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**Meeting Date:** February 24, 2025

**Subject:** Report A Pothole Program

**Attachments:** Report A Pothole Forms, English and Spanish

**Presented by:** Sean Davido, Communications Manager

**Approved for Agenda by:** Dan Ford, PE, City Manager

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**Discussion:**

The City of Toppenish has launched a “Report A Pothole” program to improve road safety and maintenance.

The City believes that public involvement in identifying potholes in paved roadways provides staff with the opportunity to address the issue as soon as possible. Identifying those locations as soon as possible keeps our roads from getting so bad that they need to be rebuilt rather than repaired.

This program allows residents to report potholes through an online printable form available in both English and Spanish on the City’s website. The initiative aims to help streamline reporting and cataloging of potholes throughout the City of Toppenish.

The program will be managed by the Public Works Department, which already oversees the collection of reports and assesses conditions and resources. Fully completed forms can be submitted via the email address provided on the website, by mail, or in person at the City of Toppenish Public Works Office or Toppenish City Hall. Only fully completed forms will be accepted and added to the inventory and database for consideration.

**Fiscal Impact:** The “Report A Pothole” program will require staff time of the Communications Manager to help collect reports and data to help manage the database. Staff resources will also be required by the Public Works Department to manage and catalog the data and reports received. This effort is in addition to efforts already in place and will serve to enhance the current plan to repair reported potholes. The City Manager and Public Works Director have reviewed this request and believe that the benefit to the City justifies the use of resources.

**Recommendation:** Help provide feedback on the program and share information about the Report A Pothole Program to community members, service groups, and neighbors.

**Action Needed:** Informational only. No Action Required.