signal at intersection of Keene Road and Belmont Blvd to occur in spring of 2016.

Objective #7 – Design, permit, and construct Paradise Way / Belmont Blvd Widening Project (Federal STP-UL Grant). COMPLETED
– Project completed in August 2015.

Objective #8 – Design, permit and construct Keene Road Pathway Phase 3 Project (Federal TAP Grant). COMPLETED
– Project completed in October 2015.

Objective #9 – Design, permit, and secure row and construction funding for Paradise Way Extension Phase 4 Project (Federal STP-UL Grant – PE only)
– Project design and permitting completed.

Objective #10 – Design, permit, acquire road row and secure construction funding for S. 38th Ave / Mt. Adams View Drive Project (Federal STP-UL Grant – PE and ROW only)
– Project design and permitting to be complete in 2015. Acquisition of road ROW to be completed in 2016.

Objective #11 – Design, permit, acquisition of road row and securing construction funding for Bombing Range Road Phase 8 Project (Federal STP-UL Grant – PE and ROW only)
– Project design and permitting completed.

Objective #12 – Design, permit and construct sewer main extension to Industrial Wastewater Treatment Facility
– Permitting 100% complete. Design to be completed by end of November 2015. Bid opening is Dec. 8, 2015. City Council award scheduled for Dec. 15, 2015. Construction scheduled to be completed by spring of 2016.

Goal #3 Maintain citizen's investment in existing infrastructure to extend useful life

Objective #1 – Design, permit and construct Water Main Replacement Program Project. COMPLETED
- Project replacing the water main on S. 38th Ave and Butte Court completed in September 2015.

Objective #2 – Design, permit and construct Sewer Main Replacement / Lining Program Project.

Objective #13 – Complete bi-annual Bridge Inspections and Conditional Ratings. COMPLETED
- Completed in November 2015 with documentation submitted to WSDOT in December 2015.

Objective #14 – Continue implementation of Storm Water Operational and Maintenance Program (NPDES Phase 2 Storm Water Permit)
- On-going.

Objective #15 – Continue implementation of Sanitary Sewer videoing and hydro-jetting program.
- On-going.

SFA #3 Financial & Operational Effectiveness, Stability and Accountability

Goal #1 Conduct City operations using best management practices.

Objective #27 - Continue to implement Sustainable Pavement Rating and Management Program.
- Complete for 2015.

Objective #28 - Develop field Water System O&M manual for Water Department.
- Scheduled to be completed April 2016.

Objective #29 - Continue implementation of Hydrant Management Program.
- Complete for 2015.

Objective #30 - Continue implementation of Water Meter Retro-Fit Program.
- Complete for 2015.

Objective #31 - Continue implementation of Water Leak Detection Program.
- Complete for 2015.

Objective #32 - Collection of water meter readings, re-reads, turn on/offs in a timely and efficient manner.
- Complete for 2015.

Objective #33 - Continue to surplus and replace equipment and vehicles that have outlived their useful life.
- Complete for 2015.

Objective #34 - Complete CERB Grant quarterly reports and submit to Department of Commerce.

Objective #46 - Complete quarterly DWSRF Loan Report(s) and submit to Department of Health.
- Complete for 2015.

Objective #47 - Complete quarterly WQSRF Loan Report(s) and submit to Department of Ecology.
- Complete for 2015.

Objective #48 - Complete Rate Study for Industrial Process Water Treatment Facility.
- Scheduled to be completed in May 2016.

Objective #49 - Complete Water System Telemetry Report and submit annually to Department of Ecology.
- Complete for 2015.

Objective #50 - Continue to utilize City's accredited wastewater lab for on-site testing and NWTP operations QA/QC.
- Complete for 2015.

Goal #4 Improve quality and efficiency of services and cost savings through collaboration with other public agencies and private entities.

Objective #3 – Secure Commerce's Energy Services Grant and construct LED Street Light Retro-fit Project with ROAM controls through collaboration with Benton REA. COMPLETED
– Project complete by end of 2015. Secured $464,089 TIB Grant.

Objective #4 – Identify, permit and execute agreement, as needed, for land application site for disposal of NWTP biosolids.
- Task scheduled for 2016.

Objective #5 – Collaborate with COR, COK, and COP on Regional Water Treatment Plant Location Study
– Study to be completed by end of 2015.

Objective #6 – Collaborate with COR, COK, and COP on update to 2008 Regional Water Forecast and Conservation Plan
– Study to be completed by end of 2015.

Objective #7 – Collaborate with Benton County on securing construction funding for S. 38th Ave / Mt. Adams View Drive Project.

Objective #2 - Develop Solid Waste and Recycling Program(s) that reflect West Richland's environmental goals and objectives in the most cost-effective manner.

- On-going effort. On schedule to be presented for adoption to City Council before the spring of 2016.
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Objective #3 - Draft, negotiate and execute new Franchise Agreement for Solid Waste services.

- On-going effort. On schedule to be presented for adoption to City Council before the spring of 2016.

Objective #4 - Design, permit and construct Yakima River Storm water Outfall Elimination Project (Ecology Storm water Grant). COMPLETED

- Project completed in April 2015.

Objective #5 - Secure funding to construct N. 62nd Ave Storm water Retro-fit Project (2014 Ecology Storm water Grant - design only). SECURED FUNDING

- Secured $313,000 Ecology Grant to construct project. Construction tentatively scheduled for summer of 2016.

Objective #6 – Secure funding to construct Ironton Drive Storm water Outfall Elimination Project (2014 Ecology Storm Water Grant – design only)

- On-going effort.

Objective #7 - Continue implementation of City's wide Tree Planting Program.

- Complete for 2015.

Objective #8 - Continue implementation of Water Use Efficiency Program.

- Complete for 2015.

Objective #9 - Continue implementation of Groundwater Monitoring Program.

- Complete for 2015.

Objective #10 - Continue implementation of Storm water Illicit Discharge Elimination Program.

- On-going effort.

SFA #6 Healthy and Safe City

Goal #2 Compliance with local, state and federal regulations and permits

Objective #1 – Compliance with Ecology NPDES Phase 2 Stormwater Permit

WEST RICHLAND POLICE DEPARTMENT – 2015 ACCOMPLISHMENTS

- Conducted 2025.9 hours of training as an agency, not including BLEA training for two Public Safety Tax funded positions hired in 2015
- Sponsored Citizens Academy for the fourth year
- Continued the Volunteers in Policing program and expanded the use of volunteers in areas of traffic safety, office related projects
- Exceeded minimum training requirements set by Washington Criminal Justice Training Commission for in service training requirement of 24 hours training per officer with an average of 101.3 hours of training per officer
- Implementation of the Neighborhood Liaison Officer Program
- Improved retention rate for full time staff and recruited qualified staff to achieve highest staffing level in years and ability to maintain two officer minimum staffing 24 hours per day 365 per year
- WRPD provides a program to receive in a secure manner prescription drugs from citizens who want to properly dispose of them and also participate in National Drug Take Back Day
- Successful passed internal and external audits of; Evidence and property accountability, training, WSP ACCESS, FBI Records, WSP Technical Security, State Audit of citation accountability
- Implemented quarterly reporting by Patrol Sergeants
- Projected completion of Police Department Policy Manual
- Improved individual activity level by officers through implementation of updated job description and training
- Implemented updated job description for Police Officers and completed reclassification for records staff as Police Records Specialist
- Submitted and were successful in receiving grant award for MRU, Traffic Safety Equipment, Facilities Security Upgrade
- Implemented Public Safety Sales Tax hiring and equipment program possible through passage of Criminal Justice 3/10 or 1% Sales Tax
- Sponsored regional training for classes in: Force liability, Supervising Force Liability, Pursuit liability, Taser Instructor Recertification, Crime Prevention, Crime Prevention Through Environmental Design, Arrestling Defensive Tactics Conference, hosted Parenting with Dignity program
- Participated in or are scheduled to participate in community events; Easter egg hunt, Hogs and Dogs, National Night Out, Time of Remembrance, Harvest Fest, Veterans Day Parade, SARC (Sexual Assault Resource Center) fundraiser pancake feed, RSD partnership with career day, Crossing Guard Safety Patrol, Area School security drills, Sponsored Little League Team, Tapteal School Bike Safety day
- Interagency Agency Support; Water Follies, Benton Franklin County Fair, Pasco Protests, five traffic safety emphasis patrols
- Participated in numerous regional partnering events and committees, including;
    - Benton County Emergency Services Executive Board
    - BI-PIN Executive Board and TAC committee
    - Leadership Coordination meeting; Chiefs and Sheriffs weekly meeting , Captains meeting
    - Stop Grant Committee, SARC, Community Health meeting, METRO Drug Task Force, Traffic Safety Impaired and Distracted Driving Emphasis Patrols

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INTEROFFICE MEMORANDUM

TO: **Mayor Gerry**
FROM: **Aaron Lambert, Community Development Dept.**
DATE: **December 9, 2015**
SUBJ: **2015 YTD Department Accomplishments**

This represents some of the highlights of what the Community Development Department accomplished in 2015. This is not intended to be a complete summary list and includes some projects/tasks that carried over from 2014.

ECONOMIC DEVELOPMENT

1) Annexed the former racetrack as of 12/15/15
2) Developed a new City website
3) Finalized the BREA façade program
4) Fostered relationships with strategic partners such as the Port of Kennewick, Visit Tri-Cities, Council of Governments, BREA and neighboring jurisdictions including Benton County

PLANNING

1) Updated the Community Development fee schedule
2) Code amendments approved including changes to parking on the Van Giesen corridor and conditional use permit requirements
3) Finalized 4 subdivisions, amended 3 existing plats, approved over 100 home permits, approved 20 apartments
4) Contracted with AHBL to be the Consultant who will lead the periodic update to the comprehensive plan
5) Approved the Yakima River Gateway shoreline permit

PARKS & RECREATION

1) Established a parks field and facilities reservation policy
2) Updated the reservation fees and developed a credit policy for work in lieu of payment
3) Participated for the first time in the Columbia Basin Geocoin event
4) Coordinated the Earth Day event
5) Partnered with 10 Eagle Scouts on projects benefiting City parks and facilities
6) Assisted in the planning & management of the Hogs & Dogs event

BUILDING

1) Processed over 465 building permits YTD which included the Richland School District Middle School and the City's Municipal Services building
2) Updated all building and land use application forms
3) Cross training occurred between the Administrator who functions as a Permit Tech and the Associate Planner

CODE ENFORCEMENT

1) Implemented a seasonal code enforcement program and brought on a part time Code Enforcement Officer for 4 months
2) Reviewed nearly 800 code complaints which include nuisance debris, vegetation, junk cars and similar

City of West Richland
Finance Department Accomplishments in 2015

- Completed the 2014 Annual Financial Report as required by the WA State Auditor's Office in May 2015.
- Worked with the WA State Auditor's Office on the city's accountability and 2014 financial statement audits. These audits were successful and there were no findings, management letters or recommendations.
- Received the AWC Wellness award which provides a 2% discount on medical premiums.
- Analyzed and monitored compliance by other departments to the approved 2015-2016 budget and assisted departments with the accounting of many projects.
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the 2015-2016 budget. The budget award represents a significant achievement by the city, reflecting the commitment and leadership of the West Richland Council and staff to meeting the highest principles of governmental budgeting.
- Continued to improve accounts receivable processing and collections.
- Created detailed quarterly financial reports and presented these to City Council.
- Distributed monthly financial reports to department directors and City Council, gave monthly financial report presentations to the Finance Committee.
- Continued to forecast, estimate and monitor the financial activities of the city.
- Worked closely with the Washington Cities Insurance Authority to reduce loss and liability exposure.
- Continued to monitor cash control procedures for all locations receipting or handling cash.
- Continued to review and adjust the city's fees for service to determine cost recovery as well as competiveness with neighboring cities.
- Worked with library consultant and others to analyze and review the current contract with Mid-Columbia Libraries and evaluated options for library services.
- Developed a frequently asked questions information sheet for the city's website to assist utility customers.
- Created a Welcome to West Richland brochure for new residents which provides helpful information about city services.
- An increased number of utility customers signed up for the city's SmartPay program thanks to promotional efforts by Finance staff. SmartPay automatically debits utility payments from customer accounts, which is the least costly method of payment for the city.
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Over

Julie Richardson, City Clerk

Accomplishments

Coordinated city council meetings and workshops, including preparing and publishing agendas, setup for the meeting, preparing minutes, processing contracts, agreements, resolutions and ordinances following the meeting, including ensuring ordinances are codified into the West Richland Municipal Code.

Prepared and published monthly utility insert newsletters and quarterly Ruralite City News inserts.

As of December 7, 2015, have logged 541 computer, network, and phone assistance requests.

Improved data backup with purchase and installation of new backup equipment.

Upgraded city computers to Office 2010 or Office 2013.

Coordinated virtualization of the public works server for more file space.

Setup network and email accounts for several new employees/temps and configured phones and computers for them. Also setup email accounts for several new boards and commissions members.

Setup several new police laptops.

Upgraded all police laptops to new MPS dispatch software.

Installed and configured new training tracking program for police department.

Coordinated upgrade of city's antivirus software.

Setup a laptop and wireless access point for the new utility payment kiosk.

Following Nicole's redesign of city website coordinated the hosting of the site with egov, worked with egov on design improvements, and kept the new site updated so the site could go live. Also, coordinated training from egov on the new WordPress site for departments.

Assisted with coordination of phone, cable broadcast, and network equipment for the new Public Works Facility.

Served on the wellness committee – City received well-city award