



# City of Prosser

## CITY COUNCIL

### WORK SESSION MEETING AGENDA

Council Chambers, 620 Market St, 1st Floor, Prosser WA 99350

Tuesday, June 2, 2026 @ 6:00 PM

To join the meeting, please click the following link: <https://prosser.webex.com/meet/prosser>  
Join by phone: +1-206-207-1700, Access code: 231 459 39313, Hit #, No Attendee Code, Hit #

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS
6. CITY ADMINISTRATOR REPORTS AND COMMENTS
  - a. Introduction of Assistant Public Works Director New Hire - Scott Coleman  
(Marty Groom, Public Works Director)
7. COUNCIL DISCUSSION
  - a. Special Event Permit Process (PMC 5.30) (Kathya Martinez, Recreation Manager) 3 - 10  
[Application Materials](#)  
  
***Recommendation:*** Review the Special Event Permit Application process and provide any proposed amendments to the PMC.
  - b. Nomadic Vendor Application Process Review (PMC 5.05) (Rachel Shaw, City Administrator) 11 - 31  
[Nomadic Vendor Licensing Materials](#)  
  
***Recommendation:*** Review the Nomadic Vendor Application process and provide any proposed changes to the PMC.
  - c. Sign Ordinance (PMC 18.72) (Nick Alsbury, Building Official) 32 - 41  
[Presentation](#)  
  
***Recommendation:*** Review the sandwich board sign permit fee and provide any proposed amendments to the fee schedule.
  - d. 2027 - 2030 City Council Goals and Priorities (Rachel Shaw, City Administrator) 42 - 57  
[Goals and Priorities](#)

***Recommendation:*** Review the draft City Council 2027 - 2030 Goals and Priorities and provide direction.

8. ADD-ON ITEMS
9. ADJOURNMENT

**CITY OF PROSSER, WASHINGTON**  
**AGENDA BILL**

<p><b>Agenda Title:</b> Special Event Permit Process (PMC 5.30)</p> <p><b>Item Type:</b> Discussion</p>	<p><b>Meeting Date:</b> June 2, 2026 Special City Council Meeting</p>
---	---

<b>Department:</b> Recreation	<b>Director:</b> Rachel Shaw	<b>Contact Person:</b> Kathya Martinez	<b>Phone Number:</b> 509-786-8225
----------------------------------	---------------------------------	---	--------------------------------------

<p><b>Cost of Proposal:</b> N/A</p> <p><b>Amount Budgeted:</b> N/A</p>	<p><b>Fund Name and Number:</b> N/A</p>
--	---

**Reviewed by Finance Department:**

- Attachments to Agenda Packet Item:**
1. Special Event Application Form
  2. Special Event Application Timeline & Fee Scenario

**Summary Statement:**

At the direction of City Council, staff has brought this item back for further discussion. Since the initial review, the Special Event Permit Application form has been updated based on feedback received from both City Council and the event organizers. The proposed revisions are highlighted in yellow in the attached application for ease of review.

Staff has also included an example of the event application timeline and fee structures previously approved by past City Councils. These attachments are intended to provide context and assist Council in evaluating the various scenarios available for special event permitting and associated fees, and to provide direction on any revisions Council wishes to make.

**Consistent with Council Goal:**

Goal #1: Livability & Quality of Life, Goal #5: Operational Excellence & Communication

**Recommended Action/Suggested Motion:**

***Recommendation:*** Review the Special Event Permit Application process and provide any proposed amendments to the PMC.

<b><u>Reviewed by Department Director:</u></b>  Kathya Martinez  <b>Date:</b> May 29, 2026	<b><u>Reviewed by City Attorney:</u></b>  N/A  <b>Date:</b>	<b><u>Approved by City Administrator:</u></b>  Rachel Shaw  <b>Date:</b> May 29, 2026
--	---	---



**CITY OF PROSSER**  
**PARKS & RECREATION**  
 620 Market St, 1<sup>st</sup> Floor  
 Prosser, WA 99350  
 (509)786-8225 Fax: (509)786-3717

## SPECIAL EVENT PERMIT APPLICATION

<input type="checkbox"/> <b>Application Review Fee: \$50 resident/\$60 non-resident</b> (fee nonrefundable) due at the time of application	<b style="color: red;">For Office Use:</b>  <b>Date Received:</b> _____ <b>Date Routed for</b> <b>Reviewed:</b> _____ <b>Permit No.</b> _____
<input type="checkbox"/> <b>Submittal Deadline:</b> A <b>minimum of 30 days</b> prior to the proposed event date   Additional <b>\$75 expedited</b> fee if less than 30 days	
<input type="checkbox"/> <b>Supporting Documentation:</b> Signed Application, Site Plan, Certificate of Insurance, Proof of Non-Profit ( <i>if applicable</i> )	

**Special Event Guidelines**

This form is designed to assist event planners and City Staff toward creating a successful event. This document does not constitute approval or make guarantees in any manner.

**Instructions for Completing**

After submitting all forms, your application will be reviewed by department staff. You will be notified if the event has been approved. Do not assume that all aspects of the event will be approved; you may be asked to make changes to your plan based on the availability of services and scheduling of other events. Therefore, do not make any arrangements for your event until approval from the city has been received.

ORGANIZATION: \_\_\_\_\_

PERSON RESPONSIBLE FOR EVENT: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ CELL PHONE NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**EVENT(S) INFORMATION**

EVENT NAME: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_ EXPECTED NO. OF ATTENDEES: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

DATES AND TIME FOR SET UP: \_\_\_\_\_ BREAK DOWN: \_\_\_\_\_

Please provide a summary of your event and the activities that will take place: (attached another sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IS THIS A **PROSSER** NON-PROFIT OR CHARITABLE ORGANIZATION?  YES  NO (Verification Required)

REV(5/26)

**ADDITIONAL INFORMATION**

1. Will alcohol be served, displayed, or consumed at this event?  YES  NO  
*If you answered YES, the City may request a copy of the liquor license if there is not one on file. (Alcohol is not permitted at any City parks)*
  
2. Will there be amplified sound or music at this event?  YES  NO  
*If you answered YES, please attach a copy of the notification letter that will be sent by the event organizer to residents and businesses within a 300-foot radius of the proposed event location. **Please note** that the City has a noise control ordinance under PMC 8.50.060 regarding amplified sound and noise levels.*
  
3. Will your event require street closures?  YES  NO  
*If you answered YES, please attach a site map showing the impacted street(s). **The event organizer will be responsible for notifying affected businesses of the road closure(s). The City will notify the public and emergency personnel.***
  
4. Will there be caterers, vendors, concessionaires, exhibitors, entertainers, promoters, or sponsors being utilized for your event?  YES  NO  
*If you answered YES, a Benton County Health certificate **MUST** be provided for all food vendors 24 hours before your event by email to [parksandrec@ci.prosser.wa.us](mailto:parksandrec@ci.prosser.wa.us) and provide a list of names, mailing address and types of service for your event. (Type of services: caterer, vendor, concessionaire, exhibitor, entertainer, promoter or sponsor). **Additional insurance might be required.***
  
5. Will your event provide volunteers for traffic control & cleaning patrol?  YES  NO
  
6. Will there be booth, canopies or other equipment erected?  YES  NO *If yes, how many: \_\_\_\_\_*

**SPECIAL REQUESTS **NEEDED** BY CITY** (Check all that apply)

- |  |                                     |  |  |                                  |
|--|-------------------------------------|--|--|----------------------------------|
| <input type="checkbox"/> Cones                                   | <input type="checkbox"/> Barricades | <input type="checkbox"/> Street Sweeping | <input type="checkbox"/> Power           | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Fire (must contact the fire department) | <input type="checkbox"/> Police     | <input type="checkbox"/> PW Staff        | <input type="checkbox"/> Traffic Control |                                  |

OTHER: \_\_\_\_\_

*Please note: Requested City services may be subject to additional fees and staff availability.*

**ITEMS PROVIDED BY APPLICANT** (Check all that apply)

- |  |                                     |  |  |  |
|--|-------------------------------------|--|--|--|
| <input type="checkbox"/> Porta-Potty   | <input type="checkbox"/> Dumpster   | <input type="checkbox"/> Water (Hydrant) | <input type="checkbox"/> First Aid Station | <input type="checkbox"/> Traffic Control |
| <input type="checkbox"/> Litter Patrol | <input type="checkbox"/> Volunteers | OTHER: _____                             |  |  |

**SITE PLAN** (PMC 5.30.040)

Please attach a **DETAILED** site plan (map), the site plan should include the following: boundaries of event site, location of event features such as: vendor/activity locations, ride areas, equipment, parking, restrooms, dumpster, trash receptacles, beer garden and first aid station. Also include the location and map of any proposed street use and/or closures and necessary detours.

Attach a Site Map or Use This Space



REV(5/26)



**FACILITY FEE TABLE**

Facility	Permit Fees		Add On – Extra 20% for NR	Total Amount Due
	Resident	Non Resident		
<b>City Park</b> Pavilion Open Grass Space Reg. Garbage Serv. Restroom Clean up	\$100	\$120	<input type="checkbox"/> Stage - <b>\$12.50</b> <input type="checkbox"/> Concession with grill - <b>\$50</b> <input type="checkbox"/> Concession w/o grill - <b>\$25</b> <input type="checkbox"/> (Sommers St Closure) - <b>\$110</b> <input type="checkbox"/> ** Police Officers - <b>\$87/per officer</b> <input type="checkbox"/> *** Public Works Staff - <b>\$55/per staff</b> <input type="checkbox"/> Expedited Processing - <b>\$75</b>	\$ _____
<b>EJ Miller Park</b> <input type="checkbox"/> <b>Crawford Park</b> <input type="checkbox"/> Pavilion Open Grass Space Reg. Garbage Serv. Restroom Clean up	\$100	\$120	<input type="checkbox"/> ** Police Officers - <b>\$87/per officer</b> <input type="checkbox"/> *** Public Works Staff - <b>\$55/per staff</b> <input type="checkbox"/> Expedited Processing - <b>\$75</b>	\$ _____
<b>Downtown Area</b> Cones and Barricades	\$200	\$240	<input type="checkbox"/> *** Street Sweeping - <b>\$55</b> <input type="checkbox"/> ** Police Officers - <b>\$87/per officer</b> <input type="checkbox"/> Power Boxes - <b>\$10/per box X _____</b> <input type="checkbox"/> Expedited Processing - <b>\$75</b>	\$ _____
<b>Parade - Event Route</b> Cones and Barricades	\$400	\$480	<input type="checkbox"/> *** Street Sweeping - <b>\$110</b> <input type="checkbox"/> ** Police Officers - <b>\$87/per officer</b> <input type="checkbox"/> Power Boxes - <b>\$10/per box X _____</b> <input type="checkbox"/> Expedited Processing - <b>\$75</b>	\$ _____
<b>Street Block Parties</b> Cones and Barricades  <b>Depot Parking Lot</b> Cones and Barricades	\$150	\$180	<input type="checkbox"/> *** Street Sweeping - <b>\$55</b> <input type="checkbox"/> ** Police Officers - <b>\$87/per officer</b> <input type="checkbox"/> Power Boxes - <b>\$10/per box X _____</b> <input type="checkbox"/> Expedited Processing - <b>\$75</b>	\$ _____
<b>Private Property</b>	\$100	\$120	<input type="checkbox"/> ** Police Officers - <b>\$87/per officer</b> <input type="checkbox"/> *** Public Works Staff - <b>\$55/per staff</b> <input type="checkbox"/> Expedited Processing - <b>\$75</b>	\$ _____

**Flat Rate: per hour, per person, minimum 2 hours required**

\*\*Police Officer – anytime one is needed | \*\*\*Public Works Staff – During business hours (\$75 non-business hours or holiday)

# EVENT APPROVAL TIMELINE

An example of an event at City Park



## ADMINISTRATIVELY APPROVED



Submitting a complete Application

P&R Reviewing Application

Dept. Heads Reviewing Application

Dept. Heads Approving Application

Event fee paid, certificate of insurance & notification letter submitted

**Approved!**  
Organizer may start advertising for event!

APRIL 1<sup>ST</sup>

APRIL 3<sup>RD</sup>

APRIL 3<sup>RD</sup>-10<sup>TH</sup>

APRIL 10<sup>TH</sup>

APRIL 11<sup>TH</sup>-15<sup>TH</sup>

APRIL 16<sup>TH</sup>

APRIL 23<sup>RD</sup>

MAY 14<sup>TH</sup>

MAY 15<sup>TH</sup>-19<sup>TH</sup>

MAY 19<sup>TH</sup>

Submitting a complete Application

P&R Reviewing Application

Dept. Heads Reviewing Application

Dept. Heads Approving Application

Application prep for next council – agenda bill

City Council application review

City Council application approved

Event fee paid, certificate of insurance & notification letter submitted

**Approved!**  
Organizer may start advertising for event!



## COUNCIL APPROVED

# SPECIAL EVENT FEE - APPROVED

An example of an event at City Park

Expedited fee not  
Waived in any  
scenario.

Officers PD/ City staff  
minimum of 2 hours  
it's required.

## FOR PROFIT EVENT

\$50 Application Review Fee

\$100 Facility Fee

- Open Grass Space
- Pavilion
- Reg. Garbage Service
- Restroom Clean up

### Add On:

- \$25 Stage
- \$35 Concession A "Grill"
- \$25 Concession B "No Grill"

**TOTAL: \$235**

### \* Extra Services:

Police: 1 officers x (2 hrs) = \$174

Road Closure (OT Only): = \$110

## NON PROFIT ORG.

### Hard Cost Only

\$50 Application Review Fee

\$10 Facility Fee

- Open Grass Space
- Pavilion
- Reg. Garbage Service
- Restroom Clean up

### Add On:

- \$10 Stage
- \$30 Concession A "Grill"
- \$20 Concession B "No Grill"

**TOTAL: \$120**

### \* Extra Services:

Police: 1 officers x (2 hrs) = ~~\$174~~ (\$87)

Road Closure (OT Only): = ~~\$110~~ (\$55)

## SPONSORSHIP

### No fee only staff time | Prosser Non-Profit

\$0 Application Review Fee

\$0 Facility Fee

- Open Grass Space
- Pavilion
- Reg. Garbage Service
- Restroom Clean up

### Add On:

- \$0 Stage
- \$0 Concession A "Grill"
- \$0 Concession B "No Grill"

**TOTAL: \$0**

### \* Extra Services: 50% Discount

Police: 1 officers x (2 hrs) = ~~\$174~~ (\$87)

Road Closure (OT Only): = ~~\$110~~ (\$55)

**CITY OF PROSSER, WASHINGTON**  
**AGENDA BILL**

<p><b>Agenda Title:</b>          Nomadic Vendor Application Process Review          (PMC 5.05)</p> <p><b>Item Type:</b>          Discussion</p>	<p><b>Meeting Date:</b>          June 2, 2026          City Council Work Session</p>
---	--

<b>Department:</b> Planning	<b>Director:</b> Rachel Shaw	<b>Contact Person:</b> Rachel Shaw	<b>Phone Number:</b> 509-786-8218
--------------------------------	---------------------------------	---------------------------------------	--------------------------------------

<p><b>Cost of Proposal:</b> N/A</p> <p><b>Amount Budgeted:</b> N/A</p>	<p><b>Fund Name and Number:</b> N/A</p>
--	---

<p><b>Reviewed by Finance Department:</b></p> <p>N/A</p>
--

<p><b>Attachments to Agenda Packet Item:</b></p> <ol style="list-style-type: none"> <li>1. PMC 5.05 Nomadic Vendors</li> <li>2. PMC 18.75.040 Site Review</li> <li>3. Nomadic Vendor Presentation to the Prosser Planning Commission</li> <li>4. Nomadic Vendor Informational Brochure</li> <li>5. Nomadic Vendor Application</li> </ol>
--

<p><b>Summary Statement:</b></p> <p>At the Work Session on May 5, 2026, City Council reviewed the application process for nomadic vendors. Council was provided Prosser Municipal Code (PMC) Chapter 5.05 regarding Nomadic Vendors and was invited to share feedback regarding code requirements. This item is being brought back for further consideration per Council direction.</p>
---

<p><b>Consistent with Council Goal:</b></p> <p>Goal #1: Livability &amp; Quality of Life, Goal #3: Promote Economic Development &amp; Jobs</p>
--

<p><b>Recommended Action/Suggested Motion:</b></p>
--

***Recommendation:*** Review the Nomadic Vendor Application process and provide any proposed changes to the PMC.

<b><u>Reviewed by Department Director:</u></b>  Rachel Shaw  <b>Date:</b> May 28, 2026	<b><u>Reviewed by City Attorney:</u></b>  N/A  <b>Date:</b>	<b><u>Approved by City Administrator:</u></b>  Rachel Shaw  <b>Date:</b> May 28, 2026
--	---	---

CHAPTER 5.05  
NOMADIC VENDORS

**§ 5.05.010. Definitions.**

In construing the provisions of this chapter, except when otherwise declared, apparent, or clearly appearing from the context of the passage or section, the following definitions shall be applied:

"City" means the city of Prosser, Washington.

"Food" shall have its usual and ordinary meaning, and shall include all items designed for human consumption including, but not limited to, candy, gum, popcorn, hot dogs, sandwiches, peanuts, soft drinks and dairy products.

"Nomadic vendor" means any person whether as owner, agent, consignee, or employee, whether a resident of the city or not, who engages in a business of selling and delivering goods, wares, food or merchandise of any kind or description, who conducts such a business outside of a permanent structure affixed to real property and who conducts business from a vehicle or other conveyance upon privately or publicly owned property, but not on a public street, sidewalk, alley or public way of the city. A person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of any local dealer, trader, merchant or auctioneer.

"Person" means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, limited liability company, business, trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.

"Public celebration" means any of the following: events officially authorized by the city council; events authorized by a special event permit issued in accordance with Chapter 5.30; and events that are specifically exempt from the provisions of Chapter 5.30.

(Ord. 2884 § 1, 2014)

**§ 5.05.020. License required.**

It shall be unlawful for a nomadic vendor to engage in business within the city of Prosser, Washington, except when licensed in compliance with the terms of this chapter. A separate license shall be required for each location of any nomadic vendor. A nomadic vendor who has obtained a license under this chapter shall be exempt from the provisions of Chapter 5.04. In the event of a conflict of provisions between this chapter and Chapter 5.04, then this chapter shall prevail and be applicable to license the activity.

(Ord. 2884 § 2, 2014)

**§ 5.05.030. Exemptions.**

The provisions of this chapter shall not be construed to apply to the following:

- A. Persons selling only fruits, vegetables, berries, eggs or any farm produce or edibles raised, gathered, produced or manufactured by such persons in the state of

Washington.

- B. Persons selling only trees used for the celebration of the Christmas season.
- C. Caterers providing catering services at a wedding or other one-time event on private property.  
(Ord. 2884 § 3, 2014)

**§ 5.05.040. Application.**

Any person desiring to secure a license as a nomadic vendor shall make application to the city clerk, on forms to be provided by the city. Such application shall include, but not be limited to, the following information:

- A. The name or names and address of the applicant, the applicant's UBI number, vehicle license numbers of all vehicles from which the applicant proposes to conduct business; description of the general type of goods, wares, merchandise or food proposed to be sold by the applicant; the place or places where the applicant proposes to engage in business.
- B. Each application shall be accompanied with the license application fee as provided for in this chapter.
- C. A notarized written authorization from the business owner to conduct the applicant's business at the place so noted on the application.
- D. A statement explaining the method of trash and litter disposal being proposed by the vendor.
- E. A drawing of a scale not greater than fifty feet per inch and not less than ten feet per inch, which drawing shall depict the following information:
  - 1. The portion of the property to be occupied by the business;
  - 2. The portion of the property to be used for automobile parking and the number of automobiles accommodated in said area;
  - 3. The location of driveways providing ingress and egress to the property;
  - 4. The location of existing buildings and structures located on the property noting the use of each building or structure so identified.
- F. The mayor or his or her designee is authorized to establish an application form for nomadic vendor licenses.  
(Ord. 2884 § 4, 2014)

**§ 5.05.050. Standard for approval of license.**

The mayor or his or her designee shall deny any application upon written findings that the applicant's proposed business activity will violate any applicable law, rule, or regulation. Any license issued under this chapter shall contain the number of the license,

the date the same was issued, the nature of the business authorized to be carried on, the amount of license fee paid, the expiration date of said license, the place where said business may be carried on under such license and the name or names of the person or persons authorized to carry on the same. The city clerk shall keep a record of all licenses issued under this chapter and shall promptly provide the Washington State Department of Revenue a copy of any license issued under this chapter.  
(Ord. 2884 § 5, 2014)

**§ 5.05.060. Fees—Expiration of license—Renewal.**

Fees shall be paid as follows:

- A. Nomadic vendors shall pay an initial application fee in the amount set forth in the city's fee schedule adopted by resolution or ordinance of the city council. The application fee shall be submitted with all applications. Following approval of the application, a fee shall be paid for each business license issued under this chapter in an amount set forth in the city's most recent fee schedule adopted by resolution of the city council. The license shall expire on December 31st of each year. A separate application and license shall be required for each location of a nomadic vendor. The application fee is not required for license renewal provided the renewal is for the same location and provided the licensee was licensed at that location within thirty days from the date of the request to renew the license. A license renewal fee shall be paid in the amount set forth in the city's fee schedule adopted by resolution or ordinance of the city council.  
(Ord. 2884 § 6, 2014; Ord. 3287 § 2, 2025)

**§ 5.05.070. Exhibition of license—Transfer.**

Any license issued under this chapter shall be posted conspicuously at the place of business authorized therein. Any license issued under this chapter shall not be transferred to any other person.  
(Ord. 2884 § 7, 2014)

**§ 5.05.080. Health regulation.**

All nomadic vendors shall comply with all laws, rules and regulations regarding food handling including established by any applicable regulatory agency. All vehicles used for the sale of food by nomadic vendors shall comply with all the laws, rules and regulations respecting such vehicles established by any applicable regulatory agency.  
(Ord. 2884 § 8, 2014)

**§ 5.05.090. Nomadic vendor standards.**

All nomadic vendors licensed under this chapter shall comply with the following standards:

- A. Nomadic vendors shall be licensed only at those sites on which there is a permanent business operating and registered under Chapter 5.04, unless the nomadic vendor obtains a conditional use permit from the city's board of adjustment and further

meets all of the following conditions:

1. All surfaces used by the nomadic vendor, and not landscaped, must be paved or otherwise covered with a dust-free surface.
  2. Sanitary restroom facilities must be available in accordance with the rules of the applicable regulatory agency.
  3. Completion of site review.
- B. No nomadic vendor shall locate his or her vehicle, other conveyance, or temporary stand within twenty feet of the improved portion of any public right-of-way or within twenty feet of the intersection of any public right-of-way and private driveway.
- C. The vehicle must be in good repair and of such design that it reasonably conforms to surrounding businesses.
- D. No signs or signage shall be permitted other than that which can be contained on the vehicle or conveyance and one sandwich board sign in accordance with Chapter 18.72.
- E. No vehicle, other conveyance or temporary stand shall be located closer than twenty feet from any building or structure on the licensed property or adjoining property.
- F. No vehicle, other conveyance or temporary stand shall locate closer than fifty feet from flammable combustible liquid or gas storage and dispensing structures.
- G. All nomadic vendors shall place at least one city approved garbage receptacle upon the site of business for customer use; additional cans may be required at the city's discretion.
- H. Licensed nomadic vendor sites shall be cleaned of all debris, trash and litter at the conclusion of daily business activities.
- I. All merchandise, goods, wares or food shall only be displayed or offered for sale within fifteen feet of the vendor's conveyance and be located no closer than twenty feet from any building or structure on the licensed property or adjoining property.
- J. All vehicles, other conveyances or temporary stands shall comply with the city's fire code.
- K. No nomadic vendor may be licensed at a location if their vehicle, conveyance or temporary stand diminishes required off-street parking for the permanent business registered on the site.
- (Ord. 2884 § 9, 2014; Ord. 3287 § 3, 2025)

**§ 5.05.110. Revocation of license.**

Any license issued pursuant to this chapter may be revoked, in writing, by the mayor or his or her designee for any one or more of the following causes:

§ 5.05.110

§ 5.05.990

- A. Any fraud, misrepresentation, or false statement contained in the application for a license.
- B. Any fraud, misrepresentation, or false statement made in connection with the selling of products.
- C. Conducting the business licensed under this chapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.
- D. The determination by the Benton County district court that the licensee has committed more than two infractions issued pursuant to Section 5.05.120 in any twenty-four-month period.

(Ord. 2884 § 10, 2014)

**§ 5.05.120. Penalty.**

- A. Except as otherwise provided herein, any person violating any of the provisions of this chapter shall be deemed to have committed a civil infraction and be penalized by a fine in the amount of one hundred fifty dollars, plus state assessments for each day he, she, or it is in violation of this chapter. Such infractions shall be issued and prosecuted in accordance with Sections 1.40.070 through 1.40.210.

(Ord. 2884 § 11, 2014)

**§ 5.05.990. Severability.**

If any section, subsection, sentence, clause, paragraph, phrase, or word of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, paragraph, phrase or word of this chapter.

(Ord. 2884 § 12, 2014)

**§ 18.75.040. Site review.**

- A. No building permit will be issued nor may any use or change in use be made of land without a site review. This does not apply to open or temporary land uses which do not exceed ten days in duration or single-family residences and their accessory structures in R districts.
- B. Action. The administrator will make appropriate findings and either approve or conditionally approve site review applications.
- C. Any review which authorizes the division of property in lieu of a plat or short plat must be recorded with the Benton County Auditor. The plans and the record of survey filed therewith have the same legal effect as a plat.  
(Ord. 1917 § 1 (part), 1997)



# Nomadic Vendors: What and Why?

Prosser Planning Commission

July 2, 2025

## What is a Nomadic Vendor?

**Chapter 5.05.010 in the Prosser Municipal Code defines a Nomadic vendor as,**

“Any person whether as owner, agent, consignee, or employee, whether a resident of the city or not, who engages in a business of selling and delivering goods, wares, food or merchandise of any kind or description, who conducts such a business outside of a permanent structure affixed to real property and who conducts business from a vehicle or other conveyance upon privately or publicly owned property, but not on a public street, sidewalk, alley or public way of the city. A person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of any local dealer, trader, merchant or auctioneer.”

# What is a Nomadic Vendor?

**It could also be helpful to consider the exemptions in the Nomadic Vendor License code;**

- Persons selling only fruits, vegetables, berries, eggs or any farm produce or edibles raised, gathered, produced or manufactured by such persons in the state of Washington.
- Persons selling only trees used for the celebration of the Christmas season.
- Caterers providing catering services at a wedding or other one-time event on private property. (PMC 5.05.030)

## Where can a Nomadic Vendor operate?

### PMC 18.60.270

Nomadic vendors regulated by Chapter [5.05](#) are allowed in **all I and C zones** except for **commercial professional (CP) and commercial neighborhood (CN)**. Except as permitted in this section, nomadic vendors are prohibited in all other zones. (Ord. 2885 § 1, 2014).

## How are they approved?

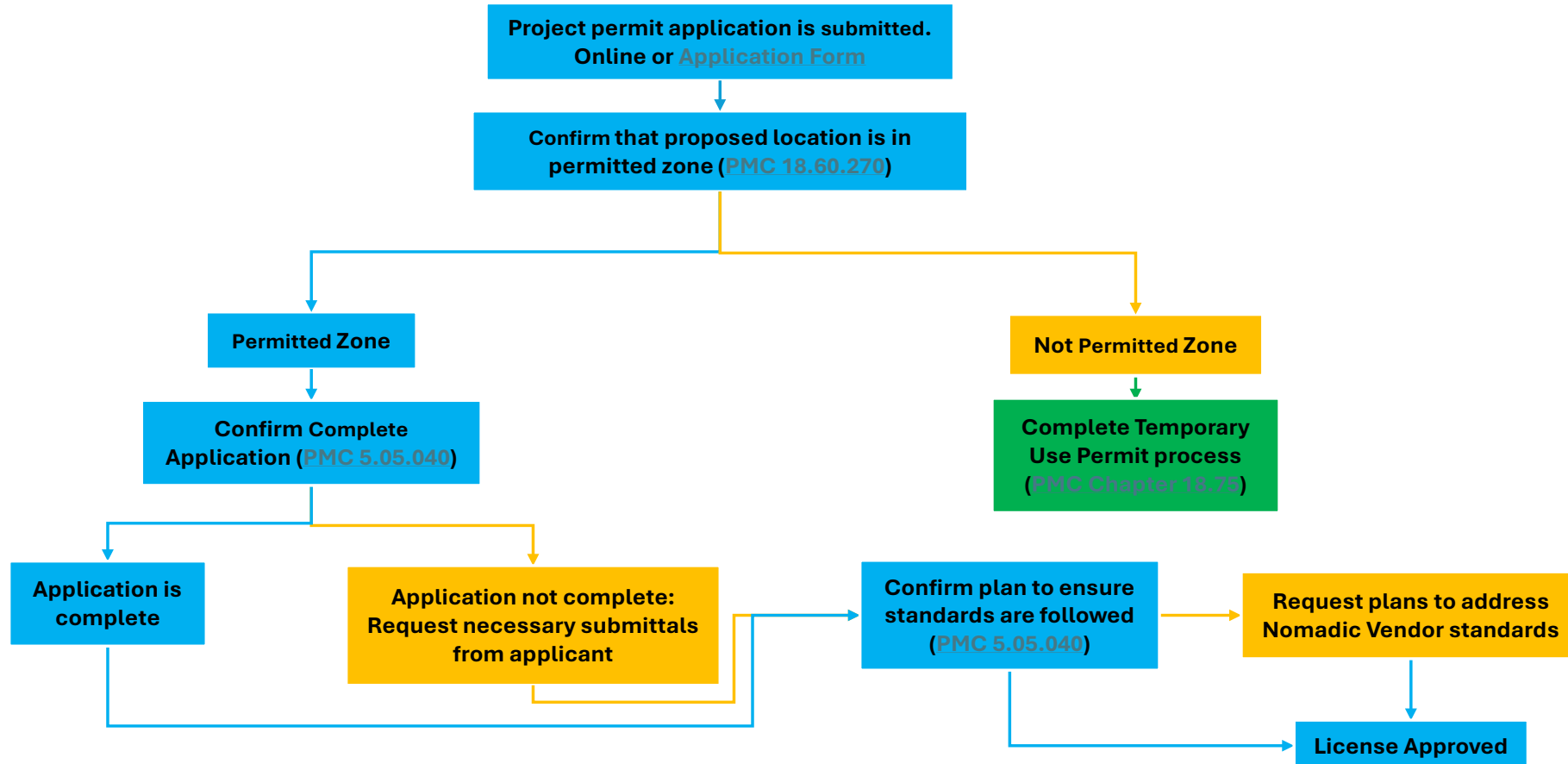
A Nomadic Vendor License applicant is required to submit operations details, location, time of operation, notarized authorization from property owners, a site plan, evidence of adequate method to dispose of trash/waste, and a fee for the license application.

During the review of the application, the project narrative and site plan should clearly show how all of the standards are going to be met.

If the applicant is going to be operating on a parcel that **does not** have a licensed business operating, they will need to complete a site review.

However, if the applicant is operating on a parcel that prohibits Nomadic Vendors, they will need to go through the Temporary Use permit process as well. *E.g. Cascade Crust at Cork & Taps on 236 Port Ave.*

# Nomadic Vendor Workflow



# What is the Difference between Nomadic Vendor License or Special Event Permit?

## *When to apply for Special Event Permit?*

### **PMC 5.30.010**

F. “Special event” means a temporary activity, carnival, parade, assembly, procession, block party, fun-run, roadway foot races, community-sponsored activity, art and craft fairs or other similar function that is conducted wholly or partly on public property or any event on private property that involves an open invitation to the public.

G. “Temporary” means, for the purposes of this chapter only, no more than four consecutive days during any calendar year. (Ord. 2737 § 2, 2011).

## *When to apply for Nomadic Vendor License?*

### **PMC 5.05.020**

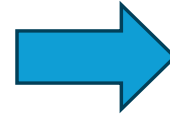
...A separate license shall be required for each location of any nomadic vendor. A nomadic vendor who has obtained a license under this chapter shall be exempt from the provisions of Chapter [5.04](#). In the event of a conflict of provisions between this chapter and Chapter [5.04](#), then this chapter shall prevail and be applicable to license the activity.

The code does not state the threshold of time to be considered for Nomadic Vendor License. It is recommended to infer from the Special Event Permit code, that if a Vendor will be operating on a property for more than four consecutive days, it should get a Nomadic Vendor License

# Changes to discuss

## Current Issues

1. **Current NM code is too restrictive in allowable zones (PMC 18.60.270** – “Nomadic vendors regulated by Chapter [5.05](#) are allowed in all I and C zones except for commercial professional (CP) and commercial neighborhood (CN). Except as permitted in this section, nomadic vendors are prohibited in all other zones.”)
2. **Current NM code is too restrictive in allowable density of vendors per lot (PMC 5.05.090(K)** – “No nomadic vendor shall be licensed to locate a vehicle, other conveyance, or temporary stand within **two hundred fifty feet** from another nomadic vendor except where vendors are separated by a public street. This provision does not apply to vendors within a designated and city-approved farmer’s market.”)



## City Recommendation

1. Recommend that NM code be amended to allow Nomadic Vendors in Agritourism and Agribusiness. (**PMC 18.60.270**)
2. Recommend that NM code be amended to remove vendors per foot and instead reserve the right to restrict the number of vendors in certain areas. (**PMC 5.05.090(K)**)



**THANK YOU!**

**DISCUSSION**



## WHEN TO APPLY FOR A NOMADIC VENDOR LICENSE

1. If you operate a mobile vendor business, who sells and delivers goods, wares, food or merchandise of any kind or description.
2. If you are planning on operating the business outside of any permanent structure and business.
3. If you conduct your business out of a vehicle or other mobile kiosk/podium

## WHO TO CONTACT?

City of Prosser Planning Dept.  
Kurtis Johnson  
Phone: 509-362-9872  
Email:  
[kurtis@nexusplanningservices.com](mailto:kurtis@nexusplanningservices.com)

# NOMADIC VENDOR LICENSING



PROSSER  
*Washington*

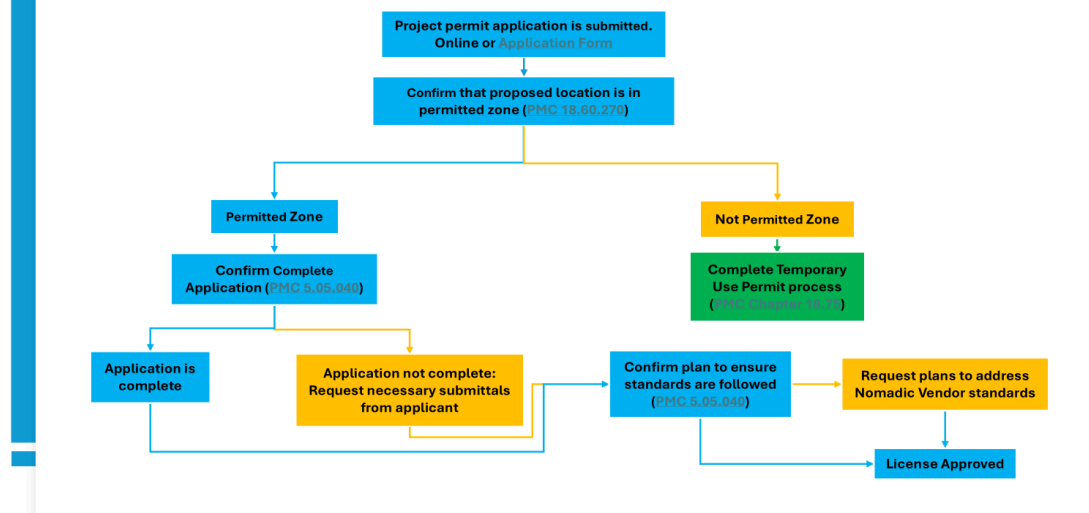
Information &  
Resources

## WHAT ARE THE NEEDED MATERIALS TO APPLY FOR THE NOMADIC VENDOR LICENSES

Such application shall include, but not be limited to, the following information:

1. The name or names and address of the applicant, the applicant's UBI number, vehicle license numbers of all vehicles from which the applicant proposes to conduct business; description of the general type of goods, wares, merchandise or food proposed to be sold by the applicant; the place or places where the applicant proposes to engage in business;
2. Each application shall be **accompanied with the license application fee** as provided for in this chapter;
3. **A notarized written authorization from the business owner** to conduct the applicant's business at the place so noted on the application.
4. A statement explaining the method of trash and litter disposal being proposed by the vendor.
5. A drawing of a scale not greater than fifty feet per inch and not less than ten feet per inch, which drawing shall depict the following information:
  - a. The portion of the property to be occupied by the business;
  - b. The portion of the property to be used for automobile parking and the number of automobiles accommodated in said area;
  - c. The location of driveways providing ingress and egress to the property;
  - d. The location of existing buildings and structures located on the property noting the use of each building or structure so identified.

## Nomadic Vendor Workflow



## WHERE ARE NOMADIC VENDORS ALLOWED?

Nomadic vendors regulated by Chapter [5.05](#) are allowed in all I and C zones except for commercial professional (CP) and commercial neighborhood (CN). Except as permitted in this section, nomadic vendors are prohibited in all other zones.

## MORE INFORMATION AND PROSSER MUNICIPAL CODE

If you would like to learn more about the Nomadic Vendor License procedure, review Chapter 5.05 of the Prosser Municipal Code

Look on the back of this brochure for contact information to learn more.



# STATIONARY & MOBILE VENDOR PERMIT APPLICATION CITY OF PROSSER, WASHINGTON

APPLICANT'S NAME \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

**BUSINESS OWNER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ (email will not be used for transmittal of official findings)

**BUSINESS INFORMATION** (Attach additional sheets, if necessary.)

Types of items sold \_\_\_\_\_

Types of food sold \_\_\_\_\_

Health Department License Number: \_\_\_\_\_

License Plate of vehicle \_\_\_\_\_

**PROJECT INFORMATION**

- MOBILE VENDOR
- SPECIAL EVENT
- OTHER

**PROJECT DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH THE REQUIRED SITE PLAN**

**SITE LOCATION**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_



CITY OF PROSSER, WASHINGTON  
**AGENDA BILL**

<p><b>Agenda Title:</b> Sign Ordinance (PMC 18.72)</p> <p><b>Item Type:</b> Discussion</p>	<p><b>Meeting Date:</b> June 2, 2026 Regular City Council Meeting</p>
--	---

<b>Department:</b> Building	<b>Director:</b> Nick Alsbury	<b>Contact Person:</b> Nick Alsbury	<b>Phone Number:</b> (509) 786-2332
--------------------------------	----------------------------------	--	--

<p><b>Cost of Proposal:</b> N/A</p> <p><b>Amount Budgeted:</b> N/A</p>	<p><b>Fund Name and Number:</b> N/A</p>
--	---

<p><b>Reviewed by Finance Department:</b></p> <p>N/A</p>
--

<p><b>Attachments to Agenda Packet Item:</b></p> <p>1. Presentation</p>
---

<p><b>Summary Statement:</b></p> <p>At the May 12th, 2026 Regular City Council Meeting the Council was presented with information regarding the City of Prosser's sign code ordinance specifically related to sandwich board sign requirements. During this meeting Council directed Staff to bring the discussion forward again at a future meeting. Some members of Council suggested amending the fee schedule to reduce the permit fee amount of sandwich board signs from \$157.50 to \$50.00. Staff is bringing this item forward again for additional discussion and direction from Council.</p>
---

<p><b>Consistent with Council Goal:</b></p> <p>Goal #1: Livability &amp; Quality of Life</p>
--

<p><b>Recommended Action/Suggested Motion:</b></p> <p style="text-align: center;"><i><b>Recommendation:</b> Review the sandwich board sign permit fee and provide any</i></p>
---

*proposed amendments to the fee schedule.*

<b><u>Reviewed by Department Director:</u></b>  Nick Alsbury  <b>Date:</b> May 29, 2026	<b><u>Reviewed by City Attorney:</u></b>  N/A  <b>Date:</b>	<b><u>Approved by City Administrator:</u></b>  Rachel Shaw  <b>Date:</b> May 29, 2026
---	---	---

# SANDWICH BOARD SIGNS

---

Nick Alsbury, Building Official  
May 12, 2026, City Council Meeting



# WHAT REGULATIONS EXIST IN THE CITY OF PROSSER?

- PMC Chapter 18.72 applies to various types of signs to include Sandwich Board Signs.
- PMC 18.72.050 permits Sandwich Board Signs to be placed in Agri-Tourism (AT), Commercial (C), Historic Downtown Prosser (HDP), and Industrial (I) zoning, and **prohibits placement in Residential (R) zones.**
- PMC 18.72.060 permits Sandwich Board Signs to be a **maximum of 4 feet in height** above grade and a **maximum of 9 square feet in size.**
  - Must be constructed out of plywood, dimensional lumber, plastic Masonite, or other 'weather resistant material'
  - Must be a 2-faced, A-frame style sign and readily movable (not attached to building or the ground)
  - No additional materials such as paper, balloons, windsocks or similar items may be attached to the sign as to increase the height or width of the sign
  - The sign may not be electrified, illuminated, or have mechanical or moving parts
  - Signs that are placed on the sidewalk must comply with PMC 12.16.030 (Sidewalk Obstructions)
  - Signs must be maintained in good condition
  - PMC 18.72 adopted in 2012, amended in 2016



# WHY DOES THE CITY HAVE RESTRICTIONS ON SIGNS?

PMC 18.72.010 states the reason & intent for regulating signage throughout the City of Prosser, in summary:

- **Pedestrian Safety:** Prevents signs from blocking sidewalks, creating tripping hazards, or interfere with emergency access.
- **ADA Accessibility Compliance:** Ensure sidewalks remain accessible for people using wheelchairs, walkers, strollers, or those with visual impairments.
- **Traffic Visibility and Safety:** Poorly placed signs can obstruct drivers' sightliness near intersections, crosswalks, or driveways.
- **Maintaining Public Right-of-Way:** Sidewalks are public spaces. They are to remain open and usable for everyone.
- **Preventing Visual Clutter:** Excess signs can overwhelm sidewalks and storefronts, making an area appear disorganized.



# WHAT DOES THE PERMITTING PROCESS LOOK LIKE?



\* Sandwich Board Sign Permits are issued for a one-time fee that exists for the **lifetime** of the business, with exceptions.. A new application is required when a new business moves into the existing permitted location, or when the previously permitted business relocates to a different building.

# WHAT ARE NEIGHBORING JURISDICTIONS DOING?

Jurisdiction	Permit Fee	Plan Review Fee	Total	Notes	Municipal Code Section
West Richland	\$100.00	\$50.00	\$150.00	Applies to all signs including sandwich board signs	WRMC 19.04
Kennewick	Based on sign valuation	\$64.00	Varies	Applies to all signs including sandwich board signs (i.e. portable signs)	KMC 18.24
Benton City	N/A	N/A	N/A	<b>Not Regulated</b>	N/A
Grandview	\$100.00 (Includes review fee)	N/A	\$100.00	Permit Fee & Plan Review Fee are combined. Applies to all signs including sandwich board signs (i.e. portable signs)	GMC 15.16
Prosser	\$157.50				

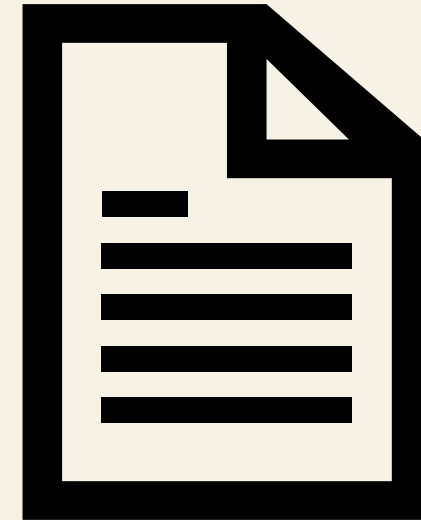
# HOW IS THE CITY ADDRESSING SIGNAGE?



Education and Enforcement has been (and continues to be) done City-Wide and both proactively and complaint-based.

# HOW ARE WE DOING?

- October 25, 2024, to April 4, 2026
  - **65** Sign Related Enforcement Cases Opened
    - **63** cases closed due to voluntarily compliance
    - **2** cases still pending
    - **0** Civil infractions have been issued for non-compliance
  - **19 of 65** Cases were for Sandwich Board Signs
  - **22** Sandwich Board Sign Permits have been issued since 1998





# QUESTIONS?

Nick Alsbury, Building Official  
[nalsbury@ci.prosser.wa.us](mailto:nalsbury@ci.prosser.wa.us)  
(509) 7868210



CITY OF PROSSER, WASHINGTON  
**AGENDA BILL**

<b>Agenda Title:</b> 2027 - 2030 City Council Goals and Priorities	<b>Meeting Date:</b> June 2, 2026 City Council Work Session
<b>Item Type:</b> Discussion	

<b>Department:</b> Administration	<b>Director:</b> Rachel Shaw	<b>Contact Person:</b> Rachel Shaw	<b>Phone Number:</b> 509-786-8218
--------------------------------------	---------------------------------	---------------------------------------	--------------------------------------

<b>Cost of Proposal:</b> N/A	<b>Fund Name and Number:</b> N/A
<b>Amount Budgeted:</b> N/A	

<b>Reviewed by Finance Department:</b>  N/A
---

<b>Attachments to Agenda Packet Item:</b>  1. Resolution 23-1754 2. 2023 - 2026 Council Goals & Work Plan Highlights 3. 2027 - 2030 Proposed Council Goals and Priorities
---

<b>Summary Statement:</b>  At the July 11, 2023, City Council meeting, Council adopted Resolution 26-1754, adopting the 2023 - 2026 Council Goals and Priorities (attached).  During the recent adoption of Mission, Vision, Core Values, staff discussed with Council the need to update the previously adopted Council Goals and Priorities since they are expiring in 2026.  Staff has compiled a ranking of priorities for Council discussion and consideration.
--

<b>Consistent with Council Goal:</b>  Goal #5: Operational Excellence & Communication
---

<b>Recommended Action/Suggested Motion:</b>
---

***Recommendation:*** Review the draft City Council 2027 - 2030 Goals and Priorities and provide direction.

<b><u>Reviewed by Department Director:</u></b>  Rachel Shaw  <b>Date:</b> May 28, 2026	<b><u>Reviewed by City Attorney:</u></b>  N/A  <b>Date:</b>	<b><u>Approved by City Administrator:</u></b>  Rachel Shaw  <b>Date:</b> May 28, 2026
--	---	---

**CITY OF PROSSER, WASHINGTON  
RESOLUTION NO. 23-1754**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PROSSER  
ADOPTING THE 2023 – 2026 CITY COUNCIL GOALS.**

**BE IT RESOLVED**, by the City Council of the City of Prosser that it is the desire of the City Council that:

1. The 2023 – 2026 City Council Goals, “Exhibit A,” are hereby adopted and made an integral part of the City’s policy direction.

**ADOPTED** by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this 11<sup>th</sup> day of July, 2023.

  
\_\_\_\_\_  
MAYOR RANDY TAYLOR

ATTEST:

  
\_\_\_\_\_  
RACHEL SHAW, CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
HOWARD SAXTON, CITY ATTORNEY



**“EXHIBIT A”**

**CITY COUNCIL GOALS**

1. Livability & Quality of Life
  - Sustain and improve the City’s livability and quality of life for Prosser residents and visitors by increasing safety and health, and by creating a more vibrant community.
2. Financial Sustainability
  - Sustain and improve the City’s financial position through review and updates to City-wide policies and cost of service delivery.
3. Promote Economic Development & Jobs
  - Create a strategy and implement actions that promote collaboration efforts and partnerships to sustain and expand the City’s economy and promote job growth.
4. Infrastructure & Transportation
  - Invest in the expansion of infrastructure services to meet diverse demands, and establish preventative maintenance schedules.
5. Operational Excellence & Communication
  - Provide exceptional customer service that exceeds the public’s expectations, invest in staff training, promote diversity, and establish heightened transparency and communication with the public and media.



# 2023 – 2026 Council Goals & Work Plan Highlights



## 2023 – 2026 Council Goals & Work Plan

1

### Livability & Quality of Life

Sustain and improve the City's livability and quality of life for Prosser residents and our visitors by increasing safety and health, and by creating a more vibrant community.



2

### Financial Sustainability

Sustain and improve the City's financial position through review and updates to City-wide policies and cost of service delivery.



3

### Promote Economic Development & Jobs

Create a strategy and implement actions that promote collaborative efforts and partnerships to sustain and expand the City's economy and promote job growth.





## 2023 – 2026 Council Goals & Work Plan

4

### Infrastructure & Transportation

Invest in the expansion of infrastructure to meet diverse demands, and establish preventative maintenance schedules.



5

### Operational Excellence & Communication

Provide exceptional customer service that exceeds the public's expectations, invest in staff training, promote diversity, and establish heightened transparency and communication with the public and media.



## 2023 – 2026 Council Goals & Work Plan HIGHLIGHTS

### Safety; Health; Vibrancy:

#### ❖ Safe Community

- ❖ Maintain, with the goal of adding, police services
- ❖ Invest in early prevention services

#### ❖ Healthy Community

- ❖ Support and create new city sponsored recreation programs
- ❖ Develop City-wide Pathways and Connectivity Plan

#### ❖ Vibrant Community

- ❖ Construct at least one all-new multi-use regional park.
- ❖ Continue to support Prosser EDA, Chamber of Commerce, Historic Downtown Prosser, and our other partners to encourage a thriving community.
- ❖ Support Agri-Tourism Efforts.



**Livability &  
Quality of Life**

## 2023 – 2026 Council Goals & Work Plan HIGHLIGHTS



### Financial Sustainability

#### **Cost of Service Delivery, thinking strategically:**

- ❖ Maintain a healthy prudent reserve of at least 15%
- ❖ Maintain a Fleet Replacement Fund
- ❖ Explore new/other revenue sources
- ❖ Review the feasibility of re-purposing City treated water for irrigation

## 2023 – 2026 Council Goals & Work Plan HIGHLIGHTS



### Promote Economic Development & Jobs

#### **Collaboration Efforts and Partnerships:**

- ❖ In collaboration with Prosser EDA, the Port of Benton, and other local and regional partners, create a new Prosser Economic Development Strategic Plan
- ❖ Partner with other jurisdictions and/or private organizations whenever possible to pool resources and leverage funds
- ❖ Improve the City's economic vitality and competitiveness by investing in our utility infrastructure, road system, and partner organizations.
- ❖ Develop City-administered grant program(s) that promote local business and economic development efforts
- ❖ Reward our long-standing community businesses by investing in services that will help their business continue to grow

## 2023 – 2026 Council Goals & Work Plan HIGHLIGHTS



### Infrastructure & Transportation

#### **Keeping up with growth; expanding services; maintaining/ enhancing the City's investment:**

- ❖ Invest in the expansion of domestic water, waste water, and irrigation services to meet and exceed demand
- ❖ Strategically apply for federal, state, and other grant funds to leverage resources for infrastructure and transportation projects
- ❖ Work with Ben Franklin Transit to enhance service
- ❖ Improve City's walkability and bike routes
- ❖ Invest in the expansion and improvement of the City's electronic/fiber optics network and wireless data systems

## 2023 – 2026 Council Goals & Work Plan HIGHLIGHTS



### Operational Excellence & Communication

#### **Public Service/Customer Service; Staff Training; Support Diversity; Transparency in Government:**

- ❖ Develop a Community Perception Survey to assist with identifying customer service needs and staff training
- ❖ Invest in technology that makes City services easily available to the public, online
- ❖ Encourage staff and Council involvement in outside organizations and committees
- ❖ Expand the City's social media presence
- ❖ Recognize volunteers and contributors to the City's success through an annual appreciation luncheon.



June 2, 2026

## Service Priorities 2027 – 2030

This summary was prepared by administrative staff to support informed decision-making during the City’s budget and work planning processes. The service areas, actions, and outcomes outlined below are intended to be used in conjunction with Council-established goals and policy direction to help guide budget development, project sequencing, and resource allocation.

By clearly linking priorities to expected outcomes, this framework provides a consistent and transparent basis for evaluating needs, balancing available resources, and determining project and service prioritization across the organization.

Rank	Service Area	Action	Outcomes
<b>Must</b>	<b>General Operations</b>	<ul style="list-style-type: none"> <li>Keep a citywide work plan that reflects Council goals</li> <li>Make sure departments work together and follow consistent practices</li> <li>Regularly review how services are delivered and look for ways to improve</li> <li>Plan ahead for staffing, equipment, and operating costs</li> <li>Implement planning, zoning and development standards consistent with community vision and legal requirements</li> </ul>	<ul style="list-style-type: none"> <li>Departments adopt annual work plans</li> <li>Services are delivered on time and consistently</li> <li>Fewer service gaps, delays, or duplicated efforts</li> <li>Improved long-term operational and financial planning</li> </ul>
<b>Must</b>	<b>Communications &amp; Community Involvement</b>	<ul style="list-style-type: none"> <li>Share clear, timely information with residents using coordinated messaging</li> <li>Ask for community input through surveys, meetings, and outreach</li> <li>Use advisory groups to help guide decisions</li> <li>Budget for communication tools and outreach efforts</li> </ul>	<ul style="list-style-type: none"> <li>Regular community outreach activities</li> <li>Increased participation in surveys and meetings</li> <li>Improved resident satisfaction over time</li> <li>Improved resident understanding of City actions and decisions</li> </ul>
<b>Must</b>	<b>Staff Training and Education</b>	<ul style="list-style-type: none"> <li>Plan ahead for staff training and leadership development</li> <li>Encourage shared training and knowledge across departments</li> <li>Support certifications, conferences, and required licenses</li> <li>Include training costs in annual budgets</li> </ul>	<ul style="list-style-type: none"> <li>Staff meet annual training goals</li> <li>Improved employee retention and readiness for advancement</li> <li>Improved coordination and problem-solving across departments</li> </ul>



# CITY OF PROSSER

Washington

620 Market Street – 1<sup>st</sup> Floor  
 Prosser, WA 99350  
 (509)786-2332  
 Fax (509)786-3717  
[www.cityofprosser.com](http://www.cityofprosser.com)

Rank	Service Area	Action	Outcomes
Need	Water (including irrigation)	<ul style="list-style-type: none"> <li>Plan for repair and replacement of water system equipment and facilities</li> <li>Coordinate with regulators and regional partners</li> <li>Review water rates to make sure the system can be maintained safely</li> </ul>	<ul style="list-style-type: none"> <li>Systems meet all safety and regulatory requirements</li> <li>Fewer emergency repairs</li> <li>Funds are available for planned improvements</li> </ul>
Need	Sewer	<ul style="list-style-type: none"> <li>Plan long-term replacement of sewer infrastructure</li> <li>Coordinate sewer work with road and development projects</li> <li>Review sewer rates to support system maintenance and upgrades</li> </ul>	<ul style="list-style-type: none"> <li>Reduced system failures or backups</li> <li>Predictable replacement schedules</li> <li>Sewer funds remain financially stable</li> </ul>
Need	Public Safety Programs and Equipment (including Building, Code Enforcement & Animal Control)	<ul style="list-style-type: none"> <li>Coordinate police, fire, public works, building, code enforcement, animal control, and regional emergency service partners</li> <li>Identify and address safety risks proactively, including property maintenance, nuisance properties, and animal control issues</li> <li>Strengthen partnerships with county, regional, and state emergency service providers for coordinated response</li> <li>Plan for equipment replacement, technology needs, and cross-department staff training</li> <li>Seek grants and interagency partnerships when available</li> </ul>	<ul style="list-style-type: none"> <li>Faster, more coordinated response times across agencies</li> <li>Fewer safety hazards related to buildings, properties, and animals</li> <li>Equipment and technology kept current and functional</li> <li>Outside funding and shared resources successfully obtained</li> <li>Improved building safety, neighborhood conditions, and overall community safety</li> </ul>
Need	Garbage (including recycling)	<ul style="list-style-type: none"> <li>Work with service providers to review and improve service levels</li> <li>Plan for long-term operation of the transfer station and recycling programs</li> <li>Look for efficiencies through coordination and regional partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Reliable service delivery</li> <li>Increased recycling participation</li> <li>Stable or reduced long-term costs</li> </ul>



# CITY OF PROSSER

Washington

620 Market Street – 1<sup>st</sup> Floor  
 Prosser, WA 99350  
 (509)786-2332  
 Fax (509)786-3717  
 www.cityofprosser.com

Rank	Service Area	Action	Outcomes
Want	Parks (including pool)	<ul style="list-style-type: none"> <li>Review how parks and pool facilities are used</li> <li>Plan improvements in phases to manage costs</li> <li>Coordinate maintenance and capital work across departments</li> <li>Seek grants and partnerships to support projects</li> <li>Maintain planning documents (PROS Plan) and priorities with the assistance of Parks &amp; Open Space Committee</li> <li>Identify locations and uses for future parks in coordination with community input and growth planning</li> </ul>	<ul style="list-style-type: none"> <li>Increased use of parks and facilities</li> <li>Projects completed as planned</li> <li>Additional grant or partnership funding secured</li> <li>Park investments aligned with community priorities</li> </ul>
Want	Sidewalk Maintenance	<ul style="list-style-type: none"> <li>Inventory sidewalks and assess conditions</li> <li>Prioritize repairs based on safety and accessibility</li> <li>Coordinate sidewalk work with road and utility projects</li> <li>Implement partnership program with homeowners</li> <li>Create walkability plan to identify gaps and improve elements such as crossings, lighting, and wayfinding</li> </ul>	<ul style="list-style-type: none"> <li>Fewer damaged or unsafe sidewalks</li> <li>Improved accessibility throughout the city</li> <li>Improved pedestrian safety and ADA accessibility citywide</li> <li>Improved access to neighborhoods and community destinations</li> </ul>
Want	Public Facilities	<ul style="list-style-type: none"> <li>Plan for maintenance and replacement of City buildings</li> <li>Use space efficiently across departments</li> <li>Improve safety, accessibility, and energy efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Reduced deferred maintenance</li> <li>Lower long-term operating costs</li> <li>Improved building safety and accessibility</li> </ul>
Want	Roadway Improvements	<ul style="list-style-type: none"> <li>Plan road projects alongside utilities, sidewalks, drainage, and development</li> <li>Coordinate with regional transportation agencies</li> <li>Prioritize projects based on safety and condition</li> <li>Strategically plant and manage trees with community advisement</li> <li>Include multimodal features such as bus stops, benches, shade, signage, and lighting</li> </ul>	<ul style="list-style-type: none"> <li>Completion of planned road projects</li> <li>Improved traffic safety and road conditions</li> <li>Improved support for multimodal transportation</li> </ul>

*Exceptional Public Service ♦ Responsible Stewardship ♦ Effective Leadership  
 Commitment to Employees ♦ Integrity*



# CITY OF PROSSER

*Washington*

620 Market Street – 1<sup>st</sup> Floor  
 Prosser, WA 99350  
 (509)786-2332  
 Fax (509)786-3717  
[www.cityofprosser.com](http://www.cityofprosser.com)

<b>Want</b>	<b>Recreation Programs and Activities (including pool PROGRAMS)</b>	<ul style="list-style-type: none"> <li>• Regularly assess recreation needs for all ages</li> <li>• Expand programs through partnerships with schools and local groups</li> <li>• Plan staffing and facilities to support program growth</li> </ul>	<ul style="list-style-type: none"> <li>• Increased participation in recreation programs</li> <li>• Programs meet cost recovery or funding goals</li> <li>• Expanded recreational opportunities for all age groups</li> </ul>
-------------	---	--	--